



**CITY COMMISSION MEETING AGENDA  
FEBRUARY 27, 2017  
7:30 PM**



Photo Credit: Carroll DeWeese

**Municipal Building, 151 Martin, Birmingham, MI 48009**

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**BIRMINGHAM CITY COMMISSION AGENDA**  
**FEBRUARY 27, 2017**  
**MUNICIPAL BUILDING, 151 MARTIN**  
**7:30 P.M.**

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

Mark Nickita, Mayor

**II. ROLL CALL**

Cheryl Arft, Acting City Clerk

**III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS.**

***Appointments:***

- A. Recognition of 2016 Student Board Representatives
- B. Resolution appointing the following students as non-voting members for the calendar year 2017:
  - Planning Board: Ariana Afrakhtek – IA  
Sarah Evans - Seaholm  
Bella Niskar - Seaholm
  - Parks Board: Ben Gould - Groves  
Joey Kummer – Seaholm
  - Public Arts Board: Celeste Demps-Simons - IA  
Cecilia Trella - Seaholm
  - Museum Board: Carson Claar – Seaholm  
Hanna Sandler – Seaholm
  - HDC-DRB: Josh Chapnick - Seaholm  
Griffin Pfaff – Seaholm
- C. Interviews for Public Arts Board
  - 1. Monica Neville, 1516 E. Melton
  - 2. Rabbi Boruch Cohen, 1578 Lakeside
- D. To appoint \_\_\_\_\_ to the Public Arts Board to serve the remainder of a three-year term to expire January 28, 2018.
- E. To appoint \_\_\_\_\_ to the Public Arts Board to serve the remainder of a three-year term to expire January 28, 2019.
- F. Administration of oath to the appointed board members.

**IV. CONSENT AGENDA**

All items listed on the consent agenda are considered to be routine and will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of the items unless a commissioner or citizen so requests, in which event the item will be removed from the general order of business and considered under the last item of new business.

- A. Approval of City Commission minutes of February 13, 2017.
- B. Approval of warrant list, including Automated Clearing House payments, of January 25, 2017 in the amount of \$677,345.41. (REVISED)

- C. Approval of warrant list, including Automated Clearing House payments, of February 15, 2017 in the amount of \$ 2,518,082.76.
- D. Approval of warrant list, including Automated Clearing House payments, of February 22, 2017 in the amount of \$ 293,939.43.
- E. Resolution approving the 2017 annual flower purchase from Croswell Greenhouse in the amount not to exceed \$17,149.45. Funds are available from the General Fund – Property Maintenance – Operating Supplies account #101-441.003-729.0000.
- F. Resolution awarding the Park Street Painting Project, Contract #4-17(PK), to DRV Contractors, LLC of Shelby Township, MI in the amount of \$930,560.00 to be charged to account 585-538.003-977.0000.
- G. Resolution confirming the City Manager’s authorization for the emergency expenditure regarding the repair to the Birmingham Ice Arena by Delta Temp Inc. in the amount of \$13,028.00 to be paid from the General Fund – Ice Sports Arena account #101-752.000-930.0300, pursuant to Sec. 2-286 of the City Code.
- H. Resolution approving a service agreement with Grunwell Cashero Co. to provide siding repair and replacement services for the Allen House in the amount of \$ 96,000 to be charged to account 401-804.002-977.0000, and directing the Mayor and City Clerk to sign the agreement on behalf of the City; further, approving the appropriation and amendment to the 2016-2017 General Fund and Capital Project Fund budgets as follows:
- |                                     |                      |           |
|-------------------------------------|----------------------|-----------|
| General Fund                        |                      |           |
| Expenditures:                       |                      |           |
| Allen House Contractual Services    | 101-804.002-811.0000 | (\$4,645) |
| Transfers Out-Capital Projects Fund | 101-999.000-999.4010 | 4,645     |
| Total                               |                      | -0-       |
| Capital Projects Fund               |                      |           |
| Revenues:                           |                      |           |
| Draw from Fund Balance              | 401-000.000-401.0000 | \$91,355  |
| Transfers In - General Fund         | 401-804.002-699.0101 | 4,645     |
| Total                               |                      | \$96,000  |
| Expenditures:                       |                      |           |
| Buildings - Allen House             | 401-804.002-977.0000 | \$96,000  |
- I. Resolution approving the purchase of a new Caterpillar Model TL642D Telehandler from MacAllister Rentals through the National Joint Powers Alliance (NJPA) extendable purchasing contract #032515-CAT in the amount of \$120,690.96 from account #641-441.006.971.0100.
- J. Resolution approving the purchase of a new 2017 Ford Transit Connect cargo van from Gorno Ford through the State of Michigan extendable purchasing contract #071B1300005 in the amount of \$22,591.00 from account #641-441.006.971.0100.
- K. Resolution approving the purchase of two (2) new 2017 Ford Explorers from Gorno Ford through the State of Michigan extendable purchasing contract #071B1300005 in the amount of \$57,886.00 from account #663-338.000-971.0100.
- L. Resolution approving a content sourcing agreement with N A Publishing, a wholly owned subsidiary of Data Conversion, LLC to provide a loan of specified CREEM Magazine monthly and special issues in exchange for permanent access by the museum to the final complete digitized CREEM collection at no charge. Further, directing the Mayor and Interim City Clerk to sign the agreement on behalf of the City.
- M. Resolution approving a request submitted by the Public Arts Board to hold Birmingham in Stitches from September 16th – October 7th, 2017 contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to

any minor modifications that may be deemed necessary by administrative staff at the time of the event.

- N. Resolution approving a request submitted by the City of Birmingham to hold Celebrate Birmingham Parade on Sunday, May 21, 2017, contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.

## **V. UNFINISHED BUSINESS**

## **VI. NEW BUSINESS**

- A. Resolution accepting the Annual Golf Report – 2016 Review – 2017 Prospectus.  
B. Resolution approving the proposed 2017-2020 Birmingham Museum Strategic Plan.  
C. Resolution approving the renewal, for the 2017 licensing period, of all Class B, Class C, and microbrewery liquor licenses for which a current year application was received.

- OR -

*(Each of the following resolutions to be considered with separate motions.)*

Resolution setting Monday, March 13, 2017 at 7:30 PM for a public hearing to consider whether to file an objection with the Michigan Liquor Control Commission to the renewal of the license for consumption of intoxicating liquor on the premises currently held by the owners/operators of \_\_\_\_\_, for the following reasons:

\_\_\_\_\_;  
Further, directing the City Manager to notify the owners/operators of \_\_\_\_\_, in writing, that they may submit any written material for consideration by the City Commission prior to the date of the public hearing or at the hearing, that the licensee may appear in person at the hearing or be represented by counsel and that the licensee may present witnesses or written evidence at the hearing.

- AND -

Resolution approving the renewal for the 2017 licensing period, of all Class B, Class C, and microbrewery liquor licenses for which a current year application was received, except for the license(s) held by \_\_\_\_\_, for which a public hearing has been set.

- D. Resolution adopting the following standard policy for the design of all future crosswalk pavement markings in the City of Birmingham, as recommended by the Multi-Modal Transportation Board:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3, with the exception that all painted bars shall be 24 inches wide spaced as close to 24 inches apart as possible. Crosswalk widths shall be installed as follows:

On Major Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when traffic signals are present.

On Local Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 8 feet wide, unless the adjacent sidewalk main walking path is wider, at which point it shall be widened to match the main walking path width.

At All Other Locations:

Total width of the crosswalk shall be 6 feet wide.

The following shall be considered Major Streets (within the specific districts noted) for the purposes of this standard:

Woodward Ave.

Old Woodward Ave.

Maple Rd.

Southfield Rd.

Adams Rd.

Willits St.

Oakland Blvd.

Chester St.

Brown St.

S. Eton Rd.

E. Lincoln Ave.

- E. Resolution adopting a policy that when the City is undertaking a project wherein the existing street pavement is being completely removed and replaced, the Engineering Dept. shall prepare plans that include the replacement of all water laterals that are less than 1 inch, no matter what material was used, to be replaced with a 1 inch copper or plastic water lateral pipe. Further, requiring the replacement of any size lead or iron water service, to be replaced with the same size pipe using either copper or plastic lateral pipe. All such improvements shall be charged to the adjacent benefitting property owner, and included in the special assessment district already being created for said project covering the cost of sewer lateral replacements. Assessments shall be based on the unit price per foot charged by the contractor in the applicable contract. The City shall cover all inspection and surface restoration costs.
- F. Resolution amending the Schedule of Fees, Engineering Dept., to reflect new fees and credits pertaining to the Storm Water Utility Fee.

## **VII. REMOVED FROM CONSENT AGENDA**

## **VIII. COMMUNICATIONS**

- A. Communications regarding Fairway sidewalks

## **IX. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA**

## **X. REPORTS**

- A. Commissioner Reports
- B. Commissioner Comments
- C. Advisory Boards, Committees, Commissions' Reports and Agendas
- D. Legislation
- E. City Staff
  - 1. 2<sup>nd</sup> Quarter Financial Reports, submitted by Finance Director Gerber
  - 2. December 2016 Investment Report, submitted by Finance Director Gerber
  - 3. Great Lakes Water Authority Sewer Rate Update, submitted by City Engineer O'Meara

## **XI. ADJOURN**

## INFORMATION ONLY

*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

Office of the City Manager

**DATE:** February 23, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Joellen Haines, Assistant to the City Manager

**SUBJECT:** Recognition of 2016 Student Appointments

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In appreciation of their service as a student representative on City boards during 2016, the following Birmingham Public School students will be recognized with a service award for their civic involvement over the past year at the February 27, 2017 Commission meeting:

STUDENT	BOARD / COMMISSION
Colin Cusimano	Planning Board
Loreal Salter-Dodson	Historic District Commission/Design Review Board
Nichole McMaster	Parks and Recreation Board
Ava Suchara	Public Arts Board
Nayri Carman	Museum Board

These students have participated in monthly meetings of their respective advisory boards and engaged in public discussions that afforded them direct input into areas that affect their community. This program partnership with the Birmingham Public Schools has been successful for the City, the schools and the students. We look forward to the student's continued interest in civic involvement.



## MEMORANDUM

Office of the City Manager

**DATE:** February 23, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Joellen Haines, Assistant to the City Manager

**SUBJECT:** 2017 Student Appointments

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In 1996, the City Commission approved a Birmingham Public Schools (BPS) program placing student representatives who are residents of the city on city boards and commissions. This program was designed to establish an educational partnership that has been very successful since its inception.

Students wanting to serve as representatives to city boards and commissions complete an application and go through a selection process by a school district pre-screening committee. The committee membership reviews student applications based on specific criteria and then forward approved applications to the city for appointment consideration.

The following students are being recommended by Birmingham Public Schools for appointment to their respective board by the City Commission for calendar year 2017. The students will receive agenda packets and are able to participate in all discussions, but will serve as non-voting members of the boards to which they are appointed.

<b>STUDENT</b>	<b>BOARD / COMMISSION</b>
Ariana Afrakhtek	Planning Board
Sarah Evans	Planning Board
Bella Niskar	Planning Board
Ben Gould	Parks and Recreation Board
Joey Kummer	Parks and Recreation Board
Celeste Demps-Simons	Public Arts Board
Cecilia Trella	Public Arts Board
Carson Claar	Museum Board
Hanna Sandler	Museum Board
Josh Chapnick	Historic District Commission/Design Review Board
Griffin Pfaff	Historic District Commission/Design Review Board

Enclosed is a copy of the BPS program with the city along with application materials submitted by the students in the course of the application process.

For informational purposes, two student representatives from Birmingham Public Schools have been selected to serve on the 2017-2018 Baldwin Library Board.

#### SUGGESTED ACTION:

To appoint the following students as non-voting members for the calendar year 2017.

Planning Board	Ariana Afrakhtek – IA Sarah Evans - Seaholm Bella Niskar - Seaholm
Parks Board	Ben Gould - Groves Joey Kummer - Seaholm
Public Arts Board	Celeste Demps-Simons - IA Cecilia Trella - Seaholm
Museum Board	Carson Claar – Seaholm Hanna Sandler – Seaholm
HDC-DRB	Josh Chapnick - Seaholm Griffin Pfaff – Seaholm



## A PARTNERSHIP BETWEEN:

THE CITY OF BIRMINGHAM AND BIRMINGHAM PUBLIC SCHOOLS  
Student Representatives on City Boards and Commissions

### PROGRAM GUIDELINES

#### I. PURPOSE:

To promote citizenship and student leadership and to encourage future citizen participation in government. The interaction between student representatives and appointed members of city boards and commissions will produce a greater understanding of adult decision making in addition to lending the perspective and ideas of youth. The majority of citizens who volunteer in their later years report that they have done so because of a volunteer experience in their youth. By investing in efforts to support and promote service and volunteerism now, we will be able to count on these individuals to volunteer later in life.

#### II. BENEFITS TO STUDENTS AND COMMUNITY:

##### Students will:

- Learn how local city government operates and makes decisions.
- Learn practical ways of helping the community...makes government real.
- Establish a service and volunteer habit for the future.
- Learn how to research data before making community decisions.
- Learn from contact with adult members of city boards and commissions.

##### Community:

- Will have the unique perspective of youth in decision making.
- Students will learn valuable lessons about public service...grooming them for future public service.
- May have a longer term participation of the student in community affairs.

#### III. SELECTION PROCESS:

Students wishing to serve as representatives to city boards and commissions should take the following steps:

1. If you have questions and would like to talk with a fellow student, contact student organizers Dounia Senawi at Groves High School or Todd Hertzler at Seaholm High School.
2. Complete a STUDENTS on CITY BOARDS and COMMISSIONS application available in the office of the community service organizer (Groves; Mrs. Dana Cunningham 203-3509 & Seaholm; Mrs. Sheila Brice 203-3725).
3. Submit the application along with two letters of recommendation and a brief personal essay to your school's community service organizer no later than NOVEMBER 22, 1996 at 3 p.m.

All applications will be reviewed by a school district screening committee where one applicant will be chosen to serve on each selected city board or commission.

The screening committee will include the following individuals:

- An administrator from both Groves and Seaholm High Schools (2)
- A student from both Groves and Seaholm High Schools (2)
- The high school community service organizers (2)
- A teacher (1)
- A member of the board of education (1)
- A member of the school district central administration (1)

Note: Administrators from both The City of Birmingham and the Village of Beverly Hills are involved in the development of the Students on City Boards and Commissions project. (The Village of Beverly Hills may also choose to participate at a later date.)

#### IV. APPOINTMENT PROCESS:

- Each student will be paired up with an adult board member who will serve as their mentor. The mentor will help the student become oriented to issues being addressed throughout their term on the board or commission.
- Each participating board or commission will monitor the attendance and participation of the student representative on their respective boards and commissions, and reserve the right (if necessary) to replace student members from the previously submitted list of qualified students.

#### V. TERMS:

- Each selected board/commission may have a high school junior as a student representative.

- The application, selection and appointment process shall begin in the fall (this first year being an exception), with the appointment becoming effective on the first day of January. The term of the student representatives shall end on the last day in December.

#### VII. DUTIES OF STUDENT REPRESENTATIVES:

Student representatives to city boards/commissions will:

- Attend an orientation session on local government and student roles and responsibilities as representatives.
- Attend all meetings scheduled for the specific board/commission to which they have been designated to serve as a student representative.
- Respond to the inquiries of other students regarding the function and role of the particular board/commission on which they serve.
- Prepare a written or oral synopsis on a monthly basis as to the progress of their activities as a citizen board/commission student representative. Meet with other student representatives.
- Perform other duties as identified at the time of appointment.

#### VII. RESPONSIBILITIES OF PARTICIPATING HIGH SCHOOLS

- The participating schools shall provide options that would enable students to earn credit from their experience on city boards and commissions.
- The participating schools shall designate a program coordinator who shall distribute information and applications to interested students:

Groves High School: Dana Cunningham 203-3509  
Seaholm High School: Sheila Brice 203-3725

- The schools shall actively seek student applicants for the participating boards/commissions wishing to sponsor student representatives.
- Each participating school shall participate in an annual review of the program with participating units of government and student representatives.

**VIII. RESPONSIBILITIES OF THE PARTICIPATING UNITS OF GOVERNMENT:**

- The participating units of government shall provide a list of those boards/commissions selected as appropriate for student representation, the purpose of those boards/commissions, and the meeting locations, dates and times.
- The participating units of government shall provide an orientation session for all student representatives selected to serve on certain boards and commissions.
- The participating units of government shall monitor the attendance and participation of individual student representatives and report any major concerns to the appropriate school program coordinators.
- Each participating unit of government shall be responsible for the formal appointment and termination of student representatives to their designated boards and commissions.
- Each participating unit of government shall participate in an annual review of this program with the cooperating schools and student representatives.



Joellen Haines <jhaines@bhamgov.org>

## Seaholm/Groves City Board Names

2 messages

**Pamela Davis** <PDavis@birmingham.k12.mi.us>  
To: "jhaines@bhamgov.org" <jhaines@bhamgov.org>  
Cc: Jennifer Kondak <JKondak@birmingham.k12.mi.us>

Mon, Jan 23, 2017 at 12:59 PM

Hi Joellen—

I hope you had a great weekend. I put all of the copies of the applications from Seaholm, Groves and IA in the mail to you today.

The following is the breakdown that Jennifer Kondak, Groves CSO, and I felt was equitable for all to receive at least their second choice. We will notify the students that they have been selected and to attend the City Commission meeting on Monday, February 27<sup>th</sup>. We will also notify students whose terms are expiring to let them know that they will be recognized at this meeting as well. Let us know if we can be of further assistance.

Thank you for this wonderful opportunity for our students!

Planning Board	Parks	Arts	Museum	HDC-DRC
Afrakhtek, Ariana IA	Gould, Ben Groves	Demps-Simons Celeste-IA	Claar, Carson Seaholm	Chapnick, Josh Seaholm
Evans, Sarah Seaholm	Kummer, Joey Seaholm	Trella, Cecilia Seaholm	Sandler, Hanna Seaholm	Pfaff, Griffin Seaholm
Niskar, Bella Seaholm				

*Pam Davis*

[PDavis@birmingham.k12.mi.us](mailto:PDavis@birmingham.k12.mi.us)

248-203-3725

Community Service Organizer

Seaholm High School



Birmingham Public Schools  
Community Relations Office

STUDENT REPRESENTATIVES ON  
CITY BOARDS AND COMMISSIONS

Application Form  
Due January 9, 2017

31301 Evergreen • Beverly Hills, MI 48025

Name: Ariana Afrakhteh Grade: 11<sup>th</sup> Age: 16  
Address: 653 Wallace St. Birmingham MI  
Zip Code: 48009 Email: Afrakhteh.ariana82@bloomfield.org  
Telephone: 248-238-5495 School: International academy

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Planning Board
2. Public Arts Board
3. Parks and Recreation Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

1 yr of honors econ & 1 yr of IB Econ (to be completed); I studied externalities and their affects on both public and private sectors.  
2 yrs honors art; Visual Arts helps with understanding the importance of art in the community.  
2 yrs honors Lit & 1 yr IB Literature (to be completed); I processed large bodies of text and am able to annotate it in order to understand it. This would help me be able to see multiple different views on issues.  
Please list your involvement in non-school activities:

I currently volunteer for the Birmingham Community House's early childhood center. I also spent two summers as a volunteer at the Baldwin Public Library. Lastly, I have been a Varsity Swimmer for Seaholm for the past two years along with 5 yrs of swimming with the Birmingham Blue Dolphin swim club (BBD).

What personal skills and characteristics do you possess that would make you a good representative?

I have familiarity with zoning laws in Birmingham and I have reviewed construction documents for projects taking place in the city of Birmingham. I am also a critical thinker because I am able to analyze information from multiple points of view and separate the positives and the shortcomings of an idea in order to make an informed decision.

Student Representatives Application Form

2

How would you be able to schedule your time to function effectively as a student representative?

One of my strongest qualities to this day is time management and organization in terms of scheduling. I plan out every day to accommodate all the activities listed previously. ~~and~~ I will make sure to effectively schedule in this position ~~and~~ by planning ahead of time and completing school work in advance.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes ☒ No ☐

**From Principal:**

I believe that this student would responsibly serve as a member of a city board or commission.

Principal's Signature

Date

**Parent(s) Permission:**

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Parent(s) Signature(s)

Date

**Include an essay** (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please **include two letters of recommendation** from adults who know you at school and who know your activities outside of school.

**Return application by Monday, January 9, 2017 to:**

Community Service Office at Seaholm High School \_\_\_\_\_  
Jennifer Kondak at Groves High School \_\_\_\_\_

Ariana Afrakhteh

10 December 2016

### The Planning Board Application Essay

This role is very important not only to the community, but to me personally. I find this opportunity offered by the City of Birmingham to be extremely thoughtful as it offers me a more prominent voice, and opportunities to communicate my thoughts on important matters. I would like to start by expressing my gratitude for this opportunity and shot at a unique experience. I believe that I would make a good student representative because I am hard working, dedicated, and a good communicator. I desire this position because it would be a healthy challenge for me that would develop my leadership skills while helping my community. I also take personal interest in this position as I want to be a developer in the future.

I would like to become a real estate developer after graduating from college, and believe that this experience will give me valuable exposure to the industry professionals I will be interacting with (including attorneys, brokers, urban planners, and engineers).

I've been visiting Birmingham's Building Department with my father (a builder) since I was six years old, which has provided me with beneficial exposure to the development process in Birmingham. This experience uniquely qualifies me to appreciate the responsibilities of Birmingham's Planning Board. In order to create and maintain a city like Birmingham, extensive planning and evaluation must precede the development of each aspect of the physical environment. If this process was not undertaken carefully and consistently, the city would lose its renowned identity. This a process that I can comprehend due to my unique background.



International Academy  
1020 E. Square Lake Rd  
Bloomfield Hills, Michigan 48304-1957 USA  
Telephone: 248.341.5900 Fax: 248.341.5959

*"One of America's Top Ranking High Schools"*

- Newsweek: 2003-2009-2012-2013

*Ranked Top Five High School in the United States*

- U.S. News and World Report, 2009-2013

January 5, 2017

To Whom It May Concern:

I am pleased to write this letter recommending Ariana Afrakhteh as a youth representative for the City of Birmingham Boards and Commissions. Ariana is a student in my junior level International Baccalaureate Biology class and I find her to be hardworking, conscientious and a positive contributor to the classroom. Her assignments are consistently completed with thoughtful responses and attention to detail—which has allowed her to maintain a 3.89 cumulative GPA in a rigorous academic environment.

Ariana would like to volunteer for a position with the City Planning Board. This role will be a good opportunity for her to see the decision-making process firsthand as well as allow her leadership skills to be developed. Her academic skills are strong and will readily transfer to this type of position: she works effectively with her peers, asks insightful questions and maintains a strong work ethic.

Ariana Afrakhteh embodies the qualities we seek in youth leadership—a passion for learning coupled with integrity and a dedication to helping others which makes her well suited for a position on the City Planning Board. If you have any questions, please do not hesitate to contact me at [smonck@bloomfield.org](mailto:smonck@bloomfield.org) or (248) 341-6858 should you require any additional comments regarding her candidacy.

Sincerely,

Suzanne Monck  
IB Biology Instructor  
International Academy



*Principal: Lynne Gibson; Associate Principals: Ryan Brinks, Ryan Parrott, Christopher Smith; IB Coordinator: Sarah Fairman  
Counselors: Lisa Ann Acton, Jane Dittus, Renee Jamil, Brigid Piagentini and Julie Weatherhead*



International Academy  
1020 East Square Lake Rd.  
Bloomfield Hills, MI 48304-1957 USA  
Telephone: 248.341.5900 Fax: 248.341.5959

*"One of America's Top Ranking Schools"*  
-Newsweek: 2003-2009-2012-2013  
*Ranked Top Five High School in the United States*  
-U.S News and World Report, 2009-2013

January 3rd, 2017

To Whom It May Concern,

I am pleased to offer my highest recommendation for Ariana Afrakhteh.

I have had the pleasure of knowing Ariana for the past three years as she was a student in my MYP Economics and IB Economics courses. Ariana has demonstrated great self-motivation, determination, and communication skills in all of her roles and has proven to be a vital contributor to both the classroom and the school as a whole.

In my IB Economics class, Ariana is a regular participant and contributor in class discussions and activities. Classwide discussions are a prominent feature in my class and Ariana's regular and insightful contributions often demonstrate a great thoughtfulness and ability to grasp very complex theories. Unlike most students, Ariana is willing to try answers during discussions that she is not 100% sure on. Most students only offer answers when they know they have the right answer, but Ariana is willing to answer the tough questions other won't without fear and in an effort to better understand difficult concepts.

Not only is she a great contributor to the classroom, but she is a great role model in self-advocacy and perseverance. Ariana regularly stops by my classroom to seek out additional help when she needs it and doesn't give up on her questioning until she fully grasps the concepts; a skill many students her age do not yet possess. It is clear in our discussions that she works hard not just to do well in the class, but to truly understand the theories and rationale.

To summarize, Ariana is without a doubt, one of the most well-rounded students I have had the pleasure of teaching. If she is awarded the volunteer position with the City of Birmingham's Planning Board, you will be getting an outstanding young women. If you have any doubts or would like to speak further, please do not hesitate to call me. She has been an extremely valuable member of our community, and I know that she would make a great addition to yours.

Best Regards,



Kyle O. Tecmire

E-mail: [ktecmlre@bloomfield.org](mailto:ktecmlre@bloomfield.org)

Phone: (810) 623-7116



Principal: Lynne Gibson; Associate Principals: Ryan Brinks, Ryan Parrott, Christopher Smith; IB Coordinator: Sarah Fairman  
Counselors: Lisa Ann Acton, Jane Dittus, Renee Jamil, Brigid Piagentini and Julie Weatherhead



**Birmingham Public Schools**  
Community Relations Office

# STUDENT REPRESENTATIVES ON CITY BOARDS AND COMMISSIONS

## Application Form

Due January 9, 2017

31301 Evergreen • Beverly Hills, MI 48025

Name: Carson Clarr Grade: 11 Age: 16

Address: 1057 N. Glenhurst Drive

Zip Code: 48029 Email: carson.clarr@sechoim.com

Telephone: 248-982-2594 School: Sechoim

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Parks and Recreation board
2. Museum board
3. Transportation board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

In school I participate in the Young Conservatives group,  
Sechoim offers support, which is a group for  
community service. I also participate in my mentors  
program at school, which allows you to become a leader.  
All these programs made me an active leader in my  
school and community. I also play varsity tennis and basketball  
for Sechoim.

Please list your involvement in non-school activities:

Outside of school I am a recreational soccer  
player and would like to play in college.  
I am a young life leader, which is a non-profit  
Christian organization. I have also been playing soccer  
for 7 years now. Lastly, I volunteer at Sechoim, which  
is an organization for kids to get out of their homes and have  
playground, to better their lives. I worked as a lifeguard this summer  
at Sechoim.

What personal skills and characteristics do you possess that would make you a good representative?

I have always been an outgoing, conscientious, and inquisitive  
person. I do very well in school, and I work very well with  
others and know how to be persuasive in many situations.  
Lastly, whenever I don't know something, I find out about  
that. If my personality I will do what it takes to find  
out the information and to understand the concepts.

Student Representatives Application Form

2

How would you be able to schedule your time to function effectively as a student representative?

When I get home from school, I will finish all my homework  
and studying, which will free up time in evening on my  
spare, therefore, freeing up time to participate  
in the city board activities

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes \_\_\_\_\_ No ☒

**From Principal:**

I believe that this student would responsibly serve as a member of a city board or commission.

Principal's Signature \_\_\_\_\_

\_\_\_\_\_ Date

**Parent(s) Permission:**

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Parent(s) Signature(s) \_\_\_\_\_

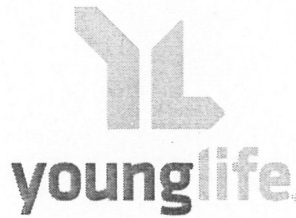
\_\_\_\_\_ Date

**Include an essay** (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please **include two letters of recommendation** from adults who know you at school and who know your activities outside of school.

**Return application by Monday, January 9, 2017 to:**

Community Service Office at Seaholm High School \_\_\_\_\_  
Jennifer Kondak at Groves High School \_\_\_\_\_



Recommendation for Carson Claar  
January 8, 2017  
Jared Vince, Area Director, *Young Life Birmingham*

I have known Carson for over two years, during which he has participated in our local Young Life program. I recently asked Carson to go through training to become a volunteer leader with our middle school group. His responsibilities will include developing healthy positive relationships with middle school students, working alongside volunteers on his team, and helping organizing events.

Out of the many young men in our program, I asked Carson because even without the official title of "leader," he is one. He has proven to be someone that I can count on. He is responsible, thoughtful, intelligent and would be an excellent addition to the Parks and Recreation Board. Carson is charismatic in a way that people of all ages are drawn to him and he works well on a team.

Carson is an excellent young man, and I highly recommend him for any position he pursues.

Sincerley,

Jared Vince

---

**Young Life Birmingham**

PO Box 2202  
Birmingham, MI 48012

tel. 248 904 6160

jared@younglifebirmingham.com  
easternoaklndcounty.younglife.org

One of my favorite memories as a youth ,that brought back much nostalgia, was running through the playground at Booth Park. I distinctly remember hitting the mist button incessantly!! I have always admired the accessibility and beauty of the parks in Birmingham. I have lived in Birmingham my whole life, and I may even reside here.

So far it has been truly a pleasure.

Birmingham is truly the the iconic, quaint little town, having the perfect amounts of phenomenal restaurants, bars, parks, and hangout spots. This city has provided me with countless nights of fun with my friends and family, so I feel it is my duty to give back.

Shane and Booth Park are great parks, but everything can be improved, right? If I was on the city council, I would be able to help make Birmingham a better place. I would love to see Birmingham be an even better place. I really think I could be quite an asset to making Birmingham a more fantastic place. I am a hardworking person, and if something isn't working, I won't stop until it works properly.

I would be lying if I said Birmingham did not have some impact on my life. I know a lot about the city and what it has to offer; I would love to be apart of a committee that will work hard to make it even better.

Another reason I would love to participate in this is because I am very interested in seeing how run a city. Also, seeing how a government works and working with a team to reach a joint- effort goal is invaluable. Learning the value of teamwork is extremely important and this is an unbelievable opportunity to do so.

I would really be thankful to serve on the committee of Birmingham Council, and I think I would make a great improvement to this city.

Patrick Hoover  
Physics Teacher  
Seaholm High School  
phoover@birmingham.k12.mi.us  
January 9, 2017

City of Birmingham  
City Clerk's Office  
151 Martin  
Birmingham, MI 48009

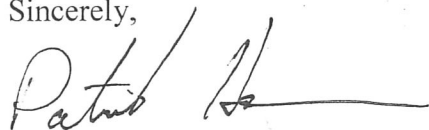
Dear Representative of the City Commission:

I am writing to recommend Carson Claar for Student Representative to the Parks & Recreation Board. I have known Carson since the beginning of this school year as a student in my AP Physics 1 course.

Carson has been a consistently strong student, both in terms of performance and work ethic. He is very thoughtful, inquisitive, and persistent – he is the kind of student who isn't afraid to ask for clarification if he needs it, and isn't satisfied until he fully understands something. He values learning for learning's sake, frequently showing an interest in and asking about topics that are above and beyond what is covered in class. Carson has a great sense of humor, and is able to have fun while taking his studies seriously. He has a good rapport with staff and gets along well with other students. In addition to academics, he plays varsity tennis, lacrosse, and squash. He held a summer job at Oakland Hills, and has done volunteer work through Racket Up Detroit and Seaholm Offers Support, which provides aid to people in the local community. I think he would do a great job representing the voice of the student population in Birmingham.

Should you choose to make Carson a member of your board, you won't regret it.

Sincerely,

A handwritten signature in dark ink, appearing to read "Patrick Hoover", with a long horizontal flourish extending to the right.

Patrick Hoover



Birmingham Public Schools  
Community Relations Office

## STUDENT REPRESENTATIVES ON CITY BOARDS AND COMMISSIONS

### Application Form

Due January 9, 2017

31301 Evergreen • Beverly Hills, MI 48025

Name: Josh Chapnick Grade: 11<sup>th</sup> Age: 16

Address: 2266 Noronlawn

Zip Code: 48009 Email: Josh.Chapnick@gmail.com

Telephone: (248) 881-6571 School: Birmingham Seaholm

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Planning Board
2. Historic District Commission and Design Review Board
3. Advisory Parking Committee

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

For responses, see attached.

Please list your involvement in non-school activities:

What personal skills and characteristics do you possess that would make you a good representative?

How would you be able to schedule your time to function effectively as a student representative?

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Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes X No \_\_\_\_\_

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**From Principal:**

I believe that this student would responsibly serve as a member of a city board or commission.

Rachel M. Guinn

Principal's Signature

1/9/17  
Date

**Parent(s) Permission:**

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

[Signature]

Parent(s) Signature(s)

1/9/17

Date

---

---

**Include an essay** (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please **include two letters of recommendation** from adults who know you at school and who know your activities outside of school.

**Return application by Monday, January 9, 2017 to:**

Community Service Office at Seaholm High School \_\_\_\_\_

Jennifer Kondak at Groves High School \_\_\_\_\_

What school activities and/or classes have you participated in that would qualify you to sit on the board or commission which you have chosen?

Throughout my two years in high school, I have participated in a number of activities that qualify me to sit on the board. One activity that I believe especially helps to qualify me for this position is the Seaholm and Groves robotics team. On the team I am the leader for the electrical division. Some of my duties as the leader include teaching others about electrical in robotics, ensuring all work with electronics is done properly and collaborating with other leaders to ensure the robot build process is on track. As a team leader, one of my most important roles is educating others. It is very important to ensure that I am always training someone during my work so I have someone to follow me when I graduate. I am always conscious of this and I ensure that someone is always watching to ensure they will about the electrical system so they will be able to lead the team once I graduate. Another activity that I believe qualifies me for a role on the board is the Seaholm marching band. The band stressed the importance of accountability relating to your actions. Our director teaches us the importance of thinking before acting while wearing the uniform. He teaches us that everything we do reflects upon not only ourselves but also on the band as a whole. The Seaholm band has helped me become more conscious of my actions and helps me to understand how my individual actions can affect those of a large group. Finally, I believe that my participation in the Seaholm medical club helps qualify me for this position. The medical club has taught me the importance of learning in a broad variety of fields. While I am interested in medicine, the medical club helps me to learn about many different specialties. This idea can be transposed to the world outside of education. I am able to use this idea and apply it to other elements of my life. I believe that this idea can also be applied to my actions on the board. I believe that this lesson will help me be a strong contributing member to this board because it has helped me realize the magnitude of an impact I will have on others and the community as a whole. Through my continuing experiences in high school, I believe I am a well-qualified candidate for the board.

Please list your non-school activities:

- a. **Employment, Birmingham Geek (2/16 – Present)** – I hold a part-time weekend job at Birmingham Geek (a computer store in downtown Birmingham). My duties at the store include diagnosing customer issues both in person and over the phone, fixing issues such as virus infections and hardware issues and visiting the homes of customers to work on systems such as setting up Wi-Fi. As in any store, customer service is very important. When I work, I have to ensure that I am always polite, helpful and explain the issues in terms that are understandable by the customer. This position come with significant responsibility, including interacting with customers; providing understandable service and ensuring no damage to any files or hardware components occurs. This job also gives me the unique perspective of understanding the role that a small business plays in Birmingham and the impact that decisions the boards make may have on the community.

others together to build a consensus. Third, I am good at seeing the big picture and keeping everyone on task. While some are very good at looking at each element individually, I am able to put all of these elements together to look at how it will affect something over a long period of time or how it will affect a resolution. Perhaps my greatest strength is my desire to learn. I am always looking for a new topic to learn about or I am always looking to further my knowledge in a certain field. I am always open-minded and I find that I am good at digesting new information quickly and helping to solve problems. I attribute this skill to my lifelong fascination with understanding how things work, whether it is a toy car, my computer or a complex robot. I believe these qualities make me an excellent candidate for student representative.

How would you be able to schedule your time to function effectively as a student representative?

I am confident that I will be able to effectively manage my time to ensure that I dedicate adequate amounts of time to my various activities. When doing work outside of school, I often prioritize it based on when it is due. For example, when I do my homework, I order it in such a way that I will do it based on when it is due and sequentially based on what hour I have each class. This method ensures that I have all homework completed by the time class starts and I find that it is very effective. Furthermore, at work I tend to fix computers based on when they were brought into the store, and I often work on the computers that need time to complete tasks before I work on computers that require constant attention. This way, all of the computers will get done in an orderly and timely fashion and I never have to rush an operation. Although I am involved in a number of activities, they all have different time requirements and none overlap with the dates and times of the board meetings. I am confident that I will be able to devote adequate time as student representative and it will not conflict with my other activities.

My name is Josh Chapnick. I am an 11<sup>th</sup> Grader at Seaholm High School and I was born and raised in Birmingham. Throughout my life, I have always been interested in learning about how things work, what happens behind-the-scenes and how I can help out. I have always had a knack for figuring things out and solving the most intricate problems. Whether it was building a new mailbox when I was 7, creating a computer network for our family when I was 10, being put in charge of running the BCS announcements in 4<sup>th</sup> or serving as the student representative to interview new math teachers for BCS in eighth grade, I have never shied away from solving a problem. My curiosity has continued to blossom in high school as I have taken on the role as the leader of the electrical team for the Seaholm/Groves robotics team and through my part time job as a computer technician for Birmingham Geek. However, my problem solving skills have not been limited to technology. I have put them to work in philanthropy and community service through my service as a soccer mentor to special needs kids in the LAYSL TOPSoccer program, as a Kick-off mentor to incoming freshman at Seaholm and through my service on the Jewish Fund Teen Board where I was one of 25 teens selected to serve on a teen-led philanthropic foundation whose goal is to identify needs in our community, determine funding priorities and meet with community organizations in order to decide how to create positive change through grantmaking.

One area that I have not yet had the privilege of putting my teamwork, leadership and problem-solving skills to work is Birmingham's city board. This opportunity caught my attention initially because, as a life-long learner with natural curiosity, I am interested in seeing what it takes to make Birmingham the great city I have come to love. As you can see, I have been drawn to extra-curricular activities that involve groups. From my involvement in the robotics team, as a member of Seaholm's marching band or as a member of Seaholm's Chemistry and Medical clubs, I am fascinated by group dynamics and enjoy collaborating with others to solve problems. I view serving as a student representative on one of the City Boards or commissions as a natural extension of the philanthropic, community service and problem-solving work I have already been engaged in. The benefit for me is that I get to learn about the inner-workings of the City and the wide range of issues necessary to make Birmingham the well run City it appears to be. I am also excited to have the opportunity to meet and work alongside other active members of our community who are equally passionate as I am about being connected to their community. Serving as a student representative will give me the opportunity to observe problem-solving on a local level, will allow me to make a real impact in our community all while learning the skills necessary to be successful in life.

I have lived in Birmingham my entire life and feel a very strong connection to the community. I view Birmingham as a community that is able to present its residents with the best opportunities and a very positive environment. While still having a small-town feel, Birmingham also offers many services unmatched by other communities of similar size. For example, Birmingham Public Schools has consistently presented its students with enriching opportunities that are often exclusive to Birmingham students. I have been a grateful recipient of these benefits and I have a personal interest in directly giving back to the community

through service as a student representative to ensure that Birmingham continues to be a vibrant community that offers the high standard of living that residents (like my family) benefit from every day.

Thus far, my motivation, responsibility and attention to detail has served me well in school and my extra-curricular activities. I believe these same skills would make me a valuable contributing member to a board or commission. As you can likely tell from my extra-curriculars, I am very passionate about implementation of Technology into everyday life to ensure that we can live effective and highly efficient lives. I look forward to bringing this perspective as a student representative. My previous experience on boards and teams has given me a clear understanding of what is required to be an effective, contributing member in a board setting. I understand that the role of student representative comes with great responsibility that may require time and research outside of the meetings and the importance of keeping an open mind during all discussions. I personally value collaboration and understand that when working with others the group needs an effective and established collaboration method to work together. My past group experiences will provide me with the tools necessary to be a contributing member to a board.

Finally, I pride myself on being a very responsible person. This is perhaps best exemplified in my weekend job at Birmingham Geek. I work as a computer technician who diagnoses and fixes computers. This position requires enormous amounts of responsibility. I have to interact with customers to problem solve a variety of issues. I am also charged with the responsibility of fixing computer equipment which requires me to work quickly yet carefully so as not to damage any of the customers' property. This means that I have to constantly check my work and ensure that everything I do is precise and correct. I believe these skills will be necessary and transfer well to the role of student representative.

I look forward to having the opportunity to serve as a student representative and request that you seriously consider me to serve in this capacity. Thank you for your consideration.

January 5, 2017

To Whom It May Concern:

I am writing this letter on behalf of Joshua Chapnick, a student here at Seaholm High School. My name is Edward Caughell, a high school math teacher. During the 2015-16 school year I had the pleasure of teaching Joshua Chapnick in Honors Algebra 2.

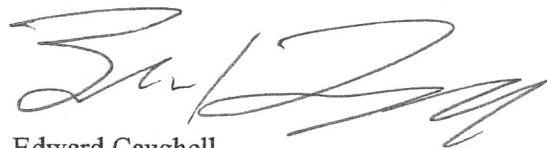
Joshua Chapnick is a wonderful example of our student body here at Birmingham Seaholm High School. In my class, Joshua did well. He gladly accepted the challenge of trying to figure out the more difficult problems, as he was always self-motivated to learn as much as possible. If he ever happened to struggle, Joshua never hesitated to seek out my assistance. Simply getting the correct answer is never good enough for Joshua. For Joshua, fully understanding the material is important to him as he strives to build a solid foundation of knowledge as he progresses through his academic career. Joshua has a wonderful ability to reason through complicated problems. Joshua is among the most dedicated students I have ever had the pleasure of teaching.

Joshua Chapnick is a pleasure to be around. He has a wonderful sense of humor and always brought an upbeat and positive attitude to my class. During the past two years that I have known Joshua, he and I have had conversations about a myriad of topics both school and non-school related. I find him to be a well-rounded individual with high aspirations. Joshua's goals are lofty, but he puts in the time and effort to achieve or exceed them.

Joshua has been a member of the robotics teams during his time here at Seaholm. The robotics team has been rather successful in part due to Joshua's knowledge and dedication to put in the extra time and effort. Joshua makes time to participate in a variety of charitable activities. His desire to help others derives from his sincere concern for those around him and an awareness of the importance of being a good citizen in our community. Joshua also works a part-time job resolving computer issues for customers. Even with his busy schedule, Joshua continues to maintain academic excellence. He knows how to keep himself organized and to prioritize his commitments so that everything gets completed well and on time. Joshua understands how to maintain an appropriate balance. As a result of his extra-curricular activities, his charitable endeavors, and working a part-time job Joshua is well prepared to handle any challenges he may encounter in school or in life due to his dedication to always be the best he can be.

Joshua is a student who works very hard, is extremely focused and driven, desires to learn, and will succeed given the opportunity. I consider him to be a wonderful student and person. I am happy to write this letter and offer up my strongest recommendation for him. Please consider Joshua's application very seriously.

Respectfully,



Edward Caughell

Math Teacher

[ecaughell@birmingham.k12.mi.us](mailto:ecaughell@birmingham.k12.mi.us)

NATIONALLY RECOGNIZED FOR



EXCELLENCE  
IN  
EDUCATION

# BIRMINGHAM SEAHOLM HIGH SCHOOL

2436 WEST LINCOLN - BIRMINGHAM, MI 48009

248-203-3700

FAX 248-203-3706

January 9<sup>th</sup>, 2017

To whom it may concern:

I wish to recommend Joshua (Josh) Chapnick as a student representative for your group.

Josh Chapnick has been a student in my AP chemistry and honors chemistry classes at Seaholm High School during the 2015 – 2016 and 2016 – 2017 school years. He is a very motivated individual. He comes to class prepared, seeks help when needed and consistently achieves near the top of the class. Josh also has excellent interpersonal skills, which enhance his ability to work well with class members. He is a considerate, and mature young man and is a positive influence in the classroom. His class members respect him and enjoy being a part of his group.

Josh has the ability to see every side of a situation. He does not hesitate to question information that does not seem to make sense to him. He takes difficult material in stride and works to master it without complaint. His self-assurance means that he needs little supervision and will generally solve problems on his own. He asks for help when necessary but always tries to reach solutions first. Josh takes responsibility for his work which has always been turned in complete and mostly on-time. Josh's passion for learning and inner drive make him a very unique individual. His sense of integrity and personal honesty will contribute to his success in his future vocation.

Josh is also a member of our ACS chemistry club. He enjoys solving problems of all kinds, whether in the classroom or in the community. He is a very talented and responsible young man and it was my pleasure having him in class the last year. I highly recommend him as a student representative for your group. He will respond positively to challenges and will make significant contributions.

Sincerely,

Amanda R. McDonald  
AP Chemistry Teacher  
Honors Chemistry Teacher  
ACS Chem Club Sponsor



Birmingham Public Schools  
Community Relations Office

STUDENT REPRESENTATIVES ON  
CITY BOARDS AND COMMISSIONS

Application Form

Due January 9, 2017

31301 Evergreen • Beverly Hills, MI 48025

Name: Celeste Demps - Simons Grade: 11th Age: 17

Address: 563 Watkins St., Birmingham, MI

Zip Code: 48009 Email: hemelroos@gmail.com

Telephone: (248)719-5091 School: International Academy

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. public arts board
2. museum board
3. historic district commission and design review board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

I'm an International Baccalaureate arts student at the International Academy, and I plan on majoring in art at university. I've enjoyed taking art classes at the BBAC in elementary and middle school. I'm also in the Black Student Association club at the I.A., which promotes african-american culture. As an active participant for the past 3 years, I have initiated the use of poetry to promote our club at school events.  
Please list your involvement in non-school activities:

I am currently an Ambassador for the Detroit Opera House. I take private piano lessons as well as study classical opera singing with a vocal coach, solely for my own enjoyment - I neither perform, compete nor attend festivals.

What personal skills and characteristics do you possess that would make you a good representative?

I've been told I'm a keen observer and good listener. I'm a 'glass half full' type of person and believe that when you work in a group, the group is stronger when everyone's ideas are respected. Living in downtown Birmingham I've witnessed the growing number of multi-ethnic families enjoying Shain park. Coming from a multi-cultural family, I have first-hand experience blending cultures which respect American values.

Student Representatives Application Form

How would you be able to schedule your time to function effectively as a student representative?  
First, I have a tremendous support system, both at school and at home. My parents daily recite a life skill: "The #1 indicator of success in life is self control." Make a list, exercise self control to get it done. I get to bed every night by 10:30. I don't play whack-a-mole with my obligations. I plan and execute chores and study time, regularly.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes

No

From Principal:

I believe that this student would responsibly serve as a member of a city board or commission.

Lime Gulson  
Principal's Signature

1/6/2017  
Date

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

[Signature]  
Parent(s) Signature(s)

1/9/17

Date

**Include an essay (typed)** to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include **two letters of recommendation** from adults who know you at school and who know your activities outside of school.

Return application by Monday, January 9, 2017 to:

Community Service Office at Seaholm High School \_\_\_\_\_

Jennifer Kondak at Groves High School \_\_\_\_\_



International Academy  
1020 E. Square Lake Rd  
Bloomfield Hills, Michigan 48304-1957 USA  
Telephone: 248.341.5900 Fax: 248.341.5959

*"One of America's Top Ranking High Schools"*  
- Newsweek: 2003-2009-2012-2013  
*Ranked Top Five High School in the United States*  
- U.S. News and World Report, 2009-2013

January 6, 2017

Marcia Wilkinson  
Director of Community Relations  
Birmingham Public Schools  
31301 Evergreen  
Beverly Hills, MI 48025

Dear Ms. Wilkinson,

I'm writing to wholeheartedly recommend Ms. Celeste Demps-Simons for the **Student Representatives on City Boards and Commissions Program**. Ms. Simons is an independent, thoughtful, and engaging thinker who embraces cultural and intellectual diversity.

I have been privileged to teach MYP World Literature and IB English since 1999 and have served as English Department Chair from 2009-2012. I have known Ms. Celeste Demps-Simons for 2 ½ years as a club sponsor and, most recently, in my capacity as her 11<sup>th</sup> Grade IB English teacher.

Throughout this school year, Ms. Demps-Simons demonstrates independent, thoughtful, and engaging thinking while analyzing poetry and novels normally introduced in college. She carefully considers multiple perspectives about a writer's style grounded by numerous literary criticism techniques. She also listens to group members' interpretation of passages and is comfortable justifying her insight while also respectfully listening to different views. In the process, Ms. Demps-Simons reflects and recalibrates based on her understanding of student and author premises when determining the validity of an argument.

In addition, Ms. Demps-Simons and I have had numerous conversations about her views about visual and performance art. Her keen observations reflect her passion for learning about diverse artists' motivations and messages. Her "eye" for detail transcend art and enable her to quickly problem-solve everyday challenges.

Ms. Celeste Demps-Simon's experience and commitment certainly reflect the values of Birmingham's **Student Representatives on City Boards and Commissions Program**. If you have additional questions, feel free to contact me by phone (248) 341-5900 or by email: [dwoods@bloomfield.org](mailto:dwoods@bloomfield.org)



Principal: Lynne Gibson; Associate Principals: Ryan Brinks, Ryan Parrott, Christopher Smith;  
IB Coordinator/Supervisor: Sarah Fairman;  
Counselors: Lisa Ann Acton, Jane Dittus, Renee Jamil, Brigid Piagentini and Julie Weatherhead



MICHIGAN  
OPERA  
THEATRE

November 22, 2016

To whom it may concern:

It is with great pleasure that I recommend Celeste Demps – Simons. I have known Celeste since 2011.

Celeste has always displayed a high degree of integrity, responsibility, and ambition. In addition to her excellent scholastic accomplishments, she has proven her leadership ability and works well with others.

She is also a most dependable team player. Her good judgement and mature outlook ensure a logical and practical approach to her endeavors.



Celeste would be an asset to any organization, and I am happy to give her my wholehearted endorsement.

Sincerely,



Dr. David DiChiera  
Founder and Artistic Director  
Michigan Opera Theatre



Birmingham Public Schools  
Community Relations Office

## STUDENT REPRESENTATIVES ON CITY BOARDS AND COMMISSIONS

Application Form  
Due January 9, 2017

31301 Evergreen • Beverly Hills, MI 48025

Name: Sarah Evans Grade: 11<sup>th</sup> Age: 16<sup>th</sup>

Address: 1028 Soffield Ave.

Zip Code: 48009 Email: sarahshaus@hotmail.com

Telephone: (248) 808-4633 School: Seaholm Highschool

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Planning Board
2. Public Arts Board
3. Multi-Modal Transportation Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

- I am an OAA Representative for seaholms student congress.
- ~~was~~ I am an active member and mentor for the freshman mentoring program at seaholm and serve as a team leader.
- I participate in the seaholm Public speaking and Forensics team.

Please list your involvement in non-school activities:

- I teach German to a little girl once a week
- I spend most of my weekends babysitting
- I attend OAA conventions for student congress.
- Golf, tennis, running

What personal skills and characteristics do you possess that would make you a good representative?

I would consider myself to be a strong leader. In all of my activities, I like to set an example and work with those around me to achieve a common goal. I would also say that I ~~am~~ have great communication skills. I love to share information with those around me so that we may benefit from each others ideas and help those around us.

How would you be able to schedule your time to function effectively as a student representative?

It will be very easy for me to schedule my time  
to function effectively as a student representative.  
All of my activities run directly after school, so there  
will be no interference at all.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes ✓ No       

---

**From Principal:**

I believe that this student would responsibly serve as a member of a city board or commission.

Rachel M. Guinn

Principal's Signature

Jan. 6, 2017

Date

**Parent(s) Permission:**

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Joe Zaus

Parent(s) Signature(s)

1-6-2017

Date

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**Include an essay** (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please **include two letters of recommendation** from adults who know you at school and who know your activities outside of school.

**Return application by Monday, January 9, 2017 to:**

Community Service Office at Seaholm High School ✓  
Jennifer Kondak at Groves High School

NATIONALLY RECOGNIZED FOR



EXCELLENCE  
IN  
EDUCATION

# BIRMINGHAM SEAHOLM HIGH SCHOOL

2436 WEST LINCOLN - BIRMINGHAM, MI 48009

248-203-3700

FAX 248-203-3706

January 9<sup>th</sup>, 2017

To whom it may concern:

I wish to recommend Sarah Evans as a student representative for your group.

Sarah Evans has been a student in my AP chemistry and honors chemistry classes at Seaholm High School during the 2016 – 2017 and 2015 – 2016 school years. She is a very motivated individual. She comes to class prepared, seeks help when needed and consistently achieves near the top of the class. Sarah also has excellent interpersonal skills, which enhance her ability to work well with class members. She is a considerate, and mature young woman and is a positive influence in the classroom. Her class members respect her and enjoy being a part of her group.

Sarah has a quiet air of confidence about her. She takes difficult material in stride and works to master it without complaint. Her self-assurance means that she needs little supervision and will generally solve problems on her own. She asks for help when necessary but always tries to reach solutions first. Sarah takes responsibility for her work which has always been turned in complete and mostly on-time. Sarah's passion for learning and inner drive make her a very unique individual. Her sense of integrity and personal honesty will contribute to her success in her future vocation.

She is a very talented and responsible young woman and it was my pleasure having her in class the last year. I highly recommend her as a student representative for your group. She will respond positively to challenges and will make significant contributions.

Sincerely,

Amanda R. McDonald

AP Chemistry Teacher  
Honors Chemistry Teacher  
Chemistry Teacher

NATIONALLY RECOGNIZED FOR



EXCELLENCE  
IN  
EDUCATION

# BIRMINGHAM SEAHOLM HIGH SCHOOL

2436 WEST LINCOLN - BIRMINGHAM, MI 48009

248-203-3700

FAX 248-203-3706

January 6, 2016

Dear Sir or Madam:

It gives me pleasure to write to you on behalf of Sarah Evans, a student at Birmingham Seaholm High School. I was Sarah's Geometry teacher during the 2013 – 2014 school year and was privileged to get to know Sarah during this time. Sarah is a very diligent student and a hard worker; a great addition to any classroom. She consistently works to improve her mathematical understandings through assignments that are always done thoroughly and meticulously.

When I think about Sarah, what stands out most vividly to me is her passion to get involved and influence his school and community. If you speak to Sarah, she will eloquently and enthusiastically share her passion for the city she lives in and the school she attends. While some students get involved in community service to satisfy requirements, Sarah seeks out opportunities to help others because she feels it is important and she takes great pride in bringing joy and opportunities to others.

I feel she would be a great asset to any community she is a part of in decision making for she has always been a leader in the classroom and outside of the classroom. Sarah is very thoughtful in her work and in how she relates to students and adults. I believe she would be a great representative of not only Seaholm High School, but also all of Birmingham as well. I have no reservations in saying Sarah Evans would make a great asset to your organization.

Regards,

Shannon Feliciano  
Seaholm Mathematics Teacher  
sf20bps@birmingham.k12.mi.us

### Student Representative Board

All my life, I have had an interest in influencing and improving my community. I have always made an effort to involve myself in activities that help me to do so. Back when I still lived in Germany, I served as the class president on our student congress, and here in Birmingham I am an OAA representative for Seaholm's student congress. Every month, I attend a convention at which schools from all over Oakland County participate. There, we share ideas about leadership and community. As an OAA representative for Seaholm, it is my job to take from these ideas and see how some of them can be used at Seaholm. I love to work behind the scenes and be the driving force for improvements around me. It is so fulfilling to know that I can be an agent of change on projects affecting the entire school despite only being a student. One day, I would like to use my interests on a larger scale and become involved in national government. I believe that being chosen to serve as a student representative for the City board would help me to learn more about my community and the workings of a city government, so that one day I will be able to apply this knowledge on a larger scale. Should I be chosen, I would learn so much from being able to see what some of the current issues and improvements occurring in my own city are.

From my understanding, communication plays a key role in government. In order to work together to produce ideas and discuss projects, one must be able to adequately express and convey one's opinion. My participation in theater and public speaking throughout the course of my life has helped me be able to effectively and confidently communicate my ideas to a large group of people.



Birmingham Public Schools  
Community Relations Office

STUDENT REPRESENTATIVES ON  
CITY BOARDS AND COMMISSIONS

Application Form

Due January 9, 2017

31301 Evergreen • Beverly Hills, MI 48025

Name: Ben Gould Grade: 11 Age: 17

Address: 816 S. bates

Zip Code: 48009 Email: Ben Gould 7.23@gmail.com

Telephone: 248-396-0007 School: Groves high school

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. parks and rec board
2. public arts board
3. planning board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

I have been a student ambassador, out of class student representative, and have participated in community service programs run by the school such as painting Dossin Elementary.

Please list your involvement in non-school activities:

Am an active member of B'nai B'rith youth organization, have been on bbyo board, and am a mentor with peer corps

What personal skills and characteristics do you possess that would make you a good representative?

I am interested in improving our community, I am a great problem solver as well as a great listener. I hope to be a positive contribution to any board or commission I am appointed to

Student Representatives Application Form

2

How would you be able to schedule your time to function effectively as a student representative?

As a groves junior, I have learned how to focus on my school work  
while maintaining a healthy balance. I know how and when to use my time  
properly to put myself in a good place. I have a deep interest in being a rep  
and will put all my time and effort in being the best rep I can be.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes ✓ No       

**From Principal:**

I believe that this student would responsibly serve as a member of a city board or commission.

Calvin Hugg

Principal's Signature

Date

**Parent(s) Permission:**

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Karen Sauls

Parent(s) Signature(s)

12/5/16

Date

**Include an essay** (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please **include two letters of recommendation** from adults who know you at school and who know your activities outside of school.

**Return application by Monday, January 9, 2017 to:**

Community Service Office at Seaholm High School         
Jennifer Kondak at Groves High School ✓

11/16

B'ham  
Boards

Ben Gould  
12/2/16

Thank you for considering my application to sit on a City of Birmingham board/ commission.

I live three blocks from downtown Birmingham. I was born and raised in the City and feel extremely connected to the community. I'm very interested in learning how the City of Birmingham governs itself and would love to be part of this process. I think I could be a valuable member of a city board as a student representative. By participating, I hope to make the community of Birmingham a better place for all to live.

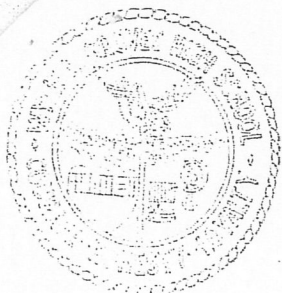
As a junior at Groves High School, I have learned much about government. Although obtaining academic knowledge is important, I know that an internship – being able to experience government firsthand from this committee – will significantly further my knowledge. I would truly be honored to serve as a student representative on one of the City's boards or committees.

I am hard working, intellectually curious, and full-on enthusiastic. I'm interested in better understanding the issues facing our community and how to solve our problems.

Thank you for your consideration of my application. It would be a delight to serve the beautiful City of Birmingham.

Ben Gould

-Ben Gould



## COUNSELING DEPARTMENT

LEZAH PHILLIPS  
DEPARTMENT HEAD

SHERREE WILSON  
CRISIS COUNSELOR

MONICA FUGEDI  
COUNSELOR

JAMIE GLOYER  
COUNSELOR

GREG KOLB  
COUNSELOR

LILIANNE KOWALCHUK  
COUNSELOR

KAREN FARNER  
REGISTRAR

SALLY FRASER  
COUNSELING SECRETARY

MARLENE BODARY  
COLLEGE & CAREER CENTER

# WYLIE E. GROVES HIGH SCHOOL

20500 WEST THIRTEEN MILE ROAD BEVERLY HILLS, MICHIGAN 48025  
PHONE: 248-203-3500 FAX: 248-203-3636  
GUIDANCE AND COUNSELING

January 7, 2016

To Whom It May Concern,

I am pleased to be writing this letter of recommendation for Ben Gould who is applying for a position on the City of Birmingham Student Board. Although Ben is only a sophomore he is a very mature young man. It is refreshing to me that Ben is very independent and always seems to be on top of everything he is involved in from his school work to his extra-curricular activities. In today's world I find many students are very dependent on their parents or others for most things that they do. Ben is an exception to this.

Ben currently carries a 3.7 GPA and is taking all college prep courses. He is working diligently towards being accepted into a top tier college in his senior year. In terms of his community involvement Ben is very involved in his faith. He serves on the board of the B'nai Brith Youth Organization as Secretary of his Chapter. He will be participating in the Organizations International Leadership Convention in the spring. He has been a Groves Ambassador since ninth grade. This group welcomes new students to our school and connects them with activities and other students so that they feel welcome to our school. This has been a very important group for our school. Students are selected to be an Ambassador because of their character, personality, and willingness to go above and beyond to make Groves a welcoming place.

I have had in the past 16 years of being a Guidance Counselor at Groves other students that have been a part of the Birmingham Board. They have been not only great representatives of Groves High School but also represented the community very well in the position that they were serving on for the City of Birmingham. I have no doubt that Ben will follow this tradition. He has very good listening skills and his insight will be invaluable. He is very popular with his peers and his teachers have consistently praised his hard work and diligence in their class. I recommend Ben highly for this Board. Please contact me at (248) 203-3507 should you questions or need additional information for Ben.

Greg Kolb  
Guidance Counselor  
Groves High School

# Wylie E. Groves High School

20500 West Thirteen Mile Road, Beverly Hills, MI 48025 • 248.203.3500 • Fax: 248.203.3636



January 6, 2016

Dear Selection Committee:

I am writing to you on behalf of Ben Gould who is a junior at W.E. Groves High School, for consideration for service as a volunteer as a Student Representative on the City Boards and Commissions Program for the City of Birmingham. Ben explained that he is particularly interested in serving on the Parks and Recreation Board.

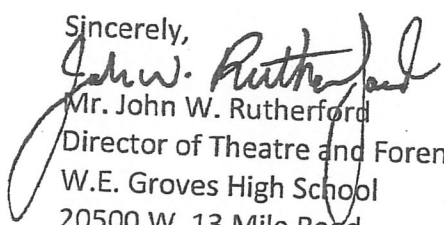
Ben was a student in my forensic/public speaking class and I found him to be a fine young man. He was a good student and brought a degree of humor and cooperation to the class that made him popular among his peers. He is an academically solid student with a 3.7 GPA.

Ben has been involved with a number of activities at Groves including serving as a Student Ambassador responsible for showing new and prospective students around school. He has also been involved with student government as an out of class Student Representative.

Beyond school, he serves on the board of B'nai Brith Youth Organization (BBYO) chapter as well as Secretary of the Chapter and will be participating in the BBYO International Leadership Convention this spring.

I find Ben Gould to be outgoing, curious, eager, and funny. He is seriously interested in being an active and engaged member of the Parks and Recreation board. I fully support his interest in serving as a student representative for the City of Birmingham. You are welcome to contact me if you have any further questions at 248-203-3580.

Sincerely,

  
Mr. John W. Rutherford  
Director of Theatre and Forensic  
W.E. Groves High School  
20500 W. 13 Mile Road  
Beverly Hills, MI 48025

- Also applied to library -



Birmingham Public Schools  
Community Relations Office

STUDENT REPRESENTATIVES ON  
CITY BOARDS AND COMMISSIONS

Application Form

Due January 9, 2017

31301 Evergreen • Beverly Hills, MI 48025

Name: Joseph Kummer Grade: 11 Age: 17

Address: 592 Oakland Ave

Zip Code: 48009 Email: j.kummer2327@gmail.com

Telephone: <sup>home</sup> (248) 792-7136 School: Seaholm High School  
<sup>cell</sup> (248) 979-8470

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Parks and Recreation Board
2. Planning Board
3. Multi-Modal Transportation Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

Outside of classes, my work as a co-chair of the charity committee for the Junior Class on Field Day, as well as being a member of the committee the previous two years, displays my commitment to the community, and my participation on the golf team for two years allows me experience that would be helpful to the Parks and Recreation Board. In school, my speech class and seminar activities in English classes give me experience in public speaking and group discussion.

Please list your involvement in non-school activities:

I volunteer four times per year at Forgotten Harvest either packing food in their warehouse, or harvesting it at their farm. I volunteered on the ecology committee and the programs and pairing sheets committee at the 2016 US Amateur at Oakland Hills. In addition to volunteer work, I have worked as a caddy at Birmingham Country Club for four years, ascending to the rank of Honor Caddy, the highest at that particular club.

What personal skills and characteristics do you possess that would make you a good representative?

My golf experience with working at a golf course and playing for most of my life would make me a valuable addition to the Parks and Recreation Board. My ability to compromise, and participate in group discussions would help as a representative on any city board or committee.

How would you be able to schedule your time to function effectively as a student representative?

A majority of my classes at school infrequently have nightly homework allowing me to schedule schoolwork around out-of-school activities. My extracurricular activities are usually limited to weekends or after-school meetings and practices that last until 5:30-6:00 at the latest, allowing plenty of time for work as a student representative.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes ☒ No ☐

**From Principal:**

I believe that this student would responsibly serve as a member of a city board or commission.

Rachel M. Guinn

Principal's Signature

1/8/17  
Date

**Parent(s) Permission:**

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

S. Guinn

Parent(s) Signature(s)

[Signature]

1/8/17

Date

**Include an essay** (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please **include two letters of recommendation** from adults who know you at school and who know your activities outside of school.

**Return application by Monday, January 9, 2017 to:**

Community Service Office at Seaholm High School \_\_\_\_\_

Jennifer Kondak at Groves High School \_\_\_\_\_

NATIONALLY RECOGNIZED FOR



EXCELLENCE  
IN  
EDUCATION

# BIRMINGHAM SEAHOLM HIGH SCHOOL

2436 WEST LINCOLN - BIRMINGHAM, MI 48009

248-203-3700

FAX 248-203-3706

January 9<sup>th</sup>, 2017

To whom it may concern:

I wish to recommend Joseph (Joey) Kummer as a student representative for your group.

Joey Kummer has been a student in my AP chemistry and honors chemistry classes at Seaholm High School during the 2016 – 2017 and 2015 – 2016 school year. He is a very motivated individual. He comes to class prepared, seeks help when needed and consistently achieves near the top of the class. Joey also has excellent interpersonal skills, which enhance his ability to work well with class members. He is a considerate, and mature young man and is a positive influence in the classroom. His class members respect him and enjoy being a part of his group.

Joey has a quiet air of confidence about him. He takes difficult material in stride and works to master it without complaint. His self-assurance means that he needs little supervision and will generally solve problems on his own. He asks for help when necessary but always tries to reach solutions first. Joey takes responsibility for his work which has always been turned in complete and mostly on-time. Joey's passion for learning and inner drive make him a very unique individual. His sense of integrity and personal honesty will contribute to his success in his future vocation.

Joey is a member of our charity drive for Field Day at Seaholm. He is a very organized person and is very good at multitasking. He is a very talented and responsible young man and it was my pleasure having him in class the last year. I highly recommend him as a student representative for your group. He will respond positively to challenges and will make significant contributions.

Sincerely,

Amanda R. McDonald

AP Chemistry Teacher  
Honors Chemistry Teacher  
ACS Chem Club Sponsor

January 5, 2017

To Whom It May Concern:

I am writing this letter on behalf of Joey Kummer, a student here at Seaholm High School. My name is Ed Caughell, a high school math teacher. During the 2015-2016 school year I had the pleasure of teaching Joey Kummer in Honors Algebra 2.

Joey Kummer is a wonderful example of our students here at Birmingham Seaholm. Joey gladly accepted the challenge of trying to figure out the most difficult problems, as he was always self-motivated to learn as much as possible. If he ever happened to struggle, Joey always sought out my assistance. Joey is never satisfied to simply get the correct answer. He wants to fully understand the concept and the reasoning behind it. He realizes that building a good foundation of understanding the material is vitally important if he wants to continue to be highly successful as he proceeds through his academics.

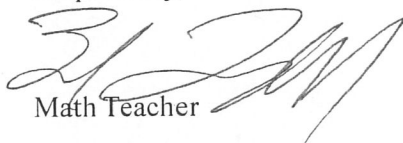
Joey Kummer is a genuinely nice person with a good sense of humor. My own personal interactions with him have shown me that Joey is a person of good character with compassion for others. Additionally, he has an internal drive that motivates him to accomplish what he desires.

Joey has been a member of the golf team during his time here at Seaholm. His athletic prowess is the result of natural ability combined with desire, discipline, and hours of practice. Additionally, Joey makes time to participate in several charitable activities because he understands the importance of giving back to our community. Our Field Day competition among the classes is a rather large endeavor at Seaholm. Joey took it upon himself to be one of the chair people for the charity competition. He organized his fellow classmates as they collected food for Gleaners. It was successful in part due to Joey's leadership skills. Joey is a part of our Make Me A Maple Mentor program for the incoming freshmen at our high school. This program is important to our school as the selected upper classmen guide the new students to help them get off to a good start to their high school careers. Even though he has such a hectic schedule with his extra-curricular activities, Joey continues to excel in school. He is organized and understands how to prioritize. Joey makes certain that all of his requirements are completed well and in a timely fashion. All of these things have made Joey well prepared to handle any challenges he may encounter.

While having such a busy schedule, Joey continues to maintain academic excellence. He knows how to stay organized and to prioritize his commitments so that everything is completed well and in a timely fashion. Joey is well prepared to handle any challenges he may encounter in school or in life due to his dedication to always be the best he can be.

Joey is willing to put in the hard work necessary in order to succeed and achieve all of his lofty goals he has set for himself. I consider him to be a wonderful student and person. I am happy to write this letter and offer up my strongest recommendation for him. Please consider Joey's application very seriously.

Respectfully,



Math Teacher

[ec08bps@birmingham.k12.mi.us](mailto:ec08bps@birmingham.k12.mi.us)

Joseph Kummer

Being a member of any community is a large responsibility on each individual person.

The members of the community have an obligation to themselves and those around them to make the community itself as successful as possible. To make it a nice place to live and work is the most important task for a member of a community. In this effort, I would like to submit my application to be a student representative on one of the city boards.

As a member of the Birmingham community, I know it is my responsibility to do my part in making my hometown a better place. For this reason, I volunteer quarterly at Forgotten Harvest, as well as helping run the charity food drive for Gleaner's Community Food Bank every year for Seaholm's Field Day. Making sure the members of the community are well-fed and healthy is very important for ensuring the well-being of the community, and helping provide food for those who may be unable to provide it for themselves and their families is one way to fulfill one's responsibility to those around them.

Being an eight-year member of the Birmingham community, I have had the privilege of living near both Booth and Poppleton parks, and have been able to take advantage of the facilities there, and at other parks in the city. In addition to this, I have been an avid golfer since before my family relocated to Birmingham, and we have taken advantage of the city's two public golf courses. Since my freshman year in high school, I have been a member of Seaholm's men's golf team, which plays its matches at Lincoln Hills and Springdale. I am very familiar with both courses, which, along with my experience on the workings of a golf course from four years of working as a caddy and my volunteer work at last summer's US Amateur golf tournament, would help provide perspective for the Parks and Recreation Board.

From my commitment to helping the community to my experience in the city's park system and golf experience, I believe I would make an excellent addition to the Parks and Recreation Board as a student representative.



Birmingham Public Schools  
Community Relations Office

STUDENT REPRESENTATIVES ON  
CITY BOARDS AND COMMISSIONS

Application Form  
Due January 9, 2017

31301 Evergreen • Beverly Hills, MI 48025

Name: Bella Niskar Grade: 11 Age: 16  
Address: 510 Henley Birmingham, MI  
Zip Code: 48009 Email: bellaniskar@gmail.com  
Telephone: 248-321-7570 School: Seaholm High School

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Planning Board
2. Parks and Recreation Board
3. Public Arts Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

Co-Chair of field day for class of 2018 helped me  
to further develop and expand on my leadership  
skills. Being inducted into the National Honor  
Society was a result of my strong work ethic and  
determination. I am a member of the BPS Diversity  
Committee

Please list your involvement in non-school activities:

I am an active member of the B'nai B'rith Youth  
Organization. I am employed at the Roasting  
Plant Detroit. I tutor kids in the community. I run  
the dollar in the D charity.

What personal skills and characteristics do you possess that would make you a good representative?

I have the ability to be a big picture thinker  
I have a strong code of ethics and am also  
very analytical. I am both determined and  
dependable.

How would you be able to schedule your time to function effectively as a student representative?

I have strong time management skills and I  
make it a priority to plan out my time,  
responsibilities, and commitments

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes X No \_\_\_\_\_

---

**From Principal:**

I believe that this student would responsibly serve as a member of a city board or commission.

Rachel M. Quinn

Principal's Signature

1-7-17

Date

**Parent(s) Permission:**

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Christy Blum

Parent(s) Signature(s)

1-8-17

Date

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**Include an essay** (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please **include two letters of recommendation** from adults who know you at school and who know your activities outside of school.

**Return application by Monday, January 9, 2017 to:**

Community Service Office at Seaholm High School \_\_\_\_\_

Jennifer Kondak at Groves High School \_\_\_\_\_

# Seaholm High School

Carlos Torres, *Department Chair – World Languages* • 248.203.3786 • Fax: 248.203.3786 • ct02bps@birmingham.k12.mi.us  
2436 West Lincoln Road, Birmingham, MI 48009

January 5, 2017

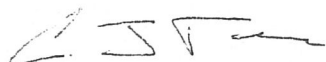
To Whom It May Concern,

I would like to hereby recommend Isabella Niskar for a position in the Student Representatives on City Boards and Commissions Program. I have known Isabella for only a few months, but in this relatively short period of time, she has made an extremely positive impression on me, as well as her classmates. Isabella is one of the most enthusiastic learners that I have ever had the privilege to teach. Students in my Spanish 3 class grapple with some of the most difficult concepts and material that they will encounter in their language-learning journey. But Isabella was frequently a source of encouragement for her classmates. She was not only successful in learning the new concepts, she was happy to help other students who had difficulty with the material. In more than one occasion she was a leader in group discussions, while at other times she as a compassionate listener and team player. This has earned her the respect of her colleagues, as well as her teachers.

I have been in the classroom for more than twenty years, and in that time, I have come across several students who become involved in certain activities merely to add them to their résumé. But that is quite the opposite of Isabella's motivation to become involved in your Program. Isabella is naturally a curious person, one who is interested in learning how things actually work. She is someone who is not interested in résumé building, but rather motivated to learn and to serve. In the day and age where the phrase "want to make a difference" can be overused and has become somewhat of a cliché, I can think of no one more apt to earn this descriptor. Isabella is definitely someone who sincerely wants to make a difference. She doesn't offer help in order to receive recognition, but rather from an honest desire to be helpful.

Isabella will be a magnificent addition to your Program. She has the intrinsic motivation to participate and to contribute, and will provide valuable insight from a student perspective. I am confident that she will be a positive addition to your city board or commission, and that you will be impressed with her decorum, contribution, and participation. Therefore, she receives my strongest recommendation.

Regards,



Carlos Torres  
World Language Department Chair  
Seaholm High School, Birmingham, Michigan

# Cathleen Fritz

1758 Latham Street  
Birmingham, MI 48009  
(248)505-9699  
cathleenfritz@yahoo.com

January 8, 2017

To Whom It May Concern,

As a teacher, coach, and parent for 25+ years, I have had the privilege of watching students thrive in high school, college, and move on to succeed in the workplace. It becomes easy to identify which students have grit, EQ, and resilience. Bella Niskar is one of those students.

Bella's GPA is a testimony to her ability to achieve amongst some of the nation's best and brightest. She has the maturity and resilience to put both an academic and extracurricular plan in place, work the plan, and achieve results. Bella is a member of National Honor Society and a Field Day Chair. In addition, she was the Co-chair for the Seaholm Offers Support Dollar in the D Fundraiser. The role I was most impressed watching Bella serve was the BPS Diversity Committee Mentor where she mentored and tutored a Pierce Elementary student. Not only did Bella tutor her own partner, she was willing to tutor others and fill in while some mentors were on vacation and at camps. Bella has the heart to serve and the work ethic to lead.

I believe Bella will continue to grow, learn, and subsequently achieve. I highly recommend her for the Student Representative City Board.

Warm regards,  
Cathleen Fritz

A handwritten signature in black ink that reads "Cathleen Fritz". The script is cursive and fluid, with the first name "Cathleen" and last name "Fritz" clearly legible.

My name is Bella Niskar. I am a resident of the city of Birmingham and a student at Seaholm High School. When I heard there was an opportunity to apply for a position as a student representative on a city board or commission I knew I had to put my hat in the ring.

I have a strong desire to further develop my leadership skills. I believe that the leadership skills that I have already acquired make me a good candidate for this position. My leadership roles include mentoring in the Make Me A Maple program, co-chairing field day for the class of 2018, co-chairing the Dollar in the D charity, and mentoring on the BPS diversity committee. I also believe that while serving in this position I will benefit greatly from observing the leadership skills of the adult representatives I would be serving with.

Community service is more than a resume builder to me; it is a part of my personal core values. I feel very fortunate to live in the community I do and I feel the duty to give back and help others. I have worked with Grace Center of Hope, Humble Designs, and have a special place in my heart for being a mentor on the BPS Diversity Committee.

Being an active member in the community and participating in local government is something I believe is essential to the growth of our community. I have a desire to get involved and be part of this growth.

If I am chosen I will be a dedicated student.



Birmingham Public Schools  
Community Relations Office

STUDENT REPRESENTATIVES ON  
CITY BOARDS AND COMMISSIONS

Application Form  
Due January 9, 2017

31301 Evergreen • Beverly Hills, MI 48025

Name: Griffin Pfaff Grade: 11 Age: 16

Address: 2150 Northlawn Blvd

Zip Code: 48009 Email: FintPfaff@yahoo.com

Telephone: (248) 514-3324 School: Seaholm

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Parks and Recreation Board
2. Historical District Commission and Design Review Board
3. Planning Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

National Honor Society and Animal Welfare Club. I believe that NHS qualifies me to sit on the board because being involved in it means I have good grades and character. And adds to my qualifications because it shows that I am involved in helping the community.

Please list your involvement in non-school activities:

Saturday School at Berkshire Middle School, and Food Sales/Volunteer work at the Miracle League of Michigan with mentally and physically disabled children.

What personal skills and characteristics do you possess that would make you a good representative?

I am hard working, I like to speak my mind and share ideas with others, I am creative so I would be able to help find innovative solutions to problems, and I am passionate.

How would you be able to schedule your time to function effectively as a student representative?

I would use my time efficiently so I would be able to attend meetings and do outside work for the commission while participating in school athletics, maintaining good grades, doing my homework, and continuing to study.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes ☒ No ☐

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**From Principal:**

I believe that this student would responsibly serve as a member of a city board or commission.

Principal's Signature

Date

**Parent(s) Permission:**

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Parent(s) Signature(s)

Date

**Include an essay** (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please **include two letters of recommendation** from adults who know you at school and who know your activities outside of school.

**Return application by Monday, January 9, 2017 to:**

Community Service Office at Seaholm High School ☒  
Jennifer Kondak at Groves High School ☐

Griffin Pfaff

12-22-16

### Student Representatives on City Boards and Commissions essay

I am very excited that I have a chance to be a part of the Student Representatives on City Boards and Commissions program. I am interested in this program because I want to learn more about the ways city government impacts and improves the lives of each of us in the community. I am very interested in the Student Representatives on City Boards and Commissions program and I believe that I possess traits and qualifications that justify my selection to this program.

There are many reasons that I believe I am well equipped to thrive in this program. One of those reasons is that I am dependable. When I make a commitment, I prioritize the commitment and do my very best to fulfill my responsibilities and keep my word. Another trait that I possess that qualifies me is that I am creative. This is helpful because if selected, I would be able to assist in coming up with creative solutions to abstract problems. One final trait that I think qualifies me to be selected to the board is that I get along well with others. This trait would be useful because I could collaborate with others on the board and work together with them to create a better Birmingham.

I also believe that some of the activities and programs that I participate or have participated in qualify me to be selected to the Student Representatives on City Boards and Commissions program. One of these programs is the Seaholm National Honor Society. Being accepted into the National Honor Society shows that I have good grades and good character. Both of these are good for the Student Representatives on City Boards and Commissions

program. Having good grades is important because it shows that I am intelligent and hardworking. An additional activity that I am a part of that adds to my qualifications is the Animal welfare club. I am the Vice President of the Seaholm High School Animal Welfare club that helps to raise money for local shelters and the humane society. This shows that I am actively involved in trying to help the community any way I can.

Another program that I am a part of that qualifies me for the Student Representatives on City Boards and Commissions program is the Saturday School at Berkshire middle school. At this program, I tutor elementary school, middle school, and high school learners who want to improve their grades in school. I have been a part of this program for over a year and plan to continue to volunteer there. This program showcases my commitment to the community because I am actively trying to help children who are trying to improve themselves. One final qualification that I have for this program is my work with the Miracle League of Michigan. The Miracle League of Michigan is a local charity that helps mentally and physically disabled children play baseball. I started volunteering at this program when I was 12 and continued my volunteering there until this summer when I was hired by the Director.

An essay like this can only illustrate a part of my passion and interest in helping my community. I eagerly await your response to my application and can't wait to start improving the community any way I can.

To whom it may concern,

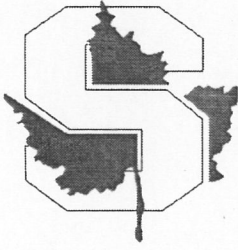
It is my pleasure to recommend Fin Pfaff as a student representative on City Boards and Commissions. I have known Fin for 3 years as his coach on the Birmingham Unified Ski Team. I have come to know Fin as an extremely respectful and responsible individual. He is always prompt and prepared for practice, and more than willing to lend a hand to myself or his teammates if needed. Fin also exhibits tremendous initiative. For example, even though he is not a captain Fin frequently encourages other teammates through our preseason workouts. Many of these workouts are very tough and having a teammate who encourages you through them makes a world of difference. He is also one of the first athletes on the hill and works hard every day to better himself.

Aside from his athletics Fin is a great student. He currently carries a cumulative GPA of over 3.5 and is part of the National Honors Society. He also gives back to the community. Last year he participated in a fundraiser for the KAJ foundation which provides support for cancer patients. Fin is also the Vice President of the Animal Welfare Club where he helps raise money for the humane society.

Overall, coaching Fin has been a thrill; he is extremely hardworking and gets along great with his peers and coaches. Fin is a fantastic member of our team, and I wholeheartedly recommend him as a student representative on City Boards and Commissions. Please feel free to contact me at 248-613-6218 should you wish to discuss my recommendation further.

Best,

Justin S. Janssen



**Jeremy Barber**

44171 Providence Dr. • Clinton Twp, MI 48038  
jbarber@birmingham.k12.mi.us

Date: January 3<sup>rd</sup>, 2017

To Whom It May Concern:

I am writing this letter in regards to Griffin "Fin" Pfaff. I have had the pleasure of getting to know Fin over the course of the last year. I have gotten to know Fin as a student and as an individual.

As a student, Fin has excellent work ethics and he takes his academic success extremely serious. I have had the opportunity to watch Fin excel academically and personally. It doesn't matter if it is in the classroom or outside of school; he still gives a great effort. I am thrilled that he plans to apply for the Student Representatives on City Board and Commissions program, where I have no doubts he will continue his great habits.

As an individual, Fin carries the excellent work ethic from the classroom to the outside world. He has been involved with many outside activities such as Seaholm Ski Team, as well as Seaholm Baseball. One thing that makes Fin stand out above the rest, as while he has continued to be an active participant in his school, he did so while placing school first.

As a person, Fin is a kind, caring, friendly individual. He certainly seems to have a very healthy balance between his academics and personal life. He seems to get along with everyone and he cares about others and his school. Fin exemplifies the characteristics as a leader, while also listening to the ideas of others, which is expected from any type of program.

I can recommend Griffin Pfaff with absolutely no reservations. I think you will be getting a true role model in Fin. If I can be any further help please don't hesitate to contact me.

Sincerely,

Jeremy Barber  
Birmingham Seaholm High School Math Teacher



Birmingham Public Schools  
Community Relations Office

STUDENT REPRESENTATIVES ON  
CITY BOARDS AND COMMISSIONS

Application Form

Due January 9, 2017

31301 Evergreen • Beverly Hills, MI 48025

Name: Hanna Sandler Grade: 11 Age: 16

Address: 2516 Manchester Rd.

Zip Code: 48009 Email: HannaSandler0@gmail.com

Telephone: (248) 227-8235 School: Seaholm High School

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Museum Board
2. Historic District Commission and Design Review Board
3. Parks and Recreation Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

This year, I am taking 2 Social Studies class. I have already completed  
Anthropology and next trimester I have critical issues. I plan on taking  
World War II and AP Euro next year, along with the required Government class.  
I am currently in the Diversity Club and the Coal to Care Club. I  
have also taken the class "Natural Resources" which I believe I highly benefited from

Please list your involvement in non-school activities:

-Any community service opportunities that arise  
-Theatre at Stagecrafters in Royal Oak.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What personal skills and characteristics do you possess that would make you a good representative?

I devote my best towards any task and I believe that  
anything that is presented to me that I have the responsibility  
to accomplish should be treated with importance and done with care.  
I seek out any opportunities to learn or gain experience from and  
I engage in those opportunities with optimism. I believe that I  
would contribute in any way that I can as a student representative and

Student Representatives Application Form

2

How would you be able to schedule your time to function effectively as a student representative?

I don't have any monthly obligations so I could definitely manage my school work and responsibilities in a smart way that will allot me time to focus on my duties on being a representative, attending the monthly meetings and any other assignments that I must complete for my board. I will finish any homework as soon as possible, choose community service opportunities selectively and accordingly to my board schedule, and do anything else that will optimize my time for the position of a student representative.

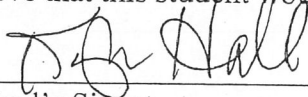
Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes ☒ No ☐

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**From Principal:**

I believe that this student would responsibly serve as a member of a city board or commission.



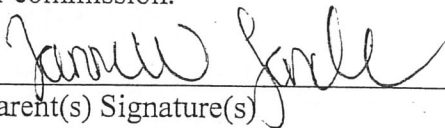
Principal's Signature

1-4-2016

Date

**Parent(s) Permission:**

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.



Parent(s) Signature(s)

1-4-2016

Date

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**Include an essay** (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please **include two letters of recommendation** from adults who know you at school and who know your activities outside of school.

**Return application by Monday, January 9, 2017 to:**

Community Service Office at Seaholm High School ☒  
Jennifer Kondak at Groves High School ☐

Dear selection committee, when I first read about the Student Representatives on City Boards and Commissions Program, I was instantly intrigued. Once I looked more into it, I was sure that this is something I want to do. I have been a resident of the city of Birmingham my entire life, and I've always noticed how involved the community is in making the best decisions for Birmingham. This program seems like the perfect gateway into making a difference that will matter. And I desperately want to be apart of that, so, here is why I should be chosen as a student representative. When I find something that I am interested in or that I care about, I invest my time in it and make sure I am putting everything I have into it. It could be called perfectionism, but I simply believe everything, major or minor, deserves devotion and the best work put towards it. That is what I can offer to whatever board I am elected to. An obvious example of this would be the Museum Board, it being my first choice. I am passionate about history, and the teaching and understanding of it. I am taking as many social studies courses as I can in High School, not just to prepare for college, but because I truly enjoy learning about these topics everyday. So far I have taken the required social studies classes (World History, U.S. History, Economics) ending with a high A in all, Anthropology, and Critical Issues. Next year, I have chosen to take these electives: World War II, African American History, AP European History, and Art History. I hope to pursue a profession in historical education. So, when the opportunity to participate first-hand in preserving and promoting the history of my own city, you can imagine how excited I was! But, I am also completely aware that I may not be elected to this board or chosen as a representative at all. Although I would personally enjoy being on the Museum Board, it absolutely does not mean that I would devote any less time or dedication to any other board. Being apart of this program at all would be a reward enough. I do not have many other obligations that would distract me from this or would prevent me from attending the monthly meetings. The only other responsibility that would receive the same amount of allegiance as I would give to my board is school and community service. I made the difficult decision to leave my job to focus on my academic career, growth, and betterment. I would consider being a student representative a major step forward in my academic *and* personal development. I will wholly commit to my possible position as a student representative, accept whatever challenges are presented to me and welcome any opportunity to learn something new. I am eager to find out if I will be chosen to be apart of and contribute to this unique program. Thank you so much for your consideration.

Hanna Sandler

11th Grade

# Seaholm High School

Michael Wicker, *Social Studies Department Chair* • 248.203.3785 • Fax: 248.203.3706 • mwicker@birmingham.k12.mi.us

2436 West Lincoln Street, Birmingham, MI 48009

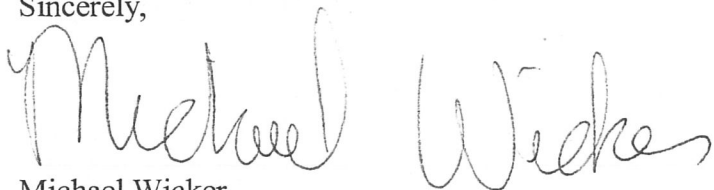
1/3/11

To Whom It May Concern,

I am writing this on behalf of Hanna Sandler for the City Board and Commissions Program. I have known Hanna for many years, in many different capacities, and I believe she would be an excellent fit for any of the opportunities the board has to offer. I know she is hard working; in my economics class she earned top marks and ended the trimester with an A. I know she is hard working; in that same class she not only worked hard to understand, but also worked to make sure that other in the class understood as well. I know she is up for a challenge; she and I were both part of the high adventure trip to the Grand Canyon, where Hanna cooked, slept on the ground, and went without all modern conveniences for a long week in the backcountry. Finally, I know that she is genuine; Hanna continues to make time to catch up with me, talk about school, life, and what is ahead for her.

Hanna has a passion for learning, a model work ethic, and sense of adventure we all could be inspired by. I know that she will work hard for any board she is lucky enough to be placed upon. I could not think of a better candidate, I give her my highest recommendation.

Sincerely,



Michael Wicker  
Social Studies Department Chair  
Seaholm High School

January 9, 2017

To Whom It May Concern,

I would like to recommend Hanna Sandler for serving on one of the city advisory boards. I've taught Hanna in several classes at Seaholm. She is one of the most outstanding students that I've had in the past five years. She works very hard, is very creative, and is truly engaged. She is really a pleasure to have in classes and would be a great contributor to any committee that she joins. She gets along very well with other students, and will be a high contributor. I can't say enough good things about Hanna.

Please feel free to contact me if you have any further questions.

Sincerely,

  
Scott Craig

248-259-3534

Scottcraig27@yahoo.com



*Birmingham Public Schools*  
Community Relations Office

STUDENT REPRESENTATIVES ON  
CITY BOARDS AND COMMISSIONS

Application Form  
Due January 9, 2017

31301 Evergreen • Beverly Hills, MI 48025

Name: Cecilia Trella Grade: 11 Age: 16

Address: 2517 Manchester Rd.

Zip Code: 48009 Email: crt2000.lucy@gmail.com

Telephone: 312-813-9021 School: Seaholm High School

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Public Arts Board
2. Museum Board
3. Parks and Recreation Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

\* Painting, Graphic Design, Mixed Media,  
and Drawing classes  
\* Seaholm Girls Speak Up

Please list your involvement in non-school activities:

\* volunteering at Midvale Pre-school  
\* leadership in Neighborhood News Hour, a non-profit  
\* I am An after-school Nanny for two kids  
\* volunteered at Next Senior Citizen Center

What personal skills and characteristics do you possess that would make you a good representative?

\* People oriented, I have helped out with children  
and the elderly. I love people  
\* I have been making my art my whole life-  
there's nothing I would rather do.

Student Representatives Application Form

2

How would you be able to schedule your time to function effectively as a student representative?

I will plan and schedule my time around  
school, work, and clubs. I am organized  
and efficiently schedule.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes \_\_\_\_\_ No X

**From Principal:**

I believe that this student would responsibly serve as a member of a city board or commission.

[Signature]

Principal's Signature

1-4-2016

Date

**Parent(s) Permission:**

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

[Signature]

Parent(s) Signature(s)

1-5-2016

Date

**Include an essay** (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please **include two letters of recommendation** from adults who know you at school and who know your activities outside of school.

**Return application by Monday, January 9, 2017 to:**

Community Service Office at Seaholm High School X  
Jennifer Kondak at Groves High School \_\_\_\_\_

Cece Trella  
1.3.2017

My whole life, art has been the most important thing to me- and it is so extremely exciting to have the opportunity to join a board devoted to it. I believe that I should be a student representative on the Public Arts board because I will bring a fresh point of view, I will dedicate my time efficiently, and I will contemplate new ways to get the goals of the board across into our community.

I've never really fit in an awful lot. I look different, I think differently, and I'm always there to offer a countering view. I know that I can bring a unique point of view to the Public Arts Board. Being sixteen, I can offer ideas of art that will appeal to the young crowd in Birmingham.

Everyday I have things to get done, so I budget my time efficiently. Whether its presenting in Seaholm Girls Speak Up (Seaholm's feminism club) or making posters to raise awareness for women in need, I get everything done by the end of the day.

I make art that draws attention. I make art that makes people feel. In my Mixed Media class last trimester, I created an art Installation entitled, "Ms. Lady's Stand". The piece was a mannequin and all over her body I painted rape and sexual assault statistics to raise awareness. Ms. Lady caused the Seaholm administration to create a panel discussion about rape and sexual assault. (It's actually tomorrow morning, and they've asked me to put up Ms. Lady and speak about her legacy and the importance.) I used my art to raise awareness on rape and sexual assault, and it did. On this board I will use art to bring people together, to create a stimulating environment. I will use unique and eye-catching art to show that different ideas are okay and encouraged.

I am so privileged to be able to apply for this board, and I would be overjoyed to be on it. I will bring a fresh point of view, dedicate my time, and will carry on the goals of the board.



## SEAHOLM HIGH SCHOOL

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January 9, 2017

To Whom It May Concern,

I am writing this letter of recommendation on behalf of one of my students, Cecelia Trella. This is the first year that I have taught her in class; however I have known her for the past couple years, as she has been active in the art community at Seaholm High School.

Cece comes to class everyday prepared, on time and focused on her art. She shows a real interest and understanding of the art process and is always trying to take it a step further and push the envelope. Cece is signed up for the AP Studio Art course for her senior year and will be working on preparing an extensive portfolio.

Cece shows her dedication to growing and learning as an art student by continuing to take art classes as well as outside of school art activities, such as the Italy trip last year and art making with her peers.

I wholeheartedly recommend Cece to your art board. I believe she will bring the creativity, self-determination and skill necessary to enhance your current community. It is my hope that you seriously consider Cece as a part of your board.

Sincerely,

Elizabeth Moyer

Fine Arts Teacher

Seaholm High School

Birmingham Public Schools

[em05bps@birmingham.k12.mi.us](mailto:em05bps@birmingham.k12.mi.us)

248-203-4223

# Seaholm High School

2436 West Lincoln Road, Birmingham, MI 48009  
248.203.3700 • Fax: 248.203.0000

January 9, 2017

Dear Sir/ Madame:

It is with sincere pleasure that I write this letter of recommendation on behalf of Ms. Cecilia Trella.

Cece was a student in a few of my art courses which were Graphic Design and Painting. I found Cece to be a very creative and independent thinker who was extremely conscience of her work. Cece consistently pushed herself to grow in her craft and design knowledge.

During our Game Board Design Project in Graphic Design, Cece's passion in the Design Process grew. Her interest in the topic was infectious and spread to her peers. It was with her leadership and guidance, that her design group was successful in not only completing the project on time but to have a very effective design.

I had the opportunity to observe Cece in a number of different academic situations. Cece was a supportive member and leader of group activities. I believe this stemmed from her attention to detail, her desire to succeed, her compassion for others and her ability to lead by example. Cece routinely would guide her classmates to develop their ideas and skills by adding them with computer techniques and discussing ideas. She was careful not to give the answers, but instead facilitate and guide them to their own discoveries and conclusions.

Cece is also an individual. She has come to use art to voice her scope on life. She is very creative and is willing to explore the medium at hand until it has the outcome she is looking for. She is open to ideas but also capable of communicating to her viewer her point of view without jeopardizing their thoughts. .

I know Cece to be a strong student and a person of great character. She has been a constant leader inside that classroom and in the community. Her persistence to detail and passion for art has guided her to be a confident and capable thinker. If I can be of any further assistance in this matter, please do not hesitate to contact me.

Kellie L. Vagts, B.F.A  
Art Department  
Seaholm High School  
Birmingham, Michigan 48009  
248.203.3700  
kvagts@birmingham.k12.mi.us



## NOTICE OF INTENTION TO APPOINT TO PUBLIC ARTS BOARD

At the regular meeting of Monday, January 23, 2017, the Birmingham City Commission intends to appoint two members to the Public Arts Board to serve the remainder of a three-year term to expire January 28, 2018 and the remainder of a three-year term to expire January 28, 2019.

In so far as possible, the members shall represent a major cultural institution, a registered architect of the State of Michigan, an artist, an art historian, and an art consultant. Members may also be members of the Historic District Commission, Design Review Board, the Parks and Recreation Board, or the Planning Board. At least four members of the Board shall be residents of the City of Birmingham.

The objectives of the Public Arts Board are to enrich the City's civic and cultural heritage; to promote a rich, diverse, and stimulating cultural environment in order to enrich the lives of the City's residents, business owners, employees, and all visitors; and to establish an environment where differing points of view are fostered, expected, and celebrated by providing the opportunity for such expression through the display of public art.

Interested citizens may apply for this position by submitting an application available from the city clerk's office. Applications must be submitted to the city clerk's office on or before noon on Wednesday, January 18, 2017. These applications will appear in the public agenda for the regular meeting at which time the commission will discuss recommendations, and may make nominations and vote on the appointments.

Applicant(s) Presented For City Commission Consideration:

Applicant Name	Criteria/Qualifications
	Members shall, <u>in so far as possible</u> , represent a major cultural institution, a registered architect of the State of Michigan, an artist, an art historian, and an art consultant. Members may also be members of the Historic District Commission, Design Review Board, the Parks and Recreation Board, or the Planning Board.
Monica Neville 1516 E. Melton	See attached application
Rabbi Boruch Cohen	See attached application

### SUGGESTED ACTION:

To appoint \_\_\_\_\_ to the Public Arts Board to serve the remainder of a three-year term to expire January 28, 2018.

To appoint \_\_\_\_\_ to the Public Arts Board to serve the remainder of a three-year term to expire January 28, 2019.



## PUBLIC ARTS BOARD

City Code - Chapter 78, Article V

Terms - 3 years

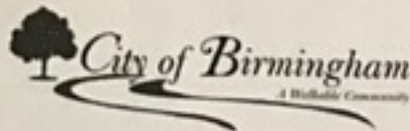
Members - At least 4 members shall be residents of the City of Birmingham. The remaining members may or may not be residents of Birmingham. In so far as possible, the members shall represent a major cultural institution, a registered architect of the State of Michigan, an artist, an art historian, and an art consultant. Members may also be members of the HDDRC, the Parks and Recreation Board, or the Planning Board.

Objectives -

- to enrich the City's civic and cultural heritage;
- to promote a rich, diverse, and stimulating cultural environment in order to enrich the lives of the City's residents, business owners, employees, and all visitors;
- to establish an environment where differing points of view are fostered, expected, and celebrated by providing the opportunity for such expression through the display of public art.

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
<b>Eddleston</b> 892 Purdy Birmingham	<b>Jason</b> 48009	(248) 703-3808 <i>jason28e@yahoo.com</i>	12/5/2016	1/28/2020
<b>Heller</b> 176 Linden Birmingham	<b>Barbara</b> 48009	(248) 540-1310 (313) 833-7834 <i>bheller@dia.org</i>	1/28/2002 Resident Member	1/28/2018
<b>Ritchie</b> 1455 South Eton Birmingham	<b>Anne</b> 48009	(248) 635-1765 <i>a_ritchie@msn.com</i>	9/12/2016	1/28/2020
<b>Roberts</b> 2352 Buckingham Birmingham	<b>Mary</b> 48009	(248) 535-9871 <i>maryroberts49@gmail.com</i>	9/12/2016	1/28/2019

Last Name Home Address	First Name	Home Business E-Mail	Appointed	Term Expires
<b>Suchara</b> 2160 Fairway Birmingham	<b>Ava</b> 48009	(248) 645-1319 <i>asuchara@comcast.net</i>	2/8/2016 Student Representative	12/31/2016
<b>VACANT</b>			Resident Member	1/28/2019
<b>VACANT</b>			Resident Member	1/28/2018
<b>Wells</b> 588 Cherry Ct. Birmingham	<b>Linda</b> 48009	(248) 647-1165 <i>lawells126@gmail.com</i>	2/11/2013 Resident Member	1/28/2019



**OFFICE USE ONLY**  
Meets Requirements? Yes No  
Will Attend Unable to Attend

### APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at [www.bhamgov.org/boardopportunities](http://www.bhamgov.org/boardopportunities).

(Please print clearly)

Board/Committee of Interest Public Arts Board

Specific Category/Vacancy on Board Voluntary Position

Name Monica Neville

Phone 248-321-1776

Residential Address 1516 E Melton Road

Email monica.neville1@gmail.com

Residential City, Zip 48009

Length of Residence 2 years

Business Address \_\_\_\_\_

Occupation Advertising & Marketing

Business City, Zip \_\_\_\_\_

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied \_\_\_\_\_  
I believe my background is well suited to support the Birmingham Public Arts Board. I have a Bachelor of Fine Arts degree from Miami University and have working in the Advertising and Marketing industry for over 30 yrs including on public tourism accounts.

List your related employment experience Advertising agency account strategy and planning for travel related and tourism account.

List your related community activities Habitat for Humanity Re-Store Associate.

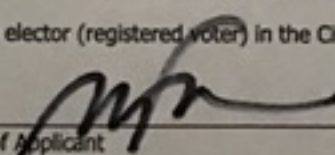
List your related educational experience Miami University, BFA

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain: \_\_\_\_\_

No.

Do you currently have a relative serving on the board/committee to which you have applied? No.

Are you an elector (registered voter) in the City of Birmingham? Yes.

Signature of Applicant 

January 13, 2017

Date



<b>OFFICE USE ONLY</b>	
Meets Requirements?	<u>Yes</u> No
Will Attend /	<u>Unable to Attend</u>

RECEIVED BY

**APPLICATION FOR CITY BOARD OR COMMITTEE**

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at [www.bhamgov.org/boardopportunities](http://www.bhamgov.org/boardopportunities).

(Please print clearly)

Board/Committee of Interest Public Arts Board

Specific Category/Vacancy on Board regular member openings

Name Rabbi Boruch Cohen

Phone 248-225-0246

Residential Address 1578 Lakeside Dr

Email thebirminghamjewishconnection@gmail.com

Residential City, Zip Birmingham, MI 48009

Length of Residence 12 years

Business Address same

Occupation Rabbi

Business City, Zip \_\_\_\_\_

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied Liberal Arts education. Life-long interest in art, literature, creativity. Sound aesthetic sensibility and true appreciation of original & creative art works. artistic work.

List your related employment experience Design - brochures, fliers, logos, webpages - is significant part of work as "outreach" Rabbi.

List your related community activities Graduated in the City's first "Citizens Academy" class! Rabbi's work is community-oriented by nature.

List your related educational experience Phi Beta Kappa, Bachelors (philosophy) from liberal arts school (Wesleyan University, CT); classes in art history.

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain: \_\_\_\_\_

N/A

Do you currently have a relative serving on the board/committee to which you have applied? No.

Are you an elector (registered voter) in the City of Birmingham? Yes.

[Signature]  
Signature of Applicant

11/17/17  
Date

OFFICE USE ONLY  
 Meets Requirements? Yes No  
 All items checked in above

APPLICATION FOR CITY BOARD OR COMMITTEE

There are 12 seats on each of the City Board or Committee. The purpose of this form is to provide the City Commission with basic information about candidates considering appointment. (NOTE: Completed applications are included in the City Commission agenda packet. The information included on this form is open to the public. All Board and Committee members are elected by the members of the City Commission (Chapter 2, Article IX of the City Code).

Please print clearly and legibly. Do not write in the spaces provided.

Name of Candidate: Paco Gordon Cohen  
 Address: 1758 Lakeside Dr.  
 City: San Francisco, CA 94109  
 Phone: (415) 778-1234  
 Business: None  
 Education: BA in Political Science, UC Berkeley  
 Other: None

I am an eligible voter in the City of San Francisco and I am currently residing in the City of San Francisco. I am applying for the position of City Board or Committee Member. I am currently employed as None. I am currently a resident of the City of San Francisco for at least one year. I am currently a resident of the City of San Francisco for at least one year. I am currently a resident of the City of San Francisco for at least one year.

I am currently a resident of the City of San Francisco for at least one year. I am currently a resident of the City of San Francisco for at least one year. I am currently a resident of the City of San Francisco for at least one year.

Signature of Applicant: \_\_\_\_\_  
 Date: 11/11/11  
 Are you an eligible voter in the City of San Francisco? Yes  
 Do you currently have a felony conviction for which you have been convicted? No

**BIRMINGHAM CITY COMMISSION MINUTES**  
**FEBRUARY 13, 2017**  
**MUNICIPAL BUILDING, 151 MARTIN**  
**7:30 P.M.**

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

Mayor Mark Nickita called the meeting to order at 7:31 PM.

**II. ROLL CALL**

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

Administration: City Manager Valentine, City Attorney Currier, Acting Clerk Arft, City Planner Ecker, Deputy Treasurer Klobucar, Building Director Johnson, Police Chief Clemence

**III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS**

**02-23-17: APPOINTMENTS TO THE BOARD OF REVIEW – ALTERNATE POSITIONS**

**MOTION:** Motion by DeWeese:

To appoint Jason Monahan to the Board of Review as an alternate member to serve a three year term to expire December 31, 2019.

**MOTION:** Motion by Boutros:

To appoint Jill Stress to the Board of Review as an alternate member to serve a three-year term to expire December 31, 2017.

Commissioner Hoff noted that the Commission sometimes will wait to appoint when applicants are not able to be present for a meeting; however, in this situation, she explained that the Board of Review must meet in March, and training for the Board is this month. She suggested that the Commission move forward with the appointments this evening.

Vote on Jason Monahan:

VOTE: Yeas, 7  
Nays, None  
Absent, None

Vote on Jill Stress:

VOTE: Yeas, 7  
Nays, None

Absent, None

Mr. Monahan and Ms. Stress were appointed to the Board of Review as alternate members.

**02-24-17: APPOINTMENT TO THE BOARD OF ZONING APPEALS – ALTERNATE MEMBERS**

**MOTION:** Motion by Bordman:

To appoint Jason Canvasser to the Board of Zoning Appeals as an alternate member to serve a three-year term to expire on February 17, 2020.

**MOTION:** Motion by Hoff:

To appoint Kristen Baiardi to the Board of Zoning Appeals as an alternate member to serve a three-year term to expire on February 17, 2020.

**MOTION:** Motion by Harris:

To appoint Cynthia Grove to the Board of Zoning Appeals as an alternate member to serve a three-year term to expire on February 17, 2020.

Vote on Jason Canvasser:

VOTE: Yeas, 7  
Nays, 0  
Absent, None

Vote on Kristen Baiardi:

Yeas, 4  
Nays, 3  
Absent, None

Jason Canvasser and Kristen Baiardi were appointed to the Board of Zoning Appeals as alternate members.

The Acting Clerk administered the oath of office to the appointed Board members.

**IV. CONSENT AGENDA**

All items listed on the consent agenda are considered to be routine and will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of the items unless a commissioner or citizen so requests, in which event the item will be removed from the general order of business and considered under the last item of new business.

**02-25-17: APPROVAL OF CONSENT AGENDA**

The following items were removed from the Consent Agenda:

- Item E (Minutes of January 28, 2017), by Commissioner Bordman
- Item K (Resignation of Phyllis Klinger from the Public Arts Board), by Commissioner Bordman
- Item L (Resignation of Maggie Mettler from the Public Arts Board), by Commissioner Bordman
- Item D (Minutes of January 23, 2017), by Commissioner Hoff
- Item G (Warrant List of January 25, 2017), by Commissioner Hoff

**MOTION:** Motion by Sherman, seconded by Boutros:

To approve the Consent Agenda containing Items A, B, C, F, H, I, J, M, and N.

- A. Approval of City Commission minutes (amended) of December 5, 2016.
- B. Approval of City Commission minutes (amended) of December 12, 2016.
- C. Approval of City Commission minutes (amended) of January 9, 2017.
- F. Approval of City Commission Special Meeting minutes of February 2, 2017.
- H. Approval of warrant list, including Automated Clearing House payments, of February 1, 2017 in the amount of \$1,705,620.55.
- I. Approval of warrant list, including Automated Clearing House payments, of February 8, 2017 in the amount of \$923,117.63.
- J. Resolution approving a request submitted by the Birmingham Bloomfield Chamber to hold the Village Fair in the Shain Park area, May 31 – June 4, 2017, including the private party, contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.
- M. Resolution approving the application and permit submitted by CenturyLink Communications, LLC, and authorizing the Mayor to sign the Right-of-Way Telecommunications Permit on behalf of the City.
- N. Resolution setting Monday, March 13, 2017 at 7:30 PM for a public hearing to consider amendments to Chapter 126, Zoning, Article 04, Structure Standards, Section 4.75 SS-02, to create limitations on the allowable size of dormers on single family homes; and Article 09, definitions, section 9.02, to add a definition of "Attic" and to amend the definitions of "Habitable attic" and "Story" for consistency with the Michigan Residential Code.

ROLL CALL: Yeas, Commissioner Sherman  
 Commissioner Boutros  
 Commissioner Hoff  
 Mayor Nickita  
 Mayor Pro Tem Harris  
 Commissioner Bordman  
 Commissioner DeWeese

Nays, None  
 Absent, None

## **V. UNFINISHED BUSINESS**

## **VI. NEW BUSINESS**

### **02-26-17: PUBLIC HEARING TO CONSIDER THE PROPOSED REZONING OF 412-420 E. FRANK**

Mayor Nickita opened the Public Hearing at 8:50 PM.

City Planner Ecker explained described the current location and zoning classification of each of the three parcels as complicated. The three parcels have been the subject of Commission discussions relative to Transitional Zoning previously, and no action was taken at the time, and the parcels have retained their existing zoning.

She explained that currently a house is located on the corner of Frank and Ann which is being used as an office. The center parcel is Frank Street Bakery, which has been a commercial use for many years. The third property on the east is vacant, and is open area and was parking at

one time. She said the applicant is asking that all three of the parcels be rezoned to TZ1, Transitional Zoning, which would allow residential uses only.

City Planner Ecker said the western portion of the property (corner of Frank and Ann) is currently zoned R3, Single Family Residential. From 1935 – 1960, that portion of the lot was zoned R6. In 1960, the homeowners asked the City to rezone to B1, Neighborhood Business, because they were operating a custom drapery shop out of the home while they were living in the home. The City granted the rezoning. In 1980, the City adopted the Master Plan, and it was determined that most of the area was a sensitive residential neighborhood. Planner Ecker said while it is difficult to see exactly where the line was drawn, it looked like the westernmost parcel was included in the sensitive residential area. The City then down-zoned the parcel from B1 to R3, Single Family Residential. A lawsuit against the City was initiated by the property owner but was later dropped. In 1995, a descendant of the family that owned the property initiated a rezoning process, but did not follow through and nothing changed. In 2013, the current property owner, who is not the applicant on this rezoning request tonight, applied for a rezoning to have all three parcels rezoned to B2B to match the easternmost parcel. B2B is seen along Old Woodward. The neighbors at the time did not want to see commercial uses. There were several postponements, and the applicant eventually dropped the rezoning request.

The Planning Board has discussed transitional zoning, and originally thought TZ1 would be the best use for the parcels; however, the neighbors expressed support for the bakery there. The Planning Board changed their recommendation to TZ2, which would allow some commercial uses. The City Commission took no action on that recommendation.

The center parcel was zoned R6 until 1960. The lot was split and was rezoned to B1, Neighborhood Business. Prior to Frank's Bakery, there was a vintage resale shop, which was not a legal use, and had to go to the Board of Zoning Appeals for a use variance. That use continued until 2007.

In February 2016, the property owner requested a change to B2B again for the whole site. The Planning Board recommended denial of the rezoning because while B2B was consistent for the eastern side of the lot, it did not provide the transitional feel that the Planning Board recommended. Therefore, the commercial building is still on the site and is zoned B1.

City Planner Ecker said the eastern-most parcel was also zoned R6 from 1935 until 1960, so presumably all three lots were all one lot at one time. In 1960, the property owner successfully applied for the B2B, which is zoned that way today.

City Planner Ecker explained what the applicant must prove when submitting a request for a rezoning. The applicant tonight is not the current property owner, but has the consent of the property owner to apply for the rezoning.

City Planner Ecker explained that an applicant for a rezoning must show why the rezoning is necessary for the preservation and enjoyment of the rights of usage commonly associated with property ownership. She noted that the applicant has indicated that the subject property is surrounded by properties with different uses, some consistent with existing zoning classifications, and many in variance with the existing zoning. The Subject Property is bordered on the east side by an office building and parking lot which fronts on Old Woodward and is in the B2B zoning district. The property adjacent on the north side of Frank Street is a CVS drug store and surface parking lot which fronts on Old Woodward. While the properties to the west

and south are in the R-3 (Single Family Residential) zoning district, the home directly west of the Subject Property at the south west corner of Ann Street and Frank Street currently has a multi-family use with three families occupying it. The three buildings on the west side of Ann Street immediately to the south of this corner home are all multi-family properties with 4 units, 24 units and 4 units respectively. The building on the west side of Ann Street, two houses to the north of the intersection of Ann and Frank, is being used as an office building with an adjacent parking lot containing 22 parking spots. Directly to the north of this property on the west side of Ann Street is an 8 unit multi-family building. One block to the west at the intersection of Frank and Purdy is a building with 3 commercial offices, and directly to the north is a 23 unit multi-family property. Other than this last property, all of the other multi-family and commercial properties west of the Subject Property have a non-conforming use in the R-3 Single Family Residential zoning district.

City Planner Ecker said the applicant must provide an explanation of why the existing zoning classification is no longer appropriate. The applicant has noted that the parcel is made up of three contiguous lots with three different zonings (R-3, B-1, and B-2B). Given the current mix of uses on the three parcels, the subject parcel is a transitional property. The very limited areas of the three individual parcels would make it difficult to develop anything consistent to each of the parcel's current zoning. She said the applicant also noted that the B-2B eastern piece is only 32 feet in width. Further, Frank Street from Woodward to Ann has been widened and on-street metered parking added, with the effect of extending the Woodward business district along Frank Street, which along with the CVS plaza on the north side of Frank, with its large surface parking lot visible from the windows of any structure facing Frank Street from the subject property, makes this an undesirable site for single family homes.

City Planner Ecker said the applicant must explain why the proposed rezoning will not be detrimental to surrounding properties. The applicant requests that the Subject Property be rezoned to the transitional zoning classification of TZ-1. This request is consistent with the intent of the City's transitional zoning. The applicant intends to develop the property as multi-family with no commercial component to the project. Given the very close proximity of a half dozen or more multi-family properties, this rezoning and use would provide a good transition from B-2B General Business and D-2 in the Downtown Birmingham Overlay to the north and east, and would not change the character of the neighborhood.

City Planner Ecker said the applicant has provided all required documentation. The Planning Board held a Public Hearing on the application. The Planning Board found that the entire parcel at 412 – 420 E. Frank Street is clearly a transitional property that separates the commercial areas to the north and east from the residential area to the west. The use of the property for low density multiple family use acts as a transition and buffer, and is entirely consistent with recent rezonings in similar transitional locations around the downtown. The proposed multiple-family residential development will also add to the diversity of housing options available, and is similar to those already found in the surrounding area. The proposed request to rezone the entire property to TZ1 Transition Zone and limit the use to residential use only is very appropriate in such a transition zone. Accordingly, the Planning Division found that the proposed rezoning of the Subject Property from R-3 (Single-Family Residential), B-1 (Neighborhood Business), and B-2B (General Business) to TZ1 (Transition Zone) should be recommended for approval.

City Planner Ecker noted that the applicant provided some development options under current zoning conditions to the Planning Board to demonstrate the feasibility of the options under current zoning conditions.

City Planner Ecker reviewed the uses under the current zoning classifications and the permitted uses under the proposed TZ1 zoning classification. She noted it is a down zoning, since the commercial uses are eliminated on the middle parcel and the one to the east. It does allow multi-family residential up to 5 units for the parcel as a whole.

Mayor Nickita said transitional zoning has been discussed for some time. This site has been of some concern because of the three zoning classifications on the small site. The Planning Board has recommended TZ1. Mayor Nickita would like to keep the discussion on the actual zoning and not the proposed project.

Commissioner Hoff agreed and noted that apparently there have been presentations to the Planning Board. City Planner Ecker said there have been discussions with the Planning Board about what the applicant is planning with the rezoning, and emphasized that tonight the Commission is considering the rezoning, and not the site plan. She added that some Planning Board members wanted to see what the options are for the site. Any development proposed hereafter if the rezoning is approved, would have to go through site plan review.

City Planner Ecker confirmed for Commissioner Hoff that previously, the Commission did not create TZ2 or rezone these parcels to TZ2. She explained that TZ1 allows residential uses only. She added that TZ2 allows some small scale commercial uses, but they are limited in size. She said the Planning Board originally felt TZ1 was the correct zoning, but the neighbors were in favor of retaining the bakery there. The Planning Board then changed its recommendation to TZ2, which went to the City Commission. The Commission was concerned about the commercial uses, and ultimately, TZ2 was not created.

Mayor Nickita noted that currently, the parcels are being used as TZ2, because there is a commercial component. This is really about going forward.

Commissioner Boutros asked City Planner Ecker about the parking lot there now and the proposed rezoning. She responded that if the TZ1 rezoning was approved tonight, the site plan review would determine where the parking would be located. She added that parking would be reduced in TZ1, because only five residential units would be allowed, and only ten parking spaces would be needed on site.

Commissioner DeWeese said the complaints received about transitional zoning classifications had to do with uses. This rezoning would be the most minimal use.

D'Angelo Espree commented on the current zoning condition, population density in this area, and residential uses as TZ1.

City Planner Ecker said that the Planning Board considered the maximum number of units that would be permitted, and felt the maximum of five units would be suitable there from the overlay to the single family neighborhood there.

Eric Morganroth commented that he supports the proposed plan especially as it relates to parking. He added that he prefers keeping the R3 designation, and down-zoning the other two commercial parcels to TZ1.

Ron Fry owns a single family home directly to the west on Ann. He commented he is not against good development. He asked for the setbacks of TZ1 as opposed to R3. City Planner Ecker said the minimum front yard setback (on Frank) would be 0-5 feet, the rear yard minimum when it abuts single family would be 20 feet, side setback would be 0 feet from an interior side lot line, and 10 feet from a side street. Mr. Fry commented on two front yard setbacks on a corner lot. He said he had to conform to very strict zoning rules on his property in order to build a single family home.

Eric Wolfe commented he is in favor of the proposed project. He hoped the Commission would take into consideration the project.

Commissioner Hoff said the Commission is not considering the proposed development, only the proposed rezoning to TZ1.

Mayor Nickita commented that the proposed project is an example of what can be done with the subject properties, and the Commission is not approving the project, and it is not on the table this evening.

Commissioner DeWeese asked what classification would be needed in order for the project to be built in the way the residents favor. Mayor Nickita said the project would be possible in the TZ1 classification. Commissioner DeWeese clarified that the project would require that all three parcels would have to be rezoned to TZ1.

Commissioner Sherman said the City does not use contract zoning. The City has used conditional zoning where the City takes an offer from a developer and the City approves it or does not approve it, and the property stays as it is.

City Attorney Currier said the developer must submit a written, non-negotiable offer as to the zoning; it is voted on up or down by the Commission, has a specified time to build, and if it is not built, the property goes back to the former zoning. He said there is no contract zoning provision in the zoning enabling statute.

Commissioner Boutros asked to see the example.

Commissioner Bordman said she agrees with Mr. Wolfe that the Commission would not be discussing this if the request to rezone was not accompanied by the project. She added it seems illogical not to look at the project. In view of the City's use of conditional zoning recently, she thinks that since there is substantial support of community, it should be considered by the Commission. She is supportive of letting the petitioner address the Commission and considering his proposal.

Mayor Pro Tem Harris said for the purposes of our decision tonight, he would like to see the project tonight. He said although conditional zoning has not been sent to us, if we want to entertain that idea, he asked if we are able to do that tonight, or would that come back to us later after the zoning decision has been made.

City Manager Valentine said that process would be initiated as a separate process. Commissioner Sherman said if a developer is interested in conditional zoning, he would have to propose it. If that is the case, it should be proposed before we review any plans.

Mayor Nickita said it is important to distinguish what is before the Commission today, which is a zoning clarification of a complex site. To tie it to an approval of a project is not on the table tonight.

Commissioner Hoff commented that we should rezone a property because it is the right thing to do, not because there is a project to be accommodated.

Mayor Nickita said the idea of creating transitional zoning was to clarify and clean up areas along the perimeter of the downtown area. He added that we do not zone to accommodate a project, and if a project falls in line with the zoning that the Commission has determined is appropriate, it can move forward in the process of approval. He said the question is whether TZ1 is appropriate zoning for this site. The project is an example of what could be done under transitional zoning, and nothing the Commission might approve today, ties that project to this zoning condition.

Commissioner Bordman said we know there is a petitioner with a specific project. She asked the City Attorney that if we know that is true, and we also know from reading the Planning Board minutes that the petitioner has already suggested that he would be amenable to conditional zoning, could we table the zoning request today, and have the petitioner proceed with the conditional zoning process, and then bring this back at that time.

City Attorney Currier said that is up to the developer to propose it in writing to the City Commission. He added that Section 125.3405 of the Zoning Enabling Act has specific requirements. City Planner Ecker commented that the developer submitted a statement to the Planning Board, and added she does not know what the specific format must be. City Attorney Currier responded that the developer is required to put in writing the conditions he wants, and added that the developer may have stated them at the Planning Board meeting, but a separate letter to the Commission is needed including a time frame for completion.

Mayor Nickita clarified that a formal request to the Commission must be submitted. City Attorney Currier responded that the formal request would then be referred to the Planning Board. Mayor Nickita added that we do not have such a request from the developer tonight.

Commissioner Sherman commented that the petitioner could ask for a continuance of the hearing.

Mayor Nickita said this is the hearing on the rezoning to TZ1.

Commissioner Sherman said the petitioner could ask for this hearing to be postponed to a date certain, or he could withdraw his petition, or continue with the hearing right now.

Commissioner Boutros asked if the petitioner could go back after this hearing, and then ask for conditional zoning. City Attorney Currier said he needs to do research on that question, and added that there is a time limitation. The same request by the same petitioner cannot be submitted for a year, if the Commission has acted on the request. It can be a different request for a rezoning or a different petitioner for a rezoning.

Commissioner Sherman clarified that if the Commission makes a decision tonight and if it is not what the petitioner wants, he might have to wait a year before submitting again.

Mayor Nickita commented that if the Commission rezones this to TZ1 tonight, then the petitioner can submit for site plan approval, which is the process we typically follow.

Commissioner Hoff asked if City Planner Ecker knows why the home on the corner is facing Frank and not Ann, when all the others are facing Ann. City Planner Ecker said the records do not reflect that information.

Commissioner Hoff asked about the property owner. City Planner Ecker explained that the applicant for this rezoning is not the owner, but has provided paperwork to the Planning Department that indicates the property owner is aware of the request. The property owner has submitted rezoning requests for the three parcels previously.

Mayor Nickita commented that there are two considerations tonight. One is that we look at the zoning specifically for a rezoning to TZ1, allowing the applicant to then go through the typical process of getting a project approved and built. On the other hand, if the applicant has an interest in conditional zoning, we could consider that.

John Sherkerjian, representing the applicant, asked the City Attorney if proceeding with a written request to the City Commission would constitute a substantive change so the applicant would not be forced to wait a year before resubmitting the application. City Attorney Currier said it is a procedural change as to how the same issue is being approached. Mr. Sherkerjian said he would be getting to the same result, but with voluntarily offering a condition. City Attorney Currier said it would take a year.

Mayor Pro Tem Harris suggested that the scenario Mr. Sherkerjian discussed assumes that the Commission makes a substantive decision tonight. Mayor Nickita said, to be clear, if the Commission votes on what is on the table tonight, that is definitive, and Mr. Sherkerjian can submit his project under that zoning. Mr. Sherkerjian added that the residents may not be as comfortable with that because they want to see his plan versus the unknown.

Mayor Nickita suggested another option would be to consider a conditional zoning application. It would require a formal request, a public hearing at the Planning Board and thereafter, the City Commission.

Commissioner Bordman asked to make clear the Commission is not asking the applicant to do that. Mr. Sherkerjian said they met with the neighbors and came to the conclusion to voluntarily offer conditional zoning. He understands that the offer does not meet the requirements of the City.

City Attorney Currier said the conditional zoning request would begin at the Planning Board and make its way to the City Commission, which would likely take until May or possibly June.

Mr. Sherkerjian said he would be unable to keep his contract with the seller with that long a delay. He has no issue with conditional zoning, but the timing is an issue for him.

Commissioner DeWeese confirmed that Mr. Sherkerjian's plan will meet the requirements of a TZ1 classification with no variances needed.

Mr. Sherkerjian said the R3 parcel which seems to be the issue with everyone, is inconsistently zoned, is an anomaly, and totally unusual with respect to the other R3 properties. He added that this lot is the only lot not facing Ann, the only lot facing the parking lot, and is the only lot that is not 123 feet deep like the others, so a garage cannot be built.

Mr. Sherkerjian described the proposed plan.

Mayor Nickita said an applicant is interested in developing this property, and is ready to proceed subsequent to the rezoning tonight. He added that the Commission is not approving the project shown tonight, but rather a zoning change because of inconsistencies and which will align with transitional zoning.

Commissioner Hoff said she is unclear about neighbors' opinions. She thought she heard they want to keep an R3 zoning on the single parcel, but also want this development. Mayor Nickita stated if the R3 zoning remains, the proposed development the applicant discussed could not happen. It also would be inconsistent with creating a transitional zoning. It would create an R3 parcel next to a transitional zoning. The resident clarified his objection.

Mayor Pro Tem Harris said he detected some equivocation in the applicant's interest in applying for conditional zoning if the Commission does not make a decision this evening, and asked for clarification by the applicant.

Mr. Sherkerjian said his concern was with the timing of the request for conditional zoning, and felt that it would not work.

Eric Wolfe commented that the Planning Board was in favor of the project subject to conditional zoning, and was told by the Planning Board Chairman the Board did not have the authority to do that. He added he does not understand why this has to go back to the Planning Board to come back to the Commission.

City Attorney Currier said the ordinance requires that at least one public hearing be conducted before the Planning Board specifically addresses the request for conditional zoning of the parcels.

The Public Hearing was closed at 9:37 PM.

**MOTION:** Motion by Hoff, seconded by Bordman:

To approve the proposed rezoning of 412 - 420 E. Frank Street from R3 (Single-Family Residential), B1 (Neighborhood Business), and B2B (General Commercial) to TZ1 (Transitional Zoning) for all three parcels.

VOTE:           Yeas,    7  
                  Nays,    0  
                  Absent, None

**02-27-17:                   PUBLIC HEARING TO CONSIDER AMENDING CHAPTER 126,  
                                  ZONING – RAIL DISTRICT BISTROS**

City Planner Ecker explained that the owner of the Whole Foods property at 2100 E. Maple is looking for zoning ordinance amendments that would create boundaries of the Rail District and include the Whole Foods site at 2100 E. Maple into the district, and also allow a Bistro to be applied for at that location. Alternatively, the owner is requesting that the Economic Development map be amended in the zoning ordinance to include the 2100 E. Maple site as one of the properties in the Economic Development district, enabling Whole Foods to apply for an Economic Development license.

Mayor Nickita opened the Public Hearing at 9:39 PM.

City Planner Ecker explained that if the Commission chooses to allow a Bistro license to be used at 2100 E. Maple, the Commission should codify the Rail District boundaries. The Commission would also need to amend the ordinance to change the development standards in Article II, Section 2.29 and 2.31 to allow Bistro licenses to be used in the defined Rail District.

City Planner Ecker said the second option of an Economic Development license would require the Commission to amend the Economic Development map in the Zoning Ordinance to include the 2100 E. Maple property, and also to amend the B2 zoning district to allow the use of an Economic Development license with a Special Land Use permit.

City Planner Ecker noted that both the Rail District option and the Economic Development option would require a Special Land Use Permit.

Commissioner Bordman asked City Attorney Currier if the Bistro license application submitted by Whole Foods to the City in October 2016 is sufficient or will they have to re-apply. City Attorney Currier said the prior application is sufficient.

City Planner Ecker noted that all three bistro license applicants have submitted Special Land Use permit applications to the Planning Board and will be considered at the February 22, 2017 Planning Board meeting. What happens tonight with the Whole Foods request for a zoning amendment will be considered at that meeting.

Mayor Nickita said the Commission has two things to consider, which are to create the Rail District boundaries, or expand the Economic Development map to include 2100 E. Maple.

Commissioner Hoff said we have approved liquor licenses in the Rail District. There is an application currently for a bistro license in the district.

City Manager Valentine noted that we have bistros in MX district. The Rail District has yet to be defined formally. That is part of what the Commission is being asked to do this evening.

Commissioner Hoff suggested that it is easiest to draw the Rail District boundaries and include the Whole Foods site.

Commissioner DeWeese said having the boundary defined makes sense. He said Whole Foods is right next to the railroad and is part of the Rail District. He added that he thinks the Economic Development area should be focused along Woodward.

Ms. Kelly Allen, representing Whole Foods, suggested that the Rail District boundary be defined by the Commission. She added that she believes that Whole Foods should have an Economic

Development license. She said the Bistro license was designed more for small, eclectic restaurants in certain areas of the City. Whole Foods meets the Economic Development criteria on every element. She thinks the City may be inclined to give the Bistro licenses to the more traditional type of restaurant, whereas there are only two or three Economic Development licenses with specific requirements as to investment, which Whole Foods meets.

In response to Commissioner Hoff's question, Ms. Allen responded that since the City does not have any quota licenses available, Whole Foods must obtain an escrowed license from the State to transfer in to the City. Ms. Allen added that there is no cost for a Bistro or Economic Development license. It qualifies the user/applicant to be licensed in the City. The user/applicant then has to purchase a license to transfer into the City.

Commissioner Hoff noted that a Bistro license has many more restrictions than an Economic Development license. Ms. Allen said that just because Whole Foods qualifies for an Economic Development license, the plans call for a small restaurant doing business in conjunction with the grocery store.

Mayor Pro Tem Harris asked if the City adjusts its Economic Development map to include Whole Foods, would Whole Foods then withdraw its application for a Bistro license. Ms. Allen confirmed it would.

Mayor Nickita closed the Public Hearing at 9:55 PM.

Mayor Nickita suggested that the Commission has to be careful of the reality of what is being presented vs. what the Commission created these for. They were intended to be generators of opportunity, not necessarily accommodating for something that has already happened. We have a development that has already happened. The intention of the Economic Development was to create incentive for things to happen. He said that is not congruent with the intent of the Economic Development license, and he is more in favor of clarifying the Rail District to include Whole Foods.

Commissioner Sherman expressed concern that expanding the Economic Development corridor will create a hodge-podge effect and that was never the idea. He agreed that we were looking to develop a certain area and use the license as an incentive. He prefers to correct the map and ordinances.

**MOTION:** Motion by Sherman, seconded by Hoff:

To amend Chapter 126, Zoning, as follows to establish the boundaries of the Rail District and to allow bistros in B2 and B2B zone districts located within the Rail District with an approved Special Land Use Permit:

- (a) Article 02, section 2.29 (General Business), to allow bistros in the Rail District as a use requiring a Special Land Use Permit;
- (b) Article 02, section 2.31 (General Business), to allow bistros in the Rail District as a use requiring a Special Land Use Permit; and
- (c) Article 09, section 9.02 (Definitions), to add a definition for Rail District.

VOTE: Yeas, 7  
Nays, 0  
Absent, None

Commissioner Hoff said the Commission has received communications from residents in the area about their traffic concerns. She commented that the Commissioners are definitely looking at those issues. She does not think this action creates any greater hardship.

City Manager Valentine added that there are initiatives to improve pedestrian flow as well as vehicular movements throughout the corridor as part of the Ad Hoc Rail District study recently accepted by the Commission. After reviews and studies are conducted by the Multi-Modal Transportation Board and the Planning Board, their recommendations will be returned to the Commission for possible action.

Commissioner Hoff wanted to assure the people in that area that the City is listening to them. As a result of the meeting the City Manager had with residents recently, the City is going to do some things in the interim until those formal, permanent solutions can be reviewed and acted upon, to try to address the residents' concerns with more intermediary measures.

Mayor Nickita said the City is making plans on how to achieve some gains in that area.

**02-28-17: PUBLIC HEARING TO CONSIDER AMENDING CHAPTER 126, ZONING – LIQUOR LICENSES IN THEATERS AND CHAPTER 10, ALCOHOLIC LIQUORS, LICENSES FOR THEATERS**

The Mayor opened the public hearing at 10:01 PM.

City Planner Ecker explained that the owner of the Birmingham Theater submitted an application to allow a new category of liquor licenses for theaters. This request impacts Chapter 126 of the Zoning Ordinance, and also Chapter 10, Alcoholic Liquors in the City Code. The Planning Board recommended the Commission consider adding a new division in Chapter 10 of the City Code. A Public Hearing at the Planning Board for the addition to Chapter 10 of the City Code was not required, but it was decided to take it through the public hearing process as well. Additionally, the Board recommended the Commission consider an amendment to the Zoning Ordinance to allow a new category of liquor license to be used in a theater with a Special Land Use Permit in the B4 District only.

City Planner Ecker described the definition of a theater as a building, or a part of a building for housing dramatic presentations, stage entertainments, or motion picture shows. She described the extensive amount of information that must accompany the application.

City Planner Ecker said the ordinance amendment would give the Commission up to two theater licenses per year. She added that this license cannot be transferred without Commission approval, and the theater would have to enter into a contract with the City.

City Planner Ecker noted that an owner of a theater license could apply for an Entertainment, Dance or Additional bar permit, but not seek any permit endorsements from the Liquor Control Commission, or seek any change in license status or class without City permission.

Commissioner Bordman said liquor licenses are a trend in the theater business, and in general, is in support of this, so we keep the theater in town and viable. She expressed concern about our definition of theaters. For example, we do not say what type of movies fall into the motion picture shows. She is also concerned what dramatic presentations could qualify, and what kind of presentation. She believes the definition should be tightened up for the future as well.

City Planner Ecker said adult entertainment movies would fall under the regulated use category. Mayor Nickita said given the City's history with entertainment and the strong interest in liquor licenses, will there be an opportunity for someone to misrepresent what they are doing. He concurs with Commissioner Bordman that our definition of theater is not clear enough and defined enough where we cannot see the potential for misuse.

Commissioner Hoff expressed concerns about the entertainment aspect of the definition, and the type of crowds that might be attracted. She added that the Birmingham Theater is an important landmark in downtown and the City wants it to be successful. She agrees we have to have some restrictions for the future when ownership may change.

Commissioner Sherman noted that everything comes to the Commission. The Special Land Use Permit will define what can and cannot occur at the property. He suggested the ordinance be drafted with some flexibility, because we do not know the type of situation in the future.

Mayor Pro Tem Harris agreed with Commissioner Sherman, and is comfortable with the ordinance. He noted that the City conducts an annual review for every liquor license, and believes there is adequate protection built into the proposed ordinance.

Commissioner Boutros commented on the importance of keeping this landmark, and agrees that the Commission is the decision maker.

Commissioner DeWeese supports this, and sees the value in some flexibility.

Bruce Thal commented about intention to include Village Players. City Manager Valentine said it was contemplated, but the group has not come forward expressing interest, but the flexibility is there to incorporate them at the time they wish to pursue this.

Kelly Allen, representing the theater, said the Birmingham Theater complies with the ordinance. She said significant improvements have been made already, and that this ordinance will be the first step in solidifying the theater's existence.

The Mayor closed the Public Hearing at 10:20 PM.

**MOTION:** Motion by Boutros, seconded by DeWeese:

To amend Chapter 126, Zoning, Article 2, Section 2.37, B-4 Business Residential, to allow the use of liquor license in theaters in the B-4 zoning district, and to consider the associated amendments to Chapter 10, Alcoholic Liquors, Article II, to add a Division 5, Licenses for Theaters.

Commissioner Bordman said she is reassured and will support the motion.

Mayor Nickita said he was concerned as well and it was important to have the discussion. He is comfortable moving forward.

VOTE:           Yeas,    7  
                  Nays,    0  
                  Absent, None

**02-29-17: PUBLIC HEARING TO CONSIDER AMENDMENTS TO CHAPTER 126, ZONING, TO CREATE NEW D5 ZONE**

Mayor Nickita opened the Public Hearing at 10:22 PM.

City Planner Ecker explained the history of this zoning ordinance amendment request by the owners of the 555 Building. The amendment would allow buildings to be considered either legal and conforming, or legal non-conforming, but have the ability to add on in some way. The amendments have to do with height, number of stories, and setbacks. The Planning Board looked at several options. The Board came up with a fairly simple method, by changing Section 6.02 to allow all buildings to be improved in some way if they are non-conforming, or to consider the creation of a D5 zone, defined as over five stories. The impact of the amendments would make the three buildings legal conforming buildings, and they would be allowed to be extended or enlarged with a Special Land Use Permit. If a new building was constructed, it could match the height of the existing building with a Special Land Use Permit.

The new category would deal with existing buildings located in the D5 zone. This change enables applicants to obtain funding for significant renovations or improvements as a legal conforming building. The second part allows expansion with the restriction to meet the overlay.

City Planner Ecker explained for Commissioner Boutros that the 555 site has room where a new building could be constructed.

City Planner Ecker explained that none of the three buildings can be any higher or add any extra stories under the ordinance amendment.

Mayor Pro Tem Harris asked about maintenance and repair under the current ordinance. City Planner Ecker said an interpretation is required in every case currently. Under the ordinance amendment, maintenance and repair would be permitted.

Commissioner Hoff asked if Birmingham Place or Merrillwood could buy the adjacent structures and then build in the space. City Planner Ecker said they could not, because the properties next door would not have the D5 zoning classification.

Commissioner Hoff asked how the determination is made as to an enlargement and an addition. City Planner Ecker said the enlargements or extensions are an absolute right if the regular overlay standards are met. If it is an addition or new construction which would exceed the D4 requirements, it can be done with a Special Land Use Permit.

Mr. Rick Rattner addressed the Commission and said with the ordinance amendment, the 555 Building would be in compliance allowing the owners to move forward to make the changes and renovations to keep it an iconic building.

Mayor Nickita closed the Public Hearing at 10:40 PM.

**MOTION:** Motion by DeWeese, seconded by Boutros:

To amend Chapter 126, Zoning, Article 3, Downtown Birmingham Overlay District, Section 3.04, to create a new D5 Zone and to establish development standards for this district, and Article 6, nonconformances, Section 6.02, to allow for the extension and/or enlargement of existing legal, non-conforming commercial buildings;

AND

To approve the rezoning of the following properties:

- (a) 555 S. Old Woodward (555 Office and Residential Buildings) from D4 in the Downtown Overlay to D5 in the Downtown Overlay;
- (b) 411 S. Old Woodward (Birmingham Place) from D4 in the Downtown Overlay to D5 in the Downtown Overlay; and
- (c) 225 E. Merrill (Merrillwood Building) from D4 in the Downtown Overlay to D5 in the Downtown Overlay.

City Planner Ecker confirmed for Commissioner Hoff that the ordinance amendment would allow the 555 Building to build an addition as tall as it is only with a Special Land Use Permit approved by the Commission. She added that a new building to the south could be built that meets the D4 standards as of right. The setbacks will basically be the same.

VOTE:           Yeas,    7  
                  Nays,    0  
                  Absent, None

## **VII. REMOVED FROM CONSENT AGENDA**

### **02-30-17:           ITEM D - APPROVAL OF CITY COMMISSION MINUTES OF JANUARY 23, 2017.**

Commissioner Hoff asked that a correction in the minutes be made in reference to Poppleton Park on page 3, and correct Police Chief Clemence's name also on page 3.

**MOTION:**    Motion by Hoff, seconded by Sherman:

To approve the City Commission Minutes of January 23, 2017, with corrections.

VOTE:           Yeas,    7  
                  Nays,    0  
                  Absent, None

### **02-31-17:           ITEM G. WARRANT LIST OF 1/25/17**

Commissioner Hoff noted that the Warrant List of 1/25/17 appears to be the same Warrant List dated 1/18/17 which was approved at the last meeting, and she suggested it be pulled so the Finance Department can review and determine the status.

### **02-32-17:           ITEM E - APPROVAL OF CITY COMMISSION LONG RANGE PLANNING MINUTES OF JANUARY 28, 2017.**

Commissioner Bordman requested to clarify the question she asked on page 5 during the discussion regarding the Fairway sidewalk funding.

On page 9 during the discussion of the parking enhancement efforts, she asked that her statement be clarified "that a person with a handicap placard can park in any parking space".

On page 10, during the discussion about the Request for Qualifications and the Request for Proposals, she asked to clarify her suggestion that it is not just a sale or lease option, but could also be a plan without that option. At the bottom of page 10 during the discussion of the court decision, she clarified that the "court found the city liable."

**MOTION:**    Motion by Bordman, seconded by DeWeese:

To approve the City Commission Long Range Planning Minutes of January 28, 2017, with corrections.

VOTE:           Yeas,    7  
                  Nays,    0  
                  Absent, None

**02-33-17:           ITEM K - PUBLIC ARTS BOARD VACANCY – PHYLLIS KLINGER**

Commissioner Bordman wanted to note that Ms. Klinger passed away and would like to City to send the City's condolences to her family.

**MOTION:**    Motion by Bordman, seconded by Hoff:

To approve Item K, and send condolences from the City to the family of Phyllis Klinger, and direct the Acting Clerk to begin the process of filling the vacancy.

VOTE:           Yeas,    7  
                  Nays,    0  
                  Absent, None

**02-34-17:           ITEM L - PUBLIC ARTS BOARD VACANCY – MAGGIE METTLER**

Commissioner Bordman wanted to thank Ms. Mettler for her long and distinguished service to the City on the Public Arts Board.

**MOTION:**    Motion by Bordman, seconded by DeWeese:

To approve Item L, and accept the resignation of Maggie Mettler from the Public Arts Board, thank her for her service, and direct the Acting Clerk to begin the process of filling the vacancy.

<b>VIII. COMMUNICATIONS</b>
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**02-35-17:           COMMUNICATIONS**

The City Commission received and filed the communications from Peggy Dufault and City Manager Valentine, Darin McBride and Renee Suchara regarding sidewalks on Fairway.

<b>IX. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA</b>
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<b>X. REPORTS</b>
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**02-36-17:           COMMISSIONER REPORTS**

The City Commission intends to appoint members to the Parks & Recreation Board, Multi-Modal Transportation Board, Planning Board, and Cablecasting Board on Monday, March 13, 2017.

**02-37-17:           COMMISSIONER COMMENTS**

Commissioner Bordman requested the Planning Board to weigh in on additional areas in the Rail District, including the commercial properties on the west side of S. Eton, south of Maple and the commercial properties on Eton, north of Maple, in the Jet's Pizza area. She said they have similar circumstances to the areas that have been designated now as in the Rail District, and would like the Planning Board's input.

City Manager Valentine suggested he could add this discussion to the joint meeting with the Planning Board in June. The commissioners agreed.

Mayor Pro Tem Harris expressed appreciation for the historical information provided to the Commission. He suggested that it would be more efficient if it was arranged in chronological order and wondered if there was a preference by the Commission.

Commissioner Bordman agreed that it is challenging at times to get through the additional documentation.

Mayor Pro Tem suggested a table of contents if it is not overly burdensome.

**02-38-17: CITY STAFF REPORTS**

The City Commission received the Maple Road & Southfield Road Intersection report, Easterly Crosswalk, submitted by City Engineer O'Meara.

<b>XI. ADJOURN</b>
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The meeting was adjourned at 10:55 PM.

Cheryl Arft  
Acting City Clerk

**City of Birmingham**  
**Warrant List Dated 01/25/2017**

Meeting of 02/27/2017

**REVISED**

Check Number	Early Release	Vendor #	Vendor	Amount
247826		008340	40TH JUDICIAL CIRCUIT COURT	500.00
247827	*	000855	48TH DISTRICT COURT	100.00
247828	*	000855	48TH DISTRICT COURT	45.00
247829	*	000855	48TH DISTRICT COURT	100.00
247830		002909	ACOM SOLUTIONS, INC.	356.25
247831		007440	AMICI PET SERVICES, INC	175.00
247832	*	007510	GRANT ANKNEY	433.00
247833		008269	ARGUS-HAZCO	311.95
247834	*	006759	AT&T	66.37
247835	*	006759	AT&T	119.27
247836	*	006759	AT&T	67.50
247838	*	007216	AT&T	114.00
247839		007132	AVI SYSTEMS, INC	126.87
247840		003012	BATTERIES PLUS	144.24
247841	*	000518	BELL EQUIPMENT COMPANY	388.10
247842		007345	BEVERLY HILLS ACE	89.63
247843	*	004931	BIDNET	459.91
247844	*	007188	LYAL BIGGER	60.00
247845		007624	BIRMINGHAM OIL CHANGE CENTER, LLC	57.96
247846	*	001086	CITY OF BIRMINGHAM	443.62
247847		008224	BOUCK CORPORATION	1,398.00
247848	*	MISC	BRIAN M MCDONALD	3,979.49
247849	*	006177	BULLSEYE TELECOM INC	36.24
247850		006257	C.S. MCKEE LP	5,212.54
247851	*	000569	JOEL CAMPBELL	652.00
247852		007753	CARL WALKER, INC.	1,410.00
247853	*	000444	CDW GOVERNMENT INC	35.98
247854		000605	CINTAS CORPORATION	180.56
247856	*	008006	CLEAR RATE COMMUNICATIONS, INC	1,302.21
247857		008044	CLUB PROPHET	590.00
247858		002234	CMP DISTRIBUTORS INC	327.80
247859	*	007625	COMCAST	70.36
247860		000979	COMERICA BANK	16,685.65
247862		002668	CONTRACTORS CLOTHING CO	2,032.20
247863	*	005108	CORELOGIC TAX SERVICE	379.02
247864	*	005108	CORELOGIC TAX SERVICE	1,379.07
247865	*	005108	CORELOGIC TAX SERVICE	756.88
247866	*	005108	CORELOGIC TAX SERVICE	559.14
247867	*	005108	CORELOGIC TAX SERVICE	550.73
247868	*	005108	CORELOGIC TAX SERVICE	823.79
247869	*	005108	CORELOGIC TAX SERVICE	164.82
247870	*	005108	CORELOGIC TAX SERVICE	1,267.02
247871	*	005108	CORELOGIC TAX SERVICE	1,264.77

**City of Birmingham**  
**Warrant List Dated 01/25/2017**

Meeting of 02/27/2017

**REVISED**

Check Number	Early Release	Vendor #	Vendor	Amount
247872		005742	CRAIN'S DETROIT BUSINESS	39.00
247873		002088	WM. CROOK FIRE PROTECTION CO.	555.87
247874	*	004830	CUMMINS-ALLISON CORP.	242.00
247875		004386	CYNERGY PRODUCTS	68.00
247876		008005	DE LAGE LANDEN FINANCIAL SERVICES	173.75
247877		007359	DETROIT CHEMICAL & PAPER SUPPLY	39.90
247878		008134	DIAMOND Y DOOR SOLUTIONS INC	850.00
247880		001063	EASTMAN FIRE PROTECTION INC	483.05
247881		000207	EZELL SUPPLY CORPORATION	1,752.31
247882		007613	FIRESERVICE MANAGEMENT	151.00
247883		007366	FIRST ADVANTAGE OCCUPATIONAL	40.50
247884		007314	FLEIS AND VANDENBRINK ENG. INC	4,833.04
247885		007172	GARY KNUREK INC	223.00
247886		004604	GORDON FOOD	146.86
247887		000243	GRAINGER	174.44
247888	*	004959	GREAT LAKES POWER AND LIGHTING, INC	2,573.81
247890		000249	GUARDIAN ALARM	224.03
247891		001672	HAYES GRINDING	30.50
247892	*	001204	ICMA	832.00
247893		002407	J & B MEDICAL SUPPLY	29.34
247894		000261	J.H. HART URBAN FORESTRY	8,263.23
247895	*	MISC	JASON B EDDLESTON	1,233.82
247896	*	002576	JAX KAR WASH	74.91
247897		000347	JOHN R. SPRING & TIRE CENTER INC.	595.10
247898		002635	LAZARD ASSET MANAGEMENT LLC	15,330.79
247899	*	MISC	LERETA	7,366.29
247900		004644	M.C. SMITH ASSOCIATES	2,219.00
247901	*	001669	MACP	115.00
247902	*	006632	MAX R	564.00
247904		001660	MICHIGAN CAT	590.35
247905		005848	MICHIGAN ECONOMIC DEVELOPERS	325.00
247906	*	008279	MICHIGAN MUNICIPAL EXECUTIVES	110.00
247907		000377	MICHIGAN MUNICIPAL LEAGUE	33.80
247908		002809	STATE OF MICHIGAN	200.00
247909	*	002089	MICHIGAN-SHIGA SISTER STATE BOARD	65.00
247910		002671	MMA	100.00
247911	*	005986	MRWA	765.00
247912	*	007665	NATIONWIDE POWER SOLUTIONS INC.	1,984.00
247913		001194	NELSON BROTHERS SEWER	180.00
247914		007755	NETWORK SERVICES COMPANY	552.40
247915	*	007856	NEXT	550.00
247916		006359	NYE UNIFORM COMPANY	1,976.49
247917	*	000477	OAKLAND COUNTY	1,910.96

**City of Birmingham**  
**Warrant List Dated 01/25/2017**

Meeting of 02/27/2017

**REVISED**

Check Number	Early Release	Vendor #	Vendor	Amount
247918	*	000481	OFFICE DEPOT INC	554.22
247919	*	006625	PACIFIC TELEMAGEMENT SERVICES	78.00
247920	*	005794	PAETEC	648.32
247921		001062	QUALITY COACH COLLISION LLC	289.65
247922	*	006729	QUENCH USA INC	240.00
247923		006497	R.N.A. FACILITIES MANAGEMENT	2,300.00
247924	*	008342	RAIN MASTER CONTROL SYSTEMS	28.33
247926	*	003554	RKA PETROLEUM	7,818.12
247927	*	001758	FRANK RUSSELL	54.31
247928	*	002806	SAM'S CLUB/SYNCHRONY BANK	929.09
247929		002087	SEMCOG	2,683.00
247930		004202	SHRED-IT USA	103.58
247931	*	008073	SITEONE LANDSCAPE SUPPLY, INC	375.97
247932	*	008345	SOUTHAMPTON BUILDERS	1,000.00
247933		007907	SP+ CORPORATION	3,180.00
247934		000260	SPARTAN DISTRIBUTORS INC	1,332.57
247936		000275	TIRE WHOLESALERS CO INC	503.88
247937		000155	TYCO INTEGRATED SECURITY LLC	258.00
247938		005631	ULTIMATE REEL GRINDING LLC	3,125.00
247939	*	000158	VERIZON WIRELESS	125.51
247940	*	000158	VERIZON WIRELESS	50.37
247941	*	000158	VERIZON WIRELESS	389.45
247942	*	MISC	WELLS FARGO REAL EST TAX	1,481.99
247943		007278	WHITLOCK BUSINESS SYSTEMS, INC.	2,462.13
247944		001438	WINDER POLICE EQUIPMENT	124.99
247945		005657	WINTER EQUIP CO, INC	4,133.28
247946	*	008344	WOODWARD BROWN ASSOCIATES, LLC	184,000.00
247947		007083	XEROX CORPORATION	25.00
Sub Total Checks:				\$322,079.24
Sub Total ACH:				\$355,266.17
Grand Total:				\$677,345.41

All bills, invoices and other evidences of claim have been audited and approved for payment.



Mark Gerber  
Finance Director/ Treasurer

\*-Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.

**City of Birmingham**  
**ACH Warrant List Dated 1/25/2017**

Vendor Name	Transfer Date	Transfer Amount
Birmingham Schools	1/18/2017	58,616.52
Oakland County Treasurer	1/18/2017	110,204.89
Automated Benefit Services, Inc.	1/18/2017	44,531.84
Automated Benefit Services, Inc.	1/23/2017	138,130.05
Cutwater Asset Management-December	**	3,782.87
<b>TOTAL</b>		<b>355,266.17</b>

\*\*Awaiting approval from Commission.

Cutwater Asset Management provides advisory and reporting services for the City's general investments. It was acquired by Bank of New York Mellon, N.A. in January 2015. As a result of the acquisition, they no longer accept checks as payment for services. Once the Commission approves this warrant list, the City will electronically transmit payment. These invoices will appear once a month on the ACH Warrant List.

**City of Birmingham**  
**Warrant List Dated 02/15/2017**

Meeting of 02/27/2017

Check Number	Early Release	Vendor #	Vendor	Amount
248256	*	000855	48TH DISTRICT COURT	340.00
248257	*	000855	48TH DISTRICT COURT	100.00
248258	*	000855	48TH DISTRICT COURT	100.00
248259	*	000855	48TH DISTRICT COURT	100.00
248260	*	000855	48TH DISTRICT COURT	3,000.00
248261	*	000855	48TH DISTRICT COURT	100.00
248262	*	000855	48TH DISTRICT COURT	500.00
248263	*	000855	48TH DISTRICT COURT	387.00
248264	*	000855	48TH DISTRICT COURT	100.00
248265	*	000855	48TH DISTRICT COURT	60.00
248266	*	000855	48TH DISTRICT COURT	100.00
248267	*	000855	48TH DISTRICT COURT	100.00
248268	*	000855	48TH DISTRICT COURT	60.00
248270		004657	AKT PEERLESS	280.00
248271		007745	ALL COVERED	1,192.00
248272		000161	ALPHA PSYCHOLOGICAL SERVICES, PC	695.00
248273		000282	APOLLO FIRE EQUIPMENT	188.01
248274		007033	APPLIED IMAGING	1,206.96
248275		000500	ARTECH PRINTING INC	116.00
248276	*	006759	AT&T	234.23
248277	*	006759	AT&T	41.16
248278	*	006759	AT&T	35.17
248279	*	006759	AT&T	222.83
248280		003012	BATTERIES PLUS	85.19
248281		007345	BEVERLY HILLS ACE	14.32
248282	*	001086	CITY OF BIRMINGHAM	314.81
248283		004998	BLUE WATER ENGRAVING	414.75
248284		000542	BLUE WATER INDUSTRIAL	21.00
248285		000157	BOB ADAMS TOWING INC.	150.00
248286		007558	BOTSFORD GENERAL HOSPITAL	345.00
248287		003526	BOUND TREE MEDICAL, LLC	357.79
248288		006520	BS&A SOFTWARE, INC	24,372.00
248289	*	006177	BULLSEYE TELECOM INC	165.59
248290	*	005289	BUSINESS CARD	2,189.79
248291	*	000444	CDW GOVERNMENT INC	143.91
248292		007710	CINTAS CORP	172.01
248293		000605	CINTAS CORPORATION	36.46
248294	*	007625	COMCAST	285.46
248295		002668	CONTRACTORS CLOTHING CO	404.00
248296		008121	CORBY ENERGY SERVICES	5,400.00
248297		004830	CUMMINS-ALLISON CORP.	200.00
248298		006969	DAVEY TREE EXPERT COMPANY	800.00
248299		MISC	DAVID HOHENDORF	100.00

**City of Birmingham**  
**Warrant List Dated 02/15/2017**

Meeting of 02/27/2017

Check Number	Early Release	Vendor #	Vendor	Amount
248300	*	008005	DE LAGE LANDEN FINANCIAL SVCS INC	173.75
248301		005115	DETROIT NEWSPAPER PARTNERSHIP	2,986.90
248302	*	006077	DI PONIO CONTRACTING INC	5,308.29
248303		002343	DRIVERS LICENSE GUIDE CO.	29.95
248304		000995	DSS CORPORATION	678.64
248305		007538	EGANIX, INC.	720.00
248306		006254	EMBROIDME	214.80
248307		008308	ERADICO PEST SERVICES	38.00
248308		001495	ETNA SUPPLY	101.50
248309		001223	FAST SIGNS	195.00
248310		000223	GASOW VETERINARY	212.00
248311		000243	GRAINGER	369.70
248312		000249	GUARDIAN ALARM	224.03
248313		003749	HECKLER & KOCH DEFENSE, INC.	2,295.00
248314		008069	HOLSBEKE CONSTRUCTION, INC.	4,250.00
248315		000331	HUBBELL ROTH & CLARK INC	7,471.92
248316		006420	HUMANE RESTRAINT	201.50
248317		000974	IBM CORPORATION	2,232.00
248318		007035	INNOVATIVE OFFICE TECHNOLOGY GROUP	450.74
248319		000261	J.H. HART URBAN FORESTRY	32,651.84
248320		000344	J.T. EXPRESS, LTD.	1,001.82
248321	*	002576	JAX KAR WASH	55.00
248322		003458	JOE'S AUTO PARTS, INC.	193.54
248323		007643	KCS SUPPLY	84.24
248324		000891	KELLER THOMA	41.25
248325		004085	KONE INC	1,710.25
248326		008362	LIFEAID	85.92
248327		004931	LOCKBOX IPT BY BIDNET	266.78
248328		008158	LOGICALIS	10,000.00
248329		001417	MAJIK GRAPHICS INC	60.00
248330		000369	MCMI	21.02
248332		007163	MOBILE HEALTH RESOURCES	1,724.51
248333		007755	NETWORK SERVICES COMPANY	334.10
248334		006359	NYE UNIFORM COMPANY	568.49
248335	*	000477	OAKLAND COUNTY	381,610.77
248336	*	008214	OAKLAND COUNTY WATER DEPARTMENT	8,363.02
248337		000675	OAKLAND SCHOOLS	4,426.99
248338		003461	OBSERVER & ECCENTRIC	1,017.22
248339		004370	OCCUPATIONAL HEALTH CENTERS	494.25
248340	*	000481	OFFICE DEPOT INC	1,542.64
248341	*	000481	OFFICE DEPOT INC	302.25
248342		007368	PHASE FOUR INVESTIGATIONS	2,016.00
248343		000486	PLANTE & MORAN PLLC	6,650.00

**City of Birmingham**  
**Warrant List Dated 02/15/2017**

Meeting of 02/27/2017

Check Number	Early Release	Vendor #	Vendor	Amount
248344		005733	POWER LINE SUPPLY	43.49
248345	*	003554	RKA PETROLEUM	7,613.92
248346		006497	RNA FACILITIES MANAGEMENT	2,390.00
248347		006832	SAFEWARE INC.	1,706.52
248348		008020	SELLINGER ASSOCIATES	2,902.50
248349		004202	SHRED-IT USA	104.06
248350	*	000254	SOCRRA	69,616.00
248351		005787	SOUTHEASTERN EQUIPMENT CO. INC	168.50
248353	*	005364	STATE OF MICHIGAN-MDOT	1,214.74
248354		001065	SUNSHINE MEDICAL SUPPLY, INC.	85.00
248355		005238	SUNTEL SERVICES	3,761.50
248356		004355	SYMETRA LIFE INSURANCE COMPANY	27,604.62
248357	*	008346	THYSSENKRUPP ELEVATOR CORP	51,271.60
248358		000931	VARSITY SHOP	91.60
248359	*	000158	VERIZON WIRELESS	151.78
248360	*	000158	VERIZON WIRELESS	339.42
248361	*	000158	VERIZON WIRELESS	1,156.11
248362		000969	VIGILANTE SECURITY INC	305.50
248363		004334	VILLAGE CONEY	78.70
248364		006897	WILKINSON CORPORATION	680.00
248365		002088	WM. CROOK FIRE PROTECTION CO.	441.60
248366		007083	XEROX CORPORATION	9,375.56
248369	*	000158	VERIZON WIRELESS	403.88
248370	*	000158	VERIZON WIRELESS	726.90
Sub Total Checks:				\$710,839.56
Sub Total ACH:				\$1,807,243.20
Grand Total:				\$2,518,082.76

All bills, invoices and other evidences of claim have been audited and approved for payment.



Mark Gerber  
Finance Director/ Treasurer

\*-Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.

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2/27/2017

**City of Birmingham**  
**ACH Warrant List Dated 2/15/2017**

Vendor Name	Transfer Date	Transfer Amount
Birmingham Schools	2/14/2017	1,365,415.42
Oakland County Treasurer	2/14/2017	403,653.49
Automated Benefit Services, Inc.	2/13/2017	38,174.29
<b>TOTAL</b>		1,807,243.20

**City of Birmingham**  
**Warrant List Dated 02/22/2017**

Meeting of 02/27/2017

Check Number	Early Release	Vendor #	Vendor	Amount
248371		005633	MTA	383.80
248372	*	001274	19TH DISTRICT COURT	293.00
248373		005430	21ST CENTURY MEDIA- MICHIGAN	740.00
248374	*	000820	46TH DISTRICT COURT	400.00
248375	*	000855	48TH DISTRICT COURT	100.00
248376	*	000855	48TH DISTRICT COURT	250.00
248377	*	000855	48TH DISTRICT COURT	100.00
248378	*	000855	48TH DISTRICT COURT	400.00
248379	*	000855	48TH DISTRICT COURT	100.00
248380	*	000855	48TH DISTRICT COURT	100.00
248381	*	000855	48TH DISTRICT COURT	351.00
248383		007266	AETNA BEHAVIORAL HEALTH LLC	376.74
248385		003708	AIRGAS USA, LLC	167.50
248386		004657	AKT PEERLESS	1,420.00
248387		MISC	ALLEN BROTHERS INC	200.00
248388		007696	AMERICAN CLEANING COMPANY LLC	1,350.00
248389	*	008304	AMERINET	64,906.40
248390		007033	APPLIED IMAGING	847.70
248391		002229	ART VAN FURNITURE	463.99
248392	*	006759	AT&T	120.70
248393	*	006759	AT&T	223.93
248394	*	006759	AT&T	1,086.47
248395	*	006759	AT&T	26.16
248396	*	006759	AT&T	66.43
248397	*	007216	AT&T	124.33
248398	*	008365	AT&T	1,765.81
248399		004027	AUTOMATED BENEFIT SVCS INC	7,486.93
248400		MISC	B-DRY SYSTEM OF MICHIGAN INC	100.00
248404	*	008009	TREVOR BAKER	15.00
248406		MISC	BCD CONSTRUCTION LLC	100.00
248407		001103	BCI ADMINISTRATORS INC	46,190.00
248409		007345	BEVERLY HILLS ACE	21.22
248411		MISC	BLOOMFIELD CONSTRUCTION CO	100.00
248412		004244	BOLYARD LUMBER	37.50
248414		003526	BOUND TREE MEDICAL, LLC	40.29
248415		MISC	BRIAN E WATSON	100.00
248417		MISC	BRODY HOMES, INC.	100.00
248418		MISC	BUILDING DETAIL INC	200.00
248419		006380	C & S ICE RESURFACING SERVICES, INC	331.72
248421	*	007732	CAPITAL TIRE, INC.	760.14
248424	*	007835	SARAH CHUNG	137.50
248425		000605	CINTAS CORPORATION	180.56
248427	*	008006	CLEAR RATE COMMUNICATIONS, INC	1,282.97

**City of Birmingham**  
**Warrant List Dated 02/22/2017**

Meeting of 02/27/2017

Check Number	Early Release	Vendor #	Vendor	Amount
248428		004026	COFINITY	1,341.00
248429		MISC	COLLISTER COMPANY LLC	100.00
248430	*	007625	COMCAST	257.74
248432		002668	CONTRACTORS CLOTHING CO	200.00
248433	*	007638	MARSHALL CRAWFORD	15.00
248435		008303	DATA PARTNER, INC.	7,200.00
248436		003825	DEERE ELECTRIC INC	344.12
248437	*	003204	MARK DELAUDER	15.00
248438		000956	DELTA TEMP INC	1,023.50
248439		000177	DELWOOD SUPPLY	369.03
248441		006907	DENTEMAX, LLC	140.40
248442		008191	DETROIT JEWISH NEWS	320.78
248443		MISC	DIAZ, BRIAN A	100.00
248444		MISC	DM HOMES OF METRO DETROIT LLC	450.00
248445		001035	DOUGLASS SAFETY SYSTEMS LLC	40.67
248447		000196	EJ USA, INC.	122.19
248448		007684	ELITE TRAUMA CLEAN-UP INC.	50.00
248449		008308	ERADICO PEST SERVICES	27.00
248450		001495	ETNA SUPPLY	800.00
248451		000207	EZELL SUPPLY CORPORATION	260.96
248453		007613	FIRESERVICE MANAGEMENT	48.00
248454		007366	FIRST ADVANTAGE OCCUPATIONAL	103.00
248455		007314	FLEIS AND VANDENBRINK ENG. INC	2,998.50
248456		007212	FOSTER BLUE WATER OIL	1,132.82
248457		MISC	FOUR WAY ASPHALT PAVING, INC.	100.00
248458	*	007289	BRIAN FREELS	15.00
248460		007172	GARY KNUREK INC	71.00
248461		000592	GAYLORD BROS., INC	69.82
248462	*	004772	GHAFAI MOBIL 2	44.74
248463		004604	GORDON FOOD	439.13
248464		004959	GREAT LAKES POWER AND LIGHTING, INC	2,585.69
248467		001447	HALT FIRE INC	56.13
248468		001672	HAYES GRINDING	116.00
248469		001836	HISTORICAL SOCIETY OF MICHIGAN	227.00
248471		MISC	HUGHES PROPERTIES	200.00
248472		000980	ICE SKATING INSTITUTE	25.00
248473		003888	INTERNATIONAL CODE COUNCIL INC	1,273.00
248474		000342	INTERSTATE BATTERY SYSTEM	476.80
248475		000186	JACK DOHENY COMPANIES INC	264.02
248476		MISC	JEFF PETRILLO	100.00
248477		MISC	JESHURUN, MARTHA A	1,000.00
248478		003458	JOE'S AUTO PARTS, INC.	880.32
248479		MISC	JOHN CARR MASONARY	100.00

# City of Birmingham

## Warrant List Dated 02/22/2017

Meeting of 02/27/2017

Check Number	Early Release	Vendor #	Vendor	Amount
248480	*	007837	LARYSSA R KAPITANEC	384.00
248481	*	007827	HAILEY R KASPER	132.00
248482		001309	KENNEDY INDUSTRIES INC	2,785.00
248483		004088	KGM DISTRIBUTORS INC	236.00
248484		000353	KNAPHEIDE TRUCK EQUIPMENT	2,804.01
248485		004904	KONICA MINOLTA-ALBIN	134.51
248486		005876	KROPF MECHANICAL SERVICE COMPANY	237.88
248487		001362	LACAL EQUIPMENT INC	814.52
248488		MISC	LAKE ORION ROOFING INC	100.00
248489		005550	LEE & ASSOCIATES CO., INC.	1,428.80
248490		MISC	LEWISTON REALTY INC	2,500.00
248492		MISC	LINDA L LAYTON	750.00
248493		MISC	LINDA LAYTON	1,000.00
248494		MISC	LORI GAIL GREENBERG	200.00
248496		MISC	MANNINO CONSTRUCTION	500.00
248497		MISC	MARKET SQUARE ENTERPRISES	200.00
248498		000888	MCKENNA ASSOCIATES INC	38,610.00
248499		001660	MICHIGAN CAT	627.68
248500	*	001005	STATE OF MICHIGAN	320.00
248501		007659	MICHIGAN.COM #1008	65.00
248501	*	007659	MICHIGAN.COM #1008	65.00
248506	*	005898	MIGCSA	65.00
248507	*	007306	MARK MISCHLE	15.00
248508		001783	MMTA	100.00
248509		000972	MOORE MEDICAL LLC	362.80
248510		006359	NYE UNIFORM COMPANY	3,038.11
248510	*	006359	NYE UNIFORM COMPANY	291.67
248511		000477	OAKLAND COUNTY	612.00
248512		004370	OCCUPATIONAL HEALTH CENTERS	380.25
248514	*	000481	OFFICE DEPOT INC	1,156.57
248515	*	000481	OFFICE DEPOT INC	634.08
248522		MISC	OSPREY CONSTRUCTION COMPANY	100.00
248525	*	001753	PEPSI COLA	983.93
248527	*	003352	JAMIE CATHERINE PILLOW	702.00
248528		008359	POLICEONE.COM	435.00
248529		003629	PREMIUM AIR SYSTEMS INC	506.43
248530		001062	QUALITY COACH COLLISION LLC	751.80
248531		004137	R & R FIRE TRUCK REPAIR INC	2,060.70
248533		MISC	RELIABLE ENTERPRISES LLC	200.00
248535		MISC	ROBERT J SOWLES	500.00
248536		001181	ROSE PEST SOLUTIONS	154.00
248537	*	003365	EDWARD ROSETT	95.00
248538	*	000218	ROYAL OAK P.D.Q. LLC	61.05

**City of Birmingham**  
**Warrant List Dated 02/22/2017**

Meeting of 02/27/2017

Check Number	Early Release	Vendor #	Vendor	Amount
248539		006832	SAFEWARE INC.	72.29
248540	*	002806	SAM'S CLUB/SYNCHRONY BANK	758.15
248541		MISC	SANTIAGO CACERES	100.00
248542	*	007898	JEFFREY SCHEMANSKY	15.00
248544		MISC	SIGN EMPORIUM	200.00
248545		003785	SIGNS-N-DESIGNS INC	200.00
248546	*	007899	NICHOLAS SLANDA	15.00
248547		002021	SMAFC	80.00
248548		MISC	SMITHS WATERPROOFING	100.00
248549	*	003466	ALAN SOAVE	15.00
248550	*	007245	NICK SOPER	15.00
248551		005787	SOUTHEASTERN EQUIPMENT CO. INC	4,153.30
248553		000260	SPARTAN DISTRIBUTORS INC	2,054.37
248554		MISC	STEPHEN PAUL SCHULTZ	100.00
248555		004544	STRYKER SALES CORPORATION	429.04
248556		005238	SUNTEL SERVICES	720.00
248557		001076	TAYLOR FREEZER OF MICH INC	325.00
248558		000273	TERMINAL SUPPLY CO.	101.04
248560		MISC	UKRAINIAN FUTURE CREDIT	2,500.00
248563		008366	VALHALLA KRAV MAGA	600.00
248564		000293	VAN DYKE GAS CO.	353.94
248565	*	000158	VERIZON WIRELESS	130.28
248566		000969	VIGILANTE SECURITY INC	439.00
248567		005231	WALKER RESTORATION CONSULTANTS	1,850.00
248569	*	007894	BRENDA WILLHITE	640.00
248570		000926	WRIGHT TOOL COMPANY	9.44
248571		007083	XEROX CORPORATION	27.39
Sub Total Checks:				\$242,154.18
Sub Total ACH:				\$51,785.25
Grand Total:				\$293,939.43

All bills, invoices and other evidences of claim have been audited and approved for payment.



Mark Gerber  
Finance Director/ Treasurer

\*-Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.

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2/27/2017

**City of Birmingham**  
**2/22/2017**

Vendor Name	Transfer Date	Transfer Amount
Automated Benefit Services, Inc.	2/21/2017	51,785.25
<b>TOTAL</b>		51,785.25



## MEMORANDUM

Department of Public Services

**DATE:** February 14, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Lauren A. Wood, Director of Public Services

**SUBJECT:** 2017 Annual Flower Purchase

Sealed bids were opened on Thursday, January 26, 2017 for the purchase of annual flowers for the spring planting. One bid was received. The results of the sealed bid are shown below:

Bidder	Complete Bid	Deviations Exceptions	Total
Croswell Greenhouse	Yes	No	\$17,149.45

After reviewing the submitted bid, Croswell Greenhouse was complete, offering no deviations or substitutions from our requested materials list.

We have purchased annual flowers from Croswell in the past and are very pleased with the material. The cost for the 2015 flower program was \$18,088.50. The cost for the 2016 flower program was \$15,860.00. This year's purchase has a larger number of 4 ¼" container plants, and a lesser amount of flats compared to last year, which is reflected in the increased price. This purchase does not include all of the hanging flower baskets around downtown, which is provided by the Birmingham Shopping District. The Department of Public Services recommends the purchase of the 2017 annual flowers from Croswell Greenhouse at a cost not to exceed \$17,149.45. Money is budgeted for this purchase in General Fund – Property Maintenance – Operating Supplies account #101-441.003-729.0000.

**SUGGESTED RESOLUTION:**

To approve the 2017 annual flower purchase from Croswell Greenhouse in the amount not to exceed \$17,149.45. Funds are available from the General Fund – Property Maintenance – Operating Supplies account #101-441.003-729.0000.



## MEMORANDUM

Engineering Dept.

**DATE:** February 22, 2017

**TO:** Joseph Valentine, City Manager

**FROM:** Austin Fletcher, Assistant City Engineer

**SUBJECT:** Park Street Painting Project  
Contract #4-17(PK)

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This project was originally bid last summer (June 2016), with two (2) contractors submitting bids. However, they came in much higher than expected and what was originally budgeted. Therefore, it was decided to re-bid the project at a later date. Re-bidding the project ultimately resulted in a cost savings of approximately \$130,000 to the City.

On January 19, 2017, the Engineering Department opened bids on the above-referenced project. Two (2) contractors submitted bids for this project. A bid summary is attached for your reference.

The low bidder was DRV Contractors, LLC of Shelby Township, MI with their base bid of \$899,760.00 (\$900,000 was budgeted for this work). Due to the upcoming Old Woodward Reconstruction Project, bidders were also asked to provide an alternate bid to complete the remaining work in the Spring of 2018. When the alternate is added to the base bid (\$930,560 total), DRV Contractors, LLC was still the low bidder. Since the start and completion dates for the Old Woodward Project has not yet been determined, the Engineering Department recommends that the alternate bid also be included in this project (details of the alternate bid can be found below). DRV has successfully completed several projects for the City of Birmingham. We are confident that they are qualified to perform satisfactorily on this contract.

The project includes the removal of loose existing paint coating, cleaning/preparation of existing steel framing to bare metal at local areas of existing corrosion, cleaning/preparation of intact existing paint coating, application of intermediate coat paint to address cleaned/prepared corrosion areas and cleaned/prepared intact paint and the application of top coat to all steel framing elements. It also includes weld and structural steel framing repairs to select areas and the removal of existing bird nest debris and select electrical conduit hardware.

Due to the intense nature of the work, the areas being painted will have to be closed to the public. The Contractor will be allowed to close one half of one level (about 10%) of the parking structure in order to keep their work area safe, as well as prevent vehicle damage. It is anticipated that no more than 100 parking spaces will be closed at one time. Fortunately, the Park St. Structure has not been filling nearly as often the last several months under normal conditions. As such, we have not had to activate the previously approved rooftop valet assist plan for this structure to date. We anticipate we will activate it once this project is underway, when possible, to reduce the amount of days that the structure fills to capacity. Operating the valet during this time is expected to cost a total of less than \$20,000.

The work on this project (under the base bid) was expected to commence in early August and continue throughout the late summer and fall with a contract completion date of November 3, 2017. It was our intent that work on this project not occur during the Old Woodward Reconstruction Project.

The alternate bid (\$30,800 by DRV) will provide flexibility with the starting and completion dates. If it becomes necessary, the project could commence after the substantial completion date of the Old Woodward Project (date to be determined) and be completed by June 15, 2018 (with no work occurring during the winter months). The extra cost reflects the contractor having to set up and complete a part of the project this fall, leave the area completely for the winter, and then return to finish the job in the spring of 2018.

As is required for all of the City's construction projects, DRV has submitted a 5% bid security with their bid which will be forfeited if they do not provide the signed contracts, bonds and insurance required by the contract following the award by the City Commission.

Funds have been budgeted for this project. It is recommended that the Park Street Painting Project, Contract #4-17(PK), be awarded to DRV Contractors, LLC of Shelby Township, MI in the amount of \$930,560.00. All costs will be charged to the Auto Parking System Fund, account number 585-538.003-977.0000.

#### SUGGESTED RESOLUTION:

To award the Park Street Painting Project, Contract #4-17(PK), to DRV Contractors, LLC of Shelby Township, MI in the amount of \$930,560.00 to be charged to account 585-538.003-977.0000.

## BID SUMMARY

**January 19, 2017 - 2:00 PM**

[illegible]



## MEMORANDUM

Department of Public Services

**DATE:** February 16, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Lauren A. Wood, Director of Public Services

**SUBJECT:** Emergency Repairs at Birmingham Ice Arena

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Beginning on January 31, 2017 a significant issue surfaced at the Birmingham Ice Arena in maintaining the ice temperature. Typical service call for repairs turned into an extended and dire situation which warranted significant costs which were unavoidable in order to maintain rink operations. This included more service calls on February 1-3, 2017 for labor and material to service the condition of the rink as we managed and monitored the recent situation at the Ice Arena. This contractor work was over and above work performed by DPS staff during this time as well. There was a significant amount of activity going on under these circumstances.

The issue began with a sudden rise in refrigeration temperature while a noted decrease in the coolant fluid levels known as glycol, which is required for keeping the ice at the ideal temperature for complete system operations for the two sheets of ice in the Birmingham Ice Arena. This critical issue also started at the onset of us hosting a four day district Hockey Tournament at the Arena. Troubleshooting began at inception of this issue as we could not detect why or where the glycol was leaking out from the system. Potentially, initial thoughts were air pockets developed in the system causing a sudden drop in level of this liquid product. Simultaneously we were pursuing whether a leak exists or not all while adding significant quantities of the glycol into the system. By way of some background information, the system holds about 4,400 gallons and during the past few weeks we have added an additional 1,400 gallons and are looking for possible leak locations beneath the slab or in the system lines in the engine room. We have consulted with other specialized contractors throughout this troubleshooting period. In addition, other alternatives are being explored for further testing of locations of possible leaks, if deemed required.

As of this writing, we are stable with the system and have not added any additional material. Staff is monitoring on a very aggressive schedule this situation by way of the controls and visual inspections. Going forward, if we continue to add glycol during the skating season, other measures may be required after closing to perform leak locating measures. Supplemental material will be provided as we discover what problem needs solving.

Until such recent time, over the past twenty or more years there has been no need to add glycol to the system. There was always a constant flow of this material in the system. The issue remains at to whether there is a leak in the system despite no evidence of it or whether a system refill of glycol was in order.

Delta Temp Inc. is our contractor for these services at the Ice Arena. They have full knowledge of the operating system at the Ice Arena and have worked for the City of Birmingham over twenty-five years. They have extensive working knowledge of other Ice Arena facilities around the State including Joe Louis Arena. The total cost for these emergency services provided by Delta Temp Inc. is \$13,028.00. Funds for this purchase are available in the General Fund – Ice Sports Arena account #101-752.000-930.0300.

**SUGGESTED RESOLUTION:**

To confirm the City Manager's authorization for the emergency expenditure regarding the repair to the Birmingham Ice Arena by Delta Temp Inc. in the amount of \$13,028.00 to be paid from the General Fund – Ice Sports Arena account #101-752.000-930.0300, pursuant to Sec. 2-286 of the City Code.



## MEMORANDUM

Clerk's Office

**DATE:** February 27, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Leslie Pielack, Museum Director  
Carlos Jorge, Building Maintenance Supervisor

**SUBJECT:** Contract for Allen House Siding-Museum

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### Background

For many years, the city has maintained the existing painted cedar siding on the Allen House through spot repair and painting every few years. However, the cedar shingles have been deteriorating over time with exposure to moisture, sun, and general aging to the point that repair and repainting is no longer an option. In addition, the painted wood trim around the windows, doors, and dormer areas is similarly deteriorating and requires attention to prevent further damage and water intrusion.

Because the Allen House is in Birmingham's Mill Pond Historic District, the State Historic Preservation Office (SHPO) requires that any of the material that can be saved be repaired and repainted, and the rest be replaced with the exact material, profile, and method of the existing siding. The wood trim likewise needs to be repaired if possible and repainted, and where replaced, the requirement specifies using the same profile and material as the existing trim.

On June 22, 2016, the Museum Board voted unanimously to pursue a Request for Proposals to repair and/or replace the siding and trim according to the SHPO guidelines. Due to the busy construction season, the RFP was posted October 20, 2016 in order to optimize the response.

Interested firms were required to register to attend a mandatory pre-bid meeting. The pre-bid meeting was scheduled to review, tour the facility and answer any questions regarding the request for proposal. Six interested firms attended.

On December 15, three bids were received and recorded as follows:

- |                                 |            |
|---------------------------------|------------|
| • Great Lakes Roofing           | \$ 327,000 |
| • Optimum Contracting Solutions | \$ 98,975  |
| • Grunwell Cashero Co.          | \$ 96,000  |

All bids were reviewed for compliance with the City's request for proposal (RFP).

After reviewing all bids, the City found that the low bidder, Grunwell Cashero Co., met the requirements outlined in the RFP.

It is recommended that the contract award for the Birmingham Museum Allen House Siding Project go to Grunwell-Cashero Co., for \$ 96,000.00, consistent with the bid specifications.

This project was budgeted in 2015-2016 but not started; therefore, a budget amendment will be required for this project for 2016-2017. There is \$ 91,355 available for this project in the Capital Projects Fund. The remaining \$ 4,645 is available in the Allen House Contractual Services account, 101-804.002-811.0000.

**SUGGESTED RESOLUTION:**

To approve a service agreement with Grunwell Cashero Co. to provide siding repair and replacement services for the Allen House in the amount of \$ 96,000 to be charged to account 401-804.002-977.0000, and to direct the Mayor and City Clerk to sign the agreement on behalf of the City; further, to approve the appropriation and amendment to the 2016-2017 General Fund and Capital Project Fund budgets as follows:

General Fund

Expenditures:

Allen House Contractual Services 101-804.002-811.0000	(\$4,645)
Transfers Out - Capital Projects Fund 101-999.000-999.4010	<u>4,645</u>
Total	-0-

Capital Projects Fund

Revenues:

Draw from Fund Balance 401-000.000-401.0000	\$91,355
Transfers In - General Fund 401-804.002-699.0101	<u>4,645</u>
Total	\$96,000

Expenditures:

Buildings - Allen House 401-804.002-977.0000	\$96,000
----------------------------------------------	----------



**REQUEST FOR PROPOSALS**  
**For New Siding for the Birmingham Museum-Allen House**

Sealed proposals endorsed “ **Allen House New Siding** ”, will be received at the Office of the City Clerk, 151 Martin Street, PO Box 3001, Birmingham, Michigan, 48012; until Thursday, December 15, 2016, 2:00 p.m., after which time bids will be publicly opened and read.

**Bidders will be required to attend a mandatory pre-bid meeting on Thursday, November 17, 2016, 9:30 a.m. at the Birmingham Museum-Allen House. Bidders must register for the pre-bid meeting by Wednesday, November 16, 2016 by contacting Carlos Jorge at 248-530-1882 or [cjorge@bhamgov.org](mailto:cjorge@bhamgov.org).**

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms to design and install new siding for the Allen House facility located at the Birmingham Museum. This work must be performed in accordance with the specifications contained in the Request for Proposals (RFP).

***\*\*Parking for the pre-bid meeting is available in the parking structure located at the corner of Maple Rd. & Southfield Rd. Entrance is located on Martin St.\*\****

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, and ATTENTION: Carlos Jorge.

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:** Thursday, October 20, 2016  
**Mandatory Pre-Bid Meeting:** Wednesday, November 17, 2016 at 9:30 a.m.  
Birmingham Museum  
556 W. Maple Rd., Birmingham, MI 48009.  
RSVP by November 16, 2016.

**Deadline for Submissions:** Thursday, December 15, 2:00 p.m.  
**Contact Person:** Carlos Jorge  
151 Martin Street, P.O. Box 3001,  
Birmingham, MI 48012-3001  
Phone: 248.530.1882  
Email: [cjorge@bhamgov.org](mailto:cjorge@bhamgov.org)



**REQUEST FOR PROPOSALS**  
**For New Siding for the Birmingham Historical Museum & Park**

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## **INTRODUCTION**

For purposes of this request for proposals the City of Birmingham will hereby be referred to as "City" and the private firm will hereby be referred to as "Contractor."

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms to design and install new siding for the Allen House facility located at the Birmingham Museum. This work must be performed as specified 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 in January, 2017. An Agreement for services will be required with the selected Contractor. A copy of the Agreement is contained herein for reference. Contract services will commence upon execution of the service agreement by the City.

## **REQUEST FOR PROPOSALS (RFP)**

The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to provide the design and installation of new siding for the Allen House facility located at the Birmingham Museum, located at 556 W. Maple Rd., Birmingham, Michigan.

## **MANDATORY PRE-BID MEETING**

Prior to submitting a bid, interested firms are required to attend a pre-bid meeting at the project location to make inquiries and receive clarifications about the RFP.

**Mandatory Pre-Bid Meeting:**      Wednesday, November 17, 2016 at 9:30 a.m.  
Birmingham Museum  
556 W. Maple Rd., Birmingham, MI 48009.  
RSVP by November 16, 2016.

## **INVITATION TO SUBMIT A PROPOSAL**

Proposals shall be submitted no later than Thursday, December 15, 2016 at 2:00 p.m. to:

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

One (1) original and one (1) copy of the proposal shall be submitted. The proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, **"Allen House New Siding"**. 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.

## **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: Carlos Jorge, Maintenance Supervisor, 151 Martin, Birmingham, MI 48009 or [cjorge@bhamgov.org](mailto:cjorge@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 with the lowest price and the contract will require the completion of the work pursuant to these documents.
5. Each respondent shall include in his or her 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 evaluation panel will consist of City staff and any other person(s) designated by the City who will evaluate the proposals based on, but not limited to, the following criteria:

1. Ability to provide services as outlined.

2. Related experience with similar projects, Contractor background, and personnel qualifications.
3. Quality of materials proposed.
4. Overall Costs.
5. 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. 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.
7. 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.
8. The Contractor will not exceed the timelines established for the completion of this project.
9. 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 - p. 16)
  - b. Cost Proposal (Attachment C - p. 17)
  - c. Iran Sanctions Act Vendor Certification Form (Attachment D - p. 18)
  - d. Agreement (p. 10 – **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 (p. 9).
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 projects utilizing the same materials included in the Contractor's proposal.
8. The Contractor will be responsible for the disposal of all material and any damages which occur as a result of any of employees or subcontractors of the Contractor during this project.
9. The contractor will be responsible for getting the building and parking permits at no cost to the contractor.
10. The successful bidder shall provide 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.
11. 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**

1. The City will provide a designated representative to work with the Contractor to coordinate both the City's and Contractor's efforts and to inspect and verify any work performed by the Contractor.
2. The City will provide access to the City of Birmingham during regular business hours or during nights and weekends as approved by the City's designated representative.

## **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 abandoned 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**

It is expected that the work for this project will begin no later than late April 3, 2017 and be completed within eight (8) weeks, weather permitting.

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

## **SCOPE OF WORK**

The Contractor shall perform the following services in accordance with the requirements as defined and noted herein:

### **Design:**

The Contractor will be responsible for providing qualified historical architectural services to create the construction documents for the replacement of the siding of Allen House. The Allen House lies within the City of Birmingham's Mill Pond Historic District.

**The consulting architect shall meet or exceed the Secretary of Interior Standards/federal professional qualifications for "Historic Architecture" as stated in 36CFR part 61 of the *Code of Federal Regulations*. See Attachment E for list of architects meeting these requirements as published by the Michigan State Historic Preservation Office.**

The consulting historical architect will meet with city designee/s for review and approval of final construction documents. These meetings will take place at 75% and 90% of completion of the final construction documents.

The construction documents should include blue prints, detailed specifications of the material to be used, demolition and complete scope of work for the removal and installation of the siding at the Birmingham Museum-Allen House.

The Contractor will prepare and submit 4 (four) sets of drawings, including designs, scale and a written plan detailing the scope of work, to be submitted to the City of Birmingham Building Department for approval.

**Construction:**

The Contractor will submit samples of materials before beginning the work.

The Contractor will supply all labor, material and installation of the new siding in compliance with the design construction documents.

The Contractor will be responsible for any damages to the landscape around the building during the construction.

The Contractor shall remove all debris upon completion of the project.

The Contractor shall be responsible for the disposal of all materials using appropriate containment methods in a safe and legal manner.

The Contractor shall operate in a safe manner for workers and the public and will observe all MIOSHA guidelines.

The Contractor shall provide any and all manuals and/or warranty information related to this project to the City upon completion of the project.

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

**ATTACHMENT A – AGREEMENT**  
**For New Siding for the Birmingham Museum-Allen House**

---

This AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2016, 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 of Birmingham, through its Maintenance Department, is desirous of having work completed to remove and replace an existing flat roof system at the Baldwin Public Library in the City of Birmingham.

**WHEREAS**, the City has heretofore advertised for bids for the procurement and performance of services required to perform to design and install new siding for the Allen House facility located at the Birmingham Museum, 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 perform to design and install new siding for the Allen House facility located at the Birmingham Museum.

**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 perform to design and install new siding for the Allen House facility located at the Birmingham Museum 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.
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. Professional Liability: Professional liability insurance with limits of not less than \$1,000,000 per claim if Contractor will provide service that are customarily subject to this type of coverage.
  - F. Pollution Liability Insurance: Contractor shall procure and maintain during the life of this Agreement Pollution Liability Insurance, with limits of liability of not less than \$1,000,000, per occurrence preferred, but claims made accepted.

- G. Owners Contractors Protective Liability: The Contractor shall procure and maintain during the life of this contract, an Owners Contractors Protective Liability Policy with limits of liability not less than \$3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The City of Birmingham shall be "Name Insured" on said coverage. Thirty (30) days Notice of Cancellation shall apply to this policy.
- H. 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.
- I. 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.
- J. 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.
- K. 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: Carlos Jorge  
151 Martin Street  
Birmingham, MI 48009  
248-530-1882

CONTRACTOR  
(Insert Contractor Information)

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:\_\_\_\_\_

Its: Mayor

\_\_\_\_\_

By:\_\_\_\_\_

Cheryl Arft  
Its: Acting  
City Clerk

Approved:

\_\_\_\_\_  
Carlos Jorge, Building Superintendent  
(Approved as to substance)

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

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

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

**ATTACHMENT B - BIDDER'S AGREEMENT**  
**For New Siding for the Birmingham Museum-Allen House**

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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.
3. 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 New Siding for the Birmingham Museum-Allen House

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**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:

COST PROPOSAL	
ITEM	BID AMOUNT
Specialized Historical Architectural Services	\$
Materials & Equipment	\$
Labor	\$
Miscellaneous (Attach Detailed Description)	\$
<b>TOTAL BID AMOUNT</b>	\$
ADDITIONAL BID ITEMS	
	\$
	\$
<b>GRANDTOTAL AMOUNT</b>	\$

Firm Name\_\_\_\_\_

Authorized signature\_\_\_\_\_ Date\_\_\_\_\_

**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM**  
**For New Siding for the Birmingham Museum-Allen House**

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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.#**

## ATTACHMENT E - CONSULTANTS MEETING FEDERAL QUALIFICATIONS FOR HISTORICAL ARCHITECTS

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### Michigan State Historic Preservation Office

#### List of Consultants Meeting Federal Qualifications for Historical Architects

The individuals on this list have provided documentation to the State Historic Preservation Office, Michigan State Housing Development Authority and have demonstrated that they meet or exceed the professional requirements for "Historic Architecture" as stated in 36CFR Part 61. This list is provided as a convenience to the public. **Placement on this list does not constitute an endorsement of any individual, corporation, or institution by the Michigan State Housing Development Authority. Neither the Authority nor the State Historic Preservation Office guarantees the competence of any individual or firm; nor is there any guarantee, implicit or implied, that any work product produced by those on this list will necessarily meet federal and state requirements.** We strongly recommend that you contact at least three consultants when making your selection, and request references from previous clients

Contact: Robbert McKay, Historical Architect  
Phone: 517/335-2727  
Email: McKayR@michigan.gov

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A3C - Collaborative Architecture  
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Ann Arbor, MI, 48104  
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F 734/663/8427  
djacobs@a3c.com  
www.a3c.com

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Alexander V. Bogaerts & Associates  
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Bloomfield Hills, MI, 48302  
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F 248/334-0092  
abogaerts@bogaerts.us  
www.bogaerts.us

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937 Fairmount SE  
Grand Rapids, MI, 49506  
P 616/822-9491  
F  
jim@winter-troutwine.com  
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Mr. John T. Meyer FAIA  
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F  
johntmeyer@charter.net



New Siding for the Birmingham Museum- Allen House

Addendum #1  
December 1, 2016

ADDENDUM TO SCOPE OF WORK & COST PROPOSAL

1. This addendum is to clarify the work to be performed in the Scope of Work under the Design. The scope of work is to replace all siding with new siding to match existing, but to replace wood trim only if needed, repairing existing wood trim if it can be retained. This change means that the Consultant Architect should determine when replacement of wood trim is indicated. This is in keeping with the Secretary of Interior Standards for the treatment of historic buildings.
2. Additionally, Attachment C, Cost Proposal has been modified to provide for a cost per unit breakdown for these services and we encourage all bids to use the enclosed Attachment C, cost proposal to be able to compare all bids.
3. The contractor will provide their bids using the enclosed revised Attachment C, Cost Proposal.

Thank you for your interest in the City of Birmingham.

Sincerely,

  
Carlos Jorge

**ATTACHMENT B - BIDDER'S AGREEMENT**  
**For New Siding for the Birmingham Museum-Allen House**

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.
3. 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.

Todd Nancarrow	12/14/16
<b>PREPARED BY</b> (Print Name)	<b>DATE</b>

Project Manager	12/14/16
<b>TITLE</b>	<b>DATE</b>

	tnancarrow@grunwell-cashero.com
<b>AUTHORIZED SIGNATURE</b>	<b>E-MAIL ADDRESS</b>

Grunwell-Cashero Co.	
<b>COMPANY</b>	

1041 Major Ave, Detroit, MI 48217	313-843-8440
<b>ADDRESS</b>	<b>PHONE</b>

same as above	
<b>NAME OF PARENT COMPANY</b>	<b>PHONE</b>

<b>ADDRESS</b>	
----------------	--



*City of Birmingham*

*A Walkable Community*

**ATTACHMENT C - COST PROPOSAL**

**For New Siding for the Birmingham Museum-Allen House**

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:

COST PROPOSAL	
ITEM	BID AMOUNT
Specialized Historical Architectural Services	\$ 7,000.00
Materials & Equipment	\$ 31,000.00
Labor	\$ 58,000.00
Miscellaneous (Attach Detailed Description)	\$ See Attached Inclusions/Exclusions
<b>GRAND TOTAL BID AMOUNT</b>	<b>\$ 96,000.00</b>
ADDITIONAL BID ITEMS	
Siding replacement per Square Foot	\$ 15.00
Trim replacement by Lineal Foot	\$ 20.00

Anticipated Timeline for Completion - 60 Days from Start Date Weather Dependent

Firm Name Grunwell-Cashero Co.

Authorized signature

  
Todd Nancarrow, Project Manager

Date 12-14-16

**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM**  
**For New Siding for the Birmingham Museum-Allen House**

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.

Sue Czeka	12/14/16
<b>PREPARED BY</b>	<b>DATE</b>
(Print Name)	
Office Administrator	12/14/16
<b>TITLE</b>	<b>DATE</b>
	sczekaj@grunwell-cashero.com
<b>AUTHORIZED SIGNATURE</b>	<b>E-MAIL ADDRESS</b>
Grunwell-Cashero Co.	
<b>COMPANY</b>	
1041 Major Ave, Detroit, MI 48217	313-843-8440
<b>ADDRESS</b>	<b>PHONE</b>
same as above	
<b>NAME OF PARENT COMPANY</b>	<b>PHONE</b>
<b>ADDRESS</b>	
38-1529926	
<b>TAXPAYER I.D.#</b>	

**ATTACHMENT A – AGREEMENT**  
**For New Siding for the Birmingham Museum-Allen House**

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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 Grunwell-Cashero Co., having its principal office at 1041 Major Ave, Detroit, MI 48217 (hereinafter called "Contractor"), provides as follows:

**WITNESSETH:**

**WHEREAS**, the City of Birmingham, through its Maintenance Department, is desirous of having work to design and install new siding for the Allen House facility located at the Birmingham Museum.

**WHEREAS**, the City has heretofore advertised for bids for the procurement and performance of services required to perform to design and install new siding for the Allen House facility located at the Birmingham Museum, 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 perform to design and install new siding for the Allen House facility located at the Birmingham Museum.

**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 perform to design and install new siding for the Allen House facility located at the Birmingham Museum and the Contractor's cost proposal dated December 14, 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 \$ 96,000.00, as set forth in the Contractor's December 14, 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.
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. Professional Liability: Professional liability insurance with limits of not less than \$1,000,000 per claim if Contractor will provide service that are customarily subject to this type of coverage.

- F. Pollution Liability Insurance: Contractor shall procure and maintain during the life of this Agreement Pollution Liability Insurance, with limits of liability of not less than \$1,000,000, per occurrence preferred, but claims made accepted.
- G. Owners Contractors Protective Liability: The Contractor shall procure and maintain during the life of this contract, an Owners Contractors Protective Liability Policy with limits of liability not less than \$3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The City of Birmingham shall be "Name Insured" on said coverage. Thirty (30) days Notice of Cancellation shall apply to this policy.
- H. 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.
- I. 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.
- J. 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.
- K. 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: Carlos Jorge  
151 Martin Street  
Birmingham, MI 48009  
248-530-1882

Grunwell-Cashero Co.  
Attn: Todd Nancarrow  
1041 major Ave  
Detroit, MI 48217  
313-843-8440

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:

Grunwell-Cashero Co.

By: \_\_\_\_\_

Todd Nancarrow  
Project Manager

Its: \_\_\_\_\_

**CITY OF BIRMINGHAM**

By: \_\_\_\_\_

Mark Nickita  
Its: Mayor

By: \_\_\_\_\_

Cheryl Arft  
Its: Acting City Clerk

Approved:

Carlos Jorge

Digitally signed by Carlos Jorge  
DN: cn=Carlos Jorge, o=City of Birmingham,  
ou=Facilities, email=carlos.jorge@cityofbirmingham.org,  
c=US  
Date: 2017.02.15 11:07:13 -0500

Carlos Jorge, Building Superintendent  
(Approved as to substance)

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

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

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



## MEMORANDUM

Department of Public Services

**DATE:** February 17, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Lauren A. Wood, Director of Public Services

**SUBJECT:** City Vehicle #36 Replacement

Vehicle #36 is a 1996 Lull Telehandler used by the Public Services Department for a number of functions, such as to load and unload pallets, load salt, snow and leaf removal, set up and remove the Santa house and holiday tree, as well as other heavy equipment and material loading and personnel hoisting. According to established replacement guidelines, the vehicle is in need of replacement. The following table details the assigned score:

Vehicle #36 1996 Lull Telehandler

FACTOR	DESCRIPTION	POINTS
Age	1 point each year of age	20
Miles/Hours	1 point each 250 hours of usage	5
Type of Service	Type 3 – Any vehicle that pulls trailers, hauls heavy loads, and has continued off-road usage	3
Reliability	Level 2 – In shop 1 time within 3 month period; 1 breakdown/road call within 3 month period	2
M & R Costs	Level 2 - 21-40% of replacement costs	2
Condition	Level 3 – Noticeable imperfections in body and paint surface; some rust; minor damage from add-on equipment; worn interior; weak/noisy drive train	3
TOTAL POINTS 28+, <b>POOR</b> - needs priority replacement		<b>35</b>

The Department of Public Services (DPS) recommends replacing this vehicle with a new model Caterpillar TL642D Telehandler, purchasable through the National Joint Powers Alliance (NJPA) extendable purchasing contract #032515-CAT awarded to Caterpillar, Inc and facilitated through MacAllister Rentals located in Wixom, Michigan for a total expenditure of \$120,690.96.

We have put purchasing this vehicle off as long as possible, as it has been on the replacement purchase list a few years, due to service repairs since 2013. DPS staff had the opportunity to extensively test this new equipment over the course of several months and found its performance and durability very satisfactory.

Upon delivery of the new vehicle – expected within 3-4 weeks of purchase approval – the current vehicle will be placed on the Michigan Intergovernmental Trade Network for resale. Funds for this purchase are available in the Auto Equipment Fund, account #641-441.006-971.0100.

**SUGGESTED RESOLUTION:**

To approve the purchase of a new Caterpillar Model TL642D Telehandler from MacAllister Rentals through the National Joint Powers Alliance (NJPA) extendable purchasing contract #032515-CAT in the amount of \$120,690.96 from account #641-441.006.971.0100.



**1996 Lull Telehandler**



**New Model Caterpillar TL642D Telehandler**



## MEMORANDUM

Department of Public Services

**DATE:** February 10, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Lauren A. Wood, Director of Public Services

**SUBJECT:** City Vehicle #69 Replacement

Vehicle #69 is a 2002 GMC Safari used by the Building Facilities Department for all of its various functions.

According to established replacement guidelines, the vehicle is in need of replacement. The following table details the assigned score:

Vehicle #69 2002 GMC Safari

FACTOR	DESCRIPTION	POINTS
Age	1 point each year of age	15
Miles/Hours	1 point each 10,000 miles of usage	5.5
Type of Service	Type 1 - Standard Sedans and Light Pickups	1
Reliability	Level 3	3
M & R Costs	Level 2 - 21-40% of replacement costs	2
Condition	Level 4 - Previous accident damage, poor paint and body condition, rust, bad interior, major damage from add-on equipment, and one drive train component bad	4
TOTAL POINTS 28+, <b>POOR</b> - needs priority replacement		<b>30.5</b>

The Department of Public Services recommends replacing this vehicle with a new 2017 Ford Transit Connect cargo van through the State of Michigan extendable purchasing contract # 071B1300005 – awarded to Gorno Ford, located in Woodhaven, Mich., for a total expenditure of \$22,591. Funds for this purchase are available in the Auto Equipment Fund, account #641-441.006-971.0100.

Upon delivery of the new vehicle – expected within 3-4 weeks of purchase approval – the current vehicle will be placed on the Michigan Intergovernmental Trade Network for resale.

#### SUGGESTED RESOLUTION:

To approve the purchase of a new 2017 Ford Transit Connect cargo van from Gorno Ford through the State of Michigan extendable purchasing contract #071B1300005 in the amount of \$22,591.00 from account #641-441.006.971.0100.



## MEMORANDUM

Department of Public Services

**DATE:** February 10, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Lauren A. Wood, Director of Public Services

**SUBJECT:** City Vehicles #5501 & #5503 Replacement

City Vehicles #5501 and #5503 – a 2007 Chevy Tahoe and a 2010 Ford Escape, assigned to the Fire Department – are in need of replacement due to age, mileage, and condition, according to established replacement score guidelines as follows:

Vehicle #5501 - 2007 Chevy Tahoe

FACTOR	DESCRIPTION	POINTS
Age	1 point each year of age	10
Miles/Hours	1 point each 10,000 miles of usage	11
Type of Service	Type 5 – Police, fire, and rescue service vehicles	5
Reliability	Level 3 – In shop more than twice within time period, no major breakdowns or road calls	3
M & R Costs	Level 2 - 21-40% of replacement costs	2
Condition	Level 3 - Noticeable imperfections in body and paint surface, some rust, minor damage from add-on equipment, worn interior, and a weak or noisy drive train	3
TOTAL POINTS 28+, <b>POOR</b> - needs priority replacement		<b>34</b>

Vehicle #5503 - 2010 Ford Escape

FACTOR	DESCRIPTION	POINTS
Age	1 point each year of age	7
Miles/Hours	1 point each 10,000 miles of usage	12
Type of Service	Type 5 - Police, fire, and rescue service vehicles	5
Reliability	Level 3 – In shop more than twice within time period, no major breakdowns or road calls	3
M & R Costs	Level 2 - 21-40% of replacement costs	2
Condition	Level 2 - Minor imperfections in body and paint, interior fair, and good drive train	2
TOTAL POINTS 28+, <b>POOR</b> - needs priority replacement		<b>31</b>

The Department of Public Services recommends replacing each of these vehicles with two new 2017 Ford Explorers through the State of Michigan extendable purchasing contract #071B1300005 – awarded to Gorno Ford, located in Woodhaven, Michigan for a total expenditure of \$57,886. Funds for this purchase are available in the Fire Equipment Fund, account #663-338.000-971.0100.

Upon delivery of the new vehicles – expected within 10-12 weeks of purchase approval – the current vehicles will be placed on the Michigan Intergovernmental Trade Network for resale.

**SUGGESTED RESOLUTION:**

To approve the purchase of two (2) new 2017 Ford Explorers from Gorno Ford through the State of Michigan extendable purchasing contract #071B1300005 in the amount of \$57,886.00 from account #663-338.000-971.0100.



## MEMORANDUM

Clerk's Office

**DATE:** February 27, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Leslie Pielack, Museum Director

**SUBJECT:** Contract for Digitization Loan-CREEM Magazine-Museum

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In 2014 and 2015, the Birmingham Museum was recipient of a donation of a significant collection of *CREEM Magazine* issues and other related materials. Since that time, additional donations have been received that have built the museum's collection into the most important held by a public institution. The museum's goal has been to make selected content available to the public through online access, and to provide researchers and the general public direct access to magazine issues on site at the museum.

Recently, general interest in *CREEM Magazine* has increased to the point that NA Publishing, a private archival digitization service, has been engaged to build a digital *CREEM Magazine* collection that would completely digitize each issue for the entire run of 17 years of issues. In addition to other libraries and sources, NA Publishing wishes to contract with the Birmingham Museum for the loan of a number of *CREEM Magazine* issues that are not available elsewhere.

When a complete digital collection is created, NA Publishing will offer libraries and universities a subscription service for access to the collection. However, in exchange for its loan to NA Publishing, the Birmingham Museum will receive unlimited permanent access to the digitized collection at no charge. Museum patrons will be able to likewise have full access to this digital collection from the museum. This digitized collection and its utilization is consistent with the museum's Strategic Plan, and it will expand our ability to use our existing collection. The proposed contract arrangement and loan of CREEM materials was discussed with the Museum Board at its meetings on January 5, 2017 and again on February 2, 2017, with no objections to the planned loan and agreement.

To finalize this arrangement, NA Publishing has proposed an Agreement to specify the particulars of the temporary loan of material and the permanent access to the final product.

### SUGGESTED RESOLUTION:

To approve a content sourcing agreement with N A Publishing, a wholly owned subsidiary of Data Conversion, LLC to provide a loan of specified *CREEM Magazine* monthly and special issues in exchange for permanent access by the museum to the final complete digitized *CREEM* collection at no charge. Further, to direct the Mayor and Interim City Clerk to sign the agreement on behalf of the City.

## Content Sourcing Agreement

This Content Sourcing Agreement ("Agreement") effective as of January 11, 2017 is by and between NA Publishing, a wholly owned subsidiary of Image Data Conversion, LLC, a Michigan corporation, located at 6564 South State Road, Saline, MI 48176 ("NAP") and The City of Birmingham, on behalf of the Birmingham Museum, located at 556 West Maple Rd, Birmingham, MI 48009, ("Museum").

### Background

The Museum collects and preserves materials relating to the history of Birmingham, Michigan.

NAP is in the business of providing digital collections and services to libraries and other content holders to assist them in making their content accessible to libraries and their patrons.

NAP wishes to build a digital collection of music magazines, the *Music Magazine Archive : Rock* ("Collection") and source select CREEM publications from the Museum (the "Material") to be made part of the Collection.

### Agreement

The parties hereby agree as follows:

#### 1. For NAP.

- A. Work with the Museum to identify and prioritize Material to be made part of the Collection (Appendix A).
- B. Contact publishers/rights holders for each publication targeted for the Collection to obtain their permission to include their publication as part of the Collection.
- C. Obtain permission from the rights holders to allow the Museum to make digital versions of the Material contributed by the Museum a permanent part of the Museum's digital collections with access granted to authorized users and, with the permission of the rights holder(s), make the digitized Material available to visitors of the Museum.
- D. Digitize the Material to the specifications outlined in Appendix B.
- E. Once the Material has been digitized, return the Material to the Museum in the same condition it was received, less any normal wear and tear associated with digitization, which may include dis-binding the Material subject to receiving permission in advance from the Museum.
- F. While the Material is in its possession, store the Material in a safe and secure manner.
- G. Provide the Museum with copies of the digitized Material, and of the full run of CREEM magazine and its special issues.
- H. Sell the Collection to the worldwide library market under a perpetual access license agreement. Access to the Collection will be limited to authorized users from purchasing libraries during the eight (8) year period starting from the date the Collection is first made accessible to the library market ("Selling Period"). After the Selling Period has expired, the Collection will become openly accessible to anyone with internet access, subject to the signed

permission agreements from the rights holder(s).

- I. NAP will provide the Museum with complimentary perpetual access to the full NAP digitized CREEM collection.

2. For the Museum.

- A. Work with NAP to identify and prioritize Material to be made part of the Collection.
- B. Pull the Material from its collections, box and ship it to NAP for digitization. Given the proximity, NAP may elect to pick the material up and return it in person. The Museum has complete control over the Material and may, at its sole discretion, hold back any Material to be digitized for any reason.

3. Term. The term of this Agreement will be for a one (1) year period commencing on the effective date. NAP and the Museum may cancel this Agreement at any time for any reason upon thirty (30) days prior written notice to the other party. Upon termination, any work in progress will be completed, no new work will be initiated, and NAP promptly will provide the Museum with the digitized copies and metadata of the Materials already completed but not yet transferred to the Collection. All digitized Material that has been made part of the Collection and sold to libraries will remain in the Collection.

4. Warranties. The parties represent and warrant that they have all the rights necessary to enter into and perform this Agreement, and that the exercise of the rights does not conflict with or breach any separate agreement, law, rule or regulation to which any either party is a party or by which it is bound.

5. Indemnification. NAP will indemnify, defend and hold harmless the Museum from any third party claim, suit or proceeding made or brought against the Museum alleging that any Material infringes a third party's patent, copyright, trademark, trade secret or other intellectual property right and/or violates a third party's contract or other rights. With respect to NAP's indemnification obligations above, (a) the Museum will promptly notify NAP of any such claim; (b) NAP will have sole control of the defense and all related settlement negotiations; (c) the Museum will cooperate in the defense and furnish all related evidence in its control in compliance with applicable law; and (d) the Museum will have the right to participate in the defense at its own cost with counsel of its choice.

6. Notices. Any notice or payment required or permitted to be provided hereunder shall be in writing and shall be sent to the address included in the preamble of this Agreement via personal delivery, through a certified courier or mailed by registered or certified mail, return receipt requested. Notice is effective upon receipt.

7. Assignment. This Agreement shall be binding on and shall inure to the benefit of the parties and their respective heirs, legal representatives, successors and assigns. This Agreement may not be assigned by either party without the other's prior written consent, such consent not to be unreasonably withheld; provided however that the Agreement may be assigned in connection with a transaction involving a change of control of either of the parties without obtaining any consent unless the primary business of the successor entity is in direct competition with the other party hereto in which event assignment of this Agreement would require such other party's written consent.

8. Governing Law. This Agreement, and the performance under it, shall be deemed made in and construed in accordance with the laws of the State of Michigan. The parties agree to submit to the personal and exclusive jurisdiction of the courts located in the State of Michigan with respect to any cause of action that may arise in connection with this Agreement.

9. Force Majeure. Neither NAP nor the Museum shall be considered in default or liable under this Agreement in cases of delays due to wars, civil riots, epidemics, acts of God, fires, strikes, government restriction or other circumstances beyond its control.
10. Confidentiality. The parties have disclosed to each other certain confidential and proprietary information of each of them (the "Confidential Information"). Each party acknowledges that the Confidential Information, and any work product derived from the Confidential Information, is proprietary to and a valuable trade secret of the owner thereof. Each party agrees to hold in confidence any and all Confidential Information disclosed to it, directly or indirectly, and agrees not to disclose such information, without the prior written consent of the other party, to the extent permitted by law.
11. Entire Agreement. This document constitutes the entire understanding of both parties with respect to the subject matter set forth herein. Failure of either party to enforce any provision of this Agreement shall not be construed as a waiver of such provision or of the right to enforce such provision. No waiver, amendment, or other modification shall be valid or binding unless in writing and signed by both parties.

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

WITNESSES:

IMAGE DATA CONVERSION, LLC.

Shen R. Wilson

By: Jeff Moyer

Jeff Moyer  
ITS President

CITY OF BIRMINGHAM

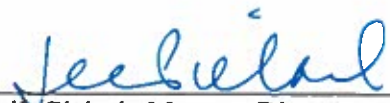
By: \_\_\_\_\_

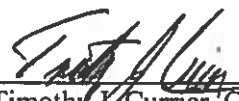
Mark Nickita  
Its: Mayor


By: \_\_\_\_\_

Cheryl Arft  
Its: Acting City Clerk

Approved:

  
\_\_\_\_\_  
Leslie Pielack, Museum Director  
(Approved as to substance)

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

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

## Appendix A

The following is a list of CREEM issues to be provided by the Museum under this Agreement.

CREEM	9, No. 10	Mar-78
CREEM	10, No. 8	Jan-79
CREEM	11, No. 6	Nov-79
CREEM	12, No. 2	Jul-80
CREEM	12, No. 12	May-81

In addition, the Museum will provide 29 "Extra CREEM" issues published from November 1974 through September 1976; these were inserted in CREEM magazine distributed in the Michigan-Ohio-Canada area. Each "Extra CREEM" issue is 16 pages and includes articles, photos of musicians, ads, and other material.

## Appendix B

### Technical Specifications

- (1) Original scanned images from the scanners will be stored as uncompressed TIFF images. The TIFF will conform to the TIFF 6.0 specification.
- (2) The TIFF will be 24-bit color with sRGB color space.
- (3) Image processing will not be applied to the TIFF, except for deskewing. The TIFF will be as close to the original produced by the scanner as possible. Deskewing will be applied if the skew is greater than 3 degrees.
- (4) TIFF resolution will be 300 dpi.
- (5) The image will be cropped to the page edge (not to the text block boundaries).
- (6) Derivative images for each image will be compressed (85% compression) JPEG images. Images may be enhanced to improve the viewing experience including adjustments to the threshold for background enhancement and contrast adjustments to improve text legibility.
- (7) Issues will not be dis-bound for scanning unless the binding is sufficiently tight to cause text and images to run into the gutter. In these cases the Museum and NAP will agree to the approach to be used for scanning.
- (8) Article level metadata in METS/ALTO format.



## MEMORANDUM

Planning Division

**DATE:** February 16, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Sean Campbell, Assistant Planner

**SUBJECT:** Special Event Request  
Birmingham in Stitches

Attached is a special event application submitted by the Public Arts Board to hold Birmingham in Stitches from September 16<sup>th</sup> – October 7<sup>th</sup>, 2017.

The event, held in 2012 and 2015, is based around the concept of “yarn bombing”. Knitted and crocheted artwork, created by volunteers, will be placed on City trees, light poles, bike racks, and benches at various locations around the downtown. The application has been circulated to the affected departments and approvals and comments have been noted.

The Public Arts Board has recommended the following locations and items for City Commission approval:

Location	Objects to be Covered in Yarn
St. James Church	Entrance (on city trees and lights only*)
Shain Park	Granite balls, metal chairs (not tables), metal benches surrounding amphitheater
Townsend St.	Parking meters and light posts from Pierce to Woodward
Pierce St. Parking Structure Plaza	Trees
City Hall	Stair rails (vertical rails only)
Pierce St.	Parking meters and light posts, from Townsend to Maple
Baldwin Public Library	Benches
First Baptist Church on Willits St.	Entrance (on city trees and lights only)
N. Old Woodward parking lot along Willits	Light poles, stair rails, and retaining walls

### SUGGESTED RESOLUTION:

To approve a request submitted by the Public Arts Board to hold Birmingham in Stitches from September 16<sup>th</sup> – October 7<sup>th</sup>, 2017 contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.

\*St. James Church members will decorate the church property as well

**CITY OF BIRMINGHAM**  
**APPLICATION FOR SPECIAL EVENT PERMIT**  
**PARKS AND PUBLIC SPACES**

***I. EVENT DETAILS***

- Incomplete applications will not be accepted.
- Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event

**FEES:**            **FIRST TIME EVENT:**            **\$200.00**  
                      **ANNUAL APPLICATION FEE:**        **\$165.00**

(Please print clearly or type)

Date of Application September 16, 2017

Name of Event Birmingham in Stitches

Detailed Description of Event (attach additional sheet if necessary) \_\_\_\_\_

The Birmingham in Stitches event is a "yarn bombing" that proposes to attach pre-sewn

yarn projects to streetscape items in the right of way, including parking meters, benches,

and trees. In addition, the Public Arts Board would also like to include the Baldwin Public

Library, St. James Church, and the Birmingham Historical Museum.

Location see attached map

Date(s) of Event September 16, 2017 Hours of Event \_\_\_\_\_

Date(s) of Set-up September 13-15, 2017 Hours of Set-up \_\_\_\_\_

Date(s) of Tear-down October 8, 2017 Hours of Tear-down \_\_\_\_\_

Organization Sponsoring Event Public Arts Board

Organization Address 151 Martin, Birmingham, MI 48009

Organization Phone 248-530-1855

Contact Person Sean Campbell

Contact Phone 248-530-1855

Contact Email scampbell@bhamgov.org

## **II. EVENT INFORMATION**

1. Organization Type City  
(city, non-profit, community group, etc.)
2. Additional Sponsors or Participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event. ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Is the event a fundraiser? ☐ YES ☒ NO  
List beneficiary \_\_\_\_\_  
List expected income \_\_\_\_\_  
Attach information about the beneficiary.
4. First time event in Birmingham? ☐ YES ☒ NO  
If no, describe \_\_\_\_\_  
\_\_\_\_\_
5. Total number of people expected to attend per day \_\_\_\_\_
6. The event will be held on the following City property: (Please list)  
☐ Street(s) \_\_\_\_\_  
☒ Sidewalk(s) Merrill, Pierce, Townsend  
☒ Park(s) Shain Park
7. Will street closures be required? ☐ YES ☒ NO
8. What parking arrangements will be necessary to accommodate attendance? \_\_\_\_\_

9. Will staff be provided to assist with safety, security and maintenance? ☐ YES ☒ NO  
Describe \_\_\_\_\_  
\_\_\_\_\_
10. Will the event require safety personnel (police, fire, paramedics)? ☐ YES ☒ NO  
Describe \_\_\_\_\_  
\_\_\_\_\_
11. Will alcoholic beverages be served? ☐ YES ☒ NO  
If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.
12. Will music be provided? ☐ YES ☒ NO  
☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers  
Time music will begin \_\_\_\_\_  
Time music will end \_\_\_\_\_  
Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.
13. Will there be signage in the area of the event? ☐ YES ☒ NO  
Number of signs/banners \_\_\_\_\_  
Size of signs/banners \_\_\_\_\_  
Submit a photo/drawing of the sign(s). A sign permit is required.
14. Will food/beverages/merchandise be sold? ☐ YES ☒ NO
- Peddler/vendor permits must be submitted to the Clerk's Office, at least two weeks prior to the event.
  - All food/beverage vendors must have Oakland County Health Department approval.
  - Attach copy of Health Dept approval.
  - There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location. A background check must be submitted for each employee participating at the event.

## LIST OF VENDORS/PEDDLERS

(attach additional sheet if necessary)

VENDOR NAME	GOODS TO BE SOLD	WATER HOOK- UP REQUIRED?	ELECTRIC REQUIRED?

### **III. EVENT LAYOUT**

- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area

1. Will the event require the use of any of the following municipal equipment?  
(show location of each on map)

EQUIPMENT	QUANTITY	COST	NOTES
Picnic Tables	0	6 for \$200.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	0	\$4.00 each	Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.
Dumpsters	0	\$200.00 per day	Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.
Utilities (electric)	0 # of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant	0	Contact the Fire Department.	Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.
Audio System	0	\$200.00 per day	Must meet with City representative.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.		

2. Will the following be constructed or located in the area of the event? ☐ YES ☒ NO  
(show location of each on map) NOTE: Stakes are not allowed.

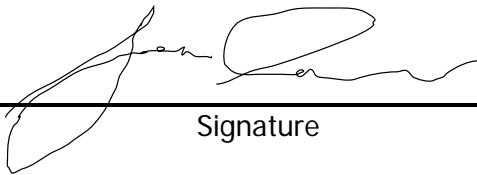
TYPE	QUANTITY	SIZE
Tents/Canopies/Awnings (A permit is required for tents over 120 sq ft)		
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

## SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Birmingham in Stitches  
EVENT DATE September 16, 2016 - October 7, 2016

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.



Signature

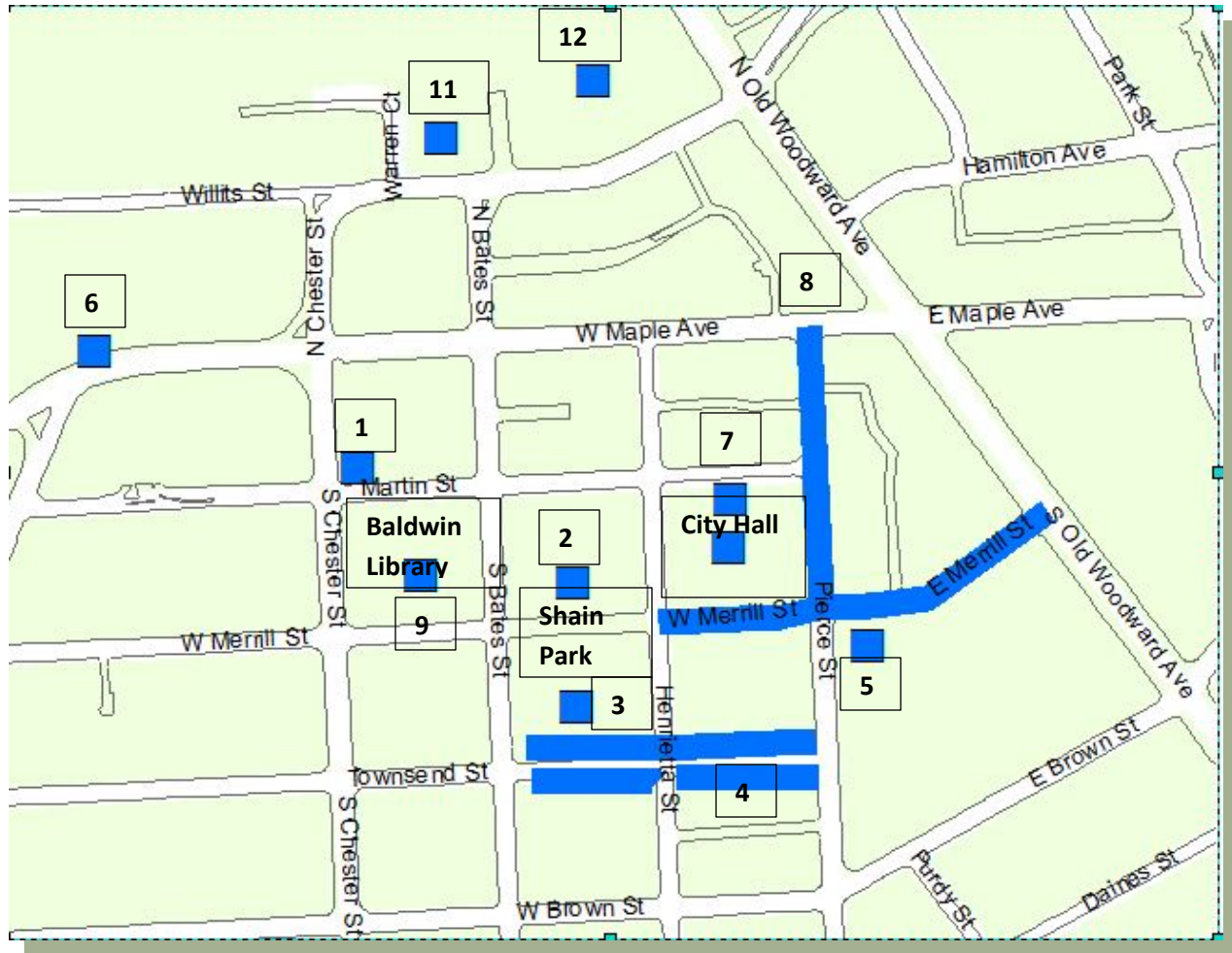
11/29/2016

Date

### **IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS**

- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. *(Sample letter attached to this application.)*
- Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk's Office. The letter must be distributed at least two weeks prior to the Commission meeting.
- A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the Commission meeting.
- If street closures are necessary, a map must be included with the letter to the affected property/business owners.

# Birmingham in Stitches 2017



- |                                                                   |                                                                                                                         |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1. St. James Church                                               | 8. Pierce St. parking meters and light posts, Townsend to Maple                                                         |
| 2. Shain Park, Granite Balls                                      | 9. Baldwin Public Library                                                                                               |
| 3. Shain Park metal chairs (not tables)                           | 10. Metal benches surrounding amphitheater in Shain Park                                                                |
| 4. Townsend St. parking meters and light posts Pierce to Woodward | 11. First Baptist Church on Willits St                                                                                  |
| 5. Pierce/ Townsend parking structure plaza                       | 12. City parking lot on Willits St at Chester light poles, stair rails and light poles, stair rails and retaining walls |
| 6. Maple Rd. Birmingham Historical Museum                         |                                                                                                                         |
| 7. City Hall steps                                                |                                                                                                                         |

# NOTICE OF PUBLIC HEARING

BIRMINGHAM CITY COMMISSION	
SPECIAL EVENT PERMIT APPLICATION/PUBLIC ARTS BOARD	
Meeting Date, Time, Location:	February 27, 2017, 7:30 PM Municipal Building, 151 Martin, Birmingham, MI
Location of Request:	<b>Merrill St./Shain Park/Library/Museum/N. Old Woodward Parking Structure</b>
Nature of Hearing:	Birmingham in Stiches is a "yarn bombing" art event that will cover city parking meters, light posts, trees and more with knitted, colorful yarn for approx. two weeks. Sep. 16 <sup>th</sup> – Oct. 8 <sup>th</sup>
City Staff Contact:	Sean Campbell, (248) 530-1855 <a href="mailto:scampbell@bhamgov.org">scampbell@bhamgov.org</a>
Notice Requirements:	Mailed to all property owners and occupants within 300 feet of subject locations.

Persons wishing to express their views may do so in person at the hearing or in writing addressed to City Clerk, City of Birmingham, 151 Martin, Birmingham, MI 48009.

Persons with disabilities needing accommodations 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.

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# **Public Arts Board**

## **Minutes – January 18, 2017**

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Meeting called to order at 7:34 PM

**A) Roll Call –**

**Members Present:** Barbara Heller, Maggie Mettler, Ann Ritchie, Linda Wells

**Members Absent:** Phyllis Klinger, Jason Eddleston, Mary Roberts, Eva Suchara (Student Representative)

**Administration:** Sean Campbell, Assistant City Planner  
Jana Ecker, Planning Director

**Special Guest:** Laurie Tennent, Cultural Council of Birmingham-Bloomfield

**B) Approval of Minutes – November 16, 2016**

**Motion by Linda Wells, seconded by Maggie Mettler to approve the November 16, 2016 minutes with the following changes:**

**The replacement of the word "Mary" with "Linda" to read "Linda Wells" in the first sentence of the first paragraph under B) Approval of Minutes – October 19, 2016.**

**The replacement of the word "obtain" with "write," insertion of "would" between "Council" and "needs," and the elimination of the "s" in "need" in the first sentence of the second paragraph under Section C, Unfinished Business, Gary Kulak Sculpture "Pride".**

**The replacement of the word "Tournament" with "Fundraiser" in the first sentence of the second paragraph under D) New Business.**

**Yeas: 4      Nays: 0**

**C) Unfinished Business**

**Birmingham in Stitches Event – Fall of 2017**

Sean Campbell presented the Special Events Application completed for the Birmingham In Stitches event proposed for September 16 through October 7, 2017. He presented a map of the proposed yarn bombing locations along with the application. Jana Ecker

stated that she would submit these materials to the City Manager for an upcoming City Commission agenda.

**Motion by Ann Ritchie, Seconded by Linda Wells to approve the Special Events Application with the proposed yarn decoration locations.**

**Yeas: 4**

**Nays: 0**

Linda Wells added that Lori Rondello from the Birmingham Shopping District (BSD) contacted her about having the granite balls in Shain Park decorated with yarn during the Winter Markt event in December 2017. Ms. Ecker recommended having BSD place that on their Winter Markt special event application rather than have the PAB fill out a second special event application for approval. Board members expressed that they would like to do as many granite balls as possible.

**D) New Business**

**1.) Coordination with Cultural Council of Birmingham/Bloomfield  
Special Guest Laurie Tennent, President**

Audience members, Laurie Tennent, Sally Parsons, and Kathy Wahlgren, were introduced on behalf of Cultural Council of Birmingham Bloomfield (CCBB). Ms. Tennent, President of CCBB, and Ms. Ecker, Planning Director, had met prior to the meeting to discuss a better procedure for approving and insuring temporary sculptures on public property. Ms. Ecker added that the CityScapes artist agreements are in Ms. Tennent's possession and that she will provide the City with copies to keep on record.

Mr. Campbell presented a table of all sculptures currently installed throughout the City, paying particular attention to who insures them and the length of the loans. It was noted that the contracts for all the CityScapes sculptures have expired and therefore need to be renewed. Ms. Tennent explained that the best way to proceed with updating the contracts would be to send letters to each of the artists asking if they would like to either extend the duration of the display, permanently donate their sculpture to the City, or terminate the contract and arrange to have the sculpture removed.

Board members discussed the length of the contract terms moving forward. Ms. Heller added that she liked the language in the Herb Babcock agreement that allowed the sculpture to remain installed until either party requested its removal. It was also discussed that 3 to 5 years would be a preferable minimum term.

Kathy Walgren added that if the artist agreements are to be extended that some of the sculptures would require maintenance and/or repair. She advised not sending a blanket letter to all the artists, but instead treating each sculpture individually.

Members discussed which temporary sculptures they would like to remain on display. The consensus was to keep *Journey Home*, *TORSO*, *Wind Rapids*, *The Counselor*, and *Lucky at Love*, *Unlucky at Game*, *You Can't Have it All*. Board members discussed the removal of *Choopy*, *Untitled* (Jay Wholley), and *Poetry and Truth*. Lastly, the Board discussed relocating *Heart of the Tetrahedron* and *Untitled* (Nathan Diana). It was further added that Nathan Diana's sculpture would be considered for removal if it did not receive the necessary maintenance and/or repairs.

Board members discussed ways to coordinate better with CCBB. Ms. Tennent recommended that the PAB nominate one of its members to attend CCBB meetings. Ms. Wells was subsequently nominated for this position.

Ms. Ecker discussed the current application process for public art, and it was agreed that the application process for approving public art will need to be updated to be consistent with a revised process. Ms. Ecker and Ms. Tennent agreed to meet prior to the next meeting and come back with a revised application process.

No motion was passed. It was agreed that discussion would resume at the next PAB meeting regarding renewing the artist agreements and reviewing a revised application process.

## **2.) Discussion of Funding Sources**

Ms. Ecker explained that she put in a budget request of \$5,000 in the Planning Department's budget as requested by the Public Arts Board.

Ms. Rose, resident of the Barnum Park neighborhood stated that no recent correspondence has occurred between the Community for Barnum Park and the City regarding the concrete pad. Ms. Rose reaffirmed the need for the funds to construct a concrete pad in Barnum Park for public art.

## **EF) Committee Reports**

Ms. Heller reported that the December charity poker fundraiser netted \$1,250 and that she would be applying for a date between April and June for the next event. The Board agreed that Mr. B's would be a preferable location for the event in lieu of 5 Star Lanes. Ms. Heller said she would have the confirmed dates and times for the fundraiser by next meeting.

**FG) Public Comments**

None.

**GH) Adjournment**

Yeas: 4

Nays: 0

The meeting was adjourned at 8:50 PM.

APPROVED

# DEPARTMENT APPROVALS

EVENT NAME BIRMINGHAM IN STITCHES

LICENSE NUMBER #17-00010920

COMMISSION HEARING DATE 2/27/17

NOTE TO STAFF: Please submit approval by 2/17/17

DATE OF EVENT: 9/16 – 10/8/17

DEPARTMENT	APPROVED	COMMENTS	PERMITS REQUIRED (Must be obtained directly from individual departments)	ESTIMATED COSTS (Must be paid two weeks prior to the event. License will not be issued if unpaid.)	ACTUAL COSTS (Event will be invoiced by the Clerk's office after the event)
<b>BUILDING</b> 101-000.000.634.0005 248.530.1850	SW	No Building Department concerns at this time.	None	\$0	
<b>FIRE</b> 101-000.000-634.0004 248.530.1900	JMC			\$0	\$0
<b>POLICE</b> 101-000.000.634.0003 248.530.1870	SG	On duty personnel to give extra patrol		\$0	\$0
<b>PUBLIC SERVICES</b> 101-000.000-634.0002 248.530.1642	Carrie Laird	Approved		\$0	
<b>ENGINEERING</b> 101-000.000.634.0002 248.530.1839	A.F.	Approved	None	\$0	\$0
<b>INSURANCE</b> 248.530.1807	CA	City event	None	None	None
<b>CLERK</b> 101-000.000-614.0000 248.530.1803		Notification letters mailed by applicant on <b>2/9/17</b> . Notification addresses on file in the Clerk's Office. Evidence of required insurance must be on file with the Clerk's Office no later than (city	Applications for vendors license must be submitted no later than <b>N/A</b> .	\$165 (waived)	

		event).			
				<b>TOTAL DEPOSIT REQUIRED</b>  <b>\$0.00</b>	<b>ACTUAL COST</b>

**FOR CLERK'S OFFICE USE**

Deposit paid \_\_\_\_\_

Actual Cost \_\_\_\_\_

Due/Refund\_\_\_\_\_

**DATE:** February 7, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Cheryl Arft, Acting City Clerk

**SUBJECT:** Special Event Request  
Celebrate Birmingham Hometown Parade

Attached is a special event application submitted by the City of Birmingham requesting permission to hold the Celebrate Birmingham Hometown Parade on Sunday, May 21, 2017, in the downtown area.

The parade staging area will be located on South Old Woodward, south of Frank. The parade will travel north on Old Woodward, west on Brown, north on Pierce, west on Martin and south on Bates. The parade will end in Shain Park.

The application has been circulated to the affected departments and approvals and comments have been noted.

The following events have either been approved by the Commission or are planned to be held in May and have not yet submitted an application. These events do not pose a conflict with the proposed event.

Event Name	Date	Location
Farmers Market	Sundays	Lot 6
Art Birmingham	May 13-14	Shain Park
Michigan Parkinson's 5k walkathon	May 20	Seaholm H.S.
Ice Arena	May 21	Ice Arena

**SUGGESTED RESOLUTION:**

To approve a request submitted by the City of Birmingham to hold Celebrate Birmingham Parade on Sunday, May 21, 2017, contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.

**CITY OF BIRMINGHAM**  
**APPLICATION FOR SPECIAL EVENT PERMIT**  
**PARKS AND PUBLIC SPACES**

RECEIVED BY

FEB 13 2017

CITY CLERK'S OFFICE  
CITY OF BIRMINGHAM

***I. EVENT DETAILS***

- Incomplete applications will not be accepted.
- Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event

**FEES:**            **FIRST TIME EVENT:**            **\$200.00**  
                         **ANNUAL APPLICATION FEE:**            **\$165.00**

(Please print clearly or type)

Date of Application \_\_\_\_\_ February 6, 2017 \_\_\_\_\_

Name of Event \_\_\_\_\_ Birmingham Hometown Parade & Party in Shain Park \_\_\_\_\_

Detailed Description of Event (attach additional sheet if necessary) \_\_\_\_\_

Annual parade ending with family events in Shain Park \_\_\_\_\_

Location: South Old Woodward, Frank, Brown, Pierce, Martin, and Bates \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ May 21, 2017 \_\_\_\_\_

Hours of Event \_\_\_\_\_ 1:00 to 4:00 p.m. \_\_\_\_\_

Date(s) of Set-up \_\_\_\_\_ May 21, 2017 \_\_\_\_\_ Hours of Set-up \_\_\_\_\_ 9:00 a.m. \_\_\_\_\_

- Parade staging/set up 9:00 a.m. (South Old Woodward, South of Frank)
- Parade: 1:00 p.m. (North on Old Woodward, west on Brown, north on Pierce, west on Martin, south on Bates, and ends in Shain Park)
- Activities in Park: set up begins at 10:00 a.m., activities held from 1:00 p.m.-4 p.m.

Date(s) of Tear-down : \_\_\_\_\_ May 21, 2017 \_\_\_\_\_ Hours of Tear-down: \_\_\_\_\_ 4:00 to 6:00 p.m. \_\_\_\_\_

Organization Sponsoring Event \_\_\_\_\_ City of Birmingham \_\_\_\_\_

Organization Address \_\_\_\_\_ 151 Martin \_\_\_\_\_

Organization Phone \_\_\_\_\_ 248.530.1880 \_\_\_\_\_

Contact Person \_\_\_\_\_ City Clerk/Acting City Clerk Cheryl Arft \_\_\_\_\_

Contact Phone \_\_\_\_\_ 248-530-1802 \_\_\_\_\_

Contact Email carft@bhamgov.org

## **II. EVENT INFORMATION**

1. Organization Type City  
(city, non-profit, community group, etc.)
2. Additional Sponsors or Participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event. ) TBA  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Is the event a fundraiser? NO  
List beneficiary \_\_\_\_\_  
List expected income \_\_\_\_\_  
Attach information about the beneficiary.
4. First time event in Birmingham? NO  
If no, describe: Annual event
5. Total number of people expected to attend per day 2,000
6. The event will be held on the following City property: (Please list)  
☐ Street(s) South Old Woodward, Brown, Pierce, Martin, and Bates  
\_\_\_\_\_  
☐ Sidewalk(s) same as above  
\_\_\_\_\_  
☐ Park(s) Shain Park
7. Will street closures be required? YES
8. What parking arrangements will be necessary to accommodate attendance?  
Parking Structure

9. Will staff be provided to assist with safety, security and maintenance? YES  
Describe: with additional parade volunteers
10. Will the event require safety personnel (police, fire, paramedics)? YES  
Describe: Police personnel at barricades; Police department escort in and at end of parade; request fire department truck in parade.
11. Will alcoholic beverages be served? NO  
If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.
12. Will music be provided? YES  
 X  Live  X  Amplification   Recorded  X  Loudspeakers  
Time music will begin 1:00 pm  
Time music will end 4:00 pm  
Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.
13. Will there be signage in the area of the event? YES  
Number of signs/banners 3 Banners (Pierce, Chester and N. Old Woodward Structures)  
Size of signs/banners \_\_\_\_\_  
Submit a photo/drawing of the sign(s). A sign permit is required.
14. Will food/beverages/merchandise be sold? TBD
- Peddler/vendor permits must be submitted to the Clerk's Office, at least two weeks prior to the event.
  - All food/beverage vendors must have Oakland County Health Department approval.
  - Attach copy of Health Dept approval.
  - There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location. A background check must be submitted for each employee participating at the event.

**LIST OF VENDORS/PEDDLERS**  
(attach additional sheet if necessary)

<b>VENDOR NAME</b>	<b>GOODS TO BE SOLD</b>	<b>WATER HOOK- UP REQUIRED?</b>	<b>ELECTRIC REQUIRED?</b>
<b>To be determined</b>			

### **III. EVENT LAYOUT**

- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area

1. Will the event require the use of any of the following municipal equipment?  
(show location of each on map)

EQUIPMENT	QUANTITY	COST	NOTES
Picnic Tables	0	6 for \$200.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	6	\$4.00 each	Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.
Dumpsters	1	\$200.00 per day	Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.
Utilities (electric)	TBD # of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant		Contact the Fire Department.	Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.
Audio System	0	\$200.00 per day	Must meet with City representative.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.		

- Trash receptacles at Brown and Old Woodward along parade route; plastic bags delivered to city hall for changing by DPS employees and volunteers.

2. Will the following be constructed or located in the area of the event? **YES** **NO**

(show location of each on map) NOTE: Stakes are not allowed.

TYPE	QUANTITY	SIZE
Tents/Canopies/Awnings (A permit is required for tents over 120 sq ft)	TBD	10 x 10
Portable Toilets	5	
Rides		
Displays		
Vendors	4	TBD
Temporary Structure (must attach a photo)		
Inflatables	3-4	TBD

**SIGNATURE OF APPLICANT REQUIRED**

EVENT NAME Birmingham Hometown Parade  
EVENT DATE May 21, 2017

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

Cheryl Best  
Signature

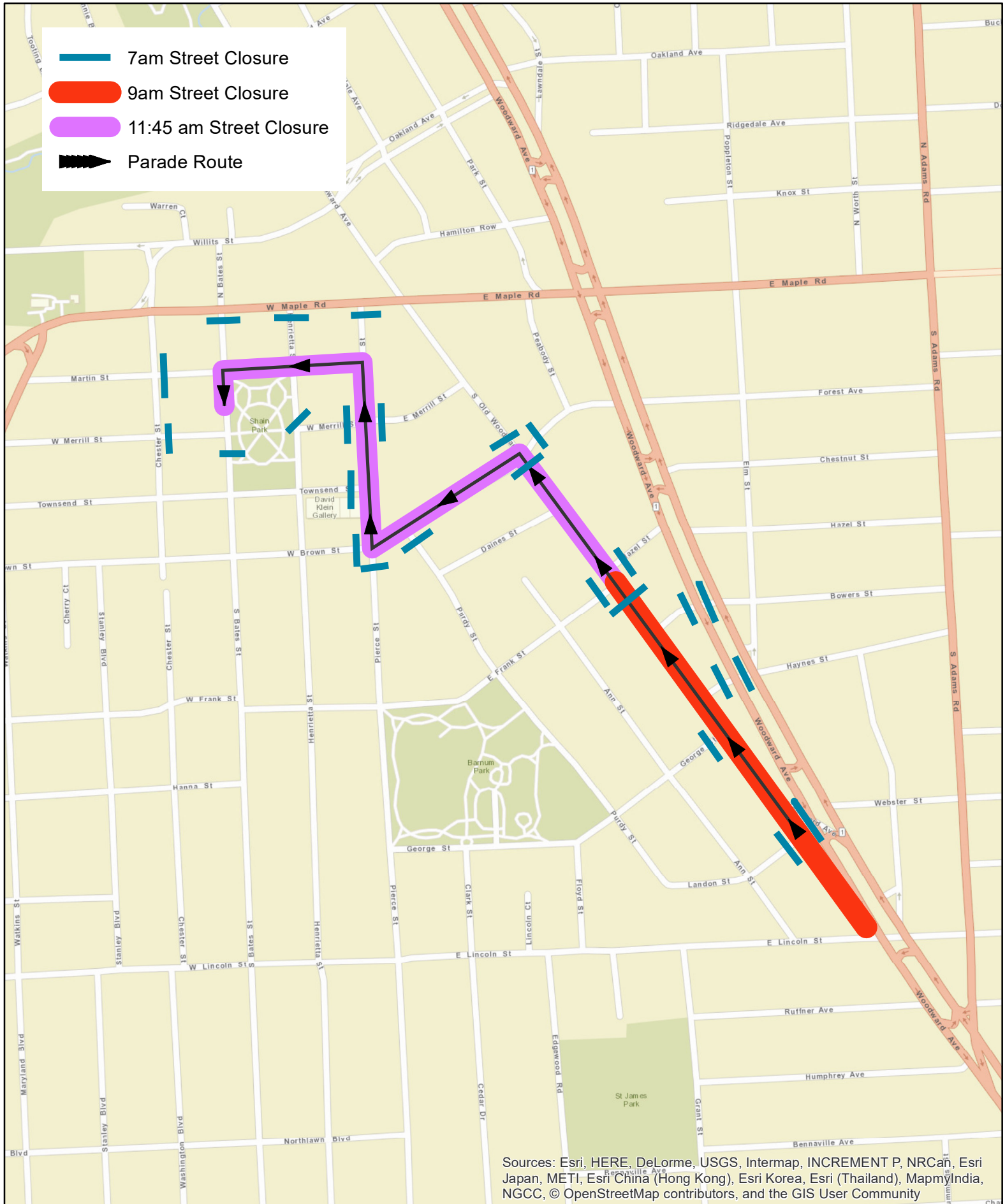
Feb. 13, 2017  
Date

**IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED  
PROPERTY/BUSINESS OWNERS**

- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. (*Sample letter attached to this application.*)
- Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk's Office. The letter must be distributed at least two weeks prior to the Commission meeting.
- A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the Commission meeting.
- If street closures are necessary, a map must be included with the letter to the affected property/business owners.

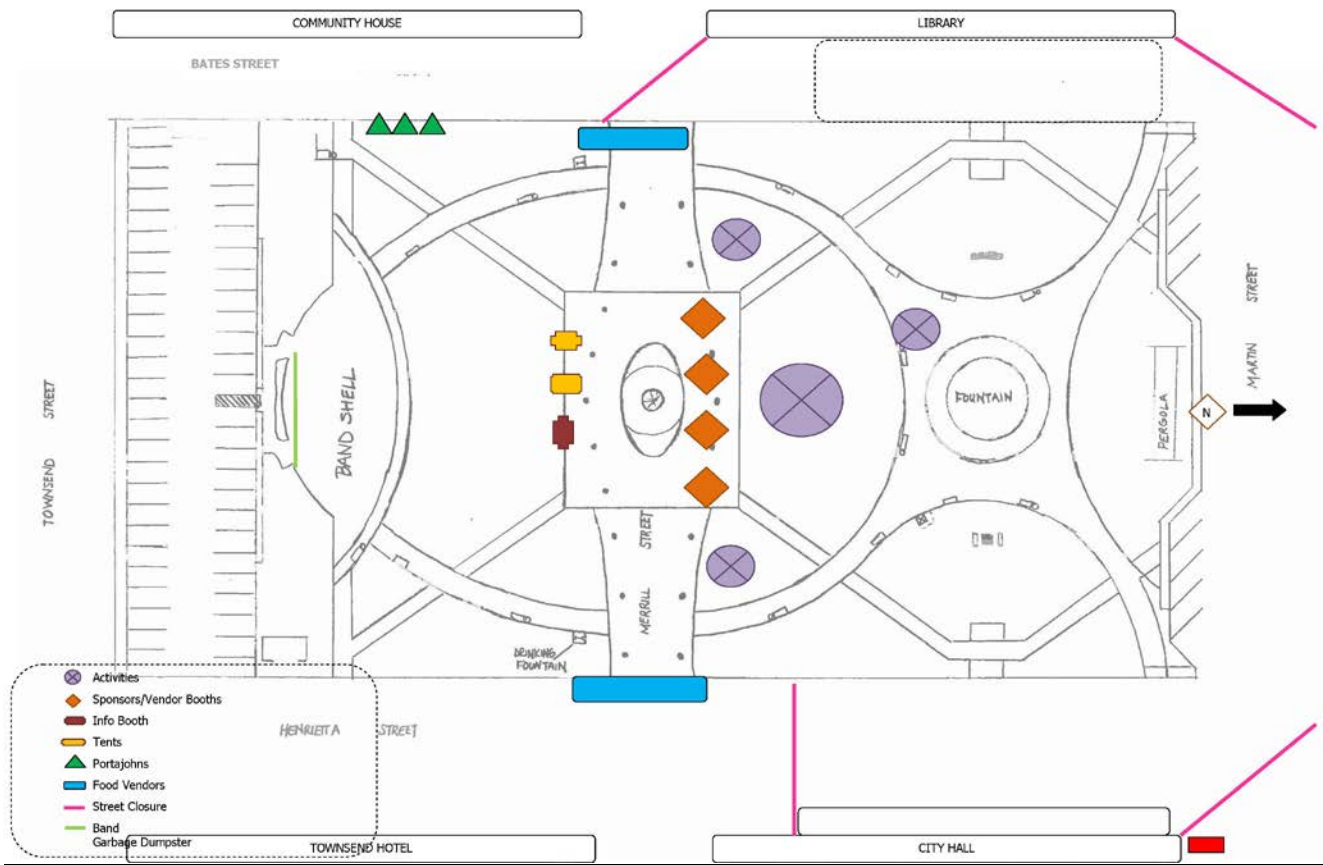
**SAMPLE NOTIFICATION LETTER**

# Parade Route and Street Closures



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), MapmyIndia, NGCC, © OpenStreetMap contributors, and the GIS User Community

## VIII. SAMPLE MAPS



**NOTIFICATION WITH  
CORRECT PARADE ROUTE TO  
BE RE-NOTICED FOR 3/13/17 CC  
MEETING**



**SPECIAL EVENT NOTIFICATION  
TO ALL PROPERTY/BUSINESS OWNERS**

The Birmingham City Code requires that we receive approval from the Birmingham City Commission to hold the following special event. The code further requires that we notify any property owners or business owners that may be affected by the special event of the date and time that the City Commission will consider our request so that an opportunity exists for comments prior to this approval.

**NAME OF EVENT:** Celebrate Birmingham Parade & Party in the Park  
**LOCATION:** Downtown Birmingham – Old Woodward and Shain Park (see attached map)  
**DATES/TIMES:** Sunday, May 21, 2017

- Parade staging/set up: 9:00 AM (South Old Woodward, South of Frank)
- Parade: at 1:00 PM (North on Old Woodward, west on Brown, north on Pierce, west on Martin, south on Bates, and ends in Shain Park)
- Activities in the Park: set up begins at 10:00 AM, activities held from 1:00 PM – 4:00 PM

**DATE/TIME OF CITY COMMISSION MEETING:** Monday, March 13, 2017, 7:30PM  
The city commission meets in room 205 of the Municipal Building at 151 Martin. A complete copy of the application to hold this special event is available for your review at the city clerk's office (248/530.1880).

**EVENT ORGANIZER:** City of Birmingham, Celebrate Birmingham Parade Committee  
City Staff Contact: Cheryl Arft, 248.530.1802, [carft@bhamgov.org](mailto:carft@bhamgov.org)  
[www.bhamgov.org/parade](http://www.bhamgov.org/parade)

**TO MANAGERS OF BUILDINGS CONTAINING MORE THAN ONE UNIT: PLEASE POST THIS NOTICE AT THE MAIN ENTRANCE TO YOUR BUILDING.**



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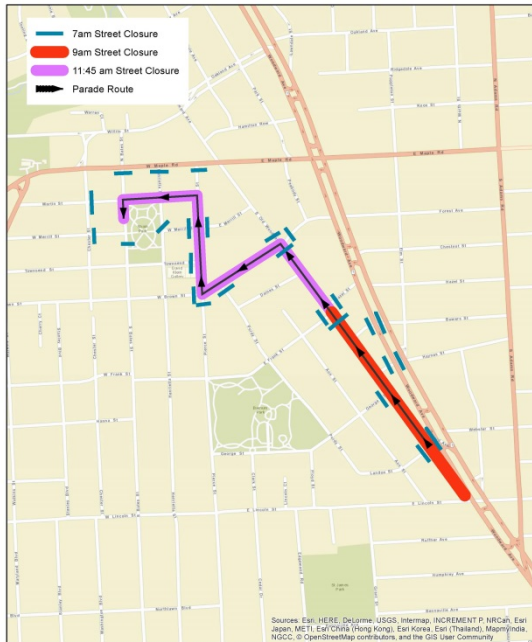
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[www.bhamgov.org/parade](http://www.bhamgov.org/parade)

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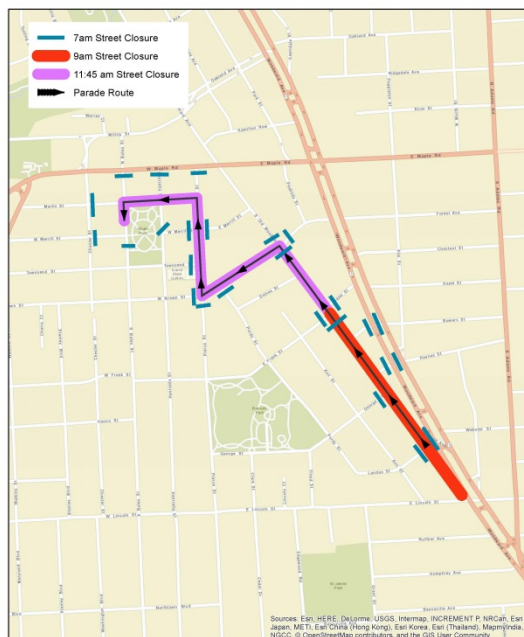
City of Birmingham  
City Clerk's Office 151  
Martin  
Birmingham, MI 48009

## Parade Route and Street Closures



City of Birmingham  
City Clerk's Office 151  
Martin  
Birmingham, MI 48009

## Parade Route and Street Closures



## DEPARTMENT APPROVALS

EVENT NAME Celebrate Birmingham Hometown Parade

LICENSE NUMBER #

COMMISSION HEARING DATE February 27, 2017

NOTE TO STAFF: Please submit approval by Feb. 17, 2017

DATE OF EVENT: May 21, 2017

DEPARTMENT	APPROVED	COMMENTS	PERMITS REQUIRED (Must be obtained directly from individual departments)	ESTIMATED COSTS (Must be paid two weeks prior to the event. License will not be issued if unpaid.)	ACTUAL COSTS (Event will be invoiced by the Clerk's office after the event)
<b>BUILDING</b> 101-000.000.634.0005 248.530.1850	SW	No building department involvement	None	\$0	
<b>FIRE</b> 101-000.000-634.0004 248.530.1900		<ol style="list-style-type: none"> <li>1. No Smoking in any tents or canopy. Signs to be posted.</li> <li>2. All tents and Canopies must be flame resistant with certificate on site.</li> <li>3. No open flame or devices emitting flame, fire or heat in any tents. Cooking devices shall not be permitted within 20 feet of the tents.</li> <li>4. Tents and Canopies must be properly anchored for the weather conditions, no stakes allowed.</li> <li>5. Clear Fire Department access of 12 foot aisles must be maintained, no tents, canopies or other obstructions in the access aisle unless approved by the Fire Marshal.</li> <li>6. Pre-event site inspection required.</li> <li>7. A prescheduled inspection is required for food vendors through the Bldg. dept. prior to opening.</li> <li>8. All food vendors are required to have an approved 5lbs. multi-</li> </ol>			

		<p>purpose (ABC) fire extinguisher on site and accessible.</p> <p>9. Cords, hoses, etc. shall be matted to prevent trip hazards.</p> <p>10. Exits must be clearly marked in tents/structures with an occupant load over 50 people.</p> <p>11. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies.</p> <p>12. A permit is required for Fire hydrant usage.</p> <p>13. Do Not obstruct fire hydrants or fire sprinkler connections on buildings.</p> <p>14. Provide protective barriers between hot surfaces and the public.</p> <p>All cooking hood systems that capture grease laden vapors must have an approved suppression system and a K fire extinguisher in addition to the ABC Extinguisher</p>			
<b>POLICE</b> 101-000.000.634.0003 248.530.1870	SG	Street closure and Personnel.		\$0	\$0
<b>PUBLIC SERVICES</b> 101-000.000-634.0002 248.530.1642	Carrie Laird 2/14/2017	Includes Barricade placement and removal, and any setup or removal occurring on weekdays before and after event. Does NOT include any costs occurring weekend of event. If assistance is requested for weekend of the event, there will be additional costs.		\$1,600	
<b>ENGINEERING</b> 101-000.000.634.0002 248.530.1839	A.F.	The Old Woodward Reconstruction (limits Brown to Willits) Project will likely be ongoing during this time (schedule has not been finalized). Depending on the starting date of the above-referenced project adjustments may be possible to keep the Brown intersection open enough to allow a west turn onto Brown.	None	0	0

		It should also be noted that that the street closure in front of the north 555 building will still be in progress.			
<b>INSURANCE</b> 248.530.1807		City event	None	0	0
<b>CLERK</b> <b>101-000.000-614.0000</b> 248.530.1803		Notification letters mailed by applicant on <b>2/13/17</b> . Notification addresses on file in the Clerk's Office. Evidence of required insurance must be on file with the Clerk's Office no later than <u>N/A</u> .	Applications for vendors license must be submitted no later than <b><u>5/3/17</u></b> .	City Event	0
				<b>TOTAL DEPOSIT REQUIRED</b>  <b>\$1,600</b>	<b>ACTUAL COST</b>

**FOR CLERK'S OFFICE USE**

Deposit paid \_\_\_\_\_

Actual Cost \_\_\_\_\_

Due/Refund\_\_\_\_\_



## MEMORANDUM

Department of Public Services

**DATE:** February 14, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Jacquelyn Brito, Golf Manager

**SUBJECT:** Annual Golf Report - 2016 Review – 2017 Prospectus

---

Attached is the Annual Golf Report – 2016 Review – 2017 Prospectus. This annual report is a compilation of the results of the 2016 golf season, a ten (10) year history of annual rounds, a seven (7) year revenue and expenditure analysis, a five-year financial projection and a forecast for the 2017 season. It also includes an update on the upcoming 2017 marketing strategies. There is no change from the 2016 golf course fees and rates or with the rates for the passes and packages. The Parks and Recreation Board reviewed and accepted the report at their February 7, 2017 meeting.

**SUGGESTED RESOLUTION:**

To accept the Annual Golf Report – 2016 Review – 2017 Prospectus.



# Annual Golf Report

2016 Review – 2017 Prospectus

[www.golfbirmingham.org](http://www.golfbirmingham.org)

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#1 Fairway at Lincoln Hills

## **GOLF REPORT**

### **2016 REVIEW / 2017 PROSPECTUS**

#### ***2016 REVIEW:***

It gives me great pleasure to report to our Residents and the City Commission on this occasion to confirm that our golf courses are looking healthy, both on the inside and outside. While we certainly have had challenges in past years, we have come a long way to achieve a surplus for the past four seasons.

I would like to express my thanks to the staff which continue to contribute a great deal to the essence that makes our golf courses a great place. We continue to work on our team and develop a strong culture for the members and their guests to enjoy and I am looking forward to the 2017 season.

In addition, I continue to work with an outstanding and stable Parks and Recreation Board with a great diversity of knowledge and experience. I would like to thank Therese Longe - Chairperson, Ryan Ross - Vice Chairperson, and the other members: Ross Kaplan, John Meehan, Art Stevens and Bill Wiebrecht.

With that being said, we are happy to report that we made a ***net operating income*** of \$210,725 where Lincoln Hills generated a net surplus of \$177,228 and a surplus of \$33,497 for Springdale. The 2012 Strategic Plan has been followed and we are extremely happy to have executed nearly all of the objectives. As in any business, we do evaluate at the end of each season and realign our efforts with emphasis on our members' experiences.



**#7 Tee at Lincoln Hills**



**#8 Green at Springdale**



**#4 Tee at Springdale**

## MEMBERSHIP

In 2016, membership numbers stayed steady, with some shifts within categories and overall pleasing figures in a very competitive environment. We have continued with our membership marketing campaign with signage, direct mailings, trade show, open house events, newspaper advertising, press releases, promotion via the website and social media. Since implementing the 2012 Strategic Plan, you will see in the chart below that we have been on the right track of increasing memberships.

### 6 Year Membership Analysis (2011 - 2016)

	CY 2011		CY 2012		CY 2013		CY 2014		CY 2015		CY 2016	
RESIDENT MEMBERSHIPS	#		#		#		#		#		#	
Resident	1244		1,843		2,007		1,733		2,090		1,874	
OTHER MEMBERSHIPS	#	%	#	%	#	%	#	%	#	%	#	%
Business	84	14.81%	101	13.56%	99	13.20%	102	13.42%	109	12.73%	109	12.56%
Non-Resident - Individual	343	60.49%	398	53.42%	401	53.47%	406	53.42%	475	55.49%	465	53.57%
Non-Resident - Dual	111	19.58%	186	24.97%	185	24.67%	175	23.03%	194	22.66%	209	24.08%
Non-Resident - Family	29	5.11%	60	8.05%	65	8.67%	77	10.13%	78	9.11%	85	9.79%
<b>Total</b>	<b>567</b>	<b>100%</b>	<b>745</b>	<b>100%</b>	<b>750</b>	<b>100%</b>	<b>760</b>	<b>100%</b>	<b>856</b>	<b>100%</b>	<b>868</b>	<b>100%</b>
<b>TOTAL MEMBERSHIPS</b>	<b>1,811</b>		<b>2,588</b>		<b>2,757</b>		<b>2,493</b>		<b>2,946</b>		<b>2,742</b>	

We did host an Open House to recruit new members at Lincoln Hills last season on May , but we endured a rainy day with temperatures in the 40's and it did not have a great turnout. This season, we plan to host a few "Open Houses" and invitations will go out to specific markets; golfers located within a 2-mile radius of Lincoln Hills, surrounding families with interests of outside recreation, businesses in Birmingham, local service industries, and our wounded warriors.

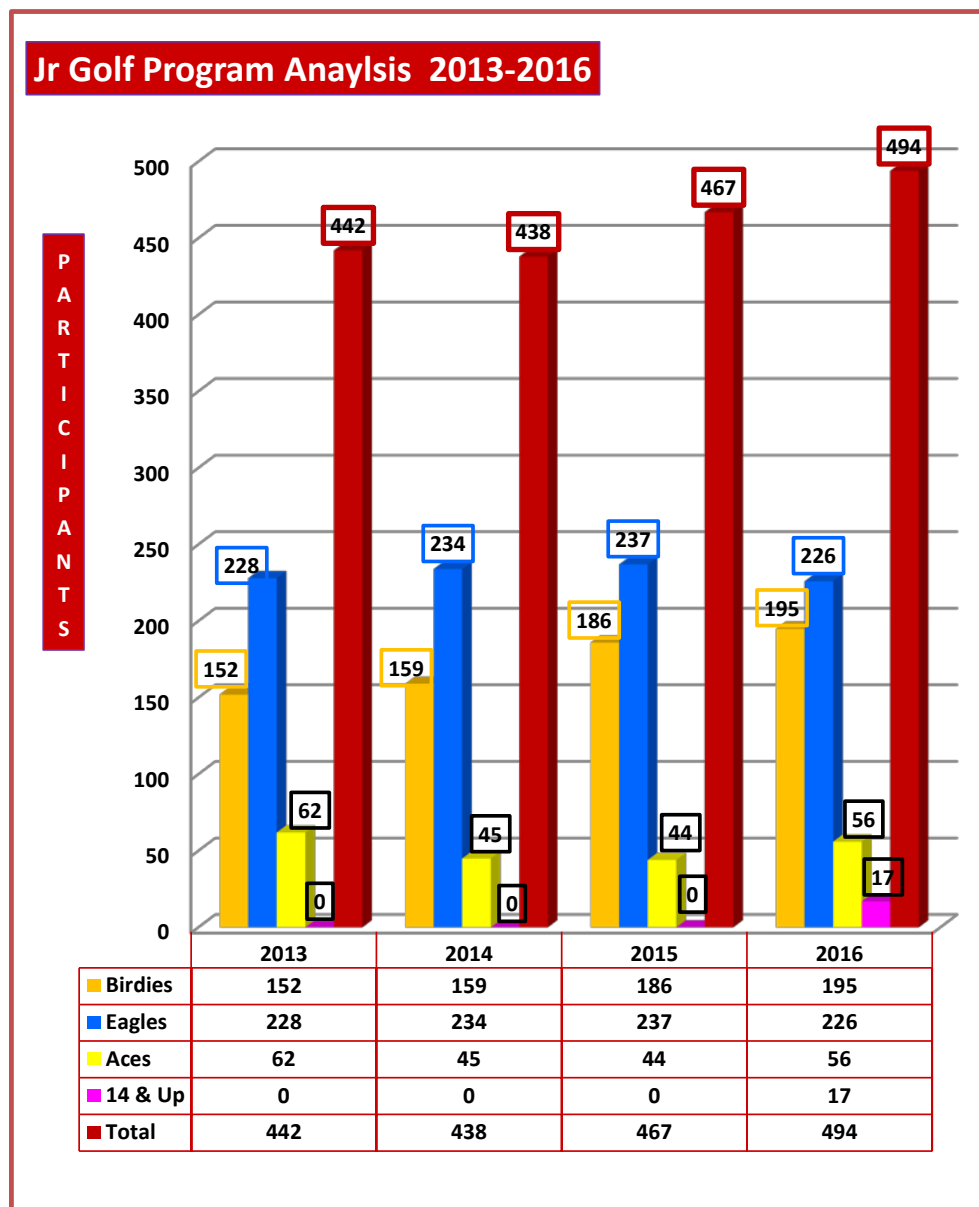
One program we introduced in 2015, the "Early Sign-Up Bonus" that is held during the last two weeks of March at Lincoln Hills. For those who visit us during that time frame and sign up for their membership, they received a complimentary round that was valid through the month of May. We signed up 228 registrations and had 338 in 2016 which is an increase of 110, or 48%. We feel that this program will continue to grow each season and the members enjoy the perk.

The Unlimited Memberships that were rolled out in 2012 really haven't taken off as expected. Each season we have approximately five to seven members that take advantage of this great opportunity. We will continue to promote this category at this time and hope to inform you next year that it has increased usage.

## JUNIOR GOLF

It was a great year for Junior golfers. We added a new program, improved others, and increased participation in some categories. We had an overall sense of enthusiasm and interest that is gratifying for the parents and of course, the junior golfers themselves.

The new program introduced was the "14 & Up" category and was focused on giving the juniors a fun weekly competition, playing a 2-person scramble. Although it only had seventeen participants, we do feel that this program will grow as it moves forward. The chart below shows our participation level for the past four seasons and we are happy to keep growing this program.



Junior golf is very important for the growth of the game and to increase our revenues in membership, food and beverage and merchandise. We did make a major change at the end of the 2012 season, where we eliminated the private contractor for instruction and hired our own teaching professional to supervise this extensive program beginning in 2013. The chart below shows the breakdown of the revenues and expenses for the past eight seasons and we are proud to be achieving a healthy net surplus for this revenue department.

Year	Revenues	EXPENSES			Net Operating Profit
		Contracted Teaching Pro	City Payroll	Supplies	
2009	69,682	48,549	10,082	4,500	6,551
2010	75,913	45,139	6,574	4,500	19,700
2011	88,655	69,009	6,472	4,500	8,674
2012	86,798	62,440	10,700	4,500	9,158
2013	89,882	0	33,560	1,174	55,148
2014	90,142	0	32,643	1,408	56,091
2015	86,140	0	34,290	3,423	48,427
2016	89,392	0	31,435	1,280	56,677

We are excited to be heading into our 5th season with the PGA Jr League. This program receives group instruction in May followed by 4-6 competitive matches against other local courses. This past season comprised of Lincoln Hills GC, Cherry Creek, Pine Trace and Sanctuary Lake. The kids really enjoy the ambiance of playing in a tournament and the best part; we play a 2-person scramble which gives them a fun environment to compete.

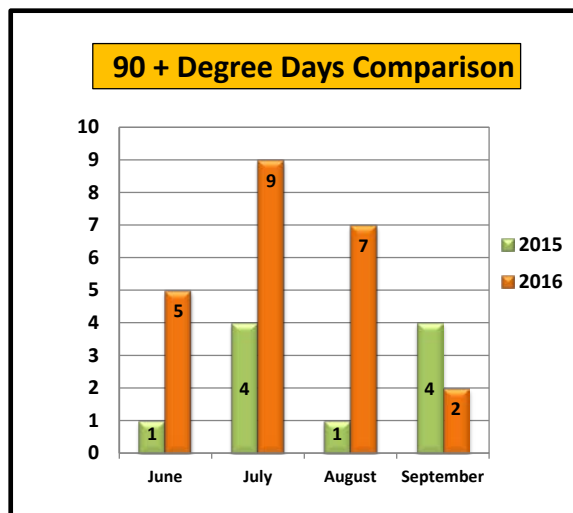


## ROUNDS

Overall, we are happy to report that the courses ended with a combined total of 53,840 rounds which was a decrease of 1,763 compared to last season, or 3%. Despite of a slow start in the spring, we caught up at the end of June as seen in the chart below

MONTH	2015	2016	ROUNDS DIFFERENCE	% DIFFERENCE
January	0	0	0	0.00%
February	0	0	0	0.00%
March	0	321	321	0.00%
April	4,800	4,005	(795)	-16.56%
May	9,185	9,371	186	2.03%
June	9,824	9,864	40	0.41%
July	10,936	10,644	(292)	-2.67%
August	8,811	8,146	(665)	-7.55%
September	6,470	5,861	(609)	-9.41%
October	3,574	4,027	453	12.67%
November	1,489	1,547	58	3.90%
December	514	54	(460)	-89.49%
<b>TOTALS</b>	<b>55,603</b>	<b>53,840</b>	<b>(1,763)</b>	<b>-3.17%</b>

With "Mother Nature", generally rainy days are the main contributor to a deficit in rounds. This past season however, we experienced quite a few hot days for our region. We had a total of 23 days that reached a temperature of 90 degrees or higher and play was definitely down during these times. This was an increase of 13 days (almost two weeks) compared to 2015, or 130%. Yes, April was a bit rainy and cold and we lost 795 rounds, but the heat was a factor in mid season.



## FOOD AND BEVERAGE

This department did not fare as well as expected going into this season, but it maintained revenues of \$82,667, just shy of last year's revenues of \$84,514. There was a change in the percentage of food sales versus beer sales in 2016 as shown in the chart below. Focus will be targeted to increase food sales in 2017 for this area is still untapped and has potential for growth.

### Food and Beverage 6 Year Comparison (2011-2016)

	2011		2012		2013		2014		2015		2016	
REVENUES	SALES	%	SALES	%	SALES	%	SALES	%	SALES	%	SALES	%
Food & Beverage	\$24,652	100.00%	\$37,890	73.72%	\$46,935	60.25%	\$42,882	56.77%	\$48,125	56.94%	\$42,083	50.91%
Beer			\$12,728	24.76%	\$29,494	37.86%	\$31,050	41.11%	\$34,999	41.41%	\$39,033	47.22%
Wine			\$779	1.51%	\$1,469	1.89%	\$1,602	2.12%	\$1,390	1.64%	\$1,551	1.88%
<b>TOTAL F&amp;B</b>	<b>\$24,652</b>	<b>100%</b>	<b>\$51,396</b>	<b>100%</b>	<b>\$77,897</b>	<b>100%</b>	<b>\$75,534</b>	<b>100%</b>	<b>\$84,514</b>	<b>100%</b>	<b>\$82,667</b>	<b>100%</b>

It was interesting to see from the "end of the year" survey that 25% of the 235 respondents did not purchase any food items last season. The other respondents rated us as follows: 14% - excellent, 44% - good, 16% - fair and 1% - poor. This survey provides very important information and identifies the need to increase the usage of the club facilities by our members and guests. A new program will be implemented in spring called the "Frequent Diner" card where the customer will receive a complimentary entrée after the purchase of four entrées.

## MERCHANDISE

On the same survey mentioned above, questions were focused on our member preferences with our staple items; golf balls, golf gloves, polos, and outerwear. The buying mix for 2017 will consist of their requests when purchasing for the shop at the PGA Show. We again will change up the vendors and price points and reach for the \$25,000 revenue mark this upcoming season.



## ROUNDS AT LINCOLN HILLS

Lincoln Hills opened on March with a closing date of October . It was the course to be closed first. One of the significant changes in play was from our Resident categories. We had a total of 6,015 rounds from the Residents which was down by 1,247, or 17% compared to 2015 (7,262 rounds).

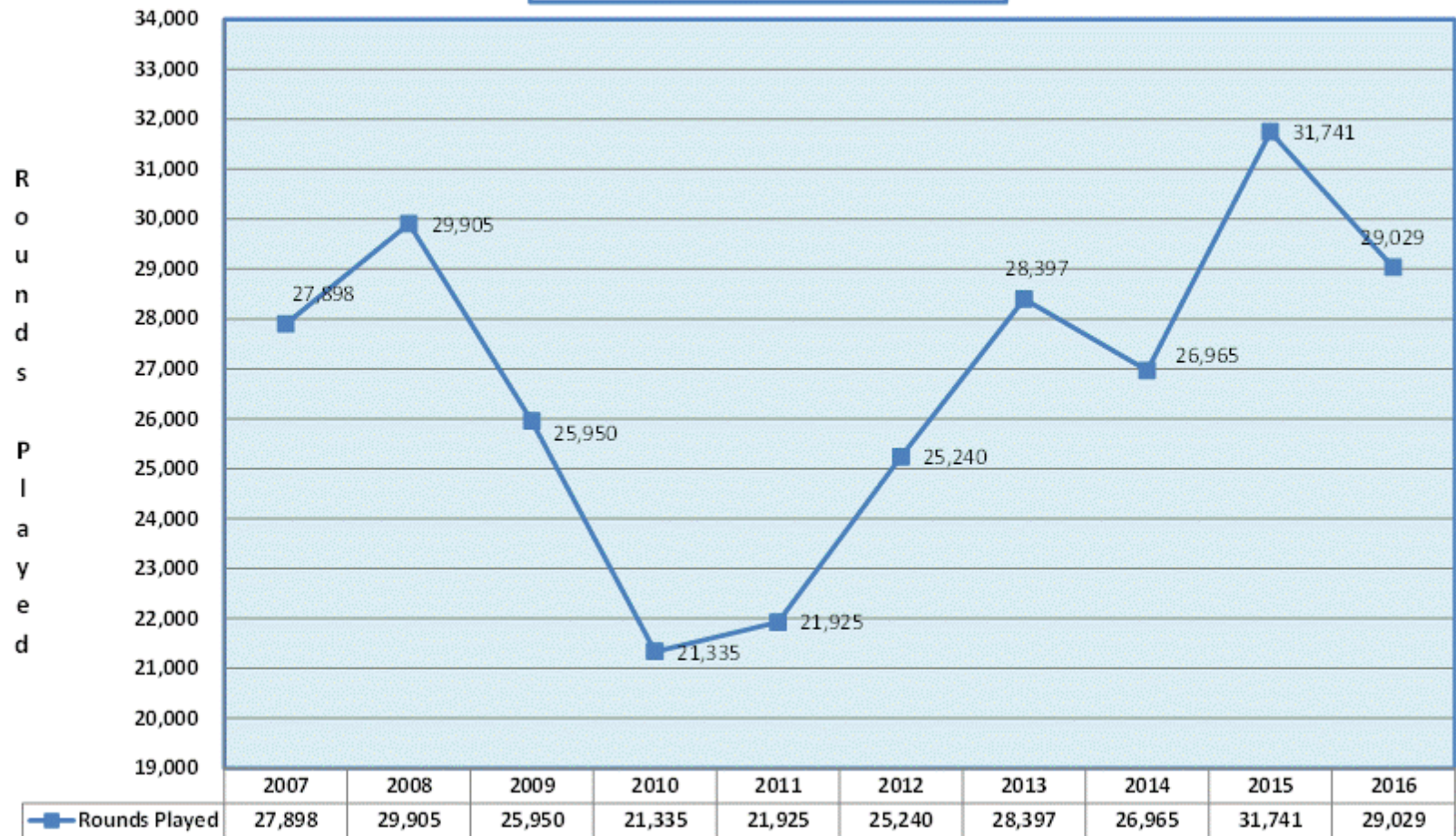
The main shortfall was in the Adult category (decrease of 1,252 rounds) as shown in chart below. As noted in the membership chart above on page 2, we did incur a loss of 216 resident memberships that had a direct correlation to this decrease. The objective in 2017 is to build the Resident memberships back up to the 2,000 mark through additional marketing strategies.

LINCOLN HILLS	Customer Type Analysis			
	2015	%	2016	%
Resident Adult	2,496	7.86%	1,244	4.29%
Resident Sr	3,858	12.15%	4,057	13.98%
Resident Jr	908	2.86%	714	2.46%
Non-Resident Adult	1,057	3.33%	1,065	3.67%
Non-Resident Sr	4,753	14.97%	4,137	14.25%
Non-Resident Jr	483	1.52%	837	2.88%
Business	589	1.86%	455	1.57%
Guests	6,807	21.45%	5,997	20.66%
City	80	0.25%	114	0.39%
Leagues	4,696	14.79%	4,815	16.59%
Outings	469	1.48%	463	1.59%
Jr Golf Program	2,248	7.08%	2,392	8.24%
High School	722	2.27%	641	2.21%
Unlimited Pass	258	0.81%	228	0.79%
Twilight	1,926	6.07%	1,868	6.43%
Other	391	1.23%	2	0.01%
<b>TOTALS</b>	<b>31,741</b>	<b>100%</b>	<b>29,029</b>	<b>100%</b>

LINCOLN HILLS					
MONTH	2012	2013	2014	2015	2016
January - April	2,825	1,573	3,705	3,087	2,710
<b>May - September</b>	<b>21,619</b>	<b>23,400</b>	<b>22,312</b>	<b>23,985</b>	<b>24,280</b>
October - December	796	3,424	948	4,669	2,039
<b>TOTALS</b>	<b>25,240</b>	<b>28,397</b>	<b>26,965</b>	<b>31,741</b>	<b>29,029</b>

This chart represents the "shoulder" and "season" time periods. The shoulder rounds are typically known as "gravy" in the industry for they are generally weather determinant and will dictate the playing conditions.

### Lincoln Hills Rounds Played



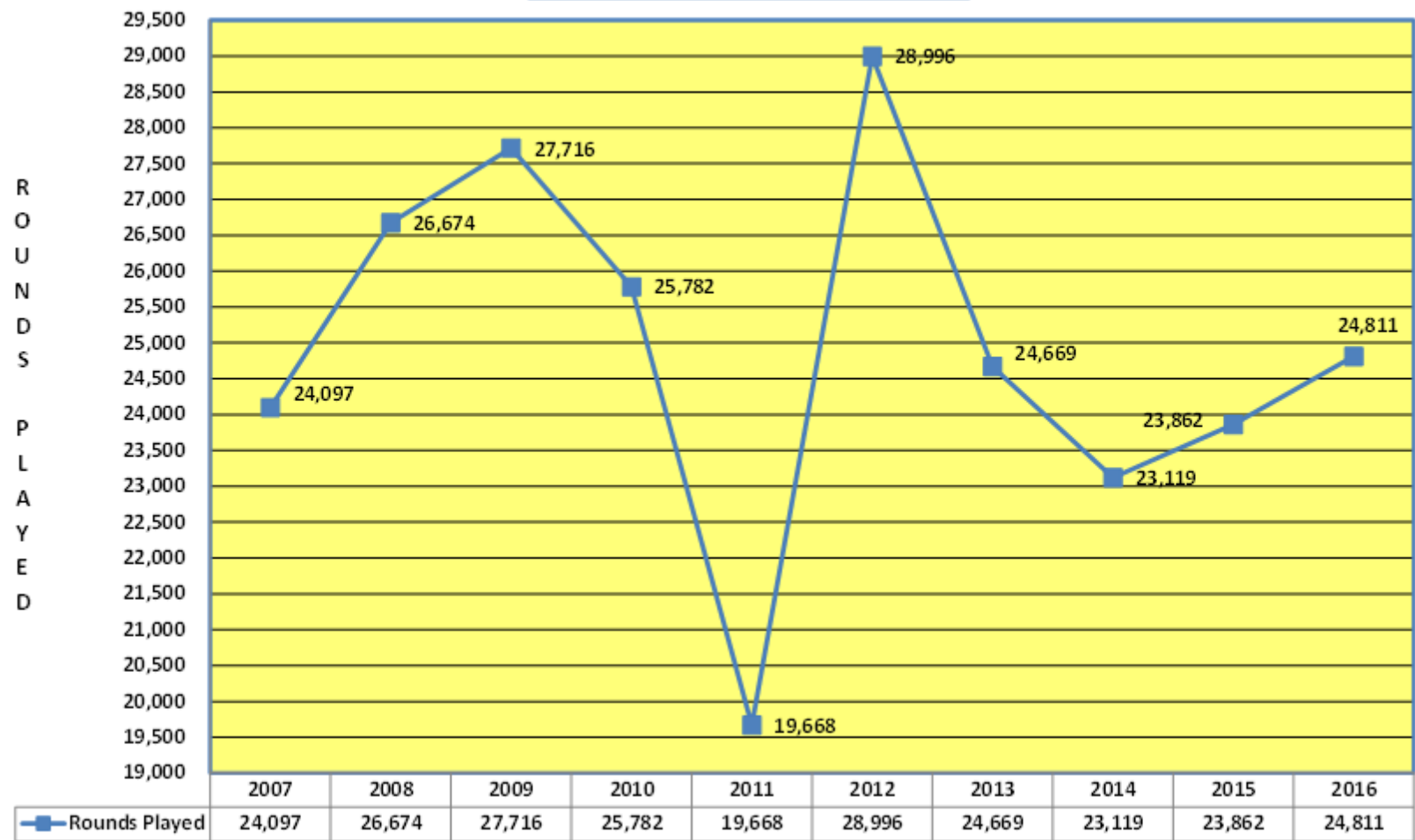
## ROUNDS AT SPRINGDALE

Springdale opened on April due to inclement weather and closing date was December . There were changes throughout the categories but finished with a slight increase from 2015. However, this year was a challenge for our members to arrive at the course with the road construction on Big Beaver.

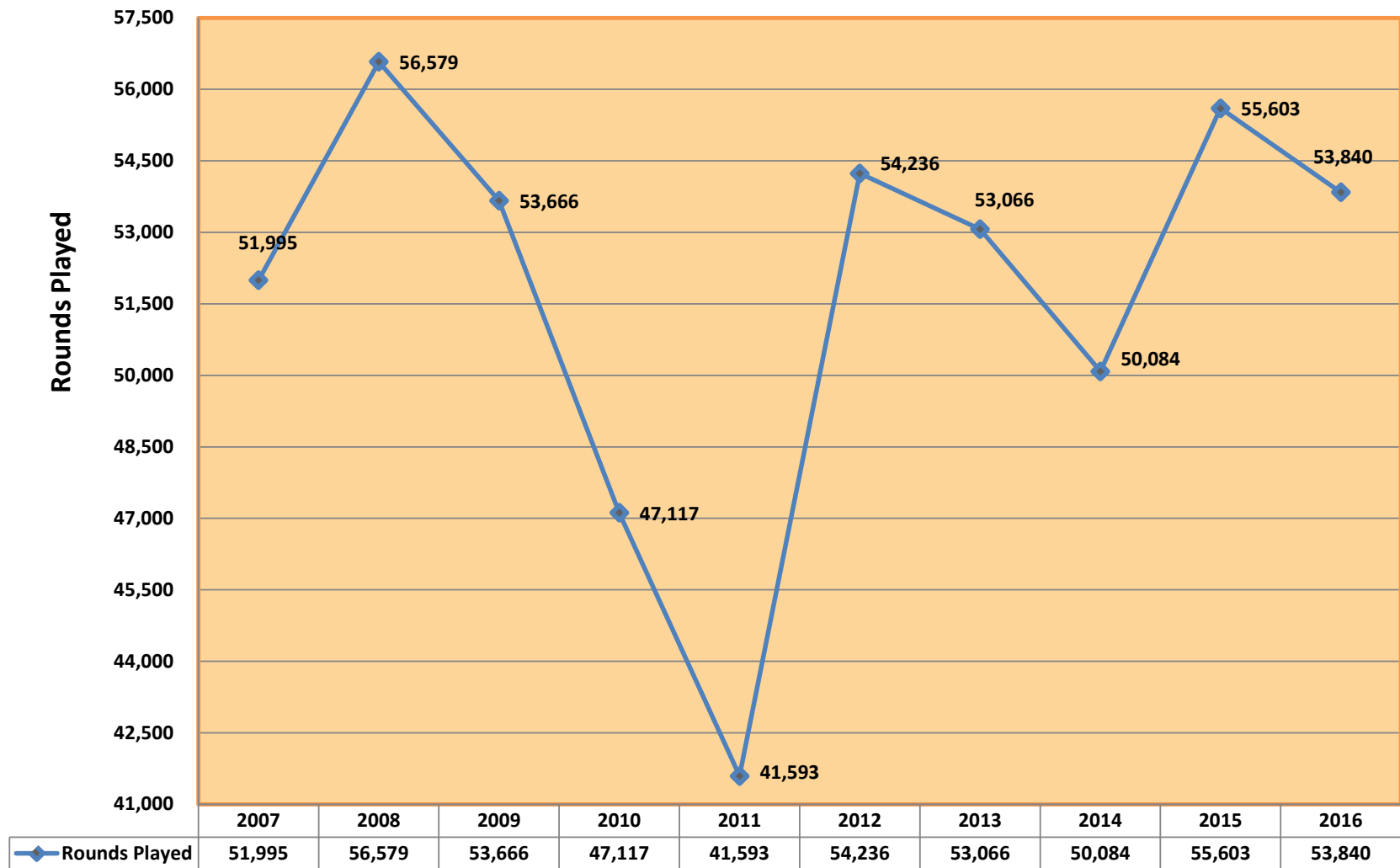
SPRINGDALE	Customer Type Analysis			
	2015	%	2016	%
Resident Adult	2,119	8.88%	2,321	9.35%
Resident Sr	3,162	13.25%	3,428	13.82%
Resident Jr	780	3.27%	453	1.83%
Non-Resident Adult	635	2.66%	695	2.80%
Non-Resident Sr	4,510	18.90%	4,987	20.10%
Non-Resident Jr	153	0.64%	319	1.29%
Business	479	2.01%	430	1.73%
Guests	4,302	18.03%	5,082	20.48%
City	62	0.26%	59	0.24%
Leagues	4,306	18.05%	4,196	16.91%
Outings	344	1.44%	407	1.64%
Jr Golf Program	0	0.00%	0	0.00%
High School	495	2.07%	288	1.16%
Unlimited Pass	166	0.70%	227	0.91%
Twilight	2,009	8.42%	1,914	7.71%
Other	340	1.42%	5	0.02%
<b>TOTALS</b>	<b>23,862</b>	<b>100%</b>	<b>24,811</b>	<b>100%</b>

SPRINGDALE					
MONTH	2012	2013	2014	2015	2016
January - April	4,163	2,552	652	1,713	1,616
<b>May - September</b>	<b>20,822</b>	<b>20,338</b>	<b>19,175</b>	<b>21,241</b>	<b>19,606</b>
October - December	4,011	1,779	3,292	908	3,589
<b>TOTALS</b>	<b>28,996</b>	<b>24,669</b>	<b>23,119</b>	<b>23,862</b>	<b>24,811</b>

### Springdale Rounds Played



## Combined Rounds Played Lincoln Hills & Springdale



## 2016 ROUNDS STATISTICS

CATEGORY	L.H.G.C.	%	S.D.G.C.	%	TOTAL ROUNDS	%
	ROUNDS		ROUNDS			
Weekdays	15,537	53.52%	12,651	50.99%	28,188	52.36%
Weekends	8,214	28.30%	7,557	30.46%	15,771	29.29%
Leagues	4,815	16.59%	4,196	16.91%	9,011	16.74%
Other	463	1.59%	407	1.64%	870	1.62%
<b>Total</b>	<b>29,029</b>	<b>100%</b>	<b>24,811</b>	<b>100%</b>	<b>53,840</b>	<b>100%</b>

CATEGORY	L.H.G.C.	%	S.D.G.C.	%	TOTAL ROUNDS	%
	ROUNDS		ROUNDS			
Resident	6,015	20.72%	6,202	25.00%	12,217	22.69%
Non-Resident	6,039	20.80%	6,001	24.19%	12,040	22.36%
Business	455	1.57%	430	1.73%	885	1.64%
Leagues	4,815	16.59%	4,196	16.91%	9,011	16.74%
Guest	5,997	20.66%	5,082	20.48%	11,079	20.58%
City Employee	114	0.39%	59	0.24%	173	0.32%
Outings	463	1.59%	407	1.64%	870	1.62%
Twilight	1,868	6.43%	1,914	7.71%	3,782	7.02%
High School	641	2.21%	288	1.16%	929	1.73%
Jr Golf Program	2,392	8.24%	0	0.00%	2,392	4.44%
Unlimited Pass	228	0.79%	227	0.91%	455	0.85%
Other	2	0.01%	5	0.02%	7	0.01%
<b>Total</b>	<b>29,029</b>	<b>100%</b>	<b>24,811</b>	<b>100%</b>	<b>53,840</b>	<b>100%</b>

CATEGORY	L.H.G.C.	%	S.D.G.C.	%	TOTAL ROUNDS	%
	ROUNDS		ROUNDS			
Senior	16,138	55.59%	15,984	64.42%	32,122	59.66%
Adult	7,569	26.07%	6,643	26.77%	14,212	26.40%
Junior	4,857	16.73%	1,772	7.14%	6,629	12.31%
Other	465	1.60%	412	1.66%	877	1.63%
<b>Total</b>	<b>29,029</b>	<b>100%</b>	<b>24,811</b>	<b>100%</b>	<b>53,840</b>	<b>100%</b>

## History of Rounds - Calendar Years 2007 - 2016

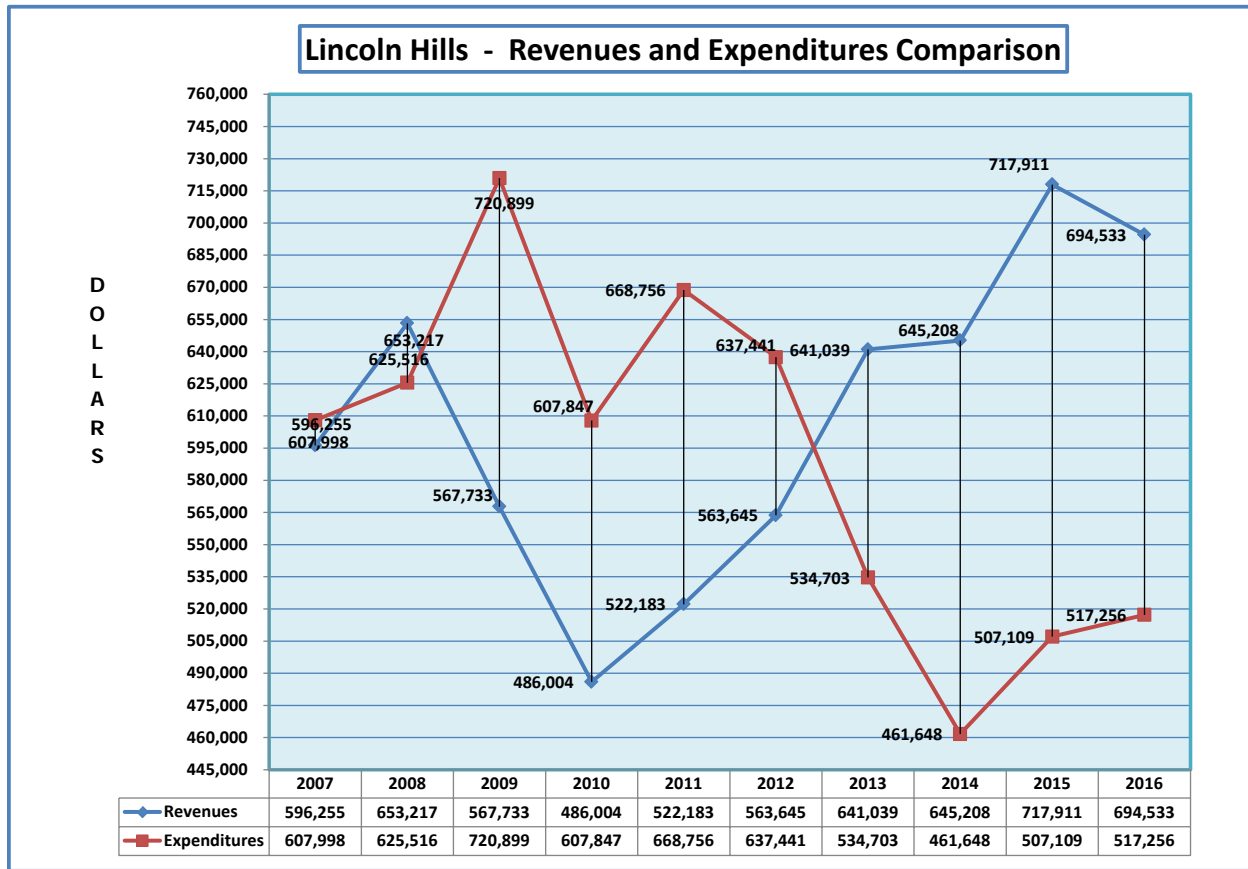
MONTH	2007			2008			2009			2010			2011		
	LH	SD	Total	LH	SD	Total	LH	SD	Total	LH	SD	Total	LH	SD	Total
January	164	0	164	0	0	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
March	630	0	630	0	0	0	0	1,282	1,282	0	1,048	1,048	181	0	181
April	1,789	1,254	3,043	2,467	2,229	4,696	1,736	2,089	3,825	1,154	2,873	4,027	1,527	720	2,247
May	3,777	3,622	7,399	4,012	3,686	7,698	3,884	3,770	7,654	3,345	2,641	5,986	2,725	2,512	5,237
June	5,101	4,404	9,505	5,208	4,884	10,092	5,035	4,455	9,490	4,386	3,958	8,344	4,148	3,994	8,142
July	5,655	4,885	10,540	6,071	5,479	11,550	5,783	5,423	11,206	5,058	4,361	9,419	4,177	4,258	8,435
August	4,887	3,821	8,708	5,860	5,149	11,009	5,308	4,576	9,884	4,659	4,172	8,831	4,289	4,491	8,780
September	3,586	3,155	6,741	3,377	2,955	6,332	3,237	2,988	6,225	2,733	2,636	5,369	1,925	2,366	4,291
October	2,309	1,984	4,293	2,040	2,292	4,332	967	1,567	2,534	0	3,049	3,049	1,932	1,327	3,259
November		972	972	870	0	870	0	1,493	1,493	0	1,044	1,044	1,021	0	1,021
December		0	0	0	0	0	0	73	73	0	0	0	0	0	0
<b>TOTALS</b>	<b>27,898</b>	<b>24,097</b>	<b>51,995</b>	<b>29,905</b>	<b>26,674</b>	<b>56,579</b>	<b>25,950</b>	<b>27,716</b>	<b>53,666</b>	<b>21,335</b>	<b>25,782</b>	<b>47,117</b>	<b>21,925</b>	<b>19,668</b>	<b>41,593</b>

MONTH	2012			2013			2014			2015			2016		
	LH	SD	Total	LH	SD	Total	LH	SD	Total	LH	SD	Total	LH	SD	Total
January	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
March	405	1,572	1,977	0	292	292	0	0	0	0	0	0	321	0	321
April	2,420	2,591	5,011	1,573	2,260	3,833	3,705	652	4,357	3,087	1,713	4,800	2,389	1,616	4,005
May	4,433	4,129	8,562	4,314	3,797	8,111	4,393	3,493	7,886	4,892	4,293	9,185	5,461	3,910	9,371
June	5,206	4,522	9,728	5,774	4,406	10,180	5,330	4,216	9,546	5,556	4,268	9,824	5,595	4,269	9,864
July	4,707	4,651	9,358	5,098	4,286	9,384	5,139	4,636	9,775	5,718	5,218	10,936	5,788	4,856	10,644
August	4,128	4,449	8,577	5,195	4,695	9,890	4,376	4,084	8,460	4,408	4,403	8,811	4,273	3,873	8,146
September	3,145	3,071	6,216	3,019	3,154	6,173	3,074	2,746	5,820	3,411	3,059	6,470	3,163	2,698	5,861
October	796	2,495	3,291	2,795	1,779	4,574	915	2,493	3,408	2,666	908	3,574	2,037	1,990	4,027
November	0	1,104	1,104	576	0	576	33	675	708	1,489	0	1,489	2	1,545	1,547
December	0	412	412	53	0	53	0	124	124	514	0	514	0	54	54
<b>TOTALS</b>	<b>25,240</b>	<b>28,996</b>	<b>54,236</b>	<b>28,397</b>	<b>24,669</b>	<b>53,066</b>	<b>26,965</b>	<b>23,119</b>	<b>50,084</b>	<b>31,741</b>	<b>23,862</b>	<b>55,603</b>	<b>29,029</b>	<b>24,811</b>	<b>53,840</b>

# LINCOLN HILLS – REVENUES AND EXPENDITURES

## CALENDAR YEAR 7-YEAR ANALYSIS (2010 - 2016)

LINCOLN HILLS G.C.	2010	2011	2012	2013	2014	2015	2016
REVENUES	486,004	1,370,629	773,645	829,695	645,208	717,911	694,533
IMPRELIS FUNDS				122,986			
G.F. CONTRIBUTION		848,446	210,000	65,670			
NET REVENUES OF G.F. CONT.	486,004	522,183	563,645	641,039	645,208	717,911	694,533
EXPENDITURES	551,231	586,736	573,685	481,400	408,831	446,476	459,098
OPERATING INCOME/(LOSS) Before Dep	(65,227)	(64,554)	(10,040)	159,640	236,377	271,436	235,435
DEPRECIATION	36,616	62,017	53,756	57,893	52,817	60,634	58,207
CONTRIBUTION TO G.F.	20,000	20,003	10,000				
NET SURPLUS/(LOSS)	(121,843)	(146,574)	(73,796)	101,747	183,560	210,802	177,228

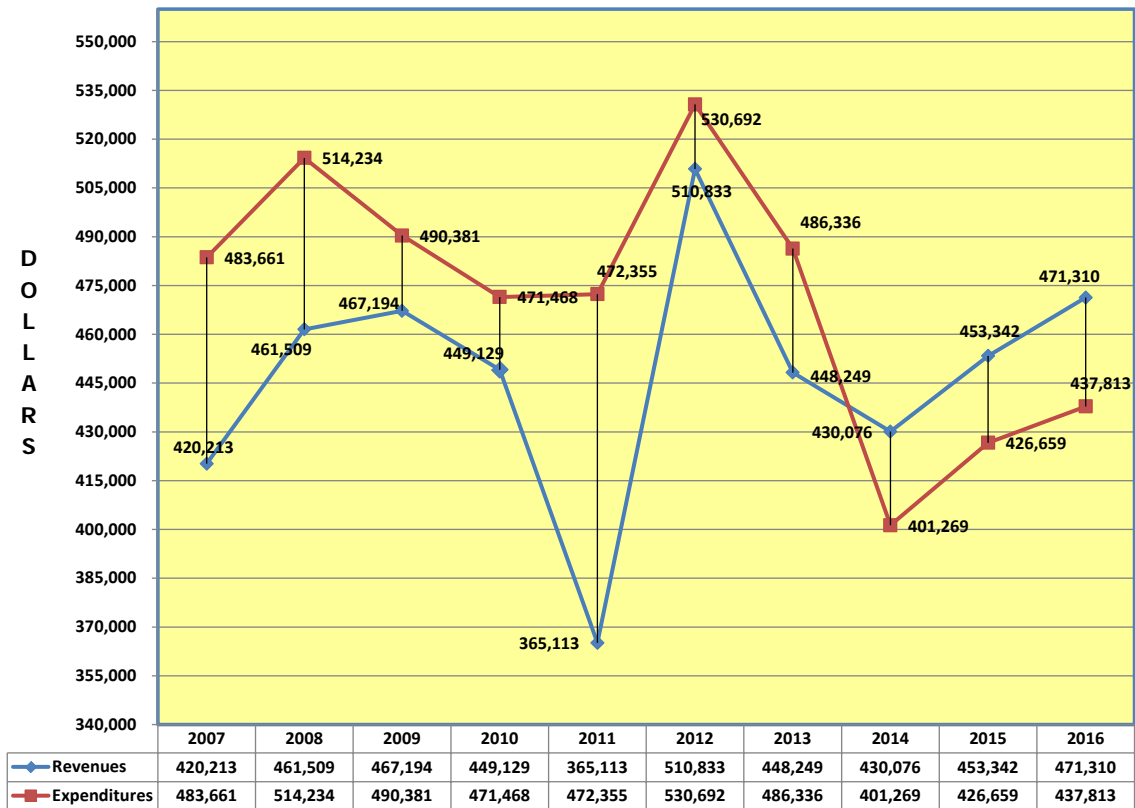


## SPRINGDALE – REVENUES AND EXPENDITURES

### CALENDAR YEAR 7-YEAR ANALYSIS (20010 - 2016)

SPRINGDALE G.C.	2010	2011	2012	2013	2014	2015	2016
REVENUES	449,129	365,113	510,833	543,239	430,076	453,342	471,310
IMPRELIS FUNDS				69,060			
G.F. CONTRIBUTION				25,930			
REVENUES NET OF CONTRIBUTIONS	449,129	365,113	510,833	448,249	430,076	453,342	471,310
EXPENDITURES	452,885	426,679	469,336	444,705	353,568	376,739	386,006
OPERATING INCOME/(LOSS) Before Dep	(3,757)	(61,565)	41,498	3,544	76,508	76,603	85,304
DEPRECIATION	18,583	45,676	61,357	49,511	47,701	49,919	51,807
NET SURPLUS/(LOSS)	(22,339)	(107,241)	(19,859)	(45,968)	28,807	26,683	33,497

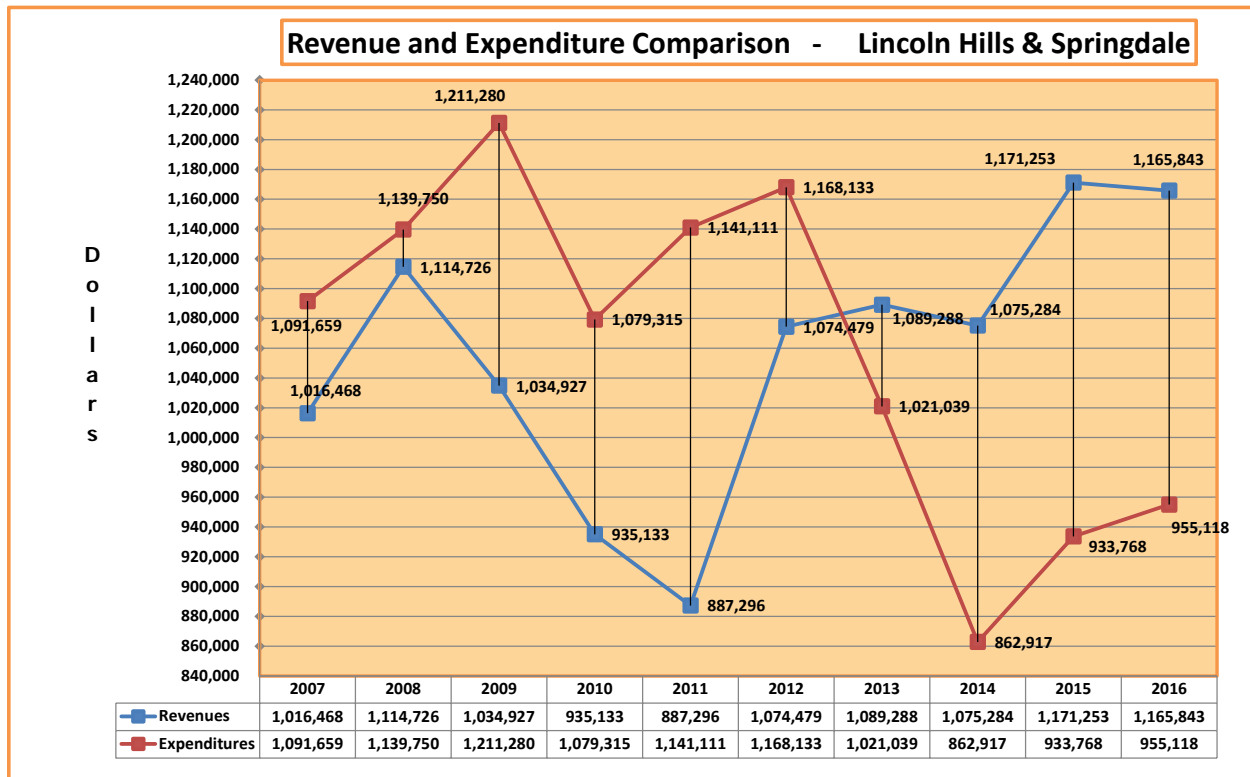
### Springdale - Revenues and Expenditures Comparison



## COMBINED GOLF COURSES – REVENUES AND EXPENDITURES

CALENDAR YEAR 7-YEAR ANALYSIS (2010 - 2016)

COMBINED COURSES	2010	2011	2012	2013	2014	2015	2016
REVENUES	935,133	1,735,742	1,284,479	1,372,934	1,075,284	1,171,253	1,165,843
IMPRELIS FUNDS				192,046			
G.F. CONTRIBUTION (G.F. CONT.)		848,446	210,000	91,600			
NET REVENUES OF G.F. CONT.	935,133	887,296	1,074,479	1,089,288	1,075,284	1,171,253	1,165,843
EXPENDITURES							
ADMINISTRATIVE	31,614	33,194	32,860	35,097	37,250	38,423	36,257
MAINTENANCE	541,033	556,524	535,625	445,849	295,154	343,681	335,011
CLUBHOUSE	431,470	423,697	474,536	445,159	429,995	441,111	473,835
TOTAL EXPENDITURES	1,004,117	1,013,415	1,043,021	926,105	762,399	823,215	845,103
OPERATING INCOME/(LOSS) Before Dep	(68,984)	(126,119)	31,458	163,183	312,885	348,038	320,740
DEPRECIATION (DEP.)	55,198	107,693	115,112	107,404	100,518	110,553	110,014
G.F. CONTRIBUTION (G.F. CONT.)	20,000	20,003	10,000				
NET SURPLUS/(LOSS)	(144,182)	(253,815)	(93,655)	55,779	212,367	237,485	210,725



## REVENUE AND EXPENDITURES COMPARISON - 3 YEARS

REVENUES:	2014			2015			2016		
	SPRINGDALE	LINC. HILLS	TOTAL	SPRINGDALE	LINC. HILLS	TOTAL	SPRINGDALE	LINC. HILLS	TOTAL
WEEKDAY GREENS FEES	162,552	180,890	343,442	186,016	207,924	393,940	184,596	202,117	386,714
WEEKEND GREENS FEES	94,702	110,808	205,510	84,132	116,219	200,351	92,520	105,267	197,787
FOOD & BEVERAGE	31,507	44,027	75,534	34,535	49,979	84,514	34,381	48,268	82,650
MERCHANDISE	7,413	13,534	20,947	7,669	18,727	26,395	7,836	14,963	22,798
PULL CART RENTAL	4,643	4,274	8,917	4,817	4,823	9,639	5,262	5,118	10,380
GOLF CART RENTAL	71,323	77,780	149,103	74,204	96,111	170,314	82,728	90,863	173,591
GAM HANDICAP	596	1,142	1,738	452	1,232	1,684	641	1,766	2,407
CLASSES	0	90,142	90,142	0	95,130	95,130	140	89,252	89,392
BUSINESS MEMBERSHIPS	4,440	5,800	10,240	4,120	6,800	10,920	3,350	7,660	11,010
NON-RESIDENT MEMBERSHIPS	38,855	77,765	116,620	40,059	89,709	129,768	35,850	96,400	132,250
UNLIMITED GOLF PASS	0	4,600	4,600	1,000	4,050	5,050	-11	3,600	3,589
PACKAGE CLUB PASSES	435	145	580	145	580	725	0	0	0
TOURNAMENT ENTRY FEES	3,909	6,447	10,356	5,221	5,129	10,350	5,386	4,797	10,183
INTEREST INCOME	0	15,036	15,036	0	11,937	11,937	0	17,392	17,392
LEASE INCOME	9,600	12,418	22,018	9,600	8,093	17,693	18,600	6,727	25,327
CELL TOWER ACCESS FEE	0	0	0	998	999	1,997	0	0	0
MISCELLANEOUS INCOME	91	375	467	337	415	752	0	308	308
CASH OVERAGE/(SHORTAGE)	11	25	36	38	54	93	31	35	66
GENERAL FUND CONTRIBUTION	0	0	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>430,076</b>	<b>645,208</b>	<b>1,075,284</b>	<b>453,342</b>	<b>717,911</b>	<b>1,171,253</b>	<b>471,310</b>	<b>694,533</b>	<b>1,165,843</b>

EXPENSES:	2014			2015			2016		
	SPRINGDALE	LINC. HILLS	TOTAL	SPRINGDALE	LINC. HILLS	TOTAL	SPRINGDALE	LINC. HILLS	TOTAL
ADMINISTRATIVE CHARGE	18,525	18,525	37,050	18,510	18,510	37,020	17,425	17,425	34,850
AUDIT	100	100	200	702	702	1,403	704	703	1,407
<b>SUB-TOTAL ADMINISTRATIVE</b>	<b>18,625</b>	<b>18,625</b>	<b>37,250</b>	<b>19,212</b>	<b>19,212</b>	<b>38,423</b>	<b>18,129</b>	<b>18,128</b>	<b>36,257</b>

	2014			2015			2016		
MAINTENANCE	SPRINGDALE	LINC. HILLS	TOTAL	SPRINGDALE	LINC. HILLS	TOTAL	SPRINGDALE	LINC. HILLS	TOTAL
SALARIES AND WAGES	57,322	63,643	120,964	75,166	89,259	164,425	67,031	73,967	140,999
OVERTIME PAY	232	227	459	(2,158)	(3,157)	(5,315)	159	0	159
LONGEVITY	648	648	1,296	(600)	(600)	(1,199)	24	24	48
FICA	4,142	5,090	9,232	5,503	6,505	12,008	5,096	5,613	10,709
HOSPITALIZATION	4,163	4,072	8,234	3,519	3,508	7,027	4,640	4,665	9,304
LIFE	171	169	340	184	183	367	180	181	361
RETIREE HEALTH CARE	5,866	5,758	11,624	(852)	(977)	(1,828)	1,577	1,622	3,200
DENTAL/OPTICAL	727	722	1,450	674	672	1,346	650	653	1,302
DISABILITY INSURANCE	301	299	600	280	279	559	280	281	561
WORKER'S COMPENSATION	665	804	1,469	731	858	1,589	656	726	1,383
SICK TIME PAY OUT	(226)	(226)	(452)	0	0	0	0	0	0
RETIREMENT CONTRIBUTION	929	858	1,787	(954)	(971)	(1,925)	1,419	1,519	2,938
HRA BENEFIT	510	510	1,020	10	10	20	10	10	20
HEALTH SAVINGS BENEFIT	1,451	1,446	2,897	2,148	2,162	4,310	3,626	3,635	7,261
OPERATING SUPPLIES	37,352	41,563	78,915	38,840	38,170	77,011	33,790	36,437	70,227
OTHER CONTRACTUAL SERVICE	2,004	3,872	5,876	11,150	5,707	16,857	5,134	5,226	10,360
TELEPHONE	0	0	0	0	0	0	0	0	0
ELECTRICITY	2,079	9,389	11,468	2,978	10,410	13,388	3,226	10,578	13,804
GAS	1,141	887	2,028	1,532	935	2,467	1,327	1,211	2,538
WATER	0	194	194	0	182	182	0	203	203
TRAINING	50	50	100	593	593	1,187	241	188	428
PRINTING & PUBLISHING	54	54	109	60	60	119	47	0	47
EQUIPMENT RENTAL	15,597	19,948	35,545	22,078	24,018	46,096	29,160	29,999	59,159
BUILDINGS	0	0	0	0	0	0	0	0	0
MACHINERY & EQUIPMENT	0	3,995	3,995	0	0	0	0	0	0
PUBLIC IMPROVEMENTS	0	18,590	18,590	2,495	2,495	4,990	5,990	0	5,990
CONTRIBUTED EXP - CAP OUTLA	0	(22,585)	(22,585)	0	0	0	(5,990)	0	(5,990)
<b>SUB-TOTAL MAINTENANCE</b>	<b>135,177</b>	<b>159,977</b>	<b>295,154</b>	<b>163,378</b>	<b>180,303</b>	<b>343,681</b>	<b>158,274</b>	<b>176,738</b>	<b>335,011</b>

	2014			2015			2016		
CLUBHOUSE:	SPRINGDALE	LINC. HILLS	TOTAL	SPRINGDALE	LINC. HILLS	TOTAL	SPRINGDALE	LINC. HILLS	TOTAL
SALARIES AND WAGES	98,279	112,320	210,599	88,016	123,961	211,977	83,832	116,926	200,758
OVERTIME	940	1,180	2,120	(782)	1,885	1,103	704	3,828	4,531
LONGEVITY	291	291	583	(221)	(221)	(442)	35	35	70
FICA	8,426	9,053	17,479	6,656	9,608	16,263	6,450	9,221	15,671
HOSPITALIZATION	818	823	1,641	11,026	11,150	22,176	12,603	12,243	24,846
LIFE	43	44	87	22	23	45	21	21	42
RETIREE HEALTH CARE	2,157	2,177	4,334	165	252	416	1,847	1,870	3,717
DENTAL/OPTICAL	148	149	298	59	66	126	53	55	108
DISABILITY	60	60	120	24	28	52	22	23	45
WORKER'S COMPENSATION	1,268	1,374	2,642	840	1,217	2,057	829	1,180	2,010
SICK TIME PAYOUT	0	0	0	0	0	0	0	0	0
RETIREMENT CONTRIBUTION	(1,245)	(1,237)	(2,481)	(700)	(712)	(1,412)	1,637	1,758	3,394
HRA BENEFIT	20	20	40	20	20	40	20	20	40
HEALTH SAVINGS BENEFIT	218	219	437	20	53	72	7,851	7,852	15,703
OPERATING SUPPLIES	6,914	14,571	21,485	9,600	10,030	19,630	13,056	14,610	27,665
CONCESSIONS	0	0	0	0	0	0	0	0	0
FOOD & BEVERAGE	11,001	15,324	26,324	12,537	18,225	30,762	12,256	15,230	27,486
BEER & WINE PURCHASES	5,068	5,586	10,654	5,759	6,562	12,321	7,259	6,338	13,596
INSTRUCTORS	0	0	0	0	0	0	0	0	0
OTHER CONTRACTUAL SERVICES	11,343	9,817	21,160	9,171	10,082	19,253	10,372	18,482	28,854
TELEPHONE	764	771	1,535	1,198	952	2,150	1,146	1,168	2,314
MERCHANDISE	4,491	10,575	15,066	6,197	12,733	18,931	7,777	14,119	21,895
CONTRACTUAL ALARM	946	1,546	2,491	747	1,674	2,421	946	1,743	2,688
ELECTRICITY	4,281	0	4,281	4,563	0	4,563	5,081	0	5,081
GAS	1,729	282	2,011	1,632	282	1,915	1,314	299	1,613
WATER	1,480	1,735	3,215	2,323	3,982	6,305	2,322	1,933	4,256
LIQUOR LICENSE	1,253	1,253	2,505	1,253	1,253	2,505	1,253	1,253	2,505
PRINTING & PUBLISHING	1,511	1,387	2,898	1,128	1,629	2,756	1,315	1,390	2,705
MARKETING & ADVERTISING	921	1,071	1,991	3,387	2,051	5,438	176	176	351
MISCELLANEOUS	0	0	0	0	0	0	0	0	0
DEPRECIATION	47,701	52,817	100,518	49,919	60,634	110,553	51,807	58,207	110,014
EQUIPMENT RENTAL	13,125	16,106	29,231	15,603	16,268	31,871	14,821	17,855	32,676
TRAINING	0	0	0	0	0	0	699	699	1,399
LIABILITY INSURANCE	21,664	21,664	43,327	13,909	13,909	27,817	13,909	13,909	27,817
CONTRIBUTED EXP. - CAP. OUTL	(2,533)	(2,460)	(4,993)	(15,846)	0	(15,846)	0	(8,201)	(8,201)
MACHINERY & EQUIPMENT	1,853	2,070	3,923	0	0	0	0	2,106	2,106
FURNITURE	2,533	2,460	4,993	0	0	0	0	0	0
BUILDINGS	0	0	0	0	0	0	0	0	0
PUBLIC IMPROVEMENTS			0	15,846	0	15,846	0	6,095	6,095
CONTRIBUTION TO GENERAL FU	0	0	0	0	0	0	0	0	0
<b>SUB-TOTAL CLUBHOUSE</b>	<b>247,467</b>	<b>283,046</b>	<b>530,513</b>	<b>244,070</b>	<b>307,594</b>	<b>551,664</b>	<b>261,410</b>	<b>322,439</b>	<b>583,850</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>401,269</b>	<b>461,648</b>	<b>862,917</b>	<b>426,659</b>	<b>507,109</b>	<b>933,768</b>	<b>437,813</b>	<b>517,305</b>	<b>955,118</b>
<b>TOTAL REVENUES</b>	<b>430,076</b>	<b>645,208</b>	<b>1,075,284</b>	<b>453,342</b>	<b>717,911</b>	<b>1,171,253</b>	<b>471,310</b>	<b>694,533</b>	<b>1,165,843</b>
<b>OPERATING INCOME (LOSS)</b>	<b>28,807</b>	<b>183,560</b>	<b>212,367</b>	<b>26,683</b>	<b>210,802</b>	<b>237,485</b>	<b>33,497</b>	<b>177,228</b>	<b>210,725</b>

# LINCOLN HILLS – LONG TERM PLAN FISCAL YEARS

## LINCOLN HILLS - 5 YEAR LONG TERM PLAN

REVENUES	F.Y. 2013-2014	F.Y. 2014-2015	F.Y. 2015-2016	F.Y. 2016-2017	F.Y. 2017-2018	F.Y. 2018-2019	F.Y. 2019-2020	F.Y. 2020-2021	F.Y. 2021-2022
LINE ITEM	ACTUAL	ACTUAL	ACTUAL	6/30/2017	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
WEEKDAY GREENS FEES	192,369	180,825	216,548	195,000	198,900	202,878	206,936	211,074	215,296
WEEKEND GREENS FEES	113,746	103,760	115,926	110,000	112,200	114,444	116,733	119,068	121,449
FOOD & BEVERAGE	50,058	45,140	51,038	55,000	56,100	57,222	58,366	59,534	60,724
MERCHANDISE	17,036	14,523	17,415	17,500	17,850	18,207	18,571	18,943	19,321
PULL CART RENTAL	4,234	4,262	5,182	5,200	5,304	5,410	5,518	5,629	5,741
GOLF CART RENTAL	81,630	83,102	97,928	97,000	98,940	100,919	102,937	104,996	107,096
GAM HANDICAP	1,322	1,142	1,232	1,250	1,275	1,301	1,327	1,353	1,380
CLASSES	90,326	90,895	96,646	90,000	91,800	93,636	95,509	97,419	99,367
BUSINESS MEMBERSHIPS	5,850	6,750	7,460	7,500	7,650	7,803	7,959	8,118	8,281
NON-RESIDENT MEMBERSHIPS	79,925	86,974	96,650	86,000	88,000	88,000	88,000	88,000	88,000
UNLIMITED GOLF PASS	5,000	4,050	3,600	3,600	4,000	4,000	4,000	5,000	5,000
PACKAGE CLUB PASSES	435	580	0	400	1,000	1,000	1,500	1,500	2,000
TOURNAMENT ENTRY FEES	7,965	7,347	5,433	7,000	7,500	8,000	8,500	8,500	9,000
INTEREST INCOME	14,404	11,309	14,795	14,000	14,000	14,500	14,500	14,500	14,500
LEASE INCOME	12,236	11,037	6,628	10,000	10,200	10,404	10,612	10,824	11,041
CELL TOWER ACCESS FEE/CABLE GRANT	645	999	1,019	1,000	1,020	1,040	1,061	1,082	1,104
MISCELLANEOUS INCOME	120	538	422	300	306	312	318	325	331
CASH OVERAGE/(SHORTAGE)	0	73	76	0	0	0	0	0	0
GENERAL FUND CONTRIBUTION	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>677,300</b>	<b>653,305</b>	<b>737,999</b>	<b>700,750</b>	<b>716,045</b>	<b>729,076</b>	<b>742,347</b>	<b>755,864</b>	<b>769,632</b>

% INCREASE		-3.54%	12.96%	-5.05%	2.18%	1.82%	1.82%	1.82%	1.82%
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## ADMINISTRATIVE FEE

EXPENDITURES	F.Y. 2013-2014	F.Y. 2014-2015	F.Y. 2015-2016	F.Y. 2016-2017	F.Y. 2017-2018	F.Y. 2018-2019	F.Y. 2019-2020	F.Y. 2020-2021	F.Y. 2021-2022
LINE ITEM	ACTUAL	ACTUAL	ACTUAL	6/30/2017	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
Administrative fee	17,190	19,860	17,160	17,690	17,955	18,225	18,498	18,776	19,057
Audit	674	100	702	654	664	674	684	694	704
Contingency	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>17,864</b>	<b>19,960</b>	<b>17,862</b>	<b>18,344</b>	<b>18,619</b>	<b>18,898</b>	<b>19,182</b>	<b>19,469</b>	<b>19,761</b>

% INCREASE		11.74%	-10.51%	2.70%	1.50%	1.50%	1.50%	1.50%	1.50%
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MAINTENANCE									
EXPENDITURES	F.Y. 2013-2014	F.Y. 2014-2015	F.Y. 2015-2016	F.Y. 2016-2017	F.Y. 2017-2018	F.Y. 2018-2019	F.Y. 2019-2020	F.Y. 2020-2021	F.Y. 2021-2022
LINE ITEM	ACTUAL	ACTUAL	ACTUAL	6/30/2017	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
SALARIES AND WAGES	80,663	78,998	89,072	81,980	81,980	83,620	85,292	86,998	88,738
OVERTIME PAY	4,616	(3,007)	1	1,000	1,000	1,000	1,000	1,000	1,000
LONGEVITY	648	24	24	25	25	25	26	26	26
FICA	7,126	5,425	6,769	6,430	6,430	7,526	7,676	7,830	7,986
HOSPITALIZATION	8,083	2,685	4,558	5,030	5,030	5,080	5,131	5,182	5,234
LIFE	170	192	183	180	180	182	184	185	187
RETIREE HEALTH CARE	13,770	777	541	300	300	303	306	309	312
DENTAL/OPTICAL	852	716	680	690	690	697	704	711	718
DISABILITY INSURANCE	351	297	283	300	300	303	306	309	312
WORKER'S COMPENSATION	1,114	786	878	870	870	879	887	896	905
SICK TIME OUT	(226)	0	0	0	0	0	0	0	0
RETIREMENT CONTRIBUTION	6,539	(276)	1,506	1,150	1,150	1,162	1,173	1,185	1,197
HRA BENEFIT	510	10	10	470	470	475	479	484	489
HSA CONTRIBUTION	483	2,189	2,972	3,001	3,031	3,062	3,092	3,123	3,155
OPERATING SUPPLIES	42,927	43,455	40,000	42,000	45,000	45,000	45,000	45,000	45,000
OTHER CONTRACTUAL SERVICE	3,702	5,147	5,225	8,800	8,100	8,222	8,345	8,470	8,597
TELEPHONE	52	0	0	0	0	0	0	0	0
ELECTRICITY	11,193	8,346	8,513	8,684	8,857	9,034	9,215	9,399	9,587
GAS	1,105	195	199	200	204	208	212	216	221
WATER	279	194	197	200	204	208	212	216	221
TRAINING	233	551	562	575	587	598	610	622	635
PRINTING & PUBLISHING	184	60	61	75	77	78	80	81	83
EQUIPMENT RENTAL	20,004	19,018	25,000	25,000	25,000	25,000	29,000	29,000	29,000
BUILDINGS	0	0	0	0	0	0	0	0	0
EQUIPMENT & MACHINERY	3,995	0	0	0	0	0	0	0	0
PUBLIC IMPROVEMENTS	18,590	2,495	0	5,000	15,000	15,000	20,000	0	0
CAPITAL OUTLAY	(22,585)	(2,495)	0	(5,000)	(15,000)	(15,000)	(20,000)	0	0
TOTALS	204,380	165,781	187,233	186,960	189,485	192,661	198,931	201,245	203,604
% INCREASE		-18.89%	12.94%	-0.15%	1.35%	1.68%	3.25%	1.16%	1.17%

CLUBHOUSE									
EXPENDITURES	F.Y. 2013-2014	F.Y. 2014-2015	F.Y. 2015-2016	F.Y. 2016-2017	F.Y. 2017-2018	F.Y. 2018-2019	F.Y. 2019-2020	F.Y. 2020-2021	F.Y. 2021-2022
LINE ITEM	ACTUAL	ACTUAL	ACTUAL	6/30/2017	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
SALARIES AND WAGES	120,535	107,366	126,849	128,118	129,399	130,693	132,000	133,320	134,653
OVERTIME	4,240	734	3,327	3,360	3,394	3,428	3,462	3,497	3,532
LONGEVITY	444	35	35	36	36	36	37	37	37
FICA	9,567	8,625	9,959	11,531	11,646	11,762	11,880	11,999	12,119
HOSPITALIZATION	1,767	5,723	12,072	12,193	12,315	12,438	12,562	12,688	12,815
LIFE	53	25	23	23	23	23	24	24	24
RETIREE HEALTH CARE	3,411	843	1,071	1,081	1,092	1,103	1,114	1,125	1,137
DENTAL/OPTICAL	220	79	64	65	65	66	67	67	68
DISABILITY	89	32	27	27	28	28	28	28	29
WORKER'S COMPENSATION	1,452	1,183	1,281	1,294	1,306	1,320	1,333	1,346	1,359
SICK TIME PAYOUT	0	0	0	0	0	0	0	0	0
RETIREMENT CONTRIBUTION	(470)	(286)	1,765	1,783	1,801	1,819	1,837	1,855	1,874
HRA BENEFIT	20	20	20	20	20	21	21	21	21
HSA CONTRIBUTION	254	42	48	48	49	49	50	50	51
OPERATING SUPPLIES	13,396	12,973	13,232	13,497	13,767	14,042	14,323	14,610	14,902
FOOD & BEVERAGE	15,819	16,338	17,622	17,000	17,000	18,000	19,000	19,000	19,000
BEER & WINE	6,282	6,200	5,817	7,000	8,000	8,000	9,000	9,000	9,000
OTHER CONTRACTUAL SERVICES	11,134	10,933	14,378	16,000	11,500	11,845	12,200	12,566	12,943
TELEPHONE	705	1,219	1,231	1,244	1,256	1,269	1,281	1,294	1,307
MERCHANDISE	11,568	13,412	13,546	13,681	13,818	13,956	14,096	14,237	14,379
CONTRACTUAL ALARM	1,520	1,744	1,600	1,632	1,632	1,632	1,632	1,632	1,632
ELECTRICITY	0	0	0	0	0	0	0	0	0
GAS	363	279	282	285	287	290	293	296	299
WATER	1,718	1,783	1,801	1,819	1,837	1,855	1,874	1,892	1,911
LIQUOR LICENSE	1,253	1,253	1,350	1,350	1,350	1,350	1,350	1,350	1,350
PRINTING & PUBLISHING	750	923	2,000	2,000	2,000	2,000	2,000	2,000	2,000
MARKETING & ADVERTISING	995	774	5,000	5,000	5,000	5,000	5,000	5,000	5,000
DEPRECIATION	57,134	57,707	58,284	58,867	59,456	60,050	60,651	61,257	61,870
EQUIPMENT RENTAL	14,851	16,328	20,000	20,000	20,000	20,000	20,000	20,000	20,000
LIABILITY INSURANCE	22,492	13,909	16,892	17,061	17,232	17,404	17,578	17,754	17,932
CONTRIBUTION EXP. - CAP. OUTLAY	(2,460)	0	(2,106)	0	(10,500)	(5,000)	0	0	0
PUBLIC IMPROVEMENTS	0	0	0	0	10,500	5,000	0	0	0
MACHINERY & EQUIPMENT	1,853	0	2,106	0	0	0	0	0	0
FURNITURE	2,460	0	0	0	0	0	0	0	0
TOTALS	303,412	295,410	329,577	336,014	335,310	339,481	344,693	347,947	351,244

% INCREASE		-2.64%	11.57%	1.95%	-0.21%	1.24%	1.54%	0.94%	0.95%
Revenues	677,300.22	653,305.06	737,998.55	700,750.00	716,045.00	729,075.90	742,347.42	755,864.37	769,631.65
Expenditures	525,655.56	481,151.05	534,671.46	541,318.16	543,413.29	551,039.42	562,805.63	568,661.72	574,609.27

## SPRINGDALE – LONG TERM PLAN FISCAL YEARS

### SPRINGDALE - 5 YEAR LONG TERM PLAN

REVENUES LINE ITEM	F.Y. 2013-2014 ACTUAL	F.Y. 2014-2015 ACTUAL	F.Y. 2015-2016 ACTUAL	F.Y. 2016-2017 6/30/2017	F.Y. 2017-2018 PROJECTED	F.Y. 2018-2019 PROJECTED	F.Y. 2019-2020 PROJECTED	F.Y. 2020-2021 PROJECTED	F.Y. 2021-2022 PROJECTED
WEEKDAY GREENS FEES	161,273	182,737	182,734	185,000	187,000	189,805	192,652	195,542	198,475
WEEKEND/HOLIDAY GREENS FEES	88,166	90,428	86,982	90,000	93,000	94,395	95,811	97,248	98,707
FOOD & BEVERAGE SALES	31,655	35,050	34,375	40,000	44,000	48,400	53,240	58,564	59,442
MERCHANDISE SALES	7,000	7,774	7,016	7,500	8,000	8,000	8,500	8,500	9,000
PULL CARTS	3,997	4,975	4,812	5,000	5,075	5,151	5,228	5,307	5,386
ELECTRIC CART RENTALS	69,605	74,104	77,113	79,000	80,580	82,192	83,835	85,512	86,795
GAM HANDICAP	650	596	452	600	606	612	618	624	634
CLASSES	0	0	0	0	0	0	0	0	0
TOURNAMENT ENTRY FEES	2,373	5,109	5,052	6,000	6,500	6,500	7,000	7,000	7,500
BUSINESS MEMBERSHIPS	4,390	4,150	3,670	4,000	4,000	4,200	4,200	4,500	4,500
NON-RESIDENT MEMEBERSHIPS	47,594	41,084	34,400	50,000	50,000	50,000	50,000	50,000	50,000
UNLIMITED GOLF PASS	0	1,000	(11)	2,000	3,000	4,000	5,000	5,000	5,000
PACKAGE CLUB PASS	435	145	0	500	900	1,000	1,500	1,500	2,000
INVESTMENT INCOME	0	0	0	0	0	0	0	0	0
LEASE PAYMENTS	9,600	9,600	9,600	9,000	9,000	9,000	9,000	9,000	9,000
CELL TOWER ACCESS FEE/CABLE GRANT	0	998	0	0	0	0	0	0	0
SUNDRY & MISCELLANEOUS	85	80	292	100	100	100	100	100	100
CASH OVERAGE/(SHORTAGE)	0	66	(6)	0	0	0	0	0	0
GENERAL FUND	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>426,822</b>	<b>457,895</b>	<b>446,480</b>	<b>478,700</b>	<b>491,761</b>	<b>503,355</b>	<b>516,685</b>	<b>528,397</b>	<b>536,539</b>

% INCREASE	7.28%	-2.49%	7.22%	2.73%	2.36%	2.65%	2.27%	1.54%
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### ADMINISTRATIVE FEE

EXPENDITURES LINE ITEM	F.Y. 2013-2014 ACTUAL	F.Y. 2014-2015 ACTUAL	F.Y. 2015-2016 ACTUAL	F.Y. 2016-2017 6/30/2017	F.Y. 2017-2018 PROJECTED	F.Y. 2018-2019 PROJECTED	F.Y. 2019-2020 PROJECTED	F.Y. 2020-2021 PROJECTED	F.Y. 2021-2022 PROJECTED
ADMINISTRATIVE FEE	16,560	19,860	17,160	17,690	17,955	18,225	18,498	18,776	19,057
AUDIT	640	100	702	654	675	675	700	700	700
CONTINGENCY	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>17,200</b>	<b>19,960</b>	<b>17,862</b>	<b>18,344</b>	<b>18,630</b>	<b>18,900</b>	<b>19,198</b>	<b>19,476</b>	<b>19,757</b>

% INCREASE	16.05%	-10.51%	2.70%	1.56%	1.45%	1.58%	1.45%	1.45%
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MAINTENANCE									
EXPENDITURES	F.Y. 2013-2014	F.Y. 2014-2015	F.Y. 2015-2016	F.Y. 2016-2017	F.Y. 2017-2018	F.Y. 2018-2019	F.Y. 2019-2020	F.Y. 2020-2021	F.Y. 2021-2022
LINE ITEM	ACTUAL	ACTUAL	ACTUAL	6/30/2017	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
SALARIES & WAGES	80,490	72,696	69,036	81,320	81,320	81,320	81,320	81,320	81,320
OVERTIME	4,609	(2,008)	1	1,000	1,000	1,000	1,000	1,000	1,000
LONGEVITY	648	24	24	20	20	20	20	20	20
FICA	6,574	4,554	5,237	6,380	6,380	6,380	6,380	6,380	6,380
HOSPITALIZATION	8,001	2,710	4,503	4,790	4,790	4,790	4,790	4,790	4,790
LIFE	161	194	182	180	180	180	180	180	180
RETIRE CONTRIB HEALTH	13,936	922	480	2,695	2,695	2,695	2,695	2,695	2,695
DENTAL/OPTICAL	818	722	671	680	680	680	680	680	680
LT/ST DISABILITY	338	299	280	300	300	300	300	300	300
WORKERS COMPENSATION	1,026	665	674	830	830	830	830	830	830
RETIRE EMPLOYR CONTRIB	9,495	(254)	1,399	1,090	1,090	1,090	1,090	1,090	1,090
HRA	510	10	10	510	510	510	510	510	510
RET DEF CONTR EMPLOY	0	1,364	2,107	2,728	2,728	2,728	2,728	2,728	2,728
HSA CONTRIB EMPLOYR	381	831	831	950	950	950	950	950	950
OPERATING SUPPLIES	30,187	36,920	38,435	42,000	42,000	42,000	42,000	45,000	45,000
OTHER CONTRACTUAL SRVCS	891	5,765	10,771	6,500	13,000	6,500	6,500	6,500	6,500
TELEPHONE	0	0	0	0	0	0	0	0	0
ELECTRICITY	2,722	1,998	3,343	4,000	4,000	4,000	4,200	4,200	4,200
GAS	1,600	1,397	1,335	1,600	1,600	1,700	1,700	1,700	1,700
WATER	0	0	0	0	0	0	0	0	0
TRAINING	283	551	193	600	600	600	600	600	600
PRINTINT & PUBLISHING	130	60	47	100	100	100	100	100	100
EQUIPMENT RENTAL & LEASE	15,572	15,078	29,000	29,000	29,000	29,000	29,000	30,000	30,000
EQUIPMENT & MACHINERY	610	0	0	0	0	0	0	0	0
PUBLIC IMPROVEMENTS	0	2,495	5,990	15,000	21,000	15,000	0	0	0
CAPITAL OUTLAY	0	(2,495)	(5,990)	(15,000)	(21,000)	(15,000)	0	0	0
TOTALS	178,982	144,498	168,559	187,273	193,773	187,373	187,573	191,573	191,573
% INCREASE		-19.27%	16.65%	11.10%	3.47%	-3.30%	0.11%	2.13%	0.00%

CLUBHOUSE									
EXPENDITURES	F.Y. 2013-2014	F.Y. 2014-2015	F.Y. 2015-2016	F.Y. 2016-2017	F.Y. 2017-2018	F.Y. 2018-2019	F.Y. 2019-2020	F.Y. 2020-2021	F.Y. 2021-2022
LINE ITEM	ACTUAL	ACTUAL	ACTUAL	6/30/2017	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
SALARIES & WAGES	97,302	97,447	79,870	84,950	85,800	86,657	87,524	88,399	89,283
OVERTIME PAY	2,188	(873)	756	1,160	1,172	1,183	1,195	1,207	1,219
LONGEVITY	444	35	35	40	40	41	41	42	42
FICA	7,633	8,209	6,170	6,430	6,494	6,559	6,625	6,691	6,758
HOSPITALIZATION	1,756	5,719	11,949	12,670	12,797	12,925	13,054	13,184	13,316
LIFE	53	25	21	20	20	20	21	21	21
RETIRE CONTR HEALTH	3,384	831	960	3,333	3,366	3,400	3,434	3,468	3,503
DENTAL/OPTICAL	218	78	56	80	81	82	82	83	84
LT/ST DISABILITY	89	32	22	30	30	31	31	31	32
WORKERS COMPENSATION	1,166	1,130	790	1,090	1,101	1,112	1,123	1,134	1,146
SICK TIME PAYOUT	0	0	0	0	0	0	0	0	0
RETIRE EMPLOYER CONTRI	(488)	(254)	1,622	1,110	1,170	1,170	1,170	1,170	1,170
HRA BENEFIT	20	20	20	20	20	20	20	20	20
RETIRE CONTRA EMPLYR	0	0	0	3,150	3,150	3,150	3,150	3,150	3,150
HAS CONTR EMPLYR	252	41	13	930	930	930	930	930	930
OPERATING SUPPLIES	6,769	8,327	10,713	12,700	12,700	13,000	13,000	13,000	13,000
FOOD & BEVERAGE	12,500	12,602	12,155	14,000	15,000	16,000	17,000	18,000	19,000
BEER & WINE PURCHASES	5,000	5,714	6,519	6,700	6,700	7,000	7,500	7,500	7,500
OTHER CONTRACTUAL SRVCS	9,000	11,477	7,639	10,000	10,000	11,000	11,000	11,000	11,000
TELEPHONE	613	947	1,093	1,126	1,160	1,194	1,230	1,267	1,305
MERCHANDISE	4,500	5,160	7,516	8,000	8,240	8,487	8,742	9,004	9,274
CONTRACTUAL ALARM	1,101	867	826	1,200	1,200	1,200	1,200	1,200	1,200
ELECTRICITY	4,770	4,494	4,618	4,757	4,900	5,047	5,198	5,354	5,515
GAS	1,776	1,682	1,284	1,323	1,362	1,403	1,445	1,489	1,533
WATER	1,670	1,606	2,965	3,054	3,146	3,240	3,337	3,437	3,540
LIQUOR LICENSE FEE	1,253	1,253	1,253	1,253	1,253	1,253	1,253	1,253	1,253
PRINTING & PUBLISHING	1,068	1,571	847	1,500	1,500	1,500	1,500	1,500	1,500
MARKETING	995	3,149	774	4,000	4,000	4,000	4,000	4,000	4,000
DEPRECIATION	49,518	47,103	51,307	52,333	53,380	54,448	55,537	56,647	57,780
EQUIPMENT RENTAL & LEASE	12,711	14,025	15,424	20,000	20,000	20,000	20,000	20,000	20,000
TRAINING	0	0	0	700	3,500	700	700	700	700
LIABILITY INSURANCE	22,492	16,725	13,909	14,326	14,756	15,198	15,654	16,124	16,608
CAPTIAL OUTLAY	(4,386)	(12,046)	(3,800)	(25,000)	(5,000)	(10,000)	0	0	0
FURNITURE	2,533	0	0	0	0	0	0	0	0
EQUIPMENT & MACHINARY	1,853	0	0	0	0	0	0	0	0
PUBLIC IMPROVEMENTS	0	12,046	3,800	25,000	5,000	10,000	0	0	0
<b>TOTALS</b>	<b>249,750</b>	<b>249,142</b>	<b>241,125</b>	<b>271,985</b>	<b>278,967</b>	<b>281,950</b>	<b>286,696</b>	<b>291,007</b>	<b>295,383</b>
% INCREASE		-0.24%	-3.22%	12.80%	2.57%	1.07%	1.68%	1.50%	1.50%
REVENUES	426,822	457,895	446,480	478,700	491,761	503,355	516,685	528,397	536,539
EXPENDITURES	445,932	413,600	427,545	477,601	491,370	488,223	493,468	502,055	506,713

## **2017 MARKETING PLAN**

Our mission each year is to market and promote the unique features and benefits of the courses effectively to both current and future members. We focus on offering great course conditions and an atmosphere of fun and relaxation.

Our main objectives are simple: recruitment of new members, increase membership satisfaction, increase course usage and food & beverage revenues. The success of increasing membership will in turn provide the revenue necessary to assist in running and improving the golf courses.

### **Recruitment of Members**

- Increase exposure to our Residents
- Host several "Open House" events for specific markets
- Implement a "Guest Day" to showcase our facilities
- Utilize direct mailers to the local communities surrounding golf courses
- Invite past members to come back and visit us through a direct mailer
- Work with the BSD and market to local businesses to increase memberships
- Develop relationships with the local gyms to advertise at their properties
- Utilize the email database of the Birmingham School District to send out information regarding all of our Jr golf programs and activities
- Continue to build relationships with local organizations
- Send out press releases and media promotion

### **Increase Course Usage**

- Continue to work on great playing conditions for members and guests
- Staff to monitor pace of play and improve for member satisfaction
- E-blast in a timely manner to lapsed golfers throughout the season
- Communicate to members the slow periods with periodic promotions
- Introduce weekly golf contests on course
- Market to local businesses to host small and intimate outings
- Add new tournaments for the members; "The Master's", Flag Day, Mixed Foursomes
- Get Golf Ready women programs to develop new golfers

### **Increase Food & Beverage Revenues**

- Implement the new "Frequent Diner" card to members
- Weekly contest on course and winner receives a free entrée
- Work with the League Captains to promote players to have lunch after or before their round
- Train staff to continuously "upsell" the menu
- Hire Line Cooks to increase revenues
- Increase outing events



## MEMORANDUM

Clerk's Office

**DATE:** February 27, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Leslie Pielack, Museum Director

**SUBJECT:** 2017-2020 Birmingham Museum Strategic Plan

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The Museum has been operating under the **2013-2016 Birmingham Historical Museum & Park Strategic Plan** for the past three years. The original plan was developed in collaboration with the public, city officials, the Museum Board, the Museum Friends, and other stakeholders. It also incorporated recommendations for improved museum practices from a 2012 grant-funded study of the museum collection (known as the Museum Assessment Program) conducted by the American Alliance for Museums and the Institute for Museum and Library Services.

As anticipated at the outset, during the past three years, a number of key objectives were achieved, while others were modified or deferred as circumstances dictated. During 2016, the Museum Board reviewed the goals and the objectives of the expiring plan to make necessary modifications and updates for the next three year period.

The resulting **2017-2020 Birmingham Museum Strategic Plan** builds on the foundation of the original strategic plan, continuing its emphasis on the following four goal areas:

1. Community engagement and public access
2. Strategic development and care of the museum collection
3. Strengthening financial and other resources for improved sustainability
4. Marketing and image enhancement

The revisions have been incorporated into a final plan document. It introduces the updated goals, objectives, and strategies in an easy to read chart format, citing the original plan's background and analysis detail as a reference only to minimize redundancy. The differences from the original document to the revised version can be summarized as follows:

- One-time tasks that have been achieved are eliminated. *Ex:* board development training; providing access through expanding public WiFi; enhancing outdoor areas with seating; conducting a historic park resource survey/inventory; develop a fund-raising plan to complete construction of Hill School bell project; studying and making a museum name change
- Related ongoing tasks that are continuing into the revised plan are grouped together. *Ex:* school tours grouped with other tours and educational programs; web, Facebook,

and other online promotion grouped with online events promotion; development of collection-related policies and disaster procedures grouped with developing policies and procedures for building and grounds maintenance; collection digitization activities grouped with collections storage and care; social media tasks grouped with marketing

- Some tasks that were exploratory are streamlined or re-defined. *Ex:* assessing web needs and exploring technology opportunities is now streamlined into expansion of digital collections for public access and exploring joint content with other institutions; exploring and assessing museum brand and marketing needs has been streamlined into completing and implementing a marketing and branding plan
- Many ongoing tasks continue into the revised plan without change. *Ex:* volunteer personnel and professional internship program development; expanding to new audiences; development of interactive exhibit components; developing collaborative programs with the Baldwin Public Library and other organizations; assisting Friends of the Museum in increasing membership; utilizing grant opportunities
- Some tasks that were not undertaken in the original plan are renewed. *Ex:* develop a comprehensive fundraising plan to build the endowment; develop an interpretive plan for both buildings; develop and implement an interpretive plan for the park

These changes reflect the museum's current status and maintain the momentum gained through the original plan while continuing to provide needed flexibility for implementation.

On January 5, 2017, the Museum Board unanimously approved the revised 2017-2020 plan and recommended that it be presented to the City Commission for final approval.

#### SUGGESTED RESOLUTION:

To approve the proposed 2017-2020 Birmingham Museum Strategic Plan.

City of Birmingham

**BIRMINGHAM**  
*The* **MUSEUM**

2017-2020 Strategic Plan

## 2017-2020 STRATEGIC PLAN

### APPROVALS

Museum Board: January 5, 2017

City Commission:

### CONTRIBUTORS

Museum Director: Leslie Pielack

Museum Board Members: James Cristbrook, Russell Dixon, Judith Keefer, Tina Krizanic, Marty Logue, Gretchen Maricak, Caitlin Rosso

*This plan represents an update and revision of the 2013-2016 Museum Strategic Plan*



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## INTRODUCTION

**BACKGROUND AND PROCESS:** In 2012, the Birmingham Museum (formerly Birmingham Historical Museum & Park) adopted a strategic plan for the period of 2013-2016. It was created with input from city staff and officials; the public; local churches, schools, and other cultural organizations; and major stakeholders, especially the Friends of the Birmingham Historical Museum & Park (a.k.a. Birmingham Historical Society). The process was guided by consultant Marilyn Opdyke of Opdyke Consulting Group.

The resulting **2013-2016 Strategic Plan** also incorporated the findings of a **2012 Museum Assessment Program** report, a grant-funded audit and review of the museum's collection provided by the American Alliance of Museums/Institute of Museum & Library Services. The final strategic plan represented a broad effort to respond to community expectations, professional museum standards, and the museum's needs in a changing cultural environment.

At its inception, the 2013-2016 plan was intended to be adjusted as needed during implementation, with a more detailed revision planned for the next period of 2017-2020. Accordingly, during 2016, the Museum Board reviewed and updated the expiring plan based upon progress toward objectives and current museum status.

The 2013-2016 plan emphasized improved collection care and community outreach as well as funding issues and board development. However, a particularly important accomplishment of the period has been the initial phase of the museum's re-branding effort using input from the public and museum stakeholders, as well as current museum trends. With the resulting change in the museum's name and updating of its mission, its identity and message is better aligned with the needs of our community.

**MISSION AND VALUE:** The updated mission statement reflects a more inclusive and contemporary approach to integrating Birmingham's history in meaningful ways for new audiences, enhancing its value to the community and improving its long term sustainability. Its new stated mission is as follows:

**The Birmingham Museum will explore meaningful connections with our past, in order to enrich our community and enhance its character and sustainability. Our mission is to promote understanding of Birmingham's historical and cultural legacy through preservation and interpretation of its ongoing story.**

## OVERVIEW

The **2017-2020 Birmingham Museum Strategic Plan** builds on the foundation of the 2013-2016 plan. It reflects alterations in certain implementation details only, as the original plan continues to provide relevant overall direction.

Plan goals and associated objectives form two different groups; 1) those related to the public service functions of the museum, and 2) those related to strengthening capacity and resources to carry out its mission. (Because of the interconnectedness of museum goals, similar objectives or tasks may appear more than once in the plan, but are separately detailed for convenient reference.)

Following the summarized description of goals and objectives, the plan is presented in table format. This provides an easy to navigate reference that includes the essential elements of *What, How, Who, and When* for the implementation of various strategies and tasks under ideal conditions. The 2017-2020 Strategic Plan is best seen as a living document whose purpose is to provide direction and guidance over the next several years. Optimal effectiveness is achieved by ongoing modification as changing needs dictate. The Museum Board has the role and responsibility of reviewing and making recommendations for plan modification.

**DEFINITIONS:** The following definitions are used in this document.

*Goals: Goals in this plan state where the organization will focus its energies over a defined time frame. They can be short or long term in nature. Goals are not necessarily directly measurable but provide a broad overview or concept of the priorities established by the organization. Goals establish general direction.*

*Objectives: Objectives in this plan are shorter-term milestones that support individual goals. Each goal has several tangible objectives that will move the museum toward reaching that goal. Objectives are concrete, measurable and focused on results.*

*Tasks/Strategies: Strategies or tasks in this plan are specific actions or steps that lead to the accomplishment of the objectives. They are action-oriented, short-term, and include the specific “what, by when and by whom,” components.*

**GOALS and OBJECTIVES:** The four goals and associated objectives of the 2017-2020 Strategic Plan fall into two groups

**1) Service and Mission-Related Goals**

Goal I: Enhance community access, appeal, and engagement, resulting in increased utilization of the Birmingham Museum and broader appreciation for its cultural contribution to the region.

Objectives for Goal I:

- A. Develop and implement strategies and programs that actively engage and connect with the community, and make history and heritage more relevant.
- B. Establish the museum and park as a valued resource and place to encourage community connectivity.
- C. Develop an interpretive plan for both buildings. Enhance utilization of the collection by engaging in impactful events, activities, programs and exhibits.
- D. Develop and implement an interpretive plan for the park. Better utilize the park to share content, engage visitors, and connect them to the museum.
- E. Promote the museum through social media and marketing.

Goal II: Provide stewardship and management of the museum's collection of artifacts, archives, and buildings, in accordance with established professional museum practice.

Objectives for Goal II:

- A. Improve the museum's collection storage organization and environmental controls to protect and preserve the collection.
- B. Improve efficiency, accuracy, and accessibility of collection object records and documentation.
- C. Develop and implement collections-related policies and procedures for collections management; future acquisitions; deaccessioning; disaster preparedness; the museum's hands-on/use collection; building maintenance; and other collections-related policies and procedures in accordance with accepted museum standards.
- D. Provide improved digital access through exploring online or other virtual exhibit/access options.
- E. Seek professional training opportunities for museum staff to provide ongoing skills development and effectiveness.

## **GOALS and OBJECTIVES (Con't):**

### **2) Capacity-Building and Support-Related Goals**

Goal III: Increase funding to assure financial stability and sustainability, and increase the capacity of the Birmingham Museum to serve its mission through fundraising, board development, and building relationships and volunteer resources.

#### Objectives for Goal III:

- A. As a collaborative effort of the Museum Board and Museum Friends, develop a comprehensive fundraising plan for the Birmingham Museum that increases contributions to both operations and the endowment fund.
- B. Support board development by clarifying expectations and further developing the skills of the Museum Board, and seek new board members with complementary skills.
- C. Increase the personnel capacity of the Birmingham Museum by increasing professional staffing, engaging volunteers, and utilizing partner organizations.
- D. Explore grant-writing efforts in conjunction with the Museum Friends to identify opportunities for collaboration.

Goal IV: Define a unified message and marketing plan by using a variety of marketing media to further develop the museum's brand and to increase awareness, interest, and attendance.

#### Objectives for Goal IV:

- A. Identify and utilize free and low-cost marketing resources maintained by specific target audiences, such as city publications, local schools, senior groups, and other community organizations.
- B. Identify our target audiences, and explore and enhance the image the Museum presents to the public through independent and collaborative projects and partnerships that strengthen our ties to the community.
- C. Explore and assess the museum's brand and marketing needs and identify qualified consultants in accordance with City requirements.

## 2017-2020 STRATEGIC PLAN GOALS, OBJECTIVES & TASKS

**Goal I:** Enhance community access, appeal, and engagement, resulting in increased utilization of the Birmingham Museum and broader appreciation for its cultural contribution to the region.

### **Objectives for Goal I:**

**A. Develop and implement strategies and programs that actively engage and connect with the community and make history and heritage more relevant.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Public programming; schools, individuals & families 2. Private programs & tours	1. Museum staff 2. Museum staff	1. Personnel; materials/operational funds 2. Personnel; materials/operational funds	1. Ongoing 2. Ongoing

**B. Establish the museum and park as a valued resource and place to encourage community connectivity.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Facebook and other virtual communication 2. Online calendar, events promotion 3. Enhanced internet capacity to support enhanced online access	1. Museum staff 2. Museum staff 3. City	1. Personnel; operational funds 2. Personnel; operational funds 3. City/grant Funding	1. Ongoing 2. Ongoing 3. Early-mid 2017

**C. Develop an interpretive plan for both buildings. Enhance utilization of the collection by engaging in impactful events, activities, programs and exhibits.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Develop plan 2. Exhibit development	1. Museum staff 2. Museum staff	1. Personnel 2. Personnel, operational funds	1. 2018 2. Ongoing

## 2017-2020 STRATEGIC PLAN GOALS, OBJECTIVES & TASKS

### **Objectives for Goal I (Con't) :**

**D. Develop and implement an interpretive plan for the park. Better utilize the park to share content, engage visitors, and connect them to the museum.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Develop park master plan 2. Develop park interpretive plan 3. Phased landscape construction	1. Museum Board, museum staff 2. Museum staff 3. City/museum staff	1. Personnel, historical survey data, design consultant 2. Personnel 3. Personnel, funding	1. 2018-2019 2. 2019 3. 2019+

**E. Promote the museum through social media and marketing.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Utilize and enhance existing social media communication 2. Explore and develop additional online marketing as appropriate and in accordance with marketing plan (Goal IV A.)	1. Museum staff 2. Museum staff	1. Personnel 2. Personnel, funding	1. Ongoing 2. 2017+

## 2017-2020 STRATEGIC PLAN GOALS, OBJECTIVES & TASKS

**Goal II:** Provide stewardship and management of the museum's collection of artifacts, archives, and buildings, in accordance with established professional museum practice.

### **Objectives for Goal II:**

#### **A. Improve museum collection's storage organization and environmental controls to protect and preserve the collection.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Re-organize storage needs in keeping with accession and de-accession goals (II c.)	1. Museum staff	1. Personnel; funding;	1. 2017-19
2. Improve environmental controls	2. Museum staff	2. Personnel, funding	2. 2017-18
3. Re-housing of artifacts and archives	3. Museum staff	3. Personnel, funding	3. 2017-19
4. Develop artifact assessment & intervention plan	4. Museum staff	4. Personnel	4. 2019-20

#### **B. Improve efficiency, accuracy, and accessibility of collection object records and documentation.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Continue digitization and improvement of digital records and expansion of electronic storage	1. Museum staff; interns/ volunteer professionals	1. Personnel; funding	1. Ongoing

## 2017-2020 STRATEGIC PLAN GOALS, OBJECTIVES & TASKS

### **Objectives for Goal II (con't):**

- C. Develop and implement collections-related policies and procedures for collections management; future acquisitions; deaccessioning; disaster preparedness; the museum's hands-on/use collection; building maintenance; and other collections-related policies and procedures in accordance with accepted museum standards.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Develop and finalize approval of collections policy	1. Museum staff	1. Personnel	1. 2017
2. Develop and finalize disaster preparedness plan	2. Museum staff	2. Personnel-museum and City	2. 2017-18
3. Develop a building and grounds maintenance schedule	3. Museum staff	3. Personnel-museum and City	3. 2017-18

- D. Provide improved digital access through exploring online or other virtual exhibit/access options.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Expansion of digital collections for public access	1. Museum staff	1. Personnel, funding; fiber-optic connectivity	1. 2017-2018;
2. Explore joint content with other institutions	2. Museum staff	2. Personnel, funding	ongoing 2. 2018+

- E. Seek professional training opportunities for museum staff to provide ongoing collection management skills development and effectiveness.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Explore and provide virtual and actual professional training opportunities	1. Museum staff	1. Personnel; funding	A. Ongoing

## 2017-2020 STRATEGIC PLAN GOALS, OBJECTIVES & TASKS

**Goal III: Increase funding to assure financial stability and sustainability, and increase the capacity of the Birmingham Museum to serve its mission through fundraising, board development, and building relationships and volunteer resources.**

### **Objectives for Goal III:**

**A. As a collaborative effort of the Museum Board and Museum Friends, develop a comprehensive fundraising plan for the Birmingham Museum that increases contributions to both operations and the endowment fund.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
Develop plan	Museum Board, Museum Friends, consultant, museum staff	Personnel; funding	2018+

**B. Support board development by clarifying expectations and further developing the skills of the Museum Board, and seek new members with complementary skills.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Provide opportunities for continuing education	1. Museum Board; Museum Friends	1. City/museum personnel; funding	1. Ongoing

**C. Increase the personnel capacity of the Birmingham Museum by increasing professional staffing, engaging volunteers, and utilizing partner organizations.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Pursue appropriate staffing levels and planning	1. Museum staff	1. Personnel; funding	1. Ongoing

**D. Explore grant-writing efforts in conjunction with the Museum Friends to identify opportunities for collaboration.**

<i>Task</i>	<i>Who</i>	<i>Resources Needed</i>	<i>Timeline</i>
1. Identify and explore grant opportunities for supporting museum initiatives	1. Museum staff	1. Personnel; potential partnering organizations	1. 2018+

## 2017-2020 STRATEGIC PLAN GOALS, OBJECTIVES & TASKS

**Goal IV: Define a unified message and marketing plan by using a variety of marketing media to further develop the museum's brand and to increase awareness, interest, and attendance.**

### **Objectives for Goal IV:**

- A. Identify and utilize free and low-cost marketing resources maintained by specific target audiences, such as city publications, local schools, senior groups, and other community organizations.**

<i>Task</i>	<i>Who</i>	<i>Resources</i>	<i>Timeline</i>
1. Complete and implement marketing/branding plan	1. Museum staff; Museum Board; consultant	1. Personnel (City and museum); funding	1. 2017+

- B. Identify our target audiences, and explore and enhance the image the Museum presents to the public through independent and collaborative projects and partnerships that strengthen our ties to the community.**

<i>Task</i>	<i>Who</i>	<i>Resources</i>	<i>Timeline</i>
1. Explore and identify opportunities for collaborative partnerships	1. Museum staff	1. Personnel; funding	1. 2017+

- C. Explore and assess the museum's brand and marketing needs and identify qualified consultants in accordance with City requirements.**

<i>Task</i>	<i>Who</i>	<i>Resources</i>	<i>Timeline</i>
1. Complete and implement marketing plan	1. Museum staff, Museum Board; consultant	1. Personnel; funding	1. 2017+



## MEMORANDUM

City Clerk's Office

**DATE:** February 18, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Cheryl Arft, Acting City Clerk

**SUBJECT:** 2016 Liquor License Review and  
2017 Liquor License Renewal

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Chapter 10, Alcoholic Liquors, of the City Code regulates the licensing of establishments which sell intoxicating liquor for consumption on the premises in the City and directs the City Commission to consider renewal of all existing licenses after a review of the investigative materials collected by the city administration.

There are thirty-three establishments operating in Birmingham with a Class C liquor license in 2016, one establishment (The Townsend Hotel) operating with a Class B (Hotel) liquor license, one establishment (Griffin Claw) operating with a microbrewery license, and one establishment (All Seasons) operating with a Class B Hotel/Resort license. One establishment (LaStrada Caffè) was approved for a license by the City, but has not yet received its license from the State; however, the owner completed the City's application for renewal and submitted it to the Clerk's Office. A total of five licenses are currently in escrow. The establishments with licenses currently in escrow with the MLCC have not been included in this year's review.

### Summary of Findings

The Police Department reports that two establishments, Rojo Mexican Bistro and Café Via were cited for Michigan Liquor Control Commission (MLCC) violations which involved NSF checks, which were later paid. One establishment, Emagine/Palladium, was issued a violation for failing to provide proof of successful alcohol server training.

Additionally, eight establishments had assaultive behavior/disorderly conduct related police contacts – Mad Hatter, Griffin Claw, Forest Grill, Dick O'Dows, 220, Market, Townhouse, and Mitchell's Fish Market. Police Chief Clemence and Commander Chris Busen will be present at the February 27, 2017 City Commission meeting to answer any questions from the City Commission.

The Treasurer's Office reports that as of 2/20/17, four establishments have an outstanding balance owed to the City for past due water and/or tax bills. The owners have been contacted regarding their outstanding balances. One owner has set up a payment plan with the City.

City Planner Ecker notified the Clerk's Office of a violation of the ordinance by The Ironwood Grill. The business has changed its name and possibly its ownership to Four Story Burger. A name change and/or ownership change requires a SLUP amendment approval by the City Commission. The Planning Department has recently been contacted by the business regarding the SLUP process, but no application has been submitted as of February 20, 2017.

Additionally, the Planning Department has reported several establishments which had a variety of items outside the dumpsters at the time of the inspection. Other violations were found by the City's Building Department, Fire Department, and the Oakland County Health Department at the time of the initial inspections. Most of these violations have either been corrected at this time or staff is working with the establishments to correct outstanding violations in a timely manner. City staff and staff from the Oakland County Health Department will continue to work with all the establishments to ensure continued compliance throughout the coming year.

#### Potential City Commission Actions

The Liquor Control Act states that a full year Class B/C liquor license issued by the Michigan Liquor Control Commission (MLCC) shall expire annually on April 30th. Should the City wish to file an objection to the renewal of any particular license, that objection must be filed with the MLCC no later than March 31st of any given year.

The City Commission may either approve the renewal of all the liquor licenses for which an application was received, or set a public hearing for any liquor license which it may wish to consider filing an objection with the Michigan Liquor Control Commission.

If the City Commission wishes to approve the renewal of all of the licenses for which an application was received, suggested resolution #1 may be adopted.

The City Commission may object to the renewal of a liquor license based on one or more of the following reasons: (Section 10-40 of the City Code)

- (1) Licensee's failure to comply with all applicable city and state laws concerning health, safety, moral conduct or public welfare.
- (2) Licensee's repeated violations of state liquor laws.
- (3) Licensee's maintenance of a nuisance upon or in connection with the licensed premises, including but not limited to any of the following:
  - a. Existing violations of building, electrical, mechanical, plumbing, zoning, health, fire or other applicable regulatory codes;
  - b. A pattern of patron conduct in the neighborhood of the licensed premises which is in violation of the law and/or disturbs the peace, order, and tranquility of the neighborhood;
  - c. Failure to maintain the grounds and exterior of the licensed premises, including litter, debris, or refuse blowing or being deposited upon adjoining premises;
  - d. Entertainment on the licensed premises without a permit and/or entertainment which disturbs the peace, order and tranquility in the neighborhood of the licensed premises;
  - e. Any advertising, promotion or activity in connection with the licensed premises which by its nature causes, creates or contributes to disorder, disobedience to rules, ordinances or laws, or contributes to the disruption of normal activity of those in the neighborhood of the licensed premises;
  - f. Numerous police contacts with the licensed premises or the patrons of the premises;
  - g. Failure to adequately staff and control the premises; and
  - h. The conditions or practices of the business present immediate health and safety issues.

- (4) Licensee's failure to permit the inspection of the licensed premises by the city's agents or employees in connection with the enforcement of the City Code.
- (5) Licensee's failure to comply with the terms of its liquor license or any conditions imposed by the city commission or the liquor control commission at the time of issuance or transfer of the license.
- (6) Licensee's failure to comply with all standards and plans established and approved by the city commission at the time of original approval or transfer of the license.
- (7) Licensee's failure to timely pay its taxes or other monies due the city.

If the City Commission wishes to consider objecting to the renewal of one or more licenses, the City Code states that the City Commission may adopt resolution #2 establishing a public hearing date to consider objecting to the renewal of a class B/C license by the Liquor Control Commission. Additionally, the resolution must include a list of the reasons for calling the hearing. The owner(s)/operator(s) of the establishment would then be notified in writing of the date, time, location, and reasoning for the public hearing.

A public hearing must be scheduled in March in order to forward an objection to the Liquor Control Commission by their required deadline of March 31, 2017. It is proposed that the hearing, if necessary, take place on Monday, March 13, 2017 to ensure adequate time to provide the required notifications. If this is the course the City Commission wishes to pursue, both resolutions in suggested resolution #2 should be considered separately. If the liquor licenses for multiple establishments are to be the subjects of public hearings, suggested resolution #2(a) should be adopted separately for each establishment.

#### SUGGESTED RESOLUTION(S):

1. To approve the renewal, for the 2017 licensing period, of all Class B, Class C, and microbrewery liquor licenses for which a current year application was received.

- OR -

2. (Each of the following resolutions to be considered with separate motions.)
  - a. To set a public hearing for 7:30 PM on Monday, March 13, 2017 in the City Commission Room at the Birmingham Municipal Building, 151 Martin, Birmingham, MI 48009, to consider whether to file an objection with the Michigan Liquor Control Commission to the renewal of the license for consumption of intoxicating liquor on the premises currently held by the owners/operators of \_\_\_\_\_, for the following reasons: \_\_\_\_\_;  
 Further, to direct the City Manager to notify the owners/operators of \_\_\_\_\_, in writing, that they may submit any written material for consideration by the City Commission prior to the date of the public hearing or at the hearing, that the licensee may appear in person at the hearing or be represented by counsel and that the licensee may present witnesses or written evidence at the hearing.

- AND -

- b. To approve the renewal for the 2017 licensing period, of all Class B, Class C, and microbrewery liquor licenses for which a current year application was received, except for the license(s) held by \_\_\_\_\_, for which a public hearing has been set.



## MEMORANDUM

Police Department

**DATE:** January 17, 2017

**TO:** Joseph Valentine, City Manager  
Cheryl Arft, Acting City Clerk

**FROM:** Mark Clemence, Police Chief

**SUBJECT:** 2016 Annual ClassB/C Liquor License Report

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Liquor license inspections/decoy operations were conducted at the following Class B/C liquor license establishments/brew pubs in 2016:

1. 220 Merrill
2. All Seasons Senior Living
3. Bella Piatti
4. Big Rock Chop & Brew House/The Reserve
5. Birmingham Sushi Cafe
6. Bistro Joe's
7. Café Via
8. Cameron's Steakhouse
9. Churchill's Bistro
10. Community House
11. Cosi
12. Dick O'Dow's
13. Ellie's Mediterranean Grill & Bar
14. Emagine/Palladium Ironwood Grill
15. Fleming's Prime Steakhouse & Wine Bar
16. Forest Grill
17. Griffin Claw Brewery
18. Hyde Park Steakhouse

19. Luxe Bar & Grill
20. Mad Hatter
21. Market North End
22. Mitchell's Fish Market
23. Phoenecia
24. Rojo Mexican Bistro
25. Salvatore Scallopini
26. Social Kitchen and Bar
27. Streetside Seafood
28. Tallulah Wine Bar & Bistro
29. The Bird and the Bread
30. The Stand
31. Toast
32. Townhouse
33. Townsend Hotel/The Corner Bar
34. Triple Nickel
35. Lincoln Hills Golf Course-City of Birmingham
36. Springdale Golf Course-City of Birmingham

All of the above listed establishments were license compliant according to the standards set by the Michigan Liquor Control Commission (MLCC).

### **2016 Liquor Law Violations**

The Birmingham Police Department conducted liquor decoy operations in all Class B/C licensed establishments/brew pubs in 2016, and again no Class B/C licensed establishments were in violation.

While conducting our decoy operations, SPECIALLY DESIGNATED MERCHANT Walgreen's and the Birmingham Wine Shop were both issued a MLCC Violation for serving a minor and the individual server was also issued a violation for selling to a minor by Birmingham Police Detectives in December 2016.

The State of Michigan issued Rojo Mexican Bistro a violation for a NSF check on 2/11/16, the NSF check was paid on 3/15/16. The State of Michigan again issued a violation for a NSF check against Rojo on 6/30/16, this NSF check was paid on 7/29/16.

The State of Michigan issued a violation against Emagine/Palladium on 3/16/16 for failing to provide proof of successful alcohol server training.

The State of Michigan issued a violation against Café Via for a NSF check on 1/6/16, the NSF check was paid on 2/2/16.

### **2016 Police Contacts**

All Class B/C establishments/brew pubs were checked for assaultive behavior/disorderly conduct related police contacts. The following list details the police related contacts:

1) Mad Hatter (185 N Old Woodward)

- a) June 19<sup>th</sup>, 2016: Intoxicated customers caused a commotion over their bill. A trespass warning was given.

2) Griffin Claw (575 S Eton)

- a) January 1<sup>st</sup>, 2016: An intoxicated customer caused a commotion over not being served more alcohol. A trespass warning was given.
- b) June 18<sup>th</sup>, 2016: A noise complaint was called in. The area checked all quiet.
- c) December 5<sup>th</sup>, 2016: A noise complaint was called in. A verbal warning was given.
- d) December 5<sup>th</sup>, 2016: Another noise complaint was called in. Another verbal warning was given.

3) Forest Grill (735 Forest Ave)

- a) July 16<sup>th</sup>, 2016: A noise complaint was called in. A verbal warning was given.

4) Dick O'Dows (160 W Maple)

- a) January 22<sup>nd</sup>, 2016: Report of two intoxicated males fighting. Both parties separated and sent on their way. Neither party wished to follow through with prosecution.
- b) April 2<sup>nd</sup>, 2016: An aggressive intoxicated male was knocked out. The unknown suspect was never located.

5) 220 (220 E Merrill)

- a) October 15<sup>th</sup>, 2016: An intoxicated female patron was arrested for disorderly conduct and was later issued a city ordinance violation.

6) Market (474 N Old Woodward)

- a) June 4<sup>th</sup>, 2016: Report of two intoxicated males fighting on the sidewalk. Neither party wished to follow through on prosecution. Both parties were separated and sent home.
- b) October 31<sup>st</sup>, 2016: A verbal warning was given on a loud music complaint.
- c) November 11<sup>th</sup>, 2016: One bar patron punched another in the face. Both parties declined to follow through with prosecution.

7) Townhouse (180 Pierce)

- a) June 11<sup>th</sup>, 2016: A noise complaint was heard by officers. A verbal warning was given.
- b) June 26<sup>th</sup>, 2016: A noise complaint was called in. The area was all quiet when checked by officers.
- c) July 4<sup>th</sup>, 2016: An intoxicated patron was disturbing other customers. A cab was called and the intoxicated patron was driven home.
- d) August 1<sup>st</sup> 2016: An intoxicated female threw her drink in another patron's face and then left the bar. The victim didn't wish to have the matter pursued.
- e) September 21<sup>st</sup> 2016: A noise complaint was called in. A verbal warning was given.

8) Mitchell's Fish Market (117 Willits)

- a) January 1st, 2016: One intoxicated co-worker assaulted another. A warrant request was denied by our city attorney.



## MEMORANDUM

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Planning Division

**DATE:** January 12, 2017

**TO:** Joseph A. Valentine, City Manager

**FROM:** Sean Campbell, Assistant City Planner

**APPROVED:** Jana L. Ecker, Planning Director

**SUBJECT:** 2017 Liquor License Review

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Inspections of Class C Restaurants were performed in December 2016. The following conditions were found:

1. **220 Restaurant/Edison's**  
**220 Merrill**  
Acceptable
2. **All Seasons**  
**111 Elm**  
Acceptable
3. **Bella Piatti**  
**167 Townsend**  
Acceptable
4. **Big Rock**  
**245 S Eton**  
Acceptable
5. **Birmingham Sushi Café**  
**377 Hamilton Row**  
Acceptable
6. **Bistro Joe's**  
**34244 Woodward**  
Acceptable
7. **Café Via**  
**310 E. Maple**  
Acceptable

- 8. Cameron's Steakhouse**  
**115 Willis**  
Acceptable
- 9. Churchill's Bistro & Cigar Bar**  
**116 S Old Woodward**  
Acceptable
- 10. Community House**  
**380 S. Bates**  
Acceptable
- 11. Corner Bar**  
**100 Townsend**  
Acceptable
- 12. Cosi**  
**101 N. Old Woodward**  
Acceptable
- 13. Dick O' Dow's**  
**160 W. Maple**  
Acceptable
- 14. Elie's Mediterranean Grill/Bar**  
**263 Pierce**  
Acceptable
- 15. Emagine Theatre & Ironwood Grill**  
**250 N. Old Woodward**  
Acceptable
- 16. Fleming's Prime Steakhouse & Wine Bar**  
**323 N. Old Woodward**  
Acceptable
- 17. Forest Grill**  
**735 Forest**  
Acceptable
- 18. Griffin Claw**  
**575 S. Eton**  
Acceptable
- 19. Hyde Park Prime Steakhouse**  
**201 S. Old Woodward**  
Acceptable

**20. La Strada Caffè**

**243 E. Merrill**

Acceptable

**21. Luxe Bar & Grill**

**525 N. Old Woodward**

Acceptable

**22. Mad Hatter Café**

**185 N. Old Woodward**

Acceptable

**23. Market North End**

**474 N. Old Woodward**

Stacks of recycling bins stored outside of the screened trash enclosure.

**24. Mitchell's Fish Market**

**117 Willits**

Acceptable

**25. Peabody's Dining & Spirits**

**34965 Woodward**

Acceptable

**26. Phoenicia**

**588 S Old Woodward**

Acceptable

**27. Rojo Mexican Bistro**

**250 E Merrill**

Acceptable

**28. Salvatore Scallopini**

**505 N Old Woodward**

Acceptable

**29. Sidecar Slider Bar**

**2506 Merrill**

Acceptable

**30. Social Kitchen & Bar**

**225 E Maple**

Acceptable

**31. Streetside Seafood**

**273 Pierce**

Cardboard boxes stored on ground outside of trash receptacle.

**32. Tallulah Wine Bar and Bistro**

**155 S Bates**

Acceptable

**33. The Bird and the Bread**

**210 S Old Woodward**

Acceptable

**34. The Community House Cafe`**

**380 S Bates**

Acceptable

**35. The Rugby Grille**

**100 Townsend**

Acceptable

**36. The Stand Gastro Bistro**

**34977 Woodward**

Acceptable

**37. Toast**

**203 Pierce**

Acceptable

**38. Townhouse**

**180 Pierce**

Stack of flattened cardboard boxes on ground outside of trash receptacle.

**39. Triple Nickel**

**555 S Old Woodward**

Acceptable



## MEMORANDUM

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Building Department

**DATE:** January 27, 2017

**TO:** Joseph A. Valentine, City Manager

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

**SUBJECT:** 2017 Liquor License Renewal Inspections

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Building Department staff completed the 2017 liquor license inspections in accordance with City Code Section 10-37 of 37 establishments within the City. I am pleased to provide the attached report showing that all are in compliance.

Staff conducted initial and follow-up inspections beginning in early January of this year. The initial inspection is to check for compliance with City regulations including building, electrical, mechanical, and plumbing codes. This year approximately one third of the establishments passed their initial inspection. The manager on site was informed of any deficiencies discovered during the inspection and advised that staff would return within a couple of weeks to verify correction. Follow-up inspections verified corrections are complete and each establishment is in compliance.

In addition, the Building Department obtained the attached report and inspection records from the Oakland County Health Division detailing their inspections and enforcement activities during the prior year for consideration. Inspection records for Griffin Claw and Triple Nickel were missing from the County's report this year. We have requested the missing reports and will provide them as soon as they are received.

# BUILDING DEPARTMENT

## 2017 LCC INSPECTION STATUS REPORT

FACILITY NAME	LOCATION	STATUS
ELIE'S MEDITERREAN GRILL	263 PIERCE ST	APPROVED
BIG ROCK CHOP HOUSE	245 S ETON ST	APPROVED
SIDECAR SLIDER BAR	280 E MERRILL ST	APPROVED
THE STAND	34977 WOODWARD AVE	APPROVED
MARKET	474 N OLD WOODWARD AVE	APPROVED
GRIFFIN CLAW BREWERY	575 S ETON ST	APPROVED
220 RESTAURANT	220 E MERRILL ST	APPROVED
FLEMINGS PRIME STEAKHOUSE	323 N OLD WOODWARD AVE	APPROVED
HYDE PARK STEAKHOUSE	201 S OLD WOODWARD AVE	APPROVED
TOAST ENTERPRISES, LLC	203 PIERCE ST	APPROVED
LASTRADA-CAFE	243 E MERRILL ST	APPROVED
SALVATORE SCALLOPINI RESTAURAN	505 N OLD WOODWARD AVE	APPROVED
TOWNHOUSE KITCHEN & BAR LLC	184 PIERCE ST	APPROVED
BISTRO JOE'S	34244 WOODWARD AVE	APPROVED
CHURCHILL'S	116 S OLD WOODWARD AVE	APPROVED
TOWNSEND HOTEL	100 TOWNSEND ST	APPROVED
TALLULAH LLC	155 S BATES ST FL 1	APPROVED
MITCHELL'S FISH MARKET	117 WILLITS ST	APPROVED
CAFE VIA	310 E MAPLE RD	APPROVED
SOCIAL KITCHEN	225 E MAPLE RD	APPROVED
CAMERON STEAKHOUSE	115 WILLITS ST	APPROVED
LUXE BAR & GRILL	525 N OLD WOODWARD AVE	APPROVED
COMMUNITY HOUSE	380 S BATES ST	APPROVED
BIRMINGHAM SUSHI CAFE INC	377 HAMILTON ROW	APPROVED
ALL SEASONS OF BIRMINGHAM	111 ELM ST	APPROVED
LINCOLN HILLS GOLF COURSE	2666 W 14 MILE RD	APPROVED
TRIPLE NICKEL	555 S OLD WOODWARD AVE STE	APPROVED
SPRINGDALE GOLF COURSE	316 STRATHMORE RD	APPROVED
EMANGINE	209 HAMILTON ROW	APPROVED
ROJO RESTAURANT	250 E MERRILL ST	APPROVED
FOREST GRILL	735 FOREST AVE STE 100	APPROVED
DICK O DOWS	160 W MAPLE RD	APPROVED
STREETSIDE RESTAURANT	273 PIERCE ST	APPROVED

# BUILDING DEPARTMENT

## 2017 LCC INSPECTION STATUS REPORT

FACILITY NAME	LOCATION	STATUS
PHOENICIA RESTAURANT	588 S OLD WOODWARD AVE	APPROVED
BELLA PIATTI LLC	167 TOWNSEND ST	APPROVED
THE BIRD AND THE BREAD	210 S OLD WOODWARD AVE	APPROVED
MAD HATTER	185 N OLD WOODWARD AVE	APPROVED

InspectionGroup.GroupType = LCC ANNUAL AND

2/2

InspectionGroup.DateStarted Between 12/01/2016 AND 01/31/2017



# CITY OF BIRMINGHAM FIRE DEPARTMENT

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572 SOUTH ADAMS • BIRMINGHAM, MICHIGAN 48009 • 248.530.1900 FAX 248.530.1950

February 3, 2017

To: Cheryl Arft, City Clerk

From: Joel Campbell  
Deputy Fire Marshal

Re: 2016, LLC Inspection Report

All the restaurants and bistros in Birmingham holding a Class C liquor license were inspected for fire code violations in January 2017. Upon first inspection any violations of the fire code were noted and discussed with the occupants.

A subsequent re-inspection was conducted in the month and the majority of the violations had been addressed. The violations not yet corrected were noted and once again possible solutions and the need for a quick resolution were discussed with the occupants. A number of re-inspections of these businesses were conducted throughout the month in an effort to clear up all the outstanding violations prior to the submission of this report. Unfortunately not all of the violations have been completely finished. All of these outstanding violations are in the process of being corrected, either parts are on order, or time is scheduled with repair companies to repair needed items. A few of these violations consist of documentation that needs to be submitted to me to comply with the fire code.

I have approved all of the businesses with liquor licenses and recommend their licenses be renewed. The few businesses with outstanding violations have proved to my satisfaction that they are in the process of completing what is needed, to complete the outstanding violations, and be in compliance of the fire codes. The Fire Marshal division will continue to work with these businesses to insure all of the violations are corrected in the very near future.

Sincerely,



Joel Campbell

Deputy Fire Marshal

## Liquor License Inspections

Inbox x



**Joel Campbell**

2:00

to me ▾

Hi Cheryl,

Below are the six businesses which still have outstanding issues that I will continue to follow up on.

1. 735 Forest- Forest Grill

--The report (documentation) for the annual service of the building Fire Alarm system needs to be submitted to me.

2. 185 N. Old Woodward- Mad Hatter

--The report for the annual service of the building Fire Suppression system needs to be submitted to me.

3. 474 N. Old Woodward- North End Market

--The report for the annual service of the building Fire Suppression system needs to be submitted to me.

4. 184 Pierce- Townhouse

--I have received the requested reports for the annual service of the building Fire Suppression system and the building Fire Pur \$50.00 per report has not been received. Per the policy we have adopted, of the two options for submission of the required report to submit the reports himself, which requires him to pay the fees.

5. 220 Merrill- 220 Restaurant

--The front door locking mechanism needs to be replaced with an approved assembly, for means of egress.. This issue has been under inspection. I have talked to the business manager and I have also been contacted by the locksmith they have hired. We have discussed the issue and it has been corrected. I was informed by the locksmith that the lock assembly would be special ordered because of the type of door and we were assured by the business manager correction of this issue was in process and would be completed.

--Due to the addition of appliances in the kitchen, the kitchen hood fire suppression system needed to be re-worked. The business manager is replacing the existing kitchen hood fire suppression system with a new system. I have been in contact with the fire suppression company they have hired, they have reviewed and approved the plans for the new system. I am waiting for the system to be installed and to proceed with the acceptance.

6. 111 Elm- All Seasons

--The report for the annual service of the building Fire Alarm system needs to be submitted to me.

I believe all of these issues will soon be corrected and I will continue to follow up to ensure they are in complete compliance with the code. These issues should cause the renewal of their liquor license to be denied.

Please let me know if you need any further information.

Thank you,

Joel

## 2017 LIQUOR LICENSE REVIEW

APPLICANT	Parcel #	July 2016 Tax Due	Special Assessments Past Due	Prior Year Delinquent Personal Property	Water Account Number	Delinquent Water Due	Total Due	Comments
220 Merrill Restaurant	19-36-202-017				00023-59924			
	99-00-015-113				00237-22056			
All Seasons	19-36-227-029				09901-10370			
	99-00-014-135				09902-10370			
Auchon	99-00-016-115							
Arthur Ave	99-00-016-113							
Bella Piatti	99-00-012-120							
Big Rock Chop & Brew House	20-31-207-001				09063-19102			
	99-01-850-107				09069-34414			
Birmingham Sushi	99-00-010-087				32745-34042			
Bistro Joe's	99-00-002-103				19469-24354			
	19-36-283-025							
Café Via	99-00-010-068							
Cameron Steakhouse	99-00-005-146				31099-25478			
Churchill's Bistro	99-01-009-140				35143-25682			
Community House	19-36-132-007				00190-75528			
					01909-22470			
Cosi	99-00-002-033				20531-30436			
Dick O'Dow's	99-01-960-288				06549-23140	\$20,767.76	\$20,793.96	Payment Plan Received
					06551-23142	\$26.20		
Elle's Mediterranean Café	99-01-930-115				00022-19864			
Imagine Palladium and Ironwood Grill	99-00-016-081							
	99-00-016-082							
Flemings	99-00-008-040							
Forest Grill	99-00-009-074							
Griffin Claw Brewery	99-00-014-048				29898-19115			
	20-31-203-036				29899-19116			
Hyde Park	99-00-013-091				07725-23506			
					33231-25766			
La Strada	99-00-016-108							
Luxe Bar & Grill	99-00-011-030							
Mad Hatter	99-00-015-066				23177-26830			
Market North End	99-00-014-056				07106-23265			
Mitchell's Fish Market	99-00-004-088				31101-25474			
Peabody's	19-36-207-008				07667-23456			
	99-01-003-630	\$2,769.33			07669-23458		\$2,769.33	
Phoenecia	99-01-010-170				00785-22218			
Rojo	99-00-014-118	\$6,329.46		5560.87	34097-25270		\$11,890.33	Chapter 11-per Rojo
Salvatore Scallopini	99-01-850-267				06433-23066			
Social Kitchen & Bar	99-00-013-079							
Streetside Seafood	99-01-006-540				00223-22048			
Tallulah Wine Bar & Bistro	99-00-011-051				02017-22504			
The Bird & The Bread	99-00-015-021				34089-25378			
The Stand	99-00-011-012				34487-34546			
Toast	99-00-009-013				21549-22036			
Townhouse	99-00-012-092				01128-08396			
Townsend Hotel	19-36-134-006				00169-25030			
	99-01-870-185				00171-22012			
Triple Nickel	99-00-015-111				17536-24761			

## Violation History

	<b>BUSINESS</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>1</b>	220 Merrill Restaurant	BPD (1) Water Del, Tax	BPD (1) ZV	BPD (1) SOM (2)
<b>2</b>	All Seasons Senior Living (Hospitality of Birmingham)			
<b>3</b>	Bella Piatti			
<b>4</b>	Big Rock Chop House/The Reserve			
<b>5</b>	Birmingham Sushi Café			
<b>6</b>	Bistro Joe's	Water Del		
<b>7</b>	Cafe' Via			SOM (1)
<b>8</b>	Cameron Steakhouse	Water Del		
<b>9</b>	Churchill's Bistro			
<b>10</b>	Community House		BPD (1)	
<b>11</b>	Dick O'Dow's	BPD (1) Water Del	BPD (1) Water Del	BPD (2) Water Del
<b>12</b>	Elie's Mediterranean Café			
<b>13</b>	Emagine Palladium & IronWood Grill (CH Birmingham, LLC)			SOM (1) ZV
<b>14</b>	Fleming's Prime Steakhouse			
<b>15</b>	Forest Grill			
<b>16</b>	Griffin Claw Brewery			
<b>17</b>	Hyde Park	BPD (1)		
<b>18</b>	La Strada Dolci & Caffè			
<b>19</b>	Luxe Bar & Grill	SOM		
<b>20</b>	Mad Hatter (Tea Parlor, Inc)	SOM BPD (1)		
	<b>BUSINESS</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>

## Violation History

21	Market North End		BPD (1)	BPD (3)
22	Mitchell's Fish Market			BPD (1)
24	Phoenicia			
25	Rojo Mexican Bistro	Tax Water Del	Taxes water	SOM (2) Tax Tax Del
26	Salvatore Scallopini			
27	Sidecar Slider Bar			
28	Social Kitchen & Bar	SOM ZV		
29	Streetside Seafood			
30	Tallulah Wine Bar & Bistro	Water Del		
31	The Bird and The Bread		SOM (1)	
32	The Stand		BPD (1)	
33	Toast			
34	Townhouse		SOM (1) BPD (1)	BPD (1)
35	Townsend Hotel	BPD (1)	BPD (1)	
36	Triple Nickel (Crush, LLC)			
37	Lincoln Hills Golf Course			
38	Springdale Golf Course			
	<b>KEY</b>			
	SOM	State of Michigan Liquor Violation		
	BPD	Police Contacts - Assaultive Behavior		
	BFD	Unresolved Fire Code Violations		
	ZV	Zoning Violation		
	Water	Unpaid Water Bill		
	Water Del	Deliquent Water Bill		
	Tax	Unpaid Tax Bill		
	Tax Del	Deliquent Tax Bill		



## MEMORANDUM

Engineering Dept.

**DATE:** February 15, 2017

**TO:** Joseph Valentine, City Manager

**FROM:** Paul T. O'Meara, City Engineer

**SUBJECT:** Crosswalk Pavement Markings  
Design Standards

---

The Multi-Modal Transportation Board (MMTB) first passed recommended standards to be used when designing crosswalk pavement markings at their regular meeting of November 2, 2016. The matter was then reviewed by the City Commission at their meeting of November 21, 2016. The item was referred back to the MMTB for further study, with the following summary of issues raised:

- Definitions for various road types and conditions need to be very clear so that the outcome is clear.
- The suggested variance for spacing between the bars was too great.
- Information about how much the City pays to maintain crosswalks was requested.
- The use of 24 inch wide bars (instead of 12 inch) was preferred. It was noted that other cities such as Royal Oak and Ferndale are making more use of the 24 inch bars.

The matter was studied further, and presented to the MMTB at their meeting of February 2, 2017. Please refer to the attached memo written for the MMTB for details on how the standards now being suggested were generated. After discussion, the members present were comfortable with the suggested standards, and recommended approval of the guidelines on a vote of 5-0.

A suggested resolution has been prepared below:

### SUGGESTED RESOLUTION:

To adopt the following standard policy for the design of all future crosswalk pavement markings in the City of Birmingham, as recommended by the Multi-Modal Transportation Board:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3, with the exception that all painted bars shall be 24 inches wide spaced as close to 24 inches apart as possible. Crosswalk widths shall be installed as follows:

On Major Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when traffic signals are present.

On Local Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 8 feet wide, unless the adjacent sidewalk main walking path is wider, at which point it shall be widened to match the main walking path width.

At All Other Locations:

Total width of the crosswalk shall be 6 feet wide.

The following shall be considered Major Streets (within the specific districts noted) for the purposes of this standard:

Woodward Ave.  
Old Woodward Ave.  
Maple Rd.  
Southfield Rd.  
Adams Rd.  
Willits St.  
Oakland Blvd.  
Chester St.  
Brown St.  
S. Eton Rd.  
E. Lincoln Ave.



## MEMORANDUM

Engineering Dept.

**DATE:** January 26, 2017

**TO:** Multi-Modal Transportation Board

**FROM:** Paul T. O'Meara, City Engineer

**SUBJECT:** Crosswalk Pavement Markings  
Design Standards

---

The Multi-Modal Transportation Board (MMTB) discussed the above topic three times in 2016. A suggested recommendation was agreed to at the meeting of November 2, 2016, and forwarded to the City Commission for their approval at their meeting of November 21, 2016. After discussion on the matter, the Commission referred the matter back to the MMTB for further study.

The recommendations as forwarded focused on creating standards in two areas:

- a) The width of each painted bar, and the spacing between the bars.
- b) The length of each painted bar, which translates to the width of the walking surface for pedestrians when crossing the street.

The recommendations attempted to focus on various factors such as:

- a) Level of vehicle average daily traffic.
- b) Level of pedestrian average daily traffic.
- c) Speed of vehicular traffic.
- d) Location of crosswalk (downtown, schools, poor visibility, etc.)

Detailed comments from the Commissioners are attached. The comments can be summarized as follows:

- Definitions for various road types and conditions need to be very clear so that the outcome is clear.
- The suggested variance for spacing between the bars was too great.
- Information about how much the City pays to maintain crosswalks was requested.
- The use of 24 inch wide bars (instead of 12 inch) was preferred. It was noted that other cities such as Royal Oak and Ferndale are making more use of the 24 inch bars.

With the above in mind, the following information has been assembled:

### MAINTENANCE COSTS

The previous version of the recommended standards suggested a mix of 12 inch and 24 inch wide painted bars for two reasons:

- a) Using a variety of markings helps call attention to the bolder markings versus the smaller markings, with the idea that if all crossings use the wider markings, they may lose some of their ability to call attention to the area.
- b) Using wider bars requires more paint, which translates into more annual costs for maintenance.

The Services Division of the Police Dept. issues a contract each year to repaint all pavement markings in the City. Two contracts are issued – one focuses on the long lane lines generally painted quickly with a large truck, while the other focuses on all of the smaller items that need to be done by hand, such as crosswalks, parking spaces, arrows, and legends (such as “ONLY”). For the most recent year, the City spent about \$18,000 repainting all the crosswalks in the City.

If the City elects to move to a 24 inch wide bar instead of 12 inch, about 60% more paint will be required at each location. It is important to note that if 24 inch wide bars become the standard, that does not translate into a 60% increase in annual costs. Generally, existing painted markings will remain as is until the pavement in the intersection is being removed and replaced, including resurfacing or new cape seal. Moving to a 24 inch wide bar as the standard in all new locations would translate into a slow, gradual increase as crosswalk markings are removed and replaced.

#### OTHER LOCAL CITIES

Royal Oak currently installs 24 inch wide painted bars on all of its new crosswalks. They also install a ten foot wide area for walking in the downtown area, and revert back to the standard six foot wide in other areas. We were unable to reach anyone at the City of Ferndale to speak about their most recent efforts, but note that an extensive crosswalk improvement program was conducted recently on Livernois Ave. between 9 Mile Rd. and 8 Mile Rd. Several crosswalks were installed in that area, using 24 inch wide painted bars, and a six foot wide walking surface.

#### NEW RECOMMENDATION

Since the Commission (and some MMTB members) prefer the 24 inch wide painted bars, and since increased costs are not significant, the new standard recommends the use of 24 inch wide bars at all new crosswalk locations. Spacing is also suggested at 24 inches wide, similar to what is being done in other local jurisdictions.

The width of the walking surface remains an area that needs to be adjusted depending on the local street conditions. Painted surface widths need to be designed in accordance with the size of the handicap ramps, per ADA requirements. The written standards from the MI Dept. of Transportation (MDOT) suggests that the crosswalk width should match the sidewalk widths in the adjacent area. The National Assoc. of City Transportation Officials (NACTO) suggests that the crosswalk width should be as wide or wider than the adjacent sidewalks so that groups of pedestrians can comfortably pass each other in the provided area. With the above standards in mind, the following guideline is provided for total crosswalk width:

On Major Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when traffic signals are present.

(A list of what is considered a major street for the purposes of this standard is provided below.)

On Local Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 8 feet wide, unless the adjacent sidewalk main walking path is wider, at which point it shall be widened to match the main walking path width.

(Most local streets tend to have smaller rights-of-way that do not allow the construction of extra wide sidewalks.)

At All Other Locations:

Total width of the crosswalk shall be 6 feet wide.

SUGGESTED RECOMMENDATION:

To recommend to the City Commission the following standard policy for the design of all future crosswalk pavement markings in the City of Birmingham:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3, with the exception that all painted bars shall be 24 inches wide spaced as close to 24 inches apart as possible. Crosswalk widths shall be installed as follows:

On Major Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when traffic signals are present.

On Local Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 8 feet wide, unless the adjacent sidewalk main walking path is wider, at which point it shall be widened to match the main walking path width.

At All Other Locations:

Total width of the crosswalk shall be 6 feet wide.

The following shall be considered Major Streets (within the specific districts noted) for the purposes of this standard:

Woodward Ave.  
Old Woodward Ave.  
Maple Rd.  
Southfield Rd.  
Adams Rd.  
Willits St.  
Oakland Blvd.  
Chester St.  
Brown St.  
S. Eton Rd.  
E. Lincoln Ave.

(<http://nacto.org/>)



## National Association of City Transportation Officials (<http://nacto.org/>)

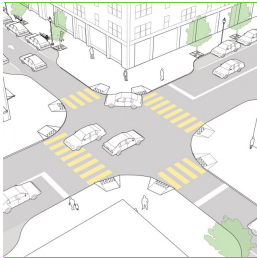


### Urban Street Design Guide

GUIDE NAVIGATION ▼

(<http://nacto.org/publication/urban-street-design-guide/>)

PURCHASE GUIDE ([HTTP://ISLANDPRESS.ORG/URBAN-STREET-DESIGN-GUIDE](http://islandpress.org/urban-street-design-guide))

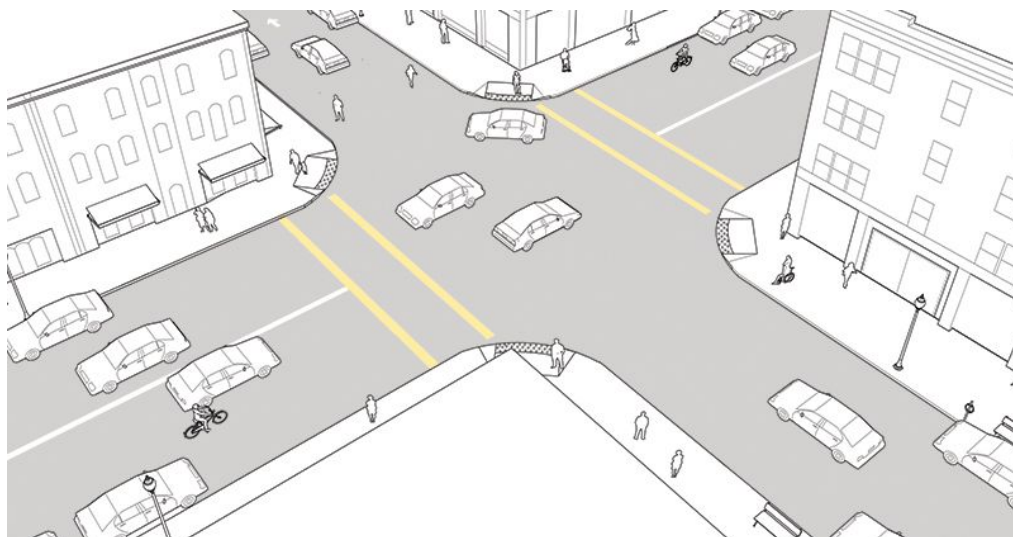


## Conventional Crosswalks

Crosswalks should be designed to offer as much comfort and protection to pedestrians as possible. Historically, many crosswalks were designed using inadequate, narrow striping, setbacks, deviations from the pedestrian walkway, and considerable crossing distances.

Intersection crossings should be kept as compact as possible, facilitating eye contact by moving pedestrians directly into the driver's field of vision.





([http://nacto.org/wp-content/themes/sink\\_nacto/views/design-guides/retrofit/urban-street-design-guide/images/conventional-crosswalks/conventional-crosswalks-1.jpg](http://nacto.org/wp-content/themes/sink_nacto/views/design-guides/retrofit/urban-street-design-guide/images/conventional-crosswalks/conventional-crosswalks-1.jpg))

### Existing



Before



After

Crosswalks should be aligned as closely as possible with the pedestrian through zone.



([http://nacto.org/wp-content/themes/sink\\_nacto/views/design-guides/retrofit/urban-street-design-guide/images/conventional-crosswalks/carousel//nyc\\_nycdot\\_2.jpg](http://nacto.org/wp-content/themes/sink_nacto/views/design-guides/retrofit/urban-street-design-guide/images/conventional-crosswalks/carousel//nyc_nycdot_2.jpg))

### Critical

1 Stripe all signalized crossings to reinforce yielding of vehicles turning during a green signal phase. The majority of vehicle-pedestrian incidents involve a driver who is turning.

2 Stripe the crosswalk as wide as or wider than the walkway it connects to. This will ensure that when two groups of people meet in the crosswalk, they can comfortably pass one another. Crosswalks should be aligned as closely as possible with the pedestrian through zone. Inconvenient deviations create an unfriendly pedestrian environment.

+ More Info

3 High-visibility ladder, zebra, and continental crosswalk markings are preferable to standard parallel or dashed pavement markings. These are more visible to approaching vehicles and have been shown to improve yielding behavior.

+ More Info



([http://nacto.org/wp-content/themes/sink\\_nacto/views/design-guides/retrofit/urban-street-design-guide/images/conventional-crosswalks/carousel/nyc\\_nycdot.jpg](http://nacto.org/wp-content/themes/sink_nacto/views/design-guides/retrofit/urban-street-design-guide/images/conventional-crosswalks/carousel/nyc_nycdot.jpg)) Location: New York, NY, Credit: NYC DOT

Street lighting should be provided at all intersections, with additional care and emphasis taken at and near crosswalks.

4 Accessible curb ramps are required by the Americans with Disabilities Act (ADA) at all crosswalks.

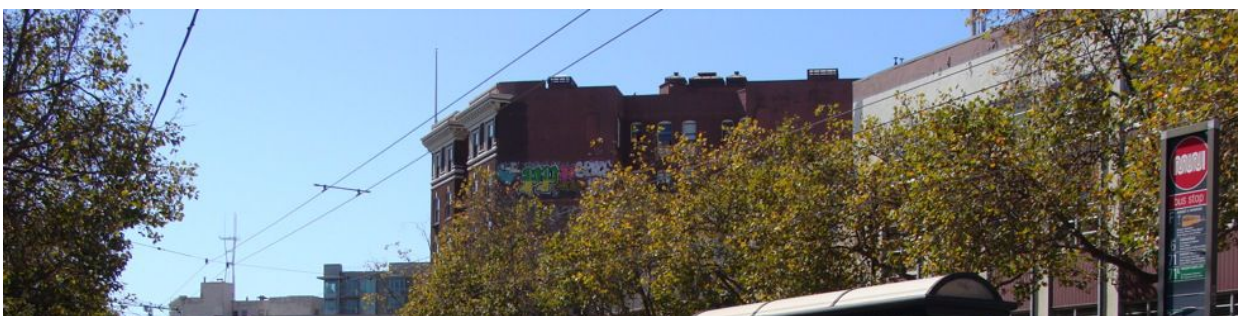
#### Recommended

5 Keep crossing distances as short as possible using tight corner radii (./corner-radii), curb extensions (./curb-extensions), and medians. Interim curb extensions may be incorporated using flexible posts and epoxied gravel.

See Interim Design Strategies (./interim-design-strategies)

6 An advanced stop bar should be located at least 8 feet in advance of the crosswalk to reinforce yielding to pedestrians. In cases where bicycles frequently queue in the crosswalk or may benefit from an advanced queue, a bike box should be utilized in place of or in addition to an advanced stop bar.

+ More Info





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Stop bars should be perpendicular to the travel lane, not parallel to the adjacent street or crosswalk.  
**Optional**

Right-turn-on-red restrictions may be applied citywide or in special city districts and zones where vehicle pedestrian conflicts are frequent. Right-turn-on-red restrictions reduce conflicts between vehicles and pedestrians.

Adapted from the Urban Street Design Guide, published by Island Press.

References

Urban Street Design Guide

Conventional Crosswalks

Select city, or le.

Keyword

SEARCH AGAIN


References for Conventional Crosswalks: 9 found.


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 Nabors, Dan, Robert Schneider, Dalia Level, Kimberly Lieberman, & Colleen Mitchell. "Pedestrian Safety Guide for Transit Agencies." Federal Highway Administration Report FHWA-SA-07-017, 1-68, US Department of Transportation, Washington, DC. ([http://nacto.org/wp-content/uploads/2015/04/pedestrian\\_safety\\_guide\\_for\\_transit\\_agencies\\_nabors.pdf](http://nacto.org/wp-content/uploads/2015/04/pedestrian_safety_guide_for_transit_agencies_nabors.pdf))

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## Designing Cities 2016: Seattle

(<http://nacto.org/conference/designing-cities-conference-seattle-2016/>)

### Urban Street Design Guide

(<http://nacto.org/publication/urban-street-design-guide/>)

### Urban Bikeway Design Guide



## MEMORANDUM

Engineering Dept.

**DATE:** April 14, 2016

**TO:** Multi-Modal Transportation Board

**FROM:** Paul T. O'Meara, City Engineer

**SUBJECT:** Crosswalk Pavement Markings Standards

---

Historically, the City had no standard on the design of the pavement markings used for pedestrian crosswalks. In 2009, we were involved in designing the streets that were planned for reconstruction around the recently redeveloped Shain Park. Staff met with current Mayor Pro-Tem Mark Nickita on this topic. The end result of the meeting is that staff agreed to standardize the pavement markings to a set of straight one foot wide bars that are parallel to the path of vehicular traffic, often referred to as "continental" style. We have continued with that approach, allowing the pavement marking contractor help determine the appropriate spacing between the 12 inch wide painted bars. The removal of all of the older style pavement markings will continue to take several years, as it is preferable to change the pavement markings when the road is being repaved or resurfaced. Attempting to do so absent a paving project results in grinding marks in the pavement where the old markings were, topped with a different design in the same immediate area, which generally makes the crosswalk look worse instead of better. In the meantime, like all pavement markings, the crosswalks are repainted each year to make sure that they are visible and effective.

Recently, Mayor Pro-Tem Nickita has made observations of crosswalks in large cities that he feels should be reviewed and possibly implemented here. As shown in the attached photos, the crosswalks are painted with wider painted bars, and in some cases, the bars are much longer than our current standard of six to eight feet long. Fleis & Vandenbrink was asked to review this issue, and help make recommendations toward a common standard that can then be used on all future paving projects where marked crosswalks are proposed.

### Size and Spacing of Painted Crosswalk Markings Standard

Attached is a letter from F&V that helps summarize guidelines developed both in the Michigan Manual of Uniform Traffic Control Devices (MMUTCD), and by the MI Dept. of Transportation (MDOT). The details drawn out by MDOT suggest that usually the 12 inch wide painted bar should be spaced with a 24 inch gap. However, it is important for the contractor laying out the markings to consider the typical path for tires driving over the markings. If the painted bar is installed in the path of the majority of the tires, it will wear out much sooner, leaving the pavement markings looking incomplete and in need of maintenance. With that in mind, the standards allow for a deviation in the spacing up to 2.5 times the width of the painted bar (in this case, 30 inches). It is also important for the contractor laying out the markings to have some ability to deviate from the set 24 inch spacing to fit the actual length of the crosswalk, as each location varies somewhat.

With respect to the width of the crosswalk, the MMUTCD suggests that the painted crosswalk bar should be between 12 and 24 inches wide. Mayor Pro-Tem Nickita is encouraging the wider painted bars with the idea that they are more noticeable to drivers. The examples of extra wide painted bars in crosswalks provided by Mayor Pro-Tem Nickita are from very urbanized areas where the numbers of pedestrians crossing at a given location is much greater than anywhere seen in Birmingham. It is suggested that the wider 24 inch bars be saved for those areas where pedestrian activity is the greatest, such as the Central Business District. Such pavement markings could be implemented in the Central Business District both on Old Woodward Ave. and Maple Rd. in the CBD in upcoming years as these corridors are reconstructed. By installing the wider markings at the most significant locations, they will help call attention to areas where the potential for pedestrian /vehicular conflict would be the greatest.

If 24 inch wide painted bars are used in crosswalks, the chance of parts of them being worn down by falling within the vehicle tire path is greater. Fortunately, the spacing of the bars can also be increased, per the MMUTCD, up to 60 inches. Given the examples taken from other cities, we are recommending that the suggested gap remain at 24 inches wide. In order to achieve the benefit of the wider bars, the gap should not be too extreme. Therefore, we recommend that the gap be limited to no more than 36 inches on the crosswalks used within the CBD.

A summary of the suggested standard can be found below at the end of this memo.

#### Width of Painted Crosswalks Standard

Historically, painted crosswalks have been installed at the typical six feet wide, with crosswalks in the Central Business District installed at eight feet wide. As noted in the F&V memo, the width of the crosswalk must match the width of the curb drop built at the handicap ramps located at each end of the crosswalk. It is important that the edge of the painted crosswalk direct people to a point in the ramp at each end that can accept them. People with marginal eyesight can sometimes only see a few feet away from their feet, and rely on the edge of the crosswalk markings to guide them to the ramp.

With that in mind, crosswalk widths can only be changed when the ramps are being reconstructed on each end of the crosswalk. In the majority of the City, sidewalks are only four to five feet wide. In these areas, six foot wide crosswalks should be sufficient. However, in the downtown area, where sidewalks can be wider and pedestrian demand can be much greater, a wider crosswalk width is appropriate. The existing crosswalks are painted at 9 to 10 feet wide at the intersection of Maple Rd. and Old Woodward Ave. Based on observations made during a warm Friday lunch hour on April 15, it was observed that when groups of pedestrians are crossing from opposite directions at the same time, the current width is almost wide enough to handle the majority of situations, but not always. Since the clear space to walk on the sidewalks on these streets varies from about five feet (Maple Rd.) to 12 ft. (Old Woodward Ave.), it is recommended that crosswalks in the Central Business District be widened to 12 ft. when the proposed paving projects in this area are implemented.

To summarize, we recommend that the six foot wide standard width crosswalk remain in use in areas outside of the Central Business District. In those areas where pedestrian demand is

higher, and the 24 inch wide markings referenced above are going to be used, a 12 foot wide crosswalk is recommended as outlined below:

CITY OF BIRMINGHAM  
STANDARDS FOR PAVEMENT MARKINGS AT PEDESTRIAN CROSSWALKS

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

Central Business District Pedestrian Crossings on Maple Rd. between Chester St. and Woodward Ave., and on Old Woodward Ave. between Oak St. and Haynes St.:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 feet wide.

All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.

SUGGESTED RECOMMENDATION:

The Multi-Modal Transportation Board recommends to the City Commission that the following standards be adopted for the design and installation of painted crosswalk pavement markings on all future projects:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

Central Business District Pedestrian Crossings on Maple Rd. between Chester St. and Woodward Ave., and on Old Woodward Ave. between Oak St. and Haynes St.:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 feet wide.

All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.



April 14, 2016

VIA EMAIL

Mr. Paul O'Meara  
City Engineer  
City of Birmingham  
151 Martin Street  
Birmingham, MI 48012

**RE: Continental Crosswalk Design Requirements**

Dear Mr. O'Meara,

The purpose of this letter is to provide an overview of permissible continental crosswalk design in response to a request from the City of Birmingham. The following guidance regarding continental crosswalk design is provided in the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) Section 3B.18:

- Longitudinal lines (continental style) may be used at locations where substantial numbers of pedestrians cross without any other traffic control device, at locations where physical conditions are such that added visibility of the crosswalk is desired, or at places where a pedestrian crosswalk might not be expected.
- Longitudinal lines should be 12 to 24 inches wide and separated by gaps of 12 to 60 inches. The design of the lines and gaps should avoid the wheel paths if possible, and the gap between the lines should not exceed 2.5 times the width of the longitudinal lines.
- The crosswalk should be not less than 6 feet wide and crosswalk markings should be located so that the curb ramps are within the extension of the crosswalk markings.

The Michigan Department of Transportation (MDOT) provides additional guidance regarding the use of continental style crosswalks in the MDOT Pavement Marking Standards PAVE-945-C. The following guidance is provided:

- Special emphasis crosswalk is 12 inch white longitudinal lines.
- Width of the crosswalk should equal the width of the adjacent sidewalk, but shall not be less than 6 feet.

When determining the appropriate longitudinal line widths the installation and maintenance costs should also be considered. Increasing the line widths from the 12 inch standard will also increase the costs associated with additional paint. In addition, the wider pavement markings may also encroach upon the wheel paths, which will increase associated maintenance costs.

If you have any questions, please feel free to contact us.

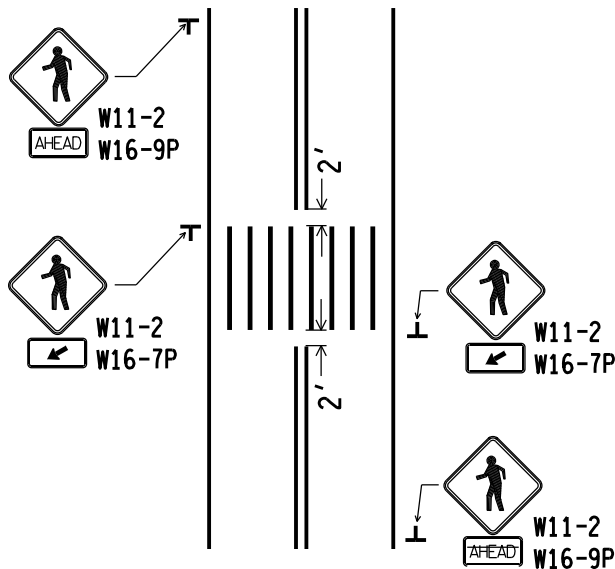
Sincerely,

FLEIS & VANDENBRINK

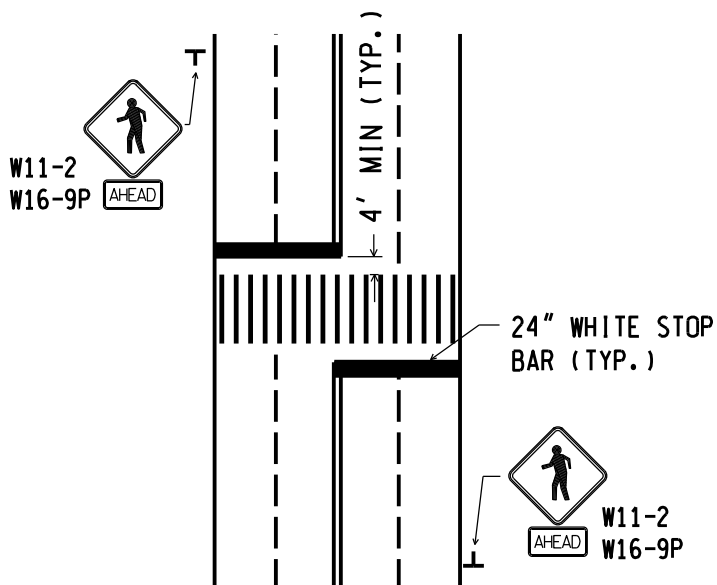
Michael J. Labadie, PE  
Group Manager

**Attached:** PAVE-945C

27725 Stansbury Boulevard, Suite 150  
Farmington Hills, MI 48334  
P: 248.536.0080  
F: 248.536.0079  
www.fveng.com

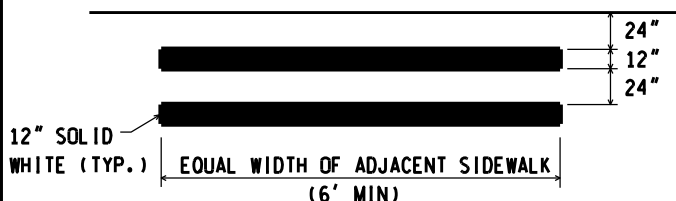


### MID-BLOCK TWO LANE NON-SIGNALIZED



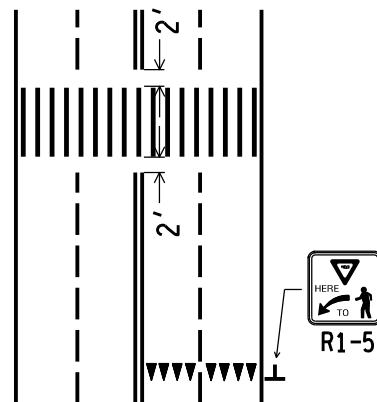
### MID-BLOCK MULTI-LANE SIGNALIZED

#### ACCESSIBLE RAMP

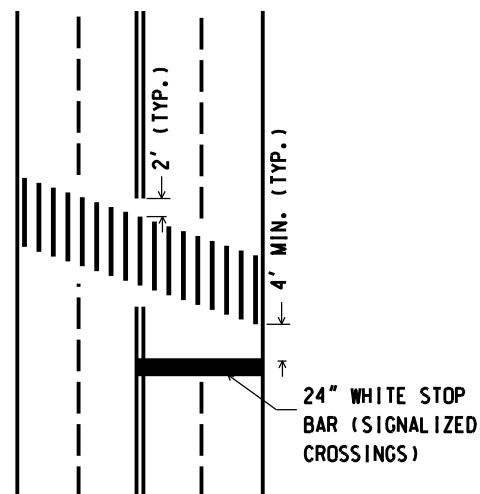


### DETAIL OF SPECIAL EMPHASIS CROSSWALK MARKING

NOT TO SCALE



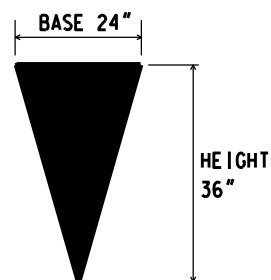
### MID-BLOCK MULTI-LANE NON-SIGNALIZED



### SKewed CROSSINGS

#### NOTES:

1. Install special emphasis crosswalk markings parallel to traffic flow.



### DETAIL OF YIELD TRIANGLE FOR YIELD LINE

#### NOTES:

1. Install four triangles per lane.
2. Adjust spacing (between 3 to 12 inches) as necessary.



Jana Ecker &lt;jecker@bhamgov.org&gt;

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## San Francisco -Serious crosswalks

1 message

**Mark For Birmingham** <markforbirmingham@yahoo.com>

Sat, Mar 5, 2016 at 4:55 PM

To: Joe Valentine <jvalentine@bhamgov.org>, Paul O'Meara <pomeara@bhamgov.org>, Jana Ecker <jecker@bhamgov.org>, Mclemence@bhamgov.org, Chief Don Studt <dstudt@bhamgov.org>

Now this is pedestrianization!!

These guys are serious about their crosswalks. Note how wide the zone is as well as the width of the actual band/stripe. Must be about two feet wide. This is a great precedent! A girl to shoot for - old Woodward?

M



















**Mark Nickita**  
*Mayor Pro-Tem*  
City of Birmingham, MI

***"never worry about action- only about inaction"***  
- Winston Churchill

***@MarkNickita on Twitter***  
***Mark Nickita on FB***



Paul O'Meara <pomeara@bhamgov.org>

---

**Fwd: More continental -2' wide bars - in Toronto....everywhere!**

1 message

---

**Joe Valentine** <jvalentine@bhamgov.org>

To: Jana Ecker <Jecker@bhamgov.org>, Paul O'Meara <Pomeara@bhamgov.org>, Mark Clemence <Mclemence@bhamgov.org>

Cc: Mark Nickita <mnickita@bhamgov.org>

Please share with the MMTB when they review this.

----- Forwarded message -----

From: **Mark Nickita** <[mnickita@bhamgov.org](mailto:mnickita@bhamgov.org)>

Date: Fri, Apr 8, 2016 at 10:42 PM

Subject: More continental -2' wide bars - in Toronto....everywhere!

To: Joe Valentine <[jvalentine@bhamgov.org](mailto:jvalentine@bhamgov.org)>, Jana Ecker <[jecker@bhamgov.org](mailto:jecker@bhamgov.org)>, Paul O'Meara <[pomeara@bhamgov.org](mailto:pomeara@bhamgov.org)>, [Mclemence@bhamgov.org](mailto:Mclemence@bhamgov.org)















**Mark Nickita**  
Mayor Pro-Tem  
City of Birmingham, MI

***"never worry about action- only about inaction"***  
- Winston Churchill

**@MarkNickita on Twitter**  
**Mark Nickita on FB**

—  
Joseph A. Valentine

**CITY OF BIRMINGHAM  
MULTI-MODAL TRANSPORTATION BOARD  
THURSDAY, APRIL 21, 2016  
City Commission Room  
151 Martin Street, Birmingham, Michigan**

Minutes of the regular meeting of the City of Birmingham Multi-Modal Transportation Board held Thursday, April 21, 2016.

Chairperson Johanna Slanga convened the meeting at 6 p.m.

**1. ROLL CALL**

**Present:** Chairperson Johanna Slanga; Board Members Vionna Adams, Lara Edwards, Amy Folberg, Andy Lawson, Michael Surnow, Amanda Warner

**Absent:** Board Members

**Administration:** Jana Ecker, Planning Director  
Austin Fletcher, Asst. City Engineer  
Commander Scott Grewe, Police Dept.  
Paul O'Meara, City Engineer

**Also Present:** Mike Labadie and Julie Kroll from Fleis & Vandenbrink ("F&V"), Transportation Engineering Consultants

**2. INTRODUCTIONS**

Ms. Folberg, resident at large, introduced herself for those who were not present at the last meeting.

**3. REVIEW AGENDA (no change)**

**4. APPROVAL OF MINUTES, MEETING OF FEBRUARY 11, 2016**

**Motion by Ms. Warner**

**Seconded by Ms. Edwards to approve the Minutes of February 11, 2016 as presented.**

**Motion carried, 7-0.**

VOICE VOTE

Yeas: Warner, Edwards, Adams, Folberg, Lawson, Slanga, Surnow

Nays: None

Absent: None

**5. HAMILTON AVE. AND PARK ST. INTERSECTION**

Mr. O'Meara provided background for Park St., Hamilton Ave. to Maple Rd. He noted the City has received federal funds to reconstruct Maple Rd. from Bates St. to Woodward Ave. in 2018. Since Maple Rd. traffic will be disrupted at that time, the plan is to reconstruct the Maple Rd. and Park St. intersection as a part of that project such that Park St. can accommodate two-way traffic from that point on. A City Commissioner requested that the MMTB look at having a stop sign in all four directions at the intersection to make it more pedestrian friendly.

Mr. Labadie added that the Michigan Manual of Uniform Traffic Control Devices ("MMUTCD") is put together by the State Police, and MDOT with input from county road commissions and city engineers. Also, there is a Federal Manual of Uniform Traffic Control Devices and the two mostly match. According to the Manuals, pedestrian friendly or controlling speeds in neighborhoods are not criteria for installing stop signs. F&V was asked to study the intersection as it currently operates and make recommendations relative to the advisability of making this a four-way stop controlled intersection at this time. Their warrants analysis is that current crash patterns suggest that some of the vehicle crashes could be corrected by the addition of a STOP sign, but not enough to conclude that a STOP sign is warranted. Also, over the most recent four years where data is available there have been zero pedestrian conflicts reported at this intersection.

Therefore, he recommended no changes to this intersection until such time as Park St. is two-way, when it can be revisited.

Mr. O'Meara advised the current project is being implemented to address the poor condition of the pavement. As noted, this block of Park St. is planned for significant changes in its traffic pattern once the Maple Rd. intersection is reconstructed in two to three years. Secondly, an analysis of the current traffic counts and crash history reveals that the current traffic controls for the Hamilton Ave. intersection are appropriate. Once they are redesigning the Maple Rd. intersection, they plan to have the entire block's traffic design reviewed and confirmed prior to recommending a final design. The traffic controls at both intersections will have to be changed at that time anyway. It is staff's recommendation that no changes be made to the existing traffic controls at the Hamilton Ave. and Park St. intersection.

There was no public present to comment on this matter.

**Motion by Ms. Warner**

**Seconded by Mr. Lawson that the Multi-Modal Transportation Board recommends that the Hamilton Ave. and Park St. traffic controls remain as-is at this time. In the future, when the City is prepared to introduce a southbound lane on Park St. south of Hamilton Ave., the entire block's traffic controls should be reviewed at that time.**

**Motion carried, 7-0.**

**ROLLCALL VOTE**

Yeas: Warner, Lawson, Adams, Edwards, Folberg, Slanga, Surnow

Nays: None

Absent: None

**6. CROSSWALK PAVEMENT MARKING STANDARDS**

Mr. O'Meara recalled that historically the City had no standard on the design of the pavement markings used for pedestrian crosswalks. In 2009, the City started going to the Continental style crosswalks. Current Mayor Pro-Tem Mark Nickita suggested that the City should standardize the pavement markings to make sure the width of the bars versus the spacing between the bars is standard. The removal of all of the older style pavement markings will continue to take several years.

Also recently, Mayor Pro-Tem Nickita has made observations of crosswalks in large cities that he feels should be reviewed and possibly implemented here. The crosswalks are painted with wider painted bars, and in some cases, the bars are much longer than our current standard of 6 to 8 ft. long. F&V was asked to review this issue and make recommendations toward a common standard that can then be used on all future paving projects where marked crosswalks are proposed.

Guidelines developed both in the MMUTCD and by the Michigan Dept. of Transportation ("MDOT") suggest that usually the 12 in. wide painted bar should be spaced with a 24 in. gap between. You can go up to 30 in. on a 12 in. bar. In those areas where pedestrian demand is higher and the 24 in. wide markings are going to be used, Mr. O'Meara recommends somewhere between 24 and 36 in. gaps. Also recommended is that in the major intersections of the Central Business District ("CBD") a 12 ft. wide crosswalk be used and that all of the other minor crossings in the CBD will be 8 ft. wide.

Chairperson Slanga thought the recommendations should be made based on how wide the street is and how much pedestrian traffic there is. The recommended standards seem quite ridged. She suggested 8 to 12 ft. wide crosswalks in the CBD with the tone of maximizing it for the space available and the amount of pedestrians. Further, it was discussed that demographics can change down the road with regard to the volume of pedestrians and the danger involved in crossing the intersection.

Mr. O'Meara agreed to modify the pavement marking standards based on the board's comments and bring them back.

## **7. 2016 ASPHALT RESURFACING PROGRAM REVIEW**

Mr. O'Meara advised that each year, the City budgets funds to resurface some asphalt streets that are still structurally sound, but have a poor or marginal asphalt surface. This year, funding is available to address several local streets located in the southeast corner of the City, as well as a portion of Brown St. near Southfield Rd.

The segment of Brown St. proposed for rehabilitation has been identified in Phase 3 of the Master Plan as part of a neighborhood connector route that is planned to help connect bicyclists from Southfield Rd. through the south side of the Central Business District and east eventually to Eton Rd. No changes are recommended to this project as a result of the Master Plan. It was discussed that in the future it should be confirmed that people in the lower Phase 3 area can connect up to Kenning Park.

After a review of the Master Plan, it appears that no specific recommended changes are suggested on any of the southeast area streets.

The Cheltenham Rd./Dunstable Rd./Hanley Ct. intersection is being resurfaced as a part of this project. Currently there is no designated path for pedestrians that wish to cross from one side of Cheltenham Rd. to the other. Given the fact that the intersection is controlled by stop signs, a designated crosswalk for pedestrians would be an improvement over the current condition. On the north side of the intersection a ramp from the Cheltenham Rd. north side sidewalk is proposed just east of the existing drive approach for 1500 Cheltenham Rd. The stop bar for eastbound Cheltenham Rd. traffic would be moved northwest about 4 ft. to make room for a ramp and sidewalk connection at that point up to the south side Cheltenham Rd. sidewalk. No other ramps are suggested at this time.

**Motion by Mr. Lawson**

**Seconded by Ms. Adams to recommend to the City Commission that the Engineering Dept. proceed with the design of the 2016 Asphalt**

**Resurfacing Program.** All handicap ramps requiring replacement shall be included in the project. Further, new ramps and a crosswalk shall be installed at the Cheltenham Rd./Dunstable Rd./Hanley Ct. intersection to improve pedestrian accessibility and safety at this location.

**Motion carried, 7-0.**

ROLLCALL VOTE

Yeas: Lawson, Edwards, Adams, Folberg, Slanga, Surnow, Warner

Nays: None

Absent: None

**8. MEETING OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**  
(no public was present)

**9. MISCELLANEOUS COMMUNICATIONS** (items in the packet)

**10. ADJOURNMENT**

No further business being evident, the chairperson adjourned the meeting at 6:50 p.m.

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Jana Ecker, Planning Director

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Paul O'Meara, City Engineer

**DRAFT**



## MEMORANDUM

Engineering Dept.

**DATE:** June 10, 2016

**TO:** Multi-Modal Transportation Board

**FROM:** Paul T. O'Meara, City Engineer

**SUBJECT:** Pedestrian Crosswalk Pavement Marking Standards

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At the April meeting of the Multi-Modal Transportation Board (MMTB), the Board reviewed the attached report dated April 14. While the Board was generally in favor of the standards suggested, they felt that they were too restrictive. Specifically, the Board suggested that there may be locations outside of those described that could benefit from the wider crosswalks with wider markings. With that in mind, the suggested standard has been changed to reflect that the larger crosswalk design shall be used not only within the CBD on the specific streets mentioned before, but rather at any major street that has a higher than normal pedestrian traffic demand. Further, based on comments made at the meeting, a mid-grade level crosswalk can be used where pedestrian demand is high, but the street being crossed is more local in nature.

The suggested standards changed as noted above is provided below, as well as in the suggested recommendation below:

### CITY OF BIRMINGHAM STANDARDS FOR PAVEMENT MARKINGS AT PEDESTRIAN CROSSWALKS

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

#### At Central Business District or other High Pedestrian Demand Major Street Crossings:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 feet wide.

#### At Central Business District or other High Pedestrian Demand Local Street Crossings:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 8 to 10 feet wide.

#### At All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.

#### SUGGESTED RECOMMENDATION:

The Multi-Modal Transportation Board recommends to the City Commission that the following standards be adopted for the design and installation of painted crosswalk pavement markings on all future projects:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

##### At Central Business District or other High Pedestrian Demand Major Street Crossings:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 feet wide.

##### At Central Business District or other High Pedestrian Demand Local Street Crossings:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 8 to 10 feet wide.

##### All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.

**CITY OF BIRMINGHAM  
MULTI-MODAL TRANSPORTATION BOARD  
THURSDAY, JUNE 16, 2016  
City Commission Room  
151 Martin Street, Birmingham, Michigan**

Minutes of the regular meeting of the City of Birmingham Multi-Modal Transportation Board held Thursday, June 16, 2016.

Vice-Chairman Andy Lawson convened the meeting at 6 p.m.

**1. ROLL CALL**

**Present:** Board Members Vionna Adams, Lara Edwards, Amy Folberg, Vice-Chairman Andy Lawson, Amanda Warner (arrived at 6:16 p.m.)

**Absent:** Board Member Michael Surnow

**Administration:** Sean Campbell, Asst. Planner  
Mark Clemence, Police Chief  
Jana Ecker, Planning Director  
Austin Fletcher, Asst. City Engineer  
Paul O'Meara, City Engineer

**Also Present:** Mike Labadie from Fleis & Vandenbrink  
("F&V"), Transportation Engineering Consultants

Vice-Chairman Lawson advised that the former chairperson, Johanna Slanga, has moved outside of the City and for that reason has relinquished her responsibilities on this board. He asked for nominations for a new chairperson.

**Motion by Vice-Chairman Lawson**

**Seconded by Ms. Edwards to nominate Vionna Adams as chairperson.**

**Motion carried, 4-0.**

VOICE VOTE

Yeas: Lawson, Edwards, Adams, Folberg

Nays: None

Absent: Surnow, Warner

**2. INTRODUCTIONS**

Ms. Ecker introduced Sean Campbell, Asst. Part-Time Planner.

**3. REVIEW AGENDA (no change)**

**4. APPROVAL OF MINUTES, MEETING OF APRIL 21, 2016**

**Motion by Mr. Lawson**

**Seconded by Ms. Folberg to approve the Minutes of April 21, 2016 as presented.**

**Motion carried, 4-0.**

VOICE VOTE

Yeas: Lawson, Folberg, Adams, Edwards

Nays: None

Absent: Surnow, Warner

**5. RESIDENTIAL PERMIT PARKING ZONES**

**a. W. Frank St. - Chester St. to Bates St.**

Chief Clemence related that the Police Dept. received a petition with signatures from four addresses that share property on Frank St. between Chester St. and Bates St. Their letter requests a change to "Parking Permit Required" in the area.

W. Frank St. from Chester St. to Pierce St. has been a two hour time limit, 8 a.m. to 6 p.m. except Sundays and Holidays zone since 1967.

The current issue per the petition is that residents are unable to park near their homes due to employees of local businesses using this area.

Mr. Henry Velleman, 708 S. Bates St., said their front door is on Bates St., but most of their home is on W. Frank St. They share that small street between Bates St. and Chester St. with three other homes. He spoke to describe the severe problems he and his neighbors are experiencing due to people using Frank St. for all day parking now that Bates St. has become permit parking. Therefore he asked that W. Frank St. be treated much like the other streets in the neighborhood. The parking problem along Frank St. occurs mainly in the evenings or late afternoon.

Chief Clemence affirmed the petition meets the required criteria for permit parking along Frank St.

**Motion by Vice-Chairman Lawson**

**Seconded by Ms. Edwards to set parking by permit only on W. Frank St. from Chester St. to Bates St. from 8 a.m. to 8 p.m., consistent with the restrictions along Bates St.**

There were no comments from the audience at 6:18 p.m.

**Motion carried, 5-0.**

ROLLCALL VOTE

Yeas: Lawson, Edwards, Adams, Folberg, Warner

Nays: None

Absent: Surnow

**b. S. Glenhurst Dr. - Lincoln Ave. to Midvale Rd.**

Chief Clemence noted that the Police Dept. received a petition with signatures from 26 addresses on S. Glenhurst Dr. between Lincoln Ave. and Midvale Rd. Their letter requests a change to "Parking Permit Required" in the area.

S. Glenhurst Dr. from Lincoln Ave. to Midvale Rd. has never had any parking restrictions.

The current issue per the petition is that Seaholm High School students have been using this area for parking while attending school. Residents are unable to park in front of or near their homes during this time. These parked cars narrow the roadway making it difficult for emergency vehicles and school buses to get by. Further, there is often trash left behind by the drivers of the vehicles.

Mr. Richard Widerstedt, 936 S. Glenhurst Dr. said their street is solidly parked including partially in front of driveways from 7 a.m. until after 3:30 p.m. He added that all of the surrounding streets are posted for permit parking only.

Mr. Steven Gretchko noted that only seniors and some juniors can get parking passes in the Seaholm HS student lot. All of this street parking is unsafe plus it really has affected the quiet enjoyment of the neighborhood.

Chief Clemence indicated this petition meets the requirements for permit parking along S. Glenhurst Dr.

**Motion by Ms. Edwards**

**Seconded by Ms. Warner to set residential permit parking to mirror Golfview St. from 7 a.m. to 4 p.m. school days only along S. Glenhurst Dr. - Lincoln Ave. to Midvale Rd.**

**Motion carried, 5-0.**

VOICE VOTE

Yeas: Edwards, Warner, Adams, Folberg, Lawson

Nays: None

Absent: Surnow

Mr. Labadie advised that about a year ago he was retained by the school district to help develop a new plan for Seaholm HS. Now a plan has been completed that they have endorsed. However he does not know the timing on that. The bus loading area is proposed to change, parent pick-up and drop-off will change, and there will be enough parking for everyone.

## **6. LINCOLN AVE. AND PIERCE ST. INTERSECTION DESIGN – STATUS UPDATE**

Mr. O'Meara recalled that In 2014, the City resurfaced and added Multi-Modal amenities to the section of Lincoln Ave. between Southfield Rd. and Woodward Ave. The multi-modal features were reviewed by the Multi-Modal Steering Committee that existed at that time (the precursor to this board).

Pedestrian bumpouts were constructed at several locations throughout the job. However, it has been demonstrated that large vehicles making right turns here are not always able to make the turn without either crossing the double yellow line, or driving over the curb of the bumpout. Repeated actions such as this have caused grass damage at all four corners.

Interested residents at this location have asked the City for solutions. Staff has been moving forward on these issues. Dept. of Public Services has installed topsoil and seed, along with snow plow edge markers around each corner to discourage drivers from going over the curbs. F&V was asked to conduct a truck turning analysis and has determined that in order to provide sufficient space for turning large vehicles, each stop bar would have to be moved back 21 ft. Doing so then requires that a No Turn on Red provision be placed at each corner as well. That would further restrict movements in that area.

One way to avoid this but still address the current landscaping challenge would be to change the material behind the curb. Landscape stone could be installed, or even a two or three foot wide concrete paved area behind the curbs so that if vehicles need to drive over the curb they are not causing damage to the lawns behind.

Ms. Ecker added that since the City has repaired the area from the damage caused during the winter there has been a lot less damage. People seem to be getting used to the bumpouts.

Ms. Warner indicated she does not like the idea of relocating the stop bar because it would create bad traffic congestion at busy times of the day.

It was discussed that the bumpouts were installed to calm the traffic which is what the neighbors wanted. However, they don't like them to be unsightly. Mr.

Labadie observed that for now things seem to have improved as people are getting used to the bumpouts.

## **7. PEDESTRIAN CROSSWALK STANDARDS**

### **a. Pavement Marking Design**

Mr. O'Meara recalled at the April meeting the MMTB members were generally in favor of the standards suggested, but felt they were too restrictive. They suggested there may be locations outside of those described that could benefit from the wider crosswalks with wider markings. With that in mind the suggested standard has been changed to include any major street that has a higher than normal pedestrian traffic demand. Further, based on comments made at the meeting, a mid-grade level crosswalk can be used where pedestrian demand is high, but the street being crossed is more local in nature.

It was discussed that drivers here really need to be educated that they have to stop for pedestrians. If they do stop, then pedestrians will use the crosswalks.

Ms. Folberg liked the wider markings, and suggested that all crosswalks in the City be marked with them.

Mr. O'Meara was concerned with the cost of painting crosswalks, so he hesitates to always increase their size. Secondly, if all crosswalks are all big and bold, they will begin to lose their effectiveness. He suggested three different standards to accommodate different environments.

It was noted that once crosswalks are painted, they are difficult to remove, and they will likely remain that way for 20 years or more.

Mr. Labadie said that for crossings, crosswalks are placed where you want people to cross, or where there is a demand. It must be determined whether or not that is a safe place to cross.

### **Motion by Ms. Warner**

**Seconded by Mr. Lawson the Multi-Modal Transportation Board recommends to the City Commission that the following standards be adopted for the design and installation of painted crosswalk pavement markings on all future projects:**

**All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:**

***Within the Central Business District or other Major Street Crossings:***

**Painted bars shall be 24 in. wide, spaced at 24 to 36 in. apart. Total width of the crosswalk shall be 12 ft. wide.**

***Within the Central Business District or other Local Street Crossings:***

**Painted bars shall be 12 in. wide, spaced at 24 to 30 in. apart. Total width of the crosswalk shall be 8 to 10 ft. wide.**

***All Other Locations:***

**Painted bars shall be 12 in. wide, spaced at 24 to 30 in. apart. Total width of the crosswalk shall be 6 ft. wide.**

**Motion failed, 3-2.**

**VOICE VOTE**

Yeas: Warner, Lawson, Adams

Nays: Edwards, Folberg

Absent: Surnow

Ms. Folberg's issue was that she doesn't like the width of the black between the white stripes. Ms. Edwards was concerned there may be an instance where they want individual bars to be 24 in. wide and it is not in the Central Business District or a place that currently doesn't have high pedestrian demand but may in the future. The second option might say that painted bars should be 12 - 24 in. wide.

The first heading might read: At CBD Major Street Crossings or Other Major Street Crossings.

The second heading could read: At CBD Local Street Crossings or Other Local Street Crossings.

Staff agreed to come back next month with some wordsmithing options.

**b. Pedestrian Signal Timing**

Mr. O'Meara noted that a City Commissioner recently observed that in Birmingham, the phase where the countdown signals are advancing toward zero can include some time that traffic has a yellow signal present. He observed elsewhere outside of Michigan that the countdown phase ends before the yellow signal begins. He thought perhaps an adjustment to ours would create a safer environment for pedestrians.

Staff asked F&V to review this issue, and provide an explanation as to why signals are timed the way they are in Birmingham.

Mr. Labadie explained that the guidance regarding pedestrian intervals is provided in the Michigan Manual of Uniform Traffic Control Devices ("MMUTCD"). He summarized the three phases of a pedestrian interval: Walk, Flash Don't Walk, and Don't Walk.

Additionally, the Michigan Dept. of Transportation ("MDOT") provides guidance regarding the preferred alternatives to providing the buffer interval in the Manual of Uniform Traffic Control Device Guidelines (MMUTCD). The vehicular and pedestrian signal timing intervals implemented throughout the City of Birmingham are consistent with the MMUTCD guidelines. The guidelines have been established after large amounts of study and consideration. There should be a good reason to deviate from the standards.

Everyone was in agreement to leave the signals the way they are presently.

**8. MEETING OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**  
(no more public was present)

**9. MISCELLANEOUS COMMUNICATIONS** (items in the packet)

**10. ADJOURNMENT**

No further business being evident, the board members adjourned the meeting at 7:37 p.m.

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Jana Ecker, Planning Director

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Paul O'Meara, City Engineer



## MEMORANDUM

Engineering Dept.

**DATE:** October 27, 2016

**TO:** Multi-Modal Transportation Board

**FROM:** Paul T. O'Meara, City Engineer

**SUBJECT:** Crosswalk Pavement Marking Standards

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The Multi-Modal Transportation Board was asked to review and recommend standards for future crosswalk pavement markings. Suggested standards were first prepared by staff and discussed at the April MMTB meeting. Consensus was not reached at that time. This issue was discussed again at the June meeting after revisions by staff. At that time, a motion to pass the staff recommendation was voted on, but failed on a vote of 3 to 2. Those dissenting felt that the standard should encourage the use of the wider markings more often.

When considering crosswalk design standards, it is important to note that there are two dimensions being considered:

1. Crosswalk Total Width (Walking Surface) -

The standard sidewalk width is five feet, which is especially prevalent outside of commercial areas. Handicap ramps are also typically built at five feet wide, outside of heavy use commercial areas. As shown on the attached standard details from MDOT, crosswalk widths should match the sidewalk. Installing crosswalk markings with a six foot wide walking surface is appropriate unless pedestrian demand is higher than average, in areas such as downtown, schools, or other pedestrian generators. The modified standard below encourages the designer to consider unique factors in the area that may result in higher than average pedestrian demand.

On the upper end of the spectrum, rarely is there sufficient space to build sidewalks wider than ten feet, and usually they are less. However, in busy areas, a group of pedestrians may all have to use a crosswalk within a limited time frame, during a traffic clearance interval (such as at a traffic signal). The new standard provides a range up to 14 feet, with the idea that the designer should consider the propensity for many pedestrians to have to cross the street during short time intervals. Note that wider crosswalks also require wider handicap ramps.

2. Crosswalk Painted Bar Width -

The City is now installing exclusively transverse painted bars for all crosswalks, also known as continental style. The standard width is a 12 inch wide bar, with a spacing of 24 to 30 inches between. Variations in the gap are allowed to encourage the person installing the bars to try to avoid installing them in the area where tires will drive on them the most, which encourages quick degradation. City staff has been asked to consider the use of wider bars, such as 24 inch, in select areas to bring more notice to

the area. If 24 inch wide bars are installed, they should have a gap between 24 to 36 inches wide, again considering the general path of the tires crossing the markings.

At the last discussion of this topic, some members of the board dissented because they felt that the 24 inch wide bar was preferable, and its use should be more liberal. When moving in this direction, it is important to note that:

1. As the use of a traffic control device becomes more common, its novelty wears off. If something special is used too much, it is no longer special, and will lose its desired effect. Staff suggests that it is important that the 24 inch wide bars be reserved for the areas where they are needed the most (where both higher vehicle and pedestrian traffic counts are present) so that they will be most effective.
2. The painted crosswalks are a high maintenance item. They must be painted each year. As their numbers increase, the annual expense to the City goes up. Wider crosswalks markings require more paint, which then raises the cost.

Given the above considerations, the following changes to the standard are suggested:

1. Previously, there were three general conditions presented:
  - a. Major Street, High Pedestrian Demand
  - b. Local Street, High Pedestrian Demand
  - c. All Others

Considering this matter further, these cases do not well represent conditions where a crosswalk is being built on a Major Street, but pedestrian demand is relatively low (e.g.: Maple Rd. at Chesterfield Ave.). These conditions represent a unique hazard for pedestrians. Speeds are higher, and drivers are less likely to expect a pedestrian. Marked crosswalks are infrequent, partly because the City wants to encourage crossing at safer locations, such as signalized intersections. Under these conditions, a wide crosswalk is not necessary, but wider painted bars would be appropriate in order to call attention to the crossing. For this reason, a fourth category has been added to the standards list presented below.

2. In very high demand intersections, large numbers of pedestrians may have to cross the street at the same time. A more pedestrian friendly environment can be achieved if the crosswalk is extra wide. The standard is written to encourage the engineer to consider a wider walking path in these conditions, such as Maple Rd. and Old Woodward Ave.
3. On Local Streets where lots of pedestrians are present, 12 inch wide bars are appropriate in most situations, as speeds are low and drivers are more likely to be cautious. The standard now encourages the engineer to consider a 24 inch wide bar in unique areas where a crossing may not be clear to the driver, such as for east bound Willits St. at Bates St. (poor visibility).

Following in italics is the suggested standard that was presented in June. Revisions to the standard are provided within, in normal bold type. The same corrected language then follows in the suggested recommendation to the Commission.

*CITY OF BIRMINGHAM  
STANDARDS FOR PAVEMENT MARKINGS AT PEDESTRIAN CROSSWALKS  
(dated June, 2016)*

*All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:*

*At Central Business District or other High Pedestrian Demand Major Street Crossings:*

*Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 to 14 feet wide. **Crosswalks at the upper width limit may be installed when high pedestrian demand at traffic signals is present.***

*At Central Business District or other High Pedestrian Demand Local Street Crossings:*

*Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 8 to 10 feet wide. **Painted bars at the 24 inch width may be introduced if the crosswalk location has some feature that makes it more hazardous or inconspicuous.***

**On Major Streets with High Vehicle Demand and Infrequent Crosswalk Locations:**

**Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 6 feet wide.**

*At All Other Locations:*

*Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.*

## SUGGESTED RECOMMENDATION:

The Multi-Modal Transportation Board recommends that the City Commission adopt the following standard policy for the design of all future crosswalk pavement markings in the City of Birmingham:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

### At Central Business District or other High Pedestrian Demand Major Street Crossings:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when high pedestrian demand at traffic signals is present.

### At Central Business District or other High Pedestrian Demand Local Street Crossings:

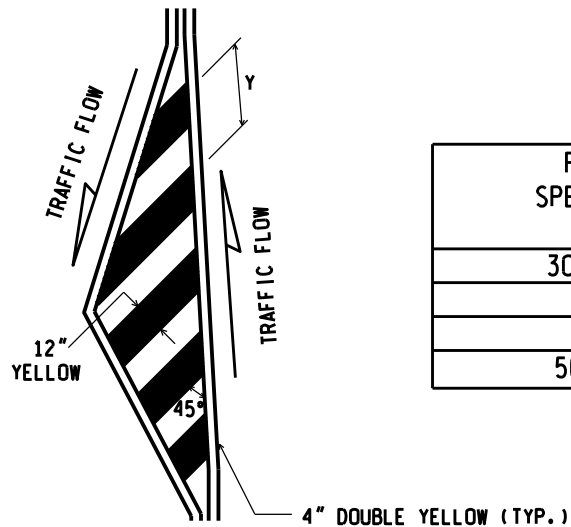
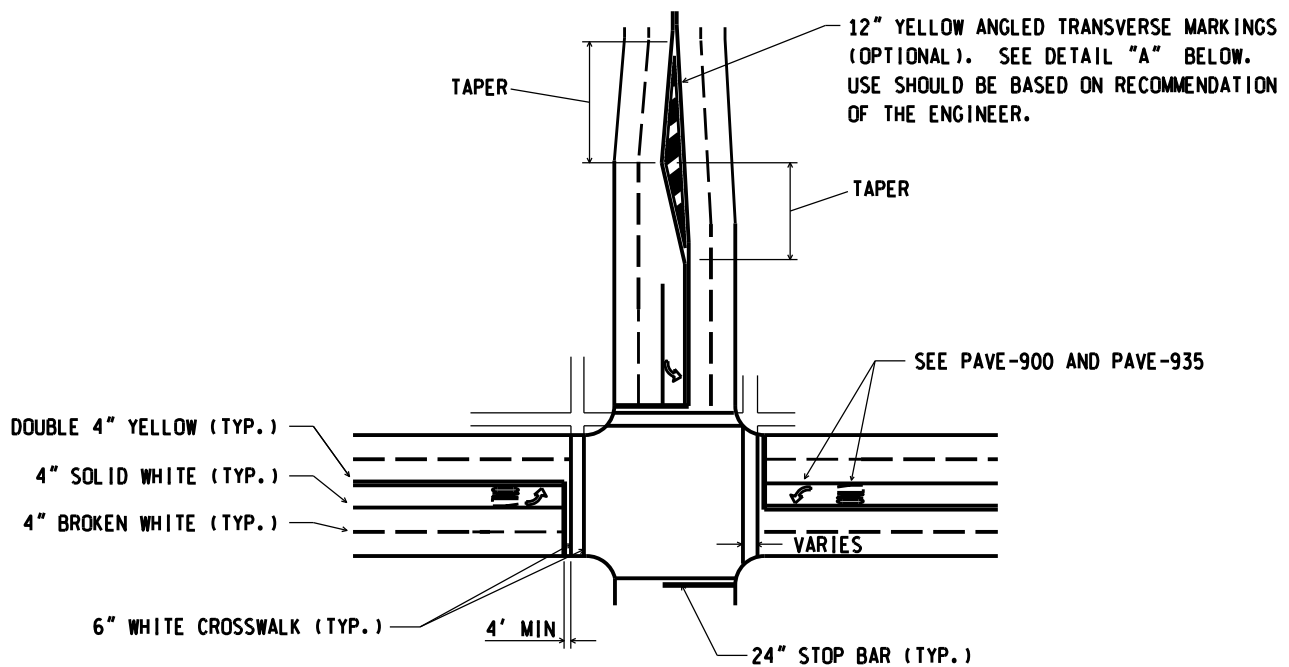
Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 8 to 10 feet wide. Painted bars at the 24 inch width may be introduced if the crosswalk location has some feature that makes it more hazardous or inconspicuous.

### On Major Streets with High Vehicle Demand and Infrequent Crosswalk Locations:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 6 feet wide.

### At All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.



POSTED SPEED LIMIT (MPH)	"Y" FT
30 OR LESS	10
35-40	20
45	30
50 OR MORE	40

## DETAIL "A" ANGLED TRANSVERSE MARKING



PREPARED  
BY  
DESIGN DIVISION

DRAWN BY: LMF

CHECKED BY: JGM

DEPARTMENT DIRECTOR  
Kirk T. Steudle

APPROVED BY: *Randy V. Pottel*  
DIRECTOR, BUREAU OF FIELD SERVICES

APPROVED BY: *Paul A. Van Pelt*  
DIRECTOR, BUREAU OF HIGHWAY DEVELOPMENT

MICHIGAN DEPARTMENT OF TRANSPORTATION  
BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR

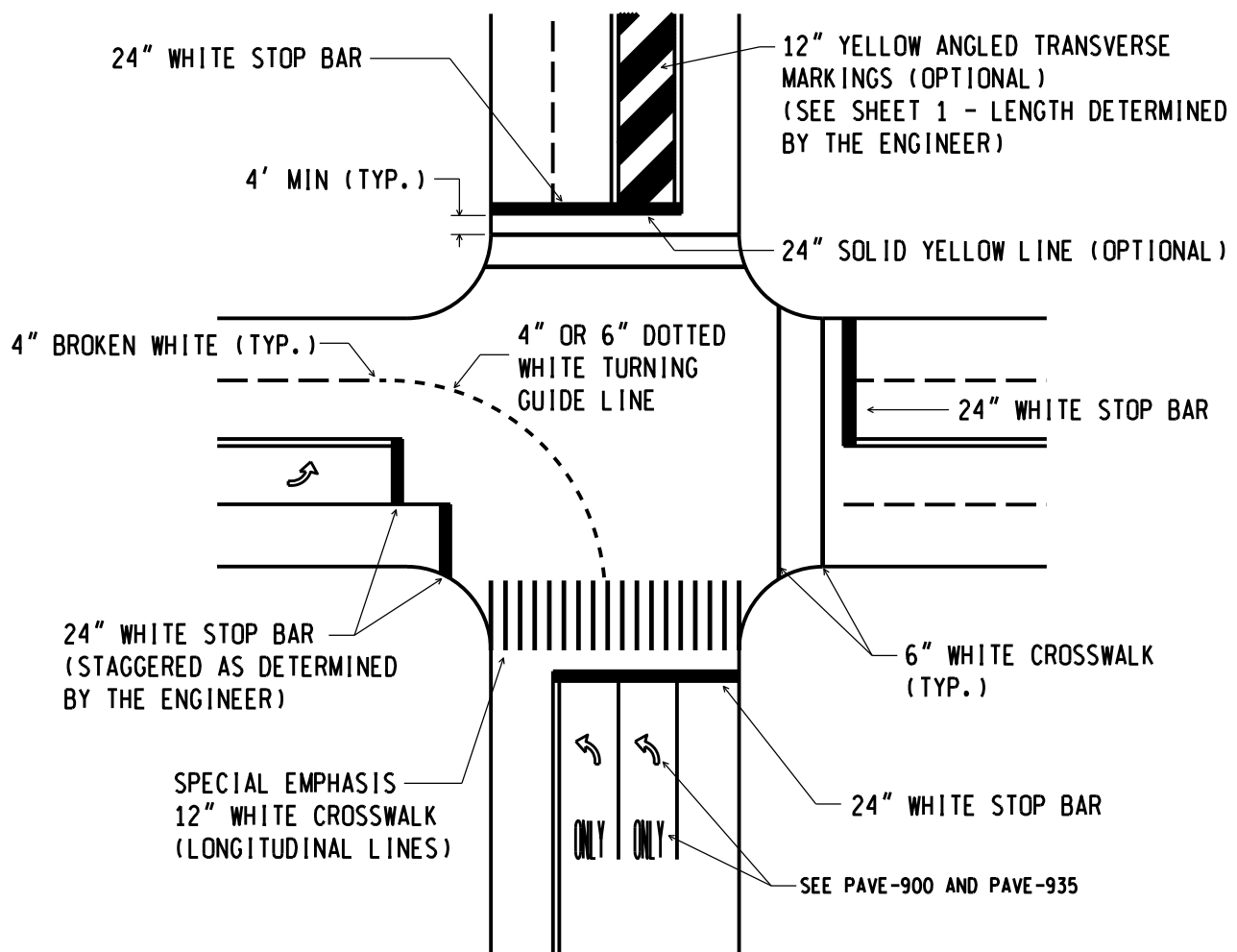
## INTERSECTION, STOP BAR & CROSSWALK MARKINGS

08/12/15  
F.H.W.A. APPROVAL

12/02/14  
PLAN DATE

PAVE-945-C

SHEET  
1 OF 3



## SIGNALIZED OR STOP SIGN CONTROLLED INTERSECTION

### NOTES:

1. Stop Bars should be located 40-150 ft from the signal head. Optional stop bars, if used at stop controlled intersections, should be 4-30 ft from the edge of the intersecting roadway. Exact location to be determined by the Engineer.
2. Standard crosswalk is two 6 inch white transverse lines. Special emphasis crosswalk is 12 inch white longitudinal lines.
3. Install special emphasis crosswalks at mid-block crossings, established school crossings (as defined by the MMUTCD) or when directed by the Engineer. See sheet 3 for detail of special emphasis crosswalk markings.
4. Width of crosswalk should equal width of the adjacent sidewalk, but shall not be less than 6 ft (measured inside the lines).
5. 12 inch transverse lines can be used in place of 6 inch transverse lines at the Engineer's discretion.
6. When practical, crosswalk location should avoid conflict with drainage inlets.
7. Turning guide lines should be placed to direct the driver into the closest through lane. Include a dotted turning guide line for all double turn movements.

NOT TO SCALE

MICHIGAN DEPARTMENT OF TRANSPORTATION  
BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN

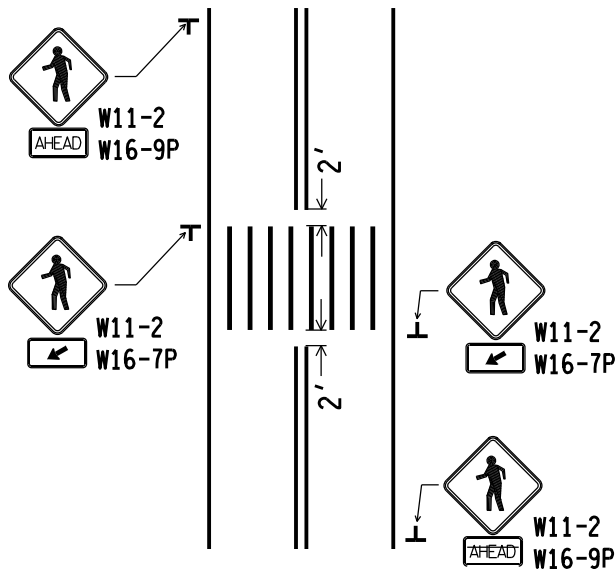
08/12/15  
F.H.W.A. APPROVAL

12/02/14  
PLAN DATE

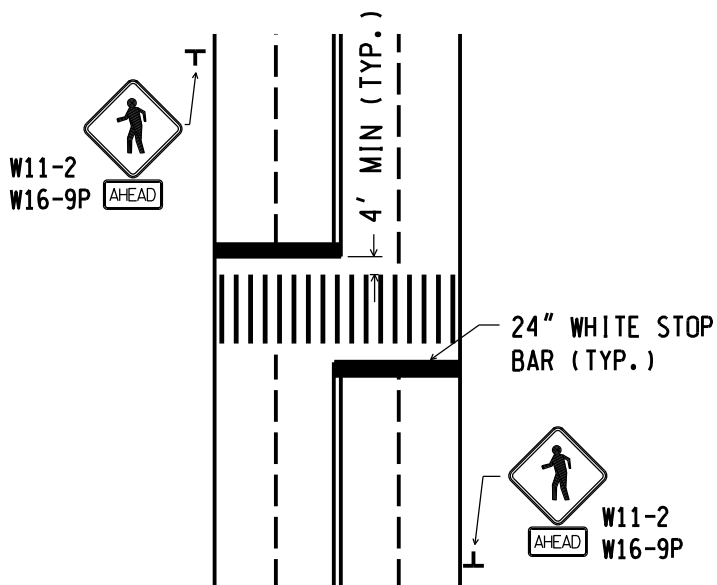
PAVE-945-C

SHEET  
2 OF 3

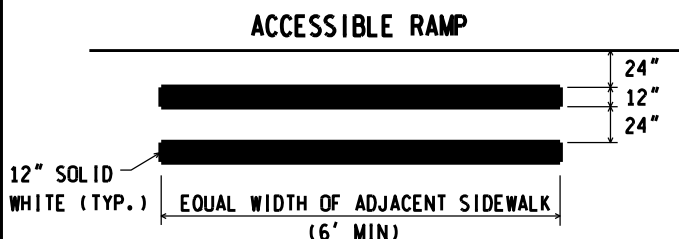
NOTE: THE ORIGINAL SIGNED COPY IS KEPT ON FILE AT THE MICHIGAN DEPARTMENT OF TRANSPORTATION.



### MID-BLOCK TWO LANE NON-SIGNALIZED

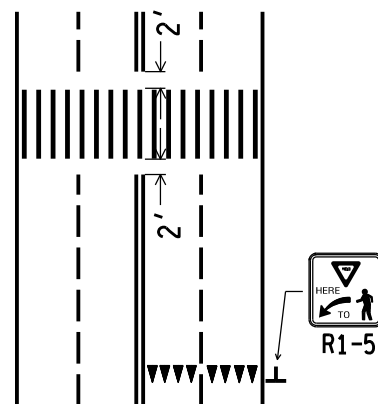


### MID-BLOCK MULTI-LANE SIGNALIZED

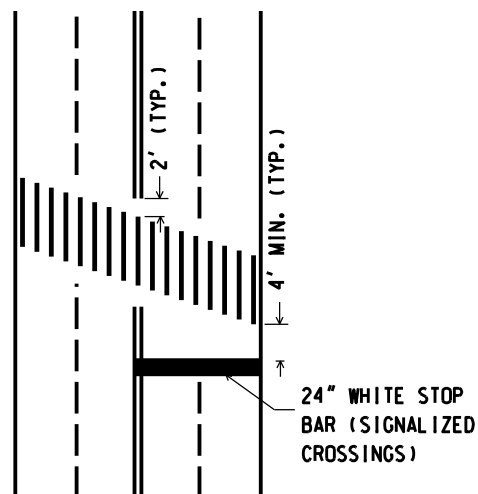


### DETAIL OF SPECIAL EMPHASIS CROSSWALK MARKING

NOT TO SCALE



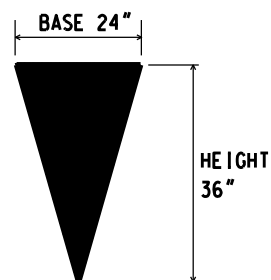
### MID-BLOCK MULTI-LANE NON-SIGNALIZED



### SKewed CROSSINGS

#### NOTES:

1. Install special emphasis crosswalk markings parallel to traffic flow.



### DETAIL OF YIELD TRIANGLE FOR YIELD LINE

#### NOTES:

1. Install four triangles per lane.
2. Adjust spacing (between 3 to 12 inches) as necessary.

# DRAFT

**CITY OF BIRMINGHAM  
MULTI-MODAL TRANSPORTATION BOARD  
THURSDAY, NOVEMBER 3, 2016  
City Commission Room  
151 Martin Street, Birmingham, Michigan**

Minutes of the regular meeting of the City of Birmingham Multi-Modal Transportation Board held Thursday, November 3, 2016.

Chairperson Vionna Adams convened the meeting at 6 p.m.

## **1. ROLL CALL**

**Present:** Chairperson Vionna Adams; Board Members Lara Edwards (arrived at 6:45 p.m.), Amy Folberg, Daniel Rontal, Michael Surnow

**Absent:** Vice-Chairman Andy Lawson

**Administration:** Lauren Chapman, Asst. City Planner  
Jana Ecker, Planning Director  
Austin Fletcher, Asst. City Engineer  
Scott Grewe, Operations Commander  
Paul O'Meara, City Engineer  
Carole Salutes, Recording Secretary

**Also Present:** Mike Labadie from Fleis & Vandenbrink ("F&V"), Transportation Engineering Consultants

## **2. INTRODUCTIONS**

Mr. O'Meara introduced the newest board member, Daniel Rontal, who briefly discussed his background.

Mr. O'Meara advised that Johanna Slanga has been re-appointed to the board by the City Commission and she will be present for the next meeting.

## **3. REVIEW AGENDA (no change)**

**4. APPROVAL OF MINUTES, MEETING OF AUGUST 11, 2016**

**Motion by Mr. Surnow**

**Seconded by Ms. Folberg to approve the Minutes of August 11, 2016 as presented.**

**Motion carried, 4-0.**

VOICE VOTE

Yeas: Surnow, Folberg, Adams, Rontal

Nays: None

Absent: Edwards, Lawson

**5. OAK ST. RECONSTRUCTION - GLENHURST DR. TO CHESTERFIELD AVE.**

Mr. O'Meara recalled that the Multi-Modal Transportation Board was formed in the summer of 2014. Its first major project to study was Oak St., from Glenhurst Dr. to Lakepark Dr. At that time, the City planned to reconstruct this segment in 2015. After various discussions, a preliminary plan was put together depicting the following (from west to east):

1. Maintaining the existing pavement from the west City limit to Glenhurst Dr., as this was not a part of the budgeted project.
2. Installing a separated student drop-off lane for parents in front of Quarton Elementary School, maintaining parking on the north side of the street.
3. Installing bike lanes from Chesterfield Ave. to Lakepark Dr., with the elimination of parking for the majority of the section. A widened section was proposed so that parking could be installed on the south side of the road from Chesterfield Ave. to Suffield Ave. only (2 blocks). The parking was included to handle parking demand from the school.

The City Commission reviewed the recommendation at their meeting of December 15, 2014. They endorsed the plan, with the exception that the parking lane from Chesterfield Ave. to Suffield Ave. was eliminated, allowing the entire six block length of Oak St. from the school to the lake to be a consistent width.

The plan in front of the school was not readily embraced by the Birmingham School District Board. To allow more time for an agreement to be reached, the City decided to proceed with the Oak St. reconstruction on the remaining six blocks in 2015. That segment is now constructed and open to traffic. City staff

has not received feedback from the school administration that removing the parking east of Chesterfield Ave. has been a hardship.

Earlier this year, the MMTB recommended a neighborhood connector route taken from the Master Plan. The route utilizes the now constructed bike lane segment of Oak St., as well as Chesterfield Ave. south of Oak St. The City Commission approved this route as well. Bidding documents were issued in August to implement the route and have it in place by this time. However, no acceptable bids were received, and the project was not done. This work will be added to another larger project next year to ensure that it is completed early in the 2017 season.

The school district asked to keep the median as narrow as possible to allow more space between the drop off lane and the front face of the building. As a result, most of the median is proposed at 4 ft. wide. To provide the space needed to permit left turns into the area, the median widens to 7 ft. at its west end.

The Agreement with the school district was reached in late September, and is now ready for the City Commission to agree to it as well.

Mr. O'Meara presented two versions of the plan. Option A depicts the drop off area as approved by the school, pedestrian bumpouts in the Glenhurst Dr. intersection, and no changes to the existing pavement west of Glenhurst Dr. Option B is similar, except that bike lanes are added to the existing pavement west of Glenhurst Dr. The bike lanes would extend for a block and one half, before ending at the City limit. Installing bike lanes to the west requires the removal of the proposed bumpouts at the Glenhurst Dr. intersection.

It is unfortunate that there is not sufficient space to extend the bike lanes across the school frontage. However, now that a neighborhood connector route will be implemented encouraging the use of Chesterfield Ave., not extending the lanes across the school will not result in an abrupt ending of the bike feature. Since bike lanes cannot be extended further west beyond the City limit, it is not believed to be appropriate to introduce the lanes for the short 1.5 block segment of Oak St. west of the school.

The block of Oak St. in front of the school is in poor condition. Funding is available in the current budget to proceed with reconstruction in 2017 during the 10-week summer period when school is not in session.

Mr. Surnow said that having a bike lane on Oak St. or not really doesn't matter because it is a wide road and it feels safe to ride there. Option B doesn't make sense to him.

**Motion by Mr. Surnow**

**Seconded by Ms. Folberg that the Multi-Modal Transportation Board recommends that the City Commission accept the agreement presented by the Birmingham School District, and the plan to reconstruct Oak St. between Glenhurst Dr. and Chesterfield Ave., depicted on the concept plan known as Option A, featuring bumpouts at the Glenhurst Dr. intersection, parking on the north side of the road, and separated student drop-off lanes in front of Quarton Elementary School.**

**Motion carried, 4-0.**

**VOICE VOTE**

Yeas: Surnow, Folberg, Adams, Rontal

Nays: None

Absent: Edwards, Lawson

**6. CROSSWALK PAVEMENT MARKING STANDARDS**

Mr. O'Meara recalled that the MMTB reviewed standards for future crosswalk pavement markings at the April and June meetings.

When considering crosswalk design standards, it is important to note that there are two dimensions being considered:

**1. Crosswalk total width (walking surface) -**

The standard sidewalk width is 5 ft., which is especially prevalent outside of commercial areas. Crosswalk widths should match the sidewalk. Installing crosswalk markings with a 6 ft. wide walking surface is appropriate unless pedestrian demand is higher than average. On the upper end of the spectrum, rarely is there sufficient space to build sidewalks wider than 10 ft. and usually they are less.

**2. Crosswalk painted bar width -**

The standard width is a 12 in. wide bar, with a spacing of 24 to 30 in. between. City staff has been asked to consider the use of wider bars, such as 24 in., in select areas to bring more notice to the area. If 24 in. wide bars are installed, they should have a gap between 24 to 36 in. wide.

At the last discussion of this topic some board members dissented because they felt that the 24 in. wide bar is preferable and its use should be more liberal. However, it is important to note that as the use of a traffic control device becomes more common, the novelty wears off. Staff suggests that it is important that the 24 in. wide bars be reserved for the areas where they are needed the most. Further, the painted crosswalks are a high maintenance item that must be

painted each year. Wider crosswalk markings require more paint, which then raises the cost.

Previously, three general conditions were presented:

1. Major street, high pedestrian demand;
2. Local street, high pedestrian demand;
3. All others.

However, these cases do not well represent conditions where a crosswalk is being built on a major street, but pedestrian demand is relatively low. These conditions represent a unique hazard for pedestrians. Speeds are higher, and drivers are less likely to expect a pedestrian. Under these conditions a wide crosswalk is not necessary, but wider painted bars would be appropriate in order to call attention to the crossing.

In very high demand intersections, large numbers of pedestrians may have to cross the street at the same time. A more pedestrian friendly environment can be achieved if the crosswalk is extra wide.

On local streets where lots of pedestrians are present, 12 in. wide bars are appropriate in most situations, as speeds are low and drivers are more likely to be cautious. The standard now encourages consideration of a 24 in. wide bar in unique areas where a crossing may not be clear to the driver.

Discussion brought out that it is not the intention to have painted markings at every single crossing..

**Motion by Ms. Folberg**

**Seconded by Mr. Surnow that the Multi-Modal Transportation Board recommends to the City Commission that the following standards be adopted for the design and installation of painted crosswalk pavement markings on all future projects:**

**All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:**

At Central Business District or other High Pedestrian Demand Major Street Crossings:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when high pedestrian demand at traffic signals is present.

At Central Business District or other High Pedestrian Demand Local Street Crossings:

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Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 8 to 10 feet wide. Painted bars at the 24 inch width may be introduced if the crosswalk location has some feature that makes it more hazardous or inconspicuous.

### On Major Streets with High Vehicle Demand and Infrequent Crosswalk Locations:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 6 feet wide.

### At All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.

### VOICE VOTE

Yeas: Folberg, Surnow, Adams, Rontal

Nays: None

Absent: Edwards, Lawson

## **7. CONSULTANT SELECTION FOR REVIEW OF OLD WOODWARD AVE. AND MAPLE RD. RECONSTRUCTION PLANS FOR 2017**

Ms. Ecker advised that on September 15, 2016 a Request for Proposals ("RFP") was issued by the City seeking a design/planning consultant to review the City's preliminary plans for the reconstruction of segments of Old Woodward Ave. and Maple Rd. in downtown that are scheduled for construction between 2017 and 2021. The completion of final plans and detailed renderings for key segments of the project area will be the final deliverables from the selected consultant.

Two proposals were submitted in response to the RFP, one from McKenna Associates and one from MKSK/Parsons. A selection panel was convened made up of City staff and board members to review the responses submitted to complete final plans and renderings for Old Woodward Ave. and Maple Rd. downtown.

The panel unanimously agreed to recommend MKSK/Parsons to the City Commission to complete the final plans and renderings for Old Woodward Ave. and Maple Rd.

On October 10, 2016, the City Commission approved the selection of MKSK/Parsons. MKSK proposed a reduction of \$3100.00 of the originally proposed price, for a not to exceed total of \$69,437.00 to complete the final plans and renderings for Old Woodward Ave. and Maple Rd. downtown.

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Given the desire to begin construction of this segment of downtown next spring, this project has an extremely tight timeframe for the consultants to complete their review and recommendations. As a result, MKSK began their work on October 11, 2016.

On October 26, 2016, the MKSK team met with City staff to review several design options. Three cross sections were evaluated. Refinements were suggested, and the consultants agreed to review several issues in more detail and come back with more refined options.

Staff is looking for input and recommendations from the Multi-Modal Transportation Board at this time, which will be forwarded to the team. In addition, on November 7, 2016 there will be a public open house to review design concepts and solicit public input. Finally, the MMTB will meet again on Monday, November 21, for a special meeting. At that time, the MKSK plan will be nearing completion, and the City will be looking for official comment at that time from the board.

Some of the options proposed by the consultants include anywhere from a 61 ft. wide road to a 70 ft. wide road. Many saw some value in shrinking the vehicular portion of the road down from 70 ft. Their recommendations include wider sidewalks, bigger tree wells, clustering trees together where there is space, bumpouts at the corners to shorten the crosswalks, a left turn lane versus a median, not following the downtown streetscape standards exactly in the central area of Old Woodward Ave. and Maple Rd. Other things they talked about for that area were granite curbs, a plaza look, material changes at the crosswalks, and making the outer material at the bumpouts flush to prevent driving over a curb. On-street parking discussed and back-in angled parking was considered because it is safer. Also, they discussed placing raised planter boxes on the edge of the sidewalk to allow more separation between the cars and pedestrians.

There was consensus among the board members that wider sidewalks would make sense. They were not in favor of an on-going left turn lane.

Mr. Labadie advised that MDOT's policy now is to allow angle parking, but it has to be back-in. It was discussed that swinging around into the left turn lane rather than stopping to allow someone to back into a spot would be a moving violation.

**8. MEETING OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**  
(no public was present)

**9. MISCELLANEOUS COMMUNICATIONS** (items in the packet)

**10. NEXT MEETING NOVEMBER 21, 2016 AT 6 p.m.**

**11. ADJOURNMENT**

No further business being evident, the board members adjourned the meeting at 7:03 p.m.

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Jana Ecker, Planning Director

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Paul O'Meara, City Engineer



## MEMORANDUM

Engineering Dept.

**DATE:** November 16, 2016

**TO:** Joseph Valentine, City Manager

**FROM:** Paul T. O'Meara, City Engineer

**SUBJECT:** Crosswalk Pavement Marking Standards

---

Earlier this year, the City Commission asked that the City develop a written guideline for how to design pavement markings at crosswalks, with the assistance of the Multi-Modal Transportation Board. The MI Department of Transportation (MDOT) has developed standards for their system, which is attached. Staff prepared suggested guidelines and reviewed this issue a total of three times with the Board. Suggestions were made during the first two meetings, and the final agreed upon recommendation incorporated comments from the Board. The Board unanimously approved the suggested standards below at their meeting of November 2, 2016.

The attached memo to the Board dated October 27, 2016 explains in detail the thought process that was used to develop these standards, as recommended in the suggested recommendation below:

### SUGGESTED RESOLUTION:

To adopt the following standard policy for the design of all future crosswalk pavement markings in the City of Birmingham, as recommended by the Multi-Modal Transportation Board:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

#### At Central Business District or other High Pedestrian Demand Major Street Crossings:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when high pedestrian demand at traffic signals is present.

#### At Central Business District or other High Pedestrian Demand Local Street Crossings:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 8 to 10 feet wide. Painted bars at the 24 inch width may be introduced if the crosswalk location has some feature that makes it more hazardous or inconspicuous.

#### On Major Streets with High Vehicle Demand and Infrequent Crosswalk Locations:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 6 feet wide.

At All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.

agreement. Ms. Dell added that the training that the county provides the court security team is second to none. Mr. VerPloeg noted that the part-time, retired deputies are paid hourly, with no benefits, and said that the addition to the security team would not be a retired deputy, but an individual from the outside.

### **11-350-16 FUTURE CROSSWALK PAVEMENT MARKINGS STANDARDS**

Mayor Nickita explained that the commission is seeing the recommendations from the Multi-Modal Transportation Board. We are looking for a clear standard for crosswalk pavement markings. He continued that we are looking for feedback at this time, since we will not be painting over the winter.

City Engineer O'Meara explained the two areas focused on included the total width of the walking surface which could vary from 6 feet to something much larger, depending upon the conditions. The other focus was the width of the painted bar. As roads are improved, we are changing to the continental style. The typical width would be a 12 inch wide bar with a spacing of 24 to 30 inches in between. A 24 inch bar is also being explored for higher impact.

He explained that there are four categories, with one being broken into two parts. The first category where the biggest crosswalk would be is at Old Woodward and Maple, where we have high traffic and high pedestrian demand. A wide walking path of 12-14 feet is being suggested, as well as the wide 24 inch bar.

The second category would also be in the downtown area, such as at Martin and Bates Streets. Traffic speeds are quite slow typically as drivers are expecting many pedestrians and hazards. A 12 inch bar is suggested, and with a wider crosswalk of 8 to 10 feet because there is a high pedestrian demand. Also in that category, we have local streets in the downtown area where a 24 inch bar is suggested where there may be a safety hazard because the crosswalk is not as visible, such as Bates and Willits. Sight distance issues are present there.

The third category would include areas coming out of the downtown area where we have higher speeds such as Maple and Chesterfield. Pedestrians are not expected in that area, so a 24 inch bar, but a more typical 6 foot width is suggested because we do not typically have a large number of pedestrians.

The fourth category would be anywhere else we have a painted crosswalk, such as a neighborhood intersection like Vinewood and Greenwood. A 6 foot wide crosswalk is sufficient, along with a typical 12 inch bar.

Mayor Nickita said in terms of definition, we are trying to define criteria of where these crosswalks would go. He said there are many different traffic patterns, pedestrian patterns and so on. He asked why the downtown would be the only commercial district designated, and asked if there was discussion about adding the other commercial districts such as the Triangle District and Rail District.

Mr. O'Meara said discussions were conducted and that is why the description "or other high pedestrian demand crossings" was included, so that we can move those other districts into that category. Mayor Nickita would like this to become something definitive enough so it is very clear.

Mayor Nickita asked how do we define high pedestrian traffic vs. other lower pedestrian traffic, what is a major street vs. a minor street, how is the spacing of the bars determined. He said this does not seem so clear.

Mr. O'Meara said that for a major vs. local street, he suggested that they were looking at Maple, Adams, Woodward, and Old Woodward. For this purpose, he did not include Pierce Street, because it generally a 25 mph zone, and traffic is relatively low. He continued that with respect to what is a high vs. low pedestrian demand crossing, data is not collected for those numbers, and therefore, it is more a judgment that the designer needs to make.

Mr. O'Meara said he reviewed what MDOT recommends, and the issue is that there should be some room for the person laying out the spacing of the bars. It is suggested that the bar should not be placed right where the wheels are always crossing because it will be worn away more quickly. This allows the designer to determine the spacing to alleviate that issue.

Commissioner DeWeese expressed concern that the spacing allows consistency all the way across the street. Mr. O'Meara confirmed that it does.

Commissioner Bordman noted that there could be a cost difference in using all 24 inch wide bars and varying the bar from 24 inches to 12 inches. Mr. O'Meara said that more paint will be required. Her concern is the cost difference, and Mr. O'Meara said he would research that question.

Commissioner Bordman noted the difference of opinion on the MMTB and asked how many votes it took to reach this recommendation. Mr. O'Meara said there had been previous discussions of the Board to refine the guidelines to something all could agree with, but it was a 5-0 vote. He said there was some debate by members about using the 24 inch bar more frequently which was cautioned against because it tends to lose its impact if that width is used everywhere.

Commissioner Bordman is concerned with the use of 12 inch wide bars as opposed to 24 inch. It appears that the suggestion is to use the 12 inch in the less travelled or lower pedestrian demand streets, and she thinks that is where the biggest impact is needed from the driver's point of view.

Mayor Nickita noted there is an example in our region to illustrate that point. Livernois in Ferndale, between 8 and 9 Mile, was recently narrowed and he recalls that all of the crosswalks in that stretch are 24 inch bars with 24 inch gaps. He considers this a low pedestrian, neighborhood area. He added the impact is that it is clearly recognized as a pedestrian crossing. He also questions the fact in areas that are not active we would not do that. Another location in Royal Oak used the same crosswalk markings as Ferndale. He thinks this would make sense on Eton, Lincoln and Harmon. His feeling is that we have the time to revisit some of the inconsistencies that are up for interpretation and fine tune them. He would like to see some refinements and clarity.

Commissioner DeWeese expressed concern with the width of the walk and not the spacing. In general, he thinks it should be consistent in terms of the spacing and 24 inches should be common. He thinks the protection of the pedestrian is important.

Commissioner Sherman concurs with Mayor Nickita that utilizing one size bar and spacing, but having a variance of up to 12 inches seems excessive. We should be able to adjust slightly without that range. The other issue is the width of the crosswalk which will depend somewhat on the street size, visual range and sidewalks. He would also like to see the cost difference between painting a 12 inch bar vs. 24 inch bar.

Commissioner Boutros expressed concern with narrow streets and the difference between each bar. It would not be recognized as a crosswalk. Mayor Nickita said the smallest street is 22 feet, so if we had by 24 by 24, there should 5-7 markings.

Commissioner Harris referred to MDOT standards as it relates to measuring high pedestrian activity and asked if there are no standards, will staff have to take those measurements to determine the activity. Mr. O'Meara said MDOT leaves that up to the designer to make that decision because each situation is different.

Based upon the comments this evening, this will be referred back to the Multi-Modal Transportation Board to basically further refine the plan.

### **11-351-16 ROAD DESIGN**

Mayor Nickita noted that his firm Archive DS has teamed with MKSK to submit a proposal to the City of Detroit for a potential project. To date, the project has not been awarded, so there is no contract, but he wished to disclose the relationship with MKSK.

City Engineer O'Meara provided some historical background for the reasons this project is being undertaken, which includes the aging water and sewer system, and ADA accessibility issues.

Planning Director Ecker explained that this is not a new concept and was included in the 2016 plan from 1996. The conditions include the overly wide street which does not work well for pedestrians, pedestrians having difficulty crossing some intersections, sidewalks too narrow for cafes', general sidewalk conditions, outdated lighting, and street trees not thriving. This is something the city has been working on for 20 years with many having been addressed already. The last big area is Maple and Woodward. It is a difficult project to deal with, but should be done for many reasons, including the design elements.

In September 2016, a RFP was issued to review the preliminary plans for the reconstruction of segments of Old Woodward and Maple that are scheduled for construction in 2017. MKSK was awarded the contract by the City Commission in October 2016 after a selection panel met to review and discuss the proposals submitted by MKSK and McKenna Associates.

Ms. Ecker introduced Brad Strader of MKSK, Brian Kinzelman, MKSK, and Joe Marsden, Traffic Engineer from Parsons Transportation who are representing MKSK. It has been a very tight schedule. She suggested that since this a great deal of information to be presented and digested tonight, that the City Commission may want to focus on the cross section width and type of parking, since they are fundamental decisions that have to be made before the concepts can be refined for the whole area. The goal was to get this to go to bid over this winter and start construction in the spring.

Mr. Strader emphasized the main focus tonight includes the street section studies, type of parking, street character and materials. He said the goals are to create a more vibrant, walkable downtown, retain as much of the parking as possible, create a safe and efficient traffic

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**CITY OF BIRMINGHAM  
MULTI-MODAL TRANSPORTATION BOARD  
THURSDAY, FEBRUARY 2, 2016  
City Commission Room  
151 Martin Street, Birmingham, Michigan**

Minutes of the regular meeting of the City of Birmingham Multi-Modal Transportation Board held Thursday, February 2, 2016.

In the absence of both the Chairperson and Vice-Chairperson, it was agreed that Ms. Slanga would take over the chair.

Chairperson Johanna Slanga convened the meeting at 6:34 p.m.

## **1. ROLL CALL**

**Present:** Board Members Lara Edwards, Amy Folberg, Daniel Rontal, Johanna Slanga, Michael Surnow

**Absent:** Chairperson Vionna Adams; Vice-Chairperson Andy Lawson

**Administration:** Lauren Chapman, Asst. City Planner  
Jana Ecker, Planning Director  
Scott Grewe, Operations Commander  
Paul O'Meara, City Engineer  
Carole Salutes, Recording Secretary

**Also Present:** Mike Labadie from Fleis & Vandenbrink  
("F&V"), Transportation Engineering Consultants.

## **2. INTRODUCTIONS**

Lauren Chapman, Asst. Planner for the City, was introduced.

## **3. REVIEW AGENDA (no change)**

## **4. APPROVAL OF MINUTES, MEETING OF DECEMBER 1, 2016**

**Motion by Mr. Surnow**

**Seconded by Mr. Rontal to approve the Minutes of December 1, 2016 as presented.**

**Motion carried, 5-0.**

VOICE VOTE

Yeas: Surnow, Rontal, Edwards, Folberg, Slanga

Nays: None

Absent: Adams, Lawson

**5. SAXON DR. AND LATHAM RD.  
Crosswalk Installation**

Mr. O'Meara recalled that in 2015, the Police Dept. was approached with complaints about traffic volumes and speeds on Saxon Rd., located in the southwest corner of Birmingham. Residents expressed concerns with the amount of traffic as well as the speeds that occur in that area. It is a wide right-of-way, and the street acts as an extension of Fourteen Mile Rd. so it tends to lend itself to speeds faster than the 25 mph speed limit.

Saxon Dr. is a border street, with Beverly Hills sharing jurisdiction of this road. Working with representatives from both sides of the street, the City of Birmingham took the lead in discussing the various options with the interested residents. By the middle of 2015, various issues and ideas were explored, and it was decided that the residents would petition the City for a complete road reconstruction. Over 50% of the owners on both sides endorsed the idea, and after receiving an information booklet a neighborhood meeting was held in the summer of 2016. After the meeting, enough residents changed their minds, and decided to no longer support the project. Cost was a major factor.

Currently, there is no sidewalk connection for pedestrians to cross Saxon Dr., other than at Southfield Rd. The intersection is noted in the Master Plan as a location within Phase 3. It is provided as a suggested improvement, as Latham Rd. is listed as part of a Phase 3 neighborhood connector route. Not only would the improvement help improve the crossing for pedestrians, the pavement markings should help encourage more responsible speeds on Saxon Dr. from motorists passing through the area.

The Beverly Hills Village Board has already signed an agreement approving this project, and their commitment to 50% of the cost, based on the cost estimate of about \$21,000.. Staff recommends making some storm sewer changes where needed and adding painted crosswalks that would encourage drivers to watch for pedestrians and potentially slow down.

If the Multi-Modal Board endorses this project, it will be forwarded to the City Commission for final approval of the funds. The Engineering Dept. will then add it

**DRAFT**

to the 2017 Concrete Sidewalk program contract documents, and oversee the construction of this improvement during the 2017 construction season.

Dr.. Rontal did not necessarily think the crosswalk lines would slow cars down. Mr. O'Meara said the residents originally asked for a stop sign but it wasn't warranted by traffic volume. If residents aren't able to help pay for more substantial improvements, this is what can be recommended.. A crosswalk is an attempt to show that cars should slow down for pedestrians at this intersection. Ms. Edwards suggested adding two white lines and a middle yellow dotted line in order to get cars into a more narrow space on Saxon. However, it was noted that at 22 ft. the road is already narrow, and additionally residents have often said a line down the middle would make the road feel like a major street.

Mr. O'Meara indicated that the residents felt a crosswalk would help to calm traffic. He noted the Master Plan calls for a crossing improvement at that intersection.

Board members were in agreement that installing crosswalks would not slow the traffic and alleviate the residents' concerns. Mr. Labadie did not think painting the road would help too much. As an inexpensive solution he suggested adding a couple of flashing speed limit signs. Commander Grewe said one sign could be budgeted for this stretch of road, but only for westbound traffic.

Consensus was to go back to Beverly Hills and the residents and offer at least a speed sign for the westbound traffic and see if that helps. Perhaps Beverly Hills would be willing to split the cost of a speed sign for eastbound traffic. Staff was encouraged to discuss the speed sign, paint markings, etc., with both Beverly Hills and the residents.

## **6. MAPLE RD. AND S. ETON RD. Crosswalk Improvements**

Ms. Ecker offered background. The Ad Hoc Rail District Committee was set up by the City Commission to look at a number of issues in the Rail District. They spent a year studying what is going on in that area. Tonight the board will specifically focus on the intersection of Maple Rd. and Eton Rd. The recommendations provide a way to shorten the entire width to cross Eton Rd.. A splitter island in the middle between the right and left turn lanes is suggested along with enhanced crosswalk markings, expanding the sidewalk, and changing the lane configuration. Board members agreed they don't want to encourage people to stand on the splitter island in the middle of Eton Rd.. Ms. Ecker thought that the island calms traffic, and she doesn't imagine too many pedestrians will stand on it because they can get across because of all of the

green time on Maple Rd. She likes the idea of dotted lines to direct cars coming off of westbound Maple Rd. and going south on Eton Rd.

Commander Grewe said for westbound traffic stopped on the east side of the intersection he would suggest moving the stop line further west so when a vehicle makes a left turn to go south on Eton Rd. the radius isn't so sharp. Mr. Labadie noted the stop bar needs to be located so that drivers can see the signal. Chairperson Slanga cautioned that signage should be placed far enough back so people will know which lane to be in to make their turn.

Board members recommended that Mr. Labadie should study this further to ensure large trucks can make a nice clean turn; look at adding dotted lines to show the left track turning radius coming from westbound Maple Rd. south on Eton Rd.; also study moving the westbound Maple Rd. stop bar location and possibly extending the median at that same location. Additionally, study how to accommodate bikes through that intersection. The recommendation from the Ad Hoc Rail District Study Committee was to widen the sidewalks from 5 ft. to 8 ft. on the whole block of Eton Rd. going south. The board was in agreement.

## **7. MAPLE RD. AND SOUTHFIELD RD. Crosswalk Improvements**

Mr. O'Meara recounted some safety issues that have occurred over the years at this intersection. In 2015 safety issues at the Maple Rd. & Southfield Rd. intersection were studied by the City's traffic consulting firm, Fleis & Vandenbrink ("F&V"). Lane configuration changes to Maple Rd. were approved, and subsequently put into place in October as a trial, and later approved for permanent status in June, 2016. During the studies, it became clear that the crash patterns at this intersection are such that safety could be improved if the intersection was relocated further west, allowing for the creation of a 90° intersection.

In 2016, it was determined that the relocation of this intersection may qualify for federal funding. Further, it was decided that since Maple Rd. is planned for reconstruction further east (in downtown), if safety funding was awarded, it would be an appropriate time to address both areas within the same construction project. The City directed F&V to apply for federal funding for this potential safety improvement. The application is currently pending, and should be announced in May of 2017.

In December, Commissioner DeWeese expressed concerns about the crosswalk that appear similar to those that have been raised in the past. The speed of northbound right turning vehicles continues to be an issue. The matter was referred to F&V in preparation for a review by the MMTB. Since a major change will require significant spending, and since a federal funding application is currently pending, F&V suggested a change in

signing as a possible small step while awaiting the status of the intersection. The suggested newer signage should alert drivers better than the current sign.

Ms. Folberg suggested changing the signal so that pedestrians cannot cross when people are allowed to turn right. Also, the "WATCH FOR PEDESTRIANS" sign blocks the view of pedestrians. He was not in favor of creating delays that would back up traffic.

**Motion by Ms. Edwards**

**Seconded by Ms. Folberg to direct staff to change the existing WATCH FOR PEDESTRIANS WHILE TURNING at the Maple Rd. and Southfield Rd. intersection to updated R10-15 signs (TURNING VEHICLES YIELD TO PEDESTRIANS) for eastbound Maple Rd. and northbound Southfield Rd. Reposition the new sign so it does not block the view of pedestrians. Also, add reflector material around the sign so it will stand out.**

**Motion carried, 5-0.**

**VOICE VOTE**

Yeas: Edwards, Folberg, Rontal, Slanga, Surnow

Nays: None

Absent: Adams, Lawson

**8. CROSSWALK STANDARDS UPDATE**

Mr. O'Meara recalled the MMTB discussed the above topic three times in 2016. A suggested recommendation was agreed to at the meeting of November 2, 2016, and forwarded to the City Commission for approval at their meeting of November 21, 2016. After discussing the matter, the Commission referred it back to the MMTB for further study.

The comments from the commissioners can be summarized as follows:

- Definitions for various road types and conditions need to be very clear so that the outcome is clear.
- The suggested variance for spacing between the bars was too great.
- Information about how much the City pays to maintain crosswalks was requested.
- The use of 24 in. wide bars (instead of 12 in.) was preferred. It was noted that other cities such as Royal Oak and Ferndale are making more use of the 24 in. bars.

Mr. O'Meara said it is important to note that if 24 in. wide bars become the standard, generally existing painted markings will remain as-is until the pavement in the intersection is being replaced or resurfaced.,. Moving to a 24 in. wide bar as the standard in all locations would translate into a slow, gradual increase as crosswalk markings are removed and replaced.

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Since the Commission (and some MMTB members) prefer the 24 in. wide painted bars, and since increased costs are not significant, the new standard recommends the use of 24 in. wide bars at all new crosswalk locations. Spacing is also suggested at 24 in. wide, similar to what is being done in other local jurisdictions.

The width of the walking surface remains an area that needs to be adjusted depending on the local street conditions. The National Assoc. of City Transportation Officials ("NACTO") suggests that the crosswalk width should be as wide or wider than the adjacent sidewalks so that groups of pedestrians can comfortably pass each other in the provided area. With the above standards in mind, a guideline is provided for total crosswalk width.

It was discussed that 24 in. space between the bars can only be adjusted slightly.

**Motion by Dr. Rontal**

**Seconded by Ms. Edwards to recommend that the City Commission adopt the following standard policy for the design of all future crosswalk pavement markings in the City of Birmingham, as recommended by the Multi-Modal Transportation Board:**

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3, with the exception that all painted bars shall be 24 in. wide spaced as close to 24 in. apart as possible. Crosswalk widths shall be installed as follows:

On Major Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when traffic signals are present.

On Local Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 8 ft. wide, unless the adjacent sidewalk main walking path is wider, at which point it shall be widened to match the main walking path width.

At All Other Locations:

Total width of the crosswalk shall be 6 ft. wide.

The following shall be considered Major Streets (within the specific districts noted) for the purposes of this standard:

Woodward Ave.

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Old Woodward Ave.

Maple Rd.

Southfield Rd.

Adams Rd.

Willits St.

Oakland Blvd.

Chester St.

Brown St.

S. Eton Rd.

E. Lincoln Ave.

**Motion carried, 5-0.**

VOICE VOTE

Yeas: Rontal, Edwards, Folberg, Slanga, Surnow

Nays: None

Absent: Adams, Lawson

**9. MEETING OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**  
(no audience present)

**10. MISCELLANEOUS COMMUNICATIONS**

Ms. Ecker said an update will be provided to the board at the next meeting as to what materials will be used on Old Woodward Ave., the turn lane, and what the crosswalks will look like.

**11. NEXT MEETING MARCH 2, 2017 at 6 p.m.**

**12. ADJOURNMENT**

No further business being evident, the board members adjourned the meeting at 8:10 p.m.

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Jana Ecker, Planning Director

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Paul O'Meara, City Engineer

**DRAFT**



## MEMORANDUM

Engineering Dept.

**DATE:** February 15, 2017

**TO:** Joseph Valentine, City Manager

**FROM:** Paul T. O'Meara, City Engineer

**SUBJECT:** Mandatory Water Lateral Replacement

---

This topic was first presented to the City Commission during the Long Range Planning Session in January.

Beginning in 2007, the City required the replacement of all sewer laterals on projects where the street pavement was being completely removed and replaced, if the age of the sewer lateral was 50 years or older, or if it had been of Orangeburg pipe. Since replacement of this pipe is a direct benefit to the building owner that it serves, the per foot cost charged by the contractor has been the basis of a Special Assessment District. Since that time, several hundred sewer laterals have been replaced, usually with little or no comment or resistance from those being charged.

Costs for sewer laterals have varied over the years, depending on how the contractor elects to put their costs in various pay items. Prices have ranged from as little as \$15 to as much as \$90 per foot. The City has covered inspection and restoration costs, since it is in conjunction with a City project.

The situation for water laterals has been different. First, they are much less prone to failure. In residential areas, the most frequently found water lateral is a  $\frac{3}{4}$  inch copper pipe, which is durable and has a very long service life. To a much lesser extent, lead or iron pipes are sometimes found. In areas with larger homes, 1 or even  $1\frac{1}{2}$  inch laterals become more common. During the past ten years, on projects where the sewer lateral must be replaced under a special assessment, the City has offered property owners that have a  $\frac{3}{4}$ " copper lateral the option to contract directly with the contractor for a fixed rate per foot, wherein the lateral can be replaced with 1 inch copper or plastic. The replacement is voluntary, and is offered as an option for those that feel that their home may be upgraded or replaced some day in the future. If a large building expansion or replacement project is envisioned, the building permit process will require that the owner pay for a water lateral upgrade to a minimum 1 inch pipe.

In those neighborhoods where building construction is prevalent, we are finding that just replacing the sewer lateral is not saving the new street pavement from frequent damage. As homes are torn down and replaced, the builder must cut a hole in the street and make a new larger tap on the water main, in order to meet basic building code requirements. If water laterals were all replaced to a minimum 1 inch size pipe, the probability of future road cuts would be reduced significantly. Similar to the sewer lateral, the water lateral upgrade is a direct benefit to the adjacent property owner, and a special assessment district could be created to cover this cost.

Historically, the City has covered the cost of replacement if a lead or iron water lateral is found, assuring that these inferior materials are removed from our system when the opportunity is present. If the City moves forward with creating a special assessment district to replace all water services to a minimum 1 inch, then all lead or iron laterals could also be replaced at the same cost per foot, as they are receiving an even greater benefit than those that currently have an undersized copper lateral. On the rare occasion that a 1½ inch lead water lateral must be replaced, we can include a slightly higher unit price for the replacement of the lateral, installing 1½ plastic pipe.

One other difference with respect to a water lateral is the required shutoff valve installed on each service, preferably located at the property line. The shutoff valve provides a means to shut water service off to the subject building, which can be operated by City personnel. The valve is necessary if work is planned on the meter, if there is a leak in the front yard, or in extreme cases, for lack of payment on water and sewer bills. Whenever a lateral is replaced from the main to the property line, the valve should be replaced, as the existing one tends to be old and no longer in good condition. The cost of the valve replacement would be included in the cost of the assessment district.

As noted at the Long Range Planning meeting, the following are some positives and negatives to consider before implementing this policy:

#### Positives

- New street pavements are not damaged by ongoing house replacements/expansions.
- Improved ride quality and life expectancy for City pavements.
- Reduced maintenance for City streets.
- Value of properties increase as all lots are ready for future growth.
- City can assess cost of lead lateral replacement.
- Each house will receive a new, working shutoff valve that can be relied upon for many years to come.

#### Negatives

- No visible, immediate benefit to owner not contemplating selling.
- Return on investment comes when property is sold or greatly improved.
- Future owners with larger lots may want more than 1 inch lateral.
- Owners that need a new water lateral are typically those that also need a new sewer lateral, therefore many of the same owners will be charged twice.
- The amount of excavating will be greater, resulting in the City project taking longer to execute.

It is our impression that one of the reasons that the sewer lateral assessment districts have met with little resistance is that the cost being charged to each homeowner is relatively low. It can be anticipated that if water laterals are being replaced as well, the typical cost to each homeowner will go up approximately 80% to 100% of what it would have been under the current policy. Increasing the cost will likely cause some additional resistance from the public being asked to pay for these improvements.

The Engineering Dept. is currently in design for three projects that will be executed this year where this policy would apply. Clear direction at this time is requested to assist in finalizing the bidding documents, and accurately reflecting the amount of work expected in each contract. A suggested recommendation follows:

**SUGGESTED RESOLUTION:**

To adopt a policy that when the City is undertaking a project wherein the existing street pavement is being completely removed and replaced, the Engineering Dept. shall prepare plans that include the replacement of all water laterals that are less than 1 inch, no matter what material was used, to be replaced with a 1 inch copper or plastic water lateral pipe. Further, to require the replacement of any size lead or iron water service, to be replaced with the same size pipe using either copper or plastic lateral pipe. All such improvements shall be charged to the adjacent benefitting property owner, and included in the special assessment district already being created for said project covering the cost of sewer lateral replacements. Assessments shall be based on the unit price per foot charged by the contractor in the applicable contract. The City shall cover all inspection and surface restoration costs.



# 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 \$6,000 - \$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:

- ▣ ¾" 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 (61%)

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.

**DATE:** February 15, 2017

**TO:** Joseph Valentine, City Manager

**FROM:** Paul T. O'Meara, City Engineer

**SUBJECT:** Storm Water Utility Fee  
Approval of Related Charges

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At the meeting of December 5, 2016, the City Commission authorized the implementation of the new Storm Water Utility Fee structure. As required by a court settlement, the City is now charging for the disposal of storm water disposal services through a billing system that considers each customer's property size and land characteristics. The first billings, covering approximately 33% of the customer base, reflecting the new charges were issued to customers starting in late January.

As provided in the policy, there are three areas where customers could raise questions about either how their fee was calculated, or what they can do to reduce their fee. A package of information has been prepared to post on the City's website to help disseminate this information, and will be posted upon approval of the related charges.

### CUSTOMER TYPES

First, it is important to remember that for the purposes of this billing structure, there are two customer types. Over 90% of the land parcels in the City can be considered Single Family Residential, or SFR. In order to simplify the calculations, the ordinance states that SFR properties are broken into six classes, strictly based on their parcel size. For example, a Class B parcel is any lot that has a land area between 1/8 acre and 1/4 acre. A Class B parcel will be charged an Equivalent Storm Water Unit (ESWU) rate of 1.0 per quarter. The rate is the same no matter what level of impervious surface is on the property. Parcels that are in different classes have a smaller or larger ESWU proportionate to their size compared to a Class B property.

Due to the wide variety and sizes of non-Single Family Residential (Non-SFR) properties, ESWU values were generated for each of these properties based on impervious surface maps provided by SEMCOG. In addition, the largest properties in the City were calculated individually by Hubbell, Roth, & Clark, to improve accuracy. The nature of the improvements is considered on all non-SFR properties.

### CUSTOMER INQUIRIES

The types of inquiries that will come up as a result of this new ordinance can be broken into three categories:

- a. Applying for credits to reduce the Storm Water Utility Fee
- b. Questions about how the ESWU rate was calculated.
- c. Information about how a Low Impact Development (LID) improvement would reduce the ESWU.

Staff will administer each of these requests to the best of our ability. If the customer does not agree with the way it is being administered, they will be able to schedule a hearing before the Storm Water Utility Appeals Board (SWAUB).

Each one of the three inquiries is explained in further detail below:

#### **a. Applying for Credits to Reduce the Storm Water Utility Fee**

Property owners that wish to reduce their Fee can implement changes designed to reduce storm water discharge from their property, in exchange for a credit. Sample applications, drawings, and instructions are attached. The following case study helps explain how the process would work.

*The owner of a SFR Class D property wishes to reduce their Storm Water Utility Fee by installing a rain garden. The owner works with the City to determine that the garden should be in the front yard, as the roof and front yard area is the part of the lot that first impacts the City sewer system during a rainstorm. The rain garden is designed appropriately, and a percolation test reveals that the soil conditions are conducive for this feature. The Class D property receives an ESWU of 2.4, which results in a charge of \$109.80 per quarter in the Evergreen-Farmington sewage district (or \$142.80 in the South Oakland district). As noted in the attached explanation sheet, the credit should be approved if it is demonstrated that the improvement will reduce flow by at least 50% from the current conditions. If approved, a multiple of \$20 is suggested for the credit, which would be multiplied by 2.4, or \$48. The rain garden credit would apply for five years, at which time the applicant would have to reapply, giving staff the chance to confirm if the rain garden is still operating as originally intended.*

Note that very few cities currently operate a billing structure in this manner, so there is little to compare it to. Ann Arbor is the most advanced City in the region in this area, and we feel that our fee and credit structure compares well with them.

If staff does not approve the credit as expected by the customer, the customer could apply for a hearing before the Board, using the application attached.

#### **b. Questions About How the ESWU Rate was Calculated.**

Non-SFR properties each have an individualized ESWU factor that considers both the size of the property, and the nature of the surface improvements. If they wish to question and/or dispute their numbers, staff will work with them to validate its accuracy. If problems are determined, staff will have the ability to make these changes for the next billing cycle. If the customer and staff disagree on what the ESWU rate should be, the customer could schedule a hearing before the Board, using the application attached.

Each property is receiving their first Storm Water Utility Fee for their property currently. It is assumed that the largest number of inquiries would be received this year, when the program is new. In the future, as non-SFR properties are improved, such as with a new building, the City will recalculate their ESWU and apply it to their billings the following year. Inquiries in the future should mostly involve either new owners not familiar with the system, or due to changes caused by property improvements.

**c. Information about how a Low Impact Development (LID) improvement would reduce the ESWU.**

A property owner may wish to consider a relatively significant Low Impact Development (LID) improvement on their property. As part of their due diligence, they would want to know how the change would affect their ESWU. The following case study helps explain a possible scenario.

*A seven unit residential condominium property has an ESWU that is influenced by the size of the building roofs and parking lot located on the property. The parking lot is forty years old, and needs to be completely replaced. The condominium owners consider the extra cost involved in installing a permeable pavement parking lot vs. a standard asphalt parking lot. The City can assist in determining the new ESWU that could be applied to the property if they elect to install the former.*

Similar to the above, a customer may not agree with the ESWU determination being suggested by the City. If they wish to appeal, the customer could schedule a hearing before the Board, using the application attached.

**SUGGESTED FEE SCHEDULE**

It is understood that the Storm Water Utility Fee process is new and could represent a potential frustration for those customers receiving an unexpected increase in their sewer fees. In the spirit of cooperation, staff will certainly work with any customer to guide them through the process, and attempt to arrive at a mutually agreeable compromise. However, if a customer wishes to receive a credit towards their fee, time and effort is spent by staff to review the application, determine its validity, and process an approval or denial. Almost all applications and permits issued by the Community Development area of City Hall have fees attached to them to help cover the cost of administration. Similarly, if an applicant wants to receive an appeal from the Board of Zoning Appeals, a fee is charged. Since we do not know exactly how much time or effort this process will take, it is suggested that the simple base fee of \$50 apply for each of the following categories:

1. Storm Water Utility Fee Credit Application or Renewal
2. Low Impact Development Determination
3. Storm Water Utility Appeals Board Application

While the \$50 fee may or may not cover all administrative costs, we consider it a good starting point. As staff becomes experienced in what it takes to administer the program, adjustments to the fee structure can be considered in the future.

## SUGGESTED CREDIT SCHEDULE

With the assistance of Hubbell, Roth, & Clark, the following list of suggested improvements that can be added to a property has been prepared for those that wish to make a reduction in the storm water utility fee. Descriptions of each credit, and how they can be approved, are included in the attached sheets prepared for the City's website:

<b>CREDIT</b>	<b>APPLYS TO</b>	<b>QUARTERLY VALUE (SFR)</b>	<b>RENEWAL PERIOD</b>
<u>Rain Barrels</u>	SFR/Non-SFR	\$15	2 years
<u>Rain Garden/Bio-Swale</u>	SFR/Non-SFR	\$20*	5 years
<u>Infiltration Trench/Dry Well</u>	SFR/Non-SFR	\$25*	5 years
<u>Cistern</u>	SFR/Non-SFR	\$25*	10 years
<u>Pervious Pavement</u>	SFR/Non-SFR	\$10 (200-300 Sq.Ft.) \$20 (300-400 Sq.Ft.) \$30 (>400 Sq.Ft.)	10 years
<u>Disconnect Footing Drain</u>	SFR/Non-SFR	\$40	10 years
<u>LID Building Measures</u>	Non-SFR	ESWU reduction	N/A
<u>LID Site Measures</u>	Non-SFR	ESWU reduction	N/A
<u>Enhanced Retention</u>	Non-SFR	ESWU reduction	N/A

Those credits marked with an asterisk (\*) will be multiplied by the relative size of the parcel the improvement makes on the property, provided that the improvement truly captures at least 50% of the impervious area that is draining directly to the sewer system, according to the following schedule:

<b><u>SFR CLASS</u></b>	<b><u>CREDIT MULTIPLICATION FACTOR</u></b>
Classes A & B	1.0
Class C	1.6
Class D	2.4
Class E	3.2
Class F	4.6

Improvements to non-SFR properties will be calculated on an individual basis, depending on how the improvement impacts their overall runoff factor.

The size of the credit will be based on how much impact the measure will have relative to the overall size of the storm water fee being charged for the particular property the credit is being applied for.

The Engineering Dept. recommends approval of the suggested fee and credit schedule listed herein, and on the attached pages prepared to appear on the City's website. With this

approval, staff will be prepared to administer applications for credits, ESWU revisions, and LID determinations.

**SUGGESTED RESOLUTION:**

To amend the Schedule of Fees, Engineering Dept., to reflect new fees and credits pertaining to the Storm Water Utility Fee.

# ENGINEERING

ENGINEERING		EXISTING FEE	EXISTING FEE	EXISTING FEE	EXISTING FEE	EXISTING FEE	PROPOSED FEE	CHANGE CODE	Staff
<b>Bidding Document Fee</b>									
Large Set - Paper Copy		\$	50.00						
Small Set - Paper Copy		\$	30.00						
CD Copy (any size)		\$	15.00						
(Copy fee waived for Plan Room and Advertising Services)									
<b>Cable Communications Permit (30-133 (j))</b>									
Cable Franchise Insurance: Standard Insurance requirements plus excess liability insurance (or umbrella policy) on an "occurrence basis", with limits of liability not less than \$5,000,000 per occurrence; and indemnification provisions (see Section 30-190)									
<b>Curb Closings (See Streets &amp; Sidewalks)</b>									
<b>Driveways (See Streets &amp; Sidewalks)</b>									
<b>Parking Meters</b>									
High Demand Areas		\$	1.00	per hour					
Lower Demand Areas (1)		\$	0.50	per hour					
<b>Parking Structures</b>									
			<b>Pierce</b>	<b>Peabody</b>	<b>Park</b>	<b>Chester</b>	<b>N. Old Woodward</b>		
Less than 2 hours			free	free	free	free	free		
Less than 3 hours		\$	2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00		
Less than 4 hours		\$	4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00		
Less than 5 hours		\$	6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00		
Less than 6 hours		\$	8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00		
Over 6 hours		\$	10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Over 7 hours		\$	10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Over 8 hours		\$	10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Maximum Fee After 10:00PM		\$	5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00		
Permit Parking		\$	65.00	\$ 65.00	\$ 60.00	\$ 45.00	\$ 55.00		
<b>Parking Structure Permit Parking Activation Fee</b>									
Deposit (any cards returned after six-months not eligible for refund)		\$	20.00						
Activation fee per AVI card		\$	30.00						
Returned checks		\$	30.00						
<b>Permit Parking At Meters</b>									
Lot 6 - Regular		\$	150.00	quarterly					
Lot 6 - Restricted		\$	90.00	quarterly					
Ann St. North		\$	165.00	quarterly					
Ann St. South		\$	120.00	quarterly					
South Old Woodward		\$	120.00	quarterly					
<b>Private Building Sewer Investigation Program</b>									
Single Family Residential Property	Security Deposit (refundable)	\$	300.00						
Non-Single Family Residential Property	Application Fee	\$	300.00						
	Security Deposit (refundable)	\$	300.00						
<b>Sidewalks (See Streets &amp; Sidewalks)</b>									
<b>Soil erosion and sediment control permit fees:</b>									
Less than 1 acre site		\$	50.00						
1-2 acre site		\$	100.00						
2-3 acre site		\$	150.00						
The permit fee shall increase for every acre or portion thereof in excess of the above examples.									
Inspection desposits:									
Less than 1 acre site		\$	1,560.00						
1-2 acre site		\$	3,120.00						
2-3 acre site		\$	4,680.00						
The inspection deposit shall increase \$1,560.00 per additional acre or portion thereof in excess of the above examples.									
<b>Soil Filling Permit (Chapter 50)</b>									
Application fee		\$	600.00						
Permit fee, per cubic yard		\$	0.20						
<b>Stormwater runoff (Chapter 114)</b>									
Permit per acre of affected area		\$	100.00						
Minimum		\$	50.00						
<b>Storm Water Utility Fee Related Charges</b>									
Storm Water Utility Fee Credit Application or Renewal		\$	50.00	E					PO
Low Impact Development Determination		\$	50.00	E					PO
Storm Water Utility Appeals Board Application		\$	50.00	E					PO
<b>Storm Water Utility Fee - Credit Schedule</b>									
CREDIT	APPLIES TO	QUARTERLY VALUE	RENEWAL PERIOD						
Rain Barrels	SFR/Non-SFR	\$15	2 years					E	PO
Rain Garden/Bio-Swale	SFR/Non-SFR	\$20 *	5 years					E	PO
Infiltration Trench/Dry Well	SFR/Non-SFR	\$25 *	5 years					E	PO
Cistern	SFR/Non-SFR	\$25 *	10 years					E	PO
PerVIOUS Pavement	SFR/Non-SFR	\$10 (200-300 Sq. Ft.)	10 years					E	PO
		\$20 (300-400 Sq. Ft.)						E	PO

ENGINEERING				EXISTING FEE	EXISTING FEE	EXISTING FEE	EXISTING FEE	EXISTING FEE	PROPOSED FEE	CHANGE CODE	Staff
			\$30 (>400 Sq. Ft.)							E	PO
<u>Disconnect Footing Drain</u>	SFR/Non-SFR	\$40	10 years							E	PO
<u>LID Building Measures</u>	Non-SFR	ESWU reduction	N/A							E	PO
<u>LID Site Measures</u>	Non-SFR	ESWU reduction	N/A							E	PO
<u>Enhanced Retention</u>	Non-SFR	ESWU reduction	N/A							E	PO
Those credits marked with an asterisk (*) will be multiplied by the relative size of the parcel the improvement makes on the property, provided that the improvement truly captures at least 50% of the impervious area that is draining directly to the sewer system, according to the following schedule:											
			CREDIT MULTIPLICATION FACTOR								
	<u>SFR CLASS</u>										
	Classes A & B	1									
	Class C	1.6									
	Class D	2.4									
	Class E	3.2									
	Class F	4.6									
<u>Streets &amp; Sidewalks:</u>											
There shall be a minimum charge of \$50.00 for all curb closing, curb, cuts, driveways and sidewalk permits.				\$	85.00						
Curb closings (98-91):											
	Permit per linear foot			\$	3.00						
	Minimum			\$	30.00						
Curb cuts (98-91):											
	Permit per linear foot			\$	3.00						
	Minimum			\$	30.00						
Driveways (98-91):											
	Permit			\$	30.00						
Sidewalks (98-57):											
	Permit, per square foot			\$	0.40						
	Minimum			\$	20.00						
Excavations (98-26):											
	Permit			\$	50.00						
	Plus deposit to be determined by city engineer to cover estimated cost of possible city expenses, minimum										
Moving buildings (98-3 - 98-28):											
	Permit			\$	50.00						
	Plus deposit to be determined by city engineer to cover estimated cost of possible city expenses, minimum										
				\$	1,000.00						
	harmless agreement										
Obstructions (98-26):											
	Permit			\$	50.00						
	Plus deposit to be determined by city engineer to cover estimated cost of possible city expenses, minimum										
				\$	1,000.00						

## STORM WATER UTILITY FEE

### General Methodology

The Storm Water Utility Fee will be apportioned to all properties in the City that contribute storm water into the City's sewer system, from both surface runoff and underground footing drain inflow.

### Runoff Potential & ESWU

The runoff potential for a typical single family residential property is defined as a "standard unit", called an Equivalent Storm Water Unit (ESWU). Other types of properties are assigned a multiple of the "standard unit" by dividing their particular runoff potential by the "standard" runoff potential. The ESWU's are totaled for all the properties being assessed, and each property's share of the total is determined by dividing their particular ESWU by the total of the ESWU's. Information about runoff potential and ESWU determination can be found by following the following links:

[Runoff Potential](#)  
[ESWU Determination](#)

### Storm Water Utility Fee

The storm water utility fee rate per ESWU will be determined each year for both major drainage districts in the City: Evergreen Farmington District and South Oakland District. A particular parcels Storm Water Utility Fee will be the current Storm Water Utility Fee Rate times the ESWU value for that property. Refer to the [Major Drainage District Map](#) for more information.

For 2017, the Storm Water Utility Fee Rates per ESWU on an quarterly basis are:

Evergreen Farmington District (EF):	\$45.75 per ESWU
South Oakland District (SO):	\$59.50 per ESWU

### Storm Water Credits & Appeals

Property owners will have a means appealing their ESWU determination or for having their storm water utility fee reduced when they employ methods for reducing the amount of runoff generated by their property that enters the sewer system. For more information on storm water appeals and credits, follow the link to [Storm Water Appeals](#) and [Storm Water Credits](#).

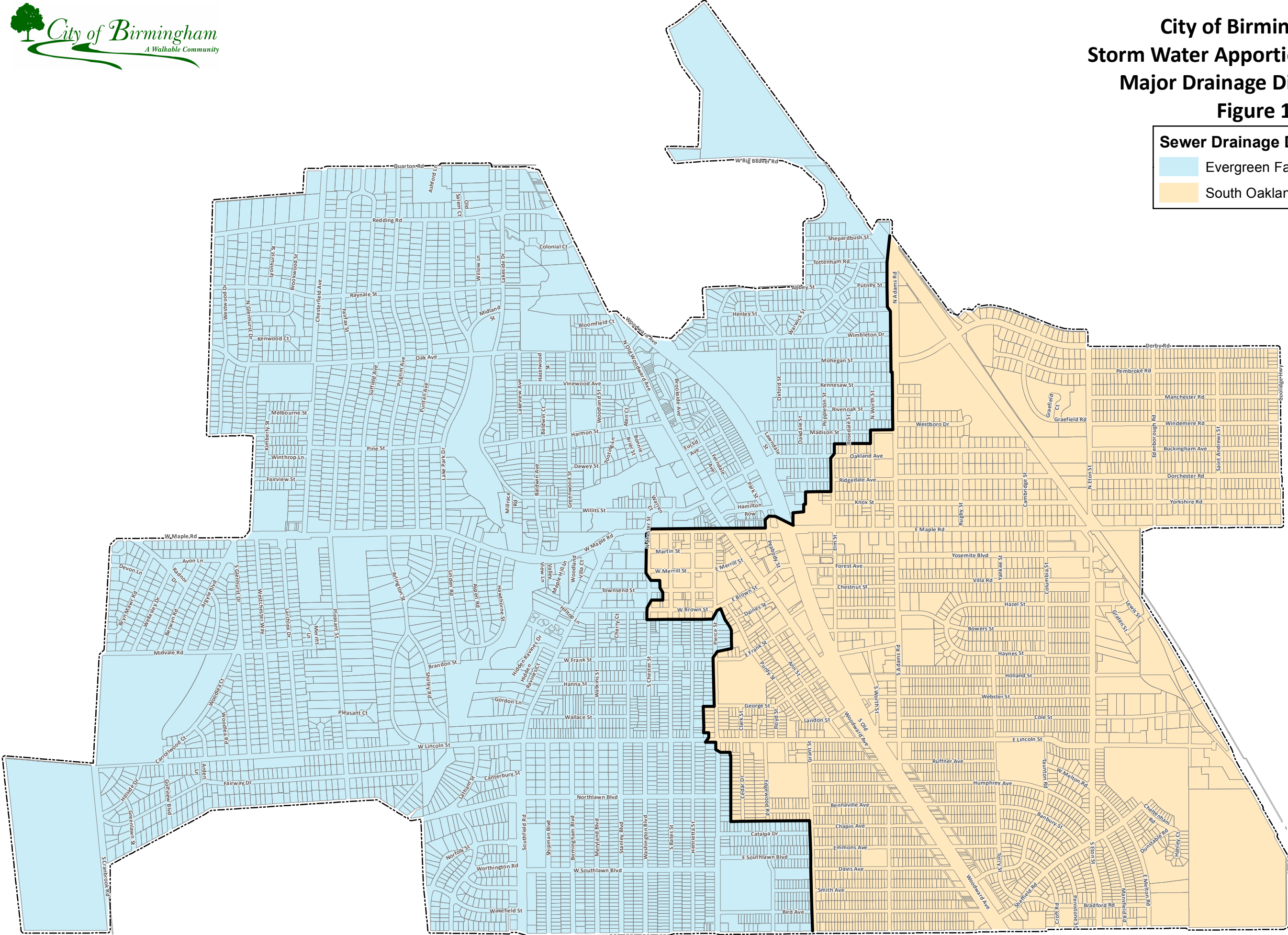
Back to [Storm Water Utility Ordinance](#) page



City of Birmingham  
Storm Water Apportionment Study  
Major Drainage District Map  
Figure 1

**Sewer Drainage Districts**

	Evergreen Farmington
	South Oakland



## RUNOFF POTENTIAL

### Runoff Potential

In general, the amount of runoff generated from a particular property for a given amount of precipitation is largely based on the amount of impervious surface on that property - more impervious surface means more runoff. To a smaller degree, even pervious surfaces will contribute some runoff. Therefore, the runoff potential for a particular property is determined by both the amount of impervious area and pervious area. The impervious area is equated to the total area of the parcel minus the measured pervious area on that parcel. Runoff potential (RP) is measured in square feet, using the following formula:

$$RP = 0.15 \times [Total\ Area - Impervious\ Area] + 0.9 \times [Impervious\ Area]$$

### Runoff Coefficients

All surfaces will generate some amount of runoff during precipitation events, and can be assigned a runoff coefficient to represent the fraction of the precipitation that results in runoff. The Runoff Potential formula uses different runoff coefficients for the impervious area and pervious area to create a “weighted average” for that parcel. The runoff coefficient used for impervious surfaces is 0.9, which generally means that 90% of the precipitation on that surface will result in runoff. The runoff coefficient used for pervious surfaces is 0.15, which generally means that 15% of the precipitation on that surface will result in runoff.

### Impervious Area

An impervious area can be defined as a surface area that is resistant to permeation by surface water. Because precipitation cannot be absorbed by the impervious surface, runoff will be generated that must be managed by the sewer system. For the purpose of this apportionment, the following surfaces are considered to be impervious:

- Pavements – including sidewalks, private roads, parking lots, and patios made from concrete, asphalt, brick pavers and stone materials.
- Buildings
- Athletic courts and tracks
- Gravel (or dirt) driveways and parking areas used by vehicles
- Decks covered by a roof or having an impervious underlying surface (including plastic sheeting)

The Southeast Michigan Council of Governments (SEMCOG) conducted an aerial survey of the region in 2010 that was analyzed to determine the building footprints and impervious surface areas. The resulting data sets were provided to each community, and the building footprint and impervious surface area data sets were used to measure the impervious area for the properties in the City.

**Pervious Area**

A pervious area will allow an amount of surface runoff to percolate into the soil naturally, to the extent possible based on the type of soil and degree of saturation. Note that large portions of the City have naturally occurring clayey (or loamy) soils near the surface that do not allow high rates of infiltration, so even undeveloped properties will generate some runoff for moderate amounts of rainfall. For the purpose of this apportionment, the following surfaces are considered to be pervious:

- Grass
- Gardens
- Landscape areas without impervious underlying membrane
- Open-slatted decks over an otherwise pervious surface
- Gravel (or dirt) paths used by pedestrians only
- Swimming pools (but not the paved surfaces around the pool)
- Pavers set in porous material specifically designed to be pervious
- Porous pavements specifically designed to be pervious

Want more information about how your fee is determined? Continue on to [ESWU Determination](#)  
Finished with explanation? Back to [Storm Water Utility Fees](#)

## ESWU DETERMINATION

### General Property Categories

Properties in the City are considered to be part two general categories – single-family residential (SFR) or non-single-family residential. Non-single-family residential properties include two-family residential, multifamily residential, institutional (public properties, schools and churches), public recreational, commercial, business, office, and parking. The following maps highlight these general property categories in the City:

Single Family Residential (SFR) Map

Non-Single Family Residential (SFR)Map

### SFR Categories

Due to the variability in lot sizes across the City, the single-family residential (SFR) category is divided into six classes based on the total area of the parcel in order to group similarly developed properties together:

SFR CLASS	LOT SIZE RANGE
Class A	0.125 acres or less
Class B	0.126 to 0.250 acres
Class C	0.251 to 0.500 acres
Class D	0.501 to 0.750 acres
Class E	0.751 to 1.000 acres
Class F	1.001 acres or larger

### “Standard Unit”

The most numerous type of property in the City is the Class B SFR, which is considered to be the “standard unit” for determining ESWU’s. The Class B SFR properties comprise of nearly 50% of the number of parcels in the City. The runoff potential for the “standard unit” is 4,317 square feet, which is equated to an ESWU value of 1.

### ESWU’s for SFR Properties

The ESWU for each of the six lot-area categories for SFR properties is based on the average runoff potential for that category. For each group, the total impervious surface and pervious surface areas were summed up, and then divided by the number of parcels. Those areas were entered into the runoff potential equation to determine the average runoff potential for each category. The ESWU for each category is calculated by dividing the average runoff potential for each by 4,317 square feet. All single family residential properties in each of the lot-size category are assigned the same ESWU for that category. The ESWU values for the single-family residential categories are summarized in the following table:

PROPERTY TYPE	AVE. RUNOFF	
	POTENTIAL	ESWU
SFR Class A (0.125 acres or less)	3,166	0.7
SFR Class B (0.126 to 0.250 acres)	4,317	1.0
SFR Class C (0.251 to 0.500 acres)	6,714	1.6
SFR Class D (0.501 to 0.750 acres)	10,553	2.4
SFR Class E (0.751 to 1.000 acres)	13,904	3.2
SFR Class F (1.001 acres or larger)	19,744	4.6

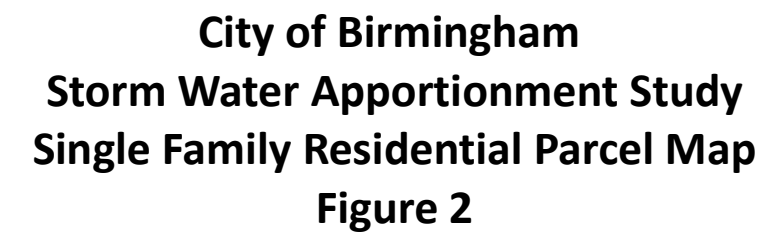
All single family residential properties within each of the lot-size categories are assigned the same ESWU for that category.

### **ESWU's for Non-SFR Properties**

The ESWU for all other, non-SFR properties, is based on the unique runoff potential for each particular property. The impervious surface area and pervious surface area for each of these properties is measured, and the runoff potential is then calculated for each. The runoff potential value is divided by the "standard unit" runoff potential value of 4,317 square feet to calculate the ESWU value for the parcel. An example of this for a hypothetical site can be seen at [ESWU Example](#).

The impervious area measurements for certain properties were verified by analyzing the aerial imagery of the individual parcel instead of relying on the computer-analyzed impervious surface data. Parcels for verification included all City-owned properties and those with an ESWU over 4.4 as initially determined by the computer-analyzed impervious surface data.

Want more information about how your fee is determined? Continue on to [Runoff Potential](#)  
 Finished with explanation? Back to [Storm Water Utility Fees](#)





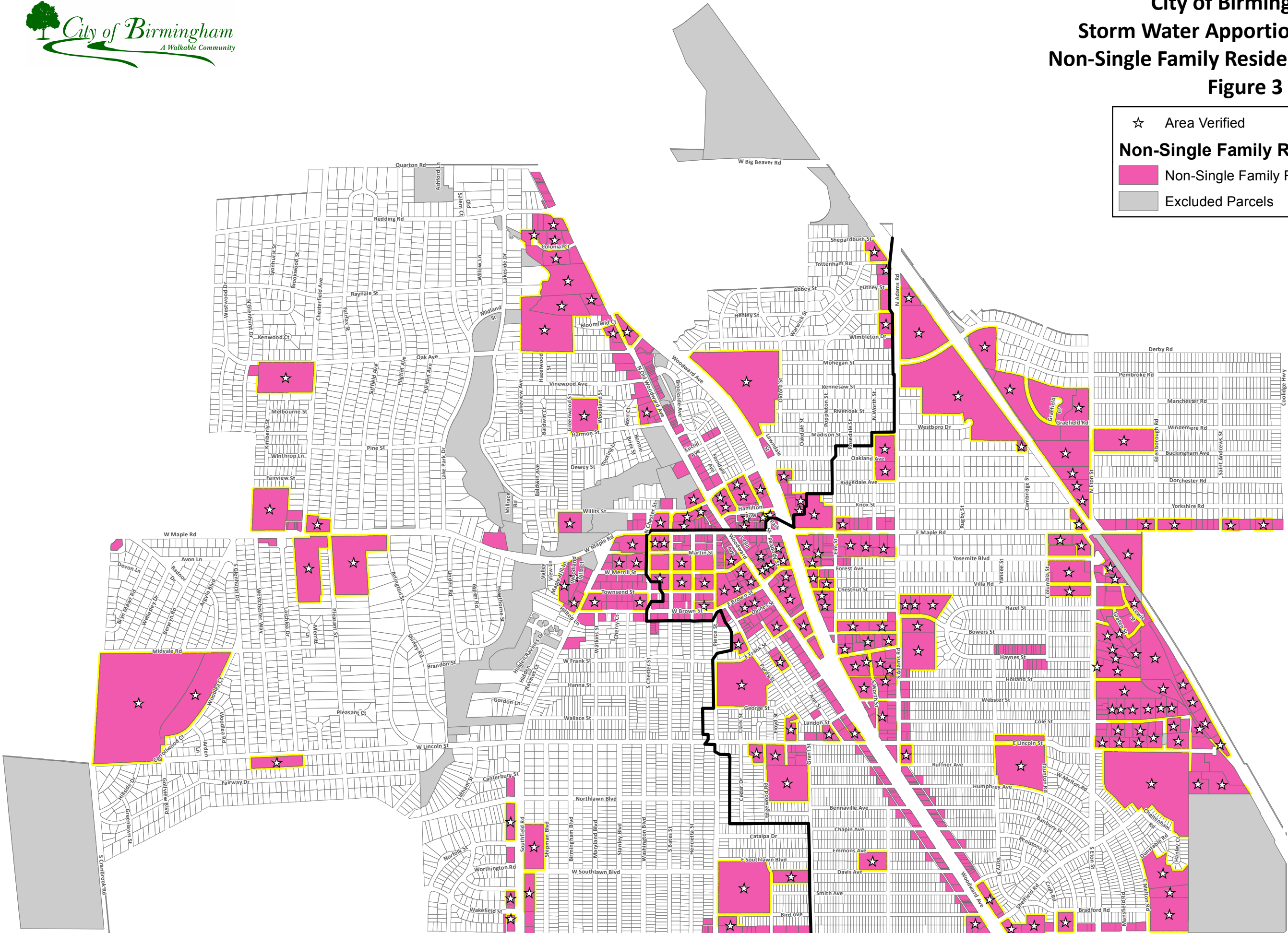
City of Birmingham  
Storm Water Apportionment Study  
Non-Single Family Residential Parcel Map  
Figure 3

☆ Area Verified

Non-Single Family Residential

Non-Single Family Residential

Excluded Parcels



## STORM WATER CREDITS

### Storm Water Utility Credits

Certain credits are offered to provide the opportunity for property owner's to reduce the amount of storm water that enters the sewer system from their property. Methods for runoff reduction that rely on infiltration will require the property owner to conduct a Percolation Test at the location of the infiltration feature to verify that the existing soils can adequately receive the infiltration. The following credits are offered for single-family residential (SFR) properties and non-SFR properties, with the associated annual base credit value:

CREDIT	APPLYS TO	QUARTERLY VALUE (SFR)	RENEWAL PERIOD
<u>Rain Barrels</u>	SFR/Non-SFR	\$15	2 years
<u>Rain Garden/Bio-Swale</u>	SFR/Non-SFR	\$20*	5 years
<u>Infiltration Trench/Dry Well</u>	SFR/Non-SFR	\$25*	5 years
<u>Cistern</u>	SFR/Non-SFR	\$25*	10 years
<u>Pervious Pavement</u>	SFR/Non-SFR	\$10 (200-300 Sq.Ft.) \$20 (300-400 Sq.Ft.) \$30 (>400 Sq.Ft.)	10 years
<u>Disconnect Footing Drain</u>	SFR/Non-SFR	\$40	10 years
<u>LID<sup>1</sup> Building Measures</u>	Non-SFR	ESWU reduction	N/A
<u>LID Site Measures</u>	Non-SFR	ESWU reduction	N/A
<u>Enhanced Retention</u>	Non-SFR	ESWU reduction	N/A

Those credits marked with an asterisk (\*) will be multiplied the relative size of the parcel the improvement makes on the property, provided that the improvement truly captures at least 50% of the impervious area that is draining directly to the sewer system, according to the following schedule:

SFR CLASS	CREDIT MULTIPLICATION FACTOR
Classes A & B	1.0
Class C	1.6
Class D	2.4
Class E	3.2
Class F	4.6

Improvements to non-SFR properties will be calculated on an individual basis, depending on how the improvement impacts their overall runoff factor.

The size of the credit will be based on how much impact the measure will have relative to the overall size of the storm water fee being charged for the particular property the credit is being applied for.

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<sup>1</sup> Low Impact Development

When considering an improvement that would qualify for a credit, it is important to consider how the improvement will be located. A sample Class B lot layout that shows how a base property with an ESWU of 1.0 can be found under [Class B SFR Example](#). The drawing shows how the front half of the property typically drains to the street, while the back half drains to the rear yard, where it tends to percolate into the ground (unless the property has been improved with a rear yard drainage system). Installing rain barrels or a rain garden in the rear yard, for example, under these conditions, may not qualify for a credit, as it will not make any meaningful reduction in runoff.

No credits will be issued to single-family residential (SFR) properties for runoff reduction measures that were already in place prior to January 1, 2017. The fee values calculated for each Single Family class were based on the entire district's total runoff as it existed at that time, and cannot be changed retroactively.

### **Storm Water Credit Application**

All credits must be applied for by the property owner, and approved by the City Engineer. Design requirements for each type of credit can be found by following the links to each in the table, as well as criteria for meeting variable credit values. Approved credits will go into effect in the following yearly cycle, and some require periodic renewal. The City has the right to revoke any credits given if the information provided is discovered to be false or if use of the measures are discontinued. To apply for a Storm Water Credit, complete the [Storm Water Credit Application](#) and return to the Engineering Department, along with [Percolation Test](#) results and any supporting documentation, plans, sketches, pictures or calculations. Applications submitted with incomplete or inaccurate data will not be approved.

### **Storm Water Credit Values**

The value of any credit is to incentivize the effort to reduce runoff, and is not direct compensation for the actual volume of runoff that may or may not be removed from the sewer system in any given period of time or amount of precipitation as a result of the effort. As more and more property owners employ measures to reduce runoff, the City as a whole will benefit from reduced volumes of storm water that must be treated, and the costs associated with that treatment paid by the City.

### **ESWU Reductions**

Certain non-SFR properties, especially public, institutional, commercial, retail and multi-family parcels will have the opportunity to construct Low Impact Development (LID) measures or enhanced storm water retention on the property that can potentially reduce the Storm Water Utility Fee. LID measures that reduce the impervious areas on a property or promote infiltration will have a direct impact on the calculation of the ESWU value for the property after re-development. An example of this for a hypothetical site can be seen at [ESWU Reduction Example](#). A property owner that elects to use the ESWU reduction for their property will not be eligible for other storm water credits.

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## PERCOLATION TEST

### Soil Infiltration Testing – aka Percolation Test

Certain credits are offered to provide the opportunity for property owners to reduce the amount of storm water that enters the sewer system from their property by promoting infiltration of some of the runoff into the soils on their property. In order for these types of measures to be effective, the existing soils must have the capacity to accept the added infiltration. To qualify for measures that rely on infiltration, a percolation test (or other method of soil infiltration testing) must be successfully completed.

### Safety

Attention to all OSHA and local guidelines related to earthwork and excavation must be followed. Notify the Michigan One Call System (Miss-Dig) at least 72 hours before digging or excavating on your property by calling (800) 482-7171 or dialing “811”. Excavations should never be left open and unsecured.

### “Simple” Percolation Test Method

The simple percolation test is applicable to evaluate the infiltration capacity of the existing soils for most single family residential (SFR) measures to reduce runoff. The test is conducted at the location of the proposed measure, and at the elevation of the bottom of the measure. For example: pervious pavement – depth to bottom of measure is 6 inches; rain garden – depth to bottom of measure shall be 12 to 18 inches; infiltration trench – depth to bottom of measure shall be 3 feet. The basic procedure for the “simple” percolation test is as follows:

1. Dig an 18 inch deep hole below the bottom of the proposed infiltration measure.
2. Fill hole with water and let it drain completely.
3. Re-fill hole with water and measure time for it to drain completely.
4. If measured time to drain is less than 24 hours, then the infiltration capacity is adequate for most SFR measures.

Homeowners conducting their own test will be required to document their findings in the application, so results must be logged precisely. Testers are strongly encouraged to refer to [Appendix E of the LID Manual for Michigan](#) for more details.

### Soil Infiltration Test Methods

For non-SFR measures that are proposed to reduce runoff from the property that hope to result in an ESWU reduction, more accurate evaluation of the infiltration capacity of the existing soils is required. More accurate field tests include the double-ring infiltrometer test and percolation test. A thorough description of these test methods can be found in [Appendix E of the LID Manual for Michigan](#) published by SEMCOG. Results from these tests can be used to adequately size the proposed infiltration measures.

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## RAIN BARRELS

### Qualifying for a Rain Barrels Credit

Installing rain barrels would collect the runoff from rooftops and prevent a portion of it from entering the sewer system. Collected rain water should be used for irrigation and watering plants. Rain barrels are sold locally at many garden centers or online. To qualify for a Rain Barrels Credit, the following requirements must be met:

- the runoff from at least 50% of the main home's roof area must be collected by the rain barrels
- the barrels shall be at least 35 gallons in size
- overflow from the rain barrels shall not be directed onto paved surfaces that provide a direct connection to the sewer system, or onto adjacent properties
- provide a plan of the roof area of the home, and the location and number of barrels installed
- provide the manufacturer and model number of the rain barrel installed
- provide a written plan wherein the owner shall attest to the frequency that the rain barrel will be used. For example, agreeing to emptying 50% of the rain barrel every 7 days between April and November to ensure that there is capacity ready for the next rain event.

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## RAIN GARDEN & BIO-SWALE

### Qualifying for a Rain Garden & Bio-Swale Credit

Bioretention areas, such as rain gardens or bio-swales, are shallow surface depressions planted with specially selected native vegetation to capture storm water runoff from rooftops and paved areas. Bio-swales are another name for linear rain gardens. Captured runoff infiltrates into the soils or is used by the plants, thereby reducing the amount that enters the sewer system. Rain gardens and bio-swales provide some surface storage volume that allows more time for infiltration to occur, and can be effective in most soil types. Appropriate plant selection is based on soil type. Your local garden center may be able to assist with plant selection. To qualify for a Rain Garden or Bio-Swale Credit, the following requirements must be met:

- the runoff from at least 50% of the main home's roof area (or equivalent paved surface area) must be diverted to the rain garden or bio-swale
- variable credit eligibility based on percentage of main home's roof area (or equivalent paved surface area) being diverted: \$15 for 50% to 75%; \$20 for 76% to 100%; and \$25 for over 100% (all credits are annual amount)
- surface area of rain garden or bio-swale must be at least 130 square feet or more depending on amount of runoff being diverted to it (max 5:1 ratio for impervious area to rain garden area)
- depth of rain garden or bio-swale must be at least 3 to 6 inches throughout, maximum 12 inches
- perform and provide results of Percolation Test in area where rain garden or bio-swale is proposed – underdrain or infiltration bed may be necessary for poorly draining soils
- amend soil beneath rain garden as necessary for healthy plant establishment (consider replacing 12 to 24 inches of native soil with planting mix- 50% sand/stone, 30% compost, 20% native soil)
- must have vegetation to absorb runoff – native perennials are preferred to encourage infiltration – spaced as required by plant type (typically 1 plant per square foot)
- locate at least 15 feet away from building foundations
- overflow from the rain garden or bio-swale shall not be directed onto paved surfaces, or onto adjacent properties
- provide a plan of the roof area of the home, and the location of the rain garden or bio-swale on the site
- property owner is responsible for maintaining the rain garden or bio-swale and keeping in working order

More information on Bioretention (Rain Gardens) can be found in Chapter 7 of the LID Manual for Michigan, published by SEMCOG. Information about native plantings can be found in Appendix C of the LID Manual for Michigan.

Also, the City of Ann Arbor's Rain Garden Design Guide is a comprehensive resource.

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## INFILTRATION TRENCH & DRY WELL

### Qualifying for an Infiltration Trench & Dry-Well Credit

Infiltration practices, such as infiltration trenches (or beds) and dry wells, capture storm water runoff from rooftops and paved areas. Captured runoff infiltrates into the soils, thereby reducing the amount that enters the sewer system. Dry wells and infiltration trenches are buried, perforated structures or pipes surrounded by high porosity stone encapsulated by filter fabric. These features rely solely on the infiltration capacity of the soils, and may not be appropriate in areas with poorly draining soils or shallow water table. To qualify for an Infiltration Trench or Dry Well Credit, the following requirements must be met:

- the runoff from at least 50% of the main home's roof area (or equivalent paved surface area) must be diverted to the infiltration trench or dry well.
- variable credit eligibility based on percentage of main home's roof area (or equivalent paved surface area) being diverted: \$15 for 50% to 75%; \$20 for 76% to 100%; and \$25 for over 100% (all credits are annual amount)
- perform and submit results of Percolation Test in area where the infiltration trench or dry well is proposed
- dry well or infiltration trench shall be at least 3 feet deep (or more depending on type of structure proposed)
- the area of an infiltration trench varies depending on size of the area draining to it – max 5:1 ratio of impervious area to infiltration feature area
- excavation volume for dry wells shall be 66 cubic feet (500 gallon) minimum
- line excavations for dry wells and infiltrations with geotextile filter fabric
- use washed stone with a porosity of at least 40% for backfill up to 6 to 12 inches below final grade – wrap geotextile filter fabric over top of stone before completing backfill
- Locate at least 15 feet away from building foundations
- overflow from the infiltration trench or dry well shall not be directed onto paved surfaces, or onto adjacent properties
- provide a plan of the roof area of the home, and the location of the infiltration trench or dry well on the site
- property owner is responsible for maintenance of the infiltration trench or dry well, and keeping in working order – infiltration features are subject to clogging if runoff containing sediment or debris is allowed to enter; consider pre-treatment device or measures to reduce sediment load.

More information on Infiltration Practices (infiltration trench & dry wells) can be found in Chapter 7 of the LID Manual for Michigan, published by SEMCOG.

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## CISTERN

### Qualifying for a Cistern Credit

Installing a cistern would collect the runoff from rooftops and prevent it from entering the sewer system. Collected rain water can then be used for irrigation, watering plants or supplementing greywater needs. Cisterns can be located above or below ground. While cisterns are similar to rain barrels in function, they are larger and generally more sophisticated in operation, possibly with filtering/treatment of inflow, pumped outlet, flushing mechanism, level sensors or other controls, and bypass piping. To qualify for a Cistern Credit, the following requirements must be met:

- the runoff from at least 50% of the main home's roof area must be collected by the cistern
- the cistern shall be at least 66 cubic feet (500 gallons) in size, and should consider the demand for the intended uses
- cisterns are generally watertight, and are equipped with screens, seals or other appurtenances to prevent mosquitos from entering or algae growth
- cisterns installed above ground shall be located at least 10 feet away from basement walls
- overflow from the cistern shall not be directed onto paved surfaces that provide a direct connection to the sewer system, or onto adjacent properties
- provide a plan of the roof area of the home, and the location of the proposed cistern
- provide the manufacturer and model number of the cistern to be installed (if applicable)
- plumbing and electric permits may be required from the Building Department
- property owner is responsible for maintaining the cistern and keeping it in working order

More information on Capture Reuse (cisterns) can be found in [Chapter 7 of the LID Manual for Michigan](#), published by SEMCOG.

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## DISCONNECT FOOTING DRAIN

### Qualifying for a Disconnect Footing Drain Credit

Disconnecting footing drains from the sanitary sewer service will reduce the amount of storm water that enters the sewer system. To be effective, the new sump pump discharge must be to grade at a location that promotes infiltration. Sump pumps that discharge directly to the sewer system or the street where drainage is collected by the sewer system do not reduce the amount of storm water in the sewer system. To qualify for the Disconnect Footing Drain Credit, the following requirements must be met:

- Footing drains must be permanently disconnected from the sewer service line
- New sump pump discharge must be to grade on the property at a location that promotes infiltration either naturally or into another runoff reducing measure, such as a Rain Garden/Bio-Swale or Infiltration Trench/Dry Well
- Sump pump discharge should be at least 15 feet from building foundations to prevent re-circulating of discharge water
- provide a site plan showing the home, and the location of the sump pump discharge
- Sump pump discharge shall not be directed to adjacent properties
- property owner is responsible for maintenance of the pervious pavement system, and keeping in working order – pervious pavement surfaces are subject to clogging if runoff containing sediment or debris is allowed to enter; consider pre-treatment device or measures to reduce sediment load
- Footing drain disconnects require a plumbing permit from the Building Department

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## LID BUILDING MEASURES

### **Qualifying for LID (Low Impact Development) Building Measures Credit**

Installing Vegetated Roofs or Other LID Building features that reduce the amount of storm water that enters the sewer system can be considered for recalculating the ESWU value for a property. To be considered for the ESWU reduction, the LID measures must be designed to capture at least 0.5 inches of rainfall on the site. To qualify for a fee reduction for LID building measures, plans, details, specifications and calculations for the proposed features must be prepared by a licensed Professional Engineer. The plans must show calculations for the proposed ESWU value for the property that is to be considered. Should features require maintenance to continue their effectiveness (such as porous pavements), a renewal and re-application requirement may be imposed by the City Engineer, as deemed necessary.

More information on Low Impact Development (LID) measures and techniques can be found in [Chapter 7 of the LID Manual for Michigan](#), published by SEMCOG.

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# Soil Infiltration Testing Protocol

## Purpose of this Protocol

The soil infiltration testing protocol describes evaluation and field testing procedures to determine if infiltration BMPs are suitable at a site, as well as to obtain the required data for infiltration BMP design.

## When to Conduct Testing

The Site Design Process for LID, outlined in Chapter 5 of this manual, describes a process for site development and application of nonstructural and structural BMPs. It is recommended that soil evaluation and investigation be conducted following development of a concept plan or early in the development of a preliminary plan.

## Who Should Conduct Testing

Soil evaluation and investigation may be conducted by soil scientists, local health department sanitarians, design engineers, professional geologists, and other qualified professionals and technicians. The stormwater designer is *strongly* encouraged to directly observe the testing process to obtain a first-hand understanding of site conditions.

## Importance of Stormwater BMP Areas

Sites are often defined as unsuitable for infiltration BMPs and soil-based BMPs due to proposed grade changes (excessive cut or fill) or lack of suitable areas. Many sites will be constrained and unsuitable for infiltration BMPs. However, if suitable areas exist, these areas should be identified early in the design process and should *not* be subject to a building program that precludes infiltration BMPs. Full build-out of site areas otherwise deemed to be suitable for infiltration should not provide an exemption or waiver for adequate stormwater volume control or groundwater recharge.

## Safety

As with all field work and testing, attention to all applicable Occupational Safety and Health Administration (OSHA) regulations and local guidelines related to earthwork and excavation is required. Digging and excavation should never be conducted without adequate notification through the Michigan One Call system (Miss Dig [www.missdig.net](http://www.missdig.net) or 1-800-482-7171). Excavations should never be left unsecured and unmarked, and all applicable authorities should be notified prior to any work.

## Infiltration Testing: A Multi-Step Process

Infiltration testing is a four-step process to obtain the necessary data for the design of the stormwater management plan. The four steps include:

1. Background evaluation
  - Based on available published and site specific data
  - Includes consideration of proposed development plan
  - Used to identify potential BMP locations and testing locations
  - Prior to field work (desktop)
2. Test pit (deep hole) observations
  - Includes multiple testing locations
  - Provides an understanding of sub-surface conditions
  - Identifies limiting conditions
3. Infiltration testing
  - Must be conducted onsite
  - Different testing methods available
4. Design considerations
  - Determine suitable infiltration rate for design calculations
  - Consider BMP drawdown
  - Consider peak rate attenuation

## Step 1. Background evaluation

Prior to performing testing and developing a detailed site plan, existing conditions at the site should be inventoried and mapped including, but not limited to:

- Existing mapped soils and USDA Hydrologic Soil Group classifications.
- Existing geology, including depth to bedrock, karst conditions, or other features of note.
- Existing streams (perennial and intermittent, including intermittent swales), water bodies, wetlands, hydric soils, floodplains, alluvial soils, stream classifications, headwaters, and first order streams.
- Existing topography, slope, drainage patterns, and watershed boundaries.
- Existing land use conditions.
- Other natural or man-made features or conditions that may impact design, such as past uses of site, existing nearby structures (buildings, walls), abandoned wells, etc.
- A concept plan or preliminary layout plan for development should be evaluated, including:
  - Preliminary grading plan and areas of cut and fill,
  - Location of all existing and proposed water supply sources and wells,
  - Location of all former, existing, and proposed onsite wastewater systems,
  - Location of other features of note such as utility rights-of-way, water and sewer lines, etc.,
  - Existing data such as structural borings, and
  - Proposed location of development features (buildings, roads, utilities, walls, etc.).

In Step 1, the designer should determine the potential location of infiltration BMPs. The approximate location of these BMPs should be on the proposed development plan and serve as the basis for the location and number of tests to be performed onsite.

**Important:** If the proposed development is located on areas that may otherwise be a suitable BMP location, or if the proposed grading plan is such that potential BMP locations are eliminated, the designer is **strongly** encouraged to revisit the proposed layout and grading

plan and adjust the development plan as necessary. Full build-out of areas suitable for infiltration BMPs should **not** preclude the use of BMPs for runoff volume reduction and groundwater recharge.

## Step 2. Test pits (deep holes)

A test pit (deep hole) allows visual observation of the soil horizons and overall soil conditions both horizontally and vertically in that portion of the site. An extensive number of test pit observations can be made across a site at a relatively low cost and in a short time period. The use of soil borings as a substitute for test pits is strongly discouraged, as visual observation is narrowly limited in a soil boring and the soil horizons cannot be observed in-situ, but must be observed from the extracted borings.

A test pit (deep hole) consists of a backhoe-excavated trench, 2½-3 feet wide, to a depth of 6-7½ feet, or until bedrock or fully saturated conditions are encountered. The trench should be benched at a depth of 2-3 feet for access and/or infiltration testing.

At each test pit, the following conditions are to be noted and described. Depth measurements should be described as depth below the ground surface:

- Soil horizons (upper and lower boundary),
- Soil texture, structure, and color for each horizon,
- Color patterns (mottling) and observed depth,
- Depth to water table,
- Depth to bedrock,
- Observance of pores or roots (size, depth),
- Estimated type and percent coarse fragments,
- Hardpan or limiting layers,
- Strike and dip of horizons (especially lateral direction of flow at limiting layers), and
- Additional comments or observations.

The Sample Soil Log Form at the end of this protocol may be used for documenting each test pit.

At the designer's discretion, soil samples may be collected at various horizons for additional analysis. Following testing, the test pits should be refilled with the original soil and the topsoil replaced. A test pit should **never** be accessed if soil conditions are unsuitable or unstable for safe entry, or if site constraints preclude entry. OSHA regulations should always be observed.

It is important that the test pit provide information related to conditions at the bottom of the proposed infiltration BMP. If the BMP depth will be greater than 90 inches below existing grade, deeper excavation of the test pit will be required. The designer is cautioned regarding the proposal of systems that are significantly deeper than the existing topography, as the suitability for infiltration is likely to decrease. The design engineer is encouraged to consider reducing grading and earthwork as needed to reduce site disturbance and provide greater opportunity for stormwater management.

The number of test pits varies depending on site conditions and the proposed development plan. General guidelines are as follows:

- For single-family residential subdivisions with on-lot infiltration BMPs, one test pit per lot is recommended, preferably within 100 feet of the proposed BMP area.
- For multi-family and high-density residential developments, one test pit per BMP area or acre is recommended.
- For large infiltration areas (basins, commercial, institutional, industrial, and other proposed land uses), multiple test pits should be evenly distributed at the rate of four to six pits per acre of BMP area.

The recommendations above are guidelines. Additional tests should be conducted if local conditions indicate significant variability in soil types, geology, water table levels, depth and type of bedrock, topography, etc. Similarly, uniform site conditions may indicate that fewer test pits are required. Excessive testing and disturbance of the site prior to construction is not recommended.

### **Step 3. Infiltration tests**

A variety of field tests exists for determining the infiltration capacity of a soil. Laboratory tests are not recommended, as a homogeneous laboratory sample does not represent field conditions. Infiltration tests should be conducted in the field. Infiltration tests should not be conducted in the rain, within 24 hours of significant rainfall events (>0.5 inches), or when the temperature is below freezing.

At least one test should be conducted at the proposed bottom elevation of an infiltration BMP, and a minimum of two tests per test pit are recommended. Based on observed field conditions, the designer may elect to modify the proposed bottom elevation of a BMP. Personnel conducting infiltration tests should be prepared to adjust test locations and depths depending on observed conditions.

#### **Methodologies discussed in this protocol include:**

- Double-ring infiltrometer tests.
- Percolation tests (such as for onsite wastewater systems).

There are differences between the two methods. A double-ring infiltrometer test estimates the vertical movement of water through the bottom of the test area. The outer ring helps to reduce the lateral movement of water in the soil from the inner ring. A percolation test allows water movement through both the bottom and sides of the test area. For this reason, the measured rate of water level drop in a percolation test must be adjusted to represent the discharge that is occurring on both the bottom and sides of the percolation test hole.

Other testing methodologies and standards that are available but not discussed in detail in this protocol include (but are not limited to):

- Constant head double-ring infiltrometer.
- Testing as described in the *Maryland Stormwater Manual*, Appendix D.1, using five-inch diameter casing.
- ASTM 2003 Volume 4.08, Soil and Rock (I): Designation D 3385-03, Standard Test Method for Infiltration Rate of Soils in Field Using a Double-Ring Infiltrometer.
- ASTM 2002 Volume 4.09, Soil and Rock (II): Designation D 5093-90, Standard Test Method for Field Measurement of Infiltration Rate Using a Double-Ring Infiltrometer with a Sealed-Inner Ring.
- Guelph permeameter.
- Constant head permeameter (Amoozemeter).

## Methodology for double-ring infiltrometer field test

A double-ring infiltrometer consists of two concentric metal rings. The rings are driven into the ground and filled with water. The outer ring helps to prevent divergent flow. The drop in water level or volume in the inner ring is used to calculate an infiltration rate. The infiltration rate is the amount of water per surface area and time unit which penetrates the soils. The diameter of the inner ring should be approximately 50-70 percent of the diameter of the outer ring, with a minimum inner ring size of four inches. Double-ring infiltrometer testing equipment designed specifically for that purpose may be purchased. However, field testing for storm-water BMP design may also be conducted with readily available materials.

### Equipment for double-ring infiltrometer test:

Two concentric cylinder rings six inches or greater in height. Inner ring diameter equal to 50-70 percent of outer ring diameter (i.e., an eight-inch ring and a 12-inch ring). Material typically available at a hardware store may be acceptable.

- Water supply,
- Stopwatch or timer,
- Ruler or metal measuring tape,
- Flat wooden board for driving cylinders uniformly into soil,
- Rubber mallet, and
- Log sheets for recording data.

### Procedure for double-ring infiltrometer test

- Prepare level testing area.
- Place outer ring in place; place flat board on ring and drive ring into soil to a minimum depth of two inches.
- Place inner ring in center of outer ring; place flat board on ring and drive ring into soil a minimum of two inches. The bottom rim of both rings should be at the same level.
- The test area should be presoaked immediately prior to testing. Fill both rings with water to water level indicator mark or rim at 30-minute intervals for one hour. The minimum water depth should be

four inches. The drop in the water level during the last 30 minutes of the presoaking period should be applied to the following standard to determine the time interval between readings:

- If water level drop is two inches or more, use 10-minute measurement intervals.
- If water level drop is less than two inches, use 30-minute measurement intervals.
- Obtain a reading of the drop in water level in the center ring at appropriate time intervals. After each reading, refill both rings to water level indicator mark or rim. Measurement to the water level in the center ring should be made from a fixed reference point and should continue at the interval determined until a minimum of eight readings are completed or until a stabilized rate of drop is obtained, whichever occurs first. A stabilized rate of drop means a difference of  $\frac{1}{4}$  inch or less of drop between the highest and lowest readings of four consecutive readings.
- The drop that occurs in the center ring during the final period or the average stabilized rate, expressed as inches per hour, should represent the infiltration rate for that test location.

## Methodology for percolation test

### Equipment for percolation test

- Post hole digger or auger,
- Water supply,
- Stopwatch or timer,
- Ruler or metal measuring tape,
- Log sheets for recording data,
- Knife blade or sharp-pointed instrument (for soil scarification),
- Course sand or fine gravel, and
- Object for fixed-reference point during measurement (nail, toothpick, etc.).

### Procedure for percolation test

This percolation test methodology is based largely on the criteria for onsite sewage investigation of soils. A 24-hour pre-soak is generally not required as infiltration systems, unlike wastewater systems, will not be continuously saturated.

- Prepare level testing area.
- Prepare hole having a uniform diameter of 6-10 inches and a depth of 8-12 inches. The bottom and sides of the hole should be scarified with a knife blade or sharp-pointed instrument to completely remove any smeared soil surfaces and to provide a natural soil interface into which water may percolate. Loose material should be removed from the hole.
- (Optional) Two inches of coarse sand or fine gravel may be placed in the bottom of the hole to protect the soil from scouring and clogging of the pores.
- Test holes should be presoaked immediately prior to testing. Water should be placed in the hole to a minimum depth of six inches over the bottom and readjusted every 30 minutes for one hour.
- The drop in the water level during the last 30 minutes of the final presoaking period should be applied to the following standard to determine the time interval between readings for each percolation hole:
  - If water remains in the hole, the interval for readings during the percolation test should be 30 minutes.
  - If no water remains in the hole, the interval for readings during the percolation test may be reduced to 10 minutes.
- After the final presoaking period, water in the hole should again be adjusted to a minimum depth of six inches and readjusted when necessary after each reading. A nail or marker should be placed at a fixed reference point to indicate the water refill level. The water level depth and hole diameter should be recorded.
- Measurement to the water level in the individual percolation holes should be made from a fixed reference point and should continue at the interval determined from the previous step for each individual percolation hole until a minimum of

eight readings are completed or until a stabilized rate of drop is obtained, whichever occurs first. A stabilized rate of drop means a difference of ¼ inch or less of drop between the highest and lowest readings of four consecutive readings.

- The drop that occurs in the percolation hole during the final period, expressed as inches per hour, should represent the percolation rate for that test location.
- The average measured rate must be adjusted to account for the discharge of water from both the sides and bottom of the hole and to develop a representative infiltration rate. The average/final percolation rate should be adjusted for each percolation test according to the following formula:

Infiltration Rate = (Percolation Rate)/(Reduction Factor)

Where the Reduction Factor is given by\*\*:

$$R_f = \frac{2d_1 - \Delta d}{DIA} + 1$$

With:

$d_1$  = Initial Water Depth (in.)

$\Delta d$  = Average/Final Water Level Drop (in.)

DIA = Diameter of the Percolation Hole (in.)

The percolation rate is simply divided by the reduction factor as calculated above or shown in Table E.1 below to yield the representative infiltration rate. In most cases, the reduction factor varies from about two to four depending on the percolation hole dimensions and water level drop – wider and shallower tests have lower reduction factors because proportionately less water exfiltrates through the sides.

*\*\* The area reduction factor accounts for the exfiltration occurring through the sides of percolation hole. It assumes that the percolation rate is affected by the depth of water in the hole and that the percolating surface of the hole is in uniform soil. If there are significant problems with either of these assumptions then other adjustments may be necessary.*

**Step 4. Use design considerations provided in the infiltration BMP.**

Table E.1

**Sample Percolation Rate Adjustments**

Perc. Hole Diameter, DIA (in.)	Initial Water Depth, D <sub>i</sub> (in.)	Ave./Final Water Level Drop, $\Delta d$ (in.)	Reduction Factor, R <sub>i</sub>
<b>6</b>	6	0.1	3.0
		0.5	2.9
		2.5	2.6
	8	0.1	3.7
		0.5	3.6
		2.5	3.3
	10	0.1	4.3
		0.5	4.3
		2.5	3.9
<b>8</b>	6	0.1	2.5
		0.5	2.4
		2.5	2.2
	8	0.1	3.0
		0.5	2.9
		2.5	2.7
	10	0.1	3.5
		0.5	3.4
		2.5	3.2
<b>10</b>	6	0.1	2.2
		0.5	2.2
		2.5	2.0
	8	0.1	2.6
		0.5	2.6
		2.5	2.4
	10	0.1	3.0
		0.5	3.0
		2.5	2.8

## Additional Potential Testing – Bulk Density

Bulk density tests measure the level of compaction of a soil, which is an indicator of a soil's ability to absorb rainfall. Developed and urbanized sites often have very high bulk densities and, therefore, possess limited ability to absorb rainfall (and have high rates of stormwater runoff). Vegetative and soil improvement programs can lower the soil bulk density and improve the site's ability to absorb rainfall and reduce runoff.

Macropores occur primarily in the upper soil horizons and are formed by plant roots (both living and decaying), soil fauna such as insects, the weathering processes caused by movement of water, the freeze-thaw cycle, soil shrinkage due to desiccation of clays, chemical processes, and other mechanisms. These macropores provide an important mechanism for infiltration prior to development, extending vertically and horizontally for considerable distances. It is the intent of good engineering and design practice to maintain these macropores when installing infiltration BMPs as much as possible. Bulk density tests can help determine the relative compaction of soils before and after site disturbance and/or restoration and should be used at the discretion of the designer/reviewer.

### Soil Test Pit Log Sheet

Project: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Test Pit #: \_\_\_\_\_

Date: \_\_\_\_\_  
 Soil Series: \_\_\_\_\_  
 Other: \_\_\_\_\_

Horizon	Depth (In.)	Color	Redox Features	Texture	Notes (if applicable)	Boundary

#### NOTES:

#### REDOX FEATURES

##### **Abundance**

*Few* ..... < 2%

*Common*.. 2 - 20%

*Many* ..... > 20%

##### **Contrast**

*faint*

hue & chroma of matrix  
and redox are closely related.

*distinct*

matrix & redox features vary  
1 - 2 units of hue and several units  
of chroma & value.

*prominent*

Matrix & redox features  
vary several units in hue, value & chroma

#### COARSE FRAGMENTS (% of profile)

**15-35%    35-65%    >65%**

gravelly    very gravelly    extremely gravelly  
channery    very channery    extremely channery  
cobbly    very cobbly    extremely cobbly  
flaggy    very flaggy    extremely flaggy  
stony    very stony    extremely stony

#### BOUNDARY

##### **Distinctness**

*abrupt*...< 1" (thick)    *gradual*..2.5 - 5"

*clear*....1 - 2.5"    *diffuse*....> 5"

##### **Topography**

*smooth* - boundary is nearly level  
*wavy* - pockets with width > than depth  
*irregular* - pockets with depth > than width

#### HORIZONS

**O** - organic layers of decaying plant and animal tissue (must be greater than 12-18% organic carbon, excluding live roots).

**A (topsoil)** - mineral horizon at or near the surface in which an accumulation of humified organic matter is mixed with the mineral material.

**E** - mineral horizon which the main feature is loss of silicate clay, iron, aluminum. Must be underlain by a B (alluvial) horizon.

**B (subsoil)** - mineral horizon with evidence of pedogenesis or illuviation (movement into the horizon).

**C (substratum)** - the un-weathered geologic material the soil formed in. Shows little or no sign of soil formation.

# **STORM WATER APPEALS**

## **Storm Water Appeals Process**

### ESWU Appeals

Property owners have a means of appealing their ESWU determination. The general procedure and requirements for appeals are as follows:

- Complete the Storm Water Utility Appeal Form.
- Provide copies of the Appeal Form and all documentation, plans, pictures and calculations supporting the appeal to the Engineering Department at least 2 weeks by November 1 of each year to be heard during the second week of November.
- Any changes to a property's storm water utility fee resulting from a successful appeal will go into effect in the following billing cycle.
- The findings of the Appeal Board are conclusive.
- Appeals to the Board's decision may be filed with the Oakland County District 52B Circuit Court within 30 days of the Appeal Board's decision.

### Credit Appeals

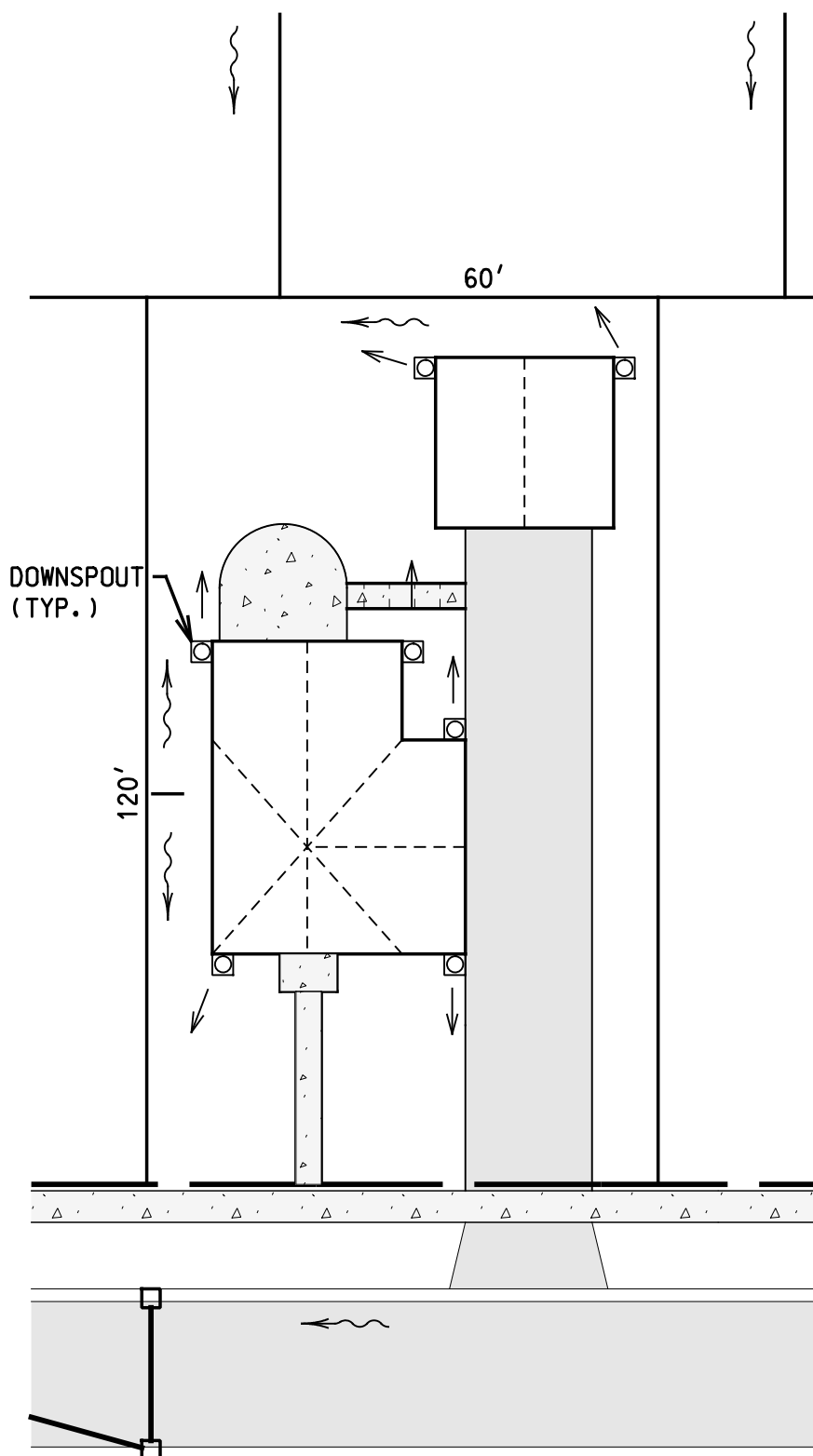
Property owners have a means of appealing their Credit determination. The general procedure and requirements for appeals are similar to that shown in the above section, except that such appeals shall be submitted by March 15 of any year, to be heard by the Board the last week of March. Any changes to the credits as found by the Board will apply to the next annual billing cycle effective July 1.

### **Storm Water Utility Appeals Board**

The Storm Water Utility Appeals Board consists of 3 members, 2 of which are licensed professional engineers not employed by the City or the City's currently engaged consultants. The Appeals Board will meet the last week of March, the second week of November, and any other date if needed for special circumstances.

The complete description of the appeals process and requirements is found in the Storm Water Utility Ordinance. The Engineering Department manages the Storm Water Utility program, and can be contacted at 248.530.1850

Back to Storm Water Utility Fee page



### Pervious Areas

Lawn

## Landscaping

Impervious Areas (IA)

Asphalt Drive                    1,740 sft

Concrete Walk	450 sft
---------------	---------

Building Roof	1,500 sft
---------------	-----------

Garage Roof	625 sft
-------------	---------

$$IA = \overline{4,315}$$

Total Area of Parcel (TA)

TA = 7,200 sft

### Runoff Potential (RP)

$$RP = 0.15(TA-IA) + 0.9(IA)$$

RP = 4,317

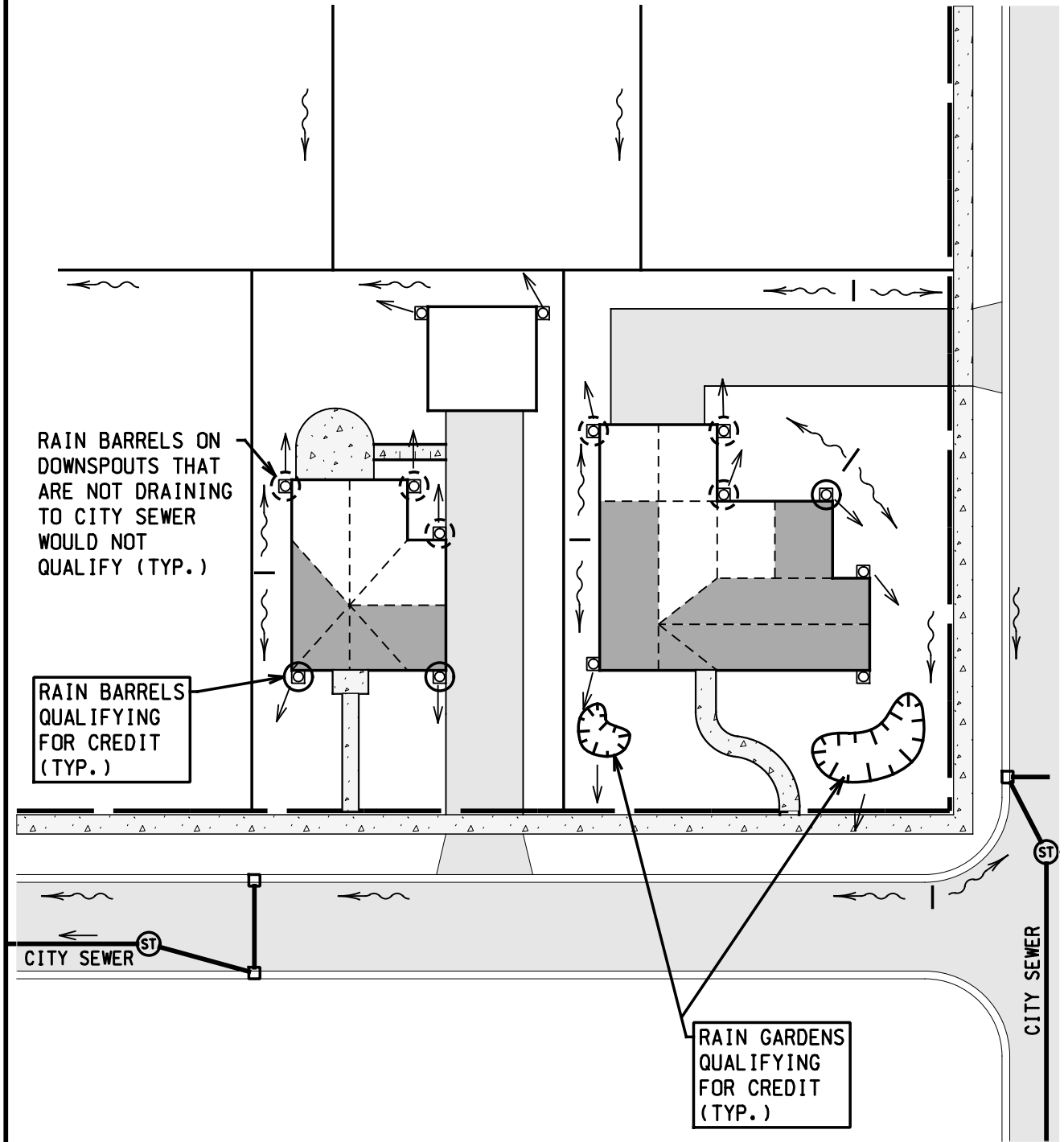
Equivalent Storm Water Unit (ESWU)

$$ESWU = RP / (RP_{\text{Standard Unit}})$$

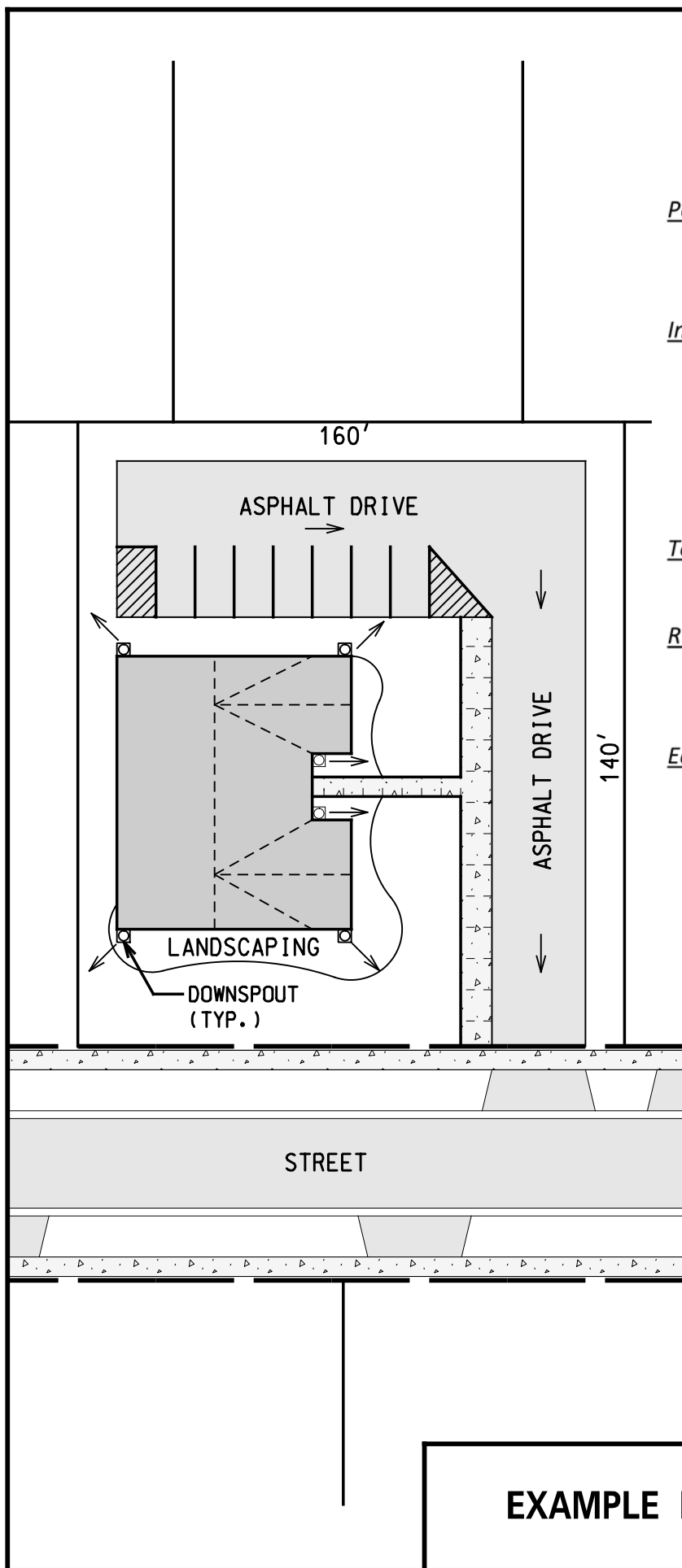
ESWU =	1.0
--------	-----

$$RP_{\text{Standard Unit}} = 4,317 \text{ sft}$$

## EXAMPLE CLASS B SFR FOR CREDIT CALCULATION



# **EXAMPLE SFR PARCEL LOCATION OF QUALIFYING RUNOFF REDUCTION MEASURES**

Pervious Areas

Lawn  
Landscaping

Impervious Areas (IA)

Asphalt Drive	5,760 sft
Asphalt Parking	1,400 sft
Concrete Walk	910 sft
Building Roof	5,460 sft
IA =	13,530

Total Area of Parcel (TA)

TA = 22,400 sft

Runoff Potential (RP)

$RP = 0.15(TA - IA) + 0.9(IA)$   
 RP = 13,510

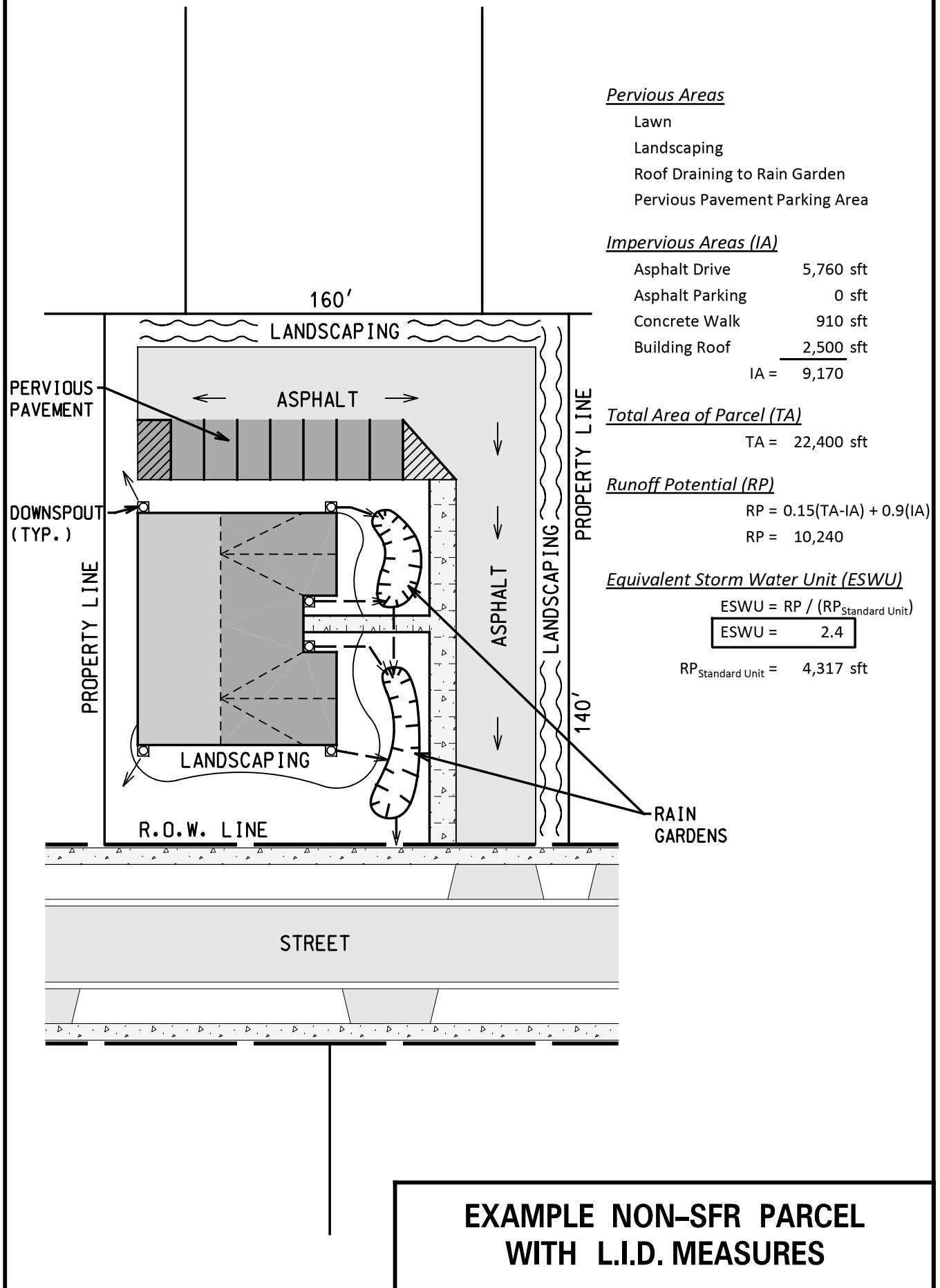
Equivalent Storm Water Unit (ESWU)

$ESWU = RP / (RP_{\text{Standard Unit}})$

ESWU = 3.1

$RP_{\text{Standard Unit}} = 4,317 \text{ sft}$

**EXAMPLE NON-SFR PARCEL**



Expiration Date:



Application \_\_\_\_\_  
Date: \_\_\_\_\_  
Received \_\_\_\_\_  
By: \_\_\_\_\_

**APPLICATION FOR CREDIT TO STORM WATER UTILITY FEE**  
**APPLICATION FOR LOW IMPACT DEVELOPMENT DETERMINATION**

Street Address:	Sidwell Number:
Owner's Name:	Phone #:
Owner's Address:	Email:
City:	State / ZIP Code:
Contact Person:	Phone Number:

Petitioner Name:	Phone #:
Petitioner Address:	Email:
City:	State/ZIP Code:

☐ Rain Barrel    ☐ Rain Garden    ☐ Cistern    ☐ Infiltration Trench    ☐ Pervious Pavement    ☐ Other:

☐ LID Building Measures      ☐ LID Site Measures      ☐ Enhanced Storm Water Retention Measures

<input type="checkbox"/> Site Plan showing proposed measures	<input type="checkbox"/> Percolation Test Results (show test locations on plan)
<input type="checkbox"/> Diagram of roof ridges and downspouts	<input type="checkbox"/> Pictures of yard before & after installation
<input type="checkbox"/> Sketch or Details of proposed measures	<input type="checkbox"/> Supporting documentation & calculations
<input type="checkbox"/> other:	<input type="checkbox"/> other:

**NOTE:** Those applying for Storm Water Credits must read and sign the back of this application.

Comments (by Engineering Dept.): \_\_\_\_\_

Approved

Date \_\_\_\_\_

**FEE: STORM WATER CREDIT: \$50**

**L.I.D. DETERMINATION: \$50**

**General Information regarding Storm Water Credits:**

All credits must be applied for by the property owner, and approved by the City Engineer. Design requirements and criteria for meeting variable credit values can be found on the Storm Water Utility Fee Credit webpage, or at the Engineering Department office. Approved credits will go into effect in the following yearly cycle, and require periodic renewal. The City has the right to revoke any credits given if the information provided is discovered to be false or if use of the measure is discontinued.

By signing this application, I agree to conform to all applicable laws of the City of Birmingham. All information submitted on this application is accurate to the best of my knowledge. Changes to the plans are not allowed without approval from the Director of Engineering. I understand that storm water credits will not apply to my account until the calendar year following approval of the application by the City Engineer.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Low Impact Development Determination:**

The applicant acknowledges that the ESWU determination provided by this submittal is based on the information provided and made available at the time of the application. A complete construction plan shall be prepared and submitted for a building permit before work begins. The City reserves the right to change the ESWU determination if the final construction plans materially change the intent of the project from what was submitted as a part of this application.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF BIRMINGHAM**  
**ENGINEERING DEPARTMENT**  
151 Martin Street, P.O. Box 3001  
Birmingham, Michigan 48012-3001  
**(248) 530-1850**

Permit No. \_\_\_\_\_

**DO NOT WRITE IN THIS BOX**

Date of Issuance \_\_\_\_\_

**STORM WATER UTILITY ORDINANCE**  
**DETERMINATION APPLICATION**

\_\_\_\_\_  
Address of Subject Property

\_\_\_\_\_  
Property Owner's Name

\_\_\_\_\_  
Customer's Name (if other than owner)

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

Single Family Residential (SFR) \_\_\_\_\_ Non-Single Family Residential (SFR) \_\_\_\_\_

Application for Credit \_\_\_\_\_ Application for Low Impact Development Determination (Non-SFR Only) \_\_\_\_\_

Check all that Apply:

\_\_\_\_\_ Rain Barrel

\_\_\_\_\_ Rain Garden / Bio-Swale

\_\_\_\_\_ Infiltration Trench/Dry Well

\_\_\_\_\_ Cistern

\_\_\_\_\_ Footing Drain Disconnection

\_\_\_\_\_ Pervious Pavement

\_\_\_\_\_ Other (Explain) \_\_\_\_\_

Low Impact Development Measures:

\_\_\_\_\_ LID Building Measures

\_\_\_\_\_ LID Site Measures

\_\_\_\_\_ Enhanced Storm Water Retention Measures

All applications shall provide all pertinent information required to provide determination. Written determinations will be completed by the Engineering Dept. and returned to the applicant on this form in the space provided below.

CITY OF BIRMINGHAM

By \_\_\_\_\_  
Engineering Department

**Determination Fee: \$50**

Application Date: \_\_\_\_\_



Hearing Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Appeal # \_\_\_\_\_

**Storm Water Utility Appeals Board**  
**Application**

**Type of Appeal:** ESWU Rate \_\_\_\_\_ Credit \_\_\_\_\_

**Property Information:**

<b>Street address:</b>		<b>Sidwell Number:</b>	
<b>Owners name:</b>		<b>Phone # :</b>	
<b>Owners address:</b>		<b>Email:</b>	
<b>City: State:</b>		<b>Zip code:</b>	
<b>Contact person:</b>		<b>Phone #:</b>	

**Petitioner Information:**

<b>Petitioner name:</b>		<b>Phone #:</b>	
<b>Petitioner address:</b>		<b>Email:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	

**Required Attachments:**

- ☐ Original Certified Survey    ☐ Original Storm Water Credit application    ☐ Letter explaining reason for appeal
- ☐ Plan (to scale) documenting proposed changes for credit
- ☐ Percolation Test Data (if pertinent)
- ☐ Required Backup Information as listed for each ESWU reduction or Credit category

**General Information:**

Prior to submitting for a Storm Water Utility Appeals Board review, you must schedule an appointment with the Building Official or a City Planner for a preliminary discussion on your submittal. The deadline is the **15th** of the previous month.

The review fee is **\$50.00** for all appeals.

By signing this application I agree to conform to all applicable laws of the City of Birmingham. All information submitted on this application is accurate to the best of my knowledge.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF BIRMINGHAM**  
**STORM WATER UTILITY APPEALS BOARD**  
***RULES OF PROCEDURE***

**ARTICLE I - Appeals**

A. Appeals may be filed under the following conditions:

1. A property owner or may appeal the decisions of City staff under three categories:
  - a. Equivalent Storm Water Unit (ESWU) Determination – Each property has been given an ESWU value. Single family residential properties are placed in a Class (A through F) based strictly on the size of the property. No modifications are made to the class for features or lack of features located on the property. Non-single family residential properties have an ESWU value placed on it based both on the size and nature of the improvements located on the property. If changes to the property during the previous calendar year require that the ESWU be changed as well, new values will be posted to the City's website by February 15 of each year, and said values will be used for upcoming sewer and water billings starting July 1 of the following year. Owners who disagree with the determination may contact the Engineering Dept. for a new review. If they continue to disagree, they may appeal to the Board for a hearing no later than October 15 or March 15 for upcoming meetings.
  - b. Credit Application - Property owners may apply for credits if various features are added to the property, based on the information contained on the City's website. Credits for properties will be awarded when a plan is submitted demonstrating a true change in the level of runoff will be achieved. For example, rain barrels installed in the rear of a house to hold runoff from a roof that did not drain to a sewer will not be awarded credits. If they wish to appeal the findings of the Engineering Dept., they may appeal to the Board for a hearing no later than October 15 or March 15 for upcoming meetings.
  - c. Low Impact Development (L.I.D.) ESWU Determination – If an owner of a non-single family residential property wishes to consider what level of difference a possible change to their property would have on their ESWU, they may submit a draft plan to the Engineering Dept. for review. A value will be provided, at which time they may choose to prepare full plans and submit for a building permit if desired. If they wish to appeal the findings of the Engineering Dept., they may appeal to the Board for a hearing no later than October 15 or March 15 for upcoming meetings.
2. Owners who disagree with any of the above determinations may contact the Engineering Dept. for a new review. If they continue to disagree, they may appeal to the Board for a hearing no later than October 15 or March 15 for upcoming meetings.

B. Procedures of the Storm Water Utility Appeals Board (SWAUB) are as follows:

1. Regular SWAUB meetings, which are open to the public, shall be held on the third week of the months of March and November, at 7:30 P.M. provided there are pending appeals. There will be a maximum of seven appeals heard at the regular meeting which are taken

in the order received. If an appeal is received on time after the initial seven appeals have been scheduled, a second special meeting will be scheduled the following month to provide for a hearing.

2. All applications for appeal shall be submitted to the Engineering Department on or before the 15<sup>th</sup> day of March or October preceding the next regular meeting. If the 15<sup>th</sup> falls on a Saturday, Sunday, or legal holiday, the next working day shall be considered the last day of acceptance.
3. If the application is incomplete, the applicant will be notified by the Engineering Dept. If satisfactory corrections are not made, the SWAUB may refuse to hear the appeal. The Engineering Dept. may require the applicant to provide additional information as is deemed essential to fully advise the Board in reference to the appeal. Refusal or failure to comply shall be grounds for dismissal of the appeal at the discretion of the Board.
4. In appeals requests, applicants must provide a statement that clearly sets forth all special conditions that may have contributed to a misunderstanding of how the determination should be calculated.

C. The order of hearings shall be:

1. Presentation of official records of the case by the Engineering Dept. as presented on the application form.
2. Applicant's presentation of his/her case—the applicant or his/her representative must be present at the appeal hearing.
3. Interested parties' comments and view on the appeal.
4. Rebuttal by applicant.
5. The SWAUB may make a decision on the matter or request additional information.

**ARTICLE II - Results of an Appeal**

- A. The Board may reverse, affirm, vary or modify any order, requirement, decision or determination as in its opinion should be made, and to that end, shall have all the powers of the officer from whom the appeal has been taken.
- B. The decisions of the Board shall be final. A person aggrieved by a decision of the appeals board on an appeal under this section may appeal to the circuit court in which the property is located. An appeal to the Circuit Court must be filed within thirty (30) days of the appeals board's decision.

- C. Failure of the appellant, or his representative, to appear for his appeal hearing will result in the appeal being adjourned to the next regular meeting. If, after notice, the appellant fails to appear for the second time, it will result in an automatic withdrawal of the appeal. The appellant may reapply to the SWAUB.
- D. Any applicant may, with the consent of the Board, withdraw his application at any time before final action.
- E. Any decision of the Board favorable to the applicant is tied to the plans and/or information submitted, including any modifications approved by the Board at the hearing and agreed to by the applicant, and shall remain valid only as long as the information or data provided by the applicant is found to be correct and the conditions upon which the resolution was based are maintained.

### **ARTICLE III - Rehearings**

- A. No rehearing of any decision of the Board shall be considered unless new evidence is submitted which could not reasonably have been presented at the previous hearing or unless there has been a material change of facts or law.
- B. Application or rehearing of a case shall be in writing and subject to the same rules as an original hearing, clearly stating the new evidence to be presented as the basis of an appeal for rehearing.

I certify that I have read and understand the above rules of procedure for the City of Birmingham Board of Zoning Appeals.

---

Signature of Applicant

February 5, 2017

Dear Joe Valentine,

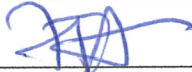
Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include, but are not limited to:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) Frank Aiello

Name (signed) 

Address 2147 Fairway Drive, Birmingham, AL 35209

BIRMINGHAM

FEB 10 2017

CITY MANAGER'S OFFICE

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
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- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) Mary Hagen Fred Hagen

Name (signed) Mary Hagen Fred Hagen 2/9/2017

Address 1850 Fairway Dr

"50 Year" Residents @ 1850 Fairway Dr.

February 5, 2017

Dear Joe Valentine,


Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) DAN WOODRUFF

Name (signed) 

Address 2112 FAIRWAY DR. BIRMINGHAM, AL 35209

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) MARK C. Schoeppe

Name (signed) Mark C. Schoeppe

Address 2038 Fairway

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other See letter dated 2/8/2017 from Peggy (Margaret) Dufault

Respectfully,

Name (printed) Margaret A. Dufault (Peggy)

Name (signed) Margaret A. Dufault

Address 1700 Fairway - B'ham, MI 48009

Thank you for reviewing <sup>this</sup> letter (I also dropped off a separate one to you on 2/9/2017)

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) SARINE John-Rosman 02/08/17

Name (signed) Sarine Rosman

Address 2093 Fairway Birmingham, MI 48009

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

We like our lot AND the street AND the neighborhood the way it is, &

Respectfully,

Name (printed) MARC AND CATHERINE BAKER

Name (signed) Marc Baker

Address 1731 FAIRWAY DR,

We have lived here for 13 years. Our children played on this street with no problems. Now they are in college and drive to school. We are not interested in the added expense or even if sidewalks were free we would be against it. We do not want our lot sectioned off or divided up by a sidewalk. A Federal Grant is meant for unsafe inner schools it is outrageous that Birmingham would get such a grant.

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) Beverly Hough

Name (signed) \_\_\_\_\_

Address 1900 Fairway Dr Bham

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) Dolores Jane Kornblum

Name (signed) Dolores Jane Kornblum

Address 2175 Fairway Dr.

Resident for 46 years

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
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- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) MARJORIE D'CAPITE

Name (signed) *Marjorie D'Capite*

Address 1754 Fairway B'ham 48009

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) PATRICIA LARAMIE

Name (signed) Patricia S. Laramie

Address 1711 FAIRWAY DRIVE BIRMINGHAM, MI 48009

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
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- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) Carla and James Cleary

Name (signed) Carla Cleary James P Cleary

Address 2001 Fairway. Birmingham 48009

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) \_\_\_\_\_

Name (signed) \_\_\_\_\_

Address \_\_\_\_\_

Robert Bargy  
Robert Bargy  
1788 FAIRWAY DR. BIRMINGHAM  
MI 48009

Dear Joe Valentine,

February 8, 2017

Please forward this letter to the Birmingham City Commissioners.

As concerned homeowners on Fairway Drive (between Pleasant and Arden Lane), we are opposed to a sidewalk in front of our house, regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_ PLEASE SEE BELOW \_\_\_\_\_

Respectfully, Name (printed) Roger H. & Elizabeth Cummings  
Name (signed) Roger H. Cummings Elizabeth Cummings  
Address 2060 FAIRWAY DRIVE

1. A grant does not provide a basis for overriding long-standing City policy for neighborhood approval of sidewalk installation.
2. If the City files for a grant, expect that this neighborhood will oppose it.
3. The proposed grant would only have a minimal impact on the actual cost to homeowners, given the above list of property disruption, and the number of properties the grant would be divided among.
4. Fairway is a very long walk from Pierce School. The distance from the midpoint of this Fairway block to Pierce School is approximately 1.5 miles, a 33 minute walk for an adult (crossing Southfield Road at Southlawn), according to Google Maps. The distance is even longer if the crossing is at Lincoln. If the proposal is routing walkers to cross Southfield Road at either Southlawn or Northlawn, is traffic on Southfield Road really going to be stopped, by a crossing guard? And will there be safety patrols at the many other street crossings, both east and west of Southfield?
5. Fairway is wide, flat, straight and safe. It is not a thru-street. We have lived on Fairway since 1981 and raised 4 children here. Fairway has been used for street hockey and ball games, by our children and by those of many others signing the petition opposing the proposal for Fairway.
6. The issue of sidewalk installation has been raised before (10-15 years ago) and was not supported.
7. Schools do not have safety patrols any more (and when they did, these patrols were usually within a sightline of the school). It seems extremely unlikely any parent (or many) would allow their elementary school-aged children to actually walk to Pierce School from Fairway, other than on a sporadic, supervised basis.

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other See Below

Respectfully,

Name (printed) Eric & Candice Girdler

Name (signed) Eric & Candice Girdler

Address 2146 Fairway, Birmingham

this campaign has completely glossed over the amount and extent of damage to individual properties. The "installation costs" are distinct and separate from the "property restoration costs." In the case of our property, we would have to re-route our in ground sprinkler system, do very extensive re-landscaping as our brick paver driveway and landscaping berms would be damaged and/or removed. I conservatively estimate these costs as \$4,000 - \$5,000. Will this very small group of individuals pursuing the sidewalks reimburse me for these out of pocket costs? Eric Girdler

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy

- Other Retro fitting sidewalks over sloping driveways will be very expensive to replace driveway between sidewalk and street, by homeowner.

Respectfully,

Name (printed) William J. Klindt

Name (signed) William J. Klindt

Address 2025 Fairway Dr., Birmingham

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) JOHN A. WALGREEN

Name (signed) John A. Walgreen

Address 1762 FAIRWAY

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy - side walk on so. side would bring people right by our windows and remove lamp post
- Other - not necessary to remove trees planted - RT tax-payers expense after Emerald ash disease killed 50+ trees several yrs. ago

Respectfully,

Name (printed) Christine Bookmyer

Name (signed) Christine R Bookmyer

Address 2047 Fairway Dr.

Thank you for  
your attention —

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) \_\_\_\_\_

Amy B. MacLean

Name (signed) \_\_\_\_\_

*Amy B. MacLean*

Address \_\_\_\_\_

1873 Fairway Dr Birmingham AL 35209

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) Denise L. Cooper

Name (signed) Denise L. Cooper

Address 1791 Fairway Dr.

February 5, 2017

Dear Joe Valentine,

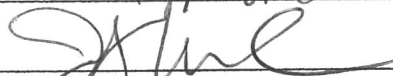
Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

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- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) John Morad

Name (signed) 

Address 1800 Fairway Dr

BIRMINGHAM

FEB 14 2017

CITY MANAGER'S OFFICE

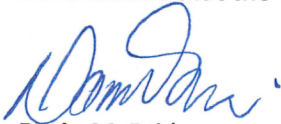
February 14, 2017

Joe Valentine  
City of Birmingham – City Manager  
151 Martin Street  
Birmingham, MI 48009

Dear Joe,

Please find the enclosed petition which was initiated in response to the group favoring installing sidewalks on Fairway Drive. I believe there are approximately 40 properties that this would impact. The petition contains signatures of 34 properties that are against the initiative.

Please present our petition to the City Commission so that it is recognized and that the commission understands that the vast majority of the residents do not favor sidewalks.



Darin McBride

BIRMINGHAM

FEB 21 2017

CITY MANAGER'S OFFICE



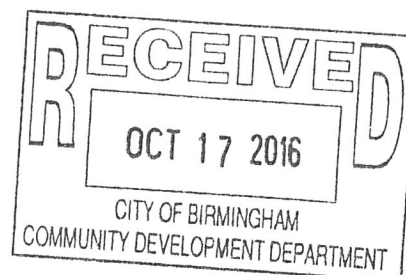
## INFORMAL RESIDENTIAL SIDEWALK PETITION

**TO: THE GOVERNING BODY OF THE  
CITY OF BIRMINGHAM, MICHIGAN:**

We, the undersigned, being owners of record of property abutting Fairway Drive, in Birmingham, MI do hereby petition the Governing Body of the City of Birmingham to deny the installation sidewalks within the right-of-way or on sidewalk easements along the above- described street(s).

We understand that fifty one (51%) percent of the abutting property owners along both sides of the street are opposed to the construction of a new sidewalk, regardless of cost.

It is further understood that only one property owner per property, including non-resident owners who are Fairway Drive residents, must sign the petition and only one vote per household will be counted.



IN WITNESS WHEREOF, we, the undersigned petitioners, have executed the above and

foregoing Petition this 9<sup>th</sup> day of Oct, 20 16

NOTE: Only one property owner per property, including non-resident owners who are Fairway Drive residents, needs to sign.

	Legal Signature/Print	Residence or Mailing Address	Date of Signing Petition	Address of Property
S	1. <u>DAVID MCBRIDE</u> Print Name: <u>David McBride</u> Signature: <u>[Signature]</u>	<u>2159 FAIRWAY DR</u>	<u>10/9/16</u>	<u>2159 FAIRWAY-11111111</u>
N	2. <u>RENEE SUCHARA</u> Print Name: <u>Renee Suchara</u> Signature: <u>[Signature]</u>	<u>2160 FAIRWAY</u>	<u>10/9/16</u>	<u>2160 FAIRWAY</u>
N	3. <u>ROGER H CHAMMINGS</u> Print Name: <u>Roger H Chamings</u> Signature: <u>[Signature]</u>	<u>2060 FAIRWAY DR</u>	<u>10/9/16</u>	<u>2060 FAIRWAY DR</u>
S	4. <u>WILLIAM KLINDT</u> Print Name: <u>William Klindt</u> Signature: <u>[Signature]</u>	<u>2025 FAIRWAY</u>	<u>10/9/16</u>	<u>2025 FAIRWAY</u>
N	5. <u>DAVID WOODRUFF</u> Print Name: <u>DAVID WOODRUFF</u> Signature: <u>[Signature]</u>	<u>2112 FAIRWAY</u>	<u>10/9/16</u>	<u>2112 FAIRWAY</u>
N	6. <u>ERIC GIRDLER</u> Print Name: <u>Eric Girdler</u> Signature: <u>[Signature]</u>	<u>2146 FAIRWAY</u>	<u>10/9/16</u>	<u>2146 FAIRWAY</u>
N	7. <u>STEVE BARBER</u> Print Name: <u>STEVE BARBER</u> Signature: <u>[Signature]</u>	<u>2134 FAIRWAY DR</u>	<u>10/09/16</u>	<u>2134 FAIRWAY</u>
S	8. <u>FRANK AIELLO</u> Print Name: <u>Frank Aiello</u> Signature: <u>[Signature]</u>	<u>2147 FAIRWAY</u>	<u>10/9/16</u>	<u>2147 FAIRWAY</u>
N	9. <u>JULIA COONEY</u> Print Name: <u>Julia Cooney</u> Signature: <u>[Signature]</u>	<u>1986 FAIRWAY DR</u>	<u>10/9/16</u>	<u>1986 FAIRWAY DR</u>

	Legal Signature/Print	Residence or Mailing Address	Date of Signing Petition	Address of Property
✓	10. <del>MARK C</del> Schoepke Print Name <u>Mark C Schoepke</u> Signature		10/9/16	2038 Fairway Dr
S	11. Dolores Kornblum Print Name <u>Dolores Kornblum</u> Signature	2175 Fairway	10/9/16	2175 Fairway
S	12. Mary Beth Rosen Print Name <u>Mary Beth Rosen</u> Signature		10/9/16	2181 Fairway
N	13. FRED HAGEN Print Name <u>Fredrick A. Hagen</u> Signature		10/10/16	1850 Fairway
N	14. PAUL SNEIDERAITIS Print Name <u>Paul Snideraitis</u> Signature		10/10/16	1690 Fairway
S	15. Barbara Mathews Print Name <u>Barbara Mathews</u> Signature		10/10/16	2069 Fairway
S	16. Steve. LYNCH POA MARGARET ANN LYNCH Print Name <u>Steve Lynch</u> Signature		10/11/16	1895 FAIRWAY
N	17. Kathleen Walgren Print Name <u>Kathleen Walgren</u> Signature		10/11/16	1762 Fairway Dr
N	18. MARJORIE DECAPITE Print Name <u>Marjorie DeCapite</u> Signature		10/11/16	1754 FAIRWAY
S	19. HOWARD ROSMAN Print Name <u>Howard S Rosman</u> Signature		10/11/16	2093 Fairway

Legal Signature/Print      Residence or Mailing Address      Date of Signing Petition      Address of Property

S 20. Christine Bookmyer 2047 Fairway 10-10-16 2047 FAIRWAY

Print Name

Christine A. Bookmyer

Signature

S 21. Amy McLean 1873 Fairway Dr. 10-11-16 1873 Fairway Dr.

Print Name

Amy McLean

Signature

N 22. John Schrot 10-15-16 1878 FAIRWAY

Print Name

John Schrot

Signature

S 23. MARL BAKER 10-15-16 1731 FAIRWAY

Print Name

Marl Baker

Signature

S 24. PATRICIA LORENIE 10/15/16

Print Name

Patricia S. Lorenie

1711 FAIRWAY

Signature

N 25. MARGARET A. DUFALT (Peggy) 10/15/2016

Print Name

Margaret A. Dufault (Peggy)

1700 Fairway  
Birmingham, MI 48009  
1791 Fairway Dr.

Signature

S 26. Denise L. Cooper 10-15-16 Birmingham, MI 48009

Print Name

Denise L. Cooper

Signature

N 27. MICHELE MORAO 10/16/16 1800 FAIRWAY

Print Name

Michele Morao

BIRMINGHAM MI 48009

Signature

S 28. Carla Cleary 10-16-2016 2001 Fairway

Print Name

Carla Cleary

Signature

29. Beverly Gough 10-29-16 1900 Fairway

Print Name

Beverly Gough

Signature

Legal Signature/Print	Residence or Mailing Address	Date of Signing Petition	Address of Property
30. <u>KAREN BRAUN</u> Print Name	<u>1171 ARDEN LANE</u>	<u>31 OCT 16</u>	<u>1171 ARDEN LANE</u>

Signature \_\_\_\_\_ (DOUBLE LOT)

31. <u>KAREN BRAUN</u> Print Name	<u>1171 ARDEN LANE</u>	<u>31 OCT 16</u>	<u>1171 ARDEN LANE</u>
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Signature \_\_\_\_\_

32. <u>MARJORIE</u> Print Name			<u>1754 FAIRWAY</u>
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Signature \_\_\_\_\_

33. <u>MARJORIE DECAPITE</u> Print Name		<u>10/31/16</u>	<u>1754 FAIRWAY</u>
--------------------------------------------	--	-----------------	---------------------

Signature \_\_\_\_\_

34. <u>ROBER BAREY</u> Print Name	<u>1788 FAIRWAY DR</u> <u>BIRMINGHAM</u>	<u>NOVEMBER 17</u> <u>2016</u>	<u>SAME</u>
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Signature \_\_\_\_\_

35. _____ Print Name			
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Signature \_\_\_\_\_

36. _____ Print Name			
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Signature \_\_\_\_\_

37. _____ Print Name			
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Signature \_\_\_\_\_

38. _____ Print Name			
-------------------------	--	--	--

Signature \_\_\_\_\_

39. _____ Print Name			
-------------------------	--	--	--

Signature \_\_\_\_\_

39. _____ Print Name			
-------------------------	--	--	--

Signature \_\_\_\_\_

February 12, 2017

Mr. Joseph A. Valentine  
Manager, City of Birmingham  
151 Martin St.  
Birmingham, MI 48009

PLEASE FORWARD THIS LETTER TO THE CITY COMMISSIONERS!

Dear Joe:

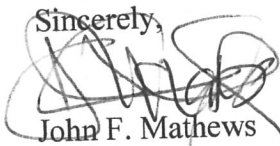
As concerned homeowners for almost thirty years on Fairway Drive between Pleasant and Arden Lane, we are definitively opposed to a sidewalk in front of our house! The issue has nothing to do with cost! We already have one of the widest residential thoroughfares in all of Birmingham and a sidewalk would have people walking within just a few feet of our home, representing a real security risk to us as well as the neighborhood.

Other valid reasons for opposition to the sidewalk include:

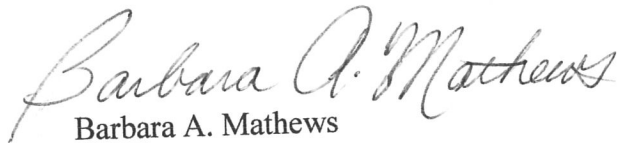
- Loss of Greenspace
- Loss/Restricted Use of Driveway
- Financial Burden incurred (with neighborhood disruption/loss of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc)
- Aesthetics (too much concrete with wide street now)
- Increased Maintenance
- Increased Liability
- Loss of Privacy

Please forward this letter to any and all parties involved in this most serious issue. Thank you for your prompt attention and consideration in this matter.

Sincerely,

  
John F. Mathews  
Residents - 2069 Fairway

JFM/bam

  
Barbara A. Mathews

BIRMINGHAM

FEB 16 2017

CITY MANAGER'S OFFICE

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

*Safety, Security, Physical character of neighborhood, aesthetics and market value. We moved here because there were no sidewalks (high-class, non-urban image).*

Respectfully,

Name (printed) John Schrot

NEBORAH SCHROT

Name (signed) John Schrot

NEBORAH SCHROT

Address 1878 Fairway Drive

1878 Fairway Dr

BIRMINGHAM

FEB 21 2017

CITY MANAGER'S OFFICE

February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other \_\_\_\_\_

Respectfully,

Name (printed) PAUL SNEIDERAITIS LINDA SNEIDERAITIS

Name (signed) Paul Snideraitis Linda Snideraitis

Address 1690 FAIRWAY DR.

BIRMINGHAM

FEB 22 2017

CITY MANAGER'S OFFICE



# MEMORANDUM

Finance Department

**DATE:** February 10, 2016

**TO:** Joseph A. Valentine, City Manager

**FROM:** Mark Gerber, Director of Finance/Treasurer

**SUBJECT:** Second Quarter Financial Reports

---

## **Background**

Chapter 7, section 3(b) of the City charter requires the Director of Finance to report on the condition of the City quarterly. Quarterly reports are prepared for the first 3 quarters of the year with the annual audit serving as the 4<sup>th</sup> quarter report. Only the following funds are reported quarterly because by state law they require a budget: General Fund, Greenwood Cemetery Perpetual Care Fund, Major and Local Street Funds, Solid Waste Fund, Community Development Block Grant Fund, Law and Drug Enforcement Fund, Baldwin Public Library Fund, Principal Shopping District Fund, Brownfield Redevelopment Authority Fund, Triangle District Corridor Improvement Authority Fund, and the Debt Service Fund.

## **Overview**

Attached is the second quarter 2016-2017 fiscal year financial reports. The reports compare budget to actual for the current fiscal year and the prior fiscal year for the same quarter. This allows comparisons between fiscal years as well as percentage of budget received/spent for the year. The budget categories used for each fund are the same ones approved by the Commission when they adopted the budget. Budget discussions that follow will focus on each fund individually.

At this point, 50% of the fiscal year has lapsed.

## **General Fund**

Overall, the activity in the General Fund for fiscal year 2016-2017 is comparable to the prior fiscal year. Revenues are approximately \$800,000 higher than last year as a result of higher revenue from property taxes. Intergovernmental revenues are at 23% of budget because state shared revenues lag by 2-3 months. Fines and forfeiture revenue is at 32% because 2<sup>nd</sup> quarter revenue from the 48<sup>th</sup> District Court will not be received until after their audit.

Total expenditures for the General Fund are approximately \$300,000 less than the prior year. The decrease in total expenditures is the result of a decrease in Transfers Out of approximately \$800,000 as a result of \$1,000,000 transfer made in FY 2015-2016 to fund the Wolf v City of Birmingham lawsuit. The decrease in Transfers Out was partially offset by an increase in expenditures in Community Development of approximately \$200,000 as a result of an increase in contractual building inspection costs and planning services and an increase in Engineering and Public Services expenditures of approximately \$300,000 as a result of sidewalk construction.

### **Greenwood Cemetery Fund**

Quarterly revenue from cemetery plot sales was comparable to the previous year. No expenditures were budgeted for this year.

### **Major Street Fund**

Overall, total revenues are comparable to last year.

Non-construction expenditures are similar to the previous fiscal year. Construction expenditures are approximately \$700,000 less this fiscal year as compared to the prior year. This is the result of the West Maple Road project being primarily funded by MDOT and timing of other scheduled projects for later in the fiscal year.

### **Local Street Fund**

Total revenues for the year are approximately \$200,000 higher than the prior year as a result of an increase in transfers from the General Fund.

Total expenditures are approximately \$1,000,000 higher than the prior year mainly as a result of timing of construction projects. Non-construction expenditures are similar to the previous fiscal year except for road maintenance which increased \$62,000 due to an increase in road patching work performed. This was offset by a decrease in street cleaning of \$76,000.

### **Solid Waste Fund**

Revenues and expenditures are comparable to the prior fiscal year. Personnel and Supplies are over 50% because the budgets for these categories were reduced in 2016-2017 and most of the personnel costs occur in the fall during leaf pickup.

### **Brownfield Redevelopment Authority Fund**

Revenues are comparable to the prior fiscal year.

Expenditures are lower in the current fiscal year as a result of payments to developers for reimbursement of environmental remediation costs made in 2015-2016.

### **Birmingham Shopping District**

Total revenues are lower in the current fiscal year by approximately \$110,000 as compared to the prior fiscal year as a result of special assessment collections. Special assessment bills were mailed out later in December 2016 than in December 2015 which resulted in lower collections as of December 2016. Expenditures are comparable to prior fiscal year. Most of the special event expenditures occur in the first half of the year which typically puts overall expenditures over 50% for the first half of the year.

### **Community Development Block Grant Fund**

Prior year budget and related revenue and expenditures include funding for new handicap lift in City Hall.

### **Triangle District Corridor Improvement Authority**

No property tax revenue from tax capture will be recorded this year. The City is in the process of contract negotiations with the County regarding tax incremental financing amounts.

**Law and Drug Enforcement Fund**

Revenues and expenditures are comparable to the previous year.

**Baldwin Library**

Revenue has increased approximately \$772,000. This is the result of an increase in the property tax levy in order to fund the renovations to the adult services area of the library.

Expenditures are comparable to the prior fiscal year. Expenditures for the current fiscal year are at 29% because renovation invoices were just beginning to be paid in December 2016.

**Debt Service Fund**

Revenues and expenditures are higher as a result of increased debt service costs for the year.

CITY OF BIRMINGHAM  
 QUARTERLY BUDGET REPORT  
 GENERAL FUND  
 QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
 % OF FISCAL YEAR COMPLETED: 50%

	2016-2017			2015-2016		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF FUND BALANCE	1,023,689	-	0%	506,565	-	0%
TAXES	21,081,640	21,052,859	100%	20,281,450	20,235,108	100%
LICENSES AND PERMITS	3,070,540	1,394,354	45%	3,240,750	1,575,721	49%
INTERGOVERNMENTAL	2,078,000	482,493	23%	1,931,160	523,739	27%
CHARGES FOR SERVICES	2,800,400	1,397,214	50%	2,848,820	1,215,309	43%
FINES AND FORFEITURES	1,686,060	539,146	32%	1,697,650	491,317	29%
INTEREST AND RENT	275,810	105,459	38%	204,480	86,233	42%
OTHER REVENUE	240,740	39,396	16%	81,600	84,139	103%
TOTAL Revenues	<u>32,256,879</u>	<u>25,010,921</u>	78%	<u>30,792,475</u>	<u>24,211,566</u>	79%
EXPENDITURES:						
GENERAL GOVERNMENT	5,285,055	2,289,400	43%	5,378,375	2,228,591	41%
PUBLIC SAFETY	12,896,767	5,933,928	46%	12,276,976	5,935,059	48%
COMMUNITY DEVELOPMENT	2,726,900	1,162,518	43%	2,395,930	977,037	41%
ENGINEERING AND PUBLIC SERVICES	5,198,157	2,349,216	45%	4,548,794	2,051,823	45%
TRANSFERS OUT	<u>6,150,000</u>	<u>2,804,904</u>	46%	<u>5,361,230</u>	<u>3,670,070</u>	68%
TOTAL Expenditures	<u>32,256,879</u>	<u>14,539,966</u>	45%	<u>29,961,305</u>	<u>14,862,580</u>	50%

CITY OF BIRMINGHAM  
 QUARTERLY BUDGET REPORT  
 GREENWOOD CEMETERY FUND  
 QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
 % OF FISCAL YEAR COMPLETED: 50%

	2016-2017			2015-2016		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
CHARGES FOR SERVICES	360,000	60,750	17%	30,000	88,313	294%
INTEREST AND RENT	<u>2,720</u>	<u>1,033</u>	38%	<u>450</u>	<u>158</u>	35%
TOTAL Revenues	<u><u>362,720</u></u>	<u><u>61,783</u></u>	17%	<u><u>30,450</u></u>	<u><u>88,471</u></u>	291%
EXPENDITURES:						
TOTAL EXPENDITURES	<u><u>-</u></u>	<u><u>-</u></u>		<u><u>-</u></u>	<u><u>-</u></u>	

CITY OF BIRMINGHAM  
 QUARTERLY BUDGET REPORT  
 MAJOR STREETS  
 QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
 % OF FISCAL YEAR COMPLETED: 50%

	2016-2017			2015-2016		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF FUND BALANCE	1,478,017	-	0%	1,541,230	-	0%
INTERGOVERNMENTAL	1,153,830	469,137	41%	1,978,610	498,660	25%
INTEREST AND RENT	7,540	6,966	92%	25,500	3,875	15%
OTHER REVENUE	401,360	9,544	2%	2,940	1,107	38%
TRANSFERS IN	<u>1,550,000</u>	<u>775,000</u>	50%	<u>1,580,000</u>	<u>790,000</u>	50%
 TOTAL Revenues	 <u>4,590,747</u>	 <u>1,260,647</u>	 27%	 <u>5,128,280</u>	 <u>1,293,642</u>	 25%
EXPENDITURES:						
ADMINISTRATIVE	18,690	10,494	56%	17,920	10,110	56%
TRAFFIC CONTROLS & ENGINEERING	382,990	96,322	25%	263,577	131,429	50%
CONSTRUCTION OF ROADS & BRIDGES	3,108,260	722,311	23%	3,712,125	1,464,713	39%
MAINTENANCE OF ROADS & BRIDGES	334,517	132,246	40%	356,708	143,808	40%
STREET CLEANING	132,060	75,202	57%	184,920	93,301	50%
STREET TREES	241,450	92,646	38%	227,710	127,134	56%
SNOW AND ICE REMOVAL	<u>372,780</u>	<u>62,800</u>	17%	<u>365,320</u>	<u>28,089</u>	8%
 TOTAL Expenditures	 <u>4,590,747</u>	 <u>1,192,021</u>	 26%	 <u>5,128,280</u>	 <u>1,998,584</u>	 39%

CITY OF BIRMINGHAM  
 QUARTERLY BUDGET REPORT  
 LOCAL STREETS  
 QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
 % OF FISCAL YEAR COMPLETED: 50%

	2016-2017			2015-2016		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF FUND BALANCE	1,214,778	-	0%	1,333,904	-	0%
INTERGOVERNMENTAL	484,890	240,472	50%	376,480	240,978	64%
INTEREST AND RENT	15,050	6,251	42%	35,500	8,973	25%
OTHER REVENUE	358,310	43,107	12%	113,770	26,679	23%
TRANSFERS IN	<u>2,650,000</u>	<u>1,325,000</u>	50%	<u>2,250,000</u>	<u>1,125,000</u>	50%
 TOTAL Revenues	 <u>4,723,028</u>	 <u>1,614,830</u>	 34%	 <u>4,109,654</u>	 <u>1,401,630</u>	 34%
EXPENDITURES:						
ADMINISTRATIVE	26,370	14,334	54%	25,230	13,765	55%
TRAFFIC CONTROLS & ENGINEERING	64,570	34,753	54%	59,990	29,815	50%
CONSTRUCTION OF ROADS & BRIDGES	3,102,762	2,274,403	73%	2,660,737	1,235,946	46%
MAINTENANCE OF ROADS & BRIDGES	381,346	230,423	60%	408,957	167,692	41%
STREET CLEANING	184,470	67,543	37%	206,740	143,642	69%
STREET TREES	499,440	232,495	47%	523,980	265,511	51%
SNOW AND ICE REMOVAL	<u>204,640</u>	<u>35,832</u>	18%	<u>224,020</u>	<u>15,291</u>	7%
 TOTAL Expenditures	 <u>4,463,598</u>	 <u>2,889,783</u>	 65%	 <u>4,109,654</u>	 <u>1,871,662</u>	 46%

CITY OF BIRMINGHAM  
 QUARTERLY BUDGET REPORT  
 SOLID WASTE  
 QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
 % OF FISCAL YEAR COMPLETED: 50%

	2016-2017			2015-2016		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF FUND BALANCE	10,310	-	0%	-	-	0%
TAXES	1,820,000	1,824,498	100%	1,825,000	1,822,752	100%
INTERGOVERNMENTAL	-	4,504	0%	-	-	0%
CHARGES FOR SERVICES	22,400	11,530	51%	22,900	10,355	45%
INTEREST AND RENT	10,040	5,409	54%	8,500	3,803	45%
OTHER REVENUE	-	117	0%	-	303	0%
	<u>-</u>	<u>117</u>		<u>-</u>	<u>303</u>	
TOTAL Revenues	<u>1,862,750</u>	<u>1,846,058</u>	99%	<u>1,856,400</u>	<u>1,837,213</u>	99%
EXPENDITURES:						
PERSONNEL COSTS	152,810	115,434	76%	194,740	100,262	51%
SUPPLIES	8,500	5,520	65%	11,000	1,894	17%
OTHER CONTRACTUAL SERVICES	1,681,440	767,716	46%	1,622,060	738,755	46%
CAPITAL OUTLAY	20,000	5,729	29%	20,000	4,380	22%
	<u>20,000</u>	<u>5,729</u>		<u>20,000</u>	<u>4,380</u>	
TOTAL Expenditures	<u>1,862,750</u>	<u>894,399</u>	48%	<u>1,847,800</u>	<u>845,291</u>	46%

CITY OF BIRMINGHAM  
 QUARTERLY BUDGET REPORT  
 BROWNFIELD REDEVELOPMENT FUND  
 QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
 % OF FISCAL YEAR COMPLETED: 50%

	2016-2017			2015-2016		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
TAXES	243,230	243,230	100%	226,750	226,750	100%
CHARGES FOR SERVICES	3,000	1,500	50%	-	1,500	0%
INTEREST AND RENT	1,500	814	54%	1,500	328	22%
OTHER REVENUE	20,000	10,839	54%	20,000	(1,692)	-8%
TRANSFERS IN	-	-	0%	13,900	6,950	50%
TOTAL Revenues	<u>267,730</u>	<u>256,383</u>	96%	<u>262,150</u>	<u>233,836</u>	89%
EXPENDITURES:						
OTHER CHARGES	235,670	13,533	6%	233,000	75,000	32%
DEBT SERVICE	<u>27,560</u>	-	0%	<u>27,560</u>	-	0%
TOTAL Expenditures	<u>263,230</u>	<u>13,533</u>	5%	<u>260,560</u>	<u>75,000</u>	29%

CITY OF BIRMINGHAM  
 QUARTERLY BUDGET REPORT  
 BIRMINGHAM SHOPPING DISTRICT  
 QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
 % OF FISCAL YEAR COMPLETED: 50%

	2016-2017			2015-2016		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF FUND BALANCE	50,090	-	0%	55,590	-	0%
INTEREST AND RENT	8,020	1,758	22%	5,400	1,492	28%
OTHER REVENUE	180,000	149,226	83%	175,000	133,605	76%
SPECIAL ASSESSMENTS	<u>887,800</u>	<u>45,068</u>	5%	<u>884,710</u>	<u>171,862</u>	19%
 TOTAL Revenues	 <u><u>1,125,910</u></u>	 <u><u>196,052</u></u>	 17%	 <u><u>1,120,700</u></u>	 <u><u>306,959</u></u>	 27%
 EXPENDITURES:						
PERSONNEL SERVICES	410,920	210,747	51%	432,430	221,223	51%
SUPPLIES	6,500	3,041	47%	6,500	3,014	46%
OTHER CHARGES	<u>708,490</u>	<u>443,279</u>	63%	<u>681,770</u>	<u>424,757</u>	62%
 TOTAL Expenditures	 <u><u>1,125,910</u></u>	 <u><u>657,067</u></u>	 58%	 <u><u>1,120,700</u></u>	 <u><u>648,994</u></u>	 58%

CITY OF BIRMINGHAM  
 QUARTERLY BUDGET REPORT  
 COMMUNITY DEVELOPMENT BLOCK GRANT  
 QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
 % OF FISCAL YEAR COMPLETED: 50%

	2016-2017			2015-2016		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
INTERGOVERNMENTAL	<u>31,340</u>	<u>2,752</u>	9%	<u>72,909</u>	<u>22,321</u>	31%
TOTAL Revenues	<u><u>31,340</u></u>	<u><u>2,752</u></u>	9%	<u><u>72,909</u></u>	<u><u>22,321</u></u>	31%
EXPENDITURES:						
TOTAL Expenditures	<u><u>31,340</u></u>	<u><u>2,752</u></u>	9%	<u><u>72,909</u></u>	<u><u>22,321</u></u>	31%

CITY OF BIRMINGHAM  
 QUARTERLY BUDGET REPORT  
 TRIANGLE DISTRICT CORRIDOR IMPROVEMENT AUTHORITY  
 QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
 % OF FISCAL YEAR COMPLETED: 50%

	2016-2017			2015-2016		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF FUND BALANCE	-	-	0%	-	-	0%
TAXES	90,000	-	0%	115,000	-	0%
INTEREST AND RENT	<u>520</u>	<u>59</u>	11%	<u>1,000</u>	<u>73</u>	7%
 TOTAL Revenues	 <u>90,520</u>	 <u>59</u>	 0%	 <u>116,000</u>	 <u>73</u>	 0%
 EXPENDITURES:						
TOTAL Expenditures	<u>20,000</u>	<u>-</u>	0%	<u>20,000</u>	<u>10,466</u>	52%

CITY OF BIRMINGHAM  
 QUARTERLY BUDGET REPORT  
 LAW & DRUG ENFORCEMENT FUND  
 QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
 % OF FISCAL YEAR COMPLETED: 50%

	2016-2017			2015-2016		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF FUND BALANCE	-	-	0%	-	-	0%
FINES AND FORFEITURES	37,500	32,699	87%	37,500	35,837	96%
INTEREST AND RENT	<u>720</u>	<u>295</u>	41%	<u>750</u>	<u>142</u>	19%
 TOTAL Revenues	 <u>38,220</u>	 <u>32,994</u>	 86%	 <u>38,250</u>	 <u>35,979</u>	 94%
EXPENDITURES:						
PUBLIC SAFETY	-	-	0%	-	-	0%
CAPITAL OUTLAY	<u>8,500</u>	<u>2,825</u>	33%	<u>8,800</u>	<u>1,220</u>	14%
 TOTAL Expenditures	 <u>8,500</u>	 <u>2,825</u>	 33%	 <u>8,800</u>	 <u>1,220</u>	 14%

CITY OF BIRMINGHAM  
 QUARTERLY BUDGET REPORT  
 BALDWIN LIBRARY  
 QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
 % OF FISCAL YEAR COMPLETED: 50%

	2016-2017			2015-2016		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF FUND BALANCE	1,210,260	-	0%	18,180	-	0%
TAXES	2,936,970	2,951,377	100%	2,174,180	2,186,596	101%
INTERGOVERNMENTAL	950,810	220,452	23%	930,508	212,455	23%
CHARGES FOR SERVICES	96,240	45,885	48%	99,740	50,244	50%
INTEREST AND RENT	16,500	9,850	60%	16,500	6,191	38%
OTHER REVENUE	200,000	-	0%	-	-	0%
TOTAL Revenues	<u>5,410,780</u>	<u>3,227,564</u>	60%	<u>3,239,108</u>	<u>2,455,486</u>	76%
EXPENDITURES:						
TOTAL Expenditures	<u>5,410,780</u>	<u>1,583,102</u>	29%	<u>3,166,472</u>	<u>1,582,297</u>	50%

CITY OF BIRMINGHAM  
 QUARTERLY BUDGET REPORT  
 DEBT SERVICE FUND  
 QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
 % OF FISCAL YEAR COMPLETED: 50%

	2016-2017			2015-2016		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
TAXES	1,626,220	1,625,793	100%	1,575,090	1,573,200	100%
INTERGOVERNMENTAL	4,000	4,019	100%	-	-	0%
INTEREST AND RENT	2,380	1,151	48%	1,400	1,105	79%
OTHER REVENUE	<u>-</u>	<u>103</u>	0%	<u>-</u>	<u>-</u>	0%
TOTAL Revenues	<u>1,632,600</u>	<u>1,631,066</u>	100%	<u>1,576,490</u>	<u>1,574,305</u>	100%
EXPENDITURES:						
TOTAL Expenditures	<u>1,627,600</u>	<u>1,402,701</u>	86%	<u>1,571,490</u>	<u>1,324,158</u>	84%



## MEMORANDUM

Finance Department

**DATE:** January 28, 2017  
**TO:** Joseph A. Valentine, City Manager  
**FROM:** Mark Gerber, Director of Finance/Treasurer  
**SUBJECT:** December 2016 Investment Report

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Public Act 213 of 2007 requires investment reporting on the City's general investments to be provided to the City Commission on a quarterly basis. This information is also required to be provided annually, which the City has and will continue to include within the audited financial statements.

General investments of the City are governed by state law and the City's General Investment Policy approved by the City Commission. The services of an outside investment advisor are utilized to assist the treasurer in determining which types of investments are most appropriate and permitted under the investment policy, maximize the return on the City's investments within investment policy constraints and provide for cash flow needs.

The two primary objectives for investment of City funds are the preservation of principal and liquidity to protect against losses and provide sufficient funds to enable the City to meet all operating requirements that might be reasonably anticipated. Investment activities include all City funds except the retirement and retiree health-care funds as follows:

- General Fund
- Permanent Funds
- Special Revenue Funds
- Capital Projects Fund
- Enterprise Funds
- Debt Service Funds
- Component Unit Funds
- Internal Service Funds

The City has two pooled funds (CLASS Pool and J-Fund), which are used to meet payroll, contractor and other accounts payable needs. As indicated on the attached schedule, there is approximately \$18.4 million invested in pooled funds at the end of September. A maximum of 50% of the portfolio may be invested in pooled funds that meet state guidelines. The amount currently invested in pooled funds is 25%.

Currently there is approximately \$2 million, or 3%, of the City's portfolio invested in commercial paper. A maximum of 20% of the City's investments may be held in commercial paper with the highest rating of A-1/P-1 by at least two standard rating services.

Investments in obligations of the state total \$1.5 million, or 2%, of the portfolio. A maximum of 20% of the City's investments may be held in these investment instruments.

The City also holds approximately \$19.5 million, or 27%, of its investments in government securities, which are obligations of the United States. The maximum amount of investments that may be held in government securities is 100%.

Investments in federal agencies total approximately \$31.1 million, or 43%, of the City's investments. The maximum amount of the portfolio that may be invested in federal agencies is 75%.

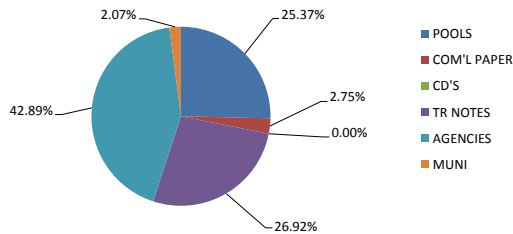
The Investment Policy requires that the average maturity of the portfolio may not exceed two and one-half years. The current average maturity of the portfolio is 1.08 years.

**CITY OF BIRMINGHAM  
GENERAL INVESTMENT PORTFOLIO SUMMARY**

12/31/2016

YEAR	MATURITY DATE	DESCRIPTION	% YIELD	*	ISSUER	PAR VALUE	COST	CURRENT MARKET VALUE	YEARLY TOTAL	% OF TOTAL
2016	12/31/2016	CLASS POOL	0.850%	CITY	MICHIGAN CLASS	2,027,149.42	2,027,149.42	2,027,149.42	19,397,655.81	26.75%
	12/31/2016	J FUND	0.526%	CITY	COMERICA BANK	16,370,506.39	16,370,506.39	16,370,506.39		
	12/31/2016	TR NOTE	0.750%	INSIGHT	U.S.	1,000,000.00	1,002,812.50	1,000,000.00		
2017	1/11/2017	AGENCY	1.075%	INSIGHT	FNMA	1,500,000.00	1,500,000.00	1,486,035.00	24,188,205.16	33.35%
	1/31/2017	TR NOTE	0.780%	INSIGHT	U.S.	1,000,000.00	1,002,187.50	1,000,400.00		
	3/31/2017	TR NOTE	1.020%	INSIGHT	U.S.	2,000,000.00	1,998,750.00	2,002,480.00		
	4/27/2017	AGENCY	0.770%	INSIGHT	FNMA	1,500,000.00	1,523,970.00	1,502,265.00		
	4/28/2017	AGENCY	1.257%	INSIGHT	FNMA	2,000,000.00	1,999,600.00	1,978,120.00		
	5/15/2017	MUNI	1.100%	INSIGHT	MI	1,500,000.00	1,521,405.00	1,504,530.00		
	5/23/2016	COM'L PAPER	1.290%	INSIGHT	MERRILL LYNCH PIERCE FENNER & SMIT	2,000,000.00	1,984,142.22	1,992,818.66		
	5/31/2017	TR NOTE	0.625%	INSIGHT	U.S.	1,500,000.00	1,501,523.44	1,500,120.00		
	6/30/2017	AGENCY	1.300%	INSIGHT	FNMA	1,500,000.00	1,500,000.00	1,458,945.00		
	6/30/2017	AGENCY	2.000%	INSIGHT	FHLB	1,000,000.00	1,000,000.00	1,000,230.00		
	7/31/2017	TR NOTE	1.000%	INSIGHT	U.S.	1,500,000.00	1,476,210.94	1,498,470.00		
	9/8/2017	AGENCY	0.840%	INSIGHT	FHLB	1,500,000.00	1,493,565.00	1,499,265.00		
	9/27/2017	AGENCY	1.193%	INSIGHT	FNMA	1,500,000.00	1,497,000.00	1,475,640.00		
	10/13/2017	AGENCY	1.398%	INSIGHT	FFCB	1,325,000.00	1,322,018.75	1,292,696.50		
	10/31/2017	TR NOTE	1.000%	INSIGHT	U.S.	1,500,000.00	1,486,523.44	1,498,650.00		
	12/31/2017	TR NOTE	1.120%	INSIGHT	U.S.	1,500,000.00	1,479,375.00	1,497,540.00		
2018	1/15/2018	TR NOTE	0.760%	INSIGHT	U.S.	1,500,000.00	1,503,984.38	1,499,295.00	11,974,750.00	16.51%
	2/15/2018	TR NOTE	0.770%	INSIGHT	U.S.	1,500,000.00	1,507,968.75	1,500,525.00		
	2/20/2018	AGENCY	1.060%	INSIGHT	FHLB	2,000,000.00	2,000,680.00	1,995,100.00		
	4/24/2018	AGENCY	1.080%	INSIGHT	FFCB	1,000,000.00	999,000.00	998,570.00		
	9/7/2018	AGENCY	1.134%	INSIGHT	FHLB	2,000,000.00	1,994,520.00	1,992,980.00		
	10/31/2018	TR NOTE	1.250%	INSIGHT	U.S.	1,000,000.00	1,003,046.88	1,001,600.00		
	11/1/2018	AGENCY	1.010%	INSIGHT	FFCB	2,000,000.00	1,998,418.00	1,980,860.00		
	12/31/2018	TR NOTE	1.030%	INSIGHT	U.S.	1,000,000.00	1,015,000.00	1,005,820.00		
2019	1/31/2019	TR NOTE	1.050%	INSIGHT	U.S.	1,500,000.00	1,522,031.25	1,508,145.00	16,961,990.00	23.39%
	2/28/2019	TR NOTE	1.375%	INSIGHT	U.S.	2,000,000.00	2,020,625.00	2,005,620.00		
	4/15/2019	AGENCY	1.090%	INSIGHT	FHLMC	1,000,000.00	1,001,060.00	995,950.00		
	6/14/2019	AGENCY	1.100%	INSIGHT	FHLB	1,000,000.00	1,015,560.00	1,004,850.00		
	7/19/2019	AGENCY	1.023%	INSIGHT	FHLMC	1,500,000.00	1,493,850.00	1,480,185.00		
	10/28/2019	AGENCY	1.360%	INSIGHT	FFCB	1,500,000.00	1,497,300.00	1,485,960.00		
	12/31/2019	TR NOTE	1.385%	INSIGHT	U.S.	1,000,000.00	1,007,226.56	1,004,920.00		
2020	1/21/2020	AGENCY	1.084%	INSIGHT	FNMA	1,500,000.00	1,526,535.00	1,504,440.00	72,522,600.97	100.00%
	3/27/2020	AGENCY	1.010%	INSIGHT	FNMA	2,000,000.00	2,044,860.00	2,001,480.00		
	5/8/2020	AGENCY	1.166%	INSIGHT	FHLMC	2,000,000.00	2,026,400.00	1,995,520.00		
	11/30/2020	AGENCY	1.224%	INSIGHT	FNMA	2,000,000.00	2,021,902.00	1,974,920.00		
			0.961%			72,722,655.81	72,886,707.42	72,522,600.97		

**ASSET MIX**



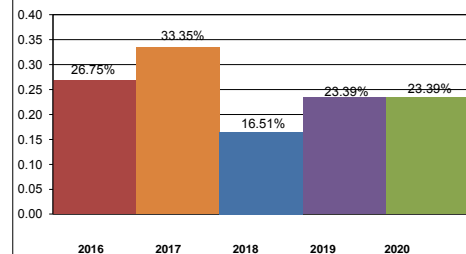
POOLS	\$18,397,655.81	25.37%
COM'L PAPER	\$1,992,818.66	2.75%
CD'S	\$0.00	0.00%
TR NOTES	\$19,523,585.00	26.92%
AGENCIES	\$31,104,011.50	42.89%
MUNI	\$1,504,530.00	2.07%
<b>TOTAL</b>	<b>\$72,522,600.97</b>	<b>100.00%</b>

COMPARATIVE RETURNS			
	City Portfolio	1-Yr TR	2-Yr TR
Current Month	0.96%	0.84%	1.20%
Previous Month	0.97%	0.72%	0.96%
1 Year Ago	0.69%	0.72%	0.96%

AVERAGE MATURITY (YEARS):

1.08

**TOTAL INVESTMENTS PER YEAR**



\* INSIGHT: \$54,124,945.16 74.63%  
 \*ASSIGNED TO CITY: \$18,397,655.81 25.37%  
**\$72,522,600.97 100.00%**



## MEMORANDUM

Engineering Dept.

**DATE:** February 16, 2017

**TO:** Joseph Valentine, City Manager

**FROM:** Paul T. O'Meara, City Engineer

**SUBJECT:** Great Lakes Water Authority  
Sewer Rate Update

As ordered by Judge Cox in 2013, the Detroit Water and Sewer Dept. (DWSD) established a new method for determining sewer shares for each drainage district based on the recorded flows discharged from each district over the previous three fiscal years. This billing method was generally greeted with praise from the customer base, because it meant that customers would get a steady monthly bill, instead of one that fluctuates with each rainy or dry season. The end of this three year period is coming on June 30 of this year. Since the Great Lakes Water Authority (GLWA) was created starting a year ago January, during the time that this three year billing period was under way, they honored the DWSD commitment to continue it through its course.

GLWA is making many changes to its organization to better document how much each of its operations cost, and create a billing model that more accurately reflects the true costs of providing both water and sewer services to the region, and then apportioning that cost to each customer as fairly as possible. During the last year, a team of engineers representing both GLWA and its customers has worked to review more sophisticated and reliable data that is now becoming available. Two significant data centers that have come to light during this process are noted below:

### ACTUAL FLOWS

Historically, DWSD operated master meters that measured flows from each large sewer district other than Detroit and some of its immediate neighbors such as Hamtramck, Highland Park, and Dearborn (often referred to in rate discussions as D+). Metered flows were measured for each customer, and then the remaining costs were apportioned to the D+ area. GLWA has made an effort to improve the metering capabilities of the D+ communities, so that they can be measured and charged like any other customer in the system. About 50% of Detroit is now operating with accurate sewage meters, while the remaining 50% is still to be accomplished. As more meters collect more data than before, the technical team referenced above has reviewed the most recent annual flows from each customer, and have suggested adjustments for future billing cycles, starting July 1. The attached spreadsheet helps clarify these numbers.

At the top of the spreadsheet are several column headings, including Detroit and several suburban customers. The easterly 40% of Birmingham discharges into the George W. Kuhn (GWK) drainage district, while the remaining 60% discharges into the Evergreen Farmington system (EFSDS). The second row in the first gray box on this spreadsheet (marked with a

circled "A") represents the suggested change in sewage charge shares. It does not reflect the final rate increase or decrease, as the typical annual increases that the system adds are not yet reflected in these numbers (they are considered "static" charges, based on FY2017 revenue requirements). If the GLWA Board elects to accept the findings of the technical team, the GWK district would see a change of -3.1% in sewer shares, while the EFSDS would see a change of +3.4%. There was not much discussion about why some drainage areas are increasing while others are decreasing, but it appears to reflect the rainfall and drainage patterns of the last three years, as well as improved metering.

### STRENGTH OF FLOW

The topic that is of more concern to the general suburban community is the concept of strength of flow. For many years, the sewage cost apportionment has included an acknowledgement that groundwater and storm water is less costly to treat compared to sanitary sewage. (The effort and cost in establishing the appropriate chemical makeup of the water before it is discharged into the river makes undiluted sanitary sewage a larger effort than diluted rainwater, for example.) In the past, there has been insufficient data to help determine what the difference should be. For the past three year billing period, an assumption that the cost of treating groundwater and storm water is only 33% as much as sanitary sewage was applied in the rate structure. (Before that, it was at 45%.)

GLWA acknowledges that its cost data is out of date, and that much further study is needed, and it has pledged to start a detailed 2 year study to arrive at a point where it truly knows the cost differences between these three categories of sewage. However, in the meantime, more current national data applied to the local sewage treatment plant suggests that the current rate structure is ready for additional changes. Flows other than raw sanitary sewage are broken into two main categories, known as Dry Weather Inflow and Infiltration (DWII) and Wet Weather. DWII is groundwater flowing into leaky older sewers, while wet weather is the increased flows that a sewer system sees during rain events, particularly from combined sewers.

After studying the issue for about a year, the technical group has determined that the cost to treat DWII flows is as little as 0.6% to 2.4% of the cost of sanitary sewage. Wet weather flow treatment costs are ranging from 18% to 27%. Again, the current rate structure is assuming a cost of 33% for both categories.

As noted above, it is acknowledged that additional study and data collection is needed to clearly define the cost of running the sewage treatment operation, and it will take about 2 years for GLWA to complete this work. To acknowledge this, but also to consider that the true cost of treating DWII and Wet Weather flows is less than currently being charged, GLWA is recommending apportioning costs so that DWII flows are charged at 5% of sanitary sewer costs, and Wet Weather flows are charged at 25%.

Referring to the spreadsheet, at the gray box labeled with a circled "B", the drainage districts are noted using the GLWA recommended apportionment. In this case, the flow volumes have been adjusted as in the first case ("A"), and strength of flow has been adjusted downward from 33% currently to 5% for DWII and 25% for Wet Weather. These numbers result in a +0.2% change for the GWK district, and a +10.0% increase for EFSDS.

Taking this thought process one step further, if the study findings were used completely, , reducing the costs of DWII and Wet Weather even further (about 1.5% and 23% respectively), apportionment changes for Birmingham's districts would be +1.1% for GWK and +11.3% for EFSDS. These numbers appear at the bottom of the spreadsheet in the box marked "C". Since it is not clear that these numbers truly reflect the costs in the GLWA system, it appears unlikely that the Board would go this far at this time.

Regionally, these cost shifts would benefit the City of Detroit in particular, while transferring a lot of that cost to the suburban Oakland and Macomb County communities. A rate change of this nature requires 5 out of 6 votes on the GLWA governing board. It is assumed that these changes would earn two yes votes from the City of Detroit and Wayne County representatives, and two no votes from Oakland and Macomb representatives. The remaining votes representing the other suburban communities and the State is unclear.

As a combined sewer community discharging partially to a mostly separated district (EFSDS), Birmingham is in a unique position. It appears that our apportionment will not increase nearly as much as our suburban counterparts that are operating separated systems. However, we may be in a position of having to negotiate with the OCWRC office for a lower rate than the rest of the EFSDS customers when the strength of flow discharged from Birmingham is considered compared to those of our neighbors.

I intend to watch this situation as it unfolds. Should the GLWA Board vote to move in the direction of the GLWA recommendation wherein the Strength of Flow calculations serve to benefit older combined sewer systems, we may need to take other measures such as hiring a rate consultant to help negotiate a fair rate for Birmingham in the EFSDS area.

Impact Analysis - FY 2018 SHARE Calculations - CTA Revenue Requirements Only

	Detroit	Total	OMID	Suburban GWK	Ev Farm	Wayne Co	Other
<i>GLWA Proposal: SOF = 5/25, no recognition of NNNIW</i>							
<b>Reflect New Flow Data (a)</b>							
Rev Req't Impact - \$millions	3.07	(3.07)	(0.57)	(1.26)	0.99	(2.92)	0.68
Rev Req't Impact - % (b)	2.0%	-1.3%	-1.0%	-3.1%	3.4%	-4.1%	2.0%
<b>Recognize D+ Flow Balance (c)</b>							
Rev Req't Impact - \$millions	(1.22)	1.22	0.33	0.24	0.18	0.41	0.06
Rev Req't Impact - % (b)	-0.8%	0.5%	0.6%	0.6%	0.6%	0.6%	0.2%
<b>Consolidated Flow Impacts</b>							
Rev Req't Impact - \$millions	1.85	(1.85)	(0.24)	(1.02)	1.17	(2.50)	(0.16)
Rev Req't Impact - % (a)	1.2%	-0.8%	-0.4%	-2.5%	4.0%	-3.5%	-0.5%
<b>Update SOF Estimates - DWII (d)</b>							
Rev Req't Impact - \$millions	(10.95)	10.95	4.87	1.50	1.45	3.03	0.11
Rev Req't Impact - % (b)	-7.0%	4.7%	8.5%	3.6%	5.0%	4.2%	0.3%
<b>Update SOF Estimates - WW (d)</b>							
Rev Req't Impact - \$millions	(0.94)	0.94	1.03	(0.34)	0.35	0.11	(0.21)
Rev Req't Impact - % (b)	-0.6%	0.4%	1.8%	-0.8%	1.2%	0.2%	-0.6%
<b>Update SOF Estimates (d)</b>							
Rev Req't Impact - \$millions	(11.90)	11.90	5.90	1.16	1.80	3.14	(0.10)
Rev Req't Impact - % (b)	-7.7%	5.1%	10.4%	2.8%	6.1%	4.4%	-0.3%
<b>Consolidated (e)</b>							
Rev Req't Impact - \$millions	(9.78)	9.78	5.58	0.10	2.93	0.55	0.65
Rev Req't Impact - % (b)	-6.3%	4.2%	9.8%	0.2%	10.0%	0.8%	1.9%

*Hypothetical: SOF = "Basis 1", NNNIW to "Z"*

<b>Reflect New Flow Data (a)</b>							
Rev Req't Impact - \$millions	3.07	(3.07)	(0.57)	(1.26)	0.99	(2.92)	0.68
Rev Req't Impact - % (b)	2.0%	-1.3%	-1.0%	-3.1%	3.4%	-4.1%	2.0%
<b>Recognize D+ Flow Balance (c)</b>							
Rev Req't Impact - \$millions	(2.26)	2.26	0.92	0.68	0.33	0.66	(0.33)
Rev Req't Impact - % (b)	-1.5%	1.0%	1.6%	1.6%	1.1%	0.9%	-1.0%
<b>Consolidated Flow Impacts</b>							
Rev Req't Impact - \$millions	0.81	(0.81)	0.35	(0.58)	1.33	(2.26)	0.17
Rev Req't Impact - % (a)	0.5%	-0.3%	0.6%	-1.4%	4.5%	-3.1%	0.5%
<b>Update SOF Estimates - DWII (d)</b>							
Rev Req't Impact - \$millions	(12.25)	12.25	5.44	1.68	1.62	3.38	0.13
Rev Req't Impact - % (b)	-7.9%	5.3%	9.6%	4.1%	5.5%	4.7%	0.4%
<b>Update SOF Estimates - WW (d)</b>							
Rev Req't Impact - \$millions	(1.29)	1.29	1.38	(0.44)	0.47	0.16	(0.28)
Rev Req't Impact - % (b)	-0.8%	0.6%	2.4%	-1.1%	1.6%	0.2%	-0.8%
<b>Update SOF Estimates (d)</b>							
Rev Req't Impact - \$millions	(13.54)	13.54	6.82	1.24	2.09	3.55	(0.15)
Rev Req't Impact - % (b)	-8.7%	5.8%	12.0%	3.0%	7.1%	4.9%	-0.5%
<b>Consolidated (e)</b>							
Rev Req't Impact - \$millions	(12.03)	12.03	6.85	0.46	3.31	1.09	0.20
Rev Req't Impact - % (b)	-7.7%	5.2%	12.0%	1.1%	11.3%	1.5%	0.6%

(a) Reflects changes in metered / estimated volume comparing 2013-2016 data period with 2008-2012 data period. Flows were materially lower for almost ALL Customers, so even reduced volumes does not necessarily result in lower SHARE

(b) Expressed as % of how FY 2018 Revenue Requirement would have been allocated under Existing SHARES

(c) Estimated - some aspects of D+ flow balance are reflected in original "new flow data"

(d) Illustrates impact of changing SOF assumptions ONLY

(e) Total Consolidated impact is different from the sum of the individual pieces due to interrelationship of calculations

TFG

PRELIMINARY

THE FOSTER GROUP

2/16/17



February 6, 2017

Ms. Laura Pierce, Clerk  
City of Birmingham  
151 Martin St.  
Birmingham, MI 48012-3001

Dear Ms. Pierce:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community. I am writing to notify you a change to the channel lineup.

On or about March 14, 2017, Esquire will no longer be available on the Comcast channel lineup.

As always, feel free to contact me directly at 734-254-1557 with any questions you may have

Sincerely,

Kyle V. Mazurek  
Manager of External Affairs  
Comcast, Heartland Region  
41112 Concept Drive  
Plymouth, MI 48170

**INFORMATION ONLY**