

**GREENWOOD CEMETERY ADVISORY BOARD AGENDA**  
**FRIDAY, FEBRUARY 3, 2023**  
**MUNICIPAL BUILDING, 151 MARTIN, ROOM 205**  
**8:30 A.M.**

*The Greenwood Cemetery Advisory Board provides the recommendations to the City Commission:*

1. Modifications: As to modifications of the rules and regulations governing Greenwood Cemetery.
2. Capital Improvements: As to what capital improvements should be made to the cemetery.
3. Future Demands: As to how to respond to future demands for cemetery services.

**I. CALL TO ORDER**

Chairperson, Linda Buchanan

**II. ROLL CALL**

City Clerk, Alexandria Bingham

**III. INTRODUCTION OF GUESTS**

A. Cheri Arcome, Creative Collaborations

**IV. APPROVAL OF THE MINUTES**

A. Approval of meeting minutes of December 2, 2022

**V. UNFINISHED BUSINESS**

**VI. NEW BUSINESS**

- A. Continue discussion of strategic plan – vision, SWOC, mission, and value development
- B. Planning Future Meetings
  - a. March 3, 2023 – cancel or push meeting to 3/10
  - b. April 14, 2023 – present draft contract & continue with strategic planning
  - c. May 5, 2023 – present qualified candidates & make a recommendation
  - d. June 3, 2023 – enter into the new contract & continue with strategic planning

**VII. REPORTS**

- A. Update from Clerk's Office
- B. Financial Reports
- C. Cemetery Sales & Activity
- D. City Managers Report – December 2022 & January 2023

**VIII. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA**

**IX. BOARD COMMENTS**

**X. ADJOURN**

**Next Meeting: April 14, 2023**

Should you wish to participate in this meeting, you are invited to attend the meeting in person or virtually through ZOOM:

<https://zoom.us/j/98983856041>

**Meeting ID:** 989 8385 6041

You may also present your written statement to the City Clerk,  
151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the meeting.

*NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.*

*Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).*



## **MEMORANDUM**

City Clerk's Office

**DATE:** January 31, 2023

**TO:** Greenwood Cemetery Advisory Board

**FROM:** Alexandria Bingham, City Clerk

**SUBJECT:** Biannual Update from Cheri Arcome, Creative Collaborations

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### **INTRODUCTION:**

Cheri Arcome, Creative Collaborations has been contracted with the city since 2019 to provide a variety of cemetery related services for the Historic Greenwood Cemetery in the City of Birmingham. Pursuant to the contract Creative Collaborations has agreed to attend a minimum of two GCAB meetings on a yearly basis.

### **BACKGROUND:**

In preparation for this scheduled biannual update with Creative Collaborations, City Clerk Bingham requested that GCAB members submit questions to the clerk. The questions presented below were sorted by topic and some similar questions were merged to streamline discussion.

To ensure that the board has time to address all these questions it is recommended to allow Cheri to respond first without interruption. After Cher's initial response questions and comments can be directed to the chair contingent on time and with a consensus of the board.

### **QUESTIONS & DISCUSSION:**

1. Describe your activities during a typical workweek as it relates to Greenwood Cemetery.
2. Would you give us an overview of the process in purchasing and using a gravesite?
3. How do you approach families to keep their loved one's plot area from being overcrowded with objects? It is a concern that there are rules and regulations on this issue that don't always have an effect on family members.
4. What kind of future trends should we be looking out for? Green Burials, Scatter Gardens, Niches

5. Where do most of your sales leads come from? Why do people choose Greenwood Cemetery?
6. What are you doing or what should the City do to sell more graves and earn more income?
7. Please give your impressions of what should be listed in the 4 part strategic planning chart: (Strengths) (Weaknesses) (Opportunities) (Challenges)
8. What do you see in the future for the cemetery? In particular, what opportunities are we missing?
9. When might we see you again?

**CONCLUSION:**

Pursuant to the contract, Creative Collaborations has agreed to attend a minimum of two GCAB meetings on a yearly basis. Cheri Arcome, Creative Collaborations has satisfied one of the two meetings required this year by attending the regularly scheduled GCAB meeting on February 3, 2023.

We thank Cheri for her time and service to the City of Birmingham.

**Greenwood Cemetery Advisory Board Minutes**  
**December 2, 2022**  
**Municipal Building, 151 Martin**  
**8:30 a.m.**

**I. Call To Order**

Linda Buchanan, Chair, called the meeting to order at 8:30 a.m.

**II. Roll Call**

Present: Chair Linda Buchanan  
Pam DeWeese  
Linda Peterson  
Laura Schreiner  
George Stern  
Margaret Suter

Absent: Joseph Vercellone

Staff: City Clerk Bingham; Museum Director Pielack, Deputy Clerk Woods

**III. Approval Of The Minutes**

**A. Review of the Minutes of November 4, 2022**

**MOTION:** by Stern, seconded by Buchanan:  
To approve the minutes of November 4, 2022 as amended.

**VOTE:** Yeas, 6  
Nays, 0

**IV. Unfinished Business**

**V. New Business**

**A. Review Historical Marker Application-George and Eliza Taylor (c1832-1901)**

CC Bingham, MD Pielack, and Chair Buchanan presented the item and answered informational questions from the Board.

**MOTION:** by Buchanan, seconded by DeWeese:  
To approve the application by the Friends of the Birmingham Museum, a non-deed holder, for a marker installation for George and Eliza Taylor, persons of historical significance to Birmingham.

**VOTE:** Yeas, 6  
Nays, 0

## **B. Michigan Freedom Trail Grant-Funded Interpretive Signs-Update**

Chair Buchanan presented the item.

## **C. Begin drafting request for service qualifications for Cemetery Services**

CC Bingham and DC Woods presented the item and answered informational questions from the Board.

Board recommendations were:

- Data on the average number of sales per year be included in the RFP;
- Contractors be required to describe their availability and response times in their replies to the RFP;
- The RFP specify that the contractor would be required to procure and manage subcontractors;
- The RFP specify who the subcontractors invoice for their work and who pays the subcontractors' invoices;
- The contractor be required to convey significant concerns raised by customers to City Staff;
- The contractor attend a Board meeting twice a year, either in person or on Zoom, to provide a brief update;
- The CC Bingham should consult the City Attorney about the use of the word 'sexton' and what changes might need to be made to the RFP and contract vis-a-vis use of the word; and,
- There be training and coaching between the contractor and City Staff on an as-needed basis.

CC Bingham said she would verify with the City Attorney whether the indemnification clause should be included.

## **D. Begin discussion of strategic plan**

The Board concurred that they would postpone the item to the February 2023 meeting.

<b>VI. Reports</b>
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<b>A. Update from Clerk's Office</b>
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| <ul style="list-style-type: none"><li>a. Financial Reports</li><li>b. Cemetery Sales &amp; Activity</li><li>c. City Manager's Report - November 2022</li></ul> |
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<b>VII. Open To The Public For Matters Not On The Agenda</b>
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<b>VIII. Board Comments</b>
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CC Bingham asked all Board members to email her individually when they have Cemetery-related concerns. She said that would better enable her to work on the issues and be able to report back in an organized manner at the meetings.

Ms. Peterson raised a question about a grave in section G and asked whether the monument comported with the Cemetery's Rules and Regulations.

CC Bingham said she would follow up with Ms. Arcome regarding Ms. Peterson's question.

Mr. Stern recommended that when significant concerns are raised by customers to City Staff, that Staff convey that information to the Board as well.

CC Bingham said that depending on privacy considerations, it would be possible to convey that information to the Board in her regular reports. She said that it would often not likely be in time for the Board to weigh in on the issue since the Board meets once a month, but that she could at least keep them informed.

Chair Buchanan provided a brief 'Mysteries of Greenwood' overview. One decedent, William Smith, had two markers in two different places. She said that the Cemetery was working on remedying the issue. She noted another grave had one name on the deed and another name on the marker, and that was because the decedent chose to have the marker reflect his Vaudeville stage name.

<b>IX. Adjourn</b>
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Chair Buchanan adjourned the meeting at 10:33 a.m.

Alexandria Bingham, City Clerk



Laura Eichenhorn, City Transcriptionist



## MEMORANDUM

Clerk's Office

**DATE:** February 1, 2023

**TO:** Greenwood Cemetery Advisory Board

**FROM:** Alexandria Bingham, City Clerk

**SUBJECT:** Greenwood Cemetery Board Strategic Plan Process

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### INTRODUCTION:

The Greenwood Cemetery Advisory Board (GCAB) has requested to discuss and create a strategic plan. A strategic plan will emerge through discussions on the Greenwood Cemetery and will identify the cumulative vision of the board. The strategic plan is not a budgetary or policy document, however, it should be a reference that guides the board when making decisions and recommendations going forward. At the culmination of this process, a report will be created outlining the steps taken during the process, the outcomes of these discussions, and ultimately a strategic plan with a mission, values, and strategic goals as derived from the process.

A tentative timeline will be used in this process:

December 2, 2022	GCAB Meeting	Review of the recent Birmingham Commission Strategic Goals document Board members create SWOT worksheet and deliver to Clerk before January 31, 2023
February 3, 2023	GCAB Meeting	Vision Tour Discussion Discussion to compile the SWOT analysis If time allows discussion to draft the strategic areas for short term objectives, a vision statement, and values.
April 1, 2023	GCAB Meeting	Clerk's Office presents a review of objectives with feasible short-term action items  GCAB Discussion to formulate 3-4 strategic goals, a mission statement, and values based on February 3 <sup>rd</sup> discussion and summary.
May 5, 2023	GCAB Meeting	GCAB reviews Strategic Plan report as compiled by the Clerk's Office

## Different Kinds of Plans:

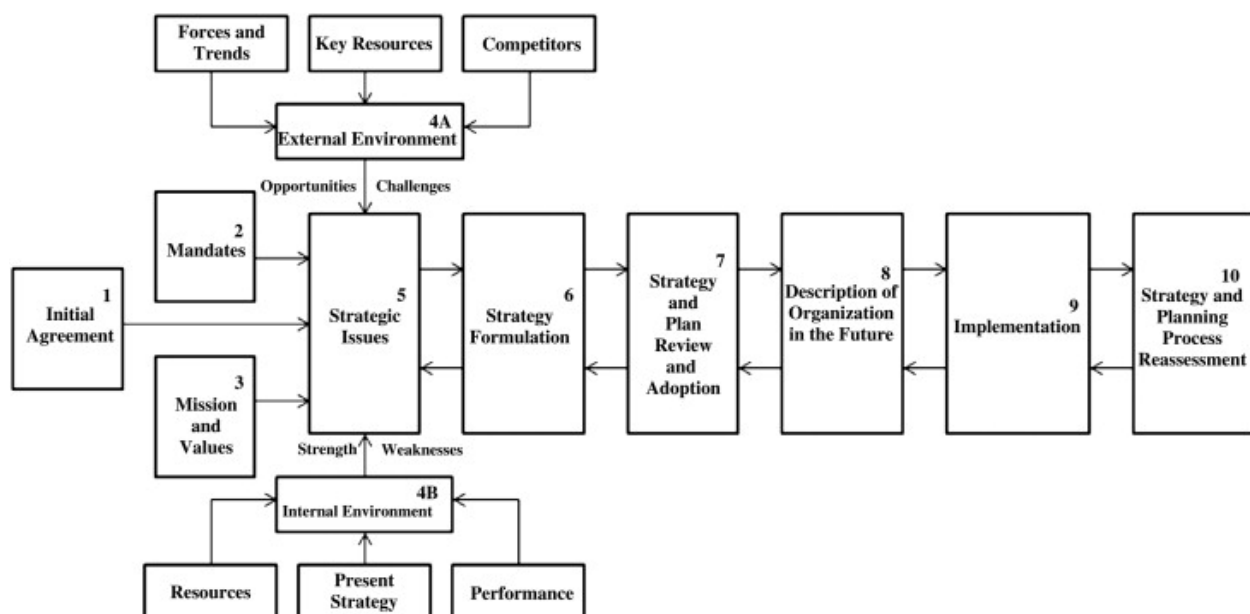
**Strategic Plan** – a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it. (Bryson, 1995)

**Master Plan** – a document and policy guide designed to help communities create a vision of what they want to look like in the future. Master Plans help guide communities in their decisions on land use development and preservation. (American Planning Association, Michigan Chapter)

**Long Range Plan** – Long-range planning, and consequently the name “long-range plan”, arose in the 1950s and 1960s, when the economic development in various countries gave rise to the first five- and four-year plans (Maqueda Lafuente, 1996, p. 11). This planning was considered an extension of the regular one-year financial planning, in the form of budgets and operating plans. It hardly took into consideration any social or political factors, and assumed a relative stability of the markets. (Pacios, 2004)

## Strategic Planning Process:

- (1) environmental analysis (macro, micro and corporate or internal environment), SWOT analysis, planning assumptions, and developing scenarios;
- (2) mission;
- (3) values;
- (4) vision;
- (5) priorities (critical success factors, key result areas, information services priorities);
- (6) goals;
- (7) strategies; and
- (8) formal plans





#### FISCAL IMPACT:

A strategic plan is aspirational and not a budgeting document, therefore has no fiscal impact at this time.

#### PUBLIC COMMUNICATIONS:

All GCAB meetings fall under the Open Meetings Act and are open to public comment, and all GCAB agendas, packets and minutes are available online for public viewing.

#### ATTACHMENTS:

- Vision Tour
- Worksheet: Strengths Weaknesses Opportunities and Threats
- Draft Mission Language & Values
- 2022 City of Birmingham Strategic Plan
- 2021 Greenwood Cemetery Annual Report
- Greenwood Cemetery Board Ordinance

#### SUGGESTED ACTION:

The Greenwood Cemetery Advisory board members will participate in a discussion to illustrate a shared five-year vision tour of the Greenwood Cemetery then begin a round table discussion to generate a SWOC analysis.

If time allows the board can begin discussing and outlining the mission language for GCAB and identifying values for GCAB.



## **Greenwood Cemetery Advisory Board Shared Five-Year Vision Tour**

*Aspirational Thinking:*

**What will the Historic Greenwood Cemetery look Like in the next five years?**

**What kind of accomplishments and projects will GCAB have made progress on in the next 5 years?**

### Strengths-Weaknesses-Opportunities-Challenges (SWOC) Analysis

### Strengths

●

### Weaknesses

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## Opportunities



### Challenges (or Threats)





## **Greenwood Cemetery Advisory Board DRAFTING – Mission & Values**

*A mission statement is a concise explanation of the organization's reason for existence. It describes the organization's purpose and its overall intention. The mission statement supports the vision and serves to communicate purpose and direction to employees, customers, vendors and other stakeholders.*

### **DRAFT – Mission**

*Organizational values are a set of core beliefs held by an organization. They act as guiding principles that provide an organization with purpose and direction and set the tone for its interactions with its customers, employees and other stakeholders.*

### **DRAFT – Values**

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## MEMORANDUM

City Manager's Office

**DATE:** November 7, 2022

**TO:** Thomas M. Markus, City Manager

**FROM:** Melissa Fairbairn, Assistant to the City Manager

**SUBJECT:** Strategic Goals

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### INTRODUCTION:

At the October 11, 2022, Strategic Planning meeting facilitated by Dr. Lew Bender, the Commission identified its priorities for strategic goals as community and sustainability. The Commission directed staff to create recommended actions for each priority. The Manager's Office staff discussed the priorities with various department heads to expand upon the priorities and identify recommended actions for the next 3-5 years.

### STRATEGIC GOALS:

- **Engaged and Connected Community** → Birmingham is a community that is connected to one another and engaged in the decision making process
  - Bridge the divide that Woodward Avenue creates in the city and transform the Woodward environment
    - Recommended Actions: Create a coalition with Woodward corridor communities, seek partnerships with community groups and elected officials, advocate MDOT for a transformational road diet
  - Offer City services and amenities that enrich the lives of residents of all ages
    - Recommended Actions: Create a task force to facilitate an aging in place plan, develop a plan for a permanent senior/community center to house Next senior services and to offer space for multigenerational programs, engage with youth in the community with a teen board or committee
  - Encourage robust resident engagement with their government and community
    - Recommended Actions: Expand use of Engage Birmingham, redevelop the Citizens Academy, create a Citizens Academy designed for high school aged community members
  - Increase connectivity between the Rouge River trail system, Downtown, and the neighborhoods

- Recommended Actions: Conduct community engagement opportunities to gauge ideas from the public, reimagine the City property between Bates and the North Old Woodward structure to allow public access to the Rouge River
- **Environmental Sustainability** → The City of Birmingham positions itself for a changing future by instituting policies and practices that protect the natural environment and reduce extreme weather impacts on the community
  - Create a sustainability board to review projects, investigate funding opportunities, and offer public education opportunities
    - Recommended Actions: Create a framework to determine the environmental impact of purchases and project plans, create plan to transition to the purchase of EV fleet vehicles as appropriate
  - Maintain and upgrade infrastructure to prepare for future climate conditions
    - Recommended Actions: Increase storm water retention capabilities, replenish the City's tree canopy, incorporate green infrastructure into City projects
  - Modernize City facilities for energy efficiency and sustainability
    - Recommended Actions: Add electric vehicle charging capabilities to City facilities, include increased energy efficiency measures in renovation projects, expand recycling capabilities in City facilities
- **Efficient and Effective Services** → Birmingham will address the needs of the community in a timely and respectful manner.
  - Incorporate new technologies to improve service delivery for residents including digitization of public records and museum materials
    - Recommended Actions: Utilize open budget software to allow residents to easily navigate the City's budget, continuously review the City's software to identify inefficiencies and gaps
  - Build and retain an effective and professional staff who serve the community
    - Recommended Actions: Foster an environment of creativity, cooperation, and collaboration between staff, expand training and education opportunities for staff, share staff successes with the community
  - Create community risk reduction policies and programs that emphasize citywide increased safety and security
    - Recommended Actions: Create a role within the Fire Department to meet with community groups to educate residents on health and safety risks, expand Code Enforcement to proactively enforce City codes, upgrade safety and security measures at City facilities

**ATTACHMENTS:**

- Final Report: Strategic Planning Process by Dr. Lew Bender

**SUGGESTED COMMISSION ACTION:**

Make a motion adopting a resolution to approve the City's strategic goals and direct the City Manager to begin implementing the strategic goals.



# City of Birmingham, Michigan

## Final Report

### Strategic Planning Process

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Submitted by:  
**Lewis G. Bender, Ph.D.**

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November 7, 2022



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  - B. Staff and City Board Chairs Input**
  - C. Community Members Input**
  - D. Potential Goal Areas for the City of Birmingham**
  - E. Suggested Mission and Values Statements**

## I. Overview Strategic Planning Process

The Birmingham City Commission and Staff engaged in a four-step process in creating the strategic direction for the organization:

<b>Meeting One: Initial Commission Discussion</b> August 24, 2022	<b>Participants:</b> Mayor, City Commission, City Manager, and Senior Staff.	<b>Focus:</b> <ul style="list-style-type: none"><li>• Reviewed and finalized the strategic planning process.</li><li>• Reviewed the state of the City and discussed major trends and changes.</li><li>• Identified the Strengths and Weaknesses of the City and the Opportunities and Challenges facing the community (SWOC).</li><li>• Created an Initial shared Five-Year Vision Tour of the City of Birmingham.</li></ul>
<b>Meeting Two: Staff input.</b> August 25, 2022	<b>Participants:</b> City Staff, City Board Chairs in various meetings.	<b>Focus:</b> <ul style="list-style-type: none"><li>• Staff and Board Chairs identified strengths, weaknesses, opportunities, and challenges facing the City.</li><li>• Goals and Objectives that the Commission might consider.</li></ul>
<b>Meeting Three: In-person resident input to the Commissioners</b> September 14, 2022	<b>Participants:</b> City Residents, Business Owners and Community Leaders, Mayor, Commissioners, Manager, Department Heads, and identified Staff.	<b>Focus:</b> <ul style="list-style-type: none"><li>• Commissioners gained public input related to challenges, opportunities, and achievable five-year goals from assembled groups of citizens.</li><li>• Commissioners facilitated breakout sessions with assembled citizens.</li><li>• Department Heads and Staff assisted in the note-taking and providing information.</li></ul>
<b>Meeting Four: Putting it together.</b> October 14, 2022	<b>Participants</b> Mayor, Commissioners, Manager, and some Department Heads.	<b>Focus:</b> <ul style="list-style-type: none"><li>• Reviewed and discussed previous groups' input.</li><li>• Identify the top Two Strategic Areas.</li><li>• Identify key objectives and guidelines for each goal area.</li><li>• Asked the City Manager to identify One-Year Tasks to be completed.</li></ul>

## **II. City Commission Strategic Goals - 2022-2027**

In the final Commission strategic planning session, the commissioners determined that they wished to focus on two areas over the next five years:

### **Sustainability in:**

- Environmental
- Infrastructure
- Efficient Operations
- Technology

### **Community**

- East-West Divide. Woodward Diet
- Senior Center
- Citizen Engagement
- Multi-Generational Programming
- NOW

## **III. Suggested Next Steps**

- The City Manager and Staff will review this document and prepare a workable list of items to be completed next year. The one-year tasks and the strategic plan will be submitted to the Commission for final approval.
- Upon approval of the plan, the Commission will have monthly discussions regarding some element(s) of this strategic plan.
- Six to seven months after adopting the plan, The Commission and Senior Staff will review the strategic plan and one-year tasks and revise them if necessary.
- Twelve to thirteen months after formal adoption, the Commission and Senior Staff will review and revise the plan and identify the one-year tasks for 2023 and 2024.
- It is recommended that future decisions by the Commission should be reviewed in light of the strategic plan.

## **IV. Appendixes**

### **A. Initial City Commission Discussion**

- **SWOT Analysis**
- **Shared Five-Year Vision Tour**

### **B. Staff and City Board Chairs Input**

### **C. Community Members Input**

### **D. Potential Goal Areas for the City of Birmingham**

### **E. Suggested Mission and Values Statements**

## Appendix A: Initial City Commission Discussion

Wednesday, August 24

### Participants:

- Mayor Therese Longe
- Mayor Pro Tem Pierre Boutros
- Commissioner Clinton Baller
- Commissioner Andrew Haig
- Commissioner Brad Host
- Commissioner Elaine McLain
- City Manager, Tom Markus
- Assistant City Manager, Jana Ecker
- Clerk Alexandria Bingham
- Assistant to the City Manager, Melissa Fairbairn
- City Attorney Mary Kucharek
- \*4 members of the public

<b>Strengths, Weaknesses, Opportunities, Challenges (SWOC)</b>	
<p><b><i>Strengths</i></b></p> <ul style="list-style-type: none"><li>• Reputation</li><li>• Financial stability</li><li>• Recreational assets</li><li>• Inclusive and respectful community</li><li>• Well run</li><li>• Ability to prioritize improvements</li><li>• Robust parking system</li><li>• Two golf courses</li><li>• Community organizations and churches</li><li>• Library</li><li>• Police and Fire Department services</li><li>• Safe and outstanding public services</li><li>• Safe, vibrant, walkable, and stable</li></ul>	<p><b><i>Weaknesses</i></b></p> <ul style="list-style-type: none"><li>• Housing prices</li><li>• Aging infrastructure</li><li>• Unimproved streets</li><li>• Combined sewer system – backups</li><li>• McMansions</li><li>• East/West divide</li></ul>
<p><b><i>Opportunities</i></b></p> <ul style="list-style-type: none"><li>• Take advantage of private funding</li><li>• Private/public partnership</li><li>• Bate/N. Old Woodward property</li><li>• Bandshell in Shain Park</li><li>• Facilities</li></ul>	<p><b><i>Challenges</i></b></p> <ul style="list-style-type: none"><li>• Maintaining reputation</li><li>• Schools</li><li>• Speed to get things done</li><li>• Lack of a senior center</li><li>• Sidewalk gaps and streets without sidewalks</li><li>• Climate change</li><li>• Providing broad services to people from other communities</li><li>• Housing that is not used year-round</li><li>• Loss of school-age children</li></ul>

**Initial shared Five-Year Vision Tour of the City of Birmingham.**

- Downtown completed with no big gaps – concept complete
- Progress in the Triangle District – connect the east and west
- East- West walkable Woodward Road diet completed (plans submitted)
- At least a plan for a senior center – involving neighboring communities
- More cultural events
- Good shape with staffing (experience and culture)
- Plans for Bates/NOW – public access to the riverfront
- The continued evolution of all neighborhoods
- High-quality, desirable housing stock
- Pickleball courts/completion of Parks Bond projects
- Tighter land use ordinances
- Improve streets, water, and sewer
- Incentivizing good behavior from developers and builders
- Maintain what we have

## **Appendix B: Staff and City Board Chairs Input**

**Thursday, August 25**

### **Participants**

8 a.m.

- City Manager, Tom Markus
- Assistant City Manager, Jana Ecker
- Assistant to the City Manager, Melissa Fairbairn
- Communications Director, Marianne Gamboa
- HR Manager, Joseph Lambert
- Police Chief, Mark Clemence
- Director of Public Services, Lauren Wood
- Fire Chief, Paul Wells
- Finance Director, Mark Gerber
- IT Director, Eric Brunk
- Parking Manager, Aaron Ford
- Museum Director, Leslie Pielack
- City Clerk, Alexandria Bingham
- Planning Director, Nicholas Dupuis
- Assistant Building Official, Mike Morad
- City Engineer, Melissa Coatta
- City Attorney, Mary Kucharek

10 a.m.

- Assistant City Manager, Jana Ecker
- Assistant to the City Manager, Melissa Fairbairn
- Parks and Forestry Manager, Carrie Laird
- Public Services Manager, Mike Bernal
- Assistant Fire Chief, Matt Bartalino
- Senior City Planner, Brooks Cowan
- Caitlin Donnelly, Museum
- Ann Tappan, Clerk's Office
- Heather Tolliver, Community Development

### **Challenges facing the City of Birmingham and goals that the Commission might consider.**

- Housing diversity
- Employee retention and recruitment, employee appreciation and recognition
- Fear of change
- Civility
- Know your role
- Service expectations from the Commission and the public
- Negative polarization
- Improved technology acceptance
- Infrastructure improvement and funding (who pays?)
- Modern infrastructure (water mains, hydrants, combined sewer)
- Climate change – extreme weather events
- Communication
- No band-aids, be proactive

## *Staff and City Board Chairs Input continued*

### **Goal Areas**

- Trust the staff
- Sustainability initiative
- United commission projects - increased productivity
- More reasonable expectations that can be controlled, reality check
- Continued practice of chain of command through the city manager to staff - be mindful of burden and burnout
- Shorter commission meetings, time management, efficient debate, and less grandstanding
- Employee training programs, active shootings, etc.
- Getting more grant money – working with legislators
- Stop catering to the vocal minority
- Learn that "no" is an answer – efficient use of staff time
- Evaluate benefit pay – consider staff feedback
- Add more full-time positions and interns

### **Participants**

Noon

- Assistant City Manager, Jana Ecker
- Assistant to the City Manager, Melissa Fairbairn
- Parks and Recreation Board Chair, Heather Carmona
- Building Zoning Appeals Board Chair, Eric Morganroth
- Greenwood Cemetery Board, Chair Linda Buchanan

### **Challenges facing the City of Birmingham and goals that the Commission might consider.**

- Climate resiliency, climate change, extreme weather events
- Changing demographics (older-younger)
- Lead in anticipating services
- Housing rebuilds – loss of character and legacy
- Upgrade streets
- Residential street parking (high-rise condos exacerbate)
- Impacts of development – sewer rates
- Electric vehicle charging stations
- Government access – connection to the community

### **Goal Areas**

- Streets
- Housing rebuilds – control the contractors
- Climate resiliency – be responsive and anticipating
- Transparency – citizen trust issues – engagement



## **Appendix C: Community Members' Input**

### **Wednesday, September 14, 2022**

#### **Participants:**

- Mayor Therese Longe
  - Mayor Pro Tem Pierre Boutros excused
  - Commissioner Clinton Baller
  - Commissioner Andrew Haig
  - Commissioner Brad Host
  - Commissioner Elaine McLain
  - City Manager, Tom Markus
  - Assistant City Manager, Jana Ecker
  - Clerk Alexandria Bingham
  - Assistant to the City Manager, Melissa Fairbairn
  - City Attorney Mary Kucharek
- \*Approximately 30 members of the public

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#### **Community members were asked to list their views of the top four or five challenges facing the City of Birmingham.**

- BPS de-population
- Meeting the needs of the aging population
- Housing
  - Affordable housing (3)
  - Housing density (2)
- Quality and continuity of staff – leadership and retention
- Traffic control, speed, etc. (2)
  - Safety
  - Crosswalk safety
  - Enforcement
- Commercial parking requirements – review versus modern needs
- The east/west divide
- Development in the Triangle District
- Accessibility to more parks
- Trail Accessibility
- Preserving neighborhoods
- Age-specific services
- Neighborhood/small businesses (for example, grocery stores or hardware stores)
- Woodward noise, Dream Cruise noise (2)
- More or less density
- Type of housing/housing density
- Sense of community – neighborhood
- Limited real estate space
- No permanent senior center
- Loss of historic residential property – character
- Maintaining the character during growth

### *Community Members' Input continued*

- Review zoning ordinances and codes – a balance of scale and size
- Enhance communications between commission/boards/city commission/HOA/residents
- Construction design planning for downtown parking

### **The community members were asked to list their opinion on the top future focus areas.**

- Plan for changing demographics
- Managing growth and redevelopment
- Sustainability of development
- A balance between residential and business interests
- Balanced zoning (2)
- Neighborhood, staffing, infrastructure, commercial pressure
- Affordable housing
- Traffic control on Woodward (speed, etc.) (2)
- Benchmarking similar cities, collaboration
- ??? Distribution of parks
- Parks improvement
- Community participation
- Special events – farmers market, concerts, movies
- Work with schools
- Resolving longstanding issues – senior center, unimproved roads, infrastructure
- Resurfacing streets, improving streets
- Safety
  - pedestrians/cycling
  - Crosswalks, consistent crosswalk design
  - Pedestrian safety study
- Access to on-street parking
- Street improvements – just do it
- Tranquility

## **Appendix D – Potential Goal Areas for the City of Birmingham**

The following potential goal areas are based on the initial City Commission discussion and input from staff and Birmingham Board Chairs. These goal areas were presented to the Commissioners for consideration at the final meeting.

### **I. CONNECTED COMMUNITY**

- East-West walkable-connected. Complete Woodward Diet downtown completed without large gaps.
- High-quality, desirable housing stock.
- The continued evolution of the neighborhoods.
- Transparency-Citizens Trust Issues. (Board Chairs)

### **II. COMMUNITY LIFE**

- More Cultural Events
- A plan for the Senior Center in conjunction with neighboring communities.
- Plans for Bates/NOW-Public access to the riverfront.
- Pickleball Courts and completion of the Parks Bond Project.
- Incentivized good behavior of developers and builders
- Protect what we have.
- Family supporting programs (Residents)

### **III. STAFF AND ORGANIZATIONAL SUSTAINABILITY**

- Good shape with staffing in terms of experience and culture.
- Reasonable-sustainable workloads for staff (staff)
- Continued use of Commission-Managed Chain of Command (staff)
- Efficient use of staff time. Reduction of small distractions diverting staff from priorities. (staff)
- Stronger communication-trust between Commission and staff. (staff)
- Staff training programs. (staff)
- Evaluate staff benefits and pay and the number of full-time/part-time positions.

### **IV. INFRASTRUCTURE**

- Improve streets, water, and sewer
- Tighter land use ordinances.
- Climate Resiliency-Electric Vehicle charging stations (Board Chairs)
- Balanced zoning-managed growth and redevelopment (Residents)
- Present-future parking needs Assessment (Residents)
- Traffic control-Woodward (Residents)
- Safety for pedestrians and cyclists (Residents)

## Appendix E: Suggested Mission and Values Statements

### **Mission:**

The mission of the City of Birmingham, Michigan, is to deliver fiscally responsible, highly dependable, and sustainable municipal services with an emphasis on public safety, community livability, responsible planning for infrastructure improvements, and the environment. In pursuit of this mission, we use data to make decisions and measure progress based on economic, social, and environmental factors.

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### **Values:**

- Customer Service Focus – We engage citizens with a focus on listening and supporting their needs, anticipating and delivering high-quality service.
- Integrity – We conduct ourselves in a manner that is ethical, legal, and professional.
- Innovation – We look for and embrace new and effective ways to do things.
- Accountability – We promote openness and transparency in our operations, ensuring we are always accountable.
- Stewardship – We serve as stewards of the public's financial, environmental, social, and physical resources seeking to responsibly utilize, conserve and sustain for current and future generations.

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## GREENWOOD CEMETERY ADVISORY BOARD

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## 2021/2022 ANNUAL REPORT

September 2022

Linda Buchanan, Chair  
Linda Peterson, Vice Chair  
Pam DeWeese  
Laura Schreiner  
George Stern  
Margaret Suter  
Joseph Vercellone

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## INTRODUCTION

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The Greenwood Cemetery Advisory Board was established by the Birmingham City Commission on October 13, 2014. One of its duties is to submit a report to the Commission on an annual basis of the general activities, operation, and condition of the cemetery for the preceding 12-month period. The Greenwood Cemetery Advisory Board Annual Report includes a summary and update of the cemetery's status, related finances, and the GCAB's planned activities for the next fiscal year.

In alignment with the City's fiscal year, the current GCAB's report covers the period from July 1, 2021 through June 30, 2022.

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## GENERAL ACTIVITIES

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### Meetings

The Greenwood Cemetery Advisory Board is required to meet at least quarterly. During the report period, the board met four times in 2021 and five times in 2022. The Greenwood Cemetery Advisory Board has met and exceeded the quarterly meeting requirement. Board activities focused primarily on established project priorities for the period.

### 2021/2022 Accomplishments

- Produced the 2020-2021 Annual Report
- Thoroughly reviewed the Greenwood Cemetery Operational Procedures, Conditions, and Regulations
- Discussed the concept of continuing the sidewalk in front of the cemetery along Oak Ave.
- Drafted and revised a Policy for Approving and Installing Markers for Persons of Historical Significance
- Made recommendation to the City Commission for the renewal of the Cemetery Service Provider Contract
- Discussed the installation of a sign acknowledging the cemetery's recent designation in the National Underground Railroad Network to Freedom
- Advocated for enhancements to the cemetery including improving the appearance of the pole and chain in section F and the installation of an additional trash receptacle
- Reflected on the 2020-2021 Annual Report and participated in goal setting discussions in order to produce the 2021-2022 report and goals

## OPERATION

### Sales and Financial Information

On December 1, 2019, Creative Collaborations, LLC became transitional provider for cemetery services, with the exception of grounds maintenance, which is provided by the City's Department of Public Services. On May 1, 2020, Creative Collaborations entered into a one-year renewable contract with the City to provide cemetery services on an ongoing basis, the contract was renewed again on April 26, 2021 for the 2021-2022 fiscal year and again on May 9, 2022 for the 2022-2023 fiscal year. Grounds maintenance continues to be provided by DPS with ongoing communication and collaboration between Creative Collaborations, DPS, and the City Clerk's office.

On January 14, 2019, the City Commission approved a payment plan policy for cemetery plots that requires full payment within 24 months. During the 2021-2022 fiscal year, no new payment plans have been initiated, 3 of the existing plans have been paid in full, 4 payment plans are still in progress. The Clerk's Office and Treasurer's Office monitors active payment plans. Plots under a payment plan are considered sold for purposes of availability unless the plot becomes available again in the event of a purchaser default.

#### Grave Sales Detail, July 2020 - June 2021

<i>Month</i>	<i>Sec B</i>	<i>Sec C</i>
July 2021	1	1
August 2021	-	-
September 2021	-	1
October 2021	-	1
November 2021	-	-
December 2021	1	-
January 2022	-	-
February 2022	1	-
March 2022	-	-
April 2022	-	-
May 2022	-	-
June 2022	-	-
<b>Total Sold</b>	3	3
<b>Total Available Under Current Authorization</b>	24	2
<b>Total Available (Not Released)</b>	<b>123</b>	<b>0</b>
<p><i>*Graves Obstructed - On 1/29/21 Creative Collaborations noted that graves 1 &amp; 2 in Section C rows 18-A &amp; 19-A are not able to be used due to obstructions.</i></p> <p><i>* Graves Obstructed - On 3/25/21 DPS noted that graves in row 19-A 1,2,13,14,16 are obstructed by trees</i></p> <p><i>* Grave Release Approved by Commission on April 26, 2021 – Section B, Rows 17-C, 16-C, 15-C &amp; 14-A for a total of 38 Graves, 9 of which are obstructed)</i></p> <p><i>* Grave Release Approved by Commission on December 13, 2021 - 1 grave in section B, row 2-A for an at-need situation for a family with adjacent space.</i></p>		



*\*On April 12, 2021 the City Commission approved the grave price increase for plots that can accommodate one full burial from \$3,000 to \$4,000 per plot. All graves sold in the 2021-22 FY were at the rate of \$4,000 per grave.*

FY 21-22 Grand Totals	
Sales in B	3
Sales in C	3
Sales in Other	0
Resident Purchases	2
Non-Resident Purchases	4
Payment Plans Initiated	0
Total Graves Sold	6
Transfer of Ownership Filed	6
Additional Burial Rights Purchased	5

*\*Plots in Sections B and C sold under a payment plan are included in the number of sales made for the quarter in which the payment plan was initiated. The remittance to the Perpetual Care Fund of payment for the plots is recorded in total in the quarter in which the final payment is made.*

Beginning December 1, 2019, Creative Collaborations, LLC, remits 100% of revenue to the City, which then makes payments to the contractor for services performed.

#### Burials and Inurnments, July 2021 - June 2022

Burials and inurnment activity during the period can be used to understand utilization of graves and assist in planning for future sales.

*Cremation vs. Burial:* According to NFDA's 2021 Cremation and Burial Report, the 2021 cremation rate is projected to be 57.5% and the burial rate is projected to be 36.6%. The City of Birmingham's 2021-2022 cremation rate is above the national average at 75.0% and the full burial rate is below the national average at 25.0%.

	Sec B		Sec C		Other		Total by Month	
	Full	Crem	Full	Crem	Full	Crem	Full	Crem
<b>July 2021</b>	0	1	1	0	1	3	2	4
<b>August 2021</b>	1	1	0	0	1	0	2	1
<b>September 2021</b>	0	0	0	1	0	4	0	5
<b>October 2021</b>	0	1	0	0	1	2	1	3
<b>November 2021</b>	0	1	1	3	0	1	1	5
<b>December 2021</b>	0	3	0	0	1	1	1	4
<b>January 2022</b>	0	0	0	0	0	0	0	0
<b>February 2022</b>	0	0	0	0	0	0	0	0
<b>March 2022</b>	0	0	0	0	1	0	1	0
<b>April 2022</b>	0	0	0	0	0	0	0	0
<b>May 2022</b>	1	0	0	0	0	4	1	4
<b>June 2022</b>	0	0	0	0	0	1	0	1
<b>Totals</b>	2	7	2	4	5	16	9	27

## Perpetual Care Fund

Revenues from grave sales are used to increase the Perpetual Care Fund for Greenwood Cemetery, with investment earnings remaining with the PCF. Currently all cemetery care and maintenance is funded through the general fund. Eventually the goal is for the perpetual care fund to be able to take over the financial burden of cemetery maintenance through interest accrued.

### Detail for July 2021 through June 2022:

#### 2021 Q Ending September 30

Proceeds from cemetery plot sales	\$ 4,436.00
Investment income	<u>5,159.61</u>
Revenue for Perpetual Care Fund	\$ 9,595.61

#### 2021 Q Ending December 31

Proceeds from cemetery plot sales	\$27,410.00
Investment income	4,879.42
Realized gain (loss)	<u>(305.42)</u>
Revenue for Perpetual Care Fund	\$32,594.84

#### 2022 Q Ending March 31

Proceeds from cemetery plot sales	\$ 0.00
Investment income	<u>5,533.64</u>
Revenue for Perpetual Care Fund	\$ 5,533.64

#### 2022 Q Ending June 30

Proceeds from cemetery plot sales	\$ 400.00
Investment income	5,721.46
Unrealized Loss	<u>(177,192.36)</u>
Revenue for Perpetual Care Fund	\$ (171,070.90)

### Notes

1. We have created a new department within the General Fund to better track cemetery expenses. This will allow the City to get a better estimate of costs that the perpetual care fund will need to cover in the future.
2. While the fund has sustained a significant unrealized market loss (paper loss not a real loss) for this fiscal year, the fund overall has a net positive market gain on investments since inception.
3. The focus of the perpetual care fund right now is for long-term growth. To achieve this goal, the fund is invested in equity investments near the maximum allowed by state law with no more than 40% of the amount invested in equities in any one asset class (large cap, mid cap, small cap) as per our investment policy.
4. Investment gains will only go so far to grow the perpetual care fund. More plots will need to be sold or other sources of income need to be determined to achieve a sustainable principal balance from which investment income can be generated to fund cemetery maintenance.

CITY OF BIRMINGHAM  
PERPETUAL CARE FUNDS  
INVESTMENT REPORT  
6/30/2022

	PRINCIPAL	INCOME	TOTAL
BEGINNING BALANCE 6/30/2021	\$ 1,046,957.48	\$ 77,502.09	\$ 1,124,459.57
SALE OF GRAVES	36,246.00	-	36,246.00
CAPITAL GAINS (LOSSES)	(305.42)	-	(305.42)
INTEREST/DIVIDENDS	-	23,833.97	23,833.97
CHANGE IN MARKET VALUE	<u>(177,192.36)</u>	<u>-</u>	<u>(177,192.36)</u>
ENDING BALANCE 6/30/2022	<u>\$ 906,316.54</u>	<u>\$ 101,336.06</u>	<u>\$ 1,007,652.60</u>
<u>INVESTMENTS</u>			
BOND MUTUAL FUNDS	\$ 468,651.91	46.5%	
EQUITY MUTUAL FUNDS	<u>539,000.69</u>	53.5%	
TOTAL	<u>\$ 1,007,652.60</u>		

CITY OF BIRMINGHAM  
 PERPETUAL CARE FUNDS  
 ANNUAL INVESTMENT REPORT  
 6/30/2022

	PRINCIPAL (NONSPENDABLE)	INCOME (SPENDABLE)	TOTAL
BEGINNING BALANCE 6/30/2021			
Pooled Funds	\$ -	\$ -	\$ -
Bond Mutual Funds	459,843.87	53,239.99	513,083.86
Equity Mutual Funds	<u>587,113.61</u>	<u>24,262.10</u>	<u>611,375.71</u>
	\$ 1,046,957.48	\$ 77,502.09	\$ 1,124,459.57
SALE OF PLOTS			
Bond Mutual Funds	12,410.00	-	
Equity Mutual Funds	<u>23,836.00</u>	<u>-</u>	
	\$ 36,246.00	\$ -	\$ 36,246.00
CAPITAL GAINS (LOSSES)			
Pooled Fund	\$ -		
Bond Mutual Funds	(305.42)		
Equity Mutual Funds	<u>-</u>		
	\$ (305.42)		\$ (305.42)
INTEREST/DIVIDENDS			
Pooled Fund		\$ -	
Bond Mutual Funds		15,706.81	
Equity Mutual Funds		<u>8,127.16</u>	
		\$ 23,833.97	\$ 23,833.97
CHANGE IN MARKET VALUE			
Pooled Fund	\$ -		
Bond Mutual Funds	(72,854.18)		
Equity Mutual Funds	<u>(104,338.18)</u>		
	\$ (177,192.36)		\$ (177,192.36)
ENDING BALANCE 6/30/2022	<u>\$ 906,316.54</u>	<u>\$ 101,336.06</u>	<u>\$ 1,007,652.60</u>
<u>INVESTMENTS</u>			
BOND MUTUAL FUNDS	399,705.11	68,946.80	468,651.91
EQUITY MUTUAL FUNDS	<u>506,611.43</u>	<u>32,389.26</u>	<u>539,000.69</u>
TOTAL	<u>\$ 906,316.54</u>	<u>\$ 101,336.06</u>	<u>\$ 1,007,652.60</u>

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## CONDITION

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During the 2021-2022 fiscal year, the City's Department of Public Services has overseen cemetery landscape maintenance, which has included:

- Oversight of Lawn Mowing Contractor including weekly cuts and spring and fall cleanup
- Oversight of Forestry Contractor for Tree Maintenance as directed by DPS
- Maintenance of the Tree Inventory Program
- Lawn fertilization twice a year
- Burial topsoil and seeding: spring and fall
- As-needed general clean up: grave blankets, old flowers, fallen branches
- Trash removal: 2 to 3 times per week
- Maintenance of water system: start up, winterizing, and repair as needed
- Repair of turf as needed
- Removal of snow stakes
- Snow removal
- Raising and leveling of markers/monuments or approval of arrangements with vendor for same
- Building/fencing/road maintenance as needed

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## PLAN FOR 2022/2023

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The Greenwood Cemetery Advisory Board has prioritized the following action items for 2022-2023:

### **CRITICAL GOALS**

#### **Short Term**

- ***Review the Cemetery Management Agreement***
  - Creative Collaborations, LLC. has been the contracted cemetery service provider since December 1, 2019. The contract has been renewed in one-year increments on May 18, 2020, April 26, 2021, and May 9, 2022.
  - GCAB wishes to review the contract, ensure that all Greenwood Cemetery needs are being met. GCAB is interested in issuing a new RFP to reassess the current market of providers for cemetery services to make sure that the City of Birmingham is able to retain the best cemetery service provider available.
  - This includes reviewing the cost of clerical services, as well as cost of labor for installing markers, performing burials, and inurnments.
- ***Finalize a policy and application process to allow the installation of markers for persons of historical significance***
  - The need for a policy and application process to allow the installation of markers for persons of historical significance recently emerged as special interest groups have identified specific persons in the cemetery that they would like to memorialize or give extra recognition to. Typically, only deed holders and immediate family arrange to purchase and install monuments in honor of an individual. The process being developed will allow thorough review from staff and related advisory boards in order to permit the installation of these monuments.
- ***Develop a Strategic Plan for the Greenwood Cemetery Advisory Board***
  - GCAB will benefit from going through the strategic planning process to evaluate strengths, weaknesses, opportunities, and threats/challenges the cemetery faces. In going through the process, the board will come up with a vision of what the cemetery should look like in the future, consider stakeholder perspectives, expectations, and needs as well as reconfirm the mission, vision, and values. Strategic planning will empower the board to function more efficiently. The City Clerk will continue to work as the staff liaison to the board and ensure that the board has a clear understanding of their expectations such as being in "growth" or "maintenance" mode.
- ***Conduct an Obstruction Survey***
  - An obstruction survey would be beneficial to determining the status of available graves in the cemetery. Trees and foliage in the cemetery change over time. The obstruction survey would provide a more accurate assessment of what is available right now, as well as what space may become available in the future. Space that is currently obstructed by trees and shrubs may not always be obstructed. An obstruction survey could also give way for staff to determine space that can be used for future plantings.

### Long Term

- ***Confirm the baseline amount of known available plots in the cemetery***
  - Record reconciliation is an ongoing process in the Clerk's Office. GCAB closely monitors sales activity in the cemetery as well as internments and inurnments throughout the cemetery. Section B and C are active in regard to sales as well as internments and inurnments. Transfers of ownership, internments, and inurnments are the most common activities taking place in in the cemetery's sections other than B and C with the occasional private sale. This goal partners with the planned monument/marker inventory survey and the GIS mapping initiative to reconfirm that all space in Greenwood Cemetery is owned, used, or is part of the more recently plotted graves in sections B and C from 2015.
- ***Monitor the continued growth of the perpetual care fund***
  - The GCAB monitors the growth of the perpetual care fund and can propose strategies for increasing the funds growth in order for the fund to reach a point where the interest accrued can cover most or all of the general maintenance requirements of the cemetery.
- ***Monitor the demand for cemetery services***
  - GCAB members review cemetery data in regards to sales, internments and inurnments and consider trends in order to suggest ways Greenwood Cemetery may need to adapt in order to meet future demands.
- ***Continue historic preservation efforts***
  - The GCAB works collaboratively with the Museum Board and Friends of the Birmingham Museum (a.k.a. the Birmingham Historical society) GCAB develops projects such as the monument/marker inventory survey, and the Friends of the Birmingham Museum conducts bi-annual tours in the cemetery to continue to educate and engage citizens while preserving history in the cemetery.

## **DESIRED GOALS**

### Short Term

- ***Replace pole & chain in section F***
  - The pole and chain in section F remains in place for the safety of cemetery users and to allow access as needed for cemetery operations. The current pole and chain functions as a safety measure, GCAB wishes to find an alternative safety barrier that meets the aesthetics of the cemetery. DPS and the cemetery contractor will provide input to make sure any proposed changes meet safety and operational requirements.
- ***Reevaluate the effectiveness and possible need for GPR in the cemetery***
  - GCAB wishes to reevaluate the potential benefits of Ground Penetrating Radar (GPR) and take into consideration any change in cost of this type of survey as well as improvements in technology since the item was last reviewed.

### Long Term

- ***Monument/marker inventory survey***
  - GCAB began working on planning for the process and survey for a monument/marker inventory with the guidance of Museum Director Pielack and City Clerk Bingham at the June 4, 2021 GCAB meeting. The GCAB wishes to conduct this survey with volunteers and the support of city staff in order to cross-reference general information and collect baseline condition data and photos that could potentially be linked with the GIS data project. Monuments or markers that may need maintenance may also be identified through this survey.

- ***GIS Mapping – Launching a digital map for public reference***
  - City Staff in the planning department with GIS expertise created a GIS map of the cemetery. Data points from DPS on tree locations within the cemetery were added as a layer to the map in the spring of 2021. This goal ties in with the monument/marker inventory survey and confirming the baseline information of known available plots in the cemetery. Ongoing efforts are being made as time allows, the Clerk's office provides progress updates to GCAB as needed.
- ***Determine Capital Outlay Projects***
  - GCAB may discuss and study the potential benefits of a capital outlay project. The GCAB will provide a recommendation and report to the City Commission if a capital outlay project is identified.
- ***Explore Above Ground Crematorium Opportunities***
  - With the limited space in the cemetery and shifting demand towards cremation and inurnments, the GCAB wishes to explore the costs, benefits, and opportunities for installing a columbarium.
- ***Review and update Greenwood Cemetery Operational Procedures, Conditions and Regulations***
  - The GCAB spent a considerable amount of time in the 2021-2022 FY reviewing and updating the rules and regulations. To keep the rules and regulations current going forward they will conduct an annual read through to maintain the document.



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## SUMMARY AND RECOMMENDATIONS

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Grave sale activity primarily occurs in sections B and C and is closely monitored by the City Clerk's office.

	Section C (released) Rows: 18-A, 19-A, 20-A	Section B (released) Rows: 14-A, 15-C, 16-C, 17-C	Section B (reserved) Rows: A-1 through A-13
Obstructed	31	9	*Currently being reviewed
Owned	41	63	187
Available	0	24	*123

The GCAB, Clerks Office, DPS, Museum, and contracted cemetery service provider continue to work collaboratively to preserve the historic charm and ambiance of Greenwood Cemetery while ensuring the highest standards of maintenance and service are being provided. The GCAB will continue to monitor data as provided by the City Clerk, work on their goals as laid out in this document, and make recommendations for future grave releases and/or improvements for the preservation and operation of the Historic Greenwood Cemetery.

The cemetery is in a state of slow growth and preservation.

For the 2022-2023 FY GCAB is encouraged to continue working on the goals as identified in this report at their regular monthly meetings. Recommendations made by the Greenwood Cemetery Advisory Board will be presented to the City Manager's Office for further direction and implementation.

## ARTICLE II. - GREENWOOD CEMETERY

### Sec. 34-26. - Supervision.

The care, maintenance and operation of Greenwood Cemetery in the city shall be under the supervision and control of the city manager.

(Code 1963, § 3.41)

### Sec. 34-27. - Sale of lots.

The sale of the lots in Greenwood Cemetery, and the issuance of burial and other permits pertaining to the use of lots in the cemetery shall be under the control and supervision of the city clerk. Upon payment of an administrative fee in the amount set forth in the schedule of fees, charges, bonds and insurance, such clerk shall record all sales and transfers of lots in the cemetery. The clerk shall keep an accurate record of all interments in the cemetery.

(Code 1963, § 3.42; Ord. No. 1507, § 3.42, 11-25-91; Ord. No. 2010, 2-8-10)

### Sec. 34-28. - Rules and regulations.

The city manager may adopt such rules and regulations for the control of Greenwood Cemetery, for the conduct of persons therein, and governing the charges for lots, burial spaces and services, as he may deem necessary. Such regulations shall, when approved by resolution of the city commission, have the full force and effect of law, and shall be binding upon all persons in and about the cemetery. All such regulations shall be available to the public at the office of the city clerk, and elsewhere as the manager may direct.

(Code 1963, § 3.43)

### Sec. 34-29. - Perpetual care fund.

- (a) *Establishment of fund; name.* The city hereby establishes, subject to the control of the city commission, a fund separate and apart from all other funds, property or securities belonging to the city, or belonging to any other entity, for the perpetual care and maintenance of Greenwood Cemetery property owned by the city, together with its buildings and appurtenances, any extension or enlargements thereof, and any mausoleum or burial crypts thereon. All deposits hereafter deposited with the city pursuant to this section and earnings thereon (such deposits and earnings being hereinafter referred to collectively as "Care Funds"), shall be administered in

accordance with Act 215 of 1937 (MCL § 128.1 et seq.) and the terms of this section. The perpetual care fund hereby established shall be known as the Greenwood Cemetery Perpetual Care Fund.

(b) *Deposits.*

(1) *General.* The city shall set aside and deposit within the perpetual care fund, within the time period required by law, the amount of funds required by the Act. The city agrees to accept care funds paid in accordance with this section and to maintain such amounts and records as are necessary to carry out its obligations.

(2) *Multiple care funds.* The city may establish more than one care fund as specified by the city commission, provided that the procedures and requirements for establishing a care fund, under this section are complied with separately for each separate care fund. Each separate care fund shall be handled by the city in like manner as if each such care fund were governed by its own separate and distinct agreement with terms identical to those contained herein.

(3) *Rejection of donation.* The city reserves the right to reject any donation.

(c) *Investments.* The city is hereby expressly authorized and empowered to manage the care fund in accordance with Act 20 of 1943 (MCL § 129.91), as amended and within the parameters of the city's investment policy as adopted by the city commission and conforming to all statutes governing the investment of public funds.

(d) *Distribution of income.* The ordinance of the care fund shall be held intact by the city pursuant to the terms herein, and any interest and dividends (i.e. income, generated from the principal of the care fund) shall be paid for the care and maintenance of the cemetery. For purposes of this section, net capital gains shall be treated as principal. To the extent that income so generated is not immediately paid, such income shall be retained and shall be characterized as undistributed income.

(e) *Records.* The city shall maintain such records for each care fund and will evidence the amounts received for deposit, the amounts disbursed and withdrawn, the total amount of care funds held and the location, description, and character of the investments of the care fund.

(f) *Reports.*

(1) *Annual.* The city shall provide an annual (fiscal year, July 1 through June 30) accounting as of June 30 of each year.

(2) *Other.* The city will furnish such additional reports or information related to the care fund as may be required by ordinance and as may be required by the city or the state.

(Ord. No. 2145, 10-13-14)

Sec. 34-30. - Establishment of the Greenwood Cemetery advisory board.

- (a) *Composition.* There is hereby established the Greenwood Cemetery advisory board for the city which shall consist of seven members who shall serve without compensation. Members must be chosen from among the citizens of Birmingham and, insofar as possible, represent diverse interests, such as persons with family members interred in Greenwood Cemetery; owners of burial sites within Greenwood Cemetery intending to be interred in Greenwood Cemetery; persons familiar with and interested in the history of Birmingham; persons with familiarity and experience in landscape architecture, horticulture, law or cemetery or funeral professionals. The city manager or his/her designee shall serve as ex officio, non-voting members of the board.
- (b) *Terms of members.* Each member shall be appointed for a term of three years ending on the first Monday of July of the third year after appointment, or upon the appointment of his successor, whichever is later, except that in the first instance three of the members shall be appointed for a one-year term and two shall be appointed for two-year terms. Vacancies occurring other than through the expiration of term shall be filled for the unexpired term by the city commission.
- (c) *Removal of members.* Members of the Greenwood Cemetery advisory board shall hold office at the pleasure of the city commission and can be removed at any time with or without cause.
- (d) *Organization.* The Greenwood Cemetery Advisory Board shall elect a chairperson and vice-chairperson from its membership annually at its first meeting after the first Monday of July.
- (e) *Meetings.* The Greenwood Cemetery Advisory Board shall hold at least one regular public meeting in each quarter on such date and at such time and place as may be established by resolution of the Greenwood Cemetery advisory board. The Greenwood Cemetery advisory board shall keep a written or printed record of its proceedings which shall be a public record and property of the city.
- (f) *Expenditures and assistance.* The Greenwood Cemetery advisory board may call upon the city manager for such services and data from the various departments as it may require. The Greenwood Cemetery advisory board may recommend to the city commission the securing of such professional and consulting services as it may require, however, the Greenwood Cemetery advisory board shall not have any authority to authorize or otherwise obligate the city to incur expenses and/or approve contracts. Requests for expenditures shall be routed through the ex-officio member(s) of the board to the city commission for consideration.
- (g) *Powers and duties.* In general, it shall be the duty of the Greenwood Cemetery advisory board to provide recommendations to the city commission:
- (1) *Modifications.* As to modifications of the rules and regulations governing Greenwood Cemetery;
  - (2) *Capital improvements.* As to what capital improvements should be made to the cemetery;
  - (3) *Future demands.* As to how to respond to future demands for cemetery services; and

(4) *Day to day administration.* The day to day administration of the cemetery shall be under the direction and control of the city, through the city manager or his/her designee.

(h) *Reports.* The Greenwood Cemetery advisory board shall make and submit to the city commission annually a report of the general activities, operation, and condition of the Greenwood Cemetery for the preceding 12 months. The Greenwood Cemetery advisory board shall, from time to time, as occasion requires, either in the annual report, or at any time deemed necessary by the Greenwood Cemetery advisory board, advise the city commission in writing on all matters necessary and proper for and pertaining to the proper operation of Greenwood Cemetery and any of its activities or properties.

(i) *Protection of property.* No person shall take, use, or occupy the Greenwood Cemetery except in accordance with such rules and regulations governing such as may from time to time be authorized by the city commission.

(Ord. No. 2146, 10-13-14)

# February 2023 Updates

## Clerk's Office Update

### Premature Cleanup

On January 6, 2023 the Department of Public Services unintentionally completed spring cleanup work ahead of schedule. Spring cleanup routinely occurs in March, before Easter. The evening of January 6, 2023 DPS Director Scott Zielinski and City Clerk Alexandria Bingham posted the notices pictured on the right around the cemetery to inform the public of the mistake and apologize for the error. To date there have been seven inquiries from concerned families that lost valuable or sentimental items in the cemetery related to this event. The clerk's office has created a process to track issues and follow up with the families to offer additional apologies and a method of reimbursing a portion of the cost for items lost. Management from the Department of Public Services is drafting and enforcing a more structured policy regarding maintenance in the cemetery to ensure that this does not happen again.

Going forward the City Clerk's Office will draw emphasis to the following points:

Pursuant to the City of Birmingham Greenwood Cemetery Operational Procedures, Conditions and Regulations: *The City and/or its designated Contractor shall not be responsible for any special care of any particular section, lot or burial space or for the maintenance or repair of any monument, marker or planting placed by the owner.*

The City cautions persons from placing items of sentimental value in the cemetery because there is always a risk that the items could be lost or damaged.

### Grave Release on the Horizon

There are 18 spaces left out of the current authorized cemetery plots to be sold. 123 plots remain that have not been released in section B.

### Clerk and Deputy to Michigan Association of Municipal Clerk's Institute

Deputy Clerk Woods is scheduled to complete her second year of institute the week of March 13<sup>th</sup>.

City Clerk Bingham is scheduled to complete her third and graduate from institute the week of March 20<sup>th</sup>.

## Engineering Update

The approach and the rest of the sidewalk will be poured soon as weather permits, likely around springtime.



## NOTICE

City of Birmingham staff prematurely removed all grave blankets in the cemetery on January 6, 2023. We sincerely apologize for this mistake and wish you and your family well.

For further questions or concerns regarding this matter please contact:

City Clerk's Office:  
248-530-1880  
[clerksoffice@bhamgov.org](mailto:clerksoffice@bhamgov.org)

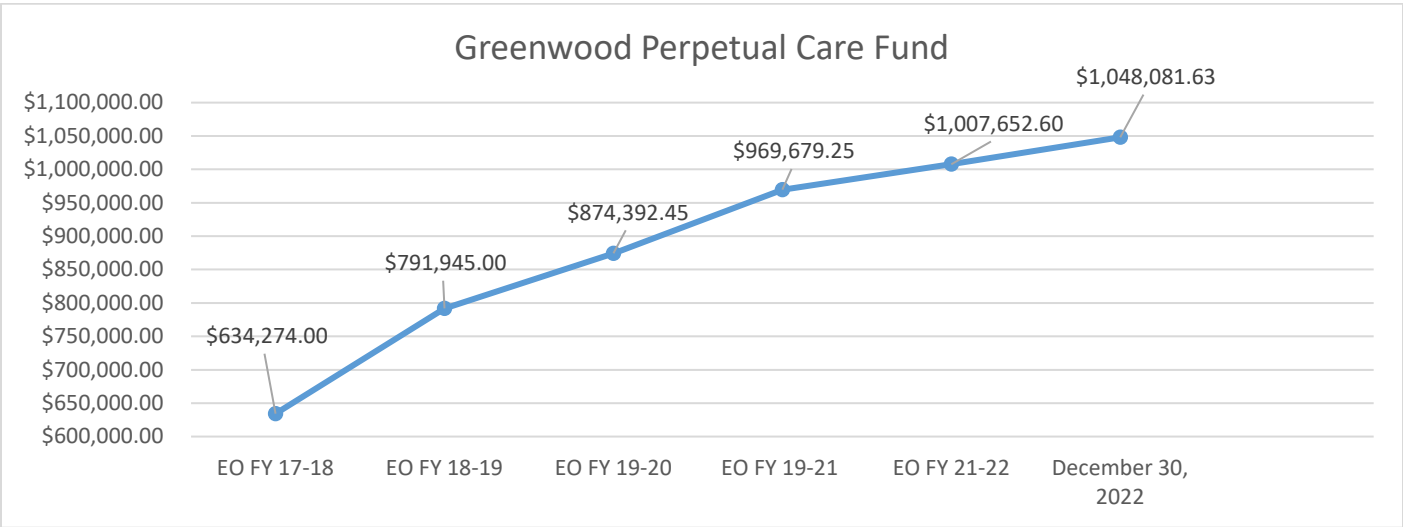
Cheri Arcome  
248-928-4094  
[Arcome02@gmail.com](mailto:Arcome02@gmail.com)

## Department of Public Services Update

In June of 2022 after 2 significant storm events, Forestry identified 2 large trees, a 50" diameter Oak and a 38" diameter Siberian Elm in the Northwest section that suffered storm damage and needed to be scheduled for removal. This work recently occurred, on January 10th. In addition to the 2, another more recent storm caused damage to a 31" Cedar located further west and it was also removed at this time. The removed trees are highlighted on the map below in yellow.



## Perpetual Care Fund Update



## Cemetery Sales

Greenwood Cemetery Sales and Availability				
	Sec B	Sec C	Resident	Non-Resident
July 2022	1	1	1	1
August 2022	0	0	0	0
September 2022	1	3	1	4
October 2022	0	0	0	0
November 2022	0	3	0	3
December 2022	0	1	0	1
January 2023				
February 2023				
March 2023				
April 2023				
May 2023				
June 2023				
<b>Total Sold</b>	2	8		
<b>Current Total Available Under Authorization</b>	11	6		
<b>Current Total Not Released</b>	<b>123</b>	<b>0</b>		

## Cemetery Burials

	Sec B		Sec C		Other		Total by Month	
	Full	Crem	Full	Crem	Full	Crem	Full	Crem
<b>July 2022</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>
<b>August 2022</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>September 2022</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>October 2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>6</b>
<b>November 2022</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>December 2022</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>
<b>January 2023</b>								
<b>February 2023</b>								
<b>March 2023</b>								
<b>April 2023</b>								
<b>May 2023</b>								
<b>June 2023</b>								
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>8</b>	<b>8</b>	<b>14</b>





## **CITY MANAGER'S REPORT**

December 2022

### **Baldwin Public Library**

#### **Library Board**

The Library Board will meet on December 19 for its regular meeting. At their November meeting, the Library Board voted to elect Jennifer Wheeler as President, Karen Rock as Vice President, and Danielle Rumble as Secretary.

#### **Phase 3 Expansion and Renovation**

Construction drawings for the Phase 3 expansion and renovation are nearing completion. City and library staff are working with PCI Dailey and Merritt Cieslak Design to begin planning the bidding process for the Phase 3 project.

#### **Winter Reading Challenge**

Baldwin is currently hosting a Winter Reading Challenge from December 1 through January 31. Sign up online at <https://baldwinlib.beanstack.org/reader365> to get started. After you complete five challenges, you will be entered into the prize raffle. This program has been generously sponsored by the Friends of the Baldwin Public Library.

#### **Behind the Scenes Tour**

If you'd like to learn even more about the library, join Library Director Rebekah Craft for a Behind the Scenes Tour. You'll visit staff areas, learn how items are added to the collection, and hear about new programs and services. The next tour will meet in the Library's vestibule on Thursday, January 12 at 10:00 a.m.

#### **Library Closed**

The Library will be closed on Saturday, December 24, Sunday, December 25, Sunday, January 1, and Monday, January 16.

#### **Baldwin Public Library Board Seeks Student Representatives**

The Board of the Baldwin Public Library invites interested high school juniors who reside in the City of Birmingham, Village of Beverly Hills, Village of Bingham Farms, or the City of Bloomfield Hills to apply for the position of Student Representative to the Baldwin Public Library Board. To find application details, visit [www.baldwinlib.org/volunteer](http://www.baldwinlib.org/volunteer). The completed application, essay, and two letters of recommendation are due by January 12, 2023 to Jaclyn Miller at the Baldwin Public Library, 300 West Merrill, Birmingham, MI 48009 or via email to [Jaclyn.Miller@baldwinlib.org](mailto:Jaclyn.Miller@baldwinlib.org).

## **The Birmingham Museum**

Elijah Fish and George Taylor's connections to our local Underground Railroad history has been officially entered into the Congressional Record by Representative Haley Stevens. The record details their stories and acknowledges the importance of the Birmingham Museum and the City of Birmingham in achieving the designation of Fish's and Taylor's burial sites at Greenwood Cemetery to the National Park Service's Network to Freedom. It also recognizes the important role played by the settlement of Birmingham in the anti-slavery movement in Michigan in the 19th century. This tribute will become part of the national record and will provide a permanent recognition of Birmingham's role in this important American story. A framed copy of the statement will be presented to the museum and will be displayed in the lobby.

## **Birmingham Shopping District (BSD)**

### **Small Business Saturday**

On Saturday, November 26, 2022, the BSD kicked off the holiday shopping season with special promotions, hot chocolate, roasted chestnuts and special giveaways all day. Shoppers and families once again participated in the annual Santa Walk with over 200 children participating, as well as enjoying horse-drawn carriage rides and free parking in the structures all day.

### **Winter Markt & Other Holiday Festivities**

The Birmingham Winter Markt was held in Shain Park again this year from December 2 – 4, 2022 with Santa and Mrs. Claus being provided the key to the city and the annual Holiday Tree Lighting adorned with over 40,000 LED lights kicking it off. Visits with Santa were available each day during the Winter Markt, as well as horse drawn carriage rides, over 4,000 marshmallows being roasted and entertainment throughout the day from local students and organizations. Over 60 vendors participated featuring holiday decorations, gifts, food and a variety of local artisan products. A special thank you goes out to our Tree Lighting sponsor Wells Fargo, Winter Markt presenting sponsor Mercedes-Benz of Bloomfield Hills, event sponsors Surnow Company and TDR Orthodontics, and over 2,000 tree lighting glow wands were provided by KW Domain.

### **Holiday Shopping Weekend Activities & Promotions**

On the weekends of December 10-11, December 17-18, and on Christmas Eve day, the Birmingham Shopping District continues the holiday spirit with horse-drawn carriage rides, pre-registered Santa House visits and complimentary hot cocoa at the Daxton Hotel, as well as the Grinch and Cindy Lou Who visiting downtown Birmingham on the 17th.

### **Live in the D**

Downtown Birmingham was featured on Live in the D on Channel 4 (WDIV) on Wednesday, December 14 at 11:00 a.m. Residents and visitors can also browse our Holiday Gift Guide online at <https://www.allinbirmingham.com/visitors/shoppingguide> or pick one up in stores.

### **The Great Decorate**

The Great Decorate (TGD) is on until December 31, with over 40 participating businesses decorating uniquely designed Christmas trees in their windows and stores - all for a good cause. TGD raises awareness and funds to support local foster teens. Each year, a group of foster teen recipients are selected for TGD through a partnership with the Michigan Adoption Resource Exchange. Visitors are encouraged to visit participating restaurants and retailers throughout downtown Birmingham to view magnificently decorated holiday trees and decor, and vote for their favorite by donating online at [www.thegreatdecorate.com](http://www.thegreatdecorate.com) or in-store.

100% of donations go directly to local foster teens to use toward their future when they turn 18. Each year in the United States, more than 250,000 children are placed in foster care and over 26,500 age-out, including 1,700 in Michigan alone. TGD aims to make that transition a little easier for teens in need. To date, TGD has raised more than \$150,000 for local foster teens.

### **New Businesses**

The BSD is pleased to announce that three new businesses opened this past month, including Serena & Lily (home furnishings), Faherty (apparel) and O2PT (health).

### **Dashboard Metrics**

Retail Occupancy Rate - 96%

12 New Business Openings in 2022 (6 more in process)

59 FYE2022 Hosted Event Days

13 million in PR media impressions FYE2022

120,392 Website "hits" or "unique viewers" annually

214 Flower planters/baskets maintained

## **Building Department**

### **Staff Recognition**

Jeff Zielke and Suzanne Pedigo just earned certifications from the International Code Council. Jeff earned his Residential Plans Reviewer certificate and Suzanne earned the Permit Technician certificate. Both tests require a lot of time and preparation, so please join us in congratulating them!

### **Welcome, Kourtney Blanchard**

We are happy to welcome Kourtney Blanchard to the Community Development team! She previously worked as a public safety emergency dispatcher for the City of Berkley and has been hired into the Secretary A position.

### **Insurance Services Office Evaluation Complete**

The Building Department successfully completed its Insurance Services Office (ISO) evaluation. We expect to receive the results in approximately 3 months.

### **Monthly Report**

The [Building Department's monthly report](#) provides an update on the following construction activity: building permits issued, building inspections conducted, trades permits issued and trades inspections conducted. In November, we processed 313 online permit applications for a total of 4,488 in 2022.

## **City Clerk's Office**

### **Annual Licenses**

Birmingham has many different annual licenses which are issued through the Clerk's office. Renewal notices and applications for fire prevention, pawn shops, child care, theaters, open parking systems, motor vehicle rentals, and hotels have been sent to businesses and are coming in. We are working with departments to ensure that any approvals and inspections needed are completed in order to renew these licenses.

### **Parade & Hometown Celebration**

The Clerk's Office is gearing up to present the Celebrate Hometown Parade on Sunday, May 21, 2023. After department and City Commission approvals for the special event have been granted, we will be acquiring and organizing volunteers, getting donations and identifying groups to participate in the parade. Along with the parade, we will be organizing the Government Day Celebration.

### **Ethics Board**

The Ethics Board last met on November 21, 2022 to collaborate with the Executive Director of Ethics for the City of Detroit on a proposed ethics conference for the spring of 2023 in Downtown Detroit.

The board also started to work through a review of the city's current Ethics Ordinance and a review of their rules of procedure. The board plans on continuing this work in January; meeting date to be determined.

### **Cemetery Board**

The Greenwood Cemetery Advisory Board met on December 2, 2022. The board voted to approve the Historical Marker Application for the Taylor Monument. The next meeting is scheduled for Friday, February 3, 2023 at 8:30 am in City Hall and will include discussions of strategic planning and the review of the contract for cemetery services.

### **Board Appointments**

The following City of Birmingham boards and commissions have vacant positions or members with terms expiring soon. Applications are due before noon the Wednesday prior to the commission interview/appointment date:

<b>Board</b>	<b>Openings</b>	<b>Application Due by Noon</b>	<b>Interview/ Appointment at City Commission meeting 7:30 pm</b>
Advisory Parking Committee	1 Resident shopper term ending 9/1/2025	Until Filled	
Architectural Review Committee	None		
Birmingham Shopping District	1 Regular Member term ending 11/16/2026	Until Filled	
Birmingham Area Cable Board	1 Regular member term ending 3/30/2024 1 Alternate Member term ending 3/30/2025	Until Filled	
Board of Building Trades Appeals	1 Regular member term ending 5/23/25 1 Regular member term Ending 5/23/24	Until Filled	
Board of Review	1 Alternate Member term ending 12/31/2025	Until Filled	
Board of Zoning Appeals	1 alternate member term ending 2/18/2023		

Brownfield Redevelopment Authority	1 regular member Term ending 5/23/2024	Until filled	
Design Review Board	None		
Ethics Board	None		
Greenwood Cemetery Advisory Board	None		
Hearing Officer	None		
Historic District Commission	1 alternate member term ending 9/25/25	Until Filled	
Historic District Study Committee	None		
Housing Board of Appeals	None		
Martha Baldwin Park Board	None		
Multi Modal Transportation Board	None		
Museum Board	None		
Parks & Rec Board	None		
Planning Board	None		
Public Arts Board	2 Regular Members term ending 1/28/2026, 1 alternate member term ending 1/28/2026, 1 alternate member 1/28/2025	1/19/23	1/24/23
Stormwater Utility Appeals Board	2 alternate members 1/31/2025 1 regular member term ending 1/31/2023	Until Filled	
Triangle District Corridor Improvement Authority	1 regular business owner term ending 12/15/2026	Until Filled	

## City Manager's Office

### Communications

#### Around Town e-Newsletter

The communications team is working on the January edition of the Around Town e-Newsletter, which will include information about new parking structure equipment, the Citywide Master Plan for 2040, winter sports, ice skating classes and more. Follow [this link to view the December edition](#) of the Around Town e-Newsletter.



#### 2023 City of Birmingham Calendar

The 2023 City of Birmingham calendars are currently being mailed to residents and businesses. The calendar features beautiful images of the city from our photographer, Chris Cook, and the cover image is by our Parks and Forestry Operator, Brandon Wynn. Download the [2023 city calendar here](#).

### Human Resources

#### Recruitment Update

The Human Resources department is evaluating candidates following the completion of interviews for the vacancy of Director of Public Services. We are anticipating a selection to be made in the next few days, and will make an announcement to the Commission, once a new Director has been chosen. Two Police Officers are in the hiring process, which will backfill vacancies left by the resignation of Officer Aguilar, and Chief Clemence's retirement. Sharee Monroe has been hired as a new part-time Police Dispatcher. Marc Schwartz is being hired into the Fire Department as a new Firefighter. A recruitment for Secretary A in the Community Development's Building department has been opened to backfill a vacancy caused by Brigette Moran's retirement. Applications for the Plumbing Inspector position continue to be collected.

#### City Manager Recruitment

The City Manager recruitment has closed, securing six candidates that meet the desired qualifications and will be provided to the Commission in a separate confidential message. It is the recommendation of Human Resources that first-round interviews be conducted in-house, with a list of 3-4 candidates narrowed down for a public Meet & Greet with the City Commission.

Department	FT & PT Staff Count	Current Vacancies/Hiring	Department Vacancies Filled Since 2020	Notes
Birmingham Shopping District	5	Events & Office Assistant	8	Recruitment for Events Asst on temporary hold
Clerk's Office	5	-	6	Clerk's Intern candidate contacted
Building	17	Plumbing Inspector	3	Accepting applications.
Engineering	8	Secretary A	7	
Finance / Treasury	14	-	8	
Fire	35	-	12	M. Schwartz pending hire
Information Technology	4	-	3	
Maintenance	2	-	1	
Manager's Office / Communications / HR	6	-	6	
Museum	3	-	2	
Parking System	9	-	2	
Planning	7	-	4	New Admin Role Upcoming
Police	71	-	13	Recruitment for PT & FT Dispatcher ongoing
Public Services	56	DPS Director Parks & Forestry Technician	14	
Ice Arena & Golf Courses	N/A	Seasonal Labor	48	

### **Congratulations to City Clerk, Alex Bingham**

City Clerk Alex Bingham will graduate from Central Michigan University with her Master of Public Administration on Saturday, December 17, 2022. Please join us in congratulating her on this achievement.

#### **BIRMINGHAM CITY COMMISSION - UPCOMING AGENDA ITEMS**

##### **Topics brought up by the Commission**

Meeting	Topic	Commissioner	Staff Follow Up	Dates Addressed	Status (resolved/ongoing)
<b>In Progress</b>					
12/5/22	Lighting to sustainability board	Haig			
12/5/22	Becoming Mayor	McLain			
11/14/22	Renters Rights	M: Host	Mary	11/28 CC Discussion Scheduled - Voted to make a formal agenda item at the next available meeting	In progress
9/12/22	Banner	M: Baller S: Host	TBD	11/14 CC discussion scheduled	
8/15/22	Birmingham Country Club	M: Host S: Haig	Fairbairn, Dupuis, Clerk's Office	8/29 – City Commission Discussion *Draft a letter	Resolved, letter sent
8/15/22	Speed Bumps	M: Haig S: Host	Clemence/Brooks	8/29 - Staff report *Further study by MMTB	In progress, sent to MMTB
6/13/22	Sustainability Board	M: Schafer S: Host	Nick Dupuis	On agenda for 6/27/22 - direction for staff to draft requirements to establish board, coming back at next available meeting 10/3/22 Workshop - staff given direction to return with recommendation	In progress
4/25/22	Improvements in Information	M: Haig S: Baller	TBD	TBD	

	Provision and Methodology				
3/28/22	City Manager Selection Process	M: Host S: Boutros	Managers Office & HR	4/25/22 - direct to formal agenda item 5/9/22 - New Business Item 5/23/22 CM report 10/3/22 - motion for CM to conduct formal recruitment	CM Recruitment Portfolio posted 10/25/22
1/10/22	Food Trucks	M: Host S: Schafer	Nick Dupuis/Jana Ecker	1/24/22 - CC req. more info 3/9/22 - Workshop 3/14/22 - Informally brought up by Host 6/20/22 Commission and Planning Board Discussed 6/27/22 - City Manager Directed to encourage food trucks at all city sponsored events, BSD events, and direct the BSD to organize a rotation of food truck events	6/27/22 In progress/ being monitored
1/10/22	Leaf Blowers	M: Baller S: Host	Nick Dupuis	1/24/22 - make formal item 10/3/22 Workshop - staff given direction to return with recommendation	In progress
1/10/22	Commissioner Conduct	No vote	Mary Kucharek	2/14/22 - Workshop 2/28/22 Directed CM to prepare Code of Conduct for future agenda 7/11/22 - Initial presentation to Commission by CA	Will be revised and presented again at an upcoming CC meeting
<b>Resolved</b>					
4/11/22	BBCC - Mental Health Workshop - More time to talk	M: Baller S: Haig	Marianne Gamboa	4/25/22 - clarify commissioners intent 5/9/22 - added time on the agenda to discuss	Resolved



				Tom directed staff to add mental health info in city publications	
5/9/22	Pickleball	Baller, no vote	Lauren Wood	Agenda item 5/23/22	Installed on 6-3-22
1/24/22	Social Districts	M: Schafer S: Boutros	Nick Dupuis/Jana Ecker	2/14/22 - make formal item 3/9/22 - Workshop 3/14/22 - Informally brought up by Host 6/20/22 Commission and Planning Board Discussed	No formal action taken by the Commission
5/23/22	Commission Meeting Start Time	Baller	Mary Kucharek	On agenda for 6/27/22 - Mary to draft generic ordinance language and discuss in July On agenda for 7/11/22 - Commission decided not to proceed	No changes for now

#### Topics Failed

4/25/22	On Street Parking Study	M: Haig S: Host
4/11/22	Downtown Parking	M: Host S: Haig
3/28/22	Parking Matters	M: Host S: Haig
6/13/22	479 SOW (Doraid) PAD	M: Boutros

#### Topics With No Vote - Resolved

1/10/22	Unimproved Streets	Discussed during the Long Range Planning meeting.
2/28/22	Solidarity with Ukraine	City Manager arranged for exterior lighting at City Hall.

#### Topics With No Vote - Unresolved

5/9/22	-PAD ordinance/cleanup	Baller, no vote	No vote
5/9/22	-Policy for granting public space ODD/Valet	Baller, no vote	No vote

#### Birmingham Public Schools Community Resource Officer

Follow [this link to download correspondence](#) between the City of Birmingham and Birmingham Public Schools regarding the school liaison officer and the potential for a full time school resource officer in the 2023-2024 budget year. Download [Birmingham Public Schools' 2022-2027 Strategic Plan here](#).

## **George W. Kuhn Retention Treatment Basin**

The city received an email from Water Resources Commissioner, Jim Nash, regarding accusations made against the George W. Kuhn (GWK) Retention Treatment Basin. Mr. Nash's email ([available at this link](#)) provides information regarding the accusations, which pertain to pollution in Lake St. Clair and the Clinton River. Correspondence between Mr. Nash and Macomb County Public Works Commissioner, Candice Miller, and documentation countering the accusations are [available at this link](#).

## **Setting the Record Straight**

### **2040 Master Plan does not Rezone Property**

The previous City Manager's Report dated November 28, 2022 addressed inaccurate information being presented on social media to Birmingham's residents by a sitting City Commissioner. Specifically, two videos posted by Commissioner Host were discussed, [one on Oakland Ave.](#) in which he stated "these five homes as well as the two lots over near Woodward are going to be *rezoned* to multiple", and the other in the [Poppleton Neighborhood](#) in which he stated "in the proposed 2040 Plan they are going to *rezone* these two houses on Poppleton and turn them into multiples" and that "you have time to tell the master planners and Planning Board what you think about this *rezoning* proposal." These inaccuracies were raised and discussed at the City Commission meeting on November 28, 2022.

The City has repeatedly corrected the inaccuracies put forth by Commissioner Host in prior written documents as well. Specifically, the City has reiterated, in writing, the fact that comprehensive master plans do **not** rezone property once adopted in the following documents:

- In a press release distributed [February 11, 2021](#), which stated "it is important to clarify that a master plan does not rezone property. It is a framework setting the course for what the City may or may not do in the future."
- In a Frequently Asked Questions publication distributed on both [February 10, 2021](#) and [October 13, 2021](#), which included the following commentary:

#### **Is the Master Plan rezoning the City?**

No. The Master Plan will include a Future Land Use map, but not a new zoning map. The Master Plan recommends that the City study and revise its current zoning code, but does not establish any updated zoning. The Master Plan recommends that zoning be updated for two primary purposes: 1) to simplify but not substantively change zoning in the Downtown and Triangle District, and 2) to better align neighborhood zoning with existing character to avoid new houses that are out of character. Other zoning changes are recommended for further study by the City.

- In the November 28, 2022 edition of the City Manager's Report which stated:

The words "rezone" or "rezoning" do not exist within the 2040 Plan document, nor the [Michigan Planning Enabling Act](#) that regulates comprehensive master planning in Michigan. A comprehensive master plan is a document designed to guide the future actions of a community. It presents a vision for the future, with long-range goals and objectives for all activities that affect the local government. One might say however, and correctly so, that a comprehensive master plan *informs* future zoning. In the spirit of guiding future actions and informing zoning, a Future Land Use Map is created, which is contained across

pages 8 and 9 of the [current draft of the 2040 Plan](#). A Future Land Use Plan is legally required to be included in the 2040 Plan by the Michigan Planning Enabling Act.

Despite the continued corrections issued on the matter, yet another video has been circulating on social media in which Commissioner Host stands near the corner of Lincoln and Grant, and states that “The 2040 Plan as proposed is going to *rezone* to *multiples (sic)* all of the south side of Lincoln between here (*Grant Street*) and Woodward”. Once again, there is a need to reiterate that comprehensive master plans do **not** rezone property once adopted.

As discussed last month in both the City Manager’s Report and at the City Commission meeting on November 28, 2022, it is very important that City staff, board members and City Commissioners are factually accurate when discussing important issues with the public. The continued assertion by Commissioner Host that the Draft 2040 Plan will rezone single-family properties to multi-family zoning, despite repeated attempts by City staff to set the record straight as to the fact that master plans **do not** in fact rezone properties once adopted disregards the facts and staff’s attempts to advise him of his inaccuracies. Such communication undermines the confidence of the public in city government, and adversely affects the integrity of city government. Public office is a public trust. For government to operate properly, each city official, employee, or advisor must earn and honor the public trust through integrity and conduct.

### **2040 Master Plan does not Propose Food and Beverage Services at Quarton Lake Park or the W. Lincoln Well Site**

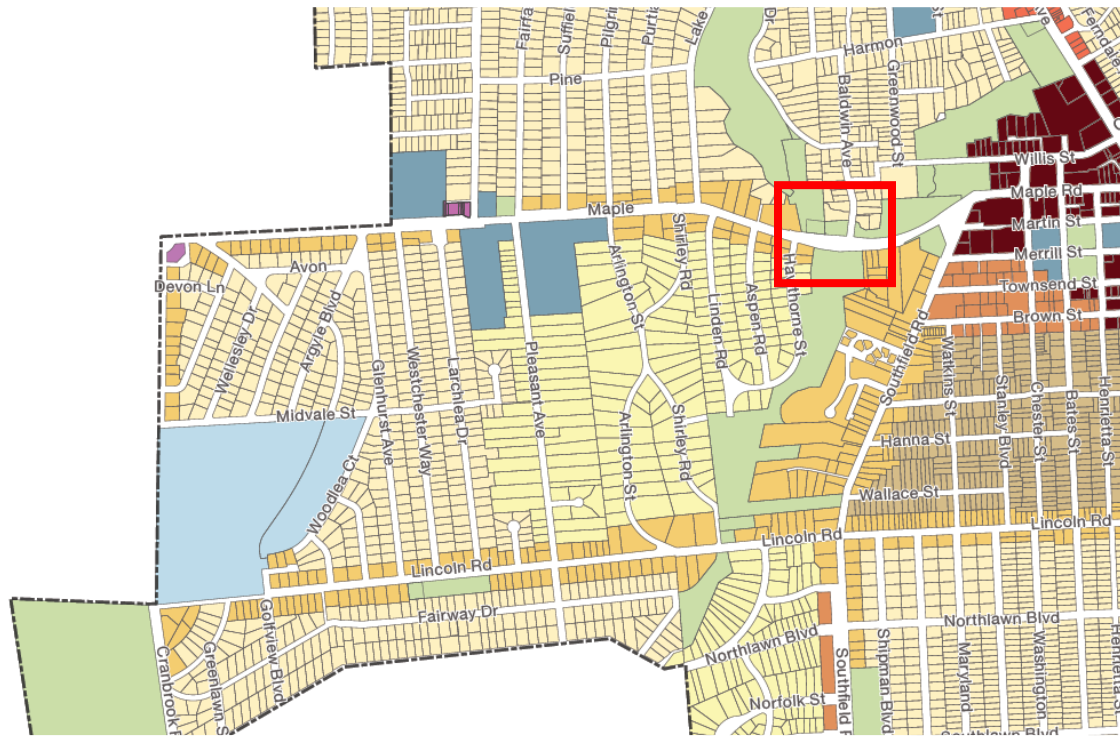
It is also important to set the record straight due to another video that has been circulating on social media in which Commissioner Host states that the 2040 Plan “proposes kiosks, cafes, food trucks, commercial endeavors here”, referencing the waterfall at the south end of Quarton Lake at the dam.

This area is part of Quarton Lake Park, and the draft 2040 Plan clearly refutes Commissioner Host’s inaccurate statement. Chapter 3, Retain Neighborhood Quality, of the draft 2040 Plan clearly contains a chart on page 53 (Figure 34) with all parks listed, and specifically excludes the provision of food and beverage services at Quarton Lake Park (see highlighted chart below).

	Athletics	Food & Bev.	Garden	Dogs	Exercise	Play	Splash	Seating	Walkways
<b>Specialty Parks</b>									
18. Booth		X		X	X	X	X	X	X
19. Rouge River								X	X
20. Shain		X				X	X	X	X
21. Quarton Lake			X	X	X	X	X	X	X
22. Museum								X	X
23. Manor					X	X		X	X
24. Springdale	X			X	X	X		X	X
25. Lincoln Hills	X			X	X			X	X
26. Worth Park		X						X	
26. Haynes Sq.		X			X	X	X	X	X

Figure 34. Recommended Park Amenities for Consideration in a Parks and Recreation Plan Update.

In addition, the Future Land Use Map contained in the draft 2040 Plan also clearly refutes Commissioner Host's statement. Section B, Future Land Use, of the draft 2040 Plan clearly contains the Future Land Use Map on page 8 (Figure 5), which does NOT recommend a commercial destination at the south end of Quarton Lake Park (location highlighted in red).



#### District Destinations

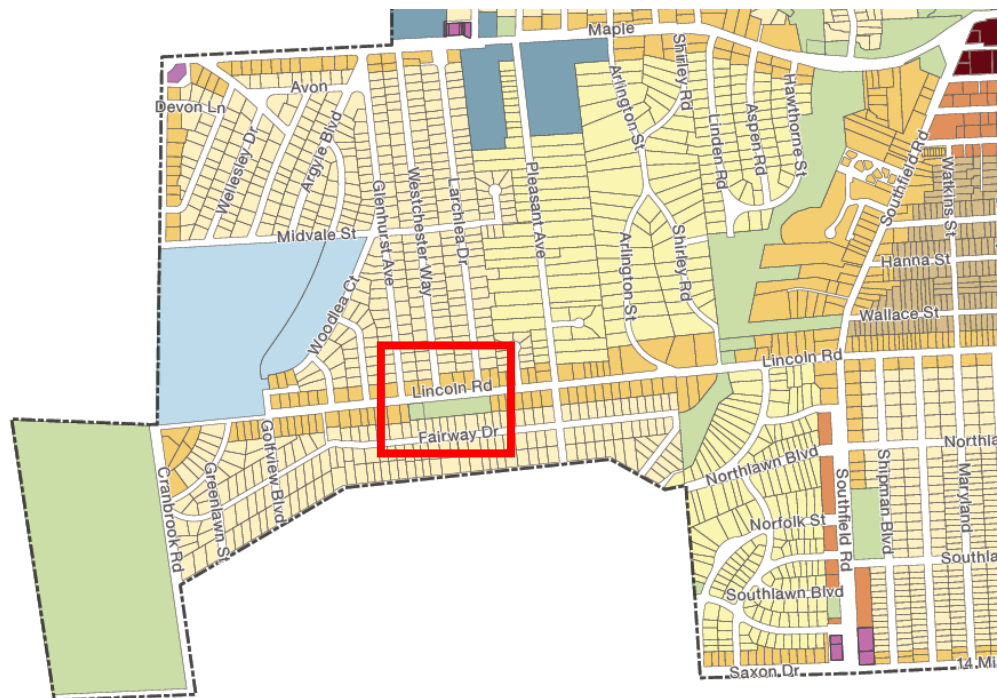
- Civic Destination: General
- Civic Destination: School
- Civic Destination: Cemetery
- Recreational Destination
- Commercial Destination

Yet another video was circulated on social media on December 14, 2022 in which Commissioner Host appears at the W. Lincoln Well Site on Lincoln between Larchlea and S. Glenhurst, and states that the 2040 master plan shows that "they want to put in kiosks, cafes, food trucks or carts...this is subject to interpretation. Does that mean a Starbucks?" at the W. Lincoln Well Site.

Once again, it is important to set the record straight. The area referenced by Commissioner Host is formally named W. Lincoln Well Site, and is also known as Lincoln Park. The draft 2040 Plan clearly refutes Commissioner Host's inaccurate statement. Chapter 3, Retain Neighborhood Quality, of the draft 2040 Plan clearly contains a chart on page 53 (Figure 34) with all parks listed, and specifically excludes the provision of food and beverage services at W. Lincoln Well Site (see highlighted chart below).

	Athletics	Food & Bev.	Garden	Dogs	Exercise	Play	Splash	Seating	Walkways
<b>Mini Parks</b>									
1. Baldwin Well								X	
2. Derby Well			X	X	X	X		X	X
3. Pump House					X			X	X
4. Redding Well			X		X			X	X
5. Lynn Smith			X		X			X	X
6. Martha Baldwin					X			X	X
7. South Well			X					X	X
<b>Neighborhood Parks</b>									
8. Crestview	X	X	X	X	X	X		X	X
9. Howarth	X		X	X	X	X		X	X
10. Linden	X		X	X	X	X		X	X
11. Pembroke	X		X	X	X	X		X	X
12. St. James	X		X	X	X	X		X	X
13. W. Lincoln Well Site	X		X	X	X	X		X	X
14. Adams Park	X				X	X		X	X
A. Adams Square	X			X	X	X		X	X
B. Quarton School	X			X	X	X		X	X

In addition, the Future Land Use Map contained in the draft 2040 Plan also clearly refutes Commissioner Host's statement. Section B, Future Land Use, of the draft 2040 Plan clearly contains the Future Land Use Map on page 8 (Figure 5), which does NOT recommend a commercial destination at the W. Lincoln Well Site (location highlighted in red).

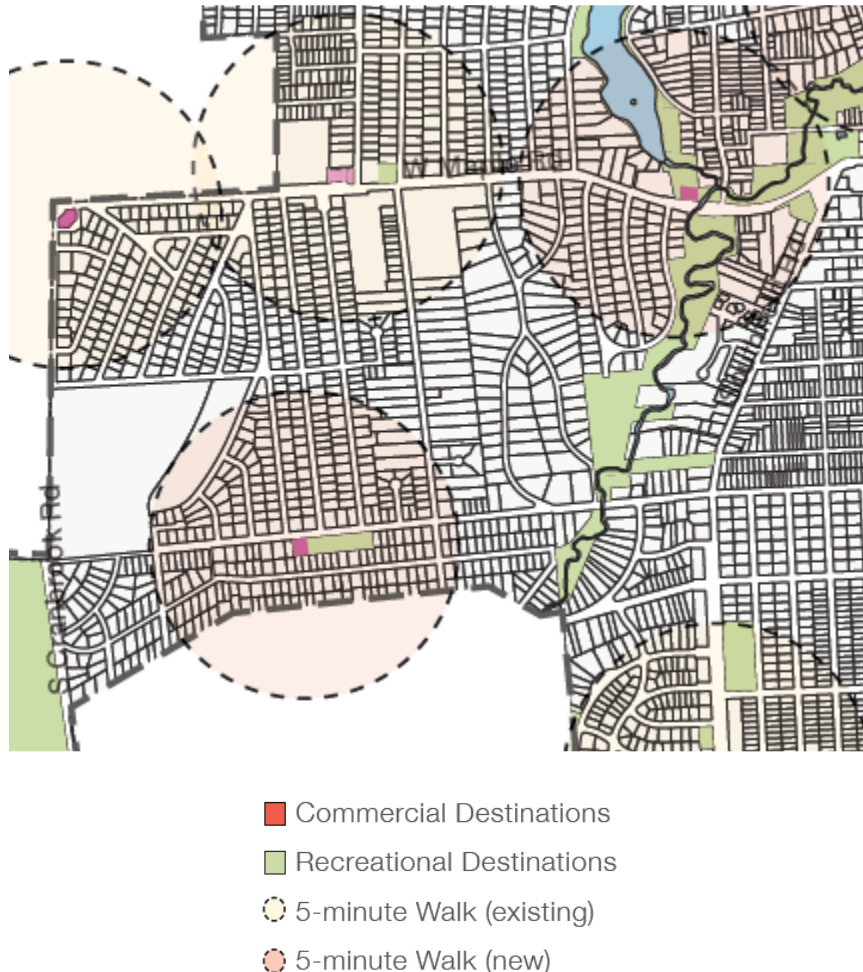




#### District Destinations

- Civic Destination: General
- Civic Destination: School
- Civic Destination: Cemetery
- Recreational Destination
- Commercial Destination

The confusion about “commercial endeavors” being proposed in Quarton Lake Park, or a coffee shop at the W. Lincoln Well Site may have arisen as a result of Figure 22 in Chapter 1, Connecting the City, on page 36 of the draft 2040 Plan. Figure 22 shows recommended neighborhood commercial destinations at the south end of Quarton Lake Park, and at the west end of the W. Lincoln Well Site.



However, during Planning Board review of the draft plan, direction was provided to the consultant at a public meeting to remove the Quarton Lake Park and the W. Lincoln Well Site neighborhood commercial destinations based on public input. These updates were made to Figure 34 (Parks Chart) and to Figure 5 (Future Land Use Map) but updates were not made, and should have been, to Figure 22 (Neighborhood Destinations). However, Planning Director Dupuis clearly stated at the November 28, 2022 City Commission meeting that the consultant will ensure these corrections would be made in the final draft of the 2040 Plan.

During the past week, yet another video was posted on social media by Commissioner Host regarding the Poppleton neighborhood, wherein Commissioner Host states that “the 2040 master plan asks us to embrace managed growth and encourages these 2 lots to be townhouses, duplexes or multi-family buildings”. The change in terminology utilized in this video seems to demonstrate that perhaps

Commissioner Host may be attempting to self-correct his previous misstatements as to rezoning in earlier videos.

As noted above, it is very important that City staff, board members and City Commissioners are factually accurate when discussing important issues with the public, and thus City Commissioners and board members should contact City staff to verify the accuracy of all public communications.

The City goes to great lengths to accurately describe the purpose of our public meetings. Having elected officials encouraging public attendance is fine. Misrepresenting what the purpose of a hearing is or the topics that are to be discussed is inappropriate and only causes conflict and needless emotional distress. As I have stated before, "Let the process work". The City Commission has appointed citizens to the Planning Board to review the master plan drafts and the board members have shown their willingness to be completely transparent and open to considering public comments which may differ from what the draft master plan calls for. The professional staff and consultants are paid to provide their professional advice, however, they recognize that their recommendations must stand the test of the public process, and are likely to be questioned, challenged and altered through the very public and transparent review process. What the public does not need is a public official misstating the proposals contained within the draft 2040 Plan or encouraging a public position for or against the various recommendations contained in the evolving drafts of the proposed master plan.

I would also say that prematurely taking positions or advocating positions on the various aspects of the draft 2040 Plan is contrary to following an open public process, especially when it comes to a City Commissioner who ultimately is one of seven persons who are held responsible for the final decision on the plan. As those of you who have gone through the new City Commissioner orientation process know, I encourage our elected officials to keep an open mind about the decisions they make right up to the time they are called upon to vote.

Finally, I repeat, "Let the process work". Our community is filled with intelligent, thoughtful and well-informed people who are not likely to sit in a pot of boiling water without making their discomfort and views known. Our process works quite well and in my opinion, does not benefit from misinformation or fear mongering.

### **Boiling Frog Metaphor**

At the November 28, 2022 City Commission meeting, a Commissioner asserted that frogs will remain in a pot of water that is slowly brought to a boil. Although the boiling frog metaphor is commonly used in political discourse, herpetologists have found that frogs will, in fact, attempt to escape a pot as its water temperature is raised. For more information, read this brief [article](#) by [Dr. Whit Gibbons](#), Professor Emeritus of Ecology at the University of Georgia.

## **Department of Public Services**

### **Pat Andrews Tribute**

The table below describes the donations received to date in honor of Pat Andrews.

<b>Pat Andrews Tribute</b>	<b>Amount Received</b>	<b>Date Received</b>
Name of Donor		
Debicki, Sandra	\$225.00	12/16/2021
Host, Bradley	\$500.00	11/17/2021
Karhohs, Jo	\$100.00	11/17/2021

Wagoner, Richard	\$250.00	11/17/2021
<b>Total</b>	<b>\$1,075.00</b>	

Some examples of recognition opportunities through the City of Birmingham include a tree with a plaque for approximately \$800 or a park bench for \$2,500.

A concept plan for the Fire Station #2 property was donated by local architect, Chris Longe. While DPS does not have a formal cost estimate for this plan, it is anticipated this plan could range between \$200,000 to \$350,000, depending on selection of materials. This project was not included in the budget or as part of the Parks and Recreation Bond. Fire Station #2 is public property designated for public safety, it is not a park. The Parks and Recreation Board reviewed the concept plan, provided comments but took no action.

The Parks and Recreation Board has a priority list of numerous other improvement projects to accomplish as part of the Parks and Recreation Bond funding.

## **Engineering Department**

### **Water Service Verification Program**

Verification of existing water service material as part of the Lead and Copper Rule work is continuing through the middle of December.

As a reminder, the "In-Home/Business" water service line material needs to be determined as part of this program. Property owners can schedule an inspection by an authorized City Representative at 248-303-2292 or determine the in-home/business material themselves with the steps provided in the property owner letter.

### **2023 Construction Projects**

The Engineering Department is working on upcoming construction projects that will occur in 2023. Below is a preliminary list of projects in 2023:

- Continue work on 2022 Sidewalk Trip Elimination Services
- Continue work on 2022 Sidewalk Repair Program
- Water Lead Service Replacement Program
- Water Service Verification Program
- 2023 Sidewalk Trip Elimination Services
- 2023 Sidewalk Repair Program
- Hunter and Derby Water Tanks Exterior Paint and Miscellaneous Repairs
- 2022-2023 Cape Seal Program
- Parking Lot No. 5 Slope Repair
- Cranbrook Road Non-Motorized Pathway Improvements
- Lincoln Hills Golf Course Tee No. 1 Project
- Westwood, Oak, and Raynale
- Brown Street, S. Old Woodward to Woodward
- Pierce Street, 14 Mile Road to Lincoln
- 2023 Resurfacing Program

### **S. Eton Public Workshop**

Planning work is starting on some of the 2024 construction projects. The City will be hosting a Public Workshop for S. Eton from 14 Mile Road to Yosemite Blvd on Tuesday, January 17, 2023 at 7:00 pm at the Department of Public Services' Conference Room – 851 S. Eton Street. This workshop will include



information on how to participate in an upcoming City survey and general information about the project.

## **Fire Department**

### **FEMA Public Assistance Reimbursement Grants**

The City was awarded two more FEMA Public Assistance Reimbursement Grants totaling \$228,000.51. The time frame for reimbursement requests was from January 1, 2022 to June 30, 2022. This money was reimbursed covering employee overtime costs caused by COVID-19 illnesses, mainly overtime in the fire and police departments. The City has received over four million dollars over the last three years in various COVID-19 grants.

### **Welcome, Firefighter Marc Schwartz**

The Fire Department has recently hired Firefighter Marc Schwartz. Marc has been a Highland Township Firefighter/EMT for the past four years. Marc is currently enrolled in Paramedic school and will be completing the program in the Fall of 2023.

### **Independence Township Joins OAKWAY**

Independence Township Fire Department has successfully met the requirements to join the OAKWAY mutual aid group and they were voted in this month. OAKWAY members now include: Birmingham, Bloomfield Township, Ferndale, Farmington Hills, Independence Township, West Bloomfield, Southfield, Rochester Hills, Royal Oak, and Waterford regional (which includes Waterford Township and the City of Pontiac).

## **Planning Department**

### **Master Plan 2040**

The third and final draft of the Birmingham Plan 2040 is available to read and download at [www.thebirminghamplan.com](http://www.thebirminghamplan.com). The schedule of review will consist of reviews at the Planning Board, the required 63-day public noticing period, and review by the City Commission. The remaining schedule of review should closely resemble the following:

<b>Date</b>	<b>Meeting Type</b>	<b>Action Needed</b>
<i>Required 63-Day Public Notice Period</i>		
January 11, 2023	Planning Board	<ul style="list-style-type: none"><li>• Review final draft and present / discuss comments received during the distribution period.</li><li>• Set public hearing date.</li></ul>
February 2023 (Exact Date TBD)	Planning Board	<ul style="list-style-type: none"><li>• Present the final Plan and hold a public hearing. Further discuss comments received during the distribution period as needed.</li><li>• Adopt plan; recommend to the City Commission for adoption.</li></ul>
March 2023 (Exact Date TBD)	City Commission	<ul style="list-style-type: none"><li>• Present the final Plan and hold a public hearing.</li><li>• If prepared to do so, the City Commission may adopt the Plan by resolution.</li></ul>

All of the documents related to the 2040 Plan remain available on [www.thebirminghamplan.com](http://www.thebirminghamplan.com). You can also watch a recording of past meetings on the City of Birmingham website. As a reminder, you can still submit comments directly to the consultant team through the aforementioned 2040 Plan website, and can submit comments directly to the Planning Division to be placed in the next available agenda of the Planning Board.

### **Planning Board**

The Planning Board has reviewed 32 development applications this year so far. The Planning Board will finish the busy year with some final development applications, a public hearing for outdoor dining, and will be planning for a busy 2023. A tentative Planning Board schedule is provided below:

1. 2040 Master Plan – Draft #3 Review (Ongoing)
2. Outdoor Dining Ordinance – Public Hearing (12/14/22)
3. 300 S. Old Woodward – Restoration Hardware - Revised Special Land Use Permit, Final Site Plan & Design Review (12/14/22)

### **Historic Preservation**

The Historic District Study Committee (HDSC) has started researching the Wallace Frost designed house at 1283 Buckingham, which was recently requested for Designation by Keith and Carole Deyer. In the coming months, the preliminary HDSC report will take form and a preliminary report will be circulated as required by City Code. In addition to this designation, the HDSC wrapped up its recommendation for a revived Heritage Home Program. After some refinement, the Planning Division plans to bring the proposal to the Commission in early 2023.

### **Sustainability**

Mike Bernal (DPS), Leah Blizinski (Planning) and Nick Dupuis (Planning) recently took an opportunity to meet with key representatives at DTE to discuss Birmingham's approach to electric vehicles and the programs that DTE offers that can help Birmingham reach its EV infrastructure goals. The meeting was productive, and City Staff came away with some great ideas to get started. In addition to building relationships with DTE, City Staff continue to participate in a number of EV and sustainability related groups such as the Catalyst Leadership Circle, EV Smart Communities, Michigan Green Communities and the GWK Community Group.

### **Police Department**

#### **2023 Polar Plunge**

On February 4th, 2023, Birmingham Police department members are participating in the 2023 Polar Plunge for the Special Olympics of Michigan. Special Olympics Michigan provides year-round sports training and athletic competition for children and adults with intellectual disabilities. The athletes achieve their dreams with the support of caring volunteers, coaches, family members and staff.

We're freezing for a reason! Donations from Michigan citizens and businesses provide funding for the program. You can support your Birmingham Police members in this cause by going to this link <https://www.classy.org/team/467203>.

#### **Suspects Identified by Detective**

Our Birmingham detective assigned to the multi-jurisdictional Special Investigations Unit (SIU) has identified two suspects involved in a rash of larceny from autos and stolen vehicles from our City and throughout the area. Detectives have filed reports with the prosecutor's office to obtain criminal charges. The vast majority of these incidents have involved unlocked vehicles, often with the keys left inside. We strongly encourage you to help reduce these crimes of opportunity by locking your doors and removing your keys.

## **Parking Systems Update**

### **Equipment**

New TIBA parking equipment is scheduled to be installed starting on January 9<sup>th</sup>. The current schedule is to start at the Chester Structure followed by Pierce, Peabody, Park, and N. Old Woodward.

Once the new TIBA equipment is installed, City staff is looking to extend the agreement with ParkMobile into its parking structures, giving the City one consistent online payment provider for all things parking. Currently ParkMobile is offered as a form of online payment for all the City's metered parking.

### **Construction**

The Engineering Department is getting updated pricing to mill and repave Lot 5, the surface lot behind the N. Old Woodward Structure. This lot was originally scheduled to have a cap (thin layer of asphalt placed on top of the existing surface) put in place this past fall, but it was determined the lot was in too poor of condition and that a complete replacement was needed. The intent will be to repave the lot this spring when asphalt plants reopen.

### **Occupancy:**

NOVEMBER AVG CAPACITY	
Chester Garage (880)	36.54%
Old Woodward (745)	48.38%
Park Garage (811)	58.44%
Peabody Garage (437)	74.46%
Pierce Garage (706)	69.11%

### **Future Agenda Items**

Download a summary of [future agenda items](#).

### **Future Workshop Items**

Download a summary of [future workshop items](#).



## **CITY MANAGER'S REPORT**

January 2023

### **Baldwin Public Library**

#### **Library Board**

The Library Board met on January 18, 2023 for its regular meeting. The Board completed the Director's annual review on January 9, 2023 at a special meeting.

#### **Phase 3 Construction**

Construction drawings for the Phase 3 expansion and renovation are nearing completion and city and library staff are working with PCI Dailey and Merritt Cieslak Design to begin planning the bidding process for the Phase 3 project. The Board's Building Committee will meet with City staff and Merritt Cieslak Design on February 6, 2023 at 3:00 p.m. for a page turn meeting.

#### **Library Tour**

If you'd like to learn even more about the library, join Library Director Rebekah Craft for a Behind the Scenes Tour. You'll visit staff areas, learn how items are added to the collection, and hear about new programs and services. The next tour will meet in the Library's vestibule on Wednesday, February 15 at 10:00 a.m.

#### **At Home COVID Testing Distribution**

In late December, BPL served as a distribution point for free at-home COVID tests that patrons were able to collect at their convenience, provided through a special grant by the State of Michigan. In one week, 360 two-packs of tests were picked up in the lobby. We received additional tests in early January, which were again placed in the lobby for pickup.

#### **Student Representative to the Library Board**

We received three applications from local high school juniors and anticipate the placement of a new student at the February 2023 Regular Board Meeting. Olivia Reeves, a senior at Bishop Foley, has served as student representative during the last year. She helped Teen staff to establish a new TikTok account for the library. You can follow the library @baldwinlib.

#### **Staffing Updates**

We're happy to welcome new faces to the staff this month. Youth Substitute Librarian, Lindsey Block recently graduated from Wayne State with her MLIS as well as a Certificate in Public Library Services to Children and Young Adults. She works part time as a children's librarian at the Sterling Heights Public Library. Lindsey grew up using BPL as we are her home library.

Youth Reference Assistant Jennifer Rohrer Walbert started on January 9 and will have regular shifts on the Youth Reference Desk. Previously, Jennifer was a Children's Resource Librarian at the Cleveland Heights Public Library where she assisted patrons on the reference desk and created programming for

children. An artist, Jennifer creates her own artwork and has taught art to children in school and privately.

IT Assistant Harrison Porter started with us on January 11 and will work part time in the IT department helping us ensure more coverage during hours that we are open. Harrison has extensive IT experience having worked for the City of Berkley since 2019. Part of his duties for the city is helping with IT projects at the Berkley Library, so he also has a fair amount of experience with library products including Envisionware and BSA.

Additionally, we are pleased to announce that Phoenix Nash will be our new Reference Assistant in the Adult Services department. Phoenix already enjoys a strong reputation at Baldwin, due to her excellent work behind the Circulation desk. Anyone who has worked with Phoenix has noted her quick thinking, deep knowledge, and engaging manner. These qualities will enable her to thrive in her new role.

### **The Birmingham Museum**

On December 13, 2022, Representative Haley Stevens' office entered a formal statement into the Congressional Record regarding the importance of the Underground Railroad in Birmingham's history and details about the lives of abolitionist Elijah Fish and freedom seeker George Taylor, who are buried in Greenwood Cemetery. View an online version of the extended record [at this link](#). A framed version of the statement from Stevens' office is being sent to the museum and will be displayed in the lobby. This is an exciting way to acknowledge our community and its significance in the shaping of Michigan's history!

### **Birmingham Shopping District (BSD)**

#### **Holiday Event Recap**

The BSD produced a number of events and marketing promotions this past holiday season including Small Business Saturday, Santa Walk, Winter Markt, Santa House, Carriage Rides, special feature weekends like free hot chocolate, chestnuts and characters, as well as the holiday gift guide, video and online marketing. Attendance was high, as well as vendor participation compared to previous years. A business survey has been conducted regarding the success of the holiday shopping season for our local merchants, and results will be available soon.

#### **Retail Recruitment Strategy**

At its January 5, 2023 Board meeting, the BSD rejected all proposals received for the Retail Recruiter RFP being that only two were received and they were not comparable. In lieu of reissuing the same extensive Retail Recruiter RFP, the Board is exploring adding an incentive-based program for local realtors already working for properties in the district that would be based upon meeting the target recruitment list of the BSD to qualify. A business mix analysis and tenant recruitment recommendation is in the process of being prepared. The Board will then determine whether or not a revised scope of work is needed for a retail recruiter in the future.

#### **Strategic Planning Meeting**

The BSD will be holding its Strategic Planning Meeting on February 6, 2023 from 8:30 a.m.-11:30 a.m. at the Baldwin Public Library. The session will focus on long-term vision, economic goals and strategies to meet those goals.

### **Merchant Meeting**

The BSD's monthly Merchant Meeting was held on January 18, 2023, at 9 a.m. at Faherty, one of the newest retail store additions to the district.

### **Restaurant Meeting**

The BSD will be holding a Restaurant Meeting on January 24, 2023, at 3 p.m. at Hazel's to discuss the future of Restaurant Week or other promotions that would market the dining experience and offerings in Downtown Birmingham. The BSD recently decided to pause holding this annual event for the first quarter of the year in order to gauge restaurants' opinions, ideas and collective goals.

### **Special Assessment Notices & Year in Review**

The City of Birmingham will be issuing the BSD special assessment notices for 2023 this month. Along with the notice, the BSD is producing a Year in Review marketing piece that will be included in the mailing and available online.

### **New Businesses**

This past year, the BSD welcomed the following new businesses to town:

- Christie's International Real Estate
- Circa Lighting
- Majda Diamond Vault
- Paris Baguette
- Swift Home Loans
- The Apap Realty Group
- Waymaker Salon
- Brilliant Earth Jewelry
- Rotate Boutique
- sweetgreen
- Faherty
- O2PT
- Serena & Lily
- Zana
- EM
- Via Manzoni (2023)

### **2022 Dashboard Metrics**

Retail Occupancy Rate - 96%

Office Occupancy - 89%

15 New Business Openings in 2022 (5 more in process for 2023)

59 FYE2022 Hosted Event Days

13 million in PR media impressions FYE2022

120,392 Website "hits" or "unique viewers" annually

230 Flower planters and baskets maintained

56,814 linear feet of sidewalk snow removal

1.5 million sq. ft. retail space

2 million sq. ft. office space

## **Building Department**

### **Congratulations, Doug Manigold**

Code Enforcement Officer Doug Manigold recently earned his Property Maintenance and Housing Inspector certification from the International Code Council (ICC). The Building Department staff now collectively holds 36 ICC Certifications with credentials spanning many professional disciplines.

### **Monthly Report**

The [Building Department's monthly report](#) provides an update on the following construction activity: building permits issued, building inspections conducted, trades permits issued and trades inspections conducted. In December, we processed 240 online permit applications for a total of 4,728 in 2022.

## **City Clerk's Office**

### **Ethics Board**

The next Ethics Board's meeting is scheduled for Monday, January 30, 2023 at 11:00 a.m. in City Hall rooms 202 and 203. The board will continue their work on reviewing the city's current Ethics Ordinance.

### **Ethics Conference in Detroit**

Christal Phillips, Executive Director of the Board of Ethics for the City of Detroit continues to talk with various ethics boards and professors in the area to plan a conference this April. A variety of topics are tentatively being planned which include conflict of interest issues, revising or creating an ethics ordinance, and creating a more effective and enforceable board. Any public servant with the City of Birmingham is welcome to attend. Stay tuned for more information.

### **Greenwood Cemetery & Greenwood Cemetery Advisory Board**

The Greenwood Cemetery Advisory Board will meet on Friday, February 3, 2023 at 8:30 a.m. in City Commission room 205. Topics on the agenda include a discussion on the Cemetery Services Contract and continued work on a strategic plan and goal setting for the cemetery.

On January 6, 2023, DPS staff prematurely completed March spring cleanup work, which included disposing of grave blankets and any temporary decorations. The City Clerk's office is continuing to monitor this issue. Any concerns regarding this matter should be reported to the City Clerk's Office at (248) 530-1880 or [clerksoffice@bhamgov.org](mailto:clerksoffice@bhamgov.org). City staff sincerely apologizes for this mistake. Going forward city staff will improve communication regarding the coordination of cleanup projects taking place in the cemetery.

### **Board Appointments**

The following City of Birmingham boards and commissions have vacant positions or members with terms expiring soon. Applications are due before noon the Wednesday prior to the commission interview/appointment date:

<b>Board</b>	<b>Openings</b>	<b>Application Due by Noon</b>	<b>Interview/ Appointment at City Commission meeting 7:30 pm</b>
Advisory Parking Committee	1 resident shopper term ending 9/1/2025	Until filled	

Birmingham Shopping District	1 regular member term ending 11/16/2026	Until filled	
Birmingham Area Cable Board	3 regular member terms ending 3/30/2026 1 regular member term ending 3/30/2024 1 alternate member term ending 3/30/2025	2/8/23	2/13/23
Board of Building Trades Appeals	1 regular member term ending 5/23/25 1 regular member term ending 5/23/24	Until filled	
Board of Review	1 alternate member term ending 12/31/2025	Until filled	
Board of Zoning Appeals	2 alternate member terms ending 2/18/2026	2/8/23	2/13/23
Brownfield Redevelopment Authority	1 regular member term ending 5/23/2024	Until filled	
Historic District Commission	1 alternate member term ending 9/25/25	Until filled	
Public Arts Board	2 regular member terms ending 1/28/2026, 1 alternate member term ending 1/28/2026, 1 alternate member 1/28/2025	1/19/23	1/23/23
Stormwater Utility Appeals Board	3 regular member terms ending 1/31/2026 2 alternate member terms ending 1/31/2025	2/8/23	2/13/23

## **City Manager's Office**

### **Communications**

#### **Around Town e-Newsletter**

The communications team is working on the February edition of the Around Town e-Newsletter, which will include information about new parking structure equipment, upcoming construction projects, winter sports, ice skating classes and more. Follow [this link to view the January edition](#) of the Around Town e-Newsletter.



#### **3D Virtual Tour of Birmingham Now Available**

With the start of a new year, the city has introduced its brand new virtual tour by Skyway Interactive. The tour, available at [www.birmingham.skywayvr.com](http://www.birmingham.skywayvr.com) utilizes 360-degree images and drone footage to create a fully immersive experience. This interactive virtual tour is embedded on the city's website at [www.bhamgov.org/residents](http://www.bhamgov.org/residents) and will serve as a resource to attract those considering relocating to Birmingham, opening a business, visiting the city, or holding a special event in Birmingham. Those familiar with Birmingham may discover something new as they explore remarkable aerial and ground



footage of the city's golf courses, parks and facilities such as The Birmingham Museum, Birmingham Fire Department, Birmingham Ice Sports Arena and more. Visit [www.birmingham.skywayvr.com](http://www.birmingham.skywayvr.com) to virtually explore Birmingham!



### GovPilot Instruction Cards

GovPilot instruction cards, sized to conveniently fit inside a wallet or pocket, are now available. Stacks of cards are set out at city offices, and will be provided to each city commissioner for distribution to residents and neighbors who wish to share a concern with the city. As always, residents are encouraged to use the GovAlert app or [website form](#) to submit non-emergency concerns to the city.

### City Calendar

There is a misprint in the city calendar (print edition) for the meetings listed below. All meetings are accurate on the city website and gmail calendars. We have added messaging to our communications calendar for the budget hearing and October meetings.

Meeting	Calendar (Print Edition) Misprint	Correct Dates
Budget Hearing	May 6, 2023	April 29, 2023
Joint City Commission/Planning Board	October 9, 2023	October 23, 2023
City Commission Meeting	October 23, 2023	October 16, 2023

### Communication Tools

The city uses a wide variety of communication tools to share information with the Birmingham community. View a list of all communications distributed by the city and learn how to sign up for newsletters and alerts at [www.bhamgov.org/communications](http://www.bhamgov.org/communications).

## **Human Resources**

The Human Resources department has promoted Scott Zielinski to the role of Director of Public Services. Melissa Fairbairn has also promoted internally to the role of Assistant City Manager. Last for promotions, Brandon Wynn has been promoted from a Parks Operator to a Parks Technician. Maryna Elia is a new hire in the Police Department, with a start date of January 16th, while Meagan Bade started on January 17th. Applicants for the role of Secretary A in Community Development's Building Department are currently under review. Joshua Parks is a new Operator, hired into the Department of Public Services. Applications for the Plumbing Inspector position continue to be collected. Applications have also completed review for the BSD Events & Office Assistant position, with interviews to be scheduled shortly. The Fire Department roles of Assistant Fire Chief and Fire Marshall, and the DPS roles of Public Services Manager, Parks & Recreation Manager, Streets Foreman, and Parks Foreman have all been transitioned from hourly positions to salaried exempt positions, reducing potential future overhead costs.

### **BIRMINGHAM CITY COMMISSION - UPCOMING AGENDA ITEMS**

#### **Topics brought up by the Commission**

Meeting	Topic	Commissioner	Staff Follow Up	Dates Addressed	Status (resolved/ongoing)
<b>In Progress</b>					
1/9/23	Ad Hoc Senior Services Committee	M: Baller S: Longe			
12/5/22	Lighting to sustainability board	Haig		12/19 - Direction for staff to prepare list for Sustainability Board	
12/5/22	Becoming Mayor	McLain		12/19 - Motion to make a workshop	
11/14/22	Renters Rights	M: Host	Mary	11/28 CC Discussion Scheduled - Voted to make a formal agenda item at the next available meeting	In progress
9/12/22	Banner	M: Baller S: Host	TBD	11/14 CC discussion scheduled	
8/15/22	Speed Bumps	M: Haig S: Host	Clemence/Brooks	8/29 - Staff report *Further study by MMTB	In progress, sent to MMTB
6/13/22	Sustainability Board	M: Schafer S: Host	Nick Dupuis	On 6/27/22 agenda - direction for staff to draft requirements to establish board, coming back at next available meeting 10/3/22 Workshop - staff given direction to return with recommendation	In progress

4/25/22	Improvements in Information Provision and Methodology	M: Haig S: Baller	TBD	1/9/22 M: Haig, S: Host To continue discussion	In Progress
3/28/22	City Manager Selection Process	M: Host S: Boutros	Managers Office & HR	4/25/22 - direct to formal agenda item 5/9/22 - New Business Item 5/23/22 CM report 10/3/22 - motion for CM to conduct formal recruitment 1/9/23 - Scheduling Interviews	CM Recruitment Portfolio posted 10/25/22
1/10/22	Food Trucks	M: Host S: Schafer	Nick Dupuis/Jana Ecker	1/24/22 - CC req. more info 3/9/22 - Workshop 3/14/22 - Informally brought up by Host 6/20/22 Commission and Planning Board Discussed 6/27/22 - City Manager Directed to encourage food trucks at all city sponsored events, BSD events, and direct the BSD to organize a rotation of food truck events	6/27/22 In progress/ being monitored
1/10/22	Leaf Blowers	M: Baller S: Host	Nick Dupuis	1/24/22 - make formal item 10/3/22 Workshop - staff given direction to return with recommendation	In progress
1/10/22	Commissioner Conduct	No vote	Mary Kucharek	2/14/22 - Workshop 2/28/22 Directed CM to prepare Code of Conduct for future agenda 7/11/22 - Initial presentation to Commission by CA	Will be revised and presented again at an upcoming CC meeting
<b>Resolved</b>					
4/11/22	BBCC - Mental Health Workshop - More time to talk	M: Baller S: Haig	Marianne Gamboa	4/25/22 - clarify commissioners intent 5/9/22 - added time on the agenda to discuss	Resolved

				Tom directed staff to add mental health info in city publications	
5/9/22	Pickleball	Baller, no vote	Lauren Wood	Agenda item 5/23/22	Installed on 6-3-22
1/24/22	Social Districts	M: Schafer S: Boutros	Nick Dupuis/Jana Ecker	2/14/22 - make formal item 3/9/22 - Workshop 3/14/22 - Informally brought up by Host 6/20/22 Commission and Planning Board Discussed	No formal action taken by the Commission
5/23/22	Commission Meeting Start Time	Baller	Mary Kucharek	On agenda for 6/27/22 - Mary to draft generic ordinance language and discuss in July On agenda for 7/11/22 - Commission decided not to proceed	No changes for now
8/15/22	Birmingham Country Club	M: Host S: Haig	Fairbairn, Dupuis, Clerk's Office	8/29 - CC Discussion Possibly plan to write a letter, invite bham cc and twp to meeting to collaborate *Draft a letter	Resolved, letter sent

#### Topics Failed

4/25/22	On Street Parking Study	M:Haig S: Host
4/11/22	Downtown Parking	M: Host S: Haig
3/28/22	Parking Matters	M: Host S: Haig
6/13/22	479 SOW (Doraid) PAD	M: Boutros

#### Topics With No Vote - Resolved

1/10/22	Unimproved Streets	Discussed during the Long Range Planning meeting.
2/28/22	Solidarity with Ukraine	City Manager arranged for exterior lighting at City Hall.

#### Topics With No Vote - Unresolved

5/9/22	-PAD ordinance/cleanup	Baller, no vote	No vote
5/9/22	-Policy for granting public space ODD/Valet	Baller, no vote	No vote

### Birmingham Public Schools Facility Assessment Committee

Birmingham City Manager Tom Markus and Cris Braun, Executive Director of Next, were invited to serve on the [Birmingham Public Schools Facility Assessment Committee](#). The committee will create a report with recommendations and options for the Board of Education to consider for facility usage.

### Board and Committee Communications

Based on commissioner feedback, department heads have been encouraged to include additional information about their boards and committees in future City Manager reports. Updates may include information such as: upcoming meeting topics and dates, updates regarding ongoing and future projects, challenges/difficulties, etc.

## **Beier Howlett, P.C.**

### **Baldwin House Update**

Over the past few months, the City Attorney's office, with the assistance of the Police Department, has conducted surveys with the Baldwin House residents regarding their parking situations and whether the agreement for 69 free parking spaces in the Chester Street parking garage has been breached. The City Attorney's office has also been meeting frequently with two attorneys representing Baldwin House in order to come to some resolution regarding the parking situation. Presently, the attorneys for Baldwin House will be hiring an independent auditing firm in order to help establish the correct facts regarding restitution to all tenants that improperly paid for parking. Also, the attorneys are currently working together to form an agreement as to how the free parking will work in the future. Our Parking Manager, Aaron Ford, has drafted a letter that will ultimately be given to Baldwin House residents, both present and future, in order to inform them of the steps needed to assure that they receive a complimentary parking pass if needed. The City Attorney's office is hopeful that a resolution will be completed and restitution will be received for all the tenants who incorrectly paid for parking. The City Attorney's office is also confident that the tenants of Baldwin House will be protected going forward.

### **Update Regarding Tax Tribunal Lawsuit**

On May 10, 2022, the New 555 Commercial, 555 Residential, Manorwood Properties, and Associates of 555 ("Petitioners") filed a petition against the City of Birmingham to the Michigan Tax Tribunal to dispute the special assessment imposed on their properties arguing that the special assessment was invalid as it was not reasonably proportionate to any benefit. On November 21, 2022, Petitioners filed a Motion for Summary Disposition arguing there was no genuine issue of material fact because the special assessment that the city assessed against Petitioners' properties was invalid. On December 22, 2022, the Michigan Tax Tribunal denied this motion. On January 12, 2023, our attorneys were served with Petitioners' Application for Leave to Appeal to the Michigan Court of Appeals, based on the Michigan Tax Tribunal's Order Denying Petitioners' Motion for Summary Disposition. The main argument for this appeal is that the Tribunal erred in denying their motion for summary disposition because the city did not determine any increase in value or benefit to the property before imposing a special assessment. We intend to file our answer on or before February 2, 2023, when our answer is due. We do not believe the Tax Tribunal made any error and will ask the Court of Appeals to deny hearing their appeal.

## **Engineering Department**

### **Water Service Verification Program**

As a reminder, the "In-Home/Business" water service line material needs to be determined as part of this program. Property owners can schedule an inspection by an authorized City Representative at 248-303-2292 or determine the in-home/business material themselves with the steps provided in the property owner letter.

### **South Eton Public Open House**

Thank you to everyone who came to the South Eton Public Open House on Tuesday, January 17, 2023. The next step is the Multi-Modal Transportation Board (MMTB) review and recommendations of options this winter and spring, with the second Public Open House reviewing the recommendation of MMTB this Spring.

### **Westwood, Oak, and Raynale Project**

The city recently received bids on this project and will be brought forward to the City Commission for approval toward the end of February / beginning of March. The Engineering Department will host a property owner meeting to provide construction information on the project on Thursday, February 9, 2023, from 5:30 p.m. – 7:00 p.m. Property owners will receive a letter with additional information about this meeting.

## **Fire Department**

The city was awarded another FEMA Public Assistance Reimbursement Grant in the amount of \$119,753.42. The time frame for expenditures that were reimbursed covered COVID-19 test kits and cleaning supplies bought July 1, 2021- October 31, 2021 and employee overtime costs from September to October 2021 that were caused by COVID-19 illnesses. Overtime costs came mainly from fire and police department staffing. The city has been awarded over four million dollars' worth of COVID-19 grant reimbursements over the past three years.

## **Planning Department**

### **Master Plan 2040**

The City of Birmingham has begun its review of the third and final draft of the Birmingham Plan 2040, which is available to read and download on [www.thebirminghamplan.com](http://www.thebirminghamplan.com). At a minimum, the remaining schedule of review will consist of reviews and a public hearing at the Planning Board, and a public hearing at the City Commission. The remaining schedule of review should closely resemble the following:

<b>Date</b>	<b>Meeting Type</b>	<b>Action Needed</b>
February 8, 2023	Planning Board	<ul style="list-style-type: none"><li>• Final review of plan for minor, non-substantive issues/corrections.</li><li>• Set public hearing date.</li></ul>
March 8, 2023	Planning Board	<ul style="list-style-type: none"><li>• Hold a public hearing and further discuss comments received during the distribution period as needed.</li><li>• Adopt plan; recommend to the City Commission for adoption.</li></ul>
May 2023 (Exact date TBD)	City Commission	<ul style="list-style-type: none"><li>• Present the final Plan and hold a public hearing.</li><li>• If prepared to do so, the City Commission may adopt the Plan by resolution.</li></ul>

All of the documents related to the 2040 Plan remain available on [www.thebirminghamplan.com](http://www.thebirminghamplan.com). You can also watch a recording of past meetings on the City of Birmingham website. As a reminder, you can still submit comments directly to the consultant team through the aforementioned 2040 Plan website, and can submit comments directly to the Planning Division to be placed in the next available Planning Board agenda.

### **Planning Board**

The Planning Board is gearing up for a big 2023. With the wrapping up of the 2040 Plan, new development projects, a robust action list, and an ever-changing landscape of new ideas and issues that need addressing, the Planning Board is due for a busy year. A tentative Planning Board list of scheduled items is provided below:

1. 2040 Master Plan – Draft #3 Review (Ongoing)
2. 34350 Woodward – Lavery Porsche – Special Land Use, Final Site Plan & Design Review (1/25/22)
3. 479 S. Old Woodward – Special Land Use, Final Site Plan & Design Review (1/25/23)

### **Multi-Modal Transportation Board**

The Multi-Modal Transportation Board will begin review of South Eton design concepts for the resurfacing scheduled for 2024 in February. The first open house took place on January 17, 2023. The Multi-Modal Transportation Board will be reviewing input and design concepts throughout the spring of 2023 before making a final recommendation to City Commission.

### **Public Arts Board**

The Public Arts Board does not have any active applications at this time and will be using their meeting time this winter to go over goals for 2023.

### **Historic Preservation**

The Planning Division recently attended a Museum Board meeting to discuss the proposed Heritage Home program and gather feedback on how we may improve the program to best suit the historic preservation goals of the city. The Birmingham Museum plays an integral role in preservation in the city, which often extends beyond the walls of the Allen House. The Heritage Home project collaboration is one of many examples of an increased connection between the Birmingham Museum and the city's Historic District Commission (HDC) and Historic District Study Committee (HDSC). In addition, the Historic District Commission is on to the third draft of the Historic Design Guidelines project, which is expected to be completed later this summer. The HDC has provided feedback to the consultants, and City Staff has remained attentive to the requirements of the Certified Local Government grant process and requirements.

### **Sustainability**

Recently, the city has engaged with Oakland County to learn about a residential green infrastructure pilot program that is being considered by the County to reduce the amount of storm water entering the combined sewer systems within the George W. Kuhn drainage district, which encompasses most of the east side, and some of the south western portion of Birmingham. The Planning and Engineering departments have participated in scoping sessions and have provided feedback to the County and hope to be selected to participate in the program over the next couple of years. In addition, the Planning Department is mapping out a vigorous approach to sustainability in the next 1-3 years, which was presented to the City Commission during Long Range Planning.

### **Lighting Issue Update**

On December 5, 2022, Mr. George Dilgard came before the City Commission to raise an issue with light fixtures at the Eton Square Apartments on Southfield Road. and express his dissatisfaction with City Staff in remedying the perceived issue. At that meeting, the City Commission was presented with a history of correspondence between city staff and Mr. Dilgard, which included in-depth research by City Staff that was performed over a period of several months. This research was performed (1) to demonstrate the complex nature of the lighting ordinance and (2) to confirm or dispel some of the arguments brought forward by Mr. Dilgard. The essentiality of this work was not to find a way to disprove or denounce the arguments brought forth, but to ensure that city staff understood completely what factors go into determining what the terms cutoff or full cutoff mean and how we may apply the lighting ordinance consistently and accurately moving forward. It is the belief of the Planning Division that this research also revealed an aged ordinance that is in need of a fresh approach that addresses new technologies and lighting science, most notably the proliferation of LED's. Regardless, the city has engaged with management at the Eton Square Apartments to remedy the issue, which should conclude in short order.

### **Police Department**

#### **Chief of Police/Promotions Update**

On January 12, 2023, Police Chief Mark Clemence ended his 37-plus-year career with the police department and started his retirement. We thank Mark for his dedicated service to our department



and the City of Birmingham. With the retirement of Chief Clemence, Captain Scott Grewe was sworn in as the next Chief for the Birmingham Police Department. This internal promotion to chief created an opening for internal promotions to back-fill each position. A promotional process was conducted in December of 2022.

The Birmingham Police Department's promotional process is based on a point system where applicants are awarded and earn points. This process includes a written examination, oral interview, yearly evaluations, seniority and education. The panel for the oral interview consisted of a deputy chief and two captains from outside agencies.

As a result of this process, the Birmingham Police Department is pleased to announce the promotion of Sgt. Alex Linke to the Lieutenant position. Additionally, we are also pleased to announce the promotion of Ofc. Jordan Zale to the Sergeant position.

## **Parking Systems Update**

### **Equipment**

The long awaited installation of new parking structure equipment has started. New TIBA parking equipment has been installed at the Chester Street garage, and the equipment will be installed at the Pierce, Peabody, Park, and North Old Woodward structures (in the order listed) by the end of February/early March.

Once the new TIBA equipment is installed, city staff is looking to extend the agreement with ParkMobile into its parking structures, giving the city one consistent online payment provider for all things parking. Currently ParkMobile is offered as a form of online payment for all metered parking.

### **Construction**

WJE Engineering has been working on completing their assessment of the Pierce Street Garage, as well as having an MEP (mechanical, electrical, and plumbing) consultant review all the garages. WJE hopes to have the construction documents finished by April, with the bidding process taking place in May. This work is part of a larger five-year repair project that not only continues the ongoing concrete restoration and repair, but includes MEP of the garages. This will include designing the staining of ceilings, LED lights, etc. Construction bidding will take place around April/May 2023.

### **Occupancy**

DECEMBER AVG CAPACITY	
Chester Garage (880)	33.31%
Old Woodward (745)	42.92%
Park Garage (811)	49.98%
Peabody Garage (437)	69.82%
Pierce Garage (706)	66.41%

## **Future Agenda Items**

Download a summary of [future agenda items](#).

## **Future Workshop Items**

Download a summary of [future workshop items](#).