



CITY MANAGER'S REPORT

February 2021

Baldwin Public Library

The Baldwin Public Library Board is currently [accepting applications](#) for a vacant Board seat after the resignation of Bob Tera. While the Library remains [closed](#) to the public, [Curbside Pickup](#) is available seven days per week and [virtual programs](#) for all ages are available. The Library continues to offer a plethora of [online services](#), including digital books, audiobooks, magazines, music, and movies.

The Birmingham Museum

The RFP for the Allen House's Historic Window Restoration Project has been posted. We hope to have a contract ready for the Commission to review at their March 22 meeting, with an anticipation of work beginning in April. The Heritage Zone landscape improvement project RFP will be posted in early February with a contract ready for review by the Commission some time in April.

In recognition of Black History Month, the museum will be releasing more extensive information on the story of George and Eliza Taylor, the first African American property owners in Birmingham. The Taylors were formerly enslaved people buried in Greenwood Cemetery in 1901 and 1902 whose story was forgotten. The museum will be sharing recent research into the Taylors and their connections to nearby African American families to provide a better understanding of local black history.

Birmingham Shopping District

The Birmingham Shopping District's annual Birmingham Restaurant Week promotion just concluded. This year, as an added incentive, diners were able to earn \$25 in Birmingham Bucks for each \$50 spent at a BSD restaurant. This encourages individuals to come back into the city to shop. Another way the BSD is offering assistance to local businesses during these difficult times is by distributing PPE. And, the search for a new executive director of the BSD is ongoing.

Building Department

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. The update also provides department news and team updates.

Clerk's Office

Greenwood Cemetery

Data Entry for GIS Mapping

The Clerk's Office and Museum Staff started training on a GIS mapping data entry project with City Planner Brooks Cowan the second week of January. Clerk's office staff are in the process of organizing all of our cross referencing data sources to confirm records before entering them into the database.

This will be a very intense and time consuming project for the Clerk's office and Museum staff and will likely take several months.

Ground Penetrating Radar (GPR)

The Clerk's Office needs more time to gather research and information before bringing this issue back to GCAB for further consideration and direction.

March is Cemetery Cleanup Month!

Creative Collaborations coordinates time with the City of Birmingham's DPS staff to clean up all grave blankets and Christmas decorations that will get picked up along with any other debris.

April & May

Creative Collaborations and the City of Birmingham's DPS staff schedule time with respect to the weather to top dress, seed or reseed and complete an additional cleanup in the spring.

Markers and memorials can start being delivered and installed on April 1st.

Creative Collaborations and the City of Birmingham's DPS staff schedule the regular spring fertilization.

Turf Improvement

Cheri Arcome of Creative Collaborations suggested and has been working closely with the City of Birmingham's Department of Public Services to improve the turf on cemetery grounds beyond the regularly scheduled maintenance and fertilizations.

Liquor License Renewals

Letters were sent out for liquor license renewals on December 15th and the Clerk's Office received 28 applications back for renewals. The applications have been processed. All other departments have done their necessary inspections and are working on their reports for the February 22, 2021 City Commission Meeting. Postcards to applicants will be sent out next week notifying them of the city commission meeting date and time.

All other Annual Licenses

Most of the annual licenses were due on January 31, 2021. The licenses have been processed and are awaiting their approvals from each department. Any late applications will be charged a 50% penalty. Outdoor dining licenses were sent out at the end of January and are due at the end of February. We are currently waiting for outdoor dining applications to be returned. Annual refuse collection licenses will be sent letters in early April.

Special Events

Five special event applications were submitted in January. Four of the applications have been processed and have set City Commission meeting dates. One is changing the location due to a wedding conflict and we are waiting for their final application.

Pet License

Pet license renewal post cards are being sent out at the beginning of each month now and have shown to be very effective. The Clerk's office has been receiving many pet license renewal applications in the mail and online. We are working on updating our postcards to have the pet license website link for online renewals.

Birmingham Government Day Video

The city's annual Celebrate Birmingham Hometown Parade is a beloved tradition that regularly occurs in May. The celebration serves in part to recognize residents who give their time and talents as members of city boards and commissions. In light of the current statistics and progression of the COVID-19 pandemic, the in-person gathering of the celebration is cancelled. The City still wishes to show gratitude for its volunteers and has an alternative way to celebrate Birmingham. The City Clerk's Office would like to celebrate our board members in a safe way with an appreciation video that includes each board/commission's accomplishments and photos of members with a scheduled release date of May 16, 2021. We encourage everyone to view the appreciation video on our website: www.bhamgov.org/parade.

Department of Public Services

An [update from the Department of Public Services](#) provides information about: Birmingham Tree Manual and Standards of Practice, a grant from the Michigan Department of Natural Resources, Tree City USA application, a water level sensor at the far northern end of the Linden Park trail, and the 2020 Annual Golf Report.

Engineering Department

The recently completed Maple Road Reconstruction project has won an award from the [Michigan Concrete Association](#). Special thanks to the businesses in the work area for their patience during construction of this project, which can now be enjoyed by their patrons for many years to come.

Finance Department

Assessing

Assessing notices for 2021 will be mailed later this month. The notices will have information concerning the March Board of Review dates and times. This year the Board of Review will meet virtually.

Treasury

Winter taxes are due on February 16th. After that date, winter taxes will be subject to a penalty and collected until March 1st.

Finance

City Manager will meet with department heads concerning their fiscal year 2021-2022 budget requests and planning amounts for fiscal year 2022-2023 and 2023-2024.

Finance Director Gerber will be out most of the month on medical leave. Please contact Assistant Finance Director Kim Wickenheiser for questions.

Fire Department

In the month of February, half of the Fire Department's Paramedics will complete their bi-annual Advanced Cardiac Life Support (ACLS) recertification. Chief Wells, Assistant Chief Bartalino, and Fire Marshal Pesha are also certified Paramedics and will be ACLS re-certified.

The Fire Department will continue to apply for various CARES act and Public Assistance grants related to COVID-19. Chief Wells will continue to work with the County on acquiring the COVID vaccine in hopes of vaccinating the City's residents.

Information Technology

The IT department is working with the communications department to review the recording and streaming of boards.

Up to this point the meetings that we have been streaming were being recorded and broadcast on BACTV and are as follows:

Advisory Parking Committee
Multi Modal Transportation Board
Board of Zoning Appeals
Parks and Recreation Board
City Commission
Planning Board

We are adding the HDC / DRB meetings as requested to our streaming service.

Manager's Office

Human Resources

A [memo from Interim Human Resources Director/Assistant City Manager Jim Hock](#) summarizes the City's existing and expired COVID relief initiatives. An agenda item will be prepared for the March 8, 2021 Commission meeting with the Parking Committee's recommendation regarding parking structure fees, along with staff recommendations on continuation of any other COVID relief actions that have expired or are set to expire at the end of March.

Communications

The Communications team is reviewing survey results regarding the City's website. An RFP for hosting and web design services will be placed on MITN within the next month. The team is also working on articles for the spring edition of the print newsletter.

Beier Howlett

The City received a [letter from Beier Howlett](#) dated January 27, 2021 regarding the transition of legal work performed for the City of Birmingham. Effective immediately, the City's designated attorney is Mary M. Kucharek.

Planning Department

Wall Art in Birmingham - The City of Birmingham does not currently allow murals to be painted on buildings. Murals are considered "signage" and the sign ordinance prohibits signage from being painted directly on to buildings. The Public Arts Board has indicated a desire for the City to allow murals to be painted on to buildings. Following an inquiry from Griffin Claw in 2020, the Design Review Board (DRB) has also considered changes to the zoning and sign ordinance in order to permit murals. One of Public Art Board's recommendations in their Terminating Vista report in August 2020 was to amend City policy so that murals are allowed.

Both the Public Arts Board and the Design Review Board were amenable to an application process where both Boards review the proposed mural design. The Design Review Board discussed limiting murals to certain geographic areas of the City. There seemed to be general consensus from both Boards that The Rail District and vias of Birmingham could be ideal locations. Frontages of buildings were not recommended to be eligible for murals.

In order to eliminate the gray area of signage vs. artistic design, the Public Arts Board has proposed an application and review process that begins with the Public Arts Board and is then finalized by the Design Review Board. An application would be required to include the location and size of the mural, rendering of proposed art, artistic medium, a staging plan and timeline for the work. The Public Arts Board would review the application and make a recommendation to the DRB. The DRB would then review the proposed design and vote to approve or deny based upon approval criteria of the DRB. A public notification process would be involved at both the Public Arts Board hearing and the Design Review Board.

Proposed ordinance changes will go to the Design Review Board in the beginning of March. If approved, changes will go to the Planning Board and then City Commission for final approval.

Police Department

1. Michigan Association of Chiefs of Police (MACP) mock assessment for department accreditation is scheduled for February 16, 2021.
2. Dept. personnel met with personnel from Bloomfield Township and Auburn Hills on Thursday, Feb. 4, 2021 to discuss developing the inerlocal agreement, job description and security protocols for the new Mental Health Co-Responder Response program.
3. Full time Police Officer Yacoub Iseid left the department on Jan. 31, 2021 to pursue a career in the private sector with General Motors in the field of information technology. Yacoub worked for the City for seven years.
4. Part time Dispatcher David Sharick left the department on Jan. 29, 2021 to pursue a career in the private sector with Ford Motor Company in the field of security and threat assessment. David worked for the City for one year.
5. On Sunday, January 31, 2021, the City of Clawson Police Department called out the Major Case Assistance Team (MCAT) to assist them in a homicide investigation. Our department is a member of the MCAT team. The suspect was arrested and charges are pending.

Future Agenda Items

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

Future Workshop Items

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