



CITY MANAGER'S REPORT

June 2021

Baldwin Public Library

The Library is open for Curbside Pickup and visits of any length, seven days a week. Virtual programs for all ages are ongoing. Room rentals will resume July 19. Baldwin's annual summer reading program is running now through August 8. Library patrons can now check out free day passes to the Oakland County MetroParks; visit www.baldwinlib.org/michigan to check out and download the pass. At the Library Board meeting on June 21, the Library Board voted to approve a new policy that will eliminate all overdue fines for patrons. Director Rebekah Craft will be issuing an RFP for architectural services for Phase 3 of the Library's Building project on June 22 via MITN. All library staff are undergoing performance evaluations with their supervisors during the month of June. Staff will receive merit-based pay increases on July 1.

The Birmingham Museum

With the easing of the pandemic, the museum has developed a phased approach to reopening. As of July 1, the museum's Allen and Hunter Houses will be open to the public Tuesday through Friday from 1 to 4 p.m. The museum's 2020 exhibit, "Beyond Suffrage: Empowering the Women of Birmingham" will be extended through 2021 due to its premature closure last year. This exhibit explores some of the groundbreaking women who have contributed to Birmingham's story and to the larger community, including early pioneer sisters, suffragists and activists, politicians, aviators and even an astronaut, among many others. The Friday Porch Pop Ups will continue through September 30 and are free to the public. After Labor Day, the museum will return to its normal operating hours of Tuesday through Saturday from 1 to 4 p.m., and first Thursday of the month until 8 p.m.

Birmingham Shopping District

- The Birmingham Shopping District would like to welcome the following new businesses that have opened in the last eight weeks: Mandy Rose Makeup, the Birmingham Pub, Area Rugs, the Claymore Shop (new ownership), Beauty Fusion Aesthetics and the Daxton Hotel! The BSD continues to work hard to attract new businesses and innovative concepts to our downtown.
- We are pleased to welcome Alex Pedersen as the new Market Manager of the Birmingham Farmers Market and Claire Galli as the new Office and Events Assistant.

- Movie nights are returning to Booth Park. The next Movie Night will feature the movie Elf on the evening of Friday, July 16th at 7:30 p.m. The movie Cars will be featured on Friday August 13th at 7:30 p.m. in Booth Park.
- Day on the Town, Birmingham's biggest annual retail event, is scheduled for Saturday, July 31st from 9:00 a.m. to 6:00 p.m. The deadline for businesses to register to participate is July 9th. Registration forms can be found at allinbirmingham.com.

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.
- Andrew Erickson was just appointed to the Zoning Board of Appeals by the City of Beverly Hills.
- Patty Curtis, Code Assistance Officer, received her International Code Council Property Maintenance and Housing Inspector Certification!
- In our continuing efforts to improve construction site safety and address concerns from the public, the Building Department has implemented a new policy regarding construction inspections. Inspectors will no longer conduct inspections on a project if their site is not in compliance. For example, if a site is determined to have construction fencing violations, the inspection will be cancelled and Code Assistance will be notified.
- In May we processed 365 online permit applications, bringing our total to 1,819 online permits for 2021.

City Clerk's Office

Recognition of Staff

The City Clerk's Office would like to welcome our newly appointed Deputy Clerk Jessica Schaffner. Jessica comes to Birmingham after serving in the clerk's offices of Shelby Charter Township and the City of Eastpointe for the past 13 years. Jessica is passionate about election administration and keeping records organized.

Elections

Candidate filing packets for the November 2, 2021 election are available at the Clerk's office for anyone who is interested in running for City Commission or the Library Board. The Clerk's office will send confirmation letters to past election inspectors in August, recruit additional workers in September, and train all election inspectors in October in preparation for the election on November 2, 2021.

Greenwood Cemetery

Future Agenda Topics for Greenwood Cemetery Advisory Board

July 9 - Meeting in-person at City Hall

- Continued discussion on updating the rules and regulations for Greenwood Cemetery
- August 6 - Meeting in-person at City Hall
- Selection of chair and co-chair
 - Draft annual report for Greenwood Cemetery
 - Continued discussion on updating the rules and regulations for Greenwood Cemetery

Board Vacancies & Upcoming Appointments

There are upcoming board appointments in July and August for the following Boards:

- Historic District Study Committee
- Hearing Officer
- Retirement Board
- Museum Board
- Greenwood Cemetery Board

City Manager's Office

Communications

Summer Newsletter

Residents will receive the newly reformatted summer newsletter in their mailboxes this week. We are happy to announce the newsletter has been renamed "The Birmingham Beat" following a survey on Engage Birmingham in which more than 150 people participated. This edition features information about the upcoming election, fireworks ordinance, Mental Health Co-Responder Program, the 2020 Consumers Annual Report on Water Quality, summer property tax reminders, upcoming events and more.

Human Resources

Assistant City Manager

This week the Human Resources Department has been conducting phase one interviewing of qualified candidates for the Assistant City Manager position. At the completion of these interviews early next week, a recommendation will be made to the City Manager who will review the recorded Zoom interviews and decide on who he will move forward.

Human Resources Generalist

Sarah Mistretta began working as Human Resources (HR) Generalist for the City's HR Department on June 14. Sarah most recently worked for Redford Township and the City of Centerline, both within their Human Resources departments, where she handled all aspects. Highly educated, Sarah has completed her SHRM-CP, designating herself as a professional in the field of HR. Outside of work, Sarah carries many other responsibilities including the care of her children and Firefighter, as well as working with multiple volunteering efforts and non-profit organizations.

Parking System Manager and Elevator Services

The City created an RFP for elevator services and three bidders submitted proposals. There were significant differences in these bids which will require a greater level of due diligence

by staff to assure that we are going to get the level of service and response times that we expect. With that being said, the City is currently advertising for a [Parking System Manager](#) who will oversee the City's five (5) municipal parking systems, three (3) surface lots, and numerous metered parking spaces. Therefore, it makes sense to have the experience of this new hire to conduct this due diligence, and the fact that the bids are good for 120 days, we will continue to use the current provider, KONE Inc. on a monthly basis until the bid is awarded by the end of September. The Parking System Manager position has been advertised in the appropriate publications to recruit for this specialized position. The closing date is July 2 and interviews will begin immediately. Once that person is hired they will focus immediately on the review of License Plate Recognition technology and plan for bidding, purchasing, installation and implementation.

Miscellaneous

Request for Qualifications for Legal Services

A [Request for Qualifications \(RFQ\) for legal services](#) will be issued on July 7, 2021. Proposals will be solicited for the purpose of entering into a retainer agreement for full service legal representation covering the entire scope of the city's municipal affairs including prosecution in District Court with the exception of labor relations and bond counsel.

South Oakland County Mayors Association Meetings

The South Oakland County Mayors Association (SOCMA) will resume its monthly dinner meetings in September 2021. The first meeting will be hosted by Troy on September 15, 2021. Birmingham will host SOCMA's January 12, 2022 meeting along with Berkley, Beverly Hills, Lathrup Village, and Royal Oak Township. A complete list of meeting dates can be [found here](#).

MIDC Compliance Plan and Cost Analysis Renewal - FY 2022

The City recently received the following letter regarding the approval of the Michigan Indigent Defense Commission (MIDC) Compliance Plan and Cost Analysis.

06/21/2021

City of Birmingham
152 Martin Street
2nd Floor
Birmingham, MI 48009

Dear Stephanie Achenbach,

Please be advised that the Michigan Indigent Defense Commission (MIDC) has reviewed the compliance plan and cost analysis submitted by your system. This letter shall serve as official notice that the plan and cost analysis submitted by your system has been approved by the MIDC.

We are in the process of submitting financial estimates and related information to the Department of Licensing and Regulatory Affairs and the State Budget Office to secure funding to distribute through a grant for the approved cost analysis. See MCL 780.993(7).

After your system receives funding it will have 180 days to comply with the MIDC's standards pursuant to the terms of the approval plan, cost analysis, and grant provisions. See MCL 780.993(10); 780.997.

The legislative budget process for FY2022 is ongoing. Upon approval of a final budget by the legislature and Governor, we will advise regarding distribution of a grant to your system. In the meantime, if you have any questions, please feel free to contact your Regional Manager, Nicole Smithson at (586) 638-6546 or by email at SmithsonN@michigan.gov.

Thank you very much for your cooperation with this process.

Sincerely,

Loren E. Khogali
Executive Director

Department of Public Services

Barnum Park Trees

Over the last 2-3 growing seasons, we have lost 41 trees at Barnum Park. A total tree count of 384 trees were inventoried at Barnum in 2016. While 41 dead trees does appear to be a significant loss, it computes to about a 5% per year loss if you figure 20-21 trees per year over 2 years. Still, it is significant compared to previous years, and we have been investigating why this may be the case. We did not remove the 20 or so from last year, as the arborist's initial assessment was frost damage and that the trees may recover.

Upon review this season by City Staff, the City's contract arborist, a plant health care technician from JH Hart, and the invasive species removal contractor Cardno, I provide the following information. The dead trees are from various planting periods and are scattered throughout different areas of the 9-acre park. Some contributing factors are the result of no irrigation in some areas, frost damage during prime leaf bud season, some herbicide damage in the native prairie areas and bad soil conditions in parts of the park areas.

The good news is since the plant health care professionals and certified arborists have actively been involved with this, a plan is in place. The action plan will include amending the soil with micronutrients twice a year for the new trees and existing tree locations where needed. We will start to remove the dead trees as soon as feasible and spend time on improving the soils. New plantings will occur as part of the fall planting program, as this is the next best-recommended time to plant trees.

Kenning Park

Birmingham Little League (BLL) approached the City requesting we start working on the improvements to the remaining two (2) fields at Kenning Park during 2022. BLL heard they would be hosting the 2023 Michigan Little League Minors State Tournament at Kenning Park. The 2019 Parks and Recreation project priority list took into account all capital projects from community outreach, polls/surveys including the 2018-2022 Parks and from Recreation Master Plan. The project line-up is based on a variety of variables including whether concept plans

were prepared for various parks, the age of equipment at parks and other areas needs in order to determine sequencing of community-wide projects.

The Kenning Park capital projects listed in the Parks and Recreation Master Plan includes a phased implementation of the ball fields, which occurred during 2019 and 2020. The remaining two ball fields and other elements of the concept plan will be in the later phase of the Parks and Recreation Bond issue.

Projects listed in Schedule 1 of the bond issue are either underway or will be planned, designed and/or developed during 2021 – 2024. These include the Birmingham Ice Arena, Adams Park, Pickleball Court selection, Rouge River Trail Improvements and the Booth Park Corner Feature.

We do, however, anticipate beginning design, preparing specifications and bidding out projects before the Schedule 2 bond issuance occurs. This way we will be able to hit the ground running with the expected projects for the projected period of 2024 – 2027.

Therefore, we informed BLL these fields are not scheduled at this time, nor did the City anticipate returning to Kenning Park for additional improvements before other projects were completed or got off the ground. The Donation Agreement between the City and BLL from 2017 applied only to the two newly constructed fields at Kenning Park.

Ice Arena Project Budget and Change Order (adds and credits) Status

The Commission approved the \$5,797,606.00 Ice Arena Renovation/Addition Project Budget on 4-12-21. This figure included the following items:

1. The General Contracting award to C.E. Gleeson Constructors, Inc. for \$4,891,200.00.
2. Professional fees/soft cost budget for \$515,110.00 (Note: included in this approved budget is a \$391,296.00 owner-controlled contingency)

Plante Moran Cresa and the Project Team budgeted and procured contracts outside of the C.E. Gleeson's engagement for civil engineering, material testing, technology/PA/sound, environmental consulting and abatement. This will allow for a reduced project cost and create independence with their engagement. As these engagements have been "bought out", adjustments have been made from budgeted to actual costs. It is important to note that all of these engagements were part of the Commissioner approved professional fees/soft cost budget listed above.

With input from the design and engineering professionals, Plante Moran Cresa and the Project Team have been pursuing several value-engineering items to help reduce overall project cost without jeopardizing quality. As of June 22, 2021, there have been thirteen change order adds and credits that have been executed all within the approved budget. These changes are a result of unforeseen conditions or value added adjustments. DTE is requiring the City to change the primary electrical line servicing the arena from their existing shorter, older utility pole to their newer higher pole installed by DTE approximately three years ago. Boring a new underground primary to connect to the new DTE pole located on Lincoln will cost \$73,079.09. The current primary line is original and was installed when the arena was built

in 1972. This primary is housed in galvanized conduit and is only +/-18" below grade. The new primary will be installed in 4" PVC conduit at a depth of at least 36" below grade to meet current DTE requirements.

The party room addition in the front of the Ice Arena (northwest corner) needed to shift westerly due to the existing water main running beneath the easterly edge of the proposed new room. A change order for Andrus Architecture to make document adjustments for this was for \$7,800.00.

The Project Team also decided to have new bleachers installed rather than modify the existing bleachers which will provide the following benefits: 1) meet current ADA requirements for wheelchair viewing areas, 2) eliminate issues with modifying the existing bleacher system to conform with the new configuration, 3) color code the new bleachers with the proposed arena paint scheme 4) reduce project schedule risk.

The forecasted remaining project contingency items include a mechanical equipment credit, exterior painting and budgeted G2 material testing. This will provide an owner controlled contingency balance of \$264,940. See the current [Ice Sports Arena Renovations/Additions project budget](#).

The Project Team, with the help of Plante Moran Cresa, is doing everything possible to stay on time and under budget. Unused contingency will be returned to the City for other Parks and Recreation project initiatives. Adjustments have been made to address supply change issues due to the COVID pandemic that have affected this renovation project. Value engineering and budget adjustments will continue during the construction process to account for material availability and delivery issues the General Contractor is encountering during this project build.

Engineering Department

The 2020 Drinking Water Consumer Confidence Report is being distributed with the summer newsletter, and can be found online at www.bhamgov.org/waterqualityreport. The City's engineering consultant, HRC, will be completing road condition ratings in the upcoming weeks for all City streets, including those considered to be unimproved. Look for an update on conditions and preliminary findings later this summer.

Finance Department

Retirement Investment Consultant

At a special meeting of the Birmingham Retirement Board and Retiree Health Care Investment Committee on June 23rd, the respective boards decided unanimously to award the investment consultant contract to Captrust Financial Advisors.

This decision culminates a process which took over nine months to complete and several meetings of the Retirement Investment Committee to develop the RFP, review responses, interview candidates and make a recommendation all while working under COVID restrictions.

Captrust Financial Advisors was selected because of their approach to managing portfolios like Birmingham's. As one of the largest independent investment advisory firms in the country, they

bring extensive knowledge of managing portfolios with the size and characteristics of Birmingham's. After identifying Captrust Financial Advisors as the preferred contractor, we were able to successfully negotiate a fee from \$115,000 originally down to \$90,000 (\$60,000 for retirement and \$30,000 for retiree health care). This is approximately the same amount we are currently paying and less than what we would have paid in fiscal year 2021-2022. This fee is fixed for three years with an inflationary increase after that.

Fire Department

The Fire Department would like to thank Alexis and James Goldberg for donating their house on Shirley Drive for training. The Fire Department will be able to perform simulated fire and rescue operations at the home prior to demolition. Artificial training smoke will be used to create a realistic, yet safe, atmosphere. In the last three months, the Fire Department has hired five new Firefighters and this wonderful donation provides a unique training opportunity that will aid in growing their competencies.

Planning Department

Birmingham is fortunate to have many residents actively engaged in the activities and issues that we face as a community, including volunteer participation on our numerous boards and committees. This commitment to serve the community comes with the responsibility to serve the community in an inclusive, respectful and considerate manner in all dealings with applicants, residents and the general public. All volunteers represent the City, and are encouraged to be mindful of their words and actions while engaged in public service, and to continuously strive to educate themselves on inclusivity, sensitivity and ethical matters. To assist in these efforts, the [attached letter](#) will be distributed to all volunteers serving on a City board or commission.

Police Department

Great Lakes, High Stakes Campaign

For the past two weeks, the police department participated in the "Great Lakes, High Stakes" traffic enforcement campaign. There has been a dramatic rise in speeds as well as fatal crashes since the pandemic began more than a year ago. State wide, preliminary crash data indicates 1,083 people died from crashes on Michigan roads in 2020, a ten percent increase over 2019, with 985 deaths reported. The Office of Highway Safety Planning (OHSP) and the National Highway Traffic Safety Administrations Region 5 Office are partnering in a regional traffic safety campaign this summer called "Great Lakes, High Stakes". Speed enforcement was emphasized between June 19 and 27, 2021.

Michigan Association of Chiefs of Police Department Accreditation Board

The police department will go before the Michigan Association of Chiefs of Police Department Accreditation Board on Monday, June 28, 2021 for their final interview. Chief Clemence will call me on Monday with the results of that hearing.

Future Agenda Items

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

Future Workshop Items

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