



CITY MANAGER'S REPORT

August 2021

Baldwin Public Library

At a special meeting on August 9, the Library Board interviewed the three architectural firms that submitted bids to design the front entrance and circulation area of the Library. The Library Board selected Merritt Cieslak Designs as the winning bidder at their regular Board meeting on August 16. The Children's Garden on the north side of the building will be expanded later this fall to include more outdoor programming space. This project is being funded by a donation from the Jane M. Van Dragt Trust. Starting at the beginning of September, the second floor will be carpeted and refurbished, also using a donation from the Jane M. Van Dragt Trust.

The Birmingham Museum

When school starts this fall, students going to Seaholm High School's College and Career Center will be met with captioned wall-sized graphics drawn from the Birmingham Museum's collection of historic Seaholm images. The project not only helped the school realize its vision, but also creates a permanent exhibit that provides historic context to help students connect to the past while they plan their future.

Birmingham Shopping District

Welcome, Sushi Japan

The Birmingham Shopping District is pleased to welcome Sushi Japan as the newest downtown business, located at 176 South Old Woodward.

Birmingham Movie Night

In accordance with the spirit of the Dream Cruise season, Birmingham Movie Night featured the movie Cars on Friday, August 13th in Booth Park. The event was well-attended, attracting the largest number of guests of the entire 2021 Movie Night series.

Birmingham Cruise Event

The Birmingham Cruise event will occur on Saturday, August 21st, from 9:00 a.m. to 5:00 p.m. on South Old Woodward between Bowers and Landon Streets. The BSD plans to take every potential measure of precaution concerning safeguarding public health amid the rise in Covid-19 Delta variant cases. BSD staff will wear masks at the event. The general public will be urged to wear masks and socially distance as much as possible. Further, signs will be placed throughout the event footprint, encouraging the

use of masks to protect public health. A total of seventy-four cars will be featured in the car show, which were selected by lottery in order to fairly accommodate the demand for participation due to the reduced footprint this year.

Promotional Videos

The BSD has hired SEEN Media to produce promotional videos of downtown Birmingham. The videos will feature downtown businesses, merchandise found in retail stores, and promote the overall experience of downtown Birmingham to audiences across multiple media platforms. This is part of a greater comprehensive strategy to market the downtown district as a regional shopping and dining destination.

Building Department

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.

Enforcing Vegetation Overhanging Sidewalks

The Building Department has implemented a new program for proactively enforcing vegetation overhanging City sidewalks. This was due to an increased number of complaints regarding these violations to our City Code. Our inspectors and Code Assistance Officers are working in conjunction with the DPS and Engineering staff to keep an eye out for overgrown vegetation during inspections and throughout their daily routine. Our software has been updated concerning this complaint tracking to make reporting these violations easier. We have made the identification and abatement of these violations proactive rather than reactive with all field staff on the lookout.

Welcome, Suzanne Pedigro

The Building Department would like to welcome Suzanne Pedigro! She comes to us from McKenna and Associates and brings 31 years of experience from West Bloomfield Township where she was the Building Department Permit Coordinator.

Online Permit Applications

In July we processed 411 online permit applications, bringing our total to 2,399 online permits for 2021.

City Clerk's Office

Elections

Important Dates for the November 2, 2021 Election

- Week of Aug. 23 – Applications for absentee ballots mailed to voters on the permanent absent voter list
- End of September – Absentee ballots will start to be mailed to requesting voters

- Oct. 18 – Last day to register to vote by mail or at mi.gov/vote
- Oct. 19 – Nov. 2 – Unregistered voters must schedule an appointment to register in person with the clerk's office.
- Oct. 29 by 5:00 pm – Last day to request an absentee ballot by mail or at mi.gov/vote
- Nov. 1 at 4:00 pm – Deadline for obtaining an absentee ballot in person at the clerk's office
- Nov. 2 – Election day. Polls are open 7:00 am – 8:00 pm
- Nov. 2 by 8:00 pm – Deadline for all absentee ballots to be received and processed at the clerk's office. Any absentee ballots received after 8:00 pm on Election Day will not be counted.

For more updates and information on the November 2, 2021 election visit bhamgov.org/voting.

Additional considerations:

Are you registered to vote in Birmingham? If you're not certain, need to register or change your address, visit mi.gov/vote. This website is a great tool for these tasks and more, including finding the location of your polling place and tracking your absentee ballot mailing and received dates.

If you wish to vote absentee, you must complete an application for an absentee ballot. If your name is on Michigan's permanent absent voter list, this application was mailed to your address on file in late August. If you didn't receive an application, the fastest way to get one is via MI.gov/vote. On the left sidebar, select "Absentee voting." Next, under absentee voter ballot applications, click on the first bullet labeled "Apply Online." This takes you to the online application; please complete it and click submit.

Does the clerk's office have your current address, phone number and email?

We need a method to contact you with questions about your absentee ballot or application, or if you forget to sign. If you will not be at your residential address in October and are voting absentee, please inform the clerk's office of your temporary address to ensure you receive your absentee ballot. By law, official election mail cannot be forwarded by the post office.

Birmingham's ballot drop boxes are a secure 24-hour option for returning ballots, and – keeping in mind the deadlines above – voter registrations and absentee ballot applications. Drive-up and walk-up ballot boxes are located behind city hall.

Interested in becoming an election inspector? Please contact the clerk's office at 248-530-1880. A downloadable inspector application and additional details are available at www.bhamgov.org/electioninspectors.

Greenwood Cemetery

[Future Agenda Topics for Greenwood Cemetery Advisory Board \(GCAB\)](#)

September 3 - Meeting in-person at City Hall

- 2022 GCAB Meeting Schedule
- Continued discussion on updating the rules and regulations for Greenwood Cemetery
- Continued discussion on a policy for installing monuments in recognition of a person of historical significance
- Update on the gravestone survey and inventory project

October 1 - Meeting in-person at City Hall

Topics to be determined

Upcoming Board Appointments

As terms expire, notice will be given for existing members to reapply or for new applicants to apply to the following boards in September and October:

- Board of Zoning Appeals
- Planning Board Alternates
- Multi-Modal Transportation Board
- Birmingham Shopping District

Board Vacancies

The following boards have open positions that were noticed and have not yet been filled:

- Advisory Parking Committee
- Alternate Hearing Officer
- Martha Baldwin Park Board
- Storm Water Utility Appeals Board
- Triangle District Corridor Improvement Authority

For more information visit bhamgov.org/boardopportunities.

City Manager's Office

Communications

Monthly Manager Reports

To increase awareness about this report and further educate the community about city happenings, monthly manager reports will now be included in the Around Town e-Newsletter in addition to their current placement at www.bhamgov.org/citymanager.

Citizen Request App

The IT and Communications teams are researching citizen request apps to supplement the website submission form. It is our hope that offering an app in addition to the website form will make it easier than ever for residents to submit comments and/or concerns to the city.

Printing Company

The city's long-time printing company, Dearborn Lithograph, has closed. We will issue a Request for Proposal for printing services this fall.

New Projects on Engage Birmingham Coming Soon

More than 300 people completed a survey about year-round outdoor dining on [Engage Birmingham](#). In the coming weeks, residents will have an opportunity to share feedback with new projects about Food Trucks, the South Eton Street bikeway design, a "Name the Street Sweeper" contest and more.

Human Resources

Congratulations to Jana Ecker and Melissa Fairbairn

We are pleased to announce that Jana Ecker has been promoted to Assistant City Manager, and Melissa Fairbairn will be taking on advanced responsibilities in her role of Assistant to the City Manager. Their unique skill sets and wealth of knowledge make them excellent candidates for these positions. The City Manager is hopeful and excited that this mentorship and succession based office structure will foster leadership that generates consistency and stability for years to come.

Miscellaneous

Request for Qualifications for Legal Services

Eight firms submitted proposals for legal services and were included in the initial round of interviews during the week of August 16. The City Manager will conduct a second round of interviews with the top firms later this month. The City Manager will share videos with the City Commission of interviews with law firms that reach the second round, and invite the Commissioners to share their views with the manager. Following the interview process, the City Manager's appointment will go before the City Commission for confirmation in September.

Americans with Disabilities Act Obligations for Outdoor Dining Areas

City Manager Tom Markus received a letter from the United States Attorney's Office which reminds municipalities and restaurants that the Americans with Disabilities Act (ADA) applies to all restaurant dining spaces, including outdoor dining areas. The letter addresses accessibility requirements for ADA compatibility, and states these requirements are to be considered and discussed when restaurants seek to create or expand an outdoor dining area. The letter has been shared with Birmingham restaurants and is [available for download here](#).

MDOT Intelligent Transportation System (ITS) Proposal for Woodward

The Michigan Department of Transportation (MDOT) held a meeting on Tuesday, July 20, 2021 to discuss the M-1 Intelligent Transportation System (ITS) project with Birmingham and other local communities. Download the [meeting minutes here](#).

The following correspondence serves as a brief update on the continuing concerns with the MDOT ITS proposal for Woodward. Follow [this link to view a letter to MDOT](#) from

Bloomfield Township Supervisor, Dani Walsh, and [MDOT's response correspondence here](#).

Department of Public Services

2021 DTE Energy Foundation Grant Award

Birmingham received a \$4,000 grant to help supplement our tree planting program! This annual grant program is sponsored by DTE Energy Foundation and administered by Michigan's Department of Natural Resources and ReLeaf Michigan, a nonprofit organization. Birmingham's urban forest, consisting of trees along street right-of-ways, public parks and golf courses, is estimated to provide more than \$20 million worth of benefits to our community, and grants like this help us maintain our trees and replace the trees lost throughout the year.

Tree Manual and Standards of Practice

Birmingham is thankful for the grant funding they received from the Michigan Department of Natural Resources in cooperation with the U.S. Department of Agriculture Forest Service through its Urban and Community Forestry Program, the goal of which is to preserve, protect, expand, and improve Michigan's urban and community forestry resources.

In 2020, Birmingham received a grant from the Michigan Department of Natural Resources and worked with Davey Resource Group, Inc., "DRG", to develop this Tree Manual and Standards of Practice. The purpose of this tree manual is to provide information to the public and City staff that clarifies specific technical regulations, standards, and specifications necessary to implement the City ordinances related to trees. It also provides information about industry best practices and how they apply to Birmingham's urban forest, so the community can achieve its management and preservation goals. Specifically, this manual addresses the following goals: • Align City tree maintenance guidelines with community goals and priorities. • Provide the City with valuable tools to help enforce City tree policies. • Establish clear guidance in the requirements, practices, and enforcement of tree maintenance. • Promote the valuable role trees play in your community. • Ensure compliance with current industry-accepted best practices and standards. To write this Public Tree Manual and Standards of Practice, DRG reviewed pertinent documents, conducted interviews with City staff and the Contracted Arborist, and collected information about industry best practices and solutions to municipal forestry problems.

We would like to thank and recognize the City Manager, all City Departments and Boards involved with the development of this new tool for the City of Birmingham. It will soon be available on the Forestry & Environment City webpage.

Adams Park Concept Plan Update

Currently, the concept plan is under review by Roper School after recent modifications were made with the input and review from the Neighborhood Associations related to this park location. Afterwards the revised concept plan is going to be launched on Engage Birmingham for Citywide public input. Watch for further updates. We expect an updated cost estimate in the near future from Michael J. Dul & Associates.

Ice Arena Project Schedule Status for August and September

AUGUST

- August Parks & Recreation Board meeting update
- Main ice arena concrete pour
- Locker room concrete pours
- Install underground plumbing
- Addition block wall install
- Addition brick veneer install
- Install addition roofing
- Install addition brick veneer
- Finish interior painting
- Elect./Plumbing/HVAC/Fire Suppression installations
- Ceramic tile showers
- Acoustical tile ceiling grid and pads
- Refrigeration equipment installations

SEPTEMBER

- September Parks & Recreation Board Meeting update
- Bench installations
- Elect./Mechanical/Plumbing installations
- Aluminum storefront glass installations
- Bleacher installation
- Dehumidification unit installation
- Rubber flooring installations
- Team locker room installations
- AV/PA/Tech/Security installations
- Dasher board installation
- Ice installation – Main and Studio Rinks
- Commissioning
- Final inspections

Engineering Department

Sewer System Investigation

Efforts are continuing from Engineering and DPS to investigate recent flooding reports, including checking "dry weather" sewer flows at manholes on segments that experienced multiple reports of basement flooding. The Sewer Rehabilitation Program has been advertised for bidding, with a scheduled bid opening date of 9/2. The Sewer Rehabilitation Program includes inspecting the City sewers in areas with reported basement flooding, and has provisions for the contractor to complete limited repairs, such as removal of roots, mineral

deposits and protruding taps, that will improve the flow capability of these sewers. We are planning to bring the contract to the City Commission on 9/13 for award, and the contractor's work would be expected to start mid-October. In the meantime, we encourage all homeowners, especially those that appeared to be isolated cases on their blocks, to hire a plumber to check their private sewer lines for roots, deposits or other potential blockages that could affect performance of the system during rain events. The City received the [attached letter](#) from the Department of Environment, Great Lakes and Energy (EGLE) regarding Southeast Michigan Flooding.

Finance Department

The audit contract with Plante & Moran, PLLC will expire with the audit of the City's June 30, 2021 fiscal year end. The City plans to post an RFP for these services in late August or early September with responses due in September and an agreement presented to the City Commission in October for approval.

Fire Department

The City recently installed a mini weather station on the roof of Birmingham Fire Station 1 (Adams). The KestrelMet weather station monitors wind, temperature, and rainfall. This device has its own cellular device and updates an app every 15 minutes with the data collected. This data will allow the City to monitor damaging winds and rain so that we can alert the residents and track severe weather events. Residents can access the Ambient Weather app at <https://apps.apple.com/us/app/ambient-weather/id1426025887>. An additional weather station will be installed at Station 2 (Chesterfield) in the near future.



Police Department

2021 Parking Structure Repair Projects

Based on the Structural Assessment Reports provided by Wiss, Janney, Eltner Associates, Inc (WJE), which included repair recommendations, an RFP for structural repairs for the N. Old Woodward structure was issued on August 5, 2021. A mandatory pre-bid meeting was held on August 12, 2021 which was attended by eight different contractors. Bids are due on August 20, 2021 and a bid award will go before the City Commission at the next meeting.

An RFP is currently being prepared for preventative maintenance work at the Park, Peabody and Chester structures. The police department anticipates that this RFP will be posted the week of August 23rd. The work contained in this RFP is anticipated to be completed this construction season.

Special Investigations Unit (SIU) Arrest Larceny from Auto Suspect

On 7/7/21, the police department took a Larceny From Auto report in the 1300 block of Birmingham Blvd. The victim left his vehicle unlocked and his wallet was stolen. The victim's credit card was used at a CVS in Southfield. Detectives put out an intelligence bulletin with the suspect's picture from the CVS store surveillance footage. The suspect was identified by Southfield PD. The suspect was then placed under surveillance by the department's Special Investigations Unit (SIU). The very first night under surveillance, the suspect and another accomplice were observed breaking into over a dozen vehicles in Rochester Hills. The suspect(s) were arrested by the SIU. The case was presented to the Oakland County Prosecutor's Office who issued three felony warrants on the Birmingham case. The arrest(s) solved numerous larceny cases in Oakland County.

Ms. Hillary Nusbaum Named Mental Health Co-Response Program Clinician

The Oakland County Health Network (OCHN) clinician who will be serving on the department's new CoRe (Mental Health Co-Response Program) program is Ms. Hillary Nusbaum. Chief Clemence will introduce Ms. Nusbaum at a later commission meeting once her onboarding process has been completed.

Article about Dispatcher Terez Willis

Hometownlife.com recently published an article about dispatcher Terez Willis, who is preparing to retire after 31 years with the city. Read the [article here](#).

Future Agenda Items

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

Future Workshop Items

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