



CITY MANAGER'S REPORT

October 2021

Baldwin Public Library

Front Entrance and Circulation Area Project

The Library Board's Building Committee continues to meet with Merritt Cieslak Design to plan the Phase 3: Front entrance and Circulation area project. Meeting minutes and the Outreach Initiatives report that details all community feedback received to date can be read online at <https://www.baldwinlib.org/renovation>.

Library Policies

The Library Board met on October 18 and voted to approve three Library policies, including updates to the Board Bylaws, the Library Group Study Room Policy, and the Library Displays Policy.

Friends of the Baldwin Public Library

The Friends of the Baldwin Public Library are now accepting donations of used books, DVDs, and CDs. Please limit your donation to two bags/boxes per week. The Friends Fall Used Book Sale will be held from November 6-8 in the Library's lower level.

Strategic Plan

Director Rebekah Craft and Associate Director Jaclyn Miller are working with the Board's Strategic Planning Committee to update the Library's strategic plan. As part of the process, a survey, which closed on October 15, has been distributed to library users and community members. Two virtual focus groups will be held in the first two weeks of November. Library staff are resuming outreach initiatives with visits to the BPS elementary classrooms as part of the First Grade, First Card program, participation in the YMCA Halloween Festival, and participation in the Beverly Hills Halloween Hoot.

The Birmingham Museum

The park landscape at the Birmingham Museum is one of the most beautiful natural areas in the city, with a spring-fed pond, wildlife, and proximity to the Rouge Corridor trail. However, its topography poses challenges for those who need barrier-free access, and the Museum Board has developed a Landscape Master Plan to both preserve the site and provide greater public accessibility. This project would be integrated with future Rouge Trail improvements as well.

A key component of this barrier-free plan is a perpendicular accessible parking spot at Willits and barrier-free pathways to viewing areas along the northern and western areas of the museum property. The museum is working with the Engineering Department to review proposals for an engineering design to accomplish this objective and facilitate greater public access, and it is anticipated that a firm will be selected in the next few weeks to provide these services.

Birmingham Shopping District (BSD)

Evereve Expansion

The BSD is excited to announce that Evereve has successfully completed its expansion. The company moved from 128 S. Old Woodward to 138 S. Old Woodward and gained approximately 500 additional square feet. Evereve's former space at 128 S. Old Woodward has also been leased to a new business, which will be announced publicly in the near future.

State and Liberty

We are excited to report that State and Liberty, a national retailer specializing in men's athletic fit clothing, has signed a lease for 141 W. Maple Road. They have already installed their sign on the building.

South Old Woodward Construction Preparation

The BSD is working on programs and policies that will help support the businesses expected to be affected by construction on S. Old Woodward next year. This ranges from mass texting services to update business owners about rapidly changing events, to determining the value and potential impact of valet services, and other programs to highlight and promote business in the affected area.

2022 Birmingham Cruise Event Location

The BSD is searching for a new temporary location for the Birmingham Cruise event next year. Staff should have recommendations for the BSD board by the November 4th BSD board meeting.

Holiday Planning

The BSD is planning for the holiday season. This begins with the seasonal closing of the Farmers Market on Sunday, October 31st.

November 27th is Small Business Saturday. The BSD will be promoting this event to encourage shoppers to support small businesses in downtown Birmingham. That same day, Santa House will open. The event will begin with the Santa Walk, in which Santa will arrive downtown riding in a firetruck (thank you, Chief Wells) and then walk through the downtown, ending at Santa House in Shain Park. Businesses will be participating in this event, such as handing out hot chocolate and other promotions along the route.

Starting November 27th and continuing every Saturday and Sunday through Christmas Eve, carriage rides will be available in the downtown. Families will also be able to

participate in downtown scavenger hunts over these weekends to win Birmingham Bucks gift cards. The Tree Lighting will take place in Shain Park on December 3rd, during the Winter Markt event on December 3rd, 4th, and 5th.

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.

Banbury Road Damage Update

During this construction season, four projects within close proximity to each other on Banbury Road caused damage to the road surface. Though builders are already required to repair any damage caused to streets, it was determined that the damage incurred on Banbury was excessive and will require a complete resurfacing of the road in front of these sites. The City's Cape Seal contractor estimated the resurfacing would cost \$18,000. The Building Department has invoiced each permit holder 25% (\$4,500) of the total resurfacing cost estimate, with the work projected to start in the spring. Two properties have paid their share and the other two have agreed to pay prior to receiving a Certificate of Occupancy. To ensure consistent, uniform building standard adherence in the future, the Building and Engineering Departments will be reviewing the current construction regulations and proposing revisions to the current City codes to better clarify development standards for City streets during construction projects.

Online Permit Applications

In September, we processed 433 online permit applications, bringing our total to 3,185 online permits for 2021.

City Clerk's Office

Recognition of Staff

Thank you to the departments that loaned us staff to help with assembling more than 3,500 absentee ballots for our Sept. 24 initial bulk mailing! We could not have done it without every one of you:

- Teresa Klobucar - Finance
- Jamil Kim – IT and Communications
- Suzanne Pedigo - Community Development
- Heather Tolliver - Community Development
- Brigitte Moran - Community Development
- Mollie Mackinnon - Community Development
- Jessica Hoeck - Library
- Caitlin Donnelly - Museum

- Donna Casaceli - Museum

Another big thank you to John Galick and Dave Bianchette for assisting the clerk's office in delivering 12 trays full of ballots to the Birmingham Post Office.

Election News

Since the Sept. 24 mailing, we have processed a steady stream of applications and ballots, bringing the totals to 4,065 applications received and ballots mailed to voters, and 584 voted ballots completed and returned by voters as of Friday, Oct. 8. All absentee ballots received by 4 pm on Nov. 1, the night before the election, will go to Oakland County for processing. The polls will be open from 7 am to 8 pm on election day, with precinct setup beginning at 6:00 am and tear down after the close of polls.

Election volunteer training started Oct. 6, with multiple sessions scheduled every Wednesday through the end of October for our 80-plus volunteers. We would like additional volunteers for substitute positions and to learn in preparation for the November 2022 elections. Interested candidates can fill out an application online or pick one up at the clerk's office.

Interested in becoming an election inspector? Please contact the clerk's office at 248-530-1880. If you'd like to be a part of democracy in action, please complete BOTH of the following forms:

[Election Inspector application](#)

[Training Date Selection and Placement Preferences](#)

A downloadable inspector application and additional details are available on the city's website: www.bhamgov.org/electioninspectors.

Upcoming Special Events

Veteran's Day annual wreath laying, Shain Park - Nov. 11

Santa House, Shain Park - Nov. 27

Menorah lighting, Shain Park - Nov. 28 (on Oct. 25 commission agenda)

Nativity display, Shain Park - 11/29 - 12/31

Greenwood Cemetery Advisory Board (GCAB)

Future Agenda Topics for GCAB

November 5, 2021 - Meeting has been cancelled

December 3, 2021 - Meeting in-person at City Hall

Proposed Meeting topics

- 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

January 7, 2022 - 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 October and November:

- Planning Board Alternates
- Multi Modal Board Alternates
- Birmingham Shopping District
- Triangle District Corridor Improvement Authority
- Board of Review

Board Vacancies

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

- Advisory Parking Committee
- Storm Water Utility Appeals Board
- Triangle District Corridor Improvement Authority

City Manager's Office

Communications

Videos

Continuing with the City's educational video series, the communications team is working on the following videos: leaf collection (published), dog park (coming soon), and the recent OAKWAY Fire Ops 101 Workshop (coming soon).

Engage Birmingham

Several projects recently concluded on [Engage Birmingham](#). The City Manager would like to remind the City Commission to use Engage Birmingham feedback as just one of many factors to consider when making decisions.

More than 70 names were submitted in the *Name the Sweepers* project on Engage Birmingham, and so far more than 160 participants have voted for their favorite names. The community is encouraged to vote by October 25, 2021.

2022 City Calendar

The communications team is working on the 2022 city calendar. School-aged Birmingham residents were invited to submit designs for the cover of the calendar on Engage Birmingham. Several designs were submitted and so far more than 100 participants have voted for their favorite design. The community is encouraged to vote by October 31, 2021.

Website

Website editors in all city departments received training on how to update and edit the new city website. The web team is reviewing the site and preparing for launch in early November.

Human Resources

Health Care

The Human Resources Department is receiving bids for new health care consultation.

Recruitment Update

The following positions have recently been filled:

- (1) Firefighter promoted from part time to full time
- (2) New Firefighters hired one full time & one part time
- (1) New police officer
- New Public Services Manager

Compensation Recommendations

The Human Resources department is announcing the [2021-22 compensation recommendations](#) for department heads and administrative / management employees. This will cover the annual performance review process, ensuring employee growth and development continues as needed.

City Staff Vaccination Update

Vaccination Card Tracking

Department	# Received	Total Staff	Percentage
City Staff	162	215	75%
IT	3	4	75%
BSD	5	7	71%
Community Development	26	31	84%
Fire Dept	34	37	92%
Clerks	4	4	100%
Finance/Treasurer	11	13	85%
Building/Maintenance	1	2	50%
Museum	3	3	100%
Police Dept (w/o crossing guards)	39	58	67%
CM/HR	5	5	100%
DPS (w/o summer seasonals)	31	51	61%

Miscellaneous

City Commission Workshops

The City Commission Workshop regarding Wayfinding, originally scheduled for Monday, November 8, 2021, will now be held on Monday, December 6, 2021 due to the changing of City Commissioners on November 8, 2021. The City Commission Workshop regarding the Strategic Plan that was originally scheduled for Monday, December 6, 2021 has been changed to a discussion that will take place during Long Range Planning on Saturday, January 22, 2022.

Foundation for Birmingham Senior Residents Update

The Board of Trustees of the Foundation for Birmingham Senior Residents has made the decision to terminate the existence of the Foundation after 38 years of providing gifts, grants or loans directly to Birmingham senior citizen residents or indirectly through public charitable entities for the benefit of Birmingham senior residents. All assets are being transferred to NEXT, which has established a separate account for these funds and will continue to distribute to Birmingham senior residents in accordance with the mission of the Foundation.

Department of Public Services

2021 Adams Park Concept Plan

The Parks and Recreation Board at their September 14, 2021 meeting supported the 2021 Adams Park Concept Plan and recommends proceeding with design development services including construction drawings and bid documents with Michael J. Dul & Associates. This new concept version is a refresher of the 2016 concept plan. As part of this updated design process, City Administration received and heard significant public input. For an overview of the comments, visit <https://engage.bhamgov.org/> The Engage Birmingham page will continue to feature the Adams Park project as it moves forward in the process. The Department of Public Services will be presenting the 2021 Adams Park Concept Plan at the City Commission meeting on November 8, 2021.

By way of a projected schedule for this project after the City Commission meeting, we anticipate Michael J. Dul & Associates, Inc. to proceed with construction drawings and bid specifications. The bidding procedure will be underway during the winter months in order to prepare for a summer 2022 construction project.

Ice Arena Project Status

The Ice Arena will be open for business on Monday, November 1, 2021. The refrigeration system will start up the week of October 25 and the ice made soon thereafter.

Our planning for the official grand opening celebration/ribbon cutting will be next up as this project closes out.

Fire Department

Congrats, Birmingham Tech Rescue Team

On Saturday, October 9th, 2021 the OAKWAY (3202) Technical Rescue Team, along with the North Oakland (3201) Mutual Aid Technical Rescue Team combined in order to be evaluated and as a potential Oakland County Mutual Aid Box Alarm System (MABAS) Tech Rescue Strike Team for the State of Michigan.

This combined County team was evaluated in the following skills: rope rescue, confined space rescue, trench rescue, collapse rescue, and wide area search. Each skill was evaluated at the technician level and the team passed every evaluated section. They've become just the second County team in the State of Michigan to be certified as a MABAS Tech Rescue Strike Team.

The Oakland County team could be deployed anywhere in the State for a Tech Rescue type of incident. Cost recovery for the team's time and equipment will be provided by the State and local agency in need of the team's assistance. I would like to thank the hard work of the Birmingham Tech Rescue Team members and especially OAKWAY Team Leader, Birmingham Battalion Chief Chris Deman.

Planning Department

Master Plan 2040

The highly anticipated second draft of the Birmingham Plan 2040 was released in early October after a yearlong review of the first draft. This second draft has taken into consideration the majority of the recommendations of the Planning Board and City Commission that were created after the public hearings. As discussed at the joint meeting of the Planning Board and City Commission, on Monday October 11th, 2021, the Planning Board has outlined a review process for the second draft of the 2040 Plan as follows:

1. November 10th, 2021 – Introduction & Chapter 1 (Connect the City)
2. December 8th, 2021 – Chapter 2 (Embrace Managed Growth)
3. January 12th, 2021 – Chapter 3 (Retain Neighborhood Quality)
4. February 9th, 2021 – Chapter 4 (Support Mixed-Use Districts) & Chapter 5 (Advance Sustainability Practices)

After the Planning Board review, a joint meeting of the City Commission and Planning Board will be held to finalize the second draft and authorize distribution of plan for review by entities required by state planning law.

Planning Board

The Planning Board continues to make progress in both the study session and site plan review meetings as 2021 winds down. The Planning Board is currently studying the Outdoor Dining and Glazing ordinance, while also reviewing a new proposal for Wall Art. In addition, the Planning Board recently received direction from the City Commission to study Food Trucks and their potential role in Birmingham. In terms of site plan reviews,

the board is awaiting the Final Site Plan and Design Review applications for the following developments:

- 460 N. Old Woodward – A new 3-story mixed-use development with ground floor retail, second floor office, and two residential units on the third floor with a rooftop use located above. The site currently contains the former Junior League of Birmingham building and associated off-street parking.
- 325 S. Eton St. – Phase 3 of the District Lofts development will contain first floor commercial space and 50 residential units ranging from 596 to 1,072 square feet. With the addition of this final piece, the site itself will also receive an upgrade in circulation and pedestrian movement in the rear, as well as new plaza space and significant landscaping. Due to the size of the commercial space on the first floor, this development will be required to apply for a Special Land Use Permit as well.

Historic Preservation

After a busy year with several high profile historic design review proposals in the Central Business Historic District, the Historic District Commission is poised to embark on two major projects that are designed to further support historic property owners in the city, build public support for preservation, and add historic resources to the City's diverse list of designated historic resources. The first project is the highly anticipated comprehensive historic design guideline update that received \$15,000 in Certified Local Government grant funding. The Request for Proposals (RFP) has been posted to MITN, as well as sent directly to five consultants that were located in the Michigan Historic Preservation Network's 2021 Historic Resource Council Directory. At the time of this entry, 14 consultants have requested the RFP on MITN. The RFP period will close on November 19, 2021, after which the Historic District Commission (HDC) will select a consultant and forward their recommendation onto the State Historic Preservation Office. The design guidelines project will be an important piece of a larger preservation project that the HDC has taken on, which was introduced to the City Commission during the Long Range Planning meeting in 2021. This project is intended to promote historic preservation across the City and reignite proactive preservation efforts that have been relatively dormant for the last decade. Activities discussed at this point involve historic resource audits, survey and designation activities, photos and interactive maps/tours, support for existing historic property owners, and increased trainings.

Public Art

The Public Arts Board continues to bring art into the City through its call for entries program, as well as fielding donation inquiries. Recently, the City unveiled its newest addition, "Dynamic Tension" by Lois Teicher, which is located on W. Maple Rd. and Henrietta. Another recent acquisition, "Steel Horse" by Barry Harrison, is also expected to be installed in the coming weeks in Poppleton Park. At their October 2021 meeting, the Public Arts Board will be reviewing over 10 proposals from three different artists for other locations around the City.

Police Department

Congratulations, Lieutenant Ryan Kearney

Lt. Ryan Kearney graduated from Eastern Michigan University's School of Police Staff and Command Executive Leadership Program. The program is 360 hours over the course of nine months. Lt. Kearney graduated second in his class of forty-four participants. Additionally, each student is required to write a thesis paper on a contemporary problem or issue in policing and present that paper to the class and instructors in an oral presentation. Lt. Kearney won the award for the top paper and presentation on his topic, "Recruiting Future Police Officers Through a Police Cadet Program."

Special Investigations Unit Takes Down Home Invasion Crew

Birmingham has one officer assigned to a multi-jurisdictional (five agencies) Special Investigations Unit (SIU). The SIU recently took down a home invasion crew that targeted older residents. The home invasion crew were staying in local hotels and then would go out during the day and try to gain access to people's homes under the guise of being repair/service workers. While one suspect would distract the homeowner(s), another suspect would then move about the residence and steal valuables. While under surveillance, the SIU team watched the crew enter a residence in Eastpointe of an elderly female and steal jewelry. The SIU team arrested two suspects after they left the residence. The case is pending charges from the Macomb County Prosecutor's Office.

Oakland County Narcotics Enforcement Team Update

The police department's officer assigned to the Oakland County Narcotics Enforcement Team (NET) conducted an extensive investigation on a recent drug overdose causing death of a 19 year old resident. The investigation led to an address in the City of Detroit. A search warrant for the address was secured. After serving the warrant, five people were arrested. Also seized at the address were narcotics, automatic weapons and cash. Charges are being sought through the Wayne County Prosecutor's Office.

Widening Crosswalks

Operations Commander Scott Grewe prepared a memo regarding the implementation of new sidewalk standards throughout the business district this fall. In addition to the annual fall pavement marking services (crosswalks, parking spaces, legends and symbols), Hart Pavement Striping Corporation will be widening 46 crosswalks throughout the business district to conform existing continental markings. For more information, [download the memo here](#).

Parking Systems Update

Parking Structure Repairs

Smith's Waterproofing started the construction project at the North Old Woodward Parking Structure in September and is currently on schedule. Work will go on as long as

weather permits and will pick back up in the spring. The project consists of minor concrete repairs and waterproofing.

The construction project at the Peabody Structure started on October 11, 2021 and is being performed by Pullman. The project primarily consists of preventative repairs. Following project completion at the Peabody Structure, construction will transition to the Chester Parking Structure.

Parking Structure Signage

The Advisory Parking Committee approved the design of new exterior signage at all five (5) parking structures. We are waiting on two (2) additional quotes. New exterior signage and new backlighting will give each structure a facelift and make the structures start to feel more inviting. Below is the approved design. City staff recognizes that we are going to revisit the wayfinding study at the December work session. We view these signs as somewhat temporary, and an inexpensive fix to clean up the structure's image. We expect to be able to move to a more comprehensive look through the eventually adopted wayfinding plan.



Future Agenda Items

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

Future Workshop Items

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