



## **CITY MANAGER'S REPORT**

June 2023

### **Baldwin Public Library**

#### **Independence Day**

The Baldwin Public Library will be closed on Tuesday, July 4 in observance of the Independence Day holiday.

#### **Library Board Update**

The Library Board met on June 21, 2023 for its regular meeting. The board approved a 4% salary increase for all staff and approved an updated Pay & Benefits Schedule for FY2023-24.

#### **Phase 3 Construction Project of the Library's Front Entrance**

The project will start on Wednesday, July 5, 2023. A construction fence will be placed along Bates Street and Merrill Street, and signs will be placed on the fencing directing visitors to the north entrance. A temporary ramp will be placed on the north side of the building to make the Youth Terrace door fully ADA-accessible. As you walk into the new temporary entrance, two circulation workstations will be set up inside the door. The first station will face the door. The second station will be located next to the existing Youth self-check machine.

The curbside drop box will be temporarily moved to the north side of the building at the southwest corner of Martin and Bates street. One diagonal parking spot will be blocked off for drop box access.

#### **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, July 12 at 11:00 a.m.

#### **Upcoming Events of Interest**

Register for these programs and more at [www.baldwinlib.org/calendar](http://www.baldwinlib.org/calendar).

#### **Parenting Strategy: Social Conflict & Communication for Elementary and Middle School Parents**

Monday, July 10 at 7:00 p.m.

Hosted by Jessica Cortez, LMSW, founder of Bloomfield Child and Family Counseling. Jessica and her staff will discuss different parenting topics along with concrete strategies and insights for parents. Registration required.

### **Baldwin's Digital Library**

Thursday, July 20 at 3:00 p.m.

Learn how to access premium resources with your Baldwin Library card including research databases, online classes, newspapers and magazines, streaming movies, and more.

### **Behind the Scenes of History: The Straits of Mackinac**

Monday, July 24 at 7:00 p.m.

Visited by millions, Mackinac is a special place for many Michiganders. Andrew Kercher tells the incredible history from the indigenous peoples to fur trade and logging to 19th century battles to fudge production! What is it like to wear the wool uniforms and fire muskets for a living? Also, hear tales from behind the porch! What was it like to live on the island in the winter and work security for the Grand Hotel? Andrew is a Community Engagement Manager at Port Huron Museums and freelance lecturer. Before returning to academia, he lived in the Straits of Mackinac for nearly a decade. This is a hybrid event. Registration is required to receive the Zoom link.

### **The Birmingham Museum**

The Birmingham Museum will be undertaking planned improvements in the John West Hunter Park along Willits during July, in accordance with its 2018 Master Landscape Plan. Phases 1 and 2 of a four-phase improvement project will begin, consisting of a barrier-free parking space and sidewalk along Willits to a seating area overlooking the pond. These improvements are funded primarily with federal dollars and will be ADA compliant. Landscaping is funded in part by the Rosso Family Foundation, and will include Michigan native wetland plants and trees to maintain the natural character of the park. Additional barrier-free pathways and a Rouge River overlook in the park are planned for Phases 3 and 4, which are anticipated to be constructed in fiscal year 2024-2025.

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

#### **Notable Recognition**

The BSD Board recognized Astrein's Creative Jewelers for 50 years in business in downtown Birmingham at its June Board meeting. Locally owned and operated by Richard and Gary Astrein since 1973, Astrein's has continued to provide exceptional personal service and products while sharing their time and resources to make the community a better place. Astrein's retires this month, and the City Commission will be recognizing them with a proclamation at the June 26, 2023 Commission meeting.

#### **Rosé Soirée**

The BSD launched its new restaurant promotion, the Birmingham Rosé Soirée, June 5-11, which offered 16 restaurants featuring dishes paired with rosé wines, cocktails and mocktails. A portion of each purchase went to Cap & Conquer, a local charity that breaks down financial and educational barriers for reducing hair loss during chemotherapy. Consumers were also able to enter for a chance to win a \$1,000 Birmingham Bucks E-gift card shopping spree. The winner will be announced this coming week, and follow up with restaurants is underway to find out their experiences and total donations to Cap & Conquer.

## Movie Nights

The first Movie Night of the season was held June 9 featuring Encanto, and it was a huge hit! Over 1,000 people attended, and the weather was perfect. July 14 will be the Christmas in July feature of The Grinch with a special visit from Grinchy himself. A special thanks to our Movie Night sponsors, including presenting sponsor Wells Fargo Advisors; series sponsors Bank of Ann Arbor-Birmingham, Bloom Pediatrics and KW Domain; and sponsors Goldfish Swim School and TDR Orthodontics for all the free treats and giveaways.

New this year! Help us select the August 11 and September 8 movie titles by voting at <https://engage.bhamgov.org/movie-nights> by June 30.

## Business Recruitment

The Business Development Committee is in the process of developing a business recruitment survey for Birmingham residents and downtown employees to participate in to gauge their business type needs and interests. This will be disseminated via the Engage platform and launched in late June/early July.

## Advisory Committees

The BSD is establishing three new advisory committees to help expand its reach, communications and collaborations with specific industries and areas of the district, including tourism, restaurant and North Old Woodward. Those interested in participating in the advisory committees should contact the BSD Executive Director Cristina Sheppard-Decius at [csdecius@bhamgov.org](mailto:csdecius@bhamgov.org).

## EV Charging Stations for Private Properties

The General Motors Dealer Community Charging Program is aimed to nearly double the number of level 2 charging stations in the United States and Canada for a total of 40,000 EV chargers to be installed. This initiative supports EV charger access in both urban and rural municipalities for residents and visitors alike. Flo, a charging station provider, has been selected to supply the EV chargers for the program. Charge EV/State Electric Company has been selected as a turnkey solutions provider for installation of EV chargers for the program throughout Michigan, the Great Lakes regions, and beyond.

The free program is being offered to municipalities, and also private property owners. An introductory Zoom meeting is being scheduled for the last week of June for any private property owner to learn more about what is being offered and the logistics necessary to install the stations. Here are a few quick points:

- The municipality/private property owners does not have to own, operate, or maintain the EV chargers;
- Offers publicly accessible EV chargers for residents and visitors to the community;
- The Flo CoRe+ Max 80A 19.2kW Level 2 EV chargers are dual port and pedestal mounted offering the maximum power output in a Level 2 EV charger; and
- The Flo EV charger accommodates all current and next generation EVs.

## BSD Summer Calendar of Events

|                                   |  |
|-----------------------------------|--|
| Birmingham Farmers Market         | Every Sunday now until Oct. 29 at Lot 6          |
| Movie Nights                      | July 14, August 11 and September 8 at Booth Park |
| Super Farmer Day @ Farmers Market | June 25  |
| Day on the Town                   | July 29  |
| Corn Festival @Farmers Market     | August 6   |

Birmingham Cruise Event  
Harvest Festival @Farmers Market

August 19  
September 10

### **2023 Dashboard Metrics**

Retail Occupancy Rate - 99% (out of 1.5 million sq.ft.)

Office Occupancy - 89% (out of 2 million sq.ft.)

10 New Business Openings in 2023 (10 more in process)

Commercial, Mixed-Use & Residential Development Projects In Construction/Planning - 12 projects totaling 827,727 sq. ft.

## **Building Department**

### **RH Project Update**

After receiving approval for the redesign of the building, the design team began developing the construction documents for the new building. Structural plans and calculations were provided on May 2, 2023 for review of the foundations and structural steel. The architect has indicated that full architectural, electrical, mechanical and plumbing drawings are being finalized and should be submitted by the beginning of July for our review and approval.

The review of the structural drawings is nearly complete and they will be approved soon. This approval will allow work to begin on the foundations and erection of the structural steel. We will begin our review of the architectural, electrical, mechanical and plumbing drawings as soon as they are submitted.

The construction manager has informed us that work on the foundations, concrete slabs and construction of the new stair and elevator shafts will begin around the second week in July. Erection of the structural steel is scheduled to start by the middle of October.

### **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 May, we processed 416 online permit applications bringing this year's total to 1655. Compared to the total permit applications last month and so far this year, 71% were processed online in May and 73% have been processed electronically this year.

## **City Clerk's Office**

### **General Election on November 7, 2023**

Birmingham will hold a general election on Tuesday, November 7, 2023. At this time, the ballot will include four Birmingham Commissioner seats and three Birmingham Library Board positions, all for four-year terms. Filing deadline for petitions and candidates is 4:00 p.m. on July 25, 2023. A .33 senior millage proposition will be on the November 7, 2023 ballot. Information regarding the senior millage will be available on the city's website in July.

### **City Commission and Library Board Candidate and Petition Information**

City Commission and Library Board candidates must be registered voters and residents for at least one year before the November 7, 2023 election. Petition packets containing all the information needed to run for these positions are available at the City Clerk's Office during regular business hours. Candidates must complete the petition packet's required paperwork and collect more than 25 but not more than 50 signatures from Birmingham registered voters. Signers must print their names with their current address and date. A signer may only sign one petition for each available seat; in this election that means a single voter can sign no more than four City Commission petitions and three Library Board petitions. The Clerk's

Office must receive all candidates' paperwork no later than July 25, 2023 at 4:00 p.m., after which the Clerk's Office will review to ensure all petition requirements are met. The clerk cannot extend the filing deadline for any reason. For more information regarding petition and candidate filing please visit [www.bhamgov.org/elections](http://www.bhamgov.org/elections).

### **Absentee Voter Information**

Voters who wish to vote absentee will need to fill out an Absentee Ballot Application. This application will be mailed out to anyone on the Permanent Absentee Application List in late August for the November 7, 2023 election. An application will need to be completed and returned to the Birmingham Clerk's office in order to receive the absentee ballot. If you are not on the permanent list, you can request an Absentee Ballot Application by going to [www.michigan.gov/vote](http://www.michigan.gov/vote) after August 24, 2023.

Absentee ballots will be mailed not earlier than September 28, 2023 to voters who submitted an application. Absentee ballots can be returned in person to the Clerk's office, in the dropbox located behind City Hall, or mailed to: City Clerk, P.O. Box 3001, Birmingham, MI 48012.

### **New Military and Overseas Voter Changes**

The governor signed legislation on May 3, 2023 to allow additional time to receive absentee voter ballots from military and overseas voters. This change comes after Michiganders approved Ballot Proposal 22-2 to amend the state's Constitution last year. The new law states that absentee ballots from military and overseas voters will be counted if the ballot return envelope was postmarked on or before Election Day and received within six days following the election. Voters who are in the military or will be overseas during the November 7, 2023 election must apply for a MOVE ballot at <https://www.fvap.gov/michigan>.

### **Greenwood Cemetery Advisory Board**

The next meeting for the Greenwood Cemetery Advisory Board will be Friday, July 7th, 2023 at 8:30 am. The board will receive a field survey report, consider the price of available plots for sale, and discuss another grave release. Additionally the board will discuss strategic planning and the draft annual report for 2022-2023.

### **Ethics Board**

The Board of Ethics met on Friday, June 23rd, 2023, at 9 a.m. to review a new opinion request submitted by Commission Baller regarding the establishment and administration of foundations.

Mayor Pro Tem McLain, Ethics Board Chairperson James D. Robb, and City Clerk Bingham attended the first Detroit Board of Ethics Conference on May 16, 2023. Chairperson Robb sat on a panel regarding strengthening Ethics Ordinances and Enforcement. Other topics of the conference included rules of debate, improving the deliberation process, and Open Meetings Act laws.

### **Board Appointments**

The City of Birmingham is looking for dedicated individuals who want to give back to their community by serving on one of our many boards or commissions. Birmingham's different boards and commissions make recommendations that shape the city's future. Serving on a board or commission is a great way to get involved in your community, meet new people and make a positive impact. Don't miss out on the chance to make a difference - go to [www.bhamgov.org/boardopportunities](http://www.bhamgov.org/boardopportunities) to view all the available openings.

| <b>Board</b>                       | <b>Openings</b>   | <b>Application Due by Noon</b>   | <b>Interview/ Appointment at City Commission meeting 7:30 pm</b> |
|------------------------------------|---|----------------------------------|--|
| Ad Hoc Aging in Place Committee    | 7 members   | 6/21/23                          | 6/26/23  |
| Advisory Parking Committee         | 1 large retail member term ending 9/1/2025  | Until Filled                     |  |
| Architectural Review Committee     | 1 regular member term ending 4/11/2026<br>1 regular member term ending 4/11/2025  | Until Filled                     |  |
| Birmingham Shopping District       | 1 business representative term ending 11/16/2026  | Until Filled                     |  |
| Birmingham Area Cable Board        | 1 regular member terms ending 3/30/2026<br>1 regular member term ending 3/30/2024<br>1 alternate member term ending 3/30/2025 | Until Filled                     |  |
| Board of Review                    | 2 alternate members term ending 12/31/2025  | Until Filled                     |  |
| Board of Zoning Appeals            | 1 alternate member term ending 2/18/2026  | Until Filled                     |  |
| Brownfield Redevelopment Authority | 1 Regular member term ending 5/23/2026<br>1 regular member Term ending 5/23/2024  | Until Filled                     |  |
| Ethics Board                       | 2 Alternate members term ending 6/30/2026<br>1 Regular member term expiring 6/30/2026   | ALT: 5/17/2023<br>REG: 6/21/2023 | ALT: 5/22/2023<br>REG: 6/26/2023                                 |
| Greenwood Cemetery Advisory Board  | 1 Regular member term expiring 7/6/2024   | Until Filled                     | 6/5/23   |

## **City Manager's Office**

### **Ensuring a Smooth Transition**

I have had the privilege of serving the citizens of Birmingham for the past 21 years in various capacities, and I look forward to serving as your new City Manager. During my time with the City, I have also had the privilege of learning from long-time City Manager Tom Markus, both during his original tenure with the City, and over the past two and half years of his most recent term. I am confident that the last several years of succession planning here in the City Manager's Office will result in a seamless transition as I take on my new role as your City Manager. On behalf of our City staff, we wish to thank Tom for more than 24 years of dedication and service to the City of Birmingham.

Over the next several months, my overarching goal will be to ensure that all of our departments continue to provide effective and efficient services to the public, and to ensure that all of our City staff is working together to meet the goals identified by the City Commission in our recently adopted Strategic Plan. Specifically, my goals for the next several months include the following:

- Close on the City's purchase of the YMCA property in early July
- Negotiate short term and long term leases with both YMCA and NEXT for current and future use after closing
- Work with YMCA and NEXT to begin concept space planning and needs for the future transition of the building to accommodate NEXT
- Select and purchase new budgeting software to increase transparency to the public and streamline the budget process
- Implement new credit card processing software for the public parking system
- Complete a draft Wayfinding Plan for City Commission review to integrate the new City logo into City signage (parks, parking facilities, gateway signs etc.)
- Develop new management team and provide leadership training
- Conduct team-building activities with staff to improve collaboration and enhance morale
- Upgrade building and systems to address safety and security concerns
- Establish the Ad Hoc Aging in Place Committee and commence demographic study, review of existing senior services and unmet needs, develop a City-wide action plan for senior residents
- Establish an internal AI Committee to explore the use of AI in our organization
- Continue sustainability efforts to improve City facilities and operations and prepare a Greenhouse Gas Emissions Plan

Over the next several weeks I am looking forward to meeting with each of the City Commissioners and working together to establish a well-defined chain of communication between the Commission and the Manager's Office to foster transparency, collaboration, and efficient decision-making. I encourage City Commissioners to reach out to me directly to discuss issues that arise, and to send all communications or questions for staff directly to me.

During my 21 years of service to the City, I have watched our City staff dedicate themselves to serving the citizens of Birmingham and provide a high level of service to our residents. In my new role as your City Manager I will ensure that the high level of professionalism and exemplary customer service from City staff will remain strong. I will continue to provide the City Commission with relevant and timely information and updates on City issues, happenings and projects, and any other matters requiring attention as they arise. Working together, we can build on Birmingham's existing strengths and assets to support the high level of service for which Birmingham has been known, and to ensure that Birmingham continues to be a great place to live, work and play.

## GovAlert Reminder

City Commissioners are reminded to refer residents to the GovAlert app when approached by residents who have a concern regarding the city. Concerns submitted via the GovAlert app are immediately distributed to the appropriate staff members for the most expedited response. The system enables the city to track data and provide a consistent, professional response to the complainant. When one commissioner delivers a concern to city staff on behalf of a resident, it may appear that the individual commissioner is personally solving the concern rather than as a part of a team of seven elected officials.

GovPilot instruction cards, sized to conveniently fit inside a wallet or pocket, continue to be available 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.

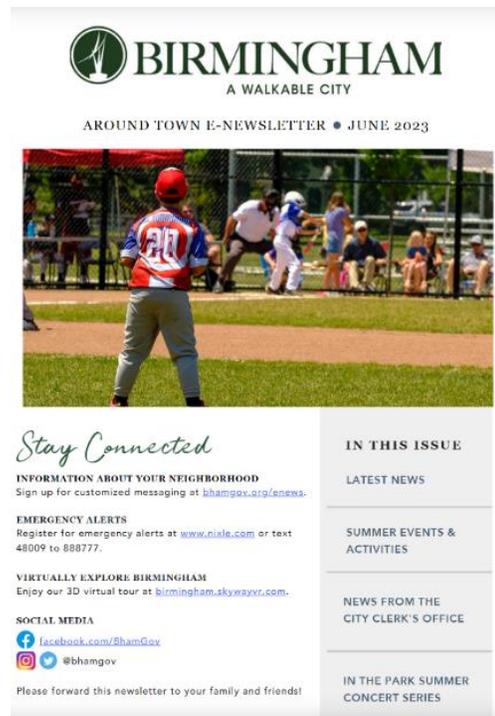
## Communications

### Around Town e-Newsletter

The communications team is working on the July edition of the Around Town e-Newsletter, which will include information about fireworks safety, Martha Baldwin Park sculptures, the inaugural Police Department Open House event, new businesses and more. Follow [this link to view the June edition](#) of the Around Town e-Newsletter.

### Summer Birmingham Beat Newsletter

Residents and businesses received the summer edition of The Birmingham Beat newsletter last week. This edition features information about the Ad Hoc Environmental Sustainability Committee, Day On The Town, Birmingham Cruise Event, barbeque safety tips and more. Download a [digital version of the newsletter here](#).



## BIRMINGHAM CITY COMMISSION - UPCOMING AGENDA ITEMS

### Topics brought up by the Commission

| Meeting            | Topic   | Commissioner         | Staff Follow Up    | Dates Addressed   | Status<br>(resolved/ongoing) |
|--------------------|---|----------------------|--------------------|---|------------------------------|
| <b>In Progress</b> |   |                      |                    |   |                              |
| 6/5/23             | Discuss unimproved streets and infrastructure | M: Host<br>S: McLain |                    |   | In progress                  |
| 5/8/23             | Parking Operations                            | M: Baller<br>S: Host | CM to direct staff | 5/8 Request to discuss parking operations at a workshop meeting<br>5/22 - Motion by host, S: Haig passed to invite the APC to this workshop<br>5/22 - Enhance usability and aesthetics in the decks (Baller)  | In progress                  |
| 5/8/23             | Woodward Noise                                | M: Host<br>S: McLain | Baller & Host      | 5/8 - Request to discuss noise on Woodward as an agenda item<br>6/5 - Proclamation issued   | In progress                  |
| 2/27/23            | Bench and Little Library for Pat Andrews      | M: Host<br>S: McLain | Host               | 3/13 - commission to discuss further - staff working on plans and cost estimate<br><br>5/8 - Estimated costs provided, item referred to B. Host for fundraising   | In progress                  |
| 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, no vote taken, staff was already working on the issue<br>1/23/23 Tabled<br>4/24 Tabled, will bring back   | In progress                  |
| 1/10/22            | Leaf Blowers                                  | M: Baller<br>S: Host | Nick Dupuis        | 1/24/22 - make formal item<br>10/3/22 Workshop - staff given direction to return with recommendation<br>4/3 Baller brought up issue again, commission consensus that it is a topic for sustainability board<br>5/8- Host recommends leaf blowers as a CC agenda item.<br>6/5/23 Ordinance regulating leaf blower noise to be discussed at future meeting. | In Progress                  |

|                 |   |                          |                                   |   |  |
|-----------------|---|--------------------------|-----------------------------------|---|--|
| 1/10/22         | Commissioner Conduct                              | No vote                  | Commission Workshop               | 2/14/22 - Workshop<br>2/28/22 Directed CM to prepare Code of Conduct for future agenda<br>7/11/22 - Initial presentation to Commission by CA<br>2/13/23 - City Commission reviewed draft Code and will provide feedback to CM for future workshop<br>4/24 Memo<br>June 5 - Workshop Scheduled | In progress  |
| <b>Resolved</b> |   |                          |                                   |   |  |
| 12/5/22         | Mayor/MPT Selection                               | McLain                   | CM to direct staff                |   | Resolved<br>06/05/23                                 |
| 4/11/22         | BBCC - Mental Health Workshop - More time to talk | M: Baller<br>S: Haig     | Marianne Gamboa                   |   | Resolved<br>05/09/22                                 |
| 5/9/22          | Pickleball  | Baller, no vote          | DPS                               |   | Resolved<br>Temporary courts installed on 06/03/22   |
| 1/24/22         | Social Districts                                  | M: Schafer<br>S: Boutros | Nick Dupuis/Jana Ecker            |   | No formal action taken by the Commission<br>06/20/22 |
| 5/23/22         | Commission Meeting Start Time                     | Baller                   | Mary Kucharek                     |   | No changes for now<br>07/11/22                       |
| 8/15/22         | Birmingham Country Club                           | M: Host<br>S: Haig       | Fairbairn, Dupuis, Clerk's Office |   | Resolved, letter sent<br>08/29/22                    |
| 8/15/22         | Speed Bumps                                       | M: Haig<br>S: Host       | Grewe/Brooks                      |   | Resolved<br>03/27/23                                 |
| 9/12/22         | Banner  | M: Baller<br>S: Host     | TBD                               |   | Completed<br>11/14/22                                |
| 12/5/22         | Lighting to sustainability board                  | Haig                     | Nick Dupuis                       |   | To be explored by Sustainability Board               |
| 6/13/22         | Sustainability Board                              | M: Schafer<br>S: Host    | Nick Dupuis                       |   | Resolved<br>01/23/23                                 |

|         |   |                       |                        |   |                      |
|---------|---|-----------------------|------------------------|---|----------------------|
| 1/10/22 | Food Trucks   | M: Host<br>S: Schafer | Nick Dupuis/Jana Ecker |   | Staff monitoring     |
| 4/25/22 | Improvements in Information Provision and Methodology     | M: Haig<br>S: Baller  | TBD                    | 1/9/23 M: Haig, S: Host<br>To continue discussion<br>-Addressed in Jan 2023 CM report | Resolved<br>01/23/23 |
| 3/13    | Community foundation (review former letter from Kucharek) | Baller                | CM/Atty                |   | Resolved<br>04/03/23 |
| 3/28/22 | City Manager Selection Process                            | M: Host<br>S: Boutros | Managers Office & HR   |   | Resolved<br>03/27/23 |
| 1/9/23  | Ad Hoc Senior Services Committee                          | M: Baller<br>S: Longe | CM                     |   | Resolved<br>04/03/23 |

**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**

|        |   |                 |         |
|--------|---|-----------------|---------|
| 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 |

**Department of Public Services**

**Parks & Recreation Master Plan Update**

This project was awarded at the [May 22, 2023 City Commission meeting](#). So far, we have had a kickoff meeting with internal city staff and McKenna representatives, and have scheduled park tours with the Parks and Recreation Board, city staff and McKenna. Public engagement will begin this month as well, with a field day event scheduled on Wednesday, June 28, 2023 at the In the Park Concert in Shain Park. Within the next week, a page on the City’s website will include access to idea boards, a parks comment map, surveys and subscriber lists. A full project schedule will be available soon.

**Pickleball**

Crestview pickleball courts are now OPEN! Six (6) new pickleball courts are available during park hours from 6 a.m. – 10 p.m. Open Play (available to all on a first-come, first-served basis) is from 9 a.m. – 12 p.m. daily, and Birmingham residents may reserve courts between the hours of 12 p.m. – 8 p.m. daily. Rules of conduct and instructions on Open Play are posted onsite.

## **Ice Arena Summer Activities**

Cool off during the heat of summer at the rink! We are offering a summer Learn to Skate Program, open skate for all ages, hockey camps, and rental of the main arena by the hour during the summer months at our year-round facility. Visit the [ice arena webpage](#) for more information.

## **Engineering Department**

### **2023 Construction Update**

The following construction projects are currently underway:

- Westwood, Oak, and Raynale Project: Water main replacement and extended storm sewer is complete; cape-seal roadway to begin soon. Construction is anticipated to be complete in June.
- Parking Lot No. 5 Slope Repair: Fence installation occurred, and plant installation will occur at the end of the summer.
- 2021 Asphalt Resurfacing Program – Parking Lot No. 5: Construction Paving began the week of June 19<sup>th</sup>.
- Lincoln Hills Golf Course Tee No. 1 Tee-Box and Cart Path Improvements: Wall installation is complete and the lower portion of the cart path is paved. The rest of the paving and restoration will be complete by the end of June.
- 2022-2023 Cape Seal Program (Southeast corner of the City): Sidewalk installation occurred with pulverizing of the roadway underway. Cape seal treatment will start during the week of June 19<sup>th</sup>.
- Water Tower Maintenance and Coating:
  - o Derby Tank: Repairs and overcoat painting with new logo installation has been completed.
  - o Hunter Tank: Repairs to the water tower have started with overcoat painting occurring in June with new logo installation.
- 2022-2023 Concrete Sidewalk Program: The contractor has started work on miscellaneous sidewalk repairs throughout the City, including the sidewalk located on the west side of Ann Street between Landon Street to Lincoln Street.
- Cranbrook Road Non-Motorized Pathway Improvement Program: Construction started on June 12, 2023. The contractor began work on 14 Mile and is working north.

The following construction projects are scheduled for the rest of the construction season:

- 2023 Concrete Sidewalk Program: The contractor will start work at the beginning of July on the following items: residential area 6: Quarton Road to Maple Road, and western City limits to Lakeside Drive, downtown area 1A: Chester Road to N. Old Woodward, and Rouge River to Maple Road, ADA Ramps within the Downtown Area, miscellaneous repairs throughout the City, miscellaneous sidewalk repairs in Shain Park, installation of bicycle pads and racks in various locations throughout the City.
- Pierce Street Paving Project (14 Mile Road to Lincoln): Construction will start on the water main replacement in July.
- 2023 Asphalt Resurfacing Program: Construction will start on resurfacing in July on the following streets:
  - o Birmingham Blvd: Lincoln Street to 14 Mile Road
  - o Smith Street: Cummings to Woodward Ave
  - o Holland Street: Adams Road to Torry Street
  - o S. Old Woodward: Landon Street to Lincoln Street
- Redding Road (Lakepark Drive to Woodward Ave): Work includes water main replacement, sewer system improvements including new storm sewer outfalls, pavement replacement, and minor structural repairs to the bridge with streambank stabilization. The project is anticipated to start in the summer with completion in the fall.

Affected property owners will receive information about these projects. For more information regarding these projects, please contact the Engineering Department at 248-530-1840.

## **Water Service Verification Program**

As a reminder, the "In-Home/Business" water service line material needs to be determined as part of this program and included in the City's reporting for the State of Michigan. 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.

## **Fire Department**

### **Fight for Air Climb**

Congratulations to Battalion Chief Alan Soave, Battalion Chief Chris Deman, Lieutenant Mark Mischle, Firefighter Nick Soper, Firefighter Trevor Hulbert and Firefighter Owen Bachusz for their 2nd place finish in this year's annual American Lung Association Fight for Air Stair Climb at Comerica Park on May 21, 2023. Over 50 fire departments participated in the event this year. Firefighter Bachusz and Lt. Mischle led the way with 4th and 5th place overall respectively out of over 300 firefighters competing. Climbers have to wear all of their fire gear (which weighs over 60 pounds) while walking/running up and down all of the stairs on the upper deck of the stadium.



### **Physical Agility Test**

This month all fire department personnel will complete the annual physical agility test. The department requires all firefighters to be physically fit in order to safely complete job duties. Firefighting, rescue, and emergency medical service work is very physically demanding. The annual test helps firefighters to know their abilities and work toward maintaining their fitness.

### **K12 Saw**

The department recently purchased a new K12 saw (as seen on the left in the picture below). The new saw is battery powered, lighter, and can outperform the gasoline powered saw pictured on the right. The saw does not produce harmful fumes that can effect firefighters or a person being rescued on emergency scenes. These saws are used to cut concrete, metal, and wood. We appreciate the generous donation of the Gasow Veterinary Hospital from Romeo Plank Properties for allowing the fire and police departments to train on the building before demolition.



## **Human Resources**

### **HR Generalist Position**

The HR Department has successfully concluded interviews for the HR Generalist position. We appreciate the participation of all candidates and will provide further details regarding the selection soon. In the meantime, we are diligently reviewing our onboarding, hiring and recordkeeping processes to ensure compliance with state and federal regulations. Our objective is to streamline and expedite the time spent on these critical tasks. By optimizing our practices, we will enhance efficiency and create a smoother experience for both new hires and the HR team.

### **Bargaining Unit Contract Status**

The American Federation of State, County and Municipal Employees (AFSCME) has reached a tentative agreement with the City, contingent on collective bargaining unit approval. After the members approve this tentative agreement, the agreement will go to the City Commission for approval.

The Birmingham Firefighters Association (BFFA) and the City are currently in the negotiation stage.

### **New Hires**

The City of Birmingham extends warm congratulations to our newly hired employees from May 12, 2023 to June 12, 2023. Their skills, expertise, and enthusiasm are a valuable addition to our team. We welcome them to our organization!

|              |                   |                      |           |
|--------------|-------------------|----------------------|-----------|
| BUILDING     | SECRETARY A       | WALKER, TERI         | Full-Time |
| BUILDING     | SECRETARY A       | GIERALTOWSKI, LAUREN | Full-Time |
| CITY MANAGER | MANAGEMENT INTERN | McCarthy, John       | Part-Time |
| GOLF COURSE  | DPS TEMP LABORER  | BACHELLER, NOAH      | Seasonal  |
| GOLF COURSE  | DPS TEMP LABORER  | GOTTESMAN, BRANDON   | Seasonal  |
| GOLF COURSE  | DPS TEMP LABORER  | STEHNEY, LAUREN      | Seasonal  |
| GOLF COURSE  | DPS TEMP LABORER  | SAWICKE, OWEN        | Seasonal  |
| GOLF COURSE  | DPS TEMP LABORER  | FLYNN, LAUREN        | Seasonal  |
| GOLF COURSE  | DPS TEMP LABORER  | MIKICIUK, CONNOR     | Seasonal  |
| GOLF COURSE  | DPS TEMP LABORER  | STAMELL, CHARLES     | Seasonal  |
| GOLF COURSE  | DPS TEMP LABORER  | RUTKOWSKI, JACK      | Seasonal  |
| DPS          | DPS TEMP LABORER  | HUNTER, LUCAS        | Seasonal  |
| DPS          | DPS TEMP LABORER  | MCLEOD, ANNA         | Seasonal  |
| DPS          | DPS TEMP LABORER  | KOSTELLO, HADLEY     | Seasonal  |

|                  |                                   |                  |           |
|------------------|-----------------------------------|------------------|-----------|
| DPS              | DPS TEMP LABORER                  | ROBERTS, GRIFFIN | Seasonal  |
| ICE SPORTS ARENA | CLERICAL ASSISTANT                | ABELA, KATHERINE | Part-Time |
| LIBRARY          | LIBRARY PAGE                      | Hollo, Samantha  | Part-Time |
| BSD              | BSD INTERN SPECIAL EVENTS & MKTNG | DAVIES, MICHAEL  | Seasonal  |

## Hiring Anniversaries

The City of Birmingham celebrates the hiring anniversaries of several employees this month. Their unwavering commitment, hard work, and genuine compassion have left a profound and lasting impact on our community. We extend our heartfelt appreciation for their exceptional service and unwavering dedication.

| Years Served | Employee         | Department and Position |                              |
|--------------|------------------|-------------------------|------------------------------|
| 1            | ISAACSON, WILL   | POLICE                  | POLICE OFFICER               |
| 1            | DOLLAND, KELLY   | CLERKS                  | PART-TIME CLERICAL ASSISTANT |
| 1            | ROBERTS, JOSEPH  | POLICE                  | POLICE OFFICER               |
| 2            | NOBLE, GRACE     | LIBRARY                 | LIBRARY ASSISTANT            |
| 2            | MALEK, EMILY     | LIBRARY                 | LIB SUBSTITUTE LIBRARIAN     |
| 2            | PAREDES, ANTHONY | POLICE                  | POLICE OFFICER               |
| 2            | HULBERT, TREVOR  | FIRE                    | FIRE / AEMT                  |
| 4            | NEUVILLE, RYAN   | FIRE                    | FIRE / AEMT                  |
| 4            | JENNINGS, JOAN   | LIBRARY                 | LIBRARY ASSISTANT            |
| 4            | BEHRENS, MELISSA | LIBRARY                 | LIBRARIAN PT                 |
| 5            | DAVIS, TIMOTHY   | DPS                     | SSW ASSISTANT FOREMAN        |
| 5            | TERMAN, ROBBIE   | LIBRARY                 | LIB SUBSTITUTE LIBRARIAN     |
| 6            | LEIBOLD, ROSS    | DPS-PARKS               | DPS TEMP LABORER             |
| 6            | JENNINGS, H L    | LIBRARY                 | LIBRARY DEPARTMENT HEAD      |
| 6            | BERTALA, NADIA   | LIBRARY                 | LIBRARY PAGE                 |
| 7            | GRANROTH, JASON  | FIRE                    | FIRE / AEMT                  |
| 7            | DUFFEY, GWYNN    | FINANCE                 | PAYROLL/OFFICE COORDINATOR   |

|    |                        |          |                            |
|----|------------------------|----------|----------------------------|
| 9  | DEBANO, JAMIE          | POLICE   | POLICE DISPATCH<br>MANAGER |
| 10 | FREELS, BRIAN          | FIRE     | FIRE LT/AEMT               |
| 10 | HITCHCOCK, JR, KENNETH | POLICE   | CLERK/TYPIST B             |
| 11 | MANIGOLD, DOUGLAS      | BUILDING | ZONING OFFICER             |
| 20 | HUGHES, THOMAS         | FIRE     | BATT CHIEF                 |
| 22 | ROSETT, EDWARD         | BUILDING | ELECTRICAL<br>INSPECTOR    |
| 23 | WALD, GREGORY          | POLICE   | POLICE CAPTAIN             |
| 24 | JOHNSON, BRUCE         | BUILDING | BUILDING OFFICIAL          |

### Employment Opportunities

The City is currently accepting applications for the following positions. To submit an application or for more information go to [www.bhamgov.org/jobs](http://www.bhamgov.org/jobs).

|                       |  |           |                          |
|-----------------------|--|-----------|--------------------------|
| Clerk's Office        | Deputy City Clerk                      | Full Time | Closing June 23,<br>2023 |
| Community Development | Secretary A                            | Full Time | Until Filled             |
| Community Development | Plumbing Inspector                     | Full Time | Until Filled             |
| DPS                   | P&R Seasonal Laborer                   | Seasonal  | Until Filled             |
| DPS                   | Fleet Mechanic                         | Full Time | Until Filled             |
| DPS                   | Ice Arena Concessions                  | Part Time | Until Filled             |
| DPS                   | Parks and Forestry Operator            | Full Time | Until Filled             |
| DPS                   | Streets/Sewer/Water<br>Operator        | Full Time | Until Filled             |
| DPS                   | Golf Course Maintenance &<br>Clubhouse | Seasonal  | Until Filled             |
| Engineering           | Construction Engineer                  | Full Time | Closing June 19,<br>2023 |
| Fire                  | Firefighter                            | Full Time | Until Filled             |
| Managers Office       | Communications Specialist              | Part Time | Closing June 23,<br>2023 |
| Police                | Parking Enforcement<br>Assistant       | Part Time | Until Filled             |

|          |                      |           |              |
|----------|----------------------|-----------|--------------|
| Police   | Dispatcher           | Part Time | Until Filled |
| Police   | Police Officer       | Full Time | Until Filled |
| Treasury | Treasury Secretary C | Full Time | Until Filled |

## **Planning Department**

### **Setting the Record Straight – Residential Lot Areas Less than the Zoning Ordinance Minimum**

The City has received public comment expressing concern regarding the construction of single family homes on lots that are less than the Zoning Ordinance minimum lot area requirements. Much of this commentary occurred during master plan hearings with the Planning Board and City Commission.

Birmingham's single family zoning districts consist of R1-A, R1, R2, and R3. Article 2 of the Zoning Ordinance specifies a minimum lot area for each zone; R1-A requires a minimum lot area of 20,000 SF, R1 a minimum of 9,000 SF, R2 a minimum of 6,000 SF, and R3 a minimum of 4,500 SF.

The minimum lot area requirement of the Zoning Ordinance does not apply to single family dwellings on originally platted lots. Section 102-51 of the Municipal Code allows the Building Official to approve a single family dwelling on a single platted lot, provided that the minimum requirements of the Zoning Ordinance (Chapter 126) are met, excluding minimum land area requirements. [Section 102-51 of the Municipal Code](#) reads as follows:

*The division of any platted lot, outlot or other parcel of land in a recorded plat is prohibited unless such division is first approved by the city commission.*

*The following exceptions may occur:*

*(1) The building official may permit a single family dwelling to be located on a single platted lot, without approval by the city commission, provided the minimum requirements of [Chapter 126](#) of this Code are met, except as excluded below:*

*a. Such platted lot as described above, shall not be required to meet the minimum land area requirement of [Chapter 126](#) of this Code; and,*

*b. Such platted lot is excluded from the lot width requirements of this Chapter.*

*(2) Where there are two or more, platted lots, or portions thereof, under single ownership, which have not been reduced from the original platted lot dimensions, the building official may, without approval by the city commission, accept the boundary adjustment and may permit a single family dwelling to be located on each platted lot, provided the following conditions are met:*

*a. The resulting lots comply with the minimum requirements of [Chapter 126](#) of this Code, excluding minimum land area; and*

*b. The resulting lots comply with other ordinance requirements stated herein, excluding lot width*

Chapter 102, Article III, "Subdivisions" of the Municipal Code was amended on April 9<sup>th</sup>, 2001 with the intent of clarifying development allowed on a single family lot that is deficient in the required minimum

land area of the zone district. The City Commission memo for the April 9, 2001 Public Hearing containing all relevant minutes can be [downloaded here](#). The attachments from 2001 also include an illustration of “buildable lots”.

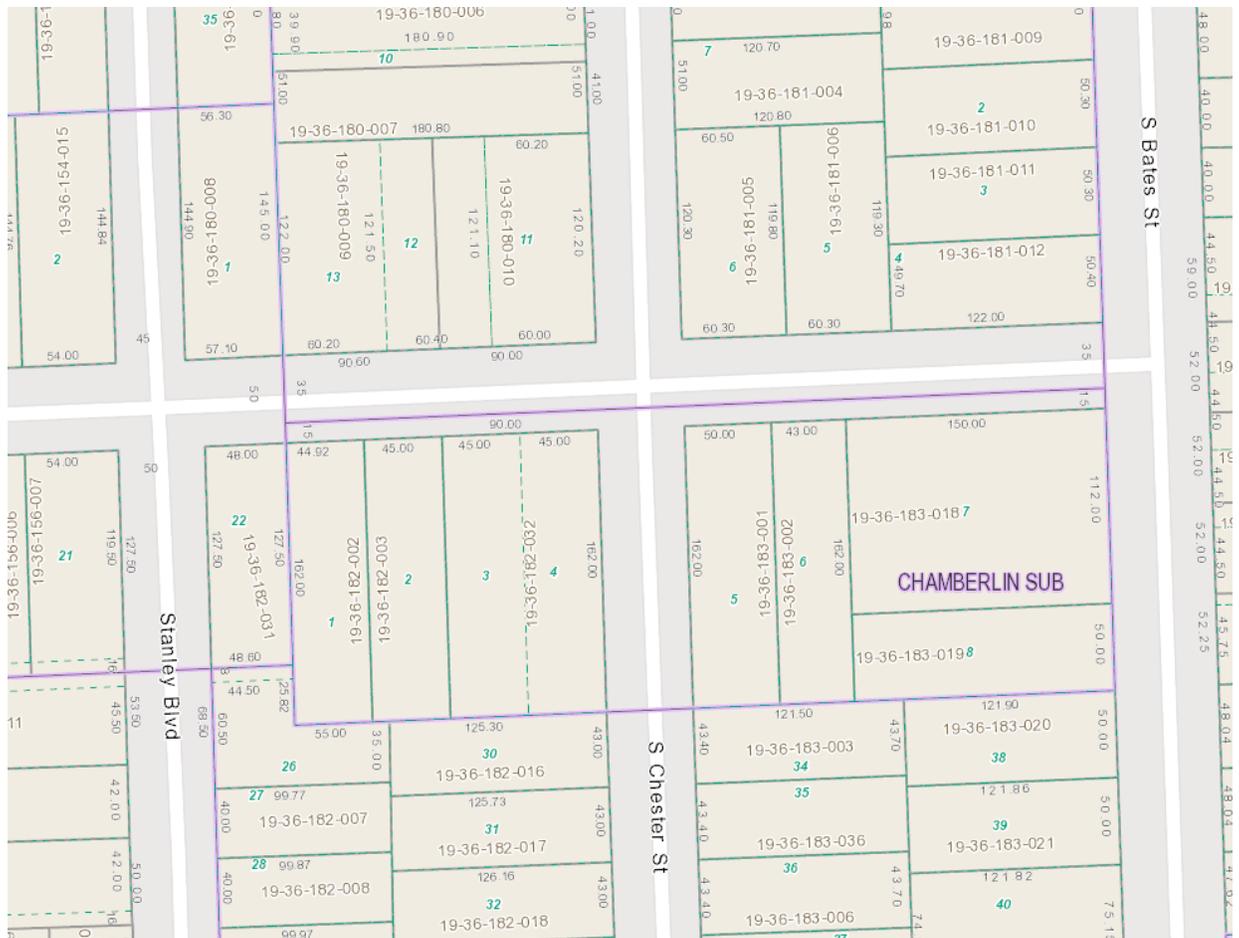
There are examples of single family dwellings on lots less than the minimum land area required by the Zoning Ordinance in all single family zoning districts throughout Birmingham. If such homes were to be destroyed, the Municipal Code would allow a new home to be constructed on the lot, given that the Building Official may permit a single family dwelling on a single platted lot (provided that it satisfies the requirements of the Zoning Ordinance, **excluding minimum land area requirements**).

The City of Birmingham and Oakland County have records of original platted lots. Such lots can be viewed in comparison to the current parcel size on [Oakland County Property Gateway](#). Existing parcel lines are indicated in solid lines while original platted lot lines that do not line up with parcel lines are indicated in dashed lines. An example of the Oakland County database portraying parcel boundaries and original platted lot boundaries is included below.

The minimum lot area requirements of the Zoning Ordinance come into play when property owners apply to move parcel boundaries that do not align with the boundaries of an original platted lot. Moving a parcel boundary to a location different than an original platted lot requires lot division approval from the City Commission. One of the standards of approval is that the lot conforms to all requirements of the Zoning Ordinance.

#### Example from Oakland County Property Gateway

- Solid Line = Parcel boundary aligns with original platted lot
- Dashed Line = Original platted lot boundary within existing parcel
- Number = Recorded lot record within each plat (eg. Chamberlin Subdivision, Lot #7)



## **Planning Board**

A tentative Planning Board list of scheduled and/or recently completed items is provided below:

1. Health Club/Studio Use in B4 Zoning District – Study Session
2. 33866 Woodward – Polestar – Final Site Plan & Design Review

## **Historic District Commission & Historic District Study Committee**

On June 7, 2023, the Historic District Commission (HDC) moved to recommend approval to the City Commission a set of historic design guidelines that will aid the HDC in its review of all historic properties and all development in historic districts. After the City Commission reviews the recommendation and takes action, the consultants (Kraemer Design Group) plan to hold one final engagement session to help the HDC introduce the guidelines to the public.

As for the Historic District Study Committee (HDSC), the Preliminary Historic District Study Committee Report for 1238 Buckingham is nearing completion and will be on to the next stages of review as outlined in Chapter 127 of the City Code. Next steps include transmittal to the Planning Board, State Historic Preservation Office, Michigan Historical Center, and other related bodies. After that review, at least two public hearings will be held, one of which will be at the City Commission.

## **Multi-Modal Transportation Board (MMTB)**

After multiple meetings and public workshops regarding the S. Eton resurfacing design between Yosemite and 14 Mile, the MMTB recommended a roadway design to the City Commission. City staff anticipates that this item and recommendation will appear before the City Commission in July following an open house for public comment on a final plan view.

North of Lincoln Ave, the design consists of pedestrian bumpouts on the east side of the road in the Rail District, and parking spaces set back 30 feet from any intersection or crosswalk in order to increase visibility for turning movements onto S. Eton. The number of parking spaces would be reduced from 51 to 28 spaces with the recommended setback. Painted bike lanes are also recommended to be 5 feet wide on each side of the road so that cyclists can travel with the direction of traffic. A number of options were evaluated with various buffers and designs, however the MMTB determined that maintaining on-street parking while providing pedestrian bumpouts and increasing intersection visibility were top priorities.

South of Lincoln Ave, the MMTB recommended extending designated bike lanes from Lincoln Ave to 14 Mile. Such a design would involve moving the curb back 5 feet on the east side of the road and 8 feet on the west side of the road where on-street parking exists. The current right-of-way between the sidewalk and road is approximately 25 feet between Lincoln Ave and 14 Mile on S. Eton – this would be reduced from 5 to 8 feet.

## **Public Arts Board (PAB)**

The PAB is anticipating two sculpture installations in the month of July, one between Woodward Ave, S. Old Woodward, and Haynes, the other at Fairview Park. The PAB is also beginning to coordinate with the BSD on an art walk scheduled for October of 2023.

## **Sustainability**

The Environmental Sustainability Committee (ESC) held their second meeting on Monday, June 12, 2023. The ESC reviewed a timeline for completion, which included the public engagement activities that are planned. In addition, the ESC approved a survey that will be distributed on the Engage Birmingham platform at the end of June 2023 to help guide the public engagement and the eventual drafting of the plan. Meanwhile, the Planning Division continues to work diligently on the detailed data requests that are required for the Greenhouse Gas Emissions study.



## **Police Department**

### **Regional Youth Police Academy**

Starting on June 26th, the first-ever Regional Youth Police Academy will begin. Twenty-one participants have signed up to be part of this inaugural academy class. Participants will receive training in a variety of police related topics with instructors from Birmingham, Bloomfield Township, Rochester, and Auburn Hills police departments.

### **Inaugural Police Open House**

On Saturday, July 29th, in conjunction with the Day on the Town special event, the police department will hold its first ever Open House. The Open House will include a children's bike rodeo, vehicle displays, and a drunk driving simulator. There will be demonstrations from our evidence technicians, the Fire Department on vehicle extractions, the Michigan State Police Bomb Squad, and the Oakland County Sheriff's Drone Program. Attendees will observe and participate in these programs and more. And don't miss out on an opportunity to dunk one of Birmingham's finest in the dunk tank. Donations will be suggested for your chance to dunk an officer with proceeds benefiting the Special Olympics.

### **Office of Highway Safety Planning Grant Funding**

The Police Department recently applied for grant funding through the Office of Highway Safety Planning (OHSP) for traffic investigation equipment and speed measuring devices. Additionally, the request included funds for traffic overtime to address issues on Woodward Avenue. We have received notice that OHSP has approved our grant funding for the amount of **\$80,187.13** for FY2024 starting on October 1, 2023, which consists of the following:

1. Personnel costs for Woodward traffic OT - **\$28,548.73**
2. Equipment costs (2 LIDAR units, 1 accident investigation forensic mapping tool, and combined radar message sign/trailer) total value - **\$51,638.40**

## **Parking Systems Update**

### **Operations**

Bumper blocks have been put into place on the roof of the Park St. Garage to assist in preventing donuts and burnouts that often take place on the weekends.

### **Construction**

Repairs resumed at the N. Old Woodward Garage on June 12th. Repair work includes concrete restoration, handrails, painting of ceilings, walls, and stairwell walls, and the installation of LED lights. Construction is expected to last through October.

The Engineering Department will repave all of Lot 5 in June.

### **Occupancy**

Monthly average occupancy shows the total average occupancy of each garage for the total month, not the occupancy of each garage at its busiest moment. The averages may be different from previous months now that new parking equipment has been installed and new baseline data is being determined.

| MAY AVG CAPACITY     |        |
|----------------------|--------|
| Chester Garage (880) | 28.00% |
| Old Woodward (745)   | 28.00% |
| Park Garage (811)    | 23.00% |
| Peabody Garage (437) | 38.00% |
| Pierce Garage (706)  | 76.00% |

### **Future Agenda Items**

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

### **Future Workshop Items**

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