



## **CITY MANAGER'S REPORT**

April 2022

### **Baldwin Public Library**

#### **Public Open House**

The Library will be holding a public open house on Sunday, May 22 from 2:00 p.m. to 4:00 p.m., with remarks to be held at 2:30 p.m. The open house will celebrate the grand reopening of the expanded Youth Room and second floor renovations, honor Doug Koschik's retirement, dedicate Jim Miller-Melberg's Michigan Spring Statue, and commemorate Martha Baldwin's induction into the Michigan Women's Hall of Fame.

#### **Library Tours**

Youth librarians will be conducting library tours for second graders attending the Birmingham Public Schools throughout the month of May. Students will have lunch in Shain Park, take a walking history tour of downtown Birmingham, and learn about the history of Martha Baldwin and the Baldwin Public Library.

#### **Used Book Sale**

The Friends of the Baldwin Public Library will be holding a used book sale from May 14-16. View sale hours at [www.baldwinlib.org/friends](http://www.baldwinlib.org/friends).

#### **Trust Investment Policy and Gift & Donation Policy**

On April 18, the Library Board met for a regular meeting. The Board voted to approve updates to the Trust Investment Policy and the Gift & Donation Policy. These policies can be viewed at <https://www.baldwinlib.org/mission/>.

#### **Strategic Plan**

The Board also approved a new strategic plan for the library for 2022-2025. The full plan can be read at <https://www.baldwinlib.org/staff-board/>. Highlights of the plan are listed below.

**Mission:** The Baldwin Public Library in Birmingham, Michigan enriches lives by providing opportunities and resources for everyone to learn, connect, and discover.

**Vision:** The Baldwin Public Library will be an essential part of the community and

the first choice for access to cultural, recreational, and learning opportunities.

### **Core Values**

Intellectual Freedom  
Equitable and Inclusive Access  
Education and Lifelong Learning  
Innovation  
Welcoming Environment  
Integrity  
Collaboration  
Commitment to Excellence

### **Strategic Goals**

Programs & Services: Adapt programs and services to meet the needs of the changing population  
Facility: Create a welcoming, safe, and accessible building that meets the needs of our staff and users  
Diversity & Equity: Provide and promote equitable and inclusive resources and opportunities for all populations  
Community Outreach & Partnerships: Develop and strengthen BPL connections within the community  
Personnel & Organization: Train, empower, and equip members of the organization to best support users and each other  
Financial: Maintain and improve financial health

## **The Birmingham Museum**

As part of its commitment to greater public access through technology, the museum will continue its virtual offerings during the remainder of the spring season with free Zoom presentations and YouTube video recordings of its lecture series at the Baldwin Public Library. The talk on Thursday, May 5 at 7 p.m. will be given by Donna Casaceli and titled "Birmingham's Stories of War and Service". Tying in with the recent inclusion of Greenwood Cemetery into the National Underground Railroad Network to Freedom, the talk on Friday, June 3 at 7 p.m. will be on Birmingham's connections with the Underground Railroad. Visit the Library's [events calendar](#) to register for each talk. Learn more at [www.bhamgov.org/museumprograms](http://www.bhamgov.org/museumprograms).

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

### **Spring Stroll**

The Birmingham Shopping District was pleased to see such an amazing turnout for the Spring Stroll on April 9th. More than 150 families registered and more than 25 businesses participated. This was a pleasant surprise for a first year event.

### **Business Mix Analysis**

The BSD is currently working on a business mix analysis for the downtown in order to determine the market saturation for restaurants, salons, and types of retail. This study

will also be helpful in identifying where there are missing business categories. The BSD intends to use this information to create priorities for the business recruiter.

### **Construction Initiatives**

The BSD is preparing initiatives and programs to assist businesses and mitigate disruptions during the South Old Woodward reconstruction project. The BSD is in constant communication with the city's Engineering Department. Scott Zielinski attended the most recent Merchant Meeting at Hastens on April 20th to answer questions from business owners. Preserving some parking options during construction is a priority for the BSD. The BSD is working with private property owners to secure lots for public parking.

The BSD is also working on a number of initiatives to promote businesses with signage and incentives during the project. A texting service will also help provide downtown stakeholders with up-to-date information about time-sensitive news in order to help business owners and property owners navigate some of the challenges that may arise.

## **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. In March, we processed 461 online permit applications, which brings the 2022 total to 1,179.

### **City Inspectors & Code Enforcement Using GovAlert**

To supplement the launch of GovPilot, the Building Department installed the GovAlert mobile application on City issued phones for inspectors and Code Enforcement officers. They will now have the ability to record any violations identified while traveling between inspections or conducting City business. These violations and complaints can be reported in real time and workflows immediately route complaints to the appropriate department for resolution.

### **Congratulations, Mollie!**

Mollie Mackinnon earned her Code Enforcement Officer certification from ICC this month.

## **City Clerk's Office**

### **Parade & Hometown Celebration**

The tradition continues in 2022 as the Celebrate Birmingham hometown parade marches back into downtown Birmingham on May 15, 2022.

The parade will feature local businesses, civic groups and organizations and will begin at 1 pm by Booth Park and travel down Old Woodward onto Maple, ending at Shain Park. Capping off this festive parade is a community celebration in Shain Park with activities and entertainment for families, ending at 4 p.m.

Parade participants are still being accepted and sponsorship opportunities are still available until April 28, 2022. Contact the City Clerk's Office at (248) 530-1880 or visit

[bhamgov.org/parade](http://bhamgov.org/parade) for information and registration.

Thank you to our sponsors and supporters! Parade Main Sponsor - The Bank of Ann Arbor; Parade Master - Beier Howlett, PC; and parade supporters DAR Piety Hill Chapter, Michelle Woodell, and Michigan United Credit Union.

### **Elections**

The Clerk's Department relies on many election workers to ensure a smooth election. In preparation for the Aug. 2, 2022 primary, we will begin contacting past election workers in May and recruit new election workers in May and June. Election workers will attend training in July, and at that time we will evaluate whether we need to recruit more workers for the Nov. 8, 2022 general election.

### **Voting while out of the County**

Voters who will be out of the United States for the 2022 elections can submit a Federal Post Card Application (FPCA) to obtain an absent voter ballot by e-mail, fax or regular mail. This application must be submitted every year for which a voter will be out of the United States for an election. To obtain this application, visit [www.fvap.gov](http://www.fvap.gov)

### **Voter Information**

You can check your voter information, register for an absentee ballot, identify your precinct, district and more at <https://mVIC.sos.state.mi.us/>. If you have not registered for an absentee ballot and you are not on the permanent absentee ballot list, make sure to register soon. The deadline to register for an absentee ballot is 5 p.m. the Friday before the election.

### **Board and Commission Appointments**

The following City of Birmingham [boards and commissions](#) have vacant positions or members with terms expiring soon:

<b>BOARD:</b>	<b>APPLICATIONS DUE:</b>	<b>INTERVIEWS/ APPOINTMENTS:</b>
Advisory Parking Committee	4/20/22	4/25/22
Architectural Review Committee	4/20/22	4/25/22
Board of Zoning Appeals	4/20/22	4/25/22
Brownfield Redevelopment Authority	4/20/22	4/25/22
Housing Board of Appeals	4/20/22	4/25/22
Public Arts Board	*until filled	
Storm Water Utility Appeals Board	*until filled	
Triangle District Corridor Improvement Authority	*until filled	

For details, visit [www.bhamgov.org/boardopportunities](http://www.bhamgov.org/boardopportunities).

### **Cemetery**

At the April 1, 2022 Greenwood Cemetery Advisory Board meeting, the board reviewed the penultimate draft of the Greenwood Cemetery Rules and Regulations document. This document has been thoroughly reviewed by the board for the past year and has input from City Attorney Kucharek, the Department of Public Services and the Greenwood Cemetery Contract Manager. The board discussed the Cemetery Service Provider Contract and

recommended that the agreement with Creative Collaborations, LLC be authorized by the City Commission. They also discussed topics they would like to address in future meetings including historical marker policy, prepping for the annual report and goal reflection, beautification of the cemetery, and burial documentation digitalization.

#### Future Agenda Topics for Greenwood Cemetery Advisory Board

May 6, 2022 - Meeting in person at City Hall

- Planning for grave stone inventory project
- Preparation for 2021-2022 annual report, goal reflection & setting

June 3, 2022 - Meeting in person at City Hall

- Topics to be determined

### **City Manager's Office**

#### **Communications**

##### **GovPilot Citizen Concern Module Update**

The city has received positive feedback from residents regarding GovPilot. The system is working well, both internally and externally. Between March 3, 2022 and April 20, 2022, we received 71 GovPilot Citizen Concern Module submissions. Of those, 48 were submitted via the new GovAlert mobile app and 23 were submitted via the [GovPilot website form](#). During the same time period last year, 26 submissions were received using the city's previous citizen concern system. We are very pleased with the significant increase in submissions received via our new system, and the high number of GovAlert mobile app submissions. Our short video explaining how to submit a request via the app is available at [www.bhamgov.org/govalert](http://www.bhamgov.org/govalert).

##### **Ongoing Communications Projects**

The communications team is ready for a busy spring and summer! Continuing with our educational video series, upcoming projects will include a video tour of the newly renovated Birmingham Ice Arena, a video about Springdale Golf Course and Lincoln Hills Golf Course, and a time-lapse video of the South Old Woodward Reconstruction Phase 3 project. The team is working on the May edition of the Around Town e-Newsletter, and the summer edition of the Birmingham Beat newsletter. Frequent eblasts cover topics such as Parks & Recreation Bond projects, Citywide Master Plan updates, and last-minute news about fire hydrant flow testing, inclement weather updates, lane closures and more. Recent press release topics have included Woodward Avenue noise, the Adams Park grant, Greenwood Cemetery, golf course opening announcement and more. The team is helping with Engage Birmingham projects that will launch in the coming weeks, in addition to monthly photography, video and social media planning. Other projects in the works include the employee newsletter, new City Guide publication and the virtual Skyway Tour.

##### **South Old Woodward Reconstruction Phase 3 Communications Plan**

The communications team is working with the Engineering Department and the Birmingham Shopping District to finalize plans for keeping residents and businesses informed of updates pertaining to the South Old Woodward Reconstruction Phase 3 project. Similar to Phases 1 and 2, weekly updates will be sent to the project's constant

contact group subscribers. Residents and businesses are encouraged to visit [www.bhamgov.org/enews](http://www.bhamgov.org/enews) to sign up for South Old Woodward Reconstruction Phase 3 project updates.

## Human Resources

### City Engineer Update

On Thursday, April 14, 2022, Mohmedyunus Patel formally withdrew his signed acceptance of the City Engineer position. He had formally accepted the position on February 25, 2022. Following two revised start dates, he was scheduled to begin employment with the city on Monday, April 18, 2022. [Follow this link](#) to download a memo detailing the timeline of events regarding the City Engineer recruitment process between the city and Mr. Patel. The Human Resources Department reposted the City Engineer position and the application is available at [www.bhamgov.org/jobs](http://www.bhamgov.org/jobs).

### Staff & Vacancy Update

Department	FT & PT Staff Estimate	Current Vacancies/Hiring	Percentage Staffed	Vacancies Filled Since 2020	Notes
Birmingham Shopping District	5	Farmer's Mkt Asst	100%	3	Four hires pending
Clerk's Office	5	-	100%	5	Hiring Intern
Building	17	-	100%	1	
Engineering	8	City Engineer Engineering Intern Pub. Wks. Insp.	63%	5	Open to applications
Finance / Treasury	14	Secretary B	93%	4	Posting upcoming
Fire	35	-	100%	10	
Information Technology	4	-	100%	2	
Maintenance	2	-	100%	1	
Manager's Office / Communications / HR	6	-	100%	6	
Museum	3	-	100%	0	
Parking System	9	-	10%	1	Hiring plan in FY 22-23
Planning	7	-	100%	4	
Police	71	Police Officer (2) PT Dispatcher	100%	9	Dispatch post upcoming 2 Officer hires upcoming
Public Services	56	Streets & Parks Operator (3)	TBD	8	Currently hiring 2 SSW Asstistant Foremen

### City Staff Vaccination Update

Vaccination Card Tracking			
Department	# Received	Total Staff	Percentage
<b>City Staff</b>	194	222	87%
IT	4	4	100%
BSD	4	5	80%
Community Development	30	33	91%
Fire Dept	33	36	92%
Clerks	5	5	100%
Finance/Treasurer	12	13	92%
Building/Maintenance	2	2	100%
Museum	3	3	100%
Police Dept (w/o crossing guards)	51	61	84%
CM/HR	6	6	100%
DPS (w/o summer seasonals)	44	54	81%

## **Miscellaneous**

### **Oakland County Parks and Recreation**

On Monday, April 4, 2022, City Manager Tom Markus, Parks and Recreation Manager Carrie Laird, and Assistant to the City Manager Melissa Fairbairn escorted Oakland County Parks and Recreation Director Chris Ward on a tour of the City's park system. The tour featured several City parks, Springdale and Lincoln Hills Golf Courses, and the newly renovated Birmingham Ice Arena. Staff thanked Director Ward for the County's \$100,000 grant for Adams Park and emphasized the strong support that residents have shown for parks and recreation improvements in our community. The City looks forward to future collaborations with Oakland County Parks and Recreation.

## **Department of Public Services**

### **Arbor Day**

The City of Birmingham is continuing its tradition of participating in the celebration of Arbor Day on the last Friday in April. National Arbor Day, much like Earth Day, is a holiday that celebrates nature. In our case, it recognizes the importance of trees. The most common way people celebrate Arbor Day is to get together in groups to plant a tree or trees.

Arbor Day 2022 will take place at Pembroke Park in cooperation with the Daisy Troop and participation by some Pembroke Elementary School children on Friday, April 29, 2022 from 12:30 p.m. -1:00 p.m. The Daisy Troop will provide us with a short program in addition to the planting of a tree in the City Park.

### **Lincoln Hills and Springdale Golf Courses**

Lincoln Hills and Springdale Golf Courses offer a quick round of golf for those on the go. Our two municipal golf courses are nine hole golf courses, rated top in the Detroit Metropolitan area. Both courses are open to everyone! Invite your friends along to experience Birmingham's top-rated golf courses that are close to home, fun and affordable.

Birmingham's golf courses offer adult and youth lessons by a PGA golf pro, a fun Junior Golf Program, power carts, adaptive golf carts, league play, Club Tournaments, and great food and beverages. Special pricing opportunities are available for Residents, Non-Residents and Businesses.

Reservations may be made online or by calling Lincoln Hills at (248) 530-1670 or Springdale at (248) 530-1660. Learn more at [www.GolfBirmingham.org](http://www.GolfBirmingham.org).

### **Birmingham Ice Sports Arena**

The newly renovated Birmingham Ice Sports Arena offers skating opportunities for those of all ages. Whether you want to rent ice for a party, participate in open skating, or register for skating lessons, the arena offers something for everyone! Located on the

Kenning Park property, the indoor arena contains a regulation sized ice rink with bleacher seating. A smaller studio arena is used for lessons and skating parties within the sports complex. The rental of the party room is available with or without the studio rink.

To inquire about summer ice availability, other facility offerings or to book the party room contact 248.530.1640 for assistance.

### **DPS Open House**

The Department of Public Services hosts the annual DPS Open House during the month of May. We are happy to resume the tradition this year. The event will be held at 851 South Eton on Saturday, May 14, 2022 from 10:00 a.m. until 2:00 p.m.

National Public Works Week is May 15-21, 2022. The "Ready & Resilient" theme this year highlights the ability of these professionals to perform regular public works duties and be ready at a moment's notice to react to emergencies or as first responders during natural disasters, plus to overcome trials seen in the field.

Public Works superheroes help keep communities strong by providing an infrastructure of services in water, sewer, streets, public buildings and spaces, parks, forestry and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So join us in celebrating these superheroes!

### **Engineering Department**

The following contractors are currently working on City projects, or will be starting up in the coming month:

- JB Contractors will be back to continue with the 2021 Sidewalk Repair Program, with work focused in the area between Southfield & Pierce and 14 Mile to Maple. They will also work on sidewalk ramps in the downtown area and other citywide repairs.
- Precision Concrete Cutting is back, working to remove potential trip-hazards along the City's network of sidewalks, with their effort focused in the area between Southfield & Pierce and 14 Mile to Maple.
- Pamar Enterprises will be back to continue with the 2021 Asphalt Pavement Rehabilitation Program. They will be working on several streets, but their effort is scheduled to begin on Latham, between Saxon and Lincoln.
- Angelo Iafrate Construction Company is planning on starting the S. Old Woodward Reconstruction project in mid-May. We are also coordinating with Consumers Energy who has been planning to replace the gas main along a portion of S. Old Woodward before the City project begins.

### **Fire Department**

#### **Firefighter Training**

During the week of April 4<sup>th</sup>, the Fire Department conducted multiple days of training at the future Restoration Hardware site on South Old Woodward. The crews trained on fire suppression, search and rescue using artificial smoke. The construction of the



commercial structure allowed the firefighters to use various tools and techniques to breach the walls, floors and roof. This training opportunity was very important in the development of our young department.

### **Midwest Fire Rescue Expo**

Chief Paul Wells and Battalion Chief Tom Hughes attended the Midwest Fire Rescue Expo in Novi on April 13. The show was a great opportunity to see the latest fire, medical, rescue tools and technology to improve the service we can provide to the City. The biggest take away from the show was the increase in prices due to demand, supply issues, etc. Fire and medical equipment is also taking 3-4 months to get delivered after a purchase order has been issued. New ambulance and fire truck build orders are currently taking 18-24 months, compared to 6 months in the past. Thankfully the Fire Department does not require any new ambulance or fire truck purchases in the next few years.

### **Fire Hydrant Flow Testing**

The Fire Department and Department of Public Services recently completed fire hydrant flow testing on select hydrants throughout the city. Work began at 10:30 p.m. on Wednesday, April 13 and concluded at 5 a.m. on Thursday, April 14. The Fire Department received compliments from residents who appreciated this work occurring during the middle of the night. The city did not receive any reports of discolored water. The Fire Department appreciates the community's patience as crews work each year to ensure hydrants are operable and give the proper water flow when needed.

## **Planning Department**

### **Master Plan 2040**

On April 18, 2022, the City Commission formally directed the 2040 Plan consultant team to begin preparation of the third and final draft based on the feedback they received over the Planning Board review process. All of the documents related to the 2040 Plan remain available on [www.thebirminghamplan.com](http://www.thebirminghamplan.com). You can also watch a recording of past meetings on the City of Birmingham website. As a reminder, you can still submit comments directly to the consultant team through the aforementioned 2040 Plan website, and also submit comments directly to the Planning Division to be placed in the next available agenda of the Planning Board.

### **Planning Board**

Overall, the Planning Board is keeping very busy with agendas that are now full moving into July. There are several ordinance studies that have been waiting for the 2040 Master Plan review to be completed that the Planning Board has begun to tackle along with various site plan reviews. A tentative Planning Board schedule is provided below:

- 243 E. Merrill – La Strada – SLUP, FSP & DR (4/27/22)
- Watkins/Brown – REZONING (4/27/22)
- 588 S. Old Woodward – Phoenicia – SLUP, FSP & DR (4/27/22)

- 294 E. Brown – FSP & DR (4/27/22)
- Outdoor Dining Study (PH 5/11/22)
- Accessible Ramp Study (PH 5/11/22)
- Front Yard Setback Study (PH 5/11/22)
- Side Yard A/C Units Study (5/11/22)
- Window Standards (5/11/22)
- 185 N. Old Woodward – Bell – SLUP, FSP & DR (5/25/22 – POSTPONED FROM 4/13/22)
- 320 Martin St. – Birmingham Post Office – CIS & PSP (5/25/22)
- 310 E. Maple – Casa Perno – SLUP, FSP & DR (5/25/22)
- 460 N. Old Woodward – Wilders – SLUP, FSP & DR (6/22/22)
- 1160 Grant St. – SLUP, FSP & DR (6/22/22)
- 36877 Woodward – Gasow – SLUP, FSP & DR (6/22/22)
- 770 S. Adams – Perennial – FSP & DR (6/22/22)

### **Historic Preservation**

The Historic District Commission (HDC) is steadily making progress on its larger preservation goals with a number of smaller projects that will contribute to the overall historic preservation plan that the HDC hopes to develop in the next year. The Historic District Commission continues to build a strong media presence to educate Birmingham residents, highlight preservation efforts in the City, and encourage historic designation.

### **Public Art**

The Public Arts Board is continuing its 2022 call for entries. The program affords an opportunity for artists to receive a small grant to provide public art in the City of Birmingham. Along with the call for entries program, the Public Arts Board continues to field donation requests. In addition to public art programs, the Public Arts Board has been reviewing applications for the newly adopted Wall Art application process. Two applications have been reviewed so far, and several more inquiries have been made within the approved Wall Art boundaries. In addition, City Staff has been fielding multiple inquiries for Wall Art along the Woodward corridor, prompting a review of the Wall Art boundary and a possible expansion.

### **Multi-Modal Transportation Board**

The Multi-Modal Transportation Board (MMTB) is diligently working through the challenging task that is improving conditions along the Woodward corridor. The MMTB is actively working on the Woodward Avenue Road Diet Checklist, and will be studying various other improvements for Woodward in the near future.

## **Police Department**

### **Commander Grewe Accepted into FBI National Academy**

Commander Scott Grewe has been accepted into Session 283 of the Federal Bureau of Investigation's National Academy (FBINAA). The FBINAA is recognized as the most

prestigious law enforcement training academy in the nation and throughout the world. Commander Grewe will attend the FBINAA from July 9, 2022 through September 16, 2022. The FBINAA training center is on the campus of the Federal Bureau of Investigation's main training facility in Quantico, VA. The location is also home to the Marine Corps Base Quantico.

### **Staff Promotions**

1. Lieutenant Chris Koch was promoted to the rank of commander. Commander Koch will be in charge of the Investigative Division. Commander Koch has been with the department for 21 years.
2. Sergeant Michael Romanowski was promoted to the rank of lieutenant. Lieutenant Romanowski will be assigned to the Patrol Division as a platoon supervisor. Lieutenant Romanowski has been with the department for 11 years.

### **Parking Systems Update**

Parking Systems Manager Ryan Weingartz prepared a memo detailing the status of the monthly parking pass wait list, occupancy rates, construction projects, parking system equipment, facilities and operations. [Follow this link](#) to download the memo.

### **Future Agenda Items**

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

### **Future Workshop Items**

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