Navigating through the agenda:

- Use the bookmarks on the left to navigate through the agenda.

- **Tablet Users:** Tap the screen for available options, select “Open in”, select “Adobe Reader”. The agenda will open in Adobe Reader. Scroll through the bookmarks to navigate through the agenda.
  (The Adobe Reader application is required to download the agenda and view the bookmarks. This free application is available through the App Store on your tablet device.)
I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE  
Mark Nickita, Mayor

II. ROLL CALL  
Cheryl Arft, Acting City Clerk

III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS.

Appointments:
A. Recognition of 2016 Student Board Representatives
B. Resolution appointing the following students as non-voting members for the calendar year 2017:
   - Planning Board: Ariana Afrakhtek – IA
     Sarah Evans - Seaholm
     Bella Niskar - Seaholm
   - Parks Board: Ben Gould - Groves
     Joey Kummer – Seaholm
   - Public Arts Board: Celeste Demps-Simons - IA
     Cecilia Trella - Seaholm
   - Museum Board: Carson Claar – Seaholm
     Hanna Sandler – Seaholm
   - HDC-DRB: Josh Chapnick - Seaholm
     Griffin Pfaff – Seaholm
C. Interviews for Public Arts Board
   1. Monica Neville, 1516 E. Melton
   2. Rabbi Boruch Cohen, 1578 Lakeside
D. To appoint _____________ to the Public Arts Board to serve the remainder of a three-year term to expire January 28, 2018.
E. To appoint _____________ to the Public Arts Board to serve the remainder of a three-year term to expire January 28, 2019.
F. Administration of oath to the appointed board members.

IV. CONSENT AGENDA  
All items listed on the consent agenda are considered to be routine and will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of the items unless a commissioner or citizen so requests, in which event the item will be removed from the general order of business and considered under the last item of new business.

A. Approval of City Commission minutes of February 13, 2017.
B. Approval of warrant list, including Automated Clearing House payments, of January 25, 2017 in the amount of $677,345.41. (REVISED)
C. Approval of warrant list, including Automated Clearing House payments, of February 15, 2017 in the amount of $2,518,082.76.

D. Approval of warrant list, including Automated Clearing House payments, of February 22, 2017 in the amount of $293,939.43.

E. Resolution approving the 2017 annual flower purchase from Croswell Greenhouse in the amount not to exceed $17,149.45. Funds are available from the General Fund – Property Maintenance – Operating Supplies account #101-441.003-729.0000.

F. Resolution awarding the Park Street Painting Project, Contract #4-17(PK), to DRV Contractors, LLC of Shelby Township, MI in the amount of $930,560.00 to be charged to account 585-538.003-977.0000.

G. Resolution confirming the City Manager’s authorization for the emergency expenditure regarding the repair to the Birmingham Ice Arena by Delta Temp Inc. in the amount of $13,028.00 to be paid from the General Fund – Ice Sports Arena account #101-752.000-930.0300, pursuant to Sec. 2-286 of the City Code.

H. Resolution approving a service agreement with Grunwell Cashero Co. to provide siding repair and replacement services for the Allen House in the amount of $96,000 to be charged to account 401-804.002-977.0000, and directing the Mayor and City Clerk to sign the agreement on behalf of the City; further, approving the appropriation and amendment to the 2016-2017 General Fund and Capital Project Fund budgets as follows:

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Expenditures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen House Contractual Services</td>
<td>101-804.002-811.0000 ($4,645)</td>
</tr>
<tr>
<td>Transfers Out-Capital Projects Fund</td>
<td>101-999.000-999.4010 4,645</td>
</tr>
<tr>
<td>Total</td>
<td>0-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Projects Fund</th>
<th>Revenues:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draw from Fund Balance</td>
<td>401-000.000-401.0000 $91,355</td>
</tr>
<tr>
<td>Transfers In - General Fund</td>
<td>401-804.002-699.0101 4,645</td>
</tr>
<tr>
<td>Total</td>
<td>$96,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Expenditures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings - Allen House</td>
<td>401-804.002-977.0000 $96,000</td>
</tr>
</tbody>
</table>

I. Resolution approving the purchase of a new Caterpillar Model TL642D Telehandler from MacAllister Rentals through the National Joint Powers Alliance (NJPA) extendable purchasing contract #032515-CAT in the amount of $120,690.96 from account #641-441.006.971.0100.

J. Resolution approving the purchase of a new 2017 Ford Transit Connect cargo van from Gorno Ford through the State of Michigan extendable purchasing contract #071B1300005 in the amount of $22,591.00 from account #641-441.006.971.0100.

K. Resolution approving the purchase of two (2) new 2017 Ford Explorers from Gorno Ford through the State of Michigan extendable purchasing contract #071B1300005 in the amount of $57,886.00 from account #663-338.000-971.0100.

L. Resolution approving a content sourcing agreement with N A Publishing, a wholly owned subsidiary of Data Conversion, LLC to provide a loan of specified CREEM Magazine monthly and special issues in exchange for permanent access by the museum to the final complete digitized CREEM collection at no charge. Further, directing the Mayor and Interim City Clerk to sign the agreement on behalf of the City.

M. Resolution approving a request submitted by the Public Arts Board to hold Birmingham in Stitches from September 16th – October 7th, 2017 contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to
any minor modifications that may be deemed necessary by administrative staff at the
time of the event.

N. Resolution approving a request submitted by the City of Birmingham to hold Celebrate
Birmingham Parade on Sunday, May 21, 2017, contingent upon compliance with all
permit and insurance requirements and payment of all fees and, further pursuant to any
minor modifications that may be deemed necessary by administrative staff at the time of
the event.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

B. Resolution approving the proposed 2017-2020 Birmingham Museum Strategic Plan.
C. Resolution approving the renewal, for the 2017 licensing period, of all Class B, Class C,
and microbrewery liquor licenses for which a current year application was received.

- OR -

(Each of the following resolutions to be considered with separate motions.)

Resolution setting Monday, March 13, 2017 at 7:30 PM for a public hearing to consider
whether to file an objection with the Michigan Liquor Control Commission to the renewal
of the license for consumption of intoxicating liquor on the premises currently held by
the owners/operators of ____________________, for the following reasons:

_________________________________________________________________

Further, directing the City Manager to notify the owners/operators of
____________________, in writing, that they may submit any written material for
consideration by the City Commission prior to the date of the public hearing or at the
hearing, that the licensee may appear in person at the hearing or be represented by
counsel and that the licensee may present witnesses or written evidence at the hearing.

- AND -

Resolution approving the renewal for the 2017 licensing period, of all Class B, Class C,
and microbrewery liquor licenses for which a current year application was received,
except for the license(s) held by ________________, for which a public hearing has been
set.

D. Resolution adopting the following standard policy for the design of all future crosswalk
pavement markings in the City of Birmingham, as recommended by the Multi-Modal
Transportation Board:

All new painted crosswalks installed shall be of the continental style, as outlined on
MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3, with the exception that all painted bars
shall be 24 inches wide spaced as close to 24 inches apart as possible. Crosswalk widths
shall be installed as follows:

On Major Streets within the Central Business District, Triangle District, Rail District, or
Adjacent to Schools:

Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper
width limit may be installed when traffic signals are present.

On Local Streets within the Central Business District, Triangle District, Rail District, or
Adjacent to Schools:

Total width of the crosswalk shall be 8 feet wide, unless the adjacent sidewalk
main walking path is wider, at which point it shall be widened to match the main
walking path width.

At All Other Locations:
Total width of the crosswalk shall be 6 feet wide.
The following shall be considered Major Streets (within the specific districts noted) for the purposes of this standard:
Woodward Ave.
Old Woodward Ave.
Maple Rd.
Southfield Rd.
Adams Rd.
Willits St.
Oakland Blvd.
Chester St.
Brown St.
S. Eton Rd.
E. Lincoln Ave.
E. Resolution adopting a policy that when the City is undertaking a project wherein the existing street pavement is being completely removed and replaced, the Engineering Dept. shall prepare plans that include the replacement of all water laterals that are less than 1 inch, no matter what material was used, to be replaced with a 1 inch copper or plastic water lateral pipe. Further, requiring the replacement of any size lead or iron water service, to be replaced with the same size pipe using either copper or plastic lateral pipe. All such improvements shall be charged to the adjacent benefitting property owner, and included in the special assessment district already being created for said project covering the cost of sewer lateral replacements. Assessments shall be based on the unit price per foot charged by the contractor in the applicable contract. The City shall cover all inspection and surface restoration costs.
F. Resolution amending the Schedule of Fees, Engineering Dept., to reflect new fees and credits pertaining to the Storm Water Utility Fee.

VII. REMOVED FROM CONSENT AGENDA

VIII. COMMUNICATIONS
A. Communications regarding Fairway sidewalks

IX. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

X. REPORTS
A. Commissioner Reports
B. Commissioner Comments
C. Advisory Boards, Committees, Commissions’ Reports and Agendas
D. Legislation
E. City Staff
   1. 2nd Quarter Financial Reports, submitted by Finance Director Gerber
   2. December 2016 Investment Report, submitted by Finance Director Gerber
   3. Great Lakes Water Authority Sewer Rate Update, submitted by City Engineer O’Meara

XI. ADJOURN
NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).
In appreciation of their service as a student representative on City boards during 2016, the following Birmingham Public School students will be recognized with a service award for their civic involvement over the past year at the February 27, 2017 Commission meeting:

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>BOARD / COMMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colin Cusimano</td>
<td>Planning Board</td>
</tr>
<tr>
<td>Loreal Salter-Dodson</td>
<td>Historic District Commission/Design Review Board</td>
</tr>
<tr>
<td>Nichole McMaster</td>
<td>Parks and Recreation Board</td>
</tr>
<tr>
<td>Ava Suchara</td>
<td>Public Arts Board</td>
</tr>
<tr>
<td>Nayri Carman</td>
<td>Museum Board</td>
</tr>
</tbody>
</table>

These students have participated in monthly meetings of their respective advisory boards and engaged in public discussions that afforded them direct input into areas that affect their community. This program partnership with the Birmingham Public Schools has been successful for the City, the schools and the students. We look forward to the student’s continued interest in civic involvement.
DATE: February 23, 2017

TO: Joseph A. Valentine, City Manager

FROM: Joellen Haines, Assistant to the City Manager

SUBJECT: 2017 Student Appointments

In 1996, the City Commission approved a Birmingham Public Schools (BPS) program placing student representatives who are residents of the city on city boards and commissions. This program was designed to establish an educational partnership that has been very successful since its inception.

Students wanting to serve as representatives to city boards and commissions complete an application and go through a selection process by a school district pre-screening committee. The committee membership reviews student applications based on specific criteria and then forward approved applications to the city for appointment consideration.

The following students are being recommended by Birmingham Public Schools for appointment to their respective board by the City Commission for calendar year 2017. The students will receive agenda packets and are able to participate in all discussions, but will serve as non-voting members of the boards to which they are appointed.
Enclosed is a copy of the BPS program with the city along with application materials submitted by the students in the course of the application process.

For informational purposes, two student representatives from Birmingham Public Schools have been selected to serve on the 2017-2018 Baldwin Library Board.

**SUGGESTED ACTION:**

To appoint the following students as non-voting members for the calendar year 2017.

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>BOARD / COMMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ariana Afrakhtek</td>
<td>Planning Board</td>
</tr>
<tr>
<td>Sarah Evans</td>
<td>Planning Board</td>
</tr>
<tr>
<td>Bella Niskar</td>
<td>Planning Board</td>
</tr>
<tr>
<td>Ben Gould</td>
<td>Parks and Recreation Board</td>
</tr>
<tr>
<td>Joey Kummer</td>
<td>Parks and Recreation Board</td>
</tr>
<tr>
<td>Celeste Demps-Simons</td>
<td>Public Arts Board</td>
</tr>
<tr>
<td>Cecilia Trella</td>
<td>Public Arts Board</td>
</tr>
<tr>
<td>Carson Claar</td>
<td>Museum Board</td>
</tr>
<tr>
<td>Hanna Sandler</td>
<td>Museum Board</td>
</tr>
<tr>
<td>Josh Chapnick</td>
<td>Historic District Commission/Design Review Board</td>
</tr>
<tr>
<td>Griffin Pfaff</td>
<td>Historic District Commission/Design Review Board</td>
</tr>
</tbody>
</table>

STUDENT BOARD / COMMISSION

Ariana Afrakhtek - IA
Sarah Evans - Seaholm
Bella Niskar - Seaholm
Ben Gould - Groves
Joey Kummer - Seaholm
Celeste Demps-Simons - IA
Cecilia Trella - Seaholm
Carson Claar - Seaholm
Hanna Sandler - Seaholm
Josh Chapnick - Seaholm
Griffin Pfaff - Seaholm
A PARTNERSHIP BETWEEN:

THE CITY OF BIRMINGHAM AND BIRMINGHAM PUBLIC SCHOOLS
Student Representatives on City Boards and Commissions

PROGRAM GUIDELINES

I. PURPOSE:

To promote citizenship and student leadership and to encourage future citizen participation in government. The interaction between student representatives and appointed members of city boards and commissions will produce a greater understanding of adult decision making in addition to lending the perspective and ideas of youth. The majority of citizens who volunteer in their later years report that they have done so because of a volunteer experience in their youth. By investing in efforts to support and promote service and volunteerism now, we will be able to count on these individuals to volunteer later in life.

II. BENEFITS TO STUDENTS AND COMMUNITY:

Students will:
- Learn how local city government operates and makes decisions.
- Learn practical ways of helping the community...makes government real.
- Establish a service and volunteer habit for the future.
- Learn how to research data before making community decisions.
- Learn from contact with adult members of city boards and commissions.

Community:
- Will have the unique perspective of youth in decision making.
- Students will learn valuable lessons about public service...grooming them for future public service.
- May have a longer term participation of the student in community affairs.

III. SELECTION PROCESS:

Students wishing to serve as representatives to city boards and commissions should take the following steps:
Student Representation on City Boards & Commissions

1. If you have questions and would like to talk with a fellow student, contact student organizers Dounia Senawi at Groves High School or Todd Hertzler at Seaholm High School.

2. Complete a STUDENTS ON CITY BOARDS and COMMISSIONS application available in the office of the community service organizer (Groves; Mrs. Dana Cunningham 203-3509 & Seaholm; Mrs. Sheila Brice 203-3725).

3. Submit the application along with two letters of recommendation and a brief personal essay to your school’s community service organizer no later than NOVEMBER 22, 1996 at 3 p.m.

All applications will be reviewed by a school district screening committee where one applicant will be chosen to serve on each selected city board or commission.

The screening committee will include the following individuals:

- An administrator from both Groves and Seaholm High Schools (2)
- A student from both Groves and Seaholm High Schools (2)
- The high school community service organizers (2)
- A teacher (1)
- A member of the board of education (1)
- A member of the school district central administration (1)

Note: Administrators from both The City of Birmingham and the Village of Beverly Hills are involved in the development of the Students on City Boards and Commissions project. (The Village of Beverly Hills may also choose to participate at a later date.)

IV. APPOINTMENT PROCESS:

- Each student will be paired up with an adult board member who will serve as their mentor. The mentor will help the student become oriented to issues being addressed throughout their term on the board or commission.

- Each participating board or commission will monitor the attendance and participation of the student representative on their respective boards and commissions, and reserve the right (if necessary) to replace student members from the previously submitted list of qualified students.

V. TERMS:

- Each selected board/commission may have a high school junior as a student representative.
The application, selection and appointment process shall begin in the fall (this first year being an exception), with the appointment becoming effective on the first day of January. The term of the student representatives shall end on the last day in December.

VII. DUTIES OF STUDENT REPRESENTATIVES:

Student representatives to city boards/commissions will:

- Attend an orientation session on local government and student roles and responsibilities as representatives.

- Attend all meetings scheduled for the specific board/commission to which they have been designated to serve as a student representative.

- Respond to the inquiries of other students regarding the function and role of the particular board/commission on which they serve.

- Prepare a written or oral synopsis on a monthly basis as to the progress of their activities as a citizen board/commission student representative. Meet with other student representatives.

- Perform other duties as identified at the time of appointment.

VII. RESPONSIBILITIES OF PARTICIPATING HIGH SCHOOLS:

- The participating schools shall provide options that would enable students to earn credit from their experience on city boards and commissions.

- The participating schools shall designate a program coordinator who shall distribute information and applications to interested students:

  Groves High School: Dana Cunningham 203-3509  
  Seaholm High School: Sheila Brice 203-3725

- The schools shall actively seek student applicants for the participating boards/commissions wishing to sponsor student representatives.

- Each participating school shall participate in an annual review of the program with participating units of government and student representatives.
VIII. RESPONSIBILITIES OF THE PARTICIPATING UNITS OF GOVERNMENT:

- The participating units of government shall provide a list of those boards/commissions selected as appropriate for student representation, the purpose of those boards/commissions, and the meeting locations, dates and times.

- The participating units of government shall provide an orientation session for all student representatives selected to serve on certain boards and commissions.

- The participating units of government shall monitor the attendance and participation of individual student representatives and report any major concerns to the appropriate school program coordinators.

- Each participating unit of government shall be responsible for the formal appointment and termination of student representatives to their designated boards and commissions.

- Each participating unit of government shall participate in an annual review of this program with the cooperating schools and student representatives.
Seaholm/Groves City Board Names

2 messages

Pamela Davis <PDavis@birmingham.k12.mi.us>
To: "jhaines@bhamgov.org" <jhaines@bhamgov.org>
Cc: Jennifer Kondak <JKondak@birmingham.k12.mi.us>

Mon, Jan 23, 2017 at 12:59 PM

Hi Joellen—

I hope you had a great weekend. I put all of the copies of the applications from Seaholm, Groves and IA in the mail to you today.

The following is the breakdown that Jennifer Kondak, Groves CSO, and I felt was equitable for all to receive at least their second choice. We will notify the students that they have been selected and to attend the City Commission meeting on Monday, February 27th. We will also notify students whose terms are expiring to let them know that they will be recognized at this meeting as well. Let us know if we can be of further assistance.

Thank you for this wonderful opportunity for our students!

<table>
<thead>
<tr>
<th>Planning Board</th>
<th>Parks</th>
<th>Arts</th>
<th>Museum</th>
<th>HDC-DRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afrakhtek, Ariana</td>
<td>Gould, Ben</td>
<td>Demps-Simons Celeste-IA</td>
<td>Claar, Carson Seaholm</td>
<td>Chapnick, Josh Seaholm</td>
</tr>
<tr>
<td>IA</td>
<td>Groves</td>
<td></td>
<td>Seaholm</td>
<td>Seaholm</td>
</tr>
<tr>
<td>Evans, Sarah</td>
<td>Kummer, Joey</td>
<td>Trella, Cecilia</td>
<td>Sandler, Hanna</td>
<td>Pfaff, Griffin</td>
</tr>
<tr>
<td>Seaholm</td>
<td>Seaholm</td>
<td>Seaholm</td>
<td>Seaholm</td>
<td>Seaholm</td>
</tr>
<tr>
<td>Niskar, Bella</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seaholm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pam Davis

PDavis@birmingham.k12.mi.us

248-203-3725

Community Service Organizer

Seaholm High School
STUDENT REPRESENTATIVES ON
CITY BOARDS AND COMMISSIONS

Application Form
Due January 9, 2017

Birmingham Public Schools
Community Relations Office

31301 Evergreen • Beverly Hills, MI 48025

Name: Ariana Afrakhteh Grade: 11th Age: 16
Address: 653 Wallace St. Birmingham MI
Zip Code: 48009 Email: afrakhteh.ariana82@bloomfield.org
Telephone: 248-238-5495 School: International Academy

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Planning Board
2. Public Arts Board
3. Parks and Recreation Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

1 yr of honors econ 1 yr of IB Econ (to be completed); I studied externalities and their effects on both public and private sectors.
2 yrs honors art; visual arts helps with understanding the importance of art in the community.
2 yrs honors Lit 3 yrs IB Literature (to be completed); I possess large bowels of text and am able to annotate it in order to understand it. This would help me be able to see multiple different views on issues.

Please list your involvement in non-school activities:

I currently volunteer for the Birmingham Community House's early childhood center. I also spent two summers as a volunteer at the Birmingham Public Library. Lastly, I am a varsity swimmer for Scandia for the past two years along with 5 hrs of swimming with the Birmingham Blue Dolphin swim club (BBD).

What personal skills and characteristics do you possess that would make you a good representative?

I have a familiarity with zoning laws in Birmingham and I have reviewed construction documents for projects taking place in the city of Birmingham. I am also a critical thinker because I am able to analyze information from multiple points of view and separate the positives and the short-comings of an idea in order to make an informed decision.
Student Representatives Application Form

How would you be able to schedule your time to function effectively as a student representative?

One of my strongest qualities to this day is time management and organization in terms of scheduling. I plan out everyday to accommodate all the activities listed previously. Furthermore, I will make sure to effectively schedule in this position through by planning ahead of time and completing school work in advance.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes ☑ No

From Principal:

I believe that this student would responsibly serve as a member of a city board or commission.

Principal's Signature 1-4-17

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Parent(s) Signature(s) 12-14-2016

Include an essay (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include two letters of recommendation from adults who know you at school and who know your activities outside of school.

Return application by Monday, January 9, 2017 to:

Community Service Office at Seaholm High School
Jennifer Kondak at Groves High School
Ariana Afrakhteh
10 December 2016

The Planning Board Application Essay

This role is very important not only to the community, but to me personally. I find this opportunity offered by the City of Birmingham to be extremely thoughtful as it offers me a more prominent voice, and opportunities to communicate my thoughts on important matters. I would like to start by expressing my gratitude for this opportunity and shot at a unique experience. I believe that I would make a good student representative because I am hard working, dedicated, and a good communicator. I desire this position because it would be a healthy challenge for me that would develop my leadership skills while helping my community. I also take personal interest in this position as I want to be a developer in the future.

I would like to become a real estate developer after graduating from college, and believe that this experience will give me valuable exposure to the industry professionals I will be interacting with (including attorneys, brokers, urban planners, and engineers).

I've been visiting Birmingham's Building Department with my father (a builder) since I was six years old, which has provided me with beneficial exposure to the development process in Birmingham. This experience uniquely qualifies me to appreciate the responsibilities of Birmingham’s Planning Board. In order to create and maintain a city like Birmingham, extensive planning and evaluation must precede the development of each aspect of the physical environment. If this process was not undertaken carefully and consistently, the city would lose its renowned identity. This a process that I can comprehend due to my unique background.
January 5, 2017

To Whom It May Concern:

I am pleased to write this letter recommending Ariana Afrakhteh as a youth representative for the City of Birmingham Boards and Commissions. Ariana is a student in my junior level International Baccalaureate Biology class and I find her to be hardworking, conscientious and a positive contributor to the classroom. Her assignments are consistently completed with thoughtful responses and attention to detail—which has allowed her to maintain a 3.89 cumulative GPA in a rigorous academic environment.

Ariana would like to volunteer for a position with the City Planning Board. This role will be a good opportunity for her to see the decision-making process firsthand as well as allow her leadership skills to be developed. Her academic skills are strong and will readily transfer to this type of position: she works effectively with her peers, asks insightful questions and maintains a strong work ethic.

Ariana Afrakhteh embodies the qualities we seek in youth leadership—a passion for learning coupled with integrity and a dedication to helping others which makes her well suited for a position on the City Planning Board. If you have any questions, please do not hesitate to contact me at smonck@bloomfield.org or (248) 341-6858 should you require any additional comments regarding her candidacy.

Sincerely,

Suzanne Monck
IB Biology Instructor
International Academy
January 3rd, 2017

To Whom It May Concern,

I am pleased to offer my highest recommendation for Ariana Afrakhteh.

I have had the pleasure of knowing Ariana for the past three years as she was a student in my MYP Economics and IB Economics courses. Ariana has demonstrated great self-motivation, determination, and communication skills in all of her roles and has proven to be a vital contributor to both the classroom and the school as a whole.

In my IB Economics class, Ariana is a regular participant and contributor in class discussions and activities. Classwide discussions are a prominent feature in my class and Ariana’s regular and insightful contributions often demonstrate a great thoughtfulness and ability to grasp very complex theories. Unlike most students, Ariana is willing to try answers during discussions that she is not 100% sure on. Most students only offer answers when they know they have the right answer, but Ariana is willing to answer the tough questions other won’t without fear and in an effort to better understand difficult concepts.

Not only is she a great contributor to the classroom, but she is a great role model in self-advocacy and perseverance. Ariana regularly stops by my classroom to seek out additional help when she needs it and doesn’t give up on her questioning until she fully grasps the concepts; a skill many students her age do not yet possess. It is clear in our discussions that she works hard not just to do well in the class, but to truly understand the theories and rationale.

To summarize, Ariana is without a doubt, one of the most well-rounded students I have had the pleasure of teaching. If she is awarded the volunteer position with the City of Birmingham’s Planning Board, you will be getting an outstanding young woman. If you have any doubts or would like to speak further, please do not hesitate to call me. She has been an extremely valuable member of our community, and I know that she would make a great addition to yours.

Best Regards,

Kyle O. Tecmire
E-mail: ktecmire@bloomfield.org
Phone: (810) 623-7116
Name: Carson Clay
Grade: 11
Age: 16
Address: 1937 N. Glenhurst Drive
Zip Code: 48204
Email: carson.clay@gmail.com
Telephone: 248-882-2594
School: St. Joseph

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Parks and recreation board
2. Museum board
3. Transportation board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

In school I am part of the Young Conservatives group, which offers support and community service. I also participate in my school's community service program, which allows me to become a leader.

In school and community I have played various sports and games for St. Joseph.

Please list your involvement in non-school activities:

Outside of school I am a wrestling captain.
I am a varsity player and would like to play in college.
I am a leader at a non-profit organization that helps the homeless and other at-risk individuals.

What personal skills and characteristics do you possess that would make you a good representative?

I have been an outstanding conscientious and intuitive person. I do very well in school and I work very well with others and know how to be persuasive in many situations.

I have been very involved in community activities and have found that I am passionate about helping others and understanding the concepts.

Please provide any additional information you feel is necessary.
Student Representatives Application Form

How would you be able to schedule your time to function effectively as a student representative?

[Response]

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes [ ] No [ ]

From Principal:

I believe that this student would responsibly serve as a member of a city board or commission.

Principal’s Signature ___________________________ Date ___________________________

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Parent(s) Signature(s) ___________________________ Date ___________________________

Include an essay (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include two letters of recommendation from adults who know you at school and who know your activities outside of school.

Return application by Monday, January 9, 2017 to:

Community Service Office at Seaholm High School
Jennifer Kondak at Groves High School
Recommendation for Carson Claar
January 8, 2017
Jared Vince, Area Director, Young Life Birmingham

I have known Carson for over two years, during which he has participated in our local Young Life program. I recently asked Carson to go through training to become a volunteer leader with our middle school group. His responsibilities will include developing healthy positive relationships with middle school students, working alongside volunteers on his team, and helping organizing events.

Out of the many young men in our program, I asked Carson because even without the official title of “leader,” he is one. He has proven to be someone that I can count on. He is responsible, thoughtful, intelligent and would be an excellent addition to the Parks and Recreation Board. Carson is charismatic in a way that people of all ages are drawn to him and he works well on a team.

Carson is an excellent young man, and I highly recommend him for any position he pursues.

Sincerely,

Jared Vince
One of my favorite memories as a youth, that brought back much nostalgia, was running through the playground at Booth Park. I distinctly remember hitting the mist button incessantly!! I have always admired the accessibility and beauty of the parks in Birmingham. I have lived in Birmingham my whole life, and I may even reside here.

So far it has been truly a pleasure.

Birmingham is truly the the iconic, quaint little town, having the perfect amounts of phenomenal restaurants, bars, parks, and hangout spots. This city has provided me with countless nights of fun with my friends and family, so I feel it is my duty to give back.

Shane and Booth Park are great parks, but everything can be improved, right? If I was on the city council, I would be able to help make Birmingham a better place. I would love to see Birmingham be an even better place. I really think I could be quite an asset to making Birmingham a more fantastic place. I am a hardworking person, and if something isn't working, I won't stop until it works properly.

I would be lying if I said Birmingham did not have some impact on my life. I know a lot about the city and what it has to offer; I would love to be apart of a committee that will work hard to make it even better.

Another reason I would love to participate in this is because I am very interested in seeing how run a city. Also, seeing how a government works and working with a team to reach a joint-effort goal is invaluable. Learning the value of teamwork is extremely important and this is an unbelievable opportunity to do so.

I would really be thankful to serve on the committee of Birmingham Council, and I think I would make a great improvement to this city.
Patrick Hoover  
Physics Teacher  
Seaholm High School  
phoover@birmingham.k12.mi.us  
January 9, 2017  

City of Birmingham  
City Clerk’s Office  
151 Martin  
Birmingham, MI 48009  

Dear Representative of the City Commission:  

I am writing to recommend Carson Claar for Student Representative to the Parks & Recreation Board. I have known Carson since the beginning of this school year as a student in my AP Physics 1 course.  

Carson has been a consistently strong student, both in terms of performance and work ethic. He is very thoughtful, inquisitive, and persistent – he is the kind of student who isn’t afraid to ask for clarification if he needs it, and isn’t satisfied until he fully understands something. He values learning for learning’s sake, frequently showing an interest in and asking about topics that are above and beyond what is covered in class. Carson has a great sense of humor, and is able to have fun while taking his studies seriously. He has a good rapport with staff and gets along well with other students. In addition to academics, he plays varsity tennis, lacrosse, and squash. He held a summer job at Oakland Hills, and has done volunteer work through Racket Up Detroit and Seaholm Offers Support, which provides aid to people in the local community. I think he would do a great job representing the voice of the student population in Birmingham.  

Should you choose to make Carson a member of your board, you won’t regret it.  

Sincerely,  

[Signature]  

Patrick Hoover
Name: Josh Chapnick  Grade: 11th  Age: 16
Address: 2266 NorDan Avn
Zip Code: 48009  Email: Josh.chapnick@gmail.com
Telephone: (248) 381-6571  School: Birmingham Seaholm

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Planning Board
2. Historic District Commission and Design Review Board
3. Advisory Parking Committee

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

For responses, see attached.

Please list your involvement in non-school activities:


What personal skills and characteristics do you possess that would make you a good representative?


How would you be able to schedule your time to function effectively as a student representative?

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?
Yes [X] No [ ]

From Principal:
I believe that this student would responsibly serve as a member of a city board or commission.

[Signature]
Principal's Signature

[Date]
Date

Parent(s) Permission:
I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

[Signature]
Parent(s) Signature(s)

[Date]
Date

Include an essay (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include two letters of recommendation from adults who know you at school and who know your activities outside of school.

Return application by Monday, January 9, 2017 to:

Community Service Office at Seaholm High School
Jennifer Kondak at Groves High School
What school activities and/or classes have you participated in that would qualify you to sit on the board or commission which you have chosen?

Throughout my two years in high school, I have participated in a number of activities that qualify me to sit on the board. One activity that I believe especially helps to qualify me for this position is the Seaholm and Groves robotics team. On the team I am the leader for the electrical division. Some of my duties as the leader include teaching others about electrical in robotics, ensuring all work with electronics is done properly and collaborating with other leaders to ensure the robot build process is on track. As a team leader, one of my most important roles is educating others. It is very important to ensure that I am always training someone during my work so I have someone to follow me when I graduate. I am always conscious of this and I ensure that someone is always watching to ensure they will about the electrical system so they will be able to lead the team once I graduate. Another activity that I believe qualifies me for a role on the board is the Seaholm marching band. The band stressed the importance of accountability relating to your actions. Our director teaches us the importance of thinking before acting while wearing the uniform. He teaches us that everything we do reflects upon not only ourselves but also on the band as a whole. The Seaholm band has helped me become more conscious of my actions and helps me to understand how my individual actions can affect those of a large group. Finally, I believe that my participation in the Seaholm medical club helps qualify me for this position. The medical club has taught me the importance of learning in a broad variety of fields. While I am interested in medicine, the medical club helps me to learn about many different specialties. This idea can be transposed to the world outside of education. I am able to use this idea and apply it to other elements of my life. I believe that this idea can also be applied to my actions on the board. I believe that this lesson will help me be a strong contributing member to this board because it has helped me realize the magnitude of an impact I will have on others and the community as a whole. Through my continuing experiences in high school, I believe I am a well-qualified candidate for the board.

Please list your non-school activities:

a. **Employment, Birmingham Geek (2/16 – Present)** – I hold a part-time weekend job at Birmingham Geek (a computer store in downtown Birmingham). My duties at the store include diagnosing customer issues both in person and over the phone, fixing issues such as virus infections and hardware issues and visiting the homes of customers to work on systems such as setting up Wi-Fi. As in any store, customer service is very important. When I work, I have to ensure that I am always polite, helpful and explain the issues in terms that are understandable by the customer. This position come with significant responsibility, including interacting with customers; providing understandable service and ensuring no damage to any files or hardware components occurs. This job also gives me the unique perspective of understanding the role that a small business plays in Birmingham and the impact that decisions the boards make may have on the community.
others together to build a consensus. Third, I am good at seeing the big picture and keeping everyone on task. While some are very good at looking at each element individually, I am able to put all of these elements together to look at how it will affect something over a long period of time or how it will affect a resolution. Perhaps my greatest strength is my desire to learn. I am always looking for a new topic to learn about or I am always looking to further my knowledge in a certain field. I am always open-minded and I find that I am good at digesting new information quickly and helping to solve problems. I attribute this skill to my lifelong fascination with understanding how things work, whether it is a toy car, my computer or a complex robot. I believe these qualities make me an excellent candidate for student representative.

How would you be able to schedule you time to function effectively as a student representative?

I am confident that I will be able to effectively manage my time to ensure that I dedicate adequate amounts of time to my various activities. When doing work outside of school, I often prioritize it based on when it is due. For example, when I do my homework, I order it in such a way that I will do it based on when it is due and sequentially based on what hour I have each class. This method ensures that I have all homework completed by the time class starts and I find that it is very effective. Furthermore, at work I tend to fix computers based on when they were brought into the store, and I often work on the computers that need time to complete tasks before I work on computers that require constant attention. This way, all of the computers will get done in an orderly and timely fashion and I never have to rush an operation. Although I am involved in a number of activities, they all have different time requirements and none overlap with the dates and times of the board meetings. I am confident that I will be able to devote adequate time as student representative and it will not conflict with my other activities.
My name is Josh Chapnick. I am an 11th Grader at Seaholm High School and I was born and raised in Birmingham. Throughout my life, I have always been interested in learning about how things work, what happens behind-the-scenes and how I can help out. I have always had a knack for figuring things out and solving the most intricate problems. Whether it was building a new mailbox when I was 7, creating a computer network for our family when I was 10, being put in charge of running the BCS announcements in 4th or serving as the student representative to interview new math teachers for BCS in eighth grade, I have never shied away from solving a problem. My curiosity has continued to blossom in high school as I have taken on the role as the leader of the electrical team for the Seaholm/Groves robotics team and through my part time job as a computer technician for Birmingham Geek. However, my problem solving skills have not been limited to technology. I have put them to work in philanthropy and community service through my service as a soccer mentor to special needs kids in the LAYSL TOPSoccer program, as a Kick-off mentor to incoming freshman at Seaholm and through my service on the Jewish Fund Teen Board where I was one of 25 teens selected to serve on a teen-led philanthropic foundation whose goal is to identify needs in our community, determine funding priorities and meet with community organizations in order to decide how to create positive change through grantmaking.

One area that I have not yet had the privilege of putting my teamwork, leadership and problem-solving skills to work is Birmingham’s city board. This opportunity caught my attention initially because, as a life-long learner with natural curiosity, I am interested in seeing what it takes to make Birmingham the great city I have come to love. As you can see, I have been drawn to extra-curricular activities that involve groups. From my involvement in the robotics team, as a member of Seaholm’s marching band or as a member of Seaholm’s Chemistry and Medical clubs, I am fascinated by group dynamics and enjoy collaborating with others to solve problems. I view serving as a student representative on one of the City Boards or commissions as a natural extension of the philanthropic, community service and problem-solving work I have already been engaged in. The benefit for me is that I get to learn about the inner-workings of the City and the wide range of issues necessary to make Birmingham the well run City it appears to be. I am also excited to have the opportunity to meet and work alongside other active members of our community who are equally passionate as I am about being connected to their community. Serving as a student representative will give me the opportunity to observe problem-solving on a local level, will allow me to make a real impact in our community all while learning the skills necessary to be successful in life.

I have lived in Birmingham my entire life and feel a very strong connection to the community. I view Birmingham as a community that is able to present its residents with the best opportunities and a very positive environment. While still having a small-town feel, Birmingham also offers many services unmatched by other communities of similar size. For example, Birmingham Public Schools has consistently presented its students with enriching opportunities that are often exclusive to Birmingham students. I have been a grateful recipient of these benefits and I have a personal interest in directly giving back to the community
through service as a student representative to ensure that Birmingham continues to be a vibrant community that offers the high standard of living that residents (like my family) benefit from every day.

Thus far, my motivation, responsibility and attention to detail has served me well in school and my extra-curricular activities. I believe these same skills would make me a valuable contributing member to a board or commission. As you can likely tell from my extra-curriculars, I am very passionate about implementation of Technology into everyday life to ensure that we can live effective and highly efficient lives. I look forward to bringing this perspective as a student representative. My previous experience on boards and teams has given me a clear understanding of what is required to be an effective, contributing member in a board setting. I understand that the role of student representative comes with great responsibility that may require time and research outside of the meetings and the importance of keeping an open mind during all discussions. I personally value collaboration and understand that when working with others the group needs an effective and established collaboration method to work together. My past group experiences will provide me with the tools necessary to be a contributing member to a board.

Finally, I pride myself on being a very responsible person. This is perhaps best exemplified in my weekend job at Birmingham Geek. I work as a computer technician who diagnoses and fixes computers. This position requires enormous amounts of responsibility. I have to interact with customers to problem solve a variety of issues. I am also charged with the responsibility of fixing computer equipment which requires me to work quickly yet carefully so as not to damage any of the customers’ property. This means that I have to constantly check my work and ensure that everything I do is precise and correct. I believe these skills will be necessary and transfer well to the role of student representative.

I look forward to having the opportunity to serve as a student representative and request that you seriously consider me to serve in this capacity. Thank you for your consideration.
January 5, 2017

To Whom It May Concern:

I am writing this letter on behalf of Joshua Chapnick, a student here at Seaholm High School. My name is Edward Caughell, a high school math teacher. During the 2015-16 school year I had the pleasure of teaching Joshua Chapnick in Honors Algebra 2.

Joshua Chapnick is a wonderful example of our student body here at Birmingham Seaholm High School. In my class, Joshua did well. He gladly accepted the challenge of trying to figure out the more difficult problems, as he was always self-motivated to learn as much as possible. If he ever happened to struggle, Joshua never hesitated to seek out my assistance. Simply getting the correct answer is never good enough for Joshua. For Joshua, fully understanding the material is important to him as he strives to build a solid foundation of knowledge as he progresses through his academic career. Joshua has a wonderful ability to reason through complicated problems. Joshua is among the most dedicated students I have ever had the pleasure of teaching.

Joshua Chapnick is a pleasure to be around. He has a wonderful sense of humor and always brought an upbeat and positive attitude to my class. During the past two years that I have known Joshua, he and I have had conversations about a myriad of topics both school and non-school related. I find him to be a well-rounded individual with high aspirations. Joshua’s goals are lofty, but he puts in the time and effort to achieve or exceed them.

Joshua has been a member of the robotics teams during his time here at Seaholm. The robotics team has been rather successful in part due to Joshua’s knowledge and dedication to put in the extra time and effort. Joshua makes time to participate in a variety of charitable activities. His desire to help others derives from his sincere concern for those around him and an awareness of the importance of being a good citizen in our community. Joshua also works a part-time job resolving computer issues for customers. Even with his busy schedule, Joshua continues to maintain academic excellence. He knows how to keep himself organized and to prioritize his commitments so that everything gets completed well and on time. Joshua understands how to maintain an appropriate balance. As a result of his extra-curricular activities, his charitable endeavors, and working a part-time job Joshua is well prepared to handle any challenges he may encounter in school or in life due to his dedication to always be the best he can be.

Joshua is a student who works very hard, is extremely focused and driven, desires to learn, and will succeed given the opportunity. I consider him to be a wonderful student and person. I am happy to write this letter and offer up my strongest recommendation for him. Please consider Joshua’s application very seriously.

Respectfully,

Edward Caughell
Math Teacher
ecaughell@birmingham.k12.mi.us

* Birmingham Public Schools . . . Inspiring learners through educational excellence for a lifetime of global opportunities. *
To whom it may concern:

I wish to recommend Joshua (Josh) Chapnick as a student representative for your group.

Josh Chapnick has been a student in my AP chemistry and honors chemistry classes at Seaholm High School during the 2015 – 2016 and 2016 – 2017 school years. He is a very motivated individual. He comes to class prepared, seeks help when needed and consistently achieves near the top of the class. Josh also has excellent interpersonal skills, which enhance his ability to work well with class members. He is a considerate, and mature young man and is a positive influence in the classroom. His class members respect him and enjoy being a part of his group.

Josh has the ability to see every side of a situation. He does not hesitate to question information that does not seem to make sense to him. He takes difficult material in stride and works to master it without complaint. His self-assurance means that he needs little supervision and will generally solve problems on his own. He asks for help when necessary but always tries to reach solutions first. Josh takes responsibility for his work which has always been turned in complete and mostly on-time. Josh’s passion for learning and inner drive make him a very unique individual. His sense of integrity and personal honesty will contribute to his success in his future vocation.

Josh is also a member of our ACS chemistry club. He enjoys solving problems of all kinds, whether in the classroom or in the community. He is a very talented and responsible young man and it was my pleasure having him in class the last year. I highly recommend him as a student representative for your group. He will respond positively to challenges and will make significant contributions.

Sincerely,

Amanda R. McDonald
AP Chemistry Teacher
Honors Chemistry Teacher
ACS Chem Club Sponsor
Name: Celeste Demps-Simons  Grade: 11th  Age: 17

Address: 563 Watkins St., Birmingham, MI

Zip Code: 48009  Email: hemelroos@gmail.com

Telephone: (248)719-5091  School: International Academy

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. public arts board
2. museum board
3. historic district commission and design review board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

I'm an International Baccalaureate arts student at the International Academy, and I plan on majoring in art at university. I've enjoyed taking art classes at the BBAC in elementary and middle school. I'm also in the Black Student Association club at the I.A., which promotes african-american culture. As an active participant for the past 3 years, I have initiated the use of poetry to promote our club at school events. Please list your involvement in non-school activities:

I am currently an Ambassador for the Detroit Opera House. I take private piano lessons as well as study classical opera singing with a vocal coach, solely for my own enjoyment - I neither perform, compete nor attend festivals.

What personal skills and characteristics do you possess that would make you a good representative?

I've been told I'm a keen observer and good listener. I'm a 'glass half full' type of person and believe that when you work in a group, the group is stronger when everyone's ideas are respected. Living in downtown Birmingham I've witnessed the growing number of multi-ethnic families enjoying Shain park. Coming from a multi-cultural family, I have first-hand experience blending cultures which respect American values.
Student Representative Application Form

How would you be able to schedule your time to function effectively as a student representative?

First, I have a tremendous support system, both at school and at home. My parents daily recite a life skill: "The #1 indicator of success in life is self control." Make a list, exercise self control to get it done. I get to bed every night by 10:30. I don’t play whack-a-mole with my obligations. I plan and execute chores and study time, regularly.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes ☑ No ______

From Principal:

I believe that this student would responsibly serve as a member of a city board or commission.

[Signature]
Principal’s Signature
[Date]

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

[Signature]
Parent(s) Signature(s)
[Date]

Include an essay (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include two letters of recommendation from adults who know you at school and who know your activities outside of school.

Return application by Monday, January 9, 2017 to:

Community Service Office at Seaholm High School ______
Jennifer Kendik at Groves High School ______

11/18
January 6, 2017

Marcia Wilkinson  
Director of Community Relations  
Birmingham Public Schools  
31301 Evergreen  
Beverly Hills, MI 48025

Dear Ms. Wilkinson,

I'm writing to wholeheartedly recommend Ms. Celeste Demps-Simons for the Student Representatives on City Boards and Commissions Program. Ms. Simons is an independent, thoughtful, and engaging thinker who embraces cultural and intellectual diversity.

I have been privileged to teach MYP World Literature and IB English since 1999 and have served as English Department Chair from 2009-2012. I have known Ms. Celeste Demps-Simons for 2½ years as a club sponsor and, most recently, in my capacity as her 11th Grade IB English teacher.

Throughout this school year, Ms. Demps-Simons demonstrates independent, thoughtful, and engaging thinking while analyzing poetry and novels normally introduced in college. She carefully considers multiple perspectives about a writer’s style grounded by numerous literary criticism techniques. She also listens to group members’ interpretation of passages and is comfortable justifying her insight while also respectfully listening to different views. In the process, Ms. Demps-Simons reflects and recalibrates based on her understanding of student and author premises when determining the validity of an argument.

In addition, Ms. Demps-Simons and I have had numerous conversations about her views about visual and performance art. Her keen observations reflect her passion for learning about diverse artists’ motivations and messages. Her “eye” for detail transcend art and enable her to quickly problem-solve everyday challenges.

Ms. Celeste Demps-Simon’s experience and commitment certainly reflect the values of Birmingham’s Student Representatives on City Boards and Commissions Program. If you have additional questions, feel free to contact me by phone (248) 341-5900 or by email: dwoods@bloomfield.org
November 22, 2016

To whom it may concern:

It is with great pleasure that I recommend Celeste Demps – Simons. I have known Celeste since 2011.

Celeste has always displayed a high degree of integrity, responsibility, and ambition. In addition to her excellent scholastic accomplishments, she has proven her leadership ability and works well with others.

She is also a most dependable team player. Her good judgement and mature outlook ensure a logical and practical approach to her endeavors.

Celeste would be an asset to any organization, and I am happy to give her my wholehearted endorsement.

Sincerely,

Dr. David DiChiera
Founder and Artistic Director
Michigan Opera Theatre
Name: Sarah Evans  Grade: 11th  Age: 16th

Address: 1028 Suffield Ave.

Zip Code: 48009  Email: sarahs haus@hotmail.com

Telephone: (248) 808-4633  School: Seaholm High School

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Planning Board
2. Public Arts Board
3. Multi-Modal Transportation Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

• I am an OAA Representative for Seaholm's Student Congress.
• I am an active member and mentor for the freshman mentoring program at Seaholm and served as a team leader.
• I participate in the Seaholm Public Speaking and Forensics team.

Please list your involvement in non-school activities:

- I teach German to a little girl once a week.
- I spend most of my weekends babysitting.
- I attend OAA conventions for student congress.
- Golf, tennis, running

What personal skills and characteristics do you possess that would make you a good representative?

I would consider myself to be a strong leader in all of my activities. I like to set an example and work with those around me to achieve a common goal. I would also say that I have great communication skills. I love to share information with those around me so that we may benefit from each other's ideas and help those around us.
Student Representatives Application Form

How would you be able to schedule your time to function effectively as a student representative?

It will be very easy for me to schedule my time to function effectively as a student representative. All of my activities are directly after school, so there will be no interference at all.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes [ ] No [ ]

From Principal:

I believe that this student would responsibly serve as a member of a city board or commission.

Rachel M. Turner [Signature] Jan 6, 2017 [Date]

Principal’s Signature

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

[Signature] 1-16-2017 [Date]

Parent(s) Signature(s)

Include an essay (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include two letters of recommendation from adults who know you at school and who know your activities outside of school.

Return application by Monday, January 9, 2017 to:

Community Service Office at Seaholm High School [ ]

Jennifer Kondak at Groves High School [ ]
To whom it may concern:

I wish to recommend Sarah Evans as a student representative for your group. Sarah Evans has been a student in my AP chemistry and honors chemistry classes at Seaholm High School during the 2016 – 2017 and 2015 – 2016 school years. She is a very motivated individual. She comes to class prepared, seeks help when needed and consistently achieves near the top of the class. Sarah also has excellent interpersonal skills, which enhance her ability to work well with class members. She is a considerate, and mature young woman and is a positive influence in the classroom. Her class members respect her and enjoy being a part of her group.

Sarah has a quiet air of confidence about her. She takes difficult material in stride and works to master it without complaint. Her self-assurance means that she needs little supervision and will generally solve problems on her own. She asks for help when necessary but always tries to reach solutions first. Sarah takes responsibility for her work which has always been turned in complete and mostly on-time. Sarah’s passion for learning and inner drive make her a very unique individual. Her sense of integrity and personal honesty will contribute to her success in her future vocation.

She is a very talented and responsible young woman and it was my pleasure having her in class the last year. I highly recommend her as a student representative for your group. She will respond positively to challenges and will make significant contributions.

Sincerely,

[Signature]

Amanda R. McDonald
AP Chemistry Teacher
Honors Chemistry Teacher
Chemistry Teacher
January 6, 2016

Dear Sir or Madam:

It gives me pleasure to write to you on behalf of Sarah Evans, a student at Birmingham Seaholm High School. I was Sarah’s Geometry teacher during the 2013 – 2014 school year and was privileged to get to know Sarah during this time. Sarah is a very diligent student and a hard worker; a great addition to any classroom. She consistently works to improve her mathematical understandings through assignments that are always done thoroughly and meticulously.

When I think about Sarah, what stands out most vividly to me is her passion to get involved and influence his school and community. If you speak to Sarah, she will eloquently and enthusiastically share her passion for the city she lives in and the school she attends. While some students get involved in community service to satisfy requirements, Sarah seeks out opportunities to help others because she feels it is important and she takes great pride in bringing joy and opportunities to others.

I feel she would be a great asset to any community she is a part of in decision making for she has always been a leader in the classroom and outside of the classroom. Sarah is very thoughtful in her work and in how she relates to students and adults. I believe she would be a great representative of not only Seaholm High School, but also all of Birmingham as well. I have no reservations in saying Sarah Evans would make a great asset to your organization.

Regards,

Shannon Feliciano
Seaholm Mathematics Teacher
sf20bps@birmingham.k12.mi.us
Student Representative Board

All my life, I have had an interest in influencing and improving my community. I have always made an effort to involve myself in activities that help me to do so. Back when I still lived in Germany, I served as the class president on our student congress, and here in Birmingham I am an OAA representative for Seaholm’s student congress. Every month, I attend a convention at which schools from all over Oakland County participate. There, we share ideas about leadership and community. As an OAA representative for Seaholm, it is my job to take from these ideas and see how some of them can be used at Seaholm. I love to work behind the scenes and be the driving force for improvements around me. It is so fulfilling to know that I can be an agent of change on projects affecting the entire school despite only being a student. One day, I would like to use my interests on a larger scale and become involved in national government. I believe that being chosen to serve as a student representative for the City board would help me to learn more about my community and the workings of a city government, so that one day I will be able to apply this knowledge on a larger scale. Should I be chosen, I would learn so much from being able to see what some of the current issues and improvements occurring in my own city are.

From my understanding, communication plays a key role in government. In order to work together to produce ideas and discuss projects, one must be able to adequately express and convey ones opinion. My participation in theater and public speaking throughout the course of my life has helped me be able to effectively and confidently communicate my ideas to a large group of people.
Name: Ben Gould
Grade: 11
Age: 17

Address: 816 S. Bates

Zip Code: 48009
Email: BenGould723@gmail.com

Telephone: 248-396-0007
School: Groves High School

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Parks and Rec Board
2. Public Arts Board
3. Planning Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?
I have been a student ambassador, out of class student representative, and have participated in community service programs run by the school such as painting Rosa Parks Elementary.

Please list your involvement in non-school activities:
I am an active member of Bhai Pith Youth Organization, have been on Bbry Board, and am a mentor with MAP Corps.

What personal skills and characteristics do you possess that would make you a good representative?
I am interested in improving our community, I am a great problem solver as well as a great listener. I hope to be a positive contribution to any board or commission I am appointed to.
Student Representatives Application Form

How would you be able to schedule your time to function effectively as a student representative? As a senior, I have learned how to focus on my schoolwork while maintaining a healthy balance. I know how to use my time properly to put my self in a good place. I have added interest in being a rep and put all my time and effort into being the best rep I can be.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?  
Yes _✓_  No __________

**From Principal:**

I believe that this student would responsibly serve as a member of a city board or commission.

[Signature]

Principal's Signature  Date

**Parent(s) Permission:**

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

[Signature]  12/5/16

Parent(s) Signature(s)  Date

Include an essay (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include two letters of recommendation from adults who know you at school and who know your activities outside of school.

**Return application by Monday, January 9, 2017 to:**

Community Service Office at Seabolt High School
Jennifer Kondak at Groves High School _✓_

11/16
Thank you for considering my application to sit on a City of Birmingham board/commission.

I live three blocks from downtown Birmingham. I was born and raised in the City and feel extremely connected to the community. I'm very interested in learning how the City of Birmingham governs itself and would love to be part of this process. I think I could be a valuable member of a city board as a student representative. By participating, I hope to make the community of Birmingham a better place for all to live.

As a junior at Groves High School, I have learned much about government. Although obtaining academic knowledge is important, I know that an internship – being able to experience government firsthand from this committee – will significantly further my knowledge. I would truly be honored to serve as a student representative on one of the City's boards or committees.

I am hard working, intellectually curious, and full-on enthusiastic. I'm interested in better understanding the issues facing our community and how to solve our problems.

Thank you for your consideration of my application. It would be a delight to serve the beautiful City of Birmingham.

-Ben Gould
January 7, 2016

To Whom It May Concern,

I am pleased to be writing this letter of recommendation for Ben Gould who is applying for a position on the City of Birmingham Student Board. Although Ben is only a sophomore he is a very mature young man. It is refreshing to me that Ben is very independent and always seems to be on top of everything he is involved in from his school work to his extra-curricular activities. In today’s world I find many students are very dependent on their parents or others for most things that they do. Ben is an exception to this.

Ben currently carries a 3.7 GPA and is taking all college prep courses. He is working diligently towards being accepted into a top tier college in his senior year. In terms of his community involvement Ben is very involved in his faith. He serves on the board of the B’nai Brith Youth Organization as Secretary of his Chapter. He will be participating in the Organizations International Leadership Convention in the spring. He has been a Groves Ambassador since ninth grade. This group welcomes new students to our school and connects them with activities and other students so that they feel welcome to our school. This has been a very important group for our school. Students are selected to be an Ambassador because of their character, personality, and willingness to go above and beyond to make Groves a welcoming place.

I have had in the past 16 years of being a Guidance Counselor at Groves other students that have been a part of the Birmingham Board. They have been not only great representatives of Groves High School but also represented the community very well in the position that they were serving on for the City of Birmingham. I have no doubt that Ben will follow this tradition. He has very good listening skills and his insight will be invaluable. He is very popular with his peers and his teachers have consistently praised his hard work and diligence in their class. I recommend Ben highly for this Board. Please contact me at (248) 203-3507 should you questions or need additional information for Ben.

Greg Kolb
Guidance Counselor
Groves High School
January 6, 2016

Dear Selection Committee:

I am writing to you on behalf of Ben Gould who is a junior at W.E. Groves High School, for consideration for service as a volunteer as a Student Representative on the City Boards and Commissions Program for the City of Birmingham. Ben explained that he is particularly interested in serving on the Parks and Recreation Board.

Ben was a student in my forensic/public speaking class and I found him to be a fine young man. He was a good student and brought a degree of humor and cooperation to the class that made him popular among his peers. He is an academically solid student with a 3.7 GPA.

Ben has been involved with a number of activities at Groves including serving as a Student Ambassador responsible for showing new and prospective students around school. He has also been involved with student government as an out of class Student Representative.

Beyond school, he serves on the board of B’nai Brith Youth Organization (BBYO) chapter as well as Secretary of the Chapter and will be participating in the BBYO International Leadership Convention this spring.

I find Ben Gould to be outgoing, curious, eager, and funny. He is seriously interested in being an active and engaged member of the Parks and Recreation board. I fully support his interest in serving as a student representative for the City of Birmingham. You are welcome to contact me if you have any further questions at 248-203-3580.

Sincerely,

Mr. John W. Rutherford
Director of Theatre and Forensic
W.E. Groves High School
20500 W. 13 Mile Road
Beverly Hills, MI 48025
Name: Joseph Kummer
Grade: 11
Age: 17
Address: 592 Oakland Ave
Zip Code: 48009
Email: jkummer2327@gmail.com
Telephone: (248) 792-7136
Cell: (248) 979-4870
School: Seaholm High School

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Parks and Recreation Board
2. Planning Board
3. Multimodal Transportation Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

Outside of classes, my work as a co-chair of the charity committee for the Junior Class on Field Day as well as being a member of the committee the previous two years displays my commitment to the community and my participation on the grant team for two years allows me experience that would be helpful to the Parks and Recreation Board. In school, my speech class and seminar activities in English classes give me experience in public speaking and group discussion.

Please list your involvement in non-school activities:

I volunteer four times per year at Forgotten Harvest either packing food in their warehouses or harvesting it at their farm. I volunteered on the ecology committee and the programs and events committee at the 2016 US Amateur at Oakland Hills. In addition to volunteer work, I have worked as a caddy at Birmingham County Club for four years, ascending the ranks of Head Caddy, the highest of that particular club.

What personal skills and characteristics do you possess that would make you a good representative?

My golf experience with working at a golf course and playing for most of my life would make me a valuable addition to the Parks and Recreation Board. My ability to compromise and participate in group discussions would help as a representative on any city board or committee.
Student Representatives Application Form

How would you be able to schedule your time to function effectively as a student representative?

A majority of my classes at school infrequently have nightly homework allowing me to schedule schoolwork outside of school activities. My extracurricular activities are usually limited to weekends or after-school meetings and practices that last until 5:30 - 6:00 at the latest, allowing plenty of time for work as a student representative.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes ☑️ No

From Principal:

I believe that this student would responsibly serve as a member of a city board or commission.

Rachel M. Dunn
Principal’s Signature

1/8/17
Date

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Parent(s) Signature(s)

1/8/17
Date

Include an essay (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include two letters of recommendation from adults who know you at school and who know your activities outside of school.

Return application by Monday, January 9, 2017 to:

Community Service Office at Seaholm High School
Jennifer Kondak at Groves High School

11/16
January 9th, 2017

To whom it may concern:

I wish to recommend Joseph (Joey) Kummer as a student representative for your group.

Joey Kummer has been a student in my AP chemistry and honors chemistry classes at Seaholm High School during the 2016 – 2017 and 2015 – 2016 school year. He is a very motivated individual. He comes to class prepared, seeks help when needed and consistently achieves near the top of the class. Joey also has excellent interpersonal skills, which enhance his ability to work well with class members. He is a considerate, and mature young man and is a positive influence in the classroom. His class members respect him and enjoy being a part of his group.

Joey has a quiet air of confidence about him. He takes difficult material in stride and works to master it without complaint. His self-assurance means that he needs little supervision and will generally solve problems on his own. He asks for help when necessary but always tries to reach solutions first. Joey takes responsibility for his work which has always been turned in complete and mostly on-time. Joey’s passion for learning and inner drive make him a very unique individual. His sense of integrity and personal honesty will contribute to his success in his future vocation.

Joey is a member of our charity drive for Field Day at Seaholm. He is a very organized person and is very good a multitasking. He is a very talented and responsible young man and it was my pleasure having him in class the last year. I highly recommend him as a student representative for your group. He will respond positively to challenges and will make significant contributions.

Sincerely,

Amanda R. McDonald
AP Chemistry Teacher
Honors Chemistry Teacher
ACS Chem Club Sponsor
January 5, 2017

To Whom It May Concern:

I am writing this letter on behalf of Joey Kummer, a student here at Seaholm High School. My name is Ed Caughell, a high school math teacher. During the 2015-2016 school year I had the pleasure of teaching Joey Kummer in Honors Algebra 2.

Joey Kummer is a wonderful example of our students here at Birmingham Seaholm. Joey gladly accepted the challenge of trying to figure out the most difficult problems, as he was always self-motivated to learn as much as possible. If he ever happened to struggle, Joey always sought out my assistance. Joey is never satisfied to simply get the correct answer. He wants to fully understand the concept and the reasoning behind it. He realizes that building a good foundation of understanding the material is vitally important if he wants to continue to be highly successful as he proceeds through his academics.

Joey Kummer is a genuinely nice person with a good sense of humor. My own personal interactions with him have shown me that Joey is a person of good character with compassion for others. Additionally, he has an internal drive that motivates him to accomplish what he desires.

Joey has been a member of the golf team during his time here at Seaholm. His athletic prowess is the result of natural ability combined with desire, discipline, and hours of practice. Additionally, Joey makes time to participate in several charitable activities because he understands the importance of giving back to our community. Our Field Day competition among the classes is a rather large endeavor at Seaholm. Joey took it upon himself to be one of the chair people for the charity competition. He organized his fellow classmates as they collected food for Gleaners. It was successful in part due to Joey’s leadership skills. Joey is a part of our Make Me A Mentor program for the incoming freshmen at our high school. This program is important to our school as the selected upper classmen guide the new students to help them get off to a good start to their high school careers. Even though he has such a hectic schedule with his extra-curricular activities, Joey continues to excel in school. He is organized and understands how to prioritize. Joey makes certain that all of his requirements are completed well and in a timely fashion. All of these things have made Joey well prepared to handle any challenges he may encounter.

While having such a busy schedule, Joey continues to maintain academic excellence. He knows how to stay organized and to prioritize his commitments so that everything is completed well and in a timely fashion. Joey is well prepared to handle any challenges he may encounter in school or in life due to his dedication to always be the best he can be.

Joey is willing to put in the hard work necessary in order to succeed and achieve all of his lofty goals he has set for himself. I consider him to be a wonderful student and person. I am happy to write this letter and offer up my strongest recommendation for him. Please consider Joey’s application very seriously.

Respectfully,

Math Teacher

ec08bps@birmingham.k12.mi.us

Birmingham Public Schools . . . Inspiring learners through educational excellence for a lifetime of global opportunities.
Being a member of any community is a large responsibility on each individual person. The members of the community have an obligation to themselves and those around them to make the community itself as successful as possible. To make it a nice place to live and work is the most important task for a member of a community. In this effort, I would like to submit my application to be a student representative on one of the city boards.

As a member of the Birmingham community, I know it is my responsibility to do my part in making my hometown a better place. For this reason, I volunteer quarterly at Forgotten Harvest, as well as helping run the charity food drive for Gleaner’s Community Food Bank every year for Seaholm’s Field Day. Making sure the members of the community are well-fed and healthy is very important for ensuring the well-being of the community, and helping provide food for those who may be unable to provide it for themselves and their families is one way to fulfill one’s responsibility to those around them.

Being an eight-year member of the Birmingham community, I have had the privilege of living near both Booth and Poppleton parks, and have been able to take advantage of the facilities there, and at other parks in the city. In addition to this, I have been an avid golfer since before my family relocated to Birmingham, and we have taken advantage of the city’s two public golf courses. Since my freshman year in high school, I have been a member of Seaholm’s men’s golf team, which plays its matches at Lincoln Hills and Springdale. I am very familiar with both courses, which, along with my experience on the workings of a golf course from four years of working as a caddy and my volunteer work at last summer’s US Amateur golf tournament, would help provide perspective for the Parks and Recreation Board.
From my commitment to helping the community to my experience in the city’s park system and golf experience, I believe I would make an excellent addition to the Parks and Recreation Board as a student representative.
Name: Bella Niskar  Grade: 11  Age: 16
Address: 510 Henley  Birmingham, MI
Zip Code: 48009  Email: bellaniskar@gmail.com
Telephone: 248-321-7570  School: Seaholm High School

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Planning Board
2. Parks and Recreation Board
3. Public Arts Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?
Co-Chair of field day for Class of 2018 helped me to further develop and expand on my leadership skills. Being inducted into the National Honor Society was a result of my strong work ethic and determination. I am a member of the BPS Diversity Committee.

Please list your involvement in non-school activities:
I am an active member of the B'nai B'rith Youth Organization. I am employed at The Roasting Plant Detroit. I tutor kids in the community. I run the波兰 in the D Charity.

What personal skills and characteristics do you possess that would make you a good representative?
I have the ability to be a big picture thinker.
I have a strong code of ethics and am also very analytical. I am both determined and dependable.
Student Representatives Application Form

How would you be able to schedule your time to function effectively as a student representative?

I have strong time management skills and I make it a priority to plan out my time, responsibilities, and commitments.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes ☐ No ☒

From Principal:

I believe that this student would responsibly serve as a member of a city board or commission.

Rachel M. Tunia

Principal’s Signature

1-7-17

Date

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Chris Sullivan

Parent(s) Signature(s)

1-8-17

Date

Include an essay (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include two letters of recommendation from adults who know you at school and who know your activities outside of school.

Return application by Monday, January 9, 2017 to:

Community Service Office at Seaholm High School
Jennifer Kondak at Groves High School
To Whom It May Concern,

I would like to hereby recommend Isabella Niskar for a position in the Student Representatives on City Boards and Commissions Program. I have known Isabella for only a few months, but in this relatively short period of time, she has made an extremely positive impression on me, as well as her classmates. Isabella is one of the most enthusiastic learners that I have ever had the privilege to teach. Students in my Spanish 3 class grapple with some of the most difficult concepts and material that they will encounter in their language-learning journey. But Isabella was frequently a source of encouragement for her classmates. She was not only successful in learning the new concepts, she was happy to help other students who had difficulty with the material. In more than one occasion she was a leader in group discussions, while at other times she as a compassionate listener and team player. This has earned her the respect of her colleagues, as well as her teachers.

I have been in the classroom for more than twenty years, and in that time, I have come across several students who become involved in certain activities merely to add them to their résumé. But that is quite the opposite of Isabella’s motivation to become involved in your Program. Isabella is naturally a curious person, one who is interested in learning how things actually work. She is someone who is not interested in résumé building, but rather motivated to learn and to serve. In the day and age where the phrase “want to make a difference” can be overused and has become somewhat of a cliché, I can think of no one more apt to earn this descriptor. Isabella is definitely someone who sincerely wants to make a difference. She doesn’t offer help in order to receive recognition, but rather from an honest desire to be helpful.

Isabella will be a magnificent addition to your Program. She has the intrinsic motivation to participate and to contribute, and will provide valuable insight from a student perspective. I am confident that she will be a positive addition to your city board or commission, and that you will be impressed with her decorum, contribution, and participation. Therefore, she receives my strongest recommendation.

Regards,

Carlos Torres
World Language Department Chair
Seaholm High School, Birmingham, Michigan
January 8, 2017

To Whom It May Concern,

As a teacher, coach, and parent for 25+ years, I have had the privilege of watching students thrive in high school, college, and move on to succeed in the workplace. It becomes easy to identify which students have grit, EQ, and resilience. Bella Niskar is one of those students.

Bella’s GPA is a testimony to her ability to achieve amongst some of the nation’s best and brightest. She has the maturity and resilience to put both an academic and extracurricular plan in place, work the plan, and achieve results. Bella is a member of National Honor Society and a Field Day Chair. In addition, she was the Co-chair for the Seaholm Offers Support Dollar in the D Fundraiser. The role I was most impressed watching Bella serve was the BPS Diversity Committee Mentor where she mentored and tutored a Pierce Elementary student. Not only did Bella tutor her own partner, she was willing to tutor others and fill in while some mentors were on vacation and at camps. Bella has the heart to serve and the work ethic to lead.

I believe Bella will continue to grow, learn, and subsequently achieve. I highly recommend her for the Student Representative City Board.

Warm regards,

Cathleen Fritz

[Signature]
My name is Bella Niskar. I am a resident of the city of Birmingham and a student at Seaholm High School. When I heard there was an opportunity to apply for a position as a student representative on a city board or commission I knew I had to put my hat in the ring.

I have a strong desire to further develop my leadership skills. I believe that the leadership skills that I have already acquired make me a good candidate for this position. My leadership roles include mentoring in the Make Me A Maple program, co-chairing field day for the class of 2018, co-chairing the Dollar in the D charity, and mentoring on the BPS diversity committee. I also believe that while serving in this position I will benefit greatly from observing the leadership skills of the adult representatives I would be serving with.

Community service is more than a resume builder to me; it is a part of my personal core values. I feel very fortunate to live in the community I do and I feel the duty to give back and help others. I have worked with Grace Center of Hope, Humble Designs, and have a special place in my heart for being a mentor on the BPS Diversity Committee.

Being an active member in the community and participating in local government is something I believe is essential to the growth of our community. I have a desire to get involved and be part of this growth.

If I am chosen I will be a dedicated student.
Application Form
Due January 9, 2017

Birmingham Public Schools
Community Relations Office

31301 Evergreen • Beverly Hills, MI 48025

Name: Griffin Pfaff  Grade: 11  Age: 16
Address: 2150 Northlawn Blvd
Zip Code: 48009  Email: pintpfaff@yahoo.com
Telephone: (248) 514-3224  School: Seaholm

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Parks and Recreation Board
2. Historical district commission and Design Review Board
3. Planning Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?
National Honor Society and Animal Welfare Club. I believe that this qualifies me to sit on the board because being involved in it means I have good grades and character, and adds to my qualifications because it shows that I am involved in helping the community.

Please list your involvement in non-school activities:
Saturday School at Berkshire Middle School, and food sales/Volunteer work at the Miracle League of Michigan with mentally and physically disabled children.

What personal skills and characteristics do you possess that would make you a good representative?
I am hard working, I like to speak my mind and share ideas with others, I am creative so I would be able to find innovative solutions to problems, and I am passionate.
Student Representatives Application Form

How would you be able to schedule your time to function effectively as a student representative?

I would use my time efficiently so I would be able to attend meetings and do outside work for the commission while participating in school athletics, maintaining good grades, doing my homework, and continuing to study.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes [x] No [ ]

From Principal:

I believe that this student would responsibly serve as a member of a city board or commission.

[Signature]
Principal’s Signature

[Date]

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

[Signature]
Parent(s) Signature(s)

[Date]

Include an essay (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include two letters of recommendation from adults who know you at school and who know your activities outside of school.

Return application by Monday, January 9, 2017 to:

Community Service Office at Seaholm High School [ ]
Jennifer Kondak at Groves High School [ ]
Griffin Pfaff
12-22-16

Student Representatives on City Boards and Commissions essay

I am very excited that I have a chance to be a part of the Student Representatives on City Boards and Commissions program. I am interested in this program because I want to learn more about the ways city government impacts and improves the lives of each of us in the community. I am very interested in the Student Representatives on City Boards and Commissions program and I believe that I possess traits and qualifications that justify my selection to this program.

There are many reasons that I believe I am well equipped to thrive in this program. One of those reasons is that I am dependable. When I make a commitment, I prioritize the commitment and do my very best to fulfill my responsibilities and keep my word. Another trait that I possess that qualifies me is that I am creative. This is helpful because if selected, I would be able to assist in coming up with creative solutions to abstract problems. One final trait that I think qualifies me to be selected to the board is that I get along well with others. This trait would be useful because I could collaborate with others on the board and work together with them to create a better Birmingham.

I also believe that some of the activities and programs that I participate or have participated in qualify me to be selected to the Student Representatives on City Boards and Commissions program. One of these programs is the Seaholm National Honor Society. Being accepted into the National Honor Society shows that I have good grades and good character. Both of these are good for the Student Representatives on City Boards and Commissions
program. Having good grades is important because it shows that I am intelligent and hardworking. An additional activity that I am a part of that adds to my qualifications is the Animal welfare club. I am the Vice President of the Seaholm High School Animal Welfare club that helps to raise money for local shelters and the humane society. This shows that I am actively involved in trying to help the community any way I can.

Another program that I am a part of that qualifies me for the Student Representatives on City Boards and Commissions program is the Saturday School at Berkshire middle school. At this program, I tutor elementary school, middle school, and high school learners who want to improve their grades in school. I have been a part of this program for over a year and plan to continue to volunteer there. This program showcases my commitment to the community because I am actively trying to help children who are trying to improve themselves. One final qualification that I have for this program is my work with the Miracle League of Michigan. The Miracle League of Michigan is a local charity that helps mentally and physically disabled children play baseball. I started volunteering at this program when I was 12 and continued my volunteering there until this summer when I was hired by the Director.

An essay like this can only illustrate a part of my passion and interest in helping my community. I eagerly await your response to my application and can’t to wait to start improving the community any way I can.
To whom it may concern,

It is my pleasure to recommend Fin Pfaff as a student representative on City Boards and Commissions. I have known Fin for 3 years as his coach on the Birmingham Unified Ski Team. I have come to know Fin as an extremely respectful and responsible individual. He is always prompt and prepared for practice, and more than willing to lend a hand to myself or his teammates if needed. Fin also exhibits tremendous initiative. For example, even though he is not a captain Fin frequently encourages other teammates through our preseason workouts. Many of these workouts are very tough and having a teammate who encourages you through them makes a world of difference. He is also one of the first athletes on the hill and works hard every day to better himself.

Aside from his athletics Fin is a great student. His currently carries a cumulative GPA of over 3.5 and is part of the National Honors Society. He also gives back to the community. Last year he participated in a fundraiser for the KAJ foundation which provides support for cancer patients. Fin is also the Vice President of the Animal Welfare Club where he helps raise money for the humane society.

Overall, coaching Fin has been a thrill; he is extremely hardworking and gets along great with his peers and coaches. Fin is a fantastic member of our team, and I wholeheartedly recommend him as a student representative on City Boards and Commissions. Please feel free to contact me at 248-613-6218 should you wish to discuss my recommendation further.

Best,

Justin S. Janssen
Date: January 3rd, 2017

To Whom It May Concern:

I am writing this letter in regards to Griffin “Fin” Pfaff. I have had the pleasure of getting to know Fin over the course of the last year. I have gotten to know Fin as a student and as an individual.

As a student, Fin has excellent work ethics and he takes his academic success extremely serious. I have had the opportunity to watch Fin excel academically and personally. It doesn’t matter if it is in the classroom or outside of school; he still gives a great effort. I am thrilled that he plans to apply for the Student Representatives on City Board and Commissions program, where I have no doubts he will continue his great habits.

As an individual, Fin carries the excellent work ethic from the classroom to the outside world. He has been involved with many outside activities such as Seaholm Ski Team, as well as Seaholm Baseball. One thing that makes Fin stand out above the rest, as while he has continued to be an active participant in his school, he did so while placing school first.

As a person, Fin is a kind, caring, friendly individual. He certainly seems to have a very healthy balance between his academics and personal life. He seems to get along with everyone and he cares about others and his school. Fin exemplifies the characteristics as a leader, while also listening to the ideas of others, which is expected from any type of program.

I can recommend Griffin Pfaff with absolutely no reservations. I think you will be getting a true role model in Fin. If I can be any further help please don’t hesitate to contact me.

Sincerely,

Jeremy Barber
Birmingham Seaholm High School Math Teacher
Name: Hanna Sandler
Grade: 11
Age: 16

Address: 2510 Manchester Rd.

Zip Code: 48004
Email: Hannasandler0@gmail.com

Telephone: (313) 827-8235
School: Seaholm High School

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Museum Board
2. Historic District Commission and Design Review Board
3. Parks and Recreation Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?
This year I am taking 2 Social Studies class. I have already completed Anthropolgy and next trimester I have critical issues. I plan on taking World War II and AP Euro next year. Along with the required Government class, I am currently in the Diversity Club and the Cost to Care Club. I have also taken the class "Natural Resources" which I believe I highly benefited from.

Please list your involvement in non-school activities:
- Any community service opportunities that arise
- Theatre at Stagecrafters in Royal Oak

What personal skills and characteristics do you possess that would make you a good representative?
I strive to do my best towards any task and I believe that anything that is presented to me, I have the responsibility to accomplish. It should be treated with importance and done with care. I seek out any opportunities to learn or gain experience from and I emerge in these opportunities with optimism. I believe that I would contribute in any way that I can as a student representative and
Student Representatives Application Form

How would you be able to schedule your time to function effectively as a student representative?

I don't have any monthly obligations so I could definitely manage my school work and responsibilities in a smart way that would allow me time to focus on my duties as a representative, attend the monthly meetings, and any other adjustments that I must complete for my board. I will finish any homework as soon as possible, choose community service opportunities selectively and according to my board schedule, and do anything else that will optimize my time for the position.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes [ ] No [ ]

---

From Principal:

I believe that this student would responsibly serve as a member of a city board or commission.

[Signature]
Principal’s Signature

1.4.2016
Date

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

[Signature]
Parent(s) Signature(s)

1.4.2016
Date

Include an essay (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include two letters of recommendation from adults who know you at school and who know your activities outside of school.

---

Return application by Monday, January 9, 2017 to:

Community Service Office at Seaholm High School [ ]
Jennifer Kondak at Groves High School [ ]

11/16
Dear selection committee, when I first read about the Student Representatives on City Boards and Commissions Program, I was instantly intrigued. Once I looked more into it, I was sure that this is something I want to do. I have been a resident of the city of Birmingham my entire life, and I’ve always noticed how involved the community is in making the best decisions for Birmingham. This program seems like the perfect gateway into making a difference that will matter. And I desperately want to be apart of that, so, here is why I should be chosen as a student representative. When I find something that I am interested in or that I care about, I invest my time in it and make sure I am putting everything I have into it. It could be called perfectionism, but I simply believe everything, major or minor, deserves devotion and the best work put towards it. That is what I can offer to whatever board I am elected to. An obvious example of this would be the Museum Board, it being my first choice. I am passionate about history, and the teaching and understanding of it. I am taking as many social studies courses as I can in High School, not just to prepare for college, but because I truly enjoy learning about these topics everyday. So far I have taken the required social studies classes (World History, U.S. History, Economics) ending with a high A in all, Anthropology, and Critical Issues. Next year, I have chosen to take these electives: World War II, African American History, AP European History, and Art History. I hope to pursue a profession in historical education. So, when the opportunity to participate first-hand in preserving and promoting the history of my own city, you can imagine how excited I was! But, I am also completely aware that I may not be elected to this board or chosen as a representative at all. Although I would personally enjoy being on the Museum Board, it absolutely does not mean that I would devote any less time or dedication to any other board. Being apart of this program at all would be a reward enough. I do not have many other obligations that would distract me from this or would prevent me from attending the monthly meetings. The only other responsibility that would receive the same amount of allegiance as I would give to my board is school and community service. I made the difficult decision to leave my job to focus on my academic career, growth, and betterment. I would consider being a student representative a major step forward in my academic and personal development. I will wholly commit to my possible position as a student representative, accept whatever challenges are presented to me and welcome any opportunity to learn something new. I am eager to find out if I will be chosen to be apart of and contribute to this unique program. Thank you so much for your consideration.

Hanna Sandler
11th Grade
To Whom It May Concern,

I am writing this on behalf of Hanna Sandler for the City Board and Commissions Program. I have known Hanna for many years, in many different capacities, and I believe she would be an excellent fit for any of the opportunities the board has to offer. I know she is hard working; in my economics class she earned top marks and ended the trimester with an A. I know she is hard working; in that same class she not only worked hard to understand, but also worked to make sure that other in the class understood as well. I know she is up for a challenge; she and I were both part of the high adventure trip to the Grand Canyon, where Hanna cooked, slept on the ground, and went without all modern conveniences for a long week in the backcountry. Finally, I know that she is genuine; Hanna continues to make time to catch up with me, talk about school, life, and what is ahead for her.

Hanna has a passion for learning, a model work ethic, and sense of adventure we all could be inspired by. I know that she will work hard for any board she is lucky enough to be placed upon. I could not think of a better candidate, I give her my highest recommendation.

Sincerely,

Michael Wicker
Social Studies Department Chair
Seaholm High School
January 9, 2017

To Whom It May Concern,

I would like to recommend Hanna Sandler for serving on one of the city advisory boards. I’ve taught Hanna in several classes at Seaholm. She is one of the most outstanding students that I’ve had in the past five years. She works very hard, is very creative, and is truly engaged. She is really a pleasure to have in classes and would be a great contributor to any committee that she joins. She gets along very well with other students, and will be a high contributor. I can’t say enough good things about Hanna.

Please feel free to contact me if you have any further questions.

Sincerely,

Scott Craig

248-259-3534

Scottcraig27@yahoo.com
Name: Cecilia Trella   Grade: 11   Age: 16
Address: 2517 Manchester Rd.
Zip Code: 48004   Email: cr+2000.icy@gmail.com
Telephone: 312-813-9021   School: Seaholm High School

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Public Arts Board
2. Museum Board
3. Parks and Recreation Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?
* Painting, Graphic Design, Mixed Media, and Drawing classes
* Seaholm GleeSpeake Up

Please list your involvement in non-school activities:
* Volunteering at Midvale Pre-school
* Leadership in Neighborhood Near Han, a non-profit
* I am an after-school Nanny for two kids.
* Volunteered at Next Senior Citizen Center

What personal skills and characteristics do you possess that would make you a good representative?
* People-oriented, I have helped out with children and the elderly. I love people.
* I have been making my art my whole life—there's nothing I would rather do.
How would you be able to schedule your time to function effectively as a student representative?

I will plan and schedule my time around school, work, and clubs. I am organized and efficiently schedule.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes _______ No _______ X

From Principal:

I believe that this student would responsibly serve as a member of a city board or commission.

[Signature]
Principal’s Signature

1-4-2016
Date

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

[Signature]
Parent(s) Signature(s)

1-5-2016
Date

Include an essay (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include two letters of recommendation from adults who know you at school and who know your activities outside of school.

Return application by Monday, January 9, 2017 to:

Community Service Office at Seaholm High School X
Jennifer Kondak at Groves High School ___
My whole life, art has been the most important thing to me- and it is so extremely exciting to have the opportunity to join a board devoted to it. I believe that I should be a student representative on the Public Arts board because I will bring a fresh point of view, I will dedicate my time efficiently, and I will contemplate new ways to get the goals of the board across into our community.

I've never really fit in an awful lot. I look different, I think differently, and I'm always there to offer a countering view. I know that I can bring a unique point of view to the Public Arts Board. Being sixteen, I can offer ideas of art that will appeal to the young crowd in Birmingham.

Everyday I have things to get done, so I budget my time efficiently. Whether its presenting in Seaholm Girls Speak Up (Seaholm’s feminism club) or making posters to raise awareness for women in need, I get everything done by the end of the day.

I make art that draws attention. I make art that makes people feel. In my Mixed Media class last trimester, I created an art Installation entitled, “Ms. Lady’s Stand”. The piece was a mannequin and all over her body I painted rape and sexual assault statistics to raise awareness. Ms. Lady caused the Seaholm administration to create a panel discussion about rape and sexual assault. (It’s actually tomorrow morning, and they’ve asked me to put up Ms. Lady and speak about her legacy and the importance.) I used my art to raise awareness on rape and sexual assault, and it did. On this board I will use art to bring people together, to create a stimulating environment. I will use unique and eye-catching art to show that different ideas are okay and encouraged.
I am so privileged to be able to apply for this board, and I would be overjoyed to be on it. I will bring a fresh point of view, dedicate my time, and will carry on the goals of the board.
January 9, 2017

To Whom It May Concern,

I am writing this letter of recommendation on behalf of one of my students, Cecelia Trella. This is the first year that I have taught her in class; however I have known her for the past couple years, as she has been active in the art community at Seaholm High School.

Cece comes to class everyday prepared, on time and focused on her art. She shows a real interest and understanding of the art process and is always trying to take it a step further and push the envelope. Cece is signed up for the AP Studio Art course for her senior year and will be working on preparing an extensive portfolio.

Cece shows her dedication to growing and learning as an art student by continuing to take art classes as well as outside of school art activities, such as the Italy trip last year and art making with her peers.

I wholeheartedly recommend Cece to your art board. I believe she will bring the creativity, self-determination and skill necessary to enhance your current community. It is my hope that you seriously consider Cece as a part of your board.

Sincerely,

Elizabeth Moyer
Fine Arts Teacher
Seaholm High School
Birmingham Public Schools
em05bps@birmingham.k12.mi.us
248-203-4223
January 9, 2017

Dear Sir/Madame:

It is with sincere pleasure that I write this letter of recommendation on behalf of Ms. Cecilia Trella.

Cece was a student in a few of my art courses which were Graphic Design and Painting. I found Cece to be a very creative and independent thinker who was extremely conscience of her work. Cece consistently pushed herself to grow in her craft and design knowledge.

During our Game Board Design Project in Graphic Design, Cece’s passion in the Design Process grew. Her interest in the topic was infectious and spread to her peers. It was with her leadership and guidance, that her design group was successful in not only completing the project on time but to have a very effective design.

I had the opportunity to observe Cece in a number of different academic situations. Cece was a supportive member and leader of group activities. I believe this stemmed from her attention to detail, her desire to succeed, her compassion for others and her ability to lead by example. Cece routinely would guide her classmates to develop their ideas and skills by adding them with computer techniques and discussing ideas. She was careful not to give the answers, but instead facilitate and guide them to their own discoveries and conclusions.

Cece is also an individual. She has come to use art to voice her scope on life. She is very creative and is willing to explore the medium at hand until it has the outcome she is looking for. She is open to ideas but also capable of communicating to her viewer her point of view without jeopardizing their thoughts.

I know Cece to be a strong student and a person of great character. She has been a constant leader inside that classroom and in the community. Her persistence to detail and passion for art has guided her to be a confident and capable thinker. If I can be of any further assistance in this matter, please do not hesitate to contact me.

Kellie L. Vagts, B.F.A
Art Department
Seaholm High School
Birmingham, Michigan 48009
248.203.3700
kvagts@birmingham.k12.mi.us
NOTICE OF INTENTION TO APPOINT TO PUBLIC ARTS BOARD

At the regular meeting of Monday, January 23, 2017, the Birmingham City Commission intends to appoint two members to the Public Arts Board to serve the remainder of a three-year term to expire January 28, 2018 and the remainder of a three-year term to expire January 28, 2019.

In so far as possible, the members shall represent a major cultural institution, a registered architect of the State of Michigan, an artist, an art historian, and an art consultant. Members may also be members of the Historic District Commission, Design Review Board, the Parks and Recreation Board, or the Planning Board. At least four members of the Board shall be residents of the City of Birmingham.

The objectives of the Public Arts Board are to enrich the City's civic and cultural heritage; to promote a rich, diverse, and stimulating cultural environment in order to enrich the lives of the City's residents, business owners, employees, and all visitors; and to establish an environment where differing points of view are fostered, expected, and celebrated by providing the opportunity for such expression through the display of public art.

Interested citizens may apply for this position by submitting an application available from the city clerk's office. Applications must be submitted to the city clerk's office on or before noon on Wednesday, January 18, 2017. These applications will appear in the public agenda for the regular meeting at which time the commission will discuss recommendations, and may make nominations and vote on the appointments.

Applicant(s) Presented For City Commission Consideration:

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Criteria/ Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monica Neville</td>
<td>See attached application</td>
</tr>
<tr>
<td>1516 E. Melton</td>
<td></td>
</tr>
<tr>
<td>Rabbi Boruch Cohen</td>
<td>See attached application</td>
</tr>
</tbody>
</table>

SUGGESTED ACTION:
To appoint ________________ to the Public Arts Board to serve the remainder of a three-year term to expire January 28, 2018.

To appoint ________________ to the Public Arts Board to serve the remainder of a three-year term to expire January 28, 2019.
PUBLIC ARTS BOARD

City Code - Chapter 78, Article V
Terms - 3 years

Members - At least 4 members shall be residents of the City of Birmingham. The remaining members may or may not be residents of Birmingham. In so far as possible, the members shall represent a major cultural institution, a registered architect of the State of Michigan, an artist, an art historian, and an art consultant. Members may also be members of the HDDRC, the Parks and Recreation Board, or the Planning Board.

Objectives -
• to enrich the City's civic and cultural heritage;
• to promote a rich, diverse, and stimulating cultural environment in order to enrich the lives of the City's residents, business owners, employees, and all visitors;
• to establish an environment where differing points of view are fostered, expected, and celebrated by providing the opportunity for such expression through the display of public art.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Home Address</th>
<th>Home Business E-Mail</th>
<th>Appointed</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eddleston</td>
<td>Jason</td>
<td>892 Purdy</td>
<td>(248) 703-3808</td>
<td>12/5/2016</td>
<td>1/28/2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Birmingham 48009</td>
<td><a href="mailto:jason28e@yahoo.com">jason28e@yahoo.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heller</td>
<td>Barbara</td>
<td>176 Linden</td>
<td>(248) 540-1310</td>
<td>1/28/2002</td>
<td>1/28/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Birmingham 48009</td>
<td>(313) 833-7834</td>
<td>Resident Member</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:bheller@dia.org">bheller@dia.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ritchie</td>
<td>Anne</td>
<td>1455 South Eton</td>
<td>(248) 635-1765</td>
<td>9/12/2016</td>
<td>1/28/2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Birmingham 48009</td>
<td><a href="mailto:a_ritchie@msn.com">a_ritchie@msn.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roberts</td>
<td>Mary</td>
<td>2352 Buckingham</td>
<td>(248) 535-9871</td>
<td>9/12/2016</td>
<td>1/28/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Birmingham 48009</td>
<td><a href="mailto:maryroberts49@gmail.com">maryroberts49@gmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Home Address</td>
<td>Business</td>
<td>E-Mail</td>
<td>Appointed</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>--------------------</td>
<td>------------</td>
<td>-------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Suchara</strong></td>
<td><strong>Ava</strong></td>
<td>2160 Fairway</td>
<td>(248) 645-1319</td>
<td><a href="mailto:asuchara@comcast.net">asuchara@comcast.net</a></td>
<td>2/8/2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Birmingham 48009</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VACANT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1/28/2019</td>
</tr>
<tr>
<td><strong>VACANT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1/28/2018</td>
</tr>
<tr>
<td><strong>Wells</strong></td>
<td><strong>Linda</strong></td>
<td>588 Cherry Ct.</td>
<td>(248) 647-1165</td>
<td><a href="mailto:lawells126@gmail.com">lawells126@gmail.com</a></td>
<td>2/11/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Birmingham 48009</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest Public Arts Board

Specific Category/Vacancy on Board Voluntary Position

Name Monica Neville

Residential Address 1516 E Melton Road

Residential City, Zip 48009

Business Address ____________________________

Business City, Zip ____________________________

Phone 248-321-1776

Email monica.neville1@gmail.com

Length of Residence 2 years

Occupation Advertising & Marketing

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied. I believe my background is well suited to support the Birmingham Public Arts Board. I have a Bachelor of Fine Arts degree from Miami University and have working in the Advertising and Marketing industry for over 30 yrs including on public tourism accounts.

List your related employment experience Advertising agency account strategy and planning for travel related and tourism account.

List your related community activities Habitat for Humanity Re-Store Associate.

List your related educational experience Miami University, BFA

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain: No.

Do you currently have a relative serving on the board/committee to which you have applied? No.

Are you an elector (registered voter) in the City of Birmingham? Yes.

Signature of Applicant ____________________________

January 13, 2017 Date

Return the completed and signed application form to: City of Birmingham, City Clerk’s Office, 151 Martin, Birmingham, MI 48009 or by email to Carf@bhamgov.org or by fax to 248.530.1080.
APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(please print clearly)

Board/Committee of Interest: Public Arts Board
Specific Category/Vacancy on Board: regular member opening

Name: Rabbi Boruch Cohen
Residential Address: 1578 Lakeside Dr
Residential City, Zip: Birmingham, MI 48009
Business Address: same
Business City, Zip: 

Phone: 248-225-0246
Email: thebirminghamjewishconnection@yahoo.com
Length of Residence: 12 years
Occupation: Rabbi

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied.

Liberal Arts education. Life-long interest in art, literature, creativity. Sound aesthetic sensibility and true appreciation of original & creative art works. artistic work.

Design - brochures, fliers, logos, webpages - is significant part of work as "outreach" Rabbi.

Graduated in the City's first "Citizens Academy" class! Rabbi's work is community-oriented by nature.

Phil Beta Kappa, Bachelors (philosophy) from liberal arts school (Wesleyan University, CT); classes in art history.

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain:

N/A

Do you currently have a relative serving on the board/committee to which you have applied? No.

Are you an elector (registered voter) in the City of Birmingham? Yes.

Signature of Applicant _________________________________

Date 11/17/17

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to Carft@bhamgov.org or by fax to 248.530.1080.
I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Mark Nickita called the meeting to order at 7:31 PM.

II. ROLL CALL

| ROLL CALL: Present,       | Mayor Nickita          |
|                         | Commissioner Bordman  |
|                         | Commissioner Boutros   |
|                         | Commissioner DeWeese   |
|                         | Mayor Pro Tem Harris   |
|                         | Commissioner Hoff      |
|                         | Commissioner Sherman   |

Absent: None

Administration: City Manager Valentine, City Attorney Currier, Acting Clerk Arft, City Planner Ecker, Deputy Treasurer Klobucar, Building Director Johnson, Police Chief Clemence

III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS

02-23-17: APPOINTMENTS TO THE BOARD OF REVIEW - ALTERNATE POSITIONS

**MOTION:** Motion by DeWeese:

To appoint Jason Monahan to the Board of Review as an alternate member to serve a three-year term to expire December 31, 2019.

**MOTION:** Motion by Boutros:

To appoint Jill Stress to the Board of Review as an alternate member to serve a three-year term to expire December 31, 2017.

Commissioner Hoff noted that the Commission sometimes will wait to appoint when applicants are not able to be present for a meeting; however, in this situation, she explained that the Board of Review must meet in March, and training for the Board is this month. She suggested that the Commission move forward with the appointments this evening.

Vote on Jason Monahan:

| VOTE: Yeas, 7 | Nays, None | Absent, None |

Vote on Jill Stress:

| VOTE: Yeas, 7 | Nays, None |
Mr. Monahan and Ms. Stress were appointed to the Board of Review as alternate members.

02-24-17: APPOINTMENT TO THE BOARD OF ZONING APPEALS - ALTERNATE MEMBERS

MOTION: Motion by Bordman:
To appoint Jason Canvasser to the Board of Zoning Appeals as an alternate member to serve a three-year term to expire on February 17, 2020.

MOTION: Motion by Hoff:
To appoint Kristen Baiardi to the Board of Zoning Appeals as an alternate member to serve a three-year term to expire on February 17, 2020.

MOTION: Motion by Harris:
To appoint Cynthia Grove to the Board of Zoning Appeals as an alternate member to serve a three-year term to expire on February 17, 2020.

Vote on Jason Canvasser:
VOTE: Yeas, 7
Nays, 0
Absent, None

Vote on Kristen Baiardi:
Yeas, 4
Nays, 3
Absent, None

Jason Canvasser and Kristen Baiardi were appointed to the Board of Zoning Appeals as alternate members.

The Acting Clerk administered the oath of office to the appointed Board members.

IV. CONSENT AGENDA
All items listed on the consent agenda are considered to be routine and will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of the items unless a commissioner or citizen so requests, in which event the item will be removed from the general order of business and considered under the last item of new business.

02-25-17: APPROVAL OF CONSENT AGENDA
The following items were removed from the Consent Agenda:
- Item E (Minutes of January 28, 2017), by Commissioner Bordman
- Item K (Resignation of Phyllis Klinger from the Public Arts Board), by Commissioner Bordman
- Item L (Resignation of Maggie Mettler from the Public Arts Board), by Commissioner Bordman
- Item D (Minutes of January 23, 2017), by Commissioner Hoff
- Item G (Warrant List of January 25, 2017), by Commissioner Hoff

MOTION: Motion by Sherman, seconded by Boutros:
To approve the Consent Agenda containing Items A, B, C, F, H, I, J, M, and N.
A. Approval of City Commission minutes (amended) of December 5, 2016.
B. Approval of City Commission minutes (amended) of December 12, 2016.
C. Approval of City Commission minutes (amended) of January 9, 2017.
F. Approval of City Commission Special Meeting minutes of February 2, 2017.
H. Approval of warrant list, including Automated Clearing House payments, of February 1, 2017 in the amount of $1,705,620.55.
I. Approval of warrant list, including Automated Clearing House payments, of February 8, 2017 in the amount of $923,117.63.
J. Resolution approving a request submitted by the Birmingham Bloomfield Chamber to hold the Village Fair in the Shain Park area, May 31 – June 4, 2017, including the private party, contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.
M. Resolution approving the application and permit submitted by CenturyLink Communications, LLC, and authorizing the Mayor to sign the Right-of-Way Telecommunications Permit on behalf of the City.
N. Resolution setting Monday, March 13, 2017 at 7:30 PM for a public hearing to consider amendments to Chapter 126, Zoning, Article 04, Structure Standards, Section 4.75 SS-02, to create limitations on the allowable size of dormers on single family homes; and Article 09, definitions, section 9.02, to add a definition of “Attic” and to amend the definitions of “Habitable attic” and “Story” for consistency with the Michigan Residential Code.

ROLL CALL: Yeas, Commissioner Sherman
Commissioner Boutros
Commissioner Hoff
Mayor Nickita
Mayor Pro Tem Harris
Commissioner Bordman
Commissioner DeWeese

Nays, None
Absent, None

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

02-26-17: PUBLIC HEARING TO CONSIDER THE PROPOSED REZONING OF 412-420 E. FRANK

Mayor Nickita opened the Public Hearing at 8:50 PM.

City Planner Ecker explained described the current location and zoning classification of each of the three parcels as complicated. The three parcels have been the subject of Commission discussions relative to Transitional Zoning previously, and no action was taken at the time, and the parcels have retained their existing zoning.

She explained that currently a house is located on the corner of Frank and Ann which is being used as an office. The center parcel is Frank Street Bakery, which has been a commercial use for many years. The third property on the east is vacant, and is open area and was parking at
one time. She said the applicant is asking that all three of the parcels be rezoned to TZ1, Transitional Zoning, which would allow residential uses only.

City Planner Ecker said the western portion of the property (corner of Frank and Ann) is currently zoned R3, Single Family Residential. From 1935 – 1960, that portion of the lot was zoned R6. In 1960, the homeowners asked the City to rezone to B1, Neighborhood Business, because they were operating a custom drapery shop out of the home while they were living in the home. The City granted the rezoning. In 1980, the City adopted the Master Plan, and it was determined that most of the area was a sensitive residential neighborhood. Planner Ecker said while it is difficult to see exactly where the line was drawn, it looked like the westernmost parcel was included in the sensitive residential area. The City then down-zoned the parcel from B1 to R3, Single Family Residential. A lawsuit against the City was initiated by the property owner but was later dropped. In 1995, a descendant of the family that owned the property initiated a rezoning process, but did not follow through and nothing changed. In 2013, the current property owner, who is not the applicant on this rezoning request tonight, applied for a rezoning to have all three parcels rezoned to B2B, which is seen along Old Woodward. The neighbors at the time did not want to see commercial uses. There were several postponements, and the applicant eventually dropped the rezoning request.

The Planning Board has discussed transitional zoning, and originally thought TZ1 would be the best use for the parcels; however, the neighbors expressed support for the bakery there. The Planning Board changed their recommendation to TZ2, which would allow some commercial uses. The City Commission took no action on that recommendation.

The center parcel was zoned R6 until 1960. The lot was split and was rezoned to B1, Neighborhood Business. Prior to Frank’s Bakery, there was a vintage resale shop, which was not a legal use, and had to go to the Board of Zoning Appeals for a use variance. That use continued until 2007.

In February 2016, the property owner requested a change to B2B again for the whole site. The Planning Board recommended denial of the rezoning because while B2B was consistent for the eastern side of the lot, it did not provide the transitional feel that the Planning Board recommended. Therefore, the commercial building is still on the site and is zoned B1.

City Planner Ecker said the eastern-most parcel was also zoned R6 from 1935 until 1960, so presumably all three lots were all one lot at one time. In 1960, the property owner successfully applied for the B2B, which is zoned that way today.

City Planner Ecker explained what the applicant must prove when submitting a request for a rezoning. The applicant tonight is not the current property owner, but has the consent of the property owner to apply for the rezoning.

City Planner Ecker explained that an applicant for a rezoning must show why the rezoning is necessary for the preservation and enjoyment of the rights of usage commonly associated with property ownership. She noted that the applicant has indicated that the subject property is surrounded by properties with different uses, some consistent with existing zoning classifications, and many in variance with the existing zoning. The Subject Property is bordered on the east side by an office building and parking lot which fronts on Old Woodward and is in the B2B zoning district. The property adjacent on the north side of Frank Street is a CVS drug store and surface parking lot which fronts on Old Woodward. While the properties to the west
and south are in the R-3 (Single Family Residential) zoning district, the home directly west of
the Subject Property at the south west corner of Ann Street and Frank Street currently has a
multi-family use with three families occupying it. The three buildings on the west side of Ann
Street immediately to the south of this corner home are all multi-family properties with 4 units,
24 units and 4 units respectively. The building on the west side of Ann Street, two houses to
the north of the intersection of Ann and Frank, is being used as an office building with an
adjacent parking lot containing 22 parking spots. Directly to the north of this property on the
west side of Ann Street is an 8 unit multi-family building. One block to the west at the
intersection of Frank and Purdy is a building with 3 commercial offices, and directly to the north
is a 23 unit multi-family property. Other than this last property, all of the other multi-family and
commercial properties west of the Subject Property have a non-conforming use in the R-3
Single Family Residential zoning district.

City Planner Ecker said the applicant must provide an explanation of why the existing zoning
classification is no longer appropriate. The applicant has noted that the parcel is made up of
three contiguous lots with three different zonings (R-3, B-1, and B-2B). Given the current mix
of uses on the three parcels, the subject parcel is a transitional property. The very limited areas
of the three individual parcels would make it difficult to develop anything consistent to each of
the parcel’s current zoning. She said the applicant also noted that the B-2B eastern piece is
only 32 feet in width. Further, Frank Street from Woodward to Ann has been widened and on-
street metered parking added, with the effect of extending the Woodward business district
along Frank Street, which along with the CVS plaza on the north side of Frank, with its large
surface parking lot visible from the windows of any structure facing Frank Street from the
subject property, makes this an undesirable site for single family homes.

City Planner Ecker said the applicant must explain why the proposed rezoning will not be
detrimental to surrounding properties. The applicant requests that the Subject Property be
rezoned to the transitional zoning classification of TZ-1. This request is consistent with the
intent of the City’s transitional zoning. The applicant intends to develop the property as multi-
family with no commercial component to the project. Given the very close proximity of a half
dozen or more multi-family properties, this rezoning and use would provide a good transition
from B-2B General Business and D-2 in the Downtown Birmingham Overlay to the north and
east, and would not change the character of the neighborhood.

City Planner Ecker said the applicant has provided all required documentation. The Planning
Board held a Public Hearing on the application. The Planning Board found that the entire parcel
at 412 – 420 E. Frank Street is clearly a transitional property that separates the commercial
areas to the north and east from the residential area to the west. The use of the property for
low density multiple family use acts as a transition and buffer, and is entirely consistent with
recent rezonings in similar transitional locations around the downtown. The proposed multiple-
family residential development will also add to the diversity of housing options available, and is
similar to those already found in the surrounding area. The proposed request to rezone the
entire property to TZ1 Transition Zone and limit the use to residential use only is very
appropriate in such a transition zone. Accordingly, the Planning Division found that the
proposed rezoning of the Subject Property from R-3 (Single-Family Residential), B-1
(Neighborhood Business), and B-2B (General Business) to TZ1 (Transition Zone) should be
recommended for approval.
City Planner Ecker noted that the applicant provided some development options under current zoning conditions to the Planning Board to demonstrate the feasibility of the options under current zoning conditions.

City Planner Ecker reviewed the uses under the current zoning classifications and the permitted uses under the proposed TZ1 zoning classification. She noted it is a down zoning, since the commercial uses are eliminated on the middle parcel and the one to the east. It does allow multi-family residential up to 5 units for the parcel as a whole.

Mayor Nickita said transitional zoning has been discussed for some time. This site has been of some concern because of the three zoning classifications on the small site. The Planning Board has recommended TZ1. Mayor Nickita would like to keep the discussion on the actual zoning and not the proposed project.

Commissioner Hoff agreed and noted that apparently there have been presentations to the Planning Board. City Planner Ecker said there have been discussions with the Planning Board about what the applicant is planning with the rezoning, and emphasized that tonight the Commission is considering the rezoning, and not the site plan. She added that some Planning Board members wanted to see what the options are for the site. Any development proposed hereafter if the rezoning is approved, would have to go through site plan review.

City Planner Ecker confirmed for Commissioner Hoff that previously, the Commission did not create TZ2 or rezone these parcels to TZ2. She explained that TZ1 allows residential uses only. She added that TZ2 allows some small scale commercial uses, but they are limited in size. She said the Planning Board originally felt TZ1 was the correct zoning, but the neighbors were in favor of retaining the bakery there. The Planning Board then changed its recommendation to TZ2, which went to the City Commission. The Commission was concerned about the commercial uses, and ultimately, TZ2 was not created.

Mayor Nickita noted that currently, the parcels are being used as TZ2, because there is a commercial component. This is really about going forward.

Commissioner Boutros asked City Planner Ecker about the parking lot there now and the proposed rezoning. She responded that if the TZ1 rezoning was approved tonight, the site plan review would determine where the parking would be located. She added that parking would be reduced in TZ1, because only five residential units would be allowed, and only ten parking spaces would be needed on site.

Commissioner DeWeese said the complaints received about transitional zoning classifications had to do with uses. This rezoning would be the most minimal use.

D’Angelo Espree commented on the current zoning condition, population density in this area, and residential uses as TZ1.

City Planner Ecker said that the Planning Board considered the maximum number of units that would be permitted, and felt the maximum of five units would be suitable there from the overlay to the single family neighborhood there.
Eric Morganroth commented that he supports the proposed plan especially as it relates to parking. He added that he prefers keeping the R3 designation, and down-zoning the other two commercial parcels to TZ1.

Ron Fry owns a single family home directly to the west on Ann. He commented he is not against good development. He asked for the setbacks of TZ1 as opposed to R3. City Planner Ecker said the minimum front yard setback (on Frank) would be 0-5 feet, the rear yard minimum when it abuts single family would be 20 feet, side setback would be 0 feet from an interior side lot line, and 10 feet from a side street. Mr. Fry commented on two front yard setbacks on a corner lot. He said he had to conform to very strict zoning rules on his property in order to build a single family home.

Eric Wolfe commented he is in favor of the proposed project. He hoped the Commission would take into consideration the project.

Commissioner Hoff said the Commission is not considering the proposed development, only the proposed rezoning to TZ1.

Mayor Nickita commented that the proposed project is an example of what can be done with the subject properties, and the Commission is not approving the project, and it is not on the table this evening.

Commissioner DeWeese asked what classification would be needed in order for the project to be built in the way the residents favor. Mayor Nickita said the project would be possible in the TZ1 classification. Commissioner DeWeese clarified that the project would require that all three parcels would have to be rezoned to TZ1.

Commissioner Sherman said the City does not use contract zoning. The City has used conditional zoning where the City takes an offer from a developer and the City approves it or does not approve it, and the property stays as it is.

City Attorney Currier said the developer must submit a written, non-negotiable offer as to the zoning; it is voted on up or down by the Commission, has a specified time to build, and if it is not built, the property goes back to the former zoning. He said there is no contract zoning provision in the zoning enabling statute.

Commissioner Boutros asked to see the example.

Commissioner Bordman said she agrees with Mr. Wolfe that the Commission would not be discussing this if the request to rezone was not accompanied by the project. She added it seems illogical not to look at the project. In view of the City’s use of conditional zoning recently, she thinks that since there is substantial support of community, it should be considered by the Commission. She is supportive of letting the petitioner address the Commission and considering his proposal.

Mayor Pro Tem Harris said for the purposes of our decision tonight, he would like to see the project tonight. He said although conditional zoning has not been sent to us, if we want to entertain that idea, he asked if we are able to do that tonight, or would that come back to us later after the zoning decision has been made.
City Manager Valentine said that process would be initiated as a separate process. Commissioner Sherman said if a developer is interested in conditional zoning, he would have to propose it. If that is the case, it should be proposed before we review any plans.

Mayor Nickita said it is important to distinguish what is before the Commission today, which is a zoning clarification of a complex site. To tie it to an approval of a project is not on the table tonight.

Commissioner Hoff commented that we should rezone a property because it is the right thing to do, not because there is a project to be accommodated.

Mayor Nickita said the idea of creating transitional zoning was to clarify and clean up areas along the perimeter of the downtown area. He added that we do not zone to accommodate a project, and if a project falls in line with the zoning that the Commission has determined is appropriate, it can move forward in the process of approval. He said the question is whether TZ1 is appropriate zoning for this site. The project is an example of what could be done under transitional zoning, and nothing the Commission might approve today, ties that project to this zoning condition.

Commissioner Bordman said we know there is a petitioner with a specific project. She asked the City Attorney that if we know that is true, and we also know from reading the Planning Board minutes that the petitioner has already suggested that he would be amenable to conditional zoning, could we table the zoning request today, and have the petitioner proceed with the conditional zoning process, and then bring this back at that time.

City Attorney Currier said that is up to the developer to propose it in writing to the City Commission. He added that Section 125.3405 of the Zoning Enabling Act has specific requirements. City Planner Ecker commented that the developer submitted a statement to the Planning Board, and added she does not know what the specific format must be. City Attorney Currier responded that the developer is required to put in writing the conditions he wants, and added that the developer may have stated them at the Planning Board meeting, but a separate letter to the Commission is needed including a time frame for completion.

Mayor Nickita clarified that a formal request to the Commission must be submitted. City Attorney Currier responded that the formal request would then be referred to the Planning Board. Mayor Nickita added that we do not have such a request from the developer tonight.

Commissioner Sherman commented that the petitioner could ask for a continuance of the hearing.

Mayor Nickita said this is the hearing on the rezoning to TZ1.

Commissioner Sherman said the petitioner could ask for this hearing to be postponed to a date certain, or he could withdraw his petition, or continue with the hearing right now.

Commissioner Boutros asked if the petitioner could go back after this hearing, and then ask for conditional zoning. City Attorney Currier said he needs to do research on that question, and added that there is a time limitation. The same request by the same petitioner cannot be submitted for a year, if the Commission has acted on the request. It can be a different request for a rezoning or a different petitioner for a rezoning.
Commissioner Sherman clarified that if the Commission makes a decision tonight and if it is not what the petitioner wants, he might have to wait a year before submitting again.

Mayor Nickita commented that if the Commission rezones this to TZ1 tonight, then the petitioner can submit for site plan approval, which is the process we typically follow.

Commissioner Hoff asked if City Planner Ecker knows why the home on the corner is facing Frank and not Ann, when all the others are facing Ann. City Planner Ecker said the records do not reflect that information.

Commissioner Hoff asked about the property owner. City Planner Ecker explained that the applicant for this rezoning is not the owner, but has provided paperwork to the Planning Department that indicates the property owner is aware of the request. The property owner has submitted rezoning requests for the three parcels previously.

Mayor Nickita commented that there are two considerations tonight. One is that we look at the zoning specifically for a rezoning to TZ1, allowing the applicant to then go through the typical process of getting a project approved and built. On the other hand, if the applicant has an interest in conditional zoning, we could consider that.

John Sherkerjian, representing the applicant, asked the City Attorney if proceeding with a written request to the City Commission would constitute a substantive change so the applicant would not be forced to wait a year before resubmitting the application. City Attorney Currier said it is a procedural change as to how the same issue is being approached. Mr. Sherkerjian said he would be getting to the same result, but with voluntarily offering a condition. City Attorney Currier said it would take a year.

Mayor Pro Tem Harris suggested that the scenario Mr. Sherkerjian discussed assumes that the Commission makes a substantive decision tonight. Mayor Nickita said, to be clear, if the Commission votes on what is on the table tonight, that is definitive, and Mr. Sherkerjian can submit his project under that zoning. Mr. Sherkerjian added that the residents may not be as comfortable with that because they want to see his plan versus the unknown.

Mayor Nickita suggested another option would be to consider a conditional zoning application. It would require a formal request, a public hearing at the Planning Board and thereafter, the City Commission.

Commissioner Bordman asked to make clear the Commission is not asking the applicant to do that. Mr. Sherkerjian said they met with the neighbors and came to the conclusion to voluntarily offer conditional zoning. He understands that the offer does not meet the requirements of the City.

City Attorney Currier said the conditional zoning request would begin at the Planning Board and make its way to the City Commission, which would likely take until May or possibly June.

Mr. Sherkerjian said he would be unable to keep his contract with the seller with that long a delay. He has no issue with conditional zoning, but the timing is an issue for him.
Commissioner DeWeese confirmed that Mr. Sherkerjian’s plan will meet the requirements of a TZ1 classification with no variances needed.

Mr. Sherkerjian said the R3 parcel which seems to be the issue with everyone, is inconsistently zoned, is an anomaly, and totally unusual with respect to the other R3 properties. He added that this lot is the only lot not facing Ann, the only lot facing the parking lot, and is the only lot that is not 123 feet deep like the others, so a garage cannot be built.

Mr. Sherkerjian described the proposed plan.

Mayor Nickita said an applicant is interested in developing this property, and is ready to proceed subsequent to the rezoning tonight. He added that the Commission is not approving the project shown tonight, but rather a zoning change because of inconsistencies and which will align with transitional zoning.

Commissioner Hoff said she is unclear about neighbors’ opinions. She thought she heard they want to keep an R3 zoning on the single parcel, but also want this development. Mayor Nickita stated if the R3 zoning remains, the proposed development the applicant discussed could not happen. It also would be inconsistent with creating a transitional zoning. It would create an R3 parcel next to a transitional zoning. The resident clarified his objection.

Mayor Pro Tem Harris said he detected some equivocation in the applicant’s interest in applying for conditional zoning if the Commission does not make a decision this evening, and asked for clarification by the applicant.

Mr. Sherkerjian said his concern was with the timing of the request for conditional zoning, and felt that it would not work.

Eric Wolfe commented that the Planning Board was in favor of the project subject to conditional zoning, and was told by the Planning Board Chairman the Board did not have the authority to do that. He added he does not understand why this has to go back to the Planning Board to come back to the Commission.

City Attorney Currier said the ordinance requires that at least one public hearing be conducted before the Planning Board specifically addresses the request for conditional zoning of the parcels.

The Public Hearing was closed at 9:37 PM.

**MOTION:** Motion by Hoff, seconded by Bordman:
To approve the proposed rezoning of 412 - 420 E. Frank Street from R3 (Single-Family Residential), B1 (Neighborhood Business), and B2B (General Commercial) to TZ1 (Transitional Zoning) for all three parcels.

**VOTE:**

Yeas, 7
Nays, 0
Absent, None

**02-27-17:** PUBLIC HEARING TO CONSIDER AMENDING CHAPTER 126, ZONING - RAIL DISTRICT BISTROS
City Planner Ecker explained that the owner of the Whole Foods property at 2100 E. Maple is looking for zoning ordinance amendments that would create boundaries of the Rail District and include the Whole Foods site at 2100 E. Maple into the district, and also allow a Bistro to be applied for at that location. Alternatively, the owner is requesting that the Economic Development map be amended in the zoning ordinance to include the 2100 E. Maple site as one of the properties in the Economic Development district, enabling Whole Foods to apply for an Economic Development license.

Mayor Nickita opened the Public Hearing at 9:39 PM.

City Planner Ecker explained that if the Commission chooses to allow a Bistro license to be used at 2100 E. Maple, the Commission should codify the Rail District boundaries. The Commission would also need to amend the ordinance to change the development standards in Article II, Section 2.29 and 2.31 to allow Bistro licenses to be used in the defined Rail District.

City Planner Ecker said the second option of an Economic Development license would require the Commission to amend the Economic Development map in the Zoning Ordinance to include the 2100 E. Maple property, and also to amend the B2 zoning district to allow the use of an Economic Development license with a Special Land Use permit.

City Planner Ecker noted that both the Rail District option and the Economic Development option would require a Special Land Use Permit.

Commissioner Bordman asked City Attorney Currier if the Bistro license application submitted by Whole Foods to the City in October 2016 is sufficient or will they have to re-apply. City Attorney Currier said the prior application is sufficient.

City Planner Ecker noted that all three bistro license applicants have submitted Special Land Use permit applications to the Planning Board and will be considered at the February 22, 2017 Planning Board meeting. What happens tonight with the Whole Foods request for a zoning amendment will be considered at that meeting.

Mayor Nickita said the Commission has two things to consider, which are to create the Rail District boundaries, or expand the Economic Development map to include 2100 E. Maple.

Commissioner Hoff said we have approved liquor licenses in the Rail District. There is an application currently for a bistro license in the district.

City Manager Valentine noted that we have bistros in MX district. The Rail District has yet to be defined formally. That is part of what the Commission is being asked to do this evening.

Commissioner Hoff suggested that it is easiest to draw the Rail District boundaries and include the Whole Foods site.

Commissioner DeWeese said having the boundary defined makes sense. He said Whole Foods is right next to the railroad and is part of the Rail District. He added that he thinks the Economic Development area should be focused along Woodward.

Ms. Kelly Allen, representing Whole Foods, suggested that the Rail District boundary be defined by the Commission. She added that she believes that Whole Foods should have an Economic
Development license. She said the Bistro license was designed more for small, eclectic restaurants in certain areas of the City. Whole Foods meets the Economic Development criteria on every element. She thinks the City may be inclined to give the Bistro licenses to the more traditional type of restaurant, whereas there are only two or three Economic Development licenses with specific requirements as to investment, which Whole Foods meets.

In response to Commissioner Hoff’s question, Ms. Allen responded that since the City does not have any quota licenses available, Whole Foods must obtain an escrowed license from the State to transfer in to the City. Ms. Allen added that there is no cost for a Bistro or Economic Development license. It qualifies the user/applicant to be licensed in the City. The user/applicant then has to purchase a license to transfer into the City.

Commissioner Hoff noted that a Bistro license has many more restrictions than an Economic Development license. Ms. Allen said that just because Whole Foods qualifies for an Economic Development license, the plans call for a small restaurant doing business in conjunction with the grocery store.

Mayor Pro Tem Harris asked if the City adjusts its Economic Development map to include Whole Foods, would Whole Foods then withdraw its application for a Bistro license. Ms. Allen confirmed it would.

Mayor Nickita closed the Public Hearing at 9:55 PM.

Mayor Nickita suggested that the Commission has to be careful of the reality of what is being presented vs. what the Commission created these for. They were intended to be generators of opportunity, not necessarily accommodating for something that has already happened. We have a development that has already happened. The intention of the Economic Development was to create incentive for things to happen. He said that is not congruent with the intent of the Economic Development license, and he is more in favor of clarifying the Rail District to include Whole Foods.

Commissioner Sherman expressed concern that expanding the Economic Development corridor will create a hodge-podge effect and that was never the idea. He agreed that we were looking to develop a certain area and use the license as an incentive. He prefers to correct the map and ordinances.

**MOTION:** Motion by Sherman, seconded by Hoff:
To amend Chapter 126, Zoning, as follows to establish the boundaries of the Rail District and to allow bistros in B2 and B2B zone districts located within the Rail District with an approved Special Land Use Permit:
(a) Article 02, section 2.29 (General Business), to allow bistros in the Rail District as a use requiring a Special Land Use Permit;
(b) Article 02, section 2.31 (General Business), to allow bistros in the Rail District as a use requiring a Special Land Use Permit; and
(c) Article 09, section 9.02 (Definitions), to add a definition for Rail District.

**VOTE:**
- Yeas, 7
- Nays, 0
- Absent, None
Commissioner Hoff said the Commission has received communications from residents in the area about their traffic concerns. She commented that the Commissioners are definitely looking at those issues. She does not think this action creates any greater hardship.

City Manager Valentine added that there are initiatives to improve pedestrian flow as well as vehicular movements throughout the corridor as part of the Ad Hoc Rail District study recently accepted by the Commission. After reviews and studies are conducted by the Multi-Modal Transportation Board and the Planning Board, their recommendations will be returned to the Commission for possible action.

Commissioner Hoff wanted to assure the people in that area that the City is listening to them. As a result of the meeting the City Manager had with residents recently, the City is going to do some things in the interim until those formal, permanent solutions can be reviewed and acted upon, to try to address the residents’ concerns with more intermediary measures.

Mayor Nickita said the City is making plans on how to achieve some gains in that area.

02-28-17: PUBLIC HEARING TO CONSIDER AMENDING CHAPTER 126, ZONING – LIQUOR LICENSES IN THEATERS AND CHAPTER 10, ALCOHOLIC LIQUORS, LICENSES FOR THEATERS

The Mayor opened the public hearing at 10:01 PM.

City Planner Ecker explained that the owner of the Birmingham Theater submitted an application to allow a new category of liquor licenses for theaters. This request impacts Chapter 126 of the Zoning Ordinance, and also Chapter 10, Alcoholic Liquors in the City Code. The Planning Board recommended the Commission consider adding a new division in Chapter 10 of the City Code. A Public Hearing at the Planning Board for the addition to Chapter 10 of the City Code was not required, but it was decided to take it through the public hearing process as well. Additionally, the Board recommended the Commission consider an amendment to the Zoning Ordinance to allow a new category of liquor license to be used in a theater with a Special Land Use Permit in the B4 District only.

City Planner Ecker described the definition of a theater as a building, or a part of a building for housing dramatic presentations, stage entertainments, or motion picture shows. She described the extensive amount of information that must accompany the application.

City Planner Ecker said the ordinance amendment would give the Commission up to two theater licenses per year. She added that this license cannot be transferred without Commission approval, and the theater would have to enter into a contract with the City.

City Planner Ecker noted that an owner of a theater license could apply for an Entertainment, Dance or Additional bar permit, but not seek any permit endorsements from the Liquor Control Commission, or seek any change in license status or class without City permission.

Commissioner Bordman said liquor licenses are a trend in the theater business, and in general, is in support of this, so we keep the theater in town and viable. She expressed concern about our definition of theaters. For example, we do not say what type of movies fall into the motion picture shows. She is also concerned what dramatic presentations could qualify, and what kind of presentation. She believes the definition should be tightened up for the future as well.
City Planner Ecker said adult entertainment movies would fall under the regulated use category. Mayor Nickita said given the City’s history with entertainment and the strong interest in liquor licenses, will there be an opportunity for someone to misrepresent what they are doing. He concurs with Commissioner Bordman that our definition of theater is not clear enough and defined enough where we cannot see the potential for misuse.

Commissioner Hoff expressed concerns about the entertainment aspect of the definition, and the type of crowds that might be attracted. She added that the Birmingham Theater is an important landmark in downtown and the City wants it to be successful. She agrees we have to have some restrictions for the future when ownership may change.

Commissioner Sherman noted that everything comes to the Commission. The Special Land Use Permit will define what can and cannot occur at the property. He suggested the ordinance be drafted with some flexibility, because we do not know the type of situation in the future.

Mayor Pro Tem Harris agreed with Commissioner Sherman, and is comfortable with the ordinance. He noted that the City conducts an annual review for every liquor license, and believes there is adequate protection built into the proposed ordinance.

Commissioner Boutros commented on the importance of keeping this landmark, and agrees that the Commission is the decision maker.

Commissioner DeWeese supports this, and sees the value in some flexibility.

Bruce Thal commented about intention to include Village Players. City Manager Valentine said it was contemplated, but the group has not come forward expressing interest, but the flexibility is there to incorporate them at the time they wish to pursue this.

Kelly Allen, representing the theater, said the Birmingham Theater complies with the ordinance. She said significant improvements have been made already, and that this ordinance will be the first step in solidifying the theater’s existence.

The Mayor closed the Public Hearing at 10:20 PM.

MOTION: Motion by Boutros, seconded by DeWeese:
To amend Chapter 126, Zoning, Article 2, Section 2.37, B-4 Business Residential, to allow the use of liquor license in theaters in the B-4 zoning district, and to consider the associated amendments to Chapter 10, Alcoholic Liquors, Article II, to add a Division 5, Licenses for Theaters.

Commissioner Bordman said she is reassured and will support the motion.

Mayor Nickita said he was concerned as well and it was important to have the discussion. He is comfortable moving forward.

VOTE: Yeas, 7
Nays, 0
Absent, None
Mayor Nickita opened the Public Hearing at 10:22 PM.

City Planner Ecker explained the history of this zoning ordinance amendment request by the owners of the 555 Building. The amendment would allow buildings to be considered either legal and conforming, or legal non-conforming, but have the ability to add on in some way. The amendments have to do with height, number of stories, and setbacks. The Planning Board looked at several options. The Board came up with a fairly simple method, by changing Section 6.02 to allow all buildings to be improved in some way if they are non-conforming, or to consider the creation of a D5 zone, defined as over five stories. The impact of the amendments would make the three buildings legal conforming buildings, and they would be allowed to be extended or enlarged with a Special Land Use Permit. If a new building was constructed, it could match the height of the existing building with a Special Land Use Permit.

The new category would deal with existing buildings located in the D5 zone. This change enables applicants to obtain funding for significant renovations or improvements as a legal conforming building. The second part allows expansion with the restriction to meet the overlay.

City Planner Ecker explained for Commissioner Boutros that the 555 site has room where a new building could be constructed.

City Planner Ecker explained that none of the three buildings can be any higher or add any extra stories under the ordinance amendment.

Mayor Pro Tem Harris asked about maintenance and repair under the current ordinance. City Planner Ecker said an interpretation is required in every case currently. Under the ordinance amendment, maintenance and repair would be permitted.

Commissioner Hoff asked if Birmingham Place or Merrillwood could buy the adjacent structures and then build in the space. City Planner Ecker said they could not, because the properties next door would not have the D5 zoning classification.

Commissioner Hoff asked how the determination is made as to an enlargement and an addition. City Planner Ecker said the enlargements or extensions are an absolute right if the regular overlay standards are met. If it is an addition or new construction which would exceed the D4 requirements, it can be done with a Special Land Use Permit.

Mr. Rick Rattner addressed the Commission and said with the ordinance amendment, the 555 Building would be in compliance allowing the owners to move forward to make the changes and renovations to keep it an iconic building.

Mayor Nickita closed the Public Hearing at 10:40 PM.

**MOTION:** Motion by DeWeese, seconded by Boutros:
To amend Chapter 126, Zoning, Article 3, Downtown Birmingham Overlay District, Section 3.04, to create a new D5 Zone and to establish development standards for this district, and Article 6, nonconformances, Section 6.02, to allow for the extension and/or enlargement of existing legal, non-conforming commercial buildings; AND
To approve the rezoning of the following properties:

(a) 555 S. Old Woodward (555 Office and Residential Buildings) from D4 in the Downtown Overlay to D5 in the Downtown Overlay;
(b) 411 S. Old Woodward (Birmingham Place) from D4 in the Downtown Overlay to D5 in the Downtown Overlay; and
(c) 225 E. Merrill (Merrillwood Building) from D4 in the Downtown Overlay to D5 in the Downtown Overlay.

City Planner Ecker confirmed for Commissioner Hoff that the ordinance amendment would allow the 555 Building to build an addition as tall as it is only with a Special Land Use Permit approved by the Commission. She added that a new building to the south could be built that meets the D4 standards as of right. The setbacks will basically be the same.

VOTE: Yeas, 7
      Nays, 0
      Absent, None

VII. REMOVED FROM CONSENT AGENDA

02-30-17: ITEM D - APPROVAL OF CITY COMMISSION MINUTES OF JANUARY 23, 2017.

Commissioner Hoff asked that a correction in the minutes be made in reference to Poppleton Park on page 3, and correct Police Chief Clemence’s name also on page 3.

MOTION: Motion by Hoff, seconded by Sherman:
To approve the City Commission Minutes of January 23, 2017, with corrections.

VOTE: Yeas, 7
      Nays, 0
      Absent, None

02-31-17: ITEM G. WARRANT LIST OF 1/25/17

Commissioner Hoff noted that the Warrant List of 1/25/17 appears to be the same Warrant List dated 1/18/17 which was approved at the last meeting, and she suggested it be pulled so the Finance Department can review and determine the status.


Commissioner Bordman requested to clarify the question she asked on page 5 during the discussion regarding the Fairway sidewalk funding.

On page 9 during the discussion of the parking enhancement efforts, she asked that her statement be clarified “that a person with a handicap placard can park in any parking space”.

On page 10, during the discussion about the Request for Qualifications and the Request for Proposals, she asked to clarify her suggestion that it is not just a sale or lease option, but could also be a plan without that option. At the bottom of page 10 during the discussion of the court decision, she clarified that the “court found the city liable.”

MOTION: Motion by Bordman, seconded by DeWeese:
To approve the City Commission Long Range Planning Minutes of January 28, 2017, with corrections.

VOTE: Yeas, 7
Nays, 0
Absent, None

02-33-17: ITEM K - PUBLIC ARTS BOARD VACANCY - PHYLLIS KLINGER
Commissioner Bordman wanted to note that Ms. Klinger passed away and would like to City to send the City’s condolences to her family.

MOTION: Motion by Bordman, seconded by Hoff:
To approve Item K, and send condolences from the City to the family of Phyllis Klinger, and direct the Acting Clerk to begin the process of filling the vacancy.

VOTE: Yeas, 7
Nays, 0
Absent, None

02-34-17: ITEM L - PUBLIC ARTS BOARD VACANCY - MAGGIE METTLER
Commissioner Bordman wanted to thank Ms. Mettler for her long and distinguished service to the City on the Public Arts Board.

MOTION: Motion by Bordman, seconded by DeWeese:
To approve Item L, and accept the resignation of Maggie Mettler from the Public Arts Board, thank her for her service, and direct the Acting Clerk to begin the process of filling the vacancy.

VIII. COMMUNICATIONS
02-35-17: COMMUNICATIONS
The City Commission received and filed the communications from Peggy Dufault and City Manager Valentine, Darin McBride and Renee Suchara regarding sidewalks on Fairway.

IX. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

X. REPORTS
02-36-17: COMMISSIONER REPORTS
The City Commission intends to appoint members to the Parks & Recreation Board, Multi-Modal Transportation Board, Planning Board, and Cablecasting Board on Monday, March 13, 2017.

02-37-17: COMMISSIONER COMMENTS
Commissioner Bordman requested the Planning Board to weigh in on additional areas in the Rail District, including the commercial properties on the west side of S. Eton, south of Maple and the commercial properties on Eton, north of Maple, in the Jet’s Pizza area. She said they have similar circumstances to the areas that have been designated now as in the Rail District, and would like the Planning Board’s input.

City Manager Valentine suggested he could add this discussion to the joint meeting with the Planning Board in June. The commissioners agreed.
Mayor Pro Tem Harris expressed appreciation for the historical information provided to the Commission. He suggested that it would be more efficient if it was arranged in chronological order and wondered if there was a preference by the Commission.

Commissioner Bordman agreed that it is challenging at times to get through the additional documentation.

Mayor Pro Tem suggested a table of contents if it is not overly burdensome.

**02-38-17: CITY STAFF REPORTS**
The City Commission received the Maple Road & Southfield Road Intersection report, Easterly Crosswalk, submitted by City Engineer O’Meara.

<table>
<thead>
<tr>
<th>XI. ADJOURN</th>
</tr>
</thead>
<tbody>
<tr>
<td>The meeting was adjourned at 10:55 PM.</td>
</tr>
</tbody>
</table>

Cheryl Arft
Acting City Clerk
<table>
<thead>
<tr>
<th>Check Number</th>
<th>Early Release</th>
<th>Vendor #</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>247826</td>
<td></td>
<td>008340</td>
<td>40TH JUDICIAL CIRCUIT COURT</td>
<td>500.00</td>
</tr>
<tr>
<td>247827</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>100.00</td>
</tr>
<tr>
<td>247828</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>45.00</td>
</tr>
<tr>
<td>247829</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>100.00</td>
</tr>
<tr>
<td>247830</td>
<td></td>
<td>002909</td>
<td>ACOM SOLUTIONS, INC.</td>
<td>356.25</td>
</tr>
<tr>
<td>247831</td>
<td></td>
<td>007440</td>
<td>AMICI PET SERVICES, INC</td>
<td>175.00</td>
</tr>
<tr>
<td>247832</td>
<td>*</td>
<td>007510</td>
<td>GRANT ANKNEY</td>
<td>433.00</td>
</tr>
<tr>
<td>247833</td>
<td></td>
<td>008269</td>
<td>ARGUS-HAZCO</td>
<td>311.95</td>
</tr>
<tr>
<td>247834</td>
<td>*</td>
<td>006759</td>
<td>AT&amp;T</td>
<td>66.37</td>
</tr>
<tr>
<td>247835</td>
<td>*</td>
<td>006759</td>
<td>AT&amp;T</td>
<td>119.27</td>
</tr>
<tr>
<td>247836</td>
<td>*</td>
<td>006759</td>
<td>AT&amp;T</td>
<td>67.50</td>
</tr>
<tr>
<td>247838</td>
<td>*</td>
<td>007216</td>
<td>AT&amp;T</td>
<td>114.00</td>
</tr>
<tr>
<td>247839</td>
<td></td>
<td>007132</td>
<td>AVI SYSTEMS, INC</td>
<td>126.87</td>
</tr>
<tr>
<td>247840</td>
<td></td>
<td>003012</td>
<td>BATTERIES PLUS</td>
<td>144.24</td>
</tr>
<tr>
<td>247841</td>
<td>*</td>
<td>000518</td>
<td>BELL EQUIPMENT COMPANY</td>
<td>388.10</td>
</tr>
<tr>
<td>247842</td>
<td></td>
<td>007345</td>
<td>BEVERLY HILLS ACE</td>
<td>89.63</td>
</tr>
<tr>
<td>247843</td>
<td>*</td>
<td>004931</td>
<td>BIDNET</td>
<td>459.91</td>
</tr>
<tr>
<td>247844</td>
<td>*</td>
<td>007188</td>
<td>LYAL BIGGER</td>
<td>60.00</td>
</tr>
<tr>
<td>247845</td>
<td></td>
<td>007624</td>
<td>BIRMINGHAM OIL CHANGE CENTER, LLC</td>
<td>57.96</td>
</tr>
<tr>
<td>247846</td>
<td>*</td>
<td>001086</td>
<td>CITY OF BIRMING</td>
<td>443.62</td>
</tr>
<tr>
<td>247847</td>
<td></td>
<td>008224</td>
<td>BOUCK CORPORATION</td>
<td>1,398.00</td>
</tr>
<tr>
<td>247848</td>
<td>*</td>
<td>Misc</td>
<td>BRIAN M MCDONALD</td>
<td>3,979.49</td>
</tr>
<tr>
<td>247849</td>
<td>*</td>
<td>006177</td>
<td>BULLSEYE TELECOM INC</td>
<td>36.24</td>
</tr>
<tr>
<td>247850</td>
<td></td>
<td>006257</td>
<td>C.S. MCKEE LP</td>
<td>5,212.54</td>
</tr>
<tr>
<td>247851</td>
<td>*</td>
<td>000569</td>
<td>JOEL CAMPBELL</td>
<td>652.00</td>
</tr>
<tr>
<td>247852</td>
<td></td>
<td>007753</td>
<td>CARL WALKER, INC.</td>
<td>1,410.00</td>
</tr>
<tr>
<td>247853</td>
<td>*</td>
<td>000444</td>
<td>CDN GOVERNMENT INC</td>
<td>35.98</td>
</tr>
<tr>
<td>247854</td>
<td></td>
<td>000605</td>
<td>CINTAS CORPORATION</td>
<td>180.56</td>
</tr>
<tr>
<td>247856</td>
<td>*</td>
<td>008006</td>
<td>CLEAR RATE COMMUNICATIONS, INC</td>
<td>1,302.21</td>
</tr>
<tr>
<td>247857</td>
<td></td>
<td>008044</td>
<td>CLUB PROPHET</td>
<td>590.00</td>
</tr>
<tr>
<td>247858</td>
<td></td>
<td>002234</td>
<td>CMP DISTRIBUTORS INC</td>
<td>327.80</td>
</tr>
<tr>
<td>247859</td>
<td>*</td>
<td>007625</td>
<td>COMCAST</td>
<td>70.36</td>
</tr>
<tr>
<td>247860</td>
<td></td>
<td>000979</td>
<td>COMERICA BANK</td>
<td>16,685.65</td>
</tr>
<tr>
<td>247862</td>
<td></td>
<td>002668</td>
<td>CONTRACTORS CLOTHING CO</td>
<td>2,032.20</td>
</tr>
<tr>
<td>247863</td>
<td>*</td>
<td>005108</td>
<td>CORELOGIC TAX SERVICE</td>
<td>379.02</td>
</tr>
<tr>
<td>247864</td>
<td>*</td>
<td>005108</td>
<td>CORELOGIC TAX SERVICE</td>
<td>1,379.07</td>
</tr>
<tr>
<td>247865</td>
<td>*</td>
<td>005108</td>
<td>CORELOGIC TAX SERVICE</td>
<td>756.88</td>
</tr>
<tr>
<td>247866</td>
<td>*</td>
<td>005108</td>
<td>CORELOGIC TAX SERVICE</td>
<td>559.14</td>
</tr>
<tr>
<td>247867</td>
<td>*</td>
<td>005108</td>
<td>CORELOGIC TAX SERVICE</td>
<td>550.73</td>
</tr>
<tr>
<td>247868</td>
<td>*</td>
<td>005108</td>
<td>CORELOGIC TAX SERVICE</td>
<td>823.79</td>
</tr>
<tr>
<td>247869</td>
<td>*</td>
<td>005108</td>
<td>CORELOGIC TAX SERVICE</td>
<td>164.82</td>
</tr>
<tr>
<td>247870</td>
<td>*</td>
<td>005108</td>
<td>CORELOGIC TAX SERVICE</td>
<td>1,267.02</td>
</tr>
<tr>
<td>247871</td>
<td>*</td>
<td>005108</td>
<td>CORELOGIC TAX SERVICE</td>
<td>1,264.77</td>
</tr>
<tr>
<td>Check Number</td>
<td>Early Release</td>
<td>Vendor #</td>
<td>Vendor</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
<td>---------</td>
<td>--------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>247872</td>
<td></td>
<td>005742</td>
<td>CRAIN'S DETROIT BUSINESS</td>
<td>39.00</td>
</tr>
<tr>
<td>247873</td>
<td></td>
<td>002088</td>
<td>WM. CROOK FIRE PROTECTION CO.</td>
<td>555.87</td>
</tr>
<tr>
<td>247874</td>
<td>*</td>
<td>004830</td>
<td>CUMMINS-ALLISON CORP.</td>
<td>242.00</td>
</tr>
<tr>
<td>247875</td>
<td></td>
<td>004386</td>
<td>CYNERGY PRODUCTS</td>
<td>68.00</td>
</tr>
<tr>
<td>247876</td>
<td></td>
<td>008005</td>
<td>DE LAGE LANDEN FINANCIAL SERVICES</td>
<td>173.75</td>
</tr>
<tr>
<td>247877</td>
<td></td>
<td>007359</td>
<td>DETROIT CHEMICAL &amp; PAPER SUPPLY</td>
<td>39.90</td>
</tr>
<tr>
<td>247878</td>
<td></td>
<td>008134</td>
<td>DIAMOND Y DOOR SOLUTIONS INC</td>
<td>850.00</td>
</tr>
<tr>
<td>247880</td>
<td></td>
<td>001063</td>
<td>EASTMAN FIRE PROTECTION INC</td>
<td>483.05</td>
</tr>
<tr>
<td>247881</td>
<td></td>
<td>000207</td>
<td>EZELL SUPPLY CORPORATION</td>
<td>1,752.31</td>
</tr>
<tr>
<td>247882</td>
<td></td>
<td>007613</td>
<td>FIRESERVICE MANAGEMENT</td>
<td>151.00</td>
</tr>
<tr>
<td>247883</td>
<td></td>
<td>007366</td>
<td>FIRST ADVANTAGE OCCUPATIONAL</td>
<td>40.50</td>
</tr>
<tr>
<td>247884</td>
<td></td>
<td>007314</td>
<td>FLEIS AND VANDENBRINK ENG. INC</td>
<td>4,833.04</td>
</tr>
<tr>
<td>247885</td>
<td></td>
<td>007172</td>
<td>GARY KNUREK INC</td>
<td>223.00</td>
</tr>
<tr>
<td>247886</td>
<td></td>
<td>004604</td>
<td>GORDON FOOD</td>
<td>146.86</td>
</tr>
<tr>
<td>247887</td>
<td></td>
<td>000243</td>
<td>GRAINGER</td>
<td>174.44</td>
</tr>
<tr>
<td>247888</td>
<td>*</td>
<td>004959</td>
<td>GREAT LAKES POWER AND LIGHTING, INC</td>
<td>2,573.81</td>
</tr>
<tr>
<td>247890</td>
<td></td>
<td>000249</td>
<td>GUARDIAN ALARM</td>
<td>224.03</td>
</tr>
<tr>
<td>247891</td>
<td></td>
<td>001672</td>
<td>HAYES GRINDING</td>
<td>30.50</td>
</tr>
<tr>
<td>247892</td>
<td>*</td>
<td>001204</td>
<td>ICMA</td>
<td>832.00</td>
</tr>
<tr>
<td>247893</td>
<td></td>
<td>002407</td>
<td>J &amp; B MEDICAL SUPPLY</td>
<td>29.34</td>
</tr>
<tr>
<td>247894</td>
<td></td>
<td>000261</td>
<td>J.H. HART URBAN FORESTRY</td>
<td>8,263.23</td>
</tr>
<tr>
<td>247895</td>
<td>*</td>
<td>MISIC</td>
<td>JASON B EDDLESTON</td>
<td>1,233.82</td>
</tr>
<tr>
<td>247896</td>
<td>*</td>
<td>002576</td>
<td>JAX KAR WASH</td>
<td>74.91</td>
</tr>
<tr>
<td>247897</td>
<td></td>
<td>000347</td>
<td>JOHN R. SPRING &amp; TIRE CENTER INC.</td>
<td>595.10</td>
</tr>
<tr>
<td>247898</td>
<td></td>
<td>002635</td>
<td>LAZARD ASSET MANAGEMENT LLC</td>
<td>15,330.79</td>
</tr>
<tr>
<td>247899</td>
<td>*</td>
<td>MISIC</td>
<td>LERETA</td>
<td>7,366.29</td>
</tr>
<tr>
<td>247900</td>
<td></td>
<td>004644</td>
<td>M.C. SMITH ASSOCIATES</td>
<td>2,219.00</td>
</tr>
<tr>
<td>247901</td>
<td>*</td>
<td>001669</td>
<td>MACP</td>
<td>115.00</td>
</tr>
<tr>
<td>247902</td>
<td>*</td>
<td>006632</td>
<td>MAX R</td>
<td>564.00</td>
</tr>
<tr>
<td>247904</td>
<td></td>
<td>001660</td>
<td>MICHIGAN CAT</td>
<td>590.35</td>
</tr>
<tr>
<td>247905</td>
<td></td>
<td>005848</td>
<td>MICHIGAN ECONOMIC DEVELOPERS</td>
<td>325.00</td>
</tr>
<tr>
<td>247906</td>
<td>*</td>
<td>008279</td>
<td>MICHIGAN MUNICIPAL EXECUTIVES</td>
<td>110.00</td>
</tr>
<tr>
<td>247907</td>
<td></td>
<td>000377</td>
<td>MICHIGAN MUNICIPAL LEAGUE</td>
<td>33.80</td>
</tr>
<tr>
<td>247908</td>
<td></td>
<td>002809</td>
<td>STATE OF MICHIGAN</td>
<td>200.00</td>
</tr>
<tr>
<td>247909</td>
<td>*</td>
<td>002089</td>
<td>MICHIGAN-SHIGA SISTER STATE BOARD</td>
<td>65.00</td>
</tr>
<tr>
<td>247910</td>
<td></td>
<td>002671</td>
<td>MMA</td>
<td>100.00</td>
</tr>
<tr>
<td>247911</td>
<td>*</td>
<td>005986</td>
<td>MRWA</td>
<td>765.00</td>
</tr>
<tr>
<td>247912</td>
<td>*</td>
<td>007665</td>
<td>NATIONWIDE POWER SOLUTIONS INC.</td>
<td>1,984.00</td>
</tr>
<tr>
<td>247913</td>
<td></td>
<td>001194</td>
<td>NELSON BROTHERS SEWER</td>
<td>180.00</td>
</tr>
<tr>
<td>247914</td>
<td></td>
<td>007755</td>
<td>NETWORK SERVICES COMPANY</td>
<td>552.40</td>
</tr>
<tr>
<td>247915</td>
<td>*</td>
<td>007856</td>
<td>NEXT</td>
<td>550.00</td>
</tr>
<tr>
<td>247916</td>
<td></td>
<td>006359</td>
<td>NYE UNIFORM COMPANY</td>
<td>1,976.49</td>
</tr>
<tr>
<td>247917</td>
<td>*</td>
<td>000477</td>
<td>OAKLAND COUNTY</td>
<td>1,910.96</td>
</tr>
<tr>
<td>Check Number</td>
<td>Early Release</td>
<td>Vendor #</td>
<td>Vendor</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------</td>
<td>----------</td>
<td>------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>247918</td>
<td>*</td>
<td>000481</td>
<td>OFFICE DEPOT INC</td>
<td>554.22</td>
</tr>
<tr>
<td>247919</td>
<td>*</td>
<td>006625</td>
<td>PACIFIC TELEMANNAGEMENT SERVICES</td>
<td>78.00</td>
</tr>
<tr>
<td>247920</td>
<td>*</td>
<td>005794</td>
<td>PAETEC</td>
<td>648.32</td>
</tr>
<tr>
<td>247921</td>
<td></td>
<td>001062</td>
<td>QUALITY COACH COLLISION LLC</td>
<td>289.65</td>
</tr>
<tr>
<td>247922</td>
<td>*</td>
<td>006729</td>
<td>QUENCH USA INC</td>
<td>240.00</td>
</tr>
<tr>
<td>247923</td>
<td></td>
<td>006497</td>
<td>R.N.A. FACILITIES MANAGEMENT</td>
<td>2,300.00</td>
</tr>
<tr>
<td>247924</td>
<td>*</td>
<td>008342</td>
<td>RAIN MASTER CONTROL SYSTEMS</td>
<td>28.33</td>
</tr>
<tr>
<td>247926</td>
<td>*</td>
<td>003554</td>
<td>RKA PETROLEUM</td>
<td>7,818.12</td>
</tr>
<tr>
<td>247927</td>
<td>*</td>
<td>001758</td>
<td>FRANK RUSSELL</td>
<td>54.31</td>
</tr>
<tr>
<td>247928</td>
<td>*</td>
<td>002806</td>
<td>SAM'S CLUB/SYNCHRONY BANK</td>
<td>929.09</td>
</tr>
<tr>
<td>247929</td>
<td></td>
<td>002087</td>
<td>SEMCOG</td>
<td>2,683.00</td>
</tr>
<tr>
<td>247930</td>
<td></td>
<td>004202</td>
<td>SHRED-IT USA</td>
<td>103.58</td>
</tr>
<tr>
<td>247931</td>
<td>*</td>
<td>008073</td>
<td>SITEONE LANDSCAPE SUPPLY, INC</td>
<td>375.97</td>
</tr>
<tr>
<td>247932</td>
<td>*</td>
<td>008345</td>
<td>SOUTHAMPTON BUILDERS</td>
<td>1,000.00</td>
</tr>
<tr>
<td>247933</td>
<td>*</td>
<td>007907</td>
<td>SP+ CORPORATION</td>
<td>3,180.00</td>
</tr>
<tr>
<td>247934</td>
<td></td>
<td>00260</td>
<td>SPARTAN DISTRIBUTORS INC</td>
<td>1,332.57</td>
</tr>
<tr>
<td>247936</td>
<td></td>
<td>000275</td>
<td>TIRE WHOLESALERS CO INC</td>
<td>503.88</td>
</tr>
<tr>
<td>247937</td>
<td></td>
<td>000155</td>
<td>TYCO INTEGRATED SECURITY LLC</td>
<td>258.00</td>
</tr>
<tr>
<td>247938</td>
<td></td>
<td>005631</td>
<td>ULTIMATE REEL GRINDING LLC</td>
<td>3,125.00</td>
</tr>
<tr>
<td>247939</td>
<td>*</td>
<td>000158</td>
<td>VERIZON WIRELESS</td>
<td>125.51</td>
</tr>
<tr>
<td>247940</td>
<td>*</td>
<td>000158</td>
<td>VERIZON WIRELESS</td>
<td>50.37</td>
</tr>
<tr>
<td>247941</td>
<td>*</td>
<td>000158</td>
<td>VERIZON WIRELESS</td>
<td>389.45</td>
</tr>
<tr>
<td>247942</td>
<td>*</td>
<td>MISC</td>
<td>WELLS FARGO REAL EST TAX</td>
<td>1,481.99</td>
</tr>
<tr>
<td>247943</td>
<td></td>
<td>007278</td>
<td>WHITLOCK BUSINESS SYSTEMS, INC.</td>
<td>2,462.13</td>
</tr>
<tr>
<td>247944</td>
<td></td>
<td>001438</td>
<td>WINDER POLICE EQUIPMENT</td>
<td>124.99</td>
</tr>
<tr>
<td>247945</td>
<td></td>
<td>005657</td>
<td>WINTER EQUIP CO, INC</td>
<td>4,133.28</td>
</tr>
<tr>
<td>247946</td>
<td>*</td>
<td>008344</td>
<td>WOODWARD BROWN ASSOCIATES, LLC</td>
<td>184,000.00</td>
</tr>
<tr>
<td>247947</td>
<td></td>
<td>007083</td>
<td>XEROX CORPORATION</td>
<td>25.00</td>
</tr>
</tbody>
</table>

Sub Total Checks: $322,079.24  
Sub Total ACH: $355,266.17  
Grand Total: $677,345.41

All bills, invoices and other evidences of claim have been audited and approved for payment.

Mark Gerber  
Finance Director/ Treasurer

*-Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.
### City of Birmingham

**ACH Warrant List Dated 1/25/2017**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Transfer Date</th>
<th>Transfer Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birmingham Schools</td>
<td>1/18/2017</td>
<td>58,616.52</td>
</tr>
<tr>
<td>Oakland County Treasurer</td>
<td>1/18/2017</td>
<td>110,204.89</td>
</tr>
<tr>
<td>Automated Benefit Services, Inc.</td>
<td>1/18/2017</td>
<td>44,531.84</td>
</tr>
<tr>
<td>Automated Benefit Services, Inc.</td>
<td>1/23/2017</td>
<td>138,130.05</td>
</tr>
<tr>
<td>Cutwater Asset Management-December</td>
<td>**</td>
<td>3,782.87</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>**</td>
<td>355,266.17</td>
</tr>
</tbody>
</table>

**Awaiting approval from Commission.**

Cutwater Asset Management provides advisory and reporting services for the City's general investments. It was acquired by Bank of New York Mellon, N.A. in January 2015. As a result of the acquisition, they no longer accept checks as payment for services. Once the Commission approves this warrant list, the City will electronically transmit payment. These invoices will appear once a month on the ACH Warrant List.
<table>
<thead>
<tr>
<th>Check Number</th>
<th>Early Release</th>
<th>Vendor #</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>248256</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>340.00</td>
</tr>
<tr>
<td>248257</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>100.00</td>
</tr>
<tr>
<td>248258</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>100.00</td>
</tr>
<tr>
<td>248259</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>100.00</td>
</tr>
<tr>
<td>248260</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>3,000.00</td>
</tr>
<tr>
<td>248261</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>100.00</td>
</tr>
<tr>
<td>248262</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>500.00</td>
</tr>
<tr>
<td>248263</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>387.00</td>
</tr>
<tr>
<td>248264</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>100.00</td>
</tr>
<tr>
<td>248265</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>60.00</td>
</tr>
<tr>
<td>248266</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>100.00</td>
</tr>
<tr>
<td>248267</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>100.00</td>
</tr>
<tr>
<td>248268</td>
<td>*</td>
<td>000855</td>
<td>48TH DISTRICT COURT</td>
<td>60.00</td>
</tr>
<tr>
<td>248270</td>
<td></td>
<td>004657</td>
<td>AKT PEERLESS</td>
<td></td>
</tr>
<tr>
<td>248271</td>
<td></td>
<td>007745</td>
<td>ALL COVERED</td>
<td>1,192.00</td>
</tr>
<tr>
<td>248272</td>
<td></td>
<td>000161</td>
<td>ALPHA PSYCHOLOGICAL SERVICES, PC</td>
<td>695.00</td>
</tr>
<tr>
<td>248273</td>
<td></td>
<td>000282</td>
<td>APOLLO FIRE EQUIPMENT</td>
<td>188.01</td>
</tr>
<tr>
<td>248274</td>
<td></td>
<td>007033</td>
<td>APPLIED IMAGING</td>
<td>1,206.96</td>
</tr>
<tr>
<td>248275</td>
<td></td>
<td>000500</td>
<td>ARTECH PRINTING INC</td>
<td>116.00</td>
</tr>
<tr>
<td>248276</td>
<td>*</td>
<td>006759</td>
<td>AT&amp;T</td>
<td>234.23</td>
</tr>
<tr>
<td>248277</td>
<td>*</td>
<td>006759</td>
<td>AT&amp;T</td>
<td>41.16</td>
</tr>
<tr>
<td>248278</td>
<td>*</td>
<td>006759</td>
<td>AT&amp;T</td>
<td>35.17</td>
</tr>
<tr>
<td>248279</td>
<td>*</td>
<td>006759</td>
<td>AT&amp;T</td>
<td>222.83</td>
</tr>
<tr>
<td>248280</td>
<td></td>
<td>003012</td>
<td>BATTERIES PLUS</td>
<td>85.19</td>
</tr>
<tr>
<td>248281</td>
<td></td>
<td>007345</td>
<td>BEVERLY HILLS ACE</td>
<td>14.32</td>
</tr>
<tr>
<td>248282</td>
<td>*</td>
<td>001086</td>
<td>CITY OF BIRMING</td>
<td>314.81</td>
</tr>
<tr>
<td>248283</td>
<td></td>
<td>004998</td>
<td>BLUE WATER ENGRAVING</td>
<td>414.75</td>
</tr>
<tr>
<td>248284</td>
<td></td>
<td>000542</td>
<td>BLUE WATER INDUSTRIAL</td>
<td>21.00</td>
</tr>
<tr>
<td>248285</td>
<td></td>
<td>000157</td>
<td>BOB ADAMS TOWING INC.</td>
<td>150.00</td>
</tr>
<tr>
<td>248286</td>
<td></td>
<td>007558</td>
<td>BOTSFOR GENERAL HOSPITAL</td>
<td>345.00</td>
</tr>
<tr>
<td>248287</td>
<td></td>
<td>003526</td>
<td>BOUND TREE MEDICAL, LLC</td>
<td>357.79</td>
</tr>
<tr>
<td>248288</td>
<td></td>
<td>006520</td>
<td>BS&amp;A SOFTWARE, INC</td>
<td>24,372.00</td>
</tr>
<tr>
<td>248289</td>
<td>*</td>
<td>006177</td>
<td>BULLSEYE TELECOM INC</td>
<td>165.59</td>
</tr>
<tr>
<td>248290</td>
<td>*</td>
<td>005289</td>
<td>BUSINESS CARD</td>
<td>2,189.79</td>
</tr>
<tr>
<td>248291</td>
<td>*</td>
<td>000444</td>
<td>CDW GOVERNMENT INC</td>
<td>143.91</td>
</tr>
<tr>
<td>248292</td>
<td></td>
<td>007710</td>
<td>CINTAS CORP</td>
<td>172.01</td>
</tr>
<tr>
<td>248293</td>
<td></td>
<td>000605</td>
<td>CINTAS CORPORATION</td>
<td>36.46</td>
</tr>
<tr>
<td>248294</td>
<td>*</td>
<td>007625</td>
<td>COMCAST</td>
<td>285.46</td>
</tr>
<tr>
<td>248295</td>
<td></td>
<td>002668</td>
<td>CONTRACTORS CLOTHING CO</td>
<td>404.00</td>
</tr>
<tr>
<td>248296</td>
<td></td>
<td>008121</td>
<td>CORBY ENERGY SERVICES</td>
<td>5,400.00</td>
</tr>
<tr>
<td>248297</td>
<td></td>
<td>004830</td>
<td>CUMMINS-ALLISON CORP.</td>
<td>200.00</td>
</tr>
<tr>
<td>248298</td>
<td></td>
<td>006969</td>
<td>DAVEY TREE EXPERT COMPANY</td>
<td>800.00</td>
</tr>
<tr>
<td>248299</td>
<td></td>
<td></td>
<td>DAVID HOHENDORF</td>
<td>100.00</td>
</tr>
</tbody>
</table>
### City of Birmingham

**Warrant List Dated 02/15/2017**

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Early Release</th>
<th>Vendor #</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>248300</td>
<td>*</td>
<td>008005</td>
<td>DE LAGE LANDEN FINANCIAL SVCS INC</td>
<td>173.75</td>
</tr>
<tr>
<td>248301</td>
<td></td>
<td>005115</td>
<td>DETROIT NEWSPAPER PARTNERSHIP</td>
<td>2,986.90</td>
</tr>
<tr>
<td>248302</td>
<td>*</td>
<td>006077</td>
<td>DI PONIO CONTRACTING INC</td>
<td>5,308.29</td>
</tr>
<tr>
<td>248303</td>
<td></td>
<td>002343</td>
<td>DRIVERS LICENSE GUIDE CO.</td>
<td>29.95</td>
</tr>
<tr>
<td>248304</td>
<td></td>
<td>009995</td>
<td>DSS CORPORATION</td>
<td>678.64</td>
</tr>
<tr>
<td>248305</td>
<td></td>
<td>007538</td>
<td>EGANIX, INC.</td>
<td>720.00</td>
</tr>
<tr>
<td>248306</td>
<td></td>
<td>006254</td>
<td>EMBROIDME</td>
<td>214.80</td>
</tr>
<tr>
<td>248307</td>
<td></td>
<td>008308</td>
<td>ERADICO PEST SERVICES</td>
<td>38.00</td>
</tr>
<tr>
<td>248308</td>
<td></td>
<td>001495</td>
<td>ETNA SUPPLY</td>
<td>101.50</td>
</tr>
<tr>
<td>248309</td>
<td></td>
<td>001223</td>
<td>FAST SIGNS</td>
<td>195.00</td>
</tr>
<tr>
<td>248310</td>
<td></td>
<td>000223</td>
<td>GASOW VETERINARY</td>
<td>212.00</td>
</tr>
<tr>
<td>248311</td>
<td></td>
<td>000243</td>
<td>GRAINGER</td>
<td>369.70</td>
</tr>
<tr>
<td>248312</td>
<td></td>
<td>000249</td>
<td>GUARDIAN ALARM</td>
<td>224.03</td>
</tr>
<tr>
<td>248313</td>
<td></td>
<td>003749</td>
<td>HECKLER &amp; KOCH DEFENSE, INC.</td>
<td>2,295.00</td>
</tr>
<tr>
<td>248314</td>
<td></td>
<td>008069</td>
<td>HOLSBKEKE CONSTRUCTION, INC.</td>
<td>4,250.00</td>
</tr>
<tr>
<td>248315</td>
<td></td>
<td>000331</td>
<td>HUBBELL ROTH &amp; CLARK INC</td>
<td>7,471.92</td>
</tr>
<tr>
<td>248316</td>
<td></td>
<td>006420</td>
<td>HUMANE RESTRAINT</td>
<td>201.50</td>
</tr>
<tr>
<td>248317</td>
<td></td>
<td>009974</td>
<td>IBM CORPORATION</td>
<td>2,232.00</td>
</tr>
<tr>
<td>248318</td>
<td></td>
<td>007035</td>
<td>INNOVATIVE OFFICE TECHNOLOGY GROUP</td>
<td>450.74</td>
</tr>
<tr>
<td>248319</td>
<td></td>
<td>000261</td>
<td>J.H. HART URBAN FORESTRY</td>
<td>32,651.84</td>
</tr>
<tr>
<td>248320</td>
<td></td>
<td>000344</td>
<td>J.T. EXPRESS, LTD.</td>
<td>1,001.82</td>
</tr>
<tr>
<td>248321</td>
<td>*</td>
<td>002576</td>
<td>JAX KAR WASH</td>
<td>55.00</td>
</tr>
<tr>
<td>248322</td>
<td></td>
<td>003458</td>
<td>JOE’S AUTO PARTS, INC.</td>
<td>193.54</td>
</tr>
<tr>
<td>248323</td>
<td></td>
<td>007643</td>
<td>KCS SUPPLY</td>
<td>84.24</td>
</tr>
<tr>
<td>248324</td>
<td></td>
<td>00891</td>
<td>KELLER THOMA</td>
<td>41.25</td>
</tr>
<tr>
<td>248325</td>
<td></td>
<td>004085</td>
<td>KONE INC</td>
<td>1,710.25</td>
</tr>
<tr>
<td>248326</td>
<td></td>
<td>008362</td>
<td>LIFEAD</td>
<td>85.92</td>
</tr>
<tr>
<td>248327</td>
<td></td>
<td>004931</td>
<td>LOCKBOX IPT BY BIDNET</td>
<td>266.78</td>
</tr>
<tr>
<td>248328</td>
<td></td>
<td>008158</td>
<td>LOGICALIS</td>
<td>10,000.00</td>
</tr>
<tr>
<td>248329</td>
<td></td>
<td>001417</td>
<td>MAJIK GRAPHICS INC</td>
<td>60.00</td>
</tr>
<tr>
<td>248330</td>
<td></td>
<td>00369</td>
<td>MCMII</td>
<td>21.02</td>
</tr>
<tr>
<td>248332</td>
<td></td>
<td>007163</td>
<td>MOBILE HEALTH RESOURCES</td>
<td>1,724.51</td>
</tr>
<tr>
<td>248333</td>
<td></td>
<td>007755</td>
<td>NETWORK SERVICES COMPANY</td>
<td>334.10</td>
</tr>
<tr>
<td>248334</td>
<td></td>
<td>006359</td>
<td>NYE UNIFORM COMPANY</td>
<td>568.49</td>
</tr>
<tr>
<td>248335</td>
<td>*</td>
<td>00477</td>
<td>OAKLAND COUNTY</td>
<td>381,610.77</td>
</tr>
<tr>
<td>248336</td>
<td>*</td>
<td>008214</td>
<td>OAKLAND COUNTY WATER DEPARTMENT</td>
<td>8,363.02</td>
</tr>
<tr>
<td>248337</td>
<td></td>
<td>000675</td>
<td>OAKLAND SCHOOLS</td>
<td>4,426.99</td>
</tr>
<tr>
<td>248338</td>
<td></td>
<td>003461</td>
<td>OBSERVER &amp; ECCENTRIC</td>
<td>1,017.22</td>
</tr>
<tr>
<td>248339</td>
<td></td>
<td>004370</td>
<td>OCCUPATIONAL HEALTH CENTERS</td>
<td>494.25</td>
</tr>
<tr>
<td>248340</td>
<td>*</td>
<td>000481</td>
<td>OFFICE DEPOT INC</td>
<td>1,542.64</td>
</tr>
<tr>
<td>248341</td>
<td>*</td>
<td>000481</td>
<td>OFFICE DEPOT INC</td>
<td>302.25</td>
</tr>
<tr>
<td>248342</td>
<td></td>
<td>007368</td>
<td>PHASE FOUR INVESTIGATIONS</td>
<td>2,016.00</td>
</tr>
<tr>
<td>248343</td>
<td></td>
<td>000486</td>
<td>PLANTE &amp; MORAN PLLC</td>
<td>6,650.00</td>
</tr>
</tbody>
</table>
### Warrant List Dated 02/15/2017

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Early Release</th>
<th>Vendor #</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>248344</td>
<td></td>
<td>005733</td>
<td>POWER LINE SUPPLY</td>
<td>43.49</td>
</tr>
<tr>
<td>248345</td>
<td>*</td>
<td>003554</td>
<td>RKA PETROLEUM</td>
<td>7,613.92</td>
</tr>
<tr>
<td>248346</td>
<td></td>
<td>006497</td>
<td>RNA FACILITIES MANAGEMENT</td>
<td>2,390.00</td>
</tr>
<tr>
<td>248347</td>
<td></td>
<td>006832</td>
<td>SAFEWARE INC.</td>
<td>1,706.52</td>
</tr>
<tr>
<td>248348</td>
<td></td>
<td>008020</td>
<td>SELLINGER ASSOCIATES</td>
<td>2,902.50</td>
</tr>
<tr>
<td>248349</td>
<td></td>
<td>004202</td>
<td>SHRED-IT USA</td>
<td>104.06</td>
</tr>
<tr>
<td>248350</td>
<td>*</td>
<td>000254</td>
<td>SOCRRA</td>
<td>69,616.00</td>
</tr>
<tr>
<td>248351</td>
<td></td>
<td>005787</td>
<td>SOUTHEASTERN EQUIPMENT CO. INC</td>
<td>168.50</td>
</tr>
<tr>
<td>248353</td>
<td>*</td>
<td>005364</td>
<td>STATE OF MICHIGAN-MDOT</td>
<td>1,214.74</td>
</tr>
<tr>
<td>248354</td>
<td></td>
<td>001065</td>
<td>SUNSHINE MEDICAL SUPPLY, INC</td>
<td>85.00</td>
</tr>
<tr>
<td>248355</td>
<td></td>
<td>005238</td>
<td>SUNTEL SERVICES</td>
<td>3,761.50</td>
</tr>
<tr>
<td>248356</td>
<td></td>
<td>004355</td>
<td>SYMETRA LIFE INSURANCE COMPANY</td>
<td>27,604.62</td>
</tr>
<tr>
<td>248357</td>
<td>*</td>
<td>008346</td>
<td>THYSSENKRUPP ELEVATOR CORP</td>
<td>51,271.60</td>
</tr>
<tr>
<td>248358</td>
<td></td>
<td>000931</td>
<td>VARSITY SHOP</td>
<td>91.60</td>
</tr>
<tr>
<td>248359</td>
<td>*</td>
<td>000158</td>
<td>VERIZON WIRELESS</td>
<td>151.78</td>
</tr>
<tr>
<td>248360</td>
<td>*</td>
<td>000158</td>
<td>VERIZON WIRELESS</td>
<td>339.42</td>
</tr>
<tr>
<td>248361</td>
<td>*</td>
<td>000158</td>
<td>VERIZON WIRELESS</td>
<td>1,156.11</td>
</tr>
<tr>
<td>248362</td>
<td></td>
<td>000969</td>
<td>VIGILANTE SECURITY INC</td>
<td>305.50</td>
</tr>
<tr>
<td>248363</td>
<td></td>
<td>004334</td>
<td>VILLAGE CONEY</td>
<td>78.70</td>
</tr>
<tr>
<td>248364</td>
<td></td>
<td>006897</td>
<td>WILKINSON CORPORATION</td>
<td>680.00</td>
</tr>
<tr>
<td>248365</td>
<td></td>
<td>002088</td>
<td>WM. CROOK FIRE PROTECTION CO.</td>
<td>441.60</td>
</tr>
<tr>
<td>248366</td>
<td></td>
<td>007083</td>
<td>XEROX CORPORATION</td>
<td>9,375.56</td>
</tr>
<tr>
<td>248369</td>
<td>*</td>
<td>000158</td>
<td>VERIZON WIRELESS</td>
<td>403.88</td>
</tr>
<tr>
<td>248370</td>
<td>*</td>
<td>000158</td>
<td>VERIZON WIRELESS</td>
<td>726.90</td>
</tr>
</tbody>
</table>

Sub Total Checks: $710,839.56
Sub Total ACH: $1,807,243.20
Grand Total: $2,518,082.76

All bills, invoices and other evidences of claim have been audited and approved for payment.

Mark Gerber  
Finance Director/ Treasurer

*--Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.
# City of Birmingham
## ACH Warrant List Dated 2/15/2017

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Transfer Date</th>
<th>Transfer Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birmingham Schools</td>
<td>2/14/2017</td>
<td>1,365,415.42</td>
</tr>
<tr>
<td>Oakland County Treasurer</td>
<td>2/14/2017</td>
<td>403,653.49</td>
</tr>
<tr>
<td>Automated Benefit Services, Inc.</td>
<td>2/13/2017</td>
<td>38,174.29</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1,807,243.20</strong></td>
</tr>
<tr>
<td>Check Number</td>
<td>Early Release</td>
<td>Vendor #</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------</td>
<td>-----------</td>
</tr>
<tr>
<td>248371</td>
<td></td>
<td>005633</td>
</tr>
<tr>
<td>248372</td>
<td>*</td>
<td>001274</td>
</tr>
<tr>
<td>248373</td>
<td></td>
<td>005430</td>
</tr>
<tr>
<td>248374</td>
<td>*</td>
<td>000820</td>
</tr>
<tr>
<td>248375</td>
<td>*</td>
<td>000855</td>
</tr>
<tr>
<td>248376</td>
<td>*</td>
<td>000855</td>
</tr>
<tr>
<td>248377</td>
<td>*</td>
<td>000855</td>
</tr>
<tr>
<td>248378</td>
<td>*</td>
<td>000855</td>
</tr>
<tr>
<td>248379</td>
<td>*</td>
<td>000855</td>
</tr>
<tr>
<td>248380</td>
<td>*</td>
<td>000855</td>
</tr>
<tr>
<td>248381</td>
<td>*</td>
<td>000855</td>
</tr>
<tr>
<td>248383</td>
<td></td>
<td>007266</td>
</tr>
<tr>
<td>248385</td>
<td></td>
<td>003708</td>
</tr>
<tr>
<td>248386</td>
<td></td>
<td>004657</td>
</tr>
<tr>
<td>248387</td>
<td>MISC</td>
<td></td>
</tr>
<tr>
<td>248388</td>
<td></td>
<td>007696</td>
</tr>
<tr>
<td>248389</td>
<td>*</td>
<td>008304</td>
</tr>
<tr>
<td>248390</td>
<td></td>
<td>007033</td>
</tr>
<tr>
<td>248391</td>
<td></td>
<td>002229</td>
</tr>
<tr>
<td>248392</td>
<td>*</td>
<td>006759</td>
</tr>
<tr>
<td>248393</td>
<td>*</td>
<td>006759</td>
</tr>
<tr>
<td>248394</td>
<td>*</td>
<td>006759</td>
</tr>
<tr>
<td>248395</td>
<td>*</td>
<td>006759</td>
</tr>
<tr>
<td>248396</td>
<td>*</td>
<td>006759</td>
</tr>
<tr>
<td>248397</td>
<td>*</td>
<td>007216</td>
</tr>
<tr>
<td>248398</td>
<td>*</td>
<td>008365</td>
</tr>
<tr>
<td>248399</td>
<td></td>
<td>004027</td>
</tr>
<tr>
<td>248400</td>
<td>MISC</td>
<td></td>
</tr>
<tr>
<td>248404</td>
<td>*</td>
<td>008009</td>
</tr>
<tr>
<td>248406</td>
<td>MISC</td>
<td></td>
</tr>
<tr>
<td>248407</td>
<td></td>
<td>001103</td>
</tr>
<tr>
<td>248409</td>
<td></td>
<td>007345</td>
</tr>
<tr>
<td>248411</td>
<td>MISC</td>
<td></td>
</tr>
<tr>
<td>248412</td>
<td></td>
<td>004244</td>
</tr>
<tr>
<td>248414</td>
<td></td>
<td>003526</td>
</tr>
<tr>
<td>248415</td>
<td>MISC</td>
<td></td>
</tr>
<tr>
<td>248417</td>
<td>MISC</td>
<td></td>
</tr>
<tr>
<td>248418</td>
<td>MISC</td>
<td></td>
</tr>
<tr>
<td>248419</td>
<td></td>
<td>006380</td>
</tr>
<tr>
<td>248421</td>
<td>*</td>
<td>007732</td>
</tr>
<tr>
<td>248424</td>
<td>*</td>
<td>007835</td>
</tr>
<tr>
<td>248425</td>
<td></td>
<td>000605</td>
</tr>
<tr>
<td>248427</td>
<td>*</td>
<td>008006</td>
</tr>
</tbody>
</table>

**City of Birmingham**

**Warrant List Dated 02/22/2017**
<table>
<thead>
<tr>
<th>Check Number</th>
<th>Early Release</th>
<th>Vendor #</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>248428</td>
<td></td>
<td>004026</td>
<td>COFINITY</td>
<td>1,341.00</td>
</tr>
<tr>
<td>248429</td>
<td></td>
<td>Misc</td>
<td>COLLISTER COMPANY LLC</td>
<td>100.00</td>
</tr>
<tr>
<td>248430</td>
<td>*</td>
<td>007625</td>
<td>COMCAST</td>
<td>257.74</td>
</tr>
<tr>
<td>248432</td>
<td></td>
<td>002668</td>
<td>CONTRACTORS CLOTHING CO</td>
<td>200.00</td>
</tr>
<tr>
<td>248433</td>
<td>*</td>
<td>007638</td>
<td>MARSHALL CRAWFORD</td>
<td>15.00</td>
</tr>
<tr>
<td>248435</td>
<td></td>
<td>008303</td>
<td>DATA PARTNER, INC.</td>
<td>7,200.00</td>
</tr>
<tr>
<td>248436</td>
<td></td>
<td>003825</td>
<td>DEERE ELECTRIC INC</td>
<td>344.12</td>
</tr>
<tr>
<td>248437</td>
<td>*</td>
<td>003204</td>
<td>MARK DELAUDER</td>
<td>15.00</td>
</tr>
<tr>
<td>248438</td>
<td></td>
<td>000956</td>
<td>DELTA TEMP INC</td>
<td>1,023.50</td>
</tr>
<tr>
<td>248439</td>
<td></td>
<td>000177</td>
<td>DELWOOD SUPPLY</td>
<td>369.03</td>
</tr>
<tr>
<td>248441</td>
<td></td>
<td>006907</td>
<td>DENTEMAX, LLC</td>
<td>140.40</td>
</tr>
<tr>
<td>248442</td>
<td></td>
<td>008191</td>
<td>DETROIT JEWISH NEWS</td>
<td>320.78</td>
</tr>
<tr>
<td>248443</td>
<td>Misc</td>
<td>Diaz, Brian A</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>248444</td>
<td>Misc</td>
<td>DM HOMES OF METRO DETROIT LLC</td>
<td>450.00</td>
<td></td>
</tr>
<tr>
<td>248445</td>
<td></td>
<td>001035</td>
<td>DOUGLASS SAFETY SYSTEMS LLC</td>
<td>40.67</td>
</tr>
<tr>
<td>248447</td>
<td></td>
<td>000196</td>
<td>EJ USA, INC.</td>
<td>122.19</td>
</tr>
<tr>
<td>248448</td>
<td></td>
<td>007684</td>
<td>ELITE TRAUMA CLEAN-UP INC.</td>
<td>50.00</td>
</tr>
<tr>
<td>248449</td>
<td></td>
<td>008308</td>
<td>ERADICO PEST SERVICES</td>
<td>27.00</td>
</tr>
<tr>
<td>248450</td>
<td></td>
<td>001495</td>
<td>ETNA SUPPLY</td>
<td>800.00</td>
</tr>
<tr>
<td>248451</td>
<td></td>
<td>000207</td>
<td>EZELL SUPPLY CORPORATION</td>
<td>260.96</td>
</tr>
<tr>
<td>248453</td>
<td></td>
<td>007613</td>
<td>FIRESERVICE MANAGEMENT</td>
<td>48.00</td>
</tr>
<tr>
<td>248454</td>
<td></td>
<td>007366</td>
<td>FIRST ADVANTAGE OCCUPATIONAL</td>
<td>103.00</td>
</tr>
<tr>
<td>248455</td>
<td></td>
<td>007314</td>
<td>FLEIS AND VANDENBRINK ENG. INC</td>
<td>2,998.50</td>
</tr>
<tr>
<td>248456</td>
<td></td>
<td>007212</td>
<td>FOSTER BLUE WATER OIL</td>
<td>1,132.82</td>
</tr>
<tr>
<td>248457</td>
<td>Misc</td>
<td>FOUR WAY ASPHALT PAVING, INC.</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>248458</td>
<td>*</td>
<td>007289</td>
<td>BRIAN FREELs</td>
<td>15.00</td>
</tr>
<tr>
<td>248460</td>
<td></td>
<td>007172</td>
<td>GARY KNUREK INC</td>
<td>71.00</td>
</tr>
<tr>
<td>248461</td>
<td></td>
<td>000592</td>
<td>GAYLORD BROS., INC</td>
<td>69.82</td>
</tr>
<tr>
<td>248462</td>
<td>*</td>
<td>004772</td>
<td>GHAFARI MOBIL 2</td>
<td>44.74</td>
</tr>
<tr>
<td>248463</td>
<td></td>
<td>004604</td>
<td>GORDON FOOD</td>
<td>439.13</td>
</tr>
<tr>
<td>248464</td>
<td></td>
<td>004959</td>
<td>GREAT LAKES POWER AND LIGHTING, INC</td>
<td>2,585.69</td>
</tr>
<tr>
<td>248467</td>
<td></td>
<td>001447</td>
<td>HALT FIRE INC</td>
<td>56.13</td>
</tr>
<tr>
<td>248468</td>
<td></td>
<td>001672</td>
<td>HAYES GRINDING</td>
<td>116.00</td>
</tr>
<tr>
<td>248469</td>
<td></td>
<td>001836</td>
<td>HISTORICAL SOCIETY OF MICHIGAN</td>
<td>227.00</td>
</tr>
<tr>
<td>248471</td>
<td>Misc</td>
<td>Hughes Properties</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>248472</td>
<td></td>
<td>000980</td>
<td>ICE SKATING INSTITUTE</td>
<td>25.00</td>
</tr>
<tr>
<td>248473</td>
<td></td>
<td>003888</td>
<td>INTERNATIONAL CODE COUNCIL INC</td>
<td>1,273.00</td>
</tr>
<tr>
<td>248474</td>
<td></td>
<td>000342</td>
<td>INTERSTATE BATTERY SYSTEM</td>
<td>476.80</td>
</tr>
<tr>
<td>248475</td>
<td></td>
<td>000186</td>
<td>JACK DOHENY COMPANIES INC</td>
<td>264.02</td>
</tr>
<tr>
<td>248476</td>
<td>Misc</td>
<td>JEFF PETRILLO</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>248477</td>
<td>Misc</td>
<td>JESHURUN, MARTHA A</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>248478</td>
<td></td>
<td>003458</td>
<td>JOE'S AUTO PARTS, INC</td>
<td>880.32</td>
</tr>
<tr>
<td>248479</td>
<td>Misc</td>
<td>JOHN CARR MASONARY</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Check Number</td>
<td>Early Release</td>
<td>Vendor #</td>
<td>Vendor</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
<td>-----------</td>
<td>-------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>248480</td>
<td>*</td>
<td>007837</td>
<td>LARYSSA R KAPITANEC</td>
<td>384.00</td>
</tr>
<tr>
<td>248481</td>
<td>*</td>
<td>007827</td>
<td>HAILEY R KASPER</td>
<td>132.00</td>
</tr>
<tr>
<td>248482</td>
<td></td>
<td>001309</td>
<td>KENNEDY INDUSTRIES INC</td>
<td>2,785.00</td>
</tr>
<tr>
<td>248483</td>
<td></td>
<td>004088</td>
<td>KGM DISTRIBUTORS INC</td>
<td>236.00</td>
</tr>
<tr>
<td>248484</td>
<td></td>
<td>000353</td>
<td>KNAPHEIDE TRUCK EQUIPMENT</td>
<td>2,804.01</td>
</tr>
<tr>
<td>248485</td>
<td></td>
<td>004904</td>
<td>KONICA MINOLTA-ALBIN</td>
<td>134.51</td>
</tr>
<tr>
<td>248486</td>
<td></td>
<td>005876</td>
<td>KROPF MECHANICAL SERVICE COMPANY</td>
<td>237.88</td>
</tr>
<tr>
<td>248487</td>
<td></td>
<td>001362</td>
<td>LACAL EQUIPMENT INC</td>
<td>814.52</td>
</tr>
<tr>
<td>248488</td>
<td></td>
<td></td>
<td>LAKE ORION ROOFING INC</td>
<td>100.00</td>
</tr>
<tr>
<td>248489</td>
<td></td>
<td>005550</td>
<td>LEE &amp; ASSOCIATES CO., INC.</td>
<td>1,428.80</td>
</tr>
<tr>
<td>248490</td>
<td></td>
<td></td>
<td>LEWISTON REALTY INC</td>
<td>2,500.00</td>
</tr>
<tr>
<td>248492</td>
<td></td>
<td></td>
<td>LINDA L LAYTON</td>
<td>750.00</td>
</tr>
<tr>
<td>248493</td>
<td></td>
<td></td>
<td>LINDA LAYTON</td>
<td>1,000.00</td>
</tr>
<tr>
<td>248494</td>
<td></td>
<td></td>
<td>LORI GAIL GREENBERG</td>
<td>200.00</td>
</tr>
<tr>
<td>248496</td>
<td></td>
<td></td>
<td>MANNINO CONSTRUCTION</td>
<td>500.00</td>
</tr>
<tr>
<td>248497</td>
<td></td>
<td></td>
<td>MARKET SQUARE ENTERPRISES</td>
<td>200.00</td>
</tr>
<tr>
<td>248498</td>
<td></td>
<td>000888</td>
<td>MCKENNA ASSOCIATES INC</td>
<td>38,610.00</td>
</tr>
<tr>
<td>248499</td>
<td></td>
<td>001660</td>
<td>MICHIGAN CAT</td>
<td>627.68</td>
</tr>
<tr>
<td>248500</td>
<td>*</td>
<td>001005</td>
<td>STATE OF MICHIGAN</td>
<td>320.00</td>
</tr>
<tr>
<td>248501</td>
<td></td>
<td>007659</td>
<td>MICHIGAN.COM #1008</td>
<td>65.00</td>
</tr>
<tr>
<td>248501</td>
<td>*</td>
<td>007659</td>
<td>MICHIGAN.COM #1008</td>
<td>65.00</td>
</tr>
<tr>
<td>248506</td>
<td>*</td>
<td>005898</td>
<td>MIGCSA</td>
<td>65.00</td>
</tr>
<tr>
<td>248507</td>
<td>*</td>
<td>007306</td>
<td>MARK MISCHLE</td>
<td>15.00</td>
</tr>
<tr>
<td>248508</td>
<td></td>
<td>001783</td>
<td>MMTA</td>
<td>100.00</td>
</tr>
<tr>
<td>248509</td>
<td></td>
<td>000972</td>
<td>MOORE MEDICAL LLC</td>
<td>362.80</td>
</tr>
<tr>
<td>248510</td>
<td></td>
<td>006359</td>
<td>NYE UNIFORM COMPANY</td>
<td>3,038.11</td>
</tr>
<tr>
<td>248510</td>
<td>*</td>
<td>006359</td>
<td>NYE UNIFORM COMPANY</td>
<td>291.67</td>
</tr>
<tr>
<td>248511</td>
<td></td>
<td>000477</td>
<td>OAKLAND COUNTY</td>
<td>612.00</td>
</tr>
<tr>
<td>248512</td>
<td></td>
<td>004370</td>
<td>OCCUPATIONAL HEALTH CENTERS</td>
<td>380.25</td>
</tr>
<tr>
<td>248514</td>
<td>*</td>
<td>000481</td>
<td>OFFICE DEPOT INC</td>
<td>1,156.57</td>
</tr>
<tr>
<td>248515</td>
<td>*</td>
<td>000481</td>
<td>OFFICE DEPOT INC</td>
<td>634.08</td>
</tr>
<tr>
<td>248522</td>
<td></td>
<td></td>
<td>OSPREY CONSTRUCTION COMPANY</td>
<td>100.00</td>
</tr>
<tr>
<td>248525</td>
<td>*</td>
<td>001753</td>
<td>PEPSI COLA</td>
<td>983.93</td>
</tr>
<tr>
<td>248527</td>
<td>*</td>
<td>003352</td>
<td>JAMIE CATHERINE PILLOW</td>
<td>702.00</td>
</tr>
<tr>
<td>248528</td>
<td></td>
<td>008359</td>
<td>POLICEONE.COM</td>
<td>435.00</td>
</tr>
<tr>
<td>248529</td>
<td></td>
<td>003629</td>
<td>PREMIUM AIR SYSTEMS INC</td>
<td>506.43</td>
</tr>
<tr>
<td>248530</td>
<td></td>
<td>001062</td>
<td>QUALITY COACH COLLISION LLC</td>
<td>751.80</td>
</tr>
<tr>
<td>248531</td>
<td></td>
<td>004137</td>
<td>R &amp; R FIRE TRUCK REPAIR INC</td>
<td>2,060.70</td>
</tr>
<tr>
<td>248533</td>
<td></td>
<td></td>
<td>RELIABLE ENTERPRISES LLC</td>
<td>200.00</td>
</tr>
<tr>
<td>248535</td>
<td></td>
<td></td>
<td>ROBERT J SOWLES</td>
<td>500.00</td>
</tr>
<tr>
<td>248536</td>
<td></td>
<td>001181</td>
<td>ROSE PEST SOLUTIONS</td>
<td>154.00</td>
</tr>
<tr>
<td>248537</td>
<td>*</td>
<td>003365</td>
<td>EDWARD ROSETT</td>
<td>95.00</td>
</tr>
<tr>
<td>248538</td>
<td>*</td>
<td>000218</td>
<td>ROYAL OAK P.D.Q. LLC</td>
<td>61.05</td>
</tr>
<tr>
<td>Check Number</td>
<td>Early Release</td>
<td>Vendor #</td>
<td>Vendor</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------</td>
<td>----------</td>
<td>------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>248539</td>
<td></td>
<td>006832</td>
<td>SAFEWARE INC.</td>
<td>72.29</td>
</tr>
<tr>
<td>248540</td>
<td>*</td>
<td>002806</td>
<td>SAM'S CLUB/SYNCHRONY BANK</td>
<td>758.15</td>
</tr>
<tr>
<td>248541</td>
<td></td>
<td>MISC</td>
<td>SANTIAGO CACERES</td>
<td>100.00</td>
</tr>
<tr>
<td>248542</td>
<td>*</td>
<td>007898</td>
<td>JEFFREY SCHEMANSKY</td>
<td>15.00</td>
</tr>
<tr>
<td>248544</td>
<td></td>
<td>MISC</td>
<td>SIGN EMPORIUM</td>
<td>200.00</td>
</tr>
<tr>
<td>248545</td>
<td></td>
<td>003785</td>
<td>SIGNS-N-DESIGNS INC</td>
<td>200.00</td>
</tr>
<tr>
<td>248546</td>
<td>*</td>
<td>007899</td>
<td>NICHOLAS SLANDA</td>
<td>15.00</td>
</tr>
<tr>
<td>248547</td>
<td></td>
<td>002021</td>
<td>SMAFC</td>
<td>80.00</td>
</tr>
<tr>
<td>248548</td>
<td></td>
<td>MISC</td>
<td>SMITHS WATERPROOFING</td>
<td>100.00</td>
</tr>
<tr>
<td>248549</td>
<td>*</td>
<td>003466</td>
<td>ALAN SOAVE</td>
<td>15.00</td>
</tr>
<tr>
<td>248550</td>
<td>*</td>
<td>007245</td>
<td>NICK SOPER</td>
<td>15.00</td>
</tr>
<tr>
<td>248551</td>
<td></td>
<td>005787</td>
<td>SOUTHEASTERN EQUIPMENT CO. INC</td>
<td>4,153.30</td>
</tr>
<tr>
<td>248553</td>
<td></td>
<td>002620</td>
<td>SPARTAN DISTRIBUTORS INC</td>
<td>2,054.37</td>
</tr>
<tr>
<td>248554</td>
<td></td>
<td>MISC</td>
<td>STEPHEN PAUL SCHULTZ</td>
<td>100.00</td>
</tr>
<tr>
<td>248555</td>
<td></td>
<td>004544</td>
<td>STRYKER SALES CORPORATION</td>
<td>429.04</td>
</tr>
<tr>
<td>248556</td>
<td></td>
<td>005238</td>
<td>SUNTEL SERVICES</td>
<td>720.00</td>
</tr>
<tr>
<td>248557</td>
<td></td>
<td>001076</td>
<td>TAYLOR FREEZER OF MICH INC</td>
<td>325.00</td>
</tr>
<tr>
<td>248558</td>
<td></td>
<td>000273</td>
<td>TERMINAL SUPPLY CO.</td>
<td>101.04</td>
</tr>
<tr>
<td>248560</td>
<td></td>
<td>MISC</td>
<td>UKRAINIAN FUTURE CREDIT</td>
<td>2,500.00</td>
</tr>
<tr>
<td>248563</td>
<td></td>
<td>008366</td>
<td>VALHALLA KRAV MAGA</td>
<td>600.00</td>
</tr>
<tr>
<td>248564</td>
<td></td>
<td>000293</td>
<td>VAN DYKE GAS CO.</td>
<td>353.94</td>
</tr>
<tr>
<td>248565</td>
<td>*</td>
<td>000158</td>
<td>VERIZON WIRELESS</td>
<td>130.28</td>
</tr>
<tr>
<td>248566</td>
<td></td>
<td>00969</td>
<td>VIGILANTE SECURITY INC</td>
<td>439.00</td>
</tr>
<tr>
<td>248567</td>
<td></td>
<td>005231</td>
<td>WALKER RESTORATION CONSULTANTS</td>
<td>1,850.00</td>
</tr>
<tr>
<td>248569</td>
<td>*</td>
<td>007894</td>
<td>BRENDA WILLHITE</td>
<td>640.00</td>
</tr>
<tr>
<td>248570</td>
<td></td>
<td>000926</td>
<td>WRIGHT TOOL COMPANY</td>
<td>9.44</td>
</tr>
<tr>
<td>248571</td>
<td></td>
<td>007083</td>
<td>XEROX CORPORATION</td>
<td>27.39</td>
</tr>
</tbody>
</table>

Sub Total Checks: $242,154.18
Sub Total ACH: $51,785.25
Grand Total: $293,939.43

All bills, invoices and other evidences of claim have been audited and approved for payment.

Mark Gerber
Finance Director/ Treasurer

*-Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.
City of Birmingham
2/22/2017

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Transfer Date</th>
<th>Transfer Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automated Benefit Services, Inc.</td>
<td>2/21/2017</td>
<td>51,785.25</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>51,785.25</strong></td>
</tr>
</tbody>
</table>
Sealed bids were opened on Thursday, January 26, 2017 for the purchase of annual flowers for the spring planting. One bid was received. The results of the sealed bid are shown below:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Complete Bid</th>
<th>Deviations Exceptions</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Croswell Greenhouse</td>
<td>Yes</td>
<td>No</td>
<td>$17,149.45</td>
</tr>
</tbody>
</table>

After reviewing the submitted bid, Croswell Greenhouse was complete, offering no deviations or substitutions from our requested materials list.

We have purchased annual flowers from Croswell in the past and are very pleased with the material. The cost for the 2015 flower program was $18,088.50. The cost for the 2016 flower program was $15,860.00. This year's purchase has a larger number of 4 ¼” container plants, and a lesser amount of flats compared to last year, which is reflected in the increased price. This purchase does not include all of the hanging flower baskets around downtown, which is provided by the Birmingham Shopping District. The Department of Public Services recommends the purchase of the 2017 annual flowers from Croswell Greenhouse at a cost not to exceed $17,149.45. Money is budgeted for this purchase in General Fund – Property Maintenance – Operating Supplies account #101-441.003-729.0000.

SUGGESTED RESOLUTION:
To approve the 2017 annual flower purchase from Croswell Greenhouse in the amount not to exceed $17,149.45. Funds are available from the General Fund – Property Maintenance – Operating Supplies account #101-441.003-729.0000.
MEMORANDUM

DATE: February 22, 2017

TO: Joseph Valentine, City Manager

FROM: Austin Fletcher, Assistant City Engineer

SUBJECT: Park Street Painting Project
Contract #4-17(PK)

This project was originally bid last summer (June 2016), with two (2) contractors submitting bids. However, they came in much higher than expected and what was originally budgeted. Therefore, it was decided to re-bid the project at a later date. Re-bidding the project ultimately resulted in a cost savings of approximately $130,000 to the City.

On January 19, 2017, the Engineering Department opened bids on the above-referenced project. Two (2) contractors submitted bids for this project. A bid summary is attached for your reference.

The low bidder was DRV Contractors, LLC of Shelby Township, MI with their base bid of $899,760.00 ($900,000 was budgeted for this work). Due to the upcoming Old Woodward Reconstruction Project, bidders were also asked to provide an alternate bid to complete the remaining work in the Spring of 2018. When the alternate is added to the base bid ($930,560 total), DRV Contractors, LLC was still the low bidder. Since the start and completion dates for the Old Woodward Project has not yet been determined, the Engineering Department recommends that the alternate bid also be included in this project (details of the alternate bid can be found below). DRV has successfully completed several projects for the City of Birmingham. We are confident that they are qualified to perform satisfactorily on this contract.

The project includes the removal of loose existing paint coating, cleaning/preparation of existing steel framing to bare metal at local areas of existing corrosion, cleaning/preparation of intact existing paint coating, application of intermediate coat paint to address cleaned/prepared corrosion areas and cleaned/prepared intact paint and the application of top coat to all steel framing elements. It also includes weld and structural steel framing repairs to select areas and the removal of existing bird nest debris and select electrical conduit hardware.

Due to the intense nature of the work, the areas being painted will have to be closed to the public. The Contractor will be allowed to close one half of one level (about 10%) of the parking structure in order to keep their work area safe, as well as prevent vehicle damage. It is anticipated that no more than 100 parking spaces will be closed at one time. Fortunately, the Park St. Structure has not been filling nearly as often the last several months under normal conditions. As such, we have not had to activate the previously approved rooftop valet assist plan for this structure to date. We anticipate we will activate it once this project is underway, when possible, to reduce the amount of days that the structure fills to capacity. Operating the valet during this time is expected to cost a total of less than $20,000.
The work on this project (under the base bid) was expected to commence in early August and continue throughout the late summer and fall with a contract completion date of November 3, 2017. It was our intent that work on this project not occur during the Old Woodward Reconstruction Project.

The alternate bid ($30,800 by DRV) will provide flexibility with the starting and completion dates. If it becomes necessary, the project could commence after the substantial completion date of the Old Woodward Project (date to be determined) and be completed by June 15, 2018 (with no work occurring during the winter months). The extra cost reflects the contractor having to set up and complete a part of the project this fall, leave the area completely for the winter, and then return to finish the job in the spring of 2018.

As is required for all of the City's construction projects, DRV has submitted a 5% bid security with their bid which will be forfeited if they do not provide the signed contracts, bonds and insurance required by the contract following the award by the City Commission.

Funds have been budgeted for this project. It is recommended that the Park Street Painting Project, Contract #4-17(PK), be awarded to DRV Contractors, LLC of Shelby Township, MI in the amount of $930,560.00. All costs will be charged to the Auto Parking System Fund, account number 585-538.003-977.0000.

SUGGESTED RESOLUTION:

To award the Park Street Painting Project, Contract #4-17(PK), to DRV Contractors, LLC of Shelby Township, MI in the amount of $930,560.00 to be charged to account 585-538.003-977.0000.
# CITY OF BIRMINGHAM

## PARK ST. PARKING STRUCTURE REPAINTING - 2017

### CONTRACT #4-17(PK)

## BID SUMMARY

January 19, 2017 - 2:00 PM

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Addendums</th>
<th>5% Bid Security</th>
<th>Base Bid</th>
<th>Alternate Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRV Contractors, LLC</td>
<td>1</td>
<td>Yes</td>
<td>$899,760</td>
<td>$30,800</td>
</tr>
<tr>
<td>C.A. Hull Co. Inc.</td>
<td>1</td>
<td>Yes</td>
<td>$1,367,480</td>
<td>$150,000</td>
</tr>
</tbody>
</table>
DATE: February 16, 2017
TO: Joseph A. Valentine, City Manager
FROM: Lauren A. Wood, Director of Public Services
SUBJECT: Emergency Repairs at Birmingham Ice Arena

Beginning on January 31, 2017 a significant issue surfaced at the Birmingham Ice Arena in maintaining the ice temperature. Typical service call for repairs turned into an extended and dire situation which warranted significant costs which were unavoidable in order to maintain rink operations. This included more service calls on February 1-3, 2017 for labor and material to service the condition of the rink as we managed and monitored the recent situation at the Ice Arena. This contractor work was over and above work performed by DPS staff during this time as well. There was a significant amount of activity going on under these circumstances.

The issue began with a sudden rise in refrigeration temperature while a noted decrease in the coolant fluid levels known as glycol, which is required for keeping the ice at the ideal temperature for complete system operations for the two sheets of ice in the Birmingham Ice Arena. This critical issue also started at the onset of us hosting a four day district Hockey Tournament at the Arena. Troubleshooting began at inception of this issue as we could not detect why or where the glycol was leaking out from the system. Potentially, initial thoughts were air pockets developed in the system causing a sudden drop in level of this liquid product. Simultaneously we were pursuing whether a leak exists or not all while adding significant quantities of the glycol into the system. By way of some background information, the system holds about 4,400 gallons and during the past few weeks we have added an additional 1,400 gallons and are looking for possible leak locations beneath the slab or in the system lines in the engine room. We have consulted with other specialized contractors throughout this troubleshooting period. In addition, other alternatives are being explored for further testing of locations of possible leaks, if deemed required.

As of this writing, we are stable with the system and have not added any additional material. Staff is monitoring on a very aggressive schedule this situation by way of the controls and visual inspections. Going forward, if we continue to add glycol during the skating season, other measures may be required after closing to perform leak locating measures. Supplemental material will be provided as we discover what problem needs solving.

Until such recent time, over the past twenty or more years there has been no need to add glycol to the system. There was always a constant flow of this material in the system. The issue remains at to whether there is a leak in the system despite no evidence of it or whether a system refill of glycol was in order.
Delta Temp Inc. is our contractor for these services at the Ice Arena. They have full knowledge of the operating system at the Ice Arena and have worked for the City of Birmingham over twenty-five years. They have extensive working knowledge of other Ice Arena facilities around the State including Joe Louis Arena. The total cost for these emergency services provided by Delta Temp Inc. is $13,028.00. Funds for this purchase are available in the General Fund – Ice Sports Arena account #101-752.000-930.0300.

SUGGESTED RESOLUTION:
To confirm the City Manager’s authorization for the emergency expenditure regarding the repair to the Birmingham Ice Arena by Delta Temp Inc. in the amount of $13,028.00 to be paid from the General Fund – Ice Sports Arena account #101-752.000-930.0300, pursuant to Sec. 2-286 of the City Code.
DATE: February 27, 2017

TO: Joseph A. Valentine, City Manager

FROM: Leslie Pielack, Museum Director
Carlos Jorge, Building Maintenance Supervisor

SUBJECT: Contract for Allen House Siding-Museum

Background

For many years, the city has maintained the existing painted cedar siding on the Allen House through spot repair and painting every few years. However, the cedar shingles have been deteriorating over time with exposure to moisture, sun, and general aging to the point that repair and repainting is no longer an option. In addition, the painted wood trim around the windows, doors, and dormer areas is similarly deteriorating and requires attention to prevent further damage and water intrusion.

Because the Allen House is in Birmingham’s Mill Pond Historic District, the State Historic Preservation Office (SHPO) requires that any of the material that can be saved be repaired and repainted, and the rest be replaced with the exact material, profile, and method of the existing siding. The wood trim likewise needs to be repaired if possible and repainted, and where replaced, the requirement specifies using the same profile and material as the existing trim.

On June 22, 2016, the Museum Board voted unanimously to pursue a Request for Proposals to repair and/or replace the siding and trim according to the SHPO guidelines. Due to the busy construction season, the RFP was posted October 20, 2016 in order to optimize the response.

Interested firms were required to register to attend a mandatory pre-bid meeting. The pre-bid meeting was scheduled to review, tour the facility and answer any questions regarding the request for proposal. Six interested firms attended.

On December 15, three bids were received and recorded as follows:

- Great Lakes Roofing $ 327,000
- Optimum Contracting Solutions $ 98,975
- Grunwell Cashero Co. $ 96,000

All bids were reviewed for compliance with the City’s request for proposal (RFP).

After reviewing all bids, the City found that the low bidder, Grunwell Cashero Co., met the requirements outlined in the RFP.
It is recommended that the contract award for the Birmingham Museum Allen House Siding Project go to Grunwell-Cashero Co., for $96,000.00, consistent with the bid specifications.

This project was budgeted in 2015-2016 but not started; therefore, a budget amendment will be required for this project for 2016-2017. There is $91,355 available for this project in the Capital Projects Fund. The remaining $4,645 is available in the Allen House Contractual Services account, 101-804.002-811.0000.

SUGGESTED RESOLUTION:
To approve a service agreement with Grunwell Cashero Co. to provide siding repair and replacement services for the Allen House in the amount of $96,000 to be charged to account 401-804.002-977.0000, and to direct the Mayor and City Clerk to sign the agreement on behalf of the City; further, to approve the appropriation and amendment to the 2016-2017 General Fund and Capital Project Fund budgets as follows:

**General Fund**

Expenditures:
- Allen House Contractual Services 101-804.002-811.0000 ($4,645)
- Transfers Out - Capital Projects Fund 101-999.000-999.4010 4,645
  - Total -0-

**Capital Projects Fund**

Revenues:
- Draw from Fund Balance 401-000.000-401.0000 $91,355
- Transfers In - General Fund 401-804.002-699.0101 4,645
  - Total $96,000

Expenditures:
- Buildings - Allen House 401-804.002-977.0000 $96,000
REQUEST FOR PROPOSALS
For New Siding for the Birmingham Museum-Allen House

Sealed proposals endorsed “Allen House New Siding”, will be received at the Office of the City Clerk, 151 Martin Street, PO Box 3001, Birmingham, Michigan, 48012; until Thursday, December 15, 2016, 2:00 p.m., after which time bids will be publicly opened and read.

Bidders will be required to attend a mandatory pre-bid meeting on Thursday, November 17, 2016, 9:30 a.m. at the Birmingham Museum-Allen House. Bidders must register for the pre-bid meeting by Wednesday, November 16, 2016 by contacting Carlos Jorge at 248-530-1882 or cjorge@bhamgov.org.

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms to design and install new siding for the Allen House facility located at the Birmingham Museum. This work must be performed in accordance with the specifications contained in the Request for Proposals (RFP).

**Parking for the pre-bid meeting is available in the parking structure located at the corner of Maple Rd. & Southfield Rd. Entrance is located on Martin St.**

The RFP, including the Specifications, may be obtained online from the Michigan Inter-governmental Trade Network at [http://www.mitn.info](http://www.mitn.info) or at the City of Birmingham, 151 Martin St., Birmingham, Michigan, and ATTENTION: Carlos Jorge.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the City until an agreement has been executed.

Submitted to MITN: Thursday, October 20, 2016
Mandatory Pre-Bid Meeting: Wednesday, November 17, 2016 at 9:30 a.m.
Birmingham Museum
556 W. Maple Rd., Birmingham, MI 48009.
RSVP by November 16, 2016.

Deadline for Submissions: Thursday, December 15, 2:00 p.m.
Contact Person: Carlos Jorge
151 Martin Street, P.O. Box 3001, Birmingham, MI 48012-3001
Phone: 248.530.1882
Email: cjorge@bhamgov.org
REQUEST FOR PROPOSALS
For New Siding for the Birmingham Historical Museum & Park

Contents

INTRODUCTION .................................................................................................................. 3
REQUEST FOR PROPOSALS (RFP) ................................................................................... 3
MANDATORY PRE-BID MEETING ................................................................................... 3
INVITATION TO SUBMIT A PROPOSAL ......................................................................... 3
INSTRUCTIONS TO BIDDERS ........................................................................................... 4
EVALUATION PROCEDURE AND CRITERIA ................................................................. 4
TERMS AND CONDITIONS ................................................................................................ 5
CONTRACTOR’S RESPONSIBILITIES .............................................................................. 6
CITY RESPONSIBILITY ...................................................................................................... 7
SETTLEMENT OF DISPUTES ............................................................................................. 7
INSURANCE .......................................................................................................................... 7
CONTINUATION OF COVERAGE ..................................................................................... 7
EXECUTION OF CONTRACT ............................................................................................. 7
INDEMNIFICATION ............................................................................................................. 7
CONFLICT OF INTEREST ................................................................................................... 8
EXAMINATION OF PROPOSAL MATERIALS .................................................................. 8
PROJECT TIMELINE ............................................................................................................ 8
SCOPE OF WORK ............................................................................................................... 8
ATTACHMENT A - AGREEMENT .................................................................................... 10
ATTACHMENT B - BIDDER’S AGREEMENT ................................................................. 16
ATTACHMENT C - COST PROPOSAL ............................................................................ 17
ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM .... 18
ATTACHMENT E - CONSULTANTS MEETING FEDERAL QUALIFICATIONS FOR
HISTORICAL ARCHITECTS ......................................................................................... 19
INTRODUCTION
For purposes of this request for proposals the City of Birmingham will hereby be referred to as “City” and the private firm will hereby be referred to as “Contractor.”

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms to design and install new siding for the Allen House facility located at the Birmingham Museum. This work must be performed as specified accordance with the specifications outlined by the Scope of Work contained in this Request For Proposals (RFP).

During the evaluation process, the City reserves the right where it may serve the City’s best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

It is anticipated the selection of a firm will be completed in January, 2017. An Agreement for services will be required with the selected Contractor. A copy of the Agreement is contained herein for reference. Contract services will commence upon execution of the service agreement by the City.

REQUEST FOR PROPOSALS (RFP)
The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to provide the design and installation of new siding for the Allen House facility located at the Birmingham Museum, located at 556 W. Maple Rd., Birmingham, Michigan.

MANDATORY PRE-BID MEETING
Prior to submitting a bid, interested firms are required to attend a pre-bid meeting at the project location to make inquiries and receive clarifications about the RFP.

Mandatory Pre-Bid Meeting: Wednesday, November 17, 2016 at 9:30 a.m.
Birmingham Museum
556 W. Maple Rd., Birmingham, MI 48009.
RSVP by November 16, 2016.

INVITATION TO SUBMIT A PROPOSAL
Proposals shall be submitted no later than Thursday, December 15, 2016 at 2:00 p.m.
to:

City of Birmingham
Attn: City Clerk
151 Martin Street
Birmingham, Michigan 48009
One (1) original and one (1) copy of the proposal shall be submitted. The proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, “Allen House New Siding”. Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the proposer. Proposer may submit more than one proposal provided each proposal meets the functional requirements.

INSTRUCTIONS TO BIDDERS

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Contractor’s Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.

2. Any request for clarification of this RFP shall be made in writing and delivered to: Carlos Jorge, Maintenance Supervisor, 151 Martin, Birmingham, MI 48009 or cjorge@bhamgov.org. Such request for clarification shall be delivered, in writing, no later than 5 days prior to the deadline for submissions.

3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.

4. The contract will be awarded by the City of Birmingham to the most responsive and responsible bidder with the lowest price and the contract will require the completion of the work pursuant to these documents.

5. Each respondent shall include in his or her proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful company with tax exemption information when requested.

6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, telephone number, and fax number. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the City should be directed as part of their proposal.

EVALUATION PROCEDURE AND CRITERIA

The evaluation panel will consist of City staff and any other person(s) designated by the City who will evaluate the proposals based on, but not limited to, the following criteria:

1. Ability to provide services as outlined.
2. Related experience with similar projects, Contractor background, and personnel qualifications.
3. Quality of materials proposed.
4. Overall Costs.
5. References.

TERMS AND CONDITIONS
1. The City reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The City reserves the right to award the contract to the next most qualified Contractor if the successful Contractor does not execute a contract within ten (10) days after the award of the proposal.

2. The City reserves the right to request clarification of information submitted and to request additional information of one or more Contractors.

3. The City reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The City may terminate this Agreement at any point in the process upon notice to Contractor sufficient to indicate the City’s desire to do so. In the case of such a stoppage, the City agrees to pay Contractor for services rendered to the time of notice, subject to the contract maximum amount.

4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.

5. The cost of preparing and submitting a proposal is the responsibility of the Contractor and shall not be chargeable in any manner to the City.

6. The successful bidder will be required to furnish a Performance Bond in an amount not less than 100% of the contract price in favor of the City of Birmingham, conditioned upon the faithful performance of the contract, and completion on or before the date specified.

7. Payment will be made within thirty (30) days after invoice. Acceptance by the City is defined as authorization by the designated City representative to this project that all the criteria requested under the Scope of Work contained herein have been provided. Invoices are to be rendered each month following the date of execution of an Agreement with the City.

8. The Contractor will not exceed the timelines established for the completion of this project.

9. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.
CONTRACTOR’S RESPONSIBILITIES
Each bidder shall provide the following as part of their proposal:

1. Complete and sign all forms requested for completion within this RFP.
   a. Bidder’s Agreement (Attachment B - p. 16)
   b. Cost Proposal (Attachment C - p. 17)
   c. Iran Sanctions Act Vendor Certification Form (Attachment D - p. 18)
   d. Agreement (p. 10 – **only if selected by the City**).

2. Provide a description of completed projects that demonstrate the firm’s ability to complete projects of similar scope, size, and purpose, and in a timely manner, and within budget.

3. Provide a written plan detailing the anticipated timeline for completion of the tasks set forth in the Scope of Work (p. 9).

4. The Contractor will be responsible for any changes necessary for the plans to be approved by the City of Birmingham.

5. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project.

6. Provide a list of sub-contractors and their qualifications, if applicable.

7. Provide three (3) client references from past projects, include current phone numbers. At least two (2) of the client references should be for projects utilizing the same materials included in the Contractor’s proposal.

8. The Contractor will be responsible for the disposal of all material and any damages which occur as a result of any of employees or subcontractors of the Contractor during this project.

9. The contractor will be responsible for getting the building and parking permits at no cost to the contractor.

10. The successful bidder shall provide a Performance Bond in an amount not less than 100% of the contract price in favor of the City of Birmingham, conditioned upon the faithful performance of the contract, and completion on or before the date specified.

11. Provide a project timeline addressing each section within the Scope of Work and a description of the overall project approach. Include a statement that the Contractor will be available according to the proposed timeline.
CITY RESPONSIBILITY

1. The City will provide a designated representative to work with the Contractor to coordinate both the City’s and Contractor’s efforts and to inspect and verify any work performed by the Contractor.

2. The City will provide access to the City of Birmingham during regular business hours or during nights and weekends as approved by the City’s designated representative.

SETTLEMENT OF DISPUTES

The successful bidder agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 17 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

INSURANCE

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 12 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONTINUATION OF COVERAGE

The Contractor also agrees to provide all insurance coverages as specified. Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the agreement, the City may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, Birmingham shall have no obligation to procure the most cost effective coverage but may contract with any insurer for such coverage.

EXECUTION OF CONTRACT

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the City until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandoned all rights and interest in the award and the contract may be awarded to another. The successful bidder agrees to enter into and will execute the contract as set forth and attached as Attachment A.

INDEMNIFICATION

The successful bidder agrees to indemnify the City and various associated persons. Please refer to paragraph 13 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.
CONFLICT OF INTEREST
The successful bidder is subject to certain conflict of interest requirements/restrictions. Please refer to paragraph 14 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

EXAMINATION OF PROPOSAL MATERIALS
The submission of a proposal shall be deemed a representation and warranty by the Contractor that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

PROJECT TIMELINE
It is expected that the work for this project will begin no later than late April 3, 2017 and be completed within eight (8) weeks, weather permitting.

The Contractor will not exceed the timelines established for the completion of this project.

SCOPE OF WORK
The Contractor shall perform the following services in accordance with the requirements as defined and noted herein:

Design:
The Contractor will be responsible for providing qualified historical architectural services to create the construction documents for the replacement of the siding of Allen House. The Allen House lies within the City of Birmingham’s Mill Pond Historic District.

The consulting architect shall meet or exceed the Secretary of Interior Standards/federal professional qualifications for "Historic Architecture" as stated in 36CFR part 61 of the Code of Federal Regulations. See Attachment E for list of architects meeting these requirements as published by the Michigan State Historic Preservation Office.

The consulting historical architect will meet with city designee/s for review and approval of final construction documents. These meetings will take place at 75% and 90% of completion of the final construction documents.

The construction documents should include blue prints, detailed specifications of the material to be used, demolition and complete scope of work for the removal and installation of the siding at the Birmingham Museum-Allen House.
The Contractor will prepare and submit 4 (four) sets of drawings, including designs, scale and a written plan detailing the scope of work, to be submitted to the City of Birmingham Building Department for approval.

**Construction:**

The Contractor will submit samples of materials before beginning the work.

The Contractor will supply all labor, material and installation of the new siding in compliance with the design construction documents.

The Contractor will be responsible for any damages to the landscape around the building during the construction.

The Contractor shall remove all debris upon completion of the project.

The Contractor shall be responsible for the disposal of all materials using appropriate containment methods in a safe and legal manner.

The Contractor shall operate in a safe manner for workers and the public and will observe all MIOSHA guidelines.

The Contractor shall provide any and all manuals and/or warranty information related to this project to the City upon completion of the project.

This section and referenced documents shall constitute the Scope of Work for this project and as such all requirements must be met.
ATTACHMENT A – AGREEMENT
For New Siding for the Birmingham Museum-Allen House

This AGREEMENT, made this _______ day of ____________, 2016, by and between CITY OF BIRMINGHAM, having its principal municipal office at 151 Martin Street, Birmingham, MI (hereinafter sometimes called "City"), and _______________, Inc., having its principal office at _____________________ (hereinafter called "Contractor"), provides as follows:

WITNESSETH:

WHEREAS, the City of Birmingham, through its Maintenance Department, is desirous of having work completed to remove and replace an existing flat roof system at the Baldwin Public Library in the City of Birmingham.

WHEREAS, the City has heretofore advertised for bids for the procurement and performance of services required to perform to design and install new siding for the Allen House facility located at the Birmingham Museum, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

WHEREAS, the Contractor has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to perform to design and install new siding for the Allen House facility located at the Birmingham Museum.

NOW, THEREFORE, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to perform to design and install new siding for the Allen House facility located at the Birmingham Museum and the Contractor's cost proposal dated _______________, 2016 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP.

2. The City shall pay the Contractor for the performance of this Agreement in an amount not to exceed _______________, as set forth in the Contractor's _______________, 2016 cost proposal.

3. This Agreement shall commence upon execution by both parties, unless the City exercises its option to terminate the Agreement in accordance with the Request for Proposals.

4. The Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.

5. The Contractor and the City agree that the Contractor is acting as an independent Contractor with respect to the Contractor 's role in providing services to the City.
pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Contractor nor its employees shall be construed as employees of the City. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City nor the Contractor shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Contractor shall not be entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers’ compensation or any other employer contributions on behalf of the City.

6. The Contractor acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

7. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Contractor agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.

8. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

9. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Contractor without the prior written consent of the City. Any attempt at assignment without prior written consent shall be void and of no effect.

10. The Contractor agrees that neither it nor its subcontractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Contractor shall inform the City of all claims or suits asserted against it by the Contractor’s employees who work pursuant to this Agreement. The
Contractor shall provide the City with periodic status reports concerning all such claims or suits, at intervals established by the City.

11. The Contractor shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the City of Birmingham.

12. The Contractor shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:

A. **Workers’ Compensation Insurance:** Contractor shall procure and maintain during the life of this Agreement, Workers’ Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

B. **Commercial General Liability Insurance:** Contractor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than **$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

C. **Motor Vehicle Liability:** Contractor shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than $1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

D. **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be Additional Insureds: The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.

E. **Professional Liability:** Professional liability insurance with limits of not less than $1,000,000 per claim if Contractor will provide service that are customarily subject to this type of coverage.

F. **Pollution Liability Insurance:** Contractor shall procure and maintain during the life of this Agreement Pollution Liability Insurance, with limits of liability of not less than $1,000,000, per occurrence preferred, but claims made accepted.
G. **Owners Contractors Protective Liability:** The Contractor shall procure and maintain during the life of this contract, an Owners Contractors Protective Liability Policy with limits of liability not less than $3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The City of Birmingham shall be “Name Insured” on said coverage. Thirty (30) days Notice of Cancellation shall apply to this policy.

H. **Cancellation Notice:** Workers’ Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: Finance Director, City of Birmingham, PO Box 3001, 151 Martin Street, Birmingham, MI 48012-3001.

I. **Proof of Insurance Coverage:** Contractor shall provide the City of Birmingham at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.
   1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
   2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
   3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
   4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance;
   5) If so requested, Certified Copies of all policies mentioned above will be furnished.

J. **Coverage Expiration:** If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the City of Birmingham at least (10) days prior to the expiration date.

K. **Maintaining Insurance:** Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the Agreement, the City of Birmingham may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City of Birmingham shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

13. To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from and the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of
personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham.

14. If, after the effective date of this Agreement, any official of the City, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Contractor, the City shall have the right to terminate this Agreement without further liability to the Contractor if the disqualification has not been removed within thirty (30) days after the City has given the Contractor notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.

15. If Contractor fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

16. All notices required to be sent pursuant to this Agreement shall be mailed to the following addresses:

City of Birmingham
Attn: Carlos Jorge
151 Martin Street
Birmingham, MI 48009
248-530-1882

CONTRACTOR

(Insert Contractor Information)

17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party’s claim exceeds $1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator’s and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

18. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City of Birmingham will be handled in a manner providing fair opportunity for all
businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City of Birmingham.

**IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.**

<table>
<thead>
<tr>
<th>WITNESSES:</th>
<th>CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Its:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CITY OF BIRMINGHAM</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Its: Mayor</td>
</tr>
<tr>
<td></td>
<td>By:</td>
</tr>
</tbody>
</table>

Approved:

<table>
<thead>
<tr>
<th>Carlos Jorge, Building Superintendent (Approved as to substance)</th>
<th>Mark Gerber, Director of Finance (Approved as to financial obligation)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Timothy J. Currier, City Attorney (Approved as to form)</th>
<th>Joseph A. Valentine, City Manager (Approved as to substance)</th>
</tr>
</thead>
</table>
ATTACHMENT B - BIDDER’S AGREEMENT
For New Siding for the Birmingham Museum-Allen House

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.

3. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.
ATTACHMENT C - COST PROPOSAL

For New Siding for the Birmingham Museum-Allen House

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

<table>
<thead>
<tr>
<th>COST PROPOSAL</th>
<th>BID AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialized Historical Architectural Services</td>
<td>$</td>
</tr>
<tr>
<td>Materials &amp; Equipment</td>
<td>$</td>
</tr>
<tr>
<td>Labor</td>
<td>$</td>
</tr>
<tr>
<td>Miscellaneous (Attach Detailed Description)</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL BID AMOUNT</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDITIONAL BID ITEMS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**GRANDTOTAL AMOUNT** $ 

Firm Name__________________________

Authorized signature__________________________ Date__________
Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 (“Act”), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an “Iran Linked Business”, as defined by the Act.

By completing this form, the Vendor certifies that it is not an “Iran Linked Business”, as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

<table>
<thead>
<tr>
<th>PREPARED BY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Print Name)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>AUTHORIZED SIGNATURE</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
</table>

| COMPANY                         |                |

| ADDRESS                         | PHONE          |

| NAME OF PARENT COMPANY          | PHONE          |

| ADDRESS                         |                |

| TAXPAYER I.D.#                  |                |
Michigan State Historic Preservation Office

List of Consultants Meeting Federal Qualifications for Historical Architects

The individuals on this list have provided documentation to the State Historic Preservation Office, Michigan State Housing Development Authority and have demonstrated that they meet or exceed the professional requirements for "Historic Architecture" as stated in 36CFR Part 61. This list is provided as a convenience to the public. Placement on this list does not constitute an endorsement of any individual, corporation, or institution by the Michigan State Housing Development Authority. Neither the Authority nor the State Historic Preservation Office guarantees the competence of any individual or firm; nor is there any guarantee, implicit or implied, that any work product produced by those on this list will necessarily meet federal and state requirements. We strongly recommend that you contact at least three consultants when making your selection, and request references from previous clients.

Contact: Robbert McKay, Historical Architect
Phone: 517/335-2727
Email: McKayR@michigan.gov
Mr. Daniel H. Jacobs  
A3C - Collaborative Architecture  
210 E Huron St  
Ann Arbor, MI, 48104  
P 734/663-1910  
F 734/663/8427  
djacobs@a3c.com  
www.a3c.com

Mr. Alan H. Cobb FAIA, LEED AP BD+C  
Albert Kahn Associates, Inc.  
7430 Second Ave  
Detroit, MI, 48202  
P 313/202-7836  
F 313/202-7336  
alan.cobb@akahn.com  
www.albertkahn.com

Mr. Alexander V. Bogaerts  
Alexander V. Bogaerts & Associates  
2445 Franklin Rd  
Bloomfield Hills, MI, 48302  
P 248/334-5000  
F 248/334-0092  
abogaerts@bogaerts.us  
www.bogaerts.us

Mr. Anthony Marszalec NCARB  
Alexander V. Bogaerts & Associates  
2445 Franklin Rd  
Bloomfield Hills, MI, 48302  
P 248/334-5000  
F 248/334-0092  
tmarszalec@bogaerts.us  
www.bogaerts.us

Ms. Andrea J. Riegler RA  
Andrea J. Riegler, Architect PLLC  
1359 Lakeshore Dr  
Muskegon, MI, 49441  
P 231/557-0325  
F  
aj.riegler@gmail.com

Mr. Edward J. Kelly, Jr. RA  
Archiopolis Architects, LLC  
321 S Main St  
Ann Arbor, MI, 48104  
P 734/664-1400  
F 734/665-4600  
ekelly.archiopolis@yahoo.com  
www.archiopolis.com

Mr. Larry L. Rizor AIA  
Architects Incorporated, PC  
49 S Cass St  
Suite 3B  
Battle Creek, MI, 49037  
P 269/968-4300  
F 269/968-7120  
architects.inc@prodigy.net  
www.archinc.biz

Mr. Randy L. Case AIA, NCARB, LEED AP  
Architecture + Design Inc.  
36 E Michigan Ave  
Battle Creek, MI, 49017  
P 269/966-9037  
F 269/966-9039  
rcase@aplusd.biz  
www.aplusd.biz

Mr. Barry J. Polzin AIA  
Barry J. Polzin Architects, Inc.  
101 N. Lakeshore Blvd  
Marquette, MI, 49855  
P 906/226-8661  
F 906/226-8667  
bpolzin@bjparchitects.com  
www.bjparchitects.com

Mr. Mark J. Blomquist  
Blomquist Architects  
126 Woodward Ave  
Iron Mountain, MI, 49801  
P 906/774-7000  
F  
info@blomquistarchitects.com  
www.blomquistarchitects.com
Mr. Robert Burroughs RA
BOX Architects
302 S State St
Suite B
Ann Arbor, MI, 48104
P 734/929-9014
F 734/929-9001
robb@boxarc.com
www.boxarc.com

Mr. Jim Henrichs AIA
Cannon Design
2375 Peters Rd
Ann Arbor, MI, 48103
P 734/995-4020
F jimhenrichs@gmail.com

Mr. Gary L. Cooper RA
Cooper Design, Inc.
2900 Brockman Blvd
Ann Arbor, MI, 48104
P 734/769-7007
F gcooper@cooperdesigninc.com
www.cooperdesigninc.com

Mr. Thomas Nemitz AIA
Cornerstone Architects Inc
440 Bridge St
Grand Rapids, MI, 49504
P 616/774-0100
F 616/774-2956
tnemitz@cornerstone-arch.com
www.cornerstone-arch.com

Mr. Thomas Nemitz AIA
Cornerstone Architects Inc
122 S Union St
# 200
Traverse City, MI, 49684
P 231/947-2177
F 231/933-4310
tnemitz@cornerstone-arch.com
www.cornerstone-arch.com

Mr. Brendan D. Crumlish RA, NCARB
Crumlish and Crumlish Architects, Inc.
3215-B Sugar Maple Ct
South Bend, IN, 46628
P 574/282-2998
F 574/282-2994
crumlisharchitects@gmail.com
www.crumlishandcrumlish.com

Mr. Scott McElrath Leed GA, NCARB
Dangerous Architects PC
104 South Main St
Chelsea, MI, 48118
P 734/475-3660
F 734/475-1992
dangerousarchitect@att.net
www.dangerousarchitects.com

Mr. Paul Darling AIA, LEED AP
Darling Architecture
1430 Hatcher Crescent
Ann Arbor, MI, 48103
P 734/663-2103
F 734/663-2103
paulwdarling@gmail.com

Mr. David W. Kimble
David Whitney Kimble Associates
556 East Lake St
Harbor Springs, MI, 49740
P 231/526-9466
F dave@kimblearchitect.com

Ms. Grace A. Smith RA, LEED AP
Designsmiths
200 E Division St
Rockford, MI, 49341
P 616/866-4089
F designsmiths@hotmail.com
Mr. Kim DeStigter RA, LEED AP
DeStigter Architecture & Planning
515 Madison Ave SE
Grand Rapids, MI, 49503
P 616/458-5620
F
Kim@destigterarchitecture.com
www.destigterarchitecture.com

Mr. Norman L. Hamann Jr. AIA, LEED AP
Diekema Hamann Architecture + Engineering
612 S Park St
Kalamazoo, MI, 49007
P 269/373-1108
F 269/373-1186
nhamannjr@dhae.com
www.dhae.org

Mr. John T. Kirk AIA
DLZ Michigan
1425 Keystone Ave
Lansing, MI, 48911
P 517/393-6800
F
jkirk@dlz.com

Mr. Brian R. Winkelmann AIA, LEED AP
DTS + Winkelmann, LLC
64 South Division
Grand Rapids, MI, 49503
P 616/451-4707
F 616/451-4702
brianw@dtswink.com
www.dtswinkelmann.com
Mr. Daniel E. Bollman AIA  
East Arbor Architecture, LLC  
511 Bailey St  
East Lansing, MI, 48823  
P 517/993-8148  
F  
daniel@eastarbor.com  
www.eastarbor.com

Mr. Dimitrios Economides  
Economides Architects  
912 Coolidge  
East Lansing, MI, 48823  
P 517/351-6720  
F 517/351-4120  
de@economidesarchitects.com  
www.economidesarchitects.com

Mr. Edward L. Mackowiak RA, NCARB  
Edward Mackowiak, Architect  
1040 Gould Lane  
Ortonville, MI, 48462  
P 248/330-1538  
F  
edward.mackowiak@comcast.net

Ms. Tammis L. Donaldson RA, LEED AP, NCARB  
Ekocite Architecture  
137 E Bloomfield Ave  
Royal Oak, MI, 48073  
P 248/629-7428  
F  
tammis@ekocite.com  
www.ekocite.com

Mr. Raymond J. Kendra AIA, LEED AP  
Environmental Architects  
118 Cass St  
Suite A  
Traverse City, MI, 49684  
P 231/946-1234  
F  
ray@env-arch.com  
www.env-arch.com

Mr. Freeman T. Greer RA, AIA  
Freemans Architecture  
720 Ann Arbor St  
Suite 312  
Flint, MI, 48503  
P 248/752-1248  
F 810/238-9152  
freemantgreer@gamil.com  
www.freemansarchitecture.weebly.com

Mr. James L. Pappas AIA  
Fusco, Shaffer & Pappas, Inc.  
550 E Nine Mile Rd  
Ferndale, MI, 48220  
P 248/543-4100  
F 248/543-4141  
jpappas@fsparchitects.com  
www.fuscoshafferpappas.com

Mr. James T. Atkinson AIA  
Hamilton Anderson Associates, Inc.  
1435 Randolph  
Suite 200  
Detroit, MI, 48226  
P 313/964-0270  
F 313/964-0170  
datkinson@hamilton-anderson.com  
www.hamilton-anderson.com
Ms. Charissa W. Durst AIA, LEED AP
Hardlines Design Company
4608 Indianola Ave
Columbus, OH, 43214
P 614/784-8733
F 614/784-9336
cdurst@hardlinesdesign.com
www.hardlinesdesign.com

Mr. Kenneth A. Klein AIA, LEED AP, NCARB
Harley Ellis Devereaux
26913 Northwestern Hwy
Suite 200
Southfield, MI, 48033
P 248/233-0105
F 248/262-1515
kaclein@hededev.com
www.harleyellisdevereaux.com

Ms. Irene J. Henry RA, NCARB
Henry & Henry Consultants
11850 Eden Trail
Eagle, MI, 48822
P 517/282-0288
F
ijh.wrh@gmail.com

Mr. Steven Avdakov RA, NCARB
Heritage Architectural Associates
2307 Chapline St
Wheeling, WV, 26003
P 681/207-9975
F 304/233-1892
savdakov@heritagearchitectural.com
www.heritagearchitectural.com

Mr. Brain C. Bagnick RA
Hobbs+Black Architects
100 N State St
Ann Arbor, MI, 48104
P 734/663-4189
F 734/663-1770
www.hobbs-black.com

Mr. David J. Layman AIA, NCARB
Hooker DeJong, Inc.
212 Grandville Ave SW
Suite 5
Grand Rapids, MI, 49503
P 231/722-2589
F 231/722-2589
davidl@hdjinc.com
www.hdjinc.com

Mr. David J. Layman AIA, NCARB
Hooker DeJong, Inc.
316 Morris Ave
Studio Suite 410
Muskegon, MI, 49440
P 231/722-3407
F 231/722-2589
davidl@hdjinc.com
www.hdjinc.com

Mr. David J. Layman AIA, NCARB
Hooker DeJong, Inc.
55422 Apple Lane
Shelby Township, MI, 49316
P 231/722-3407
F 231/722-2589
davidl@hdjinc.com
www.hdjinc.com

Mr. Eugene C. Hopkins FAIA
Hopkins Burns Design Studio
4709 N Delhi Rd
Ann Arbor, MI, 48103
P 734/424-3344
F 734/864-5746
gene.hopkins@hopkinsburns.com
www.hopkinsburns.com
Mr. Robert J. King
Lindhout Associates Architects aia pc
10465 Citation Dr
Brighton, MI, 48116
P 810/227-5668
F 810/227-5855
rjk@lindhout.com
www.lindhout.com

Ms. Lisa M. Wrate AIA, NCARB
Lisa Wrate Architect PLLC
601 N Main St
Ishpeming, MI, 49849
P 906/362-1170
F 906/362-1170
lisa@lmwarchitect.com

Mr. Jack Pyburn FAIA
Lord Aeck Sargent
1175 Peachtree St NE
Suite 2400
Atlanta, GA, 30361
P 877/929-1400
F
jpyburn@lordeaeksargent.com
www.lordeaecksargent.com

Ms. Susan M. Turner AIA, LEED AP
Lord Aeck Sargent
1175 Peachtree St NE
Suite 2400
Atlanta, GA, 30361
P 877/929-1400
F
sturner@lordeaeksargent.com
www.lordeaecksargent.com

Mr. Donald H. Smalligan RA, NCARB
M.C. Smith Associates and Architectural Group, Inc.
529 Greenwood Ave SE
East Grand Rapids, MI, 49506
P 616/451-3346
F 616/451-3295
dhs@mcsagroup.com
www.mcsagroup.com

Mr. David B. Steinhauer RA, NCARB
M.C. Smith Associates and Architectural Group, Inc.
529 Greenwood Ave SE
East Grand Rapids, MI, 49506
P 616/451-3346
F 616/451-3295
dsteinhauer@mcsagroup.com
www.mcsagroup.com

Mr. Charles F. Merz FAIA, NCARB, RA
Merz & Associates LLC
734 Beaubien St
Loft 342
Detroit, MI, 48226
P 313/963-2800
F 313/963-1019
charlesmerz@aol.com

Mr. Richard W. Mitchell AIA
Mitchell and Mouat Architects
113 S Fourth Ave
Ann Arbor, MI, 48104
P 734/662-6070
F 734/662-3802
rmitchell@mitchellandmouat.com
www.mitchellandmouat.com

Mr. Nathan M Gillette AIA, LEAD-AP O+M, CEM
Natura Architectural Consulting LLC
949 Wealthy St SE
Suite 205
Grand Rapids, MI, 49506
P 616/431-4772
F 616/710-3346
nate@naturaconsultingllc.com
www.naturaconsultingllc.com
Mr. J. Michael Kirk AIA, LEED AP  
Neumann/Smith Architecture  
1500 Woodward  
Suite 300  
Detroit, MI, 48226  
P 313/610-8831  
F  
mkirk@neumannsmith.com

Mr. Daniel P. Schneider AIA  
Neumann/Smith Architecture  
1500 Woodward  
Suite 300  
Detroit, MI, 48226  
P 248/352-8310 ex 1310  
F  
dschneider@neumannsmith.com

Mr. Terry L. Gill AIA  
NJB Architects Inc.  
105 1/2 Main St.  
Flushing, MI, 48433  
P 810/659-7118  
F 810/695-7224  
terryg@njb-architects.com

Ms. Jennifer Towles AIA  
Orchard, Hiltz & McCliment, Inc.  
424 Hancock St  
Hancock, MI, 49930  
P 906/482-0535  
F 906/482-6453  
jennifer.towles@ohm-advisors.com

Ms. Heather J. DeKorte RA, LEED AP  
PCI Design Group Inc  
1324 Lake Dr SE  
Suite 1839  
Grand Rapids, MI, 49506  
P 616/240-7178  
F  
hdekorte@pcidesigngroup.com

Mr. Gregory H. Presley RA, LEED AP  
Presley Architecture LLC  
108 N Center  
Suite 205  
Northville, MI, 48167  
P 248/348-1124  
F 248/348-9300  
gregpresley@comcast.net

Mr. Matt Dixon LEED AP  
Progressive AE Inc  
1811 4 Mile Rd NE  
Grand Rapids, MI, 49525  
P 616/361-2664  
F 616/361-1493  
dixonm@progressiveae.com

Ms. Ann K. Dilcher AIA  
Quinn/Evans Architects  
219 1/2 N Main St  
Ann Arbor, MI, 48104  
P 734/663-5888  
F 734/663-5044  
adilcher@quinnevans.com

Mr. Brandon Friske  
Quinn/Evans Architects  
219 1/2 N. Main St  
Ann Arbor, MI, 48104  
P 734/663-5888  
F 734/663-5044  
bfriske@quinnevans.com

Ms. Jennifer Henriksen AIA  
Quinn/Evans Architects  
219 1/2 N. Main St  
Ann Arbor, MI, 48104  
P 734/663-5888  
F 734/663-5044  
jhenriksen@quinnevans.com

www.neumannsmith.com

www.ohm-advisors.com

www.presleyarchitecture.com

www.progressiveae.com

www.quinnevans.com

www.quinnevans.com
Mr. Steven C. Jones AIA
Quinn/Evans Architects
219 1/2 N Main St
Ann Arbor, MI, 48104
P 734/663-5888
F 734/663-5044
sjones@quinnevans.com
www.quinnevans.com

Ms. Lauren Parker
Quinn/Evans Architects
219 1/2 N Main St
Ann Arbor, MI, 48104
P 734/663-5888
F 734/663-5044
lparker@quinnevans.com
www.quinnevans.com

Ms. Lindsey Pickornik
Quinn/Evans Architects
219 1/2 N Main St
Ann Arbor, MI, 48104
P 734/663-5888
F 734/663-5044
lpickornik@quinnevans.com
www.quinnevans.com

Mr. Michael Quinn FAIA
Quinn/Evans Architects
219 1/2 N Main St
Ann Arbor, MI, 48104
P 734/663-5888
F 734/663-5044
mquinn@quinnevans.com
www.quinnevans.com

Mr. Richard Renaud AIA
Quinn/Evans Architects
219 1/2 N Main St
Ann Arbor, MI, 48104
P 734/663-5888
F 734/663-5044
rrenaud@quinnevans.com
www.quinnevans.com

Ms. Elizabeth Roach AIA, LEED AP
Quinn/Evans Architects
219 1/2 N Main St
Ann Arbor, MI, 48104
P 734/663-5888
F 734/663-5044
eroach@quinnevans.com
www.quinnevans.com

Mr. Patrick M. Roach AIA, LEED AP
Quinn/Evans Architects
219 1/2 N Main St
Ann Arbor, MI, 48104
P 734/663-5888
F 734/663-5044
proach@quinnevans.com
www.quinnevans.com

Mr. Edward Francis FAIA
Resendes Design Group
7451 Third St
Detroit, MI, 48202
P 313/873-3868
F edwardf@resendesgroup.com
www.resendesgroup.com

Mr. Rick Neumann
Richard Neumann Architect
604 Bay St
Petoskey, MI, 49770
P 231/347-0931
F 231/347-0931
r.neumann.arch@sbcglobal.net
www.richardneumannarchitect.com

Mr. Ken Czapski
Sanders & Czapski Associates, PLLC
109 South Front St
Suite 210
Marquette, MI, 49855
P 906/273-1207
F 906/273-1208
ken@sanders-czapski.com
www.sanders-czapski.com
Ms. Shelley Herrington AIA
Shelley Herrington, Architect
537 Lake Dr
Port Austin, MI, 48467
P 989/269-9393
F
sh.arch.mi@gmail.com
www.herrington-architecture.com

Mr. David S. Boersma AIA, NCARB
Spicer Group, Inc.
230 S Washington Ave
Saginaw, MI, 48607
P 989/754-4717
F 989/754-4440
davidb@spicergroup.com
www.spicergroup.com

Mr. Steven C. Flum AIA
Steven C. Flum, Inc.
3105 Holbrook Street
Hamtramck, MI, 48212
P 313/831-2844
F
sflum@stevenflum.com
www.stevenflum.com

Mr. Robert R. Tinker RA, LEED AP
Tinker Energy
403 Spring St
Saline, MI, 48176
P 734/429-2925
F
bob@kelly-tinker.com

Ms. Shelley Herrington AIA
Shelley Herrington, Architect
537 Lake Dr
Port Austin, MI, 48467
P 989/269-9393
F
sh.arch.mi@gmail.com
www.herrington-architecture.com

Mr. Michelle L. Smay RA, NCARB
Smay Trombley Architecture
819 S 7th St
Ann Arbor, MI, 48103
P 734/904-9790
F
michelle@smaytrombley.com
www.smaytrombley.com

Mr. David S. Boersma AIA, NCARB
Spicer Group, Inc.
230 S Washington Ave
Saginaw, MI, 48607
P 989/754-4717
F 989/754-4440
davidb@spicergroup.com
www.spicergroup.com

Mr. Scott M. DeKorte RA, LLA, LEED AP
State of Michigan DTMB - Design and Construction Division
7150 Harris Dr
Dimondale, MI, 48821
P 616/490-6169
F
dekortes@michigan.gov

Mr. Steven C. Flum AIA
Steven C. Flum, Inc.
3105 Holbrook Street
Hamtramck, MI, 48212
P 313/831-2844
F
sflum@stevenflum.com
www.stevenflum.com

Ms. Michelle L. Smay RA, NCARB
Smay Trombley Architecture
819 S 7th St
Ann Arbor, MI, 48103
P 734/904-9790
F
michelle@smaytrombley.com
www.smaytrombley.com

Mr. Scott M. DeKorte RA, LLA, LEED AP
State of Michigan DTMB - Design and Construction Division
7150 Harris Dr
Dimondale, MI, 48821
P 616/490-6169
F
dekortes@michigan.gov

Mr. John P. Biggar AIA, NCARB
studiozONE, LLC, INTEGRITY Building Group
350 Madison
4th Floor-Music Hall
Detroit, MI, 48226
P 313/549-2790
F 313/963-8752
jp@ware-house.com
www.IBGdetroit.com

Mr. Michael C. Henry PE, AIA, PP
Watson & Henry Associates
12 North Pearl St
Bridgeton, NJ, 8302
P 856/451-1779
F
mhenry@watsonhenry.com
www.watsonhenry.com

Ms. Amy Hetletvedt RA
Van Dyke Lawrence Architects
PO Box 81
Belmont, MI, 49306
P 313/618-6443
F
amyh@vandykelawrence.com
www.vandykelawrence.com

Mr. Michael C. Henry PE, AIA, PP
Watson & Henry Associates
12 North Pearl St
Bridgeton, NJ, 8302
P 856/451-1779
F
mhenry@watsonhenry.com
www.watsonhenry.com

Ms. Karin R. Cooper AIA, LEED AP
U.P. Engineers & Architects, Inc.
100 Portage St
Houghton, MI, 49931
P 906/482-4810 Ext40
F 906/482-9799
kcooper@upea.com
www.upea.com

Ms. Karin R. Cooper AIA, LEED AP
U.P. Engineers & Architects, Inc.
100 Portage St
Houghton, MI, 49931
P 906/482-4810 Ext40
F 906/482-9799
kcooper@upea.com
www.upea.com
Ms. Penelope S. Watson AIA
Watson & Henry Associates
12 North Pearl St
Bridgeton, NJ, 8302
P 856/451-1779
F
pwatson@watsonhenry.com
www.watsonhenry.com

Mr. Jim Winter-Troutwine
Winter-Troutwine Associates Inc.
937 Fairmount SE
Grand Rapids, MI, 49506
P 616/822-9491
F
jim@winter-troutwine.com
www.winter-troutwine.com

Mr. Kenneth C. Lemiesz AIA
WT Architects
100 S Jefferson Ave
Suite 601
Saginaw, MI, 48607
P 989/752-8107
F 989/752-3125
klemiesz@wtaarch.com

Mr. John T. Meyer FAIA
5672 Firethorne Dr
Bay City, MI, 48706
P 989/545-2152
F
johntmeyer@charter.net
New Siding for the Birmingham Museum- Allen House

Addendum #1
December 1, 2016

ADDENDUM TO SCOPE OF WORK & COST PROPOSAL

1. This addendum is to clarify the work to be performed in the Scope of Work under the Design. The scope of work is to replace all siding with new siding to match existing, but to replace wood trim only if needed, repairing existing wood trim if it can be retained. This change means that the Consultant Architect should determine when replacement of wood trim is indicated. This is in keeping with the Secretary of Interior Standards for the treatment of historic buildings.

2. Additionally, Attachment C, Cost Proposal has been modified to provide for a cost per unit breakdown for these services and we encourage all bids to use the enclosed Attachment C, cost proposal to be able to compare all bids.

3. The contractor will provide their bids using the enclosed revised Attachment C, Cost Proposal.

Thank you for your interest in the City of Birmingham.

Sincerely,

Carlos Jorge
ATTACHMENT B - BIDDER'S AGREEMENT
For New Siding for the Birmingham Museum-Allen House

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.

3. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Todd Nancarrow
PREPARED BY
(Print Name)
12/14/16
DATE
Project Manager
TITLE
12/14/16
DATE

AUTHORIZED SIGNATURE
lnancarrow@grunwell-cashero.com
E-MAIL ADDRESS

Grunwell-Cashero Co.
COMPANY

1041 Major Ave, Detroit, MI 48217
ADDRESS
313-843-8440
PHONE

NAME OF PARENT COMPANY
PHONE

ADDRESS
ATTACHMENT C - COST PROPOSAL
For New Siding for the Birmingham Museum-Allen House

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>BID AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialized Historical Architectural Services</td>
<td>$ 7,000.00</td>
</tr>
<tr>
<td>Materials &amp; Equipment</td>
<td>$ 31,000.00</td>
</tr>
<tr>
<td>Labor</td>
<td>$ 58,000.00</td>
</tr>
<tr>
<td>Miscellaneous (Attach Detailed Description)</td>
<td>$ See Attached Inclusions/Exclusions</td>
</tr>
<tr>
<td>GRAND TOTAL BID AMOUNT</td>
<td>$ 96,000.00</td>
</tr>
</tbody>
</table>

**ADDITIONAL BID ITEMS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siding replacement per Square Foot</td>
<td>$ 15.00</td>
</tr>
<tr>
<td>Trim replacement by Lineal Foot</td>
<td>$ 20.00</td>
</tr>
</tbody>
</table>

Anticipated Timeline for Completion - 60 Days from Start Date Weather Dependent

Firm Name: Grunwell-Cashero Co.

Authorized signature: [Signature]

Date: 12-14-16

Todd Nancarrow, Project Manager
ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
For New Siding for the Birmingham Museum-Allen House

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

Sue Czekaj
PREPARED BY (Print Name) DATE
Office Administrator 12/14/16
TITLE DATE

Sue Czekaj
AUTHORIZED SIGNATURE E-MAIL ADDRESS

sczekaj@grunwell-cashero.com

Grunwell-Cashero Co.
COMPANY

1041 Major Ave, Detroit, MI 48217
ADDRESS PHONE
313-843-8440

same as above
NAME OF PARENT COMPANY PHONE

ADDRESS

38-1529926
TAXPAYER I.D.#
ATTACHMENT A – AGREEMENT
For New Siding for the Birmingham Museum-Allen House

This AGREEMENT, made this _______ day of __________, 2017, by and between CITY OF BIRMINGHAM, having its principal municipal office at 151 Martin Street, Birmingham, MI (hereinafter sometimes called "City"), and Grunwell-Cashero Co., having its principal office at 1041 Major Ave, Detroit, MI 48217 (hereinafter called "Contractor"), provides as follows:

WITNESSETH:

WHEREAS, the City of Birmingham, through its Maintenance Department, is desirous of having work to design and install new siding for the Allen House facility located at the Birmingham Museum.

WHEREAS, the City has heretofore advertised for bids for the procurement and performance of services required to perform to design and install new siding for the Allen House facility located at the Birmingham Museum, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

WHEREAS, the Contractor has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to perform to design and install new siding for the Allen House facility located at the Birmingham Museum.

NOW, THEREFORE, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to perform to design and install new siding for the Allen House facility located at the Birmingham Museum and the Contractor’s cost proposal dated December 14, 2016 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP.

2. The City shall pay the Contractor for the performance of this Agreement in an amount not to exceed $ 96,000.00, as set forth in the Contractor’s December 14, 2016 cost proposal.

3. This Agreement shall commence upon execution by both parties, unless the City exercises its option to terminate the Agreement in accordance with the Request for Proposals.

4. The Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.
5. The Contractor and the City agree that the Contractor is acting as an independent Contractor with respect to the Contractor’s role in providing services to the City pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Contractor nor its employees shall be construed as employees of the City. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City nor the Contractor shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Contractor shall not be entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers’ compensation or any other employer contributions on behalf of the City.

6. The Contractor acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

7. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Contractor agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.

8. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

9. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Contractor without the prior written consent of the City. Any attempt at assignment without prior written consent shall be void and of no effect.

10. The Contractor agrees that neither it nor its subcontractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight
or marital status. The Contractor shall inform the City of all claims or suits asserted against it by the Contractor’s employees who work pursuant to this Agreement. The Contractor shall provide the City with periodic status reports concerning all such claims or suits, at intervals established by the City.

11. The Contractor shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the City of Birmingham.

12. The Contractor shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:

A. **Workers’ Compensation Insurance**: Contractor shall procure and maintain during the life of this Agreement, Workers’ Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

B. **Commercial General Liability Insurance**: Contractor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than $1,000,000 per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

C. **Motor Vehicle Liability**: Contractor shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than $1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

D. **Additional Insured**: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be Additional Insureds: The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.

E. **Professional Liability**: Professional liability insurance with limits of not less than $1,000,000 per claim if Contractor will provide service that are customarily subject to this type of coverage.
F. Pollution Liability Insurance: Contractor shall procure and maintain during the life of this Agreement Pollution Liability Insurance, with limits of liability of not less than $1,000,000, per occurrence preferred, but claims made accepted.

G. Owners Contractors Protective Liability: The Contractor shall procure and maintain during the life of this contract, an Owners Contractors Protective Liability Policy with limits of liability not less than $3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The City of Birmingham shall be “Name Insured” on said coverage. Thirty (30) days Notice of Cancellation shall apply to this policy.

H. Cancellation Notice: Workers’ Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: “Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: Finance Director, City of Birmingham, PO Box 3001, 151 Martin Street, Birmingham, MI 48012-3001.

I. Proof of Insurance Coverage: Contractor shall provide the City of Birmingham at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.
   1) Two (2) copies of Certificate of Insurance for Workers’ Compensation Insurance;
   2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
   3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
   4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance;
   5) If so requested, Certified Copies of all policies mentioned above will be furnished.

J. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the City of Birmingham at least (10) days prior to the expiration date.

K. Maintaining Insurance: Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the Agreement, the City of Birmingham may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City of Birmingham shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

13. To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith.
and for any damages which may be asserted, claimed or recovered against or from and the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham.

14. If, after the effective date of this Agreement, any official of the City, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Contractor, the City shall have the right to terminate this Agreement without further liability to the Contractor if the disqualification has not been removed within thirty (30) days after the City has given the Contractor notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.

15. If Contractor fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

16. All notices required to be sent pursuant to this Agreement shall be mailed to the following addresses:

   City of Birmingham
   Attn: Carlos Jorge
   151 Martin Street
   Birmingham, MI 48009
   248-530-1882

   Grunwell-Cashero Co.
   Attn: Todd Nancarrows
   1041 major Ave
   Detroit, MI 48217
   313-843-8440

17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party’s claim exceeds $1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator’s and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.
18. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City of Birmingham will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City of Birmingham.

IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.

WITNESSES:

________________________________________________________

By: _________________________________________________

Todd Nancarrows
Project Manager

________________________________________________________

CITY OF BIRMINGHAM

By: _________________________________________________

Mark Nickita
Its: Mayor

By: _________________________________________________

Cheryl Arft
Its: Acting City Clerk

Approved:

________________________________________________________

Carlos Jorge
Carlos Jorge, Building Superintendent
(Approved as to substance)

________________________________________________________

Timothy J. Currier, City Attorney
(Approved as to form)

________________________________________________________

Mark Gerber, Director of Finance
(Approved as to financial obligation)

________________________________________________________

Joseph A. Valentine, City Manager
(Approved as to substance)
MEMORANDUM

Department of Public Services

DATE: February 17, 2017
TO: Joseph A. Valentine, City Manager
FROM: Lauren A. Wood, Director of Public Services
SUBJECT: City Vehicle #36 Replacement

Vehicle #36 is a 1996 Lull Telehandler used by the Public Services Department for a number of functions, such as to load and unload pallets, load salt, snow and leaf removal, set up and remove the Santa house and holiday tree, as well as other heavy equipment and material loading and personnel hoisting. According to established replacement guidelines, the vehicle is in need of replacement. The following table details the assigned score:

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>DESCRIPTION</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>1 point each year of age</td>
<td>20</td>
</tr>
<tr>
<td>Miles/Hours</td>
<td>1 point each 250 hours of usage</td>
<td>5</td>
</tr>
<tr>
<td>Type of Service</td>
<td>Type 3 - Any vehicle that pulls trailers, hauls heavy loads, and has continued off-road usage</td>
<td>3</td>
</tr>
<tr>
<td>Reliability</td>
<td>Level 2 - In shop 1 time within 3 month period; 1 breakdown/road call within 3 month period</td>
<td>2</td>
</tr>
<tr>
<td>M &amp; R Costs</td>
<td>Level 2 - 21-40% of replacement costs</td>
<td>2</td>
</tr>
<tr>
<td>Condition</td>
<td>Level 3 - Noticeable imperfections in body and paint surface; some rust; minor damage from add-on equipment; worn interior; weak/noisy drive train</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td>28+, POOR - needs priority replacement</td>
<td>35</td>
</tr>
</tbody>
</table>

The Department of Public Services (DPS) recommends replacing this vehicle with a new model Caterpillar TL642D Telehandler, purchasable through the National Joint Powers Alliance (NJPA) extendable purchasing contract #032515-CAT awarded to Caterpillar, Inc and facilitated through MacAllister Rentals located in Wixom, Michigan for a total expenditure of $120,690.96.

We have put purchasing this vehicle off as long as possible, as it has been on the replacement purchase list a few years, due to service repairs since 2013. DPS staff had the opportunity to extensively test this new equipment over the course of several months and found its performance and durability very satisfactory.

Upon delivery of the new vehicle – expected within 3-4 weeks of purchase approval – the current vehicle will be placed on the Michigan Intergovernmental Trade Network for resale. Funds for this purchase are available in the Auto Equipment Fund, account #641-441.006-971.0100.
SUGGESTED RESOLUTION:
To approve the purchase of a new Caterpillar Model TL642D Telehandler from MacAllister Rentals through the National Joint Powers Alliance (NJPA) extendable purchasing contract #032515-CAT in the amount of $120,690.96 from account #641-441.006.971.0100.
1996 Lull Telehandler

New Model Caterpillar TL642D Telehandler
Vehicle #69 is a 2002 GMC Safari used by the Building Facilities Department for all of its various functions.

According to established replacement guidelines, the vehicle is in need of replacement. The following table details the assigned score:

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>DESCRIPTION</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>1 point each year of age</td>
<td>15</td>
</tr>
<tr>
<td>Miles/Hours</td>
<td>1 point each 10,000 miles of usage</td>
<td>5.5</td>
</tr>
<tr>
<td>Type of Service</td>
<td>Type 1 - Standard Sedans and Light Pickups</td>
<td>1</td>
</tr>
<tr>
<td>Reliability</td>
<td>Level 3</td>
<td>3</td>
</tr>
<tr>
<td>M &amp; R Costs</td>
<td>Level 2 - 21-40% of replacement costs</td>
<td>2</td>
</tr>
<tr>
<td>Condition</td>
<td>Level 4 - Previous accident damage, poor paint and body condition, rust, bad interior, major damage from add-on equipment, and one drive train component bad</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td>28+  - needs priority replacement</td>
<td>30.5</td>
</tr>
</tbody>
</table>

The Department of Public Services recommends replacing this vehicle with a new 2017 Ford Transit Connect cargo van through the State of Michigan extendable purchasing contract #071B1300005 - awarded to Gorno Ford, located in Woodhaven, Mich., for a total expenditure of $22,591. Funds for this purchase are available in the Auto Equipment Fund, account #641-441.006-971.0100.

Upon delivery of the new vehicle - expected within 3-4 weeks of purchase approval - the current vehicle will be placed on the Michigan Intergovernmental Trade Network for resale.

SUGGESTED RESOLUTION:
To approve the purchase of a new 2017 Ford Transit Connect cargo van from Gorno Ford through the State of Michigan extendable purchasing contract #071B1300005 in the amount of $22,591.00 from account #641-441.006.971.0100.
DATE: February 10, 2017

TO: Joseph A. Valentine, City Manager

FROM: Lauren A. Wood, Director of Public Services

SUBJECT: City Vehicles #5501 & #5503 Replacement

City Vehicles #5501 and #5503 – a 2007 Chevy Tahoe and a 2010 Ford Escape, assigned to the Fire Department – are in need of replacement due to age, mileage, and condition, according to established replacement score guidelines as follows:

### Vehicle #5501 - 2007 Chevy Tahoe

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>DESCRIPTION</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>1 point each year of age</td>
<td>10</td>
</tr>
<tr>
<td>Miles/Hours</td>
<td>1 point each 10,000 miles of usage</td>
<td>11</td>
</tr>
<tr>
<td>Type of Service</td>
<td>Type 5 – Police, fire, and rescue service vehicles</td>
<td>5</td>
</tr>
<tr>
<td>Reliability</td>
<td>Level 3 – In shop more than twice within time period, no major breakdowns or road calls</td>
<td>3</td>
</tr>
<tr>
<td>M &amp; R Costs</td>
<td>Level 2 - 21-40% of replacement costs</td>
<td>2</td>
</tr>
<tr>
<td>Condition</td>
<td>Level 3 - Noticeable imperfections in body and paint surface, some rust, minor damage from add-on equipment, worn interior, and a weak or noisy drive train</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL POINTS 28+, POOR - needs priority replacement**

### Vehicle #5503 - 2010 Ford Escape

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>DESCRIPTION</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>1 point each year of age</td>
<td>7</td>
</tr>
<tr>
<td>Miles/Hours</td>
<td>1 point each 10,000 miles of usage</td>
<td>12</td>
</tr>
<tr>
<td>Type of Service</td>
<td>Type 5 - Police, fire, and rescue service vehicles</td>
<td>5</td>
</tr>
<tr>
<td>Reliability</td>
<td>Level 3 – In shop more than twice within time period, no major breakdowns or road calls</td>
<td>3</td>
</tr>
<tr>
<td>M &amp; R Costs</td>
<td>Level 2 - 21-40% of replacement costs</td>
<td>2</td>
</tr>
<tr>
<td>Condition</td>
<td>Level 2 - Minor imperfections in body and paint, interior fair, and good drive train</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL POINTS 28+, POOR - needs priority replacement**
The Department of Public Services recommends replacing each of these vehicles with two new 2017 Ford Explorers through the State of Michigan extendable purchasing contract #071B1300005 – awarded to Gorno Ford, located in Woodhaven, Michigan for a total expenditure of $57,886. Funds for this purchase are available in the Fire Equipment Fund, account #663-338.000-971.0100.

Upon delivery of the new vehicles – expected within 10-12 weeks of purchase approval – the current vehicles will be placed on the Michigan Intergovernmental Trade Network for resale.

SUGGESTED RESOLUTION:
To approve the purchase of two (2) new 2017 Ford Explorers from Gorno Ford through the State of Michigan extendable purchasing contract #071B1300005 in the amount of $57,886.00 from account #663-338.000-971.0100.
DATE: February 27, 2017

TO: Joseph A. Valentine, City Manager

FROM: Leslie Pielack, Museum Director

SUBJECT: Contract for Digitization Loan-CREEM Magazine-Museum

In 2014 and 2015, the Birmingham Museum was recipient of a donation of a significant collection of CREEM Magazine issues and other related materials. Since that time, additional donations have been received that have built the museum’s collection into the most important held by a public institution. The museum’s goal has been to make selected content available to the public through online access, and to provide researchers and the general public direct access to magazine issues on site at the museum.

Recently, general interest in CREEM Magazine has increased to the point that NA Publishing, a private archival digitization service, has been engaged to build a digital CREEM Magazine collection that would completely digitize each issue for the entire run of 17 years of issues. In addition to other libraries and sources, NA Publishing wishes to contract with the Birmingham Museum for the loan of a number of CREEM Magazine issues that are not available elsewhere.

When a complete digital collection is created, NA Publishing will offer libraries and universities a subscription service for access to the collection. However, in exchange for its loan to NA Publishing, the Birmingham Museum will receive unlimited permanent access to the digitized collection at no charge. Museum patrons will be able to likewise have full access to this digital collection from the museum. This digitized collection and its utilization is consistent with the museum’s Strategic Plan, and it will expand our ability to use our existing collection. The proposed contract arrangement and loan of CREEM materials was discussed with the Museum Board at its meetings on January 5, 2017 and again on February 2, 2017, with no objections to the planned loan and agreement.

To finalize this arrangement, NA Publishing has proposed an Agreement to specify the particulars of the temporary loan of material and the permanent access to the final product.

SUGGESTED RESOLUTION:
To approve a content sourcing agreement with NA Publishing, a wholly owned subsidiary of Data Conversion, LLC to provide a loan of specified CREEM Magazine monthly and special issues in exchange for permanent access by the museum to the final complete digitized CREEM collection at no charge. Further, to direct the Mayor and Interim City Clerk to sign the agreement on behalf of the City.
Content Sourcing Agreement

This Content Sourcing Agreement ("Agreement") effective as of [Date], 2017 is by and between NA Publishing, a wholly owned subsidiary of Image Data Conversion, LLC, a Michigan corporation, located at 6564 South State Road, Saline, MI 48176 ("NAP") and The City of Birmingham, on behalf of the Birmingham Museum, located at 556 West Maple Rd, Birmingham, MI 48009, ("Museum").

Background

The Museum collects and preserves materials relating to the history of Birmingham, Michigan.

NAP is in the business of providing digital collections and services to libraries and other content holders to assist them in making their content accessible to libraries and their patrons.

NAP wishes to build a digital collection of music magazines, the *Music Magazine Archive: Rock* ("Collection") and source select CREEM publications from the Museum (the "Material") to be made part of the Collection.

Agreement

The parties hereby agree as follows:

1. For NAP,
   A. Work with the Museum to identify and prioritize Material to be made part of the Collection (Appendix A).
   B. Contact publishers/rights holders for each publication targeted for the Collection to obtain their permission to include their publication as part of the Collection.
   C. Obtain permission from the rights holders to allow the Museum to make digital versions of the Material contributed by the Museum a permanent part of the Museum's digital collections with access granted to authorized users and, with the permission of the rights holder(s), make the digitized Material available to visitors of the Museum.
   D. Digitize the Material to the specifications outlined in Appendix B.
   E. Once the Material has been digitized, return the Material to the Museum in the same condition it was received, less any normal wear and tear associated with digitization, which may include dis-binding the Material subject to receiving permission in advance from the Museum.
   F. While the Material is in its possession, store the Material in a safe and secure manner.
   G. Provide the Museum with copies of the digitized Material, and of the full run of CREEM magazine and its special issues.
   H. Sell the Collection to the worldwide library market under a perpetual access license agreement. Access to the Collection will be limited to authorized users from purchasing libraries during the eight (8) year period starting from the date the Collection is first made accessible to the library market ("Selling Period"). After the Selling Period has expired, the Collection will become openly accessible to anyone with internet access, subject to the signed
permission agreements from the rights holder(s).

I. NAP will provide the Museum with complimentary perpetual access to the full NAP digitized CREEM collection.

2. For the Museum.
   A. Work with NAP to identify and prioritize Material to be made part of the Collection.
   B. Pull the Material from its collections, box and ship it to NAP for digitization. Given the proximity, NAP may elect to pick the material up and return it in person. The Museum has complete control over the Material and may, at its sole discretion, hold back any Material to be digitized for any reason.

3. Term. The term of this Agreement will be for a one (1) year period commencing on the effective date. NAP and the Museum may cancel this Agreement at any time for any reason upon thirty (30) days prior written notice to the other party. Upon termination, any work in progress will be completed, no new work will be initiated, and NAP promptly will provide the Museum with the digitized copies and metadata of the Materials already completed but not yet transferred to the Collection. All digitized Material that has been made part of the Collection and sold to libraries will remain in the Collection.

4. Warranties. The parties represent and warrant that they have all the rights necessary to enter into and perform this Agreement, and that the exercise of the rights does not conflict with or breach any separate agreement, law, rule or regulation to which any either party is a party or by which it is bound.

5. Indemnification. NAP will indemnify, defend and hold harmless the Museum from any third party claim, suit or proceeding made or brought against the Museum alleging that any Material infringes a third party’s patent, copyright, trademark, trade secret or other intellectual property right and/or violates a third party’s contract or other rights. With respect to NAP’s indemnification obligations above, (a) the Museum will promptly notify NAP of any such claim; (b) NAP will have sole control of the defense and all related settlement negotiations; (c) the Museum will cooperate in the defense and furnish all related evidence in its control in compliance with applicable law; and (d) the Museum will have the right to participate in the defense at its own cost with counsel of its choice.

6. Notices. Any notice or payment required or permitted to be provided hereunder shall be in writing and shall be sent to the address included in the preamble of this Agreement via personal delivery, through a certified courier or mailed by registered or certified mail, return receipt requested. Notice is effective upon receipt.

7. Assignment. This Agreement shall be binding on and shall inure to the benefit of the parties and their respective heirs, legal representatives, successors and assigns. This Agreement may not be assigned by either party without the other’s prior written consent, such consent not to be unreasonably withheld; provided however that the Agreement may be assigned in connection with a transaction involving a change of control of either of the parties without obtaining any consent unless the primary business of the successor entity is in direct competition with the other party hereto in which event assignment of this Agreement would require such other party’s written consent.

8. Governing Law. This Agreement, and the performance under it, shall be deemed made in and construed in accordance with the laws of the State of Michigan. The parties agree to submit to the personal and exclusive jurisdiction of the courts located in the State of Michigan with respect to any cause of action that may arise in connection with this Agreement.
9. **Force Majeure.** Neither NAP nor the Museum shall be considered in default or liable under this Agreement in cases of delays due to wars, civil riots, epidemics, acts of God, fires, strikes, government restriction or other circumstances beyond its control.

10. **Confidentiality.** The parties have disclosed to each other certain confidential and proprietary information of each of them (the "Confidential Information"). Each party acknowledges that the Confidential Information, and any work product derived from the Confidential Information, is proprietary to and a valuable trade secret of the owner thereof. Each party agrees to hold in confidence any and all Confidential Information disclosed to it, directly or indirectly, and agrees not to disclose such information, without the prior written consent of the other party, to the extent permitted by law.

11. **Entire Agreement.** This document constitutes the entire understanding of both parties with respect to the subject matter set forth herein. Failure of either party to enforce any provision of this Agreement shall not be construed as a waiver of such provision or of the right to enforce such provision. No waiver, amendment, or other modification shall be valid or binding unless in writing and signed by both parties.

---

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date and year above written.

WITNESSES:

[Signature]

[Signature]

IMAGE DATA CONVERSION, LLC.

By: [Signature]

Jeff Moyer
ITS President

CITY OF BIRMINGHAM

By: [Signature]

Mark Nickita
Its: Mayor

By:

Cheryl Arft
Its: Acting City Clerk
Approved:

[Signature]

Leslie Pielack, Museum Director
(Approved as to substance)

[Signature]

Timothy M. Currier, City Attorney
(Approved as to form)

[Signature]

Joseph A. Valentine, City Manager
(Approved as to substance)
Appendix A

The following is a list of CREEM issues to be provided by the Museum under this Agreement.

| CREEM   | 9, No. 10 | Mar-78 |
| CREEM   | 10, No. 8 | Jan-79 |
| CREEM   | 11, No. 6 | Nov-79 |
| CREEM   | 12, No. 2 | Jul-80 |
| CREEM   | 12, No. 12| May-81 |

In addition, the Museum will provide 29 “Extra CREEM” issues published from November 1974 through September 1976; these were inserted in CREEM magazine distributed in the Michigan-Ohio-Canada area. Each “Extra CREEM” issue is 16 pages and includes articles, photos of musicians, ads, and other material.
Appendix B

Technical Specifications

(1) Original scanned images from the scanners will be stored as uncompressed TIFF images. The TIFF will conform to the TIFF 6.0 specification.
(2) The TIFF will be 24-bit color with sRGB color space.
(3) Image processing will not be applied to the TIFF, except for deskewing. The TIFF will be as close to the original produced by the scanner as possible. Deskewing will be applied if the skew is greater than 3 degrees.
(4) TIFF resolution will be 300 dpi.
(5) The image will be cropped to the page edge (not to the text block boundaries).
(6) Derivative images for each image will be compressed (85% compression) JPEG images. Images may be enhanced to improve the viewing experience including adjustments to the threshold for background enhancement and contrast adjustments to improve text legibility.
(7) Issues will not be dis-bound for scanning unless the binding is sufficiently tight to cause text and images to run into the gutter. In these cases the Museum and NAP will agree to the approach to be used for scanning.
(8) Article level metadata in METS/ALTO format.
DATE: February 16, 2017
TO: Joseph A. Valentine, City Manager
FROM: Sean Campbell, Assistant Planner
SUBJECT: Special Event Request

Birmingham in Stitches

Attached is a special event application submitted by the Public Arts Board to hold Birmingham in Stitches from September 16th – October 7th, 2017.

The event, held in 2012 and 2015, is based around the concept of “yarn bombing”. Knitted and crocheted artwork, created by volunteers, will be placed on City trees, light poles, bike racks, and benches at various locations around the downtown. The application has been circulated to the affected departments and approvals and comments have been noted.

The Public Arts Board has recommended the following locations and items for City Commission approval:

<table>
<thead>
<tr>
<th>Location</th>
<th>Objects to be Covered in Yarn</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. James Church</td>
<td>Entrance (on city trees and lights only*)</td>
</tr>
<tr>
<td>Shain Park</td>
<td>Granite balls, metal chairs (not tables), metal</td>
</tr>
<tr>
<td></td>
<td>benches surrounding amphitheater</td>
</tr>
<tr>
<td>Townsend St.</td>
<td>Parking meters and light posts from Pierce to</td>
</tr>
<tr>
<td></td>
<td>Woodward</td>
</tr>
<tr>
<td>Pierce St. Parking Structure Plaza</td>
<td>Trees</td>
</tr>
<tr>
<td>City Hall</td>
<td>Stair rails (vertical rails only)</td>
</tr>
<tr>
<td>Pierce St.</td>
<td>Parking meters and light posts, from Townsend to</td>
</tr>
<tr>
<td></td>
<td>Maple</td>
</tr>
<tr>
<td>Baldwin Public Library</td>
<td>Benches</td>
</tr>
<tr>
<td>First Baptist Church on Willits St.</td>
<td>Entrance (on city trees and lights only)</td>
</tr>
<tr>
<td>N. Old Woodward parking lot along Willits</td>
<td>Light poles, stair rails, and retaining walls</td>
</tr>
</tbody>
</table>

SUGGESTED RESOLUTION:

To approve a request submitted by the Public Arts Board to hold Birmingham in Stitches from September 16th – October 7th, 2017 contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.

*St. James Church members will decorate the church property as well
CITY OF BIRMINGHAM
APPLICATION FOR SPECIAL EVENT PERMIT
PARKS AND PUBLIC SPACES

I. EVENT DETAILS

- Incomplete applications will not be accepted.
- Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event

FEES:  
FIRST TIME EVENT: $200.00
ANNUAL APPLICATION FEE: $165.00

(Please print clearly or type)

Date of Application ________________________________

Name of Event ______________________________________

Detailed Description of Event (attach additional sheet if necessary) __________________________________________

Location _______________________________________

Date(s) of Event ____________________ Hours of Event ________________

Date(s) of Set-up ____________________ Hours of Set-up ________________

Date(s) of Tear-down ____________________ Hours of Tear-down ________________

Organization Sponsoring Event ________________________________________________________________

Organization Address ________________________________________________________________

Organization Phone ________________________________________________________________

Contact Person ________________________________________________________________

Contact Phone ________________________________________________________________

Contact Email ________________________________________________________________

The Birmingham in Stitches event is a "yarn bombing" that proposes to attach pre-sewn yarn projects to streetscape items in the right of way, including parking meters, benches, and trees. In addition, the Public Arts Board would also like to include the Baldwin Public Library, St. James Church, and the Birmingham Historical Museum.

see attached map

September 16, 2017

September 13-15, 2017

October 8, 2017

Public Arts Board

151 Martin, Birmingham, MI 48009

248-530-1855

Sean Campbell

scampbell@bhamgov.org
II. **EVENT INFORMATION**

1. Organization Type

   (city, non-profit, community group, etc.)

2. Additional Sponsors or Participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.)

   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________

3. Is the event a fundraiser? □ YES ✔ NO

   List beneficiary
   List expected income
   Attach information about the beneficiary.

4. First time event in Birmingham? □ YES ✔ NO

   If no, describe
   ______________________________________________________________
   ______________________________________________________________

5. Total number of people expected to attend per day

6. The event will be held on the following City property: (Please list)

   □ Street(s)
   □ Sidewalk(s) Merrill, Pierce, Townsend
   □ Park(s) Shain Park

7. Will street closures be required? □ YES ✔ NO

8. What parking arrangements will be necessary to accommodate attendance?
9. Will staff be provided to assist with safety, security and maintenance? YES ☑ NO
Describe__________________________________________________________________________________________
____________________________________________________________________________________________________

10. Will the event require safety personnel (police, fire, paramedics)? YES ☑ NO
Describe__________________________________________________________________________________________
____________________________________________________________________________________________________

11. Will alcoholic beverages be served? YES ☑ NO
If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.

12. Will music be provided? YES ☑ NO
   □ Live □ Amplification □ Recorded □ Loudspeakers
   Time music will begin ________________________
   Time music will end __________________________
   Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.

13. Will there be signage in the area of the event? YES ☑ NO
   Number of signs/banners ________________________________________________________________
   Size of signs/banners ________________________________________________________________
   Submit a photo/drawing of the sign(s). A sign permit is required.

14. Will food/beverages/merchandise be sold? YES ☑ NO
   • Peddler/vendor permits must be submitted to the Clerk's Office, at least two weeks prior to the event.
   • All food/beverage vendors must have Oakland County Health Department approval.
   • Attach copy of Health Dept approval.
   • There is a $50.00 application fee for all vendors and peddlers, in addition to the $10.00 daily fee, per location. A background check must be submitted for each employee participating at the event.
<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>GOODS TO BE SOLD</th>
<th>WATER HOOK-UP REQUIRED?</th>
<th>ELECTRIC REQUIRED?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
III. **EVENT LAYOUT**

- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area

1. Will the event require the use of any of the following municipal equipment? *(show location of each on map)*

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>QUANTITY</th>
<th>COST</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picnic Tables</td>
<td>0</td>
<td>6 for $200.00</td>
<td>A request for more than six tables will be evaluated based on availability.</td>
</tr>
<tr>
<td>Trash Receptacles</td>
<td>0</td>
<td>$4.00 each</td>
<td>Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.</td>
</tr>
<tr>
<td>Dumpsters</td>
<td>0</td>
<td>$200.00 per day</td>
<td>Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.</td>
</tr>
<tr>
<td>Utilities (electric)</td>
<td>0</td>
<td>Varies</td>
<td>Charges according to final requirements of event.</td>
</tr>
<tr>
<td>Water/Fire Hydrant</td>
<td>0</td>
<td>Contact the Fire Department.</td>
<td>Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.</td>
</tr>
<tr>
<td>Audio System</td>
<td>0</td>
<td>$200.00 per day</td>
<td>Must meet with City representative.</td>
</tr>
<tr>
<td>Meter Bags / Traffic Cones / Barricades</td>
<td>0</td>
<td></td>
<td># to be determined by the Police Department.</td>
</tr>
</tbody>
</table>

2. Will the following be constructed or located in the area of the event ✔YES ☐NO *(show location of each on map)*  

<table>
<thead>
<tr>
<th>TYPE</th>
<th>QUANTITY</th>
<th>SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tents/Canopies/Awnings</td>
<td></td>
<td>(A permit is required for tents over 120 sq ft)</td>
</tr>
<tr>
<td>Portable Toilets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Displays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Structure (must attach a photo)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (describe)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SIGNATURE OF APPLICANT REQUIRED

EVENT NAME  Birmingham in Stitches
EVENT DATE  September 16, 2016 - October 7, 2016

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

Signature  11/29/2016

IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission.  
(Sample letter attached to this application.)

- Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk’s Office. The letter must be distributed at least two weeks prior to the Commission meeting.

- A copy of the letter and the distribution list must be submitted to the Clerk’s Office at least two weeks prior to the Commission meeting.

- If street closures are necessary, a map must be included with the letter to the affected property/business owners.
1. St. James Church
2. Shain Park, Granite Balls
3. Shain Park metal chairs (not tables)
4. Townsend St. parking meters and light posts Pierce to Woodward
5. Pierce/ Townsend parking structure plaza
6. Maple Rd. Birmingham Historical Museum
7. City Hall steps
8. Pierce St. parking meters and light posts, Townsend to Maple
9. Baldwin Public Library
10. Metal benches surrounding amphitheater in Shain Park
11. First Baptist Church on Willits St
12. City parking lot on Willits St at Chester light poles, stair rails and retaining walls
### NOTICE OF PUBLIC HEARING

**BIRMINGHAM CITY COMMISSION**

**SPECIAL EVENT PERMIT APPLICATION / PUBLIC ARTS BOARD**

| Meeting Date, Time, Location: | February 27, 2017, 7:30 PM  
Municipal Building, 151 Martin, Birmingham, MI |
|-------------------------------|-------------------------------------------------|
| Location of Request:          | Merrill St./ Shain  
Park/ Library/ Museum/ N. Old Woodward  
Parking Structure |
| Nature of Hearing:            | Birmingham in Stiches is a "yarn bombing" art  
event that will cover city parking meters, light  
posts, trees and more with knitted, colorful  
yarn for approx. two weeks. Sep. 16th - Oct. 8th |
| City Staff Contact:           | Sean Campbell, (248) 530-1855  
scampbell@bhamgov.org |
| Notice Requirements:          | Mailed to all property owners and occupants  
within 300 feet of subject locations. |

Persons wishing to express their views may do so in person at the hearing or in writing addressed to City Clerk, City of Birmingham, 151 Martin, Birmingham, MI 48009.

Persons with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice) or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.
Public Arts Board  
Minutes – January 18, 2017

Meeting called to order at 7:34 PM

A) Roll Call –
Members Present: Barbara Heller, Maggie Mettler, Ann Ritchie, Linda Wells

Members Absent: Phyllis Klinger, Jason Eddleston, Mary Roberts, Eva Suchara  
(Student Representative)

Administration: Sean Campbell, Assistant City Planner  
Jana Ecker, Planning Director

Special Guest: Laurie Tennent, Cultural Council of Birmingham-Bloomfield

B) Approval of Minutes – November 16, 2016

Motion by Linda Wells, seconded by Maggie Mettler to approve the November 16, 2016 minutes with the following changes:

The replacement of the word “Mary” with “Linda” to read “Linda Wells” in the first sentence of the first paragraph under B) Approval of Minutes – October 19, 2016.

The replacement of the word “obtain” with “write,” insertion of “would” between “Council” and “needs,” and the elimination of the “s” in “need” in the first sentence of the second paragraph under Section C, Unfinished Business, Gary Kulak Sculpture “Pride”.

The replacement of the word “Tournament” with “Fundraiser” in the first sentence of the second paragraph under D) New Business.

Yeas: 4 Nays: 0

C) Unfinished Business

Birmingham in Stitches Event – Fall of 2017

Sean Campbell presented the Special Events Application completed for the Birmingham In Stitches event proposed for September 16 through October 7, 2017. He presented a map of the proposed yarn bombing locations along with the application. Jana Ecker
stated that she would submit these materials to the City Manager for an upcoming City Commission agenda.

**Motion by Ann Ritchie, Seconded by Linda Wells to approve the Special Events Application with the proposed yarn decoration locations.**

**Yeas: 4 **  **Nays: 0**

Linda Wells added that Lori Rondello from the Birmingham Shopping District (BSD) contacted her about having the granite balls in Shain Park decorated with yarn during the Winter Markt event in December 2017. Ms. Ecker recommended having BSD place that on their Winter Markt special event application rather than have the PAB fill out a second special event application for approval. Board members expressed that they would like to do as many granite balls as possible.

**D) New Business**

1.) **Coordination with Cultural Council of Birmingham/Bloomfield Special Guest Laurie Tennent, President**

Audience members, Laurie Tennent, Sally Parsons, and Kathy Wahlgren, were introduced on behalf of Cultural Council of Birmingham Bloomfield (CCBB). Ms. Tennent, President of CCBB, and Ms. Ecker, Planning Director, had met prior to the meeting to discuss a better procedure for approving and insuring temporary sculptures on public property. Ms. Ecker added that the CityScapes artist agreements are in Ms. Tennent’s possession and that she will provide the City with copies to keep on record.

Mr. Campbell presented a table of all sculptures currently installed throughout the City, paying particular attention to who insures them and the length of the loans. It was noted that the contracts for all the CityScapes sculptures have expired and therefore need to be renewed. Ms. Tennent explained that the best way to proceed with updating the contracts would be to send letters to each of the artists asking if they would like to either extend the duration of the display, permanently donate their sculpture to the City, or terminate the contract and arrange to have the sculpture removed.

Board members discussed the length of the contract terms moving forward. Ms. Heller added that she liked the language in the Herb Babcock agreement that allowed the sculpture to remain installed until either party requested its removal. It was also discussed that 3 to 5 years would be a preferable minimum term.

Kathy Walgren added that if the artist agreements are to be extended that some of the sculptures would require maintenance and/or repair. She advised not sending a blanket letter to all the artists, but instead treating each sculpture individually.
Members discussed which temporary sculptures they would like to remain on display. The consensus was to keep *Journey Home*, *TORSO*, *Wind Rapids*, *The Counselor*, and *Lucky at Love, Unlucky at Game, You Can’t Have it All*. Board members discussed the removal of *Choopy*, *Untitled* (Jay Wholley), and *Poetry and Truth*. Lastly, the Board discussed relocating *Heart of the Tetrahydren* and *Untitled* (Nathan Diana). It was further added that Nathan Diana’s sculpture would be considered for removal if it did not receive the necessary maintenance and/or repairs.

Board members discussed ways to coordinate better with CCBB. Ms. Tennent recommended that the PAB nominate one of its members to attend CCBB meetings. Ms. Wells was subsequently nominated for this position.

Ms. Ecker discussed the current application process for public art, and it was agreed that the application process for approving public art will need to be updated to be consistent with a revised process. Ms. Ecker and Ms. Tennent agreed to meet prior to the next meeting and come back with a revised application process.

No motion was passed. It was agreed that discussion would resume at the next PAB meeting regarding renewing the artist agreements and reviewing a revised application process.

2.) Discussion of Funding Sources

Ms. Ecker explained that she put in a budget request of $5,000 in the Planning Department’s budget as requested by the Public Arts Board.

Ms. Rose, resident of the Barnum Park neighborhood stated that no recent correspondence has occurred between the Community for Barnum Park and the City regarding the concrete pad. Ms. Rose reaffirmed the need for the funds to construct a concrete pad in Barnum Park for public art.

EF) Committee Reports

Ms. Heller reported that the December charity poker fundraiser netted $1,250 and that she would be applying for a date between April and June for the next event. The Board agreed that Mr. B’s would be a preferable location for the event in lieu of 5 Star Lanes. Ms. Heller said she would have the confirmed dates and times for the fundraiser by next meeting.
FG) Public Comments

None.

GH) Adjournment

Yeas: 4  Nays: 0

The meeting was adjourned at 8:50 PM.
**DEPARTMENT APPROVALS**

**EVENT NAME** BIRMINGHAM IN STITCHES

**LICENSE NUMBER #17-00010920**

**NOTE TO STAFF:** Please submit approval by **2/17/17**

**DATE OF EVENT:** 9/16 – 10/8/17

**COMMISSION HEARING DATE** 2/27/17

**DATE OF EVENT:** 9/16 – 10/8/17

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>APPROVED</th>
<th>COMMENTS</th>
<th>PERMITS REQUIRED</th>
<th>ESTIMATED COSTS</th>
<th>ACTUAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING</td>
<td>SW</td>
<td>No Building Department concerns at this time.</td>
<td>None</td>
<td>None</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE</td>
<td>J MC</td>
<td></td>
<td>None</td>
<td>None</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLICE</td>
<td>SG</td>
<td>On duty personnel to give extra patrol</td>
<td>None</td>
<td>None</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC SERVICES</td>
<td>Carrie Laird</td>
<td>Approved</td>
<td>None</td>
<td>None</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>A.F.</td>
<td>Approved</td>
<td>None</td>
<td>None</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSURANCE</td>
<td>CA</td>
<td>City event</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLERK</td>
<td></td>
<td>Notification letters mailed by applicant on 2/9/17. Notification addresses on file in the Clerk’s Office. Evidence of required insurance must be on file with the Clerk’s Office no later than (city</td>
<td>Applications for vendors license must be submitted no later than N/A.</td>
<td>$165 (waived)</td>
<td></td>
</tr>
<tr>
<td>event)</td>
<td></td>
<td></td>
<td>TOTAL DEPOSIT REQUIRED</td>
<td>ACTUAL COST</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>---</td>
<td>---</td>
<td>------------------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOR CLERK’S OFFICE USE**

Deposit paid ____________

Actual Cost ____________

Due/Refund ____________

Rev. 2/18/17

h:\shared\special events\- general information\approval page.doc
DATE: February 7, 2017

TO: Joseph A. Valentine, City Manager

FROM: Cheryl Arft, Acting City Clerk

SUBJECT: Special Event Request
Celebrate Birmingham Hometown Parade

Attached is a special event application submitted by the City of Birmingham requesting permission to hold the Celebrate Birmingham Hometown Parade on Sunday, May 21, 2017, in the downtown area.

The parade staging area will be located on South Old Woodward, south of Frank. The parade will travel north on Old Woodward, west on Brown, north on Pierce, west on Martin and south on Bates. The parade will end in Shain Park.

The application has been circulated to the affected departments and approvals and comments have been noted.

The following events have either been approved by the Commission or are planned to be held in May and have not yet submitted an application. These events do not pose a conflict with the proposed event.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farmers Market</td>
<td>Sundays</td>
<td>Lot 6</td>
</tr>
<tr>
<td>Art Birmingham</td>
<td>May 13-14</td>
<td>Shain Park</td>
</tr>
<tr>
<td>Michigan Parkinson’s 5k walkathon</td>
<td>May 20</td>
<td>Seaholm H.S.</td>
</tr>
<tr>
<td>Ice Arena</td>
<td>May 21</td>
<td>Ice Arena</td>
</tr>
</tbody>
</table>

SUGGESTED RESOLUTION:

To approve a request submitted by the City of Birmingham to hold Celebrate Birmingham Parade on Sunday, May 21, 2017, contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.
I. EVENT DETAILS

- Incomplete applications will not be accepted.
- Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event.

FEES: 
FIRST TIME EVENT: $200.00 
ANNUAL APPLICATION FEE: $165.00 

(Please print clearly or type)

Date of Application ________________ February 6, 2017 ________________

Name of Event ____________________ Birmingham Hometown Parade & Party in Shain Park 

Detailed Description of Event (attach additional sheet if necessary) 
Annual parade ending with family events in Shain Park 

Location: South Old Woodward, Frank, Brown, Pierce, Martin, and Bates 

Date(s) of Event: ________________ May 21, 2017 ________________

Hours of Event ____________ 1:00 to 4:00 p.m. ____________

Date(s) of Set-up ________________ May 21, 2017 ________________

Hours of Set-up ____________ 9:00 a.m. ____________

- Parade staging/set up 9:00 a.m. (South Old Woodward, South of Frank)
- Parade: 1:00 p.m. (North on Old Woodward, west on Brown, north on Pierce, west on Martin, south on Bates, and ends in Shain Park)
- Activities in Park: set up begins at 10:00 a.m., activities held from 1:00 p.m.-4 p.m.

Date(s) of Tear-down: ________________ May 21, 2017 ________________

Hours of Tear-down: ____________ 4:00 to 6:00 p.m. ____________

Organization Sponsoring Event ____________ City of Birmingham ____________

Organization Address ____________ 151 Martin ____________

Organization Phone ____________ 248.530.1880 ____________

Contact Person ____________ City Clerk/Acting City Clerk Cheryl Arft ____________

Contact Phone ____________ 248-530-1802 ____________
Contact Email carft@bhamgov.org

II. EVENT INFORMATION

1. Organization Type City (city, non-profit, community group, etc.)

2. Additional Sponsors or Participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) TBA

3. Is the event a fundraiser? NO
   List beneficiary
   List expected income
   Attach information about the beneficiary.

4. First time event in Birmingham? NO
   If no, describe: Annual event

5. Total number of people expected to attend per day 2,000

6. The event will be held on the following City property: (Please list)
   □ Street(s) South Old Woodward, Brown, Pierce, Martin, and Bates
   □ Sidewalk(s) same as above
   □ Park(s) Shain Park

7. Will street closures be required? YES

8. What parking arrangements will be necessary to accommodate attendance? Parking Structure
9. Will staff be provided to assist with safety, security and maintenance? YES
   Describe: ______ with additional parade volunteers

10. Will the event require safety personnel (police, fire, paramedics)? YES
    Describe: Police personnel at barricades; Police department escort in and at end of parade; request fire department truck in parade.

11. Will alcoholic beverages be served? NO
    If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.

12. Will music be provided? YES
    ______ X ______ Live ______ X ______ Amplification ______ Recorded ______ X ______ Loudspeakers
    Time music will begin ______ 1:00 pm
    Time music will end ______ 4:00 pm
    Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.

13. Will there be signage in the area of the event? YES
    Number of signs/banners ______ 3 Banners (Pierce, Chester and N. Old Woodward Structures)
    Size of signs/banners ________________________________
    Submit a photo/drawing of the sign(s). A sign permit is required.

14. Will food/beverages/merchandise be sold? TBD
    • Peddler/vendor permits must be submitted to the Clerk’s Office, at least two weeks prior to the event.
    • All food/beverage vendors must have Oakland County Health Department approval.
    • Attach copy of Health Dept approval.
    • There is a $50.00 application fee for all vendors and peddlers, in addition to the $10.00 daily fee, per location. A background check must be submitted for each employee participating at the event.
**LIST OF VENDORS/PEDDLERS**
(attach additional sheet if necessary)

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>GOODS TO BE SOLD</th>
<th>WATER HOOK-UP REQUIRED?</th>
<th>ELECTRIC REQUIRED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be determined</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
III. **EVENT LAYOUT**
- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area

1. **Will the event require the use of any of the following municipal equipment? (show location of each on map)**

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>QUANTITY</th>
<th>COST</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picnic Tables</td>
<td>0</td>
<td>6 for $200.00</td>
<td>A request for more than six tables will be evaluated based on availability.</td>
</tr>
<tr>
<td>Trash Receptacles</td>
<td>6</td>
<td>$4.00 each</td>
<td>Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.</td>
</tr>
<tr>
<td>Dumpsters</td>
<td>1</td>
<td>$200.00 per day</td>
<td>Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.</td>
</tr>
<tr>
<td>Utilities (electric)</td>
<td>TBD # of vendors requiring utilities</td>
<td>Varies</td>
<td>Charges according to final requirements of event.</td>
</tr>
<tr>
<td>Water/Fire Hydrant</td>
<td></td>
<td>Contact the Fire Department.</td>
<td>Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.</td>
</tr>
<tr>
<td>Audio System</td>
<td>0</td>
<td>$200.00 per day</td>
<td>Must meet with City representative.</td>
</tr>
<tr>
<td>Meter Bags / Traffic Cones / Barricades</td>
<td># to be determined by the Police Department.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Trash receptacles at Brown and Old Woodward along parade route; plastic bags delivered to city hall for changing by DPS employees and volunteers.

2. **Will the following be constructed or located in the area of the event?** **YES** **NO**

(show location of each on map) **NOTE:** Stakes are not allowed.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>QUANTITY</th>
<th>SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tents/Canopies/Awnings (A permit is required for tents over 120 sq ft)</td>
<td>TBD</td>
<td>10 x 10</td>
</tr>
<tr>
<td>Portable Toilets</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Rides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Displays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendors</td>
<td>4</td>
<td>TBD</td>
</tr>
<tr>
<td>Temporary Structure (must attach a photo)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inflatables</td>
<td>3-4</td>
<td>TBD</td>
</tr>
</tbody>
</table>
SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Birmingham Hometown Parade
EVENT DATE May 31, 2017

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

[Signature] [Feb. 13, 2017]

IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. (Sample letter attached to this application.)

- Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk’s Office. The letter must be distributed at least two weeks prior to the Commission meeting.

- A copy of the letter and the distribution list must be submitted to the Clerk’s Office at least two weeks prior to the Commission meeting.

- If street closures are necessary, a map must be included with the letter to the affected property/business owners.

SAMPLE NOTIFICATION LETTER
Parade Route and Street Closures

- **7am Street Closure**
- **9am Street Closure**
- **11:45 am Street Closure**
- **Parade Route**
VIII. SAMPLE MAPS
SPECIAL EVENT NOTIFICATION
TO ALL PROPERTY/BUSINESS OWNERS

The Birmingham City Code requires that we receive approval from the Birmingham City Commission to hold the following special event. The code further requires that we notify any property owners or business owners that may be affected by the special event of the date and time that the City Commission will consider our request so that an opportunity exists for comments prior to this approval.

NAME OF EVENT: Celebrate Birmingham Parade & Party in the Park
LOCATION: Downtown Birmingham – Old Woodward and Shain Park (see attached map)
DATES/TIMES:
- Parade staging/set up: 9:00 AM (South Old Woodward, South of Frank)
- Parade: at 1:00 PM (North on Old Woodward, west on Brown, north on Pierce, west on Martin, south on Bates, and ends in Shain Park)
- Activities in the Park: set up begins at 10:00 AM, activities held from 1:00 PM – 4:00 PM

DATE/TIME OF CITY COMMISSION MEETING: Monday, March 13, 2017, 7:30PM
The city commission meets in room 205 of the Municipal Building at 151 Martin. A complete copy of the application to hold this special event is available for your review at the city clerk’s office (248/530.1880).

EVENT ORGANIZER: City of Birmingham, Celebrate Birmingham Parade Committee
City Staff Contact: Cheryl Arft, 248.530.1802, carft@bhamgov.org
www.bhamgov.org/parade

TO MANAGERS OF BUILDINGS CONTAINING MORE THAN ONE UNIT: PLEASE POST THIS NOTICE AT THE MAIN ENTRANCE TO YOUR BUILDING.
DEPARTMENT APPROVALS

EVENT NAME Celebrate Birmingham Hometown Parade

LICENSE NUMBER #

NOTE TO STAFF: Please submit approval by **Feb. 17, 2017**

COMMISION HEARING DATE February 27, 2017

DATE OF EVENT: **May 21, 2017**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>APPROVED</th>
<th>COMMENTS</th>
<th>PERMITS REQUIRED</th>
<th>ESTIMATED COSTS</th>
<th>ACTUAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING</td>
<td>SW</td>
<td>No building department involvement</td>
<td>None</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>FIRE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. No Smoking in any tents or canopy. Signs to be posted.
2. All tents and Canopies must be flame resistant with certificate on site.
3. No open flame or devices emitting flame, fire or heat in any tents. Cooking devices shall not be permitted within 20 feet of the tents.
4. Tents and Canopies must be properly anchored for the weather conditions, no stakes allowed.
5. Clear Fire Department access of 12 foot aisles must be maintained, no tents, canopies or other obstructions in the access aisle unless approved by the Fire Marshal.
6. Pre-event site inspection required.
7. A prescheduled inspection is required for food vendors through the Bldg. dept. prior to opening.
8. All food vendors are required to have an approved 5lbs. multi-
1. Purpose (ABC) fire extinguisher on site and accessible.
2. Cords, hoses, etc. shall be matted to prevent trip hazards.
3. Exits must be clearly marked in tents/structures with an occupant load over 50 people.
4. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies.
5. A permit is required for Fire hydrant usage.
6. Do Not obstruct fire hydrants or fire sprinkler connections on buildings.
7. Provide protective barriers between hot surfaces and the public.
8. All cooking hood systems that capture grease laden vapors must have an approved suppression system and a K fire extinguisher in addition to the ABC Extinguisher

<table>
<thead>
<tr>
<th>POLICE</th>
<th>SG</th>
<th>Street closure and Personnel.</th>
<th>$0</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLIC SERVICES</td>
<td>Carrie Laird 2/14/2017</td>
<td>Includes Barricade placement and removal, and any setup or removal occurring on weekdays before and after event. Does NOT include any costs occurring weekend of event. If assistance is requested for weekend of the event, there will be additional costs.</td>
<td>$1,600</td>
<td></td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>A.F.</td>
<td>The Old Woodward Reconstruction (limits Brown to Willits) Project will likely be ongoing during this time (schedule has not been finalized). Depending on the starting date of the above-referenced project adjustments may be possible to keep the Brown intersection open enough to allow a west turn onto Brown.</td>
<td>None</td>
<td>0</td>
</tr>
</tbody>
</table>
It should also be noted that the street closure in front of the north 555 building will still be in progress.

<table>
<thead>
<tr>
<th>INSURANCE</th>
<th>City event</th>
<th>None</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>248.530.1807</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLERK</th>
<th>Notification letters mailed by applicant on <strong>2/13/17</strong>. Notification addresses on file in the Clerk's Office. Evidence of required insurance must be on file with the Clerk's Office no later than <strong>N/A</strong>.</th>
<th>Applications for vendors license must be submitted no later than <strong>5/3/17</strong>.</th>
<th>City Event</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>101-000.000-614.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>248.530.1803</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL DEPOSIT REQUIRED</th>
<th>ACTUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,600</td>
<td></td>
</tr>
</tbody>
</table>

**FOR CLERK'S OFFICE USE**

Deposit paid ________________  
Actual Cost ________________  
Due/Refund_________________  

Rev. 2/23/17
h:\shared\special events\- general information\approval page.doc
DATE: February 14, 2017

TO: Joseph A. Valentine, City Manager

FROM: Jacquelyn Brito, Golf Manager


Attached is the Annual Golf Report - 2016 Review - 2017 Prospectus. This annual report is a compilation of the results of the 2016 golf season, a ten (10) year history of annual rounds, a seven (7) year revenue and expenditure analysis, a five-year financial projection and a forecast for the 2017 season. It also includes an update on the upcoming 2017 marketing strategies. There is no change from the 2016 golf course fees and rates or with the rates for the passes and packages. The Parks and Recreation Board reviewed and accepted the report at their February 7, 2017 meeting.

SUGGESTED RESOLUTION:
Table of Contents

Summary......................................................................................................................... 1-6
Lincoln Hills Rounds Played.......................................................................................... 7-8
Springdale Rounds Played........................................................................................... 9-10
Combined Rounds Chart and Basic Stats ................................................................. 11-12
History of Rounds 2007-2016 Chart ........................................................................ 13
Revenues and Expenditures - Lincoln Hills Charts ..................................................... 14
Revenues and Expenditures - Springdale Charts ......................................................... 15
Revenues and Expenditures - Combined Courses Charts .......................................... 16
Combined Revenues and Expenditures History 2014-2016 ........................................ 17-19
Long Term Plan - Lincoln Hills ................................................................................ 20-22
Long Term Plan - Springdale ...................................................................................... 23-25
2017 Marketing Plan .................................................................................................... 26
GOLF REPORT
2016 REVIEW / 2017 PROSPECTUS

2016 REVIEW:
It gives me great pleasure to report to our Residents and the City Commission on this occasion to confirm that our golf courses are looking healthy, both on the inside and outside. While we certainly have had challenges in past years, we have come a long way to achieve a surplus for the past four seasons.

I would like to express my thanks to the staff which continue to contribute a great deal to the essence that makes our golf courses a great place. We continue to work on our team and develop a strong culture for the members and their guests to enjoy and I am looking forward to the 2017 season.

In addition, I continue to work with an outstanding and stable Parks and Recreation Board with a great diversity of knowledge and experience. I would like to thank Therese Longe - Chairperson, Ryan Ross - Vice Chairperson, and the other members: Ross Kaplan, John Meehan, Art Stevens and Bill Wiebrecht.

With that being said, we are happy to report that we made a net operating income of $210,725 where Lincoln Hills generated a net surplus of $177,228 and a surplus of $33,497 for Springdale. The 2012 Strategic Plan has been followed and we are extremely happy to have executed nearly all of the objectives. As in any business, we do evaluate at the end of each season and realign our efforts with emphasis on our members’ experiences.
MEMBERSHIP

In 2016, membership numbers stayed steady, with some shifts within categories and overall pleasing figures in a very competitive environment. We have continued with our membership marketing campaign with signage, direct mailings, trade show, open house events, newspaper advertising, press releases, promotion via the website and social media. Since implementing the 2012 Strategic Plan, you will see in the chart below that we have been on the right track of increasing memberships.

6 Year Membership Analysis (2011 - 2016)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RESIDENT MEMBERSHIPS</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
</tr>
<tr>
<td>Resident</td>
<td>1244</td>
<td>1,843</td>
<td>2,007</td>
<td>1,733</td>
<td>2,090</td>
<td>1,874</td>
</tr>
<tr>
<td>OTHER MEMBERSHIPS</td>
<td>#</td>
<td>%</td>
<td>#</td>
<td>%</td>
<td>#</td>
<td>%</td>
</tr>
<tr>
<td>Business</td>
<td>84</td>
<td>14.81%</td>
<td>101</td>
<td>13.56%</td>
<td>99</td>
<td>13.20%</td>
</tr>
<tr>
<td>Non-Resident - Individual</td>
<td>343</td>
<td>60.49%</td>
<td>398</td>
<td>53.42%</td>
<td>401</td>
<td>53.47%</td>
</tr>
<tr>
<td>Non-Resident - Dual</td>
<td>111</td>
<td>19.58%</td>
<td>186</td>
<td>24.97%</td>
<td>185</td>
<td>24.67%</td>
</tr>
<tr>
<td>Non-Resident - Family</td>
<td>29</td>
<td>5.11%</td>
<td>60</td>
<td>8.05%</td>
<td>65</td>
<td>8.67%</td>
</tr>
<tr>
<td>Total</td>
<td>567</td>
<td>100%</td>
<td>745</td>
<td>100%</td>
<td>750</td>
<td>100%</td>
</tr>
<tr>
<td>TOTAL MEMBERSHIPS</td>
<td>1,811</td>
<td>2,588</td>
<td>2,757</td>
<td>2,493</td>
<td>2,946</td>
<td>2,742</td>
</tr>
</tbody>
</table>

We did host an Open House to recruit new members at Lincoln Hills last season on May, but we endured a rainy day with temperatures in the 40’s and it did not have a great turnout. This season, we plan to host a few “Open Houses” and invitations will go out to specific markets; golfers located within a 2-mile radius of Lincoln Hills, surrounding families with interests of outside recreation, businesses in Birmingham, local service industries, and our wounded warriors.

One program we introduced in 2015, the “Early Sign-Up Bonus” that is held during the last two weeks of March at Lincoln Hills. For those who visit us during that time frame and sign up for their membership, they received a complimentary round that was valid through the month of May. We signed up 228 registrations and had 338 in 2016 which is an increase of 110, or 48%. We feel that this program will continue to grow each season and the members enjoy the perk.

The Unlimited Memberships that were rolled out in 2012 really haven’t taken off as expected. Each season we have approximately five to seven members that take advantage of this great opportunity. We will continue to promote this category at this time and hope to inform you next year that it has increased usage.
**JUNIOR GOLF**

It was a great year for Junior golfers. We added a new program, improved others, and increased participation in some categories. We had an overall sense of enthusiasm and interest that is gratifying for the parents and of course, the junior golfers themselves.

The new program introduced was the “14 & Up” category and was focused on giving the juniors a fun weekly competition, playing a 2-person scramble. Although it only had seventeen participants, we do feel that this program will grow as it moves forward. The chart below shows our participation level for the past four seasons and we are happy to keep growing this program.

![Jr Golf Program Analysis 2013-2016](chart.png)
Junior golf is very important for the growth of the game and to increase our revenues in membership, food and beverage and merchandise. We did make a major change at the end of the 2012 season, where we eliminated the private contractor for instruction and hired our own teaching professional to supervise this extensive program beginning in 2013. The chart below shows the breakdown of the revenues and expenses for the past eight seasons and we are proud to be achieving a healthy net surplus for this revenue department.

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenues</th>
<th>Contracted Teaching Pro</th>
<th>City Payroll</th>
<th>Supplies</th>
<th>Net Operating Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>69,682</td>
<td>48,549</td>
<td>10,082</td>
<td>4,500</td>
<td>6,551</td>
</tr>
<tr>
<td>2010</td>
<td>75,913</td>
<td>45,139</td>
<td>6,574</td>
<td>4,500</td>
<td>19,700</td>
</tr>
<tr>
<td>2011</td>
<td>88,655</td>
<td>69,009</td>
<td>6,472</td>
<td>4,500</td>
<td>8,674</td>
</tr>
<tr>
<td>2012</td>
<td>86,798</td>
<td>62,440</td>
<td>10,700</td>
<td>4,500</td>
<td>9,158</td>
</tr>
<tr>
<td>2013</td>
<td>89,882</td>
<td>0</td>
<td>33,560</td>
<td>1,174</td>
<td>55,148</td>
</tr>
<tr>
<td>2014</td>
<td>90,142</td>
<td>0</td>
<td>32,643</td>
<td>1,408</td>
<td>56,091</td>
</tr>
<tr>
<td>2015</td>
<td>86,140</td>
<td>0</td>
<td>34,290</td>
<td>3,423</td>
<td>48,427</td>
</tr>
<tr>
<td>2016</td>
<td>89,392</td>
<td>0</td>
<td>31,435</td>
<td>1,280</td>
<td>56,677</td>
</tr>
</tbody>
</table>

We are excited to be heading into our 5th season with the PGA Jr League. This program receives group instruction in May followed by 4-6 competitive matches against other local courses. This past season comprised of Lincoln Hills GC, Cherry Creek, Pine Trace and Sanctuary Lake. The kids really enjoy the ambiance of playing in a tournament and the best part; we play a 2-person scramble which gives them a fun environment to compete.
ROUNDS
Overall, we are happy to report that the courses ended with a combined total of 53,840 rounds which was a decrease of 1,763 compared to last season, or 3%. Despite of a slow start in the spring, we caught up at the end of June as seen in the chart below.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>2015</th>
<th>2016</th>
<th>DIFFERENCE</th>
<th>% DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>February</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>March</td>
<td>0</td>
<td>321</td>
<td>321</td>
<td>0.00%</td>
</tr>
<tr>
<td>April</td>
<td>4,800</td>
<td>4,005</td>
<td>(795)</td>
<td>-16.56%</td>
</tr>
<tr>
<td>May</td>
<td>9,185</td>
<td>9,371</td>
<td>186</td>
<td>2.03%</td>
</tr>
<tr>
<td>June</td>
<td>9,824</td>
<td>9,864</td>
<td>40</td>
<td>0.41%</td>
</tr>
<tr>
<td>July</td>
<td>10,936</td>
<td>10,644</td>
<td>(292)</td>
<td>-2.67%</td>
</tr>
<tr>
<td>August</td>
<td>8,811</td>
<td>8,146</td>
<td>(665)</td>
<td>-7.55%</td>
</tr>
<tr>
<td>September</td>
<td>6,470</td>
<td>5,861</td>
<td>(609)</td>
<td>-9.41%</td>
</tr>
<tr>
<td>October</td>
<td>3,574</td>
<td>4,027</td>
<td>453</td>
<td>12.67%</td>
</tr>
<tr>
<td>November</td>
<td>1,489</td>
<td>1,547</td>
<td>58</td>
<td>3.90%</td>
</tr>
<tr>
<td>December</td>
<td>514</td>
<td>54</td>
<td>(460)</td>
<td>-89.49%</td>
</tr>
<tr>
<td>TOTALS</td>
<td>55,603</td>
<td>53,840</td>
<td>(1,763)</td>
<td>-3.17%</td>
</tr>
</tbody>
</table>

With “Mother Nature”, generally rainy days are the main contributor to a deficit in rounds. This past season however, we experienced quite a few hot days for our region. We had a total of 23 days that reached a temperature of 90 degrees or higher and play was definitely down during these times. This was an increase of 13 days (almost two weeks) compared to 2015, or 130%. Yes, April was a bit rainy and cold and we lost 795 rounds, but the heat was a factor in mid season.
FOOD AND BEVERAGE
This department did not fare as well as expected going into this season, but it maintained revenues of $82,667, just shy of last year’s revenues of $84,514. There was a change in the percentage of food sales versus beer sales in 2016 as shown in the chart below. Focus will be targeted to increase food sales in 2017 for this area is still untapped and has potential for growth.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td><strong>SALES</strong></td>
<td><strong>%</strong></td>
<td><strong>SALES</strong></td>
<td><strong>%</strong></td>
<td><strong>SALES</strong></td>
<td><strong>%</strong></td>
</tr>
<tr>
<td>Food &amp; Beverage</td>
<td>$24,652</td>
<td>100.00%</td>
<td>$37,890</td>
<td>73.72%</td>
<td>$46,935</td>
<td>60.25%</td>
</tr>
<tr>
<td>Beer</td>
<td>$12,728</td>
<td>24.76%</td>
<td>$29,494</td>
<td>37.86%</td>
<td>$31,050</td>
<td>41.11%</td>
</tr>
<tr>
<td>Wine</td>
<td>$779</td>
<td>1.51%</td>
<td>$1,469</td>
<td>1.89%</td>
<td>$1,602</td>
<td>2.12%</td>
</tr>
<tr>
<td><strong>TOTAL F&amp;B</strong></td>
<td>$24,652</td>
<td>100%</td>
<td>$51,396</td>
<td>100%</td>
<td>$77,897</td>
<td>100%</td>
</tr>
</tbody>
</table>

It was interesting to see from the “end of the year” survey that 25% of the 235 respondents did not purchase any food items last season. The other respondents rated us as follows: 14% - excellent, 44% - good, 16% - fair and 1% - poor. This survey provides very important information and identifies the need to increase the usage of the club facilities by our members and guests. A new program will be implemented in spring called the “Frequent Diner” card where the customer will receive a complimentary entrée after the purchase of four entrées.

MERCHANDISE
On the same survey mentioned above, questions were focused on our member preferences with our staple items; golf balls, golf gloves, polos, and outerwear. The buying mix for 2017 will consist of their requests when purchasing for the shop at the PGA Show. We again will change up the vendors and price points and reach for the $25,000 revenue mark this upcoming season.
ROUNDS AT LINCOLN HILLS

Lincoln Hills opened on March  with a closing date of October . It was the course to be closed first. One of the significant changes in play was from our Resident categories. We had a total of 6,015 rounds from the Residents which was down by 1,247, or 17% compared to 2015 (7,262 rounds).

The main shortfall was in the Adult category (decrease of 1,252 rounds) as shown in chart below. As noted in the membership chart above on page 2, we did incur a loss of 216 resident memberships that had a direct correlation to this decrease. The objective in 2017 is to build the Resident memberships back up to the 2,000 mark through additional marketing strategies.

<table>
<thead>
<tr>
<th>LINCOLN HILLS</th>
<th>2015</th>
<th>%</th>
<th>2016</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Adult</td>
<td>2,496</td>
<td>7.86%</td>
<td>1,244</td>
<td>4.29%</td>
</tr>
<tr>
<td>Resident Sr</td>
<td>3,858</td>
<td>12.15%</td>
<td>4,057</td>
<td>13.98%</td>
</tr>
<tr>
<td>Resident Jr</td>
<td>908</td>
<td>2.86%</td>
<td>714</td>
<td>2.46%</td>
</tr>
<tr>
<td>Non-Resident Adult</td>
<td>1,057</td>
<td>3.33%</td>
<td>1,065</td>
<td>3.67%</td>
</tr>
<tr>
<td>Non-Resident Sr</td>
<td>4,753</td>
<td>14.97%</td>
<td>4,137</td>
<td>14.25%</td>
</tr>
<tr>
<td>Non-Resident Jr</td>
<td>483</td>
<td>1.52%</td>
<td>837</td>
<td>2.88%</td>
</tr>
<tr>
<td>Business</td>
<td>589</td>
<td>1.86%</td>
<td>455</td>
<td>1.57%</td>
</tr>
<tr>
<td>Guests</td>
<td>6,807</td>
<td>21.45%</td>
<td>5,997</td>
<td>20.66%</td>
</tr>
<tr>
<td>City</td>
<td>80</td>
<td>0.25%</td>
<td>114</td>
<td>0.39%</td>
</tr>
<tr>
<td>Leagues</td>
<td>4,696</td>
<td>14.79%</td>
<td>4,815</td>
<td>16.59%</td>
</tr>
<tr>
<td>Outings</td>
<td>469</td>
<td>1.48%</td>
<td>463</td>
<td>1.59%</td>
</tr>
<tr>
<td>Jr Golf Program</td>
<td>2,248</td>
<td>7.08%</td>
<td>2,392</td>
<td>8.24%</td>
</tr>
<tr>
<td>High School</td>
<td>722</td>
<td>2.27%</td>
<td>641</td>
<td>2.21%</td>
</tr>
<tr>
<td>Unlimited Pass</td>
<td>258</td>
<td>0.81%</td>
<td>228</td>
<td>0.79%</td>
</tr>
<tr>
<td>Twilight</td>
<td>1,926</td>
<td>6.07%</td>
<td>1,868</td>
<td>6.43%</td>
</tr>
<tr>
<td>Other</td>
<td>391</td>
<td>1.23%</td>
<td>2</td>
<td>0.01%</td>
</tr>
<tr>
<td>TOTALS</td>
<td>31,741</td>
<td>100%</td>
<td>29,029</td>
<td>100%</td>
</tr>
</tbody>
</table>

This chart represents the “shoulder” and “season” time periods. The shoulder rounds are typically known as “gravy” in the industry for they are generally weather determinant and will dictate the playing conditions.
ROUNDS AT SPRINGDALE

Springdale opened on April due to inclement weather and closing date was December. There were changes throughout the categories but finished with a slight increase from 2015. However, this year was a challenge for our members to arrive at the course with the road construction on Big Beaver.

### Customer Type Analysis

<table>
<thead>
<tr>
<th>SPRINGDALE</th>
<th>2015</th>
<th>%</th>
<th>2016</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Adult</td>
<td>2,119</td>
<td>8.88%</td>
<td>2,321</td>
<td>9.35%</td>
</tr>
<tr>
<td>Resident Sr</td>
<td>3,162</td>
<td>13.25%</td>
<td>3,428</td>
<td>13.82%</td>
</tr>
<tr>
<td>Resident Jr</td>
<td>780</td>
<td>3.27%</td>
<td>453</td>
<td>1.83%</td>
</tr>
<tr>
<td>Non-Resident Adult</td>
<td>635</td>
<td>2.66%</td>
<td>695</td>
<td>2.80%</td>
</tr>
<tr>
<td>Non-Resident Sr</td>
<td>4,510</td>
<td>18.90%</td>
<td>4,987</td>
<td>20.10%</td>
</tr>
<tr>
<td>Non-Resident Jr</td>
<td>153</td>
<td>0.64%</td>
<td>319</td>
<td>1.29%</td>
</tr>
<tr>
<td>Business</td>
<td>479</td>
<td>2.01%</td>
<td>430</td>
<td>1.73%</td>
</tr>
<tr>
<td>Guests</td>
<td>4,302</td>
<td>18.03%</td>
<td>5,082</td>
<td>20.48%</td>
</tr>
<tr>
<td>City</td>
<td>62</td>
<td>0.26%</td>
<td>59</td>
<td>0.24%</td>
</tr>
<tr>
<td>Leagues</td>
<td>4,306</td>
<td>18.05%</td>
<td>4,196</td>
<td>16.91%</td>
</tr>
<tr>
<td>Outings</td>
<td>344</td>
<td>1.44%</td>
<td>407</td>
<td>1.64%</td>
</tr>
<tr>
<td>Jr Golf Program</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>High School</td>
<td>495</td>
<td>2.07%</td>
<td>288</td>
<td>1.16%</td>
</tr>
<tr>
<td>Unlimited Pass</td>
<td>166</td>
<td>0.70%</td>
<td>227</td>
<td>0.91%</td>
</tr>
<tr>
<td>Twilight</td>
<td>2,009</td>
<td>8.42%</td>
<td>1,914</td>
<td>7.71%</td>
</tr>
<tr>
<td>Other</td>
<td>340</td>
<td>1.42%</td>
<td>5</td>
<td>0.02%</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>23,862</td>
<td>100%</td>
<td>24,811</td>
<td>100%</td>
</tr>
</tbody>
</table>

### SPRINGDALE

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>January - April</td>
<td>4,163</td>
<td>2,552</td>
<td>652</td>
<td>1,713</td>
<td>1,616</td>
</tr>
<tr>
<td>May - September</td>
<td>20,822</td>
<td>20,338</td>
<td>19,175</td>
<td>21,241</td>
<td>19,606</td>
</tr>
<tr>
<td>October - December</td>
<td>4,011</td>
<td>1,779</td>
<td>3,292</td>
<td>908</td>
<td>3,589</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>28,996</td>
<td>24,669</td>
<td>23,119</td>
<td>23,862</td>
<td>24,811</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>L.H.G.C. Rounds</td>
<td>%</td>
<td>S.D.G.C. Rounds</td>
<td>%</td>
<td>TOTAL Rounds</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------</td>
<td>-----</td>
<td>-----------------</td>
<td>-----</td>
<td>--------------</td>
</tr>
<tr>
<td>Weekdays</td>
<td>15,537</td>
<td>53.52%</td>
<td>12,651</td>
<td>50.99%</td>
<td>28,188</td>
</tr>
<tr>
<td>Weekends</td>
<td>8,214</td>
<td>28.30%</td>
<td>7,557</td>
<td>30.46%</td>
<td>15,771</td>
</tr>
<tr>
<td>Leagues</td>
<td>4,815</td>
<td>16.59%</td>
<td>4,196</td>
<td>16.91%</td>
<td>9,011</td>
</tr>
<tr>
<td>Other</td>
<td>463</td>
<td>1.59%</td>
<td>407</td>
<td>1.64%</td>
<td>870</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29,029</strong></td>
<td><strong>100%</strong></td>
<td><strong>24,811</strong></td>
<td><strong>100%</strong></td>
<td><strong>53,840</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>L.H.G.C. Rounds</th>
<th>%</th>
<th>S.D.G.C. Rounds</th>
<th>%</th>
<th>TOTAL Rounds</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>6,015</td>
<td>20.72%</td>
<td>6,202</td>
<td>25.00%</td>
<td>12,217</td>
<td>22.69%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>6,039</td>
<td>20.80%</td>
<td>6,001</td>
<td>24.19%</td>
<td>12,040</td>
<td>22.36%</td>
</tr>
<tr>
<td>Business</td>
<td>455</td>
<td>1.57%</td>
<td>430</td>
<td>1.73%</td>
<td>885</td>
<td>1.64%</td>
</tr>
<tr>
<td>Leagues</td>
<td>4,815</td>
<td>16.59%</td>
<td>4,196</td>
<td>16.91%</td>
<td>9,011</td>
<td>16.74%</td>
</tr>
<tr>
<td>Guest</td>
<td>5,997</td>
<td>20.66%</td>
<td>5,082</td>
<td>20.48%</td>
<td>11,079</td>
<td>20.58%</td>
</tr>
<tr>
<td>City Employee</td>
<td>114</td>
<td>0.39%</td>
<td>59</td>
<td>0.24%</td>
<td>173</td>
<td>0.32%</td>
</tr>
<tr>
<td>Outings</td>
<td>463</td>
<td>1.59%</td>
<td>407</td>
<td>1.64%</td>
<td>870</td>
<td>1.62%</td>
</tr>
<tr>
<td>Twilight</td>
<td>1,868</td>
<td>6.43%</td>
<td>1,914</td>
<td>7.71%</td>
<td>3,782</td>
<td>7.02%</td>
</tr>
<tr>
<td>High School</td>
<td>641</td>
<td>2.21%</td>
<td>288</td>
<td>1.16%</td>
<td>929</td>
<td>1.73%</td>
</tr>
<tr>
<td>Jr Golf Program</td>
<td>2,392</td>
<td>8.24%</td>
<td>0</td>
<td>0.00%</td>
<td>2,392</td>
<td>4.44%</td>
</tr>
<tr>
<td>Unlimited Pass</td>
<td>228</td>
<td>0.79%</td>
<td>227</td>
<td>0.91%</td>
<td>455</td>
<td>0.85%</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
<td>0.01%</td>
<td>5</td>
<td>0.02%</td>
<td>7</td>
<td>0.01%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29,029</strong></td>
<td><strong>100%</strong></td>
<td><strong>24,811</strong></td>
<td><strong>100%</strong></td>
<td><strong>53,840</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>L.H.G.C. Rounds</th>
<th>%</th>
<th>S.D.G.C. Rounds</th>
<th>%</th>
<th>TOTAL Rounds</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior</td>
<td>16,138</td>
<td>55.59%</td>
<td>15,984</td>
<td>64.42%</td>
<td>32,122</td>
<td>59.66%</td>
</tr>
<tr>
<td>Adult</td>
<td>7,569</td>
<td>26.07%</td>
<td>6,643</td>
<td>26.77%</td>
<td>14,212</td>
<td>26.40%</td>
</tr>
<tr>
<td>Junior</td>
<td>4,857</td>
<td>16.73%</td>
<td>1,772</td>
<td>7.14%</td>
<td>6,629</td>
<td>12.31%</td>
</tr>
<tr>
<td>Other</td>
<td>465</td>
<td>1.60%</td>
<td>412</td>
<td>1.66%</td>
<td>877</td>
<td>1.63%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29,029</strong></td>
<td><strong>100%</strong></td>
<td><strong>24,811</strong></td>
<td><strong>100%</strong></td>
<td><strong>53,840</strong></td>
<td><strong>100%</strong></td>
</tr>
<tr>
<td>-----------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td>LH</td>
<td>SD</td>
<td>Total</td>
<td>LH</td>
<td>SD</td>
<td>Total</td>
</tr>
<tr>
<td>January</td>
<td>164</td>
<td>0</td>
<td>164</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>February</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>March</td>
<td>630</td>
<td>0</td>
<td>630</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>1,789</td>
<td>1,254</td>
<td>3,043</td>
<td>2,467</td>
<td>2,229</td>
<td>4,696</td>
</tr>
<tr>
<td>May</td>
<td>3,777</td>
<td>3,622</td>
<td>7,399</td>
<td>4,012</td>
<td>3,686</td>
<td>7,698</td>
</tr>
<tr>
<td>June</td>
<td>5,101</td>
<td>4,404</td>
<td>9,505</td>
<td>5,208</td>
<td>4,884</td>
<td>10,092</td>
</tr>
<tr>
<td>July</td>
<td>5,655</td>
<td>4,885</td>
<td>10,540</td>
<td>6,071</td>
<td>5,479</td>
<td>11,550</td>
</tr>
<tr>
<td>August</td>
<td>4,623</td>
<td>4,777</td>
<td>9,400</td>
<td>5,208</td>
<td>4,884</td>
<td>10,092</td>
</tr>
<tr>
<td>September</td>
<td>3,586</td>
<td>3,155</td>
<td>6,741</td>
<td>3,477</td>
<td>2,955</td>
<td>6,432</td>
</tr>
<tr>
<td>October</td>
<td>2,309</td>
<td>1,984</td>
<td>4,293</td>
<td>2,040</td>
<td>2,292</td>
<td>4,332</td>
</tr>
<tr>
<td>November</td>
<td>972</td>
<td>972</td>
<td>1,944</td>
<td>870</td>
<td>870</td>
<td>1,740</td>
</tr>
<tr>
<td>December</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTALS</td>
<td>27,898</td>
<td>24,097</td>
<td>51,995</td>
<td>29,905</td>
<td>26,674</td>
<td>56,579</td>
</tr>
</tbody>
</table>
**LINCOLN HILLS - REVENUES AND EXPENDITURES**

**CALENDAR YEAR 7-YEAR ANALYSIS (2010 - 2016)**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES</td>
<td>486,004</td>
<td>1,370,629</td>
<td>773,645</td>
<td>829,695</td>
<td>645,208</td>
<td>717,911</td>
<td>694,533</td>
</tr>
<tr>
<td>IMPRELS FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>122,986</td>
<td></td>
</tr>
<tr>
<td>G.F. CONTRIBUTION</td>
<td>848,446</td>
<td>210,000</td>
<td>65,670</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET REVENUES OF G.F. CONT.</td>
<td>486,004</td>
<td>522,183</td>
<td>563,645</td>
<td>641,039</td>
<td>645,208</td>
<td>717,911</td>
<td>694,533</td>
</tr>
<tr>
<td>EXPENDITURES</td>
<td>551,231</td>
<td>586,736</td>
<td>573,685</td>
<td>481,400</td>
<td>408,831</td>
<td>446,476</td>
<td>459,098</td>
</tr>
<tr>
<td>OPERATING INCOME/(LOSS) Before Dep</td>
<td>(65,227)</td>
<td>(64,554)</td>
<td>(10,040)</td>
<td>159,640</td>
<td>236,377</td>
<td>271,436</td>
<td>235,435</td>
</tr>
<tr>
<td>DEPRECIATION</td>
<td>36,616</td>
<td>62,017</td>
<td>53,756</td>
<td>57,893</td>
<td>52,817</td>
<td>60,634</td>
<td>58,207</td>
</tr>
<tr>
<td>CONTRIBUTION TO G.F.</td>
<td>20,000</td>
<td>20,003</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET SURPLUS/(LOSS)</td>
<td>(121,843)</td>
<td>(146,574)</td>
<td>(73,796)</td>
<td>101,747</td>
<td>183,560</td>
<td>210,802</td>
<td>177,228</td>
</tr>
</tbody>
</table>

**Lincoln Hills - Revenues and Expenditures Comparison**

**In Dollars:**

- Revenues:
  - 2007: 596,255
  - 2008: 653,217
  - 2009: 567,733
  - 2010: 486,004
  - 2011: 522,183
  - 2012: 563,645
  - 2013: 641,039
  - 2014: 645,208
  - 2015: 717,911
  - 2016: 694,533

- Expenditures:
  - 2007: 607,998
  - 2008: 625,516
  - 2009: 720,899
  - 2010: 607,847
  - 2011: 668,756
  - 2012: 637,441
  - 2013: 534,703
  - 2014: 461,648
  - 2015: 507,109
  - 2016: 517,256
### SPRINGDALE - REVENUES AND EXPENDITURES

#### CALENDAR YEAR 7-YEAR ANALYSIS (20010 - 2016)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td>449,129</td>
<td>365,113</td>
<td>510,833</td>
<td>543,239</td>
<td>430,076</td>
<td>453,342</td>
<td>471,310</td>
</tr>
<tr>
<td>IMPRELIS FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>69,060</td>
</tr>
<tr>
<td>G.F. CONTRIBUTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25,930</td>
</tr>
<tr>
<td><strong>REVENUES NET OF CONTRIBUTIONS</strong></td>
<td>449,129</td>
<td>365,113</td>
<td>510,833</td>
<td>448,249</td>
<td>430,076</td>
<td>453,342</td>
<td>471,310</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td>452,885</td>
<td>426,679</td>
<td>469,336</td>
<td>444,705</td>
<td>353,568</td>
<td>376,739</td>
<td>386,006</td>
</tr>
<tr>
<td><strong>OPERATING INCOME/(LOSS) Before Dep</strong></td>
<td>(3,757)</td>
<td>(61,565)</td>
<td>41,498</td>
<td>3,544</td>
<td>76,508</td>
<td>76,603</td>
<td>85,304</td>
</tr>
<tr>
<td>DEPRECIATION</td>
<td>18,583</td>
<td>45,676</td>
<td>61,357</td>
<td>49,511</td>
<td>47,701</td>
<td>49,919</td>
<td>51,807</td>
</tr>
<tr>
<td><strong>NET SURPLUS/(LOSS)</strong></td>
<td>(22,339)</td>
<td>(107,241)</td>
<td>(19,859)</td>
<td>(45,968)</td>
<td>28,807</td>
<td>26,683</td>
<td>33,497</td>
</tr>
</tbody>
</table>

---

**Springdale - Revenues and Expenditures Comparison**

- **Revenues**:
  - 2007: 420,213
  - 2008: 461,509
  - 2009: 467,194
  - 2010: 449,129
  - 2011: 365,113
  - 2012: 510,833
  - 2013: 448,249
  - 2014: 430,076
  - 2015: 453,342
  - 2016: 471,310

- **Expenditures**:
  - 2007: 483,661
  - 2008: 514,234
  - 2009: 490,381
  - 2010: 471,468
  - 2011: 472,355
  - 2012: 530,692
  - 2013: 486,336
  - 2014: 448,249
  - 2015: 453,342
  - 2016: 471,310
## COMBINED GOLF COURSES - REVENUES AND EXPENDITURES

### CALENDAR YEAR 7-YEAR ANALYSIS (2010 - 2016)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES</td>
<td>935,133</td>
<td>1,735,742</td>
<td>1,284,479</td>
<td>1,372,934</td>
<td>1,075,284</td>
<td>1,171,253</td>
<td>1,165,843</td>
</tr>
<tr>
<td>IMPRELIUS FUNDS</td>
<td></td>
<td></td>
<td></td>
<td>192,046</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G.F. CONTRIBUTION (G.F. CONT.)</td>
<td>848,446</td>
<td></td>
<td></td>
<td>210,000</td>
<td>91,600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET REVENUES OF G.F. CONT.</td>
<td>935,133</td>
<td>887,296</td>
<td>1,074,479</td>
<td>1,089,288</td>
<td>1,075,284</td>
<td>1,171,253</td>
<td>1,165,843</td>
</tr>
<tr>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE</td>
<td>31,614</td>
<td>33,194</td>
<td>32,860</td>
<td>35,097</td>
<td>37,250</td>
<td>38,423</td>
<td>36,257</td>
</tr>
<tr>
<td>MAINTENANCE</td>
<td>541,033</td>
<td>556,524</td>
<td>535,625</td>
<td>445,849</td>
<td>295,154</td>
<td>343,661</td>
<td>335,011</td>
</tr>
<tr>
<td>CLUBHOUSE</td>
<td>431,470</td>
<td>423,697</td>
<td>474,536</td>
<td>445,159</td>
<td>429,995</td>
<td>441,111</td>
<td>473,835</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>1,004,117</td>
<td>1,013,415</td>
<td>1,043,021</td>
<td>926,105</td>
<td>762,399</td>
<td>823,215</td>
<td>845,103</td>
</tr>
<tr>
<td>OPERATING INCOME/(LOSS) Before Dep</td>
<td>(68,984)</td>
<td>(126,119)</td>
<td>31,458</td>
<td>163,183</td>
<td>348,038</td>
<td>320,740</td>
<td></td>
</tr>
<tr>
<td>DEPRECIATION (DEP.)</td>
<td>55,198</td>
<td>107,693</td>
<td>115,112</td>
<td>107,404</td>
<td>100,518</td>
<td>110,553</td>
<td>110,014</td>
</tr>
<tr>
<td>G.F. CONTRIBUTION (G.F. CONT.)</td>
<td>20,000</td>
<td>20,003</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET SURPLUS/(LOSS)</td>
<td>(144,182)</td>
<td>(253,815)</td>
<td>(93,655)</td>
<td>55,779</td>
<td>212,367</td>
<td>237,485</td>
<td>210,725</td>
</tr>
</tbody>
</table>

### Revenue and Expenditure Comparison - Lincoln Hills & Springdale

![Revenue and Expenditure Comparison Chart](chart.png)

- **Revenues**: 2007 - 2016
- **Expenditures**: 2007 - 2016

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenues</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>1,016,468</td>
<td>1,114,726</td>
</tr>
<tr>
<td>2008</td>
<td>1,114,726</td>
<td>1,034,927</td>
</tr>
<tr>
<td>2009</td>
<td>1,034,927</td>
<td>935,133</td>
</tr>
<tr>
<td>2010</td>
<td>935,133</td>
<td>887,296</td>
</tr>
<tr>
<td>2011</td>
<td>887,296</td>
<td>1,074,479</td>
</tr>
<tr>
<td>2012</td>
<td>1,074,479</td>
<td>1,089,288</td>
</tr>
<tr>
<td>2013</td>
<td>1,089,288</td>
<td>1,075,284</td>
</tr>
<tr>
<td>2014</td>
<td>1,075,284</td>
<td>1,171,253</td>
</tr>
<tr>
<td>2015</td>
<td>1,171,253</td>
<td>1,165,843</td>
</tr>
<tr>
<td>2016</td>
<td>1,165,843</td>
<td>1,165,843</td>
</tr>
</tbody>
</table>
## REVENUE AND EXPENDITURES COMPARISON - 3 YEARS

### REVENUES:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPRINGDALE</td>
<td>LINC. HILLS</td>
<td>TOTAL</td>
<td>SPRINGDALE</td>
<td>LINC. HILLS</td>
<td>TOTAL</td>
<td>SPRINGDALE</td>
<td>LINC. HILLS</td>
<td>TOTAL</td>
</tr>
<tr>
<td>WEEKDAY GREENS FEES</td>
<td>162,552</td>
<td>180,890</td>
<td>343,442</td>
<td>186,016</td>
<td>207,924</td>
<td>393,940</td>
<td>184,596</td>
<td>202,117</td>
<td>386,714</td>
</tr>
<tr>
<td>WEEKEND GREENS FEES</td>
<td>94,702</td>
<td>110,808</td>
<td>205,510</td>
<td>84,132</td>
<td>116,219</td>
<td>200,351</td>
<td>92,520</td>
<td>105,267</td>
<td>197,787</td>
</tr>
<tr>
<td>FOOD &amp; BEVERAGE</td>
<td>31,507</td>
<td>44,027</td>
<td>75,534</td>
<td>34,535</td>
<td>49,979</td>
<td>84,514</td>
<td>34,381</td>
<td>48,267</td>
<td>82,650</td>
</tr>
<tr>
<td>MERCHANDISE</td>
<td>7,413</td>
<td>13,534</td>
<td>20,947</td>
<td>7,669</td>
<td>18,727</td>
<td>26,395</td>
<td>7,836</td>
<td>14,963</td>
<td>22,798</td>
</tr>
<tr>
<td>PULL CART RENTAL</td>
<td>4,643</td>
<td>4,274</td>
<td>8,917</td>
<td>4,817</td>
<td>4,823</td>
<td>9,639</td>
<td>5,262</td>
<td>5,118</td>
<td>10,380</td>
</tr>
<tr>
<td>GOLF CART RENTAL</td>
<td>71,323</td>
<td>77,780</td>
<td>149,103</td>
<td>74,204</td>
<td>96,111</td>
<td>170,314</td>
<td>82,728</td>
<td>90,863</td>
<td>173,591</td>
</tr>
<tr>
<td>GAM HANDICAP</td>
<td>596</td>
<td>1,142</td>
<td>1,738</td>
<td>452</td>
<td>1,232</td>
<td>1,684</td>
<td>641</td>
<td>1,766</td>
<td>2,407</td>
</tr>
<tr>
<td>CLASSES</td>
<td>0</td>
<td>90,142</td>
<td>90,142</td>
<td>0</td>
<td>95,130</td>
<td>95,130</td>
<td>0</td>
<td>89,252</td>
<td>89,252</td>
</tr>
<tr>
<td>BUSINESS MEMBERSHIPS</td>
<td>4,440</td>
<td>5,800</td>
<td>10,240</td>
<td>4,120</td>
<td>6,800</td>
<td>10,920</td>
<td>3,350</td>
<td>7,660</td>
<td>11,010</td>
</tr>
<tr>
<td>NON-RESIDENT MEMBERSHIPS</td>
<td>38,855</td>
<td>77,765</td>
<td>116,620</td>
<td>40,059</td>
<td>89,709</td>
<td>129,768</td>
<td>35,850</td>
<td>96,400</td>
<td>132,250</td>
</tr>
<tr>
<td>UNLIMITED GOLF PASS</td>
<td>0</td>
<td>4,600</td>
<td>4,600</td>
<td>1,000</td>
<td>4,050</td>
<td>5,050</td>
<td>-11</td>
<td>3,600</td>
<td>3,589</td>
</tr>
<tr>
<td>PACKAGE CLUB PASSES</td>
<td>435</td>
<td>145</td>
<td>580</td>
<td>145</td>
<td>580</td>
<td>725</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOURNAMENT ENTRY FEES</td>
<td>3,909</td>
<td>6,447</td>
<td>10,356</td>
<td>5,221</td>
<td>5,129</td>
<td>10,350</td>
<td>5,386</td>
<td>4,797</td>
<td>10,183</td>
</tr>
<tr>
<td>INTEREST INCOME</td>
<td>0</td>
<td>15,036</td>
<td>15,036</td>
<td>0</td>
<td>11,937</td>
<td>11,937</td>
<td>0</td>
<td>17,392</td>
<td>17,392</td>
</tr>
<tr>
<td>LEASE INCOME</td>
<td>9,600</td>
<td>12,418</td>
<td>22,018</td>
<td>9,600</td>
<td>8,093</td>
<td>17,693</td>
<td>18,600</td>
<td>6,727</td>
<td>25,327</td>
</tr>
<tr>
<td>CELL TOWER ACCESS FEE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>998</td>
<td>999</td>
<td>1,997</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MISCELLANEOUS INCOME</td>
<td>91</td>
<td>375</td>
<td>467</td>
<td>337</td>
<td>415</td>
<td>752</td>
<td>0</td>
<td>308</td>
<td>308</td>
</tr>
<tr>
<td>CASH OVERAGE/(SHORTAGE)</td>
<td>11</td>
<td>25</td>
<td>36</td>
<td>38</td>
<td>54</td>
<td>93</td>
<td>31</td>
<td>35</td>
<td>66</td>
</tr>
<tr>
<td>GENERAL FUND CONTRIBUTION</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>430,076</td>
<td>645,208</td>
<td>1,075,284</td>
<td>453,342</td>
<td>717,911</td>
<td>1,171,253</td>
<td>471,310</td>
<td>694,533</td>
<td>1,165,843</td>
</tr>
</tbody>
</table>

### EXPENSES:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPRINGDALE</td>
<td>LINC. HILLS</td>
<td>TOTAL</td>
<td>SPRINGDALE</td>
<td>LINC. HILLS</td>
<td>TOTAL</td>
<td>SPRINGDALE</td>
<td>LINC. HILLS</td>
<td>TOTAL</td>
</tr>
<tr>
<td>ADMINISTRATIVE CHARGE</td>
<td>18,525</td>
<td>18,525</td>
<td>37,050</td>
<td>18,510</td>
<td>18,510</td>
<td>37,020</td>
<td>17,425</td>
<td>17,425</td>
<td>34,850</td>
</tr>
<tr>
<td>AUDIT</td>
<td>100</td>
<td>100</td>
<td>200</td>
<td>702</td>
<td>702</td>
<td>1,403</td>
<td>704</td>
<td>703</td>
<td>1,407</td>
</tr>
<tr>
<td><strong>SUB-TOTAL ADMINISTRATIVE</strong></td>
<td>18,625</td>
<td>18,625</td>
<td>37,250</td>
<td>19,212</td>
<td>19,212</td>
<td>38,423</td>
<td>18,129</td>
<td>18,128</td>
<td>36,257</td>
</tr>
<tr>
<td>MAINTENANCE</td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPRINGDALE</td>
<td>LINC. HILLS</td>
<td>TOTAL</td>
<td>SPRINGDALE</td>
<td>LINC. HILLS</td>
<td>TOTAL</td>
<td>SPRINGDALE</td>
<td>LINC. HILLS</td>
<td>TOTAL</td>
</tr>
<tr>
<td>SALARIES AND WAGES</td>
<td>57,322</td>
<td>63,643</td>
<td>120,964</td>
<td>75,166</td>
<td>89,259</td>
<td>164,425</td>
<td>67,031</td>
<td>73,967</td>
<td>140,999</td>
</tr>
<tr>
<td>OVERTIME PAY</td>
<td>232</td>
<td>227</td>
<td>459</td>
<td>(2,158)</td>
<td>(3,157)</td>
<td>(5,315)</td>
<td>159</td>
<td>0</td>
<td>159</td>
</tr>
<tr>
<td>LONGEVITY</td>
<td>648</td>
<td>648</td>
<td>1,296</td>
<td>(600)</td>
<td>(600)</td>
<td>(1,199)</td>
<td>24</td>
<td>24</td>
<td>48</td>
</tr>
<tr>
<td>FICA</td>
<td>4,142</td>
<td>5,090</td>
<td>9,232</td>
<td>5,503</td>
<td>6,505</td>
<td>12,008</td>
<td>5,096</td>
<td>5,613</td>
<td>10,709</td>
</tr>
<tr>
<td>HOSPITALIZATION</td>
<td>4,163</td>
<td>4,072</td>
<td>8,234</td>
<td>3,519</td>
<td>3,508</td>
<td>7,027</td>
<td>4,640</td>
<td>4,665</td>
<td>9,304</td>
</tr>
<tr>
<td>LIFE</td>
<td>171</td>
<td>169</td>
<td>340</td>
<td>184</td>
<td>183</td>
<td>367</td>
<td>180</td>
<td>181</td>
<td>361</td>
</tr>
<tr>
<td>RETIREE HEALTH CARE</td>
<td>5,866</td>
<td>5,758</td>
<td>11,624</td>
<td>(852)</td>
<td>(977)</td>
<td>(1,828)</td>
<td>1,577</td>
<td>1,622</td>
<td>3,200</td>
</tr>
<tr>
<td>DENTAL/OPTICAL</td>
<td>727</td>
<td>722</td>
<td>1,450</td>
<td>674</td>
<td>672</td>
<td>1,346</td>
<td>650</td>
<td>653</td>
<td>1,302</td>
</tr>
<tr>
<td>DISABILITY INSURANCE</td>
<td>301</td>
<td>299</td>
<td>600</td>
<td>280</td>
<td>279</td>
<td>559</td>
<td>280</td>
<td>281</td>
<td>561</td>
</tr>
<tr>
<td>WORKER'S COMPENSATION</td>
<td>665</td>
<td>804</td>
<td>1,469</td>
<td>731</td>
<td>858</td>
<td>1,589</td>
<td>656</td>
<td>726</td>
<td>1,383</td>
</tr>
<tr>
<td>SICK TIME PAY OUT</td>
<td>(226)</td>
<td>(226)</td>
<td>(452)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>RETirement CONTRIBUTION</td>
<td>929</td>
<td>858</td>
<td>1,787</td>
<td>(954)</td>
<td>(971)</td>
<td>(1,925)</td>
<td>1,419</td>
<td>1,519</td>
<td>2,938</td>
</tr>
<tr>
<td>HRA BENEFIT</td>
<td>510</td>
<td>510</td>
<td>1,020</td>
<td>10</td>
<td>10</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>HEALTH SAVINGS BENEFIT</td>
<td>1,451</td>
<td>1,446</td>
<td>2,897</td>
<td>2,148</td>
<td>2,162</td>
<td>4,310</td>
<td>3,626</td>
<td>3,635</td>
<td>7,261</td>
</tr>
<tr>
<td>OPERATING SUPPLIES</td>
<td>37,352</td>
<td>41,563</td>
<td>78,915</td>
<td>38,840</td>
<td>38,170</td>
<td>77,011</td>
<td>33,790</td>
<td>36,437</td>
<td>70,227</td>
</tr>
<tr>
<td>OTHER CONTRACTUAL SERVICE</td>
<td>2,004</td>
<td>3,872</td>
<td>5,876</td>
<td>11,150</td>
<td>5,707</td>
<td>16,857</td>
<td>5,134</td>
<td>5,226</td>
<td>10,360</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ELECTRICITY</td>
<td>2,079</td>
<td>9,389</td>
<td>11,468</td>
<td>2,978</td>
<td>10,410</td>
<td>13,388</td>
<td>3,226</td>
<td>10,578</td>
<td>13,804</td>
</tr>
<tr>
<td>GAS</td>
<td>1,141</td>
<td>887</td>
<td>2,028</td>
<td>1,532</td>
<td>935</td>
<td>2,467</td>
<td>1,327</td>
<td>1,211</td>
<td>2,538</td>
</tr>
<tr>
<td>WATER</td>
<td>0</td>
<td>194</td>
<td>194</td>
<td>0</td>
<td>182</td>
<td>182</td>
<td>0</td>
<td>203</td>
<td>203</td>
</tr>
<tr>
<td>TRAINING</td>
<td>50</td>
<td>50</td>
<td>100</td>
<td>593</td>
<td>593</td>
<td>1,187</td>
<td>241</td>
<td>188</td>
<td>428</td>
</tr>
<tr>
<td>PRINTING &amp; PUBLISHING</td>
<td>54</td>
<td>54</td>
<td>109</td>
<td>60</td>
<td>60</td>
<td>119</td>
<td>47</td>
<td>0</td>
<td>47</td>
</tr>
<tr>
<td>EQUIPMENT RENTAL</td>
<td>15,597</td>
<td>19,948</td>
<td>35,545</td>
<td>22,078</td>
<td>24,018</td>
<td>46,096</td>
<td>29,160</td>
<td>29,999</td>
<td>59,159</td>
</tr>
<tr>
<td>BUILDINGS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MACHINERY &amp; EQUIPMENT</td>
<td>0</td>
<td>3,995</td>
<td>3,995</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PUBLIC IMPROVEMENTS</td>
<td>0</td>
<td>18,590</td>
<td>18,590</td>
<td>2,495</td>
<td>2,495</td>
<td>4,990</td>
<td>5,990</td>
<td>0</td>
<td>5,990</td>
</tr>
<tr>
<td>CONTRIBUTED EXP - CAP OUTLA</td>
<td>0</td>
<td>(22,585)</td>
<td>(22,585)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(5,990)</td>
<td>0</td>
<td>(5,990)</td>
</tr>
<tr>
<td><strong>SUB-TOTAL MAINTENANCE</strong></td>
<td>135,177</td>
<td>159,977</td>
<td>295,154</td>
<td>163,378</td>
<td>180,303</td>
<td>343,681</td>
<td>158,274</td>
<td>176,738</td>
<td>335,011</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CLUBHOUSE:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPRINGDALE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALARIES AND WAGES</td>
<td>98,279</td>
<td>112,320</td>
<td>210,599</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERTIME</td>
<td>940</td>
<td>1,180</td>
<td>2,120</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LONGEVITY</td>
<td>291</td>
<td>291</td>
<td>583</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FICA</td>
<td>8,426</td>
<td>9,053</td>
<td>17,479</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOSPITALIZATION</td>
<td>818</td>
<td>823</td>
<td>1,641</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIFE</td>
<td>43</td>
<td>44</td>
<td>87</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RETIREE HEALTH CARE</td>
<td>2,157</td>
<td>2,177</td>
<td>4,334</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DENTAL/OPTICAL</td>
<td>148</td>
<td>149</td>
<td>298</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISABILITY</td>
<td>60</td>
<td>60</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORKER'S COMPENSATION</td>
<td>1,268</td>
<td>1,374</td>
<td>2,642</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SICK TIME PAYOUT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RETIREMENT CONTRIBUTION</td>
<td>(1,245)</td>
<td>(1,237)</td>
<td>(2,481)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRA BENEFIT</td>
<td>20</td>
<td>20</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEALTH SAVINGS BENEFIT</td>
<td>218</td>
<td>219</td>
<td>437</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPERATING SUPPLIES</td>
<td>6,914</td>
<td>14,571</td>
<td>21,485</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONCESSIONS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOOD &amp; BEVERAGE</td>
<td>11,001</td>
<td>15,324</td>
<td>26,324</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEER &amp; WINE PURCHASES</td>
<td>5,068</td>
<td>5,586</td>
<td>10,654</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSTRUCTORS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER CONTRACTUAL SERVICES</td>
<td>11,343</td>
<td>9,817</td>
<td>21,160</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>764</td>
<td>771</td>
<td>1,535</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MERCHANDISE</td>
<td>4,491</td>
<td>10,575</td>
<td>15,066</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRACTUAL ALARM</td>
<td>946</td>
<td>1,546</td>
<td>2,491</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTRICITY</td>
<td>4,281</td>
<td>0</td>
<td>4,563</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAS</td>
<td>1,729</td>
<td>282</td>
<td>2,011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATER</td>
<td>1,480</td>
<td>1,735</td>
<td>3,215</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIQUOR LICENSE</td>
<td>1,253</td>
<td>1,253</td>
<td>2,505</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINTING &amp; PUBLISHING</td>
<td>1,511</td>
<td>1,387</td>
<td>2,898</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARKETING &amp; ADVERTISING</td>
<td>921</td>
<td>1,071</td>
<td>1,991</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPRECIATION</td>
<td>47,701</td>
<td>52,817</td>
<td>100,518</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT RENTAL</td>
<td>13,125</td>
<td>16,106</td>
<td>29,231</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRAINING</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIABILITY INSURANCE</td>
<td>21,664</td>
<td>21,664</td>
<td>43,327</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRIBUTED EXP. - CAP. OUTL</td>
<td>(2,533)</td>
<td>(2,460)</td>
<td>(4,993)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MACHINERY &amp; EQUIPMENT</td>
<td>1,853</td>
<td>2,070</td>
<td>3,923</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FURNITURE</td>
<td>2,533</td>
<td>2,460</td>
<td>4,993</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUILDINGS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC IMPROVEMENTS</td>
<td>0</td>
<td>15,846</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRIBUTION TO GENERAL FU</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUB-TOTAL CLUBHOUSE</strong></td>
<td>247,467</td>
<td>283,046</td>
<td>530,513</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OPERATING EXPENSE</strong></td>
<td>401,269</td>
<td>461,648</td>
<td>862,917</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>430,076</td>
<td>645,208</td>
<td>1,075,284</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPERATING INCOME (LOSS)</strong></td>
<td>28,807</td>
<td>183,560</td>
<td>212,367</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## LINCOLN HILLS - LONG TERM PLAN FISCAL YEARS

### LINCOLN HILLS - 5 YEAR LONG TERM PLAN

#### REVENUES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td>6/30/2017</td>
<td>Projected</td>
<td>Projected</td>
<td>Projected</td>
<td>Projected</td>
<td>Projected</td>
<td>Projected</td>
</tr>
<tr>
<td>Weekday Greens Fees</td>
<td>192,369</td>
<td>180,825</td>
<td>216,548</td>
<td>195,000</td>
<td>198,900</td>
<td>202,878</td>
<td>206,936</td>
<td>211,074</td>
<td>215,296</td>
</tr>
<tr>
<td>Weekend Greens Fees</td>
<td>113,746</td>
<td>103,760</td>
<td>115,926</td>
<td>110,000</td>
<td>112,200</td>
<td>114,444</td>
<td>116,733</td>
<td>119,068</td>
<td>121,449</td>
</tr>
<tr>
<td>Food &amp; Beverage</td>
<td>50,058</td>
<td>45,140</td>
<td>51,038</td>
<td>55,000</td>
<td>56,100</td>
<td>57,222</td>
<td>58,366</td>
<td>59,534</td>
<td>60,724</td>
</tr>
<tr>
<td>Merchandise</td>
<td>17,036</td>
<td>14,523</td>
<td>17,415</td>
<td>17,500</td>
<td>17,850</td>
<td>18,207</td>
<td>18,571</td>
<td>18,943</td>
<td>19,321</td>
</tr>
<tr>
<td>Pull Cart Rental</td>
<td>4,234</td>
<td>4,262</td>
<td>5,182</td>
<td>5,200</td>
<td>5,304</td>
<td>5,410</td>
<td>5,518</td>
<td>5,629</td>
<td>5,741</td>
</tr>
<tr>
<td>Golf Cart Rental</td>
<td>81,630</td>
<td>83,102</td>
<td>97,928</td>
<td>97,000</td>
<td>98,940</td>
<td>100,919</td>
<td>102,937</td>
<td>104,996</td>
<td>107,096</td>
</tr>
<tr>
<td>Gam Handicap</td>
<td>1,322</td>
<td>1,142</td>
<td>1,232</td>
<td>1,250</td>
<td>1,275</td>
<td>1,301</td>
<td>1,327</td>
<td>1,353</td>
<td>1,380</td>
</tr>
<tr>
<td>Classes</td>
<td>90,326</td>
<td>90,895</td>
<td>96,646</td>
<td>90,000</td>
<td>91,800</td>
<td>93,636</td>
<td>95,509</td>
<td>97,419</td>
<td>99,367</td>
</tr>
<tr>
<td>Business Memberships</td>
<td>5,850</td>
<td>6,750</td>
<td>7,460</td>
<td>7,500</td>
<td>7,650</td>
<td>7,803</td>
<td>7,959</td>
<td>8,118</td>
<td>8,281</td>
</tr>
<tr>
<td>Non-Resident Memberships</td>
<td>79,925</td>
<td>86,974</td>
<td>96,650</td>
<td>86,000</td>
<td>88,000</td>
<td>88,000</td>
<td>88,000</td>
<td>88,000</td>
<td>88,000</td>
</tr>
<tr>
<td>Unlimited Golf Pass</td>
<td>5,000</td>
<td>4,050</td>
<td>3,600</td>
<td>3,600</td>
<td>4,000</td>
<td>4,000</td>
<td>4,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Package Club Pases</td>
<td>435</td>
<td>580</td>
<td>0</td>
<td>400</td>
<td>1,000</td>
<td>1,000</td>
<td>1,500</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Tournament Entry Fees</td>
<td>7,965</td>
<td>7,347</td>
<td>5,433</td>
<td>7,000</td>
<td>7,500</td>
<td>8,000</td>
<td>8,500</td>
<td>8,500</td>
<td>9,000</td>
</tr>
<tr>
<td>Interest Income</td>
<td>14,404</td>
<td>11,309</td>
<td>14,795</td>
<td>14,000</td>
<td>14,000</td>
<td>14,500</td>
<td>14,500</td>
<td>14,500</td>
<td>14,500</td>
</tr>
<tr>
<td>Lease Income</td>
<td>12,236</td>
<td>11,037</td>
<td>6,628</td>
<td>10,000</td>
<td>10,200</td>
<td>10,404</td>
<td>10,612</td>
<td>10,824</td>
<td>11,041</td>
</tr>
<tr>
<td>Cell Tower Access Fee/Cable Grant</td>
<td>645</td>
<td>999</td>
<td>1,019</td>
<td>1,000</td>
<td>1,020</td>
<td>1,040</td>
<td>1,061</td>
<td>1,082</td>
<td>1,104</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>120</td>
<td>538</td>
<td>422</td>
<td>300</td>
<td>306</td>
<td>312</td>
<td>318</td>
<td>325</td>
<td>331</td>
</tr>
<tr>
<td>Cash Overage/Shortage</td>
<td>0</td>
<td>73</td>
<td>76</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>General Fund Contribution</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>677,300</strong></td>
<td><strong>653,305</strong></td>
<td><strong>737,999</strong></td>
<td><strong>700,750</strong></td>
<td><strong>716,045</strong></td>
<td><strong>729,076</strong></td>
<td><strong>742,347</strong></td>
<td><strong>755,864</strong></td>
<td><strong>769,632</strong></td>
</tr>
</tbody>
</table>

**% Increase**                  | -3.54%         | 12.96%         | -5.05%         | 2.18%          | 1.82%          | 1.82%          | 1.82%          | 1.82%          | 1.82%          |

#### ADMINISTRATIVE FEE

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td>6/30/2017</td>
<td>Projected</td>
<td>Projected</td>
<td>Projected</td>
<td>Projected</td>
<td>Projected</td>
<td>Projected</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>17,190</td>
<td>19,860</td>
<td>17,160</td>
<td>17,690</td>
<td>17,955</td>
<td>18,225</td>
<td>18,498</td>
<td>18,776</td>
<td>19,057</td>
</tr>
<tr>
<td>Audit</td>
<td>674</td>
<td>100</td>
<td>702</td>
<td>654</td>
<td>664</td>
<td>674</td>
<td>684</td>
<td>694</td>
<td>704</td>
</tr>
<tr>
<td>Contingency</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>17,864</strong></td>
<td><strong>19,960</strong></td>
<td><strong>17,862</strong></td>
<td><strong>18,344</strong></td>
<td><strong>18,619</strong></td>
<td><strong>18,898</strong></td>
<td><strong>19,182</strong></td>
<td><strong>19,469</strong></td>
<td><strong>19,761</strong></td>
</tr>
</tbody>
</table>

**% Increase**                  | 11.74%         | -10.51%        | 2.70%          | 1.50%          | 1.50%          | 1.50%          | 1.50%          | 1.50%          | 1.50%          |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>6/30/2017</td>
<td>PROJECTED</td>
<td>PROJECTED</td>
<td>PROJECTED</td>
<td>PROJECTED</td>
<td>PROJECTED</td>
<td>PROJECTED</td>
</tr>
<tr>
<td>SALARIES AND WAGES</td>
<td>80,663</td>
<td>78,998</td>
<td>89,072</td>
<td>81,980</td>
<td>81,980</td>
<td>83,620</td>
<td>85,292</td>
<td>86,998</td>
<td>88,738</td>
</tr>
<tr>
<td>OVERTIME PAY</td>
<td>4,616</td>
<td>(3,007)</td>
<td>1</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>FICA</td>
<td>7,126</td>
<td>5,425</td>
<td>6,769</td>
<td>6,430</td>
<td>6,430</td>
<td>7,526</td>
<td>7,676</td>
<td>7,830</td>
<td>7,986</td>
</tr>
<tr>
<td>HOSPITALIZATION</td>
<td>8,083</td>
<td>2,685</td>
<td>4,558</td>
<td>5,030</td>
<td>5,030</td>
<td>5,080</td>
<td>5,131</td>
<td>5,182</td>
<td>5,234</td>
</tr>
<tr>
<td>LIFE</td>
<td>170</td>
<td>192</td>
<td>183</td>
<td>180</td>
<td>180</td>
<td>182</td>
<td>184</td>
<td>185</td>
<td>187</td>
</tr>
<tr>
<td>RETIREE HEALTH CARE</td>
<td>13,770</td>
<td>777</td>
<td>541</td>
<td>300</td>
<td>300</td>
<td>303</td>
<td>306</td>
<td>309</td>
<td>312</td>
</tr>
<tr>
<td>DENTAL/OPTICAL</td>
<td>852</td>
<td>716</td>
<td>680</td>
<td>690</td>
<td>690</td>
<td>697</td>
<td>704</td>
<td>711</td>
<td>718</td>
</tr>
<tr>
<td>DISABILITY INSURANCE</td>
<td>351</td>
<td>297</td>
<td>283</td>
<td>300</td>
<td>300</td>
<td>303</td>
<td>306</td>
<td>309</td>
<td>312</td>
</tr>
<tr>
<td>WORKER'S COMPENSATION</td>
<td>1,114</td>
<td>786</td>
<td>878</td>
<td>870</td>
<td>870</td>
<td>879</td>
<td>887</td>
<td>896</td>
<td>905</td>
</tr>
<tr>
<td>SICK TIME OUT</td>
<td>(226)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>RETIREMENT CONTRIBUTION</td>
<td>6,539</td>
<td>(276)</td>
<td>1,506</td>
<td>1,150</td>
<td>1,150</td>
<td>1,162</td>
<td>1,173</td>
<td>1,185</td>
<td>1,197</td>
</tr>
<tr>
<td>HRA BENEFIT</td>
<td>510</td>
<td>10</td>
<td>10</td>
<td>470</td>
<td>470</td>
<td>475</td>
<td>479</td>
<td>484</td>
<td>489</td>
</tr>
<tr>
<td>HSA CONTRIBUTION</td>
<td>483</td>
<td>2,189</td>
<td>2,972</td>
<td>3,001</td>
<td>3,031</td>
<td>3,062</td>
<td>3,092</td>
<td>3,123</td>
<td>3,155</td>
</tr>
<tr>
<td>OPERATING SUPPLIES</td>
<td>42,927</td>
<td>43,455</td>
<td>40,000</td>
<td>42,000</td>
<td>45,000</td>
<td>45,000</td>
<td>45,000</td>
<td>45,000</td>
<td>45,000</td>
</tr>
<tr>
<td>OTHER CONTRACTUAL SERVICE</td>
<td>3,702</td>
<td>5,147</td>
<td>5,225</td>
<td>8,800</td>
<td>8,100</td>
<td>8,222</td>
<td>8,345</td>
<td>8,470</td>
<td>8,597</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>52</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ELECTRICITY</td>
<td>11,193</td>
<td>8,346</td>
<td>8,513</td>
<td>8,684</td>
<td>8,857</td>
<td>9,034</td>
<td>9,215</td>
<td>9,399</td>
<td>9,587</td>
</tr>
<tr>
<td>GAS</td>
<td>1,105</td>
<td>195</td>
<td>199</td>
<td>200</td>
<td>204</td>
<td>208</td>
<td>212</td>
<td>216</td>
<td>221</td>
</tr>
<tr>
<td>WATER</td>
<td>279</td>
<td>194</td>
<td>197</td>
<td>200</td>
<td>204</td>
<td>208</td>
<td>212</td>
<td>216</td>
<td>221</td>
</tr>
<tr>
<td>TRAINING</td>
<td>233</td>
<td>551</td>
<td>562</td>
<td>575</td>
<td>587</td>
<td>598</td>
<td>610</td>
<td>622</td>
<td>635</td>
</tr>
<tr>
<td>PRINTING &amp; PUBLISHING</td>
<td>184</td>
<td>60</td>
<td>61</td>
<td>75</td>
<td>77</td>
<td>78</td>
<td>80</td>
<td>81</td>
<td>83</td>
</tr>
<tr>
<td>EQUIPMENT RENTAL</td>
<td>20,004</td>
<td>19,018</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>BUILDINGS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>EQUIPMENT &amp; MACHINERY</td>
<td>3,995</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PUBLIC IMPROVEMENTS</td>
<td>18,590</td>
<td>2,495</td>
<td>0</td>
<td>5,000</td>
<td>15,000</td>
<td>15,000</td>
<td>20,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>(22,585)</td>
<td>(2,495)</td>
<td>0</td>
<td>(5,000)</td>
<td>(15,000)</td>
<td>(15,000)</td>
<td>(20,000)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTALS</td>
<td>204,380</td>
<td>165,781</td>
<td>187,233</td>
<td>186,960</td>
<td>189,485</td>
<td>192,661</td>
<td>198,931</td>
<td>201,245</td>
<td>203,604</td>
</tr>
<tr>
<td>% INCREASE</td>
<td>-18.89%</td>
<td>12.94%</td>
<td>-0.15%</td>
<td>1.35%</td>
<td>1.68%</td>
<td>3.25%</td>
<td>1.16%</td>
<td>1.17%</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>----------------</td>
<td>-----------</td>
<td>----------------</td>
<td>----------------</td>
<td>----------------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>SALARIES AND WAGES</td>
<td>120,535</td>
<td>107,366</td>
<td>126,849</td>
<td>128,118</td>
<td>129,399</td>
<td>130,693</td>
<td>132,000</td>
<td>133,320</td>
<td>134,653</td>
</tr>
<tr>
<td>OVERTIME</td>
<td>4,240</td>
<td>734</td>
<td>3,327</td>
<td>3,360</td>
<td>3,394</td>
<td>3,428</td>
<td>3,462</td>
<td>3,497</td>
<td>3,532</td>
</tr>
<tr>
<td>LONGEVITY</td>
<td>444</td>
<td>35</td>
<td>35</td>
<td>36</td>
<td>36</td>
<td>36</td>
<td>37</td>
<td>37</td>
<td>37</td>
</tr>
<tr>
<td>FICA</td>
<td>9,567</td>
<td>8,625</td>
<td>9,959</td>
<td>11,531</td>
<td>11,646</td>
<td>11,762</td>
<td>11,880</td>
<td>11,999</td>
<td>12,119</td>
</tr>
<tr>
<td>HOSPITALIZATION</td>
<td>1,767</td>
<td>5,723</td>
<td>12,072</td>
<td>12,193</td>
<td>12,315</td>
<td>12,438</td>
<td>12,562</td>
<td>12,682</td>
<td>12,815</td>
</tr>
<tr>
<td>LIFE</td>
<td>53</td>
<td>25</td>
<td>23</td>
<td>23</td>
<td>23</td>
<td>23</td>
<td>24</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>RETIREE HEALTH CARE</td>
<td>3,411</td>
<td>843</td>
<td>1,071</td>
<td>1,081</td>
<td>1,092</td>
<td>1,103</td>
<td>1,114</td>
<td>1,125</td>
<td>1,137</td>
</tr>
<tr>
<td>DENTAL/OPTICAL</td>
<td>220</td>
<td>79</td>
<td>64</td>
<td>65</td>
<td>65</td>
<td>66</td>
<td>67</td>
<td>68</td>
<td>68</td>
</tr>
<tr>
<td>DISABILITY</td>
<td>89</td>
<td>32</td>
<td>27</td>
<td>27</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>WORKER'S COMPENSATION</td>
<td>1,452</td>
<td>1,183</td>
<td>1,281</td>
<td>1,294</td>
<td>1,306</td>
<td>1,320</td>
<td>1,333</td>
<td>1,346</td>
<td>1,359</td>
</tr>
<tr>
<td>SICK TIME PAYOUT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>RETIREMENT CONTRIBUTION</td>
<td>(470)</td>
<td>(286)</td>
<td>1,765</td>
<td>1,783</td>
<td>1,801</td>
<td>1,819</td>
<td>1,837</td>
<td>1,855</td>
<td>1,874</td>
</tr>
<tr>
<td>HRA BENEFIT</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>HSA CONTRIBUTION</td>
<td>254</td>
<td>42</td>
<td>48</td>
<td>48</td>
<td>49</td>
<td>49</td>
<td>50</td>
<td>50</td>
<td>51</td>
</tr>
<tr>
<td>OPERATING SUPPLIES</td>
<td>13,396</td>
<td>12,973</td>
<td>13,232</td>
<td>13,497</td>
<td>13,767</td>
<td>14,042</td>
<td>14,323</td>
<td>14,610</td>
<td>14,902</td>
</tr>
<tr>
<td>FOOD &amp; BEVERAGE</td>
<td>15,819</td>
<td>16,338</td>
<td>17,622</td>
<td>17,000</td>
<td>17,000</td>
<td>18,000</td>
<td>19,000</td>
<td>19,000</td>
<td>19,000</td>
</tr>
<tr>
<td>BEER &amp; WINE</td>
<td>6,282</td>
<td>6,200</td>
<td>5,817</td>
<td>7,000</td>
<td>8,000</td>
<td>8,000</td>
<td>9,000</td>
<td>9,000</td>
<td>9,000</td>
</tr>
<tr>
<td>OTHER CONTRACTUAL SERVICES</td>
<td>11,134</td>
<td>10,933</td>
<td>14,378</td>
<td>16,000</td>
<td>11,500</td>
<td>11,845</td>
<td>12,200</td>
<td>12,566</td>
<td>12,943</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>705</td>
<td>1,219</td>
<td>1,231</td>
<td>1,244</td>
<td>1,256</td>
<td>1,269</td>
<td>1,281</td>
<td>1,294</td>
<td>1,307</td>
</tr>
<tr>
<td>MERCHANDISE</td>
<td>11,568</td>
<td>13,412</td>
<td>13,546</td>
<td>13,681</td>
<td>13,818</td>
<td>13,956</td>
<td>14,096</td>
<td>14,237</td>
<td>14,379</td>
</tr>
<tr>
<td>CONTRACTUAL ALARM</td>
<td>1,520</td>
<td>1,744</td>
<td>1,600</td>
<td>1,632</td>
<td>1,632</td>
<td>1,632</td>
<td>1,632</td>
<td>1,632</td>
<td>1,632</td>
</tr>
<tr>
<td>ELECTRICITY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>GAS</td>
<td>363</td>
<td>279</td>
<td>282</td>
<td>285</td>
<td>287</td>
<td>290</td>
<td>293</td>
<td>296</td>
<td>299</td>
</tr>
<tr>
<td>WATER</td>
<td>1,718</td>
<td>1,783</td>
<td>1,801</td>
<td>1,819</td>
<td>1,837</td>
<td>1,855</td>
<td>1,874</td>
<td>1,892</td>
<td>1,911</td>
</tr>
<tr>
<td>LIQUOR LICENSE</td>
<td>1,253</td>
<td>1,253</td>
<td>1,350</td>
<td>1,350</td>
<td>1,350</td>
<td>1,350</td>
<td>1,350</td>
<td>1,350</td>
<td>1,350</td>
</tr>
<tr>
<td>PRINTING &amp; PUBLISHING</td>
<td>750</td>
<td>923</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>MARKETING &amp; ADVERTISING</td>
<td>995</td>
<td>774</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>DEPRECIATION</td>
<td>57,134</td>
<td>57,707</td>
<td>58,284</td>
<td>58,867</td>
<td>59,456</td>
<td>60,050</td>
<td>60,651</td>
<td>61,257</td>
<td>61,870</td>
</tr>
<tr>
<td>EQUIPMENT RENTAL</td>
<td>14,851</td>
<td>16,328</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>LIABILITY INSURANCE</td>
<td>22,492</td>
<td>13,909</td>
<td>16,892</td>
<td>17,061</td>
<td>17,232</td>
<td>17,404</td>
<td>17,578</td>
<td>17,754</td>
<td>17,932</td>
</tr>
<tr>
<td>CONTRIBUTION EXP. - CAP. OUTLAY</td>
<td>(2,460)</td>
<td>0</td>
<td>(2,106)</td>
<td>0</td>
<td>(10,500)</td>
<td>(5,000)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PUBLIC IMPROVEMENTS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10,500</td>
<td>5,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MACHINERY &amp; EQUIPMENT</td>
<td>1,853</td>
<td>2,106</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>FURNITURE</td>
<td>2,460</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>303,412</td>
<td>295,410</td>
<td>329,577</td>
<td>336,014</td>
<td>335,310</td>
<td>339,481</td>
<td>344,693</td>
<td>347,947</td>
<td>351,244</td>
</tr>
</tbody>
</table>

% INCREASE

| Revenues                  | -2.64%         | 11.57%         | 1.95%          | -0.21%    | 1.24%          | 1.54%          | 0.94%          | 0.95%          |
| Expenditures              | 22             | 22             | 22             | 22        | 22             | 22             | 22             | 22             | 22             |
# Springdale - Long Term Plan Fiscal Years

## Revenues - 5 Year Long Term Plan

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weekday Greens Fees</strong></td>
<td>161,273</td>
<td>182,737</td>
<td>182,734</td>
<td>185,000</td>
<td>187,000</td>
<td>189,805</td>
<td>192,652</td>
<td>195,542</td>
<td>198,475</td>
</tr>
<tr>
<td><strong>Weekend/Holiday Greens Fees</strong></td>
<td>88,166</td>
<td>90,428</td>
<td>86,982</td>
<td>90,000</td>
<td>93,000</td>
<td>94,395</td>
<td>95,811</td>
<td>97,248</td>
<td>98,707</td>
</tr>
<tr>
<td><strong>Food &amp; Beverage Sales</strong></td>
<td>31,655</td>
<td>35,050</td>
<td>34,375</td>
<td>40,000</td>
<td>44,000</td>
<td>48,400</td>
<td>53,240</td>
<td>58,564</td>
<td>59,442</td>
</tr>
<tr>
<td><strong>Merchandise Sales</strong></td>
<td>7,000</td>
<td>7,774</td>
<td>7,016</td>
<td>7,500</td>
<td>8,000</td>
<td>8,000</td>
<td>8,500</td>
<td>8,500</td>
<td>9,000</td>
</tr>
<tr>
<td><strong>Pull Carts</strong></td>
<td>3,997</td>
<td>4,975</td>
<td>4,812</td>
<td>5,000</td>
<td>5,075</td>
<td>5,151</td>
<td>5,228</td>
<td>5,307</td>
<td>5,386</td>
</tr>
<tr>
<td><strong>Electric Cart Rentals</strong></td>
<td>69,605</td>
<td>74,104</td>
<td>77,113</td>
<td>79,000</td>
<td>80,580</td>
<td>82,192</td>
<td>83,835</td>
<td>85,512</td>
<td>86,795</td>
</tr>
<tr>
<td><strong>Gam Handicap</strong></td>
<td>650</td>
<td>596</td>
<td>452</td>
<td>600</td>
<td>606</td>
<td>612</td>
<td>618</td>
<td>624</td>
<td>634</td>
</tr>
<tr>
<td><strong>Classes</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Tournament Entry Fees</strong></td>
<td>2,373</td>
<td>5,109</td>
<td>5,052</td>
<td>6,000</td>
<td>6,500</td>
<td>6,500</td>
<td>7,000</td>
<td>7,000</td>
<td>7,500</td>
</tr>
<tr>
<td><strong>Business Memberships</strong></td>
<td>4,390</td>
<td>4,150</td>
<td>3,670</td>
<td>4,000</td>
<td>4,000</td>
<td>4,200</td>
<td>4,200</td>
<td>4,500</td>
<td>4,500</td>
</tr>
<tr>
<td><strong>Non-Resident Memberships</strong></td>
<td>47,594</td>
<td>41,084</td>
<td>34,400</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td><strong>Unlimited Golf Pass</strong></td>
<td>435</td>
<td>145</td>
<td>0</td>
<td>500</td>
<td>900</td>
<td>1,000</td>
<td>1,500</td>
<td>1,500</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Lease Payments</strong></td>
<td>9,600</td>
<td>9,600</td>
<td>9,600</td>
<td>9,000</td>
<td>9,000</td>
<td>9,000</td>
<td>9,000</td>
<td>9,000</td>
<td>9,000</td>
</tr>
<tr>
<td><strong>Cell Tower Access Fee/Cable Grant</strong></td>
<td>0</td>
<td>998</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sundry &amp; Miscellaneous</strong></td>
<td>85</td>
<td>80</td>
<td>292</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td><strong>Cash Overage/Shortage</strong></td>
<td>0</td>
<td>66</td>
<td>(6)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>General Fund</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>426,822</td>
<td>457,895</td>
<td>446,480</td>
<td>478,700</td>
<td>491,761</td>
<td>503,355</td>
<td>516,685</td>
<td>528,397</td>
<td>536,539</td>
</tr>
</tbody>
</table>

| % Increase                        | 7.28%          | -2.49%         | 7.22%          | 2.73%          | 2.36%          | 2.65%          | 2.27%          | 1.54%          |

## Administrative Fee

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Fee</strong></td>
<td>16,560</td>
<td>19,860</td>
<td>17,160</td>
<td>17,690</td>
<td>17,955</td>
<td>18,225</td>
<td>18,498</td>
<td>18,776</td>
<td>19,057</td>
</tr>
<tr>
<td><strong>Audit</strong></td>
<td>640</td>
<td>100</td>
<td>702</td>
<td>654</td>
<td>675</td>
<td>675</td>
<td>700</td>
<td>700</td>
<td>700</td>
</tr>
<tr>
<td><strong>Contingency</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>17,200</td>
<td>19,960</td>
<td>17,862</td>
<td>18,344</td>
<td>18,630</td>
<td>18,900</td>
<td>19,198</td>
<td>19,476</td>
<td>19,757</td>
</tr>
</tbody>
</table>

| % Increase                        | 16.05%         | -10.51%        | 2.70%          | 1.56%          | 1.45%          | 1.58%          | 1.45%          | 1.45%          | 1.45%          |
## MAINTENANCE

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>6/30/2017</td>
<td>PROJECTED</td>
<td>PROJECTED</td>
<td>PROJECTED</td>
<td>PROJECTED</td>
<td>PROJECTED</td>
<td>PROJECTED</td>
</tr>
<tr>
<td>SALARIES &amp; WAGES</td>
<td>80,490</td>
<td>72,696</td>
<td>69,036</td>
<td>81,320</td>
<td>81,320</td>
<td>81,320</td>
<td>81,320</td>
<td>81,320</td>
<td>81,320</td>
</tr>
<tr>
<td>OVERTIME</td>
<td>4,609</td>
<td>(2,008)</td>
<td>1</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>LONGEVITY</td>
<td>648</td>
<td>24</td>
<td>24</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>FICA</td>
<td>6,574</td>
<td>4,554</td>
<td>5,237</td>
<td>6,380</td>
<td>6,380</td>
<td>6,380</td>
<td>6,380</td>
<td>6,380</td>
<td>6,380</td>
</tr>
<tr>
<td>HOSPITALIZATION</td>
<td>8,001</td>
<td>2,710</td>
<td>4,503</td>
<td>4,790</td>
<td>4,790</td>
<td>4,790</td>
<td>4,790</td>
<td>4,790</td>
<td>4,790</td>
</tr>
<tr>
<td>LIFE</td>
<td>161</td>
<td>194</td>
<td>182</td>
<td>180</td>
<td>180</td>
<td>180</td>
<td>180</td>
<td>180</td>
<td>180</td>
</tr>
<tr>
<td>RETIRE CONTRIB HEALTH</td>
<td>13,936</td>
<td>922</td>
<td>480</td>
<td>2,695</td>
<td>2,695</td>
<td>2,695</td>
<td>2,695</td>
<td>2,695</td>
<td>2,695</td>
</tr>
<tr>
<td>DENTAL/OPTICAL</td>
<td>818</td>
<td>722</td>
<td>671</td>
<td>680</td>
<td>680</td>
<td>680</td>
<td>680</td>
<td>680</td>
<td>680</td>
</tr>
<tr>
<td>LT/ST DISABILITY</td>
<td>338</td>
<td>299</td>
<td>280</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>WORKERS COMPENSATION</td>
<td>1,026</td>
<td>665</td>
<td>674</td>
<td>830</td>
<td>830</td>
<td>830</td>
<td>830</td>
<td>830</td>
<td>830</td>
</tr>
<tr>
<td>RETIRE EMPLOYR CONTRIB</td>
<td>9,495</td>
<td>(254)</td>
<td>1,399</td>
<td>1,090</td>
<td>1,090</td>
<td>1,090</td>
<td>1,090</td>
<td>1,090</td>
<td>1,090</td>
</tr>
<tr>
<td>HRA</td>
<td>510</td>
<td>10</td>
<td>10</td>
<td>510</td>
<td>510</td>
<td>510</td>
<td>510</td>
<td>510</td>
<td>510</td>
</tr>
<tr>
<td>RET DEF CONTR EMPLOY</td>
<td>0</td>
<td>1,364</td>
<td>2,107</td>
<td>2,728</td>
<td>2,728</td>
<td>2,728</td>
<td>2,728</td>
<td>2,728</td>
<td>2,728</td>
</tr>
<tr>
<td>HSA CONTRIB EMPLYR</td>
<td>381</td>
<td>831</td>
<td>831</td>
<td>950</td>
<td>950</td>
<td>950</td>
<td>950</td>
<td>950</td>
<td>950</td>
</tr>
<tr>
<td>OPERATING SUPPLIES</td>
<td>30,187</td>
<td>36,920</td>
<td>38,435</td>
<td>42,000</td>
<td>42,000</td>
<td>42,000</td>
<td>42,000</td>
<td>45,000</td>
<td>45,000</td>
</tr>
<tr>
<td>OTHER CONTRACTUAL SRVCS</td>
<td>891</td>
<td>5,765</td>
<td>10,771</td>
<td>6,500</td>
<td>13,000</td>
<td>6,500</td>
<td>6,500</td>
<td>6,500</td>
<td>6,500</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ELECTRICITY</td>
<td>2,722</td>
<td>1,998</td>
<td>3,343</td>
<td>4,000</td>
<td>4,000</td>
<td>4,000</td>
<td>4,200</td>
<td>4,200</td>
<td>4,200</td>
</tr>
<tr>
<td>GAS</td>
<td>1,600</td>
<td>1,397</td>
<td>1,335</td>
<td>1,600</td>
<td>1,600</td>
<td>1,700</td>
<td>1,700</td>
<td>1,700</td>
<td>1,700</td>
</tr>
<tr>
<td>WATER</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TRAINING</td>
<td>283</td>
<td>551</td>
<td>193</td>
<td>600</td>
<td>600</td>
<td>600</td>
<td>600</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>PRINTINT &amp; PUBLISHING</td>
<td>130</td>
<td>60</td>
<td>47</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>EQUIPMENT RENTAL &amp; LEASE</td>
<td>15,572</td>
<td>15,078</td>
<td>29,000</td>
<td>29,000</td>
<td>29,000</td>
<td>29,000</td>
<td>29,000</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>EQUIPMENT &amp; MACHINERY</td>
<td>610</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PUBLIC IMPROVEMENTS</td>
<td>0</td>
<td>2,495</td>
<td>5,990</td>
<td>15,000</td>
<td>21,000</td>
<td>15,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>0</td>
<td>(2,495)</td>
<td>(5,990)</td>
<td>(15,000)</td>
<td>(21,000)</td>
<td>(15,000)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| % INCREASE | -19.27% | 16.65% | 11.10% | 3.47% | -3.30% | 0.11% | 2.13% | 0.00% |
|--------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| SALARIES & WAGES | 97,302 | 97,447 | 79,870 | 84,950 | 85,800 | 86,657 | 87,524 | 88,399 | 89,283 |
| OVERTIME PAY | 2,188 | (873) | 756 | 1,160 | 1,172 | 1,183 | 1,195 | 1,207 | 1,219 |
| RETIRE CONTR HEALTH | 1,166 | 1,130 | 790 | 1,090 | 1,101 | 1,112 | 1,123 | 1,134 | 1,146 |
| SICK TIME PAYOUT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| RETIRE EMPLOYER CONTR | (488) | (254) | 1,622 | 1,110 | 1,170 | 1,170 | 1,170 | 1,170 | 1,170 |
| DENTAL/OPTICAL | 218 | 78 | 56 | 80 | 81 | 82 | 82 | 83 | 84 |
| LT/ST DISABILITY | 89 | 32 | 22 | 30 | 30 | 31 | 31 | 31 | 32 |
| BEER & WINE PURCHASES | 5,000 | 5,714 | 6,519 | 6,700 | 6,700 | 7,000 | 7,500 | 7,500 | 7,500 |
| CONTRACTUAL ALARM | 1,101 | 867 | 826 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 |
| ELECTRICITY | 4,770 | 4,494 | 4,618 | 4,757 | 4,900 | 5,047 | 5,198 | 5,354 | 5,515 |
| LIQUOR LICENSE FEE | 1,253 | 1,253 | 1,253 | 1,253 | 1,253 | 1,253 | 1,253 | 1,253 | 1,253 |
| MARKETING | 995 | 3,149 | 774 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| DEPRECIATION | 49,518 | 47,103 | 51,307 | 52,333 | 53,380 | 54,448 | 55,537 | 56,647 | 57,780 |
| EQUIPMENT RENTAL & LEASE | 12,711 | 14,025 | 15,424 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| LIABILITY INSURANCE | 22,492 | 16,725 | 13,909 | 14,326 | 14,756 | 15,198 | 15,654 | 16,124 | 16,608 |
| CAPITAL OUTLAY | (4,386) | (12,046) | (3,800) | (25,000) | (5,000) | (10,000) | 0 | 0 | 0 |
| FURNITURE | 2,533 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| EQUIPMENT & MACHINARY | 1,853 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 249,750 | 249,142 | 241,125 | 271,985 | 278,967 | 281,950 | 286,696 | 291,007 | 295,383 |
| % INCREASE | -0.24% | -3.22% | 12.80% | 2.57% | 1.07% | 1.68% | 1.50% | 1.50% | 1.50% |
| REVENUES | 426,822 | 457,895 | 446,480 | 478,700 | 491,761 | 503,355 | 516,685 | 528,397 | 536,539 |
| EXPENDITURES | 445,932 | 413,600 | 427,545 | 477,601 | 491,370 | 488,223 | 493,468 | 502,055 | 506,713 |
2017 MARKETING PLAN

Our mission each year is to market and promote the unique features and benefits of the courses effectively to both current and future members. We focus on offering great course conditions and an atmosphere of fun and relaxation.

Our main objectives are simple: recruitment of new members, increase membership satisfaction, increase course usage and food & beverage revenues. The success of increasing membership will in turn provide the revenue necessary to assist in running and improving the golf courses.

Recruitment of Members
- Increase exposure to our Residents
- Host several “Open House” events for specific markets
- Implement a “Guest Day” to showcase our facilities
- Utilize direct mailers to the local communities surrounding golf courses
- Invite past members to come back and visit us through a direct mailer
- Work with the BSD and market to local businesses to increase memberships
- Develop relationships with the local gyms to advertise at their properties
- Utilize the email database of the Birmingham School District to send out information regarding all of our Jr golf programs and activities
- Continue to build relationships with local organizations
- Send out press releases and media promotion

Increase Course Usage
- Continue to work on great playing conditions for members and guests
- Staff to monitor pace of play and improve for member satisfaction
- E-blast in a timely manner to lapsed golfers throughout the season
- Communicate to members the slow periods with periodic promotions
- Introduce weekly golf contests on course
- Market to local businesses to host small and intimate outings
- Add new tournaments for the members; “The Master’s”, Flag Day, Mixed Foursomes
- Get Golf Ready women programs to develop new golfers

Increase Food & Beverage Revenues
- Implement the new “Frequent Diner” card to members
- Weekly contest on course and winner receives a free entrée
- Work with the League Captains to promote players to have lunch after or before their round
- Train staff to continuously “upsell” the menu
- Hire Line Cooks to increase revenues
- Increase outing events
DATE: February 27, 2017

TO: Joseph A. Valentine, City Manager

FROM: Leslie Pielack, Museum Director

SUBJECT: 2017-2020 Birmingham Museum Strategic Plan

The Museum has been operating under the 2013-2016 Birmingham Historical Museum & Park Strategic Plan for the past three years. The original plan was developed in collaboration with the public, city officials, the Museum Board, the Museum Friends, and other stakeholders. It also incorporated recommendations for improved museum practices from a 2012 grant-funded study of the museum collection (known as the Museum Assessment Program) conducted by the American Alliance for Museums and the Institute for Museum and Library Services.

As anticipated at the outset, during the past three years, a number of key objectives were achieved, while others were modified or deferred as circumstances dictated. During 2016, the Museum Board reviewed the goals and the objectives of the expiring plan to make necessary modifications and updates for the next three year period.

The resulting 2017-2020 Birmingham Museum Strategic Plan builds on the foundation of the original strategic plan, continuing its emphasis on the following four goal areas:

1. Community engagement and public access
2. Strategic development and care of the museum collection
3. Strengthening financial and other resources for improved sustainability
4. Marketing and image enhancement

The revisions have been incorporated into a final plan document. It introduces the updated goals, objectives, and strategies in an easy to read chart format, citing the original plan’s background and analysis detail as a reference only to minimize redundancy. The differences from the original document to the revised version can be summarized as follows:

- **One-time tasks that have been achieved are eliminated.** *Ex: board development training; providing access through expanding public WiFi; enhancing outdoor areas with seating; conducting a historic park resource survey/inventory; develop a fund-raising plan to complete construction of Hill School bell project; studying and making a museum name change*

- **Related ongoing tasks that are continuing into the revised plan are grouped together.** *Ex: school tours grouped with other tours and educational programs; web, Facebook,
and other online promotion grouped with online events promotion; development of
collection-related policies and disaster procedures grouped with developing policies and
procedures for building and grounds maintenance; collection digitization activities
grouped with collections storage and care; social media tasks grouped with marketing

• **Some tasks that were exploratory are streamlined or re-defined.** *Ex: assessing web
  needs and exploring technology opportunities* is now streamlined into expansion of
digital collections for public access and exploring joint content with other institutions;
exploring and assessing museum brand and marketing needs has been streamlined into
completing and implementing a marketing and branding plan

• **Many ongoing tasks continue into the revised plan without change.** *Ex: volunteer
  personnel and professional internship program development; expanding to new
  audiences; development of interactive exhibit components; developing collaborative
  programs with the Baldwin Public Library and other organizations; assisting Friends of
  the Museum in increasing membership; utilizing grant opportunities

• **Some tasks that were not undertaken in the original plan are renewed.** *Ex: develop a
  comprehensive fundraising plan to build the endowment; develop an interpretive plan
  for both buildings; develop and implement an interpretive plan for the park

These changes reflect the museum's current status and maintain the momentum gained
through the original plan while continuing to provide needed flexibility for implementation.

On January 5, 2017, the Museum Board unanimously approved the revised 2017-2020 plan and
recommended that it be presented to the City Commission for final approval.

**SUGGESTED RESOLUTION:**
To approve the proposed 2017-2020 Birmingham Museum Strategic Plan.
2017-2020 STRATEGIC PLAN

APPROVALS
Museum Board: January 5, 2017
City Commission:

CONTRIBUTORS
Museum Director: Leslie Pielack
Museum Board Members: James Cristbrook, Russell Dixon, Judith Keefer, Tina Krizanic, Marty Logue, Gretchen Maricak, Caitlin Rosso

This plan represents an update and revision of the 2013-2016 Museum Strategic Plan
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION</strong></td>
<td>Background &amp; Process; Mission &amp; Value</td>
<td>4</td>
</tr>
<tr>
<td><strong>OVERVIEW</strong></td>
<td>Definitions, Goals &amp; Objectives</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Service &amp; Mission-Related Goals</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Capacity-Building and Support-Related Goals</td>
<td>7</td>
</tr>
<tr>
<td><strong>STRATEGIC PLAN</strong></td>
<td>Detail of Objectives, Tasks, &amp; Timelines</td>
<td>8-9</td>
</tr>
<tr>
<td>Goal I</td>
<td>Objectives A, B, C, D &amp; E</td>
<td>10-11</td>
</tr>
<tr>
<td>Goal III</td>
<td>Objectives A, B, C, &amp; D</td>
<td>12</td>
</tr>
<tr>
<td>Goal IV</td>
<td>Objectives A, B, &amp; C</td>
<td>13</td>
</tr>
</tbody>
</table>

INTRODUCTION

**BACKGROUND AND PROCESS:** In 2012, the Birmingham Museum (formerly Birmingham Historical Museum & Park) adopted a strategic plan for the period of 2013-2016. It was created with input from city staff and officials; the public; local churches, schools, and other cultural organizations; and major stakeholders, especially the Friends of the Birmingham Historical Museum & Park (a.k.a. Birmingham Historical Society). The process was guided by consultant Marilyn Opdyke of Opdyke Consulting Group.

The resulting **2013-2016 Strategic Plan** also incorporated the findings of a **2012 Museum Assessment Program** report, a grant-funded audit and review of the museum’s collection provided by the American Alliance of Museums/Institute of Museum & Library Services. The final strategic plan represented a broad effort to respond to community expectations, professional museum standards, and the museum’s needs in a changing cultural environment.

At its inception, the 2013-2016 plan was intended to be adjusted as needed during implementation, with a more detailed revision planned for the next period of 2017-2020. Accordingly, during 2016, the Museum Board reviewed and updated the expiring plan based upon progress toward objectives and current museum status.

The 2013-2016 plan emphasized improved collection care and community outreach as well as funding issues and board development. However, a particularly important accomplishment of the period has been the initial phase of the museum’s rebranding effort using input from the public and museum stakeholders, as well as current museum trends. With the resulting change in the museum’s name and updating of its mission, its identity and message is better aligned with the needs of our community.

**MISSION AND VALUE:** The updated mission statement reflects a more inclusive and contemporary approach to integrating Birmingham’s history in meaningful ways for new audiences, enhancing its value to the community and improving its long term sustainability. Its new stated mission is as follows:

**The Birmingham Museum will explore meaningful connections with our past, in order to enrich our community and enhance its character and sustainability. Our mission is to promote understanding of Birmingham’s historical and cultural legacy through preservation and interpretation of its ongoing story.**
OVERVIEW

The 2017-2020 Birmingham Museum Strategic Plan builds on the foundation of the 2013-2016 plan. It reflects alterations in certain implementation details only, as the original plan continues to provide relevant overall direction.

Plan goals and associated objectives form two different groups; 1) those related to the public service functions of the museum, and 2) those related to strengthening capacity and resources to carry out its mission. (Because of the interconnectedness of museum goals, similar objectives or tasks may appear more than once in the plan, but are separately detailed for convenient reference.)

Following the summarized description of goals and objectives, the plan is presented in table format. This provides an easy to navigate reference that includes the essential elements of What, How, Who, and When for the implementation of various strategies and tasks under ideal conditions. The 2017-2020 Strategic Plan is best seen as a living document whose purpose is to provide direction and guidance over the next several years. Optimal effectiveness is achieved by ongoing modification as changing needs dictate. The Museum Board has the role and responsibility of reviewing and making recommendations for plan modification.

DEFINITIONS: The following definitions are used in this document.

Goals: Goals in this plan state where the organization will focus its energies over a defined time frame. They can be short or long term in nature. Goals are not necessarily directly measurable but provide a broad overview or concept of the priorities established by the organization. Goals establish general direction.

Objectives: Objectives in this plan are shorter-term milestones that support individual goals. Each goal has several tangible objectives that will move the museum toward reaching that goal. Objectives are concrete, measurable and focused on results.

Tasks/Strategies: Strategies or tasks in this plan are specific actions or steps that lead to the accomplishment of the objectives. They are action-oriented, short-term, and include the specific “what, by when and by whom,” components.
**GOALS and OBJECTIVES:** The four goals and associated objectives of the 2017-2020 Strategic Plan fall into two groups

1) **Service and Mission-Related Goals**

   **Goal I:** Enhance community access, appeal, and engagement, resulting in increased utilization of the Birmingham Museum and broader appreciation for its cultural contribution to the region.

   **Objectives for Goal I:**
   
   A. Develop and implement strategies and programs that actively engage and connect with the community, and make history and heritage more relevant.
   B. Establish the museum and park as a valued resource and place to encourage community connectivity.
   C. Develop an interpretive plan for both buildings. Enhance utilization of the collection by engaging in impactful events, activities, programs and exhibits.
   D. Develop and implement an interpretive plan for the park. Better utilize the park to share content, engage visitors, and connect them to the museum.
   E. Promote the museum through social media and marketing.

   **Goal II:** Provide stewardship and management of the museum's collection of artifacts, archives, and buildings, in accordance with established professional museum practice.

   **Objectives for Goal II:**
   
   A. Improve the museum’s collection storage organization and environmental controls to protect and preserve the collection.
   B. Improve efficiency, accuracy, and accessibility of collection object records and documentation.
   C. Develop and implement collections-related policies and procedures for collections management; future acquisitions; deaccessioning; disaster preparedness; the museum’s hands-on/use collection; building maintenance; and other collections-related policies and procedures in accordance with accepted museum standards.
   D. Provide improved digital access through exploring online or other virtual exhibit/access options.
   E. Seek professional training opportunities for museum staff to provide ongoing skills development and effectiveness.
2) Capacity-Building and Support-Related Goals

**Goal III**: Increase funding to assure financial stability and sustainability, and increase the capacity of the Birmingham Museum to serve its mission through fundraising, board development, and building relationships and volunteer resources.

**Objectives for Goal III:**

A. As a collaborative effort of the Museum Board and Museum Friends, develop a comprehensive fundraising plan for the Birmingham Museum that increases contributions to both operations and the endowment fund.
B. Support board development by clarifying expectations and further developing the skills of the Museum Board, and seek new board members with complementary skills.
C. Increase the personnel capacity of the Birmingham Museum by increasing professional staffing, engaging volunteers, and utilizing partner organizations.
D. Explore grant-writing efforts in conjunction with the Museum Friends to identify opportunities for collaboration.

**Goal IV**: Define a unified message and marketing plan by using a variety of marketing media to further develop the museum’s brand and to increase awareness, interest, and attendance.

**Objectives for Goal IV:**

A. Identify and utilize free and low-cost marketing resources maintained by specific target audiences, such as city publications, local schools, senior groups, and other community organizations.
B. Identify our target audiences, and explore and enhance the image the Museum presents to the public through independent and collaborative projects and partnerships that strengthen our ties to the community.
C. Explore and assess the museum’s brand and marketing needs and identify qualified consultants in accordance with City requirements.
2017-2020 STRATEGIC PLAN GOALS, OBJECTIVES & TASKS

**Goal I:** Enhance community access, appeal, and engagement, resulting in increased utilization of the Birmingham Museum and broader appreciation for its cultural contribution to the region.

**Objectives for Goal I:**

A. Develop and implement strategies and programs that actively engage and connect with the community and make history and heritage more relevant.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Public programming; schools, individuals &amp; families</td>
<td>Museum staff</td>
<td>Personnel; materials/operational funds</td>
<td>1. Ongoing</td>
</tr>
<tr>
<td>2. Private programs &amp; tours</td>
<td>Museum staff</td>
<td>Personnel; materials/operational funds</td>
<td>2. Ongoing</td>
</tr>
</tbody>
</table>

B. Establish the museum and park as a valued resource and place to encourage community connectivity.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Facebook and other virtual communication</td>
<td>Museum staff</td>
<td>Personnel; operational funds</td>
<td>1. Ongoing</td>
</tr>
<tr>
<td>2. Online calendar, events promotion</td>
<td>Museum staff</td>
<td>Personnel; operational funds</td>
<td>2. Ongoing</td>
</tr>
<tr>
<td>3. Enhanced internet capacity to support enhanced online access</td>
<td>City</td>
<td>City/grant Funding</td>
<td>3. Early-mid 2017</td>
</tr>
</tbody>
</table>

C. Develop an interpretive plan for both buildings. Enhance utilization of the collection by engaging in impactful events, activities, programs and exhibits.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop plan</td>
<td>Museum staff</td>
<td>Personnel</td>
<td>1. 2018</td>
</tr>
<tr>
<td>2. Exhibit development</td>
<td>Museum staff</td>
<td>Personnel, operational funds</td>
<td>2. Ongoing</td>
</tr>
</tbody>
</table>
Objectives for Goal I (Con’t):

D. Develop and implement an interpretive plan for the park. Better utilize the park to share content, engage visitors, and connect them to the museum.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop park master plan</td>
<td>Museum Board, museum staff</td>
<td>Personnel, historical survey data, design consultant</td>
<td>1. 2018-2019</td>
</tr>
<tr>
<td>2. Develop park interpretive plan</td>
<td>Museum staff</td>
<td>Personnel</td>
<td>2. 2019</td>
</tr>
<tr>
<td>3. Phased landscape construction</td>
<td>City/museum staff</td>
<td>Personnel, funding</td>
<td>3. 2019+</td>
</tr>
</tbody>
</table>

E. Promote the museum through social media and marketing.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Utilize and enhance existing social media communication</td>
<td>Museum staff</td>
<td>Personnel</td>
<td>1. Ongoing</td>
</tr>
<tr>
<td>2. Explore and develop additional online marketing as appropriate and in accordance with marketing plan (Goal IV A.)</td>
<td>Museum staff</td>
<td>Personnel, funding</td>
<td>2. 2017+</td>
</tr>
</tbody>
</table>
2017-2020 STRATEGIC PLAN GOALS, OBJECTIVES & TASKS

Goal II: Provide stewardship and management of the museum’s collection of artifacts, archives, and buildings, in accordance with established professional museum practice.

Objectives for Goal II:

A. Improve museum collection’s storage organization and environmental controls to protect and preserve the collection.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Re-organize storage needs in keeping with accession and de-accession goals (II c.)</td>
<td>1. Museum staff</td>
<td>1. Personnel; funding</td>
<td>1. 2017-19</td>
</tr>
</tbody>
</table>

B. Improve efficiency, accuracy, and accessibility of collection object records and documentation.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Continue digitization and improvement of digital records and expansion of electronic storage</td>
<td>1. Museum staff; interns/volunteer professionals</td>
<td>1. Personnel; funding</td>
<td>1. Ongoing</td>
</tr>
</tbody>
</table>
### Objectives for Goal II (con't):

**C. Develop and implement collections-related policies and procedures for collections management; future acquisitions; deaccessioning; disaster preparedness; the museum’s hands-on/ use collection; building maintenance; and other collections-related policies and procedures in accordance with accepted museum standards.**

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop and finalize approval of collections policy</td>
<td>Museum staff</td>
<td>Personnel</td>
<td>1. 2017</td>
</tr>
<tr>
<td>2. Develop and finalize disaster preparedness plan</td>
<td>Museum staff</td>
<td>Personnel-museum and City</td>
<td>2. 2017-18</td>
</tr>
<tr>
<td>3. Develop a building and grounds maintenance schedule</td>
<td>Museum staff</td>
<td>Personnel-museum and City</td>
<td>3. 2017-18</td>
</tr>
</tbody>
</table>

**D. Provide improved digital access through exploring online or other virtual exhibit/ access options.**

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expansion of digital collections for public access</td>
<td>Museum staff</td>
<td>Personnel, funding; fiber-optic connectivity</td>
<td>1. 2017-2018; ongoing</td>
</tr>
<tr>
<td>2. Explore joint content with other institutions</td>
<td>Museum staff</td>
<td>Personnel, funding</td>
<td>2. 2018+</td>
</tr>
</tbody>
</table>

**E. Seek professional training opportunities for museum staff to provide ongoing collection management skills development and effectiveness.**

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explore and provide virtual and actual professional training opportunities</td>
<td>Museum staff</td>
<td>Personnel; funding</td>
<td>A. Ongoing</td>
</tr>
</tbody>
</table>
2017-2020 STRATEGIC PLAN GOALS, OBJECTIVES & TASKS

Goal III: Increase funding to assure financial stability and sustainability, and increase the capacity of the Birmingham Museum to serve its mission through fundraising, board development, and building relationships and volunteer resources.

Objectives for Goal III:

A. As a collaborative effort of the Museum Board and Museum Friends, develop a comprehensive fundraising plan for the Birmingham Museum that increases contributions to both operations and the endowment fund.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop plan</td>
<td>Museum Board, Museum Friends, consultant, museum staff</td>
<td>Personnel; funding</td>
<td>2018+</td>
</tr>
</tbody>
</table>

B. Support board development by clarifying expectations and further developing the skills of the Museum Board, and seek new members with complementary skills.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide opportunities for continuing education</td>
<td>Museum Board; Museum Friends</td>
<td>City/museum personnel; funding</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

C. Increase the personnel capacity of the Birmingham Museum by increasing professional staffing, engaging volunteers, and utilizing partner organizations.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pursue appropriate staffing levels and planning</td>
<td>Museum staff</td>
<td>Personnel; funding</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

D. Explore grant-writing efforts in conjunction with the Museum Friends to identify opportunities for collaboration.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify and explore grant opportunities for supporting museum initiatives</td>
<td>Museum staff</td>
<td>Personnel; potential partnering organizations</td>
<td>2018+</td>
</tr>
</tbody>
</table>
2017-2020 STRATEGIC PLAN GOALS, OBJECTIVES & TASKS

Goal IV: Define a unified message and marketing plan by using a variety of marketing media to further develop the museum’s brand and to increase awareness, interest, and attendance.

Objectives for Goal IV:

A. Identify and utilize free and low-cost marketing resources maintained by specific target audiences, such as city publications, local schools, senior groups, and other community organizations.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete and implement</td>
<td>1. Museum staff; Museum Board; consultant</td>
<td>1. Personnel (City and museum); funding</td>
<td>1. 2017+</td>
</tr>
<tr>
<td>marketing/branding plan</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Identify our target audiences, and explore and enhance the image the Museum presents to the public through independent and collaborative projects and partnerships that strengthen our ties to the community.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explore and identify opportunities for</td>
<td>1. Museum staff</td>
<td>1. Personnel; funding</td>
<td>1. 2017+</td>
</tr>
<tr>
<td>collaborative partnerships</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Explore and assess the museum's brand and marketing needs and identify qualified consultants in accordance with City requirements.

<table>
<thead>
<tr>
<th>Task</th>
<th>Who</th>
<th>Resources</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete and implement marketing plan</td>
<td>1. Museum staff,Museum Board; consultant</td>
<td>1. Personnel; funding</td>
<td>1. 2017+</td>
</tr>
</tbody>
</table>
MEMORANDUM

City Clerk’s Office

DATE: February 18, 2017

TO: Joseph A. Valentine, City Manager

FROM: Cheryl Arft, Acting City Clerk

SUBJECT: 2016 Liquor License Review and 2017 Liquor License Renewal

Chapter 10, Alcoholic Liquors, of the City Code regulates the licensing of establishments which sell intoxicating liquor for consumption on the premises in the City and directs the City Commission to consider renewal of all existing licenses after a review of the investigative materials collected by the city administration.

There are thirty-three establishments operating in Birmingham with a Class C liquor license in 2016, one establishment (The Townsend Hotel) operating with a Class B (Hotel) liquor license, one establishment (Griffin Claw) operating with a microbrewery license, and one establishment (All Seasons) operating with a Class B Hotel/Resort license. One establishment (LaStrada Caffe) was approved for a license by the City, but has not yet received its license from the State; however, the owner completed the City’s application for renewal and submitted it to the Clerk’s Office. A total of five licenses are currently in escrow. The establishments with licenses currently in escrow with the MLCC have not been included in this year's review.

Summary of Findings
The Police Department reports that two establishments, Rojo Mexican Bistro and Café Via were cited for Michigan Liquor Control Commission (MLCC) violations which involved NSF checks, which were later paid. One establishment, Emagine/Palladium, was issued a violation for failing to provide proof of successful alcohol server training.

Additionally, eight establishments had assaultive behavior/disorderly conduct related police contacts - Mad Hatter, Griffin Claw, Forest Grill, Dick O'Dows, 220, Market, Townhouse, and Mitchell’s Fish Market. Police Chief Clemence and Commander Chris Busen will be present at the February 27, 2017 City Commission meeting to answer any questions from the City Commission.

The Treasurer’s Office reports that as of 2/20/17, four establishments have an outstanding balance owed to the City for past due water and/or tax bills. The owners have been contacted regarding their outstanding balances. One owner has set up a payment plan with the City.

City Planner Ecker notified the Clerk’s Office of a violation of the ordinance by The Ironwood Grill. The business has changed its name and possibly its ownership to Four Story Burger. A name change and/or ownership change requires a SLUP amendment approval by the City Commission. The Planning Department has recently been contacted by the business regarding the SLUP process, but no application has been submitted as of February 20, 2017.
Additionally, the Planning Department has reported several establishments which had a variety of items outside the dumpsters at the time of the inspection. Other violations were found by the City’s Building Department, Fire Department, and the Oakland County Health Department at the time of the initial inspections. Most of these violations have either been corrected at this time or staff is working with the establishments to correct outstanding violations in a timely manner. City staff and staff from the Oakland County Health Department will continue to work with all the establishments to ensure continued compliance throughout the coming year.

Potential City Commission Actions
The Liquor Control Act states that a full year Class B/C liquor license issued by the Michigan Liquor Control Commission (MLCC) shall expire annually on April 30th. Should the City wish to file an objection to the renewal of any particular license, that objection must be filed with the MLCC no later than March 31st of any given year.

The City Commission may either approve the renewal of all the liquor licenses for which an application was received, or set a public hearing for any liquor license which it may wish to consider filing an objection with the Michigan Liquor Control Commission.

If the City Commission wishes to approve the renewal of all of the licenses for which an application was received, suggested resolution #1 may be adopted.

The City Commission may object to the renewal of a liquor license based on one or more of the following reasons: (Section 10-40 of the City Code)

1. Licensee's failure to comply with all applicable city and state laws concerning health, safety, moral conduct or public welfare.
2. Licensee's repeated violations of state liquor laws.
3. Licensee's maintenance of a nuisance upon or in connection with the licensed premises, including but not limited to any of the following:
   a. Existing violations of building, electrical, mechanical, plumbing, zoning, health, fire or other applicable regulatory codes;
   b. A pattern of patron conduct in the neighborhood of the licensed premises which is in violation of the law and/or disturbs the peace, order, and tranquility of the neighborhood;
   c. Failure to maintain the grounds and exterior of the licensed premises, including litter, debris, or refuse blowing or being deposited upon adjoining premises;
   d. Entertainment on the licensed premises without a permit and/or entertainment which disturbs the peace, order and tranquility in the neighborhood of the licensed premises;
   e. Any advertising, promotion or activity in connection with the licensed premises which by its nature causes, creates or contributes to disorder, disobedience to rules, ordinances or laws, or contributes to the disruption of normal activity of those in the neighborhood of the licensed premises;
   f. Numerous police contacts with the licensed premises or the patrons of the premises;
   g. Failure to adequately staff and control the premises; and
   h. The conditions or practices of the business present immediate health and safety issues.
If the City Commission wishes to consider objecting to the renewal of one or more licenses, the City Code states that the City Commission may adopt resolution #2 establishing a public hearing date to consider objecting to the renewal of a class B/C license by the Liquor Control Commission. Additionally, the resolution must include a list of the reasons for calling the hearing. The owner(s)/operator(s) of the establishment would then be notified in writing of the date, time, location, and reasoning for the public hearing.

A public hearing must be scheduled in March in order to forward an objection to the Liquor Control Commission by their required deadline of March 31, 2017. It is proposed that the hearing, if necessary, take place on Monday, March 13, 2017 to ensure adequate time to provide the required notifications. If this is the course the City Commission wishes to pursue, both resolutions in suggested resolution #2 should be considered separately. If the liquor licenses for multiple establishments are to be the subjects of public hearings, suggested resolution #2(a) should be adopted separately for each establishment.

SUGGESTED RESOLUTION(S):

1. To approve the renewal, for the 2017 licensing period, of all Class B, Class C, and microbrewery liquor licenses for which a current year application was received.

   - OR -

2. (Each of the following resolutions to be considered with separate motions.)
   a. To set a public hearing for 7:30 PM on Monday, March 13, 2017 in the City Commission Room at the Birmingham Municipal Building, 151 Martin, Birmingham, MI 48009, to consider whether to file an objection with the Michigan Liquor Control Commission to the renewal of the license for consumption of intoxicating liquor on the premises currently held by the owners/operators of ____________________, for the following reasons: ____________________________________________________________;

   Further, to direct the City Manager to notify the owners/operators of ____________________, in writing, that they may submit any written material for consideration by the City Commission prior to the date of the public hearing or at the hearing, that the licensee may appear in person at the hearing or be represented by counsel and that the licensee may present witnesses or written evidence at the hearing.

   - AND -
b. To approve the renewal for the 2017 licensing period, of all Class B, Class C, and microbrewery liquor licenses for which a current year application was received, except for the license(s) held by ________________, for which a public hearing has been set.
Liquor license inspections/decoy operations were conducted at the following Class B/C liquor license establishments/brew pubs in 2016:

1. 220 Merrill
2. All Seasons Senior Living
3. Bella Piatti
4. Big Rock Chop & Brew House/The Reserve
5. Birmingham Sushi Cafe
6. Bistro Joe’s
7. Café Via
8. Cameron’s Steakhouse
9. Churchill’s Bistro
10. Community House
11. Cosi
12. Dick O’Dow’s
13. Ellie’s Mediterranean Grill & Bar
14. Emagine/Palladium Ironwood Grill
15. Fleming’s Prime Steakhouse & Wine Bar
16. Forest Grill
17. Griffin Claw Brewery
18. Hyde Park Steakhouse
19. Luxe Bar & Grill
20. Mad Hatter
21. Market North End
22. Mitchell’s Fish Market
23. Phoenecia
24. Rojo Mexican Bistro
25. Salvatore Scallopini
26. Social Kitchen and Bar
27. Streetside Seafood
28. Tallulah Wine Bar & Bistro
29. The Bird and the Bread
30. The Stand
31. Toast
32. Townhouse
33. Townsend Hotel/The Corner Bar
34. Triple Nickel
35. Lincoln Hills Golf Course-City of Birmingham
36. Springdale Golf Course-City of Birmingham

All of the above listed establishments were license compliant according to the standards set by the Michigan Liquor Control Commission (MLCC).

**2016 Liquor Law Violations**

The Birmingham Police Department conducted liquor decoy operations in all Class B/C licensed establishments/brew pubs in 2016, and again no Class B/C licensed establishments were in violation.

While conducting our decoy operations, SPECIALLY DESIGNATED MERCHANT Walgreen’s and the Birmingham Wine Shop were both issued a MLCC Violation for serving a minor and the individual server was also issued a violation for selling to a minor by Birmingham Police Detectives in December 2016.
The State of Michigan issued Rojo Mexican Bistro a violation for a NSF check on 2/11/16, the NSF check was paid on 3/15/16. The State of Michigan again issued a violation for a NSF check against Rojo on 6/30/16, this NSF check was paid on 7/29/16.
The State of Michigan issued a violation against Emagine/Palladium on 3/16/16 for failing to provide proof of successful alcohol server training.
The State of Michigan issued a violation against Café Via for a NSF check on 1/6/16, the NSF check was paid on 2/2/16.

2016 Police Contacts

All Class B/C establishments/brew pubs were checked for assaultive behavior/disorderly conduct related police contacts. The following list details the police related contacts:

1) Mad Hatter (185 N Old Woodward)
   a) June 19th, 2016: Intoxicated customers caused a commotion over their bill. A trespass warning was given.

2) Griffin Claw (575 S Eton)
   a) January 1st, 2016: An intoxicated customer caused a commotion over not being served more alcohol. A trespass warning was given.
   b) June 18th, 2016: A noise complaint was called in. The area checked all quiet.
   c) December 5th, 2016: A noise complaint was called in. A verbal warning was given.
   d) December 5th, 2016: Another noise complaint was called in. Another verbal warning was given.

3) Forest Grill (735 Forest Ave)
   a) July 16th, 2016: A noise complaint was called in. A verbal warning was given.

4) Dick O'Dows (160 W Maple)
   b) April 2nd, 2016: An aggressive intoxicated male was knocked out. The unknown suspect was never located.

5) 220 (220 E Merrill)
   a) October 15th, 2016: An intoxicated female patron was arrested for disorderly conduct and was later issued a city ordinance violation.

6) Market (474 N Old Woodward)
a) June 4th, 2016: Report of two intoxicated males fighting on the sidewalk. Neither party wished to follow through on prosecution. Both parties were separated and sent home.

b) October 31st, 2016: A verbal warning was given on a loud music complaint.

c) November 11th, 2016: One bar patron punched another in the face. Both parties declined to follow through with prosecution.

7) Townhouse (180 Pierce)

a) June 11th, 2016: A noise complaint was heard by officers. A verbal warning was given.

b) June 26th, 2016: A noise complaint was called in. The area was all quiet when checked by officers.

c) July 4th, 2016: An intoxicated patron was disturbing other customers. A cab was called and the intoxicated patron was driven home.

d) August 1st 2016: An intoxicated female threw her drink in another patron’s face and then left the bar. The victim didn’t wish to have the matter pursued.

e) September 21st 2016: A noise complaint was called in. A verbal warning was given.

8) Mitchell’s Fish Market (117 Willits)

a) January 1st, 2016: One intoxicated co-worker assaulted another. A warrant request was denied by our city attorney.
Inspections of Class C Restaurants were performed in December 2016. The following conditions were found:

1. 220 Restaurant/ Edison’s
   220 Merrill
   Acceptable

2. All Seasons
   111 Elm
   Acceptable

3. Bella Piatti
   167 Townsend
   Acceptable

4. Big Rock
   245 S Eton
   Acceptable

5. Birmingham Sushi Café
   377 Hamilton Row
   Acceptable

6. Bistro Joe’s
   34244 Woodward
   Acceptable

7. Café Via
   310 E. Maple
   Acceptable
8. Cameron’s Steakhouse
   115 Willis
   Acceptable

9. Churchill’s Bistro & Cigar Bar
   116 S Old Woodward
   Acceptable

10. Community House
    380 S. Bates
    Acceptable

11. Corner Bar
    100 Townsend
    Acceptable

12. Cosi
    101 N. Old Woodward
    Acceptable

13. Dick O’ Dow’s
    160 W. Maple
    Acceptable

14. Elie’s Mediterranean Grill/ Bar
    263 Pierce
    Acceptable

15. Emagine Theatre & Ironwood Grill
    250 N. Old Woodward
    Acceptable

16. Fleming’s Prime Steakhouse & Wine Bar
    323 N. Old Woodward
    Acceptable

17. Forest Grill
    735 Forest
    Acceptable

18. Griffin Claw
    575 S. Eton
    Acceptable

19. Hyde Park Prime Steakhouse
    201 S. Old Woodward
    Acceptable
20. La Strada Caffe
   243 E. Merrill
   Acceptable

21. Luxe Bar & Grill
   525 N. Old Woodward
   Acceptable

22. Mad Hatter Café
   185 N. Old Woodward
   Acceptable

23. Market North End
   474 N. Old Woodward
   Stacks of recycling bins stored outside of the screened trash enclosure.

24. Mitchell's Fish Market
   117 Willits
   Acceptable

25. Peabody's Dining & Spirits
   34965 Woodward
   Acceptable

26. Phoenicia
   588 S Old Woodward
   Acceptable

27. Rojo Mexican Bistro
   250 E Merrill
   Acceptable

28. Salvatore Scallopini
   505 N Old Woodward
   Acceptable

29. Sidecar Slider Bar
   2506 Merrill
   Acceptable

30. Social Kitchen & Bar
   225 E Maple
   Acceptable

31. Streetside Seafood
   273 Pierce
   Cardboard boxes stored on ground outside of trash receptacle.
32. Tallulah Wine Bar and Bistro  
    155 S Bates  
    Acceptable

33. The Bird and the Bread  
    210 S Old Woodward  
    Acceptable

34. The Community House Cafe`  
    380 S Bates  
    Acceptable

35. The Rugby Grille  
    100 Townsend  
    Acceptable

36. The Stand Gastro Bistro  
    34977 Woodward  
    Acceptable

37. Toast  
    203 Pierce  
    Acceptable

38. Townhouse  
    180 Pierce  
    Stack of flattened cardboard boxes on ground outside of trash receptacle.

39. Triple Nickel  
    555 S Old Woodward  
    Acceptable
Building Department staff completed the 2017 liquor license inspections in accordance with City Code Section 10-37 of 37 establishments within the City. I am pleased to provide the attached report showing that all are in compliance.

Staff conducted initial and follow-up inspections beginning in early January of this year. The initial inspection is to check for compliance with City regulations including building, electrical, mechanical, and plumbing codes. This year approximately one third of the establishments passed their initial inspection. The manager on site was informed of any deficiencies discovered during the inspection and advised that staff would return within a couple of weeks to verify correction. Follow-up inspections verified corrections are complete and each establishment is in compliance.

In addition, the Building Department obtained the attached report and inspection records from the Oakland County Health Division detailing their inspections and enforcement activities during the prior year for consideration. Inspection records for Griffin Claw and Triple Nickel were missing from the County’s report this year. We have requested the missing reports and will provide them as soon as they are received.
<table>
<thead>
<tr>
<th>FACILITY NAME</th>
<th>LOCATION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELIE'S MEDITERRANEAN GRILL</td>
<td>263 PIERCE ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>BIG ROCK CHOP HOUSE</td>
<td>245 S ETON ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>SIDECAR SLIDER BAR</td>
<td>280 E MERRILL ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>THE STAND</td>
<td>34977 WOODWARD AVE</td>
<td>APPROVED</td>
</tr>
<tr>
<td>MARKET</td>
<td>474 N OLD WOODWARD AVE</td>
<td>APPROVED</td>
</tr>
<tr>
<td>GRIFFIN CLAW BREWERY</td>
<td>575 S ETON ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>220 RESTAURANT</td>
<td>220 E MERRILL ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>FLEMINGS PRIME STEAKHOUSE</td>
<td>323 N OLD WOODWARD AVE</td>
<td>APPROVED</td>
</tr>
<tr>
<td>HYDE PARK STEAKHOUSE</td>
<td>201 S OLD WOODWARD AVE</td>
<td>APPROVED</td>
</tr>
<tr>
<td>TOAST ENTERPRISES, LLC</td>
<td>203 PIERCE ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>LASTRADA-CAFE</td>
<td>243 E MERRILL ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>SALVATORE SCALLOPINI RESTAURANT</td>
<td>505 N OLD WOODWARD AVE</td>
<td>APPROVED</td>
</tr>
<tr>
<td>TOWNHOUSE KITCHEN &amp; BAR LLC</td>
<td>184 PIERCE ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>BISTRO JOE'S</td>
<td>34244 WOODWARD AVE</td>
<td>APPROVED</td>
</tr>
<tr>
<td>CHURCHILL'S</td>
<td>116 S OLD WOODWARD AVE</td>
<td>APPROVED</td>
</tr>
<tr>
<td>TOWNSEND HOTEL</td>
<td>100 TOWNSEND ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>TALLULAH LLC</td>
<td>155 S BATES ST FL 1</td>
<td>APPROVED</td>
</tr>
<tr>
<td>MITCHELL'S FISH MARKET</td>
<td>117 WILLITS ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>CAFE VIA</td>
<td>310 E MAPLE RD</td>
<td>APPROVED</td>
</tr>
<tr>
<td>SOCIAL KITCHEN</td>
<td>225 E MAPLE RD</td>
<td>APPROVED</td>
</tr>
<tr>
<td>CAMERON STEAKHOUSE</td>
<td>115 WILLITS ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>LUXE BAR &amp; GRILL</td>
<td>525 N OLD WOODWARD AVE</td>
<td>APPROVED</td>
</tr>
<tr>
<td>COMMUNITY HOUSE</td>
<td>380 S BATES ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>BIRMINGHAM SUSHI CAFE INC</td>
<td>377 HAMILTON ROW</td>
<td>APPROVED</td>
</tr>
<tr>
<td>ALL SEASONS OF BIRMIGHAM</td>
<td>111 ELM ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>LINCOLN HILLS GOLF COURSE</td>
<td>2666 W 14 MILE RD</td>
<td>APPROVED</td>
</tr>
<tr>
<td>TRIPLE NICKEL</td>
<td>555 S OLD WOODWARD AVE STE</td>
<td>APPROVED</td>
</tr>
<tr>
<td>SPRINGDALE GOLF COURSE</td>
<td>316 STRATHMORE RD</td>
<td>APPROVED</td>
</tr>
<tr>
<td>EMANGINE</td>
<td>209 HAMILTON ROW</td>
<td>APPROVED</td>
</tr>
<tr>
<td>ROJO RESTAURANT</td>
<td>250 E MERRILL ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>FOREST GRILL</td>
<td>735 FOREST AVE STE 100</td>
<td>APPROVED</td>
</tr>
<tr>
<td>DICK O DOWS</td>
<td>160 W MAPLE RD</td>
<td>APPROVED</td>
</tr>
<tr>
<td>STREETSIDE RESTAURANT</td>
<td>273 PIERCE ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>FACILITY NAME</td>
<td>LOCATION</td>
<td>STATUS</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>PHOENICIA RESTAURANT</td>
<td>588 S OLD WOODWARD AVE</td>
<td>APPROVED</td>
</tr>
<tr>
<td>BELLA PIATTI LLC</td>
<td>167 TOWNSEND ST</td>
<td>APPROVED</td>
</tr>
<tr>
<td>THE BIRD AND THE BREAD</td>
<td>210 S OLD WOODWARD AVE</td>
<td>APPROVED</td>
</tr>
<tr>
<td>MAD HATTER</td>
<td>185 N OLD WOODWARD AVE</td>
<td>APPROVED</td>
</tr>
</tbody>
</table>

InspectionGroup.GroupType = LCC ANNUAL AND InspectionGroup.DateStarted Between 12/01/2016 AND 01/31/2017
February 3, 2017

To: Cheryl Arft, City Clerk

From: Joel Campbell
Deputy Fire Marshal

Re: 2016, LLC Inspection Report

All the restaurants and bistros in Birmingham holding a Class C liquor license were inspected for fire code violations in January 2017. Upon first inspection any violations of the fire code were noted and discussed with the occupants.

A subsequent re-inspection was conducted in the month and the majority of the violations had been addressed. The violations not yet corrected were noted and once again possible solutions and the need for a quick resolution were discussed with the occupants. A number of re-inspections of these businesses were conducted throughout the month in an effort to clear up all the outstanding violations prior to the submission of this report. Unfortunately not all of the violations have been completely finished. All of these outstanding violations are in the process of being corrected, either parts are on order, or time is scheduled with repair companies to repair needed items. A few of these violations consist of documentation that needs to be submitted to me to comply with the fire code.

I have approved all of the businesses with liquor licenses and recommend their licenses be renewed. The few businesses with outstanding violations have proved to my satisfaction that they are in the process of completing what is needed, to complete the outstanding violations, and be in compliance of the fire codes. The Fire Marshal division will continue to work with these businesses to insure all of the violations are corrected in the very near future.

Sincerely,

Joel Campbell
Deputy Fire Marshal
Hi Cheryl,

Below are the six businesses which still have outstanding issues that I will continue to follow up on.

1. 735 Forest- Forest Grill
   --The report (documentation) for the annual service of the building Fire Alarm system needs to be submitted to me.

2. 185 N. Old Woodward- Mad Hatter
   --The report for the annual service of the building Fire Suppression system needs to be submitted to me.

3. 474 N. Old Woodward- North End Market
   --The report for the annual service of the building Fire Suppression system needs to be submitted to me.

4. 184 Pierce- Townhouse
   --I have received the requested reports for the annual service of the building Fire Suppression system and the building Fire Pum$50.00 per report has not been received. Per the policy we have adopted, of the two options for submission of the required repo$t to submit the reports himself, which requires him to pay the fees.

5. 220 Merrill- 220 Restaurant
   --The front door locking mechanism needs to be replaced with an approved assembly, for means of egress. This issue has bee inspection. I have talked to the business manager and I have also been contacted by the locksmith they have hired. We have d corrected. I was informed by the locksmith that the lock assembly would be special ordered because of the type of door and wo was assured by the business manager correction of this issue was in process and would be completed.

   --Due to the addition of appliances in the kitchen, the kitchen hood fire suppression system needed to be re-worked. The busine existing kitchen hood fire suppression system with a new system. I have been in contact with the fire suppression company the reviewed and approved the plans for the new system. I am waiting for the system to be installed and to proceed with the accept

6. 111 Elm- All Seasons
   --The report for the annual service of the building Fire Alarm system needs to be submitted to me.

I believe all of these issues will soon be corrected and I will continue to follow up to ensure they are in complete compliance wit these issues should cause the renewal of their liquor license to be denied.

Please let me know if you need any further information.

Thank you,

Joel
<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>Parcel #</th>
<th>July 2016 Tax Due</th>
<th>Special Assessments Past Due</th>
<th>Prior Year Delinquent Personal Property</th>
<th>Water Account Number</th>
<th>Delinquent Water Due</th>
<th>Total Due</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>220 Merrill Restaurant</td>
<td>19-36-202-017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>99-00-015-113</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Seasons</td>
<td>19-36-227-029</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>99-00-014-135</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auchan</td>
<td>99-00-016-115</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arthur Ave</td>
<td>99-00-019-113</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beta Patti</td>
<td>99-00-012-120</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Big Rock Chop &amp; Brew House</td>
<td>20-31-207-001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>99-01-850-107</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birmingham Sushi</td>
<td>99-00-010-087</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bistro Joes</td>
<td>99-00-002-103</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>19-36-283-025</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafe Via</td>
<td>99-00-010-068</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cameron Steakhouse</td>
<td>99-00-005-146</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Church's Bistro</td>
<td>99-01-009-140</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community House</td>
<td>19-36-132-007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>00190-7528</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cose</td>
<td>99-00-002-033</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dick O'Dow's</td>
<td>99-01-900-288</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>06549-23140</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$20,767.76</td>
<td>$20,793.96</td>
<td>Payment Plan Received</td>
</tr>
<tr>
<td></td>
<td>06551-23142</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$26.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elie's Mediterranean Cafe</td>
<td>99-01-930-115</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emagine Palladium and</td>
<td>99-00-016-081</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ironwood Grill</td>
<td>99-00-016-082</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flemings</td>
<td>99-00-008-040</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forest Grill</td>
<td>99-00-009-074</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Griffin Claw Brewery</td>
<td>99-00-014-048</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20-31-203-036</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hyde Park</td>
<td>99-00-013-001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07725-22506</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>La Strada</td>
<td>99-00-016-108</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Luxe Bar &amp; Grill</td>
<td>99-00-011-030</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noel Helter</td>
<td>99-00-015-066</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Market North End</td>
<td>99-00-014-056</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07726-23205</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mitchell's Fish Market</td>
<td>99-00-004-088</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>31101-25474</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peabody's</td>
<td>19-36-207-008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>99-01-003-030</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,769.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07667-23456</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07669-23458</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,769.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pecosita</td>
<td>99-01-010-170</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>00785-22218</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peja</td>
<td>99-00-014-118</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,329.46</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>35560-25270</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$11,890.33</td>
<td></td>
<td>Chapter 11 per Peja</td>
</tr>
<tr>
<td>Salvatore Scalzi</td>
<td>99-01-850-267</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>06433-23066</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Kitchen &amp; Bar</td>
<td>99-00-013-079</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Streetside Seafood</td>
<td>99-01-006-540</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>00223-22048</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Talulah Wine Bar &amp; Bistro</td>
<td>99-00-011-051</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>02017-22504</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Bird &amp; The Bread</td>
<td>99-00-015-021</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>34088-25378</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Stand</td>
<td>99-00-011-012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>34487-34546</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feast</td>
<td>99-00-009-013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>21549-22036</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Townhouse</td>
<td>99-00-012-092</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>01128-08396</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Townsend Hotel</td>
<td>19-36-134-006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200169-25101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200172-22022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triple Nickel</td>
<td>99-00-015-111</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17536-24761</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESSES</td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------</td>
<td>------------</td>
<td>------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 220 Merrill Restaurant</td>
<td>BPD (1)</td>
<td>BPD (1)</td>
<td>BPD (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water Del,</td>
<td>ZV</td>
<td>SOM (2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 All Seasons Senior Living (Hospitality of Birmingham)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Bella Platti</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Big Rock Chop House/The Reserve</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Birmingham Sushi Café</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Bistro Joe's</td>
<td>Water Del</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Cafe' Via</td>
<td></td>
<td>SOM (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Cameron Steakhouse</td>
<td>Water Del</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Churchill's Bistro</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Community House</td>
<td></td>
<td>BPD (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Dick O'Dow's</td>
<td>BPD (1)</td>
<td>BPD (1)</td>
<td>BPD (2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water Del</td>
<td>Water Del</td>
<td>Water Del</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Elie's Mediterranean Café</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Emagine Palladium &amp; IronWood Grill (CH Birmingham, LLC)</td>
<td>SOM (1)</td>
<td>ZV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Fleming's Prime Steakhouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Forest Grill</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Griffin Claw Brewery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Hyde Park</td>
<td>BPD (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 La Strada Dolci &amp; Caffe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Luxe Bar &amp; Grill</td>
<td>SOM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Mad Hatter (Tea Parlor, Inc)</td>
<td>SOM</td>
<td>BPD (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESSES</td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Business Name</td>
<td>Violations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------</td>
<td>-----------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Market North End</td>
<td>BPD (1) BPD (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Mitchell's Fish Market</td>
<td>BPD (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Phoenicia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Rojo Mexican Bistro</td>
<td>Tax Water Del</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Taxes water</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOM (2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tax Del</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Salvatore Scallopinii</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Sidecar Slider Bar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Social Kitchen &amp; Bar</td>
<td>SOM ZV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Streetside Seafood</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Tallulah Wine Bar &amp; Bistro</td>
<td>Water Del</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>The Bird and The Bread</td>
<td>SOM (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>The Stand</td>
<td>BPD (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Toast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Townhouse</td>
<td>SOM (1) BPD (1) BPD (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Townsend Hotel</td>
<td>BPD (1) BPD (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Triple Nickel (Crush, LLC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Lincoln Hills Golf Course</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Springdale Golf Course</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KEY**
- **SOM**: State of Michigan Liquor Violation
- **BPD**: Police Contacts - Assaultive Behavior
- **BFD**: Unresolved Fire Code Violations
- **ZV**: Zoning Violation
- **Water**: Unpaid Water Bill
- **Water Del**: Delinquent Water Bill
- **Tax**: Unpaid Tax Bill
- **Tax Del**: Delinquent Tax Bill
MEMORANDUM

DATE: February 15, 2017

TO: Joseph Valentine, City Manager

FROM: Paul T. O'Meara, City Engineer

SUBJECT: Crosswalk Pavement Markings Design Standards

The Multi-Modal Transportation Board (MMTB) first passed recommended standards to be used when designing crosswalk pavement markings at their regular meeting of November 2, 2016. The matter was then reviewed by the City Commission at their meeting of November 21, 2016. The item was referred back to the MMTB for further study, with the following summary of issues raised:

- Definitions for various road types and conditions need to be very clear so that the outcome is clear.
- The suggested variance for spacing between the bars was too great.
- Information about how much the City pays to maintain crosswalks was requested.
- The use of 24 inch wide bars (instead of 12 inch) was preferred. It was noted that other cities such as Royal Oak and Ferndale are making more use of the 24 inch bars.

The matter was studied further, and presented to the MMTB at their meeting of February 2, 2017. Please refer to the attached memo written for the MMTB for details on how the standards now being suggested were generated. After discussion, the members present were comfortable with the suggested standards, and recommended approval of the guidelines on a vote of 5-0.

A suggested resolution has been prepared below:

SUGGESTED RESOLUTION:

To adopt the following standard policy for the design of all future crosswalk pavement markings in the City of Birmingham, as recommended by the Multi-Modal Transportation Board:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3, with the exception that all painted bars shall be 24 inches wide spaced as close to 24 inches apart as possible. Crosswalk widths shall be installed as follows:
On Major Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when traffic signals are present.

On Local Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 8 feet wide, unless the adjacent sidewalk main walking path is wider, at which point it shall be widened to match the main walking path width.

At All Other Locations:

Total width of the crosswalk shall be 6 feet wide.

The following shall be considered Major Streets (within the specific districts noted) for the purposes of this standard:

Woodward Ave.
Old Woodward Ave.
Maple Rd.
Southfield Rd.
Adams Rd.
Willits St.
Oakland Blvd.
Chester St.
Brown St.
S. Eton Rd.
E. Lincoln Ave.
The Multi-Modal Transportation Board (MMTB) discussed the above topic three times in 2016. A suggested recommendation was agreed to at the meeting of November 2, 2016, and forwarded to the City Commission for their approval at their meeting of November 21, 2016. After discussion on the matter, the Commission referred the matter back to the MMTB for further study.

The recommendations as forwarded focused on creating standards in two areas:

a) The width of each painted bar, and the spacing between the bars.
b) The length of each painted bar, which translates to the width of the walking surface for pedestrians when crossing the street.

The recommendations attempted to focus on various factors such as:

a) Level of vehicle average daily traffic.
b) Level of pedestrian average daily traffic.
c) Speed of vehicular traffic.
d) Location of crosswalk (downtown, schools, poor visibility, etc.)

Detailed comments from the Commissioners are attached. The comments can be summarized as follows:

- Definitions for various road types and conditions need to be very clear so that the outcome is clear.
- The suggested variance for spacing between the bars was too great.
- Information about how much the City pays to maintain crosswalks was requested.
- The use of 24 inch wide bars (instead of 12 inch) was preferred. It was noted that other cities such as Royal Oak and Ferndale are making more use of the 24 inch bars.

With the above in mind, the following information has been assembled:

**MAINTENANCE COSTS**

The previous version of the recommended standards suggested a mix of 12 inch and 24 inch wide painted bars for two reasons:
a) Using a variety of markings helps call attention to the bolder markings versus the smaller markings, with the idea that if all crossings use the wider markings, they may lose some of their ability to call attention to the area.

b) Using wider bars requires more paint, which translates into more annual costs for maintenance.

The Services Division of the Police Dept. issues a contract each year to repaint all pavement markings in the City. Two contracts are issued – one focuses on the long lane lines generally painted quickly with a large truck, while the other focuses on all of the smaller items that need to be done by hand, such as crosswalks, parking spaces, arrows, and legends (such as “ONLY”). For the most recent year, the City spent about $18,000 repainting all the crosswalks in the City.

If the City elects to move to a 24 inch wide bar instead of 12 inch, about 60% more paint will be required at each location. It is important to note that if 24 inch wide bars become the standard, that does not translate into a 60% increase in annual costs. Generally, existing painted markings will remain as is until the pavement in the intersection is being removed and replaced, including resurfacing or new cape seal. Moving to a 24 inch wide bar as the standard in all new locations would translate into a slow, gradual increase as crosswalk markings are removed and replaced.

OTHER LOCAL CITIES

Royal Oak currently installs 24 inch wide painted bars on all of its new crosswalks. They also install a ten foot wide area for walking in the downtown area, and revert back to the standard six foot wide in other areas. We were unable to reach anyone at the City of Ferndale to speak about their most recent efforts, but note that an extensive crosswalk improvement program was conducted recently on Livernois Ave. between 9 Mile Rd. and 8 Mile Rd. Several crosswalks were installed in that area, using 24 inch wide painted bars, and a six foot wide walking surface.

NEW RECOMMENDATION

Since the Commission (and some MMTB members) prefer the 24 inch wide painted bars, and since increased costs are not significant, the new standard recommends the use of 24 inch wide bars at all new crosswalk locations. Spacing is also suggested at 24 inches wide, similar to what is being done in other local jurisdictions.

The width of the walking surface remains an area that needs to be adjusted depending on the local street conditions. Painted surface widths need to be designed in accordance with the size of the handicap ramps, per ADA requirements. The written standards from the MI Dept. of Transportation (MDOT) suggests that the crosswalk width should match the sidewalk widths in the adjacent area. The National Assoc. of City Transportation Officials (NACTO) suggests that the crosswalk width should be as wide or wider than the adjacent sidewalks so that groups of pedestrians can comfortably pass each other in the provided area. With the above standards in mind, the following guideline is provided for total crosswalk width:
On Major Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when traffic signals are present.

(A list of what is considered a major street for the purposes of this standard is provided below.)

On Local Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 8 feet wide, unless the adjacent sidewalk main walking path is wider, at which point it shall be widened to match the main walking path width.

(Most local streets tend to have smaller rights-of-way that do not allow the construction of extra wide sidewalks.)

At All Other Locations:

Total width of the crosswalk shall be 6 feet wide.

SUGGESTED RECOMMENDATION:

To recommend to the City Commission the following standard policy for the design of all future crosswalk pavement markings in the City of Birmingham:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3, with the exception that all painted bars shall be 24 inches wide spaced as close to 24 inches apart as possible. Crosswalk widths shall be installed as follows:

On Major Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when traffic signals are present.

On Local Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:

Total width of the crosswalk shall be 8 feet wide, unless the adjacent sidewalk main walking path is wider, at which point it shall be widened to match the main walking path width.

At All Other Locations:

Total width of the crosswalk shall be 6 feet wide.
The following shall be considered Major Streets (within the specific districts noted) for the purposes of this standard:

Woodward Ave.
Old Woodward Ave.
Maple Rd.
Southfield Rd.
Adams Rd.
Willits St.
Oakland Blvd.
Chester St.
Brown St.
S. Eton Rd.
E. Lincoln Ave.
Conventional Crosswalks

Crosswalks should be designed to offer as much comfort and protection to pedestrians as possible. Historically, many crosswalks were designed using inadequate, narrow striping, setbacks, deviations from the pedestrian walkway, and considerable crossing distances.

Intersection crossings should be kept as compact as possible, facilitating eye contact by moving pedestrians directly into the driver’s field of vision.
Crosswalks should be aligned as closely as possible with the pedestrian through zone.

**Critical**

1. Stripe all signalized crossings to reinforce yielding of vehicles turning during a green signal phase. The majority of vehicle-pedestrian incidents involve a driver who is turning.
2 Stripe the crosswalk as wide as or wider than the walkway it connects to. This will ensure that when two groups of people meet in the crosswalk, they can comfortably pass one another. Crosswalks should be aligned as closely as possible with the pedestrian through zone. Inconvenient deviations create an unfriendly pedestrian environment.
+ More Info

3 High-visibility ladder, zebra, and continental crosswalk markings are preferable to standard parallel or dashed pavement markings. These are more visible to approaching vehicles and have been shown to improve yielding behavior.
+ More Info

Street lighting should be provided at all intersections, with additional care and emphasis taken at and near crosswalks.

4 Accessible curb ramps are required by the Americans with Disabilities Act (ADA) at all crosswalks.

Recommended

5 Keep crossing distances as short as possible using tight corner radii (./corner-radii), curb extensions (./curb-extensions), and medians. Interim curb extensions may be incorporated using flexible posts and epoxied gravel.
See Interim Design Strategies (./interim-design-strategies)

6 An advanced stop bar should be located at least 8 feet in advance of the crosswalk to reinforce yielding to pedestrians. In cases where bicycles frequently queue in the crosswalk or may benefit from an advanced queue, a bike box should be utilized in place of or in addition to an advanced stop bar.
+ More Info
Stop bars should be perpendicular to the travel lane, not parallel to the adjacent street or crosswalk.

Optional

Right-turn-on-red restrictions may be applied citywide or in special city districts and zones where vehicle pedestrian conflicts are frequent. Right-turn-on-red restrictions reduce conflicts between vehicles and pedestrians.

Adapted from the Urban Street Design Guide, published by Island Press.

References for Conventional Crosswalks: 9 found.


Designing Cities 2016: Seattle

Urban Street Design Guide

Urban Bikeway Design Guide
DATE: April 14, 2016

TO: Multi-Modal Transportation Board

FROM: Paul T. O’Meara, City Engineer

SUBJECT: Crosswalk Pavement Markings Standards

Historically, the City had no standard on the design of the pavement markings used for pedestrian crosswalks. In 2009, we were involved in designing the streets that were planned for reconstruction around the recently redeveloped Shain Park. Staff met with current Mayor Pro-Tem Mark Nickita on this topic. The end result of the meeting is that staff agreed to standardize the pavement markings to a set of straight one foot wide bars that are parallel to the path of vehicular traffic, often referred to as “continental” style. We have continued with that approach, allowing the pavement marking contractor help determine the appropriate spacing between the 12 inch wide painted bars. The removal of all of the older style pavement markings will continue to take several years, as it is preferable to change the pavement markings when the road is being repaved or resurfaced. Attempting to do so absent a paving project results in grinding marks in the pavement where the old markings were, topped with a different design in the same immediate area, which generally makes the crosswalk look worse instead of better. In the meantime, like all pavement markings, the crosswalks are repainted each year to make sure that they are visible and effective.

Recently, Mayor Pro-Tem Nickita has made observations of crosswalks in large cities that he feels should be reviewed and possibly implemented here. As shown in the attached photos, the crosswalks are painted with wider painted bars, and in some cases, the bars are much longer than our current standard of six to eight feet long. Fleis & Vandenbrink was asked to review this issue, and help make recommendations toward a common standard that can then be used on all future paving projects where marked crosswalks are proposed.

Size and Spacing of Painted Crosswalk Markings Standard

Attached is a letter from F&V that helps summarize guidelines developed both in the Michigan Manual of Uniform Traffic Control Devices (MMUTCD), and by the MI Dept. of Transportation (MDOT). The details drawn out by MDOT suggest that usually the 12 inch wide painted bar should be spaced with a 24 inch gap. However, it is important for the contractor laying out the markings to consider the typical path for tires driving over the markings. If the painted bar is installed in the path of the majority of the tires, it will wear out much sooner, leaving the pavement markings looking incomplete and in need of maintenance. With that in mind, the standards allow for a deviation in the spacing up to 2.5 times the width of the painted bar (in this case, 30 inches). It is also important for the contractor laying out the markings to have some ability to deviate from the set 24 inch spacing to fit the actual length of the crosswalk, as each location varies somewhat.
With respect to the width of the crosswalk, the MMUTCD suggests that the painted crosswalk bar should be between 12 and 24 inches wide. Mayor Pro-Tem Nickita is encouraging the wider painted bars with the idea that they are more noticeable to drivers. The examples of extra wide painted bars in crosswalks provided by Mayor Pro-Tem Nickita are from very urbanized areas where the numbers of pedestrians crossing at a given location is much greater than anywhere seen in Birmingham. It is suggested that the wider 24 inch bars be saved for those areas where pedestrian activity is the greatest, such as the Central Business District. Such pavement markings could be implemented in the Central Business District both on Old Woodward Ave. and Maple Rd. in the CBD in upcoming years as these corridors are reconstructed. By installing the wider markings at the most significant locations, they will help call attention to areas where the potential for pedestrian /vehicular conflict would be the greatest.

If 24 inch wide painted bars are used in crosswalks, the chance of parts of them being worn down by falling within the vehicle tire path is greater. Fortunately, the spacing of the bars can also be increased, per the MMUTCD, up to 60 inches. Given the examples taken from other cities, we are recommending that the suggested gap remain at 24 inches wide. In order to achieve the benefit of the wider bars, the gap should not be too extreme. Therefore, we recommend that the gap be limited to no more than 36 inches on the crosswalks used within the CBD.

A summary of the suggested standard can be found below at the end of this memo.

**Width of Painted Crosswalks Standard**

Historically, painted crosswalks have been installed at the typical six feet wide, with crosswalks in the Central Business District installed at eight feet wide. As noted in the F&V memo, the width of the crosswalk must match the width of the curb drop built at the handicap ramps located at each end of the crosswalk. It is important that the edge of the painted crosswalk direct people to a point in the ramp at each end that can accept them. People with marginal eyesight can sometimes only see a few feet away from their feet, and rely on the edge of the crosswalk markings to guide them to the ramp.

With that in mind, crosswalk widths can only be changed when the ramps are being reconstructed on each end of the crosswalk. In the majority of the City, sidewalks are only four to five feet wide. In these areas, six foot wide crosswalks should be sufficient. However, in the downtown area, where sidewalks can be wider and pedestrian demand can be much greater, a wider crosswalk width is appropriate. The existing crosswalks are painted at 9 to 10 feet wide at the intersection of Maple Rd. and Old Woodward Ave. Based on observations made during a warm Friday lunch hour on April 15, it was observed that when groups of pedestrians are crossing from opposite directions at the same time, the current width is almost wide enough to handle the majority of situations, but not always. Since the clear space to walk on the sidewalks on these streets varies from about five feet (Maple Rd.) to 12 ft. (Old Woodward Ave.), it is recommended that crosswalks in the Central Business District be widened to 12 ft. when the proposed paving projects in this area are implemented.

To summarize, we recommend that the six foot wide standard width crosswalk remain in use in areas outside of the Central Business District. In those areas where pedestrian demand is
higher, and the 24 inch wide markings referenced above are going to be used, a 12 foot wide crosswalk is recommended as outlined below:

CITY OF BIRMINGHAM
STANDARDS FOR PAVEMENT MARKINGS AT PEDESTRIAN CROSSWALKS

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

Central Business District Pedestrian Crossings on Maple Rd. between Chester St. and Woodward Ave., and on Old Woodward Ave. between Oak St. and Haynes St.:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 feet wide.

All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.

SUGGESTED RECOMMENDATION:

The Multi-Modal Transportation Board recommends to the City Commission that the following standards be adopted for the design and installation of painted crosswalk pavement markings on all future projects:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

Central Business District Pedestrian Crossings on Maple Rd. between Chester St. and Woodward Ave., and on Old Woodward Ave. between Oak St. and Haynes St.:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 feet wide.

All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.
April 14, 2016

VIA EMAIL

Mr. Paul O'Meara
City Engineer
City of Birmingham
151 Martin Street
Birmingham, MI 48012

RE: Continental Crosswalk Design Requirements

Dear Mr. O'Meara,

The purpose of this letter is to provide an overview of permissible continental crosswalk design in response to a request from the City of Birmingham. The following guidance regarding continental crosswalk design is provided in the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) Section 3B.18:

- Longitudinal lines (continental style) may be used at locations where substantial numbers of pedestrians cross without any other traffic control device, at locations where physical conditions are such that added visibility of the crosswalk is desired, or at places where a pedestrian crosswalk might not be expected.
- Longitudinal lines should be 12 to 24 inches wide and separated by gaps of 12 to 60 inches. The design of the lines and gaps should avoid the wheel paths if possible, and the gap between the lines should not exceed 2.5 times the width of the longitudinal lines.
- The crosswalk should be not less than 6 feet wide and crosswalk markings should be located so that the curb ramps are within the extension of the crosswalk markings.

The Michigan Department of Transportation (MDOT) provides additional guidance regarding the use of continental style crosswalks in the MDOT Pavement Marking Standards PAVE-945-C. The following guidance is provided:

- Special emphasis crosswalk is 12 inch white longitudinal lines.
- Width of the crosswalk should equal the width of the adjacent sidewalk, but shall not be less than 6 feet.

When determining the appropriate longitudinal line widths the installation and maintenance costs should also be considered. Increasing the line widths from the 12 inch standard will also increase the costs associated with additional paint. In addition, the wider pavement markings may also encroach upon the wheel paths, which will increase associated maintenance costs.

If you have any questions, please feel free to contact us.

Sincerely,

FLEIS & VANDENBRINK

Michael J. Labadie, PE
Group Manager

Attached:  PAVE-945C
MID-BLOCK TWO LANE NON-SIGNALIZED

MID-BLOCK MULTI-LANE NON-SIGNALIZED

MID-BLOCK MULTI-LANE SIGNALIZED

ACCESSIBLE RAMP

DETAIL OF SPECIAL EMPHASIS CROSSWALK MARKING

NOT TO SCALE

MICHI[]_G DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN

08/12/15
T.H.S.A. APPROVAL

12/02/14
PLAN DATE

PAVE-945-C
SHEET 3 OF 3

NOTE: THE ORIGINAL SIGNED COPY IS KEPT ON FILE AT THE MICHIGAN DEPARTMENT OF TRANSPORTATION.

NOTES:
1. Install special emphasis crosswalk markings parallel to traffic flow.

SKewed CROSSINGS

24" WHITE STOP BAR (SIGNALIZED CROSSINGS)

DETAIL OF YIELD TRIANGLE FOR YIELD LINE

NOTES:
1. Install four triangles per lane.
2. Adjust spacing (between 3 to 12 inches) as necessary.
San Francisco -Serious crosswalks
1 message

Mark For Birmingham <markforbirmingham@yahoo.com>  Sat, Mar 5, 2016 at 4:55 PM
To: Joe Valentine <jvalentine@bhamgov.org>, Paul O'Meara <pomeara@bhamgov.org>, Jana Ecker <jecker@bhamgov.org>, Mclemence@bhamgov.org, Chief Don Studt <dstudt@bhamgov.org>

Now this is pedestrianization!!

These guys are serious about their crosswalks. Note how wide the zone is as well as the width of the actual band/ stripe. Must be about two feet wide. This is a great precedent! A girl to shoot for - old Woodward?

M
Mark Nickita  
*Mayor Pro-Tem*  
City of Birmingham, MI  

*“never worry about action- only about inaction”*  
- Winston Churchill  

[@MarkNickita on Twitter](https://twitter.com/MarkNickita)  
[Mark Nickita on FB](https://www.facebook.com/marknickita)
Fwd: More continental -2' wide bars - in Toronto....everywhere!

1 message

Joe Valentine <jvalentine@bhamgov.org>
To: Jana Ecker <jjecker@bhamgov.org>, Paul O'Meara <pomeara@bhamgov.org>, Mark Clemence <mclemence@bhamgov.org>
Cc: Mark Nickita <mnickita@bhamgov.org>

Please share with the MMTB when they review this.

-------- Forwarded message --------
From: Mark Nickita <mnickita@bhamgov.org>
Date: Fri, Apr 8, 2016 at 10:42 PM
Subject: More continental -2' wide bars - in Toronto....everywhere!
To: Joe Valentine <jvalentine@bhamgov.org>, Jana Ecker <jjecker@bhamgov.org>, Paul O'Meara <pomeara@bhamgov.org>, Mclemence@bhamgov.org
City of Birmingham MI Mail - Fwd: More continental -2' wide bars - in Toronto.....everywhere!

https://mail.google.com/mail/u/0/?ui=2&ik=4607cf6df1&view=pt&search=inbox&th=154056a79b2e4d03&siml=154056a79b2e4d03
4/11/2016
City of Birmingham MI Mail - Fwd: More continental -Z' wide bars - in Toronto....everywhere!

https://mail.google.com/mail/u/0/?ui=2&ik=4607cf6df1&view=pt&search=inbox&th=154056a79b2e4d03&siml=154056a79b2e4d03
City of Birmingham MI Mail - Fwd: More continental - 2' wide bars - in Toronto.....everywhere!

https://mail.google.com/mail/u/0/?ui=2&ik=4607cf6d1&view=pt&search=inbox&th=154056a79b2e4d03&sim1=154056a79b2e4d03
City of Birmingham MI Mail - Fwd: More continental -2' wide bars - in Toronto....everywhere!

https://mail.google.com/mail/u/0?ui=2&ik=4607cf6df1&view=pt&search=inbox&th=154056a79b2e4d03&siml=154056a79b2e4d03
Mark Nickita
Mayor Pro-Tem
City of Birmingham, MI

“never worry about action- only about inaction”
- Winston Churchill

@MarkNickita on Twitter
Mark Nickita on FB

---
Joseph A. Valentine
Minutes of the regular meeting of the City of Birmingham Multi-Modal Transportation Board held Thursday, April 21, 2016.

Chairperson Johanna Slanga convened the meeting at 6 p.m.

1. **ROLL CALL**

Present: Chairperson Johanna Slanga; Board Members Vionna Adams, Lara Edwards, Amy Folberg, Andy Lawson, Michael Surnow, Amanda Warner

Absent: Board Members

Administration: Jana Ecker, Planning Director
Austin Fletcher, Asst. City Engineer
Commander Scott Grewe, Police Dept.
Paul O'Meara, City Engineer

Also Present: Mike Labadie and Julie Kroll from Fleis & Vandenbrink (“F&V”), Transportation Engineering Consultants

2. **INTRODUCTIONS**

Ms. Folberg, resident at large, introduced herself for those who were not present at the last meeting.

3. **REVIEW AGENDA** (no change)

4. **APPROVAL OF MINUTES, MEETING OF FEBRUARY 11, 2016**

Motion by Ms. Warner
Seconded by Ms. Edwards to approve the Minutes of February 11, 2016 as presented.

Motion carried, 7-0.
5. HAMILTON AVE. AND PARK ST. INTERSECTION

Mr. O’Meara provided background for Park St., Hamilton Ave. to Maple Rd. He noted the City has received federal funds to reconstruct Maple Rd. from Bates St. to Woodward Ave. in 2018. Since Maple Rd. traffic will be disrupted at that time, the plan is to reconstruct the Maple Rd. and Park St. intersection as a part of that project such that Park St. can accommodate two-way traffic from that point on. A City Commissioner requested that the MMTB look at having a stop sign in all four directions at the intersection to make it more pedestrian friendly.

Mr. Labadie added that the Michigan Manual of Uniform Traffic Control Devices (“MMUTCD”) is put together by the State Police, and MDOT with input from county road commissions and city engineers. Also, there is a Federal Manual of Uniform Traffic Control Devices and the two mostly match. According to the Manuals, pedestrian friendly or controlling speeds in neighborhoods are not criteria for installing stop signs. F&V was asked to study the intersection as it currently operates and make recommendations relative to the advisability of making this a four-way stop controlled intersection at this time. Their warrants analysis is that current crash patterns suggest that some of the vehicle crashes could be corrected by the addition of a STOP sign, but not enough to conclude that a STOP sign is warranted. Also, over the most recent four years where data is available there have been zero pedestrian conflicts reported at this intersection.

Therefore, he recommended no changes to this intersection until such time as Park St. is two-way, when it can be revisited.

Mr. O’Meara advised the current project is being implemented to address the poor condition of the pavement. As noted, this block of Park St. is planned for significant changes in its traffic pattern once the Maple Rd. intersection is reconstructed in two to three years. Secondly, an analysis of the current traffic counts and crash history reveals that the current traffic controls for the Hamilton Ave. intersection are appropriate. Once they are redesigning the Maple Rd. intersection, they plan to have the entire block’s traffic design reviewed and confirmed prior to recommending a final design. The traffic controls at both intersections will have to be changed at that time anyway. It is staff’s recommendation that no changes be made to the existing traffic controls at the Hamilton Ave. and Park St. intersection.

DRAFT
There was no public present to comment on this matter.

**Motion by Ms. Warner**

Seconded by Mr. Lawson that the Multi-Modal Transportation Board recommends that the Hamilton Ave. and Park St. traffic controls remain as-is at this time. In the future, when the City is prepared to introduce a southbound lane on Park St. south of Hamilton Ave., the entire block’s traffic controls should be reviewed at that time.

Motion carried, 7-0.

**ROLLCALL VOTE**

Yea: Warner, Lawson, Adams, Edwards, Folberg, Slanga, Surnow  
Nay: None  
Absent: None

6. **CROSSWALK PAVEMENT MARKING STANDARDS**

Mr. O’Meara recalled that historically the City had no standard on the design of the pavement markings used for pedestrian crosswalks. In 2009, the City started going to the Continental style crosswalks. Current Mayor Pro-Tem Mark Nickita suggested that the City should standardize the pavement markings to make sure the width of the bars versus the spacing between the bars is standard. The removal of all of the older style pavement markings will continue to take several years.

Also recently, Mayor Pro-Tem Nickita has made observations of crosswalks in large cities that he feels should be reviewed and possibly implemented here. The crosswalks are painted with wider painted bars, and in some cases, the bars are much longer than our current standard of 6 to 8 ft. long. F&V was asked to review this issue and make recommendations toward a common standard that can then be used on all future paving projects where marked crosswalks are proposed.

Guidelines developed both in the MMUTCD and by the Michigan Dept. of Transportation ("MDOT") suggest that usually the 12 in. wide painted bar should be spaced with a 24 in. gap between. You can go up to 30 in. on a 12 in. bar. In those areas where pedestrian demand is higher and the 24 in. wide markings are going to be used, Mr. O’Meara recommends somewhere between 24 and 36 in. gaps. Also recommended is that in the major intersections of the Central Business District ("CBD") a 12 ft. wide crosswalk be used and that all of the other minor crossings in the CBD will be 8 ft. wide.
Chairperson Slanga thought the recommendations should be made based on how wide the street is and how much pedestrian traffic there is. The recommended standards seem quite ridged. She suggested 8 to 12 ft. wide crosswalks in the CBD with the tone of maximizing it for the space available and the amount of pedestrians. Further, it was discussed that demographics can change down the road with regard to the volume of pedestrians and the danger involved in crossing the intersection.

Mr. O'Meara agreed to modify the pavement marking standards based on the board's comments and bring them back.

7. 2016 ASPHALT RESURFACING PROGRAM REVIEW

Mr. O'Meara advised that each year, the City budgets funds to resurface some asphalt streets that are still structurally sound, but have a poor or marginal asphalt surface. This year, funding is available to address several local streets located in the southeast corner of the City, as well as a portion of Brown St. near Southfield Rd.

The segment of Brown St. proposed for rehabilitation has been identified in Phase 3 of the Master Plan as part of a neighborhood connector route that is planned to help connect bicyclists from Southfield Rd. through the south side of the Central Business District and east eventually to Eton Rd. No changes are recommended to this project as a result of the Master Plan. It was discussed that in the future it should be confirmed that people in the lower Phase 3 area can connect up to Kenning Park.

After a review of the Master Plan, it appears that no specific recommended changes are suggested on any of the southeast area streets.

The Cheltenham Rd./Dunstable Rd./Hanley Ct. intersection is being resurfaced as a part of this project. Currently there is no designated path for pedestrians that wish to cross from one side of Cheltenham Rd. to the other. Given the fact that the intersection is controlled by stop signs, a designated crosswalk for pedestrians would be an improvement over the current condition. On the north side of the intersection a ramp from the Cheltenham Rd. north side sidewalk is proposed just east of the existing drive approach for 1500 Cheltenham Rd. The stop bar for eastbound Cheltenham Rd. traffic would be moved northwest about 4 ft. to make room for a ramp and sidewalk connection at that point up to the south side Cheltenham Rd. sidewalk. No other ramps are suggested at this time.

Motion by Mr. Lawson
Seconded by Ms. Adams to recommend to the City Commission that the Engineering Dept. proceed with the design of the 2016 Asphalt
Resurfacing Program. All handicap ramps requiring replacement shall be included in the project. Further, new ramps and a crosswalk shall be installed at the Cheltenham Rd./Dunstable Rd./Hanley Ct. intersection to improve pedestrian accessibility and safety at this location.

Motion carried, 7-0.

ROLLCALL VOTE
Yeas: Lawson, Edwards, Adams, Folberg, Slanga, Surnow, Warner
Nays: None
Absent: None

8. MEETING OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA
(no public was present)

9. MISCELLANEOUS COMMUNICATIONS (items in the packet)

10. ADJOURNMENT

No further business being evident, the chairperson adjourned the meeting at 6:50 p.m.

Jana Ecker, Planning Director

Paul O'Meara, City Engineer
DATE:  June 10, 2016

TO:  Multi-Modal Transportation Board

FROM:  Paul T. O'Meara, City Engineer

SUBJECT:  Pedestrian Crosswalk Pavement Marking Standards

At the April meeting of the Multi-Modal Transportation Board (MMTB), the Board reviewed the attached report dated April 14. While the Board was generally in favor of the standards suggested, they felt that they were too restrictive. Specifically, the Board suggested that there may be locations outside of those described that could benefit from the wider crosswalks with wider markings. With that in mind, the suggested standard has been changed to reflect that the larger crosswalk design shall be used not only within the CBD on the specific streets mentioned before, but rather at any major street that has a higher than normal pedestrian traffic demand. Further, based on comments made at the meeting, a mid-grade level crosswalk can be used where pedestrian demand is high, but the street being crossed is more local in nature.

The suggested standards changed as noted above is provided below, as well as in the suggested recommendation below:

CITY OF BIRMINGHAM
STANDARDS FOR PAVEMENT MARKINGS AT PEDESTRIAN CROSSWALKS

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

At Central Business District or other High Pedestrian Demand Major Street Crossings:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 feet wide.

At Central Business District or other High Pedestrian Demand Local Street Crossings:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 8 to 10 feet wide.

At All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.
SUGGESTED RECOMMENDATION:

The Multi-Modal Transportation Board recommends to the City Commission that the following standards be adopted for the design and installation of painted crosswalk pavement markings on all future projects:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

At Central Business District or other High Pedestrian Demand Major Street Crossings:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 feet wide.

At Central Business District or other High Pedestrian Demand Local Street Crossings:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 8 to 10 feet wide.

All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.
Minutes of the regular meeting of the City of Birmingham Multi-Modal Transportation Board held Thursday, June 16, 2016.

Vice-Chairman Andy Lawson convened the meeting at 6 p.m.

1. ROLL CALL

Present: Board Members Vionna Adams, Lara Edwards, Amy Folberg, Vice-Chairman Andy Lawson, Amanda Warner (arrived at 6:16 p.m.)

Absent: Board Member Michael Surnow

Administration: Sean Campbell, Asst. Planner
Mark Clemence, Police Chief
Jana Ecker, Planning Director
Austin Fletcher, Asst. City Engineer
Paul O’Meara, City Engineer

Also Present: Mike Labadie from Fleis & Vandenbrink (“F&V”), Transportation Engineering Consultants

Vice-Chairman Lawson advised that the former chairperson, Johanna Slanga, has moved outside of the City and for that reason has relinquished her responsibilities on this board. He asked for nominations for a new chairperson.

Motion by Vice-Chairman Lawson
Seconded by Ms. Edwards to nominate Vionna Adams as chairperson.

Motion carried, 4-0.

VOICE VOTE
Yeas: Lawson, Edwards, Adams, Folberg
Nays: None
Absent: Surnow, Warner

2. INTRODUCTIONS

Ms. Ecker introduced Sean Campbell, Asst. Part-Time Planner.
3. **REVIEW AGENDA** (no change)

4. **APPROVAL OF MINUTES, MEETING OF APRIL 21, 2016**

   Motion by Mr. Lawson
   Seconded by Ms. Folberg to approve the Minutes of April 21, 2016 as presented.

   Motion carried, 4-0.

   VOICE VOTE
   Yeas: Lawson, Folberg, Adams, Edwards
   Nays: None
   Absent: Surnow, Warner

5. **RESIDENTIAL PERMIT PARKING ZONES**

   a. **W. Frank St. - Chester St. to Bates St.**
   Chief Clemence related that the Police Dept. received a petition with signatures from four addresses that share property on Frank St. between Chester St. and Bates St. Their letter requests a change to "Parking Permit Required" in the area.

   W. Frank St. from Chester St. to Pierce St. has been a two hour time limit, 8 a.m. to 6 p.m. except Sundays and Holidays zone since 1967.

   The current issue per the petition is that residents are unable to park near their homes due to employees of local businesses using this area.

   Mr. Henry Velleman, 708 S. Bates St., said their front door is on Bates St., but most of their home is on W. Frank St. They share that small street between Bates St. and Chester St. with three other homes. He spoke to describe the severe problems he and his neighbors are experiencing due to people using Frank St. for all day parking now that Bates St. has become permit parking. Therefore he asked that W. Frank St. be treated much like the other streets in the neighborhood. The parking problem along Frank St. occurs mainly in the evenings or late afternoon.

   Chief Clemence affirmed the petition meets the required criteria for permit parking along Frank St.

   **Motion by Vice-Chairman Lawson**
   Seconded by Ms. Edwards to set parking by permit only on W. Frank St. from Chester St. to Bates St. from 8 a.m. to 8 p.m., consistent with the restrictions along Bates St.
There were no comments from the audience at 6:18 p.m.

**Motion carried, 5-0.**

**ROLLCALL VOTE**

Yeas: Lawson, Edwards, Adams, Folberg, Warner

Nays: None

Absent: Surnow

**b. S. Glenhurst Dr. - Lincoln Ave. to Midvale Rd.**

Chief Clemence noted that the Police Dept. received a petition with signatures from 26 addresses on S. Glenhurst Dr. between Lincoln Ave. and Midvale Rd. Their letter requests a change to "Parking Permit Required" in the area.

S. Glenhurst Dr. from Lincoln Ave. to Midvale Rd. has never had any parking restrictions.

The current issue per the petition is that Seaholm High School students have been using this area for parking while attending school. Residents are unable to park in front of or near their homes during this time. These parked cars narrow the roadway making it difficult for emergency vehicles and school buses to get by. Further, there is often trash left behind by the drivers of the vehicles.

Mr. Richard Widerstedt, 936 S. Glenhurst Dr. said their street is solidly parked including partially in front of driveways from 7 a.m. until after 3:30 p.m. He added that all of the surrounding streets are posted for permit parking only.

Mr. Steven Gretchko noted that only seniors and some juniors can get parking passes in the Seaholm HS student lot. All of this street parking is unsafe plus it really has affected the quiet enjoyment of the neighborhood.

Chief Clemence indicated this petition meets the requirements for permit parking along S. Glenhurst Dr.

**Motion by Ms. Edwards**

**Seconded by Ms. Warner to set residential permit parking to mirror Golfview St. from 7 a.m. to 4 p.m. school days only along S. Glenhurst Dr. - Lincoln Ave. to Midvale Rd.**

**Motion carried, 5-0.**

**VOICE VOTE**

Yeas: Edwards, Warner, Adams, Folberg, Lawson

Nays: None

Absent: Surnow
Mr. Labadie advised that about a year ago he was retained by the school district to help develop a new plan for Seaholm HS. Now a plan has been completed that they have endorsed. However he does not know the timing on that. The bus loading area is proposed to change, parent pick-up and drop-off will change, and there will be enough parking for everyone.

6. LINCOLN AVE. AND PIERCE ST. INTERSECTION DESIGN – STATUS UPDATE

Mr. O’Meara recalled that in 2014, the City resurfaced and added Multi-Modal amenities to the section of Lincoln Ave. between Southfield Rd. and Woodward Ave. The multi-modal features were reviewed by the Multi-Modal Steering Committee that existed at that time (the precursor to this board).

Pedestrian bumpouts were constructed at several locations throughout the job. However, it has been demonstrated that large vehicles making right turns here are not always able to make the turn without either crossing the double yellow line, or driving over the curb of the bumpout. Repeated actions such as this have caused grass damage at all four corners.

Interested residents at this location have asked the City for solutions. Staff has been moving forward on these issues. Dept. of Public Services has installed topsoil and seed, along with snow plow edge markers around each corner to discourage drivers from going over the curbs. F&V was asked to conduct a truck turning analysis and has determined that in order to provide sufficient space for turning large vehicles, each stop bar would have to be moved back 21 ft. Doing so then requires that a No Turn on Red provision be placed at each corner as well. That would further restrict movements in that area.

One way to avoid this but still address the current landscaping challenge would be to change the material behind the curb. Landscape stone could be installed, or even a two or three foot wide concrete paved area behind the curbs so that if vehicles need to drive over the curb they are not causing damage to the lawns behind.

Ms. Ecker added that since the City has repaired the area from the damage caused during the winter there has been a lot less damage. People seem to be getting used to the bumpouts.

Ms. Warner indicated she does not like the idea of relocating the stop bar because it would create bad traffic congestion at busy times of the day.

It was discussed that the bumpouts were installed to calm the traffic which is what the neighbors wanted. However, they don't like them to be unsightly. Mr.
Labadie observed that for now things seem to have improved as people are getting used to the bumpouts.

7. PEDESTRIAN CROSSWALK STANDARDS

a. Pavement Marking Design
Mr. O'Meara recalled at the April meeting the MMTB members were generally in favor of the standards suggested, but felt they were too restrictive. They suggested there may be locations outside of those described that could benefit from the wider crosswalks with wider markings. With that in mind the suggested standard has been changed to include any major street that has a higher than normal pedestrian traffic demand. Further, based on comments made at the meeting, a mid-grade level crosswalk can be used where pedestrian demand is high, but the street being crossed is more local in nature.

It was discussed that drivers here really need to be educated that they have to stop for pedestrians. If they do stop, then pedestrians will use the crosswalks.

Ms. Folberg liked the wider markings, and suggested that all crosswalks in the City be marked with them.

Mr. O'Meara was concerned with the cost of painting crosswalks, so he hesitates to always increase their size. Secondly, if all crosswalks are all big and bold, they will begin to lose their effectiveness. He suggested three different standards to accommodate different environments.

It was noted that once crosswalks are painted, they are difficult to remove, and they will likely remain that way for 20 years or more.

Mr. Labadie said that for crossings, crosswalks are placed where you want people to cross, or where there is a demand. It must be determined whether or not that is a safe place to cross.

Motion by Ms. Warner
Seconded by Mr. Lawson the Multi-Modal Transportation Board recommends to the City Commission that the following standards be adopted for the design and installation of painted crosswalk pavement markings on all future projects:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:
Within the Central Business District or other Major Street Crossings:
Painted bars shall be 24 in. wide, spaced at 24 to 36 in. apart. Total width of the crosswalk shall be 12 ft. wide.

Within the Central Business District or other Local Street Crossings:
Painted bars shall be 12 in. wide, spaced at 24 to 30 in. apart. Total width of the crosswalk shall be 8 to 10 ft. wide.

All Other Locations:
Painted bars shall be 12 in. wide, spaced at 24 to 30 in. apart. Total width of the crosswalk shall be 6 ft. wide.

Motion failed, 3-2.

VOICE VOTE
Yea:
Warner, Lawson, Adams
Nay:
Edwards, Folberg
Absent:
Surnow

Ms. Folberg's issue was that she doesn't like the width of the black between the white stripes. Ms. Edwards was concerned there may be an instance where they want individual bars to be 24 in. wide and it is not in the Central Business District or a place that currently doesn't have high pedestrian demand but may in the future. The second option might say that painted bars should be 12 - 24 in. wide.

The first heading might read: At CBD Major Street Crossings or Other Major Street Crossings.

The second hearing could read: At CBD Local Street Crossings or Other Local Street Crossings.

Staff agreed to come back next month with some wordsmithing options.

b. Pedestrian Signal Timing
Mr. O'Meara noted that a City Commissioner recently observed that in Birmingham, the phase where the countdown signals are advancing toward zero can include some time that traffic has a yellow signal present. He observed elsewhere outside of Michigan that the countdown phase ends before the yellow signal begins. He thought perhaps an adjustment to ours would create a safer environment for pedestrians.

Staff asked F&V to review this issue, and provide an explanation as to why signals are timed the way they are in Birmingham.
Mr. Labadie explained that the guidance regarding pedestrian intervals is provided in the Michigan Manual of Uniform Traffic Control Devices ("MMUTCD"). He summarized the three phases of a pedestrian interval: Walk, Flash Don't Walk, and Don't Walk.

Additionally, the Michigan Dept. of Transportation ("MDOT") provides guidance regarding the preferred alternatives to providing the buffer interval in the Manual of Uniform Traffic Control Device Guidelines (MMUTCD). The vehicular and pedestrian signal timing intervals implemented throughout the City of Birmingham are consistent with the MMUTCD guidelines. The guidelines have been established after large amounts of study and consideration. There should be a good reason to deviate from the standards.

Everyone was in agreement to leave the signals the way they are presently.

8. **MEETING OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**
   (no more public was present)

9. **MISCELLANEOUS COMMUNICATIONS** (items in the packet)

10. **ADJOURNMENT**

    No further business being evident, the board members adjourned the meeting at 7:37 p.m.

    ________________________________
    Jana Ecker, Planning Director

    ________________________________
    Paul O'Meara, City Engineer
The Multi-Modal Transportation Board was asked to review and recommend standards for future crosswalk pavement markings. Suggested standards were first prepared by staff and discussed at the April MMTB meeting. Consensus was not reached at that time. This issue was discussed again at the June meeting after revisions by staff. At that time, a motion to pass the staff recommendation was voted on, but failed on a vote of 3 to 2. Those dissenting felt that the standard should encourage the use of the wider markings more often.

When considering crosswalk design standards, it is important to note that there are two dimensions being considered:

1. **Crosswalk Total Width (Walking Surface)** -
   The standard sidewalk width is five feet, which is especially prevalent outside of commercial areas. Handicap ramps are also typically built at five feet wide, outside of heavy use commercial areas. As shown on the attached standard details from MDOT, crosswalk widths should match the sidewalk. Installing crosswalk markings with a six foot wide walking surface is appropriate unless pedestrian demand is higher than average, in areas such as downtown, schools, or other pedestrian generators. The modified standard below encourages the designer to consider unique factors in the area that may result in higher than average pedestrian demand.

   On the upper end of the spectrum, rarely is there sufficient space to build sidewalks wider than ten feet, and usually they are less. However, in busy areas, a group of pedestrians may all have to use a crosswalk within a limited time frame, during a traffic clearance interval (such as at a traffic signal). The new standard provides a range up to 14 feet, with the idea that the designer should consider the propensity for many pedestrians to have to cross the street during short time intervals. Note that wider crosswalks also require wider handicap ramps.

2. **Crosswalk Painted Bar Width** -
   The City is now installing exclusively transverse painted bars for all crosswalks, also known as continental style. The standard width is a 12 inch wide bar, with a spacing of 24 to 30 inches between. Variations in the gap are allowed to encourage the person installing the bars to try to avoid installing them in the area where tires will drive on them the most, which encourages quick degradation. City staff has been asked to consider the use of wider bars, such as 24 inch, in select areas to bring more notice to
the area. If 24 inch wide bars are installed, they should have a gap between 24 to 36 inches wide, again considering the general path of the tires crossing the markings.

At the last discussion of this topic, some members of the board dissented because they felt that the 24 inch wide bar was preferable, and its use should be more liberal. When moving in this direction, it is important to note that:

1. As the use of a traffic control device becomes more common, its novelty wears off. If something special is used too much, it is no longer special, and will lose its desired effect. Staff suggests that it is important that the 24 inch wide bars be reserved for the areas where they are needed the most (where both higher vehicle and pedestrian traffic counts are present) so that they will be most effective.
2. The painted crosswalks are a high maintenance item. They must be painted each year. As their numbers increase, the annual expense to the City goes up. Wider crosswalks markings require more paint, which then raises the cost.

Given the above considerations, the following changes to the standard are suggested:

1. Previously, there were three general conditions presented:
   a. Major Street, High Pedestrian Demand
   b. Local Street, High Pedestrian Demand
   c. All Others

   Considering this matter further, these cases do not well represent conditions where a crosswalk is being built on a Major Street, but pedestrian demand is relatively low (e.g.: Maple Rd. at Chesterfield Ave.). These conditions represent a unique hazard for pedestrians. Speeds are higher, and drivers are less likely to expect a pedestrian. Marked crosswalks are infrequent, partly because the City wants to encourage crossing at safer locations, such as signalized intersections. Under these conditions, a wide crosswalk is not necessary, but wider painted bars would be appropriate in order to call attention to the crossing. For this reason, a fourth category has been added to the standards list presented below.

2. In very high demand intersections, large numbers of pedestrians may have to cross the street at the same time. A more pedestrian friendly environment can be achieved if the crosswalk is extra wide. The standard is written to encourage the engineer to consider a wider walking path in these conditions, such as Maple Rd. and Old Woodward Ave.

3. On Local Streets where lots of pedestrians are present, 12 inch wide bars are appropriate in most situations, as speeds are low and drivers are more likely to be cautious. The standard now encourages the engineer to consider a 24 inch wide bar in unique areas where a crossing may not be clear to the driver, such as for east bound Willits St. at Bates St. (poor visibility).
Following in italics is the suggested standard that was presented in June. Revisions to the standard are provided within, in normal bold type. The same corrected language then follows in the suggested recommendation to the Commission.

CITY OF BIRMINGHAM
STANDARDS FOR PAVEMENT MARKINGS AT PEDESTRIAN CROSSWALKS
(dated June, 2016)

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

At Central Business District or other High Pedestrian Demand Major Street Crossings:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when high pedestrian demand at traffic signals is present.

At Central Business District or other High Pedestrian Demand Local Street Crossings:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 8 to 10 feet wide. Painted bars at the 24 inch width may be introduced if the crosswalk location has some feature that makes it more hazardous or inconspicuous.

On Major Streets with High Vehicle Demand and Infrequent Crosswalk Locations:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 6 feet wide.

At All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.
SUGGESTED RECOMMENDATION:

The Multi-Modal Transportation Board recommends that the City Commission adopt the following standard policy for the design of all future crosswalk pavement markings in the City of Birmingham:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

At Central Business District or other High Pedestrian Demand Major Street Crossings:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when high pedestrian demand at traffic signals is present.

At Central Business District or other High Pedestrian Demand Local Street Crossings:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 8 to 10 feet wide. Painted bars at the 24 inch width may be introduced if the crosswalk location has some feature that makes it more hazardous or inconspicuous.

On Major Streets with High Vehicle Demand and Infrequent Crosswalk Locations:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 6 feet wide.

At All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.
12" YELLOW ANGLED TRANSVERSE MARKINGS (OPTIONAL). SEE DETAIL "A" BELOW. USE SHOULD BE BASED ON RECOMMENDATION OF THE ENGINEER.

SEE PAVE-900 AND PAVE-935

DOUBLE 4" YELLOW (TYP.)
4" SOLID WHITE (TYP.)
4" BROKEN WHITE (TYP.)
6" WHITE CROSSWALK (TYP.)
4' MIN
24" STOP BAR (TYP.)

POSTED SPEED LIMIT "Y"
(MPH) FT
30 OR LESS 10
35-40 20
45 30
50 OR MORE 40

DETAIL "A" ANGLED TRANSVERSE MARKING
SIGNALIZED OR STOP SIGN CONTROLLED INTERSECTION

NOTES:

1. Stop bars should be located 40-150 ft from the signal head. Optional stop bars, if used at stop controlled intersections, should be 4-30 ft from the edge of the intersecting roadway. Exact location to be determined by the Engineer.

2. Standard crosswalk is two 6 inch white transverse lines. Special emphasis crosswalk is 12 inch white longitudinal lines.

3. Install special emphasis crosswalks at mid-block crossings, established school crossings (as defined by the MMUTCD) or when directed by the Engineer. See sheet 3 for detail of special emphasis crosswalk markings.

4. Width of crosswalk should equal width of the adjacent sidewalk, but shall not be less than 6 ft (measured inside the lines).

5. 12 inch tranverse lines can be used in place of 6 inch transverse lines at the Engineer's discretion.

6. When practical, crosswalk location should avoid conflict with drainage inlets.

7. Turning guide lines should be placed to direct the driver into the closest through lane. Include a dotted turning guide line for all double turn movements.

NOT TO SCALE
**NOT TO SCALE**

**MID-BLOCK MULTI-LANE SIGNALIZED**

ACCESSIBLE RAMP

12" SOLID WHITE (TYP.)  EQUAL WIDTH OF ADJACENT SIDEWALK (6' MIN)

**DETAIL OF SPECIAL EMPHASIS CROSSWALK MARKING**

- Base 24"
- Height 36"

**DETAIL OF YIELD TRAPEZOID FOR YIELD LINE**

NOTES:
1. Install four triangles per lane.
2. Adjust spacing (between 3 to 12 inches) as necessary.

**SKewed CROSSINGs**

NOTES:
1. Install special emphasis crosswalk markings parallel to traffic flow.
Minutes of the regular meeting of the City of Birmingham Multi-Modal Transportation Board held Thursday, November 3, 2016.

Chairperson Vionna Adams convened the meeting at 6 p.m.

1. **ROLL CALL**

**Present:** Chairperson Vionna Adams; Board Members Lara Edwards (arrived at 6:45 p.m.), Amy Folberg, Daniel Rontal, Michael Surnow

**Absent:** Vice-Chairman Andy Lawson

**Administration:** Lauren Chapman, Asst. City Planner
Jana Ecker, Planning Director
Austin Fletcher, Asst. City Engineer
Scott Grewe, Operations Commander
Paul O'Meara, City Engineer
Carole Salutes, Recording Secretary

**Also Present:** Mike Labadie from Fleis & Vandenbrink ("F&V"), Transportation Engineering Consultants

2. **INTRODUCTIONS**

Mr. O'Meara introduced the newest board member, Daniel Rontal, who briefly discussed his background.

Mr. O'Meara advised that Johanna Slanga has been re-appointed to the board by the City Commission and she will be present for the next meeting.

3. **REVIEW AGENDA** (no change)
4. APPROVAL OF MINUTES, MEETING OF AUGUST 11, 2016

Motion by Mr. Surnow
Seconded by Ms. Folberg to approve the Minutes of August 11, 2016 as presented.

Motion carried, 4-0.

VOICE VOTE
Yeas: Surnow, Folberg, Adams, Rontal
Nays: None
Absent: Edwards, Lawson

5. OAK ST. RECONSTRUCTION - GLENHURST DR. TO CHESTERFIELD AVE.

Mr. O'Meara recalled that the Multi-Modal Transportation Board was formed in the summer of 2014. Its first major project to study was Oak St., from Glenhurst Dr. to Lakepark Dr. At that time, the City planned to reconstruct this segment in 2015. After various discussions, a preliminary plan was put together depicting the following (from west to east):

1. Maintaining the existing pavement from the west City limit to Glenhurst Dr., as this was not a part of the budgeted project.

2. Installing a separated student drop-off lane for parents in front of Quarton Elementary School, maintaining parking on the north side of the street.

3. Installing bike lanes from Chesterfield Ave. to Lakepark Dr., with the elimination of parking for the majority of the section. A widened section was proposed so that parking could be installed on the south side of the road from Chesterfield Ave. to Suffield Ave. only (2 blocks). The parking was included to handle parking demand from the school.

The City Commission reviewed the recommendation at their meeting of December 15, 2014. They endorsed the plan, with the exception that the parking lane from Chesterfield Ave. to Suffield Ave. was eliminated, allowing the entire six block length of Oak St. from the school to the lake to be a consistent width.

The plan in front of the school was not readily embraced by the Birmingham School District Board. To allow more time for an agreement to be reached, the City decided to proceed with the Oak St. reconstruction on the remaining six blocks in 2015. That segment is now constructed and open to traffic. City staff
has not received feedback from the school administration that removing the parking east of Chesterfield Ave. has been a hardship.

Earlier this year, the MMTB recommended a neighborhood connector route taken from the Master Plan. The route utilizes the now constructed bike lane segment of Oak St., as well as Chesterfield Ave. south of Oak St. The City Commission approved this route as well. Bidding documents were issued in August to implement the route and have it in place by this time. However, no acceptable bids were received, and the project was not done. This work will be added to another larger project next year to ensure that it is completed early in the 2017 season.

The school district asked to keep the median as narrow as possible to allow more space between the drop off lane and the front face of the building. As a result, most of the median is proposed at 4 ft. wide. To provide the space needed to permit left turns into the area, the median widens to 7 ft. at its west end.

The Agreement with the school district was reached in late September, and is now ready for the City Commission to agree to it as well.

Mr. O'Meara presented two versions of the plan. Option A depicts the drop off area as approved by the school, pedestrian bumpouts in the Glenhurst Dr. intersection, and no changes to the existing pavement west of Glenhurst Dr. Option B is similar, except that bike lanes are added to the existing pavement west of Glenhurst Dr. The bike lanes would extend for a block and one half, before ending at the City limit. Installing bike lanes to the west requires the removal of the proposed bumpouts at the Glenhurst Dr. intersection.

It is unfortunate that there is not sufficient space to extend the bike lanes across the school frontage. However, now that a neighborhood connector route will be implemented encouraging the use of Chesterfield Ave., not extending the lanes across the school will not result in an abrupt ending of the bike feature. Since bike lanes cannot be extended further west beyond the City limit, it is not believed to be appropriate to introduce the lanes for the short 1.5 block segment of Oak St. west of the school.

The block of Oak St. in front of the school is in poor condition. Funding is available in the current budget to proceed with reconstruction in 2017 during the 10-week summer period when school is not in session.

Mr. Surnow said that having a bike lane on Oak St. or not really doesn't matter because it is a wide road and it feels safe to ride there. Option B doesn't make sense to him.
Motion by Mr. Surnow
Seconded by Ms. Folberg that the Multi-Modal Transportation Board recommends that the City Commission accept the agreement presented by the Birmingham School District, and the plan to reconstruct Oak St. between Glenhurst Dr. and Chesterfield Ave., depicted on the concept plan known as Option A, featuring bumpouts at the Glenhurst Dr. intersection, parking on the north side of the road, and separated student drop-off lanes in front of Quarton Elementary School.

Motion carried, 4-0.

VOICE VOTE
Yeas:  Surnow, Folberg, Adams, Rontal
Nays:  None
Absent:  Edwards, Lawson

6. CROSSWALK PAVEMENT MARKING STANDARDS

Mr. O'Meara recalled that the MMTB reviewed standards for future crosswalk pavement markings at the April and June meetings.

When considering crosswalk design standards, it is important to note that there are two dimensions being considered:

1. Crosswalk total width (walking surface) -
The standard sidewalk width is 5 ft., which is especially prevalent outside of commercial areas. Crosswalk widths should match the sidewalk. Installing crosswalk markings with a 6 ft. wide walking surface is appropriate unless pedestrian demand is higher than average. On the upper end of the spectrum, rarely is there sufficient space to build sidewalks wider than 10 ft. and usually they are less.

2. Crosswalk painted bar width -
The standard width is a 12 in. wide bar, with a spacing of 24 to 30 in. between. City staff has been asked to consider the use of wider bars, such as 24 in., in select areas to bring more notice to the area. If 24 in. wide bars are installed, they should have a gap between 24 to 36 in. wide.

At the last discussion of this topic some board members dissented because they felt that the 24 in. wide bar is preferable and its use should be more liberal. However, it is important to note that as the use of a traffic control device becomes more common, the novelty wears off. Staff suggests that it is important that the 24 in. wide bars be reserved for the areas where they are needed the most. Further, the painted crosswalks are a high maintenance item that must be
painted each year. Wider crosswalk markings require more paint, which then raises the cost.

Preceding, three general conditions were presented:
1. Major street, high pedestrian demand;
2. Local street, high pedestrian demand;
3. All others.

However, these cases do not well represent conditions where a crosswalk is being built on a major street, but pedestrian demand is relatively low. These conditions represent a unique hazard for pedestrians. Speeds are higher, and drivers are less likely to expect a pedestrian. Under these conditions a wide crosswalk is not necessary, but wider painted bars would be appropriate in order to call attention to the crossing.

In very high demand intersections, large numbers of pedestrians may have to cross the street at the same time. A more pedestrian friendly environment can be achieved if the crosswalk is extra wide.

On local streets where lots of pedestrians are present, 12 in. wide bars are appropriate in most situations, as speeds are low and drivers are more likely to be cautious. The standard now encourages consideration of a 24 in. wide bar in unique areas where a crossing may not be clear to the driver.

Discussion brought out that it is not the intention to have painted markings at every single crossing.

**Motion by Ms. Folberg**
**Seconded by Mr. Surnow** that the Multi-Modal Transportation Board recommends to the City Commission that the following standards be adopted for the design and installation of painted crosswalk pavement markings on all future projects:

**All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:**

**At Central Business District or other High Pedestrian Demand Major Street Crossings:**

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when high pedestrian demand at traffic signals is present.

**At Central Business District or other High Pedestrian Demand Local Street Crossings:**
Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 8 to 10 feet wide. Painted bars at the 24 inch width may be introduced if the crosswalk location has some feature that makes it more hazardous or inconspicuous.

On Major Streets with High Vehicle Demand and Infrequent Crosswalk Locations:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 6 feet wide.

At All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.

VOICE VOTE
Yees: Folberg, Surnow, Adams, Rontal
Nays: None
Absent: Edwards, Lawson

7. CONSULTANT SELECTION FOR REVIEW OF OLD WOODWARD AVE. AND MAPLE RD. RECONSTRUCTION PLANS FOR 2017

Ms. Ecker advised that on September 15, 2016 a Request for Proposals (“RFP”) was issued by the City seeking a design/planning consultant to review the City’s preliminary plans for the reconstruction of segments of Old Woodward Ave. and Maple Rd. in downtown that are scheduled for construction between 2017 and 2021. The completion of final plans and detailed renderings for key segments of the project area will be the final deliverables from the selected consultant.

Two proposals were submitted in response to the RFP, one from McKenna Associates and one from MKSK/Parsons. A selection panel was convened made up of City staff and board members to review the responses submitted to complete final plans and renderings for Old Woodward Ave. and Maple Rd. downtown.

The panel unanimously agreed to recommend MKSK/Parsons to the City Commission to complete the final plans and renderings for Old Woodward Ave. and Maple Rd.

On October 10, 2016, the City Commission approved the selection of MKSK/Parsons. MKSK proposed a reduction of $3100.00 of the originally proposed price, for a not to exceed total of $69,437.00 to complete the final plans and renderings for Old Woodward Ave. and Maple Rd. downtown.
Given the desire to begin construction of this segment of downtown next spring, this project has an extremely tight timeframe for the consultants to complete their review and recommendations. As a result, MKSK began their work on October 11, 2016.

On October 26, 2016, the MKSK team met with City staff to review several design options. Three cross sections were evaluated. Refinements were suggested, and the consultants agreed to review several issues in more detail and come back with more refined options.

Staff is looking for input and recommendations from the Multi-Modal Transportation Board at this time, which will be forwarded to the team. In addition, on November 7, 2016 there will be a public open house to review design concepts and solicit public input. Finally, the MMTB will meet again on Monday, November 21, for a special meeting. At that time, the MKSK plan will be nearing completion, and the City will be looking for official comment at that time from the board.

Some of the options proposed by the consultants include anywhere from a 61 ft. wide road to a 70 ft. wide road. Many saw some value in shrinking the vehicular portion of the road down from 70 ft. Their recommendations include wider sidewalks, bigger tree wells, clustering trees together where there is space, bumpouts at the corners to shorten the crosswalks, a left turn lane versus a median, not following the downtown streetscape standards exactly in the central area of Old Woodward Ave. and Maple Rd. Other things they talked about for that area were granite curbs, a plaza look, material changes at the crosswalks, and making the outer material at the bumpouts flush to prevent driving over a curb. On-street parking discussed and back-in angled parking was considered because it is safer. Also, they discussed placing raised planter boxes on the edge of the sidewalk to allow more separation between the cars and pedestrians.

There was consensus among the board members that wider sidewalks would make sense. They were not in favor of an on-going left turn lane.

Mr. Labadie advised that MDOT’s policy now is to allow angle parking, but it has to be back-in. It was discussed that swinging around into the left turn lane rather than stopping to allow someone to back into a spot would be a moving violation.

8. MEETING OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA
   (no public was present)

9. MISCELLANEOUS COMMUNICATIONS (items in the packet)
10. **NEXT MEETING NOVEMBER 21, 2016 AT 6 p.m.**

11. **ADJOURNMENT**

No further business being evident, the board members adjourned the meeting at 7:03 p.m.

__________________________

Jana Ecker, Planning Director

__________________________

Paul O’Meara, City Engineer
Earlier this year, the City Commission asked that the City develop a written guideline for how to design pavement markings at crosswalks, with the assistance of the Multi-Modal Transportation Board. The MI Department of Transportation (MDOT) has developed standards for their system, which is attached. Staff prepared suggested guidelines and reviewed this issue a total of three times with the Board. Suggestions were made during the first two meetings, and the final agreed upon recommendation incorporated comments from the Board. The Board unanimously approved the suggested standards below at their meeting of November 2, 2016.

The attached memo to the Board dated October 27, 2016 explains in detail the thought process that was used to develop these standards, as recommended in the suggested recommendation below:

SUGGESTED RESOLUTION:

To adopt the following standard policy for the design of all future crosswalk pavement markings in the City of Birmingham, as recommended by the Multi-Modal Transportation Board:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3. Pavement markings shall be installed as follows:

At Central Business District or other High Pedestrian Demand Major Street Crossings:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when high pedestrian demand at traffic signals is present.

At Central Business District or other High Pedestrian Demand Local Street Crossings:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 8 to 10 feet wide. Painted bars at the 24 inch width may be introduced if the crosswalk location has some feature that makes it more hazardous or inconspicuous.

On Major Streets with High Vehicle Demand and Infrequent Crosswalk Locations:

Painted bars shall be 24 inches wide, spaced at 24 to 36 inches apart. Total width of the crosswalk shall be 6 feet wide.
At All Other Locations:

Painted bars shall be 12 inches wide, spaced at 24 to 30 inches apart. Total width of the crosswalk shall be 6 feet wide.
agreement. Ms. Dell added that the training that the county provides the court security team is second to none. Mr. VerPloeg noted that the part-time, retired deputies are paid hourly, with no benefits, and said that the addition to the security team would not be a retired deputy, but an individual from the outside.

11-350-16 FUTURE CROSSWALK PAVEMENT MARKINGS STANDARDS
Mayor Nickita explained that the commission is seeing the recommendations from the Multi-Modal Transportation Board. We are looking for a clear standard for crosswalk pavement markings. He continued that we are looking for feedback at this time, since we will not be painting over the winter.

City Engineer O’Meara explained the two areas focused on included the total width of the walking surface which could vary from 6 feet to something much larger, depending upon the conditions. The other focus was the width of the painted bar. As roads are improved, we are changing to the continental style. The typical width would be a 12 inch wide bar with a spacing of 24 to 30 inches in between. A 24 inch bar is also being explored for higher impact.

He explained that there are four categories, with one being broken into two parts. The first category where the biggest crosswalk would be is at Old Woodward and Maple, where we have high traffic and high pedestrian demand. A wide walking path of 12-14 feet is being suggested, as well as the wide 24 inch bar.

The second category would also be in the downtown area, such as at Martin and Bates Streets. Traffic speeds are quite slow typically as drivers are expecting many pedestrians and hazards. A 12 inch bar is suggested, and with a wider crosswalk of 8 to 10 feet because there is a high pedestrian demand. Also in that category, we have local streets in the downtown area where a 24 inch bar is suggested where there may be a safety hazard because the crosswalk is not as visible, such as Bates and Willits. Sight distance issues are present there.

The third category would include areas coming out of the downtown area where we have higher speeds such as Maple and Chesterfield. Pedestrians are not expected in that area, so a 24 inch bar, but a more typical 6 foot width is suggested because we do not typically have a large number of pedestrians.

The fourth category would be anywhere else we have a painted crosswalk, such as a neighborhood intersection like Vinewood and Greenwood. A 6 foot wide crosswalk is sufficient, along with a typical 12 inch bar.

Mayor Nickita said in terms of definition, we are trying to define criteria of where these crosswalks would go. He said there are many different traffic patterns, pedestrian patterns and so on. He asked why the downtown would be the only commercial district designated, and asked if there was discussion about adding the other commercial districts such as the Triangle District and Rail District.

Mr. O’Meara said discussions were conducted and that is why the description “or other high pedestrian demand crossings” was included, so that we can move those other districts into that category. Mayor Nickita would like this to become something definitive enough so it is very clear.
Mayor Nickita asked how do we define high pedestrian traffic vs. other lower pedestrian traffic, what is a major street vs. a minor street, how is the spacing of the bars determined. He said this does not seem so clear.

Mr. O’Meara said that for a major vs. local street, he suggested that they were looking at Maple, Adams, Woodward, and Old Woodward. For this purpose, he did not include Pierce Street, because it generally a 25 mph zone, and traffic is relatively low. He continued that with respect to what is a high vs. low pedestrian demand crossing, data is not collected for those numbers, and therefore, it is more a judgment that the designer needs to make.

Mr. O’Meara said he reviewed what MDOT recommends, and the issue is that there should be some room for the person laying out the spacing of the bars. It is suggested that the bar should not be placed right where the wheels are always crossing because it will be worn away more quickly. This allows the designer to determine the spacing to alleviate that issue.

Commissioner DeWeese expressed concern that the spacing allows consistency all the way across the street. Mr. O’Meara confirmed that it does.

Commissioner Bordman noted that there could be a cost difference in using all 24 inch wide bars and varying the bar from 24 inches to 12 inches. Mr. O’Meara said that more paint will be required. Her concern is the cost difference, and Mr. O’Meara said he would research that question.

Commissioner Bordman noted the difference of opinion on the MMTB and asked how many votes it took to reach this recommendation. Mr. O’Meara said there had been previous discussions of the Board to refine the guidelines to something all could agree with, but it was a 5-0 vote. He said there was some debate by members about using the 24 inch bar more frequently which was cautioned against because it tends to lose its impact if that width is used everywhere.

Commissioner Bordman is concerned with the use of 12 inch wide bars as opposed to 24 inch. It appears that the suggestion is to use the 12 inch in the less travelled or lower pedestrian demand streets, and she thinks that is where the biggest impact is needed from the driver’s point of view.

Mayor Nickita noted there is an example in our region to illustrate that point. Livernois in Ferndale, between 8 and 9 Mile, was recently narrowed and he recalls that all of the crosswalks in that stretch are 24 inch bars with 24 inch gaps. He considers this a low pedestrian, neighborhood area. He added the impact is that it is clearly recognized as a pedestrian crossing. He also questions the fact in areas that are not active we would not do that. Another location in Royal Oak used the same crosswalk markings as Ferndale. He thinks this would make sense on Eton, Lincoln and Harmon. His feeling is that we have the time to revisit some of the inconsistencies that are up for interpretation and fine tune them. He would like to see some refinements and clarity.

Commissioner DeWeese expressed concern with the width of the walk and not the spacing. In general, he thinks it should be consistent in terms of the spacing and 24 inches should be common. He thinks the protection of the pedestrian is important.
Commissioner Sherman concurs with Mayor Nickita that utilizing one size bar and spacing, but having a variance of up to 12 inches seems excessive. We should be able to adjust slightly without that range. The other issue is the width of the crosswalk which will depend somewhat on the street size, visual range and sidewalks. He would also like to see the cost difference between painting a 12 inch bar vs. 24 inch bar.

Commissioner Boutros expressed concern with narrow streets and the difference between each bar. It would not be recognized as a crosswalk. Mayor Nickita said the smallest street is 22 feet, so if we had by 24 by 24, there should 5-7 markings.

Commissioner Harris referred to MDOT standards as it relates to measuring high pedestrian activity and asked if there are no standards, will staff have to take those measurements to determine the activity. Mr. O’Meara said MDOT leaves that up to the designer to make that decision because each situation is different.

Based upon the comments this evening, this will be referred back to the Multi-Modal Transportation Board to basically further refine the plan.

**11-351-16 ROAD DESIGN**

Mayor Nickita noted that his firm Archive DS has teamed with MKSK to submit a proposal to the City of Detroit for a potential project. To date, the project has not been awarded, so there is no contract, but he wished to disclose the relationship with MKSK.

City Engineer O’Meara provided some historical background for the reasons this project is being undertaken, which includes the aging water and sewer system, and ADA accessibility issues.

Planning Director Ecker explained that this is not a new concept and was included in the 2016 plan from 1996. The conditions include the overly wide street which does not work well for pedestrians, pedestrians having difficulty crossing some intersections, sidewalks too narrow for cafes’, general sidewalk conditions, outdated lighting, and street trees not thriving. This is something the city has been working on for 20 years with many having been addressed already. The last big area is Maple and Woodward. It is a difficult project to deal with, but should be done for many reasons, including the design elements.

In September 2016, a RFP was issued to review the preliminary plans for the reconstruction of segments of Old Woodward and Maple that are scheduled for construction in 2017. MKSK was awarded the contract by the City Commission in October 2016 after a selection panel met to review and discuss the proposals submitted by MKSK and McKenna Associates.

Ms. Ecker introduced Brad Strader of MKSK, Brian Kinzelman, MKSK, and Joe Marsden, Traffic Engineer from Parsons Transportation who are representing MKSK. It has been a very tight schedule. She suggested that since this a great deal of information to be presented and digested tonight, that the City Commission may want to focus on the cross section width and type of parking, since they are fundamental decisions that have to be made before the concepts can be refined for the whole area. The goal was to get this to go to bid over this winter and start construction in the spring.

Mr. Strader emphasized the main focus tonight includes the street section studies, type of parking, street character and materials. He said the goals are to create a more vibrant, walkable downtown, retain as much of the parking as possible, create a safe and efficient traffic...
Minutes of the regular meeting of the City of Birmingham Multi-Modal Transportation Board held Thursday, February 2, 2016.

In the absence of both the Chairperson and Vice-Chairperson, it was agreed that Ms. Slanga would take over the chair.

Chairperson Johanna Slanga convened the meeting at 6:34 p.m.

1. **ROLL CALL**

   **Present:** Board Members Lara Edwards, Amy Folberg, Daniel Rontal, Johanna Slanga, Michael Surnow
   
   **Absent:** Chairperson Vionna Adams; Vice-Chairperson Andy Lawson
   
   **Administration:** Lauren Chapman, Asst. City Planner
         Jana Ecker, Planning Director
         Scott Grewe, Operations Commander
         Paul O'Meara, City Engineer
         Carole Salutes, Recording Secretary
   
   **Also Present:** Mike Labadie from Fleis & Vandenbrink ("F&V"), Transportation Engineering Consultants.

2. **INTRODUCTIONS**

   Lauren Chapman, Asst. Planner for the City, was introduced.

3. **REVIEW AGENDA** (no change)

4. **APPROVAL OF MINUTES, MEETING OF DECEMBER 1, 2016**

   Motion by Mr. Surnow
   Seconded by Mr. Rontal to approve the Minutes of December 1, 2016 as presented.
Motion carried, 5-0.

VOICE VOTE
Yeas:  Surnow, Rontal, Edwards, Folberg, Slanga
Nays:  None
Absent:  Adams, Lawson

5. SAXON DR. AND LATHAM RD.
   Crosswalk Installation

Mr. O’Meara recalled that in 2015, the Police Dept. was approached with complaints about traffic volumes and speeds on Saxon Rd., located in the southwest corner of Birmingham. Residents expressed concerns with the amount of traffic as well as the speeds that occur in that area. It is a wide right-of-way, and the street acts as an extension of Fourteen Mile Rd. so it tends to lend itself to speeds faster than the 25 mph speed limit.

Saxon Dr. is a border street, with Beverly Hills sharing jurisdiction of this road. Working with representatives from both sides of the street, the City of Birmingham took the lead in discussing the various options with the interested residents. By the middle of 2015, various issues and ideas were explored, and it was decided that the residents would petition the City for a complete road reconstruction. Over 50% of the owners on both sides endorsed the idea, and after receiving an information booklet a neighborhood meeting was held in the summer of 2016. After the meeting, enough residents changed their minds, and decided to no longer support the project. Cost was a major factor.

Currently, there is no sidewalk connection for pedestrians to cross Saxon Dr., other than at Southfield Rd. The intersection is noted in the Master Plan as a location within Phase 3. It is provided as a suggested improvement, as Latham Rd. is listed as part of a Phase 3 neighborhood connector route. Not only would the improvement help improve the crossing for pedestrians, the pavement markings should help encourage more responsible speeds on Saxon Dr. from motorists passing through the area.

The Beverly Hills Village Board has already signed an agreement approving this project, and their commitment to 50% of the cost, based on the cost estimate of about $21,000. Staff recommends making some storm sewer changes where needed and adding painted crosswalks that would encourage drivers to watch for pedestrians and potentially slow down.

If the Multi-Modal Board endorses this project, it will be forwarded to the City Commission for final approval of the funds. The Engineering Dept. will then add it
to the 2017 Concrete Sidewalk program contract documents, and oversee the construction of this improvement during the 2017 construction season.

Dr. Rontal did not necessarily think the crosswalk lines would slow cars down. Mr. O'Meara said the residents originally asked for a stop sign but it wasn't warranted by traffic volume. If residents aren't able to help pay for more substantial improvements, this is what can be recommended. A crosswalk is an attempt to show that cars should slow down for pedestrians at this intersection. Ms. Edwards suggested adding two white lines and a middle yellow dotted line in order to get cars into a more narrow space on Saxon. However, it was noted that at 22 ft. the road is already narrow, and additionally residents have often said a line down the middle would make the road feel like a major street.

Mr. O'Meara indicated that the residents felt a crosswalk would help to calm traffic. He noted the Master Plan calls for a crossing improvement at that intersection.

Board members were in agreement that installing crosswalks would not slow the traffic and alleviate the residents' concerns. Mr. Labadie did not think painting the road would help too much. As an inexpensive solution he suggested adding a couple of flashing speed limit signs. Commander Grewe said one sign could be budgeted for this stretch of road, but only for westbound traffic.

Consensus was to go back to Beverly Hills and the residents and offer at least a speed sign for the westbound traffic and see if that helps. Perhaps Beverly Hills would be willing to split the cost of a speed sign for eastbound traffic. Staff was encouraged to discuss the speed sign, paint markings, etc., with both Beverly Hills and the residents.

6. MAPLE RD. AND S. ETON RD.
   Crosswalk Improvements

Ms. Ecker offered background. The Ad Hoc Rail District Committee was set up by the City Commission to look at a number of issues in the Rail District. They spent a year studying what is going on in that area. Tonight the board will specifically focus on the intersection of Maple Rd. and Eton Rd. The recommendations provide a way to shorten the entire width to cross Eton Rd.. A splitter island in the middle between the right and left turn lanes is suggested along with enhanced crosswalk markings, expanding the sidewalk, and changing the lane configuration. Board members agreed they don't want to encourage people to stand on the splitter island in the middle of Eton Rd.. Ms. Ecker thought that the island calms traffic, and she doesn't imagine too many pedestrians will stand on it because they can get across because of all of the
green time on Maple Rd. She likes the idea of dotted lines to direct cars coming off of westbound Maple Rd. and going south on Eton Rd.

Commander Grewe said for westbound traffic stopped on the east side of the intersection he would suggest moving the stop line further west so when a vehicle makes a left turn to go south on Eton Rd. the radius isn’t so sharp. Mr. Labadie noted the stop bar needs to be located so that drivers can see the signal. Chairperson Slanga cautioned that signage should be placed far enough back so people will know which lane to be in to make their turn.

Board members recommended that Mr. Labadie should study this further to ensure large trucks can make a nice clean turn; look at adding dotted lines to show the left track turning radius coming from westbound Maple Rd. south on Eton Rd.; also study moving the westbound Maple Rd. stop bar location and possibly extending the median at that same location. Additionally, study how to accommodate bikes through that intersection. The recommendation from the Ad Hoc Rail District Study Committee was to widen the sidewalks from 5 ft. to 8 ft. on the whole block of Eton Rd. going south. The board was in agreement.

7. MAPLE RD. AND SOUTHFIELD RD.
Crosswalk Improvements

Mr. O’Meara recounted some safety issues that have occurred over the years at this intersection. In 2015 safety issues at the Maple Rd. & Southfield Rd. intersection were studied by the City’s traffic consulting firm, Fleis & Vandenbrink (“F&V”). Lane configuration changes to Maple Rd. were approved, and subsequently put into place in October as a trial, and later approved for permanent status in June, 2016. During the studies, it became clear that the crash patterns at this intersection are such that safety could be improved if the intersection was relocated further west, allowing for the creation of a 90° intersection.

In 2016, it was determined that the relocation of this intersection may qualify for federal funding. Further, it was decided that since Maple Rd. is planned for reconstruction further east (in downtown), if safety funding was awarded, it would be an appropriate time to address both areas within the same construction project. The City directed F&V to apply for federal funding for this potential safety improvement. The application is currently pending, and should be announced in May of 2017.

In December, Commissioner DeWeese expressed concerns about the crosswalk that appear similar to those that have been raised in the past. The speed of northbound right turning vehicles continues to be an issue. The matter was referred to F&V in preparation for a review by the MMTB. Since a major change will require significant spending, and since a federal funding application is currently pending, F&V suggested a change in
signing as a possible small step while awaiting the status of the intersection. The suggested newer signage should alert drivers better than the current sign.

Ms. Folberg suggested changing the signal so that pedestrians cannot cross when people are allowed to turn right. Also, the "WATCH FOR PEDESTRIANS" sign blocks the view of pedestrians. He was not in favor of creating delays that would back up traffic.

Motion by Ms. Edwards
Seconded by Ms. Folberg to direct staff to change the existing WATCH FOR PEDESTRIANS WHILE TURNING at the Maple Rd. and Southfield Rd. intersection to updated R10-15 signs (TURNING VEHICLES YIELD TO PEDESTRIANS) for eastbound Maple Rd. and northbound Southfield Rd. Reposition the new sign so it does not block the view of pedestrians. Also, add reflector material around the sign so it will stand out.

Motion carried, 5-0.

VOICE VOTE
Yeas: Edwards, Folberg, Rontal, Slanga, Surnow
Nays: None
Absent: Adams, Lawson

8. CROSSWALK STANDARDS UPDATE

Mr. O'Meara recalled the MMTB discussed the above topic three times in 2016. A suggested recommendation was agreed to at the meeting of November 2, 2016, and forwarded to the City Commission for approval at their meeting of November 21, 2016. After discussing the matter, the Commission referred it back to the MMTB for further study.

The comments from the commissioners can be summarized as follows:
• Definitions for various road types and conditions need to be very clear so that the outcome is clear.
• The suggested variance for spacing between the bars was too great.
• Information about how much the City pays to maintain crosswalks was requested.
• The use of 24 in. wide bars (instead of 12 in.) was preferred. It was noted that other cities such as Royal Oak and Ferndale are making more use of the 24 in. bars.

Mr. O'Meara said it is important to note that if 24 in. wide bars become the standard, generally existing painted markings will remain as-is until the pavement in the intersection is being replaced or resurfaced. Moving to a 24 in. wide bar as the standard in all locations would translate into a slow, gradual increase as crosswalk markings are removed and replaced.
Since the Commission (and some MMTB members) prefer the 24 in. wide painted bars, and since increased costs are not significant, the new standard recommends the use of 24 in. wide bars at all new crosswalk locations. Spacing is also suggested at 24 in. wide, similar to what is being done in other local jurisdictions.

The width of the walking surface remains an area that needs to be adjusted depending on the local street conditions. The National Assoc. of City Transportation Officials ("NACTO") suggests that the crosswalk width should be as wide or wider than the adjacent sidewalks so that groups of pedestrians can comfortably pass each other in the provided area. With the above standards in mind, a guideline is provided for total crosswalk width.

It was discussed that 24 in. space between the bars can only be adjusted slightly.

Motion by Dr. Rontal
Seconded by Ms. Edwards to recommend that the City Commission adopt the following standard policy for the design of all future crosswalk pavement markings in the City of Birmingham, as recommended by the Multi-Modal Transportation Board:

All new painted crosswalks installed shall be of the continental style, as outlined on MDOT Detail Sheet PAVE-945-C, Sheet 3 of 3, with the exception that all painted bars shall be 24 in. wide spaced as close to 24 in. apart as possible. Crosswalk widths shall be installed as follows:

On Major Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:
Total width of the crosswalk shall be 12 to 14 feet wide. Crosswalks at the upper width limit may be installed when traffic signals are present.

On Local Streets within the Central Business District, Triangle District, Rail District, or Adjacent to Schools:
Total width of the crosswalk shall be 8 ft. wide, unless the adjacent sidewalk main walking path is wider, at which point it shall be widened to match the main walking path width.

At All Other Locations:
Total width of the crosswalk shall be 6 ft. wide.

The following shall be considered Major Streets (within the specific districts noted) for the purposes of this standard:

Woodward Ave.
Motion carried, 5-0.

VOICE VOTE
Yeas:  Rontal, Edwards, Folberg, Slanga, Surnow
Nays:  None
Absent:  Adams, Lawson

9. MEETING OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA
(no audience present)

10. MISCELLANEOUS COMMUNICATIONS

Ms. Ecker said an update will be provided to the board at the next meeting as to what materials will be used on Old Woodward Ave., the turn lane, and what the crosswalks will look like.

11. NEXT MEETING MARCH 2, 2017 at 6 p.m.

12. ADJOURNMENT

No further business being evident, the board members adjourned the meeting at 8:10 p.m.

Jana Ecker, Planning Director

__________________________________________
Paul O'Meara, City Engineer

DRAFT
MEMORANDUM

DATE: February 15, 2017
TO: Joseph Valentine, City Manager
FROM: Paul T. O'Meara, City Engineer
SUBJECT: Mandatory Water Lateral Replacement

This topic was first presented to the City Commission during the Long Range Planning Session in January.

Beginning in 2007, the City required the replacement of all sewer laterals on projects where the street pavement was being completely removed and replaced, if the age of the sewer lateral was 50 years or older, or if it had been of Orangeburg pipe. Since replacement of this pipe is a direct benefit to the building owner that it serves, the per foot cost charged by the contractor has been the basis of a Special Assessment District. Since that time, several hundred sewer laterals have been replaced, usually with little or no comment or resistance from those being charged.

Costs for sewer laterals have varied over the years, depending on how the contractor elects to put their costs in various pay items. Prices have ranged from as little as $15 to as much as $90 per foot. The City has covered inspection and restoration costs, since it is in conjunction with a City project.

The situation for water laterals has been different. First, they are much less prone to failure. In residential areas, the most frequently found water lateral is a ¾ inch copper pipe, which is durable and has a very long service life. To a much lesser extent, lead or iron pipes are sometimes found. In areas with larger homes, 1 or even 1½ inch laterals become more common. During the past ten years, on projects where the sewer lateral must be replaced under a special assessment, the City has offered property owners that have a ¾” copper lateral the option to contract directly with the contractor for a fixed rate per foot, wherein the lateral can be replaced with 1 inch copper or plastic. The replacement is voluntary, and is offered as an option for those that feel that their home may be upgraded or replaced some day in the future. If a large building expansion or replacement project is envisioned, the building permit process will require that the owner pay for a water lateral upgrade to a minimum 1 inch pipe.

In those neighborhoods where building construction is prevalent, we are finding that just replacing the sewer lateral is not saving the new street pavement from frequent damage. As homes are torn down and replaced, the builder must cut a hole in the street and make a new larger tap on the water main, in order to meet basic building code requirements. If water laterals were all replaced to a minimum 1 inch size pipe, the probability of future road cuts would be reduced significantly. Similar to the sewer lateral, the water lateral upgrade is a direct benefit to the adjacent property owner, and a special assessment district could be created to cover this cost.
Historically, the City has covered the cost of replacement if a lead or iron water lateral is found, assuring that these inferior materials are removed from our system when the opportunity is present. If the City moves forward with creating a special assessment district to replace all water services to a minimum 1 inch, then all lead or iron laterals could also be replaced at the same cost per foot, as they are receiving an even greater benefit than those that currently have an undersized copper lateral. On the rare occasion that a 1½ inch lead water lateral must be replaced, we can include a slightly higher unit price for the replacement of the lateral, installing 1½ plastic pipe.

One other difference with respect to a water lateral is the required shutoff valve installed on each service, preferably located at the property line. The shutoff valve provides a means to shut water service off to the subject building, which can be operated by City personnel. The valve is necessary if work is planned on the meter, if there is a leak in the front yard, or in extreme cases, for lack of payment on water and sewer bills. Whenever a lateral is replaced from the main to the property line, the valve should be replaced, as the existing one tends to be old and no longer in good condition. The cost of the valve replacement would be included in the cost of the assessment district.

As noted at the Long Range Planning meeting, the following are some positives and negatives to consider before implementing this policy:

**Positives**

- New street pavements are not damaged by ongoing house replacements/expansions.
- Improved ride quality and life expectancy for City pavements.
- Reduced maintenance for City streets.
- Value of properties increase as all lots are ready for future growth.
- City can assess cost of lead lateral replacement.
- Each house will receive a new, working shutoff valve that can be relied upon for many years to come.

**Negatives**

- No visible, immediate benefit to owner not contemplating selling.
- Return on investment comes when property is sold or greatly improved.
- Future owners with larger lots may want more than 1 inch lateral.
- Owners that need a new water lateral are typically those that also need a new sewer lateral, therefore many of the same owners will be charged twice.
- The amount of excavating will be greater, resulting in the City project taking longer to execute.

It is our impression that one of the reasons that the sewer lateral assessment districts have met with little resistance is that the cost being charged to each homeowner is relatively low. It can be anticipated that if water laterals are being replaced as well, the typical cost to each homeowner will go up approximately 80% to 100% of what it would have been under the current policy. Increasing the cost will likely cause some additional resistance from the public being asked to pay for these improvements.
The Engineering Dept. is currently in design for three projects that will be executed this year where this policy would apply. Clear direction at this time is requested to assist in finalizing the bidding documents, and accurately reflecting the amount of work expected in each contract. A suggested recommendation follows:

SUGGESTED RESOLUTION:

To adopt a policy that when the City is undertaking a project wherein the existing street pavement is being completely removed and replaced, the Engineering Dept. shall prepare plans that include the replacement of all water laterals that are less than 1 inch, no matter what material was used, to be replaced with a 1 inch copper or plastic water lateral pipe. Further, to require the replacement of any size lead or iron water service, to be replaced with the same size pipe using either copper or plastic lateral pipe. All such improvements shall be charged to the adjacent benefiting property owner, and included in the special assessment district already being created for said project covering the cost of sewer lateral replacements. Assessments shall be based on the unit price per foot charged by the contractor in the applicable contract. The City shall cover all inspection and surface restoration costs.
SEWER & WATER LATERAL REPLACEMENT POLICY UPDATE

City of Birmingham
Engineering Department
January 28, 2017
Sewer and Water Laterals Typically Built with House, at Owner Expense

As Laterals age and need replacement, repairs must be paid for by owner, whether on private property or in right-of-way.

In early 2000’s sewer lateral replacements became more frequent. Some owners thought City should be responsible.
In 2003, Engineering Dept. bid out three year contract called “Private Building Sewer Excavation Repair or Replacement”

Contract provided contractor “on call” available with contract unit prices if property owner wanted to hire out sewer work at fixed, fair prices.

Contract was extended until interest died out about 2008.
In 2005, City began offering voluntary sewer and/or water replacement with paving projects, with fixed price per foot.

City covered inspection and restoration costs.

Policy provided opportunity with drastically reduced prices.

Voluntary participation was not as good as hoped.
Starting in 2007, policy was changed for sewer laterals. All sewers fitting criteria now must be replaced under special assessment district. All sewers must be replaced if:

- Street pavement is being completely replaced.
- Sewer lateral is over 50 years old.
- Sewer lateral was constructed of Orangeburg pipe.
- Appeals process available if owner disagrees.
Sewer Lateral Replacement Policy deemed a success:

- 50% - 75% of sewer laterals replaced with new PVC.
- Prices very reasonable, ranging from $500 to $2,500 per house (compared to $6,000 - $10,000 when done individually).
- Homeowners generally happy to get this work done at such low cost.
- Water lateral replacement remains voluntary.
SEWER & WATER LATERAL REPLACEMENT POLICY

2007-2017:
Sewer Lateral Replacement → Mandatory
Water Lateral Replacement → Voluntary

Why the Difference?
SEWER LATERAL:

- Older pipes have shorter service life originally expected to expire after 50 years.
- Failures have occurred too frequently, causing damage to basements, large costs for emergency repairs.
- Even planned replacements often cost $10,000+ when done for an individual property owner.
- New pipe (PVC) has extremely long service life and should operate trouble free for many decades.
WATER LATERAL:

- ¾” Copper pipe has long service life; failures have been rare.
- Upgrade to 1” is a building code issue; change does not bring any immediate benefit to homeowner.
- Benefit comes when house is replaced or substantially expanded in value – often done by future owner.
- Replacement cost is less than sewer – average 40% less → Not a big factor when buying and selling.
- New pipe can be bored – less damage to surface.
Webster Ave. Paving Project (2016) – Example #1

Sewer Special Assessment District
69 out of 113 homes in district (61%)
Cost = $48 per foot
Average paid $1,304

Water Lateral Voluntary Contract
23 out of 68 homes signed contract (34%)
Cost = $42 per foot
Average paid $1,090

9 houses with lead service replaced at City expense
Mohegan/Kennesaw Paving Project (2014) – Example #2

Sewer Special Assessment District
52 out of 76 homes in district (68%)
Cost = $39 per foot
Average paid $1,040

Water Lateral Voluntary Contract
8 out of 19 homes signed contract (42%)
Cost = $56 per foot
Average paid $1,400

16 houses with lead service replaced at City expense
Should water lateral replacement be required?

- 426 Homes Replaced 2011-2016
- All Houses Must Have Minimum 1” Water Service
- 38 Cuts in Pavement on Holland Ave. in 11 yrs.
- 7 Cuts in Pavement on Cole Ave. in 3.5 yrs.
- 6 Cuts in Pavement on Webster Ave. in 5 mo.
Should water lateral replacement be required?

Positives:

- New pavement is not damaged by ongoing house replacements/expansions.
- Improved ride quality and life expectancy for City pavements.
- Reduced maintenance for City streets. Value of properties increases as all lots are ready for future growth.
- City can assess cost of lead service replacement.
Should water lateral replacement be required?

Drawbacks:
- No visible, immediate benefit to owner
- Return on investment comes when property is sold or greatly improved.
- Future owners with larger lots may want more than 1” service.
- Owners that need a new water lateral are typically those that also need a new sewer lateral → Same owners will be charged twice.
Questions?
At the meeting of December 5, 2016, the City Commission authorized the implementation of the new Storm Water Utility Fee structure. As required by a court settlement, the City is now charging for the disposal of storm water disposal services through a billing system that considers each customer’s property size and land characteristics. The first billings, covering approximately 33% of the customer base, reflecting the new charges were issued to customers starting in late January.

As provided in the policy, there are three areas where customers could raise questions about either how their fee was calculated, or what they can do to reduce their fee. A package of information has been prepared to post on the City’s website to help disseminate this information, and will be posted upon approval of the related charges.

CUSTOMER TYPES

First, it is important to remember that for the purposes of this billing structure, there are two customer types. Over 90% of the land parcels in the City can be considered Single Family Residential, or SFR. In order to simplify the calculations, the ordinance states that SFR properties are broken into six classes, strictly based on their parcel size. For example, a Class B parcel is any lot that has a land area between 1/8 acre and ¼ acre. A Class B parcel will be charged an Equivalent Storm Water Unit (ESWU) rate of 1.0 per quarter. The rate is the same no matter what level of impervious surface is on the property. Parcels that are in different classes have a smaller or larger ESWU proportionate to their size compared to a Class B property.

Due to the wide variety and sizes of non-Single Family Residential (Non-SFR) properties, ESWU values were generated for each of these properties based on impervious surface maps provided by SEMCOG. In addition, the largest properties in the City were calculated individually by Hubbell, Roth, & Clark, to improve accuracy. The nature of the improvements is considered on all non-SFR properties.

CUSTOMER INQUIRIES

The types of inquiries that will come up as a result of this new ordinance can be broken into three categories:
a. Applying for credits to reduce the Storm Water Utility Fee
b. Questions about how the ESWU rate was calculated.
c. Information about how a Low Impact Development (LID) improvement would reduce the ESWU.

Staff will administer each of these requests to the best of our ability. If the customer does not agree with the way it is being administered, they will be able to schedule a hearing before the Storm Water Utility Appeals Board (SWAUB).

Each one of the three inquiries is explained in further detail below:

a. Applying for Credits to Reduce the Storm Water Utility Fee

Property owners that wish to reduce their Fee can implement changes designed to reduce storm water discharge from their property, in exchange for a credit. Sample applications, drawings, and instructions are attached. The following case study helps explain how the process would work.

The owner of a SFR Class D property wishes to reduce their Storm Water Utility Fee by installing a rain garden. The owner works with the City to determine that the garden should be in the front yard, as the roof and front yard area is the part of the lot that first impacts the City sewer system during a rainstorm. The rain garden is designed appropriately, and a percolation test reveals that the soil conditions are conducive for this feature. The Class D property receives an ESWU of 2.4, which results in a charge of $109.80 per quarter in the Evergreen-Farmington sewage district (or $142.80 in the South Oakland district). As noted in the attached explanation sheet, the credit should be approved if it is demonstrated that the improvement will reduce flow by at least 50% from the current conditions. If approved, a multiple of $20 is suggested for the credit, which would be multiplied by 2.4, or $48. The rain garden credit would apply for five years, at which time the applicant would have to reapply, giving staff the chance to confirm if the rain garden is still operating as originally intended.

Note that very few cities currently operate a billing structure in this manner, so there is little to compare it to. Ann Arbor is the most advanced City in the region in this area, and we feel that our fee and credit structure compares well with them.

If staff does not approve the credit as expected by the customer, the customer could apply for a hearing before the Board, using the application attached.

b. Questions About How the ESWU Rate was Calculated.

Non-SFR properties each have an individualized ESWU factor that considers both the size of the property, and the nature of the surface improvements. If they wish to question and/or dispute their numbers, staff will work with them to validate its accuracy. If problems are determined, staff will have the ability to make these changes for the next billing cycle. If the customer and staff disagree on what the ESWU rate should be, the customer could schedule a hearing before the Board, using the application attached.
Each property is receiving their first Storm Water Utility Fee for their property currently. It is assumed that the largest number of inquiries would be received this year, when the program is new. In the future, as non-SFR properties are improved, such as with a new building, the City will recalculate their ESWU and apply it to their billings the following year. Inquiries in the future should mostly involve either new owners not familiar with the system, or due to changes caused by property improvements.

c. Information about how a Low Impact Development (LID) improvement would reduce the ESWU.

A property owner may wish to consider a relatively significant Low Impact Development (LID) improvement on their property. As part of their due diligence, they would want to know how the change would affect their ESWU. The following case study helps explain a possible scenario.

A seven unit residential condominium property has an ESWU that is influenced by the size of the building roofs and parking lot located on the property. The parking lot is forty years old, and needs to be completely replaced. The condominium owners consider the extra cost involved in installing a permeable pavement parking lot vs. a standard asphalt parking lot. The City can assist in determining the new ESWU that could be applied to the property if they elect to install the former.

Similar to the above, a customer may not agree with the ESWU determination being suggested by the City. If they wish to appeal, the customer could schedule a hearing before the Board, using the application attached.

SUGGESTED FEE SCHEDULE

It is understood that the Storm Water Utility Fee process is new and could represent a potential frustration for those customers receiving an unexpected increase in their sewer fees. In the spirit of cooperation, staff will certainly work with any customer to guide them through the process, and attempt to arrive at a mutually agreeable compromise. However, if a customer wishes to receive a credit towards their fee, time and effort is spent by staff to review the application, determine its validity, and process an approval or denial. Almost all applications and permits issued by the Community Development area of City Hall have fees attached to them to help cover the cost of administration. Similarly, if an applicant wants to receive an appeal from the Board of Zoning Appeals, a fee is charged. Since we do not know exactly how much time or effort this process will take, it is suggested that the simple base fee of $50 apply for each of the following categories:

1. Storm Water Utility Fee Credit Application or Renewal
2. Low Impact Development Determination
3. Storm Water Utility Appeals Board Application

While the $50 fee may or may not cover all administrative costs, we consider it a good starting point. As staff becomes experienced in what it takes to administer the program, adjustments to the fee structure can be considered in the future.
SUGGESTED CREDIT SCHEDULE

With the assistance of Hubbell, Roth, & Clark, the following list of suggested improvements that can be added to a property has been prepared for those that wish to make a reduction in the storm water utility fee. Descriptions of each credit, and how they can be approved, are included in the attached sheets prepared for the City’s website:

<table>
<thead>
<tr>
<th>CREDIT</th>
<th>APPLYS TO</th>
<th>QUARTERLY VALUE (SFR)</th>
<th>RENEWAL PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rain Barrels</td>
<td>SFR/Non-SFR</td>
<td>$15</td>
<td>2 years</td>
</tr>
<tr>
<td>Rain Garden/Bio-Swale</td>
<td>SFR/Non-SFR</td>
<td>$20*</td>
<td>5 years</td>
</tr>
<tr>
<td>Infiltration Trench/Dry Well</td>
<td>SFR/Non-SFR</td>
<td>$25*</td>
<td>5 years</td>
</tr>
<tr>
<td>Cistern</td>
<td>SFR/Non-SFR</td>
<td>$25*</td>
<td>10 years</td>
</tr>
<tr>
<td>Pervious Pavement</td>
<td>SFR/Non-SFR</td>
<td>$10 (200-300 Sq.Ft.)</td>
<td>10 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$20 (300-400 Sq.Ft.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$30 (&gt;400 Sq.Ft.)</td>
<td></td>
</tr>
<tr>
<td>Disconnect Footing Drain</td>
<td>SFR/Non-SFR</td>
<td>$40</td>
<td>10 years</td>
</tr>
<tr>
<td>LID Building Measures</td>
<td>Non-SFR</td>
<td>ESWU reduction</td>
<td>N/A</td>
</tr>
<tr>
<td>LID Site Measures</td>
<td>Non-SFR</td>
<td>ESWU reduction</td>
<td>N/A</td>
</tr>
<tr>
<td>Enhanced Retention</td>
<td>Non-SFR</td>
<td>ESWU reduction</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Those credits marked with an asterisk (*) will be multiplied by the relative size of the parcel the improvement makes on the property, provided that the improvement truly captures at least 50% of the impervious area that is draining directly to the sewer system, according to the following schedule:

<table>
<thead>
<tr>
<th>SFR CLASS</th>
<th>CREDIT MULTIPLICATION FACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes A &amp; B</td>
<td>1.0</td>
</tr>
<tr>
<td>Class C</td>
<td>1.6</td>
</tr>
<tr>
<td>Class D</td>
<td>2.4</td>
</tr>
<tr>
<td>Class E</td>
<td>3.2</td>
</tr>
<tr>
<td>Class F</td>
<td>4.6</td>
</tr>
</tbody>
</table>

Improvements to non-SFR properties will be calculated on an individual basis, depending on how the improvement impacts their overall runoff factor.

The size of the credit will be based on how much impact the measure will have relative to the overall size of the storm water fee being charged for the particular property the credit is being applied for.

The Engineering Dept. recommends approval of the suggested fee and credit schedule listed herein, and on the attached pages prepared to appear on the City’s website. With this
approval, staff will be prepared to administer applications for credits, ESWU revisions, and LID
determinations.

SUGGESTED RESOLUTION:

To amend the Schedule of Fees, Engineering Dept., to reflect new fees and credits pertaining to
the Storm Water Utility Fee.
## FEE SCHEDULE

### ENGINEERING

<table>
<thead>
<tr>
<th>Bidding Document Fee</th>
<th>Existing Fee</th>
<th>Proposed Fee</th>
<th>Change Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Set - Paper Copy</td>
<td>$50.00</td>
<td>$50.00</td>
<td>E</td>
</tr>
<tr>
<td>Small Set - Paper Copy</td>
<td>$30.00</td>
<td>$30.00</td>
<td>E</td>
</tr>
<tr>
<td>CD Copy (any size)</td>
<td>$15.00</td>
<td>$15.00</td>
<td>E</td>
</tr>
</tbody>
</table>

(Copy fee waived for Plan Room and Advertising Services)

### Cable Communications Permit (30-133 (j))

Cable Franchise Insurance: Standard Insurance requirements plus excess liability insurance (or umbrella policy) on an “occurrence basis", with limits of liability not less than $5,000,000 per occurrence, and indemnification provisions (see Section 30-190)

### Curb Closings (See Streets & Sidewalks)

### Driveways (See Streets & Sidewalks)

#### Parking Meters

<table>
<thead>
<tr>
<th>Area</th>
<th>Fee per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Demand Areas</td>
<td>$1.00</td>
</tr>
<tr>
<td>Lower Demand Areas (1)</td>
<td>$0.50</td>
</tr>
</tbody>
</table>

### Parking Structures

<table>
<thead>
<tr>
<th>Area</th>
<th>Pierce</th>
<th>Peabody</th>
<th>Park</th>
<th>Chester</th>
<th>N. Old</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 hours</td>
<td>free</td>
<td>free</td>
<td>free</td>
<td>free</td>
<td>free</td>
</tr>
<tr>
<td>Less than 3 hours</td>
<td>$2.00</td>
<td>$2.00</td>
<td>$2.00</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Less than 4 hours</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Less than 5 hours</td>
<td>$6.00</td>
<td>$6.00</td>
<td>$6.00</td>
<td>$6.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>Less than 6 hours</td>
<td>$8.00</td>
<td>$8.00</td>
<td>$8.00</td>
<td>$8.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>Over 6 hours</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Over 7 hours</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Maximum Fee After 10:00PM</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Permit Parking</td>
<td>$65.00</td>
<td>$65.00</td>
<td>$60.00</td>
<td>$45.00</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

### Parking Structure Permit Parking Activation Fee

<table>
<thead>
<tr>
<th>Area</th>
<th>Fee per AVI card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Parking At Meters</td>
<td>$20.00</td>
</tr>
<tr>
<td>Returned checks</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

### Private Building Sewer Investigation Program

<table>
<thead>
<tr>
<th>Property</th>
<th>Fee per acre of affected area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Residential</td>
<td>$300.00</td>
</tr>
<tr>
<td>Non-Single Family Residential</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

### Sidewalks (See Streets & Sidewalks)

### Soil erosion and sediment control permit fees:

<table>
<thead>
<tr>
<th>Area</th>
<th>Fee per cubic yard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit fee, per cubic yard</td>
<td>$0.20</td>
</tr>
</tbody>
</table>

### Stormwater runoff (Chapter 114)

<table>
<thead>
<tr>
<th>Fee per acre of affected area</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

### Storm Water Utility Fee Related Charges

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storm Water Utility Fee Credit Application or Renewal</td>
<td>$50.00</td>
<td>E PO</td>
</tr>
<tr>
<td>Low Impact Development Determination</td>
<td>$50.00</td>
<td>E PO</td>
</tr>
<tr>
<td>Storm Water Utility Appeals Board Application</td>
<td>$50.00</td>
<td>E PO</td>
</tr>
</tbody>
</table>

### Storm Water Utility Fee - Credit Schedule

<table>
<thead>
<tr>
<th>Credit</th>
<th>Applies To</th>
<th>Quarterly Value</th>
<th>Renewal Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rain Barrels</td>
<td>SFR/Non-SFR</td>
<td>$15</td>
<td>2 years</td>
</tr>
<tr>
<td>Rain Garden/Bio-Swale</td>
<td>SFR/Non-SFR</td>
<td>$20*</td>
<td>5 years</td>
</tr>
<tr>
<td>Infiltration Trench/Dry Well</td>
<td>SFR/Non-SFR</td>
<td>$25*</td>
<td>5 years</td>
</tr>
<tr>
<td>Cistern</td>
<td>SFR/Non-SFR</td>
<td>$25*</td>
<td>10 years</td>
</tr>
<tr>
<td>Pervious Pavement</td>
<td>SFR/Non-SFR</td>
<td>$10 (200-300 Sq. Ft.)</td>
<td>10 years</td>
</tr>
<tr>
<td></td>
<td>$20 (300-400 Sq. Ft.)</td>
<td>E PO</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>SFR/Non-SFR</td>
<td>ESWU reduction</td>
<td>Rate</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
<td>----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Disconnect Footing Drain</td>
<td>SFR/Non-SFR</td>
<td>ESWU reduction</td>
<td>$40</td>
</tr>
<tr>
<td>LID Building Measures</td>
<td>Non-SFR</td>
<td>ESWU reduction</td>
<td>$40</td>
</tr>
<tr>
<td>LID Site Measures</td>
<td>Non-SFR</td>
<td>ESWU reduction</td>
<td>$40</td>
</tr>
<tr>
<td>Enhanced Retention</td>
<td>Non-SFR</td>
<td>ESWU reduction</td>
<td>$40</td>
</tr>
</tbody>
</table>

Those credits marked with an asterisk (*) will be multiplied by the relative size of the parcel the improvement makes on the property, provided that the improvement truly captures at least 50% of the impervious area that is draining directly to the sewer system, according to the following schedule:

**Credit Multiplication**

<table>
<thead>
<tr>
<th>SFR Class</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes A &amp; B</td>
<td>1.0</td>
</tr>
<tr>
<td>Class C</td>
<td>1.6</td>
</tr>
<tr>
<td>Class D</td>
<td>2.4</td>
</tr>
<tr>
<td>Class E</td>
<td>3.2</td>
</tr>
<tr>
<td>Class F</td>
<td>4.6</td>
</tr>
</tbody>
</table>

**Streets & Sidewalks:**

- There shall be a minimum charge of $50.00 for all curb closing, curb, cuts, driveways and sidewalk permits.
- Permit per linear foot
  
$3.00

- Minimum
  
$30.00

- Curb cuts (98-91):
  
Permit per linear foot

$3.00

- Minimum

$30.00

- Driveways (98-91):
  
Permit

$30.00

- Sidewalks (98-57):
  
Permit, per square foot

$0.40

- Minimum

$20.00

- Excavations (98-26):
  
Permit

$50.00

- Plus deposit to be determined by city engineer to cover estimated cost of possible city expenses, minimum

$50.00

- Moving buildings (98-3 - 98-28):
  
Permit

$50.00

- Plus deposit to be determined by city engineer to cover estimated cost of possible city expenses, minimum

$1,000.00

- Agreement

$1,000.00

- Obstructions (98-26):
  
Permit

$50.00

- Plus deposit to be determined by city engineer to cover estimated cost of possible city expenses, minimum

$1,000.00
STORM WATER UTILITY FEE

General Methodology
The Storm Water Utility Fee will be apportioned to all properties in the City that contribute storm water into the City’s sewer system, from both surface runoff and underground footing drain inflow.

Runoff Potential & ESWU
The runoff potential for a typical single family residential property is defined as a “standard unit”, called an Equivalent Storm Water Unit (ESWU). Other types of properties are assigned a multiple of the “standard unit” by dividing their particular runoff potential by the “standard” runoff potential. The ESWU’s are totaled for all the properties being assessed, and each property’s share of the total is determined by dividing their particular ESWU by the total of the ESWU’s. Information about runoff potential and ESWU determination can be found by following the following links:
  - Runoff Potential
  - ESWU Determination

Storm Water Utility Fee
The storm water utility fee rate per ESWU will be determined each year for both major drainage districts in the City: Evergreen Farmington District and South Oakland District. A particular parcels Storm Water Utility Fee will be the current Storm Water Utility Fee Rate times the ESWU value for that property. Refer to the Major Drainage District Map for more information.

For 2017, the Storm Water Utility Fee Rates per ESWU on an quarterly basis are:

  - Evergreen Farmington District (EF): $45.75 per ESWU
  - South Oakland District (SO): $59.50 per ESWU

Storm Water Credits & Appeals
Property owners will have a means appealing their ESWU determination or for having their storm water utility fee reduced when they employ methods for reducing the amount of runoff generated by their property that enters the sewer system. For more information on storm water appeals and credits, follow the link to Storm Water Appeals and Storm Water Credits.

Back to Storm Water Utility Ordinance page
RUNOFF POTENTIAL

Runoff Potential
In general, the amount of runoff generated from a particular property for a given amount of precipitation is largely based on the amount of impervious surface on that property - more impervious surface means more runoff. To a smaller degree, even pervious surfaces will contribute some runoff. Therefore, the runoff potential for a particular property is determined by both the amount of impervious area and pervious area. The impervious area is equated to the total area of the parcel minus the measured impervious area on that parcel. Runoff potential (RP) is measured in square feet, using the following formula:

\[ RP = 0.15 \times [\text{Total Area} - \text{Impervious Area}] + 0.9 \times [\text{Impervious Area}] \]

Runoff Coefficients
All surfaces will generate some amount of runoff during precipitation events, and can be assigned a runoff coefficient to represent the fraction of the precipitation that results in runoff. The Runoff Potential formula uses different runoff coefficients for the impervious area and pervious area to create a “weighted average” for that parcel. The runoff coefficient used for impervious surfaces is 0.9, which generally means that 90% of the precipitation on that surface will result in runoff. The runoff coefficient used for pervious surfaces is 0.15, which generally means that 15% of the precipitation on that surface will result in runoff.

Impervious Area
An impervious area can be defined as a surface area that is resistant to permeation by surface water. Because precipitation cannot be absorbed by the impervious surface, runoff will be generated that must be managed by the sewer system. For the purpose of this apportionment, the following surfaces are considered to be impervious:

- Pavements – including sidewalks, private roads, parking lots, and patios made from concrete, asphalt, brick pavers and stone materials.
- Buildings
- Athletic courts and tracks
- Gravel (or dirt) driveways and parking areas used by vehicles
- Decks covered by a roof or having an impervious underlying surface (including plastic sheeting)

The Southeast Michigan Council of Governments (SEMCOG) conducted an aerial survey of the region in 2010 that was analyzed to determine the building footprints and impervious surface areas. The resulting data sets were provided to each community, and the building footprint and impervious surface area data sets were used to measure the impervious area for the properties in the City.
**Pervious Area**

A pervious area will allow an amount of surface runoff to percolate into the soil naturally, to the extent possible based on the type of soil and degree of saturation. Note that large portions of the City have naturally occurring clayey (or loamy) soils near the surface that do not allow high rates of infiltration, so even undeveloped properties will generate some runoff for moderate amounts of rainfall. For the purpose of this apportionment, the following surfaces are considered to be pervious:

- Grass
- Gardens
- Landscape areas without impervious underlying membrane
- Open-slatted decks over an otherwise pervious surface
- Gravel (or dirt) paths used by pedestrians only
- Swimming pools (but not the paved surfaces around the pool)
- Pavers set in porous material specifically designed to be pervious
- Porous pavements specifically designed to be pervious

Want more information about how your fee is determined? Continue on to [ESWU Determination](ESWU_Determination)

Finished with explanation? Back to [Storm Water Utility Fees](Storm_Water_Utility_Fees)
ESWU DETERMINATION

General Property Categories
Properties in the City are considered to be part two general categories – single-family residential (SFR) or non-single-family residential. Non-single-family residential properties include two-family residential, multifamily residential, institutional (public properties, schools and churches), public recreational, commercial, business, office, and parking. The following maps highlight these general property categories in the City:

- Single Family Residential (SFR) Map
- Non-Single Family Residential (SFR) Map

SFR Categories
Due to the variability in lot sizes across the City, the single-family residential (SFR) category is divided into six classes based on the total area of the parcel in order to group similarly developed properties together:

<table>
<thead>
<tr>
<th>SFR CLASS</th>
<th>LOT SIZE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A</td>
<td>0.125 acres or less</td>
</tr>
<tr>
<td>Class B</td>
<td>0.126 to 0.250 acres</td>
</tr>
<tr>
<td>Class C</td>
<td>0.251 to 0.500 acres</td>
</tr>
<tr>
<td>Class D</td>
<td>0.501 to 0.750 acres</td>
</tr>
<tr>
<td>Class E</td>
<td>0.751 to 1.000 acres</td>
</tr>
<tr>
<td>Class F</td>
<td>1.001 acres or larger</td>
</tr>
</tbody>
</table>

“Standard Unit”
The most numerous type of property in the City is the Class B SFR, which is considered to be the “standard unit” for determining ESWU’s. The Class B SFR properties comprise of nearly 50% of the number of parcels in the City. The runoff potential for the “standard unit” is 4,317 square feet, which is equated to an ESWU value of 1.

ESWU’s for SFR Properties
The ESWU for each of the six lot-area categories for SFR properties is based on the average runoff potential for that category. For each group, the total impervious surface and pervious surface areas were summed up, and then divided by the number of parcels. Those areas were entered into the runoff potential equation to determine the average runoff potential for each category. The ESWU for each category is calculated by dividing the average runoff potential for each by 4,317 square feet. All single family residential properties in each of the lot-size category are assigned the same ESWU for that category. The ESWU values for the single-family residential categories are summarized in the following table:
<table>
<thead>
<tr>
<th>PROPERTY TYPE</th>
<th>AVE. RUNOFF</th>
<th>POTENTIAL</th>
<th>ESWU</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFR Class A (0.125 acres or less)</td>
<td>3,166</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>SFR Class B (0.126 to 0.250 acres)</td>
<td>4,317</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>SFR Class C (0.251 to 0.500 acres)</td>
<td>6,714</td>
<td></td>
<td>1.6</td>
</tr>
<tr>
<td>SFR Class D (0.501 to 0.750 acres)</td>
<td>10,553</td>
<td></td>
<td>2.4</td>
</tr>
<tr>
<td>SFR Class E (0.751 to 1.000 acres)</td>
<td>13,904</td>
<td></td>
<td>3.2</td>
</tr>
<tr>
<td>SFR Class F (1.001 acres or larger)</td>
<td>19,744</td>
<td></td>
<td>4.6</td>
</tr>
</tbody>
</table>

All single family residential properties within each of the lot-size categories are assigned the same ESWU for that category.

**ESWU’s for Non-SFR Properties**

The ESWU for all other, non-SFR properties, is based on the unique runoff potential for each particular property. The impervious surface area and pervious surface area for each of these properties is measured, and the runoff potential is then calculated for each. The runoff potential value is divided by the “standard unit” runoff potential value of 4,317 square feet to calculate the ESWU value for the parcel. An example of this for a hypothetical site can be seen at [ESWU Example](#).

The impervious area measurements for certain properties were verified by analyzing the aerial imagery of the individual parcel instead of relying on the computer-analyzed impervious surface data. Parcels for verification included all City-owned properties and those with an ESWU over 4.4 as initially determined by the computer-analyzed impervious surface data.

Want more information about how your fee is determined? Continue on to [Runoff Potential](#)

Finished with explanation? Back to [Storm Water Utility Fees](#)
STORM WATER CREDITS

Storm Water Utility Credits
Certain credits are offered to provide the opportunity for property owner’s to reduce the amount of storm water that enters the sewer system from their property. Methods for runoff reduction that rely on infiltration will require the property owner to conduct a Percolation Test at the location of the infiltration feature to verify that the existing soils can adequately receive the infiltration. The following credits are offered for single-family residential (SFR) properties and non-SFR properties, with the associated annual base credit value:

<table>
<thead>
<tr>
<th>CREDIT</th>
<th>APPLYS TO</th>
<th>QUARTERLY VALUE (SFR)</th>
<th>RENEWAL PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rain Barrels</td>
<td>SFR/Non-SFR</td>
<td>$15</td>
<td>2 years</td>
</tr>
<tr>
<td>Rain Garden/Bio-Swale</td>
<td>SFR/Non-SFR</td>
<td>$20*</td>
<td>5 years</td>
</tr>
<tr>
<td>Infiltration Trench/Dry Well</td>
<td>SFR/Non-SFR</td>
<td>$25*</td>
<td>5 years</td>
</tr>
<tr>
<td>Cistern</td>
<td>SFR/Non-SFR</td>
<td>$25*</td>
<td>10 years</td>
</tr>
<tr>
<td>Pervious Pavement</td>
<td>SFR/Non-SFR</td>
<td>$10 (200-300 Sq.Ft.)</td>
<td>10 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$20 (300-400 Sq.Ft.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$30 (&gt;400 Sq.Ft.)</td>
<td></td>
</tr>
<tr>
<td>Disconnect Footing Drain</td>
<td>SFR/Non-SFR</td>
<td>$40</td>
<td>10 years</td>
</tr>
<tr>
<td>LID(^1) Building Measures</td>
<td>Non-SFR</td>
<td>ESWU reduction</td>
<td>N/A</td>
</tr>
<tr>
<td>LID Site Measures</td>
<td>Non-SFR</td>
<td>ESWU reduction</td>
<td>N/A</td>
</tr>
<tr>
<td>Enhanced Retention</td>
<td>Non-SFR</td>
<td>ESWU reduction</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Those credits marked with an asterisk (*) will be multiplied the relative size of the parcel the improvement makes on the property, provided that the improvement truly captures at least 50% of the impervious area that is draining directly to the sewer system, according to the following schedule:

<table>
<thead>
<tr>
<th>SFR CLASS</th>
<th>CREDIT MULTIPLICATION FACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes A &amp; B</td>
<td>1.0</td>
</tr>
<tr>
<td>Class C</td>
<td>1.6</td>
</tr>
<tr>
<td>Class D</td>
<td>2.4</td>
</tr>
<tr>
<td>Class E</td>
<td>3.2</td>
</tr>
<tr>
<td>Class F</td>
<td>4.6</td>
</tr>
</tbody>
</table>

Improvements to non-SFR properties will be calculated on an individual basis, depending on how the improvement impacts their overall runoff factor.

The size of the credit will be based on how much impact the measure will have relative to the overall size of the storm water fee being charged for the particular property the credit is being applied for.

---

\(^1\) Low Impact Development
When considering an improvement that would qualify for a credit, it is important to consider how the improvement will be located. A sample Class B lot layout that shows how a base property with an ESWU of 1.0 can be found under Class B SFR Example. The drawing shows how the front half of the property typically drains to the street, while the back half drains to the rear yard, where it tends to percolate into the ground (unless the property has been improved with a rear yard drainage system). Installing rain barrels or a rain garden in the rear year, for example, under these conditions, may not qualify for a credit, as it will not make any meaningful reduction in runoff.

No credits will be issued to single-family residential (SFR) properties for runoff reduction measures that were already in place prior to January 1, 2017. The fee values calculated for each Single Family class were based on the entire district’s total runoff as it existed at that time, and cannot be changed retroactively.

**Storm Water Credit Application**
All credits must be applied for by the property owner, and approved by the City Engineer. Design requirements for each type of credit can be found by following the links to each in the table, as well as criteria for meeting variable credit values. Approved credits will go into effect in the following yearly cycle, and some require periodic renewal. The City has the right to revoke any credits given if the information provided is discovered to be false or if use of the measures are discontinued. To apply for a Storm Water Credit, complete the Storm Water Credit Application and return to the Engineering Department, along with Percolation Test results and any supporting documentation, plans, sketches, pictures or calculations. Applications submitted with incomplete or inaccurate data will not be approved.

**Storm Water Credit Values**
The value of any credit is to incentivize the effort to reduce runoff, and is not direct compensation for the actual volume of runoff that may or may not be removed from the sewer system in any given period of time or amount of precipitation as a result of the effort. As more and more property owners employ measures to reduce runoff, the City as a whole will benefit from reduced volumes of storm water that must be treated, and the costs associated with that treatment paid by the City.

**ESWU Reductions**
Certain non-SFR properties, especially public, institutional, commercial, retail and multi-family parcels will have the opportunity to construct Low Impact Development (LID) measures or enhanced storm water retention on the property that can potentially reduce the Storm Water Utility Fee. LID measures that reduce the impervious areas on a property or promote infiltration will have a direct impact on the calculation of the ESWU value for the property after re-development. An example of this for a hypothetical site can be seen at ESWU Reduction Example. A property owner that elects to use the ESWU reduction for their property will not be eligible for other storm water credits.

Back to Storm Water Utility Fee page
PERCOLATION TEST

Soil Infiltration Testing – aka Percolation Test
Certain credits are offered to provide the opportunity for property owners to reduce the amount of storm water that enters the sewer system from their property by promoting infiltration of some of the runoff into the soils on their property. In order for these types of measures to be effective, the existing soils must have the capacity to accept the added infiltration. To qualify for measures that rely on infiltration, a percolation test (or other method of soil infiltration testing) must be successfully completed.

Safety
Attention to all OSHA and local guidelines related to earthwork and excavation must be followed. Notify the Michigan One Call System (Miss-Dig) at least 72 hours before digging or excavating on your property by calling (800) 482-7171 or dialing “811”. Excavations should never be left open and unsecured.

“Simple” Percolation Test Method
The simple percolation test is applicable to evaluate the infiltration capacity of the existing soils for most single family residential (SFR) measures to reduce runoff. The test is conducted at the location of the proposed measure, and at the elevation of the bottom of the measure. For example: pervious pavement – depth to bottom of measure is 6 inches; rain garden – depth to bottom of measure shall be 12 to 18 inches; infiltration trench – depth to bottom of measure shall be 3 feet. The basic procedure for the “simple” percolation test is as follows:
1. Dig an 18 inch deep hole below the bottom of the proposed infiltration measure.
2. Fill hole with water and let it drain completely.
3. Re-fill hole with water and measure time for it to drain completely.
4. If measured time to drain is less than 24 hours, then the infiltration capacity is adequate for most SFR measures.

Homeowners conducting their own test will be required to document their findings in the application, so results must be logged precisely. Testers are strongly encouraged to refer to Appendix E of the LID Manual for Michigan for more details.

Soil Infiltration Test Methods
For non-SFR measures that are proposed to reduce runoff from the property that hope to result in an ESWU reduction, more accurate evaluation of the infiltration capacity of the existing soils is required. More accurate field tests include the double-ring infiltrometer test and percolation test. A thorough description of these test methods can be found in Appendix E of the LID Manual for Michigan published by SEMCOG. Results from these tests can be used to adequately size the proposed infiltration measures.

Back to Storm Water Credits page
RAIN BARRELS

Qualifying for a Rain Barrels Credit
Installing rain barrels would collect the runoff from rooftops and prevent a portion of it from entering the sewer system. Collected rain water should be used for irrigation and watering plants. Rain barrels are sold locally at many garden centers or online. To qualify for a Rain Barrels Credit, the following requirements must be met:

- the runoff from at least 50% of the main home’s roof area must be collected by the rain barrels
- the barrels shall be at least 35 gallons in size
- overflow from the rain barrels shall not be directed onto paved surfaces that provide a direct connection to the sewer system, or onto adjacent properties
- provide a plan of the roof area of the home, and the location and number of barrels installed
- provide the manufacturer and model number of the rain barrel installed
- provide a written plan wherein the owner shall attest to the frequency that the rain barrel will be used. For example, agreeing to emptying 50% of the rain barrel every 7 days between April and November to ensure that there is capacity ready for the next rain event.

Back to Storm Water Credits page
Qualifying for a Rain Garden & Bio-Swale Credit

Bioretention areas, such as rain gardens or bio-swales, are shallow surface depressions planted with specially selected native vegetation to capture storm water runoff from rooftops and paved areas. Bio-swales are another name for linear rain gardens. Captured runoff infiltrates into the soils or is used by the plants, thereby reducing the amount that enters the sewer system. Rain gardens and bio-swales provide some surface storage volume that allows more time for infiltration to occur, and can be effective in most soil types. Appropriate plant selection is based on soil type. Your local garden center may be able to assist with plant selection. To qualify for a Rain Garden or Bio-Swale Credit, the following requirements must be met:

- the runoff from at least 50% of the main home’s roof area (or equivalent paved surface area) must be diverted to the rain garden or bio-swale
- variable credit eligibility based on percentage of main home’s roof area (or equivalent paved surface area) being diverted: $15 for 50% to 75%; $20 for 76% to 100%; and $25 for over 100% (all credits are annual amount)
- surface area of rain garden or bio-swale must be at least 130 square feet or more depending on amount of runoff being diverted to it (max 5:1 ratio for impervious area to rain garden area)
- depth of rain garden or bio-swale must be at least 3 to 6 inches throughout, maximum 12 inches
- perform and provide results of Percolation Test in area where rain garden or bio-swale is proposed – underdrain or infiltration bed may be necessary for poorly draining soils
- amend soil beneath rain garden as necessary for healthy plant establishment (consider replacing 12 to 24 inches of native soil with planting mix- 50% sand/stone, 30% compost, 20% native soil)
- must have vegetation to absorb runoff – native perennials are preferred to encourage infiltration – spaced as required by plant type (typically 1 plant per square foot)
- locate at least 15 feet away from building foundations
- overflow from the rain garden or bio-swale shall not be directed onto paved surfaces, or onto adjacent properties
- provide a plan of the roof area of the home, and the location of the rain garden or bio-swale on the site
- property owner is responsible for maintaining the rain garden or bio-swale and keeping in working order

More information on Bioretention (Rain Gardens) can be found in Chapter 7 of the LID Manual for Michigan, published by SEMCOG. Information about native plantings can be found in Appendix C of the LID Manual for Michigan.

Also, the City of Ann Arbor’s Rain Garden Design Guide is a comprehensive resource.
QUALIFYING FOR AN INFILTRATION TRENCH & DRY-WELL CREDIT

Infiltration practices, such as infiltration trenches (or beds) and dry wells, capture storm water runoff from rooftops and paved areas. Captured runoff infiltrates into the soils, thereby reducing the amount that enters the sewer system. Dry wells and infiltration trenches are buried, perforated structures or pipes surrounded by high porosity stone encapsulated by filter fabric. These features rely solely on the infiltration capacity of the soils, and may not be appropriate in areas with poorly draining soils or shallow water table. To qualify for an Infiltration Trench or Dry Well Credit, the following requirements must be met:

- the runoff from at least 50% of the main home’s roof area (or equivalent paved surface area) must be diverted to the infiltration trench or dry well.
- variable credit eligibility based on percentage of main home’s roof area (or equivalent paved surface area) being diverted: $15 for 50% to 75%; $20 for 76% to 100%; and $25 for over 100% (all credits are annual amount)
- perform and submit results of Percolation Test in area where the infiltration trench or dry well is proposed
- dry well or infiltration trench shall be at least 3 feet deep (or more depending on type of structure proposed)
- the area of an infiltration trench varies depending on size of the area draining to it – max 5:1 ratio of impervious area to infiltration feature area
- excavation volume for dry wells shall be 66 cubic feet (500 gallon) minimum
- line excavations for dry wells and infiltrations with geotextile filter fabric
- use washed stone with a porosity of at least 40% for backfill up to 6 to 12 inches below final grade – wrap geotextile filter fabric over top of stone before completing backfill
- Locate at least 15 feet away from building foundations
- overflow from the infiltration trench or dry well shall not be directed onto paved surfaces, or onto adjacent properties
- provide a plan of the roof area of the home, and the location of the infiltration trench or dry well on the site
- property owner is responsible for maintenance of the infiltration trench or dry well, and keeping in working order – infiltration features are subject to clogging if runoff containing sediment or debris is allowed to enter; consider pre-treatment device or measures to reduce sediment load.

More information on Infiltration Practices (infiltration trench & dry wells) can be found in Chapter 7 of the LID Manual for Michigan, published by SEMCOG.

Back to Storm Water Credits page
CISTERN

Qualifying for a Cistern Credit
Installing a cistern would collect the runoff from rooftops and prevent it from entering the sewer system. Collected rain water can then be used for irrigation, watering plants or supplementing greywater needs. Cisterns can be located above or below ground. While cisterns are similar to rain barrels in function, they are larger and generally more sophisticated in operation, possibly with filtering/treatment of inflow, pumped outlet, flushing mechanism, level sensors or other controls, and bypass piping. To qualify for a Cistern Credit, the following requirements must be met:

- the runoff from at least 50% of the main home’s roof area must be collected by the cistern
- the cistern shall be at least 66 cubic feet (500 gallons) in size, and should consider the demand for the intended uses
- cisterns are generally watertight, and are equipped with screens, seals or other appurtenances to prevent mosquitoes from entering or algae growth
- cisterns installed above ground shall be located at least 10 feet away from basement walls
- overflow from the cistern shall not be directed onto paved surfaces that provide a direct connection to the sewer system, or onto adjacent properties
- provide a plan of the roof area of the home, and the location of the proposed cistern
- provide the manufacturer and model number of the cistern to be installed (if applicable)
- plumbing and electric permits may be required from the Building Department
- property owner is responsible for maintaining the cistern and keeping it in working order

More information on Capture Reuse (cisterns) can be found in Chapter 7 of the LID Manual for Michigan, published by SEMCOG.

Back to Storm Water Credits page
DISCONNECT FOOTING DRAIN

Qualifying for a Disconnect Footing Drain Credit
Disconnecting footing drains from the sanitary sewer service will reduce the amount of storm water that enters the sewer system. To be effective, the new sump pump discharge must be to grade at a location that promotes infiltration. Sump pumps that discharge directly to the sewer system or the street where drainage is collected by the sewer system do not reduce the amount of storm water in the sewer system. To qualify for the Disconnect Footing Drain Credit, the following requirements must be met:

• Footing drains must be permanently disconnected from the sewer service line
• New sump pump discharge must be to grade on the property at a location that promotes infiltration either naturally or into another runoff reducing measure, such as a Rain Garden/Bio-Swale or Infiltration Trench/Dry Well
• Sump pump discharge should be at least 15 feet from building foundations to prevent recirculating of discharge water
• provide a site plan showing the home, and the location of the sump pump discharge
• Sump pump discharge shall not be directed to adjacent properties
• property owner is responsible for maintenance of the pervious pavement system, and keeping in working order – pervious pavement surfaces are subject to clogging if runoff containing sediment or debris is allowed to enter; consider pre-treatment device or measures to reduce sediment load
• Footing drain disconnects require a plumbing permit from the Building Department

Back to Storm Water Credits page
LID BUILDING MEASURES

Qualifying for LID (Low Impact Development) Building Measures Credit
Installing Vegetated Roofs or Other LID Building features that reduce the amount of storm water that enters the sewer system can be considered for recalculating the ESWU value for a property. To be considered for the ESWU reduction, the LID measures must be designed to capture at least 0.5 inches of rainfall on the site. To qualify for a fee reduction for LID building measures, plans, details, specifications and calculations for the proposed features must be prepared by a licensed Professional Engineer. The plans must show calculations for the proposed ESWU value for the property that is to be considered. Should features require maintenance to continue their effectiveness (such as porous pavements), a renewal and re-application requirement may be imposed by the City Engineer, as deemed necessary.

More information on Low Impact Development (LID) measures and techniques can be found in Chapter 7 of the LID Manual for Michigan, published by SEMCOG.

Back to Storm Water Credits page
Purpose of this Protocol

The soil infiltration testing protocol describes evaluation and field testing procedures to determine if infiltration BMPs are suitable at a site, as well as to obtain the required data for infiltration BMP design.

When to Conduct Testing

The Site Design Process for LID, outlined in Chapter 5 of this manual, describes a process for site development and application of nonstructural and structural BMPs. It is recommended that soil evaluation and investigation be conducted following development of a concept plan or early in the development of a preliminary plan.

Who Should Conduct Testing

Soil evaluation and investigation may be conducted by soil scientists, local health department sanitarians, design engineers, professional geologists, and other qualified professionals and technicians. The stormwater designer is strongly encouraged to directly observe the testing process to obtain a first-hand understanding of site conditions.

Importance of Stormwater BMP Areas

Sites are often defined as unsuitable for infiltration BMPs and soil-based BMPs due to proposed grade changes (excessive cut or fill) or lack of suitable areas. Many sites will be constrained and unsuitable for infiltration BMPs. However, if suitable areas exist, these areas should be identified early in the design process and should not be subject to a building program that precludes infiltration BMPs. Full build-out of site areas otherwise deemed to be suitable for infiltration should not provide an exemption or waiver for adequate stormwater volume control or groundwater recharge.

Safety

As with all field work and testing, attention to all applicable Occupational Safety and Health Administration (OSHA) regulations and local guidelines related to earthwork and excavation is required. Digging and excavation should never be conducted without adequate notification through the Michigan One Call system (Miss Dig www.missdig.net or 1-800-482-7171). Excavations should never be left unsecured and unmarked, and all applicable authorities should be notified prior to any work.

Infiltration Testing: A Multi-Step Process

Infiltration testing is a four-step process to obtain the necessary data for the design of the stormwater management plan. The four steps include:

1. Background evaluation
   - Based on available published and site specific data
   - Includes consideration of proposed development plan
   - Used to identify potential BMP locations and testing locations
   - Prior to field work (desktop)

2. Test pit (deep hole) observations
   - Includes multiple testing locations
   - Provides an understanding of sub-surface conditions
   - Identifies limiting conditions

3. Infiltration testing
   - Must be conducted onsite
   - Different testing methods available

4. Design considerations
   - Determine suitable infiltration rate for design calculations
   - Consider BMP drawdown
   - Consider peak rate attenuation
Step 1. Background evaluation
Prior to performing testing and developing a detailed site plan, existing conditions at the site should be inventoried and mapped including, but not limited to:

- Existing mapped soils and USDA Hydrologic Soil Group classifications.
- Existing geology, including depth to bedrock, karst conditions, or other features of note.
- Existing streams (perennial and intermittent, including intermittent swales), water bodies, wetlands, hydric soils, floodplains, alluvial soils, stream classifications, headwaters, and first order streams.
- Existing topography, slope, drainage patterns, and watershed boundaries.
- Existing land use conditions.
- Other natural or man-made features or conditions that may impact design, such as past uses of site, existing nearby structures (buildings, walls), abandoned wells, etc.
- A concept plan or preliminary layout plan for development should be evaluated, including:
  - Preliminary grading plan and areas of cut and fill,
  - Location of all existing and proposed water supply sources and wells,
  - Location of all former, existing, and proposed onsite wastewater systems,
  - Location of other features of note such as utility rights-of-way, water and sewer lines, etc.,
  - Existing data such as structural borings, and
  - Proposed location of development features (buildings, roads, utilities, walls, etc.).

In Step 1, the designer should determine the potential location of infiltration BMPs. The approximate location of these BMPs should be on the proposed development plan and serve as the basis for the location and number of tests to be performed onsite.

Important: If the proposed development is located on areas that may otherwise be a suitable BMP location, or if the proposed grading plan is such that potential BMP locations are eliminated, the designer is strongly encouraged to revisit the proposed layout and grading plan and adjust the development plan as necessary. Full build-out of areas suitable for infiltration BMPs should not preclude the use of BMPs for runoff volume reduction and groundwater recharge.

Step 2. Test pits (deep holes)
A test pit (deep hole) allows visual observation of the soil horizons and overall soil conditions both horizontally and vertically in that portion of the site. An extensive number of test pit observations can be made across a site at a relatively low cost and in a short time period. The use of soil borings as a substitute for test pits is strongly discouraged, as visual observation is narrowly limited in a soil boring and the soil horizons cannot be observed in-situ, but must be observed from the extracted borings.

A test pit (deep hole) consists of a backhoe-excavated trench, 2½-3 feet wide, to a depth of 6-7½ feet, or until bedrock or fully saturated conditions are encountered. The trench should be benched at a depth of 2-3 feet for access and/or infiltration testing.

At each test pit, the following conditions are to be noted and described. Depth measurements should be described as depth below the ground surface:

- Soil horizons (upper and lower boundary),
- Soil texture, structure, and color for each horizon,
- Color patterns (mottling) and observed depth,
- Depth to water table,
- Depth to bedrock,
- Observance of pores or roots (size, depth),
- Estimated type and percent coarse fragments,
- Hardpan or limiting layers,
- Strike and dip of horizons (especially lateral direction of flow at limiting layers), and
- Additional comments or observations.

The Sample Soil Log Form at the end of this protocol may be used for documenting each test pit.

At the designer’s discretion, soil samples may be collected at various horizons for additional analysis. Following testing, the test pits should be refilled with the original soil and the topsoil replaced. A test pit should never be accessed if soil conditions are unsuitable or unstable for safe entry, or if site constraints preclude entry. OSHA regulations should always be observed.
It is important that the test pit provide information related to conditions at the bottom of the proposed infiltration BMP. If the BMP depth will be greater than 90 inches below existing grade, deeper excavation of the test pit will be required. The designer is cautioned regarding the proposal of systems that are significantly deeper than the existing topography, as the suitability for infiltration is likely to decrease. The design engineer is encouraged to consider reducing grading and earthwork as needed to reduce site disturbance and provide greater opportunity for stormwater management.

The number of test pits varies depending on site conditions and the proposed development plan. General guidelines are as follows:

- For single-family residential subdivisions with on-lot infiltration BMPs, one test pit per lot is recommended, preferably within 100 feet of the proposed BMP area.
- For multi-family and high-density residential developments, one test pit per BMP area or acre is recommended.
- For large infiltration areas (basins, commercial, institutional, industrial, and other proposed land uses), multiple test pits should be evenly distributed at the rate of four to six pits per acre of BMP area.

The recommendations above are guidelines. Additional tests should be conducted if local conditions indicate significant variability in soil types, geology, water table levels, depth and type of bedrock, topography, etc. Similarly, uniform site conditions may indicate that fewer test pits are required. Excessive testing and disturbance of the site prior to construction is not recommended.

**Step 3. Infiltration tests**
A variety of field tests exists for determining the infiltration capacity of a soil. Laboratory tests are not recommended, as a homogeneous laboratory sample does not represent field conditions. Infiltration tests should be conducted in the field. Infiltration tests should not be conducted in the rain, within 24 hours of significant rainfall events (>0.5 inches), or when the temperature is below freezing.

At least one test should be conducted at the proposed bottom elevation of an infiltration BMP, and a minimum of two tests per test pit are recommended. Based on observed field conditions, the designer may elect to modify the proposed bottom elevation of a BMP. Personnel conducting infiltration tests should be prepared to adjust test locations and depths depending on observed conditions.

**Methodologies discussed in this protocol include:**

- Double-ring infiltrometer tests.
- Percolation tests (such as for onsite wastewater systems).

There are differences between the two methods. A double-ring infiltrometer test estimates the vertical movement of water through the bottom of the test area. The outer ring helps to reduce the lateral movement of water in the soil from the inner ring. A percolation test allows water movement through both the bottom and sides of the test area. For this reason, the measured rate of water level drop in a percolation test must be adjusted to represent the discharge that is occurring on both the bottom and sides of the percolation test hole.

Other testing methodologies and standards that are available but not discussed in detail in this protocol include (but are not limited to):

- Constant head double-ring infiltrometer.
- Testing as described in the *Maryland Stormwater Manual*, Appendix D.1, using five-inch diameter casing.
- Guelph permeameter.
- Constant head permeameter (Amoozemeter).
Methodology for double-ring infiltrometer field test

A double-ring infiltrometer consists of two concentric metal rings. The rings are driven into the ground and filled with water. The outer ring helps to prevent divergent flow. The drop-in water level or volume in the inner ring is used to calculate an infiltration rate. The infiltration rate is the amount of water per surface area and time unit which penetrates the soils. The diameter of the inner ring should be approximately 50-70 percent of the diameter of the outer ring, with a minimum inner ring size of four inches. Double-ring infiltrometer testing equipment designed specifically for that purpose may be purchased. However, field testing for stormwater BMP design may also be conducted with readily available materials.

Equipment for double-ring infiltrometer test:
Two concentric cylinder rings six inches or greater in height. Inner ring diameter equal to 50-70 percent of outer ring diameter (i.e., an eight-inch ring and a 12-inch ring). Material typically available at a hardware store may be acceptable.

- Water supply,
- Stopwatch or timer,
- Ruler or metal measuring tape,
- Flat wooden board for driving cylinders uniformly into soil,
- Rubber mallet, and
- Log sheets for recording data.

Procedure for double-ring infiltrometer test

- Prepare level testing area.
- Place outer ring in place; place flat board on ring and drive ring into soil to a minimum depth of two inches.
- Place inner ring in center of outer ring; place flat board on ring and drive ring into soil a minimum of two inches. The bottom rim of both rings should be at the same level.
- The test area should be presoaked immediately prior to testing. Fill both rings with water to water level indicator mark or rim at 30-minute intervals for one hour. The minimum water depth should be four inches. The drop in the water level during the last 30 minutes of the presoaking period should be applied to the following standard to determine the time interval between readings:
  - If water level drop is two inches or more, use 10-minute measurement intervals.
  - If water level drop is less than two inches, use 30-minute measurement intervals.
- Obtain a reading of the drop in water level in the center ring at appropriate time intervals. After each reading, refill both rings to water level indicator mark or rim. Measurement to the water level in the center ring should be made from a fixed reference point and should continue at the interval determined until a minimum of eight readings are completed or until a stabilized rate of drop is obtained, whichever occurs first. A stabilized rate of drop means a difference of ¼ inch or less of drop between the highest and lowest readings of four consecutive readings.
  - The drop that occurs in the center ring during the final period or the average stabilized rate, expressed as inches per hour, should represent the infiltration rate for that test location.

Methodology for percolation test

Equipment for percolation test

- Post hole digger or auger,
- Water supply,
- Stopwatch or timer,
- Ruler or metal measuring tape,
- Log sheets for recording data,
- Knife blade or sharp-pointed instrument (for soil scarification),
- Course sand or fine gravel, and
- Object for fixed-reference point during measurement (nail, toothpick, etc.).
Procedure for percolation test

This percolation test methodology is based largely on the criteria for onsite sewage investigation of soils. A 24-hour pre-soak is generally not required as infiltration systems, unlike wastewater systems, will not be continuously saturated.

• Prepare level testing area.
• Prepare hole having a uniform diameter of 6-10 inches and a depth of 8-12 inches. The bottom and sides of the hole should be scarified with a knife blade or sharp-pointed instrument to completely remove any smeared soil surfaces and to provide a natural soil interface into which water may percolate. Loose material should be removed from the hole.
• (Optional) Two inches of coarse sand or fine gravel may be placed in the bottom of the hole to protect the soil from scouring and clogging of the pores.
• Test holes should be presoaked immediately prior to testing. Water should be placed in the hole to a minimum depth of six inches over the bottom and readjusted every 30 minutes for one hour.
• The drop in the water level during the last 30 minutes of the final presoaking period should be applied to the following standard to determine the time interval between readings for each percolation hole:
  ° If water remains in the hole, the interval for readings during the percolation test should be 30 minutes.
  ° If no water remains in the hole, the interval for readings during the percolation test may be reduced to 10 minutes.
• After the final presoaking period, water in the hole should again be adjusted to a minimum depth of six inches and readjusted when necessary after each reading. A nail or marker should be placed at a fixed reference point to indicate the water refill level. The water level depth and hole diameter should be recorded.
• Measurement to the water level in the individual percolation holes should be made from a fixed reference point and should continue at the interval determined from the previous step for each individual percolation hole until a minimum of eight readings are completed or until a stabilized rate of drop is obtained, whichever occurs first. A stabilized rate of drop means a difference of ¼ inch or less of drop between the highest and lowest readings of four consecutive readings.
• The drop that occurs in the percolation hole during the final period, expressed as inches per hour, should represent the percolation rate for that test location.
• The average measured rate must be adjusted to account for the discharge of water from both the sides and bottom of the hole and to develop a representative infiltration rate. The average/final percolation rate should be adjusted for each percolation test according to the following formula:

\[
\text{Infiltration Rate} = \frac{(\text{Percolation Rate})}{(\text{Reduction Factor})}
\]

Where the Reduction Factor is given by**:

\[
R_f = \frac{2d_1 - \Delta d}{DIA} + 1
\]

With:

\[
d_1 = \text{Initial Water Depth (in.)}
\]
\[
\Delta d = \text{Average/Final Water Level Drop (in.)}
\]
\[
DIA = \text{Diameter of the Percolation Hole (in.)}
\]

The percolation rate is simply divided by the reduction factor as calculated above or shown in Table E.1 below to yield the representative infiltration rate. In most cases, the reduction factor varies from about two to four depending on the percolation hole dimensions and water level drop – wider and shallower tests have lower reduction factors because proportionately less water exfiltrates through the sides.

** The area reduction factor accounts for the exfiltration occurring through the sides of percolation hole. It assumes that the percolation rate is affected by the depth of water in the hole and that the percolating surface of the hole is in uniform soil. If there are significant problems with either of these assumptions then other adjustments may be necessary.
Step 4. Use design considerations provided in the infiltration BMP.

Table E.1
Sample Percolation Rate Adjustments

<table>
<thead>
<tr>
<th>Perc. Hole Diameter, DIA (in.)</th>
<th>Initial Water Depth, D₁ (in.)</th>
<th>Ave./Final Water Level Drop, ( \Delta d ) (in.)</th>
<th>Reduction Factor, Rᵢ</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>6</td>
<td>0.1</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.5</td>
<td>2.9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5</td>
<td>2.6</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>0.1</td>
<td>3.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.5</td>
<td>3.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5</td>
<td>3.3</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>0.1</td>
<td>4.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.5</td>
<td>4.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5</td>
<td>3.9</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>0.1</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.5</td>
<td>2.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5</td>
<td>2.2</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>0.1</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.5</td>
<td>2.9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5</td>
<td>2.7</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>0.1</td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.5</td>
<td>3.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5</td>
<td>3.2</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>0.1</td>
<td>2.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.5</td>
<td>2.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>0.1</td>
<td>2.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.5</td>
<td>2.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5</td>
<td>2.4</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>0.1</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.5</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5</td>
<td>2.8</td>
</tr>
</tbody>
</table>
### Additional Potential Testing – Bulk Density

Bulk density tests measure the level of compaction of a soil, which is an indicator of a soil’s ability to absorb rainfall. Developed and urbanized sites often have very high bulk densities and, therefore, possess limited ability to absorb rainfall (and have high rates of stormwater runoff). Vegetative and soil improvement programs can lower the soil bulk density and improve the site’s ability to absorb rainfall and reduce runoff.

Macropores occur primarily in the upper soil horizons and are formed by plant roots (both living and decaying), soil fauna such as insects, the weathering processes caused by movement of water, the freeze-thaw cycle, soil shrinkage due to desiccation of clays, chemical processes, and other mechanisms. These macropores provide an important mechanism for infiltration prior to development, extending vertically and horizontally for considerable distances. It is the intent of good engineering and design practice to maintain these macropores when installing infiltration BMPs as much as possible. Bulk density tests can help determine the relative compaction of soils before and after site disturbance and/or restoration and should be used at the discretion of the designer/reviewer.

### Soil Test Pit Log Sheet

<table>
<thead>
<tr>
<th>Horizon</th>
<th>Depth (In.)</th>
<th>Color</th>
<th>Redox Features</th>
<th>Texture</th>
<th>Notes (if applicable)</th>
<th>Boundary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

**REDOX FEATURES**

- **Abundance**
  - Few ……. < 2%
  - Common.. 2 - 20%
  - Many ……. > 20%

- **Contrast**
  - faint
  - distinct
    - matrix & redox features vary
    - 1 - 2 units of hue and several unites of chroma & value.
  - prominent
    - Matrix & redox features vary several units in hue, value & chroma

**COARSE FRAGMENTS (% of profile)**

- 15-35%
- 35-65%
- >65%

- gravelly
- very gravelly
- extremely gravelly

- channery
- very channery
- extremely channery

- cobbly
- very cobbly
- extremely cobbly

- flaggy
- very flaggy
- extremely flaggy

- stony
- very stony
- extremely stony

**BOUNDARY**

- Distinctness
  - abrupt...< 1" (thick)
  - gradual..2.5 - 5"
  - clear...1 - 2.5"
  - diffuse..> 5

- Topography
  - smooth - boundary is nearly level
  - wavy - pockets with width > than depth
  - irregular - pockets with depth > than width

**HORIZONS**

- **O** - organic layers of decaying plant and animal tissue (must be greater than 12-18% organic carbon, excluding live roots).
- **A (topsoil)** - mineral horizon at or near the surface in which an accumulation of humified organic matter is mixed with the mineral material.
- **E** - mineral horizon which the main feature is loss of silicate clay, iron, aluminum. Must be underlain by a B (alluvial) horizon.
- **B (subsoil)** - mineral horizon with evidence of pedogenesis or Illuviation (movement into the horizon).
- **C (substratum)** - the un-weathered geologic material the soil formed in. Shows little or no sign of soil formation.
STORM WATER APPEALS

Storm Water Appeals Process

ESWU Appeals

Property owners have a means of appealing their ESWU determination. The general procedure and requirements for appeals are as follows:

- Complete the Storm Water Utility Appeal Form.
- Provide copies of the Appeal Form and all documentation, plans, pictures and calculations supporting the appeal to the Engineering Department at least 2 weeks by November 1 of each year to be heard during the second week of November.
- Any changes to a property's storm water utility fee resulting from a successful appeal will go into effect in the following billing cycle.
- The findings of the Appeal Board are conclusive.
- Appeals to the Board’s decision may be filed with the Oakland County District 52B Circuit Court within 30 days of the Appeal Board’s decision.

Credit Appeals

Property owners have a means of appealing their Credit determination. The general procedure and requirements for appeals are similar to that shown in the above section, except that such appeals shall be submitted by March 15 of any year, to be heard by the Board the last week of March. Any changes to the credits as found by the Board will apply to the next annual billing cycle effective July 1.

Storm Water Utility Appeals Board

The Storm Water Utility Appeals Board consists of 3 members, 2 of which are licensed professional engineers not employed by the City or the City’s currently engaged consultants. The Appeals Board will meet the last week of March, the second week of November, and any other date if needed for special circumstances.

The complete description of the appeals process and requirements is found in the Storm Water Utility Ordinance. The Engineering Department manages the Storm Water Utility program, and can be contacted at 248.530.1850

Back to Storm Water Utility Fee page
Pervious Areas
- Lawn
- Landscaping

Impervious Areas (IA)
- Asphalt Drive: 1,740 sq ft
- Concrete Walk: 450 sq ft
- Building Roof: 1,500 sq ft
- Garage Roof: 625 sq ft

\[ IA = 4,315 \]

Total Area of Parcel (TA)
\[ TA = 7,200 \text{ sq ft} \]

Runoff Potential (RP)
\[ RP = 0.15(TA-IA) + 0.9(IA) \]
\[ RP = 4,317 \]

Equivalent Storm Water Unit (ESWU)
\[ ESWU = \frac{RP}{(RP_{\text{standard unit}})} \]
\[ ESWU = 1.0 \]
\[ RP_{\text{standard unit}} = 4,317 \text{ sq ft} \]
EXAMPLE SFR PARCEL
LOCATION OF QUALIFYING RUNOFF REDUCTION MEASURES

RAIN BARRELS ON DOWNSPOUTS THAT ARE NOT DRAINING TO CITY SEWER WOULD NOT QUALIFY (TYP.)

RAIN BARRELS QUALIFYING FOR CREDIT (TYP.)

RAIN GARDENS QUALIFYING FOR CREDIT (TYP.)
**Pervious Areas**
- Lawn
- Landscaping

**Impervious Areas (IA)**
- Asphalt Drive 5,760 sq ft
- Asphalt Parking 1,400 sq ft
- Concrete Walk 910 sq ft
- Building Roof 5,460 sq ft

\[ IA = 13,530 \]

**Total Area of Parcel (TA)**
\[ TA = 22,400 \text{ sq ft} \]

**Runoff Potential (RP)**
\[ RP = 0.15(TA-IA) + 0.9(IA) \]
\[ RP = 13,510 \]

**Equivalent Storm Water Unit (ESWU)**
\[ ESWU = \frac{RP}{(RP_{\text{Standard Unit}})} \]
\[ ESWU = 3.1 \]
\[ RP_{\text{Standard Unit}} = 4,317 \text{ sq ft} \]
Pervious Areas
- Lawn
- Landscaping
- Roof Draining to Rain Garden
- Pervious Pavement Parking Area

Impervious Areas (IA)
- Asphalt Drive: 5,760 sq ft
- Asphalt Parking: 0 sq ft
- Concrete Walk: 910 sq ft
- Building Roof: 2,500 sq ft

IA = 9,170

Total Area of Parcel (TA)

TA = 22,400 sq ft

Runoff Potential (RP)

RP = 0.15(TA-IA) + 0.9(IA)

RP = 10,240

Equivalent Storm Water Unit (ESWU)

ESWU = RP / (RP_{Standard Unit})

ESWU = 2.4

RP_{Standard Unit} = 4,317 sq ft

EXAMPLE NON-SFR PARCEL WITH L.I.D. MEASURES
## APPLICATION FOR CREDIT TO STORM WATER UTILITY FEE

**APPLICATION FOR LOW IMPACT DEVELOPMENT DETERMINATION**

### Property Information:

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>Sidwell Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner’s Name:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Owner’s Address:</td>
<td>Email:</td>
</tr>
<tr>
<td>City:</td>
<td>State / ZIP Code:</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Phone Number:</td>
</tr>
</tbody>
</table>

### Petitioner Information:

<table>
<thead>
<tr>
<th>Petitioner Name:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petitioner Address:</td>
<td>Email:</td>
</tr>
<tr>
<td>City:</td>
<td>State / ZIP Code:</td>
</tr>
</tbody>
</table>

### Type of Credit:

- [ ] Rain Barrel
- [ ] Rain Garden
- [ ] Cistern
- [ ] Infiltration Trench
- [ ] Pervious
- [ ] Bio-Swale
- [ ] Dry Well
- [ ] Pavement
- [ ] Other: ___________

### Type of Low Impact Development Determination:

- [ ] LID Building Measures
- [ ] LID Site Measures
- [ ] Enhanced Storm Water Retention Measures

### Required Attachments:

- [ ] Site Plan showing proposed measures
- [ ] Percolation Test Results (show test locations on plan)
- [ ] Diagram of roof ridges and downspouts
- [ ] Pictures of yard before & after installation
- [ ] Sketch or Details of proposed measures
- [ ] Supporting documentation & calculations
- [ ] Other: __________________________________________________________________________

### NOTE:

Those applying for Storm Water Credits must read and sign the back of this application.

Comments (by Engineering Dept.): ______________________________________________________

____________________________________________________________________________________

____________________________________        ________________________________________

Approved                                                                      Date

**FEE:**  STORM WATER CREDIT: $50          L.I.D. DETERMINATION: $50
**General Information regarding Storm Water Credits:**
All credits must be applied for by the property owner, and approved by the City Engineer. Design requirements and criteria for meeting variable credit values can be found on the Storm Water Utility Fee Credit webpage, or at the Engineering Department office. Approved credits will go into effect in the following yearly cycle, and require periodic renewal. The City has the right to revoke any credits given if the information provided is discovered to be false or if use of the measure is discontinued.

By signing this application, I agree to conform to all applicable laws of the City of Birmingham. All information submitted on this application is accurate to the best of my knowledge. Changes to the plans are not allowed without approval from the Director of Engineering. I understand that storm water credits will not apply to my account until the calendar year following approval of the application by the City Engineer.

Signature of Owner: ________________________________ Date: ______________

**Low Impact Development Determination:**

The applicant acknowledges that the ESWU determination provided by this submittal is based on the information provided and made available at the time of the application. A complete construction plan shall be prepared and submitted for a building permit before work begins. The City reserves the right to change the ESWU determination if the final construction plans materially change the intent of the project from what was submitted as a part of this application.

Signature of Owner: ________________________________ Date: ______________
STORM WATER UTILITY ORDINANCE
DETERMINATION APPLICATION

Address of Subject Property

Property Owner’s Name

Customer’s Name (if other than owner)

Property Owner’s Signature

Date

Customer’s Signature

Date

Telephone Number

Fax Number

Single Family Residential (SFR) ________ Non-Single Family Residential (SFR) ________

Application for Credit ______ Application for Low Impact Development Determination (Non-SFR Only) ________

Check all that Apply:

_____ Rain Barrel

_____ Rain Garden / Bio-Swale

_____ Infiltration Trench/Dry Well

_____ Cistern

_____ Footing Drain Disconnection

_____ Pervious Pavement

_____ Other (Explain) __________________________________________

Low Impact Development Measures:

_____ LID Building Measures

_____ LID Site Measures

_____ Enhanced Storm Water Retention Measures

All applications shall provide all pertinent information required to provide determination. Written determinations will be completed by the Engineering Dept. and returned to the applicant on this form in the space provided below.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

CITY OF BIRMINGHAM

By __________________________________________

Engineering Department

Determination Fee: $50

Updated 1-2017
Storm Water Utility Appeals Board Application

Type of Appeal: ESWU Rate _____ Credit _____

Property Information:

<table>
<thead>
<tr>
<th>Street address:</th>
<th>Sidwell Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owners name:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Owners address:</td>
<td>Email:</td>
</tr>
<tr>
<td>City: State:</td>
<td>Zip code:</td>
</tr>
<tr>
<td>Contact person:</td>
<td>Phone #:</td>
</tr>
</tbody>
</table>

Petitioner Information:

<table>
<thead>
<tr>
<th>Petitioner name:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petitioner address:</td>
<td>Email:</td>
</tr>
<tr>
<td>City: State:</td>
<td>Zip Code:</td>
</tr>
</tbody>
</table>

Required Attachments:

- Original Certified Survey
- Original Storm Water Credit application
- Letter explaining reason for appeal
- Plan (to scale) documenting proposed changes for credit
- Percolation Test Data (if pertinent)
- Required Backup Information as listed for each ESWU reduction or Credit category

General Information:

Prior to submitting for a Storm Water Utility Appeals Board review, you must schedule an appointment with the Building Official or a City Planner for a preliminary discussion on your submittal. The deadline is the 15th of the previous month. The review fee is $50.00 for all appeals.

By signing this application I agree to conform to all applicable laws of the City of Birmingham. All information submitted on this application is accurate to the best of my knowledge.

Signature of Owner: __________________________________________ Date: ____________________
ARTICLE 1 - Appeals

A. Appeals may be filed under the following conditions:

1. A property owner or may appeal the decisions of City staff under three categories:
   a. Equivalent Storm Water Unit (ESWU) Determination – Each property has been given an ESWU value. Single family residential properties are placed in a Class (A through F) based strictly on the size of the property. No modifications are made to the class for features or lack of features located on the property. Non-single family residential properties have an ESWU value placed on it based both on the size and nature of the improvements located on the property. If changes to the property during the previous calendar year require that the ESWU be changed as well, new values will be posted to the City’s website by February 15 of each year, and said values will be used for upcoming sewer and water billings starting July 1 of the following year. Owners who disagree with the determination may contact the Engineering Dept. for a new review. If they continue to disagree, they may appeal to the Board for a hearing no later than October 15 or March 15 for upcoming meetings.
   b. Credit Application - Property owners may apply for credits if various features are added to the property, based on the information contained on the City’s website. Credits for properties will be awarded when a plan is submitted demonstrating a true change in the level of runoff will be achieved. For example, rain barrels installed in the rear of a house to hold runoff from a roof that did not drain to a sewer will not be awarded credits. If they wish to appeal the findings of the Engineering Dept., they may appeal to the Board for a hearing no later than October 15 or March 15 for upcoming meetings.
   c. Low Impact Development (L.I.D.) ESWU Determination – If an owner of a non-single family residential property wishes to consider what level of difference a possible change to their property would have on their ESWU, they may submit a draft plan to the Engineering Dept. for review. A value will be provided, at which time they may choose to prepare full plans and submit for a building permit if desired. If they wish to appeal the findings of the Engineering Dept., they may appeal to the Board for a hearing no later than October 15 or March 15 for upcoming meetings.

2. Owners who disagree with any of the above determinations may contact the Engineering Dept. for a new review. If they continue to disagree, they may appeal to the Board for a hearing no later than October 15 or March 15 for upcoming meetings.

B. Procedures of the Storm Water Utility Appeals Board (SWAUB) are as follows:

1. Regular SWAUB meetings, which are open to the public, shall be held on the third week of the months of March and November, at 7:30 P.M. provided there are pending appeals. There will be a maximum of seven appeals heard at the regular meeting which are taken...
in the order received. If an appeal is received on time after the initial seven appeals have been scheduled, a second special meeting will be scheduled the following month to provide for a hearing.

2. All applications for appeal shall be submitted to the Engineering Department on or before the 15th day of March or October preceding the next regular meeting. If the 15th falls on a Saturday, Sunday, or legal holiday, the next working day shall be considered the last day of acceptance.

3. If the application is incomplete, the applicant will be notified by the Engineering Dept. If satisfactory corrections are not made, the SWAUB may refuse to hear the appeal. The Engineering Dept. may require the applicant to provide additional information as is deemed essential to fully advise the Board in reference to the appeal. Refusal or failure to comply shall be grounds for dismissal of the appeal at the discretion of the Board.

4. In appeals requests, applicants must provide a statement that clearly sets forth all special conditions that may have contributed to a misunderstanding of how the determination should be calculated.

C. The order of hearings shall be:

1. Presentation of official records of the case by the Engineering Dept. as presented on the application form.

2. Applicant's presentation of his/her case—the applicant or his/her representative must be present at the appeal hearing.

3. Interested parties' comments and view on the appeal.

4. Rebuttal by applicant.

5. The SWAUB may make a decision on the matter or request additional information.

**ARTICLE II - Results of an Appeal**

A. The Board may reverse, affirm, vary or modify any order, requirement, decision or determination as in its opinion should be made, and to that end, shall have all the powers of the officer from whom the appeal has been taken.

B. The decisions of the Board shall be final. A person aggrieved by a decision of the appeals board on an appeal under this section may appeal to the circuit court in which the property is located. An appeal to the Circuit Court must be filed within thirty (30) days of the appeals board’s decision.
C. Failure of the appellant, or his representative, to appear for his appeal hearing will result in the appeal being adjourned to the next regular meeting. If, after notice, the appellant fails to appear for the second time, it will result in an automatic withdrawal of the appeal. The appellant may reapply to the SWAUB.

D. Any applicant may, with the consent of the Board, withdraw his application at any time before final action.

E. Any decision of the Board favorable to the applicant is tied to the plans and/or information submitted, including any modifications approved by the Board at the hearing and agreed to by the applicant, and shall remain valid only as long as the information or data provided by the applicant is found to be correct and the conditions upon which the resolution was based are maintained.

ARTICLE III - Rehearings

A. No rehearing of any decision of the Board shall be considered unless new evidence is submitted which could not reasonably have been presented at the previous hearing or unless there has been a material change of facts or law.

B. Application or rehearing of a case shall be in writing and subject to the same rules as an original hearing, clearly stating the new evidence to be presented as the basis of an appeal for rehearing.

I certify that I have read and understand the above rules of procedure for the City of Birmingham Board of Zoning Appeals.

________________________________________
Signature of Applicant
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include, but are not limited to:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Respectfully,

Name (printed) Frank Aiello
Name (signed) 
Address 2147 Fairway Drive, Birmingham, AL 48009
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other ________________________________

Respectfully,

Name (printed) Mary Hagen Fred Hagen
Name (signed) Mary Hagen Fred Hagen 2/9/2017
Address 1850 Fairway Dr
          "50 Year" Residents @1850 Fairway Dr.
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Respectfully,

Name (printed) DAVID WOODRUFF

Name (signed) [Signature]

Address 2182 FAIRWAY DR. BIRMINGHAM, AL 45004
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Respectfully,

Name (printed)  Mark C. Schoeppe

Name (signed)  Mark C. Schoeppe

Address  2038 Fairway
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other See letter dated 2/8/2017 from Peggy (Margaret)

Respectfully,

Name (printed) Margaret A. Dufault (Peggy)
Name (signed) Margaret A. Dufault
Address 1700 Fairway - Bham, MI 48009

Thank you for reviewing this letter. I have dropped off a separate copy to you on 2/9/2017.)
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other ____________________________

Respectfully,

Name (printed) SARINE JOHN Rosman 02/08/17

Name (signed) SARINE ROMAN

Address 2093 Fairway Birmingham, MI 48009
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

We like our lot and the street the way it is.

We have lived here for 13 years. Our children played on this street with no problems. Now they are in college and drive to school. We are not interested in the added expense or even if sidewalks were free we would be against it. We do not want our lot sectioned off or divided up by a sidewalk. A Federal Grant is meant for unsafe inner schools it is outrageous that Birmingham would get such a grant.

Respectfully,

Marc and Catherine Baker

Marc Baker

1731 Fairway Dr.
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Respectfully,

Name (printed) Beverly Hoage

Name (signed) ____________________________

Address 1900 Fairway Dr Birmingham, AL
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other 

Respectfully,

Name (printed) Dolores Jane Kornblum

Name (signed) Dolores Jane Kornblum

Address 2175 Fairway Cir.

Resident for 46 years
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Respectfully,

Name (printed)  MARY CAPITANO

Name (signed)  CAPITANO

Address  1784 Fairway B, Kent Heights
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Respectfully,

Name (printed)  PATRICIA LARAMIE

Name (signed)  Patricia S. Laramie

Address  1711 FAIRWAY DRIVE  BIRMINGHAM, MI  48009
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Respectfully,

Name (printed)  Carla and James Cleary
Name (signed)  Carla Cleary  James Cleary
Address  2001 Fairway, Birmingham  48009
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Respectfully,

Name (printed) ____________________________

Name (signed) ____________________________

Address _________________________________

MI 48009
Dear Joe Valentine,

February 8, 2017

Please forward this letter to the Birmingham City Commissioners.

As concerned homeowners on Fairway Drive (between Pleasant and Arden Lane), we are opposed to a sidewalk in front of our house, regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

PLEASE SEE BELOW

Respectfully,

Name (printed)  Roger H. & Elizabeth Cummings

Name (signed)  Roger Hume

Address  2060 Fairway Drive

1. A grant does not provide a basis for overriding long-standing City policy for neighborhood approval of sidewalk installation.
2. If the City files for a grant, expect that this neighborhood will oppose it.
3. The proposed grant would only have a minimal impact on the actual cost to homeowners, given the above list of property disruption, and the number of properties the grant would be divided among.
4. Fairway is a very long walk from Pierce School. The distance from the midpoint of this Fairway block to Pierce School is approximately 1.5 miles, a 33 minute walk for an adult (crossing Southfield Road at Southlawn), according to Google Maps. The distance is even longer if the crossing is at Lincoln. If the proposal is routing walkers to cross Southfield Road at either Southlawn or Northlawn, is traffic on Southfield Road really going to be stopped, by a crossing guard? And will there be safety patrols at the many other street crossings, both east and west of Southfield?
5. Fairway is wide, flat, straight and safe. It is not a thru-street. We have lived on Fairway since 1981 and raised 4 children here. Fairway has been used for street hockey and ball games, by our children and by those of many others signing the petition opposing the proposal for Fairway.
6. The issue of sidewalk installation has been raised before (10-15 years ago) and was not supported.
7. Schools do not have safety patrols any more (and when they did, these patrols were usually within a sightline of the school). It seems extremely unlikely any parent (or many) would allow their elementary school-aged children to actually walk to Pierce School from Fairway, other than on a sporadic, supervised basis.
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

See Below

Respectfully,

Name (printed)  Eric & Candice Girdler

Name (signed)  Eric & Candice Girdler

Address  2146 Fairway, Birmingham

This campaign has completely glossed over the amount and extent of damage to individual properties. The "installation costs" are distinct and separate from the "property restoration costs." In the case of our property, we would have to re-route our in-ground sprinkler system, do very extensive re-landscaping as our brick paver driveway and landscaping berms would be damaged and/or removed. I conservatively estimate these costs as $4,000 - $5,000. Will this very small group of individuals pursuing the sidewalks reimburse me for these out of pocket costs? Eric Girdler
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Retrofitting sidewalks over sloping driveways will be very expensive to replace driveway between sidewalk and street by homeowner.

Respectfully,

Name (printed) William J. Klindt

Name (signed) William J. Klindt

Address 2025 Fairway Dr., Birmingham
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Respectfully,

Name (printed)  

Name (signed)  

Address

[Signature]  

[Address]
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Side walk in so. side would bring people right by our windows and remove lamp post

After Emera Ash disease killed 50+ trees several yrs ago

Respectfully,

Name (printed) Christine Bookmyer

Name (signed) Christine R Bookmyer

Address 2047 Fairway Dr.
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other ______________________________

Respectfully,

Name (printed)  Amy B. MacLean
Name (signed)   ______________________________
Address  1873 Fairway Dr Birmingham, AL  4809
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Respectfully,

Name (printed)    Denise L. Cooper

Name (signed)     Denise L. Cooper

Address 1791 Fairway Dr.
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Respectfully,

Name (printed)  John Morad
Name (signed)   [Signature]
Address          1800 Fairway Dr
February 14, 2017

Joe Valentine  
City of Birmingham – City Manager  
151 Martin Street  
Birmingham, MI 48009

Dear Joe,

Please find the enclosed petition which was initiated in response to the group favoring installing sidewalks on Fairway Drive. I believe there are approximately 40 properties that this would impact. The petition contains signatures of 34 properties that are against the initiative.

Please present our petition to the City Commission so that it is recognized and that the commission understands that the vast majority of the residents do not favor sidewalks.

Darin McBride
INFORMAL RESIDENTIAL SIDEWALK PETITION

TO: THE GOVERNING BODY OF THE
CITY OF BIRMINGHAM, MICHIGAN:

We, the undersigned, being owners of record of property abutting Fairway Drive, in Birmingham, MI do hereby petition the Governing Body of the City of Birmingham to deny the installation sidewalks within the right-of-way or on sidewalk easements along the above-described street(s).

We understand that fifty one (51%) percent of the abutting property owners along both sides of the street are opposed to the construction of a new sidewalk, regardless of cost.

It is further understood that only one property owner per property, including non-resident owners who are Fairway Drive residents, must sign the petition and only one vote per household will be counted.
<table>
<thead>
<tr>
<th>Legal Signature/Print</th>
<th>Residence or Mailing Address</th>
<th>Date of Signing Petition</th>
<th>Address of Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>JENNIFER McBRIDE</td>
<td>215 FAIRWAY AVE</td>
<td>10/9/16</td>
<td>215 FAIRWAY AVE</td>
</tr>
<tr>
<td>REESE SUTHERLAND</td>
<td>2100 FAIRWAY</td>
<td>10/9/16</td>
<td>2100 FAIRWAY</td>
</tr>
<tr>
<td>ROBERT N. CUMMINGS</td>
<td>2060 FAIRWAY</td>
<td>10/9/16</td>
<td>2060 FAIRWAY</td>
</tr>
<tr>
<td>WILLIAM KLINDT</td>
<td>2025 FAIRWAY</td>
<td>10/9/16</td>
<td>2025 FAIRWAY</td>
</tr>
<tr>
<td>DAVID WARDENFF</td>
<td>2112 FAIRWAY</td>
<td>10/9/16</td>
<td>2112 FAIRWAY</td>
</tr>
<tr>
<td>ERIK SONDERSEN</td>
<td>2146 FAIRWAY</td>
<td>10/9/16</td>
<td>2146 FAIRWAY</td>
</tr>
<tr>
<td>DAVE SLIDE</td>
<td>2134 FAIRWAY DR</td>
<td>10/9/16</td>
<td>2134 FAIRWAY DR</td>
</tr>
<tr>
<td>STEVE BORG</td>
<td></td>
<td>10/9/16</td>
<td></td>
</tr>
<tr>
<td>FRANK AIELLO</td>
<td></td>
<td>10/9/16</td>
<td></td>
</tr>
<tr>
<td>JULIA COONEY</td>
<td>1986 FAIRWAY DR</td>
<td>10/9/16</td>
<td></td>
</tr>
<tr>
<td>Legal Signature/Print</td>
<td>Residence or Mailing Address</td>
<td>Date of Signing Petition</td>
<td>Address of Property</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------</td>
<td>--------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>10. MARK C. Scheible</td>
<td></td>
<td>10/9/16</td>
<td>2038 Fairway Dr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. JONES, KERIllen</td>
<td></td>
<td>10/9/16</td>
<td>2175 Fairway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. BETH KOSK</td>
<td></td>
<td>10/4/16</td>
<td>241 Fairway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. FRED HAGEN</td>
<td></td>
<td>10/10/16</td>
<td>1850 Fairway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. PAUL SNEIDERAITIS</td>
<td></td>
<td>10/10/16</td>
<td>1670 Fairway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Barbara Mathews</td>
<td></td>
<td>10/10/16</td>
<td>2069 Fairway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. STEVE, LYNCH POA</td>
<td></td>
<td>10/7/16</td>
<td>1895 Fairway</td>
</tr>
<tr>
<td></td>
<td>MARGARET ANN LYNCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Kathleen Walgreen</td>
<td></td>
<td>10/1/16</td>
<td>1762 Fairway Dr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. MARJorie Decapite</td>
<td></td>
<td>10/11/16</td>
<td>1754 Fairway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Howard Rosmar</td>
<td></td>
<td>10/11/16</td>
<td>2093 Fairway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Signature/Print</td>
<td>Residence or Mailing Address</td>
<td>Date of Signing Petition</td>
<td>Address of Property</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------</td>
<td>-------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>S 20. Christine Backman</td>
<td>204 Fairway</td>
<td>10-16-16</td>
<td>204 Fairway</td>
</tr>
<tr>
<td>S 21. Amy MacLean</td>
<td>1873 Fairway Dr</td>
<td>10-11-16</td>
<td>1873 Fairway Dr</td>
</tr>
<tr>
<td>S 22. John Schrot</td>
<td></td>
<td>10-15-16</td>
<td>1878 Fairway</td>
</tr>
<tr>
<td>S 23. Mark Baker</td>
<td>1731 Fairway</td>
<td>10-15-16</td>
<td>1731 Fairway</td>
</tr>
<tr>
<td>S 24. Patrice Laramie</td>
<td>1711 Fairway</td>
<td>10/15/16</td>
<td>1711 Fairway</td>
</tr>
<tr>
<td>S 25. Margaret A. Dufault (Peggy)</td>
<td>1700 Fairway Birmingham, MI 48009</td>
<td>10/15/2016</td>
<td>1791 Fairway</td>
</tr>
<tr>
<td>S 27. Michele Moreau</td>
<td>1800 Fairway Birmingham MI 48009</td>
<td>10/16/16</td>
<td>1800 Fairway</td>
</tr>
<tr>
<td>S 28. Carla Cleary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S 29. Beverly Gough</td>
<td></td>
<td>10-29-16</td>
<td>1900 Fairway</td>
</tr>
<tr>
<td>Legal Signature/Print</td>
<td>Residence or Mailing Address</td>
<td>Date of Signing Petition</td>
<td>Address of Property</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------</td>
<td>-------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>30.</td>
<td>AYLEN BROWN 1171 MUSEN LANE</td>
<td>21 05 16</td>
<td>SAME</td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>AYLEN BROWN 1171 MUSEN LANE</td>
<td>31 05 16</td>
<td>131 MUSEN LANE</td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32.</td>
<td>MARIE</td>
<td></td>
<td>1754 FAIRWAY</td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33.</td>
<td>MARIE</td>
<td>10 31 16</td>
<td>1754 FAIRWAY (DOUBLE LOT)</td>
</tr>
<tr>
<td>Print Name</td>
<td>MARIE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34.</td>
<td>EBERTY</td>
<td>NOVEMBER 17</td>
<td>SAME</td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td>2016</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
February 12, 2017

Mr. Joseph A. Valentine  
Manager, City of Birmingham  
151 Martin St.  
Birmingham, MI  48009

PLEASE FORWARD THIS LETTER TO THE CITY COMMISSIONERS!

Dear Joe:

As concerned homeowners for almost thirty years on Fairway Drive between Pleasant and Arden Lane, we are definitively opposed to a sidewalk in front of our house! The issue has nothing to do with cost! We already have one of the widest residential thoroughfares in all of Birmingham and a sidewalk would have people walking within just a few feet of our home, representing a real security risk to us as well as the neighborhood.

Other valid reasons for opposition to the sidewalk include:

- Loss of Greenspace
- Loss/Restricted Use of Driveway
- Financial Burden incurred (with neighborhood disruption/loss of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc)
- Aesthetics (too much concrete with wide street now)
- Increased Maintenance
- Increased Liability
- Loss of Privacy

Please forward this letter to any and all parties involved in this most serious issue. Thank you for your prompt attention and consideration in this matter.

Sincerely,

[Signature]

John F. Mathews  
Residents - 2069 Fairway

Barbara A. Mathews

JFM/bam
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other safety, security, physical character of neighborhood aesthetics and market value. We moved here because there were no sidewalks (high-class, non-urban image).

Respectfully,

Name (printed) John Schmutz

Name (signed) John Schmutz

Address 1878 Fairway Drive

[Signature]

[Signature]
February 5, 2017

Dear Joe Valentine,

Please forward this letter to the Birmingham City Commissioners.

As a concerned homeowner on Fairway Drive between Pleasant and Arden Lane, I am opposed to a sidewalk in front of my house regardless of the cost of installation. The reasons include:

- Loss of greenspace
- Loss of driveway use
- Cost to repair disruption of landscaping, trees, shrubs, berms, sprinkler systems, brick paver and aggregate driveways, electric dog fences, etc.
- Aesthetics
- Maintenance
- Liability
- Privacy
- Other

Respectfully,

Name (printed)  Paul Sneidraits  Linda Sneidgraitis
Name (signed)  Paul Sneidraits  Linda Sneidgraitis
Address  1690 Fairway Dr.
MEMORANDUM

Finance Department

DATE: February 10, 2016
TO: Joseph A. Valentine, City Manager
FROM: Mark Gerber, Director of Finance/Treasurer
SUBJECT: Second Quarter Financial Reports

Background
Chapter 7, section 3(b) of the City charter requires the Director of Finance to report on the condition of the City quarterly. Quarterly reports are prepared for the first 3 quarters of the year with the annual audit serving as the 4th quarter report. Only the following funds are reported quarterly because by state law they require a budget: General Fund, Greenwood Cemetery Perpetual Care Fund, Major and Local Street Funds, Solid Waste Fund, Community Development Block Grant Fund, Law and Drug Enforcement Fund, Baldwin Public Library Fund, Principal Shopping District Fund, Brownfield Redevelopment Authority Fund, Triangle District Corridor Improvement Authority Fund, and the Debt Service Fund.

Overview
Attached is the second quarter 2016-2017 fiscal year financial reports. The reports compare budget to actual for the current fiscal year and the prior fiscal year for the same quarter. This allows comparisons between fiscal years as well as percentage of budget received/spent for the year. The budget categories used for each fund are the same ones approved by the Commission when they adopted the budget. Budget discussions that follow will focus on each fund individually.

At this point, 50% of the fiscal year has lapsed.

General Fund
Overall, the activity in the General Fund for fiscal year 2016-2017 is comparable to the prior fiscal year. Revenues are approximately $800,000 higher than last year as a result of higher revenue from property taxes. Intergovernmental revenues are at 23% of budget because state shared revenues lag by 2-3 months. Fines and forfeiture revenue is at 32% because 2nd quarter revenue from the 48th District Court will not be received until after their audit.

Total expenditures for the General Fund are approximately $300,000 less than the prior year. The decrease in total expenditures is the result of a decrease in Transfers Out of approximately $800,000 as a result of a $1,000,000 transfer made in FY 2015-2016 to fund the Wolf v City of Birmingham lawsuit. The decrease in Transfers Out was partially offset by an increase in expenditures in Community Development of approximately $200,000 as a result of an increase in contractual building inspection costs and planning services and an increase in Engineering and Public Services expenditures of approximately $300,000 as a result of sidewalk construction.
**Greenwood Cemetery Fund**
Quarterly revenue from cemetery plot sales was comparable to the previous year. No expenditures were budgeted for this year.

**Major Street Fund**
Overall, total revenues are comparable to last year.

Non-construction expenditures are similar to the previous fiscal year. Construction expenditures are approximately $700,000 less this fiscal year as compared to the prior year. This is the result of the West Maple Road project being primarily funded by MDOT and timing of other scheduled projects for later in the fiscal year.

**Local Street Fund**
Total revenues for the year are approximately $200,000 higher than the prior year as a result of an increase in transfers from the General Fund.

Total expenditures are approximately $1,000,000 higher than the prior year mainly as a result of timing of construction projects. Non-construction expenditures are similar to the previous fiscal year except for road maintenance which increased $62,000 due to an increase in road patching work performed. This was offset by a decrease in street cleaning of $76,000.

**Solid Waste Fund**
Revenues and expenditures are comparable to the prior fiscal year. Personnel and Supplies are over 50% because the budgets for these categories were reduced in 2016-2017 and most of the personnel costs occur in the fall during leaf pickup.

**Brownfield Redevelopment Authority Fund**
Revenues are comparable to the prior fiscal year.

Expenditures are lower in the current fiscal year as a result of payments to developers for reimbursement of environmental remediation costs made in 2015-2016.

**Birmingham Shopping District**
Total revenues are lower in the current fiscal year by approximately $110,000 as compared to the prior fiscal year as a result of special assessment collections. Special assessment bills were mailed out later in December 2016 than in December 2015 which resulted in lower collections as of December 2016. Expenditures are comparable to prior fiscal year. Most of the special event expenditures occur in the first half of the year which typically puts overall expenditures over 50% for the first half of the year.

**Community Development Block Grant Fund**
Prior year budget and related revenue and expenditures include funding for new handicap lift in City Hall.

**Triangle District Corridor Improvement Authority**
No property tax revenue from tax capture will be recorded this year. The City is in the process of contract negotiations with the County regarding tax incremental financing amounts.
**Law and Drug Enforcement Fund**
Revenues and expenditures are comparable to the previous year.

**Baldwin Library**
Revenue has increased approximately $772,000. This is the result of an increase in the property tax levy in order to fund the renovations to the adult services area of the library.

Expenditures are comparable to the prior fiscal year. Expenditures for the current fiscal year are at 29% because renovation invoices were just beginning to be paid in December 2016.

**Debt Service Fund**
Revenues and expenditures are higher as a result of increased debt service costs for the year.
## CITY OF BIRMINGHAM
### QUARTERLY BUDGET REPORT
#### GENERAL FUND
### QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015
### % OF FISCAL YEAR COMPLETED: 50%

<table>
<thead>
<tr>
<th>AMENDED BUDGET</th>
<th>YEAR-TO-DATE ACTUAL</th>
<th>% OF BUDGET USED</th>
<th>AMENDED BUDGET</th>
<th>YEAR-TO-DATE ACTUAL</th>
<th>% OF BUDGET USED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USE OF FUND BALANCE</td>
<td>1,023,689</td>
<td>-</td>
<td>0%</td>
<td>506,565</td>
<td>-</td>
</tr>
<tr>
<td>TAXES</td>
<td>21,081,640</td>
<td>21,052,859</td>
<td>100%</td>
<td>20,281,450</td>
<td>20,235,108</td>
</tr>
<tr>
<td>LICENSES AND PERMITS</td>
<td>3,070,540</td>
<td>1,394,354</td>
<td>45%</td>
<td>3,240,750</td>
<td>1,575,721</td>
</tr>
<tr>
<td>INTERGOVERNMENTAL</td>
<td>2,078,000</td>
<td>482,493</td>
<td>23%</td>
<td>1,931,160</td>
<td>523,739</td>
</tr>
<tr>
<td>CHARGES FOR SERVICES</td>
<td>2,800,400</td>
<td>1,397,214</td>
<td>50%</td>
<td>2,848,820</td>
<td>1,215,309</td>
</tr>
<tr>
<td>FINES AND FORFEITURES</td>
<td>1,686,060</td>
<td>539,146</td>
<td>32%</td>
<td>1,697,650</td>
<td>491,317</td>
</tr>
<tr>
<td>INTEREST AND RENT</td>
<td>275,810</td>
<td>105,459</td>
<td>38%</td>
<td>204,480</td>
<td>86,233</td>
</tr>
<tr>
<td>OTHER REVENUE</td>
<td>240,740</td>
<td>39,396</td>
<td>16%</td>
<td>81,600</td>
<td>84,139</td>
</tr>
<tr>
<td><strong>TOTAL Revenues</strong></td>
<td>32,256,879</td>
<td>25,010,921</td>
<td>78%</td>
<td>30,792,475</td>
<td>24,211,566</td>
</tr>
</tbody>
</table>

| **EXPENDITURES:** | | | | | |
| GENERAL GOVERNMENT | 5,285,055 | 2,289,400 | 43% | 5,378,375 | 2,228,591 | 41% |
| PUBLIC SAFETY | 12,896,767 | 5,933,928 | 46% | 12,276,976 | 5,935,059 | 48% |
| COMMUNITY DEVELOPMENT | 2,726,900 | 1,162,518 | 43% | 2,395,930 | 977,037 | 41% |
| ENGINEERING AND PUBLIC SERVICES | 5,198,157 | 2,349,216 | 45% | 4,548,794 | 2,051,823 | 45% |
| TRANSFERS OUT | 6,150,000 | 2,804,904 | 46% | 5,361,230 | 3,670,070 | 68% |
| **TOTAL Expenditures** | 32,256,879 | 14,539,966 | 45% | 29,961,305 | 14,862,580 | 50% |
# Quarterly Budget Report

**Greenwood Cemetery Fund**

Quarter Ended: December 31, 2016 and December 31, 2015

% of Fiscal Year Completed: 50%

<table>
<thead>
<tr>
<th></th>
<th>2016-2017</th>
<th></th>
<th></th>
<th>2015-2016</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AMENDED BUDGET</td>
<td>YEAR-TO-DATE ACTUAL</td>
<td>% OF BUDGET USED</td>
<td>AMENDED BUDGET</td>
<td>YEAR-TO-DATE ACTUAL</td>
<td>% OF BUDGET USED</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for Services</td>
<td>360,000</td>
<td>60,750</td>
<td>17%</td>
<td>30,000</td>
<td>88,313</td>
<td>294%</td>
</tr>
<tr>
<td>Interest and Rent</td>
<td>2,720</td>
<td>1,033</td>
<td>38%</td>
<td>450</td>
<td>158</td>
<td>35%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>362,720</td>
<td>61,783</td>
<td>17%</td>
<td>30,450</td>
<td>88,471</td>
<td>291%</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
CITY OF BIRMINGHAM  
QUARTERLY BUDGET REPORT  
MAJOR STREETS  
QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
% OF FISCAL YEAR COMPLETED: 50%

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Fund Balance</td>
<td>1,478,017</td>
<td>-</td>
<td>0%</td>
<td>1,541,230</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>1,153,830</td>
<td>469,137</td>
<td>41%</td>
<td>1,978,610</td>
<td>498,660</td>
<td>25%</td>
</tr>
<tr>
<td>Interest and Rent</td>
<td>7,540</td>
<td>6,966</td>
<td>92%</td>
<td>25,500</td>
<td>3,875</td>
<td>15%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>401,360</td>
<td>9,544</td>
<td>2%</td>
<td>2,940</td>
<td>1,107</td>
<td>38%</td>
</tr>
<tr>
<td>Transfers In</td>
<td>1,550,000</td>
<td>775,000</td>
<td>50%</td>
<td>1,580,000</td>
<td>790,000</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>4,590,747</td>
<td>1,260,647</td>
<td>27%</td>
<td>5,128,280</td>
<td>1,293,642</td>
<td>25%</td>
</tr>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>18,690</td>
<td>10,494</td>
<td>56%</td>
<td>17,920</td>
<td>10,110</td>
<td>56%</td>
</tr>
<tr>
<td>Traffic Controls &amp; Engineering</td>
<td>382,990</td>
<td>96,322</td>
<td>25%</td>
<td>263,577</td>
<td>131,429</td>
<td>50%</td>
</tr>
<tr>
<td>Construction of Roads &amp; Bridges</td>
<td>3,108,260</td>
<td>722,311</td>
<td>23%</td>
<td>3,712,125</td>
<td>1,464,713</td>
<td>39%</td>
</tr>
<tr>
<td>Maintenance of Roads &amp; Bridges</td>
<td>334,517</td>
<td>132,246</td>
<td>40%</td>
<td>356,708</td>
<td>143,808</td>
<td>40%</td>
</tr>
<tr>
<td>Street Cleaning</td>
<td>132,060</td>
<td>75,202</td>
<td>57%</td>
<td>184,920</td>
<td>93,301</td>
<td>50%</td>
</tr>
<tr>
<td>Street Trees</td>
<td>241,450</td>
<td>92,646</td>
<td>38%</td>
<td>227,710</td>
<td>127,134</td>
<td>56%</td>
</tr>
<tr>
<td>Snow and Ice Removal</td>
<td>372,780</td>
<td>62,800</td>
<td>17%</td>
<td>365,320</td>
<td>28,089</td>
<td>8%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>4,590,747</td>
<td>1,192,021</td>
<td>26%</td>
<td>5,128,280</td>
<td>1,998,584</td>
<td>39%</td>
</tr>
</tbody>
</table>
## City of Birmingham
### Quarterly Budget Report
#### Local Streets

**Quarter Ended: December 31, 2016 and December 31, 2015**

% of Fiscal Year Completed: 50%

<table>
<thead>
<tr>
<th></th>
<th>2016-2017</th>
<th></th>
<th></th>
<th>2015-2016</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AMENDED BUDGET</td>
<td>YEAR-TO-DATE</td>
<td>% OF BUDGET USED</td>
<td>AMENDED BUDGET</td>
<td>YEAR-TO-DATE</td>
<td>% OF BUDGET USED</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td>ACTUAL</td>
<td></td>
<td></td>
<td>ACTUAL</td>
<td></td>
</tr>
<tr>
<td>Use of Fund Balance</td>
<td>1,214,778</td>
<td></td>
<td>0%</td>
<td>1,333,904</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>484,890</td>
<td>240,472</td>
<td>50%</td>
<td>376,480</td>
<td>240,978</td>
<td>64%</td>
</tr>
<tr>
<td>Interest and Rent</td>
<td>15,050</td>
<td>6,251</td>
<td>42%</td>
<td>35,500</td>
<td>8,973</td>
<td>25%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>358,310</td>
<td>43,107</td>
<td>12%</td>
<td>113,770</td>
<td>26,679</td>
<td>23%</td>
</tr>
<tr>
<td>Transfers In</td>
<td>2,650,000</td>
<td>1,325,000</td>
<td>50%</td>
<td>2,250,000</td>
<td>1,125,000</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>4,723,028</td>
<td>1,614,830</td>
<td>34%</td>
<td>4,109,654</td>
<td>1,401,630</td>
<td>34%</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>26,370</td>
<td>14,334</td>
<td>54%</td>
<td>25,230</td>
<td>13,765</td>
<td>55%</td>
</tr>
<tr>
<td>Traffic Controls &amp; Engineering</td>
<td>64,570</td>
<td>34,753</td>
<td>54%</td>
<td>59,990</td>
<td>29,815</td>
<td>50%</td>
</tr>
<tr>
<td>Construction of Roads &amp; Bridges</td>
<td>3,102,762</td>
<td>2,274,403</td>
<td>73%</td>
<td>2,660,737</td>
<td>1,235,946</td>
<td>46%</td>
</tr>
<tr>
<td>Maintenance of Roads &amp; Bridges</td>
<td>381,346</td>
<td>230,423</td>
<td>60%</td>
<td>408,957</td>
<td>167,692</td>
<td>41%</td>
</tr>
<tr>
<td>Street Cleaning</td>
<td>184,470</td>
<td>67,543</td>
<td>37%</td>
<td>206,740</td>
<td>143,642</td>
<td>69%</td>
</tr>
<tr>
<td>Street Trees</td>
<td>499,440</td>
<td>232,495</td>
<td>47%</td>
<td>523,980</td>
<td>265,511</td>
<td>51%</td>
</tr>
<tr>
<td>Snow and Ice Removal</td>
<td>204,640</td>
<td>35,832</td>
<td>18%</td>
<td>224,020</td>
<td>15,291</td>
<td>7%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>4,463,598</td>
<td>2,889,783</td>
<td>65%</td>
<td>4,109,654</td>
<td>1,871,662</td>
<td>46%</td>
</tr>
</tbody>
</table>
## CITY OF BIRMINGHAM
### QUARTERLY BUDGET REPORT
#### SOLID WASTE
##### QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015
##### % OF FISCAL YEAR COMPLETED: 50%
## CITY OF BIRMINGHAM
### QUARTERLY BUDGET REPORT
### BROWNFIELD REDEVELOPMENT FUND
### QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015
### % OF FISCAL YEAR COMPLETED: 50%

<table>
<thead>
<tr>
<th></th>
<th>AMENDED BUDGET</th>
<th>YEAR-TO-DATE ACTUAL</th>
<th>% OF BUDGET USED</th>
<th>AMENDED BUDGET</th>
<th>YEAR-TO-DATE ACTUAL</th>
<th>% OF BUDGET USED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td>243,230</td>
<td>243,230</td>
<td>100%</td>
<td>226,750</td>
<td>226,750</td>
<td>100%</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>3,000</td>
<td>1,500</td>
<td>50%</td>
<td>-</td>
<td>1,500</td>
<td>0%</td>
</tr>
<tr>
<td>Interest and Rent</td>
<td>1,500</td>
<td>814</td>
<td>54%</td>
<td>1,500</td>
<td>328</td>
<td>22%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>20,000</td>
<td>10,839</td>
<td>54%</td>
<td>20,000</td>
<td>(1,692)</td>
<td>-8%</td>
</tr>
<tr>
<td>Transfers In</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>13,900</td>
<td>6,950</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>267,730</td>
<td>256,383</td>
<td>96%</td>
<td>262,150</td>
<td>233,836</td>
<td>89%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>AMENDED BUDGET</th>
<th>YEAR-TO-DATE ACTUAL</th>
<th>% OF BUDGET USED</th>
<th>AMENDED BUDGET</th>
<th>YEAR-TO-DATE ACTUAL</th>
<th>% OF BUDGET USED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Charges</td>
<td>235,670</td>
<td>13,533</td>
<td>6%</td>
<td>233,000</td>
<td>75,000</td>
<td>32%</td>
</tr>
<tr>
<td>Debt Service</td>
<td>27,560</td>
<td>-</td>
<td>0%</td>
<td>27,560</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>263,230</td>
<td>13,533</td>
<td>5%</td>
<td>260,560</td>
<td>75,000</td>
<td>29%</td>
</tr>
</tbody>
</table>
### CITY OF BIRMINGHAM QUARTERLY BUDGET REPORT

**BIRMINGHAM SHOPPING DISTRICT**

**QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015**

% OF FISCAL YEAR COMPLETED: 50%

<table>
<thead>
<tr>
<th></th>
<th>2016-2017</th>
<th></th>
<th>2015-2016</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AMENDED BUDGET</strong></td>
<td></td>
<td><strong>YEAR-TO-DATE</strong></td>
<td></td>
<td><strong>AMENDED BUDGET</strong></td>
</tr>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td><strong>% OF BUDGET USED</strong></td>
<td></td>
<td><strong>REVENUES:</strong></td>
</tr>
<tr>
<td><strong>USE OF FUND BALANCE</strong></td>
<td>50,090</td>
<td>-</td>
<td>0%</td>
<td>55,590</td>
</tr>
<tr>
<td><strong>INTEREST AND RENT</strong></td>
<td>8,020</td>
<td>1,758</td>
<td>22%</td>
<td>5,400</td>
</tr>
<tr>
<td><strong>OTHER REVENUE</strong></td>
<td>180,000</td>
<td>149,226</td>
<td>83%</td>
<td>175,000</td>
</tr>
<tr>
<td><strong>SPECIAL ASSESSMENTS</strong></td>
<td>887,800</td>
<td>45,068</td>
<td>5%</td>
<td>884,710</td>
</tr>
<tr>
<td><strong>TOTAL Revenues</strong></td>
<td>1,125,910</td>
<td>196,052</td>
<td>17%</td>
<td>1,120,700</td>
</tr>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>EXPENDITURES:</strong></td>
</tr>
<tr>
<td><strong>PERSONNEL SERVICES</strong></td>
<td>410,920</td>
<td>210,747</td>
<td>51%</td>
<td>432,430</td>
</tr>
<tr>
<td><strong>SUPPLIES</strong></td>
<td>6,500</td>
<td>3,041</td>
<td>47%</td>
<td>6,500</td>
</tr>
<tr>
<td><strong>OTHER CHARGES</strong></td>
<td>708,490</td>
<td>443,279</td>
<td>63%</td>
<td>681,770</td>
</tr>
<tr>
<td><strong>TOTAL Expenditures</strong></td>
<td>1,125,910</td>
<td>657,067</td>
<td>58%</td>
<td>1,120,700</td>
</tr>
</tbody>
</table>

CITY OF BIRMINGHAM

QUARTERLY BUDGET REPORT

BIRMINGHAM SHOPPING DISTRICT

QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015

% OF FISCAL YEAR COMPLETED: 50%
CITY OF BIRMINGHAM
QUARTERLY BUDGET REPORT
COMMUNITY DEVELOPMENT BLOCK GRANT
QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015
% OF FISCAL YEAR COMPLETED: 50%

<table>
<thead>
<tr>
<th></th>
<th>2016-2017</th>
<th></th>
<th>2015-2016</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AMENDED BUDGET</td>
<td>YEAR-TO-DATE ACTUAL</td>
<td>% OF BUDGET USED</td>
<td>AMENDED BUDGET</td>
</tr>
<tr>
<td>REVENUES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTERGOVERNMENTAL</td>
<td>31,340</td>
<td>2,752</td>
<td>9%</td>
<td>72,909</td>
</tr>
<tr>
<td>TOTAL Revenues</td>
<td>31,340</td>
<td>2,752</td>
<td>9%</td>
<td>72,909</td>
</tr>
<tr>
<td>EXPENDITURES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL Expenditures</td>
<td>31,340</td>
<td>2,752</td>
<td>9%</td>
<td>72,909</td>
</tr>
</tbody>
</table>
## CITY OF BIRMINGHAM
### QUARTERLY BUDGET REPORT
### TRIANGLE DISTRICT CORRIDOR IMPROVEMENT AUTHORITY
### QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015
### % OF FISCAL YEAR COMPLETED: 50%  

<table>
<thead>
<tr>
<th></th>
<th>2016-2017</th>
<th></th>
<th></th>
<th>2015-2016</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AMENDED</td>
<td>YEAR-TO-DATE</td>
<td>% OF BUDGET</td>
<td>AMENDED</td>
<td>YEAR-TO-DATE</td>
<td>% OF BUDGET</td>
</tr>
<tr>
<td></td>
<td>BUDGET</td>
<td>ACTUAL</td>
<td>USED</td>
<td>BUDGET</td>
<td>ACTUAL</td>
<td>USED</td>
</tr>
<tr>
<td>REVENUES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USE OF FUND BALANCE</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>TAXES</td>
<td>90,000</td>
<td>-</td>
<td>0%</td>
<td>115,000</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>INTEREST AND RENT</td>
<td>520</td>
<td>59</td>
<td>11%</td>
<td>1,000</td>
<td>73</td>
<td>7%</td>
</tr>
<tr>
<td>TOTAL Revenues</td>
<td>90,520</td>
<td>59</td>
<td>0%</td>
<td>116,000</td>
<td>73</td>
<td>0%</td>
</tr>
<tr>
<td>EXPENDITURES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL Expenditures</td>
<td>20,000</td>
<td>-</td>
<td>0%</td>
<td>20,000</td>
<td>10,466</td>
<td>52%</td>
</tr>
</tbody>
</table>
## CITY OF BIRMINGHAM
### QUARTERLY BUDGET REPORT
#### LAW & DRUG ENFORCEMENT FUND
### QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015
### % OF FISCAL YEAR COMPLETED: 50%

<table>
<thead>
<tr>
<th></th>
<th>2016-2017</th>
<th>2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AMENDED BUDGET</td>
<td>YEAR-TO-DATE ACTUAL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Fund Balance</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Fines and Forfeitures</td>
<td>37,500</td>
<td>32,699</td>
</tr>
<tr>
<td>Interest and Rent</td>
<td>720</td>
<td>295</td>
</tr>
<tr>
<td><strong>TOTAL Revenues</strong></td>
<td>38,220</td>
<td>32,994</td>
</tr>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Safety</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>8,500</td>
<td>2,825</td>
</tr>
<tr>
<td><strong>TOTAL Expenditures</strong></td>
<td>8,500</td>
<td>2,825</td>
</tr>
</tbody>
</table>

---

*Note: The table represents the financial data for the Law & Drug Enforcement Fund for the quarters ending December 31, 2016, and December 31, 2015. The data includes revenues and expenditures, with columns for budget, actual, and the percentage of budget used. The year-to-date and budget data are compared for these two fiscal years.*
## CITY OF BIRMINGHAM
### QUARTERLY BUDGET REPORT
#### BALDWIN LIBRARY
#### QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015
#### % OF FISCAL YEAR COMPLETED: 50%

### REVENUES:

<table>
<thead>
<tr>
<th></th>
<th>AMENDED BUDGET</th>
<th>YEAR-TO-DATE ACTUAL</th>
<th>% OF BUDGET USED</th>
<th>AMENDED BUDGET</th>
<th>YEAR-TO-DATE ACTUAL</th>
<th>% OF BUDGET USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>USE OF FUND BALANCE</td>
<td>1,210,260</td>
<td>-</td>
<td>0%</td>
<td>18,180</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>TAXES</td>
<td>2,936,970</td>
<td>2,951,377</td>
<td>100%</td>
<td>2,174,180</td>
<td>2,186,596</td>
<td>101%</td>
</tr>
<tr>
<td>INTERGOVERNMENTAL</td>
<td>950,810</td>
<td>220,452</td>
<td>23%</td>
<td>930,508</td>
<td>212,455</td>
<td>23%</td>
</tr>
<tr>
<td>CHARGES FOR SERVICES</td>
<td>96,240</td>
<td>45,885</td>
<td>48%</td>
<td>99,740</td>
<td>50,244</td>
<td>50%</td>
</tr>
<tr>
<td>INTEREST AND RENT</td>
<td>16,500</td>
<td>9,850</td>
<td>60%</td>
<td>16,500</td>
<td>6,191</td>
<td>38%</td>
</tr>
<tr>
<td>OTHER REVENUE</td>
<td>200,000</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>TOTAL Revenues</strong></td>
<td>5,410,780</td>
<td>3,227,564</td>
<td>60%</td>
<td>3,239,108</td>
<td>2,455,486</td>
<td>76%</td>
</tr>
</tbody>
</table>

### EXPENDITURES:

<table>
<thead>
<tr>
<th></th>
<th>AMENDED BUDGET</th>
<th>YEAR-TO-DATE ACTUAL</th>
<th>% OF BUDGET USED</th>
<th>AMENDED BUDGET</th>
<th>YEAR-TO-DATE ACTUAL</th>
<th>% OF BUDGET USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL Expenditures</td>
<td>5,410,780</td>
<td>1,583,102</td>
<td>29%</td>
<td>3,166,472</td>
<td>1,582,297</td>
<td>50%</td>
</tr>
</tbody>
</table>
CITY OF BIRMINGHAM  
QUARTERLY BUDGET REPORT  
DEBT SERVICE FUND  
QUARTER ENDED: DECEMBER 31, 2016 AND DECEMBER 31, 2015  
% OF FISCAL YEAR COMPLETED: 50%  

<table>
<thead>
<tr>
<th></th>
<th>2016-2017</th>
<th></th>
<th></th>
<th>2015-2016</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AMENDED</td>
<td>YEAR-TO-DATE</td>
<td>% OF BUDGET USED</td>
<td>AMENDED</td>
<td>YEAR-TO-DATE</td>
</tr>
<tr>
<td></td>
<td>BUDGET</td>
<td>ACTUAL</td>
<td></td>
<td>BUDGET</td>
<td>ACTUAL</td>
</tr>
<tr>
<td>REVENUES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAXES</td>
<td>1,626,220</td>
<td>1,625,793</td>
<td>100%</td>
<td>1,575,090</td>
<td>1,573,200</td>
</tr>
<tr>
<td>INTERGOVERNMENTAL</td>
<td>4,000</td>
<td>4,019</td>
<td>100%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>INTEREST AND RENT</td>
<td>2,380</td>
<td>1,151</td>
<td>48%</td>
<td>1,400</td>
<td>1,105</td>
</tr>
<tr>
<td>OTHER REVENUE</td>
<td>-</td>
<td>103</td>
<td>0%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL Revenues</td>
<td>1,632,600</td>
<td>1,631,066</td>
<td>100%</td>
<td>1,576,490</td>
<td>1,574,305</td>
</tr>
<tr>
<td>EXPENDITURES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL Expenditures</td>
<td>1,627,600</td>
<td>1,402,701</td>
<td>86%</td>
<td>1,571,490</td>
<td>1,324,158</td>
</tr>
</tbody>
</table>
DATE: January 28, 2017

TO: Joseph A. Valentine, City Manager

FROM: Mark Gerber, Director of Finance/Treasurer

SUBJECT: December 2016 Investment Report

Public Act 213 of 2007 requires investment reporting on the City’s general investments to be provided to the City Commission on a quarterly basis. This information is also required to be provided annually, which the City has and will continue to include within the audited financial statements.

General investments of the City are governed by state law and the City’s General Investment Policy approved by the City Commission. The services of an outside investment advisor are utilized to assist the treasurer in determining which types of investments are most appropriate and permitted under the investment policy, maximize the return on the City’s investments within investment policy constraints and provide for cash flow needs.

The two primary objectives for investment of City funds are the preservation of principal and liquidity to protect against losses and provide sufficient funds to enable the City to meet all operating requirements that might be reasonably anticipated. Investment activities include all City funds except the retirement and retiree health-care funds as follows:

- General Fund
- Permanent Funds
- Special Revenue Funds
- Capital Projects Fund
- Enterprise Funds
- Debt Service Funds
- Component Unit Funds
- Internal Service Funds

The City has two pooled funds (CLASS Pool and J-Fund), which are used to meet payroll, contractor and other accounts payable needs. As indicated on the attached schedule, there is approximately $18.4 million invested in pooled funds at the end of September. A maximum of 50% of the portfolio may be invested in pooled funds that meet state guidelines. The amount currently invested in pooled funds is 25%.

Currently there is approximately $2 million, or 3%, of the City’s portfolio invested in commercial paper. A maximum of 20% of the City’s investments may be held in commercial paper with the highest rating of A-1/P-1 by at least two standard rating services.
Investments in obligations of the state total $1.5 million, or 2%, of the portfolio. A maximum of 20% of the City’s investments may be held in these investment instruments.

The City also holds approximately $19.5 million, or 27%, of its investments in government securities, which are obligations of the United States. The maximum amount of investments that may be held in government securities is 100%.

Investments in federal agencies total approximately $31.1 million, or 43%, of the City’s investments. The maximum amount of the portfolio that may be invested in federal agencies is 75%.

The Investment Policy requires that the average maturity of the portfolio may not exceed two and one-half years. The current average maturity of the portfolio is 1.08 years.
As ordered by Judge Cox in 2013, the Detroit Water and Sewer Dept. (DWSD) established a new method for determining sewer shares for each drainage district based on the recorded flows discharged from each district over the previous three fiscal years. This billing method was generally greeted with praise from the customer base, because it meant that customers would get a steady monthly bill, instead of one that fluctuates with each rainy or dry season. The end of this three year period is coming on June 30 of this year. Since the Great Lakes Water Authority (GLWA) was created starting a year ago January, during the time that this three year billing period was under way, they honored the DWSD commitment to continue it through its course.

GLWA is making many changes to its organization to better document how much each of its operations cost, and create a billing model that more accurately reflects the true costs of providing both water and sewer services to the region, and then apportioning that cost to each customer as fairly as possible. During the last year, a team of engineers representing both GLWA and its customers has worked to review more sophisticated and reliable data that is now becoming available. Two significant data centers that have come to light during this process are noted below:

**ACTUAL FLOWS**

Historically, DWSD operated master meters that measured flows from each large sewer district other than Detroit and some of its immediate neighbors such as Hamtramck, Highland Park, and Dearborn (often referred to in rate discussions as D+). Metered flows were measured for each customer, and then the remaining costs were apportioned to the D+ area. GLWA has made an effort to improve the metering capabilities of the D+ communities, so that they can be measured and charged like any other customer in the system. About 50% of Detroit is now operating with accurate sewage meters, while the remaining 50% is still to be accomplished. As more meters collect more data than before, the technical team referenced above has reviewed the most recent annual flows from each customer, and have suggested adjustments for future billing cycles, starting July 1. The attached spreadsheet helps clarify these numbers.

At the top of the spreadsheet are several column headings, including Detroit and several suburban customers. The easterly 40% of Birmingham discharges into the George W. Kuhn (GWK) drainage district, while the remaining 60% discharges into the Evergreen Farmington system (EFSDS). The second row in the first gray box on this spreadsheet (marked with a
circled “A”) represents the suggested change in sewage charge shares. It does not reflect the final rate increase or decrease, as the typical annual increases that the system adds are not yet reflected in these numbers (they are considered “static” charges, based on FY2017 revenue requirements). If the GLWA Board elects to accept the findings of the technical team, the GWK district would see a change of -3.1% in sewer shares, while the EFSDS would see a change of +3.4%. There was not much discussion about why some drainage areas are increasing while others are decreasing, but it appears to reflect the rainfall and drainage patterns of the last three years, as well as improved metering.

STRENGTH OF FLOW

The topic that is of more concern to the general suburban community is the concept of strength of flow. For many years, the sewage cost apportionment has included an acknowledgement that groundwater and storm water is less costly to treat compared to sanitary sewage. (The effort and cost in establishing the appropriate chemical makeup of the water before it is discharged into the river makes undiluted sanitary sewage a larger effort than diluted rainwater, for example.) In the past, there has been insufficient data to help determine what the difference should be. For the past three year billing period, an assumption that the cost of treating groundwater and storm water is only 33% as much as sanitary sewage was applied in the rate structure. (Before that, it was at 45%.)

GLWA acknowledges that its cost data is out of date, and that much further study is needed, and it has pledged to start a detailed 2 year study to arrive at a point where it truly knows the cost differences between these three categories of sewage. However, in the meantime, more current national data applied to the local sewage treatment plant suggests that the current rate structure is ready for additional changes. Flows other than raw sanitary sewage are broken into two main categories, known as Dry Weather Inflow and Infiltration (DWII) and Wet Weather. DWII is groundwater flowing into leaky older sewers, while wet weather is the increased flows that a sewer system sees during rain events, particularly from combined sewers.

After studying the issue for about a year, the technical group has determined that the cost to treat DWII flows is as little as 0.6% to 2.4% of the cost of sanitary sewage. Wet weather flow treatment costs are ranging from 18% to 27%. Again, the current rate structure is assuming a cost of 33% for both categories.

As noted above, it is acknowledged that additional study and data collection is needed to clearly define the cost of running the sewage treatment operation, and it will take about 2 years for GLWA to complete this work. To acknowledge this, but also to consider that the true cost of treating DWII and Wet Weather flows is less than currently being charged, GLWA is recommending apportioning costs so that DWII flows are charged at 5% of sanitary sewer costs, and Wet Weather flows are charged at 25%.

Referring to the spreadsheet, at the gray box labeled with a circled “B”, the drainage districts are noted using the GLWA recommended apportionment. In this case, the flow volumes have been adjusted as in the first case (“A”), and strength of flow has been adjusted downward from 33% currently to 5% for DWII and 25% for Wet Weather. These numbers result in a +0.2% change for the GWK district, and a +10.0% increase for EFSDS.
Taking this thought process one step further, if the study findings were used completely, reducing the costs of DWII and Wet Weather even further (about 1.5% and 23% respectively), apportionment changes for Birmingham’s districts would be +1.1% for GWK and +11.3% for EFSDS. These numbers appear at the bottom of the spreadsheet in the box marked “C”. Since it is not clear that these numbers truly reflect the costs in the GLWA system, it appears unlikely that the Board would go this far at this time.

Regionally, these cost shifts would benefit the City of Detroit in particular, while transferring a lot of that cost to the suburban Oakland and Macomb County communities. A rate change of this nature requires 5 out 6 votes on the GLWA governing board. It is assumed that these changes would earn two yes votes from the City of Detroit and Wayne County representatives, and two no votes from Oakland and Macomb representatives. The remaining votes representing the other suburban communities and the State is unclear.

As a combined sewer community discharging partially to a mostly separated district (EFSDS), Birmingham is in a unique position. It appears that our apportionment will not increase nearly as much as our suburban counterparts that are operating separated systems. However, we may be in a position of having to negotiate with the OCWRC office for a lower rate than the rest of the EFSDS customers when the strength of flow discharged from Birmingham is considered compared to those of our neighbors.

I intend to watch this situation as it unfolds. Should the GLWA Board vote to move in the direction of the GLWA recommendation wherein the Strength of Flow calculations serve to benefit older combined sewer systems, we may need to take other measures such as hiring a rate consultant to help negotiate a fair rate for Birmingham in the EFSDS area.
### Impact Analysis - FY 2018 SHARE Calculations - CTA Revenue Requirements Only

**GLWA Proposal: SOF = 5/25, no recognition of NNNW**

<table>
<thead>
<tr>
<th>Reflect New Flow Data (a)</th>
<th>Detroit</th>
<th>Suburban</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev Req't Impact - $millions</td>
<td>3.07</td>
<td>Total (1.57)</td>
</tr>
<tr>
<td>Rev Req't Impact - % (b)</td>
<td>2.0%</td>
<td>QMID (1.26)</td>
</tr>
<tr>
<td>Consolidated Flow Impacts</td>
<td>Recognize D+ Flow Balance (c)</td>
<td>GWK (0.99)</td>
</tr>
<tr>
<td>Rev Req't Impact - $millions</td>
<td>(1.22)</td>
<td>Ev Farm (2.92)</td>
</tr>
<tr>
<td>Rev Req't Impact - % (b)</td>
<td>-0.8%</td>
<td>Wayne Co 0.68</td>
</tr>
<tr>
<td>Rev Req't Impact - $millions</td>
<td>1.85</td>
<td>Other 0.2%</td>
</tr>
<tr>
<td>Rev Req't Impact - % (a)</td>
<td>1.2%</td>
<td>Update SOF Estimates - DWII (d)</td>
</tr>
<tr>
<td>Rev Req't Impact - $millions</td>
<td>(10.95)</td>
<td>Rev Req't Impact - 4.2%</td>
</tr>
<tr>
<td>Rev Req't Impact - % (b)</td>
<td>-7.0%</td>
<td>9.78</td>
</tr>
<tr>
<td>Update SOF Estimates - WW (d)</td>
<td>Rev Req't Impact - $millions</td>
<td>9.58</td>
</tr>
<tr>
<td>Rev Req't Impact - % (b)</td>
<td>-0.6%</td>
<td>0.10</td>
</tr>
<tr>
<td>Update SOF Estimates (d)</td>
<td>Rev Req't Impact - $millions</td>
<td>2.93</td>
</tr>
<tr>
<td>Rev Req't Impact - % (b)</td>
<td>-7.7%</td>
<td>0.55</td>
</tr>
<tr>
<td>Consolidated (e)</td>
<td>Rev Req't Impact - $millions</td>
<td>6.5%</td>
</tr>
<tr>
<td>Rev Req't Impact - % (b)</td>
<td>-6.3%</td>
<td>1.9%</td>
</tr>
</tbody>
</table>

**Hypothetical: SOF = "Basis 1", NNNW to "Z"**

<table>
<thead>
<tr>
<th>Reflect New Flow Data (a)</th>
<th>Detroit</th>
<th>Suburban</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev Req't Impact - $millions</td>
<td>3.07</td>
<td>Total</td>
</tr>
<tr>
<td>Rev Req't Impact - % (b)</td>
<td>2.0%</td>
<td>QMID</td>
</tr>
<tr>
<td>Recognize D+ Flow Balance (c)</td>
<td>GWK</td>
<td>Ev Farm</td>
</tr>
<tr>
<td>Rev Req't Impact - $millions</td>
<td>(2.26)</td>
<td>Wayne Co</td>
</tr>
<tr>
<td>Rev Req't Impact - % (b)</td>
<td>-1.5%</td>
<td>Other</td>
</tr>
<tr>
<td>Consolidated Flow Impacts</td>
<td>Update SOF Estimates - DWII (d)</td>
<td></td>
</tr>
<tr>
<td>Rev Req't Impact - $millions</td>
<td>0.81</td>
<td>Rev Req't Impact -</td>
</tr>
<tr>
<td>Rev Req't Impact - % (a)</td>
<td>0.5%</td>
<td>5.1%</td>
</tr>
<tr>
<td>Update SOF Estimates - WW (d)</td>
<td>Rev Req't Impact - $millions</td>
<td>5.1%</td>
</tr>
<tr>
<td>Rev Req't Impact - % (b)</td>
<td>-7.9%</td>
<td>10.4%</td>
</tr>
<tr>
<td>Update SOF Estimates (d)</td>
<td>Rev Req't Impact - $millions</td>
<td>11.90</td>
</tr>
<tr>
<td>Rev Req't Impact - % (b)</td>
<td>-1.2%</td>
<td>5.90</td>
</tr>
<tr>
<td>Consolidated (e)</td>
<td>Rev Req't Impact - $millions</td>
<td>-7.7%</td>
</tr>
<tr>
<td>Rev Req't Impact - % (b)</td>
<td>-6.3%</td>
<td>5.1%</td>
</tr>
</tbody>
</table>

(a) Reflects changes in metered / estimated volume comparing 2013-2016 data period with 2008-2012 data period. Flows were materially lower for almost ALL Customers, so even reduced volumes do not necessarily result in lower SHARE

(b) Expressed as % of how FY 2018 Revenue Requirement would have been allocated under existing SHAREs

(c) Estimated - some aspects of D+ flow balance are reflected in original "new flow data"

(d) Illustrates impact of changing SOF assumptions ONLY

(e) Total Consolidated impact is different from the sum of the individual pieces due to interrelationship of calculations

---

TFG
THE FOSTER GROUP
PRELIMINARY
2/16/17
February 6, 2017

Ms. Laura Pierce, Clerk
City of Birmingham
151 Martin St.
Birmingham, MI 48012-3001

Dear Ms. Pierce:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community. I am writing to notify you a change to the channel lineup.

On or about March 14, 2017, Esquire will no longer be available on the Comcast channel lineup.

As always, feel free to contact me directly at 734-254-1557 with any questions you may have.

Sincerely,

Kyle V. Mazurek
Manager of External Affairs
Comcast, Heartland Region
41112 Concept Drive
Plymouth, MI 48170