



The Shopping District

**Birmingham Shopping District Agenda
Thursday July 5, 2018 – 8 a.m.**

**The Community House
380 South Bates Street, Birmingham, MI 48009**

MEETING CANCELLED DUE TO LACK OF QUOROM

Birmingham Shopping District Mission Statement

We strive to provide leadership in marketing, advertising and promotion of the Birmingham Shopping District.

We actively work to promote a district that is exciting, clean, safe and pedestrian-friendly and ensure that the district continues to serve as a center for business, service, social and community activities.

Notice: Persons with disabilities that may require assistance for effective participation in this public meeting should contact the City Clerk's Office at the number (248) 530-1880, or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la ciudad en el número (248) 530-1800 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).

City of Birmingham
Birmingham Shopping District Proceeding
Thursday, June 7, 2018 8 a.m.
The Community House
Birmingham, MI 48009

Minutes of the meeting of the Birmingham Shopping District Board held Thursday, June 7, 2018, at 8:04 a.m. in The Community House.

1. CALL TO ORDER AND ROLL CALL OF BOARD

PRESENT: Astrein, Daskas, Eid, Hockman, Pohlod, Quintal, Roberts, Solomon, Surnow, Valentine

ABSENT: Fehan

ALSO PRESENT:

ADMINISTRATION: Tighe, Brook

2. RECOGNITION OF VISITORS

Ara Darakjian, Arman Darakjian, Zharko Palushaj, John Henke, Frank Konjarevich

3. APPROVAL OF MINUTES

MOTION: Motion by Astrein, seconded by Quintal to approve the minutes dated May 3, 2018.

VOTE: Yeas, 10 Nays, 0 Absent, 1

4. BOARD MEMBER COMMENTS

Hockman recognized Konjarevich for his business, Frank's Shoe Service, being in Birmingham for 60 years. Hockman acknowledged that it is special to reach this milestone and that Frank's Shoe Service has a great reputation – great staff and customer service.

Konjarevich thanked everyone in the City for helping him to get to this milestone.

Hockman shared that this would be Daskas' last meeting as a member of the BSD Board. He thanked her for her 20 years of dedicated service to the BSD Board and for the passion she shows for the community. He presented her with a plaque.

Daskas said that it has been her pleasure and honor to be on the board and that she hopes it has made a difference. She will always be available to be called on.

Valentine let everyone know that the Old Woodward Reconstruction Project has now passed the half way point and is on track. He also shared that the parking consultant gave a midterm report. There were approximately 50 people at the public input meeting. And, Lot 12, the new lot south of Kroger has already issued about 100 of its available 170 permits.

5. REPORTS

a. FINANCE REPORT – HOCKMAN

The BSD is trending a little better than anticipated but that is due to seasonal variations which will adjust themselves. There is nothing unusual to report.

b. EXECUTIVE DIRECTOR REPORT - TIGHE

Tighe thanked Daskas and Konjarevich for their continued support. Tighe shared that she has been walking the city and talking to retailers – 62 so far asking how things are going during construction. She has found that the Birmingham Bonus Bucks has been very well received and seen as helpful. Valet is a big hit. Merchants are satisfied with communication from the BSD and the City about construction updates. Overall feedback was very positive.

c. COMMITTEE REPORTS:

SPECIAL EVENTS - ASTREIN

Astrein explained that the Birmingham Bonus Bucks (BBB) program continues to be very well received. Approximately 300 are being given out per week. The plan is to continue distributing BBBs through the end of June.

Voting on the barricade art is open until July 15th. An end of construction celebration is being discussed. Ideally it will not involve any further street closures.

The committee is still working on a plan for Day on the Town. It is difficult due to the uncertainty of when construction will be complete. There will be a survey distributed to get feedback from merchants.

MARKETING & ADVERTISING - DASKAS

Daskas said that no meeting was held in May. The Spring/Summer Birmingham Magazine has been distributed. And, Paula Tutman from WDIV did a news story on the Old Woodward Reconstruction Project and how businesses are doing.

Tighe mentioned that additional signage has been erected showing that businesses on Maple are open during construction.

MAINTENANCE/CAPITAL IMPROVEMENTS - QUINTAL

Quintal shared that valet is going well. One stand is slower but, in order to avoid confusion, it will remain open for the duration of the construction period. The hanging baskets and planters have been installed. They are not as full as hoped, but will last longer into the summer.

The committee has discussed power washing and will begin working on holiday lighting at the next meeting.

Astrein asked about snow removal on the sidewalks which will be significantly wider (in some areas) after construction. Quintal said that the committee will work with the contractor.

BUSINESS DEVELOPMENT - SURNOW

The committee is continuing to work to bring retailers to town. One of the prospects from Buxton is currently very interested in locating in Birmingham. Standard operating procedures are being developed to handle different contacts and reporting.

The committee is working with the BSD's website vendor to create an interactive map that shows available spaces, their address, the property owner, a floor plan, etc. Price is still being negotiated.

Surnow is excited that there is traction and a potential deal. He and Tighe are meeting with various property owners to explain different initiatives with the hope of engaging the property owners. They are also looking at other ideas like BSD gift certificates.

Training is being done to understand all of the different reports Buxton can produce. An example will be highlighted at the Merchant Meeting next week.

Tighe attended the International Council of Shopping Centers (ICSC) Conference in Las Vegas. She had approximately a dozen meetings which she said were very productive.

Valentine feels that it is encouraging that there is already traction after just six months. This shows that downtown Birmingham is a viable location and the program is getting results.

Ara Darakjian asked what obstacles potential retailers are mentioning. Tighe said that some aren't familiar with the area, some are aware of Somerset and some have mentioned other stores in the area carry the same brands/lines.

Henke asked how much money has been allocated toward the BBB program. Astrein let him know that, if approved at today's meeting, it will be \$50,000. Henke thinks that the public should be made aware of that large commitment and that the program should continue to keep the momentum going.

Hockman agreed that the BBB program is important and assured everyone that the executive board has seen the success and is doing what it can to keep the program funded.

EXECUTIVE BOARD REPORT

Hockman asked Tighe create a forecasted three-year budget showing lessons learned, what worked and what resources are needed for the next project.

Hockman shared with the group that Pohlod has agreed to serve as the chair of the Marketing & Advertising Committee.

d. PARKING REPORT

Valentine said that they are working to revise the format of reports. Pohlod asked about getting reports more in real time instead of with such a delay. Valentine explained that these reports are just for information and real time reports are also available.

Quintal asked who decides bus stops. Valentine said that it is primarily decided by SMART.

Daskas raised the point that she doesn't think that the art fair should be allowed to take place on Mother's Day weekend as it really hurts business.

Hockman agreed that she has a valid point but acknowledged that other situations wrap around it and that now is the time to talk to the event organizers about changing the weekend for 2019 and/or 2020 depending on how firm their future calendars already are.

e. CHAMBER REPORT

There was no report from the Chamber.

f. COMMUNITY HOUSE REPORT

There was no report from The Community House.

6. APPROVAL OF VOUCHERS

MOTION: Motion by Astrein, seconded by Valentine to approve the vouchers, as submitted, dated June 7, 2018.

VOTE: Yeas, 10 Nays, 0 Absent, 1

7. OLD BUSINESS

There was none.

8. NEW BUSINESS

a. Approval of Birmingham Bonus Bucks Phase Two Approval

MOTION: Motion by Astrein, seconded by Quintal to approve the recommendation to allocate an additional \$20,000 of its budget to the Birmingham Bonus Bucks Phase Two promotion.

VOTE: Yeas, 10 Nays, 0 Absent, 1

b. Approval of WXYZ Contract for Cruise Event

MOTION: Motion by Astrein, seconded by Valentine to approve the agreement with WXYZ Channel 7 for the Birmingham Cruise Event.

VOTE: Yeas, 10 Nays, 0 Absent, 1

c. Approval of Lincoln of Troy Agreement for Cruise Event

MOTION: Motion by Astrein, seconded by Quintal to approve the agreement with Lincoln of Troy for the Birmingham Cruise Event for 2018 – in concept.

VOTE: Yeas, 10 Nays, 0 Absent, 1

d. Approval of WOMC Agreement for Cruise Event

MOTION: Motion by Astrein, seconded by Solomon to approve the agreement with WOMC 104.3 for the Birmingham Cruise Event – in concept.

VOTE: Yeas, 10 Nays, 0 Absent, 1

9. INFORMATION

a. Retail Activity

b. Announcements

There will be no July board meeting due to a lack of quorum.

c. Letters, Board Attendance & Monthly Meeting Schedule

10. PUBLIC COMMENTS

Palushaj shared that he thinks that valet stands for individual restaurants are taking too many parking places. He feels that there should be a shared valet. Valentine acknowledged that this topic warrants further discussion but mentioned that the restaurants who currently have valet do not want to give up their individual valets.

Palushaj doesn't believe that cars parked by the valet services are getting ticketed at the same rate as other cars. Valentine said that the police department is responsible for follow-up and if problems continue then permits can be revoked.

Ara Darakjian asked if, when using BSD valets, cars can be picked up at stations other than the one where they were dropped off. Tighe said that currently, cars need to be picked up where they were dropped off.

Ara Darakjian thinks it would be easier if shoppers were given the opportunity to use any station for pick-up. Valentine said that this is the first step with valet started for construction. He would now like to see it continue as a service throughout the year. If that happens, they will then explore the possibility of having pick-up at any station.

Ara Darakjian commended the City and BSD on the communication regarding construction.

11. ADJOURNMENT – 9:15 A.M.

Respectfully submitted,
Jaimi Brook (back-up notes on file)

Fund 247 PRINCIPAL SHOPPING DISTRICT

GL Number	Description	Balance
*** Assets ***		
247-000.000-004.0000	PETTY CASH	475.00
247-000.000-005.0000	CASH AND INVESTMENTS	817,101.91
247-000.000-028.0000	MISCELLANEOUS	27,619.72
247-000.000-028.9999	ALLOW FOR DOUBTFUL ACCTS.	(1,613.72)
247-000.000-045.0869	PSD SPECIAL ASSESS 2016-17 A/R	(9,825.14)
247-000.000-045.0870	PSD SPEC ASSESS 17-18 A/R #870	36,097.92
247-000.000-101.0000	PREPAID ITEMS	37,096.11
Total Assets		906,951.80
*** Liabilities ***		
247-000.000-200.0000	SUSPENSE ACCOUNT	180.54
247-000.000-202.0000	ACCOUNTS PAYABLE	70,181.35
247-000.000-367.0300	DEFER. INFLOWS - MISCELLANEOUS INV	15,286.00
247-000.000-367.0700	DEFER. INFLOWS - SPECIAL ASSESSMEN	26,272.78
Total Liabilities		111,920.67
*** Fund Balance ***		
247-000.000-391.0000	RETAINED EARNINGS	649,330.33
Total Fund Balance		649,330.33
Beginning Fund Balance		649,330.33
Net of Revenues VS Expenditures		145,700.80
Ending Fund Balance		795,031.13
Total Liabilities And Fund Balance		906,951.80

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 05/31/2018

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/18	YTD BALANCE 05/31/2018	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT								
Revenues								
Dept 000.000								
USE OF FUND BALANCE								
247-000.000-400.0000	APPROP FUND BAL/RET EARN	204,140.00	219,062.00	0.00	0.00	0.00	219,062.00	0.00
USE OF FUND BALANCE								
		204,140.00	219,062.00	0.00	0.00	0.00	219,062.00	0.00
INTEREST AND RENT								
247-000.000-664.0000	INVESTMENT INCOME	3,900.00	3,900.00	1,316.49	5,827.96	0.00	(1,927.96)	149.43
247-000.000-666.0001	SPECIAL ASSESSMENT INTEREST	0.00	0.00	196.27	331.58	0.00	(331.58)	100.00
INTEREST AND RENT								
		3,900.00	3,900.00	1,512.76	6,159.54	0.00	(2,259.54)	157.94
SPECIAL ASSESSMENTS								
247-000.000-672.0247	FUTURE SPECIAL ASSESSEMENTS -	857,600.00	857,600.00	0.00	0.00	0.00	857,600.00	0.00
247-000.000-672.0869	PSD SPECIAL ASSESSMENT 2016-20	44,370.00	44,370.00	9,825.14	17,364.45	0.00	27,005.55	39.14
247-000.000-672.0870	PSD SPECIAL ASSESS REV 17-18 #	0.00	0.00	7,269.31	859,831.25	0.00	(859,831.25)	100.00
SPECIAL ASSESSMENTS								
		901,970.00	901,970.00	17,094.45	877,195.70	0.00	24,774.30	97.25
OTHER REVENUE								
247-000.000-676.0001	CONTR FROM PRIVATE SOURCE	190,000.00	190,000.00	9,895.00	211,253.00	0.00	(21,253.00)	111.19
OTHER REVENUE								
		190,000.00	190,000.00	9,895.00	211,253.00	0.00	(21,253.00)	111.19
Total Dept 000.000								
		1,300,010.00	1,314,932.00	28,502.21	1,094,608.24	0.00	220,323.76	83.24
TOTAL REVENUES								
		1,300,010.00	1,314,932.00	28,502.21	1,094,608.24	0.00	220,323.76	83.24
Expenditures								
Dept 298.000 - PUBLIC RELATIONS								
PERSONNEL SERVICES								
247-298.000-702.0001	SALARIES & WAGES DIRECT	26,350.00	28,590.00	2,180.77	25,290.51	0.00	3,299.49	88.46
247-298.000-706.0001	FICA	2,020.00	2,190.00	157.60	1,863.76	0.00	326.24	85.10
247-298.000-706.0002	HOSPITALIZATION	0.00	0.00	426.17	4,901.01	0.00	(4,901.01)	100.00
247-298.000-706.0007	WORKER'S COMPENSATION	0.00	10.00	5.07	58.73	0.00	(48.73)	587.30
247-298.000-706.0012	RETIREMNT-DEF CONTR EMPLR	2,380.00	2,580.00	196.28	2,276.16	0.00	303.84	88.22
247-298.000-706.0013	RET HLTH SVGS CONTR EMPLR	0.00	0.00	70.00	804.98	0.00	(804.98)	100.00
PERSONNEL SERVICES								
		30,750.00	33,370.00	3,035.89	35,195.15	0.00	(1,825.15)	105.47
Total Dept 298.000 - PUBLIC RELATIONS								
		30,750.00	33,370.00	3,035.89	35,195.15	0.00	(1,825.15)	105.47
Dept 441.005 - DOWNTOWN MAINTENANCE								
PERSONNEL SERVICES								
247-441.005-702.0001	SALARIES & WAGES DIRECT	53,250.00	54,210.00	1,396.49	28,037.80	0.00	26,172.20	51.72
247-441.005-702.0002	OVERTIME PAY	21,000.00	21,000.00	1,535.54	22,303.02	0.00	(1,303.02)	106.20
247-441.005-702.0003	LONGEVITY	90.00	90.00	0.00	128.64	0.00	(38.64)	142.93
247-441.005-706.0001	FICA	5,530.00	5,600.00	218.92	3,785.57	0.00	1,814.43	67.60
247-441.005-706.0002	HOSPITALIZATION	12,170.00	12,170.00	621.27	8,624.36	0.00	3,545.64	70.87
247-441.005-706.0003	LIFE INSURANCE	200.00	200.00	10.90	157.22	0.00	42.78	78.61
247-441.005-706.0004	RETIRE CONTRIB HEALTH	13,280.00	13,310.00	914.67	10,874.43	0.00	2,435.57	81.70
247-441.005-706.0005	DENTAL/OPTICAL	1,210.00	1,230.00	39.25	779.87	0.00	450.13	63.40
247-441.005-706.0006	LT/ST DISABILITY	530.00	540.00	22.92	357.68	0.00	182.32	66.24

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 05/31/2018

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/18	YTD BALANCE 05/31/2018	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT								
Expenditures								
247-441.005-706.0007	WORKER'S COMPENSATION	1,080.00	1,090.00	34.25	557.93	0.00	532.07	51.19
247-441.005-706.0010	RETIREMENT EMPLOYER CNTB	8,320.00	8,360.00	405.30	5,856.72	0.00	2,503.28	70.06
247-441.005-706.0011	HRA BENEFIT	100.00	100.00	0.00	100.01	0.00	(0.01)	100.01
247-441.005-706.0012	RETIREMNT-DEF CONTR EMPLR	1,420.00	1,470.00	153.59	1,793.32	0.00	(323.32)	121.99
247-441.005-706.0013	RET HLTH SVGS CONTR EMPLR	1,050.00	1,050.00	53.05	891.63	0.00	158.37	84.92
PERSONNEL SERVICES		119,230.00	120,420.00	5,406.15	84,248.20	0.00	36,171.80	69.96
OTHER CHARGES								
247-441.005-941.0000	EQUIPMENT RENTAL OR LEASE	45,000.00	45,000.00	860.51	17,576.42	0.00	27,423.58	39.06
OTHER CHARGES		45,000.00	45,000.00	860.51	17,576.42	0.00	27,423.58	39.06
Total Dept 441.005 - DOWNTOWN MAINTENANCE								
		164,230.00	165,420.00	6,266.66	101,824.62	0.00	63,595.38	61.56
Dept 748.000 - PRINCIPAL SHOPPING DISTRICT								
PERSONNEL SERVICES								
247-748.000-702.0001	SALARIES & WAGES DIRECT	189,730.00	197,920.00	15,884.92	179,595.82	0.00	18,324.18	90.74
247-748.000-702.0002	OVERTIME PAY	0.00	0.00	0.00	11.25	0.00	(11.25)	100.00
247-748.000-702.0003	LONGEVITY	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00	0.00
247-748.000-706.0001	FICA	14,620.00	15,150.00	1,201.65	13,339.59	0.00	1,810.41	88.05
247-748.000-706.0002	HOSPITALIZATION	26,190.00	26,190.00	19,392.98	36,221.72	0.00	(10,031.72)	138.30
247-748.000-706.0003	LIFE INSURANCE	950.00	950.00	72.34	831.91	0.00	118.09	87.57
247-748.000-706.0004	RETIRE CONTRIB HEALTH	5,620.00	5,620.00	467.67	5,144.37	0.00	475.63	91.54
247-748.000-706.0005	DENTAL/OPTICAL	2,090.00	2,090.00	141.92	1,632.08	0.00	457.92	78.09
247-748.000-706.0006	LT/ST DISABILITY	920.00	920.00	62.32	716.68	0.00	203.32	77.90
247-748.000-706.0007	WORKER'S COMPENSATION	500.00	520.00	60.22	685.69	0.00	(165.69)	131.86
247-748.000-706.0010	RETIREMENT EMPLOYER CNTB	3,010.00	3,010.00	250.58	2,756.38	0.00	253.62	91.57
247-748.000-706.0012	RETIREMNT-DEF CONTR EMPLR	9,180.00	9,180.00	623.08	7,165.42	0.00	2,014.58	78.05
247-748.000-706.0013	RET HLTH SVGS CONTR EMPLR	1,820.00	1,820.00	140.00	1,610.00	0.00	210.00	88.46
PERSONNEL SERVICES		255,930.00	264,670.00	38,297.68	249,710.91	0.00	14,959.09	94.35
OTHER CHARGES								
247-748.000-801.0200	OTHER LEGAL	3,000.00	3,000.00	164.22	2,780.01	0.00	219.99	92.67
247-748.000-802.0100	AUDIT	730.00	730.00	0.00	709.75	0.00	20.25	97.23
247-748.000-811.0000	OTHER CONTRACTUAL SERVICE	40,000.00	40,000.00	26,858.00	(6,469.00)	0.00	46,469.00	(16.17)
247-748.000-829.0100	SNOW REMOVAL CONTRACT	59,000.00	59,000.00	0.00	57,879.00	0.00	1,121.00	98.10
247-748.000-829.0200	WEB SITE MAINTENANCE	5,000.00	5,000.00	(1,500.00)	4,944.00	0.00	56.00	98.88
247-748.000-851.0000	TELEPHONE	1,600.00	1,600.00	100.94	808.86	0.00	791.14	50.55
247-748.000-901.0400	MARKETING & ADVERTISING	210,000.00	210,000.00	36,857.39	97,166.31	0.00	112,833.69	46.27
247-748.000-901.0500	PUBLIC RELATIONS	10,000.00	10,000.00	2,725.35	10,221.05	0.00	(221.05)	102.21
247-748.000-903.0000	TENANT RECRUITMENT	64,000.00	64,000.00	78.99	62,914.00	0.00	1,086.00	98.30
247-748.000-904.0000	PRINTING PSD MAGAZINE	85,000.00	85,000.00	24,000.06	77,868.00	0.00	7,132.00	91.61
247-748.000-909.0000	SPECIAL EVENTS	200,000.00	200,000.00	(1,581.61)	172,369.88	0.00	27,630.12	86.18
247-748.000-933.0200	EQUIPMENT MAINTENANCE	1,200.00	1,200.00	0.00	638.58	0.00	561.42	53.22
247-748.000-935.0200	MAINTENANCE SHOPPING DIST	125,000.00	125,000.00	6,069.95	36,656.34	0.00	88,343.66	29.33
247-748.000-942.0000	COMPUTER EQUIPMENT RENTAL	16,970.00	16,970.00	1,414.17	15,555.87	0.00	1,414.13	91.67
247-748.000-944.0000	BUILDING OR FACILITY RENT	12,000.00	12,000.00	1,000.00	11,000.00	0.00	1,000.00	91.67
247-748.000-955.0100	TRAINING	500.00	500.00	0.00	912.09	0.00	(412.09)	182.42
247-748.000-955.0300	MEMBERSHIP & DUES	1,600.00	1,600.00	59.00	2,451.00	0.00	(851.00)	153.19
247-748.000-955.0400	CONFERENCES & WORKSHOPS	2,500.00	2,500.00	378.01	3,015.46	0.00	(515.46)	120.62
247-748.000-957.0400	LIAB INSURANCE PREMIUMS	4,500.00	4,500.00	375.00	4,125.00	0.00	375.00	91.67
247-748.000-962.0000	MISCELLANEOUS	0.00	2,372.00	0.00	4,289.51	0.00	(1,917.51)	180.84

06/20/2018 10:59 AM
 User: kwickenheiser
 DB: Birmingham

REVENUE AND EXPENDITURE REPORT

Page: 3/3

PERIOD ENDING 05/31/2018

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/18	YTD BALANCE 05/31/2018	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT								
Expenditures								
OTHER CHARGES								
		842,600.00	844,972.00	96,999.47	559,835.71	0.00	285,136.29	66.25
SUPPLIES								
247-748.000-727.0000	POSTAGE	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
247-748.000-729.0000	OPERATING SUPPLIES	3,500.00	3,500.00	427.32	2,341.05	0.00	1,158.95	66.89
SUPPLIES		6,500.00	6,500.00	427.32	2,341.05	0.00	4,158.95	36.02
Total Dept 748.000 - PRINCIPAL SHOPPING DISTRICT								
		1,105,030.00	1,116,142.00	135,724.47	811,887.67	0.00	304,254.33	72.74
TOTAL EXPENDITURES								
		1,300,010.00	1,314,932.00	145,027.02	948,907.44	0.00	366,024.56	72.16
Fund 247 - PRINCIPAL SHOPPING DISTRICT:								
TOTAL REVENUES								
		1,300,010.00	1,314,932.00	28,502.21	1,094,608.24	0.00	220,323.76	83.24
TOTAL EXPENDITURES								
		1,300,010.00	1,314,932.00	145,027.02	948,907.44	0.00	366,024.56	72.16
NET OF REVENUES & EXPENDITURES								
		0.00	0.00	(116,524.81)	145,700.80	0.00	(145,700.80)	100.00

PRINCIPAL SHOPPING DISTRICT
CASH FLOW
FOR THE MONTH OF MAY 2018

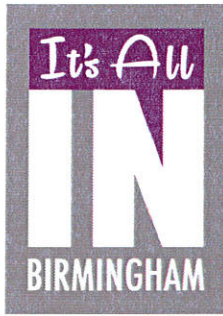
<u>DESCRIPTION</u>	<u>PROJECTED</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
BEGINNING CASH BALANCE	\$ 635,249	\$ 923,297	\$ 288,048
CASH RECEIPTS:			
Special Assessments	13,700	17,291	3,591
Interest Income	400	1,317	917
Special Event Revenue	<u>4,120</u>	<u>13,633</u>	<u>9,513</u>
Sub-total cash receipts	18,220	32,241	14,021
CASH DISBURSEMENTS:			
OFFICE DISBURSEMENTS			
PSD Personnel Costs	19,690	38,298	(18,608)
727.0000 Postage	400	-	400
729.0000 Supplies	280	43	237
801.0200 Legal	250	305	(55)
802.0100 Audit	-	-	-
811.0000 Other Contractual Service	6,090	26,858	(20,768)
933.0200 Equipment Maintenance	-	177	(177)
851.0000 Telephone	130	101	29
955.0100 Training	-	-	-
955.0300 Memberships & Dues	370	375	(5)
955.0400 Conferences & Workshops	100	378	(278)
962.0000 Miscellaneous	-	-	-
942.0000 Computer Equipment Rental	1,414	1,414	-
957.0400 Liability Insurance	375	375	-
944.0000 Building Rent	<u>1,000</u>	<u>1,000</u>	<u>-</u>
Sub-total Office Disbursements	30,099	69,324	(39,225)
PROGRAM DISBURSEMENTS			
DPS Downtown Maintenance	8,060	6,267	1,793
Promotion Personnel Costs	2,370	3,036	(666)
829.0100 Snow Removal	-	9,416	(9,416)
935.0200 Maintenance PSD	17,500	7,186	10,314
901.0400 Marketing & Advertising	24,200	7,879	16,321
901.0500 Public Relations	1,000	2,725	(1,725)
903.0000 Tenant Recruitment	5,000	-	5,000
909.0000 Special Events	5,270	34,103	(28,833)
904.0000 PSD Magazine	23,000	-	23,000
829.0200 Web Site Maintenance	<u>1,500</u>	<u>(1,500)</u>	<u>3,000</u>
Sub-total Program Disbursements	<u>87,900</u>	<u>69,112</u>	<u>18,788</u>
Total Disbursements	117,999	138,436	(20,437)
INCREASE (DECREASE) IN CASH BALANCE	<u>(99,779)</u>	<u>(106,195)</u>	<u>(6,416)</u>
ENDING CASH BALANCE	<u>\$ 535,470</u>	<u>\$ 817,102</u>	<u>\$ 281,632</u>

PRINCIPAL SHOPPING DISTRICT
ACTUAL CASH FLOW
FOR THE ELEVEN MONTHS ENDED MAY 2018

DESCRIPTION	PROJECTED	ACTUAL	VARIANCE
BEGINNING CASH BALANCE	\$ 634,789	\$ 634,789	\$ -
CASH RECEIPTS:			
Special Assessments	926,070	928,629	2,559
Interest Income	3,610	5,830	2,220
Special Event Revenue	<u>177,840</u>	<u>200,592</u>	<u>22,752</u>
Sub-total cash receipts	1,107,520	1,135,051	27,531
CASH DISBURSEMENTS:			
OFFICE DISBURSEMENTS			
PSD Personnel Costs	236,240	257,039	(20,799)
727.0000 Postage	2,400	-	2,400
729.0000 Supplies	3,220	3,070	150
801.0200 Legal	2,750	3,133	(383)
802.0100 Audit	730	710	20
811.0000 Other Contractual Service	33,910	(3,569)	37,479
933.0200 Equipment Maintenance	900	851	49
851.0000 Telephone	1,430	808	622
955.0100 Training	500	912	(412)
955.0300 Memberships & Dues	1,600	2,392	(792)
955.0400 Conferences & Workshops	2,150	3,032	(882)
962.0000 Miscellaneous	-	4,290	(4,290)
942.0000 Computer Equipment Rental	15,554	15,554	-
957.0400 Liability Insurance	4,125	4,125	-
944.0000 Building Rent	<u>11,000</u>	<u>11,000</u>	<u>-</u>
Sub-total Office Disbursements	316,509	303,347	13,162
PROGRAM DISBURSEMENTS			
DPS Downtown Maintenance	155,030	105,722	49,308
Promotion Personnel Costs	28,380	36,568	(8,188)
829.0100 Snow Removal	59,000	57,879	1,121
935.0200 Maintenance PSD	108,910	35,469	73,441
901.0400 Marketing & Advertising	185,600	67,320	118,280
901.0500 Public Relations	9,000	9,011	(11)
903.0000 Tenant Recruitment	59,000	71,401	(12,401)
909.0000 Special Events	195,410	206,909	(11,499)
904.0000 PSD Magazine	85,000	53,868	31,132
829.0200 Web Site Maintenance	<u>5,000</u>	<u>5,244</u>	<u>(244)</u>
Sub-total Program Disbursements	<u>890,330</u>	<u>649,391</u>	<u>240,939</u>
Total Disbursements	1,206,839	952,738	254,101
INCREASE (DECREASE) IN CASH BALANCE	<u>(99,319)</u>	<u>182,313</u>	<u>281,632</u>
ENDING CASH BALANCE	<u>\$ 535,470</u>	<u>\$ 817,102</u>	<u>\$ 281,632</u>

CITY OF BIRMINGHAM
PRINCIPAL SHOPPING DISTRICT
CASH FLOW ANALYSIS
JULY 2017 TO JUNE 2018

DESCRIPTION	ACTUAL											PROJECTED	Total 2017-2018
	JULY 2017	AUGUST 2017	SEPTEMBER 2017	OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017	JANUARY 2018	FEBRUARY 2018	MARCH 2018	APRIL 2018	MAY 2018	JUNE 2018	
BEGINNING CASH BALANCE	634,789	532,564	525,183	498,743	451,393	375,016	286,718	556,734	873,000	802,274	923,297	817,102	634,789
CASH RECEIPTS:													
2016 Assessment	1,859	29,974	19,268	-	-	-	-	7,539	-	-	-	-	58,640
2017 Assessment	-	-	-	-	-	9,327	409,683	394,893	3,502	35,293	17,291	-	869,989
Special Assessments	1,859	29,974	19,268	-	-	9,327	409,683	402,432	3,502	35,293	17,291	-	928,629
Interest Income	(80)	443	457	335	542	360	28	933	897	598	1,317	470	6,300
Special Event Revenue	10,175	54,885	23,752	26,138	19,011	12,248	3,350	150	1,224	36,026	13,633	12,160	212,752
Sub-total cash receipts	11,954	85,302	43,477 19,690	26,473	19,553	21,935	413,061	403,515	5,623	71,917	32,241	12,630	1,147,681
CASH DISBURSEMENTS:													
OFFICE DISBURSEMENTS													
PSD Personnel Costs	16,905	29,515	18,832	19,470	18,548	19,363	21,166	21,480	32,269	21,193	38,298	19,690	276,729
Postage	-	-	-	-	-	-	-	-	-	-	-	600	600
Supplies	324	1,319	73	71	257	161	182	240	52	348	43	280	3,350
Legal	340	176	751	59	164	364	340	364	141	129	305	250	3,383
Audit	-	-	664	-	-	46	-	-	-	-	-	-	710
Other Contractual Service	3,100	2,350	1,515	2,015	2,600	2,100	3,650	2,650	2,700	(53,107)	26,858	6,090	2,521
Equipment Maintenance	212	-	-	-	192	-	-	270	-	-	177	300	1,151
Telephone	-	-	-	-	-	403	1	101	101	101	101	170	978
Training	-	719	-	-	193	-	-	-	-	-	-	-	912
Memberships & Dues	512	-	-	250	280	-	130	575	-	270	375	-	2,392
Conferences & Workshops	-	1,266	60	75	-	205	741	307	-	-	378	350	3,382
Miscellaneous	-	172	1,045	2,842	-	75	-	40	81	35	-	-	4,290
Computer Equipment Rental	1,414	1,414	1,414	1,414	1,414	1,414	1,414	1,414	1,414	1,414	1,414	1,416	16,970
Liability Insurance	375	375	375	375	375	375	375	375	375	375	375	375	4,500
Building Rent	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Sub-total Office Disbursements	24,182	38,306	25,729	27,571	25,023	25,506	28,999	28,816	38,133	(28,242)	69,324	30,521	333,868
PROGRAM DISBURSEMENTS													
DPS Downtown Maintenance	9,960	19,590	13,781	11,348	6,134	6,367	7,239	6,141	9,907	8,988	6,267	9,200	114,922
Promotion Personnel Costs	2,744	4,116	2,793	3,640	3,042	3,599	2,908	3,036	4,586	3,068	3,036	2,370	38,938
Snow Removal	-	-	-	-	-	9,417	9,417	9,417	10,796	9,416	9,416	-	57,879
Maintenance PSD	3,805	773	1,482	2,981	4,063	8,902	152	40	435	5,650	7,186	16,090	51,559
Marketing & Advertising	6,508	16,200	14,017	7,213	15,655	(10,955)	34,036	17,472	11,446	(53,361)	7,879	24,400	90,510
Public Relations	2,000	-	-	-	8	-	1,642	3,460	282	50	2,725	1,000	11,221
Tenant Recruitment	12,566	4,000	4,000	4,000	666	25,293	10,150	10,726	-	-	-	5,000	76,401
Special Events	52,114	9,698	8,115	17,070	17,280	42,050	18,693	6,641	595	550	34,103	4,590	211,499
PSD Magazine	-	-	-	-	24,059	-	29,809	-	-	-	-	-	53,868
Web Site Maintenance	300	-	-	-	-	-	-	1,500	169	4,775	(1,500)	-	5,244
Sub-total Program Disbursements	89,997	54,377	44,188	46,252	70,907	84,727	114,046	58,433	38,216	(20,864)	69,112	62,650	712,041
Total Disbursements	114,179	92,683	69,917	73,823	95,930	110,233	143,045	87,249	76,349	(49,106)	138,436	93,171	1,045,909
INCREASE (DECREASE) IN CASH BALANCE	(102,225)	(7,381)	(26,440)	(47,350)	(76,377)	(88,298)	270,016	316,266	(70,726)	121,023	(106,195)	(80,541)	101,772
ENDING CASH BALANCE	532,564	525,183	498,743	451,393	375,016	286,718	556,734	873,000	802,274	923,297	817,102	736,561	736,561



Special Events Committee Meeting

Friday, June 22, 8:30 a.m.

Members: Astrein (Chair), Fehan, Kay, Pavlack, Pohlod and Solomon

Staff: Tighe, Brook, Yerks

1. Welcome and Introductions

PRESENT: Astrein, Fehan, Kay, Pavlack and Solomon

ABSENT: Pohlod

ADMINISTRATION: Tighe, Brook, Yerks

2. Construction

• Birmingham Bonus Bucks Update

- The program continues to be very successful. We have already distributed over \$40,000 worth of BBBs.
- Approximately \$16,000 worth of BBBs have been turned in by merchants for reimbursement.
- The committee is pleased with the program and would like to see about possibly doing something similar for Small Business Saturday.

• Birmingham Construction Art Contest Update

- Voting is now open until July 15th at bit.ly/2018bhamart.

• End of Construction Celebration

- The committee would like to do a ribbon cutting in conjunction with Day on the Town.

3. Day on the Town

• Survey Results

- 77 merchants responded to the survey – 58 said “yes” to having the event on August 11th vs 14 who said “no”
- After analyzing the survey results the committee voted to change the Day on the Town event date to Saturday, August 11th.
Yeas- Astrein, Fehan, Pavlack, Solomon Nay – Kay

• Outside Businesses

- It was decided that only businesses licensed in Birmingham should be able to participate in the event.

• Sponsors

- We will not be looking for outside sponsors this year.

• Entertainment/Kids' Activities

- The committee would like to hire someone with a sound system that would allow music from one DJ to be heard throughout the event area.
- It was decided that the Kids' Activities are not really a draw and will be limited this year.

4. Cruise Event Update

- We are currently accepting car club and volunteer applications.

NEXT MEETING: Friday, July 13, 2018 at 8:30 a.m.



The Shopping District

Marketing & Advertising Committee Meeting

June 14, 2018

Members: Pohlod (Chair), Benkert, Champagne, Eid, Kay, Lundberg

Staff: Tighe, Gamboa

1. Welcome and Introductions

PRESENT: Eid, Kay, Lundberg, Pohlod

ABSENT: Benkert, Champagne

ADMINISTRATION: Tighe, Gamboa

Everyone welcomed Amy Pohlod as the new Chair of the Marketing & Advertising Committee.

2. Marketing Committee's Roles & Responsibilities

The committee reviewed existing language regarding their role and items they are responsible for. At their July meeting the committee will discuss possible changes/additions to their roles and responsibilities.

3. Birmingham Magazine – Fall Edition

The committee met with members of HOUR Media regarding the editorial lineup for the fall edition of the magazine. It was determined this issue will include features on: international dining, Michigan-made merchandise, lip colors, navy-colored items, candles and more.

NEXT MEETING: Wednesday, July 11, 2018, 8:30 AM



Maintenance/Capital Improvement Committee

Members: Quintal (Chair), Fehan, Pohlod, Roberts

Staff: Jurek, Laird, Wood

1. No meeting held in June

NEXT MEETING: Tuesday, July 10, 2018 at 8 a.m.



The Shopping District

Business Development Committee Meeting

June 20, 2018 at 8:30 AM

Members: Surnow (Chair), Hockman, Quintal,

Staff: Tighe

1. Welcome and Introductions

PRESENT: Hockman, Quintal

ABSENT: Surnow

ADMINISTRATION: Tighe

2. Tenant recruitment

- a. **Pipeline report** - Committee reviewed the retail pipeline report.
- b. **SOP** - Committee reviewed tenant recruitment SOP (see next page)
- c. **Property Owner Meetings** - Committee continues to reach out and meet with property owners to build a relationship with the BSD.
- d. **Available properties/Website** - Committee discussed incorporating property listing report into website. Website vendor presented several solutions to committee for evaluation.

3. Business Retention

- a. **Buxton Reports** – merchants received a presentation at the June 13th on the various reports Buxton can run to help retailers with their business growth. 6 retailers have signed up for individual appointments.
- b. **Merchant meeting** – Next merchant meeting is July 25th at 8:30 AM.

NEXT MEETING: Wednesday, July 19, 2018 at 8:30 AM

Business Development Committee (BDC) Retail Attraction – Standard Operating Procedure

BDC Engagement of External Retail Consultant

- a. BSD engages consultant to conduct community core analysis defining BSD's retail trade area with demographic profile, drive time retail reports, daytime population summary, retail gap analysis including surpluses and/or leakage report. Additionally, consultant provides metro analysis report with retail district map, competing community demographic profiles, and competing community retailer maps
- b. After market analysis, consultant researches and provides BDC with suggested retailers to pursue
- c. Consultant sends individual "warm-up" letters to prospective retailers introducing them to the BDC

BDC Outreach to Prospective Retailers

- a. BDC sets up initial calls and meetings with retailers
- b. BDC provides list of available properties to retailers that match their requirements
- c. BDC facilitates tours of potential properties, as necessary.
- d. Retailer(s) selects final list of potential properties
- e. BDC provides prospective retailers with information relative to due diligence process (NDA)
- f. BDC requests rfp from retailer to provide to property owners

BDC Outreach to City Stakeholders

- a. BDC maintains updated "Available Property Listings" report.
- b. BDC identifies property owners, brokers, or agent representing available said property listings
- c. BDC facilitates tour of property with stakeholder and retail representative
- d. Upon prospective retailer expressing interest, BDC enters into NDA with relevant stakeholder

BDC Reporting to BSD

- a. BDC provides updated "Available Property Listings" report to BSD at monthly meetings
- b. BDC provides updated "Opportunity Pipeline" report to BSD at monthly meetings
- c. BDC provides name of prospective retailer upon signed Lease

Opportunity Pipeline Report July 2018

Tenant/Project Name	Stage	SF	Timeline	Next Steps
Bookstore 1	Initial Contact			Provided BSD information to retailer at ICSC.
Children's apparel 1	Initial Contact			email and telephone follow up
Electronics 1	Initial Contact			email and telephone follow up
Eyeglass 1	Initial Contact			email and telephone follow up
Eyeglass 2	Initial Contact			email and telephone follow up
Furniture 1	Initial Contact			email and telephone follow up
Luxury fashion accessories 1	Initial Contact			email and telephone follow up
Men's apparel 1	Dismissed			retailer not interested in expanding in our market at this time. Buxton provided replacement retailer for our list.
Men's apparel 2	Initial Contact			email and telephone follow up
Men's apparel 3	Initial Contact			email and telephone follow up
Men's shoes 1	In discussions			Talked at ICSC to discuss opportunity further.
Outdoor clothing 1	In discussions		Late 2018/Early 2019	Met at ICSC. Retailer interested in BSD. Broker evaluating available properties.
Outdoor clothing 2	In discussions		2019	Met at ICSC. Retailer evaluating information provided and BSD will follow up for follow on meeting.
Shoes 1	Initial Contact			email and telephone follow up
Women's apparel 1	Initial Contact			email and telephone follow up
Women's apparel 2	Initial Contact			email and telephone follow up
Women's apparel 3	In discussions	2400	Interested in 2019	Interested in hosting a trunk show in Fall 2018 to test market. Will reach out in May with proposed dates, locations, and possible philanthropic partner organizations.
Women's apparel 4	Initial Contact			email and telephone follow up
Women's athletic apparel 1	Initial Contact			email and telephone follow up
Women's jewelry 1	In discussions		Late 2018/Early 2019	In-person meeting conducted. Very interested in opening a store in BSD. Retailer evaluating vacant properties.
Women's jewelry 2	In discussions	1400	2019	Opening first store in MI in undisclosed location. Retailer open to discussions about BSD as possible location in 2019.

SCHEDULED TO OPEN/OPENED/MOVED IN LAST 12 MONTHS

JULY 2018

Office Occupancy Rate 89%

Retail Occupancy Rate 96%

Name of Business	Property Address	Street Name	Notes	Date of notification	Scheduled to Open/Moved/Closed/Opened in last 12 months
Kybun Joya Shoes	286	Maple Road, West	Shoes	6/18/2018	Scheduled to open
Kaku Sushi & Poke`	126	Old Woodward, South	Dining	6/7/2018	Scheduled to open
Hazel Ravines & Downtown	34977	Woodward Avenue	Dining	6/1/2018	Scheduled to open
Untied on Woodward	223	Old Woodward, South	Mens Apparel	5/17/2018	Scheduled to open
Dry Bar	137	Maple Road, West	Salon/Spa	3/8/2018	Scheduled to open
Beauty Club	327	Hamilton Row	Salon/Spa	2/21/2018	Scheduled to open
Anna Castaldi	245	Maple Road, West	Apparel & Accessories - Women	2/16/2018	Scheduled to open
Taste of Ethiopia	183	Old Woodward, North	Dining	11/3/2017	Scheduled to open
Grabbagreen	167	Old Woodward, North	Dining	5/31/2018	Opened
White Birch	141	Maple Road, West	Apparel & Accessories - Women	5/31/2018	Opened
Alex Emilio Salon	730	Old Woodward, North	Salon/Spa	5/31/2018	Opened
Verizon	135	Old Woodward, South		4/13/2018	Opened
Kohler Signature Store	724	Old Woodward, North	Specialty Retailer	3/19/2018	Opened
St. Croix Shop	268	Maple Road, West	Apparel & Accessories - Men	1/11/2018	Opened
Savaya Salon	544	Old Woodward, North	Salon/Spa	1/8/2018	Opened
Union Barber	185	Maple Road, West	Barber	1/5/2018	Opened
Supernatural	303	Maple Road, East	Apparel & Accessories	12/1/2017	Opened
Massage Envy	34256	Woodward Avenue	Salon/Spa	11/13/2017	Opened
Starbucks Reserve	101	Old Woodward, North	Dining	9/29/2017	Opened
Fox Fit Nutrition	966	Maple Road, East	Health/Fitness	9/8/2017	Opened

SCHEDULED TO OPEN/OPENED/MOVED IN LAST 12 MONTHS

JULY 2018

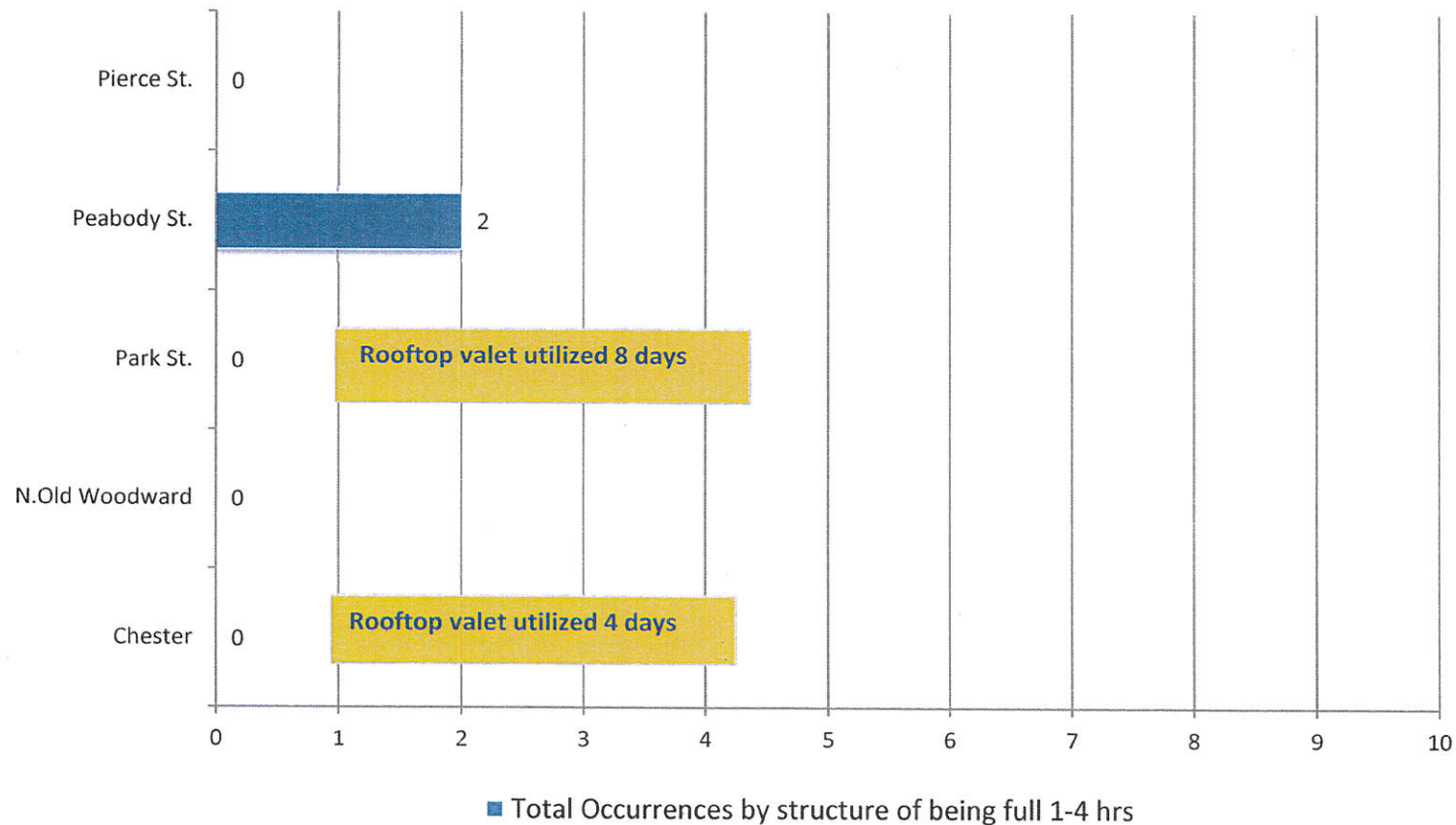
Office Occupancy Rate 89%

Retail Occupancy Rate 96%

Name of Business	Property Address	Street Name	Notes	Date of notification	Scheduled to Open/Moved/Closed/Opened in last 12 months
Ly sushi	768	Old Woodward, North	Dining	8/1/2017	Opened
Bon Cook	34901	Woodward Avenue	Culinary	8/1/2017	Opened
Lyudviga Couture	168	Maple Road, West	Apparel & Accessories - Women	6/18/2018	Moved (105 Townsend)

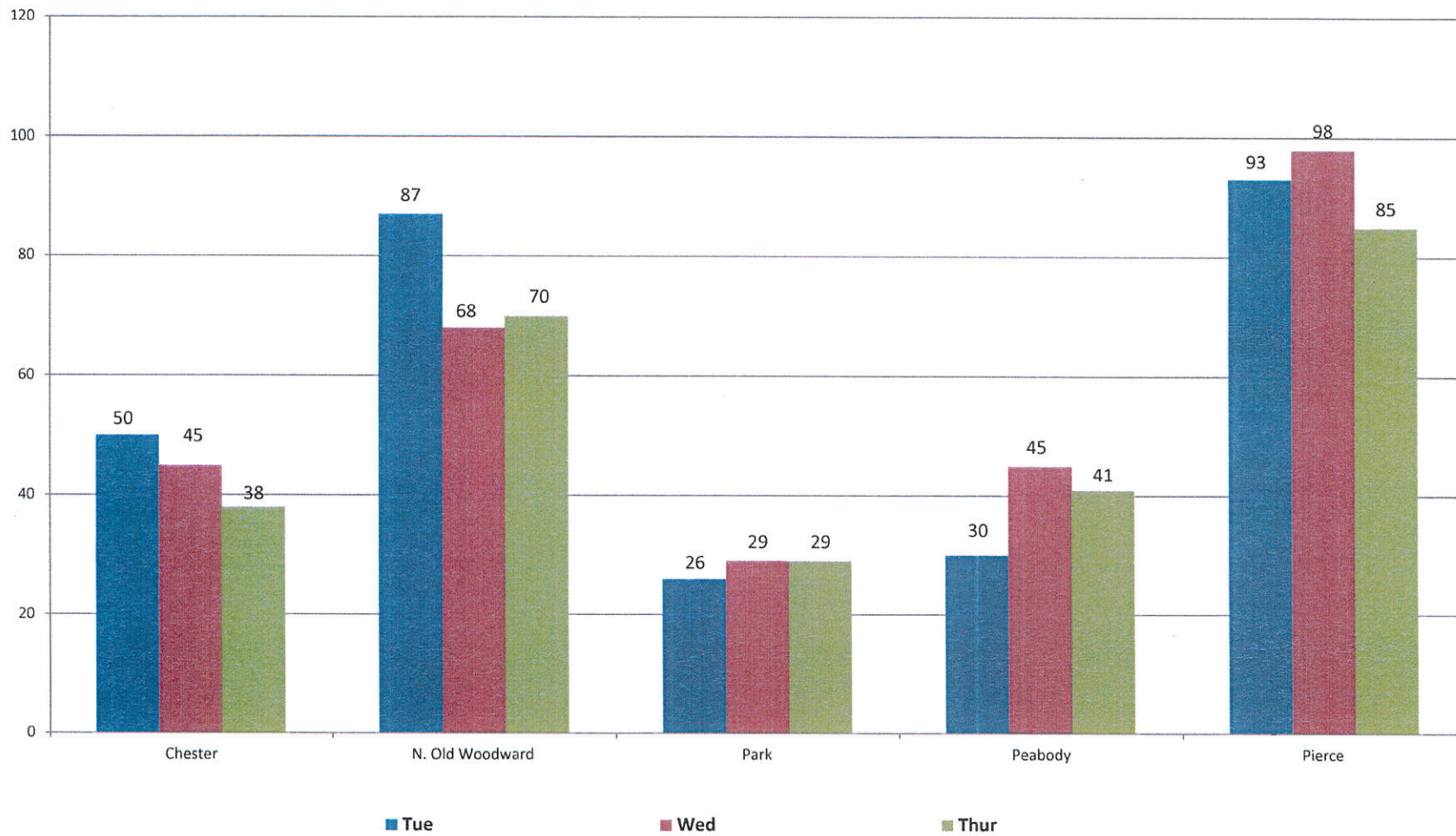
Parking Full Status by Structure

April 2018 Business Days Only (M-Friday)

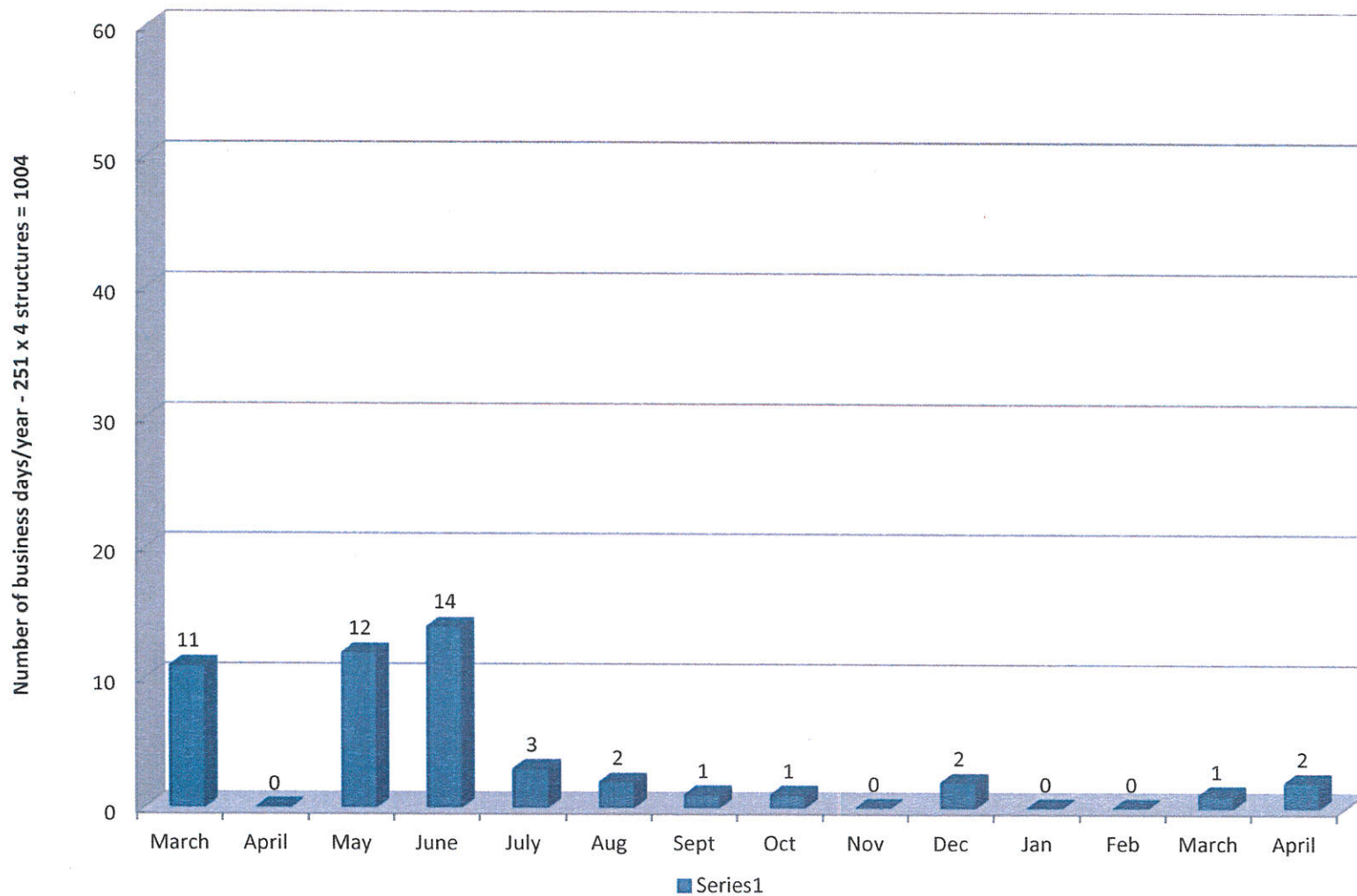


R10E1

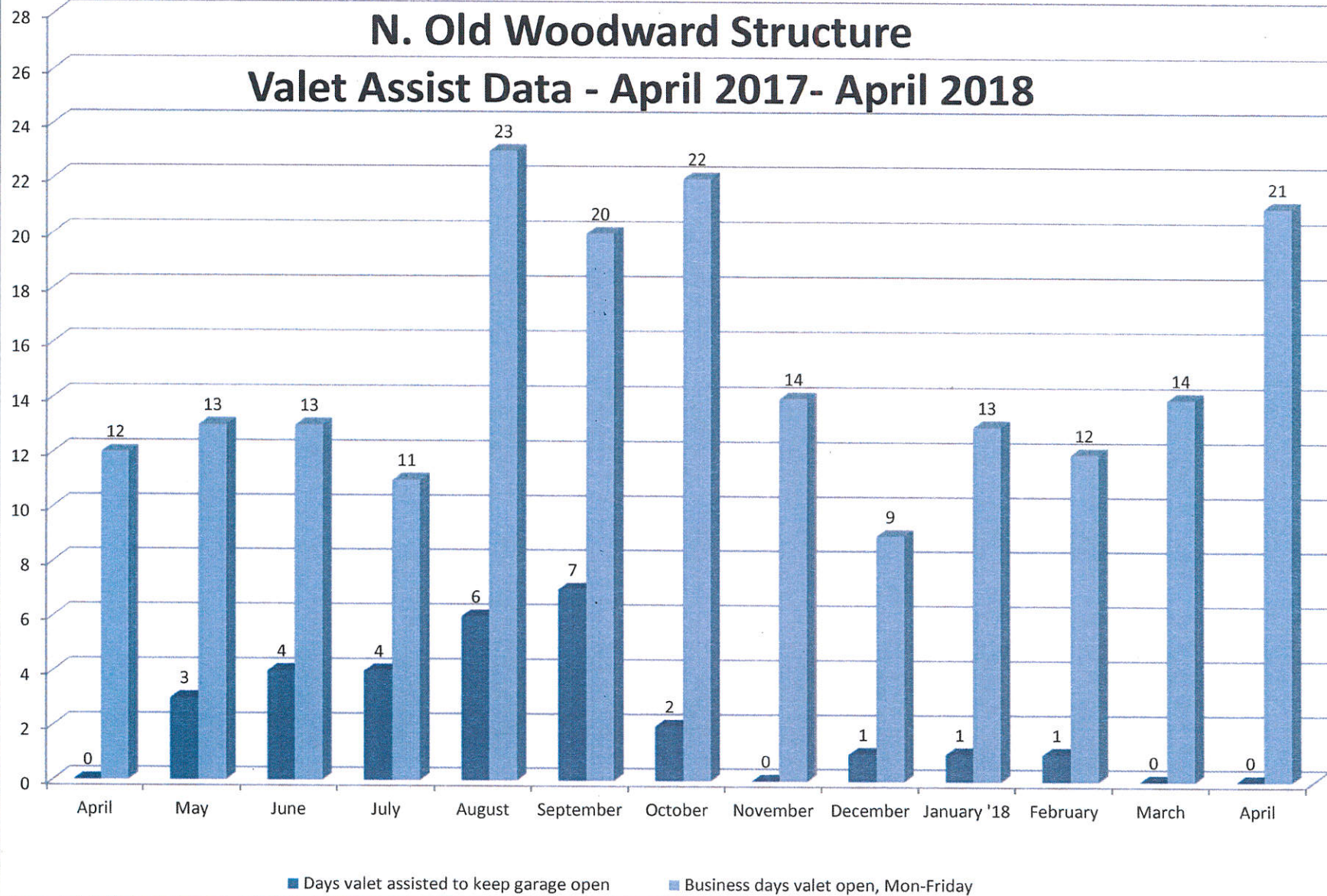
Structure Occupancy at 1 pm Tuesday-Thursday Average Available Spaces - April 2018



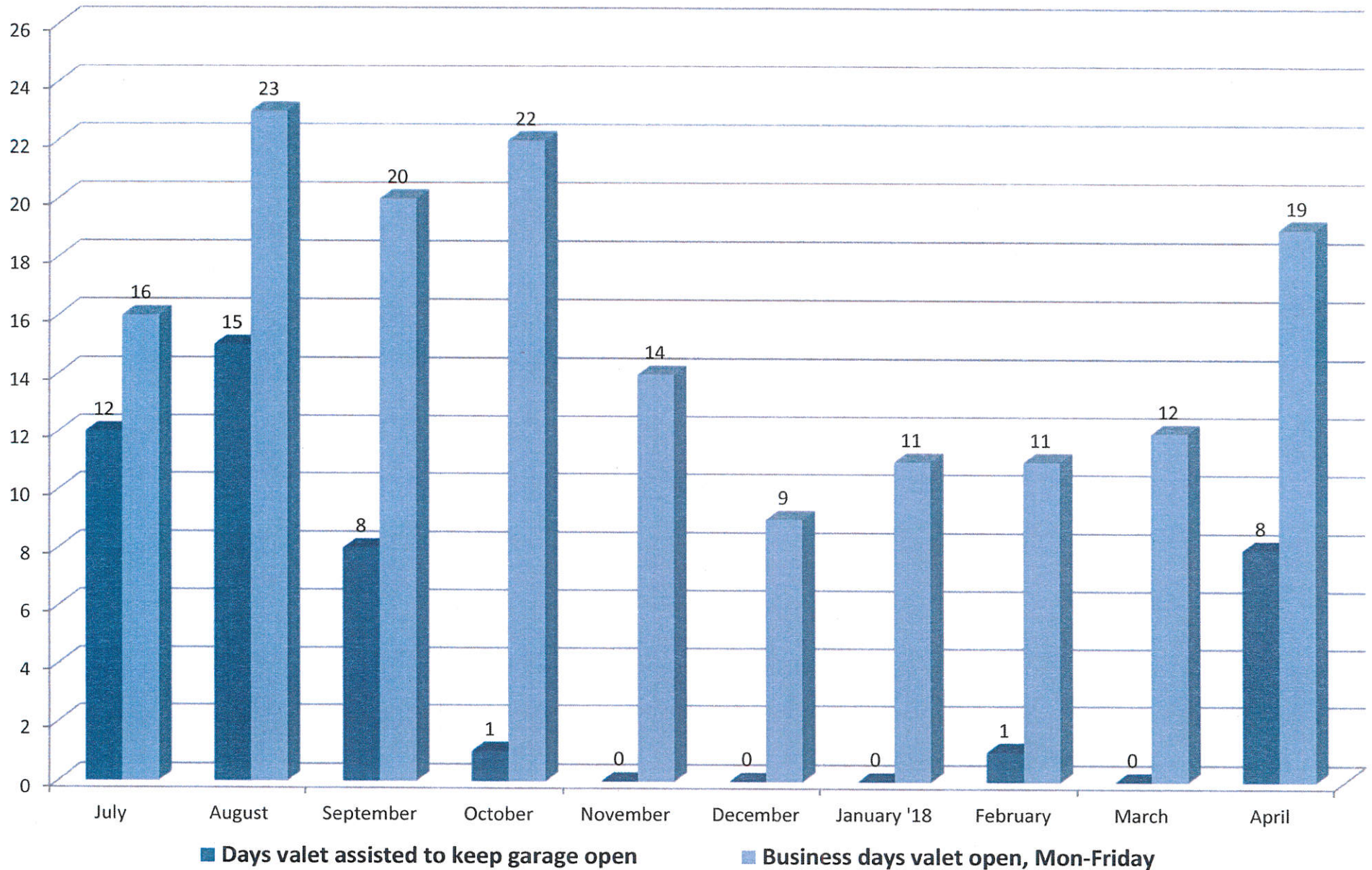
2017-18 Combined Parking Structure Full Status



N. Old Woodward Structure Valet Assist Data - April 2017- April 2018



Park Street Structure Valet Assist Data - July 2017 - April 2018



Chester Street Structure

Garage full list

APRIL 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Garage not filled.	3 Garage not filled.	4 Garage not filled.	5 Garage not filled.	6 Garage not filled.	7
8	9 Garage not filled.	10 Garage not filled.	11 Valet-3 cars	12 Garage not filled.	13 Garage not filled.	14
15	16 Garage not filled.	17 Garage not filled.	18 Valet-8 cars	19 Garage not filled.	20 Garage not filled.	21
22	23 Garage not filled.	24 Valet-4 cars	25 Valet-4 cars	26 Garage not filled.	27	28
29	30					
		Notes:				

N. Old Woodward Garage

Counts

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Garage not filled.	3 Garage not filled.	4 Garage not filled.	5 Garage not filled.	6 Garage not filled.	7
8	9 Garage not filled.	10 Garage not filled.	11 Garage not filled.	12 Garage not filled.	13 Garage not filled.	14
15	16 Garage not filled.	17 Garage not filled.	18 Garage not filled.	19 Garage not filled.	20 Garage not filled.	21
22	23 Garage not filled.	24 Garage not filled.	25 Garage not filled.	26 Garage not filled.	27 Garage not filled.	28
29	30					
		Notes:				

Park Street Structure

Garage full list

APRIL 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Garage not filled.	3 Valet-1 car	4 Garage not filled.	5 Garage not filled.	6 Garage not filled.	7
8	9 Garage not filled.	10 Valet-12 cars	11 Valet-1 car	12 Valet-12 cars	13 Garage not filled.	14
15	16 Garage not filled.	17 Garage not filled.	18 Valet-11 cars	19 Garage not filled.	20 Garage not filled.	21
22	23 Garage not filled.	24 Valet-16 cars	25 Valet-16 cars	26 Valet-8 cars	27	28
29	30					
		Notes:				

Peabody Street Structure
Garage full list

APRIL 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 FULL @ 1:05p OPEN @ 1:47p	11	12	13	14
15	16	17	18	19	20	21
22	23	24 FULL @ 11:30A OPEN @ 1:16p	25	26	27	28
29	30					
		Notes:				

Pierce Street Structure

Garage full list

APRIL 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
		Notes: Structure did not fill.				

Structure Occupancy at 1pm Tuesday-Thursday

Available Spaces

APRIL 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Chester-75 N.O.W.-169 Park-55 Peabody-55 Pierce-133	4 Chester-52 N.O.W.-138 Park-58 Peabody-66 Pierce-123	5 Chester-36 N.O.W.-146 Park-70 Peabody-83 Pierce-98	6	7
8	9	10 Chester-33 N.O.W.-99 Park-11 Peabody-1 Pierce-109	11 Chester-72 N.O.W.-61 Park-17 Peabody-50 Pierce-138	12 Chester-25 N.O.W.-46 Park-15 Peabody-27 Pierce-80	13	14
15	16	17 Chester-59 N.O.W.-50 Park-11 Peabody-54 Pierce-42	18 Chester-36 N.O.W.-64 Park-33 Peabody-44 Pierce-46	19 Chester-56 N.O.W.-44 Park-19 Peabody-36 Pierce-70	20	21
22	23	24 Chester-32 N.O.W.-31 Park-27 Peabody-9 Pierce-87	25 Chester-20 N.O.W.-29 Park-9 Peabody-20 Pierce-84	26 Chester-36 N.O.W.-42 Park-11 Peabody-17 Pierce-91	27	28
29	30					
		Notes:				

Birmingham Principal Shopping District Board

Voucher List For: 07/05/2018

Early Release	Vendor	Description	Account	Amount
	21ST CENTURY MEDIA-MICHIGAN	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	640.00
	ADVENTURES IN TOYS	BONUS BUCKS	MARKETING & ADVERTISING	430.00
	ART/DESIGN GROUP LTD	ARTWORK AND DESIGN FOR BFM, MN, DOTT, CONSTRUCTION	MARKETING & ADVERTISING	1,647.50
	ARTLOFT	BONUS BUCKS	MARKETING & ADVERTISING	100.00
	ASTREIN 'S	BONUS BUCKS	MARKETING & ADVERTISING	40.00
	B.MAY BAGS	BONUS BUCKS	MARKETING & ADVERTISING	50.00
	BARBARA BOZ BOUTIQUE	BONUS BUCKS	MARKETING & ADVERTISING	260.00
	BEIER HOWLETT P.C.	REVIEW WXYZ CONTRACT	OTHER LEGAL	58.65
	BEYOND JUICE	BONUS BUCKS	MARKETING & ADVERTISING	230.00
	BIRMINGHAM BLOOMFIELD CHAMBER	BRONZE SPONSOR FOR: VINE & DINE, HALLOWEEN PARADE, ANNUAL MEETING	PUBLIC RELATIONS	1,500.00
	BLOOMFIELD HILLS SCHOOLS	TRAVELING FARM AT CORN FESTIAVAL	SPECIAL EVENTS	650.00
	BROOKLYN PIZZA	BONUS BUCKS	MARKETING & ADVERTISING	20.00
	C & G PUBLISHING INC.	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	1,328.40
	CAR TRUCKING INC	EXTRA DUMP - BFM	SPECIAL EVENTS	149.75
	CARUSO CARUSO	BONUS BUCKS	MARKETING & ADVERTISING	1,010.00
	CHALDEAN NEWS	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	375.00
	COSTAR REALTY INFORM		TENANT RECRUITMENT	1,382.67
	CRISTIONS FINE LINEN	BONUS BUCKS	MARKETING & ADVERTISING	90.00
	DAVID A. BOUTETTE	PERFORMANCE AT BFM 8-5	SPECIAL EVENTS	140.00
	DETROIT JEWISH NEWS	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	400.00
	EVEREVE	BONUS BUCKS	MARKETING & ADVERTISING	500.00
	FOUND OBJECTS	BONUS BUCKS	MARKETING & ADVERTISING	570.00
	GAZELLE SPORTS	BONUS BUCKS	MARKETING & ADVERTISING	590.00
	HARP 'S LINGERIE	BONUS BUCKS	MARKETING & ADVERTISING	540.00
	HYDE PARK PRIME STEA	BONUS BUCKS	MARKETING & ADVERTISING	150.00
	IDEACORE, LLC	ANNUAL HOSTING FOR BFM SITE	WEB SITE MAINTENANCE	300.00
	INGRID TIGHE	MILEAGE FOR MICHIGAN DOWNTOWN ASSOC AND CRUISE COMMITTEE MEETING	CONFERENCES & WORKSHOPS	202.75
	JOHN LATINI	BFM PERFORMANCE 7-15	SPECIAL EVENTS	175.00
	LIL ' RASCALS	BONUS BUCKS	MARKETING & ADVERTISING	30.00
	LOGICAL SOLUTIONS ENTERPRISE INC	PRINTING OF DINING CARDS	MARKETING & ADVERTISING	499.00
	MARK VOSS DESIGN	DAY ON THE TOWN POSTER	MARKETING & ADVERTISING	500.00

Birmingham Principal Shopping District Board

Voucher List For: 07/05/2018

Early Release	Vendor	Description	Account	Amount
	21ST CENTURY MEDIA-MICHIGAN	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	640.00
	2941	BONUS BUCKS	MARKETING & ADVERTISING	100.00
	ADVENTURES IN TOYS	BONUS BUCKS	MARKETING & ADVERTISING	690.00
	ART/DESIGN GROUP LTD	ARTWORK AND DESIGN FOR BFM, MN, DOTT, CONSTRUCTION	MARKETING & ADVERTISING	1,647.50
	ARTLOFT	BONUS BUCKS	MARKETING & ADVERTISING	100.00
	ASTREIN 'S	BONUS BUCKS	MARKETING & ADVERTISING	40.00
	B.MAY BAGS	BONUS BUCKS	MARKETING & ADVERTISING	50.00
	BARBARA BOZ BOUTIQUE	BONUS BUCKS	MARKETING & ADVERTISING	260.00
	BE!ER HOWLETT P.C.	REVIEW WXYZ CONTRACT	OTHER LEGAL	58.65
	BEYOND JUICE	BONUS BUCKS	MARKETING & ADVERTISING	230.00
	BIRMINGHAM BLOOMFIELD CHAMBER	BRONZE SPONSOR FOR: VINE & DINE, HALLOWEEN PARADE, ANNUAL MEETING	PUBLIC RELATIONS	1,500.00
	BLOOMFIELD HILLS SCHOOLS	TRAVELING FARM AT CORN FESTIAVAL	SPECIAL EVENTS	650.00
	BROOKLYN PIZZA	BONUS BUCKS	MARKETING & ADVERTISING	20.00
	C & G PUBLISHING INC.	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	1,328.40
	CAR TRUCKING INC	BFM DUMPSTER	SPECIAL EVENTS	99.75
	CARUSO CARUSO	BONUS BUCKS	MARKETING & ADVERTISING	1,440.00
	CHALDEAN NEWS	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	375.00
	COSTAR REALTY INFORM		TENANT RECRUITMENT	1,382.67
	CRIMSON ROSE ANTIQUES	REIMBURSEMENT FOR DOTT POSTCARDS	MARKETING & ADVERTISING	49.12
	CRISTIONS FINE LINEN	BONUS BUCKS	MARKETING & ADVERTISING	90.00
	DAVID A. BOUTETTE	PERFORMANCE AT BFM 8-5	SPECIAL EVENTS	140.00
	DETROIT JEWISH NEWS	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	400.00
	EVEREVE	BONUS BUCKS	MARKETING & ADVERTISING	500.00
	FOUND OBJECTS	BONUS BUCKS	MARKETING & ADVERTISING	570.00
	GAZELLE SPORTS	BONUS BUCKS	MARKETING & ADVERTISING	590.00
	GREENSTONE 'S FINE JE	BONUS BUCKS	MARKETING & ADVERTISING	40.00
	HARPLS LINGERIE	BONUS BUCKS	MARKETING & ADVERTISING	540.00
	HYDE PARK PRIME STEA	BONUS BUCKS	MARKETING & ADVERTISING	150.00
	IDEACORE, LLC	ANNUAL HOSTING FOR BFM SITE	WEB SITE MAINTENANCE	300.00
	INGRID TIGHE	MILEAGE FOR MICHIGAN DOWNTOWN ASSOC AND CRUISE COMMITTEE MEETING	CONFERENCES & WORKSHOPS	202.75
	JOHN LATINI	BFM PERFORMANCE 7-15	SPECIAL EVENTS	175.00
	LIL ' RASCALS	BONUS BUCKS	MARKETING & ADVERTISING	30.00

Birmingham Principal Shopping District Board

Voucher List For: 07/05/2018

Early Release	Vendor	Description	Account	Amount
	LOGICAL SOLUTIONS ENTERPRISE INC	PRINTING OF DINING CARDS	MARKETING & ADVERTISING	499.00
	MARK VOSS DESIGN	DAY ON THE TOWN POSTER	MARKETING & ADVERTISING	500.00
	MEADOWBROOK INSURANCE GROUP	INSURANCE FOR CRUISE EVENT	SPECIAL EVENTS	11,696.78
	METRO PARENT PUBLISHING GROUP	BFM AND MOVIE NIGHT ADVERTISING	MARKETING & ADVERTISING	750.00
	MICHIGAN .COM	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	938.01
	OAKLAND COUNTY MOMS	MOVIE NIGHT ADVERTISING	MARKETING & ADVERTISING	562.50
	OFFICE DEPOT INC	MISC OFFICE SUPPLIES	OPERATING SUPPLIES	25.59
	OPTIK BIRMINGHAM	BONUS BUCKS	MARKETING & ADVERTISING	410.00
	POGO	BONUS BUCKS	MARKETING & ADVERTISING	320.00
	RACHEL WINER	JUNE 11-JULY 11 SOCIAL MEDIA MANAGEMENT & HOSTING ART CONTEST	MARKETING & ADVERTISING	910.00
	RENAISSANCE MEDIA SOLUTIONS	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	500.00
	ROBERT NORUM	BFM PERFORMANCE 7-29	SPECIAL EVENTS	150.00
	ROOTS	BONUS BUCKS	MARKETING & ADVERTISING	80.00
	RUGBY GRILLE	BONUS BUCKS	MARKETING & ADVERTISING	120.00
	SCANDIA HOME	BONUS BUCKS	MARKETING & ADVERTISING	490.00
	SHADES OPTICAL	BONUS BUCKS	MARKETING & ADVERTISING	1,010.00
	SKINNY SWEETS DETROIT	BFM VENDOR REIMBURSEMENT	SPECIAL EVENTS	180.00
	SP+ CORPORATION	JUNE EMPLOYEE PARKING	OTHER CONTRACTUAL SERVICE	100.00
	ST. CROIX SHOP	BONUS BUCKS	MARKETING & ADVERTISING	100.00
	SUNDANCE SHOES	BONUS BUCKS	MARKETING & ADVERTISING	550.00
	SWANK MOTION PICTURES, INC.	JUNE MOVIE NIGHT - SING	SPECIAL EVENTS	678.00
	SY THAI CAFE'	BONUS BUCKS	MARKETING & ADVERTISING	210.00
	TEACUPS & TOYS	BONUS BUCKS	MARKETING & ADVERTISING	110.00
	TENDER	BONUS BUCKS	MARKETING & ADVERTISING	930.00
	THE ITALIAN DISH	BONUS BUCKS	MARKETING & ADVERTISING	280.00
	TOAST	BONUS BUCKS	MARKETING & ADVERTISING	440.00
	TURNER SANITATION, INC	PORTA POTTIES AT BFM	SPECIAL EVENTS	203.01
	VINOTECCA	BONUS BUCKS	MARKETING & ADVERTISING	320.00
	VOILA BOUTIQUE	BONUS BUCKS	MARKETING & ADVERTISING	130.00
	WDIV/TV4	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	1,000.00
	WHITE BIRCH	BONUS BUCKS	MARKETING & ADVERTISING	110.00
	WOOLLY & CO.	BONUS BUCKS	MARKETING & ADVERTISING	20.00

Birmingham Principal Shopping District Board**Voucher List For:** 07/05/2018

Early Release	Vendor	Description	Account	Amount
	WXYZ/TV 7	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	1,000.00
*	IN-HOUSE VALET INC	VALET SERVICES JUNE 4-10	OTHER CONTRACTUAL SERVICE	6,570.50
*	SHARON THE FUN	BALLOONS FOR OPENING DAY AT BFM	SPECIAL EVENTS	250.00
*	INGRID TIGHE	EXPENSES FOR INTERNATIONAL CONFERENCE OF SHOPPING CENTERS	TENANT RECRUITMENT	1,353.37
Total:				\$ 47,885.60

Journal Entries

Journal Entries	
Oakland County – Workshop	\$ 25.00
Facebook – Boosted post for June Movie Night	200.00
Facebook – Boosted post for Chef Clash at BFM	500.00
Bloomfield Party Rentals – Supplies for Chef Clash	261.56
Facebook – Boosted post for June Movie Night	100.00
Miscellaneous office supplies	50.00
Thank you gift card for judge at Chef Clash	25.00
Special Events meeting	20.94
Total Journal Entries	\$ 1,182.50
TOTAL VOUCHERS AND JOURNAL ENTRIES	\$ 49,068.10
	=====

* items marked with an asterisk were submitted in advance and prior to board approval

Board Chair**Date**

CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board: **Birmingham Shopping District**

Year: **2018**

Members Required for Quorum: **7**

MEMBER NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	SPEC MTG	SPEC MTG	Total Mtgs. Att.	Total Absent	Percent Attended Available
REGULAR MEMBERS																	
Richard Astrein	P	P	A	P	P	P									5	1	83%
Rachael A.-Woods	A	P	P	P	P										4	1	80%
Cheryl Daskas	P	P	P	P	P	P									6	0	100%
Samy Eid	P	P	P	P	P	P									6	0	100%
Doug Fehan	P	P	P	P	P	A									5	1	83%
Geoffrey Hockman	P	A	P	A	P	P									4	2	67%
Amy Pohlod	P	P	P	A	P	P									5	1	83%
Steve Quintal	P	P	P	P	P	P									6	0	100%
Bill Roberts	P	P	P	P	P	P									6	0	100%
Judy Solomon	A	P	A	P	P	P									4	2	67%
Sam Surnow	P	P	P	P	P	P									6	0	100%
Joe Valentine	P	P	P	P	P	P									6	0	100%
Reserved															0	0	#DIV/0!
Reserved															0	0	#DIV/0!
Present or Available	10	11	10	10	12	10	0	0	0	0	0	0	0	0			

KEY:

- A** = Member absent
- P** = Member present or available
- CP** = Member available, but meeting canceled for lack of quorum
- CA** = Member not available and meeting was canceled for lack of quorum
- NA** = Member not appointed at that time
- NM** = No meeting scheduled that month
- CM** = Meeting canceled for lack of business items

Department Head Signature



Birmingham Shopping
District 151 Martin Street
Birmingham, MI 48009
248-530-1200

BSD COMMITTEES
MONTHLY MEETING SCHEDULE
JULY 2018

BSD BOARD

CANCELLED

MAINTENANCE/CAPITAL IMPROVEMENTS

TUESDAY 7/10 @ 8 A.M. – CITY HALL

MARKETING/ADVERTISING

WEDNESDAY 7/11 @ 8:30 A.M. – CITY HALL

SPECIAL EVENTS

FRIDAY 7/13 @ 8:30 A.M. – CITY HALL

BUSINESS DEVELOPMENT

FRIDAY 7/19 @ 8:30 A.M. – CITY HALL

EXECUTIVE

MONDAY 7/16 @ 8 A.M. – CITY HALL

NOTE: City Hall meeting location is second floor conference room 202-203.

Notice: Individuals requiring accommodations, such as interpreter services, for effective participation in this meeting should contact the City Clerk's Office at [\(248\) 530-1880](tel:2485301880) at least one day in advance of the public meeting.

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](tel:2485301880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).