



Birmingham Shopping District Agenda
Thursday June 7, 2018 - 8 a.m.

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

The Shopping District

1. Call to order and Roll Call of Board
2. Recognition of Visitors
3. Approval of Minutes for May 3, 2018
4. Board Member Comments
 - a. Cheryl Daskas recognition
 - b. Frank Konjarevich recognition
5. Reports:
 - a. Finance Report
 - b. Executive Director Report – Tighe
 - c. Committee Reports:
 - i. Special Events – Astrein
 - ii. Marketing & Advertising – Daskas
 - iii. Maintenance and Capital Improvements – Quintal
 - iv. Business Development – Surnow
 - v. Executive Board Report – Hockman
 - d. Parking Report – April
 - e. Chamber Report
 - f. Community House Report
6. Approval of Vouchers – June
7. Old Business
8. New Business
 - a. Approval of Bonus Bucks Phase Two
 - b. Approval of WXYZ contract for Cruise Event
9. Information
 - a. Announcements
 - b. Letters, Board Attendance & Monthly Meeting Schedule
10. Public Comments
11. Adjournment

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, May 3, 2018 8 a.m.
The Community House
Birmingham, MI 48009

Minutes of the meeting of the Birmingham Shopping District Board held Thursday, May 3, 2018, at 8:03 a.m. in The Community House.

1. CALL TO ORDER AND ROLL CALL OF BOARD

PRESENT: Astrein, A.-Woods, Daskas, Eid, Fehan, Hockman, Pohlod, Quintal, Roberts, Solomon, Surnow, Valentine

ABSENT:

ALSO PRESENT:

ADMINISTRATION: Tighe, Brook, Gerber

2. RECOGNITION OF VISITORS

Ara Darakjian

3. APPROVAL OF MINUTES

MOTION: Motion by Fehan, seconded by Astrein to approve the minutes dated April 3, 2018.

VOTE: Yeas, 12 Nays, 0 Absent, 0

4. BOARD MEMBER COMMENTS

Hockman thanked A-Woods for her years of dedicated service to the BSD Board and presented her with a plaque.

Valentine let everyone know that the Old Woodward Reconstruction Project had a setback over the weekend at the Maple intersection. The plans from 1930 were not accurate and some reconfiguring needed to be done. This will require Maple Rd. to be closed a little longer than anticipated but has not impacted the timing of the overall project.

5. REPORTS

a. FINANCE REPORT – GERBER

Cash flow shows that we are \$72,000 ahead of projections. Special assessments are not as brisk and DPS charges are lower. There was a difference in the timing of some of the snow removal. The Marketing and Maintenance budgets are also on the plus side due a lot to timing of expenses. Overall, we are in good shape and progressing as planned.

The Revenue & Expense sheet for March (which is 75% of the way through the year) shows revenue at 76% with Special Events revenue still to be collected. Investment income is above budget, but that might change with market value adjustments at the end of the fiscal year.

The Balance Sheet shows \$802,000 in cash with two special assessments as receivables. The first is for the current year \$78,000 has not been paid. Last year the amount was \$54,000. This is not bad as we are at 91% (last year was 94%).

There is a \$9,800 still unpaid from last year's assessment. The County will buy these and work to collect them with their taxes. We will get the money in May. Our fund balance is about \$800,000.

b. EXECUTIVE DIRECTOR REPORT - TIGHE

Tighe shared that her presentation of the BSD budget to City Commission went well. There were no questions or issues with the budget.

Tighe also updated the board on an item that had been tabled at the April meeting regarding Bob Gibb being approved for the Maintenance and Capital Improvements committee. After the meeting Gibb withdrew his application to be a committee member. So, this item is no longer an issue for consideration.

c. COMMITTEE REPORTS:

SPECIAL EVENTS - ASTREIN

Astrein explained that the Birmingham Bonus Bucks (BBB) program has been very well received and that the original \$20,000 set aside to fund the program has been used. An additional \$10,000 has been added to the funding and Phase 2 of the program began on April 27th.

In Phase 2 the BBBs earned are in \$10 increments instead of \$20. Guidelines have also been made tighter for Phase 2 – dollars spent do not include tax or tip and are for purchases at a Birmingham shop, boutique or restaurant, not for services. The guidelines also now state that the forms must be completed by the individual – no third parties.

Over 100 panels have been assigned for painting in the Birmingham Construction Art Contest.

The committee also feels that dollars would be best spent continuing the BBB program instead of doing a mid-construction event.

Astrein reminded everyone that the Farmers Market Opening Day is Sunday, May 6th and the date for Day on the Town will be Saturday, July 28th.

Pohlod shared that there is a plan for hiring Santas for Santa Haus for the coming season that will save a considerable amount of money.

MARKETING & ADVERTISING - DASKAS

Daskas said that no meeting was held in April but the committee worked on the editorial for the Birmingham Magazine which will be out next week.

The BSD's new website also went live. It has a fresh look and is easier to navigate.

There was a nice article from the Planning Board in DBusiness. Daskas thinks that we need to do more press to promote retail and restaurants and let the media know that Birmingham retail is not dead.

MAINTENANCE/CAPITAL IMPROVEMENTS - QUINTAL

No April meeting was held. Quintal shared that valet is going well and has been very busy with 700-800 cars being parked per week. He mentioned that during construction, nothing has changed for the theater business.

BUSINESS DEVELOPMENT - SURNOW

A committee meeting was held on April 18th. The committee is looking at a comprehensive process that will be more in depth and involved than just relying on Buxton. The two main areas are tenant recruitment and retention/growth. There will be a review of standard operating procedures and what the process is.

The committee is continuing to work on reports and making information easier to access. One of the committee's goals is to educate stake holders about how the BSD can help. There is a need to change the perception which will take time.

Tighe will be going to Las Vegas to attend the International Council of Shopping Centers Conference to meet with potential retailers and promote Birmingham.

Astrein thanked Surnow for his hard work and wanted to make sure that Buxton knows everything that is going on in Birmingham with the new hotel coming and the City's investments.

Fehan suggested that we have a spot on our website highlighting new business openings.

Daskas raised a concern over Pop-Up shops opening for short times. She does not feel that they should be allowed. Tighe explained that there are national retailers who open Pop-Ups to test the market before making a commitment to a long term lease.

Fehan commented that the best solution is to rent out all of the available space then there would not be a place for a Pop-Up to open.

Valentine pointed out that there is an evolution in retail and it is something that should be monitored as the environment is ever changing.

Darakjian said that he is glad that retail is being discussed but asked the board to try not to regulate too much as he feels that the more people that come to Birmingham, the better.

EXECUTIVE BOARD REPORT

Hockman asked Tighe and Gerber to look at the budget for additional funds that could be allocated to the BBB program. He wants the program to continue.

d. PARKING REPORT

Valentine said that numbers in April will change due to the Go Up initiative which will open up the first floor of the parking structures.

The parking consultant is planning an open forum for input later in the month. And, the ad hoc has sent two proposals on to the Commission for the redo of the North Old Woodward structure.

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 Fehan to approve the vouchers, as submitted, dated March 1, 2018.

VOTE: Yeas, 12 Nays, 0 Absent, 0

7. OLD BUSINESS

There was none.

8. NEW BUSINESS

Birmingham Bonus Bucks Phase Two Approval

MOTION: Motion by Astrein, seconded by Fehan approve the BSD Special Events Committee recommendation to allocate \$10,000 of its budget to the Birmingham Bonus Bucks Phase Two promotion, pending final staff review and final revisions if required.

VOTE: Yeas, 12 Nays, 0 Absent, 0

9. INFORMATION

- a. Retail Activity**
- b. Announcements**
- c. Letters, Board Attendance & Monthly Meeting Schedule**

10. PUBLIC COMMENTS

11. ADJOURNMENT – 9:03 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	923,296.77
247-000.000-028.0000	MISCELLANEOUS	33,710.72
247-000.000-028.9999	ALLOW FOR DOUBTFUL ACCTS.	(1,613.72)
247-000.000-045.0870	PSD SPEC ASSESS 17-18 A/R #870	43,367.23
247-000.000-048.0869	PSD DELQ SPEC ASSESS 2016-2017 A/F	9,825.14
Total Assets		1,009,061.14
*** Liabilities ***		
247-000.000-200.0000	SUSPENSE ACCOUNT	180.54
247-000.000-202.0000	ACCOUNTS PAYABLE	26,493.29
247-000.000-367.0300	DEFER. INFLOWS - MISCELLANEOUS INV	17,639.00
247-000.000-367.0700	DEFER. INFLOWS - SPECIAL ASSESSMEN	43,367.23
247-000.000-367.0800	DEFER. INFLOWS - DELQ SPECIAL ASSE	9,825.14
Total Liabilities		97,505.20
*** 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		262,225.61
Ending Fund Balance		911,555.94
Total Liabilities And Fund Balance		1,009,061.14

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	ACTIVITY FOR MONTH 04/30/18	YTD BALANCE 04/30/2018	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	597.40	4,511.47	0.00	(611.47)	115.68
247-000.000-666.0001	SPECIAL ASSESSMENT INTEREST	0.00	0.00	135.31	135.31	0.00	(135.31)	100.00
INTEREST AND RENT								
		3,900.00	3,900.00	732.71	4,646.78	0.00	(746.78)	119.15
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	0.00	7,539.31	0.00	36,830.69	16.99
247-000.000-672.0870	PSD SPECIAL ASSESS REV 17-18 #	0.00	0.00	35,157.75	852,561.94	0.00	(852,561.94)	100.00
SPECIAL ASSESSMENTS								
		901,970.00	901,970.00	35,157.75	860,101.25	0.00	41,868.75	95.36
OTHER REVENUE								
247-000.000-676.0001	CONTR FROM PRIVATE SOURCE	190,000.00	190,000.00	27,379.50	201,358.00	0.00	(11,358.00)	105.98
OTHER REVENUE								
		190,000.00	190,000.00	27,379.50	201,358.00	0.00	(11,358.00)	105.98
Total Dept 000.000								
		1,300,010.00	1,314,932.00	63,269.96	1,066,106.03	0.00	248,825.97	81.08
TOTAL REVENUES								
		1,300,010.00	1,314,932.00	63,269.96	1,066,106.03	0.00	248,825.97	81.08
Expenditures								
Dept 298.000 - PUBLIC RELATIONS								
PERSONNEL SERVICES								
247-298.000-702.0001	SALARIES & WAGES DIRECT	26,350.00	28,590.00	2,208.20	23,109.74	0.00	5,480.26	80.83
247-298.000-706.0001	FICA	2,020.00	2,190.00	159.68	1,706.16	0.00	483.84	77.91
247-298.000-706.0002	HOSPITALIZATION	0.00	0.00	426.18	4,474.84	0.00	(4,474.84)	100.00
247-298.000-706.0007	WORKER'S COMPENSATION	0.00	10.00	5.12	53.66	0.00	(43.66)	536.60
247-298.000-706.0012	RETIREMNT-DEF CONTR EMPLR	2,380.00	2,580.00	198.73	2,079.88	0.00	500.12	80.62
247-298.000-706.0013	RET HLTH SVGS CONTR EMPLR	0.00	0.00	70.00	734.98	0.00	(734.98)	100.00
PERSONNEL SERVICES								
		30,750.00	33,370.00	3,067.91	32,159.26	0.00	1,210.74	96.37
Total Dept 298.000 - PUBLIC RELATIONS								
		30,750.00	33,370.00	3,067.91	32,159.26	0.00	1,210.74	96.37
Dept 441.005 - DOWNTOWN MAINTENANCE								
PERSONNEL SERVICES								
247-441.005-702.0001	SALARIES & WAGES DIRECT	53,250.00	54,210.00	3,066.99	26,641.31	0.00	27,568.69	49.14
247-441.005-702.0002	OVERTIME PAY	21,000.00	21,000.00	1,209.56	20,767.48	0.00	232.52	98.89
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	317.42	3,566.65	0.00	2,033.35	63.69
247-441.005-706.0002	HOSPITALIZATION	12,170.00	12,170.00	1,125.50	8,003.09	0.00	4,166.91	65.76
247-441.005-706.0003	LIFE INSURANCE	200.00	200.00	18.76	146.32	0.00	53.68	73.16
247-441.005-706.0004	RETIRE CONTRIB HEALTH	13,280.00	13,310.00	992.22	9,959.76	0.00	3,350.24	74.83
247-441.005-706.0005	DENTAL/OPTICAL	1,210.00	1,230.00	78.17	740.62	0.00	489.38	60.21
247-441.005-706.0006	LT/ST DISABILITY	530.00	540.00	36.10	334.76	0.00	205.24	61.99

06/05/2018 11:29 AM

User: MGerber

DB: Birmingham

REVENUE AND EXPENDITURE REPORT

Page: 2/3

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	ACTIVITY FOR MONTH 04/30/18	YTD BALANCE 04/30/2018	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	49.78	523.68	0.00	566.32	48.04
247-441.005-706.0010	RETIREMENT EMPLOYER CNTB	8,320.00	8,360.00	538.50	5,451.42	0.00	2,908.58	65.21
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	213.30	1,639.73	0.00	(169.73)	111.55
247-441.005-706.0013	RET HLTH SVGS CONTR EMPLR	1,050.00	1,050.00	120.49	838.58	0.00	211.42	79.86
PERSONNEL SERVICES		119,230.00	120,420.00	7,766.79	78,842.05	0.00	41,577.95	65.47
OTHER CHARGES								
247-441.005-941.0000	EQUIPMENT RENTAL OR LEASE	45,000.00	45,000.00	1,220.89	16,715.91	0.00	28,284.09	37.15
OTHER CHARGES		45,000.00	45,000.00	1,220.89	16,715.91	0.00	28,284.09	37.15
Total Dept 441.005 - DOWNTOWN MAINTENANCE								
		164,230.00	165,420.00	8,987.68	95,557.96	0.00	69,862.04	57.77
Dept 748.000 - PRINCIPAL SHOPPING DISTRICT								
PERSONNEL SERVICES								
247-748.000-702.0001	SALARIES & WAGES DIRECT	189,730.00	197,920.00	14,540.73	163,710.90	0.00	34,209.10	82.72
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	1,098.85	12,137.94	0.00	3,012.06	80.12
247-748.000-706.0002	HOSPITALIZATION	26,190.00	26,190.00	3,739.72	16,828.74	0.00	9,361.26	64.26
247-748.000-706.0003	LIFE INSURANCE	950.00	950.00	72.34	759.57	0.00	190.43	79.95
247-748.000-706.0004	RETIRE CONTRIB HEALTH	5,620.00	5,620.00	467.67	4,676.70	0.00	943.30	83.22
247-748.000-706.0005	DENTAL/OPTICAL	2,090.00	2,090.00	141.92	1,490.16	0.00	599.84	71.30
247-748.000-706.0006	LT/ST DISABILITY	920.00	920.00	62.32	654.36	0.00	265.64	71.13
247-748.000-706.0007	WORKER'S COMPENSATION	500.00	520.00	56.20	625.47	0.00	(105.47)	120.28
247-748.000-706.0010	RETIREMENT EMPLOYER CNTB	3,010.00	3,010.00	250.58	2,505.80	0.00	504.20	83.25
247-748.000-706.0012	RETIREMNT-DEF CONTR EMPLR	9,180.00	9,180.00	623.08	6,542.34	0.00	2,637.66	71.27
247-748.000-706.0013	RET HLTH SVGS CONTR EMPLR	1,820.00	1,820.00	140.00	1,470.00	0.00	350.00	80.77
PERSONNEL SERVICES		255,930.00	264,670.00	21,193.41	211,413.23	0.00	53,256.77	79.88
OTHER CHARGES								
247-748.000-801.0200	OTHER LEGAL	3,000.00	3,000.00	304.98	2,615.79	0.00	384.21	87.19
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	(55,607.00)	(33,327.00)	0.00	73,327.00	(83.32)
247-748.000-829.0100	SNOW REMOVAL CONTRACT	59,000.00	59,000.00	9,416.00	57,879.00	0.00	1,121.00	98.10
247-748.000-829.0200	WEB SITE MAINTENANCE	5,000.00	5,000.00	0.00	6,444.00	0.00	(1,444.00)	128.88
247-748.000-851.0000	TELEPHONE	1,600.00	1,600.00	101.10	707.92	0.00	892.08	44.25
247-748.000-901.0400	MARKETING & ADVERTISING	210,000.00	210,000.00	(50,234.06)	60,308.92	0.00	149,691.08	28.72
247-748.000-901.0500	PUBLIC RELATIONS	10,000.00	10,000.00	50.00	7,495.70	0.00	2,504.30	74.96
247-748.000-903.0000	TENANT RECRUITMENT	64,000.00	64,000.00	0.00	62,835.01	0.00	1,164.99	98.18
247-748.000-904.0000	PRINTING PSD MAGAZINE	85,000.00	85,000.00	0.00	53,867.94	0.00	31,132.06	63.37
247-748.000-909.0000	SPECIAL EVENTS	200,000.00	200,000.00	1,193.62	173,951.49	0.00	26,048.51	86.98
247-748.000-933.0200	EQUIPMENT MAINTENANCE	1,200.00	1,200.00	176.52	638.58	0.00	561.42	53.22
247-748.000-935.0200	MAINTENANCE SHOPPING DIST	125,000.00	125,000.00	6,766.00	30,586.39	0.00	94,413.61	24.47
247-748.000-942.0000	COMPUTER EQUIPMENT RENTAL	16,970.00	16,970.00	1,414.17	14,141.70	0.00	2,828.30	83.33
247-748.000-944.0000	BUILDING OR FACILITY RENT	12,000.00	12,000.00	1,000.00	10,000.00	0.00	2,000.00	83.33
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	375.00	2,392.00	0.00	(792.00)	149.50
247-748.000-955.0400	CONFERENCES & WORKSHOPS	2,500.00	2,500.00	0.00	2,637.45	0.00	(137.45)	105.50
247-748.000-957.0400	LIAB INSURANCE PREMIUMS	4,500.00	4,500.00	375.00	3,750.00	0.00	750.00	83.33
247-748.000-962.0000	MISCELLANEOUS	0.00	2,372.00	35.00	4,289.51	0.00	(1,917.51)	180.84

06/05/2018 11:29 AM

User: MGerber

DB: Birmingham

REVENUE AND EXPENDITURE REPORT

Page: 3/3

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	ACTIVITY FOR MONTH 04/30/18	YTD BALANCE 04/30/2018	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT								
Expenditures								
OTHER CHARGES		842,600.00	844,972.00	(84,633.67)	462,836.24	0.00	382,135.76	54.78
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	71.11	1,913.73	0.00	1,586.27	54.68
SUPPLIES		6,500.00	6,500.00	71.11	1,913.73	0.00	4,586.27	29.44
Total Dept 748.000 - PRINCIPAL SHOPPING DISTRICT								
		1,105,030.00	1,116,142.00	(63,369.15)	676,163.20	0.00	439,978.80	60.58
TOTAL EXPENDITURES								
		1,300,010.00	1,314,932.00	(51,313.56)	803,880.42	0.00	511,051.58	61.13
Fund 247 - PRINCIPAL SHOPPING DISTRICT:								
TOTAL REVENUES								
		1,300,010.00	1,314,932.00	63,269.96	1,066,106.03	0.00	248,825.97	81.08
TOTAL EXPENDITURES								
		1,300,010.00	1,314,932.00	(51,313.56)	803,880.42	0.00	511,051.58	61.13
NET OF REVENUES & EXPENDITURES								
		0.00	0.00	114,583.52	262,225.61	0.00	(262,225.61)	100.00

PRINCIPAL SHOPPING DISTRICT
CASH FLOW
FOR THE MONTH OF APRIL 2018

<u>DESCRIPTION</u>	<u>PROJECTED</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
BEGINNING CASH BALANCE	\$ 730,233	\$ 802,274	\$ 72,041
CASH RECEIPTS:			
Special Assessments	-	35,293	35,293
Interest Income	460	598	138
Special Event Revenue	<u>15,000</u>	<u>36,026</u>	<u>21,026</u>
Sub-total cash receipts	15,460	71,917	56,457
CASH DISBURSEMENTS:			
OFFICE DISBURSEMENTS			
PSD Personnel Costs	19,690	21,193	(1,503)
727.0000 Postage	400	-	400
729.0000 Supplies	280	348	(68)
801.0200 Legal	250	129	121
802.0100 Audit	-	-	-
811.0000 Other Contractual Service	6,090	(53,107)	59,197
933.0200 Equipment Maintenance	-	-	-
851.0000 Telephone	130	101	29
955.0100 Training	125	-	125
955.0300 Memberships & Dues	270	270	-
955.0400 Conferences & Workshops	200	-	200
962.0000 Miscellaneous	-	35	(35)
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	30,224	(28,242)	58,466
PROGRAM DISBURSEMENTS			
DPS Downtown Maintenance	13,560	8,988	4,572
Promotion Personnel Costs	2,370	3,068	(698)
829.0100 Snow Removal	-	9,416	(9,416)
935.0200 Maintenance PSD	30,000	5,650	24,350
901.0400 Marketing & Advertising	25,000	(53,361)	78,361
901.0500 Public Relations	1,000	50	950
903.0000 Tenant Recruitment	5,000	-	5,000
909.0000 Special Events	3,290	550	2,740
904.0000 PSD Magazine	-	-	-
829.0200 Web Site Maintenance	<u>-</u>	<u>4,775</u>	<u>(4,775)</u>
Sub-total Program Disbursements	<u>80,220</u>	<u>(20,864)</u>	<u>101,084</u>
Total Disbursements	110,444	(49,106)	159,550
INCREASE (DECREASE) IN CASH BALANCE	<u>(94,984)</u>	<u>121,023</u>	<u>216,007</u>
ENDING CASH BALANCE	<u>\$ 635,249</u>	<u>\$ 923,297</u>	<u>\$ 288,048</u>

PRINCIPAL SHOPPING DISTRICT
ACTUAL CASH FLOW
FOR THE TEN MONTHS ENDED APRIL 2018

	DESCRIPTION	PROJECTED	ACTUAL	VARIANCE
	BEGINNING CASH BALANCE	\$ 634,789	\$ 634,789	\$ -
	CASH RECEIPTS:			
	Special Assessments	912,370	911,338	(1,032)
	Interest Income	3,210	4,513	1,303
	Special Event Revenue	<u>173,720</u>	<u>186,959</u>	<u>13,239</u>
	Sub-total cash receipts	1,089,300	1,102,810	13,510
	CASH DISBURSEMENTS:			
	OFFICE DISBURSEMENTS			
	PSD Personnel Costs	216,550	218,741	(2,191)
727.0000	Postage	2,000	-	2,000
729.0000	Supplies	2,940	3,027	(87)
801.0200	Legal	2,500	2,828	(328)
802.0100	Audit	730	710	20
811.0000	Other Contractual Service	27,820	(30,427)	58,247
933.0200	Equipment Maintenance	900	674	226
851.0000	Telephone	1,300	707	593
955.0100	Training	500	912	(412)
955.0300	Memberships & Dues	1,230	2,017	(787)
955.0400	Conferences & Workshops	2,050	2,654	(604)
962.0000	Miscellaneous	-	4,290	(4,290)
942.0000	Computer Equipment Rental	14,140	14,140	-
957.0400	Liability Insurance	3,750	3,750	-
944.0000	Building Rent	<u>10,000</u>	<u>10,000</u>	<u>-</u>
	Sub-total Office Disbursements	286,410	234,023	52,387
	PROGRAM DISBURSEMENTS			
	DPS Downtown Maintenance	146,970	99,455	47,515
	Promotion Personnel Costs	26,010	33,532	(7,522)
829.0100	Snow Removal	59,000	48,463	10,537
935.0200	Maintenance PSD	91,410	28,283	63,127
901.0400	Marketing & Advertising	161,400	59,441	101,959
901.0500	Public Relations	8,000	6,286	1,714
903.0000	Tenant Recruitment	54,000	71,401	(17,401)
909.0000	Special Events	190,140	172,806	17,334
904.0000	PSD Magazine	62,000	53,868	8,132
829.0200	Web Site Maintenance	<u>3,500</u>	<u>6,744</u>	<u>(3,244)</u>
	Sub-total Program Disbursements	<u>802,430</u>	<u>580,279</u>	<u>222,151</u>
	Total Disbursements	1,088,840	814,302	274,538
	INCREASE (DECREASE) IN CASH BALANCE	<u>460</u>	<u>288,508</u>	<u>288,048</u>
	ENDING CASH BALANCE	<u>\$ 635,249</u>	<u>\$ 923,297</u>	<u>\$ 288,048</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	823,698	634,789
CASH RECEIPTS:													
2016 Assessment	1,859	29,974	19,268	-	-	-	-	7,539	-	-	13,700	-	72,340
2017 Assessment	-	-	-	-	-	9,327	409,683	394,893	3,502	35,293	-	-	852,698
Special Assessments	1,859	29,974	19,268	-	-	9,327	409,683	402,432	3,502	35,293	13,700	-	925,038
Interest Income	(80)	443	457	335	542	360	28	933	897	598	580	470	5,563
Special Event Revenue	10,175	54,885	23,752	26,138	19,011	12,248	3,350	150	1,224	36,026	4,120	12,160	203,239
Sub-total cash receipts	11,954	85,302	43,477	26,473	19,553	21,935	413,061	403,515	5,623	71,917	18,400	12,630	1,133,840
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	19,690	19,690	258,121
727.00 Postage	-	-	-	-	-	-	-	-	-	-	400	600	1,000
729.00 Supplies	324	1,319	73	71	257	161	182	240	52	348	280	280	3,587
801.02 Legal	340	176	751	59	164	364	340	364	141	129	250	250	3,328
802.01 Audit	-	-	664	-	-	46	-	-	-	-	-	-	710
811.00 Other Contractual Service	3,100	2,350	1,515	2,015	2,600	2,100	3,650	2,650	2,700	(53,107)	6,090	6,090	(18,247)
933.02 Equipment Maintenance	212	-	-	-	192	-	-	270	-	-	-	300	974
851.00 Telephone	-	-	-	-	-	403	1	101	101	101	130	170	1,007
955.01 Training	-	719	-	-	193	-	-	-	-	-	-	-	912
955.03 Memberships & Dues	512	-	-	250	280	-	130	575	-	270	370	-	2,387
955.04 Conferences & Workshops	-	1,266	60	75	-	205	741	307	-	-	100	350	3,104
962.00 Miscellaneous	-	172	1,045	2,842	-	75	-	40	81	35	-	-	4,290
942.00 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
957.04 Liability Insurance	375	375	375	375	375	375	375	375	375	375	375	375	4,500
944.00 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)	30,099	30,521	294,643
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	8,060	9,200	116,715
Promotion Personnel Costs	2,744	4,116	2,793	3,640	3,042	3,599	2,908	3,036	4,586	3,068	2,370	2,370	38,272
829.01 Snow Removal	-	-	-	-	-	9,417	9,417	9,417	10,796	9,416	-	-	48,463
935.02 Maintenance PSD	3,805	773	1,482	2,981	4,063	8,902	152	40	435	5,650	17,500	16,090	61,873
901.04 Marketing & Advertising	6,508	16,200	14,017	7,213	15,655	(10,955)	34,036	17,472	11,446	(53,361)	24,200	24,400	106,831
901.05 Public Relations	2,000	-	-	-	8	54	1,642	3,460	282	50	1,000	1,000	9,496
903.00 Tenant Recruitment	12,566	4,000	4,000	4,000	666	25,293	10,150	10,726	-	-	5,000	5,000	81,401
909.00 Special Events	52,114	9,698	8,115	17,070	17,280	42,050	18,693	6,641	595	550	5,270	4,590	182,666
904.00 PSD Magazine	-	-	-	-	24,059	-	29,809	-	-	-	23,000	-	76,868
829.02 Web Site Maintenance	300	-	-	-	-	-	-	1,500	169	4,775	1,500	-	8,244
Sub-total Program Disbursements	89,997	54,377	44,188	46,252	70,907	84,727	114,046	58,433	38,216	(20,864)	87,900	62,650	730,829
Total Disbursements	114,179	92,683	69,917	73,823	95,930	110,233	143,045	87,249	76,349	(49,106)	117,999	93,171	1,025,472
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	(99,599)	(80,541)	108,368
ENDING CASH BALANCE	532,564	525,183	498,743	451,393	375,016	286,718	556,734	873,000	802,274	923,297	823,698	743,157	743,157



The Shopping District

Special Events Committee Meeting

Friday, May 18, 8:30 a.m.

Members: Astrein, Fehan, Kay, Pavlack, Pohlod and Solomon

Staff: Tighe, Brook, Yerks

1. **Welcome and Introductions**
PRESENT: Astrein, Fehan, Kay, and Pohlod
ABSENT: Pavlack and Solomon
ADMINISTRATION: Tighe, Brook, Yerks
2. **Construction**
 - **Birmingham Bonus Bucks Update**
 - The program continues to be very successful. We are distributing BBBs at a rate of approximately 300 per week (value of \$3,000).
 - **Birmingham Construction Art Contest Update**
 - Panels have been decorated and voting is now open at bit.ly/2018bhamart.
 - **End of Construction Celebration**
 - Fun Run? – due to not knowing exactly when construction will end and not wanting to close streets shortly after they have been reopened, the committee doesn't think that a fun run will work.
 - Other ideas – an ice cream social or having an ice cream truck and possibly a band. The committee will continue to discuss ideas as we have a better idea of when construction will conclude.
3. **Day on the Town**
 - Since we are unsure what the status of the Old Woodward Reconstruction project will be at this point, the committee decided to wait until our next meeting to make decisions about at DOTT specifics.
4. **Chef Clash – June 24th**
 - The committee discussed the possibility of including culinary students in the event.
5. **Cruise Event Update**
 - We have confirmation from our major sponsors that they will be returning.
 - Car club applications have been distributed and are now available on our website.

UPCOMING EVENTS:

Sundays – Farmers Market

June 22 – Movie Night – Sing

NEXT MEETING: Wednesday, June 22, 2018 at 8:30 a.m.



The Shopping District

Marketing & Advertising Committee Meeting

Members: Benkert, Champagne, C. Daskas, K. Daskas, Eid, Kay, and Lundberg

Staff: Tighe, Gamboa

1. No meeting was held in May.

2. Birmingham Magazine – Spring/Summer Edition

The spring/summer edition of the Birmingham magazine came out in May and has received positive feedback. Planning for the fall edition of the magazine will take place mid-June.

3. Construction Signage

The BSD had additional signage installed throughout the construction area. Signs on each end of the Maple Road construction area remind people that Maple Road businesses are open during construction. Signs were also placed at the entrance of alleys to remind people they can access businesses and restaurants through the alleys.

4. Advertising & TV Presence

Print and digital ads are being placed to promote construction initiatives and upcoming special events. The BSD arranged for WDIV's Paula Tutman to visit Birmingham for a segment about construction incentives and to encourage people to come into town and support businesses. BSD staff members are looking at upcoming opportunities for Chanel 7 TV 20 segments in the near future.

NEXT MEETING: Thursday, June 14, 2018, 8:30 AM



The Shopping District

Maintenance/Capital Improvement Committee

May 8, 2018

Members: Fehan, Pohlod, Quintal, Roberts

Staff: Jurek, Laird, Wood

1. Welcome and Introductions

PRESENT: Quintal, Pohlod, Roberts, Fehan

ABSENT: Wood (Staff)

ADMINISTRATION: Tighe, Laird, Jurek

2. Old Woodward Construction Valet

- Valet parking continues to average 800 cars per week at the 4 valet stands. The committee reviewed the valet utilization report at each of the 4 stands since the inception of the program. The committee unanimously voted to maintain the 4 stands at the 4 existing locations.

3. Hanging baskets and planters

- The committee determined that only 170 small hanging baskets and 4 large hanging baskets will be planted and hung before Memorial Day weekend. The reduced number of baskets is due to Old Woodward Reconstruction project.

4. Sidewalk Power Washing

- Committee reviewed and agreed to the 3 scheduled sidewalk cleanings to take place in June, July, and mid fall.

NEXT MEETING: Tuesday, June 12, 2018 at 8 a.m.



The Shopping District

Business Development Committee Meeting

May 30, 2018 at 8:30 AM

Members: Hockman, Quintal, Surnow

Staff: Tighe

1. Welcome and Introductions

PRESENT: Hockman, Quintal, Surnow

ABSENT: none

ADMINISTRATION: Tighe

2. Tenant recruitment

- a. **SOP** - Committee reviewed tenant recruitment SOP
- b. **Available properties** - Committee discussed incorporating property listing report into website. Website vendor is providing a quote for integration of real estate information, diagrams, etc. into our current website.
- c. **Pipeline report** - Committee reviewed the retail pipeline report.
- d. **Property Owner Meetings** - Committee continues to reach out and meet with property owners to build a relationship with the BSD.
- e. **ICSC** - Ingrid provided a summary of her trip to ICSC and her meetings with retailers, brokers, consultants, retail advisors, and real estate advisors.
- f. **Business development committee budget** – committee reviewed the BD budget.

3. Business Retention

- a. **LSMX** – the committee is looking at ways to encourage merchants to use the LSMX tool.
- b. **Data for merchants** – committee discussed presenting the merchants with examples of the various reports Buxton can run to help retailers with their business growth.
- c. **Merchant meeting** – Next merchant meeting is June 13th at 8:30 AM.

NEXT MEETING: Wednesday, June 20, 2018 at 8:30 AM

Opportunity Pipeline Report June 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 or Ann Arbor. Providing available properties to retailer to evaluate.
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/MOVED/CLOSED IN LAST 12 MONTHS

JUNE 2018

Office Occupancy Rate 91%

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
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
Ly sushi	768	Old Woodward, North	Dining	8/1/2017	Opened
Bon Cook	34901	Woodward Avenue	Culinary	8/1/2017	Opened
Birmingham Roast	525	Brown Street, East	Coffee	7/1/2017	Opened

SCHEDULED TO OPEN/MOVED/CLOSED IN LAST 12 MONTHS

JUNE 2018

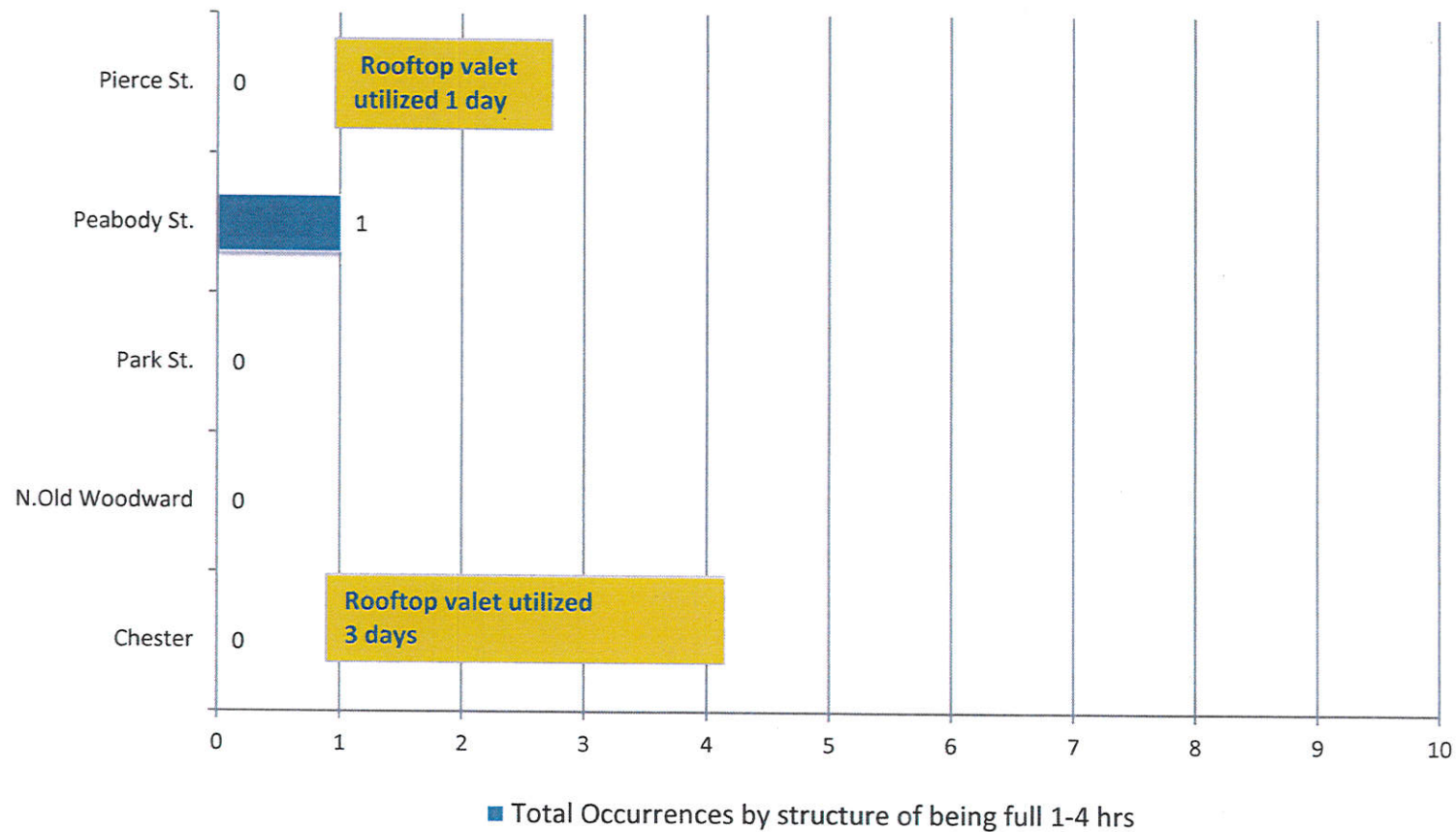
Office Occupancy Rate 91%

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
Lady Jane's	34915	Woodward Avenue	Barber Shop	7/1/2017	Opened

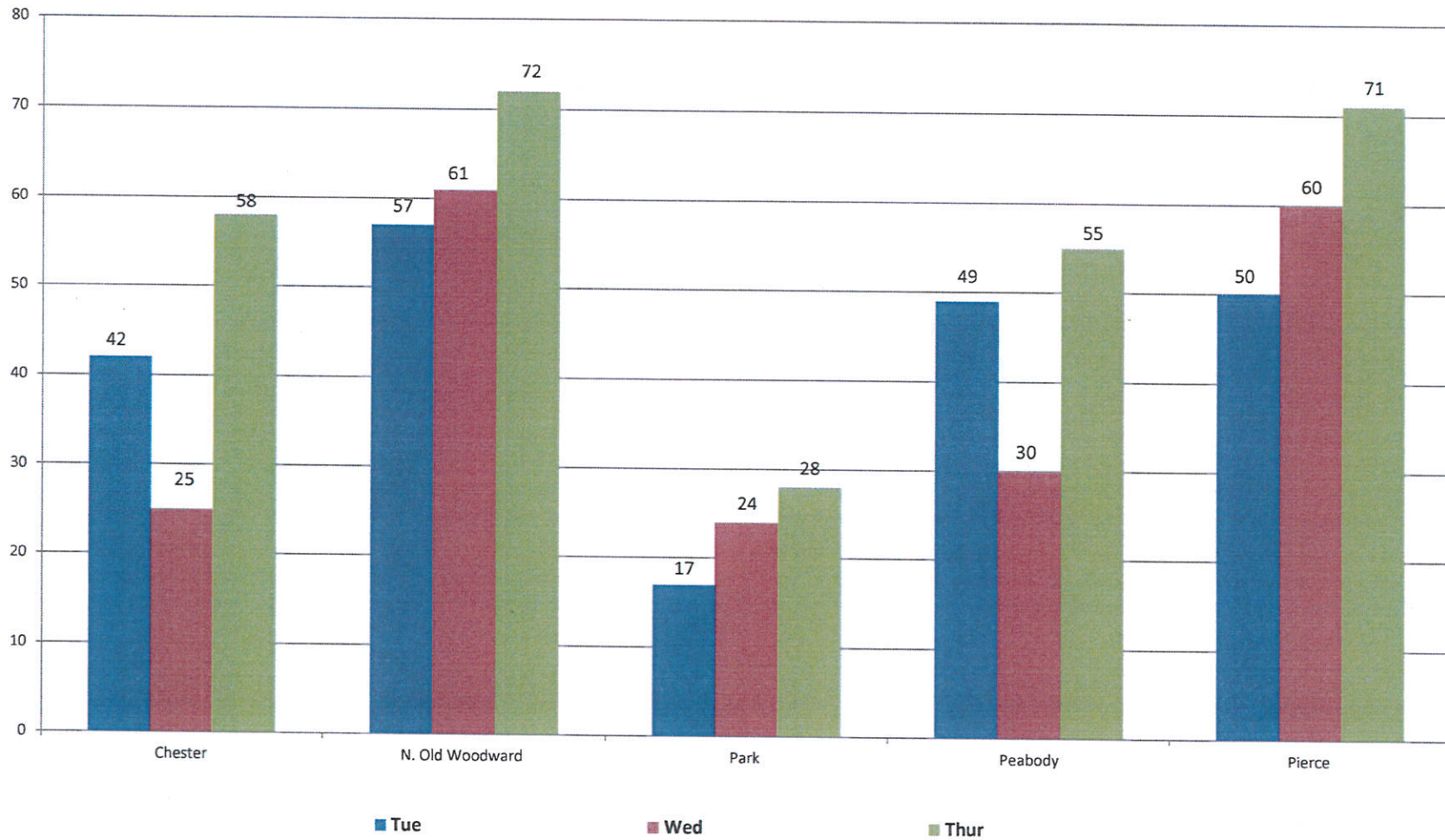
Parking Full Status by Structure

March 2018 Business Days Only (M-Friday)

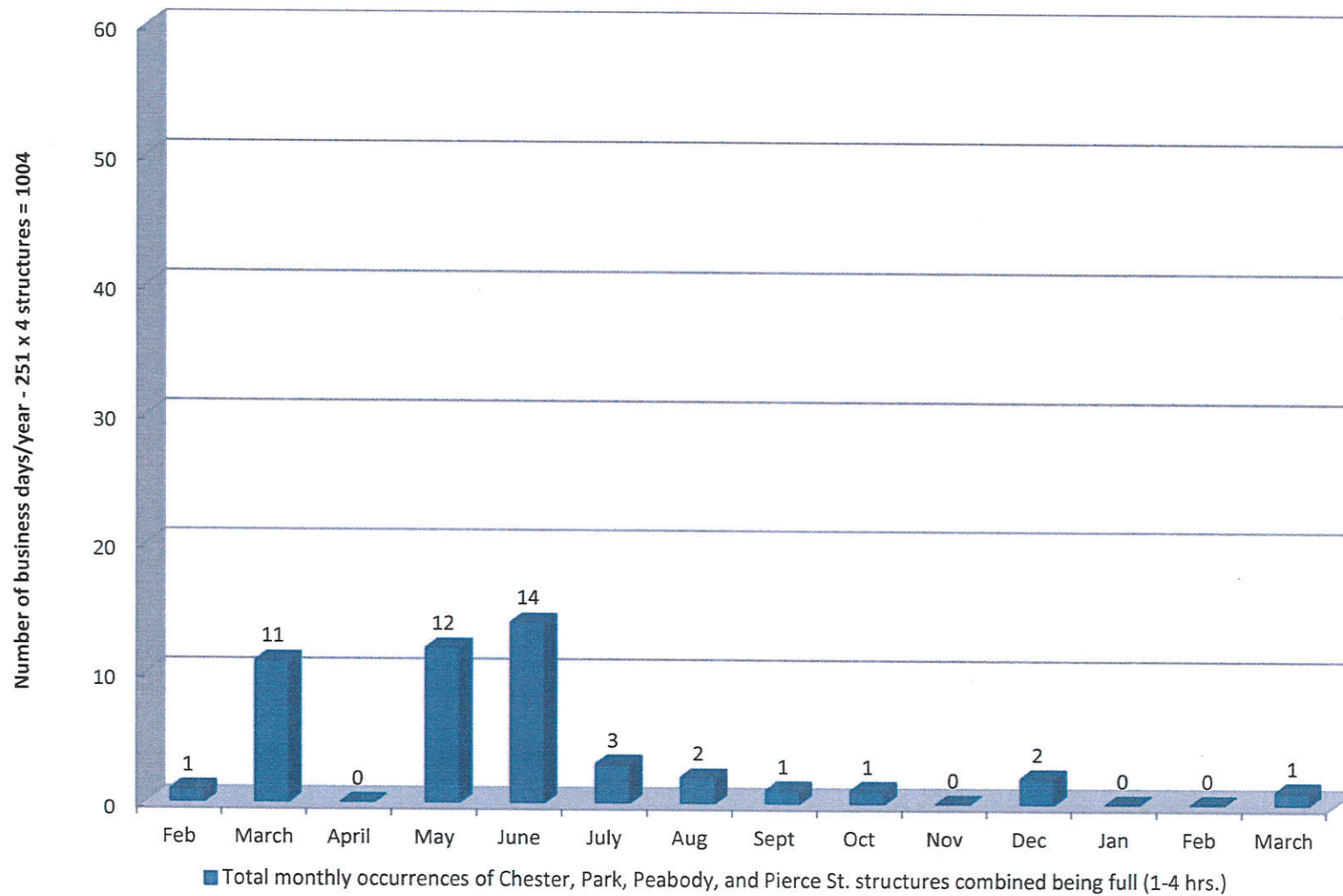


RI0E1

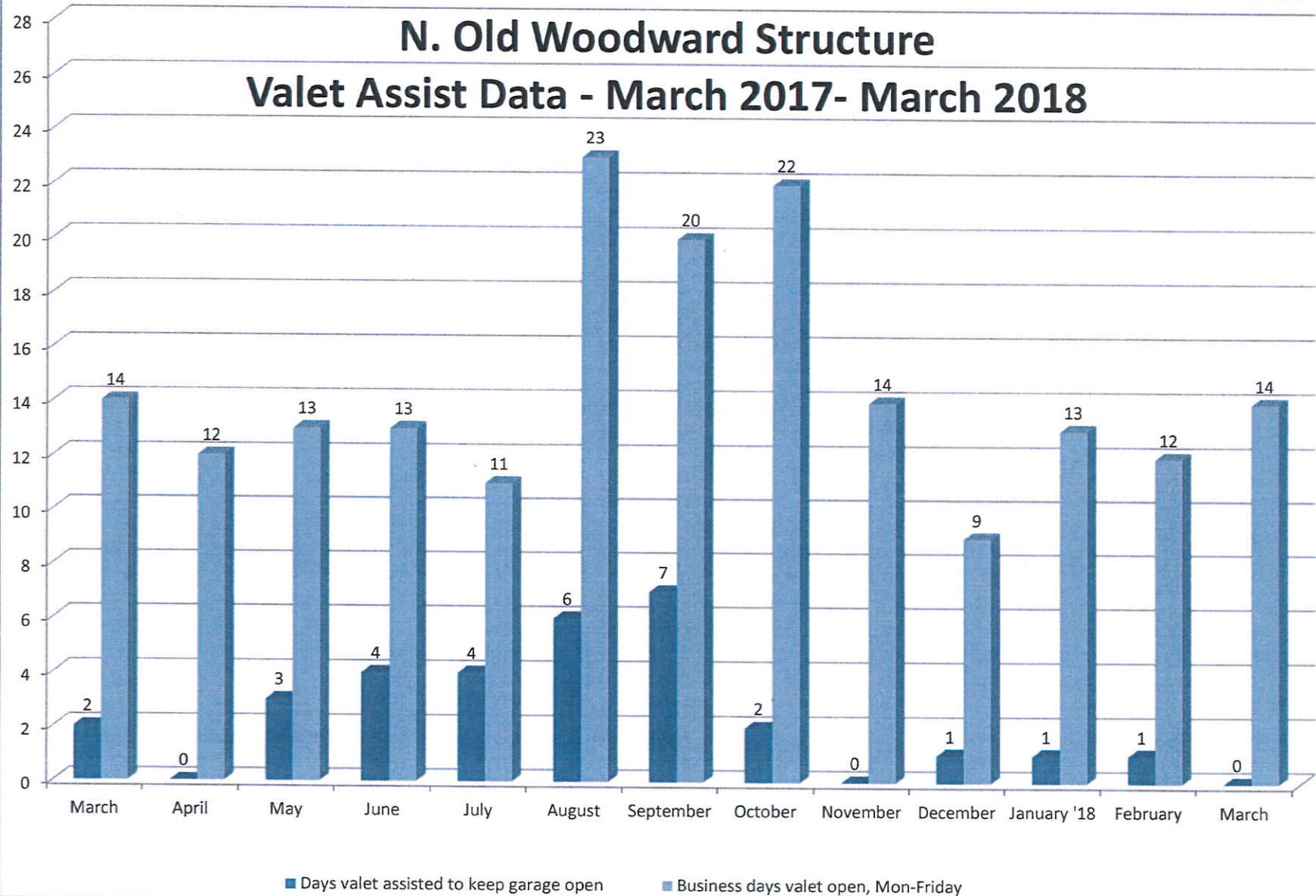
Structure Occupancy at 1 pm Tuesday-Thursday Average Available Spaces - March 2018



2017-18 Combined Parking Structure Full Status

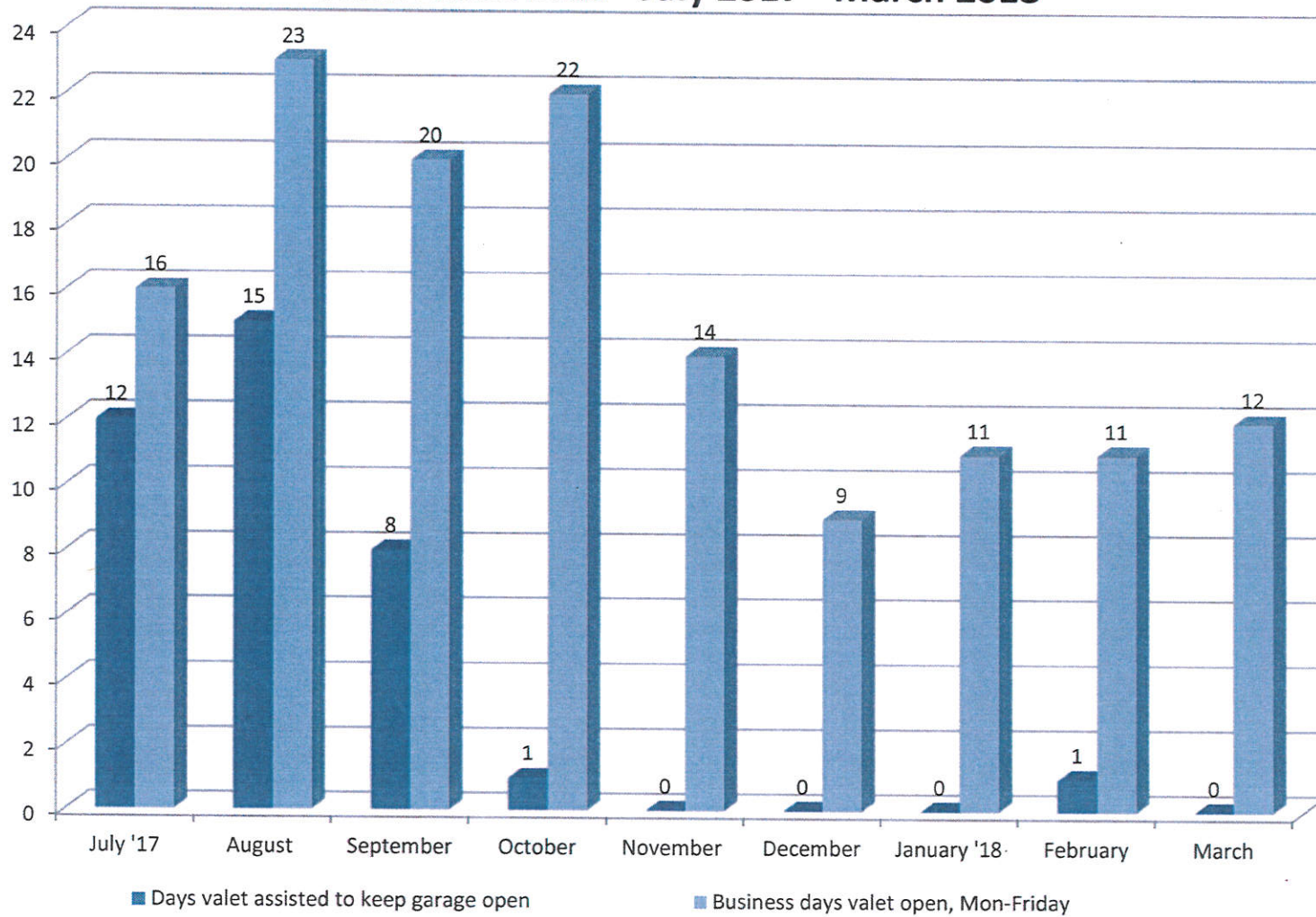


N. Old Woodward Structure Valet Assist Data - March 2017- March 2018



Park Street Structure

Valet Assist Data - July 2017 - March 2018



Birmingham Principal Shopping District Board

Voucher List For: 06/07/2018

Early Release	Vendor	Description	Account	Amount
	ART/DESIGN GROUP LTD	ARTWORK FOR CONSTRUCTION, FARMERS MARKET AND GENERAL ITEMS	MARKETING & ADVERTISING	2,814.00
	ARTECH PRINTING INC		OPERATING SUPPLIES	361.00
	ASTREIN 'S	BONUS BUCKS	MARKETING & ADVERTISING	100.00
	BACKCOUNTRY NORTH	BONUS BUCKS	MARKETING & ADVERTISING	330.00
	BEIER HOWLETT P.C.	ATTORNEY FEES FOR BBB, SANTA CONTRACT, VALET AND RETAIL CONSULTANT	OTHER LEGAL	164.22
	BIRMINGHAM PUBLIC SCHOOLS	CONSTRUCTION AND FARMERS MARKET POSTERS	MARKETING & ADVERTISING	42.00
	BOB MONTELEONE	PERFORMANCE AT BFM 6-10	SPECIAL EVENTS	150.00
	BROOKLYN PIZZA	BONUS BUCKS	MARKETING & ADVERTISING	60.00
	C & G PUBLISHING INC.	FARMERS MARKET ADVERTISING	MARKETING & ADVERTISING	3,839.32
	CARUSO CARUSO	BONUS BUCKS	MARKETING & ADVERTISING	540.00
	CERESNIE & OFFEN	BONUS BUCKS	MARKETING & ADVERTISING	260.00
	CHALDEAN NEWS	CONSTRUCTION ADVERTISEMENT	MARKETING & ADVERTISING	375.00
	CHRISTINE MJ HATHAWAY	PHOTO OF CHERYL DASKAS FOR PLAQUE	MARKETING & ADVERTISING	35.00
	CHRISTOPHER J. WIETZKE	PERFORMANCE AT BFM 6-17	SPECIAL EVENTS	275.00
	CRAIN IS DETROIT BUSINESS	ANNUAL SUBSCRIPTION	MEMBERSHIP & DUES	59.00
	CRISTIONS FINE LINEN	BONUS BUCKS	MARKETING & ADVERTISING	400.00
	DETROIT JEWISH NEWS	FARMERS MARKET & CONST ADVERTISING	MARKETING & ADVERTISING	1,200.00
	DOWNTOWN PUBLICATIONS INC	CONSTRUCTION AND BFM ADVERTISING	MARKETING & ADVERTISING	528.00
	EVEREVE	BONUS BUCKS	MARKETING & ADVERTISING	680.00
	FIGO SALON	BONUS BUCKS	MARKETING & ADVERTISING	240.00
	FOUND OBJECTS	BONUS BUCKS	MARKETING & ADVERTISING	380.00
	GAZELLE SPORTS	BONUS BUCKS	MARKETING & ADVERTISING	220.00
	HEATHER FRACASSI	PRE CONSTRUCTION PHOTOS	MARKETING & ADVERTISING	100.00
	HOOR MEDIA LLC	SPRING/SUMMER MAGAZINE & HOLIDAY, CONST & GEN ADV.	PRINTING PSD MAGAZINE	28,237.56
	INGRID TIGHE	MARKETING & ADVERTISING MEETING	MARKETING & ADVERTISING	79.84
	IN-HOUSE VALET INC	VALET MAY 14-20	OTHER CONTRACTUAL SERVI	6,740.50
	JAIMI BROOK	SUPPLIES FOR FARMERS MARKET	SPECIAL EVENTS	90.33
	JOHN HARTWIG	PERFORMANCE AT BFM 7-8-18	SPECIAL EVENTS	100.00
	JOSEPH STUMP	PERFORMANCE AT BFM 6-24	SPECIAL EVENTS	100.00

Birmingham Principal Shopping District Board

Voucher List For: 06/07/2018

Early Release	Vendor	Description	Account	Amount
	LOGICAL SOLUTIONS ENTERPRISE INC	BONUS BUCKS POSTCARDS	MARKETING & ADVERTISING	488.00
	MIA GREEN	PERFORMANCE AT BFM 7-1	SPECIAL EVENTS	150.00
	MICHELA DI NATALE	BONUS BUCKS JARBO	MARKETING & ADVERTISING	100.00
	MICHIGAN .COM	BFM AND CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	361.00
	OFFICE DEPOT INC	FLASH DRIVES FOR ICSC	TENANT RECRUITMENT	217.30
	OPTIK BIRMINGHAM	BONUS BUCKS	MARKETING & ADVERTISING	80.00
	PHOENICIA	BONUS BUCKS	MARKETING & ADVERTISING	390.00
	PROFORMA	SHOPPING BAGS FOR FARMERS MARKET	SPECIAL EVENTS	1,295.73
	RACHEL WINER	MAY 11-JUNE 11 SOCIAL MEDIA AND ART CONTEST SET UP AND MANAGEMENT	MARKETING & ADVERTISING	1,200.00
	RENAISSANCE MEDIA SOLUTIONS	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	500.00
	ROOTS	BONUS BUCKS	MARKETING & ADVERTISING	180.00
	SCANDIA HOME	BONUS BUCKS	MARKETING & ADVERTISING	500.00
	SIGNS-N-DESIGNS INC	FARMERS MARKET BANNER	MARKETING & ADVERTISING	675.00
	SP+ CORPORATION	JUNE EMPLOYEE PARKING	OTHER CONTRACTUAL SERVICE	100.00
	SUNDANCE SHOES	BONUS BUCKS	MARKETING & ADVERTISING	180.00
	TENDER	BONUS BUCKS	MARKETING & ADVERTISING	580.00
	WOOLLY & CO.	BONUS BUCKS	MARKETING & ADVERTISING	250.00
	WORRY FREE INC	HANGING BASKETS PAYMENT 2 OF 2	MAINTENANCE SHOPPING DIST	5,650.00
	WXYZ/TV 7	GENERAL AND WINTER MARKT ADVERTISING	MARKETING & ADVERTISING	15,475.00
*	IN-HOUSE VALET INC	CONSTRUCTION VALET APRIL 30- MAY 6	OTHER CONTRACTUAL SERVICE	13,438.50
*	MICHIGAN DOWNTOWN ASSOCIATION	WORKSHOP, DOWNTOWN DEVELOPMENT TOOLS FOR INGRID	CONFERENCES & WORKSHOPS	85.00
*	IN-HOUSE VALET INC	VALET SERVICES APRIL 30 - MAY 6	OTHER CONTRACTUAL SERVICE	6,579.00
*	SHEILA LANDIS	PERFORMANCE AT BFM 6-3	SPECIAL EVENTS	250.00
*	ART LOFT	BONUS BUCKS	MARKETING & ADVERTISING	100.00

Birmingham Principal Shopping District Board

Voucher List For: 06/07/2018

Early Release	Vendor	Description	Account	Amount
Total :				\$ 97,325.30
<u>Journal Entries</u>				
		Facebook – Opening day boost for BFM		\$ 500.00
		ICSC – Conference for Ingrid		95.00
		Petty cash – Art contest supplies		115.87
		Vistaprint – 4 magnetic signs for Valet		142.80
		City of Birmingham – Estimated cost for Cruise Event 2018		27,868.50
		City of Birmingham – Application fee for Cruise Event 2018		165.00
		City of Birmingham – Application fee for Day On The Town 2018		165.00
		City of Birmingham – Estimated cost for Day On The Town 2018		4,711.11
		Facebook – Valet parking boosted post		300.00
		Total Journal Entries		\$ 34,063.27
		TOTAL VOUCHERS AND JOURNAL ENTRIES		\$ 131,388.57

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

Board Chair _____

Date _____



The Shopping District

MEMORANDUM

DATE: June 7, 2018

TO: Birmingham Shopping District Board of Directors

FROM: Executive Director, Ingrid Tighe

SUBJECT: New Business Item 8 A Birmingham Bonus Bucks Phase Two Approval

The Birmingham Bonus Bucks program has been so successful that the promotion maximum of \$30,000 has been reached. Rather than cease the program, the BSD recommends providing an additional \$20,000 funding toward Phase Two of the Birmingham Bonus Bucks promotion. The BSD budget is able to financially support this initiative without any negative impact to its overall budget.

Suggested Action- New Business Item 8 A:

To approve the recommendation to allocate an additional \$20,000 of its budget to the Birmingham Bonus Bucks Phase Two promotion, pending final staff review and final revisions if required.

Birmingham Bonus Bucks Phase Two

Shopper Information

- \$10 in Birmingham Bonus Bucks will be awarded to shoppers for every \$100 in purchases at BSD shops and boutiques, and for every \$200 spent at BSD restaurants. A restaurant is defined as any BSD business that serves food and beverages. Groceries, tax and tip do not qualify.
- Birmingham Bonus Bucks must be redeemed in person for their full \$10 value (no change will be given) during one purchase at a participating BSD business by July 25, 2018.
- Individuals are eligible to earn a maximum of \$50 in Birmingham Bonus Bucks each month during the promotional period. Monies from submitted receipts may not be applied or carried over for future BBBs.
- Shoppers may download the Birmingham Bonus Bucks Submission Form at the BSD website. Shoppers will submit their contact information, the name of the store(s)/restaurants, dollars spent and upload a photo of their receipts. The BSD will issue Birmingham Bonus Bucks and mail them (via USPS) to the shopper. Authentic Birmingham Bonus Bucks will be numbered and embossed.
- Purchases made while redeeming Birmingham Bonus Bucks will not count toward earning more Birmingham Bonus Bucks.
- Online submissions of receipts must be received no later than July 16, 2018 in order for Birmingham Bonus Bucks to be mailed to the recipient.
- Individuals must apply for BBBs for themselves and not on behalf of others.
- Exclusions include: groceries, tax, tip, movies, memberships, fitness clubs, packaged alcohol, tobacco, pharmaceuticals, hair salons, services, medical and dental expenses, and hotel stays.
- The BSD has the right to deny a claim or request further information on a transaction, as necessary.

Information for Merchants

- \$10 in Birmingham Bonus Bucks will be awarded to shoppers for every \$100 in purchases at BSD shops and boutiques, and for every \$200 spent at BSD restaurants until the promotion maximum has been reached. A restaurant is defined as any BSD business that serves food and beverages.
- When you receive Birmingham Bonus Bucks, immediately write your store name and date on each BBB. Please note customers will be submitting Birmingham Bonus Bucks from both the initial program and from phase two. Blue BBBs have a \$20 value and yellow BBBs have a \$10 value.
- Birmingham Bonus Bucks will be numbered and embossed – they should only be redeemed by merchants if they have the proper markings on them. Please note all Birmingham Bonus Bucks expire on July 25, 2018.

- Merchants should direct shoppers to www.ALLINBirmingham.com/BBB for details about how to receive their BBBs.
- Third parties may not file receipts on behalf of customers.
- BBBs will only be distributed directly to customers either in person or by mail.
- Employees may not earn or use BBBs at the store at which they are employed.
- Merchants will bring collected BBBs to the BSD office. The BSD will record the number of BBBs redeemed at each store and will process reimbursement checks monthly.
- Birmingham Bonus Bucks must be turned in to the BSD office by August 15th for reimbursement – NO EXCEPTIONS.



The Shopping District

MEMORANDUM

DATE: June 4, 2018

TO: Birmingham Shopping District Board

FROM: Ingrid Tighe, Executive Director

SUBJECT: New Business Item 8 B WXYZ Agreement for Cruise Event

WXYZ Channel 7 will be returning to Birmingham Cruise, to broadcast live from Haynes and Woodward Avenue. The broadcast is syndicated in markets nationwide. In return for the space, Channel 7 provides free production and airtime for BSD commercials that air in the summer and over the holidays. This is the second year of a three year agreement which started in 2017 and continues in 2018 and 2019. Either party has the right to terminate the agreement with written notice.

Suggested Action- New Business Item 8 B:

To approve the draft agreement with WXYZ Channel 7 for the Birmingham Cruise Event, pending final staff review and final revisions if required.

SPONSORSHIP AGREEMENT

This Agreement, made this 23rd day of April, 2018 by and between the Downtown Birmingham Principal Shopping District, having its principal municipal office at 151 Martin Street, Birmingham, MI (hereinafter referred to as "PSD"), and WXYZ-TV, having its principal office at 20777 West 10 Mile Road, Southfield, MI 48075 (hereinafter referred to as "SPONSOR"), provides as follows:

WHEREAS, the PSD is hosting the 2018 Birmingham Cruise Event to be held on Saturday, August 18, 2018, hereinafter referred to as "Event". For purposes of this Agreement, the terms CITY or City shall refer to the City of Birmingham, and

WHEREAS, SPONSOR desires to be a sponsor of this Birmingham Event, which it will do in accordance with its best and most efficient methods and highest standards that it has evolved from its experience and which the PSD desires to be conducted in a professional and advantageous fashion, under the terms and conditions hereinafter stated.

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

1. **EVENT.** "Event" shall refer to the activities provided by the SPONSOR in accordance with this Agreement. In accordance with the City's permitted use to the PSD, SPONSOR hereby agrees to coordinate activities related to the Event which shall commence at 8:00 a.m. on Saturday, August 18, 2018, and which shall conclude at 7:00 p.m. on the same day. SPONSOR may commence set up for the Event no earlier than 1:00 p.m. on Wednesday, August 15, 2018 for the portion of the Designated Location located on Haynes Street. For the remaining portions of the Designated Location, SPONSOR may commence set up no earlier than 8:00 a.m. on Friday, August 17, 2018. SPONSOR shall coordinate all set-up activities with the PSD and the City so as to minimize the impact on nearby businesses. All vehicles, staging, displays, tents, promotional materials and other items shall be removed from the Designated Location as soon as possible, but in no event later than 12:00 p.m. on Sunday, August 19, 2018. All public streets must be cleared immediately following the Event.
2. **COMPENSATION.** For the 2018 Event, SPONSOR agrees that it will provide to the PSD the following compensation upon the signing of this Agreement for the right to use the Designated Location and to conduct activities in accordance with the terms of this Agreement:
 - A. SPONSOR will provide the following media support to the Birmingham Principal Shopping District:
 - I. Additional mentions about Birmingham for two weeks prior to and during the Dream Cruise.
 - II. Birmingham events throughout the year featured in the Around Town segment and on WXYZ.com website.

- III. Airtime for up to thirty (30) 30 second spots, produced by the Birmingham PSD or WXYZ, available to be used anytime between January and September, with approval from WXYZ.
- IV. Production of up to (2) two 30-second spots for the PSD's use on WXYZ, online or other broadcast outlets.
- V. Advertising presence on WXYZ.com during summer event season from May through September.

3. LOCATIONS & ACTIVITIES. "Designated Location" shall refer to the location on the map identified as "Exhibit A" attached hereto. The access point for the exhibit shall be determined in cooperation between the SPONSOR and the PSD in order to ensure suitable access to the Designated Location by the SPONSOR while maintaining sufficient access for emergency vehicles and other sponsor displays. SPONSOR will work with the PSD to ensure placement of the exhibit will not impede access for emergency vehicles on the day of the event. The PSD retains usage rights for streets, sidewalks, easements or other public right-of-ways and SPONSOR is not permitted to use them unless specifically provided for herein. The PSD and the CITY may make such other uses of the locations outlined herein, which are not inconsistent with SPONSOR's activities in connection with this Agreement.

A. SPONSOR is permitted to use the Designated Location for an informational display, subject to meeting all City regulations. This exhibit may include the following elements:

- I. SPONSOR broadcast display area. The location may be used for live broadcasts on the Friday before the EVENT, August 17, 2018, and on the day of the EVENT, Saturday, August 18, 2018 between the hours of 12:00 p.m. and 7:00 p.m., subject to compliance with all applicable City Ordinances and regulations;
- II. SPONSOR is permitted to display SPONSOR's logo banners within Designated Area, subject to meeting city regulations.
- III. SPONSOR is permitted to display one (1) banner, promoting the Event and its display, on an adjacent building, subject to obtaining written permission from the property owner(s) to do so and subject to meeting all state and city regulations.
- IV. SPONSOR shall have the ability to sell SPONSOR wearables within the designated location subject to obtaining, at its sole expense, the required City of Birmingham permits.
- V. Other similar display elements as agreed upon, in writing, by the parties.

B. OTHER SPONSORSHIP TERMS

- I. SPONSOR agrees that all shows, displays, and performances for the Event will be open venues at no charge to the public, except for the area(s) clearly designated as "VIP" areas on the site plan provided to the PSD pursuant to Section 3(C)(I)(a) of this Agreement.
- II. SPONSOR shall have its logo on the back of Birmingham Cruise Event volunteer t-shirts. SPONSOR must provide an electronic version of the logo artwork upon the signing of this Agreement.
- III. SPONSOR will have its logo and a link from the Birmingham Cruise Event web page (currently www.birminghamcruiseevent.com) to its corporate website. Link to be provided by SPONSOR.
- IV. SPONSOR shall obtain, at its sole expense, any required permits from the City.
- V. SPONSOR shall have the opportunity to survey event patrons within Designated Location.
- VI. SPONSOR shall have the opportunity to distribute company promotional materials to event patrons in the Designated Location.
- VII. The PSD shall work with, and provide full cooperation to, SPONSOR to meet the requirements for obtaining any and all necessary City permits.
- VIII. Any set-up within the Designated Location shall have a minimum setback of 10 feet from the Woodward Avenue frontage. This restricted area shall be roped off to allow pedestrian traffic through this area.
- IX. If so desired, SPONSOR may provide, at its own expense, security personnel to be present during the period SPONSOR display items are located at the designated location under the terms of this agreement. Security personnel are required to meet with the Birmingham Police Department at least seven (7) days prior to the Event.

- C. COORDINATION OF ACTIVITIES** - SPONSOR shall provide all staff, workers, performers, vehicles, equipment, fuel, materials, parts, supplies, wages, and insurance for its performance under this agreement. SPONSOR shall provide a designated contact overseeing the event, including a telephone number at which the contact may be reached at all times during the event, including set-up and removal times.

- I. SPONSOR shall provide the PSD with the following information no later than the last Friday in July:
 - a. A detailed site plan for all activities planned for the Event, including any vendors or entertainers.
 - b. Any other reports, as reasonably requested, related to activities taking place as part of the SPONSOR's activities under this Agreement.
- II. The PSD shall designate a representative to coordinate all of its activities in the performance of this Agreement. A designated PSD representative shall have the right to inspect and verify the activities of the SPONSOR pursuant to this Agreement.
 - a. At its discretion, the PSD may schedule a coordination meeting to include SPONSOR and any other event sponsors which may have adjacent displays. Such a meeting would be for the purposes of coordinating activities among the sponsors.
4. **TERM.** The term of this Agreement shall commence upon the execution of this agreement and shall continue until October 31, 2018. Provided that an Event is planned and scheduled for 2019, and provided the PSD applies for and obtains a special event permit in accordance with Birmingham City Code Chapter 98, Article VI, SPONSOR shall have the first right of refusal for use of the designated location for the 2019 Event by providing advance notice to the PSD of its desire to do so no later than November 1, 2018. The parties may also agree to amend this agreement as it relates to the permitted activities and compensation for such use of the property for future events.
5. **TERMINATION.** In the event that (a) the PSD terminates this Agreement, for any reason whatsoever, subsequent to payment being made by SPONSOR herein for any year, but prior to the Event, or (b) the Event is canceled for any reason, the PSD shall promptly reimburse SPONSOR the full amount of SPONSOR's payment, minus any reasonable expenses incurred by the PSD to satisfy the terms of this Agreement. In no event may the PSD terminate this Agreement with less than 30 days' prior written notice unless the Event is being canceled entirely. Either party may terminate the Agreement for material breach by the other party without cure within 10 days.
6. **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.
7. **INSURANCE.** The SPONSOR 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 reasonably acceptable to the CITY and PSD.

- A. Workers' Compensation Insurance: SPONSOR shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- B. Commercial General Liability Insurance: SPONSOR shall procure and maintain during the life of this contract, 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) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.
- C. Motor Vehicle Liability: SPONSOR shall procure and maintain during the life of this contract 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 name the following as Additional Insureds: The City of Birmingham, The Birmingham Principal Shopping District ("PSD"), and the Michigan Department of Transportation ("MDOT"), 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 for all losses for which Sponsor has indemnified the Additional Insureds, whether any other available coverage by primary, contributing or excess.
- E. Cancellation Notice: Sponsor shall provide a thirty day notice of cancellation to: *Finance Director, City of Birmingham, P.O. Box 3001, 151 Martin Street, Birmingham, MI 48012-3001.*
- F. Proof of Insurance Coverage: SPONSOR shall provide the CITY and PSD at the time the Agreement is returned for execution, Certificates of Insurance reasonably acceptable to the CITY and PSD, as listed below.
 - I. Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;

- II. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
- III. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance.

G. Coverage Expiration: If any of the above coverages expire during the term of this contract, SPONSOR shall deliver renewal certificates and/or policies to the CITY and PSD at least (10) days prior to the expiration date.

H. Maintaining Insurance: The SPONSOR also agrees to provide all insurance coverage as specified. Upon failure of the SPONSOR to obtain or maintain such insurance coverage for the term of the agreement, the CITY and PSD may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, the CITY and PSD shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

8. INDEMNIFICATION. To the fullest extent permitted by law, the SPONSOR and any entity or person for whom the SPONSOR is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, The Birmingham Principal Shopping District ("PSD"), and the Michigan Department of Transportation ("MDOT"), their elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham, the PSD, and/or MDOT 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 the City of Birmingham, the PSD, and/or MDOT, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, the PSD, and/or MDOT, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of SPONSOR's acts or omissions under this Agreement. Such responsibility shall not be construed as liability for personal injury or 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, the PSD, and/or MDOT.

9. CONDITION OF PROPERTY. SPONSOR shall keep the designated locations in a safe, clean and proper condition. SPONSOR shall reimburse or otherwise pay the CITY for the repair of all damage to city property over and above ordinary wear and tear as a result of SPONSOR's activities during the Event. SPONSOR shall at its sole cost and expense, promptly remove all property from the designated locations not belonging to the PSD including, but not limited to, debris, materials and/or other equipment, and promptly restore the designated locations to substantially the condition existing prior to the date set-up commenced, subject to reasonable wear and tear. SPONSOR shall use the City's

property at its own risk and assumes all risk of loss resulting from such use. SPONSOR certifies, represents and declares that it has no title in or to the designated locations nor to any portion thereof, and has not, does not, and will not claim such title nor any easement over the designated locations.

- 10. NO ALCOHOL.** No alcohol may be served in any location in the CITY as a part of the performance of the Event. The Event is strictly non-alcoholic.
- 11. COMPLIANCE WITH LAWS.** Each party shall, in performing this Agreement, adhere to and comply with all laws, ordinances, rules and regulations, without limitation. SPONSOR shall secure all licenses and permits as may be required.
- 12. CONFLICTS OF INTEREST.** As required by City ordinance section 2-287, if, after the effective date of this Agreement, any official of the City or PSD or spouse, child, or parent, of such official shall become directly or indirectly interested in this Agreement, the PSD shall have the right to terminate this Agreement without further liability if the disqualification has not been removed within thirty (30) days after the City has given SPONSOR 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 only if such employment is in an administrative, managerial or executive capacity in which the employee could in any way influence the decisions of the business entity with regard to the contract proposals or other transactions.
- 13. ASSIGNMENT & MODIFICATION.** This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made without the prior written consent of the other party. This Agreement may only be modified in writing, signed by both parties.
- 14. DISPUTE RESOLUTION.** 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.

15. NOTICES. All notices required to be sent by this Agreement shall be sent to the following addresses:

PSD

Ingrid Tighe
Executive Director
151 Martin Street
P.O. Box 3001
Birmingham, MI 48012
Ph: 248.530.1250

SPONSOR

Mr. Mike Murri
WXYZ/WMYD Vice-President and
General Manager
20777 West 10 Mile Road
Southfield, MI 48075
Ph: 248.827.9221

16. FORCE MAJEURE. Neither party shall be liable in damages or have the right to terminate this Agreement for any default hereunder if such default is caused by conditions beyond its control including, but not limited to Acts of God, governmental restrictions imposed for heightened security measures, wars, insurrections and/or other cause beyond the reasonable control of the party whose performance is affected.

17. ENTIRE AGREEMENT. This document contains the entire Agreement between the parties hereto and there are no inducements or representations leading to the execution hereof except as herein contained.

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

WITNESSES:

SPONSOR

By: Mike Murri
WXYZ/WMYD Vice-President and
General Manager

PRINCIPAL SHOPPING DISTRICT OF
THE CITY OF BIRMINGHAM

By: _____
PSD Chairman

APPROVED:

City Manager
(Approved as to substance)

PSD Director
(Approved as to substance)

City Attorney
(Approved as to form)

Director of Finance
(Approved as to financial obligation)

CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board: **Birmingham Shopping District**

Year: **2018**

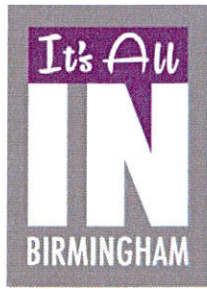
Members Required for Quorum: **7**

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										4	1	80%
Rachael A.-Woods	A	P	P	P	P										4	1	80%
Cheryl Daskas	P	P	P	P	P										5	0	100%
Samy Eid	P	P	P	P	P										5	0	100%
Doug Fehan	P	P	P	P	P										5	0	100%
Geoffrey Hockman	P	A	P	A	P										3	2	60%
Amy Pohlod	P	P	P	A	P										4	1	80%
Steve Quintal	P	P	P	P	P										5	0	100%
Bill Roberts	P	P	P	P	P										5	0	100%
Judy Solomon	A	P	A	P	P										3	2	60%
Sam Surnow	P	P	P	P	P										5	0	100%
Joe Valentine	P	P	P	P	P										5	0	100%
Reserved															0	0	#DIV/0!
Reserved															0	0	#DIV/0!
Present or Available	10	11	10	10	12	0	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



The Shopping District

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

BSD COMMITTEES
MONTHLY MEETING SCHEDULE
JUNE 2018

BSD BOARD

THURSDAY 6/7 @ 8 A.M. – COMMUNITY HOUSE

MAINTENANCE/CAPITAL IMPROVEMENTS

TUESDAY 6/12 @ 8 A.M. – CITY HALL

MARKETING/ADVERTISING

THURSDAY 6/14 @ 8:30 A.M. – CITY HALL

SPECIAL EVENTS

FRIDAY 6/22 @ 8:30 A.M. – CITY HALL

BUSINESS DEVELOPMENT

FRIDAY 6/20 @ 8:30 A.M. – CITY HALL

EXECUTIVE

MONDAY 6/6 @ 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).