

*The Shopping District*

**Birmingham Shopping District Agenda  
Thursday March 1, 2018 - 8 a.m.**

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

1. Call to order and Roll Call of Board
2. Recognition of Visitors
3. Approval of Minutes for February 1, 2018
4. Board Member Comments
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 – Daskas
    - v. Executive Board Report – Hockman
  - d. Parking Report – January
  - e. Chamber Report
  - f. Community House Report
6. Approval of Vouchers – March
7. Old Business
8. New Business
  - a. BSD Committee Membership
9. Information
  - a. Retail Activity
  - b. Announcements
  - c. 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, February 1, 2018 8 a.m.**  
The Community House  
Birmingham, MI 48009

Minutes of the meeting of the Birmingham Shopping District Board held Thursday, February 1, 2018, at 8 a.m. in The Community House.

**1. CALL TO ORDER AND ROLL CALL OF BOARD**

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

**ABSENT:** Hockman

**ALSO PRESENT:** Joe Bauman, Mark Gerber

**ADMINISTRATION:** Tighe, Brook

**2. RECOGNITION OF VISITORS**

Valentine introduced Tiffany Gunter, the new City of Birmingham assistant city manager. He explained that her focus, right now, is on improving the parking situation in the city.

**3. APPROVAL OF MINUTES**

**MOTION:** Motion by Fehan, seconded by Quintal to approve the minutes dated January 4, 2018.

**VOTE:** Yeas, 11 Nays, 0 Absent, 1

**4. BOARD MEMBER COMMENTS**

A-Woods announced that she has decided to start working on future plans which include moving to Charleston. This means that ArtLoft will be closing. She will not be renewing her lease which ends in July.

**5. REPORTS**

**a. FINANCE REPORT – GERBER**

Gerber explained that there is a new format for the balance sheet. It is now more condensed. It shows \$286,000 cash with an outstanding assessment balance of \$883,000 of the \$892,000 which was billed in December. The ending fund balance was \$182,000 which is generally the low point of the year due to the timing of assessment billing.

Revenue and expenses through December, which is half way through the year, shows an overall total expenditure of 47.5% which is right on target.

The cash flow report year to date is \$63,000 higher than expected. This is partially due to the timing of the payment for the BSD magazine which was made in January instead of December. Marketing and advertising costs are also a little different due to saving some extra funds for use during construction.

Cash flow projections, when looking at January's numbers, show the balance has dropped to \$392,000. This is approximately 44% collected which is in line with last year's collection rate. Billings are due mid-February.

**b. EXECUTIVE DIRECTOR REPORT - TIGHE**

Tighe shared that she attended the city's long range planning session last Saturday. She presented information on the new retail consultants and activities to take place during the construction period to the commissioners and it was well received.

Astrein said that he attended the session for a couple of hours and was very impressed with all that is happening in the city.

**c. COMMITTEE REPORTS:**

**SPECIAL EVENTS - ASTREIN**

Birmingham Restaurant Week is currently underway. Roberts said that his restaurant is doing well. They are especially seeing an increase in lunch traffic. He mentioned that his chef appeared on a Fox2 cooking segment with Tighe last Sunday. Tighe let the board know that there was also a segment this past Tuesday featuring Toast and BSD staff member Gamboa. Astrein thanked Bank of Ann Arbor for their sponsorship.

Farmers Market 16<sup>th</sup> season will open on May 6<sup>th</sup> and the committee is will be selecting movies for Movie Nights at their next meeting. They are also working on events to be held during the construction period.

**MARKETING & ADVERTISING - DASKAS**

Daskas said that the website redesign is moving forward. It will have a more current, fresh feel.

Plans are underway for the next Birmingham Magazine. Editorial content has been discussed and the photo shoot will take place at Bolyard Lumber. The magazine will be distributed in April. Valentine suggested having a spread, not just an advertisement, explaining construction, what work is being done, as well as valet and other events that will be taking place during that period.

A meeting was held with Harris Marketing to discuss creating a BSD presence at events.

Fehan asked about launching a new URL with the magazine and website redesign. Tighe said that she will do some research on the history and what options exist.

**MAINTENANCE/CAPITAL IMPROVEMENTS - QUINTAL**

Quintal said that the committee met with Worry Free to discuss the hanging baskets and having them planted earlier this year.

The DPS Appreciation Party, which was held on January 24<sup>th</sup> to thank them for their hard work, went well.

The committee is still looking into different ideas for holiday tree lighting. Some test trees have been decorated in Shain Park. There have been requests for the lights on the trees in Shain Park to stay lit later into the year. Contact will be made with DPS to check their schedule to see if they are available to remove the lights later.

Astrein asked if salting is a part of the snow removal contract and, if not, when is it done. Tighe explained that it is not included in the BSD contract and is the responsibility of the individual merchants/landlords. She said that it is very expensive to have the contractor salt and therefore is only done for extreme situations.

Fehan asked Valentine to have code enforcement to take a harder stance on enforcing the snow removal policy.

## **BUSINESS DEVELOPMENT - DASKAS**

Daskas explained that representatives from Buxton Company were here for the BSD Merchant Meeting on January 11, 2018 as well as a broker/property owner roundtable that afternoon. They explained some of the tools available to current merchants to help with marketing as well as how they are working to be more strategic in attracting new businesses.

## **EXECUTIVE BOARD REPORT – ASTREIN**

Astrein shared that Hockman will be honored at The Community House's upcoming Bates Street Society Dinner and that several board members will be attending the event representing the BSD.

### **d. PARKING REPORT – VALENTINE**

Valentine said the parking report shows that the only structure that was full during the month of December was the Pierce Structure and it was only full once – during events at The Townsend.

### **e. CHAMBER REPORT**

Bauman thanked the BSD again being a sponsor of their forecast series. The Economic Forecast was held on January 19<sup>th</sup> at the Birmingham Country Club. The real estate forecast will be in February and the government forecast in March – both at The Townsend.

The Chamber appreciates the BSD's assistance in promoting their Google event on SEO optimization for small businesses. Due to overwhelming response, registration had to be closed a week before the event and the Chamber is looking into running the program again in early fall.

### **f. COMMUNITY HOUSE REPORT**

There was no report from The Community House.

## **6. APPROVAL OF VOUCHERS**

**MOTION:** Motion by Fehan, seconded by Valentine to approve the vouchers, as submitted, dated February 1, 2018.

**VOTE:** Yeas, 11 Nays, 0 Absent, 1

## **7. OLD BUSINESS**



There was none.

## **8. NEW BUSINESS**

### **a. BSD COMMITTEE MEMBERSHIP**

The board reviewed the following:

#### **BSD Committee Membership Rules**

1. To become a committee member:
  - a. A person must complete an application and receive formal appointment from the BSD Board of Directors.
  - b. Must be a member of the BSD through property ownership, business ownership, employed with one of the businesses in the BSD, or a resident of the city of Birmingham.
2. Term for committee service is two years with the option to renew.
3. At committee meetings, only board appointed committee members may vote and make formal recommendations to the BSD Board of Directors.
4. Committees must have a quorum to vote and make recommendations to the BSD board.
5. Committee members must demonstrate reliable attendance at scheduled, monthly committee meetings.
6. Only BSD board members may serve as committee chairs.
7. Committee chairs may only chair one committee at a time.
8. Committees are limited to a maximum of nine (9) members.
9. All committee meetings are subject to the open meetings act.
10. All committee meetings are open to the public with a component for public comment.

**MOTION:** Motion by Solomon, seconded by Fehan to approve the BSD Committee Membership rules, as presented, pending final staff review and final revisions if required.

**VOTE:** Yeas, 11 Nays, 0 Absent, 1

### **b. DRAFT BUDGET**

**MOTION:** Motion by Fehan, seconded by Solomon to approve the draft budget for the Birmingham Shopping District, as presented, and to direct staff to forward this for review and approval as part of the City of Birmingham budget process.

**VOTE:** Yeas, 11 Nays, 0 Absent, 1

## **9. INFORMATION**

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

## **10. PUBLIC COMMENTS**

**11. ADJOURNMENT – 8:46 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	556,734.13
247-000.000-028.0000	MISCELLANEOUS	1,613.72
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	473,417.52
247-000.000-048.0869	PSD DELQ SPEC ASSESS 2016-2017 A/F	17,364.45
Total Assets		1,047,991.10
*** Liabilities ***		
247-000.000-200.0000	SUSPENSE ACCOUNT	180.54
247-000.000-202.0000	ACCOUNTS PAYABLE	53,053.59
247-000.000-367.0700	DEFER. INFLOWS - SPECIAL ASSESSMEN	473,417.52
247-000.000-367.0800	DEFER. INFLOWS - DELQ SPECIAL ASSE	17,364.45
Total Liabilities		544,016.06
*** 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		(145,355.29)
Ending Fund Balance		503,975.04
Total Liabilities And Fund Balance		1,047,991.10

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REVENUE AND EXPENDITURE REPORT  
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GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/18	YTD BALANCE 01/31/2018	AVAILABLE 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	219,062.00	0.00
USE OF FUND BALANCE		204,140.00	219,062.00	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	27.40	2,083.84	1,816.16	53.43
INTEREST AND RENT		3,900.00	3,900.00	27.40	2,083.84	1,816.16	53.43
SPECIAL ASSESSMENTS							
247-000.000-672.0247	FUTURE SPECIAL ASSESSEMENTS - P	857,600.00	857,600.00	0.00	0.00	857,600.00	0.00
247-000.000-672.0869	PSD SPECIAL ASSESSMENT 2016-201	44,370.00	44,370.00	0.00	0.00	44,370.00	0.00
247-000.000-672.0870	PSD SPECIAL ASSESS REV 17-18 #8	0.00	0.00	409,682.81	419,009.83	(419,009.83)	100.00
SPECIAL ASSESSMENTS		901,970.00	901,970.00	409,682.81	419,009.83	482,960.17	46.45
OTHER REVENUE							
247-000.000-676.0001	CONTR FROM PRIVATE SOURCE	190,000.00	190,000.00	3,350.00	149,558.50	40,441.50	78.72
OTHER REVENUE		190,000.00	190,000.00	3,350.00	149,558.50	40,441.50	78.72
Total Dept 000.000		1,300,010.00	1,314,932.00	413,060.21	570,652.17	744,279.83	43.40
TOTAL REVENUES		1,300,010.00	1,314,932.00	413,060.21	570,652.17	744,279.83	43.40
Expenditures							
Dept 298.000 - PUBLIC RELATIONS							
PERSONNEL SERVICES							
247-298.000-702.0001	SALARIES & WAGES DIRECT	26,350.00	28,590.00	2,070.77	15,422.15	13,167.85	53.94
247-298.000-706.0001	FICA	2,020.00	2,190.00	149.38	1,150.42	1,039.58	52.53
247-298.000-706.0002	HOSPITALIZATION	0.00	0.00	426.19	2,983.23	(2,983.23)	100.00
247-298.000-706.0007	WORKER'S COMPENSATION	0.00	10.00	4.81	35.81	(25.81)	358.10
247-298.000-706.0012	RETIREMNT-DEF CONTR EMPLR	2,380.00	2,580.00	186.38	1,388.01	1,191.99	53.80
247-298.000-706.0013	RET HLTH SVGS CONTR EMPLR	0.00	0.00	69.98	489.98	(489.98)	100.00
PERSONNEL SERVICES		30,750.00	33,370.00	2,907.51	21,469.60	11,900.40	64.34
Total Dept 298.000 - PUBLIC RELATIONS		30,750.00	33,370.00	2,907.51	21,469.60	11,900.40	64.34
Dept 441.005 - DOWNTOWN MAINTENANCE							
PERSONNEL SERVICES							
247-441.005-702.0001	SALARIES & WAGES DIRECT	53,250.00	54,210.00	2,397.48	18,816.62	35,393.38	34.71
247-441.005-702.0002	OVERTIME PAY	21,000.00	21,000.00	1,506.06	16,956.44	4,043.56	80.74
247-441.005-702.0003	LONGEVITY	90.00	90.00	0.00	128.64	(38.64)	142.93
247-441.005-706.0001	FICA	5,530.00	5,600.00	293.50	2,700.50	2,899.50	48.22
247-441.005-706.0002	HOSPITALIZATION	12,170.00	12,170.00	554.57	5,305.82	6,864.18	43.60
247-441.005-706.0003	LIFE INSURANCE	200.00	200.00	9.85	97.30	102.70	48.65
247-441.005-706.0004	RETIRE CONTRIB HEALTH	13,280.00	13,310.00	965.29	7,010.96	6,299.04	52.67
247-441.005-706.0005	DENTAL/OPTICAL	1,210.00	1,230.00	51.16	533.30	696.70	43.36
247-441.005-706.0006	LT/ST DISABILITY	530.00	540.00	22.67	235.36	304.64	43.59
247-441.005-706.0007	WORKER'S COMPENSATION	1,080.00	1,090.00	34.00	396.34	693.66	36.36



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REVENUE AND EXPENDITURE REPORT  
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GL NUMBER	DESCRIPTION	2017-18	2017-18	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/18	01/31/2018	BALANCE	USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT							
Expenditures							
247-441.005-706.0010	RETIREMENT EMPLOYER CNTB	8,320.00	8,360.00	492.25	3,882.57	4,477.43	46.44
247-441.005-706.0011	HRA BENEFIT	100.00	100.00	0.00	0.00	100.00	0.00
247-441.005-706.0012	RETIREMNT-DEF CONTR EMPLR	1,420.00	1,470.00	90.43	1,098.53	371.47	74.73
247-441.005-706.0013	RET HLTH SVGS CONTR EMPLR	1,050.00	1,050.00	44.93	555.22	494.78	52.88
PERSONNEL SERVICES		119,230.00	120,420.00	6,462.19	57,717.60	62,702.40	47.93
OTHER CHARGES							
247-441.005-941.0000	EQUIPMENT RENTAL OR LEASE	45,000.00	45,000.00	776.80	12,804.74	32,195.26	28.45
OTHER CHARGES		45,000.00	45,000.00	776.80	12,804.74	32,195.26	28.45
Total Dept 441.005 - DOWNTOWN MAINTENANCE							
		164,230.00	165,420.00	7,238.99	70,522.34	94,897.66	42.63
Dept 748.000 - PRINCIPAL SHOPPING DISTRICT							
PERSONNEL SERVICES							
247-748.000-702.0001	SALARIES & WAGES DIRECT	189,730.00	197,920.00	14,515.76	111,775.20	86,144.80	56.47
247-748.000-702.0002	OVERTIME PAY	0.00	0.00	0.00	11.25	(11.25)	100.00
247-748.000-702.0003	LONGEVITY	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
247-748.000-706.0001	FICA	14,620.00	15,150.00	1,096.93	8,212.22	6,937.78	54.21
247-748.000-706.0002	HOSPITALIZATION	26,190.00	26,190.00	3,739.72	3,739.72	22,450.28	14.28
247-748.000-706.0003	LIFE INSURANCE	950.00	950.00	72.34	506.38	443.62	53.30
247-748.000-706.0004	RETIRE CONTRIB HEALTH	5,620.00	5,620.00	467.67	3,273.69	2,346.31	58.25
247-748.000-706.0005	DENTAL/OPTICAL	2,090.00	2,090.00	141.92	993.44	1,096.56	47.53
247-748.000-706.0006	LT/ST DISABILITY	920.00	920.00	62.32	436.24	483.76	47.42
247-748.000-706.0007	WORKER'S COMPENSATION	500.00	520.00	56.15	426.39	93.61	82.00
247-748.000-706.0010	RETIREMENT EMPLOYER CNTB	3,010.00	3,010.00	250.58	1,754.06	1,255.94	58.27
247-748.000-706.0012	RETIREMNT-DEF CONTR EMPLR	9,180.00	9,180.00	623.08	4,361.56	4,818.44	47.51
247-748.000-706.0013	RET HLTH SVGS CONTR EMPLR	1,820.00	1,820.00	140.00	980.00	840.00	53.85
PERSONNEL SERVICES		255,930.00	264,670.00	21,166.47	136,470.15	128,199.85	51.56
SUPPLIES							
247-748.000-727.0000	POSTAGE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
247-748.000-729.0000	OPERATING SUPPLIES	3,500.00	3,500.00	377.04	1,471.12	2,028.88	42.03
SUPPLIES		6,500.00	6,500.00	377.04	1,471.12	5,028.88	22.63
OTHER CHARGES							
247-748.000-801.0200	OTHER LEGAL	3,000.00	3,000.00	363.63	2,041.02	958.98	68.03
247-748.000-802.0100	AUDIT	730.00	730.00	0.00	709.75	20.25	97.23
247-748.000-811.0000	OTHER CONTRACTUAL SERVICE	40,000.00	40,000.00	2,650.00	16,980.00	23,020.00	42.45
247-748.000-829.0100	SNOW REMOVAL CONTRACT	59,000.00	59,000.00	9,417.00	28,251.00	30,749.00	47.88
247-748.000-829.0200	WEB SITE MAINTENANCE	5,000.00	5,000.00	1,500.00	1,500.00	3,500.00	30.00
247-748.000-851.0000	TELEPHONE	1,600.00	1,600.00	1.18	404.14	1,195.86	25.26
247-748.000-901.0400	MARKETING & ADVERTISING	210,000.00	210,000.00	20,131.58	94,841.61	115,158.39	45.16
247-748.000-901.0500	PUBLIC RELATIONS	10,000.00	10,000.00	2,250.00	5,953.70	4,046.30	59.54
247-748.000-903.0000	TENANT RECRUITMENT	64,000.00	64,000.00	10,735.44	62,835.01	1,164.99	98.18
247-748.000-904.0000	PRINTING PSD MAGAZINE	85,000.00	85,000.00	0.00	53,867.94	31,132.06	63.37
247-748.000-909.0000	SPECIAL EVENTS	200,000.00	200,000.00	8,171.58	171,913.60	28,086.40	85.96
247-748.000-933.0200	EQUIPMENT MAINTENANCE	1,200.00	1,200.00	270.17	462.06	737.94	38.51
247-748.000-935.0200	MAINTENANCE SHOPPING DIST	125,000.00	125,000.00	152.32	17,695.36	107,304.64	14.16
247-748.000-942.0000	COMPUTER EQUIPMENT RENTAL	16,970.00	16,970.00	1,414.17	9,899.19	7,070.81	58.33
247-748.000-944.0000	BUILDING OR FACILITY RENT	12,000.00	12,000.00	1,000.00	7,000.00	5,000.00	58.33
247-748.000-955.0100	TRAINING	500.00	500.00	0.00	912.09	(412.09)	182.42



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GL NUMBER	DESCRIPTION	2017-18	2017-18	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/18			
Fund 247 - PRINCIPAL SHOPPING DISTRICT							
Expenditures							
247-748.000-955.0300	MEMBERSHIP & DUES	1,600.00	1,600.00	475.00	1,647.00	(47.00)	102.94
247-748.000-955.0400	CONFERENCES & WORKSHOPS	2,500.00	2,500.00	711.50	2,402.45	97.55	96.10
247-748.000-957.0400	LIAB INSURANCE PREMIUMS	4,500.00	4,500.00	375.00	2,625.00	1,875.00	58.33
247-748.000-962.0000	MISCELLANEOUS	0.00	2,372.00	0.00	4,133.33	(1,761.33)	174.26
OTHER CHARGES		842,600.00	844,972.00	59,618.57	486,074.25	358,897.75	57.53
Total Dept 748.000 - PRINCIPAL SHOPPING DISTRICT		1,105,030.00	1,116,142.00	81,162.08	624,015.52	492,126.48	55.91
TOTAL EXPENDITURES		1,300,010.00	1,314,932.00	91,308.58	716,007.46	598,924.54	54.45
Fund 247 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		1,300,010.00	1,314,932.00	413,060.21	570,652.17	744,279.83	43.40
TOTAL EXPENDITURES		1,300,010.00	1,314,932.00	91,308.58	716,007.46	598,924.54	54.45
NET OF REVENUES & EXPENDITURES		0.00	0.00	321,751.63	(145,355.29)	145,355.29	100.00

PRINCIPAL SHOPPING DISTRICT  
CASH FLOW  
FOR THE MONTH OF JANUARY 2018

	<u>DESCRIPTION</u>	<u>PROJECTED</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
	BEGINNING CASH BALANCE	\$ 223,525	\$ 286,718	\$ 63,193
	CASH RECEIPTS:			
	Special Assessments	384,310	409,683	25,373
	Interest Income	140	28	(112)
	Special Event Revenue	<u>4,370</u>	<u>3,350</u>	<u>(1,020)</u>
	Sub-total cash receipts	388,820	413,061	24,241
	CASH DISBURSEMENTS:			
	OFFICE DISBURSEMENTS			
	PSD Personnel Costs	19,690	21,166	(1,476)
727.0000	Postage	-	-	-
729.0000	Supplies	280	182	98
801.0200	Legal	250	340	(90)
802.0100	Audit	-	-	-
811.0000	Other Contractual Service	2,090	3,650	(1,560)
933.0200	Equipment Maintenance	-	-	-
851.0000	Telephone	130	1	129
955.0100	Training	125	-	125
955.0300	Memberships & Dues	130	130	-
955.0400	Conferences & Workshops	200	741	(541)
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	25,684	28,999	(3,315)
	PROGRAM DISBURSEMENTS			
	DPS Downtown Maintenance	9,240	7,239	2,001
	Promotion Personnel Costs	2,370	2,908	(538)
829.0100	Snow Removal	9,400	9,417	(17)
935.0200	Maintenance PSD	24,370	152	24,218
901.0400	Marketing & Advertising	20,800	34,036	(13,236)
901.0500	Public Relations	1,000	1,642	(642)
903.0000	Tenant Recruitment	6,000	10,150	(4,150)
909.0000	Special Events	48,190	18,693	29,497
904.0000	PSD Magazine	-	29,809	(29,809)
829.0200	Web Site Maintenance	<u>100</u>	<u>-</u>	<u>100</u>
	Sub-total Program Disbursements	<u>121,470</u>	<u>114,046</u>	<u>7,424</u>
	Total Disbursements	147,154	143,045	4,109
	INCREASE (DECREASE) IN CASH BALANCE	<u>241,666</u>	<u>270,016</u>	<u>28,350</u>
	ENDING CASH BALANCE	<u>\$ 465,191</u>	<u>\$ 556,734</u>	<u>\$ 91,543</u>

PRINCIPAL SHOPPING DISTRICT  
ACTUAL CASH FLOW  
FOR THE SEVEN MONTHS ENDED JANUARY 2018

DESCRIPTION	PROJECTED	ACTUAL	VARIANCE
BEGINNING CASH BALANCE	\$ 634,789	\$ 634,789	\$ -
CASH RECEIPTS:			
Special Assessments	479,150	470,111	(9,039)
Interest Income	1,960	2,085	125
Special Event Revenue	<u>146,310</u>	<u>149,559</u>	<u>3,249</u>
Sub-total cash receipts	627,420	621,755	(5,665)
CASH DISBURSEMENTS:			
OFFICE DISBURSEMENTS			
PSD Personnel Costs	147,650	143,799	3,851
727.0000 Postage	1,600	-	1,600
729.0000 Supplies	2,100	2,387	(287)
801.0200 Legal	1,750	2,194	(444)
802.0100 Audit	730	710	20
811.0000 Other Contractual Service	14,630	17,330	(2,700)
933.0200 Equipment Maintenance	600	404	196
851.0000 Telephone	910	404	506
955.0100 Training	375	912	(537)
955.0300 Memberships & Dues	930	1,172	(242)
955.0400 Conferences & Workshops	1,650	2,347	(697)
962.0000 Miscellaneous	-	4,134	(4,134)
942.0000 Computer Equipment Rental	9,898	9,898	-
957.0400 Liability Insurance	2,625	2,625	-
944.0000 Building Rent	<u>7,000</u>	<u>7,000</u>	<u>-</u>
Sub-total Office Disbursements	192,448	195,316	(2,868)
PROGRAM DISBURSEMENTS			
DPS Downtown Maintenance	109,770	74,419	35,351
Promotion Personnel Costs	17,740	22,842	(5,102)
829.0100 Snow Removal	28,200	18,834	9,366
935.0200 Maintenance PSD	51,110	22,158	28,952
901.0400 Marketing & Advertising	110,400	82,674	27,726
901.0500 Public Relations	6,000	3,704	2,296
903.0000 Tenant Recruitment	38,000	60,674	(22,674)
909.0000 Special Events	179,350	165,020	14,330
904.0000 PSD Magazine	62,000	53,868	8,132
829.0200 Web Site Maintenance	<u>2,000</u>	<u>300</u>	<u>1,700</u>
Sub-total Program Disbursements	<u>604,570</u>	<u>504,493</u>	<u>100,077</u>
Total Disbursements	797,018	699,809	97,209
INCREASE (DECREASE) IN CASH BALANCE	<u>(169,598)</u>	<u>(78,054)</u>	<u>91,544</u>
ENDING CASH BALANCE	<u>\$ 465,191</u>	<u>\$ 556,735</u>	<u>\$ 91,544</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	894,805	821,896	726,962	627,233	634,789
CASH RECEIPTS:													
2016 Assessment	1,859	29,974	19,268	-	-	-	-	-	-	-	13,700	-	64,801
2017 Assessment	-	-	-	-	-	9,327	409,683	423,750	9,470	-	-	-	852,230
Special Assessments	1,859	29,974	19,268	-	-	9,327	409,683	423,750	9,470	-	13,700	-	917,031
Interest Income	(80)	443	457	335	542	360	28	350	560	510	450	350	4,305
Special Event Revenue	10,175	54,885	23,752	26,138	19,011	12,248	3,350	2,130	10,280	15,000	4,120	12,160	193,249
Sub-total cash receipts	11,954	85,302	43,477	26,473	19,553	21,935	413,061	426,230	20,310	15,510	18,270	12,510	1,114,585
CASH DISBURSEMENTS:													
OFFICE DISBURSEMENTS													
PSD Personnel Costs	16,905	29,515	18,832	19,470	18,548	19,363	21,166	19,690	29,520	19,690	19,690	19,690	252,079
Postage	-	-	-	-	-	-	-	-	-	400	400	600	1,400
Supplies	324	1,319	73	71	257	161	182	280	280	280	280	280	3,787
Legal	340	176	751	59	164	364	340	250	250	250	250	250	3,444
Audit	-	-	664	-	-	46	-	-	-	-	-	-	710
Other Contractual Service	3,100	2,350	1,515	2,015	2,600	2,100	3,650	2,090	5,010	6,090	6,090	6,090	42,700
Equipment Maintenance	212	-	-	-	192	-	-	-	300	-	-	300	1,004
Telephone	-	-	-	-	-	403	1	130	130	130	130	170	1,094
Training	-	719	-	-	193	-	-	-	-	125	-	-	1,037
Memberships & Dues	512	-	-	250	280	-	130	30	-	270	370	-	1,842
Conferences & Workshops	-	1,266	60	75	-	205	741	200	-	200	100	350	3,197
Miscellaneous	-	172	1,045	2,842	-	75	-	-	-	-	-	-	4,134
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	25,459	38,279	30,224	30,099	30,521	349,898
PROGRAM DISBURSEMENTS													
DPS Downtown Maintenance	9,960	19,590	13,781	11,348	6,134	6,367	7,239	10,950	12,690	13,560	8,060	9,200	128,879
Promotion Personnel Costs	2,744	4,116	2,793	3,640	3,042	3,599	2,908	2,370	3,530	2,370	2,370	2,370	35,852
Snow Removal	-	-	-	-	-	9,417	9,417	15,400	15,400	-	-	-	49,634
Maintenance PSD	3,805	773	1,482	2,981	4,063	8,902	152	300	10,000	30,000	17,500	16,090	96,048
Marketing & Advertising	6,508	16,200	14,017	7,213	15,655	(10,955)	34,036	21,200	4,800	25,000	24,200	24,400	182,274
Public Relations	2,000	-	-	-	8	54	1,642	1,000	-	1,000	1,000	1,000	7,704
Tenant Recruitment	12,566	4,000	4,000	4,000	666	25,293	10,150	6,000	5,000	5,000	5,000	5,000	86,675
Special Events	52,114	9,698	8,115	17,070	17,280	42,050	18,693	5,480	2,020	3,290	5,270	4,590	185,670
PSD Magazine	-	-	-	-	24,059	-	29,809	-	-	-	23,000	-	76,868
Web Site Maintenance	300	-	-	-	-	-	-	-	1,500	-	1,500	-	3,300
Sub-total Program Disbursements	89,997	54,377	44,188	46,252	70,907	84,727	114,046	62,700	54,940	80,220	87,900	62,650	852,904
Total Disbursements	114,179	92,683	69,917	73,823	95,930	110,233	143,045	88,159	93,219	110,444	117,999	93,171	1,202,802
INCREASE (DECREASE) IN CASH BALANCE	(102,225)	(7,381)	(26,440)	(47,350)	(76,377)	(88,298)	270,016	338,071	(72,909)	(94,934)	(99,729)	(80,661)	(88,217)
ENDING CASH BALANCE	532,564	525,183	498,743	451,393	375,016	286,718	556,734	894,805	821,896	726,962	627,233	546,572	546,572



## **Special Events Committee Report**

**February 2018 (due to snow, no committee meeting was held)**

**Members:** Richard Astrein, Chair; Kathi Jones-Cutler, Doug Fehan, Zachary Kay, Judith Solomon, Rachael A. Woods, JoAnna Yaksich

**Staff:** Ingrid Tighe, Jaimi Brook, Ellen Yerks

### **Birmingham Restaurant Week**

Twenty-two restaurants participated in Birmingham Restaurant Week sponsored by Bank of Ann Arbor. A survey has been sent to the restaurants to get their feedback as to the success of the promotion as well as the possibility of holding another Birmingham Restaurant Week in the fall.

### **Birmingham Farmers Market**

The 16<sup>th</sup> season will kick off on May 6<sup>th</sup>. BSD staff is soliciting sponsors and booking entertainment. Vendor outreach will begin soon.

### **Movie Nights**

The committee has selected to show the following movies:

June 22 - Sing

July 20 - Back to the Future

August 24 - The Incredibles

### **Construction**

The committee is exploring ways to encourage activity downtown during the Old Woodward Construction Project. Proposed ideas include having a contest for artists to decorate the construction barricades that will be erected as well as offering Birmingham Bonus Bucks. For each \$100 purchase a shopper makes at a BSD business, they will be awarded \$20 of Birmingham Bonus Bucks to be used toward their next purchase.

A Chocolate Walk and a Where's Waldo type of activity will also be discussed at the next committee meeting.

### **Upcoming Events**

May 6 – October 28 – Birmingham Farmers Market 16<sup>th</sup> Season

June 22, July 20, August 24 – Movie Nights

July – Day on the Town

August 18 – Birmingham Cruise Event

**Next Meeting: Friday, March 9th, 8:30 a.m. – City Hall Conference Room 202**





**Marketing & Advertising Committee Report**  
**No meeting was held in February.**

**Members:** Cheryl Daskas, Chair; Karen Daskas, Barry Murphy, Kamran Karimpour, Gayle Champagne, JJ Benkert, Samy Eid

**Staff:** Ingrid Tighe, Marianne Gamboa

**Birmingham Magazine**

The photo shoot for the Spring/Summer edition of the Birmingham Magazine will take place on March 8 at Bolyard Lumber in Birmingham. This edition will feature windbreakers, tropical items, sun glasses, grill accessories, etc. In addition, a special construction section will feature an article explaining the project and incentives for shoppers, plus ads promoting valet parking and other incentives. This edition will come out late-April.

**Website Design Refresh**

The committee's feedback regarding the new design for the BSD's website has been submitted to Revize. The BSD plans to launch the revised site in early March.

**Next Meeting: March 22, 2018, 8 a.m. at City Hall, Conference Room 202 and 203**



Maintenance/Capital Improvement Committee  
February 20, 2018

Members: Steve Quintal, Chair; Doug Fehan, Amy Pohlod,  
Bill Roberts, Vicki Walsh

Staff: Ingrid Tighe, Lauren Wood, Carrie Laird, Mike Jurek,

#### **Holiday Lighting**

The maintenance committee tested a few different decorating concepts on the holiday trees and decided to stay with the traditional theme.

#### **Old Woodward Construction Valet RFP**

The committee is currently accepting bids for the Valet Parking RFP. Bids will be opened March 9<sup>th</sup> and evaluated March 13<sup>th</sup>.

**Next Meeting: Tuesday, March 13, at 8 a.m. City Hall, 2<sup>nd</sup> Floor Conference Room**



**Business Development Committee Report  
February 2018**

**Members:** Cheryl Daskas, Chair; Karen Daskas, Steve Quintal, Sam Surnow

**Staff:** Ingrid Tighe

**Retention and Growth**

- 14 merchants have registered for Buxton's LSMX marketing tool.
- Merchant meeting held February 8<sup>th</sup> at Nina McLemore. Topics covered included:
  - Upcoming events
  - BSD Sponsorship Opportunities
  - BSD Committee membership information
  - Downtown Publications - Dig This City Promotion
  - Presentation on "Improving Your Social Media Strategy" by Near Perfect Media
  - Updates Regarding the Old Woodward Reconstruction Project
- Next merchant meeting is March 8<sup>th</sup> at Be Well Lifestyle Center

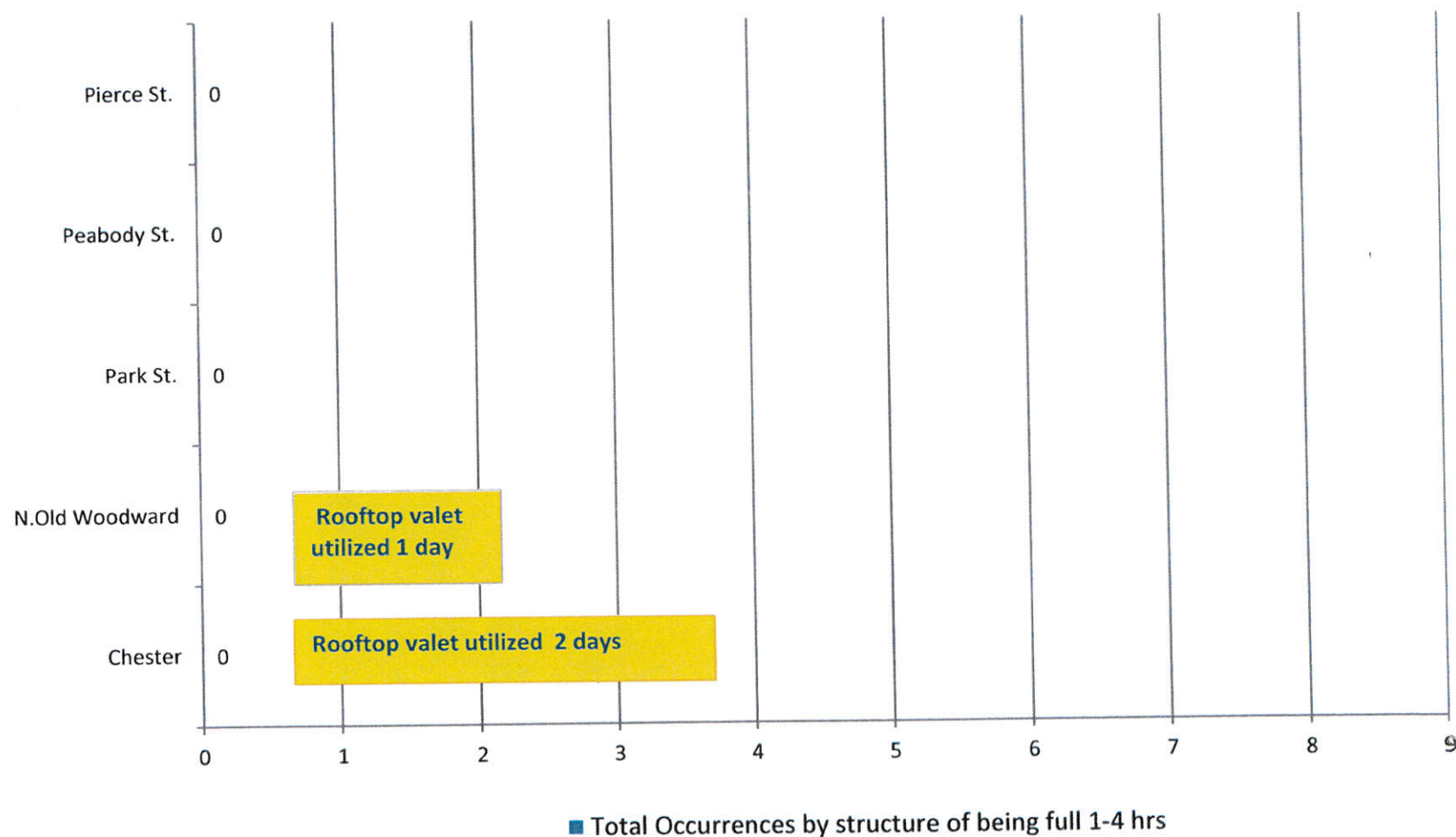
**Retail Attraction**

Buxton is finalizing their research on the retailers.

**Next Scheduled Meeting: TBD**

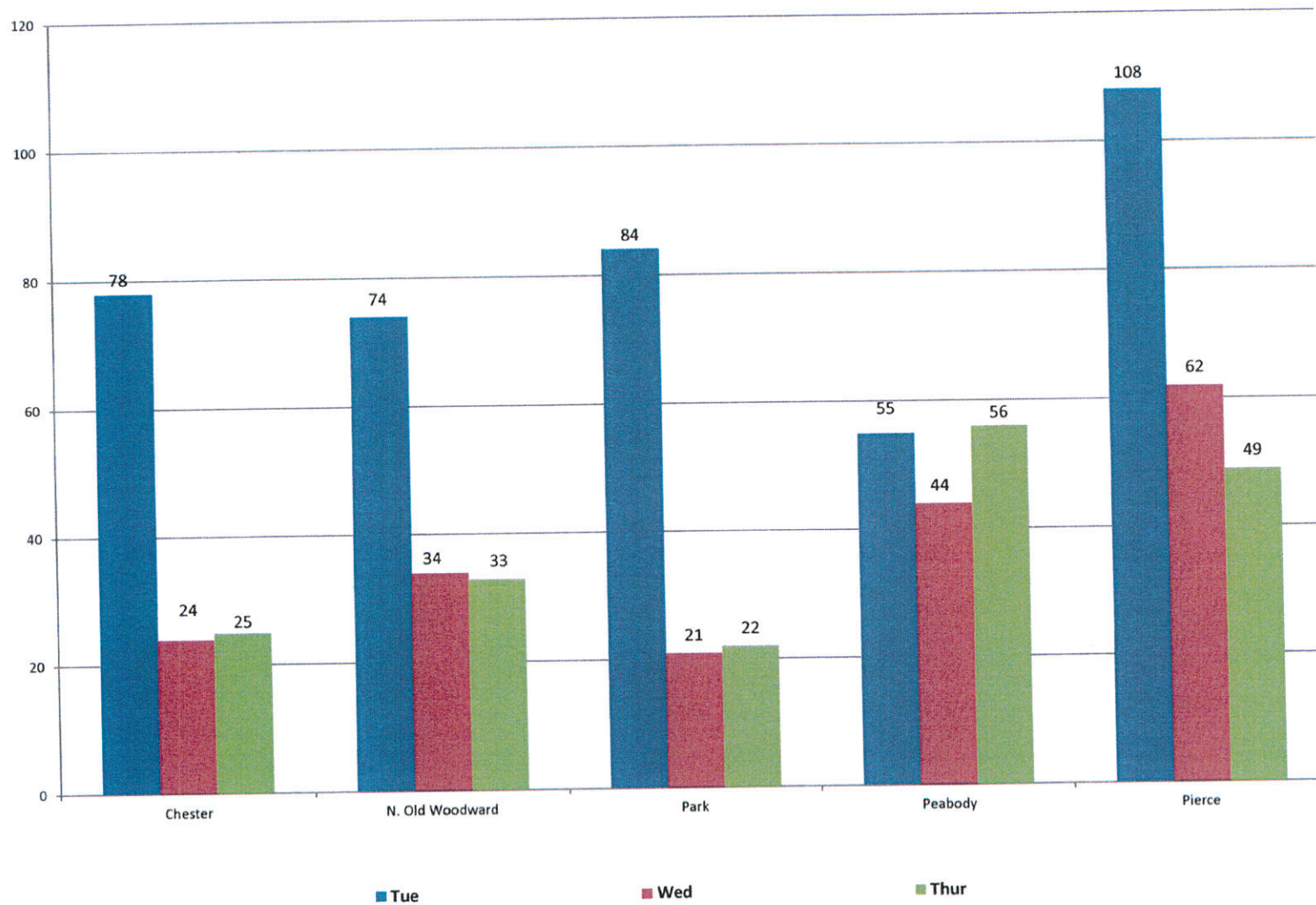
# Parking Full Status by Structure

January 2018 Business Days Only (M-Friday)



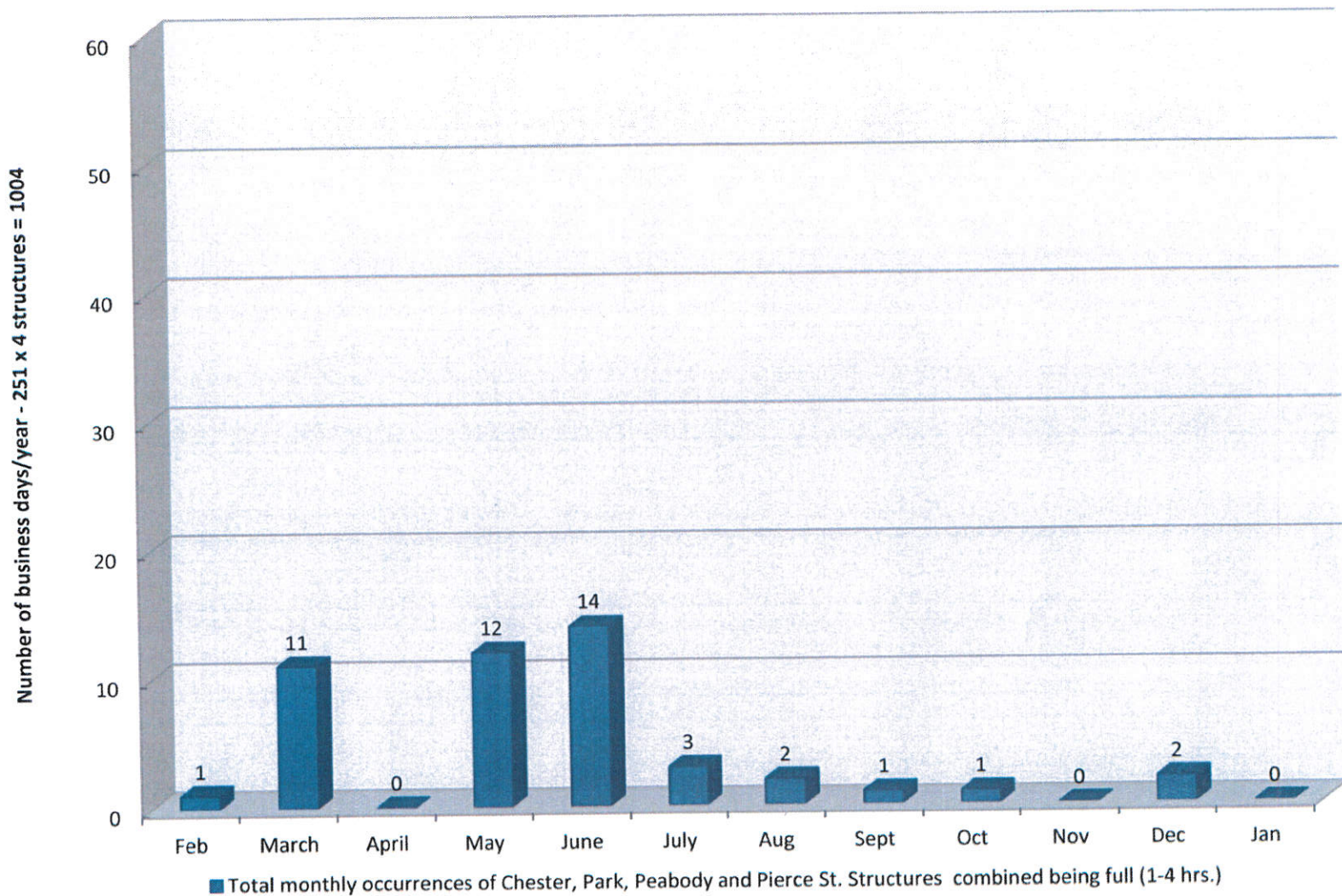
R10E1

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

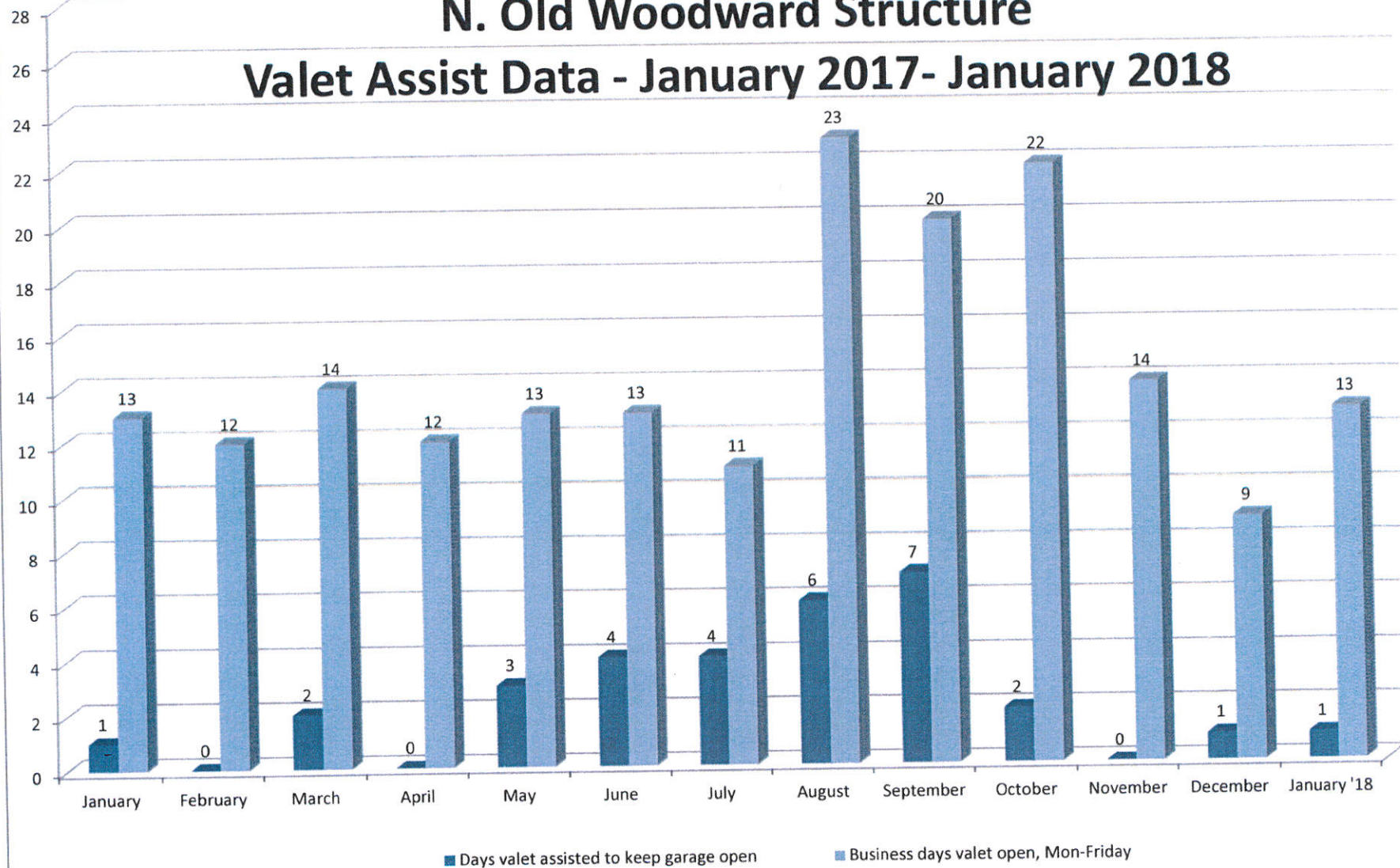




## 2017-18 Combined Parking Structure Full Status



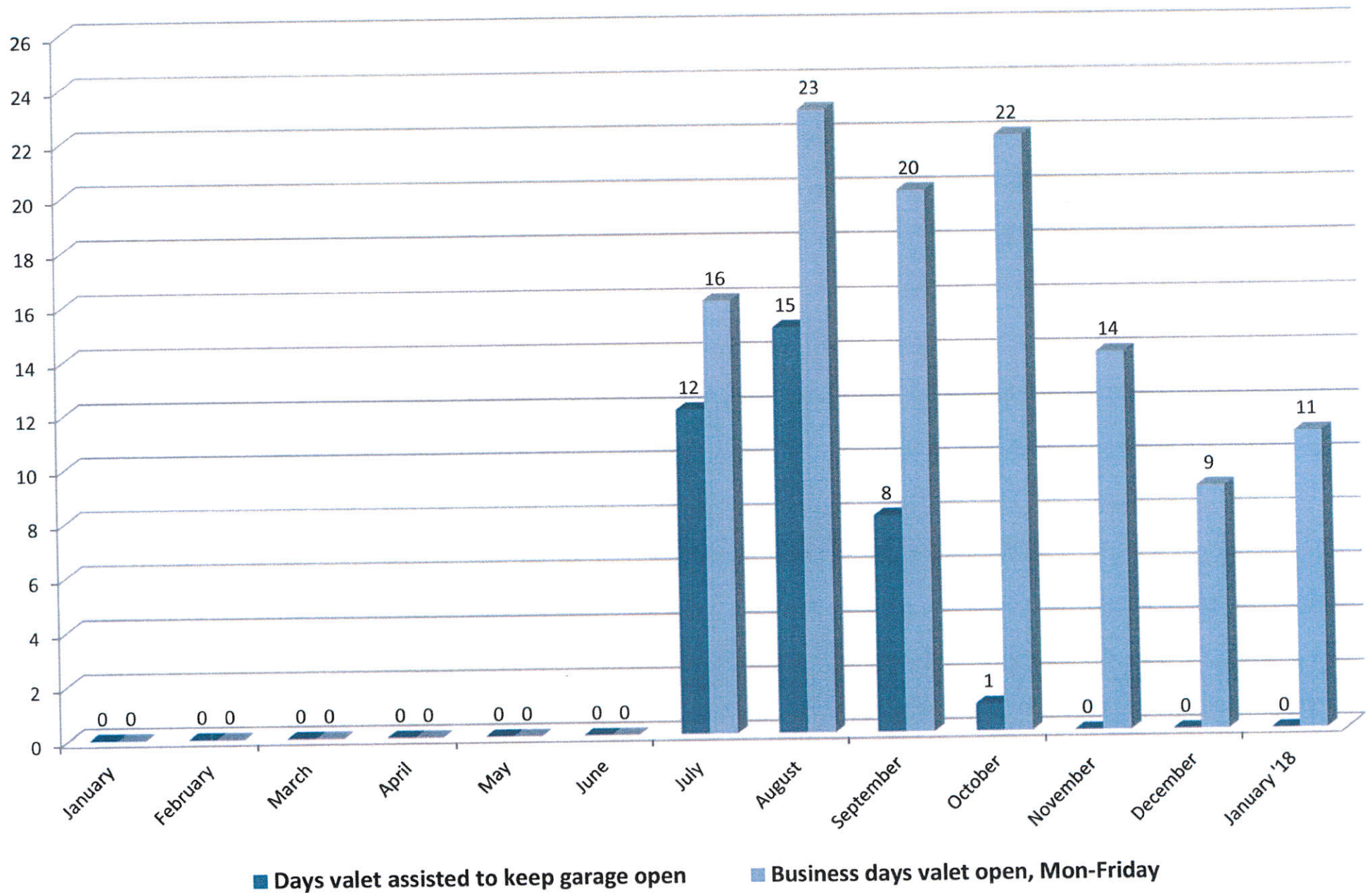
## N. Old Woodward Structure Valet Assist Data - January 2017- January 2018





# Park Street Structure

## Valet Assist Data - January 2017 - January 2018



# Chester Street Structure

Garage full list

## JANUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Valet closed	2 Garage not filled.	3 Garage not filled.	4 Garage not filled.	5 Valet closed	6
7	8 Valet closed	9 Garage not filled.	10 Garage not filled.	11 Garage not filled.	12 Valet closed	13
14	15 Valet closed	16 Garage not filled.	17 Garage not filled.	18 Garage not filled.	19 Valet closed	20
21	22 Valet closed	23 Garage not filled.	24 Garage not filled.	25 Valet-3 cars	26 Valet closed	27
28	29 Valet closed	30 Garage not filled.	31 Valet-2 cars			
		<b>Notes:</b>				

## Peabody Street Structure

Garage full list

# JANUARY 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	31				
		<b>Notes:</b> Structure did not fill.				



## N. Old Woodward Garage

Valet Counts

# JANUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Valet closed	<b>2</b> Garage not filled.	<b>3</b> Garage not filled.	<b>4</b> Garage not filled.	<b>5</b> Valet closed	<b>6</b>
<b>7</b>	<b>8</b> Valet closed	<b>9</b> Garage not filled.	<b>10</b> Garage not filled.	<b>11</b> Garage not filled.	<b>12</b> Valet closed	<b>13</b>
<b>14</b>	<b>15</b> Valet closed	<b>16</b> Garage not filled.	<b>17</b> 3 cars	<b>18</b> Garage not filled.	<b>19</b> Valet closed	<b>20</b>
<b>21</b>	<b>22</b> Valet closed	<b>23</b> Garage not filled.	<b>24</b> Garage not filled.	<b>25</b> Garage not filled.	<b>26</b> Valet closed	<b>27</b>
<b>28</b>	<b>29</b> Valet closed	<b>30</b> Garage not filled.	<b>31</b>			
		<b>Notes:</b>				

# JANUARY 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	31			
		Notes: Structure did not fill.				

## Park Street Structure

Garage full list

# JANUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 Valet closed	6
7	8 Valet closed	9 Garage not filled.	10 Garage not filled.	11 Garage not filled.	12 Valet closed	13
14	15 Valet closed	16 Garage not filled.	17 Garage not filled.	18 Garage not filled.	19 Valet closed	20
21	22 Valet closed	23 Garage not filled.	24 Garage not filled.	25 Garage not filled.	26 Valet closed	27
28	29 Valet closed	30 Garage not filled.	31 Garage not filled.			
31		Notes:				

# Birmingham Principal Shopping District Board

Voucher List For: 03/01/2018

Early Release	Vendor	Description	Account	Amount
	21ST CENTURY MEDIA-MICHIGAN	RESTAURANT WEEK ADVERTISING	MARKETING & ADVERTISING	499.00
	ART/DESIGN GROUP LTD	ARTWORK FOR RESTAURANT WEEK, CONSTRUCTION AND GENERAL	MARKETING & ADVERTISING	1,715.00
	BEIER HOWLETT P.C.	GENERAL AND CRUISE EVENT ATTORNEY FEES	OTHER LEGAL	140.76
	BIRMINGHAM EDUCATION FOUNDATION	FRIEND OF BEF BASH SPONSORSHIP	MARKETING & ADVERTISING	500.00
	BIRMINGHAM PUBLIC SCHOOLS	RESTAURANT WEEK POSTERS	MARKETING & ADVERTISING	31.50
	C & G PUBLISHING INC.	RESTAURANT WEEK ADVERTISING	MARKETING & ADVERTISING	1,130.40
	DETROIT JEWISH NEWS	RESTAURANT WEEK ADVERTISING	MARKETING & ADVERTISING	500.00
	DOWNTOWN PUBLICATIONS INC	CONSTRUCTION ADVERTISING	MARKETING & ADVERTISING	528.00
	INGRID TIGHE	EMPLOYEE LUNCH FOR STAFF MEETING	MISCELLANEOUS	81.00
	IN-HOUSE VALET INC	VALET SUPPLEMENT 1-15 TO 2-18	OTHER CONTRACTUAL SERVICE	2,500.00
	JAIMI BROOK	MILEAGE FOR MEETINGS & DPS LUNCHEON	SPECIAL EVENTS	377.51
	KROGER COMPANY	PAPER PRODUCTS FOR DPS LUNCHEON	MAINTENANCE SHOPPING DIST	33.14
	LOGICAL SOLUTIONS EN MICHIGAN .COM	DINING GUIDES RESTAURANT WEEK ADVERTISING	MARKETING & ADVERTISING MARKETING & ADVERTISING	475.00 936.00
	NICK'S MAINTENANCE SERVICE	MARCH SNOW REMOVAL & EXTRA SALTING	SNOW REMOVAL CONTRACT	10,796.00
	OFFICE DEPOT INC	MISC OFFICE SUPPLIES	OPERATING SUPPLIES	51.37
	RACHEL WINER	SOCIAL MEDIA MANAGEMENT 2-11 TO 3-11	MARKETING & ADVERTISING	850.00
	REVIZE LLC	REVIZE BSD HOME PAGE	MARKETING & ADVERTISING	1,210.00
	SIGNS-N-DESIGNS INC	BANNER AND POSTER FOR RESTAURANT WEEK	MARKETING & ADVERTISING	798.00
	SP+ CORPORATION	FEBRUARY & MARCH EMPLOYEE PARKING	OTHER CONTRACTUAL SERVICE	200.00
	THE COMMUNITY HOUSE	ADDITIONAL GUEST AT BATES STREET SOCIETY DINNER	PUBLIC RELATIONS	200.00
	WDIV/TV4	RESTAURANT WEEK ADVERTISING	MARKETING & ADVERTISING	1,000.00
	WWJ-AM DIGITAL	SMALL BUSINESS SATURDAY ADVERTISING	MARKETING & ADVERTISING	600.00

**Birmingham Principal Shopping District Board****Voucher List For:** 03/01/2018

Early Release	Vendor	Description	Account	Amount
	WXYZ/TV 7	RESTAURANT WEEK ADVERTISING	MARKETING & ADVERTISING	345.45

Total : \$ 25,498.13

Journal Entries

Wufoo – program for creating on line forms	\$ 169.00
Michigan Farmers Market Association – Conference for Ellen	150.00
Petty Cash – DPS luncheon	39.61
Petty Cash – Sponsor thank you for Mercedes Benz	27.99
Petty Cash – Winter Markt VIP reception	43.92
Petty Cash – Staff meeting	40.18
Petty Cash – Miscellaneous	21.85
Facebook – 2 Restaurant Week boosts	750.00
Baldwin Library – Payment for WM photo book	(50.96)
TOTAL JOURNAL ENTRIES	\$ 1,191.59
TOTAL VOUCHERS AND JOURNAL ENTRIES	\$ 26,689.72
	=====

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

**Board Chair**\_\_\_\_\_

**Date**\_\_\_\_\_





*The Shopping District*

## MEMORANDUM

**DATE:** March 1, 2018

**TO:** Birmingham Shopping District Board of Directors

**FROM:** Executive Director, Ingrid Tighe

**SUBJECT:** New Business Item 8 A BSD Committee Membership Approval

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In order to better align with the City of Birmingham standards for board and committee membership, the BSD Board of Directors approved formal BSD Committee Membership rules at the February 2018 board meeting. These rules are based upon standards set forth by the City of Birmingham for participation on other city boards and committees. The attached packet contains applications for committee membership for the four BSD committees a) Marketing b) Special Events c) Maintenance and Capital Improvements and d) Business Development. Additional membership applications will be presented for approval as they are received, on a rolling basis, at monthly BSD board meetings.

### **Suggested Action- New Business Item 8 A:**

**To approve the BSD Committee applications, pending final staff review and final revisions if required.**



# BSD COMMITTEE APPLICATION SPREADSHEET

<b>COMMITTEE APPLYING FOR</b>	<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>
Business Development	Robert Gibbs	240 Martin	248-642-4800	<a href="mailto:rgibbs@gibbsplanning.com">rgibbs@gibbsplanning.com</a>
Business Development	Steve Quintal	112 Peabody	248-642-0024	<a href="mailto:steve@fullercentralpark.com">steve@fullercentralpark.com</a>
Business Development	Sam Surnow	320 Martin	248-877-4000	<a href="mailto:sam@surnow.com">sam@surnow.com</a>
Maintenance	Amy Pohlod	912 South Old Woodward	248-219-5042	<a href="mailto:amypohlod@hotmail.com">amypohlod@hotmail.com</a>
Maintenance	Douglas Fehan	833 Hazel	248-705-3000	<a href="mailto:godug@aol.com">godug@aol.com</a>
Maintenance	Steve Quintal	112 Peabody	248-642-0024	<a href="mailto:steve@fullercentralpark.com">steve@fullercentralpark.com</a>
Maintenance	William Roberts	410 Whippers in Ct.	248-646-6395	<a href="mailto:br@robertsrestaurantgroup.com">br@robertsrestaurantgroup.com</a>
Marketing	Gayle Champagne	833 Hazel	248-978-5581	<a href="mailto:gchampagne1@aol.com">gchampagne1@aol.com</a>
Marketing	JJ Benkert	908 South Adams	248-642-7755	<a href="mailto:jj@claymoresshop.com">jj@claymoresshop.com</a>
Marketing	Jessica Lundberg	210 South Old Woodward	248-766-8696	<a href="mailto:jessica@rivagedayspa.com">jessica@rivagedayspa.com</a>
Marketing	Samy Eid	588 South Old Woodward	248-840-8127	<a href="mailto:samyeid@mac.com">samyeid@mac.com</a>
Marketing	Zachary Kay	168 South Old Woodward	248-220-4999	<a href="mailto:zak@shopfoundobjects.com">zak@shopfoundobjects.com</a>
Special Events	Amy Pohlod	912 South Old Woodward	248-219-5042	<a href="mailto:amypohlod@hotmail.com">amypohlod@hotmail.com</a>
Special Events	Douglas Fehan	833 Hazel	248-705-3000	<a href="mailto:godug@aol.com">godug@aol.com</a>
Special Events	Nikki Pavlack	99 West Maple	269-615-7508	<a href="mailto:npavlack@gazellesports.com">npavlack@gazellesports.com</a>
Special Events	Rachel Woods	123 West Maple	248-647-4007	<a href="mailto:artloft@sbcglobal.net">artloft@sbcglobal.net</a>
Special Events	Richard Astrein	120 West Maple	248-514-4036	<a href="mailto:richard@astreins.com">richard@astreins.com</a>
Special Events	Zachary Kay	168 South Old Woodward	248-220-4999	<a href="mailto:zak@shopfoundobjects.com">zak@shopfoundobjects.com</a>



## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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

Information on various committees can be found on the BSD website at  
[http://www.enjoybirmingham.com/about/about\\_the\\_psd.php](http://www.enjoybirmingham.com/about/about_the_psd.php) (Please print clearly)

Committee of Interest Business Development Committee

Name Robert Gibbs, AICP, ASLA Phone 248 6424800

Residential Address 580 Hamilton Bloomfield Village Email rgibbs@gibbsplanning.com

Business Address 240 Martin St. Birmingham Occupation Urban Planner

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

List your related employment experience Consulted with over 400 cities on downtown master plans & Co-authored the Birmingham 2016 Master Plan in 1996

List your related community activities Served on Birmingham's Downtown Historic Design Board and the Board of Zoning Appeals

List your related educational experience Masters in Landscape Architecture, University of Michigan

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

None known

Robert J. Gibbs  
Signature of Applicant

Feb. 16, 2018  
Date





## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest Maintenance + Business Development

Name STEVE Quintal

Phone 248-642-0024

Residential Address 880 Ivy Lane Bloomfield Hills

Email STEVE@fullerCentralPark.com

Business Address 112 Peabody Birmingham

Occupation Property Owner

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied  
Keep Trying To enhance The look of The City. 40 years of maintenance and Managing Properties.

List your related employment experience See above

List your related community activities Several Ad-Hoc Committees

List your related educational experience Business & Finance

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

Steve Quintal  
Signature of Applicant

2-12-18  
Date



## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest BUSINESS DEVELOPMENT

Name SAM SARNOW

Phone 248-877-4000

Residential Address 5454 RIVAN DR. WEST BLOOMFIELD, MI 48323

Email SAM@SARNOW.COM

Business Address 380 AMTWN STREET #100 BIRMINGHAM, MI 48009

Occupation CDA / DEVELOPER

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

REAL EXPERIENCE CREATING AND MANAGING SUCCESSFUL BUSINESSES IN BIRMINGHAM WITH KEY RELATIONSHIPS WITH PROPERTY OWNERS, BROKERS, AND OTHER RELATED STAKEHOLDERS


List your related employment experience PRICEWATERHOUSECOOPERS LLP, CPA  
SARNOW COMPANY - CPA / DEVELOPER

List your related community activities BOARD OF BSD, LATIMOR VILLAGE ADA, VARIOUS CHARITABLE ORGANIZATIONS

List your related educational experience MASTERS IN ACCOUNTING, BACHELORS IN SCIENCE WITH AN EMPHASIS IN FINANCE & REAL ESTATE

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

NO

  
Signature of Applicant

2/23/18  
Date





## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest Maintenance, Special Events

Name Amy Pohlad

Phone 248-219-5042

Residential Address 1360 Edgewood

Email amypohlad@hotmail

Business Address 912 S. Old Woodward

Occupation Self

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied  
Care for enhancing development of community feeling within the city

List your related employment experience IT development, project management

List your related community activities BSD board member

List your related educational experience accounting, IT development

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

Amy Pohlad  
Signature of Applicant

2/13/2018  
Date



## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest MAINTENANCE / SPECIAL EVENTS

Name DOUGLAS FEHAN

Phone 248-705-3000

Residential Address 833 HAZEL

Email GODUG@AOL.COM

Business Address \_\_\_\_\_

Occupation SELF-EMPLOYED

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied  
LIFETIME RESIDENT w/ 25 YEARS EXPERIENCE @ BSD

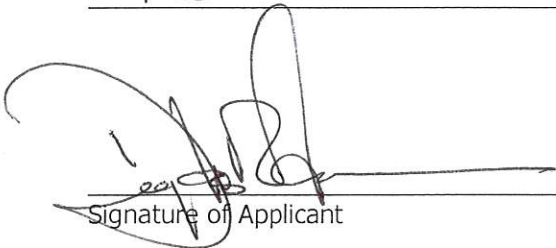
List your related employment experience BUSINESS / MARKETING / ADVERTISING

List your related community activities BSD, SANTA HOUSE, SPECIAL EVENTS, BIZ. COMMITTEE  
MAINTENANCE / CAPITAL IMPROVEMENTS

List your related educational experience EASTERN MICHIGAN UNIVERSITY, INDUSTRIAL TECH  
AND GRADUATE LEVEL DESIGN / MARKETING

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

No

  
Signature of Applicant

2.8.2018  
Date



## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest Maintenance + Business Development

Name STEVE Quintal

Phone 248-642-0024

Residential Address 880 Ivy Lane Bloomfield Hills

Email STEVE@fullerCentralPark.com

Business Address 112 Peabody Birmingham

Occupation Property Owner

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied  
Keep Trying to enhance the look of the city. 40 years of maintenance and managing properties.

List your related employment experience See above

List your related community activities Several Ad-Hoc Committees

List your related educational experience Business & Finance

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

Steve G. Quintal  
Signature of Applicant

2-12-18  
Date



## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest MAINTENANCE & CAPITAL IMPROVEMENTS - BSD

Name WILLIAM ROBERTS

Phone 248-646-6395

Residential Address 410 WHIPPERS IN CT. BLOOMFIELD HILLS 48304

Email BRE ROBERTS Restaurant Group. com

Business Address 16205 W 14 MILE SUITE 100 BEVERLY HILLS, MI 48025

Occupation RESTAURATEUR

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied  
OWN 6 RESTAURANTS AND 3 BUILDINGS IN OAKLAND COUNTY.  
UNDERSTAND REPAIRS/MAINTENANCE & BEAUTIFICATION

List your related employment experience RESTAURANT OWNER SINCE '83 IN B'HAM

List your related community activities BSD/CHAMBER / MICH REST ASSOC

List your related educational experience GRAD OF MSU HOSPITALITY PROGRAM

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

William T. Roberts  
Signature of Applicant

2/19/18  
Date





## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest \_\_\_\_\_ Marketing

Name Gayle Champagne

Phone 248-978-5581

Residential Address 833 Hazel B'ham

Email gchampagne1@aol.com

Business Address \_\_\_\_\_

Occupation Sales

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

Life long b'ham resident


List your related employment experience Sales, communication, marketing

List your related community activities \_\_\_\_\_

List your related educational experience BS. education MS. Dental hygiene

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

no

  
Signature of Applicant

2-16-18  
Date



## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest Marketing Committee

Name Janice "JJ" Benkert

Phone 248.642.7755

Residential Address \_\_\_\_\_

Email jj@claymoreshop.com

Business Address 908 S. Adams

Occupation Fine Men's Clothing Owner

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied  
Background in management, marketing, buying and PR in high-end clothing industry.

List your related employment experience \_\_\_\_\_

Marketing, buying and management for Claymore Shop, Polo Ralph Lauren, Saks Fifth Avenue, BonwitTeller.

List your related community activities Leukemia & Lymphoma Society, Friends of Bloomfield Preservation, Tau Beta

Bound Together, Horizon Upward Bound, Christ Church Cranbrook...

List your related educational experience BA MSU, TV Production WSU,

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

Janice Benkert  
Signature of Applicant

February 23, 2018  
Date



## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest Marketing

Name Jessica Lundberg

Phone 248.746.8694

Residential Address 328 E. Lawrence Ave, Royal Oak

Email Jessica@rivagedayspa.com

Business Address 210 S. Old Woodward Suite 250,  
Birmingham

Occupation Spa Director / owner

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied  
with our business, we are constantly trying to market ourselves and set ourselves apart - whether it's social media, events, raffles, etc.

List your related employment experience Before opening Rivage, I worked in Birmingham since 2000 (Banana Republic) and I have seen and been a part of the City during recession and glory days.

List your related community activities not specifically in marketing, but have assisted with events at local schools, churches, etc. (Covington, Christ Church Cranbrook)

List your related educational experience undergrad in communications and a Masters in Business

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

  
Signature of Applicant

2/14/18  
Date



## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest BSD - Marketing

Name Samy Eid

Phone 248-840-8127

Residential Address 2051 VILLA, APT 303, BIRMINGHAM

Email SamyEid@me.com

Business Address 588 S. OLD WOODWARD

Occupation RESTAURANT OWNER

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied  
LOVE THE CITY OF BIRMINGHAM, AND WANT TO HELP THE BUSINESS COMMUNITY GROW AND THRIVE.

List your related employment experience /

List your related community activities /

List your related educational experience /

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

NO

Samy Eid  
Signature of Applicant

2-8-2018  
Date





## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest SPECIAL EVENTS & MARKETING  
Name ZACHARY KAY Phone 248 220 4999  
Residential Address 1108 S OLD WOODWARD Email ZKAY@SHOPFOUNDOBJECTS.COM  
Business Address BIRMINGHAM MI 48009 Occupation STORE OWNER

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied  
CURRENT MEMBER

List your related employment experience WORKED FOR LARGE FASHION GROUP IN NYC & WORKED ON TEAM THAT PLANNED & EXECUTED EVENTS BOTH LOCAL AND IN OTHER MAJOR CITIES.

List your related community activities  
BIRMINGHAM MERCHANT, EXISTING COMMITTEE MEMBER

List your related educational experience PARSONS THE NEW SCHOOL BACHELORS DEGREE

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

ZKAY  
Signature of Applicant

2/18/18  
Date

Return the completed and signed application form to: Birmingham Shopping District, 151 Martin, Birmingham, MI 48009 or by email [info@allinbirmingham.com](mailto:info@allinbirmingham.com)





## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest Maintenance, Special Events

Name Amy Pohlad

Phone 248.219.5042

Residential Address 1360 Edgewood

Email amypohlad@hotmail

Business Address 912 S. Old Woodward

Occupation Self

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied  
Care for enhancing development of community feeling within the city

List your related employment experience IT development, project management

List your related community activities BSD board member

List your related educational experience accounting, IT development

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

Amy Pohlad  
Signature of Applicant

2/13/2018  
Date



## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest MAINTENANCE & SPECIAL EVENTS

Name DOUGLAS FEHAN

Phone 248-705-3000

Residential Address 833 HAZEL

Email GODUG@AOL.COM

Business Address \_\_\_\_\_

Occupation SELF-EMPLOYED

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied  
LIFETIME RESIDENT w/ 25 YEARS EXPERIENCE @ BSD

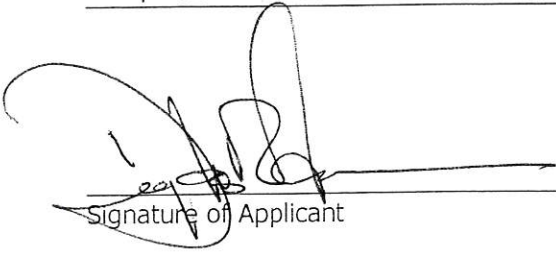
List your related employment experience BUSINESS & MARKETING & ADVERTISING

List your related community activities BSD, SANTA HOUSE, SPECIAL EVENTS, ETC. COMMITTEE  
MAINTENANCE & CAPITAL IMPROVEMENTS

List your related educational experience EASTERN MICHIGAN UNIVERSITY, INDUSTRIAL TECH  
AND GRADUATE LEVEL DESIGN & MARKETING

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

No

  
Signature of Applicant

2.8.2018  
Date

Return the completed and signed application form to: Birmingham Shopping District, 151 Martin, Birmingham, MI 48009 or by email [info@allinbirmingham.com](mailto:info@allinbirmingham.com)



## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest Events

Name Nikki Pavlack

Phone 209 105 7508

Residential Address 3323 W 14 mile

Email npavlack@gazelle'sports.com

Business Address 99 W Maple  
BR, MI 48009

Occupation Store Manager

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

I work with all our community outreach in BR. I also  
worked in Kalamazoo for years and have been part of  
our art hops / music hops.

List your related employment experience Sales

List your related community activities In K-zoo, all the donation sales.

with Gazelle Sports helping setting up races, fundraisers  
and other events.

List your related educational experience College degree

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

Nope

Nikki Pavlack  
Signature of Applicant

2/9/2018  
Date



## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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[http://www.enjoybirmingham.com/about/about\\_the\\_psd.php](http://www.enjoybirmingham.com/about/about_the_psd.php) (Please print clearly)

Committee of Interest ~~BSD Board~~ Special Events Board

Name Rachael Woods

Phone 248)647-4007

Residential Address \_\_\_\_\_

Email artheft@sbcglobal.net

Business Address 123 W-Maple Rd

Occupation Store Owner

\* Please Note, I will be on these boards March & April

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied \_\_\_\_\_

List your related employment experience \_\_\_\_\_

List your related community activities \_\_\_\_\_

List your related educational experience \_\_\_\_\_

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

Rachael Woods  
Signature of Applicant

2/26/18  
Date

Return the completed and signed application form to: Birmingham Shopping District, 151 Martin, Birmingham, MI 48009 or by email [info@allinbirmingham.com](mailto:info@allinbirmingham.com)

RECEIVED FEB 27 2018





## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest Special Events  
Name Richard Astrein Phone 248 514 4036  
Residential Address 13125 Ludlow Email RichardAstrein.com  
Business Address 120 W. Maple Occupation Retail

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

FOUND RAISING

List your related employment experience SELF Employed For 45 years

List your related community activities Beaumont Foundation, Chamber Community Center, Conner Group, Kiwanis

List your related educational experience B.S. Michigan State

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

\_\_\_\_\_

[Signature]  
Signature of Applicant

2-16-18  
Date





## APPLICATION FOR BIRMINGHAM SHOPPING DISTRICT COMMITTEE

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Committee of Interest SPECIAL EVENTS & MARKETING  
Name ZACHARY KAY Phone 248 220 4999  
Residential Address 1168 Sola Woodward Email zake.shopfoundobjects.com  
Business Address BIRMINGHAM MI 48009 Occupation STORE OWNER

Reason for Interest: Explain how your background and skills will enhance the committee to which you have applied  
CURRENT MEMBER

List your related employment experience WORKED FOR LUXE FASHION GROUP IN NYC & WORKED ON TEAM THAT PLANNED & EXECUTED EVENTS BOTH LOCAL AND IN OTHER MAJOR CITIES.

List your related community activities

BIRMINGHAM MERCHANT, EXISTING COMMITTEE MEMBER

List your related educational experience PARSONS THE NEW SCHOOL BACHELORS DEGREE

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

NO

ZKAY  
Signature of Applicant

2/18/18  
Date

Return the completed and signed application form to: Birmingham Shopping District, 151 Martin, Birmingham, MI 48009 or by email [info@allinbirmingham.com](mailto:info@allinbirmingham.com)

**SCHEDULED TO OPEN/MOVED/CLOSED IN LAST 12 MONTHS**

**MARCH 2018**

Office Occupancy Rate 91%

Retail Occupancy Rate 96%

<b>Name of Business</b>	<b>Property Address</b>	<b>Street Name</b>	<b>Notes</b>	<b>Date of notification</b>	<b>Scheduled to Open/Moved/Closed/Opened in last 12 months</b>
House of Castaldi	245	Maple Road, West	Apparel & Accessories - Women	2/16/2018	Scheduled to open
Grabbagreen	167	Old Woodward, North	Dining	2/16/2018	Scheduled to open
White Birch	141	Maple Road, West	Apparel & Accessories - Women	1/19/2018	Scheduled to open
Kohler Signature Store	724	Old Woodward, North	Specialty Retailer	1/8/2018	Scheduled to open
Alex and Emilio	730	Old Woodward, North	Salon/Spa	1/8/2018	Scheduled to open
Taste of Ethiopia	183	Old Woodward, North	Dining	11/3/2017	Scheduled to open
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
Talula Boutique	361	Maple Road, East	Apparel & Accessories - Women	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
Lady Jane's	34915	Woodward Avenue	Barber Shop	7/1/2017	Opened
Shapes	223	Old Woodward, South	Bridal/Formal	5/15/2017	Opened
Bateel	215	Old Woodward, North	Gifts & chocolate	5/1/2017	Opened

**SCHEDULED TO OPEN/MOVED/CLOSED IN LAST 12 MONTHS**

**MARCH 2018**

Office Occupancy Rate 91%

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<b>Name of Business</b>	<b>Property Address</b>	<b>Street Name</b>	<b>Notes</b>	<b>Date of notification</b>	<b>Scheduled to Open/Moved/Closed/Opened in last 12 months</b>
Reyes Projects	100	Old Woodward, South	Gallery	5/1/2017	Opened
Stem & Stone	122	Maple Road, West	Gifts	4/12/2017	Opened
Sposa Bella Couture	620	Old Woodward, North	Bridal	4/1/2017	Opened
2941 Street Food	176	Old Woodward, South	Restaurant	3/2/2017	Opened
La La Lashes	225	Merrill Street, East	Salon	3/1/2017	Opened
lucy	137	Maple Road, West	Apparel & Accessories - Women	1/23/2018	Closed
polpetta	126	Old Woodward, South	Dining	1/17/2018	Closed
Four Story Burger	209	Hamilton Row	Restaurant	1/12/2018	Closed
Shop	245	Maple Road, West	Home Furnishings	1/8/2018	Closed
Felicia Salon	730	Old Woodward, North	Salon/Spa	1/8/2018	Closed
Market	117	Willits	Restaurant	1/8/2018	Closed
Skin by Dr. Lori	353	Old Woodward Avenue,	Health/Fitness	11/15/2017	Closed
Massage Green Spa	34110	Woodward Avenue	Salon/Spa	11/13/2017	Closed
Chinese Restaurant	469	Old Woodward, South	Restaurant	10/9/2017	Closed
REVIVE	154	Maple Road, West	Apparel & Accessories - Men	10/1/2017	Closed
Art & Frame Station	215	Peabody Street	Antiques & Galleries	9/8/2017	Closed
Beaty by RX	286	Maple Road, West	Salon/Spa	9/8/2017	Closed
Sweet Earth	141	Maple Road, West	Food Specialties	8/29/2017	Closed
Ligne Roset	255	Old Woodward, South	Home Furnishings	8/1/2017	Closed

**SCHEDULED TO OPEN/MOVED/CLOSED IN LAST 12 MONTHS**

**MARCH 2018**

Office Occupancy Rate 91%

Retail Occupancy Rate 96%

<b>Name of Business</b>	<b>Property Address</b>	<b>Street Name</b>	<b>Notes</b>	<b>Date of notification</b>	<b>Scheduled to Open/Moved/Closed/Opened in last 12 months</b>
Karen Egren	550	Merrill Street, West	Jewelry	7/13/2017	Closed
Back In Time	227	Old Woodward, South	Jewelry	7/11/2017	Closed
Birmingham Tan	555	Old Woodward, South	Salon	6/1/2017	Closed
Esquire Cleaners	794	Old Woodward, North	Cleaners	6/1/2017	Closed
Esquire Cleaners	608	Old Woodward, South	Cleaners	6/1/2017	Closed
Lark & Co.	138	Maple Road, West	Gifts & stationery	4/1/2017	Closed
R & R Estate and Fine Jewelry	112	Old Woodward, South	Jeweler	3/13/2017	Closed



## 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
<b>REGULAR MEMBERS</b>																	
Richard Astrein	P	P													2	0	100%
Rachael A.-Woods	A	P													1	1	50%
Cheryl Daskas	P	P													2	0	100%
Samy Eid	P	P													2	0	100%
Doug Fehan	P	P													2	0	100%
Geoffrey Hockman	P	A													1	1	50%
Amy Pohlod	P	P													2	0	100%
Steve Quintal	P	P													2	0	100%
Bill Roberts	P	P													2	0	100%
Judy Solomon	A	P													1	1	50%
Sam Surnow	P	P													2	0	100%
Joe Valentine	P	P													2	0	100%
Reserved															0	0	#DIV/0!
Reserved															0	0	#DIV/0!
Present or Available	10	11	0	0	0	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



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

**BSD COMMITTEES**  
**MONTHLY MEETING SCHEDULE**

**MARCH 2018**

**TO BE POSTED AT CITY CLERK'S OFFICE**

<u>BSD BOARD</u>	<u>THURSDAY 3/1 @ 8 A.M. – COMMUNITY HOUSE</u>
<u>MAINTENANCE/CAPITAL IMPROVEMENTS</u>	<u>TUESDAY 3/13 @ 8 A.M. – CITY HALL</u>
<u>MARKETING/ADVERTISING</u>	<u>THURSDAY 3/22 @ 8 A.M. – CITY HALL</u>
<u>SPECIAL EVENTS</u>	<u>FRIDAY 3/9 @ 8:30 A.M. – CITY HALL</u>
<u>BUSINESS DEVELOPMENT</u>	<u>TBD</u>
<u>EXECUTIVE</u>	<u>MONDAY 2/28 @ 8 A.M. – CITY HALL</u>

**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).