



The Shopping District

**Birmingham Shopping District Agenda
Thursday April 4, 2019 - 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 March 7, 2019
4. Board Member Comments
5. Reports:
 - a. Finance Report
 - b. Executive Director Report – Tighe
 - c. Committee Reports:
 - i. Special Events – Astrein
 - ii. Marketing & Advertising – Pohlod
 - iii. Maintenance and Capital Improvements – Quintal
 - iv. Business Development – Surnow
 - v. Executive Board Report – Hockman
 - d. Parking Report – February
 - e. Chamber Report
 - f. Community House Report
6. Approval of Vouchers
7. Unfinished Business
8. New Business
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, March 7, 2019 8:00 a.m.
The Community House
Birmingham, MI 48009

Minutes of the meeting of the Birmingham Shopping District Board held Thursday, March 7, 2019, at 8:03 a.m. in The Community House.

1. CALL TO ORDER AND ROLL CALL OF BOARD

PRESENT: Astrein, Fehan, Hockman, Kay Pohlod, Quintal, Roberts, Solomon, Surnow, Valentine

ABSENT: Eid

ALSO PRESENT:

ADMINISTRATION: Tighe, Brook, Gerber

2. RECOGNITION OF VISITORS

Joe Bauman, David Hohendorf

3. APPROVAL OF MINUTES

MOTION: Motion by Astrein, seconded by Fehan to approve the minutes dated February 7, 2019.

VOTE: Yeas, 10 Nays, 0 Absent, 1

4. BOARD MEMBER COMMENTS

5. REPORTS

a. FINANCE REPORT – GERBER

Gerber stated that the January reports show a pretty typical collection rate of the special assessment. They were due on March 5th and \$921,000 has been collected which is 88%. They will continue collecting into May and then, anything still owed will be transferred into the tax roll.

There is still a remaining balance of \$2,000 of last year's assessment left to collect. This gets sent to the county. The county will reimburse the city and work on collecting.

The revenue and expense report through January is approximately 58% of the year. Total expenditures are currently at 63% which is a little over but compares to past years and is not unexpected due to timing of many of the special events.

The cash flow year to date report shows a new item – gift certificates in – this is the money collected from purchases of Birmingham gift certificates. Program disbursement shows a line item for “gift certificates out” for those redeemed and stores being reimbursed (this has not happened yet).

We anticipated that the cash balance was going to be \$464,000 at this point and we are at \$409,000. This is not surprising since the special assessments went out late this year.

b. EXECUTIVE DIRECTOR REPORT - TIGHE

Tighe made sure that the board knew that Ellen Yerks had her last day on March 1st and her position has now been posted.

c. COMMITTEE REPORTS:

SPECIAL EVENTS - ASTREIN

Astrein reported that Restaurant Week had 22 participating restaurants and received good media coverage with cooking segments done on morning news shows on Channels 2, 4, and 7.

He reminded everyone that we are getting close to opening day at the Farmers Market which will be on May 5th. He also shared that rain dates for Movie Nights were approved by the Commission. They will be the Saturday immediately following the regularly scheduled Movie Night.

MARKETING & ADVERTISING - POHLOD

Pohlod updated everyone that the spring/summer magazine photo shoot took place at Hazel, Ravines & Downtown. The committee liked working with a new stylist and thought that it was an easier photo shoot than most. They should be receiving the first draft of the magazine next week.

After reviewing the bids for the social media RFP the committee interviewed the top candidates and has a recommendation for the board that will be discussed under New Business.

Pohlod also shared that she has started formalizing a project plan for the next 18 months. It will show what is coming up and what the committee has planned for each month.

This is the last magazine in this contract. An RFP for the magazine will be posted soon.

MAINTENANCE/CAPITAL IMPROVEMENTS - QUINTAL

The appreciation luncheon for DPS employees went well and was appreciated on a very icy day. The committee is putting out an RFP for watering and will be getting a quote for Merrill Street lights.

Baskets and planters will be the same as last year as they remain under contract.

BUSINESS DEVELOPMENT - SURNOW

Surnow reported that it was a busy month with interviews for the third party retail recruiting consultant. He said that there are still some good candidates for retailers in the pipeline. The committee wants to be wise about spending and resources and feels that the Buxton reports have been helpful but the data doesn't change quickly so they don't need to be redone each year.

There will be a recommendation for a retail consultant in new business.

EXECUTIVE BOARD REPORT

No report given

d. **PARKING REPORT - VALENTINE**

There was nothing unusual to report regarding parking. Valentine wants to be sure that the new dashboard report is included in meeting packets going forward.

e. **CHAMBER REPORT - BAUMAN**

Bauman thanked the BSD for their partnership in the customer service training. He said that he had received good feedback from attendees. He shared that their Healthcare Forecast will be held on March 22nd and thanked the BSD for their sponsorship.

The Chamber will be hosting a legislative reception on April 16th at The Townsend. They are working to secure newly elected officials as attendees.

f. **COMMUNITY HOUSE REPORT**

There was no report from The Community House.

6. APPROVAL OF VOUCHERS

MOTION: Motion by Astrein, seconded by Quintal to approve the vouchers, as submitted, dated March 7, 2019.

VOTE: Yeas, 10 Nays, 0 Absent, 1

7. UNFINISHED BUSINESS

8. NEW BUSINESS

a. Social Media Services Agreement

Tighe shared that 19 proposals were received in response to the RFP. The committee did interviews with the top candidates and then selected Paige Larson. Once approved she will have three weeks to create a plan before beginning. This would allow for a change from our current provider to take place on April 1, 2019.

Kay added that he was pleased that she would be charging a set amount to accomplish the goals set, not an hourly rate. Pohlod shared that the initial quote from Larson was too high, but in speaking with her she was able to bring her price down without pulling back the services offered since she had a strong desire to work with the BSD.

Hockman asked how performance would be measured and monitored. Tighe responded that there are goals for growing followers and a set of deliverables expected each month.

Hockman asked for a report to the board quarterly.

MOTION: Motion by Astrein, seconded by Valentine to approve the agreement with PaigeLarson Consulting for social media services to assist the BSD in building the audience for the Birmingham Shopping District's initiatives, events, programs and downtown businesses.

VOTE: Yeas, 10 Nays, 0 Absent, 1

b. Third Party Retail Recruiting Agreement

Tighe shared that the business development committee wants to continue to use data from Buxton. Four proposals were received in response to the RFP. Interviews were held last week and the committee selected CC Consulting.

Surnow said that this is a one year contract with the option to renew which is a good way to test it. Hockman explained that the contract contains an incentive clause. The committee has identified targets and goals. If those goals are accomplished, then there is a financial incentive.

It was shared that the person they would like to hire also works for Oakland County. There is a memo in the board packet stating that there is no conflict of interest. This must be signed before the contract can go into effect.

Hockman added that a non-disclosure agreement will also be required.

MOTION: Motion by Astrein, seconded by Fehan to approve the agreement with CC Consulting for third party retail recruiting of national and regional retailers and work with them to locate and establish a retail operation within the commercial space in the downtown Birmingham Shopping District. Approval of the contract is with the understanding that the BSD also receive an executed memorandum of understanding between Oakland County and the BSD and also proof of proper insurance.

VOTE: Yeas, 10 Nays, 0 Absent, 1

9. INFORMATION

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

10. PUBLIC COMMENTS

Hohendorf shared that Gigi Nichols, formerly from The Community House, is now working for Downtown Publications.

11. ADJOURNMENT – 8:43 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	250.00
247-000.000-005.0000	CASH AND INVESTMENTS	632,372.59
247-000.000-028.0000	MISCELLANEOUS	6,393.72
247-000.000-028.9999	ALLOW FOR DOUBTFUL ACCTS.	(1,613.72)
247-000.000-045.0884	PSD SPEC ASSESS 18-19 #884	396,102.11
247-000.000-048.0870	PSD DELQ SAD 2017-2018 AR	2,108.56
Total Assets		1,035,613.26
*** Liabilities ***		
247-000.000-200.0000	SUSPENSE ACCOUNT	180.54
247-000.000-202.0000	ACCOUNTS PAYABLE	31,693.96
247-000.000-255.0001	GIFT CERTIFICATES	1,600.00
247-000.000-367.0300	DEFER. INFLOWS - MISCELLANEOUS INV	4,780.00
247-000.000-367.0700	DEFER. INFLOWS - SPECIAL ASSESSMEN	396,102.11
247-000.000-367.0800	DEFER. INFLOWS - DELQ SPECIAL ASSE	2,108.56
Total Liabilities		436,465.17
*** Fund Balance ***		
247-000.000-391.0000	RETAINED EARNINGS	640,121.84
Total Fund Balance		640,121.84
Beginning Fund Balance		640,121.84
Net of Revenues VS Expenditures		(40,973.75)
Ending Fund Balance		599,148.09
Total Liabilities And Fund Balance		1,035,613.26

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 02/28/19	YTD BALANCE 02/28/2019	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	116,300.00	135,330.00	0.00	0.00	0.00	135,330.00	0.00
USE OF FUND BALANCE								
		116,300.00	135,330.00	0.00	0.00	0.00	135,330.00	0.00
INTEREST AND RENT								
247-000.000-664.0000	INVESTMENT INCOME	6,390.00	6,390.00	664.44	4,618.43	0.00	1,771.57	72.28
INTEREST AND RENT								
		6,390.00	6,390.00	664.44	4,618.43	0.00	1,771.57	72.28
SPECIAL ASSESSMENTS								
247-000.000-672.0247	FUTURE SPECIAL ASSESSEMENTS -	879,450.00	879,450.00	0.00	0.00	0.00	879,450.00	0.00
247-000.000-672.0870	PSD SPECIAL ASSESS REV 17-18 #	17,850.00	17,850.00	50.06	6,994.88	0.00	10,855.12	39.19
247-000.000-672.0884	PSD SPEC ASSESS REVENUE 2018-2	0.00	0.00	303,214.99	647,564.88	0.00	(647,564.88)	100.00
SPECIAL ASSESSMENTS								
		897,300.00	897,300.00	303,265.05	654,559.76	0.00	242,740.24	72.95
OTHER REVENUE								
247-000.000-676.0001	CONTR FROM PRIVATE SOURCE	190,000.00	190,000.00	1,160.00	153,897.21	0.00	36,102.79	81.00
247-000.000-677.0001	SUNDRY & MISCELLANEOUS	0.00	0.00	0.00	27.26	0.00	(27.26)	100.00
OTHER REVENUE								
		190,000.00	190,000.00	1,160.00	153,924.47	0.00	36,075.53	81.01
Total Dept 000.000								
		1,209,990.00	1,229,020.00	305,089.49	813,102.66	0.00	415,917.34	66.16
TOTAL REVENUES								
		1,209,990.00	1,229,020.00	305,089.49	813,102.66	0.00	415,917.34	66.16
Expenditures								
Dept 298.000 - PUBLIC RELATIONS								
PERSONNEL SERVICES								
247-298.000-702.0001	SALARIES & WAGES DIRECT	28,590.00	31,030.00	2,385.95	20,802.27	0.00	10,227.73	67.04
247-298.000-702.0003	LONGEVITY	450.00	450.00	0.00	0.00	0.00	450.00	0.00
247-298.000-706.0001	FICA	2,230.00	2,410.00	178.86	1,524.73	0.00	885.27	63.27
247-298.000-706.0002	HOSPITALIZATION	11,090.00	11,090.00	426.16	3,622.44	0.00	7,467.56	32.66
247-298.000-706.0007	WORKER'S COMPENSATION	100.00	100.00	5.53	48.24	0.00	51.76	48.24
247-298.000-706.0012	RETIREMNT-DEF CONTR EMPLR	2,620.00	2,840.00	226.67	1,871.87	0.00	968.13	65.91
247-298.000-706.0013	RET HLTH SVGS CONTR EMPLR	690.00	690.00	70.00	594.97	0.00	95.03	86.23
PERSONNEL SERVICES								
		45,770.00	48,610.00	3,293.17	28,464.52	0.00	20,145.48	58.56
Total Dept 298.000 - PUBLIC RELATIONS								
		45,770.00	48,610.00	3,293.17	28,464.52	0.00	20,145.48	58.56
Dept 441.005 - DOWNTOWN MAINTENANCE								
PERSONNEL SERVICES								
247-441.005-702.0001	SALARIES & WAGES DIRECT	49,870.00	51,460.00	5,590.36	26,402.41	0.00	25,057.59	51.31
247-441.005-702.0002	OVERTIME PAY	22,350.00	22,350.00	1,376.74	16,624.36	0.00	5,725.64	74.38
247-441.005-702.0003	LONGEVITY	370.00	370.00	19.25	156.90	0.00	213.10	42.41
247-441.005-706.0001	FICA	5,370.00	5,490.00	542.82	3,257.45	0.00	2,232.55	59.33
247-441.005-706.0002	HOSPITALIZATION	10,640.00	10,640.00	641.37	6,981.80	0.00	3,658.20	65.62
247-441.005-706.0003	LIFE INSURANCE	190.00	190.00	10.50	129.67	0.00	60.33	68.25
247-441.005-706.0004	RETIRE CONTRIB HEALTH	11,870.00	11,920.00	925.48	7,106.28	0.00	4,813.72	59.62
247-441.005-706.0005	DENTAL/OPTICAL	1,170.00	1,200.00	62.08	527.56	0.00	672.44	43.96

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19	2018-19	ACTIVITY FOR	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL	BUDGET	MONTH	02/28/2019	YEAR-TO-DATE	BALANCE	USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT								
Expenditures								
247-441.005-706.0006	LT/ST DISABILITY	510.00	530.00	27.26	304.04	0.00	225.96	57.37
247-441.005-706.0007	WORKER'S COMPENSATION	1,340.00	1,370.00	62.97	644.32	0.00	725.68	47.03
247-441.005-706.0010	RETIREMENT EMPLOYER CNTB	7,880.00	7,970.00	589.44	4,208.49	0.00	3,761.51	52.80
247-441.005-706.0011	HRA BENEFIT	100.00	100.00	0.00	0.00	0.00	100.00	0.00
247-441.005-706.0012	RETIREMNT-DEF CONTR EMPLR	1,530.00	1,610.00	417.19	2,232.95	0.00	(622.95)	138.69
247-441.005-706.0013	RET HLTH SVGS CONTR EMPLR	930.00	930.00	105.95	819.52	0.00	110.48	88.12
PERSONNEL SERVICES		114,120.00	116,130.00	10,371.41	69,395.75	0.00	46,734.25	59.76
OTHER CHARGES								
247-441.005-941.0000	EQUIPMENT RENTAL OR LEASE	43,000.00	43,000.00	1,924.67	21,651.01	0.00	21,348.99	50.35
OTHER CHARGES		43,000.00	43,000.00	1,924.67	21,651.01	0.00	21,348.99	50.35
Total Dept 441.005 - DOWNTOWN MAINTENANCE		157,120.00	159,130.00	12,296.08	91,046.76	0.00	68,083.24	57.22
Dept 748.000 - PRINCIPAL SHOPPING DISTRICT								
PERSONNEL SERVICES								
247-748.000-702.0001	SALARIES & WAGES DIRECT	197,920.00	210,230.00	15,567.14	143,196.63	0.00	67,033.37	68.11
247-748.000-706.0001	FICA	15,150.00	16,090.00	1,142.30	10,758.45	0.00	5,331.55	66.86
247-748.000-706.0002	HOSPITALIZATION	43,930.00	43,930.00	3,378.62	32,927.63	0.00	11,002.37	74.95
247-748.000-706.0003	LIFE INSURANCE	950.00	950.00	72.34	614.89	0.00	335.11	64.73
247-748.000-706.0004	RETIRE CONTRIB HEALTH	5,620.00	5,620.00	467.67	3,741.36	0.00	1,878.64	66.57
247-748.000-706.0005	DENTAL/OPTICAL	1,850.00	2,010.00	153.98	1,308.85	0.00	701.15	65.12
247-748.000-706.0006	LT/ST DISABILITY	820.00	880.00	67.60	574.68	0.00	305.32	65.30
247-748.000-706.0007	WORKER'S COMPENSATION	630.00	660.00	60.48	549.04	0.00	110.96	83.19
247-748.000-706.0010	RETIREMENT EMPLOYER CNTB	2,340.00	2,340.00	194.75	1,558.00	0.00	782.00	66.58
247-748.000-706.0012	RETIREMNT-DEF CONTR EMPLR	8,110.00	8,790.00	713.60	5,840.26	0.00	2,949.74	66.44
247-748.000-706.0013	RET HLTH SVGS CONTR EMPLR	1,820.00	1,820.00	140.00	1,190.00	0.00	630.00	65.38
PERSONNEL SERVICES		279,140.00	293,320.00	21,958.48	202,259.79	0.00	91,060.21	68.96
OTHER CHARGES								
247-748.000-801.0200	OTHER LEGAL	3,000.00	3,000.00	117.30	1,982.37	0.00	1,017.63	66.08
247-748.000-802.0100	AUDIT	750.00	750.00	0.00	724.65	0.00	25.35	96.62
247-748.000-811.0000	OTHER CONTRACTUAL SERVICE	20,000.00	20,000.00	100.00	800.00	0.00	19,200.00	4.00
247-748.000-828.0300	PARKING VALET SERVICES	0.00	0.00	0.00	13,000.00	0.00	(13,000.00)	100.00
247-748.000-829.0100	SNOW REMOVAL CONTRACT	59,000.00	59,000.00	9,908.01	49,049.01	0.00	9,950.99	83.13
247-748.000-829.0200	WEB SITE MAINTENANCE	5,500.00	5,500.00	0.00	1,560.00	0.00	3,940.00	28.36
247-748.000-851.0000	TELEPHONE	1,750.00	1,750.00	95.07	701.79	0.00	1,048.21	40.10
247-748.000-901.0000	PRINTING & PUBLISHING	0.00	0.00	0.00	194.25	0.00	(194.25)	100.00
247-748.000-901.0400	MARKETING & ADVERTISING	125,000.00	125,000.00	6,591.46	102,745.98	0.00	22,254.02	82.20
247-748.000-901.0500	PUBLIC RELATIONS	10,000.00	10,000.00	2,500.00	8,357.55	0.00	1,642.45	83.58
247-748.000-903.0000	TENANT RECRUITMENT	100,000.00	100,000.00	886.91	24,951.23	0.00	75,048.77	24.95
247-748.000-904.0000	PRINTING PSD MAGAZINE	85,000.00	85,000.00	0.00	52,197.92	0.00	32,802.08	61.41
247-748.000-909.0000	SPECIAL EVENTS	200,000.00	200,000.00	3,082.02	163,740.97	0.00	36,259.03	81.87
247-748.000-933.0200	EQUIPMENT MAINTENANCE	1,200.00	1,200.00	0.00	723.55	0.00	476.45	60.30
247-748.000-935.0200	MAINTENANCE SHOPPING DIST	70,000.00	70,000.00	14,428.52	83,029.05	2,000.00	(15,029.05)	121.47
247-748.000-942.0000	COMPUTER EQUIPMENT RENTAL	18,160.00	18,160.00	1,513.33	12,106.64	0.00	6,053.36	66.67
247-748.000-944.0000	BUILDING OR FACILITY RENT	12,000.00	12,000.00	1,000.00	8,000.00	0.00	4,000.00	66.67
247-748.000-955.0100	TRAINING	1,000.00	1,000.00	85.00	450.69	0.00	549.31	45.07
247-748.000-955.0300	MEMBERSHIP & DUES	1,600.00	1,600.00	0.00	1,391.50	0.00	208.50	86.97
247-748.000-955.0400	CONFERENCES & WORKSHOPS	3,000.00	3,000.00	24.24	918.84	0.00	2,081.16	30.63
247-748.000-957.0400	LIAB INSURANCE PREMIUMS	4,500.00	4,500.00	375.00	3,000.00	0.00	1,500.00	66.67

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19	2018-19	ACTIVITY FOR	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL	BUDGET	MONTH				
Fund 247 - PRINCIPAL SHOPPING DISTRICT								
Expenditures								
OTHER CHARGES		721,460.00	721,460.00	40,706.86	529,625.99	2,000.00	189,834.01	73.69
SUPPLIES								
247-748.000-727.0000	POSTAGE	3,000.00	3,000.00	998.97	998.97	0.00	2,001.03	33.30
247-748.000-729.0000	OPERATING SUPPLIES	3,500.00	3,500.00	132.84	1,680.38	0.00	1,819.62	48.01
SUPPLIES		6,500.00	6,500.00	1,131.81	2,679.35	0.00	3,820.65	41.22
Total Dept 748.000 - PRINCIPAL SHOPPING DISTRICT		1,007,100.00	1,021,280.00	63,797.15	734,565.13	2,000.00	284,714.87	72.12
TOTAL EXPENDITURES		1,209,990.00	1,229,020.00	79,386.40	854,076.41	2,000.00	372,943.59	69.66
Fund 247 - PRINCIPAL SHOPPING DISTRICT:								
TOTAL REVENUES		1,209,990.00	1,229,020.00	305,089.49	813,102.66	0.00	415,917.34	66.16
TOTAL EXPENDITURES		1,209,990.00	1,229,020.00	79,386.40	854,076.41	2,000.00	372,943.59	69.66
NET OF REVENUES & EXPENDITURES		0.00	0.00	225,703.09	(40,973.75)	(2,000.00)	42,973.75	100.00

PRINCIPAL SHOPPING DISTRICT
CASH FLOW
FOR THE MONTH OF FEBRUARY 2019

	<u>DESCRIPTION</u>	<u>PROJECTED</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
	BEGINNING CASH BALANCE	\$ 464,018	\$ 409,005	\$ (55,013)
	CASH RECEIPTS:			
255.0001	Gift Certificates In	-	-	-
	Special Assessments	430,930	303,265	(127,665)
	Interest Income	480	665	185
	Special Event Revenue	<u>2,130</u>	<u>1,160</u>	<u>(970)</u>
	Sub-total cash receipts	433,540	305,090	(128,450)
	CASH DISBURSEMENTS:			
	OFFICE DISBURSEMENTS			
	PSD Personnel Costs	21,470	21,958	(488)
727.0000	Postage	-	999	(999)
729.0000	Supplies	280	326	(46)
801.0200	Legal	250	258	(8)
802.0100	Audit	-	-	-
811.0000	Other Contractual Service	90	200	(110)
933.0200	Equipment Maintenance	-	228	(228)
851.0000	Telephone	150	95	55
955.0100	Training	80	85	(5)
955.0300	Memberships & Dues	30	247	(217)
955.0400	Conferences & Workshops	250	-	250
942.0000	Computer Equipment Rental	1,510	1,513	(3)
957.0400	Liability Insurance	375	375	-
944.0000	Building Rent	<u>1,000</u>	<u>1,000</u>	<u>-</u>
	Sub-total Office Disbursements	25,485	27,284	(1,799)
	PROGRAM DISBURSEMENTS			
	DPS Downtown Maintenance	7,860	12,542	(4,682)
	Promotion Personnel Costs	3,520	3,293	227
255.0001	Gift Certificates Out	-	-	-
828.03	Valet Services	-	-	-
829.0100	Snow Removal	15,400	9,908	5,492
935.0200	Maintenance PSD	420	-	420
901.0000	Printing & Publishing	-	-	-
901.0400	Marketing & Advertising	7,500	19,956	(12,456)
901.0500	Public Relations	1,000	4,000	(3,000)
903.0000	Tenant Recruitment	8,330	906	7,424
909.0000	Special Events	-	3,833	(3,833)
904.0000	PSD Magazine	-	-	-
829.0200	Web Site Maintenance	-	-	-
	Sub-total Program Disbursements	<u>44,030</u>	<u>54,438</u>	<u>(10,408)</u>
	Total Disbursements	69,515	81,722	(12,207)
	INCREASE (DECREASE) IN CASH BALANCE	<u>364,025</u>	<u>223,368</u>	<u>(140,657)</u>
	ENDING CASH BALANCE	<u>\$ 828,043</u>	<u>\$ 632,373</u>	<u>\$ (195,670)</u>

PRINCIPAL SHOPPING DISTRICT
ACTUAL CASH FLOW
FOR THE EIGHT MONTHS ENDED FEBRUARY 2019

	DESCRIPTION	PROJECTED	ACTUAL	VARIANCE
	BEGINNING CASH BALANCE	\$ 664,443	\$ 664,443	\$ -
	CASH RECEIPTS:			
	Gift Certificates In	-	1,600	1,600
	Special Assessments	899,380	681,824	(217,556)
	Interest Income	3,610	4,619	1,009
	Special Event Revenue	<u>148,440</u>	<u>180,585</u>	<u>32,145</u>
	Sub-total cash receipts	1,051,430	868,628	(182,802)
	CASH DISBURSEMENTS:			
	OFFICE DISBURSEMENTS			
	PSD Personnel Costs	193,260	213,897	(20,637)
727.0000	Postage	1,600	999	601
729.0000	Supplies	2,380	1,398	982
801.0200	Legal	2,000	1,923	77
802.0100	Audit	750	725	25
811.0000	Other Contractual Service	720	900	(180)
933.0200	Equipment Maintenance	600	723	(123)
851.0000	Telephone	1,160	803	357
955.0100	Training	660	451	209
955.0300	Memberships & Dues	960	1,392	(432)
955.0400	Conferences & Workshops	2,500	964	1,536
942.0000	Computer Equipment Rental	12,080	12,104	(24)
957.0400	Liability Insurance	3,000	3,000	-
944.0000	Building Rent	<u>8,000</u>	<u>8,000</u>	<u>-</u>
	Sub-total Office Disbursements	229,670	247,279	(17,609)
	PROGRAM DISBURSEMENTS			
	DPS Downtown Maintenance	102,130	95,581	6,549
	Promotion Personnel Costs	31,690	29,908	1,782
255.0001	Gift Certificates Out	-	-	-
828.03	Valet Services	58,500	33,170	25,330
829.0100	Snow Removal	43,600	39,141	4,459
935.0200	Maintenance PSD	29,400	74,460	(45,060)
901.0000	Printing & Publishing	-	1,140	(1,140)
901.0400	Marketing & Advertising	100,000	158,215	(58,215)
901.0500	Public Relations	7,000	8,358	(1,358)
903.0000	Tenant Recruitment	66,640	25,655	40,985
909.0000	Special Events	155,000	133,733	21,267
904.0000	PSD Magazine	62,000	52,198	9,802
829.0200	Web Site Maintenance	<u>2,200</u>	<u>1,860</u>	<u>340</u>
	Sub-total Program Disbursements	<u>658,160</u>	<u>653,419</u>	<u>4,741</u>
	Total Disbursements	887,830	900,698	(12,868)
	INCREASE (DECREASE) IN CASH BALANCE	<u>163,600</u>	<u>(32,070)</u>	<u>(195,670)</u>
	ENDING CASH BALANCE	<u>\$ 828,043</u>	<u>\$ 632,373</u>	<u>\$ (195,670)</u>

CITY OF BIRMINGHAM
PRINCIPAL SHOPPING DISTRICT
CASH FLOW ANALYSIS
JULY 2018 TO JUNE 2019

DESCRIPTION	ACTUAL								PROJECTED				Total 2018-2019
	JULY 2018	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019	
BEGINNING CASH BALANCE	664,443	564,112	487,853	440,851	386,095	301,678	193,059	409,005	632,373	853,128	803,003	693,048	664,443
CASH RECEIPTS:													
2017 Assessment	-	27,264	600	-	2,830	-	3,515	50	-	-	13,700	-	47,959
2018 Assessment	-	-	-	-	-	16,366	327,984	303,215	291,370	-	-	-	938,935
Special Assessments	-	27,264	600	-	2,830	16,366	331,499	303,265	291,370	-	13,700	-	986,894
Gift Certificates In						1,375	225						
Interest Income	(85)	1,289	659	580	703	524	284	665	880	800	750	630	7,679
Special Event Revenue	17,979	26,476	56,477	30,606	23,192	13,054	11,641	1,160	10,280	15,000	4,120	12,160	222,145
Sub-total cash receipts	17,894	55,029	57,736	31,186	26,725	31,319	343,649	305,090	302,530	15,800	18,570	12,790	1,216,718
CASH DISBURSEMENTS:													
OFFICE DISBURSEMENTS													
PSD Personnel Costs	24,017	36,218	23,694	23,674	22,329	28,981	33,026	21,958	21,470	21,470	21,470	21,470	299,777
727.00 Postage	-	-	-	-	-	-	-	999	-	400	400	600	2,399
729.00 Supplies	76	63	65	367	190	90	221	326	280	280	280	280	2,518
801.02 Legal	59	117	-	422	258	117	692	258	250	250	250	250	2,923
802.01 Audit	-	-	675	-	-	50	-	-	-	-	-	-	725
811.00 Other Contractual Service	100	100	100	100	100	100	100	200	90	90	90	90	1,260
933.02 Equipment Maintenance	-	243	-	-	252	-	-	228	300	-	-	300	1,323
851.00 Telephone	101	101	101	101	101	-	203	95	140	150	150	150	1,393
955.01 Training	-	-	-	-	269	-	97	85	90	80	80	90	791
955.03 Memberships & Dues	-	-	250	-	290	-	605	247	-	270	370	-	2,032
955.04 Conferences & Workshops	69	25	-	79	-	-	791	-	-	-	400	100	1,464
942.00 Computer Equipment Rental	1,513	1,513	1,513	1,513	1,513	1,513	1,513	1,513	1,510	1,510	1,510	1,550	18,184
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	27,310	39,755	27,773	27,631	26,677	32,226	38,623	27,284	25,505	25,875	26,375	26,255	351,289
PROGRAM DISBURSEMENTS													
DPS Downtown Maintenance	13,414	17,334	11,984	10,920	8,508	8,189	12,690	12,542	12,570	11,000	7,850	23,570	150,571
Promotion Personnel Costs	2,972	4,554	2,982	3,047	3,047	5,190	4,823	3,293	3,520	3,520	3,520	3,520	43,988
255.01 Gift Certificates Out	-	-	-	-	-	-	-	-	-	-	-	-	-
828.03 Valet Services	32,597	(12,427)	-	-	-	-	13,000	-	-	-	-	-	33,170
829.01 Snow Removal	-	-	-	-	9,417	9,908	9,908	9,908	15,400	-	-	-	54,541
935.02 Maintenance PSD	1,929	42,148	1,863	6,819	4,421	2,095	15,185	-	9,800	11,200	9,800	9,800	115,060
901.00 Printing & Publishing	-	1,140	194	-	-	-	-	-	-	-	-	-	-
901.04 Marketing & Advertising	22,526	30,029	34,541	13,666	12,155	26,986	(1,644)	19,956	5,000	5,000	10,000	5,000	183,215
901.05 Public Relations	1,500	-	2,500	-	226	132	-	4,000	-	1,000	1,000	1,000	11,358
903.00 Tenant Recruitment	1,383	706	7,902	6,278	3,180	2,456	2,844	906	8,330	8,330	8,330	8,370	59,015
909.00 Special Events	14,294	8,049	14,999	17,581	14,125	52,756	7,902	3,833	-	-	37,000	8,000	178,539
904.00 PSD Magazine	-	-	-	-	27,886	-	24,312	-	-	-	23,000	-	75,198
829.02 Web Site Maintenance	300	-	-	-	1,500	-	60	-	1,650	-	1,650	-	5,160
Sub-total Program Disbursements	90,915	91,533	76,965	58,311	84,465	107,712	89,080	54,438	56,270	40,050	102,150	59,260	909,815
Total Disbursements	118,225	131,288	104,738	85,942	111,142	139,938	127,703	81,722	81,775	65,925	128,525	85,515	1,261,104
INCREASE (DECREASE) IN CASH BALANCE	(100,331)	(76,259)	(47,002)	(54,756)	(84,417)	(108,619)	215,946	223,368	220,755	(50,125)	(109,955)	(72,725)	(44,386)
ENDING CASH BALANCE	564,112	487,853	440,851	386,095	301,678	193,059	409,005	632,373	853,128	803,003	693,048	620,323	620,057



The Shopping District

Special Events Committee

March 8, 2019

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

Staff: Tighe, Brook

1. Welcome and Introductions

PRESENT: Astrein, Fehan, Kay, Pohlod

ABSENT: Solomon

ADMINISTRATION: Tighe, Brook

2. Birmingham Restaurant Week - Jan 28 - Feb 1 and Feb 4 – Feb 8

- a. The group discussed shifting away from all participating restaurants having the same set price and moving toward promoting something like “special menus” or “special pricing” and possibly listing an “up to” dollar amount.
- b. There was also discussion of rebranding for 2020 to “Dine Out Birmingham” instead of “Birmingham Restaurant Week.”

3. Winter Markt

- a. The committee agreed that we should rent marshmallow roasters for the upcoming event and offer a non-profit (or two) the opportunity to sell s'mores kits.
- b. The group also approved rental of a tube slide for Saturday and Sunday. We will be working to secure a sponsor for this fun added activity.
- c. Wells Fargo has committed to returning as a sponsor. They will be increasing their sponsorship to \$7500 (last year was \$5000). This will allow us to have a more professional band after the tree lighting ceremony.

4. Art in the Alley

- a. The Public Arts Board is planning to hold an Art in the Alley event. The idea of collaborating with them on their event was discussed, but the committee thought that resources could be better put to use other places.

5. Thursday Fun

- a. The committee would like to see different activities taking place in downtown each Thursday evening during the summer. Proposed activities included: flash mob, barber shop quartet, student band, mime, and/or chalk artists.

Upcoming Events

May 5 – October 27 – Birmingham Farmers Market 17th Season

June 14, July 12, August 23 – Movie Nights

July 27 – Day on the Town

August 17 – Birmingham Cruise Event

NEXT MEETING: Thursday, April 11, 2019 at 8:30 a.m.

2018-19 Budget: \$200,000

Remaining balance after April vouchers: \$68,998



The Shopping District

Marketing & Advertising Committee Meeting

March 21, 2019

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

Staff: Tighe, Gamboa

1. Welcome and Introductions

PRESENT: Pohlod, Benkert, Champagne, Eid, Kay, Lundberg

ADMINISTRATION: Gamboa, Tighe

2. Birmingham Magazine

The committee reviewed draft pages for the Spring/Summer edition of the Birmingham Magazine. BSD staff members will review changes with Hour Media. This edition of the Birmingham Magazine will come out in late April and focus on fitness, salons, gift items (Mother's Day, Father's Day and Graduation parties), men's clothing and more.

The committee also discussed the overall direction of the Birmingham Magazine and plans going forward. They discussed options such as: publishing one high quality magazine per year, two magazines per year, or to discontinue publishing the magazine altogether. The committee voted as follows: Eid voted to discontinue the printed Birmingham Magazine altogether; Kay voted to publish two magazines per year; Pohlod, Benkert, Champagne and Lundberg voted to publish one high quality magazine per year. Based upon the votes, it was determined an RFP will be sent out in April for publishing one, high quality Birmingham Magazine to cover the fall/holiday timeframe.

3. Social Media

The new BSD Social Media Consultant, Paige Leventis, will begin posting on the BSD's Facebook, Instagram and Twitter accounts beginning approximately Monday, April 1st. Social Media updates with metrics will be provided to the BSD Board on a quarterly basis.

4. General Ads

BSD staff members showed the committee general advertisements that have been placed to promote the downtown Birmingham area. In addition to ads that promote special events, recent placements have also promoted Valentine's Day and spring break shopping in Birmingham.

NEXT MEETING: No meeting will be held in April.

2018-19 Budget: \$150,000

Remaining balance after April vouchers: \$29,085

Magazine 2018-19 Budget: \$85,000

Remaining balance after April vouchers: \$32,802



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BIRMINGHAM SHOPPING DISTRICT



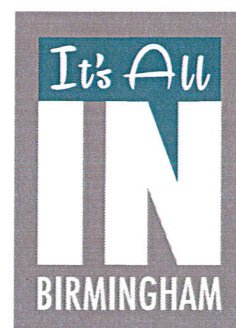
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The Shopping District

Maintenance/Capital Improvement Committee

Tuesday, March 11, 2019 at 8:00 AM

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

Staff: Tighe, Jurek, Laird, Wood

1. Welcome and Introductions

- a.** PRESENT: Quintal, Roberts, Pohlod, Ceresnie, Fehan
- b.** ABSENT: Wood
- c.** ADMINISTRATION: Tighe, Laird, Jurek

2. Flowers and planters in 2019:

- a.** The committee is looked at quotes for flower watering to determine if it is more cost effective to outsource some of this work. The price for outsourcing is similar to that of paying DPS for services. Therefore, the committee decided to keep the watering in-house to maintain quality control.

3. Holiday decorating:

- a.** The committee is gathering quotes for lighting of Merrill Street next year.

NEXT MEETING: Tuesday, April 9, 2019 at 8:00 a.m. in City Hall

2018-19 Budget: \$70,000

Remaining balance after April vouchers: \$13,394

Snow removal 2018-19 Budget: \$59,000

Remaining balance after April vouchers: \$42.99



The Shopping District

Business Development Committee Meeting

March 27, 2019 at 8:30 AM

Members: Surnow (Chair), Hockman, Quintal, McKenzie

Staff: Tighe

1. Welcome and Introductions

PRESENT: Quintal, Surnow, McKenzie

ABSENT: Hockman

ADMINISTRATION: Tighe

2. Retention and growth

- a. Merchant meeting will be Wednesday, April 17th at Willow and Fernn. Will present Goldman Sachs 10,000 Small Businesses program to merchants, Parking Lot 6 construction update, summer events info, and more.
- b. Discussed looking into offering Lyft and Uber promotional offer to visitors in Birmingham. Tighe looking into details on how to execute this program.

3. Tenant recruitment process

- a. Committee waiting on signed MOU from Oakland County.
- b. Tighe updated committee on first two meetings with CC Consulting.
- c. Tighe preparing marketing material for ICSC.
- d. Committee looking at Broker/Property owner round table in early May.
- e. Committee reviewed pipeline report.

NEXT MEETING: Thursday, April 25, 2019 at 8:30 AM

2018-19 Budget: \$100,000

Remaining after April vouchers: \$67,645

Opportunity Pipeline Report April 2019

Tenant/Project Name	Stage	SF	Timeline	Next Steps
Bookstore 1	Initial Contact			Retailer coming to Bham in May for tour.
Children's apparel 1	Initial Contact			email and telephone follow up
Electronics 1	Initial Contact			Ingrid met at ICSC NYC - retailer looking at 2020 expansion opportunities
Eyeglass 2	Dismissed			Retailer not sure they are ready to expand into our retail trade area.
Furniture 1	Initial Contact			Conducted call with retailer and was referred to retailer's broker for a follow-up meeting.
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 apparel 4	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		Early 2019	Retailer interested in locating in BSD. Retailer interested in buying building.
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	Dismissed	2400		Retailer is no longer interested in our market.
Women's apparel 4	Initial Contact			email and telephone follow up
Women's athletic apparel 1	Dismissed			retailer not interested in expanding in our market at this time.
Women's jewelry 1	In discussions		Early 2019	Retailer negotiating LOI.
Women's jewelry 2	In discussions	1400	2019	Opened first store in MI. Retailer evaluating Bham, Ann Arbor & Detroit as possible locations in 2019. Met at ICSC NYC.

SCHEDULED TO OPEN/MOVED/CLOSED IN LAST 12 MONTHS

APRIL 2019

Office Occupancy Rate 88%

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
Seven Daughters	163	Maple Road, West	Coffee Roaster	3/25/2019	Scheduled to open
Moosejaw	284	Maple Road, West	Hardgood sports	3/15/2019	Scheduled to open
Essential Nails	282	Maple Road, West	Nail salon	3/28/2019	Scheduled to open
Pernoi	310	Maple Road, East	Restaurant	2/26/2019	Scheduled to open
Jewelry	175	Maple Road, West	Jeweler	3/8/2019	Scheduled to open
R. Collective	383	Hamilton Row	Salon/Spa	2/5/2019	Scheduled to open
Nalu	887	Maple Road, East	Salon/Spa	12/21/2018	Scheduled to open
PRS Wireless	222	Merrill Street, East	Wholesale	12/21/2018	Scheduled to open
Luxury Bridal Rack	700	Old Woodward, North	Bridal	11/12/2018	Scheduled to open
ecoATM	685	Maple Road, East	Cash for old electronics	8/10/2018	Scheduled to open
Willow and Fernn Boutique	528	Old Woodward, North	Womens Apparel	3/15/2019	Opened
Petite Cabane	205	Maple Road, East	Childrens Apparel	3/15/2019	Opened
Verizon	135	Old Woodward, South		4/13/2018	Opened
110 Couture	110	Old Woodward, South	Womens Apparel	12/1/2018	Opened
Downtown	34977	Woodward Avenue	Dining	11/5/2018	Opened
Untied on Woodward	223	Old Woodward, South	Mens Apparel	11/5/2018	Opened
Kybun Joya Shoes	286	Maple Road, West	Shoes	11/2/2018	Opened
Anna Castaldi	245	Maple Road, West	Women	10/15/2018	Opened
Tomatoes Apizza	34200	Woodward Avenue	Neopolitan pizza	8/27/2018	Opened
Adachi	325	Old Woodward, South	Japanese	8/27/2018	Opened
Kaku Sushi & Poke`	126	Old Woodward, South	Dining	8/27/2018	Opened

SCHEDULED TO OPEN/MOVED/CLOSED IN LAST 12 MONTHS

APRIL 2019

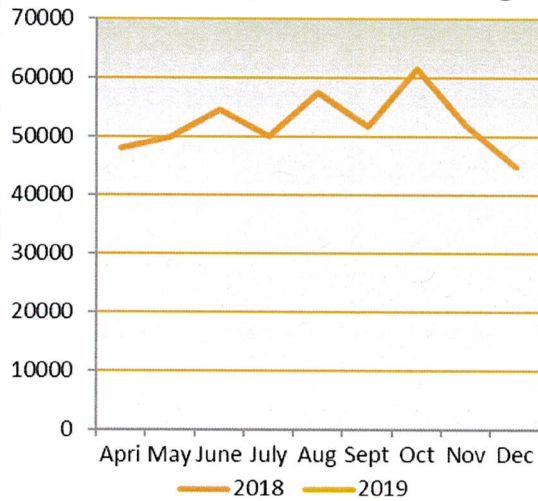
Office Occupancy Rate 88%

Retail Occupancy Rate 96%

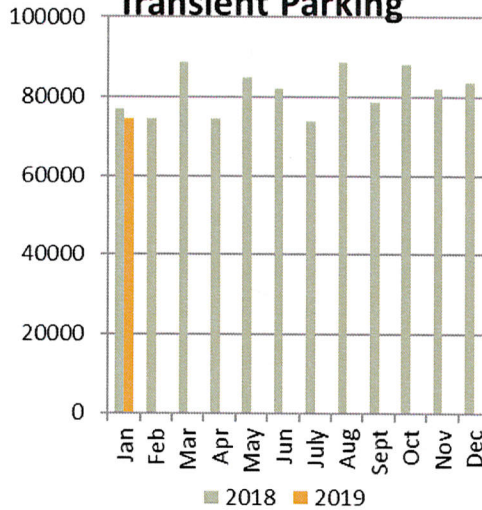
Name of Business	Property Address	Street Name	Notes	Date of notification	Scheduled to Open/Moved/Closed/Opened in last 12 months
Dry Bar	137	Maple Road, West	Salon/Spa	8/27/2018	Opened
Beauty Club	327	Hamilton Row	Salon/Spa	8/27/2018	Opened
Eyedolize	555	Old Woodward, South	Salon/Spa	7/3/2018	Opened
drybar	137	Maple Road, West	Salon/Spa	6/18/2018	Opened
Grabbagreen	167	Old Woodward, North	Dining	5/31/2018	Opened

City of Birmingham Parking Utilization Dashboard – February 2019

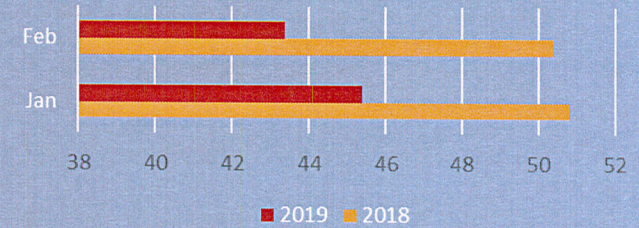
Monthly Permit Parking



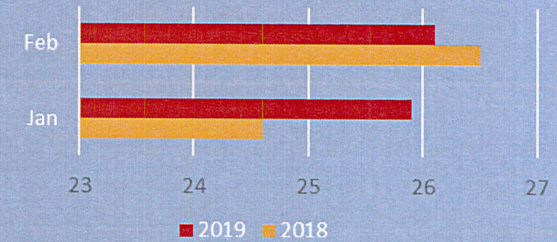
Transient Parking



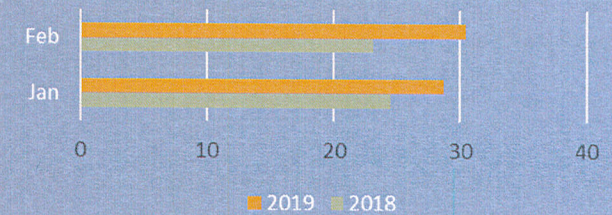
Coin



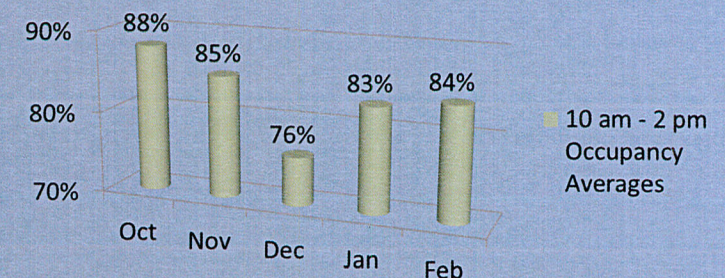
Credit



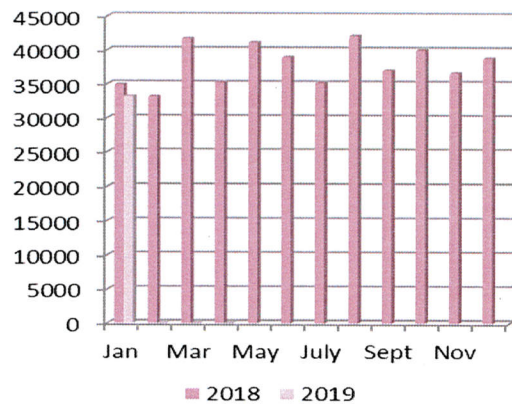
ParkMobile



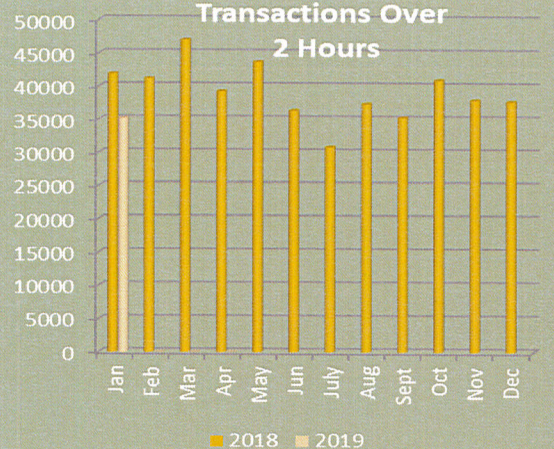
10 am - 2 pm Parking Garage Occupancy Average



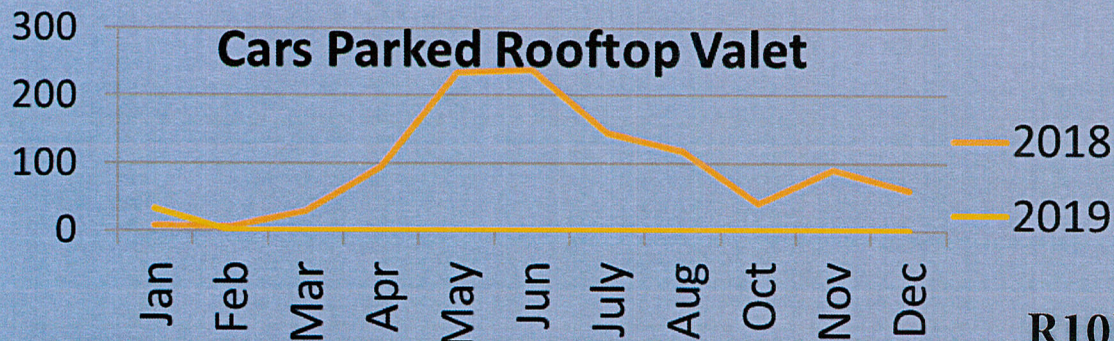
Transactions Under 2 Hours



Transactions Over 2 Hours



Cars Parked Rooftop Valet



R10E1

*2017 Rooftop valet utilization increased Jul—Oct 2017 due to the Park Street Paving Project

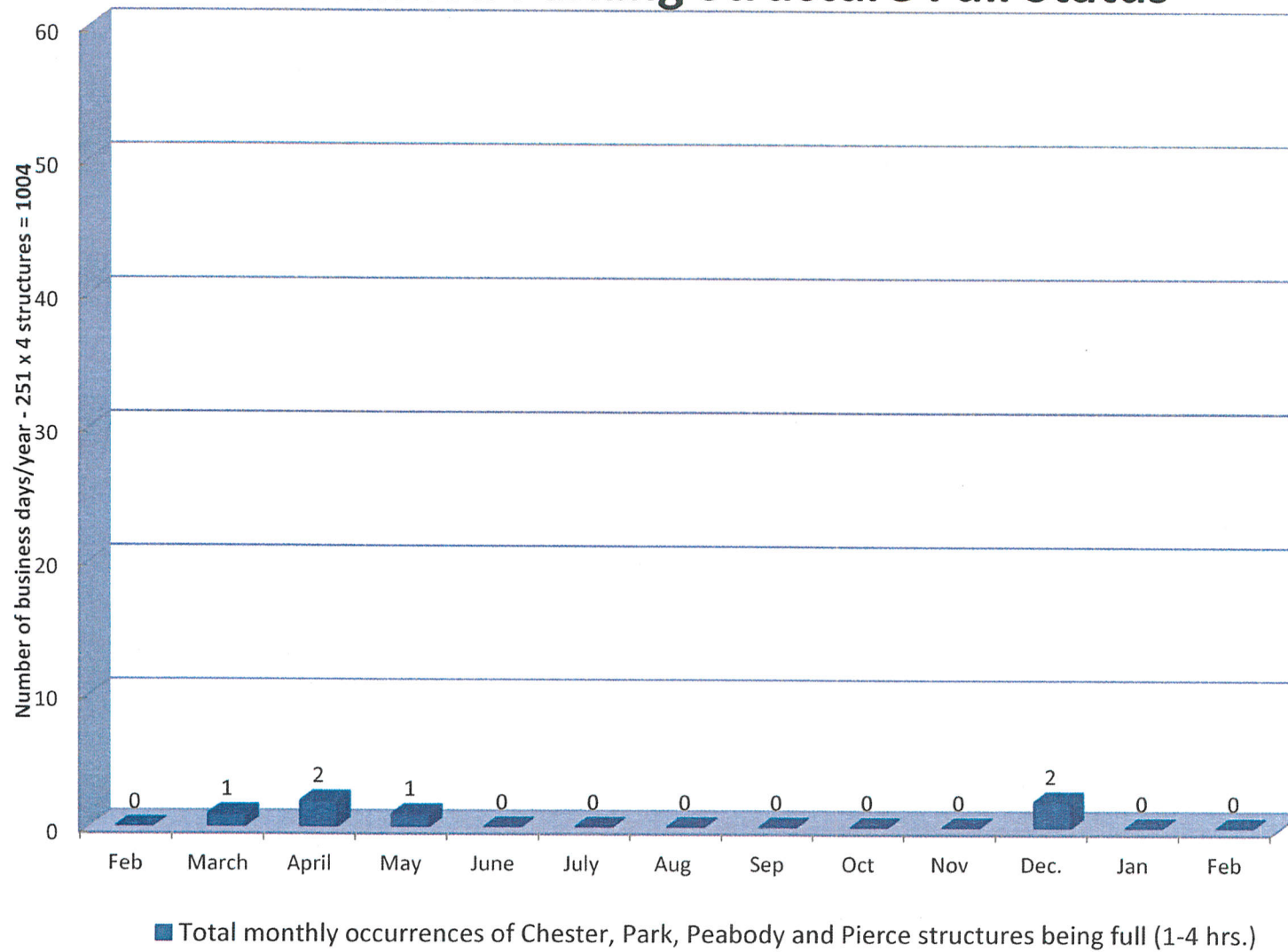
Structure Occupancy at 1pm Tuesday-Thursday

Available Spaces

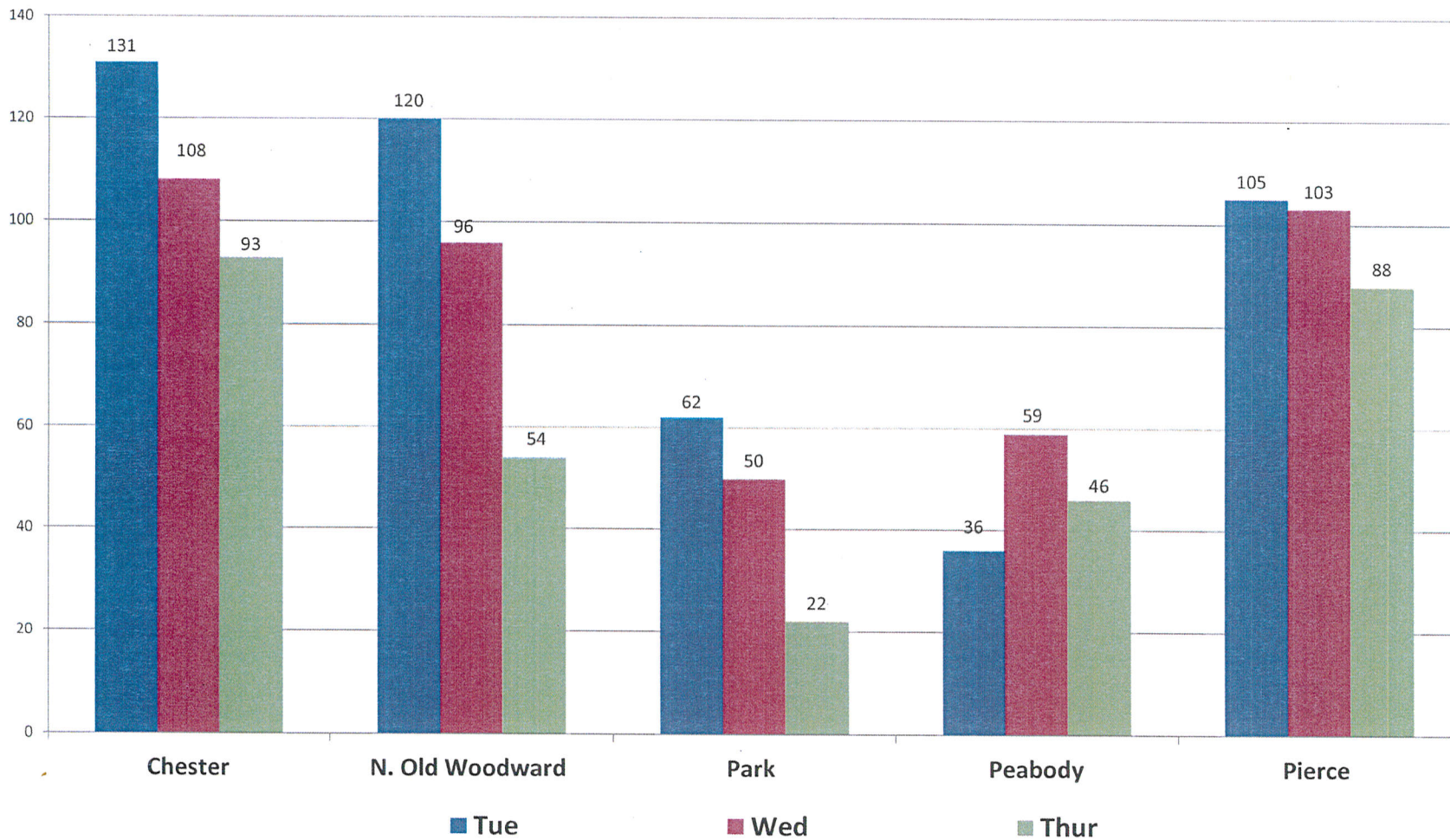
FEBRUARY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Chester-79 N.O.W.-80 Park-27 Peabody-22 Pierce-71	6 Chester-180 N.O.W.-249 Park-158 Peabody-119 Pierce-139	7 Chester-21 N.O.W.-58 Park-7 Peabody-35 Pierce-81	8	9
10	11	12 Chester-205 N.O.W.-255 Park-176 Peabody-32 Pierce-130	13 Chester-67 N.O.W.-43 Park-7 Peabody-32 Pierce-44	14 Chester-117 N.O.W.-49 Park-8 Peabody-24 Pierce-56	15	16
17	18	19 Chester-160 N.O.W.-84 Park-13 Peabody-56 Pierce-117	20 Chester-124 N.O.W.-18 Park-11 Peabody-58 Pierce-98	21 Chester-133 N.O.W.-62 Park-48 Peabody-61 Pierce-116	22	23
24	25	26 Chester-80 N.O.W.-59 Park-32 Peabody-33 Pierce-101	27 Chester-61 N.O.W.-73 Park-22 Peabody-28 Pierce-132	28 Chester-99 N.O.W.-48 Park-24 Peabody-65 Pierce-99		
		Notes:				

Feb. 2018 - Feb. 2019 Combined Parking Structure Full Status

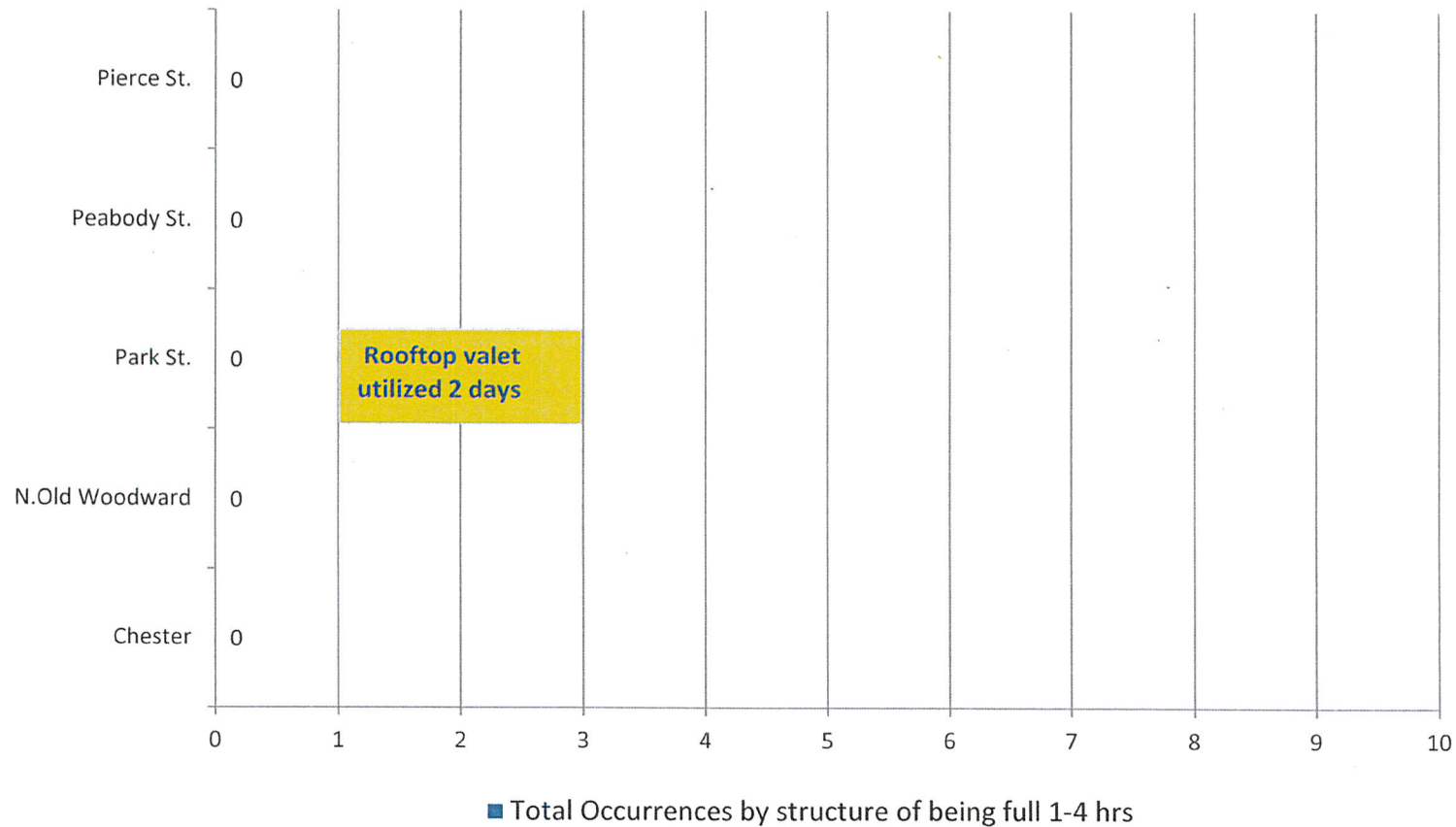


Structure Occupancy at 1 pm Tuesday-Thursday Average Available Spaces - February 2019

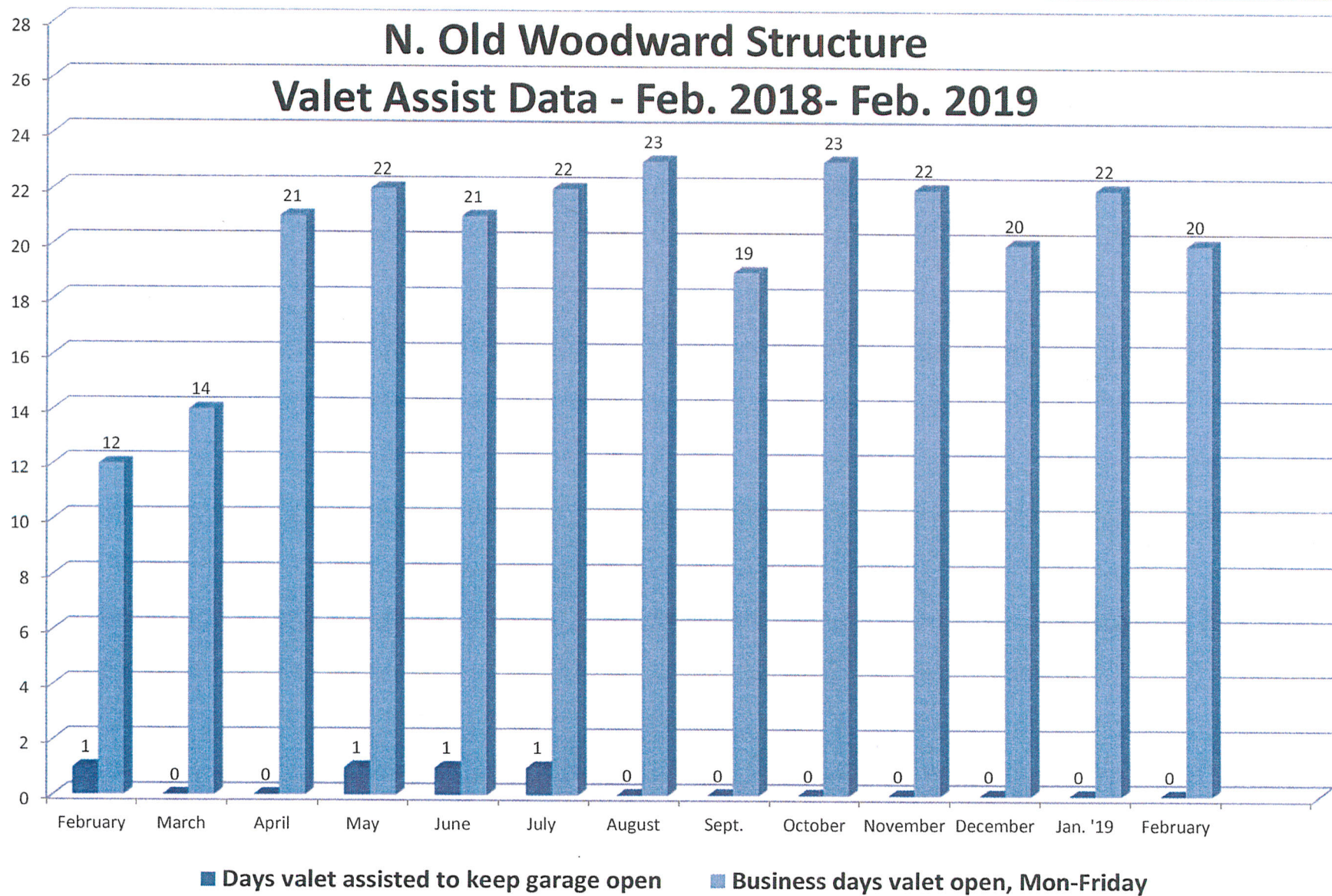


Parking Full Status by Structure

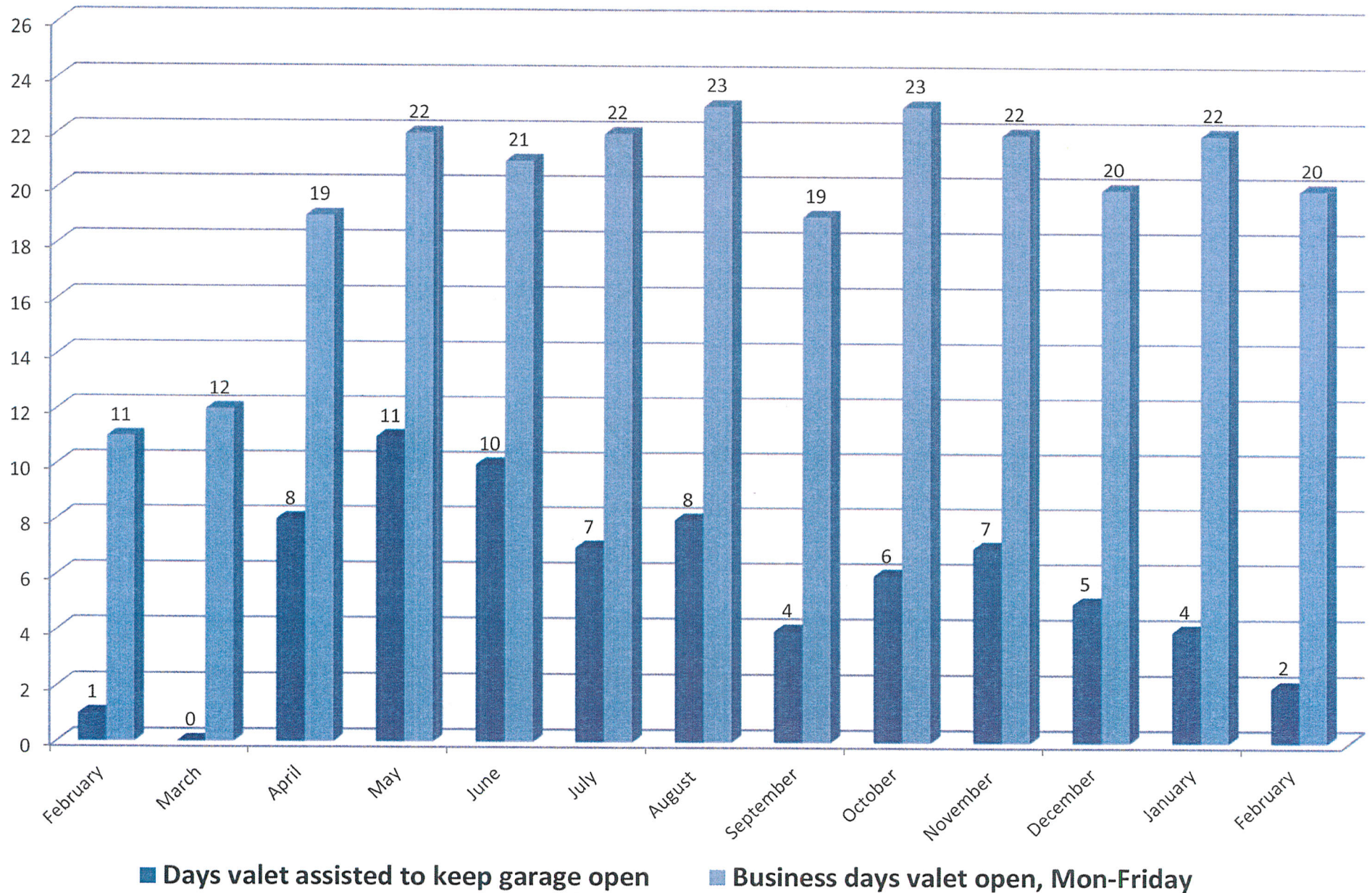
February 2019 - Business Days Only (M-Friday)



N. Old Woodward Structure Valet Assist Data - Feb. 2018- Feb. 2019



Park Street Structure Valet Assist Data - Feb. 2018 - Feb. 2019



Birmingham Principal Shopping District Board

Voucher List For: 04/04/2019

Early Rele Vendor	Description	Account	Amount
ART/DESIGN GROUP LTD	ARTWORK FOR DINING GUIDE, RESTAURANT WEEK, EMPLOYEE DISCOUNT CARD AND VISITOR GUIDE	MARKETING & ADVERTISING	947.50
BEIER HOWLETT P.C.	LEGAL CONSULT FOR RETAIL RECRUITMENT	OTHER LEGAL	445.74
CC CONSULTING LLC	APRIL RETAINER FOR RETAIL RECRUITMENT AND INSURANCE	TENANT RECRUITMENT	3,950.33
COSTAR REALTY INFORMATION, INC	ONLINE RETAIL SERVICES	TENANT RECRUITMENT	680.00
DOWNTOWN PUBLICATIONS INC	GENERAL AND FARMERS MARKET ADVERTISING	MARKETING & ADVERTISING	656.00
GLOBAL EQUIPMENT COMPANY INC	ADJUSTABLE SIT STAND DESK FOR MARIANNE	OPERATING SUPPLIES	290.00
KINSMAN CO INC	REPLACEMENT HANGING BASKETS	MAINTENANCE SHOPPING DIST	637.73
LOGICAL SOLUTIONS ENTERPRISE INC	EMPLOYEE DISCOUNT CARDS & DINING CARDS	MARKETING & ADVERTISING	347.45
MARK VOSS DESIGN	DESIGN FARMERS MARKET POSTER & GIFT CERT ADS	MARKETING & ADVERTISING	800.00
MOMMY NETWORK OF	SPRING AD	MARKETING & ADVERTISING	500.00
NICK'S MAINTENANCE SERVICE	APRIL SNOW REMOVAL	SNOW REMOVAL CONTRACT	9,908.01
OFFICE DEPOT INC	MISC OFFICE SUPPLIES	OPERATING SUPPLIES	77.69
PAIGE LEVENTIS	SOCIAL MEDIA SERVICES FOR PART MARCH AND ALL APRIL	MARKETING & ADVERTISING	3,696.00
RACHEL WINER	MARCH 11 - APRIL 11 SOCIAL MEDIA MANAGEMENT	MARKETING & ADVERTISING	850.00
REVIZE LLC	SSL SECURITY CERTIFICATE INSTALLATION	WEB SITE MAINTENANCE	400.00
WORRY FREE INC	1/2 OF HANGING BASKETS & DELIVERY	MAINTENANCE SHOPPING DIST	6,962.50
ZINGERMAN'S TRAINING INC	TRAINING - CUSTOMER SERVICE	TENANT RECRUITMENT	2,000.00
* EVEREVE	GIFT CERTIFICATES	GIFT CERTIFICATES	75.00
* HOUR MEDIA LLC	GENERAL ADVERTISING	MARKETING & ADVERTISING	892.50
* MARK VOSS DESIGN	GENERAL ADVERTISING	MARKETING & ADVERTISING	400.00
* NEDERLANDER DETROIT LLC	GENERAL, BFM AND DOTT ADVERTISING	MARKETING & ADVERTISING	2,166.00
* VERIZON WIRELESS	JAIMI AND INGRID CELL PHONES	TELEPHONE	101.46

Birmingham Principal Shopping District Board

Voucher List For: 04/04/2019

Early Rele Vendor	Description	Account	Amount
		Total:	\$ 36,783.91
<u>Journal Entries</u>			
	City of Birmingham – Movie Nights app fee		\$ 165.00
	City of Birmingham – Movie Nights estimated city costs		2,466.11
	City of Birmingham – Farmers Market app fee		165.00
	City of Birmingham – Farmers Market estimated city costs		4,864.44
	Facebook – Spring shopping boosted post		550.00
	Petty cash – misc office supplies		74.67
	Petty cash – Autorama ticket for Jaimi		21.00
	DTE – BFM electric		41.14
	Oakland County – Economic Outlook luncheon Ingrid		50.00
	Survey Monkey – annual subscription		300.00
	Total Journal Entries		\$ 8,697.36
	TOTAL VOUCHERS AND JOURNAL ENTRIES		\$ 45,481.27
			=====

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

Board Chair_____

Date_____

CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board: Birmingham Shopping District

Year: 2019

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	P												3	0	100%
Samy Eid	P	P	A												2	1	67%
Doug Fehan	A	A	P												1	2	33%
Geoffrey Hockman	P	A	P												2	1	67%
Zachary Kay	P	P	P												3	0	100%
Amy Pohlod	P	A	P												2	1	67%
Steve Quintal	P	P	P												3	0	100%
Bill Roberts	P	P	P												3	0	100%
Judy Solomon	P	P	P												3	0	100%
Sam Surnow	A	P	P												2	1	67%
Joe Valentine	P	P	P												3	0	100%
															0	0	#DIV/0!
Reserved															0	0	#DIV/0!
Reserved															0	0	#DIV/0!
Present or Available	9	8	10	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
APRIL 2019

BSD BOARD

THURS 4/4 @ 8:00 AM – COMMUNITY HOUSE

MAINTENANCE/CAPITAL IMPROVEMENTS

TUESDAY 4/9 @ 8:00 PM – CITY HALL

SPECIAL EVENTS

THURSDAY 4/11 @ 8:30 AM – CITY HALL

MARKETING/ADVERTISING

CANCELED

BUSINESS DEVELOPMENT

THURSDAY 4/25 @ 8:00 AM – CITY HALL

EXECUTIVE

WEDNESDAY 4/3 @8:00 AM – 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).