



The Shopping District

**Birmingham Shopping District Agenda
Thursday October 3, 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 September 5, 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 – August 2019
 - e. Chamber Report
6. Approval of Vouchers
7. Unfinished Business
8. New Business
 - a. Hanging Baskets Agreement Extension
 - b. Planters Agreement Extension
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, September 5, 2019 - 8:00 a.m.
The Community House
Birmingham, MI 48009

Minutes of the meeting of the Birmingham Shopping District Board held Thursday, September 5, 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, Surnow, Valentine

ABSENT: Eid, Solomon

ALSO PRESENT: Joe Bauman

ADMINISTRATION: Tighe, Brook

2. RECOGNITION OF VISITORS

3. APPROVAL OF MINUTES

MOTION: Motion by Fehan, seconded by Astrein to approve the minutes dated August 1, 2019.

VOTE: Yeas, 9 Nays, 0 Absent, 2

4. BOARD MEMBER COMMENTS

5. REPORTS

a. FINANCE REPORT – TIGHE

Tighe shared that the revenue and expense report shows charges to the auto parking system with an increased amount due to valet and marketing for the upcoming Maple Road reconstruction project. The \$150,000 will cover \$75,000 for valet, \$50,000 for marketing and \$25,000 annual holiday budget.

The cash flow report will show higher expenditures are indicated for marketing and advertising in March, April and May to plan for additional payments during construction.

b. EXECUTIVE DIRECTOR REPORT - TIGHE

No report given

c. COMMITTEE REPORTS:

SPECIAL EVENTS - ASTREIN

Astrein reported that the Movie Night series went very well with high attendance and a significant increase in sponsorship.

The Birmingham Cruise event was successful with good weather a great crowd and a lot of classic cars. Tighe shared a Cruise summary highlighting all of the different city departments that were involved in this event.

Farmers Market is continuing to go well. Harvest Fest will be taking place on Sunday, September 15th.

The committee is focusing on holiday events – Small Business Saturday, Santa Walk and Winter Markt.

Hockman thanked Brook for her hard work during a busy summer season.

MARKETING & ADVERTISING - POHLOD

Pohlod updated everyone they have met with Paige regarding items that need to be improved with social media. She said that they are seeing some improvements and will continue to meet on a regular basis.

The photo shoot for the next Birmingham Magazine took place at Pernoi and went very well. The committee is impressed with the production team. A first draft should be available for proofing in the next week. Pohlod asked board members to please confirm their ad space in the magazine with the representative from Renaissance Media.

MAINTENANCE/CAPITAL IMPROVEMENTS - QUINTAL

Quintal reported that they have ordered new holiday lights for N. Old Woodward. They have also gotten prices for new planter ideas and think that they would like to have something more uniform for the hanging baskets and the planters next year.

Astrein asked if it is in the budget to do more ice removal. Quintal explained that they will do what they can, but if there is another really bad day, like there was last year, they will not be able to keep up.

BUSINESS DEVELOPMENT - SURNOW

Surnow shared that Cindy has been very busy and there has been a lot of interest in Surnow's available properties. He feels that good collaboration with property owners and Cindy has been very helpful and that this is very different from a few years ago.

Tighe agreed that Cindy has been persistent and had regular communication with Tighe and interested parties and there are currently some very strong leads. Valentine said that the efforts are paying off and that it shows in the numbers.

Surnow updated the board that the Lyft contract is almost done.

EXECUTIVE BOARD REPORT - HOCKMAN

Hockman reminded the board that Maple Rd. construction will be taking place in the spring/summer of 2020. To help prepare for this, the committee chairs from the BSD's four committees will be meeting and working to put together a cohesive plan.

d. PARKING REPORT - VALENTINE

Valentine gave an update that the ballot initiative for the new parking structure did not pass. The Advisory Parking Committee has been tasked with looking at other options to expand capacity. Although numbers were a little lower over the summer, three of five structures are full on a regular basis.

e. CHAMBER REPORT - BAUMAN

Bauman reminded the board that their annual Vine and Dine is scheduled for September 17th at the Double Tree Kingsley. They also have a community leadership breakfast on October 16th and their Halloween parade on October 27th.

The Chamber would like to partner with the BSD on initiatives to help businesses during the upcoming construction period.

f. COMMUNITY HOUSE REPORT

There was no report from The Community House.

6. APPROVAL OF VOUCHERS

MOTION: Motion by Fehan, seconded by Astrein to approve the vouchers, as submitted, dated September 5, 2019.

VOTE: Yeas, 9 Nays, 2 Absent, 0

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. INFORMATION

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

10. PUBLIC COMMENTS

Tighe shared that there will be a merchant meeting on September 18th that will have a construction update.

11. ADJOURNMENT – 8:39 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	514,767.36
247-000.000-028.0000	MISCELLANEOUS	71,698.72
247-000.000-028.9999	ALLOW FOR DOUBTFUL ACCTS.	(1,613.72)
247-000.000-048.0884	PSD 2018-2019 DELQ	21,527.23
Total Assets		606,629.59
*** Liabilities ***		
247-000.000-200.0000	SUSPENSE ACCOUNT	180.54
247-000.000-202.0000	ACCOUNTS PAYABLE	44,891.94
247-000.000-255.0001	GIFT CERTIFICATES	1,575.00
247-000.000-367.0300	DEFER. INFLOWS - MISCELLANEOUS INV	70,085.00
247-000.000-367.0800	DEFER. INFLOWS - DELQ SPECIAL ASSE	21,527.23
Total Liabilities		138,259.71
*** Fund Balance ***		
247-000.000-391.0000	RETAINED EARNINGS	640,121.84
Total Fund Balance		640,121.84
Beginning Fund Balance - 18-19		640,121.84
Net of Revenues VS Expenditures - 18-19		40,076.96
*18-19 End FB/19-20 Beg FB		680,198.80
Net of Revenues VS Expenditures - Current Year		(211,828.92)
Ending Fund Balance		468,369.88
Total Liabilities And Fund Balance		606,629.59

* Year Not Closed

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/19	YTD BALANCE 08/31/2019	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	96,320.00	96,320.00	0.00	0.00	0.00	96,320.00	0.00
USE OF FUND BALANCE		96,320.00	96,320.00	0.00	0.00	0.00	96,320.00	0.00
CHARGES FOR SERVICES								
247-000.000-641.0585	CHARGES TO AUTO PARKING SYSTEM	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.00
CHARGES FOR SERVICES		150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.00
INTEREST AND RENT								
247-000.000-664.0000	INVESTMENT INCOME	13,700.00	13,700.00	1,407.09	1,338.89	0.00	12,361.11	9.77
INTEREST AND RENT		13,700.00	13,700.00	1,407.09	1,338.89	0.00	12,361.11	9.77
SPECIAL ASSESSMENTS								
247-000.000-672.0247	FUTURE SPECIAL ASSESSEMENTS -	1,030,930.00	1,030,930.00	0.00	0.00	0.00	1,030,930.00	0.00
247-000.000-672.0884	PSD SPEC ASSESS REVENUE 2018-2	24,040.00	24,040.00	(3,643.79)	0.00	0.00	24,040.00	0.00
SPECIAL ASSESSMENTS		1,054,970.00	1,054,970.00	(3,643.79)	0.00	0.00	1,054,970.00	0.00
OTHER REVENUE								
247-000.000-676.0001	CONTR FROM PRIVATE SOURCE	190,000.00	190,000.00	10,320.00	32,891.00	0.00	157,109.00	17.31
OTHER REVENUE		190,000.00	190,000.00	10,320.00	32,891.00	0.00	157,109.00	17.31
Total Dept 000.000		1,504,990.00	1,504,990.00	8,083.30	34,229.89	0.00	1,470,760.11	2.27
TOTAL REVENUES		1,504,990.00	1,504,990.00	8,083.30	34,229.89	0.00	1,470,760.11	2.27
Expenditures								
Dept 298.000 - PUBLIC RELATIONS								
PERSONNEL SERVICES								
247-298.000-702.0001	SALARIES & WAGES DIRECT	31,030.00	31,030.00	3,499.45	4,662.63	0.00	26,367.37	15.03
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	2,410.00	2,410.00	262.37	349.57	0.00	2,060.43	14.50
247-298.000-706.0002	HOSPITALIZATION	11,090.00	11,090.00	639.23	852.30	0.00	10,237.70	7.69
247-298.000-706.0007	WORKER'S COMPENSATION	100.00	100.00	11.02	14.68	0.00	85.32	14.68
247-298.000-706.0012	RETIREMNT-DEF CONTR EMPLR	2,990.00	2,990.00	332.42	442.93	0.00	2,547.07	14.81
247-298.000-706.0013	RET HLTH SVGS CONTR EMPLR	690.00	690.00	104.98	139.98	0.00	550.02	20.29
PERSONNEL SERVICES		48,760.00	48,760.00	4,849.47	6,462.09	0.00	42,297.91	13.25
Total Dept 298.000 - PUBLIC RELATIONS		48,760.00	48,760.00	4,849.47	6,462.09	0.00	42,297.91	13.25
Dept 441.005 - DOWNTOWN MAINTENANCE								
PERSONNEL SERVICES								
247-441.005-702.0001	SALARIES & WAGES DIRECT	54,210.00	54,210.00	8,457.97	11,334.88	0.00	42,875.12	20.91
247-441.005-702.0002	OVERTIME PAY	24,200.00	24,200.00	5,994.44	7,705.15	0.00	16,494.85	31.84
247-441.005-702.0003	LONGEVITY	360.00	360.00	0.00	0.00	0.00	360.00	0.00
247-441.005-706.0001	FICA	6,200.00	6,200.00	1,078.28	1,420.12	0.00	4,779.88	22.91
247-441.005-706.0002	HOSPITALIZATION	10,380.00	10,380.00	2,577.19	3,154.72	0.00	7,225.28	30.39

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	2019-20	2019-20	ACTIVITY FOR	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 08/31/19	08/31/2019	YEAR-TO-DATE	BALANCE	
Fund 247 - PRINCIPAL SHOPPING DISTRICT								
Expenditures								
247-441.005-706.0003	LIFE INSURANCE	200.00	200.00	40.32	51.51	0.00	148.49	25.76
247-441.005-706.0004	RETIRE CONTRIB HEALTH	12,500.00	12,500.00	1,046.72	1,139.50	0.00	11,360.50	9.12
247-441.005-706.0005	DENTAL/OPTICAL	840.00	840.00	117.50	136.71	0.00	703.29	16.28
247-441.005-706.0006	LT/ST DISABILITY	610.00	610.00	105.64	137.60	0.00	472.40	22.56
247-441.005-706.0007	WORKER'S COMPENSATION	1,500.00	1,500.00	303.29	390.71	0.00	1,109.29	26.05
247-441.005-706.0010	RETIREMENT EMPLOYER CNTB	9,570.00	9,570.00	848.31	1,004.35	0.00	8,565.65	10.49
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	2,060.00	2,060.00	800.74	1,016.22	0.00	1,043.78	49.33
247-441.005-706.0013	RET HLTH SVGS CONTR EMPLR	1,010.00	1,010.00	261.17	347.30	0.00	662.70	34.39
PERSONNEL SERVICES		123,740.00	123,740.00	21,631.57	27,838.77	0.00	95,901.23	22.50
OTHER CHARGES								
247-441.005-941.0000	EQUIPMENT RENTAL OR LEASE	43,000.00	43,000.00	5,628.63	9,487.94	0.00	33,512.06	22.06
OTHER CHARGES		43,000.00	43,000.00	5,628.63	9,487.94	0.00	33,512.06	22.06
Total Dept 441.005 - DOWNTOWN MAINTENANCE		166,740.00	166,740.00	27,260.20	37,326.71	0.00	129,413.29	22.39
Dept 748.000 - PRINCIPAL SHOPPING DISTRICT								
PERSONNEL SERVICES								
247-748.000-702.0001	SALARIES & WAGES DIRECT	215,130.00	215,130.00	26,551.92	34,709.92	0.00	180,420.08	16.13
247-748.000-706.0001	FICA	16,460.00	16,460.00	1,958.38	2,558.20	0.00	13,901.80	15.54
247-748.000-706.0002	HOSPITALIZATION	43,930.00	43,930.00	5,067.93	6,733.22	0.00	37,196.78	15.33
247-748.000-706.0003	LIFE INSURANCE	950.00	950.00	108.51	144.68	0.00	805.32	15.23
247-748.000-706.0004	RETIRE CONTRIB HEALTH	5,620.00	5,620.00	467.67	467.67	0.00	5,152.33	8.32
247-748.000-706.0005	DENTAL/OPTICAL	2,010.00	2,010.00	230.97	307.96	0.00	1,702.04	15.32
247-748.000-706.0006	LT/ST DISABILITY	880.00	880.00	101.40	135.20	0.00	744.80	15.36
247-748.000-706.0007	WORKER'S COMPENSATION	680.00	680.00	127.92	168.24	0.00	511.76	24.74
247-748.000-706.0010	RETIREMENT EMPLOYER CNTB	3,380.00	3,380.00	281.67	281.67	0.00	3,098.33	8.33
247-748.000-706.0012	RETIREMNT-DEF CONTR EMPLR	9,280.00	9,280.00	1,070.40	1,427.20	0.00	7,852.80	15.38
247-748.000-706.0013	RET HLTH SVGS CONTR EMPLR	1,820.00	1,820.00	210.00	280.00	0.00	1,540.00	15.38
PERSONNEL SERVICES		300,140.00	300,140.00	36,176.77	47,213.96	0.00	252,926.04	15.73
OTHER CHARGES								
247-748.000-801.0200	OTHER LEGAL	3,000.00	3,000.00	504.39	785.91	0.00	2,214.09	26.20
247-748.000-802.0100	AUDIT	740.00	740.00	0.00	0.00	0.00	740.00	0.00
247-748.000-811.0000	OTHER CONTRACTUAL SERVICE	0.00	0.00	2,765.00	2,765.00	0.00	(2,765.00)	100.00
247-748.000-828.0300	PARKING VALET SERVICES	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.00
247-748.000-829.0100	SNOW REMOVAL CONTRACT	59,000.00	59,000.00	0.00	0.00	0.00	59,000.00	0.00
247-748.000-829.0200	WEB SITE MAINTENANCE	5,500.00	5,500.00	0.00	0.00	0.00	5,500.00	0.00
247-748.000-851.0000	TELEPHONE	1,750.00	1,750.00	102.46	203.70	0.00	1,546.30	11.64
247-748.000-901.0400	MARKETING & ADVERTISING	250,000.00	250,000.00	21,182.35	27,184.85	0.00	222,815.15	10.87
247-748.000-901.0500	PUBLIC RELATIONS	10,000.00	10,000.00	0.00	2,000.00	0.00	8,000.00	20.00
247-748.000-903.0000	TENANT RECRUITMENT	100,000.00	100,000.00	2,763.33	8,026.66	0.00	91,973.34	8.03
247-748.000-904.0000	PRINTING PSD MAGAZINE	60,000.00	60,000.00	29,963.34	29,963.34	0.00	30,036.66	49.94
247-748.000-909.0000	SPECIAL EVENTS	200,000.00	200,000.00	10,523.32	50,247.23	0.00	149,752.77	25.12
247-748.000-933.0200	EQUIPMENT MAINTENANCE	1,200.00	1,200.00	0.00	259.89	0.00	940.11	21.66
247-748.000-935.0200	MAINTENANCE SHOPPING DIST	100,000.00	100,000.00	26,604.27	26,788.79	0.00	73,211.21	26.79
247-748.000-942.0000	COMPUTER EQUIPMENT RENTAL	19,560.00	19,560.00	1,630.00	3,260.00	0.00	16,300.00	16.67
247-748.000-944.0000	BUILDING OR FACILITY RENT	12,000.00	12,000.00	1,000.00	2,000.00	0.00	10,000.00	16.67
247-748.000-955.0100	TRAINING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
247-748.000-955.0300	MEMBERSHIP & DUES	1,600.00	1,600.00	575.00	575.00	0.00	1,025.00	35.94
247-748.000-955.0400	CONFERENCES & WORKSHOPS	3,000.00	3,000.00	7.30	7.30	0.00	2,992.70	0.24

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REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	2019-20	2019-20	ACTIVITY FOR	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 08/31/19	08/31/2019	YEAR-TO-DATE	BALANCE	
Fund 247 - PRINCIPAL SHOPPING DISTRICT								
Expenditures								
247-748.000-957.0400	LIAB INSURANCE PREMIUMS	4,500.00	4,500.00	375.00	750.00	0.00	3,750.00	16.67
OTHER CHARGES		982,850.00	982,850.00	97,995.76	154,817.67	0.00	828,032.33	15.75
SUPPLIES								
247-748.000-727.0000	POSTAGE	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
247-748.000-729.0000	OPERATING SUPPLIES	3,500.00	3,500.00	61.60	238.38	0.00	3,261.62	6.81
SUPPLIES		6,500.00	6,500.00	61.60	238.38	0.00	6,261.62	3.67
Total Dept 748.000 - PRINCIPAL SHOPPING DISTRICT		1,289,490.00	1,289,490.00	134,234.13	202,270.01	0.00	1,087,219.99	15.69
TOTAL EXPENDITURES		1,504,990.00	1,504,990.00	166,343.80	246,058.81	0.00	1,258,931.19	16.35
Fund 247 - PRINCIPAL SHOPPING DISTRICT:								
TOTAL REVENUES		1,504,990.00	1,504,990.00	8,083.30	34,229.89	0.00	1,470,760.11	2.27
TOTAL EXPENDITURES		1,504,990.00	1,504,990.00	166,343.80	246,058.81	0.00	1,258,931.19	16.35
NET OF REVENUES & EXPENDITURES		0.00	0.00	(158,260.50)	(211,828.92)	0.00	211,828.92	100.00

PRINCIPAL SHOPPING DISTRICT
CASH FLOW
FOR THE MONTH OF AUGUST 2019

	<u>DESCRIPTION</u>	<u>PROJECTED</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
	BEGINNING CASH BALANCE	\$ 615,247	\$ 641,999	\$ 26,752
	CASH RECEIPTS:			
	Special Assessments	19,238	22,924	3,686
	Interest Income	640	1,407	767
	Gift Certificates In	-	50	50
	Advisory Parking Committee	-	-	-
	Special Event Revenue	<u>60,950</u>	<u>16,320</u>	<u>(44,630)</u>
	Sub-total cash receipts	80,828	40,701	(40,127)
	CASH DISBURSEMENTS:			
	OFFICE DISBURSEMENTS			
	PSD Personnel Costs	37,100	36,177	923
727.0000	Postage	-	-	-
729.0000	Supplies	280	114	166
801.0200	Legal	250	282	(32)
802.0100	Audit	-	-	-
811.0000	Other Contractual Service	-	2,565	(2,565)
933.0200	Equipment Maintenance	-	260	(260)
851.0000	Telephone	150	-	150
955.0100	Training	80	-	80
955.0300	Memberships & Dues	80	-	80
955.0400	Conferences & Workshops	1,250	314	936
942.0000	Computer Equipment Rental	1,630	1,630	-
957.0400	Liability Insurance	375	375	-
944.0000	Building Rent	<u>1,000</u>	<u>1,000</u>	<u>-</u>
	Sub-total Office Disbursements	42,195	42,717	(522)
	PROGRAM DISBURSEMENTS			
	DPS Downtown Maintenance	22,330	27,260	(4,930)
	Promotion Personnel Costs	5,310	4,849	461
	Gift Certificates Out	100	875	-
828.03	Valet Services	-	-	-
829.0100	Snow Removal	-	-	-
935.0200	Maintenance PSD	35,000	26,559	8,441
901.0400	Marketing & Advertising	30,000	14,789	15,211
901.0500	Public Relations	1,000	2,000	(1,000)
903.0000	Tenant Recruitment	8,330	6,658	1,672
909.0000	Special Events	14,000	27,244	(13,244)
904.0000	PSD Magazine	-	14,982	(14,982)
829.0200	Web Site Maintenance	<u>-</u>	<u>-</u>	<u>-</u>
	Sub-total Program Disbursements	<u>116,070</u>	<u>125,216</u>	<u>(8,371)</u>
	Total Disbursements	158,265	167,933	(8,893)
	INCREASE (DECREASE) IN CASH BALANCE	<u>(77,437)</u>	<u>(127,232)</u>	<u>(49,020)</u>
	ENDING CASH BALANCE	<u>\$ 537,810</u>	<u>\$ 514,767</u>	<u>\$ (22,268)</u>

PRINCIPAL SHOPPING DISTRICT
ACTUAL CASH FLOW
FOR THE TWO MONTHS ENDED AUGUST 2019

DESCRIPTION	PROJECTED	ACTUAL	VARIANCE
BEGINNING CASH BALANCE	\$ 701,503	\$ 701,503	\$ -
CASH RECEIPTS:			
Special Assessments	23,567	26,568	3,001
Interest Income	1,370	1,339	(31)
Gift Certificates In	-	100	
Advisory Parking Committee	-	-	
Special Event Revenue	68,400	34,616	(33,784)
Sub-total cash receipts	93,337	62,623	(30,814)
CASH DISBURSEMENTS:			
OFFICE DISBURSEMENTS			
PSD Personnel Costs	60,090	58,837	1,253
727.0000 Postage	-	-	-
729.0000 Supplies	670	219	451
801.0200 Legal	500	1,103	(603)
802.0100 Audit	-	-	-
811.0000 Other Contractual Service	-	2,665	(2,665)
933.0200 Equipment Maintenance	-	260	(260)
851.0000 Telephone	290	202	88
955.0100 Training	160	-	160
955.0300 Memberships & Dues	80	-	80
955.0400 Conferences & Workshops	1,250	314	936
942.0000 Computer Equipment Rental	3,260	3,260	-
957.0400 Liability Insurance	750	750	-
944.0000 Building Rent	2,000	2,000	-
Sub-total Office Disbursements	69,050	69,610	(560)
PROGRAM DISBURSEMENTS			
DPS Downtown Maintenance	28,350	44,601	(16,251)
Promotion Personnel Costs	9,120	8,109	1,011
Gift Certificates Out	100	875	
828.03 Valet Services	-	-	-
829.0100 Snow Removal	-	-	-
935.0200 Maintenance PSD	36,400	34,048	2,352
901.0400 Marketing & Advertising	55,000	20,797	34,203
901.0500 Public Relations	1,000	2,000	(1,000)
903.0000 Tenant Recruitment	16,660	15,572	1,088
909.0000 Special Events	41,000	38,465	2,535
904.0000 PSD Magazine	-	14,982	(14,982)
829.0200 Web Site Maintenance	350	300	50
Sub-total Program Disbursements	187,980	179,749	9,006
Total Disbursements	257,030	249,359	8,446
INCREASE (DECREASE) IN CASH BALANCE	(163,693)	(186,736)	(22,368)
ENDING CASH BALANCE	\$ 537,810	\$ 514,767	\$ (22,368)

CITY OF BIRMINGHAM
PRINCIPAL SHOPPING DISTRICT
CASH FLOW ANALYSIS
JULY 2019 TO JUNE 2020

DESCRIPTION	ACTUAL		PROJECTED										Total 2019-2020
	JULY 2019	AUGUST 2019	SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019	JANUARY 2020	FEBRUARY 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020	
BEGINNING CASH BALANCE	701,503	641,999	514,767	444,084	339,616	285,157	171,377	529,225	1,099,691	1,006,411	901,386	768,365	701,503
CASH RECEIPTS:													
2018 Assessment	3,644	22,924	7,214	-	-	2,000	2,000	2,000	-	-	11,314	-	51,096
2019 Assessment	-	-	-	-	-	52,749	474,737	516,935	10,549	-	-	-	1,054,970
Special Assessments	3,644	22,924	7,214	-	-	54,749	476,737	518,935	10,549	-	11,314	-	1,106,066
Interest Income	(68)	1,407	560	490	380	320	200	580	1,170	1,070	960	820	7,889
Gift Certificates In	50	50			500	500						1,500	2,600
Advisory Parking Committee	-				25,000			125,000					150,000
Special Event Revenue	18,296	16,320	42,400	17,270	23,260	5,610	3,380	2,130	10,280	12,000	4,120	1,150	156,216
Sub-total cash receipts	21,922	40,701	50,174	17,760	49,140	61,179	480,317	646,645	21,999	13,070	16,394	3,470	1,422,771
CASH DISBURSEMENTS:													
OFFICE DISBURSEMENTS													
PSD Personnel Costs	22,660	36,177	22,990	22,990	22,990	22,990	33,140	22,990	22,990	22,990	22,990	22,990	298,887
Postage	-	-	400	400	400	400	-	-	-	400	400	600	3,000
Supplies	105	114	310	280	280	280	280	280	280	280	280	280	3,049
Legal	821	282	250	250	250	250	250	250	250	250	250	250	3,603
Audit	-	-	330	320	-	90	-	-	-	-	-	-	740
Other Contractual Service	100	2,565	-	-	-	-	-	-	-	-	-	-	2,665
Equipment Maintenance	-	260	300	-	-	300	-	-	300	-	-	300	1,460
Telephone	202	-	140	150	140	150	140	150	140	150	150	150	1,662
Training	-	-	90	80	80	90	80	80	90	80	80	90	840
Memberships & Dues	-	-	320	-	400	-	130	30	-	270	370	-	1,520
Conferences & Workshops	-	314	-	-	-	300	700	250	-	-	400	100	2,064
Computer Equipment Rental	1,630	1,630	1,630	1,630	1,630	1,630	1,630	1,630	1,630	1,630	1,630	1,630	19,560
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	26,893	42,717	28,135	27,475	27,545	27,855	37,725	27,035	27,055	27,425	27,925	27,765	355,550
PROGRAM DISBURSEMENTS													
DPS Downtown Maintenance	17,341	27,260	23,600	6,050	22,330	22,330	17,530	6,070	6,050	6,050	6,050	22,330	182,991
Promotion Personnel Costs	3,260	4,849	3,810	3,810	3,810	3,810	5,350	3,810	3,810	3,810	3,810	3,810	47,749
Gift Certificates Out	-	875	100	100	100	100	100	100	100	100	100	100	1,875
Valet Services	-	-	-	-	-	7,500	7,500	-	33,750	33,750	33,750	33,750	150,000
Snow Removal	-	-	-	-	9,834	9,834	9,834	9,834	9,834	9,830	-	-	59,000
Maintenance PSD	7,489	26,559	1,900	7,500	-	2,100	15,000	-	9,700	7,800	9,800	9,800	97,648
Marketing & Advertising	6,008	14,789	35,000	14,000	15,000	30,000	10,000	20,000	15,000	20,000	20,000	16,000	215,797
Public Relations	-	2,000	1,000	1,000	1,000	1,000	1,000	1,000	-	1,000	1,000	1,000	11,000
Tenant Recruitment	8,914	6,658	8,330	8,330	8,330	8,330	8,330	8,330	8,330	8,330	8,330	8,370	98,912
Special Events	11,221	27,244	4,000	24,000	14,000	62,000	10,000	-	-	-	37,000	8,000	197,465
PSD Magazine	-	14,982	14,982	29,963	-	-	-	-	-	-	-	-	59,927
Web Site Maintenance	300	-	-	-	1,650	100	100	-	1,650	-	1,650	-	5,450
Sub-total Program Disbursements	54,533	125,216	92,722	94,753	76,054	147,104	84,744	49,144	88,224	90,670	121,490	103,160	1,127,814
Total Disbursements	81,426	167,933	120,857	122,228	103,599	174,959	122,469	76,179	115,279	118,095	149,415	130,925	1,483,364
INCREASE (DECREASE) IN CASH BALANCE	(59,504)	(127,232)	(70,683)	(104,468)	(54,459)	(113,780)	357,848	570,466	(93,280)	(105,025)	(133,021)	(127,455)	(60,593)
ENDING CASH BALANCE	641,999	514,767	444,084	339,616	285,157	171,377	529,225	1,099,691	1,006,411	901,386	768,365	640,910	640,910



The Shopping District

Special Events Committee

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

Staff: Tighe, Brook

1. No meeting was held in September

2. Farmers Market

- a. Harvest Fest was held on September 15th. Fifty vendors and six sponsors participated and over 3,300 people attended.
- b. The End of Season Celebration will be held on October 27th.

3. Holiday Events

- c. Plans are underway to once again hold a Santa Walk on Small Business Saturday (November 30) to welcome Santa to town.
- d. Santa House and carriage rides will begin on November 30th and run weekends through Christmas Eve with extended hours during Winter Markt and on December 21st. They will also be open on December 24th.
- e. Applications for Winter Markt vendors are available at www.ALLinBirmingham.com/wintermarkt. Close to 20 vendor applications have already been received.
- f. The theme for this year's Window Decorating Contest is "Let it Snow". Merchants are asked to have their windows ready for judging by December 5th.

Upcoming Events

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

October 27 – End of Season Celebration at the Farmers Market

November 30 – Santa Walk/Small Business Saturday

December 6 – 8 – Birmingham Winter Markt

NEXT MEETING: Friday, October 11, 2019 at 8:30 a.m.

2019-20 Budget: \$200,000

Remaining balance after October vouchers: \$151,424



The Shopping District

Marketing & Advertising Committee Meeting

September 19, 2019

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

Staff: Tighe, Gamboa

1. Welcome and Introductions

PRESENT: Kay, Knight, Pohlod

ABSENT: Benkert, Champagne, Eid, Lundberg

ADMINISTRATION: Gamboa, Tighe

VISITOR: Gill, Amy

2. Maple Road Reconstruction

The committee discussed the 2020 Maple Road Reconstruction project. BSD staff members are looking at different companies for administering the Birmingham Bonus Bucks Program. Special events and valet parking will also be offered during construction.

3. Holiday Advertising

The committee reviewed proposed holiday budget allocation for print, digital, signage and broadcast placements. The committee would like more funds allocated toward digital placements and less toward broadcast (TV commercials). Again this year the BSD will sponsor Local 4's Live in the D 12 Days of Christmas promotion. Seven businesses will donate prizes worth \$257 and enjoy exposure throughout the promotion.

4. Birmingham Magazine

The committee reviewed photos from the Birmingham Magazine photoshoot and selected images for the cover spread. BSD staff and committee members are very pleased with the photos. Renaissance Media is continuing to secure advertising placements. Draft pages of the magazine will be ready by September 26, revisions will be submitted by October 3 and updated pages will be provided to the BSD by October 9.

5. Renaissance Media Video

Renaissance Media representative Amy Gill joined the committee to discuss a promotional video that is included in the Birmingham Magazine contract. The video will be 60-90 seconds and provide an overview of the City. It will be used via social media and also sent to potential new businesses. The committee would like the video to: attract new businesses, attract people to the downtown area, and focus on lifestyle (how to spend your whole day in Birmingham).

NEXT MEETING: Thursday, October 10, 2019 at 8:30 a.m.

Marketing 2019-20 Budget: \$150,000

Remaining balance after October vouchers: \$107,841

Construction 2019-20 Budget: \$100,000

Remaining balance after October vouchers: \$100,000

Magazine 2019-20 Budget: \$60,000

Remaining balance after October vouchers: \$15,054



The Shopping District

Maintenance/Capital Improvement Committee

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

Staff: Tighe, Wood, Laird, McGaughey, Jurek

- 1. No meeting was held in September**
- 2. Holiday Planters:**
 - a. The committee would like to explore holiday planter decorations such as birch branches, greenery, etc. for the upcoming holiday season.
- 3. Hanging Baskets and Planters:**
 - a. As per the contract agreements for the hanging flower baskets and planters, the BSD has the option to extend the contracts for a third year. The extension agreements are included in new business in the board packet.
- 4. Maple Road Reconstruction:**
 - a. The committee is preparing for the upcoming Maple Rd. construction and will oversee and implement the construction valet, construction signage, merchant signs, and construction lighting.

NEXT MEETING: Tuesday, October 8, 2019 at 8:30 a.m. in City Hall

2019-20 Budget: \$100,000

Remaining balance after October vouchers: \$64,629

Snow removal 2019-20 Budget: \$59,000

Remaining balance after October vouchers: \$59,000



The Shopping District

Business Development Committee Meeting

September 26, 2019

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

Staff: Tighe

1. Welcome and Introductions

PRESENT: Surnow, Quintal, McKenzie, Kay

ABSENT: Hockman

ADMINISTRATION: Tighe

GUESTS: Cindy Ciura, CC Consulting

2. Retention and growth

- a. Tighe is working with Lyft on a rebate program. She is waiting to get contract back from Lyft's legal counsel.
- b. Committee discussed topics for a "speaker series" to help businesses with their growth and expansion: Social media, Branding, e-commerce, Oakland County Business Resource Center, etc.
- c. Gift certificates

3. Tenant recruitment process

- a. CC Consulting continues to follow up with retailers from ICSC meetings and also is speaking with retailers on our target list.
- b. Marketing – committee discussed the BSD's updated photos of available properties, drone footage, video footage, ads (SCT, Shopping Center Business, DBusiness, Crain's, etc.)
- c. Cindy will attend the ICSC NY conference in December.

NEXT MEETING: Thursday, October 24, 2019 at 8:30 AM

2019-20 Budget: \$100,000

Remaining after October vouchers: \$80,926

	Code Name	Status	SF	Priority	Notes
1	Women's jewelry 1	Lease signed		Summer 2019	Lease signed for 123 West Maple (former Art Loft space). Working on build out and aiming to open October 2019.
2	Online Activewear	Initial Contact		B	Sending Sites, not responsive
3	Online Clothing 2	Initial Contact		B	Sending Sites, reviewing options
4	Online cosmetics	Initial Contact		B	Sending Sites, reviewing options
5	Online gown and dress retail	Initial Contact		B	Sent sites, not responsive
6	Online shoes 1	Initial Contact		B	Sending sites, not responsive
7	Online skincare 1	Initial Contact		B	Sending sites, not responsive
8	Online Women's Clothing 1	Initial Contact		B	Sending sites, reviewing options
9	Online Women's shoes	Initial Contact		B	Sending sites, reviewing options
10	women's and men's apparel 3	Initial Contact	Boutique	B	Sent sites, asked me to check back end of September
11	Designer resale 1	Initial Contact	Boutique	C	Not responsive
12	Women's apparel	Initial Contact		C	In touch with broker said not sure of MI
13	Women's apparel 5	Initial Contact		C	New national broker
14	Women's Apparel 6	Initial Contact		C	Sent sites, not responsive
15	cosmetics 2	Initial Contact			Reviewing sites
16	Denim apparel 1	Initial Contact			reviewing sites
17	Luxury fashion 1	Initial Contact			Reviewing Sites
18	Luxury fashion 2	Initial Contact			Reviewing Sites
19	Luxury fashion 4	Initial Contact			Determining contact
20	Luxury fashion accessories 1	Initial Contact			email and telephone follow up
21	Luxury leather goods	Initial Contact			Determining contact
22	Luxury women's shoes	Initial contact			Reviewing whether they could have a store now that they are in Somerset
23	Men's apparel 4	Initial contact			call next week
24	online candy	Initial contact			
25	Online cosmetics 1	Initial contact			NY store moving and rebranding themselves
26	Online cosmetics 2	Initial contact			Sending Sites, reviewing options
27	online goods	Initial contact			Not responsive
28	Women's apparel 1	Initial contact			Not responsive, but will keep trying
29	Women's apparel 7	Initial contact			Determining contact
30	Women's apparel and accessories	Initial contact			Determining contact
31	Women's contemporary apparel	Initial contact			
32	Bookstore 1	In discussions		A	Retailer cancelled two tours- hopefully coming soon.
33	Men's apparel 3	In discussions	3500	A	Been working with this tenant- they want a Detroit store first. They are coming to town in Fall.
34	Outdoor clothing 1	In discussions		A	Serious prospect. Looking at several locations.
35	Outdoor clothing 2	In discussions		A	Met at ICSC. Broker recontacted Ingrid. Toured Birmingham. Likes historic locations.
36	Women's apparel 2	In discussions	1500-1800	A	Active prospect, seriously considering sites
37	Women's jewelry 2	In discussions	1400	A	Opened first store in MI. Retailer evaluating Bham, Ann Arbor & Detroit..Need to see how existing store does.
38	Electronics 1	In discussions	1500-1800	B	Ingrid met at ICSC NYC - Getting their dev plan in place and will contact me shortly
39	Furniture 1	In discussions	Boutique	B	Keep in touch, not adding sites now but could change in the near future
40	Online Luggage	In discussions		B	Active prospect, seriously considering sites
41	Furniture 3	In discussions			Toured Birmingham and not ready to make a commitment to the mkt at this time. Researching market
42	Women's apparel 9	In discussions	Boutique		wants site plans

43	Luxury Apparel with coffee shop	Dismissed		A	She gathered all the costs involved and decided to do on-line for a few months
44	Luxury Apparel	Dismissed		A	President nixed site due to foot traffic, prefers Somerset
45	Women and men's apparel 4	Dismissed	1800-2000	A	Not doing leases for 12-18 mos unless value added- in other words, no rent.
46	Dart bar	Dismissed	Michell' space	B	National broker rejected site due to lack of daytime traffic.
47	Electronics 2	Dismissed		B	Did not want another Michigan location
48	Furniture 4	Dismissed		B	Rejected our market.
49	Ice Cream 1	Dismissed		B	Broker said they were not interested in the market.
50	Online Clothing 1	Dismissed		B	Just starting to add stores, contact next year.
51	Online purses	Dismissed		B	Need a franchisee
52	Online Women's Professional Clothing	Dismissed		B	Said not adding sites until 2020
53	Furniture 6	Dismissed		B	Broker called me. MI is one of three states with special sales tax for parent company which is QVC
54	apparel 1	Dismissed	25,000	C	Don't have sq footage they need
55	Online furniture	Dismissed		C	Rejected the market
56	Women's apparel 3	Dismissed	2500	C	Needs 24 feet width. Keep in touch, not opening stores now
57	Bakery 1	Dismissed			Not responsive
58	Bookstore 1	Dismissed			
59	Children's apparel 1	Dismissed			not adding stores
60	children's store 1	Dismissed			
61	Contemporary men's and women's apparel	Dismissed			Took a serious look, but we don't have their sq footage
62	cosmetics 1	Dismissed	Boutique		Put a hold on adding stores
63	cosmetics 3	Dismissed			Somerset renewed and put in radius restriction
64	Designer resale 2	Dismissed	Boutique		Rejected market
65	Electronics 3	Dismissed	Boutique		24 month plan has no Michigan sites
66	Eyeglass 2	Dismissed			New real estate rep, wants a store but Somerset has a 5 yr radius
67	Furniture 2	Dismissed			Project voted down by City
68	Furniture 7	Dismissed			
69	Home goods 1	Dismissed			Rejected market
70	Kids enrichment	Dismissed			
71	Lingerie	Dismissed			No interest in Birmingham
72	Luxury fashion 3	Dismissed			Not interested
73	Luxury apparel	Dismissed			Took a serious look, but rejected due to too few high end apparel stores.
74	Men's apparel 1	Dismissed			retailer not interested in expanding in our market at this time. Buxton provided replacement retailer for our list.
75	Men's apparel 2	Dismissed	Open		Had feedback from their real estate department that at this time, will not look at a second location in MI.
76	Men's apparel 5	Dismissed			Too close to Somerset
77	Men's shoes 1	Dismissed	1500-1800		Rejected sites
78	Online Dorm room	Dismissed			Only doing summer pop ups. Said to contact for next summer
79	Online men's clothing 1	Dismissed			
80	Online men's suits	Dismissed			Not interested
81	Shoes 1	Dismissed			Real estate rep left, no new contact yet
82	Tween fashion 1	Dismissed			No expansion
83	Women's and men's apparel 1	Dismissed			No interest in Birmingham
84	Women's apparel 4	Dismissed			email and telephone follow up
85	Women's apparel 8	Dismissed	2800		Rejected Birmingham and opening a store at Somerset

86	Women's athletic apparel 1	Dismissed		retailer not interested in expanding in our market at this time.
87	women's men's apparel	Dismissed		Can't expand in Birmingham due to naming issues

SCHEDULED TO OPEN/MOVED/CLOSED IN LAST 12 MONTHS

OCTOBER 2019

Office Occupancy Rate 87%

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
Steele Angel	150	Maple Road, West	Apparel	07/23/19	Scheduled to open
Detroit OG	205	Pierce Street	Apparel	07/23/19	Scheduled to open
Planthropie	135	Pierce Street	Food Specialties	07/18/19	Scheduled to open
ABC Vintage	154	Maple Road, West	Apparel	05/24/19	Scheduled to open
fab'rik	123	Maple Road, West	Womens Apparel	04/25/19	Scheduled to open
Seven Daughters	163	Maple Road, West	Coffee roaster	04/01/19	Scheduled to open
Essential Nail Bar	282	Maple Road, West	Salon/Spa	04/01/19	Scheduled to open
DiMaggio Fine Art & Jewelry	175	Maple Road, West	Jeweler	03/08/19	Scheduled to open
Pernoi	310	Maple Road, East	Restaurant	09/12/19	Opened
BT Holdings	222	Merrill Street, East	Wholesale	09/12/19	Opened
Luxury Bridal Rack	700	Old Woodward, North	Bridal	09/12/19	Opened
Splitz-n-Blitz	230	Merrill Street, East	Food Specialties	08/01/19	Opened
The Morrie	260	Old Woodward, North	Restaurant	08/01/19	Opened
Hans Power & Water	239	Pierce Street	Water appliance	08/01/19	Opened
R. Collective	383	Hamilton Row	Salon/Spa	08/01/19	Opened
Nalu	887	Maple Road, East	Salon/Spa	06/20/19	Opened
Moosejaw	284	Maple Road, West	bikes	04/19/19	Opened
willow and fernn	528	Old Woodward, North	Womens Apparel	03/15/19	Opened
Petite Cabane	205	Maple Road, East	Childrens Apparel	03/15/19	Opened
110 Couture	110	Old Woodward, South	Womens Apparel	12/01/18	Opened
Hazel Ravines & Downtown	34977	Woodward Avenue	Dining	11/05/18	Opened
Untied on Woodward	223	Old Woodward, South	Mens Apparel	11/05/18	Opened
Kybun Joya Shoes	286	Maple Road, West	Shoes	11/02/18	Opened
Anna Castaldi	245	Maple Road, West	Apparel & Accessories - Women	10/15/18	Opened

City of Birmingham Parking Utilization Dashboard – August 2019

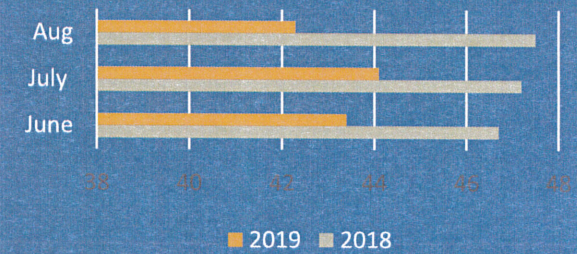
Parking Garages

OCCUPANCY



Parking Meters

Coin



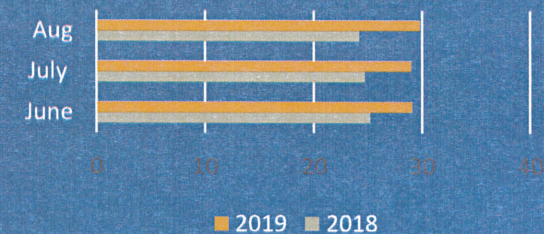
Credit



DURATION



ParkMobile



**Birmingham Parking System
Transient & Free Parking Analysis
Months of August 2018 & August 2019**

August 2018

GARAGE	TOTAL CARS	FREE CARS	CASH REVENUE	% FREE
PEABODY	17,851	10,051	\$ 28,386.02	56%
PARK	21,696	9,618	\$ 49,665.02	44%
CHESTER	7,874	2,661	\$ 49,817.03	34%
WOODWARD	13,536	6,227	\$ 34,215.02	46%
PIERCE	27,771	13,586	\$ 67,893.03	49%
TOTALS	88,728	42,143	\$ 229,976.12	47%

August 2019

GARAGE	TOTAL CARS	FREE CARS	CASH REVENUE	% FREE
PEABODY	19,996	11,256	\$ 41,608.00	56%
PARK	22,708	9,614	\$ 57,415.00	42%
CHESTER	6,758	2,896	\$ 41,177.00	43%
WOODWARD	13,171	5,945	\$ 40,971.00	45%
PIERCE	28,713	13,062	\$ 77,805.00	45%
TOTALS	91,346	42,773	\$ 258,976.00	47%

BREAKDOWN:	TOTAL CARS	+3%
	FREE CARS	+1%
	CASH REVENUE	+13%

MONTHLY PARKING PERMIT REPORT

For the month of: August 2019

Date Compiled: September 11, 2019

	Pierce	Park	Peabody	N.Old Wood	Chester	Lot #6/\$210	Lot #6/\$150	South Side	Lot B	35001 Woodward	Lot 12	Total
1. Total Spaces	706	811	437	745	880	174	79	8	40	40	150	4070
2. Daily Spaces	370	348	224	359	425	N/A	N/A	N/A	N/A	N/A	N/A	1726
3. Monthly Spaces	336	463	213	386	560	174	79	8	30	40	150	2439
4. Monthly Permits Authorized	550	750	400	800	1140	150	40	8	30	50	225	4143
5. Permits - end of previous month	550	750	400	800	1140	150	40	8	22	50	223	4133
6. Permits - end of month	550	750	400	800	1140	150	40	8	25	50	225	4138
7. Permits - available at end of month	0	0	0	0	0	0	0	0	5	0	0	5
8. Permits issued in month includes permits effective 1st of month	0	7	0	2	4	0	0	0	0	0	0	13
9. Permits given up in month	0	7	0	2	4	0	0	0	0	0	0	13
10. Net Change	0	0	0	0	0	0	0	0	0	0	0	0
11. On List - end of month* **On List-Unique Individuals	1245	1426	1191	1576	1120	27	0	0	0	22	0	6607 3780
12. Added to list in month	11	8	6	11	4	0	0	0	0	0	0	40
13. Withdrawn from list in month (w/o permit)	0	0	0	0	0	0	0	0	0	0	0	0
14. Average # of weeks on list for permits issued in month	143	82	141	126	57	0	0	0	0	0	0	109.8
15. Transient parker occupied	251	347	106	171	76	N/A	N/A	N/A	N/A	N/A	N/A	951
16. Monthly parker occupied	287	441	270	513	598	N/A	N/A	N/A	N/A	N/A	N/A	2109
17. Total parker occupied	538	788	376	684	674	N/A	N/A	N/A	N/A	N/A	N/A	3060
18. Total spaces available at 1pm on Wednesday 8/14	168	23	61	61	206	N/A	N/A	N/A	N/A	N/A	N/A	519
19. "All Day" parkers paying 5 hrs. or more A: Weekday average. B: *Maximum day	244 N/A*	247 N/A*	128 N/A*	153 N/A*	78 N/A*	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	850 0
20. Utilization by long term parkers	N/A*	N/A*	N/A*	N/A*	N/A*	N/A	N/A	N/A	N/A	N/A	N/A	#DIV/0!

(1) Lot #6 does not have gate control, therefore no transient count available

(2) (Permits/Oversell Factor + Weekday Avg.) / Total Spaces

* Average Maximum day not available currently in Skidata

** Unique individuals represent the actual number of unique people on the wait list regardless of how many structures they have requested.

Birmingham Principal Shopping District Board

Voucher List For: 10/03/2019

Early Rele Vendor	Description	Account	Amount
BEIER HOWLETT P.C.	ATTORNEY FEES FOR MULTIPLE ITEMS	OTHER LEGAL	422.28
BIRMINGHAM PUBLIC SCHOOLS	DAY ON THE TOWN POSTERS	MARKETING & ADVERTISING	10.50
CC CONSULTING LLC	RETAIL CONSULTANT MONTHLY RETAINER	TENANT RECRUITMENT	2,083.33
CHRISTINA MORGAN	PERFORMANCE AT BFM 10/27	SPECIAL EVENTS	200.00
CORINNE MORKOVSKY OVIEDO	WORK AT BFM 9/6, 9/8, 9/15	SPECIAL EVENTS	268.00
COSTAR REALTY INFORMATION, INC	ON LINE RETAIL RECRUITMENT	TENANT RECRUITMENT	680.00
DETROIT EVENT COMPANY	BAND PERFORMANCE AT WINTER MARKT PAYMENT 1 OF 2	SPECIAL EVENTS	500.00
DOWNTOWN PUBLICATIONS INC	FARMERS MARKET ADVERTISING	MARKETING & ADVERTISING	328.00
EDWARD MORYKWA	PHOTOS AT BFM HARVEST FESTIVAL	SPECIAL EVENTS	200.00
MOSHER & ASSOCIATES LLC	MONTHLY PLANTER MAINTENANCE 3 OF 4 PAYMENTS	MAINTENANCE SHOPPING DIST	638.40
NATIONAL PEN	BSD PENS	PUBLIC RELATIONS	514.90
NEDERLANDER DETROIT LLC	HOLIDAY, RW AND BFM ADVERTISING	MARKETING & ADVERTISING	2,250.00
OFFICE DEPOT INC	MISC OFFICE SUPPLIES	OPERATING SUPPLIES	22.23
PAIGE LEVENTIS	PAYMENT 2 OF 2 FOR SEPTEMBER SOCIAL MEDIA CONSULTING	MARKETING & ADVERTISING	1,041.50
RENAISSANCE MEDIA SOLUTIONS	BSD MAGAZINE PAYMENT 3 OF 3	PRINTING PSD MAGAZINE	14,981.67
RICHARD DON HOBSON	END OF SEASON CELEBRATION	SPECIAL EVENTS	440.00
SP+ CORPORATION	OCTOBER EMPLOYEE PARKING	OTHER CONTRACTUAL SERVICE	100.00
THE GALLERY	HOLIDAY CARDS	PUBLIC RELATIONS	292.28
WDIV/TV4	GENERAL ADVERTISING	MARKETING & ADVERTISING	1,000.00
* CC CONSULTING LLC	EXPENSES FOR ICSC NEW YORK	TENANT RECRUITMENT	1,468.25
* GEORGE UHLIANUK	BALES OF HAY FOR HARVEST FESTIVAL 9/15	SPECIAL EVENTS	330.00
* PAIGE LEVENTIS	PAYMENT 1 OF 2 FOR SEPTEMBER SOCIAL MEDIA	MARKETING & ADVERTISING	1,041.50

Birmingham Principal Shopping District Board**Voucher List For:** 10/03/2019

* INGRID TIGHE	2019 MI CEO SUMMIT	CONFERENCES & WORKSHOPS	150.00
Total:			\$ 28,962.84

Journal Entries

MIFMA – Annual membership (Michigan Farmers Market Assoc)	\$ 250.00
DTE – Electricity at BFM	61.20
Verizon – Ingrid & Jaimi cell phone	102.46
Total Journal Entries	\$ 413.66
TOTAL VOUCHERS AND JOURNAL ENTRIES	\$ 29,376.50
	=====

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

Board Chair _____

Date _____



The Shopping District

MEMORANDUM

DATE: September 24, 2019

TO: Birmingham Shopping District Board

FROM: Ingrid Tighe, Executive Director

SUBJECT: Item 8A Extension of Agreement with Worry Free, Inc. for Hanging Baskets

The BSD agreement with Worry Free, Inc. for hanging baskets has concluded its term and requires board action to extend the agreement for one year.

Worry Free, Inc. has installed the hanging baskets since 2010. The pricing per basket will remain the same for the upcoming year. The BSD staff and Maintenance Committee are pleased with their work and recommend continuation of the agreement.

SUGGESTED ACTION Item 8A: To approve extension of the agreement with Worry Free, Inc. for hanging flower baskets for the 2020 summer season.

FIRST AMENDMENT TO HANGING BASKETS AGREEMENT

This First Amendment, made this 3rd day of October, 2019, by and between Birmingham Principal Shopping District, having its principal office at 151 Martin Street, Birmingham, Michigan (hereinafter "PSD"), and Worry Free Lawn Care & Snow Removal, Inc. d/b/a Worry Free, Inc., whose address is P.O. Box 1221, Royal Oak, Michigan (hereinafter "Contractor"), provides as follows:

WHEREAS, the PSD and Contractor entered into a contract entitled Birmingham Principal Shopping 2018/2019 Hanging Baskets Agreement ("Agreement");

WHEREAS, the Agreement was extended through the 2020 planting and maintenance obligations;

WHEREAS, the PSD and the Contractor desire to extend the Agreement under the terms and conditions set forth herein to include 2020;

WHEREAS, in lieu of drafting a new contract for the term extension, the parties desire to enter into this First Amendment and incorporate the terms and conditions contained in the Agreement as though fully set forth with the terms of this First Amendment having the same legal affect as those currently found in the previous documents.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. All terms of the Agreement shall remain in full force and effect and are incorporated herein by reference, except as amended herein.
2. The term of the Agreement shall be extended through the 2020 season, unless terminated sooner under the terms of the Agreement.
3. This First Amendment shall be construed in accordance with the laws of the State of Michigan.
4. This First Amendment shall amend the Agreement, and no further modification shall be binding upon the parties unless set forth in writing and signed by both parties.

5. Except as set forth above and as otherwise may be in conflict with this First Amendment, the other provisions in the Agreement are unaffected by this First Amendment and shall remain in force.

BIRMINGHAM PRINCIPAL SHOPPING DISTRICT

By:

Its:

Chairman

WORRY FREE LAWN CARE & SNOW REMOVAL, INC. d/b/a WORRY FREE, INC.

By:

Its: President

Jeffrey L. Birkett
Jeffrey Birkett

Approved:

[Signature]
Director of the Birmingham Principal
Shopping District as to Substance

[Signature]
Director of Finance as to
Financial Obligation

[Signature]
City Manager as to Substance

[Signature]
City Attorney as to Form



The Shopping District

MEMORANDUM

DATE: September 24, 2019

TO: Birmingham Shopping District Board

FROM: Ingrid Tighe, Executive Director

SUBJECT: Item 8B Extension of Agreement with Mosher Associates, Inc. for Summer Flower Planters

The BSD agreement with Mosher Associates for summer planters has concluded its term and requires board action to extend the agreement for one year.

Mosher has decorated the summer planters since 2010. The BSD staff and Maintenance Committee are pleased with their work and recommend continuation of the agreement.

SUGGESTED ACTION Item 8B: To approve a one year extension of the agreement with Mosher Associates, Inc. for summer flower planters for the 2020 season.

**FIRST AMENDMENT TO SPRING/SUMMER
PLANTINGS FLORAL AGREEMENT**

This First Amendment, made this 3rd day of October, 2019, by and between Birmingham Principal Shopping District, having its principal office at 151 Martin Street, Birmingham, Michigan (hereinafter “PSD”), and Mosher & Associates, LLC, whose address is 2725 Nakota, Royal Oak, Michigan (hereinafter “Contractor”), provides as follows:

WHEREAS, the PSD and Contractor entered into a contract entitled Birmingham Principal Shopping District 2018/2019 BIRMINGHAM SPRING/SUMMER FLORAL PLANTERS AGREEMENT (“Agreement”);

WHEREAS, the PSD and the Contractor desire to extend the Agreement under the terms and conditions set forth herein to include 2020;

WHEREAS, in lieu of drafting a new contract for the term extension, the parties desire to enter into this First Amendment and incorporate the terms and conditions contained in the Agreement as though fully set forth with the terms of this First Amendment having the same legal affect as those currently found in the previous documents.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. All terms of the Agreement shall remain in full force and effect and are incorporated herein by reference, except as amended herein.
2. The term of the Agreement shall be extended through the 2020 season, unless terminated sooner under the terms of the Agreement.
3. This First Amendment shall be construed in accordance with the laws of the State of Michigan.
4. This First Amendment shall amend the Agreement, and no further modification shall be binding upon the parties unless set forth in writing and signed by both parties.
5. Except as set forth above and as otherwise may be in conflict with this First Amendment, the other provisions in the Agreement are unaffected by this First Amendment and shall remain in force.

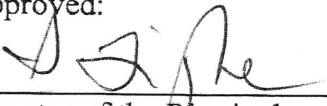
BIRMINGHAM PRINCIPAL SHOPPING
DISTRICT

By: _____
Its: Chairman

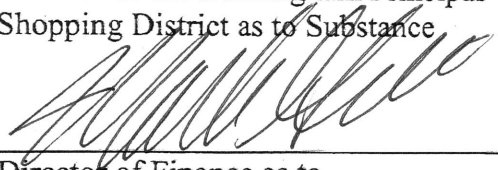
MOSHER & ASSOCIATES, INC.

By: _____
Matthew Moser
Its: President

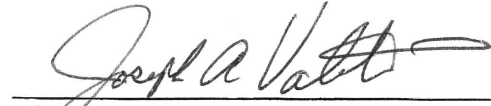
Approved:



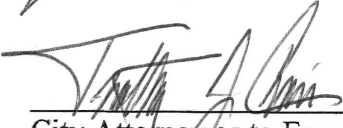
Director of the Birmingham Principal
Shopping District as to Substance



Director of Finance as to
Financial Obligation



City Manager as to Substance



City Attorney as to Form

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	P	P	P	P	P	P						9	0	100%
Samy Eid	P	P	A	P	P	A	P	P	P						7	2	78%
Doug Fehan	A	A	P	P	P	A	P	P	P						6	3	67%
Geoffrey Hockman	P	A	P	A	P	P	P	P	P						7	2	78%
Zachary Kay	P	P	P	P	P	P	P	P	P						9	0	100%
Amy Pohlod	P	A	P	P	P	P	P	P	P						8	1	89%
Steve Quintal	P	P	P	P	P	A	P	P	P						8	1	89%
Bill Roberts	P	P	P	P	P	P	P	P	P						9	0	100%
Judy Solomon	P	P	P	P	A	P	P	P	A						7	2	78%
Sam Surnow	A	P	P	P	P	P	P	P	P						8	1	89%
Joe Valentine	P	P	P	P	P	P	P	P	P						9	0	100%
															0	0	#DIV/0!
Reserved															0	0	#DIV/0!
Reserved															0	0	#DIV/0!
Present or Available	9	8	10	10	10	8	11	11	10	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
OCTOBER 2019

BSD BOARD

THURSDAY 10/3 @ 8:00 AM – COMMUNITY HOUSE

MAINTENANCE/CAPITAL IMPROVEMENTS

TUESDAY 10/8 @ 8:30 AM – CITY HALL

SPECIAL EVENTS

FRIDAY 10/11 @ 8:30 AM – CITY HALL

MARKETING/ADVERTISING

THURSDAY 10/10 @ 8:30 AM – CITY HALL

BUSINESS DEVELOPMENT

THURSDAY 10/24 @ 8:30 AM – CITY HALL

EXECUTIVE

WEDNESDAY 10/2 @ 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).