



Birmingham Shopping District Agenda
Thursday, January 5, 2023 8:30 a.m.

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

Zoom link: <https://bhamgov-org.zoom.us/j/86152078318>

The City recommends members of the public wear a mask if they have been exposed to COVID-19 or have a respiratory illness. City staff, City Commission and all board and committee members must wear a mask if they have been exposed to COVID-19 or actively have a respiratory illness. The City continues to provide KN-95 respirators and triple layered masks for attendees.

Call to order and Roll Call of Board

1. Recognition of Visitors
2. Presentations – none
3. Approval of BSD Board Minutes – December 1, 2022
4. Finance Report Ending November 30, 2022
5. Approval of Vouchers – January 2023
6. New Business
 - a. Summer Floral Planters
 - b. Hanging Baskets
 - c. Retail Recruiter RFP
 - d. Movie Night September Date Change
7. Old Business
8. Reports:
 - a. Executive Director Report
 - b. Committee Reports:
 - i. Special Events – Astrein
 - ii. Marketing & Advertising – Kay
 - iii. Maintenance and Capital Improvements – Lipari
 - iv. Business Development – McKenzie
 - v. Executive Board – Pohlod
 - c. Parking Report – Astrein – December 2022
9. Information
 - a. Announcements
 - b. Letters, Board Attendance & Monthly Meeting Schedule
10. Board Member Comments
11. Public Comments
12. 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).



Birmingham Shopping District
Board of Directors Meeting
Date: 01/05/23
151 Martin Street
Birmingham, MI 48009
248-530-1200
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MEMORANDUM

DATE: January 3, 2023
TO: BSD Board of Directors
FROM: BSD Executive Director Cristina Sheppard-Decius, CMSM
SUBJECT: BSD Board Agenda Overview for January 5, 2023

Happy New Year! I hope that your holidays were merry and bright, and that 2023 will be even brighter for Downtown Birmingham.

This *Agenda Overview* will serve as your primary document where all recommendations, resolutions and supporting information related to items on the agenda will be provided. I will be using this format moving forward in order to consolidate information in one area of the Board packet. Any additional supporting documents for any item will be included at the end of the packet for reference purposes. Also within the *Agenda Overview* you will find the Executive Director report. Please note that I have adjusted the Board agenda to move action items to the top of the agenda, and committee reports and other updates to after the action items. This should help with assuring the order of business is completed. The following overview will follow the flow of the agenda.

Minutes

Minutes from the December 1, 2022, BSD Board of Directors meeting are attached for your review and approval.

Finance Reports

The financial reports for period ending November 30, 2022, are attached for you to file and receive.

Approval of Payable Vouchers

Attached are the payable vouchers for your review and approval. Note that the payment to Nick's Maintenance is for both the monthly proportionate rate for snow removal services of \$10,700 and \$7,460 for the chandeliers. The Amazon expenditures include a majority for the supplies and materials for the Winter Markt, as well as office supplies. Most other payables are related to holiday promotions and Winter Markt.



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New Business

Summer Planters

Extension of the contract with Mosher for 2023 for the installation and maintenance of the summer planters is needed. The contract was a two year agreement starting in 2021 with one year extension renewal available. The cost per planter is \$112.33 for installation of materials. The original contract was for 31 planters, but there are now only 16 planters remaining. A monthly maintenance fee is part of the contract which is adjusted down from \$638.40 per month to \$329.49 per month for four months (June-September) based on the number of planters. Removal of plant materials at the end of the season is a cost of \$7.35/pot. For a total annual cost of \$3,232.89. This is the only and last option to renew, therefore, in 2024 new bids and a new contract will be required.

Motion: To extend the contract with Mosher for the third and final year of 2023 for planting and maintenance of the 16 summer planters in an amount not to exceed \$3,232.89, and authorize the BSD Executive Director to execute the contract addendum contingent upon the City Attorney's review.

Hanging Baskets

Extension of the contract with Worry Free for 2023 for installing and maintaining the hanging baskets is needed. The contract was a two year agreement starting in 2021, and allows for one year extension renewal. The contract costs are below:

- 210 - 17" baskets at a cost of \$50 each (\$10,500 total)
- 4 - 25" baskets at a cost of \$75 each (\$300 total)
- Installation and delivery \$2,500
- Total cost - \$13,300

However, there is also a need for an additional 54 baskets for South Old Woodward that is not part of this existing contract. We have confirmed with the City Attorney that we can add the additional baskets to the contract as an addendum. Therefore, we have begun reaching out for quotes for the additional baskets, but also the original 214. The additional 54 baskets would maintain the current appearance of two per pole, and would be an additional cost of up to \$2700 for the flowers and up to \$500 for installation and delivery. Any baskets or brackets required for hanging baskets would be an additional cost, which DPS will order and split the cost with the BSD.

This is an urgent item because baskets need to be ordered now for the growing season.

Motion:

- To extend the contract with Worry Free for the third and final year of 2023 for planting, installation and monthly inspections and maintenance of the 214



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hanging baskets in an amount not to exceed \$13,300, and authorize the BSD Executive Director to execute the contract addendum contingent upon City Attorney's review.

- To authorize the planting, installation and monthly inspections and maintenance of an additional 54 baskets for South Old Woodward to be added to the contract extension with Worry Free for 2023, in an amount not to exceed \$3,200 including \$2700 for the flowers, \$500 for installation/maintenance.

Retail Recruiter RFP

The Business Development Committee recommends rejecting all proposals received for the Retail Recruiter RFP being that only two were received and they were not comparable. The committee is in the process of finalizing the business mix analysis and recommendation for target recruitment contingent upon just some final verifications of the inventory. In lieu of an reissuing the same extensive Retail Recruiter RFP, the committee discussed an option of adding an incentive-based program for local realtors already working for properties in the district that would be based upon meeting the target recruitment list of the BSD to qualify. This would build a team of experts working towards the BSD goals. The committee is exploring this further and will vet this through the City Attorney's office. Once this is explored, the committee is then considering revising the scope of work to be more focused on areas of need or gaps in the business mix and reissuing a scaled-down RFP. This would also allow time to research other companies that may be qualified to perform this work and notify them of the upcoming RFP. In addition to this, the committee plans to leverage existing resources and volunteers who can fill the immediate need for targeting businesses to recruit.

Motion: To reject all proposals received on or before September 28, 2022, for the Retail Recruiter RFP issued on August 8, 2022, via MITN by the BSD.

Movie Night September Date Change

In reviewing and preparing the special event applications to the City, staff found that the September 22 date for the last movie night of the season may be too late in the season, and recommends moving it to September 8. The original date of September 15 was not possible due to Rosh Hashanah.

Motion: To approve changing the September Movie Night date to September 8, 2023.



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Old Business

- Winter Wonderland special event request was pulled from the City's special event application process.
- It was requested at the Board meeting in December that the lightpole banner design be included in the packet – see attached.
- It was also requested that the holiday lighting map be provided to the Board – see attached and below for more details from the Maintenance and Capital Improvements Committee Average regarding the cost per tree and plans being considered.

Executive Director Report

Strategic Planning Meeting

We are tentatively confirmed for the Baldwin Public Library in the lower level for February 6 from 8:30am-11:30am. A survey will be sent out to the Board and committee members to capture some initial thoughts and data to use at the meeting. All committees should have already or need to begin discussion of potential goals and objectives.

City Long Range Planning

The City's Long-Range Planning session is January 21, 2023, and I am preparing a presentation of the future strategy for the BSD.

Budget Planning

I have been in the process of dissecting the expenditures and budgets of the BSD in order to prepare for the FYE2024 budget. The Board will be provided a draft budget to review and discuss in February & March with City Commission approval slated for May.

Temporary Staffing

Please welcome Nicole Gerkey who is temporarily filling in for the event and office assistant position through the holidays and next month while interviews are conducted. Ms. Gerkey also served as the Farmers Market Manager this past summer and plans to return again this summer.

Committee Updates

Special Events

The Special Events Committee reviewed and noted great success of the Santa Walk with over 200 children participating, Santa Visits with almost 600 sessions and a well-attended Winter Markt. The committee and recent vendor survey noted that there is a request from visitors for expanding the liquor license area and service, as well as creating more of an evening draw for



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adults with non-holiday focused bands. Special Event applications are due to the City in Early February, and the Committee will review budgets and bring forth an events budget for each event at the February Board meeting.

The Committee is also recommending pausing on Restaurant Week and brainstorming for other restaurant promotions with restaurateurs on **January 24 at 3pm at Hazel's**. Survey results were not significant enough to warrant hosting the event this year, but further conversation felt was needed with all restaurateurs about the event and other options.

Marketing & Advertising

The committee reviewed FYE2022 inter-budgetary needs and adjustments, including some website tweaks and analytics, new lightpole banners, a seasonal or niche promotion and additional pages needed for the Spring Fashion guide to feature both mens and womens products. The committee will begin exploring other options such as district wide gift card and frequent shopper programs in lieu of Bonus Bucks seeing that usage rate continues to decrease, as well as potentially distributing the shopping guides to a broader audience. The committee will be sending out a survey to all retailers inquiring about the holiday shopping season and successes.

Maintenance & Capital Improvements

The committee discussed the average cost per tree for holiday lights of \$550/tree. There are currently 333 tree wrapped and another 77 trees anticipated for South Old Woodward. It is projected to cost \$150k total this year (2021 was \$180k), and if no changes are made to the above anticipated quantities for 2023, as well as the need for some of the larger trees and canopies to be redone, then it could cost a total of \$215k. The committee decided to meet on Jan. 5 to walk the district and determine ways to reduce the number of lights. The Merrill Street market lights were inquired about by the property owner and stated interest in having those installed. The Executive Director will work with the property owner on determining if they are interested in installing the necessary mounting and lights next year, and potentially the BSD providing the lights if still in stock. The committee also recommended securing lighting sponsors for next year as well. The committee brainstormed for potential capital improvement and maintenance needs for 2023, including trees/shrubs for south of Landon, signage/wayfinding and exploring what could be done to improve the Triangle District.



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Business Development

The committee finally had a quorum to meet and discussed a number of items at the meeting including the need to update the tenant recruitment and pipeline report for accuracy due to staff transitioning this past year, preparing a recommendation based upon the analytics, creating a starting a business one-pager for entrepreneurs, surveying the community regarding product/business needs/desires, and developing a standard business welcome packet and recruitment materials. The committee also reviewed the business anniversaries list and it was noted that the 2021 anniversaries were never delivered to businesses, and potentially some 2022 anniversaries as well. This is currently being researched by staff. The Executive Director will deliver the outstanding anniversaries as way as introducing herself to businesses starting in January, and moving forward the quarterly system will be put in place. The committee reviewed the proposals received for the Retail Recruiter RFP.

Executive Committee

The Executive Committee met January 3, therefore, the minutes will be in next month's packet. However, the committee continued its discussion and review of draft bylaws, requested that the Business Development Committee review the business anniversaries plan and awards program further, and will be reviewing a refined payables process that will be brought to the Board at a future meeting. The minutes in this month's Board packet are from December 2022.

City of Birmingham
Birmingham Shopping District Meeting Minutes
Thursday, December 1, 2022 - 8:30 a.m.
The Community House
Birmingham, MI 48009

Minutes of the meeting of the Birmingham Shopping District Board held Thursday, December 1, 2022, at 8:35 a.m. at The Community House.

1. CALL TO ORDER AND ROLL CALL OF BOARD

PRESENT: Astrein, Eid, Hussey, Kay, Lipari, McKenzie, Pohlod, Quintal, Roberts, Surnow, Director Emeritus Fehan

ABSENT: Markus

ADMINISTRATION: Brook, Ecker, Sheppard-Decius

ALSO PRESENT:

2. RECOGNITION OF VISITORS

Pohlod recognized Hussey as the newest BSD board member. Hussey introduced herself as the owner of Hazel's and the founder of The Great Decorate.

3. PRESENTATIONS

4. APPROVAL OF MINUTES

MOTION: Motion by Astrein, seconded by Quintal, to approve the minutes dated November 3, 2022.

VOTE: Yeas: Astrein, Eid, Hussey, Kay, Lipari, McKenzie, Pohlod, Quintal, Roberts, Surnow
Nays: none
Absent: Markus

5. BOARD MEMBER COMMENTS

6. REPORTS

a. FINANCE REPORT – ECKER

Ecker reported that the BSD fund balance is healthy. Collection of new assessments will begin in January.

b. EXECUTIVE DIRECTOR REPORT - ECKER

Ecker reported that City Commission officially approved the new special assessment. The Confirmation of the Roll took place at the November 14, 2022 meeting and the bills will be mailed in January.

She said that Small Business Saturday and Santa Walk went well. Fehan added that the number of attendees at Santa Walk impressed him. He thanked the fire department and police department for their

assistance with the event. Hussey shared that Hazel's served almost 400 cups of hot chocolate on the corner of Maple and Old Woodward during Small Business Saturday.

Ecker reminded the board that the Tree Lighting Ceremony would be taking place this weekend and encouraged board members to attend.

Sheppard-Decius shared that she is scheduling a strategic planning meeting. The tentative date is February 6, 2023. She expects it will be a half-day meeting. There will be a survey before the meeting. She will be starting full-time in the office on December 6 and will be working to meet with board members individually.

c. COMMITTEE REPORTS:

SPECIAL EVENTS - ASTREIN

Astrein reported that the committee is still discussing Restaurant Week and whether or not it will take place in early 2023. There will be 65 vendors at Winter Markt this weekend.

MARKETING & ADVERTISING - KAY

Kay shared that a social media and web report is included in the board packet and that it has a new format. The metrics are a bit down due to the end of the BSD's summer events and no big promotions currently.

The new logo is now on the website and they are working on a new design for light pole banners. The committee discussed a promotion for January or February and had many ideas for a new event. Ecker submitted a special event application for a Winter Wonderland event to be held in early February.

Sheppard-Decius explained that it would be very difficult to start a brand new event now on such a tight timeline. She suggested starting smaller, with a promotion instead of an event, this year and brainstorming ideas for 2024.

Ecker shared that ideas for the Winter Wonderland event included bringing out the fire pits, hot chocolate, roasted chestnuts, ice sculpture carving in front of stores, and more. Kay added that the idea is to give people a reason to come to the downtown area during a typically slow time of year.

Sheppard-Decius posed the questions of whether or not there is a budget to add an event and if service providers would be available with such short notice.

Fehan reminded board members that the BSD used to do a large ice sculpture event and that weather can make things very difficult.

Ecker advised the board to withdraw the special event permit application before the City Commission considers it for approval. There was a consensus of board members to withdraw the application.

MAINTENANCE/CAPITAL IMPROVEMENTS - LIPARI

Lipari reported that the committee discussed the request from DPS for the BSD to pay a larger portion of the bill for holiday lights. The committee requested additional information from DPS and expects to be able to bring it to the next board meeting.

Sheppard-Decius added that the cost this year is less than last year because the new trees on S. Old Woodward are not wrapped with lights. She encouraged board members to walk around the downtown area and see where they think we might be able to cut back on the lighting or hang more chandeliers instead of wrapping all of the trees. The costs for holiday lights continues to increase and we may need to give DPS a maximum amount we can spend.

Pohlod recognized that wrapping all of the trees takes almost 3-months of DPS staff time.

BUSINESS DEVELOPMENT - MCKENZIE

McKenzie shared that they did not have a November committee meeting. Surnow shared that Serena & Lily just opened and looks amazing, as does the newly opened Faherty.

Pohlod shared that RH is redesigning their building, which will cause a significant delay in their construction.

Surnow let the board know that they are looking for new members for the Business Development Committee.

EXECUTIVE COMMITTEE REPORT - POHLOD

Pohlod reported that the executive committee would be working on creating by-laws and guidelines over the next few months. They will present them to the full board for approval.

d. PARKING REPORT - ASTREIN

Astrein shared that there was no November meeting. The new equipment for the Chester structure will be installed in December.

6. APPROVAL OF VOUCHERS

MOTION: Motion by Astrein, seconded by Kay to approve the vouchers, dated December 1, 2022.

VOTE: Yeas: Astrein, Eid, Hussey, Kay, Lipari, McKenzie, Pohlod, Quintal, Roberts, Surnow

Nays: none

Absent: Markus

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

a. Addendums to Santa Contracts

Ecker explained that, after discussion at the last board meeting, we added hours to Santa House whenever possible. The addendums to the contracts cover these additional hours.

Motion by Kay, seconded by Surnow to approve the following Addendums for Santa performers for the 2022 operating hours of the Santa House in Shain Park during November and December 2022, at a maximum total cost of \$7,992.50, and authorizes the Chairperson and Executive Director to execute the agreements:

- i) Addendum to Agreement with Randy Lee Wagner, to add four (4) additional hours on the dates noted; and**
- ii) Addendum to the Agreement with Joseph Eadie, to add one (1) additional hour on the date noted.**

VOTE: Yeas: Astrein, Eid, Hussey, Kay, Lipari, McKenzie, Pohlod, Quintal, Roberts, Surnow
Nays: none
Absent: Markus

b. Holiday Pots

Sheppard-Decius explained that the quote for holiday pots is for \$3,200. However, there are actually two fewer pots than quoted. Therefore, the cost should be \$400 less. Staff tried to obtain other quotes, but was not successful. Pohlod added that this expense is already in the budget.

Motion by Astrein, seconded by Kay to approve payment to Worry Free Outdoors for the installation and removal of holiday decorative displays in the concrete planters, in an amount not to exceed \$3200.

VOTE: Yeas: Astrein, Eid, Hussey, Kay, Lipari, McKenzie, Pohlod, Quintal, Roberts, Surnow
Nays: none
Absent: Markus

c. Winter Markt Audio

Sheppard-Decius shared that, although staff tried to obtain three quotes for audio services for the upcoming Winter Markt event, they did not hear back from two of the providers. Therefore, she would like the board to approve the expense for the sound system and stage manager for Winter Markt.

Motion by Astrein, seconded by Quintal, to approve payment to Pegasus Entertainment, Inc. for the provision of audio services December 2 – 4, 2022 at the Birmingham Winter Markt, in an amount not to exceed \$5050.00.

VOTE: Yeas: Astrein, Eid, Hussey, Kay, Lipari, McKenzie, Pohlod, Quintal, Roberts, Surnow
Nays: none
Absent: Markus

d. BSD 2023 Calendar – Meeting Schedules

Pohlod pointed out that the April board meeting has been moved from its typical date due to Passover.

Motion by Astrein, seconded by Quintal to approve the BSD 2023 meeting schedule as submitted.

**VOTE: Yeas: Astrein, Eid, Hussey, Kay, Lipari, McKenzie, Pohlod, Quintal, Roberts,
Surnow
Nays: none
Absent: Markus**

9. INFORMATION

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

10. PUBLIC COMMENTS

11. ADJOURNMENT – 9:40 A.M.

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

DRAFT

Amy Pohlod, BSD Board Chair

Date

Fund 235.0 PRINCIPAL SHOPPING DISTRICT

GL Number	Description	Balance
*** Assets ***		
235.0-000.000-005.0000	CASH AND INVESTMENTS	793,680.30
235.0-000.000-036.0000	MISCELLANEOUS	20,123.72
235.0-000.000-036.9999	ALLOWANCE FOR BAD DEBT - MISCELLAN	(1,613.72)
235.0-000.000-047.0887	PSD 2021-2022 DELQ SAD	7,714.80
Total Assets		819,905.10
*** Liabilities ***		
235.0-000.000-202.0000	ACCOUNTS PAYABLE	88,016.23
235.0-000.000-255.0001	GIFT CERTIFICATES	600.00
235.0-000.000-362.0300	DEFERRED INFLOWS - MISCELLANEOUS I	18,510.00
235.0-000.000-362.0800	DEFERRED INFLOWS - DELQ SPECIAL AS	7,714.80
Total Liabilities		114,841.03
*** Fund Balance ***		
235.0-000.000-390.0000	RETAINED EARNINGS	1,007,060.73
Total Fund Balance		1,007,060.73
Beginning Fund Balance		1,007,060.73
Net of Revenues VS Expenditures		(301,996.66)
Ending Fund Balance		705,064.07
Total Liabilities And Fund Balance		819,905.10

PRINCIPAL SHOPPING DISTRICT
CASH FLOW
FOR THE MONTH OF NOVEMBER 2022

	<u>DESCRIPTION</u>	<u>PROJECTED</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
	BEGINNING CASH BALANCE	\$ 847,742	\$ 847,742	\$ -
	CASH RECEIPTS:			
	Special Assessments	-	7,470	7,470
	Interest Income	340	-	(340)
	Gift Certificates	-	-	-
	Advisory Parking Committee	25,000	-	(25,000)
	Special Event Revenue	<u>25,000</u>	<u>24,554</u>	<u>(446)</u>
	Sub-total cash receipts	50,340	32,024	(18,316)
	CASH DISBURSEMENTS:			
	OFFICE DISBURSEMENTS			
	PSD Personnel Costs	25,510	15,180	10,330
727.0000	Postage	400	-	400
729.0000	Supplies	280	61	219
801.0200	Legal	250	412	(162)
802.0100	Audit	-	150	(150)
811.0000	Other Contractual Service	-	640	(640)
933.0200	Equipment Maintenance	-	-	-
851.0000	Telephone	140	149	(9)
955.0100	Training	240	2,126	(1,886)
955.0300	Memberships & Dues	400	315	85
955.0400	Conferences & Workshops	-	-	-
942.0000	Computer Equipment Rental*	2,627	2,627	-
957.0400	Liability Insurance*	395	394	1
944.0000	Building Rent*	<u>1,000</u>	<u>1,000</u>	<u>-</u>
	Sub-total Office Disbursements	31,242	23,054	8,188
	PROGRAM DISBURSEMENTS			
	DPS Downtown Maintenance	10,400	9,685	715
	Promotion Personnel Costs	2,460	1,788	672
828.0300	Valet Services	-	-	-
829.0100	Snow Removal	5,000	-	5,000
935.0200	Maintenance PSD	6,500	7,379	(879)
901.0000	Printing & Publishing	-	-	-
901.0400	Marketing & Advertising	10,000	4,178	5,822
901.0500	Public Relations	1,000	-	1,000
903.0000	Tenant Recruitment	8,330	1,116	7,214
909.0000	Special Events	14,000	12,343	1,657
904.0000	PSD Magazine	-	25,435	(25,435)
829.0200	Web Site Maintenance	<u>2,210</u>	<u>1,108</u>	<u>1,102</u>
	Sub-total Program Disbursements	<u>59,900</u>	<u>63,032</u>	<u>(3,132)</u>
	Total Disbursements	91,142	86,086	5,056
	INCREASE (DECREASE) IN CASH BALANCE	<u>(40,802)</u>	<u>(54,062)</u>	<u>(13,260)</u>
	ENDING CASH BALANCE	<u>\$ 806,940</u>	<u>\$ 793,680</u>	<u>\$ (13,260)</u>

PRINCIPAL SHOPPING DISTRICT
ACTUAL CASH FLOW
FOR THE FIVE MONTHS ENDED NOVEMBER 2022

	DESCRIPTION	PROJECTED	ACTUAL	VARIANCE
	BEGINNING CASH BALANCE	\$ 965,963	\$ 965,963	\$ -
	CASH RECEIPTS:			
	Special Assessments	13,830	104,061	90,231
	Interest Income	2,220	2,528	308
	Gift Certificates	-	-	-
	Advisory Parking Committee	25,000	-	(25,000)
	Special Event Revenue	<u>126,000</u>	<u>134,764</u>	<u>8,764</u>
	Sub-total cash receipts	167,050	241,353	74,303
	CASH DISBURSEMENTS:			
	OFFICE DISBURSEMENTS			
	PSD Personnel Costs	127,550	75,462	52,088
727.0000	Postage	1,200	-	1,200
729.0000	Supplies	1,540	298	1,242
801.0200	Legal	1,250	2,379	(1,129)
802.0100	Audit	600	690	(90)
811.0000	Other Contractual Service	-	6,540	(6,540)
933.0200	Equipment Maintenance	300	227	73
851.0000	Telephone	720	728	(8)
955.0100	Training	1,260	2,226	(966)
955.0300	Memberships & Dues	1,600	1,140	460
955.0400	Conferences & Workshops	150	600	(450)
942.0000	Computer Equipment Rental	13,135	13,135	-
957.0400	Liability Insurance	1,975	1,970	5
944.0000	Building Rent	<u>5,000</u>	<u>5,000</u>	<u>-</u>
	Sub-total Office Disbursements	156,280	110,395	45,885
	PROGRAM DISBURSEMENTS			
	DPS Downtown Maintenance	80,200	71,689	8,511
	Promotion Personnel Costs	12,310	8,740	3,570
828.0300	Valet Services	35,000	-	35,000
829.0100	Snow Removal	5,000	-	5,000
935.0200	Maintenance PSD	42,500	16,360	26,140
901.0000	Printing & Publishing	-	-	-
901.0400	Marketing & Advertising	80,000	68,087	11,913
901.0500	Public Relations	4,000	2,550	1,450
903.0000	Tenant Recruitment	41,650	8,492	33,158
909.0000	Special Events	83,000	90,919	(7,919)
904.0000	PSD Magazine	60,000	30,865	29,135
829.0200	Web Site Maintenance	<u>4,410</u>	<u>5,539</u>	<u>(1,129)</u>
	Sub-total Program Disbursements	<u>448,070</u>	<u>303,241</u>	<u>144,829</u>
	Total Disbursements	604,350	413,636	190,714
	INCREASE (DECREASE) IN CASH BALANCE	<u>(437,300)</u>	<u>(172,283)</u>	<u>265,017</u>
	ENDING CASH BALANCE	<u>\$ 528,663</u>	<u>\$ 793,680</u>	<u>\$ 265,017</u>

CITY OF BIRMINGHAM
PRINCIPAL SHOPPING DISTRICT
CASH FLOW ANALYSIS
JULY 2022 TO JUNE 2023

DESCRIPTION	ACTUAL					PROJECTED							Total 22-23
	JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022	JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023	
BEGINNING CASH BALANCE	965,963	900,472	908,312	828,614	847,742	793,680	619,698	663,346	1,074,664	1,393,113	1,321,502	1,208,056	965,963
CASH RECEIPTS:													
2021 Assessment	19,314	74,462	2,815	-	7,470	1,000	1,000	1,000	-	-	7,210	-	114,271
2022 Assessment	-	-	-	-	-	-	165,000	505,160	407,170	-	-	-	1,077,330
Special Assessments	19,314	74,462	2,815	-	7,470	1,000	166,000	506,160	407,170	-	7,210	-	1,191,601
Interest Income	(76)	821	1,847	(64)	-	270	170	200	430	610	570	510	5,288
Advisory Parking Committee	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Revenue	8,902	5,150	28,890	67,268	24,554	10,000	2,000	300	5,000	11,700	3,000	2,000	168,764
Sub-total cash receipts	28,140	80,433	33,552	67,204	32,024	11,270	168,170	506,660	412,600	12,310	10,780	2,510	1,365,653
CASH DISBURSEMENTS:													
OFFICE DISBURSEMENTS													
PSD Personnel Costs	14,317	15,552	15,037	15,376	15,180	37,820	25,510	25,510	25,510	25,510	25,510	37,830	278,662
727.00 Postage	-	-	-	-	-	400	-	-	-	400	400	600	1,800
729.00 Supplies	100	35	78	24	61	280	280	280	280	280	280	280	2,258
801.02 Legal	454	957	231	325	412	250	250	250	250	250	250	250	4,129
802.01 Audit	-	-	90	450	150	110	-	-	-	-	-	-	800
811.00 Other Contractual Service	2,360	1,180	1,180	1,180	640	-	-	-	-	-	-	2,000	8,540
933.02 Equipment Maintenance	-	-	-	227	-	300	-	-	300	-	-	300	1,127
851.00 Telephone	139	140	150	150	149	150	140	150	140	150	150	150	1,758
955.01 Training	-	100	-	-	2,126	300	240	240	240	240	240	240	3,966
955.03 Memberships & Dues	-	-	575	250	315	-	130	30	-	370	370	-	2,040
955.04 Conferences & Workshops	600	-	-	-	-	250	450	150	-	-	150	100	1,700
942.00 Computer Equipment Rental	2,627	2,627	2,627	2,627	2,627	2,627	2,627	2,627	2,626	2,626	2,626	2,626	31,520
957.04 Liability Insurance	394	394	394	394	394	395	395	395	395	395	390	390	4,725
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	21,991	21,985	21,362	22,003	23,054	43,882	31,022	30,632	30,741	31,221	31,366	45,766	355,025
PROGRAM DISBURSEMENTS													
DPS Downtown Maintenance	15,546	15,928	18,925	11,605	9,685	23,120	16,500	7,420	7,410	7,410	12,860	22,720	169,129
Promotion Personnel Costs	1,788	1,595	1,781	1,788	1,788	3,710	2,460	2,460	2,470	2,460	2,460	3,710	28,470
828.03 Valet Services	-	-	-	-	-	7,500	7,500	-	-	-	-	-	15,000
829.01 Snow Removal	-	-	-	-	-	7,000	14,000	14,000	14,000	5,000	-	-	54,000
935.02 Maintenance PSD	7,658	329	329	665	7,379	6,500	9,000	6,500	9,000	8,500	9,000	9,000	73,860
901.00 Printing & Publishing	-	-	-	-	-	-	2,500	-	-	-	-	-	2,500
901.04 Marketing & Advertising	20,511	16,828	21,651	4,919	4,178	20,000	20,000	25,000	20,000	20,000	20,000	20,000	213,087
901.05 Public Relations	2,000	-	-	550	-	1,000	1,000	1,000	-	1,000	1,000	1,000	8,550
903.00 Tenant Recruitment	-	5,514	-	1,862	1,116	8,330	8,330	8,330	8,330	8,330	8,330	8,370	66,842
909.00 Special Events	17,599	9,306	48,095	3,576	12,343	62,000	10,000	-	-	-	37,000	8,000	207,919
904.00 PSD Magazine	5,430	-	-	-	25,435	-	-	-	-	-	-	-	30,865
829.02 Web Site Maintenance	1,108	1,108	1,107	1,108	1,108	2,210	2,210	-	2,200	-	2,210	-	14,369
Sub-total Program Disbursements	71,640	50,608	91,888	26,073	63,032	141,370	93,500	64,710	63,410	52,700	92,860	72,800	884,591
Total Disbursements	93,631	72,593	113,250	48,076	86,086	185,252	124,522	95,342	94,151	83,921	124,226	118,566	1,239,616
INCREASE (DECREASE) IN CASH BALANCE	(65,491)	7,840	(79,698)	19,128	(54,062)	(173,982)	43,648	411,318	318,449	(71,611)	(113,446)	(116,056)	126,037
ENDING CASH BALANCE	900,472	908,312	828,614	847,742	793,680	619,698	663,346	1,074,664	1,393,113	1,321,502	1,208,056	1,092,000	1,092,000

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 11/30/2022

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022	ACTIVITY FOR MONTH 11/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 235.0 - PRINCIPAL SHOPPING DISTRICT						
Revenues						
Dept 000.000						
USE OF FUND BALANCE						
235.0-000.000-400.0000	APPROP FUND BAL/RET EARN	173,135.00	0.00	0.00	173,135.00	0.00
USE OF FUND BALANCE		173,135.00	0.00	0.00	173,135.00	0.00
SPECIAL ASSESSMENTS						
235.0-000.000-451.0235	FUTURE SPECIAL ASSESSMENTS - PSD	1,091,580.00	0.00	0.00	1,091,580.00	0.00
235.0-000.000-452.0887	PSD 2021-2022	9,790.00	9,235.52	7,470.39	554.48	94.34
235.0-000.000-452.0900	PSD 2022-2023	0.00	0.00	0.00	0.00	0.00
235.0-000.000-452.0901	PSD 2023-2024	0.00	0.00	0.00	0.00	0.00
235.0-000.000-452.0902	PSD 2024-2025	0.00	0.00	0.00	0.00	0.00
235.0-000.000-452.0903	PSD 2025-2026	0.00	0.00	0.00	0.00	0.00
235.0-000.000-474.0000	SPECIAL ASSESSMENT INTEREST	0.00	0.00	0.00	0.00	0.00
SPECIAL ASSESSMENTS		1,101,370.00	9,235.52	7,470.39	1,092,134.48	0.84
FEDERAL GRANTS						
235.0-000.000-528.0000	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
FEDERAL GRANTS		0.00	0.00	0.00	0.00	0.00
CHARGES FOR SERVICES						
235.0-000.000-640.5141	CHARGES TO AUTO PARKING SYSTEM	25,000.00	0.00	0.00	25,000.00	0.00
CHARGES FOR SERVICES		25,000.00	0.00	0.00	25,000.00	0.00
INTEREST AND RENT						
235.0-000.000-665.0001	INVESTMENT INCOME	5,310.00	2,527.90	0.00	2,782.10	47.61
INTEREST AND RENT		5,310.00	2,527.90	0.00	2,782.10	47.61
OTHER REVENUE						
235.0-000.000-674.0009	PROCEEDS FROM FUNDRAISING	0.00	0.00	0.00	0.00	0.00
235.0-000.000-676.0001	CONTR FROM PRIVATE SOURCE	160,000.00	138,610.00	24,120.00	21,390.00	86.63
235.0-000.000-677.0001	SUNDRY & MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
OTHER REVENUE		160,000.00	138,610.00	24,120.00	21,390.00	86.63
Total Dept 000.000		1,464,815.00	150,373.42	31,590.39	1,314,441.58	10.27
TOTAL REVENUES		1,464,815.00	150,373.42	31,590.39	1,314,441.58	10.27
Expenditures						
Dept 175.000 - PUBLIC RELATIONS						
PERSONNEL SERVICES						
235.0-175.000-702.0001	SALARIES & WAGES DIRECT	22,460.00	7,835.99	1,677.04	14,624.01	34.89
235.0-175.000-702.0002	OVERTIME PAY	0.00	0.00	0.00	0.00	0.00
235.0-175.000-702.0003	LONGEVITY	0.00	0.00	0.00	0.00	0.00
235.0-175.000-711.0000	LABOR BURDEN	0.00	0.00	0.00	0.00	0.00
235.0-175.000-711.0001	FICA	1,720.00	494.91	105.94	1,225.09	28.77
235.0-175.000-711.0002	HOSPITALIZATION	4,950.00	0.00	0.00	4,950.00	0.00

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 11/30/2022

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022	ACTIVITY FOR MONTH 11/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 235.0 - PRINCIPAL SHOPPING DISTRICT						
Expenditures						
235.0-175.000-711.0007	WORKER'S COMPENSATION	80.00	24.67	5.28	55.33	30.84
235.0-175.000-711.0012	RETIREMENT DEFINED CONTRIBUTIONS	2,140.00	0.00	0.00	2,140.00	0.00
235.0-175.000-711.0013	RET HLTH SVGS CONTR EMPLR	690.00	0.00	0.00	690.00	0.00
PERSONNEL SERVICES		32,040.00	8,355.57	1,788.26	23,684.43	26.08
Total Dept 175.000 - PUBLIC RELATIONS						
		32,040.00	8,355.57	1,788.26	23,684.43	26.08
Dept 441.005 - DOWNTOWN MAINTENANCE						
PERSONNEL SERVICES						
235.0-441.005-702.0001	SALARIES & WAGES DIRECT	59,470.00	24,626.44	3,552.25	34,843.56	41.41
235.0-441.005-702.0002	OVERTIME PAY	31,050.00	9,780.59	1,031.03	21,269.41	31.50
235.0-441.005-702.0003	LONGEVITY	290.00	0.00	0.00	290.00	0.00
235.0-441.005-702.0004	HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00
235.0-441.005-711.0000	LABOR BURDEN	0.00	0.00	0.00	0.00	0.00
235.0-441.005-711.0001	FICA	7,180.00	2,561.33	340.01	4,618.67	35.67
235.0-441.005-711.0002	HOSPITALIZATION	13,190.00	4,552.16	334.65	8,637.84	34.51
235.0-441.005-711.0003	LIFE INSURANCE	210.00	114.60	18.69	95.40	54.57
235.0-441.005-711.0004	RETIREE HEALTH CARE CONTRIBUTION	8,900.00	3,077.09	612.77	5,822.91	34.57
235.0-441.005-711.0005	DENTAL/OPTICAL	690.00	306.43	53.19	383.57	44.41
235.0-441.005-711.0006	ST/LT DISABILITY INSURANCE	710.00	272.50	41.26	437.50	38.38
235.0-441.005-711.0007	WORKER'S COMPENSATION	1,720.00	719.19	82.56	1,000.81	41.81
235.0-441.005-711.0008	SICK TIME PAYOUT	0.00	0.00	0.00	0.00	0.00
235.0-441.005-711.0009	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	0.00
235.0-441.005-711.0010	RETIREMENT (DB) ER CNTB	7,390.00	2,952.50	590.50	4,437.50	39.95
235.0-441.005-711.0011	HRA CONTRIBUTIONS	100.00	0.00	0.00	100.00	0.00
235.0-441.005-711.0012	RETIREMENT DEFINED CONTRIBUTIONS	2,670.00	2,478.58	350.44	191.42	92.83
235.0-441.005-711.0013	RET HLTH SVGS CONTR EMPLR	1,070.00	721.64	107.25	348.36	67.44
PERSONNEL SERVICES		134,640.00	52,163.05	7,114.60	82,476.95	38.74
OTHER CHARGES						
235.0-441.005-941.0000	EQUIPMENT RENTAL OR LEASE	43,000.00	17,142.68	2,570.20	25,857.32	39.87
OTHER CHARGES		43,000.00	17,142.68	2,570.20	25,857.32	39.87
Total Dept 441.005 - DOWNTOWN MAINTENANCE						
		177,640.00	69,305.73	9,684.80	108,334.27	39.01
Dept 720.000 - PRINCIPAL SHOPPING DISTRICT						
PERSONNEL SERVICES						
235.0-720.000-702.0001	SALARIES & WAGES DIRECT	245,130.00	56,963.30	11,836.90	188,166.70	23.24
235.0-720.000-702.0002	OVERTIME PAY	0.00	157.14	0.00	(157.14)	100.00
235.0-720.000-702.0003	LONGEVITY	0.00	0.00	0.00	0.00	0.00
235.0-720.000-711.0000	LABOR BURDEN	0.00	0.00	0.00	0.00	0.00
235.0-720.000-711.0001	FICA	18,760.00	4,284.88	888.88	14,475.12	22.84
235.0-720.000-711.0002	HOSPITALIZATION	39,210.00	5,687.67	1,319.00	33,522.33	14.51
235.0-720.000-711.0003	LIFE INSURANCE	950.00	4.71	0.70	945.29	0.50
235.0-720.000-711.0004	RETIREE HEALTH CARE CONTRIBUTION	6,310.00	2,679.82	532.90	3,630.18	42.47
235.0-720.000-711.0005	DENTAL/OPTICAL	1,400.00	11.23	1.56	1,388.77	0.80
235.0-720.000-711.0006	ST/LT DISABILITY INSURANCE	840.00	6.72	0.94	833.28	0.80
235.0-720.000-711.0007	WORKER'S COMPENSATION	770.00	185.28	38.17	584.72	24.06

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 11/30/2022

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022	ACTIVITY FOR MONTH 11/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 235.0 - PRINCIPAL SHOPPING DISTRICT						
Expenditures						
235.0-720.000-711.0008	SICK TIME PAYOUT	0.00	0.00	0.00	0.00	0.00
235.0-720.000-711.0010	RETIREMENT (DB) ER CNTB	6,750.00	2,807.10	561.42	3,942.90	41.59
235.0-720.000-711.0011	HRA CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
235.0-720.000-711.0012	RETIREMENT DEFINED CONTRIBUTIONS	8,810.00	0.00	0.00	8,810.00	0.00
235.0-720.000-711.0013	RET HLTH SVGS CONTR EMPLR	1,820.00	0.00	0.00	1,820.00	0.00
PERSONNEL SERVICES		330,750.00	72,787.85	15,180.47	257,962.15	22.01
OTHER CHARGES						
235.0-720.000-801.0200	LEGAL SERVICES	3,000.00	1,232.75	264.00	1,767.25	41.09
235.0-720.000-802.0100	AUDIT	710.00	690.00	150.00	20.00	97.18
235.0-720.000-811.0000	OTHER CONTRACTUAL SERVICE	6,860.00	5,360.00	100.00	1,500.00	78.13
235.0-720.000-828.0300	PARKING VALET SERVICES	50,000.00	0.00	0.00	50,000.00	0.00
235.0-720.000-829.0100	SNOW REMOVAL CONTRACT	59,000.00	21,400.00	21,400.00	37,600.00	36.27
235.0-720.000-829.0200	WEB SITE MAINTENANCE	13,240.00	4,430.00	1,107.50	8,810.00	33.46
235.0-720.000-851.0000	TELEPHONE	1,750.00	588.41	0.00	1,161.59	33.62
235.0-720.000-881.0000	MARKETING & ADVERTISING	227,000.00	62,416.02	18,771.91	164,583.98	27.50
235.0-720.000-882.0000	PUBLIC RELATIONS	10,000.00	2,550.00	0.00	7,450.00	25.50
235.0-720.000-883.0000	TENANT RECRUITMENT	100,000.00	3,895.76	918.00	96,104.24	3.90
235.0-720.000-888.0000	SPECIAL EVENTS	200,000.00	139,029.92	43,052.11	60,970.08	69.51
235.0-720.000-901.0000	PRINTING & PUBLISHING	2,500.00	0.00	0.00	2,500.00	0.00
235.0-720.000-904.0000	PRINTING PSD MAGAZINE	60,000.00	25,435.03	0.00	34,564.97	42.39
235.0-720.000-933.0200	EQUIPMENT MAINTENANCE	1,200.00	226.52	0.00	973.48	18.88
235.0-720.000-935.0200	MAINTENANCE SHOPPING DIST	127,625.00	10,353.10	1,642.52	117,271.90	8.11
235.0-720.000-941.0000	EQUIPMENT RENTAL OR LEASE	0.00	0.00	0.00	0.00	0.00
235.0-720.000-942.0000	COMPUTER EQUIPMENT RENTAL	31,520.00	13,133.35	2,626.67	18,386.65	41.67
235.0-720.000-944.0000	BUILDING OR FACILITY RENT	12,000.00	5,000.00	1,000.00	7,000.00	41.67
235.0-720.000-957.0100	TRAINING	3,000.00	2,225.80	0.00	774.20	74.19
235.0-720.000-957.0300	MEMBERSHIPS AND DUES	2,500.00	1,140.00	0.00	1,360.00	45.60
235.0-720.000-957.0400	CONFERENCES & WORKSHOPS	1,250.00	600.00	0.00	650.00	48.00
235.0-720.000-960.0400	LIABILITY INSURANCE	4,730.00	1,970.85	394.17	2,759.15	41.67
235.0-720.000-962.0000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES		917,885.00	301,677.51	91,426.88	616,207.49	32.87
SUPPLIES						
235.0-720.000-727.0000	POSTAGE	3,000.00	0.00	0.00	3,000.00	0.00
235.0-720.000-729.0000	OPERATING SUPPLIES	3,500.00	243.42	81.00	3,256.58	6.95
235.0-720.000-799.0000	EQUIPMENT UNDER \$5,000	0.00	0.00	0.00	0.00	0.00
SUPPLIES		6,500.00	243.42	81.00	6,256.58	3.74
CAPITAL OUTLAY						
235.0-720.000-972.0000	FURNITURE	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Dept 720.000 - PRINCIPAL SHOPPING DISTRICT		1,255,135.00	374,708.78	106,688.35	880,426.22	29.85
TOTAL EXPENDITURES		1,464,815.00	452,370.08	118,161.41	1,012,444.92	30.88

REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 11/30/2022

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022	ACTIVITY FOR MONTH 11/30/2022	AVAILABLE BALANCE	% BDGT USED
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Fund 235.0 - PRINCIPAL SHOPPING DISTRICT						
Fund 235.0 - PRINCIPAL SHOPPING DISTRICT:						
TOTAL REVENUES		1,464,815.00	150,373.42	31,590.39	1,314,441.58	10.27
TOTAL EXPENDITURES		1,464,815.00	452,370.08	118,161.41	1,012,444.92	30.88
NET OF REVENUES & EXPENDITURES		0.00	(301,996.66)	(86,571.02)	301,996.66	100.00

Birmingham Principal Shopping District Board

Voucher List For: 01/05/2023

Early Release	Vendor	Description	Account	Amount
	AMAZON CAPITAL SERVICES INC	KEYBOARD TRAY FOR CRISTINA	OPERATING SUPPLIES	604.63
	ART/DESIGN GROUP LTD	ARTWORK FOR WINTER MARKT, BANNERS AND EMPLOYEE DISCOUNT CARDS	MARKETING & ADVERTISING	471.25
	AUDACY OPERATIONS, INC.	SOCIAL MEDIA FOR SMALL BUSINESS SATURDAY	MARKETING & ADVERTISING	3,225.00
	BEIER HOWLETT P.C.	MISC LEGAL FEES	LEGAL SERVICES	99.00
	BERNARD BREWER	SANTA PERFORMANCES	SANTA PERFORMANCES	594.16
	CAR TRUCKING INC	DUMPSTERS FOR WINTER MARKT	SPECIAL EVENTS	675.00
	COSTAR REALTY INFORMATION, INC	ONLINE RETAIL SERVICES	TENANT RECRUITMENT	918.00
	DEERE ELECTRIC INC	ELECTRICAL PERMIT FOR WINTER MARKT	SPECIAL EVENTS	292.50
	IHEART MEDIA	ADVERTISING FOR HOLIDAYS	MARKETING & ADVERTISING	3,200.57
	JAIMI BROOK	MISC ITEMS FOR WINTER MARKT	SPECIAL EVENTS	241.03
	JCC CREATIVE LLC	SOCIAL MEDIA PHOTOGRAPHY - DECEMBER	MARKETING & ADVERTISING	400.00
	JOSEPH EADIE	SANTA PERFORMANCES	SANTA PERFORMANCES	345.00
	METRO PARENT PUBLISHING GROUP	ADVERTISING FOR HOLIDAYS	MARKETING & ADVERTISING	750.00
	MICHIGAN RADIO NPR	ADVERTISING FOR THE HOLIDAYS	MARKETING & ADVERTISING	900.00
	MICHIGAN RETAILERS	ANNUAL MEMBERSHIP	MEMBERSHIPS AND DUES	130.00
	MILES PARTNERSHIP LLLP	UPDATE LOGO ON WEBSITE	WEB SITE MAINTENANCE	1,907.50
	MY CONCIERGE MICHIGAN, LLC	EMPLOYEE DISCOUNT CARDS	MARKETING & ADVERTISING	733.00
	NICK'S MAINTENANCE SERVICE	CHANDELIER LIGHTING STORAGE, INSTALLATION AND TAKE DOWN	MAINTENANCE SHOPPING DIST	18,160.00
	OUTFRONT MEDIA INC	BILLBOARD ADVERTISING FOR WINTER MARKT	MARKETING & ADVERTISING	800.00
	RANDYL LEE WAGNER	SANTA PERFORMANCES	SANTA PERFORMANCES	1,725.00
	SIGNS-N-DESIGNS INC	VENDOR SIGNS FOR WINTER MARKT	SPECIAL EVENTS	1,455.00
	SP+ CORPORATION	EMPLOYEE PARKING	OTHER CONTRACTUAL	100.00
	SUNBELT RENTALS INC	HEATERS FOR WINTER MARKT	SPECIAL EVENTS	5,969.18
	THE LITTLE DONUT FACTORY	DONUTS FOR VENDORS AT WINTER MARKT	SPECIAL EVENTS	250.00
	TURNER SANITATION, INC	PORTA POTTIES FOR FARMERS MARKET	SPECIAL EVENTS	1,426.46

Birmingham Principal Shopping District Board

Voucher List For: 01/05/2023

Early Release	Vendor	Description	Account	Amount
	WDIV/TV4	ADVERTISING - FOR HOLIDAYS	MARKETING & ADVERTISING	977.86
	WORRY FREE INC	HOLIDAY PLANTERS	MAINTENANCE SHOPPING	2,800.00
	WWJ-TV	ADVERTISING FOR HOLIDAYS	MARKETING & ADVERTISING	2,600.00
	WXYZ/TV 7	ADVERTISING	MARKETING & ADVERTISING	2,952.95
*	ALLEGRA MARKETING, PRINT, MAIL	COUNTER CARDS FOR FALL PROMO	MARKETING & ADVERTISING	520.36
*	HOME DEPOT CREDIT SERVICES	EXTENSION CORDS FOR WINTER MARKT	SPECIAL EVENTS	348.60
*	KROGER COMPANY	MARSHMALLOWS FOR WINTER MARKT	SPECIAL EVENTS	110.53
*	TOP HAT & TAILS CARRIAGE CO INC	CARRIAGE RIDES FOR 2022 SEASON	CARRIAGE RIDES FOR 2022 SEASON	4,000.00
*	WAHL TENTS	WINTER MARKT TENT RENTAL	WINTER MARKT TENT RENTAL	16,505.45
*	FIRE DEFENSE EQUIP CO INC	FIRE EXTINGUISHER INSPECTION	SPECIAL EVENTS	13.26
*	NAME BADGES INTERNATIONAL	NAME BADGES FOR BSD EMPLOYEES	OPERATING SUPPLIES	82.11
*	SIGNUP GENIUS	SIGN UP FOR SANTA HOUSE	SPECIAL EVENTS	29.99
Total:				\$ 76,313.39
Journal Entries				
	Verizon - cell phone for Cristina, Jaimi and Erika			\$ 149.40
	City of Birmingham - Cruise event FINAL costs			1,266.49
	City of Birmingham - Day On The Town FINAL costs			322.75
	City of Birmingham - Movie Nights FINAL costs			(2,012.00)
	City of Birmingham - Farmers Market FINAL costs			2,198.09
	Total Journal Entries			\$ 1,924.73
	TOTAL VOUCHERS AND JOURNAL ENTRIES			\$ 78,238.12

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

Board Chair _____ Date _____

Special Events Committee Meeting Minutes
151 Martin Street, Conference Rooms 202 & 203
December 9, 2022

Chairperson Astrein called the meeting to order at 8:32 a.m.

In Attendance: R. Astrein, K. Cummings, D. Fehan, Z. Kay, S. Lipari, B. Hussey

Staff: J. Brook, C. Sheppard-Decius, N. Gerkey

Guests: none

Absent: none

Public Comment: none

Approval of Minutes

Motion by Kay, seconded by Hussey to approve the October 14, 2022 Special Event Committee meeting minutes.

Yeas: R. Astrein, K. Cummings, D. Fehan, Z. Kay, S. Lipari, B. Hussey

Nay: none

Absent: none

Event Recaps:

Santa Walk – November 26

Brook shared that there were more participants than ever before. Astrein and Kay said that they gave away all of their handouts (about 200 each). Hussey said she gave away about 400 hot chocolates at the event.

It was noted that for next year there should be a greater effort to have people stay on the sidewalk – it poses a safety issue with children going into the street. Fehan mentioned there was a gathering of people overflowing into Bates prior to the event. There were suggestions made about having more police presence and potential street closures of Bates and Maple, but Brook noted that Santa Walk is such a short event that closing the streets would be challenging because of time necessary to close the streets. This will need to be revisited.

Winter Markt – Dec 2-4

Brook mentioned that the marshmallow station was a big hit, and ran out of skewers. It was agreed that many more skewers will need to be purchased to accommodate for next year. Astrein noted that the sound system was an improvement from previous years. Brook said there was very high wind from Friday to Saturday, however tents were not impacted.

For next year, Brook brought up the idea for expanding the fencing to allow for attendees to walk around the market with alcoholic beverages, as the fencing outside the beer tent did not seem sufficient. Kay also added that this could open up potential for another beer/wine vendor at the event.

Sheppard-Decius pointed out the need for more help for during the event next year, whether that's via volunteers or contracting out. Lipari suggested that students from Groves/Seaholm could be a good place to source volunteers. It was also noted to place "do not touch" signs on the ice sculptures as patrons were playing with the sculptures, and most didn't survive the duration of the event. Lastly, for the night of the tree lighting, it was suggested to have a more "kid-friendly" band after the tree lighting, as most of the attendees are families.

Restaurant Week:

Sheppard-Decius mentioned that out of 11 restaurants that the survey was sent to, she only received 5 responses. She noted that there was not a call to action in the survey, which could have justified the small response. Hussey suggested that we take a pause on restaurant week and brainstorm new ideas. We have a \$15,000 budget for Restaurant Week, and want to ensure the event is something that restauranteurs and patrons find valuable. Hussey proposed having a meeting for restauranteurs to brainstorm; the committee agreed.

There was also discussion about making updates to the website with how restaurants are showcased. Currently the website is based on cuisine, but the suggestion was to have all the restaurants listed in one place.

Spring Stroll:

Sheppard-Decius discussed putting a budget toward Spring Stroll to make the event bigger. It was also suggested to gather ideas from merchants for how to create more awareness for the event.

Goals and Objectives:

Sheppard-Decius provided an event matrix that outlined attendance, budget, patrons, and more for future events and keeping track of statistics. She also discussed three types of events – signature, retail, and community – and how Birmingham events fit into each category.

Meeting adjourned at 10 a.m.

NEXT MEETING: Friday, January 13, 2023 at 8:30 a.m.

Shift	26-Nov	27-Nov	2-Dec	3-Dec	4-Dec	10-Dec	11-Dec	17-Dec	18-Dec	24-Dec		%	CHECKS
10 am -1 pm	Bham Ed Foundatio	Great Decorate		Lighthouse	Bham Ed Foundatio	Great Decorate	Beverly Hills Lions Club	Great Decorate	Lighthouse	Micah 6 Communit	Lighthouse	1	\$457.82
1 pm- 4:30 pm	Bham Ed Foundatio	Great Decorate		Lighthouse	Bham Ed Foundatio	Great Decorate	Beverly Hills Lions Club	Great Decorate	Lighthouse	Micah 6 Communit	Bham Ed Foundation	2	\$915.64
6 pm -8:30 pm			Micah 6 Communit	Lighthouse				Great Decorate			Beverly Hills Lions Club	1	\$457.82
											Micah 6 Community	1.5	\$686.73
		No Shows									Great Decorate	2.5	\$1,144.55
													\$3,662.56
DONATIONS COLLECTED													
DATE	AMOUNT												
26-Nov	\$466.81												
27-Nov	\$204.00												
2-Dec	\$185.00												
3-Dec	\$458.75												
4-Dec	\$675.75												
10-Dec	\$244.00												
11-Dec	\$304.99												
17-Dec	\$280.00												
18-Dec	\$280.26												
24-Dec	\$240.00												
ONLINE DONATIONS	\$323.00												

TOTAL	\$3,662.56												

[illegible]

Name	Business	Email
Cole Yoakum	Micah 6 Community	coleyoakum@gmail.com
Kathy Zanolli	Birmingham Education Foundation	bef@birmingham.k12.mi.us
Emily Osmialowski	Lighthouse	emily@lighthousemi.org
Beth Hussey	The Great Decorate	beth@eatathazels.com
Susan Robbins	Lions Club	s_drou@hotmail.com

**Marketing and Advertising Committee Meeting Minutes
151 Martin Street, Conference Room 202 & 203
December 22, 2022**

In Attendance: Z. Kay (Chairperson), A. Pohlod, C. Fenner, J. Lundberg, C. Sheppard-Decius, E. Bassett

Absent: S. Eid

The meeting was called to order at 8:33 a.m.

There was no public comment.

Approval of Minutes: Motion by Pohlod, seconded by Fenner, to approve the minutes dated November 17, 2022.

Fiscal Year End 2023 Marketing Budget Review: The Committee discussed the line items in the draft budget. Sheppard-Decius advised that she would revise the draft based on feedback.

2023 Goals and Objectives: Sheppard-Decius presented the Quick Stats, Psychographics and Comparable presentation including a SWOT analysis. The Committee discussed the SWOT analysis, identifying a few items to discuss at the February planning meeting, including quick-trip parking, destination retailers and oversaturation. Sheppard-Decius requested that the Committee review the Goals & Objectives Worksheet to generate ideas and priorities prior to the February planning meeting.

Metrics – December Data: Bassett presented the Social Media and Website Analytics report for mid-November through mid-December. Sheppard-Decius presented the Birmingham Bucks reports from recent campaigns. The Committee discussed investigating non-electronic providers for a downtown gift card option.

Website Continuous Improvement Wish List: The Committee discussed improvements to the mobile view, category filters and event calendar. BSD staff to meet in January to create a formal wish list for Committee review. The Committee requested BSD staff look into the use of enjoybirmingham.com or downtownbirmingham.com instead of allinbirmingham.com.

Post-Holiday Business Survey: The Committee discussed potential questions for a post-holiday survey to businesses, to include questions on the following general topics:

- Black Friday/Small Business Saturday performance
- Overall change in sales, foot traffic, consumer behaviors, online/in-store sales
- Performance of certain products/categories
- Were BSD promotions and events helpful/what else can BSD do

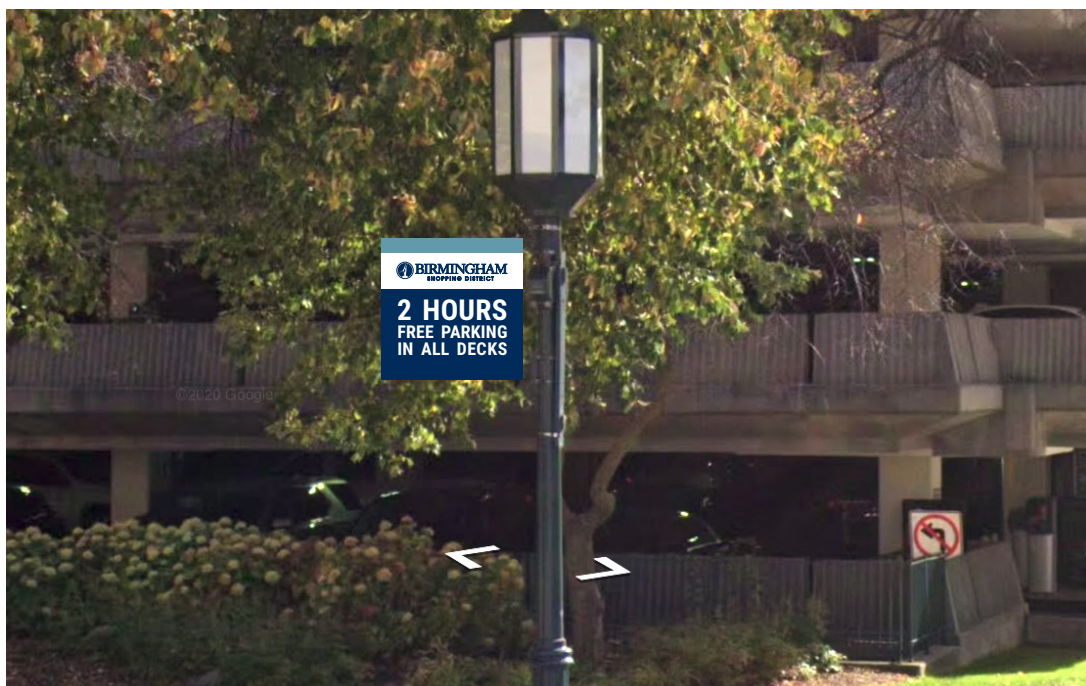
Bassett to send last year's survey to Committee for review.

The meeting ended at 9:55 a.m.

Bham Parking Pole Banner 2022 layout

11-17-22

20x20 inches



Maintenance/Capital Improvement Committee Meeting Minutes
151 Martin Street, Conference Room 203
December 13, 2022

Chairperson Lipari called the meeting to order at 8:32 a.m.

Members in Attendance: Sarvy Lipari, Amy Pohlod, Steve Quintal
Members Absent: Doug Fehan, Bill Roberts
Staff Present: Cristina Sheppard-Decius, Melinda Comerford, Carrie Laird, Brendan McGaughey

Approval of Minutes: Motion by Pohlod, seconded by Quintal, to approve the minutes dated November 8, 2022.

There was no public comment.

DPS Lighting Charges: Laird said that costs for 2022/23 are about \$150,000 - \$180,000 but will be going up 2023/24 to about \$220,000 if changes are not made. The BSD pays 20%. The cost will be increasing next year due to lights needing to be cut and restrung on trees and decorating on South Old Woodward after construction. Laird stated they will not be decorating in the median on SOW because they would have to shut down road. Laird reported that there are 330 trees plus 77 new trees on SOW, that is about \$550 per tree to string lights.

Committee doesn't like chandeliers and lighted trees on North Old Woodward. Too much going on. Talked about possibly moving Chandeliers to South Old Woodward. Lipari suggested not lighting trees and keeping only chandeliers on NOW.

Committee does not like the idea of The Great Decorate trees being outside. They feel it will take away/interfere with City's holiday lights and it could be difficult for businesses to decorate outdoors.

Pohlod questioned where the extra \$30,000 for lights next year will be coming from the budget.

Committee decided to meet next month, January 5, at 5:30 p.m. to walk through town and look at the lights to see where some changes can be made to cut costs.

Holiday Planter Feedback: Committee agreed that the planters look nice. Pohlod said the planters are not very significant compared to the holiday lights. There are so few planters left, committee is evaluating whether the cost is worth it and what value it brings to the city. There was discussion about moving them to the Triangle district since there isn't anything there. Discussed storing birch logs for next year to cut costs on planters.

Merrill Street Lights: Sheppard-Decius is going to meet with owner of 220 to discuss having them have their contractor install/drill into the building for the lights and cost of doing so. Sheppard-Decius is also going to discuss partnership options of sharing costs of lights.

Committee discussed getting sponsors for lights.

Annual Maintenance: Discussion on planters and whether we should continue having them, since there are so few. Laird will provide a count of how many baskets we will need on South Old Woodward.

Capital Improvement Projects for 2023: Signage for South Old Woodward was discussed. It is part of the Wayfinding Committee.

Lipari suggested doing something in the Triangle District since they aren't very happy.

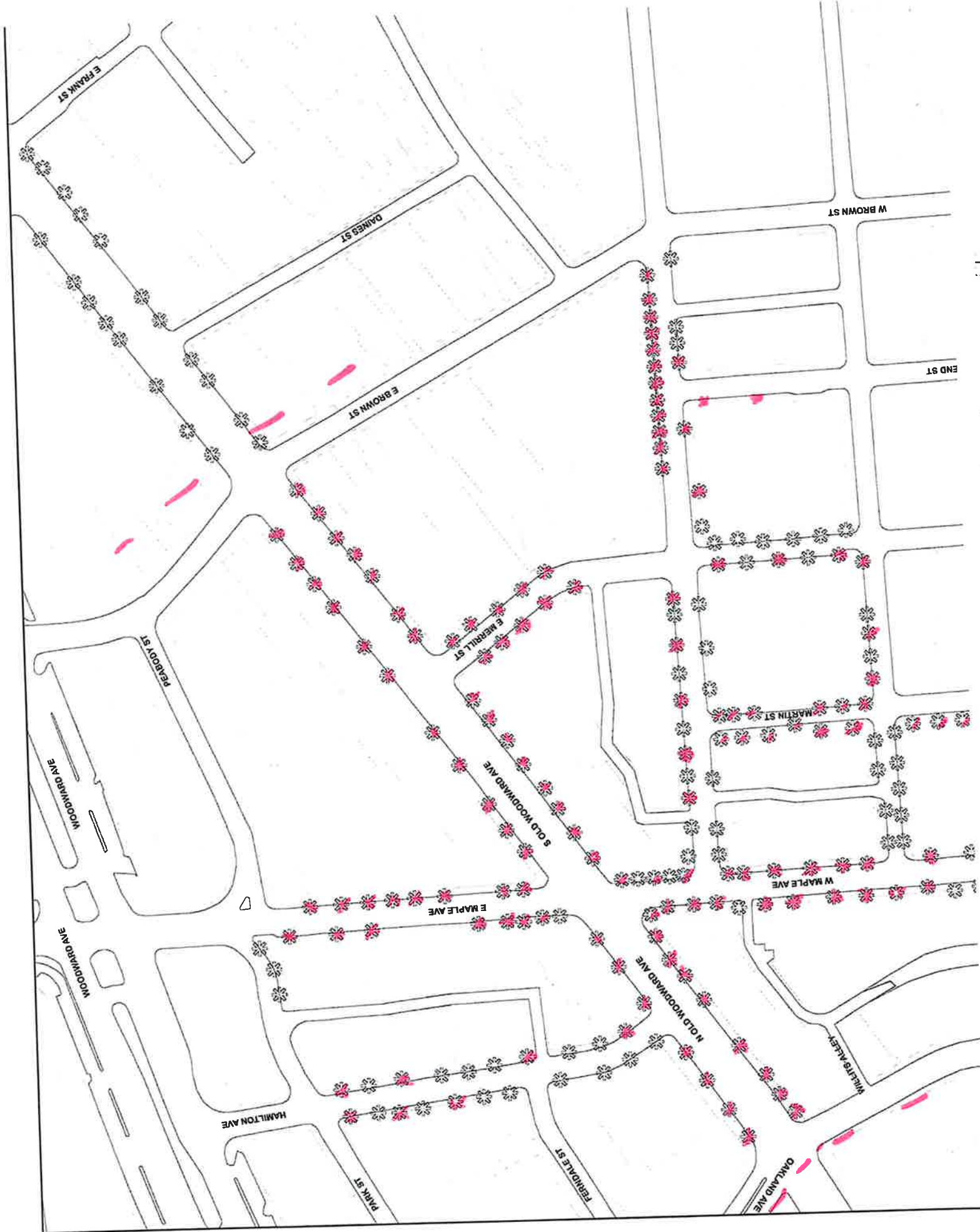
Pohold suggested maybe Marketing Committee could do a video of their area and not the Maintenance Committee.

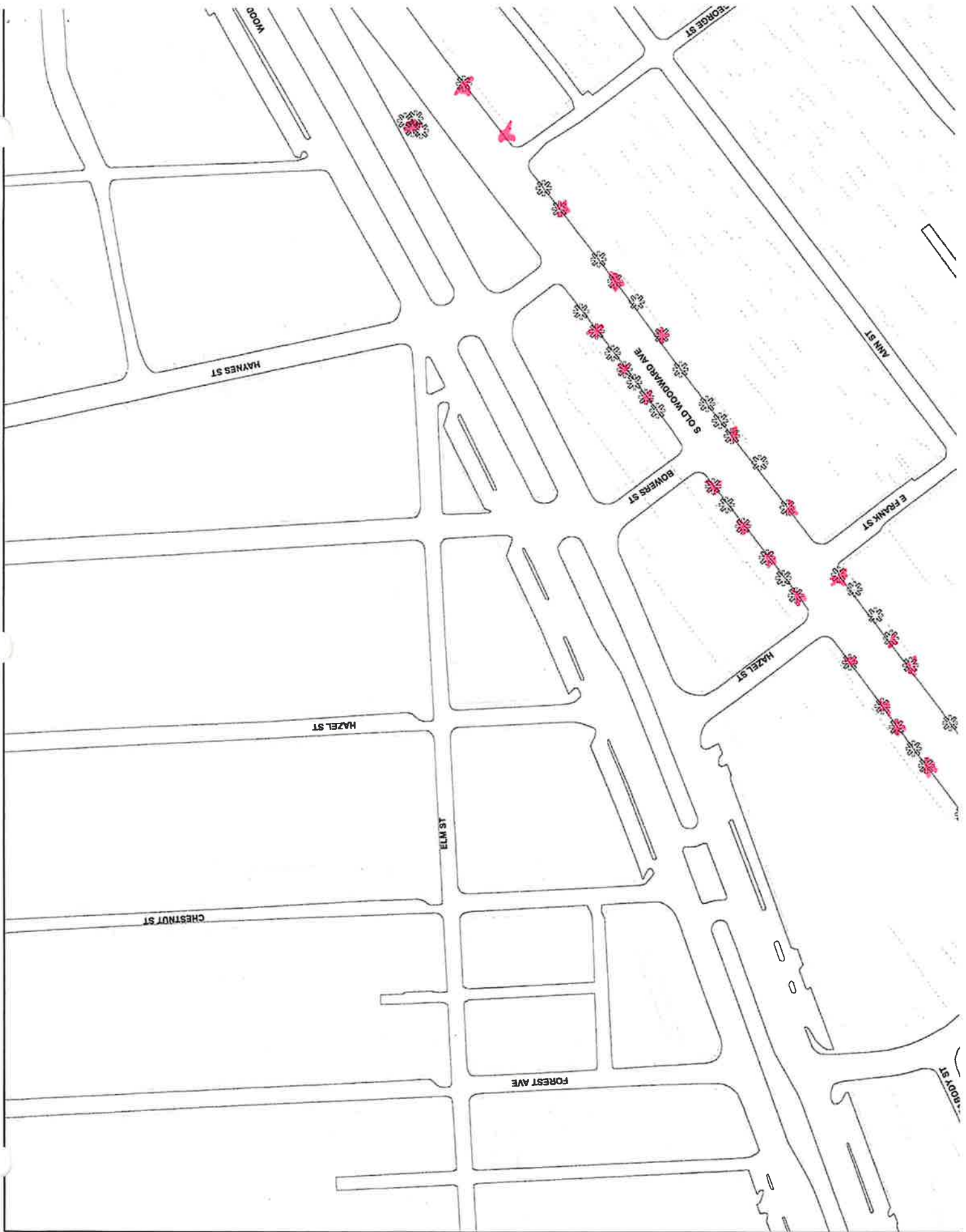
2023/2024 Goals/Objectives: Sheppard-Decius questioned if we have in the past or do we need to go out to bid for holiday lighting? Laird said that it has proved not advantageous in the past to have an outside source because of the quality of detail and commitment of DPS, and training an outside company that typically costs more.

Meeting adjourned at 9:35 a.m.

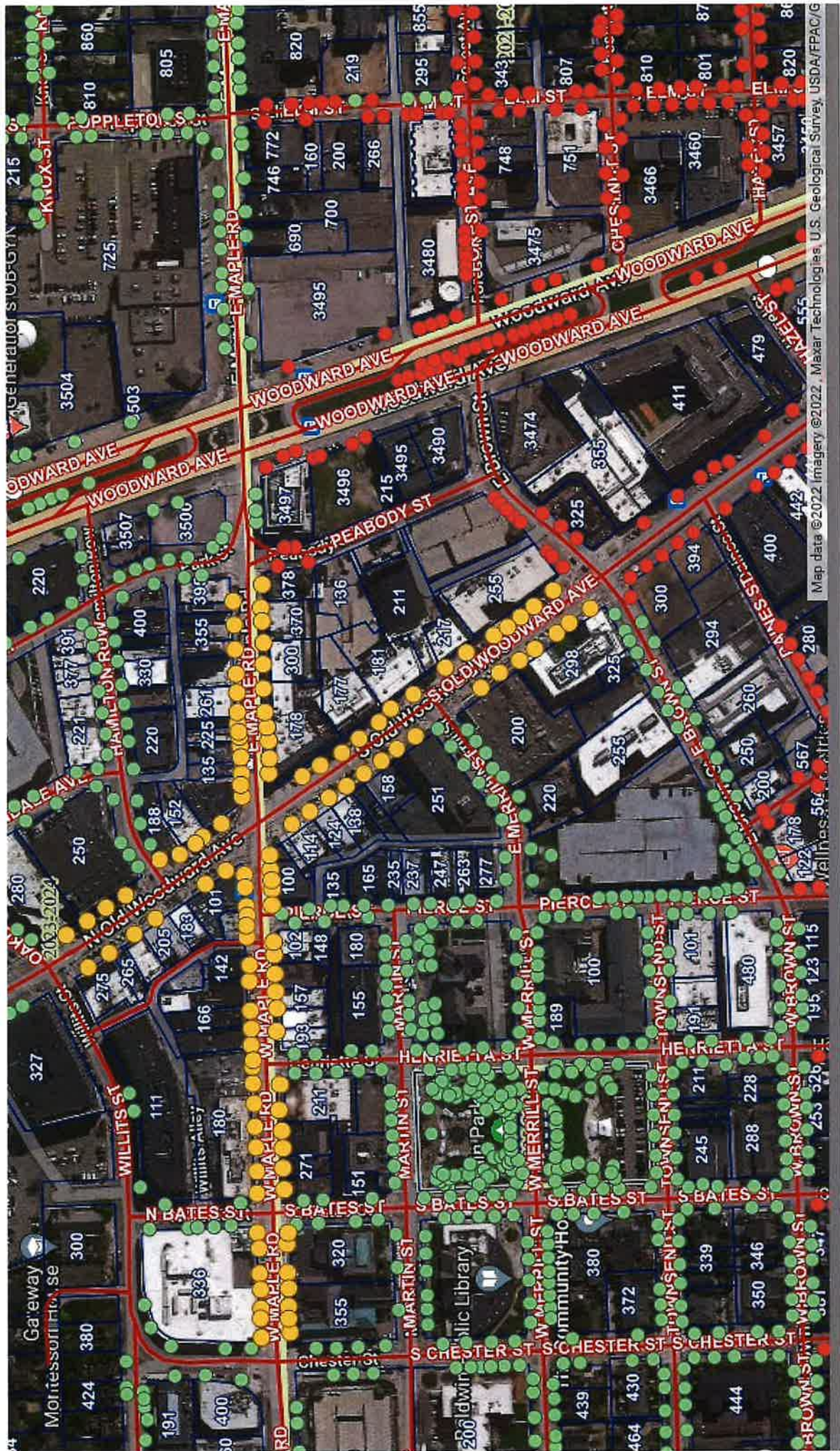
Next meetings
Thursday, January 5, at 5:30 p.m. – Walk District
Tuesday, January 10, at 8:30 a.m. – Regular Meeting







Colorization is based on inventory updating



119 Total | 0

Business Development Committee Meeting Minutes
151 Martin Street, Conference Room 203
December 20, 2022

M. McKenzie called the meeting to order at 8:33 a.m.

In Attendance: M. McKenzie (Co-Chairperson), S. Surnow (Co-Chairperson), J. Hockman, C. Sheppard-Decius, E. Bassett, N. Gerkey

Absent: S. Quintal

There was no public comment.

Approval of Minutes: Motion by Hockman, seconded by Surnow, to approve the minutes dated October 4, 2022.

Tenant Recruitment and Pipeline Report: The Committee discussed the report along with the new business report. Surnow questioned how the retail and office occupancy rates are being calculated in the new business report. The Committee would like to formalize a process for how a new business is added to the new business report.

Business Mix Analysis: The Committee reviewed the report. The Committee would like to add local and national criteria to the current report to determine the mix of local and national businesses, as shown in the comparison cities. The Committee discussed providing additional content on the BSD website to specifically assist entrepreneurs/small businesses interested in Birmingham, to include:

- Opening a business
- Establishing a business
- Other tools to make it easier for entrepreneurs

Additionally, the Committee discussed creating a survey to obtain local/residential input on what types of businesses they would like to see downtown. Bassett advised the Committee of the communication tools available for such survey. Sheppard-Decius advised that she would begin to create potential questions for review by the Committee.

Retail Recruiter RFP: The Committee reviewed the proposals and is considering issuing a new RFP with potential adjustments to the scope of work and/or compensation schedule. The Committee also discussed in lieu of a Retail Recruiter, potentially developing a broker incentive program based on a set of established criteria. Sheppard-Decius advised she would investigate options. The Committee requested that the BSD provide a list of available properties for review.

Business Anniversaries: Gerkey reported the status of the Business Anniversary program. The Committee would like to continue the program, however they acknowledged that some changes may need to be made to the award levels and gifts. Hockman requested that Sheppard-Decius distribute the remaining 2021 anniversary gifts to businesses. BSD staff to review the current award/gift schedule and provide any recommended adjustments for Committee review.

Welcome Packet: The Committee reviewed proposed content. Sheppard-Decius advised that BSD staff will begin working on the content for the new business Welcome Packet.

Business Recruitment Materials: The Committee discussed recruitment materials including a potential video in partnership with the Marketing Committee.

Committee Recruitment: The Committee discussed recruiting new members, but did not identify specifics. Sheppard-Decius advised that the Committee should ideally have 5-7 members.

The meeting ended at 9:56 a.m.

DRAFT

SCHEDULED TO OPEN/OPENED IN LAST 12 MONTHS

NOVEMBER 2022

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
Chrysalis Couture	554	Old Woodward, North	Apparel	11/03/22	Scheduled to Open
Christinas Consignments	135	Old Woodward, North	Apparel - Women	08/04/22	Scheduled to Open
Via Manzoni	239	Pierce Street	Apparel - Women	07/15/22	Scheduled to Open
Face Foundrie	700	Old Woodward, North	Spa	05/12/22	Scheduled to Open
Sybil	211	Hamilton Row	Dining	02/08/22	Scheduled to Open
Clean Juice	148	Pierce Street	Juice bar	11/01/20	Scheduled to Open
Cosmo Salon Studios	255	Old Woodward, South	Salon	11/12/22	Opened
EM	470	Old Woodward, North	Dining	11/12/22	Opened
Serena & Lily	299	Maple Road, West	Home furnishings	11/11/22	Opened
Faherty	128	Old Woodward, South	Apparel	11/03/22	Opened
O2PT	715	Maple Road, East	Health	11/03/22	Opened
Zana	210	Old Woodward, South	Dining	10/25/22	Opened
sweetgreen	167	Old Woodward, North	Restaurant	08/09/22	Opened
Brilliant Earth Jewelry	277	Pierce Street	Jeweler	08/01/22	Opened
Rotate Boutique	361	Maple Road, East	Apparel - Women	07/18/22	Opened
Zahra	227	Old Woodward, South	Apparel - Women	04/05/22	Opened
Paris Baguette	183	Old Woodward, North	Bakery	03/15/22	Opened
Circa Lighting	250	Merrill Street	Home	03/17/22	Opened
The Apap Realty Group	135	Old Woodward, North	Real Estate	03/17/22	Opened
(at) @properties	400	Old Woodward, South	Real Estate	03/22/22	Opened
Majda Diamond Vault	230	Merrill Street, East	Jeweler	02/03/22	Opened

Executive Committee Meeting Minutes
151 Martin Street, Conference Room 203
November 30, 2022
8:30 a.m.

A. Pohlod called the meeting to order at 8:38 a.m.

In Attendance: A.Pohlod, B. Roberts, D. Fehan, T. Markus, R. Astrein, C. Sheppard-Decius, J. Ecker, E. Bassett

Absent: M. McKenzie

Approval of Minutes: Motion for approval of the minutes dated October 27, 2022 made by Astrein and seconded by Markus.

Yeas: Roberts, Pohlod, Fehan

Nays: None

There was no public comment.

Updates:

A) Special Events Committee:

- a. Astrein reported that Santa Walk was a success and that many local families showed up for the event.
- b. Astrein reported that Winter Markt set-up was coming along in preparation for the upcoming event.
- c. Sheppard-Decius reported that the *The Great Decorate* Birmingham Bucks promotion occurred on *Giving Tuesday*, November 29, though results were not yet in from Beth Hussey.

B) Marketing & Advertising Committee:

- a. Bassett reported that all holiday advertising is currently running and that there has been a lot of engagement thus far.
- b. Pohlod requested that staff send any upcoming live news segment dates to the Committee

C) Maintenance & Capital Improvements Committee:

- a. Sheppard-Decius reported that the Committee is working on lighting. Markus reported that DPS is currently having difficulty keeping up with the demands of the holiday lights installation, given the time-consuming nature of the wrapping process and additional trees in the downtown area. Markus advised that the City pays for the Shain Park holiday lights and that the cost and labor for lighting the downtown is continuously increasing. He advised that the BSD is not proportionately sharing the increased cost. Reducing the number of wrapped trees, outsourcing some of the work, and adding additional chandelier installations to the areas north and south of the core downtown area were all suggested as a potential ways to reduce costs. Sheppard-Decius advised that the Committee would explore the options.

D) Business Development:

- a. Sheppard-Decius reported that the Business Development Committee did not meet.

New Business:

A) Holiday Lights – DPS Update:

This was discussed during the Maintenance Committee update.

B) FYE 2024 Budget Planning:

Sheppard-Decius reported that she is currently working on the budget and requested input from the Executive Committee. Pohlod advised that reserve funds were used over the past couple of years for various construction projects and COVID. This year, the goal is to build back some of the reserve funds. Pohlod also reported that the Birmingham Bucks budget for next year should be less as these promotions may not be necessary for the upcoming fiscal year. Astrein advised that the Dream Cruise event is a large expense and sponsorships are critical in covering expenses. Markus advised that an RFP process for sponsors was completed in the past and the BSD may want to potentially revisit that process for the 2023 Birmingham Cruise Event.

C) Board and Committee Retreat:

The Committee discussed the upcoming board and committee strategic planning retreat, with a suggested date of February 6 starting at 8:30 a.m. Sheppard-Decius will check into room availability on that date at the Ice Arena, Townsend and Baldwin Public Library. Markus advised that Sheppard-Decius invite Parking System Manager, Aaron Ford to the retreat.

D) City Long Range Planning:

Sheppard-Decius presented the 2022 BSD plan for review. The Committee advised that the following topics should be addressed/included in developing the BSD's plan for 2023.

- Wayfinding (assistance with the City's process that is currently underway)
- Farmers Market Pavilion/Structure over Lot 6
- City Strategic Plan
- Large properties opening
- Addressing vacant office space

E) Bylaws and Committee Roster Review

Sheppard-Decius presented a stock DDA template to be modified by the BSD to serve as operational guidelines. The goal is to have this completed sometime in February. The following elements were discussed:

- Public Comment – occur at the end of the meeting. Chair should have the ability to limit time
- Attendance Requirements – Two-thirds, not including excused absences
- Committees – Establish the core committees. Each Board member must sit on at least one committee and may Chair only one committee at a time. Every committee must have at least one Board member.
- Executive Committee – Consider who should be on this committee. Establish guidelines.
- Secretary and Treasurer Section – remove.

- Replacement/Vacancies – update.

Board Anticipated Action Items:

A) Meeting Schedule

Approved.

B) Payable Exceptions: Winter Planter Décor and Sound Equipment for Winter Markt:

Sheppard-Decius advised that only one quote was received for each. She also advised that the sound equipment costs increased.

Old Business:

A) BSD Assessment/Roll – FYE2022 Projection

No objections.

Upcoming Meetings:

A) Business Development Committee: December 20, 2022 at 8:30 a.m.

B) BSD Board Meeting: January 5, 2023 at 8:30 a.m.

C) Maintenance & Capital Improvements: December 13, 2022 at 8:30 a.m.

D) Special Events Committee: December 9, 2022 at 8:30 a.m.

E) Marketing & Advertising Committee: December 15, 2022 at 8:30 a.m.

F) Executive Committee: January 3, 2023 at 8:30 a.m.

Meeting adjourned at 10:08 a.m.

NEXT MEETING: January 3, 2023 at 8:30 a.m.

MONTHLY PARKING PERMIT & ACTIVITY REPORT

For the month of: November

Date Compiled: December 13, 2022

Space Count	Pierce	Park	Peabody	N.Old Wood	Chester					Total
Total Garage Spaces	706	811	437	745	880					3579
Garage Monthly Permits Authorized	829	945	536	981	1368					4659

	cost per month	\$70	\$70	\$70	\$70	\$50				
Permits Issued	Pierce	Park	Peabody	N.Old Wood	Chester					Total
Garage permits end of previous month	829	945	536	829	1026					4165
Garage permits canceled in month	11	3	1	7	5					27
Garage permits added in month	0	7	16	12	18					53
Total Garage permits end of month	821	949	519	834	1039					4162
Garage permits available	8	-4	17	147	329					497
Garage evening passes	45	8	19	8	14					94

* valet passes added

Hangtags						\$210 Lot #6	\$150 Lot #6 econ	\$180 Lot A & C	\$105 Lot B	Total
Total Hangtag Lot Spaces						174	79	8	40	301
Hangtag Lot Quarterly Permits Authorized						177	40	8	30	255
Hangtags issued						135	24	3	1	163
Hangtags available						42	16	5	29	92

Waiting List	Pierce	Park	Peabody	N.Old Wood	Chester	Lot #6	Lot #6 econ	Lot A & C	Lot B	Total
On Wait List - end of month	140	50	75	7	7					279
Number of passes requested	378	280	306	58	7					1029
								On Wait List-Unique Individuals**		0
								Total On Wait List		279

	November 8, 2022									
Data from peak period of 2pm	Pierce	Park	Peabody	N.Old Wood	Chester					Total
Transient parker occupied	249	281	132	47	62					771
Monthly parker occupied	359	345	230	331	261					1526
Total parker occupied	608	626	362	378	323					2297
Total spaces available at	98	185	75	367	557					1282
Percentage occupied	86%	77%	83%	51%	37%					64%

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

SP+ PARKING

Birmingham Parking System Transient & Free Parking Analysis Months of November 2021 & 2022

November 2021

GARAGE	TOTAL CARS	FREE CARS	CASH REVENUE	% FREE
PEABODY	7,021	5,282	\$ 8,882.00	75%
PARK	19,999	13,141	\$ 36,990.00	66%
CHESTER	10,341	9,103	\$ 7,164.00	88%
WOODWARD	15,946	11,603	\$ 27,118.00	73%
PIERCE	26,130	14,693	\$ 71,898.00	56%

TOTALS	79,437	53,822	\$ 152,052.00	68%
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PAYING CARS	AV. RATE
1,739	\$ 5.11
6,858	\$ 5.39
1,238	\$ 5.79
4,343	\$ 6.24
11,437	\$ 6.29

25,615	\$ 5.76
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November 2022

GARAGE	TOTAL CARS	FREE CARS	CASH REVENUE	% FREE
PEABODY	20,752	15,671	\$ 25,244.02	76%
PARK	22,399	15,753	\$ 33,428.02	70%
CHESTER	11,929	10,398	\$ 9,602.02	87%
WOODWARD	16,402	12,776	\$ 19,828.02	78%
PIERCE	24,408	15,797	\$ 53,816.03	65%

TOTALS	95,890	70,395	\$ 141,918.11	73%
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PAYING CARS	AV. RATE
5,081	\$ 4.97
6,646	\$ 5.03
1,531	\$ 6.27
3,626	\$ 5.47
8,611	\$ 6.25

25,495	\$ 5.60
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YR OVER YR

BREAKDOWN:

TOTAL CARS	4%
FREE CARS	12%
CASH REVENUE	-20%

CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board: **Birmingham Shopping District**

Year: **2022**

Members Required for Quorum: **7**

MEMBER NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	SPEC MTG 4/23	SPEC MTG	Total Mtgs. Att.	Total Absent	Percent Attended Available
REGULAR MEMBERS																	
Richard Astrein	CP	P	P	P	P	P	NM	P	A	P	P	P			9	1	90%
Samy Eid	CP	P	P	A	P	P	NM	P	P	P	A	P			8	2	80%
Geoffrey Hockman	CP	P	P	P	P	P	NM	P	A	P	P	P			9	1	90%
Beth Hussey	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	P			1	0	100%
Zachary Kay	CP	P	P	P	P	P	NM	P	P	P	P	P			10	0	100%
Sarvy Lipari	CP	P	P	P	P	P	NM	P	P	P	P	P			10	0	100%
Jessica Lundberg	CP	P	P	P	P	A	NM	P	P	A	A	P			7	3	70%
Tom Markus	CP	P	P	P	P	P	NM	P	P	P	A	A			8	2	80%
Mike McKenzie	CP	A	P	P	P	P	NM	P	P	P	P	P			9	1	90%
Amy Pohlod	CP	P	P	A	P	P	NM	A	P	P	P	P			8	2	80%
Steve Quintal	CP	P	P	P	P	A	NM	P	P	P	P	P			9	1	90%
Bill Roberts	CP	A	P	P	P	P	NM	P	P	P	P	P			9	1	90%
Sam Surnow	CP	P	P	A	P	P	NM	P	A	P	P	P			8	2	80%
Doug Fehan	CP	P	P	P	P	P	NM	A	A	P	P	P			8	2	80%
Present or Available	11	9	11	9	11	9	0	10	9	10	8	11	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
JANUARY 2023

<u>BSD BOARD</u>	<u>THURS 1/5 @ 8:30 AM – COMMUNITY HOUSE</u>
<u>MAINTENANCE/CAPITAL IMPROVEMENTS</u>	<u>TUES 1/10 @ 8:30 AM – CITY HALL</u>
<u>SPECIAL EVENTS</u>	<u>FRI 1/13 @ 8:30 AM – CITY HALL</u>
<u>MARKETING/ADVERTISING</u>	<u>THURS 1/19 @ 8:30 AM. – CITY HALL</u>
<u>BUSINESS DEVELOPMENT</u>	<u>TUES 1/24 at 8:30 AM – CITY HALL</u>
<u>EXECUTIVE</u>	<u>TUES 1/3 & 1/25 at 8:30 AM – CITY HALL</u>
<u>QUARTERLY COMMITTEE HEAD</u>	<u>TBD</u>

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).