



**Birmingham Shopping District Agenda - AMENDED**  
**Thursday, May 5, 2022 8:30 a.m.**

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

**Zoom link: <https://us06web.zoom.us/j/84114187899>**

*The Shopping District*

Per the CDC, COVID-19 Community Level for Oakland County is currently Low. The City continues to recommend the public wear masks while attending city meetings. These precautions are recommended while risks for COVID-19 transmission remain from new variants. All City employees, commissioners and board members must wear a mask while indoors when 6-feet of social distancing cannot be maintained. The City continues to provide KN-95 respirators for all in-person meeting attendees.

**Call to order and Roll Call of Board**

1. Recognition of Visitors
2. Presentations
  - a. CC Consulting
3. Approval of Minutes – April 7, 2022
4. Board Member Comments
5. Reports:
  - a. Finance Report
  - b. Executive Director Report - Kammer
  - c. Committee Reports:
    - i. Special Events – Astrein
    - ii. Marketing & Advertising – Pohlod
    - iii. Maintenance and Capital Improvements – Lipari
    - iv. Business Development – Surnow
    - v. Executive Board Report – Hockman
  - d. Parking Report - Astrein
6. Approval of Vouchers
7. Unfinished Business
8. New Business
  - a. Retail Recruiter Contract
  - b. Birmingham Bucks Promo for Construction
  - c. Executive Director Resignation
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).*



BIRMINGHAM  
*The Shopping District*

## ADVANTAGES TO OVERALL CITY MARKETING

1. A strategic plan can be put in place.
2. Most landlords do not have retailer contacts.
3. The City has some control over tenant mix.
4. Landlords have a resource for finding a good retailer.
5. Tougher financial deals can be made without broker commissions.



BIRMINGHAM  
*The Shopping District*

## ADVANTAGES TO CC CONSULTING

1. A database of over 300 retailers.
2. 25+ years experience in retail attraction.
3. Successful track record in various markets across the country.
4. A company with significant media contacts both locally and nationally.
5. Strong retailer relationships.



BIRMINGHAM  
*The Shopping District*



## RECENT SIGNED LEASES- OPEN STORES

EvereveExpansion- 138 S Old  
Woodward

State & Liberty- 141 W. Maple

Johnny Was- 115 S. Old  
Woodward



BIRMINGHAM  
The Shopping District



RECENT SIGNED LEASES  
UNDER CONSTRUCTION  
Faherty- 128 S. Old Woodward

Brilliant Earth- 277 Pierce

CB2- Corner of Woodward &  
Maple



BIRMINGHAM  
*The Shopping District*

## MANY MORE RETAILERS LOOKING AT BIRMINGHAM

-A local transplant from China with offices in Italy is looking at bringing a new designer boutique to Pierce. Her family owns fashion boutiques in both China and Italy. This would be an upscale version of the former Linda Dresner. Lease is signed, opening this Fall.

-A very high profile Somerset retailer is looking at 168 W. Maple.

-A “new to the market” concept is looking at a potential ground up development next to the Townsend.



BIRMINGHAM  
*The Shopping District*



## CINDY CIURA, PRINCIPAL, CC CONSULTING

Named Notable Women in Real Estate by Crain's Detroit Business and one of the Top Women in Retail/Commercial Real Estate nationally by Real Estate Forum, this award-winning marketing expert, Cindy Ciura, has utilized her talents to create extraordinary success in the commercial real estate field in the areas of retail attraction, brokerage, strategic marketing and public relations. With over 25 years experience in this field, Ms. Ciura has worked as an executive with some of the country's highest profile real estate developers and such projects as Campus Martius, The Somerset Collection and The Gardens of the Palm Beaches. She is also a licensed commercial broker.

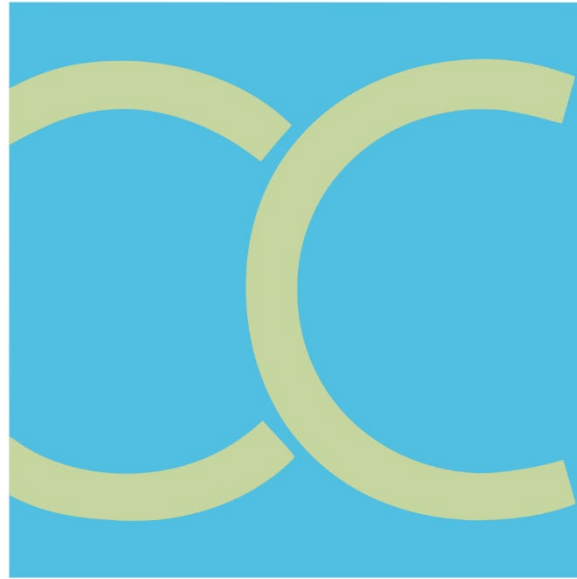
As principal of CC Consulting, founded in 2005, Cindy has provided marketing, consulting, brokerage, and public relations services to selected owners/developers, municipalities, institutions, retail-related companies, and retailers in assignments involving new business development, planning, retail attraction and tenant mix, marketing and advertising, and public relations of commercial real estate assets

In addition to her activities with CC Consulting, Ms. Ciura has served as Vice President of Marketing and Retail for the Detroit Economic Growth Corp. (2004-2005), Vice President of New Business Development for Schostak Brothers & Co., (1998-2004), and Corporate Marketing Director for The Forbes Company (1991-1997). Her expertise has been in urban downtown and entertainment venues, upscale properties, and high profile Main and Main developments.



CC CONSULTING





**CC CONSULTING**

Commercial Brokerage  
Retail Consulting

7 West Square Lake Road  
Bloomfield Hills, Michigan  
(248) 758-2358  
[www.CCConsultGroup.com](http://www.CCConsultGroup.com)

**BIRMINGHAM**  
*The Shopping District*

City of Birmingham  
Birmingham Shopping District Proceeding  
**Thursday, April 7, 2022 - 8:30 a.m.**  
The Community House  
Birmingham, MI 48009

Minutes of the meeting of the Birmingham Shopping District Board held Thursday, April 7, 2022, at 8:32 a.m. at The Community House

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

**PRESENT:** Astrein, Hockman, Kay, Lipari, Lundberg, Markus, McKenzie, Quintal, Roberts, Director Emeritus Fehan

**ABSENT:** Eid, Pohlod, Surnow

**ALSO PRESENT:** Ecker, Fairbairn, Weingartz

**ADMINISTRATION:** Brook, Kammer, Bassett

**2. RECOGNITION OF VISITORS**

**3. PRESENTATIONS**

Hockman recognized Hunter House for their 70 years in Birmingham. He complimented them on a great product and their dedication to the city.

**4. APPROVAL OF MINUTES**

**MOTION:** Motion by Kay, seconded by Quintal to approve the minutes dated March 3, 2022.

**VOTE:** Yeas, 9 Nays, 0 Absent, 3

**4. BOARD MEMBER COMMENTS**

**5. REPORTS**

**a. FINANCE REPORT – KAMMER**

Kammer reported that cash fund currently has a balance of \$862,462. Approximately half of the special assessments have been collected. Total expenses are now approximately \$824,921, which is about 65% of the budget. We are a little behind last with in revenue due the fact that assessments were mailed later this year than most years.

**b. EXECUTIVE DIRECTOR REPORT - KAMMER**

Kammer shared that the BSD asked the Advisory Parking Committee for \$140,000 to cover additional expenses expected due to the upcoming construction project. The committee gave the BSD \$135,000 previously. The parking manager was concerned that the funds were not all spent during the last phase of construction. Therefore, they agreed to give \$75,000 now and the BSD can request more if needed.

Markus added that the parking manager had expressed concerns about having valet during the construction project. Weingartz elaborated that they are not able to identify a good location for valet and that the nature of the businesses on S. Old Woodward does not work as well with valet as other parts of the downtown worked. There are, instead, discussions regarding renting surface lots.

Markus shared commission is scheduled to give final approval for the construction project at their next meeting on Monday evening.

Hockman added that the maintenance and capital improvements committee would continue to work on this. McKenzie said that he would like to see better signage for the valet at The Daxton.

Kammer continued that the RFP for valet is currently open to bidders. The last merchant meeting was held on March 16. The focus was on workforce assistance and featured a presentation by Oakland County Michigan Works. The next merchant meeting will be held at Hastens on April 20.

### **c. COMMITTEE REPORTS:**

#### **SPECIAL EVENTS – ASTREIN**

Astrein reported that the committee reviewed holiday activities and is already booking Santas for the upcoming season. The first Spring Stroll will be held on April 9. More than 170 families have already registered and 29 stores are participating.

The committee is also working on an Art Walk and activities for during the S. Old Woodward construction project.

#### **MARKETING & ADVERTISING - KAY**

Kay shared that the spring photo shoot concluded last week. The focus was on fashion. Therefore, it should be able to last all summer. Bassett shared images with the group and let them know that she was pleased with the different looks and the wide range of price points. Fehan asked about men's fashion being represented. Kay responded that, traditionally, the spring feature has been just women. Men's and children's fashion were included in the holiday edition and the gift guide.

#### **MAINTENANCE/CAPITAL IMPROVEMENTS - LIPARI**

Lipari reported they are trying to reduce the number of concrete planters. They may decide to keep them in the triangle district.

The committee discussed construction valet and the possibility of leasing private lots to use for public parking. Kammer mentioned that he has been in conversation with the owner of the 555 building regarding use of space in their lot.

#### **BUSINESS DEVELOPMENT - MCKENZIE**

McKenzie shared that CC Consulting gave an update that included five deals with active LOIs. One is a new construction.

Kammer explained that he had explored subsidizing public transportation to help businesses with their workforces. What he found was not affordable. Therefore, he will look into other funding options. He shared that he and Galli are currently working on a business mix analysis and hope to have something to share with the board at their next meeting.



The committee also discussed the proposed renewal of CC Consulting's contract, which will be discussed as an item under New Business.

#### **WAYFINDING - FEHAN**

Fehan reported that the Wayfinding Committee is getting ready to submit their recommendations to city commission.

#### **EXECUTIVE BOARD REPORT - HOCKMAN**

Hockman shared that the executive committee discussed the items listed as "New Business" on the agenda.

##### **d. PARKING REPORT - ASTREIN**

Astrein reported that 220 Merrill asked for additional frontage to create outdoor seating and to use parking spaces for valet. After much discussion, the Advisory Parking Committee denied their request. He added that there should be discussion with the planning board regarding the saturation point. The 220 Merrill request will still go before City Commission.

The waiting list for parking in the structures is down to under 500 people, which is great improvement.

Markus explained how important he feels it is for the BSD board to monitor what is going on at City Commission meetings as their decisions can have a serious impact on development of the downtown.

Hockman added that he thinks it would be beneficial to have a presentation on the history of the parking system at a future meeting. Markus gave credit to those who helped design the downtown and the parking structures over fifty years ago.

Markus added that there has been interest in exploring Social Districts further to allow for drinking alcohol outside.

##### **e. CHAMBER REPORT**

There was no report from the Chamber.

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

There was no report from The Community House.

#### **6. APPROVAL OF VOUCHERS**

**MOTION:** Motion by Astrein, seconded by Kay to approve the vouchers, dated April 7, 2022.

**VOTE:** Yeas, 9 Nays, 0 Absent, 3

#### **7. UNFINISHED BUSINESS**

## 8. NEW BUSINESS

### a. TextMyGov Communication Service

**MOTION:** Motion by Astrein, seconded by Roberts to approve a two-year agreement with TextMyGov for a fee not to exceed \$11,000.

Kammer explained that they had previously agreed to a one-year contract for \$5,500, but when TextMyGov examined the City contract, they found it would require additional costs. They said that they could add the additionally insured, but, in order for them to recover their costs, they would need a two-year contract for \$11,000.

Roberts asked if they gave a cost for a one-year contract. Kammer responded that no, they had not. However, there is a termination clause in the contract and, there may be times, other than construction, that we would want to use this technology.

**VOTE:** Yeas, 9 Nays, 0 Absent, 3

### b. Retail Recruiter Contract

McKenzie shared that the Business Development Committee voted unanimously to recommend renewing the contract for the retail consultant at the same rates as the previous contract. He listed a proven record of accomplishment with significant deals being closed in the last year and that there is current momentum with five LOL's and eleven deals with properties identified.

The business mix analysis report will be able to help to work to shape the downtown. He acknowledged that there has been some friction and said that the committee would be open to putting out a new RFP next year.

**MOTION:** Motion by McKenzie, seconded by Astrein to approve a one-year extension of the contract with CC Consulting

Markus shared that he has numerous concerns with moving forward with this contract extension. He does not think that the contract is clear about with whom the consultant should report. He is also concerned that the consultant has not given any presentations or reports directly to the board. He made clear that committees are to make recommendations to the board; they are not decision-making bodies.

Markus wondered who has been providing direction to the consultant or if she has been leading. He also pointed out that compensation is supposed to be based on four areas, growing and recruiting tenants, retaining businesses already in town, maintaining a healthy pipeline, and creating collateral. He questioned how "creating collateral" could be measured. He added that he feels the tenant mix analysis should be included in future contracts.

McKenzie explained that a pipeline report is given to the committee each month and that he feels confident the consultant would be willing to present to the board, as well.

Markus continued that he has heard feedback that the consultant has very strong opinions that can cross into other areas and that Kammer feels like he has been excluded from this project. Markus expressed that he feels a year may be too long to wait for a new RFP.

Overall, Markus said that he has been very pleased with Kammer and the learning curve for a new executive director.

Markus pointed out that improvements need to be made with this contractor. He shared that the contractor had given gift cards to staff who then returned them, as required by city policy. The contract has also already been amended two or three times, with a bump in payment each time. Markus feels it is very important that the consultant work within the system and communication needs to be improved. Direction needs to come from the board of directors.

In order to move forward, Markus would like to see shorter terms for a contract renewal as well as adjustments to the agreement to address his other concerns. He would also like to see an RFP developed immediately. Markus said that he would vote against the current motion.

Astrein asked if confidentiality regarding deals has made it difficult for the consultant. Markus responded that the executive director should know what is in the works.

Astrein asked if Markus would be comfortable approving the contract pending appropriate changes being made. Markus replied that he thinks the changes should be made, including making it a six-month contract, and then brought back to the board.

**NO VOTE TAKEN**

**MOTION:** Motion by Markus, seconded by Kay to table the contract discussion until the next board of directors meeting when it can be presented again taking into account the modifications proposed by Markus.

**VOTE:** Yeas, 9 Nays, 0 Absent, 3

Astrein asked if an ethics violation would be cause for termination. Markus responded that it could be, however, in this situation, it was remedied.

Roberts commented that he feels that six months is short for a new agreement after a lot of work goes into rewriting the contract itself.

Markus said that many of the contract changes would also be used in the RFP. Therefore, it would not be a lot of extra work. Roberts shared his concern that it could cause a loss of momentum. McKenzie agreed and added that he does not feel that a six-month contract encourages work on the future. Hockman explained that it could also be rewritten as a one-year contract. It will be up to the board to decide.

### **c. Wayfinding & Gateway Signage Report**

Fehan shared that the Wayfinding committee has completed their objectives and would like the BSD to recommend them to the city commission. He also suggested that this committee become a standing committee instead of just ad-hoc.

**MOTION:** Motion by Astrein, seconded by McKenzie, to support the recommendations of the Ad Hoc Wayfinding and Gateway Signage Committee contained in the attached report to the City Commission. Further, the board agrees to adopt the branding and logo, or some variation thereof, consistent with the recommendations of the report.

**VOTE:** Yeas, 9 Nays, 0 Absent, 3

### **d. 2022-2023 Budget**

Kammer shared the budget for the coming fiscal year and pointed out that there are three changes related to the S. Old Woodward project. The maintenance budget increased from



\$70,000 to \$100,000. The marketing budget increased from \$150,000 to \$225,000. In addition, the valet budget changes from \$15,000 to \$50,000.

**MOTION:** Motion by Astrein, seconded by Quintal, to approve the 2022-2023 budget for the Birmingham Shopping District.

**VOTE:** Yeas, 9 Nays, 0 Absent, 3

**9. INFORMATION**

**a. Retail Activity**

**b. Announcements**

**c. Letters, Board Attendance & Monthly Meeting Schedule**

**10. PUBLIC COMMENTS**

**11. ADJOURNMENT – 10:32 A.M.**

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

Fund 247 PRINCIPAL SHOPPING DISTRICT

GL Number	Description	Balance
*** Assets ***		
247-000.000-005.0000	CASH AND INVESTMENTS	1,215,115.54
247-000.000-028.0000	MISCELLANEOUS	13,894.72
247-000.000-028.9999	ALLOW FOR DOUBTFUL ACCTS.	(1,613.72)
247-000.000-045.0887	PSD PEC ASSESS 21-22 #887 RECEIVAE	101,546.21
247-000.000-048.0886	PSD 2020-2021 DELQ SAD	1,409.13
<b>Total Assets</b>		<b>1,330,351.88</b>
*** Liabilities ***		
247-000.000-202.0000	ACCOUNTS PAYABLE	20,283.36
247-000.000-255.0001	GIFT CERTIFICATES	600.00
247-000.000-367.0300	DEFER. INFLOWS - MISCELLANEOUS INV	12,281.00
247-000.000-367.0700	DEFER. INFLOWS - SPECIAL ASSESSMEN	101,546.21
247-000.000-367.0800	DEFER. INFLOWS - DELQ SPECIAL ASSE	1,409.13
<b>Total Liabilities</b>		<b>136,119.70</b>
*** Fund Balance ***		
247-000.000-391.0000	RETAINED EARNINGS	967,182.61
<b>Total Fund Balance</b>		<b>967,182.61</b>
<b>Beginning Fund Balance</b>		<b>967,182.61</b>
<b>Net of Revenues VS Expenditures</b>		<b>227,049.57</b>
<b>Ending Fund Balance</b>		<b>1,194,232.18</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,330,351.88</b>

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 03/31/2022

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

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022	ACTIVITY FOR MONTH 03/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT						
Revenues						
Dept 000.000						
USE OF FUND BALANCE						
247-000.000-400.0000	APPROP FUND BAL/RET EARN	74,560.00	0.00	0.00	74,560.00	0.00
USE OF FUND BALANCE		74,560.00	0.00	0.00	74,560.00	0.00
FEDERAL GRANTS						
247-000.000-528.0000	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						
247-000.000-641.0585	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						
247-000.000-664.0000	INVESTMENT INCOME	13,700.00	3,615.19	460.46	10,084.81	26.39
INTEREST AND RENT		13,700.00	3,615.19	460.46	10,084.81	26.39
SPECIAL ASSESSMENTS						
247-000.000-666.0001	SPECIAL ASSESSMENT INTEREST	0.00	521.42	521.42	(521.42)	100.00
247-000.000-672.0247	FUTURE SPECIAL ASSESSEMENTS - PSD	1,030,930.00	0.00	0.00	1,030,930.00	0.00
247-000.000-672.0885	PSD SPEC ASSESS REVENUE 2019-2020	24,040.00	0.00	0.00	24,040.00	0.00
247-000.000-672.0886	PSD SPECIAL ASSESS REV 2020-2021	0.00	1,797.76	0.00	(1,797.76)	100.00
247-000.000-672.0887	PSD SPECIAL ASSESS REV 2021-2022	0.00	957,655.10	430,522.32	(957,655.10)	100.00
SPECIAL ASSESSMENTS		1,054,970.00	959,974.28	431,043.74	94,995.72	91.00
OTHER REVENUE						
247-000.000-674.0009	PROCEEDS FROM FUNDRAISING	0.00	0.00	0.00	0.00	0.00
247-000.000-676.0001	CONTR FROM PRIVATE SOURCE	100,000.00	163,822.00	8,284.00	(63,822.00)	163.82
247-000.000-677.0001	SUNDRY & MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
OTHER REVENUE		100,000.00	163,822.00	8,284.00	(63,822.00)	163.82
Total Dept 000.000		1,268,230.00	1,127,411.47	439,788.20	140,818.53	88.90
TOTAL REVENUES		1,268,230.00	1,127,411.47	439,788.20	140,818.53	88.90
Expenditures						
Dept 298.000 - PUBLIC RELATIONS						
PERSONNEL SERVICES						
247-298.000-702.0001	SALARIES & WAGES DIRECT	21,490.00	15,274.66	1,593.19	6,215.34	71.08
247-298.000-702.0002	OVERTIME PAY	0.00	0.00	0.00	0.00	0.00
247-298.000-702.0003	LONGEVITY	0.00	0.00	0.00	0.00	0.00
247-298.000-706.0000	LABOR BURDEN	0.00	0.00	0.00	0.00	0.00
247-298.000-706.0001	FICA	1,650.00	961.31	100.63	688.69	58.26
247-298.000-706.0002	HOSPITALIZATION	4,710.00	0.00	0.00	4,710.00	0.00
247-298.000-706.0007	WORKER'S COMPENSATION	70.00	48.03	5.01	21.97	68.61
247-298.000-706.0012	RETIREMNT-DEF CONTR EMPLR	2,050.00	0.00	0.00	2,050.00	0.00



REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 03/31/2022

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

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022	ACTIVITY FOR MONTH 03/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT						
Expenditures						
247-298.000-706.0013	RET HLTH SVGS CONTR EMPLR	690.00	0.00	0.00	690.00	0.00
PERSONNEL SERVICES		30,660.00	16,284.00	1,698.83	14,376.00	53.11
Total Dept 298.000 - PUBLIC RELATIONS						
		30,660.00	16,284.00	1,698.83	14,376.00	53.11
Dept 441.005 - DOWNTOWN MAINTENANCE						
PERSONNEL SERVICES						
247-441.005-702.0001	SALARIES & WAGES DIRECT	57,440.00	41,545.19	3,291.62	15,894.81	72.33
247-441.005-702.0002	OVERTIME PAY	27,770.00	16,426.72	1,385.13	11,343.28	59.15
247-441.005-702.0003	LONGEVITY	340.00	172.36	0.00	167.64	50.69
247-441.005-702.0004	HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00
247-441.005-706.0000	LABOR BURDEN	0.00	0.00	0.00	0.00	0.00
247-441.005-706.0001	FICA	6,810.00	4,332.88	347.32	2,477.12	63.63
247-441.005-706.0002	HOSPITALIZATION	12,510.00	6,872.02	659.91	5,637.98	54.93
247-441.005-706.0003	LIFE INSURANCE	200.00	197.98	18.02	2.02	98.99
247-441.005-706.0004	RETIRE CONTRIB HEALTH	8,840.00	5,579.50	602.29	3,260.50	63.12
247-441.005-706.0005	DENTAL/OPTICAL	660.00	499.32	49.22	160.68	75.65
247-441.005-706.0006	LT/ST DISABILITY	670.00	459.24	41.98	210.76	68.54
247-441.005-706.0007	WORKER'S COMPENSATION	1,640.00	997.85	82.78	642.15	60.84
247-441.005-706.0008	SICK TIME PAYOUT	0.00	0.00	0.00	0.00	0.00
247-441.005-706.0009	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	0.00
247-441.005-706.0010	RETIREMENT EMPLOYER CNTB	9,610.00	6,932.25	770.25	2,677.75	72.14
247-441.005-706.0011	HRA BENEFIT	100.00	0.00	0.00	100.00	0.00
247-441.005-706.0012	RETIREMNT-DEF CONTR EMPLR	2,340.00	3,950.35	362.85	(1,610.35)	168.82
247-441.005-706.0013	RET HLTH SVGS CONTR EMPLR	1,040.00	1,202.28	100.72	(162.28)	115.60
PERSONNEL SERVICES		129,970.00	89,167.94	7,712.09	40,802.06	68.61
OTHER CHARGES						
247-441.005-941.0000	EQUIPMENT RENTAL OR LEASE	43,000.00	30,392.48	1,921.07	12,607.52	70.68
OTHER CHARGES		43,000.00	30,392.48	1,921.07	12,607.52	70.68
Total Dept 441.005 - DOWNTOWN MAINTENANCE						
		172,970.00	119,560.42	9,633.16	53,409.58	69.12
Dept 748.000 - PRINCIPAL SHOPPING DISTRICT						
PERSONNEL SERVICES						
247-748.000-702.0001	SALARIES & WAGES DIRECT	242,220.00	164,555.95	16,918.82	77,664.05	67.94
247-748.000-702.0002	OVERTIME PAY	0.00	495.70	0.00	(495.70)	100.00
247-748.000-702.0003	LONGEVITY	0.00	0.00	0.00	0.00	0.00
247-748.000-706.0000	LABOR BURDEN	0.00	0.00	0.00	0.00	0.00
247-748.000-706.0001	FICA	18,530.00	12,432.32	1,264.98	6,097.68	67.09
247-748.000-706.0002	HOSPITALIZATION	37,340.00	15,122.67	2,871.82	22,217.33	40.50
247-748.000-706.0003	LIFE INSURANCE	950.00	676.38	72.34	273.62	71.20
247-748.000-706.0004	RETIRE CONTRIB HEALTH	6,420.00	4,815.00	535.00	1,605.00	75.00
247-748.000-706.0005	DENTAL/OPTICAL	1,700.00	0.00	0.00	1,700.00	0.00
247-748.000-706.0006	LT/ST DISABILITY	1,020.00	582.69	62.32	437.31	57.13
247-748.000-706.0007	WORKER'S COMPENSATION	760.00	766.62	78.97	(6.62)	100.87
247-748.000-706.0008	SICK TIME PAYOUT	0.00	0.00	0.00	0.00	0.00
247-748.000-706.0010	RETIREMENT EMPLOYER CNTB	8,140.00	6,104.97	678.33	2,035.03	75.00

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

		2021-22		ACTIVITY FOR		
GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 03/31/2022	MONTH 03/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT						
Expenditures						
247-748.000-706.0011	HRA BENEFIT	0.00	0.00	0.00	0.00	0.00
247-748.000-706.0012	RETIREMNT-DEF CONTR EMPLR	10,770.00	6,149.46	657.70	4,620.54	57.10
247-748.000-706.0013	RET HLTH SVGS CONTR EMPLR	1,820.00	1,309.00	140.00	511.00	71.92
PERSONNEL SERVICES		329,670.00	213,010.76	23,280.28	116,659.24	64.61
OTHER CHARGES						
247-748.000-801.0200	LEGAL SERVICES	3,000.00	2,194.25	280.50	805.75	73.14
247-748.000-802.0100	AUDIT	760.00	766.75	0.00	(6.75)	100.89
247-748.000-811.0000	OTHER CONTRACTUAL SERVICE	2,000.00	1,473.01	100.00	526.99	73.65
247-748.000-828.0300	PARKING VALET SERVICES	15,000.00	0.00	0.00	15,000.00	0.00
247-748.000-829.0100	SNOW REMOVAL CONTRACT	59,000.00	64,200.00	10,700.00	(5,200.00)	108.81
247-748.000-829.0200	WEB SITE MAINTENANCE	10,000.00	7,530.00	2,067.50	2,470.00	75.30
247-748.000-851.0000	TELEPHONE	1,750.00	1,067.33	129.58	682.67	60.99
247-748.000-901.0000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00
247-748.000-901.0400	MARKETING & ADVERTISING	150,000.00	109,616.81	3,335.57	40,383.19	73.08
247-748.000-901.0500	PUBLIC RELATIONS	10,000.00	4,176.24	0.00	5,823.76	41.76
247-748.000-903.0000	TENANT RECRUITMENT	100,000.00	85,196.59	0.00	14,803.41	85.20
247-748.000-904.0000	PRINTING PSD MAGAZINE	60,000.00	37,680.00	0.00	22,320.00	62.80
247-748.000-909.0000	SPECIAL EVENTS	200,000.00	179,410.34	17,385.62	20,589.66	89.71
247-748.000-933.0200	EQUIPMENT MAINTENANCE	1,200.00	642.18	261.33	557.82	53.52
247-748.000-935.0200	MAINTENANCE SHOPPING DIST	70,000.00	21,904.39	2,703.59	48,095.61	31.29
247-748.000-941.0000	EQUIPMENT RENTAL OR LEASE	0.00	0.00	0.00	0.00	0.00
247-748.000-942.0000	COMPUTER EQUIPMENT RENTAL	23,620.00	17,714.97	1,968.33	5,905.03	75.00
247-748.000-944.0000	BUILDING OR FACILITY RENT	12,000.00	9,000.00	1,000.00	3,000.00	75.00
247-748.000-955.0100	TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
247-748.000-955.0300	MEMBERSHIP & DUES	1,600.00	2,409.95	246.50	(809.95)	150.62
247-748.000-955.0400	CONFERENCES & WORKSHOPS	3,000.00	1,176.11	323.19	1,823.89	39.20
247-748.000-957.0400	LIAB INSURANCE PREMIUMS	4,500.00	3,375.00	375.00	1,125.00	75.00
247-748.000-962.0000	MISCELLANEOUS	0.00	12.52	0.00	(12.52)	100.00
OTHER CHARGES		728,430.00	549,546.44	40,876.71	178,883.56	75.44
SUPPLIES						
247-748.000-727.0000	POSTAGE	3,000.00	886.98	0.00	2,113.02	29.57
247-748.000-729.0000	OPERATING SUPPLIES	3,500.00	1,073.30	145.29	2,426.70	30.67
247-748.000-799.0000	EQUIPMENT UNDER \$5,000	0.00	0.00	0.00	0.00	0.00
SUPPLIES		6,500.00	1,960.28	145.29	4,539.72	30.16
CAPITAL OUTLAY						
247-748.000-972.0000	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 748.000 - PRINCIPAL SHOPPING DISTRICT		1,064,600.00	764,517.48	64,302.28	300,082.52	71.81
TOTAL EXPENDITURES		1,268,230.00	900,361.90	75,634.27	367,868.10	70.99

Fund 247 - PRINCIPAL SHOPPING DISTRICT:

REVENUE AND EXPENDITURE REPORT  
PERIOD ENDING 03/31/2022

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

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022	ACTIVITY FOR MONTH 03/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT						
TOTAL REVENUES		1,268,230.00	1,127,411.47	439,788.20	140,818.53	88.90
TOTAL EXPENDITURES		1,268,230.00	900,361.90	75,634.27	367,868.10	70.99
NET OF REVENUES & EXPENDITURES		0.00	227,049.57	364,153.93	(227,049.57)	100.00



PRINCIPAL SHOPPING DISTRICT  
CASH FLOW  
FOR THE MONTH OF MARCH 2022

	<u>DESCRIPTION</u>	<u>PROJECTED</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
	BEGINNING CASH BALANCE	\$ 862,415	\$ 862,415	\$ -
	CASH RECEIPTS:			
	Special Assessments	10,300	430,522	420,222
	Interest Income	1,610	982	(628)
	Gift Certificates	-	-	-
	Advisory Parking Committee	-	-	-
	Special Event Revenue	-	8,285	8,285
	Sub-total cash receipts	11,910	439,789	427,879
	CASH DISBURSEMENTS:			
	OFFICE DISBURSEMENTS			
	PSD Personnel Costs	25,445	23,280	2,165
727.0000	Postage	-	-	-
729.0000	Supplies	280	259	21
801.0200	Legal	250	91	159
802.0100	Audit	-	-	-
811.0000	Other Contractual Service	-	100	(100)
933.0200	Equipment Maintenance	300	-	300
851.0000	Telephone	140	130	10
955.0100	Training	90	-	90
955.0300	Memberships & Dues	-	247	(247)
955.0400	Conferences & Workshops	-	383	(383)
942.0000	Computer Equipment Rental	1,969	1,968	1
957.0400	Liability Insurance	375	375	-
944.0000	Building Rent	1,000	1,000	-
962.0000	Miscellaneous	-	-	-
	Sub-total Office Disbursements	29,849	27,833	2,016
	PROGRAM DISBURSEMENTS			
	DPS Downtown Maintenance	6,210	9,633	(3,423)
	Promotion Personnel Costs	2,320	1,699	621
828.0300	Valet Services	-	-	-
829.0100	Snow Removal	14,000	10,700	3,300
935.0200	Maintenance PSD	8,000	754	7,246
901.0400	Marketing & Advertising	10,000	8,491	1,509
901.0500	Public Relations	-	414	(414)
903.0000	Tenant Recruitment	8,330	10,566	(2,236)
909.0000	Special Events	-	16,098	(16,098)
904.0000	PSD Magazine	-	-	-
829.0200	Web Site Maintenance	1,650	900	750
	Sub-total Program Disbursements	50,510	59,255	(8,745)
	Total Disbursements	80,359	87,088	(6,729)
	INCREASE (DECREASE) IN CASH BALANCE	(68,449)	352,701	421,150
	ENDING CASH BALANCE	\$ 793,966	\$ 1,215,116	\$ 421,150

PRINCIPAL SHOPPING DISTRICT  
ACTUAL CASH FLOW  
FOR THE EIGHT MONTHS ENDED FEBRUARY 2022

	DESCRIPTION	PROJECTED	ACTUAL	VARIANCE
	BEGINNING CASH BALANCE	\$ 1,002,321	\$ 961,786	\$ (40,535)
	CASH RECEIPTS:			
	Special Assessments	1,047,760	1,024,621	(23,139)
	Interest Income	9,420	4,136	(5,284)
	Gift Certificates	-	150	150
	Advisory Parking Committee	25,000	-	(25,000)
	Special Event Revenue	93,300	165,313	72,013
	Sub-total cash receipts	1,175,480	1,194,220	18,740
	CASH DISBURSEMENTS:			
	OFFICE DISBURSEMENTS			
	PSD Personnel Costs	253,335	226,726	26,609
727.0000	Postage	1,600	887	713
729.0000	Supplies	2,660	746	1,914
801.0200	Legal	2,250	2,410	(160)
802.0100	Audit	760	767	(7)
811.0000	Other Contractual Service	-	1,474	(1,474)
933.0200	Equipment Maintenance	900	435	465
851.0000	Telephone	1,300	1,209	91
955.0100	Training	750	-	750
955.0300	Memberships & Dues	960	2,166	(1,206)
955.0400	Conferences & Workshops	2,500	1,176	1,324
942.0000	Computer Equipment Rental	17,713	17,712	1
957.0400	Liability Insurance	3,375	3,375	-
944.0000	Building Rent	9,000	9,000	-
962.0000	Miscellaneous	-	13	(13)
	Sub-total Office Disbursements	297,103	268,096	29,007
	PROGRAM DISBURSEMENTS			
	DPS Downtown Maintenance	137,830	126,359	11,471
	Promotion Personnel Costs	23,700	17,395	6,305
828.0300	Valet Services	15,000	-	15,000
829.0100	Snow Removal	54,000	53,500	500
935.0200	Maintenance PSD	47,000	35,455	11,545
901.0400	Marketing & Advertising	110,000	110,280	(280)
901.0500	Public Relations	7,000	4,176	2,824
903.0000	Tenant Recruitment	74,970	93,563	(18,593)
909.0000	Special Events	155,000	188,335	(33,335)
904.0000	PSD Magazine	60,000	37,680	22,320
829.0200	Web Site Maintenance	8,350	6,051	2,299
	Sub-total Program Disbursements	692,850	672,794	20,056
	Total Disbursements	989,953	940,890	49,063
	INCREASE (DECREASE) IN CASH BALANCE	185,527	253,330	67,803
	ENDING CASH BALANCE	\$ 1,187,848	\$ 1,215,116	\$ 27,268

CITY OF BIRMINGHAM  
PRINCIPAL SHOPPING DISTRICT  
CASH FLOW ANALYSIS  
JULY 2021 TO JUNE 2022

DESCRIPTION	ACTUAL									PROJECTED			Total 21-22
	JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021	JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022	
BEGINNING CASH BALANCE	961,786	910,945	875,667	777,964	757,118	664,873	547,600	600,433	862,415	1,215,116	1,221,542	1,122,963	961,786
CASH RECEIPTS:													
2020 Assessment	19,313	45,855	-	1,798	-	-	-	-	-	-	7,210	-	74,176
2021 Assessment	-	-	-	-	-	-	146,894	380,239	430,522	73,275	-	-	1,030,930
Special Assessments	19,313	45,855	-	1,798	-	-	146,894	380,239	430,522	73,275	7,210	-	1,105,106
Interest Income	(81)	750	282	414	244	811	407	327	982	1,530	1,440	1,310	8,416
Gift Certificates	150	-	-	-	-	-	-	-	-	-	-	-	150
Advisory Parking Committee	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Revenue	7,062	13,190	3,520	64,210	35,061	12,280	20,790	915	8,285	1,700	3,000	2,000	172,013
Sub-total cash receipts	26,444	59,795	3,802	66,422	35,305	13,091	168,091	381,481	439,789	76,505	11,650	3,310	1,285,685
CASH DISBURSEMENTS:													
OFFICE DISBURSEMENTS													
PSD Personnel Costs	32,749	22,606	24,764	20,926	21,225	36,903	21,151	23,122	23,280	25,445	25,445	25,445	303,061
727.00 Postage	-	-	-	-	-	-	-	887	-	400	400	600	2,287
729.00 Supplies	10	77	201	38	51	107	(89)	92	259	280	280	280	1,586
801.02 Legal	-	495	520	396	421	-	-	487	91	250	250	250	3,160
802.01 Audit	-	-	115	357	242	53	-	-	-	-	-	-	767
811.00 Other Contractual Service	-	200	100	100	162	100	612	100	100	-	-	2,000	3,474
933.02 Equipment Maintenance	54	-	-	155	-	-	226	-	-	-	-	300	735
851.00 Telephone	90	140	90	90	279	130	130	130	130	150	150	150	1,659
955.01 Training	-	-	-	-	-	-	-	-	-	80	80	90	250
955.03 Memberships & Dues	-	40	490	825	305	-	130	129	247	270	370	-	2,806
955.04 Conferences & Workshops	-	-	550	-	210	33	-	-	383	-	400	100	1,676
942.00 Computer Equipment Rental	1,968	1,968	1,968	1,968	1,968	1,968	1,968	1,968	1,968	1,969	1,969	1,969	23,619
957.04 Liability Insurance	375	375	375	375	375	375	375	375	375	375	375	375	4,500
944.00 Building Rent	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
962.00 Miscellaneous	-	-	-	-	-	-	-	13	-	-	-	-	13
Sub-total Office Disbursements	36,246	26,901	30,173	26,230	26,238	40,669	25,503	28,303	27,833	30,219	30,719	32,559	361,593
PROGRAM DISBURSEMENTS													
DPS Downtown Maintenance	22,525	16,131	19,102	14,441	10,309	15,698	9,540	8,980	9,633	6,210	6,210	22,720	161,499
Promotion Personnel Costs	2,554	1,726	1,726	1,726	1,726	2,662	1,788	1,788	1,699	2,320	2,320	2,320	24,355
828.03 Valet Services	-	-	-	-	-	-	-	-	-	-	-	-	-
829.01 Snow Removal	-	-	-	-	10,700	10,700	10,700	10,700	10,700	5,000	-	-	58,500
935.02 Maintenance PSD	-	16,422	638	2,146	2,145	6,461	-	6,889	754	7,000	8,000	8,000	58,455
901.04 Marketing & Advertising	-	10,583	13,119	1,250	5,725	13,774	24,226	33,112	8,491	10,000	15,000	15,000	150,280
901.05 Public Relations	-	1,500	-	245	-	-	1,500	517	414	1,000	1,000	1,000	7,176
903.00 Tenant Recruitment	-	11,026	17,278	14,433	3,198	4,876	8,463	23,723	10,566	8,330	8,330	8,370	118,593
909.00 Special Events	15,960	9,549	18,941	26,209	49,509	18,469	32,501	1,099	16,098	-	37,000	8,000	233,335
904.00 PSD Magazine	-	-	-	-	18,000	15,880	-	3,800	-	-	-	-	37,680
829.02 Web Site Maintenance	-	1,235	528	588	-	1,175	1,037	588	900	-	1,650	-	7,701
Sub-total Program Disbursements	41,039	68,172	71,332	61,038	101,312	89,695	89,755	91,196	59,255	39,860	79,510	65,410	857,574
Total Disbursements	77,285	95,073	101,505	87,268	127,550	130,364	115,258	119,499	87,088	70,079	110,229	97,969	1,219,167
INCREASE (DECREASE) IN CASH BALANCE	(50,841)	(35,278)	(97,703)	(20,846)	(92,245)	(117,273)	52,833	261,982	352,701	6,426	(98,579)	(94,659)	66,518
ENDING CASH BALANCE	910,945	875,667	777,964	757,118	664,873	547,600	600,433	862,415	1,215,116	1,221,542	1,122,963	1,028,304	1,028,304



Birmingham Shopping District  
Meeting Date: 05/05/2022  
151 Martin Street  
Birmingham, MI 48009  
248-530-1200  
ALLINBirmingham.com

## MEMORANDUM

**DATE:** May 2, 2022  
**TO:** Birmingham Shopping District Board  
**FROM:** Sean Kammer, Executive Director  
**SUBJECT:** Executive Director's Report

---

- Executive Director scheduled to speak at the Chamber of Commerce Board meeting on May 19.
- TextMyGov training occurring for BSD and City staff.
- Recent Merchant Meeting was held at Hastens where the City Engineer gave updates to the business community about the upcoming road project.
- Next month, the meeting will again be held at Hastens, then Untied on Woodward in June.
- The City's budget hearing will occur on Saturday, May 7.

Respectfully submitted,

Sean Kammer  
Executive Director



Special Events Committee  
Meeting Date: No meeting in April  
151 Martin Street,  
Birmingham, MI 48009  
248-530-1200  
ALLINBirmingham.com

### **1. Spring Stroll**

- a. The inaugural Spring Stroll took place on Saturday, April 9.
- b. 29 merchants participated
- c. Over 200 people attended the event.
- d. We have gotten great feedback from both merchants and attendees.

### **2. Upcoming Events**

- a. Farmers Market – the 20<sup>th</sup> season of the Farmers Market opens on May 1
- b. Movie Nights –
  - i. There will be four Movie Nights this year – June 10, July 15, August 12, and September 16.
  - ii. Wells Fargo Advisors confirmed as Series Sponsor with a \$10,000 commitment.
- c. Art Walk – the committee is continuing to work on putting together an Art Walk for late summer or early fall.

### **3. Construction Activities**

- a. Scavenger Hunt – similar set-up to the holiday scavenger hunt with a focus on the S. Old Woodward area.
- b. Paint the Barricades – encourage artists to brighten up the construction area by painting the barricades. We would reach out to artists as well as school groups.

### **Upcoming Events**

May 1 – October 30 – Birmingham Farmers Market 20<sup>th</sup> Season

June 10 – Movie Night – Sing 2

July 15 – Movie Night – Home Alone

**NEXT MEETING: Friday, May 13 at 8:30 a.m.**

**2021-22 Budget: \$200,000**

**Remaining balance after May vouchers: \$14,488**





Marketing and Advertising Committee  
Meeting Date: 4/21/2022  
151 Martin Street,  
Birmingham, MI 48009  
248-530-1200  
ALLINBirmingham.com

**Members in Attendance:** Zachary Kay, Amy Pohlod, Jessica Lundberg

**Members Absent:** Samy Eid

**Staff Present:** Sean Kammer, Erika Bassett

1. Public Comment: None
2. Advertising and Marketing Report: The Committee reviewed social media and website analytics from March/April. Both new social media followers and website visitors increased significantly from the previous month. May social media will focus on spring fashion using photography and video elements, spring shopping/dining and construction communications (consumer).
3. Spring/Summer Advertising: Spring fashion, Farmers Market and general spring/summer event advertising is currently underway using a variety of media including print, digital, signage and social media.
4. South Old Woodward Reconstruction Phase 3 Signage and Incentives: The Committee and BDS staff discussed the need for directional, parking, promotional and “open during construction” signage to be installed within and around the construction zone throughout the project. BSD Staff is working with City Engineering to create a variety of signs to support this effort. The Committee proposes the following incentives during construction, in addition to special events:
  - a. Birmingham Bucks E-Gift Card Promotion:
    - i. Shoppers can earn \$10 in promotional Birmingham Bucks E-Gift Cards for every \$100 spent at businesses within the construction zone. Each recipient is eligible to earn a maximum of \$100 in promotional Birmingham Bucks E-Gift Cards. Current Birmingham Bucks E-Gift Card program rules apply.
    - ii. The proposed total promotional budget is \$30,000 to be used incrementally throughout the construction project. A proposed marketing budget amendment of \$10,000 for this current fiscal year was discussed, so that this program can begin with the anticipated early start of the construction project.
  - b. Free Parking in municipal structures on Saturdays for the duration of the project

**NEXT MEETING: Thursday, May 19 at 8:30 a.m.**

**Marketing 2021-22 Budget: \$150,000**

**Remaining balance after May vouchers: \$24,552**

**Magazine 2021-22 Budget: \$60,000**

**Remaining balance after May vouchers: \$22,320**

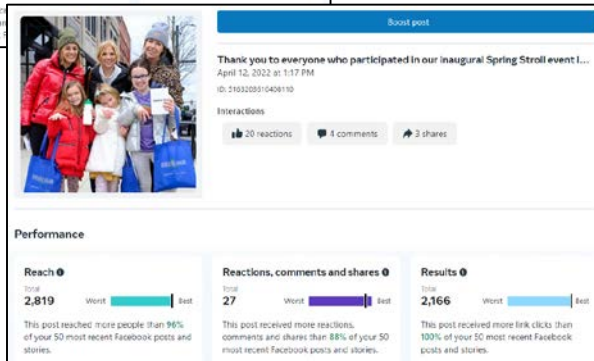
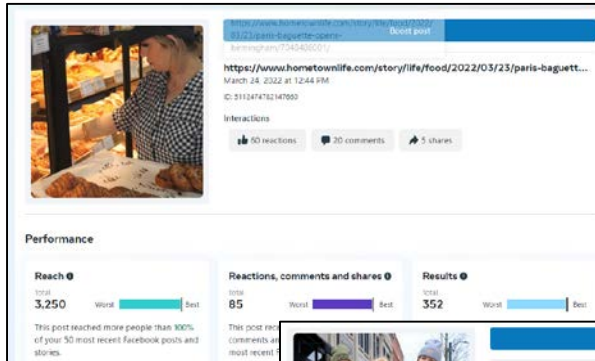
# April Advertising and Marketing Report

Date Range: 3/16/2022 – 4/15/2022

## FACEBOOK

Page Followers	11,800
Reach	12,522
Engagement	3,628

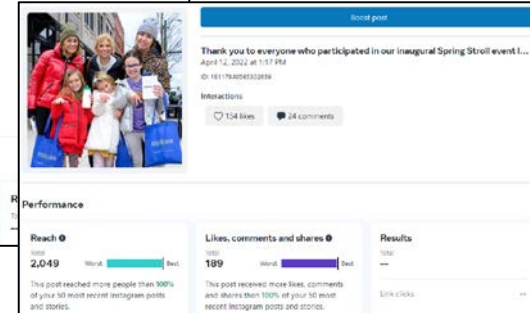
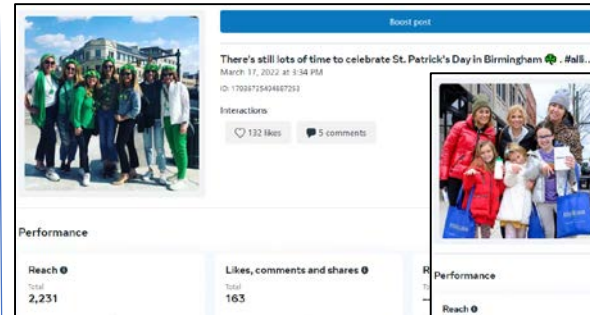
### Top FACEBOOK Posts



## INSTAGRAM

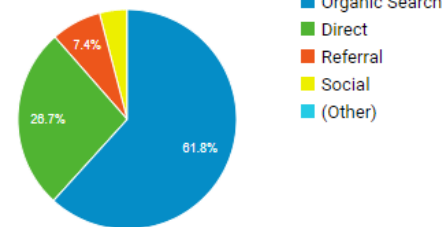
Page Followers	5,191
Reach	8,567
Engagement	1,128

### Top INSTAGRAM Posts



## Website Performance Metrics

### Top Sources/Media



Users: 4,600

Page Views: 11,479

Bounce Rate: 49.41%

Avg. Duration 1:49 min.

### Most Popular Pages

Page	Pageviews	% Pageviews
1. /home	2,677	23.32%
2. /calendar	1,108	9.65%
3. /visitors/farmers-market	1,005	8.76%
4. /calendar?view=eventbox&category=&start=04/09/2022	939	8.18%
5. /shops?cat=all	850	7.40%
6. /dine?cat=all	414	3.61%
7. /calendar?view=monthlyEvents&category=&start=03/01/2022	395	3.44%

### HIGHLIGHTS:

- March and April focus: district happenings including Spring Stroll, new businesses and general shopping and dining
- Instagram profile visits were up nearly 73% (921 visits)
- New followers up: Instagram up 160 (+3%) and Facebook up 245 (+2%)
- Of the 4,600 web visitors, 4,428 were new (96%)
- May focus: Spring fashion, general shopping/dining and construction communications (consumer)



Maintenance and Capital Improvement Committee  
Meeting Date: 4/19/2022  
151 Martin Street,  
Birmingham, MI 48009  
248-530-1200  
ALLINBirmingham.com

**Members in Attendance:** Sarvy Lipari, Amy Pohlod, Steve Quintal  
**Members Absent:** Bill Roberts, Doug Fehan, Ron Rea, Glenn Ceresnie  
**Staff Present:** Sean Kammer, Brendan McGaughey, Brad McNab

1. Introductions and attendance
2. Public comment- None
3. Concrete planters- Executive Director and DPS gave the committee an update about moving the concrete planters. The City Manager expressed that he did not want the concrete planters destroyed, but moved, and suggested that many be relocated to the city's golf courses. Approximately 13 planters will be moved to the golf courses. 3 planters will remain on South Old Woodward, south of Landon Street, 3 planters will remain on Brown Street, and approximately 4 planters will be relocated to Adams Road in the Triangle District.
4. District maps- DPS has supplied maps of the core area of the downtown showing hanging baskets and planters. Planning Department is updating this information to reflect the new streetscape.
5. S. Old Woodward construction
  - a. Parking requests ongoing- Executive Director is still reaching out to property owners.
  - b. APC funds request (\$75,000)- The APC has agreed to give \$75,000 to the BSD for parking-related expenses during the construction project.
  - c. Timeline- The committee was informed that the S. Old Woodward Construction project may start early in May instead of June 1.
  - d. Valet parking RFP status- There were no responses to the Valet Parking RFP. Kammer asked if the committee wanted to go out and re-bid the project. The committee advised that the BSD not move forward with valet parking.

**Next meeting – Tuesday, May, 10 2022 at 8:30 a.m.**

**2021-22 Budget: \$70,000**  
**Remaining balance May vouchers: \$27,515**

**Snow removal 2021-22 Budget: \$59,000**  
**Remaining balance after May vouchers: -\$5,200**



## Business Development Committee Report

Meeting Date: 4/26/2022

151 Martin Street,

Birmingham, MI 48009

248-530-1200

ALLINBirmingham.com

**Members in Attendance:** Steve Quintal

Members Absent: Jeff Hockman, Sam Surnow, Mike McKenzie

Staff Present: Sean Kammer

1. Welcome and introductions
2. Public comment- none
3. Retail Recruiter Contract

Executive Director presented the retail recruiter contract for review. Committee member provided feedback relating to changing business retention, advising adding a bonus for non-target retail categories, and advising caution relating to asking for rent rate due to confidentiality consideration. Committee advised that 'approximate rental rate' substitute. National, regional, and local retailers should all be defined in the contract.

Meeting adjourned at 9:15 a.m.

**NEXT MEETING: Tuesday, May 17, 2022 at 8:30 a.m.**

**2021-22 Budget: \$100,000**

**Remaining balance after May vouchers: \$2,758**

**SCHEDULED TO OPEN/OPENED IN LAST 12 MONTHS**

**MAY 2022**

**Office Occupancy Rate 88%**

**Retail Occupancy Rate 96%**

<b>Name of Business</b>	<b>Property Address</b>	<b>Street Name</b>	<b>Notes</b>	<b>Date of notification</b>	<b>Scheduled to Open/Moved/Closed/Opened in last 12 months</b>
Sweetgreen	167	Old Woodward, North	Restaurant	03/29/22	Scheduled to Open
Serena & Lily	299	Maple Road, West	Home furnishings	03/01/22	Scheduled to Open
Sybil	211	Hamilton Row	Dining	02/08/22	Scheduled to Open
Faherty	128	Old Woodward, South	Apparel	02/08/22	Scheduled to Open
Brilliant Earth Jewelry	277	Pierce Street	Jeweler	02/03/22	Scheduled to Open
Zana	210	Old Woodward, South	Dining	02/03/22	Scheduled to Open
Cosmo Salon Studios	255	Old Woodward, South	Salon	08/27/21	Scheduled to Open
Clean Juice	148	Pierce Street	Juice bar	11/01/20	Scheduled to Open
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
State & Liberty	141	Maple Road, West	Apparel - Men	11/23/21	Opened
Mare Mediterranean	115	Willits Street	Restaurant	11/01/21	Opened
The Great Eros	245	Maple Road, West	Apparel - Women	10/28/21	Opened
Röre Method	700	Old Woodward, North	Health/Fitness	09/16/21	Opened
Lux Travel Girl	114	Old Woodward, South	Travel	08/26/21	Opened
Sushi Japan	176	Old Woodward, South	Restaurant	08/01/21	Opened
Tappers Gold Exchange	251	Merrill Street, East	Jeweler	08/01/21	Opened
DiMaggio Fine Art & Jewelry	175	Maple Road, West	Jeweler	08/01/21	Opened
American Epoxy Systems	363	Maple Road, East	Home	06/21/21	Opened



**SCHEDULED TO OPEN/OPENED IN LAST 12 MONTHS****MAY 2022****Office Occupancy Rate 88%****Retail Occupancy Rate 96%**

<b>Name of Business</b>	<b>Property Address</b>	<b>Street Name</b>	<b>Notes</b>	<b>Date of notification</b>	<b>Scheduled to Open/Moved/Closed/Opened in last 12 months</b>
The Shade Store	142	Old Woodward, South	Home furnishings	06/21/21	Opened
Vestalia Home	794	Old Woodward, North	Home furnishings	06/21/21	Opened
Mandy Rose Makeup	280	Merrill Street, East	Salon	06/08/21	Opened
Area Rugs	202	Maple Road, East	Home furnishings - rugs	05/15/21	Opened
Beauty Fusion Aesthetics	555	Old Woodward, South, Suite 20U	Salon/Spa	04/29/21	Opened
Birmingham Pub	555	Old Woodward, South	Restaurant	04/29/21	Opened

## MONTHLY PARKING PERMIT & ACTIVITY REPORT

For the month of: March 2022

Date Compiled: April 15, 2022

Space Count	Pierce	Park	Peabody	N.Old Wood	Chester					Total
Total Garage Spaces	706	811	437	745	880					3579
Garage Monthly Permits Authorized	751	945	536	981	1368					4581

	\$70	\$70	\$70	\$70	\$50					Total
Permits Issued	Pierce	Park	Peabody	N.Old Wood	Chester					
Garage permits end of previous month	742	902	511	803	1091					4049
Garage permits canceled in month	12	3	3	5	44					67
Garage permits added in month	93	99	31	15	16					254
Total Garage permits end of month	823	912	526	841	1104					4206
Garage permits available	-72	33	10	140	264					375
Garage evening passes	45	8	20	4	15					92

						\$210	\$150	\$180	\$105	Total
Hangtags						Lot #6	Lot #6 econ	Lot A & C	Lot B	
Total Hangtag Lot Spaces						174	79	8	40	301
Hangtag Lot Quarterly Permits Authorized						177	40	8	30	255
Hangtags issued						155	17	0	5	177
Hangtags available						22	23	8	25	78

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	38	4	15	3	4	0	0	0	0	64
										On Wait List-Unique Individuals** 0
										Total On Wait List 64

Tuesday March 15th

Data from peak period of 2pm	Pierce	Park	Peabody	N.Old Wood	Chester	Lot #6	Lot #6 econ	Lot A & C	Lot B	Total
Transient parker occupied	201	206	77	57	58	N/A	N/A	N/A	N/A	599
Monthly parker occupied	329	312	247	340	235	N/A	N/A	N/A	N/A	1463
Total parker occupied	530	518	324	397	293	N/A	N/A	N/A	N/A	2062
Total spaces available at	176	293	113	348	587	N/A	N/A	N/A	N/A	1517
Percentage occupied	75%	64%	74%	53%	33%					58%

\*\* 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 March 2020; 2021 & 2022

#### March 2020

GARAGE	TOTAL CARS	FREE CARS	CASH REVENUE	% FREE
PEABODY	7,677	4,478	\$ 15,638.00	58%
PARK	8,791	3,290	\$ 24,822.00	37%
CHESTER	2,721	1,194	\$ 36,687.99	44%
WOODWARD	7,046	7,046	\$ 60.00	100%
PIERCE	10,270	4,051	\$ 37,240.00	39%

<b>TOTALS</b>	36,505	20,059	\$ 114,447.99	55%
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#### March 2021

GARAGE	TOTAL CARS	FREE CARS	CASH REVENUE	% FREE
PEABODY**	10,268	10,268	\$ -	100%
PARK**	6,987	6,987	\$ -	100%
CHESTER**	3,821	3,821	\$ -	100%
WOODWARD**	4,123	4,123	\$ -	100%
PIERCE**	13,401	13,401	\$ -	100%

<b>TOTALS</b>	38,600	38,600	\$ -	100%
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#### March 2022

GARAGE	TOTAL CARS	FREE CARS	CASH REVENUE	% FREE
PEABODY	22,888	16,953	\$ 28,960.00	74%
PARK	21,860	14,734	\$ 37,028.03	67%
CHESTER	10,888	9,713	\$ 6,882.03	89%
WOODWARD	19,236	14,136	\$ 28,567.03	73%
PIERCE	28,552	18,278	\$ 61,380.00	64%

<b>TOTALS</b>	103,424	73,814	\$ 162,817.09	71%
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<b>BREAKDOWN:</b>	TOTAL CARS	35%
<b>Compare 20 vs 22</b>	FREE CARS	27%
	CASH REVENUE	70%

#### Notes:

- 1) Due to Covid-19 free parking in place starting March 17, 2020 - June 30, 2021.
- 2) March 2021 car counts based on passages only

# Birmingham Principal Shopping District Board

Voucher List For: 05/05/2022

Early Release Vendor	Description	Account	Amount
AMAZON CAPITAL SERVICES INC	ITEMS FOR SPRING STROLL	SPECIAL EVENTS	814.54
COSTAR REALTY INFORMATION, INC	ONLINE RETAIL SERVICES	TENANT RECRUITMENT	850.00
DETROIT METRO	ANNUAL MEMBERSHIP	MEMBERSHIP & DUES	375.00
DOWNTOWN PUBLICATIONS INC	ADVERTISING FOR FARMERS MARKET	MARKETING & ADVERTISING	550.00
DRUM DANCER RECORDS INC	PERFORMANCE AT BFM 5/29/22	SPECIAL EVENTS	200.00
HOURL MEDIA LLC	GENERAL ADVERTISING	MARKETING & ADVERTISING	5,995.00
JCC CREATIVE LLC	SOCIAL MEDIA PHOTOGRAPHY	MARKETING & ADVERTISING	200.00
LARRY ARBOUR	PERFORMANCE AT BFM 6/5/22	SPECIAL EVENTS	200.00
MARK VOSS DESIGN	SUMMER EVENTS DESIGN	MARKETING & ADVERTISING	975.00
MICHAEL FREEMAN	PERFORMANCE AT BFM 5/8/22	SPECIAL EVENTS	200.00
MILES PARTNERSHIP LLLP	WEBSITE MAINTENANCE	WEB SITE MAINTENANCE	1,107.50
NATIONAL PEN INC	BSD PENS	PUBLIC RELATIONS	1,586.58
ROBERT MONTELEONE	PERFORMANCE AT BFM 5-15-22	SPECIAL EVENTS	200.00
SP+ CORPORATION	EMPLOYEE PARKING	OTHER CONTRACTUAL	100.00
TIFFANY FLORIST	BUSINESS ANNIVERSARY GIFT	TENANT RECRUITMENT	46.71
WDIV/TV4	ADVERTISING - HOLIDAY	MARKETING & ADVERTISING	4,183.57
* DISCOUNT SCHOOL SUPPLY	MARKERS FOR SPRING STROLL	SPECIAL EVENTS	229.95
* FACEBOOK HEADQUARTERS	BOOSTED POSTS	MARKETING & ADVERTISING	61.13
* MAIN STREET AMERICA	ANNUAL MEMBERSHIP EXP 3/31/23	MEMBERSHIP & DUES	295.00
* ORIENTAL TRADING CO INC	SPRING STROLL GIVE AWAYS	SPECIAL EVENTS	149.46
* SIGNUP GENIUS	SIGN UP FOR SPRING STROLL	SPECIAL EVENTS	11.99
* TROPHY DEPOT	BUSINESS ANNIVERSARY GIFT	TENANT RECRUITMENT	69.62
Total:			\$ 18,401.05

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

Journal Entries

Credit card – Dollar Tree, Spring Stroll items	\$	187.50
Verizon – Cell phone for Sean, Jaimi and Erika		139.58
Petty Cash – Items for Spring Stroll		28.75

Total Journal Entries	\$	355.83
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TOTAL VOUCHERS AND JOURNAL ENTRIES	\$	18,756.88
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Board Chair \_\_\_\_\_ Date \_\_\_\_\_





Birmingham Shopping District  
Meeting Date: 05/05/2022  
151 Martin Street  
Birmingham, MI 48009  
248-530-1200  
ALLINBirmingham.com

## MEMORANDUM

**DATE:** May 3, 2022  
**TO:** BSD Board of Directors  
**FROM:** Sean Kammer, Executive Director  
**SUBJECT:** Retail Recruiter Contract

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The BSD's contract with CC Consulting to provide retail recruiting and business retention services expired on March 31, 2022. The contract was originally enacted in 2019 at a price of \$25,000 for a one-year contract term.

The contract was renewed in 2020. In April of 2021, the contract was renewed again with a base pay of \$28,000 and a maximum rate of \$50,000, providing bonuses for signed leases. In June of 2021, the contract was amended, increasing the maximum compensation to \$75,000. CC Consulting submitted a total of six signed leases for bonuses, including Johnny Was in 2020, Faherty, State and Liberty, and Evereve expansion in 2021, and CB2 and Brilliant Earth in early 2022.

The maximum compensation level of \$75,000 was reached for the previous contract. The bonus payment for Brilliant Earth was not able to be paid in full due to the maximum compensation limit imposed by the terms of the contract. Further, a signed deal was executed after the expiration of the contract at 239 Pierce. Should the board wish to pay the recruiter for this recruitment, even though it occurred after the expiration of the previous contract, language can be added to the contract to do so. Further, the board can alter the compensation and term of the contract upon renewal.

The BSD Business Development Committee recommends that the board approve the attached agreement with CC Consulting. Should the board concur with this recommendation, a resolution has been prepared for its consideration.



Birmingham Shopping District  
Meeting Date: 05/05/2022  
151 Martin Street  
Birmingham, MI 48009  
248-530-1200  
ALLINBirmingham.com

**Be it resolved,** that the board approves a new agreement with CC Consulting, with a maximum compensation of \$77,000, a term of one (1) year, subject to any revisions by the City Attorney, and authorizes the Executive Director to execute the contract.

Respectfully submitted,

Sean Kammer  
Executive Director

## **AGREEMENT OF RETAIL RECRUITING CONSULTANT**

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the **BIRMINGHAM SHOPPING DISTRICT**, (hereinafter called "BSD"), having its principal municipal office at 151 Martin Street, Birmingham MI and CC Consulting a Michigan L.L.C., whose address is 7 West Square Lake Rd., Bloomfield Hills, MI, (hereafter referred to as Recruiter) and the foregoing shall collectively be referred to as the parties.

**WHEREAS**, the BSD desires services of the Recruiter to represent the BSD in recruiting and retaining commercial firms as tenants and facilitate the location and establishment of commercial operation within the boundaries of the downtown Birmingham Shopping District.

**WHEREAS**, the BSD seeks to inform these efforts with the aid of a business mix analysis from which measurable goals may be established.

**WHEREAS**, Recruiter has qualifications that meet the project requirements and has provided a response and cost proposal to perform commercial tenant recruiting to represent the BSD in recruiting commercial firms and work with them to locate and establish a retail operation within the boundaries of the downtown Birmingham Shopping District.

**NOW, THEREFORE**, in consideration of the foregoing preambles, the adequacy of which is acknowledged by and between the parties to this Agreement, the parties agree as follows:

**1. MUTUALLY AGREE:** It is mutually agreed by and between the parties that CC Consulting shall perform business attraction services consistent with the scope of work included in the Agreement below:

**a. SCOPE OF WORK:**

- i. **Business Attraction:** The Recruiter shall work to attract prospective high-quality commercial tenants to commercial space in the Birmingham Shopping District in accordance with the recruiting priorities determined by the Executive Director and Shopping District Board, which shall in turn consider recommendations from the BSD's committees, and as informed by the BSD's business mix analysis.
- ii. **Business Retention:** Recruiter shall actively contribute to lease renewals in cases where retention risk is high.
- iii. **Promotion:** Recruiter shall develop business attraction materials for circulation and distribution to promote the Birmingham Shopping District to prospective commercial tenants. Promotion materials are subject to approval by the Executive Director of the BSD. Approved materials shall qualify for reimbursement.

- iv. **Reporting:** Recruiter shall keep written records of efforts to contact and attract prospective tenants. Monthly reports shall be submitted to the Executive Director, accompanying monthly retainer invoices.
- v. **Vacancy Inventory Report:** Recruiter shall submit a detailed monthly report of available commercial properties to the Executive Director.
- vi. **Cooperation:** Recruiter shall work with the Executive Director on business attraction and retention activities. The Recruiter shall report to and take direction from the Executive Director of the BSD.
- vii. **Commercial Broker Relationships:** Recruiter shall maintain communication and professional working relationships with local commercial brokers, meet with them regularly, and report relevant information to the BSD Executive Director.
- viii. **Board Presentations:** The Recruiter shall present a semi-annual report to the BSD board during the contract term.

**2. TERM:** This Agreement shall have a term of one (1) year from the date stated above. The BSD shall have the right to unilaterally terminate this Agreement on thirty (30) days written notice. In the event of termination, the Recruiter shall receive compensation for services to the date the termination takes effect and the BSD shall be entitled to retain and use the results of all information prepared by the Recruiter through such date.

**3. TERMS OF PAYMENT:** The terms of payment shall be governed by the following provisions:

- a. The Recruiter must invoice monthly for retainer payment. The retainer amount is determined by the Third Party Retail Consultant Compensation Schedule (Attachment A). In no event shall retainer invoices be submitted more than 45 days after qualifying event.
- b. The maximum compensation for the Recruiter shall be \$77,000, including retainer payments and incentive bonus payments, as indicated by the Third Party Retail Consultant Compensation Schedule (Attachment A). Invoices containing amounts that exceed this maximum threshold shall not be considered, unless this Agreement and Attachment A are otherwise amended in writing.
- c. Incentive payments are detailed in Attachment A and are based on recruitment of national, regional, and local retail.

- i. A national tenant is defined as one who operates a chain of stores on a nationwide basis.
  - ii. A regional tenant is defined as one who operates stores in a particular region of the country.
  - iii. A local tenant is one who operates one or more stores/locations exclusively in a local market.
- d. In the event that the BSD is requested to pay the costs of the Recruiter's insurance that are required by this Agreement in Section 12, the insurance expense shall offset any amount due and owing Recruiter for all compensation, per Section 10 of this Agreement.
- e. All lease incentive payment requests require the following:
  - i. Supporting documentation from the signed tenant's landlord verifying vital involvement and contributions to the recruitment process.
  - ii. A copy of the lease's signature page(s) must be submitted as evidence of a signed lease.
- f. The board may elect to compensate Recruiter for any other payments, including incentive payments and performance bonuses, deriving from successfully executed leases or other contributions, if these payments do not exceed the maximum compensation set in Section 3.b., upon the approval by the BSD board.
- g. Reimbursement requests must be submitted as invoices to the BSD, accompanied by supporting documentation and approved by the executive director for out of pocket expenses that may qualify for reimbursement. Reimbursement payments shall not count toward the Recruiter's maximum compensation amount. In no event shall reimbursement invoices be submitted more than 45 days after qualifying event.
- h. Submitted invoices shall include the following detailed information: the type of work performed, dates of work completed, and addresses of commercial space where business attraction services were performed. The BSD, through its Executive Director and at its sole discretion, may review and reserve the right to request at any time, further detailed accounting information for any or all bills. The right to inspection of any bill and invoice shall never be at any



cost or billings to the BSD, nor shall preparation of said invoices be billed to the BSD or against the general retainer. Payment terms will be net 30 days unless otherwise specified by the BSD.

**4. COMPLIANCE WITH BSD ADMINISTRATIVE STRUCTURE:** The Executive Director shall provide day-to-day direction to Recruiter. Recruiter shall not provide direction to BSD employees or volunteers. Further, no BSD committee, board member, or volunteer shall provide direction to Recruiter.

**5. PROFESSIONAL CONDUCT:** Recruiter shall comport themselves well, in a manner representative of good moral character, and fitness in performing all services under this Agreement. Recruiter shall behave in a manner that upholds the professional and ethical reputation of the BSD.

**6. INSURANCE SUBMISSION REQUIREMENTS:** The Recruiter has submitted proof to the BSD that it meets all BSD insurance requirements. Insurance, with coverage amounts at no less than the BSD's minimum requirements, must be held by the Recruiter throughout the term of this Agreement. Certificates of insurance as stated below will be required no later than five (5) business days from the date of Recruiter's acceptance of the terms of this Agreement.

**7. CONFIDENTIAL AND OR PROPRIETARY INFORMATION:** The Recruiter acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Recruiter recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the BSD. Therefore, Recruiter agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Recruiter shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Recruiter further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement. The Recruiter agrees to share any and all information relating to business recruitment and retention with the BSD Executive Director.

**8. INDEPENDENT RECRUITER:** The Recruiter and the BSD agree that the Recruiter is acting as an independent contractor with respect to the Recruiter's role in providing services to the BSD pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Recruiter nor its employees shall be construed as employees of the BSD. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf

of the other party, except as specifically outlined herein. Neither the BSD nor the Recruiter shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Recruiter shall not be considered entitled or eligible to participate in any benefits or privileges given or extended by the BSD, or be deemed an employee of the BSD for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the BSD.

**9. COMPLIANCE WITH LAWS, RULES, AND ADMINISTRATIVE PROCESSES:** Recruiter agrees to fully and faithfully carry out the duties as set forth herein using its best efforts in accomplishing all assignments from the BSD, and further, in addition to upholding all federal, and state laws and applicable codes of professional conduct to which Recruiter is subject, Recruiter hereby agrees to be bound by all Federal, State, including observance of the Michigan Open Meetings Act, or City of Birmingham ordinances, zoning ordinances, rules, regulations, established administrative processes, and policies as are amended from time to time, and including without limitation the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, the Transportation Safety Act and the Occupational Safety and Health Acts.

**10. NON-COMPLIANCE WITH INSURANCE REQUIREMENTS:** Failure to deliver and maintain insurance in accordance with the terms of this Agreement will be cause for the BSD, by and through its Executive Director, to terminate this Agreement, or at the BSD's option, the BSD may purchase on the open market such required insurance and shall be entitled to charge any additional cost to the Recruiter, either by offset to any amounts due and owing Recruiter for services provided to the BSD, or, by separate bill and demand for payment. Nothing in this paragraph shall be deemed to create or be interpreted as establishing a "for cause" termination; Recruiter agrees and understands that its engagement is at will and may be terminated by the Executive Director for any cause or no cause.

**11. INDEMNIFICATION:** To the fullest extent permitted by law, the Recruiter and any entity or person for whom the Recruiter is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on their behalf against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on their behalf, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arise out of the acts, errors or omissions of the Recruiter including its employees and agents, in the performance of this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or

others working on behalf of the City/BSD.

## **12. STANDARD INSURANCE REQUIREMENTS:**

The Recruiter shall maintain during the life of this Agreement the applicable types of insurance coverage and minimum limits as set forth below:

A. Workers' Compensation Insurance:

For Non-Sole Proprietorships: Recruiter shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

For Sole Proprietorships: Recruiter shall complete and furnish to the City prior to the commencement of work under this Agreement a signed and notarized Sole Proprietor Form, for sole proprietors with no employees or with employees, as the case may be.

B. Commercial General Liability Insurance: Recruiter shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Recruiter Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

C. Motor Vehicle Liability: Recruiter shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following **Additional Insureds: The City of Birmingham and the Birmingham Shopping District, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.** This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.

E. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Recruiter shall deliver renewal certificates and/or policies to the BSD at least (10) days prior to the expiration date.

F. Proof of Insurance Coverage Recruiter shall provide the City of Birmingham at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham/BSD, as listed below.

- 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance, or a signed and notarized copy of the Sole Proprietor Form;
- 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
- 3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
- 4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance, if applicable;
- 5) If so requested, Certified Copies of all policies mentioned above will be furnished.

G. Maintaining Insurance: Upon failure of the Recruiter to obtain or maintain such insurance coverage for the term of the Agreement, the BSD may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the BSD shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

**13. WRITTEN NOTICES:** Written notices regarding this Agreement shall be addressed to the following:

BSD: Birmingham Shopping District  
151 Martin Street  
Birmingham, Michigan 48009  
Attn: Sean Kammer,  
BSD Executive Director

Recruiter:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

**14. COVID:** The Recruiter shall follow all of the City's COVID-19 safety protocols while on City property. Additionally, Recruiter's staff which will be in physical contact with BSD staff must have current vaccinations against COVID-19. The BSD, at its discretion, may ask for proof of vaccination of Recruiter staff. Failure to provide proof of vaccination when requested will cause the BSD to request un-vaccinated personnel to leave, request alternate staff, and if the Recruiter is unable to comply, this violation of safety protocols will constitute a breach of contract by the Recruiter.

**15. AMENDMENTS:** No amendment, modification or supplement to this Agreement shall be binding unless it is in writing and signed by authorized representatives of the parties. The BSD representative is authorized only after a BSD board action approves changes to the agreement.

**16. WAIVER OF BREACH:** No waiver by either party of any breach of any of the terms, covenants or conditions herein contained by the other party shall be construed as a waiver of any succeeding breach of this same or of any other term, covenant or condition.

**17. COMPLETE AGREEMENT:** The parties agree that the conditions set forth in this Agreement sets forth all terms and conditions Recruiter agreement with the BSD. This Agreement supersedes all prior agreements or understandings between the parties. There are no promises, conditions or understandings other than those stated herein, and, that any prior negotiations, terms or conditions discussed between the BSD and Recruiter shall not constitute a part of this Agreement. The term "agreement" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.

**18. DIRECT OR INDIRECT INTEREST:** If, after the effective date of this Agreement, any official of the BSD, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Recruiter, the BSD shall have the right to terminate this Agreement without further liability to the Recruiter if the disqualification has not been removed within thirty (30) days after the BSD has given Recruiter notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.

**19. FAILURE TO PERFORM.** If Recruiter fails to perform its obligations hereunder, the BSD may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

**20. LEGAL PROCEEDINGS:** Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48<sup>th</sup> District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be

settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL §600.5001 et seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in a federal or state court with jurisdiction over Oakland County, Michigan.

**21. FAIR PROCUREMENT OPPORTUNITY:** Procurement for the BSD will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the BSD.

**IN WITNESS WHEREOF**, the parties hereto agree to be bound by the above terms and conditions, and Recruiter, by its authorized signature below, expressly accepts this Agreement upon the above provided terms and conditions contained in this Agreement as of the date first above written.

Recruiter

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN     )  
  ) ss:  
COUNTY OF OAKLAND    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, who acknowledged that with authority on behalf of \_\_\_\_\_ to do so he/she signed this Agreement.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County, Michigan  
Acting in \_\_\_\_\_ County, Michigan  
My commission expires: \_\_\_\_\_

**BIRMINGHAM SHOPPING  
DISTRICT**

By: \_\_\_\_\_

Its: Chairman

Approvals:

\_\_\_\_\_  
Sean Kammer, BSD Executive Director  
(Approved as to substance)

\_\_\_\_\_  
Thomas M. Markus, City Manager  
(Approved as to substance)

\_\_\_\_\_  
Mark Gerber, Director of Finance  
(Approved as to financial obligation)

\_\_\_\_\_  
Mary M. Kucharek, City Attorney  
(Approved as to form)



## Attachment A

This Exhibit is operative for the term of the contract.

### Third Party Retail Consultant Compensation Schedule

Annual base compensation:	\$ 30,000.00
Incentive bonus maximum:	\$ 47,000.00
<b>Total maximum annual compensation:</b>	<b>\$ 77,000.00</b>

<b>New Tenant Recruitment Incentive Bonus Schedule</b>	<b>lease 1</b>	<b>lease 2</b>	<b>lease 3</b>
National tenant on target list	\$ 10,000.00	\$ 12,000.00	\$ 15,000.00
Regional tenant on target list	\$ 8,000.00	\$ 9,600.00	\$ 12,000.00
Local tenant on target list	\$ 5,000.00	\$ 6,000.00	\$ 7,500.00

### Terms of payment

All lease incentive and retention incentive payment requests require the following:

- i. Supporting documentation from the signed tenant's landlord verifying vital involvement and contributions to the recruitment process.
- ii. A copy of the lease's signature page(s) must be submitted as evidence of a signed lease.



Birmingham Shopping District  
Meeting Date: 05/05/2022  
151 Martin Street  
Birmingham, MI 48009  
248-530-1200  
ALLINBirmingham.com

## MEMORANDUM

**DATE:** May 2, 2021  
**TO:** Birmingham Shopping District Board  
**FROM:** Sean Kammer, Executive Director  
**SUBJECT:** Birmingham Bucks Promo for Construction on South Old Woodward Ave.

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The Marketing and Advertising Committee developed a Birmingham Bucks program intended to benefit the businesses in and around the S. Old Woodward Reconstruction project. The committee recommends that the BSD allocate \$30,000 toward the program, and possibly more in the future, depending on the popularity of Birmingham Bucks usage.

Shoppers will be able to earn dollars when shopping at the businesses identified on the attached page. Customers can earn no more than a maximum of \$300 worth of Birmingham Bucks during the promotion, which is regulated per email address. The cards would be valid for use until October 31, 2022. The e-gift cards may be spent wherever Birmingham Bucks are accepted throughout the Shopping District.

Attached is a scale that explains how the value of Birmingham Bucks will be determined. Should the board concur with the recommendations of the Marketing and Advertising Committee, a resolution has been prepared for its consideration.

A second proposed program may be utilized by the BSD to reward residents and workers in the area, to help encourage local shopping.

### **Suggested Action:**

**Be it resolved**, that the board approves the recommended program for Birmingham Bucks during the South Old Woodward Construction area, authorizes the expenditure of \$30,000 to Yiftee for the program, and authorizes the Executive Director to administer to the program.

Respectfully submitted,

Sean Kammer  
Executive Director

# **Birmingham Bucks Construction Incentive Program**

## **Program 1**

### **Construction Rewards Program**

Customers will be able to earn Birmingham bucks in the affected area of the construction zone. For every purchase they make within the construction area, they will qualify for Birmingham Bucks.

Individual Receipt Value	Birmingham Bucks e-Gift Card
\$1 to \$50	\$10
\$51 to \$100	\$25
\$101 to \$500	\$50
\$501 to \$1000	\$75
Above \$1000	\$100

The budget for this program is \$20,000. The program will continue until these funds are exhausted.

Each customer has a limit of \$300 they can earn for the duration of the promotion.

These cards can be spent anywhere in the Shopping District where Birmingham Bucks are accepted. However they can only be earned in the zone around the construction area.

## **Program 2**

Office Workers and residents

The BSD will distribute \$10,000 worth of Birmingham Bucks E-Gift cards to office workers in the affected construction area. This equates to 200 \$50 gift cards. A similar program may be developed to distribute Birmingham Bucks to residents in the construction area.

The cards will be limited to one per person.

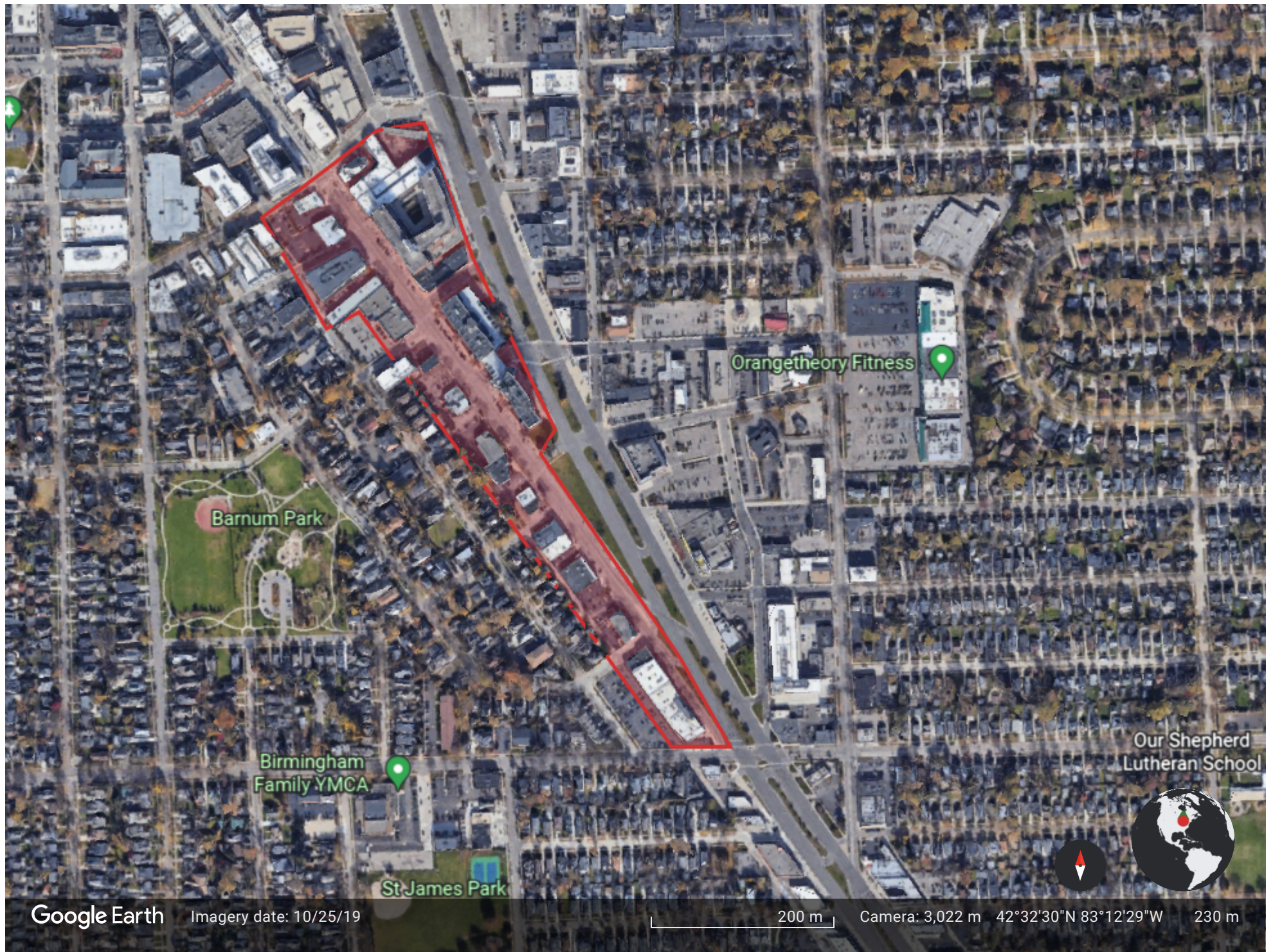
Recipients in both programs will be sent digital gift cards as well as a list of businesses that accept Birmingham bucks, with emphasis on the participating businesses that are located within the affected construction area. Bonus bucks will expire on December 31, 2022. Customers will still be able to purchase Birmingham Bucks on the Yiftee website during this time.

Timeline:

Birmingham Bucks will be distributed in June after construction is well underway.

Subsequent programs to distribute Birmingham Bucks may follow in months July through October.







Company	Contact	Phone	Address 1	Address 2	E-mail
Birmingham Family Therapy Clinic, Inc.		248-258-9189	1000 South Old Woodward Avenue	Suite 108	
Dan Stall Inc., The Auction Team		248-646-2900	1000 South Old Woodward Avenue	Suite 107	dan@danstallauctionteam.com
Lingua 360	Francesca Conti	248-731-4530	1000 South Old Woodward Avenue	Suite 200	francesca@lingua360.com
Pierce Street Portraits	Elaine Yaker	248-646-6950	1000 South Old Woodward Avenue		
Rooney Personnel Company		248-765-4073	1000 South Old Woodward Avenue	Suite 107	mrooney@careers-hri.com
SPACE 360 DIGITAL ADVERTISING	James Iacobucci	248-540-2260	1000 South Old Woodward Avenue	Suite 200	both@gospace360.com
Maison Birmingham	Lauren Jennifer Tolles	248-203-6006	1020 South Old Woodward Avenue		info@maisonbirmingham.com
Virtuoso Salon	Barsoum Bouchar	248-203-6888	1050 South Old Woodward Avenue		barsoumb@comcast.net
Adachi	Blake George	248-540-5900	325 South Old Woodward Avenue		blake@bmgmediaco.com
Dr. Ali		248-335-7200	353 South Old Woodward Avenue		info@drali.com
Ahern & Kill	Jeff Fleury and Joe Ahern	248-723-6101	355 South Old Woodward Avenue	Suite 210	klount@ahernkill.com
Fenner, Melstrom & Dooling PLC	Brian Hunter	248-258-8900	355 South Old Woodward Avenue	Suite 200	bhunter@fmdcpas.com
Henry Baskin, PC		248-646-3300	355 South Old Woodward Avenue	Suite 100	
King & Murray PLLC	Thomas Murray	248-792-2396	355 South Old Woodward Avenue	Suite 100	tmurray@kingandmurray.com
Metropolitan Tailoring	Mazen Masry	248-594-8465	357 South Old Woodward Avenue		dinamasry545@gmail.com
Tri-Phase Commercial Construction	Mauro Bianchini	248-723-9706	359 South Old Woodward Avenue		nick@triphasecc.com
Masri Clinic For Laser and Cosmetic Surgery	Rania	248-723-7188	373 South Old Woodward Avenue		birmingham@masriclinic.com
First Community Bank	Carol Ritchie	248-940-3051	379 South Old Woodward Avenue		carol.ritchie@firstcb.com
Escova Salon	Peter Bakalis	248-647-1111	387 South Old Woodward Avenue		info@escovabeauty.com
	Frank & Lois Konjarevich		394 South Old Woodward Avenue		
@properties		248-850-8632	400 South Old Woodward Avenue		
Altior Law		248-594-5252	401 South Old Woodward Avenue	Suite 460	info@altiorlaw.com
American Educational Inst.		248-433-0606	401 South Old Woodward Avenue	Suite 333	
Be More Digital	David Lemieux	313-743-0084	401 South Old Woodward Avenue	Suite 308	team@bemoredigital.com
Birmingham Place	Michele Prentice	248-642-9000	401 South Old Woodward Avenue	Suite 100	mprentice@signatureassociates.com
Brooks Wilkins Sharkey & Turco, PLLC	Keefe Brooks	248-971-1800	401 South Old Woodward Avenue	Suite 400	erdman@bwst-law.com
	Van Conway or Don				
Conway MacKenzie, Inc.	MacKenzie	248-433-3100	401 South Old Woodward Avenue	Suite 340	
Hardy, Lewis, & Page, PC	Mike Clawson	248-645-0800	401 South Old Woodward Avenue	Suite 450	msc@hardylewis.com
Liberty Capital Management		248-258-9290	401 South Old Woodward Avenue	Suite 430	info@lcmgt.com
O'Bryan Law	Dennis O'Bryan	800-627-9267	401 South Old Woodward Avenue	Suite 463	info@obryanlaw.net

	Michael Tobin	248-762-1248	411 South Old Woodward Avenue	# 704	metobin@groupfivemgf.com
Dan Gutfreund Realty Group a Member of Signature Sotheby's International Realty	Dan Gutfreund	248-731-1030	415 South Old Woodward Avenue		dan@signaturesothebys.com
Signature Sotheby's International Realty	Phil Clohset	248-644-7000	415 South Old Woodward Avenue		pclohset@skbk.com
Hall & Hunter Realtors		248-644-3500	442 South Old Woodward Avenue		info@hallandhunter.com
CVS/Pharmacy	Paula DePiero	401-770-2116	444 South Old Woodward Avenue		
Cicchini Custom Clothier	Herman Masters	248-646-0535	494 South Old Woodward Avenue		info@cicchini.cc
Investment Consulting Group	Kristin Franklin	248-273-8200	500 South Old Woodward Avenue		kfranklin@theicg.com
Randal Toma & Associates, PC	Randal Toma	248-948-1500	500 South Old Woodward Avenue	Second Floor	rtoma@tomalaw.com
Yaldo Law Firm	Scott Yaldo	248-645-5300	500 South Old Woodward Avenue	Suite 200	yaldolaw@gmail.com
	Jolie Agin		555 South Old Woodward Avenue	Apt 1309	jolieagin@aol.com
	Jack Reinhart	248-792-5805	555 South Old Woodward Avenue	Suite 1000	jjreinhart@gmail.com
555 Residential	Marianne Kada	248-645-1191	555 South Old Woodward Avenue		leasing@555luxuryapts.com
Beauty Fusion Aesthetics	Jodie Eickhoff	248-731-7102	555 South Old Woodward Avenue	Suite 20U	info@beautyfusionaesthetics.com
Birmingham Center for Cosmetic Dentistry	Mitchell Milan, DDS	248-644-2136	555 South Old Woodward Avenue	Suite 701	milandds@gmail.com
Birmingham Pub		248-885-8108	555 South Old Woodward Avenue	Suite 100	bsuvaria@thebirminghampub.com
	Amanda Fraifogl or Nicole				
blo blow dry bar	Ashley	248-731-7373	555 South Old Woodward Avenue	24U	blobirmingham@blomedry.com
Community Yoga Studio	Jacque Ciavaglia	248-839-5986	555 South Old Woodward Avenue	Suite 21L	jciavaglia@gmail.com
Eschels Financial Group, Inc.		248-644-1144	555 South Old Woodward Avenue	Suite 612	eschels@eschelsfinancial.net
Eyedolize		248-232-7100	555 South Old Woodward Avenue	Suite 23L	kristina@eyedolize.com
Hit Ultimate Fitness	Dustin Wenzel	248-792-7590	555 South Old Woodward Avenue	Suite 12L	wenzel@hitultimatefitness.com
Howard Hanna Real Estate Services	Yelena Pliskina	248-792-9055	555 South Old Woodward Avenue	Suite 22U	yelenapliskina@howardhanna.com
Luckenbach/Ziegelman Architects, PLLC		248-644-0600	555 South Old Woodward Avenue	Suite 27L	
MainStreet Design Build	Bob Wilson	248-644-6330	555 South Old Woodward Avenue	Suite 11L	info@mainstreetdesignbuild.com
Michael Willoughby & Associates - Architects	Michael Willoughby	248-540-7603	555 South Old Woodward Avenue	Suite 25L	michael@mwa-architects
Nails 07	Tien Hoang	248-594-8800	555 South Old Woodward Avenue	U18	nails_07@hotmail.com
Steven Nickoloff M.D.	Steven Nickoloff, M.D.	248-594-6330	555 South Old Woodward Avenue	Suite 602	senickolof@aol.com
Studio M Pilates	Molly Baran	248-721-0033	555 South Old Woodward Avenue	Suite 26L	mollypilates@att.net
The New 555 Residential	Michelle Russo	248-645-1191	555 South Old Woodward Avenue		leasing@555luxuryapts.com
Phoenicia	Samy Eid	248-644-3122	588 South Old Woodward Avenue		samyeid@mac.com
Birmingham Nails		248-594-6050	608 South Old Woodward Avenue	Suite A	winnl@birminghamnails.com
Be Well LifeStyle Centers	Elaine Cozzetto	855-923-9355	750 South Old Woodward Avenue		birmingham@bewelllifestylecenters.com
Tiffany Florist	Bob Kupfer	248-646-0333	784 South Old Woodward Avenue		bob@tiffanyflorist.net
Birmingham Design Studio	Kristi Karimpour	248-723-8888	808 South Old Woodward Avenue		kristi@birminghamdesignstudio.com
Sherwin-Williams	Brandon	248-593-1415	820 South Old Woodward Avenue		sw1754@sherwin.com

Hagopian World of Rugs	Suzanne Hagopian	248-646-7847	850 South Old Woodward Avenue		hagopian@aol.com
Berkshire Hathaway Home Services HWWB Realtors	Gerry Burke	248-646-6200	880 South Old Woodward Avenue	Suite 200	gburke@hwwbrealtors.com
Birmingham-Bloomfield Council of Realtors Brown St., LLC	Kathie Whitehouse Kathleen Wilson	248-646-6200	880 South Old Woodward Avenue 880 South Old Woodward Avenue		
Bridal Couture of Birmingham	Amy Pohlod	248-645-0500	912 South Old Woodward Avenue		bridalcouturemi@hotmail.com
Old Woodward Cellar	Nick Apone	248-792-5452	912 South Old Woodward Avenue	Suite 100	info@oldwoodwardcellar.com
Driven Communications Advertising Agency		248-430-2627	950 South Old Woodward Avenue	Suite 210	info@drivencom.com
Wittock Kitchen & Bath	Jourdan Merritt	248-283-8400	950 South Old Woodward Avenue		jourdan.merritt@wittock.com
	Joan McCallister	248-644-7994	966 South Old Woodward Avenue		joanmca@mindsprung.com
Clarity Advanced Eyecare	Andrea Peczynski	248-369-3300	970 South Old Woodward Avenue		clarityadvancedeyecare@gmail.com



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## Resignation of BSD Director

1 message

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**Tom Markus** <tmarkus@bhamgov.org>

Wed, May 4, 2022 at 11:12 AM

To: City Commission <city-commission@bhamgov.org>, DepartmentHeads <departmentheads@bhamgov.org>, BSD-Staff <bsd-staff@bhamgov.org>

Our colleague Sean Kammer submitted his resignation last evening. The BSD board meeting will be held tomorrow at 8:30 am at the Community House. I expect the Board to discuss the resignation and determine a course of action in order to move forward.

Birmingham Shopping District Board of Directors,

After careful consideration, I have decided to resign from the position of Executive Director of the Birmingham Shopping District, effective immediately.

I am no longer comfortable with the continued practices of dishonesty and questionable ethics.

I regret that this remains my only recourse, as I feel that I have exhausted all other options.

Sean K. Kammer, MPA, MA

## 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
<b>REGULAR MEMBERS</b>																	
Richard Astrein	CP	P	P	P											3	0	100%
Samy Eid	CP	P	P	A											2	1	67%
Geoffrey Hockman	CP	P	P	P											3	0	100%
Zachary Kay	CP	P	P	P											3	0	100%
Sarvy Lipari	CP	P	P	P											3	0	100%
Jessica Lundberg	CP	P	P	P											3	0	100%
Tom Markus	CP	P	P	P											3	0	100%
Mike McKenzie	CP	A	P	P											2	1	67%
Amy Pohlod	CP	P	P	A											2	1	67%
Steve Quintal	CP	P	P	P											3	0	100%
Bill Roberts	CP	A	P	P											2	1	67%
Sam Surnow	CP	P	P	A											2	1	67%
Reserved															0	0	#DIV/0!
Doug Fehan	CP	P	P	P											3	0	100%
Present or Available	12	10	12	9	0	0	0	0	0	0	0	0	0	0			

**KEY:**    A = Member absent  
              P = Member present or available  
              CP = Member available, but meeting canceled for lack of quorum  
              CA = Member not available and meeting was canceled for lack of quorum  
              NA = Member not appointed at that time  
              NM = No meeting scheduled that month  
              CM = Meeting canceled for lack of business items

\_\_\_\_\_  
 Department Head Signature



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

**BSD COMMITTEES**  
**MONTHLY MEETING SCHEDULE**  
**MAY 2022**

**BSD BOARD**

**THURS 5/5 @ 8:30 AM – COMMUNITY HOUSE**

**MAINTENANCE/CAPITAL IMPROVEMENTS**

**TUES 5/17 @ 8:30 AM – CITY HALL**

**SPECIAL EVENTS**

**FRI 5/20 @ 8:30 AM – CITY HALL**

**MARKETING/ADVERTISING**

**THURS 5/19 @ 8:30 AM. – CITY HALL**

**BUSINESS DEVELOPMENT**

**TUES 5/24 at 8:30 – CITY HALL**

**EXECUTIVE**

**WEDS 5/25 at 8:30 AM – CITY HALL**

**QUARTERLY COMMITTEE HEAD**

**TBD**

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).