

AGENDA



DID

DOWNTOWN IMPROVEMENT DISTRICT

Board Members:

Michael Bishop • Eric DeLong • Mike Ellis • Jane Gietzen • Kurt Hassberger • Bob Herr • Emily Loeks • Andrew Martin
Carlos Sanchez • Denny Sturtevant • Gina Van Timmeren • Pat Waring • Scott Wierda • Daniel Williams

April 24, 2019

3:30 pm Meeting

29 Pearl Street, NW Suite #1

- | | | |
|--|-----------|---------|
| 1. Call to order | | |
| 2. Public Comment | | |
| 3. New Board Member Introduction | Info Item | Herr |
| 4. Approve Meeting Minutes from March 5, 2019
(enclosure) | Motion | Herr |
| 5. Accept March 31, 2019 Financial Statements
(enclosure) | Motion | Wallace |
| 6. FY2020 Budget Recommendation
(enclosure) | Motion | Kelly |
| 7. Downtown Retail Discussion | Info Item | Kelly |
| 8. Downtown Pop Up Park
(enclosure) | Info Item | Wong |
| 9. DID Renewal Process Update | Info Item | Kelly |
| 10. DGRI President & CEO Report | Info Item | Kelly |
| 11. Board Member Discussion | | |
| 12. Adjournment | | |



MEETING OF THE DOWNTOWN IMPROVEMENT DISTRICT BOARD

March 5, 2019

Attendance: Bod Herr, Pat Waring, Michael Bishop, Emily Loeks, Scott Wierda, Daniel Williams, and Denny Sturtevant.

Others Present: Tim Kelly, Flor Valera, Stephanie Wong, Kimberly Van Driel, Megan Catcho, Sam Suarez, Kyama Kitavi (DGRI Staff), Jana Wallace, Jessica Wood (Legal Counsel), Rebecca Krenz, and others.

Absent: Carlos Sanchez, Andrew Martin, Eric De Long, Jane Gietzen, and Kurt Hassberger and Mike Ellis.

Call to Order The meeting was called to order at 3:07pm by Chair Bob Herr

New Board Member Introductions

Mr. Herr introduced Emily Loeks from Studio C, as a new member of the DID Board. All attendees introduced themselves and welcomed Ms. Loeks to the board.

Approve Meeting Minutes from October 1, 2018

Mr. Bishop referred to the second paragraph regarding the snowmelt system studies. He stated that during the discussion, Mr. Kelly pointed out that if a total replacement of the snowmelt system were to be required in the future, the Downtown Development Authority (DDA) would provide funding. He inquired if this would be acknowledged in the October 1st meeting minutes. The Board agreed. He also pointed out a typo on page 3— Mr. Bishop, not Ms. Bishop.

Motion: Michael Bishop, supported by Daniel Williams, moved to approve the October 1, 2018 meeting minutes with amended edits. Motion carried unanimously.

Mr. Kelly stated as a follow-up item the agenda packet includes a memo from Geotech regarding the performance status of the snowmelt systems for Monroe Center and Monument Park.

Accept December 31, 2018 Financial Statements

Jana Wallace introduced the financial statements for the first six (6) months of fiscal year ending June 30, 2019. Ms. Wallace stated the City Treasurer issued \$1,140,871 of DID assessment invoices in early September both

for assessable and non-assessable properties. As of December 31st, \$904,944 has been invoiced and deposited. Additional revenues were received in October of \$128,570 when the City of Grand Rapids departments paid for their FY2019 voluntary DID service assessment. Ms. Wallace also reported the DID expenditures seemed to be lagging; however, the DID expenditures are typically higher in the second half of the fiscal year when the labor is more intensive due to the spring clean-up and plantings. Overall, the DID has sufficient funds to support budgeted FY2019 expenditures. Ms. Waring asked about the payment deadline for the DID assessments. Ms. Wallace stated assessment invoices need to be pay by June 30, 2019. Ms. Loeks asked about the unrestricted reserve funds on Statement A. Mr. Herr reminded the DID Board of their policy on Unrestricted Reserve Funds. He explained that funds for the District-Wide can only be used for expenses related to this area. Campau Promenade, Monroe Center, and Monument Park are snowmelt systems, and those funds can only be use for those assigned areas. Ms. Wallace stated in governmental accounting, each of these four (4) entities has a separate self- balancing record and without permission, funds cannot be move from one place to the other. They must remain in their funds for the purpose in which assessments were captured.

Motion: Michael Bishop, supported by Emily Loeks, moved to approve Statement C: Schedule of Expenditures: December 31, 2018 through June 30, 2019 as recommended. Motion carried unanimously.

FY 2019 Meeting Schedule

Mr. Kelly presented the proposed meeting schedule for 2019. He stated a Doodle poll survey was sent to the DID Board and these are the dates that work best for most members. Mr. Kelly said calendar invites would be sent out to the Board this week.

Motion: Scott Wierda, supported by Michael Bishop, moved to approve the 2019 Downtown Improvement District meeting calendar. Motion carried unanimously.

FY2019 Capital Projects and Place Management Update

The following information was presented to the Board in a two-part presentation. Mr. Kelly stated the first part includes a follow up on the two (2) items that needed further evaluation from the last Board meeting— purchasing of an additional truck with a lift, and hiring of one full-time Special Project Ambassador. The second part is an update by Ms. Van Driel (DGRI Staff) on Placemaking and Place Management initiatives in Downtown.

Truck Purchase: At the October 2018 DID meeting, the Board allocated funding for the purchase of a truck with a lift, with the understanding that a subcommittee would bring back recommendations to evaluate purchasing and ownership options for the new vehicle. Mr. Kelly reminded the Board that the purchase of an additional truck and lift, would help the Ambassadors deploy infrastructure and allow them to complete tasks more efficiently. The lift would help Ambassadors move big planters and reduce workplace injury. Mr. Kelly remarked that some of the information presented during the meeting was not included in the agenda packet since additional information was pending at the time the packet was sent. Nevertheless, he presented a spreadsheet outlining the three (3) different recommendations to proceed with the vehicle purchase. A Chevrolet and a Ford F-150 were evaluated in the proposal. The first recommendation outlined Block by Block purchasing the truck and billing the DID back for the full amount. Per the contract also includes an option to finance at 8% with a 3-year amortization schedule. The second option stated leasing the truck through Block by Block, with an agreement with Enterprise. Block by Block would be the lessee and the DID would make the payments. This rental agreement would be considered an “Open-End” lease. The estimated value at the end of lease lasting 36 months was also presented. Mr. Kelly stated the final option would be to work through the City

of Grand Rapids Facilities and Fleet Management Division to purchase the truck for the DID. We would pay the full amount up front without financing fee, and annual fees for maintenance and fuel would be billed as incurred. The spreadsheet includes the 2019 total cost along with the total cost for a 3-year contract period. Mr. Herr stated the Ford F-150 is more expensive, but this is what we currently have and has proven to be an efficient vehicle.

Mr. Herr noted the third recommendation "City Purchase" listed pricing information for only a Ford F-150. He asked if the City's Fleet trucks were only Ford trucks. Mr. Kelly stated he was unsure, but noted that the City's Fleet manager only provided information for a Ford F-150 because the City had just issued a purchase order for one. Ms. Wallace stated that sometimes, these vehicles are usually lowest for best bids. Mr. Williams asked about the pros or cons with proceeding through the City. Mr. Kelly stated the advantages include owning and purchasing the truck at the best price with no financing fee. He noted two things still need further evaluation and would likely be an additional cost; this includes figuring out the insurance coverage. He stated the truck would likely be insured under the City's coverage, but there will probably be an additional cost because we have a third-party contract that would need to operate the truck. Mr. Kelly stated the \$1,000 dollars reflected in the recommendation is just an estimate. The other would be paying for a vinyl wrap, specifically if the DID desired to distinguish the truck from the City's fleet vehicles. Mr. Herr suggested painting it white, to which the board agreed. Ms. Waring asked if the City would be responsible for maintenance. Mr. Kelly said yes, they would bill the DID monthly.

Ms. Wallace referred to the quote for annual maintenance provided by the City; she explained that this usually includes a separate monthly fee for replacement costs for both the truck and the lift. Mr. Herr pointed out that if the DID is paying for the truck, we wouldn't be required to pay for an additional monthly fee for replacement. Mr. Kelly agreed and explained that this was not quoted, so the DID would need to have a budget designated for any future replacements cost. Mr. Sturtevant sought to know where the new vehicle would be parked. Mr. Kelly answered that it would be parked at the Ambassador's building located at 331 Winter Ave. Mr. Sturtevant also asked for clarification on the purchasing price and referred to the motion made during the October meeting that limit the purchasing price to \$33,000. Mr. Herr said the purchasing price is \$31,013.13, and the total cost over three years – including the lift, insurance and maintenance – was estimated at \$43,613.13. Based on the discussion, the Board agreed to proceed with purchasing of the truck with a lift through the City of Grand Rapids Facilities and Fleet Management.

Motion: Denny Sturtevant, supported by Daniel Williams, moved to authorize the purchase of an additional truck with lift through the City of Grand Rapids Facilities and Fleet Management. Motion carried unanimously.

Special Projects Ambassador: This item was also discussed at the October 2018 meeting. The Board determined to table this item until the contract with Block by Block was up for reauthorization, at which time an additional Ambassador could be negotiated as part of the overall contract fee. Mr. Kelly gave an overview of the current contract—the DID pays a flat monthly fee for a fixed number of hours; in case of any staff fluctuations, the hours are banked. He presented three (3) Block by Block banked hours reports from 2017-2019. The existing banked hours—i.e. services paid for but not yet provided—amounted to slightly over 2,000 hours, with an equivalent of \$27,889. In light of this, a Special Projects Ambassador can be added for the remainder of the fiscal year (16 weeks) without requiring additional funding. The inclusion of this position in full time capacity will then be discussed as part of the renewed contract that would begin July 1, 2019.

Ms. Loeks questioned whether the banked hours would be used for something else if the scenario were different. Mr. Kelly said yes, the money could be used for additional services or the purchase of new equipment through Block by Block. Alternatively, BBB could issue a check to reimburse the DID for any remaining banked hours.

The Board engaged in a lengthy conversation to evaluate the request. Mr. Wierda requested clarification as to why the DID would be responsible to pay for services that Ambassadors are already contracted to do. Mr. Kelly discussed the increase in infrastructure added to the public realm since the time the contract was executed in 2015. The additional infrastructure had increased the workload for Ambassadors. Projects within the DID boundary, such as the Sheldon street reconstruction, served as an example; Ambassadors are now responsible for additional planters and trash receptacles. Furthermore, we need to define who is responsible for the upkeep and maintenance as new projects arise. Right now, we are utilizing our Ambassadors to perform these tasks; otherwise, these areas would go unmaintained. Mr. Herr stated we have a fixed contract with Block by Block, but the scope of services is not specifically defined. Mr. Bishop sought to know the current service map. Mr. Kelly responded it's the DID boundary and noted that we are in the process of providing Block by Block an overview of the new infrastructure added to the Boundary, as well as all the upcoming new projects; all of this would all be incorporated into the new contract. Mr. Bishop asked for an overview of the responsibilities that the Special Projects Ambassador would be tasked to do. Ms. Krenz reminded the Board that the Special Project Ambassador would assist with daily maintenance, infrastructure installation, and management, as well as general equipment deployment and other duties assigned. Mr. Bishop asked if the expansion of the DID boundaries and the new infrastructure have created challenges and/or stress for Ambassadors. Ms. Krenz stated it is challenging to tackle tasks as more events take place each year and more infrastructure gets deployed. Mr. Sturtevant sought to know whether there was a clause in the contract that would require the DID to reimburse Block by Block for its liability for unemployment, if the Board decides to hire the Special Projects Ambassador for the remaining of the 16 weeks, but not as part of the new contract. Mr. Herr stated no the DID would not be required to reimburse Block by Block, this is already included in the contract. Ms. Loeks stated it would be good to know what the City is committed to maintain and if that was ever documented. Mr. Wierda agreed that it might be a good idea to review this information, as a lot of this work was self-imposed. Ms. Wood stated the City would have copies of this documentation. Mr. Kelly stated the DGRI Board of Advisors is in the process of updating the service agreement between the City and DGRI Board/DID with the objective of defining the City's role and adding clarity on maintenance responsibilities between the DID and the City moving forward. Mr. Herr instructed Mr. Kelly to evaluate and provide an overview of the maintenance responsibilities the City entrusts the DID to carry out. The Board also stated the importance of devoting more time evaluating the contract with Block by Block to ensure there is clarity. Mr. Sturtevant mentioned the surveys that get conducted every three (3) years as part of the re-authorization process and noted that it would be a good idea to conduct these surveys more often. This would help inform the Board how people paying for these assessments perceive the value. Mr. Kelly stated that process is starting now and you will all be receiving an overview after we concluded with Ambassador annual report representation. After a thorough evaluation, the board agreed to authorize the hiring of one Special Projects Ambassador using the existing banked hours for the remainder of the contract.

Motion: Pat Waring, supported by Michael Bishop, moved to authorize the hiring of one (1) full-time Special Project Ambassador using the existing banked hours until the Block by Block contract is up for reauthorization on July 1, 2019. Motion carried unanimously.

Place Management Update: Kimberly Van Driel gave an update of the projects and landscaping initiatives DGRI is supporting as part of the Goal 5 Place Management and Place Making Working Groups. Ms. Van Driel stated the Place Making group, in collaboration with Stephanie Wong (DGRI staff), are working on the installation of a new parklet over at Calder Plaza. This is an initiative that would be funded through the DDA, but since it is an enhancement to Downtown, it is appropriate for the DID Board to be informed. The group is also working on replacing and updating the trash receptacles in Downtown following the recommendations identified in the Downtown Grand Rapids Streetspace Guidelines. We are also working in making sure the LED lights wrapped around the light poles Monroe Center are kept up on a year-round basis. We have been working with Friends of Grand Rapids Parks in making sure the lights on the trees come off regularly to prevent constraining the growth of the trees. In the future, the group would like to explore an option of purchasing different lights that grow/expand with the trees. For now, the LED Lights on the light poles will be kept up to help create an ambiance for Monroe Center shopping district.

Ms. Van Driel presented pictures of the proposed plantings that will be installed on the Monroe Center islands, Fulton Street medians, and Vandenberg Statue. She stated the planter beds on Monroe Center will be getting replaced with new water tolerant and low maintenance plants. The group also carefully evaluated plantings, specifically for this area, based on their resistant characteristics to withstand pet waste, especially dog urine. She continued by presenting the plantings for Vandenberg Statue. The group chose bold vibrant plantings for this area as this location was categorized as a main focal and entry point for Downtown. While in the process of discussing the cost to install an irrigation system, we were informed that this area already has an irrigation system, but noted that it has not been replaced in many years. The Grand Rapids Parks Department will be replacing the irrigation system hopefully by end of April or early May. Once the irrigation system gets replaced, DGRI with the help of Friends of Grand Rapids Parks will be planting three (3) new trees and adding the new vibrant plantings. The group ranked Fulton Street medians as the lowest priority area needing the less revamp. Therefore, we are focusing some of the money that was budgeted for this area towards Vandenberg Statue, in case the expenses increased. She noted that Fulton Street medians are one of the most inaccessible areas for Ambassadors to maintain, so the group opted for drought resilient plants. Mr. Herr asked if the proposed plantings for Fulton would be resilient to salt in the winter months. Ms. Van Driel responded yes; salt resilient plants were a consideration when reviewing this area. Overall, the group spent a lot of time researching all of these selected plants. She also took a moment to thank Micandy Gardens (plant supplier) for providing helpful information during the process. The next steps will include getting together with our team to figure out the timeline, the goal is to get these plantings done in the spring. Ms. Waring asked if adding fencing around the planter beds on Monroe Center was still being considered to prevent pet waste Ms. Van Driel stated fencing was not included as part of the quote, that would be an additional expense. She noted that not all planter beds would need fencing; we might consider adding fencing to specific ones in the future, but not all, as this would be a substantial cost. Right now, we are working with our Ambassadors to keep tallies on the planter beds, specifically the ones outside residential buildings.

She also shared that DGRI is spearheading the installation of a potential Pop-up Dog Park over at 210 Market St. Ms. Wong stated this is currently an empty parcel that could be utilized by pet-owners living in downtown. The site is currently owned by Maplegrove Property Management, we are envisioning a one-year pilot program. We believe that this could aid the current situation on Monroe Center. The Board thanked Ms. Van Driel and Ms. Wong for the update.

Mr. Herr asked if members of the Goal 5 Placemaking group are Downtown residents. Ms. Van Driel stated yes; there are Downtown residents participating. She also took a moment to thank the members of the DID Board that were able to attend these Place Management meetings. She added that if anyone is interested to participate in future discussions, she would be happy to follow-up with calendar invites.

Ambassador and Clean Team Annual Report

Rebecca Krenz, Operations Manager of the Downtown Ambassador and Clean Team gave an overview on the work accomplished by her team for 2018. Ms. Krenz stated 2018 was a year of change, Melvin Eledge (former Operations Manager) was promoted to Project Manager and she was promoted to take over the operations of the Ambassador and Clean Team Program. Overall, it was a change for the entire team as new events and temporary improvements provided chances for more engagement. Ms. Krenz highlighted some of the events the hospitality team participated in including: World of Winter, Art Prize, Light up Downtown, Movies on Monroe, ADA Celebration, Amway Fireworks, GVSU Welcome Week, along with supporting multiple cleanup events. She stated the team also participated in conversations regarding the Heartside Quality of Life Study. Fluctuations in weather kept the beautification team busy as well. She showed some images of the team pressure washing sidewalks and using the All-Terrain Litter Vacuum (ATLV) to tackle outdoor cleaning challenges. She stated due to the increase of trashcan in our downtown, the team removed over 6,000 more trash bags than in 2017. The addition of cigarette urns may have contributed to the 6% percent increase in cigarette butt recycling from previous years. Ms. Krenz proceeded to highlight some of the 2018 special projects and initiatives. She mentioned the recycling pilot launched along Monroe Center would help understand recycling needs in downtown. To prepare the team for this initiative and to better understand the complexities of recycling, the Ambassadors visited the Recycling Education Center. Other projects included building furniture for the Movies on Movie, setting up games, assembling furniture at Calder Plaza, and assisting with special request to remove graffiti downtown. The team was also tasked to clear the way beneath the Pearl St. bridge for an ArtPrize mural (Anishinabek). The artist of this mural is Alan Compo. Ms. Krenz shared with the Board that the Ambassador program received Employer of the Year in 2018 for their work with InterAct, an organization that helps people with barriers to employment find meaningful and long- term employment opportunities. Ms. Loeks asked about the hospitality statistics. Ms. Krenz stated the fluctuations in weather made our team focus more on cleaning and removing weeds. One of our goals for 2019 is to focus more hospitality and engagement.

DID Renewal Process Overview

Mr. Kelly provided an overview of the upcoming DID Reauthorization timeline He stated we are approaching the final year of the current 5-year authorization period ending June 30, 2020. We will kick off the renewal process with the formation of a sub-committee that would advise /make recommendation in the new Reauthorization and a reminder that this would all need to be approved by the Grand Rapids City Commission. The agenda packet includes key dates and milestones. We are currently in the process of identifying members that would make up the DID Renewal Steering Committee. Mr. Kelly asked the board to recommend individuals and welcomed anyone who was interested in becoming part of this subcommittee. For our April DID Board meeting, we are hoping to come forward and seek approval of this group, as they will be leading the renewal efforts. The Steering Committee will spearhead an extensive public engagement process and commissioned a survey to DID contributors to gain insights on the existing services, and for determining the new/improved services for Downtown.

The Board took a moment to discuss the legislation that was vetoed by Governor Rick Snyder. Mr. Kelly stated DGR1 is currently working to reintroduce this bill before the end of the calendar year. The new legislation would allow Downtown Resident to consider whether they want to be at that table. Right now, downtown residents are not being represented on the DID board and this is something we would like to change through the DID Renewal process. We believe Downtown residential property owners should have a seat at the table and access to the same resources as business owners.

DGRI President & CEO Report

DDA (2/13/19)

- Approved extension to the DGRI Service Agreement
- Authorized funding for Lyon Square CM and final Plaza Design
- Received an annual report presentation from the Downtown Ambassadors

DID (3/5/19)

- Review financial statements through 12/31/18
- Review of proposed Downtown plantings for spring 2019
- Considering extension to the DGRI Service Agreement

MNTIFA (2/13/19)

- Elected 2019 Officers
- Received a presentation on FY18 Audit
- Approved extension to the DGRI Service Agreement
- Authorized funding of Downtown transit shelters
- Received a presentation on PA57

DGRI (2/14/19)

- Appointed new Board members
- Appointed 2019 Alliance slate
- Approved 2019 Work Plan
- Approved extension to the DGRI Service Agreement with DDA, TIFA and DID
- Adopted Downtown Streetspace Guidelines
- Received an annual report presentation from the Downtown Ambassadors
- Received an update on the recently adopted Food Truck Ordinance

Goal 1 – Reestablish the Grand River as the draw to the City and Region

- Riverfront Trail Design Guidelines
 - Final Public Presentation occurred 11/1
 - Approval to DDA, Parks Advisory Board and City Commission to occur in 2019
 - Governance learning sessions started November 28 w/ Bronx Riverfront Alliance
- Lyon Square Opportunity Site
 - Construction documents being finalized for Phase 1 (Uplands)
 - Coordination ongoing with surrounding stakeholders for Phase 2

Goal 2 - Develop a true Downtown neighborhood home to a diverse population

- Downtown Neighbor Network
 - Planning committee finalized mission, vision and goals at June meeting
 - Recommendations will be presented to Committee in July
 - Network Board/Committee seated in early 2019

Goal 3 – Implement a 21st century mobility strategy

- Bus Shelter Enhancements
 - Held Meeting with Mobile GR and Rapid staff to outline project funding and schedule
 - Initial work to begin winter 2019
 - Final install complete before end of FY2019

Goal 4 – Grow more & better jobs & ensure continued vitality of the local economy

- Recruit a major office tenant to Downtown
 - Working with City and Right Place to develop a more concerted and intentional recruitment strategy to attract larger office tenants Downtown

Goal 5 – Reinvest in public space, culture & inclusive programming

- Food Trucks
 - Extension of pilot ordinance approved by City Commission May 2018
 - Update to City Commission in December 2018
 - New ordinance adopted January 2019

Public Comment

None

Board Member Discussion

None

Adjournment

The meeting adjourned at 4:28pm

Minutes taken by:

Flor Valera

Downtown Grand Rapids Inc.

(616) 719-4610

MEMORAN

**Agenda Item 3.
April 24, 2019
DID Meeting**

DATE: April 8, 2019

TO: Bob Herr, Chair
Downtown Improvement District

FROM: Jana M. Wallace, Treasurer
Downtown Improvement District

**SUBJECT: Grand Rapids Downtown Improvement District
Interim Financial Statements as of March 31, 2019**

Attached are the DID's interim financial statements for the first nine months of fiscal year ending June 30, 2019. These statements include the following:

Statement A: Balance Sheet
Statement B: Statement of FY2019 Revenues and Expenditures
Statement C: Schedule of Expenditures: January 1 through March 31, 2019

The City Treasurer issued invoices in the amount of \$1,140,871 for DID special assessment and voluntary payments in early September, 2018. As of March 31, 2019 \$957,600 has been deposited. Additional voluntary payment revenues were recorded in October, 2018 when City departments paid \$128,570 for FY2019 which brought total 'invoiced' assessments revenues to \$1,269,441.

As of March 31, expenditures are trending as expected. Energy costs have been paid through February, 2019 so I expect one more month of the high 'winter level' electricity, natural gas, and steam charges then monthly utility costs should begin to decrease to off-season amounts.

Soon expenditures will begin to be incurred for spring clean-up, plantings, and irrigation system start-ups. The DID has sufficient funds to support budgeted FY2019 expenditures.

Please contact me at 616-456-4514 or via email at jwallace@grcity.us if you have any questions.

Attachments

STATEMENT A

GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

Balance Sheet as of March 31, 2019

	As of 03/31/2018	As of 03/31/2019
ASSETS		
Pooled Cash & Investments - District-Wide	\$ 789,117	\$ 758,470
Pooled Cash & Investments - Campau Promenade	55,050	39,677
Pooled Cash & Investments - Monroe Center	386,150	476,346
Pooled Cash & Investments - Monument Park	(13,393)	8,419
Assessments Receivable - District-Wide	132,199	171,966
Assessments Receivable - Campau Promenade	50	-
Assessments Receivable - Monroe Center	13,706	74
Assessments Receivable - Monument Park	10,697	11,231
TOTAL ASSETS	\$ 1,373,576	\$ 1,466,183
LIABILITIES AND FUND EQUITY		
Liabilities		
Accounts Payable - All Districts	\$ -	\$ -
Deferred Receivables Revenue - All Districts	156,652	183,271
TOTAL LIABILITIES	\$ 156,652	\$ 183,271
Reserve for Encumbrances	\$ 1,325	\$ 1,114
Reserve for Compensated Absences	-	1,853
Unrestricted Reserve - District-Wide	787,792	755,840
Unrestricted Reserve - Campau Promenade	55,050	39,677
Unrestricted Reserve - Monroe Center	386,150	476,009
Unrestricted Reserve - Monument Park	(13,393)	8,419
TOTAL FUND EQUITY	\$ 1,216,924	\$ 1,282,912
TOTAL LIABILITIES & FUND EQUITY	\$ 1,373,576	\$ 1,466,183

STATEMENT B

GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT FY2019 Statement of Revenues and Expenditures July 1, 2018 - March 31, 2019

REVENUES	FY2019	
	Budget	Actual
Assessments - District-Wide	\$ 1,041,863	\$ 869,897
Assessments - Campau Promenade Snowmelt	46,305 ¹	46,305
Assessments - Monroe Center Snowmelt	163,909 ¹	163,835
Assessments - Monument Park Snowmelt	17,364	6,133
Earnings on Investments - District-Wide	22,115	15,760
Earnings on Investments - Campau Promenade	2,783	1,186
Earnings on Investments - Monroe Center	2,190	7,525
Earnings on Investments - Monument Park	-	1
District-Wide Miscellaneous Reimbursements	-	232
Transfer - From District-Wide to Monument Park for Shortfall	(24,386)	(24,386)
Transfer - To Monument Park from District-Wide for Shortfall	24,386	24,386
From / (To) Fund Balance	87,944	-
TOTAL REVENUES	\$ 1,234,473	\$ 1,110,874
EXPENDITURES		
DISTRICT-WIDE SERVICES		
Maintenance and Beautification		
Landscaping and Beautification	\$ 552,025	\$ 352,105
Irrigation - Repairs & Water	6,000	5,120
Personnel - Wages and Benefits	30,000	15,180
Sub-Total	\$ 588,025	\$ 372,405
Marketing and Communications		
Advertising and Promotions	7,275	-
Personnel - Wages and Benefits	70,000	11,074
Printing, Postage, Supplies, Performers, Storage, etc.	6,500	1,125
Website Services	3,500	-
Sub-Total	\$ 87,275	\$ 12,199
Administration		
DGRI Overhead - Rent, Meetings, Phones, Cleaning, etc	20,000	18,281
Insurance	7,000	-
Personnel - Wages and Benefits	40,000	57,251
Professional Services - Legal / Human Resources / Tech	8,000	19,875
Supplies, Office Equipment, etc	8,500	4,291
Sub-Total	\$ 83,500	\$ 99,698
Public Safety - Ambassador Program	100,000	100,000
Capital and Operating Improvements	68,986	-
Pick-Up Truck for Use by Clean Team & Ambassadors	31,014	-
City A-87 Costs	35,423	26,559
TOTAL EXPENDITURES - DISTRICT-WIDE SERVICES	\$ 994,223	\$ 610,861
SNOWMELT SYSTEM OPERATIONS		
CAMPAU PROMENADE DISTRICT	70,000	45,755
MONROE CENTER DISTRICT	154,500	52,791
MONUMENT PARK DISTRICT	15,750	7,588
TOTAL EXPENDITURES - ALL DISTRICTS	\$ 1,234,473	\$ 716,995
EXCESS / (DEFICIT)	\$ -	\$ 393,879

Special & Voluntary Assessments as of 03/31/2019	Budgeted	Invoiced	Received	Receivable
District-Wide	\$ 1,041,863	\$ 1,041,863	\$ 869,897	\$ 171,966
Campau Promenade Snowmelt Operations	46,305	46,305	46,305	-
Monroe Center Snowmelt Operations	163,909	163,909	163,835	74
Monument Park Snowmelt Operations	17,364	17,364	6,133	11,231
TOTAL	\$ 1,269,441	\$ 1,269,441	\$ 1,086,170	\$ 183,271

Note 1: Historically this district has collected 100% of invoiced assessments so no reserve was budgeted.

STATEMENT C

GRAND RAPIDS, MICHIGAN DOWNTOWN IMPROVEMENT DISTRICT Schedule of Expenditures January 1 - March 31, 2019

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
1/10/2019	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beauty	Clean Team 12/2018	\$40,761.78
2/12/2019	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beauty	Clean Team 01/2019	40,761.78
3/12/2019	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beauty	Clean Team 02/2019	40,761.78
1/17/2019	DGRI Payroll Re-Allocation	District-Wide - Administration	Personnel	DDA Payroll Allocation - 07/01/18-12/14/18	32,589.53
2/28/2019	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	Correct pmts 1-8 A-87 rev / object coding	23,608.00
1/17/2019	DGRI Payroll Re-Allocation	District-Wide - Maint & Beaut	Personnel	DDA Payroll Allocation - 07/01/18-12/14/18	15,109.48
1/17/2019	DGRI Payroll Re-Allocation	District-Wide - Mktg & Comm	Personnel	DDA Payroll Allocation - 07/01/18-12/14/18	11,020.91
1/29/2019	City Treasurer - Traffic Safety	Monroe Center District	Snowmelt Operations	Electricity Usage 07/01-12/31/2018	9,842.00
3/4/2019	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam Services - 3200000000 02/2019	8,783.32
2/8/2019	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam Services - 3200000000 01/2019	8,481.36
3/4/2019	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam Services - 4200000000 02/2019	8,327.79
1/7/2019	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam Services - 3200000000 12/2018	7,470.74
2/8/2019	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam Services - 4200000000 01/2019	6,614.01
1/9/2019	Priority Health	District-Wide - Administration	Personnel	Health Insurance Premium 01/01/2019	5,549.15
1/7/2019	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam Services - 4200000000 12/2018	5,168.89
2/21/2019	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beauty	17 Fall Planters 10/2018	4,505.00
3/6/2019	DTE Energy	Campau Promenade District	Snowmelt Operations	43 Monroe parking ramp - 9100 297 30421 19/02	4,254.47
3/12/2019	Consumers Energy 1	Monument Park District	Snowmelt Operations	1 Monroe Center NE - 1000 6880 7039 19/02	3,454.98
3/13/2019	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal: misc. matters 01/2019	3,366.00
1/3/2019	DTE Energy	Campau Promenade District	Snowmelt Operations	43 Monroe parking ramp - 9100 297 30421 18/12	3,309.09
1/22/2019	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beauty	17 Winter Planters 12/2018	3,100.00
1/3/2019	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87	2,951.00
2/1/2019	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87	2,951.00
3/5/2019	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87	2,951.00
1/17/2019	City Treasurer - Dept of Public Works	District-Wide - Maint & Beaut	Landscaping & Beauty	Weekly trash disposal 10/01/2018-12/31/2018	2,275.00
4/1/2019	City Treasurer - Dept of Public Works	District-Wide - Maint & Beaut	Landscaping & Beauty	Weekly trash disposal 01/01/2019-03/31/2019	2,275.00
2/8/2019	Consumers Energy 1	Monument Park District	Snowmelt Operations	1 Monroe Center NE - 1000 6880 7039 19/01	2,124.05
3/12/2019	Consumers Energy 1	Monroe Center District	Snowmelt Operations	66 Monroe Center - 1000 1401 9077 19/02	1,818.28
3/21/2019	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beauty	Vandenberg Circle update sups 02/2019	1,808.88
2/8/2019	Consumers Energy 1	Monroe Center District	Snowmelt Operations	66 Monroe Center - 1000 1401 9077 19/01	1,726.30
2/7/2019	DTE Energy	Campau Promenade District	Snowmelt Operations	43 Monroe parking ramp - 9100 297 30421 19/01	1,581.02
1/10/2019	Consumers Energy 1	Monroe Center District	Snowmelt Operations	66 Monroe Center - 1000 1401 9077 18/12	1,557.30
1/9/2019	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lease: 29 Pearl Street 01/2019	1,415.68
2/12/2019	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lease: 29 Pearl Street 02/2019	1,415.68
3/12/2019	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lease: 29 Pearl Street 03/2019	1,415.68
3/13/2019	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal: misc. matters 01/2019	1,276.00
1/3/2019	Consumers Energy 1	Monument Park District	Snowmelt Operations	1 Monroe Center NE - 1000 6880 7039 18/12	1,260.05
2/12/2019	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 12/31/2018	1,075.86
3/26/2019	GRCAC dba Comm Media Center	District-Wide - Administration	Supplies, Equipment, etc.	Video Stream equipment for board meetings	1,047.07
1/12/2019	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 01/12/2019	801.14
2/25/2019	Geotech Inc	Monroe Center District	Snowmelt Operations	Snowmelt System O&M 02/2019	764.72
2/23/2019	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 02/23/2019	726.57
3/26/2019	Geotech Inc	Monroe Center District	Snowmelt Operations	Snowmelt System O&M 02/2019	716.21
2/21/2019	Selective Ins Company of America	District-Wide - Administration	DGRI Overhead	General Liability Insurance for 2019	684.55
2/10/2019	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal: Clean Team contract 10/2018	682.00
2/20/2019	Swift Printing & Communications	District-Wide - Mktg & Comm	Printing/Postage/etc.	Ambassador Hand Bill Palm Cards	539.77
3/9/2019	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 03/09/2019	372.60
2/25/2019	Geotech Inc	Monroe Center District	Snowmelt Operations	60 Monroe Leak 07/2018	337.44
3/7/2019	Hub International Midwest Ltd	District-Wide - Administration	DGRI Overhead	Directors & Officers Policy 11/2018-11/2019	334.06
2/26/2019	Blue Cross Blue Shield of Mich	District-Wide - Administration	Personnel	Dental Insurance Premium 03/2019	329.76
1/2/2019	TGG, Inc.	District-Wide - Administration	Personnel	Life & S/T & L/T disability insurance - 01/2019	296.81
2/4/2019	Swift Printing & Communications	District-Wide - Maint & Beaut	Landscaping & Beauty	Ambassador Beautification Signage 01/19	248.00
3/12/2019	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 02/28/2019	239.00
1/29/2019	TGG, Inc.	District-Wide - Administration	Personnel	Life & S/T & L/T disability insurance - 02/2019	227.95
2/21/2019	TGG, Inc.	District-Wide - Administration	Personnel	Life & S/T & L/T disability insurance - 03/2019	227.95
3/21/2019	TGG, Inc.	District-Wide - Administration	Personnel	Life & S/T & L/T disability insurance - 04/2019	227.95
1/2/2019	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 01/2019	195.70
2/4/2019	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 02/2019	195.70
2/25/2019	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 12/2018	195.70
3/26/2019	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 04/2019	195.70
2/13/2019	Fifth Third Bank P-card 01/19	District-Wide - Administration	Supplies, Equipment, etc.	Office Supplies 01/2019	193.81
2/28/2019	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beauty	Winter Ave offices - 1030 2027 1245 19/02	162.54
2/4/2019	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	Lenovo ThinkPad for conf room/presentation use	158.72
1/17/2019	DGRI Payroll Re-Allocation	District-Wide - Administration	Personnel	DDA Payroll Allocation - 07/01/18-12/14/18	156.79
1/2/2019	Blue Cross Blue Shield of Mich	District-Wide - Administration	Personnel	Dental Insurance Premium 01/2019	148.61
3/25/2019	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beauty	Winter Ave offices - 9100 258 89908 19/03	142.35

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STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
January 1 - March 31, 2019

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Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
<i>continued from prior page</i>					
2/22/2019	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beauty	Winter Ave offices - 9100 258 89908 19/02	\$ 132.80
1/25/2019	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	221 Grandville SW planters - WS2021262 19/01	123.65
2/8/2019	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beauty	Winter Ave offices - 1030 2027 1245 19/01	123.16
2/21/2019	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services- System Engineer 1/22/2019	118.89
1/24/2019	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beauty	Winter Ave offices - 9100 258 89908 19/01	118.82
1/9/2019	GreatAmerica Financial Svcs Corp	District-Wide - Administration	Supplies, Equipment, etc.	Copier Lease 12/2018	118.65
1/9/2019	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lease: 29 Pearl Street Mezz Office 01/19	117.42
2/12/2019	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lease: 29 Pearl Street Mezz Office 02/19	117.42
3/12/2019	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lease: 29 Pearl Street Mezz Office 03/19	117.42
1/9/2019	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial services 12/2018	116.44
2/20/2019	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial services 01/2019	116.44
1/8/2019	Fifth Third Bank P-card 12/18	District-Wide - Administration	Supplies, Equipment, etc.	Office Supplies	115.97
3/13/2019	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	2021 special assessmt district 01/2019	110.00
1/3/2019	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beauty	Winter Ave offices - 1030 2027 1245 18/12	105.71
1/7/2019	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	331 Winter NW - water/sewer 18/12	104.47
3/24/2019	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial services 02/2019	101.76
2/12/2019	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services- System Engineer 1/31/2019	99.07
1/7/2019	Grd Rapids Area Chamber of Comm	District-Wide - Administration	DGRI Overhead	Membership Dues 2018	97.85
2/12/2019	GreatAmerica Financial Svcs Corp	District-Wide - Administration	Supplies, Equipment, etc.	Copier Lease 01/2019	86.48
2/26/2019	GreatAmerica Financial Svcs Corp	District-Wide - Administration	Supplies, Equipment, etc.	Copier Lease 02/2019	76.03
2/9/2019	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 02/09/2019	74.53
1/22/2019	Blue Cross Blue Shield of Mich	District-Wide - Administration	Personnel	Dental Insurance Premium 02/2019	71.82
1/17/2019	DGRI Payroll Re-Allocation	District-Wide - Maint & Beaut	Personnel	DDA Payroll Allocation - 07/01/18-12/14/18	71.18
3/12/2019	Fifth Third Bank P-card 02/19	District-Wide - Administration	DGRI Overhead	Bike Repair services for office bike table	63.65
2/21/2019	Breck Graphics Inc dba Allegra	District-Wide - Administration	Supplies, Equipment, etc.	Staff Business Cards 01/2019	63.64
3/21/2019	TDS Metrocom, LLC	District-Wide - Administration	DGRI Overhead	Phone Service 03/2019	61.55
2/21/2019	TDS Metrocom, LLC	District-Wide - Administration	DGRI Overhead	Phone Service 02/2019	61.54
1/16/2019	TDS Metrocom, LLC	District-Wide - Administration	DGRI Overhead	Phone Service 01/2019	61.38
3/12/2019	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 12/18 & 03/19	61.00
1/16/2019	Geotech Inc	Monroe Center District	Snowmelt Operations	Snowmelt System O&M 12/2018	59.75
1/22/2019	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 12/2018	57.53
3/21/2019	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 02/2019-03/2019	56.87
3/20/2019	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 02/19-03/19	55.17
1/22/2019	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 12/2018-01/2019	54.08
1/17/2019	DGRI Payroll Re-Allocation	District-Wide - Mktg & Comm	Personnel	DDA Payroll Allocation - 07/01/18-12/14/18	53.20
2/12/2019	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services: 01/2019	52.11
3/6/2019	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services: 02/2019	52.11
1/9/2019	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 12/2018	51.18
2/25/2019	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 01/08/19 to 02/08/19	50.43
1/8/2019	Fifth Third Bank P-card 12/18	District-Wide - Administration	DGRI Overhead	Repairs Services- Office	49.31
1/7/2019	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 11/2018-12/2018	47.03
1/29/2019	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 12/18-01/19	45.58
2/21/2019	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 01/19-02/19	45.58
1/25/2019	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	3 Market SW planters - WS2117023 19/01	45.50
2/12/2019	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 01/2019	45.40
3/12/2019	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 02/2019	45.40
3/12/2019	Fifth Third Bank P-card 02/19	District-Wide - Administration	Supplies, Equipment, etc.	Office sups; bike repairs for Lobby bike table	35.86
1/9/2019	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 01/2019	31.67
2/12/2019	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 02/2019	31.67
2/12/2019	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 01/31/2019	31.32
3/26/2019	Madcap Coffee Company	District-Wide - Administration	Supplies, Equipment, etc.	Meeting Supplies 03/19	22.94
1/16/2019	Madcap Coffee Company	District-Wide - Administration	Supplies, Equipment, etc.	Meeting Supplies 01/07/2019	21.51
2/25/2019	Madcap Coffee Company	District-Wide - Administration	Supplies, Equipment, etc.	Meeting Supplies 11/2018	21.51
2/4/2019	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	12/2018 Front Glass Cleaning	18.59
1/16/2019	Engineered Protection Sys Inc	District-Wide - Administration	DGRI Overhead	Office Security System 02/01/19-04/30/19	18.14
2/4/2019	Gordon Water Systems	District-Wide - Administration	Supplies, Equipment, etc.	Water Cooler Lease 12/18-01/19	13.88
2/25/2019	Gordon Water Systems	District-Wide - Administration	Supplies, Equipment, etc.	Water Cooler Lease 01/19-02/19	12.23
2/12/2019	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 01/7/2019-01/30/2019	12.21
3/12/2019	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 02/14/2019	11.85
1/25/2019	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	100 S Division planters - WS2024679 19/01	11.69
1/25/2019	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	185 Oakes SW planters - WS2095454 19/01	11.69
3/26/2019	Gordon Water Systems	District-Wide - Administration	Supplies, Equipment, etc.	Water Cooler Lease 02/19-03/19	11.45

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STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
January 1 - March 31, 2019

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Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
<i>continued from prior page</i>					
2/12/2019	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 01/7/2019-01/30/2019	\$ 11.44
1/16/2019	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 12/07/18	10.78
1/9/2019	Madcap Coffee Company	District-Wide - Administration	Supplies, Equipment, etc.	Meeting Supplies 12/2018	10.75
2/12/2019	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 01/7/2019-01/30/2019	10.75
1/2/2019	Gordon Water Systems	District-Wide - Administration	Supplies, Equipment, etc.	Water Cooler Lease 11/18-12/18	10.10
1/16/2019	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 12/12/18	9.17
3/20/2019	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 03/11/2019	9.04
1/3/2019	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 12/17/2018	8.92
3/26/2019	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 09/17/2018	8.76
2/12/2019	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 01/7/2019-01/30/2019	8.48
2/21/2019	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 02/11/2019	8.47
3/26/2019	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 01/14/2019	8.47
3/12/2019	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 02/13/2019	5.87
3/12/2019	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 02/13/2019	5.54
2/4/2019	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Domain Name Hosting 2019-2020	4.89
3/7/2019	Amanda Sloan	District-Wide - Administration	Supplies, Equipment, etc.	Office sups reimb 12/18-2/19	4.75
1/9/2019	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 01/2019	2.35
1/16/2019	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 12/2018	2.35
2/4/2019	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 02/2019	2.35
2/12/2019	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 01/7/2019-01/30/2019	2.25
1/16/2019	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 12/12/18	1.92
1/16/2019	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 12/12/18	1.52
1/14/2019	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support - code correction	(5.00)
2/28/2019	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	Correct pmts 1-8 A-87 rev / object coding	(23,608.00)
EXPENDITURES FROM JANUARY 1 THROUGH MARCH 31, 2019					\$309,796.11

MEMORANDUM

DOWNTOWN
IMPROVEMENT
DISTRICT



DID

DATE: April 22, 2019

TO: Downtown Improvement District

FROM: Tim Kelly, AICP
President & CEO

SUBJECT: FY20 DID Budget

Agenda Item #6
April 24, 2019
DID Meeting

Overview

In October 2015, the Downtown Improvement District (DID) Board and Grand Rapids City Commission approved a five-year authorization for operations of the DID. That authorization established the DID boundary, the formula for assessing properties, a description of proposed services and a multi-year budget establishing the area wide and sub area assessments for FY2016 – FY2020 (attached). FY2020 will be the fifth and final year of the current authorization.

Revenues

For FY20, the total areawide assessments amount to \$1,093,956 with an additional \$235,679 to be assessed for the operation of the Monroe Center, Louis Campau and Monument Park snowmelt systems. There is also \$25,468 anticipated to be received via interest on investments.

In addition to the revenue from assessments, the budget also reflects transfers from the Districtwide fund balance. To offset uncollectable assessments for the snowmelt operation and maintenance at Monument Park, a transfer in the amount of \$25,000 is proposed. Further, to cover costs of previously authorized capital and operating improvement projects that may be billed after July 1, as well as to complete any new priority projects that might emerge throughout the year, a \$160,000 transfer is also shown. Any new projects would need to be authorized by the DID prior to implementation. As of March 31, 2019, the Areawide fund balance is \$755,840, so there is sufficient capacity to support the transfer.

While the overall assessment is modestly increasing from prior years as approved in the re-authorization, based on prior years collections of Class 2 (private, not-for-profit) and Class 3 (government) assessments, staff is forecasting \$150,000 in uncollected assessments, bringing total expected assessment revenue to \$1,179,635. Though many non-profits and government agencies do



DOWNTOWN
GRAND RAPIDS INC.

participate voluntarily, their assessments are not lienable, so the City Assessor has no ability to mandate payment. Combined with the fund balance transfer and earnings on investment, **total resources available for FY20 are expected to be \$1,371,249.**

Expenditures

As evidenced in the budget, the DID will continue with its current priorities to provide maintenance and beautification services, invest in marketing and communications efforts, operate snow melt systems, and participate in funding of the Downtown Ambassador and Clean Team programs. As discussed during the approval of the contract in FY19, it is recommended the Board also approve an additional \$.50/hour increase for FY20. The wage increase is expected to aid with reducing annual turnover and will bring wages into alignment with similar jobs in Kent County, and would be memorialized in the new contract to be approved by the DID and DGRI Board of Advisors and executed with Block by Block prior to July 1, 2019.

In addition to the current priorities, funding is also proposed for Downtown business support, as well as for consultant services to assist in the reauthorization process. This funding could be used for data collection, research and updates to the assessment benefit study that was completed in January 2001.

Next Steps

Following a recommendation from the DID Board, DGRI staff will present the recommended budget to the City Commission on May 14, 2019, requesting bottom-line appropriation. Following approval by City Commission, the DID Board would be asked to adopt the budget at their June 17, 2019 meeting.

Recommendation: Approve the FY20 Downtown Improvement District Budget and recommend it to the Grand Rapids City Commission.

CITY OF GRAND RAPIDS, MICHIGAN
Downtown Improvement District
FY2020 Budget Requests for July 1, 2019 through June 30, 2020
To be Submitted to the Board on April 24, 2019

	FY 2020 Budget Requests by Fund				
	District- Wide	Campau Promenade	Monroe Center	Monument Park	TOTAL
<u>RESOURCES</u>					
Assessments - District-Wide	\$ 1,093,956	\$ -	\$ -	\$ -	\$ 1,093,956
Assessments - Campau Promenade Snowmelt	-	48,620	-	-	48,620
Assessments - Monroe Center Snowmelt	-	-	168,826	-	168,826
Assessments - Monument Park Snowmelt	-	-	-	18,233	18,233
Estimated Uncollectible Assessments					
Class 2	(20,000)	-	-	-	(20,000)
Class 3	(119,000)	-	-	(11,000)	(130,000)
From District-Wide for Monument Park Shortfall	(25,000)	-	-	25,000	-
Investment Earnings	16,160	1,234	8,074	-	25,468
From / (To) fund balance	160,000	20,146	-	(14,000)	166,146
Total Resources	\$ 1,106,116	\$ 70,000	\$ 176,900	\$ 18,233	\$ 1,371,249
<u>APPROPRIATIONS</u>					
Maintenance and beautification					
Landscaping and Beautification	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000
Irrigation for Planters - Repairs & Water	6,000	-	-	-	6,000
Personnel - Wages and Benefits	30,000	-	-	-	30,000
Sub-Total	\$ 536,000	\$ -	\$ -	\$ -	\$ 536,000
Marketing and communications					
Advertising and Promotions	50,000	-	-	-	50,000
Personnel - Wages and Benefits	40,000	-	-	-	40,000
Printing, Postage, Supplies, Performers, Storage, etc.	6,500	-	-	-	6,500
Website Services	3,500	-	-	-	3,500
Sub-Total	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Administration					
DGRI Overhead - Rent/Meetings/Phones/Cleaning, etc	20,000	-	-	-	20,000
Insurance	7,000	-	-	-	7,000
Personnel - Wages and Benefits	70,467	-	-	-	70,467
Professional Services - Legal/Human Resources/Tech	79,000	-	-	-	79,000
Supplies, Office Equipment, etc	8,500	-	-	-	8,500
Sub-Total	\$ 184,967	\$ -	\$ -	\$ -	\$ 184,967
Public Safety - Ambassador Program	100,000	-	-	-	100,000
Capital and Operating Improvements	150,000	-	-	-	150,000
City A-87 Costs	35,149	-	-	-	35,149
Snowmelt Operations					
Monroe Center Snowmelt	-	-	176,900	-	176,900
Campau Promenade Snowmelt	-	70,000	-	-	70,000
Monument Park Snowmelt	-	-	-	18,233	18,233
Sub-Total	\$ -	\$ 70,000	\$ 176,900	\$ 18,233	\$ 265,133
Total Appropriations	\$ 1,106,116	\$ 70,000	\$ 176,900	\$ 18,233	\$ 1,371,249
Excess of Resources Over Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -

**REPORT OF THE
DOWNTOWN IMPROVEMENT DISTRICT BOARD**

SPECIAL ASSESSMENT Roll No. 8710

Downtown Area Service Enhancements

June 11, 2015
Revised October 27, 2015

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F. Budget.....	9

A. Summary

On August 22, 2000, the City Commission established the Downtown Improvement District Board, created pursuant to P.A. 120 of 1961, as amended. The Board has been granted the responsibility and authority to recommend to the City Commission a list of enhanced services to be provided within the Downtown Improvement District (DID) district, and to recommend a budget for the provision of these services.

Beginning on April 1, 2001 a program of enhanced services, including maintenance, beautification, events, marketing, communications, snowmelt operations & neighborhood development was established and funded, in part, by a special assessment on properties benefiting from these enhanced services.

On May 12, 2009, the City Commission amended Chapter 23 of the City Code. The new provisions of Chapter 23 clarify the advisory role of the Downtown Improvement District Board, establish separate and distinct procedures for future special assessments for either public improvements or ongoing activities, and authorize the City Commission to declare the necessity for special assessment for a period of up to five years, as authorized by State law.

On June 11, 2015, the DID Board approved a motion recommending that the City Commission declare necessity for Special Assessment for the deliverance of enhanced services, beginning July 1, 2015 and ending June 30, 2020. A map showing properties benefiting from these enhanced services, a description of the proposed service enhancements and the proposed budget are included in this report. The types of benefits conferred in this most recent recommendation would include all of the previous services, plus enhancements to public safety and economic development.

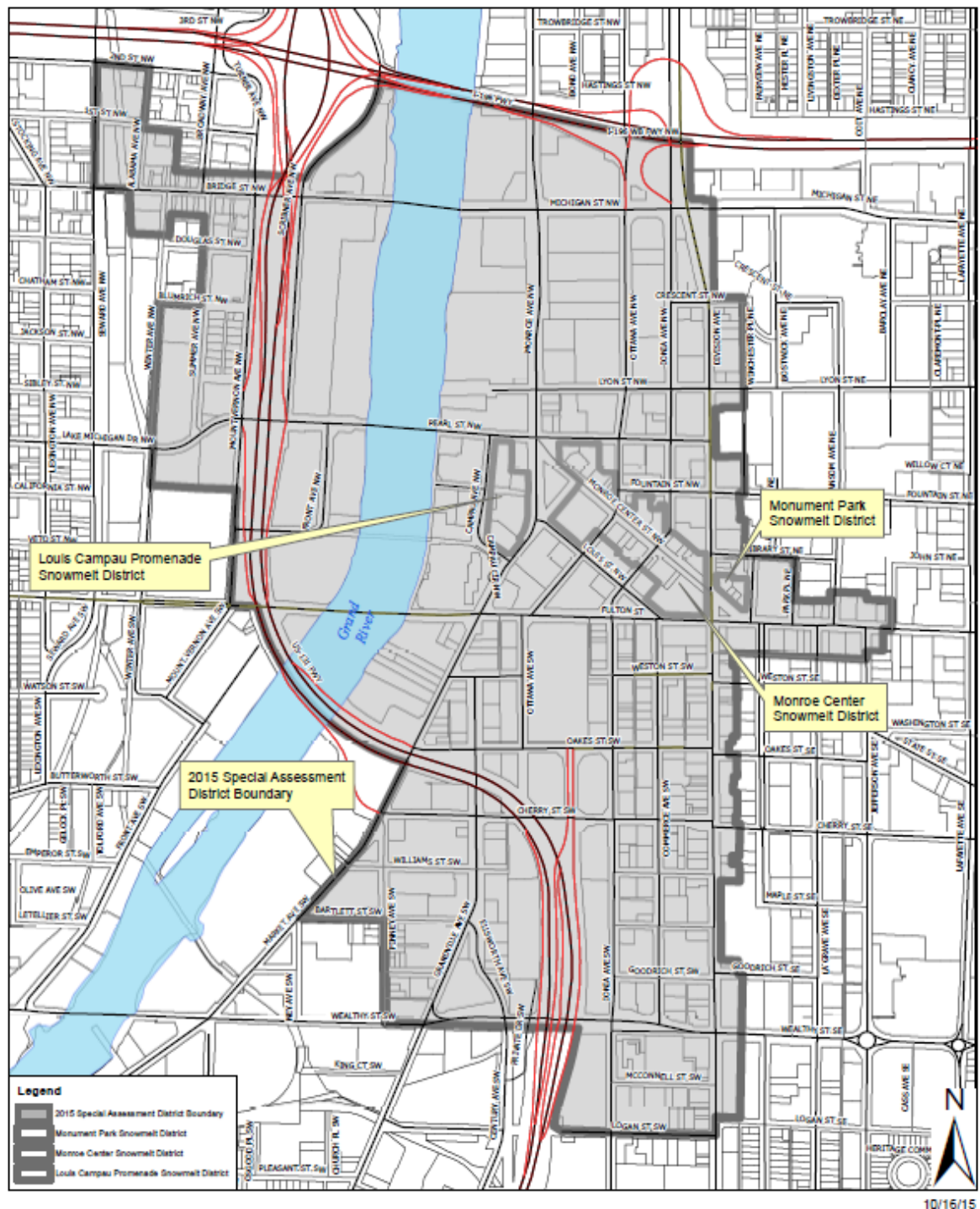
On October 13, 2015, a public hearing on necessity was held before the Grand Rapids City Commission. This report was revised by the City Commission and the City Manager effective October 27, 2015, in response to concerns raised by property owners during the hearing. Revisions include reducing the number of properties in the west side expansion and reducing the total assessments and contributions from \$900,000 to \$879,000.

It is proposed that each property benefiting from enhanced services be assessed and/or charged annually in proportion to its benefit determined annually in each of five years. The payment for the first year will be billed on February 1, 2016. Billing dates for the second, third, fourth, and fifth payments will be determined on an annual basis.

Properties will enjoy special benefit from enhanced services because they will receive services over and above services routinely provided by the City using general tax dollars. Further, properties will be relieved of a burden of commonly expected maintenance services and will benefit from enhanced property value. It is proposed to spread the entire cost of providing enhanced services amongst the various properties in the district, in proportion to the intensity of development on the property. Components used to measure the intensity of development include: land area, building area, street frontage, and parking area, as described in Section 3 of this report.

B. Map of District

2015 Special Assessment District



Revised October 27, 2015

C. Special Assessment Parameters & Assumptions

1. Assessment assumptions are based upon an assessment benefit study dated January 23, 2001 and prepared by S. B. Friedman & Co. of Chicago. Copies of this report are available for viewing in the office of Downtown Grand Rapids Inc., 29 Pearl St. NW, Suite 1.
2. Properties will be assessed as they exist on tax day of the year they are to be assessed (i.e. December 31 of the previous year). Therefore, Special Assessment Roll # 8710 is based upon data provided by the City Assessor for properties as they existed on December 31, 2014.

3. Property features to be assessed include:

• Property Area	Square Feet
• Property Street Frontage	Lineal Feet
• Building Area	Gross Square Feet
• Parking Area	Square Feet

4. For the Area-Wide, Monroe Center Snowmelt Assessment Districts, property street frontage is the length of one side of the property that fronts upon a public right-of-way where the property has its official address. The official address is the address as it exists in the records of the City Assessor. The following walkways and plazas are treated as street frontage: Monroe Center, Market Ave, Louis Campau Promenade, Lyon Square, and Ferry Street. The following are not treated as rights-of-way: alleys, river-edge walkways and the Midtown Arcade.

For the Louis Campau Promenade Snowmelt Assessment District, property street frontage is the length of each side of the property that fronts upon a public right-of-way benefiting from snowmelt services.

For the Monument Park Snowmelt Assessment District, property street frontage is the length of each side of the property that fronts upon a public right-of-way benefiting from snowmelt services.

5. Building Area in a basement is included only if finished for occupancy and “exposed”. Basements are “exposed” if they are visible through walkout grading, exterior walls or interior atriums.
6. Parking area includes surface parking lots and parking area in a building. Parking in a building includes basement level parking in multi-use buildings and parking structures.
7. Buildings are assessed whether occupied or not. New buildings under construction will not be assessed until an occupancy permit is issued for any portion of the building, at which time the building will be assessed as if completed. Existing buildings undergoing renovation are assessed as completed buildings.

8. Most privately-owned properties within the district are assessed. Michigan law provides an exemption only for certain residential properties and government properties. Single-family, tax-exempt, properties on the PILOT rolls, multi-family residential properties with four or fewer units, and privately owned condominiums in multi-family structures are exempt by law from DID assessments. Governmental units owning downtown properties and certain tax-exempt properties are exempt by law from placement on the special assessment roll, but will be asked to contribute their fair share to the DID, except parks, walkways & public rights-of-way.
9. Properties in the district are divided into four classes according to primary use & ownership status of the property:

Class 1 – Private Taxable Property
Class 2 – Private Tax-exempt

Class 3 – Public Tax-exempt
Class 4 – Multi-Family residential

10. The City Assessor has determined that because certain properties are owned by tax-exempt not-for-profit organizations (Class 2 properties), they cannot be placed on the special assessment roll. The DID Board's policy is to discount the share of cost for all Class 2 properties to 60% and request voluntary payments for enhanced services. Therefore properties within the district will be assessed and/or billed at the following rates:

Class 1 – 1.0
Class 2 – 0.6

Class 3 – 1.0
*Class 4 – 1.0**

*The benefit factor for Class 4 (Multi-Family residential) has changed from 0.6 to 1.0 in this report and plan.

11. The cost of providing enhanced services benefiting properties in the district is spread to each property as follows:

$$\begin{aligned}
 & (\text{Budget} \times 30\% \times (\text{Property Area} / \text{Total Property Area in the District})) \\
 & + (\text{Budget} \times 30\% \times (\text{Property Street Frontage} / \text{Total Property Street Frontage in the District})) \\
 & + (\text{Budget} \times 30\% \times (\text{Building Area} / \text{Total Building Area in the District})) \\
 & + (\text{Budget} \times 10\% \times (\text{Parking Area} / \text{Total Parking Area in the District})) \\
 & \hline
 & = \text{assessment by property} \\
 & \times \text{benefit factor} \\
 & \hline
 & = \text{initial assessment by property}
 \end{aligned}$$

12. After the cost of providing enhanced services is spread to each property within the district the City Assessor will calculate an annual assessment rate or charge for each property characteristic as follows:

$$\begin{aligned}
 (\text{Budget} \times 30\%) / (\text{Total Property Area in the District}) &= \text{assmt rate 1} \\
 (\text{Budget} \times 30\%) / (\text{Total Property Street Frontage in the District}) &= \text{assmt rate 2} \\
 (\text{Budget} \times 30\% / (\text{Total Building Area in the District}) &= \text{assmt rate 3}
 \end{aligned}$$

(Budget x 10% / (Total Parking Area in the District)) = assmt rate 4

13. The annual assessment/charge rate will be used to calculate a property's final amount to be assessed and/or charge:

$$\begin{array}{l}
 \text{Property Area x assmt rate 1} \\
 + \text{Property Street Frontage x assmt rate 2} \\
 + \text{Property Building Area x assmt rate 3} \\
 + \text{Property Parking Area x assmt rate 4} \\
 \hline
 = \text{initial assessment by property} \\
 \times \text{benefit factor} \\
 \hline
 = \text{final assessment by property}
 \end{array}$$

14. Those expenses related to enhanced services described below as Area-wide Expenses are spread to all of the eligible properties in the 2015 district as shown on page 3.

15. Those expenses related to Monroe Center Snowmelt operations and maintenance are spread to properties with frontage on Monroe Center. The amount spread to property owners is reduced by a contribution from the City of Grand Rapids.

16. Those expenses related to Louis Campau Promenade Snowmelt operations & maintenance are spread to properties with frontage on Louis Campau Promenade.

17. Those expenses related to Monument Park Snowmelt operations & maintenance are spread to properties with frontage onto Monument Park.

18. The characteristics of the properties within the area wide services assessment district are projected as follows:

Projected Number of Properties by Class in 2015:

Class 1 – 431	Class 2 – 81
Class 3 – 88	Class 4 – 17

Projected Percentage of Assessment Payers by Class in 2015:

Class 1 – 70%	Class 2 – 13%
Class 3 – 14%	Class 4 – 3%

Projected Assessment Amount by Class in 2015:

Class 1 – \$492,667.56	Class 2 – \$64,322.93
Class 3 – \$285,947.19	Class 4 – \$36,062.32

D. Description of Proposed Service Enhancements – FY2016 to FY2020

AREAWIDE SERVICES

Maintenance & Beautification

Maintenance: Litter pick-up, sidewalk sweeping and washing, empty waste containers, street tree & grate maintenance, crosswalk snow removal.

Beautification: Seasonal flower planting and care, seasonal decorations, banners.

Public Safety

Special uniformed police officer patrols, expanded Downtown Ambassador service delivery, vacant storefront activation and lighting.

Marketing, Communications, and Economic Development

Events, specialized business outreach and referrals, advertising, marketing & promotions, communications.

Administration

Policy Interests, City administrative costs, advocate for quality services, overhead, office expenses, program evaluation.

SPECIAL SUB-AREA SERVICES

Monroe Center

Snowmelt operations & system maintenance

Louis Campau Promenade

Snowmelt operations & system maintenance

Monument Park

Snowmelt operations & system maintenance

E. SPECIAL ASSESSMENT SCHEDULE – 2015 ROLL

MILESTONES – 2015 SPECIAL ASSESSMENT ROLL	
Date	Milestone
April 21, 2015	DID Board considers recommendation of new 5-year necessity and FY16 Budget to City Commission.
September 8, 2015	City Commission considers adoption of resolution setting date, time, and place for public hearing of necessity for special assessment.
October 13, 2015	City Commission conducts Public Hearing concerning necessity of special assessment.
October 27, 2015	City Commission considers adoption of resolution establishing necessity for enhanced services to be financed by special assessment.
November 30, 2015– December 11, 2015	Special assessment roll open for public inspection in City Assessor's Office.
December 15, 2015	Board of Review hearing (City Commission sitting as Board of Review)
January 2016	City Commission considers adoption of resolution confirming special assessment roll.
February 1, 2016	Billing of special assessment roll.

F. Multi-Year Budget – Downtown Improvement District
Special Assessment for FY 2016 - 2020

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
AREA WIDE SERVICES					
Total Assessments and Contributions	\$879,000	\$945,000	\$992,250	\$1,041,863	\$1,093,956
SPECIAL SUB-AREA SERVICES					
<u>Monroe Center Snowmelt</u>	\$150,000	\$154,500	\$159,135	\$163,909	\$168,826
<u>Louis Campau Promenade</u> <u>Snowmelt</u>	\$40,000	\$42,000	\$44,100	\$46,305	\$48,620
<u>Monument Park Snowmelt</u>	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233
Total DID Assessment	\$1,084,000	\$1,157,250	\$1,212,023	\$1,269,441	\$1,329,635

MEMORANDUM

DOWNTOWN
IMPROVEMENT
DISTRICT



DID

DATE: April 22, 2019

TO: Downtown Improvement District

FROM: Stephanie Wong, Project Manager

SUBJECT: Downtown Pop Up Park

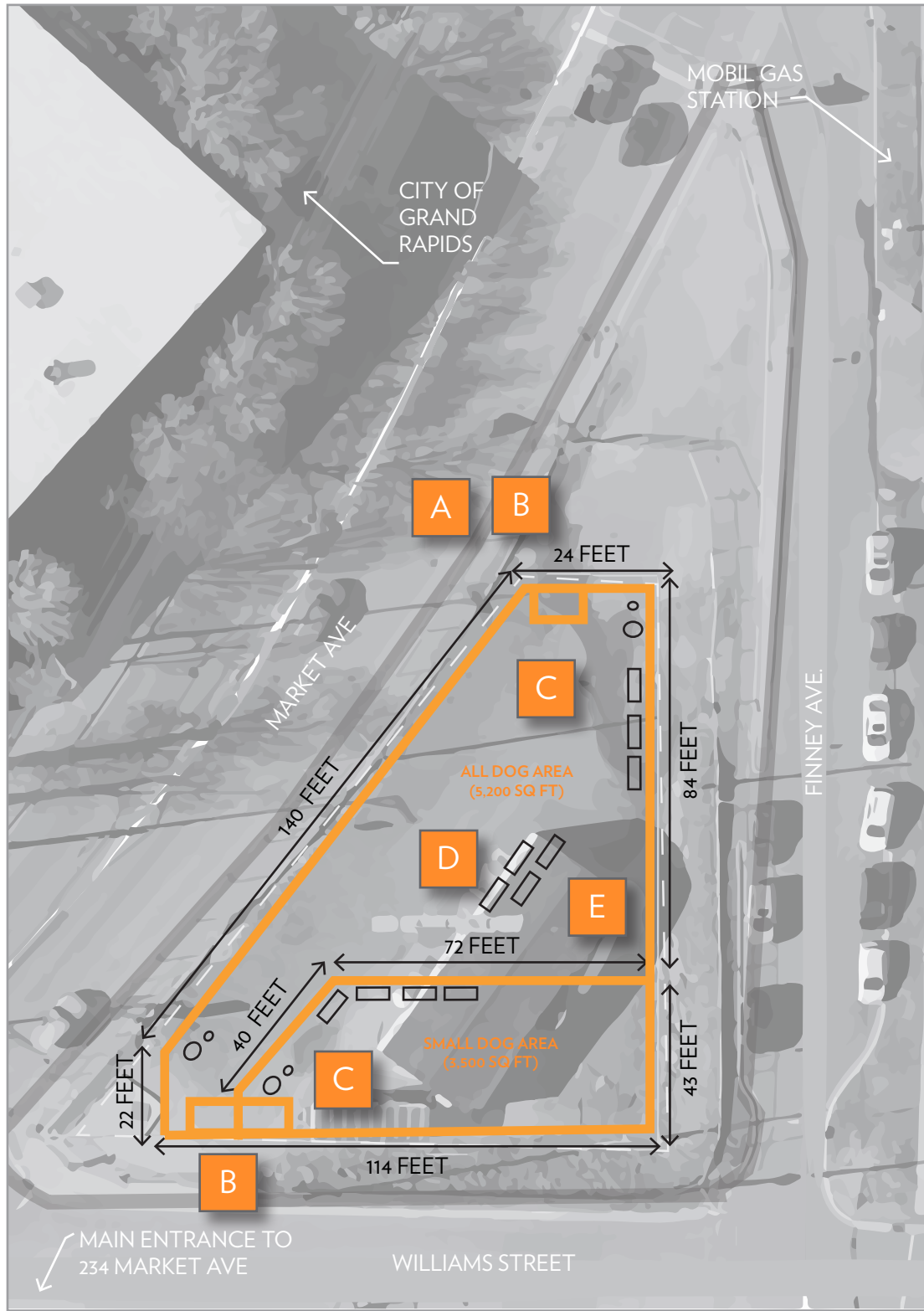
Agenda Item #6
April 24, 2019
DID Meeting

DGRI has identified a great opportunity for the downtown residents and pet-owners to pilot an off-leash dog park. As we improve downtown living for new and existing residents, a greater demand for urban amenities are also a priority. A recent study identified 5,016 households owns at least one dog within the 49503-zip code. The City Parks Master Plan supports various forms of recreation (both active and passive), but identifies dog parks as a deficit in the city. The Parks Department currently has two dog parks -- Hillcrest and Covell Park. The proposed dog park, called The Downtown P.U.P (Pop-Up Park), will be the third.

The site selection is located at 210 Market Ave, owned by Maplegrove Property Management. Last summer Maplegrove opened 234 Market, which consists of 235 apartments and dog-friendly units. As an interim use for the empty parcel across the street, the concept of a dog park was envisioned as a one-year pilot program. The site is relatively flat, easily accessible, and visible from Market Ave. Upon a successful year, an agreement may be renewed upon the approval of both parties.

The site (over 8,000 sq. ft) will be enclosed with a 6-foot-tall fence and double gated entrances with a north and south entry point. Recognizing dog size restrictions in downtown, a small dog area and large dog area will be separated with seating, trash, waste dispensers, and planter boxes. DGRI will maintain and operate the dog park, giving pet-owners the ultimate responsibility to pick up and care for the site. Ground cover will be a mix between existing conditions and woodchips generously donated by the Parks Department. Hours of operations are consistent with the City's park system (8-10 PM Daily) and planned to be opened year-round.

Funding for the dog park is provided in the FY19 Downtown Development Authority budget and was approved at their April meeting.



FENCING LAYOUT WITH SITE AMENITIES

THE OFF-LEASH DOG PARK WILL:

- >> PROVIDE A TRUE DOWNTOWN NEIGHBORHOOD AND PUBLIC AMENITY FOR ALL
- >> PROMOTE A SAFE SPACE FOR AN OFF-LEASE DOG PARK AND CULTIVATE A DOG FRIENDLY DOWNTOWN
- >> INCREASE FOOT TRAFFIC AND SIDEWALK ACTIVITY
- >> MINIMIZE VACANT SPACE ALONG A PRIMARY CORRIDOR
- >> LINK TO OTHER ONGOING RESIDENTIAL/ COMMERCIAL UNITS IN THE AREA

OFF-LEASH DOG PARK AMENITIES

- A** 6' TALL FENCING ALONG THE PERIMETER OF THE SITE. SEPARATED AREAS FOR SMALL DOGS & ALL DOG AREA
- B** DOUBLE GATED ENTRANCE/EXIT WITH APPROPRIATE SIGNAGE AND RULES POSTED
- C** TRASH & DOG BAG DISPENSER AT EACH ENTRANCE/EXIT
- D** ROCK SEATING AND PLANTER BOXES WITH LANDSCAPING. OPPORTUNITIES FOR A DOG WALK OR OBSTACLE COURSE
- E** GROUND COVER INCLUDE CURRENT SITE CONDITIONS AND WOODCHIPS



VIEW OF EXISTING SITE FROM MARKET AVE.



SITE AMENITIES



DOWNTOWN POP-UP PARK (P.U.P.)

210 MARKET AVE.
APRIL 2019

North



NOT TO SCALE



DID Reauthorization Timeline

- January – April 2019
 - Internal organization
 - Develop/mail Ambassador/DID 2018 performance report
 - Draft proposed work plan and community engagement strategy
 - Identify/seal DID Renewal Steering Committee Members
- May – December 2019
 - Steering Committee meets
 - Survey, community conversations re: renewal
 - Research and math re: costs, budget development, formula, etc
- January – June 2020
 - Formal public consideration process
 - DID recommends new multi-year necessity and FY 21 Budget
 - City Commissions hearing, Board of Review, etc.
 - Key City dates:
 - January 2020 – CC sets February public hearing date
 - February 2020 – Public hearing (Notice distributed not less than 10 days prior)
 - March 2020 – CC considers Resolution of Necessity
 - April 2020 – Special Assessment roll available for public review
 - May 2020 – Public Hearing
 - June 2020 – Confirmation of Final DID Roll
 - July 2020 – Invoices mailed for new Roll
- July 1, 2020
 - DID begins new authorization period



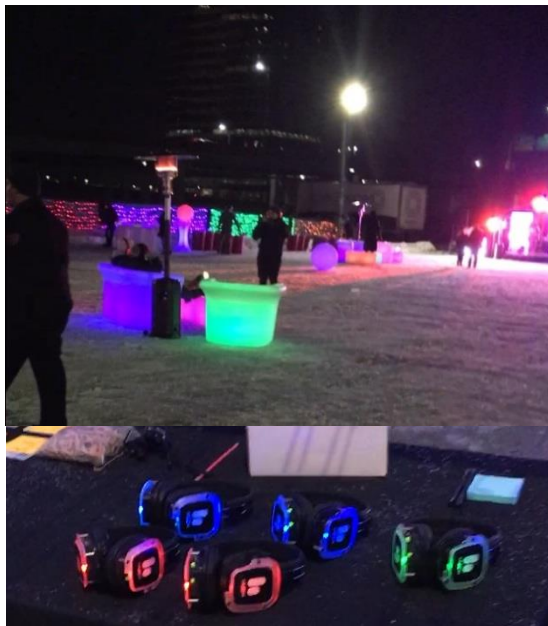
Downtown Grand Rapids Ambassador Report February 2019



Hospitality & World of Winter



World of Winter kept an otherwise frigid month exciting! We provided engagement for Paint the Park, Relax at Rosa, Love on Ice and Silent Disco. Due to the cold weather and feet of snow our team focused most of their efforts on snow removal

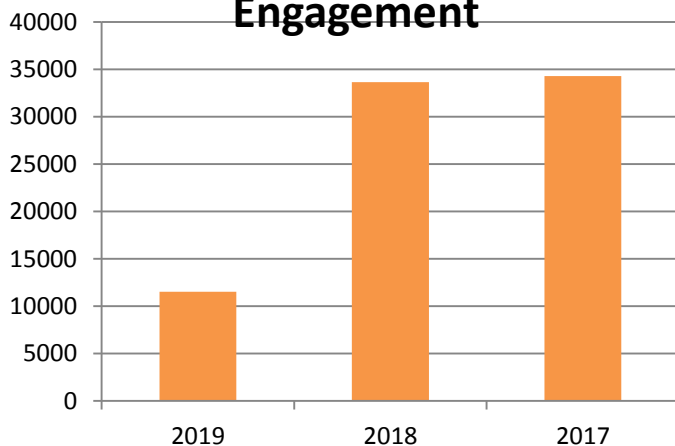


Silent Disco lights up the night at 555 Monroe Ave. Headphones allowed patrons to choose their music with 3 channels and still enjoy each other's presence.



All hands on deck! The team assisted in snow removal from Rosa Parks Circle (pictured above) so attendees could be spectators around the rink. We cleared snow and ice from the entrance of 555 Monroe prior to Silent Disco (pictured below)

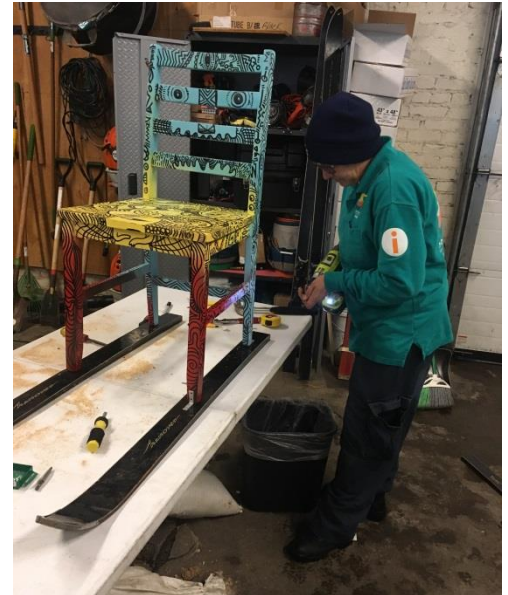
Total Hospitality & Engagement



Hospitality & World of Winter



Talina provides information during Taste of Soul at the Main Library.



Ellen builds ski chairs painted by local artists



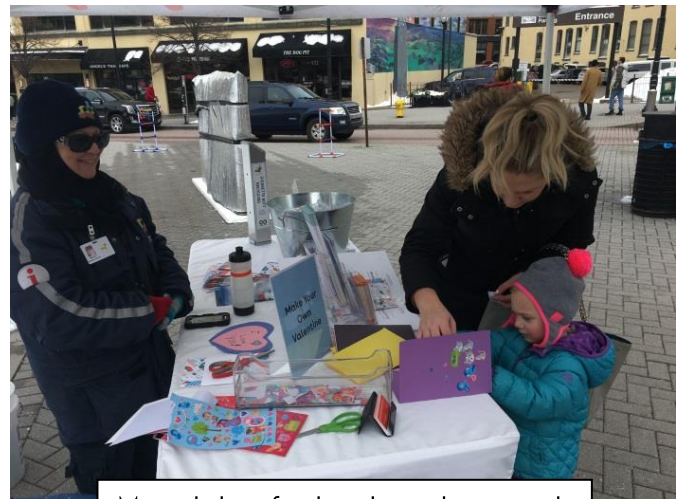
Providing stickers to children allows our team to engage families and let them know about the services we provide.



Marcia passes out World of Winter maps to a group walking by.



Ellen clears away ice from the inside of the warming tent at Rosa Parks Circle

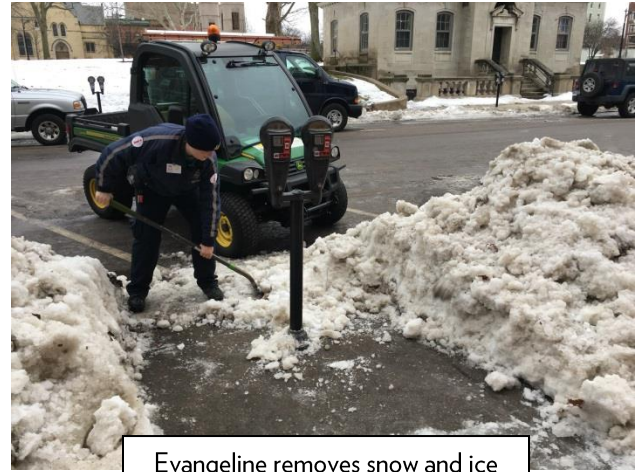


Marcia helps a family make a valentine card.

Beautification



Rob & Daniel work as a 2 person team to keep our sidewalks safe. Daniel clears the piles of snow with the blower while Rob chips away at the ice and slush beneath.



Evangeline removes snow and ice by hand around a meter.



It's the little things that keep our city looking great.



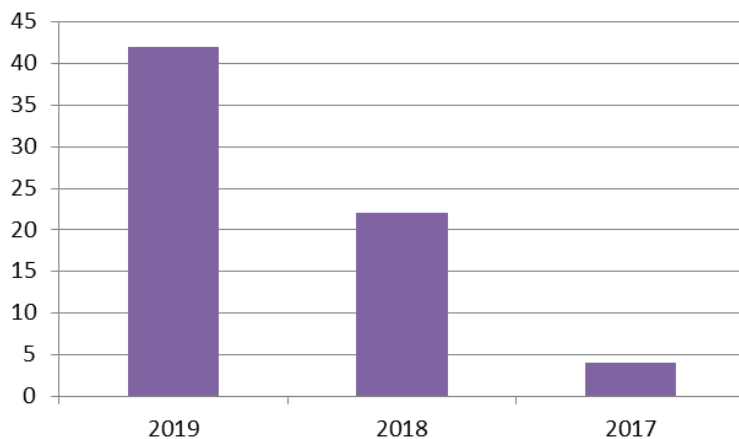
Before



After

The Ambassadors strive to make downtown a welcoming place for all which can be tricky during the snowy winter months. Our goal is to make at least 36" wide paths for people of all abilities to cross move around the city.

Total Equipment Usage



Beautification



Before

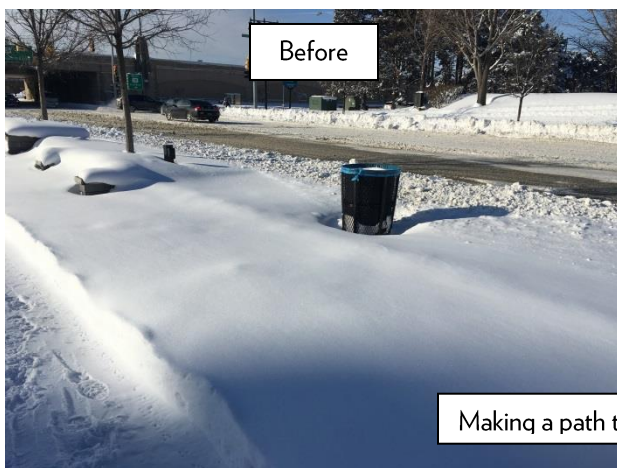


After

Broken bottles & recycling fell from a bin onto the road.



Bus stops are a top priority for our team. The path is at least 36" wide to make way for people with walkers and wheelchairs.



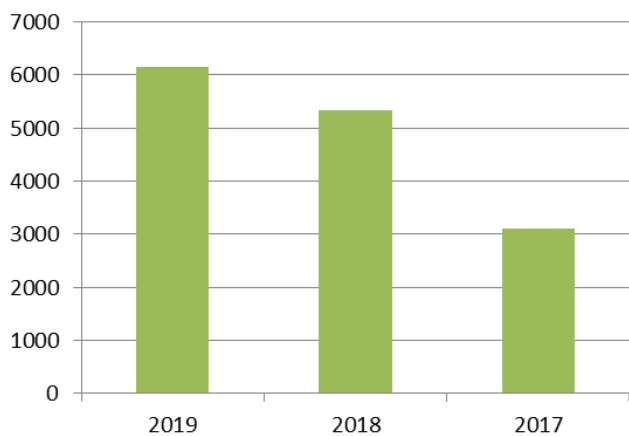
Before



After

Making a path to our trash cans

Total Beautification Activity



Daniel is prepared to clean! He carries an ice breaker and a grabber while he works on ice removal.

Outreach



Marcy, our outreach ambassador, assisting with the Point in Time count.

The ambassadors are feet on the street 360 days a year providing us an amazing opportunity to connect with those experiencing homelessness. In February the Ambassadors participated in the annual Point in Time count alongside the Coalition to end homelessness. Be.Nice. invited us to participate in Mental Health First Aid training where 7 of our team learned how to interact and diffuse those that may be experiencing a crisis.



The team brainstorms during Mental Health First Aid training.



Jared engages neighbors of Heartside during the Neighbor Knowledge exchange. An opportunity like this allows the team to reach out to the community to let them know how we can help them every day.



Rick, Marcia, Marcy, Talina, Daniel, Dylan, Jared (not pictured) proudly stand with their Mental Health First Aid certificates.

Statistics Overview

February Activity		2019	2018	2017	2019 YTD
Equipment Usage	ATLV Hours	NA	NA	NA	NA
	Bicycle (miles)	NA	NA	NA	NA
	Segway (Hours)	NA	NA	NA	NA
	Small Equipment (Hours)	42	22	4	73
	Total Equipment Usage	42	22	4	73
Beautification	Biohazard Clean Up	37	186	698	223
	Biohazard - Human	4	NA	NA	16
	Infrastructure Management	1,243	236	NA	2,558
	Graffiti - Removed	2	778	410	70
	Planters Watered	NA	NA	NA	NA
	Power Washing (block faces)	NA	NA	NA	NA
	Snow Removal	3,708	3,221	1,273	7,281
	Trash (Bags collected)	1,155	910	704	2,273
	Weed Abatement	0	0	14	0
	Total Beautification Activity	6,149	5,331	3,099	12,421
Hospitality & Engagement	Business Contact	250	260	77	484
	Mobility Assist	67	69	131	165
	Observation - Fighting	5	12	28	11
	PA - Directions	351	230	931	887
	PA - Information	2,019	7,059	4,033	3,504
	PA - Other	8,596	24,593	28,528	22,954
	Panhandling - Aggressive	70	12	15	97
	Panhandling - Passive	34	63	105	105
	Request for Emergency Services	1	10	3	5
	Sidewalk Violation	36	114	145	157
	Social Services Assist	89	1,195	272	322
	Suspicious Package	0	1	2	0
	Suspicious Person	2	10	17	20
	Total Hospitality & Engagement Activity	11,520	33,628	34,287	28,711
Total Ambassador Activity		17,669	38,959	37,386	41,132