

Virtual Meeting Access

Greetings!

For the safety and wellbeing of our members and employees, we would like to continue to hold meetings in accordance with the Open Meetings Act, PA 267 of 1976, as amended, as well as in accordance with all applicable laws including Executive Orders from the State of Michigan.

We have decided to use Microsoft Teams for video/phone conferencing for all upcoming board and alliance meetings. Teams has many exciting features including screen sharing, recording, live captions, file sharing, and more. Below are instructions on how to access the upcoming virtual meeting.



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AGENDA

DOWNTOWN DEVELOPMENT AUTHORITY



DDA

Board Members:

Luis Avila • Mayor Rosalynn Bliss • Kayem Dunn • Jermale Eddie • Greg McNeilly • Jen Schottke • Diana Sieger • Jim Talen
Rick Winn

Wednesday, June 10, 2020
9:00 a.m. [Virtual Meeting](#)
[Microsoft Teams](#)

- | | | |
|---|-----------|-----------|
| 1. Call to Order | | |
| 2. Approve Meeting Minutes from May 13, 2020 (9:00)
(enclosure) | Motion | Winn |
| 3. Accept May 31, 2020 Financial Statements (9:01)
(enclosure) | Motion | Wallace |
| 4. Downtown Enhancement Grant Funding Authorization (9:05)
(enclosure) | Motion | Kelly |
| 5. 10 Ionia Agreement Amendment (9:10)
(enclosures) | Motion | Kelly |
| 6. Redevelopment Area Designation (9:15)
(enclosures) | Motion | Kelly |
| 7. Downtown Skate and Bike Park Funding (9:20)
(enclosures) | Motion | Van Driel |
| 8. Downtown Wayfinding Consultant Recommendation (9:25)
(enclosures) | Motion | Eledge |
| 9. Bridge South Consultant Recommendation (9:30)
(enclosures) | Motion | Miller |
| 10. Downtown Bicycle Infrastructure Improvements (9:35)
(enclosures) | Motion | Miller |
| 11. Downtown Bicycle Ped Safety Improvements (9:40)
(enclosures) | Motion | Miller |
| 12. President and CEO Report (9:45) | Info Item | Kelly |



DOWNTOWN
GRAND RAPIDS INC.

AGENDA

DOWNTOWN
DEVELOPMENT
AUTHORITY



Board Members:

Luis Avila • Mayor Rosalynn Bliss • Kayem Dunn • Jermale Eddie • Greg McNeilly • Jen Schottke • Diana Sieger • Jim Talen
Rick Winn

13. Public Comment (9:50)
14. Board Member Discussion (9:55)
15. Adjournment (10:00)





MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

May 13, 2020

1. Call to Order – The meeting was called to order at 9:04 a.m. by Chair Rick Winn.

Attendance

Members Present: Rick Winn, Mayor Rosalynn Bliss, Jim Talen, Diana Sieger, Luis Avila, Kayem Dunn, Jermale Eddie, Greg McNeilly, and Jen Schottke

Others Present: Tim Kelly (DDA Executive Director), Amanda Sloan, (DDA Recording Secretary) Jana Wallace (DDA Treasurer), Dick Wendt and Jessica Wood (Legal Counsel), Andy Guy, Kimberly Van Driel, Melvin Eledge, Marion Bonneaux, Samantha Suarez, Annamarie Buller, Kyama Kitavi, Megan Catcho, Mandy McDaniel, Mark Miller (DGRI Staff), Rebecca Krenz, Josh Naramore, Jennifer Kasper, Jerry Powell, Brian McVicar, Jeff Edwards, Chad Henderson, Christian Borg, Christa Ferguson, Kristin Bennett, Craig Clark, Mark Washington, Derek Call, Kevin Buist, and Arielle Creps (ArtPrize), and others.

2. Approve Meeting Minutes from April 8, 2020

Ms. Dunn pointed out the date on the subsequent header was incorrect. Mr. Kelly stated included in the packet along with the minutes from last month were pedestrian count comparisons from 2019 and 2020 as requested, as well as a summary of the Economic Relief Committee notes. He stated so far funds have been used to create the Love Local GR website as well as purchasing outdoor seating for Downtown restaurants and retailers with roughly \$126,000 remaining in the budget.

Motion: Ms. Sieger, supported by Ms. Dunn, moved approval of the minutes from the April 8, 2020 meeting with the correction. Motion carried unanimously.

3. Accept April 30, 2020 Financial Statements

Jana Wallace introduced the financial statements for the first 10 months of the fiscal year ending June 30, 2020. She stated school tax and local tax increment has been distributed for the year though the amount may be adjusted in June based on the results of any appeals. Also, Statement B Administration expenditures appear to be higher than budgeted but funds will be reallocated to Authority projects and we will see this revision next month.

Motion: Ms. Dunn, supported by Mayor Bliss, moved to accept Statement D: April 2020 Expenditures as presented. Motion carried unanimously.

4. FY2021 Budget Adoption

Mr. Kelly noted we will be seeing a reduction in revenues from the DASH parking lots for April through June 2020 though no direct changes have been made to the budget which was recommended for approval and approved by City Commission last month.

Motion: Mr. McNeilly, supported by Ms. Dunn, moved to adopt the FY2021 Budget approved by City Commission on April 28, 2020. None opposed. Motion carried unanimously.

5. DASH Memorandum of Understanding

Mr. Kelly presented a request to continue funding of the DASH transit services in the Downtown District. This one-year extension amounts to \$270,000 in funding from the DDA with \$80,000 funded by MNTIFA and the remaining \$2,220,082 funded by the City of Grand Rapids. While public transit service has been temporarily suspended due to COVID-19, our contribution for the lease of the vehicles will continue. He noted, the City expects to resume services on May 26th with new cleaning protocols.

Motion: Mr. McNeilly, supported by Mayor Bliss, moved to approve the Memorandum of Understanding for the continuation of DASH service support through June 30, 2021. None opposed. Motion carried unanimously.

6. The Gallery Apartments Agreement Amendment

Mr. Kelly stated this request is to approve a revised payment schedule for The Gallery Apartments. He stated in 2008 the DDA entered into an agreement with Two West Fulton to facilitate the development of The Gallery project and a promissory note was executed to finance a portion of the land acquisition costs with a principal amount of \$898,848 bearing interest at 4.5%. The current outstanding balance on the note is \$388,848 and Two West Fulton has requested an adjustment in the payment schedule to allow equal monthly payments of principal and interest of \$4,029.96 from July 1, 2020 through April 1, 2024. On May 1, 2024, a final payment of \$260,967.59 would be due, amounting to \$446,345.75 in total payments under the Revised Note Payment Schedule.

Motion: Mr. Avila, supported by Mayor Bliss, moved to approve the resolution to establish a Revised Note Payment Schedule for Two West Fulton, LLC related to the Gallery at Fulton. None opposed. Motion carried unanimously.

7. 12 Weston School Tax Capture

Mr. Kelly stated the DDA has first priority to capture school tax increment; however, it can only capture enough to pay debt service on the arena bonds. The DDA has more than sufficient revenue captured annually (\$4.5 million was returned to the state this year) as well as a reserve fund to cover these payments until they end in 2022. This request is for the DDA to defer the collection of school tax increment to the Brownfield Redevelopment Authority (BRA) which may then further reimburse the developer (Division and Weston, LLC) for the construction of eligible activities related to the 12 Weston project.

Motion: Ms. Sieger, supported by Ms. Dunn, moved to approve the resolution agreeing to exclude the capture of certain Tax Increment Revenues related to the 12 Weston project.

8. Art Prize Support

Ms. Van Driel stated we are approaching our 11th year of ArtPrize in Grand Rapids, an event series that creates unique place making opportunities and community experiences consistent with GR Forward goals. She introduced Kevin Buist, Derek Call, and Arielle Creps to share the vision and objectives for the next 3 years of ArtPrize. Mr. Buist stated he recognizes the challenge that COVID-19 presents this year for community gathering and the team is hard at work creating safe ways to participate in the event including an increase in outdoor artwork, displaying art in window spaces of small businesses, and art displays in large indoor venues. He stated this year ArtPrize will be divided into Districts and an enhanced mobile app will be available. Mr. Call shared partnership objectives (increasing brand visibility while maintaining common goals) and the investment summary (\$50,000 per year for 3 years). He stated the three components included in sponsorship each year include shared underwriting of Featured Public Projects, training (of ArtPrize) and recognition of the Downtown Ambassadors, and a customized media package. Ms. Creps stated DGRI will be recognized as a Public Partner with sponsor visibility (logo recognition) and receive hospitality benefits if such events are not virtual.

Mr. Talen asked how ArtPrize Equity Grants are being used and suggested tracking the diversity of participants over the next three years. He reminded the board that our Black community is consistently underrepresented and would like to keep that in the forefront with continued spending. Mr. Eddie echoed that sentiment. Mr. Call stated Equity Grants are intertwined in Featured Public Project grants. Mr. Buist added that inclusion has been and will continue to be a priority for ArtPrize. Mr. Kelly stated DGRI continues to promote diverse businesses and communities and will gladly work with ArtPrize to share that message as well. Mayor Bliss added she is glad to see leaders in the community re-engage in events such as ArtPrize and stated they are very much needed to support minority owned businesses recently welcomed to downtown if they are to be successful in recovering from this pandemic. Mr. Winn agreed.

Mr. McNeilly asked if additional costs are expected this year due to the pandemic. Ms. Van Driel stated we will need be creative with seating and make other adjustments, but we do not anticipate an increase in costs associated with holding ArtPrize this year. Mr. Kelly added DGRI recognizes the need to assist in activating public spaces in general (provide outdoor furniture and demarcate public spaces for social distancing) and will have these things in place by ArtPrize.

Mayor Bliss, supported by Mr. McNeilly, moved to approve the Major Event Sponsorship to ArtPrize and Project 2 Programming for 2020-2023 in the amount of \$50,000 per year over 3 years and authorize the Executive Director to enter into an agreement consistent with the attached proposal. None opposed. Motion carried unanimously.

9. Jefferson Pedestrian Safety Enhancements

Mr. Miller stated this project idea was conceived earlier this year and is being expedited to provide safer connectivity for pedestrians coming from the Heartside neighborhood, adjacent transit stops, and nearby parking, to the hospital. He stated the project includes improvements to two existing street crosswalks on Jefferson; Rectangular Rapid Flash Beacons will be installed at Jefferson and Maple along with new curb cuts, tactile warning surfaces, and a striped crosswalk, as well as a median installation on Jefferson at the BRT stops. Mr. Miller stated this removable median may be reconfigured in the future to allow for bike infrastructure

or other improvements. Construction on the North crosswalk may begin as soon as next week and is expected to cost \$29,951 while the South crosswalk will cost \$15,867 totaling \$45,818.

Ms. Dunn, supported by Mayor Bliss, moved to authorize funding in an amount not to exceed \$46,000 for the completion of Mercy Health/St. Mary's pedestrian improvements on Jefferson Avenue. Motion carried unanimously.

10. Downtown Bike Infrastructure Improvements

Mr. Miller stated DGRI and Mobile GR have been collaborating to create a list of strategic bicycle related investment priorities that implement goals of GR Forward, the Bicycle Action Plan and the City of Grand Rapids Strategic Plan. These initiatives have been put into sharper focus the last few months with a desire to provide safer mobility options and further bicycle connectivity throughout Downtown. Mr. Miller presented the projects that were identified to make the most impact. These include: New Bicycle Facilities (on-street bicycle lanes and connections), Safety Access Changes to Division Avenue bike lanes, Bicycle Parking and (2) Repairs Stands, Bikeway Design Services (to advance the Bicycle Action Plan), and Design Services for Phase 2 of Division Avenue Bikeway. Mr. Miller noted the DDA does have a project budget for this item in FY20. Mr. McNeilly asked if we have data on bike usage in Grand Rapids. Ms. Bennet stated we do have some that she will share, though anecdotally, she is seeing a much higher level of bike traffic the last few months. Mr. Winn asked where GR stands on bike infrastructure across the country. Ms. Bennett would consider GR a midrange city, making a lot of progress the last 7 to 10 years and we have a lot of opportunities with Vital Streets Plan and Bike Action Plan to continue this work.

Mr. Talen, supported by Ms. Sieger, moved to authorize funding in an amount not to exceed \$125,000 for bicycle infrastructure improvements and design services in the Downtown. Motion carried unanimously.

12. President and CEO Report

Mr. Kelly stated a lot of our current work is identifying opportunities to allow downtown to reopen safely (providing more accommodations to pedestrians, bicyclists, and businesses in public spaces). He stated the Ambassador team is fully staffed for both hospitality and cleaning. Cleaning stations have been installed by the City which are being supplemented by DGRI with sanitizing stations throughout Downtown. Mr. Kelly stated he will be attending the County Committee meeting to discuss the distribution of \$114 million in federal funds to be deployed for COVID relief opportunities through the CARES Act. The Bridge South project committee gathered and will report next month with a recommendation for a consultant. Also, the RFP on Downtown Wayfinding will be on next month's agenda. Lastly, the Portland Loo construction will start this month.

13. Public Comment

None.

14. Board Member Discussion

Mr. Eddie recognized the great work of the Downtown Ambassadors and the temporary restrooms placed throughout downtown.

15. Adjournment

The meeting adjourned at 10:19 a.m.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: June 8, 2020

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Executive Director

Agenda Item #2a
June 10, 2020
DDA Meeting

SUBJECT: DDA Economic Relief Funding Update

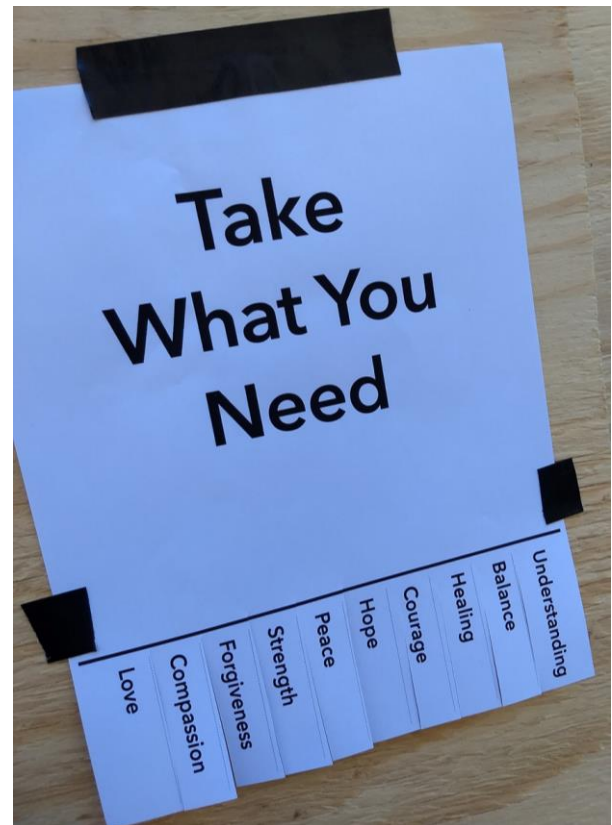
At the April 8, 2020 meeting, the DDA Board approved funding in an amount not to exceed \$200,000 to be utilized for projects and programs to support Downtown COVID-19 relief efforts. In addition, the Board approved the creation of a subcommittee to discuss and approve uses of the funds.

The Committee, comprised of Mayor Bliss, Chair Winn, Vice Chair Dunn and member McNeilly met virtually on April 24 and May 29 to discuss possible projects and ongoing community wide relief efforts. Below is an accounting of the approved expenditures to date:

Love Local GR Website	\$ 20,000.00
Uline 300 Chairs	\$ 40,500.00
Uline 480 Chairs	\$ 45,360.00
Uline 195 Tables	\$ 49,749.82
Retail Assessment and Recovery Strategy	\$ 20,000.00
TOTAL APPROVED	\$ 175,609.82
Remaining	\$ 24,390.18

As further opportunities emerge the group will be reconvened for counsel and approval of the remaining \$24,390.18. At this time, it is expected the funding will be used to expand Social Zones and available infrastructure throughout Downtown. Further, as we move into FY21, the group will begin to focus on long range planning and strategy development as we move into the next phase of recovery.





Downtown Grand Rapids Ambassador Program

May 2020 Report



Highlights

Meet Eddie! His second day working with the Ambassadors was the day the community showed up to clean. He didn't balk at the work and was happy to do whatever was needed.

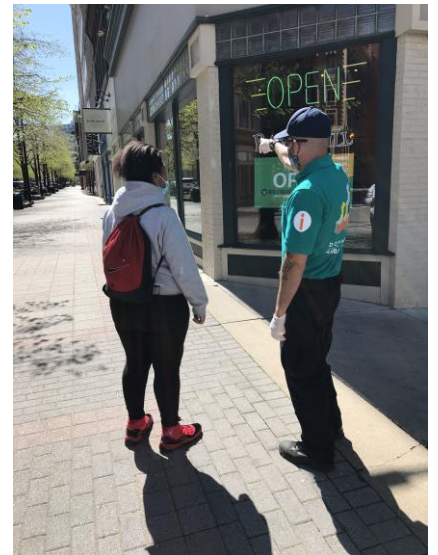
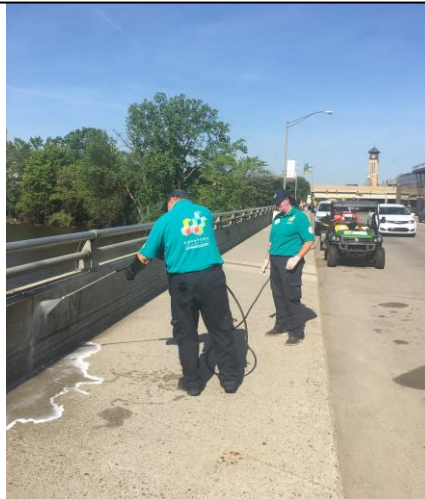


The team was recognized with lunch by a few groups including the DNN, Keller Williams Realty and the Dot Pit for the essential work we're doing. We feel very appreciated!

Sam learns how to remove graffiti using a pressure washer.



The work we do is essential and we've got the shirts to prove it!



Downtown may not be busy but there's still so much to do and so much equipment to use! We're training on mechanical cleaning equipment, pressure washing and mobility equipment such as bikes and a Segway.

Coming Together

On May 31 the community woke up and came together. In fact, they were even there when glass was still being shattered and fires were still raging. Volunteers removed graffiti, swept up glass and even chipped away at melted rubber and glass on the street. Volunteers approached the Ambassadors asking “what can I do?” It was an emotional day for many and we still have much work to do. I chose to view the positive and uplifting and I wanted to share.



Volunteers helped to board up windows. The Ambassadors provided safety cones to highlight trip hazards.

The team picks up broken & damaged trash cans to repair, repaint and remove melted liners



The community assisted with graffiti removal on buildings, infrastructure and even the “RAD American Women from A-Z” boxes.



Without request, this family decided to replant and clean up our planter pots along Ottawa Ave. There were a lot of families that brought their children to help.

Statistics

May Activity		2020	2019	2018	2020
Equipment Usage	ATLV Hours	53	0	6	54
	Bicycle (miles)	42	2	0	51
	Segway (Hours)	21	29.5	85	28
	Small Equipment (Hours)	18	0	4	18
	Total Equipment Usage	134	31.5	95	46
Beautification	Biohazard Clean Up	262	164	296	1,826
	Biohazard - Human	27	44	NA	262
	Infrastructure Management	4,366	2,895	983	40,092
	Graffiti - Removed	166	170	146	721
	Planters Watered	461	104	340	463
	Power Washing (block faces)	21	58	78	21
	Snow Removal	NA	NA	NA	7,437
	Trash (Bags collected)	966	1,916	1,664	5,523
	Weed Abatement (block faces)	57	NA	NA	68
	Weed Abatement (# of weeds)	NA	9,951	1,970	NA
	Total Beautification Activity	6,326	15,302	5,477	56,413
Hospitality & Engagement	Business Contact	11	294	290	790
	Mobility Assist	13	123	13	493
	Observation - Fighting	5	4	28	25
	PA - Directions	47	864	128	1,376
	PA - Information	1,102	4,318	1,873	16,905
	PA - Other	497	7,687	4,384	26,319
	Panhandling - Aggressive	57	133	25	768
	Panhandling - Passive	11	67	96	331
	Request for Emergency Services	2	8	2	11
	Sidewalk Violation	331	648	391	2,307
	Social Services Assist	4	32	130	228
	Suspicious Package	0	1	0	1
	Suspicious Activity	4	3	0	38
	Total Hospitality & Engagement Activity	2,084	14,182	7,360	49,592
Total Ambassador Activity		8,410	29,484	12,837	106,005

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: June 5, 2020

TO: Rick Winn
Chairman

**Agenda Item 3.
June 10, 2020
DDA Meeting**

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: FY2020 Interim Financial Statements as of May 31, 2020

Attached are the Authority's interim financial statements for the first eleven months of the Authority's fiscal year ending June 30, 2020. The attached statements include:

- Statement A: Balance Sheet
- Statement B: Comparison of FY2020 Budget vs Actual Results
- Statement C: Statement of FY2020 Project Expenditures
- Statement D: Schedule of May, 2020 Expenditures

On Statement A, Debt Increment liabilities decreased from \$19,110,000 to \$12,835,000 following the May 1 \$6,275,000 principal payment for the Series 2017 Van Andel Arena Refunding Bonds. Only two more Arena-related annual principal payments remain and then the Authority will cease capturing school tax increment revenues.

On Statement B, Debt Tax Increment Property Tax Increment revenues decreased by almost \$50,000 and Local Tax Increment Property Tax Increment revenues increased by \$2,000. These changes result from 2019 property assessment and classification appeals. The net Debt Increment decreases were due to property classification changes from Non-Principal Residence Exemption to Principal Residence Exemption which eliminated school operating revenues assessments for those properties.

In the Local Tax Increment Fund, year to date Administration expenditures on Statement B are nearing the maximum budget. However, April and May DGRI payroll expenditures are included in the year to date total and will be re-allocated, as part of year-end closing, to Authority, Monroe North TIFA, and Downtown Improvement District projects. The Authority has sufficient cash to support budgeted expenditures.

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

Attachments

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STATEMENT A

DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet

As of May 31, 2020

	Non-Tax Funds	Debt Tax Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 6,395,982	\$ 3,361,073	\$ 8,206,369	\$ 17,963,424
Petty Cash	-	-	500	500
Loan Receivable - Project Developer	388,848	-	-	388,848
General Fixed Assets	-	-	87,946,535	87,946,535
Accumulated Depreciation on Fixed Assets	-	-	(57,452,061)	(57,452,061)
Future Tax Increment Revenues Anticipated	-	12,835,000	15,500	12,850,500
TOTAL ASSETS	\$ 6,784,830	\$ 16,196,073	\$ 38,716,843	\$ 61,697,746
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ 14,870	\$ -	\$ 5,388	\$ 20,258
Current Year Estimated Excess Capture	-	4,193,129	-	4,193,129
Deposit - Area 4 Developer Damage	1,000	-	-	1,000
Prior Year Property Tax Appeals	-	14,347	33,320	47,667
Deferred Revenue - 158 Oakes SW LOU	71,414	-	-	71,414
Deferred Revenue - Developer Loan	388,848	-	-	388,848
Contract Payable	-	-	15,500	15,500
Bonds Payable	-	12,835,000	-	12,835,000
TOTAL LIABILITIES	476,132	17,042,476	54,208	17,572,816
Fund Balance / Equity:				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	30,494,474	30,494,474
Non-Tax Increment Reserve	5,775,983	-	-	5,775,983
Reserve for Authorized Projects	-	-	8,144,099	8,144,099
Reserve for Brownfield Series 2012A Bonds	530,999	-	-	530,999
Reserve for Compensated Absences	-	-	10,000	10,000
Reserve for Eligible Obligations	-	(846,403)	-	(846,403)
Reserve for Encumbrances	1,716	-	14,062	15,778
TOTAL FUND EQUITY	6,308,698	(846,403)	38,662,635	44,124,930
TOTAL LIABILITIES & FUND EQUITY	\$ 6,784,830	\$ 16,196,073	\$ 38,716,843	\$ 61,697,746

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2020 Budget vs Actual Results July 1, 2019 - May 31, 2020

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 11,778,166	\$ 11,419,156	\$ 5,738,550	\$ 6,305,110
Property Tax Increment - Transit Millage	-	-	-	-	524,663	583,933
Property Tax Increment - Prior Year Appeals	-	-	(25,000)	4,473	(75,000)	5,193
Property Tax Increment - County/GRCC/City/ITP Rebates	-	-	-	-	(618,821)	(687,386)
Special Assessments - Areaway	15,000	-	-	-	-	-
Earnings from Investments - General	108,466	84,288	60,252	133,026	142,199	166,017
Earnings from Investments - Prior Year Accrual Reversal	-	(43,290)	-	(40,447)	-	(60,438)
Interest Paid by Developer - The Gallery on Fulton Note	17,498	-	-	-	-	-
Property Rental - DASH Parking Lots	950,000	521,840	-	-	-	-
Property Rentals - YMCA Customer Parking	51,207	43,350	-	-	-	-
Event Sponsorships and Fees	50,000	11,530	-	-	-	-
Valent-ICE Sculpture Reimbursements	15,000	13,400	-	-	-	-
Contributions - Lyon Square Reconstruction	-	-	-	-	900,000	-
Contributions - Arena Plaza Reconstruction	-	-	-	-	440,000	440,148
Principal Repayments - The Gallery on Fulton Note	100,000	-	-	-	-	-
Reimbursements and Miscellaneous Revenues	2,000	162	-	-	5,000	1,549
Sale of 158 Oakes Avenue SW Property to Developer	-	1,796,875	-	-	-	-
From / (To) Fund Balance	1,810,129	-	(60,252)	-	3,060,084	-
TOTAL REVENUES	\$ 3,119,300	\$ 2,428,155	\$ 11,753,166	\$ 11,516,208	\$ 10,116,675	\$ 6,754,126
EXPENDITURES						
<u>GR Forward Projects:</u>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 30,000	\$ 23,889	\$ -	\$ -	\$ 1,500,000	\$ 355,529
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	165,000	17,228	-	-	1,965,000	1,195,305
Goal #3: Implement a 21st Century Mobility Strategy	200,000	127,500	-	-	1,715,000	635,129
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	250,000	118,295	-	-	450,000	242,129
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	2,469,000	823,548	-	-	2,460,000	721,955
Total GR Forward Projects	\$ 3,114,000	\$ 1,110,460	\$ -	\$ -	\$ 8,090,000	\$ 3,150,047
Administration	5,300	3,856	-	-	1,250,000	1,220,677
Debt Service for Bond Issues	-	-	7,230,500	7,230,500	776,675	417,246
Estimated Capture to be Returned	-	-	4,522,666	-	-	-
TOTAL EXPENDITURES	\$ 3,119,300	\$ 1,114,316	\$ 11,753,166	\$ 7,230,500	\$ 10,116,675	\$ 4,787,970
EXCESS / (DEFICIT)	\$ -	\$ 1,313,839	\$ -	\$ 4,285,708	\$ -	\$ 1,966,156

STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY
Statement of FY2020 Project Expenditures
As of May 31, 2020

Project Name	FY2020 Project Budgets		Expenditures		Remaining
	%	Amount	Month	Fiscal Year	FY2020 Budgets
Arena South Implementation		50,000	9,115	16,306	33,694
Downtown Plan		250,000	-	202,987	47,013
Grand River Activation		-	-	1,512	(1,512)
Lyon Square Improvements		900,000	-	2,002	897,998
Parks Design		300,000	16,734	126,806	173,194
River Trail Improvements		-	-	5,916	(5,916)
GRForward Goal # 1 - Local Tax Increment	13.39%	\$ 1,500,000	\$ 25,849	\$ 355,529	\$ 1,144,471
Downtown Speakers Series		15,000	-	23,499	(8,499)
Riverwalk Maintenance		15,000	-	390	14,610
GRForward Goal # 1 - Non-Tax Increment	0.27%	\$ 30,000	\$ -	\$ 23,889	\$ 6,111
Affordable Housing Support		250,000	-	-	250,000
Development Project Guidance		50,000	26,516	34,011	15,989
Development Project Reimbursements		1,400,000	19,144	1,123,296	276,704
Downtown Census		15,000	-	-	15,000
Downtown Enhancement Grants		250,000	-	31,969	218,031
Weston Street - Sheldon to LaGrave Ave		-	-	6,029	(6,029)
GRForward Goal # 2 - Local Tax Increment	17.54%	\$ 1,965,000	\$ 45,660	\$ 1,195,305	\$ 769,695
Heartside Quality of Life Implementation		125,000	-	356	124,644
Stakeholder Engagement Programs		40,000	216	16,872	23,128
GRForward Goal # 2 - Non-Tax Increment	1.47%	\$ 165,000	\$ 216	\$ 17,228	\$ 147,772
Accessibility and Mobility Repairs		75,000	12,212	80,235	(5,235)
Bicycle Friendly Improvements		125,000	-	-	125,000
CBD/Heartside/Arena S Streetscape Improvs		360,000	-	384,919	(24,919)
DASH North Shuttle Services		120,000	-	120,000	-
Division Ave - Fulton to Wealthy Streetscape Improvs		310,000	-	47,252	262,748
Michigan / Ottawa Gateway		50,000	-	-	50,000
New Downtown Circulator Infrastructure		475,000	-	-	475,000
Wayfinding System Improvements		200,000	1,249	2,723	197,277
GRForward Goal # 3 - Local Tax Increment	15.31%	\$ 1,715,000	\$ 13,461	\$ 635,129	\$ 1,079,871
Transportation Demand Mnmt Program		200,000	22,500	127,500	72,500
GRForward Goal # 3 - Non-Tax Increment	1.79%	\$ 200,000	\$ 22,500	\$ 127,500	\$ 72,500
Economic Development and Innovation		450,000	528	242,129	207,871
GRForward Goal # 4 - Local Tax Increment	4.02%	\$ 450,000	\$ 528	\$ 242,129	\$ 207,871
COVID Economic Relief Program		200,000	95,822	95,822	104,178
Downtown Workforce Programs		50,000	(1,437)	15,710	34,290
Letter of Understanding - 158 Oakes SW		-	-	6,763	(6,763)
GRForward Goal # 4 - Non-Tax Increment	2.23%	\$ 250,000	\$ 94,385	\$ 118,295	\$ 131,705
Arena Plaza Improvements: Local Tax Increment		672,000	6,987	68,669	603,331
Calder Plaza Improvements: Local Tax Increment		672,000	-	14,000	658,000
Downtown Marketing and Inclusion Efforts		416,000	89,094	321,432	94,568
Downtown Tree Plantings		100,000	-	74,954	25,046
Heartside Public Restroom Facilities Construction		50,000	292	98,251	(48,251)
Public Realm Improvements: Local Tax Increment		200,000	-	10,422	189,578
Sheldon Blvd - Weston to Cherry Street		200,000	-	34,065	165,935
Snowmelt System Repairs / Investigation		25,000	-	-	25,000
State of Downtown Event & Annual Report		25,000	-	27,901	(2,901)
Urban Recreation Improvements		100,000	36,606	72,261	27,739
GRForward Goal # 5 - Local Tax Increment	21.96%	\$ 2,460,000	\$ 132,979	\$ 721,955	\$ 1,738,045
Arena Plaza Improvements: Non-Tax Increment		600,000	-	-	600,000
Bridge Lighting Operations		10,000	4,009	4,009	5,991
Calder Plaza Improvements: Non-Tax Increment		400,000	-	-	400,000
DGRI Event Production		270,000	535	196,428	73,572
Diversity Programming		50,000	-	74,325	(24,325)
Downtown Ambassadors		222,000	26,452	167,735	54,265
Experience - Miscellaneous		50,000	-	17,964	32,036
Holiday Décor Program		60,000	-	44,109	15,891
Major Event Sponsorship		70,000	5,000	20,000	50,000
Police Foot Patrols		35,000	-	35,000	-
Project and Fixed Asset Maintenance		25,000	-	2,187	22,813
Public Realm Improvements: Non-Tax Increment		200,000	-	-	200,000
Public Space Activation		250,000	19,185	102,621	147,379
Rosa Parks Circle Skating Operations		40,000	-	-	40,000
Special Events - Grants		25,000	-	10,325	14,675
Special Events - Office of		75,000	-	75,000	-
Special Events - Training Program		5,000	-	3,057	1,943
Ticketed Events - Police Services		80,000	-	70,788	9,212
Winter Avenue Building Lease		2,000	-	-	2,000
GRForward Goal # 5 - Non-Tax Increment	22.04%	\$ 2,469,000	\$ 55,181	\$ 823,548	\$ 1,645,452
TOTAL	100.00%	\$ 11,204,000	\$ 390,759	\$ 4,260,507	\$ 6,943,493

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of FY2020 Expenditures
May, 2020

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Local	5/31/2020	Paychex	Administration	DDA Payroll Wages, 401, Taxes-May 2020	\$ 97,015.27
Non-Tax	5/22/2020	U-Line Inc	COVID Economic Relief Program	Equipping Social Zones - tables, chairs, sani-stations	55,601.04
Non-Tax	5/22/2020	U-Line Inc	COVID Economic Relief Program	Equipping Social Zones - tables, chairs, sani-stations	36,749.82
Local	5/11/2020	Landscape Forms Inc	Urban Recreation Improvements	Benches and Trash Receptacles 4/20	36,540.00
Non-Tax	5/11/2020	Mydatt Service dba Block by Block	Downtown Ambassadors	Ambassador Program 04/2020	26,356.12
Local	5/13/2020	Payroll Re-Allocation Entry	Development Project Guidance	To projects, DID, & MNTIFA 10/19/19-03/28/20	26,328.06
Local	5/13/2020	Payroll Re-Allocation Entry	Downtown Marketing & Inclusion Efforts	To projects, DID, & MNTIFA 10/19/19-03/28/20	25,408.60
Local	5/31/2020	City / County Joint Building Authority	CCJBA Series 2013B - DeVos Place Bonds	Semi-annual interest payment	23,500.00
Non-Tax	5/13/2020	City Treasurer - MobileGR/Parking Svcs	Transportation Demand Mnmt Program	MAY 2020 DDA SHARE OF DASH NORTH SVC	22,500.00
Local	5/13/2020	Payroll Re-Allocation Entry	Parks Design	To projects, DID, & MNTIFA 10/19/19-03/28/20	16,663.48
Local	5/12/2020	Priority Health	Administration	Health Insurance May June July 2020	15,318.31
Local	5/28/2020	Brian Kelly LLC	Downtown Marketing & Inclusion Efforts	Be The Bridge videos 4/20	14,500.00
Local	5/25/2020	Karen Tracey Design	Downtown Marketing & Inclusion Efforts	LoveLocalGR website design 4/20	14,000.00
Local	5/8/2020	150 Ottawa Development LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Winter	12,913.08
Local	5/13/2020	Payroll Re-Allocation Entry	Accessibility and Mobility Repairs	To projects, DID, & MNTIFA 10/19/19-03/28/20	12,155.67
Local	5/1/2020	City Treasurer - Budget Office	Administration	Support services allocation - May, 2020	10,722.08
Local	5/11/2020	Festival of the Arts	Downtown Marketing & Inclusion Efforts	Virtual Arts Festival Platinum sponsorship 2020	10,000.00
Local	5/13/2020	Payroll Re-Allocation Entry	Arena South Implementation	To projects, DID, & MNTIFA 10/19/19-03/28/20	9,072.48
Local	5/28/2020	MKSK Inc	Arena Plaza Improvements: Local Tax	Van Andel Plaza construction admin 4/20	6,744.50
Local	5/8/2020	Waters Building LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Winter	6,230.52
Local	5/19/2020	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 5/2020	5,843.13
Local	5/27/2020	Dickinson Wright PLLC	Administration	Legal services: DDA 3/20	5,390.00
Non-Tax	5/28/2020	Hannah Renee Berry	Public Space Activation	Womens Way Mural contract 2020	5,150.00
Non-Tax	5/31/2020	Gilda's Club of Grand Rapids	Major Event Sponsorship	LaughFest 2020 Sponsorship 2/2	5,000.00
Local	5/31/2020	LINC Up Nonprofit Housing Corporation	Downtown Marketing & Inclusion Efforts	Rock the Block Sponsorship 2020	5,000.00
Local	5/28/2020	Local First West Michigan	Downtown Marketing & Inclusion Efforts	LoveLocalGR marketing support 5/20	5,000.00
Local	5/19/2020	Cision US Inc.	Downtown Marketing & Inclusion Efforts	Website design services 4/20	4,500.00
Local	5/11/2020	McAlvey Merchant & Associates	Administration	Governmental Consulting April 2020	4,500.00
Non-Tax	5/27/2020	City Treasurer - ELC Dept	Bridge Lighting Operations	Blue Bridge repairs Nov. 7 - 22, 2019	4,009.24
Non-Tax	5/22/2020	U-Line Inc	COVID Economic Relief Program	Equipping Social Zones - tables, chairs, sani-stations	3,471.60
Local	5/11/2020	Erika Townsley	Downtown Marketing & Inclusion Efforts	Photography Services at various locations 4/30	3,000.00
Local	5/11/2020	Fifth Third Bank P-Card - 04/2020	Downtown Marketing & Inclusion Efforts	Marketing: Small Business Promotional Campaign	2,065.35
Non-Tax	5/31/2020	Alan Norberg	Public Space Activation	Womens Way final rendering 5/20	2,000.00
Non-Tax	5/31/2020	Esan Sommersell	Public Space Activation	Womens Way mural final sketch 5/20	2,000.00
Non-Tax	5/31/2020	Jasmine Janine Bruce	Public Space Activation	Womens Way mural final sketch 5/20	2,000.00
Non-Tax	5/31/2020	Michelle Farias	Public Space Activation	Womens Way mural final sketch 5/20	2,000.00
Local	5/11/2020	Serendipity Publishing LLC	Downtown Marketing & Inclusion Efforts	Revue ad May 2020	1,575.00
Local	5/25/2020	Dickinson Wright PLLC	Administration	Legal services: DDA 3/20	1,452.00
Non-Tax	5/31/2020	Jeffrey A Songco	Public Space Activation	Bike Corral Mural project 1/2 5/20	1,375.00
Local	5/28/2020	Valley City Sign Co	Wayfinding System Improvements	14025 -Wayfinding/Prkg Signs (#1402538) - DDA	1,249.00
Local	5/16/2020	City of Grand Rapids	Administration	Staff services - payroll period ended 05/16/2020	1,062.82
Local	5/1/2020	City Treasurer - Risk Management	Administration	Monthly General Insurance Allocation	1,047.00
Local	5/19/2020	TGG, Inc.	Administration	Life & S/T & L/T disability ins - 6/01/20 to 6/30/20	1,044.60
Non-Tax	5/28/2020	Alan Norberg	Public Space Activation	Womens Way mural sketches 5/20	1,000.00
Non-Tax	5/28/2020	Esan Sommersell	Public Space Activation	Womens Way mural sketches 5/20	1,000.00
Non-Tax	5/12/2020	Jasmine Janine Bruce	Public Space Activation	Womens Way Alley sketches 4/20	1,000.00
Non-Tax	5/12/2020	Michelle Farias	Public Space Activation	Womens Way Alley sketches 4/20	1,000.00
Local	5/11/2020	Fifth Third Bank P-Card - 04/2020	Downtown Marketing & Inclusion Efforts	Marketing & Advertising	961.84
Local	5/12/2020	Brian Kelly LLC	Downtown Marketing & Inclusion Efforts	Framed GR photo 3/20	900.00
Local	5/30/2020	City of Grand Rapids	Administration	Staff services - payroll period ended 05/30/2020	879.58
Local	5/12/2020	Women's LifeStyle, Inc	Downtown Marketing & Inclusion Efforts	Athena full page ad Sept 2019	825.00
Non-Tax	5/28/2020	Mark Lavengood	Downtown Workforce Programs	Relax at Rosa (Home) performer 5/20	700.00
Local	5/2/2020	City of Grand Rapids	Administration	Staff services - payroll period ended 05/02/2020	696.32
Non-Tax	5/25/2020	Dickinson Wright PLLC	Public Space Activation	Legal services: Skate Park 3/20	660.00
Local	5/26/2020	Dickinson Wright PLLC	Administration	Legal services: DDA 3/20	550.00
Non-Tax	5/11/2020	Fifth Third Bank P-Card - 04/2020	DGRI Event Production	DGRI Events Storage Rental	534.85
Local	5/25/2020	Dickinson Wright PLLC	Economic Development and Innovation	legal: business incubator 3/20	528.00
Local	5/12/2020	American Planning Association	Administration	Annual membership 07/01/20-06/30/21 Tim Kelly	518.00
Local	5/28/2020	Cindy Boyce	Downtown Marketing & Inclusion Efforts	Revue Ad image licensing 1/2020	490.00
Local	5/19/2020	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezz Office 05/2020	475.14
Local	5/31/2020	Paychex	Administration	DDA Payroll Processing Fee-May 2020	401.55
Non-Tax	5/31/2020	Max Lockwood	Downtown Workforce Programs	Relax at Home Performance: 5/14/20	400.00
Local	5/31/2020	Metro FiberNet, LLC	Administration	Internet/Phone at 29 Pearl St NW 5/20	360.77
Local	5/12/2020	Z2 Systems Inc	Downtown Marketing & Inclusion Efforts	NeonCRM Monthly cloud-based software 4/20	350.00
Local	5/19/2020	John Sinkevics	Downtown Marketing & Inclusion Efforts	Advertising/ in-story sponsorship: lovelocalgr 5/20	306.00
Local	5/12/2020	Van Haren Electric Inc	Heartside Public Restroom Construction	Install electricity for security camera 03/20	292.00
Local	5/31/2020	Paychex	Administration	DDA Payroll HRS Processing Fees-May 2020	274.17
Local	5/28/2020	The KR Group, Inc.	Administration	MS Office agreement 3/17/20-4/16/20	259.74
Local	5/25/2020	Dickinson Wright PLLC	Arena Plaza Improvements: Local Tax	Van Andel Plaza construction legal 3/20	242.00
Non-Tax	5/20/2020	Mario A Cascante	Stakeholder Engagement Programs	Ambassador Appreciation luncheon 5/20	216.00
Local	5/19/2020	Cellco Partnership dba Verizon	Administration	Cell Phone Service 4/2020	146.29

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2020
May, 2020

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	5/13/2020	Payroll Re-Allocation Entry	Development Project Guidance	To projects, DID, & MNTIFA 10/19/19-03/28/20	\$ 122.15
Local	5/13/2020	Payroll Re-Allocation Entry	Downtown Marketing & Inclusion Efforts	To projects, DID, & MNTIFA 10/19/19-03/28/20	112.25
Local	5/13/2020	Amand Sloan	Downtown Marketing & Inclusion Efforts	Reimb Small Biz Promo gift card purchase 05/20	100.00
Local	5/13/2020	Payroll Re-Allocation Entry	Parks Design	To projects, DID, & MNTIFA 10/19/19-03/28/20	70.75
Local	5/11/2020	HR Collaborative LLC	Administration	HR Consultant services 4/20	69.29
Local	5/25/2020	Dickinson Wright PLLC	Development Project Guidance	Legal services: Dev Project Guidance 3/20	66.00
Local	5/25/2020	Dickinson Wright PLLC	Urban Recreation Improvements	Legal services: Dog Park 3/20	66.00
Local	5/13/2020	Payroll Re-Allocation Entry	Accessibility and Mobility Repairs	To projects, DID, & MNTIFA 10/19/19-03/28/20	56.59
Non-Tax	5/29/2020	DTE Energy	Downtown Ambassadors	9100 258 89908 20/05	56.34
Local	5/13/2020	Payroll Re-Allocation Entry	Arena South Implementation	To projects, DID, & MNTIFA 10/19/19-03/28/20	42.24
Non-Tax	5/29/2020	Consumers Energy	Downtown Ambassadors	1030 2027 1245 20/05	39.35
Non-Tax	5/11/2020	Fifth Third Bank P-Card - 04/2020	Administration	Meeting food & beverage	10.80
Local	5/28/2020	The KR Group, Inc.	Administration	Credit for IT Services not needed	(118.79)
Local	5/11/2020	Fifth Third Bank P-Card - 04/2020	Administration	Admin: Professional Development	(274.10)
Local	5/13/2020	Payroll Re-Allocation Entry	Administration	To projects, DID, & MNTIFA 10/19/19-03/28/20	(403.98)
Non-Tax	5/11/2020	Fifth Third Bank P-Card - 04/2020	Administration	Communications Team event cancelled	(413.00)
Local	5/13/2020	Payroll Re-Allocation Entry	Administration	To projects, DID, & MNTIFA 10/19/19-03/28/20	(457.50)
Non-Tax	5/27/2020	West Bend Mutual Insurance Company	Downtown Workforce Programs	DGRI Event Insurance: Relax @ Rosa 2020	(2,537.00)
Local	5/13/2020	Payroll Re-Allocation Entry	Administration	To projects, DID, & MNTIFA 10/19/19-03/28/20	(89,628.29)
Local	5/13/2020	Payroll Re-Allocation Entry	Administration	To projects, DID, & MNTIFA 10/19/19-03/28/20	(101,484.02)
TOTAL MAY, 2020 EXPENDITURES					\$ 369,516.10

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: June 5, 2020

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Executive Director

Agenda Item #4
June 10, 2020
DDA Meeting

SUBJECT: Downtown Business Riot Recovery

The vandalism and damage that occurred the weekend of May 30 left many Downtown businesses in tremendous need. After being closed for months because of the coronavirus, more than 100 businesses sustained damage and found themselves requiring significant repair. This was added to the financial strain of being closed or having reduced operations for months. While the community clean up that occurred on Sunday May 31 was inspiring and uplifting, many of our Downtown small businesses need additional financial support to survive these unprecedented times.

In response, DGRI staff helped convene a meeting with those impacted to outline opportunities for streamlined City of Grand Rapids permit approvals as well as potential funding available through the DDA's Downtown Enhancement Grant. Following the meeting a survey and application were distributed to begin to quantify the scope of the need.

Over the course of the discussion and in the collected surveys, as well as in assessment conducted by the City, damage from the riots is estimated at \$500,000 for window repair and replacement. Other damages, including from looting and business interruption will likely raise that number considerably. Much of the window repair is expected to be covered by a combination of Downtown building owners and through insurance claims. However, in those instances that a business is required to cover replacement, or where an insurance deductible is needed, it is recommended the DDA Board authorize funding from the Downtown Enhancement Grant line item to provide additional support, and that they waive the matching requirement, application fee and committee review process as identified in the Guidelines. As of May 31, 2020, there is \$218,031 remaining in that line item for FY20.

It is further recommended that existing eligibility requirements are revised and allow projects located in the DDA to use funding for a statutorily authorized activity to aid in recovery from damage sustained during the riots. In most cases it is expected that the repairs would fall below the Executive



DOWNTOWN
GRAND RAPIDS INC.

Director authorized expenditure level of \$15,000. For any case that exceeds that amount, it is recommended the Economic Recovery Subcommittee be authorized to approve.

Last, in addition to the DDA funds, the Grand Rapids Area Chamber Foundation has created a fund to assist Downtown businesses in this recovery. Funding from the Chamber Foundation may be used both for repairs as well as business interruption funding and will be coordinated with the DDA funding.

Recommendation:

To the extent authorized by the statute, authorize the Downtown Enhancement Grant to be used to financially support businesses damaged as a result of the Downtown riot, and authorize the DDA Economic Relief Subcommittee to approve any expenditures exceeding \$15,000.



DOWNTOWN ENHANCEMENT PROGRAM GUIDELINES

A. Program Purpose

To provide financial assistance to enhance projects in Downtown Grand Rapids that furthers the community goals established in GR Forward and the organizational goals of Downtown Grand Rapids Inc. (DGRI). Remodeling, renovation, rehabilitation, installation and additions to the exterior property are eligible for funds.

B. Available Funding

Approved projects are eligible for reimbursement of up to **50 percent of project costs** for eligible project elements (i.e. “public facilities”).

C. Project Evaluation

Any project located in the Downtown Development Authority (DDA) boundary is eligible for the Downtown Enhancement Program. Submitted applications will be evaluated to determine their ability to advance the goals of GR Forward, with a specific focus on public realm enhancements. The DDA will fund project elements and enhancements beyond what is required by the City of Grand Rapids, and which are deemed to be publicly owned, including but not limited to those elements outlined below.

- Accessibility Enhancements for Persons of all Abilities
- Bicycle and Multi-Modal Facilities
- Enhanced Paving
- Façade Lighting
- Outdoor Dining Areas
- Pedestrian Lighting
- Street Trees
- Street Furniture
- Snowmelt
- Others as Approved by Review Committee

The approval of a particular project will be at the sole discretion of the DDA Board. On an annual basis, the DGRI will review the Program Guidelines to determine if changes are required to meet the ever-evolving needs of Downtown.

D. Requirements and Eligibility

1. Projects must be located in the DDA Boundary;
2. Funds may only be used to reimburse public facilities, as defined by PA 197;
3. Project elements for which an applicant is seeking reimbursement must not have commenced construction at the time of application;
4. Project shall not have received previous funding from DDA, however a building or site may be eligible for multiple grants;
5. Projects receiving funding from the DDA's Development Support Program are not eligible;
6. Non-profits and higher learning institutions are generally not eligible; however, the DDA Board may choose to support a project at their sole discretion;
7. Applicants must be up to date on City of Grand Rapids taxes or other City fees and charges prior to receiving reimbursement;
8. Funding shall be allocated per project, and there may be multiple projects per property.

E. Approval Process

1. Submit application with \$200 application fee
2. DGRI staff review of application and application attachments to confirm project eligibility
3. Presentation to DDA Board (2nd Wednesday of every month)
4. Agreement executed following DDA Board approval
5. Construction completed
6. Itemized Receipts and proof of payment provided by applicant to DGRI
7. Reimbursement issued



DOWNTOWN ENHANCEMENT GRANT APPLICATION

A. Project Information

Property Address: _____

Parcel Number: _____

Current Use: _____

Proposed Used: _____

Project Description:

Current and/or Future Tenant(s): _____

of Jobs Created (Full and Part-Time): _____

Residential Units Created (Market Rate and Affordable): _____

Square Feet of Office or Other Commercial Space: _____

Total Project Square Feet: _____

Total Square Feet of Public Space to be Activated: _____

Total Project Cost: _____

Amount Requested for Reimbursement: _____

B. Contact Information

Name: _____

Email: _____

Phone: _____

Mailing Address: _____

Project Architect Name: _____

C. Attachments to Include with Application

- Application Fee (\$200)
- Estimated Project Costs, Including Amount of Public Realm Specific Improvements
- Site Plan
- Photos of Existing Conditions
- Renderings
- Owner Approval (if application is from someone other than the owner)

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: June 5, 2020

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Executive Director

Agenda Item #5
June 10, 2020
DDA Meeting

SUBJECT: Development Support Agreement Amendment for 10 Ionia Avenue

In September 2018, the Downtown Development Authority (DDA) approved a Development and Reimbursement Agreement (Agreement) with HGR-1, LLC (Developer) for the development of the Residence Inn (Project) at 10 Ionia Avenue. The \$36 million Project is 13 stories, with 130,000 square feet of hotel space and 5,555 square feet of ground floor commercial space.

To assist in Project financing the Developer was approved for reimbursement of 75 percent of the tax increment revenues generated over 15 years to pay for eligible DDA activities, which were approved at \$1,238,000. The reimbursement period was extended beyond the standard 10 years in the Development Support Program Guidelines to meet the proportionality requirements established by the Michigan Economic Development Corporation.

As identified in the Agreement, funds will be used to reimburse expenditures to improve public infrastructure including the addition of an accessible overhead pedestrian walkway to connect the parking ramp to the hotel. In addition, funding will assist with bringing the Project into compliance with the American with Disabilities Act, by adding automatic doors, barrier free restrooms and an elevator.

When construction began in early 2019, the Project was scheduled for completion and occupancy by September 1, 2020. However, due to the coronavirus pandemic and the subsequent Governor Executive Orders that stopped construction, the new completion date is expected to be November 1, 2020. This project delay is expected to result in reduced revenue of \$1,600,000 - \$2,000,000, and does not account for any loss that will be experienced as a result of reduced occupancy levels in the coming months.

To assist with Project's viability, the Developer is requesting an amendment to the existing Agreement for reimbursement up to \$1,660,555.92 over 20 years. They will also be requesting an amendment to their approved Agreement with the City of Grand Rapids Brownfield Redevelopment Authority.



DOWNTOWN
GRAND RAPIDS INC.

If approved, all other terms of the Agreement will remain in place. That includes only being reimbursed for actual costs of eligible activities, and being entitled to not more than 75 percent of actual Project Tax Increment Revenues generated by the Project.

Recommendation:

Approve an amendment to the Development and Reimbursement Agreement with HGR-1, LLC for the project at 10 Ionia to provide for reimbursement of DDA eligible expense of not to exceed \$1,660,555.92 from non-school tax increment revenues for a period of not to exceed 15 years.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: June 5, 2020

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Executive Director

Agenda Item #06
June 10, 2020
DDA Meeting

SUBJECT: Designate Redevelopment Project Area

On March 25, 2007, the City Commission adopted a policy establishing requirements for the approval of Liquor License Requests in the City's development districts. The Michigan Liquor Control Commission requires that the City adopt a resolution designating the development district as a "redevelopment project area" in order for an applicant to be eligible to receive a public on-premises license (i.e. Development Area Licenses) in addition to those quota licenses permitted under law.

Prior to approving a resolution, and in keeping with its policies, the City has requested DDA Board consent to the establishment of a redevelopment within the DDA boundary. The only effect of this action will be to allow businesses in the district to apply for approval of a Redevelopment Project Area license. Each individual application would be required to meet all of the qualification criteria for their specific application. Further, this approval would support the issuance of a Redevelopment Liquor License for GR Noir, which the DDA supported in April.

If approved the City Commission will consider the request at their June 16, 2020 meeting.

Recommendation:

Support the Grand Rapids City Commission establishment of a redevelopment project area within the DDA.



DOWNTOWN
GRAND RAPIDS INC.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



Agenda Item #6
June 10, 2020
DDA Meeting

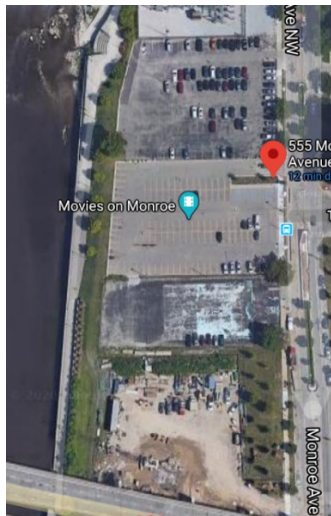
DATE: June 10, 2020

TO: Downtown Development Authority Board

FROM: Kimberly Van Driel
Director of Public Space Management

SUBJECT: Downtown Skate and Bike Park Funding Authorization

In 2018 the City of Grand Rapids Parks Department received a grant from the State of Michigan to acquire the land located along the banks of the Grand River at 555 Monroe Ave NW. In order to receive this grant, the City was required to activate the space with programming which the City, DGRI and other partners have undertaken the past two years through interventions such as public art, seating, movies, silent discos, yoga, etc.



555 Monroe Site Map

Despite the success of these interventions, additional priorities exist that community members desire to see implemented Downtown. Among them is a Downtown skate park. Recently completed community plans, including GR Forward, the City of Grand Rapids Parks Master Plan and the River for All plan established a skate park as a goal for Downtown, but several years of exploration did not identify a suitable site for implementation.



River For All Conceptual Plans for 555 Monroe

Monroe North Site



Stepped River Edge



Shaded Seating Edge



Midlevel Terrace



Event Pavilion & Lawn



Skate Park



GR Forward Skate Park Recommendation

>> Downtown skate park

The popularity of skateboarding has continued to rise not only as a recreation activity, but also has a viable transportation mode. To that end, in 2015 the Grand Rapids City Commission lifted a longtime ban on Downtown skateboarding. The new policy closely matches the existing bicycling ordinances, and helped to signal the importance of skateboarding to Grand Rapidsians.

While the change in policy is significant, during the public engagement for GR Forward it became clear there remains a strong desire for a permanent Downtown skate park, which in many cities are as common as basketball courts and baseball fields.

To that end, a skate park subcommittee has convened to identify potential Downtown skate park locations, as well as develop priorities to evaluate potential development sites. Preferred sites, as well as the priorities are listed below. It is recommended that DGRI and the City continue conversations with interested stakeholders and the skate park subcommittee to identify a Downtown location for a skate park and advance construction as soon as possible. To ensure the skate park becomes a regional amenity, areas of connectivity and access, as

well as system-wide park impacts, should be taken into consideration within the 2016 Parks and Recreation master plan update.

DOWNTOWN SKATE PARK PRIORITIES

- Located within the DDA Boundary and easily accessible by transit;
- Feasibility of development;
- Inviting to spectators with areas of shade and green space incorporated;
- Appealing to youth skaters under the age of 18;
- Proximate to active and complementary development and uses;
- Minimum 15,000 square feet of skating area; and
- Plaza-style design.

POTENTIAL LOCATIONS

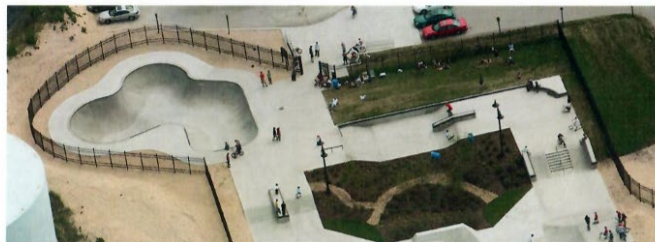
- DASH South Lot Area 6A;
- Heartside Park;
- Canal Street Park;
- Fish Ladder Park;
- Ah-Nab-Awen Park.

>> River corridor parks

There are a number of new open spaces proposed along the River. Three of these spaces are located in or adjacent to Downtown and are owned all or in part by public agencies. 201 Market Avenue is designed to include a large green living room that will help to connect residents to the River and provide space for large-scale River programming. The sites immediately north of 196 owned by the City, Michigan State University and Kent County offer another opportunity for green space along with River. Lyon Square is under design to better serve restaurants in the Amway Grand Plaza Hotel but also to integrate flood infrastructure and enhanced public access to the River. Finally, the proposals to improve Rapids View Park [fishladder] and create a new Interchange Park on the Westside [described in Goal 1] provide necessary Westside riverfront parks with enhanced public access and stormwater management. All of these parks will help provide anchors to an expanded River trail system discussed in Goal 1.



Skate park examples - On the left, Burnside in Portland. On the right, a skate park in Grand Haven.



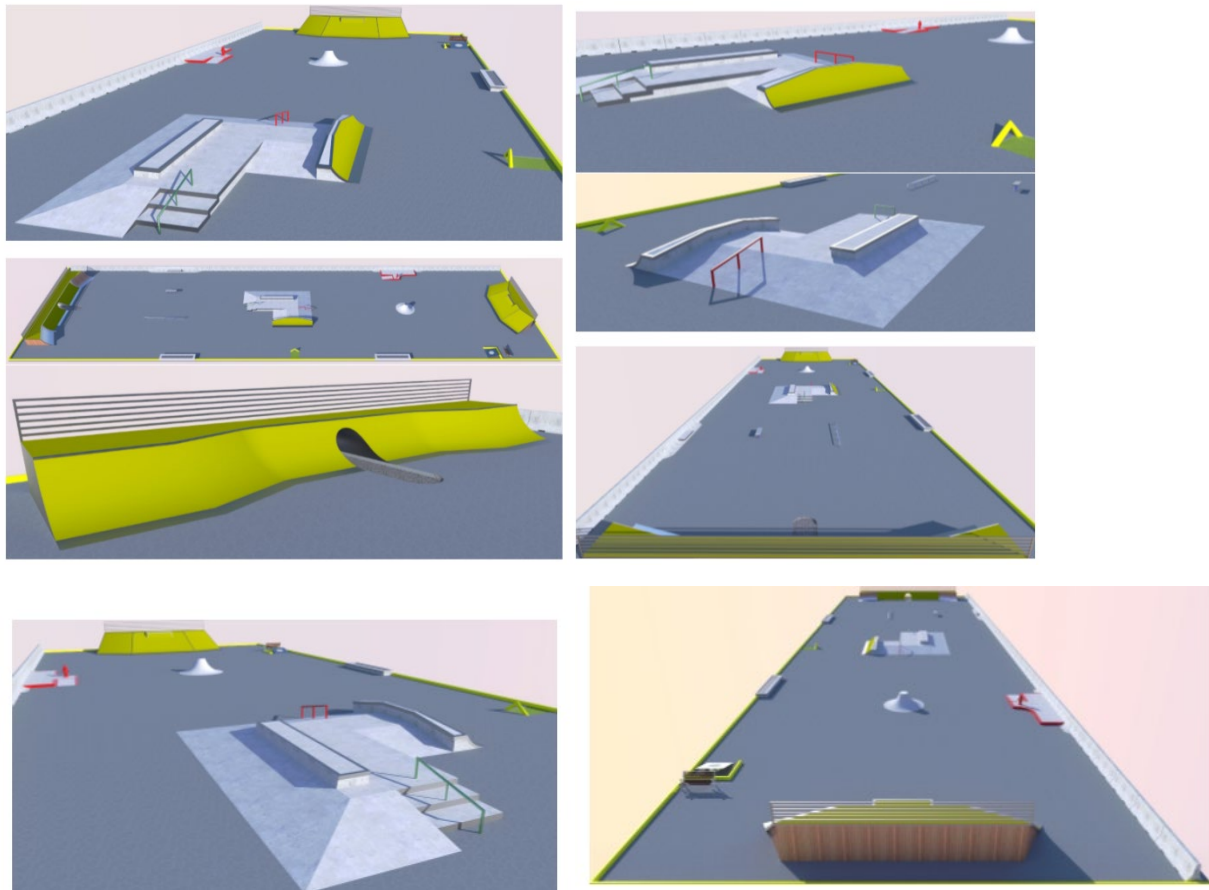
Recently, however, after receiving interest and a commitment of partnership from the City of Grand Rapids Parks Department, DGRI staff revisited this priority and began work to realize the goal of a skate park Downtown, and identified the 555 Monroe Ave. NW site as an ideal location.

To further vet this idea, DGRI convened a steering committee made up of local skateboarding and BMX community members, local skateboarding companies, and members from Goal 1 and 5 to help advise the project and process.

After taking a proposal to the DDA Board for approval we then received additional interest from other companies wanting to submit and RFP. DGRI staff and Goal 5 Members then worked with the City to put together an RFP request for the build out and the development of this project. Additional requirements were requested by the City to include additional insurance packages, building and engineering services.

After receiving the RFP's, the Skate & Bike Park Steering Committee gathered to review and discuss each proposal that was submitted. Through the evaluation process, the committee has made a recommendation to continue to move forward with AGA Nation for the build out, design and event planning for the pop-up bike & skate park at the 555 Monroe NW location Downtown Grand Rapids.

As proposed the project is a pilot and will provide learning opportunities as a future permanent installation is considered. Among the benefits of completing a temporary installation is the opportunity to gather community input and feedback that can inform future improvements. The committee would like to further the discussion on how this is to be done to gather valuable data and information from the community on this project moving forward.



The proposed skate and bike park would include the following:

- 3-way bank ramp with grind ledge - 2 rails, stair set and transition on opposing side
- Grind bench - Quickrete transition blending to jersey barrier with built in grind ledge
- Stand-alone grind rail - City-scape kicker and city bench
- (F) - Fire hydrant and attached manual pad
- (G) - Quarter pipe with channel gap
- (H) - 3-way pyramid starting platform with, hips, and grind ledge
- (K) - Volcano - Kicker rail - Planter style ledges

*Final equipment is subject to change based on permitting and minor adjustments made by the steering committee.

The equipment will be designed and constructed to last a minimum of 3 years. Further, the agreement with AGA Nation would include maintenance, inspection of equipment twice a year, building of equipment and ramps, asphalt re-pavement of a 60ft by 236ft skating area, ribbon cutting ceremony and a grand opening event bringing in a multi-sport day of competition. Due to COVID-19, the committee will plan for these events based around government guidelines and regulations.

The duration of the installation will depend on the River restoration project and construction timeline. The City is also exploring other temporary programming and amenities for the site.

Timeline of the project would include:

- July – Off-site build and preparations
- August
 - o First 1 or 2 weeks– site preparation work to be completed, including installation of new asphalt surfacing
 - o Last 2 – 3 weeks – all installation and onsite building of equipment to be completed
 - o Potentially a soft-opening event
- September – Official Grand Opening to include Multisport Competition (TBD based on C-19)
- October and April – equipment inspection and maintenance, as necessary.

BUDGET:	
Design	\$15,000
Site prep and e-pavement	\$39,400
Equipment, build out and construction	\$133,400
Maintenance and check ups	\$8,000
Compliance, permits, insurance, bonds	\$10,000
Events	\$24,750
Concrete Barriers	\$5,000-\$10,000
Public Artwork	\$5,000
Bleachers and seating	\$3,000
Contingency	\$6,450
Total:	\$255,000

Recommendation:

Authorize the Executive Director to enter into an agreement with AGA Nation for an amount not to exceed \$255,000 for the installation of Downtown Skate and Bike Park.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: June 8, 2020

TO: Downtown Development Authority

FROM: Melvin Eledge Jr., Operations Manager

SUBJECT: Wayfinding Consultant

Agenda Item #7
Date June 10, 2020
DDA Meeting

Among the Goals developed through the GR Forward process was a goal to create a 21st century mobility strategy that would, among other priorities, provide greater focus on enhancing pedestrian experience related to mobility throughout the Downtown.

One significant component of this strategy is the implementation of a new, pedestrian friendly wayfinding system. The current system which is 20-25 years old is significantly out of date, inadequately meets pedestrian's needs and proves difficult to quickly and easily maintain and update. Additionally, there is substantial disconnect between the street level wayfinding system and the system placed throughout the skywalk, which has its own challenges.

This work, amending the wayfinding system, furthers equity and inclusion by designing and implementing a system of wayfinding that can be built with a variety of perspectives and abilities in mind. Additionally, since part of the project is to analyze the existing placement of the system, we will be looking for opportunities to increase the amount or provide better placement for wayfinding that can direct people to vital services and businesses in traditionally underserved portions of downtown. The project may also create opportunities for us to explore unique solutions to other challenges in underserved areas as well, for instance installing interactive/powered wayfinding elements in the Heartside district would give us the opportunity to create Wi-Fi hot spots and device charging stations, both items mentioned in the Heartside Quality of Life plan.

On April 22, 2020 DGRI staff released an RFP asking interested firms to submit costs and estimated timetables related to the following tasks: analyze and inventory the existing wayfinding systems, design new wayfinding elements, develop a plan to implement a new wayfinding system that would include Downtown, the Skywalk and the forthcoming River walk, incorporate new 21st century elements, provide an asset management plan that would outline maintenance requirements and costs for replacement, repair and updates and provide assistance in selecting a firm for fabrication and final installation.



On May 20th DGRI received 23 qualified responses to the RFP. To evaluate the firms and make a recommendation staff put together a steering committee consisting of representation from the following organizations: Spectrum Health, Experience GR, Convention Center, Downtown Neighbors, GRAM, GRPM, City Commission, WM Trails and Greenways Coalition, GRCC, GVSU and local business owners.

The committee reviewed each of the proposals on a wide range of criteria including schedule for completion, project understanding, clarity and conciseness of proposal and the strength and diversity of the team.

Based on a thorough evaluation the steering committee recommends hiring Progressive AE/RLR to implement the project which will include:

- Analysis of existing wayfinding inventory
- Development of a wayfinding strategy that integrates the wayfinding systems in the public right-of-way, the skywalk and the Riverwalk
- Development of an Asset Management Plan to outline maintenance and replacement needs as well as estimated costs associated with those activities
- Design the various wayfinding elements
- Help prepare the bid package for fabrication and implementation

Progressive's bid was unique in that it was 1 of 2 local companies involved in submitting a proposal; the second was a subconsultant of another firm. The submitting partner with Progressive AE, RLR, is a minority owned business based in Indianapolis. Looking over the scores on diversity Progressive AE was tied for the highest score, with 2 other organizations. Additionally, RLR/Progressive AE have also retained a subconsultant, Disability Advocates of Kent County, who lend an additional voice and perspective to the project not mentioned/put forth by other proposals. The work will also have a second phase, fabrication and deployment, which will afford us another opportunity to engage with, and select local minority owned businesses to complete this work- a priority we will have Progressive AE work with us on when developing a bid package.

Progressive's bid came in at \$129,885 and proposed a schedule to have the analysis, strategy development, creation of an asset maintenance plan and design completed by 12.2020 with bidding for fabrication and implementation to start in 2021. DGRI staff recommends including a 10% contingency on professional services, and therefore requests that the overall allocation be a not-to-exceed amount of \$142,873.

Recommendation: Authorize the Executive Director to enter into a contract with Progressive AE for a total not to exceed \$142,873.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: June 8, 2020

TO: Downtown Development Authority

FROM: Mark F. Miller, Managing Director of Planning & Design

SUBJECT: Bridge South Planning Services & Build Out Analysis

Agenda Item #08
June 10, 2020
DDA Meeting

Goal 2 of GR Forward (page 128) encourages infill development to close gaps within and between neighborhoods by specifically recommending to better connect the near Westside to Downtown with targeted development. The plan proposes to examine the publicly owned surface parking lots between US131 and Seward Avenue, and Lake Michigan Drive and Bridge Street, in order to better understand how these assets can be best used to leverage additional growth, further strengthen the local economy and achieve community goals.

To this end, on February 10, 2020, a Request for Proposals (RFP) was issued to provide planning services and a build out analysis for these publicly owned assets. The RFP was distributed nationally and thirteen (13) qualified proposals were received on March 12, 2020. These proposals were distributed to a citizen committee for review and evaluation. After a thorough review and rating, six (6) of the proposals were moved forward for a second round of review on May 14, 2020. This second round was required because of the proposals' very close (and high) ratings and to clarify the respondents' approaches related to market analysis and public engagement in response to the Covid-19 pandemic and recovery. This was particularly important because the original proposals were created in essentially a pre-pandemic condition and submitted days before the state-wide shutdown.

As part of the selection and narrowing down of the teams, the proposals were also reviewed based upon fees and the diversity of the proposed teams. Teams with fees that were substantially higher or lower than the average fees submitted were removed. Diversity of the teams was scrutinized based on the balance of women and people of color who were intrinsically involved in the project and how this involvement related to firm ownership, leadership, and project management. This review was done on May 14.



The team of Lott3MetzCrutcher (L3MC) was identified as the preferred consultant. L3MC and their team, which includes Interface Studios, Sam Schwartz Consulting, and Ninigret Partners proposed a simple and targeted engagement effort and a realistic economics/market assessment that very closely responded to the original intent of the RFP. Importantly, during the second round of questions and answers, this nimble and flexible approach was emphasized, specifically as it related to the increased unpredictability of current and near-term real estate markets. It should also be noted that this team was the consultant for the GR Forward Plan and that their existing knowledge of both the place and the people will be helpful in moving the Bridge South planning effort forward in a more seamless way during these uncertain times.

The L3MC team rated in the top 3 with one person of color, 3 women, and 3 white men involved in the project. Additionally, two project managers for this team are women and the owner/partner of L3MC is a person of color. The L3MC firm represents the second largest African American owned architecture firm in the state of Michigan.

Funding for the Bridge South project is provided in the FY20 Project Priority Plan in the Downtown Plan line item of Goal 1. If approved, staff will negotiate a final scope of work with L3MC with a target of initiating the project in July. The proposed professional fee for the project is \$122,000, which includes all reimbursable expenses. DGRI staff typically recommends including a 10% contingency on professional services, and therefore requests that the overall allocation be a not-to-exceed amount of \$134,000.

Recommendation: Authorize the Executive Director to enter into a contract with Lott3MetzCrutcher for an amount not to exceed \$134,000.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: June 10, 2020

TO: Downtown Development Authority

FROM: Mark F. Miller AIA AICP
Managing Director of Planning & Design

Agenda Item #09
June 10, 2020
DDA Meeting

SUBJECT: Additional Bicycle Infrastructure Improvements/Investments

Goal 3 of GR Forward envisions *creating the most bicycle friendly Downtown in the Midwest* (page 212) and recommends *enhancing physical and perceived connections to neighborhoods surrounding Downtown for all modes* (page 212). The Plan further suggests that “*to help more people in Downtown feel safe riding a bike on its streets, additional infrastructure will be necessary to provide greater protection from vehicle travel and parking lanes. The infrastructure can be supported with increased and secure bike parking, better information, and more encouragement and safety programs. This will all create a unique culture in Downtown and help the City attract new businesses, residents, and visitors.*”

GR Forward further proposes that a bike plan be incorporated as part of the City’s Vital Streets Plan. The bike plan is envisioned to provide the road map to implement a network of facilities with an emphasis on developing infrastructure, prioritizing the installation of infrastructure, and making more meaningful connections within the overall city non-motorized network.

Subsequently the City of Grand Rapids developed the Bicycle Action Plan (approved by the City Commission in July 2019) which furthers the goals established in GR Forward by prioritizing connectivity, safety, comfort, equity, and health. The plan maps out infrastructure improvements and investments in the form of building new bicycle routes, filling in gaps in existing bicycle routes, and installing bike racks and repair stations throughout the city.

In collaboration with the City of Grand Rapids, this additional request intends to utilize unused portions of the FY20 Goal 3 budget to continue to implement the goals of GR Forward, the Bicycle Action Plan, and the City of Grand Rapids Strategic Plan. For reference, on May 13, the DDA allocated \$125,000 for bicycle infrastructure improvements, safety access changes to existing facilities, bicycle parking and repair stand investments, and bikeway design services. This May package included the purchase and installation of 104 bicycle racks (208 parking spaces).



These subsequent bicycle infrastructure improvement projects included in this additional package are as follows:

1. Safety Access Changes to Existing Bicycle Facilities (on-street bicycle lane improvements)
 - a. Monroe Avenue, Leonard Street intersection (south side): remove existing skip lines (dashed white lines) in right turn lane and add green lane markings and new white skips adjacent to green bars
2. Bicycle Parking and Repair Stands
 - a. Bike Racks: at least 100 additional racks, which will yield approximately 125 new parking spaces.

The bicycle facility projects are anticipated to begin immediately and be completed by June 30, 2020. The parking and repair stand equipment will be purchased and then deployed sequentially during the rest of the year.

The project's estimated costs are:

1. Safety Access Changes to Existing Bicycle Facilities: \$3,250.
2. Bicycle Parking: \$28,750.

Total: \$32,000, not to exceed

Recommendation: Authorize funding in an amount not to exceed \$32,000 for bicycle infrastructure improvements and design services in the Downtown.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: June 10, 2020

TO: Downtown Development Authority

FROM: Mark F. Miller AIA AICP
Managing Director of Planning & Design

Agenda Item #10
June 10, 2020
DDA Meeting

SUBJECT: Pedestrian Safety Improvements/Investments

Goal 3 of GR Forward identifies providing a stress-free pedestrian experience for all ages and abilities (page 186) as a foundational element toward implementing a 21st century mobility strategy. The Plan further recommends prioritizing pedestrian safety and connectivity at intersections (page 187).

This project includes the design of three Downtown intersections to prepare for the installation of Rectangular Rapid Flash Beacon (RRFB) signs (push button activated) during FY21. These design services are the first phase of that work and plan to use remaining FY20 Goal 3 budget. There will be a future request for additional FY21 allocation for the actual sign purchase and installation planned for later this year. It is the intent of this project to move these initiatives forward in a timely manner, and the City of Grand Rapids will utilize their on-call engineering consultant (HRC) to complete the work. The three locations include:

1. Monroe Avenue at Campau
2. South Division Avenue at McConnell Street
3. Lafayette Avenue midblock crossing at Mary Free Bed

The professional services are anticipated to begin immediately and lead to implementation by July 2021. The total cost of these professional services is \$19,800 (\$6,600 per intersection).

Recommendation: Authorize funding in an amount not to exceed \$19,800 for professional services to design pedestrian improvements at 3 intersections.

