

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.



MICROSOFT TEAMS

1. It is recommended to download the App -
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Persons with disabilities may attend and participate using any of the above described methods. If you require special accommodations, please email mmcdaniel@downtowngr.org and we will be happy to accommodate you. If you have any questions or need further assistance, please email asloan@downtowngr.org.

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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

Wednesday, September 9, 2020

8:00 a.m. [Virtual Meeting](#)

[Microsoft Teams](#)

- | | | |
|------------------------------------------------------------------------------|-----------|-----------|
| 1. Call to Order | | |
| 2. Approve Meeting Minutes from July 8, 2020 (8:00)
(enclosure) | Motion | Winn |
| 3. DDA Treasurer Appointment (8:01) | Motion | Kelly |
| 4. Accept June 30, 2020 and August 31, 2020 Financials (8:05)
(enclosure) | Motion | Chapman |
| 5. Downtown Tree Planting Authorization (8:10)
(enclosure) | Motion | Eledge |
| 6. Holiday Lighting Authorization (8:20)
(enclosure) | Motion | Van Driel |
| 7. Blue Bridge Lighting Repairs (8:30)
(enclosure) | Motion | Kelly |
| 8. 86 Monroe Center DEG (8:40)
(enclosure) | Motion | Kelly |
| 9. Division and Wealthy TOD Pilot (8:50)
(enclosure) | Motion | Miller |
| 10. DAKC / Common Notice Phase 2 (9:00)
(enclosure) | Motion | Miller |
| 11. River Governance Update (9:20) | Info Item | Guy |
| 12. President and CEO Report (9:40) | Info Item | Kelly |



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





MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

July 8, 2020

1. Call to Order – The meeting was called to order at 9:01 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), Jessica Wood (Legal Counsel), Andy Guy, Kimberly Van Driel, Melvin Eledge, Marion Bonneaux, Annamarie Buller, Kyama Kitavi, Samantha Suarez, Megan Catcho, and Mark Miller (DGRI Staff), Rebecca Krenz, James Meeks, Darren Riley (Rapids Air Quality), Josh Naramore, Tricia Chapman, Molly Clarin, Jennifer Kasper, Jerry Powell, Mark Washington, Christa Ferguson, Kate Carlson, Hasib Ikramullah, Scott Saindon, and others.

2. Approve Meeting Minutes from June 10, 2020

Mr. Kelly noted that included in the June Minutes was an update on the Economic Relief Funding expenditures. He also noted a total of 13 businesses have requested \$71,000 for window replacement costs through the Downtown Enhancement Grant.

*Motion: Ms. Dunn, supported by Ms. Sieger, moved approval of the June 10, 2020 Meeting Minutes.
Motion carried unanimously.*

Mr. Avila and Mr. Eddie joined the meeting.

3. Air Quality Monitoring Partnership

Mr. Kelly introduced Darren Riley, the Executive Director for Rapids Air Quality, prefacing that Grand Rapids has a history of prioritizing environmental quality as well as economic development, suggesting that these are not mutually exclusive goals. As we learn that severe cases of COVID-19 are linked to areas of poor air quality, we value the opportunity to gather data on air quality in Grand Rapids, and specifically lower income neighborhoods that are more greatly impacted. This data would support policy and land use decisions in the future. Mr. Riley presented the background on Seamless project in partnership with the Wege Foundation which was just acquired by Rapids Air Quality. This single sensor in Grand Rapids tracks basic air quality parameters including particulate matter and nitrogen oxide (CO2 levels). Mr. Riley stated COPD and asthma are long term effects of poor air quality; we

also now know that air pollution is responsible for elevated mortality rates among COVID cases. It is recommended to build a distributed network of sensors throughout cities across the US (the Hive Network). With the improvement of sensor quality and data communication, the decrease in cost for the equipment, and the increased need for micro (community) data, Rapids Air Quality would like to deploy sensors among three neighborhoods in Grand Rapids for a one year pilot project. The request to the DDA is funding for a total of 5 sensors (at the cost of \$30,000) that would be installed throughout Downtown. Ms. Clarin noted the City may have resources to contribute to this project. Mr. Talen suggested Mr. Riley connect with both the Granville Ave Business Association and Roosevelt Park Neighborhood Association and stated his excitement for obtaining this granular data along the corridor. Ms. Dunn agreed and requested clear action steps at the end of the one-year project. Mr. McNeilly stated he supported moving early on this project to entice other organizations to become involved, assuming the project meets the requirements for a city-wide roll out.

Motion: Mr. McNeilly, supported by Ms. Dunn, moved to approve the sponsorship of 5 air quality sensors with Rapids Air Quality, not to exceed \$30,000. None opposed. Motion carried.

4. Social Zone Update

Mr. Miller provided an update on the deployment of 4 connected social zones throughout Downtown, providing outdoor accommodations for over 130 restaurants and 44 retail and service establishments, noting these are meant to be a flexible and adaptable intervention. He presented pictures of each zone and stated there was a lot of collaboration in set up and a continued effort to sanitize, maintain, and adjust these areas to offer the greatest impact. Mr. Talen asked if restaurants could serve alcohol in these social areas. Mr. Miller clarified only if they have the expanded MLCC license at this time.

5. Event Support

Mr. Kelly requested that the DDA approved funding for ArtPrize 2020 (of \$50,000) be repurposed for another event currently in development. Community organizations including the CAA, DGRI, the City, Experience GR, GRAM, GR Chamber and Start Garden are in favor of moving forward with an event that incorporates local art, music, cultural festivities, and small businesses downtown. Preliminarily, this would take place in September and will build off the social zones and mural projects already happening downtown. Mr. McNeilly voiced his concern for funding an undefined event. Mr. Avila agreed but expressed his support in order to develop this cultural event further. Mr. Kelly noted only DDA eligible expenses will be reimbursed and these funds are to be used in the same manner as ArtPrize funding would have been.

Motion: Ms. Dunn, supported by Mayor Bliss, moved to authorize the reallocation of ArtPrize 2020 funds, not to exceed \$50,000, to be used to financially support an alternative cultural event being planned for September. None opposed. Motion carried.

6. President and CEO Report

Mr. Kelly stated the Portland Loo (Heartside Public Restroom) is scheduled to be delivered and installed on July 24th. Multiple public art initiatives including the dog park mural called the Puppy Pad and four Womens Way Alley murals located at GRPD, 20 Monroe Live, Auto Fixit, and GR Children's Museum have been completed or are in progress. Downtown Grand Rapids, Inc has been accepted into the High Line Network for the Grand River Revitalization Project, along with 15 other members, which will be a great resource as we build an equity framework of action along the corridor this fiscal year.

7. Public Comment
None

8. Board Member Discussion
Mr. Winn asked if there would be interest by board members to hold face to face meetings or if it is preferred to continue holding virtual meetings. Ms. Sieger stated she would not yet be comfortable attending in person meetings. Others agreed. Mr. McNeilly stated it is worth considering that our board lead by example and take steps toward reopening as we are encouraging local establishments to do. Mr. Talen argued things that can be done virtually, should be done virtually, at least for the time being. Mr. Winn stated we can continue to meet virtually as allowed by the Governor's executive orders but offered to host a mixed meeting (in-person with virtual participation) at The Amway to allow for better social distancing when we are ready. Mr. Kelly added we are in the process of obtaining technology that would allow for a mixed live/virtual meeting to occur.

9. Adjournment
The meeting adjourned at 10:13 a.m.

Pedestrian Counts August 2019 v. August 2020

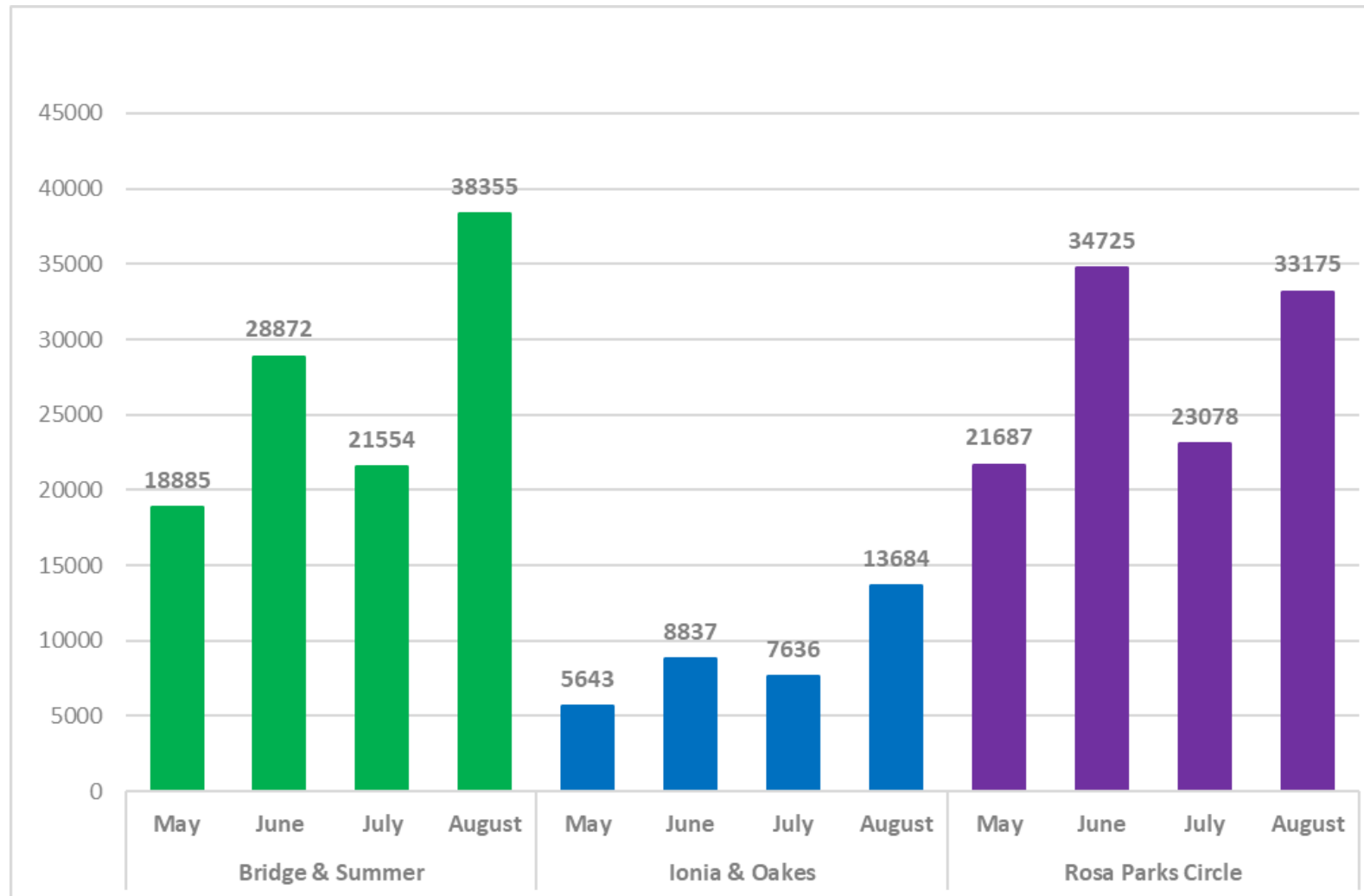
August 2019: 344,982

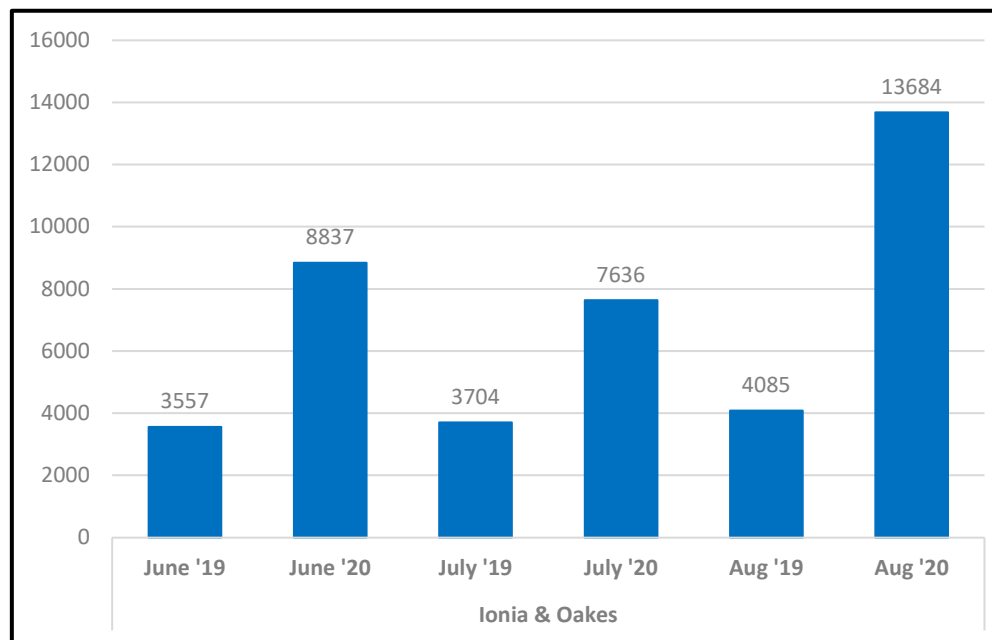
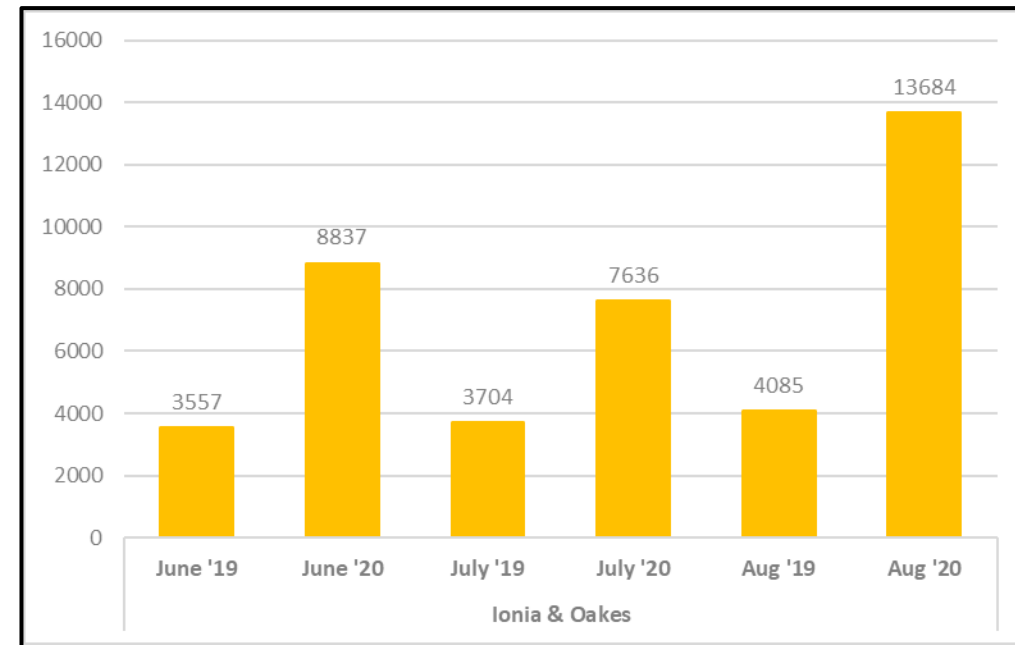
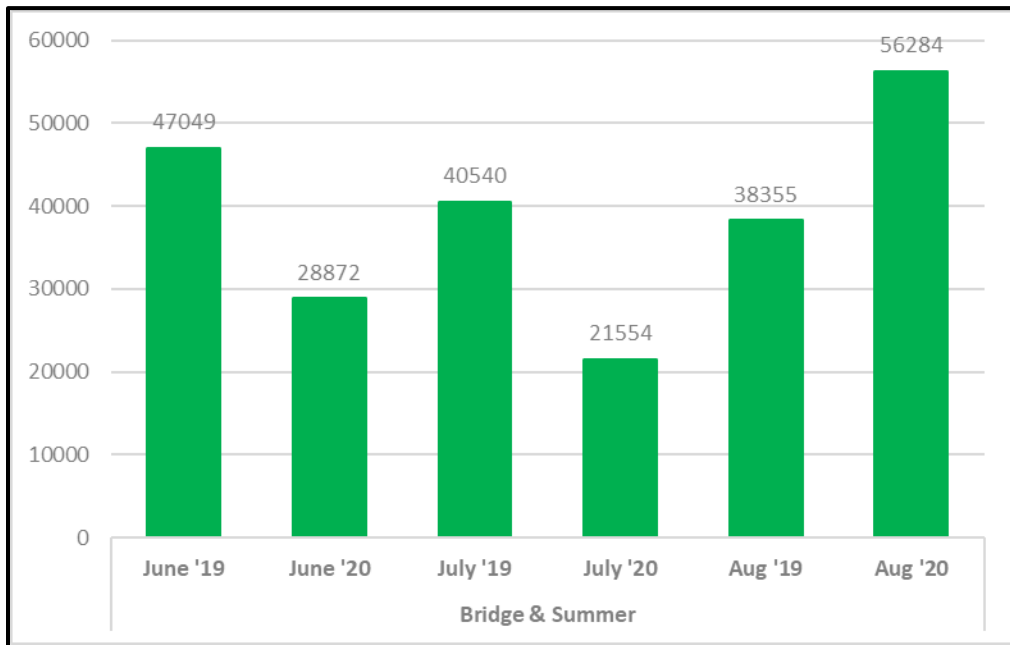
August 2020: 179,579

% Change: 47.9% Decrease

Pedestrian Counts Adjacent to Social Zones

May- August 2020





MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: September 3, 2020

TO: Rick Winn
Chairman

**Agenda Item 4
September 9, 2020
DDA Meeting**

FROM: Tricia Chapman
Financial Analyst II – Comptroller's Department

SUBJECT: FY2020 Preliminary Financial Statements as of June 30, 2020

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

Statement A: Preliminary Balance Sheet
Statement B: Preliminary Comparison of FY2020 Budget vs Actual Results
Statement C: Statement of FY2020 Preliminary Project Expenditures
Statement D: Schedule of June 2020 Preliminary Expenditures

On Statement A, there were no material changes in the Balance Sheet from May 31, 2020 to June 30, 2020. The June 30, 2020 fixed asset information will be adjusted for depreciation and the sale of 158 Oakes, this will be reflected in the final audited financial statements.

On Statement B, Debt Tax Increment Property Tax Increment revenues decreased due to an accrual for the payment to the State, GRPS, and KISD for the estimated return of captured taxes based on the State of Michigan Form 2604. Interest earnings from investments went up substantially in June, as all investments need to be brought to Market Value even if the investments will not mature for months or even years.

The Authority has sufficient cash to support budgeted expenditures.

Please contact me at 616-456-3848 or at tchapman@grcity.us if you have any questions.

Attachments

STATEMENT A

DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet

As of June 30, 2020 Preliminary

	Non-Tax Funds	Debt Tax Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 6,643,488	\$ 3,594,982	\$ 7,717,123	\$ 17,955,593
Petty Cash	-	-	500	500
Interest Receivable	19,096	25,579	33,892	78,567
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	\$ 7,051,432	\$ 16,455,561	\$ 38,261,489	\$ 61,768,482
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ 101,893	\$ -	\$ 526,657	\$ 628,550
Current Year Estimated Excess Capture	-	4,193,129	-	4,193,129
Deposit - Area 4 Developer Damage	1,000	-	-	1,000
Deferred Revenue - Developer Loan	388,848	-	-	388,848
Contract Payable	-	-	15,500	15,500
Bonds Payable	-	12,835,000	-	12,835,000
TOTAL LIABILITIES	491,741	17,028,129	542,157	18,062,027
Fund Balance / Equity:				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	30,494,474	30,494,474
Non-Tax Increment Reserve	6,028,692	-	-	6,028,692
Reserve for Authorized Projects	-	-	7,217,137	7,217,137
Reserve for Brownfield Series 2012A Bonds	530,999	-	-	530,999
Reserve for Compensated Absences	-	-	7,721	7,721
Reserve for Eligible Obligations	-	(572,568)	-	(572,568)
Reserve for Encumbrances	-	-	-	-
TOTAL FUND EQUITY	6,559,691	(572,568)	37,719,332	43,706,455
TOTAL LIABILITIES & FUND EQUITY	\$ 7,051,432	\$ 16,455,561	\$ 38,261,489	\$ 61,768,482

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2020 Budget vs Actual Results July 1, 2019 - June 30, 2020 Preliminary

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 11,778,166	\$ 11,466,518	\$ 5,738,550	\$ 6,303,104
Property Tax Increment - Transit Millage	-	-	-	-	524,663	583,933
Property Tax Increment - Prior Year Appeals	-	-	(25,000)	21,367	(75,000)	40,553
Property Tax Increment - County/GRCC/City/ITP Rebates	-	-	-	(2,772,284)	(618,821)	(685,380)
Special Assessments - Areaway	15,000	-	-	-	-	-
Earnings from Investments - General	108,466	291,637	60,252	389,967	142,199	518,855
Earnings from Investments - Prior Year Accrual Reversal	-	(43,290)	-	(40,447)	-	(60,438)
Interest Paid by Developer - The Gallery on Fulton Note	17,498	17,498	-	-	-	-
Property Rental - DASH Parking Lots	950,000	577,853	-	-	-	-
Property Rentals - YMCA Customer Parking	51,207	43,350	-	-	-	-
Event Sponsorships and Fees	50,000	11,530	-	-	-	-
Valent-ICE Sculpture Reimbursements	15,000	14,600	-	-	-	-
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	-	-	-	-
Ottawa Ave - Cherry to Oakes - 1/3rd payment	-	197,670	-	-	-	-
From / (To) Fund Balance	1,810,129	-	(60,252)	-	3,060,084	-
TOTAL REVENUES	\$ 3,119,300	\$ 2,907,885	\$ 11,753,166	\$ 9,065,121	\$ 10,116,675	\$ 7,142,324
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	\$ 373,596
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	165,000	19,396	-	-	1,965,000	1,265,458
Goal #3: Implement a 21st Century Mobility Strategy	200,000	150,000	-	-	1,715,000	1,046,062
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	250,000	170,766	-	-	450,000	420,589
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	2,469,000	975,119	-	-	2,460,000	1,334,217
Total GR Forward Projects	\$ 3,114,000	\$ 1,339,170	\$ -	\$ -	\$ 8,090,000	\$ 4,439,922
Administration	5,300	3,882	-	-	1,250,000	1,260,025
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	\$ 1,343,052	\$ 11,753,166	\$ 7,230,500	\$ 10,116,675	\$ 6,117,193
EXCESS / (DEFICIT)	\$ -	\$ 1,564,833	\$ -	\$ 1,834,621	\$ -	\$ 1,025,131

STATEMENT C
DOWNTOWN DEVELOPMENT AUTHORITY
Statement of FY2020 Project Expenditures
As of June 30, 2020 Preliminary

Project Name	FY2020 Project Budgets		Expenditures		Remaining FY2020 Budgets
	%	Amount	Month	Fiscal Year	
Arena South Implementation		50,000	5,734	22,040	27,960
Downtown Plan		250,000	1,408	204,395	45,605
Grand River Activation		-		1,512	(1,512)
Lyon Square Improvements		900,000		2,002	897,998
Parks Design		300,000	10,925	137,731	162,269
River Trail Improvements		-	-	5,916	(5,916)
GRForward Goal # 1 - Local Tax Increment	13.39%	\$ 1,500,000	\$ 18,067	\$ 373,596	\$ 1,126,404
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	49,870	49,870	200,130
Development Project Guidance		50,000	20,528	54,539	(4,539)
Development Project Reimbursements		1,400,000		1,123,296	276,704
Downtown Census		15,000	-	-	15,000
Downtown Enhancement Grants		250,000	(914)	31,055	218,945
Weston Street - Sheldon to LaGrave Ave		-	669	6,698	(6,698)
GRForward Goal # 2 - Local Tax Increment	17.54%	\$ 1,965,000	\$ 70,153	\$ 1,265,458	\$ 699,542
Heartside Quality of Life Implementation		125,000	2,168	2,524	122,476
Stakeholder Engagement Programs		40,000		16,872	23,128
GRForward Goal # 2 - Non-Tax Increment	1.47%	\$ 165,000	\$ 2,168	\$ 19,396	\$ 145,604
Accessibility and Mobility Repairs		75,000	36,762	116,997	(41,997)
Bicycle Friendly Improvements		125,000	98,075	98,075	26,925
CBD/Heartside/Arena S Streetscape Improvs		360,000	109,703	494,622	(134,622)
DASH North Shuttle Services		120,000	-	120,000	-
Division Ave - Fulton to Wealthy Streetscape Improvs		310,000	122,481	169,733	140,267
Michigan / Ottawa Gateway		50,000	-	-	50,000
New Downtown Circulator Infrastructure		475,000	41,422	41,422	433,578
Wayfinding System Improvements		200,000	2,490	5,213	194,787
GRForward Goal # 3 - Local Tax Increment	15.31%	\$ 1,715,000	\$ 410,933	\$ 1,046,062	\$ 668,938
Transportation Demand Mnmt Program		200,000	22,500	150,000	50,000
GRForward Goal # 3 - Non-Tax Increment	1.79%	\$ 200,000	\$ 22,500	\$ 150,000	\$ 50,000
Economic Development and Innovation		450,000	178,460	420,589	29,411
GRForward Goal # 4 - Local Tax Increment	4.02%	\$ 450,000	\$ 178,460	\$ 420,589	\$ 29,411
COVID Economic Relief Program		200,000	50,744	146,566	53,434
Downtown Workforce Programs		50,000	8,490	24,200	25,800
Letter of Understanding - 158 Oakes SW		-	(6,763)	-	-
GRForward Goal # 4 - Non-Tax Increment	2.23%	\$ 250,000	\$ 52,471	\$ 170,766	\$ 79,234
Arena Plaza Improvements: Local Tax Increment		672,000		68,669	603,331
Calder Plaza Improvements: Local Tax Increment		672,000	507,201	521,201	150,799
Downtown Marketing and Inclusion Efforts		416,000	52,164	373,596	42,404
Downtown Tree Plantings		100,000		74,954	25,046
Heartside Public Restroom Facilities Construction		50,000	17,853	116,104	(66,104)
Public Realm Improvements: Local Tax Increment		200,000	22,000	32,422	167,578
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	1,114	29,015	(4,015)
Urban Recreation Improvements		100,000	11,930	84,191	15,809
GRForward Goal # 5 - Local Tax Increment	21.96%	\$ 2,460,000	\$ 612,262	\$ 1,334,217	\$ 1,125,783
Arena Plaza Improvements: Non-Tax Increment		600,000	-	-	600,000
Bridge Lighting Operations		10,000		4,009	5,991
Calder Plaza Improvements: Non-Tax Increment		400,000		-	400,000
DGRI Event Production		270,000	1,118	197,546	72,454
Diversity Programming		50,000		74,325	(24,325)
Downtown Ambassadors		222,000	52,877	220,612	1,388
Experience - Miscellaneous		50,000		17,964	32,036
Holiday Décor Program		60,000		44,109	15,891
Major Event Sponsorship		70,000	11,056	31,056	38,944
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	24,065	126,686	123,314
Rosa Parks Circle Skating Operations		40,000	36,377	36,377	3,623
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	26,078	96,866	(16,866)
Winter Avenue Building Lease		2,000	-	-	2,000
GRForward Goal # 5 - Non-Tax Increment	22.04%	\$ 2,469,000	\$ 151,571	\$ 975,119	\$ 1,493,881
TOTAL	100.00%	\$ 11,204,000	\$ 1,518,585	\$ 5,779,092	\$ 5,424,908

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of FY2020 Expenditures
June 1 - June 30, 2020 Preliminary

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Local	6/29/2020	Pioneer Construction	Arena Plaza Improvements: Local Tax Increm	Van Andel Plaza construction 5/20	\$ 319,556.40
Local	6/14/2020	Pioneer Construction	Arena Plaza Improvements: Local Tax Increm	Van Andel Plaza construction 4/20	176,315.09
Local	6/30/2020	Places Platform LLC	Economic Development & Innovation	Accrue services performed in FY2024	99,354.46
Local	6/30/2020	Paychex	Administration	DDA Payroll Wages, 401, Taxes-June 2020	81,093.94
Local	8/20/2020	Anlaan Corporation	CBD/Heartside/Arena S Streetscape Improvs	Accrue services performed in FY2020	74,037.74
Local	7/21/2020	State of Michigan	Division Ave - Fulton to Wealthy Streetscape li	17109-Division-Wealthy to Cherry	69,104.28
Local	7/21/2020	City Treasurer - City Engineer	Bicycle Friendly Improvements	Moore+Bruggink: Bikeway Design services	52,200.00
Non-Tax	6/10/2020	Uline Inc	COVID Economic Relief Program	COVID response Social Zones outdoor furniture 5/20	46,398.70
Local	7/8/2020	City Treasurer - MobileGR/Parking Svcs	New Downtown Circulator Infrastructure	Bus Shelters in DDA	41,422.00
Non-Tax	6/24/2020	City Treasurer - Parks Dept	Rosa Parks Circle Skating Operations	FY20 Rosa Parks Ice Rink Billing	36,377.17
Local	6/30/2020	Belford Development, LLC	Economic Development & Innovation	Incubator Support Art Caribbean Fusion 2020	36,000.00
Local	7/13/2020	State of Michigan	Division Ave - Fulton to Wealthy Streetscape li	17109-Division-Wealthy to Cherry	35,575.43
Local	6/29/2020	Dwelling Place of Grand Rapids NPHC	Affordable Housing Support	Community Land Trust 4/19-5/20	33,683.84
Local	6/29/2020	Progressive Architecture	Accessibility and Mobility Repairs	Maple Jefferson pedestrian crosswalk 5/20	28,793.00
Non-Tax	6/30/2020	Mydatt Service dba Block by Block	Downtown Ambassadors	Accrue services performed in FY2020	26,356.12
Non-Tax	7/14/2020	Mydatt Service dba Block by Block	Downtown Ambassadors	Ambassador Program 06/2020	26,356.12
Local	6/30/2020	PK Contracting	Bicycle Friendly Improvements	Accrue services performed in FY2020	24,283.00
Non-Tax	6/25/2020	City Treasurer - MobileGR/Parking Svcs	Transportation Demand Mnmt Program	June 2020 DDA Share of DASH North Service	22,500.00
Local	7/6/2020	Division and Weston, LLC	Economic Development & Innovation	Incubator Support GRNoir 2020	21,164.97
Local	6/30/2020	Monroe Center Retail, LLC	Economic Development & Innovation	Incubator Support Oh, Hello Co 2020	20,312.76
Local	7/9/2020	Payroll Re-Allocation Entry	Downtown Marketing & Inclusion Efforts	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	16,473.24
Local	6/29/2020	Dwelling Place of Grand Rapids NPHC	Affordable Housing Support	FUSE program planning 6/20	16,185.67
Local	7/9/2020	Payroll Re-Allocation Entry	Development Project Guidance	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	16,119.46
Local	7/20/2020	Moore & Bruggink Inc	Heartside Public Restroom Construction	Construction engineering - Portland Loo 2/20 to 6/20	15,922.73
Local	6/30/2020	City Treasurer - City Engineer	Bicycle Friendly Improvements	Moore+Bruggink: Bikeway Design services	15,364.00
Local	7/1/2020	Hannah Renee Berry	Public Realm Improvements: Local Tax	Windows and Supplies 06/2020	15,000.00
Local	7/5/2020	Moore & Bruggink Inc	Division Ave - Fulton to Wealthy Streetscape li	17109-Division Ave Reconstruction (M&B-180137.1-15	14,398.58
Local	7/14/2020	City Treasurer - City Engineer	CBD/Heartside/Arena S Streetscape Improvs	HRC Engineering Charges: Pedestrian Improvements	11,438.64
Local	6/7/2020	Dickinson Wright PLLC	Administration	Legal services: DDA 4/20	10,758.00
Local	6/1/2020	City Treasurer - Budget Office	Administration	Support services allocation - June, 2020	10,722.12
Local	7/9/2020	Payroll Re-Allocation Entry	Parks Design	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	10,540.27
Non-Tax	7/1/2020	SG Ecosystem Inc	Major Event Sponsorship	100 Ideas Program sponsorship 2019	10,000.00
Non-Tax	6/30/2020	Element 7, LLC	Public Space Activation	Accrue services performed in FY2020	10,000.00
Local	7/20/2020	Newco Design Build LLC	Urban Recreation Improvements	Dog Park Shade Sails Installation 6/20	9,300.00
Local	7/7/2020	Dickinson Wright PLLC	Administration	Legal services: DDA 5/20	9,086.00
Local	7/20/2020	Dickinson Wright PLLC	Administration	Legal services: DDA 6/20	9,064.00
Non-Tax	7/15/2020	City Treasurer - Police Dept	Ticketed Events - Police Services	GRPD overtime costs for DeVos February balance	8,470.03
Local	7/15/2020	City Treasurer - City Engineer	CBD/Heartside/Arena S Streetscape Improvs	Progress-Division Ave Street Lighting Improvements	8,356.05
Non-Tax	7/1/2020	Hannah Renee Berry	Public Space Activation	Womens Way Mural contract 2020 Final Payment	8,000.00
Local	7/9/2020	Payroll Re-Allocation Entry	Accessibility and Mobility Repairs	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	7,908.85
Local	6/18/2020	Severance Electric Co., Inc.	CBD/Heartside/Arena S Streetscape Improvs	18026-Division St. Lighting Improve	7,418.68
Local	7/5/2020	Hannah Renee Berry	Public Realm Improvements: Local Tax	Artist Leads and Administrative WindowsGR Paymen	7,000.00
Non-Tax	6/11/2020	City Treasurer - Police Dept	Ticketed Events - Police Services	Van Andel GRPD Overtime for Feb 2020	6,956.31
Local	7/1/2020	MKSK INC	Arena Plaza Improvements: Local Tax Increm	Van Andel Plaza construction admin 6/20	5,970.00
Local	6/10/2020	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 6/2020	5,843.13
Local	7/9/2020	Payroll Re-Allocation Entry	Arena South Implementation	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	5,691.14
Non-Tax	7/15/2020	City Treasurer - Police Dept	Ticketed Events - Police Services	GRPD overtime for Van Andel March 2020	5,655.82
Local	6/30/2020	MKSK INC	Arena Plaza Improvements: Local Tax Increm	Accrue services performed in FY2020	5,360.00
Local	7/19/2020	Cycle Safe INC USA	Bicycle Friendly Improvements	Supplies for Bike Repair Stations 06/2020 in the DDA	5,183.31
Local	7/14/2020	Josh Leffingwell, LLC	Downtown Marketing & Inclusion Efforts	DGRI Graphic Design 06/2020	5,000.00
Local	6/10/2020	Eco-Compteur Inc	CBD/Heartside/Arena S Streetscape Improvs	Pedestrian Counter Supplies 6/20	4,525.00
Local	7/14/2020	Fifth Third Bank	Administration	Admin: Adobe software agreement	4,512.88
Local	6/10/2020	McAlvey Merchant & Associates	Administration	Governmental Consulting May 2020	4,500.00
Local	7/14/2020	McAlvey Merchant & Associates	Administration	Governmental Consulting June 2020	4,500.00
Local	6/18/2020	Cision US Inc.	Downtown Marketing & Inclusion Efforts	Website design services 4/20 2 of 2	4,500.00
Local	6/18/2020	Karen Tracey Design	Downtown Marketing & Inclusion Efforts	LoveLocalGR website work 5/20	4,306.05
Local	7/21/2020	State of Michigan	Division Ave - Fulton to Wealthy Streetscape li	17109-Division-Wealthy to Cherry	3,402.80
Local	7/14/2020	Friends of the High Line, Inc.	Administration	High Line Network membership 2020	3,000.00
Local	6/10/2020	Erika Townsley	Downtown Marketing & Inclusion Efforts	Photography Services at various locations 6/20	3,000.00
Local	6/25/2020	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion Efforts	Photographer: Civil Unrest 6/20	2,780.00
Non-Tax	7/15/2020	City Treasurer - Police Dept	Ticketed Events - Police Services	GRPD overtime for DeVos March 2020	2,739.83
Local	6/15/2020	Fifth Third Bank	Administration	Admin: Prof Development	2,665.00
Local	7/1/2020	Mydatt Service dba Block by Block	Urban Recreation Improvements	Dog Park landscaping supplies and services 5/20	2,520.00
Local	6/25/2020	Erik Quindell Lauchie	Downtown Marketing & Inclusion Efforts	Video:civil unrest mural project 6/20	2,500.00
Local	7/1/2020	Erik Quindell Lauchie	Downtown Marketing & Inclusion Efforts	Video:civil unrest mural project final 6/20	2,500.00
Non-Tax	7/1/2020	Hub International Midwest Limited	Downtown Workforce Programs	Relax at Rosa event policy 2020	2,500.00
Non-Tax	6/11/2020	City Treasurer - Police Dept	Ticketed Events - Police Services	DeVos GRPD Overtime for Feb 2020	2,255.83
Local	7/7/2020	Dickinson Wright PLLC	Development Project Guidance	Legal services:The Gallery 5/20	2,222.00
Non-Tax	7/14/2020	Dwelling Place of Grand Rapids NPHC	Heartside Quality of Life Implementation	Pekich Park Gardening Supplies 06/2020	2,167.79
Local	6/15/2020	Fifth Third Bank	Downtown Marketing & Inclusion Efforts	Marketing and Advertising	1,830.48
Non-Tax	6/30/2020	Bush Concrete Products Inc	COVID Economic Relief Program	Accrue services performed in FY2020	1,774.57

continued on the next page

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

Page 2

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	7/20/2020	Geotech Inc	CBD/Heartside/Arena S Streetscape Improvs	18026-Division-Cherry to Fulton (Geotech-7584)-DDA	\$ 1,742.39
Local	7/20/2020	Dickinson Wright PLLC	Administration	Legal services: 6/20 BBB agreement	1,742.18
Non-Tax	6/7/2020	Dickinson Wright PLLC	Public Space Activation	Legal services: Skate Park 4/20	1,716.00
Local	6/3/2020	City Treasurer - Water System	Heartside Public Restroom Construction	DGRI - Water Connection Permit - Public Restroom	1,660.00
Local	6/15/2020	Fifth Third Bank	Downtown Marketing & Inclusion Efforts	Marketing: Small Biz Promo Campaigns	1,640.49
Local	6/13/2020	City of Grand Rapids	Administration	Staff services - payroll period ended 06/13/2020	1,630.88
Non-Tax	7/20/2020	Mydatt Service dba Block by Block	Public Space Activation	Landscaping supplies for Van Andel Alley	1,500.00
Local	7/7/2020	Dickinson Wright PLLC	Downtown Plan	Legal services: DDA Recreation Authority 5/20	1,408.00
Non-Tax	6/18/2020	Jeffrey A Songco	Public Space Activation	Bike Corral Mural project 2/2 6/20	1,375.00
Local	7/14/2020	Fifth Third Bank	Downtown Marketing & Inclusion Efforts	Marketing & Advertising	1,251.57
Local	6/15/2020	Fifth Third Bank	State of Downtown Event & Annual Report	State of our downtown event; postage	1,113.75
Local	7/14/2020	Fifth Third Bank	Downtown Marketing & Inclusion Efforts	Marketing: Small Biz Promo campaign	1,061.10
Non-Tax	7/7/2020	Dickinson Wright PLLC	Major Event Sponsorship	Legal services: Artprize event sponsorship 5/20	1,056.00
Local	5/29/2020	City Treasurer - Risk Management	Administration	Monthly General Insurance Allocation	1,049.00
Local	6/25/2020	Thomas Jack Tilma	Bicycle Friendly Improvements	Cycling infrastructure planning & repairs 5/2020	1,045.00
Local	6/25/2020	TGG, Inc.	Administration	Life & S/T & L/T disability insurance - 7/1/20 to 7/30/2	1,044.60
Local	6/27/2020	City of Grand Rapids	Administration	Staff services - payroll period ended 06/27/2020	1,026.18
Local	7/1/2020	David Specht	Downtown Marketing & Inclusion Efforts	Pride Mural video 06/2020	1,000.00
Non-Tax	7/14/2020	Molly Bouwsma Schultz	Downtown Workforce Programs	Relax at Rosa Performer 06/2020	1,000.00
Local	7/1/2020	Mydatt Service dba Block by Block	CBD/Heartside/Arena S Streetscape Improvs	Transit stop landscaping supplies and services 5/20	975.00
Local	7/20/2020	Mydatt Service dba Block by Block	CBD/Heartside/Arena S Streetscape Improvs	landscaping supplies zicla platform 6/20	975.00
Non-Tax	7/1/2020	Mirabel Fonyuy-epse-Umenei	Downtown Workforce Programs	Relax at Home performance 4/30/20	900.00
Local	7/20/2020	Dickinson Wright PLLC	Development Project Guidance	Legal services:The Gallery 6/20	836.00
Local	6/7/2020	Dickinson Wright PLLC	Administration	Legal services: DDA 4/20	814.00
Local	6/7/2020	Dickinson Wright PLLC	Economic Development & Innovation	Legal: business incubator 4/20	814.00
Local	7/7/2020	Dickinson Wright PLLC	Economic Development & Innovation	Legal: Econ Dev Incubator 5/20	814.00
Non-Tax	6/18/2020	May Belle Erlewine	Downtown Workforce Programs	Relax at Home performance 6/4/20	800.00
Non-Tax	7/1/2020	Andrea Wallace	Public Space Activation	DJ Service; GRPS basketball drive 6/2020	800.00
Local	7/14/2020	Fifth Third Bank	Administration	Admin: Supplies	791.11
Local	6/21/2020	Williams & Works Inc	Wayfinding System Improvements	14025-Wayfinding (W&W-89726)	788.40
Local	6/10/2020	Serendipity Publishing LLC	Downtown Marketing & Inclusion Efforts	Revue ad June 2020	772.00
Local	6/21/2020	The KR Group, Inc.	Administration	IT Services Agreement 6/20	762.20
Local	6/25/2020	The KR Group, Inc.	Administration	IT Services Hybrid Agreement 7/20	762.20
Non-Tax	6/25/2020	Patricia Pierzchala	Downtown Workforce Programs	Relax at Home performance 6/20	750.00
Non-Tax	7/1/2020	Mydatt Service dba Block by Block	COVID Economic Relief Program	Civil Unrest landscaping supplies and services 5/20	750.00
Local	7/14/2020	The KR Group, Inc.	Administration	Laptop Computer Replacement 6/20	721.89
Local	7/13/2020	State of Michigan	Weston Street - Sheldon to LaGrave Ave	14056-Weston-Sheldon to LaGrave	668.57
Non-Tax	7/14/2020	Fifth Third Bank	COVID Economic Relief Program	COVID 19 Econ Relief: Social Zones supplies	657.60
Local	7/13/2020	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion Efforts	Photographer: Murals and social zones	620.00
Non-Tax	6/10/2020	Brandon Proch	Downtown Workforce Programs	Relax at Home virtual performance 5/21/20	600.00
Non-Tax	7/14/2020	Swift Printing & Communications	Downtown Workforce Programs	Relax at Rosa Signs 6/20	598.50
Non-Tax	7/14/2020	Fifth Third Bank	Public Space Activation	Public Space Activation	589.89
Local	7/20/2020	Dickinson Wright PLLC	Development Project Guidance	Legal services: 10 Ionia Dev Support 6/20	572.00
Local	7/20/2020	Vias, LLC	Downtown Marketing & Inclusion Efforts	Translations Services- Spring early summer 2020	560.00
Non-Tax	6/15/2020	Fifth Third Bank	DGRI Event Production	DGRI Events: Rental	534.85
Non-Tax	7/14/2020	Fifth Third Bank	DGRI Event Production	DGRI Event Rental	534.85
Local	7/1/2020	Williams & Works Inc	Wayfinding System Improvements	14025-Wayfinding (W&W-89541)	533.69
Local	7/1/2020	Zachary Steven Johnson	Downtown Marketing & Inclusion Efforts	Music for pride mural video 6/20	500.00
Non-Tax	6/10/2020	Adam Main	Downtown Workforce Programs	Relax at Home virtual performance 5/20	500.00
Local	7/14/2020	Valley City Sign Co	Wayfinding System Improvements	Wayfinding Sign Removal 06/2020	500.00
Non-Tax	7/14/2020	ACO Inc	COVID Economic Relief Program	COVID response Social Zones supplies 6/20	495.00
Local	6/10/2020	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezzanine Office 06/20:	475.14
Local	7/7/2020	Dickinson Wright PLLC	Administration	Legal services: 5/20 BBB agreement	452.97
Local	6/7/2020	Dickinson Wright PLLC	Administration	Legal services: DDA 4/20	418.00
Local	7/20/2020	Dickinson Wright PLLC	Administration	Legal services: 6/20 DGRI Board of Advisors	400.70
Local	7/7/2020	Dickinson Wright PLLC	Administration	Legal services: DDA DASH MOU 5/20	396.00
Local	7/7/2020	Dickinson Wright PLLC	Development Project Guidance	Legal services: 111 Lyon 5/20	396.00
Local	7/7/2020	Dickinson Wright PLLC	Administration	Legal services: 5/20 DGRI Board of Advisors	365.86
Local	6/10/2020	Z2 Systems Inc	Downtown Marketing & Inclusion Efforts	NeonCRM Monthly cloud-based software 5/20	350.00
Local	7/1/2020	David Specht	Downtown Marketing & Inclusion Efforts	Various photography 06/2020	350.00
Local	7/14/2020	Z2 Systems Inc	Downtown Marketing & Inclusion Efforts	NeonCRM Monthly cloud-based software 6/20	350.00
Non-Tax	7/14/2020	Kerkstra Waste Recovery & Environmen	Downtown Workforce Programs	Portable restroom for Relax at Rosa 6/2020	315.00
Local	6/11/2020	HR Collaborative LLC	Administration	HR Consultant services 5/20	311.81
Local	7/15/2020	City Treasurer - City Engineer	Parks Design	Ah Nab Awen Park Improvements	311.00
Non-Tax	7/13/2020	Bush Concrete Products Inc	COVID Economic Relief Program	Social Zones: Move Barriers 6/20	292.50
Local	7/20/2020	Dickinson Wright PLLC	Wayfinding System Improvements	Legal services: Wayfinding 6/20	286.00
Local	6/30/2020	Paychex	Administration	DDA Payroll HRS Processing Fees-June 2020	274.17
Local	6/15/2020	Fifth Third Bank	Heartside Public Restroom Construction	Heartside Restroom Facility Construction: permit	270.00

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

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	6/30/2020	Paychex	Administration	DDA Payroll Processing Fee-June 2020	\$ 267.70
Local	7/1/2020	GreatAmerica Financial Services Corp	Administration	Copier Lease 06/20	265.40
Local	6/25/2020	The KR Group, Inc.	Administration	MS office Agreement 4/17 - 5/16/20	259.74
Non-Tax	7/14/2020	Fifth Third Bank	Downtown Workforce Programs	Downtown Workforce: Relax at Rosa	256.22
Local	6/11/2020	GreatAmerica Financial Services Corp	Administration	Copier Lease 05/20	246.37
Local	7/20/2020	Dickinson Wright PLLC	Administration	Legal services: DDA 6/20	242.00
Local	7/14/2020	Eco-Compteur Inc	CBD/Heartside/Arena S Streetscape Improvs	Pedestrian Counter Supplies 6/20	235.00
Local	6/25/2020	Ariel Sosa III	Downtown Marketing & Inclusion Efforts	photography BLM 6/20	225.00
Local	6/25/2020	Ariel Sosa III	Downtown Marketing & Inclusion Efforts	photography Breonna Taylor 6/20	225.00
Local	6/18/2020	Ariel Sosa III	Downtown Marketing & Inclusion Efforts	Protest photography 6/20	200.00
Local	7/1/2020	Valley City Sign Co	Wayfinding System Improvements	Wayfinding repair 6/20	200.00
Local	7/20/2020	Williams & Works Inc	Wayfinding System Improvements	14025-Wayfinding (W&W-90248)-DDA	181.95
Local	7/14/2020	HR Collaborative LLC	Administration	HR Consultant services 06/20	173.23
Local	7/20/2020	Cellco Partnership dba Verizon	Administration	Cell Phone Service 6/2020	167.25
Non-Tax	6/15/2020	Fifth Third Bank	Downtown Workforce Programs	Relax at Home Virtual Event Promos	150.00
Local	6/10/2020	The KR Group, Inc.	Administration	IT Services Managed Agreement 5/20	149.22
Local	7/1/2020	The KR Group, Inc.	Administration	IT network services 6/20	147.90
Local	7/16/2020	Dickinson Wright PLLC	Administration	Legal services: DDA 5/20	140.00
Local	7/20/2020	Dickinson Wright PLLC	Development Project Guidance	Legal services: Arena Place Project 6/20	132.00
Local	6/25/2020	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electric Apr 2020	130.56
Local	6/25/2020	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electric May 2020	128.05
Non-Tax	7/1/2020	Mydatt Service dba Block by Block	COVID Economic Relief Program	COVID response hand sanitizer 5/20	127.20
Local	6/25/2020	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electric Mar 2020	126.96
Local	7/9/2020	Payroll Re-Allocation Entry	Development Project Guidance	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	122.21
Non-Tax	7/13/2020	Bryan Esler Photo, Inc.	Downtown Workforce Programs	Photography: Relax at Rosa 6/20	120.00
Local	7/9/2020	Payroll Re-Allocation Entry	Downtown Marketing & Inclusion Efforts	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	118.78
Non-Tax	6/17/2020	ACO Inc	COVID Economic Relief Program	COVID response Social Zones supplies 6/20	114.75
Local	7/14/2020	Fifth Third Bank	Administration	Admin: Food & Beverage	113.45
Local	7/7/2020	Dickinson Wright PLLC	Urban Recreation Improvements	Legal services: Dog Park lease ext 5/20	110.00
Local	6/18/2020	Cellco Partnership dba Verizon	Administration	Cell Phone Service 5/2020	100.21
Local	7/14/2020	Professional Maintenance of Michigan In	Administration	Janitorial services JUN 2020	90.28
Local	7/14/2020	Littlefoot Coffee Roasters	Administration	Meeting Supplies 06/2020	90.28
Non-Tax	6/15/2020	Fifth Third Bank	Public Space Activation	Public Space Activation: research materials	84.44
Local	7/9/2020	Payroll Re-Allocation Entry	Parks Design	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	73.26
Non-Tax	6/15/2020	Fifth Third Bank	COVID Economic Relief Program	COVID response supplies	68.66
Local	7/20/2020	Dickinson Wright PLLC	Development Project Guidance	Legal services: DDA 6/20	66.00
Non-Tax	6/17/2020	ACO Inc	COVID Economic Relief Program	COVID response Social Zones supplies 6/20	65.50
Local	7/20/2020	Dickinson Wright PLLC	Development Project Guidance	Legal services: Dev Project Guidance 02/20	62.00
Local	7/14/2020	The KR Group, Inc.	Administration	Laptop Screen Replacement 6/20	61.55
Local	7/9/2020	Payroll Re-Allocation Entry	Accessibility and Mobility Repairs	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	59.96
Non-Tax	6/26/2020	Consumers Energy	Downtown Ambassadors	351 Winter Ave NW - 06/2020 DDA's share	50.25
Local	6/11/2020	Amanda Sloan	Downtown Marketing & Inclusion Efforts	Reimb Small Biz Promo gift card purchase 6/20	50.00
Local	7/14/2020	Fifth Third Bank	Administration	Admin: Local Business Exp	50.00
Non-Tax	7/14/2020	Fifth Third Bank	DGRI Event Production	DGRI Events: Food & Bev	48.33
Local	7/11/2020	City of Grand Rapids	Administration	Staff services - payroll period ended 06/30/2020	48.03
Non-Tax	5/31/2020	City Treasurer - MobileGR/Parking Svcs	Downtown Ambassadors	May 2020 Monthly Parking Billing	48.00
Non-Tax	6/30/2020	City Treasurer - MobileGR/Parking Svcs	Downtown Ambassadors	June 2020 Monthly Parking Billing	48.00
Local	7/9/2020	Payroll Re-Allocation Entry	Arena South Implementation	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	43.15
Local	7/14/2020	Model Coverall Service Inc	Administration	Floor Mat Rental 6/20	37.05
Local	6/10/2020	The KR Group, Inc.	Administration	IT Services Backup Agreement 6/20	35.64
Local	6/21/2020	The KR Group, Inc.	Administration	IT Services Backup Agreement 5/20	35.64
Local	6/7/2020	The KR Group, Inc.	Administration	IT Services Migration final 2/20	24.75
Non-Tax	6/26/2020	DTE Energy	Downtown Ambassadors	351 Winter Ave NW - 06/2020 DDA's share	18.53
Local	7/14/2020	Fifth Third Bank	Administration	Admin: Prof development	15.00
Non-Tax	6/18/2020	ACO Inc	Administration	Admin supplies 6/20	11.96
Non-Tax	6/30/2020	Dickinson Wright PLLC	Letter of Understanding - 158 Oakes SW	Reclass expenditures to developer deposit	10.08
Local	6/30/2020	City Treasurer - MobileGR/Parking Svcs	Administration	June 2020 City Validation Billing	10.00
Local	7/1/2020	Applied Imaging	Administration	Copier lease 05/18/20-06/17/20	4.39
Non-Tax	6/9/2020	ACO Inc	Administration	Admin supplies 5/20	3.59
Local	6/30/2020	Dickinson Wright PLLC	Downtown Enhancement Grants	Reclass expenditures to developer deposit	(110.00)
Local	7/9/2020	Payroll Re-Allocation Entry	Administration	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	(417.34)
Local	7/9/2020	Payroll Re-Allocation Entry	Administration	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	(463.13)
Local	6/30/2020	Dickinson Wright PLLC	Downtown Enhancement Grants	Reclass expenditures to developer deposit	(814.00)
Local	8/19/2020	City of Grand Rapids - Comptroller	Administration	Year-End adjustment for Compensated Absences	(2,279.00)
Non-Tax	5/30/2020	Dickinson Wright PLLC	Letter of Understanding - 158 Oakes SW	158 Oaks/Studio C Expenditures	(6,762.58)
Local	7/9/2020	Payroll Re-Allocation Entry	Administration	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	(56,732.98)
Local	7/9/2020	Payroll Re-Allocation Entry	Administration	DDA Payroll alloc to projects and funds - 4/1/20 - 6/20	(63,093.89)

TOTAL JUNE 2020 PRELIMINARY EXPENDITURES \$1,557,958.87

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: September 3, 2020

TO: Rick Winn
Chairman

FROM: Tricia Chapman
Financial Analyst II – Comptroller's Department

SUBJECT: FY2021 Interim Financial Statements as of August 31, 2020

Attached are the Authority's interim financial statements for the first two months of the Authority's fiscal year ending June 30, 2021. The attached statements include:

Statement A: Balance Sheet

Statement B: Comparison of FY2021 Budget vs Actual Results

Statement C: Statement of FY2021 Project Expenditures

Statement D: Schedule of July – August 2021 Expenditures

The Authority's balance sheet on Statement A indicates the Authority is in a strong position financially with sufficient Pooled Cash to support development plan expenditures for FY2021 and beyond. In the Local Tax fund, the decrease in investments in fixed assets is due to the removal of 158 Oakes and accumulated depreciation.

The City Treasurer has not yet distributed summer tax increment revenues, so Statement B shows a deficit as of August 31, 2020. There are also negative interest earnings from the investments that were brought to market value in June but since they haven't yet matured, that entry is reversed in the current year. As the year progresses interest earnings should cover and surpass the reversal.

Please contact me at 616-456-3848 or at tchapman@grcity.us if you have any questions.

Attachments

STATEMENT A**DOWNTOWN DEVELOPMENT AUTHORITY****Balance Sheet****As of August 31, 2020**

	Non-Tax Funds	Debt Tax Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 6,194,749	\$ 3,389,493	\$ 6,075,910	\$ 15,660,152
Petty Cash	-	-	500	500
Loan Receivable - Project Developer	388,848	-	-	388,848
General Fixed Assets	-	-	86,964,023	86,964,023
Accumulated Depreciation on Fixed Assets	-	-	(59,982,869)	(59,982,869)
Future Tax Increment Revenues Anticipated	-	12,835,000	15,500	12,850,500
TOTAL ASSETS	\$ 6,583,597	\$ 16,224,493	\$ 33,073,064	\$ 55,881,154
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ 568	\$ 2,724,922	\$ 5,395	\$ 2,730,885
Other Accrued Liabilities	4,697	-	-	4,697
Deposit - Area 4 Developer Damage	1,000	-	-	1,000
Deferred Revenue - Developer Loan	388,848	-	-	388,848
Contract Payable	-	-	15,500	15,500
Bonds Payable	-	12,835,000	-	12,835,000
TOTAL LIABILITIES	395,113	15,559,922	20,895	15,975,930
Fund Balance / Equity:				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	26,981,154	26,981,154
Non-Tax Increment Reserve	6,188,078	-	-	6,188,078
Reserve for Authorized Projects	-	-	6,058,202	6,058,202
Reserve for Compensated Absences	-	-	7,721	7,721
Reserve for Eligible Obligations	-	664,571	-	664,571
Reserve for Encumbrances	406	-	5,092	5,498
TOTAL FUND EQUITY	6,188,484	664,571	33,052,169	39,905,224
TOTAL LIABILITIES & FUND EQUITY	\$ 6,583,597	\$ 16,224,493	\$ 33,073,064	\$ 55,881,154

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2021 Budget vs Actual Results July 1, 2020 - August 31, 2020

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 11,465,372	\$ -	\$ 6,262,000	\$ -
Property Tax Increment - Transit Millage	-	-	-	-	589,772	-
Property Tax Increment - Prior Year Appeals	-	-	(25,000)	(1,386)	(15,000)	(688)
Property Tax Increment - County/GRCC/City/ITP Rebates	-	-	-	-	(683,677)	-
Special Assessments - Areaway	-	-	-	-	-	-
Earnings from Investments - General	70,412	(168,916)	72,591	(229,344)	112,396	(301,748)
Interest Paid by Developer - The Gallery on Fulton Note	12,998	2,907	-	-	-	-
Property Rental - DASH Parking Lots	738,000	-	-	-	-	-
Property Rentals - YMCA Customer Parking	72,000	-	-	-	-	-
Event Sponsorships and Fees	40,000	-	-	-	-	-
Valent-ICE Sculpture Reimbursements	-	-	-	-	-	-
Contributions - Lyon Square Reconstruction	-	-	-	-	-	-
Contributions - Downtown Enhancement Grant Donation	-	-	-	-	-	545
Principal Repayments - The Gallery on Fulton Note	100,000	5,153	-	-	-	-
Reimbursements and Miscellaneous Revenues	2,000	-	-	-	5,000	-
Sale of 158 Oakes Avenue SW Property to Developer	-	-	-	-	-	-
Ottawa Ave - Cherry to Oakes - 1/3rd payment	197,670	-	-	-	-	-
From / (To) Fund Balance	1,567,320	-	(72,591)	-	3,942,319	-
TOTAL REVENUES	\$ 2,800,400	\$ (160,856)	\$ 11,440,372	\$ (230,730)	\$ 10,212,810	\$ (301,891)
EXPENDITURES						
<u>GR Forward Projects:</u>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 25,000	\$ -	\$ -	\$ -	\$ 1,750,000	\$ -
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	90,000	50	-	-	1,525,000	77,892
Goal #3: Implement a 21st Century Mobility Strategy	150,000	3,750	-	-	2,730,000	51,333
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	735,000	92,556	-	-	750,000	176
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	1,795,000	229,270	-	-	1,745,000	352,225
Total GR Forward Projects	\$ 2,795,000	\$ 325,626	\$ -	\$ -	\$ 8,500,000	\$ 481,626
Administration	5,400	-	-	-	1,300,000	255,392
Debt Service for Bond Issues	-	-	6,986,750	-	412,810	-
Estimated Capture to be Returned	-	-	4,453,622	-	-	-
TOTAL EXPENDITURES	\$ 2,800,400	\$ 325,626	\$ 11,440,372	\$ -	\$ 10,212,810	\$ 737,018
EXCESS / (DEFICIT)	\$ -	\$ (486,482)	\$ -	\$ (230,730)	\$ -	\$ (1,038,909)

STATEMENT C
DOWNTOWN DEVELOPMENT AUTHORITY
Statement of FY2021 Project Expenditures
As of August 31, 2020

Project Name	FY2021 Project Budgets		Expenditures		Remaining FY2021 Budgets
	%	Amount	Month	Fiscal Year	
River Governance		150,000	-	-	150,000
Downtown Plan		100,000	-	-	100,000
River Trail Improvements		1,500,000	-	-	1,500,000
GRForward Goal # 1 - Local Tax Increment	15.49%	\$ 1,750,000	\$ -	\$ -	\$ 1,750,000
Downtown Speakers Series		15,000	-	-	15,000
Riverwalk Assessment		10,000	-	-	10,000
GRForward Goal # 1 - Non-Tax Increment	0.22%	\$ 25,000	\$ -	\$ -	\$ 25,000
Development Project Guidance		50,000	968	968	49,032
Development Project Reimbursements		1,400,000	-	-	1,400,000
Downtown Enhancement Grants		75,000	76,924	76,924	(1,924)
GRForward Goal # 2 - Local Tax Increment	13.50%	\$ 1,525,000	\$ 77,892	\$ 77,892	\$ 1,447,108
Heartside Quality of Life Implementation		50,000	-	-	50,000
Stakeholder Engagement Programs		40,000	50	50	39,950
GRForward Goal # 2 - Non-Tax Increment	0.80%	\$ 90,000	\$ 50	\$ 50	\$ 89,950
Accessibility and Mobility Repairs		150,000	17,025	17,025	132,975
Bicycle Friendly Improvements		125,000	2,345	2,345	122,655
DASH North Shuttle Services		175,000	22,500	22,500	152,500
New Downtown Circulator Infrastructure		400,000	-	-	400,000
Streetscape Improve: CBD, Heartside, Arena S.		1,340,000	4,378	4,378	1,335,622
Streetscape Improve: Division - Fulton to Wealthy		340,000	-	-	340,000
Wayfinding System Improvements		200,000	5,085	5,085	194,915
GRForward Goal # 3 - Local Tax Increment	24.17%	\$ 2,730,000	\$ 51,333	\$ 51,333	\$ 2,678,667
Transportation Demand Mnmt Program		150,000	3,750	3,750	146,250
GRForward Goal # 3 - Non-Tax Increment	1.33%	\$ 150,000	\$ 3,750	\$ 3,750	\$ 146,250
Economic Development and Innovation		750,000	176	176	749,824
GRForward Goal # 4 - Local Tax Increment	6.64%	\$ 750,000	\$ 176	\$ 176	\$ 749,824
COVID Economic Relief Program		700,000	81,872	81,872	618,128
Downtown Workforce Programs		35,000	10,684	10,684	24,316
GRForward Goal # 4 - Non-Tax Increment	6.51%	\$ 735,000	\$ 92,556	\$ 92,556	\$ 642,444
Arena Plaza Improvements: Local Tax Increment		500,000	203,341	203,341	296,659
Downtown Marketing and Inclusion Efforts		420,000	22,253	22,253	397,747
Downtown Tree Plantings		150,000	-	-	150,000
Heartside Public Restroom Facilities Construction		100,000	120,504	120,504	(20,504)
Parks Design		350,000	-	-	350,000
Public Realm Improvements		150,000	6,000	6,000	144,000
State of Downtown Event & Annual Report		25,000	-	-	25,000
Urban Recreation Improvements		50,000	127	127	49,873
GRForward Goal # 5 - Local Tax Increment	15.45%	\$ 1,745,000	\$ 352,225	\$ 352,225	\$ 1,392,775
Arena Plaza Improvements: Non-Tax Increment		600,000	-	-	600,000
Bridge Lighting Operations		50,000	-	-	50,000
DGRI Event Production		165,000	535	535	164,465
Diversity Programming		50,000	1,000	1,000	49,000
Downtown Ambassadors		222,000	28,899	28,899	193,101
Downtown Skate Park		-	115,275	115,275	(115,275)
Experience - Miscellaneous		50,000	-	-	50,000
Holiday Décor Program		75,000	-	-	75,000
Major Event Sponsorship		40,000	60,000	60,000	(20,000)
Police Foot Patrols		35,000	-	-	35,000
Project and Fixed Asset Maintenance		-	494	494	(494)
Public Space Activation		350,000	20,567	20,567	329,433
Rosa Parks Circle Skating Operations		40,000	-	-	40,000
Special Events - Grants		35,000	2,500	2,500	32,500
Special Events - Office of		75,000	-	-	75,000
Special Events - Training Program		6,000	-	-	6,000
Winter Avenue Building Lease		2,000	-	-	2,000
GRForward Goal # 5 - Non-Tax Increment	15.89%	\$ 1,795,000	\$ 229,270	\$ 229,270	\$ 1,565,730
TOTAL	100.00%	\$ 11,295,000	\$ 807,252	\$ 807,252	\$ 10,487,748

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of FY2021 Expenditures
July 1 - August 31, 2020

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Local	8/4/2020	Pioneer Construction	Arena Plaza Improvements	Van An del Plaza construction 6/20	\$ 195,966.22
Local	8/4/2020	Adrenaline Games Association (AGA)	Downtown Skate Park	Downtown Skate Park 2020	115,275.00
Local	8/10/2020	Places Platform, LLC	Economic Devel & Innovation - MWBE	Economic Assessment Final Payment 2020	99,354.46
Local	8/4/2020	Wyoming Excavators Inc	Heartside Restroom Facility Construction	Portland Loo excavating services 6/20	99,110.50
Local	8/31/2020	Paychex	Administration	DDA Payroll Wages, 401, Taxes-August 2020	88,769.43
Local	7/31/2020	Paychex	Administration	DDA Payroll Wages, 401, Taxes-July 2020	84,355.94
Local	8/20/2020	Anlaan Corporation	Streetscape Impr - Mich St, Heartside, Arena S	Bridge/Mich Impr-Riverwk Trail Crossing	74,037.74
Non-Tax	8/19/2020	Downtown Grand Rapids Inc	Major Event Sponsorship	The Bridge Event sponsorship 2020	50,000.00
Local	8/24/2020	Division and Weston, LLC	Downtown Enhancement Grants	Window Repairs DEG 08/2020 Division and Weston F	35,000.00
Non-Tax	8/10/2020	Mydatt Service Inc	Downtown Ambassadors	Ambassador Program 07/2020	28,689.33
Non-Tax	8/2/2020	Mydatt Service Inc	Downtown Ambassadors	Ambassador Program 05/2020	26,356.12
Non-Tax	8/27/2020	Bush Concrete Products Inc	COVID Economic Relief Program	Econ Relief Social Zones: Barriers 6/20	24,844.00
Local	8/4/2020	PK Contracting, Inc	Bicycle Friendly Improvements	Pavement Markings Division Ave	24,283.00
Local	8/5/2020	City Treasurer - MobileGR/Parking Svcs	DASH North Shuttle Services	July 2020 DDA Share of DASH North Service	22,500.00
Local	8/2/2020	Madden Industrial Craftsmen Inc	Heartside Restroom Facility Construction	Portland Loo final payment 7/20	21,154.00
Local	8/27/2020	Progressive Architecture	Accessibility & Mobility Repairs	Maple Jefferson pedestrian crosswalk 7/20	17,025.00
Non-Tax	8/24/2020	Mydatt Service Inc	COVID Economic Relief Program	Social zone landscaping supplies and services 7/20	16,100.00
Local	8/26/2020	AB II, LLC	Downtown Enhancement Grants	Window Repairs DEG 08/2020 60 Ottawa	15,000.00
Local	7/31/2020	City Treasurer - Budget Office	Administration	IET - Operating Transfer A-87 July 2020	11,020.83
Local	8/1/2020	City Treasurer - Budget Office	Administration	IET - Operating Transfer A-87 August 2020	11,020.83
Non-Tax	7/20/2020	SG Ecosystem Inc	Major Event Sponsorship	100 Ideas Program sponsorship 2020	10,000.00
Non-Tax	8/23/2020	Element 7, LLC	Public Space Activation - Calder events, etc.	Windows GR project planning May-June 2020	10,000.00
Non-Tax	8/30/2020	Element 7, LLC	COVID Economic Relief Program	Windows GR project planning 07/20	10,000.00
Local	8/25/2020	Waters Building LLC	Downtown Enhancement Grants	Window Repairs DEG 08/2020 161 Ottawa	10,000.00
Local	7/11/2020	City of Grand Rapids	Administration	Staff services - payroll period ended 07/11/2020	9,646.40
Local	8/26/2020	VREI 99 LLC	Downtown Enhancement Grants	Window Repairs DEG 08/2020 99 Monroe Ave	8,688.00
Non-Tax	8/2/2020	Erik Quindell Lauchie	Public Space Activation - Calder events, etc.	Women's Way: Video Deposit 07/20	7,500.00
Local	8/10/2020	Cube84 Inc.	Dtn Marketing & Inclusion Efforts	Salesforce CRM implement 7/20	7,450.00
Local	8/24/2020	MKSK INC	Arena Plaza Improvements	Van An del Plaza construction admin 8/20	7,374.90
Local	8/30/2020	Priority Health	Administration	Health Insurance 09/2020	7,223.02
Non-Tax	8/24/2020	Derek Call	COVID Economic Relief Program	Bridge Event Planning Payment 1 of 3 08/20	6,000.00
Non-Tax	8/30/2020	Derek Call	COVID Economic Relief Program	Bridge Event Planning Payment 2 of 3 08/20	6,000.00
Local	8/20/2020	Hannah Renee Berry	Public Realm Improvements	Windows and Supplies Final Payment 06/2020	6,000.00
Non-Tax	8/24/2020	Bush Concrete Products Inc	COVID Economic Relief Program	Social Zones: Barriers 8/2020	5,862.00
Local	7/19/2020	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 7/2020	5,843.13
Local	8/10/2020	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 8/2020	5,843.13
Local	8/2/2020	MKSK INC	Arena Plaza Improvements	Van An del Plaza construction admin 6/20	5,360.00
Local	8/31/2020	Dickinson Wright PLLC	Administration	Legal services: DDA 8/20	5,126.00
Local	8/2/2020	Priority Health	Administration	Health Insurance 08/2020	5,056.12
Local	8/24/2020	McAlvey Merchant & Associates	Administration	Governmental Consulting July 2020	4,500.00
Non-Tax	7/29/2020	Joseph Alan Salamon	Public Space Activation - Calder events, etc.	Street Mural Repair: Rainbow Road 7/20	4,310.61
Non-Tax	7/29/2020	Bush Concrete Products Inc	COVID Economic Relief Program	Social Zones: Barriers 7/2020	4,307.00
Non-Tax	8/24/2020	JKG INC	COVID Economic Relief Program	COVID relief social zone decals 8/20	4,173.00
Local	8/30/2020	Progressive Architecture	Wayfinding System Improvements	Wayfinding Consulting 7/20	3,867.50
Non-Tax	8/30/2020	Teralytics Inc	Transportation Demand Mgmt Prog	Transportation Demand Analysis 8/20	3,750.00
Local	8/30/2020	Dickinson Wright PLLC	Streetscape Impr - Mich St, Heartside, Arena S	Legal services: Skate Park 7/20	3,058.00
Local	7/19/2020	Erika Townsley	Dtn Marketing & Inclusion Efforts	Photography Services at various locations 7/20	3,000.00
Local	8/10/2020	Erika Townsley	Dtn Marketing & Inclusion Efforts	Photography Services at various locations 8/20	3,000.00
Non-Tax	7/20/2020	James Forrest Hughes	Downtown Workforce Program - Relax, etc.	Relax at Rosa 2020 sound services 2/3	2,500.00
Non-Tax	8/4/2020	GR Public Library Foundation	Special Events - Office of, Grants, Training	Special Event Grant: Taste of Soul Sunday 2020	2,500.00
Non-Tax	7/20/2020	Keyon Lovett	Public Space Activation - Calder events, etc.	One Wish Mural Project 7/2020	2,500.00
Local	7/29/2020	Zellars Party Store	Downtown Enhancement Grants	Zs and Zellars DEG Reimb. 07/2020	2,500.00
Local	8/5/2020	MP1, LLC	Downtown Enhancement Grants	Window Repairs DEG 08/2020 38 Commerce	2,225.00
Non-Tax	8/24/2020	Swift Printing & Communications	COVID Economic Relief Program	Social zone signs 08/20	2,187.76
Non-Tax	8/2/2020	The ArtRanger	Public Space Activation - Calder events, etc.	Dog Park Mural project 07/2020	2,162.20
Non-Tax	7/29/2020	Jeffrey Robinson	Downtown Workforce Program - Relax, etc.	Relax at Rosa Performance 07/2020	2,000.00
Local	8/5/2020	MP2, LLC	Downtown Enhancement Grants	Window Repairs DEG 08/2020 38 Commerce	1,775.00
Local	8/20/2020	Fastenal (MIGR1)	Bicycle Friendly Improvements	Bicycle stand repairs 06/20	1,645.61
Local	7/19/2020	Blue Cross Blue Shield of MI	Administration	Dental Insurance Premium 8/20-10/20	1,615.16
Non-Tax	8/30/2020	The Go Rounds LLC	Downtown Workforce Program - Relax, etc.	Relax at Rosa Performance 08/2020	1,517.50
Non-Tax	8/2/2020	Swift Printing & Communications	COVID Economic Relief Program	Social zone signs 07/20	1,421.70
Local	8/30/2020	Hub International Midwest Limited	Administration	Directors and Officers Policy 11/2020-11/2021	1,351.77
Local	8/18/2020	Barfly Ventures	Downtown Enhancement Grants	Window Repairs DEG 06/2020 35 Oakes	1,345.99
Local	8/10/2020	Gongwer News Service	Dtn Marketing & Inclusion Efforts	News Services Subscription 09/2020-8/2021	1,300.00
Local	8/30/2020	David Specht	Dtn Marketing & Inclusion Efforts	Portland Loo Promo Video 08/20	1,150.00
Non-Tax	8/10/2020	Fifth Third Bank	Public Space Activation - Calder events, etc.	Streetscape Improvements Supplies	1,145.99
Non-Tax	7/19/2020	Creative Studio Promotions	Downtown Workforce Program - Relax, etc.	Relax at Rosa supplies: Hand Sanitizer 7/20	1,132.53
Non-Tax	7/19/2020	Avalon Cutts	Downtown Workforce Program - Relax, etc.	Relax at Rosa Performance 07/2020	1,120.00
Non-Tax	8/2/2020	Bush Concrete Products Inc	COVID Economic Relief Program	Social Zones: Barriers 7/2020	1,108.00
Local	8/26/2020	City Treasurer - City Engineer	Streetscape Impr - Mich St, Heartside, Arena S	Final-Division Street Lighting Impr	1,070.21
Local	8/24/2020	TGG, Inc.	Administration	Life & S/T & L/T disability insurance - 9/1/20 to 9/30/2	1,044.61

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2021

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	7/29/2020	TGG, Inc.	Administration	Life & S/T & L/T disability insurance - 8/1/20 - 8/31/20	\$ 1,044.60
Non-Tax	7/20/2020	West Michigan Environmental Action Cncl	Diversity Programming	Event Sponsorship: Grand River Clean Up 2020	1,000.00
Non-Tax	8/30/2020	Stefan Schwartz	Downtown Workforce Program - Relax, etc.	Relax at Rosa Performance 07/2020	1,000.00
Local	8/24/2020	Grand Rapids Children's Museum	Dntn Marketing & Inclusion Efforts	State of Play 2020 Event Sponsorship 09/2020	1,000.00
Local	8/22/2020	City of Grand Rapids	Administration	Staff services - payroll period ended 08/22/2020	983.37
Local	7/31/2020	City Treasurer - Risk Management	Administration	Monthly General Insurance Allocation July 2020	908.00
Local	8/1/2020	City Treasurer - Risk Management	Administration	Monthly General Insurance Allocation Aug 2020	908.00
Local	8/10/2020	Fifth Third Bank	Dntn Marketing & Inclusion Efforts	Marketing & Advertising	871.58
Local	8/24/2020	The KR Group, Inc.	Administration	IT services Agreement Sept 2020	821.60
Local	8/10/2020	Fifth Third Bank	Dntn Marketing & Inclusion Efforts	Marketing: Small Biz Promo Campaign	802.90
Local	7/20/2020	Serendipity Publishing LLC	Dntn Marketing & Inclusion Efforts	Revue ad July 20	772.00
Local	8/10/2020	Serendipity Publishing LLC	Dntn Marketing & Inclusion Efforts	Revue ad Aug 2020	772.00
Local	7/20/2020	The KR Group, Inc.	Administration	IT Services Hybrid Agreement 8/20	762.20
Local	8/10/2020	Bryan Esler Photo, Inc.	Dntn Marketing & Inclusion Efforts	Photography: Social Zones 7/20	760.00
Local	7/25/2020	City of Grand Rapids	Administration	Staff services - payroll period ended 07/25/2020	712.06
Local	8/20/2020	Thomas Jack Tilma	Bicycle Friendly Improvements	Cycling infrastructure planning & repairs 6/2020	698.92
Non-Tax	7/29/2020	Swift Printing & Communications	Public Space Activation - Calder events, etc.	Women's Way Mural signs 07/20	686.40
Local	8/30/2020	Dickinson Wright PLLC	Development Project Guidance	Legal services: 12 Weston 5/20	616.00
Local	7/29/2020	Progressive Architecture	Wayfinding System Improvements	Wayfinding Consulting 6/20	615.00
Non-Tax	7/29/2020	JKG INC	COVID Economic Relief Program	COVID relief social zone decals 7/20	543.00
Non-Tax	8/10/2020	Fifth Third Bank	DGRI Event Production	DGRI Events: Rental	534.85
Non-Tax	7/19/2020	Bush Concrete Products Inc	COVID Economic Relief Program	Social Zones: Relocate Barriers 7/2020	520.00
Non-Tax	7/29/2020	Elijah Russ	Downtown Workforce Program - Relax, etc.	Relax at Rosa Performance 07/2020	500.00
Non-Tax	8/31/2020	City Treasurer - Water System	Project & Fixed Asset Maint	Wealthy Street roundabout irrigation 08/20	494.34
Local	8/5/2020	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezzanine Office 07/20	475.14
Local	8/10/2020	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezzanine Office 08/20	475.14
Non-Tax	8/10/2020	Da'Veonce Damell Washington	Downtown Workforce Program - Relax, etc.	Relax at Rosa Performance 7/20	450.00
Local	7/20/2020	The KR Group, Inc.	Administration	IT Services Computer Repair 7/20	400.90
Local	7/29/2020	Tannery Row Condominium Association	Downtown Enhancement Grants	Window Repairs DEG 07/2020 16 Ionia	390.00
Non-Tax	8/30/2020	Dickinson Wright PLLC	COVID Economic Relief Program	Legal services: COVID relief Social Zones 7/20	374.00
Local	8/8/2020	City of Grand Rapids	Administration	Staff services - payroll period ended 08/08/2020	372.97
Local	8/30/2020	Metro FiberNet, LLC	Administration	Internet/Phone at 29 Pearl St NW 8/20	365.94
Local	8/10/2020	Valley City Sign Co	Wayfinding System Improvements	wayfinding repair 7/20	360.00
Local	8/30/2020	Dickinson Wright PLLC	Development Project Guidance	Legal services: 10 Ionia 6/20	352.00
Non-Tax	8/24/2020	Dale Wicks	Public Space Activation - Calder events, etc.	Pop Up Performer 08/20	350.00
Local	8/2/2020	Z2 Systems Inc	Dntn Marketing & Inclusion Efforts	NeonCRM Monthly cloud-based software 7/20	350.00
Local	8/24/2020	Selective Insurance Co of America	Administration	Liability Insurance Endorsement for DDA 2020	302.50
Non-Tax	8/24/2020	Steven J Middendorp	Public Space Activation - Calder events, etc.	Pop-Up Performer: 07/25/20 - 08/11/2020	300.00
Local	8/2/2020	Ariel Sosa III	Dntn Marketing & Inclusion Efforts	photography BLM Protest 7/20	300.00
Local	8/2/2020	GreatAmerica Financial Services Corp	Administration	Copier Lease 07/20	291.55
Local	8/30/2020	Dickinson Wright PLLC	Administration	Legal services: 7/20 BBB agreement	278.75
Local	7/31/2020	Paychex	Administration	DDA Payroll HRS Processing Fees-July 2020	274.17
Local	8/31/2020	Paychex	Administration	DDA Payroll HRS Processing Fees-August 2020	274.17
Local	8/31/2020	Paychex	Administration	DDA Payroll Processing Fee-August 2020	270.70
Local	7/31/2020	Paychex	Administration	DDA Payroll Processing Fee-July 2020	267.70
Non-Tax	8/24/2020	Kerkstra Waste Recovery	Public Space Activation - Calder events, etc.	Mural Paint waste cleanup 08/20	265.00
Local	8/2/2020	The KR Group, Inc.	Administration	MS office Agreement 5/17-6/16/2020	259.74
Local	8/30/2020	The KR Group, Inc.	Administration	MS office Agreement 6/17-7/16/2020	259.74
Local	8/30/2020	GreatAmerica Financial Services Corp	Administration	Copier Lease 08/20	246.37
Local	8/31/2020	Dickinson Wright PLLC	Wayfinding System Improvements	Legal services: Wayfinding 7/20	242.00
Local	8/5/2020	Mighty Co.	Dntn Marketing & Inclusion Efforts	Website support: 5/2020	225.00
Local	8/2/2020	Metro FiberNet, LLC	Administration	Internet/Phone at 29 Pearl St NW 7/20	218.90
Local	8/10/2020	HR Collaborative LLC	Administration	HR Consultant services 7/20	207.87
Non-Tax	8/24/2020	Hub International Midwest Limited	Downtown Workforce Program - Relax, etc.	Relax at Rosa event policy extension 2020	201.00
Non-Tax	8/10/2020	Michael Schaeffer	Public Space Activation - Calder events, etc.	Pop Up Performer 7/20	200.00
Non-Tax	8/24/2020	Sam Kenny	Public Space Activation - Calder events, etc.	Pop Up Performer 8/20	187.50
Local	8/2/2020	The KR Group, Inc.	Administration	IT services 7/20	187.09
Non-Tax	8/10/2020	Fifth Third Bank	Public Space Activation - Calder events, etc.	Public Space Activation supplies	184.00
Local	8/30/2020	Dickinson Wright PLLC	Economic Devel & Innovation - MWBE	Legal services: Retail Study 7/20	176.00
Non-Tax	8/10/2020	Shawneboy Enterprises Inc.	Public Space Activation - Calder events, etc.	Pop Up Performer signage 7/20	175.00
Local	8/10/2020	Cellco Partnership	Administration	Cell Phone Service 7/2020	168.47
Local	8/24/2020	Icon Sign Company, LLC	Heartside Restroom Facility Construction	Portland Loo sign 08/20	158.05
Local	8/10/2020	The KR Group, Inc.	Administration	IT network services 7/20	150.12
Local	7/20/2020	Ariel Sosa III	Dntn Marketing & Inclusion Efforts	photography BLM Vigil 7/20	150.00
Non-Tax	7/19/2020	ACO Inc	Public Space Activation - Calder events, etc.	Supplies 07/20	149.99
Local	7/29/2020	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electric June 2020	146.44
Non-Tax	8/2/2020	Kerkstra Portable Restroom Svc Inc	Downtown Workforce Program - Relax, etc.	portable restroom Relax at Rosa 7/20	145.00
Non-Tax	8/6/2020	Kerkstra Portable Restroom Svc Inc	Downtown Workforce Program - Relax, etc.	portable restroom Relax at Rosa 7/20	145.00

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2021

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	8/24/2020	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electric July 2020	\$ 133.65
Local	7/29/2020	The KR Group, Inc.	Administration	IT Services 7/20	133.64
Local	8/24/2020	Ariel Sosa III	Dntn Marketing & Inclusion Efforts	photography BLM Vigil 8/20	125.00
Non-Tax	7/29/2020	Bryan Esler Photo, Inc.	Downtown Workforce Program - Relax, etc.	Photography: Relax at Rosa 7/20	120.00
Non-Tax	8/24/2020	Bryan Esler Photo, Inc.	Downtown Workforce Program - Relax, etc.	Photography: Relax at Rosa 8/20	120.00
Local	7/19/2020	Bryan Esler Photo, Inc.	Dntn Marketing & Inclusion Efforts	Photographer: Relax at Rosa 07/20	120.00
Local	7/29/2020	The KR Group, Inc.	Administration	IT: laptop battery 7/20	111.20
Local	7/29/2020	The KR Group, Inc.	Administration	IT: laptop hard drive 7/20	107.71
Local	7/20/2020	Mighty Co.	Dntn Marketing & Inclusion Efforts	Website support: 7/20	105.00
Non-Tax	8/24/2020	Anthony Geren	Public Space Activation - Calder events, etc.	Pop-Up Performer: 08/07, & 08/11	100.00
Non-Tax	8/10/2020	Michael Schaeffer	Public Space Activation - Calder events, etc.	Pop Up Performer 7/20	100.00
Non-Tax	8/24/2020	Michael Schaeffer	Public Space Activation - Calder events, etc.	Pop Up Performer 08/20	100.00
Non-Tax	8/30/2020	Michael Schaeffer	Public Space Activation - Calder events, etc.	Pop Up Performer 08/20	100.00
Local	8/10/2020	ACO Inc	Urban Recreation Improvements	Dog Park Supplies 07/20	99.99
Local	7/29/2020	Pure Water Partners LLC	Administration	Water Cooler Lease 7/20-9/20	99.78
Local	8/10/2020	Professional Maintenance of Michigan Inc.	Administration	Janitorial services 07/2020	90.28
Local	7/19/2020	Engineered Protection Sys Inc	Administration	Office Security System 8/1/20 - 10/31/20	73.41
Non-Tax	8/31/2020	Consumers Energy	Downtown Ambassadors	352 Winter Ave NW - 08/2020 DDA's share	73.10
Non-Tax	8/5/2020	Consumers Energy	Downtown Ambassadors	351 Winter Ave NW - 07/2020 DDA's share	72.25
Non-Tax	7/19/2020	ACO Inc	COVID Economic Relief Program	COVID Response supplies 07/20	69.98
Non-Tax	8/24/2020	ACO Inc	COVID Economic Relief Program	Social Zone Supplies 08/20	65.50
Local	8/23/2020	Kutsches Hardware Co	Streetscape Impr - Mich St, Heartside, Arena S	Grandville bench Supplies 07/20	63.58
Local	8/24/2020	Kutsches Hardware Co	Streetscape Impr - Mich St, Heartside, Arena S	Grandville bench Supplies 08/20	59.40
Local	7/31/2020	City Treasurer - MobileGR/Parking Svcs	Administration	July 2020 City Validation Billing	56.00
Non-Tax	8/10/2020	Sam Kenny	Public Space Activation - Calder events, etc.	Pop Up Performer 7/20	50.00
Non-Tax	8/10/2020	Fifth Third Bank	Stakeholder Engagement Programs	Stakeholder Engagement Programs	49.76
Non-Tax	8/10/2020	Fifth Third Bank	Downtown Workforce Program - Relax, etc.	Downtown Workforce Program supplies	48.25
Non-Tax	7/31/2020	City Treasurer - MobileGR/Parking Svcs	Downtown Ambassadors	July 2020 Monthly Parking Billing	48.00
Local	8/10/2020	ACO Inc	Heartside Restroom Facility Construction	Loo Supplies 07/20	44.99
Non-Tax	8/10/2020	ACO Inc	COVID Economic Relief Program	Supplies: Social Zone 07/20	41.12
Local	8/10/2020	Fifth Third Bank	Heartside Restroom Facility Construction	Heartside Restroom Facility	36.41
Local	7/20/2020	The KR Group, Inc.	Administration	IT Services Backup Agreement 7/20	35.64
Local	8/24/2020	The KR Group, Inc.	Administration	IT services backupify Agreement Aug 2020	35.64
Local	8/10/2020	Fifth Third Bank	Administration	Admin: Food & Bev	30.47
Local	8/10/2020	Fifth Third Bank	Administration	Admin: Professional Development	30.00
Non-Tax	8/10/2020	ACO Inc	COVID Economic Relief Program	Social Zone supplies 7/20	29.95
Local	8/24/2020	Kutsches Hardware Co	Streetscape Impr - Mich St, Heartside, Arena S	Grandville bench Supplies 08/20	27.24
Local	8/24/2020	Kutsches Hardware Co	Streetscape Impr - Mich St, Heartside, Arena S	Grandville bench Supplies 08/20	24.79
Local	8/24/2020	Kutsches Hardware Co	Streetscape Impr - Mich St, Heartside, Arena S	Grandville bench Supplies 08/20	21.78
Local	8/30/2020	ACO Inc	Streetscape Impr - Mich St, Heartside, Arena S	Skate Park Supplies 08/20	21.52
Local	8/10/2020	ACO Inc	Streetscape Impr - Mich St, Heartside, Arena S	streetscape infrastructure Supplies 07/20	19.99
Local	8/10/2020	ACO Inc	Urban Recreation Improvements	Dog Park Supplies 07/20	16.99
Non-Tax	7/29/2020	DTE Energy	Downtown Ambassadors	351 Winter Ave NW - 07/2020 DDA's share	15.86
Local	8/24/2020	ACO Inc	Streetscape Impr - Mich St, Heartside, Arena S	Grandville bench Supplies 08/20	9.52
Local	8/10/2020	Fifth Third Bank	Urban Recreation Improvements	Urban Rec Improvements: Dog Park	7.59
Local	8/30/2020	ACO Inc	Administration	Office Supplies 08/20	3.99
Local	8/10/2020	ACO Inc	Urban Recreation Improvements	Dog Park Supplies 07/20	1.99
Local	8/24/2020	ACO Inc	Streetscape Impr - Mich St, Heartside, Arena S	Grandville bench Supplies 08/20	1.89
Non-Tax	7/31/2020	Kerkstra Waste Recovery	Downtown Workforce Program - Relax, etc.	Voided check to wrong vendor	(315.00)
Non-Tax	7/1/2020	Bush Concrete Products Inc	COVID Economic Relief Program	Reverse accrual for services performed in FY2020	(1,774.57)
Local	7/1/2020	MKSK INC	Arena Plaza Improvements	Reverse accrual for services performed in FY2020	(5,360.00)
Non-Tax	7/1/2020	Element 7, LLC	Public Space Activation - Calder events, etc.	Reverse accrual for services performed in FY2020	(10,000.00)
Local	7/1/2020	PK Contracting, Inc	Bicycle Friendly Improvements	Reverse accrual for services performed in FY2020	(24,283.00)
Non-Tax	7/1/2020	Mydatt Service Inc	Downtown Ambassadors	Reverse accrual for services performed in FY2020	(26,356.12)
Local	7/1/2020	Anlaan Corporation	Streetscape Impr - Mich St, Heartside, Arena S	Reverse accrual for services performed in FY2020	(74,037.74)
Local	7/1/2020	Places Platform, LLC	Economic Devel & Innovation - MWBE	Reverse accrual for services performed in FY2020	(99,354.46)

TOTAL JULY 1 - AUGUST 31, 2020 EXPENDITURES \$1,062,642.73

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: September 4, 2020

TO: Downtown Development Authority

FROM: Melvin Eledge Jr.
Operations Manager

Agenda Item #5
September 9, 2020
DDA Meeting

SUBJECT: Downtown Tree Planting Reauthorization/Expansion

Urban forests and the canopies they produce have been shown to offset carbon, help cities manage stormwater runoff and reduce the urban “heat island” island effect by reducing temperatures. Dense urban canopies have also been shown to reduce stress, increase physical activity in their residents and make neighborhoods safer.

In 2015, recognizing the immense benefits to increasing its urban canopy, GR Forward established a goal to increase the Downtown tree canopy from 5% to 10%. DGRF began its current partnership with Friends of Grand Rapids Parks (FGRP) in 2018; since that time FGRP has planted 250 trees and created a comprehensive GIS map indicating current tree and planting site inventories.

For FY '21 FGRP will plant 250 new trees, 125 in Fall and 125 Spring. Additionally, FGRP will maintain the approximately 400 trees that they have planted since 2019 as well as perform a condition analysis of all the trees within the DDA district.

For FY '21 it is recommended that the DDA renew their partnership with FGRP to continue to work toward this important community goal. Authorization is requested for an amount not to exceed \$134,750 which would be provided out of the Downtown Tree Planting Line item in the DDA's FY 2021 budget.

Recommendation: Authorize an amount not to exceed \$134,750 for Friends of Grand Rapids Parks to complete Fall 2020 and Spring 2021 tree plantings as well as an in-depth analysis and count on all existing trees within the DDA boundaries.





2020 DGRI TREE PLANTING AND MAINTENANCE PROPOSAL

Prepared for:
Downtown Grand Rapids Inc.
Prepared by:
Friends of Grand Rapids Parks

Introduction

This document is intended to serve as a proposal from Friends of Grand Rapids Parks (Friends) to increase the urban tree canopy for Downtown Grand Rapids Inc (DGRI). In this document you will find background information on Friends and a proposal for planting more urban forest canopy by Friends for DGRI for fall of 2020 through spring 2021.

The document also contains a detailed project timeline as well as a cost breakdown per project milestone.

Friends of Grand Rapids Parks Overview

Friends of Grand Rapids Parks is an independent, citizen led, nonprofit enterprise founded in 2008, working closely with but separate from the City, with the mission to empower people to cultivate vibrant parks, trees, and green spaces in Grand Rapids. We believe that vibrant parks and public spaces are essential to support the community's economic health, competitiveness, and cultural well-being. We understand that a healthy urban canopy is a long-term commitment, and are committed to help achieve the city's goal of a 40% urban tree canopy in Grand Rapids through the work of the Urban Forest Project. The need for these efforts is especially apparent in the Downtown district where existing infrastructure is limiting to a flourishing canopy.

Our project lead, Lauren Davis is a Certified Arborist as recognized by the International Society of Arboriculture (ISA) and an active member of the Michigan and Midwest chapters. Davis is sworn to uphold the high standards and best practices set by these entities for urban forest project planning, management, and project execution.

Past Projects

Since 2018, FGRP in partnership with DGRI have planted over 280 trees and completed a complete street and park tree inventory of the all assets within the DGRI boundary. FGRP has continued to water and maintain trees as well as utilize the time/skills of Neighborhood Foresters and other volunteers to plant and prune trees Downtown.



Current Proposal

Tree Planting

FGRP proposes to plant and maintain 250 trees in the Downtown district as identified in the most recent GIS mapping completed for the area in 2019. FGRP will work in collaboration with the Downtown district to identify the most impactful opportunity sites to plant 125 trees in the fall of 2020 and 125 trees in the spring of 2021. These trees will be planted with volunteers managed by FGRP and maintained for the following season.

Tree Inventory

FGRP will assess and collect data for all live tree assets, dead trees, stumps, and vacant planting sites within the DGRI boundary and provide an updated urban forest management plan. Based on previous data, there are an estimated 6,000 sites within the Downtown area.

Project	Description	Cost	Timeline
Fall & Spring Tree Planting & Community Engagement	(1) Planting of 250 trees in current viable vacant planting sites, split between events in September - November of 2020 and April-June 2021. (2) Notification and engagement of residents, private property owners, and other stakeholders in tree planting events as well as continued care of FGRP planted trees.	\$93,750	September/October/ November 2020 Plant 125 trees in viable, vacant planting sites April/May/June 2021 Plant 125 trees in viable, vacant planting sites
Tree Watering and Maintenance <i>*Watering dates and cost estimates are approximate and may vary based on tree planting dates, weather conditions and the need to water early in spring (May) and late in fall (November)</i>	Watering of all trees planted in the Downtown District by FGRP in the last 2 years, and maintenance of water bags, tree stakes, and other miscellaneous needs. <i>*Watering dates and cost estimates are approximate and may vary based on tree planting dates, weather conditions and the need to water early in spring (April) and late in fall (November)</i>	\$26,000 (maintenance materials including stakes, water bags, etc., and 4 months of water for 400 trees) Cost not to exceed \$65 per tree per season	May through September 2021: (When avg. air/soil temp. is above 40 degrees) Watering of 400 trees including newly proposed trees and previously planted trees in need of a second season of watering: 2019 Planting: 100 Trees 2020 Planting: 175 Trees 2021 Planting: 125 Trees <hr/> Total watered: 400 Trees

Project	Description	Cost	Timeline
GIS Inventory and Analysis	<p>(1) Assess and collect data for all live tree assets, dead trees, stumps, and vacant planting sites within the DGRI boundary</p> <p>(2) Provide analysis of tree data through updated report and management plan</p> <p>(3) Provide digital and hard copies of tree data maps</p> <p>(4) Present final report and significant findings</p> <p>Tree specific data will be recorded for the following fields:</p> <ul style="list-style-type: none"> • Address • Condition • Recommended Maintenance • Species • Tree diameter • Observations • Utility Presence 	<p>\$15,000</p> <p>6,000 sites @ \$2.50 per site</p> <p>(this rate is based at or below the industry standard rate for inventory data collection)</p> <p>This per tree rate includes all data collection, analysis, and deliverables upon completion of project</p>	<p>November 2020 – September 2021</p> <p>Preparation and inventory data collection will start in November of 2020 and will be completed by July 31st, 2021</p> <p>Final analysis and development of urban forest management plan, including all maps and requested data, to be completed by September 1st, 2021</p> <p>Data collection will be managed by Lauren Davis, ISA certified arborist and completed by FGRP Urban Forest staff and trained interns.</p> <p>FGRP is committed to creating internship opportunities through this project for our Green Team watering crew and other youth to provide real world training and experience in the green collar industry.</p>

Locations:

To be determined by FGRP & DGRI staff based on most recent tree inventory data and analysis.

Project Cost

Total Project Cost: \$134,750

Payment Terms:

3 equal installments starting in September 2020, January 2021, June 2021

COVID Volunteer & Safety Policy

Due to current conditions regarding Covid-19, the safety of the community, volunteers, and the team of Friends of Grand Rapids Parks is of primary importance. In order to best limit the spread of COVID-19, volunteers and employees of Friends of Grand Rapids Parks will follow all safety protocols as recommended by the CDC.

1. Do not volunteer if sick or registering a temperature.
2. Only households may volunteer together.
3. Maintain 6 feet of social distancing at all times.
4. Volunteers and Friends team members will carry their own tools and not share equipment with others.
5. All personnel will wear safety masks when working in public areas.
6. Volunteers will be provided and must wear work gloves and masks.

To ensure the safest work environment as possible FGRP will provide & ensure:

- Face masks for volunteers and team members
- Gloves to wear while working
- Hand sanitizer
- Personally assigned tools
- Create 6ft apart space from other volunteers
- 3 hour shifts to accommodate bathroom breaks
- All equipment will be cleaned with bleach mix at the end of every work day
- Information to hand home owners about their tree and tree care if they are interested

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



Agenda Item #6
September 9, 2020
DDA Meeting

DATE: September 4, 2020

TO: Downtown Development Authority Board

FROM: Kimberly Van Driel
Director of Public Space Management

SUBJECT: Authorization for FY21 Winter Lighting

In 2014, DGRI took over the holiday décor for Downtown Grand Rapids and worked to develop and enhance some of our downtown public spaces during the winter season. Over the years we have continued this tradition both by replacing and updating the lights and décor from our current displays and adding additional lights and décor to new areas of Downtown.

During the FY21 budget planning process, the reinstallation of current displays and some additional expansion lighting to adorn more of Downtown Grand Rapids for the winter season was again identified as a priority. Additional decor or replacement décor is planned for south Division Ave., Monroe North, Rosa Parks Circle new pathway light tunnels, Ionia and Bridge street.

In 2018 it was made a priority to continue year-round lighting on Monroe Ctr. to help continue on-street lighting ambiance for safety and shopping along the main corridor. This has remained a continued priority. This year we will be able to expand year-round lighting onto the trees along Monroe Ctr. in replacement of the poles with tree friendly lighting

An additional change from previous years' support and this year's proposal is the term of a 3-year contract. This change recognizes that important long-term benefit from a multi-year contract to continue the year-round work needed for installations and to be able to create a multi-year plan for each location within the Downtown.

Downtown lights will officially be turned on no later than December 1, 2020 after installation is completed.

Recommendation:

Approve the expenditure not to exceed \$75,000 to Christmas Décor by DeVries for the provision, installation, de-installation, and storage of holiday decorations for FY21. In addition, authorize negotiation of an agreement for a 3-year term contract approved as to form by DDA legal counsel and content by the Executive Director.



Winter Decor Plan Downtown Grand Rapids

August 28 , 2020



**Christmas
Decor**
by DeVries Landscape

6439 Center Industrial Dr., Jenison MI 49428

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OVERVIEW OF COMPANY

CHRISTMAS DECOR BY DEVRIES

Producing dazzling lighting displays is our PASSION.

Christmas Decor by DeVries has been providing holiday decor since 1996, and we take pride in producing the finest light displays for over 275 discriminating customers in Michigan annually.

Christmas Decor by DeVries employs 17 staff in sales, design and installation. Christmas Decor by DeVries is a division of DeVries Landscape Management, Inc. established in 1965.



DESCRIPTION OF APPROACH

CHRISTMAS DECOR BY DEVRIES

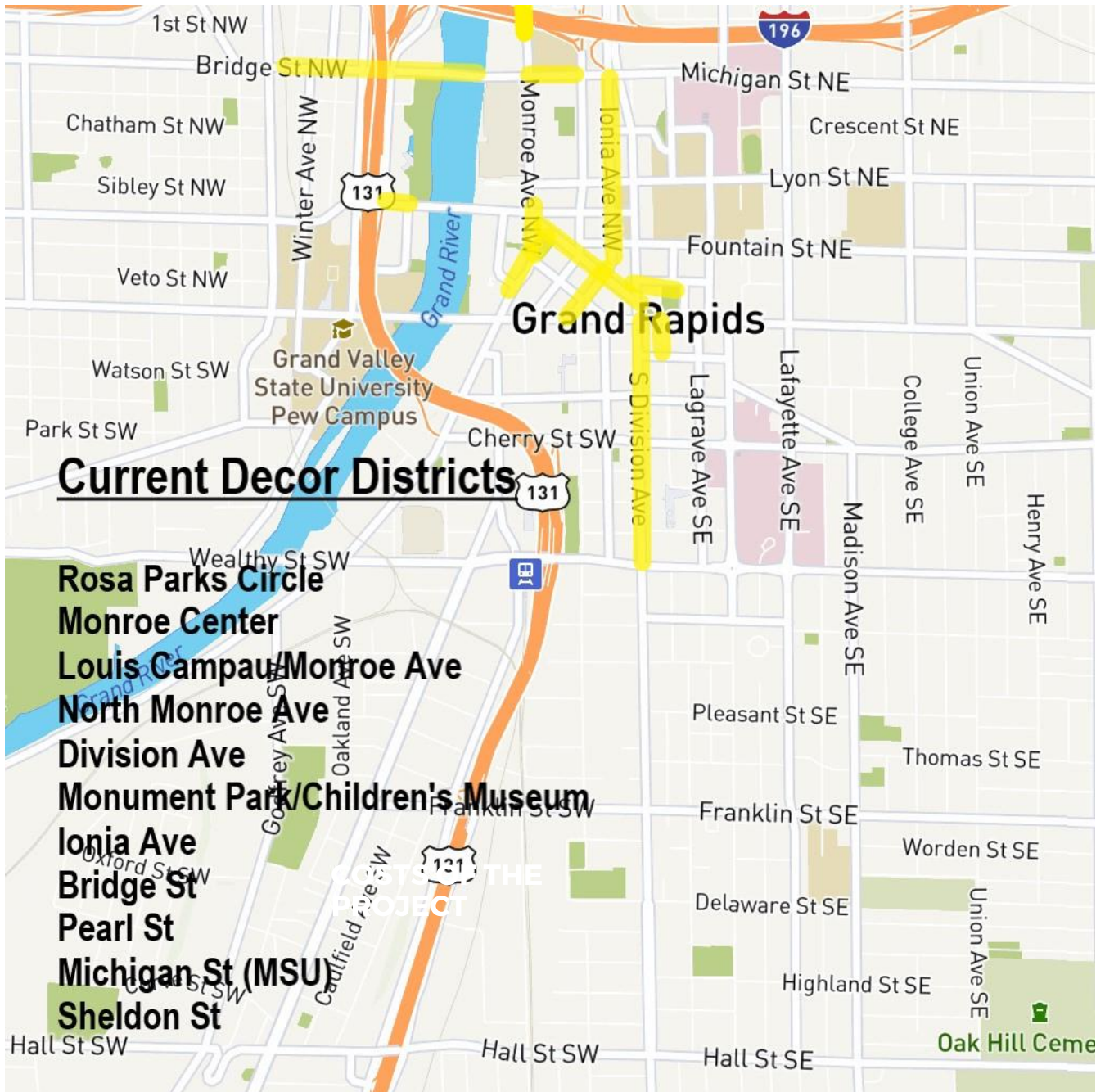
Christmas Decor by DeVries takes a collaborative approach to working with our clients. Christmas Decor will make design suggestions based on the clients' preferences and parameters. Maintenance service of the display is provided proactively to insure optimal function and aesthetics.

Display materials for our commercial clients are typically owned by the client and stored at the Christmas Decor by DeVries facility. A replacement interval is recommended for each component.

Our pricing includes installation, take-down, service and storage. Service calls which are the result of damage to the installation will be billed on a time and material basis.



DECOR DISTRICTS



TIMELINE OF MILESTONES



- Place order for required materials- 09/11/20
- Pre-installation review with DGRI-09/14/20
- Begin Installation of major areas- 10/15/20
- Installation Complete- 10/31/20
- Begin take-down of Holiday related decor- 01/04/21
- Take-down of Rosa Parks Circle decor- 02/28/21
- DGRI/Christmas Decor by DeVries review meeting- March, 2021

CLOSING



It has truly been a pleasure and an honor decorating downtown Grand Rapids and working with the wonderful staff of DGRI over the past six years.

We believe that our PASSION shines through our work.

We look forward to discussing our proposal with you in the near future, and creating the next chapter of decor for Downtown Grand Rapids.

District	Item	Number	New/Reinst	Element	Qty Ea.	Total	2020	Comments	Installation Date	Replacement Year
Rosa Parks	Birches	31	Reinstall	Cool White 4" Minis	1100	34100	\$3,611	Trunk wrapped up 12'		2021
	Crabs	14	Reinstall	Blue 4" Minis	400	5600	\$594	Trunk wrapped up to branches		2021
	Spheres	14	Reinstall	LED Spheres in Crabs	6	84	\$1,350	Spheres in Crab trees. Blue and Cool White.		2023
	Rink Oaks	4	Reinstall	Cool White 4" Minis	1100	4400	\$572	Rink Oaks		2021
	Rink Maples	9	Reinstall	Blue w/Cool White Twinkle	1100	9900	\$1,266	Branch wrapped to top of canopy		2021
	Rink Maples	9	New	Snowfall animated drops and Starburst Orbs	9	81	\$4,455	Cool white animated drops with Starburst Orbs		2023
	Tunnel 1	1	New	20' Light Tunnel w/Glacier Light Scheme	50	2500	\$2,750	Glacier=Blue, Aqua, Cool White. 4" spacing between light, 6" between strands. Zamboni Path to rink.		2025
	Tunnel 2	1	New	20' Light Tunnel w/Glacier Light Scheme	50	2500	\$2,750	Glacier=Blue, Aqua, Cool White. 4" spacing between light, 6" between strands. Skater Path to rink.		2025
Total Rosa Parks							\$17,348		10/26-31	
Monroe Center	Poles	52	New	Blue 4" Minis	150	7800	\$3,120	Wrapped from base collar to light. Year-round lighting.		2023
	Trees	52	New	Cool White Permanent Light Strands	900	46800	\$20,124	Branch wrapped as high as possible. 7mm wide angle LED.		2025
	Total Monroe Center						\$23,244		10/12-16	
Louis Campau/Monroe	Pear Trees	5	Reinstall	Blue 4" Minis	150	750	\$157	Trunk wrap to branches		2021
	Pear Trees	5	New	Blue C9 on Canopy	250	1250	\$1,040	Large C9 bulbs on canopy w/4th bulb cool white twinkle. Added 150 bulbs.		2021
	Trees	9	Reinstall	Blue 4" Minis	600	5400	\$830	Branch wrapped up to canopy w/blue spheres		2022
	Trees	3	Reinstall	Blue 4" Minis	600	1800	\$277	New Trees near bus stop. Branch wrapped.		2022
	Total Louis Campau/Monroe Street						\$2,304		10/26-31	
North Monroe	Poles	16	New	Silver Tinsel Garland w/Cool White C7s	25	400	\$1,280	Re-used from 2019 Division		2025
	Total North Monroe						\$1,280		10/26-31	
Division	Poles	39	New	Silver Tinsel Garland w/Multi Minis	25	975	\$8,239	Includes 18 new poles on S. Division		2025
	Total Division						\$8,239		10/26-31	
Monument Park	Poles	5	Reinstall	Retro Pole Décor	1	5	\$828			Refurb 2021
		9	New	Multi C-9s on Trees	9	675	\$1,350	Replaced multi minis with multi C9s		2025
	Total Monument Park						\$2,178		10/26-31	
Ionia	Poles	43	New	Silver Tinsel Garland	25	1075	\$9,084			2025
	Total Ionia Street						\$9,084		10/19-24	
Bridge St	Poles	24	New	Silver Tinsel Garland	25	600	\$5,070	17 poles east of 131, 7 poles west of 131		2025
	Total Bridge Street						\$5,070		10/19-24	
Pearl Street	Trees	14	Reinstall	Multi Lights for Pearl St.	400	5600	\$1,680	Trees in streetscape planters. Re-utilized from GR Ford.		2022
	Total Pearl Street						\$1,680		10/19-24	
Michigan Street (MSU)	Trees	14	Reinstall	Green & CW Color Splash/Trunk Wrap	500	7000	\$2,032	Color Splash illuminating canopy. Trunk wrap Green/White		2022
	Total Michigan Street						\$2,032		10/19-24	
Sheldon Street	Trees	22	Reinstall	Multi Minis	350	7700	\$1,771	Re-utilized from GR Ford.		2023
	Poles	7	Reinstall	Silver Tinsel Garland	15	105	\$336	Re-utilized from Ah-Nab-Awen		2022
	Total Sheldon Street						\$2,107		10/19-24	

Grand Total DGRI Holiday Lighting

\$74,565

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: September 4, 2020

TO: Downtown Development Authority Board

FROM: Tim Kelly, AICP
Executive Director

Agenda Item #7
September 9, 2020
DDA Meeting

SUBJECT: Blue Bridge Lighting Repair

In August 2012, the Downtown Development Authority Board authorized funding to support a \$1.3 million restoration of the Blue Bridge. The project was undertaken in collaboration with the City of Grand Rapids and Michigan Department of Transportation (MDOT), and included repainting, replacement of decorative bulbs and overhead lights, and repairs to expansion joints. The DDA's share of the project was \$900,000.

Since completion of the project, the Blue Bridge has become a magnet for visitors and an icon in the Downtown skyline. In the past 8 years it has served as a venue for countless events, including Art Prize and the Pride Celebration. It has also commemorated numerous local, national and international events through its signature decorative lighting system.

In order to keep the decorative elements operational, the City of Grand Rapids initiated upgrades to the lighting system in late August. Total costs of the repair project are \$80,000 and includes replacing and repairing 53 decorative fixtures and 11 pedestrian walkway lights. To support this work, the DDA is being asked to contribute \$30,000 which will be funded from the FY21 NTI budget via the Bridge Lighting Operations line item.

This project is estimated to extend the working life of the lighting system and additional 5 years, at which point the system is expected to need more extensive repairs or replacement. Prior to this, the City and DDA agree to undertake an evaluation of system ownership and to develop an operation, maintenance, and capital plan for the future improvement.

Recommendation: Authorize an amount not to exceed \$30,000 to support repairs to the Blue Bridge lighting system.



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: September 4, 2020

TO: Downtown Development Authority Board

FROM: Tim Kelly, AICP
Executive Director

SUBJECT: 86 Monroe Center Downtown Enhancement Grant

Agenda Item #08
September 9, 2020
DDA Meeting

Rockford Construction is requesting approval of a Downtown Enhancement Grant for improvements associated with their building at 86 Monroe Center. The project would result in the removal of the entryway canopy and is being undertaken to enhance the pedestrian experience on Monroe Center and improve the consistency of the street wall along the block. It is also expected to help with drainage back up in the building.

Total costs for the project are estimated at \$113,535 and to assist the Owner is requesting reimbursement in an amount not to exceed \$56,767.50 (50 percent of project costs). Work on the project is expected to begin in October 2020 and be completed by December 2020.

As proposed the project will support other infrastructure investments occurring on Monroe Center aimed to support businesses and invite visitors. These include the recently installed social zones from Monroe Avenue to Division, new LED lights, tree pruning, planter refurbishment and the to be completed renovations to Ecliptic at Rosa Parks. Further, in December 2019 the DDA also issued Retail Innovation and Incubation grants for the recently opened Oh Hello! and Art Caribbean restaurant. These improvements all contribute to the continued vitality of Monroe Center and the community's aim to establish it as a destination corridor.

Recommendation: Authorize the execution of an Agreement with Rockford Construction for a Downtown Enhancement Grant to support improvements at 86 Monroe Center for an amount not to exceed \$56,767.



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: September 4, 2020

TO: Downtown Development Authority

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

Agenda Item #09
September 9, 2020
DDA Meeting

SUBJECT: Wealthy/Division TOD Pilot Project

Goal 3 of GR Forward promotes implementation of a 21st century mobility strategy that can be achieved by *leveraging Downtown's existing transportation assets and providing additional options for the area's employees, residents, and visitors to get around (page 182). Additionally, Goal 3 recommends providing new and enhanced mobility options (page 204) and enhancing physical and perceived connections to neighborhoods surrounding downtown for all modes (page 212).*

The Wealthy/Division TOD Pilot Project is a component of the Rapid's ongoing multi-jurisdictional Transit Oriented Development (TOD) project named *Division United* along the Silver Line BRT route on Division Avenue. *Division United* is a comprehensive planning process that seeks to come up with transportation and development improvements that benefit the people of South Division Avenue by making jobs accessible through a multi-modal network that connects flourishing businesses and affordable/attainable housing – things that are consistent with GR Forward's Goal 3.

As part of this effort, the consultant team is planning a series of temporary and tactical interventions to test solutions, build collaboration, influence best practices, and provide the framework for future built improvements. These interventions are planned near Division Avenue's intersections with Wealthy, Burton, and 44th Street, and will be culminate with a series of events on October 2 and 3.

The Division/Wealthy program is within the DDA boundary and will specifically study the area near Logan Street and the McConnell BRT stops by using pavement paint, pop-up vending, projection mapping, and other lighter, quicker, cheaper deployments to study dedicated bus lanes, bike lanes, third places, crosswalks, pedestrian safety, and development potential at this critical transit node. Refer to image below for more information regarding the location and potential interventions.



This effort will be led by Andrew Howard of Team Better Blocks/WGI and Lynée Wells at Aligned Planning in collaboration with the Rapid, DGRI, and the City of Grand Rapids. Team Better Blocks has implemented similar versions of this tactical deployment throughout the United States while Aligned Planning has implemented several similar efforts throughout Michigan and in Grand Rapids.

The team's proposal includes:

- Site survey and measurements
- Creation of a quick build concept plan
- Meetings with stakeholders and City staff
- Creation of a final build plan and traffic control plan
- Identification of volunteers to assist with tactical build-out
- Building a Better Block tactical build-out (week of 9/28/2020)
- *Everyone's Plaza* event on October 2, 2020, from 5pm to 9pm
- Data collection and daily monitoring of test site

This project was planned in the FY21 DDA budget as a separate line item for \$50,000. The investment includes consultant fees and all materials and labor to install the temporary/tactical build-out.

Recommendation: Authorize funding in an amount not to exceed \$50,000 for the Wealthy/Division TOD Pilot Project.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: September 4, 2020

TO: Downtown Development Authority

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

Agenda Item #10
September 9, 2020
DDA Meeting

SUBJECT: DAKC / Common Notice Phase 2

Goal 2 of GR Forward recommends **Creating a True Downtown Neighborhood that is Home to a Diverse Population** by requiring “universal design principles in projects with local subsidy” (page 172). Specifically Goal 2 states that “by incorporating these design principles into public projects, the City will send a powerful message of support for all of its residents.”

Goal 3 of GR Forward recommends, as part of its **Implementation of a 21st Century Mobility Strategy**, to “provide a stress-free pedestrian experience for all ages and abilities” (page 186).

Finally, Goal 5 of GR Forward recommends to **Reinvest in Public Space, Culture, and Inclusive Programming** by “rethinking our parks and public spaces to better serve the entire community” (page 264).

To encourage universal design principles, provide stress-free pedestrian experiences for all ages and abilities, and to rethink our parks and public spaces to better serve the entire community, the DDA authorized funding (in June 2019) for *Disability Advocates of Kent County* (DAKC) and the human-centered design firm *Common Notice* to conduct an Accessibility Charrette. This work included utilizing “test pilots” to audit downtown’s public spaces (streets, sidewalks, parks, and plazas) and the creation and ideation of a series of accessibility prototypes. *A summary presentation of this work will be given by the Common Notice / DAKC team at the DDA meeting.*

This past work will be continued in FY21 with two distinct projects that help continue our collective accessibility and inclusivity goals.

1. The ***Inclusive Design 2021 Initiative*** will build upon the work from last year’s Accessibility Charrette by moving from prototype to programming for the top two prototypes established by the test pilots during the 2019 charrette. These two prototypes include:
 - a. A comprehensive assessment of Downtown pathways for use by city, building owners, businesses, and downtown stakeholders to better inform decision-making during public realm design.



- b. A comprehensive assessment of Downtown's accessible parking and the pathways that connect it to destinations.

This first initiative will also continue inclusive design programming through a series of four additional inclusive design charrettes focused on bringing three additional previously identified prototypes to a point of implementation. These prototypes include:

- a. Targeted expansion of accessible parking
 - b. Pedestrian Oasis: how parklets and places to rest help extend journeys
 - c. Citizen Navigators + Guided strolls: implementing guided journeys to increase confidence and safety
2. An *Adaptive Strategic Plan* that establishes a set of values and design principles that serve as an alignment, communication, and accountability tool for five agencies interdependently building a more accessible Grand Rapids. These agencies include DGRI, City of Grand Rapids, Kent County, The Rapid, and Mobile GR.

These projects were planned in the FY21 DDA budget as a separate line item for \$150,000. The investment includes the professional fees for both the Inclusive Design 2021 Initiative (\$100,000) and the Adaptive Strategic Plan (\$50,000). This is a collaborative effort between DAKC and Common Notice.

Recommendation: Authorize funding in an amount not to exceed \$150,000 for the Inclusive Design 2021 Initiative and the Adaptive Strategic Plan.