

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 14, 2022

8:00 a.m. Meeting

29 Pearl Street NW

- | | | |
|--|--------|---------|
| 1. Call to Order | | |
| 2. Approve Meeting Minutes from August 10, 2022 (8:01)
(enclosure) | Motion | Winn |
| 3. Accept Preliminary August 31, 2022 Financials (8:05)
(enclosure) | Motion | Chapman |
| 4. Retail Innovation Grant: Second Vibess (8:10)
(enclosure) | Motion | Eledge |
| 5. Downtown Liquor License Request: Monsoon (8:20)
(enclosure) | Motion | Eledge |
| 6. Calder Plaza Design Services (8:30)
(enclosure) | Motion | Miller |
| 7. Hill and River Network Design Development (8:40)
(enclosure) | Motion | Miller |
| 8. Van Andel Arena Alley Update (8:50) | Info | Miller |
| 9. Executive Director Report (9:00) | Info | Kelly |
| 10. Public Comment (9:05) | | |
| 11. Adjournment (9:10) | | |





MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

August 10, 2022

1. Call to Order – This meeting was called to order at 8:30 a.m. by Chair Rick Winn.

Attendance

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

Members Absent: Luis Avila

Others Present: Tim Kelly (Executive Director), Jessica Wood (Legal Counsel), Tricia Chapman (Treasurer), Mandy McDaniel (Recording Secretary), Mark Miller, Bill Kirk, Melvin Eledge (DGRI Staff).

3. Approve Meeting Minutes from July 2022
Motion: Mayor Bliss, supported by McNeilly, moved approval of the July 13, 2022, Meeting Minutes as presented. Motion carried unanimously.
4. Accept Preliminary June 30, 2022 Financials
Motion: Talen, supported by Mayor Bliss, motioned to accept Statement D: June 30, 2022, Expenditures. Motion carried unanimously.
5. Downtown Tree Plantings
Melvin Eledge stated one of the goals outlined in the GR Forward Master plan is to increase Downtown tree canopy from 5% to 10%. Since 2015, 1,026 trees have been planted by DGRI, its partners and other developers. To continue progress toward the Downtown tree canopy goal, it is recommended that the DDA enter into an agreement with Stout Creek Landscaping for an amount not to exceed \$65,528. Funding will be used to complete 55 tree plantings and conduct site remediation and repair beginning in October 2022. Once complete, the overall Downtown canopy will increase to approximately 9%.

Member Dunn asked who is responsible for ongoing maintenance. Eledge stated there are ongoing discussions with Stout Creek for a maintenance contract.

Motion: Schottke, supported by Mayor Bliss, motioned to approve funding not to exceed \$65,528 for Stout Creek Landscaping to complete Fall 2022 site remediation and tree planting throughout Downtown. Motion carried unanimously.

6. Disability Advocates of Kent County (DAKC) Funding Authorization

Mark Miller reviewed the current partnership with DAKC and summarized the importance of the initiatives to “provide a stress-free pedestrian experience for all ages and abilities,” as part of Goal 3 in the GR Forward Master plan. DGRI recommends continuing the partnership with DAKC for Fiscal Year 2023 in an amount not to exceed \$100,000.

Patrick Parks and Kim Davey from DAKC reviewed previous work completed and the scope of work for the upcoming year. In 2019, DAKC partnered with Common Notice by launching “test pilots” to audit downtown’s public spaces (streets, sidewalks, parks, and plazas), as well as the creation and ideation of a series of accessibility prototypes. In 2020, this work continued with two distinct projects: an Inclusive Design Initiative and the formation of an Adaptive Strategic Plan to establish 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.

In addition, DAKC developed the Kent County Access Collaborative which brings leadership together from the Grand Rapids area’s six core cities, as well as Kent County. Next year’s scope of work includes continuing the work of Access Collaborative; acting as an accessibility consultant for Downtown projects and events; increasing employment opportunities for persons with disabilities; and expanding the use of accessible technology in wayfinding, public safety, and transportation.

Chair Winn and Mayor Bliss expressed support for the partnership and the ongoing initiatives. Member Talen asked for clarification on funding and if it was project based. Miller stated the overall number is a “not to exceed amount” and is project dependent.

Motion: Mayor Bliss, supported by Member Eddie, motioned to approve funding not to exceed \$100,000 for Disability Advocates of Kent County FY23 Inclusive Design work. Motion carried unanimously.

7. Hill and River Network Planning Update

Mark Miller provided an update on the Hill and River project and shared several concept designs. Work began in October 2021 and is currently in the design development phase. The project consists of three parts: Street Improvements, Hill Side Park, and the Rail Tunnel. Street Improvements include Division Avenue and Ionia Avenue reconfiguration and streetscape improvements throughout Monroe North. The estimated cost to reconfigure Division Avenue is \$11.5 million (with 30% contingency). Over the last few months, DGRI worked with a variety of stakeholders to analyze conditions of the hill and concluded the best way to configure the 100-foot slope is by incorporating several ramps and stairways. The Hillside work can be completed in increments with a total estimated cost of \$25-30 million. Concept plans for the rail tunnel include not only creating a connection from North and South, but also creating a place to incorporate events, art, etc.

Conversations continue to determine current ownership, ownership in the future, how and when reconfiguration takes place, programming and more.

8. Executive Report

Tim Kelly provided several updates, including the celebration of the new dog park opening (corner of Summer and Douglas), four new Heartside murals to be installed, Skywalk Wayfinding vinyl to be installed by the end of the month, and a sky breaking event to take place at Studio Park.

9. Public Comment

None.

Adjournment

The meeting adjourned at 9:40 am.

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: September 7, 2022

TO: Rick Winn
Chairman

**Agenda Item 3
September 14, 2022
DDA Meeting**

FROM: Tricia Chapman
Administrative Services Officer II

SUBJECT: Interim Financial Statements as of August 31, 2022

Attached are the Authority's interim financial statements for the first two months of the Authority's fiscal year ending June 30, 2023. The attached statements include:

Statement A: Balance Sheet

Statement B: Comparison of FY2023 Budget vs Actual Results

Statement C: Statement of FY2023 Project Expenditures

Statement D: Schedule of 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 FY2023 and beyond.

Summer tax increment revenue captured by the Authority was just under \$8.5 million.

The Authority has spent approximately 9% and 5% of its budgeted appropriations in the Non-Tax and Local Tax funds respectively.

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
August 31, 2022

	<u>Non-Tax Funds</u>	<u>Local Tax Increment</u>	<u>TOTAL</u>
ASSETS			
Pooled Cash and Investments	\$ 4,859,527	\$ 13,453,189	\$ 18,312,716
Petty Cash	-	500	500
Misc Receivable	200	-	200
General Fixed Assets	-	87,021,944	87,021,944
Accumulated Depreciation on Fixed Assets	-	(64,969,440)	(64,969,440)
TOTAL ASSETS	<u>\$ 4,859,727</u>	<u>\$ 35,506,193</u>	<u>\$ 40,365,920</u>
 LIABILITIES AND FUND EQUITY			
Liabilities			
Current Liabilities	\$ 11,627	\$ 89,293	\$ 100,920
Deposit - Area 4 Developer Damage	1,000	-	1,000
TOTAL LIABILITIES	<u>12,627</u>	<u>89,293</u>	<u>101,920</u>
 Fund Balance / Equity:			
Investments in General Fixed Assets, net of Accumulated Depreciation	-	22,052,504	22,052,504
Non-Tax Increment Reserve	4,835,355	-	4,835,355
Reserve for Authorized Projects	-	13,209,246	13,209,246
Reserve for Compensated Absences	-	8,928	8,928
Reserve for Encumbrances	11,745	146,222	157,967
TOTAL FUND EQUITY	<u>4,847,100</u>	<u>35,416,900</u>	<u>40,264,000</u>
 TOTAL LIABILITIES & FUND EQUITY	 <u>\$ 4,859,727</u>	 <u>\$ 35,506,193</u>	 <u>\$ 40,365,920</u>

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2023 Budget vs Actual Results July 1, 2022 - August 31, 2022

	Non-Tax Funds		Local Tax Increment		Total	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 8,360,858	\$ 8,494,895	\$ 8,360,858	\$ 8,494,895
Property Tax Increment - Prior Year Appeals	-	-	(15,000)	-	(15,000)	-
Property Tax Increment - Gainsharing Rebates	-	-	(1,251,879)	-	(1,251,879)	-
Interest - General	42,390	228,628	73,981	377,121	116,371	605,749
Property Rental - Buildings and Facilities	72,000	-	-	-	72,000	-
Property Rental - DASH Parking Lots	350,000	-	-	-	350,000	-
Contributions - Lyon Square Reconstruction	-	-	1,750,000	-	1,750,000	-
Reimbursements and Miscellaneous Revenues	42,000	200	5,000	-	47,000	200
TOTAL REVENUES	\$ 506,390	\$ 228,828	\$ 8,922,960	\$ 8,872,016	\$ 9,429,350	\$ 9,100,844
EXPENDITURES						
<u>GR Forward Projects:</u>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 15,000	\$ 476	\$ 4,382,500	\$ 14,802	\$ 4,397,500	\$ 15,278
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	118,750	15,810	1,710,000	-	1,828,750	15,810
Goal #3: Implement a 21st Century Mobility Strategy	-	-	2,105,000	83,979	2,105,000	83,979
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	50,000	12,416	570,000	125,889	620,000	138,305
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	1,915,901	159,474	3,120,000	108,418	5,035,901	267,892
Total GR Forward Projects	\$ 2,099,651	\$ 188,176	\$ 11,887,500	\$ 333,088	\$ 13,987,151	\$ 521,264
Administration	-	-	1,500,000	325,974	1,500,000	325,974
Debt Service for Bond Issues	-	-	753,700	200	753,700	200
TOTAL EXPENDITURES	\$ 2,099,651	\$ 188,176	\$ 14,141,200	\$ 659,262	\$ 16,240,851	\$ 847,438
EXCESS / (DEFICIT)	\$(1,593,261)	\$ 40,652	\$ (5,218,240)	\$ 8,212,754	\$ (6,811,501)	\$ 8,253,406
BEGINNING FUND BALANCE		4,806,448		27,204,146		32,010,594
ENDING FUND BALANCE		\$ 4,847,100		\$ 35,416,900		\$ 40,264,000

STATEMENT C
DOWNTOWN DEVELOPMENT AUTHORITY
Statement of FY2023 Project Expenditures
As of August 31, 2022

Project Name	%	FY2023 Project Budgets	Expenditures		Remaining FY2022 Budgets	% of Budget spent
			Month	Fiscal Year		
River Governance		897,500	14,802	14,802	882,698	1.65%
Lyon Square Improvements		1,750,000	-	-	1,750,000	0.00%
River Edge Improvements		1,735,000	-	-	1,735,000	0.00%
GRForward Goal # 1 - Local Tax Increment	31.33%	\$ 4,382,500	\$ 14,802	\$ 14,802	\$ 4,367,698	0.34%
Downtown Speakers Series		10,000	-	-	10,000	0.00%
Riverwalk Assessment		5,000	-	-	5,000	0.00%
River Economic Opportunity Initiative		-	476	476	(476)	0.00%
GRForward Goal # 1 - Non-Tax Increment	0.11%	\$ 15,000	\$ 476	\$ 476	\$ 14,524	3.17%
Development Project Guidance		35,000	-	-	35,000	0.00%
Development Project Reimbursements		1,600,000	-	-	1,600,000	0.00%
Downtown Enhancement Grants		75,000	-	-	75,000	0.00%
GRForward Goal # 2 - Local Tax Increment	12.23%	\$ 1,710,000	\$ -	\$ -	\$ 1,710,000	0.00%
Heartside Quality of Life Implementation		54,550	14,188	14,188	40,362	26.01%
Neighborhood Engagement Programs		64,200	1,622	1,622	62,578	2.53%
GRForward Goal # 2 - Non-Tax Increment	0.85%	\$ 118,750	\$ 15,810	\$ 15,810	\$ 102,940	13.31%
Accessibility and Mobility Repairs		150,000	-	-	150,000	0.00%
Bicycle Friendly Improvements		20,000	-	-	20,000	0.00%
DASH North Shuttle Services		375,000	22,500	22,500	352,500	6.00%
New Downtown Circulator Infrastructure		40,000	-	-	40,000	0.00%
Streetscape Improvements		1,220,000	61,479	61,479	1,158,521	5.04%
Wayfinding System Improvements		300,000	-	-	300,000	0.00%
GRForward Goal # 3 - Local Tax Increment	15.05%	\$ 2,105,000	\$ 83,979	\$ 83,979	\$ 2,021,021	3.99%
Economic Development and Innovation		570,000	125,889	125,889	444,111	22.09%
GRForward Goal # 4 - Local Tax Increment	4.08%	\$ 570,000	\$ 125,889	\$ 125,889	\$ 444,111	22.09%
Downtown Workforce Programs		50,000	12,416	12,416	37,584	24.83%
GRForward Goal # 4 - Non-Tax Increment	0.36%	\$ 50,000	\$ 12,416	\$ 12,416	\$ 37,584	24.83%
Calder Plaza Improvements		200,000	-	-	200,000	0.00%
Downtown Marketing and Inclusion Efforts		420,000	42,759	42,759	377,241	10.18%
Downtown Tree Plantings		150,000	43,500	43,500	106,500	29.00%
Heartside Public Restroom Facilities Construction		150,000	-	-	150,000	0.00%
Parks Design		50,000	-	-	50,000	0.00%
Public Realm Improvements		2,095,000	16,258	16,258	2,078,742	0.78%
State of Downtown Event & Annual Report		25,000	-	-	25,000	0.00%
Urban Recreation Improvements		30,000	5,901	5,901	24,099	19.67%
GRForward Goal # 5 - Local Tax Increment	22.31%	\$ 3,120,000	\$ 108,418	\$ 108,418	\$ 3,011,582	3.47%
DGRI Event Production		501,000	108,068	108,068	392,932	21.57%
Diversity / Inclusion Programming		20,000	-	-	20,000	0.00%
Downtown Ambassador Program		277,901	28,667	28,667	249,234	10.32%
Experience - Miscellaneous		25,000	-	-	25,000	0.00%
Major Event Sponsorship		90,000	-	-	90,000	0.00%
Project and Fixed Asset Maintenance		5,000	145	145	4,855	2.90%
Public Space Activation		872,000	22,220	22,220	849,780	2.55%
Rosa Parks Circle Skating Operations		50,000	-	-	50,000	0.00%
Special Events - Office of		75,000	-	-	75,000	0.00%
Winter Avenue Building		-	374	374	(374)	0.00%
GRForward Goal # 5 - Non-Tax Increment	13.70%	\$ 1,915,901	\$ 159,474	\$ 159,474	\$ 1,756,427	8.32%
TOTAL	100.00%	\$ 13,987,151	\$ 521,264	\$ 521,264	\$ 13,465,887	3.73%

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of FY2023 Expenditures
July 1 - August 31, 2022

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Local	8/31/2022	Paychex	Administration	DDA Payroll Wages, 401, Taxes- Aug 2022	\$ 116,640.63
Local	7/31/2022	Paychex	Administration	DDA Payroll Wages, 401, Taxes- July 2022	109,857.79
Local	7/14/2022	City Treasurer - Budget Office	Administration	IET - Operating Transfer A-87	12,990.58
Local	8/24/2022	City Treasurer - Budget Office	Administration	IET - Operating Transfer A-87	12,990.58
Local	8/1/2022	Priority Health	Administration	Health Insurance July 22	8,785.73
Local	8/18/2022	Lisa M Cooper	Administration	HR Consultant services 7/22	7,692.65
Local	8/15/2022	Fifth Third Bank	Administration	Admin: Software Maintenance Agreements DDA	7,053.21
Local	8/2/2022	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street July 22	4,945.32
Local	8/18/2022	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Aug 22	4,945.32
Local	8/18/2022	McAlvey Merchant & Associates	Administration	Governmental Consulting Aug 22	4,500.00
Local	8/31/2022	Melvin Eledge JR	Administration	Reimb for expenses 8/22	3,167.33
Local	8/2/2022	Worksighted, Inc.	Administration	IT consulting and services 7/22	2,990.22
Local	8/18/2022	Worksighted, Inc.	Administration	IT consulting and services 7/22	2,990.22
Local	8/18/2022	Worksighted, Inc.	Administration	Onsite IT Services 8/22	2,816.39
Local	8/20/2022	City of Grand Rapids	Administration	Staff services - payroll period ended 08/20/2022	2,594.76
Local	8/6/2022	City of Grand Rapids	Administration	Staff services - payroll period ended 08/06/2022	2,068.98
Local	7/23/2022	City of Grand Rapids	Administration	Staff services - payroll period ended 07/23/2022	2,068.97
Local	7/9/2022	City of Grand Rapids	Administration	Staff services - payroll period ended 07/09/2022	1,561.40
Local	8/1/2022	Cellco Partnership	Administration	Cell Phone Service 6/22	1,551.07
Local	8/1/2022	TGG, Inc.	Administration	Life & S/T & L/T disability insurance: Feb - Sept 2022	1,547.54
Local	8/9/2022	GR Area Chamber of Commerce	Administration	GR Policy Conference 07/22	1,000.00
Local	7/14/2022	City Treasurer - Risk Management	Administration	Monthly General Insurance Allocation	963.67
Local	8/24/2022	City Treasurer - Risk Management	Administration	Monthly General Insurance Allocation	963.67
Local	8/18/2022	Wexler Graphics, Inc.	Administration	Window Art Installation (deposit) 8/22	791.90
Local	7/7/2022	Blue Cross Blue Shield of Mich	Administration	Dental Insurance Premiums 8/22	725.83
Local	8/2/2022	Bazen Electric	Administration	Electrical services 7/22	622.15
Local	8/29/2022	Mark Miller	Administration	Reimb for airfare 06/22	590.19
Local	8/15/2022	Fifth Third Bank	Administration	Admin: Supplies DDA	543.35
Local	8/18/2022	Worksighted, Inc.	Administration	Office 365 Agreement 8/22	492.71
Local	8/1/2022	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezzanine Office 07/22	484.64
Local	8/18/2022	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezzanine Office 08/22	484.64
Local	8/2/2022	Worksighted, Inc.	Administration	Office 365 Agreement 7/22	458.04
Local	8/30/2022	Kimberly Van Driel	Administration	Reimb for travel to Green Bay 8/22	451.95
Local	8/15/2022	Fifth Third Bank	Administration	Admin: Local Business Expense DDA	348.44
Local	7/31/2022	Paychex	Administration	DDA Payroll Processing Fee - July 2022	342.65
Local	8/31/2022	Paychex	Administration	DDA Payroll Processing Fee - Aug 2022	335.75
Local	8/9/2022	GreatAmerica Financial Services Corp	Administration	Copier Lease 7/22	335.37
Local	7/31/2022	Paychex	Administration	DDA Payroll HRS Processing Fees-July 2022	315.00
Local	8/31/2022	Paychex	Administration	DDA Payroll HRS Processing Fees-Aug 2022	315.00
Local	8/9/2022	Professional Maintenance of Michigan In	Administration	Janitorial services 7/22	273.21
Local	7/31/2022	City Treasurer - Mobile GR	Administration	July 2022 Parking Validation Billing	271.25
Local	8/4/2022	Kimberly Van Driel	Administration	Reimb for travel to Houston 7/22	162.34
Local	8/9/2022	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electric 06/22-07/22	155.58
Local	8/9/2022	Pure Water Partners LLC	Administration	Water Cooler Lease 07/22	99.78
Local	8/4/2022	Kimberly Van Driel	Administration	Reimb for travel to Houston 7/22	98.39
Local	8/18/2022	Staples Contract and Commercial Inc.	Administration	Office supplies 7/22	86.30
Local	8/1/2022	JobMatch LLC	Administration	HR software 7/22	78.40
Local	8/1/2022	Engineered Protection Sys Inc	Administration	Office Security System 08/01/2022 - 10/31/2022	75.62
Local	8/18/2022	Staples Contract and Commercial Inc.	Administration	Office supplies 7/22	75.61
Local	8/18/2022	Selective Insurance Company of America	Administration	Liability Insurance Policy 2022	51.47
Local	8/2/2022	Breck Graphics Inc	Administration	Business Cards: N. Toledo 7/22	49.83
Local	8/4/2022	Blue Cross Blue Shield of Mich	Administration	Dental Insurance Premiums 8/22	45.04
Local	8/15/2022	Fifth Third Bank	Administration	Admin: Food/Bev DDA	41.73
Local	8/9/2022	Model Coverall Service Inc	Administration	Floor Mat Rental 02/22-8/22	31.87
Local	8/12/2022	City Treasurer - Petty Cash	Administration	Postage for 2604 report mailings	26.85
Local	8/18/2022	ACO Inc	Administration	Admin Supplies 8/22	19.78
Local	7/31/2022	City Treasurer - Mobile GR	Administration	July 2022 Parking Validation Process Request Fee	6.95
					325,973.64
Local	8/8/2022	County of Kent	CCJBA Series 2013B - DeVos Place Bor 2013B Bonds Admin Fee 07/2022		200.00
					200.00
Local	8/8/2022	City Treasurer - Mobile GR	DASH North Shuttle Services	July 2022 DDA Share of DASH North Service	22,500.00
					22,500.00

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2023

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	8/9/2022	Erik Quindell Lauchie	Dntn Marketing & Inclusion Efforts	River project work 8/22	10,000.00
Local	8/18/2022	James Forrest Hughes	Dntn Marketing & Inclusion Efforts	Livestream Package AV Support 6/22	5,538.94
Local	8/9/2022	El Vocero Hispano	Dntn Marketing & Inclusion Efforts	Advertisement 7/22	4,932.00
Local	8/9/2022	Cision US Inc.	Dntn Marketing & Inclusion Efforts	Social Media Contract Services 07/22	4,500.00
Local	8/9/2022	Erika Townsley	Dntn Marketing & Inclusion Efforts	Photography July 2022	3,000.00
Local	8/18/2022	Erika Townsley	Dntn Marketing & Inclusion Efforts	Photography August 2022	3,000.00
Local	8/15/2022	Fifth Third Bank	Dntn Marketing & Inclusion Efforts	Marketing: Advertising	2866.71
Local	8/2/2022	Grand Rapids Public Schools Foundation	Dntn Marketing & Inclusion Efforts	Sponsorship: 2022 GR Turkey Trot	2,500.00
Local	8/1/2022	Serendipity Publishing LLC	Dntn Marketing & Inclusion Efforts	Revue ad July 22	1,544.00
Local	8/18/2022	Serendipity Publishing LLC	Dntn Marketing & Inclusion Efforts	Revue ad Aug 22	1,544.00
Local	8/18/2022	Gongwer News Service	Dntn Marketing & Inclusion Efforts	News Services Subscription 09/2022 - 08/2023	1500
Local	8/18/2022	Literacy Center of West Mich	Dntn Marketing & Inclusion Efforts	Sponsorship: Wine & Words Event 2022	1,000.00
Local	8/9/2022	David Specht	Dntn Marketing & Inclusion Efforts	Photos 7/22	375.00
Local	8/18/2022	Kristopher J Kinsey	Dntn Marketing & Inclusion Efforts	Photography July 2022	180.00
Local	8/1/2022	David Specht	Dntn Marketing & Inclusion Efforts	Photography 7/22	150.00
Local	8/9/2022	Swift Printing & Communications	Dntn Marketing & Inclusion Efforts	Dog park flyer 07/22	128.34
					42,758.99
Local	8/18/2022	Friends of Grand Rapids Parks	Downtown Tree Plantings	Tree Plantings 2022	43,500.00
					43,500.00
Local	8/30/2022	Monroe Center Retail, LLC	Economic Development & Innovation	Incubator Support: Gazelle Sports 7/22	66,608.59
Local	7/29/2022	Monroe Center Retail, LLC	Economic Development & Innovation	Incubator Support: Oh Hello Co 7/22	22,034.16
Local	8/29/2022	125 Ottawa LLC	Economic Development & Innovation	Incubator Support: Wimage, LLC 8/22	18,448.17
Local	8/18/2022	Start Garden Inc.	Economic Development & Innovation	100 Ideas Program sponsorship 2022	10,000.00
Local	8/18/2022	Karlana J Morehouse	Economic Development & Innovation	Relax at Rosa Performance 7/22	1,500.00
Local	8/18/2022	Luis Armando Calderon	Economic Development & Innovation	Relax at Rosa Performer 7/22	1,500.00
Local	8/18/2022	Molly Bouwsma Schultz	Economic Development & Innovation	Relax at Rosa Performance 7/22	1,500.00
Local	8/2/2022	Renise Warners	Economic Development & Innovation	Window Activation: Basic Bee LLC 7/22	1,500.00
Local	8/18/2022	Periwinkle FOG LLC	Economic Development & Innovation	2022 Landscaping Reimb 7/22	1,011.09
Local	8/18/2022	Monroe North Business Association	Economic Development & Innovation	Summer Picnic Sponsorship 2022	500.00
Local	8/9/2022	Costar Realty Information Inc	Economic Development & Innovation	Commercial real estate analytics subscription	455.00
Local	8/18/2022	Costar Realty Information Inc	Economic Development & Innovation	Commercial real estate analytics subscription	455.00
Local	8/18/2022	Elizabeth Usadel	Economic Development & Innovation	Downtown Window Activation 8/22	376.66
					125,888.67
Local	8/18/2022	SmithGroup, Inc.	Public Realm Improvements	Switchback Park and River Connections Planning 7/2	11,632.00
Local	8/15/2022	Fifth Third Bank	Public Realm Improvements	Public Realm Improvements: Supplies	2,920.42
Local	8/18/2022	Progressive Architecture	Public Realm Improvements	DGRI Futsal Court 6/22	1,399.40
Local	8/24/2022	City Treasurer - Special Events	Public Realm Improvements	West Side Dog Park Grand Opening 8/4/2022	162.50
Local	8/4/2022	Mark Miller	Public Realm Improvements	Reimb for AIA Contract 08/22	71.99
Local	8/2/2022	ACO Inc	Public Realm Improvements	Dog Park supplies	57.10
Local	8/15/2022	Fifth Third Bank	Public Realm Improvements	Public Realm Improvements: Services	15.00
					16,258.41
Local	8/18/2022	Holland & Knight LLP	River Governance	River Governance consulting services 07/22 - 12/22	4,531.00
Local	8/18/2022	Robert Alcantar	River Governance	Workshop 7/22	4,510.55
Local	8/18/2022	The Parrish Group, Inc.	River Governance	River Consulting 8/22	4,500.00
Local	8/18/2022	Jose Cervantes	River Governance	Shirts 8/22	787.40
Local	8/4/2022	Andrew Guy Sanborn	River Governance	Reimb for River Board food/bev 08/22	347.98
Local	8/2/2022	West Michigan Center for Arts & Tech	River Governance	WMCAT/Public Agency river engagement 7/22	125.00
					14,801.93
Local	8/7/2022	Wyoming Excavators Inc	Streetscape Improvements	19127-Roto/Resurf/Recon. of Ottawa Ave	17,737.17
Local	8/9/2022	Micandy Garden Greenhouses, Inc.	Streetscape Improvements	Grandville/Weston planting beds 7/22	9,975.00
Local	8/9/2022	Progressive Architecture	Streetscape Improvements	Front and Wealthy Pilot 6/22	5,008.75
Local	8/1/2022	Eric Gale Goodson	Streetscape Improvements	Downtown security services 07/22	2,688.00
Local	8/29/2022	Fishbeck, Thompson, Carr & Huber, Inc	Streetscape Improvements	19127-Rotomil/Resurf/Recon of Ottawa Ave	2,626.38
Local	8/9/2022	Micandy Garden Greenhouses, Inc.	Streetscape Improvements	Bus stop plantings 7/22	2,340.00
Local	8/9/2022	Micandy Garden Greenhouses, Inc.	Streetscape Improvements	Dog park - 07/22	2,150.00
Local	8/24/2022	City Treasurer - Public Services	Streetscape Improvements	DGRI Monthly Trash Disposal June 2022	1,771.75
Local	8/9/2022	Micandy Garden Greenhouses, Inc.	Streetscape Improvements	Founders Williams 07/22	1,750.00

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2023

Page 3

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	8/9/2022	Micandy Garden Greenhouses, Inc.	Streetscape Improvements	Alligator Alley - 07/22	1,500.00
Local	8/18/2022	Katerberg Co Inc	Streetscape Improvements	Irrigation service repair 8/22	1,478.92
Local	8/9/2022	Eric Gale Goodson	Streetscape Improvements	Downtown security services 07/22	1,344.00
Local	8/9/2022	Eric Gale Goodson	Streetscape Improvements	Downtown security services 07/22	1,344.00
Local	8/18/2022	Eric Gale Goodson	Streetscape Improvements	Downtown security services 08/22	1,344.00
Local	8/9/2022	Micandy Garden Greenhouses, Inc.	Streetscape Improvements	Vandenberg Circle 07/22	1,300.00
Local	8/18/2022	Source One Imaging	Streetscape Improvements	Banners 7/22	1,294.00
Local	8/8/2022	Kamminga & Roodvoets Inc	Streetscape Improvements	20037-Market&Fulton-Relo. of ETS	1,260.27
Local	8/18/2022	ULINE INC	Streetscape Improvements	Supplies 7/22	1,230.94
Local	8/29/2022	Kamminga & Roodvoets Inc	Streetscape Improvements	20037-Market & Fulton-Relo of ETS	1,208.75
Local	8/18/2022	Monroe North Business Association	Streetscape Improvements	2022 Landscaping Reimb 7/22	986.25
Local	8/29/2022	Kamminga & Roodvoets Inc	Streetscape Improvements	20037-Recon. of Market & Fulton/Sewer Cont.1	428.22
Local	7/14/2022	City Treasurer - Mobile GR	Streetscape Improvements	HRC Design Engineering -Market Weston RFB	375.38
Local	8/18/2022	Bazen Electric	Streetscape Improvements	Electrical services 8/22	337.50
					61,479.28
Local	8/18/2022	Kristian Craig	Urban Recreation Improvements	Dog Park Supplies 8/22	4,614.00
Local	8/9/2022	Kerkstra Portable Restroom Svc Inc	Urban Recreation Improvements	Portable restrooms Skate park 7/22	330.00
Local	8/18/2022	Kristian Craig	Urban Recreation Improvements	Dog Park Supplies 8/22	300.00
Local	8/24/2022	City Treasurer - Water System	Urban Recreation Improvements	WS2179082 22/08 36 S Division	221.53
Local	8/2/2022	Kerkstra Portable Restroom Svc Inc	Urban Recreation Improvements	Portable restrooms 7/22	210.00
Local	8/18/2022	Kerkstra Portable Restroom Svc Inc	Urban Recreation Improvements	Portable restrooms Skate park 8/22	210.00
Local	8/18/2022	ACO Inc	Urban Recreation Improvements	Supplies 8/22	14.99
					5,900.52
Non-Tax	8/1/2022	ArtPrize Grand Rapids	DGRI Event Production	ArtPrize 2022 sponsorship	50,000.00
Non-Tax	8/2/2022	Grand Rapids Asian-Pacific Festival	DGRI Event Production	Global Water Fest sponsorship 07/22	35,000.00
Non-Tax	8/29/2022	Ivy Marie-Ann Orth	DGRI Event Production	Rental Deposit 7/22	10,000.00
Non-Tax	8/18/2022	BLVisuals LLC	DGRI Event Production	Event DEPOSIT 7/22	5,250.00
Non-Tax	8/18/2022	Amnestie Lillian-Tate VerDuin	DGRI Event Production	River Event DEPOSIT 7/22	4,326.00
Non-Tax	8/2/2022	Grand Rapids Children's Museum	DGRI Event Production	State of Play 2022 Event Sponsorship 7/22	2,500.00
Non-Tax	8/9/2022	Danielle Bradfield	DGRI Event Production	Deposit for Riverwalk Event 7/22	600.00
Non-Tax	8/15/2022	Fifth Third Bank	DGRI Event Production	DGRI Event Production: Supplies	225.04
Non-Tax	8/9/2022	Aiky E Amoros	DGRI Event Production	WoW 2022 Dj Services 1/22	100.00
Non-Tax	8/7/2022	Consumers Energy	DGRI Event Production	1030 4058 7935 22/07 612 Dewey Ave	33.57
Non-Tax	8/10/2022	Consumers Energy	DGRI Event Production	1030 4058 7935 22/07 612 Dewey Ave	33.57
					108,068.18
Non-Tax	8/18/2022	Mydatt Service Inc	Downtown Ambassador Program	Ambassador Program 7/22	28,618.98
Non-Tax	7/31/2022	City Treasurer - Mobile GR	Downtown Ambassador Program	Monthly Parking Billing-July 2022	48.00
					28,666.98
Non-Tax	8/18/2022	Edgar Hernandez	Downtown Workforce	Equipment rental 7/22	9,167.89
Non-Tax	8/1/2022	Cody Michael Vizcarra	Downtown Workforce	Event Performer 7/22	2,000.00
Non-Tax	8/2/2022	Katherine Pillsbury	Downtown Workforce	Relax at Rosa performance 7/22	750.00
Non-Tax	8/15/2022	Fifth Third Bank	Downtown Workforce	Downtown Workforce: Supplies	497.69
					12,415.58
Non-Tax	8/1/2022	Dwelling Place of Grand Rapids NPHC	Heartside Quality of Life Implementation	Heartside Artist in Residency sponsorship 6/22	7,200.00
Non-Tax	8/1/2022	Dwelling Place of Grand Rapids NPHC	Heartside Quality of Life Implementation	Heartside QOL listening session sponsorship 6/22	3,800.00
Non-Tax	8/18/2022	Heartside Downtown Neighborhood Assn	Heartside Quality of Life Implementation	HDNA Neighbor Night Out Sponsorship 7/22	1,650.00
Non-Tax	8/1/2022	Dwelling Place of Grand Rapids NPHC	Heartside Quality of Life Implementation	Mental Health First Aid Training sponsorship 6/22	1,538.00
					14,188.00
Non-Tax	8/15/2022	Fifth Third Bank	Neighborhood Engagement Programs	Neighborhood Engagement: Food/Bev	785.71
Non-Tax	8/9/2022	Heartside Downtown Neighborhood Assn	Neighborhood Engagement Programs	HDNA Sponsorship 7/22	750.00
Non-Tax	7/26/2022	Kendsie Channing	Neighborhood Engagement Programs	Expense Reimb 7/22	85.89
					1,621.60
Non-Tax	8/10/2022	City Treasurer - Water System	Project & Fixed Asset Maint	WS2028692 22/07 Wealthy St Roundabout Irrigation	145.42
					145.42

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2023

Page 4

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Non-Tax	8/1/2022	Beer Me Bro LLC	Public Space Activation	Friday Night Live Grant 7/22	14,000.00
Non-Tax	8/18/2022	Grand Rapids Running Tours	Public Space Activation	Grand River Walking tours 7/22	1,500.00
Non-Tax	8/4/2022	City Treasurer - Mobile GR	Public Space Activation	Parking Meters: 18 Spaces for 6/24/22 for 4 days	1,450.00
Non-Tax	8/18/2022	Matrix Edutainment, Inc.	Public Space Activation	Event Supplies 8/22	800.00
Non-Tax	8/18/2022	James Forrest Hughes	Public Space Activation	Beat Box Event AV Support 7/22	700.00
Non-Tax	8/9/2022	Sarah Mayne	Public Space Activation	Pop Up Performer 7/22	675.00
Non-Tax	8/18/2022	Jessica Gutowski Slaydon	Public Space Activation	Pop Up Performer 7/22	600.00
Non-Tax	8/2/2022	Tom Twining	Public Space Activation	Pop Up Perform 7/22	600.00
Non-Tax	8/18/2022	Kali LaHaie	Public Space Activation	Pop Up Performer 7/22	500.00
Non-Tax	8/18/2022	Amnestie Lillian-Tate VerDuin	Public Space Activation	Pop Up Performer 7/22	300.00
Non-Tax	8/18/2022	Samantha E Gucwa	Public Space Activation	Pop Up Performer 7/22	300.00
Non-Tax	8/18/2022	Folias Music LLC	Public Space Activation	Pop Up Performer 7/22	200.00
Non-Tax	8/9/2022	Swift Printing & Communications	Public Space Activation	Beat Box Sign 7/22	130.00
Non-Tax	8/9/2022	Samantha E Gucwa	Public Space Activation	Pop Up Performer 7/22	125.00
Non-Tax	8/18/2022	Samantha E Gucwa	Public Space Activation	Pop Up Performer 7/22	125.00
Non-Tax	8/2/2022	Gerald Berg	Public Space Activation	Performance 7/22	100.00
Non-Tax	8/15/2022	Fifth Third Bank	Public Space Activation	Public Space Activation: Supplies	69.92
Non-Tax	8/18/2022	ACO Inc	Public Space Activation	Supplies 8/22	44.98
					22,219.90
Non-Tax	8/15/2022	Fifth Third Bank	River Economic Opportunity Initiative	River Econ Opp Initiative: Conference & Travel	476.36
					476.36
Non-Tax	8/31/2022	Consumers Energy	Winter Ave NW Building	1030 2027 1245 22/08 Winter DDA share	171.68
Non-Tax	8/24/2022	Consumers Energy	Winter Ave NW Building	1030 2027 1245 22/08 Winter DDA share	85.84
Non-Tax	7/29/2022	Consumers Energy	Winter Ave NW Building	1030 2027 1245 22/07 Winter DDA share	82.81
Non-Tax	8/24/2022	DTE Energy	Winter Ave NW Building	9100 258 89908 22/08 Winter DDA share	17.00
Non-Tax	7/29/2022	DTE Energy	Winter Ave NW Building	9100 258 89908 22/07 Winter DDA share	16.76
					374.09
TOTAL EXPENDITURES					\$ 847,437.55

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: September 9, 2022

TO: Downtown Development Authority

FROM: Melvin Eledge Jr., Director of Operations

SUBJECT: Retail Grant Request – Second Vibess (13 S. Division Ave.)

Agenda Item #4
September 14, 2022
DDA Meeting

Among the established retail goals for Downtown are to address storefront vacancy and increase soft goods retail density in and around Monroe Center/Center City. In furtherance of that goal three new businesses have received grants in the last 8 months: Gazelle Sports, Courage & Soar and WIMAGE. We now have a fourth request for support, from Second Vibess vintage clothing and upcycling.

Second Vibess is a vintage clothing and fashion retail store that was founded in 2019 by Camille Steverson and Kaitlynn Fitzpatrick. It started as an online “e-tail” business gaining a following through Instagram and Tik Tok.

This project aligns with the GR Forward Master Plan in the following ways:

- Diversifying the mix of Downtown retail offerings.
- Supporting entrepreneurship and small business growth.
- Supporting women and minority owned business.

The proposed location is 13 S. Division Ave which is located near Monroe Center among other established and newly formed soft-goods retailers and this addition not only fills a gap in retail diversity but also increases the retail density in and around Center City.

The owner, Buxton Property Division, is offering 1,100 square feet of rentable space and a 2-year lease with an additional 1-year extension available as well. Second Vibess is seeking support in the amount of \$20,250 via the Retail Innovation Grant to support their investment. Their application was reviewed and recommended by the economic support working group at their August 2022 meeting.



Recommendation: Authorize the DDA Executive Director to execute a contract for an amount not to exceed \$20,250 for a Retail Innovation Grant to support the opening of Second Vibess at 13 S. Division Ave.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: September 9, 2022

TO: Downtown Development Authority

FROM: Melvin Eledge
Director of Operations

Agenda Item #5
September 14, 2022
DDA Meeting

SUBJECT: Development District Liquor License – Monsoon GR

The City Commission policy establishing procedures for the review and approval of development area liquor licenses requires the City Clerk to forward any such requests in the DDA district to the DDA Board for review and recommendation. In evaluating a proposal, the DDA Board may consider how the issuance of a license would promote economic growth in a manner consistent with adopted goals, plans or policies of the district.

Monsoon GR is requesting DDA Board consent to the issuance of a Development District liquor license for their location at 55 Monroe Center. Additional information on the business is attached.

Staff has reviewed the applicant's request and believes it meets the investment, activity and seating capacity requirements and as such it is recommending approval of the application. If approved by the DDA Board, the request will proceed to the City Commission for consideration.

Recommendation:

Approve the resolution for the issuance of a development area liquor license for Monsoon GR at 55 Monroe Center.



- Description of how issuance of the license will benefit the development district and the City of Grand Rapids.

Monsoon Vietnamese Cuisine is built different since it is well designed with a great Vietnamese theme that when you walk into the restaurant you can resemble Vietnam in the middle downtown GR. Our bar designed curve almost like our country shape (similar to S). Most of our light fixture, art decors and wall decors are imported from Vietnam to increase the authentic. Rattan light fixture was made in Vietnam and create this great atmosphere when you are in the restaurant. We are so proud to bring a beautiful dining experience with an open kitchen that guests can be entertained while eating our food. It is definitely different but add on a diversity of diner in downtown Grand Rapids. People around town definitely have another reason to go downtown to enjoy some delicious food for a date, celebration or just casual dining. We also have some outdoor seating with tropical feel from colorful tables and chair that attract our customers attention. Monsoon will be another great addition for downtown destination.

Thank you.







a casual dining.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: September 8, 2022

TO: Downtown Development Authority

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

SUBJECT: **Calder Plaza Reboot**

Agenda Item #6
September 14, 2022
DDA Meeting

In February 2017, Downtown Grand Rapids, Inc. (DGRI), in collaboration with the City of Grand Rapids and Kent County finalized a Master Plan of Calder Plaza derived from the momentum of GR Forward. While respecting the historic aspect of Alexander Calder's monumental sculpture and aligning to the goals and priorities established by the community, improvements would seek to enrich the Plaza with informal activities and programs that activate the space throughout the year.

To that end, on June 1, 2018, a Request for Qualifications (RFQ) was issued to conduct Design and Bidding Services for the Redesign of Calder Plaza- Phase I. The RFQ was distributed nationally, and eight (8) qualified proposals were received. Progressive AE was identified as the preferred consultant by members of the Master Plan Steering Committee, DGRI and City staff. In August 2018, the DDA approved a contract with Progressive AE for this work.

During 2018 and 2019 the steering committee worked with the consultant team to create a preferred concept and developed that design into a tenable project. This work also included collaboration with Pioneer Construction as the construction manager. In early fall of 2019, the steering committee met to discuss the developed preferred concept, which included a two-story pavilion building, with elevator connecting all parking levels to the plaza, a full café space, public restrooms, and a covered stage. This structure was in the southeast corner of the plaza and included reworked steps and ramps from the public sidewalk.

During this meeting, the team discussed the estimated cost to construct, which had grown to about \$8 million dollars and the merits of the design – mostly focused on potential other priorities like connection to Monroe Avenue and a bridge to the convention center. There was discussion around whether this project was the right



DOWNTOWN
GRAND RAPIDS INC.

first phase, given the many other things happening adjacent to the plaza (i.e. - a convention center hotel and new private development on the southern parking lot).

Within months, a worldwide pandemic ensued and DGRI elected to pause the project. As the dynamics of public spaces changed and a reconstruction effort was undertaken on the south edge of the Vandenberg block, the project dynamics began to look a bit different. In 2022, DGRI included funding to restart the project in the FY23 DDA budget, with the goal of taking a fresh look at the plaza and the surrounding context and to determine a new course of design action for phase 1, and potential future phases beyond that.

Progressive AE was reengaged, and the steering committee reconstituted to begin a fresh start on the project. A meeting was held on August 18 to discuss the new potential project and project influences. During this meeting, a review of future projects around and in the plaza was discussed. These included a plaza surface replacement in 2025 and a new elevator from all parking levels to the plaza level that is being undertaken by Mobile GR. Future adjacent development was discussed along with the importance of public restrooms, connection to Monroe Avenue, use of the plaza for events, and the merits of a bridge to the convention center. The bridge was determined to be not an important element by the convention center representatives.

With this meeting concluded, Progressive AE provided a proposal (attached). This proposal outlines an approach to reengage the steering committee and fine tune a direction to move forward and identify a phase 1 project. This approach will also map out potential subsequent phases of work that could be completed over the next 3 to 5 years while dovetailing those projects into the plaza surface replacement. This more purposeful approach will get us to a point where we can move forward with a phase 1 project, but also plan for other incremental projects in future budgets. Once completed, we will all have a better understanding of the future of the plaza and will be able to clearly move forward with a tenable phase 1 project.

As indicated in the attached proposal, the fee for this work is \$42,600. The proposal falls under the Master Services Agreement with the City that is still in place from the original work. Upon completion of this work, we will evaluate the next steps and determine a phase 1 project. At that time, we will return to the DDA to request funding for design and construction drawings for the phase 1 project.

This work is included in Goal 5 Public Realm Improvements (LTI) of the DDA FY23 budget.

Recommendation: Authorize an amount not-to-exceed \$42,600 for Progressive AE to undertake this work within the pre-existing Master Services Agreement with the City of Grand Rapids.



September 8, 2022

Mark Miller, Managing Director of Planning & Design
Downtown Grand Rapids, Inc.
29 Pearl St NW, Suite 1
Grand Rapids, MI 49503

Re: Proposal for Professional Architectural Services for Calder Plaza Reboot

Dear Mark:

We were excited to hear there is interest in re-engaging the Calder Plaza project and thrilled to remain part of the project team. Progressive AE, Inc. (Progressive AE) is pleased to present this proposal for architectural services for Calder Plaza Reboot. Following is our understanding of the project, our scope of services, clarifications, proposed schedule, and compensation for your consideration.

UNDERSTANDING OF PROJECT

The project, as we understand it, is to reboot the Calder Plaza project with the intent to re-evaluate the 2017 master plan phasing, identify current priorities, re-establish a phase 1 scope, and coordinate with the future plaza deck replacement which is currently targeted to be replaced in fiscal year 2025 (July 2024-June 2025).

How we started...

- Calder Plaza has served as the civic center of Grand Rapids, including the La Grande Vitesse completed by Alexander Calder and installed in 1969 and the buildings of Chicago architectural firm Skidmore, Owings & Merrill, home to the City of Grand Rapids City Hall and the Kent County Administration Building. (The Calder Foundation remains a key project stakeholder.)
- Intent of the master plan was to improve public access, attract individuals and programs, and activate the plaza throughout the year.
- Project kick off was through a partnership with City of Grand Rapids Engineering and Parks Department (City), Kent County (County), and Downtown Grand Rapids, Inc. (DGRI).
- Budget was originally identified between \$2-3 million for phase 1.

Where we left off...

- Phase 1 included a great pavilion with outdoor stage, café space, and enhanced infrastructure, landscaping, and pedestrian improvements to accommodate a range of event sizes.
- Through an inclusive discovery process with community stakeholders, project goals were identified, and design principles were established for the plaza to support equity, offer diversity of beauty, and provide opportunity for curiosity.
- Conceptual design through 30% completion was developed in 2019.
- Budget was increased to \$5-8 million to accommodate additional scope for phase 1.
- Additional funding opportunities were being considered prior to the start of the pandemic in 2020.

What is next...

- Re-engage project core team of partners, including the City, County, and DGRI along with confirming prior construction manager partner Pioneer Construction.
- Facilitate feedback with the community stakeholder cohort to inform project priorities.
- Work with project core team to align with master plan including updates to phasing.

Progressive AE, Inc.

Corporate Office: | 1811 4 Mile Road NE | Grand Rapids, MI 49525 | 616.361.2664 | progressiveae.com
Regional Office: | 330 South Tryon Street, Suite 500 | Charlotte, NC 28202 | 704.731.8080 | progressiveae.com

SCOPE OF BASIC SERVICES

Based upon the above project understanding, Progressive AE will provide the following scope of architectural pre-design services:

- Cohort Meeting #1
 - Progressive AE will facilitate a project kick-off with stakeholders, providing a pre-read as a reminder where the project left off, and for those new to the cohort. (Complete)
 - Meeting intent is for stakeholder feedback on what has changed since 2019, what remains of value from the prior phase 1 project, and what are their priorities going forward for consideration.
 - Progressive AE will synthesize stakeholder feedback, identify common themes and priorities, and distinguish between what is aligned or not aligned with the 2017 master plan.
- Core Team Meeting #1
 - Progressive AE will review cohort meeting #1 outcomes and discuss potential priorities for core team feedback.
 - Meeting outcomes will inform recommended priorities, individual projects, and phasing updates.
 - Progressive AE will develop updates to master plan phasing and estimated costs.
- Core Team Meeting #2
 - Progressive AE will review recommended updates for core team feedback.
 - Meeting outcomes will inform recommended updates, direction for phase 1, and planning for the next cohort engagement.
- Cohort Meeting #2
 - Progressive AE will facilitate a project review with stakeholders, providing a pre-read of the synthesis of the prior meeting outcomes.
 - Meeting intent is for stakeholder feedback on the project priorities, master plan phasing, and scope of phase 1.
 - Progressive AE will synthesize stakeholder feedback and develop final recommendations.
- Core Team Meeting #3
 - Progressive AE will review cohort meeting #2 outcomes and discuss final recommendations.
 - Meeting intent is to identify final project scope, schedule, and budget for phase 1.
- Core Team Meeting #4
 - Progressive AE will review final presentation package with the core team, next steps of the approval process, and planning for the project phase 1 kick off.

CLARIFICATIONS

Master plan phasing updates includes reappropriating the individual projects in the 2017 master plan to different phases or adding/deleting a component to a project or phase, not a redesign of the master plan.

Master plan estimated cost updates include applying escalation to the 2017 master plan numbers to current estimated costs.

Additional services are available for support, such as research for benchmarking, data investigations, stakeholder interviews, community surveying, master plan design updates, and additional meetings if determined to be required during this pre-design phase.

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Once the work as outlined in this proposal is complete, another proposal will include the phase 1 design and documentation work effort. The project will be ready to be kicked off following the City's standard project phasing including 30%, design team review, 60%, 90%, check print review, and 100% completion.

SCHEDULE

Schedule includes the following outline with the intent to complete predesign services by the end of the 2022 calendar year:

August	Cohort Meeting #1
September	DDA meeting 09.14 for Progressive AE proposal approval
	Core Team Meeting #1
October	Core Team Meeting #2
	Cohort Meeting #2
November	Core Team Meeting #3
	Core Team Meeting #4
December	Placeholder for schedule adjustments

PROFESSIONAL COMPENSATION

Based upon the above identified scope of services, Progressive AE proposes the following compensation for professional services for a stipulated sum of \$42,200 (forty-two thousand two hundred dollars). Reimbursable expenses are in addition to the professional compensation, estimated at \$400 (four hundred dollars) and will be invoiced according to the attached Schedule of Invoice Rates.

Progressive AE has prepared this proposal for Downtown Grand Rapids, Inc., and we request that it be treated as confidential and not copied or distributed for any reason other than evaluation for hire.

It is understood that this proposal falls under the Master Services Agreement that is currently executed between Progressive AE and the City of Grand Rapids Engineering. Project specifics will be delineated in a standard purchase order per the Master Services Agreement. If this proposal meets with your approval, please sign below, and return a copy of the signed proposal. Your signature will be our authorization to begin the work and place the project in the firm's schedule. If you do not sign and return this proposal, and after receipt of this proposal you request or accept services from Progressive AE in connection with this or any other engagement, your request or acceptance of such services will be deemed to be an acquiescence or agreement with the terms provided in this proposal.

We look forward to working on this project with you and your team.

Sincerely,



Lisa E. Warren LEED AP
Senior Project Manager

Accepted By: _____

Printed Name: _____ Date: _____

Downtown Grand Rapids, Inc.

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Progressive AE, Inc.

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Schedule of Invoice Rates - 2022

Hourly Staff Charges

Class 10 Personnel:	Principals	\$245/hour
Class 9 Personnel:	Practice Leader, Directors	\$215/hour
Class 8 Personnel:	Senior Architect, Senior Engineer, Senior Project Manager	\$185/hour
Class 7 Personnel:	Senior Project Manager, Senior Architect, Senior Interior Designer, Senior Engineer, Senior Scientist	\$160/hour
Class 6 Personnel:	Construction Superintendent, Engineer II, Project Manager II, Senior Construction Administrator, Senior Technician	\$145/hour
Class 5 Personnel:	Architect II, Construction Administrator, Design Architect I, Engineer II, Project Manager I, Senior Interior Designer, Senior Technician	\$130/hour
Class 4 Personnel:	Architect I, Construction Superintendent, Interior Designer II, Engineer I, GIS Technician, Planner I, Technician II	\$110/hour
Class 3 Personnel:	Executive Assistant, Field Scientist, Graduate Architect, Graduate Engineer, Interior Designer I, Technician I	\$ 90/hour
Class 2 Personnel:	Graduate Interior Designer, Graduate Architect, Project Assistant	\$ 75/hour
Class 1 Personnel:	Interns	\$ 60/hour

Reimbursable Expenses

1. Fees for Program, Financial or Procurement Management services when the Owner has engaged a supplier and Architect is subject to a fee.
2. Building permit fees and plan review fees as required by the authorities having jurisdiction over projects at cost plus 10%.
3. Outside services, consultants, travel and lodging at cost plus 10%.
4. Copies, telephone, cell phone voice and data charges and office supplies will be charged through a \$25 per month Misc. Office Expense charge. This charge will not be applied to invoices under \$1,000.
5. CAD black/white plotting at 15¢ per square foot; CAD color plotting at 25¢ per square foot; CAD low density color images at 30¢ each; CAD high density color images at 50¢ each; large-format color plotting at \$9 per square foot. Postage, shipping, and lab tests at cost. Files written to CD will be minimum \$100 per drawing or \$500 maximum. Passenger vehicle mileage on projects at the IRS Standard Rate (currently 62.5¢ per mile). Lodging, meals, and airfare at cost. Machine rental GPS at \$250 per day. Traffic Counters at \$60 per count. Surveying supplies at 50¢ per stake.
6. Overtime expenses requiring higher than normal rates if authorized by owner.

Notes:

1. Invoices are due upon receipt. Unpaid invoices shall bear interest at a rate of 1 percent per month if not paid within 30 days of the date of the invoice.
2. Special media requests may be at higher rate.
3. Hourly staff charges and expenses subject to change annually.

STD RATE

July 1, 2022

Progressive AE, Inc.

Corporate Office: | 1811 4 Mile Road NE | Grand Rapids, MI 49525 | 616.361.2664 | progressiveae.com
Regional Office: | 330 South Tryon Street, Suite 500 | Charlotte, NC 28202 | 704.731.8080 | progressiveae.com

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: September 6, 2022

TO: Downtown Development Authority

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

Agenda Item #7
September 14, 2022
DDA Meeting

SUBJECT: Hill and River Network Additional Services

Goal 5 of GR Forward seeks to reinvest in public space to better serve the entire community and further activate Downtown Grand Rapids. Specifically, the plan envisions creating new non-riverfront open space assets in the form of a Switchback Park on Belknap Hill (page 280) and an Ionia Linear Park (page 282). Additionally, within these projects (and as part of Goal 3 Mobility) the plan envisions strengthening east-west connections to the Grand River.

At its September 2021 meeting the DDA authorized funding in the amount of a not-to-exceed fee of \$516,630 for the SmithGroup to undertake concept and design development services for the Hill and River Network project. At that time the project envisioned the implementation of the Switchback Park concept, along with enhanced pedestrian crossings of Division Avenue, the repurposing of Ionia Avenue, and the pedestrianization of the existing rail tunnel under I-196.

After one year of work on the project and 20 unique stakeholder engagement sessions, steering committee meetings, and focus group discussions, the project team completed the concept design portion of the work. A summary of this work was presented at the DDA meeting in August. During the design process, and informed by the numerous stakeholders, the project changed in numerous ways. These changes include:

- The Division and Ionia rights-of-way were completely modified to remove Division Avenue and redirect it to the Ionia Avenue right-of-way. This makes use of the redundant rights-of-way, places the realigned Division Avenue into a location where many of the utilities are located, and frees up additional space at the hillside for a linear park. So, while the GR Forward plan envisioned a linear park in the Ionia Avenue right-of-way, this design work and the related conversations resulted in flipping that earlier assumption. This change requires more redesign effort at the existing highway entry and off ramps, and significant collaboration with MDOT and the City of Grand Rapids. This collaboration has started.



- The re-envisioned Division Avenue includes a complete redesign of the street into a boulevard with enhanced bike lanes and streetscape. In the original RFP it was assumed that Division would remain much the way that it currently is, with some enhanced pedestrian crossings. This new design solution adds significant design development services to the project.
- This hillside park redesign incorporated a series of non-motorized paths down the hillside. Instead of a simple singular switchback trail, the design (again informed by many stakeholders) created a series of interconnected trails that allowed multiple ways to experience the hillside and to navigate up and down. These paths are envisioned to connect with 3 separate stairways and connect with a completed Hastings path along the southern edge of the hill. This concept for the hillside parks also includes a redesign of the Division Avenue right-of-way into a greenway that includes a series of small parks and activity centers. These individual nodes could provide opportunities for a dog park, skate park, and passive recreation. This is substantially more design than originally envisioned for the hillside.
- As part of this concept phase, the project team also did 15 soil borings on the hillside to determine stability of soil and suitability for building the pathways and stairs. These borings indicate a mostly sand hill with a top level of sand not fully stable enough to support structure. This discovery has led to a recommendation for the use of micropiles that can secure structure to the sublayers beneath the sand. With this additional information, the project team has a better idea about what it will take to construct on the hillside. These borings and the associated topographic survey also informed the design by providing critical information on minimizing the slope disturbances for the more than 2,000 linear foot pathway.
- When proposals were originally requested, many of the respondents estimated the entire project to be in the \$10 to \$12 million range. A current cost estimate for this work is about \$45 million (with the caveat that this estimate is based on a 30% complete design and has a 30% contingency). This change in estimate is reflected by the changes referenced above and informs the depth and breadth of required work necessary in the next phase of the design process.

This request for additional services is made based on the above referenced information and multiple discussions with the design consultant. The original approved amount of \$516,630 included \$232,640 for the design development phase. Considering the current design ambitions and the additional technical information, it is recommended that this new design development phase total be increased to \$727,962. This represents an increase of \$495,322 to that phase, and brings the total authorized to date, to \$1,011,952.

This project budget was included in the FY23 DDA budget as part of the Goal 5 Public Realm Improvements line item in the LTI budget.

Recommendation: Authorize the additional amount of not-to-exceed \$495,322 for design development services. This will increase the contract with the Smith Group from \$516,630 to \$1,011,952.

Downtown Vitals Report
Downtown Development Authority



DOWNTOWN
GRAND RAPIDS INC.

Produced September 9, 2022
for the month of August, 2022

Summary of Downtown Vital Signs

Most Recently Completed Month: **August 2022**

New Businesses

+2 in August
vs. 1.8 5-yr avg.
+21 year-to-date

p. 3

Storefront Vacancy Rates

-3% vs. July
-9% vs. 2-yr avg.

p. 5

Office Vacancy Rates

-0.1% vs. Q1
+65% vs. 5-yr avg.
+19% vs. 15-yr avg.

p. 6

Office Vacancy Rates

+0.9% vs. Q1
+12% vs. 5-yr avg.
+30% vs. 15-yr avg.

p. 6

Housing Occupancy

-0.1% vs. Q1
+5% vs. 5-yr avg.
+4% vs. 15-yr avg.

p. 7

(July) Hotel Occupancy

-1% vs. June
+26% vs. July 2021
+29% vs. 5-yr avg.

p. 8

Visitor Activity Counts

-1% vs. July
+14% vs. Aug 2021

p. 9

Employee Activity Counts

+15% vs. July
-12% vs. Aug 2021

p. 9

On-Street Parking Instances

+18% vs. July
+20% vs. Aug 2021

p. 12

On-Street Parking Revenue

+17% vs. July
+27% vs. Aug 2021

p. 12

(June) DASH Ridership

-19% vs. May
+22% vs. June 2021

p. 13

(July) City Employment

+1% vs. June
+2% vs. July 2021
+1% vs. 5-yr avg.

p. 14

Editorial Notes

There were no noticeable changes to the structure of the Vitals Report for August.

Storefront Vacancy

It should be noted that the storefront vacancy percentage is lower than it has been in more than 3 years. As more storefront businesses come into the pipeline, we can expect this number to get lower.

Downtown Activity

While resident counts were slightly lower this month - likely due to summer travel - employee counts are on the rise again in August. National trends show offices filling up more in these past few months and are expected to continue upward entering post-Labor Day. The September Vitals Report will help better determine if Downtown Grand Rapids is following these national trends.

Business Openings

January

- ① Grand Rapids Voice Collective
- ② Brooklyn Bodega Bagel & Deli

February

- ③ Stellar Broadband
- ④ Woodrow's
- ⑤ Periwinkle Fog
- ⑥ Thrift on Div
- ⑦ Hëmd

April

- ⑧ Vivid IV Health
- ⑨ Courage & Soar*

May

- ⑩ Gazelle Sports*
- ⑪ Real Seafood Co.
- ⑫ Taste of Cairo

June

- ⑬ Le Macaron
- ⑭ Monsoon Vietnamese Kitchen
- ⑮ Angel Face Academy
- ⑯ WIMAGE*
- ⑰ Barrio Tacos

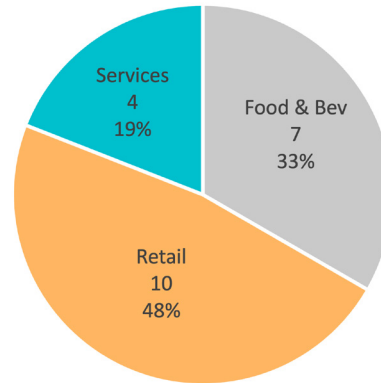
July

- ⑱ The Arts Marketplace at Studio Park
- ⑲ Zabház

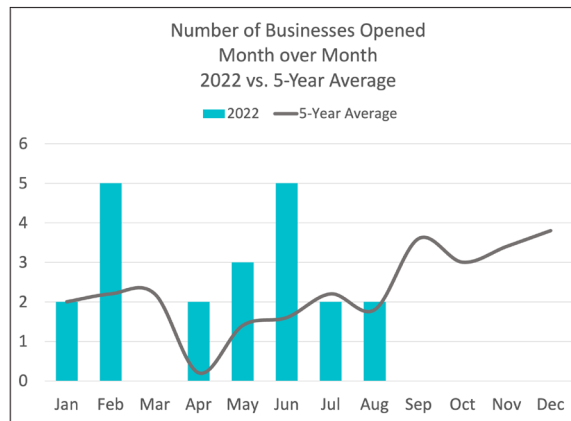
August

- ⑳ AllArtWorks
- ㉑ Second Vibess

Types of Businesses Opened in 2022



Number of Businesses Opened
Month over Month
2022 vs. 5-Year Average

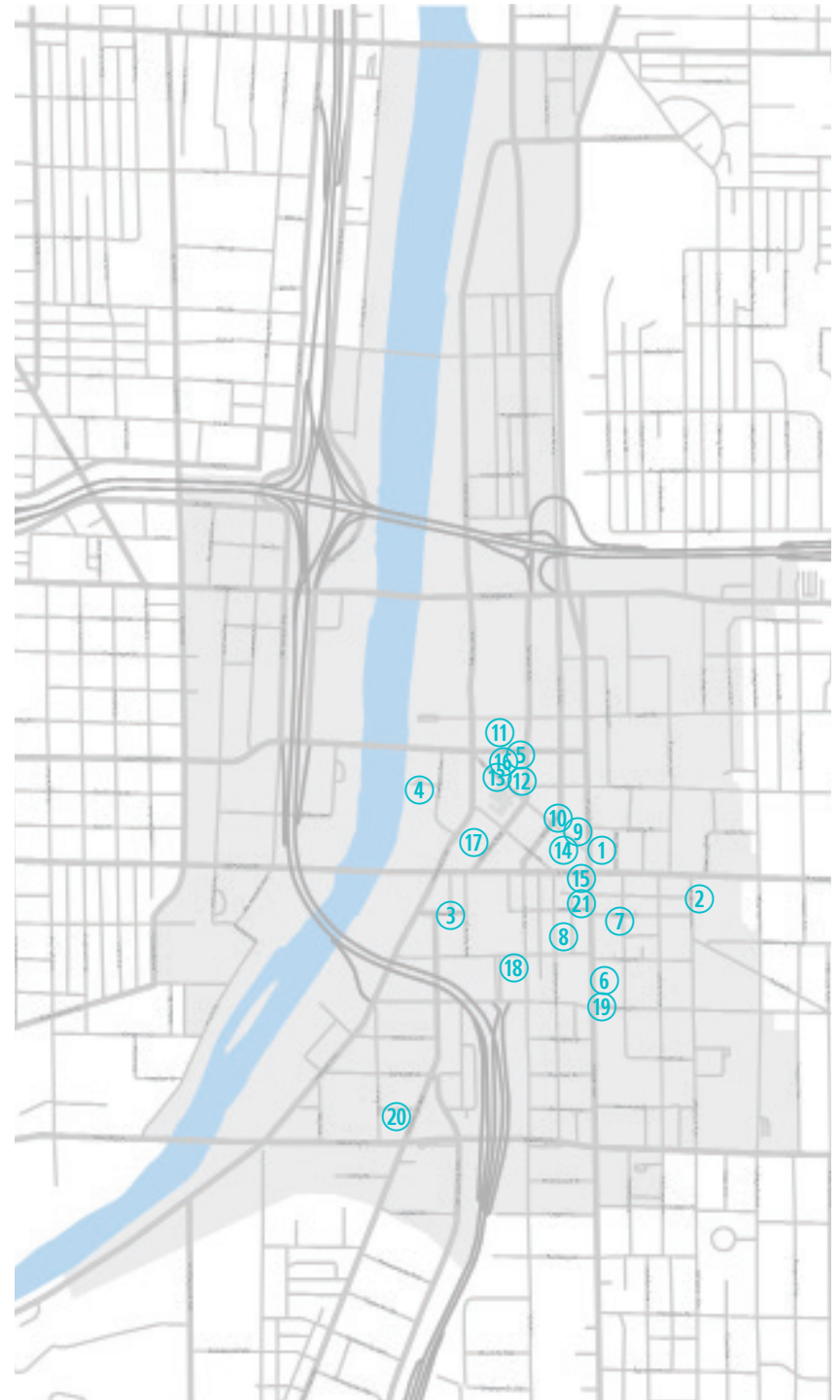


Ownership of New Businesses Opened in 2022

24% BIPOC-Owned
52% Women-Owned

Overall Ownership of Businesses in Downtown

12% BIPOC-Owned
20% Women-Owned



Business Closings

January

① Be Nice Foundation

② Menna's Joint

February

③ CerteDrive

④ Ali Nicole Bridal

March

⑤ boldSocks

April

⑥ GR City Kicks

May

⑦ Pack Elephant

June

⑧ Mel Styles

⑨ Pho616

July

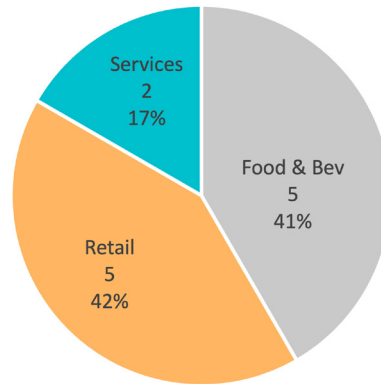
⑩ Mayan Buzz Cafe

⑪ The Søvangård

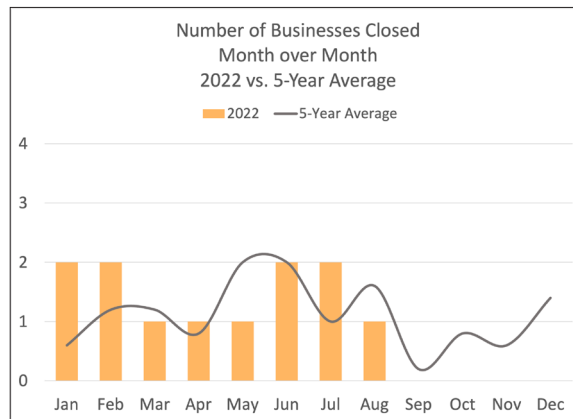
August

⑫ Taste of Cairo

Types of Businesses Closed in 2022



Number of Businesses Closed
Month over Month
2022 vs. 5-Year Average



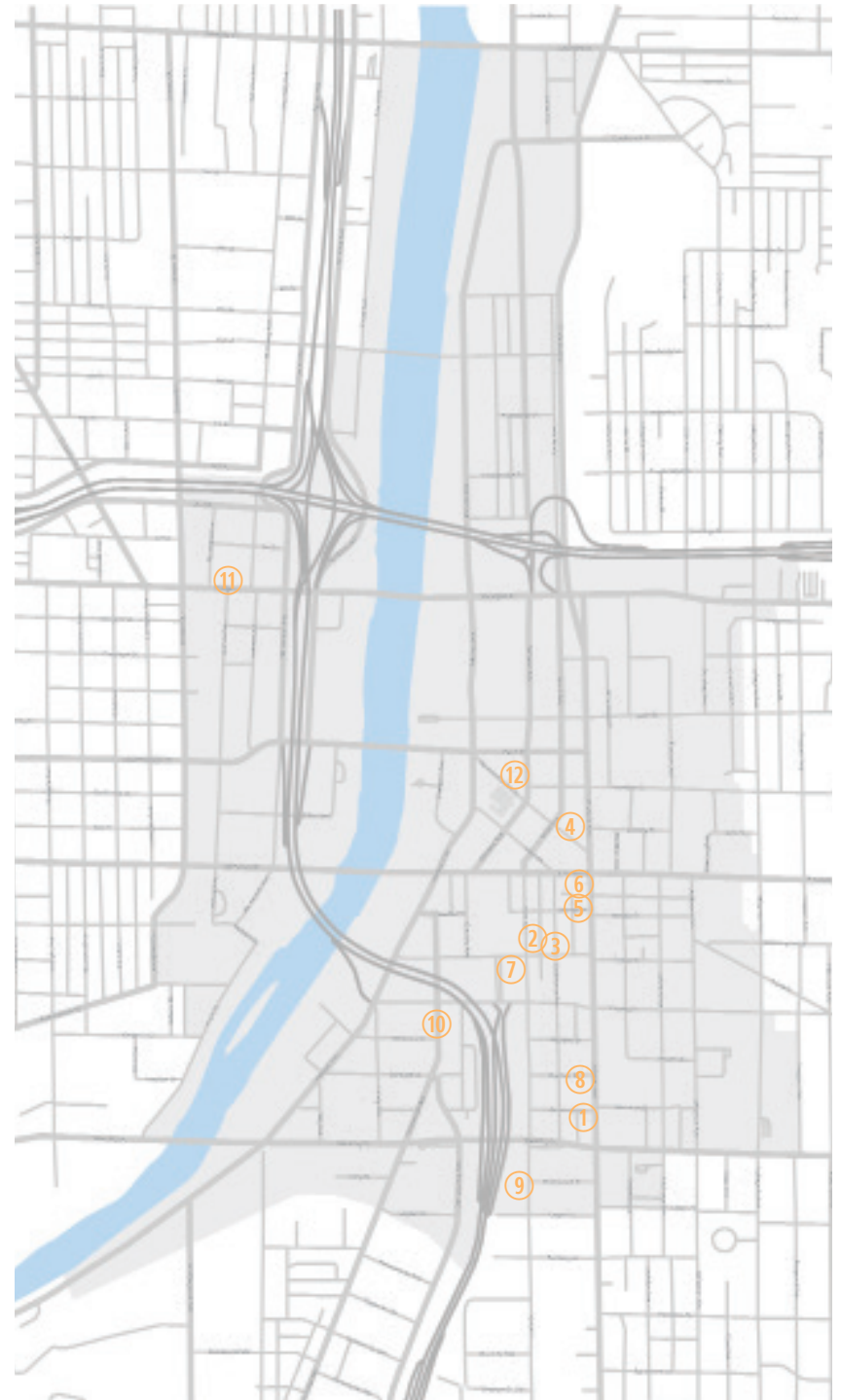
businesses are opening

1.8x

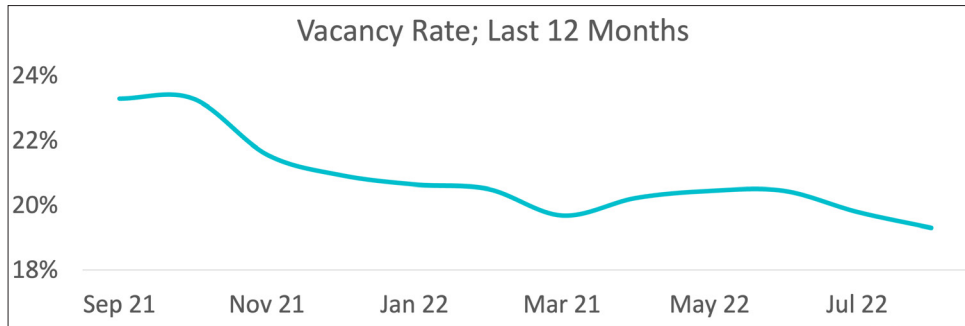
faster than closing
in 2022

2021: 1.65x

2020: 1.55x

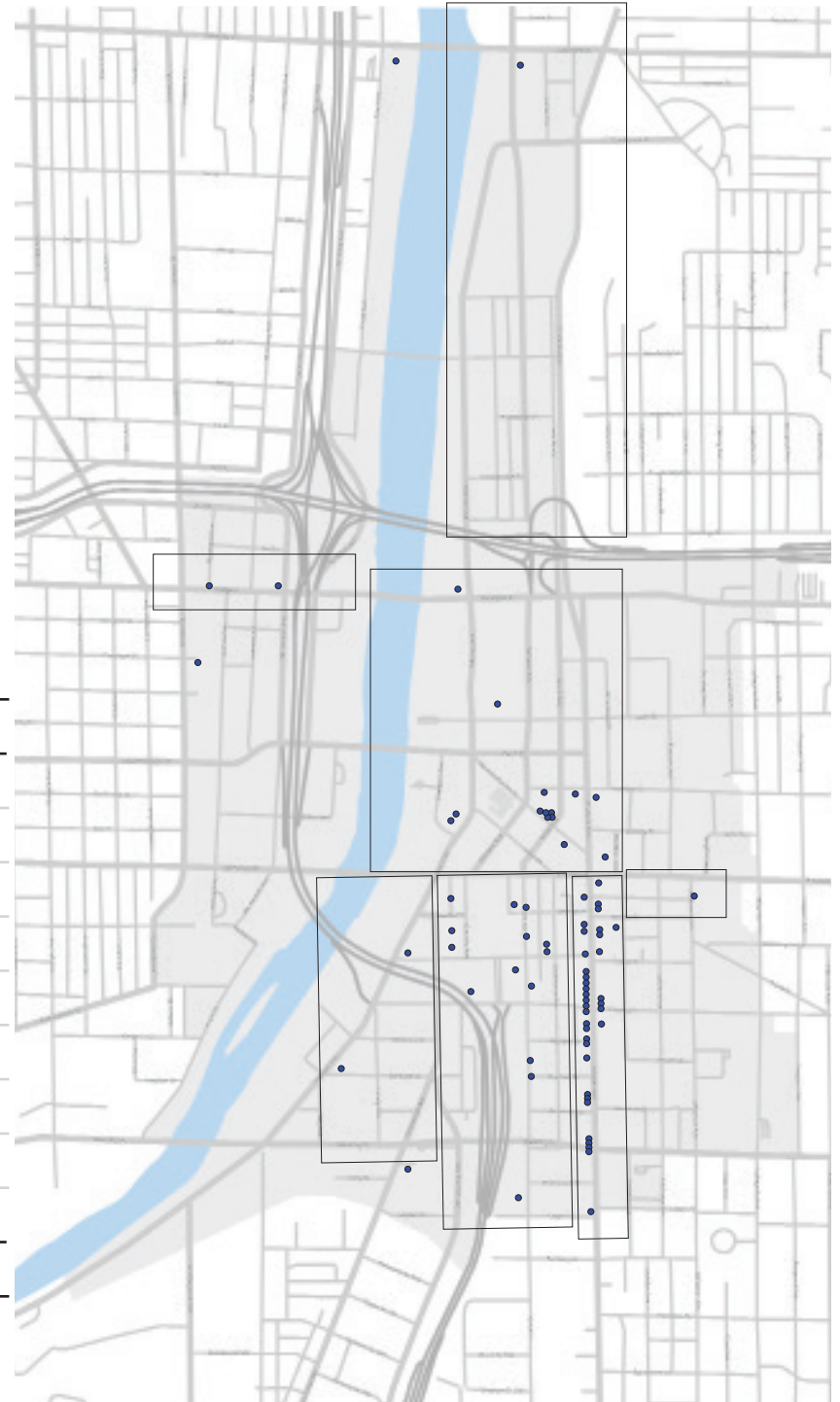


Ground-Floor Storefront Vacancies



2.4 yrs
average vacancy duration

	Storefronts	Vacancies	Vacancy %	Sq Ft Available
Bridge Street	22	3	14%	3,835 sq ft
Center City	115	15	13%	~78,122 sq ft
(Monroe Center)	(51)	(7)	(14%)	(52,818 sq ft)
Fulton & Jefferson	20	1	5%	2,540 sq ft
Heartside: Division	98	32	33%	~86,596 sq ft
Heartside: Ionia	69	13	19%	~56,041 sq ft
Heartside: Grandville	14	4	29%	21,087 sq ft
Monroe North	26	1	4%	3,895 sq ft
Other	4	2	50%	~3,500 sq ft
DISTRICT TOTALS:	368	71	19%	~308,434 sq ft



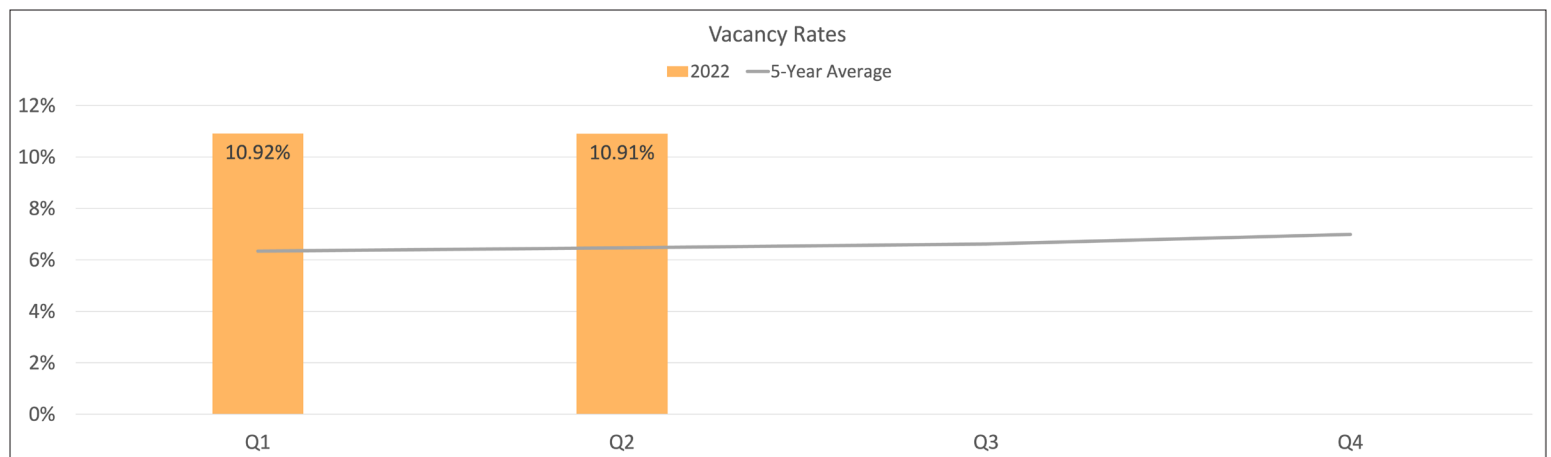
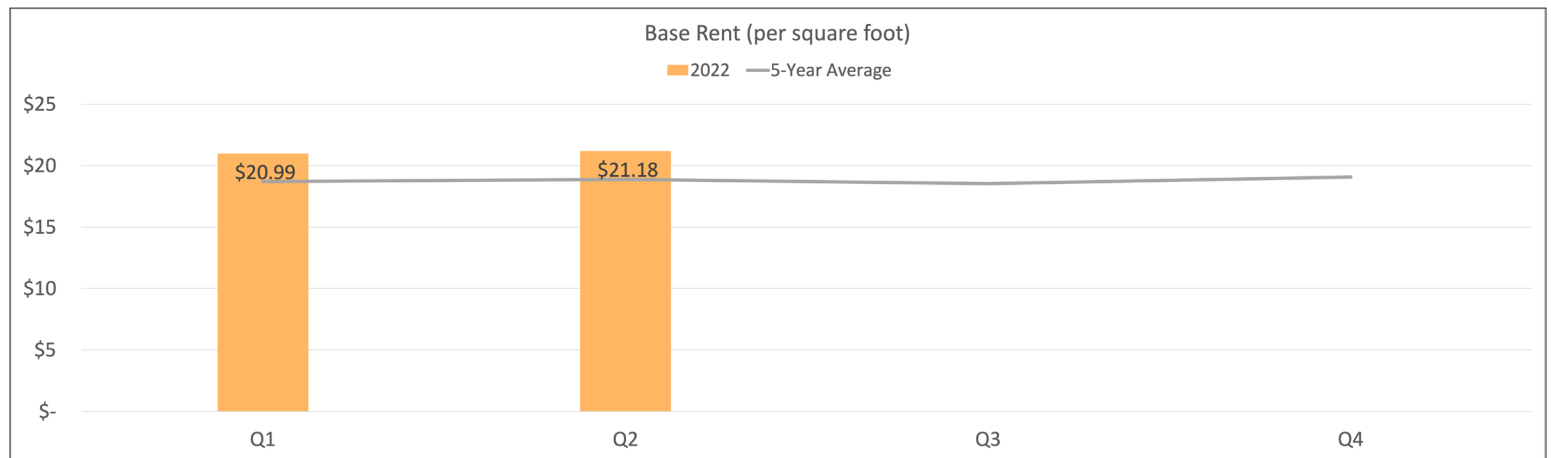
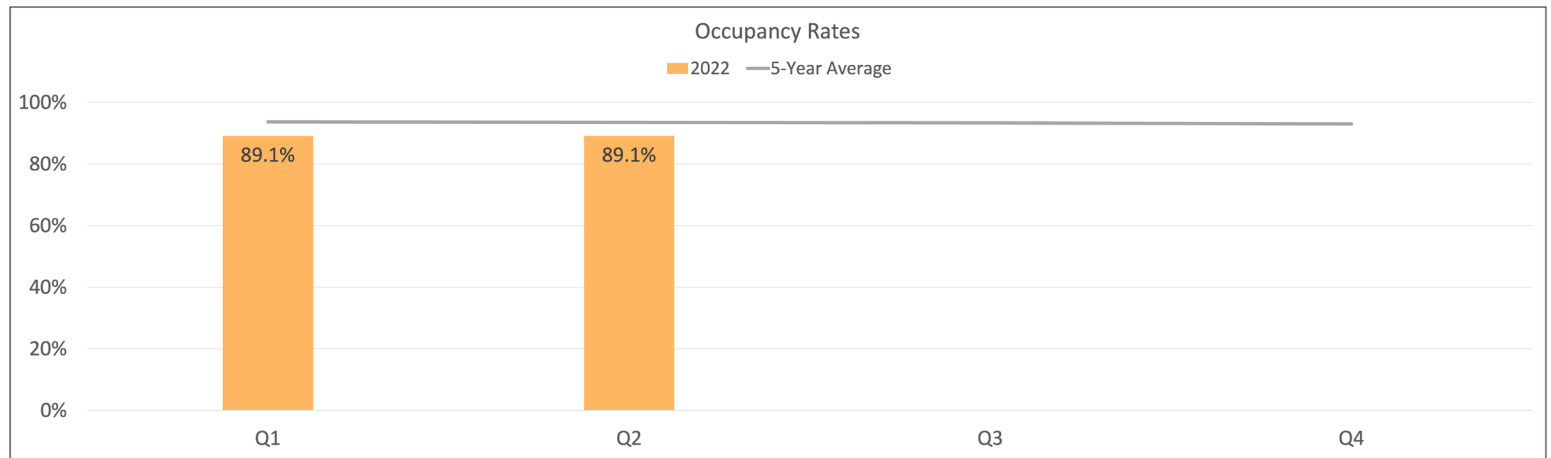
8.7M sq ft of occupied space in Q2 2022

1.1M sq ft of vacant space in Q2 2022

5%
average decrease in
occupancy in
2022 compared to
5-year average

13%
average increase in
rental rates in
2022 compared to
5-year average
(\$2.39/sq ft)

65%
average increase in
vacancy in
2022 compared to
5-year average



249 units under construction

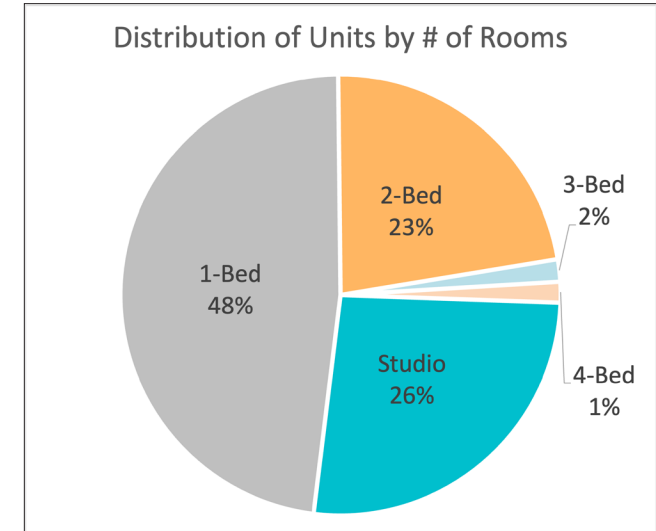
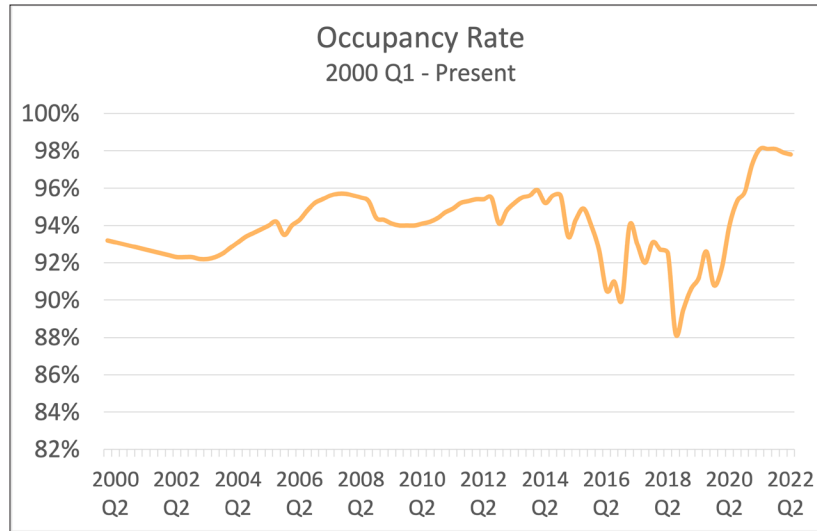
1,135 units in planning

5%

increase in
occupancy rate
vs. 5-year average
(98% vs. 93%)

0.1%

decrease in
occupancy rate
vs. Q1 2022

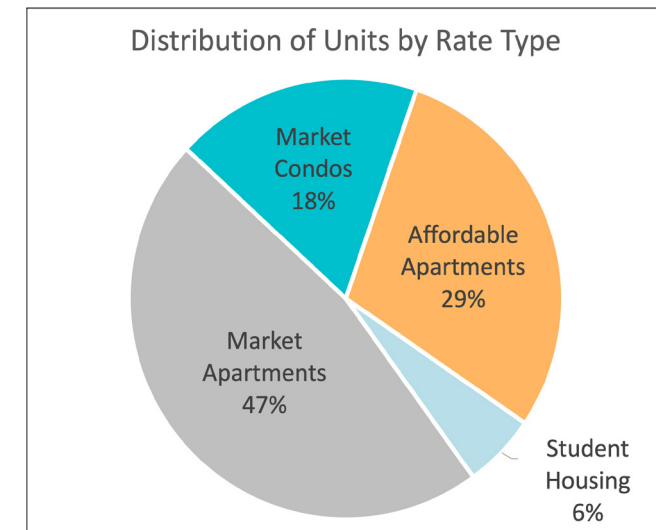
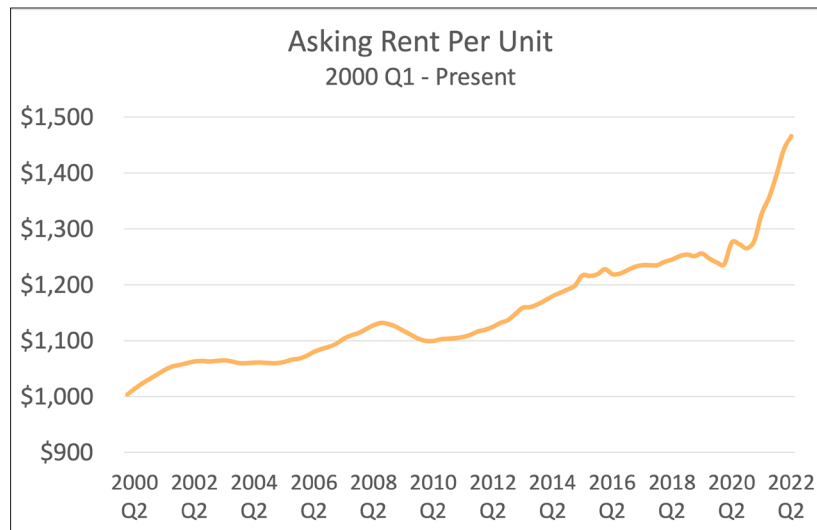


16%

increase in
asking rent rate
vs. 5-year average

2%

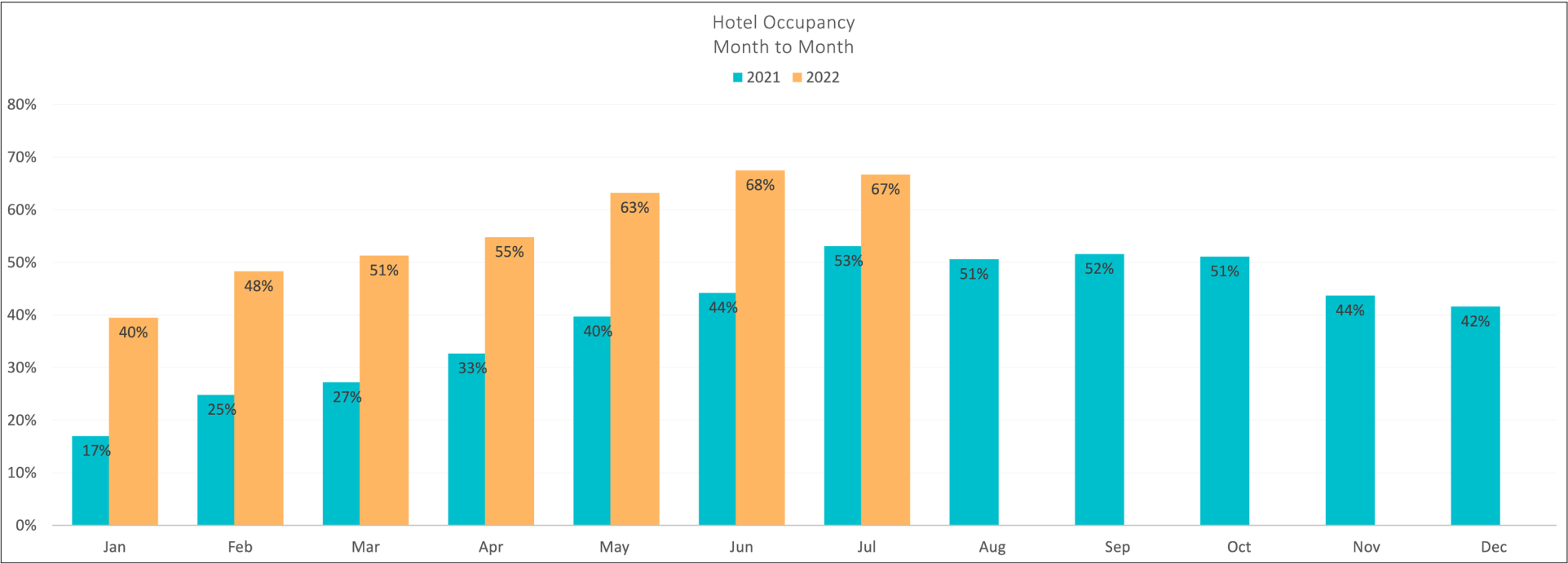
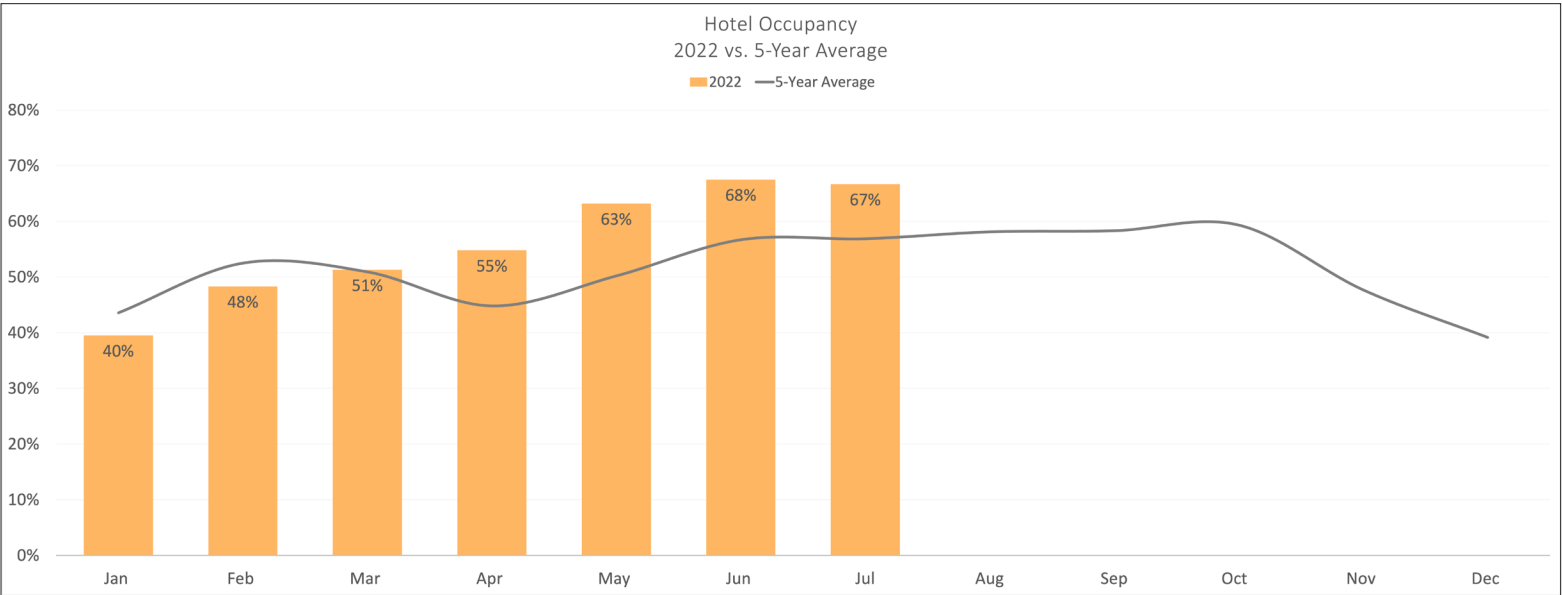
increase in
asking rent rate
vs. Q1 2022



Hotel Occupancy

9%
average increase in
hotel occupancy in
2022 compared to
5-year average

41%
average increase in
hotel occupancy in
2022 vs. 2021



Downtown Activity Tracking

36%

average **increase** in
visitor activity compared
to 5-year Aug average

12%

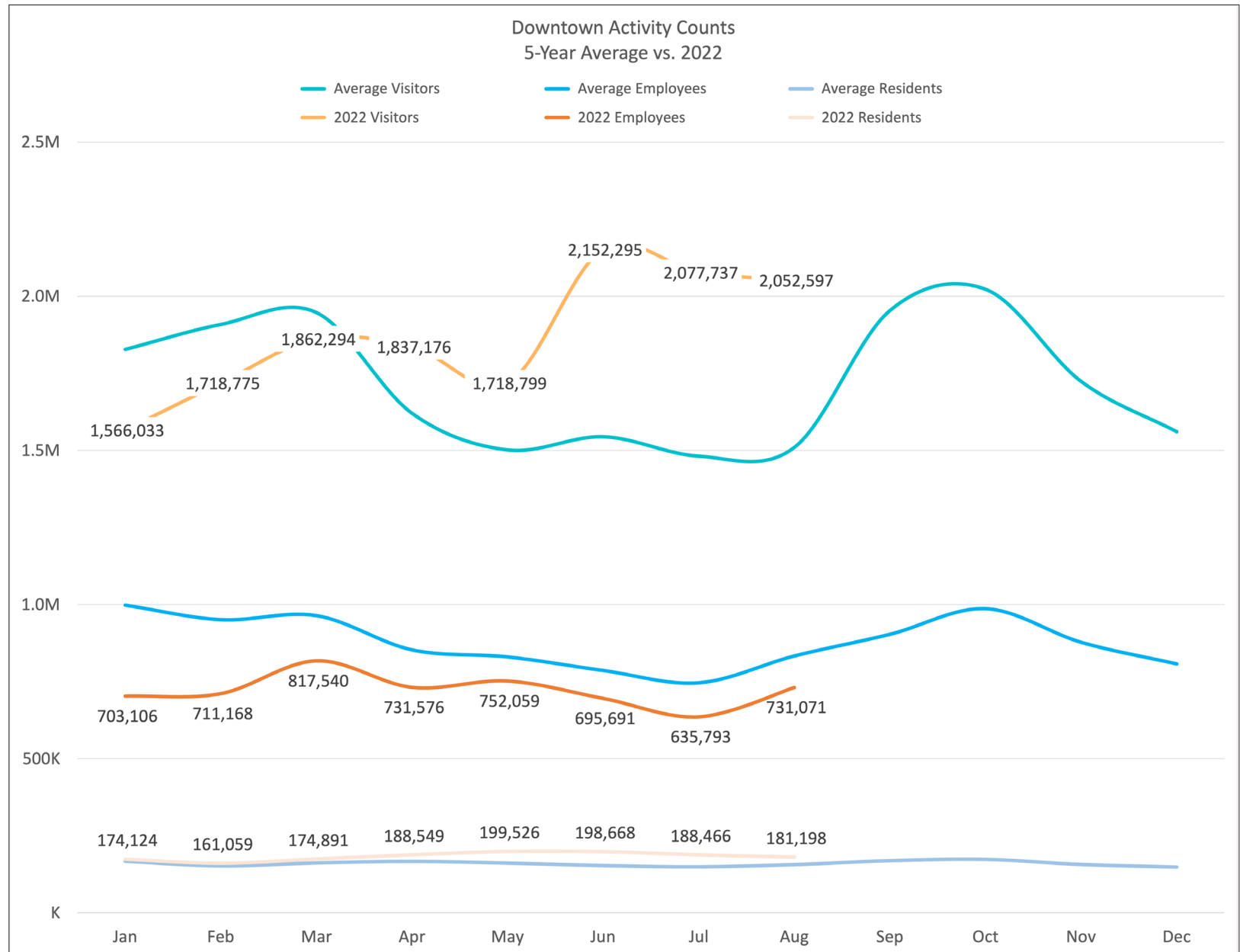
average **decrease** in
employee activity
compared to 5-year
August average

31,786

estimated number of
employees in August

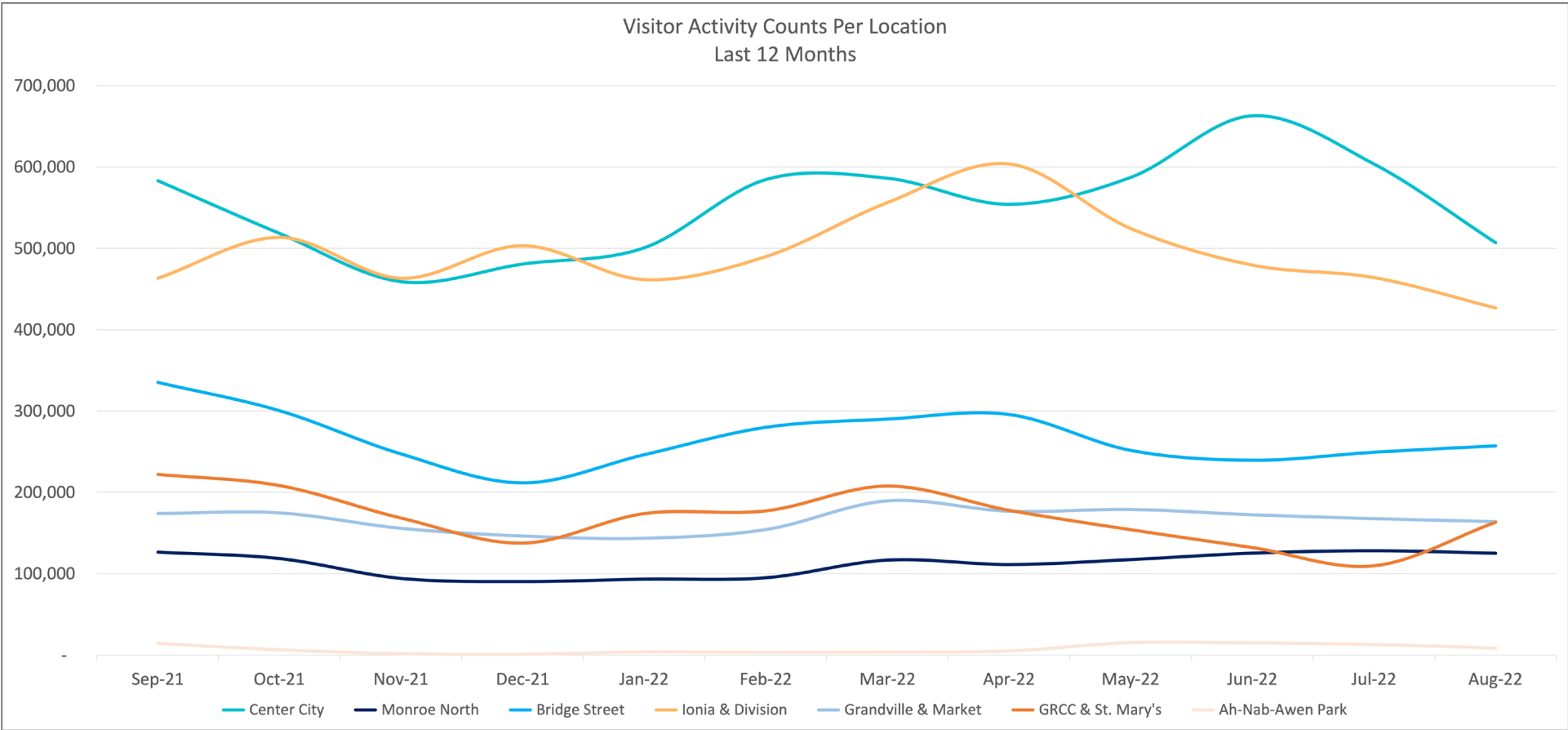
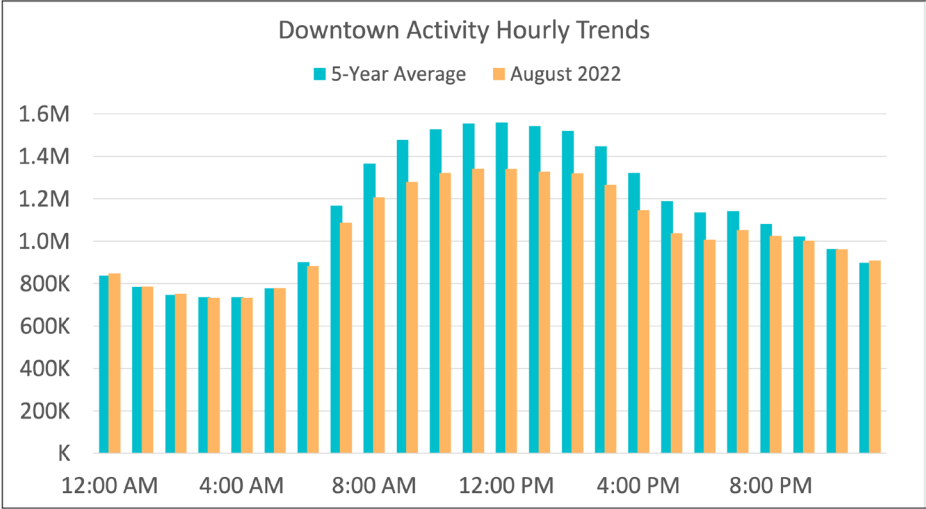
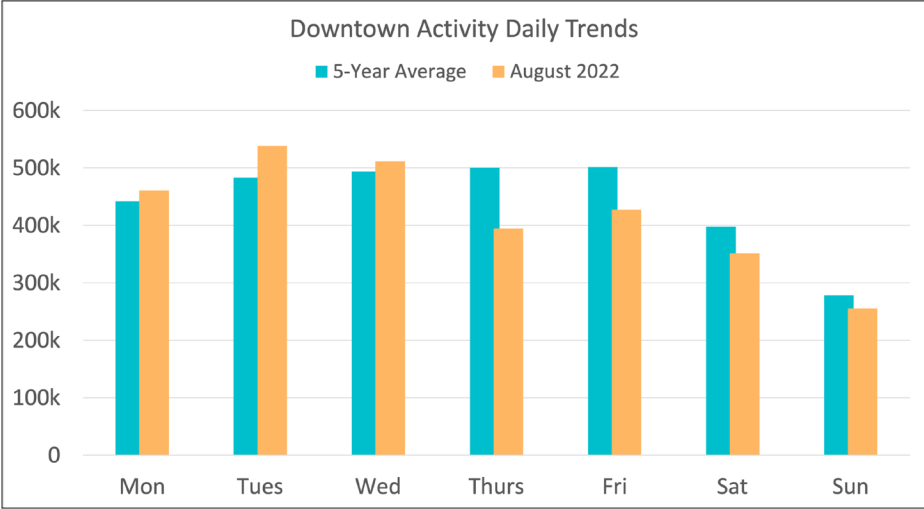
5,845

estimated number of
residents in August



DGRI uses Placer.ai's location tracking analytics to estimate activity counts. To learn more about the methodology, go to:
<https://downtowngr.org/our-work/reports-studies>

Downtown Activity Tracking, continued



Current Downtown Construction & Development

① **Dégagé Ministries Redevelopment** - *anticipated completion: Summer 2022*

+4,000 square feet of commercial space +56 housing units

② **ICCF Tapestry Square** - *anticipated completion: Q4 2022*

+10,000 square feet of commercial space +1,090 parking spaces

③ **Spectrum Transformation & Innovation Center** - *anticipated completion: Summer 2023*

+303,000 square feet of office space
+1,200 jobs

④ **Spectrum Health Ambulatory Building** - *anticipated completion: Spring 2024*

+240,000 square feet of office space

⑤ **Studio Park Residential Tower** - *anticipated completion: End 2024*

+193 housing units

Totals:

303k

square feet of
office space

14k

square feet of
commercial space

1,200

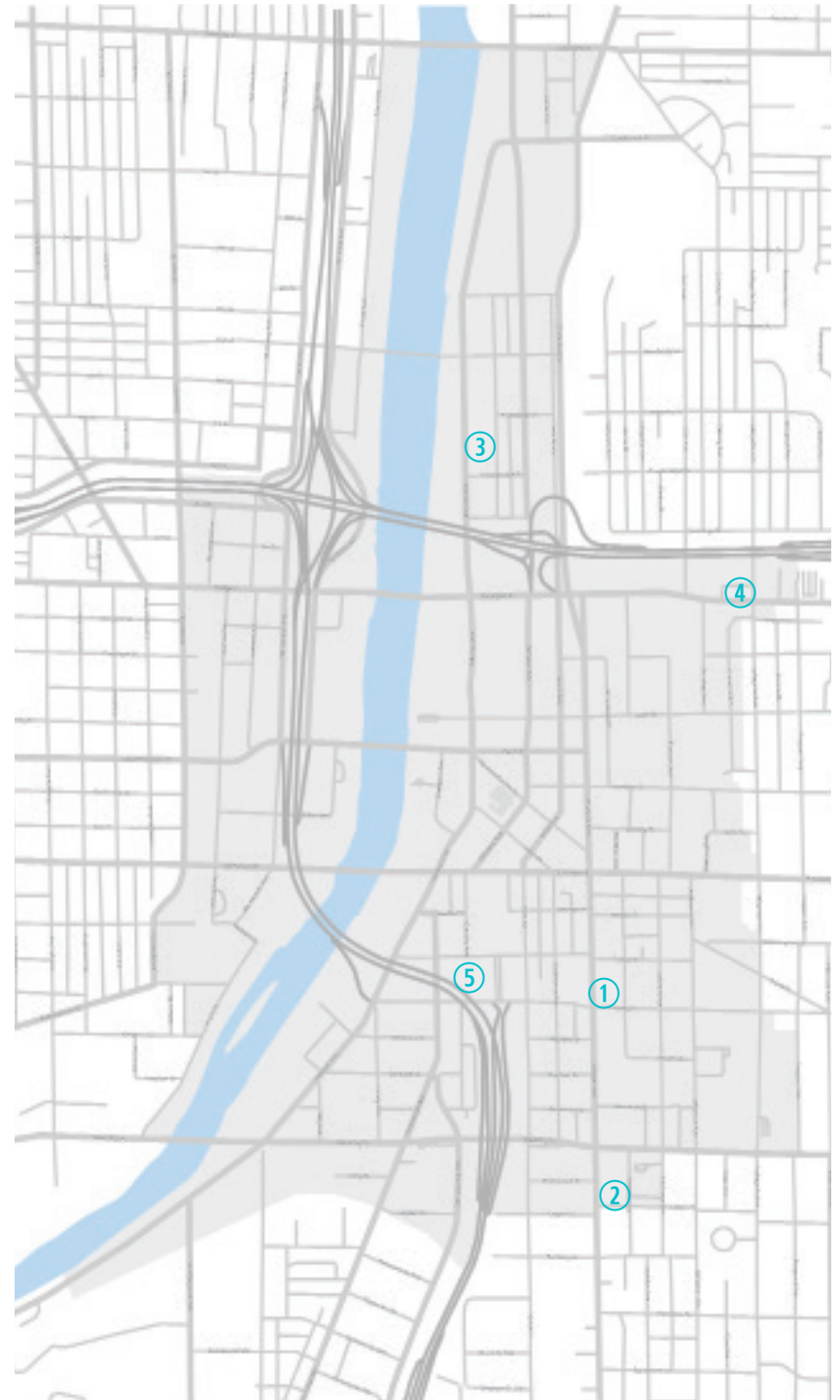
new jobs

1,090

parking spaces

249

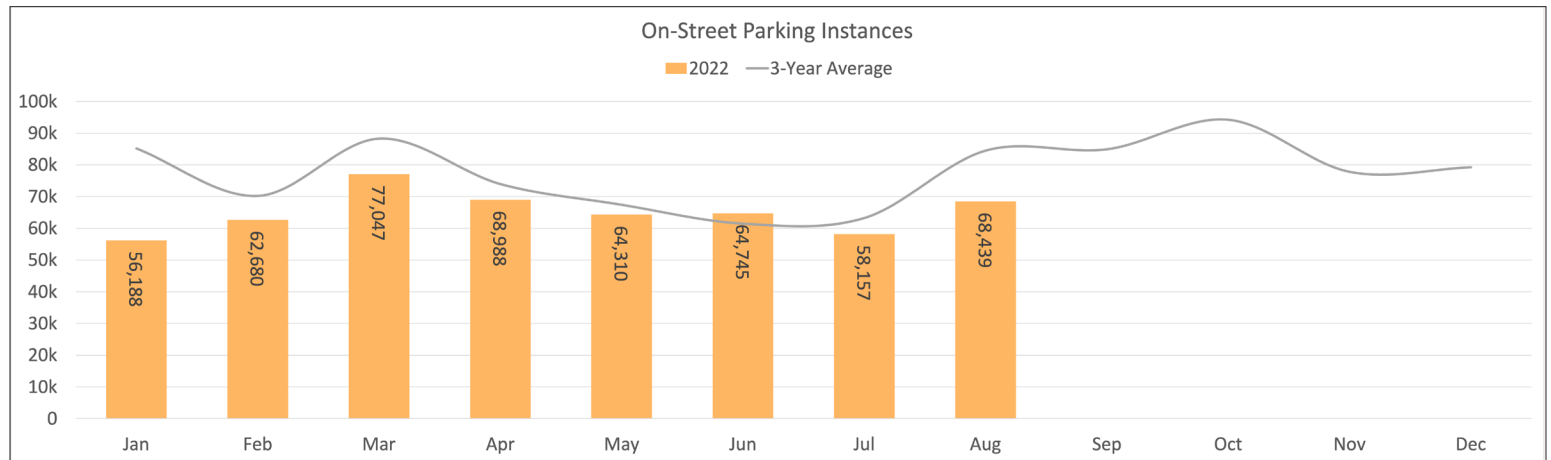
housing units



On-Street Parking

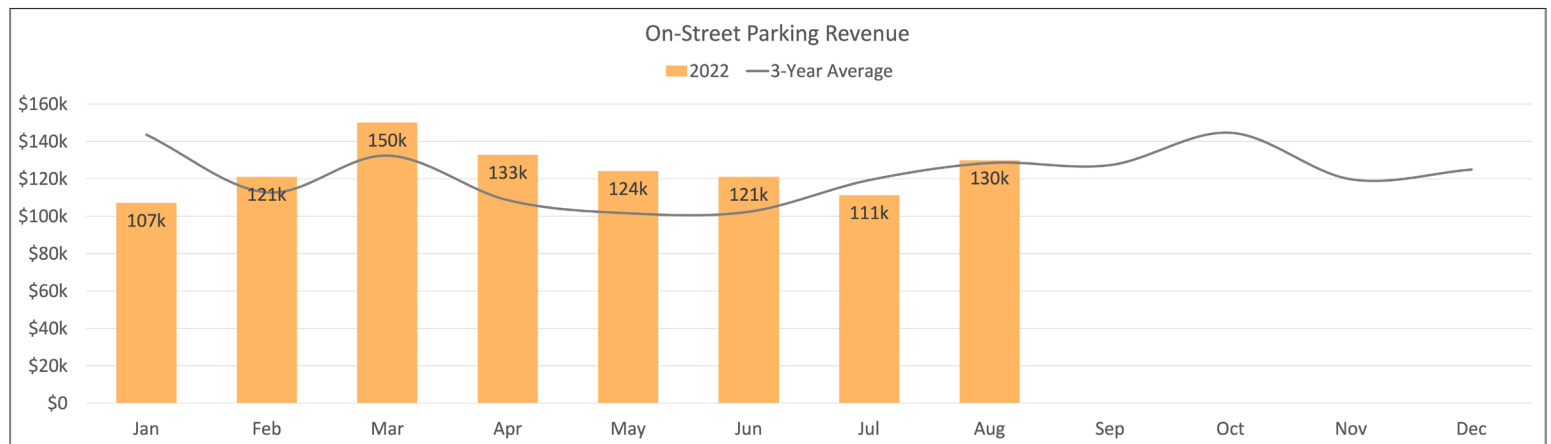
16%

average **decrease** in
of instances in
2022 compared to
3-year average



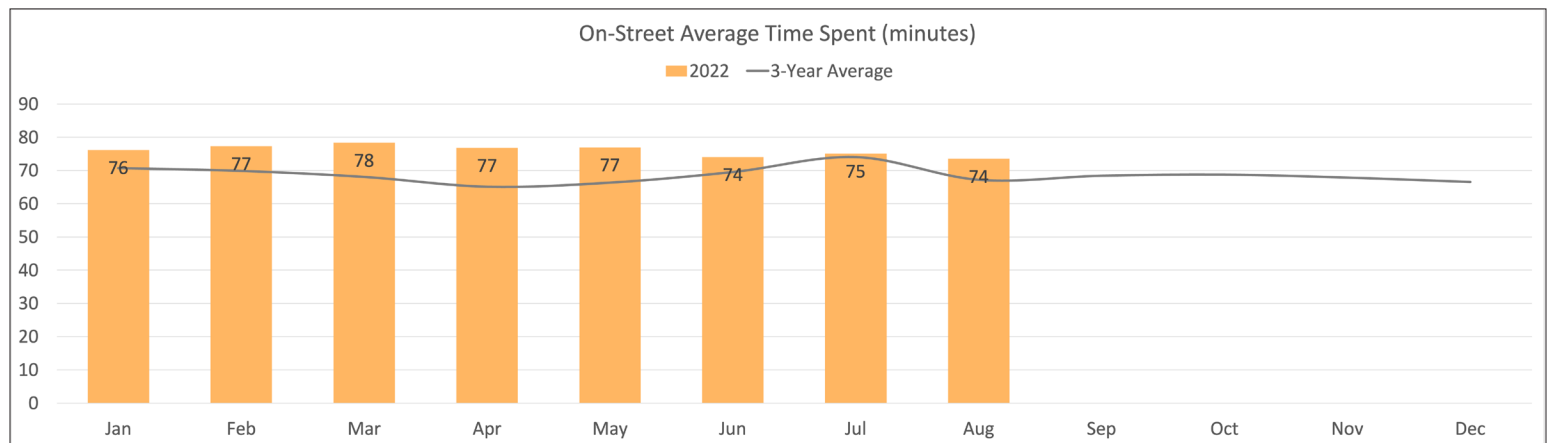
2%

average **increase** in
revenue in 2022
compared to
3-year average



6-minute

longer sessions in 2022
compared to 3-year
average



DASH Ridership

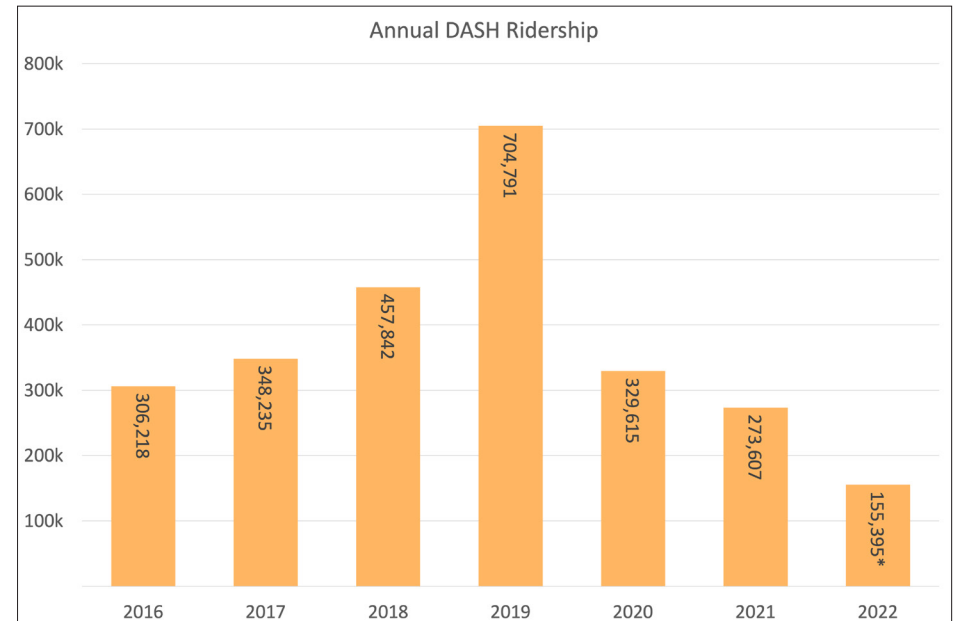
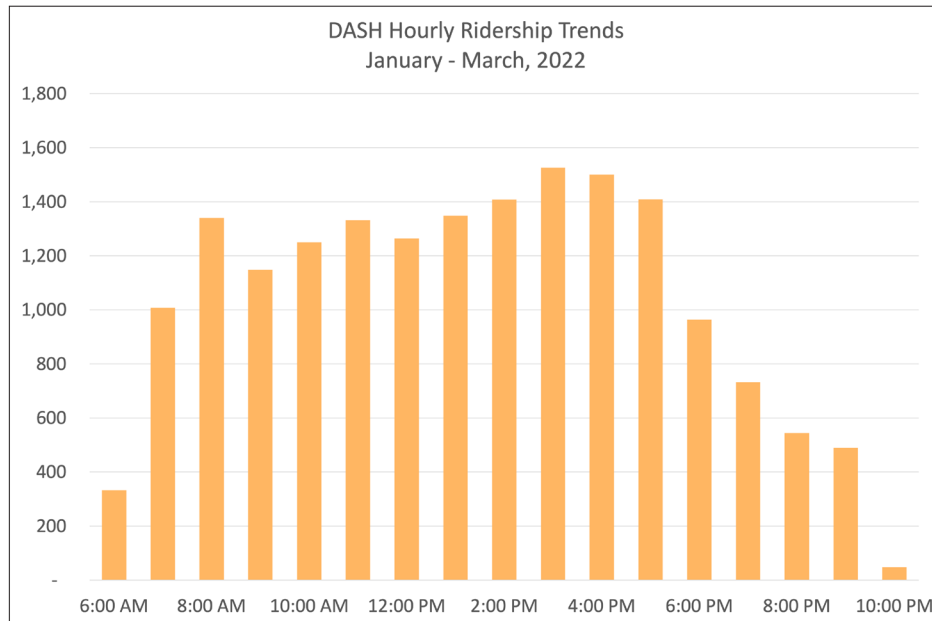
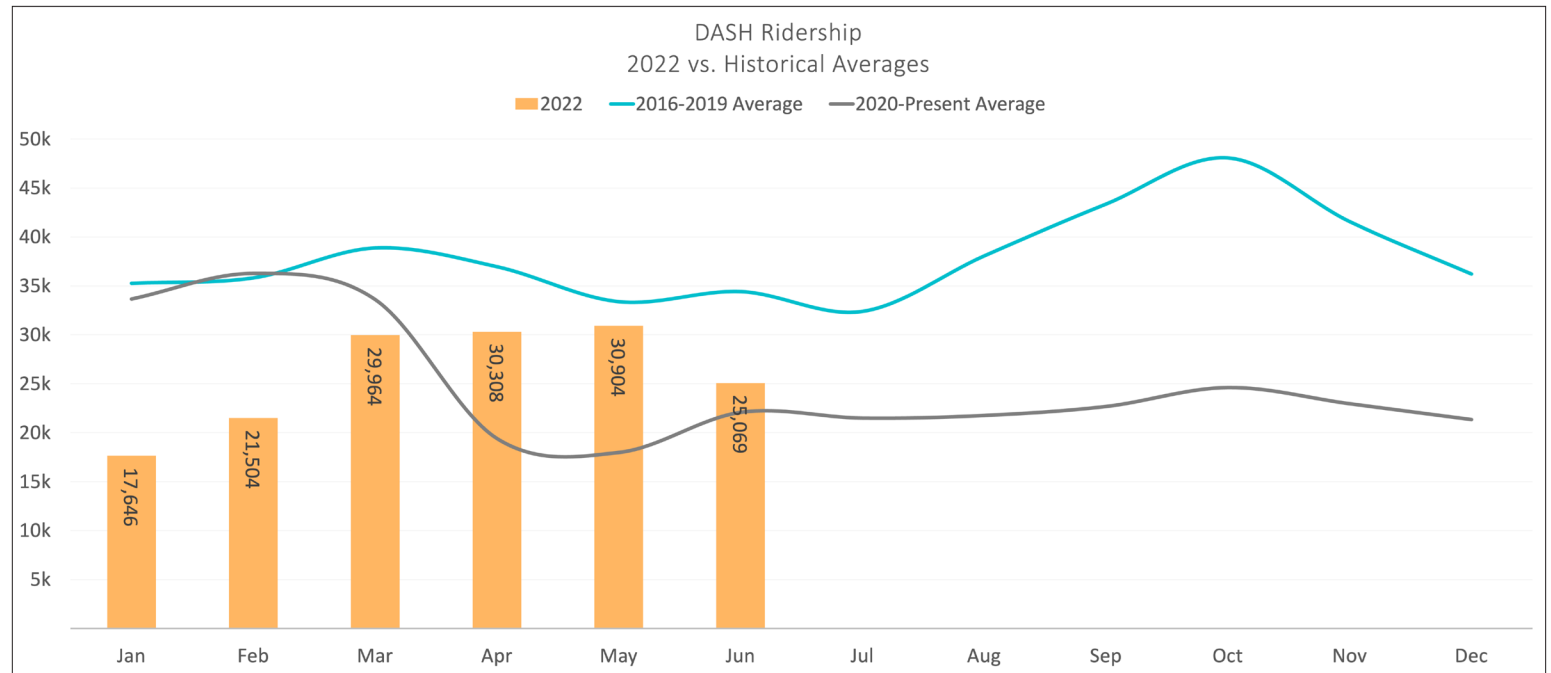
Updated Quarterly

12%

average **decrease** in
ridership in 2022 vs.
6-year average

22%

increase in ridership
in June 2022
vs. June 2021

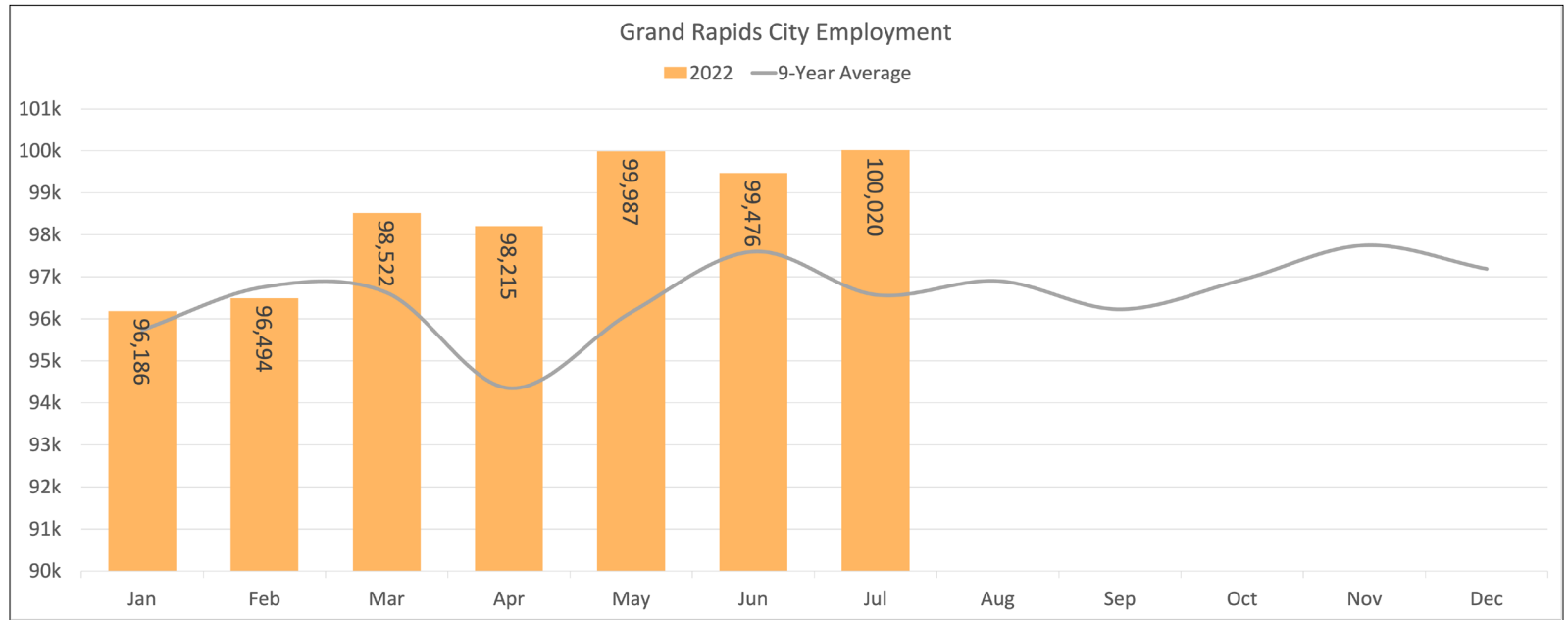


*2022 total annual ridership count incomplete

City Employment

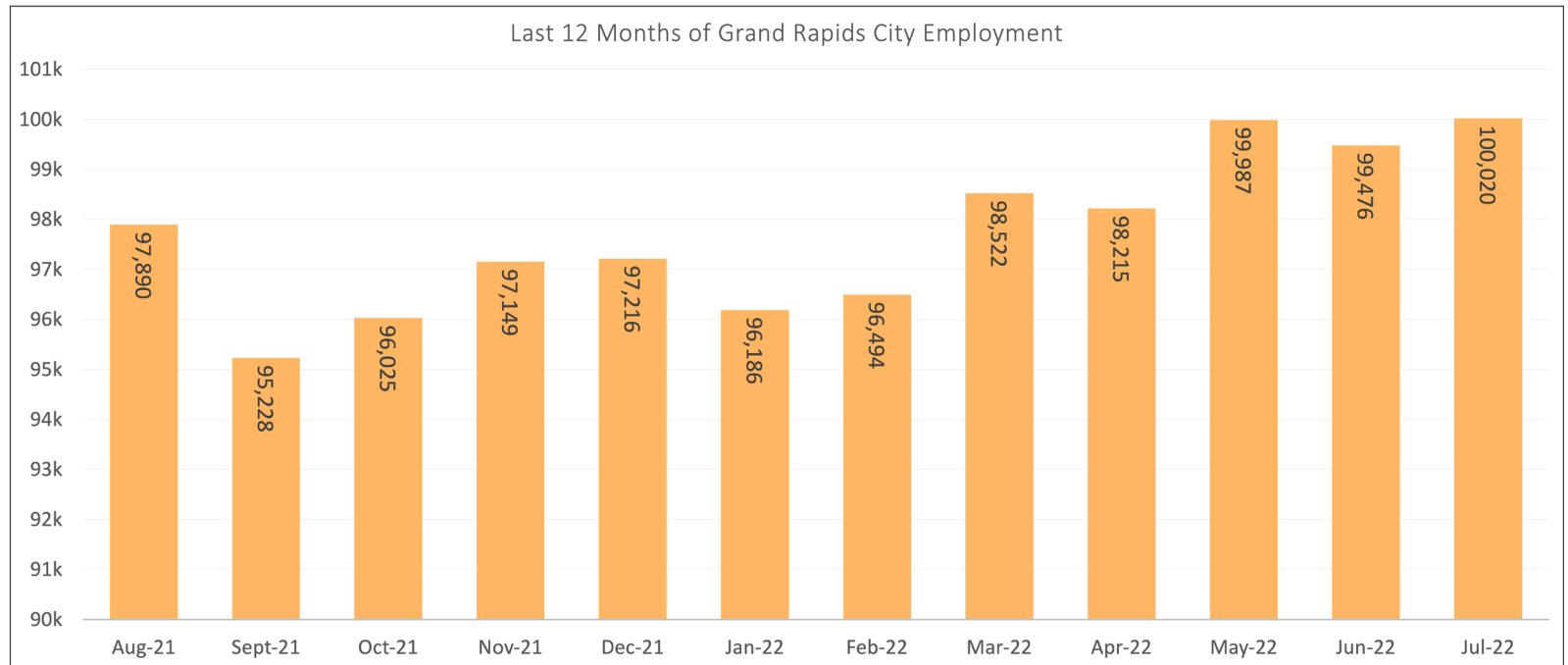
1%
increase in July 2022
vs. June 2022

2%
increase compared to
2022 average



4%
increase compared to
9-year average

2%
increase in July 2022
vs. July 2021



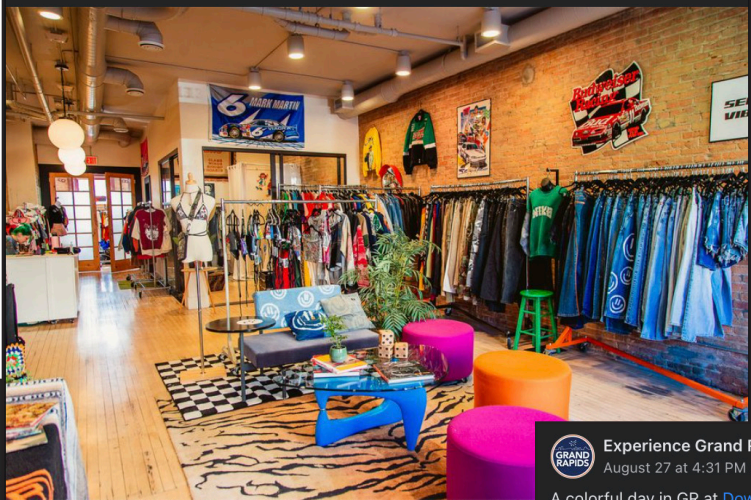
Downtown Social Media Engagement Look-In



Downtown Grand Rapids Inc.

August 28 at 3:52 PM · 🌐

Say Hello to "Second Vibess", a vintage store that recently opened at 13 Division Ave S!
Welcome to #DowntownGR 🎉

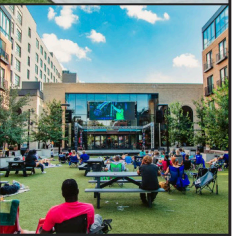
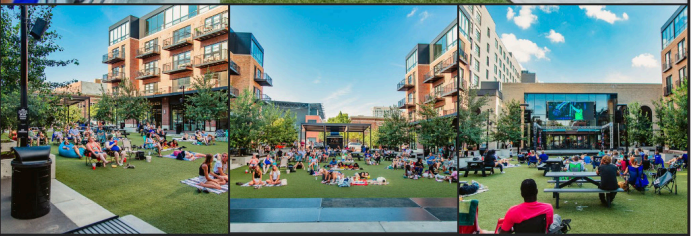




Downtown Grand Rapids Inc.

August 16 at 5:01 PM · 🌐

Outdoor Movies are so fetch! 🍿
Come sit with us at Sunset Cinema's double feature August 27th.
Produced by our friends at Studio Park:
[h... See more](#)



You, Alexander Burbo, Daniel Paul Drent and 263 others

185

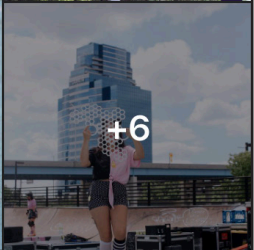
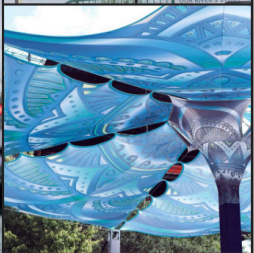
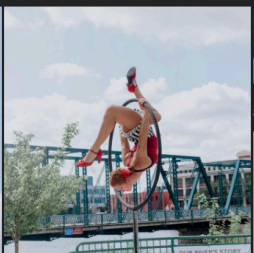
22 Comments 46 Shares



Experience Grand Rapids

August 27 at 4:31 PM · 🌐

A colorful day in GR at [Downtown Grand Rapids Inc.](#) Return to the River festival! Happening today till 10PM! 🎉



Gina Signore Artist / Photographer and 109 others

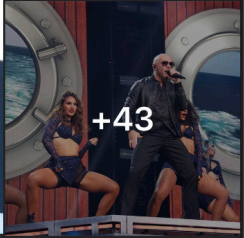
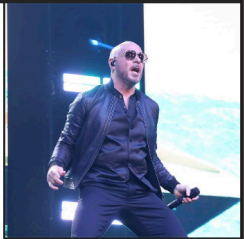
14 Comments 44 Shares



Van Andel Arena added 46 new photos.

August 31 at 8:17 AM · 🌐

Last night's show was absolutely FIRE🔥(ball)! Thank you [Pitbull](#) for coming to #GrandRapids and making us boogie oogie oggi, jiggle, wiggle and dance all night long. 🥳🎉🎶



and 483 others

48 Comments 53 Shares