

AGENDA

DOWNTOWN
DEVELOPMENT
AUTHORITY



Board Members:

Luis Avila • Mayor Rosalynn Bliss • Kayem Dunn • Jermale Eddie • Brian Harris • Diana Sieger • Jim Talen • Rick Winn

Wednesday, April 10, 2019

8:00 a.m. Meeting

29 Pearl Street, NW Suite #1

- | | | |
|---|-----------|-----------|
| 1. Call to order | | |
| 2. Approve Meeting Minutes from February 13, 2019 (8:01)
(enclosure) | Motion | Harris |
| 3. Accept Financial Statements from February 31, 2019 (8:05)
(enclosure) | Motion | Wallace |
| 4. Innovation Grant - Ambiance GR (8:15)
(enclosure) | Motion | Kitavi |
| 5. Studio Park Liquor License (8:25)
(enclosure) | Motion | Kelly |
| 6. Pop Up Park Project Support (8:35)
(enclosures) | Motion | Wong |
| 7. Project One Overview (8:45) | Info Item | Kelly |
| 8. Rad Women Overview (9:15) | Info Item | Van Driel |
| 9. FY20 Budget Overview (9:25) | Info Item | Kelly |
| 10. President & CEO Report (9:35) | Info Item | Kelly |
| 11. Public Comment (9:45) | | |



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12. Board Member Discussion (9:50)

13. Adjournment



MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

February 13, 2019

1. Call to Order – The meeting was called to order at 8:14 a.m. by Chair Brian Harris.

2. Attendance

Present: Luis Avila, Jim Talen, Kayem Dunn, Jermale Eddie, Mayor Rosalynn Bliss, Brian Harris, Diana Sieger.

Absent: Rick Winn

Others Present: Tim Kelly (DDA Executive Director), Flor Valera (Administrative Assistant), Jana Wallace (DDA Treasurer), Jessica Wood (DGRI Legal Counsel), Kyama Kitavi, Stephanie Wong, Annamarie Buller (DGRI Staff), Rebecca Krenz, David Davis, and others.

3. Approve Meeting Minutes from January 9, 2019

Kayem Dunn suggested a change to the approval of the minutes. In the January 9, 2019 Meeting minutes, it was recorded that Mr. Harris made a motion to approve the minutes. Ms. Dunn explained that the DDA Chair typically does not participate in the debate of a motion nor vote on its passage. The change was accepted unanimously.

Motion: Kayem Dunn, supported by Diana Sieger, moved approval of the minutes from the January 9, 2019 with accepted edits. Motion carried unanimously.

The Board took a moment to welcome Mr. Luis Avila (New DDA Board Member)

4. Accept Financial Statements from January 31, 2019

Jana Wallace introduced the financial statements for the first seven months of the fiscal year ending June 30, 2019. Ms. Wallace said there was no unusual financial activity other than paying for the January principal and interests for the Authority's half of the City County Joint Building authority debt which was issued in partial support for the DeVos Place construction cost.

Motion: Kayem Dunn, supported by Jim Talen, moved to approve Statement D: Schedule of January 31, 2019 Expenditures as recommended. Motion carried unanimously.

5. DDA and DGRI Service Agreement

Tim Kelly reminded the Board that DGRI was created to be the singular management entity for the combined operations of the DDA, the DID, and the Monroe North TIFA. In September 2013, the DDA and DGRI entered into a Service Agreement, which articulated and formalized the operating relationships between the DDA and DGRI. The initial term of the Agreement was extended in May 2015, and leadership from the DGRI Board of Advisors is seeking to renew the term pursuant to the provisions of the Agreement for an additional three years commencing January 1, 2019, through June 30, 2022. Kayem Dunn thanked Mr. Kelly for the summary and expressed that everything seems to be working well. Mr. Kelly added that the Monroe North TIFA (MNTIFA) would be meeting after this meeting and they would be recommended to approve their service agreement. Brian Harris asked if the signatory of this service agreement would be the Executive Director or the respective Chair. Mr. Kelly responded that it would be the Chair of each respective Board.

Motion: Kayem Dunn, supported by Diana Sieger, moved to approve the attached resolution and authorized the DDA Board Chair to execute the attached services agreement addendum on behalf of the DDA. Motion carried unanimously.

Mr. Harris asked about the live stream setup. Mr. Kelly said that DGRI contracted services with Grand Rapids Community Media Center (GRCMC) to assist in providing a better sound quality for our Facebook live stream audience.

6. Lyon Square Pre-Construction Services

Tim Kelly stated agenda items six and seven are both related to Lyon Square. Mr. Kelly provided a brief overview by stating that the GR Forward Master Plan had a lot say about envisioning enhancements for the Grand River as the draw to create a connected and equitable river corridor. Mr. Kelly mentioned the Grand Rapids Whitewater (GRWW) River Restoration Initiative and added that funding for the river project is about 71% and fully funded for phase one. He continued by saying while we are fully supportive of the river restoration project, the DDA's work is mostly focused on the edges and thinking how we can activate the river through those sites (edges/dryland). In the GR Forward Master plan, twenty-eight (28) opportunity sites were identified along the River Corridor, each with a different program.

Mr. Kelly presented images of the envisioned flood infrastructure that would serve multiple agendas, including river access along with creating a robust regional trail system on both sides of the river. He also talked about the importance of raising the profile of other existing Downtown Parks and Public Spaces. He stated some of the existing parks Downtown are over programmed and cited Rosa Parks Circle as an example. Mr. Kelly explained that Lyon Square (opportunity site) had frequently been explored for enhancements as it is uniquely positioned to enhance existing amenities, including the boardwalk, river trail and for being a primary access point to the River. Once complete, it would also serve as another park amenity to lessen the burden on some of the heavily used parks Downtown. He added work for Lyon Square is the result of an ongoing partnership between the City, DDA, DGRI and surrounding landowners. Mr. Kelly said when the DDA previously approved design services with Bishop Land Design (BLD) for the Edge portion of the project back in April, it was unclear if there was a desire among the project partners to complete improvements to the street of the site and whether renovations to the Amway hotel would occur. He stated at this time we have a better understanding of coordination and interest from project partners to complete the additional site improvements for the plaza area. This area would better connect the Riverfront out to Monroe Avenue on Lyon Street Mr.

Kelly concluded the project overview by redirecting the Board to the first request in the agenda which included a recommendation to enter into construction management services with Rockford Construction Co. in association with Lyon Square. Mr. Kelly said the request is for the Edge portion of the project. He stated coordination is needed to work with the construction to update the Amway Hotel curtain wall. It is recommended that a construction manager (CM) be utilized for pre-construction services during the remainder of the design phase of the project. Once the design is complete, a Construction Management agreement could be executed to include overseeing construction of the project. If the request is approved, funding will be provided out of the FY2019 LTI budget via Parks Design line item. Mr. Kelly said the outcome of the preconstruction services would better refine the project cost. Ms. Dunn asked if the DDA would be covering the cost for these services, but the contract would be between the City and Rockford Construction. Mr. Kelly replied yes, the City is the contract holder and added that City Commission approved the contract with Rockford Construction at its meeting the night before, contingent upon DDA Approval. Luis Avila asked Mr. Kelly to explain the Qualification Based selection (QBS) process used to select Rockford Construction. Mr. Kelly said the City being the contract holder, released an RFQ in December 2018 and received seven (7) responses. Four (4) participants met the City's criteria and were invited in for an interview. The evaluation team was composed of DGRI, the City, Amway Hotel, SMG and Bishop Land Design (BLD). They all agreed Rockford Construction is highest qualify firm for this project.

Motion: Jim Talen, supported by Kayem Dunn, moved to authorize funding in an amount not to exceed \$53,966 to fund pre-construction services by Rockford Construction in association with Lyon Square. Motion carried unanimously.

7. Lyon Plaza Design

Tim Kelly said this request is to authorize funding to develop final designs for additional improvements to the Lyon Plaza by Bishop Land Design (BLD) and move the project beyond the conceptual design phase. The site improvements would better connect the Riverfront out to Monroe Avenue on Lyon Street. By initiating the final design process now, work on the Plaza can be coordinated with both the Edge construction and the soon commence Amway Hotel curtain wall renovations. Mr. Kelly said based on the design work that is already completed, final design can be completed in approximately 30 weeks and will incorporate new paving materials, snowmelt, lighting bollards and green infrastructure including trees. If approved, funding would also be provided by the DDA out of the FY2019 and FY2020 LTI budget via the Parks Design Line item. Jim Talen asked why project partners are not part of the design funding. Mr. Kelly said partners are willing to commit to construction if the design is in place. From the maintenance perspective and long-term sustainability of the project, Mr. Harris asked if we are anticipating any difficulties on equitable arrangements for future maintenance responsibilities. Mr. Kelly replied no giving the amount of interest in this project. Prior to bidding the project or beginning construction, a Memorandum of Understanding (MOU) will be executed among project partners to finalize financial commitment and maintenance obligations for Lyon Square. Again, those approvals will require additional DDA Board and City Commission approval before proceeding and are anticipated to happen in spring 2019.

Motion: Kayem Dunn, supported by Diana Sieger, moved to authorize funding in an amount not to exceed \$280,000 to fund final design of Lyon Plaza by Bishop Land Design (BLD). Motion carried unanimously.

9. Downtown Ambassador 2018 Year in Review

Rebecca Krenz introduced herself to the Board as the new Operations Manager for the Downtown Ambassadors Program. She noted former Operations Manager Melvin Eledge was promoted to Project Manager with Block by Block. Ms. Krenz started off her presentation by stating that 2018 was a year of change for the entire team as new events and temporary improvements provided chances for hospitality engagement. She noted the team participated in several events including; World of Winter, ArtPrize, Light Up Downtown, Movies on Monroe, Relax at Rosa, Amway Fireworks, ADA Celebration, GVSU welcome week and supported multiple cleanup events. Fluctuations in weather kept the beautification team busy as well. She showed some images of the team pressure washing sidewalks and using the All-Terrain Litter Vacuum (ATLV) to tackle outdoor cleaning challenges. The team also removed over 6,000 more trash bags than in 2017. Mr. Harris asked what contributed to this increased. Ms. Krenz responded that this was due in part to the addition of more trash receptacles and more events taking place in downtown. Kimberly Van Driel stated Ambassadors accumulated more work this year due to the placemaking strategies to add temporary improvements to areas such as the Van Andel Alley, Calder Plaza and the 555 Monroe lot. Concerning the Lyon Square project, Mr. Harris asked if the board needed to anticipate the need for Ambassadors to maintain this area. Mr. Kelly said the Ambassadors have a fixed contract and a fixed scope of work, any additional work would require additional funding. Mr. Kelly added that this continues to be a constant conversation between DGRI and the City regarding maintenance responsibilities. He added DGRI/DID will soon be updating the agreement with the City and stated one of the goals is to memorialized and add clarity for maintenance responsibilities moving forward. Jermale Eddie asked if property owners or Ambassadors are responsible for maintaining the alleyways. Mr. Kelly said it depends on what infrastructure installed and also it depends as some are private alleys and others are public. Krenz continued with her presentation by giving an overview of the Cigarette Recycling Program by stating that since its inception in 2016, the recycling program has recycled 934,888 cigarette butts, the equivalent of waste from almost 47,000 packs of cigarettes. Ms. Krenz proceeded to highlight some of the 2018 special projects and initiatives. She mentioned that the recycling pilot launched along Monroe Center would help understand recycling needs in downtown. To prepare the team for this initiative and to better understand the complexities of recycling, the Ambassadors visited the Recycling Education Center. Other projects included building furniture for the Movies on Movie, setting up games and assembling furniture at Calder Plaza, and assisting with special request to remove graffiti downtown. The team was also tasked to clear the way beneath the Pearl St. bridge for an ArtPrize mural (Anishinaabek) and the artist is Alan Compo. Ms. Krenz shared with the Board that the Ambassador program received Employer of the Year in 2018 for their work with InterAct, an organization that helps people with barriers to employment find meaningful and long-term employment opportunities. Mr. Kelly asked Ms. Krenz to explain some of the work Ambassadors perform in the winter months. Ms. Krenz said in the winter Ambassadors remove snow from infrastructures this includes; parking meters, kiosks, bus stops, fire hydrants and curb cuts. The Ambassadors are not responsible for clearing sidewalks, that is the responsibility of business owners. Mr. Avila asked if she believes Ambassadors have the appropriate resources. Ms. Krenz responded it would be nice to have more people in her team to assist with the growing demand as more infrastructure is getting installed in Downtown. She also took a moment to acknowledge her team for willing to support in other areas to make sure the job gets done. Jim Talen asked if Ambassadors are currently tracking the number of people using the furniture on Calder Plaza. Mr. Kelly said we have data from pedestrian counters, but we are exploring other advanced technology that would assist in tracking the usage of furniture. The Board thanked Ms. Krenz and her team for their hard work. Ms.

Krenz concluded her presentation by inviting the Board to attend their upcoming open house on March 9th.

10. President & CEO Report

DDA (2/13/19)

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

DID (3/5/19)

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

MNTIFA (2/13/19)

- Electing 2019 Officers
- Receiving a presentation on FY18 Audit
- Considering extension to the DGRI Service Agreement
- Considering authorization for funding of Downtown transit shelters
- Receiving a presentation on PA57

DGRI (2/14/19)

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

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

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

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

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

- Development News
 - Studio Park
 - Ottawa extension summer 2019
 - Parking ramp September 2019
 - Theater and residential buildings summer/fall 2019
 - Hotel January 2020
 - 150 Ottawa
 - Interior build out underway
 - Warner Building will be complete spring 2019
 - Hyatt Place open summer 2019
 - 37 Ottawa and 50 Monroe
 - Tenant build out underway for tenants at 37 Ottawa. Additional space being leased.
 - Rooms being finished at AC Hotel at 50 Monroe
 - Both buildings to be complete and open spring 2019
 - 449 Bridge Street
 - Utility connection complete last week and will begin “going vertical” by December
 - Target completion September 2019
 - Embassy Suites (Monroe North)
 - Hiring underway
 - Opening scheduled March 2019
 - 601 Bond
 - Opening winter 2019
 - 10 Ionia
 - Brownfield approvals received in 2018
 - Groundbreaking in January 2019
 - 18-month construction schedule
 - MSU GR Research Center Phase II
 - Ground lease negotiations underway with development team
 - New building to be constructed on Michigan Street to support MSU research and health care innovation
 - Construction anticipated to begin Q4 2019 with substantial completion in late 2021

Goal 3 – Implement a 21st century mobility strategy

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

- Pedestrian Safety Enhancements
 - Improvements complete on Division Avenue north of Lyon
 - Keeler Building areaway reinforcement complete
 - Michigan Street crossing designs being finalized and the project will be complete spring 2019
- Division Avenue Bike Lane
 - Construction complete
 - Survey distributed and analysis ongoing
 - Extensions being discussed for 2019
- Downtown Streetspace Guidelines
 - DDA/TIFA received presentation December 2018
 - DGRI Board of Advisor to consider adoption winter 2019

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

- Recruit a major office tenant to Downtown
 - Working with City and Right Place to develop a more concerted and intentional recruitment strategy to attract larger office tenants Downtown
- Foster ground-floor businesses to diversify the mix of Downtown retail offerings
 - Working with Goal 4 and DDA Purchasing and Contracting Committee to develop recommendations
 - Working with Studio C! to support diverse offerings as part of their tenant mix

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

- VandenBerg Plaza/Calder Plaza Improvements
 - Design of Phase 1 improvements ongoing
 - Designs complete spring 2019
 - June 2019 is the 50th anniversary of the plaza's opening and a key organizing point for a celebratory moment
- Food Trucks
 - Extension of pilot ordinance approved by City Commission May 2018
 - Update to City Commission in December 2018
 - Final report and recommendations for ordinance January 2019
- Public Realm Improvements
 - Tree plantings with FOGRP scheduled
 - Michigan/Ottawa off ramp improvements being designed
 - Sheldon Avenue Linear Park improvements complete
- Explore opportunities to beautify public plaza at Van Andel Arena
 - Consultant team work commenced in November
 - Exploring partnership/funding opportunities for FY2019
 - Alley activation to begin with former Art Prize installation (Ford Museum crocodiles)

- Stakeholder and Alliance engagement ongoing
- Designs complete spring 2019
- Division Avenue Safety and Cleanliness Improvements
 - Lighting
 - DDA authorized additional funding in December 2018
 - Fulton to Cherry construction to begin spring 2019.
 - Public Restrooms
 - City and DGRI working with Heartside Quality of Life committee to finalize design and operation of new public facilities for Cherry / Commerce and Weston / Commerce parking ramps
 - City and DGRI partnering to develop a sustainable facility management protocol for the new facilities.
- Public Art
 - Collaborating with UICA Exit Space to paint riverfront mural down the stairwell near the Grand Rapids Public Museum
 - Installation complete and traditional ceremony occurred 9/23
 - Exploring mural opportunities at Ottawa and Michigan off ramp

11. Public Comment

David Davis took a moment to address the Board on litter awareness and bicycle safety in Downtown. Mr. Davis stated that trash in the streets shows a lack of city pride by its citizens. He said we need to educate citizens about individual responsibility for proper waste disposal. Mr. Davis also addressed the Board on sidewalk bicycling by stating that it is not safe for pedestrians and we also need to teach bicyclist to be respectful.

12. Board Member Discussion.
None

13. Adjournment
The meeting adjourned at 9:23 am

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
April 10, 2019
DDA Meeting**

DATE: April 3, 2019

TO: Brian Harris
Chairman

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: FY2019 Interim Financial Statements as of March 31, 2019

Attached are the Authority's interim financial statements for the first nine months of fiscal year ending June 30, 2019. The attached statements include:

- Statement A: Balance Sheet
- Statement B: Comparison of FY2019 Budget vs Actual Results
- Statement C: Statement of Project Expenditures
- Statement D: Schedule of February and March, 2019 Expenditures
- Statement E: DDA Series 2017 Bond Proceeds Statements

In March, the Authority issued \$618,800 of gainsharing rebates to the County of Kent, Grand Rapids Community College, the Interurban Transit Partnership (The Rapid), and the City of Grand Rapids in accordance with the Authority's 2016 Development Plan Amendment. These rebates are recorded on Statement B as property tax increment revenue reductions rather than as expenditures to reflect the nature of the payments.

Also on Statement B, the Local Tax Increment Administration budget line appears to be trending higher than expected. However, expenditures as of March 31, 2019 include three and a half months of DGRI payroll expenditures, some of which will be re-allocated to other Authority projects as well as to the Monroe North TIFA and the Downtown Improvement District.

Since the Authority didn't meet in March, Statement D includes expenditures for two months so that statement is double the usual length.

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

Attachments

STATEMENT A**DOWNTOWN DEVELOPMENT AUTHORITY****Balance Sheet****As of March 31, 2019**

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 5,064,832	\$ 7,922,089	\$ 7,386,328	\$ 20,373,249
Petty Cash	-	-	500	500
Debt Service Reserve - Series 1994 Bonds	-	865,858	-	865,858
Loan Receivable - Project Developer	488,848	-	-	488,848
General Fixed Assets	-	-	87,946,535	87,946,535
Accumulated Depreciation on Fixed Assets	-	-	(54,924,734)	(54,924,734)
Future Tax Increment Revenues Anticipated	-	24,844,554	30,250	24,874,804
TOTAL ASSETS	\$ 5,553,680	\$ 33,632,501	\$ 40,438,879	\$ 79,625,060
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ -	\$ -	\$ 27	\$ 27
Current Year Excess Capture	-	1,913,628	-	1,913,628
Deposit - Area 4 Developer Damage	1,000	-	-	1,000
Prior Year Property Tax Appeals	-	98,202	97,932	196,134
Deferred Revenue - Developer Loan	488,848	-	-	488,848
Contract Payable	-	-	30,250	30,250
Bonds Payable	-	24,844,554	-	24,844,554
TOTAL LIABILITIES	489,848	26,856,384	128,209	27,474,441
Fund Balance / Equity:				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	33,021,801	33,021,801
Debt Service Reserve - Series 1994 Bonds	-	865,858	-	865,858
Non-Tax Increment Reserve	4,527,015	-	-	4,527,015
Reserve for Authorized Projects	-	-	7,268,113	7,268,113
Reserve for Brownfield Series 2012A Bonds	531,291	-	-	531,291
Reserve for Compensated Absences	-	-	12,229	12,229
Reserve for Eligible Obligations	-	5,910,259	-	5,910,259
Reserve for Encumbrances	5,526	-	8,527	14,053
TOTAL FUND EQUITY	5,063,832	6,776,117	40,310,670	52,150,619
TOTAL LIABILITIES & FUND EQUITY	\$ 5,553,680	\$ 33,632,501	\$ 40,438,879	\$ 79,625,060

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2019 Budget vs Actual Results July 1, 2018 - March 31, 2019

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 8,254,822	\$ 9,560,001 ¹	\$ 5,672,682	\$ 5,712,499
Property Tax Increment - Transit Millage	-	-	-	-	522,053	522,053
Property Tax Increment - Prior Year Appeals	-	-	(75,000)	2,827	(75,000)	2,844
Property Tax Increment - County/GRCC/City/ITP Rebates	-	-	-	-	(619,474)	(618,800)
Special Assessments - Areaway	15,000	258	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	28,398	-
Earnings from Investments - General	51,977	59,221	8,616	51,497	70,703	80,088
Earnings from Investments - Multi-Year Accrual Reversal	-	32,842	-	28,792	-	52,661
Interest Paid by Developer - The Gallery on Fulton Note	21,998	-	-	-	-	-
Property Rental - DASH Parking Lots	225,127	193,575	-	-	-	-
Property Rentals - YMCA Customer Parking	52,545	38,025	-	-	-	-
Event Sponsorships and Fees	75,000	34,880	-	-	-	-
Valent-ICE Sculpture Reimbursements	25,000	13,725	-	-	-	-
Contributions - Lyon Square Project	-	-	-	-	-	125,000
Principal Repayments - The Gallery on Fulton Note	100,000	-	-	-	-	-
Series 1994 Debt Service Reserve Fund	-	-	845,000	-	-	-
Reimbursement - FEMA 2013 Grd River Flood Damage	-	-	-	-	-	4,608
Reimbursement - GRKCCAA for Exterior Arena Improvs	-	-	-	-	-	59,851
Reimbursements and Miscellaneous Revenues	1,000	3,375	-	-	5,000	2,482
From / (To) Fund Balance	828,709	-	(384,238)	-	4,097,793	-
TOTAL REVENUES	\$ 1,396,356	\$ 375,901	\$ 8,649,200	\$ 9,643,117	\$ 9,702,155	\$ 5,943,286
EXPENDITURES						
<u>GR Forward Projects:</u>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 45,000	\$ 2,050	\$ -	\$ -	\$ 2,013,000	\$ 158,238
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	150,000	-	-	-	2,340,000	1,458,299
Goal #3: Implement a 21st Century Mobility Strategy	40,000	-	-	-	2,100,000	259,549
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	25,000	16,366	-	-	150,000	1,892
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	1,131,000	687,296	-	-	1,425,000	311,394
Total GR Forward Projects	\$ 1,391,000	\$ 705,712	\$ -	\$ -	\$ 8,028,000	\$ 2,189,372
Administration	5,356	866	-	-	1,257,898	960,981
Debt Service for Bond Issues	-	-	7,649,200	607,100	416,257	387,183
Estimated Capture to be Returned	-	-	1,000,000	-	-	-
TOTAL EXPENDITURES	\$ 1,396,356	\$ 706,578	\$ 8,649,200	\$ 607,100	\$ 9,702,155	\$ 3,537,536
EXCESS / (DEFICIT)	\$ -	\$ (330,677)	\$ -	\$ 9,036,017	\$ -	\$ 2,405,750

Note 1: Budgeted and Actual captured tax increment revenues here are 90% of the Authority's legal capture authority, per the FY2019-2023 Priority Plan.

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STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY
Statement of FY2019 Project Expenditures
As of March 31, 2019

Project Name	FY2019 Project Budgets		Expenditures		Remaining FY2019 Budgets
	%	Amount	Month	Fiscal Year	
River Trail Improvements		\$ 100,000	\$ 8,189	\$ 53,953	\$ 46,047
Sheldon Blvd - Weston to Cherry Street		497,204	-	440,534	56,670
GRForward Goal # 1 - Bond Proceeds	5.96%	\$ 597,204	\$ 8,189	\$ 494,487	\$ 102,717
Arena South Implementation		50,000	-	10,500	39,500
Downtown Plan - Local Tax Increment Fund		325,000	1,267	71,822	253,178
Grand River Activation		400,000	-	-	400,000
Lyon Square Improvements		288,000	506	5,970	282,030
Parks Design		700,000	26,255	80,040	619,960
Pearl Street Gateway Enhancements		100,000	-	(10,094)	110,094
State Street & Bostwick Ave Reconstruction		150,000	-	-	150,000
GRForward Goal # 1 - Local Tax Increment	20.10%	\$ 2,013,000	\$ 28,028	\$ 158,238	\$ 1,854,762
Downtown Plan - Non-Tax Increment Fund		20,000	-	-	20,000
Downtown Speakers Series		10,000	75	1,675	8,325
Riverwalk Maintenance		15,000	-	375	14,625
GRForward Goal # 1 - Non-Tax Increment	0.45%	\$ 45,000	\$ 75	\$ 2,050	\$ 42,950
Affordable Housing Support		250,000	-	-	250,000
Development Project Guidance		90,000	2,266	4,598	85,402
Development Project Reimbursements		1,300,000	71,002	1,004,600	295,400
Downtown Census		15,000	-	-	15,000
Downtown Enhancement Grants		485,000	203,982	253,695	231,305
Weston Street - Sheldon to LaGrave Ave		200,000	11,742	195,406	4,594
GRForward Goal # 2 - Local Tax Increment	23.36%	\$ 2,340,000	\$ 288,992	\$ 1,458,299	\$ 881,701
Heartside Public Restroom Operations		150,000	-	-	150,000
GRForward Goal # 2 - Non-Tax Increment	1.50%	\$ 150,000	\$ -	\$ -	\$ 150,000
Accessibility and Mobility Repairs		100,000	1,000	1,000	99,000
Bicycle Friendly Improvements		250,000	-	56,822	193,178
DASH North Shuttle Services		100,000	24,999	66,664	33,336
Grandville Ave Area Improvements		50,000	-	-	50,000
Michigan / Ottawa Gateway		50,000	-	-	50,000
New Downtown Circulator Infrastructure		500,000	-	-	500,000
Public Realm Improvements		325,000	13,773	55,663	269,337
Streetscape Improv - CBD/Heartside/Arena S		650,000	423	36,072	613,928
Wayfinding System Improvements		75,000	7,885	43,328	31,672
GRForward Goal # 3 - Local Tax Increment	20.97%	\$ 2,100,000	\$ 48,080	\$ 259,549	\$ 1,840,451
Transportation Demand Mnmt Program		40,000	-	-	40,000
GRForward Goal # 3 - Non-Tax Increment	0.40%	\$ 40,000	\$ -	\$ -	\$ 40,000
Econ Devel - Minority/Women Business Enterprises		150,000	-	1,892	148,108
GRForward Goal # 4 - Local Tax Increment	1.50%	\$ 150,000	\$ -	\$ 1,892	\$ 148,108
Downtown Workforce Programs		25,000	2,500	16,366	8,634
GRForward Goal # 4 - Non-Tax Increment	0.25%	\$ 25,000	\$ 2,500	\$ 16,366	\$ 8,634
Downtown Marketing and Inclusion		400,000	25,020	156,114	243,886
Downtown Tree Plantings		150,000	-	76,894	73,106
Heartside Public Restroom Facilities Construction		150,000	-	-	150,000
Public Space Activation		-	-	408	(408)
Sheldon Blvd - Weston to Cherry Street		400,000	-	-	400,000
Snowmelt System Repairs / Investigation		50,000	1,818	12,806	37,194
State of Downtown Event & Annual Reports		25,000	-	3,887	21,113
Urban Recreation Improvements		250,000	40,629	47,743	202,257
Veterans Park Improvements		-	13,542	13,542	(13,542)
GRForward Goal # 5 - Local Tax Increment	14.23%	\$ 1,425,000	\$ 81,009	\$ 311,394	\$ 1,113,606
Bridge Lighting Operations		10,000	-	-	10,000
DGRI Event Production		325,000	80,248	218,805	106,195
Diversity / Inclusion Programming		45,000	13,656	41,156	3,844
Downtown Ambassadors		209,000	53,405	116,318	92,682
Educational Partnerships Initiatives		5,000	-	-	5,000
Experience - Miscellaneous		50,000	6,900	26,177	23,823
Holiday Décor Program		55,000	-	58,137	(3,137)
Major Event Sponsorship		70,000	15,000	32,632	37,368
Police Foot Patrols		35,000	-	-	35,000
Project and Fixed Asset Maintenance		25,000	287	5,120	19,880
Public Space Activation		65,000	1,320	63,229	1,771
Rosa Parks Circle Skating Operations		40,000	-	-	40,000
Special Events - Grants		25,000	10,179	24,594	406
Special Events - Office of		50,000	25,000	25,000	25,000
Special Events - Training Program		5,000	1,500	3,000	2,000
Stakeholder Engagement Programs		35,000	3,827	15,855	19,145
Ticketed Events - Police Services		80,000	13,411	57,273	22,727
Winter Avenue Building Lease		2,000	-	-	2,000
GRForward Goal # 5 - Non-Tax Increment	11.29%	\$ 1,131,000	\$ 224,733	\$ 687,296	\$ 443,704
TOTAL	100.00%	\$ 10,016,204	\$ 681,606	\$ 3,389,571	\$ 6,626,633

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of FY2019 Expenditures
February and March, 2019

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Local	1/30/2019	Arath III	Downtown Enhancement Grants	Keeler Bldg - 56 N. Division reimb 01/30/2018	\$ 200,000.00
Local	3/1/2019	Paychex	Administration	DDA Payroll Wages, 401, Taxes - February 2019	73,989.03
Local	3/31/2019	Paychex	Administration	DDA Payroll Wages, 401, Taxes - March 2019	71,022.73
Local	2/28/2019	City Treasurer - Budget Office	Administration	Correct FY19 prmts #1-8 A-87 allocations rev/exp codes	65,840.00
Local	2/6/2019	Wyoming Excavators Inc	Urban Recreation Improvements	6th Str Bridge Park / Canal Park - exercise equipment	39,329.08
Local	2/5/2019	City Treasurer - Human Resources	Administration	Annual DDA Staff Legacy Cost Payment # 5 of 5	37,863.00
Non-Tax	3/12/2019	Ice sculptures, Ltd.	DGRI Event Production	Valent-Ice World of Winter Ice Sculptures 2019	29,530.00
Non-Tax	2/12/2019	Mydatt Svc Inc / Block by Block	Downtown Ambassadors	Downtown Ambassadors 1/2019	26,385.55
Non-Tax	3/12/2019	Mydatt Svcs Inc dba Block by Block	Downtown Ambassadors	Downtown Ambassadors 02/2019	26,385.55
Non-Tax	2/5/2019	City Treasurer - Office of Special Events	Special Events - Office of	Office of Special Events Support - Payment 1 of 2	25,000.00
Local	3/20/2019	HP3 LLC	Development Project Reimbursements	Developer Reimbursement FY19 Winter	23,076.28
Non-Tax	3/20/2019	Gilda's Club of Grand Rapids	Major Event Sponsorship	LaughFest 2019 Sponsorship	15,000.00
Local	2/12/2019	MKSK Inc	Public Realm Improvements	Concept Design: Van Andel Arena plaza	13,000.00
Local	3/20/2019	Mercantile Bank of Michigan	Development Project Reimbursements	Developer Reimbursement FY19 Winter	11,834.96
Local	2/6/2019	Progressive Architecture	Parks Design	18028-Calder Plaza Redesign (#00171260) DDA share	9,712.72
Local	2/13/2019	Katerberg Verhage	Veterans Park Improvements	14084 - Katerberg-Verhage-1408407F) DDA share	8,972.02
Non-Tax	2/5/2019	City Treasurer - Police Dept	Ticketed Events - Police Services	SHARE GRPD OVERTIME COSTS Van Andel 12/2018	8,934.42
Local	3/24/2019	State of Michigan	Weston Street - Sheldon to LaGrave Ave	14056-Weston, Shel/LaGrave (#MDOT03041914056)	8,560.90
Local	3/6/2019	City Treasurer - MobileGR/Parking Svcs	DASH North Shuttle Services	February 2019 DDA share of DASH North Lease	8,333.00
Local	3/6/2019	City Treasurer - MobileGR/Parking Svcs	DASH North Shuttle Services	January 2019 DDA share of DASH North Lease	8,333.00
Local	3/15/2019	City Treasurer - MobileGR/Parking Svcs	DASH North Shuttle Services	March 2019 DDA share of DASH North Lease	8,333.00
Local	2/1/2019	City Treasurer - Budget Office	Administration	Support services allocation - February, 2019	8,230.00
Local	3/5/2019	City Treasurer - Budget Office	Administration	Support services allocation - March, 2019	8,230.00
Bonds	2/21/2019	Wyoming Excavators Inc	River Trail Improvements	16046-Floodwalls Embank Contract 3 (#1604618) DDA	8,188.94
Local	3/12/2019	Fifth Third Bank P-Card - 02/2019	Administration	Toronto staff travel/training & memberships 02/2019	7,901.25
Local	3/20/2019	55 Ionia Partners LLC	Development Project Reimbursements	Developer Reimbursement FY19 Winter	7,887.28
Local	3/17/2019	Valley City Sign Co	Wayfinding System Improvements	14025-Signage System (#1402528)-DDA share	6,792.00
Local	2/26/2019	Plante & Moran, PLLC	Administration	2018 Financial Statement Audit	6,155.00
Local	3/20/2019	Waters Building LLC	Development Project Reimbursements	Developer Reimbursement FY19 Winter	6,144.07
Non-Tax	3/26/2019	LiveSpace, LLC	DGRI Event Production	Audio/Visual services World of Winter 2019	5,791.28
Local	3/12/2019	Federal Square Bldg Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 03/2019	5,728.56
Local	2/12/2019	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 02/2019	5,728.56
Local	3/17/2019	Progressive Architecture	Parks Design	18028-Calder Plaza Redesign (#00171498)	5,651.08
Local	3/20/2019	Venue Tower, LLC	Development Project Reimbursements	Developer Reimbursement FY19 Winter	5,171.33
Local	3/24/2019	Site Design Solutions, LLC	Parks Design	19025-Ah-Nab-Awen Park Improve (#1902-1)	5,149.15
Non-Tax	3/20/2019	West Michigan Hispanic Chamber	Diversity / Inclusion Programming	Awards Gala - Latinx Business Sponsor 2019	5,000.00
Local	3/20/2019	38 Commerce LLC	Development Project Reimbursements	Developer Reimbursement FY19 Winter	4,996.77
Local	3/13/2019	Dickinson Wright PLLC	Administration	Block by Block Contract 01/2019	4,782.00
Local	2/13/2019	SKO Design Group	Veterans Park Improvements	14084 - SKO-01028752019) DDA share	4,569.75
Local	2/21/2019	McAlvey Merchant & Associates	Administration	Governmental Consulting January 2019	4,500.00
Local	3/12/2019	McAlvey Merchant & Associates	Administration	Governmental Consulting February 2019	4,500.00
Non-Tax	2/5/2019	City Treasurer - Police Dept	Ticketed Events - Police Services	SHARE GRPD OVERTIME COSTS for DeVos 12/2018	4,476.63
Local	2/12/2019	HR Collaborative LLC	Administration	HR Consultant 12/31/2018	4,353.47
Local	3/26/2019	GRCAC dba Community Media Center	Administration	Video Stream equipment for board meetings	4,236.93
Non-Tax	2/26/2019	Castle Party Rentals LLC	DGRI Event Production	Rental Supplies for World of Winter 2019	4,152.50
Local	3/17/2019	Progressive Architecture	Parks Design	18028-Calder Plaza Redesign (#00171784)	4,077.86
Local	3/13/2019	Daniel Quinn Mathews	Downtown Marketing & Inclusion	Broadcast & Music services calendar year 2019	4,000.00
Local	3/12/2019	GRCAC dba Community Media Center	Downtown Marketing & Inclusion	Radio Advertising: GR Live (sponsorship) Feb 2019	3,500.00
Non-Tax	2/12/2019	Paracom LLC	Experience - Miscellaneous	Colliers Real Estate Event bronze sponsor 1/10/2019	3,500.00
Non-Tax	3/20/2019	West Michigan Hockey Inc	Special Events - Grants	Great Skate Winterfest Sponsorship 2019	3,500.00
Local	3/13/2019	Dickinson Wright PLLC	Administration	Legal: Misc. Matters 12/2018	3,476.00
Non-Tax	2/21/2019	Swift Printing & Communications	DGRI Event Production	Marketing sups: World Of Winter 2019	3,326.78
Local	3/24/2019	Moore & Bruggink Inc	Weston Street - Sheldon to LaGrave Ave	14056-Weston, Sheldon/LaGrave (#170209.2-6)	3,181.52
Local	3/20/2019	20 Monroe Bldg Comp Ltd Partnership	Development Project Reimbursements	Developer Reimbursement FY19 Winter	3,148.18
Local	2/4/2019	Erika Townsley	Downtown Marketing & Inclusion	Photography Services at various locations 1/17/2019	3,000.00
Local	2/12/2019	Erika Townsley	Downtown Marketing & Inclusion	Photography: WoW and other images and editing	3,000.00
Local	3/12/2019	Erika Townsley	Downtown Marketing & Inclusion	Photography Services at various locations 2/2019	3,000.00
Local	2/21/2019	Selective Ins Company of America	Administration	General Liability Insurance for DDA 2019	2,770.07
Local	3/20/2019	Two West Fulton LLC	Development Project Reimbursements	Developer Reimbursement FY19 Winter	2,755.60
Non-Tax	3/20/2019	Grand Rapids Event Mgmt LLC	DGRI Event Production	2019 Valent-Ice/WOW Final Payment	2,512.65
Local	2/28/2019	Dickinson Wright PLLC	Downtown Enhancement Grants	Legal Svcs: Agreement Embassy Suites 12/2018	2,508.00
Non-Tax	2/12/2019	Friends of Grand Rapids Parks	Diversity / Inclusion Programming	Movies in the Neighborhood Park Event 2019	2,500.00
Non-Tax	3/20/2019	GR Public Library Foundation	Special Events - Grants	Special Event Grant: Taste of Soul Sunday 2019	2,500.00
Non-Tax	2/21/2019	GR Student Advancement Fndtn	Diversity / Inclusion Programming	Special Event Sponsorship: 2018 GR Turkey Trot	2,500.00
Non-Tax	2/13/2019	Great Lakes Sport & Social Club	DGRI Event Production	Hungry Hippo Tournament planning services 2019	2,500.00
Non-Tax	3/20/2019	Michigan State University	Diversity / Inclusion Programming	Reach Out to Youth sponsorship- 2019	2,500.00
Non-Tax	2/26/2019	New Holland Brewing Comp LLC	Stakeholder Engagement Programs	Deposit - Downtown Resident Network event 4/10/19	2,500.00
Non-Tax	3/26/2019	TS Startups, LLC	Downtown Workforce Programs	Sponsorship: Dntn GR Startup Weekend 2019	2,500.00
Non-Tax	3/26/2019	West Bend Mutual Ins Company	DGRI Event Production	Relax @ Rosa Event Policy 5/02/19 to 9/20/19	2,498.00
Non-Tax	3/7/2019	Baker Tent Rental	DGRI Event Production	Event Supplies: World of Winter 02/2019	2,394.25
Non-Tax	3/20/2019	Chinese Assoc of West Michigan	Special Events - Grants	2019 Lunar Festival Sponsorship	2,344.20

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2019
February and March, 2019

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
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Local	3/23/2019	City of Grand Rapids	Administration	Staff services - payroll period ended 03/23/2019	\$ 2,310.21
Local	3/9/2019	City of Grand Rapids	Administration	Staff services - payroll period ended 03/09/2019	2,122.85
Non-Tax	3/13/2019	Dickinson Wright PLLC	DGRI Event Production	Food Truck Ordinance 12/2018	2,112.00
Non-Tax	3/20/2019	Literacy Center of W Michigan	Experience - Miscellaneous	Special Event Sponsorship: Spellebration 2019	2,000.00
Local	2/9/2019	City of Grand Rapids	Administration	Staff services - payroll period ended 02/09/2019	1,956.22
Non-Tax	2/25/2019	Creative Studio Promotions	DGRI Event Production	Event supplies: DGRI Events WoW 02/2019	1,941.25
Non-Tax	3/26/2019	Grand Rapids Running Tours	Special Events - Grants	Chilly Challenge Walking Tours Sponsorship 02/2019	1,835.00
Non-Tax	2/21/2019	Mamalayla, LLC	DGRI Event Production	Equipment Rental for World of Winter	1,833.40
Local	3/20/2019	35 Oakes Associates, L.L.C.	Development Project Reimbursements	Developer Reimbursement FY19 Winter	1,791.31
Local	2/10/2019	Dickinson Wright PLLC	Administration	Legal Svcs: Misc. matters 11/2018	1,716.00
Non-Tax	2/25/2019	T Shirt Wonders	DGRI Event Production	Event Supplies: Human Hungry Hippos Tshirts 2019	1,657.00
Local	3/20/2019	DBD Properties, LLC	Development Project Reimbursements	Developer Reimbursement FY19 Winter	1,626.57
Non-Tax	3/12/2019	Grand Rapids Event Mmnt LLC	Special Events - Training Program	Event Management Program Jan 2019 session	1,500.00
Local	2/12/2019	Joshua Tyron	Downtown Marketing & Inclusion	Monroe Ave NW mural project pics 10/18	1,500.00
Non-Tax	2/13/2019	West Bend Mutual Ins Company	DGRI Event Production	World of Winter General Liability Policy 2/19	1,467.00
Local	2/10/2019	Dickinson Wright PLLC	Development Project Guidance	Legal Svcs: 10 Ionia NW project 11/2018	1,430.00
Local	3/7/2019	Hub International Midwest Ltd	Administration	Directors and Officers Policy 11/2018-11/2019	1,351.77
Non-Tax	3/12/2019	Promotional Impact	DGRI Event Production	Event Supplies: banner cube bean chairs 02/2019	1,351.25
Non-Tax	3/7/2019	Swift Printing & Communications	DGRI Event Production	World of Winter Map/Guides 02/2019	1,350.00
Local	2/26/2019	Blue Cross Blue Shield of Mich	Administration	Dental Insurance Premium 03/01/19-03/31/19	1,334.36
Local	3/20/2019	Ohana Depot Inc	Urban Recreation Improvements	Calder Plaza Replacement Cushions 03/19	1,300.00
Local	2/13/2019	Fifth Third Bank P-Card - 01/2019	Downtown Marketing & Inclusion	Social Media Marketing, Advertising and Website	1,288.77
Local	3/13/2019	Dickinson Wright PLLC	Downtown Enhancement Grants	Division & Weston 01/2019	1,254.00
Local	3/20/2019	Josh Leffingwell, LLC	Downtown Marketing & Inclusion	Research - backend & planning phase 1 03/2019	1,250.00
Non-Tax	3/12/2019	Fifth Third Bank P-Card - 02/2019	DGRI Event Production	Supplies for World of Winter	1,160.46
Local	2/11/2019	Nexstar Broadcasting, Inc.	Downtown Marketing & Inclusion	Local Airtime Advertising for WoW 2019	1,050.00
Local	2/12/2019	City Treasurer - Risk Management	Administration	General insurance - December 2018	1,037.00
Local	2/12/2019	City Treasurer - Risk Management	Administration	General insurance - January 2019	1,037.00
Local	2/12/2019	City Treasurer - Risk Management	Administration	General insurance - February 2019	1,037.00
Local	3/7/2019	Swift Printing & Communications	Downtown Plan	Marketing materials: GR Forward Palm Card 2/2019	1,017.03
Local	3/12/2019	Disability Advocates of Kent County	Accessibility and Mobility	Absolutely Accessible Kent table sponsorship 2019	1,000.00
Non-Tax	2/25/2019	Grand Rapids Running Tours	DGRI Event Production	World of Winter Walking Tours 02/2019	1,000.00
Non-Tax	3/26/2019	Grand Rapids Swing Dance Inc	DGRI Event Production	Mardi Gras Jazz Parade 2019 Event Sponsorship	1,000.00
Non-Tax	2/21/2019	Swift Printing & Communications	DGRI Event Production	Marketing sups: World Of Winter 2019	968.00
Local	3/12/2019	HR Collaborative LLC	Administration	HR Consultant 2/2019	967.11
Local	3/20/2019	CWD Urban Fund LLC	Development Project Reimbursements	Developer Reimbursement FY19 Winter	935.74
Local	2/21/2019	TGG, Inc.	Administration	Life & S/T & L/T disability insurance - 03/01/19-03/30/19	922.39
Local	3/21/2019	TGG, Inc.	Administration	Life & S/T & L/T disability insurance - 04/2019	922.39
Non-Tax	3/12/2019	Kyle DeGroff	DGRI Event Production	World Of Winter: Silent Disco Live Painting 2019	900.00
Non-Tax	2/10/2019	Dickinson Wright PLLC	DGRI Event Production	Legal Svcs: food truck ordinance 11/2018	880.00
Local	2/23/2019	City of Grand Rapids	Administration	Staff services - payroll period ended 02/23/2019	857.01
Local	2/13/2019	River Restoration Org LLC	Parks Design	16077-Lyon Square Improve (River-1350) DDA share	827.50
Non-Tax	2/4/2019	Alpine Rent-All & Sales	DGRI Event Production	Outdoor Furniture Rental World of Winter Event 02/19	820.00
Non-Tax	2/25/2019	Adrian Butler	DGRI Event Production	DJ Services: WoW Silent Disco 2/2019	800.00
Non-Tax	3/26/2019	GRKC Convention & Visitors Bureau	Experience - Miscellaneous	Toast of the Town 2019 Sponsorship	800.00
Local	2/4/2019	The KR Group, Inc.	Administration	IT services 02/2019	791.90
Local	2/25/2019	The KR Group, Inc.	Administration	IT services 12/2018	791.90
Local	3/26/2019	The KR Group, Inc.	Administration	IT services 04/2019	791.90
Local	3/20/2019	Harris Lofts LLC	Development Project Reimbursements	Developer Reimbursement FY19 Winter	789.69
Local	2/13/2019	Fifth Third Bank P-Card - 01/2019	Administration	Office Supplies 01/2019	784.24
Local	2/12/2019	Revue Holding 1	Downtown Marketing & Inclusion	Advertising: DGRI Events 02/2019	772.00
Local	2/25/2019	Geotech Inc	Snowmelt System Repairs / Investigation	Snowmelt System O&M 01/2019	764.71
Non-Tax	3/4/2019	Jra managment	Stakeholder Engagement Programs	Dntn Neigh Ntwk Holiday Happy Hour 12/01/18	757.81
Local	3/21/2019	Perrigo Printing Inc	Downtown Marketing & Inclusion	Marketing Materials: GR Forward Palm Cards	735.00
Local	3/26/2019	Geotech Inc	Snowmelt System Repairs / Investigation	Snowmelt System O&M 02/2019	716.22
Local	2/6/2019	William & Works Inc	Wayfinding System Improvements	14025 - W&W-87000 DDA share	670.76
Local	2/4/2019	The KR Group, Inc.	Administration	Lenovo ThinkPad for conference room/presentation use	642.25
Non-Tax	3/7/2019	Andrea Wallace	DGRI Event Production	Music performance- World of Winter 2/2019	600.00
Non-Tax	3/21/2019	Grand Rapids Downtown Market	Experience - Miscellaneous	Culinary Convs sponsorship - Tunde Wey Event 2019	600.00
Non-Tax	3/7/2019	Nicholas J Rowland	DGRI Event Production	Performance - Silent Disco World of Winter 2/15/19	600.00
Non-Tax	2/13/2019	Fifth Third Bank P-Card - 01/2019	DGRI Event Production	Supplies for World of Winter 2019	545.78
Local	2/28/2019	City Treasurer - MobileGR/Parking Svcs	Administration	FEBRUARY 2019 CITY VALIDATION	545.50
Local	3/26/2019	Bazen Electric	Public Realm Improvements	Lighting repairs at North Monroe lot 2/14/19	530.88
Non-Tax	2/13/2019	Fifth Third Bank P-Card - 01/2019	DGRI Event Production	Rental Storage for DGRI Events	519.85
Non-Tax	2/13/2019	Fifth Third Bank P-Card - 02/2019	DGRI Event Production	Storage Rooms for Special Events	519.85
Non-Tax	3/12/2019	Fifth Third Bank P-Card - 02/2019	DGRI Event Production	Volunteer food; rental car gas - WOW program 02/19	518.37
Non-Tax	2/12/2019	Baker Tent Rental	DGRI Event Production	Event Supplies: World of Winter 02/2019	506.00
Local	2/13/2019	River Restoration Org LLC	Parks Design	16077-Lyon Square Improve (River-1326) DDA share	506.00
Non-Tax	2/12/2019	Genesis Percussion	DGRI Event Production	Music @ Ford Museum tree lighting ceremony 12/18	500.00
Local	3/20/2019	Stephanie Wong	Administration	Prof. Dev. CNU Conference travel reimb	491.50

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2019
February and March, 2019

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
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Local	3/20/2019	100 Commerce Development LLC	Development Project Reimbursements	Developer Reimbursement FY19 Winter	\$ 484.59
Local	2/12/2019	La Mejor GR LLC	Downtown Marketing & Inclusion	Spanish Radio Advertising: World of Winter Feb 2019	484.00
Local	2/13/2019	Fifth Third Bank P-Card - 01/2019	Administration	Staff Training and Award Application 01/2019	482.77
Local	2/21/2019	The KR Group, Inc.	Administration	IT services- System Engineer 1/22/2019	481.08
Local	3/12/2019	Federal Square Bldg Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezz Office 03/2019	475.14
Local	2/12/2019	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezz Office 02/2019	475.14
Local	2/20/2019	Professional Maint of Michigan Inc.	Administration	Janitorial services 01/2019	471.18
Non-Tax	2/12/2019	West Bend Mutual Ins Company	DGRI Event Production	World of Winter Liquor Liability Policy 2/19	460.00
Non-Tax	2/20/2019	City Treasurer - Office of Special Events	Diversity / Inclusion Programming	GR LUNAR NEW YEAR CELEBRATION 2/2/19	450.00
Local	3/12/2019	Fifth Third Bank P-Card - 02/2019	Downtown Marketing & Inclusion	Advertising and Social Media	442.57
Local	3/3/2019	Fishbeck, Thompson, Carr & Huber, Inc.	Streetscape Improv-CBD/Heartside/Arena S	16065-Newberry, Monroe to Division (#379822)	422.50
Local	3/24/2019	Professional Maint of Michigan Inc.	Administration	Janitorial services 02/2019	411.79
Local	2/12/2019	The KR Group, Inc.	Administration	IT services- System Engineer 1/31/2019	400.90
Local	2/10/2019	Dickinson Wright PLLC	Lyon Square Improvements	Legal Svcs: Lyon Square park financing 11/2018	396.00
Non-Tax	2/21/2019	Swift Printing & Communications	DGRI Event Production	Marketing sups: World Of Winter Map/Guides	395.30
Non-Tax	2/13/2019	Fifth Third Bank P-Card - 01/2019	Public Space Activation	Ice rink/winter activation supplies 01/2019	392.07
Non-Tax	3/26/2019	Swift Printing & Communications	Stakeholder Engagement Programs	Marketing - DNN event: Mix, Mingle, Share 2019	373.29
Local	2/12/2019	Z2 Systems Inc	Downtown Marketing & Inclusion	NeonCRM Monthly cloud-based software 01/2019	350.00
Local	3/12/2019	Z2 Systems Inc	Downtown Marketing & Inclusion	NeonCRM Monthly cloud-based software 02/2019	350.00
Local	2/12/2019	GreatAmerica Financial Svcs Corp	Administration	Copier Lease 2/10/2019	349.95
Local	2/25/2019	Geotech Inc	Snowmelt System Repairs / Investigation	60 Monroe Leak 7/2018	337.45
Local	2/13/2019	River Restoration Org LLC	Parks Design	16077-Lyon Square Improve (River-1405) DDA share	331.00
Non-Tax	2/12/2019	Perrigo Printing Inc	DGRI Event Production	Posters for World of Winter 2019	325.00
Non-Tax	3/7/2019	Kerkstra Portable Restroom Svc Inc	DGRI Event Production	Portable Restrooms World of Winter 2/15/19	320.00
Non-Tax	3/12/2019	Fifth Third Bank P-Card - 02/2019	DGRI Event Production	Equipment Rental for World of Winter 02/19	314.53
Local	3/20/2019	Owen-Ames-Kimball Co	Development Project Reimbursements	Developer Reimbursement FY19 Winter	308.80
Local	2/26/2019	GreatAmerica Financial Svcs Corp	Administration	Copier Lease 02/2019	307.66
Non-Tax	3/17/2019	Elliot Chantry	Public Space Activation	Painted Chair World of Winter 2019	300.00
Non-Tax	3/12/2019	Kerkstra Waste Recovery/Env Svcs	DGRI Event Production	Clean up for World of Winter 2019	300.00
Non-Tax	3/20/2019	Michael Mossner	Public Space Activation	Artwork services: Ski Chair World of Winter 3/19	300.00
Non-Tax	2/13/2019	City Treasurer - Water Dept	Project and Fixed Asset Maintenance	Irrigation - Wealthy St, SE roundabout semi-annual pmt	286.80
Non-Tax	3/20/2019	Creative Studio Promotions	DGRI Event Production	DGRI Knit Caps for WOW 2/2019	272.86
Non-Tax	2/26/2019	City Treasurer - Office of Special Events	Diversity / Inclusion Programming	GR LUNAR NEW YEAR CELEBRATION 2/2/19	259.80
Non-Tax	2/20/2019	City Treasurer - Office of Special Events	Diversity / Inclusion Programming	GR LUNAR NEW YEAR CELEBRATION 2/2/19	259.00
Local	3/12/2019	Fifth Third Bank P-Card - 02/2019	Administration	Bike Repair services for office bike table	257.57
Local	2/21/2019	Breck Graphics Inc	Administration	Staff Business Cards 01/2019	257.50
Non-Tax	2/13/2019	Fifth Third Bank P-Card - 01/2019	Downtown Ambassadors	Dog waste bags - 01/2019	257.09
Local	3/26/2019	GRCAC dba Community Media Center	Downtown Plan	Video Stream: Bronx River Presentation 11/28/18	250.00
Non-Tax	2/12/2019	Hannah Renee Berry	Public Space Activation	Artwork services: Chair for skating rink 1/30/2019	250.00
Local	2/6/2019	U.S. Bank Corporate Trust N.A.	DDA 1994 Bonds - Van Andel Arena	Paying agent fee	250.00
Local	3/1/2019	Paychex	Administration	DDA Payroll Paychex Fee - February 2019	249.60
Local	2/21/2019	TDS Metrocom, LLC	Administration	Phone Service 2/2019	249.04
Local	3/21/2019	TDS Metrocom, LLC	Administration	Phone Service 3/2019	249.04
Non-Tax	2/21/2019	Swift Printing & Communications	DGRI Event Production	Marketing sups: World Of Winter A frame Gazebo sign	248.00
Local	3/12/2019	Comcast	Administration	Internet at 29 Pearl St NW 12/18 & 3/19	246.83
Local	2/12/2019	Bazen Electric	Public Realm Improvements	Lighting repairs at Movies on Monroe 12/11/2018	242.70
Local	2/28/2019	Dickinson Wright PLLC	Development Project Guidance	Legal Svcs: Louis St vacation for 10 Ionia proj 12/18	242.00
Local	3/1/2019	Paychex	Administration	DDA Payroll HRS fees - February 2019	239.34
Local	3/31/2019	Paychex	Administration	DDA Payroll HRS fees - March 2019	239.34
Local	3/31/2019	Paychex	Administration	DDA Payroll Paychex Fee - March 2019	238.60
Local	2/13/2019	Fifth Third Bank P-Card - 01/2019	Administration	Staff Annual Trip to the Griffins Game 01/2019	232.00
Local	3/21/2019	Federal Square Bldg Co. #1, LLC	Administration	Utility Service: Electricity 02/2019-03/2019	230.13
Non-Tax	2/21/2019	Kerkstra Portable Restroom Svc Inc	DGRI Event Production	Event Supplies: Portable Restrooms Monroe Lot	230.00
Local	3/20/2019	Cellco Partnership dba Verizon	Administration	Cell Phone Service 02/2019	223.24
Local	2/10/2019	Dickinson Wright PLLC	Development Project Guidance	Legal Svcs: Areas 4/5 project 11/2018	220.00
Local	3/13/2019	Dickinson Wright PLLC	Downtown Enhancement Grants	Embassy Suites Hotel DEG 01/2019	220.00
Non-Tax	2/27/2019	City Treasurer - Office of Special Events	DGRI Event Production	World of Winter Supplies 2/13/19-2/17/19	214.50
Local	2/12/2019	The KR Group, Inc.	Administration	IT services: 1/2019	210.86
Local	3/6/2019	The KR Group, Inc.	Administration	IT services: 02/2019	210.86
Local	2/25/2019	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electricity 01/08/19 to 02/08/19	204.08
Non-Tax	2/4/2019	Swift Printing & Communications	DGRI Event Production	World of Winter poster print 01/19	189.67
Non-Tax	2/20/2019	City Treasurer - Office of Special Events	Diversity / Inclusion Programming	GR LUNAR NEW YEAR CELEBRATION 2/2/19	187.00
Local	2/21/2019	Cellco Partnership dba Verizon	Administration	Cell Phone Service 01/19-02/19	184.42
Local	2/12/2019	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 01/2019	183.72
Local	3/12/2019	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 02/2019	183.72
Local	3/21/2019	Swift Printing & Communications	Downtown Marketing & Inclusion	GR Forward info signage	178.00
Local	3/13/2019	Dickinson Wright PLLC	Development Project Guidance	Area 4/5 Development 01/2019	176.00
Non-Tax	2/13/2019	Fifth Third Bank P-Card - 01/2019	Stakeholder Engagement Programs	Lunch for Downtown Neighbor Network	170.82
Local	2/28/2019	Kimberly Van Driel	Administration	Prof Dev - Toronto exp reimb 02/2019	165.01
Non-Tax	2/25/2019	Dayna Walton	DGRI Event Production	World of Winter Paint the Park supplies/svcs 2019	164.21

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2019
February and March, 2019

Page 4

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	3/7/2019	PCS Gophers Ltd	Administration	Courier services - December 2018	\$ 161.05
Local	3/7/2019	PCS Gophers Ltd	Administration	Courier services - January 2019	161.05
Local	3/7/2019	PCS Gophers Ltd	Administration	Courier services - February 2019	161.05
Local	3/17/2019	Williams & Works Inc	Wayfinding System Improvements	14025-Signage System (#87201)-DDA share	153.32
Non-Tax	2/25/2019	Kaitlyn Zittel	DGRI Event Production	World of Winter performance 02/2109	150.00
Local	3/12/2019	Fifth Third Bank P-Card - 02/2019	Administration	Office sup; bike repairs; Lobby Bike Project Table	145.12
Local	2/28/2019	Mark Miller	Administration	Prof Dev - Toronto exp reimb 02/2019	143.60
Local	3/7/2019	County of Kent	KCDC Series 2008 Floodwalls	Share of annual trust fees for FY2015 & earlier	137.50
Local	2/6/2019	Valley City Sign Co	Wayfinding System Improvements	14025 - Valley-1402529 DDA share	135.00
Local	3/7/2019	Williams & Works Inc	Wayfinding System Improvements	14025-Signage System (#87175)-DDA share	134.15
Local	2/28/2019	Dickinson Wright PLLC	Development Project Guidance	Legal Svcs: 10 Ionia NW 12/2018	132.00
Local	3/13/2019	Dickinson Wright PLLC	Administration	Formation of DGR 01/2019	132.00
Non-Tax	2/27/2019	City Treasurer - Office of Special Events	DGRI Event Production	World of Winter Special Event Aide 2/13/19-2/17/19	129.90
Local	2/12/2019	Comcast	Administration	Internet at 29 Pearl St NW 2/07/2019-3/6/2019	128.17
Local	2/12/2019	HR Collaborative LLC	Administration	HR Consultant 01/31/2019	126.70
Local	3/12/2019	Fifth Third Bank P-Card - 02/2019	Administration	Amazon Prime Membership	126.14
Local	2/4/2019	Swift Printing & Communications	Downtown Marketing & Inclusion	Pop Up Ice Rink Signage 01/19	119.00
Local	3/13/2019	Dickinson Wright PLLC	Lyon Square Improvements	Lyon Square Project 01/2019	110.00
Local	2/13/2019	Fifth Third Bank P-Card - 01/2019	Administration	Small Business Association annual membership 01/2019	109.00
Local	3/26/2019	Madcap Coffee Company	Administration	Meeting Supplies 03/19	92.82
Local	2/25/2019	Madcap Coffee Company	Administration	Meeting Supplies 2/2019	87.03
Non-Tax	2/28/2019	Consumers Energy 1	Downtown Ambassadors	351 Winter Ave NW - 02/2019 DDA's share	81.27
Non-Tax	3/12/2019	Fifth Third Bank P-Card - 02/2019	Public Space Activation	Supplies for Silent Disco	77.91
Local	3/7/2019	Samantha Suarez	Administration	Toronto prof dev - reimbursement 02/27/2019	75.88
Local	3/7/2019	Shelby Verstrate	Administration	Toronto prof dev - reimbursement 02/27/2019	75.42
Local	2/4/2019	Professional Maint of Michigan Inc.	Administration	Janitorial services 12/2018 Front Glass Cleaning	75.23
Non-Tax	3/17/2019	Hispanic Center of West Mich	DGRI Event Production	Silent Disco Bond & License fee Wld of Winter 2019	75.00
Non-Tax	2/25/2019	LINC Community Revitalization Inc	Downtown Speakers Series	Bronx River presentation at LINC Up 11/28/18	75.00
Non-Tax	3/25/2019	DTE Energy	Downtown Ambassadors	351 Winter Ave NW - 02/2019 DDA's share	71.18
Local	2/28/2019	Flor Valera	Administration	Prof Dev - Toronto exp reimb 02/2019	66.75
Non-Tax	2/22/2019	DTE Energy	Downtown Ambassadors	351 Winter Ave NW - 01/2019 DDA's share	66.40
Local	3/13/2019	Dickinson Wright PLLC	Development Project Guidance	10 Ionia Project 01/2019	66.00
Non-Tax	2/8/2019	Consumers Energy 1	Downtown Ambassadors	351 Winter Ave NW - 01/2019 DDA's share	61.58
Local	2/12/2019	Revue Holding 1	Administration	One year Subscription to MiBiz 2019	59.00
Local	2/4/2019	Gordon Water Systems	Administration	Water Cooler Lease 01-19	56.19
Local	3/21/2019	68 Commerce, LLC	Development Project Reimbursements	Developer Reimbursement FY19 Winter	50.77
Non-Tax	2/25/2019	Emily C Macdonald	DGRI Event Production	Paint the Park Facilitator WOW 2019	50.00
Non-Tax	3/13/2019	Hannah Hartger	DGRI Event Production	Music @ Silent Disco World of Winter 2019	50.00
Local	3/7/2019	Amanda Sloan	Administration	Toronto prof dev & office supplies 02/27/19	49.74
Local	2/25/2019	Gordon Water Systems	Administration	Water Cooler Lease 02-19	49.49
Local	2/12/2019	Staples Contract & Commercial Inc.	Administration	Office supplies 01/7/2019-01/30/2019	49.40
Non-Tax	3/18/2019	City Treasurer - MobileGR/Parking Svcs	Downtown Ambassadors	MARCH 2019 MONTHLY PARKING	48.00
Non-Tax	2/20/2019	City Treasurer - MobileGR/Parking Svcs	Downtown Ambassadors	FEBRUARY 2019 MONTHLY PARKING	48.00
Local	2/28/2019	Max Vanderforest	Administration	Prof Dev - Toronto exp reimb 02/2019	47.99
Local	3/12/2019	Staples Contract & Commercial Inc.	Administration	Office supplies 02/14/2019	47.97
Local	2/28/2019	Yiovanny Cornejo	Administration	Prof Dev - Toronto exp reimb 02/2019	46.80
Local	3/26/2019	Gordon Water Systems	Administration	Water Cooler Lease 03-19	46.37
Local	2/12/2019	Staples Contract & Commercial Inc.	Administration	Office supplies 01/7/2019-01/30/2019	46.30
Non-Tax	3/12/2019	Fifth Third Bank P-Card - 02/2019	DGRI Event Production	EMP Certificates Mailings Special Events	44.20
Non-Tax	3/13/2019	Dickinson Wright PLLC	DGRI Event Production	Food Truck Ordinance 01/2019	44.00
Local	2/12/2019	Staples Contract & Commercial Inc.	Administration	Office supplies 01/7/2019-01/30/2019	43.49
Local	2/28/2019	Megan Catcho	Administration	Prof. Dev. Toronto Travel Exp. 02/2019	41.47
Local	3/24/2019	County of Kent	KCDC Series 2008 Floodwalls	Share of annual paying agent fee	37.50
Local	3/20/2019	Model Coverall Services Inc	Administration	Floor Mat Rental 3/11/2019	36.57
Local	3/26/2019	Model Coverall Service Inc	Administration	Floor Mat Rental 09/17/2018	35.45
Local	2/12/2019	Staples Contract & Commercial Inc.	Administration	Office supplies 01/7/2019-01/30/2019	34.32
Local	2/21/2019	Model Coverall Service Inc	Administration	Floor Mat Rental 02/11/2019	34.28
Local	3/26/2019	Model Coverall Service Inc	Administration	Floor Mat Rental 01/14/2019	34.28
Non-Tax	3/12/2019	Fifth Third Bank P-Card - 02/2019	Administration	Staff annual review lunch meeting 02/19	32.50
Local	2/28/2019	Kyama Kitavi	Administration	Prof Dev - Toronto exp reimb 02/2019	29.87
Non-Tax	3/12/2019	Fifth Third Bank P-Card - 02/2019	Stakeholder Engagement Programs	West Grand Neighborhood Org. Membership fee	25.00
Local	3/12/2019	Staples Contract & Commercial Inc.	Administration	Office supplies 02/13/2019	23.75
Local	3/12/2019	Staples Contract & Commercial Inc.	Administration	Office supplies 02/13/2019	22.40
Local	2/4/2019	Fusion IT LLC	Administration	Domain Name Hosting 2019-2020	19.80
Local	3/7/2019	Amanda Sloan	Administration	Reimbursement for Office Supplies 12/18-2/19	19.20
Local	2/28/2019	Stephanie Wong	Administration	Prof. Dev. Toronto Travel Exp. 02/2019	17.67
Non-Tax	2/28/2019	Megan Catcho	DGRI Event Production	World of Winter Supplies 02/2019	15.21
Local	2/4/2019	Fusion IT LLC	Administration	Network Management 02/2019	9.50
Local	2/12/2019	Staples Contract & Commercial Inc.	Administration	Office supplies 01/7/2019-01/30/2019	9.10
Local	2/28/2019	City Treasurer - Budget Office	Administration	Correct FY19 pmts #1-8 A-87 allocations rev/exp codes	(65,840.00)
TOTAL FEBRUARY AND MARCH, 2019 EXPENDITURES					\$968,828.46

STATEMENT E

DOWNTOWN DEVELOPMENT AUTHORITY

Series 2017 Improvement & Refunding Bonds

Balance Sheet
As of March 31, 2019

Assets - Pooled Cash and Investments	\$ 181,485
Liabilities and Fund Balance	
Current Liabilities	\$ -
Reserved for Projects	181,485
Liabilities and Fund Balance	\$ 181,485

Statement of FY2019 Revenues and Expenditures
July 1, 2018 through March 31, 2019

	Budget	Actual
REVENUES		
Bond Proceeds	\$ - ¹	\$ -
Interest Earned	2,956	4,019
From / (To) Fund Balance	594,248	-
Total Revenues	\$ 597,204	\$ 4,019
EXPENDITURES		
GR Forward Projects:		
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor		
River Trail Improvements	\$ 100,000	\$ 53,953
Michigan Street Streetscape Improvements	-	-
Sheldon Blvd - Weston to Cherry Street	497,204	440,534
Total GR Forward Project Expenditures	\$ 597,204	\$ 494,487
Excess / (Deficit)	\$ -	\$ (490,468)

Note 1: \$1,250,808 from bond proceeds was deposited on March 8, 2017.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: April 10, 2019

TO: Downtown Development Authority

FROM: Kyama Kitavi, Economic Development Manager

SUBJECT: Retail Innovation/Incubation Grant Support

Agenda Item #4
April 10, 2019
DDA Meeting

The *GR Forward* community planning process revealed considerable demand for more retail options in Downtown Grand Rapids. Attracting retail tenants that provide goods or services currently not available or underserved in the Downtown area emerged as a particular priority, with an emphasis on locally-owned businesses that strengthen and diversify the mix of Downtown retail offerings.

The community clearly called for more focused and active entrepreneurship and capacity-building programs to support the growth of businesses owned by women, people of color and other disadvantaged populations, albeit not to the exclusion of other entrepreneurs and small business owners.

The overarching goal is to build a unique retail market and experience that expand opportunities for everyone to participate and prosper in the local economy while better positioning Downtown with a truly unique retail experience that attracts and serves an increasingly diverse population of residents, employees and visitors.

To advance on this goal, the Grand Rapids Downtown Development Authority took several steps:

- Updated its financing plan in October 2016 to prioritize statutorily-sanctioned efforts that work to attract underserved and/or unavailable retail options in Downtown.
- Adopted a budget in June 2017 that directed funding to support a retail business innovation and incubation program that further the community's goals discussed above.
- Developed and in March 2018 released a Request for Proposals (RFP) to solicit business ideas.

Downtown Grand Rapids Inc. staff received several initial calls of interest and in June 2018 the DDA approved an agreement with Tamales Mary for support. Subsequently an additional proposal was submitted and staff recommends accepting it and supporting Ambiance GR, a dining and entertainment establishment that will cater to a diverse range of professionals and adults in the heart of downtown.



The management team of Ambiance GR is headed by a group experienced entertainment and hospitality professionals who are dedicated to bringing a unique experience to downtown Grand Rapids. The team consists of Jamal Chilton, Jonathan Jelks, Jamiel Robinson, and Lacy Jones. Each brings extensive experience in event management, marketing and promotions, hospitality and general business management.

Their proposal is to provide the residents of Grand Rapids and beyond with diverse, quality entertainment in an enjoyable and pleasant atmosphere. Ambiance GR will provide a place for social interaction with dancing and special events such as small concerts, comedy shows, Spoken Word poetry and speed dating with an emphasis on "Live Entertainment, including Jazz, Top 40, Salsa, Chicago Step, and R&B". The casual dining ambiance, quality of the food, fun entertainment and excellent service will ensure a large, loyal following of customers. Once open, Ambiance will be the only African-American owned and managed restaurant and live entertainment venue in the City of Grand Rapids, satisfying the statutory requirement that support be in furtherance of tenants who will provide goods or services that are not available or that are underserved in the downtown area.

With the management team already securing financing for the cost of buildout, equipment and associated fees the applicants propose utilizing DDA retail innovation funds of \$45,000 to help underwrite a portion of Ambiance GR's lease fees with CWD. Expenditure of these funds must and will occur in accordance with sections 7(1)(r) and 7(2) the DDA's enabling statute PA 197 of 1975.

This proposal, affirmed by a working group of the GR Forward Goal 4 Alliance, advances on numerous Downtown goals, including:

- Diversifying the mix of Downtown retail offerings.
- Supporting entrepreneurship and small business growth.
- Supporting activation of previously vacant space with engaging and entertaining activities.

Recommendation:

Approve the resolution authorizing the DDA Executive Director to prepare a written contract with the applicants for an amount not to exceed \$45,000 and a period of time not to exceed 18 months.

**CITY OF GRAND RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY**

**RESOLUTION AUTHORIZING THE PREPARATION AND EXECUTION
OF A CONTRACT AND TO APPROVE UNDERWRITING OF A PORTION
OF RENT FOR AN INCUBATOR BUSINESS, AMBIANCE GR, LLC, AS
PART OF THE RETAIL INNOVATION INCUBATION PROGRAM**

Boardmember _____, supported by Boardmember _____ moved the adoption of the following resolution:

WHEREAS, the City of Grand Rapids Downtown Development Authority (the “DDA”) is authorized, pursuant to Act 197 of the Public Acts of Michigan of 1975, as amended (“Act 197”), as recodified and restated in Act 57 of 2018 (“Act 57”), to create, operate, or fund a retail business incubator in the Downtown District, giving preference to tenants who will provide goods or services that are not available or that are underserved in the downtown area; and

WHEREAS, pursuant to Act 57, if the DDA creates, operates, or funds a retail business incubator in the Downtown District, each tenant who leases space in a retail business incubator is required to enter into a written contract with the DDA that includes, but is not limited to, certain provisions required by Act 57; and

WHEREAS, Act 57 provides that such written contract (i) may include a provision that permits the DDA to underwrite a portion of the lease or rental rate so that the rate to the tenant is below fair market value, (ii) require that the tenant lease space in the retail business incubator for a period not to exceed 18 months, (iii) provide that the tenant have a joint operating plan with one or more businesses located in the Downtown District, (iv) require that the tenant have a business plan that contains measurable goals and objectives, and (v) require that the tenant participate in basic management classes, business seminars, or other business education programs; and

WHEREAS, the DDA previously authorized a Retail Innovation Incubation Program (the “Program”) in conjunction with the GR Forward Goal 4 Alliance, consistent with its authority under Act 57; and

WHEREAS, the DDA has solicited proposals from applicants wishing to participate in the Program; and

WHEREAS, the DDA has received and wishes to accept a proposal from Ambiance GR, LLC, owned and operated by Jamal Chilton (“Applicant”) to partner, pursuant to a joint operating plan with a business located in the Downtown District and lease agreement, to provide a retail business in the Downtown District; and

WHEREAS, the DDA is willing to underwrite a portion of Applicant’s rent in an amount approved by the DDA Executive Director not exceeding the current budgeted amount for the Program for a period of 18 months and to enter into a written contract with Applicant incorporating the provisions and conditions required by Act 57.

NOW, THEREFORE, BE IT RESOLVED:

1. That the DDA Executive Director is authorized to prepare a written contract with Applicant incorporating the provisions set forth in the above “WHEREAS” clauses and Act 57.
2. That an expenditure of up to \$45,000 is authorized for this purpose.
3. That the Chairperson of the Board is authorized and directed to execute the contract approved as to substance by the DDA Executive Director and as to form by DDA legal counsel.
4. That all resolutions or parts of resolutions insofar as they conflict with the provisions of this resolution be, and the same are, rescinded.

YEAS: Boardmembers _____

NAYS: Boardmembers _____

ABSTAIN: Boardmembers _____

ABSENT: Boardmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: April 11, 2019

Flor Valera
Recording Secretary

CERTIFICATION

I do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the City of Grand Rapids Downtown Development Authority at a regular meeting held on April 11, 2019, and that notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: April 11, 2019

Flor Valera
Recording Secretary

GRAPIDS 60856-403 551384v2

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: April 5, 2019
TO: Downtown Development Authority
FROM: Tim Kelly, AICP
President & CEO

Agenda Item #5
April 10, 2019
DDA Meeting

SUBJECT: Development Area Liquor License Request – Studio Park

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.

Studio C is requesting DDA Board consent to the issuance of a new Class C development area liquor license for their Studio Park project on the former DDA owned Area 4 and 5 parking lots. The liquor license will be used for guests of the theatre, restaurant and listening room.

Staff has reviewed the applicant's request and 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 Studio Park.





February 2019

To Whom It May Concern:

Our company has a rich history in the Grand Rapids area, getting our start downtown at the Midtown Theatre in 1944. We are excited to return to downtown with the Studio Park project.

Studio Park, a 80-million-dollar mixed use project, incorporates a 9-screen movie theatre, outdoor space with 10th movie screen, 200-seat concert venue and 200-seat restaurant. Additionally, the project will include retail, residential, hotel, parking, with office space and condos coming soon. Bringing vibrant energy, consumer dollars and over 200 jobs to the district south of the arena, there is no doubt that Studio Park is good for Grand Rapids.

The liquor license will be used for guest to the theatre, outdoor space, restaurant and listening room concert venue, giving Grand Rapids consumers a new and exciting place to live, work and play.

Please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "J.D. Loeks", with a stylized flourish at the end.

J.D. Loeks
President
jd@bystudioc.com

2121 Celebration Drive NE
Grand Rapids, MI 49525

bystudioc.com



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Retailer License & Permit Application

For more information on retail licenses and permits, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Before you begin filling out the attached application, please review this checklist for the applicable forms and documents you will need to submit with your completed application form.

The attached LCC-100 form will automatically calculate fees when opened using Adobe Acrobat Reader. The form's functionality may not work with third-party PDF readers. You may download a free copy of Adobe Acrobat Reader on the Adobe website:

<https://get.adobe.com/reader/>

- ☐ Completed Retail License & Permit Application (Form LCC-100, attached)
- ☐ [Livescan Fingerprint Form*](#) (attached)
- ☐ Inspection, License, and Permit Fees
- ☐ [Local Government Authorization \(Form LCC-106\)](#) - **For a new on-premises license only**
- ☐ Purchase agreement - **For the transfer of ownership of a license**
- ☐ Property document (lease, deed, land contract, etc.)
- ☐ New Specially Designated Merchant license documents - **For a new Specially Designated Merchant license only** (see page 3)
- ☐ [New On-Premises Resort License Questionnaire \(LCC-109a\)](#) or [New On-Premises Redevelopment or Development District License Questionnaire \(LCC-109b\)](#) - **For a new on-premises Resort, Redevelopment, or Development District license only**

Are you transferring stock or membership interest? If yes, use the [License Interest Transfer Application \(LCC-101\)](#).

If applicant is a corporation also include (pursuant to R 436.1109):

- ☐ [Report of Stockholders/Member/Partners \(Form LCC-301\)](#)
- ☐ Copy of Articles of Incorporation filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- ☐ Current Certificate of Good Standing from the state where incorporated and Certificate of Authority to Do Business in Michigan, if incorporated outside of Michigan.
- ☐ Certified copy of the minutes of a meeting of its board of directors or a statement signed by an officer of the corporation naming the persons authorized by corporate resolution to sign the application and other documents required by the Commission or [Part 3 of Form LCC-301](#).

If applicant is a limited liability company also include (pursuant to R 436.1110):

- ☐ [Report of Stockholders/Member/Partners \(Form LCC-301\)](#)
- ☐ Copy of Articles of Organization filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- ☐ Copy of the operating agreement or bylaws of the applicant company
- ☐ Current Certificate of Authority to Do Business in Michigan, if the LLC is a non-Michigan LLC.
- ☐ Statement signed by a manager of the limited liability company or by at least 1 member if management is reserved to the members naming the person authorized to sign the application and other documents required by the Commission or [Part 3 of Form LCC-301](#).

If applicant is a limited partnership also include (pursuant to R 436.1111):

- ☐ [Report of Stockholders/Member/Partners \(Form LCC-301\)](#)
- ☐ Copy of the partnership agreement of the applicant limited partnership
- ☐ Each general partner of a partnership shall sign the application, bond, and other papers filed in connection with securing a new license or transferring an existing license. This requirement may be waived by the Commission upon showing of good cause, which must be submitted in writing.

*Fingerprints are required for applicants that have not been fingerprinted for MLCC licensure in the past and will hold 10% or more interest in a license or applicant entity.



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Retailer License & Permit Application

For information on retail licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): Celebration Banquets, L.L.C.		
Address to be licensed: 123 Ionia Street SW		
City: Grand Rapids	Zip Code: 49503	
City/township/village where license will be issued: City of Grand Rapids		County: Kent
Federal Employer Identification Number (FEIN): 32-0001500		

1. Are you requesting a new license? ☒ Yes ☐ No
2. Are you applying ONLY for a new permit or permission? ☐ Yes ☒ No
3. Are you buying an existing license? ☐ Yes ☒ No
4. Are you transferring the classification of an existing on premises license? ☐ Yes ☒ No
5. Are you modifying the size of the licensed premises? ☐ Yes ☒ No
If Yes, specify: ☐ Adding Space ☐ Dropping Space ☐ Redefining Licensed Premises
6. Are you transferring the location of an existing license? ☐ Yes ☒ No
7. Is this license being transferred as the result of a default or court action? ☐ Yes ☒ No
8. Do you intend to use this license actively? ☒ Yes ☐ No

Leave Blank - MLCC Use Only

Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

Current licensee(s):	
Current licensed address:	
City:	Zip Code:
City/township/village where license is issued:	
County:	

Part 3 - Licenses, Permits, and Permissions

Off Premises Licenses - Applicants for off premises licenses, permits, and permissions (e.g. convenience, grocery, specialty food stores, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

On Premises Licenses - Applicants for on premises licenses, permits, and permissions (e.g. restaurants, hotels, bars, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

Part 4 - Inspection, License, and Permit Fees - Make checks payable to State of Michigan

Inspection Fees - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of \$70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, a request to increase or decrease the size of the licensed premises, or a request to add a bar. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

License and Permit Fees - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

Inspection Fees:	\$70.00	License & Permit Fees:	\$2,862.50	TOTAL FEES:	\$2,932.50
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Schedule A - Licenses, Permits, & Permissions

Applicant name: Celebration Banquets, L.L.C.

Off Premises License Type:

New Transfer

Base Fee:

Fee Code
MLCC Use
Only

- ☐ ☐ SDM License \$100.00
- ☐ ☐ SDD License \$150.00
- ☐ ☐ Resort SDD License Upon Licensure/\$150.00

Resort SDD Licenses may only be issued in governmental units having a population of 50,000 or less

Off Premises Permits:

Base Fee:

- ☐ Sunday Sales Permit (AM)* \$160.00
- ☐ Sunday Sales Permit (PM)** \$22.50
(Held with SDD License)
- ☐ Catering Permit \$100.00
- ☐ Secondary Location Permit - Complete Form LCC-201
- ☐ Beer and Wine Tasting Permit No charge
- ☐ Living Quarters Permit No charge

On/Off Premises Permission Type:

Base Fee:

- ☐ Off-Premises Storage No charge
- ☐ Direct Connection(s) No charge
- ☐ Motor Vehicle Fuel Pumps No charge

*Sunday Sales Permit (AM) allows the sale of liquor, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**Sunday Sales Permit (PM) allows the sale of liquor on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The Sunday Sales Permit (PM) fee is 15% of the fee for the license that allows the sale of liquor. Additional bar fees and B-Hotel room fees are also calculated as part of the permit fee.

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

Inspection, License, Permit, & Permission Fee Calculation

Number of Licenses: 1 x \$70.00 Inspection Fee

Total Inspection Fee(s): Fee Code: 4036 \$70.00

Total License Fee(s): \$600.00

Total Permit Fee(s): \$2,262.50

TOTAL FEES DUE: \$2,932.50

Please note that requests to transfer SDD licenses will require the payment of additional fees based on the seller's previous calendar year's sales. These fees will be determined prior to issuance of the license to the applicant.

Make checks payable to **State of Michigan**

On Premises License Type:

New Transfer

Base Fee:

Fee Code
MLCC Use
Only

- ☐ ☐ B-Hotel License \$600.00

Number of guest rooms: _____

- ☐ ☐ A-Hotel License \$250.00

Number of guest rooms: _____

- ☒ ☐ Class C License \$600.00 4012

- ☐ ☐ Tavern License \$250.00

- ☐ ☐ Resort License Upon Licensure

- ☐ ☐ DDA/Redevelopment License Upon Licensure

- ☐ ☐ Brewpub License \$100.00

- ☐ ☐ G-1 License \$1,000.00

- ☐ ☐ G-2 License \$500.00

- ☐ ☐ Aircraft License \$600.00

- ☐ ☐ Watercraft License \$100.00

- ☐ ☐ Train License \$100.00

- ☐ ☐ Continuing Care Retirement Center License \$600.00

☐ MCL 436.1545(1)(b)(i) ☐ MCL 436.1545(1)(b)(ii)

B-Hotel or Class C Licenses Only:

- ☒ ☐ Additional Bar(s) \$1,750.00 4012

Number of Additional Bars: 5

B-Hotel or Class C licenses allow licensees to have one (1) bar within the licensed premises. A \$350.00 licensing fee is required for each additional bar over the one (1) bar initially issued with the license.

On Premises Permits:

Base Fee:

- ☒ Sunday Sales Permit (AM)* \$160.00 4033

- ☒ Sunday Sales Permit (PM)** \$352.50 4032

- ☐ Catering Permit \$100.00

- ☐ Banquet Facility Permit - Complete Form LCC-200

A Banquet Facility Permit is an extension of the license at a different location. It may have its own permits and permissions. It is not a banquet room on the licensed premises.

- ☒ Outdoor Service No charge

- ☐ Dance Permit No charge

- ☒ Entertainment Permit No charge

- ☒ Extended Hours Permit: No charge

☐ Dance ☐ Entertainment Days/Hours: _____

- ☒ Specific Purpose Permit: No charge

Activity requested: Movies, room usage, worship, concerts, etc.

Days/Hours requested: M-Sa, 2am-7am; Sun 2am--noon

- ☐ Living Quarters Permit No charge

- ☐ Topless Activity Permit No charge

Schedule B - New Specially Designated Merchant (SDM) License Supplemental Application - New SDM License Applications ONLY

Applicant name: Celebration Banquets, L.L.C.

Effective January 4, 2017 pursuant to MCL 436.1533(5), Specially Designated Merchant (SDM) licenses are quota licenses based on one (1) SDM license for every 1,000 of population in a local governmental unit. MCL 436.1533 provides for several exemptions from the quota for qualified applicants. Please carefully read the requirements in the boxes below, selecting the applicable approved type of business option(s) from Section 1 and an applicable new SDM license quota option from Section 2.

Section 1 - Requirements to Qualify as Approved Type of Business for New SDM License Applicants

Applicant must meet one (1) or more of the following conditions (check those that apply to your business):

- ☐ a. Applicant holds and maintains retail food establishment license or extended retail food establishment license under the Food Law of 2000, MCL 289.1101 to MCL 289.8111.
- ☐ b. Applicant holds or has been approved for Specially Designated Distributor (SDD) license.
- ☐ c. Applicant holds or has been approved for an on-premises license, such as a Class C, A-Hotel, B-Hotel, Tavern, Club, G-1, or G-2 license.

Section 2 - Quota Requirements for New SDM License Applicants

Applicant must qualify under one of the following sections of the Liquor Control Code regarding the SDM quota:

- ☐ a. Applicant is an applicant for or holds a Class C, A-Hotel, B-Hotel, Tavern, Club, G-1, or G-2 license.
MCL 436.1533(5)(a) - SDM license is exempt from SDM quota and license cannot be transferred to another location.
- ☐ b. Applicant's establishment is at least 20,000 square feet and at least 20% of gross receipts are derived from the sale of food.
MCL 436.1533(5)(b)(i) - SDM license is exempt from SDM quota and license cannot be transferred to another location.
- ☐ c. Applicant's establishment is a pharmacy as defined in the Public Health Code, MCL 333.17707.
MCL 436.1533(5)(b)(ii) - SDM license is exempt from SDM quota and license cannot be transferred to another location.
- ☐ d. Applicant's establishment qualifies as a marina under MCL 436.1539.
MCL 436.1533(5)(e) - SDM license is exempt from SDM quota and license may be transferred to another location if the applicant complies with MCL 436.1539 at the new location.
- ☐ e. Applicant does not qualify under any of the quota exemptions or waiver listed above.
MCL 436.1533(5) - Commission shall issue one (1) SDM for every 1,000 population in a local governmental unit and an unissued SDM must be available in the local governmental unit for the applicant to qualify. SDM license may be transferred to another location.

Documents Required To Be Submitted with New SDM License Application

In addition to the documents listed on the application checklist, the new SDM license applicant must submit the documents listed below, as applicable, with its application to comply with the requirements described above. Select one or more of the following:

- ☐ Copy of retail food establishment license or extended retail food establishment license for a SDM license. The name on the food establishment license must match the applicant name in Part 1 of this application form. *A food establishment license is not required for a SDM license to be issued in conjunction with a SDD license or an on-premises license.*
- ☐ If applying under Section 2b above, documentary proof that applicant's establishment is at least 20,000 square feet and at least 20% of gross receipts are derived from the sale of food.
- ☐ If applying under Section 2c above, a copy of the pharmacy license issued under the Public Health Code.

Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed [Form LCC-301](#).

For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

Name: Loeks Theatres, Inc.		
Home address: 2121 Celebration Drive NE		
City: Grand Rapids	State: MI	Zip Code: 49525
Business Phone: (616) 447-4200	Cell Phone:	Email: kkent@studio-c.co
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If Yes , please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write "chain" below. Pursuant to MCL 436.1603, a retailer licensee may not hold interest in a manufacturer or wholesaler licensee. <input checked="" type="radio"/> Yes <input type="radio"/> No		
Chain - 142384,169852, 229445, 235864, 232200, 238366, 248560, 248559,259781, 260131		
Do you hold 10% or more interest in the applicant entity? <input checked="" type="radio"/> Yes <input type="radio"/> No		
If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed " Livescan Fingerprint Background Request " with your application.		

Part 5b - Personal Information (Individuals) - Must be at least 21 years of age, pursuant to administrative rule R 436.1105(1)(a).

Date of Birth:	Social Security Number:	Driver's License Number:	
Are you a citizen of the United States of America? <input type="radio"/> Yes <input type="radio"/> No			
Have you ever legally changed your name? <input type="radio"/> Yes <input type="radio"/> No			
If you answered "yes", please list your prior name(s) (including maiden):			
Spouse's full name (if currently married):			
Spouse's date of birth:	Is your spouse a citizen of the United States of America? <input type="radio"/> Yes <input type="radio"/> No		
Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan? <input type="radio"/> Yes <input type="radio"/> No			
Does your spouse hold a retail, manufacturer, or wholesaler license issued by the MLCC? <input type="radio"/> Yes <input type="radio"/> No			
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary): <input type="radio"/> Yes <input type="radio"/> No			
Date	City/State	Charge	Disposition
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary): <input type="radio"/> Yes <input type="radio"/> No			
Date	City/State	Charge	Disposition

Part 5c - Signature

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003. (This form must be signed by the person whose information it contains).

John D. Loeks, Jr., Manager

Print Name

Signature

Date

Part 6 - Contact Information

Provide information on the contact person for this application. Please note that corporations and limited liability companies must provide documentation (e.g. meeting minutes, corporate resolution) authorizing anyone other than the applicant or an attorney of record to be the contact person. If an authorization is not provided, your contact person will not be acknowledged if they are anyone other than the applicant or attorney.

What is your preferred method of contact?			<input type="radio"/> Phone	<input type="radio"/> Mail	<input checked="" type="radio"/> Email	<input type="radio"/> Fax
What is your preferred method for receiving a Commission Order?			<input type="radio"/> Mail	<input checked="" type="radio"/> Email	<input type="radio"/> Fax	
Contact name: Kristin Kent			Relationship: Director of Food and Beverage			
Mailing address: 2121 Celebration Drive NE						
Phone: (616) 447-4200		Fax number:		Email: kkent@studio-c.co		

Part 7 - Attorney Information (If You Have An Attorney Representing You For This Application)

Attorney name: Tania E. (Dee Dee) Fuller		Member Number: P- 54750			
Attorney address: 751-C Kenmoor Avenue SE					
Phone: (616) 454-0022		Fax number: (616) 456-0022		Email: fullerd@fullerlaw.biz	
Would you prefer that we contact your attorney for all licensing matters related to this application?				<input checked="" type="radio"/> Yes <input type="radio"/> No	
Would you prefer any notices or closing packages be sent directly to your attorney?				<input checked="" type="radio"/> Yes <input type="radio"/> No	

Part 8 - Signature of Applicant

Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.

Notice: When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

John D. Loeks, Jr., Manager

Print Name of Applicant & Title



Signature of Applicant

February 5, 2019

Date

Please return this completed form along with corresponding documents and fees to:
Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-284-8557

**DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF GRAND RAPIDS**

**RESOLUTION SUPPORTING ISSUANCE OF A LIQUOR LICENSE
FOR A BUSINESS LOCATED IN A DOWNTOWN DEVELOPMENT DISTRICT**

Board member _____, supported by Board member _____, moved the adoption of the following resolution:

WHEREAS, the Downtown Development Authority of the City of Grand Rapids (the "DDA") was created by the City Commission on October 16, 1979, and operates pursuant to the authority of Act 197 of 1975, and

WHEREAS, the State of Michigan has provided for the issuance of additional licenses within the DDA district, as authorized by Public Act 501 of 2006, being MCL 436.1521a, (the "Act"), and

WHEREAS, Celebration Banquets, LLC, a Michigan Limited Liability Corporation, located at 123 Ionia Street SW Grand Rapids, Michigan, 49503; has applied to the City for approval of a license under the Act, and is located within the DDA district, and

WHEREAS, Celebration Banquets, LLC, in its application, has indicated its intention to operate a restaurant and bar with an associated retail shop and

WHEREAS, the application has been forwarded to the DDA for review and consideration.

WHEREAS, that the DDA finds that the issuance of a liquor license to Celebration Banquets, LLC as proposed would promote economic growth by:

1. operating in a manner that would be consistent with adopted goals, policies and plans of the district, particularly by promoting the competitiveness and vitality of downtown Grand Rapids as a destination for dining, arts and tourism.
2. facilitate private investment and promote economic growth in the leased space at 123 Ionia Street SW.
3. supporting the creation of several full and part-time jobs in the district.

NOW, THEREFORE, BE IT RESOLVED, that the Downtown Development Authority of the City of Grand Rapids recommends issuance of a Class C Liquor License to Celebration Banquets LLC, at 123 Ionia Street SW Grand Rapids, Michigan, 49503 above all others.

YEAS: Board members _____

NAYS: Board members _____

ABSTAIN: Board members _____

ABSENT: Board members _____

RESOLUTION DECLARED ADOPTED.

Dated: April 10, 2019

Timothy Kelly
Executive Director

CERTIFICATION

I, the undersigned duly qualified and Secretary of the Downtown Development Authority of the City of Grand Rapids (the "DDA"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the DDA at a regular meeting held on April 10, 2019, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Flor Valera
DDA Secretary

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: April 10, 2019

TO: Downtown Development Authority

FROM: Stephanie Wong, Project Manager

Agenda Item #6
April 10, 2019
DDA Meeting

SUBJECT: Request for Funding Authorization to build a Dog Park

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

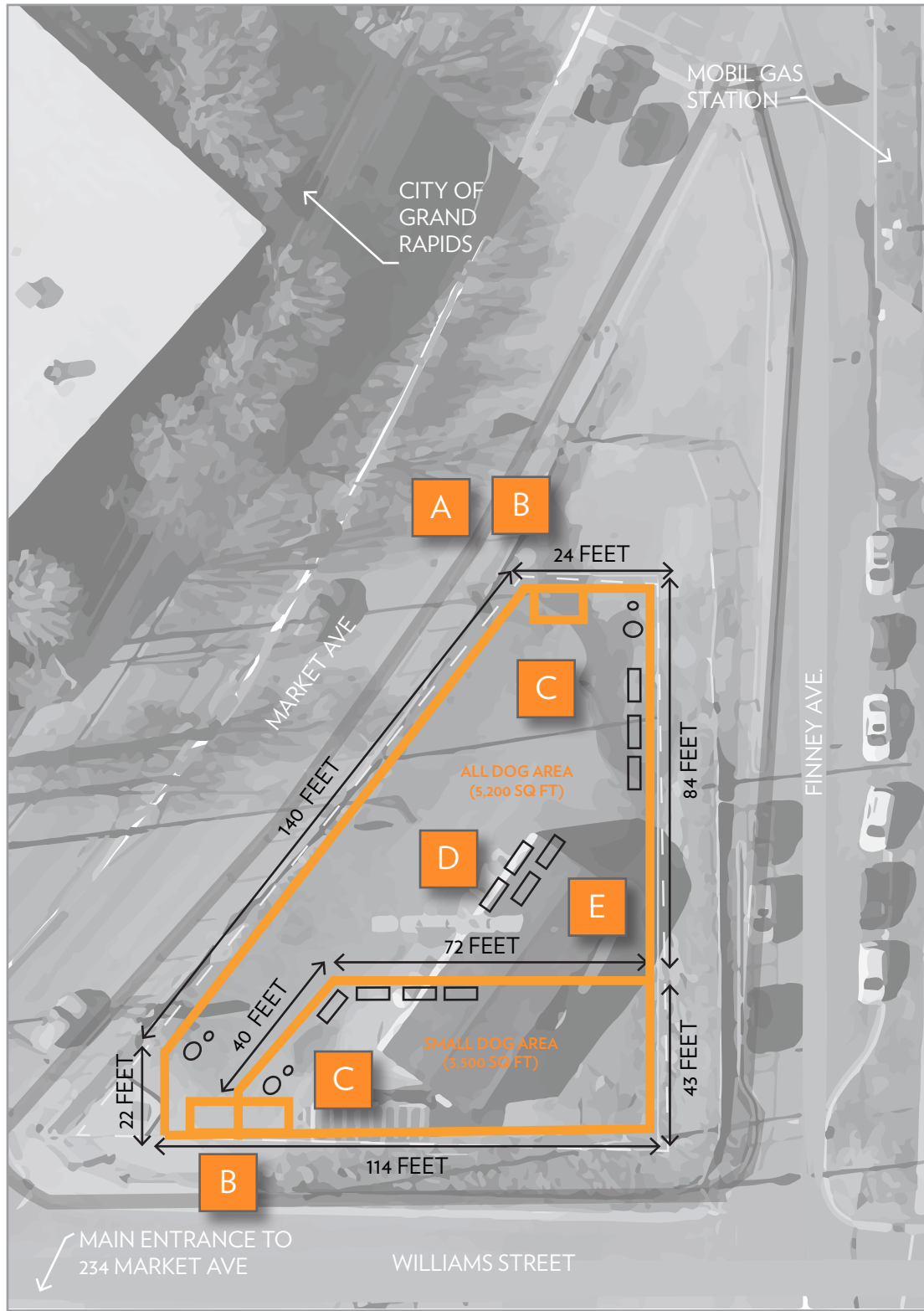
The site selection is located at 210 Market Ave, owned by Maplegrove Property Management. Last summer Maplegrove opened 234 Market, which consists of 235 apartments and dog-friendly units. As an interim use for the empty parcel across the street, the concept of a dog park was envisioned as a one-year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

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

Funding for the dog park is provided in the FY19 Urban Recreation line item. If approved with a signed resolution authorizing the preparation and execution of a lease agreement, installation of fencing can start the beginning of May.

Recommendation: Approve Funding for an amount not to exceed \$25,000 to build an off-leash dog park at 210 Market Ave.





FENCING LAYOUT WITH SITE AMENITIES

THE OFF-LEASH DOG PARK WILL:

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

OFF-LEASH DOG PARK AMENITIES

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



VIEW OF EXISTING SITE FROM MARKET AVE.



SITE AMENITIES



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

210 MARKET AVE.
APRIL 2019

North



NOT TO SCALE



**CITY OF GRAND RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY**

**RESOLUTION AUTHORIZING THE PREPARATION AND
EXECUTION OF A LEASE AGREEMENT WITH GRAND
RAPIDS – MARKET AVENUE PLACE, LLC FOR THE
LEASE OF PROPERTY FOR USE AS AN OFF-LEASH DOG
PARK AND AUTHORIZING THE EXPENDITURE OF
FUNDS IN CONNECTION THEREWITH**

Boardmember _____, supported by Boardmember _____, moved
the adoption of the following resolution:

WHEREAS, Grand Rapids – Market Avenue Place, LLC (“GR-MAP”) owns real property located at 210 Market Avenue, S.W. (the “Property”) and has agreed to lease the Property to the City of Grand Rapids Downtown Development Authority (the “DDA”) for a trial period of one year for use as a public off-leash dog park for the nominal sum of \$1.00; and

WHEREAS, staff of Downtown Grand Rapids, Inc., as the service provider for the DDA, has negotiated the terms of a lease of the Property from GR-MAP including use, restrictions and hours of operation; and

WHEREAS, it is necessary for the DDA to make certain improvements to the Property so it can be used as an off-leash dog park.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the DDA Executive Director is authorized to prepare a lease agreement (the “Lease”) with GR-MAP, or a related entity, for use of the Property as a public off-leash dog park in accordance with this resolution.

2. That the Chairperson of the DDA Board of Directors is authorized and directed to execute the Lease approved as to substance by the DDA Executive Director and as to form by DDA legal counsel.

3. That an expenditure of up to \$25,000 is authorized to make improvements to the Property, i.e. fencing, entrance gates, trash and dog bag dispensers, wood pallet seating and planter boxes, so it may be appropriately utilized as a public off-leash dog park.

4. That all resolutions or parts of resolutions insofar as they conflict with the provisions of this resolution be, and the same are rescinded.

YEAS: Boardmembers _____

NAYS: Boardmembers _____

ABSTAIN: Boardmembers _____

ABSENT: Boardmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: April 11, 2019

Flor Valera
Recording Secretary

CERTIFICATION

I, the undersigned duly qualified and acting Recording Secretary of the City of Grand Rapids Downtown Development Authority (the "DDA"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of the DDA at a meeting held on April 11, 2019, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: April 11, 2019

Flor Valera
Recording Secretary