

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

Wednesday, August 13, 2014

8:30 a.m. Meeting

Room 601, City Hall

AGENDA

1. Call to order
2. Approve meeting minutes from July 9, 2014 (8:30)*Motion* *Harris*
(enclosure)
3. Accept Preliminary June 30, 2014 Financial Statements (8:33).....*Motion* *Wallace*
(enclosure)
4. Financial Audit Services Contract for Fiscal Year ended June 30, 2014 (8:40).....*Info Item* *Wallace*
(enclosure)
5. Consent to Liquor License Application for Parsley, 80 Ottawa NW (8:50).....*Motion* *Pratt*
(enclosures)
6. Authorize Contract with Walk Your City (9:00).....*Motion* *Kirk*
(enclosure)
7. President & CEO Report (9:10).....*Info Item* *Larson*
8. Public Comment (9:20)
9. Board Member Discussion (9:25)
10. Adjournment

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

July 9, 2014

1. Call to Order – The meeting was called to order at 8:28 a.m. by Vice-Chair Kayem Dunn.

2. Attendance

Present: Kayem Dunn, Dr. Wendy Falb, Mayor George Heartwell, Elissa Hillary, Diana Sieger, Rick Winn

Absent: Jane Gietzen, Brian Harris, Jim Talen

Others Present: Kristopher Larson (Executive Director), Mary Sierawski (DDA Executive Asst/Office Manager), Jana Wallace (DDA Treasurer), Eric Pratt, Tim Kelly, Bill Kirk, Kim Van Driel, Mandy Cech (staff), Janet Korn (Experience GR), Kara Wood (City of GR), Carlos Sanchez, Cody Pike, George Wanty, Tom Nemitz, Christian Gaines, Kerry VanderHoff, Dana Friis-Hansen, Kristen Taylor, Jenn Schaub, Emily Veldman, Jerry Powell, Jim Harger (MLive), and others.

3. New Board Member Introduction

Mayor George Heartwell introduced Diana Sieger as a new member of the DDA Board. Mayor Heartwell shared that Ms. Sieger is the Executive Director of the Grand Rapids Community Foundation. Ms. Sieger thanked the Mayor and said she looks forward to serving.

4. Approval of Minutes of June 4, 2014

Motion: Dr. Wendy Falb, supported by Mayor George Heartwell, moved approval of the minutes of the June 4, 2014 DDA meeting as presented. Motion carried unanimously.

5. Accept May 30, 2014 Financial Statements

Ms. Wallace and Mr. Wendt reviewed sunset bonds with the Board. Ms. Wallace said that in May, the Authority sold the Area 1 parking lot for \$2.05 million and that the sale proceeds are found on Statement B in the Non-Tax fund column. Mr. Larson pointed out the \$50,000 local match in the MDOT bicycle safety line item and said that the DDA helped to support additional bike lockers at the public library in the amount of \$11,005. Mr. Larson said Bill Kirk worked with Marcia Warner from the public library to help identify that opportunity and the library is very pleased with this inclusion.

Motion: Elissa Hillary, supported by Rick Winn, moved to approve Statement D: Schedule of May 2014 Expenditures as recommended. Motion carried unanimously.

6. Adopt FY 15 Budget / FY 15-19 Priority Plan

Ms. Dunn reminded the Board that the FY 15 budget was brought for review in June and that today the Board will be formally adopting the budget. The City Commission has already approved the budget in June. Mr. Larson said there's approximately 67 projects planned for 2015.

Motion: Mayor George Heartwell, supported by Diana Sieger, moved to adopt the DDA's FY15 Local Tax Increment Budget, Non-Tax Budget, and Debt Tax Budget and authorize. Motion carried unanimously.

7. Approve Industrial Tax Abatement for Ferris Coffee and Nut

Mr. Kelly said that Ferris Coffee and Nut (Ferris) is requesting consent from the DDA Board for an Industrial Facilities Tax (IFT) Exemption. The IFT Exemption provides an exemption from ad valorem real and/or personal property taxes to qualified manufacturers and is used to incentivize renovation and expansion of aging facilities, assist in the building of new facilities, and to promote the establishment of high tech facilities. Mr. Kelly introduced Cody Pike from Ferris to answer any questions. Mayor Heartwell noted that this project was favorably reviewed by the Economic Development project team yesterday.

Motion: Dr. Wendy Falb, supported by Diana Sieger, moved to approve the Industrial Facility Tax Abatement for Ferris Coffee and Nut. Motion carried unanimously.

8. Approve Streetscape Improvement Support for Calder Plaza Building

Mr. Kelly presented a Streetscape Incentive Improvement Program request for \$35,000 for the Calder Plaza Building located at 250 Monroe Ave. NW. Mr. Kelly said this request is part of a larger vision for the area and the improvements are being undertaken as part of an overall master plan for building upgrades. The upgrades are intended to repurpose the building to further attract and retain tenants. Mr. Kelly introduced Tom Nemitz to answer any questions about the project. Mr. Nemitz said if approved, streetscape work is expected to begin in the spring of 2015.

Motion: Mayor Heartwell, supported by Rick Winn, moved to approve the Calder Plaza Office Condominium Association's (CPOCA) request for a \$35,000 SIIP Grant for public realm improvements at the Calder Plaza Building located at 250 Monroe Avenue NW. Motion approved unanimously.

9. Approve Streetscape Improvement Support for Barfly Parklets

Mr. Kelly said BarFly Ventures has submitted an application for the streetscape improvement incentive program for parklets. BarFly is proposing parklet installations on Ionia Avenue at Grand Rapids Brewing Company and McFadden's Saloon, and on Commerce Avenue at Stella's Lounge. The proposed use of each parklet is for additional seating and would include outdoor alcohol and food services. Mr. Kelly said as the parklets will require an expansion of their existing food and alcohol permit, the applications are currently under review by the Planning Department. Mr. Kelly added that the Traffic Safety department is also involved. Mayor Heartwell asked if the parklets will be located on the sidewalk or street. Mr. Kelly said they will be located on existing on-street parking spots and that there is a fee associated to hood a meter and fees to Traffic Safety for encroachment permits. Mr. Kelly said the season for parklets is April through November. Ms. Hillary asked if the parklet located at Grand Rapids Brewing Company will be located on Fulton St. or Ionia Ave. Mr. Kelly said Ionia Ave. Ms. Hillary said she is looking forward to these installations. Mr. Larson said the City, including the City attorney and City manager, were instrumental in assisting DGRI to build the parklet manual which lists all of the regulatory language. Mr. Larson said the DDA played an advocacy role and developed the finance mechanism to help support them financially. Mr. Kelly added that the parklets must be disassembled and reassembled depending on the season.

Motion: Rick Winn, supported by Mayor George Heartwell, moved to approve BarFly Ventures' request for \$39,582 in SIIP grants for the installation of three parklets in Downtown. Motion approved unanimously.

10. Amend BRIP Agreement for 333 Grandville Ave.

Mr. Kelly said this BRIP request is an amendment to a previously approved BRIP grant for 333 Grandville Ave SW. Mr. Kelly said as renovations begin in September 2013, it became apparent the original scope of anticipated work would not cover the required improvements. Mr. Kelly said the additional project costs total \$12,742 and the applicant is requesting an additional \$6,371 to offset eligible costs needed to complete their renovations.

Motion: Mayor George Heartwell, supported by Elissa Hillary, moved to approve an amendment to the existing Building Reuse Incentive Program reimbursement grant agreement to authorize additional funds in the amount not to exceed \$6,371 for the renovations at 333 Grandville Avenue SW. Motion carried unanimously.

11. Authorize Wayfinding Maintenance Contracts

Mr. Pratt said this project consists of maintenance of the DDA's unified wayfinding and parking facilities signage system within the Downtown. Mr. Pratt said the wayfinding system

was created by the DDA in 2006 to help provide guidance to visitors of the Downtown. The wayfinding signs assist both motor vehicles and pedestrians. Mr. Pratt said the scope of work was redefined and the contract was re-bid. Mr. Pratt said it is recommended that the construction contract be awarded to Valley City in the amount of \$246,647.60, with total expenditures not to exceed \$388,000. Ms. Dunn asked if the signs will be updated in terms of content. Mr. Pratt said yes, the intention is to update as many of the signs as necessary. Mr. Winn asked if this includes the skywalk signage. Mr. Pratt said no, that is a separate project. Ms. Hillary asked how all of these wayfinding signs will be coordinated moving forward with the GoSite and other things happening in the Downtown. Mr. Larson said this is a request to update the existing signage but there is work being done to expand this to urban recreation, enhanced pedestrian wayfinding, and skywalk and riverwalk wayfinding. Mr. Larson said the coordination with the GoSite is more activity based. Ms. Dunn asked what the timeline is for the signs to be updated, including pedestrian signage. Mr. Larson said pedestrian signage can be completed quickly, at a very low cost, and that work will occur in the next few months. Mr. Larson said the larger signs should be updated by next spring. Mr. Pratt said our hope is to have the design firm on board in August.

Motion: Dr. Wendy Falb, supported by Diana Sieger, moved to approve a contract to Valley City in the amount of \$246,647.60, with total expenditures not to exceed \$388,000, that the Executive Director of the DDA be authorized to execute contract contingent upon review/approval by the DDA's special counsel, and that the DDA approve its share of costs in the amount of \$388,000. Motion carried unanimously.

12. Authorize Monroe Avenue Resurfacing Contract

Mr. DeClercq said the DDA's share of costs is for the local and non-participating share of cost to rotomill/resurface Monroe Avenue from Louis Street to Michigan Street. The cost also includes the City's Street Lighting force account work to change out two cobra head light fixtures to historical fixtures in the block between Lyon Street and Pearl Street. Mr. DeClercq said the DDA's portion is a portion of a much larger project. This work will also create an ADA compliant environment. Mr. DeClercq said the Engineer's department is coordinating with Amway and DeVos for decorative paving and snowmelt. There is a four week timeline for this project which will start on July 12th.

Motion: Mayor George Heartwell, supported by Diana Sieger, moved to approve its share of costs for the Monroe Avenue Resurfacing project in the amount of \$162,000. Motion carried unanimously.

13. Approve support for GRAM Go-Site

Mr. Larson said the Alliance for Vibrancy has recommended support for the GRAM GoSite. The DDA role is to support marketing initiatives of the GRAM to help create awareness with locals and visitors. Mr. Larson introduced Kerry VanderHoff and Dana Friis-Hansen from the

GRAM to answer any questions. Ms. Dunn asked how we will know the GoSite is effective. Mr. Larson said we would have to rely on the GRAM to create measures and point of sale information. Mr. Friis-Hansen said there are no existing measures in place, but as this new endeavor unfolds, this will be a priority, including tracking the number of people that visit and developing other ways of tracking measurements.

Motion: Dr. Wendy Falb, supported by Elissa Hillary, moved to support the GoSite in an amount up to \$30,000 for qualified FY15 marketing expenses to be disbursed on a reimbursement basis. Motion carried unanimously.

14. Approve Downtown Mural Program with UICA

Mr. Larson said public space activation and connectivity were key themes that derived from the work of the three Alliances through the budget development process. As a way to translate the objectives into implementable interventions, DGRI staff has pursued a relationship with the Urban Institute for Contemporary Arts (UICA) to serve as a partner in deploying a mural program to help add life and art to expansive public and privately owned walls in Downtown. Mr. Larson said the program that UICA aspires to be is bigger than 3-5 murals, but this is more of a short term intervention. Mr. Larson introduced Kristen Taylor from UICA to answer any questions. Ms. Sieger said one of the consequences of high density building within the Downtown is the blocking of murals that already exist, such as the one that is on the Community Foundation's building. Ms. Sieger said in the future, it will only be able to be enjoyed by restaurant patrons and people that live in the new Arena Place development. Dr. Falb said the creation of these murals should have an organic relationship with the community. Dr. Falb asked about the process. Ms. Taylor said this is a planned process and they will be gathering a pool of prospective properties and then a pool of prospective artists. A determination of site selection and art selection will match the two pieces. The UICA is looking for artists who are diverse and bring their vision to the community in addition to improving the vibrancy and attractiveness of the area. Dr. Falb said she is excited that UICA is part of this project. Ms. Taylor said the \$15,000 will go towards artists' stipends and materials. Mr. Larson clarified that this isn't a legacy type project, more a temporary intervention and that it is funded from the non-tax fund.

Motion: Dr. Wendy Falb, supported by Elissa Hillary, moved to approve an amount not to exceed \$15,000 to support 3-5 Downtown murals as a part of UICA's Exit Space Project. Motion carried unanimously.

15. Approve Major Event Sponsorship

Mr. Larson said continuing from the structure established in the FY14 DDA Non-Tax Budget, DGRI staff has purposely delineated a few major events for a more specialized form of support. Both Restaurant Week and ArtPrize have a very wide appeal and generally attract more than 50,000 people to Downtown, include aspects that provide a significant public

benefit to the community, and are non-race oriented. Additionally, these events also have worked with 3rd party experts to assist in quantifying their substantial economic impacts on Downtown. Mr. Larson introduced Janet Korn from Experience Grand Rapids and Christian Gaines from ArtPrize to answer any questions regarding the event sponsorships.

Motion: Mayor George Heartwell, supported by Rick Winn, moved to approve a sponsorship amount of \$20,000 to Restaurant Week Grand Rapids, and a sponsorship in the amount of \$30,000 to support ArtPrize. Motion carried unanimously.

16. Approve Special Event Support

Ms. VanDriel shared that at its June meeting, the Alliance for Vibrancy reviewed a total of five applications for event support from various event producers. In total, the five events requested over \$62,910 of funding for events that will occur before the end of FY15. Ms. VanDriel shared some information about each of the five event applicants: Avenue for the Arts: First Friday Gallery Hop, GRAM on the Green, Arena District: Best Served Grilled, Hispanic Festival, and Susan G. Komen: Race for the Cure. Ms. Dunn asked the Board if they wanted to take these events as a whole or individually. Mayor Heartwell said he would prefer they were taken individually. Mr. Larson said if approved, this would exhaust the FY15 funds for event support.

Motion: Mayor George Heartwell, supported by Rick Winn, moved to support Avenue for the Arts: First Friday Gallery Hop in the amount of \$8,006.24 for eligible event grant activities defined in the application for the events occurring from August 2014-June 2015. Motion carried unanimously.

Motion: Mayor George Heartwell, supported by Diana Sieger, moved to support Grand Rapids Art Museum: GRAM on the Green in the amount of \$1,980.70 for eligible event grant activities in the application for the events occurring from July-August 2014. Motion carried unanimously.

Motion: Rick Winn, supported by Diana Sieger, moved to support Arena District: Best Served Grilled in the amount of \$3,521.25 for eligible event grant activities defined in the application for the event occurring in FY15. Motion carried unanimously.

Motion: Diana Sieger, supported by Elissa Hillary, moved to support the Hispanic Center of West Michigan: Hispanic Festival in the amount of \$4,890.62 for eligible event grant activities defined in the application for the event occurring on September 5-6, 2014. Motion carried unanimously.

Motion: Rick Winn, supported by Diana Sieger, moved to support the Susan G. Komen: Race for the Cure in the amount of \$7,683.20 for eligible event grant activities defined in the application for the event occurring on September 6, 2014. Motion passed 5-1, Mayor George Heartwell opposed.

17. Report from DGRI President and CEO

MNTIFA (8/13)

- Will adopt FY15 MNTIFA Budget

DDA (7/9)

- Approved funding to support the first Parklets
- Approved funding to support Restaurant Week, ArtPrize, and Mural Program
- Approved funding for five events
- Approved funding for Monroe Ave. resurfacing

DID (8/11)

- Will appoint a Steering Committee for DID re-authorization

DGRI Board of Advisors (7/16)

- Will receive Preview of Rapid Silver line project
- Will receive an update on GRForward / Downtown Plan
- Will receive an overview of fiduciary budgets

CITY

- Building partnerships to promote improved public safety
- Launching the Online Special Events Optimization Survey

Alliances:

VIBRANCY (7/21)

- Will consider appointment of new Chair
- Has recommended allocation of all Event support funds for FY15
- Divided into Implementation-based Working groups:
 - Holiday Décor
 - Special Events Optimization
 - Workforce Appreciation
 - Diversity & Inclusion
 - Public Space Activation

LIVABILITY (7/28)

- Chair: Lynee Wells, Principal @ Williams & Works

- Assisting in the formation of a unified Downtown residential association
- Divided into Implementation-based Working groups:
 - Bicycles & Mobility
 - Asset Management
 - Clean, Safe, and Beautiful
 - Engagement
 - Urban Recreation

INVESTMENT (7/8)

- Chair: Nikos Monoyios, Long Range Planner @ The Rapid
- Advising on the Downtown Plan process
- Divided into Implementation-based Working groups:
 - Real Estate Incentives
 - River Activation
 - Public Space Activation
 - Infrastructure

DGRI Staff Highlights

- Three movies down – 3 to go! (Next up: Rocky Horror Picture Show, July 25th)
- Launched Special Events Optimization Online Survey
- Conducted 5 public speaking events & 7 TV interviews
- Collaborated with City on Public Safety messaging
- Continuing legislative advocacy regarding protecting DDA act
- Held inaugural State of the Downtown June 26, 2014
- Released the first DGRI Annual Report
- Next Downtown Plan steering committee meeting – July 17th
- Launched Grandwich 2014 July 7th
- Hurriedly produced World Cup watching event July 1st
- Developing Grant Application for MEDC Crowd Funding Placemaking Initiative

18. Public Comment

None.

19. Board Member Discussion

Ms. Dunn commended the Safety Ambassadors on the great work they are doing within the Downtown. Mr. Larson shared that Veronica Aho was awarded the Ambassador of the Year Award at the State of the Downtown.

20. Adjournment

The meeting adjourned at 9:42 a.m.


MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
August 13, 2014
DDA Meeting**

DATE: August 8, 2014

TO: Brian Harris
Chairman

FROM: Jana M. Wallace 
Downtown Development Authority Treasurer

SUBJECT: Preliminary FY2014 Financial Statements Through June 30, 2014

Attached are the preliminary financial statements for the fiscal year ended June 30, 2014. These statements are 'preliminary' since FY2014 financial transactions may continue to be processed until the auditors' field work is completed in late October.

The attached preliminary June 30, 2014 statements include:

- Statement A: Preliminary Balance Sheet
- Statement B: Preliminary Comparison of FY2014 Budget vs Actual Results
- Statement C: Preliminary Statement of Project Expenditures
- Statement D: Preliminary Schedule of June, 2014 Expenditures

On Statement B, in the Local Tax Increment column, preliminary actual "Administration" expenditures through June 30, 2014 currently exceed the "Administration" Budget. Prior to April, 2014, the Authority paid all administrative expenditures incurred by Downtown Grand Rapids Inc. As part of the FY2014 year-end closing process, an entry will be made to allocate portions of the FY2014 "Administration" expenditures to the Monroe North Tax Increment Finance Authority and the Downtown Improvement District.

The Authority has sufficient cash to support budgeted expenditures.

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

Attachments

STATEMENT A
DOWNTOWN DEVELOPMENT AUTHORITY
Balance Sheet
June 30, 2014 - PRELIMINARY

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 5,627,627	\$ 2,234,190	\$ 3,074,004	\$ 10,935,821
Petty Cash	-	-	500	500
Debt Service Reserve Fund	-	5,397,246	-	5,397,246
Accounts Receivable	9,075	-	-	9,075
Tax Increment Receivable	-	3,566	4,953	8,519
Loan Receivable - Project Developer	898,848	-	-	898,848
Loan Receivable - Special Assessments	18,420	-	-	18,420
Interest Receivable	28,853	-	95,793	124,646
Due from Retiree Health Care Fund	-	-	-	-
General Fixed Assets	-	-	90,386,880	90,386,880
Future Tax Increment Revenues Anticipated	-	31,877,460	225,750	32,103,210
TOTAL ASSETS	\$ 6,582,823	\$ 39,512,462	\$ 93,787,880	\$ 139,883,165
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ 52,676	\$ -	\$ 222,027	\$ 274,703
Parking Revenue Payable	3,644	-	-	3,644
Project Increment Due to Developers	-	-	47,215	47,215
Due to Other Governmental Units	-	3,774,319	-	3,774,319
Debt Increment Reimbursement Payable	-	283,276	-	283,276
Deposit - Area 1 and Area 5 Options to Buy	122,903	-	-	122,903
Deposit - Movies in the Park Vendors	1,900	-	-	1,900
Net Retiree Health Care Obligation ¹	-	-	(5,891)	(5,891)
Prior Year Property Tax Appeals	-	208,740	114,560	323,300
Deferred Revenue - Developer Loan	898,848	-	-	898,848
Contract Payable	-	-	225,750	225,750
Bonds Payable	-	31,877,460	-	31,877,460
TOTAL LIABILITIES	1,079,971	36,143,795	603,661	37,827,427
Fund Balance / Equity:				
Investments in General Fixed Assets	-	-	90,386,880	90,386,880
Non-Tax Increment Reserve	4,955,490	-	-	4,955,490
Reserve for Authorized Projects	-	-	2,320,078	2,320,078
Reserve for Brownfield Series 2012A Bonds	500,144	-	-	500,144
Reserve for Compensated Absences	-	-	6,897	6,897
Reserve for Eligible Obligations	-	3,368,667	-	3,368,667
Reserve for Encumbrances	47,218	-	470,364	517,582
TOTAL FUND EQUITY	5,502,852	3,368,667	93,184,219	102,055,738
TOTAL LIABILITIES & FUND EQUITY	\$ 6,582,823	\$ 39,512,462	\$ 93,787,880	\$ 139,883,165

Note 1: This line is the accumulated amounts of the actuarially determined Annual Required Contributions (ARC) for pre-65 year old retiree health insurance in excess of the "pay as you go" charges disbursed from the Retiree Health Insurance Fund plus interest on the unpaid portion of the prior year liability. The trust fund is currently over-funded which is why the account has a negative balance.

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2014 Budget vs Actual Results Year to Date for July 1, 2013 - June 30 2014 - PRELIMINARY

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 7,514,281	\$ 7,489,202	\$ 3,962,583	\$ 3,952,453
Property Tax Increment - Transit Millage	-	-	-	-	384,350	384,350
Property Tax Increment - Prior Year Appeals	-	-	(200,000)	(306,353)	(50,000)	(192,903)
Property Tax Increment - Rebates to City / ITP	-	-	-	-	(126,050)	(119,676)
Special Assessments	15,000	1,547	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	21,542	20,440
Grant - State of Michigan - Cherry Street	-	-	-	-	-	21,146 ¹
Grant - U.S. Dept of Commerce - Seward Avenue	-	-	-	-	-	511,909 ¹
Interest on Investments - General	29,665	44,047	15,000	4,426	40,687	111,731
Interest on Investments - Multi-Year Accrual Reversal ²	-	(9,729)	-	-	-	(31,557)
Interest on Investments - The Gallery Note	40,448	40,448	-	-	-	-
Miscellaneous Fees / Reimbursements	-	-	-	-	10,000	26,101
Reimb - Consumers Energy - Monroe Center Ph 3	-	-	-	-	-	75,561
Reimb - State of Michigan - U.S. 131 Off Ramp	-	-	-	-	-	19,691 ¹
Property Rental - DASH Parking Lots	355,000	354,376	-	-	-	-
Property Rentals - Movies in the Park Vendors	-	8,000	-	-	-	-
Property Rentals - Winter Avenue Building	9,000	9,479	-	-	-	-
Property Rentals - YMCA Customer Parking	52,000	50,700	-	-	-	-
Sale of Parking Area 1	-	2,051,451	-	-	-	-
From / (To) Fund Balance	1,002,387	-	(15,000)	-	2,324,920	-
TOTAL REVENUES	\$ 1,503,500	\$ 2,550,319	\$ 7,314,281	\$ 7,187,275	\$ 6,568,032	\$ 4,779,246
EXPENDITURES						
Investment - Planning and Infrastructure						
Development Incentive Programs	\$ -	\$ -	\$ -	\$ -	\$ 1,395,000	\$ 1,097,270
Transit Projects - Transit Millage Funded	-	-	-	-	1,228,000	1,161,664
Planning	70,000	29,923	-	-	225,000	127,993
Public Infrastructure	-	-	-	-	2,361,952	1,794,227
Investment Total	\$ 70,000	\$ 29,923	\$ -	\$ -	\$ 5,209,952	\$ 4,181,154
Livability - Residents / Workers / Neighborhood	527,500	246,924	-	-	346,730	290,897
Vibrancy - Attracting Visitors	754,500	507,850	-	-	-	-
Miscellaneous	150,000	155,575	-	-	2,500	1,864
Total Alliance Projects	\$ 1,502,000	\$ 940,272	\$ -	\$ -	\$ 5,559,182	\$ 4,473,915
Administration	1,500	2,926	-	-	800,000	853,479
Debt Service for Bond Issues	-	-	5,471,600	5,471,150	208,850	204,390
Estimated Capture to be Returned	-	-	1,842,681	1,427,973	-	-
TOTAL EXPENDITURES	\$ 1,503,500	\$ 943,198	\$ 7,314,281	\$ 6,899,123	\$ 6,568,032	\$ 5,531,784
EXCESS / (DEFICIT)	\$ -	\$ 1,607,121	\$ -	\$ 288,152	\$ -	\$ (752,538)

Note 1: This is a partial expenditure reimbursement for a project completed in a prior fiscal year.

Note 2: For efficiency reasons, the City Treasurer does not record interest revenue when earned from multiple year investments. Instead, revenues associated with multiple year investments are accumulated annually, accrued, and then reversed in the following fiscal year.

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STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY

Statement of Current Project Expenditures

As of June 30, 2014 - PRELIMINARY

Project Title	Project Budgets		EXPENDITURES			Available Budget
	%	Cost	Month	Fiscal Year	All Years	
Areaway Fill Program (ARIP)		\$ 35,000 ^{1,2}	-	-	-	\$ 35,000
Building Re-use Incentive Program (BRIP)		500,000 ^{1,2}	60,010	281,594	-	218,406
Development Project Reimbursements		810,000 ^{1,2}	-	815,676	-	(5,676)
Streetscape Improvement Incentive Program		50,000 ^{1,2}	-	-	-	50,000
Investment - Development Incentives Sub-Total	12.92%	\$ 1,395,000	\$ 60,010	\$ 1,097,270	\$ -	\$ 297,730
Amtrak Station Relocation		800,000	-	746,164	746,164	53,836
DASH North Shuttle Services		112,500	25,000	62,500	-	50,000
Jefferson Ave - Cherry/Fulton ITP Millage		353,000	-	353,000	353,000	-
Investment - Transit Millage Funded Sub-Total	11.72%	\$ 1,265,500	\$ 25,000	\$ 1,161,664	\$ 1,099,164	\$ 103,836
Downtown Plan		325,000	34,746	127,993	127,993	197,007
Investment - Planning Sub-Total	3.01%	\$ 325,000	\$ 34,746	\$ 127,993	\$ 127,993	\$ 197,007
Arena South Implementation		550,000	3,216	34,025	34,025	515,975
Bridge Street Streetscape Improvs		375,000	-	-	-	375,000
GR/Indiana Railroad Bridge Capital Repairs		791,952	21,915	398,129	685,687	106,265
Grand River Activation		332,435	-	-	132,435	200,000
Ionia Ave 9 - Buckley St to Wealthy St		886,673	-	121,016	682,689	203,984
Jefferson Avenue - Cherry St to Fulton St		440,588	96	230,459	276,047	164,541
Monroe Center-Phase 3 / Monument Park		725,000	195,702	1,007,663	1,168,245	(443,245)
Sixth Street Bridge Capital Repairs		480,000	-	2,935	409,517	70,483
State Street - Jefferson to Lafayette		450,000	-	-	-	450,000
Investment - Public Infrastructure Sub-Total	46.61%	\$ 5,031,648	\$ 220,929	\$ 1,794,227	\$ 3,388,645	\$ 1,643,003
Arena South Parking Mnmt Study		40,000 ^{1,3}	-	-	-	40,000
Downtown Speakers Series		30,000 ^{1,3}	10,000	29,923	-	77
Investment - Non-Tax Supported Sub-Total	0.65%	\$ 70,000	\$ 10,000	\$ 29,923	\$ -	\$ 40,077
Accessibility and Mobility Repairs		10,000 ^{1,2}	-	9,850	-	150
Bicycle Friendly Improvements		165,000 ²	-	100,119	110,551	64,881
Downtown Safety Ambassadors		- ²	(291)	-	-	-
Gateway Signage		20,000 ^{1,2}	-	-	-	20,000
Riverwalk Wayfinding Sign System		80,915 ²	-	-	25,915	55,000
Seward Ave Non-Motorized Facility		56,730 ²	7,999	26,299	26,299	30,431
Skywalk Wayfinding Sign Improvements		69,842 ²	-	-	19,842	50,000
Snowmelt System Repairs / Investigation		510,075 ²	2,121	103,497	382,574	127,501
Transportation Demand Management Program		- ²	-	65	-	(65)
Urban Recreation Plan		340,429 ²	1,067	1,067	51,496	288,933
Livability - Local Tax Supported Sub-Total	11.61%	\$ 1,252,991	\$ 10,896	\$ 240,897	\$ 616,677	\$ 636,831
Division Ave Task Force Implemntn		15,000 ^{1,3}	-	-	-	15,000
Downtown Safety Ambassadors		300,000 ^{1,3}	47,656	227,634	-	72,366
Project and Fixed Asset Maintenance		50,000 ^{1,3}	-	2,650	-	47,350
Riverwalk Maintenance		60,000 ^{1,3}	10,000	10,000	-	50,000
Stakeholder Engagement Program		5,000 ^{1,3}	1,490	4,917	-	83
Street Trees Maintenance Program		10,000 ^{1,3}	-	-	-	10,000
Transportation Demand Management Program		85,000 ^{1,3}	1,619	1,723	-	83,277
Winter Avenue Building Lease		2,500 ^{1,3}	-	-	-	2,500
Livability - Non-Tax Supported Sub-Total	4.89%	\$ 527,500	\$ 60,765	\$ 246,924	\$ -	\$ 280,576
Bridge Lighting Operations		10,000 ^{1,3}	-	-	-	10,000
DGRI Event Production		25,000 ^{1,3}	16,705	41,356	-	(16,356)
Diversity/Inclusion Programming		10,000 ^{1,3}	-	3,600	-	6,400
Downtown Marketing		200,000 ^{1,3}	14,956	53,673	-	146,327
Downtown Workforce Program		15,000 ^{1,3}	-	-	-	15,000
Holiday Décor Program		50,000 ^{1,3}	-	44,927	-	5,073
Major Event Sponsorship		80,000 ^{1,3}	-	86,350	-	(6,350)
Rosa Parks Circle Skating Operations		42,000 ^{1,3}	34,027	34,027	-	7,973
Special Events - Grants		50,000 ^{1,3}	2,442	22,442	-	27,558
Special Events - Office of		100,000 ^{1,3}	-	75,580	-	24,420
State of Dntn Event & Annual Reports		17,500 ^{1,3}	21,722	21,722	-	(4,222)
Ticketed Events - Police Services		80,000 ^{1,3}	8,251	87,462	-	(7,462)
Wayfinding Sign Maintenance		75,000 ^{1,3}	-	36,711	-	38,289
Vibrancy Support Sub-Total	6.99%	\$ 754,500	\$ 98,103	\$ 507,850	\$ -	\$ 246,650
Downtown Market Administrative Costs		23,241 ²	-	1,864	22,605	636
Misc - Local Tax Supported Sub-Total	0.22%	\$ 23,241	\$ -	\$ 1,864	\$ 22,605	\$ 636
DDA Offices Re-Location		50,000 ^{1,3}	3,220	113,524	-	(63,524)
Experience - Miscellaneous		100,000 ^{1,3}	5,661	42,051	-	57,949
Misc - Non-Tax Supported Sub-Total	1.39%	\$ 150,000	\$ 8,881	\$ 155,575	\$ -	\$ (5,575)
TOTAL	100.00%	\$10,795,380	\$ 529,330	\$ 5,364,187	\$ -	\$ 3,440,771

Note 1: Current year (FY2014) budget only.

Note 2: Paid from local tax increment.

Note 3: Paid from non-tax funds.

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures
June, 2014 PRELIMINARY

Source	Vendor	Purpose / Project	Description	Amount
Local	Katerberg Verhage Inc.	Monroe Center-Phase 3 / Monument Park	Reconstruction of Monroe Center 05/23-06/17/2014	\$ 81,809.28
Local	Katerberg Verhage Inc.	Monroe Center-Phase 3 / Monument Park	Reconstruction of Monroe Center 04/27-05/22/2014	69,234.80
Local	Herkimer Apartments LDHA LP	Building Re-use Incentive Program (BRIP)	Partial support for public purpose improvements	50,000.00
Local	Paychex	Administration	DGRI payroll, taxes, 401(k) - June, 2014	45,654.83
Non Tax	City Treasurer - Parks/Recreation	Rosa Parks Circle Skating Operations	Partial share of skating operations	34,026.63
Local	Interface Studio, LLC	Downtown Plan	Services - May 2014	31,595.50
Non Tax	Mydatt Services, dba Block by Block	Downtown Safety Ambassadors	Monthly services - May 2014	23,567.85
Non Tax	Mydatt Services, dba Block by Block	Downtown Safety Ambassadors	Monthly services - June 2014	23,567.85
Local	City Treasurer - City Engineer	GR/Indiana Railroad Bridge Capital Repairs	Final billing for restoration of bridge	21,915.18
Local	City Treasurer - City Engineer	Monroe Center-Phase 3 / Monument Park	Reconstruction of Monroe Center	18,793.52
Local	Fishbeck, Thompson, Carr & Huber	Monroe Center-Phase 3 / Monument Park	Construction engineering - final	14,481.24
Non Tax	Kantor + Wassink Agency LLC	State of Dntn Event & Annual Reports	Annual report design/writing/management	12,500.00
Non Tax	AIGA West Michigan	Downtown Speakers Series	Event sponsorship - Richard Saul Wurman event	10,000.00
Local	City Treasurer - Parks/Recreation	Riverwalk Maintenance	Share of FY2014 maintenance work	10,000.00
Local	Federal Square Building #1 LLC	Building Re-use Incentive Program (BRIP)	Partial support - 29 Pearl St. NW public improvmts	10,000.00
Non Tax	City Treasurer - Police Department	Ticketed Events - Police Services	Pedestrian safety - May 2014	6,867.06
Local	Fishbeck, Thompson, Carr & Huber	Monroe Center-Phase 3 / Monument Park	Engineering services through 06/06/2014	6,422.76
Local	City Treasurer - Parking Services	DASH North Shuttle Services	DASH North Lease - May 2014	6,250.00
Local	City Treasurer - Parking Services	DASH North Shuttle Services	DASH North lease - January 2014	6,250.00
Local	City Treasurer - Parking Services	DASH North Shuttle Services	DASH North lease- February 2014	6,250.00
Local	City Treasurer - Parking Services	DASH North Shuttle Services	DASH North Lease - April 2014	6,250.00
Non Tax	Kantor + Wassink Agency LLC	State of Dntn Event & Annual Reports	Production management - annual report	6,000.00
Local	Dickinson Wright PLLC	Administration	Legal services - TIF legislation April 2014	5,310.02
Local	City of Grand Rapids	Administration	Staff services - June 2014	4,907.03
Local	Fishbeck, Thompson, Carr & Huber	Monroe Center-Phase 3 / Monument Park	Share of engineering services 04/12-05/09/2014	4,465.20
Local	Dickinson Wright PLLC	Administration	Legal services - share of TIF legislation May 2014	3,957.33
Local	Michigan Dept of Transportation	Seward Ave Non-Motorized Facility	Local progress billing June 2014	3,935.88
Non Tax	Arena District	Downtown Marketing	Event sponsorship - Downtown Fiesta	3,376.91
Non Tax	Today's Window Fashions	DDA Offices Re-Location	Shades for office and conference room	3,220.00
Local	Dickinson Wright PLLC	Downtown Plan	Legal services - Interface agreement April 2014	3,150.80
Non Tax	Full Circle	Downtown Marketing	Design and project management - microsite design	3,125.00
Non Tax	Full Circle	DGRI Event Production	Movies in the Park microsite design	3,125.00
Local	Michigan Dept of Transportation	Seward Ave Non-Motorized Facility	Local progress billing May 2014	3,068.67
Non Tax	Community Media Center	DGRI Event Production	Website design/development - Movies in the Park	2,841.60
Non Tax	Friends of Grand Rapids Parks	Experience - Miscellaneous	2014 Green Gala sponsorship	2,500.00
Non Tax	Full Circle	Downtown Marketing	Design/project mnmt - Real Change... posters	2,500.00
Non Tax	Full Circle	DGRI Event Production	Design/project mnmt - Movies in the Park posters	2,500.00
Non Tax	Grand Rapids Original Swing Society	Special Events - Grants	Event grant - Swing Dancing 2014	2,442.00
Local	City Treasurer - Risk Management	Administration	General insurance - June 2014	2,348.00
Local	City Treasurer - Budget Office	Administration	Support services allocation - June 2014	2,265.83
Non Tax	Full Circle	DGRI Event Production	Movies in the Park microsite	2,125.00
Non Tax	Community Media Center	Downtown Marketing	Real Change... website design and development	1,894.40
Local	TGG Inc. / The SBAM Plan	Administration	Share of life/disability insurance - 07/01-09/30/2014	1,766.58
Local	Geotech, Inc.	Snowmelt System Repairs / Investigation	Engineering services 03/31-05/31/2014	1,636.50
Local	Dickinson Wright PLLC	Administration	Legal services - M&B FOIA request April 2014	1,583.40
Local	Dickinson Wright PLLC	Administration	Legal services - DGRI formation April 2014	1,512.70
Non Tax	Full Circle	Downtown Marketing	Real Change... design/project management logo	1,500.00
Non Tax	City Treasurer - Police	Ticketed Events - Police Services	Pedestrian safety - March 2014 additional due	1,383.63
Local	Wondergem Consulting	Administration	Public relations - 06/16-06/30/2014	1,343.94
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies in the Park supplies - May, 2014	1,336.75
Local	Carl Walker Inc.	Arena South Implementation	Parking capacity/feasibility study thru April 2014	1,283.40
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies in the Park supplies - June, 2014	1,092.60
Local	Fishbeck, Thompson, Carr & Huber	Arena South Implementation	Engineering services 11/23-12/20/2013	1,092.00
Local	Fifth Third Bank - Procurement Card	Urban Recreation Plan	Outdoor chess board - June, 2014	1,067.00
Non Tax	Specialized Prtg/Graphics dba SGS	Stakeholder Engagement Program	Downtown Residents Council mailing	1,052.19
Non Tax	Full Circle	Downtown Marketing	Real Change... design/project mnmt - postcard	1,000.00
Non Tax	Fifth Third Bank - Procurement Card	Transportation Demand Mnmt Prog	DGRI office bicycles - June, 2014	999.00

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures
June, 2014 Preliminary

Page 2

Source	Vendor	Purpose / Project	Description	Amount
<i>continued from previous page</i>				
Non Tax	Fifth Third Bank - Procurement Card	State of Dntn Event & Annual Reports	Refreshments - June, 2014	\$ 976.56
Non Tax	Kerkstra Portable Restroom Svc, Inc	DGRI Event Production	Portable restrooms - 6/20/2014	960.00
Non Tax	City Treasurer - City Engineer	Experience - Misc	Inspection work performed on S Division building	941.50
Local	City Treasurer - Parking Services	Administration	Parking validations - June 2014	886.00
Non Tax	Fifth Third Bank - Procurement Card	Experience - Miscellaneous	IDA Midwestern Conference supplies - May, 2014	829.36
Local	City Treasurer - Parking Services	Administration	Parking - Exec Dir/Office Mgr/Proj Mgrs - June 2014	743.00
Non Tax	Consumers Energy	Experience - Miscellaneous	Electricity - Monroe Center Ph 3 - April 2014	684.16
Local	Wondergem Consulting	Administration	Public relations - 05/01-5/15/2014	675.00
Non Tax	Love's Ice Cream	State of Dntn Event & Annual Reports	Ice cream and toppings bar	612.50
Local	Soil and Materials Engineers, Inc.	Seward Ave Non-Motorized Facility	Professional services 04/28-05/25/2014	606.66
Non Tax	Fifth Third Bank - Procurement Card	State of Dntn Event & Annual Reports	Supplies - June, 2014	578.18
Non Tax	Swift Printing & Communications	DGRI Event Production	Movies in the Park - print posters	570.00
Non Tax	Adam Bird Photography	DGRI Event Production	Movies in the Park photography	555.00
Local	Fishbeck, Thompson, Carr & Huber	Arena South Implementation	Engineering services 03/15-04/11/2014	546.00
Non Tax	Elite Security Services Inc.	DGRI Event Production	Movies in the Park security for 06/06/2014	525.00
Local	Fusion IT	Administration	IT services - hardware purchases	524.96
Non Tax	ALGA West Michigan	Experience - Miscellaneous	Event sponsorship - Richard Saul Wurman event	500.00
Non Tax	Full Circle	Downtown Marketing	Real Change... design/web development	500.00
Local	O'Boyle Cowell Blalock & Assoc	Monroe Center-Phase 3 / Monument Park	Reconstruction of Monroe Center thru 04/30/2014	495.02
Local	Dickinson Wright PLLC	Administration	Legal services - misc matters April 2014	473.20
Local	Fusion IT	Administration	Patch cable and intern station May/June 2014	464.25
Local	City Treasurer - Parking Services	Administration	Parking validations - May 2014	463.00
Non Tax	Swift Printing & Communications	Downtown Marketing	Real Change... postcard printing	437.00
Local	Dickinson Wright PLLC	Administration	Legal services - Arena Place project April 2014	400.40
Local	Soil and Materials Engineers, Inc.	Seward Ave Non-Motorized Facility	Soil/asphalt compaction; extraction test/observations	387.88
Local	Fifth Third Bank - Procurement Card	Administration	Memberships - June, 2014	375.00
Local	Blue Cross Blue Shield of Michigan	Administration	Dental insurance July-September 2015	366.10
Local	Professional Maint of Michigan Inc	Administration	Janitorial services May 2014	335.26
Local	Professional Maint of Michigan Inc	Administration	Janitorial services June 2014	335.26
Local	Fifth Third Bank - Procurement Card	Administration	Office supplies - June, 2014	314.80
Non Tax	Full Circle	Downtown Marketing	Real Change... design/project mnmt jar inserts	312.50
Non Tax	M Buck Studio	State of Dntn Event & Annual Reports	Photographic services - State of the Downtown	300.00
Local	Carl Walker, Inc	Arena South Implementation	Parking capacity/feasibility study thru April 2014	294.25
Non Tax	Dickinson Wright PLLC - Correction	Downtown Safety Ambassadors	Legal services - agreement w/MYDATT Sept 2013	291.20
Local	Wondergem Consulting	Administration	Public relations - 06/02-06/13/2014	289.42
Non Tax	Specialized Prtg/Graphics dba SGS	Stakeholder Engagement Program	Downtown Residents Council survey printing/mailing	283.00
Local	Geotech, Inc.	Snowmelt System Repairs / Investigation	Engineering services 05/01-06/30/2014	278.00
Non Tax	TGG Inc. / The SBAM Plan	Transportation Demand Mnmt Prog	Share of life/disability insurance 07/01-09/30/2014	257.23
Non Tax	Swift Printing & Communications	Downtown Marketing	Real Change... postcard printing	247.00
Local	Fusion IT	Administration	Share of intern stations & misc projs May 2014	246.73
Local	The Employer's Association	Administration	M. Sierawski - professional development	245.00
Non Tax	Baker Tent and Party Rentals	State of Dntn Event & Annual Reports	Linens - State of the Downtown	242.55
Non Tax	Fifth Third Bank - Procurement Card	Transportation Demand Mnmt Prog	Bill Kirk - professional development - May, 2014	240.00
Local	Cellco Partnership dba Verizon	Administration	K Larson & staff cellphone svc/equip 05/02-06/01/14	239.52
Local	Dickinson Wright PLLC	Administration	Legal services - Katerberg contract April 2014	236.60
Local	Fusion IT	Administration	Share of intern work stations setup May 2014	235.62
Non Tax	Grand Rapids Antique Car Club	DGRI Event Production	Movies in the Park exhibit cars - 06/20/14	225.00
Local	Staples Advantage	Administration	Share of office supplies	224.54
Non Tax	Jeremy Verwys	State of Dntn Event & Annual Reports	Performance - State of the Downtown	220.00
Local	Fifth Third Bank - Procurement Card	Administration	Office supplies - May, 2014	201.93
Local	Dickinson Wright PLLC	Administration	Legal services - sale of lot 5 April 2014	200.20
Local	Employment Plus	Administration	Temporary - T Blodgett	192.92
Non Tax	Townsquare Media	DGRI Event Production	Movies in the Park marketing sponsorship	189.00
Non Tax	Elite Security Services Inc.	DGRI Event Production	Movies in the Park 06/20/2014 security	187.50
Local	TDS	Administration	29 Pearl NW office telephones - June 2014	185.65
Local	Fusion IT	Administration	Share of email archive May 2014	178.11
Local	Fusion IT	Administration	Share of email archive June 2014	178.11
Local	Staples Advantage	Administration	Share of office supplies	165.96
Local	PCS Gophers Ltd	Administration	Interoffice and mail services	157.03
Local	PCS Gophers Ltd	Administration	Interoffice and mail services	157.03
Local	Fusion IT	Administration	Share of email archive April 2014	153.26
Non Tax	Adrian Butler	DGRI Event Production	Movies in the Park June 2014 guest appearance	150.00

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures
June, 2014 Preliminary

Page 3

Source	Vendor	Purpose / Project	Description	Amount
<i>continued from previous page</i>				
Local	Dickinson Wright PLLC	Administration	Legal services - property acquisition April 2014	\$ 145.60
Local	Dickinson Wright PLLC	Administration	Legal services - areaway removal March 2014	145.60
Local	Geotech, Inc.	Snowmelt System Repairs / Investigation	Snowmelt system repairs June 2014	143.78
Local	Fusion IT	Administration	Install GIS software May 2014	142.50
Local	Fusion IT	Administration	Share of misc projects June 2014	135.43
Local	Paychex	Administration	HRS processing fees - June, 2014	135.00
Local	Paychex	Administration	Payroll processing fees - June, 2014	133.55
Local	Great America Financial Services	Administration	Share of Ricoh copier system lease - May 2014	131.22
Non Tax	City Treasurer - Parking Services	Downtown Safety Ambassadors	Melvin Eledge parking card - June 2014	126.00
Non Tax	M Buck Studio	State of Dntn Event & Annual Reports	Annual report photo June 2014	125.00
Local	Comcast	Administration	Share of 29 Pearl NW initial install June 2014	107.83
Local	Staples Advantage	Administration	Share of office supplies	104.19
Local	Creative Studio Promotions	Administration	DGRI jackets	103.66
Non Tax	Breck Graphics dba Allegra Printing	Downtown Safety Ambassadors	Business cards - Melvin Eledge	102.79
Local	Godwin Plumbing, Inc.	Administration	Plumbing work - DGRI offices	100.25
Local	Geotech, Inc.	Jefferson Avenue - Cherry St to Fulton St	Engineering services 05/04-05/31/2014	95.85
Non Tax	Staples Advantage	DGRI Event Production	Movies in the Park supplies	89.95
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies in the Park - volunteer pizza - May, 2014	89.91
Non Tax	Fifth Third Bank - Procurement Card	State of Dntn Event & Annual Reports	State of the Downtown supplies - May, 2014	87.24
Non Tax	Fifth Third Bank - Procurement Card	Experience - Miscellaneous	Professional development - T Tofferi - May, 2014	85.00
Local	Staples Advantage	Administration	Share of office supplies	83.95
Non Tax	Petty Cash	Stakeholder Engagement Program	Merchant Mixer supplies	80.92
Non Tax	Fifth Third Bank - Procurement Card	State of Dntn Event & Annual Reports	Postage - June, 2014	80.34
Local	Madcap Coffee	Administration	Coffee for meetings and staff	79.92
Local	Madcap Coffee	Administration	Coffee for meetings and staff	78.20
Local	Madcap Coffee	Administration	Coffee for meetings and staff	77.62
Local	Madcap Coffee	Administration	Coffee for meetings and staff	75.38
Non Tax	Fifth Third Bank - Procurement Card	Stakeholder Engagement Program	Meeting refreshments - June, 2014	73.77
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies in the Park supplies - May, 2014	72.58
Non Tax	Petty Cash	DGRI Event Production	Movies in the Park supplies	69.92
Local	Breck Graphics dba Allegra Printing	Administration	Kimberly VanDriel business cards	65.56
Non Tax	Cellco Partnership dba Verizon	Transportation Demand Mnmt Prog	Mobility Manager cell phone June 2014	64.75
Non Tax	Cellco Partnership dba Verizon	Transportation Demand Mnmt Prog	Mobility Manager cell phone May 2014	64.75
Non Tax	Crops Marks Inc	Downtown Marketing	Misc logo'd items	63.00
Local	Geotech, Inc.	Snowmelt System Repairs / Investigation	Engineering services 06/01-06/30/2014	62.50
Local	Staples Advantage	Administration	Share of office supplies	58.53
Non Tax	Blue Cross Blue Shield of Michigan	Transportation Demand Mnmt Prog	Mobility Manager dental insurance July-Sept 2014	58.44
Local	Mary Sierawski	Administration	Mileage reimbursement - May/June 2014	57.12
Local	Staples Advantage	Administration	Share of office supplies	54.25
Local	Fusion ICS	Administration	Set-up intern station phone May 2014	52.87
Local	Petty Cash	Administration	Postage - DDA Board meetings	49.63
Non Tax	Consumers Energy	Experience - Miscellaneous	Electricity - Monroe Center Ph 3 - April 2014	48.57
Local	Murphy Ackerman	Administration	Mileage reimbursement - June 2014	48.16
Local	Staples Advantage	Administration	Share of office supplies	47.88
Local	Eric Pratt	Administration	Mileage reimbursement - June 2014	45.92
Local	Staples Advantage	Administration	Share of office supplies	45.17
Local	Staples Advantage	Administration	Share of office supplies	42.27
Non Tax	Fifth Third Bank - Procurement Card	Administration	Meeting supplies - May, 2014	41.63
Local	Staples Advantage	Administration	Share of office supplies	38.45
Local	JPMorganChase	Administration	Payroll account bank fees - June, 2014	37.38
Non Tax	Petty Cash	Experience - Miscellaneous	IDA Midwestern Conference supplies	37.05
Local	Fusion IT	Administration	Share of equipment June 2014	36.35
Local	City of Grand Rapids	Administration	Compensated absences accrual for FY2014	28.06
Local	Staples Advantage	Administration	Share of office supplies	25.86
Local	Staples Advantage	Administration	Share of office supplies	25.60
Non Tax	Consumers Energy	Experience - Miscellaneous	Electricity - Monroe Center Ph 3 - May 2014	23.52

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures
June, 2014 Preliminary

Page 4

Source	Vendor	Purpose / Project	Description	Amount
<i>continued from previous page</i>				
Local	Model Coverall Service, Inc.	Administration	Share of floor mats - DGRI Offices 05/14/2014	\$ 23.35
Local	Model Coverall Service, Inc.	Administration	Share of floor mats - DGRI Offices 05/28/2014	23.31
Local	Model Coverall Service, Inc.	Administration	Share of floor mats - DGRI Offices 06/25/2014	23.31
Local	Model Coverall Service, Inc.	Administration	Share of floor mats - DGRI Offices 06/11/2014	23.31
Non Tax	Petty Cash	Administration	K. Larson - lunch meeting	22.61
Local	Fifth Third Bank - Procurement Card	Administration	Board meeting supplies - June, 2014	20.13
Local	Petty Cash	Administration	Board meeting supplies	20.13
Local	Staples Advantage	Administration	Share of office supplies	20.12
Local	Staples Advantage	Administration	Share of office supplies	18.68
Local	Staples Advantage	Administration	Share of office supplies	18.37
Local	Fusion IT	Administration	Adobe suite installation June 2014	17.62
Local	Staples Advantage	Administration	Share of office supplies	15.14
Non Tax	Consumers Energy	Experience - Miscellaneous	Electricity - Monroe Center Ph 3 - May 2014	12.91
Local	Petty Cash	Building Re-use Incentive Program (BRIP)	Recording services - Kent County	10.00
Local	Petty Cash	Administration	Notary renewal - Mary Sierawski	10.00
Local	Staples Advantage	Administration	Share of office supplies	9.57
Local	Cellco Partnership dba Verizon	Transportation Demand Mnmt Prog	Correct code for May 2014 cell phone charges	(64.75)
Local	M-Live Media Group - Transfer	Administration	Charge Area 1 expenses against Purchase Option	(258.80)
Local	Dickinson Wright PLLC - Correction	Downtown Safety Ambassadors	Legal services - agreement w/Mydatt Sept 2013	(291.20)
Local	Dickinson Wright PLLC - Transfer	Administration	Charge Area 5 expenses against Purchase Option	(309.40)
Local	Williams & Works, Inc. - Transfer	Administration	Charge Area 1 expenses against Purchase Option	(1,429.62)
Local	Dickinson Wright PLLC - Transfer	Administration	Charge Area 1 expenses against Purchase Option	(5,090.00)
Local	Dickinson Wright PLLC - Transfer	Administration	Charge Area 5 expenses against Purchase Option	(5,996.27)
Local	Dickinson Wright PLLC - Transfer	Administration	Charge Area 1 expenses against Purchase Option	(14,013.13)
PRELIMINARY JUNE, 2014 EXPENDITURES as of 08/08/2014				\$ 585,572.38

Local - local tax increment funds
Non-tax - non-tax funds
Debt - school tax increment funds

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 4.
August 13, 2014
DDA Meeting**

DATE: August 8, 2014

TO: Brian Harris, Chair
Downtown Development Authority

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: Financial Audit Services Contract for Fiscal Year Ended June 30, 2014

On January 27, 2011, a Request for Proposal (RFP) for financial audit services was mailed to twenty-two accounting firms for the City and its seven Authorities, including the Downtown Development Authority, for the fiscal years ended June 30, 2011, June 30, 2012, and June 30, 2013.

Five proposals were received by the February, 2011 deadline. The City received competitive prices from each accounting firm with a difference of only \$6,430 between the highest fee proposed and the lowest. In 2011, the staff team ranked BDO USA LLP as the best proposal based on the criteria specified in the RFP.

In addition to auditing work, the RFP referenced the planned replacement of the City's accounting and financial management software. The replacement was implemented in November, 2012. However, due to changes in the ownership of the Cogsdale Financial Management System (CFMS) software shortly after, the "replacement accounting system" anticipated in 2011 must be replaced since there is little technical support for the CFMS. Now is not the time to change auditors.

During the past six years BDO has consistently provided exemplary auditing and consulting services. In February, 2014, the City Commission awarded an extension to the BDO USA, LLP contract to include financial audit and due diligence services for the fiscal year ending June 30, 2014.

Attached is BDO's proposed "Agreement to Provide Audit Services." For the DDA's FY2014 audit, BDO proposes to charge \$5,000 – a modest 2% increase compared to the FY2013 fee.

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

Attachment

Agreement to Provide Audit Services

This Agreement is made as of March 5, 2014, between The Grand Rapids Downtown Development Authority, a Michigan municipal corporation, 300 Monroe Avenue NW, Grand Rapids, Michigan ("the Client") and BDO USA, LLP, a limited liability partnership ("BDO" or "the Auditor").

Objectives and Scope of the Audit

BDO USA, LLP will audit the financial statements of the Client as of and for the year ending June 30, 2014. Management's discussion and analysis, the supplementary schedule of current and ongoing projects and future commitments accompanying the financial statements will not be subjected to the auditing procedures applied in the audit of the basic financial statements, and the auditor's report will not provide an opinion or any assurance on such information.

Responsibilities of BDO

The Auditor will conduct the audit in accordance with generally accepted auditing standards (GAAS) and the *Audit Manual for Local Units of Government in Michigan*. Those standards require that the Auditor plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. The procedures selected depend on the Auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. The Auditor's work will be based primarily upon selected tests of evidence supporting the amounts and disclosures in the financial statements and, therefore, will not include a detailed check of all of the Client's transactions for the period. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

An audit is not designed to detect errors or fraud or violations of laws or governmental regulations that are immaterial to the financial statements. However, the Auditor will inform the Client of any material errors or fraud that comes to their attention. The Auditor will also inform the Client of possible illegal acts that come to their attention unless they are clearly inconsequential. In addition, during the course of the audit, financial statement misstatements may be identified, either through the audit procedures or through communication by Client employees to the Auditor and the Auditor will bring these misstatements to the Client's attention as proposed adjustments. At the conclusion of the engagement the Auditor will communicate to those charged with governance (as defined below) all uncorrected misstatements.

The term "those charged with governance" is defined as the persons with responsibility for overseeing the strategic direction of the Client and obligations related to the accountability of the Client, including overseeing the financial reporting process. For the Client, the Auditor and Client agree that the Board of the Grand Rapids Downtown Development Authority (the Board) meets that definition.

In making risk assessments, the Auditor will consider internal control relevant to the Client's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Client's internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses in internal control. However, the Auditor will communicate to the Client and the Client's Board in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that the Auditor identifies during the audit. The Client authorizes the Auditor to immediately disclose any and all findings of suspected fraud to the Deputy State Treasurer in charge of the Local Audit Division of the State of Michigan Department of Treasury.

The Auditor is also responsible for communicating with the Client's Board what the Auditor's responsibilities are under GAAS, an overview of the planned scope and timing of the audit, and significant findings from the audit.

Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

The audit will be conducted on the basis that the Client and the Client's Board acknowledge and understand that the Client has responsibility (1) for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; (2) for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and (3) to provide the Auditor with access to all information of which the Client is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters.

Management is responsible for recording proposed audit adjustments in the financial statements, after evaluating their propriety based on a review of both the applicable authoritative literature and the underlying supporting evidence from the Client's files; or otherwise concluding and confirming in a representation letter (as further described below) provided to the Auditor at the conclusion of the audit that the effects of any uncorrected misstatements are, both individually and in the aggregate, immaterial to the financial statements taken as a whole. The Auditor will communicate to the City Comptroller and the

Chief Financial Officer, and when the Auditor deems it appropriate, to the Client's governing body (Commission, Board or Authority) all such unrecorded adjustments. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a corrective action plan.

As required by GAAS, the Auditor will request certain written representations from management at the close of the audit to confirm oral representations given to the Auditor and to indicate and document the continuing appropriateness of such representations and reduce the possibility of misunderstanding concerning matters that are the subject of the representations. Because of the importance of management's representations to an effective audit, the Client agrees, subject to prevailing laws and regulations, to release and indemnify BDO and its employees from any liability and costs relating to our services rendered under this Agreement attributable to any knowing misrepresentations by management.

Expected Form and Content of the Auditor's Report

At the conclusion of the audit, the Auditor will submit to the Client a report containing the Auditor's opinion as to whether the financial statements, taken as a whole, are fairly presented based on accounting principles generally accepted in the United States of America. The Client will distribute the reports to the governing bodies at their next scheduled meetings. The examination shall begin as soon after the signing of this agreement as shall be convenient to both parties and shall be completed no later than November 30 of each year, assuming appropriate cooperation by the Client to enable the Auditor to complete such audit by November 30, or as otherwise mutually agreed to by the parties. If, during the course of the Auditor's work, it appears for any reason that the Auditor will not be in a position to render an unmodified opinion on the financial statements, the Auditor will discuss this with the Client. It is possible, that because of unexpected circumstances, the Auditor may determine that they cannot render a report or otherwise complete the engagement. If, for any reason, the Auditor is unable to complete the audit or are unable to form or have not formed an opinion, the Auditor may decline to express an opinion or decline to issue a report as a result of the engagement. If, in the Auditor's professional judgment, the circumstances require, the Auditor may resign from the engagement prior to completion.

Client Reacceptance Matters

BDO is retaining the Grand Rapids Downtown Development Authority as a client in reliance on information obtained during the course of the Auditor's continuing client reacceptance procedures. Patricia Duperron has been assigned the role of engagement director and is responsible for directing the engagement and issuing the appropriate report on the Client's financial statements.

Email Communication

In connection with this engagement, the parties may communicate with each other or others via email transmission. The parties acknowledge that emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties. The parties agree that any material that will end up as part of a public document is suitable to transmit by email, as well as all matters of a routine nature such as setting up meetings. However, the parties agree to exercise care and discretion in their communications regarding sensitive matters; for such matters, they agree to use personal contact. The Client, upon request, will continue to disclose what is required by law under the Freedom of Information Act (FOIA).

Ownership of Working Papers

The working papers prepared in conjunction with the audit are the property of BDO, constitute confidential information, and will be retained by the Auditor in accordance with BDO's policies and procedures. However, the Auditor will provide the Client, without charge to the Client, copies of any and all such workpapers upon request by the Client.

However, pursuant to authority given by law or regulation, the Auditor may be requested to make certain working papers available to authorized representatives of the State Treasurer upon formal request by the State Treasurer, the Client's oversight agency, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. The Auditor will notify the Client of any such request. If requested, access to such working papers will be provided under the supervision of BDO personnel and at a location designated by BDO. Furthermore, upon request, the Auditor may provide photocopies of selected working papers to the aforementioned parties. These parties may intend or decide to distribute the photocopies of information contained therein to others, including other governmental agencies.

Reproduction of Audit Report

If the Client plans any reproduction or publication of the audit report, or any portion of it, copies of masters' or printers' proofs of the entire document should be submitted to BDO in sufficient time for its review and approval before printing. The Client agrees to provide BDO with a copy of the final reproduced material for its approval before it is distributed.

Posting of Audit Report and Financial Statements on Client's Website

The Client agrees to indemnify BDO from any and all claims that may arise from any differences between the electronic version of the financial statements and audit report presented on the Client's website, now and in the future, and the signed version of the financial statements and audit report provided to the Client's management by BDO.

Review of Documents for Issuance of Debt

The audited financial statements and our report thereon should not be provided or otherwise made available by the Client to recipients of any document to be used in connection with the issuance of debt without first submitting copies of the document to the Auditor in sufficient time for the Auditor's review and approval.

Availability of Records and Personnel

The Client shall complete and balance all accounts and prepare financial statements and schedules for all funds, operations and agencies to be audited by the Auditor, and shall provide the Auditor with space deemed adequate by the Auditor for the efficient conduct of the audit. The Client shall provide the Auditor, for its use and retention, with copies of these financial statements and schedules and shall provide the Auditor with trial balances of the various funds, operations and agencies in a form acceptable to the Auditor. The Auditor shall be responsible for the typing and proofing of the financial reports.

The Client agrees that all records, documentation and information the Auditor requests in connection with the audit will be made available to the Auditor (including those pertaining to related parties), that all material information will be disclosed to the Auditor and that the

Auditor will have full cooperation of, and unrestricted access to, the Client's personnel during the course of the engagement.

The Client also agrees to ensure that any third party valuation reports that the Client provides to the Auditor to support amounts or disclosures in the financial statements (a) indicate the purpose for which they were intended, which is consistent with the actual use of such reports; and (b) do not contain any restrictive language that would preclude the Auditor from using such reports as audit evidence.

Assistance by the Client's Personnel

The Auditor also asks that the Client's personnel, to the extent possible, prepare various schedules and analyses for the Auditor's staff. This assistance by the Client's personnel will serve to facilitate the progress of the Auditor's work and minimize costs to the Client.

Other Services

The Auditor shall always be available to meet with the Client's management at various times throughout the year to discuss current business, operational, accounting and auditing matters affecting the Client. Whenever the Client's management feels such meetings are desirable, the Client shall notify the Auditor. The Auditor is also prepared to provide services to assist the Client in any of these areas. The Auditor also agrees, at the request of Client's management, to attend meetings of the Client's governing body.

Independence

Professional standards require the Auditor to be independent with respect to the Client in the performance of its services. Any discussions that the Client's management has with the Auditor's personnel regarding employment could pose a threat to the Auditor's independence. Therefore, the Auditor requests that the Client inform the Auditor prior to any such discussions so that the Auditor can implement appropriate safeguards to maintain its independence.

Insurance and Hold Harmless

Prior to execution of this Agreement, the Auditor provided the Client with documentation that it has professional liability, general liability and workers' compensation insurance. The Client has found such insurance to be acceptable. The Auditor agrees to keep similar levels and types of insurance coverages in force throughout the period it performs services pursuant to this Agreement, or to advise the Client in advance in writing if it intends to significantly reduce any such coverage.

The Auditor agrees to hold the Client harmless from any and all physical injury to the person or damage to the property of, or any loss or expense incurred by any employee of the Client, which arises out of or pursuant to the Auditor's performance under this Agreement. The Auditor shall also hold the Client harmless from any claims by the Auditor's employees arising out of, or pursuant to, the Auditor's and/or employee's performance under this Agreement. The Auditor agrees to hold the Client harmless for any injuries to persons, or any injury, loss, expense or damage to property caused by the Auditor's employees.

Equal Opportunity

The Auditor agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to her/his hire, tenure, terms,

conditions or privileges of employment, or any matter directly or indirectly related to employment, because of her/his race, color, religion, national origin, age, sex, height, weight or marital status. Breach of this covenant may be regarded as material breach of this Agreement as provided for in Act 453 of the Public Acts of 1976, as amended, entitled "Michigan Civil Rights Act." The Auditor further agrees to review and examine with the Client relevant employment data and other information pertaining to its hiring practices. The Auditor further agrees that it will require similar covenants from any subcontractor under this Agreement.

Dispute Resolution Procedure

If any dispute, controversy, or claim arises in connection with the performance or breach of this agreement, either party may, upon written notice to the other party, request facilitated negotiations. Such negotiations shall be assisted by a neutral facilitator acceptable to both parties and shall require the best efforts of the parties to discuss with each other in good faith their respective positions and, respecting their different interests, to finally resolve such dispute.

Each party may disclose any facts to the other party or to the facilitator that it, in good faith, considers necessary to resolve the dispute. However, all such disclosures will be deemed in furtherance of settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed by both parties, the facilitator shall keep confidential all information disclosed during negotiations. The facilitator shall not act as a witness for either party in any subsequent arbitration between the parties.

Such facilitated negotiations shall conclude within sixty days from receipt of the written notice unless extended by mutual consent. The parties may also agree at any time to terminate or waive facilitated negotiations. The costs incurred by each party in such negotiations will be borne by it; the fees and expenses of the facilitator, if any, shall be borne equally by the parties.

If the parties are unable to resolve any dispute through the facilitated negotiation, they agree that the state courts of Michigan located in The City of Grand Rapids, and the U.S. District Court - Western District of Michigan, are the only proper forums and venues for the filing of any legal proceedings in connection with the agreement and the services provided pursuant to it.

Fees

The Grand Rapids Downtown Development Authority, as Client, agrees to pay the Auditor for the services described above a flat fee of \$5,000 for the year ending June 30, 2014, plus \$2,200 for each due diligence associated with the issuance of debt during the term of this Agreement. Charges for other services will be agreed to separately in writing. The flat fee includes our out-of-pocket expenses.

Should unusual conditions arise whereby the services of the Auditor are deemed necessary beyond the extent of the work required in the preceding sections, such unusual conditions shall be referred to the Client's management, which shall instruct the Auditor concerning such additional services.

Any additional services must be agreed to in writing by both parties. For additional services agreed to beyond those covered by the fees stated above, detailed bills, specifying hours worked by the various auditor classifications and the hourly rate of each classification, along with the services performed, will be submitted to the Client by the Auditor on a monthly or other periodic basis with payment terms of net due upon receipt. If the Client fails to make

payments promptly on receipt of proper bills, the Auditor reserves the right to stop work on the engagement.

Third Party Use

The Auditor will perform the professional services provided in connection with this engagement solely for the information and use of the Client. The Auditor does not anticipate and does not authorize reliance by any other party on its professional services. Any amendment to this provision must be made through a written document signed by the Client and BDO.

Miscellaneous

This Agreement is intended to cover only the services specified herein. This Agreement is the whole agreement and may be amended only in a writing executed by all parties. This engagement is a separate and discrete event, and any future services will be covered by a separate agreement to provide services.

Many banks have engaged a third party to electronically process cash or debt audit confirmation requests, and a few of those banks have mandated the use of this service. To the extent applicable, the Client hereby authorizes the Auditor to participate in this electronic confirmation process through the third party's website (e.g., by entering the Client's bank account information to initiate the process and then accessing the bank's confirmation response) and agrees that the Auditor shall have no liability in connection therewith.

This Agreement may be transmitted in electronic format and shall not be denied legal effect solely because it was formed or transmitted, in whole or in part, by electronic record; however, this Agreement must then remain capable of being retained and accurately reproduced, from time to time, by electronic record by the parties to this Agreement and all other persons or entities required by law. An electronically transmitted signature to this Agreement will be deemed an acceptable original for purposes of consummating this Agreement and binding the party providing such electronic signature.

Any portion of the work requiring a license or certification of any type shall be performed only in accordance with the licensing or certification provisions applicable.

The Auditor shall keep itself fully informed of and shall at all times comply with all local, state and federal laws, rules and regulations, applicable to this Agreement and the work to be done and the goods to be provided. The Grand Rapids City Charter shall be the governing document in this and all contractual relations with the Client. The Client retains the right to determine finally all questions as to the proper performance under this Contract or any unfinished portion of it, and in case of improper, dilatory or unsatisfactory performance, to suspend the work and to order the proper performance of the work. The Client, likewise, retains full power to determine all questions arising under this contract according to the true intent and meaning thereof, all in accordance with Section II of Title XVIII of the City Charter. This Agreement shall be construed according to Michigan law.

No failure or delay on the part of a party in exercising any right, power or privilege under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or privilege under this Contract preclude any other or further exercise of it or the exercise of any other right, power or privilege. The rights and remedies provided in this Contract are cumulative and not exclusive of any rights or remedies provided by law.

This Agreement shall not be assigned by any party without prior written consent of all parties to the Agreement.

* * * * *

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year above first written.

THE GRAND RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY

By: _____
Brian Harris, Chair

Date: _____

Attest: _____

Date: _____

BDO USA, LLP

By: _____
Patricia Duperron, Director

Date: _____

Attest: _____

Date: _____

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: August 8, 2014

TO: Downtown Development Authority

FROM: Eric Pratt
Project Manager

**Agenda Item #5
August 13, 2014
DDA Meeting**

SUBJECT: Development Area Liquor License Request – 80 Ottawa Avenue NW (Parsley Mediterranean Grill)

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 for licenses received 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. The policy also gives the highest priority for approval of these licenses to existing restaurants in the district.

A new application under this procedure has been submitted by:

ZY Inc. (DBA Parsley Mediterranean Grill) currently owns and operate Parsley Mediterranean Grill, a simple, fast-casual style restaurant; specializing in traditional Mediterranean and Middle Eastern cuisine. ZY Inc. is seeking a Class C Resort Liquor License which will allow for the sale and consumption of beer and wine on premise. Established in 2008, ZY Inc. has operated Parsley Mediterranean Grill within the ground floor of the Aldridge Place Building since winter 2009.

Staff has evaluated the application and finds that it meets or exceeds the requirements of the act. Concurrent review by other departments and the Planning Commission is currently underway.

Recommendation:

Staff recommends approval of the attached resolution.

Attachment.

**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, ZY Inc., a Michigan For Profit Corporation, located at 40617 Lenox Park Drive, Novi, Michigan, 48377; has applied to the City for approval of a license under the Act, and is located within the DDA district, and

WHEREAS, ZY Inc., in its application, has indicated its intention to operate Parsley Mediterranean Grill, a fast casual restaurant serving traditional Middle Eastern and Mediterranean food, 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 ZY Inc. as proposed by ZY Inc. 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 in the rehabilitation of or restoration of leased space at 80 Ottawa Avenue NW, Suite #150.
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 ZY Inc. at 80 Ottawa Avenue NW, above all others.

YEAS: Board members _____

NAYS: Board members _____

ABSTAIN: Board members _____

ABSENT: Board members _____

RESOLUTION DECLARED ADOPTED.

Dated: August 13, 2014

Kristopher Larson
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 August 13, 2014, 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.

Mary Sierawski
DDA Secretary

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: August 7, 2014

TO: Downtown Development Authority

FROM: Bill Kirk
Mobility Manager



Agenda Item #6
August 13, 2014
DDA Meeting

SUBJECT: Request for Funding Authorization to Implement Pedestrian Wayfinding Project with Walk Your City

During the FY 2015 Budget Planning process, the Alliance for Livability prioritized a pilot program to encourage increased pedestrian activity in the Downtown district through the use of simple wayfinding signage. Specific goals of the effort include improved connectivity, enhanced wellness, alleviation of auto traffic, congestion, and parking issues, as well as continued progress towards becoming a "park once" Downtown.

DGRI staff, in collaboration with members of the Alliance for Livability's Mobility Working Group, has conducted extensive research on best practices and options from various urban environments around the U.S. and the globe. Many systems exist with varying levels of success, and the consensus reached by staff and Alliance members placed high priority on simplicity, flexibility, ease of implementation, and modest capital and maintenance cost.

Walk Your City is an organization and program that originated in North Carolina and now assists in planning, production, and implementation of fully customizable pedestrian and bicycle wayfinding systems both around the U.S. (approximately 45 states) and international settings. It is an open-sourced online resource that allows the user to plan, customize, and design signage, after which Walk Your City produces and ships signs. Implementation and installation services are also available, though those components of the program are planned to be completed locally.

The signs are weather-durable corrugated plastic fastened with industrial-grade plastic cable-ties. The simple materials and lack of permanence allow for program flexibility and low capital cost (signs range from \$15-\$25). Additionally, the software infrastructure that supports the program incorporates GPS and Google mapping functionality, which eliminates the need for manual time and distance calculation. Finally, the signs include QR Code functionality that provides the user with detailed directions and additional information while simultaneously providing the program administrators with the ability to track usage for performance measurement and program adaptation purposes. Walk Your City is the only vendor that has been identified that can fulfill the Alliance's goals of quick implementation, flexibility, modest cost, and metrics for return on investment measurement.

Walk Your City programs have taken different forms in different communities, ranging from pilot systems designed to lay the foundation for permanent infrastructure to simpler systems designed solely to complement bicycle infrastructure. Some programs have been designed to precede redevelopment efforts or enhance the perception of walkability.

Aside from the goals stated above, the program in Downtown Grand Rapids will serve to reconnect Downtown residents, employees, and visitors to the amenities and attractions available, while also encouraging foot traffic to support and increase retail activity.

This program was included in the FY15 Priority Plan and appears as in the Non-Tax Fund line item entitled Livability: Downtown Recreational Walk/Tour Signage. Media coverage of the program, as well as a brief case study from Santa Fe, NW are included for reference.

RECOMMENDATION:

Approve the recommendation to authorize expenditures not-to-exceed \$10,000 for the design and purchase of signage from Walk Your City for the pilot wayfinding signage project.



Hack city planning with these DIY street signs

by Deirdre Van Dyk on June 30, 2014

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The Nickel Tour: Walk [Your City] aims to get feet on the street, pushing us out of our cars and into local cafes and parks, while re-galvanizing city planning.

Under cover of a January night two years ago, [Matt Tomasulo](#), a landscape architecture and urban planning graduate, grabbed a few friends took to the streets of Raleigh, NC with zip ties and 27 corrugated plastic signs. Strapping "It's six minutes by foot to the Rose Garden" and "It's two minutes to a great cup of coffee" to utility poles, it was just a way that the entrepreneur could not only playfully encourage his fellow residents to walk more, but to urge the city, then making economic development plans, to consider how people use space. He had no idea he was launching a way to hack city planning.

The project, [Walk \[Your City\]](#), a website where anyone can customize and print his color-coded signs to create walking routes through neighborhoods, has now been used in over 100 cities around the world. Tomasulo's work is part of a larger trend to revitalize downtown areas. Moving away from the post-war standard of ushering cars along as quickly as possible, this new urbanism designs around how humans move through space.

Demographics dictate part of this effort to get a handle on shoe leather instead of tire rubber—the country's two largest generations want to be able to walk to their nearest Starbucks. Fewer [Millennials](#) have driver's licenses or own cars than the two preceding generations. They place a high value on walkability in picking a place to live. Boomers, who may be giving up driving as they age, want the same easy access to shops and entertainment. An [AARP survey](#) found those 50 and older ranked "pedestrian-friendly neighborhoods" near the top of their community preferences.

With Walk [Your City], getting feet on the street starts with re-training our car-centric brains. Distances are measured in minutes instead of miles. Relatable, when it's your energy you're burning instead of an engine's. The non-profit [Creative Santa Fe \(CrSF\)](#) recently made a set of signs to show citizens in their town that two popular neighborhoods were only 15 minutes apart by foot. Katelyn Peer, the group's director of community initiatives, helped marshal volunteers to install 120 signs last fall, the largest Walk [Your City] project so far. "The perception here is that the city isn't walkable—the sidewalks are narrow, there are weird little barriers," says Peer. Guiding people through the space with signs such as "it's 7 minute walk to the best margarita in the city" and "it's a 23 minute walk to the Canyon Road galleries" made the connections clear.



The Santa Fe project, up for six weeks, not only got people excited about rediscovering the city— some noticed for the first time a park that lay between the district— but enabled CrSF to connect with city leaders. CrSF hopes that they'll be able to get funding for permanent signage. "[City leaders] have got such busy schedules," says Peer, "this turned out to be a great way to get to them to pay attention."

Peer observes the low-cost Walk [Your City] signs—each sign cost them about \$15 to \$19—allows citizens and planners to try out different ideas without a great deal of risk—like wasting city money—attached. "Both sides can be playful and creative. You're not stuck with anything," says Peer. "It gets people open to possibility, rather than stuck on: 'what if this doesn't work'" That's why Tomasulo aims to take Walk [Your City] wider, making it what he calls an "actionable civic platform" so it can be used to create places that people can enjoy. He's working on ways to add elements to the website that give citizens data and other tools to influence their local legislatures. The goal in all his work is to make cities more human-scaled. "I like the idea of being the cultural stimulus inspiring cities to embrace walkability. The signs," says Tomasulo, "are just the beginning."

Images courtesy of [Walk \[Santa Fe\]](#)

Share the knowledge!

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About Deirdre van Dyk

Deirdre spent 12 years as reporter at TIME magazine. She focused on societal trends, sustainable innovation, business, industrial design and currency, and was part of the team that produced the award -winning *The Bitter Pill* and *9/11: Ten Years Later*. She recently relocated to Washington DC.

[View all posts by Deirdre van Dyk →](#)

WALK [SANTA FE]

CASE STUDY



Community members in Santa Fe, NM

“Walk [Santa Fe] is a month long city prototyping project demonstrating simple, affordable, and practical solutions to increase walkability in Santa Fe.”

- Creative Santa Fe

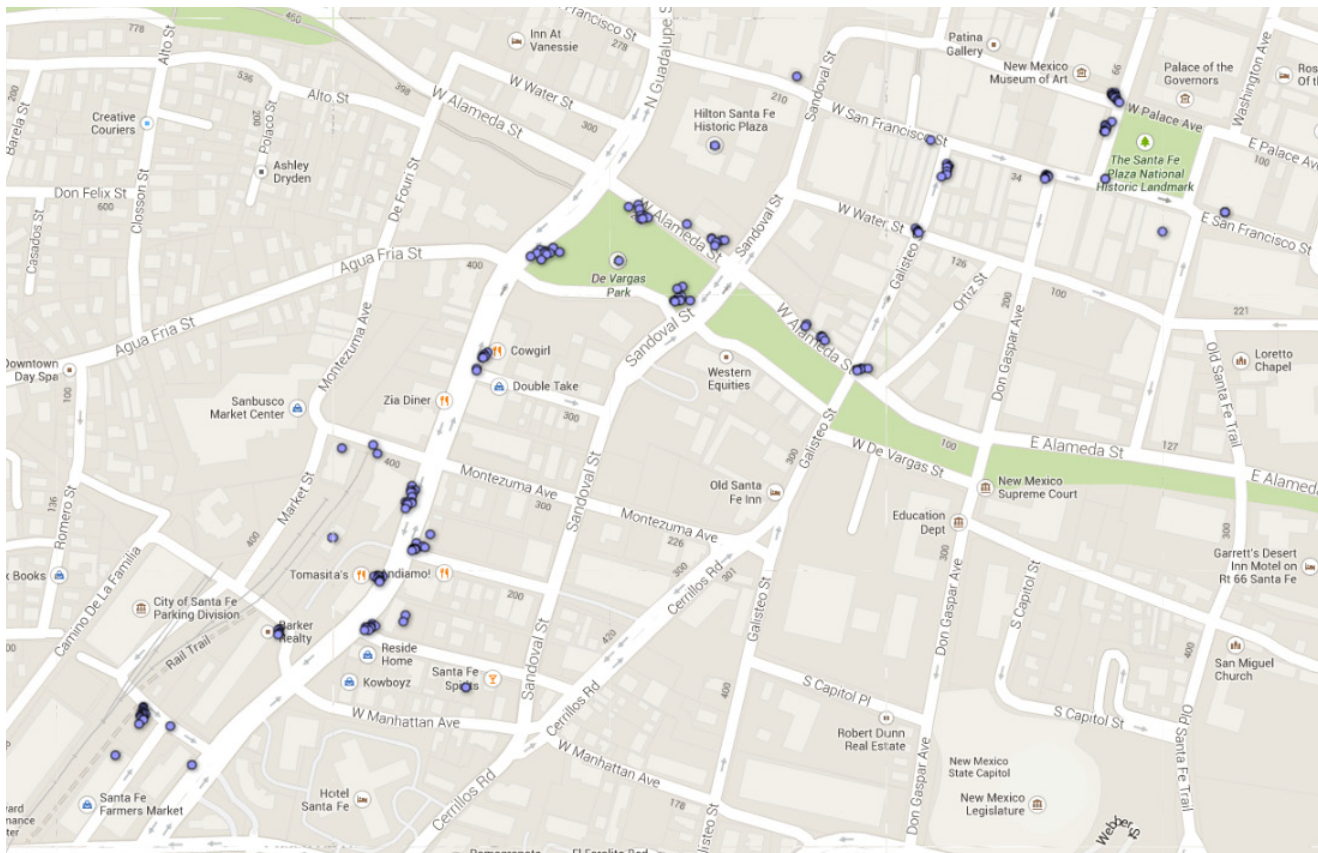
NUTRITIONAL FACTS

POPULATION:	68,000
LAND AREA:	37.4
# OF SIGNS:	124
# OF VOLUNTEERS:	80+
# OF CITY STAFF:	6
CHIEF INSTIGATOR:	Creative Santa Fe
CHIEF FACILITATOR:	Katelyn Peer

CONTEXT

Walk [Santa Fe] is a month long city prototyping project demonstrating simple, affordable, and practical solutions to increase walkability between two districts in downtown Santa Fe, the Railway Plaza and Downtown Plaza. The goal of Walk [Santa Fe] is for Santa Fe residents, business owners, and visitors to experience the impact that clear signage and designated pathways can make for a more vibrant and connected downtown, and begin a discussion with city leaders to consider new wayfinding solutions for downtown Santa Fe.

Creative Santa Fe's first walkability objective portion of the Connect Santa Fe initiative is to bring attention and action to establishing larger, clearly delineated and more accessible sidewalks and pathways between streets, neighborhoods and business districts. Many studies have proven that walkability provides cities with economic stimulus, attracts tourism, promotes public health and safety, and contributes to the beauty and environmental sustainability of neighborhoods and cities.



PROCESS

Beginning October 31 and lasting the month of November, the project featured a clearly defined paths, a printed map, and temporary street signs pointing the way to museums, galleries, shops, restaurants, and parks. Each sign used the WYC imbedded QR codes with specific directions to get to each location through Google Maps technology. Partnering with other non-profit organizations, Creative Santa Fe will host walking and biking events throughout the month. "WALK [SANTA FE] Ambassadors" will be on the streets to answer pedestrians' questions, discuss the project, and demonstrate how to use the QR codes.



WALK [SANTA FE]

CASE STUDY

ABOUT WALK [YOUR CITY]

Walk [Your City] is changing the way companies and communities support and create walkable cities. Our mission- driven approach blends traditional planning services with the scalability of technology to help 21st century cities champion walking and biking..

© Copyright 2014 Walk [Your City] Inc.

OUTCOME

Walk Santa Fe was a hit! They had nothing but encouraging responses and reactions from the public, city staff, and the press. People had nothing but love for the project and it's reportedly "been a real treat watching everyone interact with the signs, discover the path, and have maps in hand!"

The instigators at Creative Santa Fe are working to make the project a permanent fixture in their city. They are currently working on:

- 1) a Public Petition
- 2) Hanging a WALK [SANTA FE] banner in areas around town that asks people for what they would like to see permanent and asks them to interact by writing their ideas on the banner. By the way, do you have the WYC logo in a format that can be used on large scale without getting blurry for this?
- 3) Distributing template letters to our partners, businesses, and organizations who see the importance of these concepts moving in to permanence and collecting them.
- 4) Compiling all testimonials.
- 5) Personally thanking the city at a public City Council mtg. (which we will also invite all of those petition signers and businesses who wrote letters in to sit in on). We will show them the banner that everyone put their ideas on as well as hand them a packet with these ideas typed up, business letters, petition signatures, and a proposal for some do-able and easy to approach permanent solutions moving forward.

