

AGENDA

DOWNTOWN DEVELOPMENT AUTHORITY



Board Members:

Mayor Rosalynn Bliss • Kayem Dunn • Jermale Eddie • Dr. Wendy Falb
Jane Gietzen • Brian Harris • Diana Sieger • Jim Talen • Rick Winn

Wednesday, August 8, 2018
8:00 a.m. Meeting
29 Pearl Street, NW Suite #1

- | | | |
|--|-----------|---------|
| 1. Call to order | | |
| 2. Approve Meeting Minutes from June 13, 2018 (8:01)
(enclosure) | Motion | Harris |
| 3. Accept Financial Statements from June 30, 2018 (8:04)
(enclosure) | Motion | Wallace |
| 4. Block by Block Contract Amendment (8:10)
(enclosure) | Motion | Kelly |
| 5. Downtown Enhancement Grant Request: 351 Summer Avenue (8:20)
(enclosure) | Motion | Kelly |
| 6. Calder Plaza Phase I Improvements (8:30)
(enclosure) | Motion | Wong |
| 7. Holiday Lighting Contract Authorization (8:40)
(enclosure) | Motion | Buller |
| 8. Downtown Streetspace Guidelines Update (8:50)
(enclosure) | Info Item | Miller |
| 9. River Design Guidelines and Asset Management Plan (9:10)
(enclosure) | Info Item | Kelly |
| 10. President & CEO Report (9:45) | Info Item | Kelly |
| 11. Public Comment (9:50) | | |
| 12. Board Member Discussion (9:55) | | |
| 13. Adjournment | | |



UNAPPROVED MINUTES

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

June 13, 2018

1. Call to Order – The meeting was called to order at am 8:03am

2. Attendance

Present: Kayem Dunn, Jermale Eddie, Dr. Wendy Falb, Jane Gietzen, Brian Harris, Diana Sieger, Rick Winn, Mayor Rosalynn Bliss, Jim Talen

Absent: Jana Wallace (DDA Treasurer)

Others Present: Tim Kelly (DDA Executive Director), Flor Valera (Administrative Assistant), Dick Wendt (DGRI Legal Counsel) Kim Van Driel, Jennie Schumacher, Andy Guy, Megan Catcho, Annamarie Buller (DGRI Staff), Melvin Eledge, Amy Brower, Josh Naramore. Alan Pennington, John Helmholtz, Ehren Wynder, Geoff Gaskin, Brandi McBride, Maria Martinez, Raul Alvarez, John McNaughton, and others.

3. Approve Meeting Minutes from May 9, 2018

Motion: Jane Gietzen, supported Mayor Rosalynn Bliss, moved approval of the minutes from the May 9, 2018 meeting as presented. Motion carried unanimously.

4. Accept Preliminary Financial Statements from May 30, 2018

Motion: Rick Winn, supported by Jane Gietzen, moved to approve Statement D: Schedule of May 30, 2018 Expenditures as recommended. Motion carried unanimously.

5. FY2019 Budget Adoption

Tim Kelly introduced the FY19 budget for adoption and explained that City Commission has given bottom line authorization for the budget that the Board approved at the May DDA meeting. Mr. Harris asked Mr. Kelly if the City Commission had any questions regarding what was being proposed in the budget. Mr. Kelly said no, and added that everyone was very supportive of the proposed projects. Mayor Rosalynn Bliss added that Mr. Kelly's budget presentation at the City Commission was well organized.

Motion: Kayem Dunn, supported by Jane Gietzen, moved to adopt the FY19 Budget as authorized by the Grand Rapids City Commission. Motion carried unanimously.

6. DASH Memorandum of Understanding

Tim Kelly gave an overview of the request being presented to the Board and added that the new Memorandum of Understanding (MOU) for the new fiscal year incorporates terms similar to the prior MOU but explained that the contribution paid by the DDA and MNTIFA to cover service infrastructure is being adjusted. Mr. Kelly noted that this item was budgeted in the FY19 budget. In addition, Mr. Kelly said the DASH services will undergo major changes and introduced Josh Naramore

from the City's Mobile GR to give a more detailed explanation. Mr. Naramore explained that Mobile GR and Parking Services have been working on rebranding the DASH services in efforts to get more people to ride the buses in downtown. Mr. Naramore said the current logo has been around for 20 years and in September 2016 major changes were made to incorporate GR Forward implementations, which resulted in consolidation of the DASH Service routes. Mr. Naramore said after the completion of the Destination Asset Study, MobileGR was able to learn more on how to better improve visitor perception. He presented the upcoming changes, which include; the extension of hours of service, the rebranding of the bus design and the route changes that may impact the North Monroe Neighborhood. Mr. Naramore explained that because the DASH North averages 6,000 riders per month as opposed the DASH West which averages about 30,000 riders per month, Mobile GR has decided to make some adjustments to the routes. Starting August 27th, the DASH West route is going to focus on connecting the near West side parking lots, Bridge Street and over into the Arena South area, allowing for more connections between employment areas where parking has been identified as a constraint. Mr. Naramore said the biggest change for the Monroe North Business is the DASH North service route, instead of making the circular route up on Michigan Street, it will now continue along Monroe Avenue connecting the riverfront, the businesses on North Monroe, the DeVos Convention Center, Cherry Street all the way to the Downtown Market, making it more convenient for people to be close to all the new amenities being developed. Mr. Naramore presented the new logo and color design. The teaser bus will first debut on the North Monroe route and the all information will be translated in Spanish to make it more welcoming for visitors. Dr. Wendy Falb asked how people will find out about these changes. Mr. Naramore said Mobile GR is working with Experience Grand Rapids and DGRI to increase the visibility of the changes happening with the DASH Rebrand.

Motion: Rick Winn, supported by Jane Gietzen, moved to approve extending the terms of the DASH transit service from and to the Monroe North Development Area and the Downtown District to June 30, 2019 through a memorandum of understanding between the City, DDA and MNTIFA incorporating terms similar to those contained in the prior Memorandums of Understanding provided that DDA contribution for such a period shall be in the amount not to exceed \$99,994. Motion carried unanimously.

7. GRPS Museum School Support

Tim Kelly introduced the request for a public space enhancement support at 54 Jefferson Avenue to support GRPS's repairs to the surrounding sidewalks and landscape work for the Museum School. Mr. Kelly took a moment to introduced John Helmholdt, Executive Director of Communications & External Affairs for the Grand Rapid Public School. Mr. Helmholdt took a moment to thank the Board for their support and explained that this project will create a unique learning environment for students. Dr. Wendy Falb acknowledged the efforts made by former DGRI CEO Kris Larson for supporting this project and making it a priority. Mr. Kelly added that this is budgeted in the FY19 under Streetscape Improvements line item and said additional request will come to the DDA for FY19 to help improve future improvement to assist student crossings.

Motion: Jane Gietzen, supported by Diana Sieger, moved to approve an amount not to exceed \$52,000 to complete public improvements to support GRPS's redevelopment of 54 Jefferson Avenue for the Museum School. Motion carried unanimously.

8. Retail Innovation/Incubator Support Grant

Andy Guy introduced a Retail Innovation/Incubation Grant Support for Tamales Mary, a Mexican restaurant based in Wyoming, MI and Move Systems, a manufacturer of mobile food "carts" based in Walker, MI. Mr. Guy said a Request for Proposals (RFP) was developed and released in March 2018

to solicit ideas. Mr. Guy said the joint proposal between Tamales Mary and Move System will diversify the mix of retail offerings and support the growth of minority owned business. Mr. Guy added that this is a six (6) month pilot initiative to test the Downtown market and noted that after the six (6) months, Goal 4 Alliance along with DGRI will evaluate the performance and identify next steps. Mr. Guy said that this will be MOVE Systems first venture in the state of Michigan and explained how they will customized the mobile food unit for Tamales Mary employees. Mr. Harris asked DGRI Legal Counsel to make a clarification that this new pilot project is tied to the Non-tax fund revenue and part of the Retail Innovation Incubation Program line item. DGRI Legal counsel clarified that this project will be tied to the local-tax increment revenue fund.

Motion: Kayem Dunn, supported by Jane Gietzen moved to approve the DDA Executive Director to prepare a written contract with the applicants for an amount not to exceed \$60,000 and a period of time not to exceed 18 months. Motion carried unanimously.

9. Visitor Parking Public Information Initiative

Andy Guy introduced a Visitor Parking Public Information Initiative to help promote a better visitor parking experience in downtown. Mr. Guy said visitors generally experience difficulty parking or perceive a shortage of available options. Mr. Guy said DGRI is working with Media Place Partners and Mobile GR to design a public information initiative to help inform Downtown visitors about parking solutions before they head to Downtown. Mr. Guy added that this initiative will raise the visibility of parking choices to better serve the community. Mr. Guy explained advertising placement will target key audiences across digital formats using social media as well as indoor and print advertising. Mr. Guy said this is a six (6) month pilot project and the timing for media deployment will align with the forthcoming enhanced DASH services and Mobile GR's new customer service parking app in August/September 2018.

Motion: Kayem Dunn, supported by Rick Winn, moved to approve authorization for the DDA Executive Director to execute a contract with Media Place Partners not to exceed \$49,000. Motion carried unanimously.

10. Weston Street Reconstruction Support

Tim Kelly said this request before the board is to authorize funding for the reconstruction of Weston Street. Mr. Kelly introduced Jeffrey McCaul from the City's Engineering Department. Mr. McCaul said the reconstruction will be from Sheldon Avenue to LaGrave Avenue and the improvements include road surface reconstruction, new underground utility installation and improvements to the sidewalk and parkway. Mr. McCaul noted that this project is being coordinated with the reconstruction of Sheldon Avenue from Cherry to Fulton Street. Mr. Kelly added that this project is a budgeted item for FY19.

Motion: Rick Winn, supported by Mayor Rosalynn Bliss, moved to approve share cost in the amount not to exceed \$362,000 for the reconstruction of Weston Street. Motion carried unanimously.

11. Grandville Avenue Gateway Enhancement

Mr. Kelly introduced a request of support for gateway enhancement on the Grandville Avenue between Wealthy Street and Logan Street. Mr. Kelly explained that the gateway sign and mural are within the DDA's boundaries and added that if approved, DDA funds will be used to directly compensate artist stipend and materials. Mr. Kelly introduced Amy Brower, Executive Director of the Roosevelt Park Neighborhood Association. Ms. Brower gave a brief presentation and explained that the Roosevelt Park Neighborhood Association (RPNA) and the Grandville Avenue Development

Committee (GADC) worked together to solicit proposals to create a public art gateway that would celebrate the vibrant community. Ms. Brower said out of the proposals submitted by the artists, 75%percent choose the approach of local artist, George H. Eberhardt, because his proposal reflected community values. Ms. Brower explained the timeline and added that her organization will serve as the fiduciary of the project.

Motion: Kayem Dunn, supported by Rick Winn, moved to approve funding in an amount of \$50,000 to Roosevelt Park Neighborhood Association to complete the mural and gateway sign along the Grandville Ave. corridor. Motion carried unanimously.

12. Little Bird Monroe Center Enhancement Grant

Tim Kelly introduced a Downtown Enhancement Grant Request (DEG) for 95 Monroe Center. Mr. Kelly said the owner of Little Bird Restaurant located at 95 Monroe Center is requesting financial assistance for the installation of new tables and planter boxes to encourage outdoor dinning. Mr. Kelly added that this enhancement will contribute to the pedestrian experience and explained that an agreement will be executed with Little Bird to protect the DDA's investment and ensure the tables and chairs can be redeployed.

Motion: Rick Winn, supported by Kayem Dunn, moved to approve 50% of the cost reimbursement for outdoor dining at 95 Monroe Center, not to exceed \$5,000. Motion carried unanimously.

13. MeXo Fulton Street Enhancement Grant

Tim Kelly introduced the request for a Downtown Enhancement Grant (DEG) for 118 Fulton Street. Mr. Kelly said MeXo Restaurant and Tequila Mexcal Bar is requesting financial assistant for the installation of a parklet that will extend the sidewalk and activate the space on Fulton Street with outdoor dining amenities. Mr. Kelly added that due to possible future sidewalk improvements to Fulton Street, an agreement will need to be executed with MeXo to ensure the parklet can be redeployed if needed.

Motion: Kayem Dunn, supported by Rick Winn, moved to approve 50% of project cost reimbursement for a parklet and outdoor amenities at 118 Fulton Street, not to exceed \$10,000. Motion carried unanimously.

14. Movies on Monroe Presentation

Kimberly Van Driel gave a presentation on the outdoor film series, Movies on Monroe, formerly known as Movies in the Park. Ms. Van Driel said this event started as a community idea in 2013 and quickly became a signature event in downtown Grand Rapids. The biggest changes began in 2017; with the introduction of new LED screen that allowed for earlier show times and double features and the floodwall improvements to the Ah-Nab-Awen Park, which also created certain restrictions on how the LED screen had to be set up which limited seating space. Ms. Van Driel explained that DGRI conducts surveys during and after each movie season to collect information from the attendees. The feedback received helped DGRI staff identify setup restrictions such as visibly, accessibility and comfort. Ms. Van Driel said the decision to relocate and activate a new space within the DDA boundaries became the goal. The City of Grand Rapids Parks and Recreational Department reached out to inform DGRI of a new site the City had recently acquired in the Monroe North Neighborhood along the river. Ms. Van Driel explained the new location offered greater accessibility for people. The decision to activate this space sparked conversations on social media, but overall 75% percent of the reactions were positive. Ms. Van Driel took a moment to thank all the partners, local volunteers, artists, and the Monroe North Business Association for helping transform the new site. Ms. Van Driel gave an overview of the phase 1 improvements which included power washing, painting the lot, painting murals,

building furniture, installing festoon lighting and adding greenery. Ms. Van Driel said the first movie show attracted about 4,000 attendees and noted that for Phase 2 tasks, DGRI will continue to add more improvements. Ms. Gietzen asked if the LED screen could be rented. Ms. Van Driel said LiveSpace owns the screen. Mr. Kelly thanked Ms. Van Driel for her presentation.

15. President & CEO Report
DDA (5/9/18)

- Approved Amendment to Parking Operations and Maintenance Agreement
- Authorized Implementation of Division Avenue Bike Lane
- Authorized FY18 Downtown Tree Plantings
- Approved Downtown Enhancement Grant for 40 Monroe Center
- Authorized Funding for Newberry Street and Sheldon Avenue Reconstruction and Division Avenue Lighting
- Recommended FY19 Budget to the City Commission

DID (5/16/18)

- Approved Financial Statements through 4/30/18
- Received Update on Spring and Summer Plantings and the Clean Team
- Recommended FY19 Budget to the City Commission

MNTIFA (5/9/18)

- Authorized Funding for Newberry Street Reconstruction
- Recommended FY19 Budget to the City Commission

DGRI (4/18/18)

- Received an update on the Chamber of Commerce Strategic Plan
- Received an overview on the progress of GR Forward implementation

Alliances

- Goal 1 (Restore the River): July 18, 2018 - 10:00 AM
- Goal 2 (Downtown Neighborhood): July 17, 2018 - 3:30 PM
- Goal 3 (21st Century Mobility Strategy): July 23, 2018 - 3:30 PM
- Goal 4 (Economic Vitality): July 25, 2018 - 3:30 PM
- Goal 5 (Public Spaces and Programming): July 19, 2018 - 3:30 PM

GR>> Highlights

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

- Riverfront Trail Design Guidelines
 - Draft Guidelines and Asset Management Plan Under Review
 - Finalizing Fish Ladder Design
 - Consultant Return Trip in August
 - Next Steps and Upcoming Outreach:
 - Booth at River Fest (6/23)
 - Neighborhood Leadership Meeting (6/28)
 - City Commission and DDA Presentations in August
- Riverfront Trail Economic Impact Study

- Contracted Grand Valley State University to conduct analysis
- Meeting with GVSU project team week of 6/25
- Preliminary findings anticipated in Summer 2018
- Lyon Square Opportunity Site
 - Construction documents being developed for Phase 1 (Uplands)
 - Coordination ongoing with surrounding stakeholders
 - Budget discussion with City on 6/12
- Ah-Nab-Awen / Indian Mounds Park Enhancements
 - Construction Ongoing
 - Changes include flood protection improvements, 15-foot trail section, enhanced public seating and new lighting from Pearl Street to Gillett Bridge
 - Estimated Completion in July 2018

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

- Downtown Neighbor Network
 - Planning committee finalized mission, vision and goals at June meeting
 - Recommendations will be presented to Committee in July
 - Network Board/Committee seated in the fall
- Development News
 - Celebrated ground breaking of the Canopy Hotel that is part of the Studio Park development
 - 449 Bridge Street received MDEQ Brownfield Grant

Goal 3 – Implement a 21st century mobility strategy

- Bus Shelter Enhancements
 - Held Meeting with Mobile GR and Rapid staff to outline project funding and schedule
 - Goal is to deploy new Downtown shelters before next winter
- Pedestrian Safety Enhancements
 - Improvements under construction on Division Avenue
 - Michigan Street crossing designs underway
- Division Avenue Bike Lane
 - Construction underway week of 6/11
 - Estimated completion week of 6/28
- Downtown Streetspace Guidelines
 - GR Forward Goal 3 Alliance reviewed draft in May
 - Meetings with various City departments being scheduled to review recommendations
 - Presentation to the DDA Board planned in July

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

- Recruit a major office tenant to Downtown
 - Working with City and Right Place to develop a more concerted and intentional recruitment strategy to attract larger office tenants Downtown
- Foster ground-floor businesses to diversify the mix of Downtown retail offerings

- Grant recommendation brought to DDA Board for consideration 6/13
- Working with Studio C! to support diverse offerings as part of their tenant mix

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

- VandenBerg Plaza/Calder Plaza Improvements
 - Short-term activation underway for Summer 2018 including food trucks and various entertainment options
 - Additional furniture ordered and delivery/deployment anticipated June
 - Request for Qualifications issued to design the proposed pavilion at SE corner of plaza
 - Consultant selection scheduled 7/15
 - June 2019 is the 50th anniversary of the plaza's opening in 1968 and a key organizing point for a celebratory moment
- Food Trucks
 - Extension of pilot ordinance approved by City Commission May 2018
 - Final report and recommendations to occur January 2019
- Public Realm Improvements
 - Spring plantings completed
 - Cigarette urns being deployed in four additional locations in June 2018
 - Pilot recycling program being deployed on Monroe Center in June 2018
 - Tree plantings with FOGRP completed
- Explore opportunities to beautify public plaza at Van Andel Arena
 - Developing preliminary conceptual designs
 - Exploring partnership/funding opportunities for FY2019
- Division Avenue Safety and Cleanliness Improvements
 - Lighting
 - DDA authorized funding in May 2018
 - City completing design to bid project summer 2018
 - Public Restrooms
 - City and DGRI working with Heartside Quality of Life committee to finalize design and operation of new public facilities for Cherry / Commerce and Weston / Commerce parking ramps
 - City and DGRI partnering to develop a sustainable facility management protocol for the new facilities.
- Public Art
 - Collaborating with UICA Exit Space to paint riverfront mural down the stairwell near the Grand Rapids Public Museum. Painting anticipated to begin in Spring 2018 as weather permits
 - Exploring mural opportunities on MDOT wall behind MSU Research Center

Goal 6 - Retain & attract families, talent & job providers with high quality public schools

- Grand Rapids Public Museum School (54 Jefferson)
 - Renovation of 54 Jefferson in progress and looking great
 - DDA considering support of pocket park at June 13 meeting
 - The building will reopen as a high school in September 2018

16. Public Comment
None
17. Board Member Discussion.
None
18. Adjournment
The meeting adjourned at 9:44

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
August 8, 2018
DDA Meeting**

DATE: August 2, 2018

TO: Brian Harris
Chairman

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: FY2018 Preliminary Financial Statements as of June 30, 2018

Attached are the Authority's preliminary financial statements for the fiscal year ended June 30, 2018. The attached statements include:

- Statement A: Preliminary Balance Sheet
- Statement B: Preliminary Comparison of FY2018 Budget vs Actual Results
- Statement C: Preliminary Statement of Project Expenditures
- Statement D: Preliminary Schedule of June, 2018 Expenditures
- Statement E: Preliminary DDA Series 2017 Bond Proceeds Statements

The attached statements are preliminary pending the calculation and recording of year-end entries, i.e. accruals for assessment appeals, compensated absences adjustments, and investment 'mark to market' adjustments. The Authority's final June 30, 2018 statements will be presented after they have been audited.

On Statement A there is a negative "Pooled Cash and Investments" ("Cash") balance for the Debt Increment Fund. Cash will return to a positive balance when tax increment revenues resulting from the July 1, 2018 levy are distributed by the City Treasurer.

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

Attachments

STATEMENT A

DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet

As of June 30, 2018 Preliminary

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 5,574,730	\$ (549,232)	\$ 5,621,624	\$ 10,647,122
Petty Cash	-	-	500	500
Debt Service Reserve - Series 1994 Bonds	-	864,374	-	864,374
Interest Receivable	13,744	-	12,878	26,622
Loan Receivable - Project Developer	488,848	-	-	488,848
Loan Receivable - Special Assessments	3,684	-	-	3,684
Pending Fixed Assets	-	-	22,968	22,968
General Fixed Assets	-	-	90,051,736	90,051,736
Accumulated Depreciation on Fixed Assets	-	-	(53,295,150)	(53,295,150)
Future Tax Increment Revenues Anticipated	-	24,844,554	44,500	24,889,054
TOTAL ASSETS	\$ 6,081,006	\$ 25,159,696	\$ 42,459,056	\$ 73,699,758
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ 154,364	\$ -	\$ 536,435	\$ 690,799
Parking Revenue Payable	(1,682)	-	-	(1,682)
Due to Other Governmental Units	-	536,158	-	536,158
Deposit - Area 4 Developer Damage	1,000	-	-	1,000
Deferred Revenue - Developer Loan	488,848	-	-	488,848
Contract Payable	-	-	44,500	44,500
Bonds Payable	-	24,844,554	-	24,844,554
TOTAL LIABILITIES	642,530	25,380,712	580,935	26,604,177
Fund Balance / Equity:				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	36,756,586	36,756,586
Debt Service Reserve - Series 1994 Bonds	-	864,374	-	864,374
Non-Tax Increment Reserve	4,907,512	-	-	4,907,512
Reserve for Authorized Projects	-	-	5,113,744	5,113,744
Reserve for Brownfield Series 2012A Bonds	530,964	-	-	530,964
Reserve for Compensated Absences	-	-	7,791	7,791
Reserve for Eligible Obligations	-	(1,085,390)	-	(1,085,390)
TOTAL FUND EQUITY	5,438,476	(221,016)	41,878,121	47,095,581
TOTAL LIABILITIES & FUND EQUITY	\$ 6,081,006	\$ 25,159,696	\$ 42,459,056	\$ 73,699,758

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2018 Budget vs Actual Results July 1, 2017 - June 30, 2018 Preliminary

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 6,083,468	\$ 6,139,686 ¹	\$ 5,667,979	\$ 5,608,503
Property Tax Increment - Transit Millage	-	-	-	-	508,483	508,483
Property Tax Increment - Prior Year Appeals	-	-	(75,000)	(48,647)	(75,000)	(23,258)
Property Tax Increment - County/GRCC/City/ITP Rebates	-	-	-	-	(617,646)	(598,332)
Special Assessments - Areaway	15,000	516	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	26,696	28,257
Brownfield Authority - Veterans Park	-	-	-	-	736,548	747,500
Earnings from Investments - General	28,821	76,662	20,000	50,856	73,650	100,916
Earnings from Investments - Multi-Year Accrual Reversal	-	21,713	-	31,400	-	30,876
Interest Paid by Developer - The Gallery on Fulton Note	25,373	25,373	-	-	-	-
Property Rental - DASH Parking Lots	442,200	504,610	-	-	-	-
Property Rentals - YMCA Customer Parking	52,025	54,925	-	-	-	-
Event Sponsorships and Fees	75,000	36,690	-	-	-	-
Valent-ICE Sculpture Reimbursements	20,000	28,965	-	-	-	-
Contributions - Lyon Square Project	-	-	-	-	-	150,000
Principal Repayments - The Gallery on Fulton Note	75,000	75,000	-	-	-	-
Property Sale	4,074,108	3,667,075	-	-	-	-
Series 1994 Debt Service Reserve Fund	-	-	3,995,000	3,905,949	-	-
Reimbursements and Fees - Miscellaneous	600	2,000	-	-	10,000	2,500
From / (To) Fund Balance	(1,468,979)	-	(20,000)	-	2,211,790	-
TOTAL REVENUES	\$ 3,339,148	\$ 4,493,529	\$ 10,003,468	\$ 10,079,244	\$ 8,542,500	\$ 6,555,445
EXPENDITURES						
<u>GR Forward Projects:</u>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 30,000	\$ 19,427	\$ -	\$ -	\$ 1,625,000	\$ 978,690
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	-	-	-	-	1,790,000	1,116,208
Goal #3: Implement a 21st Century Mobility Strategy	40,000	29,704	-	-	1,430,000	656,970
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	25,000	28,120	-	-	100,000	33,511
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	974,500	1,125,872	-	-	1,955,000	1,111,089
Total GR Forward Projects	\$ 1,069,500	\$ 1,203,123	\$ -	\$ -	\$ 6,900,000	\$ 3,896,468
Administration	4,200	5,097	-	-	1,187,863	1,134,473
Debt Service for Bond Issues	-	-	9,380,463	9,380,462	454,637	454,137
Purchase for Studio Park Project	2,265,448	2,054,745	-	-	-	-
Estimated Capture to be Returned	-	-	623,005	698,782	-	-
TOTAL EXPENDITURES	\$ 3,339,148	\$ 3,262,965	\$ 10,003,468	\$ 10,079,244	\$ 8,542,500	\$ 5,485,078
EXCESS / (DEFICIT)	\$ -	\$ 1,230,564	\$ -	\$ -	\$ -	\$ 1,070,367

Note 1: Budgeted and Actual captured tax increment revenues here are 60% of the Authority's legal capture authority per the FY2018-22 Priority Plan.

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STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY
Statement of FY2018 Project Expenditures
As of June 30, 2018 Preliminary

Project Name	FY2018 Project Budgets		EXPENDITURES		Remaining FY2018 Budgets
	%	Amount	Month	Fiscal Year	
Michigan Street Streetscape Improvements		\$ 180,000	\$ 16,332	\$ 62,350	\$ 117,650
River Trail Improvements		228,000	22,317	55,606	172,394
Sheldon Blvd - Weston to Cherry Street BONDS		50,000	35,505	35,505	14,495
Streetscape / Riverwalk Projects TBD		566,228	-	1,500	564,728
GRForward Goal # 1 - Bond Proceeds	11.39%	\$ 1,024,228	\$ 74,154	\$ 154,961	\$ 869,267
Arena South Implementation		150,000	5,099	29,448	120,552
Bridge Street Streetscape Improvs		100,000	-	6,664	93,336
Downtown Plan		325,000	80,670	230,174	94,826
Grand River Activation		100,000	-	100,000	-
Parks Design		700,000	134,987	612,404	87,596
Pearl Street Gateway Enhancements		100,000	-	-	100,000
State Street & Bostwick Ave Reconstruction		150,000	-	-	150,000
GRForward Goal # 1 - Local Tax Increment	18.07%	\$ 1,625,000	\$ 220,756	\$ 978,690	\$ 646,310
Downtown Speakers Series		10,000	-	5,957	4,043
Riverwalk Maintenance		20,000	13,114	13,470	6,530
GRForward Goal # 1 - Non-Tax Increment	0.33%	\$ 30,000	\$ 13,114	\$ 19,427	\$ 10,573
Affordable Housing Support		250,000	-	-	250,000
Areaway Fill Program (ARIP)		35,000	-	-	35,000
Building Re-use Incentive Program (BRIP)		100,000	-	100,000	-
Development Project Guidance		90,000	396	12,392	77,608
Development Project Reimbursements		925,000	-	1,003,816	(78,816)
Downtown Census		15,000	-	-	15,000
Streetscape Improvement Incentive Program		375,000	-	-	375,000
GRForward Goal # 2 - Local Tax Increment	19.90%	\$ 1,790,000	\$ 396	\$ 1,116,208	\$ 673,792
Accessibility and Mobility Repairs		100,000	-	7,000	93,000
Bicycle Friendly Improvements		75,000	138,566	171,546	(96,546)
DASH North Shuttle Services		80,000	6,667	80,004	(4)
Grandville Ave Area Improvements		50,000	44,500	44,500	5,500
Michigan / Ottawa Gateway		50,000	26,998	75,000	(25,000)
New Downtown Circulator Infrastructure		500,000	-	-	500,000
Public Realm Improvements - Local Tax		150,000	63,869	105,126	44,874
Streetscape Improv - CBD/Heartside/Arena S		350,000	9,655	109,651	240,349
Wayfinding System Improvements		75,000	44,633	64,143	10,857
GRForward Goal # 3 - Local Tax Increment	15.90%	\$ 1,430,000	\$ 334,888	\$ 656,970	\$ 773,030
Transportation Demand Mnmt Program		40,000	282	29,704	10,296
GRForward Goal # 3 - Non-Tax Increment	0.44%	\$ 40,000	\$ 282	\$ 29,704	\$ 10,296
Econ Devel - Minority/Women Business Enterprises		100,000	31,751	33,511	66,489
GRForward Goal # 4 - Local Tax Increment	1.11%	\$ 100,000	\$ 31,751	\$ 33,511	\$ 66,489
Downtown Workforce Programs		25,000	6,837	28,120	(3,120)
GRForward Goal # 4 - Non-Tax Increment	0.28%	\$ 25,000	\$ 6,837	\$ 28,120	\$ (3,120)
Downtown Marketing & Inclusion		300,000	55,376	277,017	22,983
Heartside Public Restroom Facility		150,000	-	-	150,000
Public Space Activation		-	5,500	5,500	(5,500)
Sheldon Blvd - Weston to Cherry Street		300,000	-	-	300,000
Snowmelt System Repairs / Investigation		50,000	666	6,987	43,013
State of Dntn Event & Annual Reports		20,000	-	26,230	(6,230)
Tree Well Fill		150,000	41,718	64,686	85,314
Urban Recreation Plan		125,000	21,338	38,209	86,791
Veterans Park Improvements		860,000	-	692,460	167,540
GRForward Goal # 5 - Local Tax Increment	21.74%	\$ 1,955,000	\$ 124,598	\$ 1,111,089	\$ 843,911
African-American Museum and Archives		6,500	2,166	4,771	1,729
Bridge Lighting Operations		10,000	-	-	10,000
DGRI Event Production		245,000	62,190	299,481	(54,481)
Diversity / Inclusion Programming		30,000	5,000	44,548	(14,548)
Downtown Ambassadors		200,000	47,988	201,025	(1,025)
Educational Partnerships Initiatives		5,000	-	3,303	1,697
Experience - Miscellaneous		50,000	1,367	33,561	16,439
Holiday Décor Program		35,000	-	43,041	(8,041)
Major Event Sponsorship		60,000	50,000	120,000	(60,000)
Police Foot Patrols		35,000	-	27,390	7,610
Project and Fixed Asset Maintenance		15,000	5,810	32,691	(17,691)
Public Space Activation		36,000	12,909	58,672	(22,672)
Rosa Parks Circle Skating Operations		40,000	-	41,332	(1,332)
Special Events - Grants		30,000	1,250	23,700	6,300
Special Events - Office of		75,000	25,000	75,000	-
Special Events - Training Program		5,000	1,500	3,335	1,665
Stakeholder Engagement Programs		20,000	1,029	8,717	11,283
Street Trees Maintenance Program		5,000	-	-	5,000
Ticketed Events - Police Services		70,000	14,521	105,305	(35,305)
Winter Avenue Building Lease		2,000	-	-	2,000
GRForward Goal # 5 - Non-Tax Increment	10.84%	\$ 974,500	\$ 230,730	\$ 1,125,872	\$ (151,372)
TOTAL	100.00%	\$ 8,993,728	\$ 1,037,506	\$ 5,254,552	\$ 3,739,176

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of FY2018 Expenditures
June, 2018 Preliminary

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Local	7/5/2018	Wyoming Excavators Inc	Bicycle Friendly Improvements	15040 (#1504001-Division Bike Lane) DDA share	\$ 126,579.18
Local	6/30/2018	Paychex	Administration	DDA Payroll Wages, 401, Taxes - June 2018	75,936.73
Local	6/27/2018	Brownfield Redevelopment Authority	Brownfield Series 2012A Bonds	Annual debt service support - Ionia S of Wealthy	75,000.00
Local	7/19/2018	Bishop Land Design, LLC	Parks Design	16077- Lyon Square (Inv # 1066) DDA share	62,133.59
Non-Tax	7/4/2018	ArtPrize Grand Rapids	Major Event Sponsorship	Major Event Sponsorship: ArtPrize 2018	50,000.00
Local	7/4/2018	Roosevelt Park Neighborhood Assn	Grandville Ave Area Improvements	Grandville Ave Area Gateway 06/2018	44,500.00
Local	7/5/2018	Bishop Land Design, LLC	Parks Design	16077- Lyon Square (Inv # 1064) DDA share	36,403.17
Local	6/29/2018	City / County Joint Building Authority	CCJBA Series 2013B - DeVos Place Bonds	Semi-annual interest payment	31,600.00
Local	7/9/2018	Move Systems International, LLC	Econ Devel - Minority/Women Biz Ents	Food truck grant 06/2018	31,575.00
Local	7/25/2018	City Treasurer - Engineering Dept	Michigan / Ottawa Gateway	17004 - Correction-Michigan St Streetscape	26,997.71
Bonds	7/19/2018	Wyoming Excavators Inc	Sheldon Blvd - Weston to Cherry Street	15096-Weston to Fulton (Inv # 1509601) DDA share	26,599.65
Local	7/5/2018	Bishop Land Design, LLC	Parks Design	16077- Lyon Square (Inv # 1063) DDA share	25,853.83
Non-Tax	6/27/2018	City Treasurer - Office of Special Events	Special Events - Office of	Office of Special Events Support - Payment 3 of 3	25,000.00
Non-Tax	6/21/2018	Mydatt Service Inc dba Block by Block	Downtown Ambassadors	Downtown Ambassadors 05/2018	24,510.78
Local	7/16/2018	New Life Arboricultural Services	Tree Well Fill	Downtown tree planting	22,968.00
Local	7/19/2018	Wenk Associates, Inc.	Downtown Plan	17013-Grd River/River Trail (#1702308) DDA share	22,702.83
Non-Tax	7/15/2018	Mydatt Service Inc dba Block by Block	Downtown Ambassadors	Downtown Ambassadors 06/2018	22,553.90
Local	7/19/2018	Valley City Sign Co	Wayfinding System Improvements	Wayfinding Signage (Inv # 1402523) DDA share	22,059.00
Local	6/21/2018	Nederveld, Inc	Downtown Plan	Design Services: Streetscape 04/16/18 - 05/15/18	19,281.00
Local	7/4/2018	Friends of Grand Rapids Parks	Tree Well Fill	Tree planting in Downtown GR 06/2018	18,750.00
Local	6/5/2018	Ohana Depot Inc	Urban Recreation Plan	Event supplies: Calder Plaza activation 04/2018	17,000.00
Local	6/30/2018	Payroll Re-Allocation Entry	Downtown Marketing & Inclusion	Wages/Taxes/401(k) - 03/01/2018-06/30/2018	16,770.62
Bonds	7/12/2018	Dykema Excavators Inc	Michigan Street Streetscape Improvements	16039-Monroe to Ionia (Inv # 1603908F) DDA share	16,331.73
Bonds	7/19/2018	Wyoming Excavators Inc	River Trail Improvements	Construction Inv # 1604612 DDA share	16,219.96
Local	7/4/2018	Michigan Landscape Services	Public Realm Improvements	Movies on Monroe improvements 06/2018	14,784.00
Non-Tax	7/15/2018	LiveSpace, LLC	DGRI Event Production	Event Services: MoM Audio/Visual services 06/2018	14,350.00
Non-Tax	6/27/2018	City Treasurer - Parks Dept	Riverwalk Maintenance	Riverwalk Maintenance	13,113.80
Non-Tax	7/15/2018	LiveSpace, LLC	DGRI Event Production	Event Services: MoM Audio/Visual services 06/2018	12,800.00
Local	7/16/2018	City Treasurer - Engineering Dept	Wayfinding System Improvements	Veterans Memorial Park Project through 06/2018	11,680.55
Local	6/11/2018	City Treasurer - Budget Office	Administration	Support services allocation - June, 2018	11,635.00
Local	7/15/2018	Nederveld, Inc	Downtown Plan	Design Services: Streetscape 05/16/18 to 06/15/18	11,564.90
Non-Tax	6/5/2018	City Treasurer - Police Dept	Ticketed Events - Police Services - Local Tax	Move exp from LTI to NTI (ITA #18000063)	10,558.20
Non-Tax	6/30/2018	Payroll Re-Allocation Entry	Public Space Activation	Wages/Taxes/401(k) - 03/01/2018-06/30/2018	10,169.20
Local	6/21/2018	Kent County Parks Foundation	Downtown Plan	Cable Car Study 05/2018	10,000.00
Local	6/30/2018	Payroll Re-Allocation Entry	Streetscape Improv - CBD/Heartside/Arena S	Wages/Taxes/401(k) - 03/01/2018-06/30/2018	9,572.86
Bonds	7/19/2018	Moore & Bruggink Inc.	Sheldon Blvd - Weston to Cherry Street	15096-Weston to Fulton (#170134.3-1) DDA share	8,905.95
Local	7/17/2018	Sherwin Williams Co.	Public Realm Improvements	Event Supplies: Movies on Monroe 06/2018	8,843.13
Local	7/4/2018	Grand Valley State University	Downtown Plan	DDA Grand River Project 06/2018	7,993.00
Local	6/27/2018	City Treasurer - MobileGR / Parking Svcs	Bicycle Friendly Improvements	Ped. Improvements & Division Bike Lanes 2018	7,395.87
Local	6/30/2018	Payroll Re-Allocation Entry	Parks Design	Wages/Taxes/401(k) - 03/01/2018-06/30/2018	7,178.91
Non-Tax	7/4/2018	Promotional Impact	DGRI Event Production	Event Supplies: MoM folding chairs 06/2018	7,000.00
Local	7/17/2018	Fifth Third Bank P-Card - 06/2018	Public Realm Improvements	Event supplies: Movies on Monroe 06/2018	6,712.84
Local	6/29/2018	City Treasurer - MobileGR / Parking Svcs	DASH North Shuttle Services	DASH North Lease 06/2018	6,667.00
Local	6/18/2018	Fifth Third Bank P-Card - 05/2018	Public Realm Improvements	Movies on Monroe improvements 05/2018	5,691.22
Bonds	6/25/2018	Wyoming Excavators Inc	River Trail Improvements	Construction Inv # 1604611 DDA share	5,665.91
Local	6/21/2018	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 06/2018	5,616.23
Local	7/4/2018	Roosevelt Park Neighborhood Assn	Public Space Activation - Local Tax	Grandville Ave Area Gateway 06/2018	5,500.00
Local	7/19/2018	Wenk Associates, Inc.	Downtown Plan	17013-Grd River/River Trail (#1702309) DDA share	5,217.85
Local	6/30/2018	Payroll Re-Allocation Entry	Arena South Implementation	Wages/Taxes/401(k) - 03/01/2018-06/30/2018	5,055.12
Non-Tax	6/12/2018	GR Diversity in Art&Music Festival	Diversity / Inclusion Programming	Sponsor: GR African American & Arts Festival 2018	5,000.00
Local	6/30/2018	City Treasurer - Traffic Safety Dept	Bicycle Friendly Improvements	Reimbursed for share of HRC invoices & credit	4,591.22
Local	6/21/2018	Dickinson Wright PLLC	Administration	Legal Services: DDA Misc. Matters 04/2018	4,268.00
Local	7/16/2018	Bazen Electric	Public Realm Improvements	MoM Lighting 06/2018	4,239.76
Local	6/21/2018	DropDrop.com LLC	Downtown Marketing & Inclusion	Internet svcs: After Effects Templates 05/2018	4,141.67
Local	6/21/2018	DropDrop.com LLC	Downtown Marketing & Inclusion	Internet svcs: After Effects Templates 06/2018	4,141.66
Local	7/19/2018	City Treasurer - MobileGR / Parking Svcs	Downtown Plan	Michigan Street Trail Crossing 2018	3,910.92
Local	7/16/2018	Rockford Construction Co	Public Realm Improvements	Parklet repair and install 06/2018	3,775.20
Local	6/21/2018	The Parrish Group, Inc.	Downtown Marketing & Inclusion	Sponsorship Consulting 06/2018	3,750.00
Local	7/16/2018	The Parrish Group, Inc.	Downtown Marketing & Inclusion	Sponsorship Consulting 05/2018	3,750.00
Local	6/25/2018	Williams & Works Inc	Wayfinding System Improvements	14025-Wayfinding Signage (Inv # 85079) DDA share	3,534.07
Non-Tax	7/4/2018	West Mich Asian American Assoc Inc	DGRI Event Production	Grant: Grand Rapids Asian Festival 06/2018	3,500.00
Local	6/12/2018	Fusion IT LLC	Administration	Adobe Creative Cloud Licenses 2018	3,417.97
Non-Tax	7/4/2018	Geotech Inc	Project and Fixed Asset Maintenance	Snowmelt System 5 Yr Study 06/2018	3,218.64
Local	7/16/2018	HR Collaborative LLC	Administration	HR Consultant 06/2018	3,154.46
Local	6/7/2018	Fishback, Thompson, Carr & Huber, Inc.	Parks Design	16077-Lyon Square (Inv #375088)	3,110.00
Local	6/5/2018	Dickinson Wright PLLC	Administration	Legal Services: DGRI Misc. Matters 10/2017	3,084.16
Local	7/4/2018	Hannah Renee Berry	Public Realm Improvements	Movies on Monroe setup 06/2018	3,049.78
Local	6/25/2018	Valley City Sign Co	Wayfinding System Improvements	Wayfinding Signage (Inv # 1402522) DDA share	3,045.00
Local	6/21/2018	McAlvey Merchant & Associates	Administration	Governmental Consulting 5/2018	3,000.00
Local	7/15/2018	McAlvey Merchant & Associates	Administration	Governmental Consulting 6/2018	3,000.00
Local	7/19/2018	Williams & Works Inc	Wayfinding System Improvements	14025-Wayfinding Signage (Inv # 85530) DDA share	2,914.37

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2018
June, 2018 Preliminary

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
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Local	6/21/2018	HR Collaborative LLC	Administration	HR Consultant 05/2018	\$ 2,849.26
Local	7/16/2018	Bazen Electric	Public Realm Improvements	MoM Lighting 06/2018	2,659.67
Local	6/16/2018	City of Grand Rapids	Administration	Staff services - payroll period ended 06/14/2018	2,655.06
Non-Tax	6/12/2018	Geotech Inc	Project and Fixed Asset Maintenance	Veolia Pipe Repair 03/18	2,591.05
Non-Tax	7/4/2018	Kerkstra Portable Restroom Svc Inc	DGRI Event Production	Event Supplies: MoM Portable Restrooms 06/2018	2,535.00
Local	6/21/2018	Hannah Renee Berry	Downtown Marketing & Inclusion	Mural work 06/2018	2,500.00
Non-Tax	6/18/2018	Fifth Third Bank P-Card - 05/2018	DGRI Event Production	Event supplies: Movies on Monroe 05/2018	2,463.58
Non-Tax	7/17/2018	Fifth Third Bank P-Card - 06/2018	DGRI Event Production	Event supplies: Movies on Monroe 06/2018	2,454.03
Local	7/4/2018	Landscape Forms Inc'	Public Realm Improvements	Rosa Parks Circle umbrellas 06/2018	2,265.00
Non-Tax	6/19/2018	City Treasurer - MobileGR / Parking Svcs	African-American Museum and Archives	89 Monroe Rent 06/2018	2,166.47
Local	7/4/2018	The Department Project	Public Realm Improvements	MoM Art Installation setup 05/2018	2,160.00
Non-Tax	6/27/2018	City Treasurer - Police Dept	Ticketed Events - Police Services - Non-Tax	Van Andel GRPD OT 05/2018	2,060.33
Local	7/4/2018	Icon Sign Company, LLC	Public Realm Improvements	Pilot Recycling - Monroe Center banners 06/2018	2,005.11
Local	7/17/2018	Micandy Garden Greenhouses, Inc.	Public Realm Improvements	Event Supplies: Movies on Monroe 06/2018	1,982.00
Local	6/2/2018	City of Grand Rapids	Administration	Staff services - payroll period ended 06/02/2018	1,924.10
Non-Tax	6/27/2018	City Treasurer - Police Dept	Ticketed Events - Police Services - Non-Tax	DeVos GRPD OT 05/2018	1,902.25
Local	6/18/2018	Fifth Third Bank P-Card - 05/2018	Urban Recreation Plan	Event Supplies - Calder Temp. Improvements 05/2018	1,828.96
Local	6/12/2018	Graybar Electric	Downtown Marketing & Inclusion	Event Supplies: Movies on Monroe 05/2018	1,773.15
Local	6/30/2018	City of Grand Rapids	Administration	Staff services - payroll period ended 06/30/2018	1,740.04
Local	6/12/2018	City Treasurer - Risk Management	Administration	General insurance - June 2018	1,528.00
Non-Tax	7/4/2018	AKA Entertainment LLC	DGRI Event Production	Sumo Event Sponsorship 05/2018	1,500.00
Non-Tax	6/21/2018	GR Event Management LLC	Special Events - Office of	Training Program.: Special Event Mgmt. 5/2018	1,500.00
Local	7/25/2018	Dickinson Wright PLLC	Administration	Legal: Misc. Matters 05/2018	1,452.00
Non-Tax	7/4/2018	Creative Studio Promotions	DGRI Event Production	Event supplies: MoM 06/2018	1,388.24
Local	6/12/2018	Revue Holding 1	Downtown Marketing & Inclusion	Advertising: DGRI Events 06/2018	1,360.00
Local	6/5/2018	Dickinson Wright PLLC	Administration	Legal Services: DGRI Misc. Matters 10/2017	1,333.15
Local	7/4/2018	Icon Sign Company, LLC	Public Realm Improvements	Pilot Recycling - Monroe Center signs 06/2018	1,313.64
Non-Tax	6/5/2018	Holland Litho Svc Inc	DGRI Event Production	Event Supplies: Movies on Monroe 2018	1,276.41
Non-Tax	7/4/2018	may belle erlewine	Downtown Workforce Programs	Performer: Relax at Rosa 06/2018	1,250.00
Non-Tax	7/17/2018	Thomas Allen Brown	Special Events - Grants	LoveWins sponsorship 06/2018	1,250.00
Non-Tax	7/4/2018	Airline Media Productions Inc	DGRI Event Production	Movie Licensing: Movies on Monroe 2018	1,175.00
Non-Tax	7/16/2018	Creative Studio Promotions	DGRI Event Production	Event supplies 06/2018	1,151.43
Local	7/4/2018	The KR Group, Inc.	Administration	Laptop for new employee 06/2018	1,115.60
Local	6/12/2018	The Department Project	Downtown Marketing & Inclusion	Event Supplies: Movies on Monroe 05/2018	1,095.00
Local	6/5/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Project Employee 05/2018	1,093.21
Local	6/12/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Project Employee 05/2018	1,093.21
Local	7/4/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Project Employee 04/2018	1,093.20
Local	7/4/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Project Employee 05/2018	1,093.20
Local	7/4/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Project Employee 06/2018	1,093.20
Local	7/4/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Project Employee 06/2018	1,093.20
Local	7/17/2018	Fifth Third Bank P-Card - 06/2018	Urban Recreation Plan	Calder plaza activation supplies 06/2018	1,083.96
Local	7/16/2018	City Treasurer - MobileGR / Parking Svcs	Public Realm Improvements	Meter hooding 05/2018	1,050.00
Local	6/5/2018	Janay J Brower Consulting	Downtown Marketing & Inclusion	Communications Supplies 05/2018	1,025.00
Local	7/4/2018	Janay J Brower Consulting	Downtown Marketing & Inclusion	Communications Supplies 06/2018	1,025.00
Local	7/4/2018	West Michigan Center for Arts & Tech	Downtown Marketing & Inclusion	Event Supplies: MoM T-shirts 06/2018	1,024.70
Local	6/12/2018	Hatch Enterprises, Inc.	Urban Recreation Plan	Event supplies: Calder Temp Improvements 05/2018	1,002.23
Non-Tax	7/15/2018	Grand Rapids Food Truck Association	Experience - Miscellaneous	Calder Plaza Food Truck Support 06/2018	1,000.00
Non-Tax	7/15/2018	Jesse Cahue-Franks	Downtown Workforce Programs	Pop-up Performer: Relax at Rosa 05/2018	1,000.00
Non-Tax	6/12/2018	Molly Bouwsma Schultz	Downtown Workforce Programs	Relax at Rosa Performer 05/2018	1,000.00
Non-Tax	7/15/2018	The Crane Wives	Downtown Workforce Programs	Live Performer: Rosa Parks 06/2018	1,000.00
Local	7/16/2018	City Treasurer - Engineering Dept	Wayfinding System Improvements	Parking Facilities Signage 11/2016-06/2018	976.44
Non-Tax	7/4/2018	Airline Media Productions Inc	DGRI Event Production	Movie Licensing: Movies on Monroe 2018	950.00
Non-Tax	7/8/2018	Swift Printing & Communications	DGRI Event Production	Event Supplies: Movies on Monroe 06/2018	925.59
Non-Tax	7/15/2018	Airline Media Productions Inc	DGRI Event Production	Movie Licensing: Movies on Monroe 2018	900.00
Local	7/25/2018	Dickinson Wright PLLC	Administration	Legal: Amend to Parking Op Agmt 05/2018	880.00
Non-Tax	7/4/2018	Swift Printing & Communications	DGRI Event Production	Event Supplies: Movies on Monroe 06/2018	848.99
Local	7/17/2018	Fifth Third Bank P-Card - 06/2018	Public Realm Improvements	MoM Volunteer appreciation 06/2018	816.07
Non-Tax	7/4/2018	Asamu Johnson	Downtown Workforce Programs	Performer: Relax at Rosa 05/2018	800.00
Local	6/18/2018	Fifth Third Bank P-Card - 05/2018	Administration	Travel for conference - S Wong 05/2018	794.31
Local	6/21/2018	The KR Group, Inc.	Administration	IT services 12/2017	791.90
Local	7/4/2018	Promotional Impact	Downtown Marketing & Inclusion	Event Supplies: MoM Banners 06/2018	770.00
Local	7/4/2018	Fusion IT LLC	Administration	Additional Adobe Licenses 2018	760.13
Non-Tax	6/21/2018	Holland Litho Svc Inc	DGRI Event Production	Event Supplies: Movies on Monroe 05/2018	751.45
Local	7/4/2018	Nathan Lorenz	Public Realm Improvements	Movies on Monroe pub improvements 06/2018	743.75
Local	7/4/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Project Employee 06/2018	710.58
Local	7/25/2018	Dickinson Wright PLLC	Administration	Legal: Misc. Matters 05/2018	679.45
Non-Tax	7/4/2018	Vault Cafe LLC	Stakeholder Engagement Programs	Veterans Mem. Park dedication catering 05/2018	675.00
Local	7/4/2018	Geotech Inc	Snowmelt System Repairs / Investigation	Snowmelt System Repair 06/2018	665.81
Non-Tax	7/4/2018	Adrian Butler	DGRI Event Production	DJ Services: Movies on Monroe 06/2018	650.00
Local	6/5/2018	Bazen Electric	Public Realm Improvements	Move exps from NTI to LTI (orig PRM #18-5524)	610.29

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2018
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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
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Local	7/17/2018	Fifth Third Bank P-Card - 06/2018	Downtown Marketing & Inclusion	Events marketing 06/2018	\$ 608.57
Local	6/21/2018	Dickinson Wright PLLC	Administration	Legal Services: Bd of Advisors misc. matters 04/2018	557.50
Non-Tax	7/15/2018	Damien Allen	DGRI Event Production	Movies on Monroe DJ 06/2018	550.00
Local	7/4/2018	Creative Studio Promotions	Downtown Marketing & Inclusion	Event supplies: calder plaza 06/2018	515.74
Non-Tax	7/4/2018	Gabriela de la Vega	DGRI Event Production	Movies on Monroe MC 06/2018	500.00
Non-Tax	7/15/2018	Gabriela de la Vega	DGRI Event Production	Movies on Monroe MC 06/2018	500.00
Local	6/21/2018	Hannah Renee Berry	Downtown Marketing & Inclusion	Mural work 06/2018	500.00
Non-Tax	7/4/2018	Kevin Michael Jones	Downtown Workforce Programs	Pop up Performer: Rosa Parks 06/2018	500.00
Local	7/17/2018	Fifth Third Bank P-Card - 06/2018	Administration	Travel: T Kelly, A Guy - conf lodging 06/2018	482.70
Local	6/21/2018	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 06/2018	475.14
Local	6/5/2018	Professional Maint of Michigan Inc.	Administration	Janitorial Services 04/18	471.18
Local	6/21/2018	Professional Maint of Michigan Inc.	Administration	Janitorial Services 05/18	471.18
Local	7/16/2018	Professional Maint of Michigan Inc.	Administration	Janitorial services 06/2018	471.18
Local	6/5/2018	Dickinson Wright PLLC	Administration	Legal Services: DGRI Misc. Matters 10/2017	466.69
Non-Tax	7/4/2018	Creative Studio Promotions	Downtown Workforce Programs	Event supplies: Relax at Rosa 06/2018	456.61
Local	7/4/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: MoM 06/2018	440.00
Bonds	7/19/2018	Fishback, Thompson, Carr & Huber, Inc.	River Trail Improvements	16046-Floodwalls Embankments (Inv #376066)	430.95
Local	6/7/2018	Valley City Sign Co	Wayfinding System Improvements	Wayfinding Signage (Inv # 1402521) DDA share	424.00
Local	7/4/2018	West Michigan Center for Arts & Tech	Downtown Marketing & Inclusion	Event Supplies: MoM Team apparel 06/2018	406.90
Non-Tax	7/18/2018	John Conrad Schaak	Downtown Workforce Programs	Music Performance: Relax at Rosa 06/2018	400.00
Non-Tax	7/22/2018	kerry elizabeth rolewicz	DGRI Event Production	PSA: Public Artwork @ MoM 06/2018	400.00
Non-Tax	7/4/2018	Matthew Gabriel	Downtown Workforce Programs	Music at Relax at Rosa 06/2018	400.00
Non-Tax	7/17/2018	Michele DeWinter	Public Space Activation	Interactive Mural - Monroe Lot 06/2018	400.00
Local	6/21/2018	Dickinson Wright PLLC	Development Project Guidance	Legal Services: Union Sq TIF 03/2018	396.00
Non-Tax	7/4/2018	M-Buck Studio, LLC	DGRI Event Production	Photographer: Movies on Monroe 06/2018	375.00
Local	6/18/2018	Fifth Third Bank P-Card - 05/2018	Downtown Marketing & Inclusion	Advertisements 05/2018	370.25
Local	6/30/2018	Paychex	Administration	DDA Payroll Paychex Fee - June 2018	360.15
Local	7/4/2018	Adrian Butler	Downtown Marketing & Inclusion	DJ Services: Movies on Monroe 06/2018	350.00
Local	7/4/2018	Erika Townsley	Downtown Marketing & Inclusion	Photography: MoM 06/2018	350.00
Local	7/15/2018	Newco Design Build LLC	Public Realm Improvements	Public Realm Improvements 06/2018	350.00
Local	7/4/2018	GreatAmerica Financial Svcs Corp	Administration	Copier Lease 06/2018	347.64
Local	6/30/2018	City Treasurer - MobileGR / Parking Svcs	Administration	JUNE 2018 CITY VALIDATION BILLING	329.00
Local	6/5/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: Spring Around Town 05/2018	326.67
Local	6/5/2018	Dickinson Wright PLLC	Administration	Legal Services: Van Andel Bonds 06/2017	325.84
Non-Tax	6/29/2018	Jermale Eddie	Experience - Miscellaneous	Travel: Vermont Conf Hotel 04/2018	323.68
Local	7/4/2018	The KR Group, Inc.	Administration	IT support 06/2018	320.72
Local	6/18/2018	Fifth Third Bank P-Card - 05/2018	Public Realm Improvements	Parklet Storage 05/2018	315.00
Local	7/17/2018	Fifth Third Bank P-Card - 06/2018	Public Realm Improvements	Parklet storage 06/2018	315.00
Non-Tax	6/5/2018	Swift Printing & Communications	Downtown Ambassadors	Marketing Materials: Ambassadors 03/2018	309.16
Local	7/15/2018	Jeffrey Christopher Wilkinson	Downtown Marketing & Inclusion	Event Photography: Light Up Downtown 12/2017	305.00
Local	6/5/2018	GreatAmerica Financial Svcs Corp	Administration	Copier Lease 05/2018	294.86
Local	6/21/2018	Dickinson Wright PLLC	Administration	Legal Services: Amend Parking Agreement 04/2018	286.00
Non-Tax	6/8/2018	Kurt Luhrsen	Transportation Demand Mnmt Program	Travel exps - Mobility Summit Speaker 05/18	282.29
Local	7/17/2018	Fifth Third Bank P-Card - 06/2018	Downtown Marketing & Inclusion	communications supplies 06/2018	269.14
Local	6/13/2018	City Treasurer - Human Resources	Administration	Health Insurance Opt-Out Correction	267.99
Local	7/4/2018	Staples Contract & Commercial Inc.	Administration	Office Supplies 05/2018	253.96
Non-Tax	7/17/2018	Crystal Renee Steverson	DGRI Event Production	MoM Face Painting 06/2018	250.00
Non-Tax	7/17/2018	Daniel Drenth	DGRI Event Production	MoM Entertainment 06/2018	250.00
Non-Tax	7/23/2018	Keyon Lovett	Public Space Activation	Interactive Mural Game - Monroe Lot 06/2018	250.00
Local	7/15/2018	U.S. Bank Corporate Trust N.A.	Administration	Annual paying agent fee	250.00
Non-Tax	6/5/2018	Swift Printing & Communications	DGRI Event Production	Event Materials: Relax @ Rosa 05/18	248.73
Non-Tax	6/5/2018	Swift Printing & Communications	Downtown Ambassadors	Marketing Materials: Ambassadors 03/2018	248.73
Local	7/19/2018	Fishback, Thompson, Carr & Huber, Inc.	Parks Design	16077-Lyon Square (Inv #376069)	247.50
Local	7/4/2018	TDS Metrocom, LLC	Administration	Phone Service 5/2018	240.66
Local	7/17/2018	Fifth Third Bank P-Card - 06/2018	Administration	Office supplies 06/2018	238.61
Local	7/17/2018	Fifth Third Bank P-Card - 06/2018	Urban Recreation Plan	Ice rink storage 06/2018	232.58
Non-Tax	7/4/2018	Aaron Roelofs	Public Space Activation	Pop up Performer: Rosa Parks 06/2018	225.00
Local	6/5/2018	Stephanie Wong	Administration	Travel Reimb: New Urbanism Conf. 05/2018	223.23
Non-Tax	7/20/2018	Andrew Guy Sanborn	Administration	Reimbursement: A Guy - Meeting supplies 06/2018	219.69
Non-Tax	6/21/2018	Swift Printing & Communications	DGRI Event Production	Event Supplies: Relax at Rosa 05/2018	219.50
Local	7/15/2018	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 52018	209.85
Local	7/4/2018	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electricity 05/2018	205.34
Local	7/22/2018	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electricity 6/2018	201.21
Non-Tax	6/5/2018	Swift Printing & Communications	DGRI Event Production	Event Materials: Relax @ Rosa 05/18	200.11
Non-Tax	6/21/2018	Alexander B Mason	Public Space Activation	Pop-up Performer: Calder 05/2018	200.00
Non-Tax	7/4/2018	Crystal Renee Steverson	DGRI Event Production	MoM Face Painting 06/2018	200.00
Non-Tax	7/17/2018	Fifth Third Bank P-Card - 06/2018	Public Space Activation	Event supplies: Relax at Rosa 06/2018	197.49
Local	6/30/2018	Paychex	Administration	DDA Payroll HRS fees - June 2018	196.37
Non-Tax	6/18/2018	Fifth Third Bank P-Card - 05/2018	DGRI Event Production	Special Events Supply Storage 05/2018	192.00
Non-Tax	7/17/2018	Fifth Third Bank P-Card - 06/2018	DGRI Event Production	Event supplies storage 06/2018	192.00

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2018
June, 2018 Preliminary

Page 4

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>continued from previous page</i>					
Local	6/18/2018	Fifth Third Bank P-Card - 05/2018	Urban Recreation Plan	Ice Rink Storage 05/2018	\$ 190.19
Non-Tax	6/29/2018	Jennie Schumacher	DGRI Event Production	Reimb: Movies on Monroe event supplies 06/2018	184.55
Local	7/4/2018	Cellco Partnership dba Verizon	Administration	Cell Phone Service 5/2018	184.05
Local	7/18/2018	Cellco Partnership dba Verizon	Administration	Cell Phone Service 6/2018	183.87
Non-Tax	7/17/2018	Fifth Third Bank P-Card - 06/2018	Stakeholder Engagement Programs	Downtown resident lunch 06/2018	179.18
Local	7/4/2018	The KR Group, Inc.	Administration	IT services 03/2018	178.91
Local	6/21/2018	Dickinson Wright PLLC	Econ Devel - Minority/Women Biz Ents	Legal Services: Incubator program 04/2018	176.00
Local	7/4/2018	The KR Group, Inc.	Administration	IT services 06/2018	175.79
Non-Tax	6/21/2018	Emily Prymula	Public Space Activation	Internet at 29 Pearl St NW 06/2018-07/2018	175.00
Non-Tax	6/18/2018	Fifth Third Bank P-Card - 05/2018	Stakeholder Engagement Programs	Downtown Resident Lunch 05/2018	174.90
Local	6/11/2018	PCS Gophers Ltd	Administration	Interoffice mail services - April, 2018	161.05
Local	6/24/2018	PCS Gophers Ltd	Administration	Interoffice mail services - May, 2018	161.05
Local	7/5/2018	PCS Gophers Ltd	Administration	Interoffice mail services - June, 2018	161.05
Non-Tax	7/17/2018	Fifth Third Bank P-Card - 06/2018	Administration	Meeting supplies 06/2018	158.62
Non-Tax	7/4/2018	Aaron Roelofs	Public Space Activation	Pop up Performer: Calder 06/2018	150.00
Non-Tax	7/4/2018	Aaron Roelofs	Public Space Activation	Pop up Performer: Calder 05/2018	150.00
Non-Tax	7/4/2018	Aaron Roelofs	Public Space Activation	Pop up Performer: Calder 06/2018	150.00
Local	6/5/2018	Ace Pena Marasigan	Downtown Marketing & Inclusion	Marketing: Movies on Monroe 05/2018	150.00
Non-Tax	7/15/2018	Dale Wicks	Public Space Activation	Pop up Performer: Calder Plaza 06/2018	150.00
Non-Tax	7/4/2018	Reaiah Ellsworth	Public Space Activation	Pop-Up Performer: Calder Plaza 06/2018	150.00
Local	7/16/2018	The KR Group, Inc.	Administration	IT Supplies 06/2018	147.28
Local	6/5/2018	Dickinson Wright PLLC	Administration	Legal Services: Van Andel Bonds 06/2017	140.85
Non-Tax	6/5/2018	Curtis Laundry and Dry Cleaners, Inc.	DGRI Event Production	Event Supplies linens cleaned 09/2017	140.00
Local	7/4/2018	Professional Maint of Michigan Inc.	Administration	Window cleaning 05/18	138.58
Non-Tax	6/5/2018	Swift Printing & Communications	DGRI Event Production	Event Materials: World of Winter 02/18	137.13
Non-Tax	6/5/2018	Swift Printing & Communications	Downtown Ambassadors	Marketing Materials: Ambassadors 03/2018	137.12
Local	6/30/2018	Payroll Re-Allocation Entry	Downtown Marketing & Inclusion	Fees - 03/01/2018-06/30/2018	135.86
Local	7/22/2018	Creative Studio Promotions	Administration	Office supplies: business cards 06/2018	131.27
Local	7/16/2018	Creative Studio Promotions	Administration	Business cards 06/2018	131.26
Local	6/21/2018	Comcast	Administration	Internet at 29 Pearl St NW 06/2018-07/2018	126.59
Local	7/4/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: Relax at Rosa 06/2018	120.00
Local	7/4/2018	The KR Group, Inc.	Administration	Hard drive 06/2018	112.08
Local	7/4/2018	Icon Sign Company, LLC	Public Realm Improvements	Pilot Recycling - Planning Team 06/2018	110.88
Non-Tax	6/5/2018	Swift Printing & Communications	DGRI Event Production	Event Materials: Relax @ Rosa 05/18	110.31
Non-Tax	6/5/2018	Swift Printing & Communications	DGRI Event Production	Event Materials: World of Winter 02/18	110.31
Non-Tax	6/5/2018	Curtis Laundry and Dry Cleaners, Inc.	DGRI Event Production	Event Supplies linens cleaned 09/2017	105.00
Non-Tax	6/5/2018	Consumers Energy 1	Downtown Ambassadors	Add Activity Codes to GAX #18012283 & #18013283	102.62
Non-Tax	7/4/2018	Alexander B Mason	Public Space Activation	Pop-up Performer: Calder 06/2018	100.00
Non-Tax	6/21/2018	sam kenny	Public Space Activation	Pop up Performer: Music at Calder 05/18	100.00
Local	6/5/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: Spring Around Town 05/2018	93.33
Non-Tax	6/5/2018	Bryan Esler Photo, Inc.	DGRI Event Production	Photographer: Relax at Rosa 05/2018	93.33
Non-Tax	6/30/2018	Payroll Re-Allocation Entry	Public Space Activation	Fees - 03/01/2018-06/30/2018	87.33
Local	7/4/2018	Madcap Coffee Company	Administration	Meeting Supplies 6/2018	87.03
Local	6/30/2018	Payroll Re-Allocation Entry	Streetscape Improv - CBD/Heartside/Arena S	Fees - 03/01/2018-06/30/2018	82.21
Non-Tax	7/4/2018	Kerkstra Portable Restroom Svc Inc	DGRI Event Production	Event Supplies: MoM Portable Restrooms 06/2018	80.00
Non-Tax	7/20/2018	Andrew Guy Sanborn	Administration	Reimbursement: A Guy - Mileage 04/2018	77.00
Non-Tax	6/5/2018	City Treasurer - Public Services	DGRI Event Production	Move exp from LTI to NTL (ITA #18000038)	77.00
Local	6/21/2018	Graybar Electric	Public Realm Improvements	Movies on Monroe improvements 05/2018	76.28
Non-Tax	6/27/2018	Consumers Energy 1	Downtown Ambassadors	Electricity - 331 Winter Ave NW - June 2018	72.27
Local	6/21/2018	Dickinson Wright PLLC	Administration	Legal Services: Transition Matters 04/2018	69.69
Non-Tax	6/21/2018	Curtis Laundry and Dry Cleaners, Inc.	Public Space Activation	Event Supplies Maintenance 05/2018	67.50
Local	7/17/2018	Fifth Third Bank P-Card - 06/2018	Administration	HR Services 06/2018	65.33
Local	7/4/2018	Staples Contract & Commercial Inc.	Administration	Office Supplies 05/2018	64.33
Local	7/4/2018	Staples Contract & Commercial Inc.	Administration	Office Supplies 05/2018	63.77
Non-Tax	6/5/2018	Swift Printing & Communications	DGRI Event Production	Event Materials: World of Winter 02/18	60.81
Local	6/30/2018	Payroll Re-Allocation Entry	Parks Design	Fees - 03/01/2018-06/30/2018	60.49
Non-Tax	6/20/2018	Megan Catcho	DGRI Event Production	Supply Reimb: Movies on Monroe 05/2018	59.34
Local	6/30/2018	JPMorganChase	Administration	DDA Payroll Bank Fee - June 2018	57.72
Local	7/16/2018	The KR Group, Inc.	Administration	IT Supplies 06/2018	53.45
Non-Tax	6/18/2018	Fifth Third Bank P-Card - 05/2018	DGRI Event Production	Supplies for Event Management 05/2018	52.70
Non-Tax	7/17/2018	Fifth Third Bank P-Card - 06/2018	DGRI Event Production	Postage 06/2018	51.38
Non-Tax	7/4/2018	Andrew Schnitker	Public Space Activation	Pop-Up Performer: Calder 06/2018	50.00
Non-Tax	7/4/2018	Patricia Pierzchala	Public Space Activation	Pop-up Performer: Calder Plaza 05/2018	50.00
Non-Tax	6/21/2018	sam kenny	Public Space Activation	Pop up Performer: Music at Calder 05/2018	50.00
Local	6/5/2018	Dickinson Wright PLLC	Administration	Legal Services: Van Andel Bonds 06/2017	49.31
Non-Tax	6/12/2018	City Treasurer - MobileGR / Parking Svcs	Downtown Ambassadors	JUNE 2018 MONTHLY PARKING BILLING	48.00
Non-Tax	6/5/2018	Swift Printing & Communications	Downtown Ambassadors	Marketing Materials: Ambassadors 03/2018	46.24
Local	6/30/2018	Payroll Re-Allocation Entry	Arena South Implementation	Fees - 03/01/2018-06/30/2018	43.41
Non-Tax	6/12/2018	Perrigo Printing Inc	Experience - Miscellaneous	Staff appreciation items 05/18	42.95
Non-Tax	6/4/2018	Consumers Energy 1	Downtown Ambassadors	Share of electricity - 331 Winter Ave NW - May 2018	42.69
Non-Tax	6/8/2018	Kimberly Van Driel	Administration	Reimbursement.: employee eval lunch 05/2018	38.33

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2018
June, 2018 Preliminary

Page 5

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>continued from previous page</i>					
Local	7/20/2018	Andrew Guy	Downtown Marketing & Inclusion	Reimbursement: A Guy - Meeting supplies 06/2018	\$ 38.14
Local	6/5/2018	Gordon Water Systems	Administration	Water Cooler Lease 05/18	37.73
Local	7/4/2018	Gordon Water Systems	Administration	Water Cooler Lease 06/18	37.73
Non-Tax	6/21/2018	Patricia Pierzchala	Public Space Activation	Pop-up Performer: Calder Plaza 05/2018	37.50
Non-Tax	6/5/2018	Swift Printing & Communications	DGRI Event Production	Event Materials: Relax @ Rosa 05/18	37.20
Local	7/22/2018	Gordon Water Systems	Administration	Water Cooler Lease 06/18-07/18	34.61
Non-Tax	6/18/2018	Fifth Third Bank P-Card - 05/2018	Downtown Workforce Programs	Supplies for Downtown Workforce 05/2018	29.95
Non-Tax	6/11/2018	Megan Catcho	DGRI Event Production	Travel Reimbursement: 05/2018	27.50
Local	7/4/2018	The KR Group, Inc.	Administration	IT services 06/2018	26.73
Non-Tax	6/5/2018	Bryan Esler Photo, Inc.	DGRI Event Production	Photographer: Relax at Rosa 05/2018	26.67
Non-Tax	6/5/2018	Curtis Laundry and Dry Cleaners, Inc.	DGRI Event Production	Event Supplies linens cleaned 09/2017	25.00
Non-Tax	6/5/2018	Curtis Laundry and Dry Cleaners, Inc.	DGRI Event Production	Event Supplies linens cleaned 09/2017	25.00
Non-Tax	7/4/2018	Curtis Laundry and Dry Cleaners, Inc.	DGRI Event Production	Event Supplies linens cleaned 06/2018	25.00
Non-Tax	6/12/2018	West Bend Mutual Insurance Company	DGRI Event Production	Event insurance addition 06/08/18-08/18/18	25.00
Local	7/17/2018	Fifth Third Bank P-Card - 06/2018	Administration	Postage 06/2018	22.69
Non-Tax	6/5/2018	Swift Printing & Communications	DGRI Event Production	Event Materials: World of Winter 02/18	20.50
Non-Tax	7/3/2018	DTE Energy	Downtown Ambassadors	Share of natural gas - 331 Winter Ave NW - 06/2018	19.67
Non-Tax	6/29/2018	Kimberly Van Driel	DGRI Event Production	Reimbursement: Movies on Monroe Supplies 06/2018	19.03
Local	6/18/2018	Fifth Third Bank P-Card - 05/2018	Administration	Office supplies 05/2018	17.46
Local	7/4/2018	Staples Contract & Commercial Inc.	Administration	Office Supplies 05/2018	17.39
Local	6/5/2018	Fusion IT LLC	Administration	Network Management 6/2018	9.50
Local	6/18/2018	Fifth Third Bank P-Card - 05/2018	Administration	Postage 05/2018	6.73
Local	6/5/2018	City Treasurer - Public Services	DGRI Event Production - Local Tax	Move exp from LTI to NTI (ITA #18000038)	(77.00)
Non-Tax	6/5/2018	Consumers Energy 1	Downtown Ambassadors	Add Activity Codes to GAX #18012283 & #18013283	(102.62)
Non-Tax	6/5/2018	Bazen Electric	Public Realm Improvements - Non-Tax	Move exps from NTI to LTI (orig PRM #18-5524)	(610.29)
Local	6/30/2018	Payroll Re-Allocation Entry	Administration	Fees - 03/01/2018-06/30/2018	(713.04)
Local	6/12/2018	Correcting Entry	Developer Reimbursements	Reverse Due to Dev estimated accrual from FY2010	(7,373.06)
Local	6/5/2018	City Treasurer - Police Dept	Ticketed Events - Police Services - Non-Tax	Move exp from LTI to NTI (ITA #18000063)	(10,558.20)
Non-Tax	6/12/2018	City Treasurer - MobileGR / Parking Svcs	Purchase for Studio C! Project	Write-off option deposit for Parking Areas 4 & 5	(22,829.93)
Local	6/30/2018	Payroll Re-Allocation Entry	Administration	Wages/Taxes/401(k) - 03/01/2018-06/30/2018	(85,023.33)
PRELIMINARY TOTAL FOR JUNE, 2018 AS OF AUGUST 1, 2018					\$ 1,159,832.62

STATEMENT E
DOWNTOWN DEVELOPMENT AUTHORITY
Series 2017 Improvement & Refunding Bonds

Balance Sheet
As of June 30, 2018 Preliminary

Assets - Pooled Cash and Investments	\$ 740,442
Liabilities and Fund Balance	
Current Liabilities	\$ 68,488
Reserved for Projects	671,954
Liabilities and Fund Balance	\$ 740,442

Statement of FY2018 Revenues and Expenditures
July 1, 2017 through June 30, 2018 Preliminary

	Budget	Actual
REVENUES		
Bond Proceeds	\$ - ¹	\$ -
Interest Earned	5,161	8,328
From / (To) Fund Balance	1,019,067	-
Total Revenues	\$ 1,024,228	\$ 8,328
EXPENDITURES		
GR Forward Projects:		
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor		
River Trail Improvements	\$ 228,000	\$ 55,606
Michigan Street Streetscape Improvements	180,000	62,350
Sheldon Blvd - Weston to Cherry Street	50,000	35,505
Streetscape / Riverwalk Projects TBD	566,228	-
Costs of Issuance	-	1,500
Total GR Forward Project Expenditures	\$ 1,024,228	\$ 154,961
Excess / (Deficit)	\$ -	\$ (146,633)

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

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: August 3, 2018
TO: Downtown Development Authority
FROM: Tim Kelly, AICP
President & CEO

Agenda Item #4
August 8, 2018
DDA Meeting

SUBJECT: 3rd Contract Amendment with Mydatt Services Inc., dba Block by Block

In September 2013, DGRI officially launched its Hospitality Ambassador Program (Program). The initial Agreement included a one-year term ending on September 24th, 2014, plus two one-year renewals, both of which were exercised. In March 2017, the Program was further extended for a term expiring June 30, 2019.

Since being launched, the Program has made measurable impacts in Downtown Grand Rapids through the provision of hospitality, informational, environmental, social, and safety-oriented services. A monthly report from June 2018 accompanies this memo and gives a glimpse of some of the benefits bestowed through the Program.

In an effort to keep wages for the Program competitive with similar jobs across the region, and to help with the retention of Ambassadors, a \$.50 raise is proposed for FY2019. This wage increase was accounted for in the FY2019 budget and will bring the DDA's overall contribution to the Program to \$209,000, a \$9,000 increase from FY2018. It is anticipated an additional wage increase will be sought for FY2020, which would be accounted for during the budget process and memorialized in an update to the Agreement.

The Downtown Grand Rapids Inc (DGRI) Board of Advisors will consider a similar increase in wages for the Clean Team portion of the contract at its September 4, 2018 meeting.

Recommendation:

Approve the resolution authorizing the DDA Chair to execute a 3rd Amendment to the Agreement with Mydatt Services, Inc. dba Block by Block to increase wages for the Downtown Ambassadors for FY2019.



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

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF
THIRD AMENDMENT TO AGREEMENT FOR SUPPLEMENTAL
SAFETY SERVICES WITH MYDATT SERVICES, INC.**

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

WHEREAS, the City of Grand Rapids Downtown Development Authority (the “DDA”) and Mydatt Services, Inc., d/b/a Block by Block (“Block by Block”) have previously entered into an Agreement for Supplemental Safety Services dated as of September 25, 2013, a First Amendment to Agreement for Supplemental Safety Services dated as of September 25, 2014, and a Second Amendment to Agreement for Supplemental Safety Services dated as of July 1, 2016 (collectively, the “Agreement”), to provide uniform downtown ambassadors and certain services identified in the Agreement (the “Services”); and

WHEREAS, the DDA and Block by Block have agreed to make adjustments to the payment for Services for the last twelve months of the current term; and

WHEREAS, in furtherance thereof, the DDA and Block by Block have agreed to enter into a Third Amendment to Agreement for Supplemental Safety Services (the “Third Amendment”).

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Third Amendment in the form presented at this meeting is approved with such modifications not materially adverse to the DDA approved as to content by the DDA Executive Director and as to form by DDA legal counsel.

2. That the Chairperson of the Board of Directors of the DDA is authorized and directed to sign the approved Third Amendment for and on behalf of the DDA.

3. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

YEAS: Boardmembers _____

NAYS: Boardmembers _____

ABSTAIN: Boardmembers _____

ABSENT: Boardmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: August 8, 2018

Flor Valera
Recording Secretary

CERTIFICATION

I, the undersigned duly qualified and acting Recording Secretary of the of the City of Grand Rapids Downtown Development Authority (the “DDA”), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the DDA at a regular meeting held on August 8, 2018, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: August 8, 2018

Flor Valera
Recording Secretary

**THIRD AMENDMENT TO AGREEMENT
FOR SUPPLEMENTAL SAFETY SERVICES**

THIS THIRD AMENDMENT TO AGREEMENT FOR SUPPLEMENTAL SAFETY SERVICES (the “Third Amendment”) is made and entered into as of July 1, 2018, by and between the **CITY OF GRAND RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY**, a public authority created by the City of Grand Rapids, a Michigan municipal corporation, pursuant to Part 2 of Act 57 of the Public Acts of Michigan of 2018 (the “DDA” or “Customer”) and **MYDATT SERVICES, INC.**, d/b/a Block by Block, an Ohio corporation (“Block by Block”).

RECITALS

A. The DDA and Block by Block have entered into an Agreement for Supplemental Safety Services dated as of September 25, 2013, a First Amendment to Agreement for Supplemental Safety Services dated as of September 25, 2014, and a Second Amendment to Agreement for Supplemental Safety Services dated as of July 1, 2016 (collectively, the “Agreement”) for Block by Block to provide uniformed downtown ambassadors and provide the Services identified in Exhibit B to the Agreement to the Service Area identified in Exhibit A to the Agreement.

B. The Term of the Agreement as extended by the Renewal Term and Second Renewal Term ends June 30, 2019.

C. The DDA and Block by Block have mutually agreed to revise the provisions for the payment for Services pursuant to the terms of this Third Amendment.

NOW, THEREFORE, in consideration of the terms and conditions contained in the Agreement and this Third Amendment and the benefits to be derived therefrom, receipt of which is severally acknowledged, the parties hereto agree as follows:

Section 1. Amendment to Section 5b1. Section 5b1 of the Agreement is amended to read as follows:

5) PAYMENT TO BLOCK BY BLOCK:

b1) For the Services by Block by Block during the Second Renewal Term, the CUSTOMER shall pay Block by Block a flat monthly fee of \$24,510.78 for the first 24 calendar months of the Second Renewal Term and a flat monthly fee of \$25,466.66 for the final 12 calendar months of the Second Renewal Term. The actual amount due Block by Block in a calendar month shall be based on the hours worked by Block by Block employees pursuant to the Agreement at the hourly billing rates set forth in Exhibit D3 for the first 24 calendar months and in Exhibit D4 to the Third Amendment for the final 12 calendar months. There shall be a “true-up” from time to time during the Second Renewal Term to adjust the amount paid to the hours worked and hourly billing rates. The maximum total amount paid to Block by Block for

Services (i) in each of the first 12 calendar months of the Second Renewal Term shall be \$294,129.36 (\$24,510.78 X 12 months) and (ii) in the last 12 calendar months of the Second Renewal Term shall be \$305,599.92 (\$25,466.66 X 12 months).

Section 2. Ratification and Confirmation. Except as otherwise provided in this Third Amendment, the Agreement is otherwise ratified and confirmed.

Section 3. Defined Terms. All capitalized terms used in this Third Amendment and not defined shall have such meaning as defined in the Agreement.

IN WITNESS WHEREOF, the DDA and Block by Block have caused these presents to be signed as of the day and year first written above.

**CITY OF GRAND RAPIDS
DOWNTOWN DEVELOPMENT
AUTHORITY**

By: _____
Brian Harris, Chairperson

**MYDATT SERVICES, INC.
d/b/a Block by Block**

By: _____
Its: _____

EXHIBIT D4

Hospitality Program Fiscal Year July 2018 to June 2019 Budget Estimate

PRICING	Ambassadors	Team Leader	Operations Manager
Pay Rate	\$11.38	\$15.00	\$ 28.23
FICA	\$ 0.87	\$ 1.15	\$ 2.16
WC	\$ 0.64	\$ 0.84	\$ 1.58
Liability	\$ 0.29	\$ 0.38	\$ 0.72
Unemployment	\$ 0.60	\$ 0.79	\$ 1.49
Subtotal	\$ 13.77	\$ 18.16	\$ 34.18
Weekly Hours	208.00	40.00	31.00
Annual Hours	10,816.00	2,080.00	1,612.00
Annual Billing	\$ 148,979.45	\$ 37,780.08	\$ 55,096.25
Overhead	\$ 2.43	\$ 2.43	\$ 2.43
Benefits	\$ 0.72	\$ 0.72	\$ 0.72
Profit	\$ 1.24	\$ 1.24	\$ 1.24
Bill Rate	\$ 18.17	\$ 22.56	\$ 38.57
Weekly Hours	208.00	40.00	31.00
Annual Hours	10,816.00	2,080.00	1,612.00
Annual Billing	\$ 196,501.92	\$ 46,919.02	\$ 62,178.93
ANNUAL BILLING			\$ 305,599.87



Downtown Grand Rapids Ambassador Report

June 2018



Hospitality



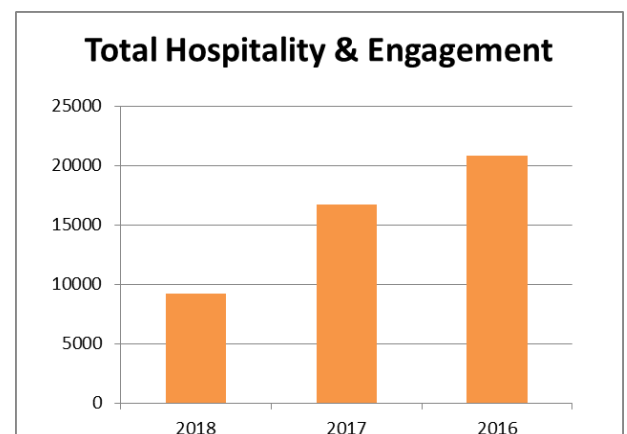
Jared guides a pedestrian during recycling pilot install. Look at that beautiful recycling guide sticker!



Marcia's love for dogs knows no bounds!
A new game geared towards dogs is now set up at some events.



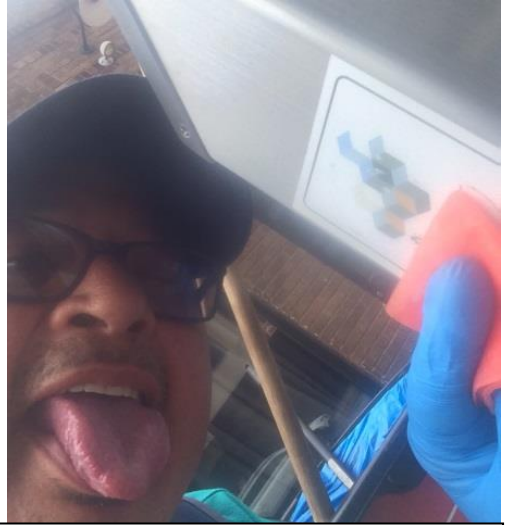
Randy prepares the DGRI table for the first Movies on Monroe!



Beautification



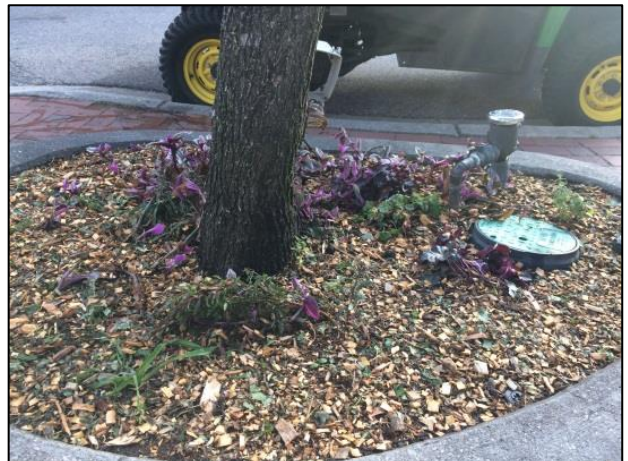
Before and after weeding planter beds



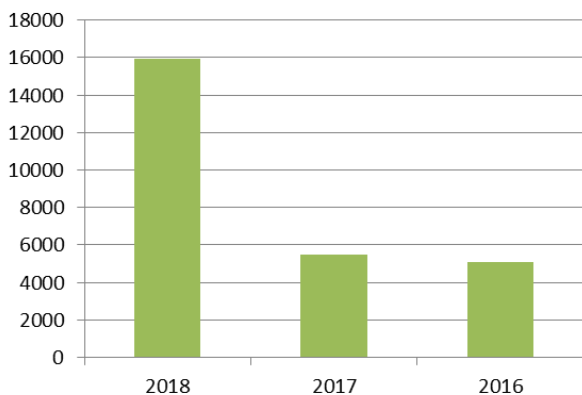
Rick participates in Selfie Day (6/21) while removing graffiti



Before and after mulching a planter bed



Total Beautification Activity



Beautification



Luke uses the ATLV to clean the lot of debris

Preparing the Movies on Monroe Lot

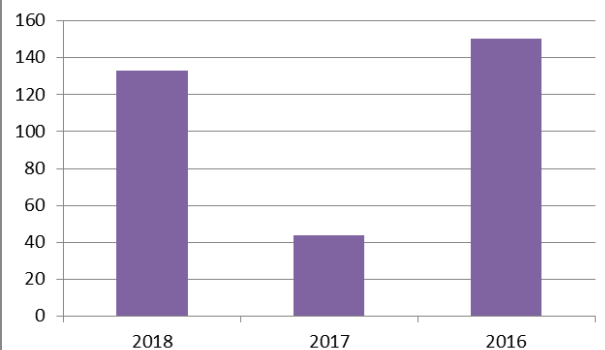
Kasheem pressure washes the lot prior to painting



Our Horticulture team beautifies the Movies on Monroe lot.



Total Equipment Usage



The Team



In June we were awarded money to purchase healthy food options for the team. Making healthy choices is the theme of the summer.



Marvin



Tina



Grace

WELCOME!
TO THE TEAM!

Initiatives



Our recycling pilot launched along Monroe Center on June 26th. It aligns with the Kent County SORT. 2 styles of lid will help us understand how people recycle and to design the future of the program. Bright stickers aligning with Kent County's SORT initiative draw attention to the small bins that were attached to existing trash cans. Pictures and descriptions of what is recyclable help guide pedestrians.



Statistics Overview

June Activity		2018	2017	2016
Equipment Usage	ATLV Hours	20	32	31
	Bicycle (miles)	11	1	55
	Segway (Hours)	85	9	25
	Small Equipment (Hours)	17	2	39.5
	Total Equipment Usage	133	44	150.5
Beautification	Biohazard Clean Up	158	390	NA
	Biohazard - Human	3	NA	NA
	Infrastructure Management	852	NA	NA
	Graffiti - Removed	108	506	631
	Planters Watered	1,834	1,046	1,502
	Power Washing (block faces)	85	45	55
	Snow Removal	0	0	0
	Special Projects - Other	1,879	NA	NA
	Trash (Bags collected)	2,253	1,463	891
	Weed Abatement	8,751	2,049	1,988
	Cigarette Butts Recycled	0	0	0
	Total Beautification Activity	15,923	5,499	5,067
Hospitality & Engagement	Business Contact	65	179	119
	Mobility Assist	16	64	78
	Observation - Fighting	118	56	10
	PA - Directions	255	516	852
	PA - Information	2,437	4,639	3,939
	PA - Other	5,295	9,503	12,198
	Panhandling - Aggressive	6	101	30
	Panhandling - Passive	65	182	46
	Request for Emergency Services	0	2	10
	Sidewalk Violation	461	955	548
	Social Services Assist	482	529	2,933
	Suspicious Package	1	2	4
	Suspicious Person	1	15	11
	Total Hospitality & Engagement Activity	9,202	16,743	20,778
Total Ambassador Activity		25,125	22,242	25,845

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: August 3, 2018

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
President & CEO

Agenda Item #5
August 8, 2018
DDA Meeting

SUBJECT: Downtown Enhancement Grant – 351 Summer Avenue

Swift Realty, LLC (Owner) is requesting approval of a Downtown Enhancement Grant for 351 Summer Avenue. The Owner is renovating the existing vacant building to accommodate a new tenant that will operation a furniture store.

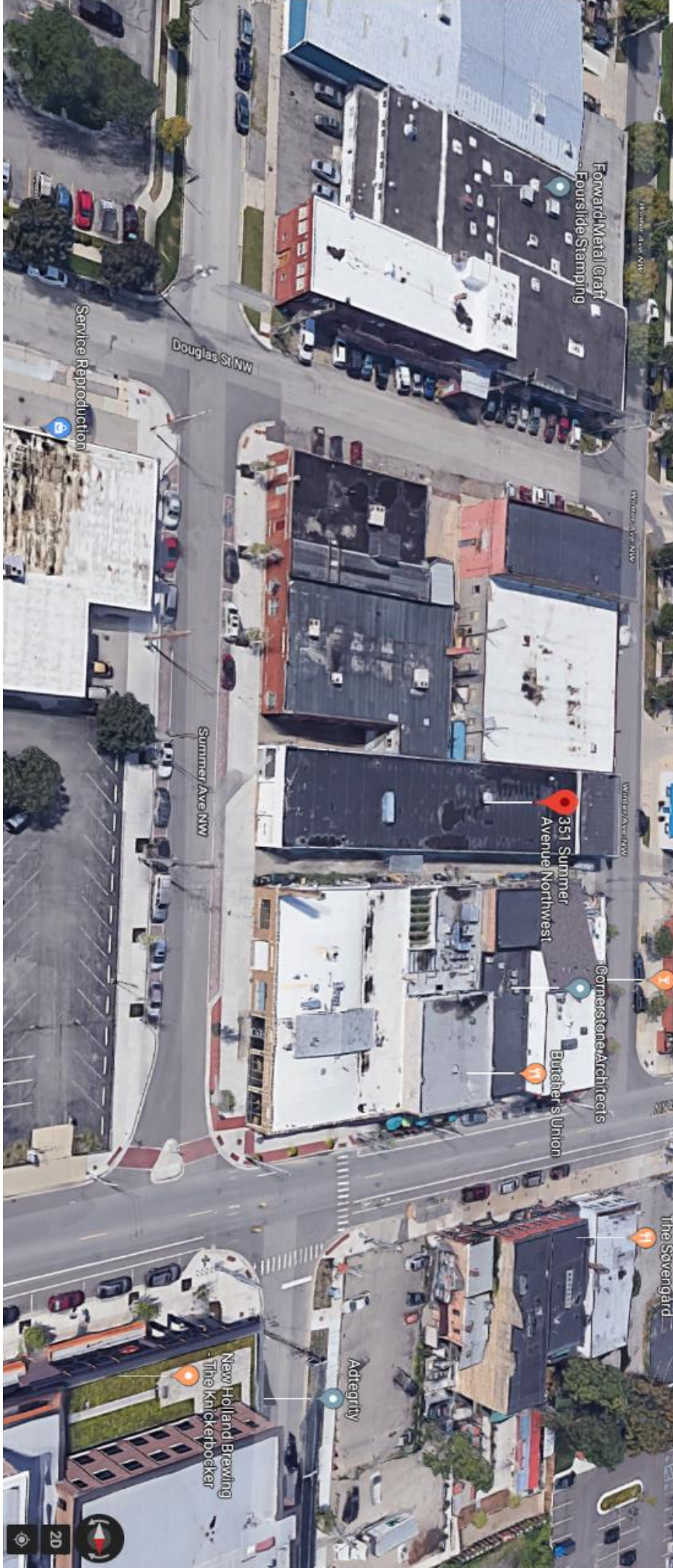
Total costs for the project are estimated at approximately \$50,000 and to assist in the renovation the Owner is requesting reimbursement in an amount not to exceed 50 percent of project costs, or approximately \$25,000 (whichever is lower) to assist with the proposed improvements, including paint, lights, awnings and improved ingress and egress. Work on the project is expected to begin fall 2018.

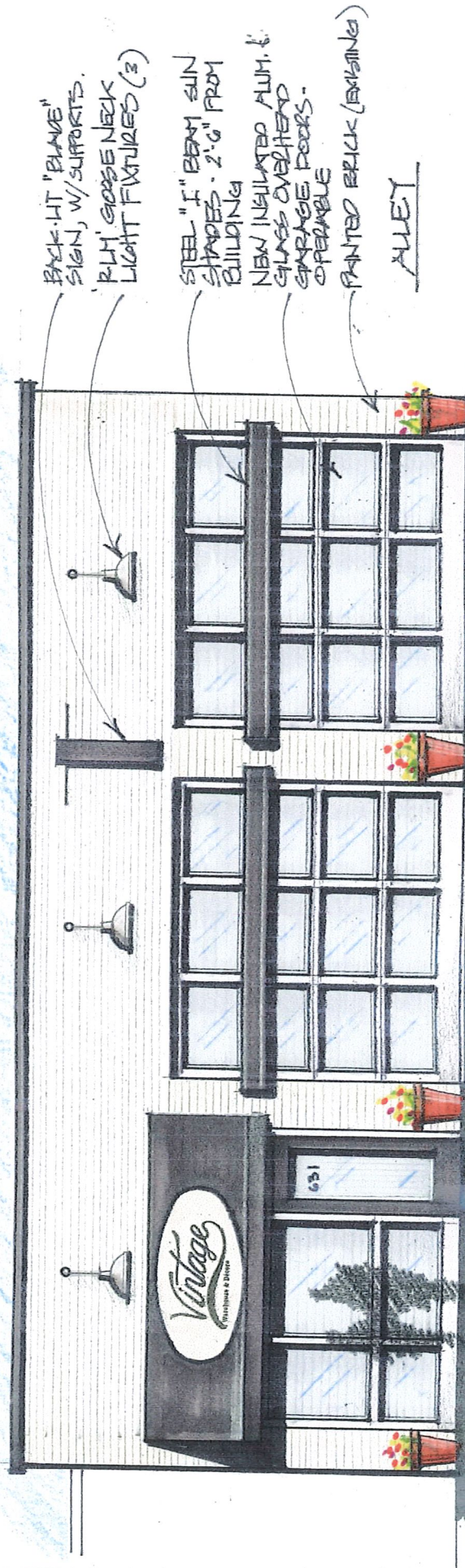
The proposed renovations will help accommodate a retail space for Vintage Furniture is anticipated to create 8 jobs. If approved, funding will be issued as reimbursement for the completed project and will be allocated from the FY19 Priority Plan from the Downtown Enhancement Grant line item.

Recommendation: Approve a Downtown Enhancement Grant in an amount not to exceed \$25,000, or 50 percent of project costs (whichever is lower) for the renovations at 351 Summer Avenue.









Summer Street Elevation

Vintage

Warehouse & Décor

April 25, 2018 Preliminary Design

cornerstone architects, inc.
grand rapids, michigan
616.774.0100 p

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: August 3, 2018

TO: Downtown Development Authority

FROM: Stephanie Wong, Project Specialist

SUBJECT: Calder Plaza Redesign – Phase I

Agenda Item #6
August 8, 2018
DDA Meeting

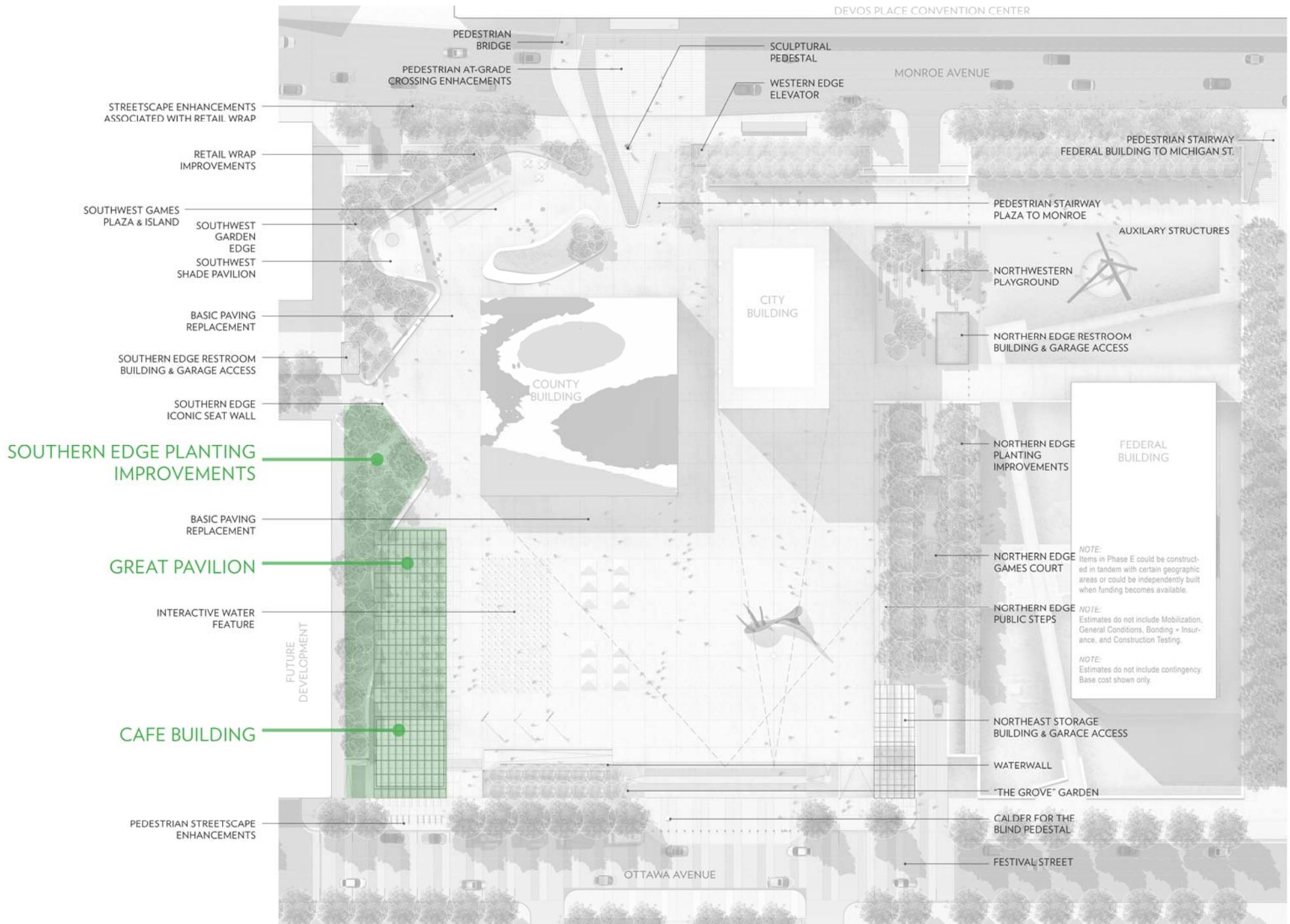
In February 2017, Downtown Grand Rapids, Inc. (DGRI), in collaboration with the City of Grand Rapids (City) and Kent County (County) finalized a Master Plan of Calder Plaza derived from the momentum of GR Forward. While respecting the historic aspect of Alexander Calder's monumental sculpture and aligning to the goals and priorities established by the community, improvements would seek to enrich the Plaza with informal activities and programs that activate the space throughout the year. Recognizing Calder Plaza as the iconic heart of the community and to coordinate with other planned capital improvements, Phase I improvements will include a design for café space, a great pavilion equipped with an outdoor stage and southern edge planting improvements.

To that end, on June 1, 2018, a Request for Qualifications (RFQ) was issued to conduct Design and Bidding Services for the Redesign of Calder Plaza- Phase I. The RFQ was distributed nationally and eight (8) qualified proposals were received. Progressive AE was identified as the preferred consultant by members of the Master Plan Steering Committee, DGRI and City staff. A local firm to Grand Rapids, Progressive AE brings extensive experience in engineering, architecture and landscape architecture throughout West Michigan area. Relevant project experience includes the Tree House at John Ball Zoo and Sculpture Garden at Frederik Meijer Gardens.

Funding for the Design and Bidding Services is provided in the FY19 Priority Plan LTI Parks Design. If approved, the project team will negotiate a final scope of work and begin design in 2018. The goal is to complete Phase I designs in time for the 50th Anniversary celebration in June 2019.

Recommendation: Authorize the Executive Director to enter into a contract with Progressive AE for an amount not to exceed \$213,180 to develop Design and Bid Services for Calder Plaza Redesign- Phase I Improvements.



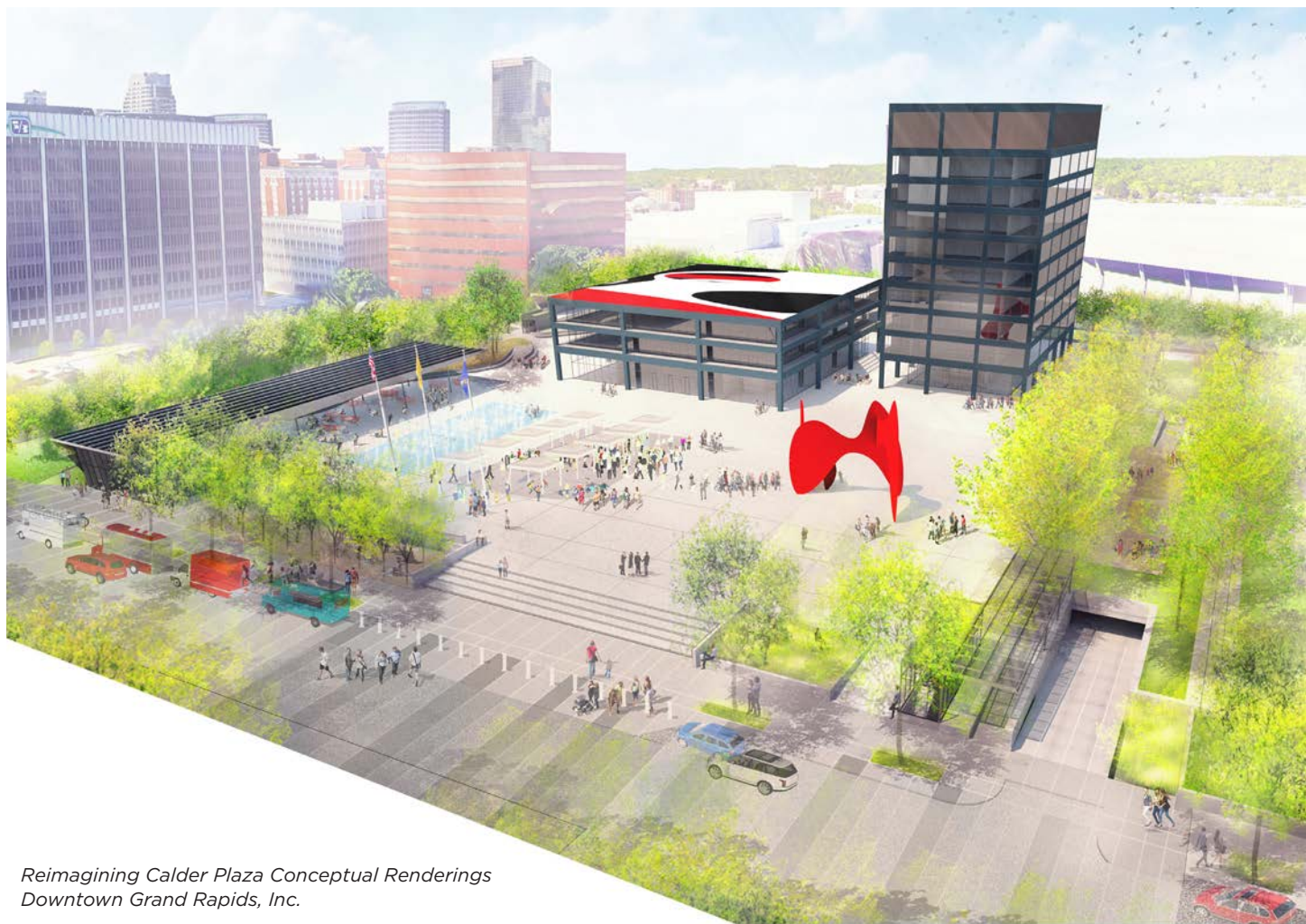


CALDER PLAZA REDESIGN Phase 1 Improvements

Calder Plaza Redesign - Phase I

City of Grand Rapids

June 5, 2018



*Reimagining Calder Plaza Conceptual Renderings
Downtown Grand Rapids, Inc.*

June 5, 2018

City of Grand Rapids
ATTN: Kristin Pfauth, Project Manager
kpfauth@grcity.us

RE: Calder Plaza Redesign - Phase I (File No. 18028)

Dear Kristin,

Creating community spaces that are utilized to their fullest potential is something at the forefront of the minds of the team members at Progressive AE. We have more than 50 years' experience in creating engaging, energetic and collaborative communities. We don't just work in West Michigan – we also live here, raise families here and have fun here. We're proud of the destination our region has become and are honored to know that some of Grand Rapids' most iconic buildings transpired through collaboration with clients.

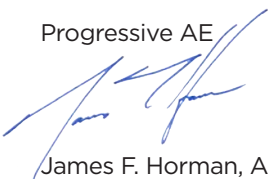
Being that we are currently working with the City of Grand Rapids on the ADA Enhancements at the City/County Administration Building at 300 Monroe Avenue NW, we understand the importance that Calder Plaza represents to the City, to Kent County and to the Downtown Grand Rapids, Inc. (DGRI). The space has the potential to be a focal point of the downtown Grand Rapids community and to be much more than the under utilized open space that it currently is.

- **We take pride in building strong partnerships**, earning trust and investing ourselves into each and every client project. Our experience with the City of Grand Rapids completing previous facility assessments at this exact site allows us an understanding of your operations and the importance of the City/County Administration Building's daily functions. Since we are ahead of the learning curve, we will be able to get started designing your project right away, saving critical time. Progressive AE has been, and will continue to be, dedicated to the overall goals, objectives and success of the City of Grand Rapids.
- **We pride ourselves on our extensive expertise designing community spaces** through our design process, which we call Performance-based Design. Our process allows us to develop exceptional solutions for each of our clients, based on needs and aspirations that we take the time to understand from all stakeholder's perspectives. Through our many proven applications of our process on other valued community projects such as work at the Frederik Meijer Gardens, Rosa Parks Circle, Grand Haven's Waterfront Stadium, multiple projects at various parks throughout the City of Grand Rapids Parks system, and many other similar project listed in our Statement of Qualifications, we've know that we will be able to with the City, County and DGRI to improve Calder Plaza's access, program utilization, and overall usability for the Grand Rapids community.
- **We have the capacity to complete the project.** Our project team includes appropriate staff who bring the right experience and expertise to this project. We have assembled a team that possesses an intimate knowledge of the local community, combined with a full range of design services, giving us the unique ability to look holistically at community projects. These projects require awareness and understanding of various administrative requirements including regulatory and civic compliance which we have gained over 50+ years designing iconic community spaces in the Grand Rapids community.

We would very much enjoy this opportunity to continue working with the City through our current contract and we look forward to hearing from you regarding this project. Should you have any questions on this proposal or need any additional information, please do not hesitate to contact our office at 616.447.3322 or hormanj@progressiveae.com.





Sincerely,

Progressive AE



James F. Horman, AIA
Principal

Table of Contents

02	 Project Understanding, Approach and Fee
05	 Project Management and Schedule
06	 Relevant Experience
10	 Project Team

Project Understanding, Approach and Fee

PROJECT UNDERSTANDING

Progressive AE understands that a collaborative team consisting of DGRI, the City of Grand Rapids, Kent County and Progressive AE would be created to jointly design a great pavilion at the SE corner of Calder Plaza, as identified as Phase 1 in the 2017 Calder Plaza master plan. The great pavilion will be comprised of an outdoor stage with covering, a café/food service building component, and complimentary landscape bed improvements. Pedestrian flow with moveable furniture for small and large crowds will be considered when evolving the master plan concept design. The estimated project construction value is \$2.8M.

Progressive AE understands the final project will be a high quality, durable and aesthetically-pleasing civic asset that will serve all community members with a pride that both respects and honors La Grande Vitesse and Calder Plaza.

APPROACH AND FEE

As reiterated at the pre-proposal meeting on May 24, 2018 and stated in the RFQ, the City is investing in the Calder Plaza through the design and construction of a great pavilion. Progressive proposes to lead a design process that will result in a construction documentation package for bidding and construction activities. Our designers will lead the collaborative team through a well-developed Progressive AE design process we refer to as Performance-based Design; which includes the initial stages of Frame/Aspire/Create.

STEP 1: PROJECT KICK-OFF *September 2018*

Progressive AE, DGRI, Kent County and the City of Grand Rapids' core members will meet to introduce ourselves and build our team! We will review project parameters, goals, objectives, identify stakeholders and decision makers, develop a project work plan and identify key milestones. Ownership of all efforts and tasks will be established for clarity and accountability. Quality control review champions will be identified and tasked with privilege of ensuring process rigor and high-quality project outcomes.

FRAME *September 1-15, 2018*

Define the current conditions. We think of this step as identifying "What Is." The value of this step is to develop a balanced understanding of existing conditions. Together we will:

- Review the Calder Plaza master plan and previous efforts that led to the Phase 1 project
- Conduct stakeholder interviews
- Observe pedestrian circulation and plaza use
- Identify related assets/liabilities including code compliance

Key Input:

The Calder Plaza Master Plan
Number of visitors and employees/other data metrics
Existing parking structure drawings and maintenance records

Outcome:

Preliminary program and meeting minutes

ASPIRE *September 16-25, 2018*

Imagine the future success. We think of this step as moving from “What Is” to “What If” for defining and articulating a result that inspires an action. The value of this energetic engagement is reviewing past conceptual efforts for the pavilion and landscape bed for informing continued design. The efforts to date will be leveraged to aligned expectations that result in design principles and project metrics. Together we will:

- Facilitate a visioning workshop to identify how the pavilion might support an accessible, inclusive, and safe environment; aligned around an equitable experience for all visitors, vendors and employees
- Develop design principles and measures
- Finalize the desired future state program

Key Input:

Data collected in Frame phase
Key strategic planning insights

Outcomes:

Finalized program recommendation and meeting minutes
Design narrative outlining goals and recommendations
Design measures that enable decisive action in future design phases

CREATE *September 26 - October 15, 2018*

Visualize the future. We think of this step as moving from “What If” to “What Works.” This step is where the vision takes full form. We seek to collaborate with you in creating an ideal design to visualizing your future state. This includes:

- Design evolution of the master plan conceptual project
- Develop an opinion of probable cost
- Confirm alignment connected design principles and measures

Key Input:

Data collected in Frame and Aspire outcomes

Outcome:

Concept design, estimated opinion of probable cost and meeting minutes

STEP 2: SCHEMATIC DESIGN *October 16 - November 15, 2018*

This phase is where the concept design takes form through integrating all pertinent architectural and engineering disciplines. This phase includes:

- Design review of work to date and alignment confirmation
- Design Review Workshop: a collaborative session to review and refine possibilities and potential solutions for the future state.
- Refine the opinion of probable cost
- Creation of Source and Use budge with City Engineer's Office
- Design presentation and approval

Key Input:

Concept design and estimated opinion of probable cost

Outcome:

Schematic design package and meeting minutes

STEP 3: DESIGN DEVELOPMENT *November 16 - December 15, 2018*

This phase is where final design decisions and engineering systems are selected. This phase includes:

- Design review/quality control of work to date with alignment confirmation
- Refined opinion of probable cost
- Design package approval

Key Input:

Schematic design package

Outcome:

Design development package and meeting minutes

STEP 4: CONSTRUCTION DOCUMENTATION *December 16 - February 28, 2019*

Progressive AE will complete drawings and specifications used for permits and construction. This phase includes:

- Quality control progress reviews of work to date at 30, 60, 90 and internal peer review at 100%

Key Input:

Design development package

Outcome:

Construction documentation plans and specifications package

STEP 5: CONSTRUCTION BIDDING *July 2019*

Progressive AE will assist the City with bid phase activities for a pre-bid meeting, submittal review, recommendations and award letter.

STEP 6: CONSTRUCTION ADMINISTRATION *August - December 2019*

Progressive AE will assist the City with bid phase activities for a pre-bid meeting, submittal review, recommendations and award letter.

FEE

Progressive AE proposes to provide professional design, construction documentation and administration as follows:

Steps	Estimated Fee
Steps 1-5	\$180,000
Step 6 (if requested)	\$40,000
Reimbursable Expenses	\$6,000
TOTAL FEE PROPOSED	\$226,000

All services will be provided per our term contract with the City.

Project Management and Schedule

PROJECT MANAGEMENT

Progressive AE's design process is unique. We call it Performance-based Design. It allows us to develop exceptional solutions for you, based on needs and aspirations. We will merge our design concepts with the City's project process (kick-off, 30%, 60%, 90%, and 100% meetings) to ensure that the project proceeds in the most efficient manner to produce the best outcome. As your partner, we'll work with you to set an engagement strategy. To build a better understanding of your organization, we immerse ourselves in your culture, your vision and your changing needs. This enables us to develop a deep understanding of your operational activities and initiatives. There is nothing left to chance in this relationship, because we have a proven process for great results.



Progressive AE uses an online project management platform for staff, schedule and fee management to keep the project on time and within budget. In addition, regular design team progress meetings are instituted to keep the team on track and identify any potential issues, so they can be resolved before they become a problem. The initial schedule with milestone dates will be based on input and buy-in from all stakeholders. The design team will work through a project plan using our online project management software to understand the resources required to meet all agreed-upon milestone dates. In addition, the project budget will be vetted against the program to enable the design team to provide the desired outcome within the established budget. The design team will work with our cost estimator to conduct a budget review at the end of each design phase, including a final pricing effort using the building permit set of documents. We will also work closely with the stakeholder group through the contractor bidding process to confirm the selected contractor's submittal is in line with the established project budget and schedule. During the construction process, monthly project meetings will be established to review construction progress and budget using the contractor's application for payment and schedule of values. In addition, diligent review of all submittals and an established site visit schedule will monitor alignment with the design intent and project milestone dates.

SCHEDULE

We have reviewed the request for qualifications for design and bidding phase services for this project and affirm that we are prepared and able to meet the required schedule as outlined in the RFQ. We understand that you desire to begin this project immediately after award in mid-July, complete the design by February of 2019, project bidding by July of 2019 and construction by July of 2020. Additional schedule benchmark dates are outlined in the preceding project approach section.

Relevant Experience

Frederik Meijer Gardens & Sculpture Park Multiple Buildings, Gardens & Sculpture Projects Grand Rapids, MI

Reference

David S. Hooker
President & CEO, Frederik Meijer
Gardens & Sculpture Park
dhooker@meijergardens.org
616.975.3149

Size

10,000 square foot (amphitheater sponsor seating expansion)
2,000 square foot (new transportation center)
10,000 square foot (catering kitchen addition)

Completion

May 2018
May 2018
June 2018

Cost

\$2,600,000
\$1,000,000
\$4,500,000

Services

Site and master planning, landscape architecture, civil and structural engineering, architecture, mechanical and electrical engineering, construction administration

- Over 20-year partnership with one of the nation's most significant sculpture and botanic experiences with over ten million guests since the 270 acre park opened in 1995
- Horticulture projects include the 8-acre Richard & Helen DeVos Japanese Garden in collaboration with Hoichi Kurisu, the 5-acre Lena Meijer's Children's Garden, the 1-mile long Frey Boardwalk & Wege Nature Trail, and the Volunteer Tribute Garden in collaboration with sculptor Oliviero Rainaldi
- Sculpture projects include Leonardo da Vinci's Horse Il Cavallo, Newman Sculpture Garden in collaboration with sculpture Kirk Newman and garden designer Penelope Hobhouse, and installations throughout the Park with sculptors Magdalena Abakanowicz, Mark Di Suvero, Keith Haring, and Arnaldo Pomodoro
- Current projects include the recent kick-off to "Welcoming the World: Honoring a Legacy of Love" capital campaign to plan for 1.5 million visitors per year
- The capital campaign represents \$80 million in construction including a new 60,000 SF welcome center, 20,000 SF education center, expanded site parking, entry plaza, transportation center, amphitheater sponsor seating, multiple gardens and renovated existing building



City of Grand Rapids

Fuller, Garfield, Highland and Lincoln Park Improvements - 2015

Dickinson, Douglas and Mulick Park Improvements - 2016

Aberdeen, Alexander and Ball Perkins Park Improvements - 2017

Bike Park Improvements - 2018

Reference

Karie Enriquez, PE
Project Manager
Grand Rapids Department of
Parks and Recreation
kenriquez@grand-rapids.mi.us
616.456.4281

Grand Rapids, MI

Completion

Ongoing through
summer 2018

Services

Site and master
planning,
neighborhood
engagement,
landscape
architecture and
civil engineering

- Master plans were developed as part of an extensive public input process which included meetings with neighborhood planning teams and a neighborhood-wide public workshops for each park
- 2015 phase of redevelopment included new splash pads, reconfigured playgrounds with some equipment replacement, new walkways with ornamental light poles, site furnishings, futsal courts, drinking fountains and picnic shelters
- 2016 phase included renovation of playgrounds, new walkways with ornamental lighting, new picnic furnishings and accessibility upgrades to restrooms
- 2017 phase included playground renovation, new splash pad, nature trails, site furnishings and accessibility upgrades to restrooms
- 2018 phase will include a new pump track, tot track and skills loops at an existing bike park



John Ball Zoo, Various Projects

Grand Rapids, MI

Reference

Allmon Forrester, Zoo Operations Manager
John Ball Zoological Society
allmon.forrester@kentcountymtmi.gov | (616) 336-2545

Completion

Ongoing

Services

Planning and
consulting, site
and landscape
design,
architectural
design,
engineering,
interior finishes

- **Master Plan** – Explored and developed the Zoo's vision and goals for their new master plan. Reviewed and validated their current master plan as developed by another consultant. Created a new patron experience around the idea of having a four-seasons zoo; included developing new and clear circulation paths for vehicles and patrons. Developed the northern hillside to include new exhibits, concessions, a tree house, and funicular station; and developed a new entry experience including gift shop, concessions, restrooms, and plaza.
- **Spider Monkey Exhibit** – Exhibit includes landscaped habitat, waterfall feature, transparent railing for child and wheelchair friendly viewing.
- **Waterfall Path** – Included a uniquely colored and naturally appearing stamped concrete steps and walks, rock-like shotcrete walls to control erosion on steep hillside, and an artistic bridge over waterfall stream.
- **Funicular and Tree House** – The unique, award-winning Tree House at John Ball Zoo provides meeting, educational, and event space. It hovers in the trees to create a surprise as it is viewed from the funicular path.



Similar Iconic Community Spaces



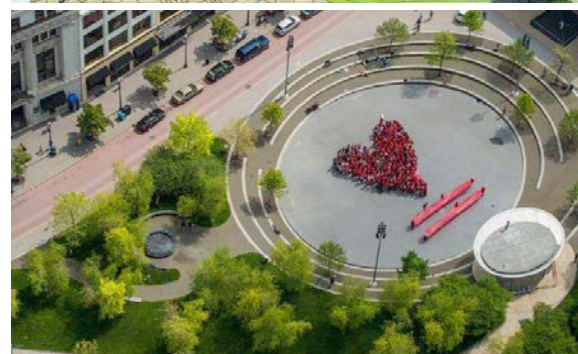
◀ **Mary Free Bed YMCA**

Settlers Park, Ada Township ▶



◀ **Waterfront Stadium,
City of Grand Haven**

Rosa Parks Circle ▶



◀ **Grand Valley State University
Pew Campus Master Plan**

**Grand Rapids Community College
Botswick Avenue Commons** ▶



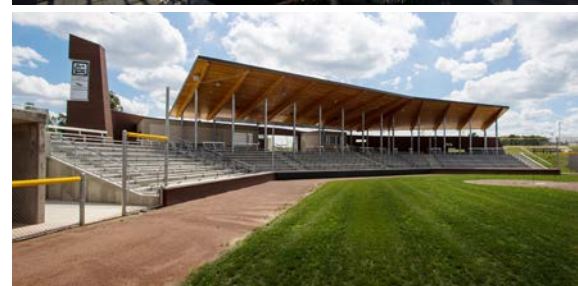
◀ **Grand Rapids Art Museum**

DeVos Place ▶



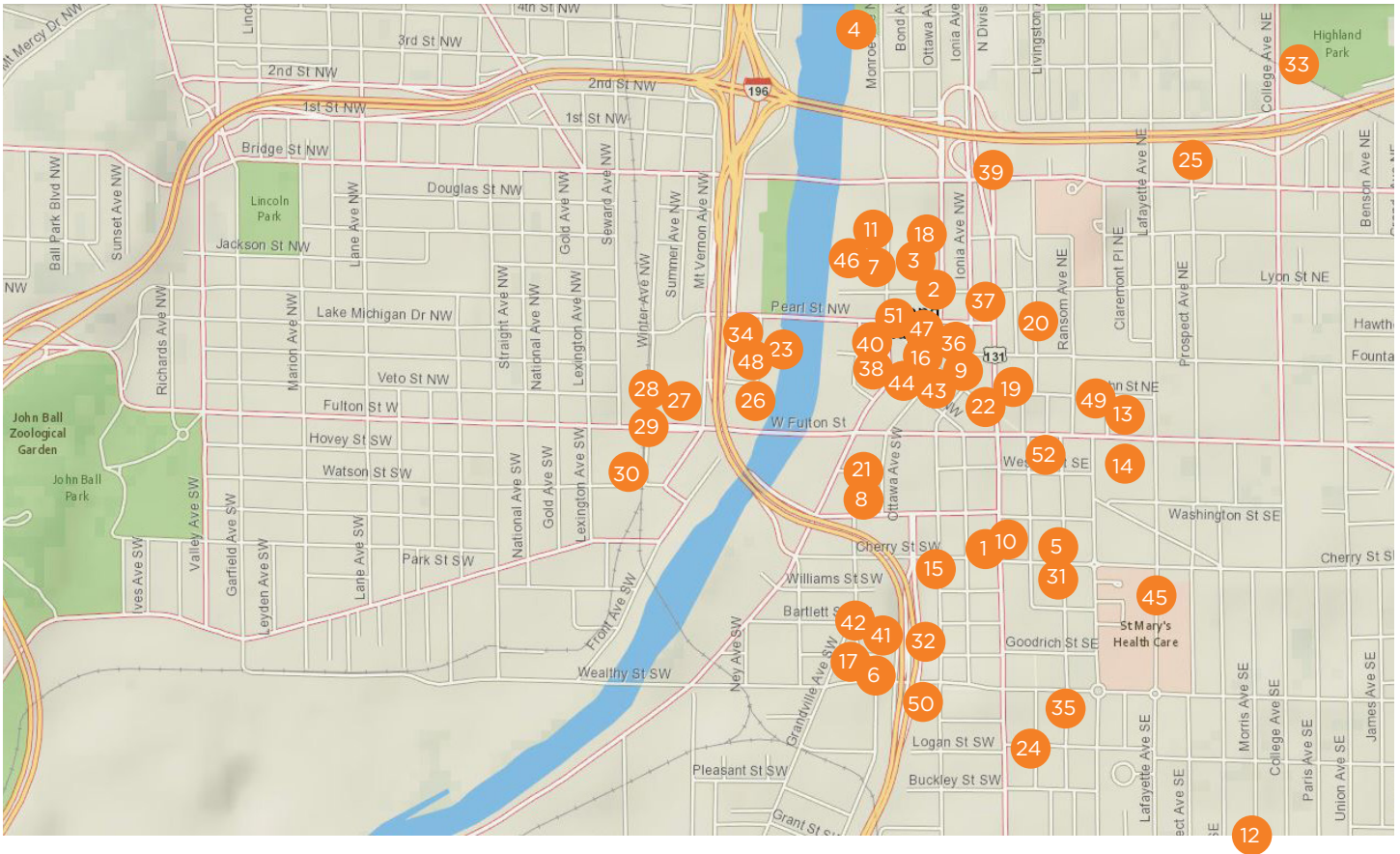
◀ **Downtown Market**

**Art Van Sports Complex, West
Michigan Sports Commission** ▶



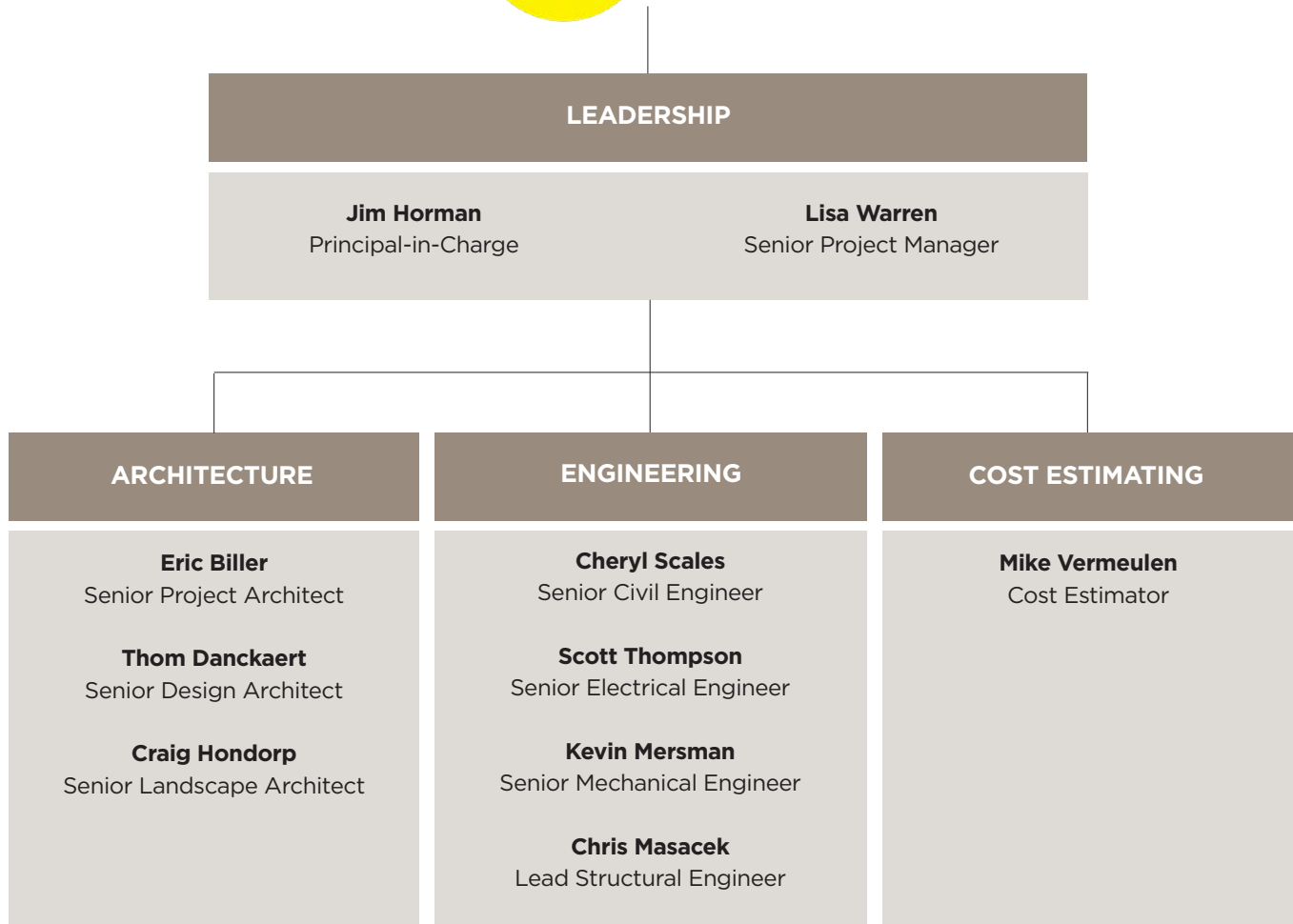
◀ **Kalamazoo Farmer's Market**

Expertise Working in Downtown Grand Rapids



- | | | |
|--|--|---|
| 1. 205 South Division | 19. Grand Rapids Civic Theatre @ Division/Library | 35. ICCF Housing - Site & Landscape |
| 2. 5/3 Bank Plaza - Ottawa and Lyon | 20. Grand Rapids Community College | 36. Independent Bank on Monroe Center |
| 3. 5/3rd Mirador | 21. Grand Rapids Community Foundation Offices | 37. Kendall College of Art and Design |
| 4. 6th Street Bridge Park | 22. Grand Rapids Police Department | 38. LOVE sculpture - Campau Promenade |
| 5. American Cancer Society Hope Lodge | 23. Grand Rapids Public Museum Facility | 39. Michigan Street Corridor Plan |
| 6. Amtrak | 24. Grand Rapids University Preparatory Academy | 40. MLive Media Group |
| 7. Amway Grand Plaza Pantlind Hotel | 25. GVSU Cook DeVos Center for Health Sciences | 41. Rapid Central Station |
| 8. Beene Garter Offices | 26. GVSU Kennedy Hall of Engineering & Keller Engineering Lab | 42. Rapid Wealthy Operations Center |
| 9. Blue Cross Blue Shield Offices | 27. GVSU Pew Campus Master Plan & GVSU RM DeVos Center & Steelcase Library | 43. Rosa Parks Circle |
| 10. Degage Ministries @ Division/Cherry | 28. GVSU Pew Campus Parking Ramp | 44. Rosa Parks Sculpture Plaza |
| 11. DeVos Place Convention Center | 29. GVSU Secchia Hall Student Housing | 45. Saint Mary's Healthcare |
| 12. Dickinson, Douglas and Mulick Parks | 30. GVSU Winter Hall Student Housing | 46. Senator Vandenburg Plaza |
| 13. First United Methodist Church | 31. Heart of the City Health Center | 47. Smith, Haughey, Rice & Roegge Law Offices |
| 14. Former home of GR Art Museum and original Pike House | 32. Heartside Park | 48. Spirit of Solidarity Sculpture Plaza |
| 15. Former train depot, now offices of US Signal | 33. Highland, Fuller, Garfield & Lincoln Parks | 49. St. Cecilia Music Society |
| 16. Grand Rapids Art Museum | 34. Holiday Inn Express | 50. The Downtown Market |
| 17. Grand Rapids Ballet - Peter Martin Wege Theatre at the Meijer Royce Center for Dance | | 51. The Right Place in the Ledyard Building |
| 18. Grand Rapids Chamber of Commerce @ 240 Monroe | | 52. WMCAT |

Project Team



SUBCONSULTANTS

Because Progressive AE is a full-service consulting firm, offering 200+ professionals and a full range of expertise, we feel that at this time, we will not require additional subconsultants as a part of our proposed project team. If during the design process, it is determined that additional subconsultants may become necessary, we understand and support the City's desire to include MLBE subconsultants as a part of this project.

James Horman, AIA
LEED AP

Principal, Architect

hormanj@progressiveae.com
616.447.3322

Education

Bachelor of Environmental Design,
Architecture, Miami University

Master of Science, Architecture, The
University of Michigan

Charter Township of Texas Township Hall

Principal-in-Charge and client manager, using public engagement experience to connect township values and vision with resulting real estate improvements that not only satisfies schedule and budget, but also delivers on the township's service commitments to the community

Dominican Sisters of Grand Rapids

Principal-in-Charge on master planning project which later led to assisting the sisters with developing the business case to move forward with the one of the proposed project options that came out of the master plan

Grand Rapids Area Chamber of Commerce West Michigan Headquarters

Principal-in-Charge for technology-integrated workplace designed to increase employee and member engagement, improve attraction and retention, and bolster membership offerings



Lisa Warren
LEED AP

Senior Project Manager

warrenl@progressiveae.com
616.447.3452

Education

Bachelor of Environmental Design,
Miami University

Master of Architecture, University
of Michigan

Grand Rapids Area Chamber of Commerce West Michigan Headquarters

- Led pre-design process with management team, staff and Chamber members
- Facilitated real estate search, secured broker, identified priorities, location limits and board presentations
- Managed project execution design, documentation, bid process and construction administration

Frederik Meijer Gardens & Sculpture Park, Various Projects

- Project manager on multitude of projects spanning 20-year partnership to create community spaces including Japanese garden, children's garden, boardwalk and nature trail, volunteer tribute garden, welcome center, and amphitheater design and expansion



Craig Hondorp, PLA
ASLA, LEED AP

Senior Landscape Architect

hondorpc@progressiveae.com
616.447.3379



Education

Bachelor of Arts, Education,
University of Michigan

Master of Landscape Architecture,
University of Michigan

City of Grand Rapids Parks Master Plan

In partnership with Sasaki, assisted in developing the City of Grand Rapids Parks & Recreation 2017 Strategic Master Plan by coordinating tours of the parks with City staff and the project team, inventory and analysis of the 74 existing parks, public engagement at open houses and field review of conceptual trail connections.

City of Grand Rapids

Community engagement, master planning, design and construction services for:

- Alexander, Aberdeen, Bike and Ball-Perkins Parks
- Fuller, Garfield, Highland and Lincoln Parks
- Dickinson, Douglas, Mary Waters, Campau, Camelot and Mulick Parks

Art Van Sports Complex

Site planning, detailing and landscape planning for a multi-field baseball and softball complex with a championship field and donor plaza



Thom Danckaert, AIA
LEED AP, NCARB

Senior Design Architect

danckaertt@progressiveae.com
616.447.3451

Education

Bachelor of Science in Architecture,
Magna Cum Laude, Lawrence
Technology University

Master in Architecture with High
Distinction, University of Michigan

Mary Free Bed YMCA

Architectural design lead for 120,000 square foot, 36 acre, LEED certified community centerpiece that supports children, adults and families with unbridled ease of access to healthy living. This revolutionary new facility was designed with everyone in mind using the principles of Universal Design and is the world's first building to receive certification from the Global Universal Design Commission.

Grand Rapids Area Chamber of Commerce West Michigan Headquarters

Architectural design lead for roughly 10,000 square foot, technology-integrated workplace designed to increase employee and member engagement, improve attraction and retention, and bolster membership offerings

Cheryl Scales, PE
LEED AP

Principal, Senior Civil Engineer

scalesc@progressiveae.com
616.447.3332



Education

Bachelor of Science in Civil Engineering, Michigan State University

City of Grand Rapids

Master planning of design and construction services for:

- Alexander, Aberdeen, Bike and Ball-Perkins Parks
- Dickenson, Douglas, Mary Waters, Campau, Camelot and Mulick Parks
- Fuller, Garfield, Highland and Lincoln Parks
- Pool demolition for: Garfield, Highland and Lincoln Parks

Frederik Meijer Gardens

Project manager and engineer for numerous projects over the last 18 years including current work on \$80 million of improvements to the entire campus. Most recent project is the Japanese Garden Addition. Progressive AE assisted Kurisu Landscape Design with the pond and infrastructure, and the structural, electrical and mechanical engineering for the Japanese designed structures. Other projects included Amphitheater expansion and numerous parking lot expansions. Progressive AE also prepared a campus master plan prior to the expansion.



Eric Biller, AIA
CSI, CDT, LEED AP

Senior Project Architect

billere@progressiveae.com
616.447.3370

Education

Bachelor of Science, Architecture and Design, Lawrence Technological University

Master of Architecture, Lawrence Technological University

City of Grand Rapids/Kent County

ADA assessment on City/County administration building in 2006 and currently ongoing ADA enhancement project

Frederick Meijer Gardens & Sculpture Park

Architectural design for various projects including amphitheater improvements, education center addition, kitchen renovation, Japanese gardens site design, welcome center addition, parking renovations, transportation center renovation, and concessions and pavillion building design

Grand Rapids Public Schools, Harrison Park Elementary and Middle School

Construction documents for addition and renovations



Chris Masacek, PE

Lead Structural Engineer

masacekc@progressiveae.com

616.447.3300

Education

Bachelor of Science, Civil Engineering, Michigan State University

DeVos Hall

Theatrical renovations, orchestra shell ceiling rigging, catwalk installation, event rigging verifications

DeVos Place Convention Center

New, 1.1 million square foot convention center expansion, built in five phases

DeVos Performance Center

\$5 million renovation and transformation of existing performance hall

Interurban Transit Partnership, The Rapid

280,000 square foot renovation and addition for Wealthy Street building, bus garage, and offices using cast in place concrete and steel superstructures

Meijer, Inc.

New store construction and remodels throughout the Midwest for retail environments using joists, joist girders, and precast wall panels

Scott Thompson, PE
LEED AP

Senior Electrical Engineer

thompsons@progressiveae.com

616.447.3431



Education

Bachelor of Science, Engineering, Western Michigan University

City of Kalamazoo

Designed the electrical distribution and lighting as well as provided photovoltaic metrics for the new Arcadia Festival and band shell as well as for Riverfront Park

West Michigan Sports Complex

New softball and baseball complex with championship field and grand stand, and miracle field

Frederick Meijer Gardens & Sculpture Park

Lead electrical engineer for various projects including amphitheater improvements, education center addition, Japanese gardens site design, welcome center addition, parking renovations, transportation center renovation, and concessions and pavillion building design

John Ball Zoo Bissell Tree House and Funicular

Lead electrical engineer on LEED Gold conference and educational center positioned at the gateway of the upper expansion area; located within the tree canopy, it has a direct view of the city of Grand Rapids

Kevin Mersman, PE

Senior Mechanical Engineer

mersmank@progressiveae.com
616.365.3537



Education

Bachelor of Science, Mechanical Engineering, Calvin College

Ferris State University

- Automotive faculty offices and fuels lab renovation
- New mechanical systems for office area and fuels laboratory

Grand Rapids Community College

- Learning Resource Center and mechanical renovations
- Sneden Hall mechanical renovations

Grand Valley State University, Student Recreation Fields

Locker room and weight room facility

**Gerald R. Ford International Airport
Terminal and Parking Improvement Program**

Owner's representative during construction of the \$120 million terminal improvements and parking garage addition

Mike Vermeulen

Cost Estimator

vermeulenm@progressiveae.com
616.447.3305



Education

Bachelors of Science, Project Management, University of Phoenix

Associates of Science, Architectural Drafting and Design, Ivy Tech Community College

Bowne Township

Cost estimating for design/build of new township office building.

City of Grand Haven, Waterfront Stadium

Cost estimating for design/build of new waterfront stadium which includes seating made of low terraced retaining walls with grass surface, increasing the visibility throughout the space and to the downtown area

National Heritage Charter Academies

Senior Estimator responsible for cost analysis, design review, preparation of bid documents, contractor/CM qualifications, bid procedures and process, bid review and analysis, post-bid interviews, and contractor recommendations for K-8/K-12 educational facilities



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MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



Agenda Item #7
August 8, 2018
DDA Meeting

DATE: August 3, 2018

TO: Downtown Development Authority Board

FROM: Annamarie Buller
Stakeholder Engagement Specialist

SUBJECT: Authorization for FY19 Holiday Lighting

In 2014, DGRI took over the holiday décor for Downtown Grand Rapids and worked to develop and enhance some of our downtown public spaces during the holiday season. Over the years we have continued this tradition both by replacing and updating the lights and décor from our current displays and adding additional lights and décor to new areas of Downtown. During the FY19 budget planning process, the reinstallation of current displays and some additional lighting to adorn more of Downtown Grand Rapids for the holiday season was again identified as a priority. Additional decor or replacement décor is planned for Rosa Parks Circle, Louis Campau, North Monroe, Pearl Street and Ah-Nab-Awen Park.

Consistent with the DDA procurement process, staff solicited quotes from three firms that specialize in procuring, installing, and storing these types of outdoor holiday decorations. Three firms responded, AAA Lawncare, Shine and Christmas De Décor by DeVries. In comparing competitive pricing with the availability of product of all three firms in the West Michigan region, Christmas Décor by DeVries, of Jenison, MI was determined to best deliver the services needed within the program's timeframe and budget.

Recommendation:

Authorize the expenditure of up to \$60,000 to Christmas Décor by DeVries for the provision, installation, take-down, and storage of holiday decorations.

