

# 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

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Wednesday, December 12, 2018

8:00 a.m. Meeting

29 Pearl Street, NW Suite #1

- |   |           |           |
|---|-----------|-----------|
| 1. Call to order  |           |           |
| 2. Approve Meeting Minutes from November 14, 2018 (8:01)<br>(enclosure)     | Motion    | Harris    |
| 3. Accept Financial Statements from November 30, 2018 (8:04)<br>(enclosure) | Motion    | Wallace   |
| 4. 2019 Meeting Dates (8:10)<br>(enclosure)                                 | Motion    | Kelly     |
| 5. Division Avenue Lighting (8:15)<br>(enclosure)                           | Motion    | Stam      |
| 6. Calder Plaza Construction Manager (8:25)<br>(enclosure)                  | Motion    | Wong      |
| 7. Downtown Streetspace Guidelines (8:45)<br>(enclosure)                    | Info Item | Wells     |
| 8. Monroe North Activation Review (9:05)                                    | Info Item | Van Driel |
| 9. President & CEO Report (9:15)  | Info Item | Kelly     |
| 10. Public Comment (9:20)   |           |           |
| 11. Board Member Discussion (9:25)  |           |           |
| 12. Adjournment   |           |           |



## UNAPPROVED MINUTES

### MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

November 14, 2018

1. Call to Order – The meeting was called to order at 8:05am

2. Attendance

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

Absent:

Others Present: Tim Kelly (DDA Executive Director), Flor Valera (Administrative Assistant), Jana Wallace (DDA Treasurer), Jessica Wood (DGRI Legal Counsel), Max Vanderforest, Annamarie Buller, Megan Catcho, Annamarie Buller, Mark Miller, Andy Guy, Kyama Kitavi (DGRI Staff), Josh Naramore, Julio Cano, Nick Manes, Jerry Powell, Tom Welling, Jonathan Jelks, Jamiel Robinson, Cody Marmaster, Jeremy Kramer, Joanne Roehm, and others.

3. Approve Meeting Minutes from October 10, 2018

*Motion: Diana Sieger, supported by Jane Gietzen, moved approval of the minutes from the October 10, 2018. Motion carried unanimously.*

- 3 a. Brian Harris commented that in the previous meeting, the Board did not reach a conclusion to further discuss equality and inclusion for future contracting and evaluation of proposals for DDA projects. Mr. Harris asked Tim Kelly for recommendations on how to proceed. Mr. Kelly said it would be beneficial to form a subcommittee made up of Board and Alliance members to start developing some recommendations to be considered for next year. Kayem Dunn said, when developing these recommendations, coordination with the City should be considered to avoid the new guidelines overstepping the City's policies. Mr. Kelly presented a spreadsheet of all the Board approved actions for 2018. He said 30 percent of the actions were funded solely by the DDA, while the other 70 percent of the approved actions were funded in partnership with the City. Mr. Harris asked the Board members if any of them would be interested in being part of this subcommittee. Jermale Eddie, Diana Sieger and Rick Winn offered to volunteer and work with Goal 4 Alliance to help develop recommendations.

4. Accept Financial Statements from October 31, 2018

Jana Wallace introduced the financial statements through October 31. Ms. Wallace said there was no unusual financial activity in October and reported that the authority has sufficient cash to cover budgeted FY2019 expenditures.

*Motion: Jane Gietzen, supported by Rick Winn, moved to approve Statement D: Schedule of October 31, 2018 Expenditures as recommended. Motion carried unanimously.*

5. Studio Park TIF Assignment

Tim Kelly introduced a request of consent for collateral assignment of tax increment financing for Studio Park Development. As part of the construction financing, Mr. Kelly said, Jackson Entertainment, L.L.C (Developer) had secured a loan from Mercantile Bank. Per, the terms of the loan, Mercantile had requested the Developer to assign the reimbursable tax increment revenues (TIR) outline in the agreement as security for the loan and to complete the assignment consent from both the City of Grand Rapids and the DDA as required.

*Motion: Kayem Dunn, supported by Mayor Rosalynn Bliss, moved to approve the resolution authorizing the execution of a Consent to Collateral Assignment of Tax Increment Revenue related to the Studio Park development. Motion carried unanimously.*

6. 2019 Laughfest Support

Kimberly Van Driel introduced the request for event support from Laugh Fest. Ms. Van Driel said funds to fill the request are currently available in the Non-Tax Fund line item Vibrancy: Major Event Sponsorship. The support of the request would enhance LaughFest's efforts to continue building a more diverse and inclusive event, and expand public space activation. Ms. Van Driel added that DGRI would work with LaughFest on all aspects of programming and marketing such as collaborative programming with venues such as LINC, GRAMMA, Grand Rapids Chamber to help bring Bi-lingual family-friendly events to different communities and audiences. Joanne Roehm, Director of Strategic Initiatives & LaughFest thanked the Board for its continued support. Brian Harris said the previous year, the Board participated because of the extended work added to track diversity and mobility, and asked if there has been an assessment of that review to understand the impact of the actual benefits to Ms. Roehm's enterprise. Ms. Roehm responded that the data collected from the surveys had been pretty static in terms of people self-identifying, but overall response from the public had been positive regarding the diversity of the line-up performers. Mr. Harris asked if has there been a financial benefit return in terms of financial pay-off. Ms. Roehm said she was unable to associate anything directly at the moment.

*Motion: Rick Winn, supported by Mayor Rosalynn Bliss, moved to approve the recommendation of supporting LaughFest 2019 in the amount of \$15,000. Motion carried unanimously.*

7. Ah Nab Awen Park Design

Mark Miller explained that during the recently completed west side flood control project conducted by the City of Grand Rapids—which included the Indian Mounds sites located north of the Pearl Street Bridge—DGRI collaborated with Native Americans artists to create a Bridge Street tunnel mural, a plaque and boulder sculpture, a symbolic plum tree, and three carved boulder benches within the Indian Mounds sites. Mr. Miller noted that as these projects evolved, DGRI continued discussions with the Grand Rapids Band of Ottawa Indians (GRBO) and the City of Grand Rapids to evaluate future projects within this culturally significant location. He said DGRI had requested Vidiris, the City's previously selected design professional to provide an amended scope. He proceeded to give an overview of the amended scope for the mounds sites as a priority site for 2019 investment based on the targeted engagement and an overall master plan for the entire Ah-Nab-Awen Park and added that Vidiris will work with Williams & Works to provide the additional engagement. Both of these firms have collaborated on the River for All project. He explained that the proposed designs would ensure that the Native American community has a voice in framing the future of this significant land and water's edge. Mr. Miller gave an overview of the total increased fee for the project and explained that the Grand Rapids Parks Department will pay 50% of this overall fee. Kayem Dunn expressed that this represents a great opportunity to recognize and to educate the public on the Native American culture. Brian Harris asked who would DGRI work with to create visibility for educational opportunities. Mr.

Miller responded that DGRI has already started these conversations with the GR Museum, GRBO and the Ottawa County. The goal would be to coordinate these efforts with the Ottawa County, as they are already doing education outreach for the river trail.

*Motion: Mayor Rosalynn Bliss, supported by Rick Winn, moved to authorize the Executive Director to enter into a contract with the City of Grand Rapids/Viridis for an amount not to exceed \$16,087.50. Motion carried unanimously.*

8. Downtown Enhancement Grant: Embassy Suites Hotel

Tim Kelly introduced a Downtown Enhancement Grant for Embassy Suites Hotel by Hilton located at 710 Monroe NW in the Monroe North District. Mr. Kelly said the Developer is requesting reimbursement for 50 percent of public realm improvements, which include snowmelt, landscape and exterior lighting. He added that these enhancements align with the Downtown Streetscapes Guidelines intended to guide the purposeful investment in public realm related to GR Forward. If approved funding will be issued as reimbursement for the completed project and will be allocated from FY19 Priority plan from the Downtown Enhancement Grant line item.

*Motion: Dr. Wendy Falb, supported by Mayor Rosalynn Bliss, moved to approve the Downtown Enhancement Grant in an amount not to exceed \$155,680 to support the public realm improvements at Embassy Suites Hotel. Motion carried unanimously.*

9. Ambiance GR Liquor License

Tim Kelly introduced a liquor license request from Ambiance GR LLC located at 125 Ottawa Ave NW. Mr. Kelly said the location will serve as a dining and entertainment venue with seating capacity for 100 people. Brian Harris invited Jamiel Robinson and Jonathan Jelks, co-founders of the group opening the restaurant and lounge to share more details about the restaurant. Mr. Robinson and Mr. Jelks said Ambiance GR will serve southern contemporary cuisine and host performances by Jazz and Blues musicians. He added that Ambiance would currently be the only African-American owned restaurant and lounge downtown. Diana Sieger asked when will the restaurant be open for business. Mr. Robinson responded the goal is to be open by March 2019.

*Motion: Mayor Rosalynn Bliss, supported by Diana Sieger, moved to approve the resolution for the issuance of a development area liquor license for Ambiance GR for 125 Ottawa Avenue NW.*

10. Exit Space Project Review

Kimberly Van Driel gave an overview of the Exit Space project, which is a mural program on which DGRI is working in collaboration with the UICA. She gave a scope of the project that included a painted mural along the Pearl St. Tunnel and stairwell. The Downtown Ambassadors removed graffiti and trash and did some planting improvements. Ms. Van Driel said the artist who designed this mural was Alan Compo from the Grand River Band of Ottawa Indians. Along with the mural, a plum tree plaque and sculpture was placed along the banks of the river to represent the Plum tree orchard that once stood there as a sacred gathering spot for ceremonies, peace, harmony and healing. Ms. Van Driel said the Grand River Band of Ottawa Indians performed a water ceremony to bless the mural and the plum tree plaque. She added that future exit space projects include splitting MDOT 131 wall with MSU and extend Sister City muralist art onto the Ottawa Extension, which will be done in the spring. She further reported painting another mural wall along the Riverwalk area of the Grand River that focuses on history, and river guidelines encompassing education through art. Jane Gietzen asked how artists are picked. Ms. Van Driel said Goal 5 Alliance works closely with UICA in selecting the right artist.

11. Latino Community Coalition Report

Mark Miller said the Latino Urbanism event that DGRI hosted in collaboration with the Latino Community Coalition (LLC) in September 2018, was well attended and very informative. Mr. Miller said James Rojas, a nationally recognized urban planner, was brought to Grand Rapids to discuss his work and to help understand how Latino culture influences on urban design and sustainability. He presented a series of images that explain how culture is transforming the American landscape by allowing Latinos to customize and personalize their front yards and local landscapes to meet their social, economic, and cultural needs. Mr. Miller said his visit included a bus tour around certain areas in Grand Rapids, discussions with various Latino Leaders in the community, as well with City Officials, followed by a luncheon and a series of workshops at the Cooks Art Center for both children and adults. Mr. Miller introduced Julio Cano, from the Latino Community Coalition, to give an overview of the lessons learned. Mr. Cano said these workshops involved the participants to explore community history by allowing them to bring back childhood memories and to help them raise awareness of the built environment and how it impacts their experiences of the place by allowing them to create memory or connection. Kimberly Van Driel shared some of the steps that would follow, including evaluating placemaking opportunities in Downtown and working with LLC for September 2019 National Hispanic Heritage Month, along with organizing a knowledge exchange in Chicago to learn more about their best practices.

12. President & CEO Report

DDA (10/10/18)

- Approved funding for analysis of Ottawa and Ionia
- Approved funding for re-design of Van Andel Arena plaza
- Received overview of Downtown incentive programs
- Received an update on the Heartside Quality of Life process

DID (10/1/18)

- Approved financial statements through 6/30/18
- Adopted FY19 budget
- Received update on summer plantings and the Clean Team
- Approved FY19 capital project expenditures

MNTIFA (6/13/18)

- Adopted FY19 budget
- Approved MOU for DASH North services

DGRI (9/4/18)

- Received an update on The Rapid programs and projects furthering GR>> objectives
- Approved FY19 Performance Management Objectives
- Approved Clean Team contract amendment
- Discussed next steps for River governance
- Received overview of Downtown Neighbor Network

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

- Riverfront Trail Design Guidelines
  - Final Public Presentation occurred 11/1
  - Approval to DDA, Parks Advisory Board and City Commission being scheduled

- Governance learning sessions begin November 28 w/ Bronx Riverfront Alliance
- Riverfront Trail Economic Impact Study
  - Contracted Grand Valley State University to conduct analysis
  - Preliminary findings under review
- Lyon Square Opportunity Site
  - Construction documents being developed for Phase 1 (Uplands)
  - Coordination ongoing with surrounding stakeholders for Phase 2
  - Budget discussion with City and partners ongoing
- Ah-Nab-Awen / Indian Mounds Park Enhancements
  - Changes include flood protection improvements, 15-foot trail section, enhanced public seating and new lighting from Pearl Street to Gillett Bridge
  - Construction complete in September 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 early 2019
- Development News
  - Studio Park
    - Ottawa extension summer 2019
    - Parking ramp September 2019
    - Theater and residential buildings summer/fall 2019
    - Hotel January 2020
    - Piazza bids due November
  - 50 Ottawa
    - Tower crane came down last week and focus is on interior build out
    - Warner Building will be complete spring 2019
    - Hyatt Place open summer 2019
  - 10 Ionia
    - Targeting a January 2019 groundbreaking
    - COW 11/13/18
    - BRA Board 11/21
    - MSF Board 12/18
  - 449 Bridge Street
    - Utility connection complete last week and will begin “going vertical” by December
    - Target completion September 2019

## **Goal 3 – Implement a 21st century mobility strategy**

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

- Improvements complete on Division Avenue north of Lyon
- Keeler Building areaway reinforcement under construction
- Michigan Street crossing designs being finalized and the project will be complete spring 2019
- Division Avenue Bike Lane
  - Construction complete
  - Survey distributed and analysis ongoing
- 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 December 2018

#### **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 approved for Tamales Mary and Move Systems by DDA on 6/13
    - Move Systems just launched a Dunkin' cart (DNKN' GO) on Calder Plaza. Open M-F from 8a – 2p
  - 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 including food trucks and various entertainment options
  - Additional furniture deployed
  - Request for Qualifications issued to design the proposed pavilion at SE corner of plaza
  - Consultant selection approved at DDA 8/8
  - June 2019 is the 50th anniversary of the plaza's opening and a key organizing point for a celebratory moment
- Food Trucks
  - Extension of pilot ordinance approved by City Commission May 2018
  - Update to City Commission in December 2018
  - Final report and recommendations for ordinance 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 scheduled
  - Michigan/Ottawa off ramp improvements being designed
- Explore opportunities to beautify public plaza at Van Andel Arena
  - Consultant team beginning work 11/15
  - Exploring partnership/funding opportunities for FY2019

- Alley activation to begin this activation with former Art Prize installation (Ford Museum crocodiles)
- Division Avenue Safety and Cleanliness Improvements
  - Lighting
    - DDA authorized funding in May 2018
    - City completing design and identifying funding
  - Public Restrooms
    - City and DGRI working with Heartside Quality of Life committee to finalize design and operation of new public facilities for Cherry / Commerce and Weston / Commerce parking ramps
    - City and DGRI partnering to develop a sustainable facility management protocol for the new facilities.
- Public Art
  - Collaborating with UICA Exit Space to paint riverfront mural down the stairwell near the Grand Rapids Public Museum
  - Installation complete and traditional ceremony occurred 9/23
  - Exploring mural opportunities on MDOT wall behind MSU Research Center

13. Public Comment  
None

14. Board Member Discussion.  
The Board took a moment to discuss the importance of understanding the tools and metrics designed for vetting major event sponsorship supports and understanding the balance of subsidy versus incentives. Brian Harris referred to LaughFest, which was receiving financial support for the fifth year, and asked whether the Board needed to come up with new guidelines for the usage of these funds. Dr. Wendy Falb reinstated the importance of asking the question of whether these types of events would happen without the support, and added that the Board could evaluate what other development authorities were doing to address these questions. Mayor Rosalynn Bliss commented that the Board should be focused on what Downtown is missing and support those efforts, referring to the last conversation regarding the alleyways. In addition, she wished to hear feedback from the Alliance members, to which Mr. Kelly made a note to follow up. Mr. Harris said these conversations would continue. Mayor Bliss concluded by saying that in order to attract more talent to Grand Rapids, it is imperative to change the negative dialogue about winter months in Michigan.

15. Adjournment  
The meeting adjourned at 9:44am



# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



DATE: December 7, 2018

TO: Downtown Development Authority

FROM: Tim Kelly, AICP  
President and CEO

Agenda Item #02b  
December 12, 2018  
DDA Meeting

## SUBJECT: November Board Meeting Follow Up Information

At the November 2018 Board meeting additional information was requested regarding the DDA's contracting and purchasing policy, as well as on the special events evaluation process. Below is supplemental information to inform those discussions.

### Contracting and Purchasing Policy

At both the October and November meetings, discussions occurred about the Request for Proposal evaluation criteria and the DDA contracting policies. To further evaluate the criteria and policies, staff has convened a committee to review and make recommendations for possible amendments to the DDA Board. Below is an overview of the proposed process and timeline, which would conclude prior to the start of the new fiscal year beginning on July 1, 2019.

In addition to the work of the committee, the Goal 4 Alliance will also be involved in this process and provide input at key points before a final recommendation is advanced to the DDA for consideration.

- **January 2019:** Initial Committee Meeting – Purpose is to review current policies and to begin the discussion on opportunities for refinement.
- **January – February 2019:** Staff development of recommendations and Alliance engagement.
- **March 2019:** Committee review / Goal 4 review / DDA Board update – Purpose is to present recommendations for changes and invite further discussion to make final changes.
- **April 2019:** Final policy refinement.
- **May 2019:** Final presentation or recommendations to DDA to consider for adoption.

### Special Events Evaluation Protocol

In April 2015, the DDA approved a revised Special Event Support Program Application. The recommendations for the revised application were the result of a year long process that involved a 12-person Steering Committee, the Alliance for Vibrancy, 8 unique focus groups and a survey that was completed by 767 community members. The result of this Special Event Optimization Process was the creation of new event evaluation criteria that more closely align with the community's goals and the recommendations of GR Forward (attached).

Currently, to be considered for support, an event applicant must:



- Hold their event within the October – April months;
- Have completed the Event Management Program hosted by the City/DGRI;
- Be in good standing with the City/DGRI;
- Have received all necessary approvals from the City or private venue;
- Submit materials not less than 60 days prior to the event;
- Make their event free and open to the public;
- Not be political or religious in nature;
- Not have already held their event;
- Hold the event within the DDA boundary.

In addition to the eligibility criteria, the events are then scored based upon an approved evaluation criterion, shown below. To be considered, an event must score at least 100 out of a possible 300 points. Eligible events are eligible for a grant up to \$5,000.

|   |               |
|---|---------------|
| <b>Attracts a Broad Audience</b>  |               |
| <i>Criteria</i>   | <i>Points</i> |
| Occurs within the months Oct - April                                    | 30            |
| Happens outdoors  | 25            |
| Active social media platform  | 20            |
| Has an advertising plan that markets broadly across diverse communities | 20            |
| Diversifies and expands the Downtown events/programming calendar        | 15            |
| Advertises beyond the WM region   | 10            |
| Family-friendly and offers activities for children                      | 5             |
| TOTAL AVAILABLE   | 125           |
|   |               |
| <b>Optimizes the Use of Downtown</b>                                    |               |
| <i>Criteria</i>   | <i>Points</i> |
| Activates a unique space and venue                                      | 20            |
| Incentivizes mobility choices   | 15            |
| Utilizes many venues throughout Downtown                                | 15            |
| Does not involve street closures  | 15            |
| The event/programming is not fully enclosed or gates                    | 10            |
| Incorporates green initiatives  | 10            |
| Incorporates the Grand River  | 5             |
| TOTAL AVAILABLE   | 90            |
|   |               |
| <b>Grows and Spotlights the GR Community</b>                            |               |
| <i>Criteria</i>   | <i>Points</i> |
| Unique and distinctly Grand Rapids                                      | 25            |
| Programmatic approach to inclusive and diverse activities               | 20            |
| Encourages the support of Downtown businesses                           | 15            |
| Teams up with local community partners, organization or non-profits     | 10            |
| Uses local vendors and/or locally sourced products                      | 10            |
| Spotlights local talent or interests                                    | 5             |
| TOTAL AVAILABLE   | 85            |

While this process has been in place since FY16, it does not currently apply to the Major Downtown events. These events are defined as having a wide appeal and generally attract more than 50,000 people to Downtown. In addition, they are recognized to include aspects that provide a significant public benefit to the community, and are non-race oriented. They have also previously worked with 3<sup>rd</sup>-party experts to assist in quantifying their economic impacts on Downtown. In FY19, Art Prize and Laughfest are the two budgeted Major Downtown events.

In response to the discussion at the November meeting, staff, in collaboration with the Goal 5 Alliance, will establish evaluation criteria and reporting requirements that will be used to inform the DDA's support for major events. The outcome is intended to be a more clearly defined link between the DDA's investment and the intended outcomes the community has identified for Downtown events. The revised protocols will be used to aid Laughfest 2019 in their event surveying and post event reporting, as well as to consider the request from Art Prize for Project 1.

# MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.  
December 12, 2018  
DDA Meeting**

DATE: December 6, 2018

TO: Brian Harris  
Chairman

FROM: Jana M. Wallace  
Downtown Development Authority Treasurer

**SUBJECT: FY2019 Interim Financial Statements as of November 30, 2018**

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

- Statement A: Balance Sheet
- Statement B: Comparison of FY2019 Budget vs Actual Results
- Statement C: Statement of Project Expenditures
- Statement D: Schedule of November, 2018 Expenditures
- Statement E: DDA Series 2017 Bond Proceeds Statements

There was no unusual financial activity in November. The Authority has sufficient cash to support budgeted FY2019 expenditures.

Please contact me at 616-456-4514 or [jwallace@grcity.us](mailto:jwallace@grcity.us) if you have any questions.

Attachments

# STATEMENT A

## DOWNTOWN DEVELOPMENT AUTHORITY

### Balance Sheet

As of November 30, 2018

|   | Non-Tax<br>Funds    | Debt<br>Increment    | Local Tax<br>Increment | TOTAL                |
|---|---------------------|----------------------|------------------------|----------------------|
| <b>ASSETS</b>   |                     |                      |                        |                      |
| Pooled Cash and Investments   | \$ 5,306,022        | \$ 7,870,024         | \$ 8,748,434           | \$ 21,924,480        |
| Petty Cash  | -                   | -                    | 500                    | 500                  |
| Debt Service Reserve - Series 1994 Bonds                                | -                   | 864,374              | -                      | 864,374              |
| Loan Receivable - Project Developer                                     | 488,848             | -                    | -                      | 488,848              |
| Loan Receivable - Special Assessments                                   | 3,684               | -                    | -                      | 3,684                |
| General Fixed Assets  | -                   | -                    | 87,946,535             | 87,946,535           |
| Accumulated Depreciation on Fixed Assets                                | -                   | -                    | (54,924,734)           | (54,924,734)         |
| Future Tax Increment Revenues Anticipated                               | -                   | 24,844,554           | 30,250                 | 24,874,804           |
| <b>TOTAL ASSETS</b>   | <b>\$ 5,798,554</b> | <b>\$ 33,578,952</b> | <b>\$ 41,800,985</b>   | <b>\$ 81,178,491</b> |
| <b>LIABILITIES AND FUND EQUITY</b>                                      |                     |                      |                        |                      |
| <b>Liabilities</b>  |                     |                      |                        |                      |
| Current Liabilities   | \$ 142              | \$ -                 | \$ 27                  | \$ 169               |
| Parking Revenue Payable   | 8,568               | -                    | -                      | 8,568                |
| Current Year Excess Capture   | -                   | 1,910,801            | -                      | 1,910,801            |
| Deposit - Area 4 Developer Damage                                       | 1,000               | -                    | -                      | 1,000                |
| Prior Year Property Tax Appeals   | -                   | 98,202               | 97,932                 | 196,134              |
| Deferred Revenue - Developer Loan                                       | 488,848             | -                    | -                      | 488,848              |
| Contract Payable  | -                   | -                    | 30,250                 | 30,250               |
| Bonds Payable   | -                   | 24,844,554           | -                      | 24,844,554           |
| <b>TOTAL LIABILITIES</b>  | <b>498,558</b>      | <b>26,853,557</b>    | <b>128,209</b>         | <b>27,480,324</b>    |
| <b>Fund Balance / Equity:</b>   |                     |                      |                        |                      |
| Investments in General Fixed Assets,<br>net of Accumulated Depreciation | -                   | -                    | 33,021,801             | 33,021,801           |
| Debt Service Reserve - Series 1994 Bonds                                | -                   | 864,374              | -                      | 864,374              |
| Non-Tax Increment Reserve   | 4,759,985           | -                    | -                      | 4,759,985            |
| Reserve for Authorized Projects   | -                   | -                    | 8,470,208              | 8,470,208            |
| Reserve for Brownfield Series 2012A Bonds                               | 531,291             | -                    | -                      | 531,291              |
| Reserve for Compensated Absences  | -                   | -                    | 12,229                 | 12,229               |
| Reserve for Eligible Obligations  | -                   | 5,861,021            | -                      | 5,861,021            |
| Reserve for Encumbrances  | 8,720               | -                    | 168,538                | 177,258              |
| <b>TOTAL FUND EQUITY</b>  | <b>5,299,996</b>    | <b>6,725,395</b>     | <b>41,672,776</b>      | <b>53,698,167</b>    |
| <b>TOTAL LIABILITIES &amp; FUND EQUITY</b>                              | <b>\$ 5,798,554</b> | <b>\$ 33,578,952</b> | <b>\$ 41,800,985</b>   | <b>\$ 81,178,491</b> |

## STATEMENT B

### DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2019 Budget vs Actual Results July 1, 2018 - November 30, 2018

|   | Non-Tax Funds       |                    | Debt Tax Increment  |                           | Local Tax Increment |                     |
|---|---------------------|--------------------|---------------------|---------------------------|---------------------|---------------------|
|   | Budget              | Actual             | Budget              | Actual                    | Budget              | Actual              |
| <b>REVENUES</b>   |                     |                    |                     |                           |                     |                     |
| Property Tax Increment - General  | \$ -                | \$ -               | \$ 8,254,822        | \$ 9,560,001 <sup>1</sup> | \$ 5,672,682        | \$ 5,241,904        |
| Property Tax Increment - Transit Millage  | -                   | -                  | -                   | -                         | 522,053             | 522,053             |
| Property Tax Increment - Prior Year Appeals   | -                   | -                  | (75,000)            | -                         | (75,000)            | -                   |
| Property Tax Increment - County/GRCC/City/ITP Rebates   | -                   | -                  | -                   | -                         | (619,474)           | -                   |
| Special Assessments - Areaway   | 15,000              | -                  | -                   | -                         | -                   | -                   |
| Brownfield Authority - Grandville Avenue  | -                   | -                  | -                   | -                         | 28,398              | -                   |
| Earnings from Investments - General   | 51,977              | 26,583             | 8,616               | 774                       | 70,703              | 24,400              |
| Earnings from Investments - Multi-Year Accrual Reversal                                       | -                   | 32,842             | -                   | 28,792                    | -                   | 52,661              |
| Interest Paid by Developer - The Gallery on Fulton Note                                       | 21,998              | -                  | -                   | -                         | -                   | -                   |
| Property Rental - DASH Parking Lots   | 225,127             | 97,088             | -                   | -                         | -                   | -                   |
| Property Rentals - YMCA Customer Parking  | 52,545              | 21,125             | -                   | -                         | -                   | -                   |
| Event Sponsorships and Fees   | 75,000              | 21,780             | -                   | -                         | -                   | -                   |
| Valent-ICE Sculpture Reimbursements   | 25,000              | -                  | -                   | -                         | -                   | -                   |
| Principal Repayments - The Gallery on Fulton Note   | 100,000             | -                  | -                   | -                         | -                   | -                   |
| Series 1994 Debt Service Reserve Fund   | -                   | -                  | 845,000             | -                         | -                   | -                   |
| Reimbursement - GRKCCAA for Arena Exterior Improvs  | -                   | -                  | -                   | -                         | -                   | 59,851              |
| Reimbursements and Fees - Miscellaneous   | 1,000               | 300                | -                   | -                         | 5,000               | 225                 |
| From / (To) Fund Balance  | 828,709             | -                  | (384,238)           | -                         | 4,097,793           | -                   |
| <b>TOTAL REVENUES</b>   | <b>\$ 1,396,356</b> | <b>\$ 199,718</b>  | <b>\$ 8,649,200</b> | <b>\$ 9,589,567</b>       | <b>\$ 9,702,155</b> | <b>\$ 5,901,094</b> |
| <b>EXPENDITURES</b>   |                     |                    |                     |                           |                     |                     |
| <b><u>GR Forward Projects:</u></b>  |                     |                    |                     |                           |                     |                     |
| Goal #1: Restore the River as the Draw and<br>Create a Connected and Equitable River Corridor | \$ 45,000           | \$ 1,675           | \$ -                | \$ -                      | \$ 2,013,000        | \$ 45,061           |
| Goal #2: Create a True Downtown Neighborhood<br>Which is Home to a Diverse Population         | 150,000             | -                  | -                   | -                         | 2,340,000           | 1,093,957           |
| Goal #3: Implement a 21st Century Mobility Strategy   | 40,000              | -                  | -                   | -                         | 2,100,000           | 109,487             |
| Goal #4: Expand Job Opportunities and Ensure<br>Continued Vitality of the Local Economy       | 25,000              | 13,866             | -                   | -                         | 150,000             | 1,892               |
| Goal #5: Reinvest in Public Space, Culture, and<br>Inclusive Programming                      | 1,131,000           | 278,325            | -                   | -                         | 1,425,000           | 185,990             |
| <b>Total GR Forward Projects</b>  | <b>\$ 1,391,000</b> | <b>\$ 293,866</b>  | <b>\$ -</b>         | <b>\$ -</b>               | <b>\$ 8,028,000</b> | <b>\$ 1,436,387</b> |
| Administration  | 5,356               | 365                | -                   | -                         | 1,257,898           | 606,693             |
| Debt Service for Bond Issues  | -                   | -                  | 7,649,200           | 607,100                   | 416,257             | 90,158              |
| Estimated Capture to be Returned  | -                   | -                  | 1,000,000           | -                         | -                   | -                   |
| <b>TOTAL EXPENDITURES</b>   | <b>\$ 1,396,356</b> | <b>\$ 294,231</b>  | <b>\$ 8,649,200</b> | <b>\$ 607,100</b>         | <b>\$ 9,702,155</b> | <b>\$ 2,133,238</b> |
| <b>EXCESS / (DEFICIT)</b>   | <b>\$ -</b>         | <b>\$ (94,513)</b> | <b>\$ -</b>         | <b>\$ 8,982,467</b>       | <b>\$ -</b>         | <b>\$ 3,767,856</b> |

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

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# STATEMENT C

## DOWNTOWN DEVELOPMENT AUTHORITY Statement of FY2019 Project Expenditures As of November 30, 2018

| Project Name                                      | FY2019 Project Budgets |                      | Expenditures       |                     | Remaining<br>FY2019<br>Budgets |
|---|------------------------|----------------------|--------------------|---------------------|--------------------------------|
|   | %                      | Amount               | Month              | Fiscal Year         |                                |
| Michigan Street Streetscape Improvements          |                        | \$ 80,000            | \$ -               | \$ -                | \$ 80,000                      |
| River Trail Improvements                          |                        | 100,000              | 11,938             | 44,318              | 55,682                         |
| Sheldon Blvd - Weston to Cherry Street            |                        | 417,204              | 79,484             | 258,077             | 159,127                        |
| <b>GRForward Goal # 1 - Bond Proceeds</b>         | <b>5.96%</b>           | <b>\$ 597,204</b>    | <b>\$ 91,422</b>   | <b>\$ 302,395</b>   | <b>\$ 294,809</b>              |
| Arena South Implementation                        |                        | 50,000               | (35,578)           | 2,062               | 47,938                         |
| Downtown Plan - Local Tax Increment Fund          |                        | 325,000              | 3,894              | 25,999              | 299,001                        |
| Grand River Activation                            |                        | 400,000              | -                  | -                   | 400,000                        |
| Lyon Square Improvements                          |                        | 288,000              | -                  | 5,464               | 282,536                        |
| Parks Design                                      |                        | 700,000              | 16,249             | 21,630              | 678,370                        |
| Pearl Street Gateway Enhancements                 |                        | 100,000              | -                  | (10,094)            | 110,094                        |
| State Street & Bostwick Ave Reconstruction        |                        | 150,000              | -                  | -                   | 150,000                        |
| <b>GRForward Goal # 1 - Local Tax Increment</b>   | <b>20.10%</b>          | <b>\$ 2,013,000</b>  | <b>\$ (15,435)</b> | <b>\$ 45,061</b>    | <b>\$ 1,967,939</b>            |
| Downtown Plan - Non-Tax Increment Fund            |                        | 20,000               | -                  | -                   | 20,000                         |
| Downtown Speakers Series                          |                        | 10,000               | -                  | 1,300               | 8,700                          |
| Riverwalk Maintenance                             |                        | 15,000               | -                  | 375                 | 14,625                         |
| <b>GRForward Goal # 1 - Non-Tax Increment</b>     | <b>0.45%</b>           | <b>\$ 45,000</b>     | <b>\$ -</b>        | <b>\$ 1,675</b>     | <b>\$ 43,325</b>               |
| Affordable Housing Support                        |                        | 250,000              | -                  | -                   | 250,000                        |
| Development Project Guidance                      |                        | 90,000               | 176                | 572                 | 89,428                         |
| Development Project Reimbursements                |                        | 1,300,000            | 36,678             | 933,598             | 366,402                        |
| Downtown Census                                   |                        | 15,000               | -                  | -                   | 15,000                         |
| Downtown Enhancement Grants                       |                        | 485,000              | 39,713             | 49,713              | 435,287                        |
| Weston Street - Sheldon to LaGrave Ave            |                        | 200,000              | 92,840             | 110,074             | 89,926                         |
| <b>GRForward Goal # 2 - Local Tax Increment</b>   | <b>23.36%</b>          | <b>\$ 2,340,000</b>  | <b>\$ 169,407</b>  | <b>\$ 1,093,957</b> | <b>\$ 1,246,043</b>            |
| Heartside Public Restroom Operations              |                        | 150,000              | -                  | -                   | 150,000                        |
| <b>GRForward Goal # 2 - Non-Tax Increment</b>     | <b>1.50%</b>           | <b>\$ 150,000</b>    | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ 150,000</b>              |
| Accessibility and Mobility Repairs                |                        | 100,000              | -                  | -                   | 100,000                        |
| Bicycle Friendly Improvements                     |                        | 250,000              | 9,183              | 9,183               | 240,817                        |
| DASH North Shuttle Services                       |                        | 100,000              | -                  | 33,332              | 66,668                         |
| Grandville Ave Area Improvements                  |                        | 50,000               | -                  | -                   | 50,000                         |
| Michigan / Ottawa Gateway                         |                        | 50,000               | -                  | -                   | 50,000                         |
| New Downtown Circulator Infrastructure            |                        | 500,000              | -                  | -                   | 500,000                        |
| Public Realm Improvements                         |                        | 325,000              | 4,546              | 21,035              | 303,965                        |
| Streetscape Improv - CBD/Heartside/Arena S        |                        | 650,000              | 9,305              | 12,508              | 637,492                        |
| Wayfinding System Improvements                    |                        | 75,000               | 32,419             | 33,429              | 41,571                         |
| <b>GRForward Goal # 3 - Local Tax Increment</b>   | <b>20.97%</b>          | <b>\$ 2,100,000</b>  | <b>\$ 55,453</b>   | <b>\$ 109,487</b>   | <b>\$ 1,990,513</b>            |
| Transportation Demand Mgmt Program                |                        | 40,000               | -                  | -                   | 40,000                         |
| <b>GRForward Goal # 3 - Non-Tax Increment</b>     | <b>0.40%</b>           | <b>\$ 40,000</b>     | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ 40,000</b>               |
| Econ Devel - Minority/Women Business Enterprises  |                        | 150,000              | -                  | 1,892               | 148,108                        |
| <b>GRForward Goal # 4 - Local Tax Increment</b>   | <b>1.50%</b>           | <b>\$ 150,000</b>    | <b>\$ -</b>        | <b>\$ 1,892</b>     | <b>\$ 148,108</b>              |
| Downtown Workforce Programs                       |                        | 25,000               | 3,510              | 13,866              | 11,134                         |
| <b>GRForward Goal # 4 - Non-Tax Increment</b>     | <b>0.25%</b>           | <b>\$ 25,000</b>     | <b>\$ 3,510</b>    | <b>\$ 13,866</b>    | <b>\$ 11,134</b>               |
| Downtown Marketing & Inclusion                    |                        | 400,000              | 10,369             | 96,014              | 303,986                        |
| Downtown Tree Plantings                           |                        | 150,000              | 44,730             | 76,894              | 73,106                         |
| Heartside Public Restroom Facilities Construction |                        | 150,000              | -                  | -                   | 150,000                        |
| Public Space Activation                           |                        | -                    | -                  | 408                 | (408)                          |
| Sheldon Blvd - Weston to Cherry Street            |                        | 400,000              | -                  | -                   | 400,000                        |
| Snowmelt System Repairs / Investigation           |                        | 50,000               | 442                | 8,019               | 41,981                         |
| State of Dntn Event & Annual Reports              |                        | 25,000               | -                  | -                   | 25,000                         |
| Urban Recreation Improvements                     |                        | 250,000              | 199                | 4,655               | 245,345                        |
| <b>GRForward Goal # 5 - Local Tax Increment</b>   | <b>14.23%</b>          | <b>\$ 1,425,000</b>  | <b>\$ 55,740</b>   | <b>\$ 185,990</b>   | <b>\$ 1,239,010</b>            |
| Bridge Lighting Operations                        |                        | 10,000               | -                  | -                   | 10,000                         |
| DGRI Event Production                             |                        | 325,000              | 8,819              | 123,901             | 201,099                        |
| Diversity / Inclusion Programming                 |                        | 45,000               | 4,000              | 15,000              | 30,000                         |
| Downtown Ambassadors                              |                        | 209,000              | 5,670              | 9,730               | 199,270                        |
| Educational Partnerships Initiatives              |                        | 5,000                | -                  | -                   | 5,000                          |
| Experience - Miscellaneous                        |                        | 50,000               | 4,173              | 7,727               | 42,273                         |
| Holiday Décor Program                             |                        | 55,000               | -                  | -                   | 55,000                         |
| Major Event Sponsorship                           |                        | 70,000               | -                  | 15,132              | 54,868                         |
| Police Foot Patrols                               |                        | 35,000               | -                  | -                   | 35,000                         |
| Project and Fixed Asset Maintenance               |                        | 25,000               | 1,799              | 3,828               | 21,172                         |
| Public Space Activation                           |                        | 65,000               | 14,327             | 49,039              | 15,961                         |
| Rosa Parks Circle Skating Operations              |                        | 40,000               | -                  | -                   | 40,000                         |
| Special Events - Grants                           |                        | 25,000               | -                  | 14,415              | 10,585                         |
| Special Events - Office of                        |                        | 50,000               | -                  | -                   | 50,000                         |
| Special Events - Training Program                 |                        | 5,000                | 1,500              | 1,500               | 3,500                          |
| Stakeholder Engagement Programs                   |                        | 35,000               | 621                | 7,838               | 27,162                         |
| Ticketed Events - Police Services                 |                        | 80,000               | 10,970             | 30,215              | 49,785                         |
| Winter Avenue Building Lease                      |                        | 2,000                | -                  | -                   | 2,000                          |
| <b>GRForward Goal # 5 - Non-Tax Increment</b>     | <b>11.29%</b>          | <b>\$ 1,131,000</b>  | <b>\$ 51,879</b>   | <b>\$ 278,325</b>   | <b>\$ 852,675</b>              |
| <b>TOTAL</b>                                      | <b>100.00%</b>         | <b>\$ 10,016,204</b> | <b>\$ 411,976</b>  | <b>\$ 2,032,648</b> | <b>\$ 7,983,556</b>            |

# STATEMENT D

## DOWNTOWN DEVELOPMENT AUTHORITY Schedule of FY2019 Expenditures November, 2018

| Source  | Date<br>Posted | Vendor                              | Purpose / Project                          | Description  | Amount       |
|---------|----------------|-------------------------------------|--|--|--------------|
| Local   | 11/30/2018     | Paychex                             | Administration                             | DDA Payroll Wages, 401, Taxes - November 2018          | \$103,445.03 |
| Local   | 11/28/2018     | State of Michigan                   | Weston Street - Sheldon to LaGrave Ave     | 14056-Weston-Sheldon to LaGrave (MDOT09061814056)      | 69,390.70    |
| Local   | 11/20/2018     | Friends of GR Parks                 | Downtown Tree Plantings                    | Tree Planting, GIS, and Maintenance Contract           | 44,730.00    |
| Bonds   | 11/1/2018      | Wyoming Excavators Inc              | Sheldon Blvd - Weston to Cherry Street     | 15096-Sheldon-Weston to Fulton (Wyoming-1509606)       | 37,515.75    |
| Bonds   | 11/8/2018      | Wyoming Excavators Inc              | Sheldon Blvd - Weston to Cherry Street     | 15096-Sheldon-Weston to Fulton (Wyoming-1509607)       | 35,970.73    |
| Local   | 11/20/2018     | Journal Entry Correction            | Development Project Reimbursements         | Activity code correction for GAX 19003680              | 35,808.52    |
| Local   | 11/29/2018     | Valley City Sign Co                 | Wayfinding System Improvements             | 14025-Wayfinding & Signage (Valley City-1402526)       | 31,300.00    |
| Local   | 11/13/2018     | Monroe Center Retail, LLC           | Downtown Enhancement Grants                | 40 Monroe Center NW Project DEG 10/2018                | 22,054.10    |
| Local   | 11/2/2018      | Belford Development, LLC            | Downtown Enhancement Grants                | 53 Monroe Center Facade DEG 10/2018                    | 17,659.00    |
| Local   | 11/1/2018      | Moore & Bruggink Inc                | Weston Street - Sheldon to LaGrave Ave     | 14056-Weston-Sheldon to LaGrave (M&B-170209.2-2)       | 14,582.37    |
| Local   | 11/8/2018      | Priority Health                     | Administration                             | Health Insurance Premium 11/2018                       | 12,719.00    |
| Non-Tax | 11/9/2018      | Fifth Third Bank - P-Card 11/18     | Public Space Activation                    | Giant Red Crocodiles (\$12,000) and supplies           | 12,061.77    |
| Bonds   | 11/27/2018     | Wyoming Excavators Inc              | River Trail Improvements                   | 16046-Floodwalls No. 3 (Wyoming Exc-1604617)           | 11,937.84    |
| Local   | 11/1/2018      | Moore & Bruggink Inc                | Weston Street - Sheldon to LaGrave Ave     | 14056-Weston-Sheldon to LaGrave (M&B-170209.2-4)       | 8,866.95     |
| Local   | 11/6/2018      | Progressive Architecture            | Parks Design                               | 18028-Calder Plaza Redesign (Progressive-00170040)     | 8,389.46     |
| Local   | 11/13/2018     | City Treasurer - Budget Office      | Administration                             | Support services allocation - November, 2018           | 8,230.00     |
| Local   | 11/20/2018     | Progressive Architecture            | Parks Design                               | 18028-Calder Plaza Redesign (Progressive-00169612)     | 7,859.90     |
| Non-Tax | 11/15/2018     | City Treasurer - Police Dept        | Ticketed Events - Police Services          | DDA SHARE OF COSTS FOR ARENA 10/2018                   | 7,121.95     |
| Local   | 11/14/2018     | HR Collaborative LLC                | Administration                             | HR Consultant 10/31/2018                               | 6,989.96     |
| Bonds   | 11/1/2018      | Moore & Bruggink Inc                | Sheldon Blvd - Weston to Cherry Street     | 15096-Sheldon-Weston to Fulton (M&B-170134.3-4)        | 5,997.95     |
| Local   | 11/20/2018     | Federal Square Bldg Co. #1, LLC     | Administration                             | Office Lease: 29 Pearl Street 11/2018                  | 5,728.56     |
| Non-Tax | 11/14/2018     | Mydatt Svc Inc dba Block by Block   | Downtown Ambassadors                       | Downtown Ambassadors 10/2018                           | 5,542.20     |
| Local   | 11/7/2018      | City Treasurer - MobileGR/Parking   | Bicycle Friendly Improvements              | DDA share HRC 08/18 eng/design Division Bike Lanes     | 5,134.34     |
| Local   | 11/8/2018      | Jonathan A Jelks                    | Downtown Marketing & Inclusion             | City Hacks Sponsorship 09/2018                         | 5,000.00     |
| Local   | 11/14/2018     | McAlvey Merchant & Associates       | Administration                             | Governmental Consulting 10/2018                        | 4,500.00     |
| Local   | 11/8/2018      | Custer Office Environments Inc      | Administration                             | Office: Table/ Chairs for Conference Room 10/2018      | 4,442.56     |
| Non-Tax | 11/26/2018     | Dutchman Tree Farms, LLC            | Experience - Miscellaneous                 | Christmas Tree 2018                                    | 4,140.00     |
| Non-Tax | 11/15/2018     | City Treasurer - Police Dept        | Ticketed Events - Police Services          | DDA SHARE OF COSTS FOR DEVOS PLACE 10/2018             | 3,848.27     |
| Local   | 11/1/2018      | Kamminga & Roodvoets Inc            | Streetscape Improv - CBD/Heartside/Arena S | 16065-Newberry-Monroe to Division (K&R-1606504)        | 3,634.06     |
| Non-Tax | 11/9/2018      | City Treasurer - Parks/Rec Dept     | Downtown Workforce Programs                | Outdoor Fitness classes- Summer 2018                   | 3,510.00     |
| Non-Tax | 11/29/2018     | NAACP                               | Diversity / Inclusion Programming          | Grant: NAACP Freedom Fund Dinner 11/2018               | 3,500.00     |
| Non-Tax | 11/25/2018     | Mamalayla, LLC                      | DGRI Event Production                      | Equipment Rental for World of Winter                   | 3,092.50     |
| Local   | 11/2/2018      | City Treasurer - MobileGR/Parking   | Bicycle Friendly Improvements              | Division Separated Bike Lanes 10/2018                  | 3,006.19     |
| Non-Tax | 11/9/2018      | Fifth Third Bank - P-Card 11/18     | DGRI Event Production                      | Supplies for DGRI Events                               | 2,683.88     |
| Local   | 11/9/2018      | Fifth Third Bank - P-Card 11/18     | Administration                             | Staff travel/training: IDA Conference, IFE Membership  | 2,300.98     |
| Local   | 11/8/2018      | Bazen Electric                      | Public Realm Improvements                  | LED Lighting under Pearl St. Bridge 10/2018            | 2,274.84     |
| Local   | 11/14/2018     | Nederveld, Inc                      | Downtown Plan - Local Tax Fund             | Design Services: Streetscape 09/16/18 to 10/15/18      | 2,000.00     |
| Local   | 11/26/2018     | Amway Hotel Corporation             | Downtown Plan - Local Tax Fund             | River For All Plans Unveiling Lunch Buffet 11/01/2018  | 1,894.40     |
| Non-Tax | 11/16/2018     | City Treasurer - Water Dept         | Project and Fixed Asset Maintenance        | Wealthy Street roundabout irrigation thru 10/31/2018   | 1,798.95     |
| Local   | 11/26/2018     | Kamminga & Roodvoets Inc            | Streetscape Improv - CBD/Heartside/Arena S | 16065-Newberry-Monroe to Division (K&R-1606506)        | 1,624.82     |
| Non-Tax | 11/26/2018     | Grand Rapids Event Mgmt LLC         | Special Events - Training Program          | Event Management Program Training 10/2018              | 1,500.00     |
| Local   | 11/8/2018      | The KR Group, Inc.                  | Administration                             | IT services- Laptop & Office software download 10/18   | 1,288.27     |
| Non-Tax | 11/20/2018     | Gebruder Weiss, Inc.                | Public Space Activation                    | PSA: Delivery Services- Giant Red Crocodiles 11/2018   | 1,265.00     |
| Local   | 11/8/2018      | Revue Holding 1                     | Downtown Marketing & Inclusion             | Advertising: DGRI Events 11/2018                       | 1,197.00     |
| Local   | 11/9/2018      | Fifth Third Bank - P-Card 11/18     | Downtown Marketing & Inclusion             | Project Management Marketing for Marketing Team        | 1,125.00     |
| Local   | 11/21/2018     | City Treasurer - MobileGR/Parking   | Streetscape Improv - CBD/Heartside/Arena S | DDA share HRC 09/18 eng/design Rvrlk Trail Crossing    | 1,094.02     |
| Local   | 11/15/2018     | City Treasurer - MobileGR/Parking   | Public Realm Improvements                  | Parklet AUGUST 2018 PARKING HOODED METERS              | 1,080.00     |
| Local   | 11/21/2018     | City Treasurer - MobileGR/Parking   | Bicycle Friendly Improvements              | DDA Share HRC 09/18 engin/design-Division Bike Lanes   | 1,042.94     |
| Local   | 11/15/2018     | City Treasurer - Risk Management    | Administration                             | General insurance - November 2018                      | 1,037.00     |
| Local   | 11/17/2018     | City of Grand Rapids                | Administration                             | Staff services - payroll period ended 11/17/2018       | 1,029.03     |
| Local   | 11/7/2018      | City Treasurer - MobileGR/Parking   | Streetscape Improv - CBD/Heartside/Arena S | DDA share HRC 08/18 eng/design Rvrlk Trail Crossing    | 1,002.06     |
| Non-Tax | 11/29/2018     | Grand Rapids Food Truck Assoc       | Public Space Activation                    | Calder Plaza Activation Food Truck Support 08/2018     | 1,000.00     |
| Non-Tax | 11/14/2018     | Promotional Impact                  | DGRI Event Production                      | Shipping fee for MoM folding chairs 05/2018            | 998.00       |
| Local   | 11/12/2018     | Dickinson Wright PLLC               | Administration                             | Legal: DDA Misc. Matters 10/2018                       | 968.00       |
| Local   | 11/20/2018     | Kamminga & Roodvoets Inc            | Streetscape Improv - CBD/Heartside/Arena S | 16065-Newberry-Monroe to Division (K&R-1606505)        | 944.84       |
| Local   | 11/29/2018     | TGG, Inc.                           | Administration                             | Life & S/T & L/T disability insurance - 12/2018        | 931.11       |
| Local   | 11/3/2018      | City of Grand Rapids                | Administration                             | Staff services - payroll period ended 11/03/2018       | 920.80       |
| Local   | 11/8/2018      | Rockford Construction Co            | Public Realm Improvements                  | Parklet Removal Fall 2018                              | 880.88       |
| Local   | 11/27/2018     | 68 Commerce LLC                     | Development Project Reimbursements         | Developer Reimbursement FY2019-Summer                  | 869.69       |
| Local   | 11/29/2018     | Blue Cross Blue Shield of Michigan  | Administration                             | Dental Insurance Premium 12/2018-01/2019               | 842.15       |
| Local   | 11/9/2018      | Fifth Third Bank - P-Card 11/18     | Downtown Marketing & Inclusion             | Marketing Supplies                                     | 792.85       |
| Local   | 11/20/2018     | The KR Group, Inc.                  | Administration                             | IT services 12/2018                                    | 791.90       |
| Local   | 11/8/2018      | Williams & Works Inc                | Wayfinding System Improvements             | 14025-Wayfinding & Prkg Signs (W&W-85925)              | 783.40       |
| Non-Tax | 11/26/2018     | West Bend Mutual Ins Company        | DGRI Event Production                      | Special Events Insurance: Light Up Downtown 2018       | 539.00       |
| Local   | 11/29/2018     | Fishbeck, Thompson, Carr, & Huber   | Streetscape Improv - CBD/Heartside/Arena S | 16065-Newberry-Monroe to Division (FTCH-379260)        | 505.62       |
| Non-Tax | 11/4/2018      | American Institute of Graphic Arts  | Diversity / Inclusion Programming          | Sponsorship: Citizen Jane Screening 10/2018            | 500.00       |
| Non-Tax | 11/8/2018      | Gabriela de la Vega                 | DGRI Event Production                      | Movies on Monroe MC 08/31/2018                         | 500.00       |
| Non-Tax | 11/29/2018     | Swift Printing & Communications     | Stakeholder Engagement Programs            | Event Materials: DNN Holiday Event 11/2018             | 488.79       |
| Local   | 11/25/2018     | Federal Square Bldg Co. #1, LLC     | Administration                             | Office Lease: 29 Pearl Street Mezzanine Office 11/2018 | 475.14       |
| Local   | 11/8/2018      | Professional Maint of Michigan Inc. | Administration                             | Janitorial services 10/2018                            | 471.18       |
| Local   | 11/8/2018      | Fountain Street Church              | Downtown Marketing & Inclusion             | Latino Community Coalition Event 09/2018               | 450.00       |

continued on the next page



**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures - FY2019**  
**November, 2018**

Page 2

| Source                                   | Date Posted | Vendor                             | Activity # Purpose / Project               | Description   | Amount               |
|--|-------------|------------------------------------|--|---|----------------------|
| <i>continued from previous page</i>      |             |                                    |  |   |                      |
| Non-Tax                                  | 11/25/2018  | Christina Hutton                   | DGRI Event Production                      | Live Print: Decorated Garments for DGRI Events 10/18    | \$ 420.75            |
| Non-Tax                                  | 11/29/2018  | Swift Printing & Communications    | DGRI Event Production                      | Event/Marketing Materials: Light Up Downtown 11/18      | 402.75               |
| Local                                    | 11/12/2018  | Dickinson Wright PLLC              | Administration                             | Legal Services: Board of Advisors 09/2018               | 400.70               |
| Local                                    | 11/30/2018  | Paychex                            | Administration                             | DDA Payroll Paychex Fee - November 2018                 | 371.55               |
| Local                                    | 11/18/2018  | Swift Printing & Communications    | Downtown Marketing & Inclusion             | Event Supplies: Light Up Downtown 11/2018               | 358.59               |
| Local                                    | 11/8/2018   | Z2 Systems Inc                     | Downtown Marketing & Inclusion             | NeonCRM Monthly cloud-based software 10/2018            | 350.00               |
| Local                                    | 11/7/2018   | Stephanie Wong                     | Administration                             | Travel Reimb: IDA conf. rental car 10/26-10/28          | 339.55               |
| Local                                    | 11/20/2018  | Fishbeck, Thompson, Carr, & Huber  | Streetscape Improv - CBD/Heartside/Arena S | 16065-Newberry-Monroe to Division (FTCH-378525)         | 338.24               |
| Local                                    | 11/29/2018  | Valley City Sign Co                | Wayfinding System Improvements             | 14025-Wayfinding & Signage (Valley City-1402527)        | 336.00               |
| Local                                    | 11/9/2018   | Fifth Third Bank - P-Card 11/18    | Public Realm Improvements                  | Supplies for Monroe Center Seating                      | 309.81               |
| Local                                    | 11/29/2018  | Geotech Inc                        | Snowmelt System Repairs / Investigation    | Snowmelt System 5 Yr Study 11/2018                      | 294.87               |
| Local                                    | 11/8/2018   | The KR Group, Inc.                 | Administration                             | IT services 10/11/18-10/16/18                           | 294.00               |
| Local                                    | 11/8/2018   | GreatAmerica Financial Svcs Corp   | Administration                             | Copier Lease 10/2018                                    | 290.25               |
| Local                                    | 11/14/2018  | Jeremy Verwys                      | Downtown Marketing & Inclusion             | Music for The Rapid CEO welcome reception 10/29/18      | 275.00               |
| Local                                    | 11/9/2018   | Fifth Third Bank - P-Card 11/18    | Downtown Marketing & Inclusion             | Social Media Advertising                                | 253.30               |
| Local                                    | 11/25/2018  | TDS Metrocom, LLC                  | Administration                             | Phone Service 11/2018                                   | 249.20               |
| Local                                    | 11/8/2018   | The KR Group, Inc.                 | Administration                             | IT services 10/22/2018                                  | 240.54               |
| Local                                    | 11/20/2018  | Williams & Works Inc               | Arena South Implementation                 | Ionia Ave Festoon Lighting Anchor Design 10/2018        | 230.00               |
| Local                                    | 11/30/2018  | Paychex                            | Administration                             | DDA Payroll HRS fees - November 2018                    | 211.87               |
| Local                                    | 11/25/2018  | The KR Group, Inc.                 | Administration                             | IT services 10/2018                                     | 207.08               |
| Local                                    | 11/8/2018   | Vias, LLC                          | Downtown Marketing & Inclusion             | Translation services: James Rojas Transcription 10/2018 | 200.00               |
| Local                                    | 11/20/2018  | Federal Square Bldg Co. #1, LLC    | Administration                             | Utility Service: Electricity 10/2018-11/2018            | 197.44               |
| Local                                    | 11/9/2018   | Fifth Third Bank - P-Card 11/18    | Urban Recreation Improvements              | Container Rental at 300 Monroe                          | 190.19               |
| Local                                    | 11/29/2018  | Mighty Co.                         | Downtown Marketing & Inclusion             | Website-DGRI Mapbox token updated 10/22/18-11/4/18      | 187.50               |
| Local                                    | 11/29/2018  | Cellco Partnership dba Verizon     | Administration                             | Cell Phone Service 10/2018                              | 184.28               |
| Local                                    | 11/14/2018  | Perrigo Printing Inc               | Downtown Marketing & Inclusion             | Marketing Materials: Bronx River Alliance 11/2018       | 180.00               |
| Local                                    | 11/12/2018  | Pickens Wright PLLC                | Development Project Guidance               | Legal: 10 Ionia Project Dev. Guidance 09/2018           | 176.00               |
| Local                                    | 11/27/2018  | PCS Gophers Ltd                    | Administration                             | Courier services - October 2018                         | 161.05               |
| Local                                    | 11/9/2018   | Fifth Third Bank - P-Card 11/18    | Streetscape Improv - CBD/Heartside/Arena S | Supplies for Street Improvements                        | 159.00               |
| Local                                    | 11/29/2018  | Geotech Inc                        | Snowmelt System Repairs / Investigation    | PEX Failure Analysis: 60 Monroe 11/2018                 | 146.75               |
| Non-Tax                                  | 11/9/2018   | Fifth Third Bank - P-Card 11/18    | Stakeholder Engagement Programs            | Downtown Neighbor Network luncheon                      | 132.00               |
| Local                                    | 11/9/2018   | Fifth Third Bank - P-Card 11/18    | Administration                             | Office Supplies   | 130.69               |
| Local                                    | 11/8/2018   | Comcast                            | Administration                             | Internet at 29 Pearl St NW 11/2018-12/2018              | 126.58               |
| Local                                    | 11/25/2018  | Staples Contract & Commercial Inc. | Administration                             | Office supplies 10/15/2018                              | 114.37               |
| Non-Tax                                  | 11/27/2018  | Megan Catcho                       | DGRI Event Production                      | Mileage Reimbursement 10/26/2018-11/09/2018             | 89.38                |
| Local                                    | 11/14/2018  | Madcap Coffee Company              | Administration                             | Meeting Supplies 11/2018                                | 87.03                |
| Local                                    | 11/25/2018  | Erika Townsley                     | Administration                             | Photography: New DGRI Staff Portraits 11/2018           | 79.19                |
| Local                                    | 11/25/2018  | Staples Contract & Commercial Inc. | Administration                             | Office supplies 10/24/2018                              | 71.44                |
| Local                                    | 11/14/2018  | Staples Contract & Commercial Inc. | Administration                             | Office supplies 11/02/2018                              | 56.18                |
| Non-Tax                                  | 11/27/2018  | Yiovanny Cornejo                   | DGRI Event Production                      | Mileage Reimbursement: 10/22/2018-11/08/2018            | 52.32                |
| Non-Tax                                  | 11/13/2018  | City Treasurer - MobileGR/Parking  | Downtown Ambassadors                       | NOVEMBER 2018 MONTHLY PARKING                           | 48.00                |
| Non-Tax                                  | 11/29/2018  | Consumers Energy 1                 | Downtown Ambassadors                       | 351 Winter Ave NW - 11/2018 DDA's share                 | 46.15                |
| Local                                    | 11/29/2018  | Gordon Water Systems               | Administration                             | Water Cooler Lease 10/18-11/18                          | 45.18                |
| Non-Tax                                  | 11/9/2018   | Fifth Third Bank - P-Card 11/18    | DGRI Event Production                      | Postage for DGRI Events                                 | 40.95                |
| Non-Tax                                  | 11/7/2018   | Flor Valera                        | Administration                             | Lunch Meeting Reimb: Admin Team 10/26/2018              | 39.96                |
| Local                                    | 11/15/2018  | Kimberly Van Driel                 | Administration                             | IDA conf transportation reimbursement 11/18             | 36.61                |
| Local                                    | 11/29/2018  | Model Coverall Service Inc         | Administration                             | Floor Mat Rental 11/2018                                | 36.09                |
| Local                                    | 11/8/2018   | Model Coverall Service Inc         | Administration                             | Floor Mat Rental 10/2018                                | 33.61                |
| Non-Tax                                  | 11/20/2018  | DTE Energy                         | Downtown Ambassadors                       | 351 Winter Ave NW - 11/2018 DDA's share                 | 33.54                |
| Non-Tax                                  | 11/9/2018   | Fifth Third Bank - P-Card 11/18    | Experience - Miscellaneous                 | Frame for Staff Goodbye                                 | 32.74                |
| Non-Tax                                  | 11/9/2018   | Fifth Third Bank - P-Card 11/18    | Administration                             | Welcome Breakfast for new DGRI Staff                    | 27.28                |
| Local                                    | 11/9/2018   | Fifth Third Bank - P-Card 11/18    | Urban Recreation Improvements              | Supplies for Calder Plaza Improvements                  | 8.32                 |
| Local                                    | 11/1/2018   | Kelly Brewster                     | Streetscape Improv - CBD/Heartside/Arena S | 16065-Newberry-Monroe to Division (Kellys 862)          | 2.50                 |
| Local                                    | 11/20/2018  | Journal Entry Correction           | Arena South Implementation                 | Activity code correction for GAX 19003680               | (35,808.52)          |
| <b>TOTAL NOVEMBER, 2018 EXPENDITURES</b> |             |                                    |  |   | <b>\$ 573,119.05</b> |

**STATEMENT E**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Series 2017 Improvement & Refunding Bonds**

**Balance Sheet**  
**As of November 30, 2018**

|   |                   |
|---|-------------------|
| <b>Assets - Pooled Cash and Investments</b> | <b>\$ 370,259</b> |
| <b>Liabilities and Fund Balance</b>         |                   |
| Current Liabilities                         | \$ -              |
| Reserved for Projects                       | 370,259           |
| <b>Liabilities and Fund Balance</b>         | <b>\$ 370,259</b> |

**Statement of FY2019 Revenues and Expenditures**  
**July 1, 2018 through November 30, 2018**

|   | <u>Budget</u>     | <u>Actual</u>       |
|---|-------------------|---------------------|
| <b>REVENUES</b>   |                   |                     |
| Bond Proceeds   | \$ - <sup>1</sup> | \$ -                |
| Interest Earned   | 2,956             | 700                 |
| From / (To) Fund Balance  | 594,248           | -                   |
| <b>Total Revenues</b>   | <b>\$ 597,204</b> | <b>\$ 700</b>       |
| <b>EXPENDITURES</b>   |                   |                     |
| <b>GR Forward Projects:</b>   |                   |                     |
| Goal #1: Restore the River as the Draw and Create a<br>Connected and Equitable River Corridor |                   |                     |
| River Trail Improvements  | \$ 100,000        | \$ 44,318           |
| Michigan Street Streetscape Improvements  | -                 | -                   |
| Sheldon Blvd - Weston to Cherry Street  | 497,204           | 258,077             |
| <b>Total GR Forward Project Expenditures</b>  | <b>\$ 597,204</b> | <b>\$ 302,395</b>   |
| <b>Excess / (Deficit)</b>   | <b>\$ -</b>       | <b>\$ (301,695)</b> |

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

# MEETING NOTICE CITY OF GRAND RAPIDS

Downtown Development Authority

Second Wednesday of each month

8:00 a.m. – 10:00 a.m.

Downtown Grand Rapids Inc.

29 Pearl St. NW, Suite 1

## 2019 Meeting Schedule

January 9

February 13

March 13

April 10

May 8

June 12

July 10

August 14

September 11

October 9

November 13

December 11

*Please contact Downtown Grand Rapids Inc. at 719-4610 if you  
have any questions prior to the meeting.*

# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



DATE: December 12, 2018

TO: Downtown Development Authority

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

Agenda Item #5  
December 12, 2018  
DDA Meeting

**SUBJECT: Street Lighting Improvements, Division Avenue from Cherry St. to Fulton St.**

At the May 9, 2018 Downtown Development Authority meeting, the board authorized funding for a portion of the overall investment for the installation of new street lights on Division Avenue from Cherry Street to Fulton Street. This funding was in the amount of \$221,884, which represented 45% of the overall estimated project cost of \$492,760. At that time, the project cost was based on an engineer's estimate.

As a reminder, this project includes the installation of twenty-one (21) historic style street lights, placement of conduit, electrical wiring, removal of existing street lights, and associated streetscape restoration. The project is a portion of a larger coordinated effort to improve lighting in the Division Avenue corridor and side streets. The new light poles will have double mast arms with luminaires and will include outlets for holiday lighting.

On November 27, 2018, the City of Grand Rapids received one qualified submitted bid for the installation of the new street lights. This bid increased the overall project cost to \$573,500, representing a net increase of \$80,740. This overall bid price was higher than expected because of the current bidding environment.

Therefore, it is requested that the DDA amend its original funding from \$221,884 to \$258,200. This is a net increase of \$36,316 and maintains the DDA's original 45% contribution to the overall project cost. The remainder of the city's portion of the investment is anticipated to be approved at the December 18, 2018 City Commission meeting.

This increase of \$36,316 will be allocated to the streetscape improvement line item from FY19 budgeting.

**Recommendation:** Authorize funding in an amount not to exceed \$258,200 for the installation of new street lighting on Division Avenue from Cherry Street to Fulton Street.



# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



DATE: December 12, 2018

TO: Downtown Development Authority

FROM: Stephanie Wong, Project Manager

**Agenda Item #06**  
**December 12, 2018**  
**DDA Meeting**

**SUBJECT: Calder Plaza Redesign- Construction Manager**

Downtown Grand Rapids, Inc. (DGRI) and City of Grand Rapids (City) are redesigning Calder Plaza's southeast edge, also known as Phase One of the Master Plan. In August 2018, the DDA approved a contract with a local architectural and engineering firm, Progressive AE. The scope of work includes design and construction documents for a café space, a great pavilion equipped with an outdoor stage, and landscape improvements.

As the project develops, impacts of Calder Plaza and structural components became more prominent. DGRI and City discussed the benefits of a Construction Manager for front-end planning and logistics from start to finish. In October 2018, DGRI and City released an RFQ for Construction Management Services and four qualified firms were interviewed. Pioneer Construction brought the strongest team with expertise to meet the vision and cost evaluations of Phase One. Our team is confident Pioneer Construction will provide a valuable component to the overall project.

Pre-Construction Deliverables include:

- (3) cost estimates at 30% Schematic Design, 60% Design Development, 90% Construction Document
- Comparative cost studies to evaluate products and systems. Advise during the design phase on constructability, products, systems, and how the design will affect work sequence, schedule and logistics
- Vendor Studies for non-typical elements of the project
- Logistics planning for phase(s) of construction
- Prepare construction schedule
- Pre-qualify and solicit bidders
- Prepare bid package & work scope development

The final estimate at 100% will verify that the scope of the project is within project goals. Pioneer Construction will develop ideas with the design team for bid alternates to act as bid protection to assure that the final project budget is achievable. The final design, project scope, and construction value is not determined at this time. If approved, funding for pre-construction services will be allocated from the FY19 Downtown Plan line item.

**Recommendation: Approve Pre-Construction Services from Pioneer Construction in an amount not to exceed \$36,000 to support Calder Plaza Redesign Phase One Improvements.**







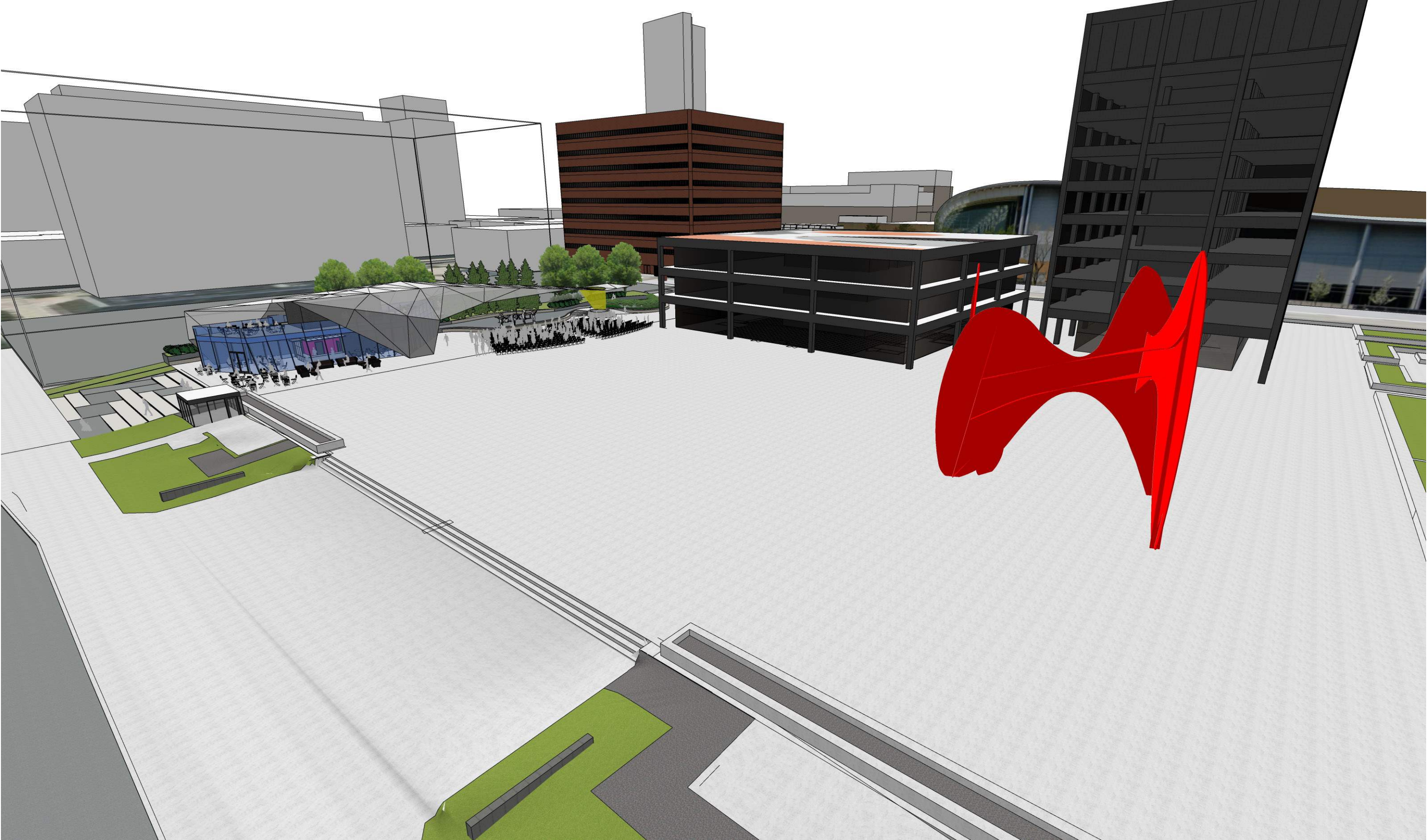
**CALDER PLAZA | PHASE 1 RENOVATIONS | PUBLIC PAVILION**

Grand Rapids, MI

Fall 2018 | 53136060

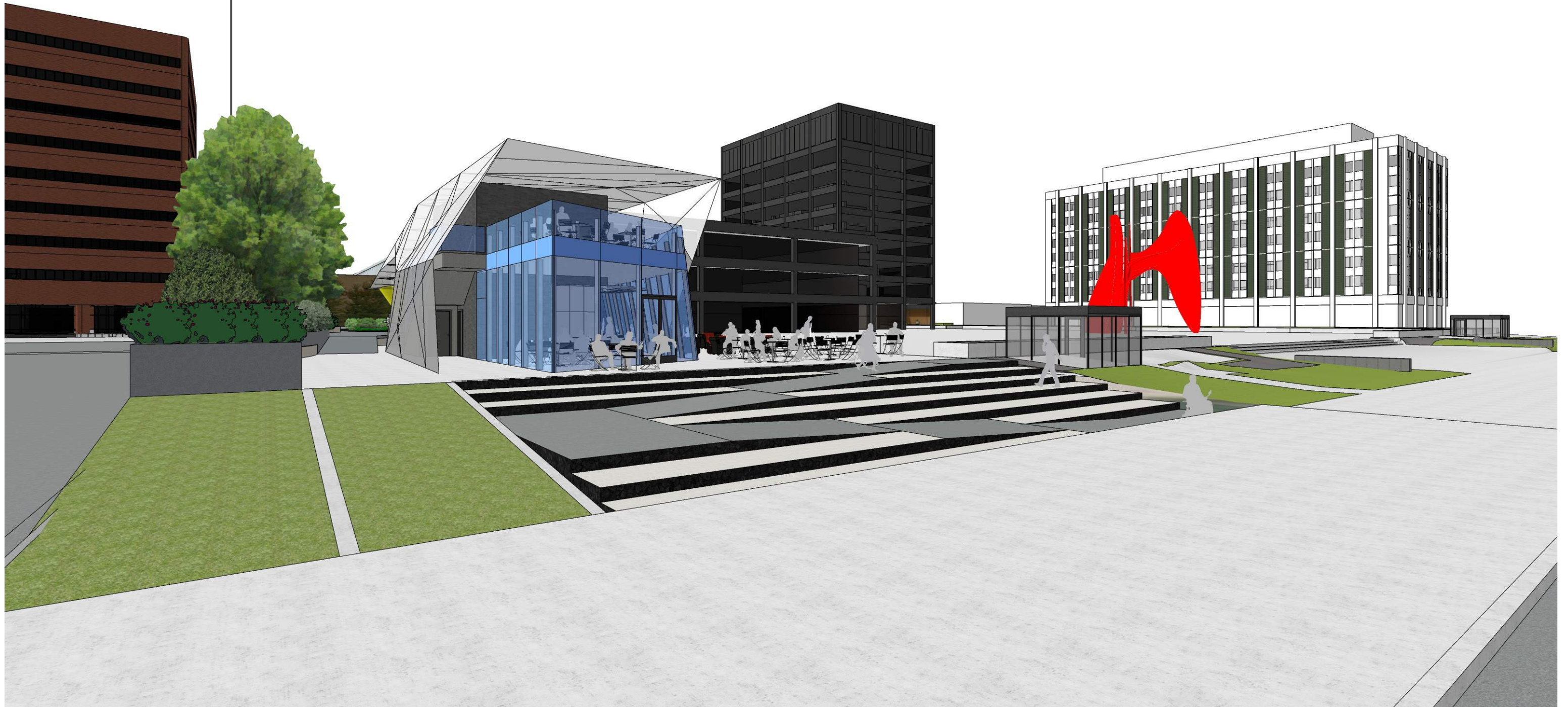


# ALIGNED CONCEPT



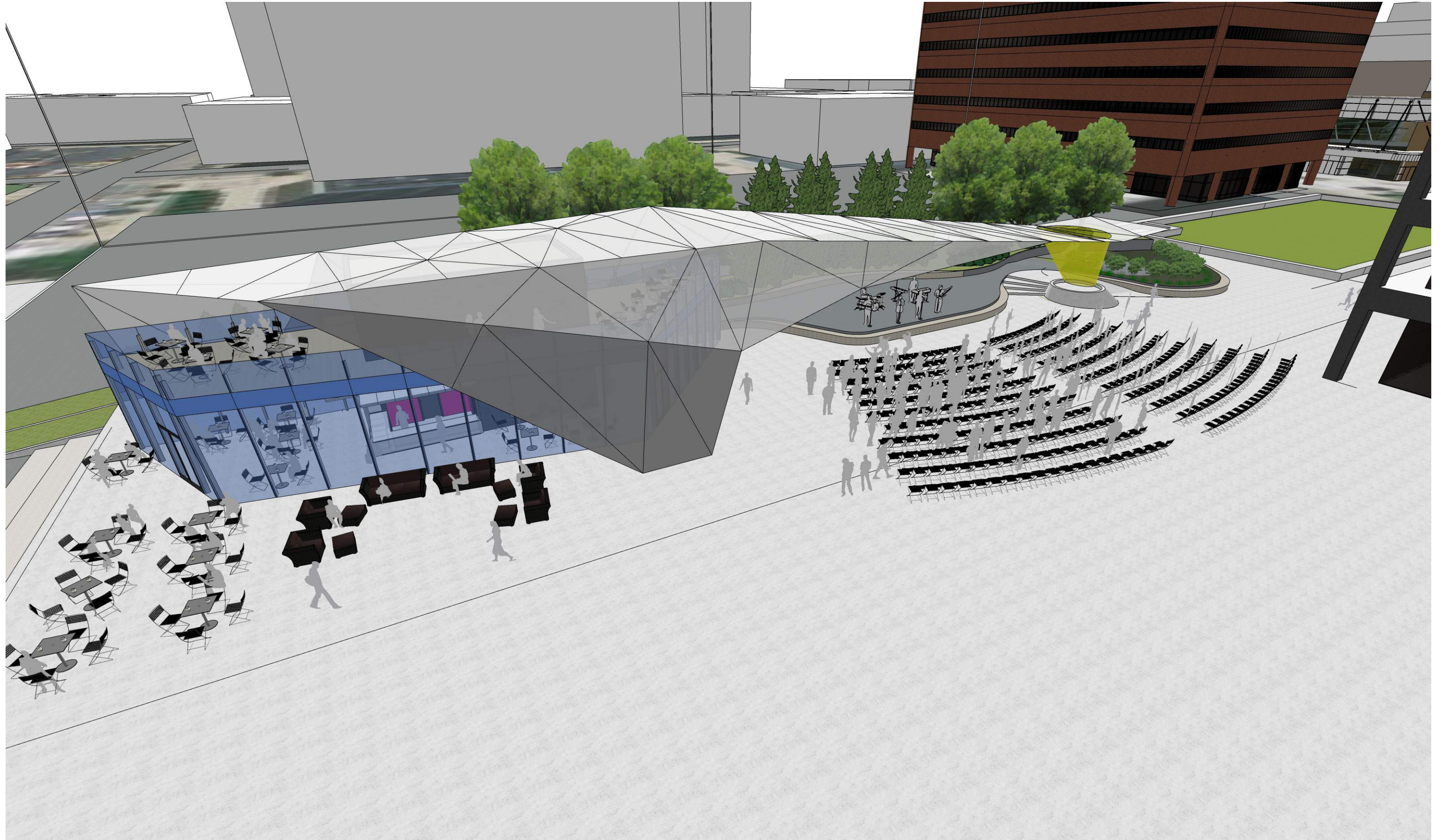


# ALIGNED CONCEPT



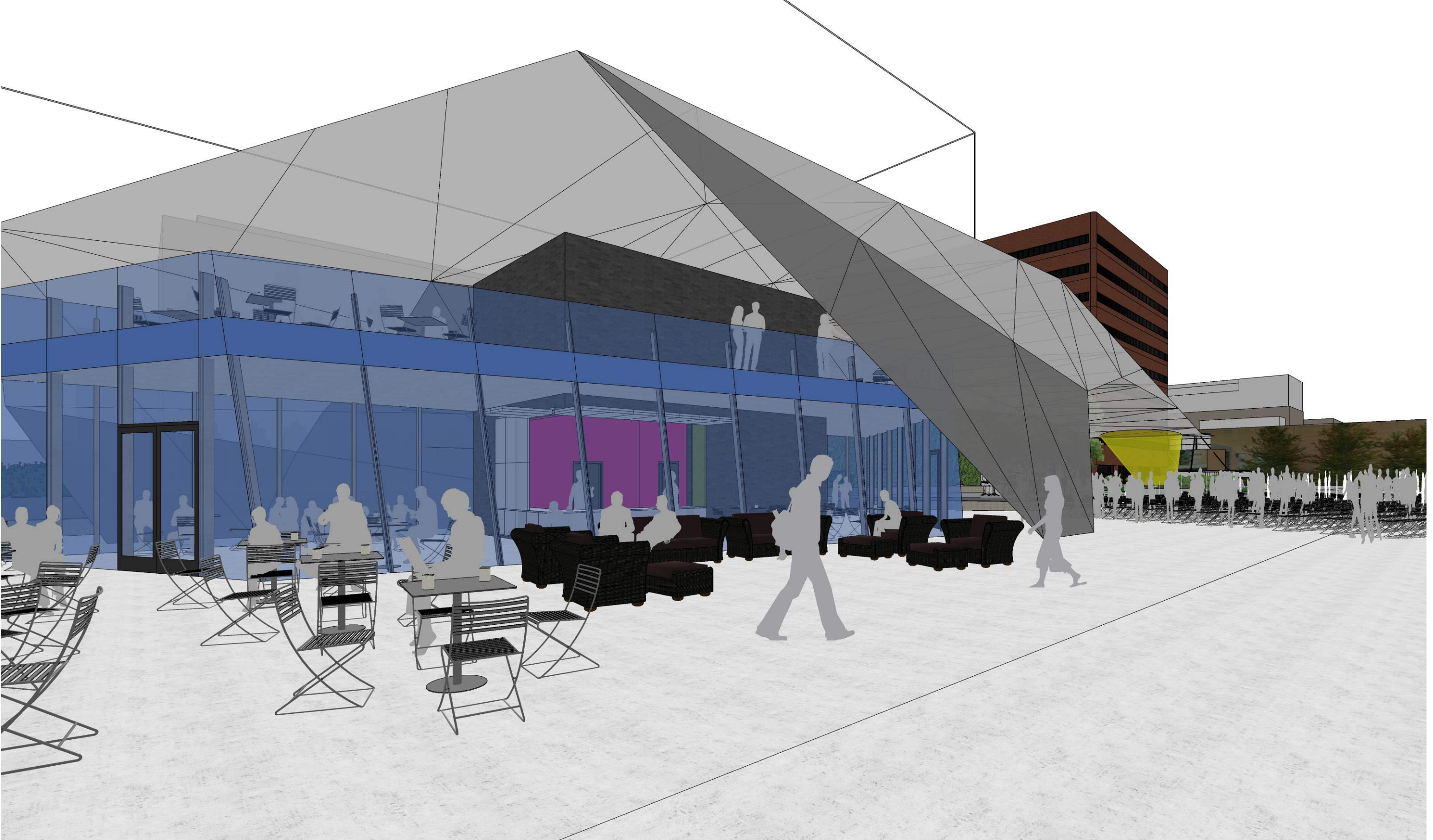


# ALIGNED CONCEPT



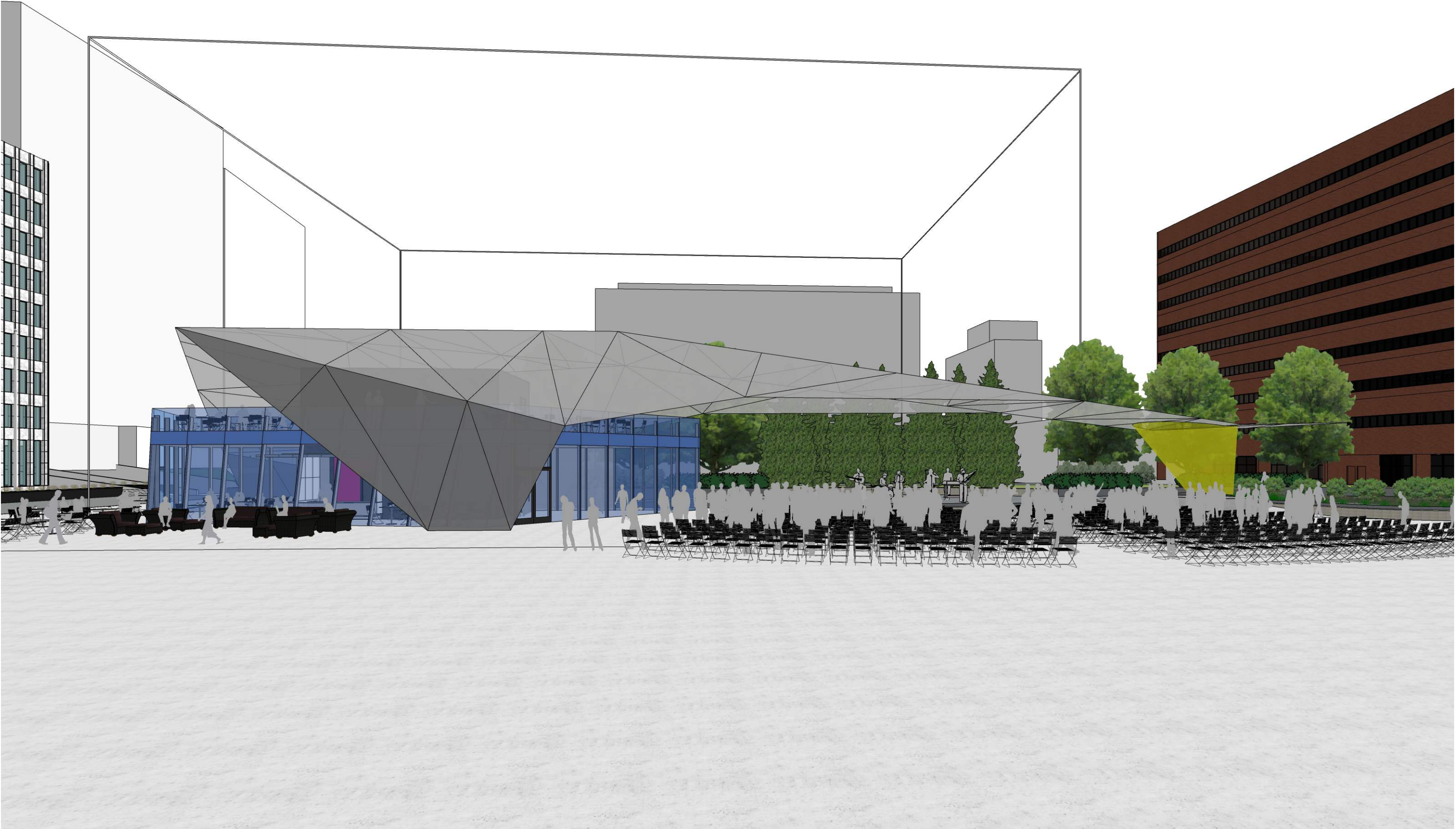


# ALIGNED CONCEPT





# ALIGNED CONCEPT



# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



**DDA**

DATE: December 12, 2018

TO: Downtown Development Authority

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

SUBJECT: **Downtown Grand Rapids Streetspace Guidelines**

**Agenda Item #7**  
**December 12, 2018**  
**DDA Meeting**

In October 2017, the Downtown Development Authority (DDA) authorized a contract with Nederveld and Williams & Works to initiate work on the Downtown Grand Rapids Streetspace Guidelines. The effort was in response to Goal 3 of GR Forward, which recommended updating the existing 2006 Downtown Streetscape Design Guidelines for the purpose of codifying the character of downtown streets.

During the year-long effort to create the guidelines, the consultant team and DGRI staff collaborated with various departments in the City of Grand Rapids. This collaboration included focus groups from planning, engineering, utilities, public works, mobility and traffic safety, along with the city's design team. Additionally, the project team conducted a 3-week immersion with students and teachers from GRPS Innovation Central. This collaboration included an assigned reading list, field analysis and sidewalk observations, and the creation of student-led design solutions to make downtown streetspaces more inviting. Members of the consultant team and DGRI also conducted field surveys from November 2017 to January 2018 to engage streetspace users during the most challenging wintertime months to help inform future design recommendations for the downtown streetspaces.

As a result of this collaboration and engagement, the Streetspace Guidelines provide a much larger and more enhanced framework than was initially envisioned when the project began. This framework provides direction to design a high-quality public realm that optimizes people space by creating outdoor rooms that invite lingering, enhance visual interest, provide equitable access, and build for lasting investment.



**DOWNTOWN**  
GRAND RAPIDS INC.

The Guidelines are organized around the various zones of this outdoor room and include the flex zone, the pedestrian zone (the sidewalk area), and the frontage zone (building façade facing the sidewalk). The flex zone represents the portion of the street that is directly adjacent to the curb where rebalancing can occur to convert the streetspace into a more pedestrian-centric place.

Each chapter provides guidance for the design, placement, scale, and materiality of the elements that shape these specific zones as well as why the design and element are important to the overall streetspace experience. Additionally, city requirements, responsibilities, and coordination are also highlighted for each element in order to help potential document users navigate the process of building streetspaces.

To date, draft guidelines have been reviewed by the Goal 3 and Goal 2 alliances, and a final review by the consultant team has been conducted, which will result in additional final edits. After these edits, Goal 3 will be assisting DGRI staff to create project evaluation checklists to help them better use the document. These checklists will be similar to the previously completed checklist for the frontage zone on pages 118-119 of the final draft, dated December 6, 2018.

Finally, the Guidelines will help better inform decision-making related to DDA investments within the downtown streetspaces in order to make them welcoming and safe, and to enhance their spatial quality. Intended users include the city's engineering department, private developers and property owners, design professionals, the RAPID, DGRI's citizen alliances and staff, and downtown residents. As such, the DDA is encouraged to review the submitted draft and to provide any additional comments that are deemed necessary to finalize the document.