

AGENDA

DOWNTOWN DEVELOPMENT AUTHORITY



Board Members:

Kayem Dunn • Dr. Wendy Falb • Jane Gietzen • Brian Harris • Mayor George Heartwell
Elissa Hillary • Diana Sieger • Jim Talen • Rick Winn

Wednesday, December 9, 2015
8:00 a.m. Meeting
29 Pearl Street, NW Suite #1

- | | | |
|---|---------------|------------------|
| 1. Call to order | | |
| 2. Approve Meeting Minutes from Oct 14, 2015 and Nov 11, 2015 (8:01) (enclosures) | <i>Motion</i> | <i>Harris</i> |
| 3. Accept October 31, 2015 Financial Statements (8:03) | <i>Motion</i> | <i>Wallace</i> |
| 4. Accept November 30, 2015 Financial Statements (8:06) | <i>Motion</i> | <i>Wallace</i> |
| 5. Consent to Liquor License for “Brush” at 50 Louis Ave. (8:09) (enclosure) | <i>Motion</i> | <i>Pratt</i> |
| 6. Approve Contract for Public Realm Improvements (8:14) (enclosure) | <i>Motion</i> | <i>Pratt</i> |
| 7. Approve BRIP for 25 Ottawa (8:29) (enclosure) | <i>Motion</i> | <i>Pratt</i> |
| 8. Approve Amendments to Event Support Application (8:34) (enclosure) | <i>Motion</i> | <i>Van Driel</i> |
| 9. Authorize Support to Repair Public Art (8:44) (enclosure) | <i>Motion</i> | <i>Larson</i> |
| 10. Authorize Contract Execution for McCalvey and Assoc. (8:49) (enclosure) | <i>Motion</i> | <i>Larson</i> |



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- | | | |
|---|------------------|-----------------------|
| 11. Authorize Support for Historic Preservation Streamline Initiative (8:59)
(enclosure) | <i>Motion</i> | <i>Larson / Baker</i> |
| 12. Appoint Calder Plaza Selection & Steering Committee (9:05)
(enclosure) | <i>Motion</i> | <i>Kelly</i> |
| 13. Authorize Contract Execution with BLD (9:15)
(enclosure) | <i>Motion</i> | <i>Kelly</i> |
| 14. Consent to Liquor License Transfer (9:20)
(enclosure) | <i>Motion</i> | <i>Kelly</i> |
| 15. 2015 Movies in the Park Impact Report (9:25) | <i>Info Item</i> | <i>Larson</i> |
| 16. President & CEO Report (9:40) | <i>Info Item</i> | <i>Larson</i> |
| 17. Public Comment (9:50) | | |
| 18. Board Member Discussion (9:55) | | |
| 19. Adjournment | | |

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

October 14, 2015

1. Call to Order – The meeting was called to order at 8:01am by Vice-Chair Kayem Dunn.

2. Attendance

Present: Kayem Dunn, Jane Gietzen, Mayor George Heartwell, Diana Sieger, Jim Talen, Rick Winn

Absent: Dr. Wendy Falb, Brian Harris, Elissa Hillary

Others Present: Kristopher Larson (Executive Director), Murphy Ackerman (DDA Executive Asst/Office Manager), Jana Wallace (DDA Treasurer), Bill Kirk, Tim Kelly, Kimberly Van Driel, Andy Guy, Eric Pratt, Annamarie Buller, LaTarro Traylor (staff), Dick Wendt, Pam Ritsema, Marcia Warner, Jim Harger, Nick Manes, Monica Steimle, JD Loeks, Cara Matt, Michael Danhof, Chris Zull, Kevin Polakovich, Jared Belka, Rachel Wernick

3. Approval of Minutes of September 9, 2015

Motion: Mayor George Heartwell, supported by Rick Winn, moved approval of the minutes of the September 9, 2015 DDA meeting as presented. Motion carried unanimously.

4. September Financials

Ms. Wallace gave an overview of the September financials. Ms. Wallace explained that this is a smaller list because most payments are still being charged to fiscal year 2015. Ms. Wallace pointed out that the administrative costs are trending high because these costs are allocated later in the year. Mr. Larson clarified that the DDA carries all of the administrative costs up front.

Motion: Diana Sieger, supported by Jane Gietzen, moved to approve Statement D: Schedule of September 2015 Expenditures as recommended. Motion carried unanimously.

5. Approve Areaway Grant for 222 S. Division Ave.

Mr. Pratt introduced a request to fill the areaway located in front of the building at 222 S. Division. Mr. Pratt explained that this is the last property on S. Division with an existing areaway. Mr. Pratt said that after an inspection showed that this areaway could become an issue in the near future, the property owner is looking to fill it as soon as possible.

Motion: Mayor George Heartwell, supported by Diana Sieger, moved to approve an Areaway Fill Grant to Right Spot, LLC, in accordance with the Areaway Fill Program Guidelines, for the vacation of the existing areaway located at 222 S. Division Avenue, in an amount not to exceed \$8,400. Motion carried unanimously.

Mr. Winn asked Mr. Pratt how many areaways remain in the DDA boundaries. Mr. Pratt answered that an audit would need to be performed to receive this information, but could work with the City Engineer to access and update this information.

6. Approve Streetscape Incentive Grant for 648 Monroe Ave

Mr. Pratt introduced a request for a streetscape request for the area in front of the Brassworks Building on Monroe Avenue. Mr. Pratt explained that while there were some improvements made to the streetscape in 2000, the property owners are now looking to add additional amenities and improvements. Mr. Pratt said these improvements include better pedestrian access and additional flowers and planting. Mr. Pratt added that the property owners have also met with the Alliance for Investment to ensure that the improvements could support a future Downtown circulator.

Motion: Jane Gietzen, supported by Mayor George Heartwell, moved to approve a \$35,000 Streetscape Improvement Grant for the installation of new stamped concrete walks, landscape planters, and irrigation system and outdoor seating in front of the building located at 648 Monroe Avenue NW. Motion carried unanimously.

7. Approve Amendment to Liquor License App for Wheelhouse

Mr. Pratt explained that this is a revised liquor license for the “Wheelhouse Restaurant” located at the new Arena Place development. Mr. Pratt explained that after the approval of the liquor license at the March DDA meeting, the storefront has received a new address and is in need of a resolution that reflects the new address.

Motion: Jane Gietzen, supported by Rick Winn, moved to approve The Wheelhouse’s (55 Ottawa Ave. SW) revised liquor license resolution. Motion carried unanimously.

8. Approve BRIP Grant for 214 E. Fulton St.

Mr. Pratt introduced a request for a BRIP grant at 214 E. Fulton. Mr. Pratt explained that the business looking to move into the building has outgrown its current location and is looking to expand in Downtown. Mr. Belka gave an overview of the project and explained that the grant will be used to restore the façade of the property. Mr. Belka explained that the property currently has no windows and little natural light. Mr. Pratt said that he believes this project is an excellent example of what the BRIP program can assist with. Mr. Pratt added that the Board would need to make an exception to the current program guidelines as the property was built after 1950. Mr. Winn asked if the Board has made this exception before. Ms. Dunn replied that it had not, though other exceptions have been made.

Motion: Mayor George Heartwell, supported by Jim Talen, moved to approve a \$50,000 BRIP

grant to assist with the restoration of the façade of the building located at 214 East Fulton Street. Motion carried unanimously.

9. Authorize Funding for Bridge Light Repairs

Mr. Kelly introduced a request to repair lighting on both the Pearl and Gillette bridges. Mr. Kelly explained that FEMA awarded the City of Grand Rapids funds to repair the lighting after the 2013 flood. While both the City of Grand Rapids and the State of Michigan have provided matching funds, there is still a gap in the funds needed to repair all of the lighting. Mr. Kelly explained that if the work is not done by December 2015 the funds will no longer be available from FEMA. Ms. Dunn asked if the DDA has historically funded lighting repairs on the bridges. Mr. Kelly responded that the DDA has helped to maintain the lighting.

Motion: Jane Gietzen, supported by Diana Sieger, moved to approve the authorization of funding up to \$20,000 to secure federal funding to complete repairs to lighting on the Gillette and Pearl Street Bridges. Motion carried unanimously.

10. Approve Resolution of Support for HUD Grant Application

Mr. Larson gave a brief overview of the HUD grant and explained that Mr. Guy has been working closely with Kent County, the City of Grand Rapids, and the State of Michigan to ensure that a complete and comprehensive application is submitted for the federal funds. Mr. Guy explained that the 2013 flood that resulted in a state of emergency has made Grand Rapids and Kent County eligible for a grant provided by HUD. Mr. Guy explained that this grant money would be used to protect critical infrastructure in times of disaster, create a more inclusive and equitable riverfront, and help position the community to rethink and adapt to climate change. Mr. Guy said that he believes this is one of the more innovative and inclusive requests and GR Forward was able to create a basis and model for many of the proposed project sites. Mr. Larson added that the request before the Board is not directed towards future opportunities, but will be used for immediate GR Forward implementation. Mr. Guy explained that this will become a model for other cities that are in flood zones. Ms. Sieger asked how much is being requested for the river restoration. Mr. Guy answered that approximately 25 million in funds were requested for Whitewater. Ms. Sieger commended Mr. Guy for all of his work and added that DGRI and the City have been exceptional partners on this project. Mr. Talen said that he was impressed with the outcomes of this opportunity and was excited to see the conversations surrounding a more equitable Downtown. Mr. Guy added that the 1.5 million dollar request is contingent on receiving the funds from HUD.

Motion: Diana Sieger, supported by Jane Gietzen, moved to approve the authorization of the Board Chair to sign a letter on behalf of the Downtown Development Authority committing \$1,500,000 towards eligible projects in Downtown subject to the award of federal funds. Motion carried five to zero with one abstention. Rick Winn abstained.

12. Arena South Parking Transition Plan Overview

Mr. Kirk gave an overview of the outreach that has been done to help communicate with the stakeholders and assist with the parking transition in Area 5. Mr. Kirk explained that Parking Services manages Area 4 and 5 on behalf of the DDA. Mr. Kirk explained that the DDA is working with Parking Services to best accommodate those currently utilizing the lots until the future developments are completed. Mr. Kirk explained that there is currently enough capacity in the system to absorb all of the parkers, and has put together a three (3) tiered strategy to move existing parkers. Mr. Kirk commended Spectrum Health on taking a leadership role in regards to transitioning employees to a parking cash out. Mr. Kirk took a moment to explain the way that the cash out system works. Mr. Kirk said that another imperative part of the transition will be the re-routing of the DASH system. Mr. Kirk explained that the goal of the DASH will be to work as a Downtown circulator to begin serving those that work Downtown without a vehicle. Mr. Kirk said that DGRI has learned a lot from the transition of Area 1 and has been meeting with stakeholders to ensure that the transitions of Area 4 and 5 are smoother. Ms. Gietzen asked when the new configuration of the DASH services will occur. Mr. Kirk responded that they will likely happen next year. Ms. Ritsema added that Parking Services is waiting to see where people migrate for parking if Areas 4 and 5 are closed for development. Ms. Sieger thanked Mr. Kirk, Ms. Ritsema, and Mr. Larson for the work that has been done to make this an easier transition and understanding the pressures this will put on the current parking system. Ms. Sieger said that she is concerned that when the new Spectrum employees move Downtown that the Ottawa ramp will reach capacity. Mr. Kirk said that there is a lot of pressure on the system and it will be crucial for DGRI to understand the needs of different parkers. Mr. Talen commended DGRI and Parking Services for the collaboration and focus on this issue. Mr. Talen highlighted the need for the Rapid's current routes to connect to the new DASH configuration. Mr. Kirk said that connectivity of the DASH to Downtown's assets will be a high priority.

13. Approve Extension of Option for Area 5

Mr. Larson explained that this request is for another six (6) month extension for Jackson Entertainment on Area 5. Mr. Larson explained that the DDA has worked with legal counsel to create certain benchmarks and milestones to ensure that progress is being made on the project in the next six (6) months. Mr. Larson said that this extension includes a sixty thousand nonrefundable deposit to the DDA.

Motion: Mayor George Heartwell, supported by Rick Winn, moved to approve a second amendment to the option agreement between the DDA and Jackson Entertainment, LLC, extending it for an additional 6 months to April 30, 2016, approved as to content by the DDA Executive Director and as to form by the DDA's legal counsel. Motion carried unanimously.

Mayor Heartwell added that this is an important project for Downtown and thanked Mr. Loeks for his willingness to work on the complexities of the project. Mayor Heartwell said that he has renewed confidence in the project.

14. Approve Event Grant Recommendation

Ms. Van Driel introduced the grant for the Taste of Soul Sunday produced by Grand Rapids Public Library. Ms. Van Driel explained that this grant has already been reviewed and recommended by the Alliance for Vibrancy. Ms. Van Driel said that this event is a great partnership and aligns with the goals put forward by GR Forward and the event optimization process.

Motion: Diana Sieger, supported by Rick Winn, moved to approve the recommendation of up to \$10,000 for The Taste of Soul Sunday event for eligible expenses outlined within the application. Motion carried unanimously.

Ms. Dunn said that she has attended the event in the past and is excited to sponsor the event. Ms. Van Driel said that the library has been a very gracious partner and is excited to work together on the event.

15. Downtown Census Update

Mr. Larson introduced Gustavo Rotondero to the Board and said that Mr. Rotondero has been working with DGRI on a consulting basis to create a thorough Downtown census. Mr. Rotondero gave a presentation on his findings and the Downtown data profile. Ms. Gietzen asked if there is a way to update the data if the DDA boundaries were to move. Mr. Larson responded that there is a mechanism to update the data if boundaries were to change. Mr. Rotondero gave an overview of how the data has been collected. Mr. Larson added that Mr. Sundstrom has been critical in giving access to the data. Mr. Rotondero said that access to the local data is imperative because it is updated more regularly than national data. Mayor Heartwell asked Mr. Rotondero what baseline year he is gathering his information from. Mr. Rotondero answered that he is using 2010 as a baseline but can add new developments. Mr. Larson said that this data helps DGRI to being to understand and think about how to build a more diverse Downtown. Ms. Wallace asked how the student population is accounted for in Downtown. Mr. Rotondero said that while they are captured in the data, it is a challenge to understand where they live and work. Mr. Rotondero explained that there are always limitations to the data. Mr. Larson thanked Mr. Rotondero for the update and information.

16. President & CEO Report

DGRI (11/9)

- Will appoint next Chair and Vice Chair
- Will consider Accepting and Recommending Final GR Forward
- Will consider entering into MOU with TPL, City, and GRWW

DID (8/10)

- Approved its FY16 budget
- Appointed two new members

- Recommended new Clean Team vendor

MNTIFA (8/12)

- Provided financial support for burying overhead utilities on Mason St.
- Received a presentation on Monroe North-centric projects emerging from GR Forward

Alliances:

INVESTMENT (10/13)

- Chair: Nikos Monoyios, Long Range Planner @ The Rapid
- Received presentations on Great Housing Strategies, HUD Grant, and GRWW

VIBRANCY (10/21)

- Chair – Brandy Moeller, City of Grand Rapids
- Planning Wintertime events

LIVABILITY (10/26)

- Chair: Lynee Wells, Principal @ Williams & Works
- Aligning programmatic and project emphases to reflect GR Forward

DGRI Staff Highlights

Events / Marketing / Communications

- DGRI lobby evolved into GR Forward open house space
- Designing back-cover advertisement for Solace
- Assisting in transition of Arena District marketing efforts to DGRI
- Supported 3 Grand Openings for new Downtown businesses
- Planning for wintertime events (décor, caroling, window wonderland, Valen-tice)

Planning / Development

- Public Review of GR Forward Draft Plan underway – Closing Oct 23
- DGRI parklet installed 9/15
- Collaborating with MEDC, City of GR, Kent County, and Governor's office on very significant HUD resiliency grant application
- DID renewal public hearing held 10/13
- Calder Plaza design RFP to be released 10/16
- DGRI testified at House Local Government Committee hearing on TIF
- Conducting 1-on-1 meetings with Arena South parking stakeholders to prepare transition strategy

Clean, Safe, and Beautiful

- Collaborating with GRPD and stakeholders in response to recent public safety issues
- Preparing for transition of Clean Team service provider

17. Public Comment
None

18. Board Member Discussion
Mr. Talen asked if there have been any changes made to GR Forward since the last time it was presented. Mr. Larson said that the comments have been recorded but not yet added to the document yet. Mr. Larson said that the final document will be made available in November.

19. Adjournment

The meeting adjourned at 9:53am

UNAPPROVED MINUTES

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

November 11, 2015

1. Call to Order – The meeting was called to order at 9:06am by Chair Brian Harris

2. Attendance

Present: Kayem Dunn, Dr. Wendy Falb, Jane Gietzen, Brian Harris, Elissa Hillary, Diana Sieger, Jim Talen, Rick Winn

Absent: Mayor George Heartwell

Others Present: Kristopher Larson (Executive Director), Murphy Ackerman (DDA Executive Asst/Office Manager), Bill Kirk, Tim Kelly, Kimberly Van Driel, Andy Guy, Eric Pratt, Annamarie Buller, LaTarro Traylor (staff), Dick Wendt, Jim Harger, Kate Nadolski, Art Kroon, Alex Sinn, Diedre Deering

3. Approve and Recommend GR Forward Strategic Plan

Mr. Kelly gave a presentation and overview of GR Forward. Mr. Kelly explained that the focus of today's presentation will be to focus on what has changed in the document since it was last presented in July. Mr. Kelly explained that overall DGRI staff held over 360 events and had over 4,400 participants in the plan. Mr. Kelly noted that this was more participants than the Green Grand Rapids and Voices and Visions plans combined. Mr. Kelly said that through public comment staff realized that there was a need for more depth and thought to diversity and inclusion throughout the plan and was happy that the community was able to help solidify the changes to the visions and goals. Mr. Kelly took a moment to revisit the six goals and show where changes had been made in the plan. Mr. Larson took a moment to thank various Board members for their help and participation in the plan. Mr. Larson thanked the MNTIFA for helping to move the Coldbrook projects forward. Mr. Larson thanked Mr. Winn, Mr. Hansen, and Dr. Falb for their participation on the steering committee. Mr. Larson thanked Mr. Talen and Ms. Sieger for their commitment and assistance in having more thoughtful and intentional conversations surrounding diversity and inclusion. And Ms. Gietzen and Dr. Falb for their ideas to include GRPS in the plan. Mr. Larson noted that plans such as GR Forward are only possible with great partners and leaders in the community. Mr. Larson gave an overview of all of the events that have occurred since the first draft was released. Mr. Larson explained that a key focus was to engage and expound on the diversity and inclusion piece. Mr. Larson said that in addition to the events that were held, he was able to engage with many key leaders in the community through one on one conversations. Mr. Larson explained that there were more comments regarding diversity and inclusion and rowing due to more focused outreach

opportunities surrounding those topics. Mr. Larson also noted that some of the more operational comments will be deferred to the alliances or the organization. Mr. Larson gave a high level overview of all of the changes that have been made in the plan and explained how the community can find responses to their comments. Mr. Larson explained that this document was made available to honor our commitment to transparency. Mr. Larson said that there is now a new preamble in the vision statement that helps to outline and present diversity and inclusion at the forefront of the plan. This piece also includes new strategies, measures and targets for how DGRI can begin to measure change. While these may be ambitious goals, they have begun to yield partnerships in the community to help see through and measure these changes. Mr. Larson shared the new housing goal and explained that it has been modified to align with the City's Great Housing Strategies plan. After reviewing all of the changes that have been made to the document, Mr. Larson shared all of the projects that have already begun and gave an overview of all of the implementation partners that have already committed to seeing this plan come to fruition. Mr. Larson said that partners are crucial because this is not simply DGRI's plan but a plan for the entire city and community. Mr. Larson said that with the approvals of both the Monroe North and DDA Boards, the plan will be presented to Planning Commission and then finally City Commission for final approval on December 15th. Ms. Hillary commended the staff on the public participation and thanked them for their dedication to make sure that everyone's voices were heard and represented in this plan. Dr. Falb added that she was immediately impressed with the approach of the consultant team and their dedication to public participation and noted that they exceeded her expectations. Dr. Falb commended DGRI staff on setting a new precedent for what community engagement looks like in our city. Ms. Gietzen said that throughout this process there was critical feedback and was appreciative of the consultants and staff for making adjustments and changing their approach, and believes the plan is better for it. Ms. Sieger added that she is eager to see the impact of the plan on the entire region as it relates to diversity and inclusion as she has already seen a tremendous impact throughout the process of the plan. Ms. Sieger said that as a member of the process for Voices and Visions, she has noted the difference in the GR Forward process and thanked staff for their commitment to having so much of the community involved. Ms. Sieger said that she is happy to have the Grand Rapids Community Foundation partner with this plan and help to see it come to fruition. Mr. Hansen added that he was happy to see the inclusion of GRPS in this process as Grand Rapids has suffered with a deficient school system in past decades. Mr. Hansen said that with the rebirth of that system, the inclusion of the schools in the plan can only be beneficial for the community. Mr. Talen took a moment to note the incredible amount of work that staff has put into this plan and commended them for the marathon sprint that the process has been. Mr. Talen said that he was struck by the comments matrix and is impressed with staff's commitment to providing this to the public. Mr. Talen said he had never seen a planning process not only allow the public to participate so heavily but also to show them exactly where they were heard and how crucial they were to the process. Mr. Talen said this is significant for the credibility of the plan. Dr. Falb added that she hopes people will take the time to read more than just the executive summary because the plan is so rich and detailed and will only excite the community to participate more in the development of their city. Mr. Larson added that staff is working to provide a copy of the final plan to each board member. Mr. Harris said that he can only echo his other board members and commend DGRI for the

task that they have completed. Mr. Harris said he wants to ensure that as a board these goals continue to be at the forefront of conversation. Mr. Harris added that this plan sets Grand Rapids apart from most communities and is thankful that DGRI not only had the motivation to create this plan, but was able to see that it was done the right way. Mr. Harris said that the DDA and MNTIFA are making a commitment to DGRI as a partner for GR Forward with their votes today and encouraged board members to be involved in the implementation process with their respective organizations and communities.

Motion: Jane Gietzen, supported by Rick Winn, moved to approve GR Forward and recommend adoption by the City of Grand Rapids as an amendment to the City Master Plan.

Mr. Larson took a moment to thank staff for their part in this plan and noted that it has been a collective team effort.

12. Public Comment

Mr. Kroon introduced himself to the boards and said that he is upset that the park by Ann Street, Belknap steps, and Switchback Park continue to be in need of attention. Mr. Kroon said he is happy with this plan but wants to make sure that there is action from this plan as opposed to only ideas. Mr. Kroon said that he has been in this community for 75 years and wants to see better access to the parks and river for the community and is sick of inaction. Mr. Harris and Mr. Hansen thanked Mr. Kroon for his comment. Mr. Harris added that he is eager to see these improvements be made in the coming years.

13. Board Member Discussion

Mr. Harris reminded the Board that next week's DDA meeting will be cancelled.

14. Adjournment

The meeting adjourned at 10:01am

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
November 11, 2015
DDA Meeting**

DATE: November 6, 2015

TO: Brian Harris
Chairman

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: FY2016 Financial Statements Through October 31, 2015

Attached are the financial statements for the first four months of the DDA's fiscal year ending June 30, 2016. The attached statements include:

- Statement A: Balance Sheet
- Statement B: Comparison of FY2016 Budget vs Actual Results
- Statement C: Statement of Project Expenditures
- Statement D: Schedule of October, 2015 Expenditures

The first Van Andel Arena debt service payment of the fiscal year was paid in October for the Series 2009A bonds which were issued to partially refund the DDA's Series 1994 bonds. I initiated a number of expenditures corrections in October. Since FY2015 was closed earlier than usual, payments expected to be charged to FY2015 were actually charged to FY2016 which resulted in small negative FY2016 budget variances. The Authority continues to have sufficient cash to support budgeted expenditures.

Unfortunately, I will be out of town on November 11 due to plans I made prior to the decision to hold the November DDA meeting on the Veteran's Day holiday. So, please contact me at 616-456-4514 or jwallace@grcity.us if you have any questions.

Attachments

STATEMENT A

DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet

October 31, 2015

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 4,744,635	\$ 10,206,986	\$ 7,335,781	\$ 22,287,402
Petty Cash	-	-	500	500
Debt Service Reserve Fund	-	5,403,704	-	5,403,704
Accounts Receivable	8,305	-	3,679	11,984
Loan Receivable - Project Developer	698,848	-	-	698,848
Loan Receivable - Special Assessments	14,736	-	-	14,736
General Fixed Assets	-	-	90,051,736	90,051,736
Future Tax Increment Revenues Anticipated	-	30,956,213	183,750	31,139,963
TOTAL ASSETS	\$ 5,466,524	\$ 46,566,903	\$ 97,575,446	\$ 149,608,873
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ 75	\$ -	\$ 293	\$ 368
Parking Revenue Payable	10,882	-	-	10,882
Project Increment Due to Developers	-	-	7,373	7,373
Due to Other Governmental Units	-	4,082,617	-	4,082,617
Debt Increment Reimbursement Payable	-	2,613,013	-	2,613,013
Deposit - Area 1 and Area 5 Options to Buy	107,578	-	-	107,578
Deposit - Movies in the Park Vendors	2,300	-	-	2,300
Net Retiree Health Care Obligation ¹	-	-	(5,349)	(5,349)
Prior Year Property Tax Appeals	-	19,798	9,111	28,909
Deferred Revenue - Developer Loan	698,848	-	-	698,848
Contract Payable	-	-	183,750	183,750
Bonds Payable	-	30,956,213	-	30,956,213
TOTAL LIABILITIES	819,683	37,671,641	195,178	38,686,502
Fund Balance / Equity:				
Investments in General Fixed Assets	-	-	90,051,736	90,051,736
Non-Tax Increment Reserve	4,019,906	-	-	4,019,906
Reserve for Authorized Projects	-	-	6,319,644	6,319,644
Reserve for Brownfield Series 2012A Bonds	530,637	-	-	530,637
Reserve for Compensated Absences	-	-	8,033	8,033
Reserve for Eligible Obligations	-	8,895,262	-	8,895,262
Reserve for Encumbrances	96,298	-	1,000,855	1,097,153
TOTAL FUND EQUITY	4,646,841	8,895,262	97,380,268	110,922,371
TOTAL LIABILITIES & FUND EQUITY	\$ 5,466,524	\$ 46,566,903	\$ 97,575,446	\$ 149,608,873

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

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2016 Budget vs Actual Results July 1, 2015 - October 31, 2015

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 7,970,567	\$ 8,092,538	\$ 4,695,425	\$ 4,257,458
Property Tax Increment - Transit Millage	-	-	-	-	417,548	417,548
Property Tax Increment - Prior Year Appeals	-	-	(100,000)	-	(100,000)	-
Property Tax Increment - Rebates to City / ITP	-	-	-	-	(150,850)	-
Special Assessments - Areaway	15,000	-	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	25,225	24,198
Interest on Investments - General	16,719	4,311	8,000	-	60,500	13,061
Interest on Investments - Multi-Year Accrual Reversal ¹	-	(27,291)	-	-	-	(71,600)
Interest on Investments - The Gallery Note	30,887	-	-	-	-	-
Property Rental - DASH Parking Lots	318,150	29,493	-	-	-	-
Property Rentals - Winter Avenue Building	9,000	-	-	-	-	-
Property Rentals - YMCA Customer Parking	53,000	16,900	-	-	-	-
Event Sponsorships and Support	40,000	25,000	-	-	-	-
Principal Repayments - The Gallery on Fulton Note	50,000	-	-	-	-	-
GR Forward Participation Reimbursement	-	-	-	-	-	(21,927) ²
Reimbursements and Fees - Miscellaneous	500	1,150	-	-	15,000	4,029
From / (To) Fund Balance	2,582,395	-	(8,000)	-	1,575,056	-
TOTAL REVENUES	\$ 3,115,651	\$ 49,563	\$ 7,870,567	\$ 8,092,538	\$ 6,537,904	\$ 4,622,767
EXPENDITURES						
<u>Investment - Planning and Infrastructure</u>						
Development Incentive Programs	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000	\$ 481,504
Transit Projects - Transit Millage Funded	-	-	-	-	230,000	(18,750) ²
Planning	15,000	-	-	-	75,000	43,618
Public Infrastructure	2,051,451	-	-	-	2,505,000	316,580
Investment Total	\$ 2,066,451	\$ -	\$ -	\$ -	\$ 3,860,000	\$ 822,952
<u>Livability - Residents / Workers / Neighborhood</u>	465,000	54,734	-	-	995,000	40,095
<u>Vibrancy - Attracting Visitors</u>	532,000	91,837	-	-	270,000	14,320
<u>Miscellaneous</u>	50,000	16,655	-	-	-	-
Total Alliance Projects	\$ 3,113,451	\$ 163,226	\$ -	\$ -	\$ 5,125,000	\$ 877,367
Administration	2,200	394	-	-	952,863	527,415
Debt Service for Bond Issues	-	-	5,479,525	742,263	460,041	47,833
Estimated Capture to be Returned	-	-	2,391,042	-	-	-
TOTAL EXPENDITURES	\$ 3,115,651	\$ 163,620	\$ 7,870,567	\$ 742,263	\$ 6,537,904	\$ 1,452,615
EXCESS / (DEFICIT)	\$ -	\$ (114,057)	\$ -	\$ 7,350,275	\$ -	\$ 3,170,152

Note 1: For efficiency reasons, the City Treasurer does not record interest revenue when earned from multiple year investments. Instead, revenues associated with multiple year investments are accumulated annually, accrued, & then reversed in the following fiscal year.

Note 2: This is an FY2015 accrual reversal which will be eliminated once the balance is paid.

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STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY
Statement of Current Project Expenditures
As of October 31, 2015

Project Title	Project Budgets		EXPENDITURES			Available Budget
	%	Cost	Month	Fiscal Year	All Years	
Areaway Fill Program (ARIP)		\$ 70,000 ^{1,2}	\$ -	\$ -		\$ 70,000
Building Re-use Incentive Program (BRIP)		250,000 ^{1,2}	-	-		250,000
Development Project Guidance		80,000 ^{1,2}	-	601		79,399
Development Project Reimbursements		600,000 ^{1,2}	-	480,903		119,097
Streetscape Improvement Incentive Program		50,000 ^{1,2}	-	-		50,000
Investment - Development Incentives Sub-Total	7.45%	\$ 1,050,000	\$ -	\$ 481,504		\$ 568,496
DASH North Shuttle Services		80,000 ^{1,2}	-	(18,750)		98,750
New Downtown Circulator Infrastructure		250,000 ²	-	-	-	250,000
Investment - Transit Millage Funded Sub-Total	2.34%	\$ 330,000	\$ -	\$ (18,750)	\$ -	\$ 348,750
Downtown Plan		668,089 ²	255	43,618	636,707	31,382
Investment - Planning Sub-Total	4.74%	\$ 668,089	\$ 255	\$ 43,618	\$ 636,707	\$ 31,382
Arena South Implementation		998,594 ²	4,246	7,159	55,753	942,841
Bostwick Avenue - Lyon St to Crescent St		225,000 ²	191,193	192,349	192,349	32,651
Bridge Street Streetscape Improvs		239,003 ²	48,816	51,729	65,732	173,271
Grandville Ave Area Improvements		850,000 ²	15,050	55,068	55,068	794,932
Ionia Ave 9 - Buckley St to Wealthy St		886,673 ²	-	-	707,833	178,840
Library Area Improvements		130,000 ²	-	-	-	130,000
Lyon Square Improvements		200,000 ²	-	-	-	200,000
Monroe Ave Resurfacing - Louis to I-196		165,000 ²	-	1,040	77,885	87,115
Monroe Center-Phase 3 / Monument Park		725,000 ²	-	9,235	1,289,791	(564,791)
Ottawa Avenue Public Improvements		330,000 ²	-	-	186,633	143,367
Pearl Street Gateway Enhancements		600,000 ²	-	-	-	600,000
Rowe Hotel Public Improvements		120,000 ²	-	-	-	120,000
State Street - Jefferson to Lafayette		900,000 ²	-	-	-	900,000
Veterans Park Improvements		1,100,000 ²	-	-	89,341	1,010,659
Weston Street - Sheldon to LaGrave Ave		100,000 ²	-	-	-	100,000
Investment - Public Infrastructure Sub-Total	53.74%	\$ 7,569,270	\$ 259,305	\$ 316,580	\$ 2,720,385	\$ 4,848,885
Downtown Speakers Series		15,000 ^{1,3}	-	-		15,000
Investment - Non-Tax Supported Sub-Total	0.11%	\$ 15,000	\$ -	\$ -		\$ 15,000
Accessibility and Mobility Repairs		10,000 ^{1,2}	-	-		10,000
Bicycle Friendly Improvements		1,269,088 ²	-	643	130,164	1,138,924
Downtown Census		39,000 ²	-	-	14,000	25,000
Heartside Public Restroom Facility		100,000 ²	-	-	-	100,000
Public Realm Improvements		549,598 ²	15,775	34,272	83,870	465,728
Skywalk Wayfinding Sign Improvements		50,000 ²	-	-	-	50,000
Snowmelt System Repairs / Investigation		50,000 ^{1,2}	-	41		49,959
Tree Well Fill		150,000 ²	-	-	-	150,000
Urban Recreation Plan		504,084 ²	-	-	54,084	450,000
Wayfinding System Improvements		393,926 ²	-	5,139	39,065	354,861
Livability - Local Tax Supported Sub-Total	22.12%	\$ 3,115,696	\$ 15,775	\$ 40,095	\$ 321,183	\$ 2,794,472
Division Ave Task Force Implementation		5,000 ^{1,3}	-	-		5,000
Downtown Ambassadors		225,000 ^{1,3}	127	51,155		173,845
Educational Partnerships Initiatives		5,000 ^{1,3}	-	-		5,000
Project and Fixed Asset Maintenance		50,000 ^{1,3}	-	-		50,000
Recreational Walk / Tour Signage		35,000 ³	-	-	9,715	25,285
Riverwalk Maintenance		25,000 ^{1,3}	-	-		25,000
Stakeholder Engagement Programs		7,500 ^{1,3}	-	1,500		6,000
Street Trees Maintenance Program		5,000 ^{1,3}	-	-		5,000
Transportation Demand Mnmt Program		125,000 ^{1,3}	1,749	2,079		122,921
Winter Avenue Building Lease		2,500 ^{1,3}	-	-		2,500
Livability - Non-Tax Supported Sub-Total	3.44%	\$ 485,000	\$ 1,876	\$ 54,734	\$ 9,715	\$ 420,551
Downtown Marketing & Inclusion		250,000 ^{1,2}	-	13,760		236,240
State of Dntn Event & Annual Reports		20,000 ^{1,2}	-	-		20,000
Wayfinding Sign Maintenance		- ^{1,2}	-	560		(560)
Vibrancy Local Tax Supported Sub-Total	1.92%	\$ 270,000	\$ -	\$ 14,320	\$ -	\$ 255,680
Bridge Lighting Operations		10,000 ^{1,3}	-	-		10,000
DGRI Event Production		60,000 ^{1,3}	504	13,761		46,239
Diversity/Inclusion Programming		10,000 ^{1,3}	2,800	9,497		503
Downtown Marketing & Inclusion		- ^{1,3}	2,113	14,476		(14,476)
Downtown Workforce Program		20,000 ^{1,3}	3,410	6,149		13,851
Go-Site Visitor Center at GRAM		10,000 ^{1,3}	-	-		10,000
Holiday Décor Program		30,000 ^{1,3}	-	-		30,000
Major Event Sponsorship		80,000 ^{1,3}	-	31,892		48,108
Public Space Activation		35,000 ^{1,3}	975	4,173		30,827
Rosa Parks Circle Skating Operations		42,000 ^{1,3}	-	-		42,000
Special Events - Grants		50,000 ^{1,3}	-	2,000		48,000
Special Events - Office of		100,000 ^{1,3}	-	-		100,000
Special Events - Training Program		5,000 ^{1,3}	-	-		5,000
State of Dntn Event & Annual Reports		- ^{1,3}	-	55		(55)
Ticketed Events - Police Services		80,000 ^{1,3}	6,523	9,834		70,166
Vibrancy Non-Tax Supported Sub-Total	3.78%	\$ 532,000	\$ 16,325	\$ 91,837		\$ 440,163
Experience - Miscellaneous		50,000^{1,3}	18	16,655		33,345
TOTAL	99.65%	\$ 14,085,055	\$ 293,554	\$ 1,040,593		\$ 9,756,724

Note 1: Current year (FY2016) budget only.

Note 2: Paid from local tax increment. Note 3: Paid from non-tax funds.

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STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures
October, 2015

Source	Vendor	Purpose / Project	Description	Amount
Debt	U.S. Bank Corporate Trust	MMBA 2009A Bonds - Van Andel Arena	Semi-annual interest payment	\$ 742,262.50
Local	Michigan Dept of Transportation	State Street - Jefferson to Lafayette	General construction September 2015	107,405.20
Local	Michigan Dept of Transportation	State Street - Jefferson to Lafayette	General construction October 2015	81,553.73
Local	Brownfield Redevelopment Authority	Brownfield Series 2012A Bonds	Annual debt service support - Ionia S of Wealthy	75,000.00
Local	Paychex	Administration	DGRI payroll, taxes, 401(k), FSA - October, 2015	59,921.64
Local	Nagel Construction Inc	Bridge Street Streetscape Improvs	Reconstruct Bridge Street - Winter to Summer Ave	44,569.62
Local	County of Kent	KCDC - Series 2008 Floodwalls	Annual principal payment	44,250.00
Local	Studio Wise LLC	Public Realm Improvements	Public parklet	15,775.00
Local	Diversco Construction Co Inc	Grandville Ave Area improvements	Reconstruct Bartlett St - Market Ave to Grandville Ave	7,809.02
Local	Diversco Construction Co Inc	Grandville Ave Area improvements	Reconstruct Bartlett St - Market Ave to Grandville Ave	7,241.21
Non Tax	City Treasurer - Police Department	Ticketed Events - Police Services	Police overtime costs - September 2015	6,523.33
Local	City Treasurer - Budget Office	Administration	Support services allocation - October 2015	15,152.00
Local	Federal Square Building Co #1 LLC	Administration	Share of - lease October 2015	5,749.42
Local	City of Grand Rapids	Administration	Staff services - October 2015	5,621.60
Local	Fishbeck, Thompson, Carr & Huber	Bridge Street Streetscape Improvs	GR/PED safety improvements	4,246.31
Local	Fishbeck, Thompson, Carr & Huber	Arena South Implementation	GR/PED safety improvements	4,246.31
Local	County of Kent	KCDC - Series 2008 Floodwalls	Semi-annual interest payment	3,582.81
Non Tax	City Treasurer - Parks and Recreation	Downtown Workforce Program	Outdoor fitness classes 06/2015-08/2015	3,010.00
Non Tax	NAACP	Diversity/Inclusion Programming	Annual fundraiser sponsorship	2,500.00
Non Tax	Cassidy Bisher	Downtown Marketing	Post production - DGRI video for ArtPrize	2,000.00
Non Tax	Fifth Third Bank - Procurement Card	Experience - Miscellaneous	A. Sanborn flight and hotel for DC HUD grant meeting	1,711.05
Local	Soil and Materials Engineers, Inc.	State Street - Jefferson to Lafayette	General construction from 07/27/15-08/23/15	1,581.40
Non Tax	Correction - Priority Health	Transportation Demand Mmnt Program	Pmt posted to 70M565 - sb Trans Demnd Mgmt Prog	1,293.58
Local	City Treasurer - Risk Management	Administration	General insurance - October 2015	745.00
Local	Blue Cross Blue Shield of Michigan	Administration	Share of dental insurance premium Nov 2015-Jan 2016	722.91
Local	City Treasurer - Parking Services	Administration	Parking validations - October 2015	696.00
Local	Fishbeck, Thompson, Carr & Huber	Bridge Street Streetscape Improvs	General Construction 08/28/2015	652.44
Non Tax	Matt Gabriel	DGRI Event Production	Movies in the park music performance- 08/21/2015	350.00
Non Tax	Fifth Third Bank - Procurement Card	Public Space Activation	Public space supplies	325.40
Non Tax	Fifth Third Bank - Procurement Card	Diversity/Inclusion Programming	LINC sponsorship lunch	300.00
Non Tax	Fifth Third Bank - Procurement Card	Administration	K. Larson lunch meetings	260.02
Non Tax	Correction - TGG, Inc	Transportation Demand Mmnt Program	Pmt posted to 70M565 - sb Trans Demnd Mgmt Prog	257.32
Local	TDS Metrocom LLC	Administration	Share of 29 Pearl NW telephone service - Sept 2015	250.65
Local	Federal Square Building Co #1 LLC	Administration	Share of electricity - 29 Pearl Street, NW October 2015	233.97
Non Tax	Jewels of Africa	Public Space Activation	Pop Up Performer - 06/15/2015	225.00
Local	Fusion IT LLC	Administration	Share of remote server backup services 10/15	215.07
Local	Fifth Third Bank - Procurement Card	Downtown Plan	GR Forward buttons	213.95
Local	Fifth Third Bank - Procurement Card	Administration	Share of office supplies	210.13
Non Tax	Kari Lynch	Downtown Workforce Program	Relax at rosa performance- 09/16/2015	200.00
Non Tax	Matt Gabriel	Downtown Workforce Program	Relax at rosa performance- 09/10/2015	200.00
Local	Tim Kelly	Administration	Mileage reimbursement - miscellaneous 09/30/15-10/13/15	198.15
Local	Fifth Third Bank - Procurement Card	Administration	K. Larson IDA conference travel	192.25
Local	Cellco Partnership dba Verizon	Administration	Share of staff cellphone svc/equip 09/02-10/01/2015	186.82
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	177.29
Local	Great America Financial Services	Administration	Share of Ricoh copier system lease - October 2015	176.78
Local	PCS Gophers Ltd	Administration	Interoffice and mail service	156.94
Local	PCS Gophers Ltd	Administration	Interoffice and mail service	156.94
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies in the park supplies	153.56
Non Tax	Andrea Beary	Public Space Activation	Chalk flood artist	150.00
Local	Paychex	Administration	DGRI payroll processing fees - October, 2015	142.34
Local	Paychex	Administration	DGRI HRS processing fees - October, 2015	140.00
Non Tax	City Treasurer - Parking Services	Administration	Parking - DGRI staff- October 2015	127.00
Non Tax	Nicholas James Thomsma	Public Space Activation	Pop Up Performer - 09/10-09/11/2015	125.00
Local	Comcast	Administration	Share of high speed internet- October 2015	118.59
Non Tax	Fifth Third Bank - Procurement Card	Downtown Marketing & Inclusion	Nationbuilder subscription	113.00
Local	Engineered Protection Systems Inc	Administration	Share of security services	77.42
Non Tax	Nicholas James Thomsma	Public Space Activation	Pop Up Performer - 09/22-09/26/2015	75.00
Non Tax	Swift Printing & Communications	Public Space Activation	Poster prints for artprize pieces	74.60
Local	Eric N Pratt	Administration	MDA Board meeting travel expenses - 10/7/15	68.60

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures
October, 2015

Page 2

Source	Vendor	Purpose / Project	Description	Amount
<i>continued from previous page</i>				
Local	Breck Graphics Inc. dba Allegra	Administration	Share of - J. Kovalcik business cards	\$ 67.91
Non Tax	Blue Cross Blue Shield of Michigan	Transportation Demand Mnmt Program	B. Kirk dental insurance premium Nov 2015-Jan 2016	66.66
Non Tax	Correction - Blue Cross Blue Shield	Transportation Demand Mnmt Program	Pmt posted to 70M565 - sb Trans Demnd Mgmt Prog	66.66
Non Tax	Cellco Partnership dba Verizon	Transportation Demand Mnmt Program	B. Kirk cellphone svc/equip 09/02-10/01/2015	65.20
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	43.68
Local	Fifth Third Bank - Procurement Card	Downtown Plan	GR Forward lunch meeting	41.04
Local	JPMorganChase	Administration	DGRI payroll account bank fees - October, 2015	40.41
Local	Gordon Water Systems	Administration	Share of water cooler	23.44
Local	Gordon Water Systems	Administration	Share of water cooler	12.03
Local	Fusion IT LLC	Administration	Share of IT services DNS hosting- September 2015	10.32
Local	Gordon Water Systems	Administration	Share of water cooler	6.88
Local	Gordon Water Systems	Administration	Share of water cooler	6.88
Local	Gordon Water Systems	Administration	Share of water cooler	6.88
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	6.01
Non Tax	Correction - Blue Cross Blue Shield	Experience - Miscellaneous	Pmt posted to 70M565 - sb Trans Demnd Mgmt Prog	(66.66)
Non Tax	Correction - Consumers Energy	Riverfront Hotel Public Facility	Payment transferred to DID	(75.02)
Local	Correction - Great American Prods	Administration	Original payment was to wrong vendor	(176.78)
Non Tax	Correction - TGG, Inc	Experience - Miscellaneous	Pmt posted to 70M565 - sb Trans Demnd Mgmt Prog	(257.32)
Non Tax	Correction - Priority Health	Experience - Miscellaneous	Pmt posted to 70M565 - sb Trans Demnd Mgmt Prog	(1,293.58)
OCTOBER , 2015 EXPENDITURES				<u>\$ 1,241,268.51</u>

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

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 4.
December 9, 2015
DDA Meeting**

DATE: December 8, 2015

TO: Brian Harris
Chairman

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: FY2016 Financial Statements Through November 30, 2015

Attached are the financial statements for the first five months of the DDA's fiscal year ending June 30, 2016. The attached statements include:

- Statement A: Balance Sheet
- Statement B: Comparison of FY2016 Budget vs Actual Results
- Statement C: Statement of Project Expenditures
- Statement D: Schedule of November, 2015 Expenditures

November was a relatively quiet month financially as staff focused on the final stages of the GR Forward process. On Statement B, Local Tax Increment Actual Expenditures for the Administration line item are higher than expected because year to date payroll has not yet been allocated to Authority projects or to the Monroe North Tax Increment Financing Authority and the Downtown Improvement District. However, the Authority continues to have sufficient cash to support budgeted expenditures.

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

Attachments

STATEMENT A

DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet

November 30, 2015

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 4,724,747	\$ 10,206,986	\$ 7,183,989	\$ 22,115,722
Petty Cash	-	-	500	500
Debt Service Reserve Fund	-	5,403,704	-	5,403,704
Accounts Receivable	-	-	3,679	3,679
Loan Receivable - Project Developer	698,848	-	-	698,848
Loan Receivable - Special Assessments	14,736	-	-	14,736
General Fixed Assets	-	-	90,051,736	90,051,736
Future Tax Increment Revenues Anticipated	-	30,956,214	183,750	31,139,964
TOTAL ASSETS	\$ 5,438,331	\$ 46,566,904	\$ 97,423,654	\$ 149,428,889
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ 500	\$ -	\$ 2,091	\$ 2,591
Parking Revenue Payable	10,882	-	-	10,882
Project Increment Due to Developers	-	-	7,373	7,373
Due to Other Governmental Units	-	4,082,617	-	4,082,617
Debt Increment Reimbursement Payable	-	2,613,012	-	2,613,012
Deposit - Area 1 and Area 5 Options to Buy	107,578	-	-	107,578
Deposit - Movies in the Park Vendors	250	-	-	250
Net Retiree Health Care Obligation ¹	-	-	(5,349)	(5,349)
Prior Year Property Tax Appeals	-	19,798	9,111	28,909
Deferred Revenue - Developer Loan	698,848	-	-	698,848
Contract Payable	-	-	183,750	183,750
Bonds Payable	-	30,956,214	-	30,956,214
TOTAL LIABILITIES	818,058	37,671,641	196,976	38,686,675
Fund Balance / Equity:				
Investments in General Fixed Assets	-	-	90,051,736	90,051,736
Non-Tax Increment Reserve	4,033,632	-	-	4,033,632
Reserve for Authorized Projects	-	-	6,204,926	6,204,926
Reserve for Brownfield Series 2012A Bonds	530,637	-	-	530,637
Reserve for Compensated Absences	-	-	8,033	8,033
Reserve for Eligible Obligations	-	8,895,263	-	8,895,263
Reserve for Encumbrances	56,004	-	961,983	1,017,987
TOTAL FUND EQUITY	4,620,273	8,895,263	97,226,678	110,742,214
TOTAL LIABILITIES & FUND EQUITY	\$ 5,438,331	\$ 46,566,904	\$ 97,423,654	\$ 149,428,889

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

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2016 Budget vs Actual Results July 1, 2015 - November 30, 2015

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 7,970,567	\$ 8,092,537	\$ 4,695,425	\$ 4,257,458
Property Tax Increment - Transit Millage	-	-	-	-	417,548	417,548
Property Tax Increment - Prior Year Appeals	-	-	(100,000)	-	(100,000)	-
Property Tax Increment - Rebates to City / ITP	-	-	-	-	(150,850)	-
Special Assessments - Areaway	15,000	-	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	25,225	24,198
Interest on Investments - General	16,719	6,708	8,000	-	60,500	24,055
Interest on Investments - Multi-Year Accrual Reversal	-	(27,291)	-	-	-	(71,600) ¹
Interest on Investments - The Gallery Note	30,887	-	-	-	-	-
Property Rental - DASH Parking Lots	318,150	29,493	-	-	-	-
Property Rentals - Movies in the Park Vendors	-	-	-	-	-	-
Property Rentals - Winter Avenue Building	9,000	-	-	-	-	-
Property Rentals - YMCA Customer Parking	53,000	21,125	-	-	-	-
Event Sponsorships and Support	40,000	27,650	-	-	-	-
Principal Repayments - The Gallery on Fulton Note	50,000	-	-	-	-	-
Reimbursement - GR Public Schools for GR Forward	-	-	-	-	-	(21,927) ²
Sale of Parking Area 5 - Non-Refundable Deposit	-	60,000	-	-	-	-
Write Off Uncollectible Accounts - Wayfinding Signs	-	(8,305)	-	-	-	-
Reimbursements and Fees - Miscellaneous	500	250	-	-	15,000	3,954
From / (To) Fund Balance	2,582,395	-	(8,000)	-	1,575,056	-
TOTAL REVENUES	\$ 3,115,651	\$ 109,630	\$ 7,870,567	\$ 8,092,537	\$ 6,537,904	\$ 4,633,686
EXPENDITURES						
<u>Investment - Planning and Infrastructure</u>						
Development Incentive Programs	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000	\$ 483,542
Transit Projects - Transit Millage Funded	-	-	-	-	230,000	(18,750) ²
Planning	15,000	-	-	-	75,000	49,043
Public Infrastructure	2,051,451	-	-	-	2,505,000	348,740
Investment Total	\$ 2,066,451	\$ -	\$ -	\$ -	\$ 3,860,000	\$ 862,575
<u>Livability - Residents / Workers / Neighborhood</u>	465,000	88,167	-	-	995,000	51,110
<u>Vibrancy - Attracting Visitors</u>	532,000	144,884	-	-	270,000	31,461
<u>Miscellaneous</u>	50,000	16,655	-	-	-	-
Total Alliance Projects	\$ 3,113,451	\$ 249,706	\$ -	\$ -	\$ 5,125,000	\$ 945,146
Administration	2,200	549	-	-	952,863	624,144
Debt Service for Bond Issues	-	-	5,479,525	742,262	460,041	47,833
Estimated Capture to be Returned	-	-	2,391,042	-	-	-
TOTAL EXPENDITURES	\$ 3,115,651	\$ 250,255	\$ 7,870,567	\$ 742,262	\$ 6,537,904	\$ 1,617,123
EXCESS / (DEFICIT)	\$ -	\$ (140,625)	\$ -	\$ 7,350,275	\$ -	\$ 3,016,563

Note 1: For efficiency reasons, the City Treasurer does not record interest revenue when earned from multiple year investments. Instead, revenues associated with multiple year investments are accumulated annually, accrued, & then reversed in the following fiscal year.

Note 2: This is an FY2015 accrual reversal which will be eliminated once the balance is paid.

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STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY
Statement of Current Project Expenditures
As of November 30, 2015

Project Title	Project Budgets		EXPENDITURES			Available Budget
	%	Cost	Month	Fiscal Year	All Years	
Areaway Fill Program (ARIP)		70,000 ^{1,2}	-	-	-	70,000
Building Re-use Incentive Program (BRIP)		250,000 ^{1,2}	-	-	-	250,000
Development Project Guidance		80,000 ^{1,2}	2,038	2,639	-	77,361
Development Project Reimbursements		600,000 ^{1,2}	-	480,903	-	119,097
Streetscape Improvement Incentive Program		50,000 ^{1,2}	-	-	-	50,000
Investment - Development Incentives Sub-Total	7.45%	\$ 1,050,000	\$ 2,038	\$ 483,542	\$ -	\$ 566,458
DASH North Shuttle Services		80,000 ^{1,2}	-	(18,750)	-	98,750
New Downtown Circulator Infrastructure		250,000 ²	-	-	-	250,000
Investment - Transit Millage Funded Sub-Total	2.34%	\$ 330,000	\$ -	\$ (18,750)	\$ -	\$ 348,750
Downtown Plan		668,089 ²	5,425	49,043	642,132	25,957
Investment - Planning Sub-Total	4.74%	\$ 668,089	\$ 5,425	\$ 49,043	\$ 642,132	\$ 25,957
Arena South Implementation		998,594 ²	-	7,159	55,753	942,841
Bostwick Avenue - Lyon St to Crescent St		225,000 ²	299	192,648	192,648	32,352
Bridge Street Streetscape Improvs		239,003 ²	30,908	82,637	96,640	142,363
Grandville Ave Area Improvements		850,000 ²	953	56,021	56,021	793,979
Ionia Ave 9 - Buckley St to Wealthy St		886,673 ²	-	-	707,833	178,840
Library Area Improvements		130,000 ²	-	-	-	130,000
Lyon Square Improvements		200,000 ²	-	-	-	200,000
Monroe Ave Resurfacing - Louis to I-196		165,000 ²	-	1,040	77,885	87,115
Monroe Center-Phase 3 / Monument Park		725,000 ²	-	9,235	1,289,791	(564,791)
Ottawa Avenue Public Improvements		330,000 ²	-	-	186,633	143,367
Pearl Street Gateway Enhancements		600,000 ²	-	-	-	600,000
Rowe Hotel Public Improvements		120,000 ²	-	-	-	120,000
State Street - Jefferson to Lafayette		900,000 ²	-	-	-	900,000
Veterans Park Improvements		1,100,000 ²	-	-	89,341	1,010,659
Weston Street - Sheldon to LaGrave Ave		100,000 ²	-	-	-	100,000
Investment - Public Infrastructure Sub-Total	53.74%	\$ 7,569,270	\$ 32,160	\$ 348,740	\$ 2,752,545	\$ 4,816,725
Downtown Speakers Series		15,000 ^{1,3}	-	-	-	15,000
Investment - Non-Tax Supported Sub-Total	0.11%	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Accessibility and Mobility Repairs		10,000 ^{1,2}	-	-	-	10,000
Bicycle Friendly Improvements		1,269,088 ²	1,243	1,886	131,407	1,137,681
Downtown Census		39,000 ²	-	-	14,000	25,000
Heartside Public Restroom Facility		100,000 ²	-	-	-	100,000
Public Realm Improvements		549,598 ²	4,770	39,042	88,640	460,958
Skywalk Wayfinding Sign Improvements		50,000 ²	-	-	-	50,000
Snowmelt System Repairs / Investigation		50,000 ^{1,2}	5,002	5,043	-	44,957
Tree Well Fill		150,000 ²	-	-	-	150,000
Urban Recreation Plan		504,084 ²	-	-	54,084	450,000
Wayfinding System Improvements		393,926 ²	-	5,139	39,065	354,861
Livability - Local Tax Supported Sub-Total	22.12%	\$ 3,115,696	\$ 11,015	\$ 51,110	\$ 327,196	\$ 2,783,457
Division Ave Task Force Implemntn		5,000 ^{1,3}	-	-	-	5,000
Downtown Ambassadors		225,000 ^{1,3}	26,289	77,444	-	147,556
Educational Partnerships Initiatives		5,000 ^{1,3}	5,000	5,000	-	-
Project and Fixed Asset Maintenance		50,000 ^{1,3}	-	-	-	50,000
Recreational Walk / Tour Signage		35,000 ³	-	-	9,715	25,285
Riverwalk Maintenance		25,000 ^{1,3}	-	-	-	25,000
Stakeholder Engagement Programs		7,500 ^{1,3}	2,000	3,500	-	4,000
Street Trees Maintenance Program		5,000 ^{1,3}	-	-	-	5,000
Transportation Demand Mnmt Prog		125,000 ^{1,3}	144	2,223	-	122,777
Winter Avenue Building Lease		2,500 ^{1,3}	-	-	-	2,500
Livability - Non-Tax Supported Sub-Total	3.44%	\$ 485,000	\$ 33,433	\$ 88,167	\$ 9,715	\$ 387,118
Downtown Marketing & Inclusion		250,000 ^{1,2}	17,141	30,901	-	219,099
State of Dntn Event & Annual Reports		20,000 ^{1,2}	-	-	-	20,000
Wayfinding Sign Maintenance		- ^{1,2}	-	560	-	(560)
Vibrancy Local Tax Supported Sub-Total	1.92%	\$ 270,000	\$ 17,141	\$ 31,461	\$ -	\$ 238,539
Bridge Lighting Operations		10,000 ^{1,3}	-	-	-	10,000
DGRI Event Production		60,000 ^{1,3}	4,807	18,568	-	41,432
Diversity/Inclusion Programming		10,000 ^{1,3}	-	9,497	-	503
Downtown Marketing & Inclusion		- ^{1,3}	995	15,471	-	(15,471)
Downtown Workforce Program		20,000 ^{1,3}	337	6,486	-	13,514
Go-Site Visitor Center at GRAM		10,000 ^{1,3}	-	-	-	10,000
Holiday Décor Program		30,000 ^{1,3}	-	-	-	30,000
Major Event Sponsorship		80,000 ^{1,3}	30,000	61,892	-	18,108
Public Space Activation		35,000 ^{1,3}	6,027	10,200	-	24,800
Rosa Parks Circle Skating Operations		42,000 ^{1,3}	-	-	-	42,000
Special Events - Grants		50,000 ^{1,3}	10,881	12,881	-	37,119
Special Events - Office of		100,000 ^{1,3}	-	-	-	100,000
Special Events - Training Program		5,000 ^{1,3}	-	-	-	5,000
State of Dntn Event & Annual Reports		- ^{1,3}	-	55	-	(55)
Ticketed Events - Police Services		80,000 ^{1,3}	-	9,834	-	70,166
Vibrancy Non-Tax Supported Sub-Total	3.78%	\$ 532,000	\$ 53,047	\$ 144,884	\$ -	\$ 387,116
Experience - Miscellaneous		50,000^{1,3}	-	16,655	-	33,345
TOTAL	99.65%	\$ 14,085,055	\$ 154,259	\$ 1,194,852	\$ -	\$ 9,602,465

Note 1: Current year (FY2016) budget only.

Note 2: Paid from local tax increment. Note 3: Paid from non-tax funds.

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STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures
November, 2015

Source	Vendor	Purpose / Project	Description	Amount
Local	Paychex	Administration	DGRI payroll, taxes, 401(k), FSA - November, 2015	\$ 61,753.47
Local	Nagel Construction Inc	Bridge Street Streetscape Improvs	General construction	30,255.70
Non Tax	ArtPrize Grand Rapids	Major Event Sponsorship	ArtPrize 2015 sponsorship	30,000.00
Non Tax	Mydatt Services, dba Block by Block	Downtown Ambassadors	Monthly services - September 2015	24,510.78
Non Tax	Hispanic Center of West Michigan	Special Events - Grants	Marketing costs	10,000.00
Local	BDO Seidman LLP	Administration	FY2015 annual financial audit	6,500.00
Local	City of Grand Rapids	Administration	Staff services - November 2015	6,152.00
Local	Federal Square Building Co #1 LLC	Administration	Share of - lease November 2015	5,864.41
Local	Mighty Co.	Downtown Marketing & Inclusion	Web design and development	5,060.00
Non Tax	West Mich Center for Arts & Tech	Educational Partnership Initiatives	Utility box mural projects	5,000.00
Local	Geotech Inc.	Snowmelt System Repairs/Investigation	Snowmelt system repairs October 2015	4,773.50
Non Tax	GRCAC dba Comm Media Center	DGRI Event Production	Staffing for movies in the park	3,516.00
Local	Site Design Solutions, LLC dba Virdis	Public Realm Improvements	Design services	3,500.00
Local	City Treasurer - Budget Office	Administration	Support services allocation - November 2015	3,236.65
Local	SMG - Food & Bev, dba Savor Catering	Downtown Marketing & Inclusion	Comm Inclusion Group Downtown Plan event catering	3,068.00
Non Tax	Nicholas Nortier	Public Space Activation	Ah-nab-awen Park tunnel mural	2,777.49
Local	Mighty Co.	Downtown Marketing & Inclusion	Web design and development- advanced analytics	2,500.00
Local	J Robinson dba GR Area Black Biz	Downtown Marketing & Inclusion	GR Forward community/neighborhood engagement	2,250.00
Local	J Robinson dba GR Area Black Biz	Downtown Marketing & Inclusion	GR Forward community/neighborhood engagement	2,250.00
Local	Swift Printing & Communications	Downtown Plan	GR Forward drafts	2,120.00
Local	Fifth Third Bank - Procurement Card	Downtown Plan	Miscellaneous GR Forward meeting food	2,075.76
Non Tax	Boy Scouts Gerald R. Ford Council	Stakeholder Engagement	Fulfilling the Dream table sponsor	2,000.00
Non Tax	Nicholas Nortier	Public Space Activation	Ah-nab-awen Park tunnel mural	2,000.00
Non Tax	Swank Motion Pictures	DGRI Event Production	Rights for indoor movie series	1,291.00
Local	Dickinson Wright PLLC	Administration	Share of legal services - DGRI misc matters Aug 2015	1,252.60
Local	CycleSafe Inc USA	Bicycle Friendly Improvements	Bicycle repair stations	1,205.00
Local	J Robinson dba GR Area Black Biz	Downtown Marketing & Inclusion	GRABB Black Market sponsorship	1,000.00
Local	Site Design Solutions, LLC dba Virdis	Public Realm Improvements	Design services	1,000.00
Non Tax	The Arena District Inc	Downtown Marketing & Inclusion	Arena district "Tastes Grand Guide"	995.00
Local	Diversco Construction Co Inc	Grandville Ave Area Improvements	General construction	952.96
Local	Dickinson Wright PLLC	Administration	Legal services - misc matters September 2015	891.80
Non Tax	6.25 Paper Studio	Special Events - Grants	Chalkflood 2015 grant reimbursement	881.12
Local	City Treasurer - Parking Services	Administration	Parking validations - October 2015	830.00
Local	Applied Imaging	Administration	Share of copier rental, & black/white/color copy fees	788.73
Non Tax	Creative Studio Promotions	Downtown Ambassadors	Junior ambassador stickers	778.00
Local	Cellco Partnership dba Verizon	Administration	Share of staff cellphone svc/equip 10/02-11/01/2015	765.68
Non Tax	Dickinson Wright PLLC	Downtown Ambassadors	Legal services - space rental September 2015	746.20
Local	City Treasurer - Risk Management	Administration	General insurance - November 2015	745.00
Local	Fifth Third Bank - Procurement Card	Downtown Plan	Lodging for Community Inclusion Grp event guests	679.70
Local	Fifth Third Bank - Procurement Card	Downtown Marketing & Inclusion	Miscellaneous event registrations	655.00
Local	Fishbeck, Thompson, Carr & Huber	Bridge Street Streetscape Improvs	General construction	652.38
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - OMH, LLC BRIP project Sept 2015	618.80
Local	Dickinson Wright PLLC	Administration	Share of legal services - misc matters August 2015	579.33
Local	SMG - DeVos Place	Downtown Plan	National Disaster Resilience Competition Public Meeting	550.00
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - sale of Parking Area 5 August 2015	473.20
Local	Professional Maint of Michigan, Inc.	Administration	Share of cleaning services - October 2015	451.65
Local	Professional Maint of Michigan, Inc.	Administration	Share of cleaning services - September 2015	451.65
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - Morton House devel August 2015	436.80
Local	Fifth Third Bank - Procurement Card	Administration	T. Kelly, K. Van Driel, E.Pratt conference registrations	431.00
Local	Baker Holtz PC	Administration	Share of small business advising services	430.15
Local	Eric N Pratt	Administration	MDA conference travel expenses 10/21-10/23/15	424.76
Local	Dickinson Wright PLLC	Administration	Legal services - Downtown Market August 2015	418.60
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - Morton House devel September 2015	400.40
Local	Andy Guy	Administration	Reimbursements for DC and Denver conferences	390.54
Local	Fusion IT LLC	Administration	Share of IT services - virus scan	361.33
Local	Hub International Midwest East	Administration	Share of renewal business premium	351.86
Local	Fishbeck, Thompson, Carr & Huber	Bostwick Ave - Lyon St to Crescent St	General construction October 2015	298.54
Local	Godwin Plumbing, Inc	Administration	Share of kitchen faucet replacement	279.59
Local	City Treasurer - Engineering Dept	Public Realm Improvements	29 Pearl NW parklet permits	270.00

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures
November, 2015

Page 2

Source	Vendor	Purpose / Project	Description	Amount
<i>continued from previous page</i>				
Local	Kris Larson	Administration	Mileage reimbursement 8/25 - 9/23/2015	\$ 257.03
Non Tax	City Treasurer - Parking Services	Downtown Ambassadors	Parking - Melvin Eledge Nov & Dec 2015	254.00
Local	TDS Metrocom LLC	Administration	Share of 29 Pearl NW telephone svc - October 2015	251.10
Non Tax	Dutcher Snedeker	Public Space Activation	Pop Up Performer - 09/28/2015-10/02/2015	250.00
Local	Geotech Inc.	Snowmelt System Repairs/Investigation	Share of snowmelt repairs	229.00
Non Tax	Aaron Roelofs	Public Space Activation	Pop Up Performer - 09/19/2015	225.00
Local	Fusion IT LLC	Administration	Share of IT services - misc services October 2015	215.07
Non Tax	Rachel Gleason	Downtown Workforce Program	Relax at Rosa - 08/27/2015	200.00
Local	Fifth Third Bank - Procurement Card	Administration	K. Larson meeting travel	185.55
Local	Fusion IT LLC	Administration	Share of IT services - September 2015	183.88
Local	Fusion IT LLC	Administration	Share of IT services - October 2015	177.44
Non Tax	Hugh DeWitt	Public Space Activation	Pop Up Performer - 09/5/15-09/28/15	175.00
Local	Paychex	Administration	DGRI payroll processing fees - November, 2015	156.97
Local	PCS Gophers Ltd	Administration	Interoffice and mail service	156.94
Non Tax	Jewels of Africa	Public Space Activation	Pop Up Performer - 09/20/2015	150.00
Local	Dickinson Wright PLLC	Administration	Legal services - Area 9 appraisal September 2015	145.60
Local	Dickinson Wright PLLC	Administration	Legal services - Klingman Lofts ROW Sept 2015	145.60
Local	Paychex	Administration	DGRI HRS processing fees - November, 2015	140.00
Non Tax	Swift Printing & Communications	Downtown Workforce Program	Lunchtime programming signs	136.80
Local	Comcast	Administration	Share of high speed internet- November 2015	126.77
Local	Professional Maint of Michigan, Inc.	Administration	Share of cleaning supplies- September 2015	120.44
Local	Fifth Third Bank - Procurement Card	Downtown Marketing & Inclusion	Nationbuilder subscription	113.00
Non Tax	Matthew K Porter	Public Space Activation	Pop Up Performer - 10/30/15	112.50
Non Tax	Peter Lewandoski	Public Space Activation	Pop Up performer - 09/18/2015	112.50
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - OMH, LLC BRIP project Aug 2015	109.20
Local	Fifth Third Bank - Procurement Card	Administration	Share of office supplies	107.52
Local	Mighty Co.	Downtown Marketing & Inclusion	Web hosting services Oct - Dec 2015	105.00
Local	Madcap Coffee Company	Administration	Share of coffee	100.43
Local	Jessica Ann Tyson	Downtown Marketing & Inclusion	Photography for CIG and Downtown Plan event	100.00
Local	Dickinson Wright PLLC	Administration	Share of legal services - DGRI misc matters Sept 15	93.94
Local	Dickinson Wright PLLC	Administration	Legal services - TIF legislation September 2015	91.00
Local	Marco Riolo LLC	Administration	DGRI staff nametags	81.50
Non Tax	Breck Graphics Inc. dba Allegra	Transportation Demand Mnmt Program	B. Kirk business cards	78.94
Non Tax	Nicholas J. Thomasma	Public Space Activation	Pop up performer - 10/22/15	75.00
Local	LaTarro Traylor	Administration	Meal reimbursement CIG event guests	71.52
Local	Ferris Coffee & Nut Company, Inc	Administration	Share of coffee	69.47
Non Tax	Cellco Partnership dba Verizon	Transportation Demand Mnmt Program	B. Kirk cellphone svc/equip 10/02-11/01/2015	65.14
Local	JPMorganChase	Administration	DGRI payroll account bank fees - November, 2015	62.83
Non Tax	Alysha Shah dba Luna Gitana Hoops	Public Space Activation	Pop Up Performer - 10/10/2015	62.50
Non Tax	Alysha Shah dba Luna Gitana Hoops	Public Space Activation	Pop Up Performer - 10/16/2015	62.50
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	60.10
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	56.54
Non Tax	Fifth Third Bank - Procurement Card	Administration	T. Kelly Mich Assoc Planners conf expenses	55.00
Non Tax	Fifth Third Bank - Procurement Card	Administration	Miscellaneous food for meetings	52.05
Local	Andy Guy	Administration	Facebook promotion reimbursement	50.00
Non Tax	Fifth Third Bank - Procurement Card	Administration	K. Larson Mich Assoc Planners conf expenses	47.55
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	46.44
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	42.64
Local	Andy Guy	Administration	Facebook promotion reimbursement	40.00
Local	Bike Fixation	Bicycle Friendly Improvements	Bike repair station supplies	37.50
Local	Model Coverall Service, Inc.	Administration	Share of floor mats - DGRI Offices 09/16/15	31.97
Local	Model Coverall Service, Inc.	Administration	Share of floor mats - DGRI Offices 10/14/15	31.97
Non Tax	Alysha Shah dba Luna Gitana Hoops	Public Space Activation	Pop Up Performer - 10/17/2015	25.00
Local	Acuity, a Mutual Insurance Company	Administration	Share of liability coverage	24.95
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	21.50
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	21.07
Local	Gordon Water Systems	Administration	Share of water cooler	11.82
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	11.00
Local	Fusion IT LLC	Administration	Share of IT services - October 2015	10.32
Local	Andy Guy	Administration	Reimbursements for DC and Denver conferences	8.00
Local	Fifth Third Bank - Procurement Card	Administration	DDA overnight postage	5.75
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	3.43

NOVEMBER, 2015 EXPENDITURES \$ 251,143.41

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: December 4, 2015

TO: Downtown Development Authority

FROM: Eric Pratt 
Project Manager

**Agenda Item #5
December 9, 2015
DDA Meeting**

SUBJECT: Development Area Liquor License Request – 50 Louis Street NW (Brush! GR, LLC)

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

A new application under this procedure has been submitted by:

Brush! GR, LLC is requesting DDA support for the issuance of a new Class C liquor license for the building located at 50 Louis Street NW. Brush! GR, LLC is proposing to open and operate a new unique arts studio in downtown Grand Rapids called “Brush! GR.” At Brush! GR, patrons will be able to create meaningful pieces of art, while enjoying both beer and/or wine. In addition to the studio, Brush! GR will also sell various merchandises, including paints, brushes and other art supplies. Upon completion, Brush! GR will employ up to 12 new full and part-time employees; provide seating for a minimum of 25 patrons and will be open six (6) days a week. Total project cost is estimated to be \$150,000.

Staff has reviewed the applicant’s request and finds that it meets or exceeds the requirements of the act. Concurrent review by other city departments is presently underway.

Recommendation:

Staff recommends approval of the attached resolution.

See Attachment.



**DOWNTOWN
GRAND RAPIDS INC.**



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

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

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

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

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

WHEREAS, Brush! GR, LLC, a Michigan Limited Liability Corporation, located at 2213 Wealthy Street, Suite 110, Grand Rapids, Michigan, 49506; has applied to the City for approval of a license under the Act, and is located within the DDA district, and

WHEREAS, Brush! GR, LLC, in its application, has indicated its intention to operate Brush! GR, an unique art studio and retail outlet, and

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

WHEREAS, that the DDA finds that the issuance of a liquor license to Brush! GR, LLC. as proposed by Brush! GR, LLC would promote economic growth by:

1. operating in a manner that would be consistent with adopted goals, policies and plans of the district, particularly by promoting the competitiveness and vitality of downtown Grand Rapids as a destination for dining, arts and tourism.
2. facilitate private investment and promote economic growth within the leased space at 50 Louis Street NW.
3. supporting the creation of up to 12 new full and part-time jobs in the district.

NOW, THEREFORE, BE IT RESOLVED, that the Downtown Development Authority of the City of Grand Rapids recommends issuance of a Class C Liquor License to Brush! GR, LLC at 50 Louis Street NW, above all others.

YEAS: Board members _____

NAYS: Board members _____

ABSTAIN: Board members _____

ABSENT: Board members _____

RESOLUTION DECLARED ADOPTED.

Dated: December 9, 2015

Kristopher Larson
Executive Director

CERTIFICATION

I, the undersigned duly qualified and Secretary of the Downtown Development Authority of the City of Grand Rapids (the "DDA"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the DDA at a regular meeting held on December 9, 2015, 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.

Murphy Ackerman
DDA Secretary

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: December 4, 2015

TO: Downtown Development Authority

FROM: Eric Pratt 
Project Manager

Agenda Item #6
December 9, 2015
DDA Meeting

SUBJECT: Request for Funding to Support a New Public Realm Beautification and Activation Pilot Project

Over the past few months, the Downtown Grand Rapids Inc (DGRI) Alliance for Livability Maintenance and Beautification Working Group has been with Viridis Design Group, a professional landscape architecture firm, on the development of a new public realm activation and beautification pilot project for Downtown Grand Rapids.

Working in consultation with downtown stakeholders, this new pilot project will entail the installation of thirty-three (33) new raised planter pots within the parkway area of the 100 blocks of Monroe Center Avenue NW and Ottawa Avenue NW. These locations were chosen, in part, because of the inability to plant any landscaping at grade due to the existence of areaways, snowmelt systems and private utilities.

The goal of this new program is to increase pedestrian activity; storefront patronage and public space utilization through enhanced beautification. Upon completion, it is anticipated that the Downtown Improvement District (DID) will assist in the maintenance of the new planting as a part of its current beautification program.

Recommendation:

Staff requests authorization to acquire and install thirty-three (33) new raised planter pots and plantings along the 100 Block of Monroe Center Avenue NW and Ottawa Avenue NW as a part of a new public realm activation and beautification pilot project for Downtown Grand Rapids. Total project is estimated to be \$35,000.



DOWNTOWN
GRAND RAPIDS INC.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: December 4, 2015

TO: Downtown Development Authority

FROM: Eric Pratt 
Project Manager

Agenda Item #7
December 9, 2015
DDA Meeting

SUBJECT: Request for Assistance through the Building Reuse Incentive Program (B.R.I.P.) for the project at 25 Ottawa Avenue NW (The Twenty-5 Ottawa Building)

Iron Restaurant, LLC has submitted an application for DDA assistance to help defray some of the cost associated with the renovation of the storefront at 25 Ottawa Avenue SW (Twenty-5 Ottawa Building). Iron Restaurant, LLC is proposing to open and operate "Iron at 25," a new casual restaurant within the vacant storefront.

Iron at 25 will be a food-first establishment, which will focus on locally sourced meats and produce while using cast iron skillets to cook many of its dishes.

As a part of the build out of the space, the applicant is seeking a Building Reuse Incentive Program (B.R.I.P.) grant to assist with the construction of new ADA compliant restrooms and a new fire suppression system for the storefront. The total project cost of the project is estimated to be \$345,000.

In addition to seeking a BRIP Ground Floor Storefront Improvement Grant, Iron Restaurant, LLC has also submitted a request for a BRIP Commercial Signage grant for the installation of a signage package for the storefront. The estimated cost of the signage package is \$10,000.

Recommendation:

Staff recommends that the DDA Board approve a \$10,000 BRIP Ground Floor Storefront Improvement grant and a \$2,000 Commercial Signage grant to Iron Restaurant LLC for their project at 25 Ottawa Avenue SW ("Iron at 25 Ottawa").

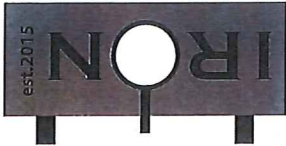
See Attachment.



DOWNTOWN
GRAND RAPIDS, INC.



36" x 72"
LED "Halo" lit channel letters
Steel patina finish backer panel



60" x 24"
1/4" aluminum letters / backer
Steel patina finish



proof approval: _____
date: _____

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: December 4, 2015

TO: Downtown Development Authority

FROM: Kimberly Van Driel
Special Events Manager

**Agenda Item #8
December 9, 2015
DDA Meeting**

KRV

SUBJECT: Request of Approval for Event Sponsorship Program and Application

In January 2014, the Alliance for Vibrancy (AFV) made it a priority to standardize its Event Grant Support Program in order to ensure that events seeking DDA event grant support are meeting outcomes based on the community's goals for special events happening within the Downtown. There needed to be a clearly defined way to evaluate events to ensure events are being measured against one another in a fair and consistent manner as well as being able to recognize that these goals are being met leading up to the event and afterward.

In April 2015, the AFV approved the recommendation of the new Event Grant Support Program. After nearly six months of trying out the new format, DGRI staff recommended a more clear system to support events seeking financial support to the AFV. This new system will still utilize the Special Events Optimization Process's event grading metric and criteria, but would provide a more standardized way to support events that provides more clarity regarding the benefits of sponsorship and transparency to both the applicant as well as DGRI.

On September 16, 2016, the AFV made the recommendation to synthesize the grant support program by moving from an Event Grant Reimbursement Program to a standardized Event Sponsorship Program.

The proposed Event Sponsorship Program will allow event organizers to apply for DGRI sponsorship dollars up to \$5,000 for their event. They would be required to provide an application with requested information including all of the event grading criteria information, event sponsorship package, and any impact report studies they may have. The sponsorship package should list out all opportunity levels plus entitlements included at each specific level for support and what it means to be a sponsor at each level.

Sponsorship Packages will ensure that events are planning for additional sponsorships from other entities and shows that they are organized. This will also allow DGRI to fund more events (minimum of 10 and the current budget level), give the event more flexibility on DGRI sponsorship support, and simplify the decision making process.



**DOWNTOWN
GRAND RAPIDS INC.**

The proposed Event Sponsorship Program and Application is attached for additional review which outlines event sponsorship levels, application submission, eligibility criteria, evaluation criteria, intercept surveys, and invoicing. The application is attached for DDA Board members review.

Recommendation:

Approve the amended Event Sponsorship Program and Application.

Attachment.



DOWNTOWN
GRAND RAPIDS INC.

Event Sponsorship Program and Application

29 PEARL STREET NW, SUITE 1
GRAND RAPIDS, MI 49503
616.719.4610

downtowngr.org

About Downtown Grand Rapids Inc.

Downtown Grand Rapids Inc.'s (DGRI) mission is to make Grand Rapids the most admired, emulated, attractive, and well-run city of its size in the nation- with an unsurpassed reputation as a forward-thinking, bright spot to watch for how to do 'Downtown'.

As a community-based organization, the foundation of DGRI is engaging the community and developing interorganizational partnerships that deliver successful outcomes. In addition to our staff, the DGRI model is one that involves more than 120 citizens of the greater Grand Rapids community in the organization's fiduciary boards, oversight Alliances, and steering committees - each one, an individual with their own voice and vision for Downtown.

For more information visit downtowngr.org.



About the Event Sponsorship Program

The Downtown Grand Rapids Inc. (DGRI) Event Sponsorship Program is designed as a means of encouraging the enjoyable use of Downtown Grand Rapids by people.

DGRI looks to support events that add energy, vibrancy, and cultural enhancement within the Downtown in order to brand Downtown Grand Rapids as a place of vitality, community, culture, and entertainment.

DGRI has created the Downtown Events Sponsorship Program to help assist events achieve the community's goals for events. Those goals were voiced through the City of Grand Rapids and DGRI's Special Events Optimization Process completed in 2014. Your Event Sponsorship Application will be evaluated and graded based on how your event meets the community's goals.

DGRI is invested in helping event organizers put on successful events within the Downtown. If DGRI decides to sponsor your event, we may have a third party administer Intercept Surveys during your event in order to gather quantitative feedback that can be used to measure on event outcomes.

Event Sponsorship and Application Process Overview

- Read the Event Sponsorship Program and fill out the application to its entirety by submitting all paperwork and your event's sponsorship package information.
- DGRI staff will review your application and grade accordingly based on the Special Event Evaluation Criteria.
- If your event is deemed a good fit for a potential

sponsorship, DGRI's Special Events Manager will be in contact with you about the next steps.

- If DGRI contacts you about the approval of the Event Sponsorship Application, we will confirm the level of sponsorship that we would like to support your event at, discuss Intercept Surveys, and invoicing.
- After the event is held, you will submit proof of entitlements and an invoice, which will then be processed if all sponsorship promotions were met and followed through with based on the sponsorship level DGRI signed up for.

Sponsorship Information

Assistance Available

Up To: \$5,000.00

This program provides sponsorship assistance up to \$5,000 based on your event's sponsorship package levels.

DGRI staff will make a recommendation for event sponsorship support determined by the results from the Special Event Evaluation Criteria (pg. 4-5) and the support level per anticipated attendee.

When applications for funding exceed funding available, a committee of stakeholders, such as the Alliance for Vibrancy (AFV), may be involved in the selection of financial support. DGRI reserves the right to decline any application. No event is guaranteed sponsorship.



Eligibility

In order to be eligible for a sponsorship, you must meet all of the criteria listed below. If you do not meet all of the following, your Event Sponsorship Application will automatically be rejected.

- The event and its organizers are in good standing with both the City of Grand Rapids and Downtown Grand Rapids Inc.
- The event has received all approvals from the City of Grand Rapids Office of Special Events (if the event is held on public property) or from the private venue they are looking to hold the event at.
- The event is free and open to the public.
- The event is not political or religious.
- The event date as not already occurred.
- The event is being held within boundary shown below.



Event Sponsorship Application Materials

When seeking event sponsorship, you must turn in the following information the DGRI's Special Events Manager:

- Your event's sponsorship package, including sponsorship levels, and corresponding benefits.
- DGRI's Application (attached to this document) and supporting information.

Special Event Evaluation Criteria

Your Special Event Sponsorship Application will be graded and evaluated based on the community's goals outlined within this document.

Each section outlines what you will be evaluated on as well as ideas on how to achieve that particular goal. The details are examples, not instructions, for demonstrating how to accomplish each goal.

(See pages 4-5 for a break down on the community's goals and event grading criteria that your event will be evaluated on).

You will also be evaluated on the amount requested per anticipated attendee.



EVALUATION CRITERIA

Through the Special Events Optimization public surveys and focus groups, the public has designated the following event criteria's as the most important for events seeking grant support.



ATTRACTS BROAD AUDIENCES

Occurs within the months of November-April (25 points):

The event falls within the months of November-April in order to help activate the public realm showing Downtown GR to be a 12 month, year-round, event destination. During the warmer season, event calendars are packed with all kinds of activities and events for the public to participate in. It is our goal to offer more activities during the colder months of the year in order to get people active within the Downtown.

Has an active social media plan that advertises the event (15 points):

The business/organization/event must have an active social media presence via Facebook, Twitter and/or Instagram that is used on a regular basis. The event organizer must put together a social media plan by showing posting dates/times and creates an event invite that can be shared. This could also include (but not limited to): advertising the event by purchasing ads, managing those ads, sharing your event on other organizations'/businesses pages, advertising beyond the West MI region, and advertising to specific potential attendees.

Diversifies and expands the Downtown events calendar (15 points):

DGRI invests and support events that are unique to Grand Rapids offering an experience unlike other events. This helps to add an array of different types of events and activities appealing to new groups of people, showcasing that Downtown Grand Rapids has a little bit of everything for everyone. The event organizer contacts the City of Grand Rapids Office of Special Events (OSE) to verify what is on their calendar, looks at other community calendars such as the Downtown Grand Rapids Inc., Experience Grand Rapids, or GR NOW websites to see all the upcoming events in order to compare and share with us how your event is different than any other event happening within the Downtown.

Has an advertising plan that markets broadly across diverse communities (15 points):

The event organization plans to market and advertise in ways that reach a diverse audience by advertising in specific outlets. This could include (but not limited to): magazines, publications, radio stations, purchasing advertising on social media and selecting your audience to reach a diverse target demographic, partnering with organizations such as BL2END, LINC, Out Pro, Hispanic Chamber or college universities office of multicultural affairs, etc.

Advertises beyond the West Michigan region (10 points):

The event advertises and markets beyond just the West Michigan region in order to bring in tourists and out-of-towners. This is but one way we can show why Downtown Grand Rapids is a leading and up-and-coming city in the nation, helping to bring in people from other regions to experience our wonderful city. This could include (but not limited to): advertising in publications that have a reach beyond the West MI region, purchasing ads online at online publications such as Pure Michigan, Awesome Mitten, etc. or advertising on social media targeting specific regions.

Family-friendly and offers activities for children (5 points):

The event has specific activities available for children to participate and engage in. This could include (but not limited to): activities provided by the Grand Rapids Children's Museum, Public Museum, Library, etc. or offering activities such as games, arts, interactive learning, etc.



OPTIMIZES THE USE OF THE DOWNTOWN

Incentivizes mobility choices (15 points):

The event incentivizes mobility choices by showing options on how to get to the event by highlighting bus, Silverline or bicycle routes. The event can show mobility efforts by offering an incentive for taking an alternative mode of transportation to get to the event such by public transit or bike. This could include (but not limited to): showing a map that clearly locates areas where bike parking is available, offering a discount/giveaway for those who show their bus pass at the event, providing bike parking or bike valet.



The event is not fully enclosed or gated. If a gated event, the event allows patrons to enter, exit, and re-enter at will (10 points):

The footprint of the event allows patrons to enter and exit at will. This allows event attendees the opportunity to experience other areas and attractions the Downtown has to offer while they are here for the event. This means they are not forced to stay in one location during their visit.

Footprint of event does not include street closures (10 points):

The event does not include any street closures for the event. If the event closes a lane, this will qualify as a partial closed street and receives only five points.

Utilizes many venues by scattering activities throughout other businesses and/or organizations within the Downtown (5 points):

The event hosts activities in a variety of locations rather than in just one specific location. Businesses or organizations can host an activity or part of the event within their space. This allows patrons to be able to experience more than just one location and experience other areas and attractions within the Downtown

Includes the use of the Grand River (5 points):

The event incorporates the use of the Grand River within some aspect of their event. This could include (but not limited to): using a route that goes around or over the river or utilizing Ah-Nab-Awen Park, Sixth St. Park, Canal Park, The Blue Bridge, Gillett Bridge or Lyon Square.



GROWS AND SPOTLIGHTS THE GR COMMUNITY

Programmatic approach to inclusive and diverse activities (20 points):

The event purposefully creates programming that can reach a diverse audience and offers specific activities that are inclusive. This includes (but not limited to): programming, performances, and activities that are different from one another so there is something for everyone.

Teams up with local community partners, organizations or non-profits (10 points):

The event partners with other organizations and businesses to help share their message, create a larger reach, and highlight other community organizations to share what they have to offer. These community partners could offer an activity at the event, help advertise the event, share revenues, etc.

Spotlights local talent or interests (10 points):

The event features local talent for part of their programming. This could include (but not limited to): singers, performers, artists, speakers, etc.

Uses local vendors and/or locally sourced products (10 points):

The event uses local vendors or vendors that use locally sourced products. Vendors are located within Grand Rapids Michigan. DGRI will provide a list of Downtown businesses that have expressed interest in vending Downtown events. If using food trucks, they must be local to Michigan.

Encourages the support of Downtown businesses (10 points):

The event reaches out to Downtown businesses for their involvement and gives them the opportunity to be involved in the event in some way. This could include (but not limited to): allowing them to have a table/booth at the event, offering a discount at their business or provide them with marketing collateral to help promote your event. We will provide you with a list of Downtown businesses that you can reach out to who have shown interest and openness in being involved in Downtown events. It is up to the discretion of the business if they would like to participate in your event.

Unique and distinctly Grand Rapids (10 points):

The event can be found in no other place than here in Downtown Grand Rapids. The event is not a copy of another event in another city but rather unique and specific to Grand Rapids. The event is a unique idea and does not try to imitate another community's culture by recreating the event here in GR. DGRI wants to help foster our own identity and culture that is distinctive and specific to Grand Rapids that and separates us from other cities.

Event Sponsorship Additional Info

Intercept Surveys

If your event is chosen to be sponsored by DGRI, we may have a third party administer Intercept Surveys asking various questions to attendees at your event in order to gather qualitative feedback. By collecting Intercept Surveys at your event, DGRI is able to gauge various things like demographics, attendance, reach, transportation choices, age, gender, consumer spending, etc.

Invoicing

After the event is held, you will submit your invoice, which will then be processed if all sponsorship promotions were met. You will need to submit proof of these entitlements when submitting your invoice.

In order to receive payment, you will first need to be set up as a City Vendor by using to the link below. This needs to be done before submitting an invoice.

This link will take you to the instructions for registering in the City's purchasing system:

<http://grcity.us/fiscal-services/Purchasing-Department/Pages/Supplier-Registration-Instructions.aspx>.

Once you are set up as a City Vendor, notify DGRI's Special Events Manager of the registered entity and submit your invoice and all other appropriate documents.

Once an invoice is received, DGRI staff will submit it to the City of Grand Rapids for payment. Payment reimbursement may take anywhere from 30-60 days.





Application Instructions

Part 1. Event Organization Information

Organization Name: _____

Mailing Address: _____

Event Organizer Name: _____

Best Contact Number: _____ E-mail Address: _____

Event Name: _____

About Event: _____

Anticipated Attendance: _____

Event Location: _____

Date of Event: _____ Start Time: _____ End Time: _____

- Is your event in good standing with the City of Grand Rapids and Downtown Grand Rapids Inc? _____
- Has your event received all approvals from the City of Grand Rapids Office of Special Events (if held on public property) or from your private venue location? _____
- Is the event (check one) _____ Free _____ Ticketed _____ Registered
- Is the event political or religious or affiliated to a political or religious organization? _____
- How many year's has this event been put on? _____
- How many year's has your event received sponsorship or a grant from DGRI? _____

Event Grant Level You are Applying For (check one): _____ Major _____ Signature

Total Funds Anticipated for the Event: _____

Funds Requested from DGRI: _____

Has this organization obtained event insurance? Yes _____ No _____

Insurance Requirements: Event coordinators and all related parties must provide Downtown Grand Rapids Inc. with evidence of insurance to include the following:

- Downtown Grand Rapids Inc. and the City of Grand Rapids shall be named as additional insured.
- Proof of insurance must be presented to the Downtown Grand Rapids Inc. at a minimum of 1 week prior to the event.

Part 2. Event Package Information:

Please attach a copy of your event sponsorship levels and package information along with any impact report information you have about your organization, business or event.

Part 3. Event Evaluation Criteria Information

In a separate document, please answer all of the following questions and attach it to the rest of your Event Sponsorship Program Application when submitting to Downtown Grand Rapids Inc. (DGRI).

- Explain the events mission with details of the events activities.
- What active social media outlets are being used to advertise your event?
- In detail, please provide your advertising/marketing plan that will market broadly across diverse communities?
- Explain how your event diversifies and expands the Downtown events calendar. List all Downtown events that are happening on the date(s) of your event.
- Will you be advertising beyond the West Michigan region? If so, where will you be advertising? Please list all/any publications, websites, etc.
- Is the event family-friendly? If so, list what family-friendly activities and/or programming that will occur.
- Explain how your event incentivizes mobility options.
- Is the event foot print gated? If so, is it fully enclosed or does it allow patrons to enter and exit at will without penalty?
- Does your event close any streets or street lanes? If so, please list all streets that will be affected.
- Does the footprint of your event utilize other venues than just one? If so, list other venues where the event will be held.
- Does your event utilize or include the use of the Grand River? If so, how?
- Explain how your event plans on having a programmatic approach to inclusive and diverse activities.
- List all local community partners, organizations, and/or non-profits that the event is partnering with.
- Explain how the event is unique and distinctly Grand Rapids.
- Does your event encourage the support of Downtown businesses? If so, how?
- What (if any) local talent or interests will you be spotlighting during your event?
- Will there be vendors at your event? If so, what confirmed vendors are you using? What local vendors and/or locally sourced products will be used at the event?



Part 4. Event Sponsorship Submission Signature Sheet

By submitting this sponsorship application, the applicant certifies that all the information included in this application is correct, and that they will be bound by all the terms and conditions included in this agreement. The applicant also understands and acknowledges that this application is potentially subject to Michigan's public records law, and that this application and any documents presented to Downtown Grand Rapids Inc. regarding this application for sponsorship funding purposes, may be supplied upon request to any parties that request copies.

Event Organizer's Name and Title: _____

Signature: _____ Date: _____

Please submit application by mail or email.

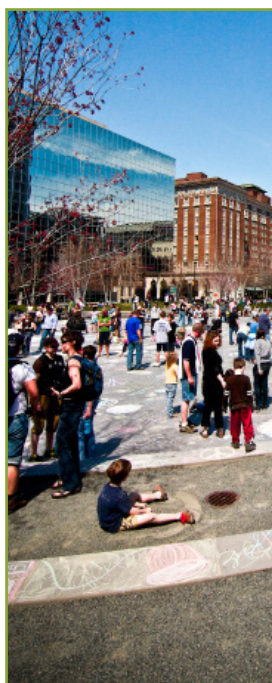
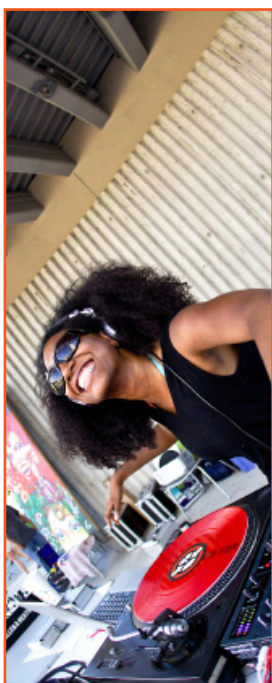
info@downtowngr.org

Downtown Grand Rapids Inc.

29 Pearl St. NW, Suite 1

Grand Rapids, MI 49503

For questions or more information, contact DGRI's Event Manager at 616.719.4610



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: December 3, 2015

TO: Downtown Development Authority

FROM: Kristopher Larson
President & CEO 

Agenda Item #9
December 9, 2015
DDA Meeting

SUBJECT: Authorize Support to Repair Public Art

Designed in 1976 by industrial design professor Hy Zelkowitz, the sculpture entitled *Lorrie's Button* has been a fixture in Downtown's Ah-Nab-Awen Park for decades. A former winner of a playground sculpture competition, *Lorrie's Button* was constructed on painted fiberglass and urethane foam. The huge red button on a tilted axis is pierced in the center with four large holes. These holes were features within the sculpture that help children to enjoy the public art piece as a recreational amenity within the park.



Unfortunately, years of providing delight have found confluence with neglect. *Lorrie's Button* now has nearly a dozen holes and tears that compromise the integrity of the artwork and create dangerous playing surfaces for children. The artwork was donated to the City of Grand Rapids without an endowment to support its maintenance. Given its current condition, the artwork is in immediate need of repair.



Working in conjunction with the City's Parks Department, a quote was solicited from Fiberglass Products, Inc. to repair *Lorrie's*

Button (see attached). Fiberglass Products, Inc. was the original fabricator of Zelkowitz's design. The work will be completed as soon as weather conditions allow. Funds to support this restoration and repair work are available in the DDA's Non-Tax Fund.

Recommendation:

Authorize expenditures up to \$5,000 to Fiberglass Products, Inc. to support the repair and restoration of Hy Zelkowitz's *Lorrie's Button*.

QUOTE

Physical Address

3520 28th St.
Grandville, MI 49418

DATE: DECEMBER 4, 2015

FOR: Red Button

[illegible]

Labor	\$4240	00
Parts	630	83
Paint & Sublet		
Sales Tax		
TOTAL	\$4870	83

Please make checks payable to Fiberglass Products, Inc.

Thank you for your consideration.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: December 4, 2015

TO: Downtown Development Authority

FROM: Kristopher Larson 
President & CEO

**Agenda Item #10
December 9, 2015
DDA Meeting**

SUBJECT: Authorize Contract Execution for McCalvey and Assoc.

The attached contract is intended to assist the Downtown Development Authority (DDA) develop and advance legislative priorities within Michigan State Government. The recommendation was made after interviewing four firms that specialize in building strategic relationships and advancing legislative initiatives.

After examinations of potential conflicts of interest, reference reviews, and demonstrations of aptitude and effectiveness, McCalvey and Associates were deemed the best fit for the DDA. The costs for these services were budgeted within the FY16 DDA Administration line item.

Recommendation:

Authorize the Executive Director to enter into the attached agreement with McCalvey and Associates.

RETAINER AGREEMENT

BETWEEN MCALVEY & ASSOCIATES, LLC AND GRAND RAPIDS DOWNTOWN
DEVELOPMENT AUTHORITY.

This agreement is effective the 1st day of January 2015 and continues month to month at the discretion of both parties. The agreement is between McAlvey Merchant & Associates, LLC (MCALVEY), a Michigan business with offices at 120 W. Ottawa Street, Lansing, Michigan, 48933, and the City of Grand Rapids Downtown Development Authority (GR DDA) with offices at 29 Pearl NW, Ste. 1, Grand Rapids, MI 49503.

WHEREAS GR DDA wishes to engage MCALVEY with a Retainer Agreement for Governmental Consulting and Representation.

THEREFORE it is hereby agreed:

1. MCALVEY will represent GR DDA before the Michigan Legislature and the Executive Branch of government of the State of Michigan.
2. MCALVEY will assist GR DDA in advocating for reasonable reform to state law as it relates to tax capture of local revenue.
3. MCALVEY agrees to provide reports concerning any of the above services on a regular basis or as requested.
4. This Agreement recognizes when the Legislature is in session MCALVEY may not be able to travel outside Lansing City limits and this will not be required of them.
5. All services will be performed under the direction of Kris Larson.
6. Either party may terminate this agreement at any time with 30 days advance written notice.
7. During the term of this Agreement, a fee shall be made by GR DDA upon billing from MCALVEY in installments of \$3,000 per month, to be paid on the first of each month for the previous month. No charge will be made to GR DDA for normal or incidental expense incurred by MCALVEY. However, extraordinary expenses such as large-scale receptions, special printing for presentations, etc. will be charged separately only if the expense is incurred at the request of, or with, the prior approval of GR DDA.

Agreed to and accepted this 9th day of December by:

Rusty Merchant
McAlvey Merchant & Associates

Kris Larson
GR DDA

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: October 9, 2015

TO: Downtown Development Authority

FROM: Kristopher Larson 
President & CEO

**Agenda Item #11
December 9, 2015
DDA Meeting**

SUBJECT:

In 2016, the City of Grand Rapids Historic Preservation Office will embark upon a Heritage Hill & Heartside Update Project. The project will include the following scope:

- A selective resurvey of modern structures in each district,
- A revision of each district Period of Significance and Statements of Significance to bring it up to date as each are currently over 30 years old, and
- An expansion of the National Register District Boundaries for Heartside to match the existing Local Historic District Boundaries.

The goals for the project include:

- Increasing the number of buildings eligible for the Federal Tax Credit program,
- Streamlining the current Federal Tax Credit process for applicants, and
- Enhancing and facilitating future development, restorations and adaptive reuse projects within the two districts.

To fund the project, the City is seeking a CLG (Certified Local Government) Grant from the State Historic Preservation Office. As a part of that grant application, the City must supply letters of commitment from organizations contributing to and supporting the project.

Given that this initiative will help lower barriers to investment by reducing predevelopment timelines for approximately 135 buildings in the Downtown area, DGR staff is recommending that the DDA financially support the Heritage Hill and Heartside Update Project.

Recommendation:

Approve the attached resolution and authorize a contribution of \$10,000 to support the City of Grand Rapids' Heritage Hill & Heartside Update Project.



**DOWNTOWN
GRAND RAPIDS INC.**

**CITY OF GRAND RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY**

**RESOLUTION OF SUPPORT FOR THE CITY OF GRAND
RAPIDS' HERITAGE HILL AND HEARTSIDE HISTORIC
PRESERVATION UPDATE PROJECT**

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

WHEREAS the City of Grand Rapids Downtown Development Authority (DDA) wishes to express its support for the Grand Rapids – Heritage Hill & Heartside Update Project (Project), CLG grant application. The DDA is an organization whose goal is city building and place management in the urban core of the City of Grand Rapids. We recognize the potential this project has to enhance, direct and streamline future development in our urban core.

RESOLVED:

1. That the DDA authorizes funding \$10,000 to the Grand Rapids – Heritage Hill & Heartside Update Project. The funds will be distributed to the City of Grand Rapids Planning Department for implementation, administration and distribution.
2. That the DDA Executive Director shall provide the City of Grand Rapids Planning Department with a copy of this resolution representing its desire to support the CLG grant application and the Project.

YEAS: Boardmembers _____

NAYS: Boardmembers _____

ABSTAIN: Boardmembers _____

ABSENT: Boardmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: December 9, 2015

Murphy Ackerman
Recording Secretary

CERTIFICATION

I, the undersigned duly qualified and acting Recording Secretary of the City of Grand Rapids Downtown Development Authority (the “DDA”), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the DDA at a meeting held on December 9, 2015, 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: December 9, 2015

Murphy Ackerman
Recording Secretary

MEMORANDUM


DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: December 4, 2015

TO: Downtown Development Authority

FROM: Tim Kelly 
Planning Manager

Agenda Item #12
December 9, 2015
DDA Meeting

SUBJECT: Calder Plaza Selection and Steering Committee

On October 19, 2015, Downtown Grand Rapids Inc., in partnership with the City of Grand Rapids and Kent County, issued a Request for Proposals (RFP) to complete conceptual plans for improvements to Calder Plaza (attached). 14 multi-disciplinary teams from across the United States responded to the RFP by the closing date of November 16, 2015. The conceptual plans will build upon the goals and priorities established by the community through GR Forward, as well as other planning and visioning processes. It will also be respectful of the historic aspect of Alexander Calder's layout of the Plaza.

The proposed project schedule, which is subject to change, is provided below.

- > October 19, 2015: RFP Issued
- > November 16, 2015: Proposals Due to Downtown Grand Rapids Inc. by 12p
- > December 9, 2015: Recommend Steering Committee to Downtown Development Authority Board
- > December 10, 2015 – January 3, 2016: Proposal Review by Project Team and Steering Committee
- > January 4 - 12, 2016: Consultant Interviews (IF NEEDED)
- > January, 13 2016: Recommend Consultant Contract to Downtown Development Authority Board
- > January 2016: Project Kick-Off with Consultant and Project Team
- > January 2016 – May 2016: Public Engagement and Design Development
- > June 30, 2016: Final Materials Delivered

To help guide the process, a Steering Committee (Committee) will be established and populated with important stakeholders representing a variety of community interests. The Committee will work collaboratively with DGRI, City, and County staff (collectively the Project Team), and will play an integral role in shaping the process for the development of plans for the Plaza. Specifically, the Committee will advise on consultant selection, public participation strategies and final project recommendations. The Committee will also help promote the process within the community and inform citizens on the importance of the opportunities being explored.



DOWNTOWN
GRAND RAPIDS INC.

The names below are suggested participants on the Committee. These recommendations reflect suggestions and contributions from Kent County Administration, the City of Grand Rapids, and Downtown Grand Rapids Inc.

	Name	Organization / Affiliation
1	Ace Covey	Grand Rapids Sport and Social Club
2	Brandy Moeller	City of GR / Alliance For Vibrancy
3	Carl Kelly	Retired
4	Chris Reader	Spectrum
5	Dana Fris-Hansen	GRAM
6	Duke Turley	Community Member
7	Eddie Tadlock	Devos Place / Alliance For Vibrancy
8	Elizabeth Hoffman-Ransford	Historian
9	Greg Sundstrom	City of Grand Rapids
10	Jorge Gonzales	Hispanic Chamber of Commerce
11	Kristian Grant	Sydneys Boutique GR / Alliance For Investment
12	Lisa Laplante	Kent County
13	Lynee Wells	Williams and Works / Alliance For Livability
14	Mark DeClercq	City of Grand Rapids
15	Mary Swanson	Kent County
16	Scott Stenstrom	5/3 Bank / Alliance For Vibrancy
17	Tommy Allen	Artist

Once a Committee is finalized, the Project Team will set a meeting to review proposals and identify a preferred consultant team. It is expected that a contract and scope of work will be presented to the DDA Board at the January 13, 2016 meeting.

Recommendation:

Approve the proposed Steering Committee to develop conceptual plans for Calder Plaza.



REQUEST FOR PROPOSALS

TO DEVELOP CONCEPTUAL PLANS
FOR CALDER PLAZA

Grand Rapids, MI



DOWNTOWN
GRAND RAPIDS INC.



CITY OF
GRAND RAPIDS



PROJECT SUMMARY

Downtown Grand Rapids Inc. (DGRI), in collaboration with the City of Grand Rapids (City) and Kent County (County), is seeking proposals to complete conceptual plans and Opinion of Probable Costs (OPC) for the redevelopment of Calder Plaza in Downtown Grand Rapids. The conceptual plans will be respectful of the historic aspect of Alexander Calder's layout of the Plaza, and consistent with the goals and priorities established by the community through GR Forward, and other planning and visioning processes. Further, the selected consultant will work in partnership with an appointed Steering Committee, DGRI, City, and County staff (collectively the Project Team), and the community at-large to complete plans by June 30, 2015.



PROJECT BACKGROUND

Calder Plaza (Plaza) is located at 300 Monroe Ave NW in Downtown Grand Rapids. The Plaza is considered the civic center of Grand Rapids, home to both the City of Grand Rapids City Hall, as well the Kent County Administration Building. The buildings, which are rectilinear and curtain-walled were designed by Chicago architectural firm Skidmore, Owings and Merrill, and were part of a larger downtown urban renewal effort. The Plaza is also home to one of Grand Rapids' icons, the *La Grande Vitesse* completed by Alexander Calder, which was installed in 1969. The Plaza and *La Grande Vitesse* are historically significant in tandem because of the layout calculations of the sculpture on the Plaza.

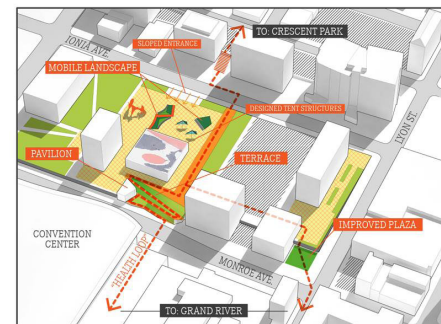
Previous studies have examined the opportunities presented at the Plaza, including the soon to be completed GR Forward Downtown and River Action Plan. Among the opportunities identified by the community was the introduction of additional landscaping and mobile furniture that could activate the space on a daily basis, and be removed to still accommodate the large crowds that frequently congregate at the Plaza during Downtown events. GR Forward also identified the potential for enhanced connections between Calder Plaza and Monroe Avenue and Ionia Avenue, the goal being to better connect the Medical Mile and the Grand River to the Plaza.

While the concepts developed through GR Forward and other studies are expected to help inform conceptual development, all opportunities should be explored with the Project Team and community to achieve the best alternatives.



» ENHANCE EXISTING DOWNTOWN PARKS

Proposed Calder Plaza



CONSULTANT RESPONSIBILITIES

Based on the expected community interest in this process, there will need to be a comprehensive community conversation and engagement strategy. Teams demonstrating an innovative approach to engagement in their proposals will be graded most favorably. At a minimum, it is expected three community events will be needed to identify priorities, discuss preliminary concepts, and to rank each concept. The following is an outline of a minimum scope of work to achieve the desired outcome, though project teams are encouraged to develop their own schedule and include it in their proposal.

> Kickoff Meeting with Project Team

Conduct a kick-off meeting to solidify the outcomes of the project with the Project Team. The kick-off meeting shall discuss special requirements related to the historic layout of the Calder and its significance to the surroundings on and adjacent to the Plaza. In addition, long-term operations and maintenance that ensure the long-term sustainability of the Plaza will be discussed. Other items for consideration will be previous asset inventory and condition assessments, logistics for optimal construction logistics in a high use area, and innovative community engagement strategies.

> Site Analysis and Reconnaissance

Review Assessment Report for the Plaza, visit the project site to review and photograph the project area to record the general condition of the surroundings and the quality of the space. Also, perform a site analysis of the Plaza to evaluate features such as views, open space, landscape character, topography and surrounding context for possible impacts. The site analysis observations will be documented as a plan graphic.

> Review Existing Resources and Precedent Projects

Consultants shall review existing resources, including record drawings of past projects and engineering reports to understand existing conditions as well as community priorities.

> Develop Community Engagement Plan

Following the kick-off meeting and review of existing resources, the consultant, in partnership with the Project Team, shall develop an innovative community engagement plan to involve the community in the development of conceptual plans. It is anticipated there will be a minimum of three meetings open to the public to review preliminary and preferred alternatives. The project Steering Committee shall endorse the proposed community engagement plan prior to its implementation.

> Project Team Meeting #2

Meeting with Project Team to review the project priorities and site analysis, discuss precedents to influence the general project approach, and review materials for the first engagement event.

> Facilitate Engagement Event #1

The purpose of the initial engagement event is to introduce the community to the project, and to discuss opportunities, constraints and priorities. The Consultant Team shall be responsible for the development and printing of visual displays, activities, or any other materials required for the meeting.

> Develop Conceptual plans and Cost Estimates

Based on community conversations and input, as well as discussions with the Project Team, develop conceptual plans for redevelopment of the Plaza and provide an Opinion of Probable Costs (OPC).

> Project Team Meeting #3

Meeting with Project Team to review the conceptual plans and review materials for the second engagement event.

> Facilitate Engagement Event #2

The purpose of the second engagement event is to review the information received during the initial event, and to review conceptual plans to allow for further refinement. The Consultant Team shall be responsible for the development and printing of visual displays, activities, or any other materials required for the meeting.

> Refine Design Concepts and Cost Estimates

Based on community input, as well as discussions with the Project Team, further refine the conceptual plans and provide an updated OPC.

> Project Team Meeting #3

Meeting with the Project Team to review the refined conceptual plans and OPC, and discuss the third engagement event.

> Facilitate Engagement Event #3

The purpose of the third engagement event is to review the information received during the second event, review the refined conceptual plans, and to rank the alternatives. The Consultant Team shall be responsible for the development and printing of visual displays, activities, or any other materials required for the meeting.

> Finalize Preferred Design Concept and Cost Estimates

Based on community input, as well as discussions with the Project Team, finalize the preferred conceptual plans for the Plaza and OPC. The final OPC shall be based on the current market for construction materials and labor, and shall provide an up-to-date understanding of the cost to complete construction. Consultants shall be prepared to provide their professional opinion on project timelines for each of the conceptual alternatives, including any comparisons or contrasts based upon their uniqueness.

> Project Team Meeting #4

Meeting with the Project Team to review the final conceptual alternatives and OPC, and submit final deliverables.



PROJECT SCHEDULE

Below is a proposed project schedule. All dates are subject to change.

- › October 19, 2015: RFP Issued
- › November 16, 2015: Proposals Due to Downtown Grand Rapids Inc. by 12p.
- › December 2, 2015: Proposals Reviewed with Project Team
- › December 9, 2015: Recommend Consultant Contract to Downtown Development Authority Board
- › January 2016: Project Kick-Off with Consultant and Project Team
- › January 2016 – May 2016: Public Engagement and Design Development
- › June 30, 2016: Final Materials Delivered

DELIVERABLES

1. 36"x42" color renderings of each conceptual alternative mounted on a board for presentation to all presentations to the public.
2. Electronic versions of all documents in a format to be determined by Project Team.
3. OPC at each stage of development.
4. Meeting minutes for each engagement with the Project Team and Public.

PROPOSAL REQUIREMENTS

Proposals submitted shall be limited to 8 pages (front and back). The proposal should include the following information:

1. A summary of your firm's understanding of the project including the project expectations, opportunities, and the historical significance of the Calder and the Plaza.
2. A description of your firm's experience in completing work of this type including three (3) one page examples and project references. Examples shall be with work on similar projects in an urban setting.
3. A description of your proposed work plan for completing this project.
4. A description of your proposed staffing including resumes of employees assigned to this project. Provide resumes for the responsible Principal, Project Manager, Public Engagement person, and key support staff in creative conceptual planning and development of the OPC. Staff listed must be the same working on the project.
5. An outline of your professional fees for completing the work as described. Provide an estimate of projected hours and costs for each task outlined above, as well as for any other tasks you feel are necessary to complete the project. This shall be in the form of a Work Breakdown Structure. Professional fees shall be on a NTE basis accrued at standard hourly rates for the time applied to the project. All reimbursable expenses incurred shall be included in the Consultant's NTE fee.

A digital copy of the proposal is due by 12p on Monday, November 16, 2015 and shall either be emailed to tkelly@downtowngr.org. or mailed to the address below:

Downtown Grand Rapids Inc.
Attn: Tim Kelly
29 Pearl Street NW, Suite #1
Grand Rapids, MI 49503



REGISTRATION

All interested consultants are encouraged to send an email to DGRI Planning Manager Tim Kelly (tkelly@downtowngr.org) registering their intent to respond to this RFP. All firms expressing interest will be added to an email distribution list and will be notified if additional information related to the RFP becomes available. Firms failing to register in this manner may not receive all information relevant to the preparation of their proposals.

QUESTION PERIOD

Any questions regarding the proposal may be submitted by email to DGRI Planning Manager Tim Kelly (tkelly@downtowngr.org). Questions must be submitted by Wednesday, November 4, 2015. Responses will be sent to all registered participants no later than Friday, November 6, 2015.

SELECTION STANDARD

Selection will be based on evaluation of the following criteria:

1. Qualifications and Similar Project Experience, Including References (20%)
2. Effectiveness of Proposed Work Plan and Project Understanding (15%),
3. Innovative Engagement Strategy (30%)
4. Strength of Consultant's Team (5%)
5. Professional Fee (20%)
6. Clarity and Responsiveness of Proposal (10%)

MEMORANDUM


DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: December 4, 2015

TO: Downtown Development Authority

FROM: Tim Kelly 
Planning Manager

Agenda Item #13
December 9, 2015
DDA Meeting

SUBJECT: Request Funding Authorization for Lyon Square Design with BLD

On November 11, 2015, the Downtown Development Authority Board approved GR Forward, solidifying a vision for the future of Downtown and the Grand River. Among the goals in GR Forward is to restore the Grand River as the draw and create a connected and equitable River Corridor. Enhancements to and along the River will further catalyze economic development and help to create a world-class waterfront City.

To accomplish this, 28 opportunity sites were identified along the River Corridor that have unique opportunities to provide access to and enjoyment of the Grand River. One of those sites is Lyon Square, which is located at the terminus of Lyon Avenue, and adjacent to the Amway Grand Plaza and Convention Center. The site has frequently been explored for enhancements as it is uniquely positioned to enhance existing amenities, including the boardwalk, River trail and newly opened Wolfgang Puck restaurant. Further, it is a primary access point to the Grand River in Downtown and is an opportunity for several partners, both public and private, to complete a project of mutual benefit.

In recognition of the opportunities, and to further the goals of GR Forward, staff recommends entering into a contract with Bishop Land Design, LLC (BLD) for an amount not to exceed \$20,000. BLD President and Principal, Scott Bishop, was instrumental in completing GR Forward, specifically the River edge plans and conceptual designs.

The scope of work will refine the conceptual design of Lyon Square and will include development of a grading and landscape plan, identification of materials for the River trail, selection of lighting and furniture, among other activities. In addition, the completed design will ready Lyon Square for improvements and further the goals of the community through public and private partnerships.



DOWNTOWN
GRAND RAPIDS INC.

RECOMMENDATION

Authorize the Executive Director to enter into a contract for services with Bishop Land Design, LLC to complete designs for Lyon Square for an amount not to exceed \$20,000.

LYON SQUARE



November, 25, 2015

Kristopher Larson
President & CEO
Downtown Grand Rapids, Inc.
29 Pearl NW, Suite 1
Grand Rapids, MI 49503

Project: Lyon Square Edge Design
BLD Project #: BLD_GRR_02

Dear Kris

We are pleased to submit this proposal for Professional Services in connection with the further development of the landscape at Lyon Square. This space is poised to be a critical example of how public and private interests can utilize the edge of the Grand River in the Downtown. This diversity of uses as well as the integration of river access, habitat, program, and improved flood infrastructure will make this place a world-class urban waterfront edge for the people of Grand Rapids.

This agreement is by and between Bishop Land Design, LLC referred to hereafter as BLD and Downtown Grand Rapids, Inc. referred to hereafter as the Client

SCOPE OF SERVICES

- A. BLD shall provide professional services on the Project referenced above, the extent of which is indicated on the attached drawing entitled LyonSqaureEdge.png dated November, 25, 2015.

The scope of these services shall include:

1. Finish grading and surface drainage of pedestrian pavements and planting areas.
2. Pedestrian pavements.
3. Landscape walls, steps, railings and related site structural elements not a part of the buildings.
4. Fences, decks and seating devices.
5. Landscape shelters and structures.
6. Site furniture including planter pots, trash and recycling receptacles, bicycle racks, cigarette urns, and drinking fountains.
7. Ornamental pools and fountains. Pool and fountain structural, mechanical and electrical engineering are not included in contract.
8. Selection and location of fixtures for site lighting. Site lighting circuitry is not included in contract.
9. Planting and soil preparation.
10. Irrigation
11. Participation in selection of site sculpture.

- B. The contribution of BLD to the project shall be limited to areas of design and aesthetics and BLD does not assume professional disciplinary responsibility for the work of others in the production of construction documents and the sufficiency thereof necessary to the execution of the work. BLD will be responsible for the coordination of the work and documents of its subconsultants.

- C. Design of Scope Items shall not include structural provisions for support of such items in the structure of the building and structure; penetrations of the structure of the building for structural, mechanical or electrical connections; actual connection to the structural, mechanical and electrical systems of the building; or for waterproofing of the structure or of penetrations of the structure.

PROCEDURE

Pre-Schematic Design

8 weeks

BLD shall prepare drawings indicating the general concept of site development and budgetary construction cost estimate based upon concept.

Services will include 2 meetings. and 2 presentations in Grand Rapids. The first of these meetings shall be a review of the current proposal produced in the GR Forward Plan. The meeting will discuss it constraints and following will be discussion with the stakeholders of the potential addition of rock features for seating as well as other programmatic opportunities for the public to utilize the river's edge. The second meeting will be a presentation of the revised concept and will allow for final input and comment for final production of deliverables.

Deliverables will include:

- Contents of the two presentations in PDF format.
- Revised plan diagrams and sections of the site.
- One high quality perspective rendering of the revised concept
- Estimate on the level of cost impact of the proposed changes

EXCLUSIONS TO SCOPE OF SERVICES

Client shall provide the following information or services as required for performance of the work. BLD assumes no responsibility for the accuracy of such information or services and shall not be liable for error or omissions therein. Should BLD be required to provide services in obtaining or coordinating compilation of this information, such services shall be charged as Extra Services.

- A. Topography and boundary surveys.
- B. Legal descriptions of property.
- C. Soils testing and/or engineering and utility base information.
- D. Existing site engineering and utility base information.
- E. Overhead aerial photographs at controlled scale.
- F. Engineering other than that provided with the Scope of Services.
- G. Full arborist report on existing trees by a certified arborist.
- G. Current architectural plans and drawings and regular updates to those drawing files.

It is assumed that documents submissions will be handled electronically, and that all printing costs associated with interim, coordination, and final documents sets are not included in this agreement and will be the responsibility of others.

DEVELOPMENT BUDGETS

- A. Upon signing of the Agreement, a proposed development budget for all items of work under the Scope of Services shall be established and approved in writing.
- B. This development budget shall be revised and approved at the completion of Design Development Phase and Construction Documents Phase.
- C. In the event that this development budget is reduced or increased by more than 10% between the time of approval of the Design Development drawings and the time of award of a construction contract, cost of

modification of drawings and specifications to meet the reduced or expanded project budget shall be considered Extra Services.

FEES AND TERMS

Services described above shall be provided for on an hourly basis in accordance with the terms and conditions in Appendix A which is attached hereto and which is incorporated and made part of this Agreement by reference.

Fee for Professional Services shall not exceed US\$ 16,000 without further authorization. In addition, we estimate that the direct expenses for this project shall be in the amount of US\$ 4,000 with the sum of services and direct expenses totaling US\$ 20,000.

We would be pleased to answer questions you may have or to clarify various points above. If this proposal meets with your approval, please sign below (on the following page) and return one copy for our files. Work will commence with a written authorization to proceed and a retainer payment in the amount of US\$ 1,600. Retainer payment will be credited on the final invoice for the services. We look forward to working with you.

Sincerely,

Scott F. Bishop
President and Principal
Bishop Land Design

Accepted (signature): _____

By (print name): _____

Title: _____

Date: _____

APPENDIX A

Appended to and made part of Agreement for Professional Services between Bishop Land Design, LLC and Downtown Grand Rapids, Inc., dated 11/25/2015

FEE FOR PROFESSIONAL SERVICES

Services outlined under the Scope of Services or under Extra Services shall be provided on a time basis computed as follows (rates are provided in US\$):

<u>Rate</u>	
Bishop / Principal	US\$215/hour
Technical Director	US\$180.00/hour
Project Manager / Senior Associate	US\$95.00-110.00/hour
Senior Staff	US\$75.00-90.00/hour
Staff	US\$55.00-70.00/hour
Intern	US\$40.00-50.00/hour

All of these rates are current for six months from the date of the Agreement for Professional Services, but may be increased annually, on January 1, without written notice.

REIMBURSABLE COSTS

The following costs shall be reimbursed at cost plus 10% and are not included in the Fee for Professional Services:

- A. Cost of copies of drawings, specifications, reports and cost estimates; xerography and photographic reproduction of drawings and other documents furnished or prepared in connection with the work of this Contract. No receipts for reimbursables under \$25.00 will be submitted.
- B. Costs of commercial carrier and public transportation, lodging, car rental and parking, subsistence and out-of-pocket expenses. Private automobile travel at the current Privately Owned Vehicle Mileage Reimbursement Rate as set by the US General Services Administration.
- C. Long distance telephone charges, fax charges.
- D. Photographic services, film processing.
- E. Cost of models, special renderings, promotional photography, special process printing, special equipment, special printed reports or publications, maps and documents approved in advance by Client.
- F. Fees for additional special consultants retained with approval of Client.

EXTRA SERVICES

- A. Extra Services shall be provided on a time basis using rate schedule at front of Appendix.
- B. Extra Services include but are not limited to:
 - 1. Making planning surveys, feasibility studies, and special analyses of Client's needs to clarify his requirements for the project programming, beyond those specifically outlined herein.
 - 2. Master Planning, beyond that specifically outlined herein.
 - 3. Revisions and changes in approved drawings and the preparation of alternates or deductive change orders requested by the Client.
 - 4. Plan preparation for and construction observation of portions of a Project let on segregated bid basis or to be phased during construction.
 - 5. Services with respect to replacement of any work damaged during construction.
 - 6. Services required as a result of the default or insolvency of contractor.
 - 7. Preparation of record drawings or of measured drawings of existing conditions.
 - 8. Providing prolonged contract observation should the construction time be substantially extended through no fault of BLD.
 - 9. Work extending past the duration described in the Agreement to which this appendix is appended.

10. Work compressed into a schedule of shorter duration than described in the Agreement to which this appendix is appended.
11. Additional graphics for marketing or publicity purposes, beyond those described herein and potentially including marketing plans, sections, image boards, bird's-eye views, ground-level perspectives, and physical models.
12. Work associated with contaminated soils. The site is assumed to be clean and free from underground hazards and/or obstructions.
13. Irrigation design and engineering.
14. Engineering of water features, fountains, and swimming pools.
15. Design and engineering of playgrounds.
16. Additional public meetings or presentations beyond those listed herein.
17. Additional travel / trips beyond those outlined in the Agreement for Professional Services.
18. Cost estimating services.
19. Services associated with full-scale construction mock-ups.
20. Planted facades and/or planted roofs on buildings.
21. Maintenance manual and/or specifications.

STATEMENT AND PROGRESS PAYMENTS

Fees for Professional Services and Reimbursable Costs shall be billed and paid monthly, according to the schedule outlined in the Agreement for Professional Services.

ACCOUNTS

Accounts are payable net 30 days from date of invoice at our office in Quincy, Massachusetts, USA. A service charge will be applied to all accounts not paid at 1% of invoice amount per month or portion per month (12% per annum).

PROJECT DELAYS

Should the project be delayed or suspended for more than 30 (thirty) days, an additional re-start fee of 10% of the current phase of work will apply.

OWNERSHIP OF DOCUMENTS

The Client shall own the drawings, models, and other documents delivered as products under this contract. Drawings, specifications, models, and other documents, including those in electronic form, prepared by BLD are Instruments of Service. BLD shall be deemed the author of BLD's Instruments of Service and shall retain all common law, statutory, and other reserved rights, including copyrights. Upon execution of this Agreement, BLD grants to the Client a non-exclusive license to reproduce BLD's Instruments of Service as the Client deems necessary for public purposes.

CREDIT/ACKNOWLEDGEMENTS

BLD shall be given proper credit and acknowledgement for all services including but not limited to: planning, design and implementation. Proper credit shall be defined as being named by Client or their Agent in such circumstances as project identification boards, published articles or promotional brochures.

TERMINATION

It is understood that these services may be terminated upon 10 days written notice for good reason by either party. In this event, BLD shall be compensated for all work performed prior to date of termination at the rates set forth above.

SUCCESSORS AND ASSIGNS

It is understood and agreed that this Agreement shall be binding upon Clients and its successors and assigns and upon BLD, its successors and assigns. Neither party shall assign nor transfer its interest in this Agreement or any part thereof without the written consent of the other party.

REVOCATION

This proposal shall be considered revoked if acceptance is not received within 90 days of the date thereof.

AUTHORIZATION

Should the work proceed without a signed contract, it is assumed that all the terms of this agreement and appendix will be in force.

MEMORANDUM

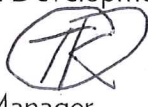
DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: December 4, 2015

TO: Downtown Development Authority

FROM: Tim Kelly 
Planning Manager

**Agenda Item #14
December 9, 2015
DDA Meeting**

SUBJECT: Liquor License Transfer Consent – 40 Pearl Street to 44 Grandville Avenue SW

Essence Restaurant Group, operator of Bistro Bella Vita (Bistro), Grove, and the Green Well, is beginning construction of a new restaurant at 816 Monroe Avenue to accompany the soon to open 616 Lofts project at 820 Monroe Avenue. The new restaurant will be approximately 5,200 square feet.

While they have all the required licenses, prior to beginning operations Essence needs to transfer licenses between multiple locations. The transfers will move a license from 40 Pearl Street (formerly Punjab Grill) to Bistro, and the Bistro license to 816 Monroe Avenue. A transfer directly from 40 Pearl Street to 816 Monroe Avenue is not permitted because it is a development area license that may not be transferred outside the DDA district, including to the Monroe North Tax Increment Finance Authority district.

Prior to approving license transfers, the Michigan Liquor Control Commission (MLCC) requires local government approval (see attached memo). Given the transfer is occurring within the DDA boundary, the City Commission policy allowing the review and approval of development area liquor licenses still applies. In evaluating a transfer, the DDA Board may consider how the license would promote economic growth in a manner consistent with adopted goals, plans or policies of the district. The policy also gives the highest priority for approval of these licenses to existing restaurants in the district.

Given the economic development potential of the new restaurant, as well as the compliance with the MLCC regulations, staff recommends approval of the attached resolution.

Recommendation:

Approve the resolution consenting to the transfer of the liquor license.



**DOWNTOWN
GRAND RAPIDS INC.**

**CITY OF GRAND RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY**

**RESOLUTION APPROVING AND RECOMMENDING
TRANSFER OF LOCATION OF A CLASS C LIQUOR
LICENSE WITHIN THE DOWNTOWN DISTRICT OF THE
CITY OF GRAND RAPIDS DOWNTOWN DEVELOPMENT
AUTHORITY**

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

WHEREAS, the City of Grand Rapids Downtown Development Authority (the “DDA”) has received a request from Essence 1, LLC, doing business as Bistro Bella Vita (“Essence 1”), to approve and recommend to the Grand Rapids City Commission the transfer of the location of an escrowed Class C liquor license (the “Class C License”) issued pursuant to Section 521a of the Michigan Liquor Control Code of 1998, Act 58 of the Public Acts of Michigan of 1998, as amended, from 40 Pearl Street, N.W. to 44 Grandville Avenue, S.W., both within the City of Grand Rapids; and

WHEREAS, 44 Grandville Avenue, S.W. is within the original DDA Downtown District; and

WHEREAS, the DDA has reviewed the request and has determined to approve and recommend the transfer.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That upon the request of Essence 1, the DDA approves and recommends to the Grand Rapids City Commission the transfer of location of the Class C License from 40 Pearl Street, N.W., to 44 Grandville Avenue, S.W. both within the City and within the original DDA Downtown District.
2. That upon its adoption, a copy of this resolution shall be provided to the Grand Rapids City Clerk.
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: December 9, 2015

Murphy Ackerman
Recording Secretary

CERTIFICATION

I, the undersigned duly qualified and acting Recording Secretary of the City of Grand Rapids Downtown Development Authority (the "DDA"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the DDA at a meeting held on December 9, 2015, 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: December 9, 2015

Murphy Ackerman
Recording Secretary



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
MICHIGAN LIQUOR CONTROL COMMISSION
ANDREW J. DELONEY
CHAIRMAN

MIKE ZIMMER
DIRECTOR

Notice of Deficiency – Withholding Investigation
(Authorized by R436.1103 (2) & MCL436.1529)

November 25, 2015

Essence 1, LLC
c/o Benjamin A. Zainea
bzainea@mikameyers.com

Request ID #815242

Re: Transfer Ownership Escrowed 2015 Class C License with Sunday Sales Permit (PM), Sunday Sales Permit (AM), Specific Purpose Permit (Food) & (2) Bars, Issued under MCL 436.1521(1), Non-Transferable, from Hospitality Partners, L.L.C.; Transfer Location from Trust Building, 40 Pearl to 44 SW Grandville, Grand Rapids; New Outdoor Service Area; Cancel Specific Purpose Permit (Food) and Additional Bar Permit Leaving (1) Bar.

Investigation of your application is being withheld until you send the items listed below:

- Local Government Approval – Form LC-1305 requires a recommendation for Transfer Location of Class C License Issued under MCL 436.1521(1), Non-Transferable.
- Certified Correspondence from City Clerk stating Class C license issued under MCL 436.1521(1), Non-Transferable is Transferring Location and remaining within the Original DDA Area.
- Clarification from applicant on whether or not applicant wants to transfer the Specific Purpose Permit (Food)
- Licensing fee totaling \$850.00 License Fees for Class C License, Sunday Sales Permit (AM) and Sunday Sales Permit (PM) ***If Additional Bar Permit is wanted (Current licensee has one) please send additional \$402.50 License Fees- \$350.00 Additional Bar Permit and \$52.50 Additional Sunday Sales Permit (PM) Fees**
(Required by MCL 436.1529) Please make your check or money order payable to the **State of Michigan**.

Administrative rule R 436.1103(2) requires that “an applicant for a license shall provide the commission or representative of the Commission, all information necessary for investigation and processing of the application.”

To check the status of your request, visit www.michigan.gov/lcc and click on “Online Services”. Scroll down to Liquor Control Commission and click on “Online Status Check.” Enter your request id number (RID) to check on your application 24 hours a day.

To obtain forms visit www.michigan.gov/lcc and click on "forms" then "licensing"; this will take you to the "General Licensing Forms" page. Here you will be able to download licensing forms to assist you with your application.

If you have questions, contact the Retail Licensing Section at (866) 813-0011.

JE

Enclosures

cc: Hospitality Partners, L.L.C.



Downtown Grand Rapids Inc.

SUPPORTED WINTER EVENTS

Downtown Grand Rapids Inc. (DGRI) has been focusing on our winter programming within the Downtown this year to help expand events and happenings during the colder season. Below is a list of events that DGRI is either putting on or financially supporting

Window Wonderland

- When: Nov. 6 - 27
- Where: Throughout the Downtown
- About: A competition to create the most spectacular holiday windows in Downtown! KCAD and Downtown Grand Rapids Inc. are partnering for the third annual Window Wonderland! This is a great opportunity for merchants to connect with the local, student artist community and to gain some special attention for your business.

Grand Caroling

- When: Nov. 4, 11, 18
- Where: Throughout the Downtown
- About: Carol with area choirs on the first three Fridays in December from 6:00pm- 7:00pm outside the stunning Welsh Auditorium, on the bank of the Grand River. Following the caroling session, stroll downtown visiting the restaurants and shops trimmed with holiday cheer! Get your joy on!

The Holidays Cheer

- When: Nov. 9, 11, 12, 18, 19
- Where: Throughout the Downtown
- About: We're excited about sharing the Holiday's Cheer with Downtown Grand Rapids. If you happen to see us caroling around town make sure to stop for a listen. Not only are we spreading Holiday's Cheer, but we have candy canes too!

Turkey Trot

- When: Nov. 26 – 8am
- Where: Arena District
- About: Blue Care Network of Michigan is once again partnering with GRPS for the 23rd annual Turkey Trot. With their support we hope to make our 5K walk/run the biggest and best Thanksgiving 5K walk/run in the country. Join us as we use our feet before we eat on November 26, 2015!

Ave. for the Arts: First Friday's and Holiday Artists Market

- When: Dec. 4, Dec. 5, Jan. 1, Feb. 5, Mar. 4, Apr. 1, May 6, Jun. 3
- Where: South Division
- About: A monthly multi-site showcase of locally owned art galleries, boutiques, specialty retail, bars and restaurants on South Division Avenue between Fulton and Wealthy. Drink specials are offered, gallery receptions, musical performances, live art creation, holiday sales, sidewalk vendors and student artwork.

Unwrapping Downtown: Tree Lighting and RPC Ice-Skating Ceremony

- When: Dec. 3 - 5-6pm
- Where: Rosa Parks Circle
- About: Let's get the season started! Join us in downtown Grand Rapids as we kick off the city's holiday festivities - with the lighting of the tree at Rosa Park Circle and the opening of the outdoor ice skating rink. All holiday décor throughout the Downtown put up by DGRI is officially completed for the season.

Grand Rapids Symphony: Holiday Pops Spectacular

- When: Dec. 3-6
- Where: Grand Rapids Symphony
- About: This fun pre-concert event precedes the Fox Motors Pops Series Holiday Pops matinee on Saturday, December 5. Families can enjoy festive treats, games, crafts, activities, caroling, family photos, an instrument petting zoo and so much more.

DGRI Holiday Party (private event)

- When: Dec. 10
- Where: DGRI office
- About: Annual holiday party for DGRI Board, Alliance members and partners within the community.

Movies NOT in the Park

- When: Dec. 18-20
- Where: UICA Theatre
- About: Movies in the Park, DGRI and UICA bring you Movies Not in the Park. A free holiday movie film series shown at the UICA. This will be the launch of round one voting for Movies in the Park and showcase classic films. First come first served. We will be playing Scrooged, It's A Wonderful Life, Home Alone, The Santa Claus, and A Christmas Carol

Broomball Leagues

- When: Jan. 4 – Feb. 23
- Where: Rosa Parks Circle
- About: DGRI teams up with the Sports and Social Club of Grand Rapids for broomball leagues. This started as a one day tournament last season put on by DGRI and has now grown into leagues run by the GRSSC.

The Great Skate WinterFest

- When: Jan. 23 - 24

- Where: Rosa Parks Circle
- About: 34 hour long annual winter event offering family friendly winter based fun and activities such as ice skating, dog sledding, ice sculptures, griffin players and much more.

Cannonsburg in the City

- When: Feb. 7
- Where: Ah-Nab-Awen Park
- About: DGRI, City of Grand Rapids Parks Dept., GRPS, and Cannonsburg are teaming up to bring the Burg to the City. Cannonsburg staff will teach kids how to ski and snowboard for free. Sledding is welcomed.

A Midwinter Night's Dream

- When: Jan. 30
- Where: Heartside Park
- About: All age winter event at Heartside Park including food trucks, snowman making, a dog parade and winter exercising.

Valent-ICE

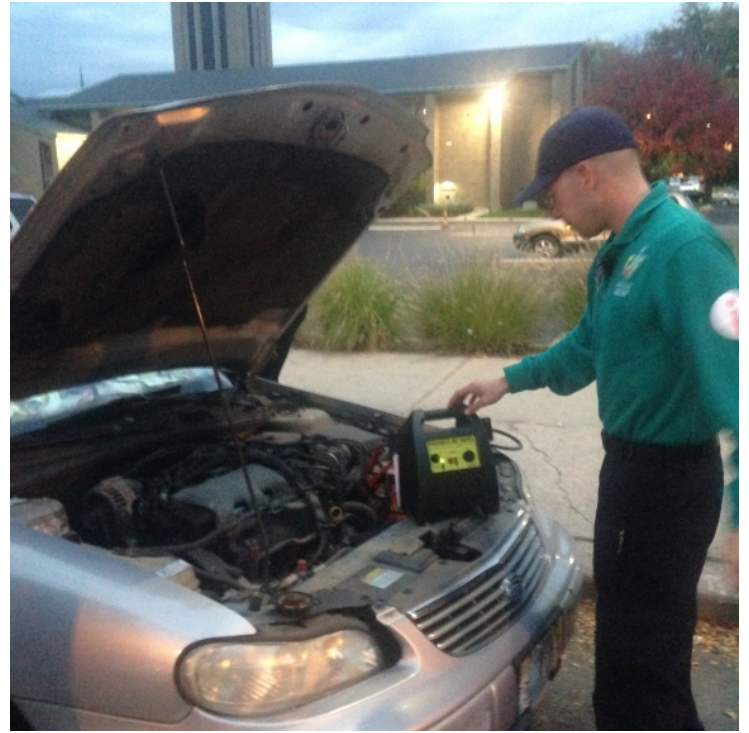
- When: Feb. 12-14
- Where: Rosa Parks Circle and Throughout the Downtown
- About: DGRI hosts an 80's on Ice event, live ice carving, sculptures throughout the Downtown, Valentine's promotions and activities, kids programming and professional photographs.

Taste of Soul Sunday

- When: Feb. 21
- Where: Grand Rapids Public Library
- About: Open house style family event featuring various historians, performers, authors and artists, highlighting and sharing the community's rich history of African American culture.

Hungry Hungry Hippo Tournament

- When: Mar. 6
- Where: Rosa Parks Circle
- About: DGRI, the Parks Dept. and the GRSSC will team up once again for the first ever Hungry Hungry Hippo Tournament held on ice. This will be an all day long tournament, teaming up with local businesses for drink specials throughout the day for the tournament.



Downtown Grand Rapids Ambassador Program October 2015 Report



Outreach Highlights



Rebecca talks with a panhandler who sits on the side of Mt. Vernon & US 131

Initiatives

The ambassador team continued to use the vouchers provided by Degage ministries to educate the general public as well as offer people who needed a meal an alternative to panhandling for money.

The vouchers have been used successfully by the team as engagement tool for both the general public and those who identify themselves as homeless.

Our outreach specialist, Kevin, has gone through and updated our existing resources manual with new information from a variety of Social Service Agencies in the area. The manual is a valuable tool for our team to reference when offering suggestions for resources to individuals.

QUICK VIEW

Oct 02, 2015 -- Nov 01, 2015

58 Panhandling - Passive

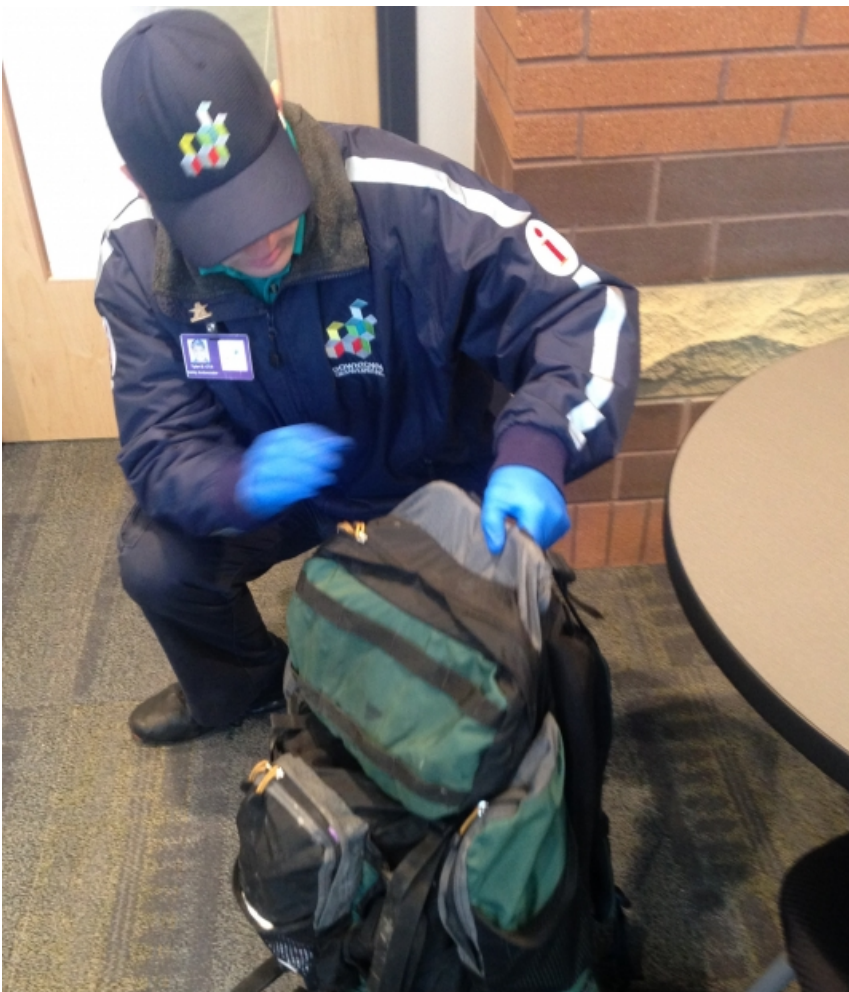
137 Panhandling - Aggressive

1358 Outreach Contact

Safety & Hospitality Highlights



Kevin provides motorist assistance



Tyler attempts to identify the owner of a lost bag

Initiatives

The Ambassador team continued to provide enhanced deployment for the remainder of Art Prize as well as Halloween on Ionia. For Art Prize we expanded our hours of operation from 6 to 7 days per week and added additional staffing on Saturday mornings as well as augmented existing shifts with additional staff.

For Halloween on Ionia we added additional staff to the evening and overnight shifts as a response to the expected increase of visitors to the downtown area. The rain and colder weather early in the evening gave the event a slow start but once the rain stopped the crowd for HOI increased and downtown as a whole became busier as additional venues were also hosting halloween themed events.

QUICK VIEW

Oct 01, 2015 -- Nov 01, 2015

- 3** Suspicious Package
- 12** Request for Police
- 16** Segway Hours
- 23** Motorist Assistance
- 23** Umbrella Escorts
- 25** Request for Fire/EMS
- 34** Observation - Fighting
- 56.2** Bicycle (miles)
- 61** Suspicious Person
- 279** Business Contact
- 426** Sidewalk Violation (skateboarding/Bicycling/Rollerblading)
- 1326** PA - Program Information
- 2582** PA - Directions
- 3853** PA - Information
- 7208** PA - Other

Cleaning Highlights



Eryn removes graffiti from a bus stop sign



Graffiti on a utility cap before & After

Initiatives

The Ambassador team continued to augment existing trash removal efforts being conducted by Grand Rapids Parks, DGRI Clean Team, GR Public Works and Special Events. We ended Art Prize 7 having collected over 500 bags of trash, 221 of which was collected in the two weeks of Art Prize occurring in October.

In addition to removing trash the ambassador team took advantage of the warmer weather and also stepped up our graffiti removal efforts post Art Prize, removing stickers, markers, paint etc. that was found on public infrastructure.

QUICK VIEW

Oct 01, 2015 -- Nov 01, 2015

221 Trash (Bags collected)

181 Graffiti - Removed

Stakeholder Feedback

Feedback

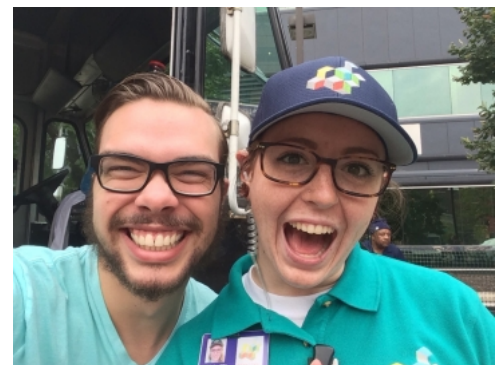
We are writing to pass along a positive review that we had with one of your ambassadors, Kevin. Co-workers in our building have previously used the services that the Downtown Grand Rapids Ambassadors provide, so we knew who to call when we're in trouble.

On Thursday night, Oct. 8th, after our ArtPrize volunteer shift at the HUB, we contacted DGRI for an umbrella escort when we got caught in a downpour. We had about a 10 minute walk back to our car...no umbrellas...and no rain jackets...d'oh! Kevin showed up very quickly after we called. He brought two umbrellas and walked us back to our car. While Kevin escorted us to our car, he informed us about all the activities that downtown ambassadors do to make Grand Rapids a safer and friendlier place. He explained to us how he helps out at the homeless camps, which is a very selfless act. The entire time Kevin was very polite, friendly, and made us feel safe walking to our car in the dark. Because of the positive experience that we had with Kevin, we'd recommend DGRI to anyone in need.

Thank you,
Jennifer and Samantha

Abbie was helpful in giving us the latest details about what was going on at ArtPrize yesterday!

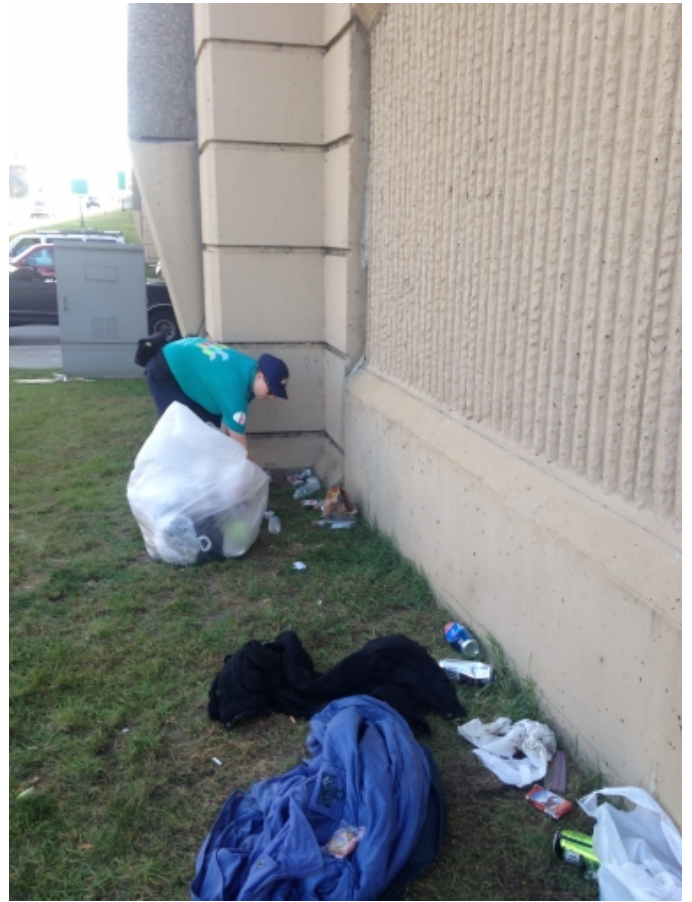
I am writing to express my appreciation for one of your downtown ambassadors. Veronica always greets everyone with a wonderful smile and willingness to assist in anyway possible. Often I have witnessed Veronica picking up trash from the ground and depositing it in the trash receptacles. She is truly an amazing ambassador for the City of Grand Rapids!



Highlights



Melvin provides a motorist assistance



Rebecca cleans the area near US 131



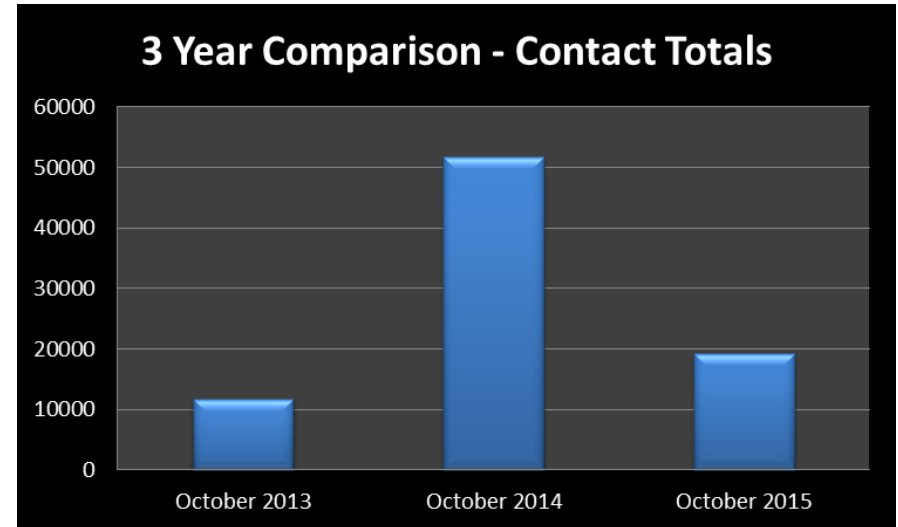
Empty doggie waste station before and after



DGR way finding sign before and after

Statistics

Activity	Oct. 2015 Total	Oct. 2014 Total	Variance	2015/2016 YTD
Bicycle (miles)	56.2	179	-122.8	128.2
Segway Hours	16	59.92	-43.92	34.5
Business Contact	309	428	-119	347
Graffiti - Removed	183	163	20	198
Motorist Assistance	23	9	14	26
Observation - Fighting	38	20	18	40
Outreach Contact	1441	4642	-3201	1944
PA - Directions	2714	6902	-4188	4574
PA - Information	4077	11513	-7436	7206
PA - Other	7694	15758	-8064	11889
PA - Program Information	1404	11195	-9791	2574
Panhandling - Aggressive	137	254	-117	169
Panhandling - Passive	58	227	-169	91
Request for Fire/EMS	29	12	17	39
Request for Police	12	19	-7	13
Safety Escort	385	2814	-2429	1946
Sidewalk Violation	438	1309	-871	831
Suspicious Package	3	198	-195	3
Suspicious Person	63	463	-400	85
Trash (Bags collected)	221	0	221	473
Umbrella Escorts	23	343	-320	24
Total Contacts Oct. 2015	19252	56269	-37017	32472
Total Contacts Oct. 2014				
Total Variance (2014 v. 2015)				
Total Contacts YTD				



Comparison of total statistics recorded in October ranging from 2013 through 2015.

The Ambassador team finished October 2015 with 19,252 contacts for the month. We were down significantly from the same period the year before. During this time we experienced the loss of 3 staff, 2 of which were unexpected and we spent the month filling those positions and training new employees.

We continue to work with new staff on data collection and using the SMARTSystem to help bring them up to speed with recording their daily contacts. We also continue making the necessary preparations to expand the existing team's scope of services to include cleaning services as well.