

AGENDA

DOWNTOWN DEVELOPMENT AUTHORITY



Board Members:

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

Wednesday, February 10, 2016
8:00 a.m. Meeting
29 Pearl Street, NW Suite #1

- | | | |
|---|---------------|----------------|
| 1. Call to order | | |
| 2. Approve Meeting Minutes from January 13, 2016 (8:01)
(enclosure) | <i>Motion</i> | <i>Harris</i> |
| 3. Accept January 31, 2016 Financial Statements (8:03)
(enclosure) | <i>Motion</i> | <i>Wallace</i> |
| 4. Authorize Value Engineering Study for Veteran's Park (8:08)
(enclosure) | <i>Motion</i> | <i>Kelly</i> |
| 5. Appoint TIF Plan Update Ad Hoc Committee (8:18)
(enclosure) | <i>Motion</i> | <i>Kelly</i> |
| 6. Authorize Contract Negotiations for Calder Plaza (8:28)
(enclosure) | <i>Motion</i> | <i>Kelly</i> |
| 7. Approve BRIP for St. Cecilia Music Center (8:38)
(enclosure) | <i>Motion</i> | <i>Pratt</i> |
| 8. Consent to Liquor License for New DT Market Eatery (8:44)
(enclosure) | <i>Motion</i> | <i>Pratt</i> |
| 9. DGRI Organizational Performance Measures (8:49)
(enclosure) | Info Item | Larson |
| 10. Downtown Tree Canopy Presentation (9:04) | Info Item | Kelly |
| 11. President & CEO Report (9:14) | Info Item | Larson |
| 12. Public Comment (9:29) | | |
| 13. Board Member Discussion (9:34) | | |
| 14. Adjournment | | |



UNAPPROVED MINUTES

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

January 13, 2016

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

2. Attendance

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

Absent:

Others Present: Kristopher Larson (Executive Director), Murphy Ackerman (DDA Executive Asst/Office Manager), Jana Wallace (DDA Treasurer), Tim Kelly, LaTarro Traylor, Annamarie Buller, Kimberly Van Driel, Bill Kirk, Eric Pratt, Andy Guy (staff) Melvin Eledge, Marcia Warner, Rachel Weick, Jim Harger, Jessica Pawlik, Brittany Wakefield, Nick Manes

3. Approve Meeting Minutes from December

Motion: Jane Gietzen, supported by Rick Winn, moved approval of the minutes from the December 9, 2015 meeting as presented. Motion carried unanimously.

1. Accept December 31, 2015 Financial Statements

Ms. Wallace gave an overview of the December financial statements. Ms. Wallace explained that the City was considering going live on a new system and it resulted in a smaller list of payments. Ms. Wallace said there will be more payments on the upcoming financial statements.

Motion: Elissa Hillary, supported by Jane Gietzen, moved to approve Statement D: Schedule of December 2015 Expenditures as recommended. Motion carried unanimously.

2. Approve 2016 Meeting Schedule

Mr. Harris introduced the proposed meeting schedule for 2016. Mr. Harris noted that there are no irregular meeting dates for 2016 and meetings will continue to be held at DGRI.

Motion: Diana Sieger, supported by Mayor Rosalynn Bliss, moved to approve the 2016 meeting calendar. Motion carried unanimously.

3. Election of DDA Chair

Mr. Harris took a moment to introduce and welcome Mayor Bliss to the Board. Mr. Harris said that at this point in the year it's traditional to elect a Chair and Vice-Chair. Mr. Harris opened the floor for nominations and discussion. Mayor Bliss thanked Mr. Harris for his service thus far and nominated Mr. Harris to continue to serve as Chair.

Motion: Mayor Rosalynn Bliss supported by Kayem Dunn, moved to elect Brian Harris as Chair of the

DDA Board. Motion carried unanimously.

Ms. Dunn thanked Mr. Harris for his continued willingness to serve as Board Chair.

4. Election of DDA Vice-Chair

Mayor Bliss nominated Mr. Winn for Vice-Chair of the DDA Board. Mr. Winn thanked Mayor Bliss for the kind words and accepted the nomination.

Motion: Mayor Rosalynn Bliss supported by Kayem Dunn, moved to elect Rick Winn as Vice-Chair of the DDA Board. Motion carried unanimously.

5. Approve TIF Assignment for 20 Monroe

Mr. Harris explained that due to Mr. Wendt's absence, Mr. Larson would be introducing this item. Mr. Larson said that legal counsel has reviewed this request and supports the TIF assignment. Mr. Larson explained that this is a fairly common deal and a directive for staff as we process payments for reimbursement. Mr. Larson said that this assignment allows the DDA to refund the bank as opposed to the developer.

Motion: Jane Gietzen supported by Rick Winn, moved to authorize the DDA Board Chair to execute the consent forms on behalf of the DDA. Motion carried unanimously.

6. Approve Support for LaughFest

Mr. Harris introduced the request for support from LaughFest. Mr. Harris explained that as the years progress, the DDA is seeking more innovation from organizations seeking support dollars. Mr. Larson explained that the organization is looking to build on support from the previous years and help the events we support to align with the community goals. Mr. Larson added that DGRI will also be more actively involved in the kick-off event. Mr. Larson said that a new facet of this year's programming will be building off of DGRI's Relax at Rosa program. This will include comedy events featured at Rosa Parks Circle during the lunch hour for the downtown workforce. Mr. Harris asked what metrics and changes will be made this year to ensure that diversity and inclusion is being measured. Mr. Larson said that there has been a methodology challenge for these measures and a lack of participation in the post event survey. Ms. Sieger asked if the current idea is to distribute questionnaires at the event. Mr. Larson explained that DGRI has traditionally used intercept survey after events, and has also partnered with ArtPrize and GVSU to refine their approaches. Mr. Larson said he is working to blend the two approaches. Mr. Larson said it is very important to get a sense of whether or not progress is being made to work towards diversity and inclusion. Mr. Larson added that post event surveying will be built into DGRI's event support policy. Mr. Talen asked what the budget looks like for major event support and if this can be included in all future asks for event support. Mr. Larson said in the future it will be included. Mr. Larson explained that the major event support line item is budgeted for approximately three major events per year. This year it includes ArtPrize, LaughFest, and JazzFest. Mr. Harris added that all event recommendations have been vetted by the Alliance for Vibrancy and recommended to the Board. Mayor Bliss asked if the line item for event sponsorship is different from the events that DGRI produces. Mr. Larson said that there are three different line items for events; production, support, and sponsorship.

Motion: Kayem Dunn supported by Dr. Wendy Falb, moved to approve the recommendation of \$15,000 of Major Event Support to LaughFest 2016. Motion carried unanimously.

7. Approve Amendment to Calder Plaza Steering Committee

Mr. Kelly explained that the recommendation is to approve the addition of two members to the Calder Plaza Steering Committee. Mr. Kelly said Richard App is the owner of the Richard App Gallery at 910 Cherry Street, and has extensive experience working in the arts community, as well as activation Calder Plaza as a curator during ArtPrize. Matthew Patulski is a Grand Rapids resident that graduated with a Bachelor's Degree in Fine Arts from the Kansas City Institute of Arts. He provides expertise in the areas of digital marketing, communication, advocacy, technology and education. Since moving to Grand Rapids from New York City, he has also volunteered for several years with Grand Rapids Public Schools teaching digital literacy to middle school students. Mr. Kelly explained that they would be joining the committee on their work which has already been in progress. Mr. Kelly gave an update on the meetings thus far and said that four firms have been shortlisted. Mr. Harris asked about the progress of the meetings. Mr. Kelly said the group was very impressed with the proposals received and excited to see the nationwide interest on the project. Mr. Harris asked why the DDA is charged with approving the steering committee members. Mr. Kelly said that as the primary fiduciary for the project, the DDA oversees the selection of the committee and holds the contract.

Motion: Elissa Hillary, supported by Diana Sieger, moved to approve additions to the Steering Committee to develop conceptual plans for Calder Plaza. Motion carried unanimously.

8. Downtown Ambassador – 2015 Year in Review

Mr. Eledge introduced himself to the Board and gave a review of the 2015 year for the Downtown Ambassador program. Ms. Gietzen asked Mr. Eledge if he had reached out to GRPS to partner for the Junior Ambassador program. Mr. Eledge thanked Ms. Gietzen for the suggestion and said he would connect with GRPS. Ms. Sieger took a moment to commend Mr. Eledge on his presentation and his ability to combat the original misperceptions of the program. Ms. Sieger also expressed her interest in the cigarette butt program to Mr. Eledge. Mr. Eledge said that there have been eleven locations identified in Downtown for the program and has included the Community Foundation. Mayor Bliss asked Mr. Eledge to elaborate on the "other" category for collecting data. Mr. Eledge explained that the category is used as a catch all for any contact that isn't identified in the pre-determined categories. Mr. Talen thanked Mr. Eledge for his continued outreach to the homeless population and expressed his desire to see there no longer be a need for the ambassadors to focus so heavily on the homeless population. Mr. Talen said he has collaborated with the ambassadors and other organizations to combat these issues and would like to continue to work together to see the need for outreach decrease. Mr. Harris thanked Mr. Eledge for his report and the work of the Downtown Ambassadors.

9. President & CEO Report

DGRI (2/11)

- Will receive alignment updates from Experience GR and Mayor's office
- Will consider appointment of Alliances
- Will consider 2016 cost allocation methodology
- Will receive an update from urban tree canopy committee

MNTIFA (11/11/15)

- Approved and Recommended Final GR Forward

DID (12/7)

- Recommended Amended FY16 DID Budget to City Commission

Alliances:

INVESTMENT (1/12)

- Chair: Nikos Monoyios, Long Range Planner @ The Rapid
- Discussed status of FY16 budget status, and Calder Plaza selection process

VIBRANCY (1/20)

- Chair – Brandy Moeller, City of Grand Rapids
- Planning Wintertime events, receiving update of revised GR Forward plan

LIVABILITY (1/25)

- Chair: Lynee Wells, Principal @ Williams & Works

DGRI Staff Highlights

Events / Marketing / Communications

- Coordinating messaging about HUD Grant Award
- Supporting Broomball leagues via partnership with GRSSC
- Preparing for messaging campaign surrounding Black History Month
- Finalizing plans for Cannonsburg in the City event Feb 7
- Conducting sales / sign-ups for Valent-ICE event
- Collaborating with GRPL on Feb 21 Taste of Soul Event
- Completing event planning for Mar 6 Hungry Hungry Hippo Tournament
- Working with community partners to finalize 2016 Movies in the Park lineup

Planning / Development

- Sending GR Forward for limited print run
- Collaborating with City of GR area 4/5 transition plan and mobility initiatives
- DID renewal – 1 step from completion!
- Finalizing selection of Calder Plaza design team – interviews in coming weeks
- Advancing refinement of Lyon Square conceptual designs from GR Forward
- Conducting outreach & education on TIF reform
- Preparing for update of TIF Development Plan

2016 – The Year Ahead

- Riding momentum of GR Forward - Aligning budgets with for implementation
- Receiving / incorporating news regarding Federal resiliency grant from HUD
- Fostering inter-organizational alignment / collective impact at DGRI BOA around GR Forward

- Launching new mobility initiatives (DASH, free Silver Line in Downtown, transit pass, car share)
- Leading TIF reform efforts
- Continuing to revise DDA tool box to assist with GR Forward implementation
- Creating more clarity surrounding outcome expectations of DGRI as administrator of ED tools
- Advancing land disposition efforts to support catalytic projects

10. Public Comment

None

11. Board Member Discussion

Mr. Harris said he will keep the Board updated on the ongoing conversation regarding TIF legislation. Mr. Harris shared that Mr. Larson and staff are currently working with consultants to manage the conversation in Lansing. Mr. Talen said that after seeing how other DDA's and TIF districts function he is continually impressed and appreciative of the Grand Rapids model.

Mr. Harris thanked Ms. Dunn for all of her service as Vice-Chair of the DDA. Mr. Harris also congratulated Mr. Winn on his appointment.

12. Adjournment

The meeting adjourned at 9:18 a.m.

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
February 10, 2016
DDA Meeting**

DATE: February 5, 2016

TO: Brian Harris
Chairman

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: FY2016 Financial Statements Through January 31, 2016

Attached are the financial statements for the first seven 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 January, 2016 Expenditures

On Statement B, Local Tax Increment Actual Expenditures for the Administration line item are higher than expected at this point in the fiscal year because July through January payroll expenditures have not been re-allocated from Administration to the appropriate Authority projects, 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 January 31, 2016

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 4,713,786	\$ 10,206,986	\$ 6,668,244	\$ 21,589,016
Petty Cash	-	-	500	500
Debt Service Reserve Fund	-	5,404,160	-	5,404,160
Loan Receivable - Project Developer	663,848	-	-	663,848
Loan Receivable - Special Assessments	11,052	-	-	11,052
General Fixed Assets	-	-	90,051,736	90,051,736
Future Tax Increment Revenues Anticipated	-	30,956,213	139,500	31,095,713
TOTAL ASSETS	\$ 5,388,686	\$ 46,567,359	\$ 96,859,980	\$ 148,816,025
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ 6	\$ -	\$ 54,706	\$ 54,712
Parking Revenue Payable	10,881	-	-	10,881
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	250	-	-	250
Net Retiree Health Care Obligation ¹	-	-	(5,349)	(5,349)
Prior Year Property Tax Appeals	-	19,798	9,111	28,909
Contract Payable	663,848	-	139,500	803,348
Bonds Payable	-	30,956,214	-	30,956,214
TOTAL LIABILITIES	782,563	37,671,642	205,341	38,659,546
Fund Balance / Equity:				
Investments in General Fixed Assets	-	-	90,051,736	90,051,736
Non-Tax Increment Reserve	3,961,544	-	-	3,961,544
Reserve for Authorized Projects	-	-	5,831,523	5,831,523
Reserve for Brownfield Series 2012A Bonds	530,637	-	-	530,637
Reserve for Compensated Absences	-	-	8,033	8,033
Reserve for Eligible Obligations	-	8,895,717	-	8,895,717
Reserve for Encumbrances	113,942	-	763,347	877,289
TOTAL FUND EQUITY	4,606,123	8,895,717	96,654,639	110,156,479
TOTAL LIABILITIES & FUND EQUITY	\$ 5,388,686	\$ 46,567,359	\$ 96,859,980	\$ 148,816,025

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 - January 31, 2016

	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	\$ 4,623,420
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	1,032	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	25,225	24,198
Interest on Investments - General	16,719	12,074	8,000	-	60,500	40,567
Interest on Investments - Multi-Year Accrual Reversal	-	(27,291) ¹	-	-	-	(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	35,000	-	-	-	-
Reimbursement - GR Public Schools for GR Forward	-	-	-	-	-	(21,927) ²
Sale of Parking Area 5 - Non-Refundable Deposit	-	60,000	-	-	-	-
Reimbursement -	-	-	-	-	-	-
Write Off Uncollectible Accounts - Wayfinding Signs	-	(8,305)	-	-	-	-
Reimbursements and Fees - Miscellaneous	500	290	-	-	15,000	4,154
From / (To) Fund Balance	2,582,395	-	(8,000)	-	1,575,056	-
TOTAL REVENUES	\$ 3,115,651	\$ 151,068	\$ 7,870,567	\$ 8,092,538	\$ 6,537,904	\$ 5,016,360
EXPENDITURES						
<u>Investment - Planning and Infrastructure</u>						
Development Incentive Programs	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000	\$ 670,616
Transit Projects - Transit Millage Funded	-	-	-	-	230,000	(5,416) ²
Planning	15,000	-	-	-	75,000	54,227
Public Infrastructure	2,051,451	-	-	-	2,505,000	555,509
Investment Total	\$ 2,066,451	\$ -	\$ -	\$ -	\$ 3,860,000	\$ 1,274,936
<u>Livability - Residents / Workers / Neighborhood</u>	465,000	114,932	-	-	995,000	55,018
<u>Vibrancy - Attracting Visitors</u>	532,000	173,091	-	-	270,000	50,581
<u>Miscellaneous</u>	50,000	17,155	-	-	-	-
Total Alliance Projects	\$ 3,113,451	\$ 305,178	\$ -	\$ -	\$ 5,125,000	\$ 1,380,535
Administration	2,200	664	-	-	952,863	847,869
Debt Service for Bond Issues	-	-	5,479,525	742,263	460,041	343,433
Estimated Capture to be Returned	-	-	2,391,042	-	-	-
TOTAL EXPENDITURES	\$ 3,115,651	\$ 305,842	\$ 7,870,567	\$ 742,263	\$ 6,537,904	\$ 2,571,837
EXCESS / (DEFICIT)	\$ -	\$ (154,774)	\$ -	\$ 7,350,275	\$ -	\$ 2,444,523

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.

ddastmts-jan 16.xls jmw 02052016

STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY
Statement of Current Project Expenditures
As of January 31, 2016

Project Title	Project Budgets		EXPENDITURES			Available Budget
	%	Cost	Month	Fiscal Year	All Years	
Areaway Fill Program (ARIP)		70,000 ^{1,2}	35,000	35,000		35,000
Building Re-use Incentive Program (BRIP)		250,000 ^{1,2}	108,450	108,450		141,550
Development Project Guidance		80,000 ^{1,2}	-	4,313		75,687
Development Project Reimbursements		600,000 ^{1,2}	-	480,903		119,097
Streetscape Improvement Incentive Program		50,000 ^{1,2}	41,950	41,950		8,050
Investment - Development Incentives Sub-Total	7.45%	\$ 1,050,000	\$ 185,400	\$ 670,616		\$ 379,384
DASH North Shuttle Services		80,000 ^{1,2}	13,334	(5,416)		85,416
New Downtown Circulator Infrastructure		250,000 ²	-	-	-	250,000
Investment - Transit Millage Funded Sub-Total	2.34%	\$ 330,000	\$ 13,334	\$ (5,416)	\$ -	\$ 335,416
Downtown Plan		668,089 ²	-	54,227	647,316	20,773
Investment - Planning Sub-Total	4.74%	\$ 668,089	\$ -	\$ 54,227	\$ 647,316	\$ 20,773
Arena South Implementation		998,594 ²	-	7,159	55,753	942,841
Bostwick Avenue - Lyon St to Crescent St		225,000 ²	23,870	375,903	375,903	(150,903)
Bridge Street Streetscape Improvs		239,003 ²	9,260	93,481	107,484	131,519
Grandville Ave Area Improvements		850,000 ²	106	59,132	59,132	790,868
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	9,559	9,559	98,900	1,001,100
Weston Street - Sheldon to LaGrave Ave		100,000 ²	-	-	-	100,000
Investment - Public Infrastructure Sub-Total	53.74%	\$ 7,569,270	\$ 42,795	\$ 555,509	\$ 2,959,314	\$ 4,609,956
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	-	1,886	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	444	42,442	92,040	457,558
Skywalk Wayfinding Sign Improvements		50,000 ²	-	-	-	50,000
Snowmelt System Repairs / Investigation		50,000 ^{1,2}	-	5,551		44,449
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	\$ 444	\$ 55,018	\$ 330,596	\$ 2,779,549
Division Ave Task Force Implemntn		5,000 ^{1,3}	-	-		5,000
Downtown Ambassadors		225,000 ^{1,3}	24,771	102,578		122,422
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}	-	3,500		4,000
Street Trees Maintenance Program		5,000 ^{1,3}	-	-		5,000
Transportation Demand Mnmt Prog		125,000 ^{1,3}	237	3,854		121,146
Winter Avenue Building Lease		2,500 ^{1,3}	-	-		2,500
Livability - Non-Tax Supported Sub-Total	3.44%	\$ 485,000	\$ 25,008	\$ 114,932	\$ 9,715	\$ 360,353
Downtown Marketing & Inclusion		250,000 ^{1,2}	4,600	50,021		199,979
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	\$ 4,600	\$ 50,581		\$ 219,419
Bridge Lighting Operations		10,000 ^{1,3}	-	-		10,000
DGRI Event Production		60,000 ^{1,3}	1,504	20,682		39,318
Diversity/Inclusion Programming		10,000 ^{1,3}	-	9,497		503
Downtown Marketing & Inclusion		- ^{1,3}	266	16,197		(16,197)
Downtown Workforce Program		20,000 ^{1,3}	-	6,486		13,514
Go-Site Visitor Center at GRAM		10,000 ^{1,3}	-	-		10,000
Holiday Décor Program		30,000 ^{1,3}	1,373	1,373		28,627
Major Event Sponsorship		80,000 ^{1,3}	-	61,892		18,108
Public Space Activation		35,000 ^{1,3}	-	25,413		9,587
Rosa Parks Circle Skating Operations		42,000 ^{1,3}	-	-		42,000
Special Events - Grants		50,000 ^{1,3}	-	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}	8,781	18,615		61,385
Vibrancy Non-Tax Supported Sub-Total	3.78%	\$ 532,000	\$ 11,924	\$ 173,091		\$ 358,909
Experience - Miscellaneous	0.35%	50,000^{1,3}	-	17,155		32,845
TOTAL	100.00%	\$ 14,085,055	\$ 283,505	\$ 1,685,713		\$ 9,111,604

Note 1: Current year (FY2016) budget only.

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

ddastmts-jan16.xls jmw 02052016

STATEMENT D

DOWNTOWN DEVELOPMENT AUTHORITY

Schedule of Expenditures

January, 2016

Source	Vendor	Purpose / Project	Description	Amount
Local	Paychex	Administration	DGRI payroll, taxes, 401(k), FSA - January, 2016	\$ 60,667.55
Local	89 Ionia Partners, LLC	Building Re-use Incentive Program (BRIP)	Partial support for 89 Ionia Avenue NW improvements	50,000.00
Local	Harris Lofts LLC	Building Re-use Incentive Program (BRIP)	Partial support for improvements at 107 South Division	50,000.00
Local	89 Ionia Partners, LLC	Streetscape Improvement Incentive Program	Partial support for 89 Ionia Avenue NW improvements	35,000.00
Local	89 Ionia Partners, LLC	Areaway Fill Program (ARIP)	Partial support for 89 Ionia Avenue NW improvements	35,000.00
Non Tax	Mydatt Services, dba Block by Block	Downtown Ambassadors	Monthly services - November 2015	24,510.78
Local	Michigan Department of Transportation	State Street - Jefferson to Lafayette	General construction through 12/21/2015	21,842.11
Local	SKO Design Group	Veterans Park Improvements	Design services	9,559.23
Non Tax	City Treasurer - Police Department	Ticketed Events - Police Services	Pedestrian safety - October 2015	8,780.99
Local	Thai Xpress Café, LLC dba Angels Thai	Building Re-use Incentive Program (BRIP)	Partial support for 140 Monroe Center improvements	8,450.00
Local	Nagel Construction Inc	Bridge Street Streetscape Improvs	Construction services - 11/4-12/11/2015	7,178.63
Local	40 Pearl Street, LLC	Streetscape Improvement Incentive Program	Partial support for 50 Louis SW improvements	6,950.00
Local	City Treasurer - Parking Services	DASH North Shuttle Services	Shuttle lease - October 2015	6,667.00
Local	City Treasurer - Parking Services	DASH North Shuttle Services	Shuttle lease - November 2015	6,667.00
Local	City Treasurer - Budget Office	Administration	Support services allocation - January 2016	6,152.00
Local	Federal Square Building Co #1 LLC	Administration	Share of office lease - January 2016	5,864.41
Local	City of Grand Rapids	Administration	Staff services - January 2016	2,506.24
Local	Grand Rapids Public Schools	Downtown Marketing & Inclusion	Advertisement in "We Are GR" - November 2015	2,350.00
Local	Jamiel Robinson dba GRABB	Downtown Marketing & Inclusion	GR Forward community and neighborhood engagement	2,250.00
Local	Soil and Materials Engineers, Inc.	State Street - Jefferson to Lafayette	Construction materials testing - October 2015	2,027.46
Local	Fishbeck, Thompson, Carr & Huber	Bridge Street Streetscape Improvs	Construction engineering - November 2015	1,968.91
Local	TGG inc. / The SBAM Plan	Administration	Share of life/disability ins premium February 2016	1,332.85
Non Tax	Bazen Electric	Holiday Décor Program	Repair receptacles for Downtown Holiday Lighting	1,098.12
Local	City Treasurer - Risk Management	Administration	General insurance - January 2016	745.00
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Survey Monkey for Movies in the Park voting	611.97
Local	Cellco Partnership dba Verizon	Administration	Share of staff cellphone svc/equip 12/02/15-01/01/2016	537.83
Local	Fifth Third Bank - Procurement Card	Administration	Share of office supplies	520.73
Local	TDS Metrocom LLC	Administration	Share of 29 Pearl NW telephone service - December 20	507.14
Local	Michigan Downtown Association	Administration	Membership dues - 10/1/2015-10/01/2016	500.00
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies Not in the Park supplies	496.59
Local	City Treasurer - Parking Services	Administration	Parking validations - December 2015	379.00
Local	Great America Financial Services	Administration	Share of Ricoh copier system lease - December 2015	375.93
Local	Paychex	Administration	DGRI payroll processing fees - January, 2016	349.18
Non Tax	Jeffrey Christopher Wilkinson	DGRI Event Production	Photography - Hol Cheer/Tree Lighting/Grd Caroling eve	337.52
Local	Site Design Solutions, LLC dba Virdis	Public Realm Improvements	Design services	300.00
Local	Fifth Third Bank - Procurement Card	Administration	Staff tour of Detroit and A.Guy Econ Club registration	280.00
Non Tax	Bazen Electric	Holiday Décor Program	Electrical services for Downtown Holiday Lighting	275.03
Non Tax	Fifth Third Bank - Procurement Card	Downtown Marketing & Inclusion	CRM subscription and Facebook ads	265.97
Local	Federal Square Building Co #1 LLC	Administration	Share of electricity - 29 Pearl St, NW 11/06-12/07/2015	258.34
Non Tax	City Treasurer - Parking Services	Downtown Ambassadors	Parking - Melvin Eledge December 2015	254.00
Local	U.S. Bank, N.A.	DDA 1994 Bonds - Van Andel Arena	Annual paying agent fee	250.00
Local	HUB International Midwest	Administration	Share of workers compensation premium	243.47
Non Tax	TGG inc. / The SBAM Plan	Transportation Demand Mnmt Program	B. Kirk life/disability ins premium February 2016	171.58
Local	PCS Gophers	Administration	Interoffice and mail service	156.94
Local	Fifth Third Bank - Procurement Card	Public Realm Improvements	Public parklet storage	144.00
Local	Paychex	Administration	DGRI HRS processing fees - January, 2016	140.00
Local	Comcast	Administration	Share of high speed internet December 2015	128.48
Local	City of Grand Rapids Engineering Dept	Bridge Street Streetscape Improvs	Engineering services - Bridge & Summer reconstruction	112.29
Local	Diversco Construction Co Inc	Grandville Ave Area Improvements	Re-construction services	106.40
Local	Engineered Protection Systems Inc	Administration	Share of security services - 02/01-04/30/2016	77.43
Non Tax	Cellco Partnership dba Verizon	DGRI Event Production	B. Kirk cellphone svc/equip 05/02-06/01/2015	65.40
Local	Fifth Third Bank - Procurement Card	Administration	MiBiz yearly subscription	59.00
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Postage for Movies in the Park sponsorship packages	58.22
Local	JP Morgan Chase	Administration	DGRI payroll bank fees - January, 2016	33.83
Local	Gordon Water Systems	Administration	Share of water cooler	29.47
Local	Fifth Third Bank - Procurement Card	Administration	Office postage	29.40
Non Tax	Consumers Energy	Downtown Ambassadors	Electricity - 351 Winter Avenue - 01/13-01/21/2016	5.99
Local	City Treasurer - Facilities Mnmt	Administration	Metered mail - December 2015	2.50

JANUARY, 2016 EXPENDITURES \$ 365,631.91

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: February 5, 2016

TO: Downtown Development Authority

FROM: Tim Kelly
Planning Manager

Agenda Item #4
February 10, 2016
DDA Meeting

SUBJECT: Authorize Value Engineering Services for Veteran's Memorial Park

On January 14, 2015, the Downtown Development Authority (DDA) Board approved a contract with SKO Design Group (SKO) to complete construction drawings and cost estimations for Veteran's Memorial Park in an amount not exceed \$100,000. This work was undertaken in an effort to move the project to bidding, and to fully implement the Monument and Veteran's Memorial Park Master Plan, approved in April 2013 (attached).

Based on the design in the Master Plan, as well as recommendations provided by the project Steering Committee, the costs to complete construction is estimated at approximately \$1.2 million (attached). The revenue from the Brownfield TIF being used to cover the costs, however, is only \$740,000.

In light of this difference, and in an effort to bid a project that will be constructed, staff recommends initiating value engineering services on the existing design. This process will enable the construction documents released for bids to include a base project of \$740,000, and will also identify potential alternates to be added to the project. Those alternates could be funded through the standard DDA budget process, or other sources, such as a fundraising campaign, which members of the Steering Committee have expressed interest in conducting.

SKO has estimated the costs to complete the value engineering at \$27,000. The additional \$19,000 is requested to cover required work outside the scope of their original contract, including an evaluation of existing utilities, electrical systems, and building and monument conditions. If approved, the value engineering will begin immediately, with a goal of bidding the project by spring 2016.

Recommendation:

Authorize SKO to complete value engineering for the Veteran's Memorial Park project for an amount not to exceed \$46,000.

VETERANS MEMORIAL PARK

Opinion of Probable CONSTRUCTION Costs @ 100% CD's
Veterans Memorial Park Phase 2 Construction Documents
Grand Rapids, Michigan

*** NOT FOR BIDDING OR CONSTRUCTION ***

ISSUED:

December 7, 2015

Item	Quantity	Unit	Unit Price	Total
------	----------	------	------------	-------

GENERAL PARK ITEMS (excluding monuments rehab)

Demolition & Removals

Remove & dispose of asphalt paving	7,146	SF	\$ 0.75	\$ 5,359.50
Remove & dispose of Concrete curb	1,834	FT	\$ 1.50	\$ 2,751.00
Remove & dispose of concrete paving	14,150	SF	\$ 2.50	\$ 35,375.00
Remove & dispose of concrete stairs & walls	1	LS	\$ 2,500.00	\$ 2,500.00
Remove & dispose of Light Poles	1	LS	\$ 5,000.00	\$ 5,000.00
Remove & dispose of Landscaping	1	LS	\$ 2,500.00	\$ 2,500.00
Remove Trees	19	EA	\$ 450.00	\$ 8,550.00
Remove Bus Shelter and salvage	1	EA	\$ 1,650.00	\$ 1,650.00
Remove Existing Benches	9	EA	\$ 100.00	\$ 900.00
			SUBTOTAL	\$ 64,585.50

Utilities Improvements

Park Electrical Service / Main Panel	1	LS	\$ 7,000.00	\$ 7,000.00
Electrical Conduit for Future Memorials	7	EA	\$ 500.00	\$ 3,500.00
Oval Reflecting pool Electric w/ edge lighting	1	LS	\$ 6,000.00	\$ 6,000.00
Historic Style Light Poles w/ Electrical Receptacles	4	EA	\$ 10,000.00	\$ 40,000.00
Relocate (1) Historic Style Light Pole	1	EA	\$ 1,500.00	\$ 1,500.00
Pedestrian Pole Lighting	5	EA	\$ 6,000.00	\$ 30,000.00
Low Voltage LED Transformer & Accessories	1	LS	\$ 1,000.00	\$ 1,000.00
Masonry Columns Low Voltage LED Lighting	18	EA	\$ 400.00	\$ 7,200.00
Basalt Stone Columns Small Uplight Low Voltage LED Lighting	32	EA	\$ 300.00	\$ 9,600.00
Comfort Station Small Uplight Low Voltage LED Lighting	2	EA	\$ 400.00	\$ 800.00
Electrical Duplex Outlets	8	EA	\$ 300.00	\$ 2,400.00
Vietnam Memorial Lighting (Low Voltage LED)	2	LS	\$ 400.00	\$ 800.00
Operation Iraqi Freedom Memorial Lighting (Low Voltage LED)	2	LS	\$ 400.00	\$ 800.00
Purple Heart Lighting (Low Voltage LED)	1	LS	\$ 400.00	\$ 400.00
WW I Memorial Lighting (120v Uplights)	8	EA	\$ 1,500.00	\$ 12,000.00
WW II / Korean War Memorial Lighting (Low Voltage LED)	10	EA	\$ 400.00	\$ 4,000.00
Water Service Updates	1	LS	\$ 15,000.00	\$ 15,000.00
Decorative Manhole Cover	1	LS	\$ 1,000.00	\$ 1,000.00
Sanitary Sewer (Comfort Station?)	1	LS	\$ 10,000.00	\$ 10,000.00
Pool Equipment	1	LS	\$ 10,000.00	\$ 10,000.00
Pool Plumbing & Misc	1	LS	\$ 2,500.00	\$ 2,500.00
Irrigation System	1	LS	\$ 40,000.00	\$ 40,000.00
			SUBTOTAL	\$ 205,500.00

Hardscape Improvements - General

Earthwork	1	LS	\$ 7,500.00	\$ 7,500.00
Concrete Straight Curb	1,611	LF	\$ 22.00	\$ 35,442.00
Perimeter Concrete Curb (@ city sidewalks)	56	LF	\$ 25.00	\$ 1,400.00
Concrete Sidewalk, 6"	14,389	SF	\$ 5.00	\$ 71,945.00
Concrete Sidewalk, 4"	490	SF	\$ 4.00	\$ 1,960.00
Concrete Stairs, 5" riser x 16" tread (comfort station)	81	LF	\$ 75.00	\$ 6,075.00
Concrete Stairs, 5" riser x 16" tread	34	LF	\$ 75.00	\$ 2,550.00

Item	Quantity	Unit	Unit Price		Total
Hardscape Improvements - General <i>continued</i>					
Masonry Column 55in w/ Limestone Caps	17	EA	\$ 1,500.00	\$	25,500.00
Masonry walls 36in w/ Limestone Caps	257	LF	\$ 200.00	\$	51,400.00
Center Oval Decorative Paving	5,109	SF	\$ 50.00	\$	255,450.00
Sidewalk Brick Paving	6,947	SF	\$ 16.00	\$	111,152.00
Patio Reclaimed Granite Paving	615	SF	\$ 4.50	\$	2,767.50
Concrete Base for Sidewalk Brick Paving & Patio	7,562	SF	\$ 3.00	\$	22,686.00
Oval Reflecting Pool Walls	117	LF	\$ 220.00	\$	25,740.00
Oval Reflecting Pool Bottom w/ membrane	945	SF	\$ 9.00	\$	8,505.00
Concrete Straight Curb B	92	LF	\$ 40.00	\$	3,680.00
Memorials - Brick Paving w/ conc. Base	500	SF	\$ 14.00	\$	7,000.00
Relocate Existing Fountain Granite Walls, Etc.	1	LS	\$ 7,500.00	\$	7,500.00
			SUBTOTAL	\$	648,252.50
Hardscape Improvements - Main Entrance					
Sidewalk Brick Paving over C	1,113	SF	\$ 11.00	\$	12,243.00
Concrete Base for Sidewalk Brick Paving	1,113	SF	\$ 3.00	\$	3,339.00
"Marching Soldiers" Stone Piers	16	EA	\$ 2,000.00	\$	32,000.00
Masonry Piers w/ Limestone Caps	2	EA	\$ 1,500.00	\$	3,000.00
Masonry Seatwalls w/ Limestone Caps	50	LF	\$ 200.00	\$	10,000.00
Ornamental Steel Entry Arch w/ Sign	1	EA	\$ 20,000.00	\$	20,000.00
Entry Arch Masonry Piers	2	EA	\$ 4,000.00	\$	8,000.00
			SUBTOTAL	\$	88,582.00
Site Amenities Improvements					
Handrails	68	LF	\$ 45.00	\$	3,060.00
Guardrails	19	LF	\$ 75.00	\$	1,425.00
Historic Style Drinking Fountain	1	EA	\$ 1,500.00	\$	1,500.00
Flagpoles w/ lighting	2	EA	\$ 4,000.00	\$	8,000.00
Benches	20	EA	\$ 1,200.00	\$	24,000.00
Bike racks	6	EA	\$ 500.00	\$	3,000.00
Litter receptacles	8	EA	\$ 800.00	\$	6,400.00
			SUBTOTAL	\$	47,385.00
Landscaping Improvements					
Topsoil / Fine grade for lawn, 4" depth	122	CY	\$ 25.00	\$	3,050.00
Planting Soil / Fine Grade for Plant Beds, 12" depth	70	CY	\$ 35.00	\$	2,450.00
Shredded Hardwood Bark Mulch	62	CY	\$ 40.00	\$	2,480.00
Lawn seeding	10,000	SF	\$ 0.12	\$	1,200.00
Deciduous Shade Trees, 3.0" Caliper, B&B	20	EA	\$ 400.00	\$	8,000.00
Deciduous Ornamental Trees, B&B	13	EA	\$ 300.00	\$	3,900.00
Evergreen Trees, 14' - 16' Ht., Specimen Grade	2	EA	\$ 700.00	\$	1,400.00
Shrubs, No. 5 Container, 24" Spread	100	EA	\$ 35.00	\$	3,500.00
Perennial & Groundcover Plants, No. 1 Container	468	EA	\$ 15.00	\$	7,020.00
Ornamental Grasses, No. 2 Container	15	EA	\$ 25.00	\$	375.00
			SUBTOTAL	\$	33,375.00
			TOTAL	\$	1,087,680.00
			8% CONTINGENCY	\$	87,014.40
			GRAND TOTAL	\$	1,174,694.40

Item	Quantity	Unit	Unit Price		Total
MONUMENTS REHABILITATION					
Soldier's Memorial - World War I Pylons Pair					
Clean All Granite	1,800	SF	\$ 6.00	\$	10,800.00
Repointe All Granite	160	LF	\$ 40.00	\$	6,400.00
Replace Wiring and Light Fixtures	8	EA	\$ 700.00	\$	5,600.00
Replace Steel Grate and Screen w/ Bronze Components	8	EA	\$ 1,500.00	\$	12,000.00
Refinish Plaques, Removing Lacquer, Applying Wax Finish	2	EA	\$ 500.00	\$	1,000.00
			SUBTOTAL	\$	35,800.00
World War II & Korean Stelae Quintet					
Inventory components and dismantle for repairs and relocation	1	LS	\$ 8,000.00	\$	8,000.00
Construct new concrete foundation, continuous under all five st	45	LF	\$ 80.00	\$	3,600.00
Install stelae on new foundation	1	LS	\$ 8,000.00	\$	8,000.00
Clean All Granite	350	SF	\$ 6.00	\$	2,100.00
Refinish Bronze Star; clean adjacent granite	1	EA	\$ 500.00	\$	500.00
			SUBTOTAL	\$	22,200.00
Gilbert Monument					
Inventory components and dismantle for relocation	1	EA	\$ 3,000.00	\$	3,000.00
Construct new foundation, poured concrete	1	LS	\$ 2,000.00	\$	2,000.00
Install monument on new foundation	1	LS	\$ 2,000.00	\$	2,000.00
Refinish Bronze bust and plaque	1	LS	\$ 2,000.00	\$	2,000.00
Repair spall	1	LS	\$ 500.00	\$	500.00
Replace previous spall patch to match adjacent stone	1	LS	\$ 500.00	\$	500.00
Clean Granite	120	SF	\$ 6.00	\$	720.00
			SUBTOTAL	\$	10,720.00
Longfellow Monument					
Inventory components and dismantle for relocation	1	EA	\$ 3,000.00	\$	3,000.00
Construct new foundation, poured concrete	1	LS	\$ 2,000.00	\$	2,000.00
Install monument on new foundation	1	LS	\$ 2,000.00	\$	2,000.00
Refinish Bronze bust and plaque	1	LS	\$ 2,000.00	\$	2,000.00
Clean Granite	120	SF	\$ 6.00	\$	720.00
			SUBTOTAL	\$	9,720.00
Vietnam War Memorial Pair					
Dismantle for relocation	2	EA	\$ 2,000.00	\$	4,000.00
Construct new foundation, poured concrete	2	EA	\$ 1,200.00	\$	2,400.00
Install monument on new foundation	2	EA	\$ 1,500.00	\$	3,000.00
Clean Granite	300	SF	\$ 6.00	\$	1,800.00
			SUBTOTAL	\$	11,200.00
Purple Heart					
Dismantle for relocation	1	EA	\$ 1,500.00	\$	1,500.00
Construct new foundation, poured concrete	1	EA	\$ 1,200.00	\$	1,200.00
Install monument on new foundation	1	EA	\$ 1,000.00	\$	1,000.00
Clean Granite	100	SF	\$ 6.00	\$	600.00
			SUBTOTAL	\$	4,300.00

<i>Item</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total</i>
Operation Iraqi Freedom				
Dismantle for relocation	1	EA	\$ 1,500.00	\$ 1,500.00
Construct new foundation, poured concrete	1	EA	\$ 1,200.00	\$ 1,200.00
Install monument on new foundation	1	EA	\$ 1,500.00	\$ 1,500.00
Recondition finish on the eagle by a conservator	1	LS	\$ 1,200.00	\$ 1,200.00
Clean Granite	50	SF	\$ 6.00	\$ 300.00
			SUBTOTAL	\$ 5,700.00
Astronomical Post				
Excavate around the post, install drainage material	1	EA	\$ 750.00	\$ 750.00
Consolidate and repair the post	1	EA	\$ 1,000.00	\$ 1,000.00
Clean sandstone using gentlest means possible	1	EA	\$ 1,000.00	\$ 1,000.00
Install expansion joint around the post	15	LF	\$ 8.00	\$ 120.00
			SUBTOTAL	\$ 2,870.00
			TOTAL	\$ 102,510.00
			8% CONTINGENCY	\$ 8,200.80
			GRAND TOTAL	\$ 110,710.80
			TOTAL OF BOTH SECTIONS ABOVE	\$ 1,285,405.20 *



MONUMENT PARK AND VETERANS MEMORIAL PARK FINAL MASTER PLAN

MARCH 25, 2013

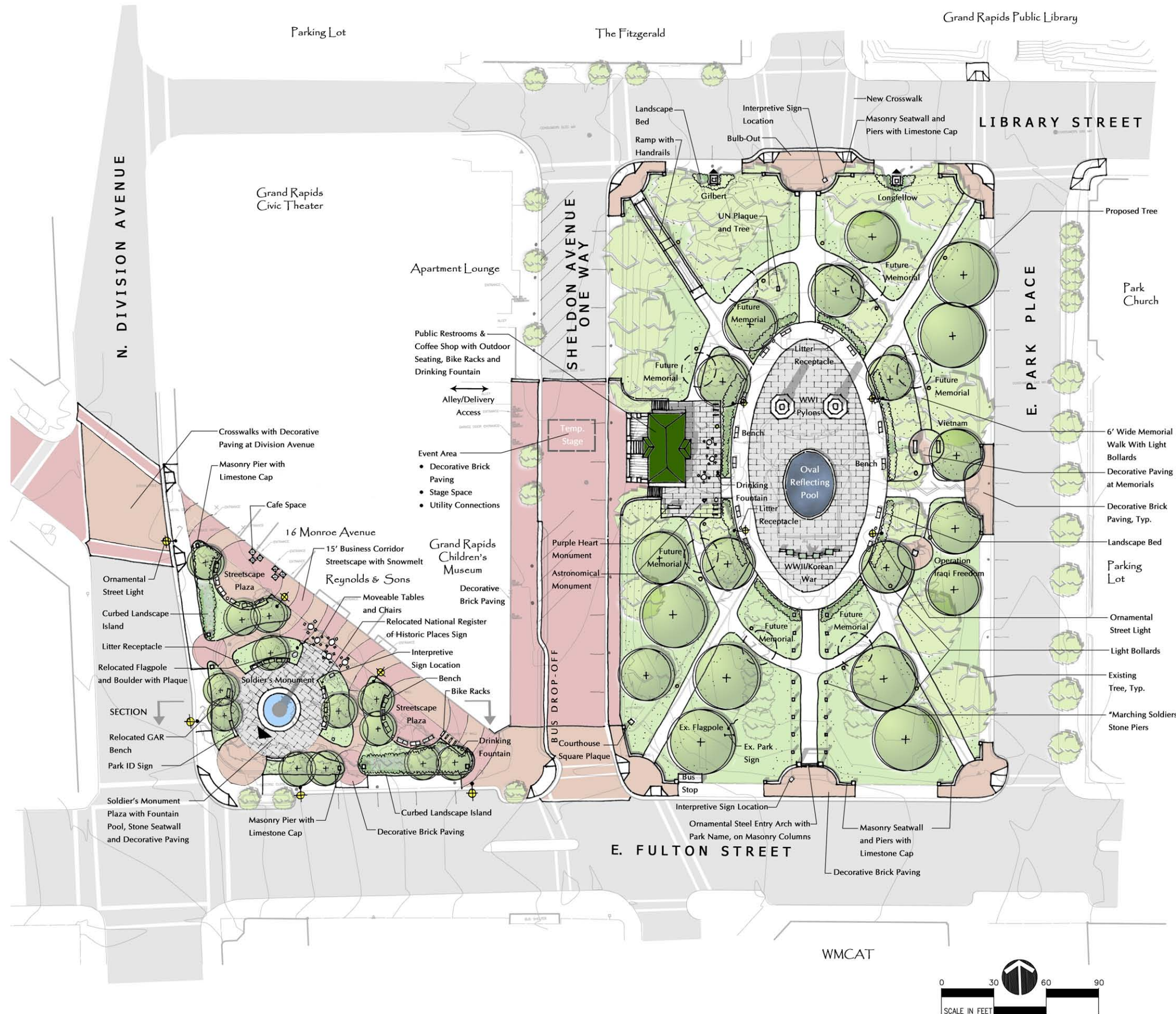
Key Characteristics

Veterans Memorial Park

- Bilateral Symmetry preserved with diagonal walks and a series of ovals depicted in paving, planting and seating.
- Solemn core defined by series of concentric ovals. Outer ring memorial walk has decorative paving at memorials. Center oval has reflecting pool with raised curb.
- Location of WWI pylons unchanged. WWII / Korean War Memorial relocated in central oval.
- Sense of arrival and entry created by decorative paving, seat walls and ornamental steel arch with park name at south entrance.
- Gilbert and Longfellow busts moved to Library St. sidewalk.
- Fulton St. entrance walk, flanked by double row of stone piers, directs views to center oval. Stone piers stand soldier-like in rigid formation.
- Tree planting to increase park canopy.
- Building repurposed for public restrooms and coffee shop.
 - Outdoor seating area on east side of building
- Interpretive Sign Locations at main north and south entrances.

Monument Park

- Elevated Soldier's Monument with stone seat wall surrounding fountain pool.
- Special paving along storefronts denotes 15' wide business corridor streetscape.
- Three streetscape plazas along business corridor streetscape.
- Seating options; moveable tables and chairs, benches, and seat wall around Soldier's Monument fountain.
- Barrier-free access at all park entrances.
- Direct access to park/businesses from parking on Fulton St.
- Masonry piers and ornamental street lights repeat along Fulton St. and in Veterans Memorial Park.
- Cafe space available along storefronts.
- Lawn areas enclose and separate Soldier's Monument plaza and streetscape plazas.
- Site amenities; drinking fountain, bike racks and litter receptacles.
- Flagpole, boulder with plaque, and National Historic Register Sign relocated in Soldier's Monument plaza.
- Event Area on Sheldon Avenue and crosswalks with decorative paving at Division Avenue.



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: February 5, 2016

TO: Downtown Development Authority

FROM: Tim Kelly
Planning Manager

**Agenda Item #05
February 10, 2016
DDA Meeting**

SUBJECT: TIF and Development Plan Ad Hoc Committee

Act 197 of the Public Acts of Michigan (PA 197), which provides municipalities in Michigan the ability to establish downtown development authorities (DDA), requires a tax increment financing (TIF) and development plan be created and approved by the local unit of government. The TIF Plan sets forth the procedures, requirements, amounts and methods for collecting revenues to complete improvements, while the development plan outlines the goals of a DDA as well as the expected activities to be undertaken to achieve them. The existing Grand Rapids TIF and Development Plan were approved in 1980, and have been amended sixteen times, most recently in December 2007.

In light of the recent adoption of GR Forward, and the new community goals established therein, it has been determined the TIF and Development Plan need to be amended further. Prior to doing so, however, PA 197 requires the establishment of a citizen committee of not less than nine members who live within the DDA boundary, and who can advise staff through the creation of the plans. The committee will be convened periodically to review important elements of the plans, particularly as it relates to impacts on residents in Downtown. Below are names of suggested participants.

	Name	Resident Status	Organization
1	Mary Angelo	Resident	Planning Commission
2	Allen Duistermars	Resident	Retired
3	Rick Chapla	Non Resident	The Right Place
4	Joe Elliot	Resident	RDV Corp
5	Christian Frank	Resident	Fox 17
6	Brian Harris	Non Resident	Downtown Grand Rapids Inc. / DDA Board
7	Mark Holzbach	Resident	Private Consultant
8	Sonya Hughes	Non Resident	Chamber of Commerce
9	Ruth Kelly	Resident	Grand Rapids City Commission



DOWNTOWN
GRAND RAPIDS INC.

10	Ray Kisor	Non Resident	Downtown Grand Rapids Inc.
11	Janet Korn	Non Resident	Experience GR
12	Marcia Rapp	Resident	Block by Block
13	Eddie Tadlock	Resident	SMG
14	Rick Winn	Resident	Amway Hotel Group
15	Kara Wood	Resident	City of Grand Rapids

While the citizen committee is an important piece of amending the plans, there are additional requirements. As outlined in PA 197, the plan amendments must be approved by the City Commission and require a public hearing. Additionally, all property owners within the DDA boundary must be noticed in advance of the hearing, and all taxing jurisdictions that levy taxes in the DDA will have the opportunity to meet with City Commissioners in advance of the public hearing.

Once the committee is approved, it is anticipated work will begin on an amended plan in February 2016, with a goal of holding a public hearing and requesting City Commission approval in the summer of 2016.

Recommendation:

Approve the proposed Committee to amend the DDA TIF and Development Plan.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: February 5, 2016

TO: Downtown Development Authority

FROM: Tim Kelly
Planning Manager



Agenda Item #06
February 10, 2016
DDA Meeting

SUBJECT: Calder Plaza Contract

On January 13, 2016, the Downtown Development Authority Board approved the final Steering Committee (Committee) to advise on the development of conceptual plans to redevelop Calder Plaza.

The Committee's first task is to recommend a consultant to lead the planning effort and complete the design documents. To that end, the Committee reviewed 14 proposals, and identified four qualified consultant teams to invite for interviews.

Interviews were conducted on February 3rd and 4th in Grand Rapids. Given the compelling presentations by all teams, the Committee requested additional time to consider its selection, with a deadline of Tuesday, February 9, 2016 to make a decision.

The Committee's selection and an overview of next steps will be provided at the February 10, 2016 DDA meeting.

Recommendation:

Authorize staff to negotiate a scope of work and execute a contract with the consultant team recommended by the Calder Plaza Steering Committee.



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: February 5, 2016

TO: Downtown Development Authority

FROM: Eric Pratt 
Project Manager

Agenda Item #7
February 10, 2016
DDA Meeting

SUBJECT: Request for Assistance through the Building Reuse Incentive Program (B.R.I.P.) for the project at 24 Ransom Avenue NW (St. Cecilia Music Center)

St. Cecilia Music Society is requesting a \$35,000 Building Reuse Incentive Program (B.R.I.P) grant to assist in the renovation of the historic St. Cecilia Music Center located at 24 Ransom Avenue NW.

For more than one hundred and thirty years, the St Cecilia Music Center has stood as a cultural icon for music lovers in Grand Rapids. Built in 1884, as the first recital hall to be completed by a women's music club in the country; generations of children have performed in piano recitals, orchestras and chorus at the center.



In an effort to extend the useful life of the facility and enhance the visitor experience; the St. Cecilia Music Society is proposing to perform a number of capital improvements, including: a) replacement of the roof, b) renovation of the lobby, c) installation of new seating, d) a new HVAC systems and other equipment. Related to this work, the applicant is proposing to use B.R.I.P. proceeds to help offset some of the costs associated with: a) the installation of new barrier-free entrance and hardware, b) a new elevator lift to the stage level, c) perform repairs to the existing second means of egress and d) streetscape improvements along the Ransom Avenue frontage. The total project cost is estimated to be \$2,000,000.

Recommendation:

Staff recommends that the DDA Board approve a \$35,000 BRIP grant to assist with the restoration of the façade of the building located at 24 Ransom Avenue NW.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: February 5, 2016

TO: Downtown Development Authority

FROM: Eric Pratt
Project Manager

**Agenda Item #8
February 10, 2016
DDA Meeting**

SUBJECT: Development Area Liquor License Request – 435 Ionia SW (Grow Respect, 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:

Grow Respect, LLC is requesting DDA consent to the issuance of a new Class C liquor license for the building located at 435 Ionia SW. Grow Respect, LLC is proposing to open and operate "Rocket Pies," a new fast-casual Neapolitan pizza and fresh salad bowl concept inside the Downtown Market. Upon completion, Rocket Pie will employ up to 20 new full and part-time employees; provide seating for a minimum of 25 patrons and will be open seven (7) days a week. Total project cost is estimated to be \$350,000.

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, Grow Respect, LLC, a Michigan Limited Liability Corporation, located at 435 Ionia Avenue, Stall 106, Grand Rapids, Michigan, 49503; has applied to the City for approval of a license under the Act, and is located within the DDA district, and

WHEREAS, Grow Respect, LLC, in its application, has indicated its intention to operate Rocket Pies, an new fast-casual Neapolitan pizza and fresh salad bowl restaurant, 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 Grow Respect, LLC. as proposed by Grow Respect, 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 435 Ionia Avenue SW, Stall 106.
3. supporting the creation of up to 20 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 Grow Respect, LLC at 435 Ionia Avenue SW, Stall 106, above all others.

YEAS: Board members _____

NAYS: Board members _____

ABSTAIN: Board members _____

ABSENT: Board members _____

RESOLUTION DECLARED ADOPTED.

Dated: February 10, 2016

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 February 10, 2016, 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



DATE: February 4, 2016

TO: Downtown Development Authority

FROM: Kristopher Larson
President & CEO

Agenda Item #9
February 10, 2016
DDA Meeting

SUBJECT: Initial DGRI Performance Measures

To better assist in articulating the story of DGRI, its alignment, efficiencies, and effectiveness, the DGRI Executive Committee recommended a set of 15 performance measures to gauge DGRI's successes (see below). Beginning with a recommended set of 61 options provided by DGRI staff, the Executive Committee winnowed the list to more than a dozen metrics that will assist in organizational goal setting and performance tracking around six key investment focus areas and other efficiency measures. That recommendation was approved by the DGRI Board of Advisors at its last meeting held on November 9, 2015.

All 15 are related either to specific targets outlined in GR Forward, the original purpose of DGRI's respective public finance tools (DDA, MNTIFA, and DID), or sound fiscal responsibilities associated with non-profit management. It is anticipated that FY16 will establish the baseline data, with regular reporting performed as a component of the annual State of Downtown event that occurs at the end of each fiscal year. To expand upon organizational transparency, the approved measures will have a permanent page on the DGRI website, www.downtowngr.org, dedicated to providing public access to the baseline data and subsequent targets and performance measures. Where possible, the measures will be updated to inform important organizational priorities such as budgeting or goal setting.

Proposed Organizational Performance Measures

I. Key Investment Focus: Facilitating investment

Performance Measures:

- Change in tax valuation within district(s)
- Private investment leveraged vs. TIF dollars invested



II. Key Investment Focus: Mobility

Performance Measures:

- Pedestrian counts
- Perception of visitor parking availability

III. Key Investment Focus: Livability

Performance Measures:

- Number of households
- Household affordability mix

IV. Key Investment Focus: Inclusion and Participation

Performance Measures:

- Demographically representative leadership – Boards and Alliances
- Perception of Downtown as a welcoming and inclusive environment

V. Key Investment Focus: Marketing, Communications, and Vibrancy

Performance Measures:

- Social media followers
- Economic return generated via DGRI events

VI. Key Investment Focus: Safe, Clean and Beautiful

Performance Measures:

- Stakeholder-driven qualitative ratings on sidewalk cleanliness
- Percentage tree canopy in Downtown

VII. DGRI Efficiency Measures

Performance Measures:

- Percentage of DID budget returned as direct services and improvements
- Speed of project implementation
- Resources / leverage raised to assist in project implementation