

AGENDA

DOWNTOWN DEVELOPMENT AUTHORITY



Board Members:

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

Wednesday, February 14, 2018

8:00 a.m. Meeting

29 Pearl Street, NW Suite #1

- | | | |
|--|-----------|----------|
| 1. Call to order | | |
| 2. Approve Meeting Minutes from January 10, 2018 (8:01)
(enclosure) | Motion | Harris |
| 3. Accept Financial Statements from January 31, 2018 (8:04)
(enclosure) | Motion | Wallace |
| 4. Approval of Officers for 2018 (8:09) | Motion | Harris |
| 5. Exploration Committee Report (8:14) | Motion | Harris |
| 6. Ferris Liquor License (8:24)
(enclosure) | Motion | Kelly |
| 7. House of Wine Liquor License (8:30)
(enclosure) | Motion | Kelly |
| 8. 150 Ottawa Development Agreement Amendment (8:35)
(enclosure) | Motion | Kelly |
| 9. Waters Building Development Agreement Amendment (8:40)
(enclosure) | Motion | Kelly |
| 10. PILOT Request 424 S. Division Avenue – Tapestry Square (8:45)
(enclosure) | Motion | Kelly |
| 11. DASH North Contract Extension (8:50)
(enclosure) | Motion | Naramore |
| 12. Downtown Ambassadors 2017 Report (9:05)
(enclosure) | Info Item | Eledge |
| 13. President & CEO Report (9:15) | Info Item | Kelly |



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-
14. Public Comment (9:20)
 15. Board Member Discussion (9:25)
 16. Adjournment

UNAPPROVED MINUTES

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

January 10, 2017

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

2. Attendance

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

Absent:

Others Present: Tim Kelly (DDA Interim Executive Director), Murphy Ackerman (DDA Executive Assistant), Jana Wallace (DDA Treasurer), Jennie Schumacher, Stephanie Wong, Andy Guy, Annamarie Buller, Kim Van Driel, Megan Catcho, Flor Valera, Gabi Schumacher (DDA Staff), Jim Harger, Christian Borg, Josh Naramore, Kristen Bennett, Kathy Blaha, Greg Lobdell, Jon Carlson and others

3. Approve Meeting Minutes from December 13, 2017

Motion: Rick Winn, supported by Mayor Rosalynn Bliss, moved approval of the minutes from the December 13, 2017 meeting as presented. Motion carried unanimously.

4. Accept Preliminary Financial Statements from December 31, 2017

Ms. Wallace introduced the first six (6) months of financials for fiscal year 2018. Ms. Wallace said that although the winter levy tax captures are now accounted for, the general revenues are still slightly lower than budgeted. Ms. Wallace said this is because the mileages were based on estimates as opposed to actuals. Ms. Wallace noted that there are no concerns about any budget line item overages at this time.

Motion: Jane Gietzen, supported by Kayem Dunn, moved to approve Statement D: Schedule of December 31, 2017 Expenditures as recommended. Motion carried unanimously.

5. Presentation of the FY2017 Audit

Ms. Wallace introduced the fiscal year 2017 audit for the DDA. Ms. Wallace said that BDO offered a clean opinion with no modifications, meaning that everything was in order. Ms. Wallace explained that the supplemental section outlines current and future projects for the benefit of the Board to reference in future years. Ms. Sieger asked why the audit was completed six (6) months after the fiscal year has ended. Ms. Wallace said the general city audit is required to be completed before the authorities are completed. Ms. Wallace said it is required to have them completed within six (6) months. Mr. Harris asked if there was a reason for the change in auditor for future years. Ms. Wallace said it is a customary practice to change auditing firms every few years to ensure accuracy. Mr. Talen asked why all of the funds are listed as “restricted funds” as opposed to delineating between the local and non-tax funds. Ms. Wallace said the “restricted funds” in the audit refers to the entire total being restricted to the use

of the Downtown Develop Authority. Mr. Talen asked if it was possible to have the language in the audit reflect the language used in the financials, as it could prove to be an important distinction. Mr. Harris said he understands the concern but said there may not be an opportunity to change the language in the audit, as it is a document that is created by an outside firm and not determined by the Board. Ms. Wallace said she would follow up with a clearer explanation to the distinction in terms.

Motion: Rick Winn, supported by Kayem Dunn, moved to accept the audit for the year ending June 30, 2017. Motion carried unanimously.

6. Contract for Video Services

Mr. Guy introduced the request for continuing to utilize the services of DropDrop Studios for video services. Mr. Guy said DropDrop has worked with DGRI for two (2) years now and developed a good understanding of the organization's communication goals and approach. Mr. Eddie asked why the contract was not bid out this year. Mr. Guy said this contract was bid out in previous years, but staff have grown comfortable with this team, and trust their familiarity with the organization to ensure that the "voice" of the organization remains cohesive. Mr. Harris asked if there are any metrics to review the success of the videos that have been produced. Mr. Guy said the organization uses social media activity to track the effectiveness of the videos. Mr. Talen asked what line item this contract will be paid from. Mr. Kelly said this is paid for through the Local Tax fund and was previously budgeted for.

Motion: Ms. Dunn supported by Rick Winn, moved to approve the execution of a contract with DropDrop Studios in an amount not to exceed \$49,700 for video content gathering and production services. Motion carried unanimously.

7. 449 Bridge Street Brownfield Consent

Mr. Kelly introduced the project at 449 Bridge Street and said this is at the current Red Lion building and the adjacent parking lot. Mr. Borg gave an overview of the project, including a ground floor restaurant with apartment above. Mr. Borg said parking is not required for this project due to its location. Mr. Borg clarified that while this project is in the DDA boundaries, it is not in the tax capture district. The developer, Mr. Lobdell, noted that restoration of the current building was explored, but believed this would be the highest and best use of the land. Mr. Kelly asked the developers to elaborate on the affordable housing portion of the project. Mr. Lobdell said the project will reserve 30% of the apartment for income-restricted households making 80% AMI or below. Mr. Winn asked how AMI is determined. Mr. Lobdell explained that it is set by MSHDA each year. Mayor Bliss asked if the developer will maintain management of both the restaurant and housing portion of the project. Mr. Lobdell said while they have managed their past projects themselves, they will be looking to outsource some of the management to a local company. Mr. Eddie asked if in addition to affordable housing, the project would consider leasing affordable retail. Mr. Lobdell said the business model is for their development company to open and manage the restaurant so there will not be any retail available for rent. Mr. Talen said although this project is not asking for development support or support from the other funding tools, because it is in the district, he would like to see how this project helps to move the goals of GR Forward. Mr. Kelly thanked Mr. Talen for his comment and noted that the alliances are meeting this month and will be discussing and looking at how to evaluate proposed projects to ensure that they are in line with the GR Forward goals. Mr. Kelly said he hopes to bring recommendations to this Board in the Spring. Mayor Bliss noted that because this project is a rehabilitation of a site that has been left dilapidated for so long, she finds it very compelling and is excited to support it.

Motion: Mayor Bliss, supported by Jane Gietzen, moved to consent to the project at 449 Bridge Street and the utilization of Brownfield TIF in the DDA District. Motion carried unanimously.

8. Presentation on Bike Share Feasibility Study

Mr. Naramore gave an overview of the Bike Share Feasibility Study. Mr. Naramore reminded the Board that the charge of the study was to look at whether bike share is feasible in Grand Rapids, and if so, how would it be implemented. This would include evaluating the cost for owning and operating the system. Mr. Naramore said the final determination was that bike share is feasible in the city and there is also strong public interest to see a system implemented. Mr. Naramore gave an overview of the public outreach that was completed as well as the outline and suggestions for system implementation. Mr. Naramore said the committee is currently recommending a phased approach that would see the bulk of bike stations implemented in the downtown area during the first phase. Ms. Gietzen asked what assumptions are made about the average life cycle of the bikes. Ms. Bennett said because of the climate exposure in Grand Rapids the current estimate for bikes and station equipment is 6-10 years. Mr. Eddie asked how the stations are winterized. Ms. Bennett said there is no intention to shut down the system during winter months, but instead shrink the fleet to accommodate for less usage. Dr. Falb asked if there is comparison data from like-sized cities on the health benefits for the community. Mr. Naramore said there are studies that have been done, and would be happy to include this information in the future proposal. In addition there is also information regarding the sustainability and environmental impacts that can be provided to the Board. Mr. Naramore said there will be a formal request for approval of this study at the February DDA Board meeting. Mr. Harris asked what the final ask will contain for the DDA. Mr. Naramore said it would not be a financial request but instead a request to approve the report and recommend moving forward with a plan for implementation. Mr. Kelly added that any financial ask will be incorporated into the budget process to ensure that there is adequate funding available. Mr. Harris said he would like to see the financial projections, benefits, and community vitality more clearly defined before being asked to move forward on this process. Ms. Sieger said she has been pleased with the attention to equity and the commitment to genuine engagement throughout this process and thanked Ms. Bennett and Mr. Naramore for their work. Ms. Sieger said as a steering committee member she has seen genuine enthusiasm for a bike share system, and is excited to see this process move forward. Ms. Gietzen asked if any title sponsors have been approached. Mr. Naramore said not during this feasibility study although there has been a large interest from the business community for potential sponsorship opportunities. Mayor Bliss asked if there has been conversation about an existing non-profit assuming operational duties as opposed to creating a new non-profit. Ms. Bennett said in her previous experience with Milwaukee a separate non-profit was created, and that is what is suggested for Grand Rapids. Ms. Bennett noted that there is not currently a non-profit that exists that has the capacity to manage and operate a system of this size. Mr. Harris thanked Mr. Naramore for the presentation and looks forward to the next steps of the process.

9. Presentation on Ecliptic at Rosa Parks

Mr. Kelly introduced Ms. Blaha who has been overseeing the steering committee that is evaluating the future maintenance and preservation of Ecliptic at Rosa Parks Circle. Ms. Blaha gave an overview of the current conditions and work that has been done to evaluate the needs of the park. Ms. Blaha said the high use of the park has resulted in wear and tear and a need to strike a balance between its use as a public park and respecting the piece of art and its intended use by the artist. Ms. Blaha said there is currently a proposed asset management plan in partnership with the City. Ms. Blaha gave an overview of the various challenges and needs that were identified through stakeholder interviews and shared the idea of a park conservancy that emerged through those conversations. Ms. Blaha shared how the conservancy would potentially function and be managed. The conservancy would help to bring new skills and capacity to fill the gaps that currently exist with maintaining the space. Dr. Falb said the awareness of the park as a work of art has faded over time and asked if the process will work to inform the community of the work of art that it was intended as. Ms. Blaha said there is a goal to educate and

inform but also allow the park to function as a park. Ms. Blaha said the park can also work for a model for other parks throughout the city. Mr. Harris thanked Ms. Blaha for her presentation and the work that is being done to ensure future maintenance of the city's public parks is being closely evaluated.

10. President & CEO Report

DDA (12/13/17)

- Approved IFT Exemption for 400 Bridge Street NW (Swift Printing)
- Approved support for Laugh Fest 2018
- Received presentation on Rose Center Fellowship recommendations

DID (12/19/17)

- Approved financial statements through 10/31/17
- Received update on summer/fall plantings and the Clean Team
- Received an update on potential legislative changes occurring in 2018
- Discussed forming committees to review fund balances and purchasing policies

MNTIFA (11/2/17)

- Approved funding for Streetscape Guidelines Project
- Approved financial support for GRWW

DGRI (11/8/17)

- Approved amendments to bylaws recognizing new Alliance structure
- Received an update on corporate recruitment activity / economic development gaps

Alliances:

- Goal 1 (Restore the River): January 17, 2018 - 10:00 AM
 - River Design Guidelines, River Trail Economic Impact Study
- Goal 2 (Downtown Neighborhood): January 16, 2018 - 3:30 PM
 - Rose Center Recommendations, Housing Now! Recommendations, Affordable Housing
- Goal 3 (21st Century Mobility Strategy): January 22, 2018 - 3:30 PM
 - Bike Share Feasibility Study, Downtown Bike and Pedestrian Safety Projects
- Goal 4 (Economic Vitality): January 31, 2018 - 3:30 PM
 - Micro Local Business Recruitment RFP, Rose Center Recommendations
- Goal 5 (Public Spaces and Programming): January 18, 2018 - 3:30 PM
 - Winter Programming / Outdoor Fitness Equipment

DGRI Staff Highlights

Events / Marketing / Communications / Engagement

- Collaborated on Oct 28th Event celebrating APA Award for RPC
- Hosted Grand Action Appreciation Reception Nov 20 in collaboration with Chamber, CAA, Experience GR, and The Right Place
- Produced Light Up Downtown – Dec 1
- Coordinating install of sports-oriented ice rink at Heartside Park for Winter 2018
- Planning World of Winter (WoW) Activities: Feb 9, 2018 – Feb 16, 2018
- Planning Women + City Building 2018 – Mar 21, 2018, 11:30 AM – 1:00 PM

Planning / Development / Infrastructure

- Collaborating with City of GR to install public restrooms in parking ramps
- Partnered with The Right Place, City of GR, MDOT, MEDC, and GRR on AHQ2 Proposal
- Collaborating with Frey Foundation on development of maintenance sustainability plan for RPC
- Lyon Square DD process ongoing – finalizing scope for in-river designs to be submitted with HCP – to DDA for funding Nov 8
- Calder Plaza – presented to City Commissioners, CoGR, Kent County on potential Pavilion plans & construction leading up to 50th anniversary of La Grande Vitesse. Drafted Pavilion design RFQ for review by City & County.
- Planning pedestrian safety improvements at several key intersections & crossings
 - Michigan / Bridge Street Trail Crossings
 - Pilot Protected bike lane – Division Ave (Leonard to Fountain)
- Received Pinnacle Award for Leadership from International Downtown Association for Equity-Driven Growth Agenda in GR Forward
- Streetspace Guidelines process underway. Upcoming engagement includes meeting with Downtown focus group, teen walk and digital survey (ongoing).
- Meeting with MEXO (100 Fulton on 1/12 to discuss opportunities for public space activation

Advocacy

- Senator Horn's TIF Reform bill (SB 393) is through the Senate and to House, Afendoulis introduced Fee Fairness Act (HB5325)
- Participating in a Grand River Briefing for the West Michigan Legislative Delegation on January 22, 2018.
- Transformational Brownfield (MIThrive)– Collaborating with The Right Place & CoGR on potential applications for use of tool

11. Public Comment None

12. Board Member Discussion Mayor Bliss said the Uptown CID is currently having conversations regarding the rise in costs and barrier of entry for retailers in Uptown. Mayor Bliss said it would be an opportunity to collaborate as it is a topic that continues to arise at DDA meetings.

Mr. Harris said there is not a current update on the transition process for President & CEO. Mr. Harris said the exploratory committee is making progress and hopes to have an update at the next board meeting.

13. Adjournment The meeting adjourned at 9:35am

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
February 14, 2018
DDA Meeting**

DATE: February 7, 2018

TO: Brian Harris
Chairman

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: FY2018 Interim Financial Statements as of January 31, 2018

Attached are the Authority's interim financial statements for the first seven months of the fiscal year ending June 30, 2018. The attached statements include:

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

On Statement D are three December expenditures which were recorded after I prepared the Authority's December 31, 2017 statements. In order to provide full disclosure, I've included those December transactions in this month's warrant. To see the transactions, look in the "Date Posted," column for the transactions dated 12/30/2017 and 12/31/2017.

The Authority's sale of the parking areas for the Studio Park project closed on February 1, 2018 so those financial transactions will be included in the February, 2018 statements.

The Authority has sufficient funds for 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

As of January 31, 2018

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 3,953,831	\$ 4,302,994	\$ 7,170,397	\$ 15,427,222
Petty Cash	-	-	500	500
Debt Service Reserve - Series 1994 Bonds	-	4,849,267	-	4,849,267
Due from Other Governmental Units	-	162,623	-	162,623
Loan Receivable - Project Developer	563,848	-	-	563,848
Loan Receivable - Special Assessments	3,684	-	-	3,684
General Fixed Assets	-	-	90,051,736	90,051,736
Accumulated Depreciation on Fixed Assets	-	-	(53,295,150)	(53,295,150)
Future Tax Increment Revenues Anticipated	-	29,589,155	44,500	29,633,655
TOTAL ASSETS	\$ 4,521,363	\$ 38,904,039	\$ 43,971,983	\$ 87,397,385
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ 10,700	\$ 1,854	\$ 27	\$ 12,581
Project Increment Due to Developers	-	-	7,373	7,373
Current Year Excess Capture	-	623,005	-	623,005
Deposit - Area 5 Option to Buy	22,830	-	-	22,830
Net Retiree Health Care Obligation ¹	-	-	(5,720)	(5,720)
Deferred Revenue - Developer Loan	563,848	-	-	563,848
Contract Payable	-	-	44,500	44,500
Bonds Payable	-	29,589,155	-	29,589,155
TOTAL LIABILITIES	597,378	30,214,014	46,180	30,857,572
Fund Balance / Equity:				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	36,756,586	36,756,586
Debt Service Reserve - Series 1994 Bonds	-	4,849,267	-	4,849,267
Non-Tax Increment Reserve	3,387,382	-	-	3,387,382
Reserve for Authorized Projects	-	-	7,153,271	7,153,271
Reserve for Brownfield Series 2012A Bonds	530,964	-	-	530,964
Reserve for Compensated Absences	-	-	7,791	7,791
Reserve for Eligible Obligations	-	3,840,758	-	3,840,758
Reserve for Encumbrances	5,639	-	8,155	13,794
TOTAL FUND EQUITY	3,923,985	8,690,025	43,925,803	56,539,813
TOTAL LIABILITIES & FUND EQUITY	\$ 4,521,363	\$ 38,904,039	\$ 43,971,983	\$ 87,397,385

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 FY2018 Budget vs Actual Results July 1, 2017 - January 31, 2018

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 6,083,468	\$ 6,288,650 ¹	\$ 5,667,979	\$ 5,647,515
Property Tax Increment - Transit Millage	-	-	-	-	508,483	508,483
Property Tax Increment - Prior Year Appeals	-	-	(75,000)	(26,121)	(75,000)	(13,877)
Property Tax Increment - Rebates to City / ITP	-	-	-	-	(617,646)	-
Special Assessments - Areaway	15,000	516	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	26,696	28,257
Brownfield Authority - Veterans Park	-	-	-	-	736,548	-
Earnings from Investments - General	28,821	27,143	20,000	21,900	73,650	47,415
Earnings from Investments - Multi-Year Accrual Reversal	-	21,713	-	31,400	-	30,876
Interest Paid by Developer - The Gallery on Fulton Note	25,373	-	-	-	-	-
Property Rental - DASH Parking Lots	442,200	272,967	-	-	-	-
Property Rentals - YMCA Customer Parking	52,025	25,350	-	-	-	-
Event Sponsorships and Fees	75,000	5,025	-	-	-	-
Valent-ICE Sculpture Reimbursements	20,000	15,040	-	-	-	-
Contributions - Lyon Square Project	-	-	-	-	-	150,000
Principal Repayments - The Gallery on Fulton Note	75,000	-	-	-	-	-
Property Sale	4,074,108	-	-	-	-	-
Series 1994 Debt Service Reserve Fund	-	-	3,995,000	-	-	-
Reimbursements and Fees - Miscellaneous	600	2,000	-	-	10,000	1,875
From / (To) Fund Balance	(1,468,979)	-	(20,000)	-	2,211,790	-
TOTAL REVENUES	\$ 3,339,148	\$ 369,754	\$ 10,003,468	\$ 6,315,829	\$ 8,542,500	\$ 6,400,544
EXPENDITURES						
<u>GR Forward Projects:</u>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 30,000	\$ 4,800	\$ -	\$ -	\$ 1,625,000	\$ 465,281
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	-	-	-	-	1,790,000	742,817
Goal #3: Implement a 21st Century Mobility Strategy	40,000	25,722	-	-	1,430,000	143,466
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	25,000	18,773	-	-	100,000	-
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	974,500	602,037	-	-	1,955,000	806,219
Total GR Forward Projects	\$ 1,069,500	\$ 651,332	\$ -	\$ -	\$ 6,900,000	\$ 2,157,783
Administration	4,200	2,347	-	-	1,187,863	761,587
Debt Service for Bond Issues	-	-	9,380,463	687,731	454,637	345,878
Purchase for Studio Park Project	2,265,448	-	-	-	-	-
Estimated Capture to be Returned	-	-	623,005	-	-	-
TOTAL EXPENDITURES	\$ 3,339,148	\$ 653,679	\$ 10,003,468	\$ 687,731	\$ 8,542,500	\$ 3,265,248
EXCESS / (DEFICIT)	\$ -	\$ (283,925)	\$ -	\$ 5,628,098	\$ -	\$ 3,135,296

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

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STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY

Statement of FY2018 Project Expenditures

As of January 31, 2018

Project Name	FY2018 Project Budgets		EXPENDITURES		Remaining FY2018 Budgets
	%	Amount	Month	Fiscal Year	
Michigan Street Streetscape Improvements		180,000	2,512	25,277	154,723
River Trail Improvements		228,000	-	28,071	199,929
Streetscape / Riverwalk Projects TBD		616,228	-	1,500	614,728
GRForward Goal # 1 - Bond Proceeds	11.39%	\$ 1,024,228	\$ 2,512	\$ 54,848	\$ 969,380
Arena South Implementation		150,000	2,520	17,012	132,988
Bridge Street Streetscape Improvs		100,000	-	6,664	93,336
Downtown Plan		325,000	67,107	67,107	257,893
Grand River Activation		100,000	-	100,000	-
Parks Design		700,000	40,944	274,498	425,502
Pearl Street Gateway Enhancements		100,000	-	-	100,000
State Street & Bostwick Ave Reconstruction		150,000	-	-	150,000
GRForward Goal # 1 - Local Tax Increment	18.07%	\$ 1,625,000	\$ 110,571	\$ 465,281	\$ 1,159,719
Downtown Speakers Series		10,000	-	4,800	5,200
Riverwalk Maintenance		20,000	-	-	20,000
GRForward Goal # 1 - Non-Tax Increment	0.33%	\$ 30,000	\$ -	\$ 4,800	\$ 25,200
Affordable Housing Support		250,000	-	-	250,000
Areaway Fill Program (ARIP)		35,000	-	-	35,000
Building Re-use Incentive Program (BRIP)		100,000	-	-	100,000
Development Project Guidance		90,000	(42,991)	(2,491)	92,491
Development Project Reimbursements		925,000	-	745,308	179,692
Downtown Census		15,000	-	-	15,000
Streetscape Improvement Incentive Program		375,000	-	-	375,000
GRForward Goal # 2 - Local Tax Increment	19.90%	\$ 1,790,000	\$ (42,991)	\$ 742,817	\$ 1,047,183
Accessibility and Mobility Repairs		100,000	-	1,000	99,000
Bicycle Friendly Improvements		75,000	-	31,770	43,230
DASH North Shuttle Services		80,000	-	-	80,000
Grandville Ave Area Improvements		50,000	-	-	50,000
Michigan / Ottawa Gateway		50,000	-	-	50,000
New Downtown Circulator Infrastructure		500,000	-	-	500,000
Public Realm Improvements - Local Tax		150,000	315	24,958	125,042
Streetscape Imprvmts - CBD, Heartside, Arena S		350,000	1,728	70,369	279,631
Wayfinding System Improvements		75,000	-	15,369	59,631
GRForward Goal # 3 - Local Tax Increment	15.90%	\$ 1,430,000	\$ 2,043	\$ 143,466	\$ 1,286,534
Public Realm Improvements - Non-Tax		-	-	610	(610)
Transportation Demand Mgmt Prog		40,000	-	25,112	14,888
GRForward Goal # 3 - Non-Tax Increment	0.44%	\$ 40,000	\$ -	\$ 25,722	\$ 14,278
Econ Devel - Minority/Women Business Enterprises		100,000	-	-	100,000
GRForward Goal # 4 - Local Tax Increment	1.11%	\$ 100,000	\$ -	\$ -	\$ 100,000
Downtown Workforce Programs		25,000	-	18,773	6,227
GRForward Goal # 4 - Non-Tax Increment	0.28%	\$ 25,000	\$ -	\$ 18,773	\$ 6,227
DGRI Event Production - Local Tax		-	77	77	(77)
Downtown Marketing & Inclusion		300,000	14,067	95,335	204,665
Heartside Public Restroom Facility		150,000	-	-	150,000
Sheldon Blvd - Weston to Cherry Street		300,000	-	-	300,000
Snowmelt System Repairs / Investigation		50,000	-	1,336	48,664
State of Dntn Event & Annual Reports		20,000	-	26,230	(6,230)
Tree Well Fill		150,000	-	-	150,000
Urban Recreation Plan		125,000	5,406	5,906	119,094
Veterans Park Improvements		860,000	24,772	677,335	182,665
GRForward Goal # 5 - Local Tax Increment	21.74%	\$ 1,955,000	\$ 44,322	\$ 806,219	\$ 1,148,781
African-American Museum and Archives		6,500	2,166	9,999	(3,499)
Bridge Lighting Operations		10,000	-	-	10,000
DGRI Event Production - Non-Tax		245,000	16,651	143,267	101,733
Diversity / Inclusion Programming		30,000	8,000	32,798	(2,798)
Downtown Ambassadors		200,000	177	124,428	75,572
Educational Partnerships Initiatives		5,000	-	-	5,000
Experience - Miscellaneous		50,000	5,649	22,828	27,172
Holiday Décor Program		35,000	28,589	38,922	(3,922)
Major Event Sponsorship		60,000	-	55,000	5,000
Police Foot Patrols		35,000	-	27,390	7,610
Project and Fixed Asset Maintenance		15,000	6,914	12,116	2,884
Public Space Activation		36,000	-	26,712	9,288
Rosa Parks Circle Skating Operations		40,000	-	-	40,000
Special Events - Grants		30,000	5,000	17,950	12,050
Special Events - Office of		75,000	25,000	50,000	25,000
Special Events - Training Program		5,000	-	335	4,665
Stakeholder Engagement Programs		20,000	551	1,958	18,042
Street Trees Maintenance Program		5,000	-	-	5,000
Ticketed Events - Police Services		70,000	-	38,334	31,666
Winter Avenue Building Lease		2,000	-	-	2,000
GRForward Goal # 5 - Non-Tax Increment	10.84%	\$ 974,500	\$ 98,697	\$ 602,037	\$ 372,463
TOTAL	100.00%	\$ 8,993,728	\$ 215,154	\$ 2,863,963	\$ 6,129,765

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of FY2018 Expenditures
January, 2018

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Local	12/31/2017	City / County Joint Building Authority	CCJBA Series 2013B - DeVos Place Bonds	Annual principal payment	\$ 260,000.00
Local	1/25/2018	Wenk Associates, Inc.	Downtown Plan	17013-Grd River Corr/Trail (#1702303) 11/2017 svcs	61,321.40
Local	2/6/2018	Paychex	Administration	DDA Payroll Wages, 401, Taxes - January 2018	54,997.24
Local	1/15/2018	Bishop Land Design, LLC	Parks Design	16077- Lyon Square (BLD - 1052) - DDA share	40,020.13
Local	12/31/2017	City / County Joint Building Authority	CCJBA Series 2013B - DeVos Place Bonds	Semi-annual interest payment	35,500.00
Non-Tax	1/16/2018	City Treasurer - Office of Special Events	Special Events - Office of	Office of Special Events Support - Payment 2 of 3	25,000.00
Local	1/25/2018	Katerberg Verhage	Veterans Park Improvements	14084-Inv 1408406 - DDA share 11/01-11/30/17	24,499.61
Non-Tax	1/10/2018	Michigan Landscape Services	Holiday Décor Program	Holiday Decor Reinstallation	17,482.50
Local	1/10/2018	City Treasurer - Budget Office	Administration	Support services allocation - January, 2018	11,635.00
Local	1/10/2018	Priority Health	Administration	Health Insurance Premium 1-3/2018	11,509.95
Non-Tax	1/1/2018	Haarsma Ventures LLC	Holiday Décor Program	Services: Holiday Tree Lighting Installation 2017	7,195.00
Local	1/10/2018	Nederveld, Inc	Downtown Plan	Design Services: Downtown Streetscape Design	5,786.00
Local	1/10/2018	Federal Square Building Co. #1, LLC	Administration	Lease: 29 Pearl Street 1/2018	5,616.23
Local	1/28/2018	Amway Hotel Corporation	Downtown Marketing & Inclusion	Advertising Fall 2017	5,260.00
Non-Tax	1/17/2018	Bluewater Technologies Grp Inc	DGRI Event Production	Audio Engineer Svcs: Light Up Downtown 12/2017	3,672.74
Non-Tax	1/10/2018	Bazen Electric	Holiday Décor Program	Electrical receptacle and box repair 11/2017	3,644.79
Non-Tax	1/1/2018	Geotech Inc	Project and Fixed Asset Maintenance	Snowmelt System Repair 11/2017	3,543.14
Local	1/29/2018	Mighty Co.	Downtown Marketing & Inclusion	Website Design and Development 1/2018	3,450.00
Local	1/10/2018	Dickinson Wright PLLC	Administration	Legal Services: Transition Matters	3,344.99
Non-Tax	1/28/2018	Chinese Association of West Michigan	Special Events - Grants	Spec Event Grt: Lunar Festival Sponsorship 2018	3,320.00
Non-Tax	1/1/2018	GR Event Management LLC	DGRI Event Production	Event Dev.: World of Winter Fest Planning 1/2018	3,000.00
Local	1/1/2018	McAlvey Merchant & Associates	Administration	Governmental Consulting 11/2017	3,000.00
Local	1/10/2018	McAlvey Merchant & Associates	Administration	Governmental Consulting 12/2017	3,000.00
Non-Tax	1/3/2018	Beer Me Bro LLC	DGRI Event Production	Services: DGRI Holiday Party Catering 12/2017	2,786.40
Non-Tax	1/28/2018	Geotech Inc	Project and Fixed Asset Maintenance	Snowmelt System Repair 12/2017	2,771.77
Local	1/17/2018	Fifth Third Bank P-Card 12/17	Urban Recreation Plan	Heartside Ice Rink supplies	2,541.62
Local	1/4/2018	Lott3Metz Architecture, LLC	Arena South Implementation	Amazon RFP development support	2,520.00
Bonds	1/23/2018	City Treasurer - Engineering Dept	Michigan Street Streetscape Improvements	Engineering svcs 06/02-07/24/2016	2,511.73
Non-Tax	1/10/2018	GR Student Advancement Foundation	Diversity / Inclusion Programming	Event Sponsorship: Mindshare Event 2018	2,500.00
Non-Tax	1/1/2018	Michigan State University	Diversity / Inclusion Programming	Event Grant: Reach Out to Youth 02/01/2017	2,500.00
Non-Tax	1/10/2018	Paracom LLC	Experience - Miscellaneous	W Mich Real Estate Forecast Sponsorship 2018	2,500.00
Non-Tax	1/28/2018	West Bend Mutual Insurance Company	DGRI Event Production	Special Events Insurance: World of Winter 2018	2,491.00
Local	1/29/2018	Herald Companies dba GR Press	Administration	Annual Report Notice	2,317.15
Non-Tax	1/9/2018	City Treasurer - MobilityGR/Parking Svcs	African-American Museum and Archives	Space rental - January, 2018	2,166.47
Local	1/2/2018	International Dntn Association	Administration	IDA Nonprofit Membership 01/2018-12/2018	2,027.26
Non-Tax	1/18/2018	City Treasurer - Executive Office	Experience - Miscellaneous	Sponsorship of G. Sundstrum Celebration	2,000.00
Non-Tax	1/10/2018	Jessica Ann Tyson	Diversity / Inclusion Programming	Special Event Grant: GR Legacy Luncheon 2/2017	2,000.00
Non-Tax	1/9/2018	City Treasurer - Office of Special Events	DGRI Event Production	Movies in the Park police overtime - 06/16-09/08/2017	1,976.89
Local	1/1/2018	HR Collaborative LLC	Administration	HR Consultant 11/2017	1,802.56
Local	1/1/2018	Nederveld, Inc	Streetscape Imprvmts - CBD/Hrtsd, Arena S	Design Services: Arena Greening project	1,728.00
Local	1/10/2018	Dickinson Wright PLLC	Administration	Legal: Miscellaneous DDA matters 11/17	1,716.00
Non-Tax	1/1/2018	SMG	Special Events - Grants	Special Event Grant: Lunar New Year 02/16/2017	1,680.00
Local	1/10/2018	Dickinson Wright PLLC	Administration	Legal Services: Misc. DGRI matters	1,602.81
Local	1/17/2018	Fifth Third Bank P-Card 12/17	Urban Recreation Plan	Heartside Ice Rink moving and storage	1,541.16
Local	1/16/2018	City Treasurer - Risk Management	Administration	General insurance - January, 2018	1,523.00
Local	12/30/2017	City of Grand Rapids	Administration	Staff services - payroll period ended 12/30/2017	1,486.10
Local	1/13/2018	City of Grand Rapids	Administration	Staff services - payroll period ended 01/13/2018	1,382.72
Local	1/29/2018	Athletica Sport Systems, Inc.	Urban Recreation Plan	Heartside Pop Up Ice Rink Supplies	1,322.85
Local	1/17/2018	Fifth Third Bank P-Card 12/17	Downtown Marketing & Inclusion	CRM subscription, Survey Monkey Subscription	1,278.00
Local	1/25/2018	City Treasurer - MobilityGR/Parking Svcs	Administration	DECEMBER 2017 CITY VALIDATION BILLING	1,123.50
Non-Tax	1/10/2018	Oakdale Neighbors	Diversity / Inclusion Programming	Event Grt: Mixed Review sponsorship 12/27/2017	1,000.00
Non-Tax	1/29/2018	SMG	Experience - Miscellaneous	Special Event Grant: Grand Action Event 11/20/2017	1,000.00
Local	1/1/2018	The KR Group, Inc.	Administration	IT services 1/18	791.90
Local	1/29/2018	The KR Group, Inc.	Administration	IT services 2/18	791.90
Local	1/10/2018	HR Collaborative LLC	Administration	HR Consultant 12/2017	782.99
Local	1/1/2018	Revue Holding 1	Downtown Marketing & Inclusion	Advertising: DGRI Events 12/2017	772.00
Non-Tax	1/21/2018	Matthew Thomas Dixon	DGRI Event Production	Light Up Downtown Christmas caroling 12/1/18	700.00
Local	1/15/2018	Dickinson Wright PLLC	Parks Design	16077- Lyon Square Improvs (Dickinson inv 1221515)	638.00
Non-Tax	1/28/2018	Geotech Inc	Project and Fixed Asset Maintenance	Snowmelt System Repair 12/2017	599.05
Non-Tax	1/24/2018	Lake Michigan Hospitality	Stakeholder Engagement Programs	Resident Network Event Catering 09/06/17	551.40
Non-Tax	1/28/2018	Michael Duane Belt	DGRI Event Production	Light Up Downtown Santa & Mrs. Clause	525.00
Local	2/6/2018	Paychex	Administration	DDA Paychex fee - January 2018	517.82
Local	1/28/2018	Applied Imaging	Administration	Copier Ls 1/15-4/14/18 & Overage 10/15/17-1/14/18	514.42
Local	1/27/2018	City of Grand Rapids	Administration	Staff services - payroll period ended 01/27/2018	509.44
Local	1/10/2018	Dickinson Wright PLLC	Development Project Guidance	Legal: Area 4/5 Development 10/17	506.00
Non-Tax	1/17/2018	Fifth Third Bank P-Card 12/17	Administration	Local Business Expenses	500.18
Local	1/10/2018	Federal Square Building Co. #1, LLC	Administration	Lease: 29 Pearl Street Mezzanine Office 1/2018	475.14
Local	1/1/2018	Professional Maint of Michigan Inc.	Administration	Cleaning Services 11/17	471.18
Local	1/10/2018	Professional Maint of Michigan Inc.	Administration	Cleaning Services 12/17	471.18
Local	1/28/2018	Interphase Office Interiors, Inc.	Administration	Computer monitor arms	455.45
Local	1/29/2018	La Mejor GR LLC	Downtown Marketing & Inclusion	Radio Advertising: World of Winter 1/29-2/10/2018	450.00

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY 2018
January, 2018

Page 2

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>continued from previous page</i>					
Local	1/2/2018	Dickinson Wright PLLC	Administration	Legal: Miscellaneous DDA matters 11/17	\$ 440.00
Local	1/10/2018	Dickinson Wright PLLC	Administration	Legal: Legislative Amendments 11/17	440.00
Local	1/27/2018	City of Grand Rapids	Development Project Guidance	Staff services - payroll period ended 01/27/2018	400.26
Local	1/1/2018	GR Area Chamber of Commerce	Administration	Membership Dues 2018	395.95
Local	1/22/2018	The Hartford	Administration	Workers Compensation audit 11/2017	391.99
Local	1/22/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Proj Employee: Rand Revolt w/e 12/24/2017	355.29
Non-Tax	1/1/2018	Kerkstra Portable Restroom Svc Inc	DGRI Event Production	Event Supplies: Light Up Downtown 12/01/17	340.00
Local	1/2/2018	Dickinson Wright PLLC	Administration	Legal: Nederveld for Streetscape Guidelines 11/17	330.00
Local	1/17/2018	Fifth Third Bank P-Card 12/17	Public Realm Improvements	Parklet Storage	315.00
Local	1/1/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Proj Employee: Rand Revolt w/e 12/10/2017	314.30
Local	1/1/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: Light Up Downtown 12/1/2017	300.00
Local	1/29/2018	La Mejor GR LLC	Downtown Marketing & Inclusion	Radio Advertising: Holiday Tree 11/20-12/1/2017	300.00
Local	1/15/2018	Dickinson Wright PLLC	Parks Design	16077- Lyon Square Improvs (Dickinson inv 1213697)	286.00
Local	1/18/2018	Moore & Bruggink Inc	Veterans Park Improvements	14084-M&B - 170134.2-3	272.00
Local	1/22/2018	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 1/2018	266.87
Non-Tax	1/28/2018	Bazen Electric	Holiday Décor Program	Electrical receptacle and box repair 12/2017	266.60
Local	1/28/2018	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electricity 12/2017	261.78
Non-Tax	1/1/2018	Ryan Charles Woodford	DGRI Event Production	Security Services: Light Up Downtown 12/1/17	260.00
Non-Tax	1/25/2018	Kimberly Van Driel	DGRI Event Production	Mileage Reimbursements: 12/2017	257.68
Local	1/1/2018	Mighty Co.	Downtown Marketing & Inclusion	Website care and maintenance 12/2017	250.00
Local	1/10/2018	Mighty Co.	Downtown Marketing & Inclusion	Website care and maintenance 1/2018	250.00
Local	1/10/2018	Mighty Co.	Downtown Marketing & Inclusion	Website care and maintenance 11/2017	250.00
Local	1/22/2018	TDS Metrocom	Administration	Phone Service 12/2017	239.80
Non-Tax	1/24/2018	Kentwood Rental Inc	DGRI Event Production	DGRI Holiday Party Equipment Rental 12/2017	234.70
Local	1/28/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Proj Employee: Rand Revolt w/e 01/07/2018	232.31
Non-Tax	1/17/2018	Fifth Third Bank P-Card 12/17	DGRI Event Production	Event Supplies	203.75
Local	1/1/2018	The KR Group, Inc.	Administration	IT security services 11/17	177.42
Local	1/4/2018	Local First West Michigan	Administration	Membership: Local First membership renewal 2018	175.21
Local	1/17/2018	Fifth Third Bank P-Card 12/17	Administration	Office Supplies (DDA Portion)	169.30
Local	2/6/2018	Paychex	Administration	DDA Payroll HRS fees - January 2018	168.75
Local	1/28/2018	GreatAmerica Financial Services Corp	Administration	Copier Lease 12/2017-1/2018	166.29
Local	1/1/2018	GreatAmerica Financial Services Corp	Administration	Copier Lease 11/2017-12/2017	162.73
Local	1/1/2018	PCS Gophers Ltd	Administration	Interoffice mail services - November, 2017	161.05
Local	1/23/2018	PCS Gophers Ltd	Administration	Interoffice mail services - December, 2017	161.05
Local	1/28/2018	Cellco Partnership	Administration	Cell Phone Service 12/2017	154.25
Local	1/1/2018	Omar Adrian Sotelo-Peralta	Downtown Marketing & Inclusion	Photographer: Light Up Downtown 12/1/2017	150.00
Local	1/2/2018	Omar Adrian Sotelo-Peralta	Downtown Marketing & Inclusion	Photographer: Movies in the Park 07/30/2017	150.00
Non-Tax	1/17/2018	Fifth Third Bank P-Card 12/17	Experience - Miscellaneous	K Larson & L Traylor "goodbye" gifts; GR Fwd cake	148.67
Local	1/28/2018	The KR Group, Inc.	Administration	IT services 1/16	133.63
Non-Tax	1/5/2018	City Treasurer - DDA	DGRI Event Production	Write off MTP Misc Receivable transaction	130.00
Local	1/17/2018	Fifth Third Bank P-Card 12/17	Administration	DGRI Postage & UPS shipping (DDA Portion)	127.80
Local	1/10/2018	Comcast	Administration	Internet at 29 Pearl St NW 12/07/2017-1/06/2018	126.19
Local	1/1/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: General Photography 12/2017	120.00
Local	1/10/2018	Dickinson Wright PLLC	Administration	Legal: Nederveld Streetscape Design 11/17	110.00
Local	1/22/2018	Mighty Co.	Downtown Marketing & Inclusion	Website hosting 1-3/2018	105.00
Local	1/2/2018	Madcap Coffee Company	Administration	Meeting Supplies 12/2017	96.88
Non-Tax	1/26/2018	DTE Energy	Downtown Ambassadors	Share of natural gas - 331 Winter Ave NW - 01/2018	86.91
Local	1/1/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Parol Lanterns Parade Photography 12/2017	80.00
Local	1/9/2018	City Treasurer - Public Services	DGRI Event Production	Refuse carts for Lightup Downtown- 12/1/2017	77.00
Local	1/22/2018	Engineered Protection System Inc	Administration	Office Security System 2/2018-4/2018	73.41
Local	1/25/2018	City Treasurer - MobilityGR/Parking Svcs	Administration	DECEMBER 2017 CITY VALIDATION BILLING	63.75
Local	1/22/2018	Breck Graphics Inc dba Allegra	Administration	Business Cards: F. Valera 1/2018	57.91
Local	2/6/2018	JPMorganChase	Administration	DDA Payroll Bank Fee - January 2018	49.33
Non-Tax	1/22/2018	City Treasurer - MobilityGR/Parking Svcs	Downtown Ambassadors	JANUARY 2018 MONTHLY PARKING BILLING	48.00
Local	1/29/2018	Madcap Coffee Company	Administration	Meeting Supplies 1/2018	42.47
Non-Tax	1/1/2018	Robbins Lock Shop Inc	Downtown Ambassadors	351 Winter building re-key	42.24
Local	1/1/2018	Gordon Water Systems	Administration	Water Cooler Lease 11/14/17-12/10/2017	36.23
Non-Tax	1/31/2018	Yiovanny Cornejo	DGRI Event Production	Mileage Reimbursement: 1/2018	33.55
Local	1/1/2018	Model Coverall Service Inc	Administration	Floor Mat Rental 12/2017	32.04
Local	1/22/2018	Model Coverall Service Inc	Administration	Floor Mat Rental 1/2018	32.04
Local	1/25/2018	City Treasurer - MobilityGR/Parking Svcs	Administration	DECEMBER 2017 CITY VALIDATION BILLING	28.00
Local	1/28/2018	Gordon Water Systems	Administration	Water Cooler Lease 12/12/17-1/10/2018	22.97
Local	1/29/2018	Fusion IT LLC	Administration	Network Annual Domain Name Hosting 2018	19.80
Local	1/25/2018	City Treasurer - MobilityGR/Parking Svcs	Administration	DECEMBER 2017 CITY VALIDATION BILLING	15.00
Non-Tax	1/25/2018	Kimberly Van Driel	DGRI Event Production	Parking Reimbursement: 12/2017	15.00
Non-Tax	1/25/2018	Yiovanny Cornejo	DGRI Event Production	Mileage Reimbursement: 1/2018	13.20
Non-Tax	1/25/2018	Yiovanny Cornejo	DGRI Event Production	Supplies Reimbursements: 1/2018	11.23
Local	1/10/2018	Fusion IT LLC	Administration	Network Management 1/2018	9.50
Local	1/28/2018	Fusion IT LLC	Administration	Network Management 2/2018	9.50
Local	1/25/2018	City Treasurer - MobilityGR/Parking Svcs	Administration	DECEMBER 2017 CITY VALIDATION BILLING	8.75
Local	1/25/2018	City Treasurer - MobilityGR/Parking Svcs	Administration	DECEMBER 2017 CITY VALIDATION BILLING	7.50
Local	1/11/2018	Studio Park Drawdown from Deposit	Development Project Guidance	Reduce Area 5 Option Deposit for Expenses paid	(43,897.50)
JANUARY, 2018 EXPENDITURES					\$ 75,438.26

STATEMENT E

DOWNTOWN DEVELOPMENT AUTHORITY

Series 2017 Improvement & Refunding Bonds

Balance Sheet
As of January 31, 2018

Assets - Pooled Cash and Investments	<u>\$ 766,363</u>
Liabilities and Fund Balance	
Current Liabilities	
Reserve for Encumbrances	20,741
Reserved for Projects	<u>745,622</u>
Liabilities and Fund Balance	<u>\$ 766,363</u>

Statement of FY2018 Revenues and Expenditures
July 1, 2017 through January 31, 2018

	<u>Budget</u>	<u>Actual</u>
REVENUES		
Bond Proceeds	\$ - ¹	\$ -
Interest Earned	5,161	2,624
From / (To) Fund Balance	<u>1,019,067</u>	<u>-</u>
Total Revenues	\$ 1,024,228	\$ 2,624
EXPENDITURES		
GR Forward Projects:		
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor		
River Trail Improvements	\$ 228,000	28,071
Michigan Street Streetscape Improvements	180,000	25,277
Streetscape / Riverwalk Projects TBD	616,228	-
Costs of Issuance	-	1,500
Total GR Forward Project Expenditures	\$ 1,024,228	\$ 54,848
Excess / (Deficit)	<u>\$ -</u>	<u>\$ (52,224)</u>

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

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: February 9, 2018

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Interim President & CEO

Agenda Item #06
February 14, 2018
DDA Meeting

SUBJECT: Development Area Liquor License Request – 40 Pearl Street NW

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 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.

Ferris Coffee & Nut (Ferris) is requesting DDA Board consent to the issuance of a new Class C development area liquor license for their existing space at 40 Pearl Street NW. By adding the sale of beer and wine to the cafes existing menu, Ferris hopes to fill the need for a professional and productive environment that is appealing throughout the whole day. It is anticipated alcohol sales will make up less than 50 percent of total revenues, and will offer a complement to their coffee menu, rather than overshadow it. Further, Ferris is committed to retaining the shop's professional atmosphere. The café will continue to open at 7:30a, and will extend hours to 9:00p as compared to the current closing time of 6:00p. The seating capacity will remain fixed at 50 occupants.

Staff has reviewed the applicant's request and is recommending approval of the application. If approved by the DDA Board, the request will proceed to the City Commission for consideration.

Recommendation:

Approve the resolution for the issuance of a development area liquor license for Ferris Coffee & Nut for 40 Pearl Street NW.



January 2, 2018

Amanda Morgan, Clerks Administrative Specialist
City of Grand Rapids
300 Monroe Avenue
Grand Rapids, Michigan 49503

Re: Ferris Coffee and Nut Company – Application for Development District License

Amanda,

As you know, Ferris Coffee and Nut Company (the "Applicant") previously submitted an application package for a redevelopment liquor license. An application for approval was submitted to the City of Grand Rapids Downtown Development Authority board and City Clerk contemporaneously with submission of the applicable package to the Michigan Liquor Control Commission. Since submitting such applications, the ownership of the Applicant has changed, and therefore the Applicant is submitting revised documentation to both the Michigan Liquor Control Commission and the City of Grand Rapids Downtown Development Authority board and City Clerk.

Accordingly, enclosed on behalf of the Applicant are the following documents, revised to reflect Applicant's new ownership:

1. Application for Redevelopment Liquor License
2. Articles of Incorporation
3. Bylaws

Also enclosed are the following documents, as requested to complete the application packet:

- A. Affidavit of attempts to acquire license
- B. Letter regarding benefits of business
- C. Proof of expenditures on rehabilitation or restoration

Lastly, enclosed are the following previously-submitted documents, which are attached solely for your reference and which have not been amended since they were last submitted:

- a. Diagram of Proposed Licensed Area
- b. Lease for Proposed Licensed Area

City of Grand Rapids
Page 2
January 2, 2018

A revised application for approval is being submitted to the Michigan Liquor Control Commission contemporaneously with submission of this revised application.

If there are any questions at this time, please feel free to contact the undersigned.

Very truly yours,

A handwritten signature in cursive script, reading "Emily E. Cantor". The signature is written in dark ink and is positioned above the printed name.

Emily E. Cantor

Enclosures

cc: David Van Tongeren
Robert Nolan

14764342

To the Downtown Development Authority,

We are sending you this letter in connection with Ferris Coffee and Nut Company's ("Ferris Coffee & Nut") request for a redevelopment license to serve alcohol – specifically craft beer and wine – at its recently opened coffee shop located at 40 Pearl St NW, Grand Rapids, Michigan. Through this letter, you will learn that Ferris Coffee & Nut has been an ethically-operated, family owned business for nearly a century and continues to reinvest itself in the Greater Grand Rapids community.

Ferris Coffee & Nut is a 93-year-old coffee and nut roasting company which is both family-owned and operated and located in the West Side neighborhood of Grand Rapids. With the goal of building thriving relationships through our products, we are very committed to ethical sourcing, production, and business practices, seeking to develop and promote sustainability at all levels of our operations and supply chains. Furthermore, Ferris Coffee & Nut is a company which loves its neighbors, customers, and community, and we want to continue to be involved in the development of the City of Grand Rapids.

Currently the Ferris Coffee & Nut headquarters and roasting facility is located at 227 Winter Ave NW but will soon be relocated to the American Seating Building at 601 7th St NW. Our company's current retail operations include our flagship retail store and coffee shop on Winter Ave, our Ferris Coffee Truck, JP's Coffee & Espresso in downtown Holland, and our recently opened café in the historic Michigan Trust Building in downtown Grand Rapids. Not only do we have these public retail options for people to try out our products, but our numerous and expansive wholesale accounts provide quality products to restaurants, offices, stores, cafes, and even breweries all over the country. The relationships we have with our customers, whether individuals or companies, help keep us striving forward to provide even better products and services. It is this care for our customers that inspired us to request this redevelopment license to serve craft beer and wine at our café in the Trust Building.

This cafe was officially opened on September 21st, 2016, coinciding with the first day of Artprize 8. It provides an upscale café experience which has been uniquely tailored for a professional downtown environment. Due to its location, the cafe serves primarily professional and academic clientele, finding itself popular among business people and students of Kendall College of Art and Design and Grand Rapids Community College. The professional and high-end café environment is an excellent background for business meetings, studying, working from out of the office, and even Kendall College classes on occasion. It is a place where people can come together to learn, communicate ideas, create, and grow.

Locations like this are a necessity in towns of any size, and they are of the utmost importance in a city like Grand Rapids, which is growing as an epicenter of art, beer, education, healthcare, and culture. But for any city to grow as a city of culture, it requires spaces for people to come together and strengthen their communities. Historically, these spaces have often taken the form of both bars and cafes, but both of these forms have their disadvantages. Coffee shops are wonderful environments to get out of the office for a meeting, work on projects, or even just relax and contribute to the mood of the café. Unfortunately, cafes carry the disadvantage of losing their appeal during the later hours of the day, and the effects of caffeine become more

burden than blessing. While bars can fill the need for a common cultural space, they carry the risks of noise and commotion, subtracting from their use as a productive and creative space.

In the desire to fill the need for a professional and productive environment which is appealing throughout the whole day, we would like to begin serving wine and craft beer, thus providing excellent beverage options all hours of the day. Cafes like Bru Coffee Bar in Chicago, IL; Cuvee Coffee Bar in Austin, TX; Boxcar Social in Toronto, Canada; and Lyon Street Café here in Grand Rapids are already showing the popularity of this combination. Despite serving alcohol, the professionalism and café atmosphere of these coffee shops differentiate them from traditional bars. We would like our new shop to represent this style of café right in the heart of downtown Grand Rapids.

Our location is a coffee-forward café, and should we be approved, our licensing will not change that. Alcohol sales will make up less than fifty percent of our gross revenue, and we believe that beer and wine will complement our coffee offerings rather than overshadow them. The café will continue to open at 7:30 am, but we will extend our hours to 9:00 pm as compared to the current closing time of 6:00 pm. This 9:00 closing time will also serve to prevent the shop from developing too much of a bar-like feel. The seating capacity of the café will remain fixed at 50 occupants. Our café staff are committed to retaining the shop's professional atmosphere, and the ability to serve beer and wine will only enhance our healthy and productive environment.

Along with the social benefits that will accompany our serving of beer and wine, there are major geographical and economic benefits for the city of Grand Rapids. The café is located at the corner of Pearl and Ottawa, only a few minutes' walk away from City Hall, the courthouse, Kendall College of Art and Design, and a multitude of offices. Despite the awesome potential that this section of downtown holds, it is generally only populated during business hours. While the buildings do draw people in for the work day, the lack of social spaces means that most people leave that area of downtown as soon as work is done. The nearest bar options are Flanagan's and Mojoes at the corner of Pearl and Monroe, however there are very few food, drink, or social options east of that corner. With so many people working near Pearl and Ottawa, and with the construction of the new building at the corner of Lyon and Ottawa, it is an advantageous time to begin introducing a social scene to the block. If we can serve alcohol, we believe that we can begin to draw more people to that section of Grand Rapids, which will make retail spaces in that area more valuable as they begin to become available.

Economically, our licensing approval will offer major benefits to the city of Grand Rapids as well. With an increase of people spending time in the area, parking revenue will increase along with tax revenue through Ferris Coffee & Nut, as the cafe becomes busier, leading to a spike in downtown business along with steady growth as the city continues to grow and develop. This can also increase tourism in Grand Rapids through the growth of our already thriving beverage industry. Grand Rapids is already a tourist destination for beer, but we hope to continue to grow its coffee culture and put Grand Rapids in the spotlight of the coffee industry.

Given the social, geographical, and economic benefits which our redevelopment license will carry, we would ask you to please approve of our request to serve craft beer and wine. Ferris Coffee & Nut has consistently worked to be a blessing to this city, and we look forward to

creatively contributing to the growth of Grand Rapids in the future. We would be honored to continue developing our relationship with this city by providing an awesome space for the people of Grand Rapids to come together, work together, and grow together, whether sipping coffee, wine, beer, or tea.

Thank you for your consideration,

FERRIS COFFEE AND NUT COMPANY



David Van Tongeren, Director of Retail



A101
Via Architecture LLC

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: February 9, 2018

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Interim President & CEO

Agenda Item #07
February 14, 2018
DDA Meeting

SUBJECT: Development Area Liquor License Request – 53 Monroe Center NW

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 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.

Keltic Liquors, LLC is requesting DDA Board consent to the issuance of a new Class C development area liquor license for the soon to be opened House of Wine at 53 Monroe Center NW. The establishment will primarily serve wine, but will also have an attached retail space. There will be as many as 8 employees working at a given time, and it is expected a total of 15 employees will be hired. The proposed hours of operation are Monday – Saturday from 10a – 11p, and Sunday 12p – 10p. The bar, which was the recipient of a DDA Downtown Enhancement Grant in 2017, will help activate a long vacant space on Monroe Center.

Staff has reviewed the applicant's request and is recommending approval of the application. If approved by the DDA Board, the request will proceed to the City Commission for consideration.

Recommendation:

Approve the resolution for the issuance of a development area liquor license to Keltic Liquors, LLC for the House of Wine at 53 Monroe Center NW.



Nature of Proposed Use:

Keltic Liquors, LLC (soon to register DBA House of Wine) is proposing a use of 53 Monroe Center NW Grand Rapids, MI 49503. The proposed use would be a wine bar with an associated retail shop. This business will be locally owned and operated.

- The space will be utilized as both a wine bar with complimentary food dishes as well as a wine retail shop.
- There are no outside activities planned.
- There will be typical wine and bar service equipment as well as standard kitchen equipment such as ovens, refrigerators, coolers, freezers and warmers.
- There will be as many as 8 employees on duty at any given time with an anticipated staff of 15 employees.
- Anticipated hours of operation are: Monday- Saturday 10AM- 11PM and Sunday 12 PM- 10PM.
- Majority of patrons are anticipated to arrive on foot. These consists of hotel guests, local residents, as well as patrons who come to the city center and park at public facilities.

Mission Statement

Our mission at the House of Wine is to provide Grand Rapids with a unique wine bar / retail shop concept, that will allow the public to enjoy and purchase great wine, in a comfortable yet trendy atmosphere. We aim to be known as the best place in the area for tasting, consuming, and purchasing wine. Through regular wine tastings hosted by knowledgeable wine companies, we hope to educate those who are interested in learning more about the world of wine.

Business Description

Our concept will provide a sophisticated yet casual space for enjoying wine by the glass, bottle, or taste. The House of Wine will be a more refined, alternative option in comparison to other bars in Grand Rapids. Patrons can expect a consistent aesthetic found throughout the bar/ shop. We believe we can achieve this through general ambiance with lighting, furniture, music, the historical feel of the building, exposed brick walls and overall design.

The bar side will serve a wide range of wines by the taste, glass or bottle. A small menu of wine- complimenting snacks will also be provided. This menu will be developed with an experienced chef. Any food served will be purposefully intended to pair well with wine or can be used to cleanse the palate while tasting. The staff behind the bar will be well trained and capable of answering any questions/ suggesting wines. After tasting several wines, the patron can then decide whether they would like to order by the glass, bottle, or to purchase a bottle to take home with them.

Wine will be served for immediate consumption from state of the art wine preservation systems. These systems will use pressurized nitrogen to protect the wine from spoiling and oxidation. By investing in these systems, we will guarantee that each patron will be receiving the same quality of product.

The retail shop side will include an inventory of carefully selected rated wines. Patrons can expect to find a cut sheet for any bottle on the shelf. This sheet will summarize any professional ratings, reviews, tastings notes, and food pairings which will contribute to feeling confident with any purchases. Shopping for wine can often become overwhelming by the amount of options and varieties that are available. We seek to remove that stigma through our many tools and resources made available to patrons to aid in their shopping experience.

Contacts

Emily Lynch (Owner/ Manager)
(978) 382- 3564
emily.lynch33@yahoo.com

James Lynch (Owner)
(978) 337-3412
jdcl@mail.com



Via Design 44 Grandville Ave. SW, Suite 400, Grand Rapids, MI 49503 T 616.774.2022 www.viadesign-inc.com

53 Monroe Center proposed wine bar fit-out

"House of Wine" is a proposed fit-out of the tenant space at 53 Monroe Center. The space was previously used for retail and a tanning salon. The proposed use is a 63-seat wine bar with light menu and an associated retail wine shop. The space was previously configured as two separate spaces with independent entries off Monroe Center. There is no rear exit from the space, so to provide occupancy above 49 persons, two exits must be provided at Monroe Center that are at the minimum distance apart from each other as required by code. The proposed plan, as drawn, satisfies that requirement with use of a 1-hour rated corridor which directs incoming customers to a point at the end where they have clear visibility of, and access to, both the bar and retail component. That point also serves as one point of emergency egress.

It is the intent that the required second means of egress (shown at the lower left in the plan) be for emergency use only. It is intentionally not directly visible from Monroe Center to discourage attempts to use it as an entry, and, in order to have a single access point for customers.

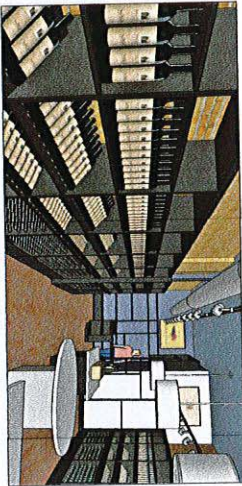
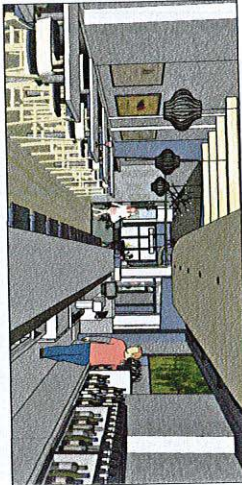
New signage will be applied on the existing storefront construction which will remain above the existing aluminum storefront which will be removed. The new storefront construction is intended to direct customers to the main (left) entry for regular ingress and egress. Glass storefront on the required (right) egress alcove will allow visual access into and out of the wine bar assembly space. The new (left) store front entry will be glazed to also maximize visual connection. The remainder of the storefront between the entry alcove on the left and the exit alcove on the right will be made up of (3) operable, single-hung window units on a low base, so that in seasonable weather, the bottom portion can be raised up to give a sense of direct connection between the assembly space and the pedestrian space on Monroe Center.

The wine bar will occupy the western (lower) portion of the space, as it will most benefit from the visual access and natural light from the street. A long bar will be centrally located with an assortment of fixed and loose seating and tables.

The retail section in the eastern (upper) space will have shelves on islands and lining the walls to display bottled wines for purchase. A warming kitchen will occupy the rear of the eastern section to serve the customers in the wine bar.

The existing mechanical rooms and toilet rooms will serve both spaces.

The plan and elevations have been prepared by David Bouwsma, registered architect with Via Design Inc. on behalf of Jim and Emily Lynch.



House of Wine

53 Monroe Center, Grand Rapids, Michigan 49503

PROJECT No. 17-0608

ISSUED FOR: Pricing 11-17-2017

Project Team:

ARCHITECT / INTERIOR DESIGN:
Via Design Inc.
44 Grandville SW Suite 400
Grand Rapids MI 49503
T: 616.714.2022
F: 616.714.4026

Sheet Index:

TS | TITLE SHEET |

ARCHITECTURAL

- A100 FLOOR PLAN/ DEMO PLAN/ DOOR SCHEDULE
- A400 BUILDING SECTIONS/ INTERIOR ELEVATIONS
- A401 BUILDING SECTIONS/ INTERIOR ELEVATIONS
- A800 REFLECTED CEILING PLAN

MECHANICAL - PLUMBING - ELECTRICAL
DESIGN-BUILD DRAWINGS UNDER SEPARATE COVER

HOUSE OF WINE
53 Monroe Center N.W.
Grand Rapids, Michigan

Google Maps

Location Map



Map data ©2017 Google 50 ft



Scale as noted
Sheet No.
Title Sheet

Sheet No.

Sheet No.

Sheet No.

Via Design Inc.
44 Grandville SW Suite 400
Grand Rapids, MI 49503
www.viadesign-inc.com
(616) 714-2022

VIA ARCHITECTURE, LLC

REPORT ON PLAN

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2000



11-11-11

① **LOCKING SECURITY AND DOOR HARDWARE DETAILS TO BE VERIFIED WITH OWNER**
FIRM TO VERIFY ALL PLUMBING FIXTURES, ROOF SCOPES AND MOUNT FOR AIR-CONDITIONING

A diagram of a rectangular box with dimensions 10, 10, and 10. The box is shown in a 3D perspective. The front face is a square with side length 10. The depth of the box is also 10. The top edge of the front face is labeled 10. The right edge of the front face is labeled 10. The bottom edge of the front face is labeled 10. The top edge of the back face is labeled 10. The right edge of the back face is labeled 10. The bottom edge of the back face is labeled 10. The left edge of the back face is labeled 10. The top edge of the left face is labeled 10. The bottom edge of the left face is labeled 10. The right edge of the left face is labeled 10. The left edge of the left face is labeled 10.

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Grand Rapids, MI

VIA ARCHITECTURE LLC

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WALL WASH LIGHTING

PAINTED TRIM AND EAST PANEL AT EAST ALCOVE AND WEST ALCOVE VERTICAL PANELS TO MATCH EXISTING BUILDING CORNICE AND ACCENT TRIM

ALL WINDOWS AND STOREFRONT TO BE BLACK ANODIZED - PANELS BELOW TO MATCH

THESE SURFACES TO BE WOOD-LOOK CERAMIC TILE - TBD

Via

viadesign-inc.com

53 Monroe Center N.W.
Grand Rapids, Michigan

Project	Scale	Date	Job #
New Storefront Color Rendering	no scale	11-07-17	17-0608

Subject: House of Wine-- Grand Rapids Planning Commission

From: andy@gremelgroup.com

To: jdcl@mail.com; emily.lynch33@yahoo.com

Cc: dhill@btlaw.com

Date: Thursday, October 12, 2017 04:08:30 PM EDT

Dear Jim and Emily,

It has been a pleasure getting to know both of you and learning about your proposed venture in our building. As you know, I am president of the Front Row Condominium Association at 51 Monroe Center N.W. Fellow Board member David Hill and I were not able to stay any longer today at the Hearing Room as things were running quite late. Nonetheless, please feel free to present this letter to the Commission if you are asked about the "neighbors" and any potential objections.

We are looking forward to having the House of Wine in our building and community. Speaking personally, I view your proposed buildout and operation as an amenity that will enhance our experience living on Monroe Center. For the Association, please let it be known that we have no objection to your proposed use that is being considered at today's meeting.

All the best,

Andy

ANDREW R. GREMEL, J.D.

T 616.874.2200 | F 616.874.3471 | C 616.443.6011

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MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: February 9, 2018

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Interim President & CEO

Agenda Item #8
February 14, 2018
DDA Meeting

SUBJECT: Amendment to the Development Agreement for 150 Ottawa Avenue

On January 20, 2017, the Downtown Development Authority (DDA) Board approved the final Development Agreement (Agreement) with 150 Ottawa Development, LLC to facilitate the construction of a two-tower, fifteen-story mixed use building. The development will include the Hyatt Place hotel and an office tower that will be the new home for Warner Norcross and Judd, amongst others tenants.

The DDA is entitled to capture both local and school tax increment revenues generated by the project. However, by law, it can only capture enough school increment to pay debt service on the Arena bonds which increment revenues are pledged as the only security for the bonds. Since these bonds are reaching their maturity and there are more than sufficient school increment revenues captured by the DDA, plus an established reserve fund to meet the remaining bond debt service, when the Agreement was executed it was determined the DDA did not need to capture the school tax increment revenues and could defer the collection to the Brownfield Redevelopment Authority (BRA). The BRA, in turn, can use those proceeds to reimburse the developer for the construction of the projects parking ramp. The proposed amendment explicitly states this arrangement in the Agreement, and will make clear the intended use of the school tax increment.

Recommendation:

Approve the resolution authorizing an amendment to the Development Agreement for 150 Ottawa Avenue.



**FIRST AMENDMENT TO
DEVELOPMENT AND REIMBURSEMENT AGREEMENT**

THIS FIRST AMENDMENT TO DEVELOPMENT AND REIMBURSEMENT AGREEMENT (the “First Amendment”) made as of February 14, 2018, between the **CITY OF GRAND RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY**, a Michigan public body corporate (the “DDA”), whose address is 29 Pearl Street, N.W., Grand Rapids, Michigan 49503, and **150 OTTAWA DEVELOPMENT, LLC**, a Michigan limited liability company (“150 Ottawa”), whose address is 32 Market Avenue, S.W., Suite 200, Grand Rapids, Michigan 49503.

RECITALS

A. The DDA and 150 Ottawa previously entered into a Development and Reimbursement Agreement (the “Agreement”) dated as of January 20, 2017, related to the development of a Project, as defined in the Agreement.

B. A clarification in the Agreement is necessary to indicate that any Project Tax Increment Revenues that would be realized from tax levies of the Grand Rapids Public Schools, the Kent Intermediate School District and the State Education Tax will not be captured by the DDA and used to pay an “eligible advance,” “eligible obligation” or “other protected obligation” as defined in Act 197.

NOW, THEREFORE, in exchange for the consideration in and referred to in this First Amendment, the parties agree as follows:

1. Excluded Tax Increment Revenues. Tax Increment Revenues that would be realized from Project tax levies of the Grand Rapids Public Schools, the Kent Intermediate School District and the State Education Tax will not be captured by the DDA and used to pay an “eligible advance,” “eligible obligation” or “other protected obligation” as defined in Act 197.

2. Defined Terms. All capitalized terms used in this First Amendment and not defined shall have such meanings as defined in the Agreement.

3. Ratification. Except as otherwise provided in this First Amendment, the Agreement is hereby incorporated herein, ratified and confirmed by the parties hereto.

IN WITNESS WHEREOF, the DDA and 150 Ottawa have caused this First Amendment to be signed as of the day and year first written above.

**CITY OF GRAND RAPIDS DOWNTOWN
DEVELOPMENT AUTHORITY**

By: _____
Brian Harris, Chairperson

150 OTTAWA DEVELOPMENT, LLC

By: _____
John Wheeler, Manager

**CITY OF GRAND RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY**

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF
FIRST AMENDMENT TO DEVELOPMENT AND REIMBURSEMENT
AGREEMENT WITH 150 OTTAWA DEVELOPMENT, LLC**

Boardmember _____, supported by Boardmember _____,

moved the adoption of the following resolution:

WHEREAS, the City of Grand Rapids Downtown Development Authority (the “DDA”) and 150 Ottawa Development, LLC (“150 Ottawa”) previously entered into a Development and Reimbursement Agreement dated as of January 20, 2017 (the “Agreement”), related to the construction of a two-tower, fifteen-story mixed use building (the “Project”); and

WHEREAS, the DDA and 150 Ottawa have determined to enter into a First Amendment to Development and Reimbursement Agreement (the “First Amendment”) clarifying the capture of tax increment revenues related to the Project.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the First Amendment in the form presented at this meeting is approved and the Chairperson of the DDA Board is authorized and directed to execute the First Amendment for and on behalf of the DDA.
2. 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: February 14, 2018

Murphy Ackerman
Recording Secretary

CERTIFICATION

I, the undersigned duly qualified and acting Recording Secretary of the of the City of Grand Rapids Downtown Development Authority (the “DDA”), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the DDA at a regular meeting held on February 14, 2018, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: February 14, 2018

Murphy Ackerman
Recording Secretary

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: February 9, 2018

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Interim President & CEO

Agenda Item #9
February 14, 2018
DDA Meeting

SUBJECT: Amendment to the Development Agreement for The Waters Building (161 Ottawa Avenue)

On October 8, 2014, the Downtown Development Authority (DDA) Board approved the Development Agreement (Agreement) with Waters Building, LLC to facilitate the redevelopment and reuse of the historic Waters Building at 161 Ottawa Avenue. The project resulted in delivery of new ground floor retail space, 130,000 square feet of refurbished office space, and the 110 room Homewood Suites by Hilton.

At the time the Agreement was approved, the owner of the hotel portion of the project was unknown, so in order to enable their reimbursement, it is requested that GR HS, LLC be added as a co-developer and party to the Agreement.

Further, while the DDA is entitled to capture both local and school tax increment revenues generated by the project, by law it can only capture enough school increment to pay debt service on the Arena bonds. These revenues are pledged as security for the bonds. Since these bonds are reaching their maturity and there are more than sufficient school increment revenues captured by the DDA, plus an established reserve fund to meet the remaining bond debt service, when the Agreement was executed it was determined the DDA did not need to capture the school tax increment revenues and could defer the collection to the Brownfield Authority. The proposed amendment explicitly states this arrangement, and will make clear the intended use of the school tax increment.

Recommendation:

Approve the resolution authorizing an amendment to the Development Agreement for The Waters Building.



**FIRST AMENDMENT TO
DEVELOPMENT AND REIMBURSEMENT AGREEMENT**

THIS FIRST AMENDMENT TO DEVELOPMENT AND REIMBURSEMENT AGREEMENT (the “First Amendment”) made as of February 14, 2018, between the **CITY OF GRAND RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY**, a Michigan public body corporate (the “DDA”), whose address is 29 Pearl Street, N.W., Grand Rapids, Michigan 49503, and **WATERS BUILDING, LLC**, a Michigan limited liability company (“WB”), whose address is 1946 Turner Avenue, N.W., Grand Rapids, Michigan and **GR HS, L.L.C.**, an Illinois limited liability company (“GRHS” and together with WB, the “Developer”) whose address is 5 Shenandoah Avenue, Jacksonville, Illinois 62650.

RECITALS

A. The DDA and WB previously entered into a Development and Reimbursement Agreement (the “Agreement”) dated as of October 8, 2014, related to the development of a Project, as defined in the Agreement.

B. The DDA has received a request from WB to add GRHS as a party to the Agreement as a co-developer of the Project.

C. A clarification in the Agreement is necessary to indicate that any Project Tax Increment Revenues that would be realized from tax levies of the Grand Rapids Public Schools, the Kent Intermediate School District and the State Education Tax will not be captured by the DDA and used to pay an “eligible advance,” “eligible obligation” or “other protected obligation” as defined in Act 197.

NOW, THEREFORE, in exchange for the consideration in and referred to in this First Amendment, the parties agree as follows:

1. GRHS Party to Agreement. GRHS shall be a party to the Agreement including this First Amendment. Each reference to developer shall mean both WB and GRHS as co-developers.

2. Excluded Tax Increment Revenues. Tax Increment Revenues that would be realized from Project tax levies of the Grand Rapids Public Schools, the Kent Intermediate School District and the State Education Tax will not be captured by the DDA and used to pay an “eligible advance,” “eligible obligation” or “other protected obligation” as defined in Act 197.

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

4. Ratification. Except as otherwise provided in this First Amendment, the Agreement is hereby incorporated herein, ratified and confirmed by the parties hereto.

IN WITNESS WHEREOF, the DDA and the Developer have caused this First Amendment to be signed as of the day and year first written above.

**CITY OF GRAND RAPIDS DOWNTOWN
DEVELOPMENT AUTHORITY**

By: _____
Brian Harris, Chairperson

WATERS BUILDING, LLC

By: _____
Mark Finkelstein, Member

GR HS, L.L.C.

By: _____
William T. Mast, Manager

**CITY OF GRAND RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY**

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF
FIRST AMENDMENT TO DEVELOPMENT AND REIMBURSEMENT
AGREEMENT WITH WATERS BUILDING, LLC AND GR HS, L.L.C.**

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

WHEREAS, the City of Grand Rapids Downtown Development Authority (the “DDA”) and Water Building, LLC (“WB”) previously entered into a Development and Reimbursement Agreement (the “Agreement”) dated as of October 8, 2014, related to the redevelopment of the Waters Building (the “Project”); and

WHEREAS, the DDA and WB have determined to enter into a First Amendment to Development and Reimbursement Agreement (the “First Amendment”) adding GR HS, L.L.C. as a party to the Agreement, as co-developer of the Project, and clarifying the capture of tax increment revenues related to the Project.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the First Amendment in the form presented at this meeting is approved and the Chairperson of the DDA Board is authorized and directed to execute the First Amendment for and on behalf of the DDA.

2. 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: February 14, 2018

Murphy Ackerman
Recording Secretary

CERTIFICATION

I, the undersigned duly qualified and acting Recording Secretary of the of the City of Grand Rapids Downtown Development Authority (the “DDA”), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the DDA at a regular meeting held on February 14, 2018, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: February 14, 2018

Murphy Ackerman
Recording Secretary

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: February 8, 2018

TO: Tim Kelly, Interim President and CEO
Downtown Grand Rapids, Inc.

FROM: Erin Banchoff, Community Development Manager *EB*
Community Development Department

**SUBJECT: Tax Exemption and Payment in Lieu of Taxes Request within
Downtown Development Authority Boundary – Tapestry Square
Senior Living Project (424 South Division Avenue)**

The Inner City Christian Federation (ICCF) seeks tax exemption and Payment in Lieu of Taxes (PILOT) for the Tapestry Square Senior Living project to be located at 424 South Division Avenue. The ownership entity will be the Tapestry Square Senior Living Limited Dividend Housing Association Limited Partnership (Tapestry Square Senior Living LDHA LP). The project site, at the northeast corner of South Division Avenue and Logan Street, SE, is within the Downtown Development Authority boundary. The project will comprise three condominium units (affordable units, market rate units, and commercial space) for the purposes of application to the Michigan State Housing Development Authority (MSHDA) for Low Income Housing Tax Credits (LIHTC).

The Tapestry Square Senior Living project is a mixed-use, mixed-income development that involves new construction of a five-story building. The project includes development of 104 rental units (94 one-bedroom and 10 two-bedroom) for seniors. Sixty-two (62) of the units (56 one-bedroom and 6 two-bedroom) will be designated as affordable to households with income at or below 60% of the area median income. The ground floor is reserved for commercial space. LEED Silver designation will be sought for the project.

If the pending PILOT request is approved, the project will pay annually: 1) a 1% service charge based on annual rent receipts for the units occupied by low-income households and their prorated share of land and improvements, and 2) the monetary equivalent of a 2% service charge into the City's Affordable Housing Fund. The tax exemption and PILOT will remain in place for the life of the qualifying federal- or state-aided mortgage, not anticipated to exceed 45 years. The ad valorem tax rate will be assessed on the commercial portion of the property and the units not occupied by low income households.

The Community Development Department plans to request City Commission authorization for tax exemption and PILOT at its March 6, 2018 meeting. If you have any questions, I can be reached at 456-4249.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: February 9, 2018

TO: Downtown Development Authority

FROM: Josh Naramore
Mobile GR & Parking Manager

SUBJECT: DASH North Contract Extension

Agenda Item #11
February 14, 2018
DDA Meeting

Background

In December of 2012, the City Commission authorized agreements under which DASH service was expanded to the Monroe North area. Although home to thousands of residents and employees, at the time Monroe North was not connected to downtown via transit access. City staff met with representative of the Monroe North Business Association (MNBA) and the DDA, regarding financing a pilot service that would run DASH transit service from the Monroe North area into central downtown. The agreement estimated a service cost of \$175,000 - \$225,000.

The financing model sought revenue from the DDA, Mobile GR and Parking Services and the MNTIFA. Working with the Interurban Transit Partnership (ITP), a route was developed and service was implemented. The route was well received and the pilot was extended for an additional two years by the City Commission in November, 2014. MNTIFA and the DDA each paid \$6,250 a month for the services, with Mobile GR and Parking Services paying the remainder.

The prior two year extension lapsed on January 1, 2017. DASH North service has continued in the Monroe North area without DDA and MNTIFA funding support. City staff recently met with MNTIFA and the DDA to develop this extension to the agreement to address the contract lapse and will back date payments lost in 2017. MNTIFA and the DDA would like to extend the DASH North agreement, which their respective boards, scheduled for action on February 16, 2018.

Agreement

No changes to the past agreement will take place at this time. MNTIFA and the DDA will pay \$112,500 each, which will cover costs from January 1, 2017 to June 30, 2018, Mobile GR and Parking Services paying the remaining costs for service. Further discussions will take place over the next few months that will focus on a more comprehensive agreement between the DASH and potential contributing parties starting July 1, 2018.

Recommendation:

Approve extending the DASH North agreement with Mobile GR and Parking Services and the Monroe North Tax Increment Financing Authority (MNTIFA).





DOWNTOWN
GRAND RAPIDS INC.

Downtown Grand Rapids Ambassador 2017 Annual Report



Program Overview

Started in 2013 the Downtown Ambassador program is designed to be a friendly and welcoming team that patrols Downtown sidewalks and other areas of the public realm for the benefit of residents, visitors, workers and anyone who needs a helping hand.

In 2015 the Downtown Ambassador program began providing cleaning and beautification services in addition to the hospitality services.

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Stakeholder Feedback	8
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Hospitality & Engagement

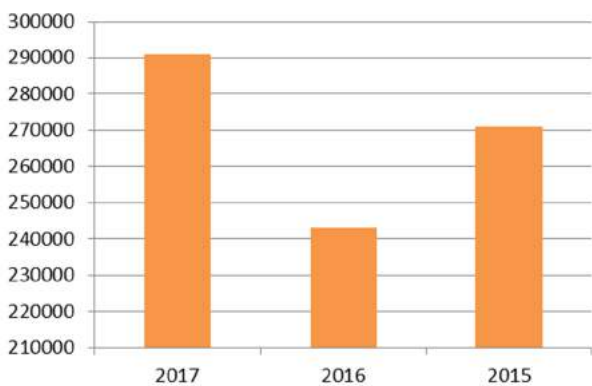
In 2017 the Ambassador team brought their engagement statistics back in line with previous years. In 2016, the team experienced difficulties recruiting staff that aligned with the vision and mission the team has for downtown and as a result our engagement suffered. However a complete overhaul in recruiting resulted in several excellent superstar ambassadors joining the team.

We participated in several events in 2017 including; *Art Prize, Light Up Downtown, Movies in the Park, Relax at Rosa, The 2017 Auto Show, Wine, Beer and Food Festival, Rollin' Out and the Santa Parade.*

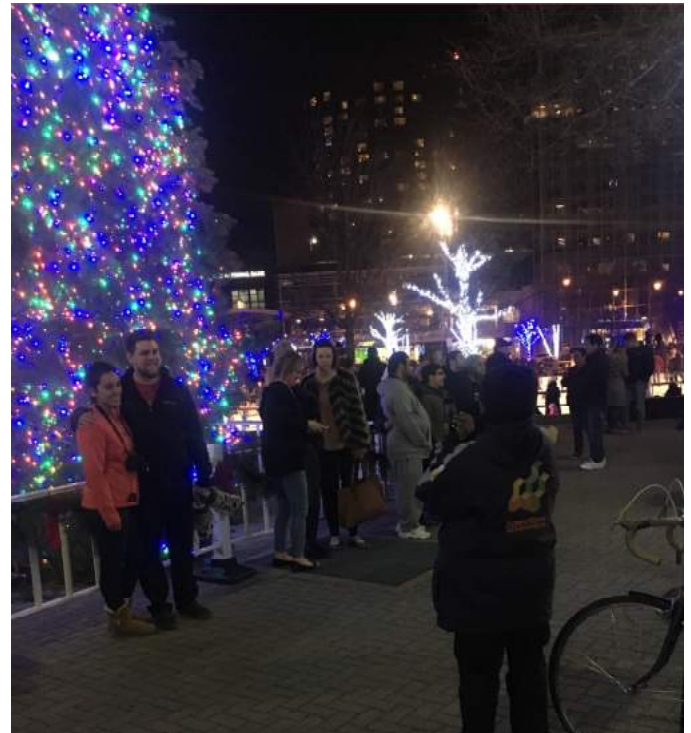


Marcia provides first aid to a pedestrian on Monroe Center shortly after they fell and injured their hand.

Total Hospitality & Engagement



Hospitality & Engagement	Activity	2017	2016	2015
	Business Contact	2,079	1,473	3,383
	Motorist Assist	131	163	91
	Observation - Fighting	939	221	484
	Outreach Contact	5,756	14,996	33,230
	PA - Directions	11,890	13,846	23,024
	PA - Information	40,925	37,585	55,775
	PA - Other	205,882	154,340	100,912
	PA - Program Information	9,986	12,006	24,778
	Panhandling - Aggressive	1,244	233	1,564
	Panhandling - Passive	1,686	429	1,123
	Request for Fire/EMS	43	228	250
	Request for Police	13	32	128
	Safety Escort	1,244	2,248	15,993
	Sidewalk Violation	8,875	5,002	5,936
	Suspicious Package	18	44	446
	Suspicious Person	302	165	3,465
	Umbrella Escorts	81	76	482
	Total Activity	291094	243087	271064



Talina takes pictures of couples at the Holiday tree installed near the Rosa Parks Circle Ice Rink.

Beautification

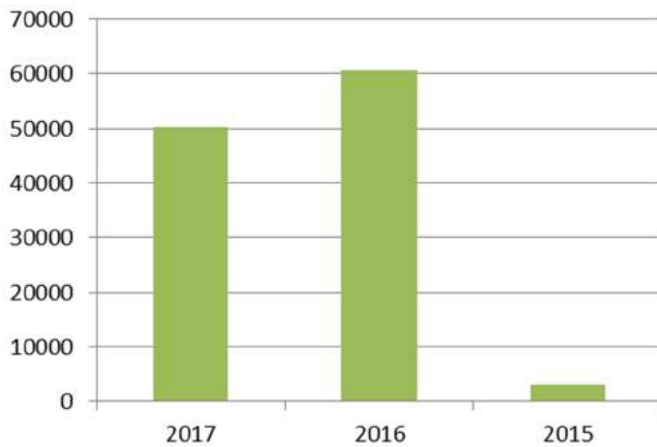
The beautification team worked hard to maintain the cleanliness of downtown. We focused our efforts during the peak season on removing weeds and graffiti from the district. As a result we removed over 12,000 weeds and over 3,000 instances of graffiti/vandalism.

The team also worked diligently during big events, like *Art Prize*, to stay on top of the trash and refuse needs especially in key areas like Rosa Parks Circle. We removed over 15,000 bags of trash in 2017 an increase by almost 3,000 bags from the previous year.



Ariel uses a variety of tools to remove weeds from Commerce and Williams Ave.

Total Beautification Activity



Beautification	Activity	2017	2016	2015
	Biohazard Clean Up	4,800	NA	NA
	Graffiti - Removed	3,323	6,915	1,250
	Planters Watered	4,533	18,042	NA
	Power Washing (block faces)	276	226	NA
	Snow Removal	9,653	11,419	42
	Trash (Bags collected)	15,616	12,503	1,681
	Weed Abatement	12,043	11,477	NA
	Cigarette Butts Recycled	523,078	172,910	NA
	Total Beautification Activity	50,244	60582	2973



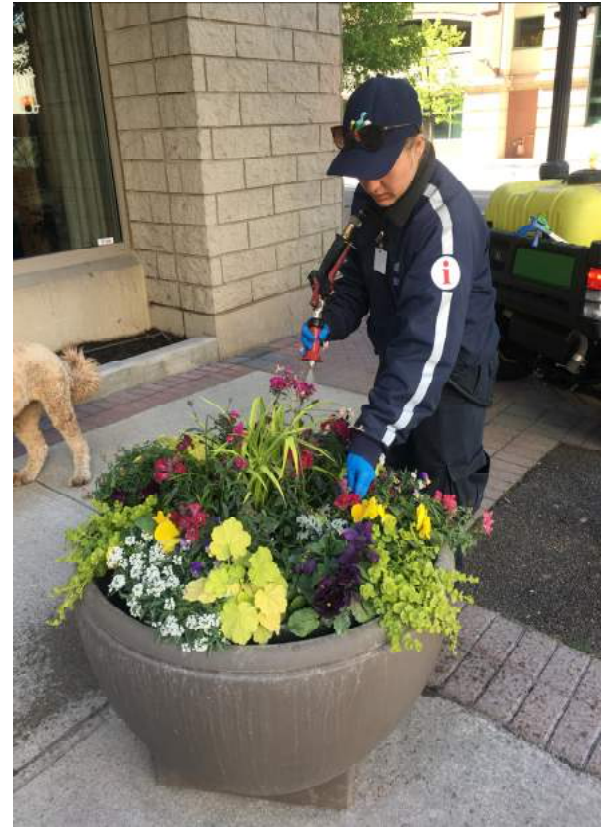
Diana uses graffiti remover to take off spray paint from a newspaper box on Ionia Ave.

Horticulture



2017 was an amazingly successful year for the horticulture team. We began working with a new vendor, Micandy Gardens, to provide our plants/flowers and planting services and we couldn't be happier. Micandy demonstrated, *right away*, they understood the unique challenges of working with plant materials in urban areas and not only provided high quality plants but over the top customer service as well.

In addition to switching vendors we also deployed over 30 new planters on the Ottawa street corridor to bring additional greenery to the downtown and expanded the off season planters (November through March) by working with Micandy to install additional Winter plantings in the additional planter beds deployed on Division Ave. North of Fulton Street.



Special Projects & Initiatives

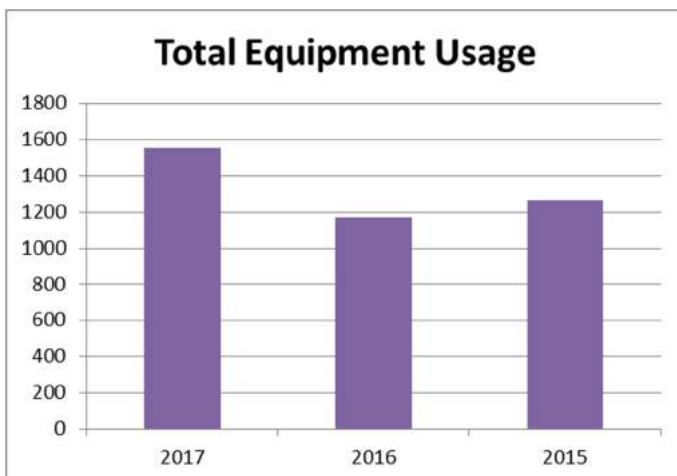
2017 was a big year for Ambassador led projects and initiatives. Our biggest accomplishment was being awarded a \$10,000 grant from Keep America Beautiful to significantly expand our cigarette butt collection efforts as well as work with DGRI to develop an outreach program to provide education and bring awareness about the cigarette recycling program to the general public. The funds allowed the ambassador program to install 100 additional urns throughout the downtown which resulted in the collection of over 500,000 cigarette butts in its first year alone!

In addition to deploying additional cigarette urns the team also deployed 15 additional dog waste bag dispensers in key locations throughout the downtown.

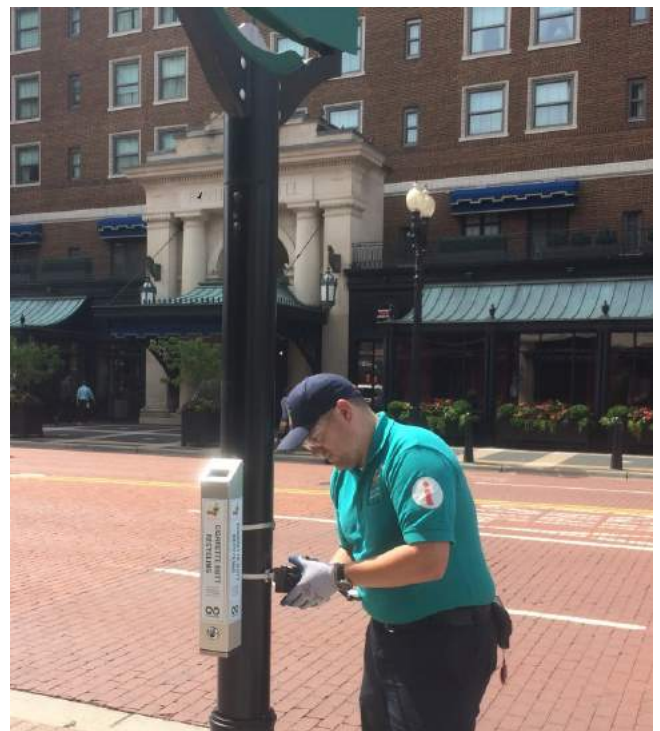
The Ambassador team also worked with DGRI to acquire additional trash cans to deploy throughout the district as well as inserts to enhance the overall aesthetics of the trash cans as well. To date the Ambassador team has increased the amount of refuse collection infrastructure by 65% throughout the downtown.



Sean is having a great time cleaning out the ATLV after using it to mechanically clean downtown.



Equipment Usage	Activity	2017	2016	2015
	ATLV Hours	186.25	267	NA
	Backpack Blower (hours)	119	213	8
	Bicycle (miles)	652.2	460.3	1038.65
	Billy Goat Hours	159	152	8
	Segway Hours	438	82.25	209.5
	Total Equipment Usage	1554.45	1174.55	1264.15



Melvin installs one of 100 newly acquired cigarette urns purchased with the Keep America Beautiful grant.

Highlights

Ariel sprays black touch up paint on the base of a *Dash* stop sign to cover up a graffiti tag.



The ambassador team is ready to deploy more new trash cans into downtown! To date the ambassador team has increased trash infrastructure by 65% throughout the downtown.



Joel works to pressure wash the sidewalk beneath US-131 near Cherry and Grandville. Joel and Steve power washed over 250 blocks in downtown in 2017!



Erin works to clean out the existing trash infrastructure just before Art Prize.

Highlights



Jared provides information about the Ambassador program to pedestrians after making a service call to Biggby coffee.



Shannon submits a maintenance request for broken infrastructure.



Ellen performs some much needed maintenance on a trash can.



Ambassadors loaded debris into the truck after a storm so the park would be clear for Movies in the Park.



Two ambassadors shovel the curb cut at Fountain and Division.

Stakeholder Feedback

Andrew M. Travis Thank you for being the "superheroes" of GR!

Like · Reply · 24w

Steven Caio Thank you! Keep GR clean and wonderful

Like · Reply · 24w

Bonnie Nicholas THANK YOU! I've seen you in action - good work!

Like · Reply · 24w

Marsha Beery Steensma Thank you ...

Like · Reply · 23w · Edited

Peyton Nichele Jefferson This is awesome. Thank you all

Like · Reply · 23w

Mel Trotter Ministries Thank you to every single one of the downtown ambassadors for caring for our neighbors that others pass by. Going as far as walking individuals who are homeless and intoxicated to Mel Trotter Ministries. This city is amazing because of you!

Like · Reply · 23w

Stacy Slikkers Noonan Beaver Xing absolutely loves the Ambassadors!!! We have been street performers for several years, and each one that we meet is equally wonderful. I especially appreciate their demeanor with the 'street people' Kind and caring.

Like · Reply · 23w

Ruby Chaise Thank you for everything you do! You are totally appreciated.

Like · Reply · 23w

Valerie Paroff You are AWESOME! Thanks for all you do for downtown GR!

Like · Reply · 23w

Emily Bryant They do great work keeping our city looking awesome! Thanks to all of you

Like · Reply · 23w

Shelby Fisher I visited this past week for State Games of America and I was blown away, even with all the rain we had a fabulous time! It was beautiful, clean and everyone was so dang nice! The city of Grand Rapids did a fantastic job!

Like · Reply · 24w

Wai-yu Jacobs Thank you for all you do. You are always friendly and with a smile on! You make downtown GR better!

Like · Reply · 24w

Lisa Olson Cooper Keep up the great work! It shows!

Like · Reply · 24w

Tash Malone Rebecca Ritter Krenz ♥♥♥♥♥ love you guys thanks

Like · Reply · 24w

Grace Evelyn Nicest people in town! Thank you for all that you do!

Like · Reply · 24w

Suzanne DiPiazza Katerberg They are on my speed dial- they have helped with my flat tire, an umbrella escort, walking to my car late at night, and help with panhandlers and trouble on the streets.

Like · Reply · 24w

Reva Msmollyrn Smalley Thank you for keeping our city beautiful!!!

Like · Reply · 33w

Rochel George reviewed Downtown Grand Rapids Inc. — 5★
May 13, 2017 · 🌐

I love the ambassadors that come to help out, Marcia and Erin have been so helpful! I've dealt with only one other ambassador but sadly I cannot remember his name, but that you all so much for the work that you do!

👍 Like

💬 Comment

➦ Share

Keith Nickerson reviewed Downtown Grand Rapids Inc. — 5★
October 6, 2017 · 🌐

As an employee of Craft Beer Cellar, located at 404 Ionia SW, I can't thank Talina enough for helping us out tonight. A loud, possibly homeless man wandered into our store, and had begun harassing our guests. When I saw Talina riding by, I waved her over to help. She came right away. Without hesitation, she entered and led the man out of our business! Talina acted swiftly, respectfully, and responsibly, and we at Craft Beer Cellar are grateful for her commitment to performing her job at the highest level.

👍 Like

💬 Comment

➦ Share

Trish Tilden reviewed Downtown Grand Rapids Inc. — 5★
June 20, 2017 · 🌐

We came to GR on June 5th for a walking tour. Our downtown ambassador, Melvin, was both knowledgeable and personable. We had a blast with him!

👍 Like

💬 Comment

➦ Share

Jackie Burns Hickman We are impressed at the number of cigarette butt collection boxes. Why... oh why do people still flick them out their window or on the road/sidewalk. The Ambassadors do a good job of trying to keep them picked up.

Family Promise of Grand Rapids Thanks for all you do in our community Downtown Ambassadors!

Like · Reply · 24w

Adrianne Adelle That's dope! You guys are the best!

Like · Reply · 24w

Matthew Provoast What a great video!! We can't thank you enough for all your hard work and dedication to the Downtown community. With love - Light Gallery + Studio!

Like · Reply · 24w

Katey Morse They do such a good job and are so friendly! 😊

Like · Reply · 3w

Statistics Overview

Total Annual Activity		2017	2016	2015
Equipment Usage	ATLV Hours	186.25	267	NA
	Backpack Blower (hours)	119	213	8
	Bicycle (miles)	652.2	460.3	1038.65
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	Sidewalk Violation	8,875	5,002	5,936
	Suspicious Package	18	44	446
	Suspicious Person	302	165	3,465
	Umbrella Escorts	81	76	482
	Total Hospitality & Engagement Activity	291,094	243,087	271,064
Total Ambassador Activity		341,338	303,669	274,037