

AGENDA

DOWNTOWN
DEVELOPMENT
AUTHORITY



Board Members:

Luis Avila • Mayor Rosalynn Bliss • Kayem Dunn • Jermale Eddie • Brian Harris • Jen Schottke • Diana Sieger • Jim Talen
Rick Winn

Wednesday, July 10, 2019

8:00 a.m. Meeting

29 Pearl Street, NW Suite #1

- | | | |
|--|-----------|---------|
| 1. Call to Order | | |
| 2. Approve Meeting Minutes from June 12, 2019 (8:01)
(enclosure) | Motion | Harris |
| 3. Accept Financial Statements from May 31, 2019 (8:05)
(enclosure) | Motion | Wallace |
| 4. Michigan and Bridge Street River Trail Crossing Authorization (8:10)
(enclosure) | Motion | Wong |
| 5. River Trail Crossing Maintenance Agreement (8:20)
(enclosure) | Motion | Kelly |
| 6. Retail Innovation Grant – Mosby’s Popcorn (8:30)
(enclosure) | Motion | Kitavi |
| 7. RFP Review Committee (8:40) | Info Item | Kelly |
| 8. President & CEO Report (8:50) | Info Item | Kelly |
| 9. Public Comment (9:00) | | |
| 10. Board Member Discussion (9:05) | | |
| 11. Adjournment | | |





MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

June 12, 2019

1. Call to Order – The meeting was called to order at 8:05 a.m. by Chair Brian Harris

2. Attendance

Present: Jen Schottke, Jim Talen, Mayor Rosalynn Bliss, Kayem Dunn, Jermale Eddie, Diana Sieger, Rick Winn, Brian Harris.

Absent: Luis Avila

Others Present: Tim Kelly (DDA Executive Director), Flor Valera, (DDA Recording Secretary), Dick Wendt (DDA Legal Counsel), Kimberly Van Driel, Annamarie Buller, Kyama Kitavi, Max Vanderforest, Megan Catcho, Kiley Tippman (DGRI Staff), Jessica Wood, Dave Bulkowski, Amelea Gritter, Todd Herring, Edwin Collazo, and others.

3. New Member Introductions

Jen Schottke was introduced to the DDA Board. Ms. Schottke currently serves as the Vice President of Operations at the Associated Builders and Contractors Western Michigan Chapter. She is also actively involved in the City of Grand Rapids Racial Equity Initiative and serves as a member of the Grand Rapids Public School Board of Education. The Board welcomed Ms. Schottke as a new member of the DDA Board.

4. Approve Meeting Minutes from May 8, 2019

Motion: Kayem Dunn, supported by Rick Winn, moved approval of the minutes from the May 8, 2019 meeting as presented. Motion carried unanimously.

5. FY20 Budget Adoption

As the final step in the budget process, the FY20 budget was introduced to the Board for adoption. Mr. Kelly stated the budget was presented and unanimously approved by the Grand Rapids City Commission on May 14, 2019. The new fiscal year will begin on July 1, 2019. Mr. Harris asked if the Grand Rapids City Commission had any questions regarding the proposed FY20 budget. Mayor Bliss stated no as Mr. Kelly was able to deliver a thoughtful presentation answering all the questions and highlighting the involvement of the Alliance members in the budget process. She also took a moment to share the adoption of the City's new Strategic Plan. The plan will align with the City's long-term

master plan by focusing on six priority areas. Two essential aspects of the City's budget were highlighted during the meeting that would further support goals established in the GR Forward Plan. The City will be looking to hire someone by the end of July to assist them with developing a more thoughtful and comprehensive strategic plan on housing. The City has also allocated funds to partner with the Grand Rapids Chamber of Commerce and DGRI to hire someone to focus on business recruitment and retention, evaluate current retail policies and work with the business community not just in Downtown but with nearby neighborhoods as well. The Board thanked Mayor Bliss for the update.

Motion: Kayem Dunn, supported by Rick Winn moved to adopt the FY2020 DDA budget. Motion carried unanimously.

6. Block by Block Contract Authorization

Tim Kelly introduced the request to authorize funding for the Downtown Ambassador Program. Mr. Kelly explained that in 2013, the DDA approved a Safety Services Agreement with Block by Block (BBB) to establish the Downtown Ambassador Program, while subsequently the DID and the DGRI Board of Advisors approved a Maintenance and Cleaning Services Agreement with Block by Block for the deployment of the Downtown Clean Team. Mr. Kelly stated the agenda packet includes a Year-End report highlighting some of the benefits of this Program. The term for both the Ambassador and the Clean Team Agreement expires July 1, 2019, and based on the success of the program to date, both are recommended for extension. The amended term would run July 1, 2019 thru June 30, 2020 with the option for two one-year renewal terms. Mr. Kelly stated to further avoid having separate Agreements, we are combining the contracts, so that one Agreement covers both programs. We will be working with the subcommittee of the Downtown Improvement District (DID) to finalize the details. He gave an overview of the DDA's total contract amount and added that the additional funding for the provision of the program will be provided via DID which is accounted for in their FY20 budget. The contract holder for the new Agreement will be the DGR Board of Advisors. He also stated to keep the wages for the Program competitive with similar jobs across the region, a \$.50 raise is also accounted for in the FY20 budget. Mr. Winn inquired about the wage scale for the \$.50 increase. Mr. Kelly stated it varies based on the job position across the two programs. Mr. Talen asked if we have concluded who will be responsible for maintaining the DDA/The Rapid bus stops/shelters in the Downtown Area. Mr. Kelly stated Mobile GR and The Rapid are currently evaluating an MOU to address maintenance responsibilities.

Motion: Kayem Dunn, supported by Mayor Rosalynn Bliss, moved to authorize funding for the Agreement to be recommended to the Downtown Grand Rapids Inc. Board of Advisors with Block by Block to be approved as to content by the Executive Director, and to from by the DDA legal counsel, in an amount not to exceed \$222,000 for the Downtown Ambassador Program for FY2020. Motion carried unanimously.

7. Disability Advocates of Kent County Accessibility Charette

Tim Kelly stated DGRI is continuously seeking partnership opportunities to collaborate with Disability Advocates of Kent County (DAKC) to ensure Downtown continues to grow into a welcoming and accessible place for everyone. In 2016, the DDA authorized funding to support the completion for an Accessibility Audit that was intended to build upon and update the Audit that was performed and completed in 2006. The new Audit provided improvement recommendations for public facilities to bring them into compliance with the American with Disabilities Act Accessibility Guidelines (ADAAG). DAKC has also been able to share feedback on several projects, including the recently completed Downtown Streetscapes Design Guidelines. To build upon this previous and ongoing work,

an Accessibility Charrette is being proposed to invite community partners and leaders into a conversation that could then grow into some piloting activities and research to determine how people are using downtown spaces. All with the idea that we still have a long way to go as we march down the road towards building an inclusive and accessible Downtown for all. Mr. Kelly introduced Dave Bulkowski, Executive Director of Disability Advocates to provide an overview of the process and timeline. Mr. Bulkowski stated DAKC has been working on promoting local change by bringing together architects to talk about universal design. He highlighted their most recent event which took place on April 18, at the Embassy Suites with 230 people in attendance. To further promote universal accessibility, DAKC will be working with Common Notice, a human-centered design firm led by Amelea Gritter and Todd Herring. The charrette will serve as an excellent opportunity to help community leaders, planners, and event producers utilize universal design principles to create accessible spaces and experiences. Both Ms. Gritter and Mr. Herring were invited to the front of the room to share with the Board the proposed approach. Mr. Herring provided an overview of their work experience and relayed his excitement for this project. He stated this work is critical as too often solutions are developed without the voice and participation of people with disabilities. The first step in the process involves reaching out to the community and bringing everyone together to understand the needs of our disabled community, cast ideas and find solutions to develop an informed and purposeful framework for various prototypes (urban design, policies, resources, community event production, etc.) The next step involves identifying testing methodologies to test those prototypes with the assistance of "Test Pilots".

Mr. Harris asked for clarification on the total project cost. Mr. Kelly stated the total proposed fee for the work between Common Notice and DAKC is not to exceed \$72,700. He stated the proposal lays out the possible full body of the work. We are recommending that a higher end of the proposed fee be approved to provide latitude to DAKC and Common Notice so that the project can be responsive to the need's dependent upon the outcomes of the research and engagement to offer optimal solutions for inclusive design. Mr. Eddie shared that he was able to attend DAKC's event at the Embassy Suites and the lessons he learned as a business owner were extremely valuable as it allowed him to view things from a new perspective regarding accessibility and the way his business space is designed to function. He encouraged the Board to evaluate how accessibility is being included in future RFP's/Projects seeking DDA assistance. Mr. Winn asked what would the end product be and if DAKC would be publishing something for developers. Mr. Herring stated the change in perspectives will be immediate from the day participants attend the charrette. We are hoping that by bringing all of these groups of people together, we will be able to persuade them into supporting and creating inclusive designs and events. Mr. Winn said he would like to see something tangible, even if it's only one thing that they can intertwine in the work they do. He stated what we are trying to prevent is another process of just putting out intentions. Mr. Harris asked for clarification in determining where this work would reside. Mr. Bulkowski stated by completing this process; we will be able to understand and determine what each and everyone's role should be. Mayor Bliss stated this work will intertwine with the work of many agencies; we all have seen the positive economic impact associated with Experience GR's Accessibility Guide and its way to attract more events and welcome more travelers with disabilities. The outcomes of this charrette will bring light to many projects, especially projects such as the "Reimagining of Calder Plaza," this work will help bring all of these pieces together.

Mr. Harris inquired about the timeline to complete a final report. Ms. Gritter stated we would like to get the charrette done as soon as possible, so we can test the findings this summer while there are still lots of events happening and culminate with an official report by November.

Motion: Rick Winn, supported by Kayem Dunn, moved to approve the allocation of \$72,700 to Disability Advocates of Kent County for the purpose of hiring Common Notice, executing an inclusive design charrette, and further implementing Goals 2, 3, and 5 of GR Forward. Motion carried unanimously.

8. Retail Innovation Grant Update- Tamales Mary

Tim Kelly reminded the Board that in June 2018, the DDA approved the first retail innovation grant to support Tamales Mary in efforts to help them expand their business into Downtown. The funds provided allowed them to lease a food cart from Move Systems. Kyama Kitavi (DGRI staff and Goal 4 Lead) stated Tamales Mary attended last week Goal 4 meeting and provided an update to the Alliance members. Mr. Kitavi invited Raul Alvarez, an advisor to Tamales Mary to give an update to the DDA Board. Mr. Alvarez thanked the DDA for their support on behalf of Humberto and Mary Alvarez (owners of Tamales Mary) who were unable to attend the meeting. Mr. Alvarez shared the success of the project and noted Tamales Mary grew in excess of 30% the summer of 2018. The exposure of being in Downtown allowed them to expand their customer base not only in food truck sales but also in more catering contracts and store traffic. Tamales Mary hired four (4) new full-time employees and learned a great deal in marketing the business. With the help of this grant program not only was Tamales Mary able to grow as a business, but along the journey they were able to share their culture with people who never experience Mexican food such as tamales. As we focus on year two, we are applying all the lessons learned so we can continue to grow. Mr. Harris asked to be reminded about the timing of this grant. Mr. Kelly stated the grant approval is only for 18 months. Mr. Harris asked if DDA is anticipating another request from Tamales Mary. Mr. Kelly stated we have a limitation under the State statute, but there will hopefully be other opportunities beyond the grant program that we could discuss with Tamales Mary, as their ultimate objective is to have a retail space in Downtown. The Board thanked Mr. Alvarez for the positive update.

9. Public Space Activation Update

Kimberly Van Driel gave an update on various public space activation projects. The RAD Women project was a success; all the mechanical boxes are now completed. Kate Schatz, the author of the book RAD Women A-Z, visited Grand Rapids and attended the various events that DGRI had scheduled. The GR Walks self-guided audio app is now available in both Spanish and English for anyone interested in taking the tour.

The Downtown Dog Park is officially open; we had a soft opening event prior to the grand opening. A video was played highlighting the new park. The grand opening event took place on June 1 and was well attended. The event began with a dog parade and culminated with a biscuit cutting ceremony at the new park. This new amenity aims to support and cultivate a vibrant and dog-friendly downtown. The outdoor film series, Movies on Monroe kicked off last week; we had about 3,200 attendees for this first movie event. Some improvements included the makeover of the entrance tunnel to the event site. Sheldon St. Art Mural for PRIDE: Ms. Van Driel stated we finally received approval to proceed with this mural project. Per City ordinance, we are not allowed to paint a rainbow crosswalk, but instead, we received approval to paint a large-scale mural on Sheldon Street, which will not extend into the crosswalk. A concept sketch was presented to the Board; DGRI will be working with the Pride Center and a local artist to paint the mural, and the goal is to have this project completed by the end of June. Residents and Business owners in the area are supportive of this initiative.

Ottawa Avenue Gateway: Goal 5 Placemaking working group expressed their interest in making improvements to this space. A concept sketch was presented to the Board. There is an opportunity to create a "Welcome" mural along the existing retaining wall welcoming people to Downtown in five (5) languages that represent the Five Sister Cities. She also mentioned installing art to replace the existing chain link fence that would act as a demarcation to limit access to the hill area. Landscapes improvements include adding daffodils or wildflowers to the plaza ring. These improvements are expected to be completed by Fall 2019. Our partners for this project include the UICA, GR Sister Cities, the City and Friends of Grand Rapids Parks.

Exit Space Project Update: The DDA approved this project at the last Board meeting. Ms. Van Driel presented a proposed sketch of the mural that will be painted by Natalia Rak on the Richmond Stamps Building. There will be minor modifications to the design, but ultimately this is what the mural will look like. Work for this project will begin on July 5 and conclude with a ribbon cutting ceremony on July 23, 2019.

Van Andel Alley: We recently added greenery to the alley space. Future improvements include floor murals, light projections, seating furniture, and the installation of sound equipment to create cricket-like sounds. DGRI is also working with the Latino Community Coalition (LCC) to identify and designate an alley that they can activate based on the recommendations learned through the Latino Urbanism event. We have a total of four (4) alleys that we would like to activate by next Spring.

Calder Plaza: We will be adding plantings and a lending library to the plaza this week, and the Calder parklet is scheduled to be installed in the next few weeks.

Activate This Place Grant Program: The grant program was launched on March 2019 and it aims to provide a platform for creativity that supports citizens and business owners who aspire to contribute to Downtown's placemaking movement. We have two (2) submission dates per year, the deadline to apply for funding to support a summer activation idea is April 30, 2019. For this first submission, we received seven (7) applications. The deadline to apply for a winter activation idea is September 1, 2019. Mayor Bliss mentioned the collaboration between DGRI and the Convention Arena Authority (CAA) and the future plans to redevelop the space in front of the Van Andel Arena, which will include the Alley. Some of the initial designs include creative and thoughtful solutions that could transform this space to potentially become another great public space for Downtown events.

10. President & CEO Report

DDA (5/8/19)

- Authorized funding for a parklet at Calder Plaza
- Approved funding for a UICA Exit Space Mural at Richmond Stamp on Ionia Avenue
- Approved a contribution to remediate an areaway on Division Avenue
- Approved an MOU with Mobile GR and MNTIFA for the operation of the DASH for FY20
- Recommended FY20 Budget to City Commission

DID (4/24/19)

- Recommended FY20 Budget to City Commission
- Discussed Downtown Retail
- Received a presentation on the temporary Downtown Dog Park
- Discussed the renewal process to be completed prior to FY21

MNTIFA (5/8/19)

- Approved an MOU with Mobile GR and the DDA for the operation of the DASH for FY20
- Recommended FY20 Budget to City Commission

DGRI (3/22/19)

- Reviewed River Governance Strategy
- Discussed next steps related to a Downtown Retail Strategy
- Received overview of a proposed approach for a Downtown Corporate Recruitment and Retention Strategy

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

- Riverfront Governance Organizing

- Reviewing RFQ responses with Goal 1 and Steering Committee representatives in June
- Finalizing dates for GR Forward Thinking Series
- Final recommendations delivered before the end of 2019
- Lyon Square Opportunity Site
 - Bids for Phase 1 (Edge) opening June 3
 - Design underway for Phase 2 (Plaza)
 - MOU drafted and will be distributed to project partners for review and discussion
 - Finalizing funding structure

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

- Remnant Parcel
 - RFP issued May 20
 - Responses due June 19
 - Proposals will be reviewed and if advanced would be brought to DDA for consideration
- Downtown Neighbor Network
 - Planning committee finalized mission, vision and goals at June meeting
 - Network Board/Committee seated in early 2019 and met April 5
 - 5th Annual Mix, Mingle and Share Event April 10 at New Holland
- Downtown Affordable Housing
 - RFP released May 2019
 - Responses to be reviewed with Goal 2 Alliance
 - Recommendation(s) will be brought to DDA Board
- Development News
 - Studio Park
 - Ottawa extension summer 2019
 - Parking ramp September 2019
 - Theater and residential buildings summer/fall 2019
 - Hotel January 2020
 - 150 Ottawa
 - Interior build out underway
 - Warner Building will be complete spring 2019
 - Hyatt Place open summer 2019
 - 37 Ottawa and 50 Monroe
 - AC Hotel Grand Opening June 3
 - 37 Ottawa office space being leased
 - Both buildings to be complete and open spring 2019
 - 449 Bridge Street
 - Utility connection complete last week and will begin “going vertical” by December

- Target completion September 2019
- 10 Ionia
 - Brownfield approvals received in 2018
 - Groundbreaking in January 2019
 - 18-month construction schedule
- MSU GR Research Center Phase II
 - Long-term ground lease executed for Public Private Partnership
 - Development will include a 200,000 sq. ft. medical innovation building office and a 600-car parking structure
 - Construction anticipated to begin fall 2019 with substantial completion in late 2021

Goal 3 – Implement a 21st century mobility strategy

- Bus Shelter Enhancements
 - Held Meeting with Mobile GR and Rapid staff to outline project funding and schedule
 - Installation to begin summer 2019
 - Final install complete before end of 2019
- Pedestrian Safety Enhancements
 - Improvements complete on Division Avenue north of Lyon
 - Keeler Building areaway reinforcement complete
 - Michigan Street crossing designs are finalized and the project will be bid summer and installed October

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

- Recruit a major office tenant to Downtown
 - Working with City and Right Place to develop a more concerted and intentional recruitment strategy to attract larger office tenants Downtown
- Foster ground-floor businesses to diversify the mix of Downtown retail offerings
 - Working with Goal 4 and DDA Purchasing and Contracting Committee to provide considerations to the DDA in July 2019
 - Working with Studio C! to support diverse offerings as part of their tenant mix

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

- VandenBerg Plaza/Calder Plaza Improvements
 - Design of Phase 1 improvements ongoing
 - Designs complete spring 2019
 - June 2019 is the 50th anniversary of the plaza's opening and a key organizing point for a celebratory moment
- Public Realm Improvements
 - Tree plantings with FOGRP scheduled
 - Downtown Dog Park construction begins May 13
 - Fitness equipment installation underway in North Monroe. Complete in May.
- Explore opportunities to beautify public plaza at Van Andel Arena
 - Consultant team work commenced in November

- Exploring partnership/funding opportunities for FY2019
- Alley activation to begin with former Art Prize installation (Ford Museum crocodiles)
- Stakeholder and Alliance engagement ongoing
- Designs complete spring 2019
- Division Avenue Safety and Cleanliness Improvements
 - Lighting
 - DDA authorized additional funding in December 2018
 - Fulton to Cherry construction to begin spring 2019
 - Public Restrooms
 - City and DGRI working with Heartside Quality of Life committee to finalize design and operation of new public facilities for Cherry / Commerce and Weston / Commerce parking ramps
 - City and DGRI partnering to develop a sustainable facility management protocol for the new facilities.
- Public Art
 - Work on 27 Rad Women murals underway. Complete May 2019
 - Collaborating with UICA Exit Space on Richmond Stamp building
 - Future opportunities include Ottawa and Michigan off ramp and riverfront mural down the stairwell near the Grand Rapids Public Museum
- Upcoming Events
 - Outdoor Fitness Equipment Celebration: June 13 at 6th Street Park from 4-6p
 - Movies on Monroe – June 21 (Spider-Man: Into the Spider-Verse and A Star is Born)
 - State of Our Downtown – September 5, 2019

12. Public Comment

Edwin Collazo, co-founder of City Built Brewing Company took a moment to share with the DDA board the success of their recent event that took place on the 6th Street Bridge. City Built Brewing Co. recently celebrated two years in business. Mr. Collazo listed all the family and pet-friendly activities that took place during the celebration and added that with the help of the Grand Rapids Student Advancement Foundation, they were able to raise money that benefited the GR Public Schools. He also reported that there were zero incidents during the event. The Board thanked Mr. Collazo for the update. Mayor Bliss stated the Grand Rapids Business Journal recently published a positive article about Mr. Collazo and congratulated him for all his hard work.

13. Board Member Discussion.

Mayor Bliss shared that this year there were no appeals to the DID Special Assessment. She also took a moment to introduce her summer intern.

14. Adjournment

The meeting adjourned at 9:32am

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
July 10, 2019
DDA Meeting**

DATE: June 25, 2019

TO: Brian Harris
Chairman

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: FY2019 Interim Financial Statements as of May 31, 2019

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

- Statement A: Balance Sheet
- Statement B: Comparison of FY2019 Budget vs Actual Results
- Statement C: Statement of Project Expenditures
- Statement D: Schedule of May, 2019 Expenditures
- Statement E: DDA Series 2017 Bond Proceeds Statements

In May, the final Van Andel Arena Series 1994 Bonds principal and interest payments were paid using the Debt Service Reserve Fund created when the bonds were issued on December 15, 1994. The Series 1994 bonds have been refunded twice - the final Arena bonds maturity will be paid on May 1, 2022.

On Statement B, tax increment revenues as of May 31 have changed since April 30. Deputy City Treasurer Roberta Cahill adjusted Debt Increment and Local Tax Increment tax increment revenues to reflect Roll Year 2018 assessment appeal changes. The adjustment for the Debt Increment Fund decreased FY2019 tax increment revenues by \$30,526 and the Local Tax Increment Fund adjustment was a \$5,731 revenue increase. Assessment appeals for 2017 and or earlier which were settled between July 1, 2018 and June 30, 2019 will be recorded in June. Accruals for estimated losses are recorded annually for any appeals outstanding as of June 30, 2019.

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 May 31, 2019

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 5,164,652	\$ 1,716,614	\$ 7,110,946	\$ 13,992,212
Petty Cash	-	-	500	500
Debt Service Reserve - Series 1994 Bonds	-	20,858	-	20,858
Loan Receivable - Project Developer	488,848	-	-	488,848
General Fixed Assets	-	-	87,946,535	87,946,535
Accumulated Depreciation on Fixed Assets	-	-	(54,924,734)	(54,924,734)
Future Tax Increment Revenues Anticipated	-	19,110,000	30,250	19,140,250
TOTAL ASSETS	\$ 5,653,500	\$ 20,847,472	\$ 40,163,497	\$ 66,664,469
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ -	\$ 3,179	\$ 27	\$ 3,206
Current Year Estimated Excess Capture	-	1,879,923	-	1,879,923
Deposit - Area 4 Developer Damage	1,000	-	-	1,000
Prior Year Property Tax Appeals	-	98,202	97,932	196,134
Deferred Revenue - Developer Loan	488,848	-	-	488,848
Contract Payable	-	-	30,250	30,250
Bonds Payable	-	19,110,000	-	19,110,000
TOTAL LIABILITIES	489,848	21,091,304	128,209	21,709,361
Fund Balance / Equity:				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	33,021,801	33,021,801
Debt Service Reserve - Series 1994 Bonds	-	20,858	-	20,858
Non-Tax Increment Reserve	4,628,496	-	-	4,628,496
Reserve for Authorized Projects	-	-	6,943,724	6,943,724
Reserve for Brownfield Series 2012A Bonds	531,291	-	-	531,291
Reserve for Compensated Absences	-	-	12,229	12,229
Reserve for Eligible Obligations	-	(264,690)	-	(264,690)
Reserve for Encumbrances	3,865	-	57,534	61,399
TOTAL FUND EQUITY	5,163,652	(243,832)	40,035,288	44,955,108
TOTAL LIABILITIES & FUND EQUITY	\$ 5,653,500	\$ 20,847,472	\$ 40,163,497	\$ 66,664,469

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2019 Budget vs Actual Results July 1, 2018 - May 31, 2019

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 8,254,822	\$ 9,529,475 ¹	\$ 5,672,682	\$ 5,718,230
Property Tax Increment - Transit Millage	-	-	-	-	522,053	522,053
Property Tax Increment - Prior Year Appeals	-	-	(75,000)	(352)	(75,000)	2,844
Property Tax Increment - County/GRCC/City/ITP Rebates	-	-	-	-	(619,474)	(618,900)
Special Assessments - Areaway	15,000	258	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	28,398	-
Earnings from Investments - General	51,977	72,937	8,616	73,648	70,703	100,664
Earnings from Investments - Multi-Year Accrual Reversal	-	32,842	-	28,792	-	52,661
Interest Paid by Developer - The Gallery on Fulton Note	21,998	21,998	-	-	-	-
Property Rental - DASH Parking Lots	225,127	300,509	-	-	-	-
Property Rentals - YMCA Customer Parking	52,545	46,475	-	-	-	-
Event Sponsorships and Fees	75,000	45,520	-	-	-	-
Valent-ICE Sculpture Reimbursements	25,000	13,725	-	-	-	-
Contributions - Lyon Square Project	-	-	-	-	-	250,000
Principal Repayments - The Gallery on Fulton Note	100,000	100,000	-	-	-	-
Series 1994 Debt Service Reserve Fund	-	-	845,000	-	-	-
Reimbursement - FEMA 2013 Grd River Flood Damage	-	-	-	-	-	4,608
Reimbursement - GRKCCAA for Exterior Arena Improvs	-	-	-	-	-	59,851
Reimbursements and Miscellaneous Revenues	1,000	3,375	-	-	5,000	2,682
From / (To) Fund Balance	828,709	-	(384,238)	-	4,097,793	-
TOTAL REVENUES	\$ 1,396,356	\$ 637,639	\$ 8,649,200	\$ 9,631,563	\$ 9,702,155	\$ 6,094,693
EXPENDITURES						
<u>GR Forward Projects:</u>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 45,000	\$ 2,050	\$ -	\$ -	\$ 2,013,000	\$ 162,524
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	150,000	-	-	-	2,340,000	1,504,628
Goal #3: Implement a 21st Century Mobility Strategy	40,000	5,610	-	-	2,100,000	364,633
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	25,000	19,249	-	-	150,000	1,892
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	1,131,000	840,513	-	-	1,425,000	369,219
Total GR Forward Projects	\$ 1,391,000	\$ 867,422	\$ -	\$ -	\$ 8,028,000	\$ 2,402,896
Administration	5,356	1,074	-	-	1,257,898	1,145,997
Debt Service for Bond Issues	-	-	7,649,200	7,649,200	416,257	415,432
Estimated Capture to be Returned	-	-	1,000,000	-	-	-
TOTAL EXPENDITURES	\$ 1,396,356	\$ 868,496	\$ 8,649,200	\$ 7,649,200	\$ 9,702,155	\$ 3,964,325
EXCESS / (DEFICIT)	\$ -	\$ (230,857)	\$ -	\$ 1,982,363	\$ -	\$ 2,130,368

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

ddastmts-May19.xls jmw 06252019

STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY
Statement of FY2019 Project Expenditures
As of May 31, 2019

Project Name	FY2019 Project Budgets		Expenditures		Remaining FY2019 Budgets
	%	Amount	Month	Fiscal Year	
River Trail Improvements		\$ 62,091	\$ -	\$ 58,689	\$ 3,402
Sheldon Blvd - Weston to Cherry Street - BONDS		502,203	-	502,203	-
Weston Street - Sheldon to LaGrave Ave		114,660	114,660	114,660	-
GRForward Goal # 1 - Bond Proceeds	6.72%	\$ 678,954	\$ 114,660	\$ 675,552	\$ 3,402
Arena South Implementation		50,000	-	10,500	39,500
Downtown Plan - Local Tax Increment Fund		325,000	-	71,822	253,178
Grand River Activation		400,000	-	-	400,000
Lyon Square Improvements		288,000	-	5,970	282,030
Parks Design		700,000	4,286	84,326	615,674
Pearl Street Gateway Enhancements		100,000	-	(10,094)	110,094
State Street & Bostwick Ave Reconstruction		150,000	-	-	150,000
GRForward Goal # 1 - Local Tax Increment	19.93%	\$ 2,013,000	\$ 4,286	\$ 162,524	\$ 1,850,476
Downtown Plan - Non-Tax Increment Fund		20,000	-	-	20,000
Downtown Speakers Series		10,000	-	1,675	8,325
Riverwalk Maintenance		15,000	-	375	14,625
GRForward Goal # 1 - Non-Tax Increment	0.45%	\$ 45,000	\$ -	\$ 2,050	\$ 42,950
Affordable Housing Support		250,000	-	-	250,000
Development Project Guidance		90,000	-	4,598	85,402
Development Project Reimbursements		1,300,000	-	1,004,600	295,400
Downtown Census		15,000	-	-	15,000
Downtown Enhancement Grants		485,000	-	409,275	75,725
Weston Street - Sheldon to LaGrave Ave		200,000	(109,251)	86,155	113,845
GRForward Goal # 2 - Local Tax Increment	23.17%	\$ 2,340,000	\$ (109,251)	\$ 1,504,628	\$ 835,372
Heartside Public Restroom Operations		150,000	-	-	150,000
GRForward Goal # 2 - Non-Tax Increment	1.49%	\$ 150,000	\$ -	\$ -	\$ 150,000
Accessibility and Mobility Repairs		100,000	-	1,000	99,000
Bicycle Friendly Improvements		250,000	-	56,822	193,178
DASH North Shuttle Services		100,000	8,333	74,997	25,003
Grandville Ave Area Improvements		50,000	-	-	50,000
Michigan / Ottawa Gateway		50,000	-	-	50,000
New Downtown Circulator Infrastructure		500,000	-	-	500,000
Public Realm Improvements		325,000	14,782	146,330	178,670
Streetscape Improv - CBD/Heartside/Arena S		650,000	3,294	39,372	610,628
Wayfinding System Improvements		75,000	2,688	46,112	28,888
GRForward Goal # 3 - Local Tax Increment	20.80%	\$ 2,100,000	\$ 29,097	\$ 364,633	\$ 1,735,367
Transportation Demand Mnmt Program		40,000	90	5,610	34,390
GRForward Goal # 3 - Non-Tax Increment	0.40%	\$ 40,000	\$ 90	\$ 5,610	\$ 34,390
Econ Devel - Minority/Women Business Enterprises		150,000	-	1,892	148,108
GRForward Goal # 4 - Local Tax Increment	1.49%	\$ 150,000	\$ -	\$ 1,892	\$ 148,108
Downtown Workforce Programs		25,000	2,883	19,249	5,751
GRForward Goal # 4 - Non-Tax Increment	0.25%	\$ 25,000	\$ 2,883	\$ 19,249	\$ 5,751
DGRI Event Production		-	1,823	1,823	(1,823)
Downtown Marketing and Inclusion		400,000	40,942	207,634	192,366
Downtown Tree Plantings		150,000	-	76,894	73,106
Heartside Public Restroom Facilities Construction		150,000	-	-	150,000
Public Space Activation		-	-	408	(408)
Sheldon Blvd - Weston to Cherry Street		400,000	1,009	1,009	398,991
Snowmelt System Repairs / Investigation		50,000	1,940	16,279	33,721
State of Downtown Event & Annual Reports		25,000	-	3,887	21,113
Urban Recreation Improvements		250,000	-	47,743	202,257
Veterans Park Improvements		-	-	13,542	(13,542)
GRForward Goal # 5 - Local Tax Increment	14.11%	\$ 1,425,000	\$ 45,714	\$ 369,219	\$ 1,055,781
Bridge Lighting Operations		10,000	-	-	10,000
DGRI Event Production		325,000	11,244	236,551	88,449
Diversity / Inclusion Programming		45,000	2,764	46,420	(1,420)
Downtown Ambassadors		209,000	26,512	169,551	39,449
Educational Partnerships Initiatives		5,000	-	1,000	4,000
Experience - Miscellaneous		50,000	104	29,758	20,242
Holiday Décor Program		55,000	-	58,137	(3,137)
Major Event Sponsorship		70,000	-	32,632	37,368
Police Foot Patrols		35,000	-	-	35,000
Project and Fixed Asset Maintenance		25,000	-	5,120	19,880
Public Space Activation - NON-TAX		65,000	5,107	68,403	(3,403)
Rosa Parks Circle Skating Operations		40,000	-	-	40,000
Special Events - Grants		25,000	-	24,594	406
Special Events - Office of		50,000	-	25,000	25,000
Special Events - Training Program		5,000	1,500	4,500	500
Stakeholder Engagement Programs		35,000	1,779	18,206	16,794
Ticketed Events - Police Services		80,000	18,574	120,001	(40,001)
Winter Avenue Building Lease		2,000	640	640	1,360
GRForward Goal # 5 - Non-Tax Increment	11.20%	\$ 1,131,000	\$ 68,224	\$ 840,513	\$ 290,487
TOTAL	100.00%	\$ 10,097,954	\$ 155,703	\$ 3,945,870	\$ 6,152,084

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of FY2019 Expenditures
May, 2019

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Debt	5/24/2019	U.S. Bank Corporate Trust N.A.	DDA 1994 Bonds - Van Andel Arena	Interest due 06/01/2019 paid from DSRF	\$700,445.85
Debt	5/24/2019	U.S. Bank Corporate Trust N.A.	DDA 1994 Bonds - Van Andel Arena	Principal due 06/01/2019 paid from DSRF	144,554.15
Bonds	5/28/2019	Move Expenditures to Bonds from Local	Weston Street - Sheldon to LaGrave Ave	To expend proceeds within 2 year IRS deadline	114,659.66
Local	5/9/2019	Priority Health	Administration	Health Insurance May/June/July, 2019	28,500.44
Local	5/29/2019	City / County Joint Building Authority	CCJBA Series 2013B - DeVos Place Bonds	Semi-annual interest payment	27,625.00
Non-Tax	5/12/2019	Mydatt Svc Inc dba Block by Block	Downtown Ambassadors	Downtown Ambassadors 04/2019	26,385.55
Non-Tax	5/28/2019	City Treasurer - Police Dept	Ticketed Events - Police Services	Van Andel DDA SHARE GRPD Overtime Costs 04/2019	14,815.73
Local	5/15/2019	City Treasurer - MobileGR/Parking Svcs	DASH North Shuttle Services	MAY 2019 DDA SHARE OF DASH-NORTH LEASE	8,333.00
Local	5/1/2019	City Treasurer - Budget Office	Administration	Support services allocation - May, 2019	8,230.00
Local	5/12/2019	Recycle Away, LLC	Public Realm Improvements	Outdoor Waste Receptacles 04/19	6,415.00
Local	5/27/2019	Michigan Landscape Services	Public Realm Improvements	Van Andel Alley lighting 04/19	6,282.24
Local	5/12/2019	Federal Square Bldg Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 05/2019	5,728.56
Local	5/12/2019	County of Kent	Downtown Marketing and Inclusion	State of County sponsorship 2019	5,000.00
Non-Tax	5/22/2019	Grand Rapids Food Truck Association	Public Space Activation	Rollin Out Sponsorship 2019	5,000.00
Local	5/27/2019	Hannah Renee Berry	Downtown Marketing and Inclusion	Rad Women Project Mngmnt 5/2019	5,000.00
Local	5/12/2019	McAlvey Merchant & Associates	Administration	Governmental Consulting April 2019	4,500.00
Local	5/21/2019	Fusion IT LLC	Administration	Hardware & software engin services 5/2019	4,370.44
Non-Tax	5/1/2019	James Forrest Hughes	DGRI Event Production	Relax @ Rosa 2019 sound services	4,000.00
Local	5/12/2019	Mighty Co.	Downtown Marketing and Inclusion	CMS Version & Code Updates 50% Deposit	4,000.00
Non-Tax	5/28/2019	City Treasurer - Police Dept	Ticketed Events - Police Services	DeVos DDA SHARE GRPD Overtime Costs 04/2019	3,758.31
Local	5/21/2019	Kate Elizabeth Schatz	Downtown Marketing and Inclusion	Rad Amer Women visit & tour script editing 05/19	3,600.00
Local	5/8/2019	Moore & Bruggink Inc	Weston Street - Sheldon to LaGrave Ave	14056-Weston St, Sheldon/LaGrave (#170209.2-7)	3,508.51
Local	5/12/2019	Hugh S. Ingalls	Downtown Marketing and Inclusion	Dog Park Video Production Services	3,500.00
Local	5/12/2019	Erika Townsley	Downtown Marketing and Inclusion	Photography svcs at various locations 4/25/2019	3,000.00
Local	5/27/2019	Brianne Rachae Ross	Downtown Marketing and Inclusion	RAD Women Audio Recording proj/English version	2,690.00
Local	5/8/2019	Valley City Sign Co	Wayfinding System Improvements	14025-Wayfinding & Parking Signage (#1402530)	2,688.00
Non-Tax	5/12/2019	Grand Rapids Urban League	Diversity / Inclusion Programming	2019 MLK Breakfast Sponsorship	2,500.00
Local	5/22/2019	West Michigan Hispanic Chamber	Downtown Marketing and Inclusion	El Torneo-Hispanic Chamber golf outing sponsorship	2,500.00
Local	5/29/2019	Site Design Solutions, LLC	Parks Design	19025-Ah-Nab-Awen Park (Viridis-1902-3) - DDA	2,441.68
Local	5/12/2019	Revue Holding 1	Downtown Marketing and Inclusion	Advertising: DGRI Events 05/2019	2,316.00
Local	5/12/2019	Swift Printing & Communications	Downtown Marketing and Inclusion	RAD Women marketing materials 05/2019	2,202.13
Local	5/18/2019	City of Grand Rapids	Administration	Staff services - payroll period ended 05/18/2019	2,086.65
Local	5/21/2019	Dickinson Wright PLLC	Administration	Legal: DDA Misc. Matters 03/2019	1,958.00
Local	5/21/2019	Geotech Inc	Snowmelt System Repairs / Investigation	West of Ionia Street leak repair 4/2019	1,939.89
Local	5/16/2019	Nagel Construction Inc	Weston Street - Sheldon to LaGrave Ave	14056-Remembrance & Wilson WM (Nagel-19-419)	1,900.00
Local	5/23/2019	Kamminga & Roodvoets Inc	Streetscape Improv - CBD/Heartside/Arena S	16065-Newberry, Monroe to Division (#1606512)	1,844.63
Local	5/12/2019	Swift Printing & Communications	DGRI Event Production	Movies on Monroe Marketing Materials 05/2019	1,823.20
Non-Tax	5/12/2019	New Holland Brewing Company LLC	Stakeholder Engagement Programs	Dtrtn Rez Network event 4/2019 final pmt	1,616.60
Local	5/1/2019	Site Design Solutions, LLC	Parks Design	19025-Ah-Nab-Awen Park Improve (Viridis-1902-2)	1,596.20
Local	5/29/2019	The Candied Yam, LLC	Downtown Marketing and Inclusion	Catering Services: RAD Women Luncheon 05/07/19	1,559.00
Non-Tax	5/9/2019	Fifth Third Bank P-Card - 04/2019	DGRI Event Production	Event Supplies for Relax at Rosa & Movies on Monroe	1,558.52
Non-Tax	5/27/2019	Grand Rapids Event Mmnt LLC	Special Events - Training Program	Event Mgnmt Program 04/2019	1,500.00
Local	5/22/2019	Grand Rapids Public Schools	Downtown Marketing and Inclusion	Advertisement: We are GR Spring 2019	1,500.00
Local	5/12/2019	Mighty Co.	Downtown Marketing and Inclusion	Web Support- Facebook Events 4/8-4/21	1,500.00
Non-Tax	5/9/2019	Fifth Third Bank P-Card - 04/2019	DGRI Event Production	Truck rental for Ice rink relocation	1,387.50
Non-Tax	5/27/2019	West Michigan Center for Arts/Tech	DGRI Event Production	Event Supplies: MoM t-shirts 05/2019	1,237.40
Non-Tax	5/27/2019	Creative Studio Promotions	DGRI Event Production	Relax @ Rosa hand fans 2019	1,211.74
Local	5/4/2019	City of Grand Rapids	Administration	Staff services - payroll period ended 05/04/2019	1,169.37
Local	5/30/2019	Blue Cross Blue Shield of Michigan	Administration	Dental Insurance Premium May/June/July 2019	1,052.44
Local	5/10/2019	City Treasurer - Risk Management	Administration	General insurance - May 2019	1,037.00
Local	5/9/2019	Fifth Third Bank P-Card - 04/2019	Administration	Tim Kelly Prof. Dev. APA regis, baggage & meals	1,015.81
Local	5/8/2019	Moore & Bruggink Inc	Sheldon Blvd - Weston to Cherry Street	15096-Sheldon Ave, Weston/Fulton (#170134.3-8)	1,009.08
Non-Tax	5/22/2019	Molly Bouwsma Schultz	Downtown Workforce Programs	Relax at Rosa Performer 05/2019	1,000.00
Non-Tax	5/22/2019	Opus Productions, LLC	Downtown Workforce Programs	Music at Relax at Rosa 05/2019	1,000.00
Local	5/29/2019	Kamminga & Roodvoets Inc	Streetscape Improv - CBD/Heartside/Arena S	16065-Newberry, Monroe to Division (#1606513) - DDA	979.45
Local	5/8/2019	City Treasurer - Zoning	Public Realm Improvements	Downtown Dog Park Permit Fees	954.00
Local	5/22/2019	TGG, Inc.	Administration	Life & S/T & L/T disability ins - 06/01/19-06/30/19	932.06
Non-Tax	5/27/2019	Swift Printing & Communications	DGRI Event Production	Movies on Monroe 2019 signage	928.00
Non-Tax	5/12/2019	Creative Studio Promotions	Downtown Workforce Programs	Relax at Rosa Handheld Fans 04/19	882.75
Non-Tax	5/9/2019	Fifth Third Bank P-Card - 04/2019	DGRI Event Production	DGRI Events Storage Rental Unit	780.28
Local	5/9/2019	Fifth Third Bank P-Card - 04/2019	Downtown Marketing and Inclusion	Social Media and Marketing	778.89
Local	5/27/2019	The KR Group, Inc.	Administration	IT services 05/2019	762.20
Local	5/12/2019	The KR Group, Inc.	Administration	Meraki Firewal 3 yr license 04/2019	684.58
Local	5/12/2019	HR Collaborative LLC	Administration	HR Consultant services 04/2019	674.43
Local	5/9/2019	Fifth Third Bank P-Card - 04/2019	Public Realm Improvements	Supplies for Downtown Dog Park	665.27
Non-Tax	5/22/2019	Buist Electric, Inc	Winter Avenue Building Lease	Winter building repairs 5/2019	640.00
Local	5/31/2019	City Treasurer - MobileGR/Parking Svcs	Administration	MAY 2019 CITY VALIDATION	552.00
Local	5/12/2019	Federal Square Bldg Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezz Office 05/2019	475.14
Local	5/12/2019	Professional Maint of Michigan Inc.	Administration	Janitorial services April 2019	451.38
Local	5/9/2019	Fifth Third Bank P-Card - 04/2019	Downtown Marketing and Inclusion	RAD Women Marketing and event supplies	402.58
Local	5/23/2019	Fishbeck, Thompson, Carr, & Huber Inc	Streetscape Improv - CBD/Heartside/Arena S	16065-Newberry, Monroe to Division (#382891)	393.52

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2019
May, 2019

Page 2

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	5/12/2019	Hannah Renee Berry	Downtown Marketing and Inclusion	Rad Women Luncheon room rental 5/7/2019	\$ 350.00
Local	5/12/2019	Z2 Systems Inc	Downtown Marketing and Inclusion	NeonCRM monthly cloud-based software 04/19	350.00
Local	5/12/2019	GreatAmerica Financial Services Corp	Administration	Copier Lease 04/2019	319.27
Local	5/21/2019	West Bend Mutual Insurance Company	Public Realm Improvements	Downtown Dog Park opeing day event ins 05/19	297.00
Local	5/9/2019	Fifth Third Bank P-Card - 04/2019	Administration	Staff Prof. Dev. Travel and Training expenses	279.57
Non-Tax	5/9/2019	Fifth Third Bank P-Card - 04/2019	Diversity / Inclusion Programming	Goal 4 Alliance mbrs tkts to WMCAT- Cultivate GR	264.36
Local	5/22/2019	Andy Guy	Downtown Marketing and Inclusion	Local Business Expense: RAD Women	255.68
Local	5/13/2019	TDS Metrocom, LLC	Administration	Phone Service 05/2019	248.30
Local	5/27/2019	Swift Printing & Communications	Parks Design	Dog Park supplies 5/2019	248.00
Local	5/22/2019	Kimberly Van Driel	Administration	IDA Conference - travel reimbursement 05/2019	235.43
Local	5/21/2019	Federal Square Bldg Co. #1, LLC	Administration	Electricity 04/019-05/019	233.08
Local	5/22/2019	JTM Partners	Downtown Marketing and Inclusion	Room Rental: RAD Women happy hour 05/07/19	225.00
Local	5/12/2019	The KR Group, Inc.	Administration	IT services: 04/2019	209.54
Local	5/22/2019	Mighty Co.	Downtown Marketing and Inclusion	Website SEO support services 05/2019	187.50
Local	5/21/2019	Celco Partnership dba Verizon	Administration	Cell Phone Service 04/2019	184.17
Local	5/12/2019	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 04/2019	183.72
Local	5/21/2019	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 01/2019	183.72
Local	5/21/2019	Dickinson Wright PLLC	Administration	Legal: Lyon Square 03/2019	176.00
Local	5/30/2019	PCS Gophers Ltd	Administration	Courier services - April 2019	169.29
Non-Tax	5/9/2019	Fifth Third Bank P-Card - 04/2019	Stakeholder Engagement Programs	Lunches for DNN Advisory	162.00
Local	5/14/2019	PCS Gophers Ltd	Administration	Courier services - March 2019	161.05
Local	5/9/2019	Fifth Third Bank P-Card - 04/2019	Administration	Office Supplies	154.52
Local	5/12/2019	Comcast	Administration	Internet at 29 Pearl St NW 05/07/2019 to 6/06/2019	120.25
Non-Tax	5/9/2019	Fifth Third Bank P-Card - 04/2019	Public Space Activation	Supplies for Space Activation for multiple events	107.47
Local	5/22/2019	Megan Catcho	Administration	IDA Conference Alabama - travel reimb 05/2019	99.06
Local	5/27/2019	Madcap Coffee Company	Administration	Meeting Supplies 05/19	96.22
Local	5/8/2019	City Treasurer - Zoning	Public Realm Improvements	Downtown Dog Park Permit Fees	92.00
Local	5/12/2019	Madcap Coffee Company	Administration	Meeting Supplies 04/19	91.39
Non-Tax	5/9/2019	Fifth Third Bank P-Card - 04/2019	Transportation Demand Mnmt Program	Domain Fee for ParkSmartDowntown.com	90.00
Local	5/12/2019	Staples Contract & Commercial Inc.	Administration	Office supplies 04/09/2019	81.56
Local	5/12/2019	Staples Contract & Commercial Inc.	Administration	Office supplies 04/16/2019	78.70
Local	5/15/2019	City Treasurer - Petty Cash	Administration	Office supplies & Decorations 2018	77.13
Local	5/9/2019	Fifth Third Bank P-Card - 04/2019	Public Realm Improvements	Dog Park Signage permit fee	77.00
Local	5/8/2019	Geotech Inc	Streetscape Improv - CBD/Heartside/Arena S	18026-Division Street Lighting (Geotech-6766)	74.81
Non-Tax	5/15/2019	City Treasurer - Petty Cash	Administration	Staff Lunch Meetings Reimbursements 04/2018	73.69
Local	5/12/2019	Staples Contract & Commercial Inc.	Administration	Office supplies 04/23/2019	65.06
Local	5/21/2019	Dickinson Wright PLLC	Administration	Legal: DGRI Agreement 03/2019	52.27
Local	5/21/2019	Dickinson Wright PLLC	Administration	Legal: DGRI Misc Matters 03/2019	52.27
Non-Tax	5/9/2019	Fifth Third Bank P-Card - 04/2019	Experience - Miscellaneous	Michigan Association of Planning Award submission	50.00
Non-Tax	5/2/2019	Consumers Energy 1	Downtown Ambassadors	1030 2027 1245 19/04	49.88
Non-Tax	5/15/2019	Amanda Sloan	DGRI Event Production	Events Postage Reimb. 05/2019	49.02
Non-Tax	5/20/2019	City Treasurer - MobileGR/Parking Svcs	Downtown Ambassadors	MAY 2019 MONTHLY PARKING	48.00
Local	5/22/2019	Andy Guy	Administration	Travel/Training reimb 02/7/2019-04/19/2019	46.00
Local	5/27/2019	Gordon Water Systems	Administration	Water Cooler Lease 05-19	45.18
Local	5/12/2019	Breck Graphics Inc dba Allegra	Administration	Business Cards: Y. Cornejo 4/2019	44.71
Local	5/12/2019	Model Coverall Service Inc	Administration	Floor Mat Rental 05/06/2019	35.28
Non-Tax	5/9/2019	Fifth Third Bank P-Card - 04/2019	Experience - Miscellaneous	Staff safety vests (measuring bus shelters in dntrn)	33.80
Non-Tax	5/15/2019	City Treasurer - Petty Cash	DGRI Event Production	World of Winter Event Supplies 1/29/2019	31.79
Non-Tax	5/23/2019	DTE Energy	Downtown Ambassadors	9100 258 89908 19/05	28.44
Local	5/12/2019	Perrigo Printing Inc	Downtown Marketing and Inclusion	Rad Women Cards 05/2019	24.75
Non-Tax	5/15/2019	Megan Catcho	DGRI Event Production	Mileage Reimbursement 5/3/2019 to 5/4/2109	22.62
Non-Tax	5/22/2019	Amanda Sloan	DGRI Event Production	Events Postage Reimb. 05/17/2019	20.31
Local	5/15/2019	City Treasurer - Petty Cash	Administration	DGRI Postage	20.15
Non-Tax	5/15/2019	City Treasurer - Petty Cash	Experience - Miscellaneous	Staff Goodbye Gift 05/2018	20.12
Local	5/22/2019	Andy Guy	Administration	Mileage/parking reimb 05/06-05/08/2019	19.72
Local	5/15/2019	Stephanie Wong	Administration	Lyft fare reimb Progressive AE mtg 5/9/2019	14.00
Non-Tax	5/12/2019	Perrigo Printing Inc	DGRI Event Production	World of Winter Poster 04/26/2019	11.00
Local	5/12/2019	Fusion IT LLC	Administration	Network Management 05/01/2019	9.50
Local	5/22/2019	Amanda Sloan	Administration	Office Supplies Reimb. 5/19/2019	8.70
Local	5/15/2019	Amanda Sloan	Administration	Office Supplies Reimb. 05/2019	7.11
Local	5/15/2019	City Treasurer - Petty Cash	Administration	Staff Mileage Reimbursement 11/06/2018	6.60
Non-Tax	5/15/2019	City Treasurer - Petty Cash	DGRI Event Production	DGRI Events Postage	6.31
Local	5/1/2019	KELLY Brewster	Streetscape Improv - CBD/Heartside/Arena S	16065 Newberry - Monroe to Division Reconstr (#869)	1.25
Local	5/28/2019	Move Expenditures from Local to Bonds	Weston Street - Sheldon to LaGrave Ave	To expend proceeds within 2 year IRS deadline	(114,659.66)
May, 2019 Expenditures					\$1,096,390.47

STATEMENT E
DOWNTOWN DEVELOPMENT AUTHORITY
Series 2017 Improvement & Refunding Bonds

Balance Sheet
As of May 31, 2019

Assets - Pooled Cash and Investments	<u><u>\$ 420</u></u>
Liabilities and Fund Balance	
Current Liabilities	\$ -
Reserve for Encumbrances	-
Reserved for Projects	420
Liabilities and Fund Balance	<u><u>\$ 420</u></u>

Statement of FY2019 Revenues and Expenditures
July 1, 2018 through May 31, 2019

	<u>Amended Budget</u>	<u>Actual</u>
REVENUES		
Bond Proceeds	\$ - ¹	\$ -
Interest Earned	7,000	4,019
From / (To) Fund Balance	671,954	-
Total Revenues	\$ 678,954	\$ 4,019
EXPENDITURES		
GR Forward Projects:		
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor		
River Trail Improvements	\$ 62,091	\$ 58,689
Sheldon Blvd - Weston to Cherry Street	502,203	502,203
Weston Street - Sheldon to LaGrave Ave	114,660	114,660
Total GR Forward Project Expenditures	\$ 678,954	\$ 675,552
Excess / (Deficit)	<u><u>\$ -</u></u>	<u><u>\$ (671,533)</u></u>

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

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: July 10, 2019

TO: Downtown Development Authority

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

SUBJECT: Grand River Trail Crossing Funding Authorization

Agenda Item #4 & 5
July 10, 2019
DDA Meeting

Goal 3 of GR Forward recommends the **Implementation of a 21st Century Mobility Strategy**, by *providing a stress-free pedestrian experience for all ages and abilities* (page 186). Specifically, GR Forward *seeks to improve the safety of the Michigan / Bridge corridor for all users* (page 193) by advocating for crosswalks, narrowing travel lanes, and improving pedestrian safety when crossing the street.

Additionally, the City of Grand Rapids River for All Design Guidelines, completed in November 2018, envision enhanced crosswalks on both sides of the Michigan Street bridge. The Guidelines depict these enhanced crosswalks as part of the broader Grand River Trail network.

To this end, DGRI has collaborated with the City of Grand Rapids (specifically Mobile GR and City Engineering) to design and implement enhanced crosswalks and Grand River Trail street crossings on both the east and west side of the bridge at Michigan and Bridge Streets. The east side crossing will be at the U.S. Post Office and Devos Place while the west side crossing will be adjacent to Bridgewater Place and Ah-Nab-Awen Park.

East side (Michigan Street) crosswalk includes:

- New center median and pedestrian refuge area with rolled curb and gutter.
- Movable planters will be placed in the center median. These movable planters are not irrigated and can be moved (with the aid of a forklift) to accommodate access for Devos Place, as needed.
- Existing right turn lane on the north side of the street will be converted to a wider concrete sidewalk. This new concrete curb, gutter and sidewalk within the existing right turn lane will expand the sidewalk space and narrow the street width.
- North side sidewalk will incorporate raised planters, new street trees and understory landscaping.
- These raised planters will be irrigated.
- New accessible curb ramps on the north and south side, connected by a white continental crosswalk.

West side (Bridge Street) crosswalk includes:

- New accessible curb ramps on the north and south side, connected by a white continental crosswalk.



This project was designed by HRC and was bid by the City of Grand Rapids in June, with bids due on July 3. Anticipated construction start date is late August 2019. DGRl is funding the full construction cost of the two crosswalks and providing maintenance for both the raised north side planters and the center median removable planters, as well as the irrigation system. A Memorandum of Understanding outlining maintenance for the River Trail crossings at Michigan and Bridge is included.

The City of Grand Rapids received four (4) qualified bids for this project on July 3, 2019. The accepted bid was from Anlaan for the amount of \$298,163.56. Additionally, project approval also seeks the funding for construction administrative services for HRC, a 12% construction contingency, and City Engineering administrative services and fees, in the amount of \$111,836. These services, in addition to a concrete repair allowance included from the City of Grand Rapids, bring the total project cost to \$460,000. If funding is approved by the DDA, the contract will go to City Commission for approval at their July 23, 2019 meeting.

Recommendation: Approve the allocation of a not to exceed amount of \$410,000 for the construction of two river trail crossings at Michigan and Bridge Streets. Approve the Memorandum of Understanding for maintenance.

**MEMORANDUM OF UNDERSTANDING RELATED TO
RIVERWALK TRAIL CROSSINGS EAST AND WEST OF
THE MICHIGAN AND BRIDGE STREETS BRIDGE**

THIS MEMORANDUM OF UNDERSTANDING RELATED TO RIVERWALK TRAIL CROSSINGS EAST AND WEST OF THE MICHIGAN AND BRIDGE STREETS BRIDGE (the “Memorandum”) is entered into on _____, 2019, between the **CITY OF GRAND RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY** (the “DDA”) and the **CITY OF GRAND RAPIDS, MICHIGAN** (the “City”).

RECITALS

A. The DDA and the City agree that the location of two crosswalks, one to the east of the Bridge Street Bridge on Michigan Street (the “Michigan Street Crosswalk”) and the other to the west of the Bridge Street Bridge on Bridge Street (the “Bridge Street Crosswalk” and together with the Michigan Street Crosswalk the “Riverwalk Trail Crossings”), connecting to the Grand River pedestrian trail will benefit public health, safety and welfare.

B. The DDA and the City have agreed to share in the cost of construction and operation and maintenance of the Riverwalk Trail Crossings in accordance with the terms and conditions of this Memorandum.

UNDERSTANDING

1. Construction of Riverwalk Trail Crossings. The DDA agrees to pay all costs of construction of the Riverwalk Trail Crossings, including the design and engineering costs (which includes City engineering administrative costs). Which construction shall include, with respect to (a) the Michigan Street Crosswalk, (i) a new concrete center median and pedestrian refuge area with a rolled curb and gutter, (ii) non-irrigated movable planters including landscaping materials to be placed in the center median, (iii) converting the existing right-turn lane on the north side of Michigan Street to a wider concrete sidewalk including new concrete curb and gutter, (iv) along the expanded north side sidewalk, new street trees, understory landscaping and permanent irrigated raised planters including an underground continuous tree trench providing required soil volumes and healthy tree habitat connecting the planters, and (v) new accessible curb ramps on both the north and south side connected by a white continental crosswalk and (b) the Bridge Street Crosswalk, new accessible curb ramps on both the north and south side connected by a white continental crosswalk.

2. Cost of Construction of the Riverwalk Trail Crossings. The cost of construction of the Riverwalk Trail Crossings including design and engineering costs (which includes City engineering administrative costs) shall be in an amount not to exceed \$ _____. Any costs above such amount shall be approved in writing in advance by the DDA Executive Director or his designee.

3. Design of Riverwalk Trail Crossings. The Riverwalk Trail Crossings have been designed by Hubbell, Roth & Clark, Inc.

4. Construction Contractor. Using the City's competitive bidding process _____ (the "Contractor") has been selected as the contractor for construction of the Riverwalk Trail Crossings. Upon approval by the City Commission and the DDA Board of Directors, the DDA will enter into a contract using the standard City Engineering Department format and requirements approved as to content by the DDA Executive Director and as to form by DDA legal counsel.

5. Completion of Construction. It is anticipated that construction of the Riverwalk Trail Crossings will begin on or about August 5, 2019, and it is estimated that construction will be substantially completed 10/30/2019.

6. Operation and Maintenance of Riverwalk Trail Crossings. With respect to the Michigan Street Crosswalk, the DDA will be responsible for the operation, maintenance, repair and replacement, including the costs thereof, of (i) the planters irrigation system including the meter pit, backflow preventer system and a battery powered controller, (ii) the understory landscaping located in the planters, and (iii) the landscaping and plantings in the movable planters located in the center median including the coordination of the temporary removal and replacement of the planters when required for the use of the loading docks and staging area on the north side of DeVos Place.

The City will be responsible for all other operation, maintenance, repair and replacement, including the cost thereof, for, (a) the Michigan Street Crosswalk except for those items identified above in this Paragraph 6 as the responsibility of the DDA, (b) the Bridge Street Crosswalk and (c) all other public infrastructure located within or adjacent to the Crosswalks. Such items of City responsibility shall include, but not be limited to, snowplowing and sweeping of the Crosswalks and the adjacent sidewalk and street and the painting/stripping of the Crosswalks.

7. Mutual Communication. The City and DDA agree to meet as needed to discuss any issues related to the functionality of the Riverwalk Trail Crossings or their operation and maintenance.

IN WITNESS WHEREOF, the DDA and the City have agreed to the terms and conditions of this Memorandum.

**CITY OF GRAND RAPIDS
DOWNTOWN DEVELOPMENT
AUTHORITY**

By: _____
Brian Harris, Chairperson

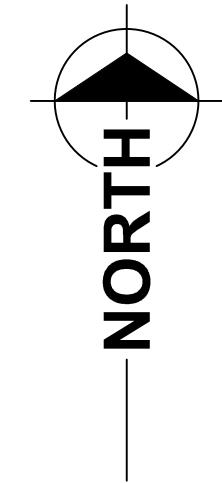
CITY OF GRAND RAPIDS

By: _____
Rosalynn Bliss, Mayor

Attest: _____
Joel H. Hondorp, City Clerk

CAUTION - UNDERGROUND UTILITIES

GAS, ELECTRIC, TELEPHONE, STEAM, AND STREET LIGHTING UTILITIES WITHIN LIMITS OF CONSTRUCTION. CONTRACTOR SHALL EXERCISE DUE CARE WHEN WORKING NEAR UNDERGROUND UTILITIES MARKED AS PART OF THE "MISS DIG" ALERT SYSTEM.



SCALES
PLAN: 1"=20'

LANDSCAPING LEGEND

- 1 Carpinus caroliniana, 2 1/2 Inch, 28 Inch Ball
- 2 Ulmus 'Emerald Sunshine', 3 Inch, 32 Inch Ball
- PLACE CONCRETE PAVING, 8 INCH OVER SOIL TRENCH PER DETAIL 6/7
- PLACE SOIL TRENCH PER DETAIL 2/7
- POROUS BRICK PAVERS ON 6" CONCRETE BASE, REINF. PER DETAIL 1/7
- PERENNIAL PLANTING PER DETAIL 3/7
- ORNAMENTAL GRASSES PLANTING PER DETAIL 3/7
- 12 SSB PLANT TAG - SEE PLANT LIST KEY

GENERAL NOTES

- ANY DISCREPANCIES BETWEEN THESE PLANS AND ACTUAL FIELD CONDITIONS SHOULD BE REPORTED TO THE ENGINEER IMMEDIATELY FOR RESOLUTION.
- ALL NURSERY STOCK SHALL BE TRUE TO TYPE AND NAME. ALL STOCK SHALL BE FIRST CLASS QUALITY WITH WELL DEVELOPED BRANCH SYSTEMS AND VIGOROUS HEALTHY ROOT SYSTEMS. ALL STOCK SHALL BE WELL FORMED AND THE TRUNKS OF TREES SHALL BE UNIFORM AND STRAIGHT.
- UNLESS OTHERWISE SPECIFIED, ALL PERENNIALS, GRASSES AND GROUNDCOVERS SHALL BE GROWN IN THEIR CONTAINER FOR ONE YEAR PRIOR TO INSTALLATION.
- INSTALL AND FILL (1) TREE WATER BAG ON EACH TREE AS SPECIFIED.

LANDSCAPING

DESIGNED BY:



350 E. Michigan Ave, Ste 415
Kalamazoo, MI 49007
Phone (269) 381-3357
Fax (269) 381-2944

DESIGNED BY:



HUBBELL, ROTH & CLARK, INC.
CONSULTING ENGINEERS SINCE 1915

City of Grand Rapids
Design, Development and Enterprise Services
Engineering Department

PEDESTRIAN IMPROVEMENTS
ON

BRIDGE STREET &
MICHIGAN STREET
RIVERWALK TRAIL
CROSSINGS

Drawn by KC
Check: Field
Check: Office

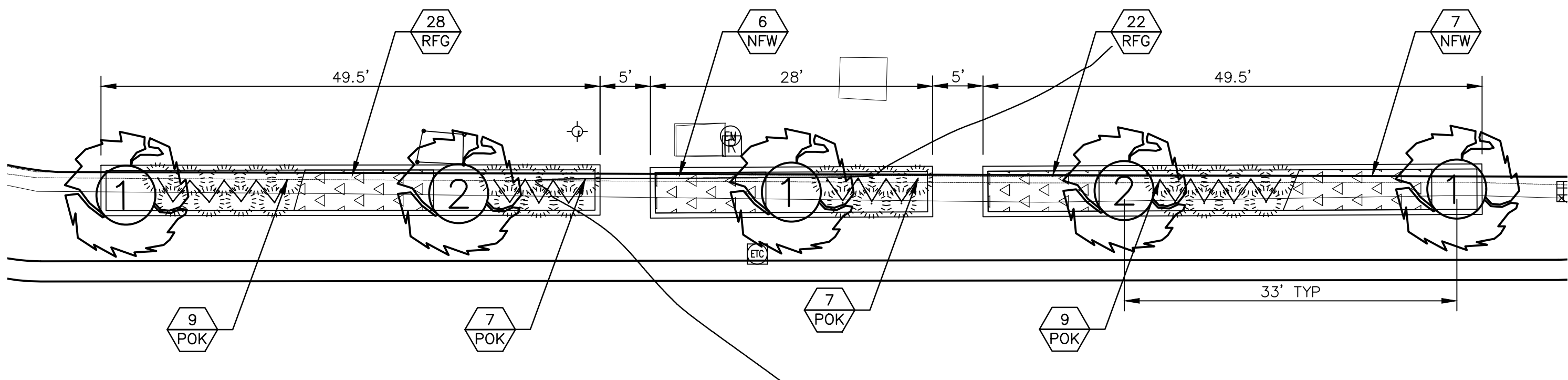
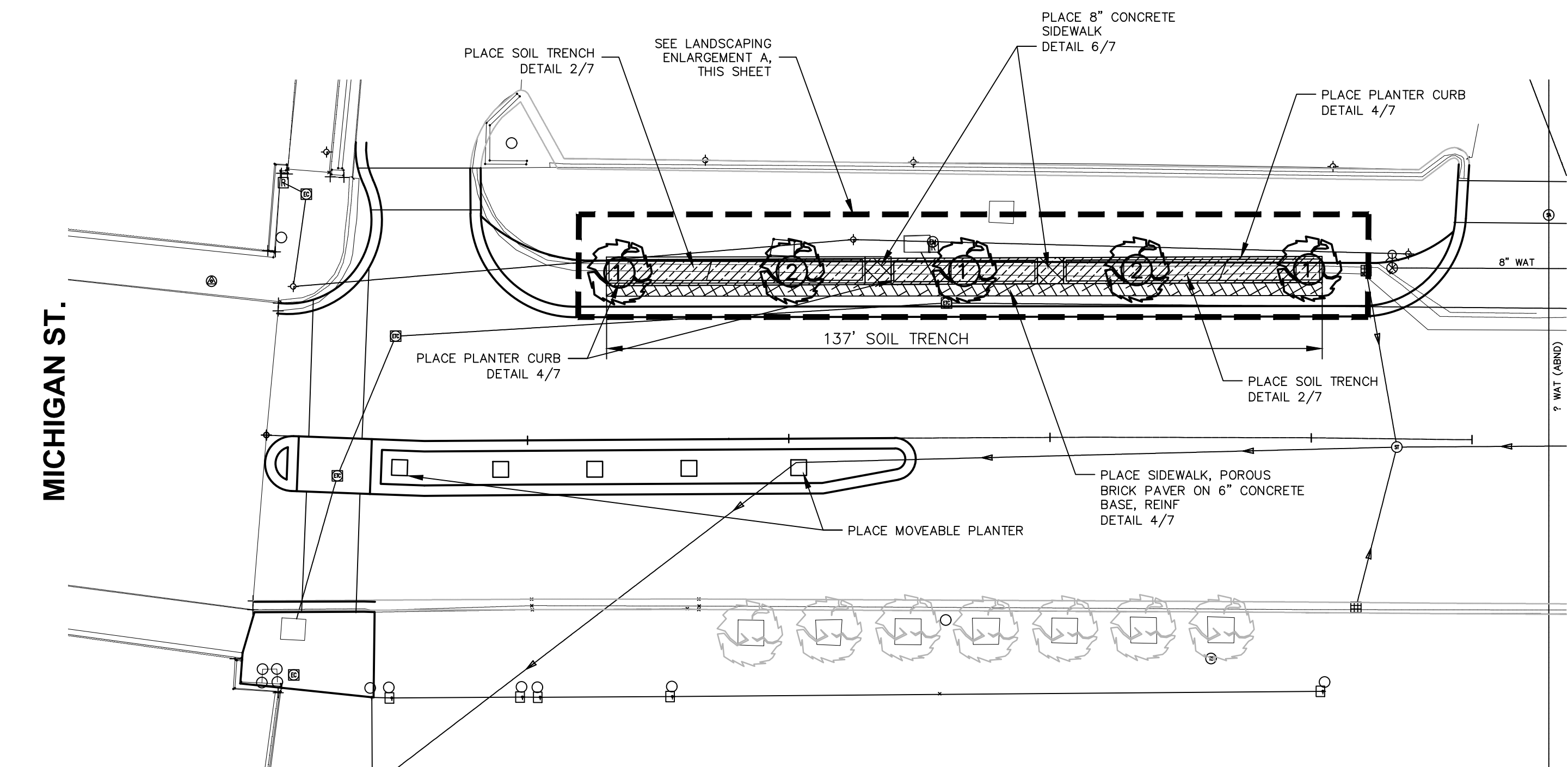
GPF No.

Sheet No.

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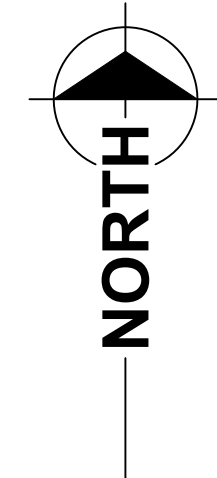
PLANT LIST:

	KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	SPACING
ORNAMENTAL GRASSES	POK	Pennisetum orientale 'Karley Rose'	'Karley Rose' Fountain Grass	1 GAL.	CONT.	30" O.C.
PERENNIALS	NFW	Nepeta x faassenii 'Walker's Low'	'Walker's Low' Catmint	1 GAL.	CONT.	36" O.C.
	RFG	Rudbeckia fulgida 'Goldstrum'	Black-Eyed Susan	1 GAL.	CONT.	18" O.C.



ENLARGEMENT A

SCALE: 1" = 10'-0"



SCALES
PLAN: 1"=20'

PAVEMENT MARKING LEGEND

- (PER STANDARD DETAIL P-24)
- Ⓐ SINGLE SOLID 4" LINE
(4" (COLOR) WET REFLECTIVE POLYUREA PAVEMENT MARKINGS)
 - Ⓑ DOUBLE SOLID 4" LINES
(4" (COLOR) WET REFLECTIVE POLYUREA PAVEMENT MARKINGS)
 - Ⓒ 6" CROSSWALK
(6" WHITE WET REFLECTIVE POLYUREA PAVEMENT MARKING (CROSSWALK))
 - Ⓓ REMOVE SOLID 4" LINE

PAVEMENT MARKING & SIGNAGE GENERAL NOTES

- PAVEMENT MARKINGS TO BE POLYUREA ON CONCRETE PAVEMENT AND INSTALLED PER DIVISION 11 AND DETAIL P-24 OF THE 1993 CITY OF GRAND RAPIDS STANDARD CONSTRUCTION SPECIFICATIONS.
- TRAFFIC SIGNS ARE SHOWN FOR INFORMATION ONLY AND ARE TO BE FURNISHED AND INSTALLED BY THE CITY OF GRAND RAPIDS.
- PAVEMENT MARKING DIMENSIONS ARE FROM THE FACE OF CURB
- ALL PAVEMENT MARKINGS ARE TO BE RECESSED IN CONCRETE PAVEMENT

PAVEMENT MARKINGS

DESIGNED BY: 
HUBBELL, ROTH & CLARK, INC
CONSULTING ENGINEERS SINCE 1915

City of Grand Rapids
Design, Development and Enterprise Services
Engineering Department
PEDESTRIAN IMPROVEMENTS
ON
BRIDGE STREET & MICHIGAN STREET
RIVERWALK TRAIL
CROSSINGS

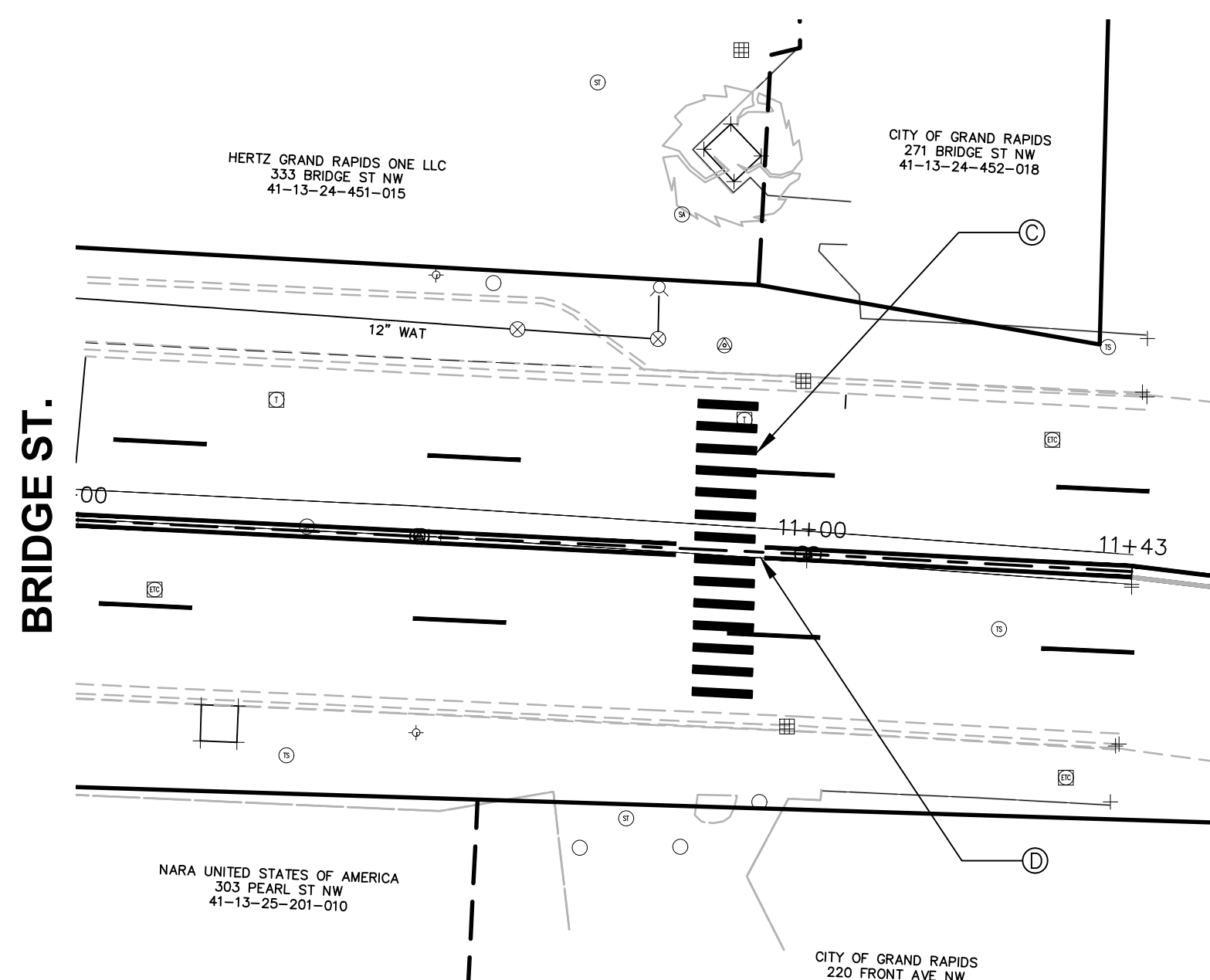
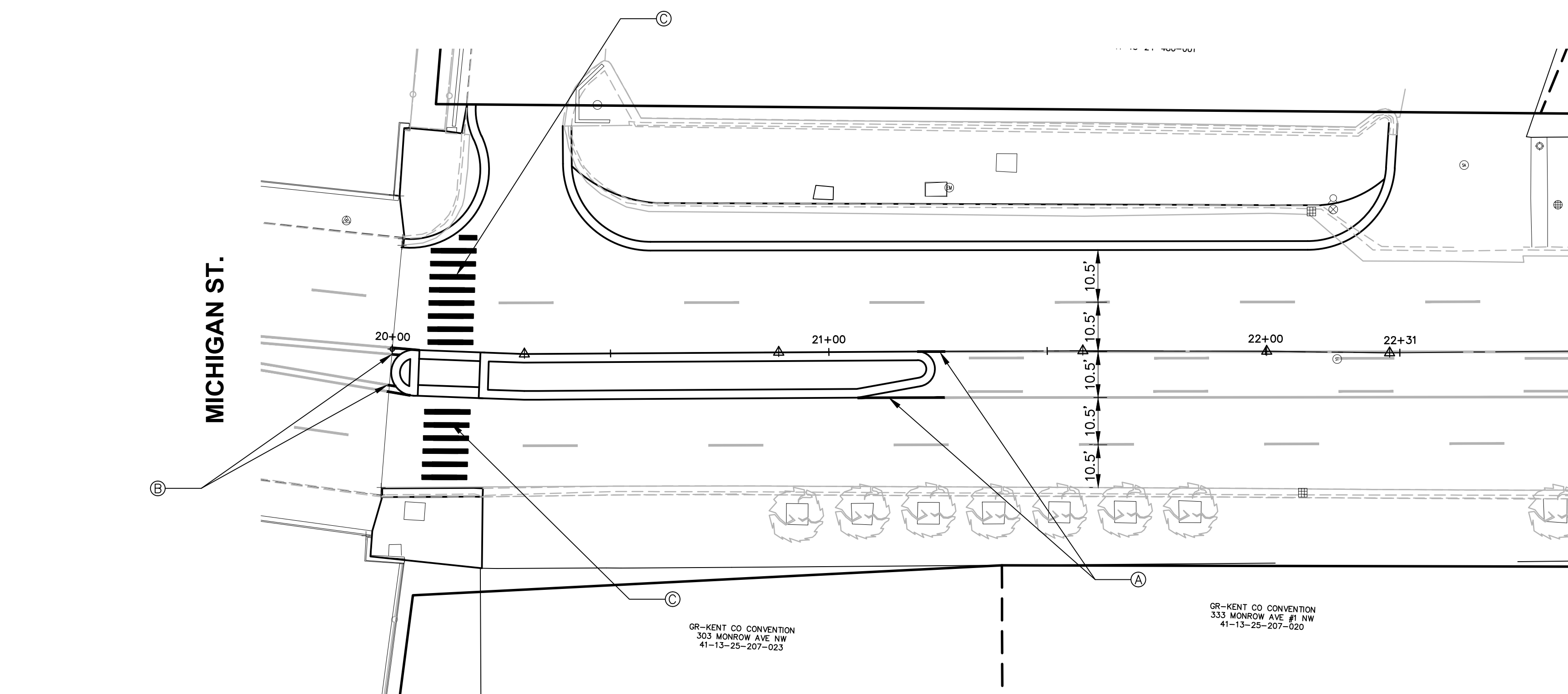
REV. NO.	DESCRIPTION

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Check: Office

GPF No.

Sheet No.

10 of 11



						Bids Received:	7/3/2019							
						at:	11:00 a.m.	at the City Engineer's Office						
Improvements in BRIDGE STREET and MICHIGAN STREET at the Grand River (Riverwalk Trail Crossings)					ENGINEER'S		ANLAAN CORPORATION		KAMMINGA & ROODVOETS INC		DIVERSCO CONSTRUCTION		WYOMING EXCAVATORS INC	
					ESTIMATE						COMPANY INC			
File No. 19011	Original Bid Amount (TOTAL)					\$ 309,857.50		\$ 298,163.56		\$ 302,605.75		\$ 333,208.70		\$ 402,006.00
Allowable Discount Points						5.0		1.0		5.0		5.0		5.0
Allowable Discount Amount						\$ 14,908.18		\$ 3,026.06		\$ 16,660.44		\$ 20,100.30		\$ 20,100.30
DISCOUNTED BID						\$ 283,255.38		\$ 299,579.69		\$ 316,548.27		\$ 381,905.70		\$ 381,905.70
Discounted BID Ranking No.						1		2		3		4		
Item Number	Item Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
1	Mobilization, Max \$14,000	lump sum	1	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	
2	Clean and Remove Manhole, Valve Chamber or Catch Basin, per Detail P-23B	ea	1	\$ 1,000.00	\$ 1,000.00	\$ 446.36	\$ 446.36	\$ 365.00	\$ 365.00	\$ 960.00	\$ 960.00	\$ 850.00	\$ 850.00	
3	Move Vault Cover and Adjust	ea	1	\$ 100.00	\$ 100.00	\$ 521.81	\$ 521.81	\$ 2,025.00	\$ 2,025.00	\$ 9,150.00	\$ 9,150.00	\$ 8,750.00	\$ 8,750.00	
4	Concrete Sawing, Full Depth	lin ft	682	\$ 8.00	\$ 5,456.00	\$ 3.50	\$ 2,387.00	\$ 3.85	\$ 2,625.70	\$ 7.00	\$ 4,774.00	\$ 10.00	\$ 6,820.00	
5	Remove Concrete Curb and Gutter, Includ Driveway and Alley Returns	lin ft	470	\$ 10.00	\$ 4,700.00	\$ 18.00	\$ 8,460.00	\$ 6.50	\$ 3,055.00	\$ 10.00	\$ 4,700.00	\$ 20.00	\$ 9,400.00	
6	Remove Pavement, Full Depth	sq yd	410	\$ 15.00	\$ 6,150.00	\$ 18.00	\$ 7,380.00	\$ 14.50	\$ 5,945.00	\$ 17.50	\$ 7,175.00	\$ 50.00	\$ 20,500.00	
7	Remove Concrete Sidewalk, Driveway, and Approach	sq yd	149	\$ 10.00	\$ 1,490.00	\$ 18.00	\$ 2,682.00	\$ 8.40	\$ 1,251.60	\$ 7.00	\$ 1,043.00	\$ 50.00	\$ 7,450.00	
8	Earth Excavation	cu yd	250	\$ 15.00	\$ 3,750.00	\$ 25.00	\$ 6,250.00	\$ 28.00	\$ 7,000.00	\$ 28.60	\$ 7,150.00	\$ 20.00	\$ 5,000.00	
9	Soil Erosion and Sedimentation Control	lump sum	1	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,400.00	\$ 5,400.00	\$ 12,900.00	\$ 12,900.00	\$ 12,500.00	\$ 12,500.00	
10	Aggregate Base, Modified, 8 Inch	sq yd	536	\$ 10.00	\$ 5,360.00	\$ 25.00	\$ 13,400.00	\$ 23.70	\$ 12,703.20	\$ 18.30	\$ 9,808.80	\$ 12.00	\$ 6,432.00	
11	Sand Subbase (C.I.P.)	cu yd	147	\$ 100.00	\$ 14,700.00	\$ 30.00	\$ 4,410.00	\$ 33.00	\$ 4,851.00	\$ 9.50	\$ 1,396.50	\$ 25.00	\$ 3,675.00	
12	12" Storm Sewer C76 Cl. III	lin ft	12	\$ 500.00	\$ 6,000.00	\$ 105.00	\$ 1,260.00	\$ 98.00	\$ 1,176.00	\$ 76.00	\$ 912.00	\$ 200.00	\$ 2,400.00	
13	Adjust Manhole or Valve Chamber Casting to Grade	ea	9	\$ 2,000.00	\$ 18,000.00	\$ 450.00	\$ 4,050.00	\$ 660.00	\$ 5,940.00	\$ 750.00	\$ 6,750.00	\$ 900.00	\$ 8,100.00	
14	Catch Basin, per Detail S-4	ea	1	\$ 1,000.00	\$ 1,000.00	\$ 3,200.00	\$ 3,200.00	\$ 2,910.00	\$ 2,910.00	\$ 3,510.00	\$ 3,510.00	\$ 5,000.00	\$ 5,000.00	
15	Furnish Manhole Cover or Valve Chamber Casting, per Detail S13	ea	1	\$ 40.00	\$ 40.00	\$ 3,200.00	\$ 3,200.00	\$ 615.00	\$ 615.00	\$ 685.00	\$ 685.00	\$ 414.00	\$ 414.00	
16	Expansion Joint, E2	lin ft	53	\$ 40.00	\$ 2,120.00	\$ 20.00	\$ 1,060.00	\$ 24.00	\$ 1,272.00	\$ 20.00	\$ 1,060.00	\$ 30.00	\$ 1,590.00	
17	Expansion Joint, E3	lin ft	53	\$ 50.00	\$ 2,650.00	\$ 15.00	\$ 795.00	\$ 24.00	\$ 1,272.00	\$ 15.00	\$ 795.00	\$ 25.00	\$ 1,325.00	
18	Concrete Pavement - Nonreinforced 10"	sq yd	480	\$ 160.00	\$ 76,800.00	\$ 65.00	\$ 31,200.00	\$ 74.00	\$ 35,520.00	\$ 80.00	\$ 38,400.00	\$ 80.00	\$ 38,400.00	
19	Hand Chipping, Deep	sq yd	30	\$ 170.00	\$ 5,100.00	\$ 250.00	\$ 7,500.00	\$ 450.00	\$ 13,500.00	\$ 350.00	\$ 10,500.00	\$ 425.00	\$ 12,750.00	
20	Patching Mortar or Conc	cu yd	10	\$ 16.00	\$ 160.00	\$ 115.00	\$ 1,150.00	\$ 200.00	\$ 2,000.00	\$ 350.00	\$ 3,500.00	\$ 425.00	\$ 4,250.00	
21	Combined Curb and Gutter, 18" Pan, per Detail P-5	lin ft	413	\$ 28.00	\$ 11,564.00	\$ 22.00	\$ 9,086.00	\$ 36.00	\$ 14,868.00	\$ 30.00	\$ 12,390.00	\$ 40.00	\$ 16,520.00	
22	Planter Curb	lin ft	305	\$ 16.00	\$ 4,880.00	\$ 65.00	\$ 19,825.00	\$ 78.00	\$ 23,790.00	\$ 80.00	\$ 24,400.00	\$ 80.00	\$ 24,400.00	
23	Roll Curb and Gutter, per Detail P-5, Modified	lin ft	312	\$ 55.00	\$ 17,160.00	\$ 24.00	\$ 7,488.00	\$ 36.00	\$ 11,232.00	\$ 30.00	\$ 9,360.00	\$ 40.00	\$ 12,480.00	
24	Cast Iron Detectable Warning Plate	sq ft	33	\$ 5.00	\$ 165.00	\$ 30.00	\$ 990.00	\$ 62.00	\$ 2,046.00	\$ 70.00	\$ 2,310.00	\$ 80.00	\$ 2,640.00	
25	6" Concrete Sidewalk, Including Ramps	sq ft	981	\$ 7.50	\$ 7,357.50	\$ 6.00	\$ 5,886.00	\$ 7.25	\$ 7,112.25	\$ 4.50	\$ 4,414.50	\$ 7.00	\$ 6,867.00	
26	Concrete Pavement - Reinforced 8"	sq yd	20	\$ 7.50	\$ 150.00	\$ 52.00	\$ 1,040.00	\$ 70.00	\$ 1,400.00	\$ 72.00	\$ 1,440.00	\$ 75.00	\$ 1,500.00	
27	Road Name Concrete Stamp	ea	2	\$ 1,000.00	\$ 2,000.00	\$ 150.00	\$ 300.00	\$ 185.00	\$ 370.00	\$ 750.00	\$ 1,500.00	\$ 800.00	\$ 1,600.00	
28	Post, Steel, 3 lb	lin ft	60	\$ 7.00	\$ 420.00	\$ 15.75	\$ 945.00	\$ 10.00	\$ 600.00	\$ 25.00	\$ 1,500.00	\$ 15.00	\$ 900.00	
29	Sign, Type IIIB	sq ft	54	\$ 15.00	\$ 810.00	\$ 50.75	\$ 2,740.50	\$ 45.00	\$ 2,430.00	\$ 59.85	\$ 3,231.90	\$ 50.00	\$ 2,700.00	
30	Flexible Delineator Post	ea	8	\$ 38.00	\$ 304.00	\$ 400.00	\$ 3,200.00	\$ 400.00	\$ 3,200.00	\$ 779.00	\$ 6,232.00	\$ 600.00	\$ 4,800.00	
31	Mast Arm Pole Fdn, 6 Bolt	ea	2	\$ 1,000.00	\$ 2,000.00	\$ 6,575.00	\$ 13,150.00	\$ 6,000.00	\$ 12,000.00	\$ 6,250.00	\$ 12,500.00	\$ 7,000.00	\$ 14,000.00	
32	12" White Wet Reflective Polyurea Pavement Marking (Cross Walk)	lin ft	124	\$ 3.00	\$ 372.00	\$ 25.00	\$ 3,100.00	\$ 25.00	\$ 3,100.00	\$ 25.00	\$ 3,100.00	\$ 27.00	\$ 3,348.00	
33	4" White Wet Reflective Polyurea Pavement Marking	lin ft	40	\$ 0.50	\$ 20.00	\$ 10.00	\$ 400.00	\$ 10.00	\$ 400.00	\$ 10.00	\$ 400.00	\$ 12.00	\$ 480.00	
34	4" Yellow Wet Reflective Polyurea Pavement Marking	lin ft	50	\$ 0.50	\$ 25.00	\$ 10.00	\$ 500.00	\$ 10.00	\$ 500.00	\$ 10.00	\$ 500.00	\$ 12.00	\$ 600.00	
35	Remove Pavement Marking, Longitudinal	lin ft	15	\$ 5.00	\$ 75.00	\$ 10.00	\$ 150.00	\$ 10.00	\$ 150.00	\$ 10.00	\$ 150.00	\$ 12.00	\$ 180.00	
36	Maintaining Traffic	lump sum	1	\$ 12,000.00	\$ 12,000.00	\$ 42,600.00	\$ 42,600.00	\$ 29,500.00	\$ 29,500.00	\$ 31,030.00	\$ 31,030.00	\$ 56,560.00	\$ 56,560.00	
37	Prepared Soil	cu yd	115	\$ 45.00	\$ 5,175.00	\$ 45.00	\$ 5,175.00	\$ 47.00	\$ 5,405.00	\$ 47.00	\$ 5,405.00	\$ 69.00	\$ 7,935.00	
38	Calamagrostis acutiflora 'Overdam', 1 Gal	ea	5	\$ 1.00	\$ 5.00	\$ 18.58	\$ 92.90	\$ 13.00	\$ 65.00	\$ 13.00	\$ 65.00	\$ 15.00	\$ 75.00	
39	Carpinus caroliniana, 2 1/2 Inch	ea	3	\$ 650.00	\$ 1,950.00	\$ 617.82	\$ 1,853.46	\$ 475.00	\$ 1,425.00	\$ 475.00	\$ 1,425.00	\$ 500.00	\$ 1,500.00	
40	Echinacea 'Pixie Meadowbright' 1 Gal	ea	20	\$ 30.00	\$ 600.00	\$ 23.67	\$ 473.40	\$ 28.00	\$ 560.00	\$ 28.00	\$ 560.00	\$ 30.00	\$ 600.00	
41	Lysimachia nummularia 'Aurea', 1 Gal	ea	20	\$ 30.00	\$ 600.00	\$ 27.90	\$ 558.00	\$ 14.00	\$ 280.00	\$ 14.00	\$ 280.00	\$ 16.00	\$ 320.00	
42	Nepeta x faassenii 'Walker's Low', 1 Gal	ea	20	\$ 30.00	\$ 600.00	\$ 23.28	\$ 465.60	\$ 18.00	\$ 360.00	\$ 18.00	\$ 360.00	\$ 20.00	\$ 400.00	
43	Pennisetum oreintale 'Karley Rose', 1 Gal	ea	35	\$ 30.00	\$ 1,050.00	\$ 26.36	\$ 922.60	\$ 18.00	\$ 630.00	\$ 18.00	\$ 630.00	\$ 20.00	\$ 700.00	
44	Rudbeckia fulgida 'Goldsturm', 1 Gal	ea	50	\$ 30.00	\$ 1,500.00	\$ 23.28	\$ 1,164.00	\$ 14.00	\$ 700.00	\$ 14.00	\$ 700.00	\$ 16.00	\$ 800.00	
45	Salvia 'May Night', 1 Gal	ea	20	\$ 30.00	\$ 600.00	\$ 22.51	\$ 450.20	\$ 18.00	\$ 360.00	\$ 18.00	\$ 360.00	\$ 20.00	\$ 400.00	

Improvements in BRIDGE STREET and MICHIGAN STREET at the Grand River (Riverwalk Trail Crossings)					ENGINEER'S		ANLAAN CORPORATION		KAMMINGA & ROODVOETS INC		DIVERSCO CONSTRUCTION COMPANY INC		WYOMING EXCAVATORS INC	
					ESTIMATE									
File No. 19011	Original Bid Amount (TOTAL)					\$ 309,857.50		\$ 298,163.56		\$ 302,605.75		\$ 333,208.70		\$ 402,006.00
					Allowable Discount Points		5.0		1.0		5.0		5.0	
					Allowable Discount Amount		\$ 14,908.18		\$ 3,026.06		\$ 16,660.44		\$ 20,100.30	
					DISCOUNTED BID		\$ 283,255.38		\$ 299,579.69		\$ 316,548.27		\$ 381,905.70	
					Discounted BID Ranking No.		1		2		3		4	
46	Tree Water Bag	ea	5	\$ 40.00	\$ 200.00	\$ 64.86	\$ 324.30	\$ 30.00	\$ 150.00	\$ 30.00	\$ 150.00	\$ 35.00	\$ 175.00	
47	Ulmus 'Emerald Sunshine', 3 Inch	ea	2	\$ 750.00	\$ 1,500.00	\$ 605.84	\$ 1,211.68	\$ 695.00	\$ 1,390.00	\$ 695.00	\$ 1,390.00	\$ 750.00	\$ 1,500.00	
48	Watering and Cultivating, Special	lump sum	1	\$ 1,059.00	\$ 1,059.00	\$ 2,500.00	\$ 2,500.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,500.00	\$ 3,500.00	
49	3" Direct Buried Conduit, PVC Schedule 40	lin ft	88	\$ 15.00	\$ 1,320.00	\$ 14.75	\$ 1,298.00	\$ 12.00	\$ 1,056.00	\$ 12.00	\$ 1,056.00	\$ 15.00	\$ 1,320.00	
50	3" Directional Bore Conduit, PVC Schedule 40	lin ft	100	\$ 30.00	\$ 3,000.00	\$ 78.00	\$ 7,800.00	\$ 30.00	\$ 3,000.00	\$ 30.00	\$ 3,000.00	\$ 35.00	\$ 3,500.00	
51	Cable Handhole and Cover, per Detail E-4	ea	5	\$ 750.00	\$ 3,750.00	\$ 1,800.00	\$ 9,000.00	\$ 1,200.00	\$ 6,000.00	\$ 1,200.00	\$ 6,000.00	\$ 1,500.00	\$ 7,500.00	
52	Pedestal, Alum	ea	2	\$ 800.00	\$ 1,600.00	\$ 1,000.00	\$ 2,000.00	\$ 850.00	\$ 1,700.00	\$ 850.00	\$ 1,700.00	\$ 900.00	\$ 1,800.00	
53	Pushbutton and Sign	ea	2	\$ 1,000.00	\$ 2,000.00	\$ 700.00	\$ 1,400.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 600.00	\$ 1,200.00	
54	Storm Water Operator Inspections	ea	20	\$ 751.00	\$ 15,020.00	\$ 150.00	\$ 3,000.00	\$ 40.00	\$ 800.00	\$ 50.00	\$ 1,000.00	\$ 50.00	\$ 1,000.00	
55	Irrigation System	lump sum	1	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 6,800.00	\$ 6,800.00	\$ 11,200.00	\$ 11,200.00	\$ 6,500.00	\$ 6,500.00	
56	Planter	ea	5	\$ 3,000.00	\$ 15,000.00	\$ 2,544.35	\$ 12,721.75	\$ 3,800.00	\$ 19,000.00	\$ 3,500.00	\$ 17,500.00	\$ 5,600.00	\$ 28,000.00	
57	Recessing Pavement Markings, Crosswalks and Stop Bars	sq ft	100	\$ 3.00	\$ 300.00	\$ 15.00	\$ 1,500.00	\$ 15.00	\$ 1,500.00	\$ 15.00	\$ 1,500.00	\$ 17.00	\$ 1,700.00	
58	Recessing Pavement Markings, Lane Lines	lin ft	100	\$ 1.50	\$ 150.00	\$ 10.00	\$ 1,000.00	\$ 10.00	\$ 1,000.00	\$ 10.00	\$ 1,000.00	\$ 12.00	\$ 1,200.00	
59	Two-way Solar Powered Rectangular Rapid Flashing Beacon	ea	4	\$ 2,000.00	\$ 8,000.00	\$ 1,500.00	\$ 6,000.00	\$ 2,500.00	\$ 10,000.00	\$ 5,000.00	\$ 20,000.00	\$ 2,800.00	\$ 11,200.00	

EBO - Construction Worksheet

Improvements in BRIDGE STREET and MICHIGAN STREET at the Grand River (Riverwalk Trail Crossings), File No. 19011								
	ANLAAN CORPORATION		KAMMINGA & ROODVOETS INC		DIVERSCO CONSTRUCTION COMPANY INC		WYOMING EXCAVATORS INC	
Original Bid Amounts (Total)	\$298,163.56		\$302,605.75		\$333,208.70		\$402,006.00	
Prosperous Economy (A)	MLBE-		MLBE-		MLBE-		MLBE-	
	WMRA INC	\$70,000	N/A		DURAN	\$102,445	DURAN	\$102,445
	DBA WEST				CONTRACTORS		CONTRACTORS	
	MICHIGAN				INC		INC	
	RECYCLED							
	AGGREGATES							
Total Micro-LBE Participation	23.48%	\$ 70,000	0.00%	\$ -	30.74%	\$ 102,445	25.48%	\$ 102,445
Micro-LBE Discount Points	5.0		0.0		5.0		5.0	
SUMMARY:								
Prosperous Economy (A)	5.0		0.0		5.0		5.0	
Social Equity (B)								
Prosperous Economy - Annual (C)								
Enriched Lives (D)					1.0			
Clean Environment (E)			1.0		1.0		1.0	
TOTAL DISCOUNT POINTS	5.0		1.0		7.0		6.0	
Allowable Discount Points	5.0		1.0		5.0		5.0	
Discount Amount	\$ 14,908.18		\$ 3,026.06		\$ 23,324.61		\$ 24,120.36	
Allowable Discount Amount	\$ 14,908.18		\$ 3,026.06		\$ 16,660.44		\$ 20,100.30	
DISCOUNTED BID	\$ 283,255.38		\$ 299,579.69		\$ 316,548.27		\$ 381,905.70	
Discounted BID Ranking	1		2		3		4	

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: July 10, 2019

TO: Downtown Development Authority

FROM: Kyama Kitavi, Economic Development Manager

SUBJECT: **Retail Innovation/Incubation Grant Support**

Agenda Item #6
July 10, 2019
DDA Meeting

The GR Forward community planning process revealed considerable demand for more retail options in Downtown Grand Rapids. Attracting retail tenants that provide goods or services currently not available or underserved in the Downtown area emerged as a particular priority, with an emphasis on locally-owned businesses that strengthen and diversify the mix of Downtown retail offerings.

The community clearly called for more focused and active entrepreneurship and capacity-building programs to support the growth of businesses owned by women, people of color and other disadvantaged populations, albeit not to the exclusion of other entrepreneurs and small business owners.

The overarching goal is to build a unique retail market and experience that expand opportunities for everyone to participate and prosper in the local economy while better positioning Downtown with a truly unique retail experience that attracts and serves an increasingly diverse population of residents, employees and visitors.

To advance on this goal, the Grand Rapids Downtown Development Authority took several steps:

- Updated its financing plan in October 2016 to prioritize statutorily-sanctioned efforts that work to attract underserved and/or unavailable retail options in Downtown.
- Adopted a budget in June 2017 that directed funding to support a retail business innovation and incubation program that further the community's goals discussed above.
- Developed and in March 2018 released a Request for Proposals (RFP) to solicit business ideas.

Downtown Grand Rapids Inc. staff received several initial calls of interest and in June 2018 the DDA approved an agreement with Tamales Mary for support and in April 2019 approved the same for Ambiance GR. Subsequently, an additional proposal was submitted and staff recommends accepting it and supporting Mosby's Popcorn, one of the only local gourmet popcorn manufactures and retailers with over 125+ flavors since 2015.



Mosby's Popcorn was founded and owned by the husband and wife team of Brian and Shavyea Mosby as a way to bring a fun and tasty experience to Grand Rapids. For the past few years; this family business has been operating its production and retail out on Kalamazoo past 60th street. Even while having their retail location outside of our boundaries they have become a staple of Downtown events such as Movies on Monroe, Art Prize and Laugh Fest.

Both Shavyea and Brian are experienced entrepreneurs also operating two entertainment businesses. Bouncing Palace LLC has been providing services for local birthday parties, school and community events since 2009. They also purchased and converted a school bus into an Ultimate Gaming Bus in 2011. These ventures have provided opportunities to collaborate with and supplement their efforts at Mosby's Popcorn; ultimately allowing their product to be featured on the shelves of the Bridge Street Market.

Their proposal is to bring their product and experience of gourmet popcorn to Downtown residents, visitors and workers. They will be bringing a recognized brand closer to the community that has supported their growth and further capitalize on the excitement and anticipation of new projects like Studio Park and the Van Andel Arena upgrades. This truly is a unique product that is rooted in Grand Rapids and has a track record of success.

Given that Brian and Shavyea have been working out the details of their lease and build out costs and are prepared to invest their own personal funds to see their plans come to fruition including the cost of ineligible buildout, equipment and associated fees the applicants propose utilizing DDA retail innovation funds of \$17,325 to help underwrite a portion of Mosby's Popcorn's lease fees, \$10,000 for ADA compliance particularly entrance accessibility, \$9,000 for safety enhancements such as upgrading the fire suppression system and lighting, and the remaining balance of \$8,675 on improvements such as lighting and window activation. Expenditure of these funds must and will occur in accordance with sections 7(1)(r) and 7(2) the DDA's enabling statute PA 197 of 1975.

This proposal, affirmed by a working group of the GR Forward Goal 4 Alliance, advances on numerous Downtown goals, including:

- Diversifying the mix of Downtown retail offerings.
- Supporting entrepreneurship and small business growth.
- Supporting activation of previously vacant space with engaging and entertaining activities.

Recommendation: Approve the resolution authorizing the DDA Executive Director to prepare a written contract with the applicants for an amount not to exceed \$45,000 and a period of time not to exceed 18 months.

**CITY OF GRAND RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY**

**RESOLUTION AUTHORIZING THE PREPARATION AND EXECUTION
OF A CONTRACT AND TO APPROVE UNDERWRITING OF A PORTION
OF RENT FOR AN INCUBATOR BUSINESS, MOSBY'S POPCORN, LLC,
AS PART OF THE RETAIL INNOVATION INCUBATION PROGRAM**

Board member_____, supported by Board member_____moved
the adoption of the following resolution:

WHEREAS, the City of Grand Rapids Downtown Development Authority (the “DDA”) is authorized, pursuant to Act 197 of the Public Acts of Michigan of 1975, as amended (“Act 197”), as recodified and restated in Act 57 of 2018 (“Act 57”), to create, operate, or fund a retail business incubator in the Downtown District, giving preference to tenants who will provide goods or services that are not available or that are underserved in the downtown area; and

WHEREAS, pursuant to Act 57, if the DDA creates, operates, or funds a retail business incubator in the Downtown District, each tenant who leases space in a retail business incubator is required to enter into a written contract with the DDA that includes, but is not limited to, certain provisions required by Act 57; and

WHEREAS, Act 57 provides that such written contract (i) may include a provision that permits the DDA to underwrite a portion of the lease or rental rate so that the rate to the tenant is below fair market value, (ii) require that the tenant lease space in the retail business incubator for a period not to exceed 18 months, (iii) provide that the tenant have a joint operating plan with one or more businesses located in the Downtown District, (iv) require that the tenant have a business plan that contains measurable goals and objectives, and (v) require that the tenant participate in basic management classes, business seminars, or other business education programs; and

WHEREAS, the DDA previously authorized a Retail Innovation Incubation Program (the “Program”) in conjunction with the GR Forward Goal 4 Alliance, consistent with its authority under Act 57; and

WHEREAS, the DDA has solicited proposals from applicants wishing to participate in the Program; and

WHEREAS, the DDA has received and wishes to accept a proposal from Mosby’s Popcorn, LLC, owned and operated by Brian and Shavyea Mosby (“Applicant”) to partner, pursuant to a joint operating plan with a business located in the Downtown District and lease agreement, to provide a retail business in the Downtown District; and

WHEREAS, the DDA is willing to underwrite a portion of Applicant’s rent in an amount approved by the DDA Executive Director not exceeding the current budgeted amount for the Program for a period of 18 months and to enter into a written contract with Applicant incorporating the provisions and conditions required by Act 57.

NOW, THEREFORE, BE IT RESOLVED:

1. That the DDA Executive Director is authorized to prepare a written contract with Applicant incorporating the provisions set forth in the above “WHEREAS” clauses and Act 57.
2. That an expenditure of up to \$45,000 is authorized for this purpose.
3. That the Chairperson of the Board is authorized and directed to execute the contract approved as to substance by the DDA Executive Director and as to form by DDA legal counsel.
4. That all resolutions or parts of resolutions insofar as they conflict with the provisions of this resolution be, and the same are, rescinded.

YEAS: Board members _____

NAYS: Board members _____

ABSTAIN: Board members _____

ABSENT: Board members _____

RESOLUTION DECLARED ADOPTED.

Dated: July 10, 2019

Flor Valera
Recording Secretary

CERTIFICATION

I do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the City of Grand Rapids Downtown Development Authority at a regular meeting held on July 11, 2019, and that 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: July 10, 2019

Flor Valera
Recording Secretary

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