

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

Wednesday, June 12, 2013

8:30 a.m. Meeting

Room 601, City Hall

AGENDA

1. Call to order
2. Approval of meeting minutes of May 8, 2013 (8:30).....*Motion* *Harris*
(enclosure)
3. DDA financial reports for the period ending May 31, 2013 (8:33).....*Motion* *Wallace*
(enclosure)
4. Authorize Purchase for Outdoor Movie Screen Equipment (8:38)*Motion* *Kelly*
(enclosure)
5. Authorize Local Share for Jefferson Street Reconstruction (8:45)*Motion* *Larson*
(enclosure)
6. Authorize Award of Contract for Bicycle Parking Facilities (8:50)*Motion* *Pratt*
(enclosure)
7. Approve Amendments to Agreement with Parking Services (8:55)*Motion* *Larson*
(enclosure)
8. Recommend Proposed FY 14 Budget / FY 14-18 Priority Plan (9:05).....*Motion* *Larson*
(enclosure)
9. Review of Final DGRI Organizational Structure (9:30).....*Info Item* *Larson*
(enclosure)
10. Executive Director's Report (9:35)*Info Item* *Larson*
11. Public Comment (9:40)
12. Board Member Discussion (9:45)
13. Executive Session (9:50)
14. Adjournment

Downtown Grand Rapids

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UNAPPROVED MINUTES

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

May 8, 2013

1. Call to Order – The meeting was called to order at 8:30 a.m. by Chair Brian Harris.

2. Attendance

Present: Kayem Dunn, Dr. Wendy Falb, Jane Gietzen, Brian Harris, Mayor George Heartwell, Elissa Hillary, Jim Talen, Mary Tuuk, Rick Winn

Absent:

Others Present: Kristopher Larson (Executive Director), Mary Sierawski (DDA Executive Asst/Office Manager), Jana Wallace (DDA Treasurer), Richard Wendt (DDA Counsel), Eric Pratt, Tim Kelly, Kim VanDriel (staff), Jim Harger (Mlive Media Group), David Czurak (GRBJ) Ray Kisor (Colliers), Tom Nemitz, Lynee Wells, Trevor Bosworth, John Wheeler (Orion Construction), Mark De Clercq, Elijah Brumback (MiBiz), Wes Steer (OCBA), Kendall Gilbert (Williams & Works), Amy LeFebre (Hanon McKendry), Joe Elliott, Tom Tooley (Concept Design), John Hanson, and others.

3. Approval of Minutes of March 13 and April 10, 2013

Motion: Elissa Hillary, supported by Jane Gietzen, moved approval of the minutes of the April 10, 2013 DDA meeting as presented. Motion carried unanimously.

4. DDA Preliminary Financial Reports for the Period Ending March 31, 2013

Ms. Wallace provided preliminary financial statements for the one month period ending April 30, 2013, including: Statement A: Balance Sheet; Statement B: Comparison of FY2013 Year to Date Budget vs Actual Results; Statement C: Statement of Current Project Expenditures; and Statement D: Schedule of April, 2013 Expenditures. Statement E: Schedule of March, 2013 Expenditures.

Motion: Jane Gietzen, supported by Kayem Dunn, moved to approve Statement D: Schedule of April, 2013 Expenditures and Statement E: Schedule of March, 2013 Expenditures as recommended. Motion carried unanimously.

5. Presentation of Final Arena South Visioning Report

Mr. Larson updated the group on the Arena South Visioning project and shared that the full report has been completed. The report has been augmented by a number of recommendations by the consulting team who has included some actionable items by which the DDA or community partners can possibly choose to implement. Through the Arena South Visioning Report, the DDA now has a clearer sense of what the

community's goals are and can assist in making the vision into a reality. The Arena South Steering Committee has approved the final report and the report will also be seen by the Planning and Parking Commissions. Mr. Larson added that the Visioning Report is presented to the DDA as an informational item. Mr. Larson deferred any questions to Mr. Winn who was an Arena South Steering Committee member as well as the consulting team on this project.

Mayor Heartwell stated that at the last DDA Board meeting he raised the question of the involvement of the Heartside Neighborhood and after reading the Arena South Visioning Report is pleased that the interests of this group were well represented and is satisfied with the end result. Mr. Larson added that DDA staff and he are dedicated to creating non-traditional opportunities to engage the community and are committed to continue to reach out to diverse audiences. The DDA is committed to obtain greater involvement by a wider array of constituencies within the downtown. Mayor Heartwell added that he would be willing to assist the DDA in this endeavor of continuing to reach out to more diverse audiences and that he has experience in creating different and effective ways to accomplish this. Mr. Larson thanked Mayor Heartwell for his contributions.

Mr. Harris shared that he found the report to be very rich in information about Arena South and is very optimistic about the future of the area. He is especially interested in how the Arena South area can increase connections between various parts of our community.

Mr. Larson commended DDA Project Manager Tim Kelly and the consulting team that diligently worked on the Arena South Visioning Project. He shared that the timeline was very fast for this project and that the quality of the report is exceptional by planning standards. Ms. Gietzen said she walked through the area with her family and that her children are very excited about the future vision of the Arena South area.

6. Request for Building Reuse Incentive Program for 29 Pearl

Mr. Pratt presented a request for a \$10,000 BRIP Grant and a \$2,000 commercial signage grant to assist with the renovation of a vacant storefront at 29 Pearl Street NW (The Federal Square Building). Mr. Pratt shared illustrations and renderings of the space. Some improvements and additions that are needed are a new fire suppression system, creation of barrier-free access, installation of restroom facilities, and façade improvements. Mr. Harris contributed that in honor of transparency that this would be Downtown Grand Rapids Inc.'s new home, but that the practical matter is that the landlord of the space is entitled to seek opportunities for grants from the DDA. Mayor Heartwell added that downtown has done a great job at maintaining its historical buildings and that the Federal Square Building is one of the oldest buildings in the downtown so he is happy to see improvements being made to maintain the space and thinks this is a good investment.

Motion: Mayor Heartwell, supported by Kayem Dunn, moved to approve one (1) Ground Floor Storefront Grant in the amount of up to \$10,000 and one (1) Commercial Signage Grant in the amount of up to \$2,000 to Federal Square Building, LLC. Motion carried unanimously.

7. Request Monroe Center Ph.3 & Monument Park Contract Amendment

Mr. DeClercq presented a recommendation for architectural engineering services for Monument Park improvements. The DDA and Jay Steffen determined a methodology to expedite the project. Due to the expediting of this project, a non-traditional approach was necessary which entails using a construction management approach within the arm of the consulting team. A meeting was conducted with the consulting team to identify this opportunity and engage a preconstruction team to work through the design process and expedite construction. The project team has worked with the DDA Environment Action Group to explore further phasing and cost savings options. At its April 2013 meeting, the Environment Action Group approved a phasing plan for implementation. Mr. Larson added that the contract is being amended because of investments that are happening around Monroe Center such as the Kendall Building renovation. The DDA would like to demonstrate to the Steering Committee and private partners its commitment to help to move the park forward in a timely manner. This is a great opportunity to show our commitment on being able to move quickly on projects as well.

Ms. Dunn asked for clarification of the funds needed for this project. Mr. Larson responded that the Environment Action Group broke out the phases and in this fiscal year the group would take \$300,000 to move forward with the design out of the existing budget. What remains on this project will be pushed to next fiscal year which will require \$575,000 in additional funds. Mr. Larson shared that in the June DDA Board meeting, there will be a line item for FY 14 in regards to this project. The overall DDA exposure would be approximately \$300-400,000, which is on top of what is captured from the Brownfield TIF. An option could be putting the Brownfield TIF capture towards Veterans Park next year. New dollars from the Brownfield TIF over the next few years would be approximately \$700-800,000. Ms. Hillary asked for clarification on the \$700-800,000. Mr. Larson explained how the Brownfield TIF works and reiterated that the monies have to be put towards improvements in Veterans Park. Mr. Talen contributed that when the engineers reviewed the figures, they would actually be able to realize \$300,000 less in costs. Mr. Larson said that he expects that this could happen through the design development process. Mr. Harris added that this is an important area of development within the downtown.

Motion: Jim Talen, supported by Jane Gietzen, moved to approve the Monroe Center Ph.3 & Monument Park Contract Amendment which states that O'Boyle, Cowell, Blalock and Associate (OCBA) provide design architectural/engineering services in connection with Monument Park improvements as part of their as-needed architectural services agreement to the City. Motion carried unanimously.

8. Authorize Local Share for Grand Rapids / Indiana Railroad Bridge

Mr. Larson presented information about the Grand Rapids / Indiana Railroad Bridge and shared that the DDA Board has to offer consent as the local match on this project. A routine action is required to mobilize those funds. Essentially, the DDA Board is being asked to reaffirm the commitment of what was previously agreed upon. The timing of the construction would begin roughly around June 1st with anticipated completion before ArtPrize. Due to the timing of this project, the funds will be distributed between two fiscal years.

Mr. Larson shared that the same scenario is true for the Ionia Streetscape Enhancement Infrastructure, but that two motions will have to be made.

Mayor Heartwell asked what happens if there is a surplus of money after the project is completed. Mr. Larson responded that the residual funds would go back into the DDA funds and that the enhancement grant money would be used first.

Motion: Jane Gietzen, supported by Elissa Hillary, moved to authorize the DDA's share of estimated expenditures in the amount of \$716,952 for the Grand Rapids / Indiana Railroad Bridge. Motion carried unanimously.

9. Authorize Local Share for Ionia Streetscape Enhancement Infrastructure

A discussion was had concurrently during the discourse of the Grand Rapids / Indiana Railroad Bridge agenda item.

Motion: Mayor Heartwell, supported by Kayem Dunn, moved to authorize the DDA's share of estimated expenditures in the amount of \$325,000 to be included in the DDA FY14 budget for the Ionia Streetscape Enhancement Infrastructure (Downtown Market). Motion carried unanimously.

10. Authorize Contract Execution for Bicycle Marketing Program

Mr. Kelly requested authorization for the Executive Director to enter into a contract with Plenty Creative to create marketing materials for biking in the downtown. This request stems from a bicycle working group which identified biking as a priority. The task force determined that a graphic designer could aide in the creation of a marketing program. The group solicited bids and three proposals were received. Plenty Creative was chosen to create a logo, map, signage, an ad campaign, and promotional items such as t-shirts and bumper stickers. The cost of the marketing effort is not to exceed \$10,000. The goal is to educate the community on new bicycle facilities that are being installed in June. Ms. Hillary asked if the \$10,000 includes the promotional items or just the designing of the marketing materials. Mr. Kelly said the \$10,000 covers only the design portion. Ms. Dunn asked if the materials will be ready by early June. Mr. Kelly responded yes. Ms. Gietzen asked if the group will be pushing the material electronically. Mr. Kelly

responded yes, the marketing material will be housed online on the DDA social media pages, website, and other places. Mr. Harris asked if the task force would exist beyond the marketing campaign, or just for this particular project. Mr. Kelly said the group was formed out of the Action Groups and was tasked with only this project. The idea is that the initiative could grow and other community partners could keep the momentum going. Mr. Harris asked if the biking community is part of the listening posts area of the new DGRI organizational model. Mr. Larson responded yes and that DGRI hopes to have a relationship with the biking community.

Mr. Larson shared that since the Parking Commission generously opened some of the on street parking spots for bike corrals and the addition of new bicycle infrastructure, knowledge sharing of how we promote safe biking and how to appropriately use the bike infrastructure will be beneficial to the entire community. The bike initiatives ideally do not live with the DDA long-term and hopefully this will translate into a city wide endeavor in which the community continues to work together. The DDA is happy to play a leadership role on this project and is optimistic about the results.

Mr. Talen asked how we might measure the return on investment on all of the new bicycle infrastructure and added that one way may be to work with the Bicycle Coalition to monitor usage of the corrals and racks. Mr. Harris encourages that return on investment is considered and would like to see data on this project in the future. Mr. Winn asked who is being targeted for the bike marketing materials. Mr. Kelly responded that local shops, downtown businesses, adjacent neighborhoods, and upcoming events are all being targeted for distribution of the marketing materials. Ms. Gietzen contributed that there is a biking event coming up and Mr. Kelly said that the group would be cross promoting at that event.

Mr. Pratt added that asset maintenance is a key part of this project as well and encouraging bicyclists to use the bike infrastructure is necessary to maintain other investments within the downtown. Ms. Dunn asked who is going to pay for the printing of the materials and Mr. Kelly responded that there are additional funds in FY 14 and that the waiving of the hooding fees from the Parking Commission will be used for this purpose as well.

Motion: Kayem Dunn, supported by Jane Gietzen, moved to approve the DDA Executive Director with authorization to enter into a contract, subject to review by DDA legal counsel, with Plenty Creative for development of a marketing campaign to promote bicycling in Downtown. Motion carried unanimously.

11. Recommendation to Adopt Bidding and Purchasing Policy

Mr. Harris shared that Mr. Larson and he have discussed organizational agility and how to create faster efficiencies. Mr. Larson created a proposal to allow some freedom of movement in order to keep projects moving forward. Mr. Larson shared that this proposal would allow staff to move faster on projects while using transparency and a

bidding process. Mr. Larson shared that at times staff finds itself under time pressures and that under this policy; the Executive Director would be able to execute some of the smaller contracts that fall within the budgetary line items. Several of the conversations happen at the Action Group level, and this policy allows the execution of contracts with the understanding that there would be a process to follow. Dr. Falb asked what the current purchasing policy is and Mr. Larson responded that there is not a clear purchasing policy currently. Dr. Falb said it seems more than appropriate that there should be a bidding and purchasing policy in place. Mr. Winn asked what the difference between bidding and getting quotes is. Mr. Larson responded that if we release an RFP, we gather bids from whomever chooses to respond, but when we obtain quotes, we are contacting vendors directly. Ms. Tuuk asked how this policy relates to other similar organizations. Mr. Larson replied that DDA legal counsel has assisted him in creating this policy and that it relates to other similar organizations. Dr. Falb asked if there's been any consideration to include Local First in the bidding policy. Mr. Wendt pointed out a provision that addresses a local preference. Ms. Hillary added that there's not a definition of what that means. Ms. Dunn said she read this policy very carefully because of her history with the DDA and background with non-profits and thinks that this purchasing policy makes sense. Ms. Gietzen encouraged the group to revisit this policy sporadically and was surprised there wasn't something like this in place before. Mayor Heartwell contributed that the City makes sure to use vendors that have a diverse workforce and he would be interested in revisiting this policy to see how the limits are working. Mr. Larson added that it may be beneficial to think about a bidding and purchasing policy for all of our expenditures, not just the small ones. Ms. Gietzen said Grand Rapids Public Schools has a purchasing policy that may be helpful to see. Ms. Tuuk added that overall diversification should be considered. Mr. Talen asked why staff would bring things to the Board if there wasn't a purchasing policy in place. Mr. Larson responded that the Executive Director doesn't have contract authority and that the Executive Director needs to get the Board's permission to initiate any contract. Mr. Larson added that it's situations like the Bicycle Marketing Program, which is on a tight timeline, which presents an opportunity to have this conversation. Mr. Winn asked who is charged with monitoring this policy. Ms. Dunn said the Board is responsible for monitoring it by viewing the financial reports. Mr. Larson contributed that he is also responsible as the DDA Executive Director as well as the DDA Treasurer who would ensure that staff is following the processes. Mr. Harris said that it is also his responsibility as DDA Board Chair and that this is the first of many policies that will be coming in front of the Board due to the creation of Downtown Grand Rapids Inc. Mr. Harris may create a subcommittee to review this policy on an annual basis. Mr. Wendt supports the technicality of this policy and said that it's not unusual to have this sort of policy in place for organizations like the DDA.

Motion: Kayem Dunn, supported by Jane Gietzen, moved to approve the DDA Bidding and Purchasing Policy effective May 8, 2013, to be reviewed one-year after date of adoption. Motion carried unanimously.

12. Recommendation for One-Year Option Agreement for Area 1

Mr. Larson shared that we are receiving a tremendous amount of interest in building upon the DDA owned sites south of the Arena. The Arena South Visioning Project helped to articulate the vision for that area and how that vision can be accomplished through development. The DDA listed the parcel known as “Parking Area One” with the Commercial Alliance of Realtors for thirty days as well as through MLive and announced it publicly at the April 5, 2013 DDA Board meeting. A response from Arena Place, LLC was received. Arena Place is a local development team with tremendous amounts of experience. Ms. Gietzen asked if the development will fit into the Arena South Visioning Plan. Mr. Larson replied that the DDA owns the land and if the project doesn’t conform to the Visioning Plan then we do not have to sell it. Mr. Wendt added that the key to transactions such as this are developer agreements which require very specific requirements as well as preliminary plans and final plans which all have to be approved. Mayor Heartwell contributed that the proposed development seemed to be in line with the Visioning Plan and he is pleased with the proposed development. **Ms. Hillary asked for more information about the various areas behind the Arena. Mr. Wendt replied that Area 5 is owned by the City and Areas 1 and 4 are owned by the DDA. A decision was made to offer Area 5 for proposals and what the City and the DDA agreed to was to switch the properties in order to enter into an option agreement. The City would be reimbursed the fair market value of Area 5. The City Commission was aware the DDA was going to list this property for proposals. The cost of the option is \$50,000 and we’ve increased the option price at the Mayor’s urging and any costs that are incurred are applied against the \$50,000 and anything remaining goes towards the purchase price. The risk of upfront cost to develop is born by the optionee. Ms. Hillary thanked Mr. Wendt for the explanation.

Motion: Mayor Heartwell, supported by Jim Talen, moved to approve entering into a one-year option agreement with Arena Place Development, LLC under the terms specified in the listing and as described in the accompanying resolution and authorize staff to work with said development team in advancing a formal development agreement that will return to the DDA Board of Directors for final approval. Motion carried unanimously.

13. FY 14 Budget / Priority Plan Preview

Mr. Larson presented the FY 14 Budget / Priority Plan. The budget preview includes specific priorities from the FY 13 DDA Priority Plan that are carried forward and reflects emerging priorities from the community including partners, social media interactions, steering committees, specific task forces, staff, and action group members. The preview also is reorganized from the three Action Groups to the new DGRI Alliances model. Some new programs and projects include contributions towards the Downtown Plan, Arena South Implementation, Bridge St. Streetscape, Downtown Ambassador Program, Transportation Demand Management Programs, Stakeholder Engagement Programs,

Division Avenue Task Force recommendations, Downtown Workforce Programs. Holiday décor, DGRI Event Production, Diversity / Inclusion Programming, and a State of Downtown Event.

Ms. Dunn asked if the new programs are consistent with the strategic planning for DGRI. Mr. Larson responded that yes, the new programs and projects align with all of DGRI's goals as well as the Action Group's goals and the DDA Framework Plan. Mr. Larson added that there are thirteen new programs and that including various community partners to contribute towards some of the new programs and projects will be considered. Mr. Talen asked if the budget will be presented in a multi-year format and asked where the State St. and Wealthy St. projects fell into the budget. Larson responded that infrastructure projects that take multi-years did not fall off the budget, but that they remain in fiscal years 15 or 16. Some projects revolve around the cycle of the City of Grand Rapids, but both the State St. and Wealthy St. projects are within the five-year priority plan.

Mayor Heartwell added that the DDA Board was incredibly wise to hire Mr. Larson and commended Mr. Larson on bringing energy, innovation, and inclusiveness to the DDA. Mr. Harris agreed with Mayor Heartwell and thanked Ms. Dunn for her work on finding Mr. Larson throughout the search for an Executive Director. Mr. Harris also shared that Ms. Dunn and himself conducted a performance review on Mr. Larson in which he will update the Board on in the June meeting. Mr. Harris ended by saying that he measured the FY 14 Budget priorities against the DDA Framework Plan and that these programs and projects fit well within the plan. Mr. Harris encourages Board members to contact Mr. Larson to share any additional thoughts or ideas for the FY 14 budget.

14. Executive Director's Report

Mr. Larson shared an update with the Board.

- Mr. Larson shared that DDA Project Manager, Tim Kelly, was published in the IDA (International Downtown Association) newsletter for his article about 'parklets'. This was an excellent way to showcase the talent the DDA has on staff to sister communities across the country. Mr. Larson also shared that creating parklets within the downtown is being explored and some collaborations with other city departments would be beneficial to discussing the installation and maintenance of the parklets. These parklets may be a public space or those that are extensions of restaurants for sidewalk dining. The DDA sponsored Build a Better Block: State St. is going to have examples of what these parklets may look like. The Build a Better Block weekend is May 18-19, 2013.
- Mr. Larson shared that a Downtown Grand Rapids Inc. teaser campaign is being rolled out in the near future through billboards, ad placements, and other means.

The goal is to make the community aware of the upcoming changes and the creation of DGRI as a place for them to be involved in the building of their downtown. This effort was a true collaboration of staff between the DDA, Downtown Alliance, and Office of Special Events, all of which will be housed in the same office in July 2013. There is also a logo and branding effort being managed by Kantorwassink and the goal is to have the project completed in approximately eight weeks.

- Mr. Larson shared that the Jeffrey Tumlin lecture was a great success and there were approximately one hundred people that came out for the event. The DDA plans to have three to four more of these speaker series events and has been working with PR counsel at Wondergem to bring in some rock star speakers to Grand Rapids. The speaker series will allow the community to gain more knowledge and be able to be part of some higher level conversations about the downtown.
- The Blue Bridge construction will begin sometime around June 1st with construction to be complete before ArtPrize. The Blue Bridge will be closed throughout this time to expedite the renovation.
- Mr. Larson shared that the DGRI implementation is ongoing and that all operative partners have approved the organizational model including the Downtown Improvement District, the Downtown Alliance, and the DDA. The MNTIFA will be making a decision to be a part of the new organizational structure at the June TIFA meeting.

The lease for the office space is not signed, but the goal is to be in the new space in July. The Action Group models are winding down, with the Environment and Experience Action Groups' last meetings being conducted in June. All action group members and all Board members will be reconstituted into the new DGRI organizational model.

Ms. Gietzen added that it's been amazing to watch DGRI come to fruition and she is very excited about all the great work being done.

15. Public Comment

None.

16. Board Member Discussion

Mr. Harris thanked Ray Kisor for his involvement in finding Downtown Grand Rapids Inc. a new home and for his contributions towards the lease development.

17. Adjournment

The meeting adjourned at 10:04 a.m.

MEMORANDUM

CITY OF GRAND RAPIDS • DOWNTOWN DEVELOPMENT AUTHORITY

Agenda Item 3.
June 12, 2013
DDA Meeting

DATE: June 6, 2013

TO: Brian Harris
Chairman

FROM: Jana M. Wallace 
Downtown Development Authority Treasurer

SUBJECT: Financial Statements as of May 31, 2013

Attached are the FY2013 financial statements for the eleven months ended May 31, 2013.

The attached statements include:

Statement A: Balance Sheet

Statement B: Comparison of FY2013 Year to Date Budget vs Actual Results

Statement C: Statement of Project Expenditures

Statement D: Schedule of May, 2013 Expenditures

The DDA agreed to rebate a portion of captured revenues to those units who did not choose to "opt out" of Districts I, J, and K when those districts were added to the DDA's capture boundaries beginning with 2008. 5% tax increment revenue rebates were remitted to the Interurban Transit Partnership and the City of Grand Rapids for FY2012 and FY2013. In addition, a check was issued to Grand Rapids Public Schools in the amount of \$1,492,321.11 as a preliminary FY2013 rebate. The City and ITP rebates are shown as negative revenues on Statement B.

Otherwise, expenditures continue to trend lower than expected. The Authority has sufficient cash to meet 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

May 31, 2013

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 4,019,207	\$ 2,936,738	\$ 5,306,678	\$ 12,262,623
Petty Cash	-	-	200	200
Debt Service Reserve Fund	-	5,395,922	-	5,395,922
Accounts Receivable	9,570	-	-	9,570
Loan Receivable - Project Developer	898,848	-	-	898,848
Loan Receivable - Special Assessments	22,104	-	-	22,104
General Fixed Assets	-	-	90,371,575	90,371,575
Future Tax Increment Revenues Anticipated	-	33,805,476	266,250	34,071,726
TOTAL ASSETS	\$ 4,949,729	\$ 42,138,136	\$ 95,944,703	\$ 143,032,568
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ -	\$ -	\$ 52,362	\$ 52,362
Parking Revenue Payable	9,175	-	-	9,175
Project Increment Due to Developers	-	-	47,216	47,216
Due to Other Governmental Units	-	3,318,364	-	3,318,364
Debt Increment Reimbursement Payable	-	1,028,308	-	1,028,308
Deposit - Area 5 Option to Buy	50,000	-	-	50,000
Net Retiree Health Care Obligation ¹	-	-	(6,120)	(6,120)
Prior Year Property Tax Appeals	-	326,908	177,013	503,921
Deferred Revenue - Developer Loan	898,848	-	-	898,848
Contract Payable	-	-	266,250	266,250
Bonds Payable	-	33,805,476	-	33,805,476
TOTAL LIABILITIES	958,023	38,479,056	536,721	39,973,800
Fund Balance / Equity:				
Investments in General Fixed Assets	-	-	90,371,575	90,371,575
Non-Tax Increment Reserve	3,387,452	-	-	3,387,452
Reserve for Authorized Projects	-	-	4,805,336	4,805,336
Reserve for Brownfield Series 2012 Bonds	500,144	-	-	500,144
Reserve for Compensated Absences	-	-	17,970	17,970
Reserve for Eligible Obligations	-	265,000	-	265,000
Reserve for Encumbrances	104,110	-	213,101	317,211
Reserve for Long-Term Lease	-	3,394,080	-	3,394,080
TOTAL FUND EQUITY	3,991,706	3,659,080	95,407,982	103,058,768
TOTAL LIABILITIES & FUND EQUITY	\$ 4,949,729	\$ 42,138,136	\$ 95,944,703	\$ 143,032,568

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.

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STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2013 Budget vs Actual Results Year to Date for July 1, 2012 - May 31, 2013

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 7,940,245	\$ 7,995,104 ¹	\$ 4,120,400	\$ 4,128,930 ¹
Property Tax Increment - Transit Millage	-	-	-	-	380,760	380,760
Property Tax Increment - Prior Year Appeals	-	-	(100,000)	(288,115)	(50,000)	(32,425)
Property Tax Increment - Rebates to City / ITP	-	-	-	-	(129,372)	(218,350)
Special Assessments	20,000	1,805	-	-	32,000	215,951
Brownfield Authority - Grandville Avenue	-	-	-	-	39,518	39,518
Brownfield Authority - Veteran's Park	-	-	-	-	100,000	-
Grant - Michigan Dept of Transportation	-	-	-	-	250,000	-
Interest on Investments - General	38,030	16,206	5,000	13,319	88,634	54,191
Interest on Investments - The Gallery Note	40,448	-	-	-	-	-
Downtown Market Reimburse Site Costs Incurred	-	-	-	-	150,000	150,000
Miscellaneous Fees / Reimbursements	-	9,570	-	-	4,000	60,029
Property Rental - DASH Parking Lots	162,000	160,385	-	-	-	-
Property Rentals - Other	60,498	48,560	-	-	-	-
From / (To) Fund Balance	414,024	-	(5,000)	-	2,040,884	-
TOTAL REVENUES	\$ 735,000	\$ 236,526	\$ 7,840,245	\$ 7,720,308	\$ 7,026,824	\$ 4,778,604
EXPENDITURES						
Economy						
Cash Financed Projects	\$ -	\$ -	\$ -	\$ -	\$ 1,935,000	\$ 986,242
Debt Financed Projects - Principal / Interest	-	-	-	-	385,763	307,631
Economy Action Group Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ 2,320,763	\$ 1,293,873
Environment						
Cash Financed Projects	\$ -	\$ -	\$ -	\$ -	\$ 3,506,729	\$ 733,254
Debt Financed Projects - Principal / Interest	-	-	5,474,475	5,467,850	124,332	49,582
Environment Action Group Sub-Total	\$ -	\$ -	\$ 5,474,475	\$ 5,467,850	\$ 3,631,061	\$ 782,836
Experience						
Cash Financed Projects	\$ 734,000	352,345	\$ -	\$ -	\$ 275,000	\$ 76,624
Total Action Group Project Expenditures	\$ 734,000	\$ 352,345	\$ 5,474,475	\$ 5,467,850	\$ 6,226,824	\$ 2,153,333
Administration	1,000	924	-	-	800,000	502,029
Estimated Capture to be Returned	-	-	2,365,770	1,492,321	-	-
TOTAL EXPENDITURES	\$ 735,000	\$ 353,269	\$ 7,840,245	\$ 6,960,171	\$ 7,026,824	\$ 2,655,362
EXCESS / (DEFICIT)	\$ -	\$ (116,743)	\$ -	\$ 760,137	\$ -	\$ 2,123,242

Note 1: Budgeted, negative IFT revenues will be distributed later in the fiscal year.

ddastmls-may13.xls jmw 06062013

STATEMENT C
DOWNTOWN DEVELOPMENT AUTHORITY
Statement of Current Project Expenditures
As of May 31, 2013

Project Title	Project Budgets		EXPENDITURES			Available Budget
	%	Cost	Month	Fiscal Year	All Years	
Areaway Fill Program (ARIP)		\$ 35,000 ^{1,2}	\$ -	\$ -		\$ 35,000
Building Re-use Incentive Program (BRIP)		600,000 ^{1,2}	91	59,850		540,150
Development Project Reimbursements		950,000 ^{1,2}	51,930	801,824		148,176
Downtown Market Administrative Costs		-	6,604	13,060	14,569	(14,569)
Economic Development / Retail Support		105,000 ^{1,2}	1,729	53,729		51,271
Economy - Miscellaneous		50,000 ^{1,2}	5,259	11,039		38,961
Other Framework Plan Priorities		25,000 ^{1,2}	-	-		25,000
Retail Merchandising Plan		100,000 ^{1,2}	-	33,800		66,200
Retail Support Program		30,000 ^{1,2}	-	12,940		17,060
Streetscape Improvement Incentive Program		25,000 ^{1,2}	-	-		25,000
Sub-Total Economy Support	11.89%	\$ 1,920,000	\$ 65,613	\$ 986,242	\$ 14,569	\$ 932,249
Accessibility and Mobility Repairs		15,000 ^{1,2}	-	-		15,000
Bicycle Friendly Improvements		60,000	-	-		60,000
Cherry Street 2 - Commerce to Division		742,000	-	3,083	712,908	29,092
Environment / Infrastructure - Miscellaneous		50,000 ^{1,2}	6,250	21,482		28,518
Fulton St - Division Ave to the Grand River		680,000	-	136,376	624,779	55,221
GR/Indiana Railroad Bridge Capital Repairs		900,000	6,791	28,533	8,249	891,751
Grand River Recreation Improvements		650,000	-	-	32,435	617,565
Grandville Avenue 3 - Oakes to Weston		1,050,000	-	4,379	745,006	304,994
Ionia Ave 9 - Buckley St to Wealthy St		475,000	-	-	356,063	118,937
Jefferson Avenue - Cherry St to Fulton St		395,000	-	-	-	395,000
Lyon Square Reconstruction		655,000	-	52	90,463	564,537
Monroe Center - Phase 3		350,000	-	92,629	60,919	289,081
Oakes Street 1 - Market to Ottawa		1,700,000	-	181,478	1,397,223	302,777
Public Transit Millage Improvements		2,693,735	18,750	41,580	1,485,358	1,208,377
River Edge - South of Fulton		650,000	-	-	-	650,000
Riverfront Trails / Whitewater Management		25,000 ^{1,2}	-	-		25,000
Seward Avenue Extension		1,093,000	-	13,289	1,076,078	16,922
Sixth Street Bridge Capital Repairs		480,000	-	192,053	345,931	134,069
Traffic Circulation & Parking Plan		250,000	4,924	18,320	73,362	176,638
Urban Recreation Plan		25,000 ^{1,2}	-	-		25,000
Sub-Total Environment Support	80.10%	\$12,938,735	\$ 36,715	\$ 733,254	\$ 7,008,774	\$ 5,908,479
ArtPrize Support		20,000 ^{1,3}	-	20,000		-
Bridge Lighting Operations		15,500 ^{1,3}	-	-		15,500
Downtown Marketing		100,000 ^{1,2}	6,000	71,625		28,375
Downtown Marketing		100,000 ^{1,3}	-	65,625		34,375
Experience - Miscellaneous		25,000 ^{1,2}	5,000	5,000		20,000
Experience - Miscellaneous		51,000 ^{1,3}	2,000	44,800		6,200
Project and Fixed Asset Maintenance		75,000 ^{1,3}	-	12,743		62,257
Public Safety Enhancements Downtown		40,000 ^{1,3}	-	17,039		22,961
Restaurant Week Sponsorship		25,000 ^{1,3}	-	25,000		-
Riverwalk Maintenance		10,000 ^{1,3}	-	-		10,000
Riverwalk Wayfinding Sign System		40,915	-	-	25,915	15,000
Rosa Parks Circle Skating Operations		42,000 ^{1,3}	-	6,511		35,489
Skywalk Wayfinding Sign Improvements		179,842	-	-	19,842	160,000
Snowmelt System Repairs / Investigation		214,140	-	-	164,140	50,000
Special Events - Grants		50,000 ^{1,3}	-	-		50,000
Special Events - Office of		104,000 ^{1,3}	-	52,000		52,000
Street Trees Maintenance Program		20,000 ^{1,3}	-	-		20,000
Ticketed Events - Police Services		80,000 ^{1,3}	31,552	67,108		12,892
Wayfinding Sign Maintenance		100,000 ^{1,3}	9,176	41,518		58,482
Winter Avenue Building Lease		2,500 ^{1,3}	-	-		2,500
Sub-Total Experience Support	8.02%	\$ 1,294,897	\$ 53,728	\$ 428,969	\$ 209,897	\$ 656,031
TOTAL	100.00%	\$16,153,632	\$ 156,056	\$ 2,148,465	\$ 7,233,240	\$ 7,496,759

Note 1: Current year (FY2013) budget only.

Note 2: Paid from local tax increment.

Note 3: Paid from non-tax funds.

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures
May, 2013

Source	Vendor	Purpose / Project	Description	Amount
Debt	U.S. Bank Corporate Trust	DDA Series 1994 Bonds - Van Andel Arena	Annual interest payment	\$ 2,721,031.20
Debt	U.S. Bank Corporate Trust	DDA Series 1994 Bonds - Van Andel Arena	Annual principal payment	998,968.80
Local	Huntington Bank-Bridgewater Condos	Development Project Reimbursements	Winter 2012 reimbursement	23,079.28
Local	HP3 LLC / J.W. Marriott Hotel	Development Project Reimbursements	Winter 2012 reimbursement	18,987.45
Local	City Treasurer - Parking Services	Public Transit Millage Improvements	DASH North Shuttle - December/January/February	18,750.00
Non Tax	City Treasurer - Police Department	Ticketed Events - Police Services	Pedestrian safety - March 2013	16,192.02
Non Tax	City Treasurer - Police Department	Ticketed Events - Police Services	Pedestrian safety - February 2013	15,071.70
Local	City of Grand Rapids	Administration	Staff services - May 2013	10,511.24
Local	Fishbeck, Thompson, Carr & Huber	GR/Indiana Railroad Bridge Capital Repairs	Design engineering services 12/22/2012-03/15/2013	6,761.06
Local	Dickinson Wright PLLC	Downtown Market Administrative Costs	Legal services - Downtown Market March 2013	6,604.80
Non Tax	City Sign Erectors of West Michigan	Wayfinding Sign Maintenance	Sign repairs - 06/30/2011-09/30/2012	6,251.00
Local	Community Media Center	Downtown Marketing	"The Rapidian" underwriting - 06/04/13-06/04/14	6,000.00
Local	West Michigan Env Action Council	Environment / Infrastructure - Miscellaneous	State St Build-A-Better Block support - May 2013	5,000.00
Local	West Michigan Env Action Council	Economy - Miscellaneous	State St Build-A-Better Block support - May 2013	5,000.00
Local	West Michigan Env Action Council	Experience - Miscellaneous	State St Build-A-Better Block support - May 2013	5,000.00
Local	38 Commerce LLC	Development Project Reimbursements	Winter 2012 reimbursement	3,636.63
Local	Wondergem Consulting	Administration	Public relations - 04/1-04/15/2013	3,548.00
Non Tax	Williams & Works	Wayfinding Sign Maintenance	Sign maintenance - 01/01-03/02 2013	2,925.08
Local	Wilbur Smith Associates	Traffic Circulation & Parking Plan	Revision Division - services 01/27/13-02/23/13	2,723.06
Local	City Treasurer - Budget Office	Administration	Support services allocation - May 2013	2,656.00
Local	Two West Fulton LLC	Development Project Reimbursements	Winter 2012 reimbursement	2,310.54
Local	Wilbur Smith Associates	Traffic Circulation & Parking Plan	Revision Division - services 01/01/2012-10/27/2012	2,201.03
Non Tax	GR-KC Convention / Arena Authority	Experience - Miscellaneous	Comm Engagemt Receptn support - March 2013	2,000.00
Local	Hopson Flats LLC	Development Project Reimbursements	Winter 2012 reimbursement	1,737.32
Local	201 Monroe Avenue LLC	Development Project Reimbursements	Winter 2012 reimbursement	1,687.92
Local	Priority Health	Administration	Health Insurance - May 2013	1,658.73
Local	City Treasurer - Info Technology	Administration	Computer access & support - May 2013	1,398.75
Local	Wondergem Consulting	Administration	Public relations - 04/16-04/30/2013	1,356.50
Local	Dickinson Wright PLLC	Administration	Legal services - sale of lot 1 March 2013	1,257.60
Local	Landscape Forms, Inc	Environment / Infrastructure - Miscellaneous	Replacement bench	1,250.00
Local	Fifth Third Bank - Procurement Card	Administration	K. Larson - travel and training expenses	1,164.72
Local	Fifth Third Bank - Procurement Card	Economic Development / Retail Support	Arena South Visioning Project meeting expenses	1,098.48
Local	Dickinson Wright PLLC	Administration	Legal services - misc matters March 2013	991.80
Local	Dickinson Wright PLLC	Administration	Legal services - Fulton Property Holdings March 20	984.60
Local	City Treasurer - Parking Services	Administration	Parking - Exec Director/Office Mng/Proj Mngs - May	631.00
Local	Elwood Staffing Services Inc	Administration	K. VanDriel - week ending 05/05/2013	577.86
Local	Empress Productions	Economic Development / Retail Support	Jeffrey Tumlin presentation video May 2013	540.00
Local	City Treasurer - Risk Management	Administration	General insurance - May 2013	502.00
Local	Elwood Staffing Services Inc	Administration	K. VanDriel - week ending 05/12/2013	440.06
Local	American Planning Association	Administration	APA and AICP Membership-Tim Kelly	430.00
Local	Owen-Ames-Kimball	Development Project Reimbursements	Winter 2012 reimbursement	377.46
Local	Elwood Staffing Services Inc	Administration	K. VanDriel - week ending 04/28/2013	337.82
Non Tax	City Treasurer - Police Department	Ticketed Events - Police Services	Pedestrian safety - November 2012 not previously in	288.76
Local	M-Live Media Group	Administration	Public notice 04/07/2013 - sale of Area 1	258.80
Local	Fifth Third Bank - Procurement Card	Administration	Mary Sierawski - professional development	160.00
Local	TGG Inc. / The SBAM Plan	Administration	Life insurance premiums 03/01-06/01 2013	155.40
Local	TGG Inc. / The SBAM Plan	Administration	Dental insurance premiums 06/01-07/01 2013	114.13
Local	68 Commerce LLC	Development Project Reimbursements	Winter 2012 reimbursement	114.12
Local	Integrity Business Solutions	Administration	Office supplies	103.18
Local	Fifth Third Bank - Procurement Card	Administration	International Downtown Association publication	100.00
Local	Dickinson Wright PLLC	Building Re-use Incentive Program (BRIP)	Legal services - 50 Louis LLC proj March 2013	91.00
Local	Dickinson Wright PLLC	Economic Development / Retail Support	Legal services - Arena South Visioning March 2013	91.00
Local	AT & T Mobility	Administration	Exec Director cell phone - 03/26-04/25/2013	78.12
Local	Adams Remco	Administration	Copier base rental - 05/11-06/11/2013	53.75
Non Tax	Fifth Third Bank - Procurement Card	Administration	Meeting expense	32.50
Local	Adams Remco	Administration	Copier - black & white copies - 04/27-05/27/2013	27.28
Local	Fifth Third Bank - Procurement Card	Administration	Board meeting expense	20.13
MAY, 2013 EXPENDITURES				\$ 3,905,299.68

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

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: June 7, 2013

TO: DDA Board

FROM: Tim Kelly, AICP
Project Manager



Agenda Item #4
June 12, 2013
DDA Meeting

SUBJECT: Request Authorization to Purchase an Outdoor Movie Screen and Related Accessories to Screen Outdoor Films in Downtown Grand Rapids

The Downtown Development Authority (DDA) Framework Plan identifies promotion of outdoor recreation as a priority for creating a vibrant and inviting Downtown Grand Rapids. To that end, in 2012 members of the DDA's Environment Action Group formed the Urban Recreation Task Force (Task Force). The goal of the Task Force was to identify and prioritize urban recreation opportunities Downtown and provide recommendations to the DDA for implementation.

Based on surveys and discussions with community stakeholders, the Task Force has identified a set of short and long-term priorities. The short-term priorities focus on tangible investments in equipment to help activate underutilized amenities in Downtown. The long-term priorities focus on engaging the community in planning efforts to create additional recreation facilities. The priorities are as follows:

Short Term Priorities

- Purchase an outdoor movie screen to enable screening of outdoor films;
- Provide improved signage and drinking fountains along the Grand River trail to encourage walking, jogging, and cycling.

Long Term Priorities

- Identify a location and complete the planning and design process for a Downtown skate park;
- Identify a location and complete the planning and design process for an off-leash Downtown dog-park.

In response to these priorities, staff is seeking authorization to purchase an outdoor movie screen and related accessories in the amount of \$55,000 to meet the recommendations of the Task Force. Funding will be provided from the urban recreation line item in the FY 2013 Priority Plan. The Grand River signage and skate park planning are part of the FY 2014 Priority Plan being considered. The Downtown dog park will be considered in future years.

The screen will provide an opportunity for movies to be screened at a variety of Downtown locations, including some areas frequently overlooked from a recreation standpoint. Additionally, both Friends of Grand Rapids Parks and Celebration Cinemas have expressed

interest in collaborating with the DDA to provide unique programming opportunities. Given these realities, and based on the overwhelming support demonstrated via social media outreach, community surveys, and events such as Build a Better Block, staff is confident the movie screen will be successful bringing additional audiences Downtown.

In recognition of the DDA's recently approved purchasing policy, three quotes have been received from qualified vendors. Given the specialized nature of the screen and accessories staff is seeking approval to complete the purchase with the vendor that is capable of supplying the highest quality product.

Recommendation: Authorize the Executive Director to purchase an outdoor movie screen and related accessories for an amount up to \$55,000 to further the goals of urban recreation in Downtown.

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: June 6, 2013

TO: Kristopher Larson, AICP
Downtown Development Authority
Executive Director

FROM: Mark A. De Clercq, P.E.
City Engineer

MAD

SUBJECT: Reconstruction of Jefferson Avenue from Cherry Street to Fulton Street and Weston Street from LaGrave Avenue to Jefferson Avenue and Improvements in Washington Street from Jefferson Avenue to 175' East (BRT Route)

This project consists of reconstruction of Jefferson Avenue and Weston Street within the limits shown, including combined sewer separation, sanitary sewer and water main replacement, concrete sidewalk, brick parkway pavers, trees, ADA ramps, bike lane signage and striping, ornamental street lighting, benches, bike racks and combined sewer separation in Washington Street from Jefferson Avenue to 175' East. The project will include bike lanes on Jefferson Avenue and bike sharrows on Weston Street. Jefferson Avenue will be part of the Silver Line Bus Rapid Transit Route.

Bids were received on May 16, 2013, for the above-captioned project. The engineer's estimate is \$1,379,857 and Nagel Construction, Inc. (Nagel) submitted a bid of \$ 1,257,157.15 (low discounted bid of \$ 1,194,299.29). Nagel will be utilizing a firm from the Micro-Local Business Enterprise (MLBE) and Veteran-Owned Small Business approved list in an amount of \$227,708 to complete the work on this project. Reference the attached Equal Business Opportunity - Construction Worksheet regarding the applicable bid discounts for this project.

Total expenditures (\$1,674,000) required for this project, which includes the construction contract, materials testing, public information program, engineering/inspection/administration, and an approximate twelve percent allowance for contingencies, are being financed by the Sewer System Fund (\$502,000), Water System Fund (\$424,000), and the Downtown Development Authority (\$748,000).

At their meeting on May 28, 2013, the City Commission awarded the construction contract and authorized total expenditures in an estimated amount of \$1,674,000. The City's authorization of project costs was contingent upon the Downtown Development Authority's approval of their share of costs for the project. The Downtown Development Authority's estimated share of overall project costs is generally for a share of the reconstruction/improvement of the streets, concrete sidewalk, brick parkway pavers, trees, ADA ramps, bike lane signage and striping, ornamental street lighting, benches, and bike racks.

RDV/meg

cc: Greg Sundstrom
Eric DeLong
Joellen Thompson
Mike Lunn
Wayne Jernberg
Chuck Schroeder
Chris Zull

T:\CD13\DDA\Jefferson-Weston
061213 #11035

SUMMARY OF ESTIMATED COSTS

for

Reconstruction of Jefferson Avenue from Cherry Street to Fulton Street and Weston Street from LaGrave Avenue to Jefferson Avenue and Improvements in Washington Street from Jefferson Avenue to 175' East (BRT Route)

Funding Source(s)

	<u>Currently Approved</u>	<u>Budget Request(s)</u>	<u>Revised Project Estimate</u>
Sewer System Fund	\$502,000.00	0.00	\$502,000.00
Water System Fund	424,000.00	0.00	424,000.00
Downtown Development Authority	748,000.00	0.00	748,000.00
Total Project Cost	<u>\$1,674,000.00</u>	<u>\$0.00</u>	<u>\$1,674,000.00</u>

Breakdown of Project Uses

Construction Contract	\$1,257,157.15
Materials Testing/Public Information Program	26,000.00
Street Lighting and Traffic Safety Force Account work	4,718.00
Printing	2,075.00
Engineering/Inspection/Administration	<u>203,488.14</u>
Sub-Total	\$1,493,438.29
Contingencies (12%)	<u>180,561.71</u>
TOTAL	<u>\$1,674,000.00</u>

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: June 7, 2013
TO: DDA Board
FROM: Eric Pratt
Project Manager

Agenda Item #6
June 12, 2013
DDA Meeting

SUBJECT: Request Authorization to Execute a Contract to Install New Bicycle Storage Facilities in Downtown Grand Rapids

In an effort to encourage a mode shift and improve the overall mobility and accessibility in the downtown area, the Downtown Development Authority (the "DDA") agreed to provide \$45,000 towards bicycle friendly improvements in Downtown Grand Rapids.

On May 1, 2013, the DDA sent out an invitation to qualified firms to submit proposals to furnish and install new bicycle storage facilities in the downtown area. The DDA received a total of two (2) qualified bids and a selection committee, comprised of members the Downtown Grand Rapids Bicycle Parking Working Group, was established to review the two responses. Each proposal was evaluated based upon the respondents understanding of the project, experience, proposed scope of work and price. Based on these criteria, the selection committee recommended that the contract be awarded to Katerberg Verhage in an amount not to exceed \$41,100.

As a part of this contract, Katerberg Verhage will be installing up to 90 new bicycle parking U-Racks and 4 new on-street bicycle parking corrals at various locations throughout the downtown area. We anticipate substantial completion of this project by July 31, 2013, or sometime soon thereafter.

Recommendation: Authorize the DDA Executive Director to execute a contract, subject to review by the DDA's legal counsel, with Katerberg Verhage to furnish and install new bicycle storage facilities in Downtown Grand Rapids.


MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 7.
June 12, 2013
DDA Meeting**

DATE: June 7, 2013

TO: Downtown Development Authority

FROM: Kristopher Larson, AICP
Executive Director 

SUBJECT: Amendments to Parking Revenue Sharing Agreement

Over the past few years, the Downtown Development Authority (DDA) has engaged the City's Parking Services office to lease and manage the parking on six DDA-owned parking areas in Downtown Grand Rapids. For FY13, the six parking areas are estimated to generate \$1,389,550 in parking revenues.

The current management agreement with Parking Services identifies a 12% revenue return to the DDA. For FY13, that figure is estimated to be \$166,746. The DDA utilizes the revenues it receives from its parking revenue share to fund programs and services that contribute positively to a safe, vibrant, and beautiful Downtown, but fall outside of the eligibility limits of tax increment financing (TIF). The aforementioned \$166,746 represents 47% of the total funds used to support the programs and services. In the current fiscal year, this enhanced programming includes but is not limited to:

- Downtown Marketing (\$100,000)
- Enhanced Public Safety Downtown (\$40,000)
- Rosa Parks Circle Ice Skating (\$42,000)
- Office of Special Events Operational Support (\$104,000)
- Special Event Program Support (\$95,000)
- Street Trees Maintenance Program (\$20,000)
- Wayfinding Sign Maintenance (\$100,000)

For FY14, the DDA is planning to expand upon this type of programming and include:

- Programs and activities geared to the Downtown employee (and likely Parking Services customer) intended to enhance the quality of the work-life experience in Downtown,
- Expanded support programs for Downtown events that are proven to drive added vibrancy to Downtown and thereby create additional demand for parking,
- A contribution by Parking Services to the anticipated Downtown Master Planning process that is intended to commence in FY 14, and
- The implementation of a Transportation Demand Management (TDM) program intended to help the community achieve the mobility goals derived by the Michigan Street Corridor Study (MSCS). In addition to the MSCS, the establishment of a well-managed TDM program is responsive of impressive growth in mobility within the region and Downtown, supported by policy language from Green Grand Rapids and the City's Master Plan, and is in line with the Mayor's recent 10% modal shift goal announced at the 2013 State of the City address.

To assist with the funding of the programs that fall outside of direct TIF eligibility, DDA staff approached the Parking Services staff and the Parking Commission during April and May of 2013, and requested that the parking revenue sharing agreement between the City of Grand Rapids and the DDA be modified to reflect a 25% transfer of gross parking revenues. At its meeting in May, the Parking Commission approved the request for a two-year period with an evaluation period to follow.

Recommendation: Authorize the DDA Chair to execute the modified Agreement with the City of Grand Rapids.

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

**RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION
OF A SECOND AMENDMENT TO PARKING OPERATION AND
MAINTENANCE AGREEMENT WITH THE CITY OF GRAND RAPIDS**

Boardmember _____, supported by Boardmember _____,

moved the adoption of the following resolution:

WHEREAS, the City of Grand Rapids Downtown Development Authority (the "DDA") and the City of Grand Rapids (the "City") have previously entered into a forty-year Parking Operation and Maintenance Agreement dated December 17, 2002, as amended, related to the City's Parking Services Department providing operation and maintenance for the DDA-owned surface parking lots (the "Parking Lots"); and

WHEREAS, the Agreement provides that in return for the City's retention of all operating revenues realized from the Parking Lots, the City pay the DDA a usage fee equal to 12% of total annual gross revenues received from operation of the Parking Lots; and

WHEREAS, the DDA and the City have agreed to amend the Agreement to set the usage fee at 25% of total annual gross revenues for all Parking Lots except Area 3 for a two-year period commencing July 1, 2013, and ending June 30, 2015.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Second Amendment to Parking Operation and Maintenance Agreement (the "Amendment") in the form presented at this meeting is approved and the Chairperson of the Board is authorized and directed to execute the 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: June 12, 2013

Mary Sierawski
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 June 12, 2013, 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: June 12, 2013

Mary Sierawski
Recording Secretary

**SECOND AMENDMENT TO PARKING AGREEMENT
AND MAINTENANCE AGREEMENT**

THIS SECOND AMENDMENT TO PARKING OPERATION AND MAINTENANCE AGREEMENT (the "Amendment") is made June __, 2013, by and between the **CITY OF GRAND RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY**, a Michigan statutory authority created pursuant to Act 197 of the Public Acts of Michigan of 1975, as amended (the "DDA"), and the **CITY OF GRAND RAPIDS**, a Michigan municipal corporation (the "City").

RECITALS

The DDA and the City entered into a forty-year Parking Operations and Maintenance Agreement dated December 17, 2002, as amended by Memorandum of Amendment #1 dated September 1, 2006 (collectively, the "Agreement"), related to the City's Parking Services Department providing operation and maintenance services for surface parking lots owned by the DDA and identified as the "Parking Lots" in the Agreement. The Agreement provides that in return for the City's retention of all operating revenues realized from the Parking Lots, the City pay the DDA a usage fee equal to 12% of total annual gross revenues received from operation of the Parking Lots. The DDA and the City have agreed to amend the Agreement to set the usage fee at 25% of total annual gross revenues for all Parking Lots except Area 3 for a two-year period.

NOW, THEREFORE, in consideration of the mutual promises set forth below and in the Agreement, the parties agree as follows:

Section 1. Amendment to Section 4 of Agreement. Section 4 of the Agreement is amended in its entirety to read as follows:

Section 4. Usage Fees. In return for the City's retention of all revenues realized from operation of the Parking Lots, the City shall pay the DDA an annual usage fee equal to 12% of total annual gross revenue received from operation of the Parking Lots, *provided, however*, the usage fee shall be increased to 25% for all Parking Lots except Area 3 (which shall remain at 12%) for a two-year period commencing July 1, 2013, and ending June 30, 2015. Such amounts shall be payable for each fiscal year of the City during the term of this Agreement commencing with the fiscal year ending June 30, 2003. The City shall pay such amount to the DDA by August 15 following each fiscal year during the term of this Agreement.

Section 2. Ratification. The Agreement is in all other respects hereby ratified and confirmed.

IN WITNESS WHEREOF, the parties have signed this Agreement on the day first written above.

**CITY OF GRAND RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY**

By: _____
Brian Harris, Chairperson

CITY OF GRAND RAPIDS

By: _____
George K. Heartwell, Mayor


Attest: _____
Lauri S. Parks, City Clerk

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: June 7, 2013

TO: Downtown Development Authority

FROM: Kristopher Larson, AICP 
Executive Director

**Agenda Item 8.
June 12, 2013
DDA Meeting**

SUBJECT: FY 14 DDA Budget and Priority Plan

Beginning in March of 2013, DDA staff began soliciting input from the Action Groups, partner organizations, City staff, the DGRI team, and the DDA Board of Directors regarding preferences for future year budgetary priorities. Overviews and highlights of the budget input process were presented during the Executive Director's reports at the April and May, 2013 DDA Board meetings.

The documentation included herein is a reflection of the voices that participated in the 4-month budget process. Each of the Action Groups has vetted the various programs associated with their respective areas of emphasis and interest, and has recommended the families of programs and their associated costs that are categorized under the new DGRI nomenclature.

Recommendation: Recommend the FY14 Budget Summary to the Grand Rapids City Commission and request fund appropriation.

FY 14 Downtown Development Authority Budget Overview

June 7, 2013



Downtown Development Authority

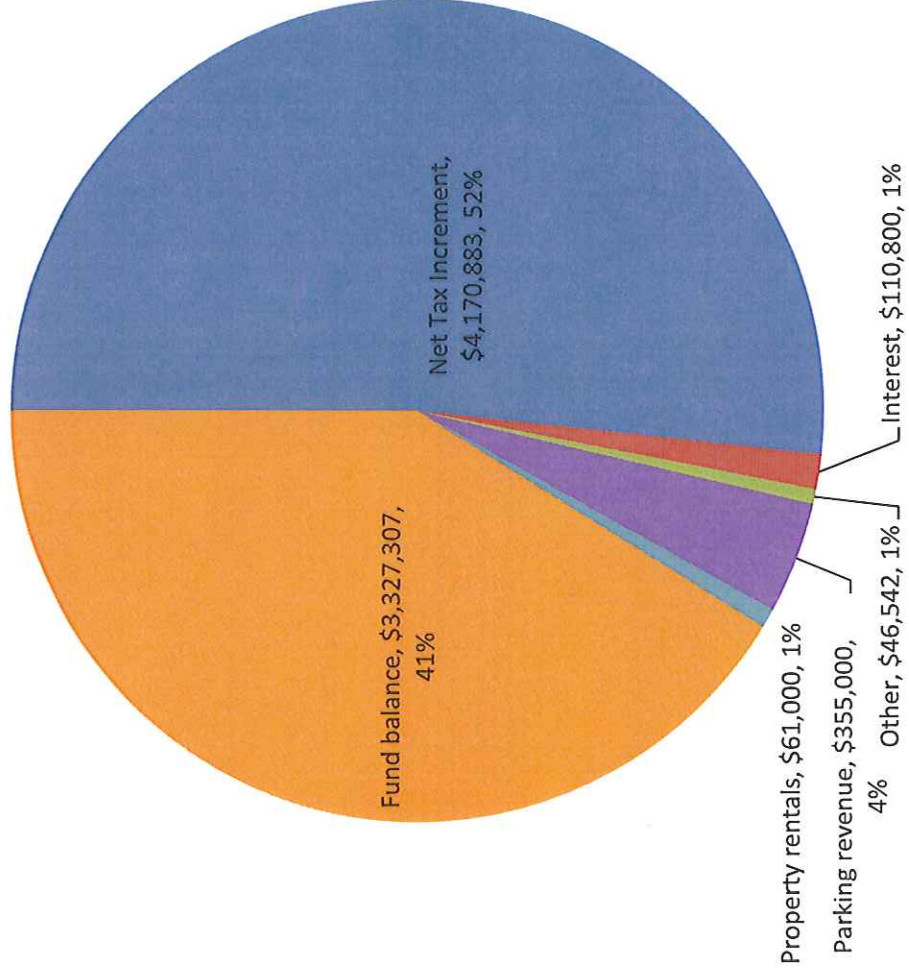
General Overview

- FY13 – Approximately \$2,327,428 in budgeted projects carried forward in FY14
- FY14 Projected fund balance (NTI<I) = \$3,196,627 (76% of Net Tax Increment)
- NTI & LTI Annual Expenditures = \$8,071,532
- Administration < 10% of Budget
- New Budget Categories align with DGRI positioning
- 14 New programs and initiatives

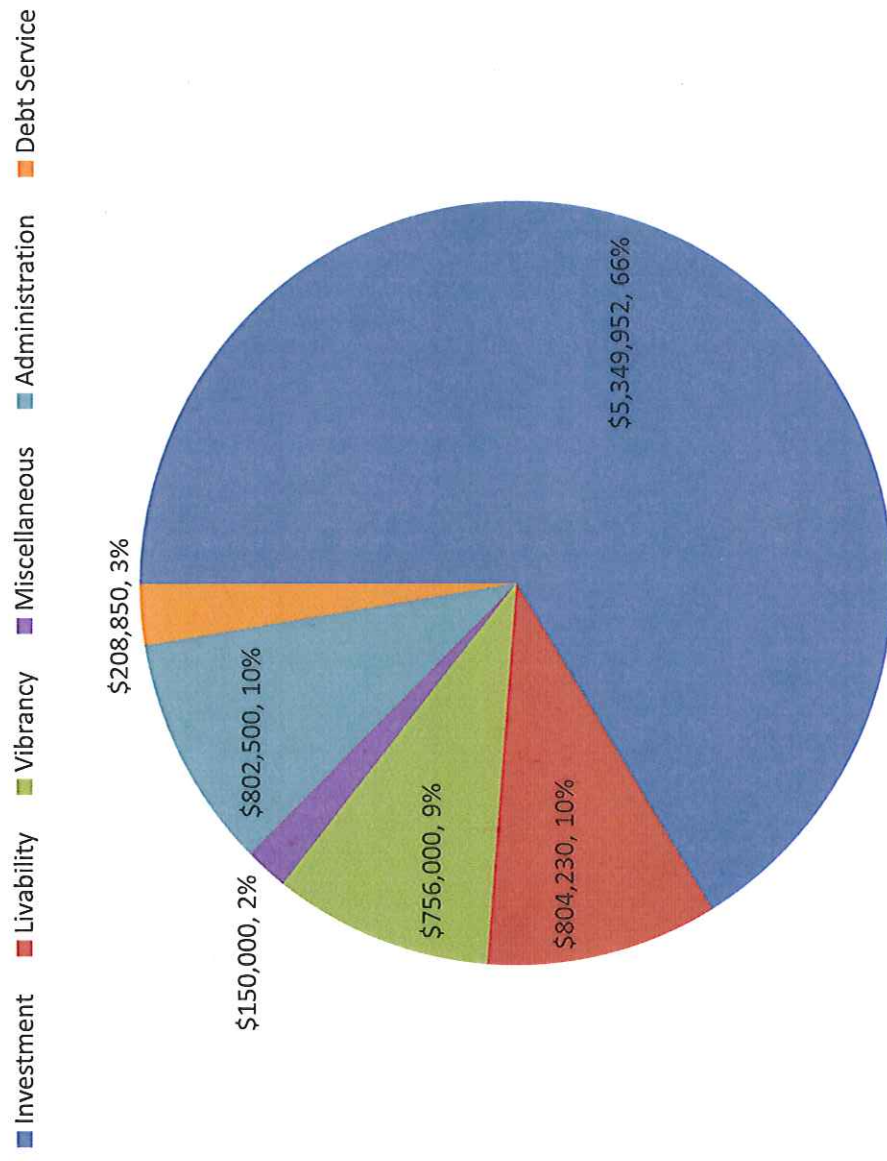
New Programs and Initiatives

- Downtown Plan
- Arena South Implementation
- Bridge Street Streetscape
- Gateway Signage
- Parking Transition Strategy
- Speaker Series
- Division Avenue Task Force Recommendations
- Safety Ambassador Program
- Stakeholder Engagement Programs
- Transportation Demand Management
- DGRI-produced Events
- Diversity / Inclusion Programming
- Downtown Workforce Programs
- Holiday Décor

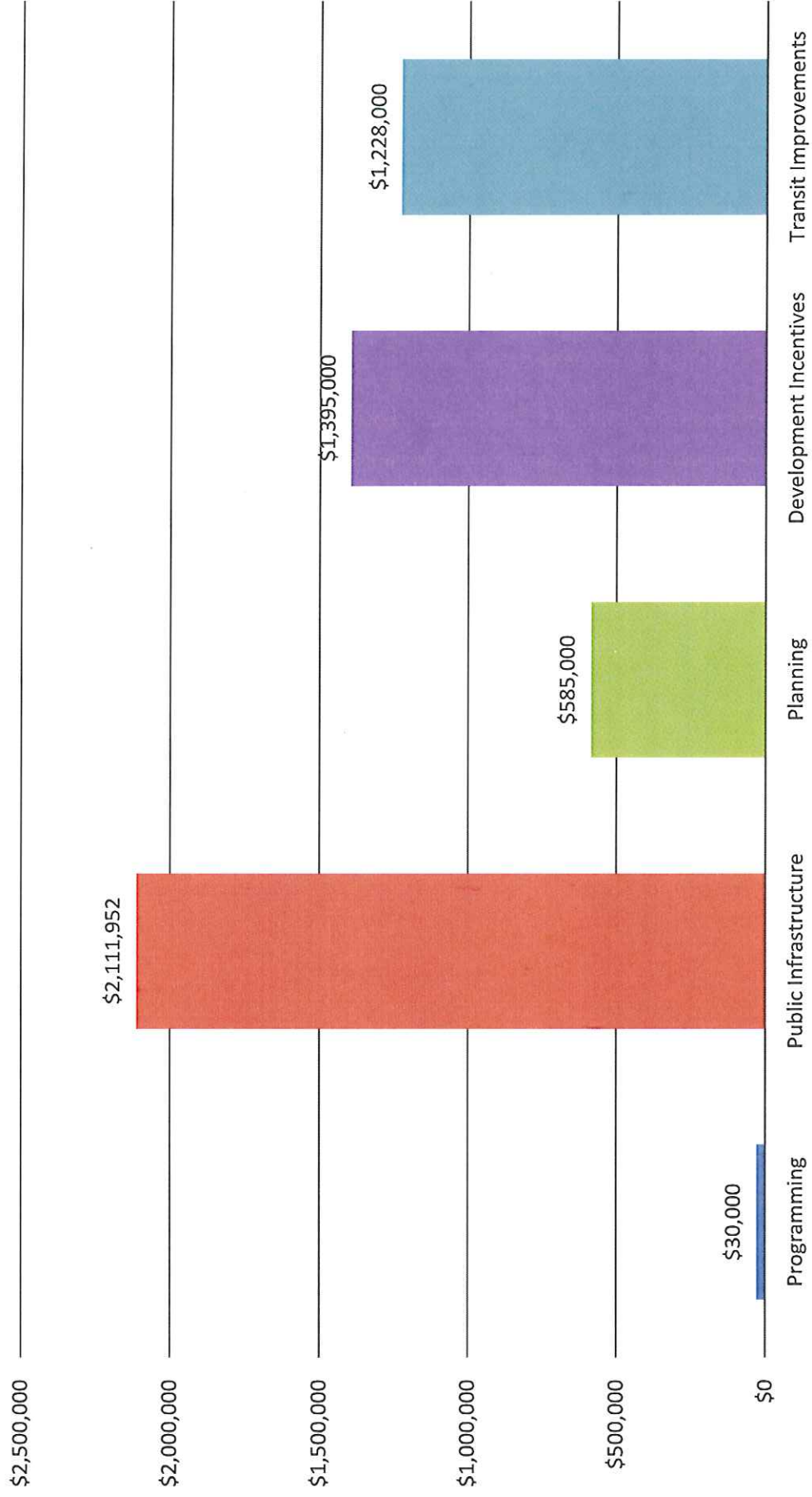
FY 14 Revenue Sources



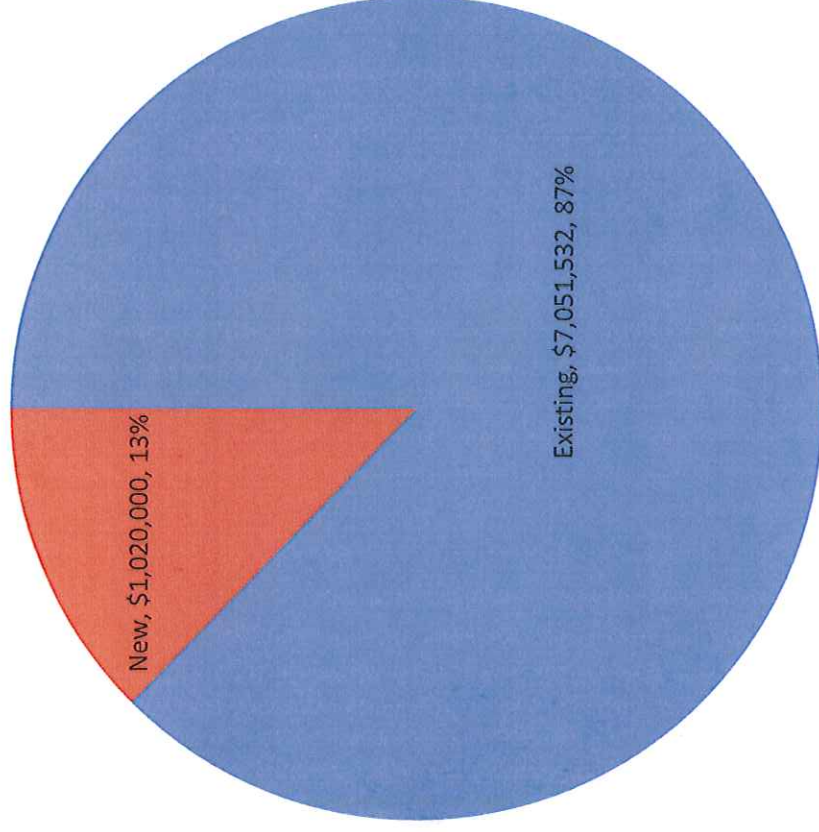
FY14 Expenditures by Category



FY14 Investment Expenditures



Breakdown of New / Existing Priorities



Downtown Development Authority												
Local Tax Increment Only												
Proposed FY2014 Revenue and Appropriation Request and FY2015 - 2018 Forecasts												
Prepared June 6, 2013												
	FY2013			draft	draft	draft	FY2015	FY2016	FY2017	FY2018	FY2014-18	
	Budget	Thru 4/30/13	Estimate				Forecast	Forecast	Forecast	Forecast	TOTAL	NOTES
Local Tax Increment	\$ 4,120,400	\$ 4,128,930	\$ 4,120,400				\$ 3,804,080	\$ 3,689,957	\$ 3,708,407	\$ 3,726,949	\$ 18,891,976	Estimating (5.0%) declines then 0.85% growth
Public Transit Millage Increment	380,760	380,760	380,760				368,976	357,907	359,696	361,495	1,832,424	Estimating (5.0%) declines then 0.85% growth
Sub-Total Tax Increment Revenues	\$ 4,501,160	\$ 4,509,690	\$ 4,501,160				\$ 4,173,056	\$ 4,047,864	\$ 4,068,103	\$ 4,088,444	\$ 20,724,400	
Rebates to City of Grand Rapids and ITP	(129,372)	-	(218,350)				(242,016)	(234,756)	(235,929)	(237,109)	(1,075,860)	ITP & City rebates are 5% then 10% beginning FY15
Prior Year Tax Increment Adjustments	(50,000)	(32,425)	(75,000)				(50,000)	(20,000)	(20,000)	(20,000)	(160,000)	Adjustments due to appeals.
Sub-Total Tax Increment Revenues - Net	\$ 4,321,788	\$ 4,477,265	\$ 4,207,810				\$ 3,881,040	\$ 3,793,108	\$ 3,812,174	\$ 3,831,335	\$ 19,488,540	
Interest	88,634	42,540	70,000				25,927	36,009	38,403	75,372	216,398	Estimated 1.0% to 2.0% interest rates
Ionila 9 - MDOT Enhancement Grant	250,000	-	-				-	-	-	-	-	Streetscape Improvements
Louis Campau Promenade Ph.1 Restoration Assessment	32,000	215,951	215,951				-	-	-	-	-	Special assessment for 10 years
Brownfield Redevelopmt Auth Reimbursemts - Grandville Ave	39,518	-	39,518				20,680	20,060	20,160	20,261	102,703	Outer STT-capture maxed out after 2012FY2013
Brownfield Redevelopmt Auth Reimbursemts - Veterans Park	100,000	-	-				-	-	500,000	250,000	750,000	BRA-Flaggold tr reimbursements for eligible costs
Urban Mkt Site Costs Already Incurred (formerly Prop Sale)	-	150,000	213,000				-	-	-	-	-	Per Agreement with Grand Action
Seward Avenue Extension Federal Grant	-	-	-				-	-	-	-	-	Reimbursements from federal grant proceeds
Miscellaneous Reimbursements & Fees	4,000	86,096	87,000				10,000	10,000	10,000	10,000	50,000	Bid packet fees, incentive applications, etc
TOTAL PROJECTED REVENUE	\$ 4,835,940	\$ 4,971,852	\$ 4,833,279				\$ 3,937,647	\$ 3,859,177	\$ 4,380,737	\$ 4,186,968	\$ 20,607,641	
Table 2 - Administration												
DDA Administration	800,000	502,819	680,000				820,000	840,500	861,513	883,050	4,205,063	Staff, professional services, rent, computers, etc.
Downtown Market Administration Costs	-	6,456	18,000				-	-	-	-	2,500	
Sub-Total	800,000	509,275	698,000				820,000	840,500	861,513	883,050	4,207,563	
Table 3 - Debt Service												
Bond Debt Service - 2003B CCBA DeVos Place	385,763	307,631	698,894				333,700	333,650	328,550	327,100	1,406,808	Debt outstanding thru 12/01/2023
Bond Debt Service - 2008 KCDC Floodwall Refunding	49,332	49,582	49,582				50,151	50,891	51,437	51,537	254,060	Debt outstanding thru 11/30/2020
Bond Debt Service - 2012A BRDA Ionila South of Wealthy	75,000	-	75,000				75,000	75,000	75,000	75,000	375,000	Debt outstanding thru 6/1/2032
Sub-Total	510,095	357,213	823,476				458,851	459,541	454,987	453,637	2,035,868	
Table 4 - Project Expenditures: Committed and Planned												
Investment: Development Incentive Programs												
Arseway Removal Incentive Program	35,000	-	35,000				35,000	35,000	35,000	35,000	175,000	Support for arseway abandonment program
Building Re-Use Incentive Program	600,000	59,759	200,000				250,000	250,000	250,000	250,000	1,500,000	Funding for BRIP commitments past and current
Project Tax Increment Reimbursements	950,000	749,894	801,824				800,000	750,000	500,000	500,000	3,360,000	JW Marriott, Hopson Flats, River House, etc.
Streetscape Improvement Incentive Program	25,000	-	50,000				35,000	35,000	35,000	35,000	190,000	Support for streetscape enhancements
Sub-Total	1,610,000	809,653	1,001,824				1,120,000	1,070,000	820,000	820,000	5,225,000	
Investment: Planning												
Downtown Plan	-	-	-				100,000	-	-	-	325,000	Initiate new land use and strategic investment plan
Sub-Total	-	-	-				100,000	-	-	-	325,000	
Investment: Public Infrastructure												
Arena South Implementation	-	-	-				250,000	175,000	-	-	560,000	Planning and construction of public elements from Arena South Visioning
Bostwick Avenue - Lyon St to Crescent St	-	-	-				225,000	-	-	-	225,000	Local Match for Bostwick Ave reconstruction pre-BRT
Bridge Street Streetscape	650,000	21,742	75,000				200,000	100,000	-	-	716,952	Pedestrian Improvements for Bridge Street
Grand Rapids / Indiana Railroad Bridge Painting/Rehab	100,000	-	100,000				100,000	-	-	-	200,000	DDA share of \$1.2 mm project
Grand River Activation	-	-	-				100,000	-	-	-	200,000	Advance Fmrvik Plan priority of activating Grand River
Ionila Avenue 9 - Buckley to Wealthy	-	-	-				-	-	-	-	325,000	Local match for streetscape to Downtown Market
Jefferson Avenue - Cherry St to Fulton St	40,000	-	40,000				-	-	-	-	395,000	DDA share of \$2,215,000
Michigan / Ottawa Gateway	-	-	-				-	25,000	280,000	-	305,000	landscape and ped improvements to soften intersection
Monroe Avenue Resurfacing - Pearl to Michigan St.	350,000	92,629	150,000				125,000	-	-	-	125,000	Rotomill and resurface street
Monroe Center - Phase 3 / Monument Park	-	-	-				-	-	-	-	575,000	Improve outdated park / pedestrian area
State Street - Jefferson Ave to Lafayette Ave	-	-	-				400,000	-	-	-	450,000	DDA share of \$1,060,000 project

	Veterans Park Improvements		-	-					100,000	500,000	500,000	1,100,000	construct new park designed by VMP committee	
	Wealthy Street - US 131 to Division Ave		-	-					851,000	-	-	851,000	DDA share of \$2,650,000 approach to 131	
	Sub-Total		1,140,000	114,371	365,000	2,361,952	1,300,000		1,251,000	780,000	500,000	5,817,952		
	Investment: Transit-Related Investments													
	Amitrak Station					800,000						800,000	Contribute towards new station costs	
	DASH North					75,000	37,500					112,500	procure vehicles for DASH North service	
	Jefferson Avenue - Cherry St to Fulton St					353,000						353,000	Additional match needed for street pre-BRT	
	Sub-Total		-	-	-	1,228,000	37,500		-	-	-	1,265,500		
	Livability													
	Accessibility and Streetscape Repairs	\$	15,000	\$	-	10,000	10,000	10,000	10,000	10,000	10,000	\$	50,000	Repairs related to findings of FY2007 audit
	Bicycle Friendly Improvements		45,000		-	105,000	25,000	25,000	25,000	25,000	25,000	205,000	Local match in 14 of \$50k for \$400k MI grant	
	Gateway signage					20,000	75,000	40,000	40,000	40,000	40,000	175,000	Siting, design, and fabrication for gateway signage	
	River Edge - South of Fulton to US-131		-		-	-	-	50,000	50,000	600,000	600,000	650,000	Partial support for riverwalk extension	
	Riverwalk Wayfinding Sign System		15,000		-	15,000	40,000	-	-	-	-	55,000	Places of interest and mile markers	
	Seward Avenue Non-Motorized Facility		85,000		-	56,730	-	-	-	-	-	56,730	Local match of \$952k bike facility, trail, and striping	
	Skywalk Wayfinding Sign Improvements		50,000		50,000	25,000	150,000	25,000	25,000	25,000	25,000	250,000	Electrical and alarm improvements	
	Snowmelt System Capital Repairs		25,000		55,000	65,000	150,000	25,000	25,000	25,000	25,000	290,000	Site planning for skate park, drinking fountains	
	Urban Recreation Plan		235,000		110,000	346,730	450,000	175,000	175,000	85,000	85,000	1,781,730		
	Closed, Relocated, and Previous Programs													
	Cherry Street 2 - Commerce Ave to Division Ave		-	3,083	3,083	-	-	-	-	-	-	-	Local share support	
	Downtown Marketing		100,000	65,025	100,000	-	-	-	-	-	-	-	Implement comprehensive marketing strategy	
	Economic Development / Retail Retention		105,000	52,000	100,000	-	-	-	-	-	-	-	Business recruitment & retention	
	Economy / Development Support - Miscellaneous		50,000	5,780	11,000	-	-	-	-	-	-	-		
	Environment / Infrastructure - Miscellaneous		50,000	15,232	40,000	-	-	-	-	-	-	-		
	Experience - Miscellaneous		25,000	-	7,500	-	-	-	-	-	-	-		
	Fulton Street Rehab - Division to Grand River		150,000	136,378	136,378	-	-	-	-	-	-	-	Mill & re-pave, streetscape improvements - DDA share	
	Grandville Ave 3 - Weston St to Oakes St		-	4,379	4,379	-	-	-	-	-	-	-	Streetscape improvements	
	Ionia / Logan Acquisition & Development		15,000	-	52	-	-	-	-	-	-	-	Development of new facilities	
	Lyon Square Reconstruction		-	52	52	-	-	-	-	-	-	-	Access & appearance improvements	
	Oakes Street 1 - Market Ave to Ottawa Ave		828,000	181,478	181,478	-	-	-	-	-	-	-	Support innovative businesses for vitality & jobs	
	Other Framework Plan Priorities		25,000	-	-	-	-	-	-	-	-	-	Transit related projects (net of rebate)	
	Public Transit Millage Projects		769,729	22,830	37,500	-	-	-	-	-	-	-	Identify strategies to strengthen existing mix	
	Retail Merchandising Plan		100,000	33,800	93,800	-	-	-	-	-	-	-	Establish districts for small business development	
	Retail Support Program		30,000	12,940	12,940	-	-	-	-	-	-	-	Study regarding potential improvements	
	Riverfront Trails / Whitewater Management		25,000	-	2,250	-	-	-	-	-	-	-	Extend Seward south to Butternut St	
	Seward Avenue Extension		20,000	13,289	13,289	-	-	-	-	-	-	-	Local share of \$1.7 million project	
	Sixth Street Bridge Capital Repairs		299,000	192,053	192,053	-	-	-	-	-	-	-		
	Traffic Circulation and Parking Plan		140,000	13,396	13,396	-	-	-	-	-	-	-		
	Sub-Total		2,731,729	752,313	901,096	-	-	-	-	-	-	-		
	TOTAL PROJECTED EXPENDITURES:		\$ 6,226,824	\$ 2,040,006	\$ 3,899,396	\$ 5,765,532	\$ 3,466,351	\$ 2,955,541	\$ 2,779,987	\$ 1,859,637	\$ 16,451,048			
	Table 4 - Excess / (Deficit) of Revenues Over Expenses													
	Fund Balance - Beginning		\$ 2,895,197	\$ 2,895,197	\$ 2,895,197	\$ 3,149,080	\$ 824,160	\$ 475,456	\$ 538,593	\$ 1,277,830	\$ 3,149,080			
	Plus: Projected Revenue		4,835,940	4,971,852	4,833,279	4,243,112	3,937,647	3,859,177	4,380,737	4,186,968	20,607,641			
	Less: Administration		(800,000)	(502,819)	(680,000)	(802,500)	(820,000)	(840,500)	(861,513)	(883,050)	(4,207,563)			
	Less: Project Expenditures		(6,226,824)	(2,040,006)	(3,899,396)	(5,765,532)	(3,466,351)	(2,955,541)	(2,779,987)	(1,858,637)	(16,626,048)			
	Fund Balance - Ending		\$ 704,313	\$ 5,324,224	\$ 3,149,080	\$ 824,160	\$ 475,456	\$ 538,593	\$ 1,277,830	\$ 2,723,111	\$ 2,723,111			

draft

1003

FY2014

• • •

Sub-Total	135,000	104,839	132,800	
TOTAL PROJECTED EXPENDITURES	\$ 735,000	\$ 310,508	\$ 549,254	\$ 1,503,500
Table 3 - Excess / (Deficit) of Revenues Over Expenses				
Fund Balance - Beginning	\$ 4,108,450	\$ 4,108,450	\$ 4,108,450	\$ 3,874,988
Plus: Projected Revenue	350,978	211,044	315,802	501,113
Less: Committed & Planned Expenditures	(735,000)	(310,508)	(549,254)	(1,503,500)
Fund Balance - Before Reserve	\$ 3,724,428	\$ 4,008,986	\$ 3,874,998	\$ 2,872,611
Reserve for Brownfield 2012A Bonds	(500,144)	(500,144)	(500,144)	(500,144)
Fund Balance - With Reserve	\$ 3,224,282	\$ 3,508,842	\$ 3,374,854	\$ 2,372,467
				\$ 1,530,607
				\$ 772,960
				\$ 742,033
				\$ 726,241
				\$ 726,241

Note 1 - Actual data as of April 30, 2013

cds14priorplan.xls jmw 08022013

Downtown Development Authority

Debt Tax Increment Fund Only

Proposed FY2014 Revenue and Appropriation Request and FY2015 - 2018 Forecasts

Prepared June 2, 2013

draft

draft

draft

draft

Table 1 - Projected Revenue		FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2013-17	NOTES
Budget	YTD Actual ¹	Estimate	Request	Forecast	Forecast	Forecast	Forecast	TOTAL	
School Tax Increment ²	\$ 7,940,245	\$ 7,985,104	\$ 7,940,245	\$ 7,985,104	\$ 7,985,104	\$ 7,985,104	\$ 7,985,104	\$ 35,099,658	FY15-16 est (5.0%) decline then 0.50% growth
Prior Year Tax Increment Adjustments	(100,000)	(300,873)	(400,000)	(500,000)	(500,000)	(500,000)	(500,000)	(410,000)	Reimbursements and appeal adjustments
Interest	5,000	13,319	20,000	15,000	15,000	15,000	15,000	75,000	Interest earned from Debt Service Reserve Fund
TOTAL PROJECTED REVENUE:		\$ 7,845,245	\$ 7,707,550	\$ 7,560,245	\$ 7,460,104	\$ 7,460,104	\$ 7,460,104	\$ 34,764,658	
Table 2 - Committed Expenditures - Environment									
Debt service - 1993 Museum Parking Ramp									
Principal	250,000	250,000	250,000	-	-	-	-	250,000	Final debt service payment due 01/01/2014
Interest	19,950	13,325	19,950	7,075	-	-	-	7,075	Includes \$450 paying agent fee
Debt service - 1994 Van Andel Arena CAB Bonds									
Principal	998,969	-	998,969	921,247	857,487	789,572	734,601	4,231,954	Final debt service payment due 06/01/2019
Interest	2,721,031	-	2,721,031	3,073,753	3,137,513	3,205,428	3,260,399	15,463,046	
Debt service - 2009 Van Andel Arena Refunding									
Principal	-	-	-	-	-	330,000	345,000	675,000	Final debt service payment due 05/01/2024
Interest	1,484,525	1,484,525	1,484,525	1,484,525	1,484,525	1,484,525	1,471,325	7,409,425	First principal payment on 05/01/2017
Estimate of Capture to be Returned ³	2,385,770	-	2,065,770	1,559,042	1,252,114	976,022	1,006,300	6,638,158	Excess revenue returned to GRPS, KISD & State
TOTAL PROJECTED EXPENDITURES:		\$ 7,840,245	\$ 1,747,850	\$ 7,540,245	\$ 6,731,639	\$ 6,785,547	\$ 6,819,625	\$ 34,689,658	
Table 3 - Excess / (Deficit) of Revenues Over Expenses									
Fund Balance - Beginning	\$ 3,940,008	\$ 3,940,008	\$ 3,940,008	\$ 3,975,008	\$ 3,990,008	\$ 4,005,008	\$ 4,020,008	\$ 3,960,008	draft
Plus: Projected Revenue	7,845,245	7,707,550	7,560,245	7,053,567	6,746,639	6,800,547	6,834,625	34,764,658	draft
Less: Committed Expenditures/Payments	(7,840,245)	(1,747,850)	(7,540,245)	(7,038,567)	(6,731,639)	(6,785,547)	(6,819,625)	(34,689,658)	draft
Fund Balance - Ending	\$ 3,945,008	\$ 9,899,708	\$ 3,960,008	\$ 3,990,008	\$ 4,005,008	\$ 4,020,008	\$ 4,035,008	\$ 4,035,008	draft

Note 1 - Actual data as of April 30, 2013

Note 2 - FY2014 revenues estimated using March Board of Review taxable values and estimated 2013 millage rates.

Note 3 - the DDA may only capture property tax increment revenue related to school millages in amounts sufficient to support eligible obligations existing prior to January 1, 1995 and for refunding bond issues related to those pre-1995 eligible obligations.

ddsl4pdrplan.xls jmw 06/02/2013



NativeGR@aol.com 616-293-9056

Michigan Flashcard - Scott Atchison

PO BOX 1235

Grand Rapids, MI 49501-1235

Page 1 or 4

June 6, 2013

City of Grand Rapids
Downtown Development Authority Board Members & Staff
300 Monroe ave. NW
Grand Rapids, MI 49503

Note to:
Downtown Development Authority

Please place this 4 page
communication in the electronic
agenda packet for the 06/12/13
meeting.

RE: Budgets, Visitors Center (aka information booth), Gateway Signage & Ambassadors

DDA Board members, staff and others,

I believe downtown Grand Rapids needs much improvement in an information system to match up with many new buildings and businesses. With all of the new investment and activity in downtown Grand Rapids over the past 15 years, there are many visitors and residents who are lost and unfamiliar with the happenings in downtown Grand Rapids. For example: The Arena District. Enclosed is a suggested sign that will let people know that they have entered the "Arena District" with the main artery being South Ionia Ave. This new "Gateway Signage" will be a marketing tool for all of those wishing to promote downtown Grand Rapids and the metro area as a destination. The new sign should be promoted in new ads. This new sign will help people find the new "Downtown Market" which is located down South Ionia.

As I have stated earlier this year to the DDA board, maybe the Grand Rapids Art Museum (GRAM) should be getting an award for thinking downtown Grand Rapids needs an "Information Center" (or the like) with all of the visitors it has experienced over the past few years with ArtPrize, Laughfest and other events in downtown Grand Rapids.

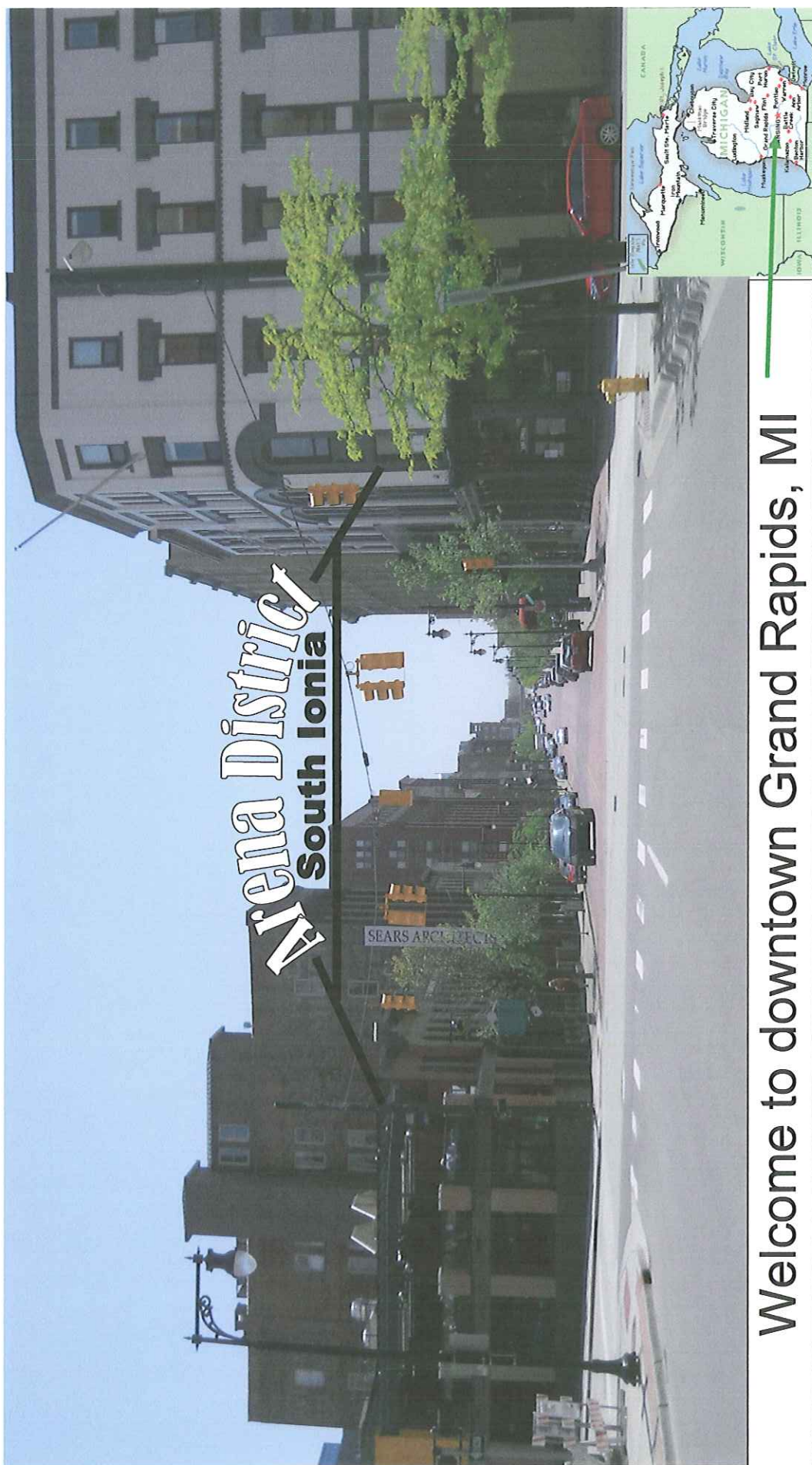
Note: Inside the GRAM is not the best location

Any Visitors Center should be a stand alone structure that is accessible from all sides and highly visible.

I think the DDA should reject the Ambassador program of "wandering people" with a new "state of the art" Visitors Center right at the main intersection of Monroe Ave./Pearl St./Monroe Center. The GRAM is 500 feet away.

1. The DDA builds the Visitors Center and the CVB (ExperienceGR) runs it everyday of the year.
 2. The city of Grand Rapids will be the "Record of Owner" of the Visitors Center (aka information booth).
 3. If the DDA chooses not to build the Visitors Center, their charter should be restructured.
 4. If the Convention & Visitors Bureau (ExperienceGR) chooses not to operate the Visitors Center everyday of the year, they should do so in writing and they should lose the contract with the city of Grand Rapids and Kent County to promote the metropolitan area.
-

Enclosed please find 3 documents that further explain the "Arena District" @ South Ionia sign and a Visitors Center in downtown Grand Rapids. This is not the best plan. —————> Downtown Development Authority to seek funding for 'ambassadors' to help out visitors, residents



For city of Grand Rapids
Downtown Development Authority
June 12th, 2013 meeting

Please place this communication in the Agenda Packet for the DDA board members.

Gateway Signage



NativeGR@aol.com 616-293-9056

Michigan Flashcard - Scott Atchison
PO BOX 1235

Grand Rapids, MI 49501-1235



Welcome to downtown Grand Rapids, MI

Good for the city,
good for the county &
good for the state.

Inside the GRAM is not
the best location!

Great for
"DeVos Place" and
"Van Andel Arena"

Page 3 of 4

Downtown
Grand Rapids, MI

Directions & Information



Would you like to view
printed menus or the scan
version for electronic
viewing. Here is what is
open now.

We are here visiting
our daughter who
goes to **GVSU**.

We are
looking for
restaurant
information.



Yes. Here is the "daily."
list that shows what is
open and when it closes.

Do you have a list of the
museums and their hours of
operation?



NOTE:

Wandering Ambassadors
is not the best plan!

Verbal, printed, written and electronic information!

Providing BETTER information than the internet/GPS/smartphone.

Web pages are not enough!



Michigan Flashcard - Scott Atchison
PO Box 1235
Grand Rapids, MI 49501
616-293-9056 NativeGR@aol.com

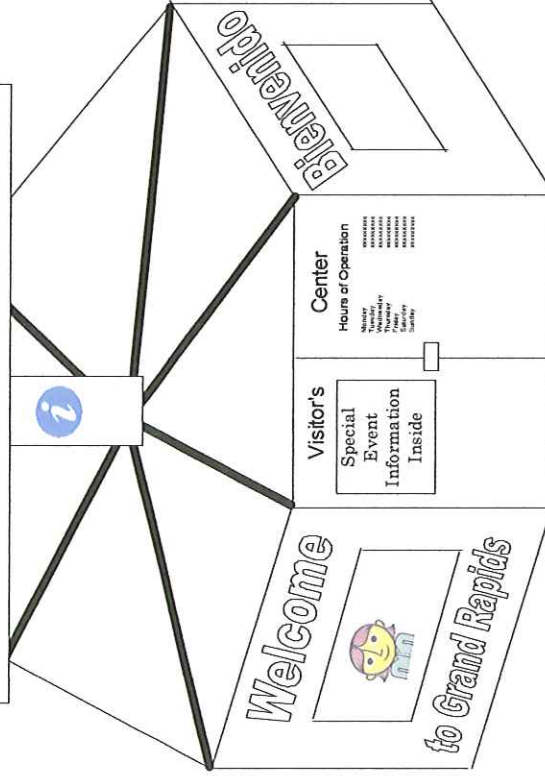
Restaurant of the day:

The Bull's Head

Visitor's Center
(aka information booth)
Year 1930

Page 4 of 4

Directions & Information



Every day with out a visitor's center (aka information booth) is another missed opportunity to promote the metro area.

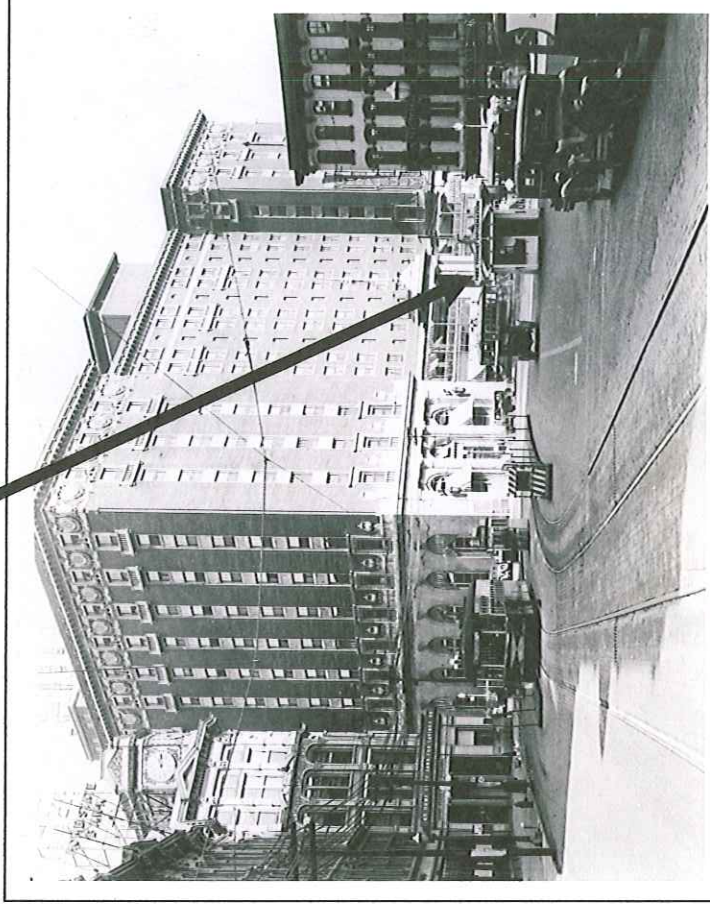
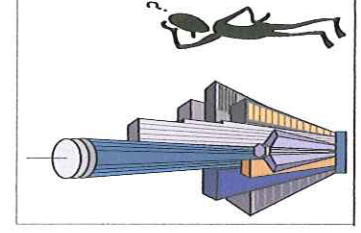
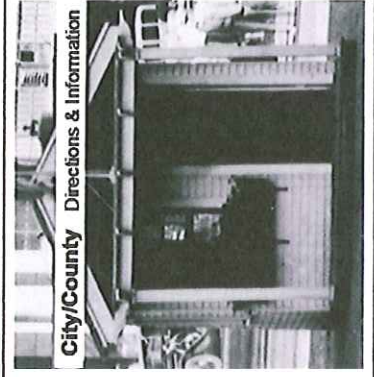
Great for
“DeVos Place” and
“Van Andel Arena”

The DDA builds it and the CVB (ExperienceGR) runs it every day.
Record of Owner: City of Grand Rapids

Inside the GRAM is **not** the best location!

NOTE:

Wandering Ambassadors
is not the best plan!



Forward to:
DDA
Board
06/12/13