

AGENDA

DOWNTOWN DEVELOPMENT AUTHORITY



Board Members:

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

Wednesday, June 13, 2018
8:00 a.m. Meeting
29 Pearl Street, NW Suite #1

- | | | |
|--|--------|---------|
| 1. Call to order | | |
| 2. Approve Meeting Minutes from May 9, 2018 (8:01)
(enclosure) | Motion | Harris |
| 3. Accept Financial Statements from May 30, 2018 (8:04)
(enclosure) | Motion | Wallace |
| 4. FY2019 Budget Adoption (8:10)
(enclosure) | Motion | Kelly |
| 5. DASH Memorandum of Understanding (8:15)
(enclosure) | Motion | Kelly |
| 6. GRPS Museum School Support (8:25)
(enclosure) | Motion | Kelly |
| 7. Retail Innovation/Incubator Support Grant (8:35)
(enclosure) | Motion | Guy |
| 8. Visitor Parking Public Information Initiative (8:45)
(enclosure) | Motion | Guy |
| 9. Weston Street Reconstruction Support (8:55)
(enclosure) | Motion | McCaul |
| 10. Grandville Avenue Gateway Enhancement (9:05)
(enclosure) | Motion | Kelly |
| 11. Little Bird Monroe Center Enhancement Grant (9:15)
(enclosure) | Motion | Kelly |
| 12. MeXo Fulton Street Enhancement Grant (9:25)
(enclosure) | Motion | Kelly |



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13. Movies on Monroe Presentation (9:35)	Info Item	Van Driel
14. President & CEO Report (9:45)	Info Item	Kelly
15. Public Comment (9:50)		
16. Board Member Discussion (9:55)		
17. Adjournment		

UNAPPROVED MINUTES

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

May 9, 2018

1. Call to Order – The meeting was called to order at 8:02am

2. Attendance

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

Absent:

Others Present: Tim Kelly (DDA Executive Director), Flor Valera (Administrative Assistant), Jana Wallace (DDA Treasurer), Dick Wendt (DGRI Legal Counsel) Gabi Schumacher, Kim Van Driel, Jennie Schumacher, Stephanie Wong, Andy Guy, Yiovani Cornejo (DGRI Staff) Breese Stam, George Orphan, Geoffrey Sadek, Jerry Powell, Jeff Edwards, Katherine Williams, Josh Naramore and others.

3. Approve Meeting Minutes from April 11, 2018

Motion: Dr. Wendy Falb, supported by Diana Sieger moved approval of the minutes from the April 11, 2018 meeting as presented. Motion carried unanimously.

4. Accept Preliminary Financial Statements from April 30, 2018

Jana Wallace introduced the financial statements for the first ten months of the fiscal year ending June 30, 2018. Ms. Wallace said \$4.7million was expended in April. Ms. Wallace said the Authority is doing fine in both budgeted revenues and expenditures.

Motion: Diana Sieger, supported by Rick Winn, moved to approve Statement D: Schedule of April 30, 2018 Expenditures as recommended. Motion carried unanimously.

5. Parking Operations and Maintenance Agreement Amendment

Tim Kelly said this Amendment was introduced to the Board in March's DDA meeting in which the board approved an extension of the existing Parking Operation and Maintenance Agreement. Mr. Kelly said the extension allowed DGRI staff and Mobile GR time to negotiate. Based on those discussions, a fifth amendment to the agreement was recommended, along with a resolution. Mr. Kelly explained that Area 1 and 4 have been removed as these parking lots are no longer owned by the DDA, but there will be no changes to the FY2019 Agreement. Mr. Kelly added that beginning FY2020, Mobile GR shall collect all revenues and issue a quarterly payment to the DDA in an amount equal to 85% of the gross revenues, less 25% of the operating cost as budgeted in the approved fiscal year budget.

Motion: Rick Winn, Supported by Dr. Wendy Falb, moved to approve the resolution and recommend the Mobile GR and City Commissions approve the Fifth Amendment to the Parking Operations and

Maintenance Agreement between the Downtown Development Authority and the City of Grand Rapids. Motion carried unanimously.

6. Division Avenue Bike Lane Authorization

Stephanie Wong introduced a request to authorize funding to install a separated bike lane for Division Avenue. Ms. Wong said Division Avenue was chosen because it provides a direct north-south route to and from Downtown Grand Rapids. Ms. Wong added that the City took ownership of eleven (11) streets from the Michigan Department of Transportation (MDOT) and that this street which is a mile long provides the best opportunity to test bicycle infrastructure without removing parking or travel lanes. Ms. Wong explained that this is a one-year pilot project and gave an overview of the site, along with the implementations which include vertical delineators, bike boxes, buffers, green pavement markings, signage and sidewalk improvements that will align with the Accessibility Audit from Kent County. Ms. Wong added that a survey will be distributed to get more public feedback on whether to do additional enhancements. Jane Gietzen asked why this bike lane is not extended up to Ann Street. Mr. Kelly said that area is not part of the district. Dr. Wendy Falb asked if the markings will be a permanent. Ms. Wong said the pavement markings will fade over time due to weather, but this project is still considered phase one of the recommended implementations. Diana Sieger asked how the bike box works. Ms. Wong explained the process. Jim Talen asked who will be responsible for the maintenance of the bike lanes. Ms. Wong said DGRI is working with Mobile GR and Traffic Safety, along with the Downtown Ambassadors to support the maintenance of this project. Mayor Rosalynn Bliss added that the City, in partnership with the West Michigan Bicycle Coalition and the Grand Rapids Police Department, has just launched a new bicycle safety education campaign to educate motorists, bicyclists, and the community on how everyone can share the road safely.

Motion: Dr. Wendy Falb, supported by Jane Gietzen, moved to approve the funding in an amount not to exceed \$191,000 to install the Division Avenue Separated Bike Lane. Motion carried unanimously.

7. Downtown Tree Planting Authorization

Tim Kelly said the request before the Board is to authorize an amount to pay for the annual tree planting. Mr. Kelly added that the plantings will occur in May and June and will be done in partnership with the City of Grand Rapids and Friends of Grand Rapids Parks. Mr. Kelly said there is still quite a lot of work to do, but this will move the district 9% percent closer to the overall goal. Mayor Rosalynn Bliss added that she is working on a separate project to raise money to plant 350 trees along the expressway off I-96 and US-131, and that this may also add to the overall tree canopy for downtown. Mr. Kelly added that these plantings will occur as part of street reconstruction projects for 2018. Mr. Harris said in addition to authorizing the funding, the 2012 canopy map should also be updated to illustrate the next areas the board should be focused on.

Motion: Rick Winn, supported by Jane Gietzen, moved to approve the funding in the amount not to exceed \$85,000 for the City of Grand Rapids and Friends of Grand Rapids Parks to complete FY2018 Downtown tree plantings. Motion carried unanimously.

8. 40 Monroe Center Enhancement Grant

Tim Kelly introduced the request for a Downtown Enhancement Grant (DEG) for 40 Monroe Center. Mr. Kelly said the owner is seeking support for a new entryway and added that the façade work will help create new retail space and re-activate the existing kitchen on Division Avenue. Mr. Harris asked if the board has ever declined any Downtown Enhancement Grant requests in the past. DGRI Legal counsel, said no request has ever been declined along as it falls within the DEG

guidelines. Jim Talen said he recalls approving a few enhancement grants for façades in that area and asked how the Board targets these incentives as opposed to just approving any project that falls within the DDA boundaries. Mr. Kelly said the building itself has received funding in the past, but the new guidelines state that one project cannot receive multiple grants, but one building can and since that this renovation is creating new retail space and facilitating easy pedestrian access, that was the rationale for supporting the request.

Motion: Diana Sieger, supported by Dr. Wendy Falb, moved to approve the Downtown Enhancement Grant request in an amount not to exceed \$22,100, or 50 percent of project cost (whichever is lower) for Monroe Center Retail, LLC to complete entry improvements for 40 Monroe Center NW. Motion carried unanimously.

9. Newberry Street Improvement Authorization

Tim Kelly introduced a proposal to fund a portion of the work for the traffic signal improvements at the intersection of Ottawa Avenue and Newberry Street. Mr. Kelly added that this project was vetted through the Alliances and their recommendations were incorporated into the final design. Mr. Kelly took a moment to introduce Breese Stam from the City's Engineer Department to give an overview of the project. Mr. Stam said this street is an important pedestrian and bicycle connection with the Sixth Street Bridge extending over the Grand River to the west and a future switchback multiuse pathway connecting to Division to the Belknap Hill area. Mr. Stam added that this project features a two-way street with parking on the north side of the street and 5-foot bike lanes on both sides of the street. Mayor Rosalynn Bliss asked if there was an update on the switchback park. Mr. Stam said there were no grants available for this project at the moment. Mr. Kelly added that there is money set aside for FY18 for the switchback. Mr. Stam added that overall the bid price for this project was higher than expected due to excess construction work in the area.

Motion: Rick Winn, supported by Kayem Dunn, moved to approve its share cost in the amount not to exceed \$54,400 for the Traffic signal improvements at the intersection of Ottawa Avenue and Newberry Street. Motion carried unanimously.

10. Sheldon Avenue Improvement Authorization

Tim Kelly said this project was intensively discussed in the GR Forward Plan as it envisioned Sheldon Avenue to be a linear park which would connect Cathedral Square with Veterans Memorial Park. Breese Stam said the reconstruction of Sheldon will be from Weston Street to Fulton Street. Mr. Stam added that the street will be changed from one way southbound and will allow traffic in both directions with traffic signal poles at the intersection of Sheldon Avenue and Fulton Street to help improve safety for pedestrians and vehicular traffic. Mr. Stam noted that this project includes recommendations from the Alliances and utilizes the Street Design Guidelines laid out in the GR Forward Plan. Mr. Kelly said this project is the FY18 budget and it also recommended for FY19 budget. Mr. Harris asked why the DDA's shared cost is so high for this project. Mr. Stam explained that the DDA initiated the work to further the goals of GR Forward and is funding the majority of the project.

Motion: Kayem Dunn, supported by Mayor Rosalynn Bliss, moved to approve funding in an amount not to exceed \$833,120 for the Sheldon Avenue Streetscapes Improvements. Motion carried unanimously.

11. Division Avenue Lighting Authorization

Tim Kelly introduced a request to approve funding for the street lighting improvements on Division Avenue. Mr. Kelly said community stakeholders from the Heartside Neighborhood, along with DGRI and the various departments from the City of Grand Rapids engaged in conversations after a letter

was written to the City Commission in 2016 raising safety concerns. As a result, many suggested improving the lighting as the number one priority to help improve safety in the corridor. George Orphan, CEO from Geotech Inc. said a study was conducted to review lighting levels from Wealthy Street to Fulton Street, the results showed that lighting levels did not meet the minimum City of Grand Rapids standard. Mr. Orphan gave an overview of the recommendations and said the proposed work will include the installation of approximately twenty-one (21) street light poles. Mr. Eddie asked if the lighting improvements will be energy-efficient. Mr. Stam said this street lighting design integrates efficient lamp technologies, while using the least amount of energy possible while still meeting the appropriate lighting levels.

Motion: Rick Winn, supported by Mayor Rosalynn Bliss, moved to approve funding in an amount not to exceed \$221,884 for Street Lighting Improvements on Division Avenue. Motion carried unanimously.

12. FY2019 Budget

Tim Kelly gave an overview of the FY19 budget and priority plans. Mr. Kelly reminded the Board of the budget process year to year and noted that should the Board approve the budget, it will go before City Commission for adoption prior to the June DDA meeting. Mr. Kelly said 98% of discretionary expenditures were vetted through the Alliances and 100% of the discretionary funds are directly related to the GR Forward projects. Mr. Kelly added that the total budgeted expenditures between LTI, NTI, and BPF are about \$11.7 million to support the plan's implementation. Mr. Kelly gave an overview of the Goal 1 Alliance projects, including: the future River Corridor improvements, support for the Grand River Restoration, funding to complete the Lyon Square improvements, and river trail guidelines. Goal 2 Alliance projects include: funding to grow the supply of affordable housing, development project guidelines, Downtown Enhancement Grant and restrooms in the parking facilities on Division Avenue. Mr. Kelly also added that DGRI has committed to updating the census to better understand the changing dynamics of the Downtown residents, employee and visitor populations. Ms. Wong gave an overview of projects identified by Goal 3 Alliance, including: Streetscapes improvements, bike friendly improvements, DASH Shuttle Service, pedestrian counters, Accessibility Audit, and Wayfinding System improvements. Mr. Talen asked if there was a final report of the Bike Share Feasibility study. Josh Naramore said a report will be available in July. Mr. Kelly identified Goal 4 Alliance projects, including: diversification of ground floor businesses in Downtown to support those owned by women and minorities. Ms. Van Driel gave an overview of projects identified by the Goal 5 Alliance, including: the continued support of Rosa Parks Circle ice skating, Light-Up Downtown, Movies on Monroe, major events sponsorship, ticketed events, the Holiday décor program, public space activation, the continuation of the event management program, support for food trucks, and funding to extend the Downtown Ambassador program.

Motion: Rick Winn, supported by Kayem Dunn, moved to recommend the FY2019 DDA Budget Summary to the Grand Rapids City Commission and request fund appropriation. Motion carried unanimously.

13. President & CEO Report
DDA (4/11/18)

- Approved a contract amendment for the River Design Guidelines
- Approved a contract to complete final design for Lyon Square
- Approved the purchase of furniture, games and greenery to temporarily activate Calder Plaza
- Authorized the purchase of exercise equipment to be deployed in 6th Street and Canal Street Park

DID (12/19/17)

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

MNTIFA (4/11/18)

- Approved a contract amendment for the River Design Guidelines
- Authorized the purchase of exercise equipment to be deployed in 6th Street and Canal Street Park

DGRI (4/18/18)

- Received an update on the implementation of GR Forward
- Discussed potential challenges facing Downtown and possible strategies to overcome them

Alliances

- Goal 1 (Restore the River): July 18, 2018 - 10:00 AM
- Goal 2 (Downtown Neighborhood): July 17, 2018 - 3:30 PM
- Goal 3 (21st Century Mobility Strategy): July 23, 2018 - 3:30 PM
- Goal 4 (Economic Vitality): July 25, 2018 - 3:30 PM
- Goal 5 (Public Spaces and Programming): July 19, 2018 - 3:30 PM

GR>> Highlights

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

Action: Develop riverfront trail design guidelines

- Lead: City of Grand Rapids. Wenk Associates serves as lead consultant
- Project involves defining a “playbook” to guide construction of the proposed recreation trail on the banks of the Grand River. This includes:
 - Establishing an overall character and identity for the trail
 - Defining unique themes and amenities at different points along the trail
 - Ensuring improvements along the river edges are integrated with and support whitewater rapids restoration
- Community outreach and ideation underway, including a presentation of draft concepts to GR Forward Goal 1 Alliance and DGRI Board of Advisors.
- **Next visit May 21 - 24**
- Recommendations coming in Spring 2018

Action: Restore the whitewater rapids in the Grand River

- Lead: Grand Rapids Whitewater
- GRWW organizing to file in Summer 2018 for state permits and initiate environmental review of the river restoration project

Action: Evaluate economic impact of improving and expanding the riverfront trail

- Lead: Downtown Grand Rapids Inc.
- Contracted Grand Valley State University to conduct analysis
- Preliminary findings anticipated in Summer 2018

Action: Enhance Lyon Square Opportunity Site

- Lead: Downtown Grand Rapids Inc. and City of Grand Rapids
- Design Development documents nearing completion. **Next step is Construction Documents.**
- Coordination with surrounding stakeholders in process

Action: Enhance Ah-Nab-Awen / Indian Mounds Park

- Lead: City of Grand Rapids
- **Construction anticipated to begin Spring 2018**
- Changes include flood protection improvements, 15-foot trail section, enhanced public seating and new lighting from Pearl Street to Gillett Bridge
- Remains an opportunity to create ceremonial space for native Americans

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

Action: Establish Downtown resident organization

- Lead: Downtown Grand Rapids Inc.
- Contracted Steve Faber of Byrum Fisk to facilitate a process with Downtown residents to define the purpose and structure for a resident organization
- Planning committee began exploring potential mission, vision and goals.
- Surveyed Downtown resident ideas and perspectives. Compiling results
- **4th Annual Mix, Mingle and Share event with Downtown neighbors held April 25**

GR Forward Goal 3 – Implement a 21st century mobility strategy

Action: Deploy bus shelters to enhance experience for people who ride public transit

- Lead: The Rapid transit agency and City of Grand Rapids
- Mobile GR presented bus shelter deployment plan to City Commission on Feb. 6, 2018.
- GR DDA budgeted \$500,000 to support Downtown deployment
- Goal is to deploy new Downtown shelters before next winter.

Action: Enhance safety for people who walk and bicycle at key Downtown locations

- Lead: Downtown Grand Rapids Inc and City of Grand Rapids
- Design work in progress for enhancements at 4 key intersections:
 - Michigan Street & Bridge
 - Fulton & Ionia
 - Fulton & Monroe/Market
 - Monroe & Campau
- Specific improvements for evaluation include but are not limited to the installation of pedestrian medians, changes to crosswalks, pedestrian county-down signals and a pedestrian scramble.
- The project also includes piloting a designated bike lane along Division Avenue.
- The City and DGRI aspire to implement improvements in Summer 2018.

Action: Evaluate feasibility of bike share service

- Lead: City of Grand Rapids
- Presented preliminary findings to the DDA on January 10, 2018
- Special Briefing with City Commission occurred February 27, 2018
- Presentation of final recommendations anticipated Summer 2018

Action: Recruit car share service provider

- Lead: City of Grand Rapids
- Mobile GR drafted and released a Request for Information (RFI) to help inform the search for a car share provider. Responses are due March 23, 2018

Action: Complete audit of Downtown's accessibility for people with differing abilities

- Lead: Downtown Grand Rapids Inc.
- Disability Advocates delivered draft recommendations and report
- GRDDA received a presentation of draft recommendations in April 2017

Action: Redesign Michigan Street to improve safety, comfort and clarity for all users

- Lead: City of Grand Rapids
- Completed 7,620 sq ft of new space for trees, landscaping and pedestrians in front of main entrance to Spectrum Health

Action: Update Downtown streetscape guidelines

- Lead: Downtown Grand Rapids Inc. Nederveld and Williams & Works serve as consultants
- Held project kickoff meeting with GR Forward Goal 3 Alliance
- Community outreach and evaluation of streets and key public spaces underway
- Kickoff meeting with GR Forward Goal 3 Alliance in December 2018

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

Action: Recruit a major office tenant to Downtown

- Right Place, City of Grand Rapids, Downtown Grand Rapids Inc., MI Department of Transportation and MI Economic Development Corporation collaborated to develop pitch for Amazon HQ2.
- Debrief revealed areas of opportunity for improving collaborative Downtown recruitment efforts
- DGRI, City and Right Place exploring more concerted and intentional recruitment strategy to attract larger office tenants

Action: Foster ground-floor businesses to diversify the mix of Downtown retail offerings

- Lead: Downtown Grand Rapids Inc.
- GR Forward Goal 4 Alliance reviewed draft framework for new Retail Business Recruitment and Incubation Program
- Launch of new program anticipate in Q2 2018
- One community goal is to increase # of ground floor businesses owned by women, people of color and other underserved communities 50% by 2025

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

Action: Establish Public Space Activation Grant Program

- Lead: Downtown Grand Rapids Inc.
- Designing program criteria and application process in collaboration with GR Forward Goal 5 Alliance
- Defining potential/preferred Downtown areas for activation in collaboration with GR Forward Goal 5 Alliance
- Goal is to launch program Summer 2018

Action: Enhance VandenBerg Plaza/Calder Plaza

- Lead: Downtown Grand Rapids Inc. and City of Grand Rapids
- Organizing to deploy short-term activation tactics for Summer 2018 including furniture, shade umbrellas and various entertainment options
- Parks Dept. preparing to issue Request for Qualifications to design the proposed pavilion at SE corner of plaza
- June 2019 is the 50th anniversary of the plaza's opening in 1968 and a key organizing point for a celebratory moment

Action: Expand winter recreational programming in Downtown parks

- Lead: Downtown Grand Rapids Inc.
- Deployed temporary "pop up" ice rink in Heartside Park that hosted pick up hockey games, ski chair racing and other activities
- Successfully hosted 10-day World of Winter festival

Action: Promote food truck businesses in public places

- Lead: Downtown Grand Rapids Inc. and City of Grand Rapids
- Presented Year One pilot ordinance outcomes to Grand Rapids City Commission on March 6, 2018.

Action: Renovate Veteran's Park

- Lead: City of Grand Rapids
- Completed reconstruction
- Opened Veterans Day
- Parks Department exploring formal ribbon cutting event

Action: Explore opportunities to beautify public plaza at Van Andel Arena

- Lead: Downtown Grand Rapids Inc.
- Developing preliminary conceptual designs
- Exploring partnership/funding opportunities for FY2019

Action: Improve safety and cleanliness on Division Avenue

- Improve lighting
 - Lead: City of Grand Rapids
 - Identified community supported solution
 - Working to determine implementation costs
- Add public restrooms
 - Lead: City of Grand Rapids and Downtown Grand Rapids Inc.
 - City currently designing new public facilities to be installed in Cherry / Commerce and/or Weston / Commerce parking ramps
 - Working to determine a sustainable facility management protocol for the new facilities.

Action: Continue turning up the volume on public art

- Lead: Downtown Grand Rapids Inc.
- Painted murals on 20 Monroe
- Collaborating with UICA Exit Space to paint riverfront mural down the stairwell near the Grand Rapids Public Museum. Painting anticipated to begin in Spring 2018 as weather permits
- Exploring mural opportunities at Fulton/131 overpass

GR Forward Goal 6 - Retain & attract families, talent & job providers with high quality public schools

Action: Transform the old public museum at 54 Jefferson into the new Grand Rapids Public Museum School

- Lead: Grand Rapids Public Schools and Grand Rapids Public Museum
- Renovation of 54 Jefferson in progress and looking great
- The building will reopen as a high school in September 2018

14. Public Comment
Elianna Bootzin took a moment to thank the Board for the investment of the recent Streetscapes Improvements on the south side of Michigan Street.
15. Board Member Discussion.
Jermale Eddie asked if the pedestrian counters were rentable for business or to the public. Mr. Kelly said he will have an update of that request at the upcoming DDA Meeting.
16. Adjournment
The meeting adjourned at 9:48am

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
June 13, 2018
DDA Meeting**

DATE: June 8, 2018

TO: Brian Harris
Chairman

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

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

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

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

In May, \$3,995,000 was expended for Van Andel Arena Series 1994 principal and interest. These payments were issued using the Van Andel Arena Debt Service Reserve Fund which may now be expended since there are no reserve requirements for the Series 2009 and Series 2017 Van Andel Arena refunding bonds.

On Statement A there is a negative "Pooled Cash and Investments" ("Cash") balance for the Debt Increment Fund. The Cash balance will return to a positive balance when the tax increment revenues resulting from the July 1, 2018 levy are distributed by the City Treasurer.

Statement B in the Local Tax Increment "Actual" column reflects the reimbursement of \$747,500 owed to the Authority by the City's Brownfield Redevelopment Authority (BRA) for DDA-financed improvements to Veterans Park. The reimbursement was financed by BRA tax increment revenues resulting from the rehabilitation of the former YMCA building adjacent to Veterans Park.

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, 2018

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 5,538,129	\$ (555,941)	\$ 5,957,116	\$ 10,939,304
Petty Cash	-	-	500	500
Debt Service Reserve - Series 1994 Bonds	-	859,956	-	859,956
Property Taxes Receivable	-	35,634	39,013	74,647
Due from Other Governmental Units	-	162,623	-	162,623
Loan Receivable - Project Developer	488,848	-	-	488,848
Loan Receivable - Special Assessments	3,684	-	-	3,684
Pending Fixed Assets	-	-	22,968	22,968
General Fixed Assets	-	-	90,051,736	90,051,736
Accumulated Depreciation on Fixed Assets	-	-	(53,295,150)	(53,295,150)
Future Tax Increment Revenues Anticipated	-	25,579,155	44,500	25,623,655
TOTAL ASSETS	\$ 6,030,661	\$ 26,081,427	\$ 42,820,683	\$ 74,932,771
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ -	\$ -	\$ 22,995	\$ 22,995
Parking Revenue Payable	11,081	-	-	11,081
Deposit - Area 5 Option to Buy	22,830	-	-	22,830
Contract Payable	-	-	44,500	44,500
Bonds Payable	-	25,579,155	-	25,579,155
TOTAL LIABILITIES	522,759	26,202,160	69,148	26,794,067
Fund Balance / Equity:				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	36,756,586	36,756,586
Debt Service Reserve - Series 1994 Bonds	-	859,956	-	859,956
Non-Tax Increment Reserve	4,973,030	-	-	4,973,030
Reserve for Authorized Projects	-	-	5,943,338	5,943,338
Reserve for Brownfield Series 2012A Bonds	530,964	-	-	530,964
Reserve for Compensated Absences	-	-	7,791	7,791
Reserve for Eligible Obligations	-	(980,689)	-	(980,689)
Reserve for Encumbrances	3,908	-	43,820	47,728
TOTAL FUND EQUITY	5,507,902	(120,733)	42,751,535	48,138,704
TOTAL LIABILITIES & FUND EQUITY	\$ 6,030,661	\$ 26,081,427	\$ 42,820,683	\$ 74,932,771

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

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2018 Budget vs Actual Results July 1, 2017 - May 31, 2018

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 6,083,468	\$ 6,175,320 ¹	\$ 5,667,979	\$ 5,647,516
Property Tax Increment - Transit Millage	-	-	-	-	508,483	508,483
Property Tax Increment - Prior Year Appeals	-	-	(75,000)	(55,328)	(75,000)	(29,465)
Property Tax Increment - County/GRCC/City/ITP Rebates	-	-	-	-	(617,646)	(598,332)
Special Assessments - Areaway	15,000	516	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	26,696	28,257
Brownfield Authority - Veterans Park	-	-	-	-	736,548	747,500
Earnings from Investments - General	28,821	52,748	20,000	46,411	73,650	77,928
Earnings from Investments - Multi-Year Accrual Reversal	-	21,713	-	31,400	-	30,876
Interest Paid by Developer - The Gallery on Fulton Note	25,373	25,373	-	-	-	-
Property Rental - DASH Parking Lots	442,200	410,774	-	-	-	-
Property Rentals - YMCA Customer Parking	52,025	42,250	-	-	-	-
Event Sponsorships and Fees	75,000	8,525	-	-	-	-
Valent-ICE Sculpture Reimbursements	20,000	28,965	-	-	-	-
Contributions - Lyon Square Project	-	-	-	-	-	150,000
Principal Repayments - The Gallery on Fulton Note	75,000	75,000	-	-	-	-
Property Sale	4,074,108	3,667,075	-	-	-	-
Series 1994 Debt Service Reserve Fund	-	-	3,995,000	-	-	-
Reimbursements and Fees - Miscellaneous	600	2,000	-	-	10,000	2,100
From / (To) Fund Balance	(1,468,979)	-	(20,000)	-	2,211,790	-
TOTAL REVENUES	\$ 3,339,148	\$ 4,334,939	\$ 10,003,468	\$ 6,197,803	\$ 8,542,500	\$ 6,564,863
EXPENDITURES						
<u>GR Forward Projects:</u>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 30,000	\$ 6,313	\$ -	\$ -	\$ 1,625,000	\$ 757,932
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	-	-	-	-	1,790,000	1,115,813
Goal #3: Implement a 21st Century Mobility Strategy	40,000	30,032	-	-	1,430,000	322,083
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	25,000	21,283	-	-	100,000	1,760
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	974,500	895,142	-	-	1,955,000	997,125
Total GR Forward Projects	\$ 1,069,500	\$ 952,770	\$ -	\$ -	\$ 6,900,000	\$ 3,194,713
Administration	4,200	4,603	-	-	1,187,863	1,085,302
Debt Service for Bond Issues	-	-	9,380,463	9,380,463	454,637	346,787
Purchase for Studio Park Project	2,265,448	2,077,575	-	-	-	-
Estimated Capture to be Returned	-	-	623,005	-	-	-
TOTAL EXPENDITURES	\$ 3,339,148	\$ 3,034,948	\$ 10,003,468	\$ 9,380,463	\$ 8,542,500	\$ 4,626,802
EXCESS / (DEFICIT)	\$ -	\$ 1,299,991	\$ -	\$ (3,182,660)	\$ -	\$ 1,938,061

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

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STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY
Statement of FY2018 Project Expenditures
As of May 31, 2018

Project Name	FY2018 Project Budgets		EXPENDITURES		Remaining
	%	Amount	Month	Fiscal Year	FY2018 Budgets
Michigan Street Streetscape Improvements		\$ 180,000	\$ -	\$ 46,018	\$ 133,982
River Trail Improvements		228,000	4,053	33,289	194,711
Streetscape / Riverwalk Projects TBD		616,228	-	1,500	614,728
GRForward Goal # 1 - Bond Proceeds	11.39%	\$ 1,024,228	\$ 4,053	\$ 80,807	\$ 943,421
Arena South Implementation		150,000	7,337	24,349	125,651
Bridge Street Streetscape Improvs		100,000	-	6,664	93,336
Downtown Plan		325,000	18,674	149,503	175,497
Grand River Activation		100,000	-	100,000	-
Parks Design		700,000	100,421	477,416	222,584
Pearl Street Gateway Enhancements		100,000	-	-	100,000
State Street & Bostwick Ave Reconstruction		150,000	-	-	150,000
GRForward Goal # 1 - Local Tax Increment	18.07%	\$ 1,625,000	\$ 126,432	\$ 757,932	\$ 867,068
Downtown Speakers Series		10,000	894	5,957	4,043
Riverwalk Maintenance		20,000	-	356	19,644
GRForward Goal # 1 - Non-Tax Increment	0.33%	\$ 30,000	\$ 894	\$ 6,313	\$ 23,687
Affordable Housing Support		250,000	-	-	250,000
Areaway Fill Program (ARIP)		35,000	-	-	35,000
Building Re-use Incentive Program (BRIP)		100,000	-	100,000	-
Development Project Guidance		90,000	-	11,997	78,003
Development Project Reimbursements		925,000	-	1,003,816	(78,816)
Downtown Census		15,000	-	-	15,000
Streetscape Improvement Incentive Program		375,000	-	-	375,000
GRForward Goal # 2 - Local Tax Increment	19.90%	\$ 1,790,000	\$ -	\$ 1,115,813	\$ 674,187
Accessibility and Mobility Repairs		100,000	-	7,000	93,000
Bicycle Friendly Improvements		75,000	-	32,980	42,020
DASH North Shuttle Services		80,000	13,334	73,337	6,663
Grandville Ave Area Improvements		50,000	-	-	50,000
Michigan / Ottawa Gateway		50,000	48,002	48,002	1,998
New Downtown Circulator Infrastructure		500,000	-	-	500,000
Public Realm Improvements - Local Tax		150,000	10,585	41,258	108,742
Streetscape Improv - CBD/Heartside/Arena S		350,000	22,817	99,996	250,004
Wayfinding System Improvements		75,000	-	19,510	55,490
GRForward Goal # 3 - Local Tax Increment	15.90%	\$ 1,430,000	\$ 94,738	\$ 322,083	\$ 1,107,917
Public Realm Improvements - Non-Tax		-	-	610	(610)
Transportation Demand Mnmt Program		40,000	2,462	29,422	10,578
GRForward Goal # 3 - Non-Tax Increment	0.44%	\$ 40,000	\$ 2,462	\$ 30,032	\$ 9,968
Econ Devel - Minority/Women Business Enterprises		100,000	1,760	1,760	98,240
GRForward Goal # 4 - Local Tax Increment	1.11%	\$ 100,000	\$ 1,760	\$ 1,760	\$ 98,240
Downtown Workforce Programs		25,000	-	21,283	3,717
GRForward Goal # 4 - Non-Tax Increment	0.28%	\$ 25,000	\$ -	\$ 21,283	\$ 3,717
DGRI Event Production - Local Tax		-	-	77	(77)
Downtown Marketing & Inclusion		300,000	80,534	221,639	78,361
Heartside Public Restroom Facility		150,000	-	-	150,000
Sheldon Blvd - Weston to Cherry Street		300,000	-	-	300,000
Snowmelt System Repairs / Investigation		50,000	4,986	6,322	43,678
State of Dntn Event & Annual Reports		20,000	-	26,230	(6,230)
Ticketed Events - Police Services - Local Tax		-	-	10,558	(10,558)
Tree Well Fill		150,000	22,968	22,968	127,032
Urban Recreation Plan		125,000	5,148	16,871	108,129
Veterans Park Improvements		860,000	-	692,460	167,540
GRForward Goal # 5 - Local Tax Increment	21.74%	\$ 1,955,000	\$ 113,636	\$ 997,125	\$ 957,875
African-American Museum and Archives		6,500	2,166	2,605	3,895
Bridge Lighting Operations		10,000	-	-	10,000
DGRI Event Production - Non-Tax		245,000	9,300	237,291	7,709
Diversity / Inclusion Programming		30,000	-	39,548	(9,548)
Downtown Ambassadors		200,000	24,591	153,037	46,963
Educational Partnerships Initiatives		5,000	-	3,303	1,697
Experience - Miscellaneous		50,000	4,061	32,194	17,806
Holiday Décor Program		35,000	-	43,041	(8,041)
Major Event Sponsorship		60,000	-	70,000	(10,000)
Police Foot Patrols		35,000	-	27,390	7,610
Project and Fixed Asset Maintenance		15,000	-	26,881	(11,881)
Public Space Activation		36,000	18,096	45,763	(9,763)
Rosa Parks Circle Skating Operations		40,000	41,332	41,332	(1,332)
Special Events - Grants		30,000	-	22,450	7,550
Special Events - Office of		75,000	-	50,000	25,000
Special Events - Training Program		5,000	-	1,835	3,165
Stakeholder Engagement Programs		20,000	1,424	7,688	12,312
Street Trees Maintenance Program		5,000	-	-	5,000
Ticketed Events - Police Services - Non-Tax		70,000	12,347	90,784	(20,784)
Winter Avenue Building Lease		2,000	-	-	2,000
GRForward Goal # 5 - Non-Tax Increment	10.84%	\$ 974,500	\$ 113,317	\$ 895,142	\$ 79,358
TOTAL	100.00%	\$ 8,993,728	\$ 457,292	\$ 4,228,290	\$ 4,765,438

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

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Debt	5/25/2018	U.S. Bank N.A.	1994 DDA Tax Increment Rev Bonds	Interest due 06/01/2018	\$3,260,399.40
Debt	5/25/2018	U.S. Bank N.A.	1994 DDA Tax Increment Rev Bonds	Principal due 06/01/2018	734,600.60
Local	5/31/2018	Paychex	Administration	DDA Payroll Wages, 401(k), Taxes - May 2018	78,208.40
Local	5/1/2018	Paychex	Administration	DDA Payroll Wages, 401(k), Taxes - April 2018	61,110.69
Local	5/17/2018	Bishop Land Design, LLC	Parks Design	Lyon Square (Bishop Land Design-1059)- DDA	48,063.81
Local	5/24/2018	Nagel Construction Inc	Michigan / Ottawa Gateway	Michigan Str - Bostwick to Barclay (Nagel-1700403)	48,002.29
Non-Tax	5/22/2018	City Treasurer - Parks Dept	Rosa Parks Circle Skating Operations	Rosa Parks Ice Rink Reimbursement FY2018	41,331.94
Local	5/24/2018	Payroll Re-Allocation Entry	Downtown Marketing & Inclusion	Payroll Allocation 11/1/2017-2/28/2018 - Wgs/Taxes	35,862.87
Local	5/17/2018	Bishop Land Design, LLC	Parks Design	Lyon Square (Bishop Land Design-1057)- DDA	28,409.74
Non-Tax	5/17/2018	Mydatt Service Inc dba Block by Block	Downtown Ambassadors	Downtown Ambassadors 04/2018	24,510.78
Local	5/31/2018	New Life Arboricultural Services	Tree Well Fill	Downtown tree planting	22,968.00
Local	5/24/2018	Payroll Re-Allocation Entry	Streetscape Improv - CBD/Heartside/Arena S	Payroll Allocation 11/1/2017-2/28/2018 - Wgs/Taxes	17,153.83
Local	5/17/2018	Nederveld, Inc	Downtown Plan	Design Services: Streetscape 03/15-04/15/2018	14,677.00
Local	5/24/2018	Fishbeck, Thompson, Carr & Huber, Inc	Parks Design	Lyon Square (FTCH- 374441)-DDA	12,588.50
Non-Tax	5/24/2018	Payroll Re-Allocation Entry	Public Space Activation	Payroll Allocation 11/1/2017-2/28/2018 - Wgs/Taxes	12,279.11
Local	5/16/2018	City Treasurer - Budget Office	Administration	Support services allocation - May, 2018	11,635.00
Local	5/24/2018	Payroll Re-Allocation Entry	Parks Design	Payroll Allocation 11/1/2017-2/28/2018 - Wgs/Taxes	11,294.10
Local	5/29/2018	Ferris State University - UICA	Public Realm Improvements	Exit Space project support 04/2018	10,000.00
Non-Tax	5/22/2018	City Treasurer - Police Dept	Ticketed Events - Police Services	GRPD OT Van Andel 04/2018	9,408.06
Local	5/17/2018	DropDrop.com LLC	Downtown Marketing & Inclusion	Internet Svcs: After Effects Templates 04/2018	8,283.33
Local	5/17/2018	DropDrop.com LLC	Downtown Marketing & Inclusion	Internet Svcs: After Effects Templates 05/2018	8,283.33
Local	5/17/2018	Priority Health	Administration	Health Insurance Premium 07/18-09/18	8,122.36
Local	5/24/2018	Payroll Re-Allocation Entry	Arena South Implementation	Payroll Allocation 11/1/2017-2/28/2018 - Wgs/Taxes	7,293.53
Local	5/21/2018	HR Collaborative LLC	Administration	HR Consultant 04/2018	7,065.07
Local	5/18/2018	City Treasurer - MobileGR / Parking Svcs	DASH North Shuttle Services	DDA DASH Lease - April 2018	6,667.00
Local	5/22/2018	City Treasurer - MobileGR / Parking Svcs	DASH North Shuttle Services	DDA DASH Lease - May 2018	6,667.00
Local	5/17/2018	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 05/2018	5,616.23
Local	5/15/2018	City Treasurer - MobileGR / Parking Svcs	Streetscape Improv - CBD/Heartside/Arena S	Reimb'd Parking for 50% of HRC Inv 0157832	5,326.02
Local	5/17/2018	Amway Hotel Corporation	Downtown Marketing & Inclusion	Advertising - SOLACE Spring 2018	5,260.00
Local	5/21/2018	Geotech Inc	Snowmelt System Repairs / Investigation	Snowmelt System Maintenance 04/2018	4,985.56
Local	5/24/2018	Dreamway Trading, LLC	Downtown Marketing & Inclusion	Protect Bike lane supplies 05/2018	4,798.80
Local	5/13/2018	GRCAC	Downtown Marketing & Inclusion	Advertising: GR Live (sponsorship) 1/4 2018	4,500.00
Non-Tax	5/29/2018	Grand Rapids Food Truck Association	Public Space Activation	Roll'N Out Food Truck Festival Support 04/2018	4,166.67
Bonds	5/17/2018	Wyoming Excavators Inc	River Trail Improvements	Floodwalls/Embankmts Contract No. 3 Inv 1604610	4,053.45
Local	5/17/2018	Grand Valley State University	Downtown Plan	DDA Grand River Project 02/2018	3,997.00
Local	5/22/2018	City Treasurer - MobileGR / Parking Svcs	Downtown Marketing & Inclusion	DASH Shuttle for events 11/2017	3,968.90
Local	5/13/2018	HR Collaborative LLC	Administration	HR Consultant 02/2018	3,729.94
Local	5/17/2018	Fifth Third Bank P-card 04/18	Administration	Travel/Training - Guy, Schumacher, VanDriel 04/18	3,504.96
Local	5/23/2018	Challenger Turf, Inc.	Urban Recreation Plan	Event supplies: Calder Plaza Activation 05/2018	3,497.00
Local	5/21/2018	McAlvey Merchant & Associates	Administration	Governmental Consulting 04/2018	3,000.00
Non-Tax	5/13/2018	Hub International Midwest Ltd	DGRI Event Production	Summer Movies Event Policy 04/2018	2,971.00
Non-Tax	5/22/2018	City Treasurer - Police Dept	Ticketed Events - Police Services	GRPD OT DeVos 04/2018	2,938.54
Non-Tax	5/21/2018	Victor Williams	Experience - Miscellaneous	HipHop Appreciation Week Sponsorship 2018	2,500.00
Non-Tax	5/17/2018	Fifth Third Bank P-card 04/18	Transportation Demand Mgmt Program	Mobility Summit speaker accommodations 05/2018	2,461.50
Non-Tax	5/22/2018	City Treasurer - MobileGR / Parking Svcs	African-American Museum and Archives	89 Monroe Center NW Rent 05/2018	2,166.47
Local	5/5/2018	City of Grand Rapids	Administration	Staff services - payroll period ended 05/05/2018	2,162.54
Non-Tax	5/22/2018	City Treasurer - MobileGR / Parking Svcs	DGRI Event Production	World of Winter: DASH West hour extension 02/18	2,080.00
Non-Tax	5/17/2018	Castle Party Rentals LLC	DGRI Event Production	DGRI Event Production: Movies 04/2018	1,995.00
Local	5/17/2018	Fifth Third Bank P-card 04/18	Administration	Prof Dev: T. Kelly 04/18	1,960.30
Local	5/14/2018	City Treasurer - Risk Management	Administration	General insurance - May 2018	1,528.00
Non-Tax	5/17/2018	Fifth Third Bank P-card 04/18	DGRI Event Production	Supplies: Movies on Monroe / Relax @ Rosa 04/18	1,432.37
Local	5/17/2018	Grand Rapids Public Schools	Downtown Marketing & Inclusion	Advertisemen in "We are GR" Spring 2018	1,425.00
Local	5/29/2018	Dickinson Wright PLLC	Administration	Legal Services: DDA Misc. Matters 03/2018	1,408.00
Local	5/17/2018	Revue Holding 1	Downtown Marketing & Inclusion	Advertising: DGRI Events 05/2018	1,360.00
Local	5/19/2018	City of Grand Rapids	Administration	Staff services - payroll period ended 05/19/2018	1,191.92
Local	5/21/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Project Employee 04/18-05/18	1,093.20
Non-Tax	5/17/2018	Fifth Third Bank P-card 04/18	Stakeholder Engagement Programs	Event refreshments 04/2018	1,053.99
Local	5/29/2018	Dickinson Wright PLLC	Econ Devel - Minority/Women Enterprises	Legal Services: Parking agreement amend 03/2018	1,012.00
Local	5/17/2018	Applied Imaging	Administration	Copier Overage 01/15/18-04/14/18	864.04
Non-Tax	5/29/2018	Grand Rapids Food Truck Association	Experience - Miscellaneous	Calder Plaza Food Truck Support 05/2018	833.33
Non-Tax	5/29/2018	Grand Rapids Food Truck Association	Public Space Activation	Roll'N Out Food Truck Festival Support 04/2018	833.33
Local	5/13/2018	The KR Group, Inc.	Administration	IT services 01/18, 03/18, 04/18	791.90
Local	5/13/2018	The KR Group, Inc.	Administration	IT services 01/18, 03/18, 04/18	791.90
Local	5/21/2018	The KR Group, Inc.	Administration	IT services 06/2018	791.90
Local	5/17/2018	Fifth Third Bank P-card 04/18	Urban Recreation Plan	Event supplies: Urban Recreation Plan 04/2018	781.01
Local	5/18/2018	United States Treasury - IRS	Administration	IRS 2016 Form 5500 Adjustment 05/2018	768.97
Local	5/13/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Project Employee 04/2018	765.24
Non-Tax	5/17/2018	Fifth Third Bank P-card 04/18	Public Space Activation	Supplies: Public Space Activation 04/2018	744.29
Local	5/13/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Project Employee 04/2018	724.25
Local	5/13/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Project Employee 04/2018	655.92
Local	5/21/2018	Mighty Co.	Downtown Marketing & Inclusion	Website Maintenance 03/2018	600.00

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2018
May, 2018

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>continued from previous page</i>					
Local	5/21/2018	Mighty Co.	Downtown Marketing & Inclusion	Website Maintenance 03/2018	\$ 600.00
Local	5/29/2018	Dickinson Wright PLLC	Econ Devel - Minority/Women Enterprises	Legal Services: Area 4 support 03/2018	572.00
Local	5/30/2018	Dickinson Wright PLLC	Administration	Legal: Business Incubator Program 01/18	572.00
Local	5/21/2018	Kforce Inc	Downtown Marketing & Inclusion	CRM Project Employee 04/18-05/18	560.27
Non-Tax	5/21/2018	Bryan Esler Photo, Inc.	Downtown Speakers Series	Photographer: Mobility Summit 05/2018	560.00
Local	5/21/2018	American Planning Association	Administration	Membership 07/01/18-06/30/19 T Kelly	500.00
Non-Tax	5/21/2018	Ebony Road Players	Experience - Miscellaneous	Loving Day Sponsorship 05/2018	500.00
Local	5/17/2018	Federal Square Building Co. #1, LLC	Administration	Lease: 29 Pearl Street Mezzanine Office 5/2018	475.14
Local	5/17/2018	Hatch Enterprises, Inc.	Urban Recreation Plan	Event supplies: Calder Temp Improvs 04/2018	390.90
Local	5/20/2018	The KR Group, Inc.	Administration	IT services 04/18	375.65
Local	5/24/2018	Jennie Schumacher	Downtown Marketing & Inclusion	Meeting Reimbursement: 03/2018	367.17
Local	5/31/2018	Paychex	Administration	DDA Paychex fee - May 2018	364.85
Local	5/21/2018	Vias, LLC	Downtown Marketing & Inclusion	Translation svcs: various materials 01/2018-05/2018	360.00
Local	5/21/2018	Staples Contract and Commercial Inc.	Administration	Office/Event Supplies 04/2018	341.14
Non-Tax	5/17/2018	Fifth Third Bank P-card 04/18	Downtown Speakers Series	Mobility Summit Guest speaker snacks 05/2018	334.49
Non-Tax	5/21/2018	Erika Townsley	Stakeholder Engagement Programs	Photography: Mix, Mingle & Share 05/2018	325.00
Local	5/17/2018	Fifth Third Bank P-card 04/18	Public Realm Improvements	Parklet Storage 05/2018	315.00
Local	5/21/2018	Stanley Steemer Great Lakes Inc	Administration	Carpet Cleaning 04/2018	312.00
Non-Tax	5/18/2018	City Treasurer - MobileGR / Parking Svcs	DGRI Event Production	Hooded Meters: World of Winter 02/2018	310.00
Non-Tax	5/24/2018	Tim Kelly	Administration	Travel: Amer Assn of Planners Conf 03/2018	298.90
Local	5/1/2018	Paychex	Administration	DDA Paychex fee - April 2018	292.39
Local	5/21/2018	Vias, LLC	Downtown Marketing & Inclusion	Translation svcs: various materials 01/2018-05/2018	272.80
Local	5/24/2018	Kimberly Van Driel	Administration	Meeting Reimbursement: 03/2018	272.22
Local	5/10/2018	GR City Treasurer - Permits	Public Realm Improvements	Parklet Permit Fee 04/2018	270.00
Local	5/13/2018	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 05/2018	266.87
Local	5/21/2018	TDS Metrocom	Administration	Phone Service 04/2018	236.99
Local	5/17/2018	Eco-Compteur Inc	Streetscape Improv - CBD/Heartside/Arena S	Pedestrian Counters supplies 04/2018	235.00
Local	5/17/2018	Fifth Third Bank P-card 04/18	Urban Recreation Plan	Ice Rink Storage 04/2018	232.58
Local	5/17/2018	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 05/2018	209.85
Local	5/21/2018	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electricity 4/2018	209.19
Local	5/24/2018	Payroll Re-Allocation Entry	Downtown Marketing & Inclusion	Payroll Allocation 11/1/2017-2/28/2018 - Fees	206.55
Local	5/21/2018	Joseph Aukeman	Downtown Marketing & Inclusion	GR Landscape Photos 05/2018	200.00
Local	5/1/2018	Paychex	Administration	DDA Payroll HRS fees - April 2018	196.37
Local	5/31/2018	Paychex	Administration	DDA Payroll HRS fees - May 2018	196.37
Non-Tax	5/17/2018	Fifth Third Bank P-card 04/18	DGRI Event Production	Special events supply storage 04/2018	192.00
Local	5/21/2018	Cellco Partnership dba Verizon	Administration	Cell Phone Service 04/2018	183.95
Local	5/20/2018	The KR Group, Inc.	Administration	IT services 04/18	178.91
Local	5/13/2018	The KR Group, Inc.	Administration	IT services 01/18, 03/18, 04/18	177.35
Local	5/29/2018	Dickinson Wright PLLC	Econ Dev - Minority/Women Enterprises	Legal Services: Bus. Incubator RFP 03/2018	176.00
Local	5/21/2018	The KR Group, Inc.	Administration	IT services 05/2018	175.80
Non-Tax	5/29/2018	Grand Rapids Food Truck Association	Experience - Miscellaneous	Calder Plaza Food Truck Support 05/2018	166.67
Local	5/17/2018	PCS Gophers Ltd	Administration	Interoffice mail services - March, 2018	161.05
Local	5/2/2018	Abram Sudan	Urban Recreation Plan	Event Services: Pop up skate rink 02/2018	150.00
Local	5/17/2018	Comcast	Administration	Internet at 29 Pearl St NW 05/2018-06/2018	126.59
Local	5/21/2018	Mighty Co.	Downtown Marketing & Inclusion	Website Maintenance 03/2018	105.00
Non-Tax	5/17/2018	Fifth Third Bank P-card 04/18	Administration	Internet Services: Amazon Prime 2018	104.94
Local	5/29/2018	Dickinson Wright PLLC	Administration	Legal Services: Transition Matters 03/2018	104.53
Local	5/13/2018	Breck Graphics Inc dba Allegra	Administration	Business Cards: Schumacher & Kelly 4/2018	103.69
Local	5/24/2018	Payroll Re-Allocation Entry	Streetscape Impr-CBD/Heartside/Arena S	Payroll Allocation 11/1/2017-2/28/2018 - Fees	101.88
Local	5/21/2018	Swift Printing & Communications	Urban Recreation Plan	Event Materials: Calder Temp Improvs 05/2018	97.00
Non-Tax	5/18/2018	City Treasurer - MobileGR / Parking Svcs	DGRI Event Production	Hooded Meters: World of Winter 02/2018	90.00
Non-Tax	5/18/2018	City Treasurer - MobileGR / Parking Svcs	DGRI Event Production	Hooded Meters: World of Winter 02/2018	90.00
Non-Tax	5/18/2018	City Treasurer - MobileGR / Parking Svcs	DGRI Event Production	Hooded Meters: World of Winter 02/2018	90.00
Local	5/21/2018	Madcap Coffee Company	Administration	Meeting Supplies 05/2018	87.03
Local	5/13/2018	Mighty Co.	Downtown Marketing & Inclusion	Website support 04/2018	75.00
Local	5/17/2018	Mighty Co.	Downtown Marketing & Inclusion	Website updates 04/2018	75.00
Local	5/17/2018	Perrigo Printing Inc	Downtown Marketing & Inclusion	Event Supplies: Mobility Summit flyers 05/18	74.25
Non-Tax	5/24/2018	Payroll Re-Allocation Entry	Public Space Activation	Payroll Allocation 11/1/2017-2/28/2018 - Fees	72.92
Local	5/24/2018	Payroll Re-Allocation Entry	Parks Design	Payroll Allocation 11/1/2017-2/28/2018 - Fees	64.49
Non-Tax	5/17/2018	Fifth Third Bank P-card 04/18	Experience - Miscellaneous	Staff appreciation items 04/2018	61.37
Non-Tax	5/17/2018	Fifth Third Bank P-card 04/18	Administration	Orientation lunches 04/18 net of Luna GR Credit	59.79
Local	5/17/2018	Fifth Third Bank P-card 04/18	Downtown Marketing & Inclusion	Facebook adverts 04/2018	57.65
Local	5/17/2018	Fifth Third Bank P-card 04/18	Administration	General Office supplies 04/2018	55.99
Non-Tax	5/18/2018	City Treasurer - MobileGR / Parking Svcs	DGRI Event Production	Hooded Meters: World of Winter 02/2018	50.00
Non-Tax	5/3/2018	Consumers Energy 1	Downtown Ambassadors	Share of electricity - 331 Winter Ave NW	48.55
Non-Tax	5/24/2018	City Treasurer - MobileGR / Parking Svcs	Downtown Ambassadors	MAY 2018 MONTHLY PARKING BILLING	48.00
Non-Tax	5/17/2018	Perrigo Printing Inc	Stakeholder Engagement Programs	Event Supplies: Resident Bfast flyers 04/2018	45.00
Local	5/24/2018	Payroll Re-Allocation Entry	Arena South Implementation	Payroll Allocation 11/1/2017-2/28/2018 - Fees	43.32
Local	5/31/2018	JPMorganChase	Administration	DDA Payroll Bank Fee - May 2018	43.08

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2018
May, 2018

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>continued from previous page</i>					
Local	5/21/2018	Staples Contract and Commercial Inc.	Administration	Office/Event Supplies 04/2018	\$ 40.56
Local	5/17/2018	Model Coverall Services Inc	Administration	Floor Mat Rental 05/2018	33.63
Non-Tax	5/23/2018	DTE Energy	Downtown Ambassadors	Share of natural gas - 331 Winter Ave NW - 04/2018	31.84
Local	5/1/2018	JPMorganChase	Administration	DDA Payroll Bank Fee - April 2018	17.03
Local	5/21/2018	Staples Contract and Commercial Inc.	Administration	Office/Event Supplies 04/2018	12.66
Local	5/21/2018	Staples Contract and Commercial Inc.	Administration	Office/Event Supplies 04/2018	8.23
Local	5/17/2018	Fifth Third Bank P-card 04/18	Administration	Postage 04/2018	5.74
Local	5/24/2018	Payroll Re-Allocation Entry	Administration	Payroll Allocation 11/1/2017-2/28/2018 - Fees	(783.79)
Local	5/24/2018	Payroll Re-Allocation Entry	Administration	Payroll Allocation 11/1/2017-2/28/2018 - Wgs/Taxes	(134,884.23)
TOTAL MAY, 2018 EXPENDITURES					<u>\$ 4,517,726.34</u>

STATEMENT E
DOWNTOWN DEVELOPMENT AUTHORITY
Series 2017 Improvement & Refunding Bonds

Balance Sheet
As of May 31, 2018

Assets - Pooled Cash and Investments	\$ 743,447
Liabilities and Fund Balance	
Current Liabilities	\$ -
Reserved for Projects	743,447
Liabilities and Fund Balance	\$ 743,447

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

	<u>Budget</u>	<u>Actual</u>
REVENUES		
Bond Proceeds	\$ - ¹	\$ -
Interest Earned	5,161	5,667
From / (To) Fund Balance	1,019,067	-
Total Revenues	\$ 1,024,228	\$ 5,667
EXPENDITURES		
GR Forward Projects:		
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor		
River Trail Improvements	\$ 228,000	\$ 33,289
Michigan Street Streetscape Improvements	180,000	46,018
Streetscape / Riverwalk Projects TBD	616,228	-
Costs of Issuance	-	1,500
Total GR Forward Project Expenditures	\$ 1,024,228	\$ 80,807
Excess / (Deficit)	\$ -	\$ (75,140)

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

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: June 8, 2018

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
President & CEO

SUBJECT: FY19 Budget Adoption

Agenda Item #4
June 13, 2018
DDA Meeting

On May 9, 2018 the DDA Board recommended the FY2019 budget to the Grand Rapids City Commission to request fund appropriation for the fiscal year beginning July 1, 2018. That budget was presented and unanimously approved by the City Commission on May 22, 2018 (attached). The final step in the budget process is adoption by the DDA Board. Below is a summary of the budget process and the priorities included in the FY2019 budget.

Each year the DDA recommends and adopts a one-year budget and 5-year priority plan to reflect the priorities for Downtown investment. With GR Forward now an approved amendment to the City's Master Plan, DGRI has clearly defined objectives and continues to work diligently to ensure its budgets reflect the plan's recommendations. The budgets, which include the local tax increment fund (LTI), non-tax increment fund (NTI), school tax increment (STI) and Bond Proceeds Fund (BPF), consist of both new projects from GR Forward and carry forward priorities that span multiple fiscal years.

New projects include planning for the management of future River Corridor improvements, new lighting for Division Avenue, the re-design of Fulton Street and Calder Plaza, support for the initiation of bike share, construction funding for Lyon Square, and designs for the conversion of one-way streets to two way, including Ottawa and Ionia Avenue. Carry-forward priorities from previous years include improved bus shelters for the DASH system, funding to grow the supply of affordable housing, and support for the Grand River restoration. When examined by GR Forward goal the breakdown is as follows:

- Goal 1 (Restore the River as the Draw): \$2,138,000
- Goal 2 (Create a True Downtown Neighborhood Home to a Diverse Population): \$2,510,000
- Goal 3 (21st Century Mobility Strategy): \$2,637,204



- Goal 4 (Ensure Job Opportunities and Ensure Vitality of the Local Economy) \$175,000
- Goal 5 (Reinvest in Public Space, Culture and Inclusive Programming): \$2,556,000

In addition, there are 14 projects and initiatives that cut across multiple or all goals and include items such as diversity and inclusion programming, GR Forward implementation communications, speaker series events, and administration.

As in previous years, the Downtown Grand Rapids Inc. Alliances played an important role in developing the budget. Beginning in February 2018, staff began soliciting input from the five goal Alliances charged with advising on projects and priorities. This 3-month, iterative process culminated in all five Alliances tendering recommendations to the three fiduciary Boards of DGRI (DDA, DID, and MNTIFA) regarding their ambitions for the coming fiscal year. The attached budget narrative provides additional detail on the various priorities that emerged during that process.

Recommendation: Adopt the FY2019 DDA Budget for the fiscal year July 1, 2018 – June 30, 2019.

CITY OF GRAND RAPIDS, MICHIGAN
Downtown Development Authority
FY2019 Appropriation Requests by Fund

Recommended by the Downtown Development Authority Board on May 9, 2018
Approved by the Grand Rapids City Commission on May 22, 2018
Submitting for Adoption by the Downtown Development Authority on June 13, 2018

FY2019 BUDGET REQUESTS BY FUND

RESOURCES	Non-Tax Fund	Series 2017 Bonds	Debt Tax Increment	Local Tax Increment	TOTAL
Property Tax Increment - General	\$ -	\$ -	\$ 8,254,822	\$ 5,672,682	\$ 13,927,504
Property Tax Increment - Public Transit Millage	-	-	-	522,053	522,053
Property Tax Increment - Rebates to City / ITP	-	-	-	(619,474)	(619,474)
Property Tax Increment - Prior Year Appeals	-	-	(75,000)	(75,000)	(150,000)
Special Assessments	15,000	-	-	-	15,000
Brownfield Redevelopment Authority - Grandville Ave	-	-	-	28,398	28,398
Fees / Reimbursements - Miscellaneous	1,000	-	-	5,000	6,000
Interest - General	51,977	2,956	8,616	70,703	134,252
Interest - "The Gallery" Promissory Note	21,998	-	-	-	21,998
Principal - "The Gallery" Promissory Note	100,000	-	-	-	100,000
Property Rental - Buildings and Facilities	52,545	-	-	-	52,545
Property Rental - DASH Parking Lots	225,127	-	-	-	225,127
Event Sponsorships, Fees, and Reimbursements	100,000	-	-	-	100,000
From Series 1994 Debt Service Reserve Fund	-	-	845,000	-	845,000
From / (To) Fund Balance	828,709	594,248	(1,384,238)	4,097,793	4,136,512
TOTAL RESOURCES	\$ 1,396,356	\$ 597,204	\$ 7,649,200	\$ 9,702,155	\$ 19,344,915
APPROPRIATIONS					
GR Forward Projects					
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 25,000	\$ 100,000	\$ -	\$ 2,013,000	\$ 2,138,000
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	170,000	-	-	2,340,000	2,510,000
Goal #3: Implement a 21st Century Mobility Strategy	40,000	497,204	-	2,100,000	2,637,204
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	25,000	-	-	150,000	175,000
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	1,131,000	-	-	1,425,000	2,556,000
Total GR Forward Expenditures	1,391,000	597,204	-	8,028,000	10,016,204
Administration	5,356	-	-	1,257,898	1,263,254
Debt Service	-	-	7,649,200	416,257	8,065,457
TOTAL APPROPRIATIONS	\$ 1,396,356	\$ 597,204	\$ 7,649,200	\$ 9,702,155	\$ 19,344,915
EXCESS / (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: June 14, 2018

BOARD: Mobile GR Commission

FROM: Josh Naramore, Mobile GR and Parking Services Manager
Mobile GR and Parking Services Staff

SUBJECT: **Recommendation to the City Commission to approve the DASH North agreement with the Downtown Development Authority and the Monroe North Tax Increment Finance Authority**

Action Requested

It is the recommendation of the Mobile GR Commission to the City Commission to approve a memorandum of understanding with the Downtown Development Authority (the "DDA") and Monroe North Tax Increment Finance Authority ("MNTIFA") extending the term of a partnership providing DASH transit services between the DDA's Downtown District and the MNTIFA's North Monroe Development Area for an additional one year commencing July 1, 2018.

Background

Since December 2012, through Memorandums of Understanding the City has partnered with the DDA and MNTIFA to provide DASH transit services from and to the Monroe North Development Area and the Downtown District. The City through Mobile GR and Parking Services and the DDA and MNTIFA have shared in the cost of providing such services with the DDA and MNTIFA contributing towards the cost of providing the bus infrastructure and the City covering operating costs. For the first two years of the service, the DDA and MNTIFA contributed \$150,000 each, for the second two years each contributed \$160,000 and during the 18-month period ending June 30, 2018, each contributed \$112,500.

It is proposed that a one year memorandum of understanding be entered into for FY2019 ending June 30, 2019, with the DDA contributing \$99,994 (\$8,333 per month) and the MNTIFA contributing \$80,004 (\$6,667 per month). During FY2019 Mobile GR and Parking Services will continue to work on rebranding the DASH service and review extension of hours of service and route changes as well as discussing the impact of such changes on North Monroe Development Area transit services to determine if changes are required in FY2020 and beyond.

Agreement

The City, DDA and MNTIFA would enter into a new memorandum of understanding for FY2019 containing provisions similar to prior Memorandums of Understanding, but adjusting the contribution towards service infrastructure to be paid by the DDA and MNTIFA. The memorandum of understanding also would reflect the City's contribution for operating costs.

Recommendation

Approve extending the term of the DASH transit service from and to the Monroe North Development Area and the Downtown District to June 30, 2019, through a memorandum of understanding between the City, DDA and MNTIFA incorporating terms similar to those contained in the prior Memorandums of Understanding provided that the DDA's contribution for such period shall be \$99,994 and the MNTIFA contribution for such period shall be \$80,004. The Chairperson of the Boards of the DDA and the MNTIFA are authorized to execute the memorandum of understanding, approved as to content by the DDA Executive Director and as to form by DDA/MNTIFA legal counsel.

WHEREAS:

1. In 2012, the City of Grand Rapids entered into an agreement with the Monroe North Tax Increment Finance Authority and the Downtown Development Authority to provide DASH bus shuttle service in the North Monroe area, and
2. All parties agreed to a two year pilot program that contracted Interurban Transit Partnership to provide operation, maintenance and shelter for DASH North buses owned by the City of Grand Rapids, and
3. All parties agreed to a two year extension that lapsed on January 1, 2017, and
4. All parties wish to renew the DASH North agreement upon similar terms; therefore

RESOLVED:

1. That upon approval as to form by the City Attorney, the Mayor and City Clerk are hereby authorized to execute an agreement with the Downtown Development Authority for DASH North service for a term 12 consecutive months at a rate of \$8,333 a month.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: June 8, 2018

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
President & CEO

Agenda Item #06
June 13, 2018
DDA Meeting

SUBJECT: GRPS Museum School Support

GR Forward established retaining and attracting families, talent and job providers with high quality public schools as a goal for Downtown Grand Rapids. To that end, Downtown Grand Rapids Inc. (DGRI) has worked to expand its partnership with Grand Rapids Public Schools (GRPS) to ensure coordination of investments in Downtown public schools. This partnership has been strengthened by the addition of GRPS Superintendent Teresa Weatherall Neal to the DGRI Board of Advisors.

Among the opportunities for collaborations between DGRI and GRPS is the Museum School. Currently students in grades 6-8 attend classes at the Grand Rapids Public Museum on Pearl Street. To expand the school and provide further opportunities for students to utilize the unique learning environment, GRPS is rehabilitating the historic location of the Public Museum at 54 Jefferson. This new location will open in fall 2018 and will serve as a new high school for grades 9-12.

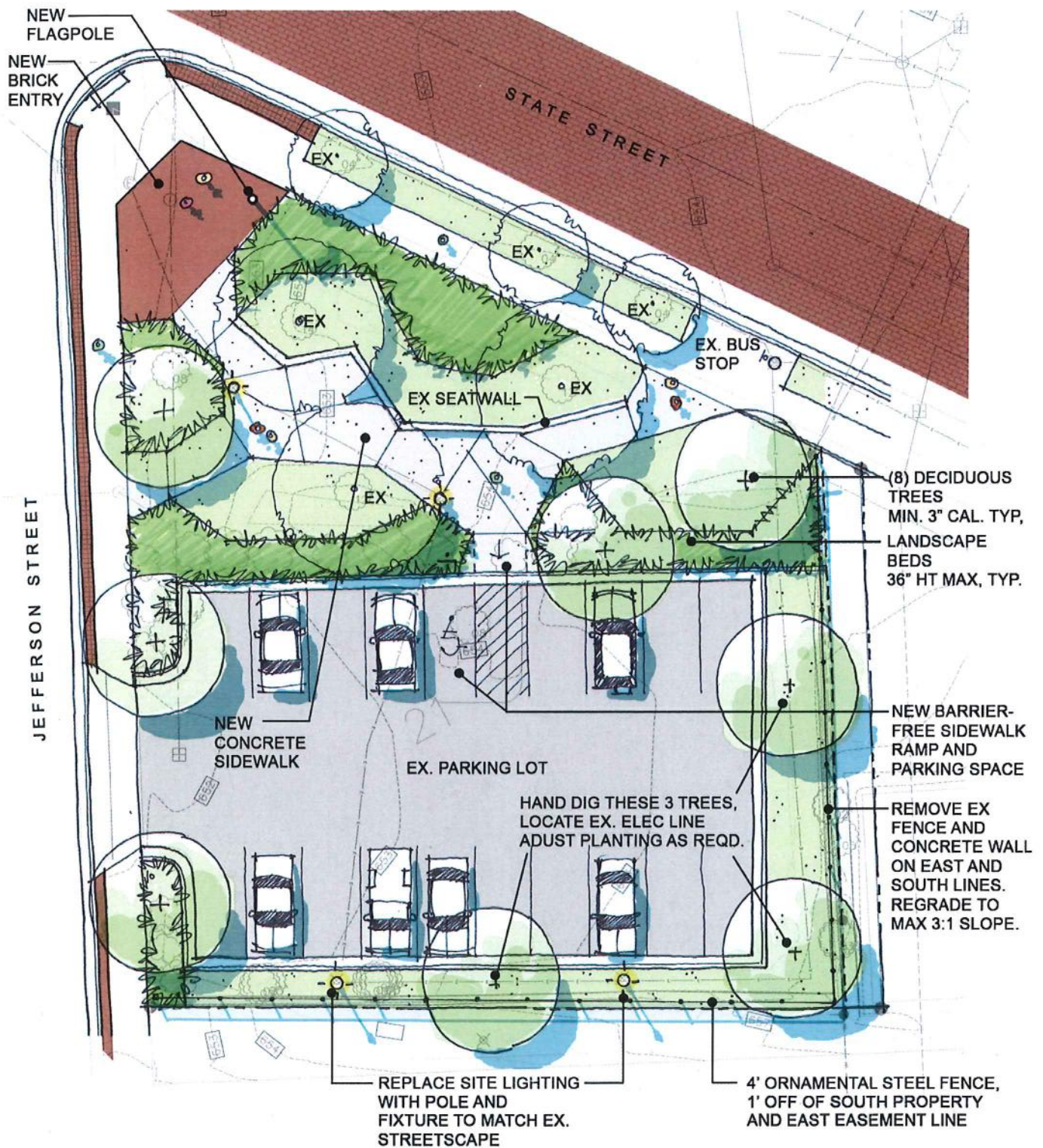
To support the work of GRPS and the mission of the Museum School, the Downtown Development Authority (DDA) is being asked to contribute to public space enhancements at 54 Jefferson Avenue. The enhancements include improvements to a pocket park located at the southeast corner of the intersection of State Street and Jefferson Avenue. To support the project, the DDA has been asked to reimburse an amount not to exceed \$52,000 for repairs to the surrounding sidewalks as well as the installation of new landscaping.

The DDA's contribution is part of a \$93,000 project to improve the area surrounding the school and is budgeted in the FY19 LTI budget in the Streetscape Improvement line item. There are additional safety improvements planned to assist student crossings, and it is anticipated an additional request will come to the DDA in FY19.

Recommendation: Approve an amount not to exceed \$52,000 to complete public improvements to support GRPS' redevelopment of 54 Jefferson Avenue for the Museum School.







Pocket Park Improvements

MUSEUM SCHOOL RENOVATION

GRAND RAPIDS PUBLIC SCHOOLS



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: June 7, 2018

TO: Downtown Development Authority

FROM: Andy Guy, Chief Outcomes Officer

SUBJECT: Retail Innovation/Incubation Grant Support

Agenda Item #7
June 13, 2018
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 calls of interest and recommends accepting and supporting a proposal submitted jointly by Tamales Mary, a Mexican restaurant based in Wyoming, MI, and Move Systems, and a manufacturer of mobile food "carts" based in Walker, MI.

Mary Martinez has worked in the restaurant business for 9 years, beginning with her first business



Taco's El Cunado on Bridge Street.

James Meeks is the president and CEO of Move Systems, which offers unique experience operating mobile food units with a fleet (65+) of units currently deployed in New York City.

Their joint proposal is to introduce authentic tamales to the street food scene in Downtown Grand Rapids. Move Systems will customize and lease a mobile food unit to support this expansion opportunity for Tamales Mary. Tamales Mary employees will operate the food unit with food preparation and cooking support from their commissary restaurant. Taking advantage of the City's pilot food truck ordinance, Tamales Mary will vend in numerous public spaces around Downtown.

This will be Tamales Mary's first venture in Downtown Grand Rapids and Move Systems first venture in the State of Michigan. The partners have organized a 6-month pilot initiative to "test" the Downtown market for authentic tamales.

The total cost of the 6-month initiative is \$61,150, which includes customization of the mobile food unit, lease fees, licensing and permitting fees and operational fees for Move Systems. The applicants propose utilizing DDA retail innovation funds of \$31,575 to help underwrite a portion of Tamales Mary's lease fees with Move Systems. 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.

After the 6-month pilot initiative, the applicants, DGRI staff and the *GR Forward* Goal 4 Alliance will evaluate the pilot performance and identify next steps.

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 creative public space activation which potentially serves as new model for street food.

The applicants have successfully secured the necessary permits and licenses and now are working on a schedule for business operations. The current working goal is to deploy in June and average 100 customers per day of operation in Downtown Grand Rapids.

Recommendation:

Authorize the DDA Executive Director to prepare a written contract with the applicants for an amount not to exceed \$60,000 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, TAMALES
MARY, AS PART OF THE RETAIL INNOVATION INCUBATION
PROGRAM**

Boardmember _____, supported by Boardmember _____ 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”), 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 197, 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 197; and

WHEREAS, Act 197 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 197; 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 Tamales Mary, owned and operated by Maria de la Luz Martinez (“Applicant”) to partner, pursuant to a joint operating plan and lease agreement, with Move Systems 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 not to exceed 18 months and to enter into a written contract with Applicant incorporating the provisions and conditions required by Act 197.

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 197.
2. 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.
3. That all resolutions or parts of resolutions insofar as they conflict with the provisions of this resolution be, and the same are, rescinded.

YEAS: Boardmembers _____

NAYS: Boardmembers _____

ABSTAIN: Boardmembers _____

ABSENT: Boardmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: June 13, 2018

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 June 13, 2018, 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: June 13, 2018, 2018

Flor Valera
Recording Secretary

GRAPIDS 99998-2633 505977v2

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: June 7, 2018

TO: Downtown Development Authority

FROM: Andy Guy, Chief Outcomes Officer

SUBJECT: Visitor Parking Public Information Initiative

Agenda Item #8
June 13, 2018
DDA Meeting

The ‘perception of visitor parking availability’ is a key indicator the Grand Rapids Downtown Development Authority utilizes to help inform the overall performance and health of Downtown. This is an important metric because Downtown offers an ample supply of parking for visitors. However if visitors generally experience difficulty parking, or perceive a shortage of available options, that’s an indicator we have an opportunity to raise the visibility of parking choices and tactics and better serve the community.

The DDA and Downtown Grand Rapids Inc. partnered with the Community Research Institute (CRI) to establish a baseline understanding of how the general public perceives the availability of visitor parking. Through CRI’s 2016 VoiceGR survey we learned that similar percentages of people feel finding parking is difficult (40 percent) and easy (38 percent). Thirteen (13) percent of respondents were neutral while 4 percent of respondents were unsure and 4 percent had never looked for a visitor space Downtown. We also learned that how individuals perceive the availability of visitor parking correlates with a number of key factors, including annual income, whether children are involved and frequency of Downtown visits.

To more proactively promote a better visitor parking experience, DGRI staff is working with Mobile GR and Media Place Partners (MPP) to design a public information initiative. MPP is a media buying agency based in Downtown Grand Rapids that specializes in, among other services, digital and traditional advertising.

While creative elements remain in the works, the public information initiative will inform likely Downtown visitors about parking solutions and know-before-you-go type tips that empower visitors to improve their parking experience. Advertising placement will specifically and strategically target key audiences across digital formats – such as Facebook, Instagram and/or LinkedIn – as well as real world indoor and print advertising.

The timing for media deployment – estimated in August/September 2018 – also will align with and



support communications efforts associated with both the forthcoming enhanced DASH services and Mobile GR's new customer service parking app.

The estimated budget to implement this 6-month pilot public information initiative is \$49,000 and will achieve an estimated 9,000,000 impressions. Project funds were budgeted in Fiscal Year 2018 and are available in the 'Downtown Marketing and Inclusion' line item of the DDA's Local Tax Increment fund.

To continue tracking key performance measures, DGRI partnered again with CRI to probe visitor parking perceptions in 2017. We anticipate those results mid-summer. We also intend to survey public opinion again in 2018 and on an ongoing basis.

Recommendation:

Authorize the DDA Executive Director to execute a contract with Media Place Partners not to exceed \$49,000



CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

DATE: June 13, 2018

TO: Tim Kelly
Downtown Development Authority
Executive Director

FROM: Jeffrey McCaul, Acting City Engineer
Engineering Department

**SUBJECT: Resolution approving an agreement with MDOT for the
Reconstruction of Weston Street from Sheldon Avenue to
LaGrave Avenue**

This project consists of the reconstruction of Weston Street from Sheldon Avenue to LaGrave Avenue including removal of existing asphalt and brick pavement, water main replacement, an infiltration basin and catch basin, new ornamental street lighting, telecommunication conduit, new concrete sidewalk with porous brick banding, new concrete curb and gutter, new brick pavement, street trees and pavement markings. A Transportation Alternatives Program (TAP) grant from the Michigan Department of Transportation (MDOT) was received for this project. This project is being designed using Vital Streets guidelines and is being coordinated with the reconstruction of Sheldon Avenue from Weston Street to Fulton Street project.

Michigan Department of Transportation (MDOT) received bids for this project on June 1, 2018. The engineer's estimate prepared by Moore & Bruggink, Inc. (M&B) is \$786,030 and Nagel Construction Inc. submitted a bid of \$802,855.00 with total expenditures of \$1,100,154 required for this project, which includes the construction contract, previously authorized design phase services by M&B, construction phase services including inspection by M&B, traffic safety and street lighting force account work/public information program, engineering/administration, and an approximate twelve percent allowance for contingencies.

It is recommended that the DDA approve its share of costs in the amount of \$362,000. At its meeting on June 5, 2018, the City approved the agreement with MDOT and authorized their share of costs, contingent upon the DDA approving their share of costs.

cc: Mike Lunn Rick DeVries
Bruce Sweeris Molly Eastman

SUMMARY OF ESTIMATED COSTS

for

Reconstruction of Weston Street from Sheldon Avenue to LaGrave Avenue

Project Funding Source(s)

	<u>Currently Approved</u>	<u>Budget Request(s)</u>	<u>Revised Project Estimate</u>
MDOT Transportation Alternatives Program Grant	\$391,154	\$0	\$391,154
Downtown Development Authority	\$0	\$362,000	\$362,000
Sewer System Fund	15,000	(14,000)	1,000
Water System Fund	170,000	35,000	205,000
Vital Streets Fund *	125,000	16,000	141,000
Total Project Sources	<u>\$701,154</u>	<u>\$399,000</u>	<u>\$1,100,154</u>

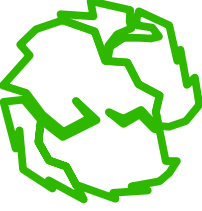
*Vital Streets Fund is currently appropriated in Major and Local Street and Capital Funds. This project will use currently appropriated funds until the Major and Local Street Funds Maintenance of Effort obligation to the Vital Streets Program has been fulfilled. It may be necessary to bring a budget request in the future.

Breakdown of Project Uses

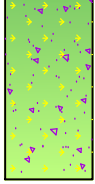
Construction Contract	\$802,855
Previously Authorized Design Phase	37,500
Services by M&B	
Construction Phase Services Including	85,000
Inspection by M&B	
Traffic Safety and Street Lighting Force	10,000
Account Work/Public Information Program	
Engineering/Administration	<u>46,800</u>
Sub-Total	\$982,155
Contingencies (12%)	<u>117,999</u>
Total Project Uses	<u>\$1,100,154</u>



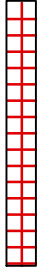
LEGEND




PROPOSED TREE



PERENNIAL BED

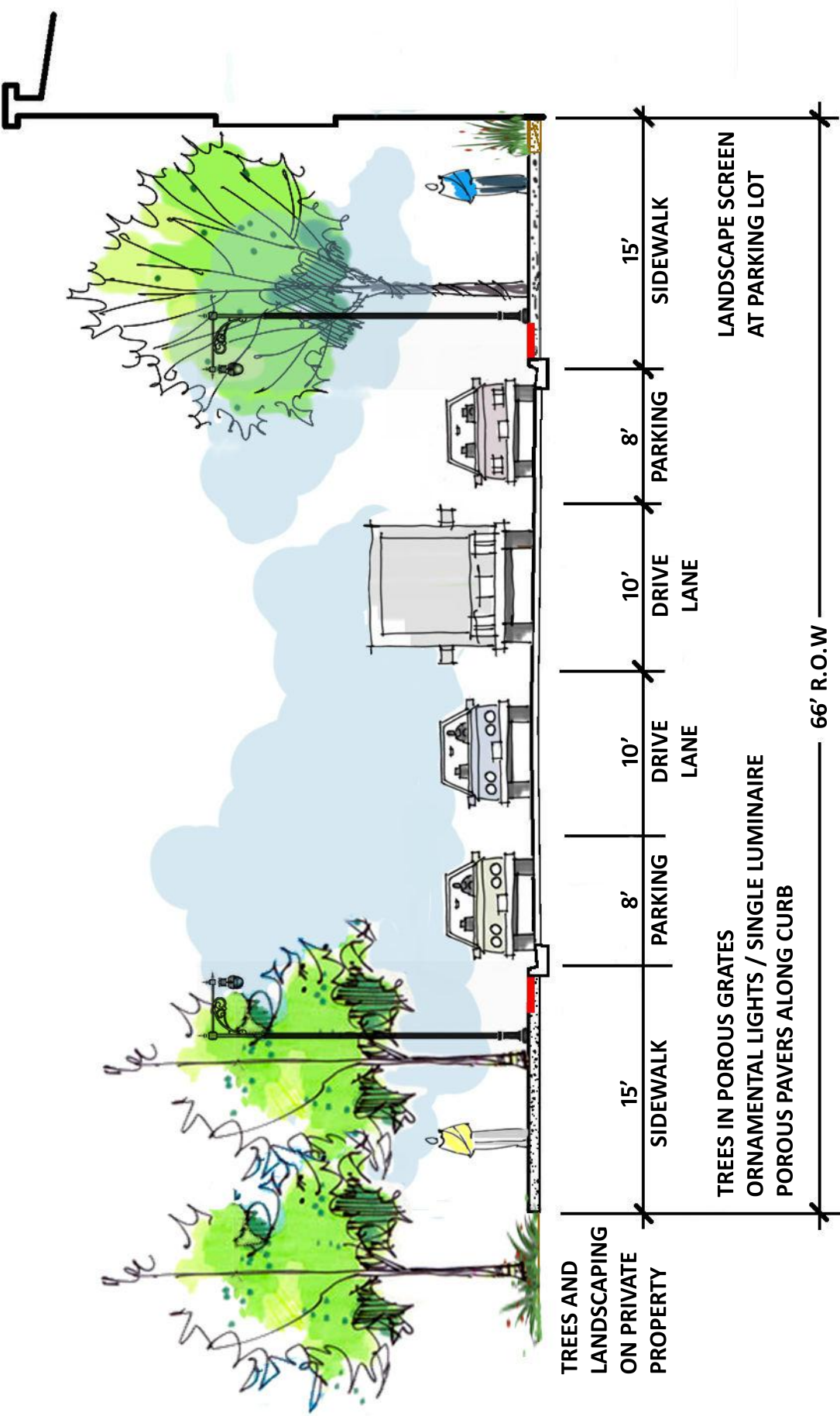


POROUS PAVERS



SINGLE LUMINAIRE ORNAMENTAL LIGHT

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WESTON STREET - SHELDON AVENUE to LA GRAVE AVENUE (View West)

RECONSTRUCTION OF WESTON STREET
FROM SHELTON AVENUE TO LA GRAVE AVENUE
GI ESTIMATE AND FUNDING

Item Description	Quantity	Unit	Unit Price	Participating Amount	TAP Grant	Local Share	Non-Participating Amount	Non-Participating Amount Plus Local Share	Water	DDA Non-Street Lighting	DDA Street Lighting	Vital Streets	Sewer	
Dust Control	1	LSUM	\$ 100.00	\$ 100.00	\$ 59.07	\$ 40.93		\$ 40.93	\$ 13.51	\$ 17.19	\$ 3.27	\$ 6.96		\$ 40.93
Contaminated Material, Storage, Handling and Disposal	5000	Dlr	\$ 1.00	\$ 5,000.00	\$ 2,953.68	\$ 2,046.32		\$ 2,046.32	\$ -	\$ 2,046.32				\$ 2,046.32
Mobilization, Max	1	LSUM	\$ 70,000.00	\$ 70,000.00	\$ 41,351.58	\$ 28,648.42		\$ 28,648.42	\$ 9,453.98	\$ 12,032.34	\$ 2,291.87	\$ 4,870.23		\$ 28,648.42
Tree, Rem, 6 inch to 18 inch	2	Ea	\$ 500.00	\$ 1,000.00	\$ 590.74	\$ 409.26		\$ 409.26		\$ 409.26				\$ 409.26
Dr Structure, Reconstruct	6	Ea	\$ 1,000.00	\$ 6,000.00	\$ 3,544.42	\$ 2,455.58		\$ 2,455.58		\$ 2,455.58				\$ 2,455.58
Curb and Gutter, Rem	60	Ft	\$ 4.00	\$ 240.00	\$ 141.78	\$ 98.22		\$ 98.22	\$ 24.56	\$ -		\$ 73.67		\$ 98.22
Curb, Rem	780	Ft	\$ 4.00	\$ 3,120.00	\$ 1,843.10	\$ 1,276.90		\$ 1,276.90	\$ 319.23	\$ -		\$ 957.68		\$ 1,276.90
Sidewalk, Rem	580	Syd	\$ 4.00	\$ 2,320.00	\$ 1,370.51	\$ 949.49		\$ 949.49	\$ 237.37	\$ -		\$ 712.12		\$ 949.49
Abandon and Fill Underground Utilities, 10 Dia.	350	Ft	\$ 8.00	\$ 2,800.00	\$ 1,654.06	\$ 1,145.94		\$ 1,145.94	\$ -	\$ 1,145.94				\$ 1,145.94
Pavt, Rem, Modified	2200	Syd	\$ 6.00	\$ 13,200.00	\$ 7,797.73	\$ 5,402.27		\$ 5,402.27	\$ 1,350.57	\$ -		\$ 4,051.71		\$ 5,402.27
Machine Grading, Modified	5	Sta	\$ 9,400.00	\$ 47,000.00	\$ 27,764.63	\$ 19,235.37		\$ 19,235.37	\$ 4,808.84	\$ -		\$ 14,426.53		\$ 19,235.37
Soil Erosion and Sedimentation Control	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 2,953.68	\$ 2,046.32		\$ 2,046.32	\$ 675.28	\$ 859.45	\$ 163.71	\$ 347.87		\$ 2,046.32
Subbase, CIP	780	Cyd	\$ 1.00	\$ 780.00	\$ 460.77	\$ 319.23		\$ 319.23	\$ 79.81	\$ -		\$ 239.42		\$ 319.23
Aggregate Base, 6 inch, Modified	2020	Syd	\$ 12.00	\$ 24,240.00	\$ 14,319.46	\$ 9,920.54		\$ 9,920.54	\$ 2,480.14	\$ -		\$ 7,440.41		\$ 9,920.54
Maintenance Gravel	50	Cyd	\$ 20.00	\$ 1,000.00	\$ 590.74	\$ 409.26		\$ 409.26		\$ 409.26				\$ 409.26
Basin Connection, Ductile Iron, CI 53, 10 inch	8	Ft	\$ 114.00	\$ 912.00	\$ 538.75	\$ 373.25		\$ 373.25		\$ -		\$ 373.25		\$ 373.25
Basin Connection, Ductile Iron, CI 53, 12 inch	6	Ft	\$ 119.00	\$ 714.00	\$ 421.79	\$ 292.21		\$ 292.21		\$ -		\$ 292.21		\$ 292.21
Dr Structure Cover, Special	8000	Lb	\$ 1.50	\$ 12,000.00	\$ 7,088.84	\$ 4,911.16		\$ 4,911.16		\$ 4,911.16				\$ 4,911.16
Catch Basin, Det S-4	1	Ea	\$ 5,000.00	\$ 5,000.00	\$ 2,953.68	\$ 2,046.32		\$ 2,046.32		\$ -		\$ 2,046.32		\$ 2,046.32
Catch Basin, Infiltration	1	Ea	\$ 6,000.00	\$ 6,000.00	\$ 3,544.42	\$ 2,455.58		\$ 2,455.58		\$ -		\$ 2,455.58		\$ 2,455.58
Dr Structure Cover, Adj, Special	10	Ea	\$ 500.00	\$ 5,000.00	\$ 2,953.68	\$ 2,046.32		\$ 2,046.32		\$ 2,046.32				\$ 2,046.32
Subbase, Underdrain, 6 inch	680	Ft	\$ 10.00	\$ 6,800.00	\$ 4,017.01	\$ 2,782.99		\$ 2,782.99	\$ 695.75	\$ -		\$ 2,087.24		\$ 2,782.99
HMA Approach	320	Ton	\$ 125.00	\$ 40,000.00	\$ 23,629.47	\$ 16,370.53		\$ 16,370.53	\$ 4,092.63	\$ -		\$ 12,277.90		\$ 16,370.53
Temporary HMA Pavement	30	Ton	\$ 85.00	\$ 2,550.00	\$ 1,506.38	\$ 1,043.62		\$ 1,043.62		\$ 1,043.62				\$ 1,043.62
Conc Base Cse, Nonreinf, 8 inch	1040	Syd	\$ 40.00	\$ 41,600.00	\$ 24,574.65	\$ 17,025.35		\$ 17,025.35	\$ 3,783.03	\$ 1,893.22		\$ 11,349.10		\$ 17,025.35
Joint, Contraction, Cp	630	Ft	\$ 8.00	\$ 5,040.00	\$ 2,977.31	\$ 2,062.69		\$ 2,062.69		\$ 2,062.69				\$ 2,062.69
Turf Establishment	200	Syd	\$ 11.00	\$ 2,200.00	\$ 1,299.62	\$ 900.38		\$ 900.38	\$ 225.09	\$ -		\$ 675.28		\$ 900.38
Curb and Gutter, Conc, Det P-5, Modified, 18 inch pan	720	Ft	\$ 16.00	\$ 11,520.00	\$ 6,805.29	\$ 4,714.71		\$ 4,714.71	\$ 1,178.68	\$ -		\$ 3,536.03		\$ 4,714.71
Curb Ramp Opening, Conc	52	Ft	\$ 16.00	\$ 832.00	\$ 491.49	\$ 340.51		\$ 340.51	\$ 85.13	\$ -		\$ 255.38		\$ 340.51
Sidewalk Ramp, Conc, 4 inch	320	Sft	\$ 3.25	\$ 1,040.00	\$ 614.37	\$ 425.63		\$ 425.63	\$ 106.41	\$ -		\$ 319.23		\$ 425.63
Sidewalk Ramp, Conc, 6 inch	240	Sft	\$ 3.90	\$ 936.00	\$ 552.93	\$ 383.07		\$ 383.07	\$ 95.77	\$ -		\$ 287.30		\$ 383.07
Sidewalk, Conc, 6 inch	880	Sft	\$ 3.90	\$ 3,432.00	\$ 2,027.41	\$ 1,404.59		\$ 1,404.59	\$ 351.15	\$ -		\$ 1,053.44		\$ 1,404.59
Conc Header, 12 inch	54	Ft	\$ 24.00	\$ 1,296.00	\$ 765.59	\$ 530.41		\$ 530.41		\$ 530.41				\$ 530.41
Detectable Warning Surface, Modified	40	Ft	\$ 60.00	\$ 2,400.00	\$ 1,417.77	\$ 982.23		\$ 982.23	\$ 245.56	\$ -		\$ 736.67		\$ 982.23
Fence, Temporary, Modified	300	Ft	\$ 5.00	\$ 1,500.00	\$ 886.11	\$ 613.89		\$ 613.89		\$ 613.89				\$ 613.89
Brick Pavers	9075	Sft	\$ 15.00	\$ 136,125.00	\$ 80,414.05	\$ 55,710.95		\$ 55,710.95		\$ 55,710.95				\$ 55,710.95
Conc Base, Reinf, 6 inch	950	Sft	\$ 5.00	\$ 4,750.00	\$ 2,806.00	\$ 1,944.00		\$ 1,944.00		\$ 1,944.00				\$ 1,944.00
Porous Paver	950	Sft	\$ 18.40	\$ 17,480.00	\$ 10,326.08	\$ 7,153.92		\$ 7,153.92		\$ 7,153.92				\$ 7,153.92
Sidewalk, Conc, 4 inch, Modified	4080	Sft	\$ 3.10	\$ 12,648.00	\$ 7,471.64	\$ 5,176.36		\$ 5,176.36		\$ 5,176.36				\$ 5,176.36
Sidewalk, Conc, Reinf, 8 inch	1820	Sft	\$ 8.00	\$ 14,560.00	\$ 8,601.13	\$ 5,958.87		\$ 5,958.87		\$ 5,958.87				\$ 5,958.87
Sign, Rem and Salvage	10	Ea	\$ 50.00	\$ 500.00	\$ 295.37	\$ 204.63		\$ 204.63		\$ 204.63				\$ 204.63
Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	80	Ft	\$ 10.00	\$ 800.00	\$ 472.59	\$ 327.41		\$ 327.41	\$ 81.85	\$ -		\$ 245.56		\$ 327.41
Pavt Mrkg, Polyurea, 4 inch, White	480	Ft	\$ 0.95	\$ 456.00	\$ 269.38	\$ 186.62		\$ 186.62	\$ 46.66	\$ -		\$ 139.97		\$ 186.62
Pavt Mrkg, Polyurea, 4 inch, Yellow	560	Ft	\$ 0.95	\$ 532.00	\$ 314.27	\$ 217.73		\$ 217.73	\$ 54.43	\$ -		\$ 163.30		\$ 217.73
Barricade, Type III, High Intensity, Lighted, Furn	8	Ea	\$ 40.00	\$ 320.00	\$ 189.04	\$ 130.96		\$ 130.96		\$ 130.96				\$ 130.96

RECONSTRUCTION OF WESTON STREET
FROM SHELDON AVENUE TO LA GRAVE AVENUE
GI ESTIMATE AND FUNDING

Barricade, Type III, High Intensity, Lighted, Oper	8	Ea	\$	\$	5.00	\$	40.00	\$	23.63	\$	16.37	\$	16.37	\$	16.37	\$	16.37	
Minor Traf Devices	1	LSUM	\$	\$	48,532.00	\$	48,532.00	\$	28,669.64	\$	19,862.36	\$	19,862.36	\$	8,342.19	\$	19,862.36	
Plastic Drum, High Intensity, Furn	20	Ea	\$	\$	14.00	\$	280.00	\$	165.41	\$	114.59	\$	114.59	\$	114.59	\$	114.59	
Plastic Drum, High Intensity, Oper	20	Ea	\$	\$	1.00	\$	20.00	\$	11.81	\$	8.19	\$	8.19	\$	8.19	\$	8.19	
Sign, Type B, Temp, Prismatic, Furn	300	Sft	\$	\$	2.00	\$	600.00	\$	354.44	\$	245.56	\$	245.56	\$	245.56	\$	245.56	
Sign, Type B, Temp, Prismatic, Oper	300	Sft	\$	\$	1.00	\$	300.00	\$	177.22	\$	122.78	\$	122.78	\$	122.78	\$	122.78	
Pedestrian Type II Channelizer, Temp	60	Ft	\$	\$	12.00	\$	720.00	\$	425.33	\$	294.67	\$	294.67	\$	294.67	\$	294.67	
Pedestrian Type II Barricade, Temp	10	Ea	\$	\$	60.00	\$	600.00	\$	354.44	\$	245.56	\$	245.56	\$	245.56	\$	245.56	
Site Preparation, Max \$500	1	LSUM	\$	\$	500.00	\$	500.00	\$	295.37	\$	204.63	\$	204.63	\$	204.63	\$	204.63	
Carpinus Caroliniana, American Hornbeam, 2.5 inch	4	Ea	\$	\$	570.00	\$	2,280.00	\$	1,346.88	\$	933.12	\$	933.12	\$	-	\$	933.12	
Echinacea 'Fragrant Angel', 1 Gal Cont	8	Ea	\$	\$	24.00	\$	192.00	\$	113.42	\$	78.58	\$	78.58	\$	78.58	\$	78.58	
Echinacea 'Maui Sunshine', 1 Gal Cont	26	Ea	\$	\$	22.00	\$	572.00	\$	337.90	\$	234.10	\$	234.10	\$	234.10	\$	234.10	
Echinacea 'Pixi Meadowbrite', 1 Gal Cont	19	Ea	\$	\$	23.00	\$	437.00	\$	258.15	\$	178.85	\$	178.85	\$	178.85	\$	178.85	
Gleditsia Triacanthos, Inermis 'Moraine', 3 inch	4	Ea	\$	\$	750.00	\$	3,000.00	\$	1,772.21	\$	1,227.79	\$	1,227.79	\$	-	\$	1,227.79	
Pennisetum orientale 'Karley Rose', 1 Gal Cont.	18	Ea	\$	\$	22.00	\$	396.00	\$	233.93	\$	162.07	\$	162.07	\$	162.07	\$	162.07	
Porous Tree Grate	11	Ea	\$	\$	670.00	\$	7,370.00	\$	4,353.73	\$	3,016.27	\$	3,016.27	\$	3,016.27	\$	3,016.27	
Tree Water Bag	11	Ea	\$	\$	34.00	\$	374.00	\$	220.94	\$	153.06	\$	153.06	\$	153.06	\$	153.06	
Turf Watering	12	Ea	\$	\$	274.00	\$	3,288.00	\$	1,942.34	\$	1,345.66	\$	1,345.66	\$	1,345.66	\$	1,345.66	
Ulmus, 'New Horizon' 2.5 inch	3	Ea	\$	\$	714.00	\$	2,142.00	\$	1,265.36	\$	876.64	\$	876.64	\$	876.64	\$	876.64	
Watering and Cultivating, Special	1	LSUM	\$	\$	3,530.00	\$	3,530.00	\$	2,085.30	\$	1,444.70	\$	1,444.70	\$	1,444.70	\$	1,444.70	
Prepared Soil	250	Cyd	\$	\$	39.00	\$	9,750.00	\$	5,759.68	\$	3,990.32	\$	3,990.32	\$	3,990.32	\$	3,990.32	
Storm Water Operator Inspection	20	Ea	\$	\$	100.00				\$	-	\$	2,000.00	\$	660.00	\$	340.00	\$	2,000.00
Soil Erosion and Sedimentation Control Plan	1	LSUM	\$	\$	100.00				\$	-	\$	100.00	\$	33.00	\$	17.00	\$	100.00
Sign, Temporary Business, Operate Conductor, (4) # 6 CU U.S.E. 600V Insulation	10	Ea	\$	\$	75.00				\$	-	\$	750.00	\$	247.50	\$	127.50	\$	750.00
Conduit, Concrete Encased, Sch 20 PVC (8) Split 4 inch (Detail E-34A)	550	Ft	\$	\$	5.00	\$	2,750.00	\$	1,624.53	\$	1,125.47	\$	1,125.47	\$	1,125.47	\$	1,125.47	
Conduit, Direct Buried Schedule 40 PVC, (1) 2 inch	280	Ft	\$	\$	144.00				\$	-	\$	40,320.00	\$	40,320.00	\$	40,320.00	\$	40,320.00
Conduit(s), Connect to Existing	550	Ft	\$	\$	10.00	\$	5,500.00	\$	3,249.05	\$	2,250.95	\$	2,250.95	\$	2,250.95	\$	2,250.95	
Removal, Existing Street Lighting System	4	Ea	\$	\$	500.00	\$	-	\$	-	\$	-	\$	2,000.00	\$	2,000.00	\$	2,000.00	
Removal, Existing Conduit	1	LSUM	\$	\$	20,000.00	\$	20,000.00	\$	11,814.74	\$	8,185.26	\$	8,185.26	\$	8,185.26	\$	8,185.26	
Concrete Base, Street Lighting Pole, Detail E-28A	1	LSUM	\$	\$	5,000.00				\$	-	\$	5,000.00	\$	5,000.00	\$	5,000.00	\$	5,000.00
Street Lighting Pole, 23 Foot Ornamental, LED Luminaire, Detail E-28	3	Ea	\$	\$	1,200.00	\$	3,600.00	\$	2,126.65	\$	1,473.35	\$	1,473.35	\$	1,473.35	\$	1,473.35	
Water Main, DI CI 53, 12 inch	30	Ft	\$	\$	8,000.00	\$	24,000.00	\$	14,177.68	\$	9,822.32	\$	9,822.32	\$	9,822.32	\$	9,822.32	
Water Main, DI CI 53, 4 inch	24	Ft	\$	\$	108.00				\$	-	\$	3,240.00	\$	3,240.00	\$	3,240.00	\$	3,240.00
Water Main, DI CI 53, 6 inch	150	Ft	\$	\$	91.00				\$	-	\$	2,184.00	\$	2,184.00	\$	2,184.00	\$	2,184.00
Water Main, DI CI 53, 8 inch	360	Ft	\$	\$	87.00				\$	-	\$	13,050.00	\$	13,050.00	\$	13,050.00	\$	13,050.00
Bend, 45 Degree, 4 inch	4	Ea	\$	\$	94.00				\$	-	\$	33,840.00	\$	33,840.00	\$	33,840.00	\$	33,840.00
Bend, 45 Degree, 6 inch	16	Ea	\$	\$	270.00				\$	-	\$	1,080.00	\$	1,080.00	\$	1,080.00	\$	1,080.00
Bend, 45 Degree, 8 inch	12	Ea	\$	\$	370.00				\$	-	\$	5,920.00	\$	5,920.00	\$	5,920.00	\$	5,920.00
Bend, 90 Degree, 6 inch	1	Ea	\$	\$	465.00				\$	-	\$	5,580.00	\$	5,580.00	\$	5,580.00	\$	5,580.00
Hydrant, 5 inch	1	Ea	\$	\$	395.00				\$	-	\$	395.00	\$	395.00	\$	395.00	\$	395.00
Hydrant, Rem, Salvage	1	Ea	\$	\$	3,100.00				\$	-	\$	3,100.00	\$	3,100.00	\$	3,100.00	\$	3,100.00
Reducer, 12 inch X 8 inch	1	Ea	\$	\$	800.00				\$	-	\$	800.00	\$	800.00	\$	800.00	\$	800.00
Sleeve, 12 inch	1	Ea	\$	\$	650.00				\$	-	\$	650.00	\$	650.00	\$	650.00	\$	650.00
Sleeve, 4 inch	2	Ea	\$	\$	725.00				\$	-	\$	725.00	\$	725.00	\$	725.00	\$	725.00
Sleeve, 6 inch	2	Ea	\$	\$	275.00				\$	-	\$	550.00	\$	550.00	\$	550.00	\$	550.00
Sleeve, 8 inch	4	Ea	\$	\$	360.00				\$	-	\$	720.00	\$	720.00	\$	720.00	\$	720.00
Tee, 8 x 8 x 4	1	Ea	\$	\$	455.00				\$	-	\$	1,820.00	\$	1,820.00	\$	1,820.00	\$	1,820.00
Tee, 8 x 8 x 6	4	Ea	\$	\$	560.00				\$	-	\$	560.00	\$	560.00	\$	560.00	\$	560.00
Valve and Box, 4 inch	1	Ea	\$	\$	605.00				\$	-	\$	2,420.00	\$	2,420.00	\$	2,420.00	\$	2,420.00
Valve and Box, 6 inch	3	Ea	\$	\$	900.00				\$	-	\$	900.00	\$	900.00	\$	900.00	\$	900.00
Valve and Box, 8 inch	2	Ea	\$	\$	1,015.00				\$	-	\$	3,045.00	\$	3,045.00	\$	3,045.00	\$	3,045.00

RECONSTRUCTION OF WESTON STREET
FROM SHELDON AVENUE TO LA GRAVE AVENUE
G1 ESTIMATE AND FUNDING

[illegible]

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: June 8, 2018

TO: Downtown Development Authority

FROM: Stephanie Wong
Project Specialist

Agenda Item #10
June 13, 2018
DDA Meeting

SUBJECT: Grandville Avenue Gateway

DGRI has partnered with the Roosevelt Park Neighborhood Association (RPNA) to invest in public art as a tool for creative community investment and citizen engagement. Since the City's adoption of *Viva La Avenida*, an Area Specific Plan (ASP) for Grandville Avenue, the Roosevelt Park Neighborhood has engaged a broad range of community feedback for future development. The plan's vision promotes enhancement and preservation of place through intentional and incremental actions. These actions are intended to be small scale, locally-sensitive, and beautiful.

In March 2018, the RPNA released a Request for Proposal to enhance a gateway of the neighborhood near Grandville Avenue and Wealthy Street. In efforts to celebrate cultural and economic diversity from *Viva La Avenida*, a gateway sign and mural was proposed by local artist, George H. Eberhardt III. His work is available online at <https://www.artprize.org/george-eberhardt-iii>. The selection committee agreed the artist's approach provided context-based design for the site selection within DDA's boundary. The public art will feature a mural and gateway sign at 446 Grandville Ave. SW. DDA funds will be used to directly compensate artist stipends and materials. The Roosevelt Neighborhood Association will serve as the fiduciary of the project and oversee community engagement.

Funds for this project are budgeted in the FY19 Grandville Avenue Public Improvements line item. If approved the project will be fabricated and the mural will be painted by September 2018.

Recommendation: Approve an amount of \$50,000 to Roosevelt Park Neighborhood Association to complete the mural and gateway sign along the Grandville Ave. corridor.



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: June 8, 2018

TO: Downtown Development Authority

FROM: Stephanie Wong
Project Specialist

Agenda Item #11
June 13, 2018
DDA Meeting

SUBJECT: Downtown Enhancement Grant for 95 Monroe Center (Little Bird)

In December 2016 the Downtown Development Authority created the Downtown Enhancement Grant (DEG) to partner with businesses and building owners to further improve public spaces and the pedestrian experiences Downtown. The highlights of the DEG include:

- Streamlining three historic DDA programs into one (Areaway, Building Reuse and Streetscape Incentives Programs);
- A greater focus on public space;
- An opportunity for a higher level of investment (up to 50 percent of project costs for eligible activities)

In an effort to align their new investment with the intent of the DEG and improve the public space in front of their restaurant, Little Bird at 95 Monroe Center has submitted an application requesting financial assistance for the installation of new tables and planter boxes to encourage outdoor dining and contribute to the pedestrian experience.

As outlined in the DEG Guidelines, funding will be issued on a reimbursement basis and will be provided via the FY19 Downtown Enhancement Grant line item. Additionally, to protect the DDA's investment, an agreement will be executed with Little Bird to ensure the tables and chairs can be redeployed if needed.

Recommendation: Approve 50% of project cost reimbursement for outdoor dining at 95 Monroe Center, not to exceed \$5,000.



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: June 8, 2018

TO: Downtown Development Authority

FROM: Stephanie Wong
Project Specialist

Agenda Item #12
June 13, 2018
DDA Meeting

SUBJECT: **Downtown Enhancement Grant for 118 Fulton Street (MeXo Restaurant and Tequila Mexcal Bar)**

In December 2016 the Downtown Development Authority created the Downtown Enhancement Grant (DEG) to partner with businesses and building owners to further improve public spaces and the pedestrian experiences Downtown. The highlights of the DEG include:

- Streamlining three historic DDA programs into one (Areaway, Building Reuse and Streetscape Incentives Programs);
- A greater focus on public space;
- An opportunity for a higher level of investment (up to 50 percent of project costs for eligible activities)

In an effort to align their new investment with the intent of the DEG and improve the public space in front of their restaurant, MeXo Restaurant and Tequila Mexcal Bar (MeXo) at 118 Fulton Street has submitted an application for reimbursement of a portion of their expenditures to construct a parklet. The parklet will extend the sidewalk and activate the space on Fulton Street with outdoor dining amenities, planters and benches.

As outlined in the DEG Guidelines, funding will be issued on a reimbursement basis and will be provided via the FY19 Downtown Enhancement Grant line item. Additionally, in recognition of possible permanent sidewalk improvement and the potential need to relocate the parklet, an agreement will be executed with MeXo to ensure it can be redeployed if needed.

Recommendation: Approve 50% of project cost reimbursement for a parklet and outdoor amenities at 118 Fulton Street, not to exceed \$10,000.

