

# 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

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Wednesday,  
November 8, 2017  
8:00 a.m. Meeting  
29 Pearl Street, NW Suite #1

- |  |               |         |
|--|---------------|---------|
| 1. Call to order   |               |         |
| 2. Approve Meeting Minutes from October 11, 2017 (8:01)<br>(enclosure)       |               | Harris  |
| 3. Accept Financial Statements from September 30, 2017 (8:04)<br>(enclosure) | <i>Motion</i> | Wallace |
| 4. Review Development Reimbursement Commitments (8:09)<br>(enclosure)        | Info Item     | Kelly   |
| 5. Amend Lyon Square Design Contract (8:19)<br>(enclosure)                   | Motion        | Larson  |
| 6. President & CEO Report (8:39)   | Info Item     | Larson  |
| 7. Resignation of Executive Director (8:44)                                  | Motion        | Harris  |
| 8. Public Comment (8:52)   |               |         |
| 9. Board Member Discussion (8:55)  |               |         |
| 10. Adjournment  |               |         |

## UNAPPROVED MINUTES

### MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

October 11, 2017

1. Call to Order – The meeting was called to order at 8:07am

2. Attendance

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

Absent: Rick Winn

Others Present: Kristopher Larson (Executive Director), Murphy Ackerman (DDA Executive Assistant), Jana Wallace (DDA Treasurer), Jennie Schumacher, Tim Kelly, Stephanie Wong, Andy Guy, Megan Catcho (DDA Staff), Richard Bishop, Mark Miller, Jeff Edwards, Jim Harger, Rachel Watson, Katherine Ducharme, Jazmyne Fuentes, Jerry Powell, Perry Alburg, and others

3. Approve Meeting Minutes from September 13, 2017

*Motion: Kayem Dunn, supported by Mayor Rosalynn Bliss, moved approval of the minutes from the September 13, 2017 meeting as presented. Motion carried unanimously.*

4. Accept Preliminary Financial Statements from September 30, 2017

Ms. Wallace presented the financial statements for September. Ms. Wallace noted that in the month of August the City Treasurer distributed the tax increment revenues as well as reimbursements for Development Support to developers. Ms. Wallace said these are the Summer reimbursements and there will also be Winter reimbursements made after February. Ms. Wallace said the Economic Development department ensures that developers are current with their taxes before distributing reimbursements. Mr. Talen asked if there is a comprehensive list of all of the projects receiving Development Support from the DDA and where they are at in their reimbursement timeline. Ms. Wallace said that information is tracked by Economic Development. Mr. Larson said he agrees this would be useful information and said he would work to make this information available to the Board in the near future.

*Motion: Kayem Dunn, supported by Dr. Wendy Falb, moved to approve Statement D: Schedule of September 30, 2017 Expenditures as recommended. Motion carried unanimously.*

5. Approve DEG for 53-57 Monroe Center

Mr. Kelly introduced the request for an enhancement grant located at 53 and 57 Monroe Center. Mr. Kelly said this is one of the last vacant buildings remaining on Monroe Center. Ms. Dunn asked if this property had previously received a façade improvement grant. Mr. Kelly said no.

*Motion: Kayem Dunn, supported by Dr. Wendy Falb, moved to approve the Downtown Enhancement Grant in an amount not to exceed \$32,616 for Belford Development to complete façade restorations for 53-57 Monroe Center. Motion carried unanimously.*

6. Authorize Funding for Pedestrian Safety Improvements

Mr. Kelly introduced the request to approve a contract to complete an analysis for pedestrian and cyclist safety improvements in Downtown. Mr. Kelly said staff has been working with the City to identify four (4) key intersections to use as pilot areas for various types of pedestrian improvements. Mr. Kelly introduced the intersections and explained that while a few were identified through the GR Forward plan the others were identified through preliminary work completed by Mobile GR. Mr. Kelly said each are high pedestrian traffic areas. Mr. Kelly noted that this work will also include the introduction of a protected bike lane along Division Avenue between Fulton and Leonard streets. Mr. Kelly said that Ionia was originally identified in GR Forward as a street for a pilot bike lane, but in light of the turnback agreement with MDOT, staff believed that Division would be a more suitable street. Dr. Falb noted that this is a street that she personally traverses by bike, and thinks it is an excellent choice to pilot these protected lanes on. Mayor Bliss asked what the restrictions are for creating more colorful and creative crosswalks. Mr. Kelly said creative crosswalks continue to be a priority for the organization but staff has also run into various road blocks with City approvals. Mayor Bliss said she would like to assist in seeing these completed in the near term. Mr. Talen asked when the expected completion of the report is. Mr. Kelly said the timeline is to have planning completed in winter and pilot projects beginning in spring. Mr. Kelly mentioned that this contract will be a shared expense with Mobile GR.

*Motion: Kayem Dunn, supported by Jane Gietzen, moved to authorize funding in an amount not to exceed \$15,000 for the completion of design work for pedestrian and bicycling safety improvement projects in Downtown. Motion carried unanimously.*

7. Authorize Contract Streetscape Design Guidelines

Mr. Kelly introduced the request to enter into a contract with Nederveld and Williams & Works to complete an update to the Downtown Streetscape Guidelines. Mr. Larson noted that this project will be co-funded with the MNTIFA. Mr. Kelly said the last set of guidelines were completed in 2006 and need to be updated to adjust for new boundaries, ADA design requirements, as well as the priorities outlined in GR Forward. Mr. Kelly said it is important to look at the Downtown collectively while also acknowledging that not all streets have the same demands and not all modes of transportation should be accommodated on each street. Mr. Kelly said Williams & Works is also a consultant on the Riverwalk Guidelines project, and this will help ensure cohesion between both projects. Mr. Harris asked if the 2006 plan has been completed or is simply irrelevant now. Mr. Kelly said there have been great improvements as a direct result of the 2006 plan, but it did not give much consideration to areas such as the West Side or the Monroe North neighborhood as they have seen significant growth. Mr. Miller, from Nederveld, introduced himself to the Board, and said his team is focused on creating places and moments that people want to be a part of. Mr. Miller said his work on various projects, including GR Forward, has helped his team to evolve and improve the way they engage stakeholders. Ms. Wong said that an RFP was released in August, and after receiving responses, staff worked with the Goal 3 Alliance to review the submissions. Ms. Wong said she was pleased to share that both staff and the Alliance recommended Nederveld and Williams & Work to complete the work. Ms. Wong said the goal is to have the guidelines completed and presented to the Board by April 2017. Dr. Falb encouraged the team to reach out to youth for their feedback and suggestions as they will be the ones utilizing Downtown in the years to come. Ms. Dunn thanked the team for their detailed proposal and said she is pleased to see such an aggressive timeline for completion. Mr. Harris asked if these

guidelines will supersede the 2006 guidelines. Mr. Kelly said yes, as well as being formally adopted as zoning ordinances.

*Motion: Kayem Dunn, supported by Dr. Wendy Falb, moved to authorize the Executive Director to enter into a contract with Nederveld and Williams & Works for an amount not to exceed \$93,450 to develop Downtown Streetscape Design Guidelines, and approve the DDA's share of the contract in an amount not to exceed \$74,760. Motion carried unanimously.*

8. ArtPrize Pedestrian Counts

Ms. Wong gave an overview of the current pedestrian counters and their locations. Ms. Wong shared the data for pedestrian counters over the duration of ArtPrize for 2016 and 2017. Ms. Wong shared that the highest recorded pedestrian traffic is consistently located at the Pearl and Monroe Street intersection. Ms. Wong clarified that these are not exact number of attendees for ArtPrize, but what was counted at these exact locations. Ms. Wong shared the pedestrian counts with different overlays including temperature and weather. Mr. Harris asked if staff is able to make an economic corollaries between the pedestrian counts and overall business traffic. Mr. Larson said we are not able to make definitive connections at this time. Mr. Harris thanked Ms. Wong for her report.

9. President & CEO Report

DDA 10/11/17

- Considering funding for Streetscape Guidelines Project
- Considering funding for pedestrian & bicycle safety interventions
- Considering support for façade improvements at 53-57 Monroe Center
- Receiving a presentation on ArtPrize pedestrian counts

DID 5/15/17

- Approved and recommended FY18 Budget
- Received update on spring plantings
- Received a report and overview on pedestrian counter data

MNTIFA (10/11/17)

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

DGRI (8/21/17)

- Approved appointments to new Alliances
- Had first reading of bylaw amendments
- Received update on legislative advocacy

Alliances:

- Hosted New Alliance orientation Sep 21. 6-8 PM
- Goal 2 Alliance: Oct 17, 3:30 PM (Residential Outreach Survey Design)
- Goal 1 Alliance: Oct 18, 10:00 AM (River Train Design Guidelines)
- Goal 5 Alliance: Oct 19, 3:30 PM (Winter Programming / Outdoor Fitness Equipment)
- Goal 3 Alliance: Oct 23, 3:30 PM (Bike Share)

- Goal 4 Alliance: Oct 25, 3:30 PM (Food Trucks)

## DGRI Staff Highlights

### Events / Marketing / Communications / Engagement

- New umbrellas ordered for RPC – to be deployed soon
- Collaborating on Oct 28<sup>th</sup> Event celebrating APA Award for RPC
- Finalizing Event Plan for Light Up Downtown – Dec 1
- Exploring sports-oriented ice rink at Heartside Park for Winter 2018
- Planning Women + City Building 2018
- Hosting Grand Action Appreciation Reception Nov 20 in collaboration with Chamber, CAA, Experience GR, and The Right Place

### Planning / Development / Infrastructure

- Collaborating with City of GR to install public restrooms in parking ramps
- Partnering with The Right Place, City of GR, MDOT, MEDC, and GRR on AHQ2 Proposal
- Collaborating with Frey Foundation on development of maintenance sustainability plan for RPC
- Lyon Square DD process ongoing – finalizing scope for in river designs to be submitted with HCP
- Calder Plaza – presented to City Commissioners, CoGR, Kent County on potential Pavilion plans & construction leading up to 50<sup>th</sup> anniversary of La Grande Vitesse. Drafted Pavilion design RFQ for review by City & County.
- Planning pedestrian safety improvements at several key intersections & crossings
  - Michigan / Bridge Street Trail Crossings
  - Pilot Protected bike lane – Division Ave (Leonard to Fountain)
- Participating with City of Grand Rapids in 201 Market RFQ reviews
- Daniel Rose Fellowship:
  - Hosted Grand Rapids Study Visit Mar 20-23 for Daniel Rose Fellowship.
  - Project page available on the website. Follow-up engagement opportunity currently underway.
  - KL attended Anchorage Study Visit Apr 3-7
  - Fellowship Team presented a mid-year fellowship in Seattle Tuesday, May 2<sup>nd</sup>
  - Held 2<sup>nd</sup> Study Visit to Grand Rapids – September 18/19 – 60 attendees
  - Presenting recommendations to Rose Center 10/26 in LA
  - Final Presentation to City Commission: November 14<sup>th</sup>
- Received Pinnacle Award for Leadership from International Downtown Association for Equity-Driven Growth Agenda in GR Forward

### Advocacy

- Senator Horn has re-introduced TIF Reform bill (SB 393), Afendoulis to introduce Fee Fairness bill
- Transformational Brownfield (MIThrive)– Collaborating with The Right Place & CoGR on potential applications for use of tool
- Held a Lawmaker Breakfast Briefing Aug 28 @ 9 AM

10. Public Comment

Jazmyne Fuentes, producer of Mixed Reviews Grand Rapids, introduced herself to the Board. Ms. Fuentes said she currently works to create a series interviewing those who have different experiences living in Grand Rapids. Ms. Fuentes said she has interviewed multiple members of the community regarding gentrification in Grand Rapids and would like to share the interview once it is posted. Ms. Fuentes noted that she also has a request submitted to DGRI for future funding of the show that she produces. Mr. Harris thanked Ms. Fuentes for sharing.

11. Board Member Discussion

Ms. Dunn shared with the Board how wonderful it was to see Grand Rapids recognized internationally at the IDA conference for its work surrounding equity and inclusion. Ms. Dunn thanked Mr. Larson for his leadership in this space.

Mayor Bliss gave an update on the current search for a new City Manager. Mayor Bliss said the City will be distributing a survey to the community in an effort to gain feedback on its priorities for the position. Ms. Gietzen asked if City employees will also be able to complete the survey. Mayor Bliss said yes, there will be a separate survey specifically for employees.

12. Adjournment

The meeting adjourned 9:03am

# MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.  
November 8, 2017  
DDA Meeting**

DATE: November 3, 2017

TO: Brian Harris  
Chairman

FROM: Jana M. Wallace  
Downtown Development Authority Treasurer

**SUBJECT: FY2018 Interim Financial Statements as of October 31, 2017**

Attached are the DDA's interim financial statements for the first four 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 October, 2017 Expenditures
- Statement E: DDA Series 2017 Bond Proceeds Statements

Expenditures were higher than usual in October with interest and principal payments in the amount of \$738,110 for three bond issues were due on November 1, 2017. A larger than typical number of invoices related to the summer 2017 construction season were also paid in October. On Statement B, the "Administration," line item appears to be trending high but this is only because DGRI payroll expenses for July through October need to be reallocated. The Authority has sufficient funds to pay budgeted expenditures.

Please contact me at 616-456-4514 or [jwallace@grcity.us](mailto:jwallace@grcity.us) if you have any questions.

Attachments

# STATEMENT A

## DOWNTOWN DEVELOPMENT AUTHORITY

### Balance Sheet

As of October 31, 2017

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
<b>ASSETS</b>				
Pooled Cash and Investments	\$ 4,062,958	\$ 4,286,851	\$ 8,112,319	\$ 16,462,128
Petty Cash	-	-	500	500
Debt Service Reserve - Series 1994 Bonds	-	4,849,267	-	4,849,267
Due from Other Governmental Units	-	162,623	-	162,623
Loan Receivable - Project Developer	563,848	-	-	563,848
Loan Receivable - Special Assessments	7,368	-	-	7,368
General Fixed Assets	-	-	90,051,736	90,051,736
Accumulated Depreciation on Fixed Assets	-	-	(53,295,150)	(53,295,150)
Future Tax Increment Revenues Anticipated	-	29,589,155	93,000	29,682,155
<b>TOTAL ASSETS</b>	<b>\$ 4,634,174</b>	<b>\$ 38,887,896</b>	<b>\$ 44,962,405</b>	<b>\$ 88,484,475</b>
<b>LIABILITIES AND FUND EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	\$ 2,986	\$ -	\$ 362,207	\$ 365,193
Parking Revenue Payable	8,754	-	-	8,754
Project Increment Due to Developers	-	-	7,373	7,373
Current Year Excess Capture	-	623,005	-	623,005
Deposit - Area 5 Option to Buy	66,727	-	-	66,727
Net Retiree Health Care Obligation <sup>1</sup>	-	-	(5,720)	(5,720)
Deferred Revenue - Developer Loan	563,848	-	-	563,848
Contract Payable	-	-	93,000	93,000
Bonds Payable	-	29,589,155	-	29,589,155
<b>TOTAL LIABILITIES</b>	<b>642,315</b>	<b>30,212,160</b>	<b>456,860</b>	<b>31,311,335</b>
<b>Fund Balance / Equity:</b>				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	36,756,586	36,756,586
Debt Service Reserve - Series 1994 Bonds	-	4,849,267	-	4,849,267
Non-Tax Increment Reserve	3,438,876	-	-	3,438,876
Reserve for Authorized Projects	-	-	7,619,235	7,619,235
Reserve for Brownfield Series 2012A Bonds	530,964	-	-	530,964
Reserve for Compensated Absences	-	-	7,791	7,791
Reserve for Eligible Obligations	-	3,826,469	-	3,826,469
Reserve for Encumbrances	22,019	-	121,933	143,952
<b>TOTAL FUND EQUITY</b>	<b>3,991,859</b>	<b>8,675,736</b>	<b>44,505,545</b>	<b>57,173,140</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 4,634,174</b>	<b>\$ 38,887,896</b>	<b>\$ 44,962,405</b>	<b>\$ 88,484,475</b>

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 - October 31, 2017

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
<b>REVENUES</b>						
Property Tax Increment - General	\$ -	\$ -	\$ 6,083,468	\$ 6,288,650 <sup>1</sup>	\$ 5,667,979	\$ 5,193,626
Property Tax Increment - Transit Millage	-	-	-	-	508,483	508,483
Property Tax Increment - Prior Year Appeals	-	-	(75,000)	(24,267)	(75,000)	(13,877)
Property Tax Increment - Rebates to City / ITP	-	-	-	-	(617,646)	-
Special Assessments - Areaway	15,000	-	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	26,696	28,257
Brownfield Authority - Veterans Park	-	-	-	-	736,548	-
Earnings from Investments - General	28,821	13,228	20,000	5,757	73,650	20,936
Earnings from Investments - Multi-Year Accrual Reversal	-	21,713	-	31,400	-	30,876
Interest Paid by Developer - The Gallery on Fulton Note	25,373	-	-	-	-	-
Property Rental - DASH Parking Lots	442,200	-	-	-	-	-
Property Rentals - YMCA Customer Parking	52,025	-	-	-	-	-
Event Sponsorships and Fees	75,000	-	-	-	-	-
Valent-ICE Sculpture Reimbursements	20,000	1,100	-	-	-	-
Principal Repayments - The Gallery on Fulton Note	75,000	-	-	-	-	-
Property Sale	4,074,108	-	-	-	-	-
Series 1994 Debt Service Reserve Fund	-	-	3,995,000	-	-	-
Reimbursements and Fees - Miscellaneous	600	-	-	-	10,000	-
From / (To) Fund Balance	(1,468,979)	-	(20,000)	-	2,211,790	-
<b>TOTAL REVENUES</b>	<b>\$ 3,339,148</b>	<b>\$ 36,041</b>	<b>\$ 10,003,468</b>	<b>\$ 6,301,540</b>	<b>\$ 8,542,500</b>	<b>\$ 5,768,301</b>
<b>EXPENDITURES</b>						
<b><u>GR Forward Projects:</u></b>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 30,000	\$ 4,800	\$ -	\$ -	\$ 1,625,000	\$ 70,635
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	-	-	-	-	1,790,000	690,957
Goal #3: Implement a 21st Century Mobility Strategy	40,000	610	-	-	1,430,000	104,325
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	25,000	9,103	-	-	100,000	-
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	974,500	236,140	-	-	1,955,000	613,507
<b>Total GR Forward Projects</b>	<b>\$ 1,069,500</b>	<b>\$ 250,653</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,900,000</b>	<b>\$ 1,479,424</b>
Administration	4,200	1,439	-	-	1,187,863	523,460
Debt Service for Bond Issues	-	-	9,380,463	687,731	454,637	50,378
Estimated Capture to be Returned	-	-	623,005	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,073,700</b>	<b>\$ 252,092</b>	<b>\$ 10,003,468</b>	<b>\$ 687,731</b>	<b>\$ 8,542,500</b>	<b>\$ 2,053,262</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ 2,265,448</b>	<b>\$ (216,051)</b>	<b>\$ -</b>	<b>\$ 5,613,809</b>	<b>\$ -</b>	<b>\$ 3,715,039</b>

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

ddastmts-Oct17.xls jmw 11/22/2017

**STATEMENT C**

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Statement of FY2018 Project Expenditures**  
**As of October 31, 2017**

Project Name	FY2018 Project Budgets		EXPENDITURES		Available
	%	Amount	Month	Fiscal Year	FY2018 Budgets
Michigan Street Streetscape Improvements		\$ 180,000	\$ 22,765	\$ 22,765	\$ 157,235
River Trail Improvements		228,000	25,810	25,810	202,190
Streetscape / Riverwalk Projects TBD		616,228	-	1,500	614,728
<b>GRForward Goal # 1 - Bond Proceeds</b>	<b>11.39%</b>	<b>\$ 1,024,228</b>	<b>\$ 48,575</b>	<b>\$ 50,075</b>	<b>\$ 974,153</b>
Arena South Implementation		150,000	385	6,664	143,336
Bridge Street Streetscape Improvs		100,000	385	6,664	93,336
Downtown Plan - Community Relations		325,000	-	-	325,000
Grand River Activation		100,000	-	-	100,000
Parks Design		700,000	57,307	57,307	642,693
Pearl Street Gateway Enhancements		100,000	-	-	100,000
State Street & Bostwick Ave Reconstruction		150,000	-	-	150,000
<b>GRForward Goal # 1 - Local Tax Increment</b>	<b>18.07%</b>	<b>\$ 1,625,000</b>	<b>\$ 58,077</b>	<b>\$ 70,635</b>	<b>\$ 1,554,365</b>
Downtown Speakers Series		10,000	4,800	4,800	5,200
Riverwalk Maintenance		20,000	-	-	20,000
<b>GRForward Goal # 1 - Non-Tax Increment</b>	<b>0.33%</b>	<b>\$ 30,000</b>	<b>\$ 4,800</b>	<b>\$ 4,800</b>	<b>\$ 25,200</b>
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	7,216	18,246	71,754
Development Project Reimbursements		925,000	-	672,711	252,289
Downtown Census		15,000	-	-	15,000
Streetscape Improvement Incentive Program		375,000	-	-	375,000
<b>GRForward Goal # 2 - Local Tax Increment</b>	<b>19.90%</b>	<b>\$ 1,790,000</b>	<b>\$ 7,216</b>	<b>\$ 690,957</b>	<b>\$ 1,099,043</b>
Accessibility and Mobility Repairs		100,000	1,000	1,000	99,000
Bicycle Friendly Improvements		75,000	30,270	31,770	43,230
DASH North Shuttle Services		80,000	-	-	80,000
Grandville Ave Area Improvements		50,000	-	-	50,000
Michigan / Ottawa Gateway		50,000	-	-	50,000
New Downtown Circulator Infrastructure		500,000	-	-	500,000
Public Realm Improvements		150,000	19,024	20,856	129,144
Streetscape Imprvmts - CBD, Heartside, Arena S		350,000	29,800	35,330	314,670
Wayfinding System Improvements		75,000	13,675	15,369	59,631
<b>GRForward Goal # 3 - Local Tax Increment</b>	<b>15.90%</b>	<b>\$ 1,430,000</b>	<b>\$ 93,769</b>	<b>\$ 104,325</b>	<b>\$ 1,325,675</b>
Public Realm Improvements		-	610	610	(610)
Transportation Demand Mmnt Prog		40,000	-	-	40,000
<b>GRForward Goal # 3 - Non-Tax Increment</b>	<b>0.44%</b>	<b>\$ 40,000</b>	<b>\$ 610</b>	<b>\$ 610</b>	<b>\$ 39,390</b>
Econ Devel - Minority/Women Business Enterprises		100,000	-	-	100,000
<b>GRForward Goal # 4 - Local Tax Increment</b>	<b>1.11%</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
Downtown Workforce Program		25,000	1,250	9,103	15,897
<b>GRForward Goal # 4 - Non-Tax Increment</b>	<b>0.28%</b>	<b>\$ 25,000</b>	<b>\$ 1,250</b>	<b>\$ 9,103</b>	<b>\$ 15,897</b>
Downtown Marketing & Inclusion		300,000	7,344	16,796	283,204
Heartside Public Restroom Facility		150,000	-	-	150,000
Sheldon Blvd - Weston to Cherry Street		300,000	-	-	300,000
Snowmelt System Repairs / Investigation		50,000	-	1,336	48,664
State of Dntn Event & Annual Reports		20,000	-	26,230	(6,230)
Tree Well Fill		150,000	-	-	150,000
Urban Recreation Plan		125,000	-	-	125,000
Veterans Park Improvements		860,000	265,274	569,145	290,855
<b>GRForward Goal # 5 - Local Tax Increment</b>	<b>21.74%</b>	<b>\$ 1,955,000</b>	<b>\$ 272,618</b>	<b>\$ 613,507</b>	<b>\$ 1,341,493</b>
African-American Museum/Archives		6,500	4,299	8,563	(2,063)
Bridge Lighting Operations		10,000	-	-	10,000
DGRI Event Production		245,000	29,637	88,466	156,534
Diversity / Inclusion Programming		30,000	9,600	16,450	13,550
Downtown Ambassadors		200,000	49,416	74,282	125,718
Educational Partnerships Initiatives		5,000	-	-	5,000
Experience - Miscellaneous		50,000	5,358	16,310	33,690
Holiday Décor Program		35,000	-	-	35,000
Major Event Sponsorship		60,000	-	5,000	55,000
Police Foot Patrols		35,000	-	-	35,000
Project and Fixed Asset Maintenance		15,000	-	-	15,000
Public Space Activation		36,000	2,023	9,020	26,980
Rosa Parks Circle Skating Operations		40,000	-	-	40,000
Special Events - Grants		30,000	7,500	11,950	18,050
Special Events - Office of		75,000	-	-	75,000
Special Events - Training Program		5,000	-	335	4,665
Stakeholder Engagement Programs		20,000	350	745	19,255
Street Trees Maintenance Program		5,000	-	-	5,000
Ticketed Events - Police Services		70,000	-	5,019	64,981
Winter Avenue Building Lease		2,000	-	-	2,000
<b>GRForward Goal # 5 - Non-Tax Increment</b>	<b>10.84%</b>	<b>\$ 974,500</b>	<b>\$ 108,183</b>	<b>\$ 236,140</b>	<b>\$ 738,360</b>
<b>TOTAL</b>	<b>100.00%</b>	<b>\$ 8,993,728</b>	<b>\$ 595,098</b>	<b>\$ 1,780,152</b>	<b>\$ 7,213,576</b>

# STATEMENT D

## DOWNTOWN DEVELOPMENT AUTHORITY Schedule of FY2018 Expenditures October, 2017

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Debt	10/19/2017	U.S. Bank Corporate Trust N.A.	DDA 2017 LTGO Bonds - Van Andel Arena	Semi-annual interest payment due Nov 1, 2017	\$592,650.00
Local	10/31/2017	Katerberg Verhage	Veterans Park Improvements	Reconstruction svcs - September, 2017	240,107.18
Debt	10/16/2017	U.S. Bank Corporate Trust N.A.	MMBA 2009A Bonds - Van Andel Arena	Semi-annual interest payment due Nov 1, 2017	95,081.25
Local	10/31/2017	Paychex	Administration	DDA Payroll Wages, 401, Taxes - October 2017	67,857.37
Local	10/19/2017	County of Kent	KCDC Series 2008 Floodwalls	Annual principal payment due 11/01/2017	48,500.00
Local	10/13/2017	City Treasurer - Human Resources	Administration	Annual DDA Staff Legacy Cost Payment # 4 of 5	37,863.00
Local	10/26/2017	Bishop Land Design, LLC	Parks Design	Lyons Edge design svcs thru 07/19/2017	30,350.00
Local	10/5/2017	City Treasurer - MobilityGR / Parking Svcs	Bicycle Friendly Improvements	Bike Share Feasibility Study	30,000.00
Local	10/3/2017	Eco-Compteur Inc	Streetscape Improvements	Pedestrian Counters	28,865.00
Local	10/26/2017	Bishop Land Design, LLC	Parks Design	Lyons Edge design svcs thru 08/17/2017	25,516.75
Non-Tax	10/1/2017	Mydatt Service Inc	Downtown Ambassadors	Downtown Ambassadors 8/2017	24,510.78
Non-Tax	10/24/2017	Mydatt Service Inc	Downtown Ambassadors	Downtown Ambassadors 9/2017	24,510.78
Bonds	10/31/2017	Wyoming Excavators Inc	River Trail Improvements	DDA share of improvements - 08/17-10/7/2017	23,409.88
Bonds	10/31/2017	Fishbeck, Thompson, Carr, & Huber Inc	Michigan Street Streetscape Improvements	Construction eng / insp through 10/06/2017	22,765.20
Local	10/31/2017	SKO Design Group	Veterans Park Improvements	Reconstruction admin - 06/18-08/18/2017	22,552.25
Non-Tax	10/3/2017	LiveSpace, LLC	DGRI Event Production	Event Svcs: Movies in the Park Audio/Visual	12,500.00
Local	10/19/2017	City Treasurer - Budget Office	Administration	Support services allocation - October, 2017	11,635.00
Local	10/4/2017	Landscape Forms Inc	Public Realm Improvements	Umbrellas for Rosa Parks Circle 09/2017	9,647.50
Local	10/31/2017	Recycle Away, LLC	Public Realm Improvements	Outdoor Waste Receptacles	9,100.00
Non-Tax	10/1/2017	LiveSpace, LLC	DGRI Event Production	Event Svcs: Movies in the Park Audio/Visual	7,500.00
Local	10/31/2017	Valley City Sign Co	Wayfinding System Improvements	Sign repairs - 02/22 - 07/10/2017	7,043.00
Local	10/1/2017	Dickinson Wright PLLC	Development Project Guidance	Legal: Area 4/5 Development	6,908.00
Local	10/16/2017	Fifth Third Bank P-Card	Administration	09/17: Training for Staff	6,658.86
Local	10/1/2017	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 9/2017	5,506.10
Local	10/24/2017	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 10/2017	5,506.10
Local	10/1/2017	Amway Hotel Corporation	Downtown Marketing & Inclusion	Advertising Spring 2017	5,260.00
Non-Tax	10/17/2017	Grd Rapids Diversity in Art & Music Fest	Diversity / Inclusion Programming	Sponsor: GR African American & Arts Fest 2017	5,000.00
Non-Tax	10/1/2017	Local First West Michigan	Special Events - Grants	Local First Street Party 06/08/2017	5,000.00
Non-Tax	10/2/2017	West Michigan Hispanic Chamber	Downtown Speakers Series	Event: Latino Community Coalition 09/20/2017	4,800.00
Local	10/31/2017	Valley City Sign Co	Wayfinding System Improvements	Sign repairs - 09/20 - 09/22/2017	4,054.00
Local	10/7/2017	City of Grand Rapids	Administration	Staff svcs - payroll period ended 10/07/2017 - est	3,500.00
Local	10/21/2017	City of Grand Rapids	Administration	Staff svcs - payroll period ended 10/21/2017 - est	3,500.00
Local	10/1/2017	McAlvey Merchant & Associates	Administration	Governmental Consulting 8/2017	3,000.00
Local	10/24/2017	McAlvey Merchant & Associates	Administration	Governmental Consulting 9/2017	3,000.00
Non-Tax	10/9/2017	Swift Printing & Communications	DGRI Event Production	Event Supplies: Movies in the Park handbills 2017	2,666.71
Local	10/2/2017	Moore & Bruggink Inc	Veterans Park Improvements	Reconstruction engin - 07/01 - 08/25/2017	2,614.08
Local	10/31/2017	Valley City Sign Co	Wayfinding System Improvements	Sign repairs - 07/10 - 09/20/2017	2,578.00
Non-Tax	10/24/2017	Grand Rapids Downtown Market	Experience - Miscellaneous	Event Grant: Small Plates Big Impact 10/2017	2,500.00
Non-Tax	10/9/2017	Historically Black Colleges & Universities	Diversity / Inclusion Programming	Event:Historically Black Colleges Gala 09/2017	2,500.00
Non-Tax	10/3/2017	Mexican Heritage Association	Special Events - Grants	Mexican Festival 2017	2,500.00
Bonds	10/31/2017	Fishbeck, Thompson, Carr, & Huber Inc	River Trail Improvements	Construction eng / insp through 09/08/2017	2,400.23
Non-Tax	10/5/2017	City Treasurer - MobilityGR / Parking Svcs	African-American Museum/Archives	89 Monroe Center NW - October Rent	2,166.47
Non-Tax	10/5/2017	City Treasurer - MobilityGR / Parking Svcs	African-American Museum/Archives	89 Monroe Center NW - July Rent	2,132.14
Local	10/24/2017	HR Collaborative LLC	Administration	HR Consultant 9/2017	2,102.49
Local	10/19/2017	County of Kent	KCDC Series 2008 Floodwalls	Semi-annual interest payment due 11/01/2017	1,878.44
Local	10/1/2017	Dickinson Wright PLLC	Administration	Legal: Legislative Amendments	1,782.00
Non-Tax	10/16/2017	Fifth Third Bank P-Card	Diversity / Inclusion Programming	09/17: Athena Award table sponsorship	1,600.00
Local	10/20/2017	City Treasurer - Risk Management	Administration	General insurance - October 2017	1,528.00
Non-Tax	10/16/2017	Fifth Third Bank P-Card	Experience - Miscellaneous	09/17: Event sponsorship	1,500.00
Local	10/31/2017	Dickinson Wright PLLC	Parks Design	Legal svcs: Grd Plaza encroachmt Mar/April, 2017	1,440.50
Non-Tax	10/3/2017	MKR Services, Inc	DGRI Event Production	Event Supplies: MITP 07/2017	1,400.00
Local	10/3/2017	HR Collaborative LLC	Administration	HR Consultant 7/2017	1,231.74
Non-Tax	10/16/2017	Fifth Third Bank P-Card	Public Space Activation	09/17: Mural artist	1,200.00
Non-Tax	10/16/2017	Fifth Third Bank P-Card	Experience - Miscellaneous	09/17: Whitewater Reception dinner	1,157.60
Non-Tax	10/3/2017	Kerkstra Portable Restroom Svc Inc	DGRI Event Production	Event Supplies: Movies in the Park 8/4/17	1,145.00
Local	10/11/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	SEPTEMBER 2017 CITY VALIDATION BILLING	1,096.00
Local	10/16/2017	Fifth Third Bank P-Card	Administration	09/17: K. Larson travel & training	1,027.98
Local	10/3/2017	Bettye-Ann Kathleen Nellet	Accessibility and Mobility Repairs	Disability Document Training Services 08/31/2017	1,000.00
Non-Tax	10/16/2017	Fifth Third Bank P-Card	Administration	09/17: Local Business Expenses	999.69
Non-Tax	10/31/2017	Airline Media Productions Inc	DGRI Event Production	Movie Licensing: Movies in the Park 2017	900.00
Non-Tax	10/31/2017	Airline Media Productions Inc	DGRI Event Production	Movie Licensing: Movies in the Park 2017	900.00
Non-Tax	10/2/2017	Max Lockwood	Downtown Workforce Program	Relax at Rosa Performance: 08/24/2017	750.00
Local	10/1/2017	Nederveld, Inc	Streetscape Improvements	Design Services: Arena Greening project	665.00
Non-Tax	10/31/2017	Adrian Butler	DGRI Event Production	DJ Services: Movies in the Park 8/23/2017	650.00
Non-Tax	10/2/2017	Emily Prymula	Public Space Activation	Pop up Perf: Dancing at var locales 7/2017-8/2017	650.00
Non-Tax	10/3/2017	Bazen Electric	Public Realm Improvements	Electrical receptacle and box repair 08/2017	610.29

continued on the next page

**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures - FY 2018**  
**October, 2017**

Page 2

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>continued from previous page</i>					
Non-Tax	10/9/2017	West Bend Mutual Insurance Company	DGRI Event Production	Special Events Insurance: MITP 9/8/2017	\$ 532.00
Non-Tax	10/16/2017	Fifth Third Bank P-Card	Downtown Workforce Program	09/17: Relax at Rosa performer	500.00
Non-Tax	10/3/2017	Jameli Robinson	Diversity / Inclusion Programming	Event Grant: GRAAB Breakfast meeting 09/12/2017	500.00
Non-Tax	10/1/2017	Ryan Charles Woodford	DGRI Event Production	Security Services: Movies in the Park 09/08/2017	494.00
Local	10/1/2017	Federal Square Building Co. #1, LLC	Administration	Lease: 29 Pearl Street Mezzanine Office 9/2017	475.14
Local	10/24/2017	Federal Square Building Co. #1, LLC	Administration	Lease: 29 Pearl Street Mezzanine Office 10/2017	475.14
Local	10/23/2017	Professional Maintenance of Michigan Inc.	Administration	Cleaning Services 9/17	471.18
Local	10/16/2017	Fifth Third Bank P-Card	Administration	09/17: Office Supplies (DDA Portion)	447.26
Local	10/1/2017	Dickinson Wright PLLC	Administration	Legal: Misc Matters	396.00
Local	10/23/2017	Swift Printing & Communications	Downtown Marketing & Inclusion	Marketing Supplies: MITP Yard Signs 05/2017	395.00
Local	10/12/2017	State of Michigan	Arena South Implementation	Progress billing thru 09/21/2017	385.29
Local	10/12/2017	State of Michigan	Bridge Street Streetscape Improvs	Progress billing thru 09/21/2017	385.29
Local	10/9/2017	Spectrum Health	Administration	Paid via Payroll Deductions 10/2017	377.74
Non-Tax	10/1/2017	Baken Tent Rental	Stakeholder Engagement Programs	Supplies: Downtown Resident Network 09/06/17	350.39
Local	10/16/2017	Fifth Third Bank P-Card	Downtown Marketing & Inclusion	09/17: Website tech, CRM, Fbk ads, Photo license	332.00
Non-Tax	10/31/2017	Airline Media Productions Inc	DGRI Event Production	Movie Licensing: Movies not in the Park 2017	325.00
Local	10/9/2017	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 8/2017	323.89
Local	10/23/2017	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 9/2017	323.89
Local	10/1/2017	Dickinson Wright PLLC	Development Project Guidance	Legal: 150 Ottawa Development	308.00
Local	10/3/2017	MKR Services, Inc	Administration	DGRI Board member resignation plaque 9/17	306.39
Local	10/23/2017	Cellco Partnership	Administration	Cell Phone Service 9/2017	299.92
Local	10/16/2017	Fifth Third Bank P-Card	Public Realm Improvements	09/17: Parklet Storage	276.00
Local	10/16/2017	Fifth Third Bank P-Card	Bicycle Friendly Improvements	09/17: Bike fix station encroachment permit	270.00
Local	10/16/2017	Fifth Third Bank P-Card	Streetscape Improvements	09/17: Pedestrian counter encroachment permit	270.00
Local	10/4/2017	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: Mexican Heritage Festival 9/18/2017	260.00
Local	10/3/2017	Mighty Co.	Downtown Marketing & Inclusion	Website care and maintenance 9/2017	250.00
Local	10/9/2017	Mighty Co.	Downtown Marketing & Inclusion	Website care and maintenance 8/2017	250.00
Local	10/23/2017	TDS Metrocom	Administration	Phone Service 10/2017	240.15
Local	10/3/2017	Rob Meendering	Downtown Marketing & Inclusion	Photographer: Movies in the Park 9/8/2017	240.00
Non-Tax	10/9/2017	Swift Printing & Communications	Downtown Ambassadors	Marketing: Ambassador Business Card 09/2017	228.08
Non-Tax	10/16/2017	Fifth Third Bank P-Card	DGRI Event Production	09/17: MITP debrief lunch meeting	220.00
Local	10/3/2017	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electricity 8/2017	209.82
Local	10/16/2017	Fifth Third Bank P-Card	Administration	09/17: Liability Insurance (DDA Portion)	200.35
Non-Tax	10/16/2017	Fifth Third Bank P-Card	Experience - Miscellaneous	09/17: J. Kovalcik planner, gift card, Thank you gift	200.05
Non-Tax	10/9/2017	Swift Printing & Communications	DGRI Event Production	Event Supplies: Roll'n Out flyers 2017	192.23
Local	10/31/2017	Paychex	Administration	DDA Paychex fee - October 2017	191.12
Local	10/6/2017	Andy Guy	Administration	Travel/training reimbursement: 08/2017- 09/2017	189.85
Local	10/3/2017	GreatAmerica Financial Services Corp	Administration	Copier Lease 8/2017-9/2017	186.73
Local	10/31/2017	Paychex	Administration	DDA Payroll HRS fees - October 2017	168.75
Local	10/30/2017	PCS Gophers Ltd	Administration	Interoffice mail services - September, 2017	161.05
Non-Tax	10/31/2017	Omar Adrian Sotelo-Peralta	DGRI Event Production	Photographer: Movies in the Park 7/10/2017	160.00
Local	10/4/2017	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: Relax at Rosa 9/14/2017	140.00
Local	10/23/2017	Comcast	Administration	Internet at 29 Pearl St NW 10/07/2017-11/06/2017	126.19
Non-Tax	10/16/2017	Fifth Third Bank P-Card	Public Space Activation	09/17: Public space activation supplies	122.89
Non-Tax	10/16/2017	Fifth Third Bank P-Card	Downtown Ambassadors	09/17: Downtown ambassador supplies	119.01
Local	10/16/2017	Fifth Third Bank P-Card	Downtown Marketing & Inclusion	09/17: Marketing Supplies	112.06
Local	10/24/2017	Mighty Co.	Downtown Marketing & Inclusion	Website hosting 10-12/2017	105.00
Local	10/31/2017	JPMorganChase	Administration	DDA Payroll Bank Fee - October 2017	88.00
Local	10/4/2017	Madcap Coffee Company	Administration	Meeting Supplies 9/2017	84.94
Local	10/6/2017	Jennie Schumacher	Administration	Travel and training Reimbursement: 09/2017	80.30
Local	10/6/2017	Brian Hedrick	Administration	Travel and training Reimbursement: 09/2017	77.43
Local	10/6/2017	Kris Larson	Administration	Travel and training Reimbursement: 09/2017	77.34
Local	10/24/2017	Engineered Protection Systems Inc	Administration	Office Security System 11/2017-1/2018	71.27
Local	10/9/2017	Swift Printing & Communications	Administration	Mezzanine office photos 08/2017	65.53
Local	10/1/2017	Dickinson Wright PLLC	Administration	Legal: YMCA parking agreement	64.50
Local	10/16/2017	Fifth Third Bank P-Card	Administration	09/17: Dishwasher repair (DDA Portion)	63.31
Local	10/3/2017	Gordon Water Systems	Administration	Water Cooler Lease 8/15/17-9/9/2017	54.05
Local	10/1/2017	Dickinson Wright PLLC	Administration	Legal Services: DGRI Board of Advisors memo	52.27
Non-Tax	10/16/2017	Fifth Third Bank P-Card	DGRI Event Production	09/17: Event Supplies	52.09
Non-Tax	10/31/2017	Jasper Noll Fuentes	Public Space Activation	Pop up Perf: Guitar at Amway Fireworks 06/2017	50.00
Non-Tax	10/11/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	OCTOBER 2017 MONTHLY PARKING BILLING	48.00
Local	10/16/2017	Fifth Third Bank P-Card	Administration	09/17: DDA Postage	39.68
Local	10/1/2017	Model Coverall Service Inc	Administration	Floor Mat Rental 8/2017	32.04
Local	10/9/2017	Fusion IT LLC	Administration	Network Management 10/2017	9.50
<b>TOTAL OCTOBER, 2017 EXPENDITURES</b>					<b>\$ 1,497,433.46</b>

**STATEMENT E**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Series 2017 Improvement & Refunding Bonds**

**Balance Sheet**  
**As of October 31, 2017**

<b>Assets - Pooled Cash and Investments</b>	<b>\$ 819,711</b>
<b>Liabilities and Fund Balance</b>	
Current Liabilities	\$ 48,575
Reserve for Encumbrances	-
Reserved for Projects	771,136
<b>Liabilities and Fund Balance</b>	<b>\$ 819,711</b>

**Statement of FY2018 Revenues and Expenditures**  
**July 1, 2017 through October 31, 2017**

	<b>Budget</b>	<b>Actual</b>
<b>REVENUES</b>		
Bond Proceeds	\$ - <sup>1</sup>	\$ -
Interest Earned	5,161	2,624
From / (To) Fund Balance	1,019,067	-
<b>Total Revenues</b>	<b>\$ 1,024,228</b>	<b>\$ 2,624</b>
<b>EXPENDITURES</b>		
<b>GR Forward Projects:</b>		
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor		
River Trail Improvements	\$ 228,000	25,810
Michigan Street Streetscape Improvements	180,000	22,765
Streetscape / Riverwalk Projects TBD	616,228	-
Costs of Issuance	-	1,500
<b>Total GR Forward Project Expenditures</b>	<b>\$ 1,024,228</b>	<b>\$ 50,075</b>
<b>Excess / (Deficit)</b>	<b>\$ -</b>	<b>\$ (47,451)</b>

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

Project	Total Principle	Amount Paid	Balance	Notes
2 West Fulton	724,500.00	302,010.55	422,489.45	
20 East Fulton	300,000.00	-	300,000.00	
35 Oakes SW	329,000.00	77,307.66	251,692.34	
38 Commerce SW	639,000.00	406,978.97	232,021.03	
55 Louis NW	436,900.00	22,654.80	414,245.20	
55 Ionia NW	1,538,000.00	56,109.66	1,481,890.34	
55 Ottawa SW	2,919,150.00	260,783.78	2,658,366.22	
68 Commerce SW	27,000.00	7,242.70	19,757.30	
100 Commerce SW	100,000.00	29,703.50	70,296.50	
107 South Division	178,600.00	26,019.84	152,580.16	
201 Monroe NW	504,500.00	175,642.40	328,857.60	
212 Grandville SW	365,839.00	284,681.45	81,157.55	
235 Louis NW	3,028,000.00	3,292,940.28	796,417.85	4.5% interest
245 Cherry SE	235,887.00	192,314.67	43,572.33	
300 Ionia NW	145,000.00	28,157.86	116,842.14	
<b>TOTAL</b>	<b>11,471,376.00</b>	<b>5,162,548.12</b>	<b>7,370,186.01</b>	
<b>Projects Not Yet Approved for Repayment</b>	<b>Total Principle</b>			
2 East Fulton	189,925.00			DDA capture cannot begin until 2022
20 East Fulton	300,000.00			
20 Monroe NW	650,000.00			
25 Ottawa SW	210,000.00			
33 Ottawa NW	1,098,127.00			
150 Ottawa NW	4,421,638.00			
161 Ottawa NW	1,481,127.00			
<b>TOTAL</b>	<b>8,350,817.00</b>			
<b>Completed</b>				
335 Bridge NW	1,973,087.00	2,023,365.54	-	4.5% interest
940 Monroe NW	1,771,823.66	2,128,108.46	-	4.5% interest

# MEMORANDUM

CITY OF GRAND RAPIDS

DATE: November 8, 2017

TO: Kristopher Larson, President and CEO  
Downtown Grand Rapids, Inc.

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

**SUBJECT: Increase in Scope and Fee for Improvements at Lyons Square**

Improvements at Lyons Edge consist of replacement of the existing circular stepped amphitheater configuration and reconstructing the area with a landscaped public park, north-south river trail connection, a tiered pathway system with connectivity to the Grand River, an integral earthen berm for enhanced flood protection recessed within the park site, lawn and irrigation, tree canopy, a variety of landscaping, and supporting infrastructure. Connectivity to the river will be achieved by lowering the height of the existing concrete floodwall and integrating a network of tiered pathways. Furthermore, an in-river docking system will be constructed for river recreation and temporary watercraft mooring. The site will also feature architectural treatments to the face of the concrete floodwall at and immediately adjacent to the cut in the existing wall for the project improvements.

On June 17, 2017, the Downtown Development Authority (DDA) approved a professional services agreement with Bishop Land Design (BLD) and authorized Design Development Phase services for a not-to-exceed cost of \$430,000.00. On July 12, 2017, the City Commission approved its share of cost associated with the project for a not-to-exceed cost of \$60,000.00. The Design Development phase was to refine a more approximate size and scope of the project including site features, materials, products, and coordination of in-river work, flood protection, integration with existing conditions, pertinent technical plans and outline specifications, and regulatory permit documentation with the Michigan Department of Environmental Quality (MDEQ). As part of the Design Development Phase services, the DDA authorized \$31,140.00 for Grand Rapids Whitewater's (GRWW) consultant River Restoration Org. (RRO) to perform coordination and inclusion of the Lyons Square in-river proposed work in their permit to the MDEQ for the Grand River Revitalization project.

As Design Development phase work evolved, there were meetings with the MDEQ, GRWW and their river consultant RRO, and the project partners. Outcomes of those meetings identified further in-river survey information (bathymetric survey), retention of a marine engineer (Baird, Inc.) to further scope the in-river design concept of a floating dock element with gangways, and investigation into the feasibility and sizing of a hydronic (snowmelt) system for the project limits. In the essence of time, BLD and Baird have also coordinated with GRWW to incorporate the dock and gangways element into the Habitat Conservation Plan for the river

restoration project permitting process. The City has also utilized outside legal counsel (Dickinson & Wright) in order to develop an agreement necessary to solicit and retain a construction manager for pre-construction consultation and delivering the built product. The City has received proposals and concurs with the scope and fees for these additional services. It is recommended to maintain a design contingency as the project team completes the Design Development Phase of the project. This project continues to be a high degree of complexity and coordination.

Based upon the aforementioned, it is recommended the DDA approve an increase in scope and fee for the Improvements to Lyons Square project for a not-to-exceed cost of \$170,000.00. Total Design Development Phase cost will be \$600,000.00 (See attached Summary of Project Costs). This action would also approve an amendment to BLD's professional services agreement to incorporate the increase in scope and fee. The additional services include reimbursable expenses associated in executing the work.

Upon the DDA authorization for an increase in scope and fee for the project's design development phase services, the City Commission will consider an amendment to the BLD professional services agreement to reflect the increase in scope and fee at its November 14, 2017 regularly scheduled meeting. At any time there is a reasonable request for an increase in scope and ensuing fee, a request will be presented for consideration at a future DDA meeting.

MAD/el



## SUMMARY OF ESTIMATED COSTS

for

### Improvements at Lyons Square

#### Project Funding Source(s)

	<u>Currently Approved</u>	<u>Budget Request(s)</u>	<u>Revised Project Estimate</u>
Downtown Development Authority	\$370,000.00	\$170,000	\$540,000.00
KCDC Floodwalls & Embankment Bonds, Series 2016	60,000.00	0	60,000.00
Total Project Sources	<u>\$430,000.00</u>	<u>\$170,000.00</u>	<u>\$600,000.00</u>

#### Breakdown of Project Uses

Previously authorized Design Development Phase Services by Bishop Land Design, LLC	\$359,946.00
Previously authorized River Coordination Services by River Restoration, Org	31,140.00
Design Development Phase Additional Services by Bishop Land Design, LLC	161,920.00
Bathymetric Survey by FTCH	8,232.00
Outside Legal Counsel (Dickinson & Wright)	<u>10,000.00</u>
Sub-Total	\$571,238.00
Contingencies	<u>28,762.00</u>
Total Project Uses	<u>\$600,000.00</u>



October 30, 2017

Dear Chair Dunn,

With a very heavy heart, I am writing to announce my resignation from Downtown Grand Rapids Inc. (DGRI) and the Grand Rapids Downtown Development Authority (DDA). My resignation will be effective once accepted by the DGRI and DDA Boards. I have accepted the position of President & CEO with the Downtown Raleigh Alliance, the organization where my career began in my hometown of Raleigh, North Carolina. In this role, I can continue my passion for city building while being closer to lifelong friends and family.

This was not an easy decision to make, as the past five-plus years have been incredibly rewarding to me professionally. In reflecting over my tenure here in Grand Rapids, a few highlights stand out among the organization's accomplishments. Those include: managing the organizational merger and building DGRI, developing the DGRI citizen engagement structure that has incorporated the voices and ideas of hundreds into our decision making processes, deploying the Downtown Ambassador teams, reanimating the iconic Blue Bridge, leading the development of the GR Forward Master Plan, winning two Pinnacle Awards from the International Downtown Association, working to reengage Kent County into the DDA TIF district, facilitating the development of Arena Place, the first Class-A office tower in Downtown in decades, launching Movies in the Park, finalizing the Studio C! movie theater deal, and developing a diverse set of objective metrics for use in evaluating the performance of the organization and its leadership.

Even more than the projects, I've cherished the opportunity to lead a group of talented men and women and helping them make connections between their daily tasks and our larger mission to help Downtown Grand Rapids become a best-in-class city. Our team's passion and commitment to this place – Downtown Grand Rapids – is infectious and provided a daily source of inspiration. Moreover, I am sincerely thankful for the opportunity to serve at the pleasure of the Boards of DGRI. The organization is lucky to have so many dedicated and sincere volunteer Board leaders among its ranks.

In closing, please know that Downtown Grand Rapids and DGRI will always be in my heart. To ensure that the transition runs as smoothly as possible, I am happy to aid the Board's interim designee and other members of the organization in any ways needed. I understand that the terms of my resignation will be governed by my employment agreement. Further, I understand that you will ask the respective boards to authorize you and DDA Chair Brian Harris to discuss with me and to approve any additional mutually agreeable terms regarding my resignation.

Sincerely,

Kristopher Larson, AICP  
President & CEO