

# 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, September 12, 2018

8:00 a.m. Meeting

29 Pearl Street, NW Suite #1

- |   |           |          |
|---|-----------|----------|
| 1. Call to order  |           |          |
| 2. Approve Meeting Minutes from August 8, 2018 (8:01)<br>(enclosure)          | Motion    | Harris   |
| 3. Accept Financial Statements from August 31, 2018 (8:04)<br>(enclosure)     | Motion    | Wallace  |
| 4. Downtown Tree Planting Agreement (8:10)<br>(enclosure)                     | Motion    | Wong     |
| 5. Lyon Square Asset Management Plan (8:20)<br>(enclosure)                    | Motion    | Kelly    |
| 6. Development Support Request: 10 Ionia Avenue (8:30)<br>(enclosure)         | Motion    | Kelly    |
| 7. Downtown Enhancement Grant Request: 12 Weston Avenue (8:40)<br>(enclosure) | Motion    | Kelly    |
| 8. PILOT Request: 72 Sheldon Boulevard (8:50)<br>(enclosure)                  | Motion    | Banchoff |
| 9. Downtown Neighbor Network Update (9:00)<br>(enclosure)                     | Info Item | Buller   |
| 10. Visitor Parking Public Information Initiative Update (9:10)               | Info Item | Guy      |
| 11. President & CEO Report (9:20)   | Info Item | Kelly    |
| 12. Public Comment (9:30)   |           |          |
| 13. Board Member Discussion (9:40)  |           |          |
| 14. Adjournment   |           |          |



## UNAPPROVED MINUTES

### MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

August 8, 2018

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

2. Attendance

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

Absent: Dr. Wendy Falb

Others Present: Tim Kelly (DDA Executive Director), Flor Valera (Administrative Assistant), Jana Wallace (DDA Treasurer), Dick Wendt (DGRI Legal Counsel), Stephanie Wong, Mark Miller, Annamarie Buller, Jennie Schumacher, Gabi Schumacher, Andy Guy, Megan Catcho, Kimberly Van Driel (DGRI Staff), Bill Wenk, Tim Marshall, Richard Bishop, Trevor Bossworth, Diedre Deering, Shaun Biel, Ehren Wynder and others.

3. Approve Meeting Minutes from June 13, 2018

*Motion: Kayem Dunn, supported by Jane Gietzen, moved approval of the minutes from the June 13, 2018. Motion carried unanimously.*

4. Accept Financial Statements from June 30, 2018

Jana Wallace introduced the financial statements for the fiscal year ended June 30, 2018. Ms. Wallace said there is not much to report as there are pending calculations for year-end entries, and noted that the final statements will be presented after they have been audited.

*Motion: Jane Gietzen, supported by Mayor Rosalynn Bliss, moved to approve Statement D: Schedule of June 30, 2018 Expenditures as recommended. Motion carried unanimously.*

5. Block By Block Contract Amendment

Tim Kelly said this request is to approve a 3<sup>rd</sup> Contract Amendment with Mydatt Services Inc. dba Block by Block to increase wages for the Downtown Ambassador for FY2019. Mr. Kelly said the \$.50 raise with help with the retention and keep wages for the program competitive with similar jobs across the region. Mr. Kelly added that the DGRI Board of Advisors will consider a similar increase in wages for the Clean Team portion of the contract at its September 4<sup>th</sup> meeting. Jane Gietzen asked if these were full time jobs with benefits. Mr. Kelly responded that some are full time jobs with full benefits. Rick Winn asked what the starting salary is. Mr. Kelly said the starting salary is \$11 dollars an hour.

*Motion: Rick Winn, supported by Jane Gietzen, moved to approve the resolution authorizing the DDA Chair to execute a 3<sup>d</sup> Amendment to the Agreement with Mydatt Services, Inc. dba Block by Block to increase wages for the Downtown Ambassadors for FY2019. Motion carried unanimously.*

6. Downtown Enhancement Grant Request: 351 Summer Avenue

Tim Kelly introduced the request for a Downtown Enhancement Grant (DEG) for 351 Summer Avenue. Mr. Kelly said the owner is requesting reimbursement for the renovation of the existing vacant building to help accommodate a new furniture store. Mr. Kelly gave an overview of the proposed improvements and project cost and added that the work is expected to begin fall 2018.

*Motion: Kayem Dunn, supported by Brian Harris, moved to approve a Downtown Enhancement Grant request in an amount not to exceed \$25,000, or 50 percent of the project costs (whichever is lower) for the renovation at 351 Summer Avenue.*

7. Calder Plaza Phase I Improvements

Stephanie Wong introduced a request to fund the initial permanent improvements for Calder Plaza. Ms. Wong reminded the Board that DGRI, along with the City and Kent County adopted the master plan for Calder Plaza in February 2017. The temporary improvements were approved in April 2018, which included the purchase of movable furniture, hammocks, and games. Ms. Wong gave an overview of the phase I permanent improvements that include: landscape bed improvements, an outdoor stage with covering, and a café/food service building component. Ms. Wong explained that a request for qualifications (RFQ) was issued and distributed nationally in June by the City of Grand Rapids. The selected firm was Progressive AE and the contract is for design and bidding services. Mayor Rosalynn Bliss asked if the project will be completed before the 50<sup>th</sup> year celebration. Ms. Wong responded no, but the goal is to have a ground breaking event in time for the anniversary. Ms. Wong proceeded to give an overview of the total construction cost and noted that funding for the services are allotted in the FY19 budget under Priority Plan LTI Parks Design. Kayem Dunn asked where funding would come from outside of the DDA's responsibility. Mayor Bliss said the City has discussed funding for its share of the cost and hopes the County would come in as partners to contribute as well.

*Motion: Kayem Dunn, supported by Jane Gietzen, moved to approve the recommendation to authorize the Executive Director to enter into a contract with Progressive AE for an amount not to exceed \$213,180 to develop Design and Bid Services for Calder Plaza Redesign- Phase I Improvements. Motion carried unanimously.*

8. Holiday Lighting Contract Authorization

Annamarie Buller gave an update on the current Holiday Décor that is to display during the holiday season. She explained that the reinstallation of current displays and some additional lighting to adorn Downtown were included in the current FY19 budget. Ms. Buller noted that additional décor is planned for Rosa Parks Circle, Louis Campau, North Monroe, Pearl Steer and Ah-Nab-Awen Park. Ms. Buller said DGRI solicited quotes from three firms that specialize in outdoor holiday decorations; Christmas Décor by DeVries was determined the best option. Jim Talen asked if they were the cheapest. Ms. Buller said yes and added that their services are within the program's timeframe. Jermale Eddie asked if the lights could be use year round and if there was a way to control the colors of the lights during special holiday events, such as Fourth of July. Ms. Buller responded that is something that could be considered down the road.

*Motion: Rick Winn, supported by Kayem Dunn, moved to authorize the expenditure of up to \$60,000 to Christmas Décor by DeVries for the provision, installation, take- down, and storage of holiday decorations. Motion carried unanimously.*

9. Downtown Streetspace Guidelines Update

Tim Kelly introduced Mark Miller, as the new Managing Director of Planning and Design for Downtown Grand Rapids Inc. The Board welcomed Mr. Miller, who proceeded to give an update on the current draft for the Downtown Streetscapes Guidelines. Mr. Miller said the goal was to have the final draft completed by April, but explained that interesting observations were identified during the engagement process that lead to the modification of the document. Mr. Miller explained that the project idea went from simply thinking about building functional streets to understanding how to build beautiful streetspaces that promote pedestrian experience and put people first. Mr. Miller noted that the guidelines are intended to guide public and private investment decision for the physical improvements of downtown and added that it's important to understand this, as often times the DDA funds some of these improvements. Mr. Miller gave a brief overview of the different engagement projects, which included field observations, digital surveys, steering committee meetings, project demonstration on Fulton Street, and engagement with high school students from Innovation Central. Student were asked to conduct audits of downtown streetspaces to learn how they feel about the streets as one of the biggest issues is getting students to come downtown. One interesting observation noted by students, was as simple as not having a place to plug their phones. Mr. Miller said in July DGRI met with various departments of the City to review the guidelines, and added DGRI is expecting their feedback by the end of the week. Mr. Miller said some of the suggestions gathered through the engagement process were better wayfinding signs, slower traffic, more lighting, and safe crosswalks/street crossings. Mr. Miller explained that the streetscape's guidelines framework is intended to put people first, create inviting spaces, and build enduring places for sustainability to ensure that the investment is meaningful and long-term. Mr. Miller said it's important to think about rebalancing the streetspace and learning to ask new questions during the design process, as rebalancing ensures that the pedestrian is considered the "design vehicle" for all projects and will help create a people-first streetspace. Mr. Miller gave an overview of some prototypes of Flex Zone opportunities and Pedestrian Zone elements. He added that Flex Zones have the potential to add people space in the form of curb extensions, bus bulbs, bike facilities, and wider pedestrian zones. Mr. Miller concluded by saying that DGRI is planning to meet with the Design team and the Steering Committee in August and the hope is to have a public draft by September 2018. Brian Harris asked cost implications associated with these guidelines. Mr. Miller said that will depend on which street improvement we are working on at the time.

10. River Design Guidelines and Asset Management Plan

Tim Kelly introduced the lead consultant on the project, Bill Wenk from Wenk Associates, to give an update on the current work with the River Design Guidelines and the Asset Management Plan. Mr. Wenk said the presentation includes updates on the following project components: information on public engagement, Grand River corridor design guidelines, strategic asset management plan, and an overview of the six (6) different opportunity sites. Mr. Wenk introduced Richard Bishop, from Grand Rapids White Water, to discuss the current status of the in-river water restoration of the rapids. Mr. Bishop explained the permitting process and said there is a formal Section 7 of the Endangered Species Act (ESA) consultation request set in motion and the advantage is that this will allow for all parties involved to stay on schedule. Mr. Bishop said the construction process will be broken down in two (2) Phases: Phase 1 which would begin between Bridge Street and Fulton Street and Phase 2 would then take place between Ann and Leonard Streets where an adjustable hydraulic structure will need to be built before the Sixth Street Dam can be removed. In terms of schedule, Mr. Bishop said some critical dates include submitting the final Biological Assessment to the National Resources Conservation Service (NRCS) on September 4th, where they will have two weeks to review it before submitting it to the United States Fish and Wildlife Service (USFWS). Mr. Bishop said the USFWS will then have 90 days to make any revision and issue a Biological Opinion by January 28, 2019. He added that if everything works based on the projected schedule, a permit will be issued to start the work in the



river by July 2019. Brian Harris asked if the process would need to start over if issues are found during the biological assessment. Mr. Bishop responded the goal is to have any issues resolved during the 90 days assessment, if any concerns come up, the USFWS will notify them and have those issues resolved before a final Biological Opinion is issued. Mr. Bishop gave an overview of all the funding sources and named the agencies who have committed to support this project. Rick Winn asked when the actual work will begin. Mr. Bishop said once the permits come forward, the goal is to start work in July. The Board thanked Mr. Bishop for his update. Mr. Wenk proceeded to give an overview of the public outreach process and shared some of the recommendations that people would like for the River Corridor such as landscaping improvements, more programming, and better accessibility. Mr. Wenk explained that the Design Guidelines are organized by Corridor-Wide Guidelines, which provide consistency, identity, and connectivity for the entire corridor, and Site Type and Character Guidelines which recognize and celebrate the diversity and uniqueness, history, and potentials of the corridor. The first component of the Grand River Corridor Design Guidelines provides design guidelines for all the future river trail and river edge improvements along the river corridor. Mr. Wenk said the second subject area of the River Design Guidelines outlines recommendations based on four (4) site types found along the corridor that represent broad categories of private and public use lining the river. These include Natural Riverfront parks, Industrial Redevelopment Areas, Public River front Parks, and Urban River Front Parks. Mr. Wenk noted that each site type is then divided into eleven (11) character areas that reflect changes in the land use, river edge types and development density. Mr. Wenk said the Natural Riverfront Parks include four (4) character areas and the intent is to incorporate a network of trails; provide more diverse opportunities for environmental education; and expand opportunities for river access. Industrial Redevelopment areas include three (3) areas north and south of downtown that are more industrial and are part of public-private partnerships. The design intent is to diversify the experience at the river edge by providing overlooks, outdoor seating, and river access. Public Riverfront Parks include two (2) character areas and the design intent is to expand and enhance these existing recreational parks to become even more important cultural, recreational, and leisure destinations for Grand Rapids. Urban Riverfront Parks includes two (2) character areas and the design intent is to make them become the primary destinations on the river for boating competitions, and large, civic, and entertainment festivals and events. Mr. Wenk said these sites will also be a daily destination for downtown office workers, resident, and visitors to relax and enjoy the river. Mr. Wenk gave an overview of the Material Guidelines and added that these guidelines are intended to inform design decisions with recommendations for commonly-used and tested design materials. Mr. Wenk explained the selected materials for the Corridor-Wide components which include lighting, railing, welcome mats, litter and recycling receptacles. The materials recommend by Site Type include site walls, terrace, screening and paving/surfacing for trails, gathering areas, and boardwalks. Mr. Wenk asked the Board if they have any questions, the Board responded no.

Mr. Wenk introduced Tim Marshall, principal and owner of ETM Associates, to discuss how the future improvement recommendations outlined in the Design Guidelines should be managed and maintained for the long-term success. Mr. Marshall said the Strategic Asset Management Plan (SAMP) is intended to be a long-range planning document for the City and its partners to guide the maintenance and management of assets in the Grand River Corridor. Its goal is to help identify the levels of service for each character area, maintenance forecast and potential management strategies. Mr. Marshall said there are four (4) proposed Levels of Service (LOS) for the Grand River Corridor: Downtown areas are considered high use; urban areas are considered well-used; high profile natural areas are consistent with some use; and natural reserve areas are considered remote less used areas. Mr. Marshall gave an overview of the maintenance forecast methodology and the life cycle projections. He added that maintenance needs were identified for each type of landscape area based on the level of use, potential flooding, and seasons. He added that these were used as the basis for estimating the annual maintenance hours and cost at the recommended levels of service. Mr. Marshall added that while the

Asset Management Plan (SAMP) uses the anticipated life expectancy for planning purposes, the ultimate decision to replace an asset should be based on its observed condition and not the modeled lifespan. Mr. Marshall went over the management strategies outlined in the Asset Management plan and presented the Plan-Do-Check-Act Method, which can help facilitate continuous improvements and help reveal trends over time to inform future maintenance practices and material choices. He added that integrating this Strategic Asset Management Plan into City Practices, financial planning, and budgeting can serve as the first step towards creating a robust management program that can be used to allocate appropriate funding for maintenance. Mr. Marshall concluded his presentation by sharing the next steps which include developing maintenance estimates for the Opportunity Sites and incorporating Lyon's Square into the scope. Mr. Wenk presented the conceptual designs for each of the six (6) Opportunity Sites which include the Grand Rapids Public Museum, Fish Ladder Park Site, North Monroe Site, Coldbrook and Canal Street Boat Launch, Water Department Storage Unit, and the Leonard to Ann Street Trail. He added that maintenance needs for the features unique to each opportunity site will be included in a future draft.

11. President & CEO Report

DDA (6/13/18)

- Adopted FY19 Budget
- Approved MOU for DASH North Services
- Authorized Support for GRPS Museum School
- Approved a Retail Innovation/Incubator Support Grant
- Authorized Funding for a Visitor Parking Public Information Initiative
- Authorized Support for Weston Street Reconstruction
- Authorize Funding for Grandville Ave Gateway
- Approved Downtown Enhancement Grants for Little Bird and MeXo
- Received a Movies on Monroe Presentation

DID (5/16/18)

- Approved Financial Statements through 4/30/18
- Received Update on Spring and Summer Plantings and the Clean Team
- Recommended FY19 Budget to the City Commission

MNTIFA (6/13/18)

- Adopted FY19 Budget
- Approved MOU for DASH North Services

DGRI (6/28/18)

- Received an update on Start Garden Initiatives
- Reviewed FY19 Performance Management Objectives

GR>> Highlights

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

- Riverfront Trail Design Guidelines
  - Draft Guidelines and Asset Management Plan Under Review
  - Finalizing Fish Ladder Design
  - Consultant Return Trip in August with presentations to DDA (8/8) and City Commission (8/14)
  - Next Steps and Upcoming Outreach:

- Booth at River Fest (6/23)
  - Neighborhood Leadership Meeting (6/28)
- Riverfront Trail Economic Impact Study
  - Contracted Grand Valley State University to conduct analysis
  - Met with GVSU project team week of 6/25
  - Preliminary findings in Summer 2018
- Lyon Square Opportunity Site
  - Construction documents being developed for Phase 1 (Uplands)
  - Coordination ongoing with surrounding stakeholders
  - Budget discussion with City on 6/12
- Ah-Nab-Awen / Indian Mounds Park Enhancements
  - Construction Ongoing
  - Changes include flood protection improvements, 15-foot trail section, enhanced public seating and new lighting from Pearl Street to Gillett Bridge
  - Estimated Completion in August 2018

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

- Downtown Neighbor Network
  - Planning committee finalized mission, vision and goals at June meeting
  - Recommendations will be presented to Committee in July
  - Network Board/Committee seated in the fall
- Development News
  - Celebrated ground breaking of the Canopy Hotel that is part of the Studio Park development
  - Participating in steel beam “placement ceremony” for 150 Ottawa
  - 449 Bridge Street received MDEQ Brownfield Grant
  - Coordinating with City on 10 Ionia project

#### Goal 3 – Implement a 21st century mobility strategy

- Bus Shelter Enhancements
  - Held Meeting with Mobile GR and Rapid staff to outline project funding and schedule
  - Goal is to deploy new Downtown shelters before next winter
- Pedestrian Safety Enhancements
  - Improvements complete on Division Avenue
  - Keeler Building Areaway reinforcement under construction
  - Michigan Street crossing designs being finalized and the project will be bid fall 2018
- Division Avenue Bike Lane
  - Construction complete
  - Survey distributed
- Downtown Streetspace Guidelines
  - GR Forward Goal 3 Alliance reviewed draft in May
  - Meetings with various City departments being scheduled to review recommendations
  - Presentation to the DDA Board August 2018

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

- Recruit a major office tenant to Downtown
  - Working with City and Right Place to develop a more concerted and intentional recruitment strategy to attract larger office tenants Downtown
- Foster ground-floor businesses to diversify the mix of Downtown retail offerings
  - Grant approved for Tamales Mary and Move Systems by DDA on 6/13
  - Working with Studio C! to support diverse offerings as part of their tenant mix

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

- VandenBerg Plaza/Calder Plaza Improvements
  - Short-term activation underway including food trucks and various entertainment options
  - Additional furniture deployed
  - Request for Qualifications issued to design the proposed pavilion at SE corner of plaza
  - Consultant selection at DDA 8/8
  - June 2019 is the 50th anniversary of the plaza's opening in 1968 and a key organizing point for a celebratory moment
- Food Trucks
  - Extension of pilot ordinance approved by City Commission May 2018
  - Final report and recommendations to occur January 2019
- Public Realm Improvements
  - Spring plantings completed
  - Cigarette urns being deployed in four additional locations in June 2018
  - Pilot recycling program being deployed on Monroe Center in June 2018
  - Tree plantings with FOGRP completed
  - Michigan/Ottawa off ramp improvements being designed
- Explore opportunities to beautify public plaza at Van Andel Arena
  - Developing preliminary conceptual designs
  - Exploring partnership/funding opportunities for FY2019
- Division Avenue Safety and Cleanliness Improvements
  - Lighting
    - DDA authorized funding in May 2018
    - City completing design and identifying funding
  - Public Restrooms
    - City and DGRI working with Heartside Quality of Life committee to finalize design and operation of new public facilities for Cherry / Commerce and Weston / Commerce parking ramps
    - City and DGRI partnering to develop a sustainable facility management protocol for the new facilities.
- Public Art
  - Collaborating with UICA Exit Space to paint riverfront mural down the stairwell near the Grand Rapids Public Museum. Painting underway
  - Exploring mural opportunities on MDOT wall behind MSU Research Center

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

- Grand Rapids Public Museum School (54 Jefferson)
  - Renovation of 54 Jefferson in progress and looking great
  - DDA approved support of pocket park at June 13 meeting
  - The building will reopen as a high school in September 2018. Ribbon cutting 8/15.

12. Public Comment

None

13. Board Member Discussion.

None

14. Adjournment

The meeting adjourned at 9:57am

# MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.  
September 12, 2018  
DDA Meeting**

DATE: September 7, 2018

TO: Brian Harris  
Chairman

FROM: Jana M. Wallace  
Downtown Development Authority Treasurer

**SUBJECT: FY2019 Interim Financial Statements as of August 31, 2018**

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

- Statement A: Balance Sheet
- Statement B: Comparison of FY2019 Budget vs Actual Results
- Statement C: Statement of Project Expenditures
- Statement D: Schedule of July and August, 2018 Expenditures
- Statement E: DDA Series 2017 Bond Proceeds Statements

These are the first set of FY2019 financial statements being submitted for the Authority's review. Per Commission Talen's request on September 9, 2015, here is the list of FY2018 projects which have been removed from the FY2019 version of Statement C:

- African-American Museum and Archives Space Rental Support – Completed
- Areaway Fill Program (ARIP) – Replaced with Downtown Enhancement Grants
- Bridge Street Streetscape Improvements - Completed
- Building Re-use Incentive Program (BRIP) – Replaced with Downtown Enhancement Grants
- Street Trees Maintenance Program – Replaced with Downtown Tree Plantings
- Streetscape/Riverwalk Projects TBD – Replaced with Sheldon Blvd – Weston to Cherry Street
- Streetscape Improvement Incentive Program – Replaced with Downtown Enhancement Grants
- Veterans Park Capital Improvements - Completed

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

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 August 31, 2018

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
<b>ASSETS</b>				
Pooled Cash and Investments	\$ 5,336,757	\$ (1,085,390)	\$ 4,711,219	\$ 8,962,586
Petty Cash	-	-	500	500
Debt Service Reserve - Series 1994 Bonds	-	864,373	-	864,373
Loan Receivable - Project Developer	488,848	-	-	488,848
Loan Receivable - Special Assessments	3,684	-	-	3,684
Pending Fixed Assets	-	-	49,000	49,000
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	-	24,844,554	44,500	24,889,054
<b>TOTAL ASSETS</b>	<b>\$ 5,829,289</b>	<b>\$ 24,623,537</b>	<b>\$ 41,561,805</b>	<b>\$ 72,014,631</b>
<b>LIABILITIES AND FUND EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	\$ -	\$ -	\$ 27	\$ 27
Parking Revenue Payable	(1,682)	-	-	(1,682)
Deposit - Area 4 Developer Damage	1,000	-	-	1,000
Prior Year Property Tax Appeals	-	98,202	97,932	196,134
Deferred Revenue - Developer Loan	488,848	-	-	488,848
Contract Payable	-	-	44,500	44,500
Bonds Payable	-	24,844,554	-	24,844,554
<b>TOTAL LIABILITIES</b>	<b>488,166</b>	<b>24,942,756</b>	<b>142,459</b>	<b>25,573,381</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	-	864,373	-	864,373
Non-Tax Increment Reserve	4,793,954	-	-	4,793,954
Reserve for Authorized Projects	-	-	4,535,765	4,535,765
Reserve for Brownfield Series 2012A Bonds	531,291	-	-	531,291
Reserve for Compensated Absences	-	-	12,229	12,229
Reserve for Eligible Obligations	-	(1,183,592)	-	(1,183,592)
Reserve for Encumbrances	15,878	-	114,766	130,644
<b>TOTAL FUND EQUITY</b>	<b>5,341,123</b>	<b>(319,219)</b>	<b>41,419,346</b>	<b>46,441,250</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 5,829,289</b>	<b>\$ 24,623,537</b>	<b>\$ 41,561,805</b>	<b>\$ 72,014,631</b>

## STATEMENT B

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

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
<b>REVENUES</b>						
Property Tax Increment - General	\$ -	\$ -	\$ 8,254,822	\$ - <sup>1</sup>	\$ 5,672,682	\$ -
Property Tax Increment - Transit Millage	-	-	-	-	522,053	-
Property Tax Increment - Prior Year Appeals	-	-	(75,000)	-	(75,000)	-
Property Tax Increment - County/GRCC/City/ITP Rebates	-	-	-	-	(619,474)	-
Special Assessments - Areaway	15,000	-	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	28,398	-
Earnings from Investments - General	51,977	6,239	8,616	-	70,703	6,646
Earnings from Investments - Multi-Year Accrual Reversal	-	32,842	-	28,792	-	52,661
Interest Paid by Developer - The Gallery on Fulton Note	21,998	-	-	-	-	-
Property Rental - DASH Parking Lots	225,127	-	-	-	-	-
Property Rentals - YMCA Customer Parking	52,545	8,450	-	-	-	-
Event Sponsorships and Fees	75,000	7,590	-	-	-	-
Valent-ICE Sculpture Reimbursements	25,000	-	-	-	-	-
Principal Repayments - The Gallery on Fulton Note	100,000	-	-	-	-	-
Series 1994 Debt Service Reserve Fund	-	-	845,000	-	-	-
Reimbursements and Fees - Miscellaneous	1,000	-	-	-	5,000	-
From / (To) Fund Balance	828,709	-	(384,238)	-	4,097,793	-
<b>TOTAL REVENUES</b>	<b>\$ 1,396,356</b>	<b>\$ 55,121</b>	<b>\$ 8,649,200</b>	<b>\$ 28,792</b>	<b>\$ 9,702,155</b>	<b>\$ 59,307</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	\$ 45,000	\$ -	\$ -	\$ -	\$ 2,013,000	\$ (111,833)
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	150,000	-	-	-	2,340,000	-
Goal #3: Implement a 21st Century Mobility Strategy	40,000	-	-	-	2,100,000	11,501
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	25,000	4,561	-	-	150,000	1,232
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	1,131,000	101,234	-	-	1,425,000	88,283
<b>Total GR Forward Projects</b>	<b>\$ 1,391,000</b>	<b>\$ 105,795</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,028,000</b>	<b>\$ (10,817)</b>
Administration	5,356	93	-	-	1,257,898	187,514
Debt Service for Bond Issues	-	-	7,649,200	-	416,257	75,000
Estimated Capture to be Returned	-	-	1,000,000	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,396,356</b>	<b>\$ 105,888</b>	<b>\$ 8,649,200</b>	<b>\$ -</b>	<b>\$ 9,702,155</b>	<b>\$ 251,697</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ -</b>	<b>\$ (50,767)</b>	<b>\$ -</b>	<b>\$ 28,792</b>	<b>\$ -</b>	<b>\$ (192,390)</b>

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

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**STATEMENT C**

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Statement of FY2019 Project Expenditures**  
**As of August 31, 2018**

Project Name	FY2019 Project Budgets		EXPENDITURES		Remaining
	%	Amount	Month	Fiscal Year	FY2019 Budgets
Michigan Street Streetscape Improvements		\$ 80,000	\$ -	\$ -	\$ 80,000
River Trail Improvements		100,000	1,452	1,452	98,548
Sheldon Blvd - Weston to Cherry Street		417,204	-	-	417,204
<b>GRForward Goal # 1 - Bond Proceeds</b>	<b>5.96%</b>	<b>\$ 597,204</b>	<b>\$ 1,452</b>	<b>\$ 1,452</b>	<b>\$ 595,752</b>
Arena South Implementation		50,000	-	-	50,000
Downtown Plan - Local Tax Increment Fund		325,000	8,233	8,233	316,767
Grand River Activation		400,000	-	-	400,000
Lyon Square Improvements		288,000	-	-	288,000
Parks Design		700,000	(109,972)	(109,972)	809,972
Pearl Street Gateway Enhancements		100,000	(10,094)	(10,094)	110,094
State Street & Bostwick Ave Reconstruction		150,000	-	-	150,000
<b>GRForward Goal # 1 - Local Tax Increment</b>	<b>20.10%</b>	<b>\$ 2,013,000</b>	<b>\$ (111,833)</b>	<b>\$ (111,833)</b>	<b>\$ 2,124,833</b>
Downtown Plan - Non-Tax Increment Fund		20,000	-	-	20,000
Downtown Speakers Series		10,000	-	-	10,000
Riverwalk Maintenance		15,000	-	-	15,000
<b>GRForward Goal # 1 - Non-Tax Increment</b>	<b>0.45%</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000</b>
Affordable Housing Support		250,000	-	-	250,000
Development Project Guidance - Unit 5010		90,000	-	-	90,000
Development Project Reimbursements		1,300,000	-	-	1,300,000
Downtown Census		15,000	-	-	15,000
Downtown Enhancement Grants		485,000	-	-	485,000
Weston Street - Sheldon to LaGrave Ave		200,000	-	-	200,000
<b>GRForward Goal # 2 - Local Tax Increment</b>	<b>23.36%</b>	<b>\$ 2,340,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,340,000</b>
Heartside Public Restroom Operations		150,000	-	-	150,000
<b>GRForward Goal # 2 - Non-Tax Increment</b>	<b>1.50%</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
Accessibility and Mobility Repairs		100,000	-	-	100,000
Bicycle Friendly Improvements		250,000	-	-	250,000
DASH North Shuttle Services		100,000	-	-	100,000
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		325,000	11,501	11,501	313,499
Streetscape Improv - CBD/Heartside/Arena S		650,000	-	-	650,000
Wayfinding System Improvements		75,000	-	-	75,000
<b>GRForward Goal # 3 - Local Tax Increment</b>	<b>20.97%</b>	<b>\$ 2,100,000</b>	<b>\$ 11,501</b>	<b>\$ 11,501</b>	<b>\$ 2,088,499</b>
Transportation Demand Mgmt Program		40,000	-	-	40,000
<b>GRForward Goal # 3 - Non-Tax Increment</b>	<b>0.40%</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>
Econ Devel - Minority/Women Business Enterprises		150,000	1,232	1,232	148,768
<b>GRForward Goal # 4 - Local Tax Increment</b>	<b>1.50%</b>	<b>\$ 150,000</b>	<b>\$ 1,232</b>	<b>\$ 1,232</b>	<b>\$ 148,768</b>
Downtown Workforce Programs		25,000	4,561	4,561	20,439
<b>GRForward Goal # 4 - Non-Tax Increment</b>	<b>0.25%</b>	<b>\$ 25,000</b>	<b>\$ 4,561</b>	<b>\$ 4,561</b>	<b>\$ 20,439</b>
Downtown Marketing & Inclusion		400,000	59,817	59,817	340,183
Downtown Tree Plantings		150,000	25,914	25,914	124,086
Heartside Public Restroom Facilities Construction		150,000	-	-	150,000
Sheldon Blvd - Weston to Cherry Street		400,000	-	-	400,000
Snowmelt System Repairs / Investigation		50,000	-	-	50,000
State of Dntn Event & Annual Reports		25,000	-	-	25,000
Urban Recreation Improvements		250,000	2,552	2,552	247,448
<b>GRForward Goal # 5 - Local Tax Increment</b>	<b>14.23%</b>	<b>\$ 1,425,000</b>	<b>\$ 88,283</b>	<b>\$ 88,283</b>	<b>\$ 1,336,717</b>
Bridge Lighting Operations		10,000	-	-	10,000
DGRI Event Production		325,000	42,929	42,929	282,071
Diversity / Inclusion Programming		45,000	2,500	2,500	42,500
Downtown Ambassadors		209,000	210	210	208,790
Educational Partnerships Initiatives		5,000	-	-	5,000
Experience - Miscellaneous		50,000	-	-	50,000
Holiday Décor Program		55,000	-	-	55,000
Major Event Sponsorship		70,000	15,132	15,132	54,868
Police Foot Patrols		35,000	-	-	35,000
Project and Fixed Asset Maintenance		25,000	1,406	1,406	23,594
Public Space Activation		65,000	11,441	11,441	53,559
Rosa Parks Circle Skating Operations		40,000	-	-	40,000
Special Events - Grants		25,000	11,000	11,000	14,000
Special Events - Office of		50,000	-	-	50,000
Special Events - Training Program		5,000	-	-	5,000
Stakeholder Engagement Programs		35,000	4,022	4,022	30,978
Ticketed Events - Police Services		80,000	12,594	12,594	67,406
Winter Avenue Building Lease		2,000	-	-	2,000
<b>GRForward Goal # 5 - Non-Tax Increment</b>	<b>11.29%</b>	<b>\$ 1,131,000</b>	<b>\$ 101,234</b>	<b>\$ 101,234</b>	<b>\$ 1,029,766</b>
<b>TOTAL</b>	<b>100.00%</b>	<b>\$ 10,016,204</b>	<b>\$ 96,430</b>	<b>\$ 96,430</b>	<b>\$ 9,919,774</b>

**STATEMENT D**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of FY2019 Expenditures**  
**July and August, 2018**

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Local	7/1/2018	Brownfield Redevelopment Authority	Brownfield Series 2012A Bonds	Annual debt service support - Ionia S of Wealthy	\$75,000.00
Local	8/31/2018	Paychex	Administration	DDA Payroll Wages, 401, Taxes - August 2018	65,910.63
Local	7/31/2018	Paychex	Administration	DDA Payroll Wages, 401, Taxes - July 2018	62,977.36
Local	8/19/2018	Adtegrity.com, Inc.	Downtown Marketing & Inclusion	Advertising: Fall 2018 Parking Education Campaign	49,000.00
Local	7/19/2018	City Treasurer - City Engineer	Downtown Tree Plantings	Final tree grate replacement payment	24,163.62
Non-Tax	7/24/2018	University of Wisconsin - Madison	Major Event Sponsorship	Mayors Innovation Project sponsorship 2018	15,000.00
Non-Tax	7/24/2018	LiveSpace, LLC	DGRI Event Production	Event Services: MoM Audio/Visual services 07/2018	12,800.00
Non-Tax	8/30/2018	LiveSpace, LLC	DGRI Event Production	Event Services: MoM Audio/Visual services 08/2018	12,800.00
Local	8/14/2018	Nederveld, Inc	Downtown Plan - Local Tax Increment Fund	Design Services: Streetscape 06/16/18 to 07/15/18	8,233.00
Local	7/1/2018	City Treasurer - Budget Office	Administration	Support services allocation - July, 2018	8,230.00
Local	8/1/2018	City Treasurer - Budget Office	Administration	IET - Operating Transfer A-87	8,230.00
Non-Tax	8/6/2018	Hannah Renee Berry	Public Space Activation	PSA: Fish Mural 07/2018	7,511.42
Local	8/12/2018	Wyoming Excavators Inc	Bicycle Friendly Improvements	15040-UIC (#1504002-Dvn Bike Lane) DDA share	5,930.04
Local	7/24/2018	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 07/2018	5,616.23
Local	8/14/2018	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 08/2018	5,616.23
Non-Tax	8/9/2018	City Treasurer - Police Dept	Ticketed Events - Police Services	Van Andel GRPD OT 07/2018	5,026.58
Non-Tax	8/6/2018	Hispanic Center of West Michigan	Special Events - Grants	Hispanic Festival Sponsorship 2018	5,000.00
Non-Tax	8/30/2018	Mexican Heritage Association	Special Events - Grants	Special Event Grant: Mexican Festival 2018	5,000.00
Local	8/19/2018	McAlvey Merchant & Associates	Administration	Governmental Consulting 7/2018	4,500.00
Local	7/28/2018	City of Grand Rapids	Administration	Staff services - payroll period ended 07/28/2018	4,082.67
Local	8/30/2018	The Department Project	Public Realm Improvements	Tire Art Installation - MoM 08/2018	3,875.00
Non-Tax	7/11/2018	City Treasurer - Police Dept	Ticketed Events - Police Services	Van Andel GRPD OT 06/2018	3,560.27
Non-Tax	7/24/2018	Byrum Fisk Communications LLC	Stakeholder Engagement Programs	Downtown Res Council Planning 07/2018	3,500.00
Local	7/24/2018	The Department Project	Public Realm Improvements	Fiber Art Installation - MoM 07/2018	3,200.00
Non-Tax	7/11/2018	City Treasurer - Police Dept	Ticketed Events - Police Services	DeVos GRPD OT 06/2018	3,191.90
Local	7/14/2018	City of Grand Rapids	Administration	Staff services - payroll period ended 07/14/2018	3,154.19
Local	7/16/2018	Bazen Electric	Public Realm Improvements	MoM Lighting 06/2018	2,950.00
Non-Tax	8/13/2018	Fifth Third Bank - P-Card 07/18	DGRI Event Production	Event Supplies: DGRI Events 07/2018	2,659.75
Non-Tax	8/6/2018	Kerkstra Portable Restroom Svc Inc	DGRI Event Production	Event Supplies: MoM Portable Restrooms 07/2018	2,535.00
Non-Tax	8/30/2018	Kerkstra Portable Restroom Svc Inc	DGRI Event Production	Event Supplies: MoM Portable Restrooms 08/2018	2,535.00
Non-Tax	8/6/2018	Friends of Grand Rapids Parks	Diversity / Inclusion Programming	Green Gala sponsorship 2018	2,500.00
Local	8/6/2018	Kent County Parks Foundation	Downtown Marketing & Inclusion	Something's Grilling Sponsorship 2018	2,500.00
Local	8/6/2018	Michigan Landscape Services	Public Realm Improvements	Event supplies: MoM Fencing and lighting 07/2018	2,480.00
Non-Tax	8/19/2018	Airline Media Productions Inc	DGRI Event Production	Movie Licensing: Movies on Monroe 2018	1,900.00
Non-Tax	8/6/2018	MKR Services, Inc	DGRI Event Production	MoM Entertainment 07/2018	1,750.00
Local	8/13/2018	Fifth Third Bank - P-Card 07/18	Urban Recreation Improvements	Calder Plaza Activation Supplies 07/2018	1,729.12
Local	8/14/2018	Dickinson Wright PLLC	Administration	Legal: DDA Misc. Matters 06/2018	1,650.00
Local	8/11/2018	City of Grand Rapids	Administration	Staff services - payroll period ended 08/11/2018	1,511.43
Bonds	8/26/2018	Wyoming Excavators Inc	River Trail Improvements	Floodwalls Contract 3 (Inv # 1604613)	1,452.07
Non-Tax	8/15/2018	City Treasurer - Water Dept	Project and Fixed Asset Maintenance	Wealthy SE roundabout irrigation semi-annual prnt	1,405.57
Local	8/26/2018	Dickinson Wright PLLC	Administration	Legal: DASH Monroe Transit Services 06/2018	1,386.00
Local	7/24/2018	Revue Holding 1	Downtown Marketing & Inclusion	Advertising: DGRI Events 07/2018	1,360.00
Local	8/14/2018	Revue Holding 1	Downtown Marketing & Inclusion	Advertising: DGRI Events 08/2018	1,360.00
Local	8/14/2018	Dickinson Wright PLLC	Econ Devel - Minority/Women Business Enterprise	Legal Services: Incubator Program 06/2018	1,232.00
Non-Tax	8/19/2018	Airline Media Productions Inc	DGRI Event Production	Movie Licensing: Movies on Monroe 2018	1,200.00
Local	7/24/2018	La Mejor GR LLC	Downtown Marketing & Inclusion	Radio Advertising: Movies on Monroe 2018	1,200.00
Local	8/23/2018	Gongwer News Service	Downtown Marketing & Inclusion	News Services Subscription 09/2018-02/2019	1,150.00
Local	8/9/2018	City Treasurer - MobileGR / Parking Svcs	Public Realm Improvements	JUNE 2018 PARKING HOODED METERS	1,040.00
Local	7/1/2018	City Treasurer - Risk Management	Administration	General insurance - July 2018	1,037.00
Local	8/1/2018	City Treasurer - Risk Management	Administration	Monthly General Insurance Allocation	1,037.00
Local	8/25/2018	City of Grand Rapids	Administration	Staff services - payroll period ended 08/25/2018	1,013.43
Non-Tax	8/6/2018	Avalon Cutts	Downtown Workforce Programs	Music performance - Relax at Rosa 07/2018	1,000.00
Non-Tax	8/30/2018	Reb T Roberts	Public Space Activation	PSA: Public Artwork for MoM 08/2018	1,000.00
Non-Tax	7/24/2018	West Michigan Env Action Council	Special Events - Grants	Event Sponsorship: Grand River Clean Up 2018	1,000.00
Local	7/24/2018	Friends of Grand Rapids Parks	Downtown Tree Plantings	Tree maintenance 07/2018	875.00
Local	8/23/2018	Friends of Grand Rapids Parks	Downtown Tree Plantings	Tree maintenance 08/2018	875.00
Local	7/24/2018	TGG, Inc.	Administration	Life & S/T & L/T disability insurance - 08/2018	867.64
Non-Tax	8/6/2018	Reb T Roberts	Public Space Activation	PSA: Public Artwork for MoM 07/2018	825.00
Non-Tax	8/9/2018	City Treasurer - Police Dept	Ticketed Events - Police Services	DeVos GRPD OT 07/2018	815.61
Non-Tax	8/14/2018	Opus Productions, LLC	Downtown Workforce Programs	Music at Relax at Rosa 07/2018	800.00
Non-Tax	7/24/2018	Philip-Michael Scales	Downtown Workforce Programs	Performance: Relax at Rosa 07/2018	800.00
Local	7/24/2018	The KR Group, Inc.	Administration	IT services 07/2018	791.90
Local	7/24/2018	The KR Group, Inc.	Administration	IT services 08/2018	791.90
Local	8/30/2018	The KR Group, Inc.	Administration	IT services 07/2018	791.90
Local	8/23/2018	TGG, Inc.	Administration	Life & S/T & L/T disability insurance - 09/2018	766.04
Non-Tax	8/30/2018	Joseph Benjamin Frendo	Downtown Workforce Programs	Relax at Rosa Performer 07/12/2018	750.00
Non-Tax	8/6/2018	MKR Services, Inc	DGRI Event Production	MoM Entertainment 07/2018	750.00
Local	8/23/2018	Blue Cross Blue Shield of Michigan	Administration	Dental Insurance Premium 08/2018-10/2018	728.73
Non-Tax	7/24/2018	Adrian Butler	DGRI Event Production	DJ Services: Movies on Monroe 07/2018	650.00
Local	8/23/2018	Gabriela de la Vega	Downtown Marketing & Inclusion	Movies on Monroe Lineup Release Filming 05/2018	550.00
Local	8/13/2018	Fifth Third Bank - P-Card 07/18	Downtown Marketing & Inclusion	Events Marketing 07/2018	516.44

*continued on the next page*

**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures - FY2019**  
**July and August, 2018**

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>continued from previous page</i>					
Local	8/23/2018	Benjamin Zuniga	Administration	Painting Services- Lobby Work 08/2018	\$ 514.74
Non-Tax	7/24/2018	Gabriela de la Vega	DGRI Event Production	Movies on Monroe MC 07/2018	500.00
Non-Tax	8/30/2018	Gabriela de la Vega	DGRI Event Production	Movies on Monroe MC 08/2018	500.00
Non-Tax	8/23/2018	Turbo Pup	Downtown Workforce Programs	Live Performer: Rosa Parks 08/2018	500.00
Non-Tax	8/6/2018	Holland Litho Service Inc	DGRI Event Production	Marketing Materials: Movies on Monroe 07/2018	499.39
Local	7/24/2018	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezz Office 7/2018	475.14
Local	8/14/2018	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezz Office 08/2018	475.14
Local	8/19/2018	Professional Maintenance of Michigan Inc.	Administration	Janitorial services 07/2018	471.18
Local	8/19/2018	Erika Townsley	Downtown Marketing & Inclusion	Photography: MoM 08/2018	450.00
Non-Tax	8/23/2018	Travis Lind	Public Space Activation	Mural work 08/2018	450.00
Non-Tax	7/24/2018	Creative Studio Promotions	Downtown Workforce Programs	Event supplies: Relax at Rose 07/2018	446.74
Local	8/23/2018	Erika Townsley	Downtown Marketing & Inclusion	Photography: MoM 06/2018	425.00
Local	8/13/2018	Fifth Third Bank - P-Card 07/18	Urban Recreation Improvements	Ice Rink Storage 07/2018	422.77
Non-Tax	8/6/2018	Reb T Roberts	Public Space Activation	PSA: Public Artwork for MoM 07/2018	400.00
Local	7/24/2018	The Department Project	Urban Recreation Improvements	Interactive Board Game - 550 Monroe NW 07/2018	400.00
Local	8/30/2018	Bazen Electric	Public Realm Improvements	MoM Lighting 07/2018	388.78
Local	8/6/2018	GreatAmerica Financial Services Corp	Administration	Copier Lease 07/2018	351.92
Non-Tax	8/19/2018	Hannah Renee Berry	Public Space Activation	Calder Plaza Artwork setup 08/2018	350.00
Non-Tax	8/30/2018	MKR Services, Inc	DGRI Event Production	MoM Entertainment 08/2018	350.00
Local	8/6/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: World Cup Block Party 07/2018	320.00
Local	8/13/2018	Fifth Third Bank - P-Card 07/18	Public Realm Improvements	Parklet Storage: 07/2018	315.00
Local	8/14/2018	Dickinson Wright PLLC	Administration	Legal Services: Bd of Advisors misc 06/2018	313.59
Non-Tax	8/13/2018	Fifth Third Bank - P-Card 07/18	Stakeholder Engagement Programs	Downtown Resident Lunch 07/2018	312.23
Non-Tax	8/23/2018	Sydney Michaela Kocsis	Public Space Activation	Mural work 08/2018	300.00
Non-Tax	8/13/2018	Fifth Third Bank - P-Card 07/18	DGRI Event Production	Contractual Services: DGRI Events 07/2018	275.00
Local	7/31/2018	City Treasurer - MobileGR / Parking Svcs	Administration	JULY 2018 CITY VALIDATION BILLING	265.75
Local	8/30/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: Museum School Opening 08/2018	260.00
Non-Tax	8/30/2018	Crystal Renee Stevenson	DGRI Event Production	MoM Face Painting 08/2018	250.00
Local	7/31/2018	Paychex	Administration	DDA Payroll Paychex Fee - July 2018	243.90
Local	8/31/2018	Paychex	Administration	DDA Payroll Paychex Fee - August 2018	243.90
Local	7/24/2018	TDS Metrocom, LLC	Administration	Phone Service 6/2018	241.85
Local	8/19/2018	TDS Metrocom, LLC	Administration	Phone Service 07/2018	240.96
Non-Tax	7/24/2018	Swift Printing & Communications	DGRI Event Production	Event Supplies: Movies on Monroe 07/2018	235.30
Non-Tax	8/13/2018	Fifth Third Bank - P-Card 07/18	DGRI Event Production	Events Supplies Storage 07/2018	219.00
Local	7/24/2018	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 07/2018	209.85
Local	8/19/2018	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 08/2018	209.85
Non-Tax	8/23/2018	Dwelling Place of Grand Rapids NPHC	Stakeholder Engagement Programs	Supplies: Heartside National Night Out 08/2018	209.83
Local	7/31/2018	Paychex	Administration	DDA Payroll HRS fees - July 2018	206.37
Local	8/31/2018	Paychex	Administration	DDA Payroll HRS fees - August 2018	206.37
Local	7/24/2018	The KR Group, Inc.	Administration	IT support 07/2018	205.52
Local	8/13/2018	Fifth Third Bank - P-Card 07/18	Public Realm Improvements	Event Supplies: Movies on Monroe 07/2018	202.18
Local	8/30/2018	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electricity 07/2018	200.46
Local	7/24/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: MoM 07/2018	200.00
Non-Tax	8/14/2018	sam kenny	Public Space Activation	Pop up Performer: Music at Calder 07/2018	200.00
Local	8/23/2018	Cellco Partnership dba Verizon	Administration	Cell Phone Service 7/2018	183.87
Non-Tax	8/6/2018	Icon Sign Company, LLC	DGRI Event Production	On-site Signage: MoM 07/2018	175.15
Local	8/13/2018	Fifth Third Bank - P-Card 07/18	Administration	Professional Dev: Books for Staff	170.31
Local	8/28/2018	PCS Gophers Ltd	Administration	Courier services - July 2018	161.05
Non-Tax	8/23/2018	Reaiah Ellsworth	Public Space Activation	Pop-Up Performer: Calder Plaza 07/2018	150.00
Local	8/14/2018	Dickinson Wright PLLC	Administration	Legal: Amend to Parking Op Agmnt 06/2018	143.00
Local	7/24/2018	Staples Contract & Commercial Inc.	Administration	Office supplies 07/2018	141.56
Non-Tax	8/14/2018	Dickinson Wright PLLC	Major Event Sponsorship	Legal Services: Artprize Agreement 06/2018	132.00
Local	8/23/2018	Creative Studio Promotions	Administration	Office supplies: business cards 07/2018	130.59
Local	7/24/2018	Comcast	Administration	Internet at 29 Pearl St NW 07/2018-08/2018	126.59
Local	8/15/2018	Comcast	Administration	Internet at 29 Pearl St NW 08/2018-09/2018	126.59
Non-Tax	8/13/2018	Fifth Third Bank - P-Card 07/18	DGRI Event Production	Volunteer Appreciation: DGRI Events 07/2018	123.76
Non-Tax	8/13/2018	Fifth Third Bank - P-Card 07/18	Downtown Workforce Programs	Event Supplies: Relax at Rosa 07/2018	123.28
Local	7/24/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: MoM 07/2018	120.00
Local	8/14/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: Relax at Rosa 07/2018	120.00
Local	8/30/2018	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: Relax at Rosa 08/2018	120.00
Local	8/13/2018	Fifth Third Bank - P-Card 07/18	Administration	Office Supplies 07/2018	108.55
Local	7/24/2018	Mighty Co.	Downtown Marketing & Inclusion	Website Hosting 07/2018-09/2018	105.00
Non-Tax	7/24/2018	Swift Printing & Communications	Downtown Workforce Programs	Event Supplies: Relax and Rosa 07/2018	97.00
Non-Tax	8/2/2018	Tim Kelly	Administration	Reimbursen - Lunch Meetings 04/2018-05/2018	92.36
Non-Tax	8/2/2018	Consumers Energy 1	Downtown Ambassadors	351 Winter Ave NW - 07/2018 DDA's share	85.95
Non-Tax	7/12/2018	City Treasurer - Dept of Public Works	DGRI Event Production	Refuse carts 08/2016	80.00
Non-Tax	8/19/2018	Steven J Middendorp	Public Space Activation	Pop-Up Performer: Calder 06/2018-07/2018	80.00
Non-Tax	7/24/2018	sam kenny	Public Space Activation	Pop up Performer: Music at Calder 07/2018	75.00
Non-Tax	7/23/2018	Jennie Schumacher	DGRI Event Production	Reimb - MoM event supplies 07/2018	74.70
Local	7/24/2018	Engineered Protection Systems Inc	Administration	Office Security System 08/2018-10/2018	73.41

*continued on the next page*

**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures - FY2019**  
**July and August, 2018**

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>continued from previous page</i>					
Local	8/23/2018	Citizenshirt	Downtown Marketing & Inclusion	Communications Supplies 08/2018	\$ 54.00
Local	7/24/2018	Staples Contract & Commercial Inc.	Administration	Office supplies 07/2018	53.87
Local	8/30/2018	Gordon Water Systems	Administration	Water Cooler Lease 07/18-08/18	51.83
Local	8/19/2018	Staples Contract & Commercial Inc.	Administration	Office supplies 08/2018	50.24
Non-Tax	7/24/2018	Andrew Schnitker	Public Space Activation	Pop-Up Performer: Calder 07/2018	50.00
Non-Tax	8/14/2018	Patricia Pierzchala	Public Space Activation	Pop-up Performer: Calder Plaza 07/2018	50.00
Local	8/19/2018	Staples Contract & Commercial Inc.	Administration	Office supplies 08/2018	49.50
Non-Tax	7/18/2018	City Treasurer - MobileGR / Parking Svcs	Downtown Ambassadors	JULY 2018 MONTHLY PARKING BILLING	48.00
Non-Tax	8/16/2018	City Treasurer - MobileGR / Parking Svcs	Downtown Ambassadors	AUGUST 2018 MONTHLY PARKING BILLING	48.00
Non-Tax	7/24/2018	Swift Printing & Communications	Downtown Workforce Programs	Event Supplies: Relax and Rosa 07/2018	44.00
Non-Tax	7/24/2018	Staples Contract and Commercial Inc.	DGRI Event Production	Event Supplies: MoM 07/2018	41.85
Local	8/30/2018	Model Coverall Service Inc.	Administration	Floor Mat Rental 09/2018	35.44
Local	8/6/2018	Model Coverall Service Inc.	Administration	Floor Mat Rental 07/2018	34.83
Non-Tax	8/14/2018	Curtis Laundry and Dry Cleaners, Inc.	DGRI Event Production	Event Supplies Maintenance 07/2018	25.00
Local	7/24/2018	Staples Contract & Commercial Inc.	Administration	Office supplies 07/2018	23.75
Local	8/13/2018	Fifth Third Bank - P-Card 07/18	Downtown Marketing & Inclusion	Communication Supplies 07/2018	15.32
Non-Tax	7/25/2018	DTE Energy	Downtown Ambassadors	351 Winter Ave NW - 07/2018 DDA's share	14.42
Non-Tax	8/27/2018	DTE Energy	Downtown Ambassadors	351 Winter Ave NW - 08/2018 DDA's share	13.80
Local	8/31/2018	JPMorganChase	Administration	DDA Payroll Bank Fee - August 2018	12.68
Local	8/19/2018	Staples Contract & Commercial Inc.	Administration	Office supplies 08/2018	12.66
Local	8/6/2018	Staples Contract & Commercial Inc.	Administration	Office supplies 07/2018	10.45
Local	7/24/2018	Fusion IT LLC	Administration	Network Management 7/2018	9.50
Local	8/6/2018	Fusion IT LLC	Administration	Network Management 8/2018	9.50
Local	8/30/2018	Fusion IT LLC	Administration	Network Management 09/2018	9.50
Local	8/19/2018	Adams Remco Inc	Administration	City of GR Copier Lease share 08/2018	8.68
Local	7/24/2018	Adams Remco Inc	Administration	Copier Lease 07/2018	6.83
Local	7/31/2018	JPMorganChase	Administration	DDA Payroll Bank Fee - July 2018	2.89
Local	7/31/2018	Graybar Electric	Downtown Marketing & Inclusion	Supplies were returned to vendor	(8.46)
Local	7/1/2018	BAZEN ELECTRIC #S18-2517	Public Realm Improvements	FY2018 accrual reversal	(2,950.00)
Local	7/1/2018	WYOMING EXCAVATORS #1504002-Dvn	Bicycle Friendly Improvements	FY2018 accrual reversal	(5,930.04)
Local	7/1/2018	CITY TREAS - ENGINEER # IT119-004	Pearl Street Gateway Enhancements	FY2018 accrual reversal	(10,094.21)
Local	7/1/2018	BISHOP LAND DESIGN #1089	Parks Design	FY2018 accrual reversal	(109,971.88)
<b>TOTAL JULY AND AUGUST, 2018 EXPENDITURES</b>					<b>\$ 359,037.05</b>

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

**Balance Sheet**  
**As of August 31, 2018**

<b>Assets - Pooled Cash and Investments</b>	<b>\$ 671,201</b>
<b>Liabilities and Fund Balance</b>	
Current Liabilities	\$ -
Reserved for Projects	671,201
<b>Liabilities and Fund Balance</b>	<b>\$ 671,201</b>

**Statement of FY2019 Revenues and Expenditures**  
**July 1, 2018 through August 31, 2018**

	<u>Budget</u>	<u>Actual</u>
<b>REVENUES</b>		
Bond Proceeds	\$ - <sup>1</sup>	\$ -
Interest Earned	2,956	700
From / (To) Fund Balance	594,248	-
<b>Total Revenues</b>	<b>\$ 597,204</b>	<b>\$ 700</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	\$ 100,000	\$ 1,452
Sheldon Blvd - Weston to Cherry Street	497,204	-
<b>Total GR Forward Project Expenditures</b>	<b>\$ 597,204</b>	<b>\$ 1,452</b>
<b>Excess / (Deficit)</b>	<b>\$ -</b>	<b>\$ (752)</b>

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

# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



DATE: September 7, 2018

TO: Downtown Development Authority

FROM: Tim Kelly, AICP  
President and CEO

**Agenda Item #4**  
**September 12, 2018**  
**DDA Meeting**

**SUBJECT: Downtown Tree Planting and Canopy Analysis Authorization**

GR Forward (Plan) established a goal of doubling the Downtown tree canopy from 5 percent to 10 percent. To accomplish this, DGRI intends to complete at least 200 Downtown tree plantings each year to achieve the canopy goal by 2025. As outlined in the table below, since approval of the Plan in December 2015 more than 930 trees have been planted in Downtown.

Year	# of Trees Planted
2016	357
2017	378
2018	201
TOTAL	936

For fall 2018, 50 new trees are proposed be planted through a partnership with Friends of Grand Rapids Parks (FGRP). The trees will be planted primarily by volunteers as part of three community planting events. In addition to the plantings, as previously requested by the DDA Board part of the agreement with FGRP will include an update to the GIS inventory to understand the current condition of existing trees. The analysis will also make recommendations for additional plantings, including necessary removals of dead or hazardous trees. Watering and maintenance of the newly planted trees will also be covered.

To complete this work toward an important community goal, authorization is requested for an amount not to exceed \$50,000. If approved, funding will be provided out of the Downtown Tree Planting line item in the DDA's FY2019 LTI budget.

**Recommendation:** Authorize an amount not to exceed \$50,000 for Friends of Grand Rapids Parks to complete fall 2018 Downtown tree plantings, complete an update and analysis of existing trees and recommendations for future plantings, and provide watering and maintenance services of new plantings.



## Downtown Grand Rapids Inc. Tree Planting, Research & Maintenance Proposal

**Prepared for:**

Downtown Grand Rapids Inc.

**Prepared by:**

Friends of Grand Rapids Parks

### Friends of GR Parks Organization Overview

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#### Introduction

This document is intended to serve as a proposal from Friends of Grand Rapids Parks (FGRP) to provide young tree care and urban canopy work to Downtown Grand Rapids Inc. (DGRI). In this document you will find background information on FGRP, details about previous projects conducted by FGRP for DGRI, and a proposal for urban forest canopy improvement work by FGRP for DGRI in the Downton District Corridor for spring of 2018.

The document also contains a detailed project timeline as well as a cost breakdown per project milestone. A signature line is provided at the end of this document to signify acceptance of this proposal.

#### Friends of Grand Rapids Parks Information

Friends of Grand Rapids Parks is an independent, citizen led, nonprofit enterprise founded in 2008, working closely with but separate from the City, with the mission to empower people to cultivate vibrant parks, trees, and green spaces in Grand Rapids. We believe that vibrant parks and public spaces are essential to support the community's economic health, competitiveness, and cultural well-being. We understand that a healthy urban canopy a long-term commitment, and are committed to help achieve the city's goal of a 40% urban tree canopy in Grand Rapids through the work of the Urban Forest Project. The need for these efforts is especially apparent in the DGRI corridor where existing infrastructure is limiting to a flourishing canopy.

Our project lead is a participating member of the International Society of Arboriculture (both Midwestern and Michigan Chapters) and is sworn to uphold the standards set by these entities for urban forest project planning, management, and execution.

#### Past Projects

In May of 2018 FGRP planted 83 trees in the DGRI corridor and has continued regular watering and monitoring of the trees through the hot summer months (June through September). FGRP has also partnered with DGRI to provide chairs at a rental rate of \$2/chair for public attending bi-weekly Movies on Monroe events at Monroe Park throughout the summer of 2018.

## Proposed Project

Project Phase	Description	Cost	Timeline
GIS Inventory	GIS inventory of current tree assets as well as potential planting spaces. Deliverables include access to all resulting data, a report of findings, and physical and online maps of potential planting locations (including locations of necessary removal of current dead or hazardous trees).	\$20,000 (materials, transportation, equipment, and 2 months of work for 2 FGRP staff)	October through November 2018
Tree Planting & Community Engagement	(1) Planting of 50 trees in public and/or private spaces broken into 3 events) (2) Notification and engagement of residents, private property owners, and other stakeholders in tree planting events as well as continued care of downtown urban trees.	\$17,250	October 2018
Tree Watering and Maintenance	Watering of all trees planted in the Downtown District by FGRP in the last 2 years, and maintenance of water bags, tree stakes, and other miscellaneous needs.	\$3,000 for fall (maintenance materials including stakes, water bags, etc., and 2 months of work)  \$7,000 for summer/fall watering 110 trees	October through November (until air temp. falls below 40 degrees)  Then watering of all 80 2018 spring trees plus 30-50 2018 fall trees



### Potential Planting Locations in Public Spaces for Fall 2018

Address	Street	Note	# Trees	Size
941	Monroe Ave NW	Canal Park (parking lot island)	1	L
647	Monroe Ave NW	Stumps in 6th St Park and Canal Park	2	L

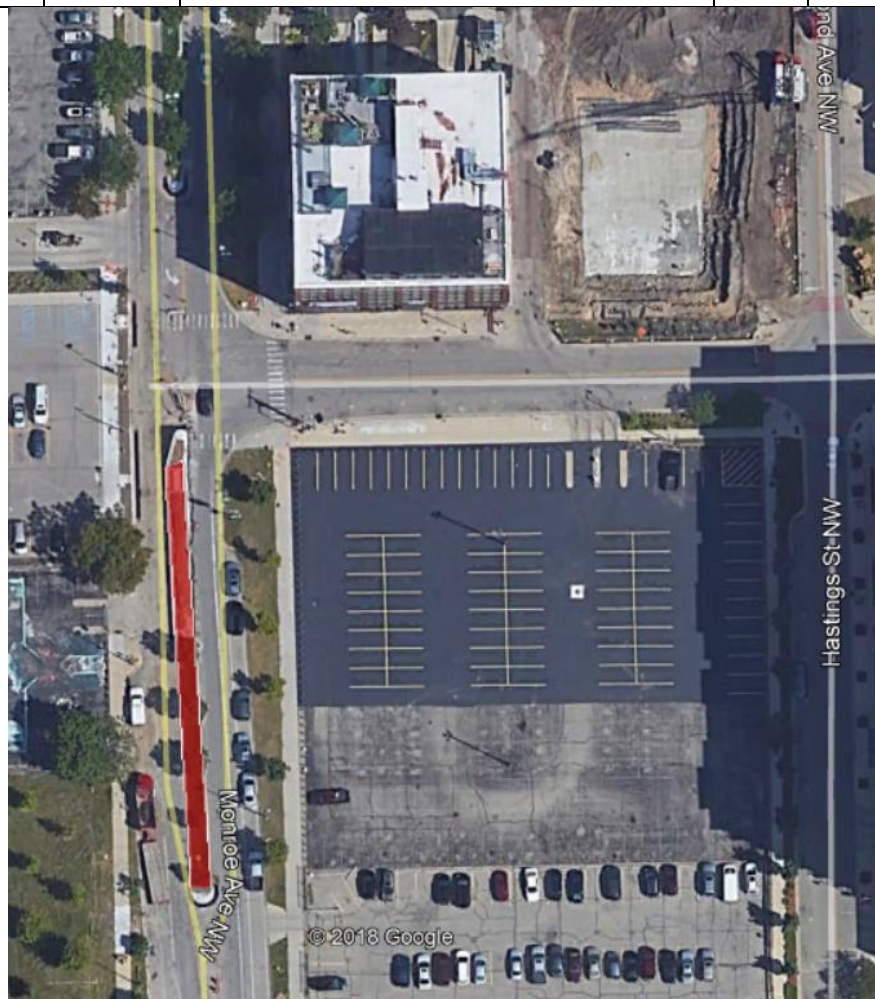
6<sup>th</sup> Street Park Stump Replacement



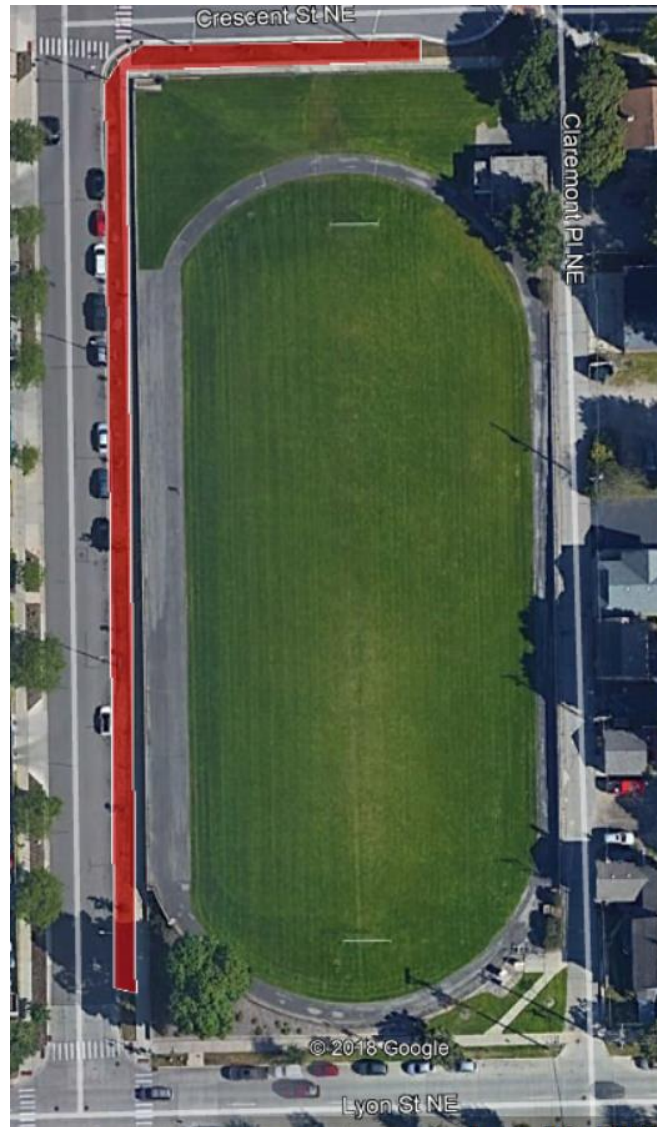
Canal Park Stump Replacement and Parking Island Planting



Address	Street	Note	# Trees	Size
600	Monroe	Island by Brassworks Building -multiple missing trees	3	L



Address	Street	Note	# Trees	Size
215	Lyon St NE	(Multiple locations along north and west sides of GRCC track)	8-12	M & L





All other planting will occur on private property. Friends of Grand Rapids Parks asks that Downtown Grand Rapids Inc. assist in contacting potential private businesses and landowners who may be interested in applying for a tree planting on private property.

### Terms

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Total Project Cost: \$47,250

#### Payment Terms:

All three projects to be billed separately with 50% due upfront and 50% due upon completion of the projects.

# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



DATE: September 7, 2018

TO: Downtown Development Authority

FROM: Tim Kelly, AICP  
President and CEO

**Agenda Item #5**  
**September 12, 2018**  
**DDA Meeting**

**SUBJECT: Lyon Square Asset Management Plan**

On April 11, 2018, the Downtown Development Authority (DDA) Board authorized funding to complete final design documents for Lyon Square. This final design phase is anticipated to take approximately 6 months, and will include completion of construction documents, specifications and an opinion of probable costs to aid in the development of a construction funding strategy. The approved scope of work also includes services associated with the bidding of the project for construction.

With a ground breaking anticipated for 2019, the Board has requested a better understanding of the overall costs to maintain the proposed improvements. As with other forthcoming River Corridor investments, significant public and private funds are going to be utilized to complete the project, and it is important to understand what it will cost and who is responsible for maintaining it once complete.

To help clarify the maintenance requirements, staff recommends approving the DDA's share of the attached scope of work with ETM Associates (ETM) for an amount not to exceed \$16,500. The remainder of the cost will be covered by the City of Grand Rapids Parks Department. ETM is the consultant completing the strategic asset management plan for the River for All Guidelines and has extensive experience completing similar plans for public assets throughout the country. If approved, funding will be provided via the Downtown Planning line item in the DDA's FY2019 LTI budget. Work is anticipated to conclude within 8 weeks, which will be prior to any construction authorizations are needed.

**Recommendation:** Authorize an amount not to exceed \$16,500 for a scope of work with ETM Associates to complete an asset management plan for Lyon Square.







## ETM ASSOCIATES, L.L.C .

PUBLIC SPACEMANAGEMENT  
PROJECTMANAGEMENT  
PUBLIC SPACEDSIGN

August 23, 2018

Tim Kelly  
President & CEO  
Downtown Grand Rapids Inc  
29 Pearl NW, Suite 1  
Grand Rapids, MI 49503

### **RE: Lyon Square/Plaza, Upland – O+M Task + Cost Analysis**

Dear Tim:

Thank you for the opportunity to provide a scope and fee for developing a O+M task and cost analysis Lyon Square and Upland Public Park. We understand that the site is divided into these two distinct scopes:

- Upland a public park – currently in Final Design
- Lyons Street Plaza + Forecourt a hardscape urban plaza – currently in SD phase

Our recommended scope of services for each area is as follows:

- 1) Upland Public Park – currently in FD phase, ETM will provide O+M analysis of tasks and costs for FD drawings
- 2) Lyons Street/Plaza + Forecourt Plaza – currently SD phase finished. ETM will provide O+M tasks and cost analysis for SD, PD and FD phases.

ETM will prepare O+M task and cost analysis for each distinct project area as well for overall site.

We will provide written report for each phased submission. I am including 2 trips to Grand Rapids which will only be invoiced if trips actually occur. Attached, please find a fee proposal.

Thank you for the opportunity to submit a proposal. We look forward to working with you and your colleagues on this exciting project. If you have any questions or need additional information, please feel free to contact me either by email, [tim@etmassociatesllc.com](mailto:tim@etmassociatesllc.com), or by phone at 732.572.6626.

Sincerely,

*E. Timothy Marshall*

E. Timothy Marshall

**Lyons Square  
Grand Rapids, MI**

Fee Proposal

August 23, 2018

		Principal	Senior Operations Staff	Operations Staff	
RATE		\$ 275.00	\$ 115.00	\$ 95.00	
PHASE	TOTAL				
Task 1.0 Provide PD & FD O+M Task & Cost Analysis for Upland Public Park	Hours	6.00	40.00	40.00	86.00
	Amount	\$ 1,650.00	\$ 4,600.00	\$ 3,800.00	\$ 10,050.00
Task 2.0 Provide SD, PD & FD O+M Task and Cost Analysis for Lyons Street Plaza	Hours	6.00	60.00	100.00	166.00
	Amount	\$ 1,650.00	\$ 6,900.00	\$ 9,500.00	\$ 18,050.00
Subtotal	Hours	12.00	100.00	140.00	252.00
	Amount	\$ 3,300.00	\$ 11,500.00	\$ 13,300.00	\$ 28,100.00
Total Before Expenses				\$	28,100.00
Estimated Reimbursed Expenses (Two Trips to Grand Rapids If Needed - Billed at Cost)				\$	4,215.00

# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



DATE: September 7, 2018

TO: Downtown Development Authority

FROM: Tim Kelly, AICP  
President & CEO

Agenda Item #6  
September 12, 2018  
DDA Meeting

**SUBJECT: Development Support for 10 Ionia Avenue**

Hinman Company (Developer) is requesting utilization of the Downtown Development Authority's (DDA) Development Support Program (Program) to reimburse eligible expenses associated with the new construction of their project at 10 Ionia Avenue.

Construction of the project is planned to begin in early 2019 and be complete in 18 months. Total development costs are approximately \$36 million and once complete the project will deliver a new 146 room Marriot Residence Inn with ground floor retail. In total the Project is expected to create 143 new jobs.

To assist in project development the Developer is requesting reimbursement of 75 percent of the tax increment revenues generated over 15 years to pay for eligible DDA activities, which are estimated at \$1,238,001. The reimbursement period is required to extend beyond the standard 10 years allowed by the Program to meet the proportionality requirements established by the Michigan Economic Development Corporation.

As with other developments within its boundary, the DDA is entitled to capture both local and school tax increments from this project. However, by law, it can only capture enough school increment to pay debt service on the Arena bonds which increment revenues are pledged as the only security for the bonds. Since these bonds are reaching their maturity and there are sufficient funds in an established debt service reserve fund to pay the remaining bond debt the DDA can forgo the capture of school tax increment revenues and defer the collection to the Brownfield Redevelopment Authority (BRA). The BRA will hear a request on the project at its September 19 meeting.

If approved, the Program funds will be used to reimburse expenditures to improve public infrastructure including sidewalks, snowmelt, street furniture, and landscaping. There will also be improvements associated with bringing the Project into compliance with the American with Disabilities Act, including new doors, ramps, and an elevator.

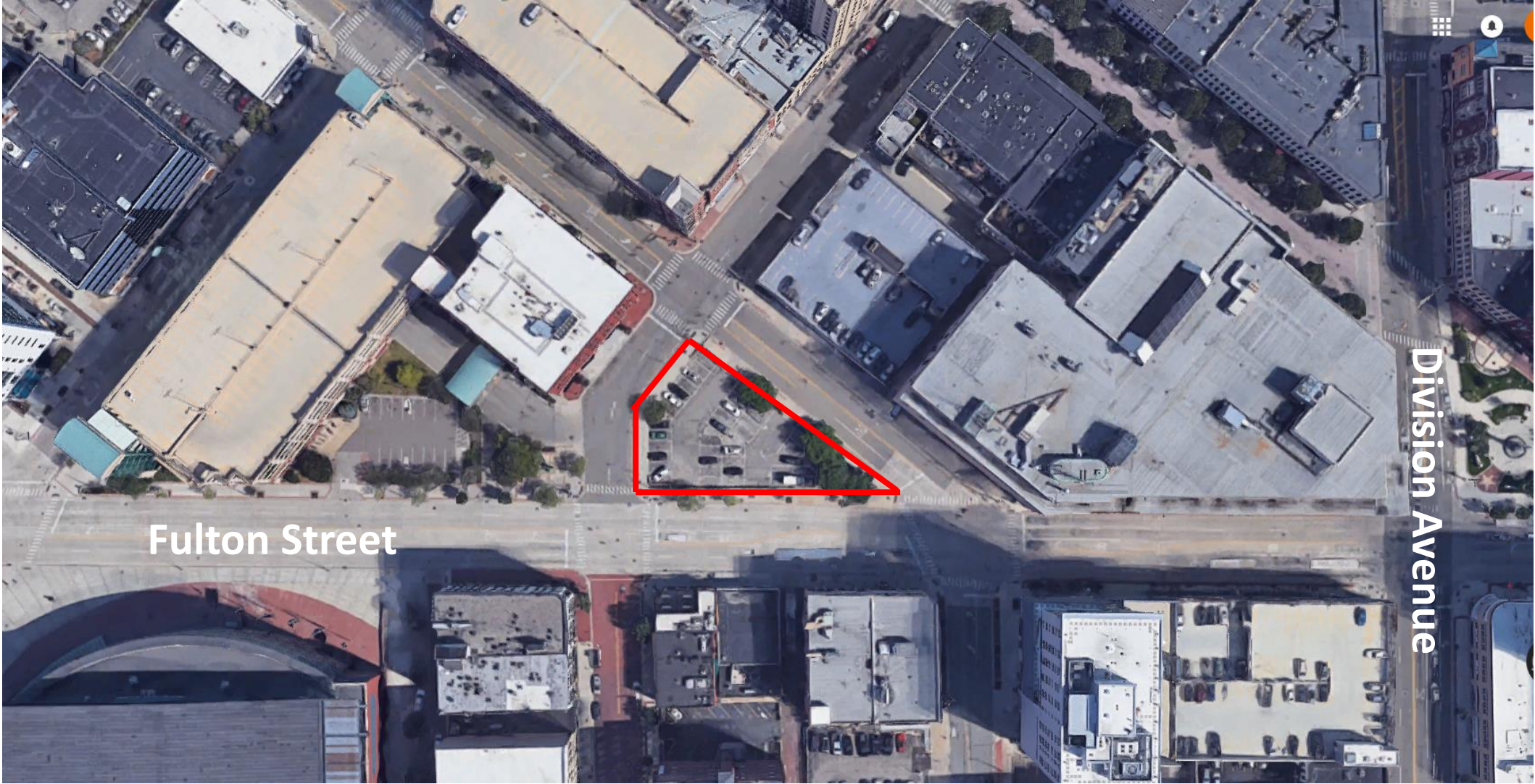




The proposed Project provides an opportunity to develop a vacant parcel and deliver additional hotel space to Downtown, both important elements in growing the City's tax base and in generating greater vibrancy. It will also further activate Fulton Street with ground floor retail. Last, given the number of eligible activities proposed in the public right-of-way, Downtown Grand Rapids Inc. has participated in making recommendations to the streetscape design to ensure that the DDA's investment implements recommendations from the forthcoming Streetspace Guidelines and helps to drive community goals for activated and inviting public spaces.

**Recommendation:**

Approve and authorize the execution of a development and reimbursement agreement pursuant to the DDA Development Support Program approved as to content by the Executive Director and as to form by legal counsel for reimbursement of DDA eligible expense of not to exceed \$1,238,000 from non-school tax increment revenues for a period of not to exceed 15 years.



Fulton Street

Division Avenue













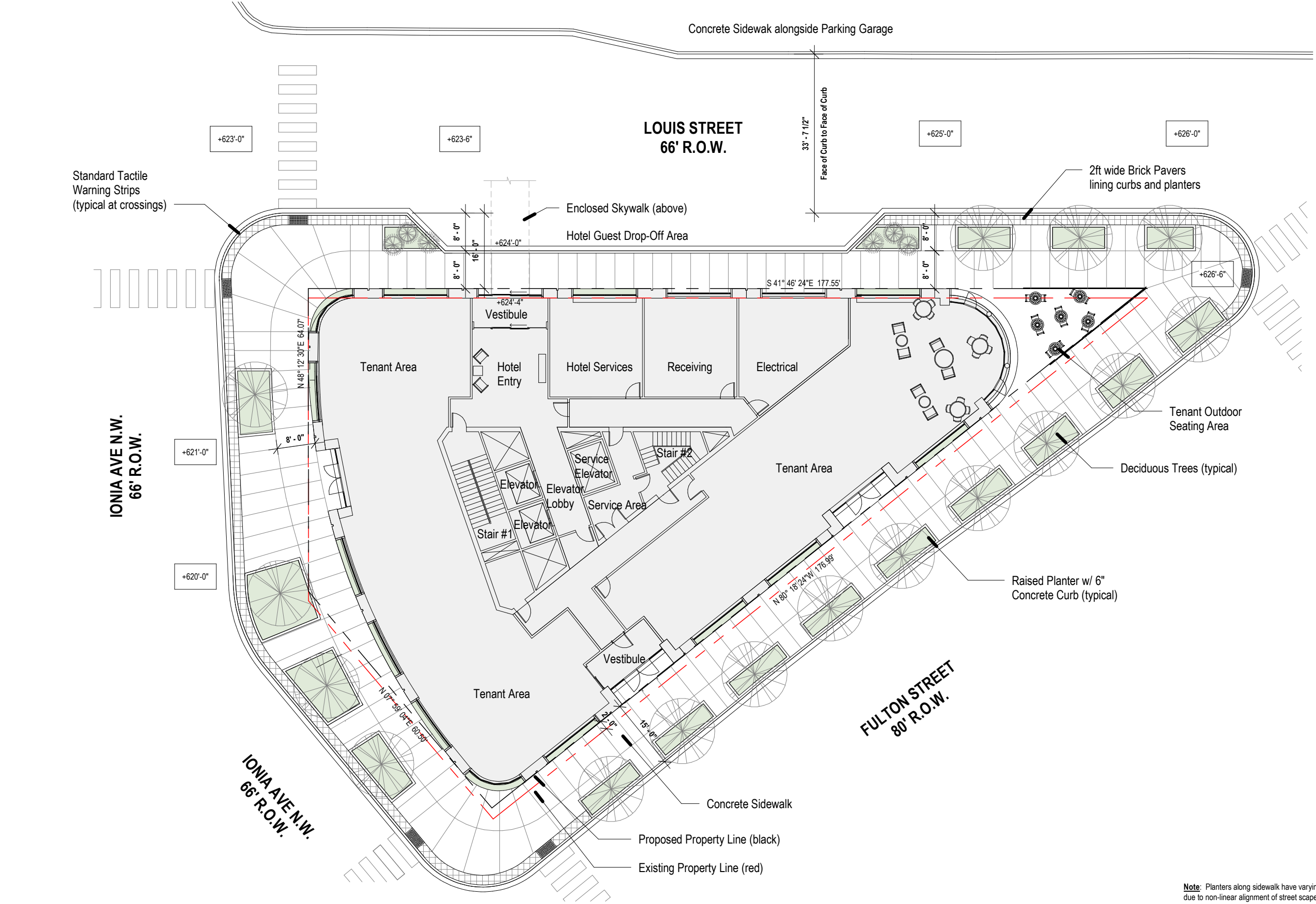












**Note:** Planters along sidewalk have varying depth due to non-linear alignment of street scape



Proposed Hotel

10 Ionia Avenue NW  
Grand Rapids, Michigan

**YAMASAKI®**

Architecture-Planning-Engineering  
3011 West Grand Boulevard Suite 222 Detroit MI 48202  
877.547.0885

**AS1.1**

Architectural Site  
Plan



# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



DATE: September 7, 2018

TO: Downtown Development Authority

FROM: Tim Kelly, AICP  
President & CEO

Agenda Item #7  
September 12, 2018  
DDA Meeting

SUBJECT: Downtown Enhancement Grant – 12 Weston

Division and Weston, LLC is applying for a Downtown Enhancement Grant (DEG) for their project at 12 Weston Street SW. The proposed project is a three-story development that will include two upper floors with 22 units of market rate apartments, and 2,200 square feet of ground floor retail on Division Avenue.

Total project costs are estimated at \$3.2 million, and to assist in the development the Developer is seeking a DEG in an amount not to exceed \$35,000. If approved, funds will be utilized for DDA eligible activities, including barrier free improvements, filling of an existing areaway, and streetscape improvements. Approval of a Brownfield Plan through the City of Grand Rapids Brownfield Redevelopment Authority will also be sought.

Prior to this request, in March 2015 the DDA approved Development Support as well as an Areaway and Streetscape Grant to support the \$23 million redevelopment of the site. The proposed project was a new 12-story, 150,000 square feet office tower, with first-floor commercial retail space. Following approval, the development team was unable to identify interested tenants and as such the project was not viable. While the office density and additional investment would have been a welcome addition to the Downtown market, the revised project will add additional residential density to a vacant site, and will further activate the Division Avenue Corridor, both of which are primary goals for Downtown as established in GR Forward.

**Recommendation:** Approve the Downtown Enhancement Grant in an amount not to exceed \$35,000 to support the redevelopment of 12 Weston Street SW.





RENDERINGS & FLOOR PLANS



LOT 16 METARCHITECTURE



## RENDERINGS & FLOOR PLANS

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LOTTE METARCHITECTURE





## RENDERINGS & FLOOR PLANS

[illegible]

# MEMORANDUM

CITY OF GRAND RAPIDS

DATE: September 5, 2018

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

FROM: Erin Banchoff, Community Development Manager  
Community Development Department

EB

**SUBJECT: Tax Exemption and Payment in Lieu of Taxes Request within  
Downtown Development Authority Boundary – Ferguson Apartments  
(72 Sheldon Boulevard)**

The Dwelling Place of Grand Rapids Nonprofit Housing Corporation (Dwelling Place) seeks tax exemption and Payment in Lieu of Taxes (PILOT) for the Ferguson Apartments project located within the Downtown Development Authority boundary at 72 Sheldon Boulevard, SE. This six-story building was renovated and converted to housing in 2002 using Low Income Housing Tax Credits (LIHTC), Historic Tax Credits, and other funding. The project currently provides 119 affordable rental units. A PILOT, set to expire in 2032, is in place for the project and its current owner, the Ferguson Apartments Limited Dividend Housing Association Limited Partnership (Ferguson Apartments LDHA LP).

To facilitate needed capital improvements, the development financing is being restructured. The transaction will result in a change in property ownership. The new ownership entity will be the Ferguson Apartments Limited Dividend Housing Association Limited Liability Company (Ferguson Apartments LDHA LLC). The development will be refinanced with 4% LIHTC sale proceeds, and an existing McKinney-Vento rental assistance contract will be converted to Section 8 project-based rental assistance (PBRA) through the U.S. Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. Acquiring a PILOT for the duration of the new assistance will enable the owner to continue to provide affordable housing.

All 119 units (116 studio and 3 one-bedroom) are designated as affordable rental units and will be rented under the rent and income restrictions of the LIHTC program. The 100 units supported with PBRA will be available for rent to households with income at or below 50% of the area median income. The remaining units will be available to households with income at or below 80% of the area median income. The first floor contains 13,274 square feet of commercial space that will continue to be occupied by Grand Valley State University's nursing clinic and another nonprofit organization to be identified.

The current project was deemed as transitional housing for the purpose of the PILOT ordinance, and the service charge was waived as allowed by ordinance. While the owner will continue to ensure tenants are supported with appropriate services, the project will no longer be considered transitional housing once restructuring is complete. If the pending

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

The Community Development Department plans to request City Commission authorization for tax exemption and PILOT at its September 18, 2018 meeting. If you have any questions, I can be reached at 456-4249.

# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



DATE: September 7, 2018

TO: Downtown Development Authority

FROM: Annamarie Buller  
Stakeholder Engagement Specialist

Agenda Item #9  
September 12, 2018  
DDA Meeting

SUBJECT: Downtown Neighbor Network Overview

Citizens' play an important role in the health and spirit of a community. With a steadily growing population of people living Downtown, residents increasingly seek new and additional opportunities to connect with neighbors, share information, discuss key issues and build community across Downtown. This movement among interested residential stakeholders- both homeowners and renters is relatively new in Downtown, as the "neighborhood" has essentially served as a 9-to-5 business district with few residents since the mid- 1900s. Today the neighborhood counts greater than 5,000 residents- a populations that is anticipated to double in the next decade.

In recognition of the growing resident population, GR Forward recommends establishing a Downtown Resident Council to support the steadily growing population of people living Downtown. The Downtown Resident Network began in 2015 as an informal initiative Downtown Grand Rapids Inc. organizes in close collaboration with emerging Downtown resident leaders. The goal is to provide a forum for socializing, learning, organizing and ultimately deeper citizen engagement in the work of building a high-quality downtown. Quarterly events, new business previews and focus groups have helped connect residents not only with each other but also with issues and projects affecting Downtown. Connecting residents was a great start but there was still the question of the formation of a neighborhood group and what form that group would take. To help answer that question, in November of 2017 DGRI engaged Steve Faber from Byrum and Fisk and recruited 13 Downtown and near Downtown residents to form an ad-hoc Downtown Resident Steering Committee to decide whether a more formal organization would be the best way to represent downtown neighbors.

Research and data was collected including a downtown resident survey, scan of current residential organizations, and focus groups with the existing neighborhood associations. The recommendation of the committee is outlined in the attached summary document. As proposed, a Downtown Neighbor Network (DNN) would serve as an affinity group that would be housed inside Downtown Grand Rapids for approximately two years with the goal of working collaboratively with Downtown Residents and the near neighborhoods to support current residents and the growing residential population. In





August DGRI began sharing this proposal with the community to invite feedback and provide assistance in finalizing the recommendation.

We aim to convene a DNN Leadership Committee this fall and begin meeting in early 2019. With your feedback and comments gathered through our engagement we hope to finalize this recommendation in the months ahead.

**Downtown Resident Steering Committee**  
Downtown Neighbor Network Recommendation (DRAFT)  
8/31/18

**1. Background:**

The GR Forward Downtown and River Activation Plan identified the goal to create a downtown neighborhood that is home to a diverse population. To that end, DGRI looks to support initiatives that improve downtown living for existing residents and attract new downtown residents in order to foster civic engagement and strengthen community ties downtown. GR Forward specifically identifies the opportunity to establish a downtown resident council (attachment A- GR forward sections). In early 2018, an ad-hoc Downtown Resident Steering Committee was formed to explore the creation of a stand alone organization that would represent downtown neighbors.

The Downtown Resident Steering Committee (attachment B- Steering Committee Roster) was constituted to represent various viewpoints and perspectives on the unique challenges and opportunities of living in or near downtown Grand Rapids (attachment C- process timeline). Although DGRI convened the group, it was made explicit that there was not a predetermined outcome and that the group had the authority to determine if there was need or desire for a downtown neighborhood group and what form that group might take. The group began with an extensive “data dive” to better understand who was living in downtown, what groups currently (or potentially) exist in and near downtown, what concerns residents have, how is downtown changing, and what type of organization might be the best fit to represent the unique voice of downtown living.

**2. Process:**

- a) Research and Data:
  - i. Resident survey (attachment d)
  - ii. Housing analysis (attachment e)
  - iii. Scan of organizations and associations (attachment f)
  - iv. Focus group discussion with existing neighborhoods (attachment g)
- b) Scenario Planning: No growth, slow growth, high growth (attachment h)
- c) Structure Pros/Cons: Nonprofit vs Joint Venture

**3. DNN Structure:**

An affinity group/ network that for people that identify as downtown resident but may already be in a neighborhood

Downtown **Neighbor** Network vs. Downtown **Resident** Network name change

The DNN has blurred boundaries to be more inclusive

Working collaboratively with DGRI and near neighborhoods

**4. Mission/Vision/Guiding Principles:**

**Mission:**

The DNN exists to foster a community of downtown neighbors that are connected, informed and empowered to improve downtown living.

## **Vision:**

The DNN envisions a neighborhood that is vibrant and culturally diverse, active, safe and full of opportunity and experiences unique to downtown living.

## **Guiding Principles:**

Accessible & Inclusive – We desire to be a network that is open to all neighbors

Empowering – We desire to be a network that supports downtown neighbors and provides an avenue to advance their interests

Collaborative – We desire to be a network that brings people and groups together across boundaries

Equitable – We desire to be a network that is intentional about listening to our neighbors and elevating the voices of those who have been historically marginalized.

Unique – We desire to be a network that embraces the peculiarities of living downtown and shares that perspective with the broader community

## **Key Programs:**

Improved communications and greater awareness

- **Communication** - share information relevant to living downtown
  - Identify neighbors that want to join the Downtown Neighborhood Network
  - Outreach to building owners and property managers
  - Implement a communication tool that allows for information to be pushed out
  - Implement a communication tool that allows for information to be pulled in/ feedback
  - Look for opportunities to tell the stories of downtown neighbors
  - Develop a brand and marketing materials for DNN

Increased participation in events, surveys and committees

- **Events** – organize events that bring downtown neighbors together
  - 4-6 events a year
  - Event opportunities for education and welcoming new neighbors
  - Feature Downtown and near neighborhood assets
  - Recruitment events to grow the DNN

Increased opportunities to inform policy and projects impacting

- **Advocacy** – provide opportunity for downtown residents to speak into and influence decisions that impact their quality of life
  - Conduct an annual survey of downtown neighbors to identify trends and issues
  - Develop tools to help neighbors organize and navigate systems
  - Provide opportunities for issues to “bubble up” that need action

## Governance Structure:

The proposal is that the DNN will live within DGRI for at least two years. The DNN is most aligned to help the Goal 2 Alliance achieve their outcomes, however, there is a desire for the DNN to exist outside the hierarchy of being under any specific committee. This will give the DNN a level of autonomy and recognize that the voice of downtown neighbors is valuable to all DGRI committees.

- Alliance Representation
  - Resources/Funds & Budget recommendations
  - Decision-making
- Who will be advisors?
  - Live in or near downtown
  - Renter/owner
  - Embody values
  - Full Diversity
- How will they be determined?
  - Ratio – ownership/renter, multi-unit, geographic diversity
  - Chair or Co-Chairs
  - Staggered terms

## Partnerships:

- DGRI: roles of DGRI and DNN – staffing and direction
- Neighborhood Associations – interaction with near neighborhoods
- City of Grand Rapids

## Timeline:

- Year One Milestones
  - Formation of DNN leadership
  - Resident Survey
  - Bring communication tools online
  - Outreach
  - Events
  - Branding
- Year Two Milestones
  - Evaluate
  - Recruitment
  - Outreach
  - Events
  - Issue advocacy