

# ***MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY***

**Wednesday, September 9, 2015**

**8:00 a.m. Meeting**

**Downtown Grand Rapids Inc. 29 Pearl St. NW, Suite 1**

## **AGENDA**

1. Call to order
2. Approve Meeting Minutes from August 12, 2015 (8:01).....*Motion*      *Harris*  
(enclosure)
3. Accept Preliminary Financial Statements for Year-End FY15 (8:04) .....*Motion*      *Wallace*  
(enclosure)
4. Accept August 31 Financial Statements (8:10).....*Motion*      *Wallace*  
(enclosure)
5. Authorize Contract for Holiday Lighting (8:14).....*Motion*      *Buller*  
(enclosure)
6. Authorize Lease Extension for Ambassador Program Space (8:22).....*Motion*      *Larson*  
(enclosure)
7. Authorize Funding for Weston St. Lighting (8:26).....*Motion*      *Larson*  
(enclosure)
8. Approve Areaway Grant for 428 Bridge St. NW (8:32) .....*Motion*      *Pratt*  
(enclosure)
9. GR Forward Refinement Process Schedule (8:40).....Info Item      *Larson*
10. Downtown Market Update (8:55).....Info Item      *Dunn*
11. Grand Rapids Workforce Analysis (9:05).....Info Item      *Dr. Mark White*
12. President & CEO Report (9:30).....Info Item      *Larson*
13. Public Comment (9:35)
14. Board Member Discussion (9:38)
15. Adjournment

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

August 12, 2015

1. Call to Order – The meeting was called to order at 8:03am by Chair Brian Harris.

2. Attendance

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

Absent:

Others Present: Kristopher Larson (Executive Director), Murphy Ackerman (DDA Executive Asst/Office Manager), Jana Wallace (DDA Treasurer), Dick Wendt, Latarro traylor, Annamarie Buller, guests

3. Approval of Minutes of August 8, 2015

*Jane, Winn, unanimous*

4. July/August Financials

Ms. Wallace gave an update on the financials. First statement if June 30 2015. Preliminary statements for the end of the fiscal year. Last statements before the audit. Not all journal entries were entered at the time of the statements. Balance sheet- have 12 million dollars left at the end of the statement. Liabilities section- debt increment. Gave an overview of the statements and what statements and expenditures are listed. Did well in tax increment revenue. Initial budget is based on review numbers. Only 11k of total revenues. Revenues did much better on appeals and tax increments. 2 million dollars for area five is largest one. Exceeded line items in some areas- although it may seem like a bad idea to exceed budget, it's a good line item to spend in. Gietzen asked if there is a project is completed but there is a remaining balance, how do we know if the project is done. Wallace explained that we go through projects and show where projects are finished that there is no remaining balance. If there were a remaining balance it would be moved to additional fund balance for outlying years.

Mayor Heartwell, Jane supports for year end. Unanimous.

Harris added that on statement C in the admin costs, DDA is well under spent. Reflection of the organization to perform and

August-

First set of financials for FY16. Not much activity in that isn't charged to FY15. Tax increment was distributed. Improve on software and distributing financials. Developers are happy that tif reimbursements have been distributed. Exceed DAC tax increment already. Budgets were prepared in May and only ITP had their estimates. Estimated on mileage rate. Rates were surprisingly raised and got more revenue than expected. Below budget on local tax. Local mileages are charged until December 1. Statement C lists the project expenditures. Some projects have dropped off. Still receiving bills from Monroe Center phase 3. Talen asked if the DDA could get a project list of those that have dropped off. Larson responded that he could provide that.

Sieger, Hillary, unanimous.

5. Authorize Holiday Decor

Larson introduced Annamarie to the board. Buller gave an overview of the additional lighting features. Adding more lights on Division and North Monroe. This will also cover the reinstallation fee. Noted that reinstallation cost is only 20% of overall cost. Harris added that there was added work done to the polls along Monroe center. Larson added that we were able to add lighting on Monroe center and Rosa Parks circle. Discovered that many polls in downtown don't have electricity on them. More neighborhood brand approach along Division because they don't have the infrastructure. Dunn asked how long it will be up. Buller responded that lights will go up first week in November and down in January.

Kayem, Hillary, unanimous

6. Authorize Lease Extension for Safety Ambassadors

Larson gave an overview of the lease agreement that was provided. Explained that we operate out of Monroe center as a hub and headquarters. With the consolidation of the clean team and safety ambassadors, we will be co-locating them in the building that the DDA owns at Winter. Will house both of the programs out of that location. Will decrease our overall rent obligations for the program itself. Will finalize the contract in coming months. This will allow us to move to month to month.

dunn, Winn, unanimous

7. Weston Street Lighting

As a function of our support for arena south, we are working to improve the public realm. In conjunction with the improvements at 25 Ottawa, will be transferring the polls on Weston to the historic polls. Issue a change order to ensure that Weston fits the overall aesthetic and uniform look outside of Bistro Bella Vita. Harris asked if these

Winn, supported by Falb, unanimous

9. Areaway on bridge street

Harris asked if this is related to the project that was presented at the previous meeting. Larson Explained that it is closely located to the project on Bridge street for the streetscape improvements. Pratt explained this areaway is in okay condition but want to fill before additional street projects. Still finalizing scope but due to sensitivity of timetable of the streetscape at bridge would like to fill the areaway.

Heartwell, Falb, unanimous

Talen asked if this is the entire cost or partial. Pratt explained that it is partial up to 35,000. Applicant must demonstrate the project before they can be reimbursed. Heartwell asked how many areaways remain- working to fill the remaining before they become a problem.

10. GR Forward Refinement Process Schedule

Larson explained that we are embarking to share whats in the plan as well as compel citizens to engage in a drafte that we feel reflects the needs and desires of the community. Larson explained that there are several in various magazines as well as several different media coverage. Helping to open the public comment period. Each library has exhibits and plans for them to look through. Lobby has been converted into an open house. Set up opportunities for those who would like to speak with the planners. Ran the video during movies in the park. Held large forum at community foundation with diversity and inclusion to begin to ensure that it is thorough. Gave an overview of all of the meetings that have been held thus far as the comment period is open. Want to ensure that all organizations are informed. Although the comment period ends in September, we will be doing 73 days for a comment period. Working on large event with the community inclusion group on the 22<sup>nd</sup>, and don't want to limit the engagement period. In November the various boards will be reintroduced to the plan to reauthorize. Trending towards a final presentation by city commission on December 15<sup>th</sup>. Also explained that the 30 second video will be running on a loop during artprize. Located on GR forward website as well as DGRI's website. Want to close loop with each commencters and inform them where it lives in the plan. Want to address each comment. Hillary asked about the commercial. Wants to know where to engage. Larson explained that they can visit 29 pearl, but also can work with gosite. Harris added that he would like to go over the calendar. Want to get plan in place and approved by the end of the year. Talen asked about the neighborhood meetings. Larson explain that they are each different with the way they accomadate. Some give us additional time, but it's a different each time. But most are special event to look at the plan. Falb added that it is very impressive the public comment period and the engagement. Falb asked about advertising in GR times. Larson explained we have been in coversations with them. Also sitting with 50 public leaders, to ensure they are on board. Heartwell asked what some of the consistent concerns that we are hearing. Larson explained it's too early to tell. We have comments but haven't been able to dissect the comments. Feel tension in the large projects but not minute details. Heartwell commended DGRI on reaching out to a broad

spectrum of interests. Best evidence that we're being inclusive is the inclusion of black hills neighborhood. Sieger added that the session for diversity at the community foundation, there has been comment about diversity and inclusion, kris and his team are paying attention to the edge that people have had with concerns to diversity and inclusion. Taking it seriously. In retrospect of voices and visions- this has included the voice of the people. Easy to poke holes in things but the planners are attempting to do the best they can with listening to the community. Very happy with the outreach that has happened. Harris added that it is important that this body is transparent and honest- there has been critique of whether it was inclusive. Larson and team was quick to respond. Too soon as to tell if the outcome is what we want it to be, but how are we proceeding with the plans and the outreach opportunities. Want to ensure the body as a whole is being thorough with vetting this plan. Hillary added that the list of organizations that need to be scheduled- there are critical organizations to meet with. If we haven't met with them after the time period then would be concerned. Can we go to their existing meetings to make sure those conversations happen. Larson explained that we've left it open to the organizations. Some organizations have reached out to us, but need to figure out how. Wanted to have them all scheduled but still working to enable organizations to participate and absorb content in a meaningful way. Ideally holdin special events that are GR Forward focused. Hillary added that she's seen the boards and plans in places- is it other places. Larson responded that Madcap was an anomaly. Asked for it specifically. Hillary asked if there are other businesses that the boards could be displayed. Gietzen, asked how much bandwidth that we have left. Larson added that this is our highest priority. Larson added that as a planner there has to be actual information to manipulate the plan- we have to compel leadership to actually record the information. Can't create changes without the validation of comments. Want to ensure that we're doing our job to refine the documents for our planners. Harris added that the question becomes where in the line do they want to be in the advancement for approving this plan. It doesn't work unless we call a schedule a special meeting. Open to suggestions and recommendations. Larson added that if we go by this schedule, after planning commission we can not change the plan again. Either we trust that planning commission- or we make changes on the floor. Harris added that if find out the red lined version of the plan doesn't add a seventh goal for diversity- endorsing the plan as aggregated. Heartwell said it would be odd not to have a recommendation out of the DDA for the planning and city commission despite it not being statute. Because of the significance of the plan it would be odd not to see DDA. Larson added that we can schedule an additional meeting. Gietzen asked what the earliest could present and make it to the 12<sup>th</sup>. Dunn added that there needs to be an additional meeting. Winn added that he trusts the process- and is interested in seeing the changes but would be surprised to see a change afterwards. Harris added that we need to be thoughtful about. Dunn added that it is not only a ceremonial review. If we are being loyal to our group, we need to see the plan. Falb added that part of our fiduciary responsibility is to support the process, and should be good with it, but think it's important to have public approval. Harris added that he received feels that the responsibility to see through this plan is to the city commission. DGRI is a facilitator on behalf of DDA to see the plan moves forward. Heartwell added that he agrees, but there's some confusion over the question. Clear that implementation rests with city commission, but doesn't mean that they have responsibility for carrying out the plan. DDA has it's set of responsibilities for this plan just as other organizations. Falb added that she was also curious about implementation- will there be additional plan for implementation. Heartwell added that voices and visions lacked the implementation plan. Falb added there has to be

commitment by bodies to implement. Gietzen added that the DDA has to be mindful of the plan for moving forward. Reflecting back on the plan as we make decisions. Begin to withhold support until changes are made. Falb added that there's been discussion about revision policies and tools and could work in correlation with the plan. Heartwell added that there's a role to be the watchdog to ensure that there's an implementation plan. Hold the city's feet to the fire. Harris added that there are moving parts that will work to clarify. Want to ensure that everyone is open to the process. Sieger thanked Harris for the conversation. Jana asked if this plan needs to go to MEDC- Wendt added that there will be process to

11. Downtown Market Update:

Dunn apologized on behalf of Fritz for not being available. Added that the market has been an award winning facility. Recognition to make Grand Rapids attractive to be. Market works as an incubator to develop new businesses and grow small businesses. Slow's is doing well and second restaurant will open soon. Greenhouse has become a challenge. Exploring creative uses for the greenhouse and how to use it to best serve the community. Moving into third year to fund education foundation. Parking revenue does help to facilitate revenue. Talen added that his son who works at the market has so many good things to say about the market. Appreciated article the response article that the rapidian posted in response to the article critiquing the market. Talen asked if there was access to the financials. Dunn added that the market is a private organization and does not provide financials. Talen asked if as the DDA is a supported, could they have access to financials. Kayem explained that market is a leaser. Hillary added that the DDA leases to the Market for a dollar year for 99 years. Market is a fantastic asset to our community and proud to work with business in the market. As we think about the GR forward plan and work towards diversity, what does the market see as its role in that. Dunn explained that it is in the market hall as well as the incubator kitchen. Able to test out ideas without needed permanent locations. Partnerships with organizations to grow incubator base. Gietzen added that there could be an opportunity to use the new public school- instead of building new greenhouse- could use the greenhouse for school.

12. Workforce analysis:

Sieger introduce Dr. Mark White and Arthur. Come from Kellogg foundation and are organization that commissioned this report. Brower sends apologies for not being able to be here. Foundations were able to partner after center was asked to provide current economic conditions for nearing neighborhoods. Kellogg foundation hopes to connect private and public sectors. Dr. White introduced himself and explained that is an abridged presentation. Grand Rapids has done well in relative to Michigan economy. Sieger asked if there was a way to make the longer presentation available to the DDA. This is important information as we move forward towards implementation of GR Forward. Gietzen asked who the audience is for this research. Dr White explained that they have been presenting this information to various organizations and foundations. Larson added that staff has met with this group to receive achievable goals from this information within our legalities. Want to fulfil our goal of job creation in the downtown. This compels the city to use economic development tools to compel leadership to work towards a larger community. Dunn added needing to make a connection between people and jobs. We know there's talent but need to link them to jobs. Hillary

thanked Dr. White for the presentation and added that there are some pieces of infrastructure that we can partner with- we can do work to bring those people downtown.

10. President & CEO Report

12. Public Comment

Van Driel added that there are 2 more relax at rosas

13. Board Member Discussion

Sieger asked that we distribute agendas electronically as opposed to paper copies.

14. Adjournment

The meeting adjourned at 10:01 a.m.

# MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.  
September 9, 2015  
DDA Meeting**

DATE: August 27, 2015

TO: Brian Harris  
Chairman

FROM: Jana M. Wallace  
Downtown Development Authority Treasurer

**SUBJECT: Preliminary FY2015 Financial Statements Through June 30, 2015**

Attached are the preliminary financial statements for the DDA's fiscal year ended June 30, 2015. This is the last set of FY2015 statements until the DDA's audit is completed and published in January, 2016. The attached statements include:

Statement A: Balance Sheet - Preliminary  
Statement B: Comparison of FY2015 Budget vs Actual Results - Preliminary  
Statement C: Statement of Project Expenditures - Preliminary  
Statement D: Schedule of June, 2015 Expenditures - Preliminary

At the fund level, as of June 30, 2015 all three DDA funds have positive revenue and expenditure variances. Interest revenues for the Non-Tax and Local Tax Increment funds are higher than budgeted due slower than expected expenditure payments and earlier than expected tax increment revenue distributions. The largest expenditure variance is found on the Non-Tax Fund "Public Infrastructure" line. This budget was appropriated for the Area 1 / Area 5 property sale/purchase transaction. As you know, the developer did not move forward with this project during FY2015 so the funds remain unexpended.

These preliminary statements incorporate many annual year-end entries but certain entries, mostly receivables and payables-related, remain outstanding. The largest entry still outstanding is the Debt Tax Increment reimbursement for tax increment revenues captured in excess of the DDA's eligible debt obligations. This entry will increase Debt Tax Increment expenditures by approximately \$640,000. Otherwise, I do not expect the year-end entries recorded after today to materially affect the DDA's year-end results. The Authority continues to have sufficient cash to support 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

June 30, 2015 - Preliminary

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
<b>ASSETS</b>				
Pooled Cash and Investments	\$ 4,907,738	\$ 2,856,711	\$ 4,241,119	\$ 12,005,568
Petty Cash	-	-	500	500
Debt Service Reserve Fund	-	5,403,704	-	5,403,704
Accounts Receivable	8,675	-	-	8,675
Loan Receivable - Project Developer	723,848	-	-	723,848
Loan Receivable - Special Assessments	14,736	-	-	14,736
Interest Receivable	27,291	-	71,600	98,891
General Fixed Assets	-	-	90,051,736	90,051,736
Future Tax Increment Revenues Anticipated	-	30,956,213	183,750	31,139,963
<b>TOTAL ASSETS</b>	<b>\$ 5,682,288</b>	<b>\$ 39,216,628</b>	<b>\$ 94,548,705</b>	<b>\$ 139,447,621</b>
<b>LIABILITIES AND FUND EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	\$ 82,072	\$ -	\$ 133,007	\$ 215,079
Parking Revenue Payable	5,591	-	-	5,591
Project Increment Due to Developers	-	-	40,277	40,277
Due to Other Governmental Units	-	3,774,319	-	3,774,319
Debt Increment Reimbursement Payable	-	640,652	-	640,652
Deposit - Area 1 and Area 5 Options to Buy	107,579	-	-	107,579
Deposit - Movies in the Park Vendors	2,300	-	-	2,300
Net Retiree Health Care Obligation <sup>1</sup>	-	-	(5,349)	(5,349)
Prior Year Property Tax Appeals	-	19,798	9,111	28,909
Deferred Revenue - Developer Loan	723,848	-	-	723,848
Contract Payable	-	-	183,750	183,750
Bonds Payable	-	30,956,213	-	30,956,213
<b>TOTAL LIABILITIES</b>	<b>921,390</b>	<b>35,390,982</b>	<b>360,796</b>	<b>36,673,168</b>
<b>Fund Balance / Equity:</b>				
Investments in General Fixed Assets	-	-	90,051,736	90,051,736
Non-Tax Increment Reserve	4,183,024	-	-	4,183,024
Reserve for Authorized Projects	-	-	3,691,176	3,691,176
Reserve for Brownfield Series 2012A Bonds	530,584	-	-	530,584
Reserve for Compensated Absences	-	-	8,033	8,033
Reserve for Eligible Obligations	-	3,825,646	-	3,825,646
Reserve for Encumbrances	47,290	-	436,964	484,254
<b>TOTAL FUND EQUITY</b>	<b>4,760,898</b>	<b>3,825,646</b>	<b>94,187,909</b>	<b>102,774,453</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 5,682,288</b>	<b>\$ 39,216,628</b>	<b>\$ 94,548,705</b>	<b>\$ 139,447,621</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 FY2015 Budget vs Actual Results July 1, 2014 - June 30, 2015 Preliminary

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
<b>REVENUES</b>						
Property Tax Increment - General	\$ -	\$ -	\$ 7,529,127	\$ 7,520,354	\$ 4,237,009	\$ 4,332,561
Property Tax Increment - Transit Millage	-	-	-	-	385,681	385,681
Property Tax Increment - Prior Year Appeals	-	-	(200,000)	(11,365)	(100,000)	(5,906)
Property Tax Increment - Rebates to City / ITP	-	-	-	-	(278,682)	(133,590)
Special Assessments - Areaway	15,000	1,289	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	21,973	24,730
Interest on Investments - General	18,747	71,547	10,000	2,938	50,644	183,139
Interest on Investments - Multi-Year Accrual Reversal <sup>1</sup>	-	(28,853)	-	-	-	(95,793)
Interest on Investments - The Gallery Note	40,167	37,341	-	-	-	-
Property Rental - DASH Parking Lots	336,925	306,556	-	-	-	-
Property Rentals - Movies in the Park Vendors	-	4,350	-	-	-	-
Property Rentals - Winter Avenue Building	9,000	9,803	-	-	-	-
Property Rentals - YMCA Customer Parking	52,000	50,700	-	-	-	-
Sponsorship - Movies in the Park	-	1,500	-	-	-	-
Principal Repayments - The Gallery on Fulton Note	-	200,000	-	-	-	-
Reimbursement - GR Public Schools for GR Forward	-	-	-	-	-	37,010
Reimbursement - Monroe Ctr Ph 3 / Monument Park	-	-	-	-	-	81,679
Reimbursement - ValentICE	-	15,400	-	-	-	-
Reimbursements and Fees - Miscellaneous	500	440	-	-	10,000	1,630
From / (To) Fund Balance	3,127,112	-	(10,000)	-	145,089	-
<b>TOTAL REVENUES</b>	<b>\$ 3,599,451</b>	<b>\$ 670,073</b>	<b>\$ 7,329,127</b>	<b>\$ 7,511,927</b>	<b>\$ 4,471,714</b>	<b>\$ 4,811,141</b>
<b>EXPENDITURES</b>						
Investment - Planning and Infrastructure						
Development Incentive Programs	\$ -	\$ -	\$ -	\$ -	\$ 1,085,000	\$ 1,266,299
Transit Projects - Transit Millage Funded	-	-	-	-	125,000	76,893
Planning	35,000	21,634	-	-	350,000	434,114
Public Infrastructure	2,051,451	-	-	-	890,000	518,845
Investment Total	\$ 2,086,451	\$ 21,634	\$ -	\$ -	\$ 2,450,000	\$ 2,296,151
Livability - Residents / Workers / Neighborhood	605,000	450,267	-	-	700,000	184,198
Vibrancy - Attracting Visitors	808,000	768,341	-	-	-	-
Miscellaneous	100,000	106,881	-	-	-	-
<b>Total Alliance Projects</b>	<b>\$ 3,599,451</b>	<b>\$ 1,347,123</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,150,000</b>	<b>\$ 2,480,349</b>
Administration	-	1,640	-	-	862,863	730,157
Debt Service for Bond Issues	-	-	5,479,525	5,479,525	458,851	458,851
Estimated Capture to be Returned	-	-	1,849,602	1,388,812	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,599,451</b>	<b>\$ 1,348,763</b>	<b>\$ 7,329,127</b>	<b>\$ 6,868,337</b>	<b>\$ 4,471,714</b>	<b>\$ 3,669,357</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ -</b>	<b>\$ (678,690)</b>	<b>\$ -</b>	<b>\$ 643,590</b>	<b>\$ -</b>	<b>\$ 1,141,784</b>

Note 1: For efficiency reasons, the City Treasurer does not record interest revenue when earned from multiple year investments. Instead, revenues associated with multiple year investments are accumulated annually, accrued, & then reversed in the following fiscal year.

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# STATEMENT C

## DOWNTOWN DEVELOPMENT AUTHORITY Statement of Current Project Expenditures As of June 30, 2015 Preliminary

Project Title	Project Budgets		EXPENDITURES			Available Budget
	%	Cost	Month	Fiscal Year	All Years	
Areaway Fill Program (ARIP)		\$ 35,000 <sup>1,2</sup>	\$ -	\$ 35,000		\$ -
Building Re-use Incentive Program (BRIP)		250,000 <sup>1,2</sup>	35,000	420,748		(170,748)
Development Project Guidance		- <sup>1,2</sup>	16,984	82,765		(82,765)
Development Project Reimbursements		750,000 <sup>1,2</sup>	-	690,733		59,267
Streetscape Improvement Incentive Program		50,000 <sup>1,2</sup>	9,003	37,053		12,947
<b>Investment - Development Incentives Sub-Total</b>	<b>9.55%</b>	<b>\$ 1,085,000</b>	<b>\$ 60,987</b>	<b>\$ 1,266,299</b>		<b>\$ (181,299)</b>
Amtrak Station Relocation		800,000 <sup>2</sup>	-	-	746,164	53,836
DASH North Shuttle Services		150,000 <sup>2</sup>	13,334	52,085	114,585	35,415
Jefferson Ave - Cherry/Fulton ITP Millage		353,000 <sup>2</sup>	-	24,808	377,808	(24,808)
<b>Investment - Transit Millage Funded Sub-Total</b>	<b>11.47%</b>	<b>\$ 1,303,000</b>	<b>\$ 13,334</b>	<b>\$ 76,893</b>	<b>\$ 1,238,557</b>	<b>\$ 64,443</b>
Downtown Plan		487,500 <sup>2</sup>	52,835	434,114	593,089	(105,589) <sup>4</sup>
<b>Investment - Planning Sub-Total</b>	<b>4.29%</b>	<b>\$ 487,500</b>	<b>\$ 52,835</b>	<b>\$ 434,114</b>	<b>\$ 593,089</b>	<b>\$ (105,589)</b>
Arena South Implementation		230,809 <sup>2</sup>	13,898	14,569	48,594	182,215
Bostwick Avenue - Lyon St to Crescent St		225,000 <sup>2</sup>	-	-	-	225,000
Bridge Street Streetscape Improvs		125,000 <sup>2</sup>	13,898	14,003	14,003	110,997
Grand River Activation		232,435 <sup>2</sup>	-	-	132,435	100,000
Ionia Ave 9 - Buckley St to Wealthy St		886,673 <sup>2</sup>	17,112	25,143	707,833	178,840
Michigan / Ottawa Gateway		300,000 <sup>2</sup>	-	-	-	300,000
Monroe Ave Resurfacing - Louis to I-196		165,000 <sup>2</sup>	649	76,846	76,845	88,155
Monroe Center-Phase 3 / Monument Park		725,000 <sup>2</sup>	23,717	112,311	1,280,556	(555,556) <sup>4</sup>
Ottawa Avenue Public Improvements		330,000 <sup>2</sup>	-	186,632	186,633	143,367
State Street - Jefferson to Lafayette		450,000 <sup>2</sup>	-	-	-	450,000
Veterans Park Improvements		100,000 <sup>2</sup>	53,641	89,341	89,341	10,659
Wealthy Street - US 131 to Division Ave		885,000 <sup>2</sup>	-	-	-	885,000
Weston Street - Sheldon to LaGrave Ave		400,000 <sup>2</sup>	-	-	-	400,000
<b>Investment - Public Infrastructure Sub-Total</b>	<b>44.50%</b>	<b>\$ 5,054,917</b>	<b>\$ 122,915</b>	<b>\$ 518,845</b>	<b>\$ 2,536,240</b>	<b>\$ 2,518,677</b>
Downtown Speakers Series		35,000 <sup>1,3</sup>	-	21,634		13,366
<b>Investment - Non-Tax Supported Sub-Total</b>	<b>0.31%</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 21,634</b>		<b>\$ 13,366</b>
Accessibility and Mobility Repairs		10,000 <sup>1,2</sup>	-	10,000		-
Bicycle Friendly Improvements		401,000 <sup>2</sup>	-	7,965	129,521	271,479
Downtown Census		30,000 <sup>1,2</sup>	14,000	14,000		16,000
Public Realm Improvements		200,000 <sup>2</sup>	-	49,597	49,597	150,403
Seward Ave Non-Motorized Facility		56,730 <sup>2</sup>	-	17,858	33,152	23,578
Snowmelt System Repairs / Investigation		532,574 <sup>2</sup>	1,557	48,264	430,837	101,737
Urban Recreation Plan		326,496 <sup>2</sup>	504	2,588	54,083	272,413
Wayfinding System Improvements		310,000 <sup>2</sup>	524	33,926	33,926	276,074
<b>Livability - Local Tax Supported Sub-Total</b>	<b>16.43%</b>	<b>\$ 1,866,800</b>	<b>\$ 16,585</b>	<b>\$ 184,198</b>	<b>\$ 731,116</b>	<b>\$ 1,111,684</b>
Division Ave Task Force Implemntn		5,000 <sup>1,3</sup>	-	-		5,000
Downtown Ambassadors		300,000 <sup>1,3</sup>	49,927	317,792		(17,792)
Educational Partnerships Initiatives		10,000 <sup>1,3</sup>	-	2,500		7,500
Project and Fixed Asset Maintenance		100,000 <sup>1,3</sup>	-	4,441		95,559
Recreational Walk / Tour Signage		40,000 <sup>3</sup>	-	9,715	9,715	30,285
Riverwalk Maintenance		60,000 <sup>1,3</sup>	21,051	22,051		37,949
Stakeholder Engagement Program		5,000 <sup>1,3</sup>	-	4,720		280
Street Trees Maintenance Program		5,000 <sup>1,3</sup>	-	5,000		-
Transportation Demand Mgmt Prog		92,500 <sup>1,3</sup>	19,442	84,048		8,452
Winter Avenue Building Lease		2,500 <sup>1,3</sup>	-	-		2,500
<b>Livability - Non-Tax Supported Sub-Total</b>	<b>5.46%</b>	<b>\$ 620,000</b>	<b>\$ 90,420</b>	<b>\$ 450,267</b>	<b>\$ 9,715</b>	<b>\$ 169,733</b>
Bridge Lighting Operations		10,000 <sup>1,3</sup>	-	-		10,000
DGRI Event Production		45,000 <sup>1,3</sup>	16,048	84,710		(39,710) <sup>4</sup>
Diversity/Inclusion Programming		10,000 <sup>1,3</sup>	75	4,258		5,742
Downtown Marketing		225,000 <sup>1,3</sup>	55,067	224,673		327
Downtown Workforce Program		15,000 <sup>1,3</sup>	4,585	9,350		5,650
Go-Site Visitor Center at GRAM		30,000 <sup>1,3</sup>	30,000	30,000		-
Holiday Décor Program		60,000 <sup>1,3</sup>	-	62,536		(2,536)
Major Event Sponsorship		82,000 <sup>1,3</sup>	-	65,240		16,760
Public Space Activation		30,000 <sup>1,3</sup>	2,565	4,439		25,561
Rosa Parks Circle Skating Operations		42,000 <sup>1,3</sup>	-	39,216		2,784
Special Events - Grants		50,000 <sup>1,3</sup>	7,406	53,979		(3,979)
Special Events - Office of		100,000 <sup>1,3</sup>	5,873	96,668		3,332
Special Events - Training Program		5,000 <sup>1,3</sup>	-	-		5,000
State of Dntn Event & Annual Reports		22,500 <sup>1,3</sup>	13,963	14,113		8,387
Ticketed Events - Police Services		80,000 <sup>1,3</sup>	-	75,168		4,832
Wayfinding Sign Maintenance		- <sup>1,3</sup>	-	3,991		(3,991)
<b>Vibrancy Support Sub-Total</b>	<b>7.10%</b>	<b>\$ 806,500</b>	<b>\$ 135,582</b>	<b>\$ 768,341</b>		<b>\$ 38,159</b>
Experience - Miscellaneous		100,000 <sup>1,3</sup>	36,040	68,416		31,584
Monroe Ave Phase 3 Services		- <sup>1,3</sup>	191	38,465		(38,465)
<b>Misc - Non-Tax Supported Sub-Total</b>	<b>0.88%</b>	<b>\$ 100,000</b>	<b>\$ 36,231</b>	<b>\$ 106,881</b>		<b>\$ (6,881)</b>
<b>TOTAL</b>	<b>100.00%</b>	<b>\$11,358,717</b>	<b>\$ 528,889</b>	<b>\$ 3,827,472</b>		<b>\$ 3,622,293</b>

Note 1: Current year (FY2015) budget only.

Note 2: Paid from local tax increment.

Note 3: Paid from non-tax funds.

Note 4: Expense shown without reimbursements. Downtown Plan reimbursed \$37,010 by GRPS for its share of project. DGRI Event Production reimbursed

\$15,400 for ValentICE sculpture costs and \$5,850 for Movies in the Park sponsorships and vendor rentals. Monroe Center Ph 3 - Monument Park was reimbursed

\$81,679 by Consumers Energy for electrical infrastructure costs.

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**STATEMENT D**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures**  
**June, 2015 Preliminary**

Source	Vendor	Purpose / Project	Description	Amount
Local	Paychex	Administration	DGRI payroll, taxes, 401(k), FSA - June, 2015	\$ 63,892.09
Local	SKO Design Group	Veterans Park Improvements	Design engin services - thru 90% completion May 2015	53,640.77
Local	Interface Studio, LLC	Downtown Plan	Services - May & June 2015	42,362.77
Local	CWD Urban Fund, LLC	Building Re-use Incentive Program (BRIP)	Partial support - 50 Louis St. NW improvements	35,000.00
Non Tax	Mydatt Services, dba Block by Block	Downtown Ambassadors	Monthly services - April 2015	24,510.78
Non Tax	Mydatt Services, dba Block by Block	Downtown Ambassadors	Monthly services - May 2015	24,510.78
Non Tax	City Treasurer - Parks & Recreation	Riverwalk Maintenance	Annual maintenance and repairs	21,051.38
Non Tax	Grand Rapids Art Museum	Go-Site Visitor Center at GRAM	Reimburse marketing expenses GRAM Go-Site	19,945.05
Local	City Treasurer - Engineering Dept	Monroe Center-Phase 3 / Monument Park	Project admin / engineering services - pmt #3	19,349.30
Local	Quarterly Payroll Re-Allocation Entry	Development Project Guidance	DGRI payroll re-allocation - 03/22-06/29/2015	19,113.87
Non Tax	Quarterly Payroll Re-Allocation Entry	Special Events - Office of	DGRI payroll re-allocation - 03/22-06/29/2015	5,873.01
Non Tax	Quarterly Payroll Re-Allocation Entry	Transportation Demand Mnmt Prog	DGRI payroll re-allocation - 03/22-06/29/2015	17,693.74
Non Tax	Quarterly Payroll Re-Allocation Entry	Downtown Marketing	DGRI payroll re-allocation - 03/22-06/29/2015	32,487.23
Non Tax	Quarterly Payroll Re-Allocation Entry	Experience - Miscellaneous	DGRI payroll re-allocation - 03/22-06/29/2015	24,874.39
Local	City Treasurer - Engineering Dept	Ionia Ave 9 - Buckley St to Wealthy St	Project admin / engineering services - pmt #4	17,276.57
Non Tax	Cassidy Bisher dba Dropdrop.com	Downtown Marketing	Pre and post production - Downtown GR Inc. video	14,915.00
Local	Gustavo A Rotondara dba Metrica	Downtown Census	Downtown census project phases 1 & 2	14,000.00
Non Tax	Grand Rapids Art Museum	Go-Site Visitor Center at GRAM	Reimburse marketing expenses GRAM Go-Site	10,054.95
Local	Barfly Ventures	Streetscape Improvement Incentive Progra	Partial support - 53 Commerce Ave SW parklet	9,002.74
Local	Priority Health	Administration	Share of health insurance 07/01-09/30/2015	8,320.32
Non Tax	Dwelling Place of Grand Rapids Inc	Special Events - Grants	Fall 2014 "First Fridays" sponsorship	7,406.11
Local	City Treasurer - Parking Services	DASH North Shuttle Services	Shuttle lease - March 2015	6,667.00
Local	City Treasurer - Parking Services	DASH North Shuttle Services	Shuttle lease - April 2015	6,667.00
Non Tax	Tre Cugini	State of Dntn Event & Annual Reports	State of Our Dntn - catering/entertainment 06/11/2015	6,368.50
Non Tax	City Sign Erectors	Downtown Marketing	Lightpole banner brackets - Newberry to Michigan	6,214.20
Local	Fishbeck, Thompson, Carr & Huber	Arena South Implementation	Pedestrian safety improvements through 06/05/2015	5,884.25
Local	Fishbeck, Thompson, Carr & Huber	Bridge Street Streetscape Improvs	Pedestrian safety improvements through 06/05/2015	5,884.25
Local	Interface Studio, LLC	Downtown Plan	Travel expenses - June 2015	5,811.02
Local	City of Grand Rapids	Administration	Staff services - June 2015	5,800.77
Local	Federal Square Building Co #1 LLC	Administration	Share of June, 2015 office lease	5,749.42
Local	City Treasurer - Budget Office	Administration	Support services allocation - June 2015	5,196.50
Non Tax	D & D Printing Company	State of Dntn Event & Annual Reports	State of Our Dntn annual report boxes, cards 06/2015	5,120.00
Non Tax	Hotel Holdings LLC, dba Detroit Westin	Experience - Miscellaneous	IDA Midwest Conference staff lodging	4,999.05
Local	Interface Studio, LLC	Downtown Plan	Travel expenses - June 2015	4,280.94
Local	Fishbeck, Thompson, Carr & Huber	Arena South Implementation	Pedestrian safety improvements through 05/08/2015	4,244.38
Local	Fishbeck, Thompson, Carr & Huber	Bridge Street Streetscape Improvs	Pedestrian safety improvements through 05/08/2015	4,244.38
Non Tax	Swank Motion Pictures, Inc.	DGRI Event Production	Movies in the Park - 2015 season films licenses	4,169.00
Non Tax	Priority Health	Experience - Miscellaneous	A. Guy health insurance premium July - September 2015	3,977.85
Local	Fishbeck, Thompson, Carr & Huber	Arena South Implementation	Pedestrian safety improvements through 06/30/2015	3,012.98
Local	Fishbeck, Thompson, Carr & Huber	Bridge Street Streetscape Improvs	Pedestrian safety improvements through 06/30/2015	3,012.98
Non Tax	Ed Clifford dba Clifford Music Group	DGRI Event Production	MITP - string quartet 06/05/2015	2,800.00
Non Tax	Adrenaline Games Assoc-AGANation	DGRI Event Production	Movies in the Park - summer skate park series	2,500.00
Local	City Treasurer - Engineering Dept	Monroe Center-Phase 3 / Monument Park	Project admin / engineering services - pmt #2	2,481.30
Local	City Treasurer - Engineering Dept	Monroe Center-Phase 3 / Monument Park	Project admin / engineering services for FY2015	1,886.77
Non Tax	Breck Graphics dba Allegra	State of Dntn Event & Annual Reports	State of Our Dntn canvas prints June 2015	1,758.76
Local	Fifth Third Bank - Procurement Card	Administration	IDA Midwest staff conference registrations	1,575.00
Local	TGG inc. / The SBAM Plan	Administration	Share of life/disability ins July - September 2015	1,529.93
Local	Fusion IT LLC	Administration	Share EP EliteBook Folio laptop & docking stn 05/2015	1,526.16
Non Tax	Friends of Grand Rapids Parks	Experience - Miscellaneous	Sponsorship - Green Gala 2015	1,500.00
Non Tax	Priority Health	Transportation Demand Mnmt Prog	B. Kirk health insurance premium July - September 2015	1,294.07
Local	City Treasurer - Parking Services	Administration	Parking validations - June 2015	1,244.00
Non Tax	Swift Printing & Communications	Downtown Workforce Program	Relax at Rosa - banners, brochures & inserts May 2015	1,217.82
Local	Geotech Inc.	Snowmelt System Repairs / Investigation	Snowmelt system repairs 03/31-05/31/2015	1,190.00
Local	City of Grand Rapids	Administration	Compensated absences accrual for FY2015	1,136.18
Non Tax	Fifth Third Bank - Procurement Card	Downtown Marketing	Website/software monthly charges	1,124.85
Non Tax	Swift Printing & Communications	Downtown Workforce Program	Relax at Rosa - tri-fold brochure, fitness calendar	1,081.82
Local	City Treasurer - Risk Management	Administration	General insurance - June 2015	1,068.00
Local	City Treasurer - Parking Services	Administration	Parking - DGRI staff - June 2015	1,055.00
Local	Wondergem Consulting	Administration	Share of public relations - 05/01-05/14/2015	982.46

*continued on the next page*

**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures**  
**June, 2015 - Preliminary**

Page 2

Source	Vendor	Purpose / Project	Description	Amount
<i>continued from previous page</i>				
Local	Wondergem Consulting	Administration	Share of public relations - 05/01-05/14/2015	\$ 982.46
Local	Fusion IT LLC	Administration	Share of IT services - re-arrange work spaces June 2015	940.95
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies in the Park - supplies and 2 films	913.24
Local	Dickinson Wright PLLC	Administration	Legal services - misc matters April 2015	891.80
Non Tax	Kerkstra Portable Restroom Svc, Inc.	DGRI Event Production	Movies in the Park - portable restroom rental 06/05/2015	845.00
Non Tax	Kerkstra Portable Restroom Svc, Inc.	DGRI Event Production	Movies in the Park - portable restroom rental 06/19/2015	845.00
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - YWCA BRIP grant Feb-April 2015	800.80
Local	Fifth Third Bank - Procurement Card	Administration	IDA Midwest - vehicle rentals/parking	788.18
Non Tax	Creative Studio Promotions	Downtown Ambassadors	Jr. Ambassador Program - 5000 stickers	778.00
Local	Fishbeck, Thompson, Carr & Huber	Arena South Implementation	Pedestrian safety improvements through 03/13/2015	756.06
Local	Fishbeck, Thompson, Carr & Huber	Bridge Street Streetscape Improv	Pedestrian safety improvements through 03/13/2015	756.06
Local	Wondergem Consulting	Administration	Share of public relations - 04/15-04/30/2015	735.13
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - Venue Towers April 2015	709.80
Local	Michigan Dept of Transportation	Monroe Ave Resurfacing - Louis to I-196	Local progress billing thru May 13, 2015	648.53
Local	Fusion IT LLC	Administration	Share of network cabling and installation May 2015	645.22
Local	Eric Pratt	Administration	E. Pratt - MDA legislative conf June, 2015	608.93
Non Tax	Citizenshirt	DGRI Event Production	Movies in the Park - 2015 season tshirts	595.00
Local	Valley City Sign	Wayfinding System Improvements	Sign repairs and maintenance	524.00
Local	Cellco Partnership dba Verizon	Administration	Share of staff cellphone svc/equip 05/02-06/01/2015	514.71
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - Venue Tower / BOB II April 2015	509.60
Local	Fifth Third Bank - Procurement Card	Urban Recreation Plan	Outdoor Fitness program - yoga mats	504.31
Non Tax	Benjamin Hunter dba Hunter Media Gp	DGRI Event Production	Movies in the Park - "Love Fossil" performance	500.00
Local	Cellco Partnership dba Verizon	Administration	Share of staff cellphone svc/equip 06/02-07/01/2015	487.64
Non Tax	Brack Graphics dba Allegra	Downtown Workforce Program	Relax at Rosa/Picnics at the Park - 52 fleece blankets	461.01
Local	Professional Maint of Michigan, Inc.	Administration	Share of janitorial services - May, 2015	451.65
Local	Professional Maint of Michigan, Inc.	Administration	Share of janitorial services - June, 2015	451.65
Non Tax	TGG inc. / The SBAM Plan	Experience - Miscellaneous	A. Guy life/disability ins July-September 2015	426.43
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - 12 Weston proj April 2015	418.60
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - Franklin Ottawa proj April 2015	418.60
Local	Fusion IT LLC	Administration	Share of creative cloud complete renewal May 2015	412.84
Local	Fusion IT LLC	Administration	Share of system and network engineering May 2015	402.19
Non Tax	Adam Bird Photography	DGRI Event Production	Movies in the Park - photography 06/05/2015	400.00
Non Tax	Breck Graphics dba Allegra	DGRI Event Production	Movers in the Park - posters May 2015	385.75
Local	Blue Cross Blue Shield of Michigan	Administration	Share of dental insurance July-September 2015	384.30
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	378.37
Local	Geotech Inc.	Snowmelt System Repairs/Investigation	Snowmelt system repairs May 2015	367.00
Local	Fusion IT LLC	Administration	Share of laptop configuration & installation	361.95
Non Tax	Baker Tent and Party Rental	State of Dntn Event & Annual Reports	State of the Downtown table runners and linens	357.95
Local	Breck Graphics dba Allegra	Administration	Share of "thank you" note cards & envelopes	357.17
Non Tax	Du Hadway Kendall dba DK Security	DGRI Event Production	Movies in the Park security 06/14/2015	344.64
Non Tax	Du Hadway Kendall dba DK Security	DGRI Event Production	Movies in the Park security 06/05/2015	338.13
Non Tax	Fifth Third Bank - Procurement Card	Downtown Marketing	Website/software monthly charges	326.00
Local	City of Grand Rapids	Administration	Year-end OPEB adjustment	318.00
Local	Dickinson Wright PLLC	Administration	Legal services - share of DGRI matters April 2015	313.15
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - Waters Building proj April 2015	309.40
Local	Fifth Third Bank - Procurement Card	Administration	IDA Midwest conference; new employee orientation	300.22
Local	Fifth Third Bank - Procurement Card	Downtown Plan	GR Forward photo rights	300.00
Non Tax	Jeremy Verwys	Downtown Workforce Program	Lunch time performance - Rose Parks Circle	300.00
Local	Federal Square Building Co #1 LLC	Administration	Share of 29 Pearl St NW electricity - May 2015	276.08
Non Tax	Breck Graphics dba Allegra	DGRI Event Production	Movies in the Park - handbills May 2015	264.13
Non Tax	Fifth Third Bank - Procurement Card	State of Dntn Event & Annual Reports	State of our Downtown - supplies	263.43
Non Tax	Blue Cross Blue Shield of Michigan	Experience - Miscellaneous	A. Guy dental insurance premium July-September 2015	262.20
Non Tax	TGG inc. / The SBAM Plan	Transportation Demand Mnmt Prog	B. Kirk life/disability ins premium July-September 2015	257.29
Local	TDS Metrocom LLC	Administration	Share of 29 Pearl NW telephone service - June 2015	254.89
Non Tax	Fifth Third Bank - Procurement Card	Administration	K. Larson - lunch/coffee meetings	253.50
Non Tax	M Buck Studio	DGRI Event Production	MITP - photographic services 06/05/2015	250.00
Non Tax	Swift Printing & Communications	Downtown Workforce Program	Relax at Rosa poster prints and handbills	230.00
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up Performer - 05/01/2015	225.00
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	221.59
Local	Fusion IT LLC	Administration	Share of remote server backup services June 2015	215.07

*continued on the next page*

**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures**  
**June, 2015 - Preliminary**

**Page 3**

<b>Source</b>	<b>Vendor</b>	<b>Purpose / Project</b>	<b>Description</b>	<b>Amount</b>
<i>continued from previous page</i>				
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies in the park- pizza for volunteers	\$ 200.88
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - Twenty-5 Ottawa proj April 2015	200.20
Non Tax	Alex Mendenall	Downtown Workforce Program	Relax at Rosa performance - 05/29/2015	200.00
Non Tax	Bank of New York Mellon Trust	CCJBA Series 2013B - DeVos Place	Annual paying agent fee	200.00
Non Tax	Bruce Ling dba Hawks & Owls Str Bnd	Downtown Workforce Program	Relax at Rosa performance - 05/21/2015	200.00
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up performer - 05/16/2015	200.00
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up performer - 05/15/2015	200.00
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up performer - 06/27/2015	200.00
Non Tax	Eric Engblade	Downtown Workforce Program	Relax at Rosa performance - 05/21/2015	200.00
Non Tax	Jewels of Africa	Downtown Workforce Program	Relax at Rosa performance - 05/30/2015	200.00
Non Tax	Jukejoint Handmedowns	Downtown Workforce Program	Relax at Rosa performance - 06/18/2015	200.00
Non Tax	Matthew Fisher	Public Space Activation	Pop Up performer - 05/14/2015	200.00
Non Tax	Swift Printing & Communications	DGRI Event Production	Movies in the Park - vinyl banner May 2015	195.00
Non Tax	Swift Printing & Communications	DGRI Event Production	MITP/Play Downtown foamcore signs May 2015	185.50
Local	Kristopher Larson	Administration	IDA Midwest conference reimb. 06/25-6/27/2015	183.27
Local	DDA Petty Cash	Administration	Ellis lot parking validations	181.00
Local	Custer Office Environments Inc	Administration	Share of DGRI office furniture reconfiguration	178.94
Local	Great America Financial Services	Administration	Share of Ricoh copier system lease - May 2015	176.78
Local	Great America Financial Services	Administration	Share of Ricoh copier system lease - June 2015	176.78
Local	Fifth Third Bank - Procurement Card	Administration	K. Larson - IDA Midwest conference registration	175.00
Non Tax	Baker Tent and Party Rental	DGRI Event Production	Movies in the Park - black linens	174.00
Non Tax	Fifth Third Bank - Procurement Card	Public Space Activation	Games for public space	165.24
Local	Dickinson Wright PLLC	Administration	Legal services - Downtown Market April 2015	163.80
Local	PCS Gophers Ltd	Administration	Interoffice courier and mail services	156.94
Local	PCS Gophers Ltd	Administration	Interoffice courier and mail services	156.94
Local	Fusion IT LLC	Administration	Share of Viewsonic monitor June 2015	154.83
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up performer - 05/19/2015	150.00
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up performer - 05/16/2015	150.00
Local	Paychex	Administration	DGRI payroll processing fees - June, 2015	149.69
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies in the Park supplies	141.63
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	140.40
Local	Paychex	Administration	DGRI HRS processing fees - June, 2015	140.00
Non Tax	City Treasurer - Parking Services	Downtown Ambassadors	Parking - Melvin Eledge June 2015	127.00
Local	Comcast	Administration	Share of high speed internet May 2015	118.59
Local	Comcast	Administration	Share of high speed internet June 2015	118.59
Non Tax	Consumers Energy	Monroe Ave Phase 3 Services	Electricity - Monroe Center Ph 3 04/23-05/21/2015	115.46
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - sale of Area 5 April 2015	109.20
Non Tax	Alysha Shah dba Luna Gitana Hoops	Downtown Workforce Program	Picnic at the Park - Hula Hooping May 2015	100.00
Local	DDA Petty Cash	Administration	DDA Board agenda packets - postage	98.39
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - Arena Place project April 2015	91.00
Non Tax	Andrew Stambaugh	Public Space Activation	Pop Up performer - 06/05/2015	87.50
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	83.50
Local	Fifth Third Bank - Procurement Card	Downtown Plan	GR Forward luncheon - May 2015	80.50
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	80.03
Non Tax	Swift Printing & Communications	Downtown Workforce Program	Relax at Rosa - posters, handbills May 2015	80.00
Local	Fifth Third Bank - Procurement Card	Administration	Eric Pratt MDA conf registration	78.00
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	76.48
Non Tax	Consumers Energy	Monroe Ave Phase 3 Services	Electricity - Monroe Center Ph 3 05/22-06/22/2015	75.02
Non Tax	Alysha Shah dba Luna Gitana Hoops	Public Space Activation	Pop Up performer - 05/29/2015	75.00
Non Tax	Alysha Shah dba Luna Gitana Hoops	Public Space Activation	Pop Up performer - 06/22/2015	75.00
Non Tax	Andrew Stambaugh	Public Space Activation	Pop Up performer - 05/30/2015	75.00
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up performer - 06/05/2015	75.00
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up performer - 06/09/2015	75.00
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up performer - 06/24/2015	75.00
Non Tax	Fifth Third Bank - Procurement Card	Diversity/Inclusion Programming	LINC table sponsorship	75.00
Non Tax	Hugh DeWitt	Public Space Activation	Pop Up performer - 05/8/2015	75.00
Non Tax	Hugh DeWitt	Public Space Activation	Pop Up performer - 06/05/2015	75.00
Local	Michigan Downtown Association	Administration	E. Pratt - seminar registration	75.00
Non Tax	Nicholas James Thomasma	Public Space Activation	Pop Up performer - 05/08/2015	75.00
Non Tax	Nicholas James Thomasma	Public Space Activation	Pop Up performer - 06/08/2015	75.00
Non Tax	Nicholas James Thomasma	Public Space Activation	Pop Up performer - 06/29/2015	75.00

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**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures**  
**June, 2015 - Preliminary**

Page 4

Source	Vendor	Purpose / Project	Description	Amount
<i>continued from previous page</i>				
Local	Fifth Third Bank - Procurement Card	Administration	Share of office supplies	\$ 73.89
Non Tax	DDA Petty Cash	Administration	K. Larson lunch meetings	72.21
Local	Ferris Coffee & Nut Company, Inc.	Administration	Share of coffee for staff and meetings	71.96
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	70.10
Non Tax	Blue Cross Blue Shield of Michigan	Transportation Demand Mnmt Prog	B. Kirk dental insurance premium July-September 2015	66.66
Non Tax	Cellco Partnership dba Verizon	Transportation Demand Mnmt Prog	B. Kirk cellphone svc/equip 06/02-07/01/2015	65.23
Non Tax	Cellco Partnership dba Verizon	Transportation Demand Mnmt Prog	B. Kirk cellphone svc/equip 05/02-06/01/2015	64.86
Non Tax	Fifth Third Bank - Procurement Card	Downtown Workforce Program	Supplies	64.48
Non Tax	Fifth Third Bank - Procurement Card	State of Dntn Event & Annual Reports	State of Our Downtown supplies	62.91
Non Tax	Alysha Shah dba Luna Gitana Hoops	Public Space Activation	Pop Up performer - 06/20/2015	62.50
Local	Fifth Third Bank - Procurement Card	Administration	DDA Board agenda packets - postage	51.84
Local	Fifth Third Bank - Procurement Card	Administration	Staff bike outing in Detroit 06/26/2015	50.00
Non Tax	Jeremy Verwys	Public Space Activation	Pop Up performer - 05/13/2015	50.00
Non Tax	Jeremy Verwys	Downtown Workforce Program	Pop Up performer - 06/04/2015	50.00
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	46.25
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	42.13
Local	JPMorganChase	Administration	DGRI payroll account bank fees - June, 2015	38.11
Local	Tim Kelly	Administration	IDA Midwest conference expense 06/25-6/27/2015	35.56
Local	Gordon Water Systems	Administration	Share of water cooler rental and refills	33.98
Non Tax	DDA Petty Cash	State of Dntn Event & Annual Reports	State of Our Downtown supplies	31.78
Local	Model Coverall Service, Inc.	Administration	Share of floor mats - 29 Pearl NW - 05/27/2015	31.40
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	27.51
Non Tax	Alysha Shah dba Luna Gitana Hoops	Public Space Activation	Pop Up performer - 06/13/2015	25.00
Non Tax	Jeremy Verwys	Public Space Activation	Pop Up performer - 06/22/2015	25.00
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	24.94
Local	DDA Petty Cash	Administration	Share of office supplies	17.12
Local	Fifth Third Bank - Procurement Card	Administration	DGRI additional office keys	5.07
Local	Integrity Business Solutions LLC	Administration	Share of office supplies	2.11
Non Tax	DDA Petty Cash	DGRI Event Production	Event poster - Swift Printing	1.00
Local	Michigan Dept of Transportation	Ionia Ave 9 - Buckley St to Wealthy St	Reimbursed for overcharged for State services	(165.44)
Local	Dickinson Wright PLLC	Development Project Guidance	Reimburse expense from Area 1 option deposit	(1,428.70)
Local	Dickinson Wright PLLC	Administration	Reimburse expense from Area 5 option deposit	(2,629.90)
Local	Dickinson Wright PLLC	Development Project Guidance	Reimburse expense from Area 5 option deposit	(4,267.90)
Local	Dickinson Wright PLLC	Administration	Reimburse expense from Area 1 option deposit	(6,997.90)
Local	Quarterly Payroll Re-Allocation Entry	Administration	DGRI payroll re-allocation - 03/22-06/29/2015	(138,541.74)
<b>JUNE 2015 EXPENDITURES - PRELIMINARY</b>				<b><u>\$ 494,516.68</u></b>

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

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# MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.  
September 9, 2015  
DDA Meeting**

DATE: September 2, 2015

TO: Brian Harris  
Chairman

FROM: Jana M. Wallace  
Downtown Development Authority Treasurer

**SUBJECT: FY2016 Financial Statements Through August 31, 2015**

Attached are the financial statements for the first two months of the DDA's fiscal year ending June 30, 2016. The attached statements include:

- Statement A: Balance Sheet
- Statement B: Comparison of FY2016 Budget vs Actual Results
- Statement C: Statement of Project Expenditures
- Statement D: Schedule of July and August, 2015 Expenditures

In July, the City Treasurer distributed property tax increment revenues to the City's various tax increment authorities, including the DDA. For the Debt Tax Increment Fund, property tax increment revenue are slightly higher than budgeted because millage rates for two of the three 'school' units were increased after Kris Larson and I prepared the DDA's FY2016 budget. For the Local Tax Increment Fund, property tax increment revenues are currently lower than budgeted. This is because the three voted Kent County mills won't be levied until December 1, unless the assessment for a particular property is expected to be less than \$100.

The largest expenditures during July and August were the property tax increment reimbursements issued to project developers. Otherwise, funds were expended for GRForward; downtown activities, like Pop-Up performers and Relax at Rosa; and for operating costs. The Authority continues to have sufficient cash to support 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

August 31, 2015

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
<b>ASSETS</b>				
Pooled Cash and Investments	\$ 4,818,403	\$ 10,949,249	\$ 8,000,892	\$ 23,768,544
Petty Cash	-	-	500	500
Debt Service Reserve Fund	-	5,403,704	-	5,403,704
Accounts Receivable	8,635	-	3,679	12,314
Loan Receivable - Project Developer	698,848	-	-	698,848
Loan Receivable - Special Assessments	14,736	-	-	14,736
General Fixed Assets	-	-	90,051,736	90,051,736
Future Tax Increment Revenues Anticipated	-	30,956,213	183,750	31,139,963
<b>TOTAL ASSETS</b>	<b>\$ 5,540,622</b>	<b>\$ 47,309,166</b>	<b>\$ 98,240,557</b>	<b>\$ 151,090,345</b>
<b>LIABILITIES AND FUND EQUITY</b>				
<b>Liabilities</b>				
Parking Revenue Payable	\$ 10,882	\$ -	\$ -	\$ 10,882
Project Increment Due to Developers	-	-	40,277	40,277
Due to Other Governmental Units	-	3,774,320	-	3,774,320
Debt Increment Reimbursement Payable	-	2,613,013	-	2,613,013
Deposit - Area 1 and Area 5 Options to Buy	107,578	-	-	107,578
Deposit - Movies in the Park Vendors	2,300	-	-	2,300
Net Retiree Health Care Obligation <sup>1</sup>	-	-	(5,349)	(5,349)
Prior Year Property Tax Appeals	-	19,798	9,111	28,909
Deferred Revenue - Developer Loan	698,848	-	-	698,848
Contract Payable	-	-	183,750	183,750
Bonds Payable	-	30,956,213	-	30,956,213
<b>TOTAL LIABILITIES</b>	<b>819,608</b>	<b>37,363,344</b>	<b>227,789</b>	<b>38,410,741</b>
<b>Fund Balance / Equity:</b>				
Investments in General Fixed Assets	-	-	90,051,736	90,051,736
Non-Tax Increment Reserve	4,135,034	-	-	4,135,034
Reserve for Authorized Projects	-	-	7,507,093	7,507,093
Reserve for Brownfield Series 2012A Bonds	530,637	-	-	530,637
Reserve for Compensated Absences	-	-	8,033	8,033
Reserve for Eligible Obligations	-	9,945,822	-	9,945,822
Reserve for Encumbrances	55,343	-	445,906	501,249
<b>TOTAL FUND EQUITY</b>	<b>4,721,014</b>	<b>9,945,822</b>	<b>98,012,768</b>	<b>112,679,604</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 5,540,622</b>	<b>\$ 47,309,166</b>	<b>\$ 98,240,557</b>	<b>\$ 151,090,345</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 FY2016 Budget vs Actual Results July 1, 2015 - August 31, 2015

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
<b>REVENUES</b>						
Property Tax Increment - General	\$ -	\$ -	\$ 7,970,567	\$ 8,092,538	\$ 4,695,425	\$ 4,257,457
Property Tax Increment - Transit Millage	-	-	-	-	417,548	417,548
Property Tax Increment - Prior Year Appeals	-	-	(100,000)	-	(100,000)	-
Property Tax Increment - Rebates to City / ITP	-	-	-	-	(150,850)	-
Special Assessments - Areaway	15,000	-	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	25,225	-
Interest on Investments - General	16,719	831	8,000	-	60,500	1,195
Interest on Investments - Multi-Year Accrual Reversal <sup>1</sup>	-	(27,291)	-	-	-	(71,599)
Interest on Investments - The Gallery Note	30,887	-	-	-	-	-
Property Rental - DASH Parking Lots	318,150	29,493	-	-	-	-
Property Rentals - Winter Avenue Building	9,000	-	-	-	-	-
Property Rentals - YMCA Customer Parking	53,000	8,450	-	-	-	-
Event Sponsorships and Support	40,000	-	-	-	-	-
Principal Repayments - The Gallery on Fulton Note	50,000	-	-	-	-	-
Reimbursements and Fees - Miscellaneous	500	-	-	-	15,000	3,679
From / (To) Fund Balance	2,582,395	-	(8,000)	-	1,575,056	-
<b>TOTAL REVENUES</b>	<b>\$ 3,115,651</b>	<b>\$ 11,483</b>	<b>\$ 7,870,567</b>	<b>\$ 8,092,538</b>	<b>\$ 6,537,904</b>	<b>\$ 4,608,280</b>
<b>EXPENDITURES</b>						
Investment - Planning and Infrastructure						
Development Incentive Programs	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000	\$ 481,449
Transit Projects - Transit Millage Funded	-	-	-	-	230,000	-
Planning	15,000	-	-	-	75,000	42,480
Public Infrastructure	2,051,451	-	-	-	2,505,000	(17,277)
Investment Total	\$ 2,066,451	\$ -	\$ -	\$ -	\$ 3,860,000	\$ 506,652
Livability - Residents / Workers / Neighborhood	465,000	25,474	-	-	995,000	8,504
Vibrancy - Attracting Visitors	532,000	23,268	-	-	270,000	8,820
Miscellaneous	50,000	2,552	-	-	-	-
<b>Total Alliance Projects</b>	<b>\$ 3,113,451</b>	<b>\$ 51,294</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,125,000</b>	<b>\$ 523,976</b>
Administration	2,200	73	-	-	952,863	258,905
Debt Service for Bond Issues	-	-	5,479,525	-	460,041	-
Estimated Capture to be Returned	-	-	2,391,042	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,115,651</b>	<b>\$ 51,367</b>	<b>\$ 7,870,567</b>	<b>\$ -</b>	<b>\$ 6,537,904</b>	<b>\$ 782,881</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ -</b>	<b>\$ (39,884)</b>	<b>\$ -</b>	<b>\$ 8,092,538</b>	<b>\$ -</b>	<b>\$ 3,825,399</b>

Note 1: For efficiency reasons, the City Treasurer does not record interest revenue when earned from multiple year investments. Instead, revenues associated with multiple year investments are accumulated annually, accrued, & then reversed in the following fiscal year. ddastmts-aug 15.xls jmw 09022015

**STATEMENT C**

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Statement of Current Project Expenditures**  
**As of August 31, 2015**

Project Title	Project Budgets		EXPENDITURES			Available Budget
	%	Cost	Month	Fiscal Year	All Years	
Areaway Fill Program (ARIP)		\$ 70,000 <sup>1,2</sup>	\$ -	\$ -		\$ 70,000
Building Re-use Incentive Program (BRIP)		250,000 <sup>1,2</sup>	-	-		250,000
Development Project Guidance		80,000 <sup>1,2</sup>	546	546		79,454
Development Project Reimbursements		600,000 <sup>1,2</sup>	480,903	480,903		119,097
Streetscape Improvement Incentive Program		50,000 <sup>1,2</sup>	-	-		50,000
<b>Investment - Development Incentives Sub-Total</b>	<b>7.54%</b>	<b>\$ 1,050,000</b>	<b>\$ 481,449</b>	<b>\$ 481,449</b>		<b>\$ 568,551</b>
DASH North Shuttle Services		80,000 <sup>1,2</sup>	-	-		80,000
New Downtown Circulator Infrastructure		250,000 <sup>2</sup>	-	-	-	250,000
<b>Investment - Transit Millage Funded Sub-Total</b>	<b>2.37%</b>	<b>\$ 330,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 330,000</b>
Downtown Plan		668,089 <sup>2</sup>	42,480	42,480	635,569	32,520
<b>Investment - Planning Sub-Total</b>	<b>4.80%</b>	<b>\$ 668,089</b>	<b>\$ 42,480</b>	<b>\$ 42,480</b>	<b>\$ 635,569</b>	<b>\$ 32,520</b>
Arena South Implementation		998,594 <sup>2</sup>	-	-	48,594	950,000
Bostwick Avenue - Lyon St to Crescent St		225,000 <sup>2</sup>	-	-	-	225,000
Bridge Street Streetscape Improvs		239,003 <sup>2</sup>	-	-	14,003	225,000
Grandville Ave Area Improvements		850,000 <sup>2</sup>	-	-	-	850,000
Ionis Ave 9 - Buckley St to Wealthy St		886,673 <sup>2</sup>	(17,277)	(17,277)	690,556	196,117
Library Area Improvements		130,000 <sup>2</sup>	-	-	-	130,000
Lyon Square Improvements		200,000 <sup>2</sup>	-	-	-	200,000
Monroe Center-Phase 3 / Monument Park		725,000 <sup>2</sup>	-	-	1,280,556	(555,556)
Ottawa Avenue Public Improvements		330,000 <sup>2</sup>	-	-	186,633	143,367
Pearl Street Gateway Enhancements		600,000 <sup>2</sup>	-	-	-	600,000
Rowe Hotel Public Improvements		120,000 <sup>2</sup>	-	-	-	120,000
State Street - Jefferson to Lafayette		900,000 <sup>2</sup>	-	-	-	900,000
Veterans Park Improvements		1,100,000 <sup>2</sup>	-	-	89,341	1,010,659
Weston Street - Sheldon to LaGrave Ave		100,000 <sup>2</sup>	-	-	-	100,000
<b>Investment - Public Infrastructure Sub-Total</b>	<b>53.19%</b>	<b>\$ 7,404,270</b>	<b>\$ (17,277)</b>	<b>\$ (17,277)</b>	<b>\$ 2,309,683</b>	<b>\$ 5,094,587</b>
Downtown Speakers Series		15,000 <sup>1,3</sup>	-	-	-	15,000
<b>Investment - Non-Tax Supported Sub-Total</b>	<b>0.11%</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 15,000</b>
Accessibility and Mobility Repairs		10,000 <sup>1,2</sup>	-	-	-	10,000
Bicycle Friendly Improvements		1,269,088 <sup>2</sup>	643	643	130,164	1,138,924
Downtown Census		39,000 <sup>2</sup>	-	-	14,000	25,000
Heartside Public Restroom Facility		100,000 <sup>2</sup>	-	-	-	100,000
Public Realm Improvements		549,598 <sup>2</sup>	2,722	2,722	52,320	497,278
Skywalk Wayfinding Sign Improvements		50,000 <sup>2</sup>	-	-	-	50,000
Snowmelt System Repairs / Investigation		50,000 <sup>1,2</sup>	-	-	-	50,000
Tree Well Fill		150,000 <sup>2</sup>	-	-	-	150,000
Urban Recreation Plan		504,084 <sup>2</sup>	-	-	54,084	450,000
Wayfinding System Improvements		393,926 <sup>2</sup>	5,139	5,139	39,065	354,861
<b>Livability - Local Tax Supported Sub-Total</b>	<b>22.38%</b>	<b>\$ 3,115,696</b>	<b>\$ 8,504</b>	<b>\$ 8,504</b>	<b>\$ 289,633</b>	<b>\$ 2,826,063</b>
Division Ave Task Force Implemntn		5,000 <sup>1,3</sup>	-	-	-	5,000
Downtown Ambassadors		225,000 <sup>1,3</sup>	24,909	24,909	-	200,091
Educational Partnerships Initiatives		5,000 <sup>1,3</sup>	-	-	-	5,000
Project and Fixed Asset Maintenance		50,000 <sup>1,3</sup>	-	-	-	50,000
Recreational Walk / Tour Signage		35,000 <sup>3</sup>	-	-	9,715	25,285
Riverwalk Maintenance		25,000 <sup>1,3</sup>	-	-	-	25,000
Stakeholder Engagement Programs		7,500 <sup>1,3</sup>	500	500	-	7,000
Street Trees Maintenance Program		5,000 <sup>1,3</sup>	-	-	-	5,000
Transportation Demand Mmnt Prog		125,000 <sup>1,3</sup>	65	65	-	124,935
Winter Avenue Building Lease		2,500 <sup>1,3</sup>	-	-	-	2,500
<b>Livability - Non-Tax Supported Sub-Total</b>	<b>3.48%</b>	<b>\$ 485,000</b>	<b>\$ 25,474</b>	<b>\$ 25,474</b>	<b>\$ 9,715</b>	<b>\$ 449,811</b>
Downtown Marketing & Inclusion		250,000 <sup>1,2</sup>	8,260	8,260	-	241,740
State of Dntn Event & Annual Reports		20,000 <sup>1,2</sup>	-	-	-	20,000
Wayfinding Sign Maintenance		- <sup>1,2</sup>	560	560	-	(560)
<b>Vibrancy Local Tax Supported Sub-Total</b>	<b>1.94%</b>	<b>\$ 270,000</b>	<b>\$ 8,820</b>	<b>\$ 8,820</b>	<b>\$ -</b>	<b>\$ 261,180</b>
Bridge Lighting Operations		10,000 <sup>1,3</sup>	-	-	-	10,000
DGRI Event Production		60,000 <sup>1,3</sup>	7,261	7,261	-	52,739
Diversity/Inclusion Programming		10,000 <sup>1,3</sup>	2,099	2,099	-	7,901
Downtown Marketing & Inclusion		- <sup>1,3</sup>	8,676	8,676	-	(8,676)
Downtown Workforce Program		20,000 <sup>1,3</sup>	2,240	2,240	-	17,760
Go-Site Visitor Center at GRAM		10,000 <sup>1,3</sup>	-	-	-	10,000
Holiday Décor Program		30,000 <sup>1,3</sup>	-	-	-	30,000
Major Event Sponsorship		80,000 <sup>1,3</sup>	-	-	-	80,000
Public Space Activation		35,000 <sup>1,3</sup>	937	937	-	34,063
Rosa Parks Circle Skating Operations		42,000 <sup>1,3</sup>	-	-	-	42,000
Special Events - Grants		50,000 <sup>1,3</sup>	2,000	2,000	-	48,000
Special Events - Office of		100,000 <sup>1,3</sup>	-	-	-	100,000
Special Events - Training Program		5,000 <sup>1,3</sup>	-	-	-	5,000
State of Dntn Event & Annual Reports		- <sup>1,3</sup>	55	55	-	(55)
Ticketed Events - Police Services		80,000 <sup>1,3</sup>	-	-	-	80,000
<b>Vibrancy Non-Tax Supported Sub-Total</b>	<b>3.82%</b>	<b>\$ 532,000</b>	<b>\$ 23,268</b>	<b>\$ 23,268</b>		<b>\$ 508,732</b>
Experience - Miscellaneous		50,000 <sup>1,3</sup>	2,477	2,477	-	47,523
Monroe Ave Phase 3 Services		- <sup>1,3</sup>	75	75	-	(75)
<b>Misc - Non-Tax Supported Sub-Total</b>	<b>0.36%</b>	<b>\$ 50,000</b>	<b>\$ 2,552</b>	<b>\$ 2,552</b>		<b>\$ 47,448</b>
<b>TOTAL</b>	<b>100.00%</b>	<b>\$ 13,920,055</b>	<b>\$ 575,270</b>	<b>\$ 575,270</b>		<b>\$ 10,133,892</b>

Note 1: Current year (FY2015) budget only.

Note 2: Paid from local tax increment. Note 3: Paid from non-tax funds.

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**STATEMENT D**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures**  
**July and August, 2015**

Source	Vendor	Purpose / Project	Description	Amount
Local	HP3 LLC - J.W. Marriott	Development Project Reimbursements	Reimburse Summer 2015 tax increment	\$ 279,508.57
Local	Paychex	Administration	DGRI payroll, taxes, 401(k), FSA - July, 2015	102,560.86
Local	Paychex	Administration	DGRI payroll, taxes, 401(k), FSA - August, 2015	64,070.62
Local	38 Commerce LLC	Development Project Reimbursements	Reimburse Summer 2015 tax increment	62,899.93
Local	City Treasurer - Human Resources	Administration	Prior DDA employee legacy costs - payment 2 of 5	37,863.00
Local	Two West Fulton LLC	Development Project Reimbursements	Reimburse Summer 2015 tax increment	33,510.48
Local	Health Park Central LP	Development Project Reimbursements	Reimburse Summer 2015 tax increment	32,635.73
Local	Hopson Flats, LLC	Development Project Reimbursements	Reimburse Summer 2015 tax increment	26,027.53
Local	Interface Studio, LLC	Downtown Plan	Services - April 2015	25,435.74
Non Tax	Mydatt Services, dba Block by Block	Downtown Ambassadors	Monthly services - July 2015	24,510.78
Local	DBD Properties, LLC	Development Project Reimbursements	Reimburse Summer 2015 tax increment	19,866.56
Local	Interface Studio, LLC	Downtown Plan	Services - June 2015	17,044.08
Local	35 Oakes Associates, L.L.C.	Development Project Reimbursements	Reimburse Summer 2015 tax increment	16,607.68
Non Tax	Cassidy Bisher dba Dropdrop.com LLC	Downtown Marketing & Inclusion	Post production - GRForward video	8,028.00
Local	City Treasurer - Budget Office	Administration	Support services allocation - August 2015	6,157.50
Local	City Treasurer - Budget Office	Administration	Support services allocation - July 2015	6,152.50
Local	100 Commerce Development LLC	Development Project Reimbursements	Reimburse Summer 2015 tax increment	5,788.94
Local	Amway Grand Plaza Hotel	Downtown Marketing & Inclusion	"Solace" advertising 10/24/2014 & 04/09/2015	5,760.00
Local	Federal Square Building Co #1 LLC	Administration	Share of lease - July 2015	5,749.42
Local	Federal Square Building Co #1 LLC	Administration	Share of lease - August 2015	5,749.42
Local	Williams & Works Inc.	Wayfinding System Improvements	Sign maintenance	5,138.98
Local	Owen-Ames-Kimball Co.	Development Project Reimbursements	Reimburse Summer 2015 tax increment	4,057.28
Local	City of Grand Rapids	Administration	Staff services - August 2015	3,999.84
Local	City of Grand Rapids	Administration	Staff services - July 2015	3,436.48
Local	Nicholas Nortier	Public Realm Improvements	Ah-Nab-Awen Park mural supplies	2,722.51
Local	Grand Rapids Public Schools	Downtown Marketing & Inclusion	"We are GR" advertisement - August, 2015	2,500.00
Local	Dickinson Wright PLLC	Administration	Legal services - share of DGRI matters May 2015	2,379.94
Local	Dickinson Wright PLLC	Administration	Legal services - share of KL employmt agreemt 06/15	2,270.33
Local	Fifth Third Bank - Procurement Card	Administration	Share of B. Hedrick laptop	2,123.17
Non Tax	GR-KC Convention Arena Authority	Diversity/Inclusion Programming	Sponsorship - Tom Joyner reception & live broadcast	2,000.00
Non Tax	West Michigan Sports Commission	Special Events - Grants	Sponsorship silver level: urban downhill skateboarding	2,000.00
Non Tax	Kerkstra Portable Restroom Svc, Inc	DGRI Event Production	Movies in the Park - portable restroom rental 07/24/2015	1,625.00
Local	Applied Imaging	Administration	Share of copier rental, and black/white/color copy fees	1,322.10
Non Tax	Fifth Third Bank - Procurement Card	Experience - Miscellaneous	A. Sanborn flight & hotel - Denver resiliency academy	1,313.55
Local	City Treasurer - Parking Services	Administration	Parking - DGRI staff - July 2015	1,055.00
Non Tax	Kerkstra Portable Restroom Svc, Inc	DGRI Event Production	Movies in the Park - portable restroom rental 07/10/2015	1,025.00
Local	Dickinson Wright PLLC	Administration	Legal services - misc matters May 2015	1,019.20
Local	Dickinson Wright PLLC	Administration	Legal services - misc matters June 2015	1,001.00
Local	City Treasurer - Parking Services	Administration	Parking validations - July 2015	908.00
Local	City Treasurer - Risk Management	Administration	General insurance - July 2015	750.00
Non Tax	Swank Motion Pictures, Inc.	DGRI Event Production	Movies in the Park - Ghostbusters movie license	746.00
Local	City Treasurer - Risk Management	Administration	General insurance - August 2015	745.00
Local	Dickinson Wright PLLC	Administration	Legal services - 164 Goodrich SW alley May 2015	728.00
Non Tax	Fifth Third Bank - Procurement Card	Downtown Marketing & Inclusion	Website/software monthly subscriptions	648.00
Local	Securalarm Systems, Inc.	Bicycle Friendly Improvements	Parking Area 9 bike rack camera installation	643.05
Non Tax	Audria Larsen dba Audacious Hoops	DGRI Event Production	Movies in the Park interactive performance 07/10/2015	600.00
Local	City Sign Erectors	Wayfinding Sign Maintenance	Removal of wayfinding sign	560.00
Local	Fifth Third Bank - Procurement Card	Administration	K. Larson IDA national conference travel	526.20
Non Tax	Kerkstra Portable Restroom Svc, Inc	Experience - Miscellaneous	Women's World Cup Finals - restroom rental 07/05/2015	520.00
Local	American Planning Association	Administration	K. Larson membership fees 10/01/2015-09/30/2016	510.00
Non Tax	Adrian Butler	DGRI Event Production	Movies in the Park - DJ services 07/24/2015	500.00
Non Tax	David A Mata dba W Mich Aikido LLC	DGRI Event Production	MITP - Aikido demonstration 07/10/2015 50% deposit	500.00
Non Tax	West Grand Neighborhood Org	Stakeholder Engagement Programs	Sponsorship WGNO Block party	500.00
Local	Professional Maint of Michigan, Inc.	Administration	Share of janitorial services - July 2015	451.65
Local	Baker Holtz PC	Administration	Share of small business advising services - July 2015	430.15
Local	Baker Holtz PC	Administration	Share of small business advising services - August 2015	430.15
Non Tax	Kerkstra Portable Restroom Svc, Inc	Downtown Workforce Program	Picnic in the Park restroom rental - 07/28/2015	425.00
Local	The Employers' Association	Administration	Share of annual membership 07/01/2015-06/30/2016	417.24
Local	Fifth Third Bank - Procurement Card	Administration	Job posting for administrative assistant position	375.00

*continued on the next page*

**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures**  
**July and August, 2015**

**Page 2**

Source	Vendor	Purpose / Project	Description	Amount
<i>continued from previous page</i>				
Non Tax	Du Hadway Kendall dba DK Security	DGRI Event Production	Movies in the Park security 07/10/2015	\$ 312.12
Non Tax	Du Hadway Kendall dba DK Security	DGRI Event Production	Movies in the Park security 08/07/2015	312.12
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies in the Park supplies	306.70
Local	Great America Financial Services	Administration	Share of copier rental, & black/white/color fees - July 2015	305.45
Non Tax	Jeffrey C. Wilkinson	DGRI Event Production	Movies in the Park photographic svcs 07/10/2015	300.00
Non Tax	Jeffrey C. Wilkinson	DGRI Event Production	Movies in the Park photographic svcs 08/07/2015	300.00
Non Tax	Jeffrey C. Wilkinson	DGRI Event Production	Movies in the Park photographic svcs 07/24/2015	300.00
Non Tax	Jeremy Verwys	Downtown Workforce Program	Relax at Rosa - 07/28/2015	300.00
Local	Livespace	Administration	Share of IT services replacement projector lamp- July 2015	278.52
Non Tax	Andrew Stambaugh	Public Space Activation	Pop Up performances - 07/06/2015-07/16/2015	275.00
Local	Federal Square Building Co #1 LLC	Administration	Share of 29 Pearl St NW electricity - June 2015	271.82
Non Tax	Andy Guy Sanborn	Experience - Miscellaneous	Midwest IDA conference 06/25-6/27/2015	259.89
Local	Professional Maint of Michigan, Inc.	Administration	Share of carpeting spot cleaning - June 2015	258.09
Local	TDS Metrocom LLC	Administration	Share of 29 Pearl NW telephone service - July 2015	250.88
Local	TDS Metrocom LLC	Administration	Share of 29 Pearl NW telephone service - August 2015	250.84
Local	U.S. Bank N.A.	DDA 1994 Bonds - Van Andel Arena	Annual paying agent fee	250.00
Local	Federal Square Building Co #1 LLC	Administration	Share of 29 Pearl St NW electricity - July 2015	247.43
Local	Paychex	Administration	DGRI payroll processing fees - July, 2015	228.22
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	224.94
Local	Fusion IT LLC	Administration	Share of remote server backup services- July 2015	215.07
Local	Fifth Third Bank - Procurement Card	Administration	K. Larson/A. Sanborn Slow's Education Foundation Benefit	206.98
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies in the Park- pizza for volunteers	203.45
Local	Dickinson Wright PLLC	Administration	Legal services - TIF legislation June 2015	200.20
Non Tax	James Marcusse	Downtown Workforce Program	Relax at Rosa - 08/06/2015	200.00
Non Tax	Kari Lynch	Downtown Workforce Program	Relax at Rosa - lunchtime performance 07/02/2015	200.00
Non Tax	Matthew K Porter	Downtown Workforce Program	Relax at Rosa - performance 07/16/2015	200.00
Non Tax	Natalie Hockamier	Downtown Workforce Program	Relax at Rosa - performance 07/30/2015	200.00
Non Tax	Rachel Gleason	Downtown Workforce Program	Relax at Rosa - performance 06/25/2015	200.00
Non Tax	Wyatt R. Knapp	Downtown Workforce Program	Relax at Rosa - performance 07/23/2015	200.00
Non Tax	Greater Grand Rapids Bicycle Coalition	Experience - Miscellaneous	Women's World Cup Finals - bike parking 07/05/2015	200.00
Local	Great America Financial Services	Administration	Share of Ricoh copier system lease - July 2015	199.15
Local	Cellco Partnership dba Verizon	Administration	Share of staff cellphone svc/equip 07/02-08/01/2015	191.99
Local	Fifth Third Bank - Procurement Card	Administration	K. Larson - Economic Club membership dues	190.00
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - Morton House project June 2015	182.00
Non Tax	Fifth Third Bank - Procurement Card	Downtown Workforce Program	Picnics in the Park supplies	179.63
Non Tax	Creative Studio Promotions	Experience - Miscellaneous	DGRI jackets for L. Traylor / A. Buller	164.95
Local	Fusion IT LLC	Administration	Share of K. VanDriel computer issues - July 2015	163.45
Local	Livespace	Administration	Share of projector & wireless server svcs - July 2015	161.31
Local	PCS Gophers	Administration	Interoffice and mail service - July 2015	156.94
Non Tax	Du Hadway Kendall dba DK Security	DGRI Event Production	Movies in the Park security 07/24/2015	156.06
Local	International Downtown Association	Administration	Staffing and salary survey June 2015	150.00
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up performance - 07/11/2015	150.00
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up performance - 07/13/2015	150.00
Local	Paychex	Administration	DGRI payroll processing fees - August, 2015	147.86
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - YWCA BRIP grant May 2015	145.60
Non Tax	Breck Graphics dba Allegra	Downtown Ambassadors	Ambassador program banner	143.95
Local	Paychex	Administration	DGRI HRS processing fees - July, 2015	140.00
Local	Paychex	Administration	DGRI HRS processing fees - August, 2015	140.00
Non Tax	Swift Printing & Communications	Downtown Workforce Program	Picnic in the Park vinyl banner	134.99
Non Tax	City Treasurer - Parking Services	Downtown Ambassadors	Parking - Melvin Eledge July 2015	127.00
Non Tax	City Treasurer - Parking Services	Downtown Ambassadors	Parking - Melvin Eledge August 2015	127.00
Local	Dickinson Wright PLLC	Administration	Legal services - share of DGRI bylaw amendments 05/15	125.26
Local	Comcast	Administration	Share of high speed internet - July 2015	118.59
Local	Dickinson Wright PLLC	Administration	Legal services - share of TIF legislation May 2015	114.35
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - Waters Building project May 2015	109.20
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up performance - 06/27/2015	100.00
Non Tax	Fifth Third Bank - Procurement Card	Diversity/Inclusion Programming	Refreshments for stakeholders meeting	99.19
Local	Engineered Protection Systems Inc	Administration	Share of security services 08/01/2015-10/31/2015	77.42
Non Tax	Consumers Energy	Monroe Ave Phase 3 Services	Electricity - 06/23-07/23/2015	75.02

*continued on the next page*

**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures**  
**July and August, 2015**

Page 3

Source	Vendor	Purpose / Project	Description	Amount
<i>continued from previous page</i>				
Non Tax	Alysha Shah dba Luna Gitana Hoops	DGRI Event Production	MITP - hula hoop performance 07/10/2015	\$ 75.00
Non Tax	Alysha Shah dba Luna Gitana Hoops	Public Space Activation	Pop Up performance - 8/12/2015	75.00
Non Tax	Darryl Christopher Holt	Public Space Activation	Pop Up performance - 07/10/2015	75.00
Non Tax	Fifth Third Bank - Procurement Card	Administration	K.Larson / K.Van Driel coffe & lunch meetings	72.90
Non Tax	Cellco Partnership dba Verizon	Transportation Demand Mnmt Prog	B. Kirk cellphone svc/equip 07/02-08/01/2015	65.23
Non Tax	Rachel Gleason	Public Space Activation	Pop Up performance - 07/11/2015	62.50
Non Tax	Swift Printing & Communications	State of Dntrn Event & Annual Reports	State of the Downtown poster	55.01
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - sale of Area 5 May 2015	54.60
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - sale of Area 5 June 2015	54.60
Non Tax	Rachel Gleason	Public Space Activation	Pop Up performance - 07/16/2015	50.00
Local	Dickinson Wright PLLC	Administration	Share of legal services - service agreemts exten 06/15	46.97
Local	JPMorganChase	Administration	DGRI payroll account bank fees - August, 2015	46.84
Local	Professional Maint of Michigan, Inc.	Administration	Share of trash supplies - June 2015	46.46
Local	Livespace	Administration	Share of front projector repair supplies July 2015	45.59
Local	JPMorganChase	Administration	DGRI payroll account bank fees - July, 2015	42.21
Local	Gordon Water Systems	Administration	Share of water cooler rental - July 2015	39.57
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	33.97
Local	Model Coverall Service, Inc.	Administration	Share of floor mats - DGRI Offices 06/24/15	32.53
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	24.95
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	21.44
Local	Fusion IT LLC	Administration	Share of system & network engineering - July 2015	20.43
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	20.38
Non Tax	Fifth Third Bank - Procurement Card	Experience - Miscellaneous	A. Sanborn conference book	18.35
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	15.73
Local	Fusion IT LLC	Administration	Share of workstation & server monitoring - July 2015	10.32
Local	Fusion IT LLC	Administration	Share of DC-DNS hosting - July 2015	10.32
Local	City Treasurer - Engineering Dept	Ionia Ave 9 - Buckley St to Wealthy St	Accrual reversal - payment #4	(17,276.57)
<b>JULY AND AUGUST, 2015 EXPENDITURES</b>				<b><u>\$ 834,248.12</u></b>
Local - local tax increment funds				
Non-tax - non-tax funds				

# MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: September 3, 2015

TO: Downtown Development Authority Board

FROM: Annamarie Buller  
Stakeholder Engagement Specialist

SUBJECT: Authorize Contracting for Christmas Decor

Agenda Item #5  
September 9, 2015  
DDA Meeting



During the FY16 budget and priority plan development process, the Downtown Grand Rapids Inc. Alliance for Vibrancy offered support for the idea of investing in reinstallation of current displays and some additional holiday décor to adorn more of Downtown Grand Rapids for the holiday season. This recommendation was later approved by the DDA Board in May 2015, and the allocation resides in the within the Vibrancy category of the Non-Tax Fund.

DGRI staff have engaged with representatives from the Downtown merchant community, nonprofit organizations and the Alliance for Vibrancy in identifying high-profile, high-impact areas to focus the 2015 investments as well as opportunities for future investments. This outreach led to a prioritization of locations with distinct themes among neighborhoods due to both collaborative opportunities and infrastructure constraints. The proposed décor would include

- Custom pole décor matching a snowflake theme on Division Avenue (Completing 2014 purchases)
- Illuminated snowflake pole décor for North Monroe

Previously, the DDA purchased significant LED lighting for the trees in Rosa Parks Circle, trees and light poles along Monroe Center, ornamental pear trees in Louis Campau Square, and an illuminated 13-foot Crystal Tree on the pedestal in Louis Campau Square. Last year, the DDA approved purchases for ornamental décor on Ionia, snowflake décor on Bridge, retro décor and tinsel on Jefferson and ornamental garland and pole décor on Division. This year we will purchase 3 additional custom décor pieces for Division. Also proposed for purchase are 8 illuminated snowflake pole décor that will illuminate several parts of North Monroe Avenue.

The proposed purchase agreement includes the provision, installation, take-down, and annual storage of the materials. Installation and take-down in décor in subsequent years would be on a time and materials basis, and is estimated to be approximately \$18,000 annually, inclusive of storage costs. These pieces can be reinstalled at less than 20% of the original purchase cost from last year. Next year we will need to replace any lighting over three years old. Should the DDA continue to fund the line item in future years as shown in the FY15-19 Priority Plan, there would be opportunity to expand the holiday decorating program in terms of the overall reach along other corridors in Downtown.

Consistent with the DDA procurement process, staff solicited quotes from three firms that specialize in procuring, installing, and storing these types of outdoor holiday decorations. Two firms responded, one from out-of-state, and one from in-state. In comparing competitive pricing with the availability of product, one in-state firm, Christmas Décor by DeVries, of Jenison, MI was determined to best deliver the services needed within the program's timeframe and budget.

There exists budgeted funds within the Holiday Décor line item of the DDA Non-Tax Fund. If approved, the lighting should be fully installed during the second week of November.

**Recommendation:**

**Approve executing a contract with Christmas Décor by DeVries in an amount not to exceed \$30,000 for the provision, installation, take-down, and storage of holiday decorations.**





Christmas Décor by DeVries  
6439 Center Industrial Drive  
Jenison, MI 49428  
[Office@devrieslandscape.com](mailto:Office@devrieslandscape.com)  
[www.christmasdecor.net](http://www.christmasdecor.net)  
T: (616) 669-0500  
F: (616) 669-7095

August 31, 2015

Ms. Annamarie Buller  
Stakeholder Engagement Specialist  
Downtown Grand Rapids, Inc.  
29 Pearl St  
Suite 1  
Grand Rapids, MI 49503

Dear Annamarie,

Thanks very much for the opportunity to quote Holiday décor for downtown Grand Rapids! It has been so exciting to be part of this project!

The following is pricing for the décor by area. Pricing includes installation, take-down and storage of materials.

**Rosa Parks Circle, Monroe Center St., and Louis Campau Square**

*Rosa Parks Circle*

21 river birches wrapped with 1000 cool white LED 4" spaced mini-lites each. 96, 10", 7.5" and 6" LED lighted spheres in cool white and blue clustered in select trees on the property. The 11 oaks surrounding the circle area trunk wrapped in 4" spaced blue LED mini-lites and canopy lit in blue LED mini-lites along with 3, 12" cool white snowfall tubes per tree (city owned).

*Louis Campau Square*

5 ornamental pear trees in "Louis Campau Square" decorated in blue 6" spaced mini-lites. 1000 lights per tree. Trunks wrapped with 200 blue 4" LED mini-lites.

13 foot Crystal Tree lit with cool white LED mini-lites. Tree to be placed on the planter pedestal in the Square.

*Monroe Center St.*

52 ornamental trees along sidewalk in cool white LED mini-lites. Trunks wrapped with 150 4" spaced cool white LED mini-lites. Canopies lit with 400 6" spaced cool white LED mini-lites. 52 light poles wrapped with 250 cool white 4" LED mini-lights.

Re-installation of RPC, Louis Campau, Monroe Ctr St. \$8,500.00

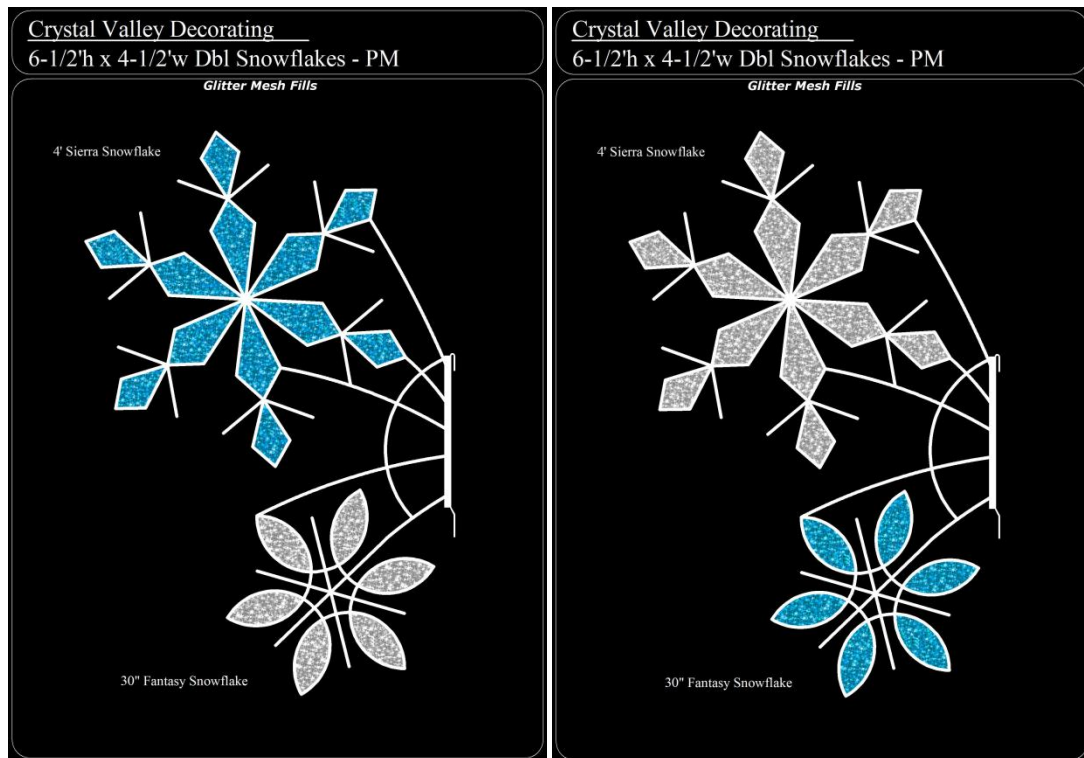
**Division St.**

5 custom 6.5' X 4.5' glitter pole décor (2 purchased 2014. Colors changed to gold and silver) in a snowflake theme for placement on the decorative lamps between Oakes and Cherry. All street light poles (10) between Oakes and Wealthy wrapped with silver and gold ornamented garland.

Re-installation of Division St \$2,777.00

3 Additional Snowflake Pole décor \$2,730.00

Total Division St. \$5,507.00



### **Ionian St.**

50 lamp poles between Logan and Fulton decorated with 48" ornament clusters in blue, silver and green.

Re-installation of lamp décor

\$1,919.00

### **Bridge St.**

14 alternating blue and silver shooting stars and shimmer snowflakes pole décor. Every other pole from Monroe to Seward.

Re-installation of pole décor

\$1,561.00

### **North Monroe St.**

8, 7' white and blue snowflakes with cool white lights placed on the center island poles. White and blue sections alternated.

8 White and blue 7' snowflakes

\$9,280.00



Jefferson St.

5, Retro style tinsel pole décor pieces for placement on the ornamental poles on Jefferson St. between Fulton and State. (Multi-colored, incandescent C-9 lighting on Jefferson St. trees and tree of lights at Children's Museum were paid for by Fubble Entertainment in 2014 and is not included in this total)

Re-installation of retro pole décor only \$760.00

Grand total for all design elements **\$27,527.00**

Terms are 50% deposit with order and remainder upon completion.

Thanks again, Annamarie, for the opportunity to participate in the DGRI Holiday Décor Program. Please let me know if you have any questions or comments.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Bill Pringle'.

Bill Pringle  
President  
Christmas Décor by DeVries

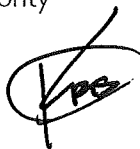
# MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: September 4, 2015

TO: Downtown Development Authority

FROM: Kristopher Larson, AICP  
Executive Director



Agenda Item 6  
September 9, 2015  
DDA Meeting

**SUBJECT: 2<sup>nd</sup> Amendment to the Lease Agreement with the City of Grand Rapids**

In September of 2013, Downtown Grand Rapids Inc. (DGRI) launched its Downtown Ambassador program (The Program) as a means of providing an elevated hospitality amenity, providing direct on-street social service assistance, interacting with stakeholders, and assisting in public safety efforts. Similar to a community-based policing model, the Downtown Ambassadors spend 99% of their time within the public realm proactively interacting with stakeholders and seeking to meet the evolving needs of Downtown.

With the launch of the Program, DGRI entered into a lease with the City of Grand Rapids via the Parking Services department for a very small space that functions as a deployment hub. That lease was renewed in September of 2014 for another 1-year term. The space is located in the Monroe Center parking ramp, and serves as an operational headquarters for shift briefings, provides a restroom facility that doubles as an area for changing into and out of uniforms, accommodates equipment storage, and offers a small office for the Program's Operations Manager. The space has no visible street presence and is accessed only from within the ground floor of the parking ramp.

As the Program blends with the Clean Team program funded through the Downtown Improvement District, DGRI staff has worked with the Program's Operations Manager to determine the optimal location based upon various considerations that include but are not limited to service needs, deployment efficiencies, and the relative impact that a deployment hub may have on areas most in need of service. At this time, DGRI staff is planning to co-locate the Ambassador and Clean Team programs in the DDA's building on Winter Ave. However, that transition will require several months to complete, and the current lease will require a short extension to allow for a smooth transition.

The amended lease terms are being developed by the DDA's legal counsel and will be presented in form at the DDA Board meeting. The agreement must also be approved by the City's Parking Commission and the Grand Rapids City Commission.

**Recommendation:** Approve the amended lease terms as presented by the DDA Legal Counsel and authorize the DDA Board Chair to execute the second lease amendment.

# MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: September 3, 2015

TO: Downtown Development Authority

FROM: Kristopher Larson, AICP  
Executive Director



Agenda Item #7  
September 9, 2015  
DDA Meeting

SUBJECT: Street Lighting Upgrade/Modification for Weston Street

The new streetscape construction associated with Arena Place development project is planning to include a continuation of the 23' Heritage Hill Style decorative street lighting fixtures in front of their building on Ottawa Avenue, matching those already on Oakes from Division to Market, on Ionia from Oakes to Fulton, and on Commerce, from Oakes to Fulton, and on Grandville, from Oakes to Weston. The new streetscape will include a total of 7 new Heritage-style fixtures, with the costs associated being covered via the DDA's support of the project via tax increment financing.

Meanwhile, the improvements of the 25 Ottawa building are nearly complete and are providing for 3 of the same Heritage-style, 23' street lights on Ottawa Avenue in front of their building. The DDA also supported these streetscape improvements via their development support policy.

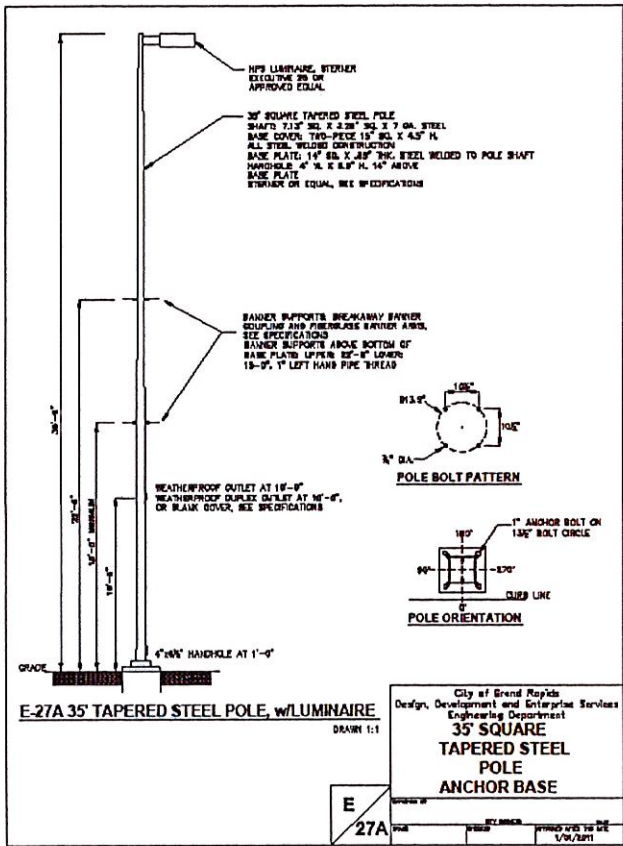
There remains a remnant 3 utilitarian 40' poles along Weston Street, which match those on Market Street. The City's traffic safety division is requesting the DDA Board to provide funding for the replacement of the 40' poles on Weston Street from Market, and the purchase and installation of 3 of the 23' decorative poles for a total installed cost of \$27,000. The poles in question are identified on the attached schematic as "A".

## Recommendation:

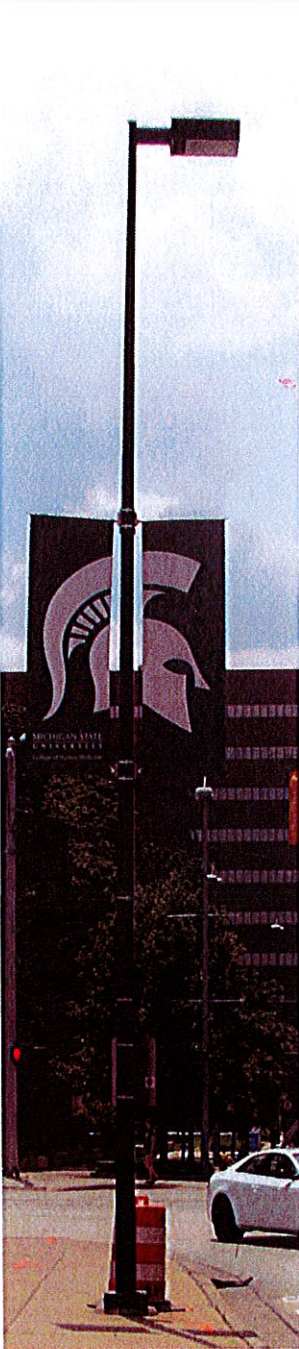
Approve \$27,000 toward the replacement of three (3) of the decorative, heritage-style light poles along Weston St.



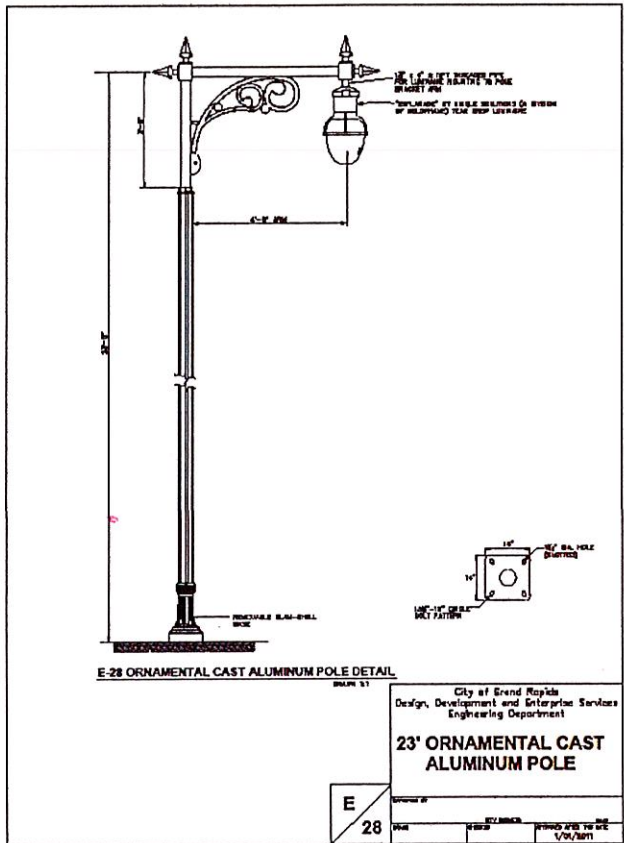
### 35' Square Tapered Steel Anchor Base Pole with Shoe Box Luminaire



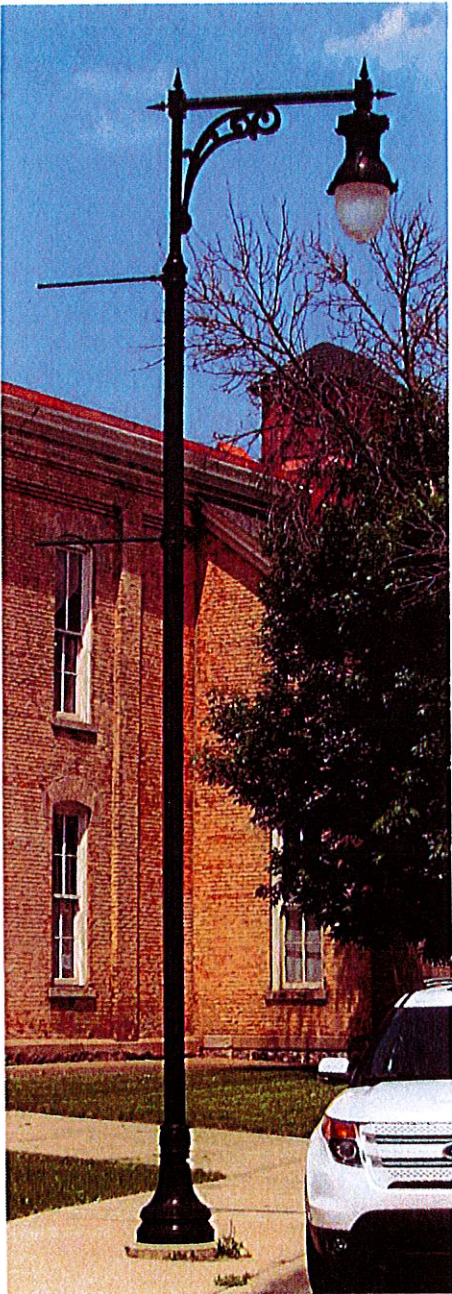
Luminaire: High Pressure Sodium or LED  
Color: Black, Bronze, or Grey



### 23' Ornamental "Heritage Hill" Anchor Base Pole with Ornamental Teardrop Luminaire



Luminaire: High Pressure Sodium or LED









# MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: September 3, 2015

TO: Downtown Development Authority

FROM: Eric Pratt   
Project Manager

Agenda Item #8  
September 9, 2015  
DDA Meeting

SUBJECT: **Areaway Vacation – 428 Bridge Street NW (The Black Heron Kitchen & Bar Building)**

DGRI recently received an application from Swift Realty, LLC requesting assistance for the vacation of an existing areaway at 428 Bridge Street NW (aka “The Black Heron Kitchen & Bar Building”). Located along the East face of the building, this areaway extends out and underneath the Summer Avenue NW sidewalk. If not properly maintained, the areaway could become comprised and present a danger to public safety.



Swift Realty, LLC is requesting an Areaway Fill grant to help offset some of the cost associated with vacating this areaway. This work is scheduled to be performed in conjunction with, but separate from, the City of Grand Rapids’ current street reconstruction project of Summer Avenue NW. Grant proceeds will be used to demolish the existing areaway structure, construct a new structural wall, fill the areaway, and pour a new sidewalk.

## Recommendation:

In accordance with the Areaway Fill Program Guidelines, staff recommends that the DDA Board approved Swift Realty, LLC with an Areaway Fill Grant for the vacation of the existing areaway located at 428 Bridge Street NW, in an amount not to exceed \$35,000.



# Downtown Grand Rapids Ambassador Program

## August 2015 Report





# Outreach Highlights



Sue escorts a man to Mel Trotter Ministries



## Field Observations

We have observed less instances of panhandling in August compared to July 2015. One contributing factor for this decrease could be the amount of days where the temperature was in the high 70's or above (a total of 28 days in August 2015).

Live Downtown Grand Rapids alerted the team to the existence of a homeless camp on their Metropolitan property on South Ionia Street. We sent our Team Leader and Outreach Specialist to make contact with the individuals living in the camp during the evening, when the staff said they had seen people sleeping there. We did not encounter any individuals staying there and the camp has since been cleaned up.

## QUICK VIEW

*Aug 01, 2015 -- Aug 31, 2015*

**73** Panhandling - Aggressive

**77** Panhandling - Passive

**2685** Outreach Contact



# Hospitality Highlights



Rebecca escorts a couple to Founder's Brewing Co.



Abbie provides information to Downtown visitors

## Initiatives

The team is gearing up for Art Prize 2015 which begins in mid September. We have begun the process of looking at our deployment schedules as well as discussing what challenges and opportunities presented themselves last year that we can better take advantage of this year.

Several new businesses have popped up in the downtown and we have made it a goal to interface with them on their opening date or before. We have made contact with the majority of them already explaining the ambassador program and the services it provides in Downtown Grand Rapids. We have also re-established our business opening and closing notification system with Annamarie at DGRI. This system allows the ambassador team to quickly and easily report when new businesses are opening in downtown and helps to ensure that someone from both the ambassador team and DGRI make contact with them.

## QUICK VIEW

*Aug 01, 2015 -- Aug 31, 2015*

- 7** Umbrella Escorts
- 10** Motorist Assistance
- 19.25** Segway Hours
- 218** Business Contact
- 1581** PA - Directions
- 2223** PA - Program Information
- 5314** PA - Information
- 11182** PA - Other



# Safety Highlights



Kevin does a business check with Barfly security



Sue documents a bag left in the park

## Accomplishments

The ambassador team provided enhanced deployment for two Movies in the Park events, the Grand Jazz Festival and the Polish Festival as well as ongoing enhanced deployment for Tuesday nights which have proven to be busy with several groups of teenagers coming and hanging out in and around Rosa Parks Circle.

Operations Manager Melvin Eledge met with Kris Larson and Capt. Matt Ostapowicz to continue coordinating our efforts in providing optimal service to the Downtown. Melvin also met with Salespad who is having an event at the Harris Building and wanted to talk about the ambassador's escort and hospitality services. Melvin also attended a Safety Summit hosted by Rockford Construction about several safety concerns that have been occurring recently on the near West Side.

## QUICK VIEW

*Aug 01, 2015 -- Aug 31, 2015*

- 9** Suspicious Package
- 9** Request for Police
- 52** Observation - Fighting
- 87** Graffiti - Removed
- 156.5** Bicycle (miles)
- 118** Suspicious Person
- 768** Sidewalk Violation (skateboarding/Bicycling/Rollerblading)
- 1748** Safety Escort
- 18** Request for Fire/EMS

# Stakeholder Feedback



Abbie poses with two education conference attendees

## Feedback

We met Rebecca in downtown Grand Rapids, Mi. She asked us if we needed any help and from there began a delightful conversation about the Grand Rapids and all that is going on in the area. Rebecca was very well informed and charming to speak with. Jerry Smith

I wanted to share with you the positive experience we had in Grand Rapids and with Ambassador Abbie. We were visiting Grand Rapids for an educational conference Sunday-Wednesday. We really enjoyed our visit to Grand Rapids. The city was so inviting and clean. The restaurants were awesome!! Each evening we would take a walk and had the opportunity to see all the fun and engaging activities, such as Jazz Night and Swing Dance Night. One evening, we ran into Abbie and she was so friendly and informative. We asked her many questions about Grand Rapids and the Downtown Ambassadors program. We were very engaged and learned so much!! I will share this program with some organizations in our community. I have attached a photo with Abbie and 2 of my colleagues.

Thanks for being a wonderful host city for our conference!!



# Highlights



Veronica removes a sticker from a stop sign



Sue talks with a man at a Relax at Rosa event



Melvin removes spray paint from a public utility box



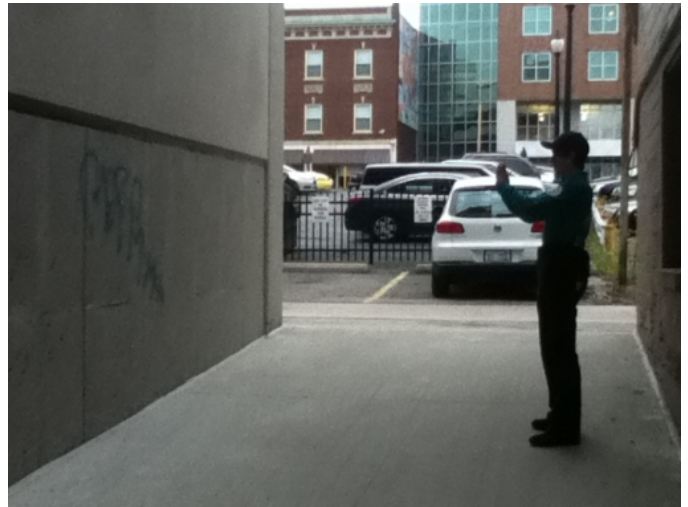
Eryn removes a sticker from a trash can lid



# Highlights



Sue removes graffiti from a magazine box



Eryn documents graffiti on public infrastructure



Abbie takes a picture of a group of visitors

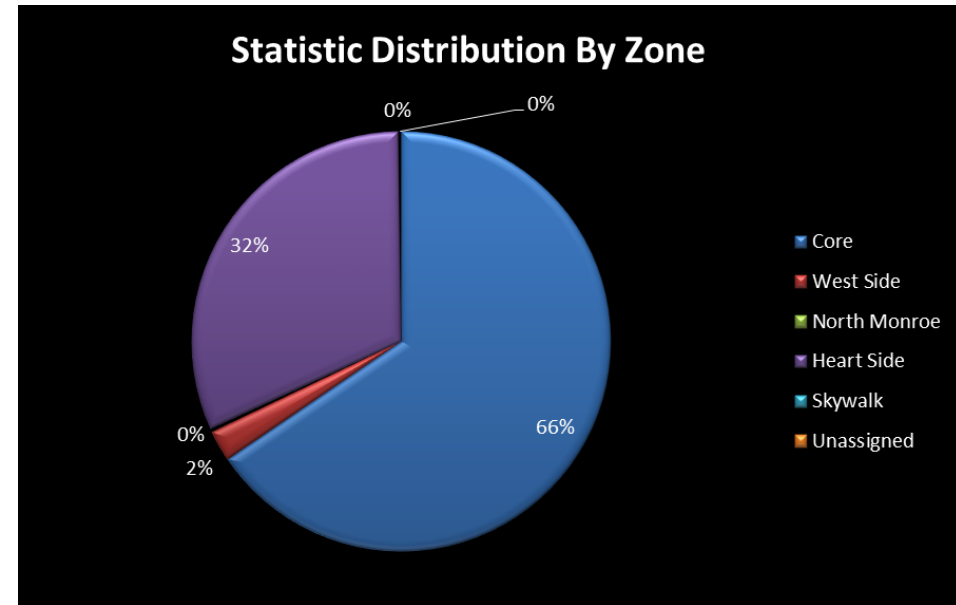


Kevin documents a homeless camp on private property



# Statistics

Activity	Aug. 2015 Totals	Aug. 2014 Totals	Variance	Totals YTD
Bicycle (miles)	168.5	268	(99.50)	1042.45
Segway Hours	19.25	26	(6.75)	248.92
Business Contact	220	439	(219)	4274
Graffiti - Removed	87	270	(183)	1389
Motorist Assistance	10	10	0	128
Observation - Fighting	52	48	4	469
Outreach Contact	2772	3821	(1049)	71123
PA - Directions	1610	3653	(2043)	28969
PA - Information	5479	8303	(2824)	63674
PA - Other	11587	11160	427	107065
PA - Program Information	2241	5322	(3081)	38337
Panhandling - Aggressive	73	182	(109)	1706
Panhandling - Passive	77	297	(220)	1436
Request for Fire/EMS	20	29	(9)	207
Request for Police	9	31	(22)	122
Safety Escort	1805	1480	325	17214
Sidewalk Violation	792	1237	(445)	6528
Suspicious Package	10	110	(100)	864
Suspicious Person	119	249	(130)	4500
Umbrella Escorts	7	240	(233)	930
<b>Total Contacts August 2015</b>	<b>26970</b>			
<b>Total Contacts August 2014</b>		<b>36881</b>	<b>(10017)</b>	
<b>Total Variance (2014 v. 2015)</b>				<b>348935</b>
<b>Total Contacts YTD 2015</b>				



Core	17669	65.5%
West Side	647	2%
North Monroe	74	<1%
Heart Side	8521	31.5%
Skywalk	30	<1%
Unassigned	29	<1%

August 2015 showed a nearly 27% (10,0017) decrease in contacts compared to the same period the previous year. We especially observed large decreases in Directions, Information and Program information provided to individuals. One of the biggest contributing factors for this decrease is the addition of 2 new staff to our team early in the month. We often observe the contacts driven by newer team members are lower than existing ambassadors. This is often due to a lack of experience collecting data through the SMARTSystem and it takes time for the new ambassadors to become comfortable with using the system. I continue to look for ways to refine and improve our training process for new ambassadors in an effort to minimize the skill gap that occurs when bringing on new team members.

The statistical distribution again shows the core to be the highest area of contacts driven with Heartside showing a substantial increase from the past month. We have also significantly reduced the amount of 'unassigned' data from 21% of total statistics in July down to less than 1% for the month of August.