

# AGENDA



## DOWNTOWN IMPROVEMENT DISTRICT

### Board Members:

Peter Albertini • Kate Berens • Stacie Behler • Michael Bishop • Mike Ellis • Bob Herr • Cullen Hillary • Ginny Justice • Emily Loeks • Josh Lunger • Andrew Martin • Jessica Slaydon • Monica Steimle-App • Elliot Talen • Ashley Ward • Paul Skenzos

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February 22, 2023  
2:00 pm Meeting  
29 Pearl Street, NW Suite #1

1. Call to order (2:00)
2. Approve Meeting Minutes from January 2023 (2:01)  
*Motion – Herr* | (enclosure)
3. Accept January 31, 2023, Financial Statements (2:05)  
*Motion – Herr* | (enclosure)
4. Snowmelt Repair (2:10)  
*Motion – Eledge* | (enclosure)
5. DID FY 2024 Reauthorization (2:15)  
*Motion – Kelly/Eledge* | (enclosure)
6. DGRI President & CEO Report (2:30)  
*Info Item – Kelly* | (enclosure)
7. Public Comment (2:35)
8. Board Member Discussion (2:40)
9. Adjournment (2:45)



MEETING OF THE DOWNTOWN IMPROVEMENT DISTRICT BOARD  
January 25, 2023

Call to Order

This meeting was called to order at 2:02 p.m. by Tim Kelly.

Attendees

Members Present: Monica Steimle-App, Peter Albertini, Michael Bishop, Mike Ellis, Virginia Justice, Emily Loeks, Jessica Slaydon, and Josh Lunger.

Members Absent: Bob Herr, Cullen Hillary, Ashley Ward, Andrew Martin, Elliott Talen, Kate Berens, and Stacie Behler.

Others Present: Eric Winstrom (GRPD), Rebecca Krenz (Ambassadors), Jessica Wood (Legal Counsel), Tricia Chapman (Treasurer), Tim Kelly, Mandy McDaniel (Recording Secretary), Bill Kirk, Melvin Eledge, Mark Miller, Marion Bonneaux (DGRI)

Approve Meeting Minutes from September 2022

*Motion: Member Ellis supported by Member Loeks, moved to approve the September 29, 2022 Downtown Improvement District Meeting Minutes as presented. None opposed. Motion carried unanimously.*

Accept December 31, 2022, Financial Statements

*Motion: Member Loeks, supported by Member Ellis, moved to accept Statement C: Schedule of Expenditures: ending December 31, 2022, as presented. Motion carried unanimously.*

Public Safety Presentation

Chief Winstrom gave an overview of the Grand Rapids Police Department along with several statistics. A Special Response Deployment Team was implemented downtown for the holidays. One challenge GRPD is facing is staffing shortage and is actively recruiting.

Member Steimle-App encouraged the group to engage with GRPD and stated by being more knowledgeable of the challenges will open opportunities for support.

### Ambassador Presentation

Rebecca Krenz, Operations Manager, highlighted 2022 statistics and accomplishments (included in packet). Members expressed their gratitude and thanked the Ambassadors for all they do to help create a beautiful and welcoming downtown.

### DID FY 2024 Reauthorization

Melvin Eledge, Director of Operations, reviewed key changes made in Fiscal Year 2023. Nonprofits were included as nonvoluntary but reduced their rate to 60% of the assessment. Residents were also assessed, which generated \$74k in revenue. There was a 5% increase in wages for the Ambassadors. Eledge stated the biggest change for this year's reauthorization is a multi-year plan to cover through FY2026. Tim Kelly added the Board will continue to review the budget every year and make changes if necessary.

Eledge presented the timeline and draft budget to gather feedback to fine tune for final approval in February.

Member Loeks inquired on the methodology of a 3-year plan. Kelly answered a multi-year plan has always been ideal but with the uncertainties in recent years, a single year reauthorization was completed. Eledge added historically there has been reluctance to a 5-year plan because it is difficult to predict downtown and how the landscape will change.

### DGRI President & CEO Report

- Kelly introduced new members of the DID: Elliot Talen and Stacie Behler.
- World of Winter currently taking place with many upcoming events.
- Encouraged members to review vitals report included in the packet.

### Public Comment

None.

### Board Member Discussion

Member Slaydon invited the group to a free event, The Donut Dash 5K, which takes place on Tuesday, February 21 at 6 p.m. All proceeds will go to the Grand Rapids Police Foundation.

### Adjournment

The meeting adjourned at 2:59 p.m.

Minutes taken by:  
Mandy McDaniel  
Downtown Grand Rapids, Inc.

# MEMORANDUM

CITY OF GRAND RAPIDS

**Agenda Item 3.  
February 22, 2023  
DID Meeting**

DATE: February 15, 2023

TO: Bob Herr, Chair  
Downtown Improvement District

FROM: Tricia Chapman  
Administrative Services Officer II

**SUBJECT: Grand Rapids Downtown Improvement District  
FY2023 Interim Financial Statements as of January 31, 2023**

Attached are the DID's interim financial statements for the first seven months of the fiscal year ending June 30, 2023. These statements include the following:

Statement A: Balance Sheet

Statement B: Statement of FY2023 Revenues and Expenditures

Statement C: Schedule of Expenditures

The DID has spent approximately 42% of its budgeted appropriations in the District-Wide fund and 50% of appropriations in the Snowmelt fund.

Please contact me at 616-456-3848 or via email at [tchapman@grcity.us](mailto:tchapman@grcity.us) if you have any questions.

Attachments

**STATEMENT A**  
**GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT**  
**Balance Sheet**  
**January 31, 2023**

<b>ASSETS</b>	<b>DISTRICT - WIDE</b>	<b>SNOW - MELT</b>	<b>TOTAL</b>
Pooled Cash & Investments	\$ 582,169	\$ 701,435	\$ 1,283,604
Grants Receivable	50,000	-	50,000
Assessments Receivable	223,762	2,276	226,038
<b>TOTAL ASSETS</b>	<b>\$ 855,931</b>	<b>\$ 703,711</b>	<b>\$ 1,559,642</b>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>Liabilities</b>			
Accounts Payable	\$ -	\$ -	\$ -
Deferred Assessment Revenue	223,762	2,276	226,038
<b>TOTAL LIABILITIES</b>	<b>\$ 223,762</b>	<b>\$ 2,276</b>	<b>\$ 226,038</b>
Reserve for Encumbrances	\$ 10,765	\$ -	\$ 10,765
Reserve for Compensated Absences	1,354	-	1,354
Unrestricted Reserve	620,050	272,824	892,874
Restricted Reserve - Monroe Center	-	428,611	428,611
<b>TOTAL FUND EQUITY</b>	<b>\$ 632,169</b>	<b>\$ 701,435</b>	<b>\$ 1,333,604</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 855,931</b>	<b>\$ 703,711</b>	<b>\$ 1,559,642</b>

Prepared 2/14/2023

# STATEMENT B

## GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

### FY2022 Statement of Revenues and Expenditures

July 1, 2022 - January 31, 2023

REVENUES	DISTRICT-WIDE		SNOWMELT	
	Budget	Actual	Budget	Actual
Assessments	\$ 1,222,814	\$ 992,567	\$ 170,000	\$ 167,724
Reserve for Uncollectible Accounts	(153,200)	-	-	-
Earnings on Investments	3,808	13,751	6,093	31,825
Miscellaneous Revenues and Reimbursements	100,000	50,000	-	-
<b>TOTAL REVENUES</b>	<b>\$ 1,173,422</b>	<b>\$ 1,056,318</b>	<b>\$ 176,093</b>	<b>\$ 199,549</b>
<b>EXPENDITURES</b>				
<b>DISTRICT-WIDE SERVICES</b>				
<b>Maintenance and Beautification</b>				
Landscaping and Beautification	\$ 597,839	\$ 386,929	\$ -	\$ -
Irrigation - Repairs & Water	7,000	1,393	-	-
Flowers & Plantings	112,615	29,550	-	-
<b>Sub-Total</b>	<b>\$ 717,454</b>	<b>\$ 417,872</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Marketing and Communications</b>				
Personnel - Wages and Benefits	20,000	-	-	-
Printing, Postage, Supplies, etc.	750	681	-	-
<b>Sub-Total</b>	<b>\$ 20,750</b>	<b>\$ 681</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Administration</b>				
DGRI Overhead - Rent, Meetings, Phones, Cleaning, etc	25,000	23,497	-	-
Personnel - Wages and Benefits	72,000	21,519	-	-
Professional Services	22,500	12,949	-	-
Supplies, Office Equipment, etc	7,366	1,164	-	-
City A-87 Costs	35,384	20,640	-	-
<b>Sub-Total</b>	<b>\$ 162,250</b>	<b>\$ 79,769</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Public Safety</b>				
Ambassador Program	155,000	-	-	-
QOL - Special Project	124,160	-	-	-
<b>Sub-Total</b>	<b>\$ 279,160</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES - DISTRICT-WIDE SERVICES</b>	<b>\$ 1,179,614</b>	<b>\$ 498,322</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SNOWMELT SYSTEM OPERATIONS</b>				
Central City Snowmelt	\$ -	\$ -	\$ 170,000	\$ -
Campau Promenade District	-	-	-	29,222
Monroe Center District	-	-	-	38,109
Monument Park District	-	-	-	17,116
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,179,614</b>	<b>\$ 498,322</b>	<b>\$ 170,000</b>	<b>\$ 84,447</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ (6,192)</b>	<b>\$ 557,996</b>	<b>\$ 6,093</b>	<b>\$ 115,102</b>
<b>BEGINNING FUND BALANCE</b>		74,173		586,333
<b>ENDING FUND BALANCE</b>		<b>\$ 632,169</b>		<b>\$ 701,435</b>

Special & Voluntary Assessments as of 1/31/2023	Budgeted	Invoiced	Received	Receivable
District-Wide	\$ 1,222,814	\$ 1,216,329	\$ 992,567	\$ 223,762
Center City Snowmelt Operations	170,000	170,000	167,724	2,276
<b>TOTAL</b>	<b>\$ 1,392,814</b>	<b>\$ 1,386,329</b>	<b>\$ 1,160,291</b>	<b>\$ 226,038</b>

**STATEMENT C**

**GRAND RAPIDS, MICHIGAN**

**DOWNTOWN IMPROVEMENT DISTRICT**

**Schedule of Expenditures**

**January 1 - 31, 2023**

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
1/13/2023	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	\$ 2,948.67
					<u>2,948.67</u>
1/4/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT Lenovo ThinkPad X1 Yoga Gen 7	577.71
1/22/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT Monthly Fees	419.78
1/4/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT Dell Latitude 3420	398.10
1/22/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT Meraki Switch Proj	313.12
1/4/2023	Worksighted, Inc.	Administration	DGRI Overhead	It Bill Lenovo ThinkPad E15 Gen 4	248.54
1/20/2023	Tim Kelly	Administration	DGRI Overhead	Truck Registration Fee Reimbursement	222.54
1/9/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT Microsoft Office 365	126.02
1/30/2023	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 01/22-02/21	94.71
1/4/2023	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 12/22 - 01/21	93.97
1/13/2023	Fifth Third Bank	Administration	DGRI Overhead	Admin: Food/Bev DID	83.61
1/22/2023	Professional Maintenance of Michigan	Administration	DGRI Overhead	Carpet Cleaning at DGRI	68.49
1/4/2023	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial Services 12/22	67.52
1/22/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT Systems Engineer	64.39
1/22/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric 01/23	61.57
1/22/2023	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 12/22	50.00
1/29/2023	Pure Water Partners LLC	Administration	DGRI Overhead	Water Cooler Lease	24.66
1/22/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT Criterion Remote	19.57
1/22/2023	JobMatch LLC	Administration	DGRI Overhead	HR software 01/23	19.38
1/9/2023	Engineered Protection Sys Inc	Administration	DGRI Overhead	Office Security System 02/01/23 - 04/30/23	18.69
1/29/2023	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 09/22 - 3/23	7.67
					<u>2,980.04</u>
1/7/2023	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 01/07/2023	331.35
1/21/2023	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 01/21/2023	331.30
1/22/2023	Selective Insurance Company of Ameri	Administration	Personnel	Selective Insurance Policy 12/22	41.94
					<u>704.59</u>
1/16/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Legal Services DID	805.11
1/16/2023	Dickinson Wright PLLC	Administration	Professional Services	Legal services: DID 7/22	644.00
1/16/2023	Dickinson Wright PLLC	Administration	Professional Services	DID Legal Services 10/22	575.00
1/16/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Legal Services DID	564.00
1/16/2023	Dickinson Wright PLLC	Administration	Professional Services	Legal services: DID 8/22	292.77
1/9/2023	Lisa M Cooper	Administration	Professional Services	HR Consultant services 12/22	220.16
1/16/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Legal Services DID	140.90
1/16/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Legal Services DID	86.10
					<u>3,328.04</u>
1/9/2023	GreatAmerica Financial Services Corp	Administration	Supplies, Office Equipment, etc	Copier Lease 12/22	76.47
1/13/2023	Fifth Third Bank	Administration	Supplies, Office Equipment, etc	Admin: Supplies DID	48.29
1/29/2023	ACO Inc	Administration	Supplies, Office Equipment, etc	Keys for office	7.02
					<u>131.78</u>
1/22/2023	Mydatt Service Inc	Maintenance & Beautification	Flowers & Plantings	Micandy Garden Greenhouse Fall Planting	29,550.00
					<u>29,550.00</u>
1/26/2023	Mydatt Service Inc	Maintenance & Beautification	Landscaping & Beautification	Ambassador Program and Clean team 01/23	55,666.96
1/27/2023	Consumers Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 1030 2027 1245 23/01	140.32
					<u>55,807.28</u>
1/29/2023	Swift Printing & Communications	Marketing & Communications	Printing, Postage, Supplies, etc.	DID Resident Survey Mailer 11/30	478.07
					<u>478.07</u>
1/19/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 22/12	8,641.59
1/19/2023	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 30421 23/01	4,765.34
					<u>13,406.93</u>
1/19/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 22/12	7,832.70
1/22/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Geotech Vault 1 Motor 2 Replacement	6,645.97
1/22/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Geotech Vault 1 Water Leak Repair	5,556.34
1/22/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Geotech Vault 1 Steam Trap Repairs	4,699.09
1/22/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt Services and Expenses	765.54
					<u>25,499.64</u>
<b>TOTAL EXPENDITURES</b>					<b><u>\$ 134,835.04</u></b>

# MEMORANDUM

DOWNTOWN  
IMPROVEMENT  
DISTRICT



DATE: February 22, 2023  
TO: Downtown Improvement District  
FROM: Melvin Eledge Jr., Director of Operations  
SUBJECT: Monroe Center Snowmelt Repairs

Agenda Item #03  
February 22, 2023  
DID Meeting

During the routine operation of the snowmelt this winter staff observed apparent leaks occurring in various locations on Monroe Center and asked Geotech to investigate the source of the leaks. Their assessment determined the potential existence four (4) leaks occurring in the Monroe Center snowmelt system that are displacing a significant amount of water.

To restore optimal snowmelt operations each of the sites will need to be excavated, assessed and repaired. Geotech estimates this work to cost \$21,650 *per site*, for a total of \$86,600. These costs are broken down as follows:

- Excavation: \$18,445
- Meter Hooding: \$250
- Geotech Inspection/Admin: \$2,755
- Misc.: \$200

There could be an opportunity to realize costs savings if leaks 2,3 & 4 are related and less area needs to be excavated or less repairs are required.

Additionally, due to this unanticipated magnitude of this repair expense it is also recommended the board approve a budget amendment of \$45,000 to help cover any potential budget shortfall and general operating expenses through June 2023. This additional \$45,000 will come from the snowmelt fund balance which is currently \$701,435.

**Recommendation:** Approve an amount not to exceed \$96,992, which is the estimated cost of the repairs and an additional 12% contingency as well as a budget amendment not to exceed \$45,000 to cover repairs and general operating expenses through June 2023.

**DOWNTOWN IMPROVEMENT DISTRICT**



# MEMORANDUM

DOWNTOWN  
IMPROVEMENT  
DISTRICT



DATE: February 22, 2023  
TO: Downtown Improvement District  
FROM: Melvin Eledge Jr., Director of Operations  
SUBJECT: 2023 Reauthorization Plan

Agenda Item #04  
February 22, 2023  
DID Meeting

Included with this memo is the final proposed FY 2023 DID Reauthorization Plan which includes detailed budgets for FY 24, FY 25 and FY 26. FY 24 will be the first year of the new reauthorization period.

As outlined in the plan the DID will continue to provide cleaning, maintenance and beautification services, operate snowmelt systems, direct resources towards the marketing of Downtown as a retail and restaurant destination and promote special events.

## DID Operations Plan key points:

- Increase area-wide assessment by 6% to cover increases in costs related to inflation.
- Tie area-wide assessment increases to the State of Michigan's Inflation Rate Multiplier, not to exceed 4%.
- Resident assessment to remain flat for three (3) years.
- Snowmelt assessment to remain flat for three (3) years, based on the five (5) maintenance and operations recommendations from our partners at Geotech.
- Additionally, there are nominal increases in areas such as marketing, supplies and personnel to reflect inflationary pressure on wages.

**Recommendation:** Approve the 2023 DID Reauthorization plan and FY 24 budget and recommend it to the Grand Rapids City Commission.

**DOWNTOWN IMPROVEMENT DISTRICT**

**DOWNTOWN IMPROVEMENT DISTRICT (DID)**  
**FY2024 AUTHORIZATION PLAN**  
FEBRUARY 22, 2023

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**A. BACKGROUND**

Established in 2000 pursuant to the provisions of the Principal Shopping Districts and Business Improvement Districts Act of Michigan (Act 120 of 1961), the Downtown Improvement District (DID) is an important tool supporting the ongoing revitalization of Downtown Grand Rapids. On August 22, 2000, the City Commission established the Downtown Improvement District Board, which was granted the responsibility and authority to recommend to the City Commission a list of enhanced services to be provided within the DID, and to recommend a budget for the provision of these services.

By state law, DID revenue is only used to enhance, not replace, the level of service that local government provides. Enhanced place-management services funded through the DID have included the following:

- Daily cleaning of sidewalks
- Flower planting and beautification
- Restaurant and retail-oriented marketing and promotions
- Snowmelt operations and maintenance
- Irrigation operations and maintenance
- Snow removal from infrastructure and curb cuts & sidewalks
- Advocacy efforts
- Special events
- The Downtown Ambassador Program
- Coordinating Logistics for Deployment of Tables, chairs, and Umbrellas to support Social Zone Activation

The DID is funded through special assessments on real property within the district, collected annually, and transformed into these enhanced services that are provided daily. The entire cost of providing enhanced services is spread amongst the various properties in the district, in proportion to the benefit to the properties within the district. Properties owned for commercial uses, owned by non-profit organizations, and by governmental units are assessed in proportion to their property characteristics which include land area, building area, street frontage, and parking area. Private residentially classified properties are assessed on a per parcel basis rather than by property characteristics, which portions out the benefit to all private residential property owners equally.

In October 2015, the DID Board and Grand Rapids City Commission approved a five-year authorization for operations of the DID for FY2016 through FY2020. Due to the uncertainty that arose with the onset of the COVID-19 virus this plan was extended annually with no changes for the FY 2021 and 2022 plans which will end on June 30, 2022. The City Commission approved the FY 2023 Plan on April 26, 2022.

This authorization plan (The Plan) establishes the DID boundary, the formula for assessing properties, a description of proposed services, and a single year budget establishing the area-wide and sub-area assessments for FY2024. The Plan recommends a continuation of existing DID services, maintaining a clean, beautiful, and vibrant downtown within the established boundary. The Plan also calls for a 6% increase in the district-wide assessment rates for FY 2024 to cover the rising costs of services and materials due primarily to inflation. In addition, The Plan establishes preliminary budgets for FY 2025 and FY 2026 which will have district-wide increases proportional to the State of Michigan's Inflation Rate Multiplier, not to exceed 4% annually.

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SNOWMELT DISTRICT

## C. ASSESSMENT BUDGET

The following table illustrates DID special assessment for the FY2023 authorization period.

Specific Area Wide Services includes core DID area-wide services such as maintenance, beautification, and public safety, listed in more detail in Section D below.

AREA-WIDE SERVICES REVENUES	FY 2024	FY 2025	FY 2026
District Wide Assessed	\$1,220,589	\$1,269,413	\$1,320,190
Residential Property Assessment	\$74,280	\$77,640	\$77,640
Estimated Investment Earnings	\$10,688	\$11,002	\$10,685
Maintenance Grant	\$50,000	\$50,000	\$50,000
Snow Melt Assessments	\$170,000	\$170,000	\$170,000
Snowmelt Investment Earnings	\$17,592	\$18,110	\$17,588
Anticipated Uncollected Assessment	-\$168,460	-\$175,198	-\$182,206
<b>TOTAL DID REVENUE</b>	<b>\$1,374,689</b>	<b>\$1,420,967</b>	<b>\$1,455,624</b>

AREA-WIDE SERVICES	FY 2024	FY 2025	FY 2026
Maintenance & Beautification	\$713,025	\$786,339	\$803,339
Marketing & Communications	\$21,750	\$23,000	\$24,250
Administration	\$127,500	\$135,793	\$143,611
City A-87 Costs	\$45,662	\$46,575	\$47,507
Ambassador Services	\$279,160	\$238,429	\$257,602
<b>TOTAL AREA WIDE EXPENDITURES</b>	<b>\$1,187,097</b>	<b>\$1,231,855</b>	<b>\$1,275,624</b>
<b>TOTAL SNOW MELT EXPENDITURES</b>	<b>\$187,592</b>	<b>\$188,110</b>	<b>\$187,588</b>
<b>TOTAL DID EXPENDITURES</b>	<b>\$1,374,689</b>	<b>\$1,420,967</b>	<b>\$1,463,897</b>

### UNCOLLECTIBLE ASSESSMENTS

While the total DID assessments above will be used for setting the annual assessment rates, it is also important to note that there is approximately \$280,000 in voluntary contributions. Because properties owned by governmental units (Class 3 properties) are not placed on the special assessment roll, these entities are instead asked for voluntary contributions. Historically, some have contributed while others have not; the result is that the proposed budget is reduced by \$168,460 to account for estimated uncollected billings for voluntary contributions.

## D. PROPOSED DID SERVICES

### AREA-WIDE SERVICES

#### **Clean & Safe Services**

Maintenance: Clean Team program, litter pick-up, sidewalk sweeping and washing, graffiti removal, empty waste containers, crosswalk and parking meter snow removal and irrigation maintenance and upkeep.

Beautification: Seasonal flower planting and care, weed removal, seasonal decorations, banners.

Public Safety: Downtown Ambassador program and funding to address Downtown resident concerns about safety, security, and quality of life issues.

#### **Marketing & Communications**

Special events, specialized business outreach and referrals, retail- and restaurant-oriented support, advertising, marketing and promotions, communications, production of print materials, website management, video production.

#### **Administration & City Costs**

City administrative costs, advocate for quality services, staffing and overhead, office expenses, program evaluation.

### SPECIAL SUB-AREA SERVICES

#### **Center City Snowmelt District**

Snowmelt operations and maintenance for Campau Promenade, Monroe Center and Monument Park

## E. DESCRIPTION OF PROPOSED CHANGES TO SERVICE AREA

The FY2024 plan recommends no changes to the DID service area.

## F. CITY SERVICES

Properties within the DID receive special benefit from enhanced services because they receive services over and above those that are routinely provided by the City using general tax dollars. The DID does not replace any standard City services.

As part of this authorization, the City of Grand Rapids has documented a base level of service agreement (see Exhibit 1). This agreement provides details on regular services provided by the City within the DID and adds clarity for ratepayers on City services compared to DID services.

## G. ASSESSMENT PARAMETERS & ASSUMPTIONS

1. Assessment assumptions and parameters are consistent with those used during the FY2015-2022 authorization period and are based upon assessment benefit studies conducted on January 23, 2001, prepared by S.B. Friedman & Co. and January 25, 2019 prepared by Progressive Urban Management Associates. Copies of the original reports are available for viewing in the office of Downtown Grand Rapids, Inc., 29 Pearl St. NW, Suite 1.

2. Therefore, the special assessment for FY2024 is based upon data provided by the City Assessor for properties as they existed on December 31, 2022.
3. With the exception of residentially classified properties which shall be assessed based on a flat rate, the formula for assessments for all other categories shall be composed of the following property characteristics/factors:
  - Property Area (Square Feet)
  - Property Street Frontage (Linear Feet)
  - Building Area (Gross Square Feet)
  - Parking Area (Square Feet)
4. For the Area-Wide, Center City Snowmelt Assessment Districts, property street frontage is the length of one side of the property that fronts upon a public right-of-way where the property has its official address. The official address is the address as it exists in the records of the City Assessor. The following walkways and plazas are treated as street frontage: Monroe Center, Market Ave, Louis Campau Promenade and Lyon Square. The following are not treated as rights-of-way: alleys and river-edge walkways.

Additionally, for the Center City Snowmelt District property frontage is defined in one of three ways:

1. **Monroe Center:** property street frontage is the length of one side of the property that fronts upon a public right-of-way where the property has its official address. The official address is the address as it exists in the records of the City Assessor.
  2. **Louis Campau Promenade:** property street frontage is the length of each side of the property that fronts upon a public right-of-way benefiting from snowmelt services
  3. **Monument Park:** property street frontage is the length of the property that fronts upon a public right-of-way benefiting from snowmelt services.
- 
5. Building Area in a basement is included only if finished for occupancy and “exposed”. Basements are “exposed” if they are visible through walkout grading, exterior walls, or interior atriums.
  6. Parking area includes surface parking lots and parking area in a building. Parking in a building includes basement level parking in multi-use buildings and parking structures. Note: for snowmelt assessment only the ground floor parking square footage will be used in the calculation.
  7. Buildings are assessed whether occupied or not. New buildings under construction will not be assessed until an occupancy permit is issued for any portion of the building, at which time the building will be assessed as if completed. Existing buildings undergoing renovation are assessed as completed buildings.
  8. All properties within the district are assessed, even if they are ordinarily exempt from property taxes. Michigan law provides an exemption only for certain governmental properties. Governmental units owning downtown properties are exempt by law from assessments but will be asked to contribute their fair share to the DID, except parks, walkways and public rights-of-way.
  9. Properties in the district are divided into four classes according to primary use and ownership status of the property:
    - Class 1 – Private Taxable Property
    - Class 2 – Private Tax-exempt (non-profit, non-taxed, Pilot: non-profit or non-taxed)
    - Class 3 – Public Tax-exempt (government owned and public universities)

- Class 4 – Residentially Classified
10. The DID board have determined that certain private tax-exempt properties owned by non-profit organizations (class 2 properties) benefit to a lesser degree and therefore are assessed at a reduced amount. Residentially classified properties (class 4 properties) are assessed on a per parcel basis. Therefore, properties within the district will be assessed and/or billed at the following rates:
- Class 1 – 1.0
  - Class 2 – 0.6
  - Class 3 – 1.0
  - Class 4 – Flat Rate determined annually by the DID board, currently set at \$120 per parcel.
11. The cost of providing enhanced services benefiting properties in the district, with the exception of residentially classified properties which shall be assessed a flat rate, is spread to each property as follows:
- $$\begin{array}{l}
 (\text{Budget} \times 30\% \times (\text{Property Area} / \text{Total Property Area in the District})) \\
 + (\text{Budget} \times 30\% \times (\text{Property Street Frontage} / \text{Total Property Street Frontage in the District})) \\
 + (\text{Budget} \times 30\% \times (\text{Building Area} / \text{Total Building Area in the District})) \\
 + (\text{Budget} \times 10\% \times (\text{Parking Area} / \text{Total Parking Area in the District})) \\
 \hline
 = \text{Assessment by property} \\
 \times \text{Benefit factor} \\
 \hline
 = \text{Initial assessment by property}
 \end{array}$$
12. After the cost of providing enhanced services is spread to each property within the district, with the exception of residentially classified properties which shall be assessed a flat rate, the City Assessor will calculate an annual assessment rate or charge for each property characteristic as follows:
- $$\begin{array}{ll}
 (\text{Budget} \times 30\%) / (\text{Total Property Area in the District}) = & \text{Assessment rate 1} \\
 (\text{Budget} \times 30\%) / (\text{Total Property Street Frontage in the District}) = & \text{Assessment rate 2} \\
 (\text{Budget} \times 30\%) / (\text{Total Building Area in the District}) = & \text{Assessment rate 3} \\
 (\text{Budget} \times 10\%) / (\text{Total Parking Area in the District}) = & \text{Assessment rate 4}
 \end{array}$$
13. With the exception of residentially classified properties which shall be assessed a flat rate, the annual assessment/charge rate will be used to calculate a property's final amount to be assessed and/or charged:
- $$\begin{array}{l}
 \text{Property Area} \times \text{Assessment rate 1} \\
 + \text{Property Street Frontage} \times \text{Assessment rate 2} \\
 + \text{Property Building Area} \times \text{Assessment rate 3} \\
 + \text{Property Parking Area} \times \text{Assessment rate 4} \\
 \hline
 = \text{Initial assessment by property} \\
 \times \text{Benefit factor} \\
 \hline
 = \text{Final assessment by property}
 \end{array}$$
14. Those expenses related to enhanced services described as Area-Wide Services in Section D are spread to all eligible properties in the district as shown on the map in Section B.
15. Those expenses related to Center City Snowmelt operations and maintenance are spread to properties with frontage on Campau Promenade, Monroe Center and Monument Park.



16. The annual snowmelt assessment/charge rate will be used to calculate a property's final amount to be assessed and/or charged:

$$\begin{array}{l}
 \text{Property Area} \times \text{Assessment rate 1} \\
 + \text{Property Snowmelt Frontage} \times \text{Assessment rate 2} \\
 + \text{Property Building Area} \times \text{Assessment rate 3} \\
 + \text{Property Ground Floor Parking Area} \times \text{Assessment rate 4} \\
 \hline
 = \text{Initial assessment by property} \\
 \times \text{Benefit factor} \\
 \hline
 = \text{Final assessment by property}
 \end{array}$$

17. The characteristics of the properties within the area-wide services assessment district are projected as follows:

*Projected Number of Properties by Class in FY2024\*:*

- Class 1 – 431
- Class 2 – 85
- Class 3 – 81
- Class 4 – 619

*Projected Percentage of Assessment Payers by Class in FY2024\*:*

- Class 1 – 35%
- Class 2 – 7%
- Class 3 – 7%
- Class 4 – 51%

*Projected Assessment Amount by Class in FY2024\*:*

- Class 1 – \$758,925
- Class 2 – \$92,420
- Class 3 – \$369,244
- Class 4 – \$74,280

*\* There projections are from the FY2023 working database and are subject to change.*

## H. SPECIAL ASSESSMENT SCHEDULE

MILESTONES – SPECIAL ASSESSMENT ROLL	
Date	Milestone
February 2023	DID Board to consider recommendation of new three-year necessity and FY2024 – FY 2026 plan to City Commission.
March 2023	<p>City Commission considers adoption of resolution setting date, time, and place for public hearing of necessity for special assessment.</p> <p>Publication and mailing of notices to go out ahead of public hearing.</p> <p>City Commission conducts Public Hearing concerning necessity of special assessment.</p>
March – April 2023	<p>City Commission considers adoption of resolution establishing necessity for enhanced services to be financed by special assessment.</p> <p>Special assessment Roll open for public inspection in City Assessor's Office.</p>
June 2023	Board of Review hearing (City Commission sitting as Board of Review).
July 2023	Confirmation of Roll.
August 2023	Billing of Special Assessment Roll.

**EXHIBIT 1: BASE LEVEL OF SERVICE AGREEMENT**

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**City of Grand Rapids, Michigan**  
**Cost Allocation Plan**  
**Based On The Fiscal Year Ended June, 30, 2022**  
**Schedule A - Allocated Costs By Department**

Central Service Departments	Economic Develop	Downtown Impv Dt	GR Bldg Auth
Building / Equipment Depr.	0	0	0
General Expense	789	1,520	18
Executive Office	228	547	0
Human Resources	467	1,118	0
Comptroller	5,388	14,711	310
Treasurer	133	10,413	0
Fiscal Services	5,073	11,470	2,183
Purchasing	1,075	5,460	0
Dept of Law	28,751	0	0
City Clerk	5,080	0	0
Administrative Services	177	424	0
Comm Dev Grant Admin	0	0	0
Allocated Costs for Fiscal 2022	47,162	45,662	2,511
Roll Forwards	0	0	0
Fixed Costs	47,162	45,662	2,511
Adjustments	0	0	0
Proposed Costs Future Period	47,162	45,662	2,511