

AGENDA



DOWNTOWN IMPROVEMENT DISTRICT

Board Members:

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

Sept 27, 2023
2:00 pm Meeting
29 Pearl Street, NW Suite #1

1. Call to order (2:00)
2. Vice Chair Election (2:01)
Motion – Kelly
3. Approve Meeting Minutes from July 2023 (2:05)
Motion | (enclosure)
4. Accept FY 2023 Year End Financial Statements (2:10)
Motion | (enclosure)
5. Accept August 31, 2023, Financial Statements (2:15)
Motion | (enclosure)
6. Resident Ambassador Request (2:20)
Motion – Eledge/Channing | (enclosure)
7. DGRI President & CEO Report (2:30)
Info Item – Kelly
8. Public Comment (2:40)
9. Board Member Discussion (2:45)
10. Adjournment (2:50)



MEETING OF THE DOWNTOWN IMPROVEMENT DISTRICT BOARD
July 26, 2023

1. Call to Order

This meeting was called to order at 2:02 p.m. by Bob Herr.

Attendees

Members Present: Mike Ellis, Mike Bishop, Jessica Slaydon, Peter Albertini, Kate Berens, Monica Steimle-App, Josh Lunger, Paul Skentzos, Andrew Martin, Cullen Hillary, Elliot Talen, Bob Herr.

Members Absent: Ashley Ward, Stacie Behler, Virginia Justice and Emily Loeks.

Others Present: Jessica Wood (Legal Counsel), Tricia Chapman (Treasurer), Tim Kelly (Executive Director), Mandy McDaniel (Recording Secretary), Rebecca Krenz (Ambassador), Bill Kirk, Kim Van Driel, Melvin Eledge, Mark Miller, Marion Bonneaux (DGRI).

Introductions

Welcomed new member Rick Winn to the DID Board.

2. Approve Meeting Minutes from March 22, 2023

Motion: Member Slaydon supported by Member Bishop, moved to approve the March 22, 2023, Downtown Improvement District Meeting Minutes as presented. None opposed. Motion carried unanimously.

3. World of Winter 2023 Recap

Kim Van Driel, Director of Public Space Management, presented a recap video of World of Winter 2023 and Bill Kirk, Director of Communications, shared statistics. There were approximately 4.5 million visitors during the span of the festival, 63 events, 51 installations, and 40 grants awarded to local placemakers and artists. Van Driel previewed large art installations coming to World of Winter 2024. The DDA primarily funds the event and DID helps fund the Ambassadors who clean it.

4. Downtown Ambassador Report

Rebecca Krenz, Operations Manager, highlighted 2023 statistics and accomplishments around hospitality and engagement, residential interactions, beautification of downtown, and other highlights and successes. This year, the Ambassador Program celebrates its 10th anniversary.

Eledge reminded the board this is the time of year we review, update, and approve the Block by Block contract. The contract went out for bid in February of 2022. We entered into a 1-year agreement with Block by Block, which included two 1-year options to extend the contract without an increase. The total cost of the services is \$1,043,755.58. It is expected the new Block by Block contract will begin July 1, 2023. The DID's portion of the funding is \$752,839; the remaining \$290,916.56 will be requested for approval from the DDA at their August meeting.

Herr inquired on the history of the contract and when the contract will go out to bid again. Eledge stated Block by Block has been with us since 2013. Typically, we put the contract out to bid every three years to review the services and cost.

Kelly stated as a reminder the residential element was new this year and funded specifically through the residential special assessment. We will continue to evaluate the pilot and bring back recommendations.

Motion: Member Winn, supported by Member Skentzos, moved to approve funding for an amount not to exceed \$752,839 for Hospitality, Beautification, Maintenance and Placemaking contractual services in FY24. Motion carried unanimously.

5. Snowmelt Update & Budget Amendment

Eledge stated last year Geotech identified four leaks in the snowmelt system along Monroe Center. This body approved a budget amendment for FY23 to cover the costs. However, we have yet to pay for the repairs since we received the invoice in the current fiscal year. In addition, during those repairs it was discovered only three repairs were needed. The request is to approve a budget amendment for this year for the three repairs, totaling \$72,100.

Motion: Member Steimle-App supported by Member Slaydon, moved to approve a budget amendment not to exceed \$72,100 to cover the Monroe Center repairs. Motion carried unanimously.

6. FY 2024 Plantings

Eledge presented the contract for Downtown plantings. Historically, Block by Block held the plantings contract with Micandy. Today, we recommend continuing work with Micandy. The total cost of the services is \$180,225, which includes a small contingency to cover unexpected needs. The total request to the DID is for an amount not to exceed \$113,000 which is budgeted in the DID FY 24 Maintenance & Beautification line item. The remainder of the cost will be covered by the Downtown Development Authority, which approved \$62,725 at their May meeting and the Monroe North TIFA, which will cover \$4,500.

Motion: Member Bernes, supported by Member Winn, moved to approve funding for an amount not to exceed \$180,225 for flower planting and beautification contractual services in FY24. Motion carried unanimously.

7. DID Board Chair –

Herr stated that he is officially resigning from the DID board and as Chair. Herr was part of the founding committee, serving a total of 23 years. Kelly presented Herr with a gift and members expressed appreciation.

There are no guidelines or bylaws for selecting a new chair, however, member Steimle-App expressed willingness to serve as Chair and Herr is recommending her for the position.

Motion: Member Slaydon supported by Member Winn, moved to elect Member Monica Steimle-App as the Board Chair. Motion carried unanimously.

8. DGRI President & CEO Report

Kelly provided the following updates:

- Activation: Return to the River August 26 – 27, 2023 and ArtPrize September 14 – October 1, 2023. The Heartside Mural Series program continues, adding 3 more large scale murals beginning August 11th.
- Maintenance: Trees were trimmed on Monroe Center.
- Projects: New Wayfinding Kiosks were installed.
- River Corridor: Lyon Square is out to bid. GR Public Museum is finished with design work and will also be out to bid soon. The DDA approved funding for design work at the 201 Market site.
- Van Andel Alley: Renderings shared showing connections from the front of the plaza to Studio Park.
- Downtown Security in place through ArtPrize.
- The DDA is partnering with the City and Kent County by contributing to the Community Rebuilders initiative, which is a rapid rehousing program.

9. Public Comment

None.

10. Board Member Discussion

Winn stated between the city, additional security, and ambassador team there has been a major difference downtown. Berens added the commission did adopt ordinances to provide clarification around personal property in city right-of-way.

11. Adjournment

The meeting adjourned at 3:05 p.m.

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

MEMORANDUM

CITY OF GRAND RAPIDS

Agenda Item 3.
September 27, 2023
DID Meeting

DATE: September 20, 2023

TO: Downtown Improvement District

FROM: Tricia Chapman
Administrative Services Officer II

**SUBJECT: Grand Rapids Downtown Improvement District
Preliminary Interim Financial Statements as of June 30, 2023**

Attached are the DID's preliminary interim financial statements for the fiscal year ending June 30, 2023. These statements are preliminary as the year-end audit is not yet complete. These statements include the following:

Statement A: Preliminary Balance Sheet
Statement B: Preliminary Statement of FY2023 Revenues and Expenditures
Statement C: Preliminary Schedule of Expenditures

The DID has spent approximately 96% of its budgeted appropriations in the District-Wide fund and 95% of appropriations in the Snowmelt fund.

Please contact me at 616-456-3848 or via email at tchapman@grcity.us if you have any questions.

Attachments

STATEMENT A
GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT
Balance Sheet
June 30, 2023 PRELIMINARY

ASSETS	DISTRICT - WIDE	SNOW - MELT	TOTAL
Pooled Cash & Investments	\$ 99,406	\$ 556,448	\$ 655,854
Interest Receivable	1,582	2,454	4,036
Assessments Receivable	-	-	-
TOTAL ASSETS	\$ 100,988	\$ 558,902	\$ 659,890
LIABILITIES AND FUND EQUITY			
Liabilities			
Accounts Payable	\$ 60,228	\$ 24,666	\$ 84,894
Deferred Assessment Revenue	-	-	-
TOTAL LIABILITIES	\$ 60,228	\$ 24,666	\$ 84,894
Reserve for Encumbrances	\$ -	\$ -	\$ -
Reserve for Compensated Absences	1,359	-	1,359
Unrestricted Reserve	39,401	180,340	219,741
Restricted Reserve - Monroe Center	-	353,896	353,896
TOTAL FUND EQUITY	\$ 40,760	\$ 534,236	\$ 574,996
TOTAL LIABILITIES & FUND EQUITY	\$ 100,988	\$ 558,902	\$ 659,890

Prepared 9/20/2023

STATEMENT B

GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT FY2022 Statement of Revenues and Expenditures July 1, 2022 - June 30, 2023 PRELIMINARY

REVENUES	DISTRICT-WIDE		SNOWMELT	
	Budget	Actual	Budget	Actual
Assessments	\$ 1,222,814	\$ 1,069,053	\$ 170,000	\$ 170,000
Reserve for Uncollectible Accounts	(153,200)	-	-	-
Earnings on Investments	3,808	(4,869)	6,093	2,176
Miscellaneous Revenues and Reimbursements	100,000	50,412	-	-
TOTAL REVENUES	\$ 1,173,422	\$ 1,114,596	\$ 176,093	\$ 172,176
EXPENDITURES				
DISTRICT-WIDE SERVICES				
Maintenance and Beautification				
Landscaping and Beautification	\$ 617,839	\$ 621,410	\$ -	\$ -
Irrigation - Repairs & Water	7,000	5,274	-	-
Flowers & Plantings	112,615	77,050	-	-
Sub-Total	\$ 737,454	\$ 703,734	\$ -	\$ -
Marketing and Communications				
Personnel - Wages and Benefits	20,000	13,095	-	-
Printing, Postage, Supplies, etc.	750	1,742	-	-
Sub-Total	\$ 20,750	\$ 14,837	\$ -	\$ -
Administration				
DGRI Overhead - Rent, Meetings, Phones, Cleaning, etc	25,000	49,752	-	-
Personnel - Wages and Benefits	72,200	75,426	-	-
Professional Services	22,500	23,408	-	-
Supplies, Office Equipment, etc	7,366	3,016	-	-
City A-87 Costs	35,384	35,384	-	-
Sub-Total	\$ 162,450	\$ 186,986	\$ -	\$ -
Public Safety				
Ambassador Program	155,000	118,292	-	-
QOL - Special Project	124,160	124,160	-	-
Sub-Total	\$ 279,160	\$ 242,452	\$ -	\$ -
TOTAL EXPENDITURES - DISTRICT-WIDE SERVICES	\$ 1,199,814	\$ 1,148,009	\$ -	\$ -
SNOWMELT SYSTEM OPERATIONS				
Central City Snowmelt	\$ -	\$ -	\$ 235,000	\$ -
Campau Promenade District	-	-	-	73,562
Monroe Center District	-	-	-	112,823
Monument Park District	-	-	-	37,888
TOTAL EXPENDITURES	\$ 1,199,814	\$ 1,148,009	\$ 235,000	\$ 224,273
EXCESS / (DEFICIT)	\$ (26,392)	\$ (33,413)	\$ (58,907)	\$ (52,097)
BEGINNING FUND BALANCE		74,173		586,333
ENDING FUND BALANCE		\$ 40,760		\$ 534,236

Special & Voluntary Assessments as of 6/30/2023	Budgeted	Invoiced	Received	Receivable
District-Wide	\$ 1,222,814	\$ 1,069,053	\$ 1,069,053	\$ -
Center City Snowmelt Operations	170,000	170,000	170,000	-
TOTAL	\$ 1,392,814	\$ 1,239,053	\$ 1,239,053	\$ -

STATEMENT C

GRAND RAPIDS, MICHIGAN DOWNTOWN IMPROVEMENT DISTRICT Schedule of Expenditures March - June 2023 PRELIMINARY

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
3/8/2023	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	\$ 2,948.67
4/11/2023	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	2,948.67
5/2/2023	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	2,948.67
6/12/2023	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	2,948.63
					11,794.64
4/27/2023	Holland Litho Service Inc.	Administration	DGRI Overhead	Ambassador mailer 2023	2,037.01
7/14/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Subscriptions (DID)	1,943.03
3/27/2023	American United Life-Group Div	Administration	DGRI Overhead	OneAmerica Life Insurance 04/23 - 05/23	1,719.91
4/30/2023	American United Life-Group Div	Administration	DGRI Overhead	OneAmerica Life Insurance 06/23	1,510.33
4/27/2023	Icon Sign Company, LLC	Administration	DGRI Overhead	Icon Sign - Clear Vinyl	1,351.45
5/16/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease May 23	1,222.12
6/22/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease June 23	1,222.12
4/2/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease Feb 23	1,222.12
4/2/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease Jan 23	1,222.12
4/2/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease March 23	1,222.12
4/9/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease April 23	1,222.12
3/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Membership DID	566.55
5/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin (DID) Furniture	497.37
6/14/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted CRIT	452.36
5/15/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted CRIT	431.52
4/9/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT CRIT 04/23	431.52
3/12/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT CRIT 3/23	419.78
5/15/2023	US Bank National Association	Administration	DGRI Overhead	ADMIN: Conference & Travel: DID	397.02
3/6/2023	Julian Newman Enterprises	Administration	DGRI Overhead	Culture Creative Prof Development & Training	391.40
4/2/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	29 Pearl Street Mezzanine Office Lease 01/23-03/2	359.30
6/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Furniture (DID)	274.74
6/27/2023	Chames LLC	Administration	DGRI Overhead	5 Star-Window coating	270.07
4/17/2023	City Treasurer - Public Works	Administration	DGRI Overhead	DGRI Monthly Trash Disposal March 2023	244.58
7/14/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Services (DID)	207.44
4/17/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Food/Bev DID	193.11
7/13/2023	City Treasurer - MobileGR	Administration	DGRI Overhead	Parking Validation Invoices - May 2023	149.89
4/6/2023	City Treasurer - MobileGR	Administration	DGRI Overhead	Parking Validation Invoices - Dec & Jan	138.48
4/30/2023	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 04/22-05/21	134.92
6/14/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted 365 Billing	125.06
4/9/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT O365 Agreement 4/23	123.54
5/8/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted Microsoft 365	121.18
3/12/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT O365 Agreement 3/23	121.18
3/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Misc DID	121.09
4/17/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Subscription DID	120.31
5/16/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Rental or Lease May	119.77
6/22/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Rental or Lease June	119.77
4/9/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Rental or Lease April	119.77
5/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin (DID) Misc	118.40
4/2/2023	GreatAmerica Financial Services Corp	Administration	DGRI Overhead	Copier Lease 03/23	113.40
4/2/2023	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 02-03	101.73
6/13/2023	AccuSourceHR, Inc.	Administration	DGRI Overhead	Criminal Background Check services 06/23	96.92
7/17/2023	AccuSourceHR, Inc.	Administration	DGRI Overhead	Criminal Background Check services 06/23	95.11
4/2/2023	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 03/23-04/23	94.71
5/30/2023	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 05/23-06/23	90.09
7/2/2023	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 06/23-07/23	90.09
4/19/2023	City Treasurer - MobileGR	Administration	DGRI Overhead	Parking Validation Invoices - Feb 2023	88.85
3/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Food/Bev DID	84.09
6/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Food/Bev (DID)	83.37
4/27/2023	GreatAmerica Financial Services Corp	Administration	DGRI Overhead	Copier Lease 03/23	82.84
7/14/2023	City Treasurer - MobileGR	Administration	DGRI Overhead	Parking Validation Invoices - April 2023	76.31
4/17/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Services DID	73.83
4/2/2023	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial Services 03/23	67.52
4/30/2023	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial Services at DGRI	67.52
6/26/2023	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial Services at DGRI	67.52
7/18/2023	Professional Maintenance of Michigan	Administration	DGRI Overhead	DGRI Janitorial Services 6/23	67.52
5/15/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted Systems Engineer	67.02
7/13/2023	City Treasurer - MobileGR	Administration	DGRI Overhead	Parking Validation Invoices - March 2023	66.53
5/8/2023	Field & Fire Cafe LLC	Administration	DGRI Overhead	Staff Lunch 4/23	55.43
7/14/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Food/Bev (DID)	54.95
3/6/2023	Promotional Impact	Administration	DGRI Overhead	DGRI Coasters	50.11
7/17/2023	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 06/23	49.46
4/23/2023	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 03/23	49.43
5/22/2023	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 04/23	49.43
6/22/2023	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 06/23	49.43
4/17/2023	Professional Maintenance of Michigan	Administration	DGRI Overhead	Window Cleaning at DGRI	48.92

continued on the next page

STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
March - June 2023 PRELIMINARY

Page 2

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
<i>continued from prior page</i>					
7/18/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric 06/23	48.38
5/30/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric 05/23-06/23	46.47
5/1/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric 03/23	45.75
5/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin (DID) Food & Bev	43.92
3/19/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric 02/23	43.23
3/16/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Membership DID	28.83
4/27/2023	AccuSourceHR, Inc.	Administration	DGRI Overhead	Criminal Background Check services 03/23	28.33
4/30/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted Laptop Battery	25.44
5/7/2023	Pure Water Partners LLC	Administration	DGRI Overhead	Water Cooler Lease 04/23	24.66
6/2/2023	Melvin Eledge JR	Administration	DGRI Overhead	Reimb for Expenses 052523 DID	22.13
3/19/2023	JobMatch LLC	Administration	DGRI Overhead	HR software 03/23	21.33
4/17/2023	JobMatch LLC	Administration	DGRI Overhead	HR software 03/23	21.33
7/5/2023	JobMatch LLC	Administration	DGRI Overhead	HR software 06/23	21.33
7/18/2023	JobMatch LLC	Administration	DGRI Overhead	HR software 06/23	21.33
4/26/2023	Max Vanderforest	Administration	DGRI Overhead	Max Vanderforest Travel Expenses Reimbursemen	21.31
3/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin:Subscription DID	19.57
4/9/2023	Engineered Protection Sys Inc	Administration	DGRI Overhead	Office Security System 05/01/23 - 07/31/23	18.69
4/26/2023	Max Vanderforest	Administration	DGRI Overhead	Max Vanderforest Travel Expenses Reimbursemen	17.08
3/24/2023	Andrew Guy Sanborn	Administration	DGRI Overhead	Multiple Reimbursements 2022/2023	16.26
3/1/2023	Megan Catcho	Administration	DGRI Overhead	Travel Expense: Mileage DID	13.20
4/17/2023	Selective Insurance Company of Ameri	Administration	DGRI Overhead	Selective Insurance Policy 04/23	10.76
3/17/2023	Megan Catcho	Administration	DGRI Overhead	Travel Expense: Mileage DID	9.23
3/19/2023	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/23-06/23	7.67
4/30/2023	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/23-06/23	7.67
5/16/2023	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/23-06/23	7.67
6/14/2023	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/23-06/23	7.67
7/2/2023	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 06/23	7.67
3/12/2023	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/23-06/23	7.66
3/24/2023	Arielle Fenlon	Administration	DGRI Overhead	A Fenlon - Mileage Reimbursements	4.49
4/7/2023	Megan Catcho	Administration	DGRI Overhead	Travel Expense: Mileage DID	2.05
4/14/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Membership: DID	(28.83)
					25,238.98
6/5/2023	Priority Health	Administration	Personnel	Health Insurance 06/23 Coverage	1,819.94
5/23/2023	American United Life-Group Div	Administration	Personnel	OneAmerica Life Insurance 06/23	1,477.98
6/24/2023	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 06/24/23	442.92
7/18/2023	American United Life-Group Div	Administration	Personnel	OneAmerica Life Insurance 06/23	426.73
5/27/2023	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 05/27/2023	363.66
6/10/2023	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 06/10/2023	331.35
4/1/2023	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 04/01/2023	331.35
3/4/2023	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 03/04/2023	331.34
3/18/2023	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 03/18/2023	331.32
4/15/2023	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 04/15/2023	331.32
5/13/2023	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 05/13/2023	331.31
4/29/2023	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 04/29/2023	331.30
7/18/2023	Blue Cross Blue Shield of Mich	Administration	Personnel	Insurance Premiums 06/23	165.36
5/30/2023	Blue Cross Blue Shield of Mich	Administration	Personnel	Insurance Premiums 05/23	131.05
					7,146.93
3/27/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Legal Services DID	1,356.20
3/30/2023	Dickinson Wright PLLC	Administration	Professional Services	DID Legal Service 03/23	1,175.00
6/14/2023	Lisa M Cooper	Administration	Professional Services	HR Consultant services 06/23	791.77
3/27/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Legal Services DID	779.28
5/8/2023	Lisa M Cooper	Administration	Professional Services	HR Consultant services 05/23	746.27
3/30/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Legal Services DID	731.92
4/10/2023	Lisa M Cooper	Administration	Professional Services	HR Consultant services 03/23	684.62
5/18/2023	Dickinson Wright PLLC	Administration	Professional Services	DID Legal Services 4/23	544.00
5/18/2023	Dickinson Wright PLLC	Administration	Professional Services	DID Legal Services 4/23	483.00
6/22/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Services 6/23 DID	482.21
4/4/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Legal Services DID	473.59
7/17/2023	Lisa M Cooper	Administration	Professional Services	HR Consultant services 06/23	405.10
4/17/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Legal Services DID	327.21
3/27/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Legal Services DID	318.60
4/17/2023	Dickinson Wright PLLC	Administration	Professional Services	Legal Services DID	184.00
6/22/2023	Dickinson Wright PLLC	Administration	Professional Services	River Legal Services 6/23 DID	154.99
5/18/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Legal Services DID	150.69
3/12/2023	Lisa M Cooper	Administration	Professional Services	HR Consultant services 02/23	136.50
3/28/2023	Dickinson Wright PLLC	Administration	Professional Services	DID Legal Services 12/22	111.00
3/30/2023	Dickinson Wright PLLC	Administration	Professional Services	DGRI Legal Services DID	79.24
3/30/2023	Dickinson Wright PLLC	Administration	Professional Services	DID Legal Service 03/23	37.00
					10,152.19

continued on the next page

STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
March - June 2023 PRELIMINARY

Page 3

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
<i>continued from prior page</i>					
5/15/2023	US Bank National Association	Administration	Supplies, Office Equipment, etc	ADMIN: Supplies: DID	280.24
6/5/2023	GreatAmerica Financial Services Corp	Administration	Supplies, Office Equipment, etc	Copier Lease 05/23	79.69
7/14/2023	US Bank National Association	Administration	Supplies, Office Equipment, etc	Admin: Supplies (DID)	71.46
3/15/2023	US Bank National Association	Administration	Supplies, Office Equipment, etc	Admin: Supplies: DID	68.62
6/15/2023	US Bank National Association	Administration	Supplies, Office Equipment, etc	Admin: Supplies (DID)	54.50
6/15/2023	US Bank National Association	Administration	Supplies, Office Equipment, etc	Admin: Supplies (DID)	31.64
5/15/2023	US Bank National Association	Administration	Supplies, Office Equipment, etc	Admin (DID) Supplies	28.24
7/14/2023	US Bank National Association	Administration	Supplies, Office Equipment, etc	Admin: Supplies (DID)	24.62
4/17/2023	US Bank National Association	Administration	Supplies, Office Equipment, etc	Admin: Supplies DID	23.38
4/14/2023	US Bank National Association	Administration	Supplies, Office Equipment, etc	Admin: Supplies: DID	19.37
5/30/2023	ACO Inc	Administration	Supplies, Office Equipment, etc	Supplies: Painting for Office	10.15
4/17/2023	US Bank National Association	Administration	Supplies, Office Equipment, etc	Admin: Books DID	9.21
6/5/2023	ACO Inc	Administration	Supplies, Office Equipment, etc	Supplies: Painting for Office	7.04
5/30/2023	ACO Inc	Administration	Supplies, Office Equipment, etc	Supplies: Painting for Office	5.00
7/2/2023	GreatAmerica Financial Services Corp	Administration	Supplies, Office Equipment, etc	Copier Lease 06/23	4.46
7/18/2023	ACO Inc	Administration	Supplies, Office Equipment, etc	Office Supplies 06/23	2.74
7/18/2023	ACO Inc	Administration	Supplies, Office Equipment, etc	Office supplies 6/23	1.68
					722.04
6/20/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	62 Monroe Center planters - 'WS2063167 23/05	3,736.07
6/20/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	211 Michigan St NW - WS2177433 23/05	4.54
6/20/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	66 Sheldon Blvd planters - WS2171659 23/05	4.46
6/20/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	160 Ottawa Ave - WS2189674 23/05	4.44
6/20/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	70 Ottawa Ave - WS2189672 23/05	4.44
					3,753.95
3/6/2023	Mydatt Service Inc	Maintenance & Beautification	Landscaping and Beautification	Clean team Feb 23	55,666.96
4/10/2023	Mydatt Service Inc	Maintenance & Beautification	Landscaping and Beautification	Clean team March 23	55,666.96
5/15/2023	Mydatt Service Inc	Maintenance & Beautification	Landscaping and Beautification	Clean team April 23	55,666.96
6/5/2023	Mydatt Service Inc	Maintenance & Beautification	Landscaping and Beautification	Clean team May 23	55,666.96
7/13/2023	Mydatt Service Inc	Maintenance & Beautification	Landscaping and Beautification	Clean team June 23	55,666.96
4/14/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping and Beautification	125 Monroe Center - ELC2186487 23/03	540.76
4/14/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping and Beautification	125 Monroe Center - ELC2186487 22/12	286.28
6/30/2023	City Treasurer - Water System	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices -WS2005642 23/06	207.34
3/23/2023	DTE Energy	Maintenance & Beautification	Landscaping and Beautification	Winter Ave Offices - 9100 258 89908 23/03	205.44
7/14/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	125 Monroe Center - ELC2186487 23/06	177.70
4/19/2023	DTE Energy	Maintenance & Beautification	Landscaping and Beautification	Winter Ave Offices - 9100 258 89908 23/04	176.20
3/30/2023	City Treasurer - Water System	Maintenance & Beautification	Landscaping and Beautification	Winter Ave Offices - WS2005642 23/03	153.38
6/30/2023	DTE Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 9100 258 89908 23/05	142.15
6/30/2023	Consumers Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 1030 2027 1245 23/06	112.89
4/26/2023	Consumers Energy	Maintenance & Beautification	Landscaping and Beautification	Winter Ave Offices - 1030 2027 1245 23/04	105.17
4/14/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping and Beautification	40 S Division -ELC2187565 23/03	101.56
3/30/2023	Consumers Energy	Maintenance & Beautification	Landscaping and Beautification	Winter Ave Offices - 1030 2027 1245 23/03	98.59
5/5/2023	Consumers Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 1030 2027 1245 23/04	97.02
4/14/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping and Beautification	25 Sheldon Blvd - ELC2186757 23/03	89.49
4/14/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping and Beautification	25 Sheldon Blvd - ELC2186757 22/12	87.95
7/14/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	40 S Division - ELC2187565 23/06	84.46
4/14/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping and Beautification	40 S Division -ELC2187565 22/12	82.13
7/14/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	25 Sheldon Blvd - ELC2186757 23/06	64.63
7/14/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	225 Michigan St - ELC2186756 23/06	63.02
4/14/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping and Beautification	225 Michigan St - ELC2186756 22/12	61.36
4/14/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping and Beautification	225 Michigan St - ELC2186756 23/03	58.67
4/26/2023	City Treasurer - Water System	Maintenance & Beautification	Landscaping and Beautification	3 Market SW planters - WS2117023 23/04	36.34
6/30/2023	City Treasurer - ELC	Maintenance & Beautification	Landscaping and Beautification	correct ELC bills 40 S Div - Loo	(436.37)
					280,930.96
4/30/2023	Advance Local Media LLC	Marketing & Communications	Printing, Postage, Supplies, etc.	DID Public Notice 4/23	530.82
5/15/2023	Advance Local Media LLC	Marketing & Communications	Printing, Postage, Supplies, etc.	DID Public Notice 4/23	530.82
					1,061.64
5/24/2023	Mydatt Service Inc	Public Safety	QOL - Special Project	Ambassador Program	124,160.00
					124,160.00
4/10/2023	Mydatt Service Inc	Public Safety	Ambassador Program	Ambassador Program March 23	31,312.67
5/15/2023	Mydatt Service Inc	Public Safety	Ambassador Program	Ambassador Program	31,312.67
					62,625.34
4/14/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 23/03	9,854.25
4/14/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 23/02	7,442.67
3/30/2023	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 30421 23/03	4,271.58
5/11/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 23/04	3,488.88
4/14/2023	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 30421 23/04	2,311.99

continued on the next page

STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
March - June 2023 PRELIMINARY

Page 4

Date	District	Category	Vendor	Description	Amount
<i>continued from prior page</i>					
6/21/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 23/05	1,145.05
7/14/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 23/06	1,145.05
4/14/2023	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave CMP - ELC2182337 23/03	415.93
5/17/2023	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp -9100 297 30421 23/05	288.30
4/14/2023	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave CMP - ELC2182337 22/12	287.65
7/14/2023	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave CMP - ELC2182337 23/06	220.74
4/14/2023	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave VLT - ELC2186862 22/12	110.99
6/26/2023	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp -9100 297 30421 23/06	100.12
7/14/2023	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave VLT - ELC2186862 23/06	61.33
4/14/2023	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave VLT - ELC2186862 23/03	60.00
					31,204.53
6/30/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Repairs - accrue invoice for FY23	21,555.10
4/14/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 23/02	11,730.51
4/14/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 23/03	9,212.98
5/8/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Geotech Snow Melt Monroe	3,800.10
5/11/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 23/04	3,418.07
3/2/2023	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 23/02	1,825.07
3/30/2023	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 23/03	1,564.26
7/14/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 23/06	1,257.51
6/21/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 23/05	1,251.36
5/5/2023	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 23/04	1,034.03
4/14/2023	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	83 Monroe Center - ELC2181622 23/03	301.89
4/14/2023	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	83 Monroe Center - ELC2181622 22/12	231.45
5/22/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Geotech Snow Melt O&M	217.50
4/14/2023	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	1 Monroe Center - ELC2178214 23/03	202.53
4/14/2023	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	1 Monroe Center - ELC2178214 22/12	128.67
6/30/2023	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 23/06	124.75
6/2/2023	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 23/05	116.06
7/14/2023	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	83 Monroe Center - ELC2181622 23/06	96.87
					58,068.71
3/27/2023	Geotech Inc	Snowmelt Operations	Monument Park District	Geotech Controller Replacement	7,930.52
3/2/2023	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 23/02	4,138.93
3/30/2023	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 23/03	2,447.46
5/5/2023	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 23/04	821.72
6/2/2023	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 23/05	330.00
6/30/2023	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 23/06	135.66
7/14/2023	City Treasurer - ELC	Snowmelt Operations	Monument Park District	1 Monroe Center - ELC2178214 23/06	68.51
					15,872.80
TOTAL EXPENDITURES					\$ 632,732.71

MEMORANDUM

CITY OF GRAND RAPIDS

**Agenda Item 4.
September 27, 2023
DID Meeting**

DATE: September 20, 2023
TO: Downtown Improvement District
FROM: Tricia Chapman
Administrative Services Officer II

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

Attached are the DID's interim financial statements for the first two months of the Authority's fiscal year ending June 30, 2024. These statements include the following:

Statement A: Balance Sheet
Statement B: Statement of FY2024 Revenues and Expenditures
Statement C: Schedule of Expenditures

The DID assessments were billed in September so they are not reflected in the attached statements. The total billed assessments for district-wide, not including properties owned by the City, was \$1,197,475. As of September 20, a little over \$300,000 has been collected. For the snowmelt district, total billed assessments, not including city owned properties, was \$144,224.87 and just over \$27,000 has been collected.

The DID has spent approximately 2% of its budgeted appropriations in the District-Wide fund and 36% of appropriations in the Snowmelt fund.

Please contact me at 616-456-3848 or via email at tchapman@grcity.us if you have any questions.

Attachments

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

ASSETS	DISTRICT - WIDE	SNOW - MELT	TOTAL
Pooled Cash & Investments	\$ 46,534	\$ 506,341	\$ 552,875
Assessments Receivable	-	-	-
TOTAL ASSETS	\$ 46,534	\$ 506,341	\$ 552,875
LIABILITIES AND FUND EQUITY			
Liabilities			
Accounts Payable	\$ 2,694	\$ -	\$ 2,694
Deferred Assessment Revenue	-	-	-
TOTAL LIABILITIES	\$ 2,694	\$ -	\$ 2,694
Reserve for Encumbrances	\$ -	\$ -	\$ -
Reserve for Compensated Absences	1,359	-	1,359
Unrestricted Reserve	42,481	152,445	194,926
Restricted Reserve - Campau Promenade	-	-	-
Restricted Reserve - Monroe Center	-	353,896	353,896
Restricted Reserve - Monument Park	-	-	-
TOTAL FUND EQUITY	\$ 43,840	\$ 506,341	\$ 550,181
TOTAL LIABILITIES & FUND EQUITY	\$ 46,534	\$ 506,341	\$ 552,875

Prepared 9/20/2023

STATEMENT B

GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT FY2024 Statement of Revenues and Expenditures July 1, 2023 - August 31, 2023

REVENUES	DISTRICT-WIDE		SNOWMELT	
	Budget	Actual	Budget	Actual
Assessments	\$ 1,294,869	\$ -	\$ 170,000	\$ -
Reserve for Uncollectible Accounts	(168,460)	-	-	-
Earnings on Investments	10,688	25,076	17,592	39,702
Miscellaneous Revenues and Reimbursements	50,000	-	-	-
TOTAL REVENUES	\$ 1,187,097	\$ 25,076	\$ 187,592	\$ 39,702
EXPENDITURES				
DISTRICT-WIDE SERVICES				
Maintenance and Beautification				
Ambassador Program - Clean & Safe	\$ 752,839	\$ -	\$ -	\$ -
QOL - Residential Project	124,160	-	-	-
Irrigation Repairs & Utilities	6,186	2,011	-	-
Flowers & Plantings	113,000	-	-	-
Sub-Total	\$ 996,185	\$ 2,011	\$ -	\$ -
Marketing and Communications				
Personnel - Wages & Benefits	21,000	-	-	-
Printing & Postage	750	-	-	-
Sub-Total	\$ 21,750	\$ -	\$ -	\$ -
Administration				
DGRI Overhead	25,000	6,097	-	-
Personnel - Wages and Benefits	73,000	5,220	-	-
Professional Services	22,500	465	-	-
Supplies	3,000	593	-	-
City A-87 Costs	45,662	7,610	-	-
Sub-Total	\$ 169,162	\$ 19,985	\$ -	\$ -
SNOWMELT SYSTEM OPERATIONS				
Central City Snowmelt	\$ -	\$ -	\$ 187,592	\$ -
Campau Promenade District	-	-	-	1,247
Monroe Center District	-	-	-	66,214
Monument Park District	-	-	-	136
TOTAL EXPENDITURES	\$ 1,187,097	\$ 21,996	\$ 187,592	\$ 67,597
EXCESS / (DEFICIT)	\$ -	\$ 3,080	\$ -	\$ (27,895)
BEGINNING FUND BALANCE		40,760		534,236
ENDING FUND BALANCE		\$ 43,840		\$ 506,341

Special & Voluntary Assessments as of 8/31/2023	Budgeted	Invoiced	Received	Receivable
District-Wide	\$ 1,294,869	\$ -	\$ -	\$ -
Center City Snowmelt Operations	170,000	-	-	-
TOTAL	\$ 1,464,869	\$ -	\$ -	\$ -

STATEMENT C

GRAND RAPIDS, MICHIGAN DOWNTOWN IMPROVEMENT DISTRICT Schedule of Expenditures July 1, 2023 - August 31, 2023

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
7/31/2023	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	\$ 3,805.17
8/29/2023	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-88	3,805.17
					<u>7,610.34</u>
8/8/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street July '23	1,222.12
8/31/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease Sept '23	1,222.12
8/31/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease Aug '23	1,222.12
7/26/2023	PerformYard, Inc.	Administration	DGRI Overhead	HR Software 6/23	880.65
8/23/2023	Worksighted, Inc.	Administration	DGRI Overhead	Managed IT Agreement 8/23 DID	435.04
8/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Professional Development (DID)	253.43
8/23/2023	Worksighted, Inc.	Administration	DGRI Overhead	Microsoft Office 365 Agreement 8/23	121.18
8/8/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease July 2023 Mezz	119.77
8/31/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease Sept 2023 Mezz	119.77
8/31/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease Aug 2023 Mezz	119.77
8/3/2023	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 07/23-08/23	90.20
8/23/2023	Professional Maintenance of Michigan	Administration	DGRI Overhead	DGRI Janitorial Services 7/23	67.52
8/15/2023	Fusion Financial Services, LLC	Administration	DGRI Overhead	Accounting services 07/23	57.83
8/3/2023	Selective Insurance Company of Ameri	Administration	DGRI Overhead	Selective Insurance Policy 07/23	36.60
8/3/2023	AccuSourceHR, Inc.	Administration	DGRI Overhead	Criminal Background Check services 06/23	27.45
8/3/2023	Pure Water Partners LLC	Administration	DGRI Overhead	Water Cooler Lease 07/23	24.66
7/26/2023	JobMatch LLC	Administration	DGRI Overhead	HR software 07/23	21.33
7/26/2023	Engineered Protection Sys Inc	Administration	DGRI Overhead	Office Security System 08/01/23 - 10/31/23	18.69
8/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Food/Bev (DID)	12.82
8/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Subscriptions (DID)	8.32
8/3/2023	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 07/23	7.67
8/31/2023	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 07/23	7.67
					<u>6,096.73</u>
7/26/2023	Priority Health	Administration	Personnel	Health Insurance 07/23 Coverage	2,667.96
7/27/2023	American United Life-Group Div	Administration	Personnel	OneAmerica Life Insurance 07/23	426.73
7/27/2023	Blue Cross Blue Shield of Mich	Administration	Personnel	Insurance Premiums 07/23	376.78
8/3/2023	American United Life-Group Div	Administration	Personnel	OneAmerica Life Insurance 08/23	373.39
8/5/2023	City Treasurer - Staff Services	Administration	Personnel	Payroll period ended 08/05/2023	348.87
8/19/2023	City Treasurer - Staff Services	Administration	Personnel	Payroll period ended 08/19/2023	340.98
7/22/2023	City Treasurer - Staff Services	Administration	Personnel	Payroll period ended 07/22/2023	340.89
8/23/2023	Blue Cross Blue Shield of Mich	Administration	Personnel	Dental Insurance Premiums 09.01.23 - 06.30.24	176.33
7/8/2023	City Treasurer - Staff Services	Administration	Personnel	Payroll period ended 07/08/2023	168.20
					<u>5,220.13</u>
8/15/2023	Lisa M Cooper	Administration	Professional Services	HR Consultant services 07/23	391.89
7/25/2023	Dickinson Wright PLLC	Administration	Professional Services	DID Legal services: March 2023	73.19
					<u>465.08</u>
8/15/2023	US Bank National Association	Administration	Supplies	Admin: Supplies (DID)	248.79
8/15/2023	US Bank National Association	Administration	Supplies	DID Admin: Supplies:	207.24
8/15/2023	GreatAmerica Financial Services Corp	Administration	Supplies	Copier Lease 08/23	101.02
8/15/2023	US Bank National Association	Administration	Supplies	Admin: Supplies (DID)	27.18
8/15/2023	ACO Inc	Administration	Supplies	Supplies 8/2023	5.27
8/31/2023	ACO Inc	Administration	Supplies	Supplies 8/23	2.68
8/3/2023	GreatAmerica Financial Services Corp	Administration	Supplies	Copier Lease 07/23	0.58
					<u>592.76</u>
8/9/2023	Katerberg Co Inc	Maintenance & Beautification	Irrigation Repairs & Utilities	Irrigation services: 12 Division 7/23	610.00
8/9/2023	Katerberg Co Inc	Maintenance & Beautification	Irrigation Repairs & Utilities	Irrigation services:221 Grandville 7/23	372.84
8/2/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation Repairs & Utilities	275 S Division -WS2179704 23/07	258.08
8/25/2023	Consumers Energy	Maintenance & Beautification	Irrigation Repairs & Utilities	Winter Ave Offices - 1030 2027 1245 23/08	201.51
8/2/2023	Consumers Energy	Maintenance & Beautification	Irrigation Repairs & Utilities	Winter Ave Offices - 1030 2027 1245 23/07	187.06
8/2/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation Repairs & Utilities	221 Cesar E Chavez SW planters - WS2021262 23	162.91
8/2/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation Repairs & Utilities	3 Market SW planters - WS2117023 23/07	82.99
8/2/2023	DTE Energy	Maintenance & Beautification	Irrigation Repairs & Utilities	Copier Ave Offices - 9100 258 89908 23/07	39.51
8/25/2023	DTE Energy	Maintenance & Beautification	Irrigation Repairs & Utilities	Winter Ave Offices - 9100 258 89908 23/08	38.78
8/2/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation Repairs & Utilities	100 S Division planters - WS2024679 23/07	28.67
8/2/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation Repairs & Utilities	185 Oakes SW planters - WS2095454 23/07	28.67
					<u>2,011.02</u>
8/25/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 23/07	1,145.05
7/14/2023	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 30421 23/07	102.12
					<u>1,247.17</u>
8/6/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt Water Leak Repair	72,099.70
7/25/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Water Leak Repair	21,023.30
8/1/2023	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	135 Monroe Center SNWMLT ELC2178170 23/06	13,240.13
8/25/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 23/07	1,257.51
7/25/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt: 331 Winter 12/22	1,038.60

8/3/2023	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 23/07	133.29
8/31/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Geotech refund for overpayment 8/23	(42,578.40)
					<u>66,214.13</u>
8/3/2023	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 23/07	135.66
					<u>135.66</u>
TOTAL EXPENDITURES					<u><u>\$ 89,593.02</u></u>

MEMORANDUM

DOWNTOWN
IMPROVEMENT
DISTRICT



DATE: Sept 27, 2023
TO: Downtown Improvement District
FROM: Melvin Eledge Jr., Director of Operations
SUBJECT: **Resident Engagement Ambassador Renewal**

Agenda Item #05
Sept 27, 2023
DID Meeting

In March 2022, the Grand Rapids City Commission approved a Downtown Improvement District reauthorization plan which, for the first time, included an assessment on real residentially classified property.

In July 2022 a working group comprised of DID resident rate payers was brought together to provide feedback and insights into Downtown resident quality of life and what services, projects and programs could be developed and implemented using the new resources generated by the residential property assessment.

For several months the group prioritized their needs and concerns, conducted research on what other downtowns and neighborhoods were doing and worked to develop a response to address their various needs. The result of that work yielded a proposal to expand the Downtown Ambassador program by adding two full-time ambassadors to provide a more resident-focused scope of work.

The full proposal is attached but the highlights are:

- Expand presence in Downtown during higher periods of resident foot traffic
- Engage directly with Downtown residents through lobby fairs, neighbor specific meetings and internal building meetings to listen to, and address concerns as well as connect residents with additional resources
- Increase deployment in areas of Downtown with higher residential populations

Recommendation: Approve an extension of the Downtown Ambassador Resident Engagement Ambassadors, not to exceed \$124,160, for the addition of two new full-time ambassadors who will provide a resident-focused scope of work.

DOWNTOWN IMPROVEMENT DISTRICT



Residential Ambassador Progress Update

Objective

Add two full-time ambassadors to Downtown to increase the visibility of the program by offering extended hours and provide resident focused services.



2023 Updates

572 Total Resident Engagements recorded

61 Number of Dogs met!

45 Number of Residential Buildings Engaged
over half of the total residential buildings Downtown!

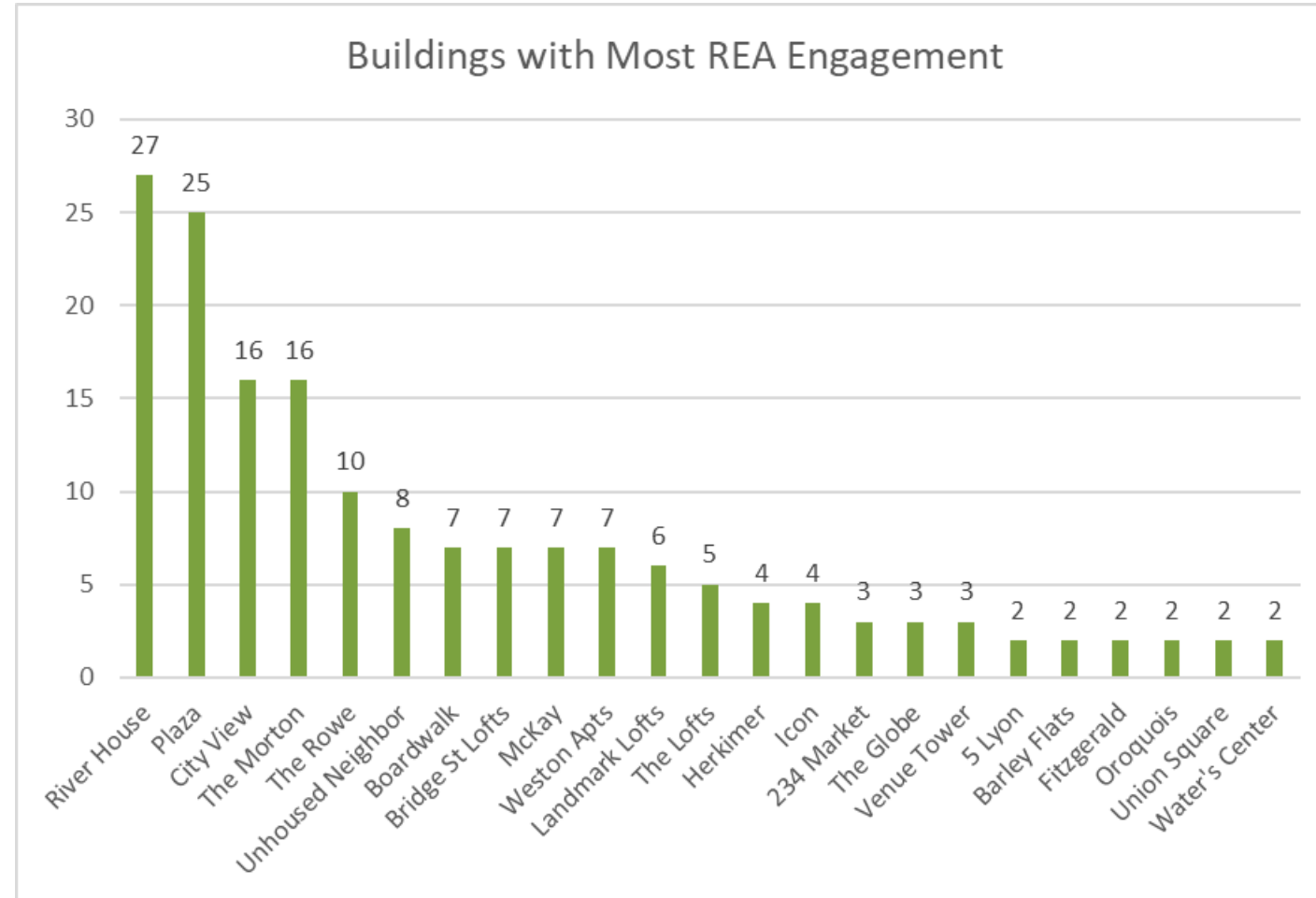
15 Number of DNN events attended

Jamie is so friendly and lets me know of all the things our Ambassadors do to keep our community safe and clean. Grateful to have them in our city!

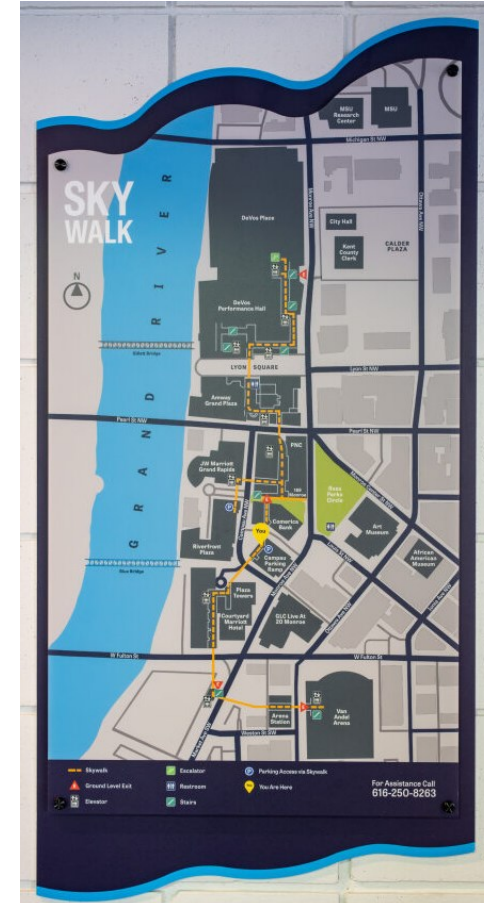
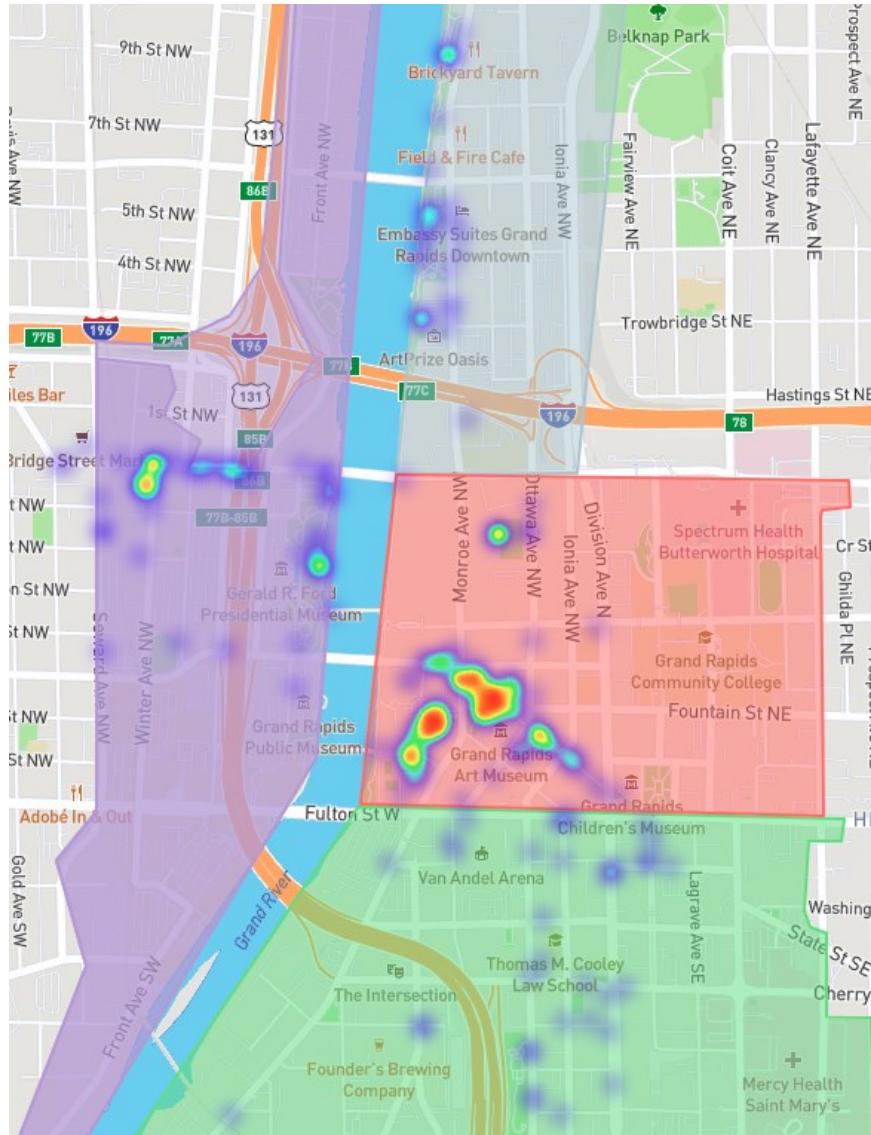
-City View neighbor

Top neighbor needs: Safety.

- skywalk access
- underpass lighting
- snow removal



2023 Updates





Downtown Improvement District

Residential Assessment Progress Report

September 2023



**DOWNTOWN
IMPROVEMENT
DISTRICT**

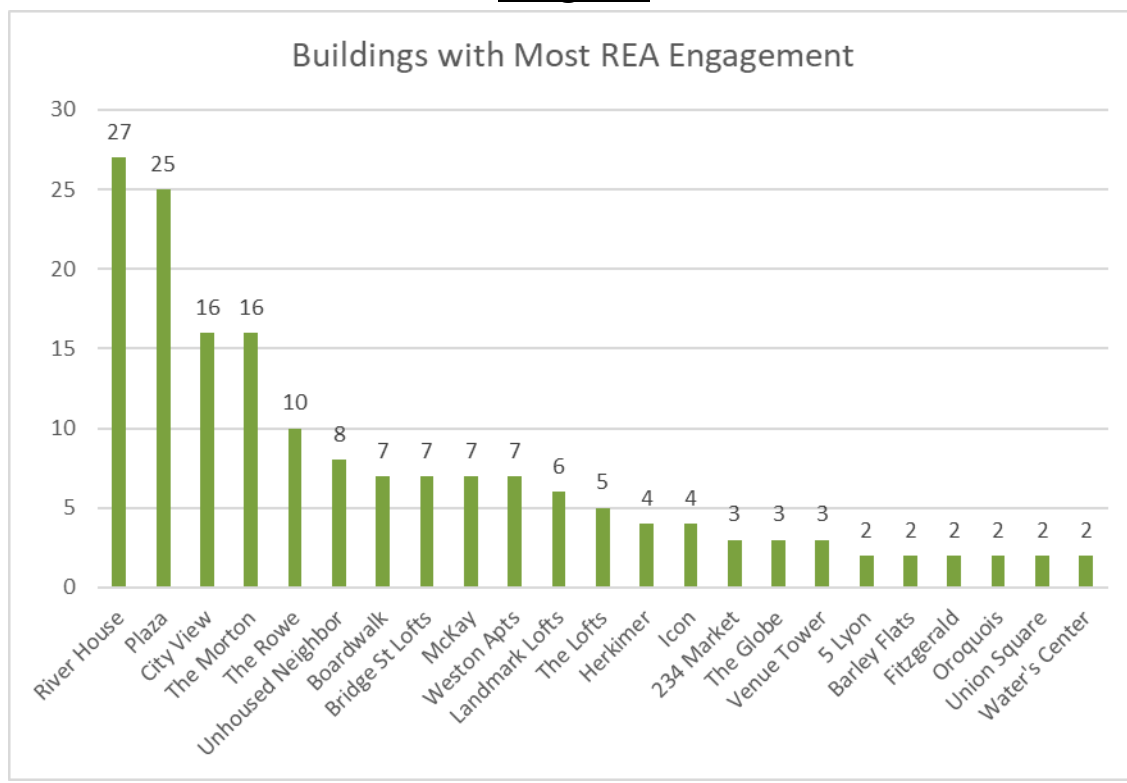
Background

In March 2022, the Grand Rapids City Commission approved a Downtown Improvement District reauthorization plan which, for the first time, included an assessment on real residentially classified property.

In July 2022 a working group comprised of DID resident rate payers was brought together to provide feedback and insights into Downtown resident quality of life and what services, projects and programs could be developed and implemented using the new resources generated by the residential property assessment.

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Progress



Two Residential Engagement Ambassadors were hired in November 2022.

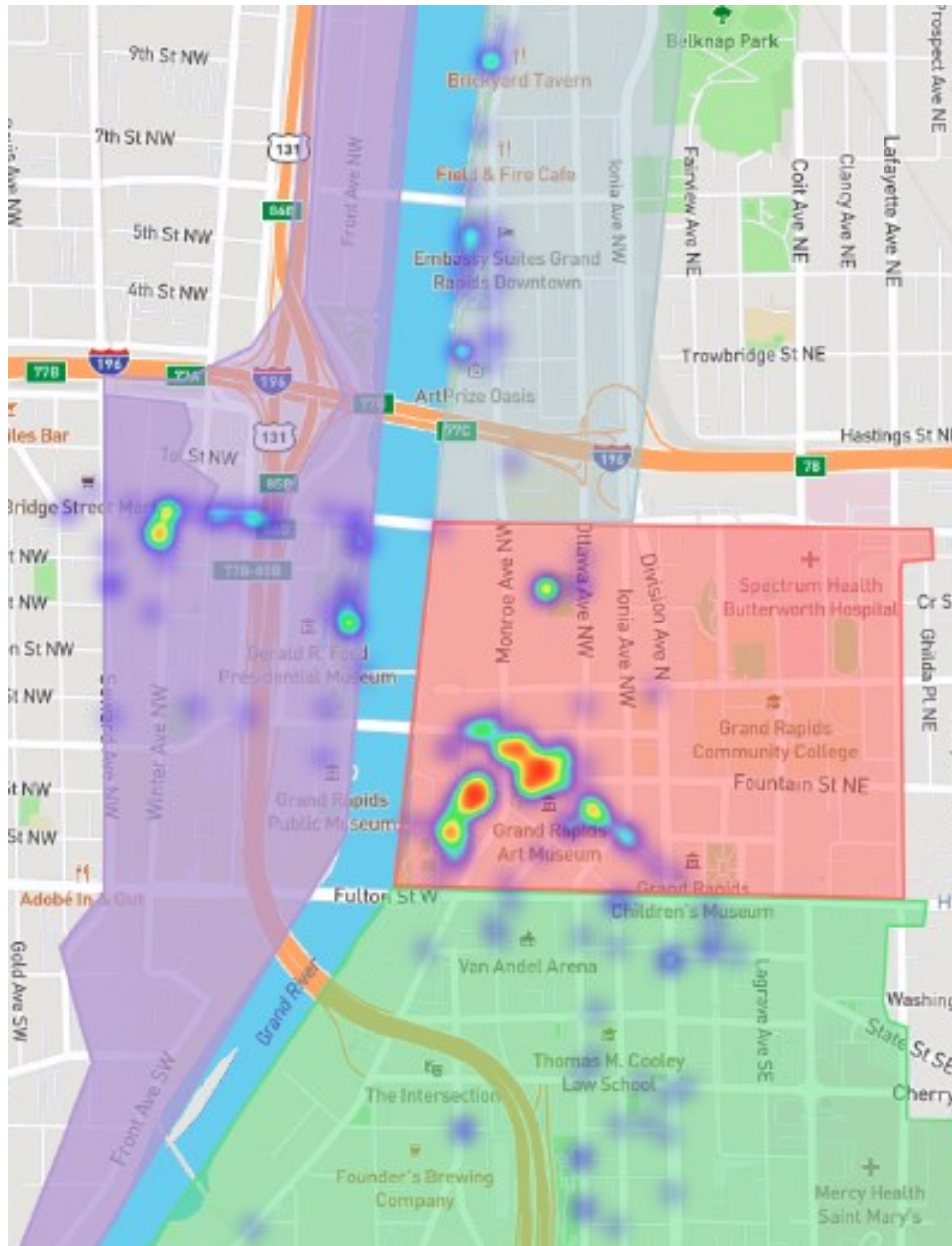
- **572** engagements with neighbors have been recorded through DNN events, on-street interactions, neighbor calls, texts and neighbor requests.
- **87** interactions in which information about the Downtown Neighbor Network was shared.
- **61** interactions involved neighbors walking their dogs.



**DOWNTOWN
IMPROVEMENT
DISTRICT**

- **15** Downtown Neighbor Network events attended by Residential Engagement Ambassadors.
- **86** total residential buildings fall within the Downtown Development Authority boundaries.
 - **45** buildings named in on-street interactions with neighbors. (52% of all buildings.)
- **62** buildings fall within the Downtown Improvement District boundaries.
 - **29** in-district buildings name in on-street interactions. (46% of total DID rate paying buildings.)

When tracking the areas in which Ambassadors most often engage with neighbors, it is close to the largest residential buildings (River House, Plaza Towers) and along Monroe Center (9 multi-unit residential buildings), or near Rosa Parks Circle, where multiple community events are held.



**DOWNTOWN
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DISTRICT**

Additional Ambassador Duties Performed by Residential Engagement Ambassadors

Task	Activity Count
Weed Abatement (# of weeds)	5846
Trash (Bags Collected)	3161
Suspicious Activity	57
Social Service Assist	56
Snow Removal	1734
Scooter/Bike Relocation	505
PA - Information	93872
PA - Directions	5143
Mobility Assistance	1817
Graffiti - Removed	1548
Call to HOT Team	12
Biohazard Clean Up	1961
Bicycle (miles)	133

In addition to specifically addressing the needs of Downtown residents, the Residential Engagement Ambassador team has contributed to typical Ambassador duties through the examples above.



**DOWNTOWN
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Top Appreciations and Concerns



- Comments from neighbors:
 - “Jamie’s openness to call her directly to report an issue or to ask for an Ambassador to walk me home at night has been fantastic!” -River House neighbor
 - “Jamie is the model to emulate...great personality, truly likes people, enjoys her job, and understands the Ambassador role.” -River House neighbor
 - Jamie is incredibly diligent in her job as your Ambassador. She is wonderful at engaging children, assessing situations that might need attention, and her unique ability to approach and be received by all individuals. Whether they are homeless, elderly, young, or affluent. One can tell she truly enjoys her role and is a model for your other ambassadors. Thank you.” -Plaza Towers neighbor
- Safety continues to be a top concern for neighbors:
 - Underpass lighting
 - Skywalk access
 - Snow clearance



DOWNTOWN
IMPROVEMENT
DISTRICT

Outreach and Awareness



- DGRI purchased a billboard to celebrate 10 years of Ambassador presence in the Downtown Improvement District.
- Residential assessment rate payers were sent a post card detailing the impact that Ambassadors make on the neighborhood.
- Ambassadors, including Residential Ambassadors, table at public events, in the skywalk, and at community gatherings such as Relax at Rosa to further engage in the neighborhood.
- New wayfinding signs around Downtown streets and within the skywalk have the Ambassador phone number posted for easy access to call or text for assistance.

For questions or additional information about the Downtown Ambassador program, please contact DGRI Director of Operations, Melvin Eledge. Meledge@downtowngr.org, 616.307.5022.



**DOWNTOWN
IMPROVEMENT
DISTRICT**

Downtown Vitals Report Downtown Improvement District



Produced for the month of August 2023

Summary of Downtown Vital Signs | Vitals Collected: August 2023

NEW BUSINESSES

+2

in August

+9

year-to-date

STOREFRONT VACANCY RATES

+2%

vs. July

+2%

vs. 2-yr avg.

OFFICE SPACE VACANCY RATES

12.1%

in Q2 vs. 11.5% in Q1 2023

OFFICE SPACE RENTAL RATES

\$22.99

in Q2 vs. \$23.02 in Q1 2023

HOUSING OCCUPANCY

+7%

vs. Q1 2023

-2%

vs. Q2 2022

+1%

vs. 5-yr avg.

HOTEL OCCUPANCY

+10%

vs. July

+2%

vs. Aug 2022

+21%

vs. 5-yr avg.

VISITOR ACTIVITY COUNTS

-2%

vs. July

+1%

vs. Aug 2022

EMPLOYEE ACTIVITY COUNTS

-3%

vs. July

+41%

vs. Aug 2022

RESIDENT ACTIVITY COUNTS

+8%

vs. July

+49%

vs. Aug 2022

(JULY) CONSUMER SPENDING

-1%

vs. June

-8%

vs. July 2022

(JUNE) DASH 3.0 RIDERSHIP

+5%

vs. May

(JULY) HOTEL OCCUPANCY

-1%

vs. June

+4%

vs. July 2022

+5%

vs. 5-yr avg.



Downtown Ambassador Statistics

	2023 YTD	July 2023	August 2023
Graffiti Removals	2,432	749	326
Lbs of Trash Removed	216,625	44,725	39,600
Snow Removals	3,718	-	-
Weeds Abated	119,706	73,335	27,347
Business Contacts	4,514	799	750
Pedestrian Assists	169,816	24,042	47,252
Mobility Assists	1,719	245	121
TOTAL BANKED HOURS:			326.75

2023 vs. 2022 Year-to-Date Comparisons:

1k

more graffiti removals

262k

more lbs of trash removed

6k

fewer instances of snow removal

220k

more weeds abated

5k

more business contacts

216k

more pedestrians assisted

2k

more mobility assists



Source: Downtown Grand Rapids Inc.



DOWNTOWN
IMPROVEMENT
DISTRICT

Storefront Business Openings in 2023

Retail

Pochi's Sweet Designs
Open Door Bakery
Celebri-T Floral & Design
One of a Kind Vintage
The August Connection

Food & Beverage

Elsa's
The General Wood Shop
Daisies Place
Caribbean Bite

Services

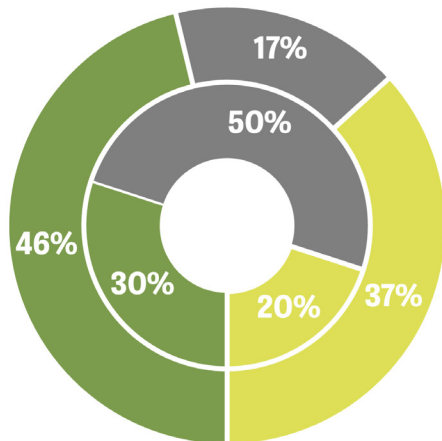
City Nail Bar
Key Bank

Additionally:

Zabház Expansion
Second Vibess Expansion

Business Mix of Storefronts

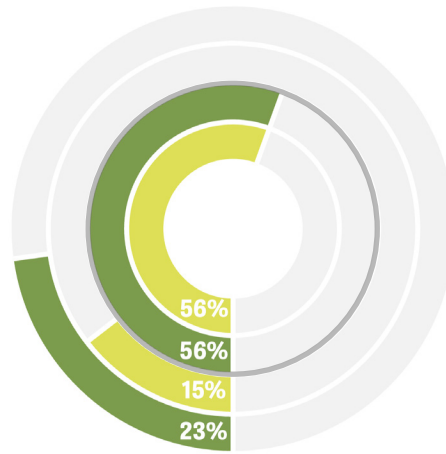
Overall: Outer Ring
New in 2023: Inner Ring



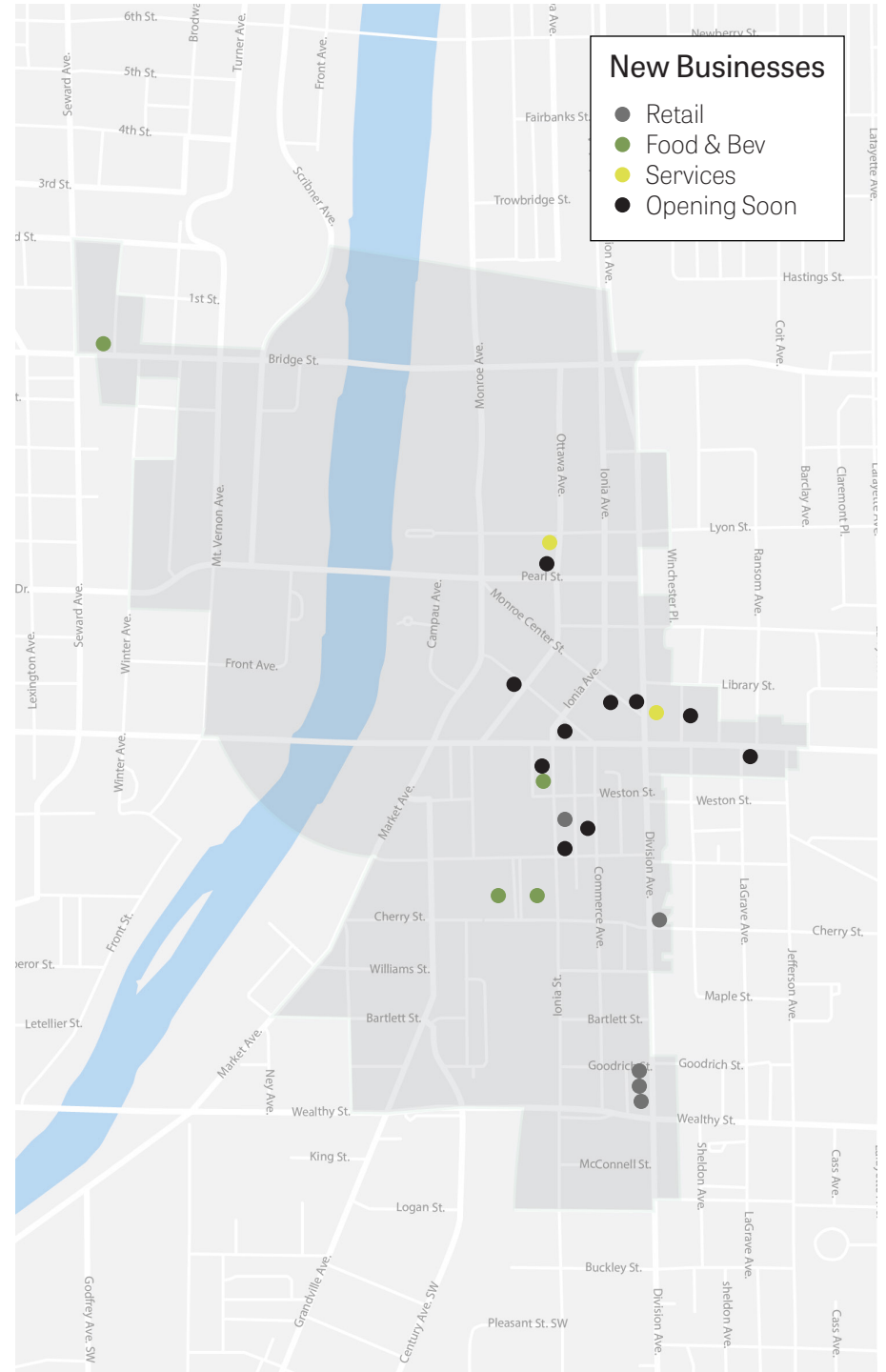
■ Food & Bev
■ Retail
■ Services

Business Ownership of Storefronts

Overall: Outer Ring
New in 2023: Inner Ring



■ BIPOC Ownership
■ Women Ownership



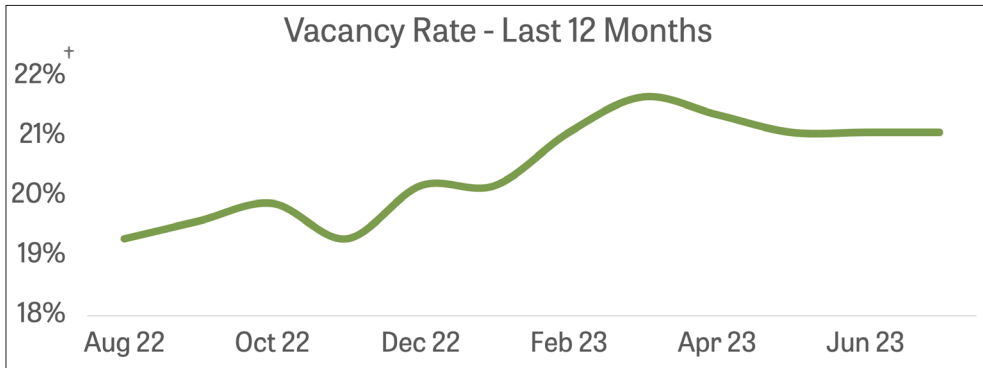
Source: Downtown Grand Rapids Inc.

Storefront Vacancies & Recent Closures

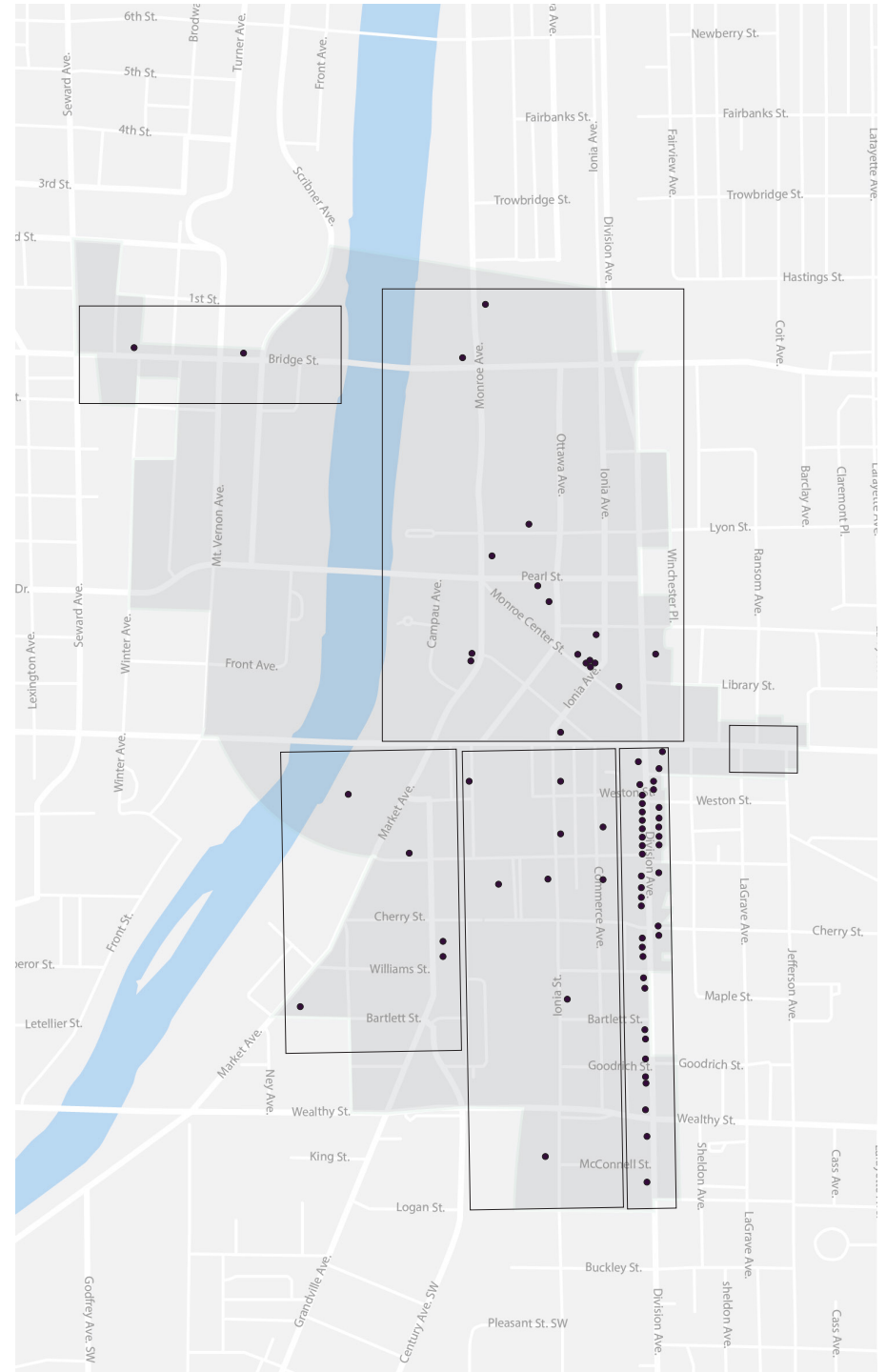
12
storefront
businesses
closed in 2023

2023 Closures:
33% Food & Bev
33% Retail
33% Services

21%
vacancy rate



	# of Storefronts	# of Vacancies	Vacancy %
Bridge Street	21	2	10%
Center City	115	19	17%
<i>Monroe Center*</i>	<i>52*</i>	<i>8*</i>	<i>15%*</i>
Fulton & Jefferson	19	0	0%
Heartside: Division	98	35	36%
Heartside: Ionia	69	10	14%
Heartside: Grandville	14	5	36%
Other	1	0	0%
DISTRICT TOTALS:	337	71	21%

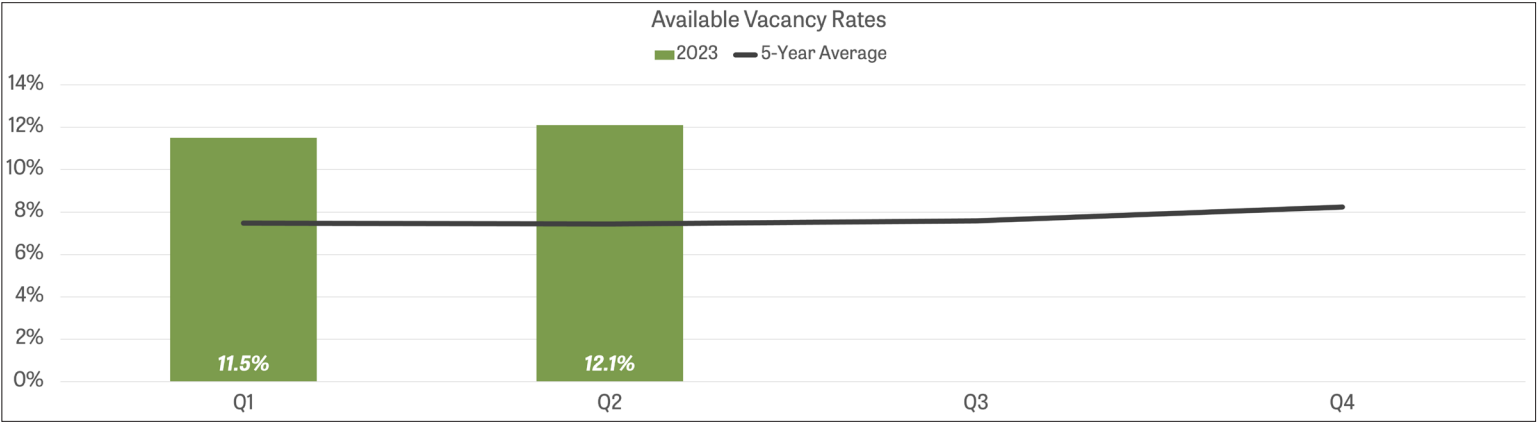


**DOWNTOWN
IMPROVEMENT
DISTRICT**

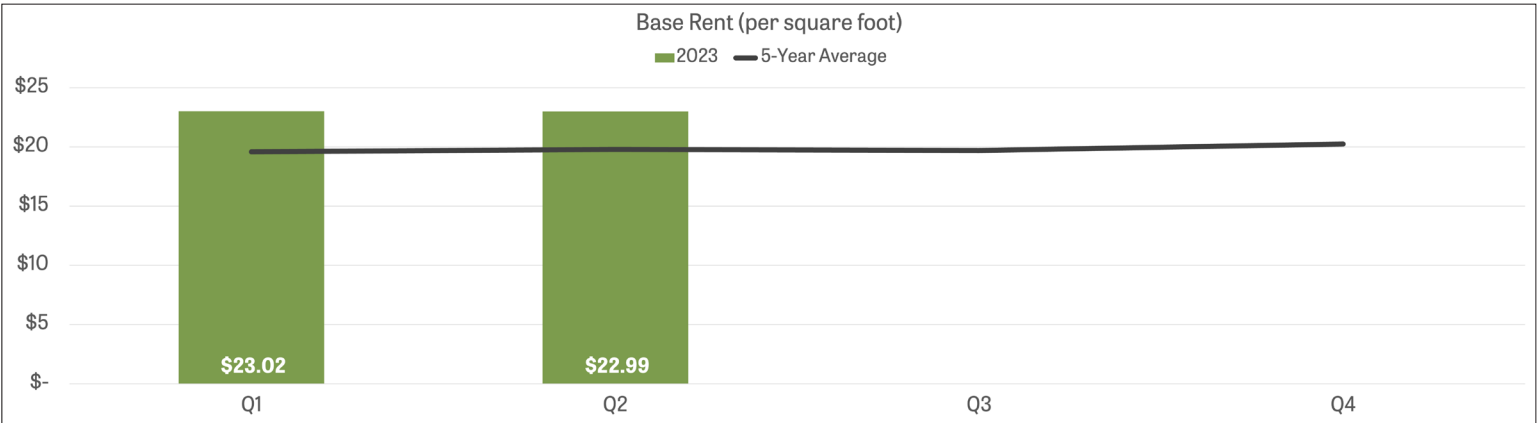
*Monroe Center is a subset of Center City and is not included in District Totals
†truncated y-axis to highlight month-over-month changes

Source: Downtown Grand Rapids Inc.

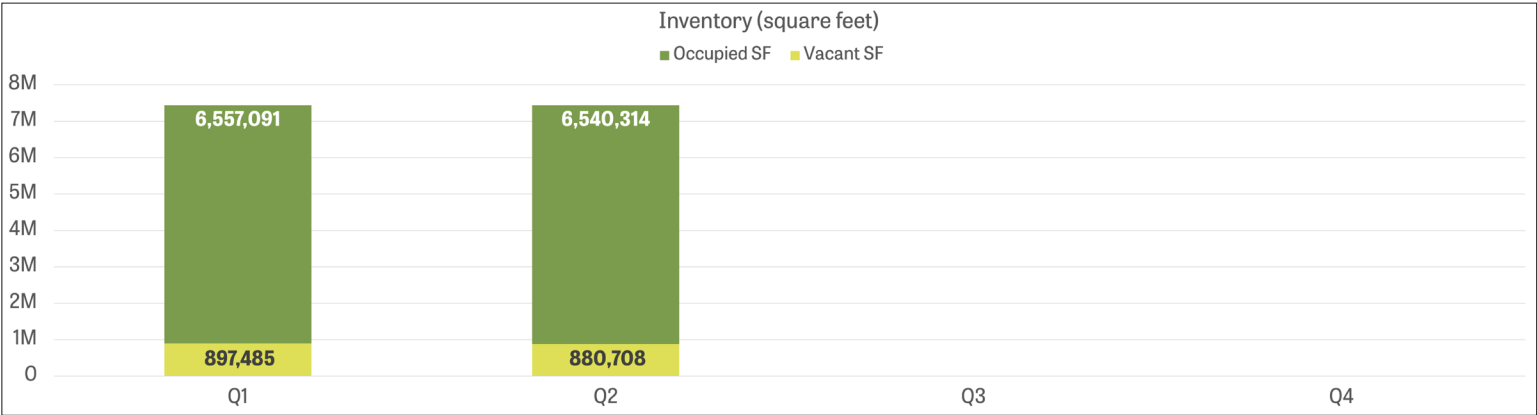
12.1%
vacancy in Q2 2023
vs. 11.5% in Q1 2023



\$22.99
per sq ft in Q2 2023
vs. \$23.02 in Q1 2023



7.4M
square feet of office
space inventory



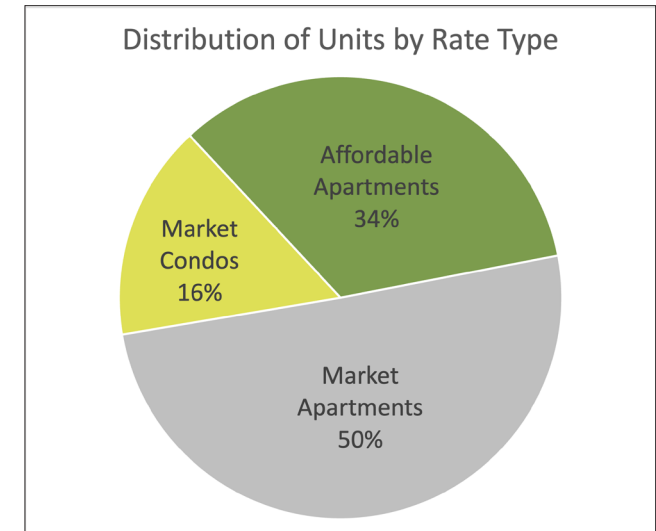
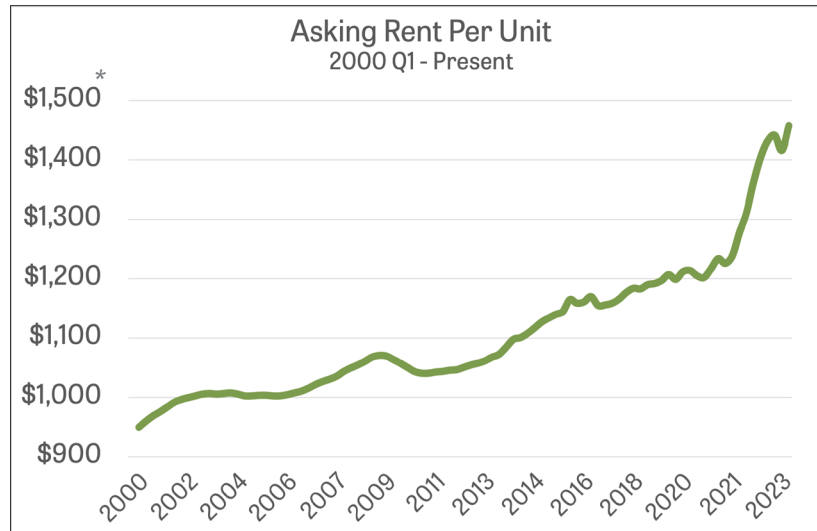
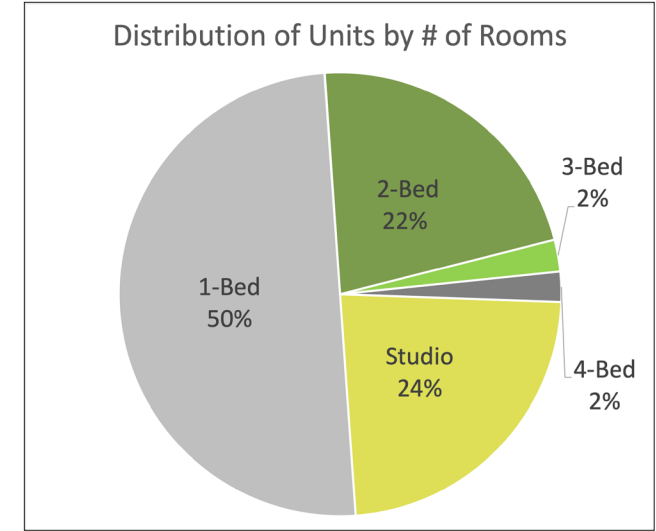
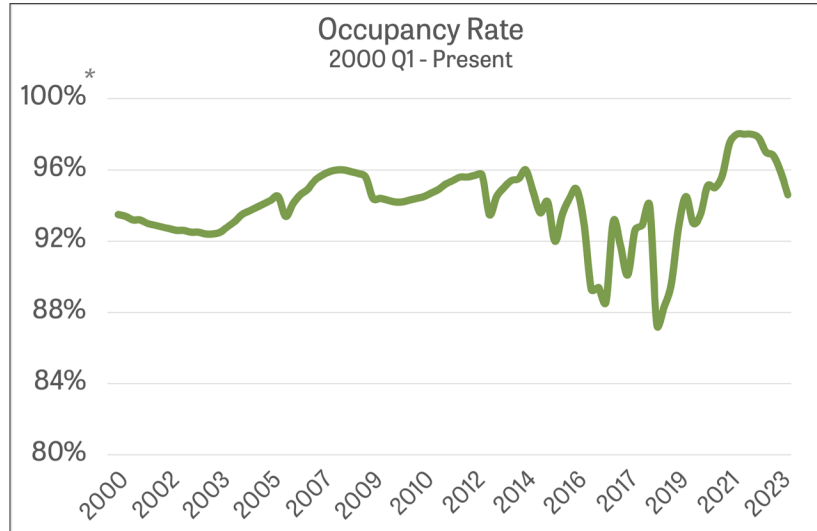
Source: CoStar

95%
occupancy
in Q2 2023

\$1,462
asking rent rate
in Q2 2023

250
units under
construction

1,171
units in planning



*truncated y-axis to highlight changes

Sources: CoStar &
Downtown Grand Rapids Inc.

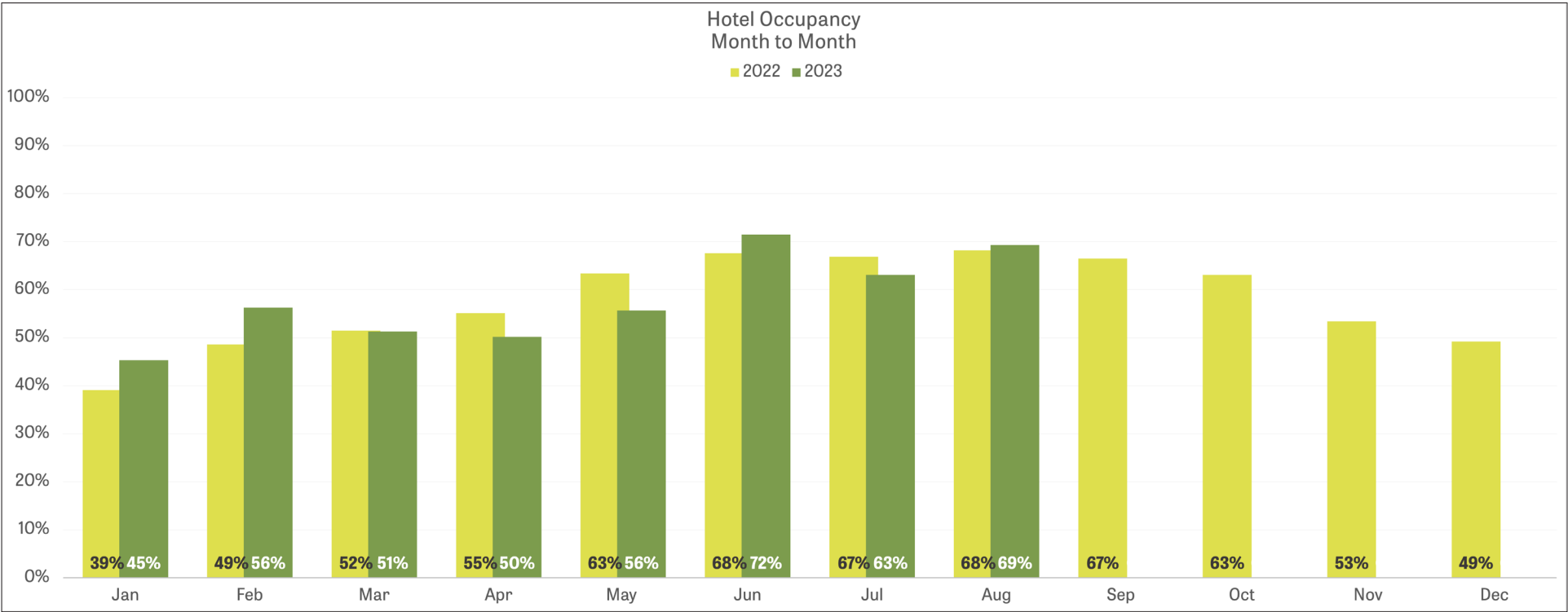
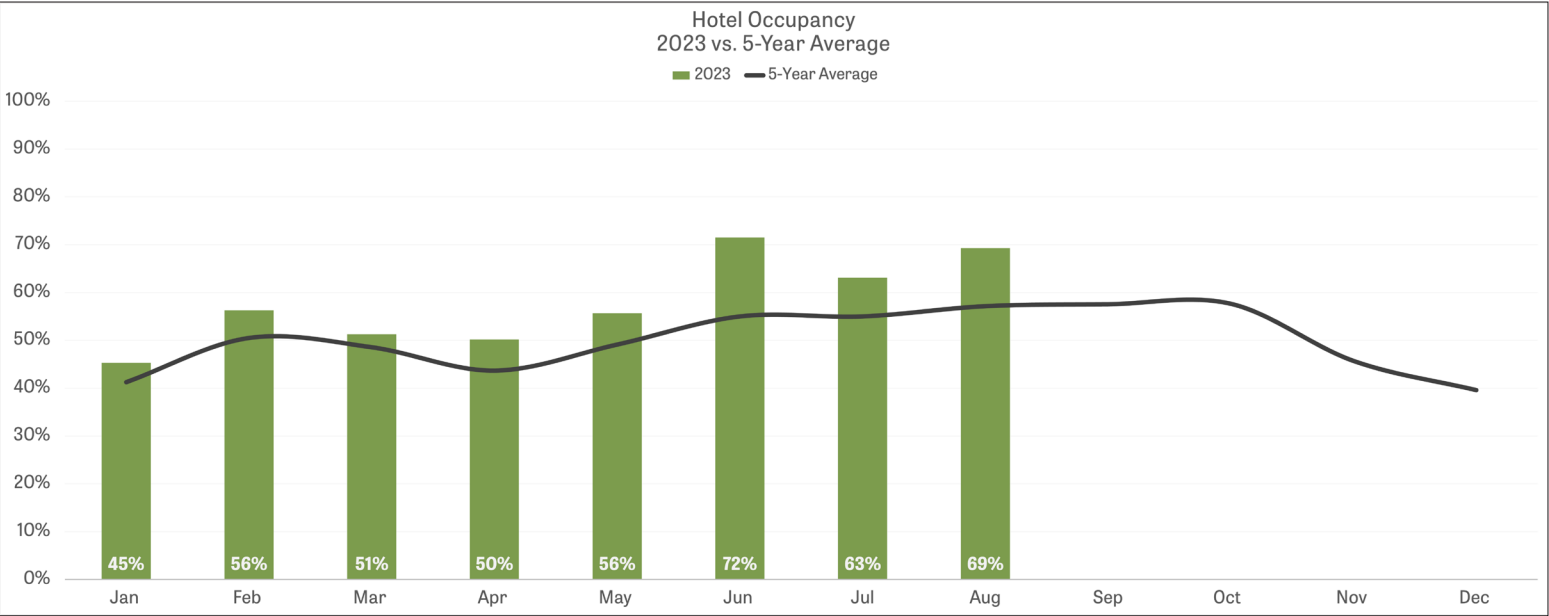
Hotel Occupancy

69%

hotel occupancy
in August 2023

58%

average hotel
occupancy in 2023
so far



Downtown Visitor Activity Tracking



2%

decrease in visitor activity in Aug 2023 vs. July 2023

10%

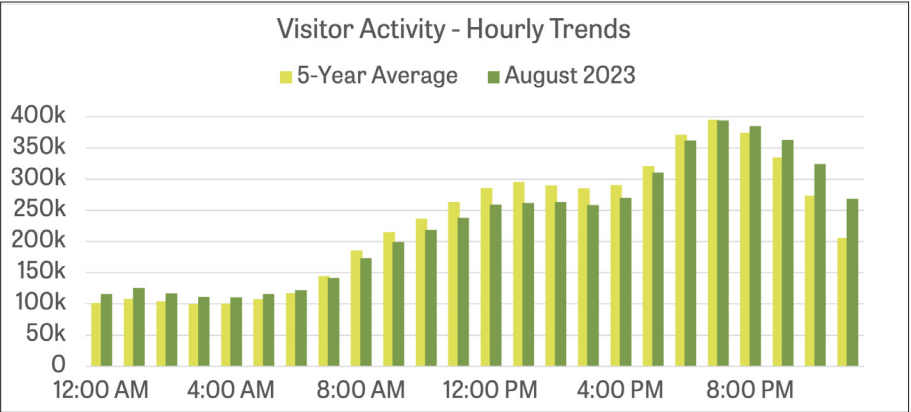
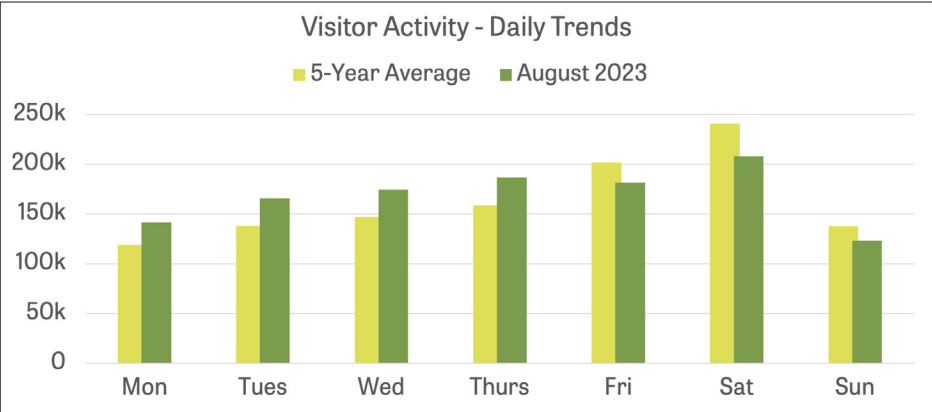
decrease in visitor activity in Aug 2023 vs. 2023 so far

10%

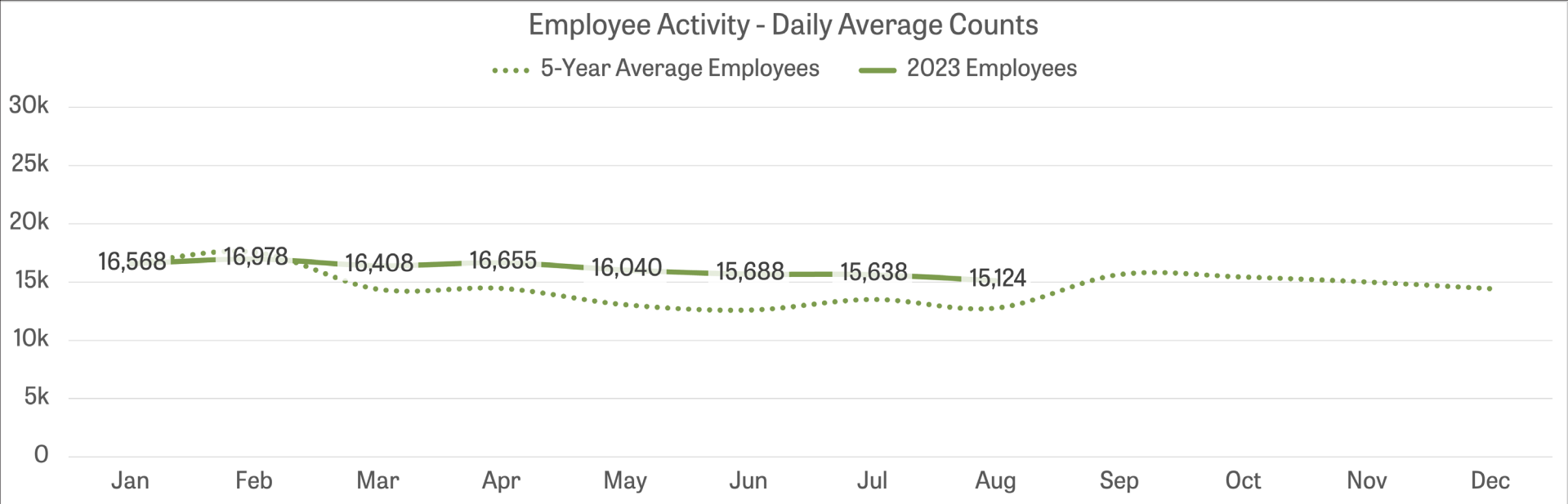
increase in visitor activity in Aug 2023 vs. Aug 5-year average

1%

increase in visitor activity in Aug 2023 vs. Aug 2022



Downtown Employee Activity Tracking



3%

decrease in employee activity in Aug 2023 vs. July 2023

6%

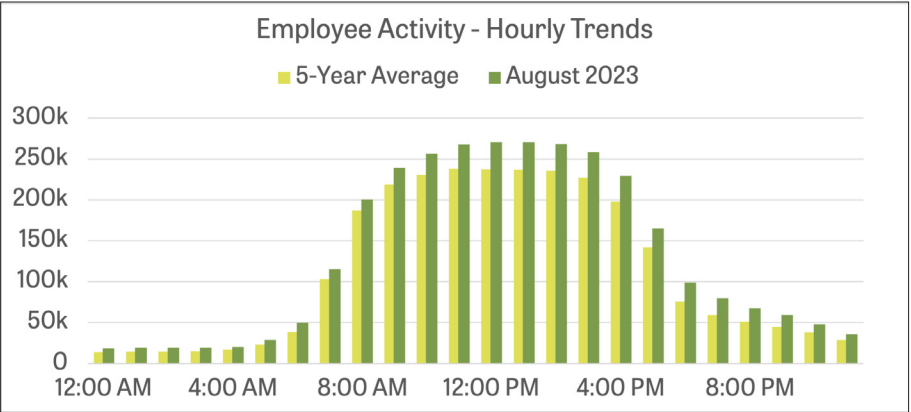
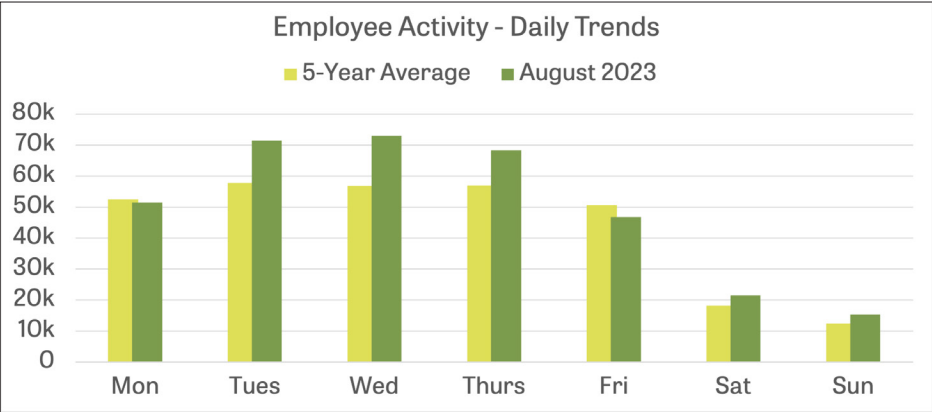
decrease in employee activity in Aug 2023 vs. 2023 so far

18%

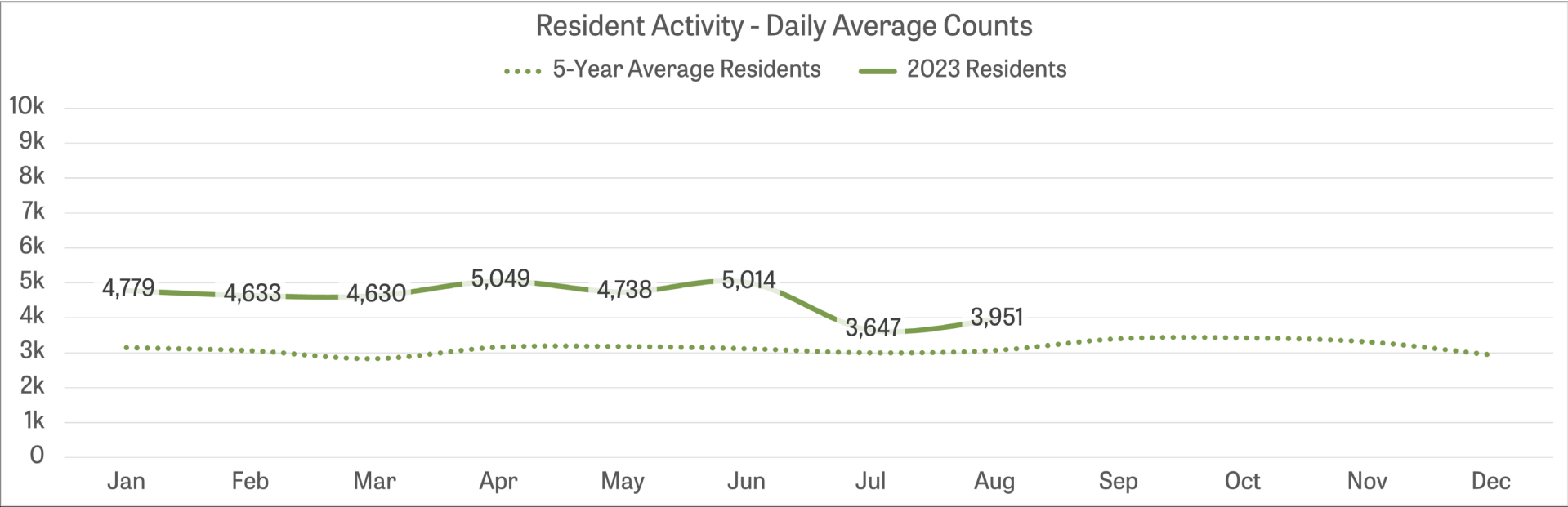
increase in employee activity in Aug 2023 vs. Aug 5-year average

41%

increase in employee activity in Aug 2023 vs. Aug 2022



Downtown Resident Activity Tracking



8%

increase in resident activity in Aug 2023 vs. July 2023

13%

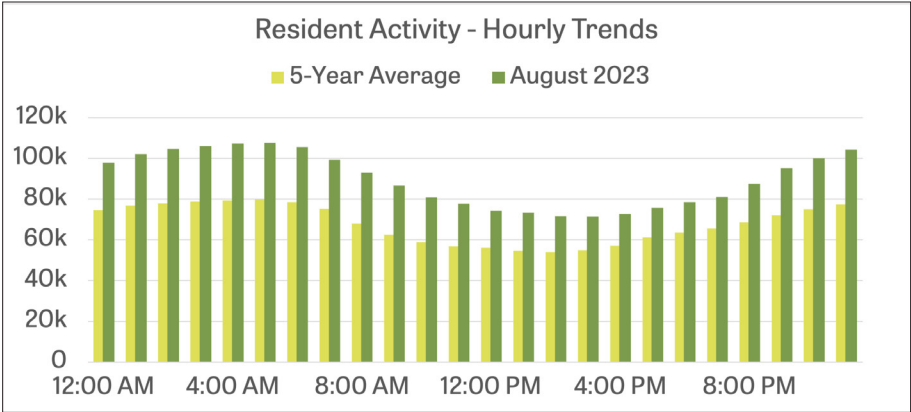
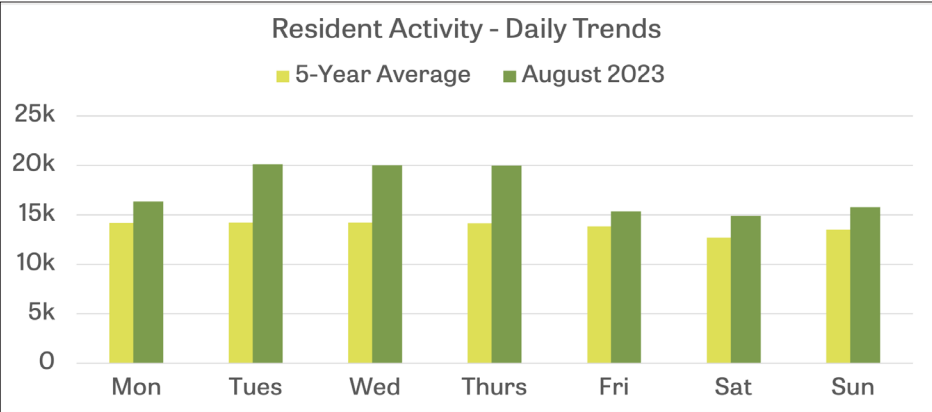
decrease in resident activity in Aug 2023 vs. 2023 so far

29%

increase in resident activity in Aug 2023 vs. Aug 5-year average

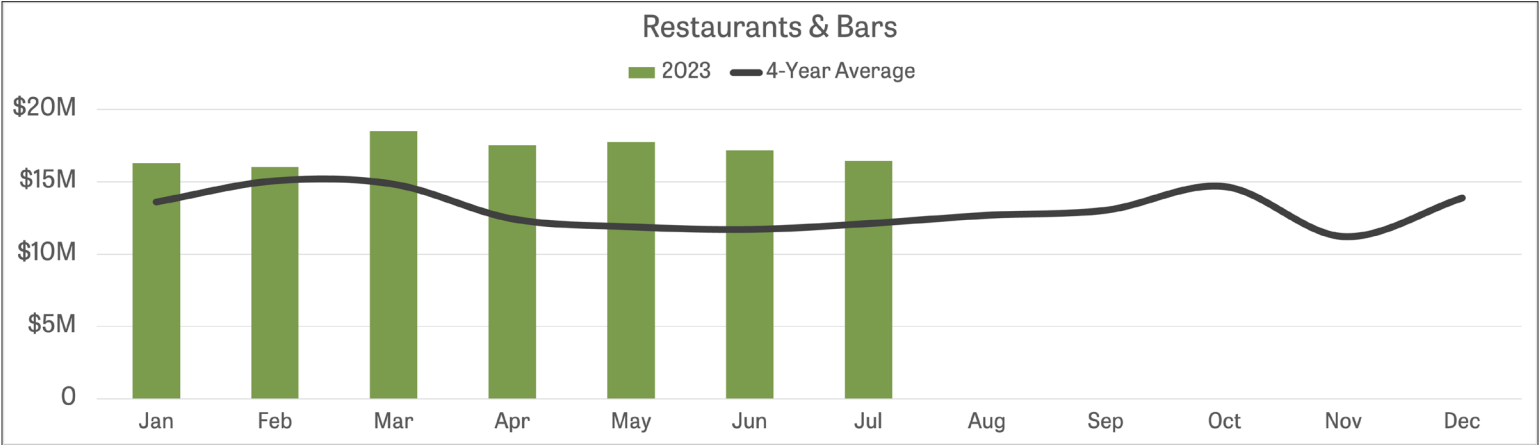
49%

increase in resident activity in Aug 2023 vs. Aug 2022

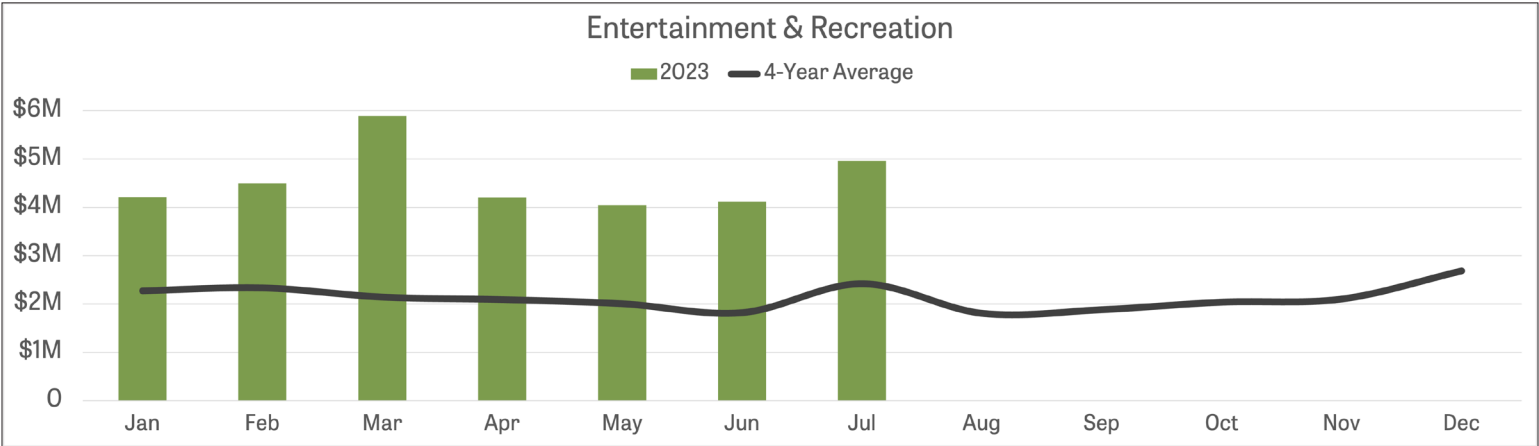


Source: Placer.ai

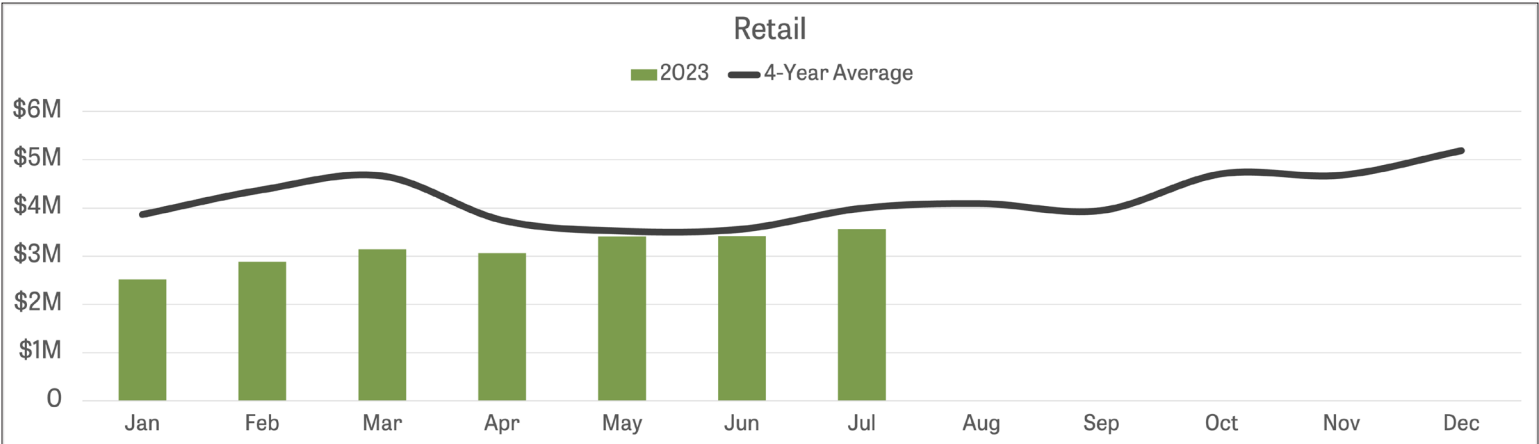
\$16M
in restaurant & bar
consumer spending
in July 2023



\$4M
in entertainment &
recreation consumer
spending in July 2023

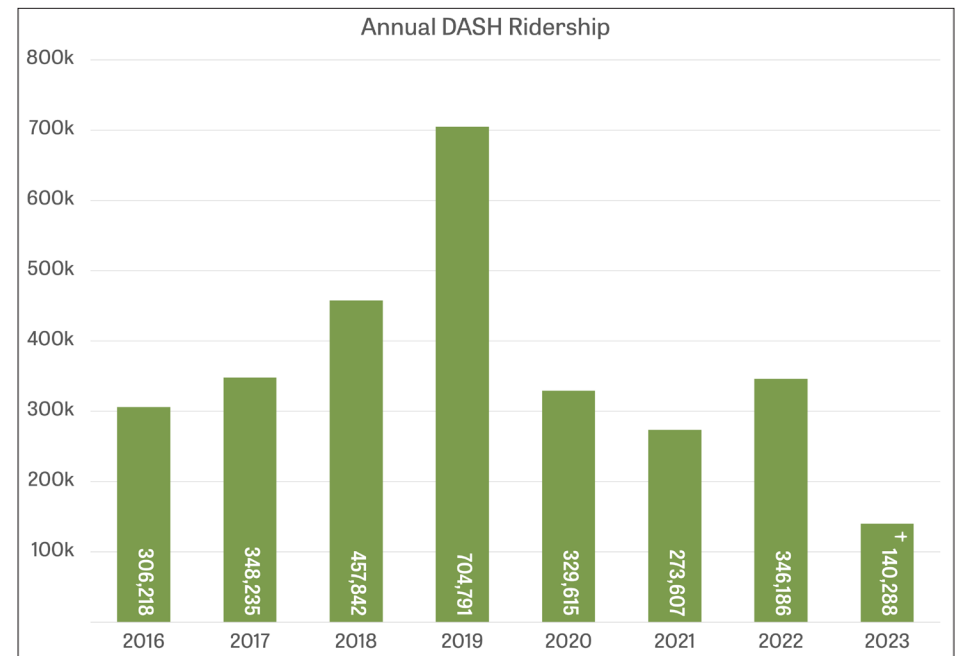
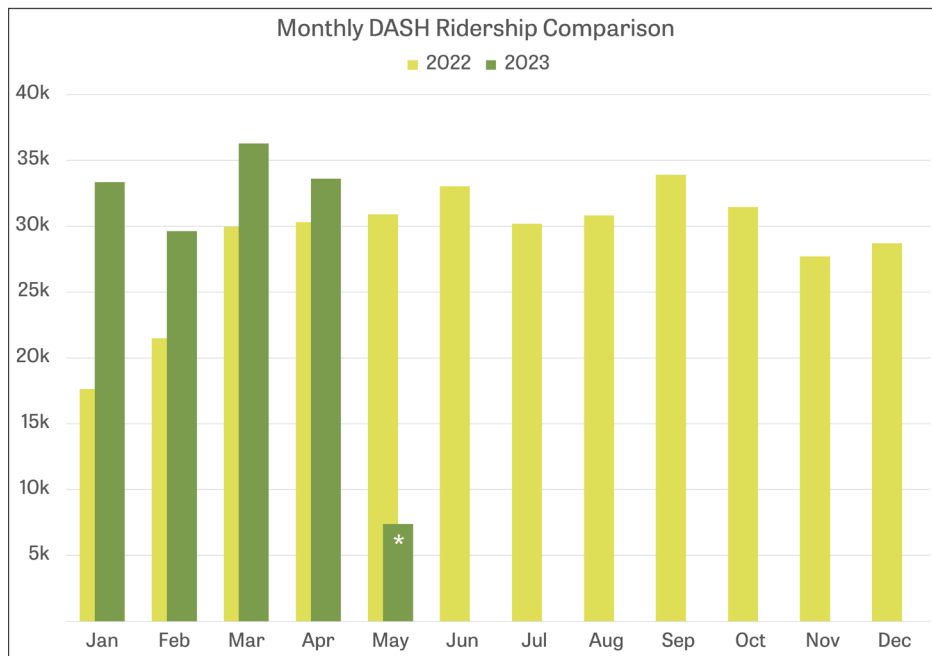
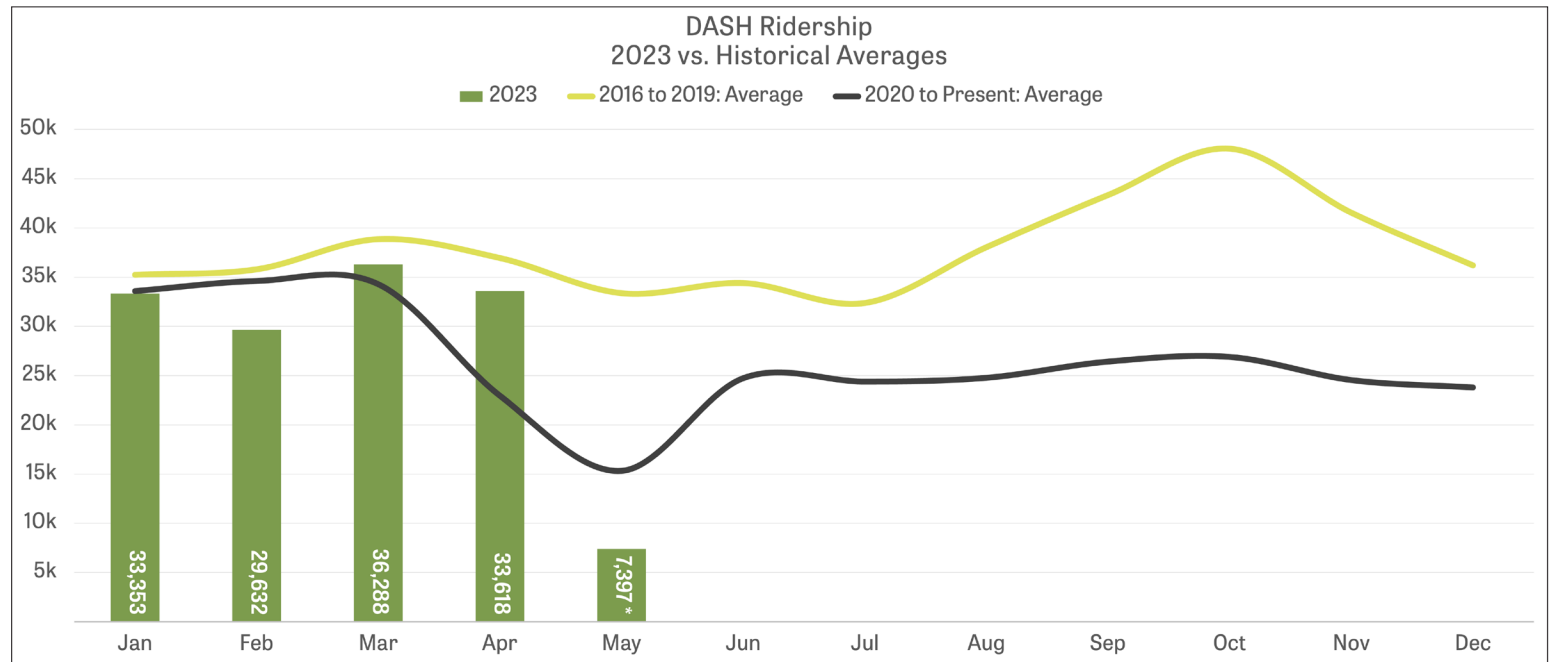


\$3M
in retail consumer
spending in July 2023



7%
decrease in average
 ridership Jan - Apr 2023
 vs. 7-year average

34%
increase in ridership in
 Jan - Apr 2023
 vs. Jan - Apr 2022



Source: The Rapid

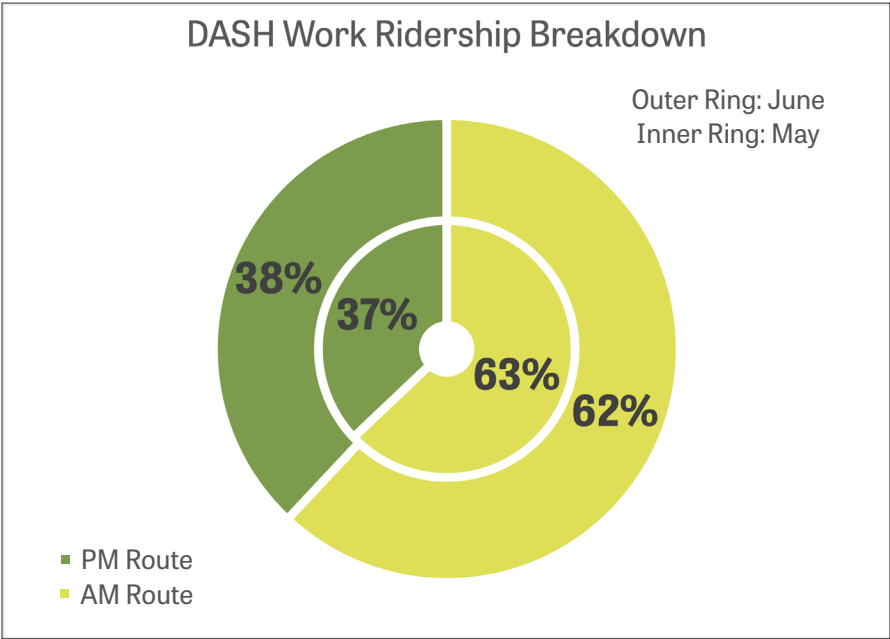
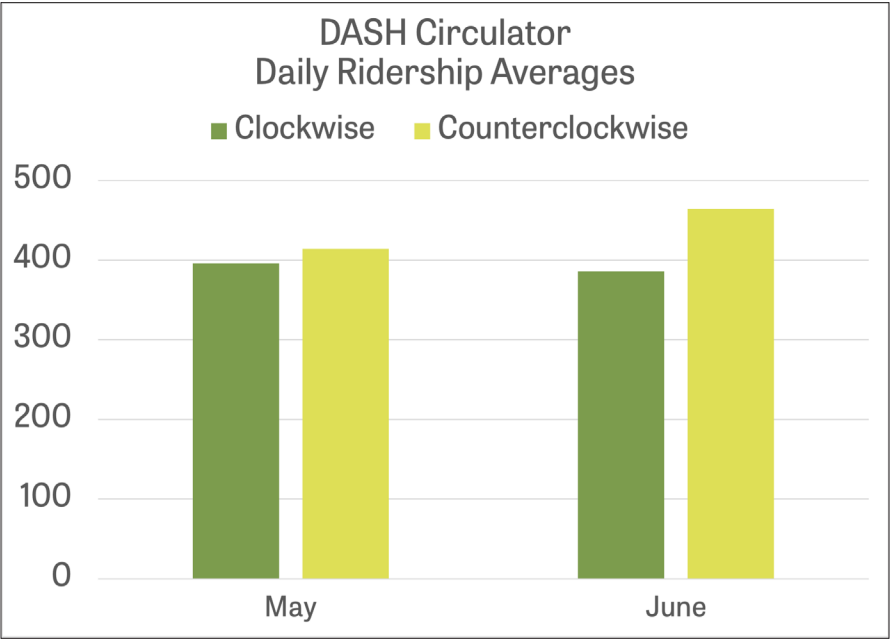
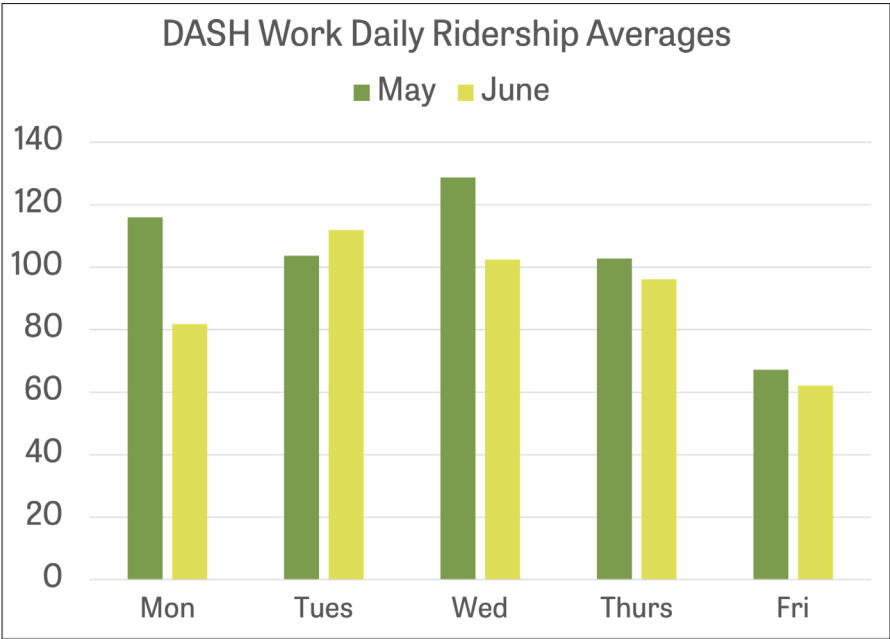
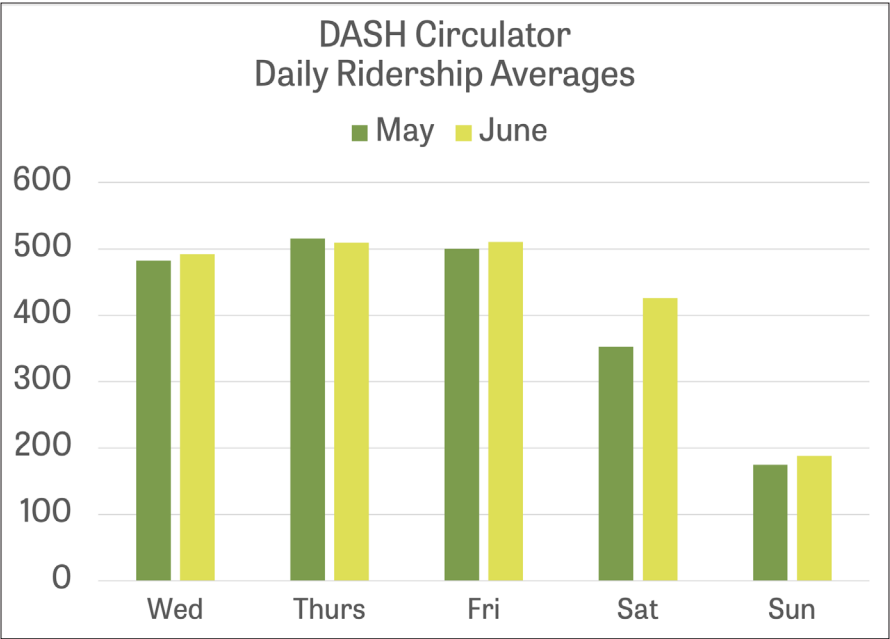


**DOWNTOWN
IMPROVEMENT
DISTRICT**

*only accounts for the first week of May, up until service cut
 †incomplete year

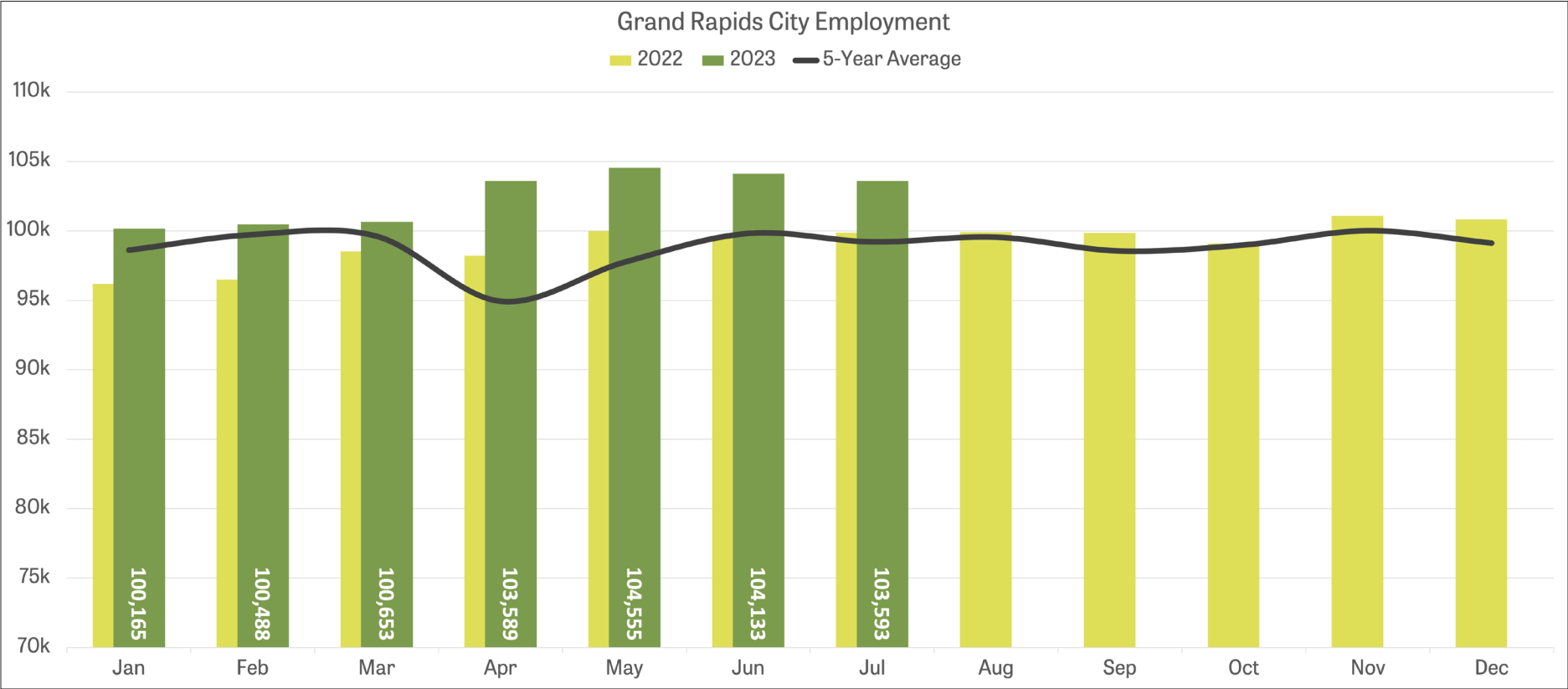
DASH 3.0 Ridership | Updated Quarterly

Reminder: May service started on Wednesday 10



Source: The Rapid

Grand Rapids City Employment



*truncated y-axis to highlight month-over-month changes

Source: BLS

1%
decrease
in July 2023
vs. June 2023

1%
increase
in July 2023
vs. 2023 average

5%
increase
in July 2023
vs. 5-year average

4%
increase
in July 2023
vs. July 2022