

# AGENDA

## DOWNTOWN IMPROVEMENT DISTRICT



# DID

### Board Members:

Michael Bishop • Eric DeLong • Mike Ellis • Bob Herr • Kurt Hassberger • Darren McKnight • Ciciley Moore • Tom Rothwell  
Carlos Sanchez • Denny Sturtevant • Mary Swanson • Pat Waring • Scott Wierda • Daniel Williams

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August 9, 2018  
9:00 a.m Meeting  
29 Pearl Street, NW Suite #1

- |                                              |           |           |
|----------------------------------------------|-----------|-----------|
| 1. Call to order                             |           |           |
| 2. Approve Meeting Minutes from May 16, 2018 | Motion    | Herr      |
| 3. Accept June 30, 2018 Financial Statements | Motion    | Wallace   |
| 4. FY2019 Budget Adoption                    | Motion    | Kelly     |
| 5. Ambassador and Clean Team Update          | Info Item | Krenz     |
| 6. Block by Block Contract Amendment         | Info Item | Kelly     |
| 7. Snowmelt Assessment Presentation          | Info Item | GeoTech   |
| 8. Fund Balance Project Proposals            | Motion    | Van Driel |
| 9. Streetspace Guidelines Update             | Info Item | Miller    |
| 10. DGRI President & CEO Report              | Info Item | Kelly     |
| 11. Public Comment                           |           |           |
| 12. Board Member Discussion                  |           |           |
| 13. Adjournment                              |           |           |

**Meeting Minutes of the  
Downtown Improvement District Board  
Wednesday, May 16, 2018  
Downtown Grand Rapids Inc.  
29 Pearl St. NW**

Attendance: Mary Swanson, Mike Bishop, Bob Herr, Pat Waring, Carlos Sanchez, Andrew Martin, Kurt Hassberger, Denny Sturtevant, Daniel Williams, Mike Ellis, Eric Delong, Tom Rothwell

Others Present: Tim Kelly, Flor Valera, Jana Wallace, Annamarie Buller, Jennie Schumacher, Gabi Schumacher, Melvin Eledge, Jared Siangani

Absent: Darren McKnight, Ciciley Moore, Scott Wierda,

Call to Order The meeting was called to order at 9:02 am by Chair Bob Herr

Approve meeting minutes from December 19, 2017

*Motion: Kurt Hassberger, supported by Andrew Martin, moved to approve the December 19, 2017 meeting minutes as presented. Motion carried unanimously.*

Accept April 30, 2018 Financial Statements

Jana Wallace introduced the financial statements for the first ten (10) months of the fiscal year ending June 30, 2018. Ms. Wallace said the Authority received \$135,038.87 from the City of Grand Rapids and from the DDA for their properties located within the District-Wide boundaries as well as within the Monroe Center Snowmelt and Campau Promenade Snowmelt Districts. Ms. Wallace said that the snowmelt expenditures were much higher than budgeted for the Campau Promenade District in April. Ms. Wallace noted with the exception of the Monument Park District, the DID has sufficient cash to pay budgeted expenditures. Mr. Williams asked why the Campau Promenade District snowmelt system charges were significantly higher this year. Ms. Wallace responded that this was due to the high utility bills. Mr. Sturtevant asked about the Monroe Center Snowmelt System being budgeted higher than the others. Ms. Wallace responded that is being budgeted higher for repairs, as this is an old snowmelt system.

*Motion: Kurt Hassberger, supported by Carlos Sanchez, moved to approve Statement C: Schedule of Expenditures: January 1- April 30, 2018 as recommended. Motion carried unanimously.*

Spring/Summer Planting & Clean Team Update

Mr. Eledge introduced Jared Siangani to the Board and explained that Mr. Siangani is the new Operations Supervisor responsible for managing the day-to-day operations for the Ambassadors program. The Board welcomed Mr. Siangani. Mr. Eledge proceeded to give an overview of the Ambassadors workforce demographics as previously requested at the last DID Board Meeting. Mr. Eledge said the Ambassadors team is a very balanced team, ages range from 20-55 years old and the

team consists of about 7 Females and 11 Males. He turned his attention to highlight various beautifications projects that were completed this year. Those projects included; the removal of 504 graffiti, the cleanup of 1124 Bio hazards, the recycled of 623,078 cigarettes and the removal of 4488 trash bags. Mr. Eledge explained that the pressure washing teams have been able to complete 90 block faces this year which is about 7 or 8 block faces higher than last year. Mr. Eledge noted that the Ambassadors have provided support for special events such as the World of Winter event and the set up and tear down of the temporary ice rink that was installed at the Heartside Park. He also added that they will continue to provide support for upcoming summer events. Mr. Eledge mentioned that the Ambassadors completed a bike repair training with Spoke Folks and added that the team is very excited to be able to provide this service to the public. He concluded his presentation by explaining that the Ambassadors will oversee the recycling bins that will be installed on the sidewalk along Monroe Center as part of the new recycling pilot initiative that will be rolling out in the summer. Mr. Kelly added that Ambassadors will be able to report back the findings and make recommendations about any future public recycling efforts in Downtown.

#### FY2018 Fund Balance Discussion

Tim Kelly explained that a subcommittee made of some members of the Board met in March to evaluate potential uses of the fund balance. Mr. Kelly presented an outline of the potential projects that were discussed at that meeting and added that a fund balance transfer in the amount of \$62,525 is being proposed to cover costs for the potential projects and operation improvements. The projects include landscape work and new medians plantings along Fulton Street, Monroe Center and Vandenberg Statue, fifteen (15) additional trash receptacles, a full-time Ambassador and a part-time Special Project Ambassador. Mr. Kelly said the importance of having a Special Project Ambassador is to assist and to supervise special events and projects happening in Downtown. Bob Herr said he would like to make sure that the DDA is paying for their share, if the Board approves the hiring of a new Ambassador. Mr. Kelly responded that a new contract would need to be revised with the DDA, as they also pay for a portion of the Ambassador's contract. Mr. Kelly proceeded to explain that a new truck is needed to help Ambassadors transport materials and equipment. Mr. Herr asked how many trucks are available to the Ambassadors. Mr. Kelly said one. Mr. Herr asked who would own the truck if the Board approves the purchase. Mr. Kelly said Block by Block would purchase the truck, bill the Board and hold the title. Mr. Herr asked about the life expectancy of the Monroe Snowmelt System. Mr. Kelly responded that Geotech Inc., who is responsible for overseeing the maintenance of the snowmelt system, reported that the system is good for another 20 years. There will be a need for improvements in the next couple of years but nothing drastic. Mr. Bishop asked about the cost to replace the entire snowmelt system. Mr. Kelly said he would follow up with that information. A lengthy discussion followed on developing a long-term plan to replace the snowmelt system. Ms. Wallace explained that the expenses usually do not come from purchasing the system itself, but rather for the work related to the digging of the sidewalk. Mr. Bishop said the Board needs to address this issue and identify the stakeholders to determine the cost and have a plan set in place. Mr. Herr directed his attention to discuss the Monument Park Snowmelt System, as this continues to run on deficit. He noted that though many non-profits and government agencies do participate voluntarily, their

assessments are not lienable, so the City Assessor has no ability to mandate payment. Mr. Herr added that conversations will continue to determine a solution to this issue.

#### FY2019 Budget Presentation

Tim Kelly gave an overview of the proposed FY19 Downtown Improvement District (DID) budget and presented a budget spreadsheet as previously requested by the Board. The spread sheet outlined the proposed line items against the previously approved FY16-FY18 budgets, as well as the estimates of expenditures for the remainder of the FY18. Mr. Kelly reminded the Board that the assessments for the snowmelt systems are set as part of the re-authorization that was approved by City Commission. He gave an overview of the total amount for the areawide assessment for FY19 and noted that there was an increase in the Admin line item for rent, as there was a need for additional storage space. Mr. Kelly reviewed the expenditures for the new fiscal year 2019 including: a recommendation to approve a contract amendment between the DID Board with Build a Better Block for a wage increase for the Ambassadors and Clean Team in the amount of \$.50/hour. Mr. Kelly explained that the wage increase is expected to aid with reducing annual turnover. Mr. Kelly noted that there is a need to buy a truck lift to aid Ambassadors with lifting equipment and materials. Other projects were previously identified during the fund balance discussion. Mr. Bishop asked what would happen if the Board does not approve the budget as outlined, and later decides that a project is needed after being approved by City Commission. Mr. Kelly responded that a budget amendment will be required if the Board decides to remove projects from the proposed FY19 budget. Mr. Sanchez asked about the retail incubation. Mr. Kelly said that was part of the DDA budget.

*Motion: Kurt Hassberger, supported by Mike Bishop, moved to approve the FY19 Downtown Improvement District Budget and recommend it to the Grand Rapids City Commission. Motion carried unanimously.*

#### DGRI President & CEO Report

##### DDA (4/11/18)

- Approved a contract amendment for the River Design Guidelines
- Approved a contract to complete final design for Lyon Square
- Approved the purchase of furniture, games and greenery to temporarily activate Calder Plaza
- Authorized the purchase of exercise equipment to be deployed in 6<sup>th</sup> Street and Canal Street Park

##### DID (12/19/17)

- Approved financial statements through 10/31/17
- Received update on summer/fall plantings and the Clean Team
- Received an update on potential legislative changes occurring in 2018
- Discussed forming committees to review fund balances and purchasing policies

##### MNTIFA (4/11/18)

- Approved a contract amendment for the River Design Guidelines
- Authorized the purchase of exercise equipment to be deployed in 6<sup>th</sup> Street and Canal Street Park

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DGRI (4/18/18)

- Received an update on the implementation of GR Forward
- Discussed potential challenges facing Downtown and possible strategies to overcome them

Alliances

- Goal 1 (Restore the River): July 18, 2018 - 10:00 AM
- Goal 2 (Downtown Neighborhood): July 17, 2018 - 3:30 PM
- Goal 3 (21st Century Mobility Strategy): July 23, 2018 - 3:30 PM
- Goal 4 (Economic Vitality): July 25, 2018 - 3:30 PM
- Goal 5 (Public Spaces and Programming): July 19, 2018 - 3:30 PM

GR>> Highlights

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

Action: Develop riverfront trail design guidelines

- Lead: City of Grand Rapids. Wenk Associates serves as lead consultant
- Project involves defining a “playbook” to guide construction of the proposed recreation trail on the banks of the Grand River. This includes:
  - Establishing an overall character and identity for the trail
  - Defining unique themes and amenities at different points along the trail
  - Ensuring improvements along the river edges are integrated with and support whitewater rapids restoration
- Community outreach and ideation underway, including a presentation of draft concepts to GR Forward Goal 1 Alliance and DGRI Board of Advisors.
- Next visit May 21 - 24
- Recommendations coming in Spring 2018

Action: Restore the whitewater rapids in the Grand River

- Lead: Grand Rapids Whitewater
- GRWW organizing to file in Summer 2018 for state permits and initiate environmental review of the river restoration project

Action: Evaluate economic impact of improving and expanding the riverfront trail

- Lead: Downtown Grand Rapids Inc.
- Contracted Grand Valley State University to conduct analysis
- Preliminary findings anticipated in Summer 2018

Action: Enhance Lyon Square Opportunity Site

- Lead: Downtown Grand Rapids Inc. and City of Grand Rapids
- Design Development documents nearing completion. Next step is Construction Documents.
- Coordination with surrounding stakeholders in process

Action: Enhance Ah-Nab-Awen / Indian Mounds Park

- Lead: City of Grand Rapids
- Construction anticipated to begin Spring 2018

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- Changes include flood protection improvements, 15-foot trail section, enhanced public seating and new lighting from Pearl Street to Gillett Bridge
- Remains an opportunity to create ceremonial space for native Americans

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

Action: Establish Downtown resident organization

- Lead: Downtown Grand Rapids Inc.
- Contracted Steve Faber of Byrum Fisk to facilitate a process with Downtown residents to define the purpose and structure for a resident organization
- Planning committee began exploring potential mission, vision and goals.
- Surveyed Downtown resident ideas and perspectives. Compiling results
- 4th Annual Mix, Mingle and Share event with Downtown neighbors held April 25

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

Action: Deploy bus shelters to enhance experience for people who ride public transit

- Lead: The Rapid transit agency and City of Grand Rapids
- Mobile GR presented bus shelter deployment plan to City Commission on Feb. 6, 2018.
- GR DDA budgeted \$500,000 to support Downtown deployment
- Goal is to deploy new Downtown shelters before next winter.

Action: Enhance safety for people who walk and bicycle at key Downtown locations

- Lead: Downtown Grand Rapids Inc and City of Grand Rapids
- Design work in progress for enhancements at 4 key intersections:
  - Michigan Street & Bridge
  - Fulton & Ionia
  - Fulton & Monroe/Market
  - Monroe & Campau
- Specific improvements for evaluation include but are not limited to the installation of pedestrian medians, changes to crosswalks, pedestrian county-down signals and a pedestrian scramble.
- The project also includes piloting a designated bike lane along Division Avenue.
- The City and DGRI aspire to implement improvements in summer 2018.

Action: Evaluate feasibility of bike share service

- Lead: City of Grand Rapids
- Presented preliminary findings to the DDA on January 10, 2018
- Special Briefing with City Commission occurred February 27, 2018
- Presentation of final recommendations anticipated Summer 2018

Action: Recruit car share service provider

- Lead: City of Grand Rapids
- Mobile GR drafted and released a Request for Information (RFI) to help inform the search for a car share provider. Responses are due March 23, 2018

Action: Complete audit of Downtown's accessibility for people with differing abilities

- Lead: Downtown Grand Rapids Inc.
- Disability Advocates delivered draft recommendations and report

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- GR DDA received a presentation of draft recommendations in April 2017

Action: Redesign Michigan Street to improve safety, comfort and clarity for all users

- Lead: City of Grand Rapids
- Completed 7,620 sq ft of new space for trees, landscaping and pedestrians in front of main entrance to Spectrum Health

Action: Update Downtown streetscape guidelines

- Lead: Downtown Grand Rapids Inc. Nederveld and Williams & Works serve as consultants
- Held project kickoff meeting with GR Forward Goal 3 Alliance
- Community outreach and evaluation of streets and key public spaces underway
- Kickoff meeting with GR Forward Goal 3 Alliance in December 2018

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

Action: Recruit a major office tenant to Downtown

- Right Place, City of Grand Rapids, Downtown Grand Rapids Inc., MI Department of Transportation and MI Economic Development Corporation collaborated to develop pitch for Amazon HQ2.
- Debrief revealed areas of opportunity for improving collaborative Downtown recruitment efforts
- DGRI, City and Right Place exploring more concerted and intentional recruitment strategy to attract larger office tenants

Action: Foster ground-floor businesses to diversify the mix of Downtown retail offerings

- Lead: Downtown Grand Rapids Inc.
- GR Forward Goal 4 Alliance reviewed draft framework for new Retail Business Recruitment and Incubation Program
- Launch of new program anticipate in Q2 2018
- One community goal is to increase # of ground floor businesses owned by women, people of color and other underserved communities 50% by 2025

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

Action: Establish Public Space Activation Grant Program

- Lead: Downtown Grand Rapids Inc.
- Designing program criteria and application process in collaboration with GR Forward Goal 5 Alliance
- Defining potential/preferred Downtown areas for activation in collaboration with GR Forward Goal 5 Alliance
- Goal is to launch program Summer 2018

Action: Enhance VandenBerg Plaza/Calder Plaza

- Lead: Downtown Grand Rapids Inc. and City of Grand Rapids
- Organizing to deploy short-term activation tactics for Summer 2018 including furniture, shade umbrellas and various entertainment options
- Parks Dept. preparing to issue Request for Qualifications to design the proposed pavilion at SE corner of plaza
- June 2019 is the 50th anniversary of the plaza's opening in 1968 and a key organizing point for a celebratory moment

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Action: Expand winter recreational programming in Downtown parks

- Lead: Downtown Grand Rapids Inc.
- Deployed temporary "pop up" ice rink in Heartside Park that hosted pick up hockey games, ski chair racing and other activities
- Successfully hosted 10-day World of Winter festival

Action: Promote food truck businesses in public places

- Lead: Downtown Grand Rapids Inc. and City of Grand Rapids
- Presented Year One pilot ordinance outcomes to Grand Rapids City Commission on March 6, 2018.

Action: Renovate Veteran's Park

- Lead: City of Grand Rapids
- Completed reconstruction
- Opened Veterans Day
- Parks Department exploring formal ribbon cutting event

Action: Explore opportunities to beautify public plaza at Van Andel Arena

- Lead: Downtown Grand Rapids Inc.
- Developing preliminary conceptual designs
- Exploring partnership/funding opportunities for FY2019

Action: Improve safety and cleanliness on Division Avenue

- Improve lighting
  - Lead: City of Grand Rapids
  - Identified community supported solution
  - Working to determine implementation costs
- Add public restrooms
  - Lead: City of Grand Rapids and Downtown Grand Rapids Inc.
  - City currently designing new public facilities to be installed in Cherry / Commerce and/or Weston / Commerce parking ramps
  - Working to determine a sustainable facility management protocol for the new facilities.

Action: Continue turning up the volume on public art

- Lead: Downtown Grand Rapids Inc.
- Painted murals on 20 Monroe
- Collaborating with UICA Exit Space to paint riverfront mural down the stairwell near the Grand Rapids Public Museum. Painting anticipated to begin in Spring 2018 as weather permits
- Exploring mural opportunities at Fulton/131 overpass

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

Action: Transform the old public museum at 54 Jefferson into the new Grand Rapids Public Museum School

- Lead: Grand Rapids Public Schools and Grand Rapids Public Museum
- Renovation of 54 Jefferson in progress and looking great
- The building will reopen as a high school in September 2018

### Public Comment



Jennie Schumacher, Communication Specialist for Downtown Grand Rapids Inc. took a moment to share with the Board new details about Movies in the Park, now call Movies on Monroe. Ms. Schumacher said the new location will be at 555 Monroe Ave, Grand Rapids MI and noted that this new location will help activate new areas around the Monroe North neighborhood.

Board Member Discussion

None

Adjournment

The meeting adjourned at 10:26am

Minutes taken by:  
Flor Valera  
Administrative Assistant  
Downtown Grand Rapids Inc.  
(616) 719-4610

# MEMORANDUM

CITY OF GRAND RAPIDS

**Agenda Item 3.  
August 9, 2018  
DID Meeting**

DATE: August 2, 2018

TO: Bob Herr, Chair  
Downtown Improvement District

FROM: Jana M. Wallace, Treasurer  
Downtown Improvement District

**SUBJECT: Grand Rapids Downtown Improvement District  
Preliminary Financial Statements as of June 30, 2018**

Attached are the DID's preliminary financial statements for the fiscal year ended June 30, 2018. These statements include the following:

Statement A: Preliminary Balance Sheet

Statement B: Preliminary Statement of FY2018 Revenues and Expenditures

Statement C: Preliminary Schedule of Expenditures: May 1 through June 30, 2018

The attached statements are preliminary pending the calculation and recording of year-end entries, i.e. compensated absences adjustments and investment 'mark to market' adjustments.

The DID's District-Wide Fund did exceed its FY2018 appropriation authority. However, since all four DID funds 'roll up,' to a single fund for reporting purposes, technically the DID's overall FY2018 appropriation authority was not exceeded. Therefore, the State of Michigan is not required to be notified of the negative variance.

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

Attachments

## STATEMENT A

### GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

#### Balance Sheet

as of June 30, 2018 Preliminary

	As of 06/30/2017	As of 06/30/2018
<b>ASSETS</b>		
Pooled Cash & Investments - District-Wide	\$ 499,733	\$ 568,766
Pooled Cash & Investments - Campau Promenade	55,211	40,120
Pooled Cash & Investments - Monroe Center	278,291	361,388
Pooled Cash & Investments - Monument Park	(11,332)	(14,433)
Assessments Receivable - District-Wide	141,147	-
Assessments Receivable - Monroe Center	25,404	-
Assessments Receivable - Monument Park	10,188	-
Prior Year Receivables - District-Wide	5,824	-
Prior Year Receivables - Monument Park	7,461	-
Interest Receivable - All Districts	3,195	2,313
<b>TOTAL ASSETS</b>	<b>\$ 1,015,122</b>	<b>\$ 958,154</b>
<b>LIABILITIES AND FUND EQUITY</b>		
<b>Liabilities</b>		
Accounts Payable - All Districts	\$ 7,523	\$ 58,034
Deferred Receivables Revenue - All Districts	203,308	-
<b>TOTAL LIABILITIES</b>	<b>\$ 210,831</b>	<b>\$ 58,034</b>
Reserve for Encumbrances	\$ -	\$ -
Unrestricted Reserve - District-Wide	489,975	515,083
Unrestricted Reserve - Campau Promenade	55,334	38,518
Unrestricted Reserve - Monroe Center	277,853	361,032
Unrestricted Reserve - Monument Park	(18,871)	(14,513)
<b>TOTAL FUND EQUITY</b>	<b>\$ 804,291</b>	<b>\$ 900,120</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 1,015,122</b>	<b>\$ 958,154</b>

# STATEMENT B

## GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

### FY2018 Statement of Revenues and Expenditures

July 1, 2017 - June 30, 2018 Preliminary

REVENUES	FY2018	
	Budget	Actual
Assessments - District-Wide	\$ 826,773 <sup>1</sup>	\$ 892,654
Assessments - Campau Promenade Snowmelt	40,000 <sup>1</sup>	44,100
Assessments - Monroe Center Snowmelt	154,500 <sup>1</sup>	145,592
Assessments - Monument Park Snowmelt	15,750 <sup>1</sup>	5,841
Earnings on Investments - District-Wide	-	15,443
Earnings on Investments - Campau Promenade	-	1,193
Earnings on Investments - Monroe Center	-	6,467
Grant - Cigarette Butt Recycling Urns - Final Payment	-	1,000
From / (To) Fund Balance	30,000	-
<b>TOTAL REVENUES</b>	<b>\$ 1,067,023</b>	<b>\$ 1,112,290</b>
<b>EXPENDITURES</b>		
<b>DISTRICT-WIDE SERVICES</b>		
<b>Maintenance and beautification</b>		
Professional Services - Block by Block Clean Team	\$ 365,000	\$ 516,083
Irrigation - Repairs & Water	3,500	8,106
Other Landscaping and Beautification	120,000	33,399
Personnel - Wages and Benefits	30,000	20,556
<b>Sub-Total</b>	<b>\$ 518,500</b>	<b>\$ 578,144</b>
<b>Marketing and communications</b>		
Advertising and Promotions	7,275	-
Personnel - Wages and Benefits	70,000	61,504
Supplies, Printing, Postage, Performers, Storage, etc.	6,500	1,388
Website Services	3,500	8,283
<b>Sub-Total</b>	<b>\$ 87,275</b>	<b>\$ 71,175</b>
<b>Administration</b>		
Professional Services - Legal / Human Resources / Tech	7,000	15,581
Overhead Share - Rent, Insurance, Phones, Cleaning, etc	23,500	32,607
Personnel - Wages and Benefits	40,000	46,862
Supplies, Office Equipment, etc	8,500	4,923
<b>Sub-Total</b>	<b>\$ 79,000</b>	<b>\$ 99,973</b>
<b>Public Safety - Ambassador Program</b>	<b>100,000</b>	<b>100,000</b>
<b>Contingency / Special Projects</b>	<b>1,476</b>	<b>-</b>
<b>City A-87 Costs</b>	<b>40,522</b>	<b>40,522</b>
<b>TOTAL EXPENDITURES - DISTRICT-WIDE SERVICES</b>	<b>\$ 826,773</b>	<b>\$ 889,814</b>
<b>SNOWMELT SYSTEM OPERATIONS</b>		
CAMPAU PROMENADE DISTRICT	70,000	62,108
MONROE CENTER DISTRICT	154,500	68,879
MONUMENT PARK DISTRICT	15,750	8,944
<b>TOTAL EXPENDITURES - ALL DISTRICTS</b>	<b>\$ 1,067,023</b>	<b>\$ 1,029,745</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 82,545</b>

Special & Voluntary Assessments as of 06/30/2018 Prelim	Budgeted <sup>1</sup>	Invoiced	Received	Receivable
District-Wide	\$ 826,773	\$ 892,654	\$ 892,654	\$ -
Campau Promenade Snowmelt Operations	40,000	44,100	44,100	-
Monroe Center Snowmelt Operations	154,500	145,592	145,592	-
Monument Park Snowmelt Operations	15,750	5,841	5,841	-
<b>TOTAL</b>	<b>\$ 1,037,023</b>	<b>\$ 1,088,187</b>	<b>\$ 1,088,187</b>	<b>\$ -</b>

Note 1: Assessment revenues are budgeted net of reserves for uncollectible accounts.

# STATEMENT C

## GRAND RAPIDS, MICHIGAN DOWNTOWN IMPROVEMENT DISTRICT Schedule of Expenditures May1 - June 30, 2018 Preliminary

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
5/17/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Clean Team 04/2018	\$ 38,750.00
6/21/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Clean Team 05/2018	38,750.00
7/17/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Clean Team 06/2018	38,750.00
5/24/2018	DGRI Payroll Re-Allocation	District-Wide - Mktg & Comm	Personnel	Payroll Re-Allocation 11/1/217-2/28/2018	22,026.68
6/30/2018	DGRI Payroll Re-Allocation	District-Wide - Mktg & Comm	Personnel	DDA Payroll Allocation From 3/1/18-6/30/18	17,698.53
6/19/2018	City Treasurer - Traffic Safety	Monroe Center District	Snowmelt Operations	DID Electrical billing 01/2018-06/2018	11,242.44
7/22/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Spring and Summer plantings 06/2018	9,010.00
5/24/2018	DGRI Payroll Re-Allocation	District-Wide - Maint & Beaut	Personnel	Payroll Re-Allocation 11/1/217-2/28/2018	7,169.71
5/24/2018	DGRI Payroll Re-Allocation	District-Wide - Administration	Personnel	Payroll Re-Allocation 11/1/217-2/28/2018	6,835.31
5/10/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam services - 4200000000 04/2018	4,781.45
6/30/2018	DGRI Payroll Re-Allocation	District-Wide - Maint & Beaut	Personnel	DDA Payroll Allocation From 3/1/18-6/30/18	3,413.86
6/21/2018	DropDrop.com LLC	District-Wide - Mktg & Comm	Website Services	After Effects Templates 05/2018	4,141.68
6/21/2018	DropDrop.com LLC	District-Wide - Mktg & Comm	Website Services	After Effects Templates 06/2018	4,141.67
5/10/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam services - 3200000000 04/2018	3,433.77
6/30/2018	DGRI Payroll Re-Allocation	District-Wide - Administration	Personnel	DDA Payroll Allocation From 3/1/18-6/30/18	3,433.55
5/16/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87 - Pmt 11 of 12	3,377.00
6/11/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87 - Pmt 12 of 12	3,377.00
6/7/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam services - 3200000000 05/2018	3,343.75
7/4/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Supplies 06/2018	2,538.01
5/29/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	62 Monroe Center NW planters irrigation	2,341.77
5/17/2018	Priority Health	District-Wide - Administration	Personnel	Health Insurance Premium 07/18-09/18	2,007.26
7/15/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Public Safety	Ambassadors	Downtown Ambassadors 6/2018	1,956.88
5/21/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 04/2018	1,745.97
5/10/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	Electricity - 1000 1401 9077 04/2018	1,614.88
5/4/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	Natural gas - 9100 297 30421 04/2018	1,500.44
5/17/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street 05/2018	1,387.93
6/21/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street Mezzanine Office 6/2018	1,387.93
7/12/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam services - 3200000000 06/2018	1,063.49
6/7/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam services - 4200000000 05/2018	968.38
7/12/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam services - 4200000000 06/2018	968.38
5/13/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 02/2018	921.77
6/12/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Adobe Creative Cloud Licenses 2018	844.67
7/16/2018	HR Collaborative LLC	District-Wide - Administration	DGRI Overhead	HR Consultant 06/2018	779.55
5/19/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 05/19/2018	745.92
6/21/2018	HR Collaborative LLC	District-Wide - Administration	DGRI Overhead	HR Consultant 05/2018	704.13
7/4/2018	Geotech Inc.	Campau Promenade District	Snowmelt Operations	Snowmelt System Repair 06/2018	665.81
5/10/2018	Consumers Energy 1	Monument Park District	Snowmelt Operations	Electricity - 1000 6880 7039 04/2018	644.54
6/19/2018	Christopher Fredricks	District-Wide - Mktg & Comm	Supplies, etc	Design services: DGRI window designs 06/2017	425.00
5/29/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Act 120 Leg. Amend. 03/2018	418.00
6/30/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 06/30/2018	327.50
7/4/2018	The KR Group, Inc.	District-Wide - Administration	Supplies / Equipment	Laptop for new employee 06/2018	275.70
6/16/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 06/16/2018	236.47
5/17/2018	Applied Imaging	District-Wide - Administration	DGRI Overhead	Copier Overage 01/15/18-04/14/18	213.53
5/13/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 01/18, 03/18, 04/18	195.70
5/13/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 01/18, 03/18, 04/18	195.70
5/21/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 06/2018	195.70
6/21/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 12/2017	195.70
5/18/2018	United States Treasury - IRS	District-Wide - Administration	Personnel	IRS 2016 Form 5500 Adjustment 05/2018	190.05
7/4/2018	Fusion IT LLC	District-Wide - Administration	Supplies / Equipment	Additional Adobe Licenses 2018	187.85
7/25/2018	Dickinson Wright PLLC	District-Wide - Administration	DGRI Overhead	Legal: Misc. Matters 05/2018	167.91
6/30/2018	DGRI Payroll Re-Allocation	District-Wide - Mktg & Comm	Personnel	DDA Payroll Allocation From 3/1/18-6/30/18	150.77
5/5/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 05/05/2018	145.53
6/27/2018	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beaut	Electricity - 1030 2027 1245 06/2018	144.54
6/21/2018	Dickinson Wright PLLC	District-Wide - Administration	DGRI Overhead	Legal Services: DGRI Board 04/2018	137.77
5/24/2018	DGRI Payroll Re-Allocation	District-Wide - Mktg & Comm	Personnel	Payroll Re-Allocation 11/1/217-2/28/2018	129.66
5/17/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street Mezzanine Office 5/2018	117.42
6/21/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street 06/2018	117.42
6/5/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial Services 04/18	116.44
6/21/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial Services 05/18	116.44
7/16/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial services 06/2018	116.44
7/25/2018	Dickinson Wright PLLC	District-Wide - Administration	DGRI Overhead	Legal: Misc. Matters 05/2018	110.00
7/9/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	Electricity - 1000 1401 9077 05/2018	109.87

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**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**May 1 - June 30, 2018 Preliminary**

**Page 2**

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
					<i>continued from prior page</i>
7/12/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Landscaping & Beaut	331 Winter NW - water/sewer 06/18	\$ 98.33
5/3/2018	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beaut	Electricity - 1030 2027 1245 04/2018	97.11
7/12/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	Electricity - 1000 1401 9077 06/2018	94.24
5/20/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 04/18	92.83
6/2/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 06/02/2018	90.93
7/4/2018	GreatAmerica Financial Svcs Corp	District-Wide - Administration	DGRI Overhead	Copier Lease 06/2018	85.91
6/4/2018	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beaut	Electricity - 1030 2027 1245 05/2018	85.37
5/21/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Event Supplies 04/2018	84.31
7/5/2018	Consumers Energy 1	Monument Park District	Snowmelt Operations	Electricity - 1000 6880 7039 05/2018	79.76
7/4/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 06/2018	79.26
5/21/2018	Stanley Steemer Great Lakes inc	District-Wide - Administration	DGRI Overhead	Carpet Cleaning 04/2018	77.11
6/5/2018	GreatAmerica Financial Svcs Corp	District-Wide - Administration	DGRI Overhead	Copier Lease 05/2018	72.87
5/13/2018	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 04/2018	65.95
6/4/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	Natural gas - 9100 297 30421 05/2018	65.15
7/3/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	Natural gas - 9100 297 30421 06/2018	64.54
5/23/2018	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beaut	Natural gas - 9100 258 89908 05/2018	63.68
7/4/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 05/2018	62.76
7/4/2018	TDS Metrocom	District-Wide - Administration	DGRI Overhead	Phone Service 05/2018	59.47
7/17/2018	Fifth Third Bank P-card 06/18	District-Wide - Administration	Supplies / Equipment	Office Supplies 06/2018	58.97
5/21/2018	TDS Metrocom	District-Wide - Administration	DGRI Overhead	Phone Service 04/2018	58.57
5/17/2018	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 05/2018	51.86
7/15/2018	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 06/2018	51.86
5/21/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 04/2018	51.70
7/4/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 05/2018	50.74
7/22/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 6/2018	49.72
6/5/2018	Swift Printing & Communications	District-Wide - Maint & Beaut	Landscaping & Beaut	Recycling Labels 05/2018	46.23
7/4/2018	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 5/2018	45.48
5/21/2018	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 4/2018	45.46
7/18/2018	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 6/2018	45.44
5/20/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 04/18	44.22
7/4/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 03/2018	44.22
5/13/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 01/18, 03/18, 04/18	43.83
7/4/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 06/2018	43.45
5/21/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 05/2018	43.44
5/24/2018	DGRI Payroll Re-Allocation	District-Wide - Maint & Beaut	Personnel	Payroll Re-Allocation 11/1/217-2/28/2018	40.29
7/3/2018	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beaut	Natural gas - 9100 258 89908 06/2018	39.33
6/5/2018	Swift Printing & Communications	District-Wide - Maint & Beaut	Landscaping & Beaut	Recycling Labels 05/2018	37.20
5/24/2018	DGRI Payroll Re-Allocation	District-Wide - Administration	Personnel	Payroll Re-Allocation 11/1/217-2/28/2018	36.78
7/16/2018	The KR Group, Inc.	District-Wide - Administration	Supplies / Equipment	IT Supplies 06/2018	36.40
6/30/2018	DGRI Payroll Re-Allocation	District-Wide - Maint & Beaut	Personnel	DDA Payroll Allocation From 3/1/18-6/30/18	34.93
7/4/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Window cleaning 05/18	34.25
7/16/2018	Creative Studio Promotions	District-Wide - Administration	Supplies / Equipment	Business cards 06/2018	32.44
7/22/2018	Creative Studio Promotions	District-Wide - Administration	DGRI Overhead	Office supplies: business cards 06/2018	32.44
5/17/2018	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 05/2018-06/2018	31.28
6/21/2018	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 06/2018-07/2018	31.28
7/4/2018	The KR Group, Inc.	District-Wide - Administration	Supplies / Equipment	Hard drive 06/2018	27.70
5/29/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Transition Matters 03/2018	25.83
6/30/2018	DGRI Payroll Re-Allocation	District-Wide - Administration	Personnel	DDA Payroll Allocation From 3/1/18-6/30/18	25.77
5/13/2018	Breck Graphic Inc dba Allega Printing	District-Wide - Administration	Supplies / Equipment	Business Cards: Schumacher & Kelly 4/2018	25.62
5/21/2018	Madcap Coffee Company	District-Wide - Administration	Supplies / Equipment	Meeting Supplies 5/2018	21.51
7/4/2018	Madcap Coffee Company	District-Wide - Administration	Supplies / Equipment	Meeting Supplies 6/2018	21.51
6/5/2018	Swift Printing & Communications	District-Wide - Maint & Beaut	Landscaping & Beaut	Recycling Labels 05/2018	20.51
6/21/2018	Dickinson Wright PLLC	District-Wide - Administration	DGRI Overhead	Legal Services: Transition matters 04/2018	17.22
7/17/2018	Fifth Third Bank P-card 06/18	District-Wide - Administration	DGRI Overhead	HR Services 06/2018	16.15
7/4/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 05/2018	15.89
7/4/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 05/2018	15.76
5/17/2018	Fifth Third Bank P-Card 04/18	District-Wide - Administration	DGRI Overhead	General Office supplies 04/18	13.84
7/16/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT supplies 06/2018	13.21
5/21/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Event Supplies 04/2018	10.02
7/4/2018	Gordon Water Systems	District-Wide - Administration	DGRI Overhead	Water Cooler Lease 06/18	9.33
6/5/2018	Gordon Water Systems	District-Wide - Administration	DGRI Overhead	Water Cooler Lease 05/18	9.32

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**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**May 1 - June 30, 2018 Preliminary**

**Page 3**

<b>Date</b>	<b>Vendor</b>	<b>District Name &amp; Category</b>	<b>Budget Line Item</b>	<b>Description</b>	<b>Amount</b>
					<i>continued from prior page</i>
7/22/2018	Gordon Water Systems	District-Wide - Administration	DGRI Overhead	Water Cooler Lease 06/18-07/18	\$ 8.55
5/17/2018	Model Coverall Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 5/2018	8.31
6/5/2018	Swift Printing & Communications	District-Wide - Maint & Beaut	Landscaping & Beaut	Recycling Labels 05/2018	6.92
7/4/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 06/2018	6.60
7/17/2018	Fifth Third Bank P-Card 06/18	District-Wide - Administration	DGRI Overhead	Postage 06/2018	5.61
6/18/2018	Fifth Third Bank P-Card 05/18	District-Wide - Administration	DGRI Overhead	Office supplies 05/2018	4.31
7/4/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 05/2018	4.30
5/21/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Event Supplies 04/2018	3.13
6/5/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 6/2018	2.35
5/21/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Event Supplies 04/2018	2.03
6/18/2018	Fifth Third Bank P-Card 05/18	District-Wide - Administration	DGRI Overhead	Postage 05/2018	1.66
5/17/2018	Fifth Third Bank P-Card 04/18	District-Wide - Administration	DGRI Overhead	Postage 04/2018	1.42
<b>May and June, 2018 Expenditures Through August 2, 2018</b>					<b>\$ 257,026.99</b>

# MEMORANDUM

DOWNTOWN  
IMPROVEMENT  
DISTRICT



**DID**

DATE: August 3, 2018

TO: Downtown Improvement District

FROM: Tim Kelly, AICP  
President & CEO

SUBJECT: FY19 DID Budget

**Agenda Item #4**  
**August 9, 2018**  
**DID Meeting**

On May 16, 2018, the Downtown Improvement District (DID) Board recommended the FY2019 budget to the Grand Rapids City Commission (Commission) to request fund appropriation for the fiscal year beginning July 1, 2018. That budget was presented and unanimously approved by the Commission on May 22, 2018 (attached). The final step in the budget process is adoption by the DID Board. Below is a summary of the budget process and the priorities included in the FY2019 budget.

## Overview

In October 2015, the Downtown Improvement District (DID) Board and Grand Rapids City Commission approved a five-year authorization for operations of the DID. That authorization established the DID boundary, the formula for assessing properties, a description of proposed services and a multi-year budget establishing the area wide and sub area assessments for FY2016 – FY2020 (attached). FY2019 will be the fourth year of the current five-year authorization.

Included with this memo is the proposed FY19 Downtown Improvement District (DID) budget. As previously requested by the DID Board, the budget spreadsheet includes comparative detail showing the proposed line items against the previously approved FY16 - FY18 budgets, as well as the estimates of expenditures for the remainder of FY18.

## Revenues

For FY19, the total areawide assessments amount to \$1,041,863, with an additional \$227,578 to be assessed for the operation of the Monroe Center, Louis Campau and Monument Park snowmelt systems. There are also \$27,088 anticipated to be received via interest on investments. As in years past, assessments for the snowmelt systems reflect average actual expenses incurred between FY12 – FY15, plus an annual escalation that plans for rising costs. These revenues were approved by the DID





Board as a part of the DID re-authorization process and approved by City Commission in December, 2015.

Additionally, and to cover costs for proposed new capital and operating projects, a fund balance transfer in the amount of \$93,631 is proposed. Potential projects and operation improvements include new plantings along Monroe Center, and the hiring of new Ambassadors. In addition, and to cover the increased operational costs for the Campau Promenade snowmelt, a fund balance transfer in the amount of \$20,912 is recommended. As of April 30, 2018, the reserve was \$714,989 and \$47,244 in the District Wide and Campau Promenade line items respectively, so sufficient funds exists to cover the additional expenditures.

Last, while the overall assessment is modestly increasing from prior years as approved in the re-authorization, based on prior years collections of Class 2 (private, not-for-profit) and Class 3 (government) assessments, staff is forecasting \$150,000 in uncollected assessments, bringing total expected assessment revenue to \$1,109,441. Though many non-profits and government agencies do participate voluntarily, their assessments are not lienable, so the City Assessor as no ability to mandate payment. Combined with the fund balance transfer, **total resources available for FY19 is expected to be \$1,234,473.**

### Expenditures

As evidenced in the budget, the DID will continue with its current priorities to provide maintenance and beautification services, invest in marketing and communications efforts, operate snow melt systems, and participate in funding of the Downtown Ambassador and Clean Team programs. For FY19, it is recommended the DID Board approve a contract amendment with Build a Better Block for a wage increase for the Ambassadors and Clean Team in the amount of \$.50/hour. An additional \$.50/hour increase will be recommended for FY20. The wage increase is expected to aid with reducing annual turnover and will bring wages into alignment with similar jobs in Kent County.

Along with its core services, it also recommended the DID participate in new activities that align with the previously identified priorities. Those activities include updating the plantings in the Fulton Street medians and along Monroe Center in the existing planters, providing additional trash receptacles around Downtown, and helping fund new special projects Ambassadors to help with unanticipated projects that arise.

### Next Steps

Following a recommendation from the DID Board, DGRI staff will present each of the fiduciary Boards' recommended budgets to the City Commission on May 22, 2018, requesting bottom-line appropriation. After receiving City Commission appropriation, the fiduciary Boards will each adopt their final annual budgets and priority plans at their next scheduled meetings.

**Recommendation: Approve the FY19 Downtown Improvement District Budget and recommend it to the Grand Rapids City Commission.**

**CITY OF GRAND RAPIDS, MICHIGAN**  
**Downtown Improvement District**  
**FY2019 Budget Requests for July 1, 2018 through June 30, 2019**  
**Recommended by the DID Board on May 16, 2018**  
**Approved by the Grand Rapids City Commission on May 22, 2018**  
**Submitting for Adoption by the DID Board at Its Next Meeting**

**FY 2019 Budget Requests by Fund**

	<b>Areawide District</b>	<b>Campau Promenade</b>	<b>Monroe Center</b>	<b>Monument Park</b>	<b>TOTAL</b>
<b>RESOURCES</b>					
Billed areawide assessments & contributions	\$ 1,041,863	\$ -	\$ -	\$ -	\$ 1,041,863
Monroe Center snowmelt assessments	-	-	163,909	-	163,909
Louis Campau snowmelt assessments	-	46,305	-	-	46,305
Monument Park snowmelt assessments	-	-	-	17,364	17,364
Uncollectable assessments					
Class 2	(20,000)	-	-	-	(20,000)
Class 3	(119,000)	-	-	(11,000)	(130,000)
Investment Earnings	22,115	2,783	2,190	-	27,088
From District-Wide for Monu Park shortfall	(24,386)	-	-	24,386	-
From / (To) fund balance	93,631	20,912	(11,599)	(15,000)	87,944
<b>Total Resources</b>	<b>\$ 994,223</b>	<b>\$ 70,000</b>	<b>\$ 154,500</b>	<b>\$ 15,750</b>	<b>\$ 1,234,473</b>
<b>APPROPRIATIONS</b>					
<b>Maintenance and beautification</b>					
Contractual services (Block by Block)	\$ 385,525	\$ -	\$ -	\$ -	\$ 385,525
Landscaping and beautification	166,500	-	-	-	166,500
Irrigation - repairs & water	6,000	-	-	-	6,000
Personnel	30,000	-	-	-	30,000
<b>Sub-Total</b>	<b>\$ 588,025</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 588,025</b>
<b>Marketing and communications</b>					
Printing, postage, copies, storage, supplies	6,500	-	-	-	6,500
Website services	3,500	-	-	-	3,500
Advertising and promotions	7,275	-	-	-	7,275
Personnel	70,000	-	-	-	70,000
<b>Sub-Total</b>	<b>\$ 87,275</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87,275</b>
<b>Administration</b>					
Personnel	40,000	-	-	-	40,000
Overhead - rent, meetings, accounting, etc	20,000	-	-	-	20,000
Supplies, phones, office equipment, etc	8,500	-	-	-	8,500
Insurance	7,000	-	-	-	7,000
Contractual services	4,000	-	-	-	4,000
Legal, professional, & technology services	4,000	-	-	-	4,000
<b>Sub-Total</b>	<b>\$ 83,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,500</b>
<b>Public Safety - Ambassador Program</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>Snowmelt Operations</b>					
Monroe Center snowmelt	\$ -	\$ -	\$ 154,500	\$ -	\$ 154,500
Louis Campau snowmelt	-	70,000	-	-	70,000
Monument Park snowmelt	-	-	-	15,750	15,750
<b>Sub-Total</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 154,500</b>	<b>\$ 15,750</b>	<b>\$ 240,250</b>
<b>Capital and Operating Improvements</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
<b>City A-87 Costs</b>	<b>35,423</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,423</b>
<b>Total Appropriations</b>	<b>\$ 994,223</b>	<b>\$ 70,000</b>	<b>\$ 154,500</b>	<b>\$ 15,750</b>	<b>\$ 1,234,473</b>
<b>Excess of Resources Over Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# MEMORANDUM

DOWNTOWN  
IMPROVEMENT  
DISTRICT



**DID**

DATE: August 3, 2018

TO: Downtown Improvement District

FROM: Tim Kelly, AICP  
President & CEO

Agenda Item #6  
August 9, 2018  
DID Meeting

**SUBJECT: Contract Amendment with Mydatt Services Inc., dba Block by Block**

In August 2015, the Downtown Improvement District (DID) Board recommended the Downtown Grand Rapids Inc. (DGRI) Board approve a Maintenance and Beautification contract with Mydatt Services Inc. (dba Block by Block). Block by Block was selected after an RFP process and a review by a Working Group of the Alliance for Livability. As part of their contract, Block by Block manages the landscaping and gardening services delivered by MiCandy throughout Downtown.

The services conducted through this contract help ensure the Downtown sidewalks and public spaces are properly and consistently maintained, and that plantings occur in the fall and spring in existing infrastructure to add to the vibrancy of our shared public areas. Monthly reports from June and July 2018 accompany this memo and include highlights of many of the program's accomplishments over the same period.

In an effort to keep wages for the Clean Team competitive with similar jobs across the region, and to help with job retention, a \$.50 raise is proposed for FY2019. This wage increase was accounted for in the FY2019 budget and will bring the DID's overall contribution to the Program to \$490,000, a \$5,000 increase from FY2018. It is anticipated an additional wage increase will be sought for FY2020, which would be accounted for in the budget process and memorialized in an update to the Agreement.

The Downtown Development Authority (DDA) Board will consider a similar wage increase for the Ambassadors at its August 8 meeting. In light of the DID not being an official legal entity, Downtown Grand Rapids Inc (DGRI) holds this contract, and the DGRI Board of Advisors will be asked to formally approve this recommendation at its September 4 meeting.



**DOWNTOWN**  
GRAND RAPIDS INC.



May 14, 2018

Mr. Tim Kelly, President & CEO  
DOWNTOWN GRAND RAPIDS, INC.  
29 Pearl, NW Suite 1  
Grand Rapids, MI 49503

Re: 5-Year Snowmelt System Study

Dear Tim:

1. We reviewed the maintenance costs for the past six years, i.e. FY 2013 thru FY 2018.

FY 2013	\$84,304
FY 2014	101,360
FY 2015	99,175
FY 2016	39,981
FY 2017	17,773
FY 2018	<u>32,367</u>
6-year total	\$374,960
6-year average	62,493

2. The conditions that caused high maintenance costs in 2013, 14 and 15 include:

- 2.1 The steel rebuild of the east vault at 60 Monroe Center
- 2.2 Replacement of many zone valves in planters and handholes
- 2.3 Several costly loop and main leaks

Our projections for the next five years (\$62,531/year) reasonably reflect the average of the past six years (\$62,493).

3. Short of a major event such as total flooding of a vault system, system-wide freezing, or fire in a vault, we expect the system to function reasonably well over the next five years. At that

point, we will recommend that the zone circuit-setter valves be replaced with ball valves and clean-out spigots.

System leaks, their repair, and the damage they may cause to adjacent buildings or structures will be a continuing problem. These leaks have occurred at unpredictable locations, and many times without a recognizable cause. We know that the system is leaking; however, there is at this time, no physical evidence of surface water (except in the basement of 60 Monroe Center). In our study of early Grand Rapids maps, there appeared to be a creek running in what is now Monroe Center. It is possible that the system is leaking into this underground flow. We are proposing to use compressed air and sensitive listening devices (in the quiet early morning hours) to locate as many leaks as possible.

When the system was charged with glycol, we suspected that the glycol was deteriorating the PEX and PVC piping. Samples were tested by a reputable laboratory; however, the test results were marginal. Notwithstanding this testing, it was decided to eliminate that annual expensive addition of glycol in order to remove it from the pipe deterioration equation.

Dig-ups by contractors and utilities continue to be of concern. Communication could be better. As to the useful life of the system, the following parameters will influence the shut-down date:

- Deterioration of the PEX (loops) and PVC piping (mains)

- Quantity of expelled water through undetectable leaks

- Utility, contractor, and City dig-ups

- Cost of maintenance versus benefit

- The maintenance of pumps and controls will continue to be a normal occurrence through the life of the system.

Without any unexpected situations, we see the end-of-life date 20 years in the future.

Sincerely,



George J. Orphan, CEO

# MEMORANDUM

DOWNTOWN  
IMPROVEMENT  
DISTRICT



**DID**

DATE: August 9, 2018

TO: Downtown Improvement District

FROM: Kimberly Van Driel  
Director of Public Space Management

Agenda Item #8  
August 9, 2018  
DID Meeting

**SUBJECT: Downtown Improvement District Fund Balance Project Proposals**

As part of the FY2019 budget development the Downtown Improvement District Board expressed interest in reviewing and evaluating possible projects to use a portion of the existing fund balance for. As of July 1, 2018, the existing fund balance is \$515,083.

Among the projects and purchases being considered are:

**1. The hiring of one full time special projects ambassador**

A full-time special projects ambassador will help with daily maintenance, infrastructure installation and management, general equipment deployment, and additional ambassador duties. A full-time special projects ambassador suggested pay is \$11.50/hour with a total sum of \$28,522.21 for FY19.

**2. New plantings along Monroe Center Fulton St. medians and near the Vandenberg statue between Monroe, Monroe Center and Pearl Street**

Current plantings along Monroe Center, Fulton St. medians and near the Vandenberg statue are all highly visible corridor areas within the Downtown that are in need of replacement greenery. Some of the current plantings have not been updated in 15 years and all current soil has lost all it's nutrients in order to sustain a healthy plant life. For removing all holly plantings, amending the soil and adding new additional plantings on Monroe Center would be in the amount of \$28,387 based on the approved design. Plantings along Fulton would include amending the soil and adding plantings to the area at a cost of \$10,434. Planting updates near the Vandenberg statue would include removal of current plantings, new soil and new plantings installed based on design which would not exceed \$10,000.

**3. Placement of additional refuse containers**

Each year, it has been designated that keeping a clean and beautiful Downtown is a high priority for our visitors, residents and workers. With an ever-growing footprint and foot traffic



Downtown, additional trash accumulates. In order to continue a high level of clean and beautiful service within the district, additional bins are necessary to keep our streets immaculate. An additional 15 refuse cans would cost \$3,075 which would include cans and liners.

**4. Additional truck with lift**

With a growing Downtown, more plantings, trash, watering, and events continue to happen making the ambassadors stretched thin with one vehicle. With the additional vehicle and lift, the ambassadors will be able to lift equipment and plantings, be able to respond more quickly and efficiently to requests, complete faster and earlier refuse and recycling pick up, and give them the ability to be at multiple places at one time. An additional vehicle cost would be \$30,000 with an add on lift of \$3,000. If approved, Block by Block would complete the purchase and bill the amount back to the DID.

Total costs for the above-mentioned projects/equipment is estimated at \$112,085. Staff is recommending approval of a fund balance transfer with a contingency to cover the costs and to implement the improvements and complete purchases during FY19.

**Recommendation:** Approve a fund balance transfer in an amount not to exceed \$120,000 to complete additional plantings and equipment purchases for the Downtown Improvement District in FY19.

<b>Proposed Projects</b>	<b>Estimates</b>
Speical Project Ambassador (\$11.00) Full Time	\$ 28,522
Truck Lift	\$ 3,000
New Truck	\$ 30,000
Monroe Center Planters	\$ 28,387
New Trash Cans (15)	\$ 3,075
Fulton St Median Planter Islands	\$ 9,800
Vandenberg Statue Landscaping #3 (not to exceed)	\$ 9,301
	<b>\$ 112,085</b>