

AGENDA



DOWNTOWN IMPROVEMENT DISTRICT

Board Members:

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

Feb 21, 2024
2:00 pm Meeting
29 Pearl Street, NW Suite #1

1. Call to order (2:00)
2. New Member Introduction (2:01)
3. Vice Chair Election (2:02)
Motion – Steimle-App
4. Approve Meeting Minutes from September 2023 (2:05)
Motion – Steimle-App | (enclosure)
5. Accept January 2024, Financial Statements (2:10)
Motion – Steimle-App | (enclosure)
6. FY 2025 Budget Discussion (2:15)
Motion – Steimle-App/Kelly/Eledge | (enclosure)
7. Downtown Ambassador Update (2:30)
Info Item – Krenz
8. DGRI President & CEO Report (2:35)
Info Item – Kelly
9. Public Comment (2:40)
10. Board Member Discussion (2:45)
11. Adjournment (2:50)



MEETING OF THE DOWNTOWN IMPROVEMENT DISTRICT BOARD
September 27, 2023

1. Call to Order

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

Attendees

Members Present: Peter Albertini, Kate Berens, Stacie Behler, Mike Bishop, Mike Ellis, Cullen Hillary, Virginia Justice, Josh Lungner, and Paul Skentzos.

Members Absent: Emily Loeks, Andrew Martin, Jessica Slaydon, Monica Steimle-App, Elliot Talen, Ashley Ward, and Rick Winn.

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

Introductions

2. Approve Meeting Minutes from July 26, 2023

Motion: Member Lungner, supported by Member Bishop, moved to approve the July 26, 2023, Downtown Improvement District Meeting Minutes as presented. None opposed. The motion carried unanimously.

3. Accept Fiscal Year 2023 End Financial Statements

Motion: Member Lungner, supported by Member Berens, moved to approve the Fiscal Year 2023 financials as presented. None opposed. The motion carried unanimously.

4. Accept August 31, 2023, Financial Statements

Motion: Member Albertini, supported by Member Berens, moved to accept Statement C: Schedule of Expenditures ending August 31, 2023, as presented. The motion carried unanimously.

5. Resident Engagement Ambassador Renewal

Channing presented an update on the Residential Ambassador's Progress. Jamie, the downtown Ambassador, has interacted with over 500 residents. Monthly events are attended by Jamie to educate residents about the services provided by the Ambassadors. The Ambassadors have also addressed safety concerns, such as accessibility of the Skywalk and snow removal.

Eledge mentioned that about a year ago, residents were included in the assessments. The resident stakeholders were consulted to determine where the funds should be spent. As part of the work with the resident subcommittee, there should be an ongoing effort to promote the Ambassadors on a broader scale. One of the things that they did was to highlight the Ambassadors' work over the last ten years, and the Ambassador's phone number has been listed on every piece of wayfinding and kiosks.

Today, the request is to continue resident engagement positions for an amount not to exceed \$124,160.

Motion: Member Bishop, supported by Member Skentzos, moved to 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.

6. DGRI President & CEO Report

Kelly provided the following updates:

- The visitor activity has increased and is now at 94% compared to the pre-COVID level of 2019. The employee activity level is at 86% compared to the same period in 2019.
- We have two major riverfront projects in progress - Lyon Square and Public Museum. Construction for Lyon Square is scheduled to start in the next two weeks. The Public Museum construction will commence this fall.
- The 80 Monroe Center benches will be replaced with 40 new benches. The new benches can be repositioned as needed.
- Jefferson Avenue will undergo a refresh, including a median and other updates.
- Wayfinding systems continue to be deployed, including vehicular signage.
- New murals have been added downtown, including ticket booth murals, the Women's Way series, and the Heartside mural series.
- ArtPrize is in its last week and Relax at Rosa concludes tomorrow.

7. Public Comment

None.

8. Board Member Discussion

None.

9. Adjournment

The meeting adjourned at 2:40 pm.

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

MEMORANDUM

CITY OF GRAND RAPIDS

Agenda Item 3.
February 21, 2024
DID Meeting

DATE: February 13, 2024
TO: Downtown Improvement District
FROM: Tricia Chapman
Administrative Services Officer II

SUBJECT: Interim Financial Statements as of January 31, 2024

Attached are the DID's interim financial statements for the first seven 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

As of January 31, nearly \$1.1 million has been collected on the District-Wide assessments, including the payment for the city owned properties. For the snowmelt district, just over \$151,000 has been collected, including the city's payment.

The DID has spent approximately 30.3% of its budgeted appropriations in the District-Wide fund and 62.1% 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
January 31, 2024

ASSETS	DISTRICT - WIDE	SNOW - MELT	TOTAL
Pooled Cash & Investments	\$ 865,509	\$ 618,580	\$ 1,484,089
Assessments Receivable	191,042	18,757	209,799
TOTAL ASSETS	\$ 1,056,551	\$ 637,337	\$ 1,693,888
LIABILITIES AND FUND EQUITY			
Liabilities			
Accounts Payable	\$ 62	\$ -	\$ 62
Deferred Assessment Revenue	191,042	18,757	209,799
TOTAL LIABILITIES	\$ 191,104	\$ 18,757	\$ 209,861
Reserve for Encumbrances	\$ 529,424	\$ -	\$ 529,424
Reserve for Compensated Absences	1,359	-	1,359
Unrestricted Reserve	334,664	361,353	696,017
Restricted Reserve - Monroe Center	-	257,227	257,227
TOTAL FUND EQUITY	\$ 865,447	\$ 618,580	\$ 1,484,027
 TOTAL LIABILITIES & FUND EQUITY	 \$ 1,056,551	 \$ 637,337	 \$ 1,693,888

Prepared 2/13/2024

STATEMENT B

GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT FY2024 Statement of Revenues and Expenditures July 1, 2023 - January 31, 2024

REVENUES	DISTRICT-WIDE		SNOWMELT	
	Budget	Actual	Budget	Actual
Assessments	\$ 1,294,869	\$ 1,099,868	\$ 170,000	\$ 151,305
Reserve for Uncollectible Accounts	(168,460)	-	-	-
Earnings on Investments	10,688	33,882	17,592	49,436
Miscellaneous Revenues and Reimbursements	50,000	50,000	-	-
TOTAL REVENUES	\$ 1,187,097	\$ 1,183,750	\$ 187,592	\$ 200,741
EXPENDITURES				
DISTRICT-WIDE SERVICES				
Maintenance and Beautification				
Ambassador Program - Clean & Safe	\$ 752,839	\$ 121,878	\$ -	\$ -
QOL - Residential Project	124,160	-	-	-
Irrigation, Repairs & Utilities	6,186	9,964	-	-
Flowers & Plantings	113,000	113,000	-	-
Sub-Total	\$ 996,185	\$ 244,842	\$ -	\$ -
Marketing and Communications				
Personnel - Wages & Benefits	21,000	13,095	-	-
Printing & Postage	750	-	-	-
Sub-Total	\$ 21,750	\$ 13,095	\$ -	\$ -
Administration				
DGRI Overhead	25,000	22,044	-	-
Personnel - Wages and Benefits	73,000	46,278	-	-
Professional Services	22,500	4,122	-	-
Supplies	3,000	2,046	-	-
City A-87 Costs	45,662	26,636	-	-
Sub-Total	\$ 169,162	\$ 101,126	\$ -	\$ -
SNOWMELT SYSTEM OPERATIONS				
Central City Snowmelt	\$ -	\$ -	\$ 187,592	\$ -
Campau Promenade District	-	-	-	16,463
Monroe Center District	-	-	-	96,670
Monument Park District	-	-	-	3,264
TOTAL EXPENDITURES	\$ 1,187,097	\$ 359,063	\$ 187,592	\$ 116,397
EXCESS / (DEFICIT)	\$ -	\$ 824,687	\$ -	\$ 84,344
BEGINNING FUND BALANCE		40,760		534,236
ENDING FUND BALANCE		\$ 865,447		\$ 618,580

Special & Voluntary Assessments as of 8/31/2023	Budgeted	Invoiced	Received	Receivable
District-Wide	\$ 1,294,869	\$ 1,290,910	\$ 1,099,868	\$ 191,042
Center City Snowmelt Operations	170,000	170,062	151,305	18,757
TOTAL	\$ 1,464,869	\$ 1,460,972	\$ 1,251,173	\$ 209,799

STATEMENT C

GRAND RAPIDS, MICHIGAN DOWNTOWN IMPROVEMENT DISTRICT Schedule of Expenditures November 1, 2023 - January 31, 2024

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
11/15/2023	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	\$ 3,805.17
12/31/2023	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	3,805.17
1/31/2024	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	3,805.17
					11,415.51
11/8/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease Nov 23	1,157.81
12/6/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease Dec 23	1,157.81
1/3/2024	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease Jan 2024	1,157.81
12/14/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Conferences	530.04
11/13/2023	Worksighted, Inc.	Administration	DGRI Overhead	DID Worksighted IT software 11/23	435.42
12/11/2023	Worksighted, Inc.	Administration	DGRI Overhead	DID Worksighted IT software 12/23	435.42
1/16/2024	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT software 01/24	435.42
11/15/2023	US Bank National Association	Administration	DGRI Overhead	DID Admin: Travel	417.98
11/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Subscriptions (DID)	165.92
11/15/2023	US Bank National Association	Administration	DGRI Overhead	DID: Admin Professional Development	148.64
12/14/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Food/Bev (DID)	131.09
11/13/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT monthly subscription 11/23	125.71
12/11/2023	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT monthly subscription 12/23	125.71
1/16/2024	Worksighted, Inc.	Administration	DGRI Overhead	Worksighted IT monthly subscription 01/24	125.71
1/7/2024	GreatAmerica Financial Services Corp	Administration	DGRI Overhead	Copier Lease 11/23	125.64
11/8/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease Nov 2023 Mezz	113.46
12/6/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease Dec 2023 Mezz	113.46
1/3/2024	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Space Lease Jan 2024 Mezz	113.46
11/5/2023	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial services Window Washing Aug 2023	108.00
1/4/2024	City Treasurer - MobileGR	Administration	DGRI Overhead	Parking Validation invoices - July 2023	103.85
11/12/2024	US Bank National Association	Administration	DGRI Overhead	Admin: Service (DID)	93.94
11/6/2023	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 09/23	91.04
1/12/2024	US Bank National Association	Administration	DGRI Overhead	Admin: Food/Bev (DID)	90.52
12/3/2023	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 11/23	83.95
12/28/2023	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 11/23	83.95
1/29/2024	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 01/24	83.95
1/18/2024	City Treasurer - MobileGR	Administration	DGRI Overhead	Parking Validation invoices - June 2023	77.58
11/13/2023	GreatAmerica Financial Services Corp	Administration	DGRI Overhead	Copier Lease 11/23	77.21
12/3/2023	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial services Nov 23	62.10
1/2/2024	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial/Custodial Services- Dec 23	62.10
1/31/2024	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial services Jan 24	62.10
1/23/2024	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric 01/24	56.72
11/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Service (DID)	47.36
1/23/2024	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 01/24	46.39
12/15/2023	City Treasurer - MobileGR	Administration	DGRI Overhead	Parking Validation invoices - Nov 2023	45.72
12/17/2023	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 12/23	45.58
11/13/2023	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 11/23	45.53
11/13/2023	Worksighted, Inc.	Administration	DGRI Overhead	DID Worksighted IT 11/23	45.00
12/17/2023	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric 12/23	42.89
11/16/2023	James Peacock III	Administration	DGRI Overhead	J. Peacock III - Mileage 11/23	37.54
11/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: MISC (DID)	33.74
1/28/2024	YMCA of Greater Grand Rapids	Administration	DGRI Overhead	YMCA memberships first quarter 01/24	32.40
11/9/2023	City Treasurer - MobileGR	Administration	DGRI Overhead	Parking Validation invoices - Oct 2023	30.42
1/7/2024	Littlefoot Coffee Roasters	Administration	DGRI Overhead	Office Supply coffee 12/23	27.27
12/20/2023	Marion Bonneaux	Administration	DGRI Overhead	M.Bonneaux - IDA conference reimbursement 10/2	26.65
11/19/2023	Littlefoot Coffee Roasters	Administration	DGRI Overhead	Office Supply coffee 11/23	26.28
11/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Food/Bev (DID)	25.49
1/7/2024	AccuSourceHR, Inc.	Administration	DGRI Overhead	Criminal Background Check services 12/23	23.17
11/5/2023	Pure Water Partners LLC	Administration	DGRI Overhead	Water Cooler Lease 10/23	22.68
1/11/2024	City Treasurer - MobileGR	Administration	DGRI Overhead	Parking Validation invoices - Dec 2023	20.52
11/19/2023	JobMatch LLC	Administration	DGRI Overhead	HR software 11/23	19.62
12/17/2023	JobMatch LLC	Administration	DGRI Overhead	HR software 12/23	19.62
1/25/2024	JobMatch LLC	Administration	DGRI Overhead	HR software 01/24	19.62
11/15/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Professional Development (DID)	19.18
1/7/2024	Engineered Protection Sys Inc	Administration	DGRI Overhead	Office Security System 11/01/23-1/31/24	17.71
11/2/2023	Mandy McDaniel	Administration	DGRI Overhead	M. McDaniel reimb for IDA 10/23	14.49
1/16/2024	Field & Fire Cafe LLC	Administration	DGRI Overhead	Staff breakfast 01/24	12.60
11/15/2023	US Bank National Association	Administration	DGRI Overhead	DID Admin: Food & Bev	11.26
1/12/2024	US Bank National Association	Administration	DGRI Overhead	DGRI Admin: Fees (DID)	9.79
11/26/2023	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/23-06/23	7.37
12/20/2023	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/23-06/23	7.37
1/11/2024	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/23-06/23	7.36
11/13/2023	Selective Insurance Company of America	Administration	DGRI Overhead	Selective Insurance Workers Comp Policy 11/23	5.40
12/14/2023	US Bank National Association	Administration	DGRI Overhead	Admin: Subscriptions (DID)	(30.58)
					8,918.96

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STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
November 1, 2023 - January 31, 2024

Page 2

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
<i>continued from prior page</i>					
1/31/2024	Paychex	Administration	Personnel	DDA Payroll allocation - 7/1/2023-2/1/2024	10,000.00
12/11/2023	Priority Health	Administration	Personnel	Health Insurance Premium December 2023 -March	9,731.34
1/7/2024	American United Life-Group Div	Administration	Personnel	OneAmerica Life Insurance 12/23	809.92
12/4/2023	American United Life-Group Div	Administration	Personnel	OneAmerica Life Insurance 11/23	537.21
1/28/2024	Encompass EAP LLC	Administration	Personnel	Annual EAP Billing 2024	529.20
11/25/2023	City Treasurer - Staff Services	Administration	Personnel	Payroll period ended 11/25/2023	373.39
1/20/2024	City Treasurer - Staff Services	Administration	Personnel	Payroll period ended 01/20/2024	343.31
12/23/2023	City Treasurer - Staff Services	Administration	Personnel	Payroll period ended 12/23/2023	343.25
12/9/2023	City Treasurer - Staff Services	Administration	Personnel	Payroll period ended 12/09/2023	342.88
1/6/2024	City Treasurer - Staff Services	Administration	Personnel	Payroll period ended 01/06/2024	342.77
11/11/2023	City Treasurer - Staff Services	Administration	Personnel	Payroll period ended 11/11/2023	341.27
1/15/2024	Blue Cross Blue Shield of Mich	Administration	Personnel	Dental Insurance Premiums 11.01.23 - 06.30.24	191.34
11/16/2023	Blue Cross Blue Shield of Mich	Administration	Personnel	Dental Insurance Premiums 11.01.23 - 06.30.24	187.11
12/13/2023	Blue Cross Blue Shield of Mich	Administration	Personnel	Dental Insurance Premiums 11.01.23 - 06.30.24	187.10
1/31/2024	Paychex	Administration	Personnel	DDA Payroll allocation - 7/1/2023-2/1/2024	73.00
					24,333.09
1/7/2024	Lisa M Cooper	Administration	Professional Services	HR Consultant services 12/23	517.74
12/11/2023	Lisa M Cooper	Administration	Professional Services	HR Consultant services 12/23	156.60
11/13/2023	Lisa M Cooper	Administration	Professional Services	HR Consultant services 11/23	100.71
1/7/2024	Fusion Financial Services, LLC	Administration	Professional Services	Fusion Accounting services 11/23	47.07
1/7/2024	Fusion Financial Services, LLC	Administration	Professional Services	Fusion Accounting services 12/23	42.25
11/13/2023	Fusion Financial Services, LLC	Administration	Professional Services	Accounting services 11/23	35.82
					900.19
12/14/2023	US Bank National Association	Administration	Supplies	DGRI Admin: Supplies (DID)	162.31
11/15/2023	US Bank National Association	Administration	Supplies	DID: Admin Supplies	143.32
1/12/2024	US Bank National Association	Administration	Supplies	DGRI Admin: Supplies (DID)	63.89
11/15/2023	US Bank National Association	Administration	Supplies	DGRI Admin: Supplies (DID)	60.92
12/3/2023	Staples Contract and Commercial Inc.	Administration	Supplies	Office supplies 11/23 DID	32.76
1/7/2024	Staples Contract and Commercial Inc.	Administration	Supplies	Office supplies 12/23 DID	24.13
11/5/2023	Staples Contract and Commercial Inc.	Administration	Supplies	Office supplies 10/23 DID	10.37
12/17/2023	ACO Inc	Administration	Supplies	Ace Hardware Office Supplies 12/23	5.76
1/12/2024	US Bank National Association	Administration	Supplies	Admin: Supplies	1.96
					505.42
1/10/2024	Mydatt Service Inc	Maintenance & Beautification	Ambassadors - Clean & Safe	DID Ambassador Program Clean & Safe DEC 23	86,979.63
12/6/2023	Mydatt Service Inc	Maintenance & Beautification	Ambassadors - Clean & Safe	DID Ambassador Program Clean & Safe NOV 23	34,898.15
					121,877.78
12/25/2023	Micandy Garden Greenhouses, Inc.	Maintenance & Beautification	Flowers & Plantings	Micandy Garden Winter Planters12/23	11,465.00
					11,465.00
11/30/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation, Repairs & Utilities	66 Sheldon Blvd SE Planters - WS2171659 23/11	1,031.49
1/11/2024	City Treasurer - ELC	Maintenance & Beautification	Irrigation, Repairs & Utilities	125 Monroe Center - ELC2186487 23/12	378.29
11/30/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation, Repairs & Utilities	62 Monroe Center NW Planters - WS2063167 23/1	372.74
11/30/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation, Repairs & Utilities	66 Sheldon Blvd SE Planters - WS2171659 23/11	297.75
12/19/2023	DTE Energy	Maintenance & Beautification	Irrigation, Repairs & Utilities	Winter Ave Offices - 9100 258 89908 23/12	248.52
12/27/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation, Repairs & Utilities	Winter Ave building -WS2005642 23/12	175.56
11/30/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation, Repairs & Utilities	70 Ottawa Ave NW - WS2189672 23/11	147.74
11/30/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation, Repairs & Utilities	62 Monroe Center NW Planters - WS2063167 23/1	140.74
1/25/2024	Consumers Energy	Maintenance & Beautification	Irrigation, Repairs & Utilities	Winter Ave Offices - 1030 2027 1245 24/01	134.47
11/21/2023	DTE Energy	Maintenance & Beautification	Irrigation, Repairs & Utilities	Winter Ave Offices - 9100 258 89908 23/11	118.82
12/19/2023	Consumers Energy	Maintenance & Beautification	Irrigation, Repairs & Utilities	Winter Ave Offices - 1030 2027 1245 23/12	107.49
11/21/2023	Consumers Energy	Maintenance & Beautification	Irrigation, Repairs & Utilities	Winter Ave Offices - 1030 2027 1245 23/11	89.07
1/11/2024	City Treasurer - ELC	Maintenance & Beautification	Irrigation, Repairs & Utilities	25 Sheldon Blvd - ELC2186757 23/12	81.72
11/30/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation, Repairs & Utilities	70 Ottawa Ave NW - WS2189672 23/11	74.87
11/30/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation, Repairs & Utilities	160 Ottawa Ave NW - WS2189674 23/11	74.38
1/11/2024	City Treasurer - ELC	Maintenance & Beautification	Irrigation, Repairs & Utilities	225 Michigan St - ELC2186756 23/12	62.56
11/30/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation, Repairs & Utilities	160 Ottawa Ave NW - WS2189674 23/11	53.79
11/30/2023	City Treasurer - Water System	Maintenance & Beautification	Irrigation, Repairs & Utilities	211 Michigan Street NW - WS2177433 23/11	41.28
					3,631.28
1/31/2024	Paychex	Marketing & Communications	Personnel - Wages & Benefits	DDA Payroll allocation - 7/1/2023-2/1/2024	13,000.00
1/31/2024	Paychex	Marketing & Communications	Personnel - Wages & Benefits	DDA Payroll allocation - 7/1/2023-2/1/2024	94.90
					13,094.90
12/14/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 23/11	4,020.87
1/18/2024	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 23/12	2,850.93
12/25/2023	Geotech Inc	Snowmelt Operations	Campau Promenade District	Geotech DID Snowmelt Operations 12/23	1,304.58
11/15/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 23/10	1,167.95

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STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
November 1, 2023 - January 31, 2024

Page 3

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
<i>continued from prior page</i>					
11/15/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 23/09	1,145.05
1/18/2024	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 30421 24/01	1,123.15
12/25/2023	Geotech Inc	Snowmelt Operations	Campau Promenade District	Geotech DID Snowmelt Operations 12/23	777.40
12/14/2023	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 30421 23/12	598.63
1/11/2024	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave NW-MROELSCMP - ELC2182337 1	325.58
11/9/2023	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 340421 23/10	306.36
11/9/2023	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 30421 23/11	106.12
1/11/2024	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave NW-MROELS VLT - ELC2186862 2	61.33
					13,787.95
1/25/2024	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	135 Monroe Center SNWMLT - ELC2178170 23/12	7,627.01
1/18/2024	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 23/12	5,272.20
11/26/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	DID Snowmelt 11/23	2,904.40
12/14/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 23/11	2,241.24
12/27/2023	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 23/12	1,721.41
12/25/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Geotech DID Snowmelt Operations 12/23	1,674.26
11/2/2023	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	135 Monroe Center SNWMLT - ELC2178170 23/10	1,523.73
12/25/2023	Geotech Inc	Snowmelt Operations	Monroe Center District	Geotech DID Snowmelt Operations 12/23	1,306.00
11/15/2023	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 23/10	1,257.51
1/11/2024	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	83 Monroe Center - ELC2181622 23/12	444.33
11/30/2023	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 23/11	393.70
1/11/2024	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	1 Monroe Center - ELC2178214 23/12	191.22
11/2/2023	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 23/10	118.56
					26,675.57
12/25/2023	Geotech Inc	Snowmelt Operations	Monument Park District	Geotech DID Snowmelt Operations 12/23	1,304.00
12/27/2023	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 23/12	947.18
11/30/2023	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 23/11	467.85
11/2/2023	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 23/10	135.64
					2,854.67
TOTAL EXPENDITURES					<u>\$ 239,460.32</u>

MEMORANDUM

DOWNTOWN
IMPROVEMENT
DISTRICT



DATE: February 21, 2024

TO: Downtown Improvement District

FROM: Melvin Eledge Jr.
Director of Operations

SUBJECT: DID FY 2025 Operating Budget

Agenda Item # 06
February 21, 2024
DID Meeting

Overview

In May 2023, the Downtown Improvement District (DID) Board and Grand Rapids City Commission approved a three-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 FY2024 – FY2026. FY2025 will be the second year of the current authorization.

Recommendation

For FY25, the total areawide assessments amount to \$1,343,693, which represents a 4% increase from FY24. An additional \$170,000 will be assessed for the operation of the Monroe Center, Louis Campau and Monument Park snowmelt systems. That is the same amount as FY24. Additionally, \$31,698 is anticipated to be received via interest on investments.

While the overall assessment is modestly increasing from prior years, the amount was approved in the adopted Plan and still below the overall State of Michigan inflation rate of 5.1 percent (attached). Further, based on prior years collections of Class 3 (government) assessments, staff is forecasting \$175,198 in uncollected assessments bringing total expected revenue to \$1,264,215. Though some government agencies do participate voluntarily, their assessments are not lienable, so the City Assessor has no ability to mandate payment. **Total anticipated resources available for FY25 are expected to be \$1,370,193.**

Expenditures

As evidenced in the budget, the DID will continue with its current priorities to provide enhanced maintenance and beautification services, invest in marketing and communications efforts, operate snow melt systems, and participate in funding of the Downtown Ambassador program.



DOWNTOWN
GRAND RAPIDS INC.

Next Steps

Following a recommendation from the DID Board, DGRI staff will present the recommended budget to the City Commission in May 2024, requesting bottom-line appropriation. Following approval by the City Commission the DID Board would be asked to adopt the budget at their June 19, 2024 meeting.

Recommendation: Approve the FY25 Downtown Improvement District Budget and recommend it to the Grand Rapids City Commission.

Current Budget			FY 2025 Budget		
Revenues			Revenues		
District Wide Assessment	\$1,220,589		District Wide Assessment	\$1,269,413	4%
Resident Assessment	\$74,280		Resident Assessment	\$74,280	
Estimated Investment Earnings	\$10,688		Estimated Investment Earnings	\$13,205	
Snow Melt Assessment	\$170,000		Snow Melt Assessment	\$170,000	0%
Snow Melt Interest	\$17,592		Snowmelt Interest	\$18,493	
Other Revenue: Maintenance Grant	\$50,000		Other Revenue:	\$0	
Anticipated Uncollected Assessment	-\$168,460		Anticipated Uncollected Assessment	-\$175,198	4%
Total Revenue	\$1,374,689		Total Revenue	\$1,370,193	
Expenditures			Expenditures		
Maintenance and Beautification	\$996,185		Maintenance and Beautification	\$991,806	
Ambassador Program	\$752,839		Ambassador Program - Clean & Safe	\$752,839	0%
Irrigation & Utilities	\$6,186		Irrigation & Utilities	\$6,967	13%
Flowers & Plantings	\$113,000		Flowers & Plantings	\$115,000	2%
Special Project	\$124,160		QOL - Special Project	\$117,000	-6%
Marketing and Communications	\$21,750		Marketing and Communications	\$21,750	
Personnel - Wages/Benefits	\$21,000		Personnel - Wages/Benefits	\$21,000	0%
Supplies	\$750		Supplies	\$750	0%
Administration	\$169,162		Administration	\$168,527	
DGRI Overhead	\$25,000		DGRI Overhead	\$25,000	0%
Personnel - Wages/Benefits	\$73,000		Personnel - Wages/Benefits	\$73,000	0%
Professional Services	\$22,500		Professional Services	\$22,500	0%
Supplies	\$3,000		Supplies	\$3,000	0%
City A-87 Costs	\$45,662		City A-87 Costs	\$45,027	-1%
Snowmelt Operations	\$187,592		Snowmelt Operations	\$188,110	
Total	\$1,374,689		Total	\$1,370,193	
	\$0			\$0	



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

**Bulletin 16 of 2023
Inflation Rate Multiplier
October 23, 2023**

TO: Assessors and Equalization Directors

FROM: Michigan State Tax Commission

SUBJECT: Inflation Rate Multiplier for use in the 2024 capped value formula and the "Headlee" Millage Reduction Fraction (MRF) formula

The calculation of the Inflation Rate Multiplier is set in statute in MCL 211.34d:

(l) "Inflation rate" means the ratio of the general price level for the state fiscal year ending in the calendar year immediately preceding the current year divided by the general price level for the state fiscal year ending in the calendar year before the year immediately preceding the current year.

(f) "General price level" means the annual average of the 12 monthly values for the United States consumer price index for all urban consumers as defined and officially reported by the United States Department of Labor, Bureau of Labor Statistics.

Calculation of 2024 Inflation Rate Multiplier

Based on the statutory requirements in MCL 211.34d, the calculation of the inflation rate multiplier for 2024 is as follows:

1. The 12 monthly values for October 2021 through September 2022 are averaged.
2. The 12 monthly values for October 2022 through September 2023 are averaged.
3. The ratio is calculated by dividing the average of column 2 by the average of column 1.

The specific numbers from the US Department of Labor, Bureau of Labor Statistics are as follows:

CPI data used to calculate Inflation Rate Ratio for 2024 property taxes

	<u>FY 2021-2022</u>		<u>FY 2022-2023</u>
Oct 2021	276.589	Oct 2022	298.012
Nov 2021	277.948	Nov 2022	297.711
Dec 2021	278.802	Dec 2022	296.797
Jan 2022	281.148	Jan 2023	299.170
Feb 2022	283.716	Feb 2023	300.840
Mar 2022	287.504	Mar 2023	301.836
Apr 2022	289.109	Apr 2023	303.363
May 2022	292.296	May 2023	304.127
Jun 2022	296.311	Jun 2023	305.109
Jul 2022	296.276	Jul 2023	305.691
Aug 2022	296.171	Aug 2023	307.026
Sep 2022	<u>296.808</u>	Sep 2023	<u>307.789</u>
Average	287.723	Average	302.289

Ratio	1.051
% Change	5.1%

Important: Local units **cannot** develop or adopt or use an inflation rate multiplier other than 1.05 in 2024. It is not acceptable for local units or assessors to indicate to taxpayers that they do not know how the multiplier is developed.

Inflation Rate Multiplier (IRM) Used in the 2024 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2024 Capped Value Formula is 1.05.

$$\text{2024 CAPPED VALUE} = (\text{2023 Taxable Value} - \text{LOSSES}) \times 1.05 + \text{ADDITIONS}$$

- The formula above includes 1.05 because the inflation rate multiplier of 1.051 is higher than 1.05.

Inflation Rate Multiplier Used in 2024 “Headlee” Calculations

The inflation rate multiplier of 1.051 must be used in the calculation of the 2024 “Headlee” Millage Reduction Fraction required by Michigan Compiled Law (MCL) 211.34d.

The formula for calculating the 2024 “Headlee” Millage Reduction Fraction (MRF) is:

$$\text{2024 MRF} = \frac{(\text{2023 Taxable Value} - \text{LOSSES}) \times 1.051}{\text{2024 Taxable Value} - \text{ADDITIONS}}$$

Historical Inflation Rate Multipliers

The following is a listing of the inflation rate multipliers used in the Capped Value and "Headlee" calculations since the start of Proposal A.

Year	IRM
1995	1.026
1996	1.028
1997	1.028
1998	1.027
1999	1.016
2000	1.019
2001	1.032
2002	1.032
2003	1.015
2004	1.023
2005	1.023
2006	1.033
2007	1.037
2008	1.023
2009	1.044

Year	IRM
2010	0.997
2011	1.017
2012	1.027
2013	1.024
2014	1.016
2015	1.016
2016	1.003
2017	1.009
2018	1.021
2019	1.024
2020	1.019
2021	1.014
2022	1.033
2023	1.05 (Capped Value) 1.079 (Headlee)
2024	1.05 (Capped Value) 1.051 (Headlee)

Downtown Vitals Report Downtown Improvement District



Produced for the month of January 2024

Summary of Downtown Vital Signs | Vitals Collected: January 2024

NEW BUSINESSES

+2

in January

+2

year-to-date

STOREFRONT VACANCY RATES

+3%

vs. Dec 2023

+3%

vs. 2-yr avg.

OFFICE SPACE VACANCY RATES

10.9%

in Q4 2023 vs. 12.6% in Q3 2023

OFFICE SPACE RENTAL RATES

\$22.97

in Q4 2023 vs. \$22.81 in Q3 2023

HOUSING OCCUPANCY

-.3%

vs. Q3 2023

-.3%

vs. Q4 2022

+1%

vs. 5-yr avg.

(DEC) HOTEL OCCUPANCY

-16%

vs. Nov 2023

-14%

vs. Dec 2022

-16%

vs. 5-yr avg.

VISITOR ACTIVITY COUNTS

+6%

vs. Dec 2023

-14%

vs. Jan 2023

EMPLOYEE ACTIVITY COUNTS

+33%

vs. Dec 2023

-2%

vs. Jan 2023

RESIDENT ACTIVITY COUNTS

+44%

vs. Dec 2023

+40%

vs. Jan 2023

AMBASSADOR P.A. INTERACTIONS

-20%

vs. Dec 2023

-38%

vs. Jan 2023

(DEC) DASH CIRCULATOR RIDES

+8%

vs. Nov 2023

(OCT) CITY EMPLOYMENT

+2%

vs. Sep 2023

+6%

vs. Oct 2022

+6%

vs. 5-yr avg.



Downtown Ambassador Statistics | Updated January 2024

	2023 Totals	Dec 2023	Jan 2024
Graffiti Removals	4,344	320	362
Lbs of Trash Removed	457,425	27,875	17,325
Snow Removals	4,228	4	4,501
Weeds Abated	263,415	203	54
Business Contacts	10,100	1,300	607
Pedestrian Assists	361,704	29,498	23,621
Mobility Assists	3,810	494	205
TOTAL AMBASSADOR BANKED HOURS:			-374.5
TOTAL RESIDENTIAL AMBASSADOR BANKED HOURS:			37.251

2023 vs. 2022 Annual Total Comparisons:

929

more graffiti removals

440k

more lbs of trash removed

273

fewer instances of snow removal

263k

more weeds abated

9k

more business contacts

338k

more pedestrians assisted

4k

more mobility assists



Source: Downtown Grand Rapids Inc.



DOWNTOWN
IMPROVEMENT
DISTRICT

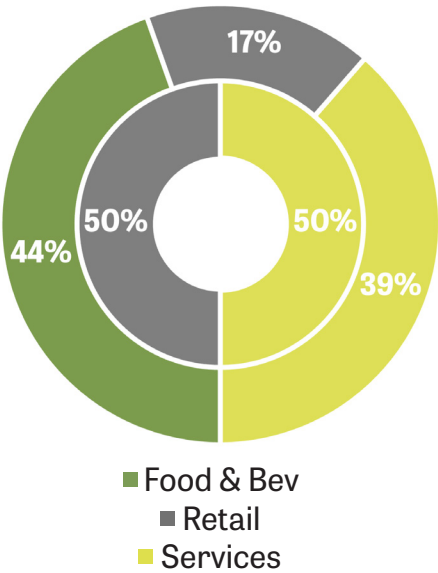
Storefront Business Openings | Updated January 2024

Retail
Shinola Detroit

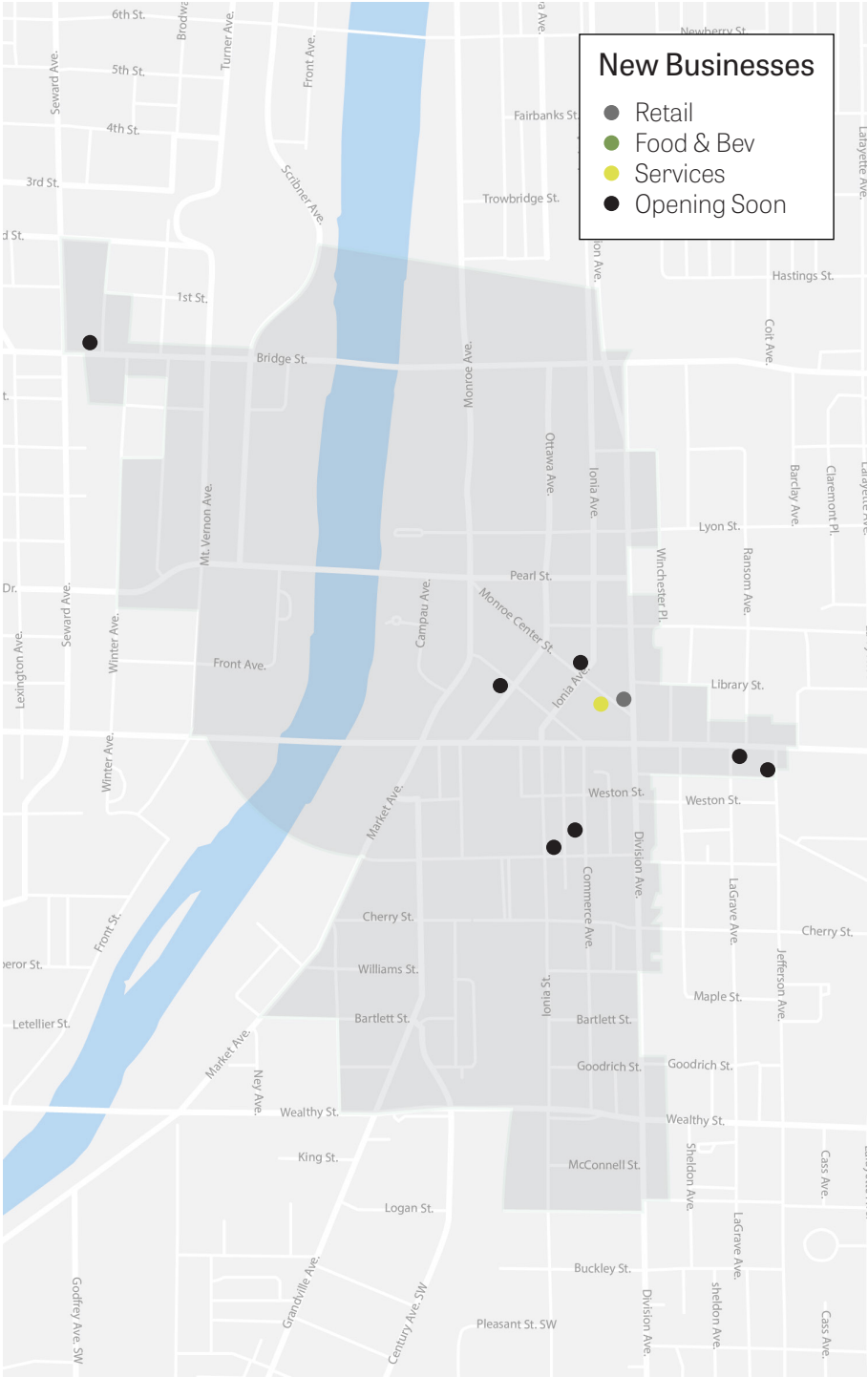
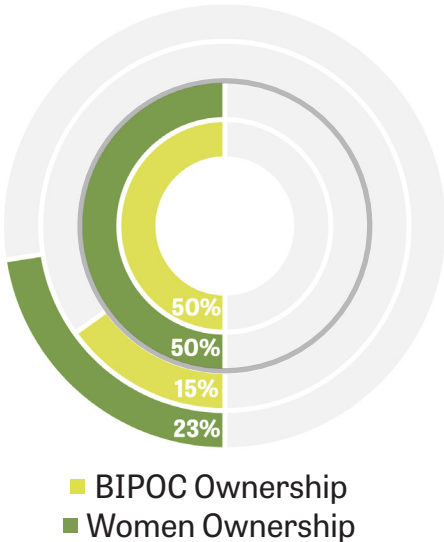
Food & Beverage

Services
D'Vine Nails & Spa

Business Mix of Storefronts
Overall: Outer Ring
New in 2024: Inner Ring



Business Ownership of Storefronts
Overall: Outer Ring
New in 2024: Inner Ring



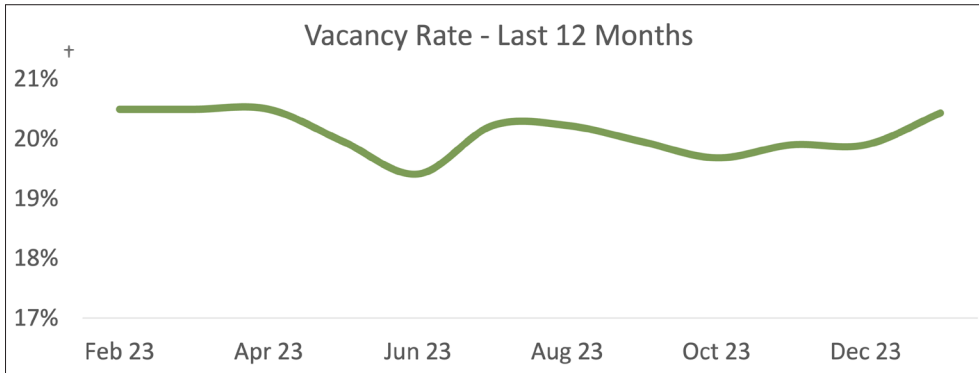
Source: Downtown Grand Rapids Inc.

Storefront Vacancies & Recent Closures | Updated Jan '24

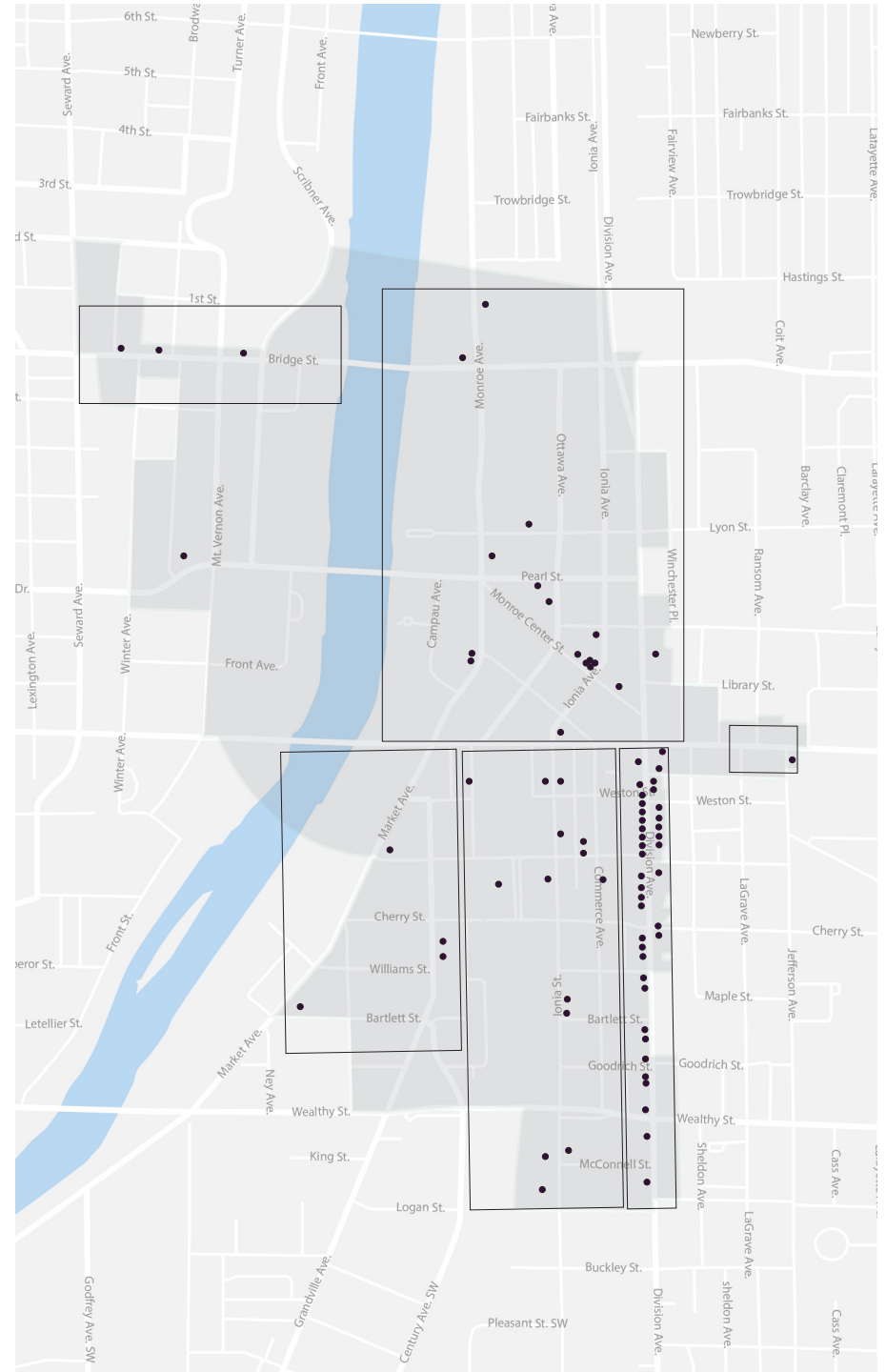
3
storefront
businesses
closed in 2024

2023 Closures:
67% Food & Bev
33% Retail
0% Services

21%
vacancy rate



	# of Storefronts	# of Vacancies	Vacancy %
Bridge Street	21	3	14%
Center City	118	21	18%
<i>Monroe Center*</i>	<i>52*</i>	<i>8*</i>	<i>15%*</i>
Fulton & Jefferson	19	0	0%
Heartside: Division	98	33	34%
Heartside: Ionia	70	12	17%
Heartside: Grandville	13	3	23%
Other	2	1	50%
DISTRICT TOTALS:	341	73	21%

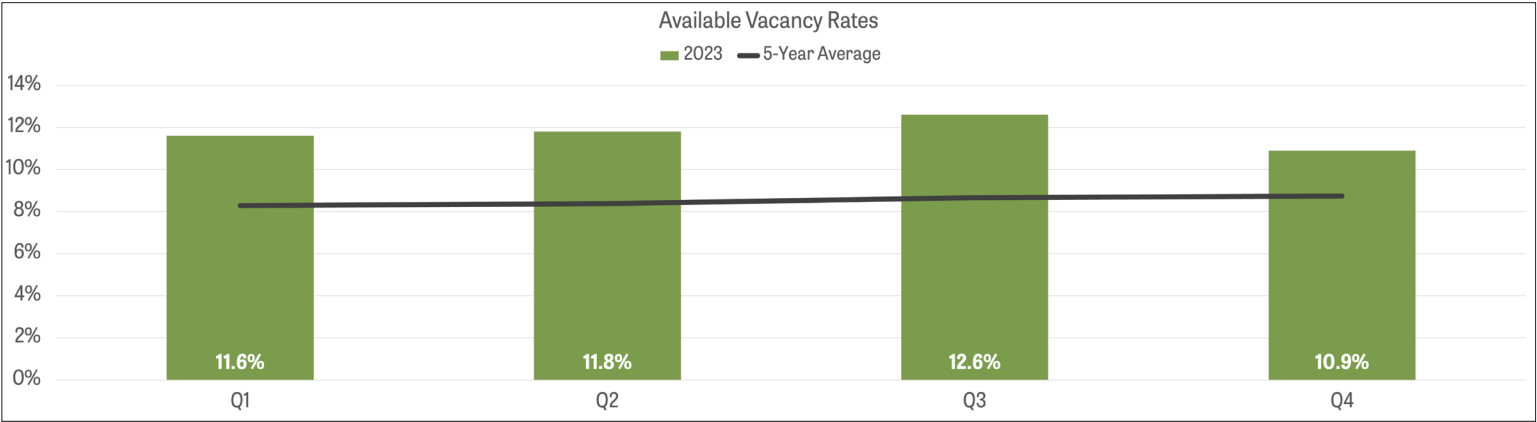


**DOWNTOWN
IMPROVEMENT
DISTRICT**

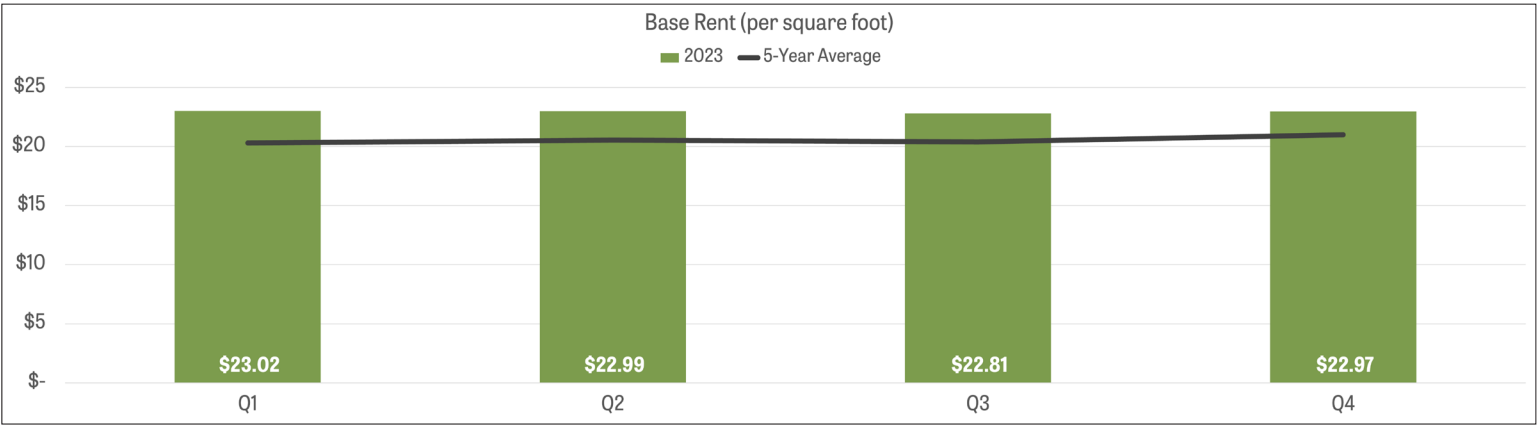
*Monroe Center is a subset of Center City and is not included in District Totals
†truncated y-axis to highlight month-over-month changes

Source: Downtown Grand Rapids Inc.

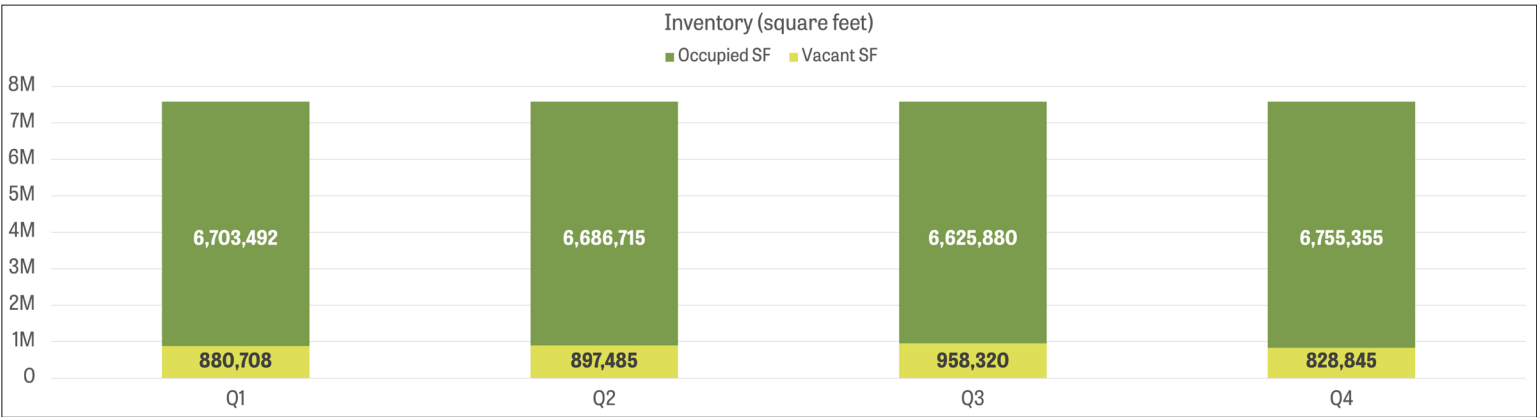
10.9%
vacancy in Q4 2023
vs. 12.6% in Q3 2023



\$22.97
per sq ft in Q4 2023
vs. \$22.81 in Q3 2023



7.6M
square feet of office
space inventory



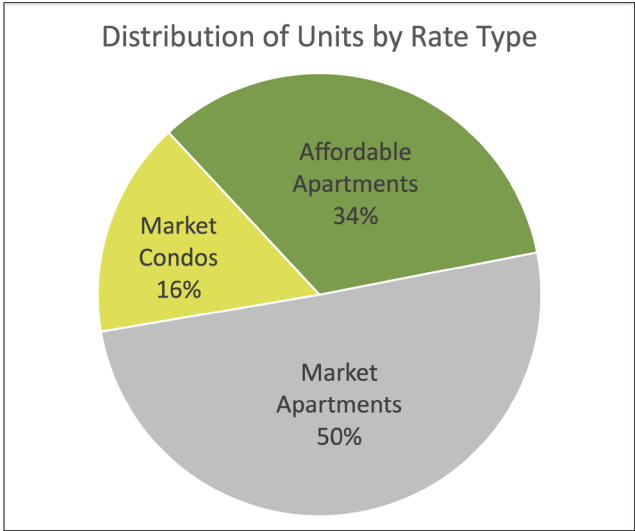
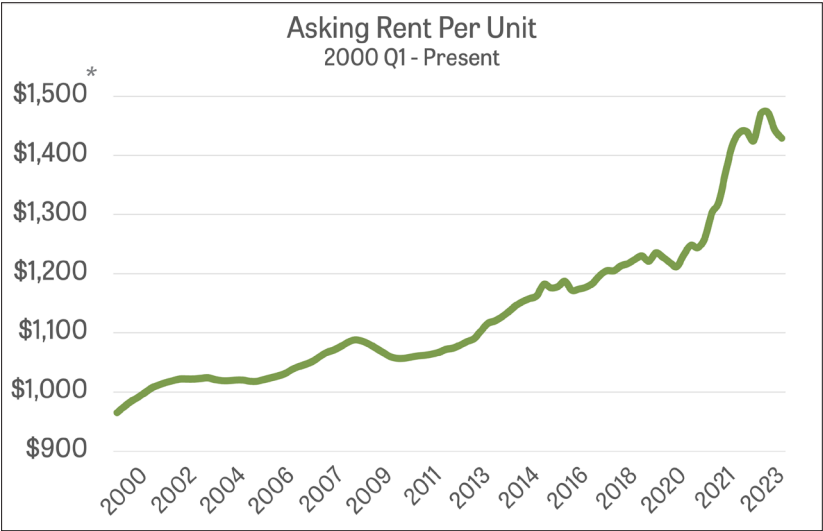
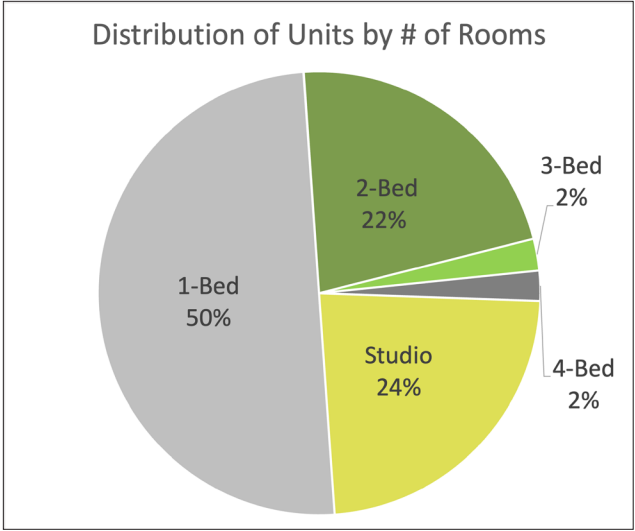
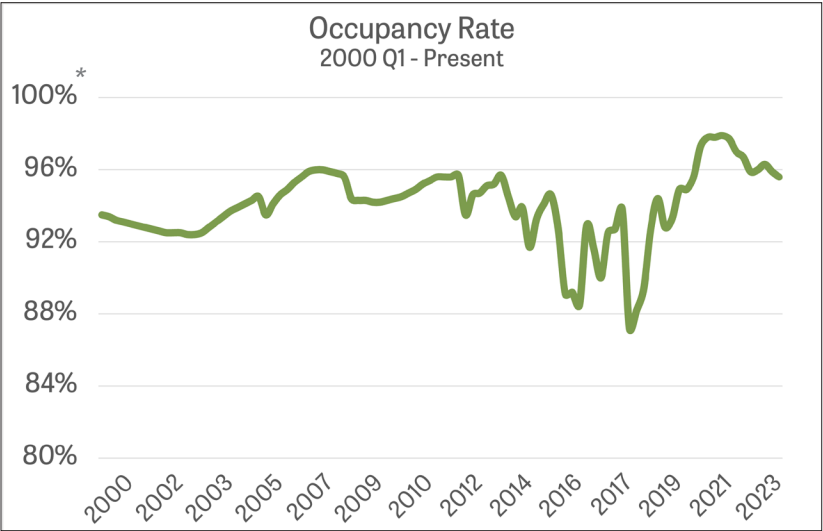
Source: CoStar

96%
occupancy
in Q4 2023

\$1,429
asking rent rate
in Q4 2023

190
units under
construction

593
units in planning

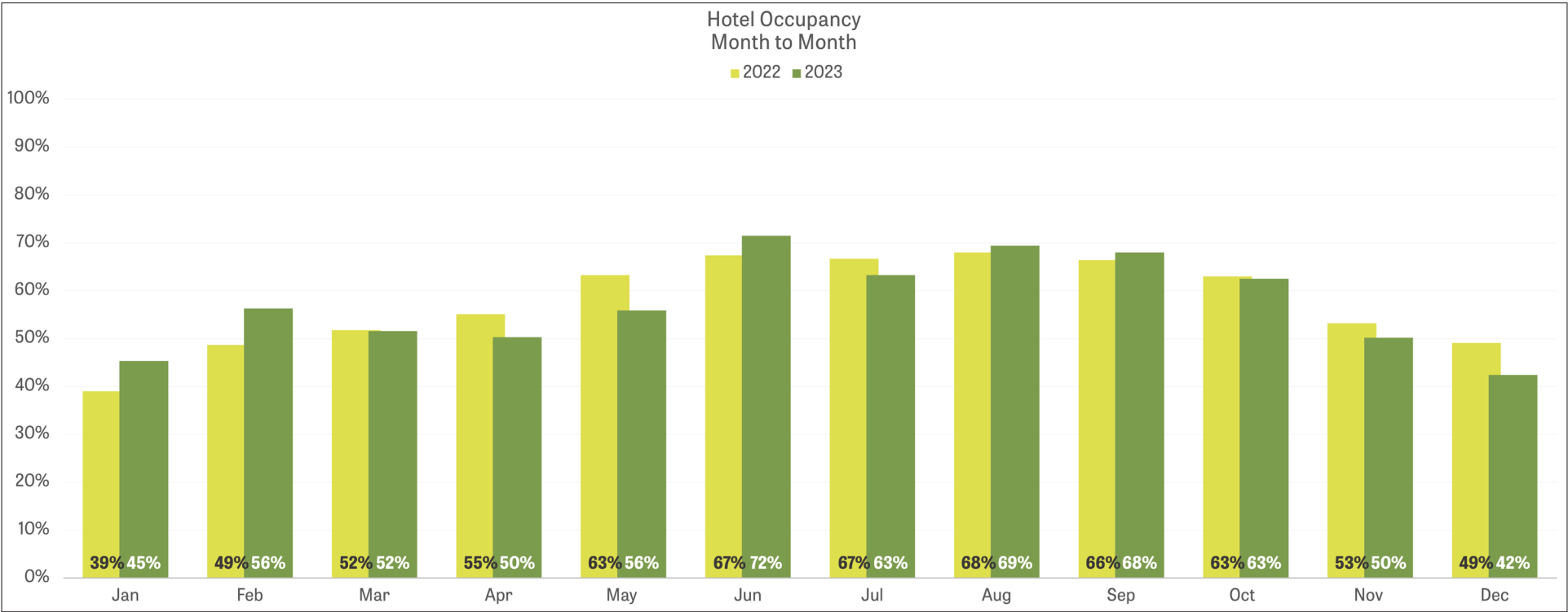
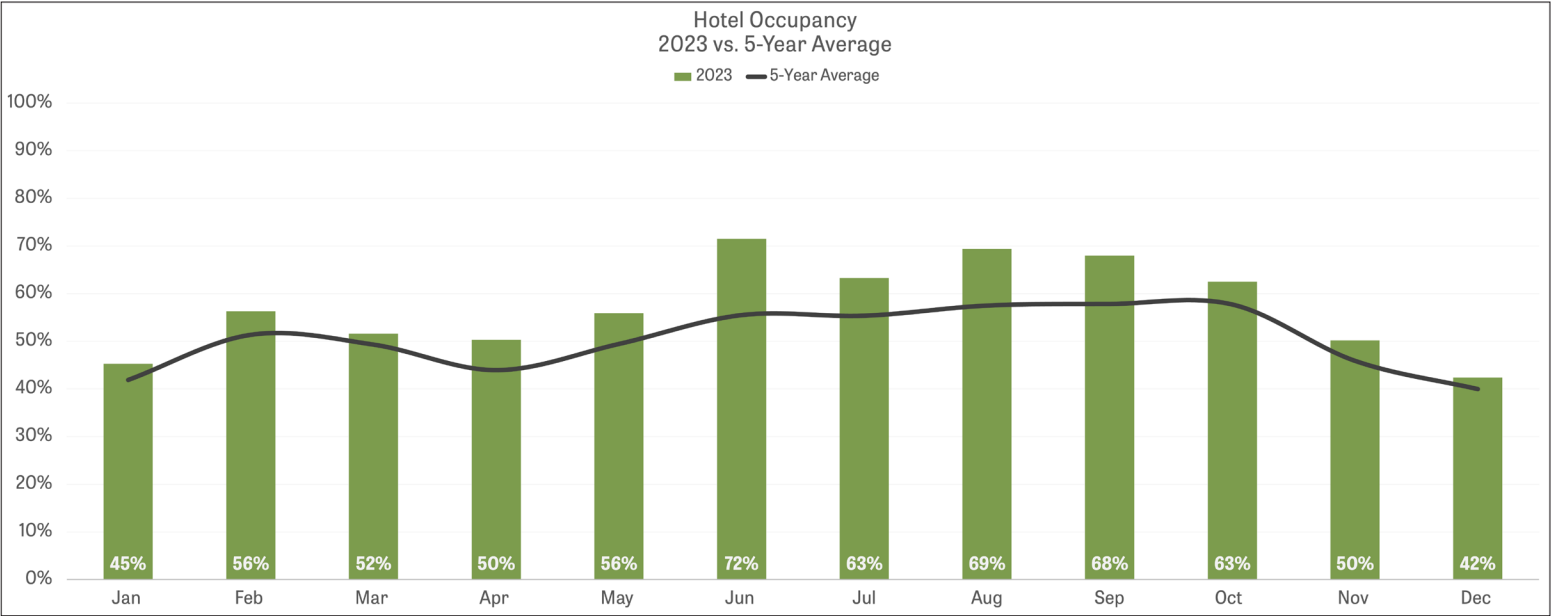


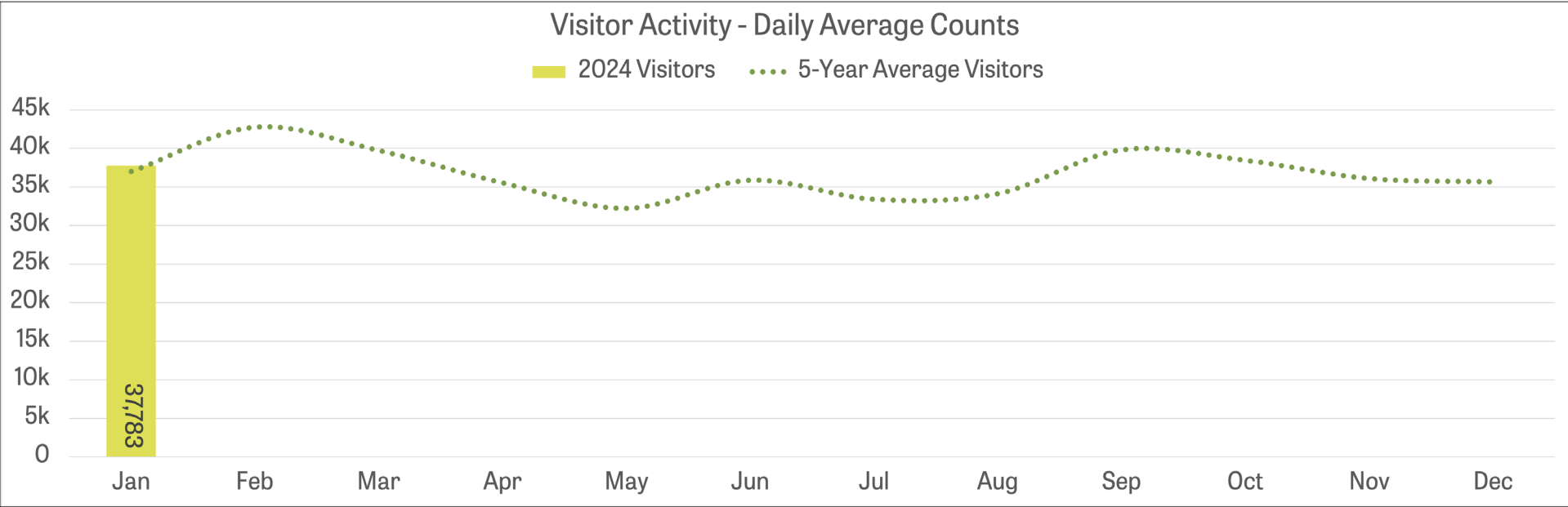
*truncated y-axis to highlight changes

Sources: CoStar &
Downtown Grand Rapids Inc.

42%
hotel occupancy
in December 2023

57%
average hotel
occupancy in 2023



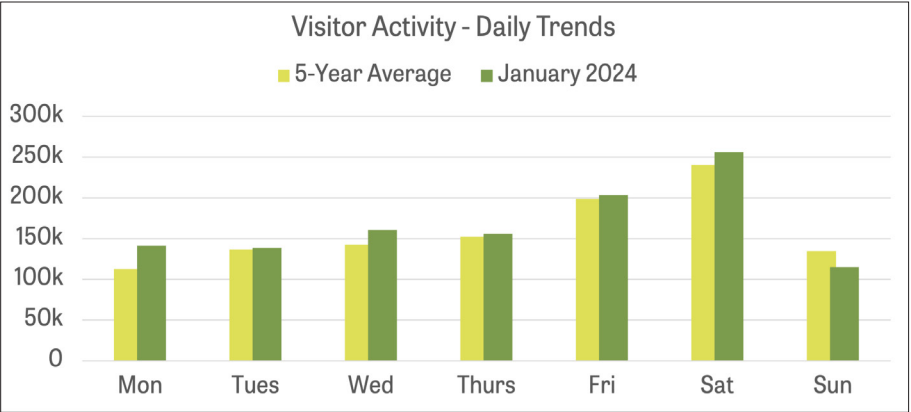
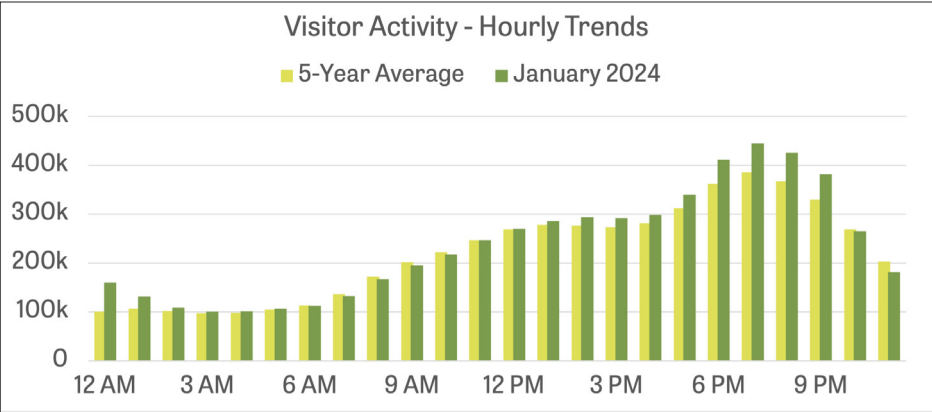


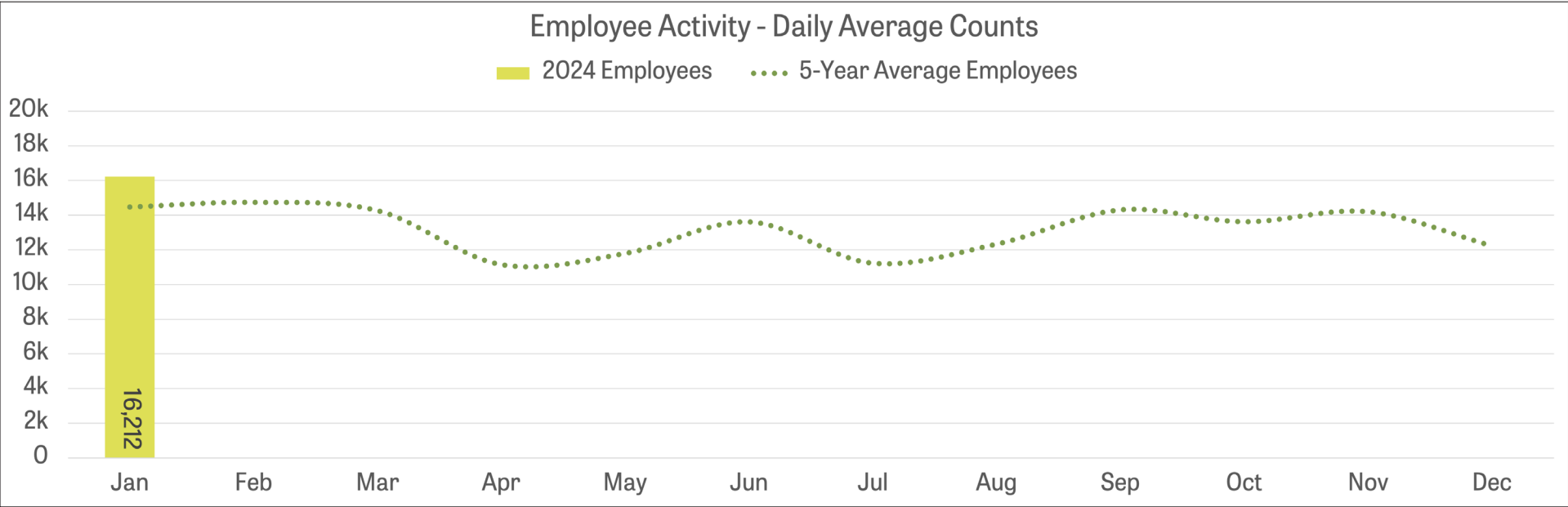
6%
increase in
Jan 2024 vs. Dec 2023

12%
decrease in Jan 2024
vs. 2023 average

2%
increase in Jan 2024
vs. Jan 5-year average

14%
decrease in
Jan 2024 vs. Jan 2023



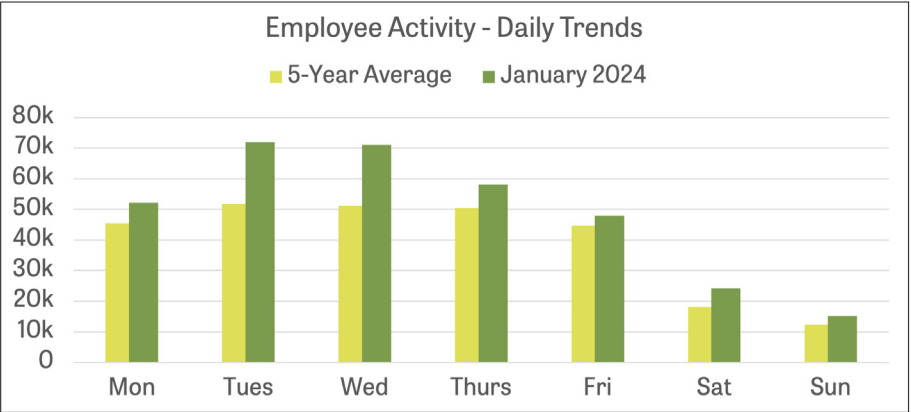
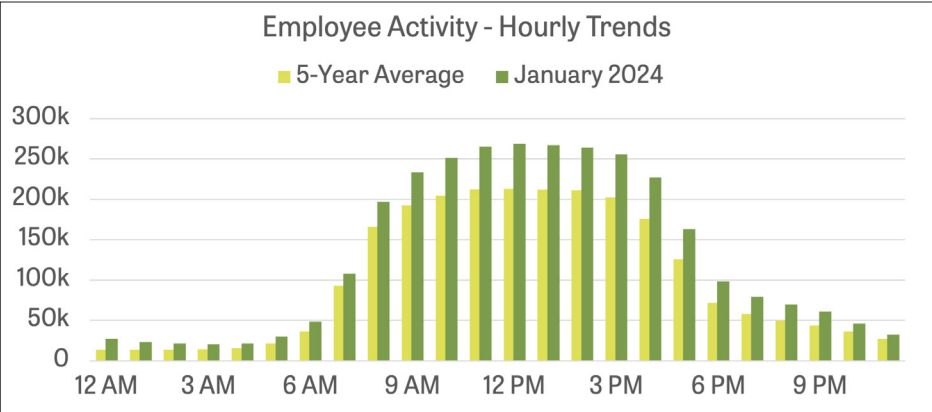


33%
increase in
Jan 2024 vs. Dec 2023

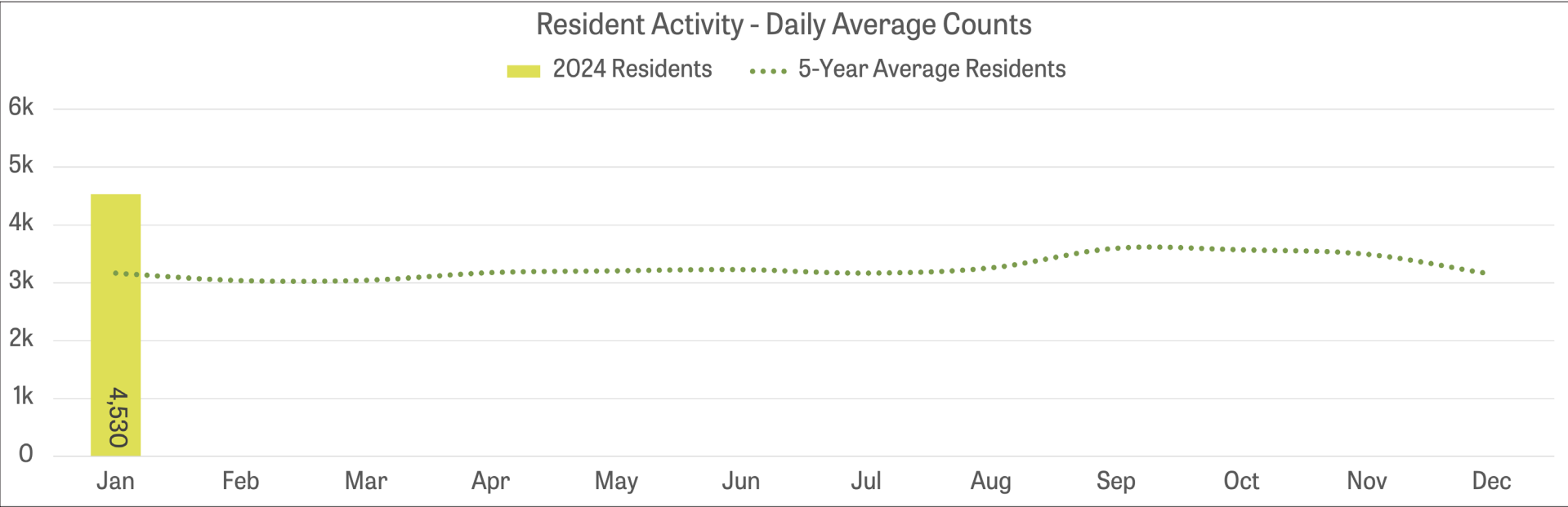
0.4%
decrease in Jan 2024
vs. 2023 average

12%
increase in Jan 2024
vs. Jan 5-year average

2%
decrease in
Jan 2024 vs. Jan 2023



Source: Placer.ai

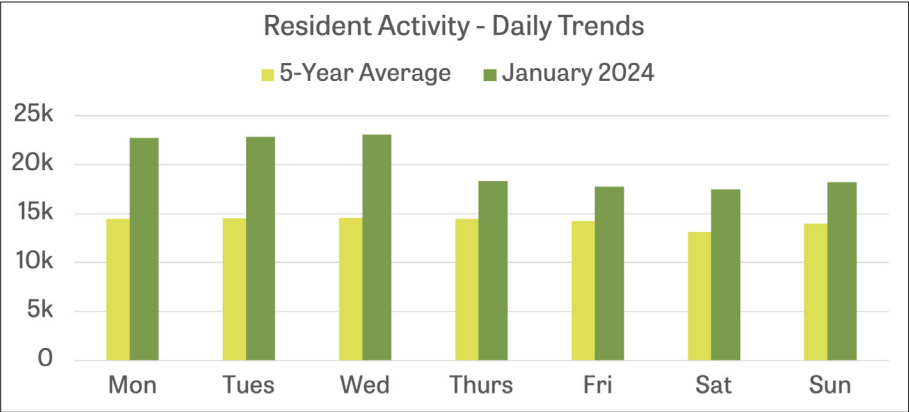
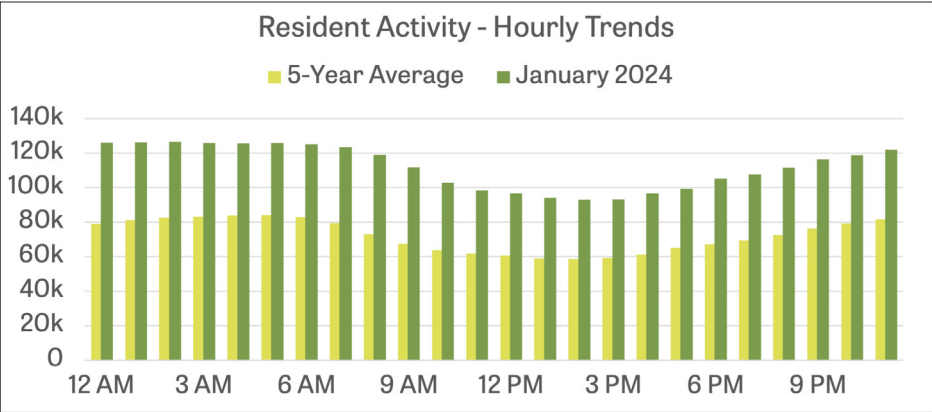


44%
increase in
Jan 2024 vs. Dec 2023

17%
increase in Jan 2024
vs. 2023 average

43%
increase in Jan 2024
vs. Jan 5-year average

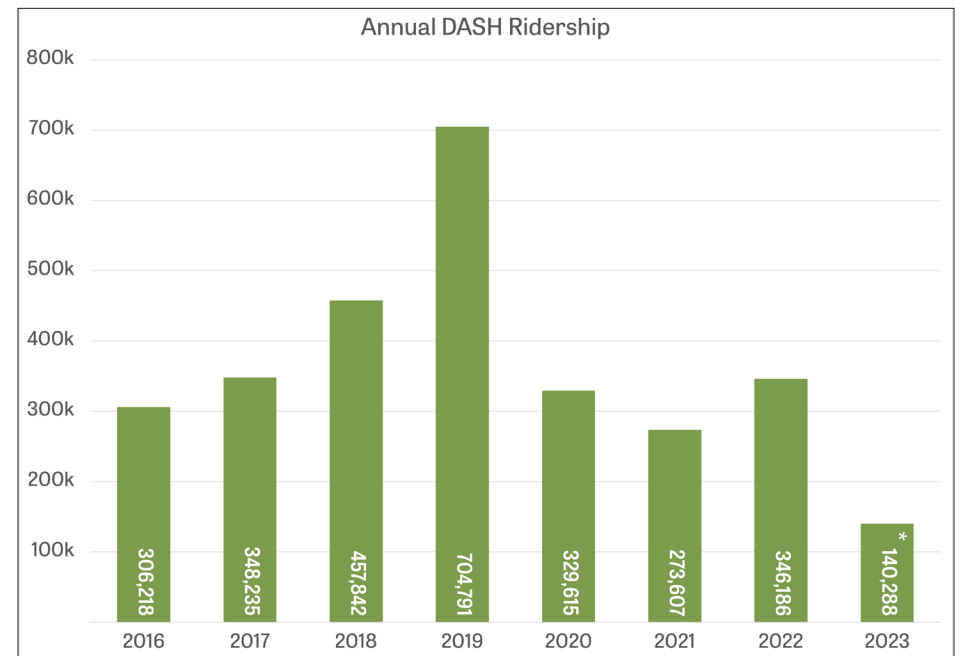
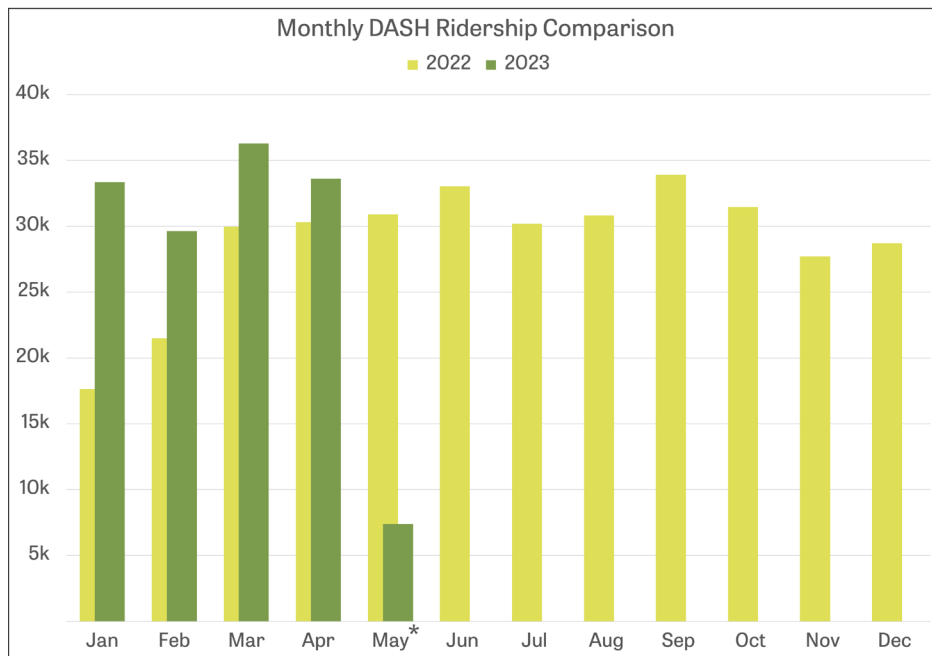
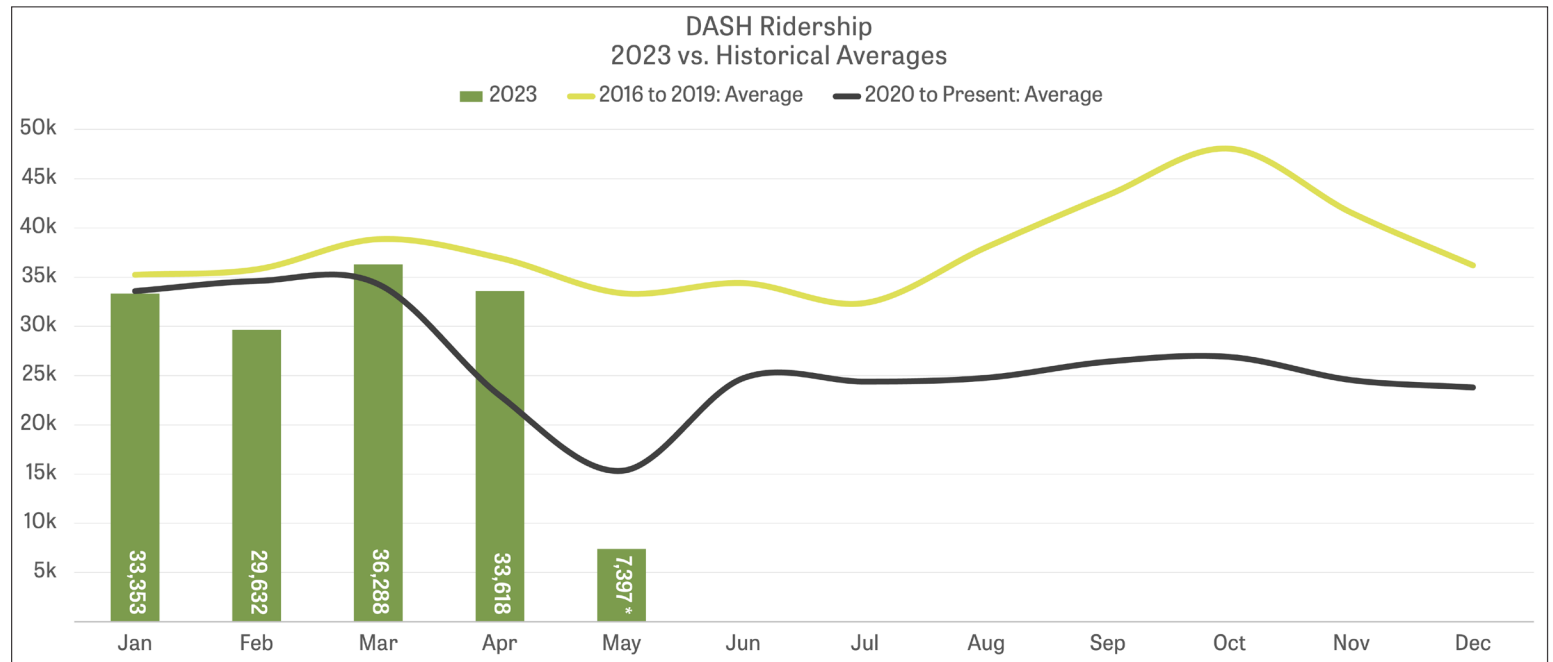
40%
increase in
Jan 2024 vs. Jan 2023



Source: Placer.ai

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

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

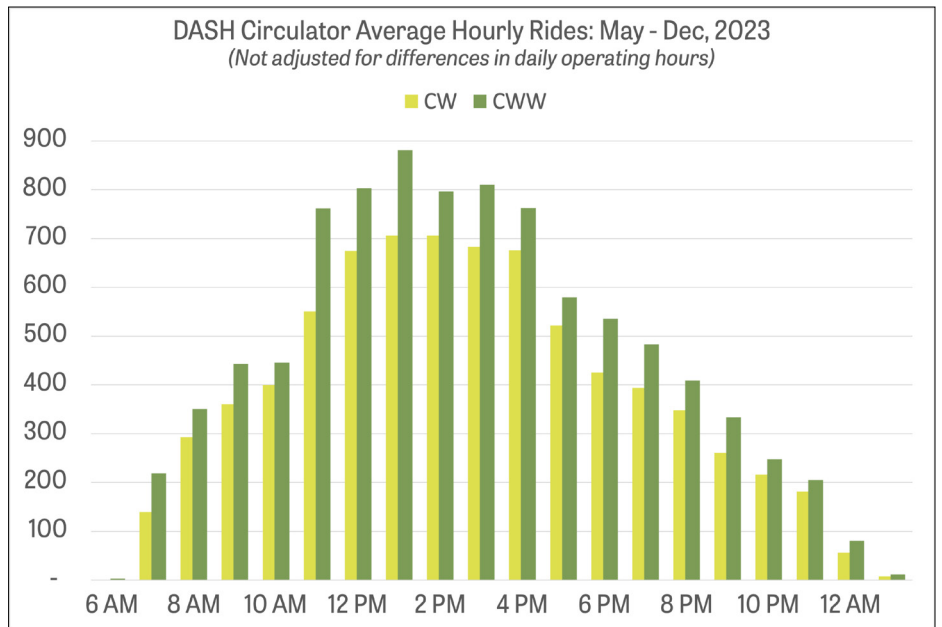
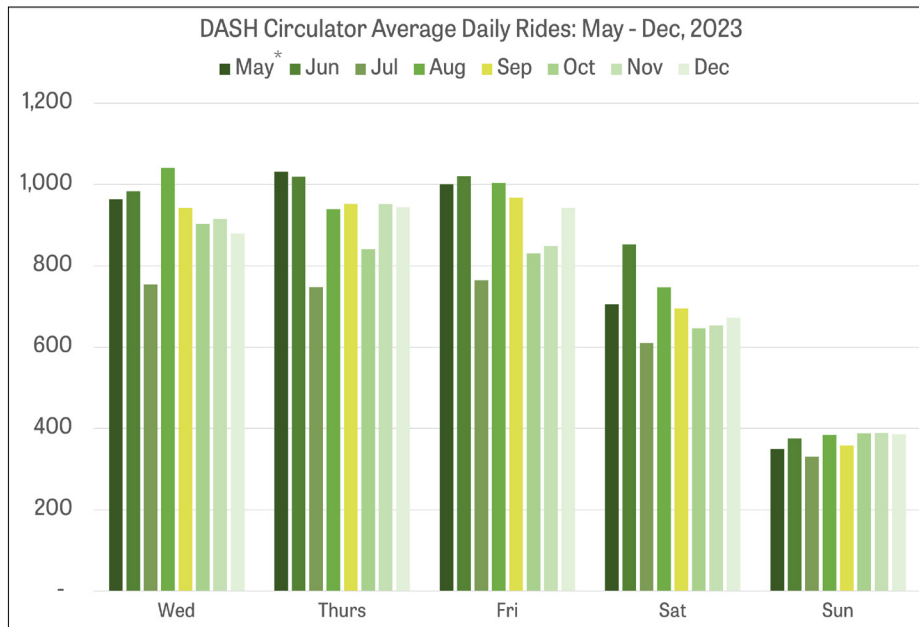
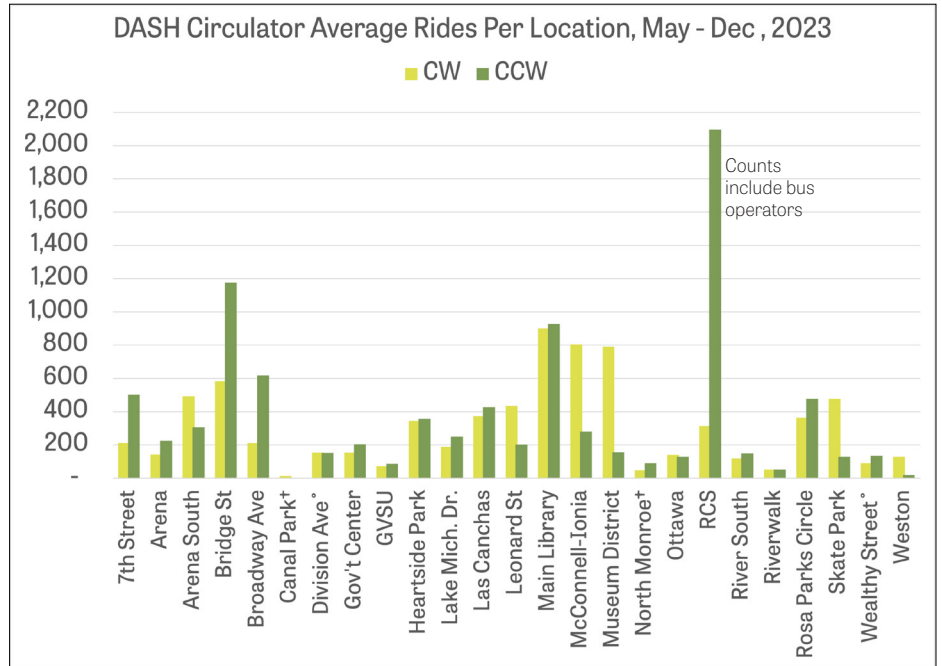
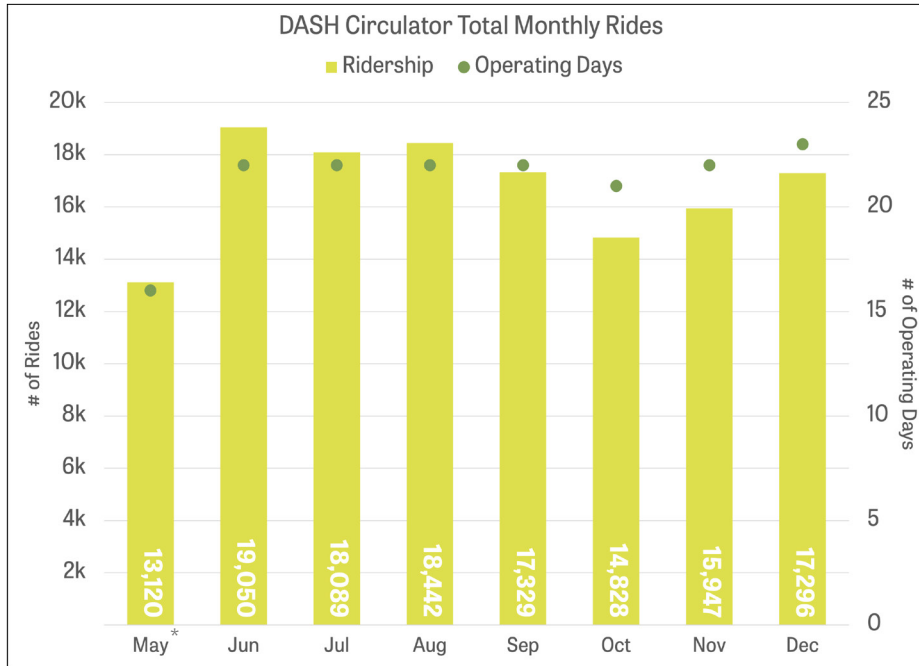


*incomplete year & month

Source: The Rapid

DASH 3.0: Circulator Ridership | Updated December 2023

DASH Circulator operates Wednesday - Sunday on one route with two directions (Clockwise and Counterclockwise).



* May service started on 5/10/23

*Service to Canal Park & North Monroe stops was disrupted due to Ottawa & Coldbrook construction

*Division Avenue & Wealthy Street stops were added (8/30/23)

N.B.: No service on Thanksgiving Day (11/23/23)

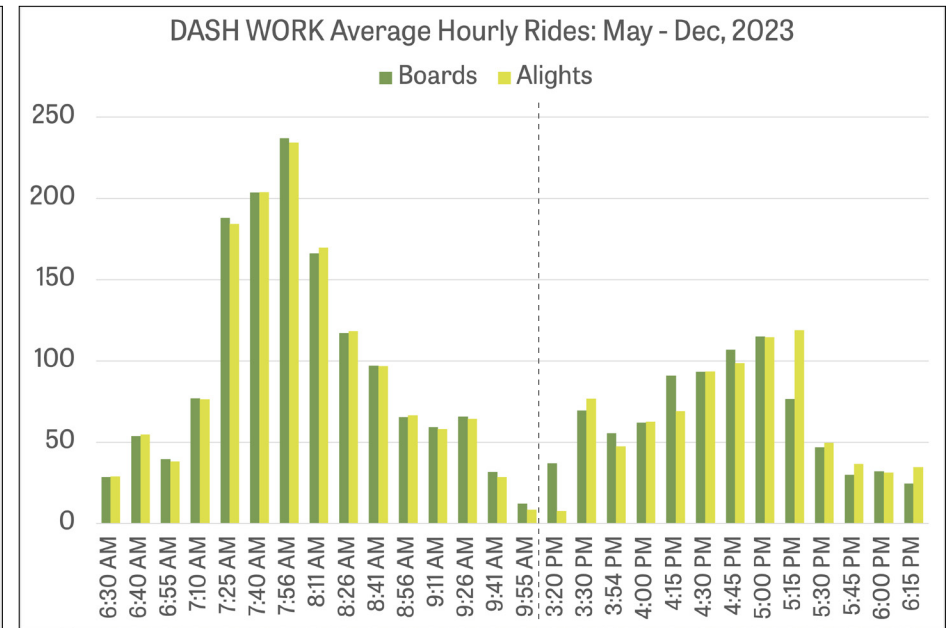
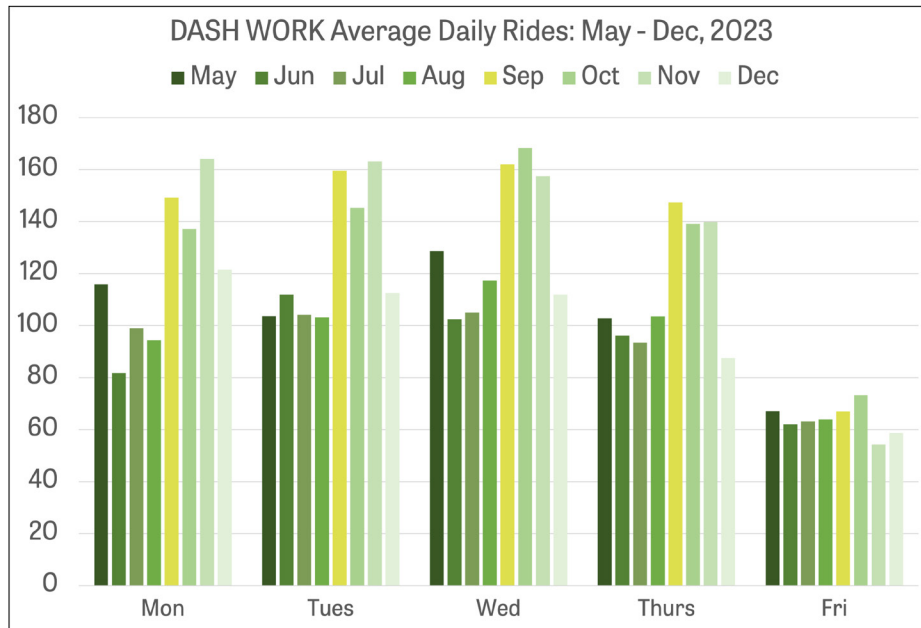
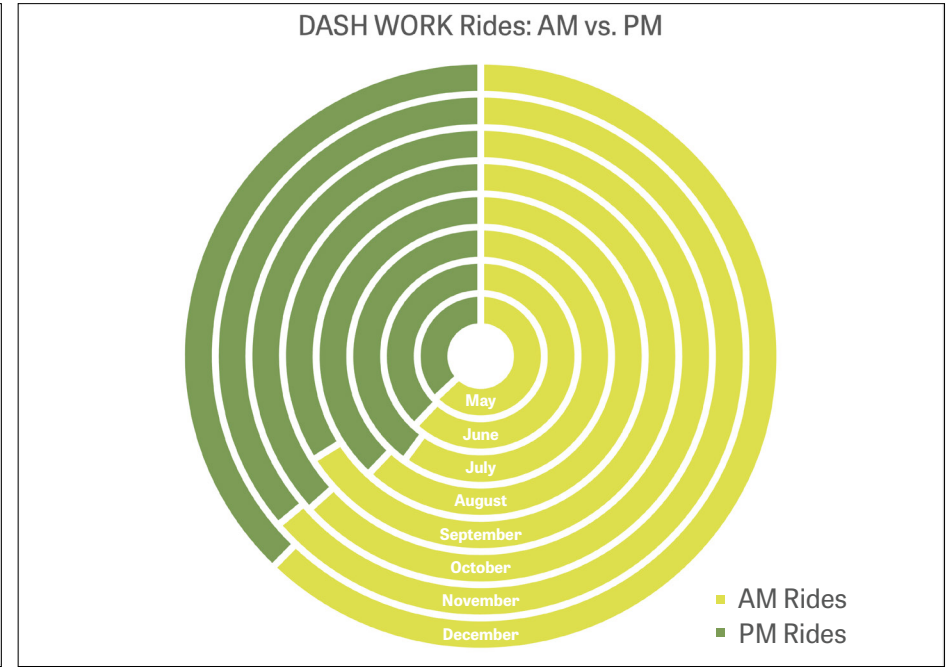
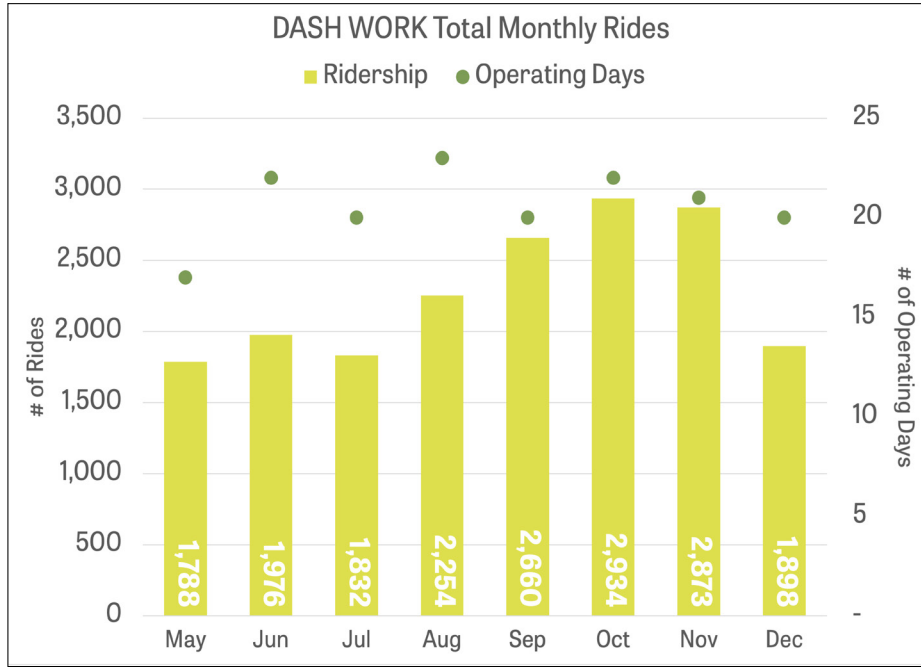
Number of operating days: May: 16; Jun: 22; Jul: 22; Aug: 22; Sep: 22; Oct: 21; Nov: 21; Dec: 23

Source: The Rapid



DASH 3.0: WORK Ridership | Updated December 2023

DASH WORK operates Monday - Friday, 6:30 AM - 9:30 AM & 3:30 PM - 6:30 PM, primarily servicing Downtown employees that park in Area 7 & 9.



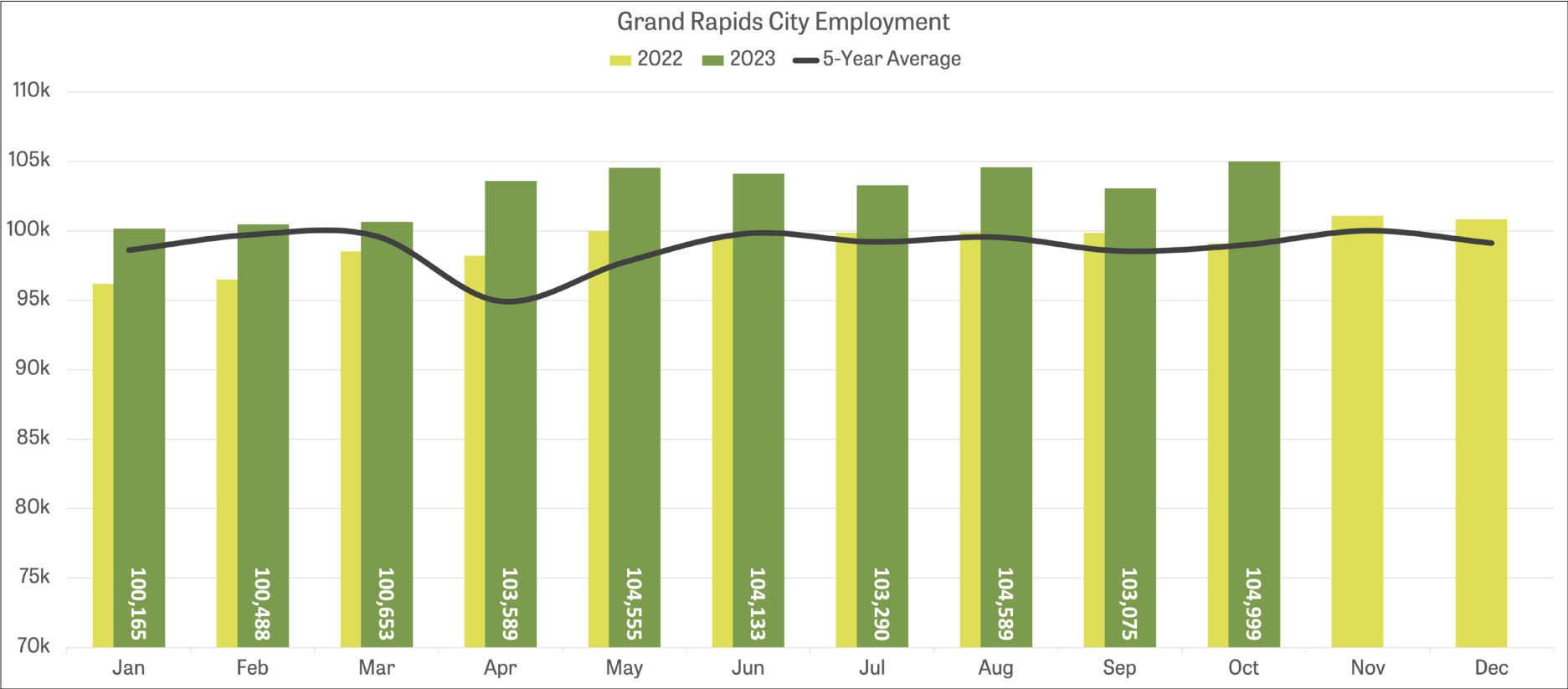
Source: The Rapid

* May service started on 5/10/23

N.B.: No service on Memorial Day (5/29/23), July 4th (7/4/23), Thanksgiving Day (11/23/23), Christmas Day (12/24/23)

Number of ride days: May: 17; Jun: 22; Jul: 20; Aug: 23; Sep: 20; Oct: 22; Nov: 21; Dec: 20

Grand Rapids City Employment | Updated October 2023



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

Source: BLS

2%
increase
in Oct 2023
vs. Sep 2023

2%
increase
in Oct 2023 vs.
2023 average so far

6%
increase
in Oct 2023
vs. 5-year average

6%
increase
in Oct 2023
vs. Oct 2022