

AGENDA

DOWNTOWN IMPROVEMENT DISTRICT



DID

Board Members:

Michael Bishop • Eric DeLong • Mike Ellis • Jane Gietzen • Bob Herr • Kurt Hassberger • Emily Loeks • Carlos Sanchez
Denny Sturtevant • Andrew Martin • Pat Waring • Scott Wierda • Daniel Williams

March 5, 2019

3:00 p.m Meeting

29 Pearl Street, NW Suite #1

- | | | |
|---|-----------|---------|
| 1. Call to order | | |
| 2. New Board Member Introductions | Info Item | Herr |
| 3. Approve Meeting Minutes from October 1, 2018
(enclosure) | Motion | Herr |
| 4. Accept December 31, 2018 Financial Statements
(enclosure) | Motion | Wallace |
| 5. FY2019 Meeting Schedule | Motion | Herr |
| 6. FY2019 Capital Projects and Place Management Update
(enclosure) | Info Item | Kelly |
| 7. Ambassador and Clean Team Annual Report
(enclosure) | Info Item | Krenz |
| 8. DID Renewal Process Overview
(enclosures) | Info Item | Kelly |
| 9. DGRI President & CEO Report | Info Item | Kelly |
| 10. Public Comment | | |
| 11. Board Member Discussion | | |
| 12. Adjournment | | |

**Meeting Minutes of the
Downtown Improvement District Board
Monday, October 1, 2018
Downtown Grand Rapids Inc.
29 Pearl St. NW**

Attendance: Michael Bishop, Andrew Martin, Bob Herr, Kurt Hassberger, Denny Sturtevant, Scott Wierda, Pat Waring

Others Present: Tim Kelly, Flor Valera, Jana Wallace, Annamarie Buller, Kimberly Van Driel, (DGRI Staff), Rebecca Krenz, Jessica Wood, Scott Atchison and others.

Absent: Carlos Sanchez, Eric DeLong, Mike Ellis, Darren McKnight, Ciciley Moore, Daniel Williams.

Call to Order The meeting was called to order at 3:20 pm by Chair Bob Herr

Approve meeting minutes from May 16, 2018

Motion: Scott Wierda supported by Michael Bishop, moved to approve the May 16, 2018 meeting minutes as presented. Motion carried unanimously.

Michael Bishop commented that the five-year snowmelt study report provided by Geotech at the last DID Board meeting did not include a total of what it would cost to replace the entire system. Mr. Bishop asked if an additional report could be provided, so that the Board could plan accordingly and set aside funds for a future replacement of the system. Tim Kelly said he would follow up with Geotech consultants and ask them to provide that report.

Accept June 30, 2018 Financial Statements

Jana Wallace introduced the preliminary financial statement for the fiscal year ended June 30, 2018. Ms. Wallace noted that the DID's District-Wide fund did exceed its FY18 appropriation authority, but since all the four DID funds roll up to a single fund for reporting purposes, the overall DID's FY18 appropriation was technically not exceeded. Therefore, the State of Michigan is not required to be notified of the negative variance. Ms. Wallace noted that part of the challenge with having a five year authorization for the district is that you have to guess what your cost is going to be for the upcoming years, in terms of energy and material cost. She added that she will continue to work with Mr. Kelly to better predict future costs and expenditures for the upcoming fiscal years.

Motion: Pat Waring, supported by Kurt Hassberger, moved to approve Statement C: Schedule of Expenditures: May 1 through June 30, 2018 as recommended. Motion carried unanimously.

FY2019 Budget Adoption

Tim Kelly said the final step in the budget process is the adoption of the FY2019 budget by the DID Board. Mr. Kelly reminded the Board that at the May 16 DID meeting, the Board recommend the budget to the Grand Rapids City Commission, where it was presented and approved by the Commission on May 22. Mr. Kelly gave an overview of the five-year authorization for operations of the DID and noted that FY2019 will be the fourth year of the current five-year authorization.

Motion: Denny Sturtevant, supported by Michael Bishop, moved to adopt the FY19 Downtown Improvement District Budget as authorized by the Grand Rapids City Commission. Motion carried unanimously.

Ambassador and Clean Team Update

Rebecca Krenz, Operations Manager for the Downtown Ambassadors and Clean team gave an update on the various projects that have been completed this year. She explained that in an effort to alleviate the work load of the City Forester in the Downtown area, the horticulture team had trained on how to properly prune a tree. Ms. Krenz gave a special thanks to Friend of Grand Rapids Parks for training the team. She continued reporting that due to the season of heat, drought and rain; more than 15,449 weeds were pulled in the last two (2) months. She further provided an update on graffiti abatement in downtown. She explained that vandals painted tags in several areas along Monroe Center and Ionia, including the new Love sculpture. She explained that the Ambassadors worked to remove at least a dozen of these tags. Scott Wierda inquired whether the incident was reported to the Frey Foundation before the team removed the graffiti from the sculpture. Ms. Krenz replied that they did not notify the Foundation, but did report it to the police. Mr. Wierda advised that it would be better to report these types of incidents to the right owners, since sometimes there are special cleaning procedures that need to be taken in consideration with these pieces of art. Additional highlights included the implementation of new tools to help expedite beautification efforts. Ms. Krenz noted that the Vandenberg statue also received a quick facelift prior to ArtPrize, and presented a before and after picture. She concluded her presentation by giving an update on the recycling pilot and listed some of the pros and cons. Ms. Krenz added that they would continue tracking the use of these recycling bins to determine best options going forward.

Capital and Operation Project Proposals

Tim Kelly reminded the Board that during the budget process, a portion of the existing fund balance transfer was allocated for possible projects and equipment for the Downtown Improvement District in FY19. Mr. Kelly invited Ms. Krenz to give an overview of the proposed projects. Ms. Krenz said among the projects and purchases being considered was the hiring of a Special Project Ambassador. She explained that the Ambassador would help with daily maintenance, infrastructure installation and management, as well as general equipment deployment and other duties assigned. The Board took a moment to discuss this proposed request. Michael Bishop asked why this request was not included as part of the annual Block by Block contract rather than using the fund balance to pay for an additional person. Bob Herr asked if the new Special Project Ambassador would be put on the Block by Block payroll. Mr. Kelly responded that they would be. Mr. Herr said he would like to make sure that if this

person is needed year to year that it would be included as part of the operating budget moving forward. Ms. Krenz stated that the Special Project Ambassador would also help with fixing infrastructure, rather than paying someone else to do it, which would potentially save some money to the Board. Ms. Wallace asked if this additional person was part of the subcommittee discussion where the board discussed ways to reduce the fund balance for the District Wide. Mr. Kelly said yes and added everything that was being proposed in this recommendation was part of that subcommittee discussion. Ms. Bishop said for future budget planning, it would be helpful to look how responsibilities and the scope of work have changed as we continue to add more infrastructure. Mr. Kelly said he has been working with the City in putting together a Long-Term Asset Management, so that we can understand who would be responsible for maintenance. Ms. Krenz continued with her presentation, saying other proposed projects included the purchase of an additional truck with a lift. She explained that as more plantings, trash, watering and events continued to happen downtown, ambassadors were having a hard time trying to complete all of these projects with one vehicle. She noted that an additional truck would help the team be able to respond more quickly and efficiently to requests. It would also help deploy infrastructure, allow the horticulturalist complete tasks faster and transport heavy equipment. The purchases of the lift would also help ambassadors move big planters, assist with lifting heavy equipment and cut down on labor, as well as reduce the risk of workplace injury. Michael Bishop asked for clarification on who would own the truck. Mr. Kelly said Block by Block would own the truck. However, an agreement would be written with the understanding that if the contract between the DID and Block by Block were terminated, the DID/City would take ownership of the truck. The Board took a moment to discuss the advantages and disadvantages of leasing the truck through Block by Block or purchasing it directly through DGRI. The Board assigned a subcommittee consisting of Tim Kelly, Bob Herr, Jana Wallace and Jessica Wood to review the contract and make a recommendation to the Board, as there are some legal and accounting issues that need to be addressed. Mr. Bishop asked if the DID is currently leasing the equipment from Block by Block. Mr. Herr replied yes. Mr. Bishop commented that if the DID is paying wages fees and leasing fees, he would like that to be considered when negotiating the contract with Block by Block. Mr. Bishop asked the number of hours ambassadors typically spend maintaining truck and gators. Ms. Krenz said she would follow up with that information. Ms. Krenz proceeded to share another proposed project, which included the purchase of additional 15 more refuse containers. She stated that with the ever-growing foot traffic in downtown, additional trash accumulated fast and to uphold high level of cleanliness and beautiful service within the district, more refuse cans were necessary. She presented a graph from 2015 and 2018 and said there was a 70% increase in refuse collection infrastructure since the program started. The Board asked where the new 15 additional refuse cans would be installed. Ms. Van Driel said Goal 5 Placemaking work group would help designate where the additional refuse cans would get placed. Ms. Krenz concluded her presentation by stating that new plantings at Monroe Center, Fulton Street medians and near the Vandenberg Statue between Monroe Center and Pearl Street were required. She explained that the existing plantings had not been updated in 15 years, and all existing soil had lost all its nutrients in order to sustain a healthy plant life. Ms. Krenz gave an overview of the total cost to remove the holly plantings, amend the soil, and add new additional plantings for all three locations. Mr. Bishop mentioned that there used to be a beautification subcommittee that worked to identify and provide recommendations of beautification needs in Downtown to the board.

Mr. Kelly said Goal 5 Place Management group focuses on identifying those needs and asked if the board was interested in attending any upcoming meetings, he would follow up with the meeting dates.

The Board engaged in a further discussion to evaluate each of the proposed projects. The Board decided to vote on each proposed project separately rather than approving the entire request. Below is a summary of the motions based on the projects.

Special Project Ambassador

This request was tabled. It was recommended to follow up with Block by Block, renegotiate the terms and add this request to next years' contract.

Additional Truck with Lift

Motion 2: Denny Sturtevant, supported by Michael Bishop, moved to approve the allocation of funds to complete the purchase of an additional truck with lift in an amount not to exceed \$33,000 with the understanding to reevaluate the ownership of the Truck. Motion carried unanimously
Subject 2. Clarify who would own the truck. Subcommittee will bring back recommendations to the board.

New Plantings along Monroe Center, Fulton Street and Vandenberg Statue

Motion 3: Denny Sturtevant, supported by Scott Wierda, moved to approve funding in an amount not to exceed \$38,821 for new plantings at Monroe Center, Fulton Street medians and near the Vandenberg Statue. Motion carried unanimously.

Placement of Additional Refuse Containers

Motion 4: Michael Bishop, supported by Pat Waring, moved to approve funding for 15 additional refuse cans in an amount not to exceed \$3,075. Motion carried unanimously.

Downtown Neighbor Network Presentation

Annamarie Buller said the GR Forward Plan identified the goal to create a downtown neighborhood that is home to a diverse population. She proceeded to give an overview of the work that has been happening in order to support the people living Downtown. Ms. Buller explained that the Downtown Resident Network began in 2015 as an informational initiative to provide a forum for socializing, learning and ultimately deeper citizen engagement in the work of building a high-quality downtown. Connecting residents was a great start but there was still the question on the formation of a neighborhood group and what form that group would take. In November 2017 DGRI engaged with near Downtown residents to form a committee to decide whether a more formal organization would be the best way to represent downtown neighbors. Through surveys and focus groups, the committee recommended a Downtown Neighbor Network (DNN). Ms. Buller explained that the DNN's mission is to foster a community of downtown neighbors that are connected, informed and empowered to improve downtown living. She attributed three (3) main key programs to the DNN that include providing communication, events, and advocacy. Tim Kelly added the DNN would serve as an affinity group that would be housed inside Downtown Grand Rapids for approximately two years with the goal of working collaboratively with Downtown residents and the near neighborhoods to support

current residents and the growing residential population. Ms. Buller concluded her presentation by stating that the DGRI aims to convene a DNN Leadership Committee this fall and begin meeting in early 2019.

DGRI President & CEO Report

DDA (9/12/18)

- Approved Tree Planting Agreement with FGRP
- Approved Lyon Square Asset Management Plan
- Approved Development Support Request for 10 Ionia
- Approved Downtown Enhancement Grant for 12 Weston
- Authorized PILOT for 72 Sheldon
- Received Overview of Downtown Neighbor Network
- Received an Update on the Visitor Parking Public Information Initiative

DID (8/9/18)

- Reviewed Financial Statements through 6/30/18
- Received Update on Summer Plantings and the Clean Team
- Reviewed Possible FY19 Capital Projects
- Received Streetspace Guidelines Presentation

MNTIFA (6/13/18)

- Adopted FY19 Budget
- Approved MOU for DASH North Services

DGRI (9/4/18)

- Received an Update on The Rapid Programs and Projects Furthering GR>> Objectives
- Approved FY19 Performance Management Objectives
- Approved Clean Team Contract Amendment
- Discussed Next Steps for River Governance
- Received Overview of Downtown Neighbor Network

Public Comment

Scott Atchison introduced himself to the Board. Mr. Herr informed Mr. Atchison that only a minute and half would be granted to address the Board due to the meeting running past the allotted time. Mr. Atchison expressed dissatisfaction and added that were new Board members at this meeting that had not seen his presentation about building an informational booth in Downtown. Jessica Wood, Legal Counsel asked Mr. Atchison to proceed with his presentation. Mr. Atchison refused to continue and left the Board meeting.

Board Member Discussion

None

Adjournment

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The meeting adjourned at 4:44pm

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

Monroe Center and Monument Park Snowmelt System Performance Status

March 1, 2019

Tim,

Thanks for the opportunity to provide our view on the performance of and issues with the downtown snowmelt systems.

We would rate the overall system performance for the year as good for all units. As you know the challenges this year with the extreme weather conditions were great. Prior to the 2 weeks of severe low temps we had requested Van Dyken to increase the output temps for Phase 1 by 5 degrees. The prospect of keeping the areas clear with continuous snow and minus temps was more than phase 1 was able to cope with at the prior output temp. Even then we were able to identify multiple areas that are performing below the system norm. That is the plus of severe weather. Some of the areas for inspection and upon start up this fall would be:

- Both sides of the street directly west of Ionia
- Both sides of the street directly west of Division
- One loop with suspected leak on the north east corner of Ionia
- 2 slow loops at GRPD
- The Dub downs at Ottawa.

In the past bleeding the loops (purging any trapped air) has been very effective at improving performance in slow areas. We believe most of the verification /identification in Phase 1 could be completed in 2-3 days.

In phase 2 we chose not to increase the output temp because of that system's working relationship with the ice making equipment at Rosa Parks Circle. Overall it did well anyway and the only current performance issue is a section of street on the south side that is a little slow and could stand to be bled. We believe it would not be cost effective to do anything with it this late in the season and would include that with the Phase 1 work for next season.

After a couple of small issues at the start of the season the electronic system at Monument Park performed well. Again with the bitter cold, it struggled at start up to catch up with a fast falling snow. Once warmed up it performed well.

One other area we would like to see addressed is the walkway between Monroe Center and Louis St., directly east of the Ice Surface. This walkway is without snowmelt for approximately 300' and snowmelt could be easily placed to tie the Campau ramp/ Promenade area directly to the Monroe Center area, providing a clear path end to end.

MEMORANDUM

CITY OF GRAND RAPIDS

Agenda	Item	3.
March 5, 2019		
DID Meeting		

DATE: January 4, 2019

TO: Bob Herr, Chair
Downtown Improvement District

FROM: Jana M. Wallace, Treasurer
Downtown Improvement District

**SUBJECT: Grand Rapids Downtown Improvement District
Interim Financial Statements as of December 31, 2018**

Attached are the DID's interim financial statements for the half of fiscal year ending June 30, 2019. These statements include the following:

Statement A: Balance Sheet

Statement B: Statement of FY2019 Revenues and Expenditures

Statement C: Schedule of Expenditures: July 1 through December 31, 2018

The City Treasurer issued \$1,140,871 of DID assessment invoices in early September. As of December 31, 2018 \$904,844 has been invoiced and deposited. Additional revenues were received in October, 2018 when City of Grand Rapids departments paid \$128,570 for their FY2019 voluntary DID services assessments.

At first glance, DID expenditures seem to be lagging, with most line items not at the 50% trend one would expect midway through a fiscal year. However, DID expenditures are typically higher in the second half of the fiscal year with the larger snowmelt-related utility charges and the spring clean-up and plantings costs incurred after January 1. The DID has sufficient funds to support budgeted FY2019 expenditures.

Please contact me at 616-456-4514 or via email at jwallace@grcity.us if you have any questions.

Attachments

STATEMENT A

GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

Balance Sheet as of December 31, 2018

ASSETS	As of 12/31/2017	As of 12/31/2018
Pooled Cash & Investments - District-Wide	\$ 907,631	\$ 969,991
Pooled Cash & Investments - Campau Promenade	83,791	68,491
Pooled Cash & Investments - Monroe Center	392,192	500,519
Pooled Cash & Investments - Monument Park	(6,422)	(9,129)
Assessments Receivable - District-Wide	141,587	210,428
Assessments Receivable - Campau Promenade	352	-
Assessments Receivable - Monroe Center	14,675	14,369
Assessments Receivable - Monument Park	10,697	11,231
TOTAL ASSETS	\$ 1,544,503	\$ 1,765,900
LIABILITIES AND FUND EQUITY		
Liabilities		
Accounts Payable - All Districts	\$ -	\$ -
Deferred Receivables Revenue - All Districts	167,311	236,028
TOTAL LIABILITIES	\$ 167,311	\$ 236,028
Reserve for Encumbrances	\$ 7,909	\$ 1,172
Reserve for Compensated Absences	-	1,853
Unrestricted Reserve - District-Wide	899,721	967,304
Unrestricted Reserve - Campau Promenade	83,792	68,491
Unrestricted Reserve - Monroe Center	392,192	500,181
Unrestricted Reserve - Monument Park	(6,422)	(9,129)
TOTAL FUND EQUITY	\$ 1,377,192	\$ 1,529,872
TOTAL LIABILITIES & FUND EQUITY	\$ 1,544,503	\$ 1,765,900

STATEMENT B

GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

FY2019 Statement of Revenues and Expenditures

July 1, 2018 - December 31, 2018

REVENUES	FY2019	
	Budget	Actual
Assessments - District-Wide	\$ 1,041,863	\$ 831,435
Less: Uncollectable Assessments - Areawide	(139,000)	-
Assessments - Campau Promenade Snowmelt	46,305 ¹	46,305
Assessments - Monroe Center Snowmelt	163,909 ¹	149,540
Assessments - Monument Park Snowmelt	17,364	6,134
Less: Uncollectable Assessments - Monument Park Snowmelt	(11,000)	-
Earnings on Investments - District-Wide	22,115	9,439
Earnings on Investments - Campau Promenade	2,783	745
Earnings on Investments - Monroe Center	2,190	4,435
Transfer - From District-Wide to Monument Park for Shortfall	(24,386)	-
Transfer - To Monument Park from District-Wide for Shortfall	24,386	-
From / (To) Fund Balance	87,944	-
TOTAL REVENUES	\$ 1,234,473	\$ 1,048,033
EXPENDITURES		
DISTRICT-WIDE SERVICES		
Maintenance and Beautification		
Landscaping and Beautification	\$ 552,025	\$ 214,822
Irrigation - Repairs & Water	6,000	4,823
Personnel - Wages and Benefits	30,000	-
Sub-Total	\$ 588,025	\$ 219,645
Marketing and Communications		
Advertising and Promotions	7,275	-
Personnel - Wages and Benefits	70,000	-
Printing, Postage, Supplies, Performers, Storage, etc.	6,500	585
Website Services	3,500	-
Sub-Total	\$ 87,275	\$ 585
Administration		
DGRI Overhead - Rent, Meetings, Phones, Cleaning, etc	20,000	11,374
Insurance	7,000	-
Personnel - Wages and Benefits	40,000	15,300
Professional Services - Legal / Human Resources / Tech	8,000	11,768
Supplies, Office Equipment, etc	8,500	2,333
Sub-Total	\$ 83,500	\$ 40,775
Public Safety - Ambassador Program	100,000	100,000
Capital and Operating Improvements	100,000	-
City A-87 Costs	35,423	17,706
TOTAL EXPENDITURES - DISTRICT-WIDE SERVICES	\$ 994,223	\$ 378,711
SNOWMELT SYSTEM OPERATIONS		
CAMPAU PROMENADE DISTRICT	70,000	16,500
MONROE CENTER DISTRICT	154,500	11,233
MONUMENT PARK DISTRICT	15,750	749
TOTAL EXPENDITURES - ALL DISTRICTS	\$ 1,234,473	\$ 407,193
EXCESS / (DEFICIT)	\$ -	\$ 640,840

Special & Voluntary Assessments as of 12/31/2018	Budgeted	Invoiced	Received	Receivable
District-Wide	\$ 1,041,863	\$ 1,041,863	\$ 831,435	\$ 210,428
Campau Promenade Snowmelt Operations	46,305	46,305	46,305	-
Monroe Center Snowmelt Operations	163,909	163,909	149,540	14,369
Monument Park Snowmelt Operations	17,364	17,365	6,134	11,231
TOTAL	\$ 1,269,441	\$ 1,269,442	\$ 1,033,414	\$ 236,028

Note 1: Historically this district has collected 100% of invoiced assessments so no reserve was budgeted.

STATEMENT C

GRAND RAPIDS, MICHIGAN DOWNTOWN IMPROVEMENT DISTRICT Schedule of Expenditures July 1 - December 31, 2018

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
11/8/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beaut	Clean Team 10/2018	\$ 46,797.12
12/17/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beaut	Clean Team 11/2018	40,761.78
9/6/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beaut	Clean Team 07/2018	38,750.00
9/11/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beaut	Clean Team 08/2018	38,750.00
10/9/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beaut	Clean Team 09/2018	38,750.00
11/14/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Public Safety	Ambassadors	Downtown Ambassadors 10/2018	26,467.66
9/6/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Public Safety	Ambassadors	Downtown Ambassadors 07/2018	24,510.78
9/11/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Public Safety	Ambassadors	Downtown Ambassadors 08/2018	24,510.78
10/9/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Public Safety	Ambassadors	Downtown Ambassadors 09/2018	24,510.78
7/12/2018	City Treasurer - Dept of Public Works	District-Wide - Maint & Beaut	Landscaping & Beaut	Trash disposal 09/2017-06/2018	7,350.00
9/9/2018	Priority Health	District-Wide - Administration	Personnel	Health Insurance Premium 10/2018 -12/2018	6,452.93
10/16/2018	Geotech Inc	Campau Promenade District	Snowmelt Operations	Snowmelt System Repairs 10/2018	5,073.00
11/29/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam Services - 4200000000 11/2018	3,741.77
11/8/2018	Priority Health	District-Wide - Administration	Personnel	Health Insurance Premium 11/2018	3,143.21
7/1/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87	2,951.00
8/1/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87	2,951.00
9/18/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87	2,951.00
10/18/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87	2,951.00
11/13/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87	2,951.00
12/12/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87	2,951.00
11/29/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam Services - 3200000000 11/2018	2,577.00
10/16/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 09/2018	2,341.92
12/2/2018	Geotech Inc	Monroe Center District	Snowmelt Operations	Snowmelt System O&M 11/2018	1,936.18
10/2/2018	Dickinson Wright PLLC	District-Wide - Maint & Beaut	Landscaping & Beaut	Legal: Maint/Beautification Contract 09/18	1,760.00
11/14/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 10/2018	1,727.41
9/12/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 08/2018	1,648.14
11/20/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lease: 29 Pearl Street 11/2018	1,415.68
12/12/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lease: 29 Pearl Street 12/2018	1,415.68
7/24/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lease: 29 Pearl Street 07/2018	1,387.93
8/14/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lease: 29 Pearl Street 08/2018	1,387.93
9/12/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lease: 29 Pearl Street 09/2018	1,387.93
10/10/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lease: 29 Pearl Street 10/2018	1,387.93
9/30/2018	Geotech Inc	Campau Promenade District	Snowmelt Operations	Snowmelt System 5 Yr Study 08/2018	1,309.09
11/8/2018	Custer Office Environments Inc	District-Wide - Administration	DGRI Overhead	Table/ Chairs for Conference Room 10/2018	1,097.88
8/2/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam Services - 3200000000 07/2018	1,063.49
9/5/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam Services - 3200000000 08/2018	1,063.49
10/3/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam Services - 3200000000 09/2018	1,063.49
11/5/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam Services - 3200000000 10/2018	1,063.49
8/11/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 08/11/2018	1,047.39
9/9/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal: Act 120 Legislative Amend 08/2018	1,034.00
11/29/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	43 Monroe parking ramp - 9100 297 30421 18/11	1,022.44
12/17/2018	Geotech Inc	Monroe Center District	Snowmelt Operations	Snowmelt System O&M 12/2018	972.74
8/2/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam Services - 4200000000 07/2018	968.38
9/5/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam Services - 4200000000 08/2018	968.38
10/3/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam Services - 4200000000 09/2018	968.38
11/5/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam Services - 4200000000 10/2018	968.38
7/14/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 07/14/2018	942.10
10/2/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 07/2018	927.31
11/14/2018	Evergreen Undergrd Sprinkling Co	District-Wide - Maint & Beaut	Irrigation	Sprinkler system winterized 221 Grandville 11/18	902.50
8/6/2018	Evergreen Undergrd Sprinkling Co	District-Wide - Maint & Beaut	Irrigation	Sprinkler activation and maintenance 07/2018	874.00
12/17/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 11/2018	840.61
11/12/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal: DID Misc. Matters 08/2018	814.00
9/25/2018	Geotech Inc	Campau Promenade District	Snowmelt Operations	Snowmelt System 5 Yr Study 07/2018	719.62
12/10/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	66 Monroe Center - 1000 1401 9077 18/11	704.35
9/6/2018	Perrigo Printing Inc	District-Wide - Mktg & Comm	Supplies, etc	Marketing Supplies: DID	585.00
12/10/2018	Consumers Energy 1	Monument Park District	Snowmelt Operations	1 Monroe Center NE - 1000 6880 7039 18/11	570.47
10/20/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 10/20/2018	534.07
9/30/2018	H2Oasis, Inc.	District-Wide - Maint & Beaut	Irrigation	Pearl Street irrigation repair 09/2018	527.28
12/6/2018	International Downtown Association	District-Wide - Administration	DGRI Overhead	IDA Nonprofit Membership 01/2019-12/2019	450.89
8/6/2018	Evergreen Undergrd Sprinkling Co	District-Wide - Maint & Beaut	Irrigation	Sprinkler activation and maintenance 07/2018	384.95
9/6/2018	Overhead Door Co of GR	District-Wide - Maint & Beaut	Landscaping & Beaut	Labor & Maintenance service: DID 08/2018	347.47
9/9/2018	Dickinson Wright PLLC	District-Wide - Maint & Beaut	Landscaping & Beaut	Legal: Maint & Beautification Contract 08/2018	330.00
11/8/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	Laptop & Office software download 10/18	318.37
11/1/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	221 Grandville SW planters - WS2021262 18/09	312.73
11/27/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	62 Monroe Center planters - WS2063167 18/11	302.77
11/29/2018	Geotech Inc	Monroe Center District	Snowmelt Operations	Snowmelt System 5 Yr Study 11/2018	294.88

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STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
July 1 - December 31, 2018

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Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
<i>continued from prior page</i>					
10/11/2018	Katerberg Co., Inc	District-Wide - Maint & Beaut	Irrigation	Labor & Maintenance service: DID 08/2018	\$ 287.78
8/6/2018	Evergreen Undergrd Sprinkling Co	District-Wide - Maint & Beaut	Irrigation	Sprinkler activation and maintenance 07/2018	285.00
12/17/2018	The Hartford	District-Wide - Administration	Personnel	Workers Compensation renewal 12/2018	260.28
10/6/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 10/06/2018	257.82
10/16/2018	Geotech Inc	Campau Promenade District	Snowmelt Operations	PEX Failure Analysis: 60 Monroe 09/2018	244.62
9/20/2018	Fifth Third Bank P-card 08/18	District-Wide - Maint & Beaut	Landscaping & Beaut	Downtown Ambassador supplies 09/2018	241.36
11/29/2018	TGG, Inc.	District-Wide - Administration	Personnel	Life & S/T & L/T disability insurance - 12/2018	230.10
7/24/2018	TGG, Inc.	District-Wide - Administration	Personnel	Life & S/T & L/T disability insurance - 08/2018	214.42
11/29/2018	Blue Cross Blue Shield of Mich	District-Wide - Administration	Personnel	Dental Insurance Premium 12/2018-01/2019	208.12
9/25/2018	The Hartford	District-Wide - Administration	Personnel	Workers Compensation renewal 09/2018	202.74
7/24/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 07/2018	195.70
7/24/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 08/2018	195.70
8/30/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 09/2018	195.70
9/25/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 09/2018	195.70
10/30/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 10/2018	195.70
11/20/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 12/2018	195.70
8/23/2018	TGG, Inc.	District-Wide - Administration	Personnel	Life & S/T & L/T disability insurance - 09/2018	189.31
10/7/2018	TGG, Inc.	District-Wide - Administration	Personnel	Life & S/T & L/T disability insurance - 10/2018	189.31
9/5/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	62 Monroe Center planters - WS2063167 18/08	187.06
9/5/2018	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beaut	Winter Ave offices - 1030 2027 1245 18/08	180.43
8/23/2018	Blue Cross Blue Shield of Mich	District-Wide - Administration	Personnel	Dental Insurance Premium 08/2018-10/2018	180.09
8/6/2018	Evergreen Undergrd Sprinkling Co	District-Wide - Maint & Beaut	Irrigation	Sprinkler activation and maintenance 07/2018	172.00
8/2/2018	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beaut	Winter Ave offices - 1030 2027 1245 18/07	171.91
10/2/2018	Blue Cross Blue Shield of Mich	District-Wide - Administration	Personnel	Dental Insurance Premium 10/2018-12/2018	168.19
10/16/2018	Geotech Inc	Campau Promenade District	Snowmelt Operations	Snowmelt System O&M 09/2018	166.25
9/22/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 09/22/2018	165.74
9/28/2018	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beaut	Winter Ave offices - 1030 2027 1245 18/09	158.61
10/22/2018	TGG, Inc.	District-Wide - Administration	Personnel	Life & S/T & L/T disability insurance - 11/2018	156.20
11/29/2018	Geotech Inc	Monroe Center District	Snowmelt Operations	PEX Failure Analysis: 60 Monroe 11/2018	146.75
8/23/2018	H2Oasis, Inc.	District-Wide - Maint & Beaut	Irrigation	Labor: Irrigation Services at Pearl St 07/2018	142.61
7/28/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 07/28/2018	128.92
8/23/2018	Benjamin Zuniga	District-Wide - Administration	DGRI Overhead	Painting Services- Lobby Work 08/2018	127.20
10/2/2018	Erika Townsley	District-Wide - Administration	Supplies, Equipment, etc.	Photography: DGRI Staff Portraits 09/2018	119.86
7/24/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lse: 29 Pearl St Mezzanine Office 07/2018	117.42
8/14/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lse: 29 Pearl St Mezzanine Office 08/2018	117.42
9/12/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lse: 29 Pearl St Mezzanine Office 09/2018	117.42
10/10/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lse: 29 Pearl St Mezzanine Office 10/2018	117.42
11/25/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lse: 29 Pearl St Mezzanine Office 11/2018	117.42
12/12/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Office Lse: 29 Pearl St Mezzanine Office 12/2018	117.42
12/26/2018	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beaut	Winter Ave offices - 9100 258 89908 18/12	116.53
8/19/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial services 07/2018	116.44
9/9/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial services 08/2018	116.44
10/10/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial services 09/2018	116.44
11/8/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial services 10/2018	116.44
12/12/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial services 11/2018	116.44
12/15/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 12/15/2018	110.50
10/30/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 09/06/2018	107.26
11/12/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Board of Advisors 09/2018	99.03
9/26/2018	H2Oasis, Inc.	District-Wide - Maint & Beaut	Irrigation	Pearl Street irrigation repair 09/2018	99.01
9/28/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	331 Winter NW - water/sewer 18/08	96.46
11/29/2018	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beaut	Winter Ave offices - 1030 2027 1245 18/11	92.30
9/8/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 09/08/2018	92.10
10/4/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	66 Monroe Center - 1000 1401 9077 18/09	90.09
10/2/2018	GreatAmerica Financial Svcs Corp	District-Wide - Administration	Supplies, Equipment, etc.	Copier Lease 09/2018	89.31
12/11/2018	Fifth Third Bank P-card 11/18	District-Wide - Administration	Personnel	New employee background checks 11/2018	88.75
8/2/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	66 Monroe Center - 1000 1401 9077 18/07	88.51
10/31/2018	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beaut	Winter Ave offices - 1030 2027 1245 18/10	87.24
8/6/2018	GreatAmerica Financial Svcs Corp	District-Wide - Administration	Supplies, Equipment, etc.	Copier Lease 07/2018	86.97
9/5/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	66 Monroe Center - 1000 1401 9077 18/08	85.84
9/5/2018	GreatAmerica Financial Svcs Corp	District-Wide - Administration	Supplies, Equipment, etc.	Copier Lease 08/2018	84.71
10/31/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	66 Monroe Center - 1000 1401 9077 18/10	83.22
12/6/2018	GreatAmerica Financial Svcs Corp	District-Wide - Administration	Supplies, Equipment, etc.	Copier Lease 11/2018	83.18

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STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
July 1 - December 31, 2018

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Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
<i>continued from prior page</i>					
10/30/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services- 10/2018	\$ 79.26
8/14/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Bd of Advisors mis 06/2018	77.50
10/31/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	43 Monroe parking ramp - 9100 297 30421 18/10	75.31
11/8/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 10/11/18-10/16/18	72.65
11/8/2018	GreatAmerica Financial Svcs Corp	District-Wide - Administration	Supplies, Equipment, etc.	Copier Lease 10/2018	71.73
8/2/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	43 Monroe parking ramp - 9100 297 30421 18/07	69.76
9/5/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	43 Monroe parking ramp - 9100 297 30421 18/08	69.76
9/28/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	43 Monroe parking ramp - 9100 297 30421 18/09	69.76
11/20/2018	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beaut	Winter Ave offices - 9100 258 89908 18/11	67.08
11/1/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	3 Market SW planters - WS2117023 18/09	66.73
10/30/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services- 10/2018	66.05
10/16/2018	Geotech Inc	Campau Promenade District	Snowmelt Operations	Snowmelt System 5 Yr Study 09/2018	65.25
12/17/2018	TDS Metrocom, LLC	District-Wide - Administration	DGRI Overhead	Phone Service 11/2018	61.61
11/25/2018	TDS Metrocom, LLC	District-Wide - Administration	DGRI Overhead	Phone Service 10/2018	61.58
10/16/2018	TDS Metrocom, LLC	District-Wide - Administration	DGRI Overhead	Phone Service 09/2018	61.47
10/31/2018	Consumers Energy 1	Monument Park District	Snowmelt Operations	1 Monroe Center NE - 1000 6880 7039 18/10	59.89
7/24/2018	TDS Metrocom, LLC	District-Wide - Administration	DGRI Overhead	Phone Service 06/2018	59.76
9/25/2018	TDS Metrocom, LLC	District-Wide - Administration	DGRI Overhead	Phone Service 08/2018	59.57
8/19/2018	TDS Metrocom, LLC	District-Wide - Administration	DGRI Overhead	Phone Service 07/2018	59.55
11/8/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 10/22/2018	59.44
9/12/2018	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 09/2018	57.54
10/16/2018	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 10/2018	57.54
7/24/2018	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 07/2018	51.86
8/19/2018	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 08/2018	51.86
9/9/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: General Matters 08/2018	51.66
10/22/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 08/2018-09/2018	51.26
11/25/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 10/2018	51.18
12/17/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services: 11/2018	51.18
7/24/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 07/2018	50.79
10/10/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 09/2018	50.79
8/30/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 07/2018	49.54
11/20/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 10/2018-11/2018	48.79
12/19/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Svcs: FOIA-review articles & bylaws 10/18	47.36
10/22/2018	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 09/2018	47.00
11/1/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	185 Oakes SW planters - WS2095454 18/09	46.73
10/22/2018	Federal Square Bldg Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 09/2018-10/2018	46.12
11/29/2018	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 10/2018	45.54
12/17/2018	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 11/2018	45.54
10/30/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 9/25/2018	45.52
8/23/2018	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 07/2018	45.44
9/25/2018	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 08/2018	45.44
12/12/2018	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 11/2018	45.40
9/9/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT supplies 08/2018	44.22
10/16/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	Microsoft Office software download 10/2018	43.63
9/9/2018	Local First West Michigan	District-Wide - Administration	DGRI Overhead	Membership renewal 2019	43.30
9/25/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT support 09/2018	39.63
8/2/2018	Consumers Energy 1	Monument Park District	Snowmelt Operations	1 Monroe Center NE - 1000 6880 7039 18/07	39.50
9/7/2018	Consumers Energy 1	Monument Park District	Snowmelt Operations	1 Monroe Center NE - 1000 6880 7039 18/08	39.50
10/4/2018	Consumers Energy 1	Monument Park District	Snowmelt Operations	1 Monroe Center NE - 1000 6880 7039 18/09	39.50
10/2/2018	Erika Townsley	District-Wide - Administration	Supplies, Equipment, etc.	Photography: DGRI Staff Portraits 09/2018	39.14
9/12/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 08/16/2018	36.83
8/25/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 08/25/2018	36.80
11/17/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 11/17/2018	36.78
8/2/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	221 Grandville SW planters - WS2021262 18/06	35.03
7/24/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 07/2018	34.98
12/11/2018	Fifth Third Bank P-card 11/18	District-Wide - Administration	DGRI Overhead	Staff Lunches for Meeting 11/2018	34.22
10/16/2018	Creative Studio Promotions	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies: DGRI Jackets 09/2018	34.00
11/9/2018	Fifth Third Bank P-card 10/18	District-Wide - Administration	Supplies, Equipment, etc.	Office Supplies	32.30
8/23/2018	Creative Studio Promotions	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies: business cards 07/2018	32.27
8/2/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	3 Market SW planters - WS2117023 18/06	31.39
11/8/2018	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 11/2018-12/2018	31.29
7/24/2018	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 07/2018-08/2018	31.28

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STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
July 1 - December 31, 2018

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Date	District	Budget Category	Vendor	Description	Amount
<i>continued from prior page</i>					
8/15/2018	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 08/2018-09/2018	\$ 31.28
11/1/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	100 S Division planters - WS2024679 18/09	30.73
9/5/2018	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 09/2018-10/2018	29.32
10/11/2018	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 10/2018-11/2018	29.32
7/25/2018	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beaut	Winter Ave offices - 9100 258 89908 18/07	28.83
9/28/2018	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beaut	Winter Ave offices - 9100 258 89908 18/09	28.43
11/25/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 10/15/2018	28.27
8/27/2018	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beaut	Winter Ave offices - 9100 258 89908 18/08	27.59
8/13/2018	Fifth Third Bank P-card 07/18	District-Wide - Administration	Supplies, Equipment, etc.	Office Supplies 07/2018	26.83
12/6/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services- System Engineer 11/2018	26.42
10/18/2018	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beaut	Winter Ave offices - 9100 258 89908 18/10	25.83
9/4/2018	Madcap Coffee Company	District-Wide - Administration	Supplies, Equipment, etc.	Meeting Supplies 08/2018	21.51
10/16/2018	Madcap Coffee Company	District-Wide - Administration	Supplies, Equipment, etc.	Meeting Supplies 10/2018	21.51
11/14/2018	Madcap Coffee Company	District-Wide - Administration	Supplies, Equipment, etc.	Meeting Supplies 11/2018	21.51
11/25/2018	Erika Townsley	District-Wide - Administration	Supplies, Equipment, etc.	Photography: new DGRI staff headshots 11/2018	19.57
12/13/2018	Erika Townsley	District-Wide - Administration	Supplies, Equipment, etc.	Photography: new DGRI staff headshots 11/2018	19.57
8/2/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	100 S Division planters - WS2024679 18/06	19.04
8/2/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	185 Oakes SW planters - WS2095454 18/06	19.04
7/24/2018	Engineered Protection Sys Inc	District-Wide - Administration	DGRI Overhead	Office Security System 08/2018-10/2018	18.14
10/16/2018	Engineered Protection Sys Inc	District-Wide - Administration	DGRI Overhead	Office Security System 11/2018-01/2019	18.14
11/25/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 10/24/2018	17.66
10/30/2018	Gordon Water Systems	District-Wide - Administration	Supplies, Equipment, etc.	Water Cooler Lease 09/18-10/18	14.95
10/30/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 10/04/2018	14.10
11/14/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 11/02/2018	13.88
9/12/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office Supplies 8/24/18	13.83
7/24/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 07/2018	13.31
12/12/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services: System Engineer 11/19/2018	13.21
9/20/2018	Fifth Third Bank P-card 08/18	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 09/2018	13.05
8/30/2018	Gordon Water Systems	District-Wide - Administration	Supplies, Equipment, etc.	Water Cooler Lease 07/18-08/18	12.81
8/19/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 08/2018	12.41
8/19/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 08/2018	12.24
10/9/2018	Fifth Third Bank P-card 09/18	District-Wide - Administration	DGRI Overhead	Michigan Department of Licensing Affairs	11.74
11/29/2018	Gordon Water Systems	District-Wide - Administration	Supplies, Equipment, etc.	Water Cooler Lease 10/18-11/18	11.16
11/29/2018	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 11/2018	8.92
8/30/2018	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 09/2018	8.76
8/6/2018	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 07/2018	8.61
12/6/2018	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 05/28/2018	8.46
12/6/2018	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 06/25/2018	8.46
12/6/2018	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 03/05/2018	8.31
11/8/2018	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 10/2018	8.30
10/2/2018	Gordon Water Systems	District-Wide - Administration	Supplies, Equipment, etc.	Water Cooler Lease 08/18-09/18	6.90
12/17/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 12/2018	5.97
7/24/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 07/2018	5.87
10/23/2018	Max VanderForest	District-Wide - Administration	Supplies, Equipment, etc.	Paper supplies for DGRI Annual Report 10/18	4.10
9/12/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 08/16/2018	4.07
8/19/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 08/2018	3.13
8/6/2018	Staples Contract & Commercial Inc.	District-Wide - Administration	Supplies, Equipment, etc.	Office supplies 07/2018	2.58
7/24/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 07/2018	2.35
8/6/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 08/2018	2.35
8/30/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 09/2018	2.35
10/2/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 10/2018	2.35
10/30/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 11/2018	2.35
12/11/2018	Fifth Third Bank P-card 11/18	District-Wide - Administration	Supplies, Equipment, etc.	Office Supplies	1.90

EXPENDITURES FROM JULY 1, 2018 THROUGH DECEMBER 31, 2018 \$ 407,193.24

MEMORANDUM

DOWNTOWN
IMPROVEMENT
DISTRICT



DID

DATE: March 1, 2019

TO: Downtown Improvement District

FROM: Tim Kelly
DGRI President & CEO

Agenda Item #6
March 5, 2019
DID Meeting

SUBJECT: Downtown Improvement District Capital Project Updates

As part of the FY2019 budget the Downtown Improvement District Board (Board) approved \$100,000 for the implementation of new capital projects and the purchase of new equipment and services.

At the October 1, 2018 meeting, the Board discussed a variety of projects, and authorized expenditures to complete plantings at Monroe Center, in the Fulton Street medians and to enhance the area around Senator Vandenberg's statue. In addition, the Board authorized the placement of additional refuse containers. The total amount authorized for those items was \$41,896.

In addition to approved funding, the Board also discussed the purchase of a new truck with a lift to be utilized by the Ambassadors and Clean Team, and the hiring of a Special Projects Ambassador to supplement the ongoing work. Below is additional information on those items.

1. Truck Purchase

Per the direction of the Board, staff has worked to identify purchasing and ownership options for a new truck. Those options are outlined below and will be evaluated in more detail with the Board at the March 5, 2019 meeting, with a request for a recommendation on the most appropriate manner to move forward.

- Block by Block Purchase
 - Owned by BBB, but sold to City for fair market value if/when contract ends (amortized over 3 years)
 - Per contract, includes an 8 percent financing fee
 - Additional costs for insurance
 - Maintenance and fuel billed as incurred
- City of Grand Rapids Purchase
 - Procured and managed through Fleet and Facilities Management



- DID would pay full amount up front (no financing fee)
- Annual fees for maintenance and fuel would be billed as incurred

2. **The hiring of one (1) full time Special Projects Ambassador**

At the October 2018 meeting the Board determined to table this item until the contract with Block by Block was up for reauthorization, at which time an additional Ambassador could be negotiated as part of the overall contract fee. Following that discussion, it was discovered that the existing banked hours (i.e. services paid for but not yet provided) amounted to \$27,889. In light of this, a Special Projects Ambassador can be added for the remainder of the fiscal year without additional funding required. The inclusion of this position full time will then be discussed as part of the renewed contract that would begin July 1, 2019.



DOWNTOWN
GRAND RAPIDS INC.

Downtown Grand Rapids Ambassador 2018 Annual Report



Program Overview

2018 was a year of change! New events and temporary improvements provided chances for hospitality engagement. New construction and fenced off sidewalks meant no two days were the same for our clean team. Newly constructed planter beds & temporary planters at Movies on Monroe kept our horticulture team busy. 2018 saw a change in the way we collected our data and utilized the SMARTSystem app - we streamlined similar items to make it easier for Ambassadors to navigate and we found new ways to show our impact. Melvin Eledge was promoted to Project Manager with Block by Block and Rebecca Krenz took over the operations of the Downtown Grand Rapids Ambassador Program. We overcame struggles, stayed on a steady path and improved the program and downtown at every opportunity. For 2019, our team eagerly anticipates new challenges, prospects for growth, ongoing collaboration and joyful determination in the ever changing landscape of the Cool City, Grand Rapids.

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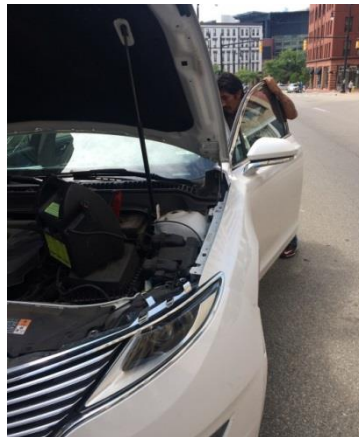
Hospitality & Engagement

2018 saw a change in the way we collect our data. We streamlined items that were similar to make it easier for Ambassadors to navigate our SMARTSystem app. 2018 was a year of change. New events and temporary improvements kept our hospitality team busy.

We participated in several events in 2018 including; *World of Winter*, *Art Prize*, *Light Up Downtown*, *Movies on Monroe*, *Relax at Rosa*, *Amway Family Fireworks*, *ADA Celebration*, *GVSU Welcome Week*, *National Night Out in Heartside*, and supported multiple cleanup events. We also participated in conversations regarding the Heartside Quality of Life Study spearheaded by the city as well as members and stakeholders of



Ellen provides first aid to a pedestrian.

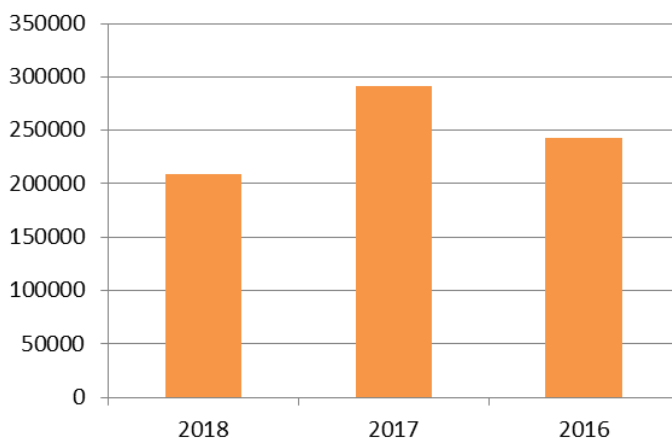


An Ambassador saves someone's day by providing a jump-start. Ambassadors are also trained in changing tires!



Marcia dubs a Jr. Ambassador during Relax at Rosa. Giving out a Jr Ambassador sticker provides an opportunity for us to engage families and make a child's day.

Total Hospitality & Engagement



Grace pictured with Becky Currier Wheeler, Ms Michigan 2018 at the ADA Celebration

Beautification



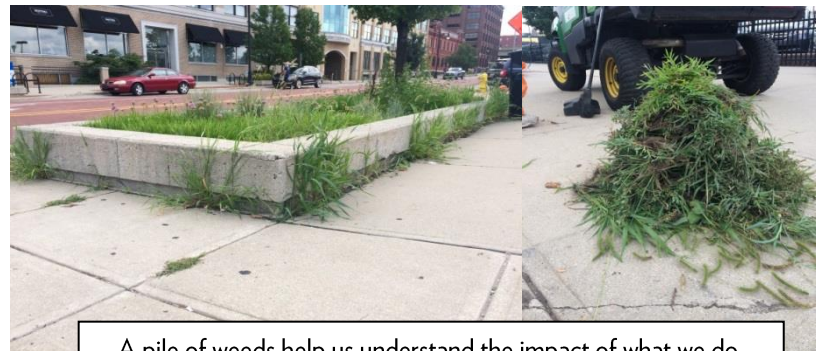
Newly promoted Clean Team Leader Evangeline learns how to maneuver the All-Terrain Litter Vacuum, or the "Seuss Machine" as we call it.

Fluctuations in weather threw us for a loop this year! Thaws in February allowed for an early spring cleanup. Sunny days in March jump started our peak season. Droughts in the summer kept our horticulture team filling up their water tanks and clearing weeds. A late leaf fall followed by heavy snow fall and a thaw made for mucky curb lines and heavy wet leaves. A dry and warm winter has meant less snow removal permitting us to continue removing leaves and weeds in the middle of winter! The team rolled with the punches and more than doubled our beautification statistics from 2017.

Due to the increase of trashcans in our downtown we removed over 6,000 more trash bags than in 2017. The addition of cigarette urns may have contributed to the 6% increase in cigarette butt recycling from the previous year.

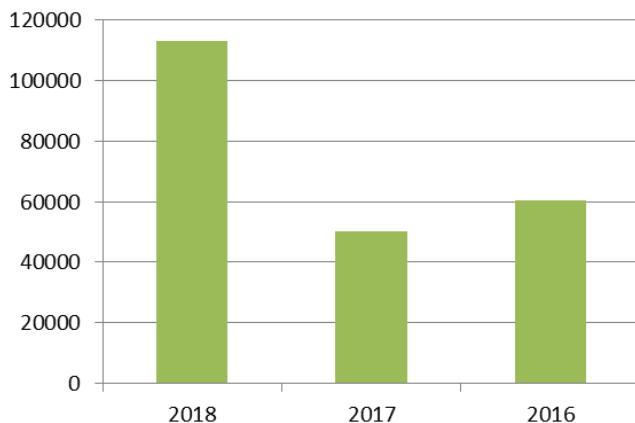


The pressure washing team gives new life to sidewalks.



A pile of weeds help us understand the impact of what we do.

Total Beautification Activity



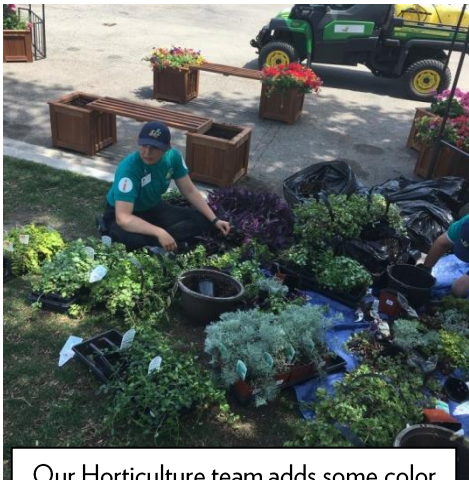
Melvin standing with 20 boxes of cigarette butts ready to go to Terracycle. Since its inception in 2016, the Grand Rapids cigarette recycling program has recycled 934,888 units (individual butts) or the equivalent of waste from almost 47,000 packs of cigarettes!

Horticulture

Micandy Gardens continues to beautify downtown. They jumped at new opportunities to plant annuals in parklets, hanging wall baskets, pallets and even recycled tire planters. They contributed to the aesthetics of Kick it at Calder and at Movies on Monroe. Their excitement for creating an urban landscape is inspiring. We have cultivated a positive working relationship and they love the feedback they receive from employees & residents of downtown.



Ellen completed her 3rd season as a Horticulture Specialist with the Ambassador program. Her expertise and knowledge has made her an integral part of our team.



Our Horticulture team adds some color to 555 Monroe where the Movies on Monroe was hosted in 2018.



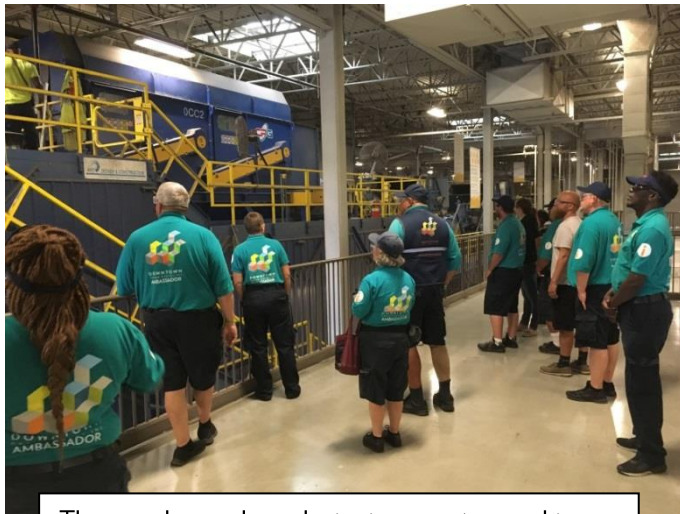
Heat, drought & heavy rains created the perfect environment for weeds to take over. The team pulled over 37,000 weeds this year, triple the amount pulled in 2017!



Special Projects & Initiatives

Our recycling pilot launched along Monroe Center on June 26th. The 1 year pilot will help us understand how people recycle downtown. Bright stickers aligning with Kent County's SORT program draw attention to the 18 bins that are attached to existing trash cans. Pictures and descriptions of what is recyclable help guide pedestrians.

To prepare the team for this initiative we took a field trip to tour the Recycling Education Center to better understand the complexities of recycling.



The team learns about the intricate sorting machinery



Rebecca & Ellen install a recycling bin along Monroe Center



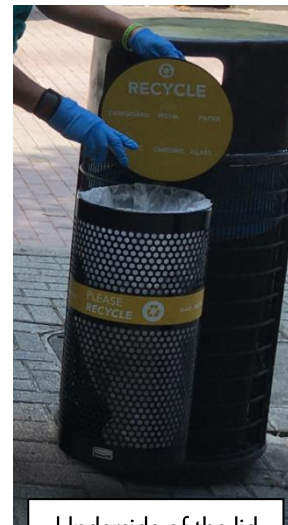
Stickering the new recycling bins



Funnel with symbols



Lid with recycling symbol



Underside of the lid with descriptions

Special Projects & Initiatives



180 pieces of seating, cushions, tables and footrests arrive at our building

The Ambassadors were heavily involved with installing and maintaining the Calder Plaza temporary improvements. Living room style outdoor seating, umbrellas, hammocks, & outdoor games were open to the public daily.



An almost completed "living room" style pod.



Taking lunch in the shade of a giant umbrella.



Seating near the food trucks provides a place to enjoy outdoor dining.



Ellen sets up ping pong.



Special Projects & Initiatives

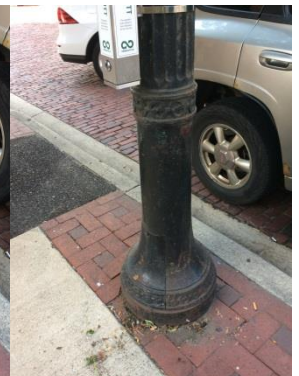


The ambassador team was tasked with clearing the way for the ArtPrize mural, Anishinaabek, to be painted beneath the Pearl St. bridge on the Riverwalk. Among the debris we removed 8 bags of trash, an oscillating fan, a tube TV, a headboard, 1 folding chair, 1 snow shovel, and several pounds of untouched food.

The summer brought an uptick in graffiti vandalism downtown. The Ambassadors worked with different entities, including businesses, to remove some of this graffiti.



On 8/13/2018, the Ambassadors found graffiti tags in several areas along Monroe Center & Ionia. We worked to remove over 1 dozen of these tags and reported them to the police.



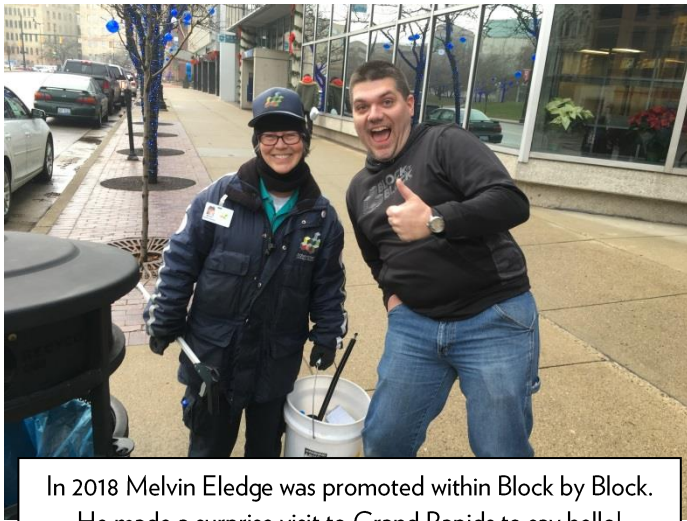
Highlights



The Ambassador program received Employer of the Year in 2018 for our work with InterAct. InterAct is an organization that helps people with barriers to employment find meaningful and long-term employment opportunities.



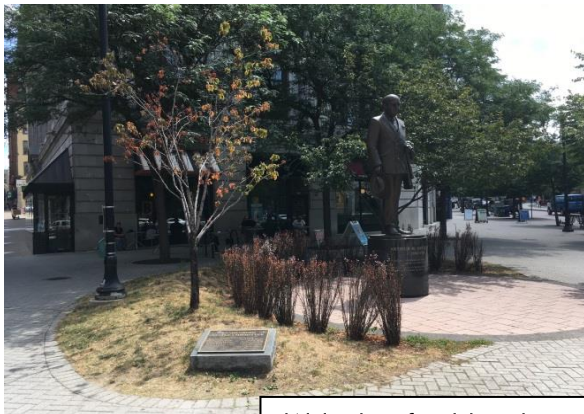
Rick uses a new weed snatcher to safely & easily remove weeds from sidewalk cracks.



In 2018 Melvin Eledge was promoted within Block by Block. He made a surprise visit to Grand Rapids to say hello!



It's a dirty job, but somebody's gotta do it! Evangeline pressure washes trash can liners to keep them fresh and in great shape.



With a bit of mulch and some tall grasses, we were able to spruce up the area around Senator Author Vandenberg.



Highlights



Grace & Marcia rock the table at the Amway Family Fireworks



Jonah takes time to help children write letters to Santa at the Light Up Downtown event.



Rob assists in installing giant red "alley-gators" alongside the Van Andel Arena



Have you ever considered what goes into keeping trashcans beautiful? Ellen sweeps cobwebs, leaves and other debris from Monroe Center trash cans.

Jared takes a break from installing infrastructure to provide directions to a downtown visitor.



Martel of SpokeFolks provided general maintenance and repair training to the Ambassadors. He was able to focus on the tools we could utilize at the 5 DGRI owned bike stations downtown.



Highlights

Grace has perfected the art of tying trash bags, a task that requires patience & precision!



A selfie day competition sparked enthusiasm in the team when they were challenged to take a selfie while they remove graffiti.



Winter creates new challenges for the spring. Snow plows deposit a large amount of gravel and silt on the sidewalks. The Ambassadors armed with shovels and buckets clear up the sidewalks for safe passage.



Marcia passes out candy canes from a stocking during the holidays



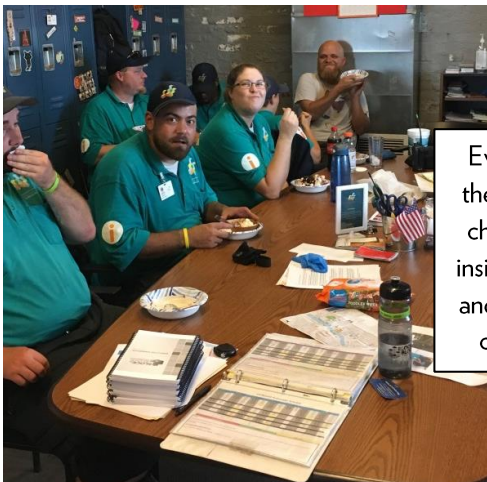
Talina poses with Mr & Mrs Claus at the annual Light Up Downtown event.

The Team



The Grand Rapids Ambassador Team started a “props box” as a way to recognize our co-workers for their hard work & model Ambassador behavior. In January Block by Block made this a Best Practice and rolled out the “fishbowl” nationwide.

Treat employees like they make a difference & they will. – Jim Goodnight



Every summer the team gets a chance to step inside to cool off and enjoy an ice cream social



In June we were awarded money to purchase healthy food options for the team. Making healthy choices was the theme of the summer.



A scavenger hunt provided an opportunity for team building. The Ambassadors had to utilize the SMARTSystem to make reports, input statistics and create maintenance requests. Marcia and Daniel are pictured here pointing out a missing brick.

Each day learn something new, and just as important, relearn something old.

– Robert Breault

Ellen shows ambassadors how to use equipment during our annual “Back to Basics” training.



To celebrate the end of the season, the Ambassadors headed to Craig’s Cruiser to play laser tag, race go karts and enjoy each other’s company.

Statistics Overview

Total Annual Activity		2018	2017	2016
Equipment Usage	ATLV Hours	52	186.25	267
	Bicycle (miles)	59	652.2	460.3
	Segway (Hours)	329	438	82.25
	Small Equipment (Hours)	136	278	365
	Total Equipment Usage	576	1554.45	1174.55
Beautification	Biohazard Clean Up	2,587	4,800	NA
	Biohazard - Human	364	NA	NA
	Infrastructure Management	14,403	NA	NA
	Graffiti - Removed	2,102	3,323	6,915
	Planters Watered	6,173	4,533	18,042
	Power Washing (block faces)	505	276	226
	Snow Removal	9,850	9,653	11,419
	Special Projects - Other	17,647	NA	NA
	Trash (Bags collected)	21,768	15,616	12,503
	Weed Abatement	37,803	12,043	11,477
	Cigarette Waste Recycled (Unit)	411,810	350,168	172,910
	Total Beautification Activity	113,202	50,244	60,582
Hospitality & Engagement	Business Contact	2,066	2,079	1,473
	Mobility Assist	620	1,456	2,487
	Observation - Fighting	569	939	221
	PA - Directions	4,918	11,890	13,846
	PA - Information	38,730	50,911	49,591
	PA - Other	151,226	205,882	154,340
	Panhandling - Aggressive	375	1,244	233
	Panhandling - Passive	868	1,686	429
	Request for Emergency Services	36	56	260
	Sidewalk Violation	5,483	8,875	5,002
	Social Services Assist	3,951	5,756	14,996
	Suspicious Package	25	18	44
	Suspicious Person	34	302	165
	Total Hospitality & Engagement Activity	208,901	291,094	243,087
Total Ambassador Activity		322,103	341,338	303,669

DID Reauthorization Timeline

The 2015 renewal process formally kicked off in January and was finalized in August 2015.

- Unexpected delays to clean up the roll.
- Public approval process took 5 months, with DID Board moving recommendation to CC in June 2015
- Current 5 year DID authorization ends June 30, 2020.

- January – March 2019

- Internal organization
- Develop/mail Ambassador/DID 2018 performance report
- Draft proposed work plan and community engagement strategy
- Identify/seal DID Renewal Steering Committee Members

- March – December 2019

- Steering Committee meets
- Survey, community conversations re: renewal
- Research and math re: costs, budget development, formula, etc

- January – June 2020

- Formal public consideration process
- DID recommends new multi-year necessity and FY 21 Budget
- City Commissions hearing, Board of Review, etc.
 - Key City dates:
 - January 2020 – CC sets February public hearing date
 - February 2020 – Public hearing (Notice distributed not less than 10 days prior)
 - March 2020 – CC considers Resolution of Necessity
 - April 2020 – Special Assessment roll available for public review
 - May 2020 – Public Hearing
 - June 2020 – Confirmation of Final DID Roll
 - July 2020 – Invoices mailed for new Roll

- July 1, 2020

- DID begins new authorization period