

# AGENDA

## DOWNTOWN IMPROVEMENT DISTRICT



# DID

### Board Members:

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

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Wednesday, April 16, 2018  
9:00 a.m Meeting  
29 Pearl Street, NW Suite #1

- |  |           |         |
|--|-----------|---------|
| 1. Call to order                                       |           |         |
| 2. Approve Meeting Minutes from December 19, 2017      | Motion    | Herr    |
| 3. Accept April 30, 2018 Financial Statements          | Motion    | Wallace |
| 4. Spring/Summer Planting Schedule & Clean Team Update | Info Item | Eledge  |
| 5. FY2018 Fund Balance Discussion                      | Motion    | Kelly   |
| 6. FY2019 Budget Presentation                          | Motion    | Kelly   |
| 7. DGRI President & CEO Report                         | Info Item | Kelly   |
| 8. Public Comment                                      |           |         |
| 9. Board Member Discussion                             |           |         |
| 10. Adjournment  |           |         |

**Meeting Minutes of the  
Downtown Improvement District Board  
Monday, December 19, 2017  
Downtown Grand Rapids Inc.  
29 Pearl St. NW**

Attendance: Mike Bishop, Eric DeLong, Mike Ellis, Kurt Hassberger, Bob Herr, Darren McKnight, Ciciley Moore, Tom Rothwell, Carlos Sanchez, Denny Sturtevant, Scott Weirda, Daniel Williams

Others Present: Tim Kelly, Murphy Ackerman, Melvin Eledge, Dick Wendt, Jana Wallace, Sarah VanderWerff, Annamarie Buller, Jennie Schumacher, Gabi Schumacher, Andy Guy, Charlie Stevens

Absent: Mary Swanson, Pat Waring

Call to Order The meeting was called to order at 3:07pm by Chair Bob Herr

Approve meeting minutes from May 15, 2017

*Motion: Scott Wierda, supported by Daniel Williams, moved to approve the May 15, 2017 meeting minutes as presented. Motion carried unanimously.*

Accept June 30, 2017 Financial Statements

Ms. Wallace explained that there are two sets of financials to be approved. Ms. Wallace gave an overview of the previous fiscal year end statements. Ms. Wallace noted that there are still unpaid voluntary payments and those will likely remain unpaid. Ms. Wallace provided the Board with a list of receivables as of October 31<sup>st</sup>. Mr. Sturtevant asked how property owners are notified when their property is lienied. Ms. Wallace said she would look into the process with the City. Ms. Wallace said there is a new internal auditor at the City and it has made this information more readily available. Ms. Wallace said Mr. Larson previous ensured that there were large reserves to account for the uncollectable account because most of the unpaid will remain unpaid. Ms. Wallace noted that the snowmelt systems can be difficult to budget for due to the age of the systems as well as the unpredictable weather. Mr. Sturtevant asked if after a business pays for the snowmelt, if the money isn't used in the fiscal year, are they reimbursed. Mr. Kelly said not currently, and this will be addressed in an upcoming agenda item. Mr. Wierda asked if there appeared to be anything out of the ordinary with the statements. Ms. Wallace said no, and that the DID audit is a part of the City's audit, so it has all be reviewed internally. Mr. Sturtevant asked if the A87 costs refer to City staff costs. Ms. Wallace said yes. Mr. DeLong said this includes costs such as the comptroller and treasurer, and the costs are determined by a third-party accountant.

*Motion: Tom Rothwell, supported by Darren McKnight, moved to approve Statement C: Schedule of Expenditures: April 1- June 30, 2017 as recommended. Motion carried unanimously.*

Accept Interim Financial Statements as of October 31, 2017

*Motion: Tom Rothwell, supported by Darren McKnight, moved to approve Statement C: Schedule of Expenditures: July 1- October 30, 2018 as recommended. Motion carried unanimously.*

Summer/Fall Planting & Clean Team Update

Mr. Eledge gave an overview of the updated statistics for the Downtown Ambassador and Clean teams. Mr. Eledge highlighted the change in vendors for the plantings downtown as well as the additional planters throughout downtown. Mr. DeLong thanked Mr. Eledge and his team for their responsiveness to needs such as dog bag stations. Mr. Eledge shared various upcoming initiatives such as; deploying recycling infrastructure on Monroe center, expanding the cigarette butt collection program, as well as working with Spoke Folks to ensure that the team is trained in basic bicycle repair. Mr. Williams asked how many team members there are and what the turnover rate is. Mr. Eledge said there is an increase in turnover in the winter months as the job is almost exclusively outdoors, but there remains a stable core team that has been with the team for year. Mr. Eledge said he would be happy to provide more in depth statistics at the next DID meeting. Mr. Williams said because these people are engaging the community on a daily basis, he would like to ensure that it is a diverse group of people.

Legislative Update

Mr. Guy said the organization has been increasingly involved in policy issues that affect downtown. Mr. Guy said because the DID enabling statute was adopted in the 1960's it does not account for the current climate and many items are outdated. Mr. Guy said because there were not many downtown residents at that time, owner occupied residential property was exempted from the statute that provides revenues to the DID. Mr. Guy said along with DGRI's lobbyist group and legal counsel, there is an effort to bring a more fair and equitable way to distribute these costs. There is currently a bill drafted that is a starting point of conversation with law makers. Mr. Guy said it is important to point out that any law adopted at the state level does not necessarily affect us locally. It only allows us to then make updates to our local policies. Mr. Guy said the organization will continue to work to understand the needs of downtown residents before making any changes to the policy. Mr. Sturtevant asked if there is a specific bill that has been introduced. Mr. Guy said there has been a bill drafted by Representative Afendoulis. Mr. Guy said he would continue to keep this group informed as the bill moves to next stages.

Committee Formation

Mr. Herr said himself and Mr. Kelly are looking to create a committee comprised of members of this Board to begin addressing items such as snowmelt, the current fund balance, and minority and women owned businesses. Mr. Kelly said he would also like to ensure that there is a DID assessment payer included in each of these conversations. Mr. Kelly said he would follow up with Board members to gauge interest and begin scheduling meetings.

DGRI President & CEO Report

DDA (11/8/17)

- Approved funding for Laugh Fest 2018
- Consented to an Industrial Facility Tax Exemption for Swift Printing
- Received a presentation on the Rose Center recommendations

DID (5/15/17)

- Approved and recommended FY18 Budget
- Received update on spring plantings
- Received a report and overview on pedestrian counter data

MNTIFA (11/2/17)

- Approved funding for Streetscape Guidelines Project
- Approved financial support for GRWW

DGRI (11/8/17)

- Approved amendments to bylaws recognizing new Alliance structure
- Received an update on corporate recruitment activity / economic development gaps

Alliances:

- Goal 1 Alliance: Jan 17, 10:00 AM
  - Engagement Focus: River Train Design Guidelines
- Goal 2 Alliance: Jan 16, 3:30 PM
  - Engagement Focus: Residential Outreach Survey Design
- Goal 3 Alliance: Jan 22, 3:30 PM
  - Engagement Focus: Bike Share Feasibility
- Goal 4 Alliance: Jan 31, 3:30 PM
  - Engagement Focus: MWBE Recruitment RFP
- Goal 5 Alliance: Jan 18, 3:30 PM
  - Engagement Focus: Winter Programming / Outdoor Fitness Equipment

DGRI Staff Highlights

Events / Marketing / Communications / Engagement

- Collaborated on Oct 28<sup>th</sup> Event celebrating APA Award for RPC
- Hosted Grand Action Appreciation Reception Nov 20 in collaboration with Chamber, CAA, Experience GR, and The Right Place
- Produced Light Up Downtown – Dec 1
- Coordinating install of sports-oriented ice rink at Heartside Park for Winter 2018
- Planning Women + City Building 2018 – Mar 21, 2018, 11:30 AM – 1:00 PM
- Planning World of Winter (WoW) Activities: Feb 9, 2018 – Feb 16, 2018

#### Planning / Development / Infrastructure

- Collaborating with City of GR to install public restrooms in parking ramps
- Partnered with The Right Place, City of GR, MDOT, MEDC, and GRR on AHQ2 Proposal
- Collaborating with Frey Foundation on development of maintenance sustainability plan for RPC
- Lyon Square DD process ongoing – finalizing scope for in-river designs to be submitted with HCP – to DDA for funding Nov 8
- Calder Plaza – presented to City Commissioners, CoGR, Kent County on potential Pavilion plans & construction leading up to 50<sup>th</sup> anniversary of La Grande Vitesse. Drafted Pavilion design RFQ for review by City & County.
- Planning pedestrian safety improvements at several key intersections & crossings
  - Michigan / Bridge Street Trail Crossings
  - Pilot Protected bike lane – Division Ave (Leonard to Fountain)
- Daniel Rose Fellowship:
  - Hosted Grand Rapids Study Visit Mar 20-23 for Daniel Rose Fellowship.
  - Project page available on the website. Follow-up engagement opportunity currently underway.
  - KL attended Anchorage Study Visit Apr 3-7
  - Fellowship Team presented a mid-year fellowship in Seattle Tuesday, May 2<sup>nd</sup>
  - Held 2<sup>nd</sup> Study Visit to Grand Rapids – September 18/19 – 60 attendees
  - Presented recommendations to Rose Center 10/26 in LA
  - Final Presentation to City Commission: November 14<sup>th</sup>
- Received Pinnacle Award for Leadership from International Downtown Association for Equity-Driven Growth Agenda in GR Forward
- Finalizing transition plan with Board leadership / Interim President & CEO
- Streetspace Guidelines process and engagement underway.

#### Advocacy

- Senator Horn has re-introduced TIF Reform bill (SB 393), Afendoulis introduced Fee Fairness Act (HB5325)
- Participating in a Grand River Briefing for the West Michigan Legislative Delegation on January 22, 2018.
- Transformational Brownfield (MIThrive)– Collaborating with The Right Place & CoGR on potential applications for use of tool

#### Public Comment

None

#### Board Member Discussion

Mr. Herr noted that there are currently vacant positions on the Board and encouraged members to forward him the contacts of anyone that may be interested in joining.

#### Adjournment

Downtown Improvement District  
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The meeting adjourned at 4:23pm

Minutes taken by:  
Murphy Ackerman  
Office Manager  
Downtown Grand Rapids Inc.  
(616) 719-4610

# MEMORANDUM

CITY OF GRAND RAPIDS

**Agenda Item 3.  
May 16, 2018  
DID Meeting**

DATE: May 7, 2018

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 April 30, 2018**

Attached are the DID's interim financial statements for the first ten months of the fiscal year ending June 30, 2018. These statements include the following:

Statement A: Balance Sheet  
Statement B: Statement of FY2018 Revenues and Expenditures  
Statement C: Schedule of Expenditures: January 1 through April 30, 2018

In April, the DID received \$135,038.87 from the City of Grand Rapids and from the DDA for their properties located within the District-Wide boundaries as well as within the Monroe Center Snowmelt and Campau Promenade Snowmelt Districts.

Snowmelt system expenditures through April 30 were much higher than budgeted for the Campau Promenade District. On April 24, the Grand Rapids City Commission approved a \$20,000 budget amendment which increased the Campau Promenade District's FY2018 appropriation authority to \$70,000.

With the exception of the Monument Park District, the DID has sufficient cash to pay budgeted expenditures.

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

Attachments

## STATEMENT A

### GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

#### Balance Sheet as of April 30, 2018

	As of 04/30/2017	As of 04/30/2018
<b>ASSETS</b>		
Pooled Cash & Investments - District-Wide	\$ 693,824	\$ 717,024
Pooled Cash & Investments - Campau Promenade	61,179	47,244
Pooled Cash & Investments - Monroe Center	261,794	379,686
Pooled Cash & Investments - Monument Park	(10,704)	(13,788)
Assessments Receivable - District-Wide	149,868	132,199 <sup>1</sup>
Assessments Receivable - Campau Promenade	40	50 <sup>1</sup>
Assessments Receivable - Monroe Center	25,436	163 <sup>1</sup>
Assessments Receivable - Monument Park	17,887	10,697 <sup>1</sup>
<b>TOTAL ASSETS</b>	<b>\$ 1,199,324</b>	<b>\$ 1,273,275</b>
<b>LIABILITIES AND FUND EQUITY</b>		
<b>Liabilities</b>		
Accounts Payable - All Districts	\$ -	\$ 710
Deferred Receivables Revenue - All Districts	193,231	143,109
<b>TOTAL LIABILITIES</b>	<b>\$ 193,231</b>	<b>\$ 143,819</b>
Reserve for Encumbrances	\$ 66,790	\$ 1,325
Unrestricted Reserve - District-Wide	627,469	714,989
Unrestricted Reserve - Campau Promenade	61,179	47,244
Unrestricted Reserve - Monroe Center	261,359	379,686
Unrestricted Reserve - Monument Park	(10,704)	(13,788)
<b>TOTAL FUND EQUITY</b>	<b>\$ 1,006,093</b>	<b>\$ 1,129,456</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 1,199,324</b>	<b>\$ 1,273,275</b>

Note 1: Includes only FY2018 Special Assessments and Voluntary Services Contributions.



## STATEMENT B

### GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

#### FY2018 Statement of Revenues and Expenditures

July 1, 2017 - April 30, 2018

	FY2018	
REVENUES	Budget	Actual
Assessments - District-Wide	\$ 826,773 <sup>1</sup>	\$ 871,005
Assessments - Campau Promenade Snowmelt	40,000 <sup>1</sup>	44,049
Assessments - Monroe Center Snowmelt	154,500 <sup>1</sup>	145,429
Assessments - Monument Park Snowmelt	15,750 <sup>1</sup>	5,841
Earnings on Investments - District-Wide	-	11,938
Earnings on Investments - Campau Promenade	-	955
Earnings on Investments - Monroe Center	-	4,381
Grant - Cigarette Butt Recycling Urns - Final Payment	-	1,000
From / (To) Fund Balance	30,000	-
<b>TOTAL REVENUES</b>	<b>\$ 1,067,023</b>	<b>\$ 1,084,598</b>
<b>EXPENDITURES</b>		
<b>DISTRICT-WIDE SERVICES</b>		
<b>Maintenance and beautification</b>		
Professional Services - Block by Block Clean Team	\$ 365,000	\$ 388,285
Irrigation - Repairs & Water	3,500	5,765
Other Landscaping and Beautification	120,000	32,760
Personnel - Wages and Benefits	30,000	8,997
<b>Sub-Total</b>	<b>\$ 518,500</b>	<b>\$ 435,807</b>
<b>Marketing and communications</b>		
Advertising and Promotions	7,275	-
Personnel - Wages and Benefits	70,000	21,498
Supplies, Printing, Postage, Performers, Storage, etc.	6,500	963
Website Services	3,500	-
<b>Sub-Total</b>	<b>\$ 87,275</b>	<b>\$ 22,461</b>
<b>Administration</b>		
Professional Services - Legal / Human Resources / Tech	7,000	10,429
Overhead Share - Rent, Insurance, Phones, Cleaning, etc	23,500	26,266
Personnel - Wages and Benefits	40,000	32,617
Supplies, Office Equipment, etc	8,500	4,037
<b>Sub-Total</b>	<b>\$ 79,000</b>	<b>\$ 73,349</b>
<b>Public Safety - Ambassador Program</b>	<b>100,000</b>	<b>98,043</b>
<b>Contingency / Special Projects</b>	<b>1,476</b>	<b>-</b>
<b>City A-87 Costs</b>	<b>40,522</b>	<b>33,768</b>
<b>TOTAL EXPENDITURES - DISTRICT-WIDE SERVICES</b>	<b>\$ 826,773</b>	<b>\$ 663,428</b>
<b>SNOWMELT SYSTEM OPERATIONS</b>		
CAMPAU PROMENADE DISTRICT	70,000	53,094
MONROE CENTER DISTRICT	154,500	47,977
MONUMENT PARK DISTRICT	15,750	8,220
<b>TOTAL EXPENDITURES - ALL DISTRICTS</b>	<b>\$ 1,067,023</b>	<b>\$ 772,719</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 311,879</b>

Special & Voluntary Assessments as of 04/30/2018	Budgeted <sup>1</sup>	Invoiced	Received	Receivable
District-Wide	\$ 826,773	\$ 1,003,204	\$ 871,005	\$ 132,199
Campau Promenade Snowmelt Operations	40,000	44,099	44,049	50
Monroe Center Snowmelt Operations	154,500	145,592	145,429	163
Monument Park Snowmelt Operations	15,750	16,538	5,841	10,697
<b>TOTAL</b>	<b>\$ 1,037,023</b>	<b>\$ 1,209,433</b>	<b>\$ 1,066,324</b>	<b>\$ 143,109</b>

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

# STATEMENT C

## GRAND RAPIDS, MICHIGAN DOWNTOWN IMPROVEMENT DISTRICT Schedule of Expenditures January 1 - April 30, 2018

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
2/20/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Clean Team 01/2018	\$ 38,750.00
2/25/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Clean Team 12/2017	38,750.00
3/28/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Clean Team 02/2018	38,750.00
4/15/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Clean Team 03/2018	38,750.00
2/20/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Public Safety	Ambassadors	Downtown Ambassadors 01/2018	24,510.78
2/25/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Public Safety	Ambassadors	Downtown Ambassadors 12/2017	24,510.78
3/28/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Public Safety	Ambassadors	Downtown Ambassadors 02/2018	24,510.78
4/15/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Public Safety	Ambassadors	Downtown Ambassadors 03/2018	24,510.78
3/8/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam services - 3200000000 02/2018	8,870.97
1/31/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam services - 3200000000 01/2018	8,855.92
4/10/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam services - 4200000000 01/2018	8,853.59
1/29/2018	City Treasurer - Traffic Safety	Monroe Center District	Snowmelt Operations	Snowmelt Electric Usage July-December 2017	8,310.06
3/8/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam services - 4200000000 02/2018	7,808.66
1/9/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam services - 4200000000 12/2017	7,315.93
2/5/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	Natural gas - 9100 297 30421 01/2018	6,170.74
1/9/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam services - 3200000000 12/2017	6,054.78
4/10/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam services - 4200000000 03/2018	5,795.28
1/22/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam services - 3200000000 03/2018	5,326.75
3/9/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	Natural gas - 9100 297 30421 02/2018	4,940.00
1/1/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beaut	Clean Team supplies: Fall Plantings 2017	4,505.00
2/12/2018	Consumers Energy 1	Monument Park District	Snowmelt Operations	Electricity - 1000 6880 7039 01/2018	4,127.23
1/10/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87 - Pmt 7 of 12	3,377.00
2/5/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87 - Pmt 8 of 12	3,377.00
3/15/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87 - Pmt 9 of 12	3,377.00
4/12/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87 - Pmt 10 of 12	3,377.00
1/22/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beaut	Clean Team supplies: Winter Plantings 2017	3,268.98
1/8/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	Natural gas - 9100 297 30421 12/2017	2,919.99
1/10/2018	Priority Health	District-Wide - Administration	Personnel	Health Insurance Premium 01-3/2018	2,844.42
3/21/2018	Priority Health	District-Wide - Administration	Personnel	Health Insurance Premium 04-6/2018	2,568.01
3/9/2018	Consumers Energy 1	Monument Park District	Snowmelt Operations	Electricity - 1000 6880 7039 02/2018	2,231.65
4/10/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	Natural gas - 9100 297 30421 03/2018	2,073.85
2/12/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	Electricity - 1000 1401 9077 01/2018	1,854.14
3/9/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	Electricity - 1000 1401 9077 02/2018	1,708.66
1/27/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 01/27/2018	1,601.05
4/10/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	Electricity - 1000 1401 9077 03/2018	1,594.35
1/10/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street 01/2018	1,387.93
2/12/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street 02/2018	1,387.93
3/28/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street 03/2018	1,387.93
4/16/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street 04/2018	1,387.93
1/8/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	Electricity - 1000 1401 9077 12/2017	1,188.63
4/10/2018	Yucko's inc	District-Wide - Maint & Beaut	Landscaping & Beaut	Dog waste receptacles bags	843.00
1/10/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Transition Matters	826.63
4/16/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 03/2018	665.71
1/8/2018	Consumers Energy 1	Monument Park District	Snowmelt Operations	Electricity - 1000 6880 7039 12/2017	611.65
3/24/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 03/24/2018	582.22
4/17/2018	Selective Ins Comp of America	District-Wide - Administration	DGRI Overhead	General Liability Insurance 2018	541.89
1/2/2018	International Downtown Assn	District-Wide - Administration	DGRI Overhead	IDA Nonprofit Membership 01/2018-12/2018	501.00
4/10/2018	TGG, Inc.	District-Wide - Administration	Personnel	Life Insurance Premium 04-06/2018	445.49
1/1/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 11/2017	445.46
3/10/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 03/10/2018	400.23
1/10/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Misc. DGRI matters	396.09
4/12/2018	Consumers Energy 1	Monument Park District	Snowmelt Operations	Electricity - 1000 6880 7039 03/2018	395.91
1/2/2018	Evergreen Undergrd Sprinkling Co	District-Wide - Maint & Beaut	Irrigation	Sprinkler system winterized Monroe Ctr 11/17	336.00
2/20/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 1/2018	239.24
1/8/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	331 Winter NW - water/sewer 12/17	220.71
1/13/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 01/13/2018	218.33
2/5/2018	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beaut	Electricity - 1030 2027 1245 01/2018	211.29
4/18/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Transition 02/18	210.35
4/18/2018	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beaut	Natural gas - 9100 258 89908 03/2018	202.14
1/1/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 01/18	195.70
1/29/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 02/18	195.70
4/30/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 12/2017	193.50
1/10/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 04/07/2018	181.94
4/7/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 04/21/2018	181.94
4/21/2018	TGG, Inc.	District-Wide - Administration	Personnel	Life & S/T & L/T disability insurance - 05/2018	181.42
4/30/2018	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beaut	Natural gas - 9100 258 89908 01/2018	168.71

continued on the next page

**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**January 1 - April 30, 2018**

**Page 2**

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
					<i>continued from prior page</i>
1/26/2018	Blue Cross Blue Shield of Mich	District-Wide - Administration	Personnel	Dental Insurance Premium 04/2018-06/2018	\$ 148.85
4/30/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Transition 02/18	147.00
4/18/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Misc. Matters 02/18	146.99
4/18/2018	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beaut	Natural gas - 9100 258 89908 02/2018	143.98
2/23/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 12/2017	141.68
2/1/2018	Evergreen Undergrd Sprinkling Co	District-Wide - Maint & Beaut	Irrigation	Sprinkler System Winterized 185 Oakes 11/17	132.50
1/22/2018	Evergreen Undergrd Sprinkling Co	District-Wide - Maint & Beaut	Irrigation	Sprinkler System Winterized 3 Market 11/17	132.50
1/2/2018	Evergreen Undergrd Sprinkling Co	District-Wide - Maint & Beaut	Irrigation	Sprinkler System Winterized 221 Grandville 11/17	132.50
1/22/2018	Applied Imaging	District-Wide - Administration	DGRI Overhead	Copier 01/15-04/14/18; Overage 10/15/17-1/14/18	127.12
1/28/2018	Fifth Third Bank P-Card 03/18	District-Wide - Administration	DGRI Overhead	General Liability Insurance 03/218	125.44
	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 1/2018	123.84
2/25/2018	Blue Cross Blue Shield of Mich	District-Wide - Administration	Personnel	Dental Insurance Premium 04/2018-06/2018	120.92
4/16/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street Mezzanine 01/2018	117.42
1/10/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street Mezzanine 02/2018	117.42
2/11/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street Mezzanine 03/2018	117.42
3/28/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street Mezzanine 04/2018	117.42
4/16/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Cleaning Services 11/17	116.44
1/1/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Cleaning Services 12/17	116.44
1/10/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Cleaning Services 01/18	116.44
3/4/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Cleaning Services 02/18	116.44
3/28/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Cleaning Services 03/18	116.44
4/16/2018	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beaut	Electricity - 1030 2027 1245 02/2018	115.57
3/2/2018	Interphase Office Interiors, Inc.	District-Wide - Administration	Supplies / Equipment	Computer monitor arms	112.56
1/28/2018	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beaut	Electricity - 1030 2027 1245 03/2018	104.95
4/10/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Misc. Matters 02/18	102.72
4/18/2018	Grd Rapids Area Chamber of Comm	District-Wide - Administration	DGRI Overhead	Membership Dues 2018	97.85
1/1/2018	The Hartford	District-Wide - Administration	Personnel	Workers Compensation audit 11/2017	96.87
1/22/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	331 Winter NW - water/sewer 03/18	91.03
4/10/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	221 Grandville Ave SW planters irrigation 12/17	87.10
1/30/2018	Robbins Lock Shop Inc	District-Wide - Maint & Beaut	Professional Services	321 Winter NW building re-key	82.01
1/1/2018	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 12/2017	80.04
3/13/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Transition matters 12/2017	68.89
2/25/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal: Act 120 Legislative Amendment 12/17	66.00
2/25/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal: Act 120 Leg Amend 02/18	66.00
4/18/2018	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 1/2018	65.95
1/22/2018	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 3/2018	65.95
3/28/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 12/2017	64.69
1/28/2018	TDS Metrocom	District-Wide - Administration	DGRI Overhead	Phone Service 3/2018	59.27
4/17/2018	TDS Metrocom	District-Wide - Administration	DGRI Overhead	Phone Service 12/2017	59.26
1/22/2018	TDS Metrocom	District-Wide - Administration	DGRI Overhead	Phone Service 2/2018	59.17
4/10/2018	TDS Metrocom	District-Wide - Administration	DGRI Overhead	Phone Service 1/2018	58.32
2/25/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 1/2018	57.62
2/20/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 3/2018	54.89
4/30/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 1/2018	53.99
2/25/2018	MVP Sportsplex - GR, LLC	District-Wide - Administration	Personnel	Paid via Payroll Deductions 2/2018	53.82
2/20/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Utility Service: Electricity 2/2018	51.62
4/16/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services: Misc	50.79
3/1/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	3 Market Avenue SW planters irrigation 12/17	49.24
1/30/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services: Y Cornejo Microsoft office 1/18	46.59
2/20/2018	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 2/2018	45.51
4/10/2018	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 3/2018	45.46
4/17/2018	GreatAmerica Financial Services Corp	District-Wide - Administration	DGRI Overhead	Copier Lease 04/2018	45.30
4/30/2018	GreatAmerica Financial Svcs Corp	District-Wide - Administration	DGRI Overhead	Copier Lease 1/2018-2/2018	45.30
2/25/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT security services 11/17	43.84
1/1/2018	Local First West Michigan	District-Wide - Administration	DGRI Overhead	Local First membership renewal 2018	43.30
1/4/2018	Fifth Third Bank P-Card 12/17	District-Wide - Administration	Supplies / Equipment	Office Supplies (DID Portion)	41.84
1/17/2018	GreatAmerica Financial Svcs Corp	District-Wide - Administration	DGRI Overhead	Copier Lease 12/2017-1/2018	41.10
4/16/2018	GreatAmerica Financial Services Corp	District-Wide - Administration	DGRI Overhead	Copier Lease 03/2018	40.21
1/1/2018	GreatAmerica Financial Svcs Corp	District-Wide - Administration	DGRI Overhead	Copier Lease 11/2017-12/2017	40.21
4/16/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial Services: Window Cleaning 02/18	39.14
1/28/2018	Cellco Partnership dba Verizon	District-Wide - Administration	DGRI Overhead	Cell Phone Service 12/2017	38.11
4/30/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Landscaping & Beaut	Clean Team supplies: 03/18	37.08
2/19/2018	Creative Studio Promotions	District-Wide - Administration	Supplies / Equipment	Office supplies: Staff nametags	36.97
2/12/2018	Creative Studio Promotions	District-Wide - Administration	Supplies / Equipment	Office supplies: Staff nametags	36.24
4/10/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Misc. DGRI matters 1/18	34.45
1/28/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 01/18	33.03
1/30/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	185 Oakes Street SW planters irrigation 12/17	32.53
4/10/2018	Perrigo Printing Inc	District-Wide - Mktg & Comm	Supplies, etc	Marketing Supplies: DID info card	32.50

*continued on the next page*

**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**January 1 - April 30, 2018**

**Page 3**

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
					<i>continued from prior page</i>
2/20/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 1/2018	\$ 32.20
1/17/2018	Fifth Third Bank P-Card 12/17	District-Wide - Administration	Supplies / Equipment	DGRI Postage, UPS Shipping (DID Portion)	31.58
4/17/2018	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 04/07/2018-05/06/2018	31.28
4/18/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Event Supplies 02/18-04/18	31.19
1/10/2018	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 12/07/2017-01/06/2018	31.18
4/30/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	3 Market Avenue SW planters irrigation 04/18	30.69
3/15/2018	Fifth Third Bank P-Card 02/18	District-Wide - Administration	Supplies / Equipment	Office Supplies (DID Portion)	29.44
2/11/2018	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 02/07/2018-03/06/2018	29.32
3/21/2018	Comcast	District-Wide - Administration	DGRI Overhead	Internet at 29 Pearl St NW 03/07/2018-04/06/2018	29.32
2/20/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 2/2018	28.42
4/18/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Event Supplies 02/18-04/18	24.26
1/22/2018	Madcap Coffee Company	District-Wide - Administration	Supplies / Equipment	Meeting Supplies 12/2017	23.94
3/28/2018	Madcap Coffee Company	District-Wide - Administration	Supplies / Equipment	Meeting Supplies 3/2018	21.51
4/18/2018	Madcap Coffee Company	District-Wide - Administration	Supplies / Equipment	Meeting Supplies 4/2018	21.51
2/25/2018	Madcap Coffee Company	District-Wide - Administration	Supplies / Equipment	Meeting Supplies 2/2018	20.99
4/18/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Event Supplies 02/18-04/18	20.68
1/22/2018	Engineered Protection Systems Inc	District-Wide - Administration	DGRI Overhead	Office Security System 2/2018-4/2018	18.14
4/17/2018	Engineered Protection Systems Inc	District-Wide - Administration	DGRI Overhead	Office Security System 5/2018-7/2018	18.14
2/1/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 12/2017	15.96
2/1/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 11/2017	15.38
1/22/2018	Breck Graphic Inc dba Allega Printing	District-Wide - Administration	Supplies / Equipment	Business Cards: F. Valera 1/2018	14.31
4/30/2018	Gordon Water Systems	District-Wide - Administration	DGRI Overhead	Water Cooler Lease 04/18	14.21
2/1/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 12/2017	13.81
1/30/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	100 S Division Ave planters irrigation 12/17	13.52
4/10/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 2/2018	12.16
2/1/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 11/2017	11.57
3/1/2018	Gordon Water Systems	District-Wide - Administration	DGRI Overhead	Water Cooler Lease 1/9/18-12/10/2018	11.15
4/18/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Event Supplies 02/18-04/18	10.81
1/29/2018	Madcap Coffee Company	District-Wide - Administration	Supplies / Equipment	Meeting Supplies 1/2018	10.49
2/1/2018	City Treasurer - Mailroom	District-Wide - Administration	Supplies / Equipment	DGRI office supplies (DID portion)	10.45
2/1/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 11/2017	10.20
1/1/2018	Gordon Water Systems	District-Wide - Administration	DGRI Overhead	Water Cooler Lease 11/14/17-12/10/2017	8.95
2/20/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Meeting Supplies 1/2018	8.79
4/16/2018	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 4/2018	8.31
1/1/2018	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 12/2017	7.92
1/22/2018	Model Coveral Service Inc	District-Wide - Administration	DGRI Overhead	Floor Mat Rental 1/2018	7.92
2/20/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Event Supplies 1/2018	7.29
2/1/2018	State of Michigan	District-Wide - Administration	Personnel	Share of Unemployment Charges	6.43
1/28/2018	Gordon Water Systems	District-Wide - Administration	DGRI Overhead	Water Cooler Lease 12/12/17-1/10/2018	5.67
3/1/2018	Gordon Water Systems	District-Wide - Administration	DGRI Overhead	Water Cooler Lease 9/19/17-10/10/2017	5.67
4/18/2018	Fifth Third Bank P-Card 03/18	District-Wide - Administration	Supplies / Equipment	Office Supplies 03/2018	5.63
4/16/2018	Gordon Water Systems	District-Wide - Administration	DGRI Overhead	Water Cooler Lease 03/18	4.94
1/29/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network mnmt: Annual Domain Name Hosting 2018	4.89
2/1/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office Supplies 11/2017	4.38
4/18/2018	DTE Energy	District-Wide - Maint & Beaut	Landscaping & Beaut	Natural gas - 9100 258 89908 03/2018 Late chg	3.01
4/18/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Event Supplies 02/18-04/18	2.55
1/10/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 1/2018	2.35
1/28/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 2/2018	2.35
3/1/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 3/2018	2.35
4/16/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 4/2018	2.35
4/30/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Network Management 5/2018	2.35
2/20/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Event Supplies 1/2018	2.35
2/14/2018	Fifth Third Bank P-Card 01/18	District-Wide - Administration	Supplies / Equipment	DGRI Postage (DID Portion)	2.20
4/18/2018	Staples Contract and Commercial Inc.	District-Wide - Administration	Supplies / Equipment	Office/Event Supplies 02/18-04/18	2.05
2/1/2018	City Treasurer - Mailroom	District-Wide - Administration	Supplies / Equipment	DGRI office postage (DID portion)	0.77
<b>JANUARY 1 THROUGH APRIL 30, 2018 EXPENDITURES</b>					<b>\$ 398,878.79</b>

<b>Proposed Projects</b>	<b>Estimates</b>
Full-Time Ambassador (\$10.50)	\$ 26,042
Speical Project Ambassador (\$10.50)	\$ 15,525
Truck Lift	\$ 3,000
New Truck	\$ 30,000
Monroe Center Planters	\$ 28,387
New Trash Cans (15)	\$ 3,075
Fulton St Median Planter Islands	\$ 9,800
Vandenberg Statue Landscaping #3	\$ 9,301
Vandenberg Statue Landscaping #1	\$ 7,381

# MEMORANDUM

DOWNTOWN  
IMPROVEMENT  
DISTRICT



**DID**

DATE: May 14, 2018

TO: Downtown Improvement District

FROM: Tim Kelly, AICP  
President & CEO

SUBJECT: FY19 DID Budget

Agenda Item #6  
May 16, 2018  
DID Meeting

## Overview

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

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

## Revenues

For FY19, the total areawide assessments amount to \$1,041,863, with an additional \$227,578 to be assessed for the operation of the Monroe Center, Louis Campau and Monument Park snowmelt systems. As in years past, assessments for the snowmelt systems reflect average actual expenses incurred between FY12 – FY15, plus an annual escalation that plans for rising costs. These revenues were approved by the DID Board as a part of the DID re-authorization process and approved by City Commission in December, 2015.

Additionally, and to cover costs for proposed new projects, a fund balance transfer is recommended in the amount of \$62,525 for one-time capital expenditures, and a part-time special project Ambassador to assist in any additional maintenance needs. The remaining fund balance is \$249,854, or 22 percent of the total proposed FY19 expenditures.

Last, while the overall assessment is modestly increasing from prior years as approved in the re-



**DOWNTOWN**  
GRAND RAPIDS INC.

authorization, based on prior years collections of Class 2 (private, not-for-profit) and Class 3 (government) assessments, staff is forecasting \$150,000 in uncollected assessments, bringing total expected assessment revenue to \$1,109,441. Though many non-profits and government agencies do participate voluntarily, their assessments are not lienable, so the City Assessor has no ability to mandate payment. Combined with the fund balance transfer, **total revenue for FY19 is expected to be \$1,181,466.**

### Expenditures

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

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

### Next Steps

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

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

Proposed FY17 Downtown Improvement District Budget  
Approved FY16&17 VS. Proposed FY18  
July 1, 2017 to June 30, 2018

	FY 16 2015-16 Budget	FY 17 2016-17 Budget	FY 18 2017-18 Budget	FY18 2017-2018 Est. Acutals	FY19 2018-19 Budget
Revenue Budget					
Billed Areawide Assessments	879,000	945,000	992,250	871,005	1,041,863
Monroe Center Snowmelt Assessments	150,000	154,500	159,135	145,429	163,909
Louis Campau Snowmelt Assessments	40,000	42,000	44,100	44,049	46,305
Monument Park Snowmelt Assessments	15,000	15,750	16,538	5,841	17,364
Interest, Penalties, Grants	-	-	-	18,274	-
Downtown Alliance Sponsorships	-	-	-	-	-
DID - transfer from fund balance	-	-	10,000	30,000	62,025
Uncollectable Assessments	-	-	-	-	-
Class 2 (estimated)	(16,275)	(12,865)	(45,000)	(10,696)	(20,000)
Class 3 (estimated)	(97,900)	(85,568)	(130,000)	(130,622)	(130,000)
Total Revenue	\$ 969,825	\$ 1,058,817	\$ 1,047,023	\$ 973,280	\$ 1,181,466
Expenditure Budget					
Maintenance and beautification					
Contract Services (Block by Block)	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 370,000
Additional Ambassadors (1 part-time for special projects)	-	-	-	-	15,525
Rent & Utilities	-	-	-	-	-
Landscaping and beautification (MiCandy via Block by Block)	100,000	110,000	120,000	120,000	120,000
New Plantings (Fulton and Monroe Center)	-	-	-	-	40,000
Additional Trashcans	-	-	-	-	3,500
Supplies & Misc (New lift for truck)	-	-	-	-	3,000
Equipment Maintenance	-	-	-	-	-
Uniforms	-	-	-	-	-
Irrigation Repair &Water	4,500	4,500	3,500	5,765	6,000
Holiday decorations	-	-	-	-	-
Personnel Expense	35,000	36,050	30,000	8,997	30,000
Total	\$ 504,500	\$ 515,550	\$ 518,500	\$ 499,762	\$ 588,025
Marketing and communications					
Printing, postage, copies, storage and supplies	6,500	6,500	6,500	6,500	6,500
Website services	2,500	3,500	3,500	3,500	3,500
Advertising and Promotions	7,275	7,275	7,275	7,275	7,275
Contract Services	12,500	12,500	-	-	-
Personnel Expense	61,050	62,882	70,000	70,000	70,000
Total	\$ 89,825	\$ 92,657	\$ 87,275	\$ 87,275	\$ 87,275
Administration					
Personnel	51,500	53,045	40,000	40,000	40,000
Overhead (Rent/Meetings/Accounting)	15,000	15,450	17,500	20,266	20,000
Operating Expenses (Printing, postage, phone, equipment lease)	7,000	7,000	8,500	4,037	8,500
Insurance	6,000	6,000	6,000	6,000	7,000
Contracted Services	5,500	5,500	4,000	4,000	4,000
Legal, Professional & Technology	4,500	4,500	3,000	3,000	4,000
Total	\$ 89,500	\$ 91,495	\$ 79,000	\$ 77,303	\$ 83,500
Public Safety Improvements					
Ambassador Program	75,000	100,000	100,000	100,000	100,000
Total	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Snowmelt Operations					
Monroe Center Snowmelt	150,000	154,500	154,500	100,000	154,500
Louis Campau Snowmelt	40,000	42,000	70,000	65,000	70,000
Monument Park Snowmelt	15,000	15,750	15,750	10,000	15,750
Total	\$ 205,000	\$ 212,250	\$ 240,250	\$ 175,000	\$ 240,250
Contingency/Special Projects					
Storefront Activation	-	10,000	-	-	-
Contingency Expenses	6,000	2,623	1,476	-	-
Total	\$ 6,000.00	\$ 12,623.00	\$ 1,476.00	\$ -	\$ -
Other					
City A-87 Costs	-	34,242	40,522	40,522	35,423
Total Expenditures	\$ 969,825	\$ 1,058,817	\$ 1,067,023	\$ 979,862	\$ 1,134,473



**REPORT OF THE  
DOWNTOWN IMPROVEMENT DISTRICT BOARD**

SPECIAL ASSESSMENT Roll No. 8710

**Downtown Area Service Enhancements**

June 11, 2015

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**A. Summary**

On August 22, 2000, the City Commission established the Downtown Improvement District Board, created pursuant to P.A. 120 of 1961, as amended. The Board has been granted the responsibility and authority to recommend to the City Commission a list of enhanced services to be provided within the Downtown Improvement District (DID) district, and to recommend a budget for the provision of these services.

Beginning on April 1, 2001 a program of enhanced services, including maintenance, beautification, events, marketing, communications, snowmelt operations & neighborhood development was established and funded, in part, by a special assessment on properties benefiting from these enhanced services.

On May 12, 2009, the City Commission amended Chapter 23 of the City Code. The new provisions of Chapter 23 clarify the advisory role of the Downtown Improvement District Board, establish separate and distinct procedures for future special assessments for either public improvements or ongoing activities, and authorize the City Commission to declare the necessity for special assessment for a period of up to five years, as authorized by State law.

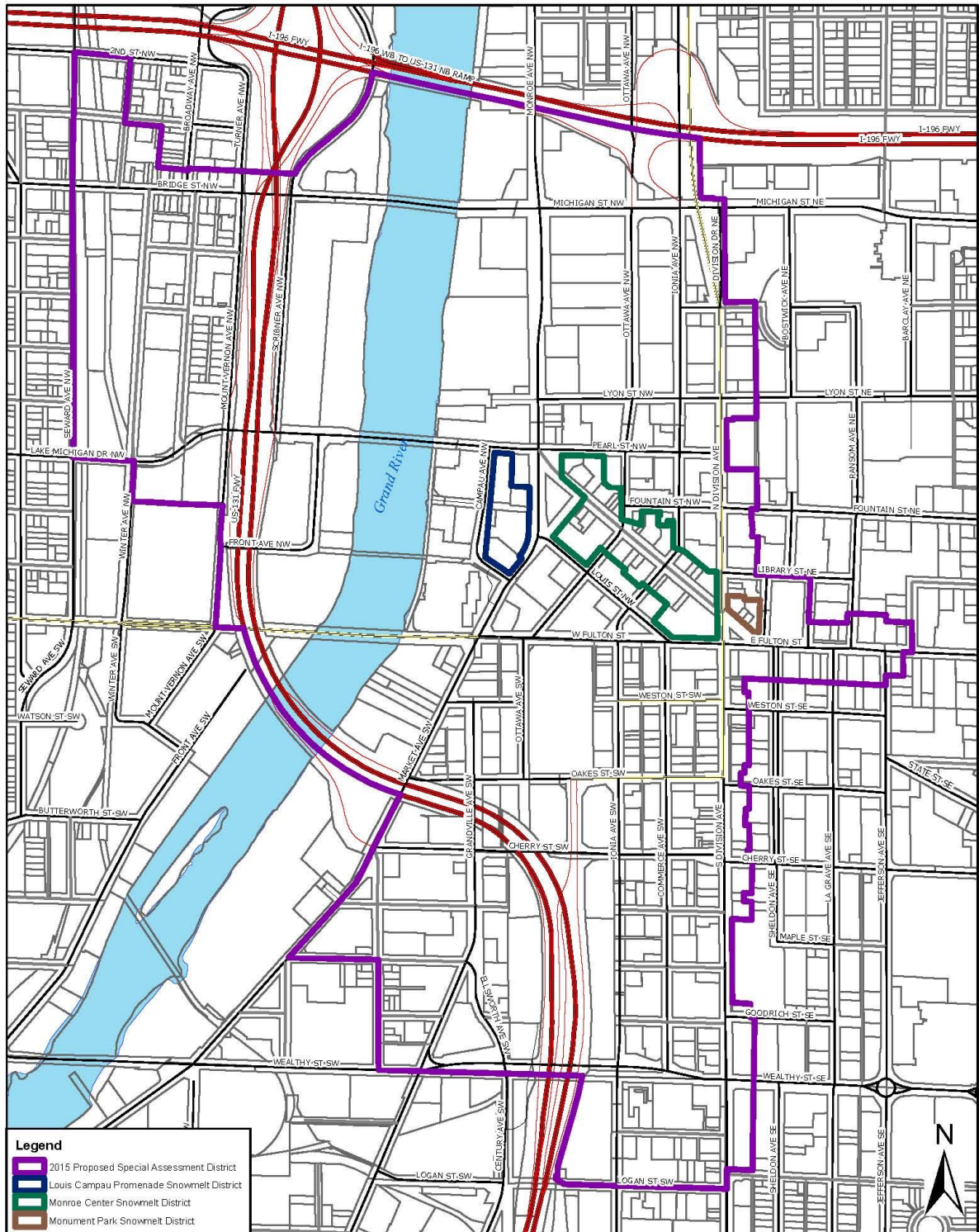
On June 11, 2015, the DID Board approved a motion recommending that the City Commission declare necessity for Special Assessment for the deliverance of enhanced services, beginning July 1, 2015 and ending June 30, 2020. A map showing properties benefiting from these enhanced services, a description of the proposed service enhancements and the proposed budget are included in this report. The types of benefits conferred in this most recent recommendation would include all of the previous services, plus enhancements to public safety and economic development.

It is proposed that each property benefiting from enhanced services be assessed and/or charged annually in proportion to its benefit determined annually in each of five years. The payment for the first years will be due and payable on September 3, 2015. The second, third, fourth, and fifth payments would be due and payable on July 1 of each of the following years beginning 2016 and concluding in 2019 following the annual determination of assessment/charges

Properties will enjoy special benefit from enhanced services because they will receive services over and above services routinely provided by the City using general tax dollars. Further, properties will be relieved of a burden of commonly expected maintenance services and will benefit from enhanced property value. It is proposed to spread the entire cost of providing enhanced services amongst the various properties in the district, in proportion to the intensity of development on the property. Components used to measure the intensity of development include: land area, building area, street frontage, and parking area, as described in Section 3 of this report.

## B. Map of District

### B. Map of 2015 Proposed Special Assessment District



### **C. Special Assessment Parameters & Assumptions**

1. Assessment assumptions are based upon an assessment benefit study dated January 23, 2001 and prepared by S. B. Friedman & Co. of Chicago. Copies of this report are available for viewing in the office of Downtown Grand Rapids Inc., 29 Pearl St. NW, Suite 1.
2. Properties will be assessed as they exist on tax day of the year they are to be assessed (i.e. December 31 of the previous year). Therefore, Special Assessment Roll # 8710 is based upon data provided by the City Assessor for properties as they existed on December 31, 2014.

3. Property features to be assessed include:

• Property Area	Square Feet
• Property Street Frontage	Lineal Feet
• Building Area	Gross Square Feet
• Parking Area	Square Feet

4. For the Area-Wide, Monroe Center Snowmelt Assessment Districts, property street frontage is the length of one side of the property that fronts upon a public right-of-way where the property has its official address. The official address is the address as it exists in the records of the City Assessor. The following walkways and plazas are treated as street frontage: Monroe Center, Market Ave, Louis Campau Promenade, Lyon Square, and Ferry Street. The following are not treated as rights-of-way: alleys, river-edge walkways and the Midtown Arcade.

For the Louis Campau Promenade Snowmelt Assessment District, property street frontage is the length of each side of the property that fronts upon a public right-of-way benefiting from snowmelt services.

For the Monument Park Snowmelt Assessment District, property street frontage is the length of each side of the property that fronts upon a public right-of-way benefiting from snowmelt services.

5. Building Area in a basement is included only if finished for occupancy and “exposed”. Basements are “exposed” if they are visible through walkout grading, exterior walls or interior atriums.
6. Parking area includes surface parking lots and parking area in a building. Parking in a building includes basement level parking in multi-use buildings and parking structures.
7. Buildings are assessed whether occupied or not. New buildings under construction will not be assessed until an occupancy permit is issued for any portion of the building, at which time the building will be assessed as if completed. Existing buildings undergoing renovation are assessed as completed buildings.

8. Most privately-owned properties within the district are assessed. Michigan law provides an exemption only for certain residential properties and government properties. Single-family, tax-exempt, properties on the PILOT rolls, multi-family residential properties with four or fewer units, and privately owned condominiums in multi-family structures are exempt by law from DID assessments. Governmental units owning downtown properties and certain tax-exempt properties are exempt by law from placement on the special assessment roll, but will be asked to contribute their fair share to the DID, except parks, walkways & public rights-of-way.
9. Properties in the district are divided into four classes according to primary use & ownership status of the property:

*Class 1 – Private Taxable Property*  
*Class 2 – Private Tax-exempt*

*Class 3 – Public Tax-exempt*  
*Class 4 – Multi-Family residential*

10. The City Assessor has determined that because certain properties are owned by tax-exempt not-for-profit organizations (Class 2 properties), they cannot be placed on the special assessment roll. The DID Board's policy is to discount the share of cost for all Class 2 properties to 60% and request voluntary payments for enhanced services. Therefore properties within the district will be assessed and/or billed at the following rates:

*Class 1 – 1.0*  
*Class 2 – 0.6*

*Class 3 – 1.0*  
*Class 4 – 1.0\**

\*The benefit factor for Class 4 (Multi-Family residential) has changed from 0.6 to 1.0 in this report and plan.

11. The cost of providing enhanced services benefiting properties in the district is spread to each property as follows:

$$\begin{aligned}
 & (\text{Budget} \times 30\% \times (\text{Property Area} / \text{Total Property Area in the District})) \\
 & + (\text{Budget} \times 30\% \times (\text{Property Street Frontage} / \text{Total Property Street Frontage in the District})) \\
 & + (\text{Budget} \times 30\% \times (\text{Building Area} / \text{Total Building Area in the District})) \\
 & + (\text{Budget} \times 10\% \times (\text{Parking Area} / \text{Total Parking Area in the District})) \\
 & \hline
 & = \text{assessment by property} \\
 & \times \text{benefit factor} \\
 & \hline
 & = \text{initial assessment by property}
 \end{aligned}$$

12. After the cost of providing enhanced services is spread to each property within the district the City Assessor will calculate an annual assessment rate or charge for each property characteristic as follows:

$$\begin{aligned}
 (\text{Budget} \times 30\%) / (\text{Total Property Area in the District}) &= \text{assmt rate 1} \\
 (\text{Budget} \times 30\%) / (\text{Total Property Street Frontage in the District}) &= \text{assmt rate 2} \\
 (\text{Budget} \times 30\% / (\text{Total Building Area in the District}) &= \text{assmt rate 3}
 \end{aligned}$$

(Budget x 10% / (Total Parking Area in the District) =                      assmt rate 4

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

$$\begin{array}{l} \text{Property Area x assmt rate 1} \\ + \text{Property Street Frontage x assmt rate 2} \\ + \text{Property Building Area x assmt rate 3} \\ + \text{Property Parking Area x assmt rate 4} \\ = \text{initial assessment by property} \\ \times \text{benefit factor} \\ \hline = \text{final assessment by property} \end{array}$$

14. Those expenses related to enhanced services described below as Area-wide Expenses are spread to all of the eligible properties in the 2015 district as shown on page 3.

15. Those expenses related to Monroe Center Snowmelt operations and maintenance are spread to properties with frontage on Monroe Center. The amount spread to property owners is reduced by a contribution from the City of Grand Rapids.

16. Those expenses related to Louis Campau Promenade Snowmelt operations & maintenance are spread to properties with frontage on Louis Campau Promenade.

17. Those expenses related to Monument Park Snowmelt operations & maintenance are spread to properties with frontage onto Monument Park.

18. The characteristics of the properties within the areawide services assessment district are projected as follows:

*Projected Number of Properties by Class:*

Class 1 – 440	Class 2 – 69
Class 3 – 93	Class 4 – 30

*Projected Percentage of Assessment Payers by Class:*

Class 1 – 69%	Class 2 – 11%
Class 3 – 15%	Class 4 – 5%

*Projected Assessment Amount by Class in FY 2015:*

Class 1 – \$498,492	Class 2 – \$48,503
Class 3 – \$294,013	Class 4 – \$58,990

## **D. Description of Proposed Service Enhancements – FY2016 to FY2020**

### **AREAWIDE SERVICES**

#### **Maintenance & Beautification**

Maintenance: Litter pick-up, sidewalk sweeping and washing, empty waste containers, street tree & grate maintenance, crosswalk snow removal.

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

#### **Public Safety**

Special uniformed police officer patrols, expanded Downtown Ambassador service delivery, vacant storefront activation and lighting.

#### **Marketing, Communications, and Economic Development**

Events, specialized business outreach and referrals, advertising, marketing & promotions, communications.

#### **Administration**

Policy Interests, City administrative costs, advocate for quality services, overhead, office expenses, program evaluation.

### **SPECIAL SUB-AREA SERVICES**

#### **Monroe Center**

Snowmelt operations & system maintenance

#### **Louis Campau Promenade**

Snowmelt operations & system maintenance

#### **Monument Park**

Snowmelt operations & system maintenance

## **E. PROPOSED SPECIAL ASSESSMENT SCHEDULE - 2015**

<b>MILESTONES – 2015 SPECIAL ASSESSMENT ROLL #8710</b>	
<b>Date</b>	<b>Milestone</b>
April 21	DID Board considers recommendation of new 5-year necessity and FY16 Budget to City Commission.
May 12	City Commission considers adoption of resolution setting date, time, and place for public hearing of necessity for special assessment.
May 15 – May 29	DID Board report available for public inspection.
June 9	City Commission conducts Public Hearing concerning necessity of special assessment.
June 16	City Commission considers adoption of resolution establishing necessity for services or project to be financed by special assessment.
July 13 – July 24	Special assessment roll open for public inspection in City Assessor's Office.
July 28	Board of Review hearing (City Commission sitting as Bd of Review)
Aug 11	City Commission considers adoption of resolution confirming special assessment roll.
Sep 1	Billing of special assessment roll.



**F. Multi-Year Budget – Downtown Improvement District #8710**  
**Special Assessment for FY 2016 - 2020**

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
<b>AREA WIDE SERVICES</b>					
Total Assessments and Contributions	\$900,000	\$945,000	\$992,250	\$1,041,863	\$1,093,956
<b>SPECIAL SUB-AREA SERVICES</b>					
<u>Monroe Center Snowmelt</u>	\$150,000	\$154,500	\$159,135	\$163,909	\$168,826
<u>Louis Campau Promenade Snowmelt</u>	\$40,000	\$42,000	\$44,100	\$46,305	\$48,620
<u>Monument Park Snowmelt</u>	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233
<b>Total DID Assessment</b>	<b>\$1,105,000</b>	<b>\$1,157,250</b>	<b>\$1,212,023</b>	<b>\$1,269,441</b>	<b>\$1,329,635</b>