

AGENDA

DOWNTOWN IMPROVEMENT DISTRICT



DID

Board Members:

Monica App • Peter Albertini • Michael Bishop • Mike Ellis • Bob Herr • Cullen Hillary • Virginia Justice • Emily Loeks • Josh Lunger • Andrew Martin • Jessica Slaydon • Ashley Ward • Pat Waring

May 18, 2022 2:00 pm
29 Pearl Street NW

1. Call to Order (2:00)
2. Meeting Minutes from February 18, 2022 (2:01)
(enclosure) Motion Herr
3. Accept April 30, 2022 Financials (2:05)
(enclosure) Motion Chapman
4. Snowmelt Budget Amendment (2:10)
(enclosure) Motion Eledge
5. FY23 Budget (2:15)
(enclosure) Motion Board
6. Block by Block Funding Authorization (2:25)
(enclosure) Motion Eledge
7. DGRI President & CEO Report (2:35)
(enclosure) Info Item Kelly
8. Public Comment (2:40)
9. Board Member Discussion (2:45)
10. Adjournment (2:50)



MEETING OF THE DOWNTOWN IMPROVEMENT DISTRICT BOARD
February 18, 2021

Attendance: Monica App, Michael Bishop, Bob Herr, Cullen Hillary, Emily Loeks, and Josh Lunger

Absent: Eric DeLong, Mike Ellis, Ashley Ward, Jessica Slaydon, and Pat Waring

Others Present: Jessica Wood (Legal Counsel), Tricia Chapman (Treasurer), Amanda Sloan (Secretary), Tim Kelly, Melvin Eledge, and Mark Miller (DGRI)

Virtual: Andrew Martin and Marion Bonneaux

Call to Order This meeting was called to order at 1:03 p.m. by Chair Bob Herr.

New Board Member

Mr. Herr welcomed new member, Cullen Hillary to the board. Mr. Hillary shared he has been with CWD for 8 years and his background is in facilities. Members joined in welcoming him.

Approval of Minutes

Motion: Mr. Bishop, supported by Mr. Lunger, moved to approve the November 17, 2021 and December 15, 2021 Downtown Improvement District Meeting Minutes as presented. None opposed. Motion carried unanimously.

January Financials

Ms. Chapman presented financials through January 31, 2021, noting around \$200,000 of uncollected assessments may need to be written off; this amount is comparable to last year. She stated the DID has spent about 35-36% of budgeted expenditures in the first seven months of this fiscal year.

Motion: Mr. Lunger, supported by Ms. App, moved to accept Statement C: Schedule of Expenditures: ending January 31, 2022 as presented. Motion carried unanimously.

FY23 Reauthorization Discussion

Mr. Eledge provided a brief highlight of the reauthorization process and timeline. He shared this will be another 1-year assessment due to inflation concerns. The biggest change being proposed is the inclusion of residentially classified properties. A flat rate assessment of \$120 would generate around \$70,000 in revenue. A new resident-led service initiative is being explored for utilizing these funds as well as a \$50,000 anonymously matched donation. (Safety, panhandling, and homelessness, the top three concerns voiced by resident surveys, are the most likely priorities for this new initiative.)

Private nonprofit organizations are currently voluntarily assessed at 60% of the standard assessment calculation. With this reauthorization, we would like to see this discount remain, but the assessment no longer voluntary. The snowmelt assessment will be adjusted to reflect a reduction in rate based on actual costs (the second in two years). Also, a proposed general assessment increase of 5% is expected to cover inflationary costs and ambassador wages. Mr. Eledge noted the Maintenance and Beautification costs are expected to increase \$80,400 for the ambassador contract alone. The DDA and DID are proposing to split these costs to allow for a permanent base wage of \$15 per hour for the ambassadors.

Ms. Loeks asked what percent of non-profits currently pay the assessment. Mr. Herr stated a little over 50% of non-profits currently pay. Making this assessment non-voluntary would equate to about \$55,000 in additional revenue with the 5% base rate increase. To recap, the 5% base rate increase equates to \$55,000, residentially owned properties assessments would bring in \$57,000 additive revenue and bringing non-profits back into the roll would add approximately \$55,000.

Mr. Eledge shared he has been meeting with condo owners both virtually and in-person, with more meetings planned over the next few weeks. Overall, the response has been very supportive. Residents are requesting an increased quality of life, and this seems to be a reasonable investment. Currently, we are gathering letters of support from residents and non-profits. Mr. Kelly reiterated the City Commission will meet on March 15 to set the public hearing for March 29; the City Commission will then consider this resolution for approval at the April meeting.

Mr. Martin left the meeting.

Mr. Bishop agreed the one-year renewal is appropriate.

Motion: Ms. Loeks, supported by Ms. App, moved to approve the FY23 Reauthorization Plan as presented. Motion carried unanimously.

DGRI President & CEO Report

Mr. Kelly congratulated Ms. Loeks on the approval of Studio Park's residential tower development. This project will add a 22-story building (one of the 4 tallest) to our Downtown

skyline with 160 apartments and close to 30 condos. Potentially construction will start late spring and be complete next fall. Mr. Kelly shared World of Winter is still going on with new events this week including Modelo Meltdown in GR Chicks Way Alley, walking tours, Movies on the Piazza at Studio Park, and Noodle Fest (Asian food truck cook off).

Public Comment

None

Board Member Discussion

None

Adjournment

The meeting adjourned at 1:36 p.m.

Minutes taken by:
Amanda Sloan
Office Manager/Executive Assistant
Downtown Grand Rapids, Inc.

MEMORANDUM

CITY OF GRAND RAPIDS

**Agenda Item 3.
May 18, 2022
DID Meeting**

DATE: May 10, 2022

TO: Bob Herr, Chair
Downtown Improvement District

FROM: Tricia Chapman
Administrative Services Officer II

**SUBJECT: Grand Rapids Downtown Improvement District
FY2022 Interim Financial Statements as of April 30, 2022**

Attached are the DID's interim financial statements for the first ten months of the fiscal year ending June 30, 2022. These statements include the following:

Statement A: Balance Sheet

Statement B: Statement of FY2022 Revenues and Expenditures

Statement C: Schedule of Expenditures

The DID has spent about 54% of budgeted expenditures in the District Wide fund and 106% in the Snowmelt fund. A budget amendment request will be brought this this meeting.

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

Attachments

STATEMENT A
GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT
Balance Sheet
April 30, 2022

ASSETS	DISTRICT - WIDE	SNOW - MELT	TOTAL
Pooled Cash & Investments	\$ 459,765	\$ 650,826	\$ 1,110,591
Assessments Receivable	185,972	6,062	192,034
TOTAL ASSETS	\$ 645,737	\$ 656,888	\$ 1,302,625
LIABILITIES AND FUND EQUITY			
Liabilities			
Deferred Assessment Revenue	\$ 185,972	\$ 6,062	\$ 192,034
TOTAL LIABILITIES	\$ 185,972	\$ 15,699	\$ 201,671
Reserve for Encumbrances	\$ 8,747	\$ -	\$ 8,747
Reserve for Compensated Absences	1,195	-	1,195
Unrestricted Reserve	449,823	146,298	596,121
Restricted Reserve - Monroe Center	-	493,520	493,520
Restricted Reserve - Monument Park	-	1,371	1,371
TOTAL FUND EQUITY	\$ 459,765	\$ 641,189	\$ 1,100,954
TOTAL LIABILITIES & FUND EQUITY	\$ 645,737	\$ 656,888	\$ 1,302,625

Prepared 5/9/2022

STATEMENT B

GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

FY2022 Statement of Revenues and Expenditures

July 1, 2021 - April 30, 2022

REVENUES	DISTRICT-WIDE		SNOWMELT	
	Budget	Actual	Budget	Actual
Assessments	\$ 1,093,956	\$ 902,670	\$ 180,000	\$ 173,938
Reserve for Uncollectible Accounts	(184,689)	-	-	-
Earnings on Investments	5,906	(7,507)	7,120	(9,586)
TOTAL REVENUES	\$ 915,173	\$ 895,163	\$ 187,120	\$ 164,352
EXPENDITURES				
DISTRICT-WIDE SERVICES				
Maintenance and Beautification				
Landscaping and Beautification	\$ 585,877	\$ 463,321	\$ -	\$ -
Irrigation - Repairs & Water	7,000	5,250	-	-
Personnel - Wages and Benefits	30,000	-	-	-
Public Safety - Ambassador Program	155,000	-	-	-
Sub-Total	\$ 777,877	\$ 468,571	\$ -	\$ -
Marketing and Communications				
Advertising and Promotions	50,000	-	-	-
Personnel - Wages and Benefits	40,000	-	-	-
Printing, Postage, Supplies, Performers, Storage, etc.	4,000	4,009	-	-
Website Services	3,539	-	-	-
Sub-Total	\$ 97,539	\$ 4,009	\$ -	\$ -
Administration				
DGRI Overhead - Rent, Meetings, Phones, Cleaning, etc	20,600	20,591	-	-
Insurance	7,500	-	-	-
Personnel - Wages and Benefits	72,688	31,764	-	-
Professional Services - Legal / Human Resources / Tech	30,750	13,004	-	-
Supplies, Office Equipment, etc	8,648	1,795	-	-
City A-87 Costs	40,730	33,942	-	-
Sub-Total	\$ 180,916	\$ 101,096	\$ -	\$ -
TOTAL EXPENDITURES - DISTRICT-WIDE SERVICES	\$ 1,056,332	\$ 573,676	\$ -	\$ -
SNOWMELT SYSTEM OPERATIONS				
Central City Snowmelt	\$ -	\$ -	\$ 180,000	\$ -
Campau Promenade District	-	-	-	69,739
Monroe Center District	-	-	-	113,826
Monument Park District	-	-	-	7,980
TOTAL EXPENDITURES	\$ 1,056,332	\$ 573,676	\$ 180,000	\$ 191,545
EXCESS / (DEFICIT)	\$ (141,159)	\$ 321,487	\$ 7,120	\$ (27,193)
BEGINNING FUND BALANCE		138,278		668,382
ENDING FUND BALANCE		\$ 459,765		\$ 641,189

Special & Voluntary Assessments as of 10/31/2021	Budgeted	Invoiced	Received	Receivable
District-Wide	\$ 1,093,956	\$ 1,088,642	\$ 902,670	\$ 185,972
Center City Snowmelt Operations	180,000	180,000	173,938	6,062
TOTAL	\$ 1,273,956	\$ 1,268,642	\$ 1,076,608	\$ 192,034

STATEMENT C

**GRAND RAPIDS, MICHIGAN
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures
March 1, 2022 - April 30, 2022**

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
3/4/2022	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	\$ 3,394.17
4/20/2022	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	3,394.17
					<u>6,788.34</u>
3/1/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street Feb 22	1,222.12
3/14/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street Mar 22	1,222.12
4/14/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street Apr 22	1,222.12
3/14/2022	Selective Insurance Co of America	Administration	DGRI Overhead	Liability Insurance Policy 2022	998.46
3/14/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin Conf/Travel: DID	203.40
3/14/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin Memberships: DID	188.29
3/14/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin Food Bev: DID	129.71
3/13/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street Mezzanine Office 03/	119.77
4/14/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street Mezzanine Office 04/	119.77
4/20/2022	Amway Hotel Corporation	Administration	DGRI Overhead	Meeting space rental: Board of Advisors 12/21	92.67
3/1/2022	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 3/22	91.00
3/30/2022	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 4/22	91.00
4/28/2022	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 5/22	90.75
4/14/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin: Food / Bev DID	74.74
4/7/2022	GreatAmerica Financial Services Corp	Administration	DGRI Overhead	Copier Lease 03/22	74.61
3/8/2022	GreatAmerica Financial Services Corp	Administration	DGRI Overhead	Copier Lease 02/22	70.91
3/13/2022	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial services 02/22	67.51
4/6/2022	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial services 3/22	67.51
3/1/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric Jan 22	60.15
3/1/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric DEC 2021	52.45
3/1/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric Feb 22	49.36
3/13/2022	Professional Maintenance of Michigan	Administration	DGRI Overhead	Window Cleaning 2/22	48.92
4/28/2022	Professional Maintenance of Michigan	Administration	DGRI Overhead	Carpet Cleaning 03/22	48.92
4/24/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric 03/22 - 4/22	39.94
3/15/2022	Melvin Eledge Jr	Administration	DGRI Overhead	Reimb for IDA application 2/22	39.14
4/28/2022	Pure Water Partners LLC	Administration	DGRI Overhead	Water Cooler Lease 04/22	24.66
3/22/2022	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 02/22	21.36
4/20/2022	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 03/22	21.35
3/8/2022	JobMatch LLC	Administration	DGRI Overhead	HR software 2/22	19.38
3/8/2022	JobMatch LLC	Administration	DGRI Overhead	HR software 3/22	19.38
3/31/2022	JobMatch LLC	Administration	DGRI Overhead	HR software 4/22	19.38
4/24/2022	JobMatch LLC	Administration	DGRI Overhead	HR software 5/22	19.38
4/7/2022	Engineered Protection Sys Inc	Administration	DGRI Overhead	Office Security System 2/01/22 - 4/30/22	18.14
4/14/2022	Engineered Protection Sys Inc	Administration	DGRI Overhead	Office Security System 5/01/22 - 7/31/22	18.14
4/21/2022	Kendsie Channing	Administration	DGRI Overhead	Expense Reimb 4/22	17.43
3/1/2022	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/22-8/22	6.94
3/23/2022	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/22-8/22	6.94
4/21/2022	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/22-8/22	6.94
					<u>6,704.76</u>
3/8/2022	Priority Health	Administration	Personnel	Health Insurance Feb 22- Apr 22	6,357.63
4/2/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 04/02/2022	705.06
3/19/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 03/19/2022	440.03
3/5/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 03/05/2022	423.90
4/30/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 04/30/2022	415.88
3/8/2022	TGG, Inc.	Administration	Personnel	Life & S/T & L/T disability insurance	308.72
3/16/2022	TGG, Inc.	Administration	Personnel	Life & S/T & L/T disability insurance	308.72
4/21/2022	TGG, Inc.	Administration	Personnel	Life & S/T & L/T disability insurance	308.72
4/16/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 04/16/2022	304.36
					<u>9,573.02</u>
4/14/2022	Dickinson Wright PLLC	Administration	Professional Services	DID legal services 2/22	1,132.00
3/13/2022	Lisa M Cooper	Administration	Professional Services	HR Consultant services 2/22	968.31
4/14/2022	Lisa M Cooper	Administration	Professional Services	HR Consultant services 3/22	931.61
4/14/2022	Dickinson Wright PLLC	Administration	Professional Services	Legal services: Dec 21	783.58
4/17/2022	Worksighted, Inc.	Administration	Professional Services	IT Service Agreement 4/22	318.50
3/13/2022	Worksighted, Inc.	Administration	Professional Services	IT onboarding 2/22	293.55
4/14/2022	Dickinson Wright PLLC	Administration	Professional Services	Legal services: Sept 21	262.63
3/1/2022	The KR Group, Inc.	Administration	Professional Services	IT Managed Agreement March 2/22	239.73
4/14/2022	Dickinson Wright PLLC	Administration	Professional Services	Legal services: Dec 21	163.60
4/17/2022	Worksighted, Inc.	Administration	Professional Services	O365 subscription 4/22	93.94
4/14/2022	The KR Group, Inc.	Administration	Professional Services	O365 subscription 3/22	74.42
3/8/2022	The KR Group, Inc.	Administration	Professional Services	O365 subscription 12/17/21- 01/16/22	68.10
4/14/2022	Dickinson Wright PLLC	Administration	Professional Services	Legal services: Jan 22	38.75
3/1/2022	The KR Group, Inc.	Administration	Professional Services	Feb 22 Managed Agreement	35.78
4/14/2022	The KR Group, Inc.	Administration	Professional Services	Feb 22 Managed Agreement	35.40
4/14/2022	Dickinson Wright PLLC	Administration	Professional Services	Legal services: Feb 22	30.14
3/1/2022	The KR Group, Inc.	Administration	Professional Services	IT services backupify Agreement Feb 2022	8.81
4/7/2022	The KR Group, Inc.	Administration	Professional Services	IT services backupify Agreement Mar 2022	8.81
					<u>5,487.66</u>

continued on the next page

STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
March 1, 2022 - April 30, 2022

Page 2

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
<i>continued from prior page</i>					
4/19/2022	Amanda Sloan	Administration	Supplies, Office Equipment, etc	Reimb for expenses 4/22	33.40
4/14/2022	Fifth Third Bank	Administration	Supplies, Office Equipment, etc	Admin: Subscription DID	33.07
3/27/2022	Littlefoot Coffee Roasters	Administration	Supplies, Office Equipment, etc	Office Supplies 03/22	27.79
3/10/2022	Breck Graphics Inc	Administration	Supplies, Office Equipment, etc	Business Cards: Comejo & Catcho 3/22	24.57
3/14/2022	Fifth Third Bank	Administration	Supplies, Office Equipment, etc	Admin Supplies: DID	16.48
4/14/2022	Fifth Third Bank	Administration	Supplies, Office Equipment, etc	Admin: Supplies DID	8.30
3/27/2022	ACO Inc	Administration	Supplies, Office Equipment, etc	Admin Supplies 3/22	3.86
4/20/2022	ACO Inc	Administration	Supplies, Office Equipment, etc	Admin Supplies 4/22	1.17
					148.64
4/22/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	3 Market SW planters - WS2117023 22/03	33.08
3/10/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	66 Sheldon Blvd planters - WS2171659 22/02	1.11
3/10/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	211 Michigan St NW - WS2177433 22/02	1.09
					35.28
3/27/2022	Mydatt Service Inc	Maintenance & Beautification	Landscaping & Beautification	Clean team 2/22	50,479.74
4/14/2022	Mydatt Service Inc	Maintenance & Beautification	Landscaping & Beautification	Clean team 3/22	50,479.74
4/28/2022	Icon Sign Company, LLC	Maintenance & Beautification	Landscaping & Beautification	Ambassador supplies 4/22	853.75
4/22/2022	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	125 Monroe Center - ELC2186487 22/03	409.91
3/31/2022	DTE Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 9100 258 89908 22/03	224.46
4/22/2022	DTE Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 9100 258 89908 22/04	193.01
3/23/2022	Consumers Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 1030 2027 1245 22/02	182.18
3/23/2022	Consumers Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 1030 2027 1245 22/03	131.41
3/31/2022	City Treasurer - Water System	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - WS2005642 22/03	130.09
4/22/2022	City Treasurer - Water System	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - WS2005642 22/04	130.09
4/25/2022	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	25 Sheldon Blvd - ELC2186757 22/03	99.20
4/25/2022	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	40 S Division - ELC2187565 22/03	93.55
4/22/2022	Consumers Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 1030 2027 1245 22/04	88.30
4/22/2022	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	225 Michigan St - ELC2186756 21/12	66.81
4/22/2022	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	225 Michigan St - ELC2186756 22/03	57.32
					103,619.56
4/7/2022	Swift Printing & Communications	Marketing & Communications	Printing, Postage, Supplies, etc.	DID mailer 3/22	1,761.94
4/28/2022	Herald Companies	Marketing & Communications	Printing, Postage, Supplies, etc.	DID Public Notice 4/22	518.37
4/7/2022	Herald Companies	Marketing & Communications	Printing, Postage, Supplies, etc.	DID Public Notice 3/22	500.99
					2,781.30
4/14/2022	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 22/03-	10,459.73
4/14/2022	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 30421 22/04	10,251.02
3/21/2022	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 22/03	7,913.07
3/20/2022	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 30421 22/03	5,023.98
4/22/2022	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave CMP - ELC2182337 22/03	274.68
4/22/2022	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave CMP - ELC2182337 22/03	242.62
4/22/2022	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave VLT - ELC2186862 22/03	60.67
					34,225.77
3/21/2022	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 22/03	9,297.18
4/14/2022	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 22/03-	8,218.55
3/8/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt System repair 1/22	6,697.91
4/29/2022	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	135 Monroe Center SNWMLT - ELC2178170 22/03	5,529.08
4/20/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt repairs 4/22	4,799.51
4/29/2022	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	135 Monroe Center SNWMLT - ELC2178170 21/12	2,598.99
3/10/2022	City Treasurer - Water System	Snowmelt Operations	Monroe Center District	62 Monroe Center - WS2063167 22/02	2,004.54
3/31/2022	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 22/03	1,812.85
3/3/2022	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 22/02	1,596.36
4/29/2022	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 22/04	1,168.93
4/20/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt repairs 4/22	946.75
3/8/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt System repair 1/22	546.13
4/25/2022	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	83 Monroe Center - ELC2181622 22/03	376.30
3/21/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	77 Monroe Center leak repair	355.95
4/20/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt repairs 4/22	322.20
3/21/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	140 Monroe Center leak repair	289.95
3/21/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	Rosa Parks Snowmelt: replaced motor 2/22	210.00
					46,771.18
3/3/2022	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 22/02	2,540.45
3/31/2022	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 22/03	1,055.78
4/22/2022	City Treasurer - ELC	Snowmelt Operations	Monument Park District	1 Monroe Center - ELC2178214 22/03	605.01
4/29/2022	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 22/04	339.76
					4,541.00
TOTAL EXPENDITURES					\$ 13,780.99

MEMORANDUM

DOWNTOWN
IMPROVEMENT
DISTRICT



DID

DATE: May 18, 2022

TO: Downtown Improvement District

FROM: Melvin Eledge Jr.
Operations Manager

SUBJECT: Snowmelt Budget Amendment

Agenda Item #04
May 18, 2022
DID Meeting

Due to unanticipated repair costs in addition to routine maintenance and operations expenditures in FY22 the snowmelt fund has gone overbudget by \$11,500.

It is anticipated that an additional \$25,000 would cover the current budget shortfall as well as operating expenses through June 30, 2022. This additional \$25,000 would come from the snowmelt fund balance which is currently is \$641,189.

Recommendation: Authorize this budget amendment for an amount not to exceed \$25,000 to cover additional snowmelt maintenance and operations expenditures through June 30, 2022.

MEMORANDUM

DOWNTOWN
IMPROVEMENT
DISTRICT



DID

DATE: May 11, 2022

TO: Downtown Improvement District

FROM: Tim Kelly, AICP
DGRI President & CEO

SUBJECT: FY23 DID Budget

Agenda Item #05
May 18, 2022
DID Meeting

Overview

On February 18, 2022, the Downtown Improvement District Board approved a one-year Authorization Plan for FY2023. Following a public hearing, that Plan was approved by the Grand Rapids City Commission on May 10, 2022. That approval of the Plan established the DID boundary, the formula for assessing properties, a description of proposed services and a budget establishing the area wide and sub area assessments for FY2023 (attached).

Revenues

For FY23, the total areawide assessments are budgeted at \$1,222,814 with an additional \$170,000 to be assessed for the operation of the Monroe Center, Louis Campau and Monument Park snowmelt systems. Additionally, \$100,000 was received through a maintenance grant and \$10,000 is anticipated to be received via interest on investments and \$100,000.

As in prior year projections, staff is forecasting \$153,200 in uncollected revenues from Class 3 (government) assessments, bringing total expected assessment revenue to \$1,349,614. Though many government agencies do participate voluntarily, their assessments are not lienable, so the City Assessor has no ability to mandate payment.

Appropriations

There were four service changes recommended and approved by the DID board during the reauthorization process:

1. Increasing the general assessment by 5%
2. Moving Class 2 (non-tax) properties onto the DID assessment roll, at a reduced 60% rate
3. Including residential property owners on the DID assessment roll, through a flat rate assessment
4. Reducing total snowmelt operations by \$10,000



Combined with the maintenance grant and earnings on investment, **total revenue for FY23 is budgeted at \$1,349,614.**

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, provide residential specific services, and participate in funding the Downtown Ambassador and Clean Team programs. For FY23 there will be a wage and PTO increase for Ambassador and Clean Team members to aid with reducing annual turnover and to bring wages and benefits into better alignment with similar jobs in Kent County.

MEMORANDUM

DOWNTOWN
IMPROVEMENT
DISTRICT



DID

DATE: May 18, 2022

TO: Downtown Improvement District

FROM: Melvin Eledge Jr.
Operations Manager

Agenda Item #06
May 18, 2022
DID Meeting

SUBJECT: Beautification, Maintenance, and Placemaking Contract

In August 2015 the Downtown Development Authority Board approved a new contract with Block by Block to become the contractor for cleaning and maintenance services in downtown. The clean team was then subsequently “merged” with the existing Downtown Ambassador program, services also provided by Block by Block, into a singular Downtown Ambassador team with a wide scope and set of responsibilities related to Downtown Grand Rapids Inc’s work as an economic and placemaking entity.

In February 2022 DGRI staff issued an RFP for its Beautification, Maintenance and Placemaking services program. The RFP was sent directly to established, known firms that typically provide these kinds of services as well as publicly listed in the International Downtown Association (IDA) website. On March 3rd, DGRI staff received 1 qualified proposal.

DGRI staff requested the existing DID reauthorization committee review the proposal and provide feedback and recommendations to staff as to the quality and content of the received proposal.

This new proposal will increase the existing ambassador wage, temporarily set to \$15 per hour, to \$16.50 as well as increasing overall vacation time for all ambassadors by one week. We believe these measures will continue to make the team’s recruiting efforts competitive in what continues to be a very tight labor market.

The total cost of the services is \$1,043,755.58 and includes two one-year extensions; it is expected the new Block by Block contract would begin July 1, 2022.

Recommendation: Authorize DID funding for an amount not to exceed \$762,345.58 for Hospitality, Beautification, Maintenance and Placemaking contractual services in FY23.

