

AGENDA

DOWNTOWN IMPROVEMENT DISTRICT



DID

Board Members:

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

October 1, 2018
3:00 p.m Meeting
29 Pearl Street, NW Suite #1

- | | | |
|--|-----------|-----------|
| 1. Call to order | | |
| 2. Approve Meeting Minutes from May 16, 2018 | Motion | Herr |
| 3. Accept June 30, 2018 Financial Statements | Motion | Wallace |
| 4. FY2019 Budget Adoption | Motion | Kelly |
| 5. Ambassador and Clean Team Update | Info Item | Krenz |
| 6. Capital and Operation Project Proposals | Motion | Van Driel |
| 7. Downtown Neighbor Network Presentation | Info Item | Buller |
| 8. DGRI President & CEO Report | Info Item | Kelly |
| 9. Public Comment | | |
| 10. Board Member Discussion | | |
| 11. Adjournment | | |

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

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

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

Absent: Darren McKnight, Ciciley Moore, Scott Wierda,

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

Approve meeting minutes from December 19, 2017

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

Accept April 30, 2018 Financial Statements

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

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

Spring/Summer Planting & Clean Team Update

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

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

FY2018 Fund Balance Discussion

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

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

FY2019 Budget Presentation

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

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

DGRI President & CEO Report

DDA (4/11/18)

- Approved a contract amendment for the River Design Guidelines
-

DID (12/19/17)

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

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

Action: Establish Downtown resident organization

- Lead: Downtown Grand Rapids Inc.
- Contracted Steve Faber of Byrum Fisk to facilitate a process with Downtown residents to define the purpose and structure for a resident organization

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

Downtown Improvement District
May 16, 2018
Meeting Minutes
Page 4

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

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

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

Action: Establish Public Space Activation Grant Program

- Lead: Downtown Grand Rapids Inc.
- Designing program criteria and application process in collaboration with GR Forward Goal 5 Alliance

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

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

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

Public Comment

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

Board Member Discussion

None

Adjournment

The meeting adjourned at 10:26am

Minutes taken by:

Flor Valera

Administrative Assistant

Downtown Grand Rapids Inc.

(616) 719-4610

**Meeting Minutes of the
Downtown Improvement District Board
Thursday, August 9, 2018
Downtown Grand Rapids Inc.
29 Pearl St. NW**

Attendance: Bod Herr, Pat Waring, Denny Sturtevant, Scott Wierda, Mike Ellis, Kurt Hassberger, Carlos Sanchez

Others Present: Tim Kelly, Flor Valera, Jana Wallace, Stephanie Wong, Jennie Schamacher, Kimberly Van Driel, Mark Miller (DGRI Staff) Sara Vanderwerff, Rebecca Krenz, William Dorgan, Steve Klusovsky and others.

Absent: Michael Bishop, Eric DeLong, Darren McKnight, Ciciley Moore, Andrew Martin, Daniel Williams

Call to Order The meeting was called to order at 9:11 am by Chair Bob Herr

Approve meeting minutes from May 16, 2018
Agenda item postponed due to lack of quorum

Accept June 30, 2018 Financial Statements
Agenda item postponed due to lack of quorum

FY2019 Budget Adoption
Agenda item postponed due to lack of quorum

Ambassador and Clean Team Update

Rebecca Krenz, took a moment to introduce herself to the Board as the new Operations Manager for the Downtown Ambassadors and the Clean Team. Ms. Krenz proceeded to highlight various projects completed by the Clean Team, these include: the graffiti removal of 1,1103, the cleanup of 1,968 bio hazards, the removal of 11,117 trash bags. Denny Sturtevant asked if the City performs any trash removal in the Downtown Area. Ms. Krenz replied no, since most of those trash bins belong to the DID and private entities. Ms. Krenz proceeded to highlight Horticulture projects that include 4,252 planters watered, 25,244 weeds pulled. Ms. Krenz said that there is a 33% percent increase in the number of cigarettes recycled since the last report in 2017. Ms. Krenz noted that the pressure washing team has been able to cleaned 300 block faces. Additional highlights included the cleared of the Riverwalk beneath Pear St. Bridge for an Exit Space mural and an update on the recycling pilot project. Ms. Krenz said the team is currently tracking the use of the 18 recycling bins installed on existing reuse cans on Monroe Center to determine the best option going forward. She added that the Ambassadors are planning to take a field trip to the recycling center for training on contamination and proper recycling. Ms. Krenz concluded her presentation by stating that the ambassadors are currently tracking human biohazards to test the efficacy of the new Heartside restroom pilot project.

Bod Herr asked what are considered the biggest challenges. Ms. Krenz replied the issue this year has been watering plants because of the extreme heat and drought.

Block by Block Contract Amendment

Tim Kelly said the DDA Board had already approved this contract amendment with Mydatt Services Inc. dba Block by Block to increase wages for the Downtown Ambassador for FY2019 at their meeting. He added that since the DID is not an official legal entity, the DGRI Board of Advisors will be asked to formally approve this recommendation at its September 4 meeting. Mr. Kelly said the \$.50 raise will help in an effort to keep wages for the Clean Team competitive with similar jobs across the region. He added that this wage increase was accounted for the FY19 budget and the hope is to combine both the Clean Team and the Ambassador contract by FY2020.

Snowmelt Assessment Presentation

Tim Kelly introduced the Steve Klusovsky Vice President of Geotech, Inc. to provide an update on the recent five-year (5) snowmelt system assessment study. Mr. Klusovsky gave an overview of the report and said the goal was to go back and review the maintenance cost of the past years to try to anticipate future ongoing maintenance cost. Mr. Klusovsky said the report projects a lifespan of twenty (20) additional years for the snowmelt system to function efficiently. Mr. Klusovsky gave a breakdown of future maintenance cost expenses up to fiscal year 2023; the average maintenance cost is projected to be \$62,000 dollars a year and that will vary each year depending on system leaks. He added that one of the items that is not included in the report is the \$60,000-dollar cost for replacing the pumps that were previously identified in the asset management plan that was put together for the snowmelt system. Mr. Klusovsky said with the exception of those pumps, everything else is included in the report. Bob Herr asked if the lifespan of the system is twenty (20) additional years. Mr. Klusovsky replied yes, a total of forty (40) years. Mr. Klusovsky presented samples of PEX pipes to the board and explained why these pipes were deteriorating. Denny Sturtevant asked why Monroe Center is budgeted high for snowmelt repairs, since the report shows that it would not cost that much. Mr. Kelly said that number was locked in based on the previous assessment, but the number can be readjusted. Mr. Sturtevant asked if in twenty (20) years from now, the whole system would require to be entirely replace or if repairing the system whenever needed would avoid replacing the entire system altogether. Mr. Klusovsky said one of the ideas could be to phase in an electric system over the existing system. Mr. Sturtevant asked how the electrical system would work. William Dorgan, staff engineer from Geotech replied that the idea could be to use hydropower to generate electricity from the river. Mr. Kelly asked if solar energy would be an option. Mr. Dorgan said that would be difficult to accomplish during the winter months because there is not enough sunlight to generate electricity. Mr. Klusovsky explained that the report also includes the reason why glycol was eliminated, as it was deteriorating the PVC piping. Mr. Dorgan said he would follow up with samples. Mr. Herr thank the Geotech staff for their presentation and added that this report was very helpful.

Fund Balance Project Proposals

Agenda item postponed due to lack of quorum.

Streetspace Guidelines Update

Mark Miller said that the guidelines are intended to guide public and private investment decision for the physical improvements of downtown. Mr. Miller gave a brief overview of the different engagement projects, which included field observations, digital surveys, steering committee meetings, project demonstration on Fulton Street, and engagement with high school students from Innovation Central. Students were asked to conduct audits of downtown streetspaces to learn how they feel about the streets as one of the biggest issues is getting students to come downtown. One interesting observation noted by students, was as simple as not having a place to plug their phones. Mr. Miller said in July DGRI met with various departments of the City to review the guidelines, and added DGRI is expecting their feedback by the end of the week. Mr. Miller shared some of the suggestions gathered through the engagement process, this include: better wayfinding signs, slower traffic, more lighting, and safe crosswalks/street crossings. Mr. Miller explained that the streetscape's guidelines framework is intended to put people first, create inviting spaces, and build enduring places for sustainability to ensure that the investment is meaningful and long-term. Mr. Miller said it's important to think about rebalancing the streetspace and learning to ask new questions during the design process, as rebalancing ensures that the pedestrian is considered the "design vehicle" for all projects and will help create a people-first streetspace. Mr. Miller gave an overview of some prototypes of Flex Zone opportunities and Pedestrian Zone elements. He added that Flex Zones have the potential to add people space in the form of curb extensions, bus bulbs, bike facilities, and wider pedestrian zones. Mr. Miller mentioned the tree canopy goal for downtown and said street trees are a critical component to our streetscapes. Kurt Hassberger said he felt concern with adding more street trees as some trees are too big and effecting retail businesses. Mr. Miller said those are some of the concerns the consultants continue to address and noted that the document also includes a portion that explains street trees guidelines and how trees coexist with business operations. Mr. Miller concluded his presentation by stating that DGRI is planning to meet with the Design team and the Steering Committee in August and the hope is to have a public draft by September 2018. Carlos Sanchez said since parking is still view as a constraint, it is important to share information with the public, so they are aware of why things are happening in Downtown. Tim Kelly said a visitor parking information initiative is underway to help promote a better vision parking experience in Downtown.

DGRI President & CEO Report

Bod Herr asked the recording secretary to only include the highlighted items in the CEO report as opposed to include the full detailed document.

DID (5/16/18)

- Approved Financial Statements through 4/30/18
- Received Update on Spring and Summer Plantings and the Clean Team
- Recommended FY19 Budget to the City Commission

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

- Public Realm Improvements
 - Spring plantings completed
 - Cigarette urns being deployed in four additional locations in June 2018
 - Pilot recycling program being deployed on Monroe Center in June 2018
 - Tree plantings with FOGRP completed
 - Michigan/Ottawa off ramp improvements being designed
 - Public Art

Downtown Improvement District
August 9, 2018
Meeting Minutes
Page 4

- Collaborating with UICA Exit Space to paint riverfront mural down the stairwell near the Grand Rapids Public Museum. Painting underway

Public Comment

None

Board Member Discussion

None

Adjournment

The meeting adjourned at 10:18am

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

MEMORANDUM

CITY OF GRAND RAPIDS

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

DATE: August 2, 2018

TO: Bob Herr, Chair
Downtown Improvement District

FROM: Jana M. Wallace, Treasurer
Downtown Improvement District

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

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

Statement A: Preliminary Balance Sheet

Statement B: Preliminary Statement of FY2018 Revenues and Expenditures

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

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

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

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

Attachments

STATEMENT A

GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

Balance Sheet

as of June 30, 2018 Preliminary

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

STATEMENT B

GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

FY2018 Statement of Revenues and Expenditures

July 1, 2017 - June 30, 2018 Preliminary

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

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

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

STATEMENT C

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

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
5/17/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Clean Team 04/2018	\$ 38,750.00
6/21/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Clean Team 05/2018	38,750.00
7/17/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Clean Team 06/2018	38,750.00
5/24/2018	DGRI Payroll Re-Allocation	District-Wide - Mktg & Comm	Personnel	Payroll Re-Allocation 11/1/217-2/28/2018	22,026.68
6/30/2018	DGRI Payroll Re-Allocation	District-Wide - Mktg & Comm	Personnel	DDA Payroll Allocation From 3/1/18-6/30/18	17,698.53
6/19/2018	City Treasurer - Traffic Safety	Monroe Center District	Snowmelt Operations	DID Electrical billing 01/2018-06/2018	11,242.44
7/22/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Spring and Summer plantings 06/2018	9,010.00
5/24/2018	DGRI Payroll Re-Allocation	District-Wide - Maint & Beaut	Personnel	Payroll Re-Allocation 11/1/217-2/28/2018	7,169.71
5/24/2018	DGRI Payroll Re-Allocation	District-Wide - Administration	Personnel	Payroll Re-Allocation 11/1/217-2/28/2018	6,835.31
5/10/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam services - 4200000000 04/2018	4,781.45
6/30/2018	DGRI Payroll Re-Allocation	District-Wide - Maint & Beaut	Personnel	DDA Payroll Allocation From 3/1/18-6/30/18	3,433.86
6/21/2018	DropDrop.com LLC	District-Wide - Mktg & Comm	Website Services	After Effects Templates 05/2018	4,141.68
6/21/2018	DropDrop.com LLC	District-Wide - Mktg & Comm	Website Services	After Effects Templates 06/2018	4,141.67
5/10/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam services - 3200000000 04/2018	3,433.77
6/30/2018	DGRI Payroll Re-Allocation	District-Wide - Administration	Personnel	DDA Payroll Allocation From 3/1/18-6/30/18	3,433.55
5/16/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87 - Pmt 11 of 12	3,377.00
6/11/2018	City Treasurer - Budget Office	District-Wide - City A-87	General Fund Svcs	IET - Operating Transfer A-87 - Pmt 12 of 12	3,377.00
6/7/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam services - 3200000000 05/2018	3,343.75
7/4/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Maint & Beaut	Professional Services	Supplies 06/2018	2,538.01
5/29/2018	City Treasurer - Water Bills	District-Wide - Maint & Beaut	Irrigation	62 Monroe Center NW planters irrigation	2,341.77
5/17/2018	Priority Health	District-Wide - Administration	Personnel	Health Insurance Premium 07/18-09/18	2,007.26
7/15/2018	Mydatt Svc Inc dba Block by Block	District-Wide - Public Safety	Ambassadors	Downtown Ambassadors 6/2018	1,956.88
5/21/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 04/2018	1,745.97
5/10/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	Electricity - 1000 1401 9077 04/2018	1,614.88
5/4/2018	DTE Energy	Campau Promenade District	Snowmelt Operations	Natural gas - 9100 297 30421 04/2018	1,500.44
5/17/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street 05/2018	1,387.93
6/21/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street Mezzanine Office 6/2018	1,387.93
7/12/2018	Veolia Energy Grand Rapids LLC	Monroe Center District	Snowmelt Operations	Steam services - 3200000000 06/2018	1,063.49
6/7/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam services - 4200000000 05/2018	968.38
7/12/2018	Veolia Energy Grand Rapids LLC	Campau Promenade District	Snowmelt Operations	Steam services - 4200000000 06/2018	968.38
5/13/2018	HR Collaborative LLC	District-Wide - Administration	Professional Svcs	HR Consultant 02/2018	921.77
6/12/2018	Fusion IT LLC	District-Wide - Administration	Professional Svcs	Adobe Creative Cloud Licenses 2018	844.67
7/16/2018	HR Collaborative LLC	District-Wide - Administration	DGRI Overhead	HR Consultant 06/2018	779.55
5/19/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 05/19/2018	745.92
6/21/2018	HR Collaborative LLC	District-Wide - Administration	DGRI Overhead	HR Consultant 05/2018	704.13
7/4/2018	Geotech Inc.	Campau Promenade District	Snowmelt Operations	Snowmelt System Repair 06/2018	665.81
5/10/2018	Consumers Energy 1	Monument Park District	Snowmelt Operations	Electricity - 1000 6880 7039 04/2018	644.54
6/19/2018	Christopher Fredricks	District-Wide - Mktg & Comm	Supplies, etc	Design services: DGRI window designs 06/2017	425.00
5/29/2018	Dickinson Wright PLLC	District-Wide - Administration	Professional Svcs	Legal Services: Act 120 Leg. Amend. 03/2018	418.00
6/30/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 06/30/2018	327.50
7/4/2018	The KR Group, Inc.	District-Wide - Administration	Supplies / Equipment	Laptop for new employee 06/2018	275.70
6/16/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 06/16/2018	236.47
5/17/2018	Applied Imaging	District-Wide - Administration	DGRI Overhead	Copier Overage 01/15/18-04/14/18	213.53
5/13/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 01/18, 03/18, 04/18	195.70
5/13/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 01/18, 03/18, 04/18	195.70
5/21/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 06/2018	195.70
6/21/2018	The KR Group, Inc.	District-Wide - Administration	Professional Svcs	IT services 12/2017	195.70
5/18/2018	United States Treasury - IRS	District-Wide - Administration	Personnel	IRS 2016 Form 5500 Adjustment 05/2018	190.05
7/4/2018	Fusion IT LLC	District-Wide - Administration	Supplies / Equipment	Additional Adobe Licenses 2018	187.85
7/25/2018	Dickinson Wright PLLC	District-Wide - Administration	DGRI Overhead	Legal: Misc. Matters 05/2018	167.91
6/30/2018	DGRI Payroll Re-Allocation	District-Wide - Mktg & Comm	Personnel	DDA Payroll Allocation From 3/1/18-6/30/18	150.77
5/5/2018	City Treasurer - Payroll	District-Wide - Administration	Personnel	Staff support for pay-period ending 05/05/2018	145.53
6/27/2018	Consumers Energy 1	District-Wide - Maint & Beaut	Landscaping & Beaut	Electricity - 1030 2027 1245 06/2018	144.54
6/21/2018	Dickinson Wright PLLC	District-Wide - Administration	DGRI Overhead	Legal Services: DGRI Board 04/2018	137.77
5/24/2018	DGRI Payroll Re-Allocation	District-Wide - Mktg & Comm	Personnel	Payroll Re-Allocation 11/1/217-2/28/2018	129.66
5/17/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street Mezzanine Office 5/2018	117.42
6/21/2018	Federal Square Building Co. #1, LLC	District-Wide - Administration	DGRI Overhead	Lease: 29 Pearl Street 06/2018	117.42
6/5/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial Services 04/18	116.44
6/21/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial Services 05/18	116.44
7/16/2018	Professional Maint of Michigan Inc.	District-Wide - Administration	DGRI Overhead	Janitorial services 06/2018	116.44
7/25/2018	Dickinson Wright PLLC	District-Wide - Administration	DGRI Overhead	Legal: Misc. Matters 05/2018	110.00
7/9/2018	Consumers Energy 1	Monroe Center District	Snowmelt Operations	Electricity - 1000 1401 9077 05/2018	109.87

continued on the next page

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

Page 2

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

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

Page 3

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

MEMORANDUM

DOWNTOWN
IMPROVEMENT
DISTRICT



DID

DATE: September 28, 2018

TO: Downtown Improvement District

FROM: Tim Kelly, AICP
President & CEO

SUBJECT: FY19 DID Budget

Agenda Item #4
October 1, 2018
DID Meeting

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

Overview

In October 2015, the 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. FY2019 will be the fourth year of the current five-year authorization.

Revenues

For FY19, the total areawide assessments amount to \$1,041,863, with an additional \$227,578 to be assessed for the operation of the Monroe Center, Louis Campau and Monument Park snowmelt systems. There are also \$27,088 anticipated to be received via interest on investments. As in years past, assessments for the snowmelt systems reflect average actual expenses incurred between FY12 – FY15, plus an annual escalation that plans for rising costs. These revenues were approved by the DID Board as a part of the DID re-authorization process in 2015.

Additionally, and to cover costs for proposed new capital and operating projects, a fund balance transfer in the amount of \$93,631 is proposed. Potential projects and operation improvements include new plantings along Monroe Center, and the hiring of new Ambassadors. In addition, and to cover the



DOWNTOWN
GRAND RAPIDS INC.

increased operational costs for the Campau Promenade snowmelt, a fund balance transfer in the amount of \$20,912 is recommended. As of June 30, 2018, the unrestricted reserve is \$515,083 and \$38,518 in the District Wide and Campau Promenade line items respectively, so sufficient funds exists to cover the additional expenditures.

Last, while the overall assessment is modestly increasing from prior years as approved in the re-authorization, based on prior years collections of Class 2 (private, not-for-profit) and Class 3 (government) assessments, staff is forecasting \$150,000 in uncollected assessments, bringing total expected assessment revenue to \$1,119,441. 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 resources available for FY19 is expected to be \$1,234,473.**

Expenditures

As evidenced in the budget, the DID will continue with its current priorities to provide maintenance and beautification services, invest in marketing and communications efforts, operate snowmelt 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, DGR 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: Adopt the FY19 Downtown Improvement District Budget as presented and previously approved by the Grand Rapids City Commission.

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

FY 2019 Budget Requests by Fund

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

MEMORANDUM

DOWNTOWN
IMPROVEMENT
DISTRICT



DID

DATE: September 28, 2018

TO: Downtown Improvement District

FROM: Kimberly Van Driel
Director of Public Space Management

Agenda Item #6
October 1, 2018
DID Meeting

SUBJECT: Downtown Improvement District Project and Program Proposals

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

Among the projects and purchases being considered are:

1. The hiring of one full time special projects ambassador

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

2. New plantings at Monroe Center and Fulton Street medians

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

3. Placement of additional refuse containers

Each year, it has been designated that keeping a clean and beautiful Downtown is a high priority for our visitors, residents and workers. With an ever-growing footprint and foot traffic Downtown, additional trash accumulates. In order to continue a high level of clean and beautiful service within the district, additional bins are necessary to keep our streets immaculate. An additional 15 refuse cans would cost \$3,075 which would include cans and liners.



DOWNTOWN
GRAND RAPIDS INC.

4. Additional truck with lift

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

Recommendation: Approve funding for capital projects and a special projects Ambassador for an amount not to exceed \$100,000 the Downtown Improvement District in FY19.

Proposed Projects**FY19 Costs**

Speical Project Ambassador (\$11.00) Full Time	\$ 28,522
Truck Lift	\$ 3,000
New Truck	\$ 27,216
Monroe Center Planters	\$ 28,387
New Trash Cans (15)	\$ 3,075
Fulton St Median Planter Islands	\$ 9,800
	\$ 100,000

MEMORANDUM

DOWNTOWN
IMPROVEMENT
DISTRICT



DID

DATE: September 28, 2018

TO: Downtown Improvement District

FROM: Annamarie Buller
Stakeholder Engagement Specialist

Agenda Item #7
October 1, 2018
DID Meeting

SUBJECT: Downtown Neighbor Network Overview

Citizens' play an important role in the health and spirit of a community. With a steadily growing population of people living Downtown, residents increasingly seek new and additional opportunities to connect with neighbors, share information, discuss key issues and build community across Downtown. This movement among interested residential stakeholders- both homeowners and renters is relatively new in Downtown, as the "neighborhood" has essentially served as a 9-to-5 business district with few residents since the mid- 1900s. Today the neighborhood counts greater than 5,000 residents- a populations that is anticipated to double in the next decade.

In recognition of the growing resident population, GR Forward recommends establishing a Downtown Resident Council to support the steadily growing population of people living Downtown. The Downtown Resident Network began in 2015 as an informal initiative Downtown Grand Rapids Inc. organizes in close collaboration with emerging Downtown resident leaders. The goal is to provide a forum for socializing, learning, organizing and ultimately deeper citizen engagement in the work of building a high-quality downtown. Quarterly events, new business previews and focus groups have helped connect residents not only with each other but also with issues and projects affecting Downtown. Connecting residents was a great start but there was still the question of the formation of a neighborhood group and what form that group would take. To help answer that question, in November of 2017 DGRI engaged Steve Faber from Byrum and Fisk and recruited 13 Downtown and near Downtown residents to form an ad-hoc Downtown Resident Steering Committee to decide whether a more formal organization would be the best way to represent downtown neighbors.

Research and data was collected including a downtown resident survey, scan of current residential organizations, and focus groups with the existing neighborhood associations. The recommendation of the committee is outlined in the attached summary document. As proposed, a Downtown Neighbor Network (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. In August DGRI began sharing this proposal with the community to invite feedback and provide assistance in finalizing the recommendation.

We aim to convene a DNN Leadership Committee this fall and begin meeting in early 2019. With your feedback and comments gathered through our engagement we hope to finalize this recommendation in the months ahead.

Downtown Resident Steering Committee
Downtown Neighbor Network Recommendation (DRAFT)
8/31/18

1. Background:

The GR Forward Downtown and River Activation Plan identified the goal to create a downtown neighborhood that is home to a diverse population. To that end, DGRI looks to support initiatives that improve downtown living for existing residents and attract new downtown residents in order to foster civic engagement and strengthen community ties downtown. GR Forward specifically identifies the opportunity to establish a downtown resident council (attachment A- GR forward sections). In early 2018, an ad-hoc Downtown Resident Steering Committee was formed to explore the creation of a stand alone organization that would represent downtown neighbors.

The Downtown Resident Steering Committee (attachment B- Steering Committee Roster) was constituted to represent various viewpoints and perspectives on the unique challenges and opportunities of living in or near downtown Grand Rapids (attachment C- process timeline). Although DGRI convened the group, it was made explicit that there was not a predetermined outcome and that the group had the authority to determine if there was need or desire for a downtown neighborhood group and what form that group might take. The group began with an extensive “data dive” to better understand who was living in downtown, what groups currently (or potentially) exist in and near downtown, what concerns residents have, how is downtown changing, and what type of organization might be the best fit to represent the unique voice of downtown living.

2. Process:

- a) Research and Data:
 - i. Resident survey (attachment d)
 - ii. Housing analysis (attachment e)
 - iii. Scan of organizations and associations (attachment f)
 - iv. Focus group discussion with existing neighborhoods (attachment g)
- b) Scenario Planning: No growth, slow growth, high growth (attachment h)
- c) Structure Pros/Cons: Nonprofit vs Joint Venture

3. DNN Structure:

An affinity group/ network that for people that identify as downtown resident but may already be in a neighborhood

Downtown **Neighbor** Network vs. Downtown **Resident** Network name change

The DNN has blurred boundaries to be more inclusive

Working collaboratively with DGRI and near neighborhoods

4. Mission/Vision/Guiding Principles:

Mission:

The DNN exists to foster a community of downtown neighbors that are connected, informed and empowered to improve downtown living.

Vision:

The DNN envisions a neighborhood that is vibrant and culturally diverse, active, safe and full of opportunity and experiences unique to downtown living.

Guiding Principles:

Accessible & Inclusive – We desire to be a network that is open to all neighbors

Empowering – We desire to be a network that supports downtown neighbors and provides an avenue to advance their interests

Collaborative – We desire to be a network that brings people and groups together across boundaries

Equitable – We desire to be a network that is intentional about listening to our neighbors and elevating the voices of those who have been historically marginalized.

Unique – We desire to be a network that embraces the peculiarities of living downtown and shares that perspective with the broader community

Key Programs:

Improved communications and greater awareness

- **Communication** - share information relevant to living downtown
 - Identify neighbors that want to join the Downtown Neighborhood Network
 - Outreach to building owners and property managers
 - Implement a communication tool that allows for information to be pushed out
 - Implement a communication tool that allows for information to be pulled in/ feedback
 - Look for opportunities to tell the stories of downtown neighbors
 - Develop a brand and marketing materials for DNN

Increased participation in events, surveys and committees

- **Events** – organize events that bring downtown neighbors together
 - 4-6 events a year
 - Event opportunities for education and welcoming new neighbors
 - Feature Downtown and near neighborhood assets
 - Recruitment events to grow the DNN

Increased opportunities to inform policy and projects impacting

- **Advocacy** – provide opportunity for downtown residents to speak into and influence decisions that impact their quality of life
 - Conduct an annual survey of downtown neighbors to identify trends and issues
 - Develop tools to help neighbors organize and navigate systems
 - Provide opportunities for issues to “bubble up” that need action

Governance Structure:

The proposal is that the DNN will live within DGRI for at least two years. The DNN is most aligned to help the Goal 2 Alliance achieve their outcomes, however, there is a desire for the DNN to exist outside the hierarchy of being under any specific committee. This will give the DNN a level of autonomy and recognize that the voice of downtown neighbors is valuable to all DGRI committees.

- Alliance Representation
 - Resources/Funds & Budget recommendations
 - Decision-making
- Who will be advisors?
 - Live in or near downtown
 - Renter/owner
 - Embody values
 - Full Diversity
- How will they be determined?
 - Ratio – ownership/renter, multi-unit, geographic diversity
 - Chair or Co-Chairs
 - Staggered terms

Partnerships:

- DGRI: roles of DGRI and DNN – staffing and direction
- Neighborhood Associations – interaction with near neighborhoods
- City of Grand Rapids

Timeline:

- Year One Milestones
 - Formation of DNN leadership
 - Resident Survey
 - Bring communication tools online
 - Outreach
 - Events
 - Branding
- Year Two Milestones
 - Evaluate
 - Recruitment
 - Outreach
 - Events
 - Issue advocacy