

AGENDA

DOWNTOWN
IMPROVEMENT
DISTRICT



Board Members:

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

September 29, 2022
2:00 pm Meeting
29 Pearl Street, NW Suite #1

- | | | |
|--|-----------|---------|
| 1. Call to order (2:00) | | |
| 2. Approve Meeting Minutes from July 2022
(enclosure) | Motion | Herr |
| 3. Accept June 30, 2022, and August 30, 2022 Financial Statements
(enclosure) | Motion | Chapman |
| 4. Resident Working Group Proposal
(enclosure) | Motion | Eledge |
| 5. DID FY 2024 Reauthorization
(enclosure) | Info Item | Board |
| 6. DGRI President & CEO Report | Info Item | Kelly |
| 7. Public Comment | | |
| 8. Board Member Discussion | | |
| 9. Adjournment | | |



MEETING OF THE DOWNTOWN IMPROVEMENT DISTRICT BOARD
July 20, 2022

Attendance: Monica Steimle-App, Peter Albertini, Michael Bishop, Bob Herr, Cullen Hillary, Virginia Justice, Emily Loeks, Jessica Slaydon, Eric DeLong, and Pat Waring Josh Lungner and Andrew Martin.

Absent: Mile Ellis and Ashley Ward

Others Present: Jessica Wood (Legal Counsel), Tricia Chapman (Treasurer), Tim Kelly Mandy McDaniel (Secretary), Melvin Eledge, James Peacock III, Megan Catcho, Kendsie Channing, Marion Bonneaux (DGRI)

Call to Order This meeting was called to order at 2:02 p.m. by Chair Bob Herr.

Approval of Minutes

Motion: Member Steimle-App, supported by Member Slaydon, moved to approve the May 18, 2022, Downtown Improvement District Meeting Minutes as presented. None opposed. Motion carried unanimously.

Downtown Vitals Report

Marion Bonneaux, Data & Information Specialist, introduced and reviewed the DID Vitals Report. Some of the information includes ambassador statistics, business openings and closings, overall vacancy, office space, etc. and will be included in monthly agenda packets moving forward.

Members suggested incorporating scooter and bike data. Bonneaux stated that bike and scooter data was forthcoming as she is working with the city to gain access to the data.

Snowmelt Overview

Melvin Eledge, Operations Manager, introduced George Orphan, CEO of Geotech. Orphan provided a comprehensive overview of the operational and maintenance needs of the downtown snowmelt.

Chair Herr asked who pays for repairs when another company digs up the snowmelt. Orphan stated when someone digs up the snowmelt the DGRI is billed back for all expenses related to repair.

Member Bishop asked about updating the snowmelt study which may be useful for new board members including an expenditure overview of the snowmelt system.

World of Winter Recap

Megan Catcho, Events Manager, provided a recap of the World of Winter event which ended in March 2022, including data on attendance, marketing, and social media engagement. Catcho also provided an overview of the upcoming 2023 World of Winter installations.

Member Bishop asked where the funding for World of Winter comes from. Catcho stated the funding for the event comes from the Downtown Development Authority (DDA). Kelly stated that the DDA approved funding for this event at their most recent meeting.

FY 23 Funding Authorization for Downtown Plantings

Eledge stated that there has not been a direct request for flower planting costs from the DID for some time because it has been imbedded in the ambassador contract held by Block by Block. Moving forward it was decided to separate the two as the costs for the ambassador costs to eliminate the administrative fee on top of the expenditures. The total request is for \$159,000 including a 12% contingency split between the DID and the DDA. The DDA approved their portion, \$37,385 in June leaving the DID to pick up the remaining \$112,615.

Member Waring asked if an RFP was issued for planting services specifically. Eledge stated that the RFP for ambassador services included a request for planting services.

Motion: Member Bishop, supported by Member Loeks, moved to approve funding for an amount not to exceed \$112,615 for flower planting and beautification contractual services in FY23. Motion carried unanimously.

DGRI President & CEO Report

Kelly provided an update on the proposed amphitheater which was awarded \$30M. Additionally, the Public Museum was awarded funds from the state in the amount of \$11M for renovation and improvements for river activation and access. The Calder Plaza steering committee is getting back together to reexamine phase 1 improvements. New businesses opening include Perigo, Twist Think, HOLO Footwear, and Arts Marketplace.

Eledge stated that he and Kendsie Channing have been meeting with a downtown resident working group to develop ideas and gathering feedback on their quality of life as residents is being impacted. Planning to meet every two weeks to develop a proposal to the DID board by November.

Member Herr asked if there has been good attendance at those meetings. Eledge stated 10 people are on the committee and additional members have been asked to join.

Member Waring asked what the cost of the new amphitheater will cost. Kelly stated it is estimated at \$120M.

Public Comment

Ken Miguel–Cipriano, Liaison from Mobile GR, introduced himself and reminded the board he is happy to answer questions about policy, traffic, etc. if needed.

Board Member Discussion

Chair Herr stated his term is up December 31st and would like to step down as Board Chair. If someone is interested in the position, please let Bob Herr or Tim Kelly know.

Member DeLong announced this will be his last Board meeting and stated it's been great to see how the DID has evolved. A great reputation has been built for having a beautiful downtown.

Adjournment

The meeting adjourned at 2:59 p.m.

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

MEMORANDUM

CITY OF GRAND RAPIDS

**Agenda Item 3.
September 29, 2022
DID Meeting**

DATE: September 22, 2022

TO: Bob Herr, Chair
Downtown Improvement District

FROM: Tricia Chapman
Administrative Services Officer II

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

Attached are the DID's preliminary interim financial statements for the fiscal year ending June 30, 2023. These statements are marked preliminary as the city's audit is not yet complete. These statements include the following:

Statement A: Preliminary Balance Sheet

Statement B: Preliminary Statement of FY2022 Revenues and Expenditures

Statement C: Schedule of Expenditures

The DID has spent about 90.5% of budgeted expenditures in the District Wide fund and 125.5% in the Snowmelt fund.

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

Attachments

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

ASSETS	DISTRICT - WIDE	SNOW - MELT	TOTAL
Pooled Cash & Investments	\$ 84,547	\$ 590,476	\$ 675,023
Interest Receivable	698	1,871	2,569
Assessments Receivable	-	-	-
TOTAL ASSETS	\$ 85,245	\$ 592,347	\$ 677,592
 LIABILITIES AND FUND EQUITY			
Liabilities			
Accounts Payable	\$ 11,072	\$ 6,014	\$ 17,086
Deferred Assessment Revenue	-	-	-
TOTAL LIABILITIES	\$ 11,072	\$ 6,014	\$ 17,086
 Reserve for Encumbrances	 \$ -	 \$ -	 \$ -
Reserve for Compensated Absences	1,354	-	1,354
Unrestricted Reserve	72,819	118,381	191,200
Restricted Reserve - Monroe Center	-	466,720	466,720
Restricted Reserve - Monument Park	-	1,232	1,232
TOTAL FUND EQUITY	\$ 74,173	\$ 586,333	\$ 660,506
 TOTAL LIABILITIES & FUND EQUITY	 \$ 85,245	 \$ 592,347	 \$ 677,592

Prepared 9/22/2022

STATEMENT B

GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

FY2022 Statement of Revenues and Expenditures

July 1, 2021 - June 30, 2022 Preliminary

REVENUES	DISTRICT-WIDE		SNOWMELT	
	Budget	Actual	Budget	Actual
Assessments	\$ 1,093,956	\$ 907,184	\$ 180,000	\$ 174,694
Reserve for Uncollectible Accounts	(184,689)	-	-	-
Earnings on Investments	5,906	(15,650)	7,120	(30,759)
TOTAL REVENUES	\$ 915,173	\$ 891,534	\$ 187,120	\$ 143,935
EXPENDITURES				
DISTRICT-WIDE SERVICES				
Maintenance and Beautification				
Landscaping and Beautification	\$ 585,877	\$ 615,364	\$ -	\$ -
Irrigation - Repairs & Water	7,000	6,894	-	-
Personnel - Wages and Benefits	30,000	30,000	-	-
Public Safety - Ambassador Program	155,000	143,095	-	-
Sub-Total	\$ 777,877	\$ 795,353	\$ -	\$ -
Marketing and Communications				
Advertising and Promotions	50,000	2,462	-	-
Personnel - Wages and Benefits	40,000	20,000	-	-
Printing, Postage, Supplies, Performers, Storage, etc.	4,000	4,082	-	-
Website Services	3,539	-	-	-
Sub-Total	\$ 97,539	\$ 26,544	\$ -	\$ -
Administration				
DGRI Overhead - Rent, Meetings, Phones, Cleaning, etc	20,600	24,455	-	-
Insurance	7,500	-	-	-
Personnel - Wages and Benefits	72,688	38,326	-	-
Professional Services - Legal / Human Resources / Tech	30,750	26,845	-	-
Supplies, Office Equipment, etc	8,648	3,386	-	-
City A-87 Costs	40,730	40,730	-	-
Sub-Total	\$ 180,916	\$ 133,742	\$ -	\$ -
TOTAL EXPENDITURES - DISTRICT-WIDE SERVICES	\$ 1,056,332	\$ 955,639	\$ -	\$ -
SNOWMELT SYSTEM OPERATIONS				
Central City Snowmelt	\$ -	\$ -	\$ 180,000	\$ -
Campau Promenade District	-	-	-	77,239
Monroe Center District	-	-	-	140,626
Monument Park District	-	-	-	8,119
TOTAL EXPENDITURES	\$ 1,056,332	\$ 955,639	\$ 180,000	\$ 225,984
EXCESS / (DEFICIT)	\$ (141,159)	\$ (64,105)	\$ 7,120	\$ (82,049)
BEGINNING FUND BALANCE		138,278		668,382
ENDING FUND BALANCE		\$ 74,173		\$ 586,333

Special & Voluntary Assessments as of 6/30/2022	Budgeted	Invoiced	Received	Receivable
District-Wide	\$ 1,093,956	\$ 907,184	\$ 907,184	\$ -
Center City Snowmelt Operations	180,000	174,694	174,694	-
TOTAL	\$ 1,273,956	\$ 1,081,878	\$ 1,081,878	\$ -

STATEMENT C

**GRAND RAPIDS, MICHIGAN
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures
May 1, 2022 - June 30, 2022 Preliminary**

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
5/16/2022	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	\$ 3,394.17
6/1/2022	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	3,394.13
5/15/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street May 22	1,222.12
6/8/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street June 22	1,222.12
7/10/2022	Hub International Midwest Limited	Administration	DGRI Overhead	Business Insurance Policy 6/2022-6/2023	489.25
6/17/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin: Software Maintenance Agreements DID	251.25
5/15/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street Mezzanine Office 05/	119.77
6/8/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street Mezzanine Office 06/	119.77
6/1/2022	Metro FiberNet, LLC	Administration	DGRI Overhead	Internet/Phone at 29 Pearl St NW 3/22	90.68
5/4/2022	GreatAmerica Financial Services Corp	Administration	DGRI Overhead	Copier Lease 04/22	80.83
5/4/2022	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial services 4/22	67.51
6/1/2022	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial services 5/22	67.51
7/10/2022	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial services 6/22	67.51
6/1/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric 04/22 - 05/22	51.05
6/23/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric 05/22 - 6/22	50.41
7/14/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin: HR DID	39.14
6/8/2022	Curtis Laundry and Dry Cleaners, Inc.	Administration	DGRI Overhead	Dry Cleaning services 5/22	38.80
5/11/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin: Local Business Expense DID	29.36
6/8/2022	PeopleG2	Administration	DGRI Overhead	Criminal Background Check services 5/22	25.64
5/18/2022	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 4/22	21.35
7/10/2022	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 5/22	21.34
6/17/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin: Food/Bev DID	19.62
5/18/2022	JobMatch LLC	Administration	DGRI Overhead	HR software 6/22	19.38
7/6/2022	JobMatch LLC	Administration	DGRI Overhead	HR software 7/22	19.38
7/14/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin: Food/Bev DID	13.33
7/21/2022	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/22-8/22	7.40
5/15/2022	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/22-8/22	7.39
7/6/2022	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/22-8/22	7.39
7/21/2022	PeopleG2	Administration	DGRI Overhead	Criminal Background Check services 6/22	6.36
6/17/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin: Software Maintenance Agreements DID cre	(11.75)
7/14/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin: Conf & Travel	(300.51)
					10,651.70
6/9/2022	Priority Health	Administration	Personnel	Health Insurance May 22 - June 22	3,841.67
5/18/2022	Encompass, LLC	Administration	Personnel	Annual EAP Billing 2022	547.96
5/15/2022	TGG, Inc.	Administration	Personnel	Life & S/T & L/T disability insurance	329.17
6/25/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 06/25/2022	321.20
6/11/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 06/11/2022	321.13
5/28/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 05/28/2022	321.07
7/10/2022	TGG, Inc.	Administration	Personnel	Life & S/T & L/T disability insurance	319.40
5/14/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 05/14/2022	281.26
7/6/2022	Blue Cross Blue Shield of MI	Administration	Personnel	Dental Insurance Premiums 7/22	112.97
7/9/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll through 6/30/2022	84.96
6/1/2022	Blue Cross Blue Shield of MI	Administration	Personnel	Dental Insurance Premiums 6/22	81.25
					6,562.04
7/21/2022	Dickinson Wright PLLC	Administration	Professional Services	DID legal services 3/22	1,771.00
7/19/2022	Lisa M Cooper	Administration	Professional Services	HR Consultant services 6/22	1,358.00
7/18/2022	Dickinson Wright PLLC	Administration	Professional Services	DID legal services 4/22	1,173.00
5/11/2022	Lisa M Cooper	Administration	Professional Services	HR Consultant services 4/22	1,132.21
5/15/2022	Worksighted, Inc.	Administration	Professional Services	Laptops 4/22	1,009.81
6/7/2022	Lisa M Cooper	Administration	Professional Services	HR Consultant services 5/22	913.27
7/21/2022	Dickinson Wright PLLC	Administration	Professional Services	Legal services: 12/21	897.00
7/17/2022	Dickinson Wright PLLC	Administration	Professional Services	DID legal services 5/22	736.00
7/18/2022	Dickinson Wright PLLC	Administration	Professional Services	Legal services: 05/22	713.00
5/4/2022	Worksighted, Inc.	Administration	Professional Services	Laptops 4/22	504.91
6/22/2022	Worksighted, Inc.	Administration	Professional Services	IT Remote Agreement 6/22	379.27
7/18/2022	Dickinson Wright PLLC	Administration	Professional Services	Legal services: DGRI 5/22	374.57
6/1/2022	Worksighted, Inc.	Administration	Professional Services	New laptop 5/22	366.94
5/15/2022	Worksighted, Inc.	Administration	Professional Services	IT Service Agreement 5/22	319.48
6/23/2022	Worksighted, Inc.	Administration	Professional Services	IT onboarding 2/22	293.55
6/7/2022	Lisa M Cooper	Administration	Professional Services	HR Consultant services 5/22	286.21
6/22/2022	Worksighted, Inc.	Administration	Professional Services	IT field visit 5/22	285.43
6/1/2022	Worksighted, Inc.	Administration	Professional Services	IT support & equipment 5/22	252.45
6/1/2022	Worksighted, Inc.	Administration	Professional Services	IT device security license 4/22	206.27
6/1/2022	Worksighted, Inc.	Administration	Professional Services	IT fix break 5/22	161.84
7/21/2022	Dickinson Wright PLLC	Administration	Professional Services	Legal services: 3/22	133.47
6/22/2022	Worksighted, Inc.	Administration	Professional Services	Office 365 Agreement 6/22	113.19
5/18/2022	Worksighted, Inc.	Administration	Professional Services	O365 subscription 5/22	101.45

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STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
May 1, 2022 - June 30, 2022 Preliminary

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Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
<i>continued from prior page</i>					
6/1/2022	Worksighted, Inc.	Administration	Professional Services	IT device license 4/22	92.76
6/1/2022	Worksighted, Inc.	Administration	Professional Services	Laptop battery and replacement 5/22	73.58
5/18/2022	The KR Group, Inc.	Administration	Professional Services	O365 subscription 3/22	72.02
6/8/2022	The KR Group, Inc.	Administration	Professional Services	O365 subscription 3/22	72.02
5/15/2022	The KR Group, Inc.	Administration	Professional Services	April 22 Managed Agreement	19.20
6/22/2022	Worksighted, Inc.	Administration	Professional Services	IT equipment - laptop hard drive 5/22	18.59
6/1/2022	Worksighted, Inc.	Administration	Professional Services	IT equipment - laptop battery 5/22	11.35
					13,841.84
7/21/2022	Staples Contract and Commercial Inc.	Administration	Supplies, Office Equipment, etc	Office supplies 5/22	587.08
6/1/2022	Herald Companies	Administration	Supplies, Office Equipment, etc	DID Public Notice 5/22	518.37
7/21/2022	GreatAmerica Financial Services Corp	Administration	Supplies, Office Equipment, etc	Copier Lease 6/22	88.54
6/1/2022	GreatAmerica Financial Services Corp	Administration	Supplies, Office Equipment, etc	Copier Lease 05/22	74.13
5/11/2022	Fifth Third Bank	Administration	Supplies, Office Equipment, etc	Admin: Supplies DID	47.29
7/14/2022	Fifth Third Bank	Administration	Supplies, Office Equipment, etc	Admin: Supplies DID	41.82
7/21/2022	Staples Contract and Commercial Inc.	Administration	Supplies, Office Equipment, etc	Office supplies 2/22	38.90
5/12/2022	City Treasurer - Petty Cash	Administration	Supplies, Office Equipment, etc	Admin: Food/Bev DID	34.96
7/21/2022	Staples Contract and Commercial Inc.	Administration	Supplies, Office Equipment, etc	Office supplies 11/21	25.24
6/17/2022	Fifth Third Bank	Administration	Supplies, Office Equipment, etc	Admin: Supplies DID	18.68
7/21/2022	Staples Contract and Commercial Inc.	Administration	Supplies, Office Equipment, etc	Office supplies 5/22	17.80
6/21/2022	Breck Graphics Inc	Administration	Supplies, Office Equipment, etc	Business Cards: K. Channing 5/22	14.22
7/21/2022	Staples Contract and Commercial Inc.	Administration	Supplies, Office Equipment, etc	Office supplies 4/22	13.89
7/6/2022	Breck Graphics Inc	Administration	Supplies, Office Equipment, etc	Business Cards: Moore	12.31
7/10/2022	Breck Graphics Inc	Administration	Supplies, Office Equipment, etc	Business Cards: McDaniel	12.31
5/30/2022	Breck Graphics Inc	Administration	Supplies, Office Equipment, etc	Business Cards: B. Kirk	12.17
7/21/2022	Staples Contract and Commercial Inc.	Administration	Supplies, Office Equipment, etc	Office supplies 12/21	12.17
5/11/2022	Fifth Third Bank	Administration	Supplies, Office Equipment, etc	Admin: Software Maintenance Agreements DID	11.75
5/12/2022	City Treasurer - Petty Cash	Administration	Supplies, Office Equipment, etc	Admin: Supplies DID	9.67
					1,591.30
5/31/2022	Mydatt Service Inc	Maintenance & Beautification	Ambassador Program	Ambassador charges Feb-Apr	85,856.94
6/22/2022	Mydatt Service Inc	Maintenance & Beautification	Ambassador Program	Ambassador Program 6/22	28,618.98
6/22/2022	Mydatt Service Inc	Maintenance & Beautification	Ambassador Program	Ambassador Program 5/22	28,618.98
					143,094.90
5/26/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	62 Monroe Center planters - WS2063167 22/05	1,608.41
5/26/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	211 Michigan St NW - WS2177433 22/05	30.08
5/26/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	66 Sheldon Blvd planters -WS2171659 22/05	5.94
					1,644.43
5/15/2022	Mydatt Service Inc	Maintenance & Beautification	Landscaping & Beautification	Clean team 4/22	50,479.74
6/22/2022	Mydatt Service Inc	Maintenance & Beautification	Landscaping & Beautification	Clean team 5/22	50,479.74
6/22/2022	Mydatt Service Inc	Maintenance & Beautification	Landscaping & Beautification	Clean team 6/22	50,479.74
6/30/2022	DTE Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 9100 258 89908 22/06	193.01
5/27/2022	DTE Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 9100 258 89908 22/05	100.90
6/30/2022	Consumers Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 1030 2027 1245 22/06	99.56
5/27/2022	Consumers Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 1030 2027 1245 22/05	96.77
7/6/2022	Mydatt Service Inc	Maintenance & Beautification	Landscaping & Beautification	Reimb supplies 06/22	59.73
6/30/2022	DTE Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 9100 258 89908 22/06-	37.71
7/16/2022	City Treasurer - Water System	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - WS2005642 22/06	15.33
					152,042.23
5/31/2022	Paychex	Maintenance & Beautification	Personnel	DDA Payroll alloc to projects and funds - 7/1/2021-	29,779.80
5/31/2022	Paychex	Maintenance & Beautification	Personnel	DDA Payroll alloc to projects and funds - 7/1/2021-	220.20
					30,000.00
7/12/2022	Swift Printing & Communications	Marketing & Communications	Advertising and Promotions	Ambassador Palm Cards 6/22	1,784.87
6/22/2022	Swift Printing & Communications	Marketing & Communications	Advertising and Promotions	Ambassador Palm Cards 6/22	545.63
6/21/2022	Breck Graphics Inc	Marketing & Communications	Advertising and Promotions	Ambassador marketing materials 5/22	131.14
					2,461.64
5/31/2022	Paychex	Marketing & Communications	Personnel	DDA Payroll alloc to projects and funds - 7/1/2021-	19,853.20
5/31/2022	Paychex	Marketing & Communications	Personnel	DDA Payroll alloc to projects and funds - 7/1/2021-	146.80
					20,000.00
7/6/2022	Breck Graphics Inc	Marketing & Communications	Printing, Postage, Supplies, etc.	Business Cards: Krenz	72.66
					72.66

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STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
May 1, 2022 - June 30, 2022 Preliminary

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Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
<i>continued from prior page</i>					
5/20/2022	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 22/04	4,345.57
6/17/2022	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 22/05	1,060.32
7/14/2022	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 22/06	1,060.32
6/17/2022	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 30421 22/06	947.26
5/27/2022	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp -99100 297 30421 22/05	85.82
					<u>7,499.29</u>
5/15/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt 4/22	6,160.41
5/15/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt repairs 4/22	5,131.27
5/15/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt repairs 4/22	4,308.85
6/22/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt repairs 3/22	3,788.12
7/21/2022	Geotech Inc	Snowmelt Operations	Monroe Center District	Snowmelt repairs 12/21	3,615.54
5/20/2022	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 22/05	1,258.61
6/23/2022	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 22/05-	1,164.46
7/14/2022	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 22/06	1,164.46
7/14/2022	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 22/06	104.77
6/3/2022	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 22/05	103.41
					<u>26,799.90</u>
6/3/2022	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 22/05	69.33
7/14/2022	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 22/06	69.33
					<u>138.66</u>
TOTAL EXPENDITURES					<u>\$ 416,400.59</u>

MEMORANDUM

CITY OF GRAND RAPIDS

**Agenda Item 3a
September 29, 2022
DID Meeting**

DATE: September 26, 2022

TO: Bob Herr, Chair
Downtown Improvement District

FROM: Tricia Chapman
Administrative Services Officer II

**SUBJECT: Grand Rapids Downtown Improvement District
FY2023 Interim Financial Statements as of August 31, 2022**

Attached are the DID's interim financial statements for the first two months of the fiscal year ending June 30, 2023. These statements include the following:

Statement A: Balance Sheet

Statement B: Statement of FY2023 Revenues and Expenditures

Statement C: Schedule of Expenditures

The DID assessments were billed in September, so these statements do not contain the receivable or revenue for any assessments. The District wide assessments were approximately \$1.1 million and the snowmelt assessments were \$170,000. As of September 26, 2022 the District-Wide collected amount is approximately \$480,000 with approximately \$645,000 remaining to collect.

The DID has spent approximately 6% of its budgeted appropriations in the District-Wide fund and 2% of appropriations in the Snowmelt fund.

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

Attachments

STATEMENT A
GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT
Balance Sheet
August 31, 2022

ASSETS	DISTRICT - WIDE	SNOW - MELT	TOTAL
Pooled Cash & Investments	\$ 11,983	\$ 607,997	\$ 619,980
Assessments Receivable	-	-	-
TOTAL ASSETS	\$ 11,983	\$ 607,997	\$ 619,980
LIABILITIES AND FUND EQUITY			
Liabilities			
Accounts Payable	\$ 86	\$ -	\$ 86
Deferred Assessment Revenue	-	-	-
TOTAL LIABILITIES	\$ 86	\$ -	\$ 86
Reserve for Encumbrances	\$ -	\$ -	\$ -
Reserve for Compensated Absences	1,354	-	1,354
Unrestricted Reserve	10,543	140,045	150,588
Restricted Reserve - Monroe Center	-	466,720	466,720
Restricted Reserve - Monument Park	-	1,232	1,232
TOTAL FUND EQUITY	\$ 11,897	\$ 607,997	\$ 619,894
TOTAL LIABILITIES & FUND EQUITY	\$ 11,983	\$ 607,997	\$ 619,980

Prepared 9/22/2022

STATEMENT B

GRAND RAPIDS DOWNTOWN IMPROVEMENT DISTRICT

FY2022 Statement of Revenues and Expenditures

July 1, 2022 - August 31, 2022

REVENUES	DISTRICT-WIDE		SNOWMELT	
	Budget	Actual	Budget	Actual
Assessments	\$ 1,222,814	\$ -	\$ 170,000	\$ -
Reserve for Uncollectible Accounts	(153,200)	-	-	-
Earnings on Investments	3,808	9,129	6,093	25,022
Miscellaneous Revenues and Reimbursements	100,000	-	-	-
TOTAL REVENUES	\$ 1,173,422	\$ 9,129	\$ 176,093	\$ 25,022
EXPENDITURES				
DISTRICT-WIDE SERVICES				
Maintenance and Beautification				
Landscaping and Beautification	\$ 597,839	\$ 51,422	\$ -	\$ -
Irrigation - Repairs & Water	7,000	713	-	-
Flowers & Plantings	112,615	-	-	-
Sub-Total	\$ 717,454	\$ 52,135	\$ -	\$ -
Marketing and Communications				
Personnel - Wages and Benefits	20,000	-	-	-
Printing, Postage, Supplies, etc.	750	-	-	-
Sub-Total	\$ 20,750	\$ -	\$ -	\$ -
Administration				
DGRI Overhead - Rent, Meetings, Phones, Cleaning, etc	25,000	5,662	-	-
Personnel - Wages and Benefits	72,000	3,862	-	-
Professional Services	22,500	4,310	-	-
Supplies, Office Equipment, etc	7,366	(461)	-	-
City A-87 Costs	35,384	5,897	-	-
Sub-Total	\$ 162,250	\$ 19,270	\$ -	\$ -
Public Safety				
Ambassador Program	155,000	-	-	-
QOL - Special Project	124,160	-	-	-
Sub-Total	\$ 279,160	\$ -	\$ -	\$ -
TOTAL EXPENDITURES - DISTRICT-WIDE SERVICES	\$ 1,179,614	\$ 71,405	\$ -	\$ -
SNOWMELT SYSTEM OPERATIONS				
Central City Snowmelt	\$ -	\$ -	\$ 170,000	\$ -
Campau Promenade District	-	-	-	1,543
Monroe Center District	-	-	-	1,675
Monument Park District	-	-	-	140
TOTAL EXPENDITURES	\$ 1,179,614	\$ 71,405	\$ 170,000	\$ 3,358
EXCESS / (DEFICIT)	\$ (6,192)	\$ (62,276)	\$ 6,093	\$ 21,664
BEGINNING FUND BALANCE		74,173		586,333
ENDING FUND BALANCE		\$ 11,897		\$ 607,997

Special & Voluntary Assessments as of 8/31/2022	Budgeted	Invoiced	Received	Receivable
District-Wide	\$ 1,222,814	\$ -	\$ -	\$ -
Center City Snowmelt Operations	170,000	-	-	-
TOTAL	\$ 1,392,814	\$ -	\$ -	\$ -

STATEMENT C

**GRAND RAPIDS, MICHIGAN
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures
July 1, 2022 - August 31, 2022**

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
7/14/2022	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	\$ 2,948.67
8/24/2022	City Treasurer - Budget Office	Administration	City A-87 Costs	IET - Operating Transfer A-87	2,948.67
					<u>5,897.34</u>
8/15/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin: Software Maintenance Agreements DID	1,743.04
8/2/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street July 22	1,222.12
8/18/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street Aug 22	1,222.12
8/1/2022	Cellco Partnership	Administration	DGRI Overhead	Cell Phone Service 6/22	383.31
8/18/2022	Wexler Graphics, Inc.	Administration	DGRI Overhead	Window Art Installation (deposit) 8/22	195.70
8/2/2022	Bazen Electric	Administration	DGRI Overhead	Electrical services 7/22	153.75
8/15/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin: Supplies DID	134.28
8/1/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street Mezzanine Office 07/	119.77
8/18/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Office Lease: 29 Pearl Street Mezzanine Office 08/	119.77
8/15/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin: Local Business Expense DID	86.11
8/9/2022	GreatAmerica Financial Services Corp	Administration	DGRI Overhead	Copier Lease 7/22	82.83
8/9/2022	Professional Maintenance of Michigan	Administration	DGRI Overhead	Janitorial services 7/22	67.51
8/9/2022	Federal Square Building Co. #1, LLC	Administration	DGRI Overhead	Utility Service: Electric 04/22 - 05/22	38.45
8/9/2022	Pure Water Partners LLC	Administration	DGRI Overhead	Water Cooler Lease 07/22	24.66
8/1/2022	JobMatch LLC	Administration	DGRI Overhead	HR software 7/22	19.38
8/1/2022	Engineered Protection Sys Inc	Administration	DGRI Overhead	Office Security System 08/01/2022 - 10/31/2022	18.69
8/18/2022	Selective Insurance Company of America	Administration	DGRI Overhead	Liability Insurance Policy 2022	12.72
8/15/2022	Fifth Third Bank	Administration	DGRI Overhead	Admin: Food/Bev DID	10.31
8/9/2022	Model Coverall Service Inc	Administration	DGRI Overhead	Floor Mat Rental 02/22-8/22	7.87
					<u>5,662.39</u>
8/1/2022	Priority Health	Administration	Personnel	Health Insurance July 22	2,171.19
8/1/2022	TGG, Inc.	Administration	Personnel	Life & S/T & L/T disability insurance: Sept 2022	382.44
7/23/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 07/23/2022	313.19
8/6/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 08/06/2022	313.14
8/20/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 08/20/2022	313.14
7/7/2022	Blue Cross Blue Shield of Michigan	Administration	Personnel	Dental Insurance Premiums 8/22	179.37
7/9/2022	City of Grand Rapids	Administration	Personnel	Staff services - payroll period ended 07/09/2022	177.98
8/4/2022	Blue Cross Blue Shield of Michigan	Administration	Personnel	Dental Insurance Premiums 8/22	11.13
					<u>3,861.58</u>
8/18/2022	Lisa M Cooper	Administration	Professional Services	HR Consultant services 7/22	1,901.06
8/2/2022	Worksighted, Inc.	Administration	Professional Services	IT consulting and services 7/22	738.96
8/18/2022	Worksighted, Inc.	Administration	Professional Services	IT consulting and services 7/22	738.96
8/18/2022	Worksighted, Inc.	Administration	Professional Services	Onsite IT Services 8/22	696.01
8/18/2022	Worksighted, Inc.	Administration	Professional Services	Office 365 Agreement 8/22	121.76
8/2/2022	Worksighted, Inc.	Administration	Professional Services	Office 365 Agreement 7/22	113.19
					<u>4,309.94</u>
8/18/2022	Staples Contract and Commercial Inc.	Administration	Supplies, Office Equipment, etc	Office supplies 7/22	21.33
8/18/2022	Staples Contract and Commercial Inc.	Administration	Supplies, Office Equipment, etc	Office supplies 7/22	18.69
8/2/2022	Breck Graphics Inc	Administration	Supplies, Office Equipment, etc	Business Cards: N. Toledo 7/22	12.31
8/18/2022	ACO Inc	Administration	Supplies, Office Equipment, etc	Admin Supplies 8/22	4.89
7/26/2022	Herald Companies	Administration	Supplies, Office Equipment, etc	Newspaper ad refund 6/22	(518.37)
					<u>(461.15)</u>
8/24/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	62 Monroe Center planters - WS2063167 22/08	213.36
8/24/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	211 Michigan St NW - WS2177433 22/08	169.61
7/29/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	275 S Division - WS2179704 22/07	121.29
8/24/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	66 Sheldon Blvd planters - WS2171659 22/08	48.22
7/29/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	3 Market SW planters - WS2117023 22/07	37.31
8/24/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	70 Ottawa Ave - WS2189672 22/08	25.67
8/24/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	160 Ottawa Ave - WS2189674 22/08	25.45
7/29/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	221 Grandville SW planters - WS2021262 22/07	24.37
7/29/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	185 Oakes SW planters - WS2095454 22/07	23.85
7/29/2022	City Treasurer - Water System	Maintenance & Beautification	Irrigation - Repairs & Water	100 S Division planters - WS2024679 22/07	23.85
					<u>712.98</u>
8/18/2022	Mydatt Service Inc	Maintenance & Beautification	Landscaping & Beautification	Clean team 7/22	50,479.74
7/29/2022	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	125 Monroe Center - ELC2186487 22/07	237.52
8/24/2022	Consumers Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 1030 2027 1245 22/08	171.68
7/29/2022	Consumers Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 1030 2027 1245 22/07	165.61
7/29/2022	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	40 S Division - ELC2186756 22/07	89.23
8/31/2022	Consumers Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 1030 2027 1245 22/08	85.84
7/29/2022	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	25 Sheldon Blvd - ELC2186757 22/07	63.73
7/29/2022	City Treasurer - ELC	Maintenance & Beautification	Landscaping & Beautification	225 Michigan St - ELC2186756 22/07	60.76
8/24/2022	DTE Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 9100 258 89908 22/08	34.00
7/29/2022	DTE Energy	Maintenance & Beautification	Landscaping & Beautification	Winter Ave Offices - 9100 258 89908 22/07	33.52
					<u>51,421.63</u>

continued on the next page

STATEMENT C
DOWNTOWN IMPROVEMENT DISTRICT
Schedule of Expenditures - continued
July 1, 2022 - August 31, 2022

Page 2

Date	Vendor	District Name & Category	Budget Line Item	Description	Amount
<i>continued from prior page</i>					
8/10/2022	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Campau Promenade District	Louis/Monroe snowmelt - 4200000000 22/07	1,060.32
7/29/2022	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave CMP - ELC2182337 22/07	187.55
7/29/2022	City Treasurer - ELC	Snowmelt Operations	Campau Promenade District	99 Monroe Ave VLT - ELC2186862 22/07	123.25
7/29/2022	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 30421 22/07	85.82
8/10/2022	DTE Energy	Snowmelt Operations	Campau Promenade District	43 Monroe Ave Ramp - 9100 297 30421 22/08	85.82
					<u>1,542.76</u>
8/10/2022	Vicinity Energy Grand Rapids LLC	Snowmelt Operations	Monroe Center District	60 Monroe Ctr snowmelt - 3200000000 22/07	1,164.46
7/29/2022	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	1 Monroe Center - ELC2178214 22/07	205.44
7/29/2022	City Treasurer - ELC	Snowmelt Operations	Monroe Center District	83 Monroe Center - ELC2181622 22/07	196.90
7/29/2022	Consumers Energy	Snowmelt Operations	Monroe Center District	66 Monroe Ctr NW - 1000 1401 9077 22/07	107.97
					<u>1,674.77</u>
7/29/2022	Consumers Energy	Snowmelt Operations	Monument Park District	1 Monroe Center - 1000 6880 7039 22/07	140.05
					<u>140.05</u>
TOTAL EXPENDITURES					<u>\$ 74,762.29</u>

MEMORANDUM

DOWNTOWN
IMPROVEMENT
DISTRICT



DID

DATE: September 29, 2022

TO: Downtown Improvement District

FROM: Melvin Eledge Jr., LPM
Director of Operations

SUBJECT: Downtown Ambassador Expansion

**Agenda Item #04
September 29, 2022
DID Meeting**

In March 2022, the Grand Rapids City Commission approved a Downtown Improvement District reauthorization plan which, for the first time, included an assessment on real residentially classified property.

In July 2022 a working group comprised of DID resident rate payers was brought together to provide feedback and insights into Downtown resident quality of life and what services, projects and programs could be developed and implemented using the new resources generated by the residential property assessment.

For several months the group prioritized their needs and concerns, conducted research on what other downtowns and neighborhoods were doing and worked to develop a response to address their various needs. The result of that work yielded a proposal to expand the Downtown Ambassador program by adding two full-time ambassadors to provide a more resident-focused scope of work.

The full proposal is attached but the highlights are:

- Expand presence in Downtown during higher periods of resident foot traffic
- Engage directly with Downtown residents through lobby fairs, neighbor specific meetings and internal building meetings to listen to, and address concerns as well as connect residents with additional resources
- Increase deployment in areas of Downtown with higher residential populations



Recommendation: Approve further investment into the Downtown Ambassador program, not to exceed \$124,160, for the addition of two new full-time ambassadors who will provide a resident-focused scope of work.



Proposal for the Expansion of the Downtown Ambassador Program



DOWNTOWN
GRAND RAPIDS INC.

Objective: Add two full-time ambassadors to Downtown to increase the visibility of the program by offering extended hours and provide unique services not currently provided by the existing ambassador program.

Deployment: The two new ambassadors will provide services on the following days:

- **Sunday:** 1p – 9:30p
- **Monday:** 1p – 9:30p
- **Tuesday:** 2p – 10:30p
- **Wednesday:** 2p – 10:30p
- **Thursday:** 2p – 10:30p

Services: In addition to their basic responsibilities these new ambassadors will provide the following services:

- Provide enhanced patrol to high traffic resident areas including, but not limited to:
 - Ah-Nab-Awen Park.
 - Downtown River Walk (and adjoining parks).
 - Downtown Skywalk System.
 - Monroe Center/Rosa Parks Circle.
- Deploy and staff an info cart at select, high traffic, locations throughout Downtown.
- Conduct resident building “lobby fairs” to be accessible to residents and be able to respond to their needs.
- Ambassador leadership will attend *neighbor* specific meetings:
 - Downtown Neighborhood Network.
 - Heartside Downtown Neighborhood Association.
 - Work with DGRI to attend in building happy hours, board meetings etc.
 - Other meetings as requested/assigned.



Marketing/Promotion: In addition to expanding ambassador presence throughout Downtown, DGRI will increase the promotional efforts to raise awareness of the program through:

- Inclusion of contact information on new Downtown Wayfinding infrastructure.
- Increase the frequency of mailings to Downtown businesses and residents.
- Create and distribute new physical and digital collateral through a variety of methods.
- Increase the usage and prevalence of advertising opportunities.



DOWNTOWN IMPROVEMENT DISTRICT

FY 2024 Reauthorization

Key Changes in FY 23

- **Non-Profit Organization Assessment**
 - Assessments were made non-voluntary
 - Retained reduced assessment rate of 60%
 - Estimated revenue addition: \$43,000
- **Residential Assessment**
 - First time assessing residents
 - Assessed \$120 flat rate per residential property
 - Generated \$74,160 in new revenue
 - DGRI matched funds with a \$50,000 grant
- **General Assessment**
 - Increased by 5% - primarily to cover costs of raising ambassador wages
- **Snowmelt Assessment**
 - Reduced by \$10,000 to align better with actual operational costs

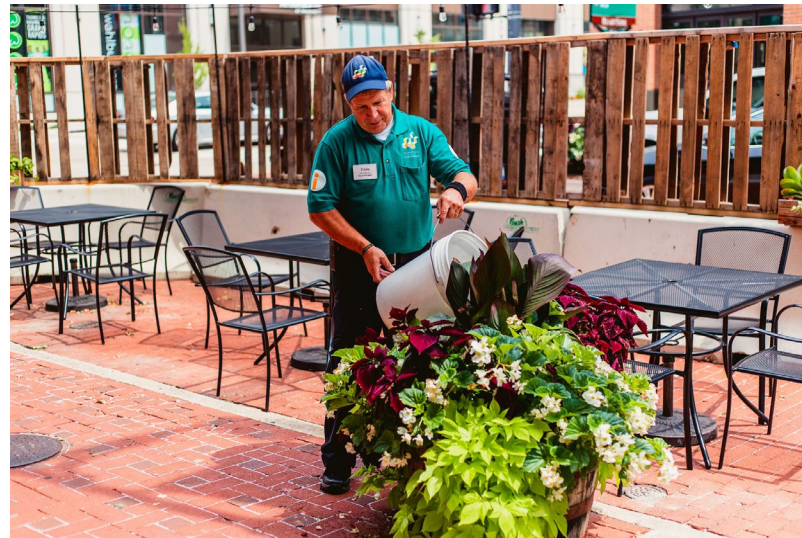


Reauthorization Timeline

- **September 2022 –**
 - Kick Off Reauthorization Process
 - Begin outreach and engagement efforts
- **November 2022 –**
 - Draft **Reauthorization Plan** presented to the DID Board
- **January 2023 –**
 - DID Board review and approves the final **Downtown Improvement District Reauthorization Plan** and recommends the plan to the Grand Rapids City Commission.
 - **Memo** sent to City Commission for resolution of necessity
- **February 2023 –**
 - Grand Rapids City Commission sets hearing of necessity for DID
 - Notice to 311 of mailing
 - Publication copy delivered to Clerk re: hearing of necessity
 - Mailing of notice of hearing of necessity
 - Memo advising Gr City Commission on Hearing of Necessity
- **March 2023 –**
 - Hearing of necessity
 - Memo advising City Commission of resolution of necessity
- **April 2023 –**
 - Resolution of Necessity at City Commission
 - Notice of 311 mailing
 - Notice of Board Review Hearing
 - Mailing of notices to parcel owners in assessment district
 - Roll open for inspection
- **May 2023 –**
 - Memo advising City Manager of board of review agenda item
 - Board of review hearing
 - Confirmation of agenda item
 - Confirmation of roll
 - Completed roll to assessor
- **June 2023 –**
 - Bills to go out

Considerations for FY 24

- **Assessment**
 - Costs
 - Inflation
 - New Services
 - Expand Existing Services
- **Reauthorization Term**
- **DID Service Boundary**
 - Monroe North
 - Other Considerations
- **Snowmelt Assessment**



Reauthorization Timeline

- February: DID Board Recommends Plan to City Commission
- March: City Commission Sets Public Hearing
- March: City Commission Holds Public Hearing
- April: City Commission Considers/Approves Plan
- April: Assessment Notices Mailed
- May: Roll open for inspection
- June: Board of Review Hearing
- July: Confirmation of Roll
- August 1: Bills Mailed



**DOWNTOWN
IMPROVEMENT
DISTRICT**

Downtown Vitals Report Downtown Improvement District



Produced September 22, 2022
for the months of July and August, 2022

Summary of Downtown Vital Signs

Most Recently Completed Months: **July & August 2022**

New Businesses

+2 in July
+2 in August
+20 year-to-date
p. 4

Storefront Vacancy Rates

-9% vs. June
-9% vs. 2-yr avg.
p. 6

Office Space Vacancy Rates

-1% vs. Q1
+74% vs. 5-yr avg.
+28% vs. 15-yr avg.
p. 7

Office Space Rental Rates

+\$0.20 vs. Q1
+\$3.20 vs. 5-yr avg.
+\$6.01 vs. 15-yr avg.
p. 7

Housing Occupancy

-1% vs. Q1
+4% vs. 5-yr avg.
+3% vs. 15-yr avg.
p. 8

Hotel Occupancy

+2% vs. July
+32% vs. August 2021
+31% vs. 5-yr avg.
p. 9

Visitor Activity Counts

+13% vs. July 2021
+6% vs. Aug 2021
p. 10

Employee Activity Counts

+45% vs. July 2021
+48% vs. Aug 2021
p. 10

On-Street Parking Instances

+3% vs. July 2021
+20% vs. Aug 2021
p. 13

On-Street Parking Revenue

+10% vs. July 2021
+27% vs. Aug 2021
p. 13

(June) DASH Ridership

+39% vs. May
+31% vs. June 2021
p. 14

(July) City Employment

+1% vs. June
+2% vs. July 2021
+1% vs. 5-yr avg.
p. 15

Editorial Notes

Welcome to the newly rebranded DID Vitals Report. Along with a new aesthetic, this month the summary page has been reworked to be more legible and streamline the understanding of the month-over-month changes. Each metric now has individualized changes reflected that are most relevant to that category.

To accommodate for missed months, the DID Vitals Report will include data points for both the current month and the previous month. The Downtown Activity Tracking pages are a good example of this.

Highlight: Hotel Occupancy has officially reached a higher level than the 5-year average for the first time since the pandemic started.

Downtown Ambassador Statistics

	2022 YTD	July 2022	August 2022
Graffiti Removed	2,141	324	456
Lbs of Trash Removed	267,025	42,600	36,600
Snow Removed	10,249	-	-
Weeds Abated	126,175	46,563	25,992
Business Contacts	7,053	953	715
Pedestrian Assists	101,513	12,219	11,822
Mobility Assists	1,231	132	122
TOTAL BANKED HOURS:		1,550.25	1,775.75

2022 vs. 2021 Year-to-Date Comparisons:

196

more graffiti removals

30k

more lbs of trash removed

1k

more snow removals

43k

more weeds abated

5k

more business contacts

27k

more pedestrians assisted

34

more mobility assists



DOWNTOWN
IMPROVEMENT
DISTRICT



Source: Downtown Grand Rapids Inc.

2022 Business Openings

January

- 1 Grand Rapids Voice Collective
- 2 Brooklyn Bodega Bagel & Deli

February

- 3 Woodrow's
- 4 Stellar Broadband
- 5 Periwinkle Fog
- 6 Thrift on Div

April

- 7 Vivid IV Health
- 8 Courage & Soar

May

- 9 Gazelle Sports
- 10 Real Seafood Co.
- 11 Taste of Cairo

June

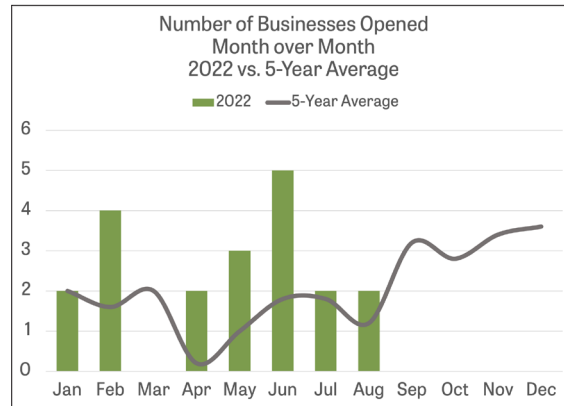
- 12 Monsoon Vietnamese Kitchen
- 13 Le Macaron
- 14 Angel Face Academy
- 15 WIMAGE
- 16 Barrio Tacos

July

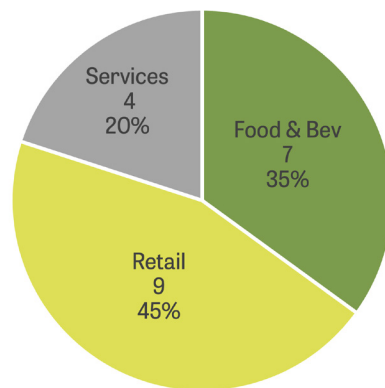
- 17 The Arts Marketplace at Studio Park
- 18 Zabház

August

- 19 AllArtWorks
- 20 Second Vibess



Types of Businesses Opened in 2022



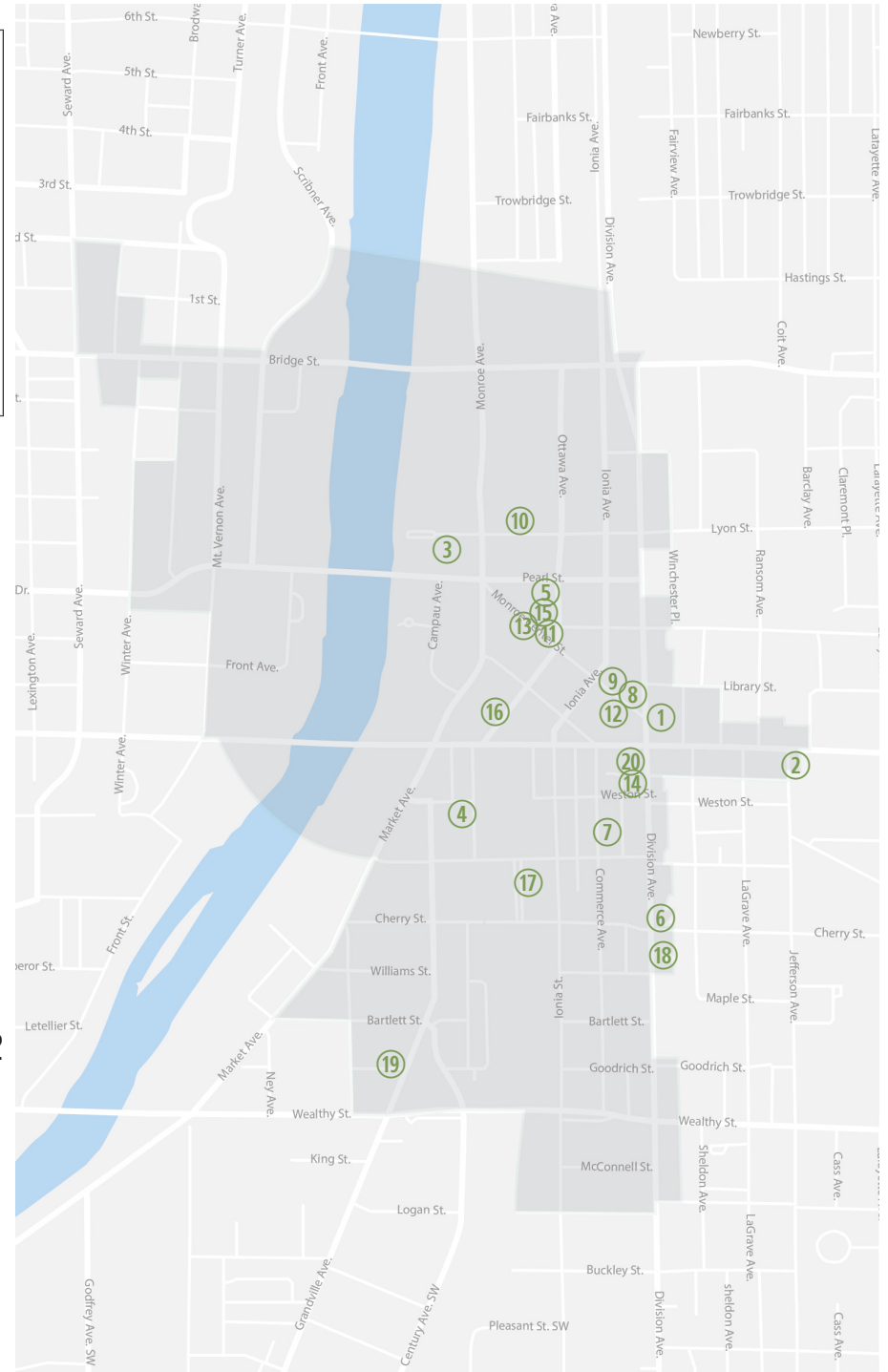
Ownership of New Businesses Opened in 2022

25%
BIPOC-Owned

55%
Women-Owned

Overall Ownership of Businesses in the DID

13% BIPOC-Owned
20% Women-Owned



Source: Downtown Grand Rapids Inc.

2022 Business Closings

January

1 CerteDrive

2 Menna's Joint

February

3 Be Nice Foundation

4 Ali Nicole Bridal

March

5 boldSOCKS

April

6 GR City Kicks

May

7 Pack Elephant

June

8 Mel Styles

9 Pho616

July

10 Mayan Buzz Café

11 The Søvengård

August

12 Taste of Cairo

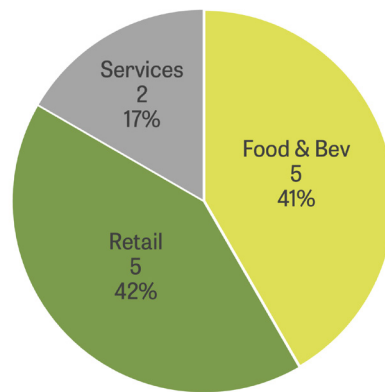
Businesses are opening

1.7x
faster than closing
in 2022

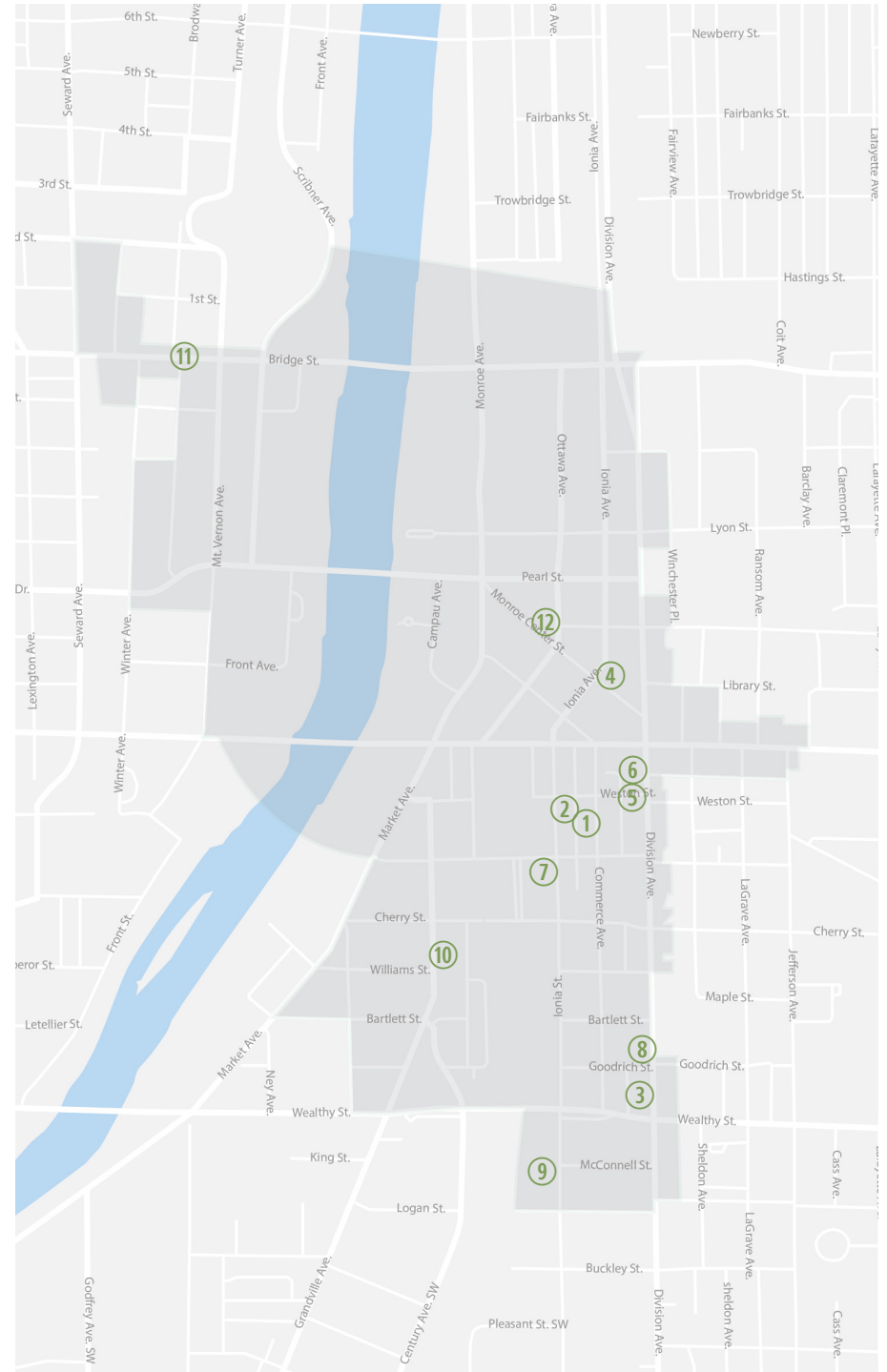
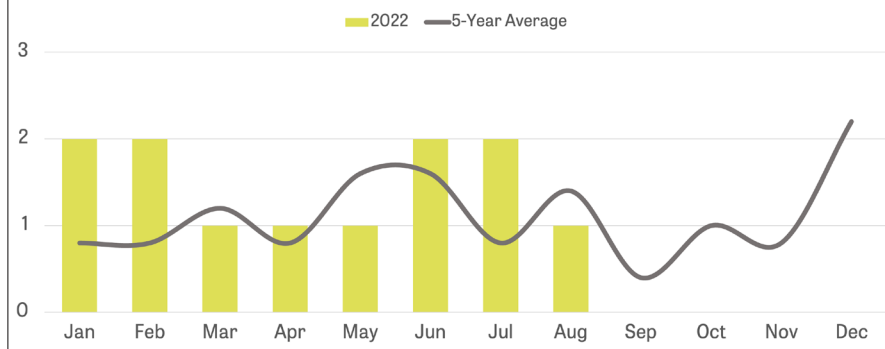
2021: 1.65x

2020: 1.55x

Types of Businesses Closed in 2022



Number of Businesses Closed
Month over Month
2022 vs. 5-Year Average

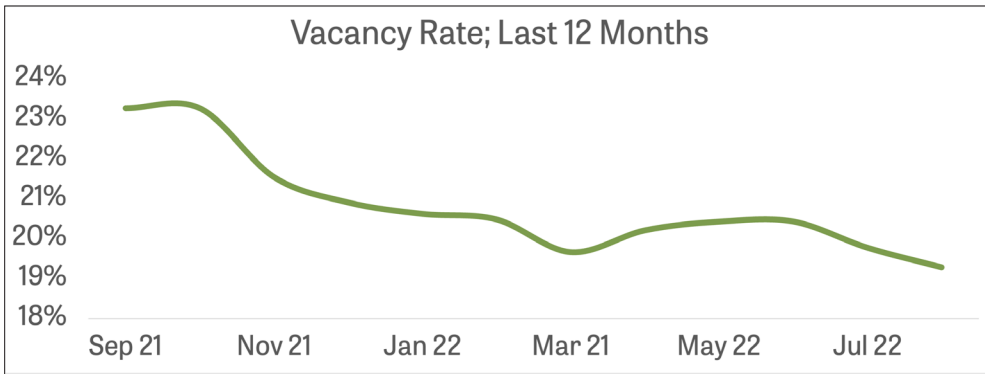


Source: Downtown Grand Rapids Inc.



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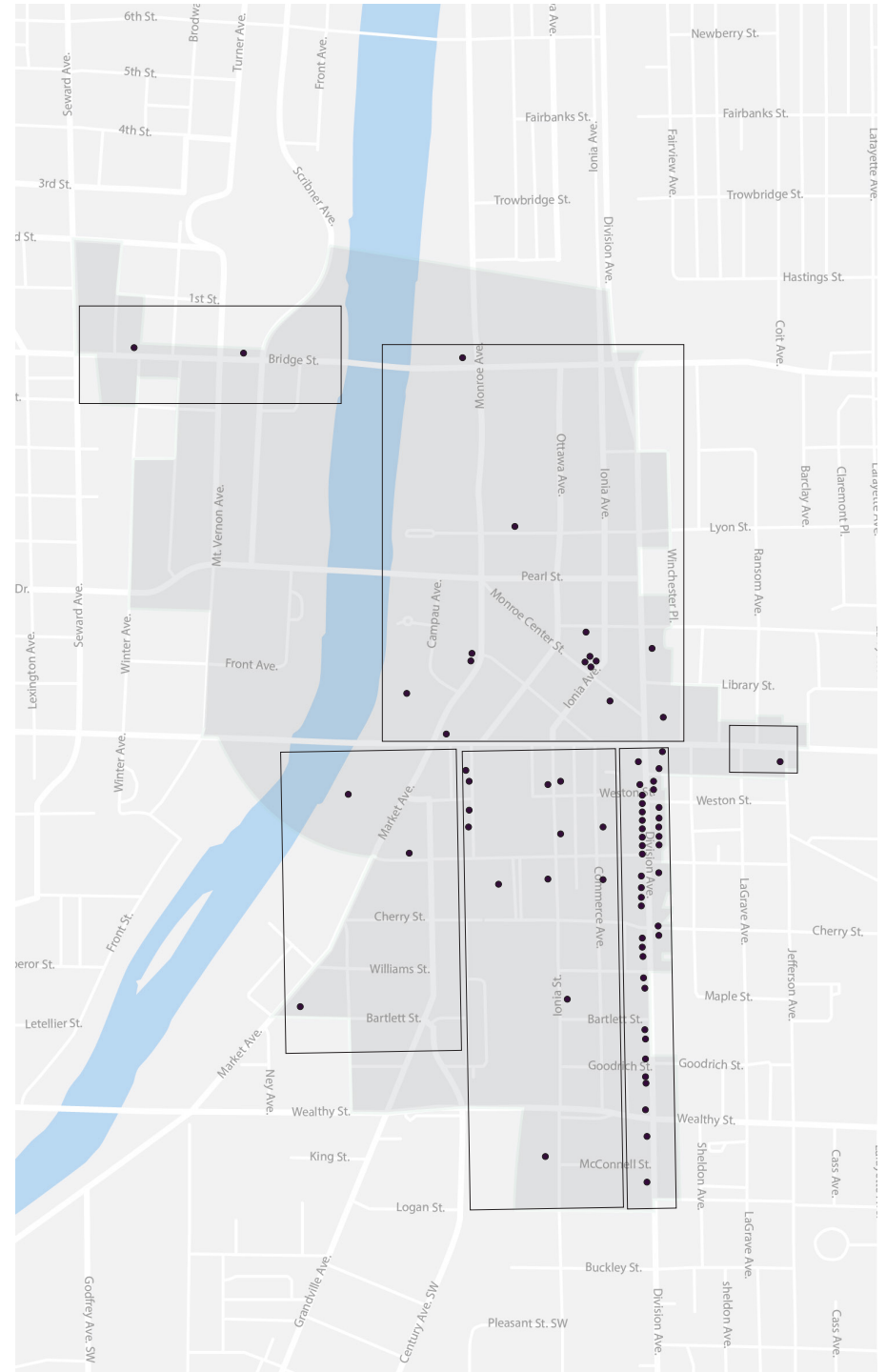
Ground-Floor Storefront Vacancies



2.4 yrs
average vacancy duration

233k
square feet of
available space

	# of Storefronts	# of Vacancies	Vacancy %
Bridge Street	21	2	10%
Center City	114	14	12%
(Monroe Center)	(51)	(7)	(14%)
Fulton & Jefferson	18	1	6%
Heartside: Division	97	32	33%
Heartside: Ionia	69	11	16%
Heartside: Grandville	14	4	29%
Other	1	0	0%
DISTRICT TOTALS:	334	64	19%



Source: Downtown Grand Rapids Inc.

7.1M sq ft of occupied space in Q2 2022

4%

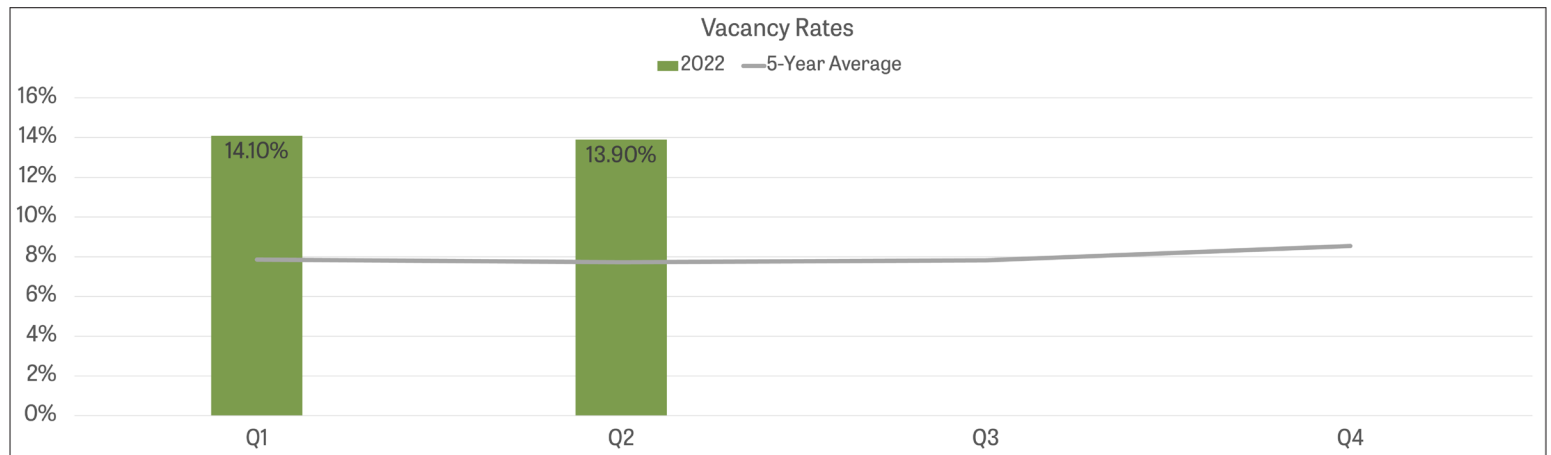
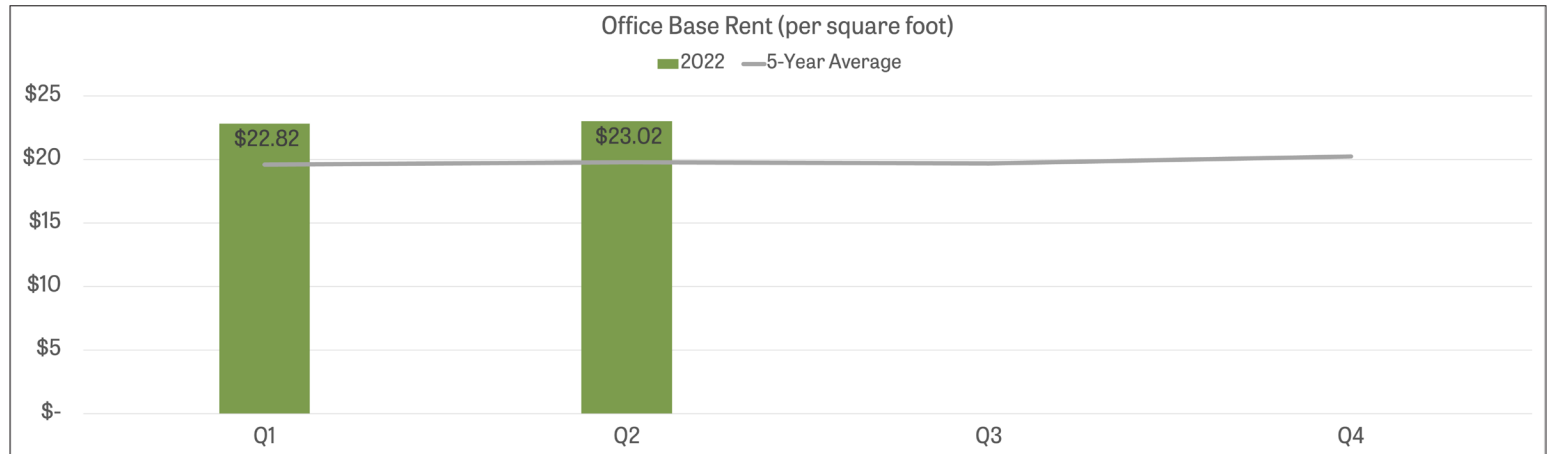
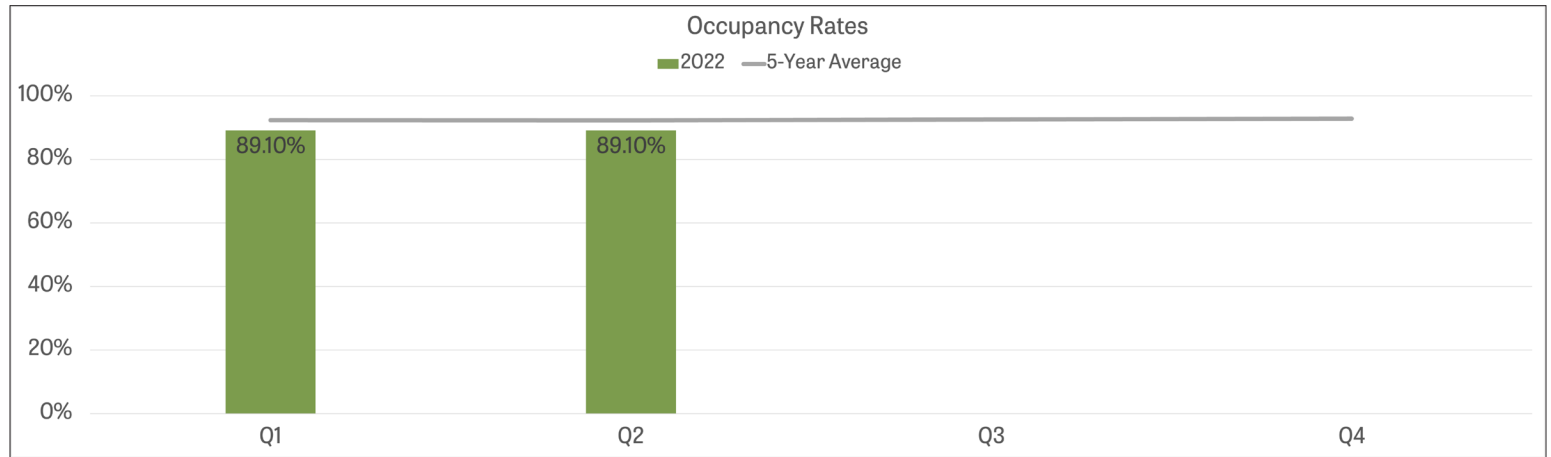
average **decrease** in
occupancy in
2022 compared to
5-year average

16%

average **increase** in
rental rates in
2022 compared to
5-year average
(\$3.20/sq ft)

74%

average **increase** in
vacancy in
2022 compared to
5-year average

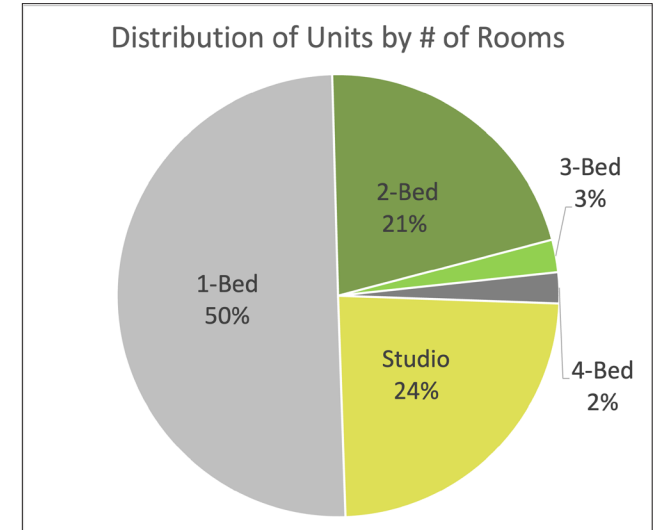
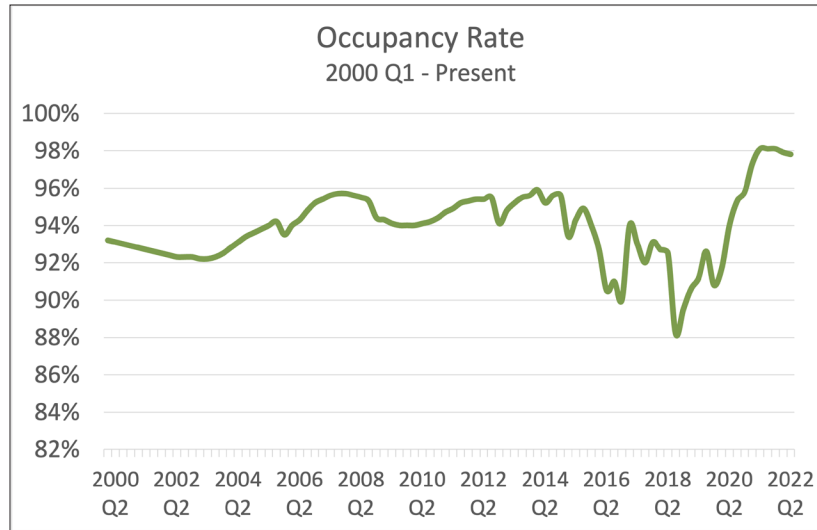


249 units under construction

969 units in planning

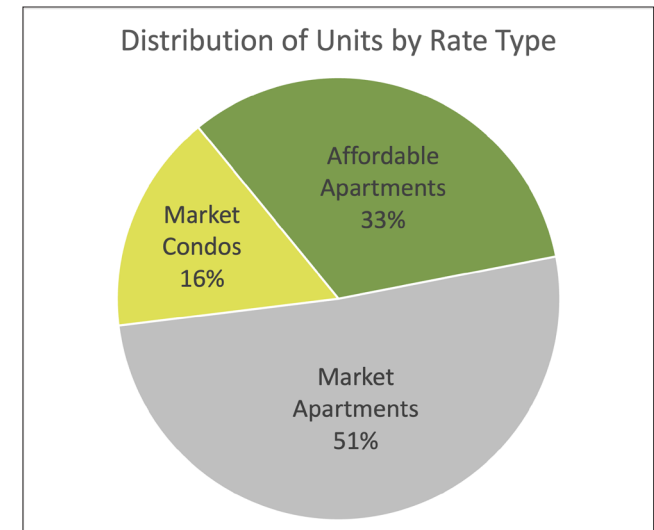
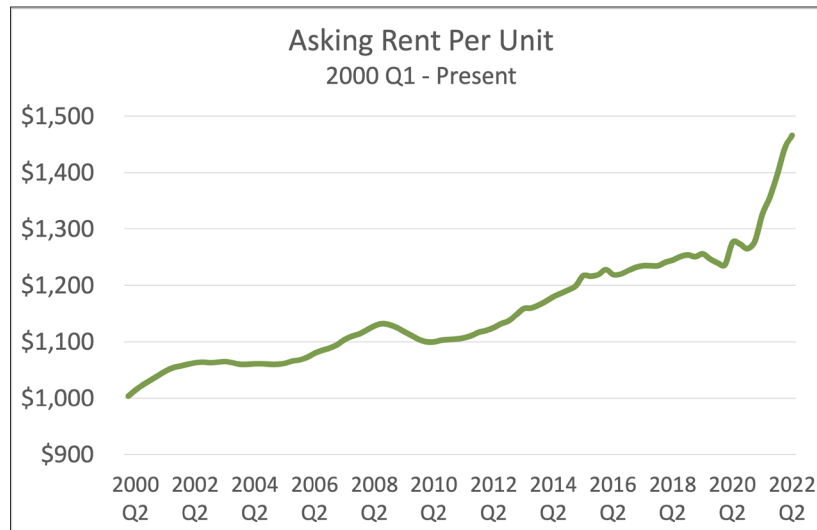
4%
increase in
occupancy rate
vs. 5-year average
(97% vs. 93%)

0.1%
decrease in
occupancy rate
vs. Q1 2022



22%
increase in
asking rent rate
vs. 5-year average

1%
increase in
asking rent rate
vs. Q1 2022

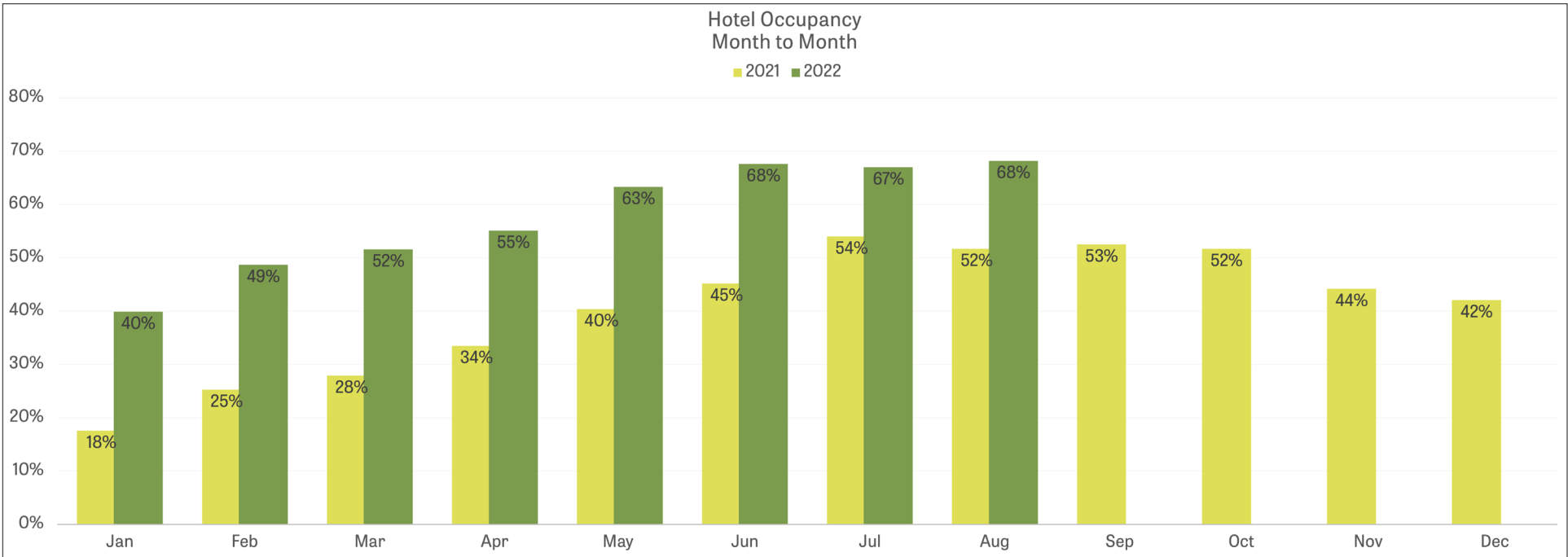
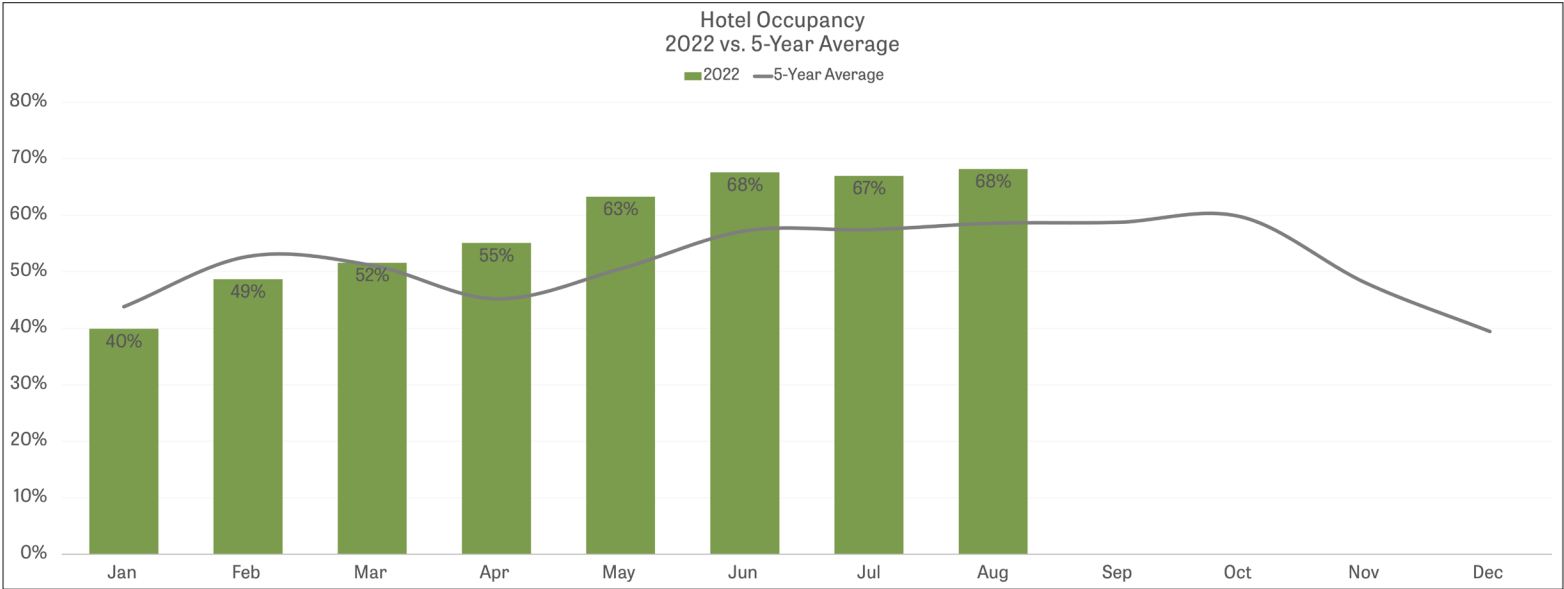


Sources: Downtown Grand Rapids Inc.
CoStar

Hotel Occupancy

42%
average increase in
hotel occupancy in
2022 vs. 2021
(58% vs. 41%)

11%
average increase in
hotel occupancy in
2022 compared to
5-year average



Downtown Activity Tracking

12,521

estimated number of
employees in July
10% *lower* than 5-year average

12,759

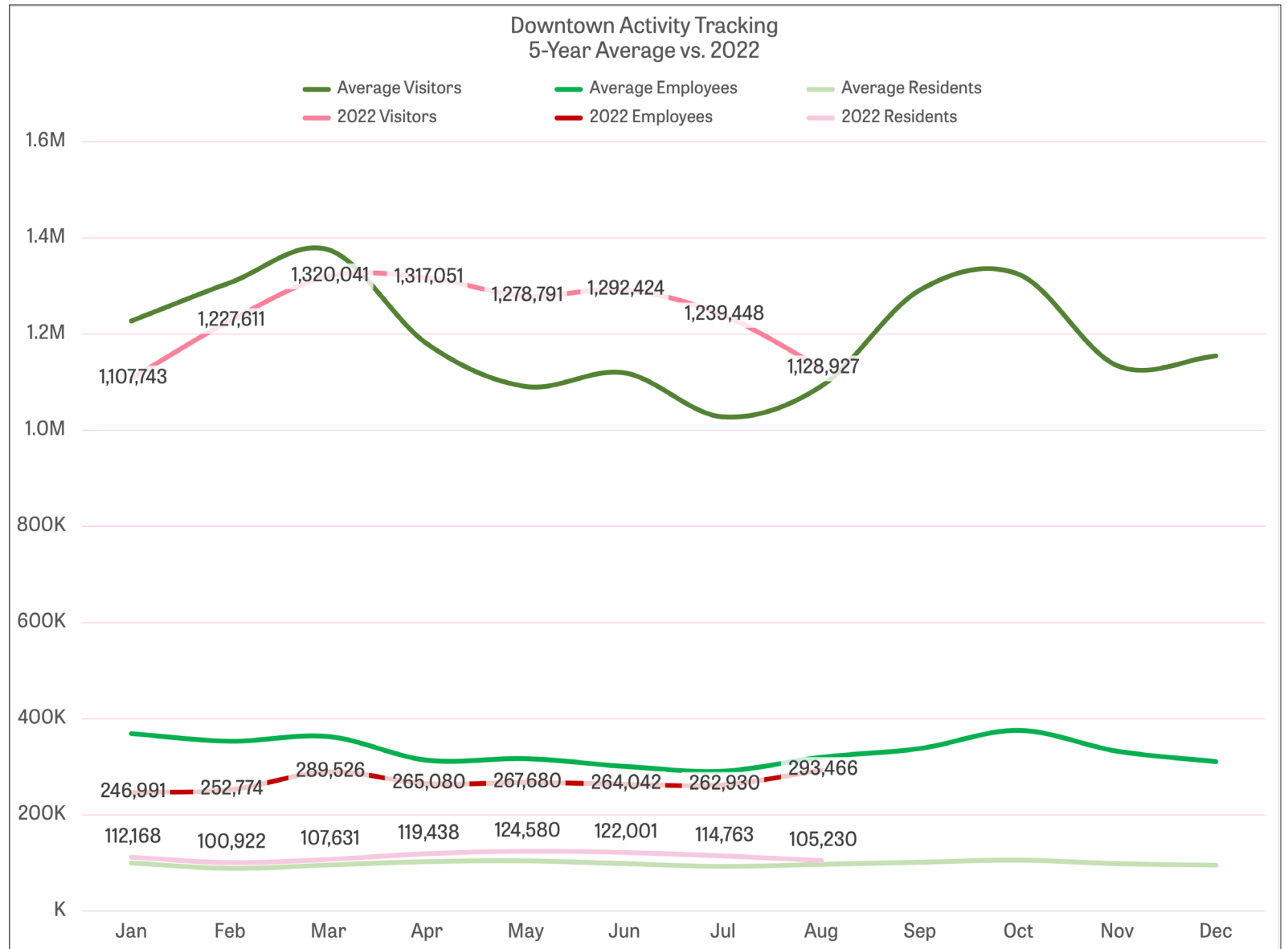
estimated number of
employees in August
16% *lower* than 5-year average

3,702

estimated number of
residents in July
23% *higher* than 5-year average

3,395

estimated number of
residents in August
8% *higher* than 5-year average



Source: Placer.ai

DGRI uses Placer.ai's location tracking analytics to estimate activity counts. To learn more about the methodology, go to: <https://downtowngr.org/our-work/reports-studies>

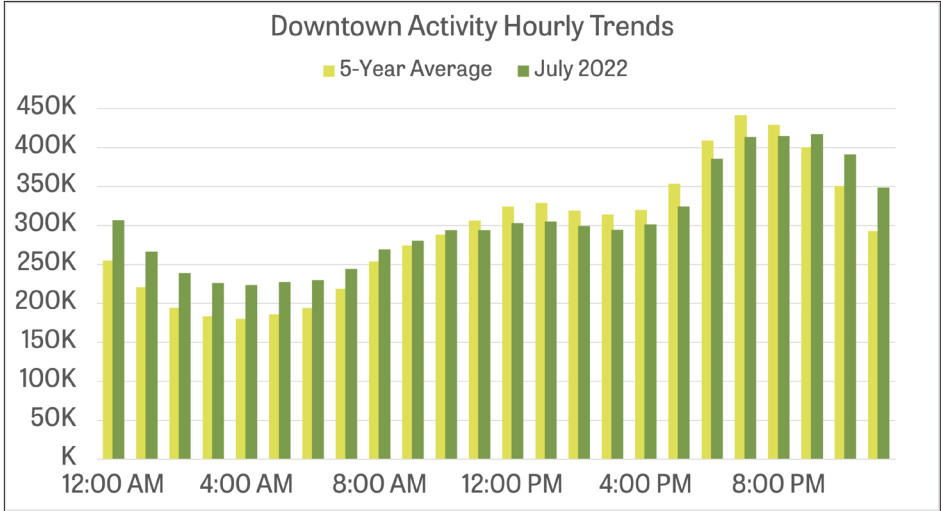


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Downtown Activity Tracking, continued

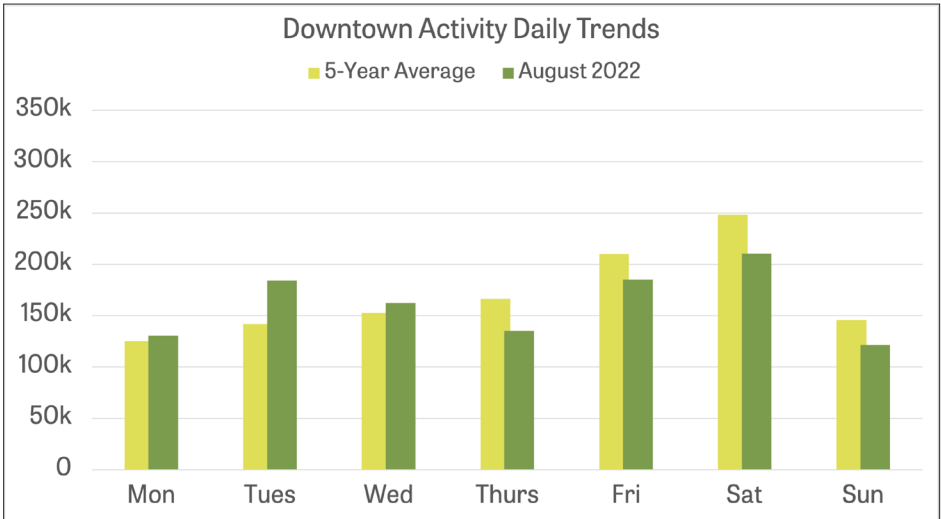
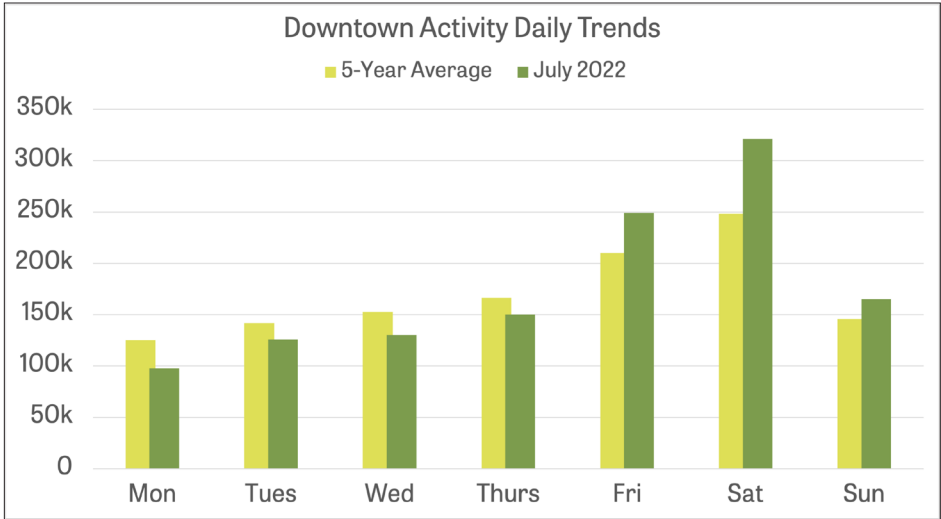
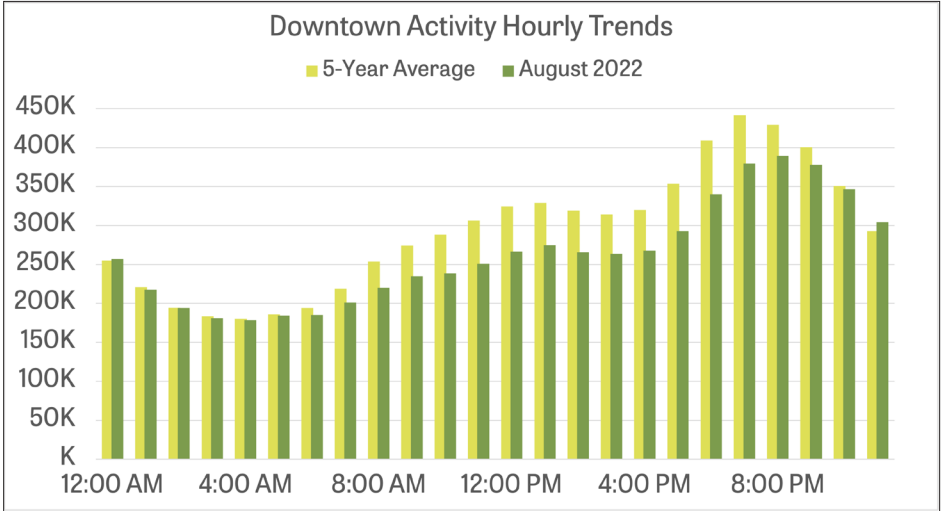
21%

average increase in visitor activity compared to 5-year July average



3%

average increase in visitor activity compared to 5-year August average



Current Downtown Construction & Development

1 Dégagé Ministries Redevelopment - anticipated completion: Summer 2022

+4,000 square feet of commercial space

2 ICCF Tapestry Square - anticipated completion: Q4 2022

+56 housing units

+10,000 square feet of commercial space

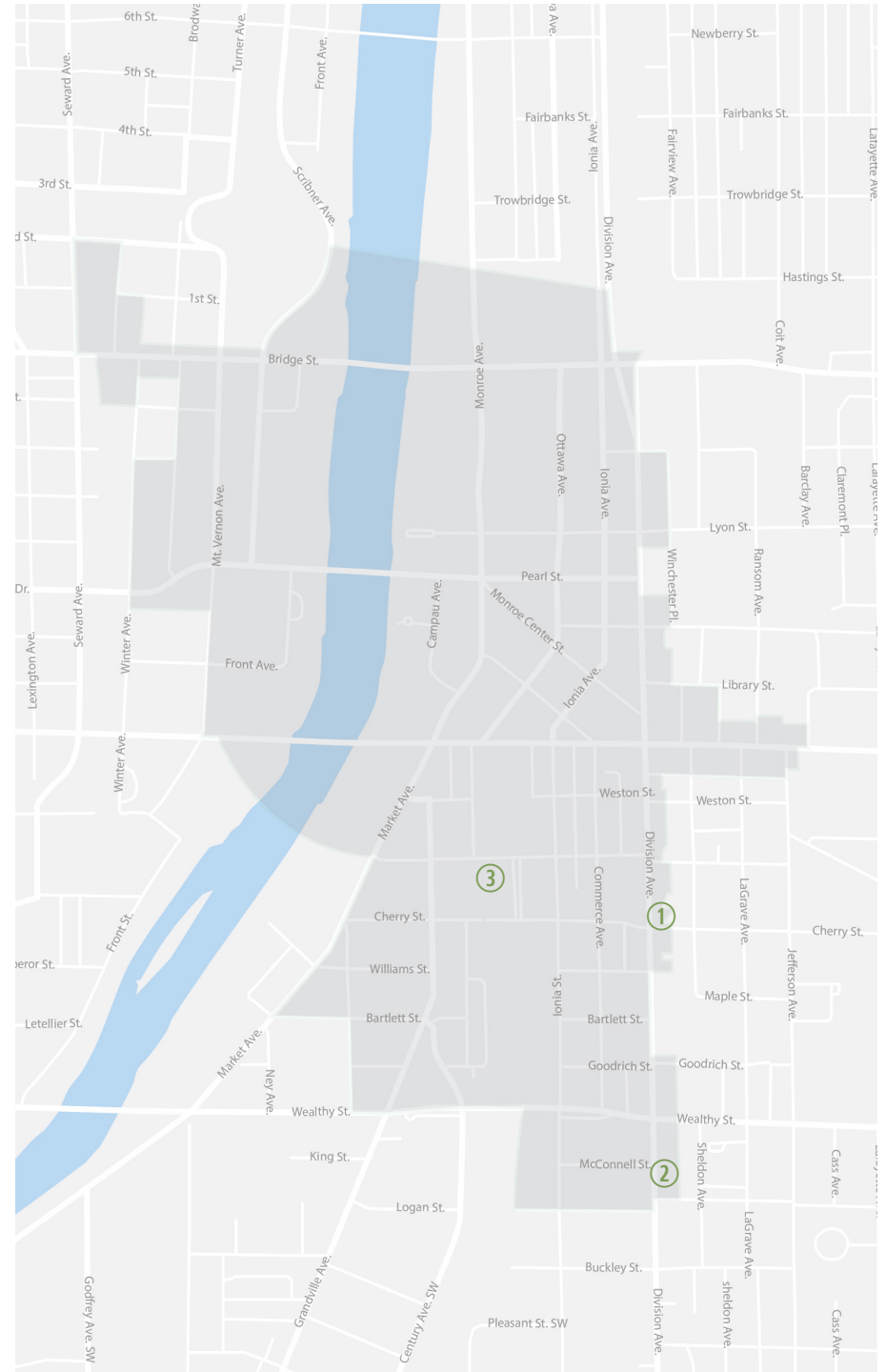
3 Studio Park Residential Tower - anticipated completion: 2024

+193 housing units

Totals:

249
housing units

14k
square feet of
commercial



Source: Downtown Grand Rapids Inc.



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On-Street Parking

Downtown-wide

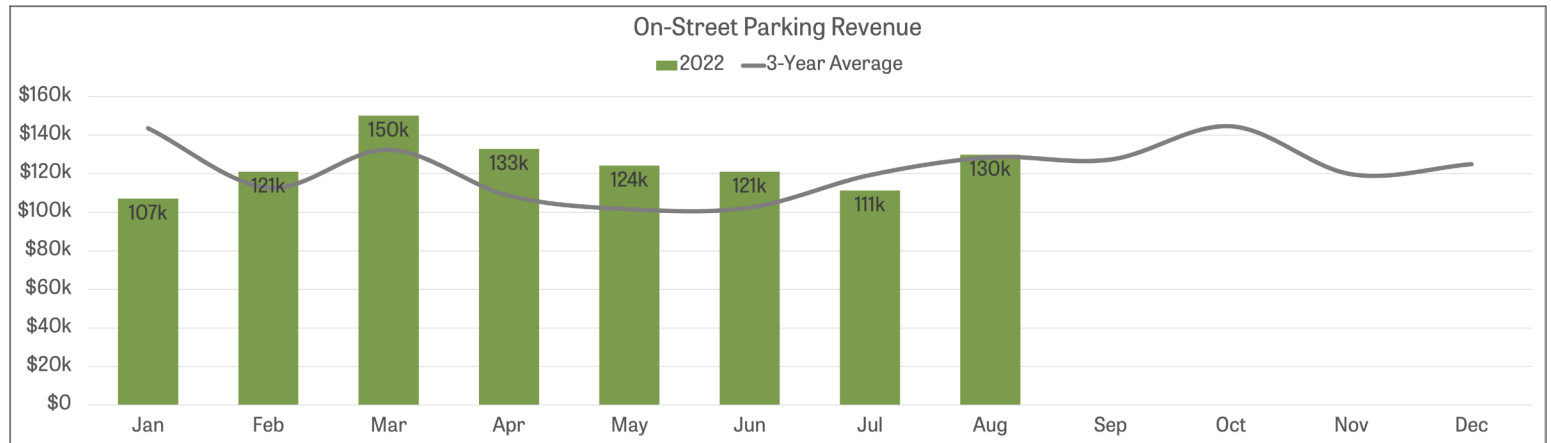
16%

average **decrease** in
of instances in
2022 compared to
3-year average



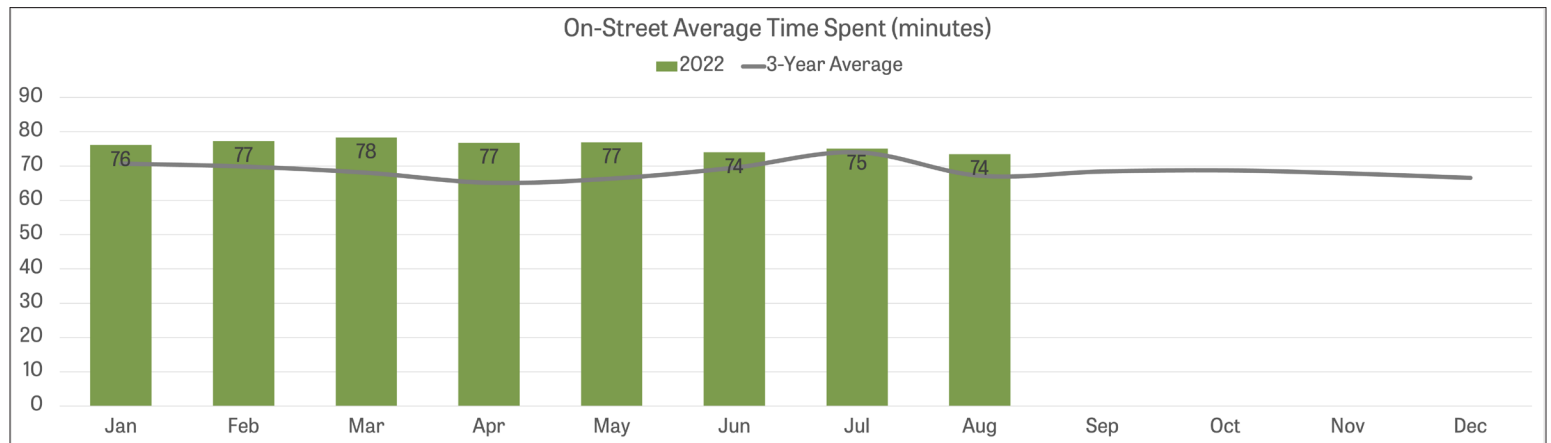
2%

average **increase** in
revenue in 2022
compared to
3-year average



6-minute

longer sessions in
2022 compared to
3-year average



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Source: Mobile GR

DASH Ridership

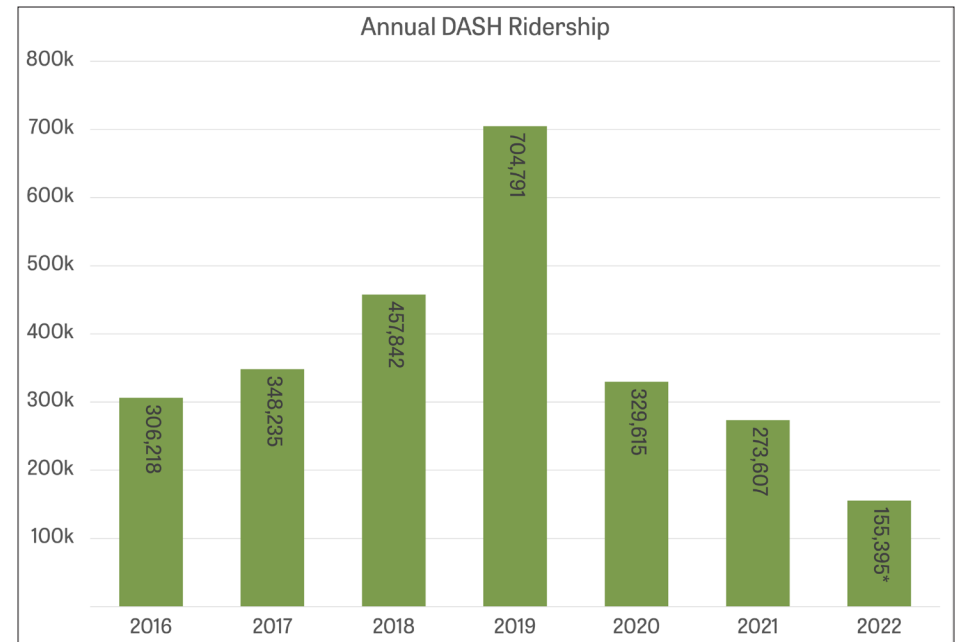
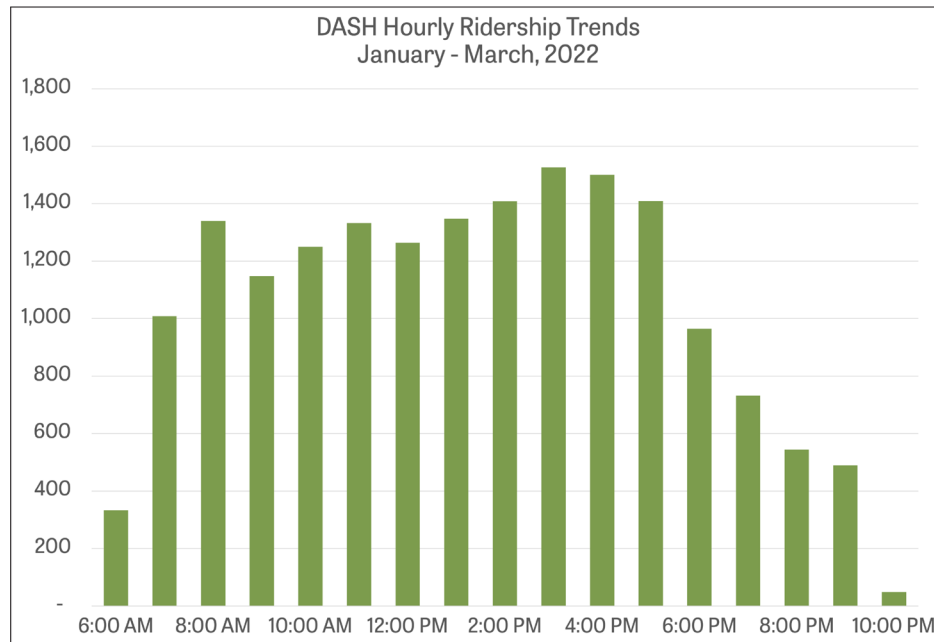
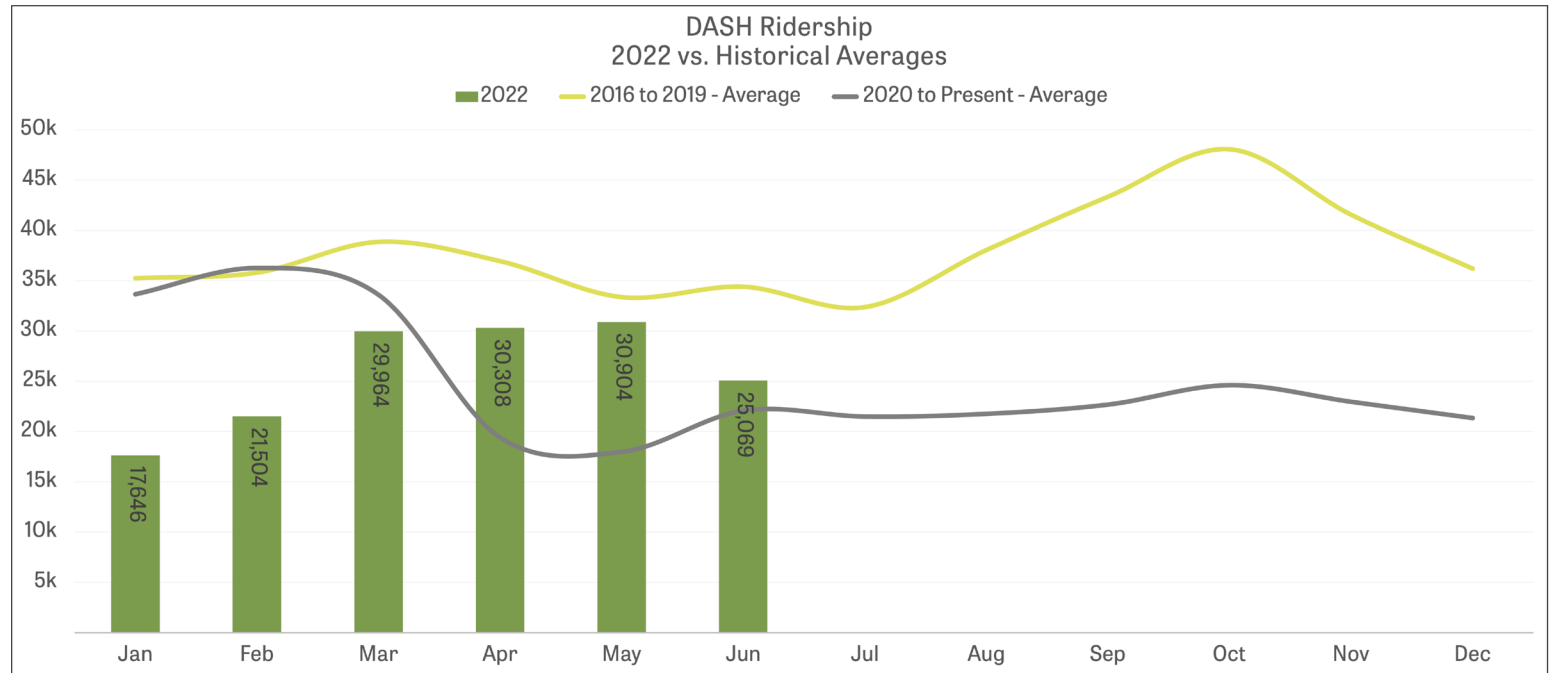
Updated Quarterly

12%

average **decrease** in
ridership in 2022 vs.
6-year average

22%

increase in ridership
in June 2022
vs. June 2021



Source: The Rapid

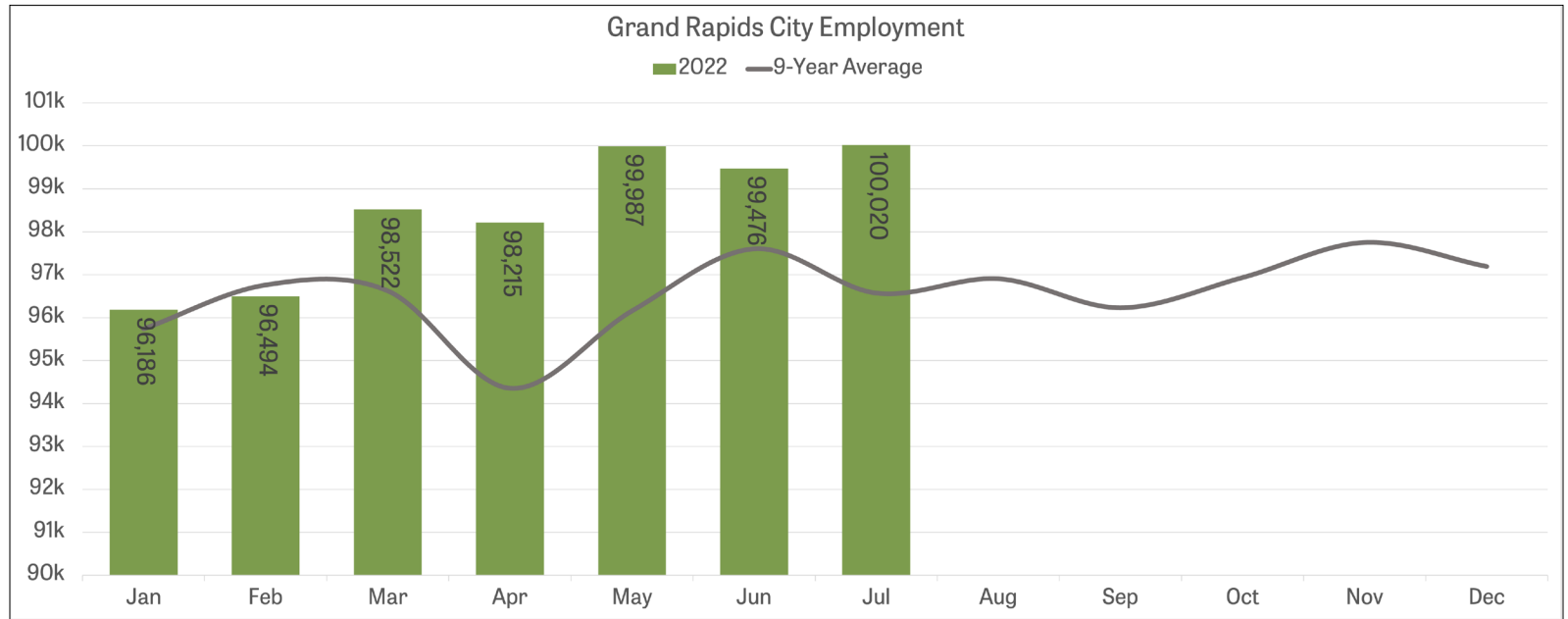


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City Employment

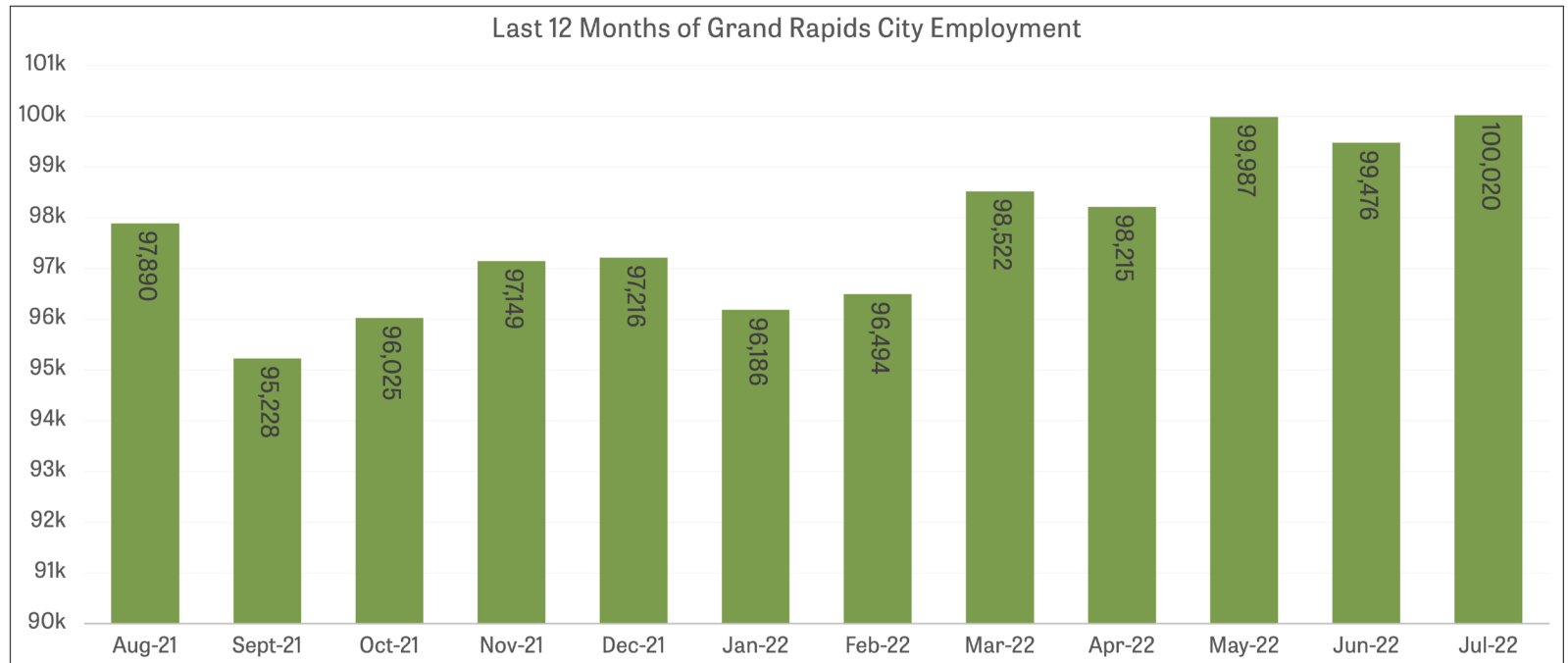
1%
increase in July 2022
vs. June 2022

2%
increase compared to
2022 average



4%
increase compared to
9-year average

2%
increase in July 2022
vs. July 2021



Source: U.S. Bureau of Labor Statistics



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