

AGENDA

MONROE
NORTH
TIFA



Board Members:

Jim Baldwin • Shaun Biel • Mayor Rosalynn Bliss • Elianna Bootzin • Diedre Deering
Kayem Dunn • Jane Gietzen • Carl Kelly • Mark Roys • Jim Talen • Rick Winn

Wednesday, May 8, 2019
10:00 a.m. Meeting
29 Pearl Street, NW Suite #1

- | | | |
|--|-----------|---------|
| 1. Call to order | | |
| 2. Approve Meeting Minutes from February 13, 2019 (9:31)
(enclosure) | Motion | Biel |
| 3. Accept Financial Statements from March 31, 2019 (9:35)
(enclosure) | Motion | Wallace |
| 4. DASH Memorandum of Understanding (9:45)
(enclosure) | Motion | Kelly |
| 5. FY2020 Budget (9:55)
(enclosure) | Motion | Kelly |
| 6. President & CEO Report (10:15) | Info Item | Kelly |
| 7. Public Comment (10:25) | | |
| 8. Board Member Discussion (10:30) | | |
| 9. Adjournment | | |





**Meeting of the City of Grand Rapids Tax Increment Financing Authority
February 13, 2019**

1. Call to Order – The meeting was called to order at 9:37am by Chair Shaun Biel

2. Attendance

Present: Jim Talen, Kayem Dunn, Jane Gietzen, Elianna Bootzin, Diedre Deering, Shaun Biel, Mark Roys, Jim Baldwin and Mayor Rosalynn Bliss

Absent: Carl Kelly and Rick Winn

Others Present: Tim Kelly (Executive Director), Flor Valera (Administrative Assistant), Jana Wallace (Treasurer) Jessica Wood (DGRI Legal Counsel), Stephanie Wong, Hank Kelly, Rebecca Krenz and others.

2. 2019 Officer Elections

MNTIFA Board Chair and Vice Chair

Mark Roys to nominated Shaun Biel and Diedre Deering to continue their service as Chair and Vice Chair for the Monroe North Tax Increment Financing Authority.

Motion: Mark Roys, supported by Mayor Rosalynn Bliss, moved to elect Shaun Biel as Chair of the Monroe North Tax Increment Financing Authority and Diedre Deering as Vice-Chair of the Monroe North Tax Increment Financing Authority. Motion carried unanimously.

MNTIFA Treasurer and Recording Secretary

Motion: Elianna Bootzin, supported by Diedre Deering, moved to elect Jana Wallace as Treasurer of the Monroe North Tax Increment Financing Authority and Flor Valera as Recording Secretary of the Monroe North Tax Increment Authority. Motion carried unanimously.

3. Approve Meeting Minutes from December 12, 2018

Motion: Jim Baldwin, supported by Jane Gietzen, moved approval of the minutes from December 12, 2018 meeting minutes. Motion carried unanimously.

4. Accept Financial Statements from December 31, 2018

Jana Wallace presented the financial statements for the first six months of the Authority's Fiscal year ending June 30, 2019. Ms. Wallace said winter tax increment revenues were distributed by the City Treasurer in December. There will be some adjustment to the tax increment revenues for assessment appeals between now and the end of the fiscal year. Ms. Wallace proceeded to give an overview of the Statements (A, B, and C). For Statement A, Ms. Wallace referenced the Authority's large cash/fund balance and reminded the Board that TIF's are supposed to be spending the money as a tool to achieve public improvements. For Statement B, she reported the authority has been paying monthly for the DASH North Shuttle Service. She also noted that the Newberry street reconstruction project is not yet complete; there is additional work pending such as finishing the sidewalk and adding plantings. She noted that although the authority budgeted \$200,000 and the actual only shows \$76,303, the expenditures for this project will be posted by the end of the fiscal year. Ms. Wallace corrected the date listed on Statement C (November 1, 2018- December 31, 2018). After pointing out the correction, Ms. Wallace explained the expenditures are listed from largest to smallest. She noted that the smallest amounts on the warrant are split between the DDA and DID for overhead and administrative cost. Mark Roys referred to Statement B under Committed and Ongoing (Staff Support/Personnel) and asked if there was a timing issue as the actual is significantly lower than the budgeted amount. Ms. Wallace stated the DGRI payroll expenditures are initially charged to the DDA, but noted that these would be re-allocated to the other authorities. She added that the expenditures would be reflected in the next quarter. Mr. Roys asked if the expenditures for the GR Forward Projects would also be reflected in the next quarter. Mr. Kelly indicated that much of the budget for the MNTIFA is under Goal 3 Mobility; we are waiting for the DGRI Board of Advisors to be review and adopt the Grand Rapids Streetspace Guidelines. The Guidelines will provide direction to guide GR Forward projects that were adopted by this board. He also noted that we have not been able to start any projects due to all the construction happening around the area, but added that the goal is to start taking more projects in the spring.

Motion: Jane Gietzen, supported by Diedre Deering, moved to approved Statement C Preliminary Schedule of November 1 through December 31, 2018 expenditures as recommended. Motion carried unanimously.

5. Presentation of the FY2018 Audit

Jana Wallace introduced the Fiscal Year 2018 audit for the Grand Rapids Tax Increment Finance Authority also known as the Monroe North Tax Increment Finance Authority (MNTIFA). Ms. Wallace stated the audit report includes a letter addressed to the Board, explaining the auditor's responsibility and procedures involved in auditing. The second part of the audit includes the financial report with supplemental information. Ms. Wallace noted that this is the first year Plante Moran conducts auditing services for the MNTIFA. She noted that the disclosures in the financial statements are neutral, consistent and clear. Overall, the auditors believe the Authority is in good condition financially. Current tax increment revenue is adequate to cover administration and project commitments, as well as ongoing debt service requirements.

Motion: The Board moved to accept the audit for the year ending June 30, 2018. Motion carried unanimously.

6. MNTIFA and DGRI Service Agreement

Tim Kelly reminded the Board that in September 2013, the MNTIFA and DGRI entered into a Services Agreement. Since that time, DGRI has operated as the singular management entity for the combined operations of the DDA, the DID and the MNTIFA. The Agreement articulates and formalizes the operating relationships between the MNTIFA and DGRI. The initial term of the Agreement was extended in May 2015, and leadership from the DGRI Board of Advisors is seeking to renew the term pursuant to the provisions of the Agreement for an additional three (3) years, commencing January 1, 2019 through June 30, 2022.

Motion: Jane Gietzen, supported by Diedre Deering, moved to approve the attached resolution and authorized the MNTIFA Board Chair to execute the attached services agreement addendum on behalf of the MNTIFA. Motion carried unanimously

7. Downtown Transit Shelters

Hank Kelly, Transportation Planning & Program Supervisor for the City of Grand Rapids said Mobile GR & Parking Services in partnership with The Rapid and DGRI are working to improve transit stops throughout Downtown and the urban core. Kelly stated this investment is consistent with the GR Forward Master Plan, among other guiding documents. The Grand Rapids City Commission approved a \$1,500,000 contract ceiling on December 4, 2018, for use over a three-year period to upgrade transit stops city-wide. The contracts were awarded to Duo-Guard, a Michigan company with many years in the business of producing transit amenities and the current manufacturer for The Rapid transit benches. Kelly added the DDA recently approved funding of \$500,000 for shelters in the downtown core. Additionally, funding from The Rapid and Mobile GR would support bus shelter improvement outside of downtown. If approved, funding from the MNTIFA will assist in supplementing additional improvements in downtown. Kelly provided the Board with an overview of the engagement process. The project components were presented to the DGRI Goal 3 Alliance committee for information and feedback at multiple meetings. Additional community feedback was gathered by conducting surveys during community events. Kelly stated the agenda packet includes a map that shows stop locations and average daily boardings (ADB) within the downtown, along with stop selection factors that were presented to the Goal 3 Alliance for consideration. Based on the feedback received, sensitive locations and disability boardings were prioritized over other demographic factors listed under “Ridership Factors.” Typical ridership threshold for shelters in other communities begin at 30 ADB. Hank added a lower threshold will apply to the MNTIFA given that only 2-3 locations within the MNTIFA boundaries exceed 15 ADB. Jane Gietzen asked who would be responsible for future maintenance of these transit stops. Kelly said Mobile GR is in discussion with DGRI/DID to partner on basic maintenance through the Downtown Ambassador Program. Additional maintenance outside downtown for all stop amenities would be the responsibility of Mobile GR in collaboration with The Rapid. Mark Roys asked if there is intent to have an advertisement component at these bus shelters. Hank said we are currently pursuing advertising opportunities to help subsidize maintenance in the future, but before we can release an RFP, we need to develop and implement a “Transit Advertising Policy” to address any legal advertisement complications. Mr. Biel asked if the Authority approves funding, what would the timeline be to start seeing the implementation of these transits’ shelters. Kelly stated the goal is to start implementing these amenities during the first half of this year, but before implementations begin, Mobile GR and The Rapid would need to develop a Memorandum of Understanding (MOU). Hank stated that we don’t want to have an asset in place without having a maintenance/repair agreement established. Tim Kelly asked how many bus stops are

in the Monroe North District (from Sixth Street Bridge to Coldbrook). Hank Kelly estimated 20 bus stops (including the DASH/The Rapid) but added that only three (3) locations exceed 15 ADB in this area. Mr. Biel asked if the MNTIFA's contribution would cover the cost to install three (3) bus shelters in the Monroe North. Hank Kelly said the approximate cost of each bus shelter is about \$10,000, depending on the concrete work. The MNTIFA funds would contribute to support the installation of two bus shelters. Mayor Rosalynn Bliss shared her support for this project and said she would like to see improvement happening in the spring. She made a motion to amend the original funding request to cover the cost of three (3) bus shelters. The Board agreed.

Motion: Mayor Rosalynn Bliss, supported by Jane Gietzen, moved to approve funding for an amount not to exceed \$50,000 to cover the cost of three (3) bus shelters for transit improvements with Mobile GR & Parking Services Department. Motion carried unanimously

8. PA 57 of 2018 Update

Mr. Biel took this item before item 7 on the agenda.

Jessica Wood, Legal Counsel from Dickinson Wright PLLC, provided an overview of the Public Act 57 of 2018. Ms. Wood said the PA 57 repeals and recodifies most TIF statutes under one act, now called the Recodified Tax Increment Financing Act. The provisions of Act 57 became effective on January 1, 2019. The intent is to create more transparency regarding tax increment financing (TIF) process, standardize reporting requirements across all authorities in order for the state and the public to better evaluate the effectiveness of tax increment financing programs and to give all TIF authorities an incentive to report on their TIF activities and finances regularly by establishing penalties for noncompliance. The Act establishes new general reporting requirements for all authorities with more detailed financial reporting requirements. The Act requires that five (5) years of information be disclosed, subject to phase in. TIFAs must create a website or use existing municipal website with access to records and documents for the fiscal year. The website must contain one year of information; then annually after that information shall be updated up to five (5) years. Ms. Wood emphasized Ms. Wallace remarks regarding the Authority's fund balance by stating that an annually updated synopsis of activities of the authority must be included in the website. The following information is required; for any tax increment revenue described in the annual audit that are not spent within five (5) years, an explanation is needed of the reason for accumulating those funds. TIF Authorities must also provide a time frame when the funds would be spent and the uses for which the funds would be spent. A new requirement is that TIFA's must hold at least two (2) informational meetings annually. The notice must be given on the website at least 14 days in advance. These informational meetings are to inform the public of the goals and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters. Mr. Biel asked if all the Board members need to attend these informational meetings. Ms. Wood said there needs to be a quorum.

9. President & CEO Report
DDA (2/13/19)

- Considering extension to the DGRI Service Agreement
- Considering approvals for Lyon Square CM and final Plaza Design
- Received an annual report presentation from the Downtown Ambassadors

DID (3/5/19)

- Review financial statements through 12/31/18
- Review of proposed Downtown plantings for spring 2019
- Considering extension to the DGRI Service Agreement

MNTIFA (2/13/19)

- Electing 2019 Officers
- Receiving a presentation on FY18 Audit
- Considering extension to the DGRI Service Agreement
- Considering authorization for funding of Downtown transit shelters
- Receiving a presentation on PA57

DGRI (2/14/19)

- Appointing new Board members
- Appointing 2019 Alliance slate
- Considering 2019 Work Plan
- Considering extension to the DGRI Service Agreement with DDA, TIFA and DID
- Considering adoption of Downtown Streetspace Guidelines
- Received an annual report presentation from the Downtown Ambassadors
- Received an update on the recently adopted Food Truck Ordinance

Goal 1 – Reestablish the Grand River as the draw to the City and Region

- Riverfront Trail Design Guidelines
 - Final Public Presentation occurred 11/1
 - Approval to DDA, Parks Advisory Board and City Commission to occur in 2019
 - Governance learning sessions started November 28 w/ Bronx Riverfront Alliance
- Lyon Square Opportunity Site
 - Construction documents being developed for Phase 1 (Uplands)
 - Coordination ongoing with surrounding stakeholders for Phase 2

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

- Downtown Neighbor Network
 - Planning committee finalized mission, vision and goals at June meeting
 - Recommendations will be presented to Committee in July
 - Network Board/Committee seated in early 2019
- Development News
 - Studio Park
 - Ottawa extension summer 2019
 - Parking ramp September 2019
 - Theater and residential buildings summer/fall 2019
 - Hotel January 2020
 - 150 Ottawa
 - Interior build out underway

- Warner Building will be complete spring 2019
- Hyatt Place open summer 2019
- 37 Ottawa and 50 Monroe
 - Tenant build out underway for tenants at 37 Ottawa. Additional space being leased.
 - Rooms being finished at AC Hotel at 50 Monroe
 - Both buildings to be complete and open spring 2019
- 449 Bridge Street
 - Utility connection complete last week and will begin “going vertical” by December
 - Target completion September 2019
- Embassy Suites (Monroe North)
 - Hiring underway
 - Opening scheduled March 2019
- 601 Bond
 - Opening winter 2019
- 10 Ionia
 - Brownfield approvals received in 2018
 - Groundbreaking in January 2019
 - 18-month construction schedule
- MSU GR Research Center Phase II
 - Ground lease negotiations underway with development team
 - New building to be constructed on Michigan Street to support MSU research and health care innovation
 - Construction anticipated to begin Q4 2019 with substantial completion in late 2021

Goal 3 – Implement a 21st century mobility strategy

- Bus Shelter Enhancements
 - Held Meeting with Mobile GR and Rapid staff to outline project funding and schedule
 - Initial work to begin winter 2019
 - Final install complete before end of FY2019
- Pedestrian Safety Enhancements
 - Improvements complete on Division Avenue north of Lyon
 - Keeler Building areaway reinforcement complete
 - Michigan Street crossing designs being finalized and the project will be complete spring 2019
- Division Avenue Bike Lane
 - Construction complete
 - Survey distributed and analysis ongoing
 - Extensions being discussed for 2019
- Downtown Streetspace Guidelines

- DDA/TIFA received presentation December 2018
- DGRI Board of Advisor to consider adoption winter 2019

Goal 4 – Grow more & better jobs & ensure continued vitality of the local economy

- Recruit a major office tenant to Downtown
 - Working with City and Right Place to develop a more concerted and intentional recruitment strategy to attract larger office tenants Downtown
- Foster ground-floor businesses to diversify the mix of Downtown retail offerings
 - Working with Goal 4 and DDA Purchasing and Contracting Committee to develop recommendations
 - Working with Studio C! to support diverse offerings as part of their tenant mix

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

- VandenBerg Plaza/Calder Plaza Improvements
 - Design of Phase 1 improvements ongoing
 - Designs complete spring 2019
 - June 2019 is the 50th anniversary of the plaza's opening and a key organizing point for a celebratory moment
- Food Trucks
 - Extension of pilot ordinance approved by City Commission May 2018
 - Update to City Commission in December 2018
 - Final report and recommendations for ordinance January 2019
- Public Realm Improvements
 - Tree plantings with FOGRP scheduled
 - Michigan/Ottawa off ramp improvements being designed
 - Sheldon Avenue Linear Park improvements complete
- Explore opportunities to beautify public plaza at Van Andel Arena
 - Consultant team work commenced in November
 - Exploring partnership/funding opportunities for FY2019
 - Alley activation to begin with former Art Prize installation (Ford Museum crocodiles)
 - Stakeholder and Alliance engagement ongoing
 - Designs complete spring 2019
- Division Avenue Safety and Cleanliness Improvements
 - Lighting
 - DDA authorized additional funding in December 2018
 - Fulton to Cherry construction to begin spring 2019.
 - Public Restrooms
 - City and DGRI working with Heartside Quality of Life committee to finalize design and operation of new public facilities for Cherry / Commerce and Weston / Commerce parking ramps
 - City and DGRI partnering to develop a sustainable facility management protocol for the new facilities.

- Public Art
 - Collaborating with UICA Exit Space to paint riverfront mural down the stairwell near the Grand Rapids Public Museum
 - Installation complete and traditional ceremony occurred 9/23
 - Exploring mural opportunities at Ottawa and Michigan off ramp

10. Public Comment
None

11. Board Member Discussion
Mr. Biel shared with the Board that Embassy Suites grand opening will be happening in April. Mayor Rosalynn Bliss also took a moment to provide an update on the permitting process of the River Restoration project. She stated the City has submitted the permits to the Federal Government and currently one of the permits is in process. She stated she is hopeful that they would be able relocate the mussels this year. Mr. Kelly added the MNTIFA is a big supporter of the River Restoration and added he would be happy to provide an overview on some of the work happening related to this project.

12. Adjournment
The meeting adjourned at 10:38am

MEMORANDUM

CITY OF GRAND RAPIDS

Agenda Item # 3
May 8, 2019
Monroe North TIFA Meeting

DATE: April 25, 2019

TO: Monroe North Tax Increment Financing Authority

FROM: Jana M. Wallace
Treasurer

SUBJECT: FY2019 Interim Financial Statements Through March 31, 2019

Attached are the Monroe North Tax Increment Financing Authority interim financial statements for first nine months of the Authority's fiscal year ending June 30, 2019.

Statement A: Balance Sheet

Statement B: FY2019 Statement of Revenues and Expenditures

Statement C: Schedule of January 1 through March 31, 2019 Expenditures

In January, the Authority received \$12,455 reimbursement from the Federal Emergency Management Agency ("FEMA") for repairs to the floodwalls, which were damaged during the 2013 Grand River Flood.

The Authority has sufficient cash to support budgeted expenditures. Please contact me at 456-4514 or at jwallace@grcity.us if you have any questions.

Attachments

STATEMENT A

MONROE NORTH TAX INCREMENT FINANCING AUTHORITY

Balance Sheet as of March 31, 2019

ASSETS

Pooled Cash and Investments	\$	1,943,139
Future Tax Increment Revenues Anticipated		72,600
General Fixed Assets		5,307,124
Less: Accumulated Depreciation		(3,610,734)
TOTAL ASSETS	\$	3,712,129

LIABILITIES AND FUND EQUITY

Liabilities

Accounts Payable	\$	-
Contracts Payable		72,600
TOTAL LIABILITIES	\$	72,600

Fund Balance / Equity:

Investments in General Fixed Assets	\$	1,696,390
Reserve for Compensated Absences		1,111
Reserve for Encumbrances		68
Reserve for Authorized Projects		1,941,960
TOTAL FUND EQUITY	\$	3,639,529

TOTAL LIABILITIES & FUND EQUITY	\$	3,712,129
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STATEMENT B
MONROE NORTH
TAX INCREMENT FINANCING AUTHORITY
FY2019 Statement of Revenues and Expenses
July 1, 2018 - March 31, 2019

REVENUES	FY2019	
	Budget	Actual
Property Tax Increment	\$ 417,410	\$ 423,823
Property Tax Increment - Prior Year Appeals	(7,500)	-
State of Michigan - Personal Property Losses	120,000	129,325 ¹
Investments Earnings	17,073	20,176
Investments Earnings - FY2018 Accrual Reversal	-	12,455 ²
FEMA 2013 Grd River Flood Damage Reimbursements	-	11,059
Miscellaneous Reimbursement	-	14
From / (To) Fund Balance	231,028	-
TOTAL REVENUES	\$ 778,011	\$ 596,852
EXPENSES		
Committed and Ongoing		
Contractual Services - Annual Audit	\$ 5,060	\$ 5,060
Contractual Services - Legal	5,000	1,804
Floodwalls Debt Service - Interest	3,677	2,600
Floodwalls Debt Service - Principal	34,200	34,200
General Fund Departments Services	22,872	17,154
Insurance - General Liability	802	528
Share of DGRI Administration	6,200	2,786
Staff Support / Personnel	65,000	35,099
Supplies	200	-
Sub-Total Committed and Ongoing	\$ 143,011	99,231
GR Forward Projects:		
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor		
Asset and Riverwalk Maintenance	\$ 10,000	\$ -
Downtown Planning - GR Forward	50,000	-
Grand River Restoration	50,000	-
Riverwalk Retrofits	50,000	-
Sub-Total GR Forward - Goal #1	\$ 160,000	\$ -
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population		
Development Support - Miscellaneous	\$ 20,000	\$ -
Downtown Census	5,000	-
Downtown Enhancement Grants	25,000	-
Infrastructure Improvements - Miscellaneous	10,000	-
Sub-Total GR Forward - Goal #2	\$ 60,000	\$ -
Goal #3: Implement a 21st Century Mobility Strategy		
Accessibility and Streetscape Improvement	\$ 25,000	\$ -
Bicycle Infrastructure Improvements	50,000	-
Newberry Street Reconstruction	200,000	102,150
Public Realm Improvements	30,000	-
Transit Improvements in Monroe North District	80,000	60,003
Sub-Total GR Forward - Goal #3	\$ 385,000	\$ 162,153
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming		
Street Lighting Banner Brackets	\$ 5,000	\$ -
Urban Recreation Plan	25,000	9,813
Sub-Total GR Forward - Goal #5	\$ 30,000	\$ 9,813
TOTAL EXPENSES	\$ 778,011	\$ 271,197
EXCESS / (DEFICIT)	\$ -	\$ 325,655

Note 1: State of Michigan reimbursement for the MNTIFA's tax increment revenue losses associated with State-mandated industrial and commercial personal property exemptions. For FY2017 \$108,171 was reimbursed. For FY2018, \$122,248.

Note 2: GASB 31 requires 'mark to market,' entries to reflect current values of investments outstanding at year-end. The mark to market entry as of June 30, 2018 was negative, so the FY2018 Accrual Reversal is a positive number.

STATEMENT C

MONROE NORTH TAX INCREMENT FINANCING AUTHORITY

Schedule of Expenditures January 1 Through March 31, 2019

Date Posted	Vendor	Purpose / Project	Description	Amount
1/17/2019	Downtown Development Authority	Staff Support / Personnel	Payroll re-allocation for 07/01-12/14/2018	\$28,955.33
1/7/2019	Kamminga & Roodvoets Inc	Newberry Street Reconstruction	16065 (K&R-1606507) MNTIFA share	23,179.59
2/28/2019	City Treasurer - Budget Office	General Fund Depts Services	Correct FY19 pds 1-8 A-87 allocations coding	15,248.00
2/6/2019	Wyoming Excavators Inc	Urban Recreation Plan	6th Street Bridge & Canal Park - exercise equipment	9,813.04
3/6/2019	City Treasurer - MobileGR/Parking	Transit Improvements	February 2019 share of Monroe North DASH svc	6,667.00
3/8/2019	City Treasurer - MobileGR/Parking	Transit Improvements	January 2019 share of Monroe North DASH svc	6,667.00
3/15/2019	City Treasurer - MobileGR/Parking	Transit Improvements	March 2019 share of Monroe North DASH svc	6,667.00
1/24/2019	City Treasurer - MobileGR/Parking	Transit Improvements	December 2018 share of Monroe North DASH svc	6,667.00
1/16/2019	Plante & Moran CRESA, LLC	Audit	2018 MNTIFA Financial Statement Audit	5,060.00
3/3/2019	Fishbeck, Thompson, Carr & Huber	Newberry Street Reconstruction	16065-Newberry, Monroe-Division (#379822)-MNTIF	2,666.62
3/5/2019	City Treasurer - Budget Office	General Fund Depts Services	IET - Operating Transfer A-87	1,906.00
1/3/2019	City Treasurer - Budget Office	General Fund Depts Services	IET - Operating Transfer A-87	1,906.00
2/1/2019	City Treasurer - Budget Office	General Fund Depts Services	IET - Operating Transfer A-87	1,906.00
3/23/2019	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 03/23/2019	372.62
1/9/2019	Priority Health	Share of DGRI Administration	Health Insurance Premium 1/1/19	351.61
3/7/2019	County of Kent	KCDC Series 2008 Floodwalls Bk	Share of paying agent fees for FY2015 & earlier	330.00
2/23/2019	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 02/23/2019	223.57
1/26/2019	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 01/26/2019	167.67
1/17/2019	Downtown Development Authority	Staff Support / Personnel	Payroll re-allocation for 07/01-12/14/2018	143.20
3/24/2019	County of Kent	KCDC Series 2008 Floodwalls Bk	Share of annual paying agent fee	90.00
1/9/2019	Federal Square Bldg Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street 01/2019	89.70
2/12/2019	Federal Square Bldg Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street 02/2019	89.70
3/12/2019	Federal Square Bldg Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street 03/2019	89.70
2/12/2019	HR Collaborative LLC	Share of DGRI Administration	HR Consultant 12/31/2018	68.17
3/26/2019	GRCAC dba Community Media Ctr	Share of DGRI Administration	Video Stream equipment for board meetings	66.34
2/12/2019	City Treasurer - Risk Mnmt	Insurance - General Liability	Monthly General Insurance Allocation	66.00
2/12/2019	City Treasurer - Risk Mnmt	Insurance - General Liability	Monthly General Insurance Allocation	66.00
2/12/2019	City Treasurer - Risk Mnmt	Insurance - General Liability	Monthly General Insurance Allocation	66.00
2/21/2019	Selective Ins Company of America	Share of DGRI Administration	General Liability Insurance for DDA 2019	43.38
3/7/2019	Hub International Midwest Ltd	Share of DGRI Administration	Directors and Officers Policy 11/2018-11/2019	21.17
2/26/2019	Blue Cross Blue Shield of Michigan	Staff Support / Personnel	Dental Insurance Premium 03/01/19-03/31/19	20.89
1/2/2019	TGG, Inc.	Share of DGRI Administration	Life & S/T & L/T disability insurance - 01/2019	18.80
1/12/2019	City of Grand Rapids	Staff Support / Personnel	Payroll period ended 01/12/2019	18.63
3/12/2019	HR Collaborative LLC	Share of DGRI Administration	HR Consultant services 02/2019	15.14
1/29/2019	TGG, Inc.	Share of DGRI Administration	Life & S/T & L/T disability insurance - 02/2019	14.44
2/21/2019	TGG, Inc.	Share of DGRI Administration	Life & S/T & L/T disability insurance - 03/2019	14.44
3/21/2019	TGG, Inc.	Share of DGRI Administration	Life & S/T & L/T disability insurance - 04/2019	14.44
1/2/2019	The KR Group, Inc.	Share of DGRI Administration	IT services - 01/2019	12.40
2/4/2019	The KR Group, Inc.	Share of DGRI Administration	IT services - 02/2019	12.40
3/26/2019	The KR Group, Inc.	Share of DGRI Administration	IT services - 04/2019	12.40
2/25/2019	The KR Group, Inc.	Share of DGRI Administration	IT services - 12/2018	12.40
2/13/2019	Fifth Third Bank P-Card 01/19	Share of DGRI Administration	Office Supplies 01/2019	12.28
2/4/2019	The KR Group, Inc.	Share of DGRI Administration	Lenovo ThinkPad for presentations	10.06
1/2/2019	Blue Cross Blue Shield of Michigan	Staff Support / Personnel	Dental Insurance Premium 01-2019	9.42
2/21/2019	The KR Group, Inc.	Share of DGRI Administration	IT services - System Engineer 1/22/2019	7.53
1/9/2019	GreatAmerica Finl Svcs Corp	Share of DGRI Administration	Copier Lease 1/10/19	7.52
1/9/2019	Federal Square Bldg Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street Mezz Office 01/19	7.44
2/12/2019	Federal Square Bldg Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street Mezz Office 02/2019	7.44
3/12/2019	Federal Square Bldg Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street Mezz Office 03/2019	7.44
1/9/2019	Professional Maint of Michigan Inc.	Share of DGRI Administration	Janitorial services 12/2018	7.38
2/20/2019	Professional Maint of Michigan Inc.	Share of DGRI Administration	Janitorial services 01/2019	7.38
1/8/2019	Fifth Third Bank P-Card 12/18	Share of DGRI Administration	Office Supplies	7.35
3/24/2019	Professional Maint of Michigan Inc.	Share of DGRI Administration	Janitorial services 02/2019	6.45
2/12/2019	The KR Group, Inc.	Share of DGRI Administration	IT services - System Engineer 1/31/2019	6.28
1/7/2019	GR Area Chamber of Commerce	Share of DGRI Administration	Membership Dues 2018	6.20
2/12/2019	GreatAmerica Finl Svcs Corp	Share of DGRI Administration	Copier Lease 2/10/2019	5.48
2/26/2019	GreatAmerica Finl Svcs Corp	Share of DGRI Administration	Copier Lease 02/2019	4.82
1/22/2019	Blue Cross Blue Shield of Michigan	Staff Support / Personnel	Dental Insurance Premium 02/01/19-02/28/19	4.55
3/12/2019	Fifth Third Bank P-Card 02/19	Share of DGRI Administration	Bike Repair services for office bike table	4.04
2/21/2019	Breck Graphics Inc dba Allegra	Share of DGRI Administration	Staff Business Cards 01/2019	4.03
2/21/2019	TDS Metrocom, LLC	Share of DGRI Administration	Phone Service 2/2019	3.90
3/21/2019	TDS Metrocom, LLC	Share of DGRI Administration	Phone Service 3/2019	3.90
1/16/2019	TDS Metrocom, LLC	Share of DGRI Administration	Phone Service 1/2019	3.89
3/12/2019	Comcast	Share of DGRI Administration	Internet at 29 Pearl St NW 12/18 & 3/19	3.87
1/22/2019	MVP Sportsplex - GR, LLC	Share of DGRI Administration	Paid via Payroll Deductions 11/2018	3.65
3/21/2019	Federal Square Bldg Co. #1, LLC	Share of DGRI Administration	Utility Service: Electricity 02/2019-03/2019	3.60

continued on the next page

STATEMENT C - continued
Monroe North Tax Increment Financing Authority
Schedule of Expenditures
January 1 Through March 31, 2019

Page 2

Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
				<i>continued from prior page</i>
3/20/2019	Cellco Partnership dba Verizon	Share of DGRI Administration	Cell Phone Service 02/19-03/19	\$ 3.50
1/22/2019	Federal Square Bldg Co. #1, LLC	Share of DGRI Administration	Utility Service: Electricity 12/2018-01/2019	3.43
2/12/2019	The KR Group, Inc.	Share of DGRI Administration	IT services - 01/2019	3.30
3/6/2019	The KR Group, Inc.	Share of DGRI Administration	IT services - 02/2019	3.30
1/9/2019	The KR Group, Inc.	Share of DGRI Administration	IT services - 12/2018	3.24
2/25/2019	Federal Square Bldg Co. #1, LLC	Share of DGRI Administration	Utility Service: Electricity 01/08/19 to 02/08/19	3.20
1/8/2019	Fifth Third Bank P-Card 12/18	Share of DGRI Administration	Repairs Services- Office	3.13
1/7/2019	Federal Square Bldg Co. #1, LLC	Share of DGRI Administration	Utility Service: Electricity 11/2018-12/2018	2.98
1/29/2019	Cellco Partnership dba Verizon	Share of DGRI Administration	Cell Phone Service 12/18-01/19	2.89
2/21/2019	Cellco Partnership dba Verizon	Share of DGRI Administration	Cell Phone Service 01/19-02/19	2.89
2/12/2019	MVP Sportsplex - GR, LLC	Share of DGRI Administration	Paid via Payroll Deductions 01/2019	2.88
3/12/2019	MVP Sportsplex - GR, LLC	Share of DGRI Administration	Paid via Payroll Deductions 02/2019	2.88
3/12/2019	Fifth Third Bank P-Card 02/19	Share of DGRI Administration	Office supplies/bike repairs lobby bike project table	2.27
1/9/2019	Comcast	Share of DGRI Administration	Internet at 29 Pearl St NW 01/07/19 to 02/06/19	2.01
2/12/2019	Comcast	Share of DGRI Administration	Internet at 29 Pearl St NW 2/07/2019-3/6/2019	2.01
2/12/2019	HR Collaborative LLC	Share of DGRI Administration	HR Consultant 01/31/2019	1.98
3/26/2019	Madcap Coffee Company	Share of DGRI Administration	Meeting Supplies 03/19	1.45
1/16/2019	Madcap Coffee Company	Share of DGRI Administration	Meeting Supplies 01/07/2019	1.36
2/25/2019	Madcap Coffee Company	Share of DGRI Administration	Meeting Supplies 11/2018	1.36
2/4/2019	Professional Maint of Michigan Inc.	Share of DGRI Administration	Janitorial services 12/2018 Front Glass Cleaning	1.18
1/16/2019	Engineered Protection Sys Inc	Share of DGRI Administration	Office Security System 02/01/19-04/30/19	1.15
2/4/2019	Gordon Water Systems	Share of DGRI Administration	Water Cooler Lease 01-19	0.88
2/25/2019	Gordon Water Systems	Share of DGRI Administration	Water Cooler Lease 02-19	0.78
2/12/2019	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office supplies 01/7/2019-01/30/2019	0.77
3/12/2019	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office supplies 02/14/2019	0.75
3/26/2019	Gordon Water Systems	Share of DGRI Administration	Water Cooler Lease 03-19	0.73
2/12/2019	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office supplies 01/7/2019-01/30/2019	0.73
1/9/2019	Madcap Coffee Company	Share of DGRI Administration	Meeting Supplies 12/18	0.68
1/16/2019	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office supplies 12/07/18	0.68
2/12/2019	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office supplies 01/7/2019-01/30/2019	0.68
1/2/2019	Gordon Water Systems	Share of DGRI Administration	Water Cooler Lease 11/18	0.64
1/16/2019	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office supplies 12/12/18	0.58
3/20/2019	Model Coverall Svc Inc	Share of DGRI Administration	Floor Mat Rental 3/11/2019	0.57
1/3/2019	Model Coverall Svc Inc	Share of DGRI Administration	Floor Mat Rental 12/17/18	0.57
3/26/2019	Model Coverall Svc Inc	Share of DGRI Administration	Floor Mat Rental 09/17/2018	0.55
3/26/2019	Model Coverall Svc Inc	Share of DGRI Administration	Floor Mat Rental 01/14/2019	0.54
2/21/2019	Model Coverall Svc Inc	Share of DGRI Administration	Floor Mat Rental 02/11/2019	0.54
2/12/2019	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office supplies 01/7/2019-01/30/2019	0.54
3/12/2019	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office supplies 02/13/2019	0.37
3/12/2019	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office supplies 02/13/2019	0.35
2/4/2019	Fusion IT LLC	Share of DGRI Administration	Domain Name Hosting 2019-2020	0.31
3/7/2019	Amanda Sloan	Share of DGRI Administration	Reimbursement for Office Supplies 12/18-2/19	0.30
1/9/2019	Fusion IT LLC	Share of DGRI Administration	Network Management 01/2019	0.15
1/16/2019	Fusion IT LLC	Share of DGRI Administration	Network Management 12/2019	0.15
2/4/2019	Fusion IT LLC	Share of DGRI Administration	Network Management 02/2019	0.15
2/12/2019	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office supplies 01/7/2019-01/30/2019	0.14
1/16/2019	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office supplies 12/12/18	0.12
1/16/2019	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office supplies 12/12/18	0.10
1/14/2019	City of Grand Rapids	Staff Support / Personnel	Payroll correction	(3.00)
2/28/2019	City Treasurer - Budget Office	General Fund Depts Services	Correct FY19 pds 1-8 A-87 allocations coding	(15,248.00)
EXPENDITURES FROM JANUARY 1 THROUGH MARCH 31, 2019				\$ 104,790.43

MEMORANDUM

MONROE
NORTH
TIFA



DATE: May 3, 2019

TO: Monroe North TIFA

FROM: Tim Kelly, AICP
DGRI President & CEO

SUBJECT: DASH Memorandum of Understanding

Agenda Item #4
May 8, 2019
MNTIFA Meeting

Background

Since December 2012, through Memorandums of Understanding (MOU) the TIFA has partnered with the City of Grand Rapids and the Downtown Development Authority (collectively “the Parties”) to provide DASH transit services from and to the Monroe North Development Area and the Downtown District. The MOUs have outlined the terms and requirements of the Parties for contributing towards the cost of bus infrastructure as well operating costs.

For the first two years of the service, the DDA and MNTIFA contributed \$150,000 each, for the second two years each contributed \$160,000 and during the 18-month period ending June 30, 2018, each contributed \$112,500. For the current fiscal year, the DDA is contributing \$99,994 and the TIFA is contributing \$80,004.

For FY2020, it is proposed that an additional one-year memorandum of understanding be entered into for the period ending June 30, 2020. As outlined in the attached resolution and MOU, it is proposed the DDA contribute \$270,000 (\$22,500 per month) and the MNTIFA contribute \$80,000 (\$6,67 per month). As proposed, the City will contribute \$2,340,000.

The increased funding from the DDA is needed to continue the expanded services offerings, including late night and weekend service which was initiated in FY2019. Since beginning the expanded service, DASH North ridership increased by 95,323 boardings, a 246 percent increase over FY2018 (attached). To help offset the additional costs, the Parties will look to identify additional partners to contribute to the enhanced services, and will also pursue advertising opportunities within the vehicles.

If approved, the Chairperson of the Boards of the DDA and the MNTIFA would be authorized to execute the MOU, approved as to content by the DDA Executive Director and as to form by



DDA/MNTIFA legal counsel. An updated MOU would then need Board authorization prior to July 1, 2020 and the start of FY2021.

Recommendation: Approve the MOU, approved as to content by the DGRI President and CEO and as to form by DDA/MNTIFA legal counsel, extending DASH service through June 30, 2020.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the “Memorandum”) is entered into as of July 1, 2019, by and between the **CITY OF GRAND RAPIDS** (the “City”), the **CITY OF GRAND RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY** (the “DDA”) and the **TAX INCREMENT FINANCE AUTHORITY OF THE CITY OF GRAND RAPIDS** a/k/a the Monroe North Tax Increment Finance Authority (the “MNTIFA”).

RECITALS

A. The City, DDA and MNTIFA have previously determined to collaborate in the provision of a fare-free downtown area shuttle service a/k/a DASH transit service between the DDA’s Downtown District and MNTIFA’s Monroe North Development Area (the “DASH North Service”) which service is within the scope and authority of both the DDA’s and MNTIFA’s development and tax increment financing plans.

B. The City, DDA and MNTIFA previously entered into Memorandums of Understanding dated as of December 10, 2012, December 10, 2014, July 1, 2018 (the “Prior Memorandums”), providing for the DASH North Service from December 10, 2012, through June 30, 2019.

C. On May 8, 2019, at the request of the City’s Mobile GR and Parking Services Department, the DDA Board and MNTIFA Board agreed to financially support the DASH North Service from July 1, 2019, through June 30, 2020 (the “FY2020 Period”), pursuant to the same or similar terms and conditions as the Prior Memorandums as set forth on this Memorandum.

D. The terms of the DASH North Service during the FY2020 Period are as set forth in this Memorandum.

E. The City, through its Mobile GR and Parking Services Department, will provide for the FY2020 Period the DASH North Services pursuant to the terms and conditions of this Memorandum.

UNDERSTANDING

Section 1. DASH North Service. The parties hereto agree that DASH North Service, including the level and frequency of service, shall be provided during the FY2020 Period as described and in accordance with the terms and conditions of the “DASH” Shuttle Bus Service Agreement dated as of _____, 2017 (the “Service Agreement”), between the City and the Interurban Transit Partnership (“ITP”) and attached hereto as Attachment I. The service schedule for the DASH North Service may only be modified pursuant to the provisions of the Service Agreement and with the prior written approval of staff of Downtown Grand Rapids, Inc.

Section 2. Term of Service. The DASH North Service will be provided by the City through its Mobile GR and Parking Services Department for the FY2020 Period (the “Term”).

Section 3. Obligations of DDA and MNTIFA for FY2020 Period. The DDA agrees to pay the City \$270,000 at the rate of \$22,500 per calendar month for the FY2020 Period.

MNTIFA agrees to pay the City \$80,000 at the rate of \$6,667 per calendar month for the FY2020 Period. The City shall invoice the DDA and MNTIFA each the monthly payment on or about the 20th day of the prior month which payment shall be due on the first business day of the next month for the monthly payment due that month. The payments received by the City from the DDA and MNTIFA shall be used for the acquisition of public facilities, i.e. public transit vehicles, in connection with the provision of DASH North Services for the FY2020 Period. The City agrees that such investment shall not duplicate prior investments made through the payment of rent pursuant to the Prior Memorandums.

Section 4. Obligation of the City for FY2020 Period. The City agrees to contribute through its Mobile GR and Parking Services Department the operating costs of the DASH North Services for the FY2020 Period which contribution shall be at least \$2,340,000.

Section 5. Use of Funds Contributed by DDA and MNTIFA. Since the DDA and MNTIFA will make the contributions set forth in Section 3 hereof with tax increment revenues each received or will receive in accordance with Parts 2 and 3, respectively, of Act 57 of the Public Acts of Michigan of 2018 (“Act 57”), the City covenants and agrees that such contributed funds shall be used only for “public facilities” as defined in Parts 2 and 3, respectively, of Act 57.

Section 6. Net Revenues from Advertising. The DDA and MNTIFA may sell inside bus advertising in coordination with ITP. All net revenues received from such advertising shall be credited against the payments made by each of the DDA and MNTIFA, respectively.

Section 7. Daily Boarding Information. As provided in paragraph I.6. of the Service Agreement, the City agrees to request from ITP monthly, and upon receiving same promptly provide the DDA and MNTIFA, daily on/off boarding information for the DASH North Service.

Section 8. Quarterly Meetings. The parties hereto agree to meet along with ITP quarterly during the Term to review and discuss user activity, customer feedback and other matters affecting the character and quality of the DASH Service.

Section 9. Insurance Coverage. The City shall cause ITP to provide the insurance coverage prescribed in paragraph I.15. of the Service Agreement naming the DDA and MNTIFA and their respective officers, board members, employees and agents as additional or co-insureds. In addition, the City shall name the DDA and MNTIFA and their respective officers, board members, employees and agents as additional or co-insureds with respect to the insurance coverage required by paragraph II.5. of the Service Agreement. Upon request, the City shall provide or cause to be provided a certificate of insurance or other documentation reasonably acceptable to the DDA and MNTIFA evidencing the insurance coverage required by this Section 9.

Section 10. Indemnification. To the extent permitted by law, each party to this Memorandum agrees to hold harmless and indemnify the other parties hereto and their respective officers, commissioners, board members, employees and agents from any and all claims, liability, demands, losses, damages, expenses and costs (including attorneys’ fees and costs) based on (i) each party’s own negligence or wanton and willful acts or omissions or (ii) the

indemnifying party's breach of this Memorandum. The intent of this Section 10 is that each party be responsible for claims and liability for its own acts and omissions, including that of its respective officers, commissioners, board members, employees and agents. None of the parties to the Memorandum, however, waives any defense it may have available to it at law or in equity.

Section 11. Early Termination. This Memorandum shall terminate before the end of the Term if the Service Agreement shall be terminated. Termination shall be effective as of the date and time of termination of the Service Agreement (the "Termination Effective Date"). No party to the Memorandum shall have any obligation to any other party on and after the Termination Effective Date except for such DASH North Service provided prior to the Termination Effective Date and except the provisions of Section 10 hereof shall continue to be in effect after the Termination Effective Date.

CITY OF GRAND RAPIDS

By: _____
Rosalynn Bliss
Mayor

Attest: _____
Joel H. Hondorp
City Clerk

**CITY OF GRAND RAPIDS
DOWNTOWN DEVELOPMENT
AUTHORITY**

By: _____
Brian Harris
Chairperson

**TAX INCREMENT FINANCE
AUTHORITY OF THE CITY OF
GRAND RAPIDS**
a/k/a Monroe North Tax Increment Finance
Authority

By: _____
Shaun Biel

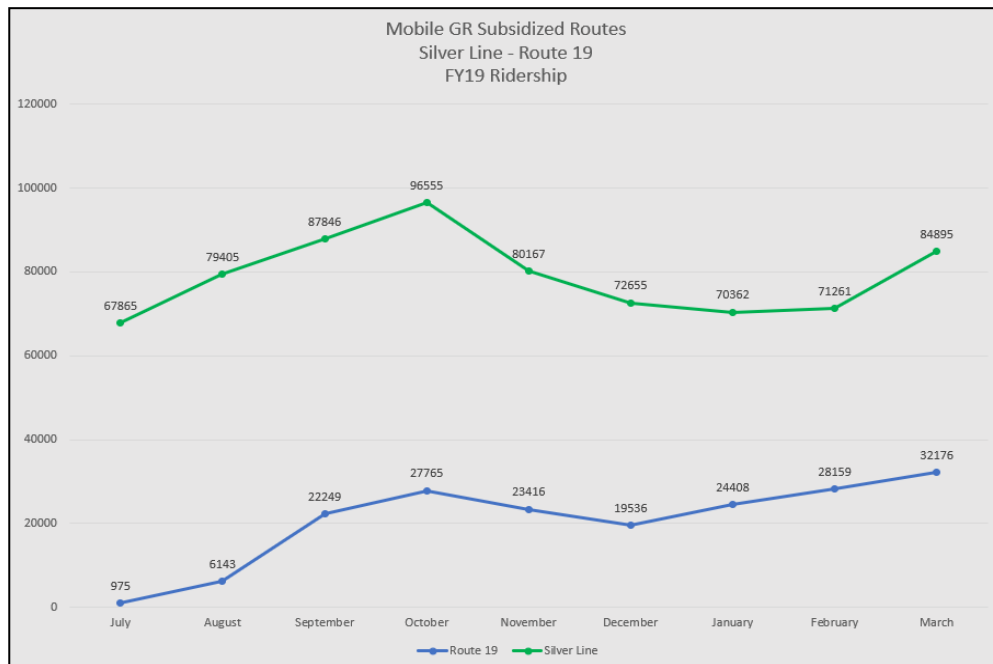
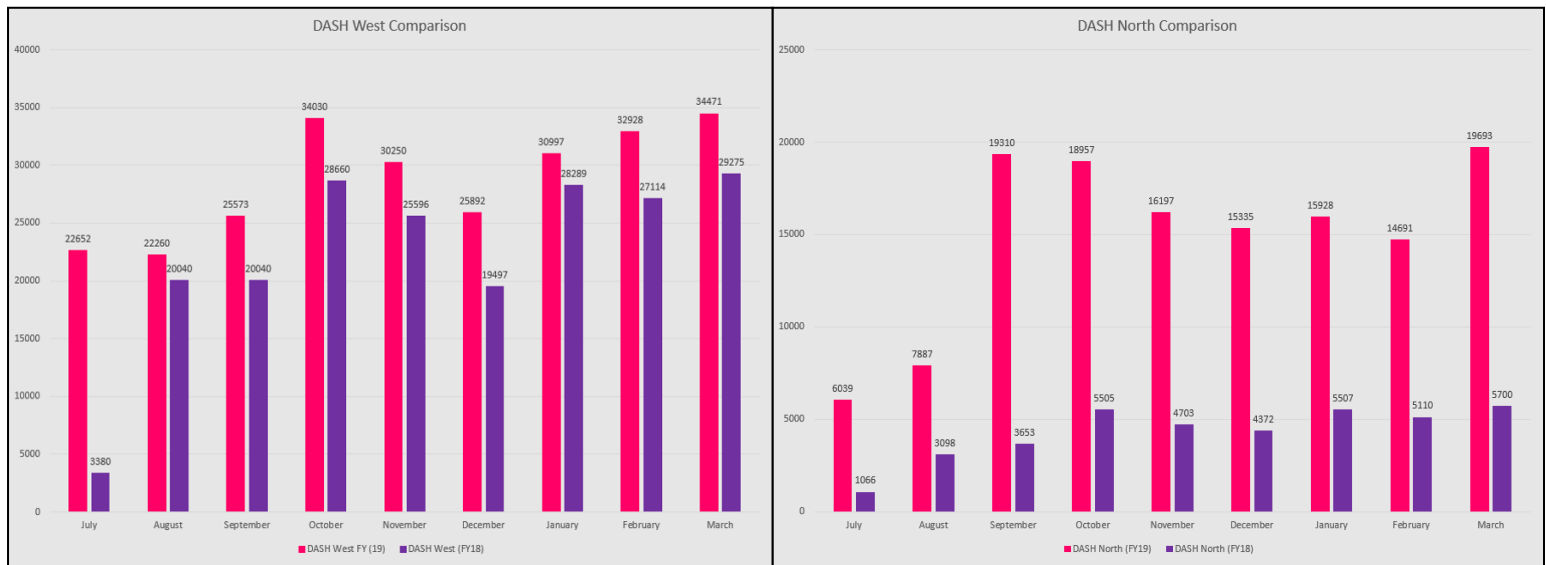
Chairperson

ATTACHMENT I

“DASH” Shuttle Bus Service Agreement

FY19 Monthly Ridership Numbers

DASH/Silver Line/ Route 19 FY19 Monthly Boardings									
Route Name	July	August	September	October	November	December	January	February	March
DASH North	6,039	7,887	19,310	18,957	16,197	15,335	15,928	14,691	19,693
DASH West	22,652	22,260	25,573	34,030	30,250	25,892	30,997	32,928	34,471
Route 19	975	6,143	22,249	27,765	23,416	19,536	24,408	28,159	32,176
Silver Line	67,865	79,405	87,846	96,555	80,167	72,655	70,362	71,261	84,895
Totals	97,531	115,695	154,978	177,307	150,030	133,418	141,695	147,039	171,235



MEMORANDUM

MONROE
NORTH
TIFA



DATE: May 3, 2019

TO: Monroe North TIFA

FROM: Tim Kelly, AICP
DGRI President & CEO

Agenda Item #5
May 8, 2019
MNTIFA Meeting

SUBJECT: Proposed FY20 Budget and Priority Plan

Each year the Monroe North Tax Increment Finance Authority (MNTIFA) recommends and adopts a one-year budget and five-year priority plan to reflect the priorities for investment in the Monroe North neighborhood. With GR Forward now an approved amendment to the City's Master Plan, DGRI has clearly defined objectives and continues to work diligently to ensure its budgets reflect the plan's recommendations.

The FY2020 MNTIFA budget and priority plan consists of both new projects from GR Forward and carry forward priorities that span multiple fiscal years. New projects include planning for the management of future River Corridor Improvements, and contributions to the reconstruction of Mason Street and Ottawa Avenue. Carry forward projects include contributions to Newberry Street enhancements, improvements to DASH North infrastructure and implementation of the recently approved Streetspace and River for All Guidelines. When examined by GR Forward goal the breakdown for FY19 is as follows:

- Goal 1 (Restore the River as the Draw): \$110,000
- Goal 2 (Create a True Downtown Neighborhood Home to a Diverse Population): \$65,000
- Goal 3 (21st Century Mobility Strategy): \$530,000
- Goal 5 (Reinvest in Public Space, Culture and Inclusive Programming): \$200,000

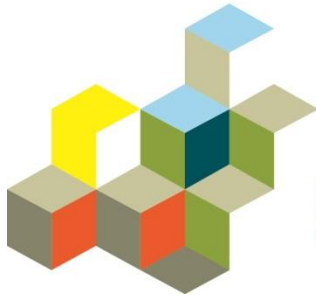
As in previous years, the Downtown Grand Rapids Inc. Alliances played an important role in developing the budget. Beginning in February 2019, staff began soliciting input from the five goal Alliances charged with advising on projects and priorities. This 3-month, iterative process culminated in all five Alliances providing recommendations to the three fiduciary Boards of DGRI (DDA, DID, and MNTIFA) regarding their ambitions for the coming fiscal year. The attached budget narrative provides additional detail on the various priorities that emerged during that process.

Following a recommendation from the TIFA Board, DGRI staff will present the recommended



budget to the City Commission on May 14, 2019, requesting bottom-line appropriation. After receiving City Commission appropriation, the TIFA Board will be asked to adopt their final annual budget and priority plans at the next scheduled meetings.

Recommendation: Recommend the FY2020 MNTIFA Budget Summary to the Grand Rapids City Commission and request fund appropriation.



DOWNTOWN
GRAND RAPIDS INC.

FY 2020 Recommended Budget

Narrative

The following narrative document outlines priority project areas developed with the five GR Forward Goal Alliances over the past few months. Projects and funding represent commitments to on-going obligations, as well as existing, on-going, and new projects in the next fiscal year.

Goal #1 – Creating a Connected and Equitable River Corridor

- Asset and Riverwalk Maintenance (NTI)

Funding to continue the seasonal upkeep of the existing Riverwalk.

- Downtown Plan

Planning initiatives to further the goals of GR Forward. Proposed initiatives in FY2020 include:

- Governance and Management Plan for the Grand River Corridor

- Riverwalk Retrofits

Implementation of recommendations for capital improvements from the River Design Guidelines process.

Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population

- Downtown Census

Update to existing Downtown census. DGRI has committed to updating the census on a biannual basis to better understand the changing dynamics of the Downtown resident, employee and visitor populations.

- Downtown Enhancement Grant

Funding for the Downtown Enhancement Grant Program. Funds will be used cover existing obligations, and to continue to assist property and business owners in the rehabilitation of the Downtown public realm. Funds are utilized to reimburse eligible activities, including installation of street furniture, snowmelt, and other public realm improvements.

- Infrastructure Improvements - Miscellaneous

Funding improved public infrastructure in Monroe North, including new tree plantings.

Goal #3: Implement a 21st Century Mobility Strategy

- Accessibility and Streetscape Improvements

Funding to implement recommendations from the Downtown accessibility audit conducted by the Disability Advocates of Kent County.

- Bicycle Infrastructure Improvements

Funding to continue the implementation of bike parking infrastructure throughout Downtown in partnership with MobileGR. A portion of funding is also anticipated to go toward the initiation of bike share.

- Mason/Ottawa Street Reconstruction

MNTIFA contribution to the reconstruction of Mason Street from Monroe to Division Avenue, and Ottawa Avenue between Mason and Coldbrook. Project design will begin in FY2020 and will likely include pedestrian enhancements to improve the streetscape and walkability.

- Newberry Street Reconstruction

MNTIFA contribution to conclude the reconstruction of Newberry Street from Monroe to Division Avenue. Project is under construction and once complete will include pedestrian enhancements to improve the streetscape and walkability.

- Transit Improvements in Monroe North District

Funding to help support the continued operation of DASH North, including proposed weekend and evening service. Funds are also provided to complete the installation of new transit shelters.

Goal #5: Reinvest in Public Space, Culture and Inclusive Programming

- Urban Recreation

Funding for continued enhancements to Monroe North Parks, including the implementation of River for All Design Guidelines.

CITY OF GRAND RAPIDS, MICHIGAN
MONROE NORTH TAX INCREMENT FINANCING AUTHORITY
Five Year Priority Plan
Preliminary Plan - April 29, 2019

TABLE 1 - REVENUES	FY2018	FY2019			FY2020	FY2021	FY2022	FY2023	FY2024	FY2020-24	
	Final	Budget	Actual as of 03/31/2019	Estimated	Request	Forecast	Forecast	Forecast	Forecast	TOTAL	
Property Tax Increment Revenue	\$ 364,785	\$ 417,410	\$ 423,823	\$ 420,000	\$ 422,100	\$ 424,211	\$ 426,332	\$ 428,463	\$ 430,606	\$ 2,131,711	FY2019 Estimate plus 0.5% growth annually
Property tax increment - Prior Year Appeals	8,473	(7,500)	-	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(37,500)	Reserves for prior year appeals
Small Taxpayer Pers Property Exemption Reimb	122,248	120,000	129,325	129,325	120,000	114,000	108,300	102,885	97,741	542,926	Assumes 5% annual decreases for depreciation
FEMA Reimbursements - 2013 Flood Damage Repairs	-	-	11,059	11,059	-	-	-	-	-	-	Wall repairs made shortly after the flood
Interest on investments	18,643	17,073	32,631	28,032	36,694	39,993	43,318	46,644	49,103	215,752	FY2019-FY2024 estimates from City Treasurer
Miscellaneous Reimbursements	-	-	14	14	-	-	-	-	-	-	
TOTAL ANNUAL REVENUES	\$ 514,149	\$ 546,983	\$ 596,852	\$ 580,930	\$ 571,294	\$ 570,704	\$ 570,450	\$ 570,492	\$ 569,949	\$ 2,852,889	
TABLE 2 - ONGOING AND COMMITTED EXPENDITURES											
Contractual Services - Annual Audit	\$ 5,800	\$ 5,060	\$ 5,060	\$ 5,060	\$ 5,060	\$ 5,235	\$ 5,392	\$ 5,554	\$ 5,720	\$ 26,961	FY2019-21 per contract. Otherwise, staff ests
Contractual Services - Legal	2,378	5,000	1,804	1,804	5,000	5,000	5,000	5,000	5,000	25,000	Staff estimate
General Fund Departments Services	23,084	22,872	17,154	22,872	27,567	28,118	28,680	29,254	29,839	143,458	City FY2020-24 Budget Instructions, Exhibit G
Insurance - General Liability	822	802	528	802	917	945	964	983	1,003	4,812	City FY2020-24 Budget Instructions, Exhibit E
KCDC Floodwall Bonds Debt Service - Interest/Trust Fees	6,689	3,677	2,600	4,097	2,330	834	-	-	-	3,164	Series 2008 - final pmt due 11/01/2020
KCDC Floodwall Bonds Debt Service - Principal	116,400	34,200	34,200	34,200	35,400	37,200	-	-	-	72,600	Series 2008 - final pmt due 11/01/2020
Share of DGRI Administration	3,071	6,200	2,786	6,200	6,500	6,500	6,500	6,500	6,500	32,500	Share of 29 Pearl NW, operations
Staff Support - City (7xxx) and DGRI (7191) Staff	46,862	65,000	35,099	65,000	70,000	72,100	74,263	76,491	78,786	371,640	Work performed by DGRI and City staff
Supplies	-	200	-	200	200	200	200	200	200	1,000	Supplies purchased solely for Authority work
TABLE 2 EXPENDITURES	\$ 205,106	\$ 143,011	\$ 99,231	\$ 140,235	\$ 152,974	\$ 156,132	\$ 120,999	\$ 123,982	\$ 127,048	\$ 681,135	
TABLE 3 - DEVELOPMENT AND INFRASTRUCTURE PROJECT EXPENDITURES											
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor											
Asset and Riverwalk Maintenance	-	10,000	-	5,000	10,000	10,000	10,000	10,000	10,000	50,000	General maintenance / repair of assets
Downtown Planning - GR Forward	58,938	50,000	-	50,000	50,000	-	-	-	-	50,000	River governance support
Grand River Restoration	25,000	50,000	-	50,000	-	200,000	200,000	-	-	400,000	Partial support for river restoration
Riverwalk Retrofits	-	50,000	-	-	50,000	50,000	50,000	-	-	150,000	"River for All" implementation
Sub-Total Goal #1	83,938	160,000	-	105,000	110,000	260,000	260,000	10,000	10,000	650,000	
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population											
Development Support - Miscellaneous	-	20,000	-	-	-	-	-	-	-	-	Projects to be determined
Downtown Census	-	5,000	-	-	5,000	-	5,000	-	5,000	15,000	Planning and community engagement effort
District Enhancement Grants	-	25,000	-	10,000	50,000	50,000	50,000	50,000	50,000	250,000	Streetscape Guideline implementation
Infrastructure Improvements - Miscellaneous	-	10,000	-	-	10,000	10,000	10,000	10,000	10,000	50,000	Tree plantings
Sub-Total Goal #2	-	60,000	-	10,000	65,000	60,000	65,000	60,000	65,000	315,000	
Goal #3: Implement a 21st Century Mobility Strategy											
Accessibility and Streetscape Improvement	-	25,000	-	-	50,000	25,000	25,000	25,000	25,000	150,000	Pedestrian priority street design & construction
Bicycle Infrastructure Improvements	-	50,000	-	-	50,000	25,000	25,000	25,000	25,000	150,000	Mobility infrastructure improvements
Mason / Ottawa Street Reconstruction	-	-	-	-	250,000	100,000	-	-	-	350,000	Share of street reconstruction projects
Newberry Street Reconstruction	-	200,000	102,150	150,000	50,000	-	-	-	-	50,000	Share of streetscape improvements
Public Realm Improvements	-	30,000	-	-	-	-	-	-	-	-	Public realm infrastructure
Transit Improvements in Monroe North District	80,004	80,000	60,003	80,000	130,000	130,000	-	-	-	260,000	Share of new DASH infrastructure
Sub-Total Goal #3	80,004	385,000	162,153	230,000	530,000	280,000	50,000	50,000	50,000	960,000	
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming											
Canal Street Park Riverwalk Extension	151	-	-	-	-	-	-	-	-	-	Completed in FY2017 except one invoice.
Street Lighting Banner Brackets	3,876	5,000	-	-	-	-	-	-	-	-	Installation of banner fixtures in district
Urban Recreation Plan	-	25,000	9,813	-	200,000	50,000	50,000	50,000	50,000	400,000	Park improvements
Sub-Total Goal #5	4,027	30,000	9,813	-	200,000	50,000	50,000	50,000	50,000	400,000	
TOTAL GR FORWARD PROJECT EXPENDITURES	\$ 167,969	\$ 635,000	\$ 171,966	\$ 345,000	\$ 905,000	\$ 650,000	\$ 425,000	\$ 170,000	\$ 175,000	\$ 2,325,000	
TOTAL ANNUAL EXPENDITURES	\$ 373,075	\$ 778,011	\$ 271,197	\$ 485,235	\$ 1,057,974	\$ 806,132	\$ 545,999	\$ 293,982	\$ 302,048	\$ 3,006,135	
ANNUAL FUND BALANCE SUMMARY											
Beginning Fund Balance	\$ 1,475,299	\$ 1,616,373	\$ 1,616,373	\$ 1,616,373	\$ 1,712,068	\$ 1,225,388	\$ 989,960	\$ 1,014,410	\$ 1,290,920	\$ 1,712,068	
Plus: Annual Revenues	514,149	546,983	596,852	580,930	571,294	570,704	570,450	570,492	569,949	2,852,889	
Less: Annual Expenditures	(373,075)	(778,011)	(271,197)	(485,235)	(1,057,974)	(806,132)	(545,999)	(293,982)	(302,048)	(3,006,135)	
Ending Fund Balance	\$ 1,616,373	\$ 1,385,345	\$ 1,942,028	\$ 1,712,068	\$ 1,225,388	\$ 989,960	\$ 1,014,410	\$ 1,290,920	\$ 1,558,821	\$ 1,558,821	