

AGENDA

MONROE
NORTH
TIFA



Board Members:

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

Wednesday, October 11, 2017
9:15 a.m. Meeting
29 Pearl Street, NW Suite #1

- | | | |
|---|---------------|------------------|
| 1. Call to order | | |
| 2. Approve Meeting Minutes from August 9, 2017 (9:16)
(enclosure) | Motion | Hansen |
| 3. Accept Preliminary Financial Statements from June 30, 2017 (9:20)
(enclosure) | <i>Motion</i> | Wallace |
| 4. Adopt FY18 Budget and Priority Plan (9:24)
(enclosure) | <i>Motion</i> | Wallace / Larson |
| 5. Accept Financial Statements from September 30, 2017 (9:29)
(enclosure) | <i>Motion</i> | Wallace |
| 6. Authorize Support for Grand Rapids Whitewater (9:33)
(enclosure) | Motion | Larson |
| 7. Authorize Contract Streetscape Design Guidelines (9:38)
(enclosure) | Motion | Wong |
| 8. ArtPrize Pedestrian Counts (9:45) | Info Item | Wong |
| 9. President & CEO Report (9:50) | Info Item | Larson |
| 10. Public Comment (9:55) | | |
| 11. Board Member Discussion (9:58) | | |
| 12. Adjournment | | |

UNAPPROVED MINUTES

Meeting of the City of Grand Rapids Tax Increment Financing Authority

August 9, 2017

1. Call to Order – The meeting was called to order at 9:59 by Chair Howard Hansen

2. Attendance

Present: Shaun Biel, Mayor Rosalynn Bliss, Diedre Deering, Kayem Dunn, Jane Gietzen, Howard Hansen, Carl Kelly, Rick Winn

Absent: Mark Roys, Jim Talen

Others Present: Tim Kelly, Murphy Ackerman (Executive Asst/Office Manager), (DGRI Staff), Jana Wallace

3. Approve Meeting Minutes from June 14, 2017

Mr. Hansen suggested a change to the June 14, 2017 minutes. The change was accepted unanimously.

Motion: Shaun Biel, supported by Mayor Rosalynn Bliss, moved approval of the minutes from the June 14, 2017 meeting with accepted edits. Motion carried unanimously.

4. Authorize Funding for River Trail Design Guidelines

Mr. Kelly introduced the request for funding of the River Trail Design Guidelines. Mr. Kelly noted that Goal 1 in the GR Forward Plan identifies transforming the river as a main component of the growth of Downtown. Mr. Kelly gave a presentation regarding the river trail guideline process. Mr. Kelly said the goal of the guidelines are to ensure that there is uniformity throughout the river trail in terms of materials, but still allowing for different areas of the trail to create their own unique identity using elements such as signage. Mr. Kelly said the next steps will involve the development of schematic designs for six (6) different opportunity sites. Mr. Kelly said this project will be a collaboration between DGRI, the City, and Whitewater. Mr. Kelly said Wenk Associates was recently chosen as the consultant team after a national search. Mr. Kelly said the City has approved its share of the project costs, and this project was budgeted for in the FY 2018 budget. Mr. Kelly noted that the DDA also approved its share at its previous meeting. Ms. Dunn said she would like to ensure that the guidelines provide ways to create distinct identities for neighborhood such as Monroe North. Mr. Kelly said that can happen through items such as design materials selection. Mr. Hansen said he is excited to see Monroe North become the epicenter of activity and is excited to see these river trails expanded.

Motion: Jane Gietzen, supported by Mayor Rosalynn Bliss moved to approve its share of costs in the amount not to exceed \$50,000 for River Trail Design Guidelines. Motion carried unanimously.

5. President & CEO Report

DDA 8/9/17

- Will consider approval of support for River Trail Design Guidelines
- Will consider funding for pedestrian counters
- Will consider façade support for Degage

- Will consider approval of Studio C! Development Agreement

DID 5/15/17

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

MNTIFA (6/15/17)

- Will consider approval of support for River Trail Design Guidelines

DGRI (8/21/17)

- Will consider appointments to new Alliance model
- Will consider bylaw amendments
- Will receive update on annual accomplishments
- Will receive update on legislative advocacy

Alliances:

Alliance 2.1 recruitment closed. Recommending appointment of 84 individuals to 5 Alliances.

DGRI Staff Highlights

Events / Marketing / Communications / Engagement

- New Ambassador Program Video to debut 8/9
- New Cigarette Butt recycling PA to debut 8/21
- New umbrellas on order for RPC
- MITP – 4 Events complete – Next event:
 - Aug 18 – Remember the Titans / Pitch Perfect
- Produced and Launched Grand Rapids African-American History Tour on GR Walks App
- Held State of the Downtown – July 13th at 5:30 PM! 225 Attendees.

Planning / Development

- City / DGRI Staff / legal counsel worked feverishly to conclude Studio C! Development Agreement negotiations
- Collaborating with Frey Foundation on development of maintenance sustainability plan for RPC
- DGRI / CoGR / Mayor's Office partnering on policy development re: use of OPRE
- Lyon Square DD process underway
- Planning pedestrian safety improvements at several key intersections & crossings
- Participating with City of Grand Rapids in 201 Market RFQ reviews
- Daniel Rose Fellowship:
 - Hosted Grand Rapids Study Visit Mar 20-23 for Daniel Rose Fellowship.
 - Project page available on the website. Follow-up engagement opportunity currently underway.
 - KL attended Anchorage Study Visit Apr 3-7

- Fellowship Team presented a mid-year fellowship in Seattle Tuesday, May 2nd
 - Planning 2nd Study Visit to Grand Rapids – September 18/19
- Transformational Brownfield (MIThrive)– Collaborating with The Right Place & CoGR on potential applications for use of tool
- Calder Plaza – partnering with City Commissioners, CoGR, Kent County on potential Pavilion plans & construction leading up to 50th anniversary of La Grande Vitesse

6. Public Comment
None

7. Board Member Discussion
None

8. Adjournment
The meeting adjourned at 10:27 a.m.

MEMORANDUM

CITY OF GRAND RAPIDS

Agenda Item # __
_____, 2017
Monroe North TIFA Meeting

DATE: September 11, 2017

TO: Monroe North Tax Increment Financing Authority

FROM: Jana M. Wallace
Debt and Authority Finance Officer

SUBJECT: Preliminary FY2017 Financial Statements Through June 30, 2017

Attached are the Monroe North Tax Increment Financing Authority preliminary financial statements for the fiscal year ended June 30, 2017. These statements are noted as, "Preliminary," since the Authority's FY2017 financial audit has not been completed.

Statement A: Balance Sheet - Preliminary

Statement B: FY2017 Statement of Revenues and Expenses - Preliminary

Statement C: Schedule of June, 2017 Expenditures - Preliminary

The Authority's balance sheet accounts on Statement A indicate the Authority is in a strong position financially with sufficient Pooled Cash and Reserve for Authorized Projects balances to support FY2018 financial activities and beyond.

On Statement B, net Property Tax Increment revenues are higher than budgeted due, in part, to a non-budgeted \$108,171 reimbursement from the State of Michigan for lost Authority revenues resulting from small taxpayer industrial personal property exemptions. The Authority's FY2017 expenditures are nearly \$213,000 lower than budgeted expenditures.

Also on Statement B, there is an unusual amount for the year to date Interest on Investments line item. When I expressed my concern to the City Treasurer regarding the FY2017 negative revenue, I received this explanation, "Our strategy throughout FY2017 shifted our allocation away from bank deposits toward marketable securities. In doing so, we expected the market value of the securities to decline as the Federal Reserve raised short-term interest rates, which they did three times during our fiscal year. However, this unrealized capital loss was more than offset by higher interest earnings of those securities than was being offered depository institutions. However, GASB rules require that we report unrealized market value gains or losses on financial statements even if we have no intent to sell the securities prior to maturity and realize the loss... Similar to the annual (interest) accrual, this entry reverses at the beginning of the subsequent fiscal year."

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

Attachments

STATEMENT A

MONROE NORTH TAX INCREMENT FINANCING AUTHORITY

Balance Sheet as of June 30, 2017 Preliminary

ASSETS

Pooled Cash and Investments	\$	1,486,864
Interest Receivable		5,222
Future Tax Increment Revenues Anticipated		223,200
TOTAL ASSETS	\$	1,715,286

LIABILITIES AND FUND EQUITY

Liabilities

Accounts Payable	\$	14,839
Contracts Payable		223,200
TOTAL LIABILITIES	\$	238,039

Fund balance / equity:

Reserve for Compensated Absences	\$	1,814
Reserve for Authorized Projects		1,475,433
TOTAL FUND EQUITY	\$	1,477,247

TOTAL LIABILITIES & FUND EQUITY	\$	1,715,286
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STATEMENT B

MONROE NORTH
TAX INCREMENT FINANCING AUTHORITY
FY2017 Statement of Revenues and Expenses
July 1, 2016 - June 30, 2017 Preliminary

	FY2017	
REVENUES	Budget	Actual
Property Tax Increment	\$ 365,238	\$ 482,288
Property Tax Increment - Prior Year Appeals	(7,500)	840
Interest on Investments	9,472	(9,247)
From / (To) Fund Balance	267,340	-
TOTAL REVENUES	\$ 634,550	\$ 473,881
EXPENSES		
Committed and Ongoing		
Contractual Services - Annual Audit	\$ 5,600	\$ 5,600
Contractual Services - Legal	5,000	1,045
Floodwalls Debt Service - Interest	11,249	11,338
Floodwalls Debt Service - Principal	111,600	111,600
General Fund Departments Services	20,666	20,666
Insurance - General Liability	1,635	1,635
Share of DGRI Administration	6,100	3,461
Staff Support	60,000	38,625
Supplies	200	-
Sub-Total Committed and Ongoing	\$ 222,050	193,970
Development Support Projects		
Building Re-Use Incentive Program	40,000	-
Development Support - Miscellaneous	20,000	-
Sub-Total Development Support Projects	\$ 60,000	-
Investment		
Accessibility and Streetscape Improvement	25,000	6,000
Canal Street Park Riverwalk Extension	100,000	107,729
GR Forward Planning Process & Implementation	2,500	-
Grand River Restoration	25,000	-
Mason Street Reconstruction	-	15,716
Infrastructure Improvements - Miscellaneous	10,000	-
Sub-Total Investment	\$ 162,500	129,445
Livability		
Asset and Riverwalk Maintenance	10,000	-
Bicycle Infrastructure Improvements	5,000	-
Transit Improvements	130,000	80,004
Urban Recreation Plan	10,000	-
Sub-Total Livability	\$ 155,000	80,004
Vibrancy		
Public Realm Improvements	25,000	18,150
Street Lighting Banner Brackets	10,000	-
Sub-Total Vibrancy	\$ 35,000	18,150
TOTAL EXPENSES	\$ 634,550	\$ 421,569
EXCESS / (DEFICIT)	\$ -	\$ 52,312

STATEMENT C

MONROE NORTH TAX INCREMENT FINANCING AUTHORITY

Schedule of Expenditures

June, 2017 Preliminary

Date Posted	Vendor	Purpose / Project	Description	Amount
6/30/2017	FTC&H INVOICE #368414	Canal Street Park Riverwalk Extension	FY2017 expenditure accrual	\$ 14,185.95
6/30/2017	Payroll Re-Allocation Entry	Staff Support	DGRI payroll 04/02-06/30/2017 - wgs/taxes/401(k)	9,118.34
6/22/2017	City Treasurer - Mobility/Parking Svcs	Transit Improvements	April 2017 DASH North Lease	6,667.00
6/22/2017	City Treasurer - Mobility/Parking Svcs	Transit Improvements	February 2017 DASH North Lease	6,667.00
6/22/2017	City Treasurer - Mobility/Parking Svcs	Transit Improvements	January 2017 DASH North Lease	6,667.00
6/22/2017	City Treasurer - Mobility/Parking Svcs	Transit Improvements	June 2017 DASH North Lease	6,667.00
6/22/2017	City Treasurer - Mobility/Parking Svcs	Transit Improvements	March 2017 DASH North Lease	6,667.00
6/22/2017	City Treasurer - Mobility/Parking Svcs	Transit Improvements	May 2017 DASH North Lease	6,667.00
6/28/2017	DISABILITY ADV OF KENT CO	Accessibility & Streetscape Improvs	Downtown ADA Accessibility Study	6,000.00
6/5/2017	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	1,722.00
6/17/2017	City of Grand Rapids	Staff Support	Payroll period ended 06/17/2017	421.62
7/24/2017	STATE OF MICHIGAN	Canal Street Park Riverwalk Extension	Construction services progress payment	398.51
6/3/2017	City of Grand Rapids	Staff Support	Payroll period ended 06/03/2017	263.51
7/31/2017	PRIORITY HEALTH	Share of DGRI Administration	Health Insurance Premium 7-9/2017	205.99
7/1/2017	City of Grand Rapids	Staff Support	Payroll period ended 07/01/2017	140.54
6/8/2017	City Treasurer - Risk Mnmt	Insurance - General Liability	Monthly General Insurance Allocation	136.00
6/12/2017	County of Kent	KCDC Series 2008 Floodwalls Bonds	Paying agent fee	90.00
6/21/2017	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street 6/2017	86.22
6/30/2017	Payroll Re-Allocation Entry	Staff Support	DGRI payroll 04/02-06/30/2017 - fees	55.55
6/27/2017	TGG, Inc.	Share of DGRI Administration	Life Insurance Premium 7-9/2017	34.10
7/27/2017	The KR Group, Inc.	Share of DGRI Administration	Office Supplies: K. Van Driel laptop	20.09
6/28/2017	KVO Communications Inc.	Share of DGRI Administration	IT Services: Mezzanine office IT setup	18.41
6/29/2017	The KR Group, Inc.	Share of DGRI Administration	IT services 5/17	11.47
6/29/2017	The KR Group, Inc.	Share of DGRI Administration	IT services 7/17	11.47
6/27/2017	BLUE CROSS BLUE SHIELD OF MICH	Share of DGRI Administration	Dental Insurance Premium 7-9/2017	10.74
6/22/2017	Fifth Third Bank P-Card	Share of DGRI Administration	05/17: Office Supplies (MNTIFA Portion)	8.46
6/28/2017	Kevin Patrick Murphy	Share of DGRI Administration	DGRI Mezzanine office painting	7.07
6/29/2017	Professional Maint of Michigan Inc.	Share of DGRI Administration	Cleaning Services 5/17	6.51
6/28/2017	MVP Sportsplex - GR, LLC	Share of DGRI Administration	Paid via Payroll Deductions 5/2017	6.09
6/30/2017	MVP-40596	Share of DGRI Administration	FY2017 expenditure accrual	6.09
6/28/2017	GreatAmerica Financial Services Corp	Share of DGRI Administration	Copier Lease 4/2017-5/2017	5.74
7/27/2017	MVP Sportsplex - GR, LLC	Share of DGRI Administration	Paid via Payroll Deductions 5/2017	5.32
6/29/2017	Fifth Third Bank P-Card	Share of DGRI Administration	06/17: Office Supplies (MNTIFA Portion)	4.79
6/29/2017	Fifth Third Bank P-Card	Share of DGRI Administration	06/17: Liability & small business ins (MNTIFA Portio	3.76
6/26/2017	CELLCO PARTNERSHIP	Share of DGRI Administration	Cell Phone Service 5/2017	3.69
7/18/2017	TDS Metrocom	Share of DGRI Administration	Phone Service 06/2017	3.67
6/27/2017	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Utility Service: Electricity 5/2017	3.58
6/29/2017	Fifth Third Bank P-Card	Share of DGRI Administration	06/17: DGRI Countertop Removal (MNTIFA Portion)	3.10
6/22/2017	Fifth Third Bank P-Card	Share of DGRI Administration	05/17: Liability Insurance (MNTIFA Portion)	2.98
6/29/2017	The KR Group, Inc.	Share of DGRI Administration	IT security services 6/17	2.53
6/21/2017	Comcast	Share of DGRI Administration	Internet at 29 Pearl St NW 6/07/2017-7/06/2017	1.98
6/29/2017	Professional Maint of Michigan Inc.	Share of DGRI Administration	Janitorial Services: Window Cleaning 5/2017	1.86
6/29/2017	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 5/2017	1.59
6/1/2017	MADCAP COFFEE COMPANY	Share of DGRI Administration	Meeting Supplies 5/2017	1.41
6/29/2017	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 5/2017	1.14
6/30/2017	CREATIVE STUDIO-17-2028	Share of DGRI Administration	FY2017 expenditure accrual	1.04
6/29/2017	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 10/2016	0.97
6/29/2017	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 5/2017	0.94
6/28/2017	Applied Imaging	Share of DGRI Administration	Copier Staple Refill	0.85
6/29/2017	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 4/2017	0.57
6/1/2017	MODEL COVERALL SERVICE INC	Share of DGRI Administration	Floor Mat Rental 5/2017	0.52
6/30/2017	MODEL COVERALL678679	Share of DGRI Administration	FY2017 expenditure accrual	0.51
6/29/2017	MODEL COVERALL SERVICE INC	Share of DGRI Administration	Floor Mat Rental 11/2016	0.48
6/29/2017	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 5/2017	0.31
6/30/2017	FUSION - IT157800	Share of DGRI Administration	FY2017 expenditure accrual	0.15
6/29/2017	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 5/2017	0.12
6/29/2017	Staples Contract and Commercial Inc.	Share of DGRI Administration	Office Supplies 5/2017	0.11

PRELIMINARY JUNE, 2017 EXPENDITURES \$73,020.44

**CITY OF GRAND RAPIDS, MICHIGAN
MONROE NORTH
TAX INCREMENT FINANCING AUTHORITY
FY2018 Appropriation Request
Recommended by the Monroe North TIFA Board
on May 10, 2017
Approved by City Commission on May 23, 2017
Submitting for Adoption by the Monroe North TIFA Board
on October 11, 2017**

	FY2018 Request
RESOURCES	
Property Tax Increment Revenue	\$ 367,014
Property Tax Increment - Prior Year Adjustment	(7,500)
Interest on Investments	15,040
From / (To) Fund Balance	223,891
TOTAL RESOURCES	\$ 598,445

APPROPRIATIONS

Ongoing and Committed Expenditures

Staff Support	\$ 61,800
Supplies	200
Contractual Services - Annual Audit	5,750
Contractual Services - Legal	5,000
Insurance - General Liability	822
KCDC Series 2008 Floodwall Bonds - Principal	116,400
KCDC Series 2008 Floodwall Bonds - Interest	6,689
General Operating Fund Overhead Allocation	23,084
Share of Downtown Grand Rapids Inc Administration	6,200
TOTAL ONGOING AND COMMITTED	\$ 225,945

GR FORWARD PROJECTS:

Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 110,000
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	102,500
Goal #3: Implement a 21st Century Mobility Strategy	130,000
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	30,000
TOTAL DEVELOPMENT AND INFRASTRUCTURE	\$ 372,500

TOTAL APPROPRIATIONS \$ 598,445

EXCESS / (DEFICIT) \$ -

MEMORANDUM

CITY OF GRAND RAPIDS

Agenda Item #5
October 11, 2017
Monroe North TIFA Meeting

DATE: October 3, 2017

TO: Monroe North Tax Increment Financing Authority

FROM: Jana M. Wallace
Treasurer

SUBJECT: FY2018 Interim Financial Statements Through September 30, 2017

Attached are the Monroe North Tax Increment Financing Authority interim financial statements for first quarter of the fiscal year ending June 30, 2018.

Statement A: Balance Sheet

Statement B: FY2018 Statement of Revenues and Expenses

Statement C: Schedule of July 1, 2017 through September 30, 2017 Expenditures

The City Treasurer distributed Summer tax increment revenues to the Authority in August. The amount in the "Actual" column on Statement B is lower than budgeted because the Summer levy doesn't include Kent County voted mills, which will be levied on December 1, 2017. The Authority has sufficient cash for budgeted expenditures.

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

Attachments

STATEMENT A

MONROE NORTH TAX INCREMENT FINANCING AUTHORITY

Balance Sheet as of September 30, 2017

ASSETS

Pooled Cash and Investments	\$	1,807,787
Future Tax Increment Revenues Anticipated		223,200
General Fixed Assets		5,307,124
Less: Accumulated Depreciation		(3,420,503)
TOTAL ASSETS	\$	3,917,608

LIABILITIES AND FUND EQUITY

Liabilities

Accounts Payable	\$	-
Contracts Payable		223,200
TOTAL LIABILITIES	\$	223,200

Fund Balance / Equity:

Investments in General Fixed Assets	\$	1,886,621
Reserve for Compensated Absences		1,948
Reserve for Encumbrances		138
Reserve for Authorized Projects		1,805,701
TOTAL FUND EQUITY	\$	3,694,408

TOTAL LIABILITIES & FUND EQUITY	\$	3,917,608
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STATEMENT B

MONROE NORTH TAX INCREMENT FINANCING AUTHORITY FY2018 Statement of Revenues and Expenses July 1, 2017 - September 30, 2017

REVENUES	FY2018	
	Budget	Actual
Property Tax Increment	\$ 367,014	\$ 329,511
Property Tax Increment - Prior Year Appeals	(7,500)	-
Investments Earnings	15,040	2,170
Investments Earnings - FY2017 Accrual Reversal	-	7,873 ¹
From / (To) Fund Balance	223,891	-
TOTAL REVENUES	\$ 598,445	\$ 339,554
EXPENSES		
Committed and Ongoing		
Contractual Services - Annual Audit	\$ 5,750	\$ -
Contractual Services - Legal	5,000	838
Floodwalls Debt Service - Interest	6,689	-
Floodwalls Debt Service - Principal	116,400	-
General Fund Departments Services	23,084	5,768
Insurance - General Liability	822	207
Share of DGRI Administration	6,200	1,134
Staff Support	61,800	1,067
Supplies	200	-
Sub-Total Committed and Ongoing	\$ 225,945	9,014
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	75,000	-
Grand River Restoration	25,000	-
Sub-Total GR Forward - Goal #1	\$ 110,000	\$ -
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population		
Building Re-Use Incentive Program	50,000	-
Development Support - Miscellaneous	20,000	-
Downtown Census	5,000	-
Downtown Enhancement Grants	25,000	-
Infrastructure Improvements - Miscellaneous	2,500	-
Sub-Total GR Forward - Goal #2	\$ 102,500	\$ -
Goal #3: Implement a 21st Century Mobility Strategy		
Accessibility and Streetscape Improvement	25,000	-
Bicycle Infrastructure Improvements	5,000	-
Public Realm Improvements	20,000	-
Transit Improvements in Monroe North District	80,000	-
Sub-Total GR Forward - Goal #3	\$ 130,000	\$ -
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming		
Street Lighting Banner Brackets	5,000	-
Urban Recreation Plan	25,000	-
Sub-Total GR Forward - Goal #5	\$ 30,000	\$ -
TOTAL EXPENSES	\$ 598,445	\$ 9,014
EXCESS / (DEFICIT)	\$ -	\$ 330,540

Note 1: GASB 31 requires 'mark to market,' entries to reflect the current values of investment instruments outstanding at year-end. The mark to market entry as of June 30, 2017 was negative, so the FY2018 reversal of that adjustment is positive.

STATEMENT C

MONROE NORTH TAX INCREMENT FINANCING AUTHORITY

Schedule of Expenditures

July 1 Through September 30, 2017

Date Posted	Vendor	Purpose / Project	Description	Amount
8/6/2017	Fishbeck, Thompson, Carr, & Huber Inc	Canal Street Park Riverwalk Extension	Construction thru 06/30/2017	\$14,185.95
8/29/2017	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	1,924.00
9/26/2017	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	1,924.00
7/24/2017	City Treasurer - Budget Office	General Fund Departments Services	IET - Operating Transfer A-87	1,920.00
7/15/2017	City of Grand Rapids	Staff Support	Payroll period ended 07/15/2017	636.00
9/21/2017	Dickinson Wright PLLC	Contractual Services - Legal	Legal: 840 Ottawa OPRE	451.50
9/23/2017	City of Grand Rapids	Staff Support	Payroll period ended 09/23/2017	395.49
8/10/2017	Dickinson Wright PLLC	Contractual Services - Legal	Legal Services: MNTIFA Board agenda/meeting	387.00
9/20/2017	Priority Health	Share of DGRI Administration	Health Insurance Premium 10-12/2017	232.62
8/23/2017	Interphase Office Interiors, Inc.	Share of DGRI Administration	DGRI office furniture	161.61
8/6/2017	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street 7/2017	86.22
8/23/2017	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Office Lease: 29 Pearl Street 8/2017	86.22
7/25/2017	City Treasurer - Risk Mnmt	Insurance - General Liability	Monthly General Insurance Allocation	69.00
8/23/2017	City Treasurer - Risk Mnmt	Insurance - General Liability	Monthly General Insurance Allocation	69.00
9/26/2017	City Treasurer - Risk Mnmt	Insurance - General Liability	Monthly General Insurance Allocation	69.00
9/20/2017	HR Collaborative LLC	Share of DGRI Administration	HR Consultant 5/2017	52.49
9/20/2017	HR Collaborative LLC	Share of DGRI Administration	HR Consultant 6/2017-7/2017	42.65
9/28/2017	TGG, Inc.	Share of DGRI Administration	Life Insurance Premium 10-12/2017	39.34
8/23/2017	Grd Rapids Area Chamber of Commerce	Share of DGRI Administration	Leadership GR Tuition: M. Ackerman 2017	36.58
9/21/2017	DeGraaf Interiors	Share of DGRI Administration	DGRI Mezzanine Office re-carpeting	36.24
8/12/2017	City of Grand Rapids	Staff Support	Payroll period ended 08/12/2017	35.95
8/10/2017	Applied Imaging	Share of DGRI Administration	Copier Lease 7/15-10/14/17; Overage 4/15-7/14/17	25.26
8/21/2017	Fifth Third Bank P-Card	Share of DGRI Administration	07/17: Office supplies (MNTIFA Portion)	22.02
8/8/2017	Fusion IT LLC	Share of DGRI Administration	Network Management 8/2017	21.72
8/6/2017	The KR Group, Inc.	Share of DGRI Administration	IT equipment: K. Van Driel printer & access point	16.52
8/10/2017	Federal Square Building Co. #1, LLC	Share of DGRI Administration	29 Pearl Street Mezzanine Office 7/2017	14.88
9/21/2017	LiveSpace, LLC	Share of DGRI Administration	Audio/Visual Supplies: DGRI office projector bulb	14.36
9/28/2017	The Hartford	Share of DGRI Administration	Workers Compensation renewal 09/2017	13.19
9/21/2017	LiveSpace, LLC	Share of DGRI Administration	Audio/Visual Supplies: DGRI wireless projector box	13.09
9/21/2017	HR Collaborative LLC	Share of DGRI Administration	HR Consultant 7/2017-8/2017	11.86
9/28/2017	Blue Cross Blue Shield of Michigan	Share of DGRI Administration	Dental Insurance Premium 10-12/2017	11.79
8/16/2017	The KR Group, Inc.	Share of DGRI Administration	IT services 8/17	11.47
9/21/2017	The KR Group, Inc.	Share of DGRI Administration	IT services 9/17	11.47
9/13/2017	Cellco Partnership	Share of DGRI Administration	Cell Phone Service 7/2017	10.01
8/23/2017	Fusion IT LLC	Share of DGRI Administration	S. Wong Adobe Creative Cloud License 07/2017	9.55
8/7/2017	Cellco Partnership	Share of DGRI Administration	Cell Phone Service 6/2017	7.45
8/23/2017	Federal Square Building Co. #1, LLC	Share of DGRI Administration	29 Pearl Street Mezzanine Office 8/2017	7.44
9/28/2017	Professional Maint of Michigan Inc.	Share of DGRI Administration	Cleaning Services 8/17	7.38
8/23/2017	Professional Maint of Michigan Inc.	Share of DGRI Administration	Cleaning Services 7/17	7.25
8/8/2017	Professional Maint of Michigan Inc.	Share of DGRI Administration	Cleaning Services 6/17	6.51
9/21/2017	Dickinson Wright PLLC	Share of DGRI Administration	Legal Services: 29 Pearl St. lease	6.13
8/6/2017	MVP Sportsplex - GR, LLC	Share of DGRI Administration	Paid via Payroll Deductions 7/2017	6.09
9/28/2017	MVP Sportsplex - GR, LLC	Share of DGRI Administration	Paid via Payroll Deductions 9/2017	5.84
9/20/2017	Fifth Third Bank P-Card	Share of DGRI Administration	08/17: *Office supplies (MNTIFA Portion)	5.37
8/23/2017	The KR Group, Inc.	Share of DGRI Administration	IT equipment: K. Van Driel printer	5.36
9/28/2017	Cellco Partnership	Share of DGRI Administration	Cell Phone Service 8/2017	4.75
9/21/2017	West Michigan Center for Arts & Tech	Share of DGRI Administration	Design Thinking wkshp: Hedrick / Schumacher / Wong	4.65
8/23/2017	The KR Group, Inc.	Share of DGRI Administration	IT services: various computer repairs 07/2017	4.60
9/13/2017	GreatAmerica Financial Services Corp	Share of DGRI Administration	Copier Lease 7/2017-8/2017	4.08
8/7/2017	The KR Group, Inc.	Share of DGRI Administration	IT services: Access point installation	3.88
8/21/2017	Fifth Third Bank P-Card	Share of DGRI Administration	07/17: Liability & small business ins	3.75
9/28/2017	TDS Metrocom	Share of DGRI Administration	Phone Service 9/2017	3.75
8/8/2017	TDS Metrocom	Share of DGRI Administration	Phone Service 07/2017	3.73
8/21/2017	Fifth Third Bank P-Card	Share of DGRI Administration	06/17: DGRI phone (MNTIFA Portion)	3.72
9/13/2017	TDS Metrocom	Share of DGRI Administration	Phone Service 8/2016	3.68
8/16/2017	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Utility Service: Electricity 7/2017	3.53
9/20/2017	Fifth Third Bank P-Card	Share of DGRI Administration	08/17: *Liability Insurance (MNTIFA Portion)	3.14
9/13/2017	Federal Square Building Co. #1, LLC	Share of DGRI Administration	Utility Service: Electricity 8/2017	2.90
8/16/2017	The KR Group, Inc.	Share of DGRI Administration	IT security services 8/17	2.78
9/21/2017	The KR Group, Inc.	Share of DGRI Administration	IT services 9/17	2.78
8/9/2017	GreatAmerica Financial Services Corp	Share of DGRI Administration	Copier Lease 6/2017-7/2017	2.55
8/8/2017	Fusion IT LLC	Share of DGRI Administration	Renewal of Software Licenses 06/2017	2.26
8/6/2017	Comcast	Share of DGRI Administration	Internet at 29 Pearl St NW 7/07/2017-8/06/2017	1.98
8/23/2017	Comcast	Share of DGRI Administration	Internet at 29 Pearl St NW 8/07/2017-9/06/2017	1.98
9/21/2017	Comcast	Share of DGRI Administration	Internet at 29 Pearl St NW 9/07/2017-10/06/2017	1.98
9/21/2017	Breck Graphics Inc	Share of DGRI Administration	Biz Cards G. Schumacher and M. Catcho 8/2017	1.93

continued on the next page

STATEMENT C - continued
Monroe North Tax Increment Financing Authority
Schedule of Expenditures
July 1 Through September 30, 2017

Page 2

Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
				<i>continued from prior page</i>
8/7/2017	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office Supplies 6/2017	\$ 1.52
8/8/2017	Madcap Coffee Company	Share of DGRI Administration	Meeting Supplies 06/2017	1.45
8/23/2017	Madcap Coffee Company	Share of DGRI Administration	Meeting Supplies 7/2017	1.45
8/7/2017	The KR Group, Inc.	Share of DGRI Administration	IT services: Phone system repair	1.40
8/7/2017	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office Supplies 6/2017	1.35
9/20/2017	Madcap Coffee Company	Share of DGRI Administration	Meeting Supplies 8/2017	1.33
9/21/2017	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office Supplies 8/2017	1.27
9/28/2017	Brandon Alman	Share of DGRI Administration	Painting Installation 09/2017	1.24
8/7/2017	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office Supplies 6/2017	1.24
8/8/2017	The KR Group, Inc.	Share of DGRI Administration	IT services: Laptop installation	1.16
8/23/2017	The KR Group, Inc.	Share of DGRI Administration	IT equipment: K. Van Driel wifi	1.16
8/7/2017	Breck Graphics Inc	Share of DGRI Administration	Business Cards S. Wong 7/2017	1.12
8/6/2017	Engineered Protection Sys Inc	Share of DGRI Administration	Office Security System 8/2017-10/2017	1.12
8/6/2017	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office Supplies 6/2017	1.11
9/20/2017	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office Supplies 8/2017	1.08
8/23/2017	Godwin Plumbing Inc	Share of DGRI Administration	IT equipment: K. Van Driel wifi	1.07
8/6/2017	Creative Studio Promotions	Share of DGRI Administration	Office supplies: S. Wong employee jacket	1.04
9/21/2017	Gordon Water Systems	Share of DGRI Administration	Water Cooler Lease 7/11/17-8/10/2017	0.83
9/20/2017	Engineered Protection Sys Inc	Share of DGRI Administration	Office Security System Access Cards	0.72
9/21/2017	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office Supplies 8/2017	0.69
8/8/2017	Gordon Water Systems	Share of DGRI Administration	Water Cooler Lease 5/16/17-6/10/2017	0.57
9/20/2017	Swift Printing & Communications	Share of DGRI Administration	DGRI Office photos	0.55
8/6/2017	Model Coverall Service Inc	Share of DGRI Administration	Floor Mat Rental 6/2017	0.51
8/16/2017	Model Coverall Service Inc	Share of DGRI Administration	Floor Mat Rental 7/2017	0.51
8/16/2017	Gordon Water Systems	Share of DGRI Administration	Water Cooler Lease 6/20/17-7/10/2017	0.42
9/21/2017	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office Supplies 8/2017	0.21
9/21/2017	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office Supplies 8/2017	0.17
8/6/2017	Fusion IT LLC	Share of DGRI Administration	Network Management 6/2017	0.15
8/8/2017	Fusion IT LLC	Share of DGRI Administration	Network Management 7/2017	0.15
8/23/2017	Fusion IT LLC	Share of DGRI Administration	Network Management 6/2017	0.15
9/21/2017	Fusion IT LLC	Share of DGRI Administration	Network Management 9/2017	0.15
8/6/2017	Staples Contract & Commercial Inc.	Share of DGRI Administration	Office Supplies 6/2017	0.08
7/1/2017	FUSION - IT157800	Share of DGRI Administration	FY2017 accrual reversal	(0.15)
7/1/2017	MODEL COVERALL678679	Share of DGRI Administration	FY2017 accrual reversal	(0.51)
7/1/2017	CREATIVE STUDIO-17-2028	Share of DGRI Administration	FY2017 accrual reversal	(1.04)
7/1/2017	MVP-40596	Share of DGRI Administration	FY2017 accrual reversal	(6.09)
7/1/2017	FTC&H INVOICE #368414	Canal Street Park Riverwalk Extension	FY2017 accrual reversal	(14,185.95)
JULY, AUGUST, AND SEPTEMBER, 2017 EXPENDITURES				<u>\$9,014.50</u>

MEMORANDUM

MONROE
NORTH
TIFA



TIFA

DATE: October 5, 2017

TO: Monroe North TIFA

FROM: Kristopher Larson, AICP
President & CEO

Agenda Item #6
October 11, 2017
MNTIFA Meeting

SUBJECT: Authorize Financial Support for Grand River Restoration Initiative

Included in the MNTIFA's FY17 Local Tax Increment Priority Plan was a line item entitled Grand River Activation, budgeted at \$25,000, which was intended to support of the costs incurred by Grand Rapids Whitewater (GRWW) associated with planning, engineering, permitting, design, and the eventual construction of the restorative improvements for the Grand River.

Given the adoption of GR Forward by the Grand Rapids City Commission on Dec 15, 2015, DGRI now has a specific plan for coordinating land use with efforts to restore the Grand River. More specifically, GR Forward includes Goal 1: Restore the River as the Draw & Create a Connected and Equitable River Corridor (p.40), and 1.2: Reinforce the Grand Rapids Whitewater Initiative, whereby DGRI is identified as an implementation partner. In addition to the work of GRWW, DGRI is also supporting other efforts to transform the riverfront into an active recreational corridor, including but not limited to: the development of River Trail Design Guidelines, the redesign of Lyon Square, flood protection improvements and trail widening along Ah-Nab-Awen Park, the new trail segment connecting Canal Street Park to Leonard Street, and the installation of new outdoor fitness equipment in Sixth Street Park.

In this instance, the DDA and MNTIFA's financial support is intended to contribute to a portion of the cost associated with filing the project's Environmental Impact Statement (EIS). Per GRWW, the current estimate for the cost of the EIS is \$300,000. An EIS is a document required by the National Environmental Policy Act (NEPA) for certain actions significantly affecting the quality of the human environment. An EIS is a tool to assist with decision making, and describes the positive and negative environmental effects of a proposed modifications to the Grand River and its native species.

Recommendation:



Authorize the Executive Director to approve a payment in the amount of \$25,000 to Grand Rapids Whitewater to support their efforts to restore the Grand River and implement GR Forward.

502 Second Street
Suite 300
Grand Rapids, MI 49504 US
matt@grandrapidswhitewater.org



BILL TO
Kris Larson
Downtown Grand Rapids, Inc.
29 Pearl St NW #1
Grand Rapids, MI 49503

PLEDGE INVOICE # 1088
DATE 09/08/2017
DUE DATE 11/07/2017
TERMS Net 60

ACTIVITY	AMOUNT
Grand River Revitalization Environmental Services	125,000.00

Thank you for your donation!

BALANCE DUE

\$125,000.00

MEMORANDUM

MONROE
NORTH
TIFA



TIFA

DATE: October 6, 2017

TO: Monroe North TIFA

FROM: Stephanie Wong, Project Specialist

Agenda Item #7
October 11, 2017
MNTIFA Meeting

SUBJECT: Downtown Streetscape Design Guidelines Contract

Goal 3 of GR Forward recommends updating the existing Downtown Streetscape Design Guidelines (Guidelines) for the purpose of codifying the character of Downtown streets. Streets cannot be all things to all people, and to ensure the desired atmosphere and development within the street network, we need to identify the highest and best function of the roadway and public space to ensure it is functioning in the manner that will be of greatest benefit to the Downtown community.

To that end, on August 28, 2017, a Request for Proposals (RFP) was issued to develop a set of Guidelines. The RFP was distributed nationally and six (6) qualified proposals were received. The proposals were distributed to the Goal 3 Alliance for review, and based upon those responses and staff's review, the team of Nederveld / Williams & Works was identified as the preferred consultant.

As Downtown Grand Rapids based firms, Nederveld and Williams & Works have a thorough understanding of the Downtown landscape and the factors that influence local street design. They have extensive experience in urban design, planning, and landscape architecture, and have completed similar projects both in Grand Rapids and throughout Michigan. Further, their team is committed to developing an innovative community engagement strategy to invite broad participation among Downtown user groups, with potential strategies including walking tours, intercept surveys, scavenger hunts, and focus groups.

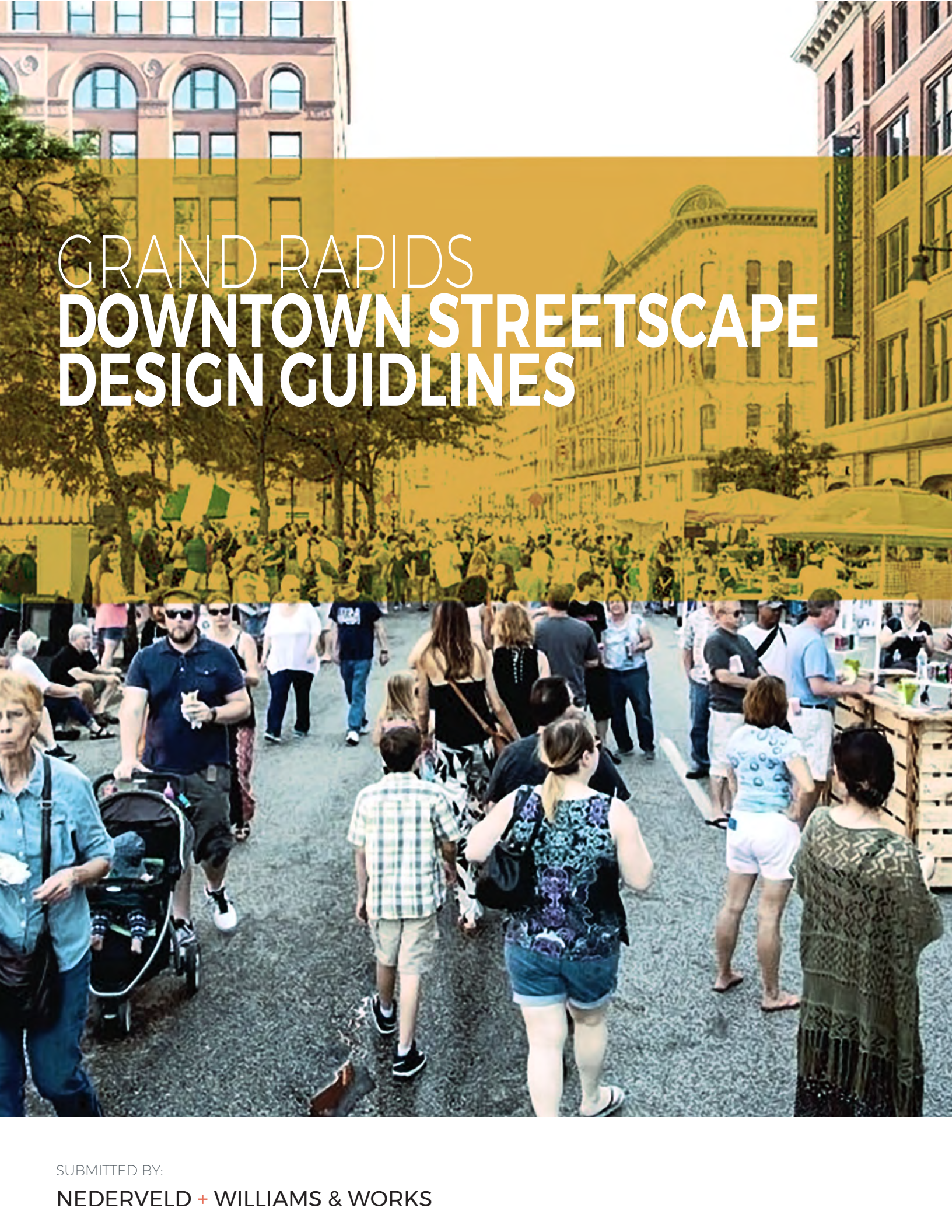
Funding for the Guidelines is provided in the FY18 Priority Plan in the Downtown Planning line item. If approved, staff will negotiate a final scope of work with Nederveld and William & Works with a target of initiating the project in November. The process will be completed in three phases, including existing conditions analysis, public



DOWNTOWN
GRAND RAPIDS INC.

engagement, and the final report, which is expected to be complete in April 2018. The newly formed Goal 3 Alliance will be the Steering Committee throughout the process to advise staff and the consultants on all elements of the project. Once complete, the updated Guidelines will inform both public and private investment in the public realm, and will make certain that Downtown streets reflect the goal and priorities of the community.

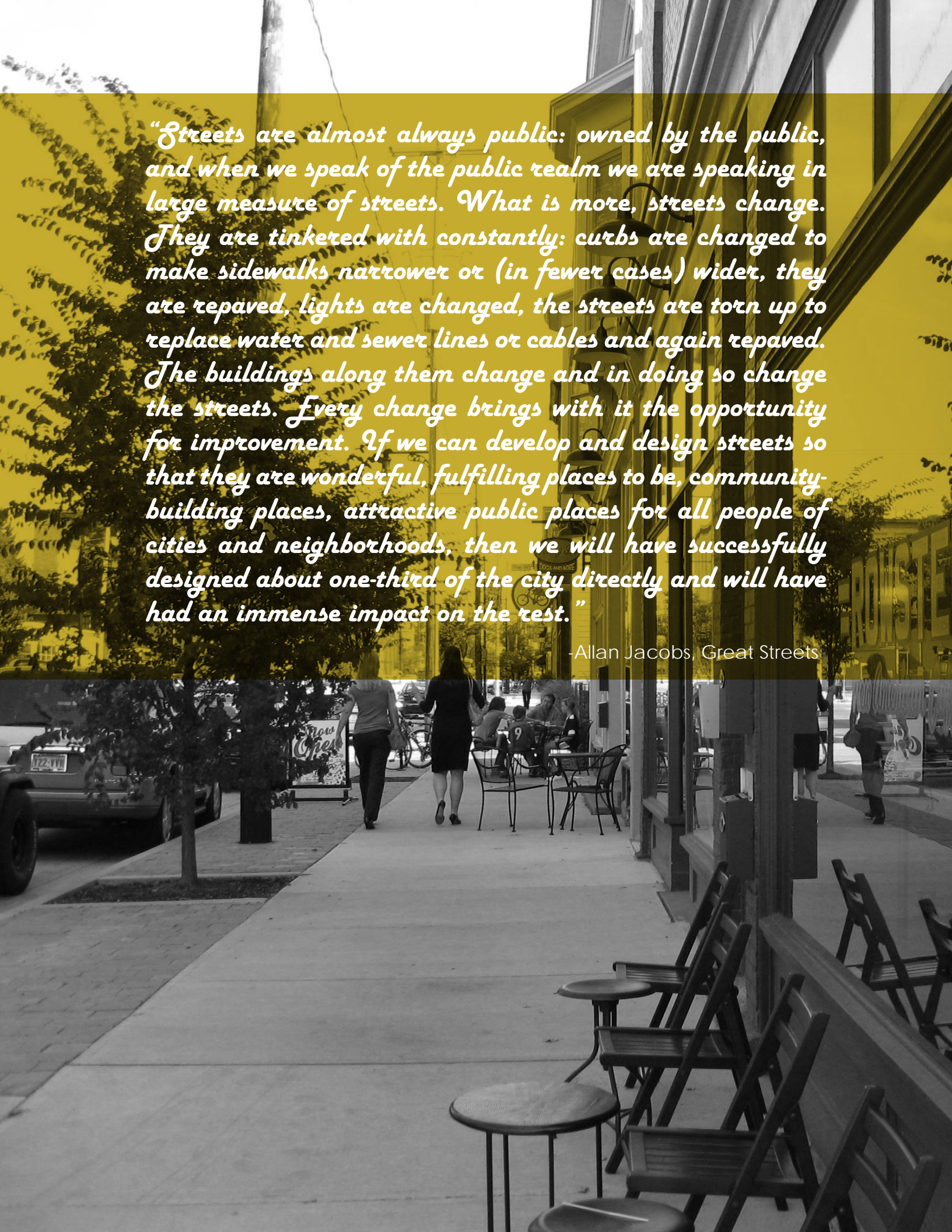
Recommendation: Authorize the Executive Director to enter into a contract with Nederveld and William & Works for an amount not to exceed \$93,450 to develop Downtown Streetscape Design Guidelines, and approve the MNTIFA's share of the contract in an amount not to exceed \$18,690.



GRAND RAPIDS DOWNTOWN STREETSCAPE DESIGN GUIDELINES

SUBMITTED BY:

NEDERVELD + WILLIAMS & WORKS



"Streets are almost always public: owned by the public, and when we speak of the public realm we are speaking in large measure of streets. What is more, streets change. They are tinkered with constantly: curbs are changed to make sidewalks narrower or (in fewer cases) wider, they are repaved, lights are changed, the streets are torn up to replace water and sewer lines or cables and again repaved. The buildings along them change and in doing so change the streets. Every change brings with it the opportunity for improvement. If we can develop and design streets so that they are wonderful, fulfilling places to be, community-building places, attractive public places for all people of cities and neighborhoods, then we will have successfully designed about one-third of the city directly and will have had an immense impact on the rest."

-Allan Jacobs, Great Streets

September 25, 2017

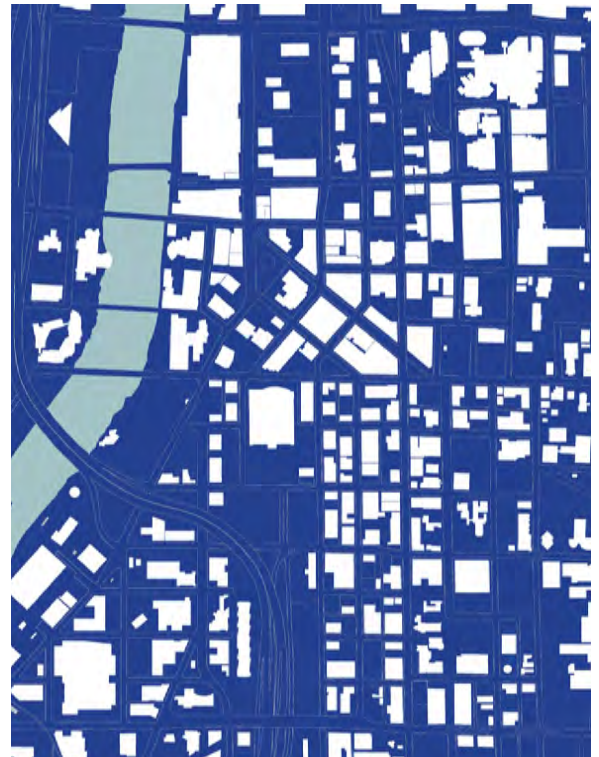
Ms Stephanie Wong
Downtown Grand Rapids Inc.
29 Pearl Street NW, Suite #1
Grand Rapids, MI 49503

Stephanie

Thank you for the opportunity to submit this proposal to develop Streetscape Design Guidelines for Downtown Grand Rapids. We are excited to be part of this initiative for the ongoing enhancements of our public realm.

Our team of urban designers, landscape architects, planners, and architects are intimately familiar with both the downtown context and the many goals and priorities that help to direct investment and promote livability within the city's core. This nuanced understanding and our continued commitment to the city through both our professional and volunteer efforts afford us a unique insight into the implementation of the guidelines.

This project will be led by **Nederveld** with substantial support from **Williams & Works**. Both firms are located within the DDA's boundary, have an intimate knowledge of downtown, and have collaborated on numerous projects within the downtown:



- 2011 Framework to Guide Future Planning and Investment (Nederveld as subconsultant)
- 2013 Arena South Visioning Plan (Williams & Works as subconsultant)
- 2014 Grand Rapids Parklets Manual (Nederveld as volunteer effort)
- 2015 GR Forward Downtown and Grand River Plan for Action (Nederveld as subconsultant)

Our work within the broader Grand Rapids community, also includes robust planning and engagement initiatives for many of the near neighborhoods:

- 2007 Briyaat Development Area Specific Plan (Nederveld as co-lead on project)
- 2010 Belknap Neighborhood Area Specific Plan (Nederveld as co-lead on project)
- 2013 State Street Corridor Area Specific Plan (Nederveld as co-lead on project)
- 2014 East Hills Neighborhood Public Space Strategy (Nederveld as co-lead on project)
- 2017 Grandville Avenue Area Specific Plan (Nederveld and Williams & Works)

In addition to these representative projects, Williams & Works is currently collaborating with Wenk Associates on the **Grand River Corridor Implementation Plan and River Trail Design Guidelines** - a project that can potentially help to inform these design guidelines.

Finally, both myself and Lynée Wells were part of the Vital Streets Oversight Commission during the creation of the **Vital Streets Plan and Design Guidelines** - a document that will be important to understand during the creation of these Streetscape Guidelines. Lynée has also served on the DGRI Alliance for Livability, and today serves on both the Mobile GR Commission and the Grand Valley Metro Council board, while I have served on the DGRI Alliance for Investment and continue to serve on the Goal 3 Alliance for DGRI.

We believe that all of these things, in addition to Nederveld's energetic and sensitive landscape architects can help you craft guidelines that will reinforce the character and identity of the public realm for downtown Grand Rapids. The following pages highlight our team's process and approach, our collective experience, and our talented team members.

Again, thank you for this opportunity, and if you have any questions please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, which appears to read "Mark F. Miller". The signature is stylized and fluid.

Mark F. Miller AIA AICP
Senior Urban Designer
Nederveld

APPROACH

PHASE 1: STUDY & STRATEGIZE

The foundation for successful and implementable urban design and planning projects starts with a broad understanding of the existing physical and social context. This is often reflected in the city policies, plans, and ordinances.

Both DGRI and the City of Grand Rapids have a wealth of planning and policy documents that can be used to coalesce and inform these guidelines. Through our unique understanding of these documents and the existing physical and social context of downtown, we will provide rigorous analysis and discussion about City Building and Urban Design for downtown's public realm, which will establish a basis moving forward toward the creation of well-informed guidelines.

PHASE 1 TASKS

1.1 REVIEW PRECEDENT & RESOURCES

The consultant team will review existing resources related to the project in order to frame the project and better understand community priorities. Many of these planning initiatives have been, in part, created by members of our team, as previously outlined. This precedent review will include:

GR Forward [2015]

City of Grand Rapids Vital Streets Plan and Design Guidelines [2016]

River Trail Design Guidelines [ongoing]

Downtown Streetscape Design Guidelines [2006]

City of Grand Rapids Zoning Ordinance [2017]

1.2 PROJECT PRIORITIZATION AND ORGANIZATION

The consultant team will conduct overview meetings with the project steering committee and staff to discuss, confirm, prioritize, and organize the goals and parameters of the project. These meetings will include:

Collaborative Discussion to review the overall vision, goals, and opportunities for the project, including a deep dive into potential context areas, corridors of influence, and potential guideline application.

Collaborative Analysis to review the opportunities and constraints of the existing precedent and resources (including existing zoning, Rivertrail Guidelines and Vital Streets Guidelines) and how these may impact these guidelines.

Engagement Strategy to discuss the strategy, logistics, and expected outcomes related to the public engagement of phase 2.

PHASE 1 TIMELINE
NOVEMBER - DECEMBER
2017

PHASE 1 MEETINGS
Three (3) meetings with steering committee and DGRI staff.

PHASE 1 FEE
\$8,000 fixed fee

PHASE 1 DELIVERABLES
Summary of existing precedent and resources.

Analysis of existing conditions with diagrams and graphics.

Summary of project prioritization and goals as outlined in task 1.2.

These deliverables will be incorporated into the final report and used to inform the subsequent phases and the creation of the guidelines.

PHASE 2 TIMELINE JANUARY 2017

PHASE 2 MEETINGS

Three (3) Experience Walks as outlined in task 2.1.

On-site surveys conducted at various locations and times as outlined in task 2.4.

Twelve (12) Focus Group Interviews as outlined in task 2.5.

One (1) meeting with steering committee and DGRI staff to review progress.

PHASE 2 FEE
\$36,000 fixed fee

PHASE 2 DELIVERABLES

Preparation and curating of engagement activities including required graphics.

Set-up and coordination for scavenger hunt including purchase of app, as outlined in task 2.3.

Preparation of intercept surveys as outlined in task 2.4.

These deliverables will be incorporated into the final report and used to inform the subsequent phases and the creation of the guidelines.

PHASE 2: ENGAGE

Meaningful public engagement is a source of strength for planning and design initiatives. Phase 2 of our process will utilize various engagement methods to assist in creating the Streetscape Design Guidelines. While these methods will be refined during the Phase 1 overview meetings. Potential engagement opportunities are included in the task overview below.

PHASE 2 TASKS

2.1 EXPERIENCE WALKS

The consultant team will conduct three experience walks within the context areas including along previously determined retail and entertainment streets and other corridors of influence. These walks will be tailored to specific user groups and will examine streetspaces, building frontages, and furnishings to test and evaluate how these elements promote or inhibit the lingering capacity and walkability of the context area, as follows:

Livability Walk: Examine the context in general with an eye toward how it functions toward the livability of the space.

Teens Walk: Examine the context through the lens of teenagers. What invites them into these spaces? What makes them want to stay?

Accessibility Walk: Examine the context through the lens of people with mobility or visual impairments, families w/ strollers and young children.

2.2 THE BEST PLACES CONTEST

Through both digital and physical opportunities, the consultant team will challenge the community to find the most welcoming, most comfortable, easiest to use, and safest feeling places downtown. These locations will be categorized, documented, and analyzed in an effort to determine how people perceive and use space. This user-generated attribute analysis will be used to help direct the creation of the guidelines.

2.3 SCAVENGER HUNTS

Using an app such **eventzee**, the consultant team will create custom mobile scavenger hunts that allow for an interactive exploration experience. This engagement will send users through the downtown to specific places where they will need to find and document certain streetscape elements and then provide quick assessments of how they feel about the space that they are in. User assessments will be used to help direct guidelines.

2.4 INTERCEPT SURVEYS

The consultant team will conduct intercept surveys at various times of day (including weekends) within the context areas. These surveys will be combined with observations to document user experience around themes of welcoming, comfort, ease of use, and safety. These surveys may also interface with Kendall interior design and industrial design students who are often tasked with designing user-friendly product and furniture interfaces. These surveys will help prioritize the street elements and their usability.

2.5 FOCUS GROUP INTERVIEWS

The consultant team will conduct focus group interviews with specific user groups as a follow-up to the experience walks and to also include those that may not have been involved in those walks. Groups may include the development community, city planning and engineering staff, neighborhood groups, local CPTED experts, and non-profits.

APPROACH

PHASE 3: CREATE

Analysis, insights, public input, and precedent gathered in Phases 1 and 2 as well as inspired urban design, will be used to hone a dynamic, flexible, and tenable Streetscape Design Guideline.

The process, design, and related graphics will be documented in a highly-graphic and user-friendly document in a final plan delivered to the project steering committee and ultimately Downtown Grand Rapids Inc.

PHASE 3 TASKS

3.1 CREATION AND DOCUMENTATION OF DESIGN GUIDELINES

The consultant team will craft design guidelines that will include the following:

Executive Summary: An overview that introduces the design guidelines, provides highlights of the major themes and ideas, and outlines the next steps and implementation.

Introduction: This section will provide users with navigational aids to help them to better understand the document's structure, where to locate specific elements, and a table of contents.

Context: This section provides an overview of existing conditions, regulatory context, and existing city efforts related to streetscapes.

Goals and Policies: A thorough review of the document's vision, goals, and intended policies.

Approach to Designing Great Streetscapes: This chapter will include street types, based on the recommendations of GR Forward, the Vital Streets Design Guidelines, and insights generated in Phases 1 and 2. Street types will be influenced by land use, transportation, and other special conditions that either exist or are planned.

A second part of this chapter will include overall streetscape guidelines that are general to all context areas, including intersection design guidelines, sidewalk width and zones, outdoor seating and vending zones, and streetscape layouts.

Guide to Street Designs: This section will focus on physical design attributes that may include crosswalks, pedestrian signals, corner curb radii, bulb outs, medians, transit-supportive streetscapes, parking lane treatments, traffic calming, and pedestrian-priority designs.

Guide to Streetscape Elements: This section will focus on specific elements of the streetscape that may include urban forestry, stormwater management, building wall transparency and permeability, building signage and wayfinding, lighting, paving, site furnishings, utilities, and driveways.

Implementation: This final section will focus identification of priorities, maintenance, funding, and education and enforcement. This section will also provide strategies for DGRI to link incentives with both baseline streetscapes and enhanced streetscapes.

PHASE 3 TIMELINE
JANUARY 2017 - APRIL 2018

PHASE 3 MEETINGS

One (1) meeting with steering committee and DGRI staff to review progress.

PHASE 3 FEE
\$45,000 fixed fee

PHASE 3 DELIVERABLES

Creation of design guidelines for review of the steering committee as outlined in task 3.1.

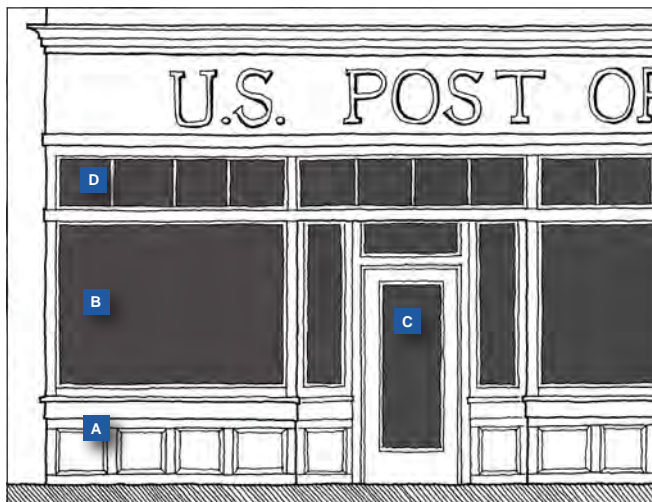
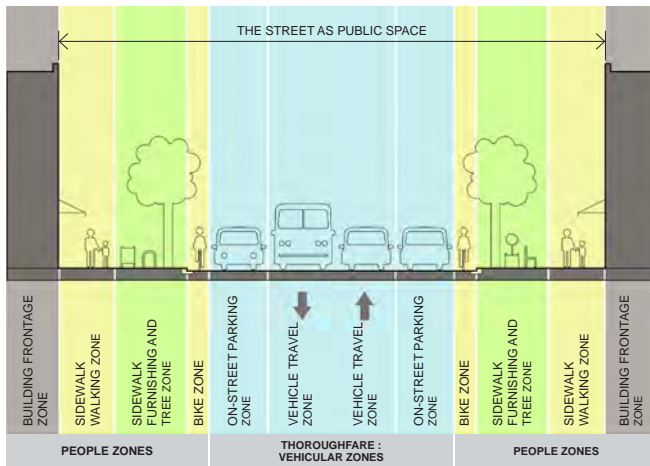
Revisions to design guidelines document as required by comments.

Final document shall be delivered digitally to DGRI.

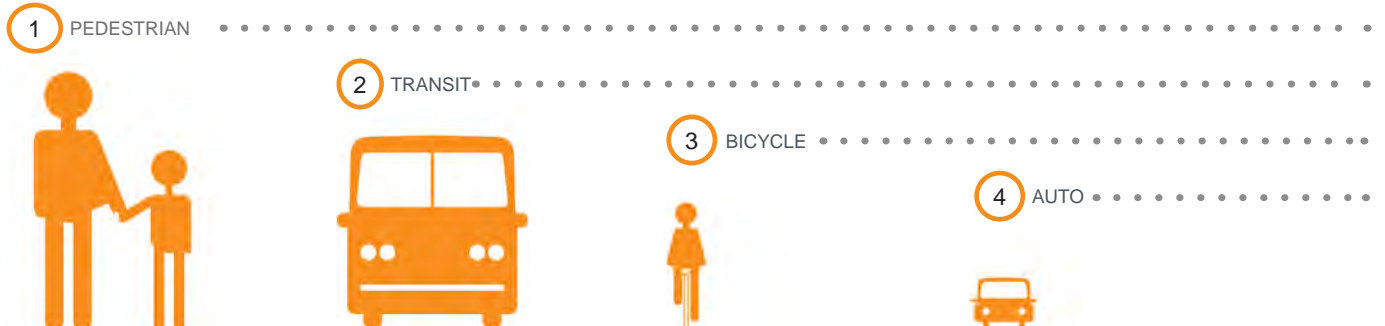
EAST HILLS PUBLIC SPACE STRATEGY

EAST HILLS NEIGHBORHOOD GRAND RAPIDS, MICHIGAN

In collaboration with East Hills Council of Neighbors and Lott3Metz Architecture, Nederveld created a community-based initiative designed to move the neighborhood forward purposefully and thoughtfully, while also preserving community values. The user-friendly document articulates a clear 21st century vision for East Hills that places people at the center of planning decisions, including the design of the public realm in the form of streetspace guidelines.



PEDESTRIAN FIRST MODAL HIERARCHY




EXPERIENCE


NEDERVELD + WILLIAMS & WORKS

CITY OF EAST LANSING URBAN DESIGN GUIDELINES EAST LANSING, MICHIGAN


Nederveld and Williams & Works collaborated with Viridis Design Group to create streetscape design guidelines for the City of East Lansing. The project, which was part of the City's comprehensive master plan known as the Bigger Picture, focused on the people zones of the streetspace. The document was informed by the robust engagement related to the master plan, including a 5-day charrette that was conducted in an empty downtown storefront. The design guidelines included components for the furnishing zone, the sidewalk zone, and the building frontage zone, with the goal of creating enhanced walkability, more street vibrancy, and a dignified public realm. As part of the building frontage zone, guidelines for a variety of sign types were also incorporated into the document.




Adding color to an awning can help to draw attention to the storefront and accentuate the streetscape experience. There should be enough contrast between the lettering color and awning color in order to ensure legibility of the sign.



These signs are placed on the valance of the awning and are proportional to the size of the awning. Signs may also be placed on the sloped surface, although they will be less visible to passersby and customers. Both of these awnings are on metal frames with a durable fabric materials that helps to shade the inside of the building.



A simple, well-proportioned retractable awning that promotes the business and depicts that businesses street address. Awning can also shelter people walking by or sitting at cafe tables from the elements.



A canopy placed over the entrance to a building can provide shelter from the elements to people entering the building, while also providing a navigational aid for the main entrance. This canopy sign is applied to the front face of the canopy and is visible to both pedestrians and to people in automobiles.

Awning Signs

This Sign Type is fitting for storefronts and entries and can be used to protect merchants' wares and to help keep store interiors shaded and cool in hot weather.

Awning signs should be constructed of a metal frame that is covered in either canvas, nylon, or other comparable durable materials. Plastic awnings should be avoided. Awning signage may be placed on the awning valance and / or the sloped surface of the awning.

Awning signs may also be constructed of steel or other metal. These are typically referred to as canopies and are appropriate on more contemporary buildings. Canopy signage should be placed within or above the canopy and be painted or made of materials that are visually compatible to the canopy materials.


Awning signs should be applied to awnings and canopies that are above the storefront. The awning (or canopy) and accompanying sign should be designed to be proportional to the scale and mass of the building.

The location, size, and appearance of awnings and awning signs should contribute to street activity and enhance the street-level experience.

Awning, canopies, and their signs should not be internally illuminated.

WILLIAMS & WORKS | NEDERVELD | VIRIDIS DESIGN GROUP

URBAN DESIGN GUIDELINES



GRAND RAPIDS PARKLET MANUAL GRAND RAPIDS, MICHIGAN

As part of volunteer efforts associated with the Alliance for Investment, Mark Miller and Nederveld collaborated with Downtown Grand Rapids Inc. to complete the Grand Rapids Parklet Manual.

This document provided highly-graphic guidelines for the design, installation, and entitlement of parklets within downtown Grand Rapids.

Document creation included research into national best practices and coordination with the outdoor seating requirements of the Grand Rapids Zoning Ordinance as well as the encroachment protocols required by the City's engineering department.

The Parklet Guidelines included recommendations for site selection and public outreach, fabrication and materials, installation and construction, as well as guidelines for platform, enclosure, amenities, and sustainable design.



GRAND RAPIDS PARKLET MANUAL

A program brought to you by: DOWNTOWN GRAND RAPIDS INC. and THE CITY OF GRAND RAPIDS



VIVA LA AVENIDA - AREA SPECIFIC PLAN

ROOSEVELT PARK NEIGHBORHOOD GRAND RAPIDS, MICHIGAN

The highly-visual bilingual amendment to the City of Grand Rapids Master Plan provides a citizen-driven vision along seven corridor nodes with vision-based implementation and design techniques that provide tenable outcomes. The ASP is the culmination of a broad year-long community engagement process that included a week-long charrette, door-to-door conversations in homes and businesses, visioning meetings, a neighborhood survey, and a tactical installation along Grandville Avenue to simulate the Plan's proposed traffic calming recommendations.



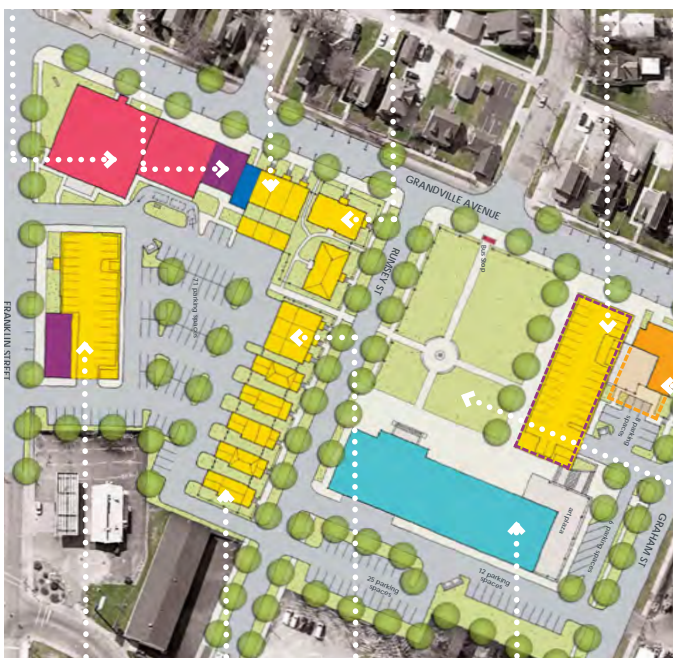
PLAZA ROOSEVELT PLAN COMMUNITY SUPPORTED DEVELOPMENT

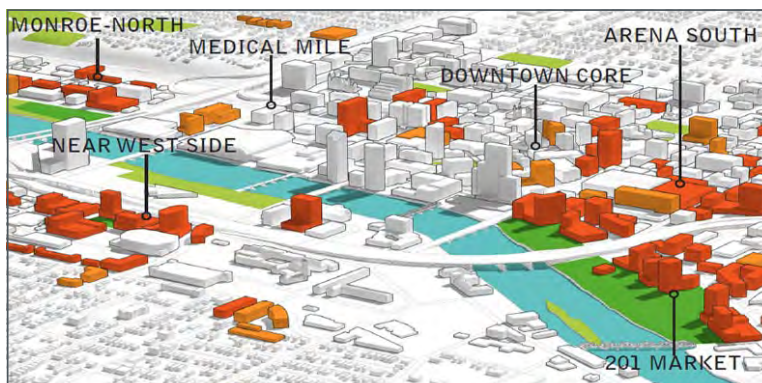
ROOSEVELT PARK NEIGHBORHOOD GRAND RAPIDS, MICHIGAN

A current project that has begun the implementation of the Grandville Avenue Area Specific Plan.

In collaboration with eight partners and Roosevelt Park residents, Nederveld and Williams & Works conducted robust public engagement over a 6-month timeframe that included meetings with a resident committee and workshops with neighborhood stakeholders. The creation of the plan and the location and program of buildings was heavily directed by neighborhood residents during the engagement.

The resulting concept plan which includes approximately 70 dwellings (apartments, live/works, rowhouses and single-family homes), retail and office space, a pharmacy and medical clinic, and a 500-student high school is currently going through the City of Grand Rapids entitlement process with construction expected to begin in 2018.





BRIKYAAT DEVELOPMENT PLAN

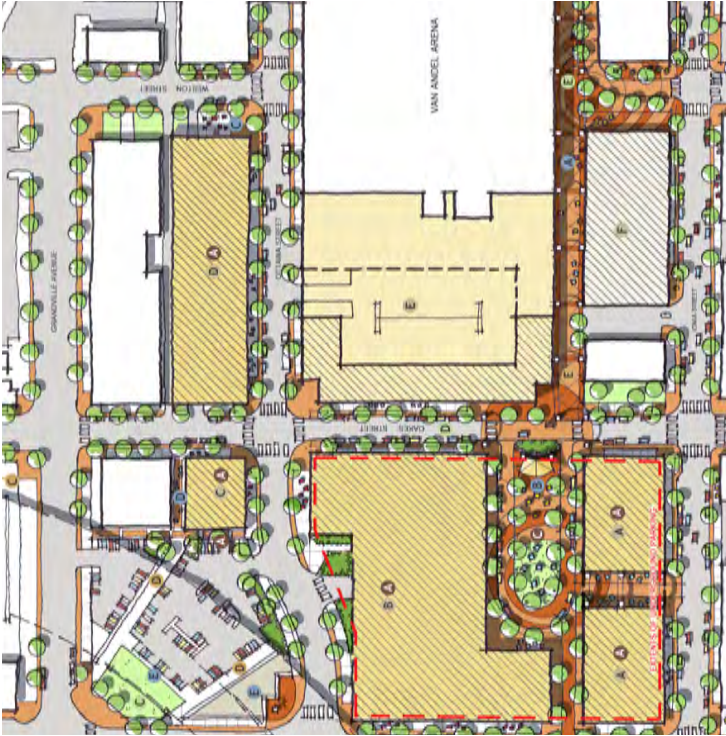
DOWNTOWN GRAND RAPIDS, MICHIGAN

Engagement included walking tours, design workshops, small conversations in resident homes and interviews with business owners. During this engagement, neighborhood architectural styles were documented, streetspaces were analyzed, and a feasibility analysis for a farmers' market expansion was completed. This process led to the development of a shared vision that was community-supported. The Plan fostered citizen-driven development, including the \$2 million renovation of the Fulton Street Farmers' Market.



ARENA SOUTH

DOWNTOWN GRAND RAPIDS, MICHIGAN



This plan created a vision for the development of five vacant properties owned by the City of Grand Rapids DDA. The Plan maximizes opportunities for improving connectivity, expanding walkability, and economic development in downtown Grand Rapids.

Among the unique characteristics of the Plan was the thorough, innovative, and inclusive community engagement process, which won the Best Practice Award from the Michigan Association of Planning.



BUILD A BETTER BLOCK

TACTICAL URBANISM + REVITALIZATION

STATE STREET, GRAND RAPIDS, MICHIGAN

re//STATE was a citizen-driven tactical urbanism project focused on re-imagining State Street, the urban corridor that links Downtown Grand Rapids with its historic neighborhoods.

The Planning team of Williams & Works, in an effort to help implement the State Street Area Specific Plan, volunteered as organizers of this grassroots revitalization project in an important yet underutilized mixed use corridor in Grand Rapids.

Organizers solicited and received a \$15,000 grant from Downtown Grand Rapids Inc. to simulate streetscape improvements like parklets, educate about mode choice through bike valet and repair, Rapid Bus Demo, protected bike lanes, and stage collaborative events like live tee-shirt screen print, a big screen brew and view, a pop-up beer garden, rain gardens and a jumbo erector set.

The event drew over 1,000 people. Since the event, DGRI has created a grant program to fund parklets, began movies in the park, and funded the installment of 10 bike repair stations in the downtown core.



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NEDERVELD, founded in 1977, is a client-centered company that has grown into a leading provider of urban design and planning services in the West Michigan Region. Our planning and design efforts have incorporated comprehensive public input for both private sector and municipal clients and have resulted in award-winning projects that are implementable and realistic.

Our work is founded in our ability to listen and effectively communicate with our clients and stakeholders, while also balancing the realities of economic development with people-centered design.



PROJECT ROLE:
Co-Project Manager
Engagement
Urban Design
Planning

MARK F. MILLER AIA, AICP has been involved in award-winning urban design, planning and architectural projects ranging in scale from single buildings and blocks to the master planning of neighborhoods and cities. This urban work has included projects for both private-sector and public-sector clients, all with an eye toward on the ground implementation.

Mark is a co-creator of four Area Specific Plans (Brikyaat, Belknap, State Street, and Viva la Avenida) and the East Hills Public Space Strategy. Each of these initiatives have been grounded in thorough neighborhood engagement that has led to widely-understood community supported plans.

Mr. Miller is the former chairman of the Grand Rapids Historic Preservation Commission and past-president of the Grand Rapids AIA. He currently writes a monthly column on urban design and architecture for Grand Rapids Magazine.



PROJECT ROLE:
Landscape Architecture
Engagement
Streetscapes

JAMIE WALTER ASLA, PLA, LEED-AP has designed and managed projects ranging from multi-acre privately developed master planned communities to municipal infrastructure projects. Prior to relocating to Grand Rapids, he was the first landscape architect in the state of Wyoming to achieve a LEED-AP. Jamie's work has focused on sustainable development consulting that includes land planning, urban design, park master planning, and streetscape design and improvements. While in Wyoming, Jamie was involved in 12 charrettes for both private- and public-sector clients. Jamie is a member of the American Society of Landscape Architects and the American Planning Association. His work at Nederveld includes implementation of landscape, park, plaza, and streetscape designs, as well as the planning of a wide-range of private-sector development projects.

DUSTIN CORR PLA is a technically proficient, creative designer with a broad range of experience from park planning to large scale residential design.

Prior to joining the Nederveld team, Dustin worked for the State of Michigan, Park Planning Department, aiding in the development of the state-wide equestrian trail network plan, safe harbor & boating access plan and visioning for the redevelopment of Belle Isle Park. Subsequently, Dustin transitioned his efforts to bringing innovative design to high-end residential clients in the Chicago area. Joining Nederveld in 20016, Dustin has been involved with designing streetscapes, playgrounds, as well as residential and commercial development plans. His public visioning projects has allowed Dustin to help communities see their potential through his quick illustrative graphics.

MALEAH BEATTY ASLA is a graduate from Michigan State University's Landscape Architecture program and recently completed her graduate degree in Environmental Design. Through involvement in both public and private sector projects, her experience ranges from horticulture design to corridor redevelopment.

She is a published co-author in the Journal of Current Urban Studies and has been a past speaker for the National Signage Research & Education Conference regarding her research in the perception of on-premise commercial signs. As past Vice President of the Michigan State University Student Chapter of the American Society of Landscape Architects, Maleah has been involved with six community and university based charrettes and continues to be a liaison between the university and the ASLA.

JOSH MOLNAR ASLA has been a part of the Nederveld planning and design team for three years. Josh's work includes conceptual and detailed design of urban streetscapes, small to large scale residential and commercial projects, landscapes, and community spaces. Prior to coming to Nederveld he worked under the senior landscape architect at Michigan State University to design and implement a vast number of pedestrian, bicycle, and vehicle corridors throughout campus, including the design of the Red Cedar Greenway spanning the entire campus river front.

During his time at Nederveld, Josh Molnar has been involved in an array of planning and design projects including residential, commercial, private, and public developments, subdivision and mixed-use master planning, landscape design, and construction detail development.



PROJECT ROLE:
Landscape Architecture
Planning
Graphic Development



PROJECT ROLE:
Landscape Architecture
Engagement
Signage Specialist



PROJECT ROLE:
Landscape Architecture
Planning
Corridor Design

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williams&works

engineers | surveyors | planners

WILLIAMS & WORKS is an employee-owned company dedicated to providing the highest level of service to our clients. Many of our clients have been with us for decades, and have come to rely on the professional, honest and thorough level of service we provide. At Williams & Works, we build relationships with our clients and work with them, not for them.

We appreciate our community and strive to be good stewards through volunteerism, charity and environmental stewardship. Our staff frequently participates in charity events and the company regularly gives to local non-profit organizations that make a difference in Grand Rapids and beyond. We also speak at conferences, mentor youth, and participate in many community organizations.



PROJECT ROLE:
Co-Project Manager
Engagement & Strategy
Planning & Land Use
Connectivity & Mobility

LYNÉE WELLS AICP is a community planner and project manager working with public and private sector clients. Lynée is a systems-thinker, connecting cause and effect through a shared education and engagement process unique to the time, place, and people involved. Interests include connectivity, livability, roots and culture, multi-generational collaborative places and processes.

Lynée led the public engagement process for the Laker Line Advanced Conceptual Engineering Study leading to a locally-preferred alternative. After completing the Greater Lowell Vision Plan in 2013, her team, together with Viridis Design, completed a Downtown Placemaking Plan. Earlier that year, Lynée organized the City of Grand Rapids' first Build a Better Block on State Street installing the City's first protected bike lane (protected by rolls of sod). Last year, she and a colleague organized GR UrbanExplorers, a multi-modal, urban field day for kids. Ms. Wells serves on the City of Grand Rapids MobileGR Commission and the Grand Valley Metro Council.



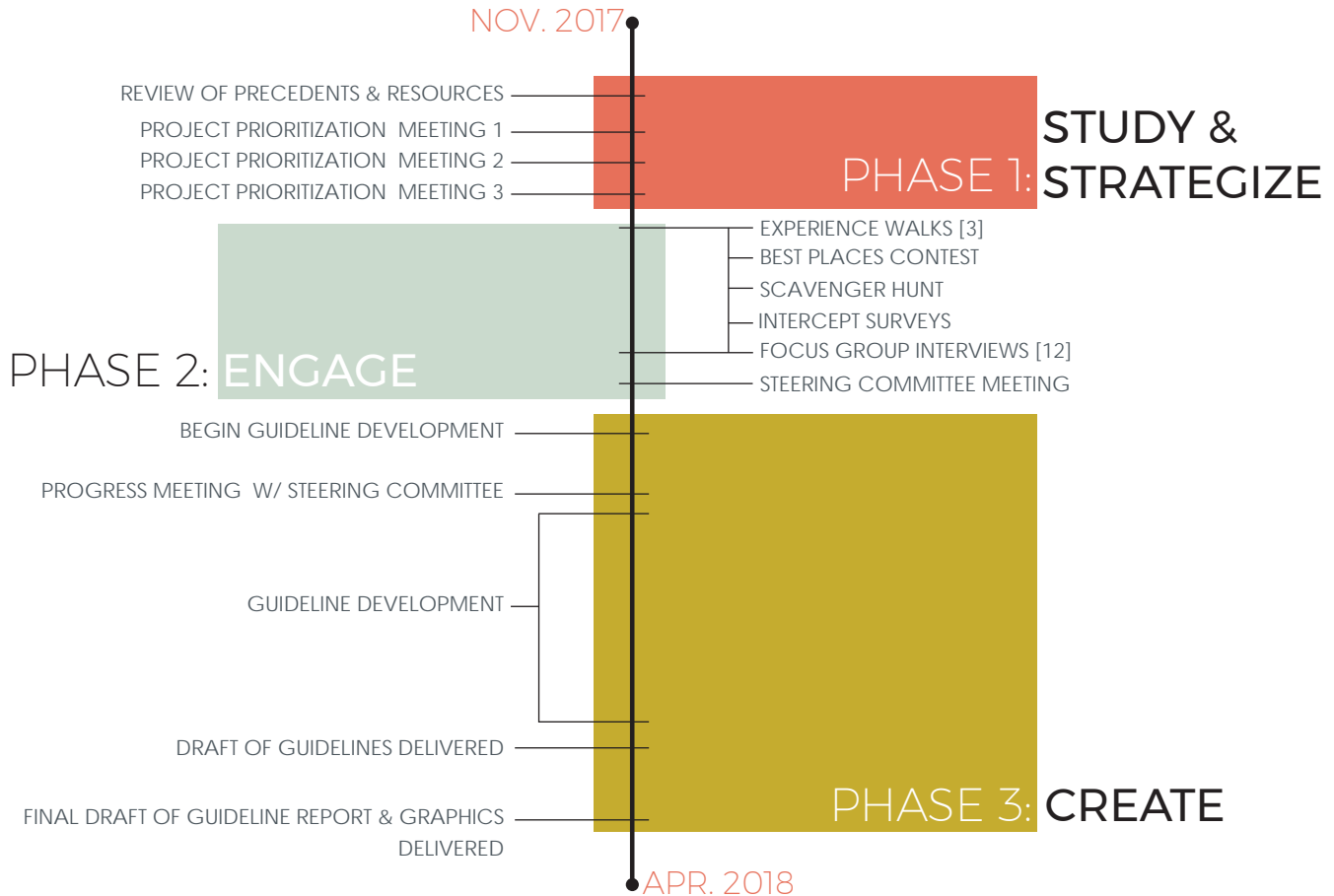
PROJECT ROLE:
GIS / Mapping
Demographics
Analysis

NATHAN MEHMED is a community planner for Williams & Works, Mr. Mehmed's responsibilities include urban planning for multiple clients, planning support, and GIS mapping utilizing the technical and theoretical knowledge of his diverse educational background.

Before joining Williams & Works, Mr. Mehmed worked while pursuing his Master's Degree in Public Administration, with the West Michigan Regional Planning Commission, MainStreet Planning Company, Allendale Charter Township, and City of Grand Haven Department of Planning and Community Development.

TIMELINE & BUDGET

TIMELINE & DELIVERABLES



BUDGET COST PER PHASE

PHASE 1: STUDY & STRATEGIZE	\$8,000 [64 hrs]
PHASE 2: ENGAGEMENT	\$36,000 [250 hrs]
PHASE 3: CREATE	\$45,000 [360 hrs]
TOTAL FEE	\$89,000

