

# AGENDA

## DOWNTOWN IMPROVEMENT DISTRICT



# DID

### Board Members:

Michael Bishop • Eric DeLong • Mike Ellis • Bob Herr • Kurt Hassberger • Michael Lindley • Julie Maue • Darren McKnight  
Cicely Moore • Tom Rothwell • Carlos Sanchez • Denny Sturtevant • Mary Swanson • Pat Waring • Scott Wierda

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Monday, December 7, 2015  
3:00 p.m. Meeting  
29 Pearl Street, NW Suite #1

- |  |                  |                |
|--|------------------|----------------|
| 1. Call to order                                 |                  |                |
| 2. Approve Meeting Minutes from August 10, 2015  | <i>Motion</i>    | <i>Herr</i>    |
| 3. Accept June 30, 2015 Financial Statements     | <i>Motion</i>    | <i>Wallace</i> |
| 4. Accept October 31, 2015 Financial Statements  | <i>Motion</i>    | <i>Wallace</i> |
| 5. Approve and Recommend Revised FY16 DID Budget | <i>Motion</i>    | <i>Larson</i>  |
| 6. DID Renewal Update                            | <i>Info Item</i> | <i>Larson</i>  |
| 7. Clean Team Transition Update                  | <i>Info Item</i> | <i>Eledge</i>  |
| 8. Window Wonderland Overview                    | <i>Info Item</i> | <i>Buller</i>  |
| 9. DGRI President & CEO Report                   | <i>Info Item</i> | <i>Larson</i>  |
| 10. Public Comment                               |                  |                |
| 11. Board Member Discussion                      |                  |                |
| 12. Adjournment                                  |                  |                |

**Meeting Minutes of the  
Downtown Improvement District Board  
Monday, August 10, 2015  
Downtown Grand Rapids Inc.  
29 Pearl St. NW**

Attendance: Kurt Hassberger, Bob Herr, Mike Lindley, Tom Rothwell, Carlos Sanchez, Denny Sturtevant, Mary Swanson, Scott Weirda

Others Present: Kris Larson, Murphy Ackerman, LaTarro Traylor, Ciciley Moore, Julie Maue, Sara VanderWerff, Annamarie Buller, Kimberly Van Driel, Joe Elliott, Blaire McBride, Eric Pratt, Melvin Eledge, Rebecca Ritter, Jana Wallace

Absent: Michael Bishop, Eric DeLong, Mike Ellis, Darren McKnight, Pat Waring

Call to Order

The meeting was called to order at 3:05 p.m. by Chair Bob Herr.

Approve meeting minutes from June 11, 2015

*Motion: Denny Sturtevant, supported by Kurt Hassberger, moved to approve the June 11, 2015 DID meeting minutes as submitted. Motion carried unanimously.*

Approval and Recommend DID Board Candidates

Mr. Herr explained that he and Mr. Larson have been working to fill vacant spots on the Board while continuing to expand the diversity of the members. Mr. Herr said the intention is to fill these spots with members of the community that have been actively involved in Downtown and have worked with DGRI in different capacities. Mr. Larson explained that if the recommendation is approved by the DID Board, the candidates will then be advanced for approval by the Mayor and City Commission. Mr. Herr introduced Julie Maue of Franklin Partners to the Board and said that she has been an active member on the DID steering committee as well as a current Downtown employee. Mr. Herr introduced Cicely Moore of the Chamber of Commerce and said that in addition to being a Downtown employee, she also serves on the Alliance for Vibrancy. Mr. Herr added that there is still one vacant spot that he would like to see filled with a Downtown small business owner. Mr. Sturtevant asked the candidates why they are interested in being a member of the DID Board. Ms. Maue said that she is eager to be involved in Downtown and being able to assist in the constant development and improvement as Franklin Partners continues to invest. Ms. Moore said that she has a personal stake in Downtown as she works and raises a family here. Ms. Moore said she believes it is important to have a vested interest in her community as well as to ensure that the Chamber of Commerce is connected and in tune with the changing Downtown.

*Motion: Mike Lindley, supported by Carlos Sanchez, moved to approve the nomination of Julie Maue and Cicely Moore to serve on the DID Board. Motion carried unanimously.*

Approve and Recommend FY16 DID Budget

Mr. Larson explained that the proposed budget included in the packet would need to be approved by the City Commission if recommended by this Board. Mr. Larson said that this budget is reflective of priorities that emerged during the restructuring of the DID boundaries. Mr. Larson explained that there is a desire to align the DID boundaries with the DDA boundaries on the west side as well as the south side to include the Downtown Market, Founders Brewery, and the new Amtrak station. Mr. Larson added that this creates an increase in expenditures for cleaning services. Mr. Larson added that the current revenue is a best guess estimate to ensure that we are not spending more than we are receiving. Mr. Sturtevant asked about the increase in the clean team budget and if the 42% increase was in reference to the amount of area they will cover or the cost. Mr. Larson responded that the 42% increase is the amount of area that they will cover. Mr. Larson added that the assessment covers the increased costs. Mr. Larson said that staff has worked to provide firmer numbers and actual costs as opposed to estimates that were proposed in previous years. Mr. Sturtevant asked if the safety ambassadors will be funded out of the DID as opposed to the DDA with the combination of the clean team and the safety ambassadors. Mr. Larson said that the DID will cover a third of the costs as a result of a recommendation from the steering committee. Mr. Sanchez asked where the rest of the funding comes from. Mr. Larson said that it is from the DDA non tax fund. Mr. Wierda asked why the maintenance and beautification line item is decreased. Mr. Larson said that this was a result of having firmer numbers as opposed to estimates and does not mean that there will be decreased services. Mr. Larson added that this line item was over budgeted in past years. Mr. Sturtevant asked if the holiday décor budget had been eliminated. Mr. Larson explained that the budget for holiday décor had been increased but will now be funded by the DDA. Mr. Larson explained that the proposed budget deemphasizes marketing costs as it is now an eligible expense for the DDA. Mr. Wierda asked what line item the trash cans in Downtown fall under. Mr. Larson answered that while the DDA purchases the trash cans, the DID is responsible for managing those assets. Mr. Wierda expressed concern that assets such as the trash cans are beginning to wear and tear. Mr. Sturtevant asked how this budget relates to the five year assessment. Mr. Larson responded that there is the ability to make choices to expand or maintain services and reduce assessments should there be a year with tremendous growth.

*Motion: Kurt Hassberger, supported by Carlos Sanchez, moved to approve the FY16 Downtown Improvement District Budget and recommend it to the Grand Rapids City Commission. Motion carried unanimously.*

Mr. Larson gave an update on the reauthorization of the DID. Mr. Larson shared that there will need to be another public hearing as some businesses did not receive notices due to having incorrect addresses. Mr. Larson said that the process will be extended to ensure that there is adequate time given for businesses to be added to the district. Mr. Larson said Ms. Wallace has confirmed that the DID has sufficient cash reserves from previous assessments to operate off of fund balances to continue operating until the DID reauthorization is approved. Mr. Wierda asked if these businesses have the ability to opt out. Mr. Larson said that businesses do not have the ability to personally opt

out of the assessment, but City Commission could find that a particular business will not benefit from the DID and make an exception. Mr. Larson said that all three appeals were from commercial businesses in the expanded district. Mr. Herr added that in his experience he has never seen City Commission give an exception to a business. Mr. Larson added that these appeals are common for these types of reauthorizations.

#### Authorize Contract Execution for Maintenance and Beautification Vendor

Mr. Larson shared that the clean team contract was recently rebid after not having been bid out for seven years. Mr. Larson said that as a part of reauthorization process, DGRI wants to ensure that we are receiving the best services. Mr. Larson said that there were two responses to the RFP and after a steering committee reviewed the proposals the recommended vendor is Block by Block. Mr. Larson shared that the steering committee was comprised of stakeholders that serve on the Alliance for Livability and they noted that there were significant benefits from having one vendor overseeing both the clean team and the safety ambassadors. Mr. Larson added that transition would help to improve deployment around major events, provide more sophisticated tools for reporting metrics, as well as provide higher wages and benefits for current clean team employees. Blair McBride from Block by Block introduced himself to the Board and thanked them for the opportunity to bid on the contract. Mr. Larson added that with the transition, current clean team employees will receive priority interviews to transition to the new team. Creekside would also remain the landscape provider and would not be lost in the transition. Mr. Sturtevant asked what the deciding factor to move from ABM to Block by Block was. Mr. Larson said that the Block by Block approach to cleaning services is more of a congenial and gregarious approach while ABM has a “head down” approach. Mr. Herr added that he had always desired to see the clean team function in the same way the safety ambassador program has, and is excited to see an emphasis on that overlap between the two services. Mr. Lindley asked which expenditures in budget this contract is included in. Mr. Larson responded that it is out of the maintenance and beautification line item. Mr. Larson added that he has built in negotiating space in the budget to get a contract solidified. Mr. Sturtevant asked for clarification on which organization the contract is with. Mr. Larson said it is with the DID.

*Motion: Denny Sturtevant, supported by Scott Wierda, moved to accept the Maintenance and Beautification Proposal Review Committee’s recommendation and authorize the President & CEO to negotiate and execute a contract of up to 3 years for an amount not to exceed \$475,000 per year.*

## DGRI President & CEO Report

### DGRI (7/9)

- Adopted bylaw amendments to enable an Executive Committee
- Accepted GR Forward Plan, recommended to Planning Commission
- Received an update on President & CEO performance review

### DID (8/10)

- Considering approval of its FY16 budget
- Considering appointments of two new members
- Consider Clean Services contract recommendation

### DDA (8/12)

- Considering contributions to Bridge St. streetscape work
- Considering renewal of development agreement for 20 E. Fulton
- Considering BRIP grant for 123 S. Division

### MNTIFA (8/12)

- Considering financial support for burying overhead utilities on Mason St.
- Receiving a presentation on Monroe North-centric projects emerging from GR Forward

## Alliances:

### *INVESTMENT (8/11)*

- Chair: Nikos Monoyios, Long Range Planner @ The Rapid
- Focusing on updating DDA & MMTIFA development incentive applications

### *VIBRANCY (7/15)*

- Chair – Brandy Moeller, City of Grand Rapids
- Launched Workforce programming series – executing 30+ events this summer

### *LIVABILITY (7/27)*

- Chair: Lynee Wells, Principal @ Williams & Works
- Aligning programmatic and project emphases to reflect GR Forward

## DGRI Staff Highlights

### Events / Marketing / Communications

- Movies in the Park – 5 Down, 1 to go! Excellent attendance thus far – Approx. 26,000 YTD.
  - Final event: July 21: Ghostbusters / The Lost Boys

## Downtown Improvement District

August 10, 2015

### Meeting Minutes

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- Stakeholder engagement specialist meeting with Downtown business community, finalizing holiday lighting and promotional programs
- Launched new DGRI website in beta
- Debuted GR Forward Promotional Video – over 3,000 views thus far
- DGRI lobby evolving into GR Forward open house space
- Relax at Rosa – Downtown workforce-centric event – continues to grow (Every Thursday from 11:30am-1:30pm)
- Designing back-cover advertisement for Solace
- 3 mural projects initiating in next 3 weeks

### Planning / Development

- GR Forward Draft Plan to City Commission August 11 to initiate public review
- DGRI parklet to be installed by Labor Day
- Collaborating with City of GR on very significant HUD resiliency grant application
- DID renewal / expansion approaching final steps
- Assembling Calder Plaza design team & steering committee

### Clean, Safe, and Beautiful

- Collaborating with GRPD and stakeholders in response to recent public safety issues
- Preparing for transition of Clean Team service provider

### Public Comment

None

### Board Member Discussion

Mr. Herr asked if there will be financials at the next DID meeting. Ms. Wallace responded that there will be financials provided.

### Adjournment

The meeting adjourned at 3:55 p.m.

Minutes taken by:

Murphy Ackerman

Office Manager

Downtown Grand Rapids Inc.

(616) 719-4610

# MEMORANDUM

CITY OF GRAND RAPIDS

**Agenda Item 3.  
December 7, 2015  
DID Meeting**

DATE: December 1, 2015

TO: Bob Herr, Chair  
Downtown Improvement District

FROM: Jana M. Wallace, Treasurer  
Downtown Improvement District

**SUBJECT: Grand Rapids Downtown Improvement District  
FY2015 Financial Statements as of June 30, 2015 - Final**

Attached are the District's financial statements for the twelve month fiscal year ended June 30, 2015. These statements include the following:

Statement A: Balance Sheet

Statement B: Statement of FY2015 Revenues and Expenditures

Statement C: Schedule of Expenditures: April 1 through June 30, 2015

In June, the District invoiced and received \$100,544.09 in voluntary special assessment revenue from the City of Grand Rapids. The District also received small amounts of special assessments revenue in May. The remainder of Special Assessments Receivable is primarily related to the Michigan State University invoice which will be written off in FY2016. As a result of the (\$6,716.51) entry to move FY2014 Monument Park electricity expenditures from the District to the DDA, the negative "Unrestricted Reserve – Monument Park," fund balance previously found on Statement A has been reduced to \$0 but Statement B shows the reduction as a negative expenditure. The DID has sufficient cash to pay budgeted expenditures.

Please contact me at 616-456-4514 or via email at [jwallace@grcity.us](mailto:jwallace@grcity.us) if you have any questions.

Attachments

did\_stmtcover.doc jmw

## STATEMENT A

**GRAND RAPIDS, MICHIGAN**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Balance Sheet**  
**as of June 30, 2015 Final**

### ASSETS

Pooled Cash & Investments - Areawide	\$	447,655
Pooled Cash & Investments - Campau Promenade		67,460
Pooled Cash & Investments - Monroe Center		83,129
Pooled Cash & Investments - Monument Park		-
Special Assessments Receivable - All Districts		19,062
Interest Receivable - Areawide		3,611
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>620,917</b>

### LIABILITIES AND FUND EQUITY

#### Liabilities

Accounts Payable	\$	24,864
Deferred Receivables Revenue - All Districts		19,062
<b>TOTAL LIABILITIES</b>	<b>\$</b>	<b>43,926</b>

Reserve for Encumbrances	\$	3,877
Unrestricted Reserve - Areawide		422,525
Unrestricted Reserve - Campau Promenade		67,460
Unrestricted Reserve - Monroe Center		83,129
Unrestricted Reserve - Monument Park		-
<b>TOTAL FUND EQUITY</b>	<b>\$</b>	<b>576,991</b>

<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$</b>	<b>620,917</b>
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## STATEMENT B

**GRAND RAPIDS, MICHIGAN**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**FY2015 Statement of Revenues and Expenses**  
**July 1, 2014 - June 30, 2015 Final**

<b>REVENUES</b>	<b>Budget</b>	<b>Actual</b>
Special Assessments - Areawide	\$ 625,120	\$ 628,822
Special Assessments - Monroe Center Snowmelt	150,000	126,439
Special Assessments - Campau Promenade Snowmelt	15,000	12,527
Interest on Investments - Current Year Revenue	250	7,856
Interest on Investments - Prior Year Accrual Reversal	-	(2,081)
Window Wonderland Supplies Advances Returned	-	984
From / (To) Fund Balance	28,000	-
<b>TOTAL REVENUES</b>	<b>\$ 818,370</b>	<b>\$ 774,547</b>
<b>EXPENDITURES</b>		
Maintenance and Beautification	\$ 437,600	\$ 385,319
Marketing and Communications - General & Events	105,000	89,196
Marketing and Communications - Event Mini-Grants	7,500	-
Administration - Downtown Improvement District	79,019	80,124
Contingency / Special Projects	6,251	-
General Fund Services - A-87 Allocation	8,000	7,172
<b>AREAWIDE SERVICES</b>	<b>643,370</b>	<b>561,811</b>
<b>CAMPAU PROMENADE SNOWMELT</b>	<b>25,000</b>	<b>45,274</b>
<b>MONROE CENTER SNOWMELT</b>	<b>150,000</b>	<b>116,759</b>
<b>MONUMENT PARK SNOWMELT</b>	<b>-</b>	<b>(6,717)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 818,370</b>	<b>\$ 717,127</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 57,420</b>

# STATEMENT C

## GRAND RAPIDS, MICHIGAN DOWNTOWN IMPROVEMENT DISTRICT Schedule of Expenditures April 1, 2015 - June 30, 2015 Final

Vendor	Purpose / Project	Description	Amount
Allocate Share of DGRI Payroll	Maintenance and Beautification	Share of DGRI payroll re-allocation - 12/28/14-03/21/2015	\$60,793.88
Allocate Share of DGRI Payroll	Maintenance and Beautification	Share of DGRI payroll re-allocation - 03/22-06/27/2015	27,950.24
ABM Industries Inc	Maintenance and Beautification	Cleaning/maint services - June, 2015	20,896.34
ABM Industries Inc	Maintenance and Beautification	Cleaning/maint services - May, 2015	17,456.20
ABM Industries Inc	Maintenance and Beautification	Cleaning/maint services - April, 2015	15,959.74
ABM Industries Inc	Maintenance and Beautification	Cleaning/maint services - March, 2015	15,193.11
Mighty	Marketing & Communication - Areawide	Website redesign 3/16-3/31/2015	12,447.50
City Treasurer - Street Lighting	Monroe Center Snowmelt System	Electricity - January - June 2015	10,452.06
City Treasurer - DDA	Maintenance and Beautification	Winter Ave building FY2015 rent	9,802.24
Creekside Landscaping LLC	Maintenance and Beautification	Spring planting materials and labor - Monroe Center	8,776.40
Veolia Energy Grand Rapids LLC	Monroe Center Snowmelt System	Steam - 02/23-03/23/2015	6,664.39
Mighty	Marketing & Communication - Areawide	DGRI events index page	5,675.00
Geotech, Inc.	Monroe Center Snowmelt System	Share of Peck's leak repair - 02/01-02/28/2015	4,760.50
Andrews Hooper Pavlik PLC	Administration - Dntn Improvmt District	Final Downtown Alliance Form 990	3,850.00
Veolia Energy Grand Rapids LLC	Campau Promenade Snowmelt	Steam - 02/23-03/23/2015	3,641.57
Four Seasons Yard & Sport Equip	Maintenance and Beautification	Purchased two snow blowers	3,062.00
Allocate Share of DGRI Payroll	Marketing & Communication - Areawide	Share of DGRI payroll re-allocation - 03/22-06/27/2015	2,981.48
Allocate Share of DGRI Payroll	Marketing & Communication - Areawide	Share of DGRI payroll re-allocation - 12/28/14-03/21/2015	2,522.41
Veolia Energy Grand Rapids LLC	Monroe Center Snowmelt System	Steam - 03/23-04/01/2015	2,497.90
Swift Printing & Communications	Administration - Dntn Improvmt District	1000 brochures and mailing	2,359.08
Four Seasons Yard & Sport Equip	Maintenance and Beautification	Compact tractor repair - December 2014	2,151.60
DTE Energy	Campau Promenade Snowmelt	Gas - March 2015	1,863.74
Four Seasons Yard & Sport Equip	Maintenance and Beautification	Acquire used 4 wheel drive tractor - May 2015	1,719.99
Veolia Energy Grand Rapids LLC	Campau Promenade Snowmelt	Steam - 03/23-04/23/2015	1,500.22
City of Grand Rapids - Fiscal	Administration - Dntn Improvmt District	April, 2015 staff time	1,299.55
Geotech, Inc.	Monroe Center Snowmelt System	Share of MC Phase 2 damage 02/01-02/28/2015	1,291.50
City Treasurer - Water & Sewer	M/B - 62 Monroe Center NW Planters	Water / irrigation - 03/10-06/02/2015??	1,282.88
Consumers Energy	Monroe Center Snowmelt System	Electricity - 02/24-03/24/2015	1,240.14
Geotech, Inc.	Monroe Center Snowmelt System	Share of condensate leak repair 03/29-05/31/2015	1,190.00
Priority Health	Administration - Dntn Improvmt District	Share of health insurance - Jul/Aug/Sept, 2015	1,135.67
GR Public Library Foundation	Administration - Dntn Improvmt District	Returned grant funds	1,100.00
Veolia Energy Grand Rapids LLC	Monroe Center Snowmelt System	Steam - 04/22-05/19/2015	1,043.56
Veolia Energy Grand Rapids LLC	Monroe Center Snowmelt System	Steam - 05/19-06/22/2015	1,043.56
Disselkeen Properties	Marketing/Comm/Events - Window Wonder	Window Wonderland promotion	1,000.00
Allocate Share of DGRI Payroll	Administration - Dntn Improvmt District	Share of DGRI payroll re-allocation - 03/22-06/27/2015	991.20
City of Grand Rapids - Fiscal	Administration - Dntn Improvmt District	June, 2015 staff time	832.29
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - Dntn Alliance dissolution February 2015	819.00
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of 29 Pearl lease - April 2015	785.26
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of 29 Pearl lease - May 2015	785.26
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of 29 Pearl lease - June 2015	785.26
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - Dntn Alliance dissolution March 2015	600.60
City Treasurer - Budget Office	General Fund Services - A-87 Allocation	Support services allocation - April, 2015	597.67
City Treasurer - Budget Office	General Fund Services - A-87 Allocation	Support services allocation - May, 2015	597.67
City Treasurer - Budget Office	General Fund Services - A-87 Allocation	Support services allocation - June, 2015	597.67
GRCAC dba Comm Media Center	Administration - Dntn Improvmt District	Update website for Movies in the Park	592.00
Veolia Energy Grand Rapids LLC	Campau Promenade Snowmelt	Steam - 04/22-05/19/2015	584.40
Veolia Energy Grand Rapids LLC	Campau Promenade Snowmelt	Steam - 05/19-06/22/2015	584.40
Creative Studio Promotions	Marketing & Communication - Areawide	1000 window decals	532.85
Tennant Sales & Service	Maintenance and Beautification	Repair Tennant machine	491.26
Geotech, Inc.	Monroe Center Snowmelt System	Share of operations/maint 02/01-02/28/2015	446.00
Consumers Energy	Monroe Center Snowmelt System	Electricity - 03/25-04/22/2015	409.67
Creekside Landscaping LLC	Maintenance and Beautification	Plants - Veterans Memorial Park	390.95
Geotech, Inc.	Monroe Center Snowmelt System	Share of Phase 2 damage repairs 05/03-05/31/2015	367.00
Geotech, Inc.	Monroe Center Snowmelt System	Share of leak repair - 03/01-03/28/2015	327.00
Four Seasons Yard & Sport Equip	Maintenance and Beautification	Compact tractor repair - January 2015	323.33
Geotech, Inc.	Monroe Center Snowmelt System	Share of operations/maint 03/01-03/28/2015	259.00
Allocate Share of DGRI Payroll	Maintenance and Beautification	Share of DGRI payroll fees - 12/28/14-03/21/2015	223.77
TGG Inc	Administration - Dntn Improvmt District	Share of life & S/T-L/T disability insurance-Jul/Aug/Sep 2015	209.03
Fusion IT LLC	Administration - Dntn Improvmt District	Share of HP EliteBook Folio 9480m April 2015	208.44
Fusion IT LLC	Administration - Dntn Improvmt District	Share of HP EliteBook Folio 9480m May 2015	208.44
Hearald Companies	Administration - Dntn Improvmt District	Public notice for DID re-authorization	198.00
Four Seasons Yard & Sport Equip	Maintenance and Beautification	Compact tractor repair - January 2015	197.50
Applied Imaging	Administration - Dntn Improvmt District	Share of copier lease & color copies 01/15-04/14/2015	170.17

continued on the next page

**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**April 1 - June 30, 2015 Final**

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Vendor	Purpose / Project	Description	Amount
			<i>continued from prior page</i>
Swift Printing & Communications	Administration - Dntn Improvmt District	1000 brochures postage	\$165.35
Geotech, Inc.	Monroe Center Snowmelt System	Share of leak repair - 02/01-02/28/2015	154.50
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - misc matters April 2015	145.60
Wondergem Consulting	Administration - Dntn Improvmt District	Share of public relations - 05/01-05/15/2015	134.19
Fusion IT LLC	Administration - Dntn Improvmt District	Share of system & network engineering June 2015	128.52
Consumers Energy	Monroe Center Snowmelt System	Electricity - 05/22-06/23/2015	112.33
Allocate Share of DGRI Payroll	Maintenance and Beautification	Share of DGRI payroll fees - 03/22-06/27/2015	108.54
Fifth Third Bank - Procurement Card	Maintenance and Beautification	"Clean Team" shirts	108.12
Wondergem Consulting	Administration - Dntn Improvmt District	Share of public relations - 04/15-04/30/2015	100.40
Geotech, Inc.	Monroe Center Snowmelt System	Share of leaks repairs at 77 Monroe Ctr 03/01-03/28/2015	100.00
City Treasurer - Water & Sewer	Administration - Dntn Improvmt District	Water / irrigation - 03/10-06/02/2015 Winter Ave bldg	94.13
Four Seasons Yard & Sport Equip	Maintenance and Beautification	Purchased chain sprocket	93.38
DTE Energy	Administration - Dntn Improvmt District	Gas - Winter Ave building April 2015	91.22
Wondergem Consulting	Administration - Dntn Improvmt District	Share of public relations - 04/01-04/15/2015	90.24
Consumers Energy	Monroe Center Snowmelt System	Electricity - 04/23-05/21/2015	90.16
Fusion IT LLC	Administration - Dntn Improvmt District	Share of network cabling installation May 2015	88.13
Geotech, Inc.	Monroe Center Snowmelt System	Share of street leaks at 77 Monroe Ctr 02/01-02/28/2015	78.50
Cellco Partnership, dba Verizon	Administration - Dntn Improvmt District	Share of staff cell phone services - 05/02-06/01/15	70.30
City of Grand Rapids - Fiscal	Administration - Dntn Improvmt District	May, 2015 staff time	68.52
Cellco Partnership, dba Verizon	Administration - Dntn Improvmt District	Share of staff cell phone services - 06/02-07/01/15	66.62
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial services - March, 2015	61.69
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial services - April, 2015	61.69
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial services - May, 2015	61.69
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial services - June 2015	61.69
DTE Energy	Campau Promenade Snowmelt	Gas - April 2015	58.28
DTE Energy	Campau Promenade Snowmelt	Gas - May 2015	57.84
DTE Energy	Campau Promenade Snowmelt	Gas - June 2015	57.58
Fusion IT LLC	Administration - Dntn Improvmt District	Share of Adobe Creative Cloud June 2015	56.39
Cellco Partnership, dba Verizon	Administration - Dntn Improvmt District	Share of staff cell phone services - 04/02-05/01/15	55.09
DTE Energy	Administration - Dntn Improvmt District	Gas - Winter Ave building May 2015	55.09
Fifth Third Bank - Procurement Card	Marketing & Communication - Areawide	Marketing - Facebook ad	55.09
Fusion IT LLC	Administration - Dntn Improvmt District	Share of system and network engineering May 2015	54.93
Blue Cross Blue Shield of Michigan	Administration - Dntn Improvmt District	Share of dental ins - 07/01-09/30/2015	52.48
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	51.68
Fusion IT LLC	Administration - Dntn Improvmt District	Share of various services May 2015	49.44
Breck Graphics, dba Allegra	Administration - Dntn Improvmt District	Thank you cards and envelopes	48.78
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - share of amend DGRI bylaws April 2015	42.77
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of electricity - 03/06-04/08/2015	40.91
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of electricity - 05/07-06/05/2015	37.71
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of electricity - 04/08-05/07/2015	36.49
DTE Energy	Administration - Dntn Improvmt District	Gas - Winter Ave building June 2015	35.68
TDS Metrocom LLC	Administration - Dntn Improvmt District	Share of office telephones - June 2015	34.81
TDS Metrocom LLC	Administration - Dntn Improvmt District	Share of office telephones - April 2015	34.23
TDS Metrocom LLC	Administration - Dntn Improvmt District	Share of office telephones - May 2015	34.23
Geotech, Inc.	Monroe Center Snowmelt System	Share of Condensate leak repair 03/01-03/28/2015	32.50
GRCAC dba Comm Media Center	Marketing & Communication - Areawide	Website Design	32.00
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	31.89
Fusion IT LLC	Administration - Dntn Improvmt District	Share of backup & archive services April 2015	31.14
Fusion IT LLC	Administration - Dntn Improvmt District	Share of backup & archive services May 2015	31.14
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	30.27
Fusion IT LLC	Administration - Dntn Improvmt District	Share of backup & archive services June 2015	29.38
Cellco Partnership, dba Verizon	Administration - Dntn Improvmt District	Share of staff cell phone services - 03/02-04/01/15	27.58
Custer Design	Administration - Dntn Improvmt District	Rearrange office furniture - 29 Pearl NW	24.44
Great America Financial Services	Administration - Dntn Improvmt District	Share of Ricoh copier lease - April 2015	24.15
Great America Financial Services	Administration - Dntn Improvmt District	Share of Ricoh copier lease - May 2015	24.15
Great America Financial Services	Administration - Dntn Improvmt District	Share of Ricoh copier lease - June 2015	24.15
Fusion IT LLC	Administration - Dntn Improvmt District	Share of monthly server updates April 2015	22.33
Fusion IT LLC	Administration - Dntn Improvmt District	Share of server and network updates March 2015	21.30
Fusion IT LLC	Administration - Dntn Improvmt District	Share of monitor purchase	21.15
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of window washing - March 2015	20.56
Fusion IT LLC	Administration - Dntn Improvmt District	Share of various services March 2015	19.53
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	19.17
Comcast	Administration - Dntn Improvmt District	Share of internet service - 29 Pearl NW	17.31

*continued on the next page*

**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**April 1 - June 30, 2015 Final**

Page 3 of 3

Vendor	Purpose / Project	Description	Amount
			<i>continued from prior page</i>
Allocate Share of DGRI Payroll	Marketing & Communication - Areawide	Share of DGRI payroll fees - 12/28/14-03/21/2015	\$17.15
Comcast	Administration - Dntn Improvmt District	Share of internet service - 29 Pearl NW	16.20
Comcast	Administration - Dntn Improvmt District	Share of internet service - 29 Pearl NW	16.20
Comcast	Administration - Dntn Improvmt District	Share of Internet service - 29 Pearl NW	16.20
City Treasurer - Petty Cash	Administration - Dntn Improvmt District	Postage	14.70
Fifth Third Bank - Procurement Card	Administration - Dntn Improvmt District	Share of office supplies	12.83
Ferris Coffee & Nut Co	Administration - Dntn Improvmt District	Share of meeting/office coffee	12.05
Ferris Coffee & Nut Co	Administration - Dntn Improvmt District	Share of meeting/office coffee	11.68
Allocate Share of DGRI Payroll	Marketing & Communication - Areawide	Share of DGRI payroll fees - 03/22-06/27/2015	11.48
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	11.40
Godwin Plumbing	Administration - Dntn Improvmt District	Share of toilet repair - 29 Pearl NW	11.27
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	10.93
Engineered Protection Systems Inc	Administration - Dntn Improvmt District	Share of access control svc 05/01-07/31/15	10.58
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	10.45
Fifth Third Bank - Procurement Card	Administration - Dntn Improvmt District	Share of office décor	10.09
Ferris Coffee & Nut Co	Administration - Dntn Improvmt District	Share of meeting/office coffee	9.83
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	9.66
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	9.57
Ferris Coffee & Nut Co	Administration - Dntn Improvmt District	Share of meeting/office coffee	9.48
Acuity, a Mutual Insurance Company	Administration - Dntn Improvmt District	General liability -added additional insured	8.93
Gordon Water Systems	Administration - Dntn Improvmt District	Share of container deposits & cooler rental - Apr&May 2015	8.49
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	7.72
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	6.54
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - share of DGRI Bd mtg February 2015	6.42
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	6.32
Four Seasons Yard & Sport Equip	Maintenance and Beautification	PA JDC - bulb	6.16
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	5.75
Gordon Water Systems	Administration - Dntn Improvmt District	Share of container deposits & cooler rental - June 2015	4.64
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 03/04/2015	4.29
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 03/18/2015	4.29
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 04/01/2015	4.29
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 04/29/2015	4.29
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 05/27/2015	4.29
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial supplies - April 2015	4.00
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	3.76
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	3.41
Fusion IT LLC	Administration - Dntn Improvmt District	Share of various services April 2015	2.79
Allocate Share of DGRI Payroll	Administration - Dntn Improvmt District	Share of DGRI payroll fees - 12/28/14-03/21/2015	2.71
City Treasurer - Petty Cash	Administration - Dntn Improvmt District	Share of K. Larsen - lunch meetings	2.34
Allocate Share of DGRI Payroll	Administration - Dntn Improvmt District	Share of DGRI payroll fees - 03/22-06/27/2015	1.74
Allocate Share of DGRI Payroll	Administration - Dntn Improvmt District	Share of DGRI payroll re-allocation - 12/28/14-03/21/2015	(28,561.98)
<b>TOTAL EXPENDITURES - APRIL 1 THROUGH JUNE 30, 2015 FINAL</b>			<b><u>\$246,261.63</u></b>

# MEMORANDUM

CITY OF GRAND RAPIDS

**Agenda Item 4.  
December 7, 2015  
DID Meeting**

DATE: December 1, 2015

TO: Bob Herr, Chair  
Downtown Improvement District

FROM: Jana M. Wallace, Treasurer  
Downtown Improvement District

**SUBJECT: Grand Rapids Downtown Improvement District  
FY2016 Financial Statements as of October 31, 2015**

Attached are the District's interim financial statements for the first four months of the fiscal year ending June 30, 2016. These statements include the following:

Statement A: Balance Sheet  
Statement B: Statement of FY2016 Revenues and Expenditures  
Statement C: Schedule of Expenditures: July 1 through October 31, 2015

Since the special assessment re-authorization process is in still in process, there are no special assessment revenues in the attached reports. If all goes according to plan, it is currently expected the special assessment invoices will be issued in February, 2016.

In the meantime, District services are being supported with funds remaining at the end of the fiscal year ended June 30, 2015.

Please contact me at 616-456-4514 or via email at [jwallace@grcity.us](mailto:jwallace@grcity.us) if you have any questions.

Attachments

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**STATEMENT A**

***GRAND RAPIDS, MICHIGAN***  
***DOWNTOWN IMPROVEMENT DISTRICT***  
**Balance Sheet**  
**as of October 31, 2015**

**ASSETS**

Pooled Cash & Investments - Areawide	\$	326,498
Pooled Cash & Investments - Campau Promenade		63,933
Pooled Cash & Investments - Monroe Center		81,131
Pooled Cash & Investments - Monument Park		(225)
Special Assessments Receivable - All Districts		19,062
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>490,399</b>

**LIABILITIES AND FUND EQUITY**

**Liabilities**

Accounts Payable	\$	40
Deferred Receivables Revenue - All Districts		19,062
<b>TOTAL LIABILITIES</b>	<b>\$</b>	<b>19,102</b>

Reserve for Encumbrances	\$	23,049
Unrestricted Reserve - Areawide		303,409
Unrestricted Reserve - Campau Promenade		63,933
Unrestricted Reserve - Monroe Center		81,131
Unrestricted Reserve - Monument Park		(225)
<b>TOTAL FUND EQUITY</b>	<b>\$</b>	<b>471,297</b>

<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$</b>	<b>490,399</b>
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## STATEMENT B

**GRAND RAPIDS, MICHIGAN**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**FY2016 Statement of Revenues and Expenditures**  
**July 1 - October 31, 2015**

<b>REVENUES</b>	<b>Budget</b>	<b>Actual</b>
Special Assessments - Areawide	\$ -	\$ -
Special Assessments - Campau Promenade Snowmelt	-	-
Special Assessments - Monroe Center Snowmelt	-	-
Special Assessments - Monument Park Snowmelt	-	-
Interest on Investments - Current Year Revenue	-	599
Interest on Investments - Prior Year Accrual Reversal	-	(3,611)
From / (To) Fund Balance	550,000	-
<b>TOTAL REVENUES</b>	<b>\$ 550,000</b>	<b>\$ (3,012)</b>
<b>EXPENDITURES</b>		
Maintenance and Beautification	\$ -	\$ 64,934
Marketing and Communications - General & Events	-	9,378
Administration - Downtown Improvement District	533,752	17,204
General Fund Services - A-87 Allocation	16,248	5,416
<b>DISTRICT AREAWIDE SERVICES</b>	<b>550,000</b>	<b>96,932</b>
<b>CAMPAU PROMENADE SNOWMELT</b>	<b>-</b>	<b>1,998</b>
<b>MONROE CENTER SNOWMELT</b>	<b>-</b>	<b>3,527</b>
<b>MONUMENT PARK SNOWMELT</b>	<b>-</b>	<b>225</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 550,000</b>	<b>\$ 102,682</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ -</b>	<b>\$ (105,694)</b>

# STATEMENT C

## GRAND RAPIDS, MICHIGAN DOWNTOWN IMPROVEMENT DISTRICT Schedule of Expenditures July 1, 2015 - October 31, 2015

Vendor	Purpose / Project	Description	Amount
ABM Industries Inc	Maintenance and Beautification	Downtown cleaning / maint services - August, 2015	\$ 25,395.74
ABM Industries Inc	Maintenance and Beautification	Downtown cleaning / maint services - July, 2015	20,558.07
Creekside Landscaping LLC	Maintenance and Beautification	Spring planting materials and labor - Monroe Center	13,546.90
Mighty Co	Marketing & Communication - Areawide	Share of web design & devel - map updates July 2015	3,752.50
Mighty Co.	Marketing & Communication - Areawide	DGRI website (phase two) 04/01-04/15/2015	3,125.00
City Treasurer - DID	Marketing/Comm/Events - Window Wonder	Supply advances for window art installations	2,500.00
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - special assessments process June 2015	1,965.60
City of Grand Rapids - Fiscal	Administration - Dntn Improvmt District	October, 2015 staff time	1,963.90
Creekside Landscaping LLC	Maintenance and Beautification	Container maint/fertilization/mulch - Monroe Ctr Aug 2015	1,817.25
Priority Health	Administration - Dntn Improvmt District	Share of health insurance - Oct / Nov / Dec, 2015	1,760.58
City Treasurer - Water & Sewer	Administration - Dntn Improvmt District	Water/irrigation 199 Wealthy SE - 01/15-07/09/2015	1,663.89
City Treasurer - Budget Office	General Fund Services - A-87 Allocation	Support services allocation - August, 2015	1,354.00
City Treasurer - Budget Office	General Fund Services - A-87 Allocation	Support services allocation - July, 2015	1,354.00
City Treasurer - Budget Office	General Fund Services - A-87 Allocation	Support services allocation - October, 2015	1,354.00
City Treasurer - Budget Office	General Fund Services - A-87 Allocation	Support services allocation - September, 2015	1,354.00
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - special assessments process July 2015	1,328.60
Veolia Energy Grand Rapids LLC	Administration - Dntn Improvmt District	See correction to accounting codes	1,043.56
Veolia Energy Grand Rapids LLC	Monroe Center Snowmelt System	Steam - 06/22-07/21/2015	1,043.56
Veolia Energy Grand Rapids LLC	Monroe Center Snowmelt System	Steam - 07/21-08/19/2015	1,043.56
Veolia Energy Grand Rapids LLC	Monroe Center Snowmelt System	Steam - 08/19-09/23/2015	1,043.56
Creekside Landscaping LLC	Maintenance and Beautification	Container maint/fertilization/inspection - Monroe Ctr 07/15	1,031.00
City of Grand Rapids - Fiscal	Administration - Dntn Improvmt District	August, 2015 staff time	1,010.84
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of lease - August 2015	785.26
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of lease - July 2015	785.26
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of lease - September 2015	785.26
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - special assessments process May 2015	637.00
Veolia Energy Grand Rapids LLC	Administration - Dntn Improvmt District	See correction to accounting codes	584.40
Veolia Energy Grand Rapids LLC	Campau Promenade Snowmelt	Steam - 06/22-07/21/2015	584.40
Veolia Energy Grand Rapids LLC	Campau Promenade Snowmelt	Steam - 07/21-08/19/2015	584.40
Veolia Energy Grand Rapids LLC	Campau Promenade Snowmelt	Steam - 08/19-09/23/2015	584.40
City of Grand Rapids - Fiscal	Administration - Dntn Improvmt District	August, 2015 staff time	477.23
Evergreen Underground Sprinkling	Maintenance and Beautification	Repairs for planter irrigation - 221 Grandville SW 06/15	434.50
City Treasurer - Water & Sewer	MB - 221 Grandville SW Planters	Water / irrigation - 06/25-09/29/2015	405.72
TGG Inc	Administration - Dntn Improvmt District	Share of life & S/T-L/T disability ins - Oct/Nov/Dec 15	354.11
Evergreen Underground Sprinkling	Maintenance and Beautification	Repairs for planter irrigation - 185 Oakes SW June 2015	335.95
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - share of DGRI Board meeting May 2015	325.05
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - share of employment agreement June 2015	310.08
Evergreen Underground Sprinkling	Maintenance and Beautification	Repairs for planter irrigation - 62 Monroe Center May 2015	291.00
Fifth Third Bank - Procurement Card	Administration - Dntn Improvmt District	Share of B. Hendrick laptop	289.98
Evergreen Underground Sprinkling	Maintenance and Beautification	Repairs for planter irrigation - 3 Market SW June 2015	265.00
City of Grand Rapids - Fiscal	Administration - Dntn Improvmt District	September, 2015 staff time	258.07
Applied Imaging	Administration - Dntn Improvmt District	Share of copier lease & color copies 04/15-07/15/2015	180.57
City Treasurer - Water & Sewer	MB - 221 Grandville SW Planters	Water / irrigation - 05/20-06/25/2015	164.78
Consumers Energy	Monroe Center Snowmelt System	Electricity - 08/22-09/23/2015	161.72
City Treasurer - Water & Sewer	Administration - Dntn Improvmt District	Water / irrigation - 06/02-09/08/2015 347 Winter Ave NW	155.93
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of lease - October 2015 (shd be MNTIFA's share)	148.36
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - maint & beautification contract July 2015	145.60
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - share of amend DGRI bylaws May 2015	145.60
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - share of misc matters Sept 2014	119.76
City Treasurer - Water & Sewer	MB - 62 Monroe Center NW Planters	Water / irrigation - 04/30-07/30/2015	113.07
The Hartford	Administration - Dntn Improvmt District	Share of workers compensation renewal	105.05
City Treasurer - Water & Sewer	MB - 3 Market SW Planters	Water / irrigation - 05/18-06/25/2015	101.56
Blue Cross Blue Shield of Michigan	Administration - Dntn Improvmt District	Share of dental ins - 11/01/15-01/31/2016	98.74
City Treasurer - Water & Sewer	MB - 185 Oakes SW Planters	Water / irrigation - 06/25-09/29/2015	97.72
Consumers Energy	Monroe Center Snowmelt System	Electricity - 06/24-07/23/2015	97.02
Consumers Energy	Administration - Dntn Improvmt District	See correction to accounting codes	97.02

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**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**July 1 - October 31, 2015**

**Page 2 of 3**

Vendor	Purpose / Project	Description	Amount
<i>continued from prior page</i>			
Consumers Energy	Monroe Center Snowmelt System	Electricity - 07/24-08/21/2015	\$ 96.66
Evergreen Underground Sprinkling	Maintenance and Beautification	Repairs for planter irrigation - 221 Grandville SW July 2015	96.00
Blue Cross Blue Shield of Michigan	Administration - Dntn Improvmt District	Share of dental ins - 10/01-12/31/2015	91.23
Evergreen Underground Sprinkling	Maintenance and Beautification	Planter irrigation repairs - July 2015	89.00
City Treasurer - Water & Sewer	M/B - 185 Oakes SW Planters	Water / irrigation - 05/18-06/25/2015	77.17
Consumers Energy	Monument Park Snowmelt System	Electricity - 1 Monroe Center 08/22-09/23/2015	75.03
Consumers Energy	Monument Park Snowmelt System	Electricity - 1 Monroe Center 06/23-07/23/2015	75.02
Consumers Energy	Monument Park Snowmelt System	Electricity - 1 Monroe Center 07/24-08/21/2015	75.02
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal serv- share of KL employment agmnt July 2015	68.43
City Treasurer - Water & Sewer	M/B - 3 Market SW Planters	Water / irrigation - 06/25-09/29/2015	64.28
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial services - August, 2015	61.69
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial services - July, 2015	61.69
DTE Energy	Campau Promenade Snowmelt	Natural gas - October 2015	61.64
DTE Energy	Campau Promenade Snowmelt	Natural gas - August 2015	61.20
DTE Energy	Campau Promenade Snowmelt	Natural gas - September 2015	61.20
DTE Energy	Campau Promenade Snowmelt	Natural gas - July 2015	61.20
DTE Energy	Administration - Dntn Improvmt District	See correction to accounting codes	61.20
Baker Holtz, P.C.	Administration - Dntn Improvmt District	Share of business advising service - August, 2015	58.75
Baker Holtz, P.C.	Administration - Dntn Improvmt District	Share of business advising service - July, 2015	58.75
Baker Holtz, P.C.	Administration - Dntn Improvmt District	Share of business advising service - September, 2015	58.75
Fusion IT LLC	Administration - Dntn Improvmt District	Share of Adobe Creative Cloud for Brian - Sept 2015	58.74
The Employers' Association	Administration - Dntn Improvmt District	Annual membership thru June, 2016	56.99
Fifth Third Bank - Procurement Card	Administration - Dntn Improvmt District	Share of office podium and ribbon for grand openings	44.34
Great America Financial Services	Administration - Dntn Improvmt District	Share of Ricoh copier lease - August 2015	41.72
Geotech, Inc.	Monroe Center Snowmelt System	Share of street leaks at 77 Monroe Ctr 07/01-07/31/2015	41.00
DTE Energy	Administration - Dntn Improvmt District	Natural gas - Winter Ave building September 2015	39.80
DTE Energy	Administration - Dntn Improvmt District	Natural gas - Winter Ave building July 2015	39.06
DTE Energy	Administration - Dntn Improvmt District	Natural gas - Winter Ave building August 2015	38.33
Live Space	Administration - Dntn Improvmt District	Share of labor for projector repair - June 2015	38.05
DTE Energy	Administration - Dntn Improvmt District	Natural gas - Winter Ave building October 2015	37.93
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of electricity - 06/05-07/08/2015	37.12
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of electricity - 08/07-09/08/2015	36.06
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of carpet cleaning - June 2015	35.25
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of conf room chairs/glass cleaning - Aug 2015	35.25
TDS Metrocom LLC	Administration - Dntn Improvmt District	Share of office telephones - July 2015	34.27
TDS Metrocom LLC	Administration - Dntn Improvmt District	Share of office telephones - August 2015	34.26
TDS Metrocom LLC	Administration - Dntn Improvmt District	Share of office telephones - September 2015	34.24
TDS Metrocom LLC	Administration - Dntn Improvmt District	Share of office telephones - October 2015	34.23
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of electricity - 07/08-08/07/2015	33.80
Federal Square Building Co #1 LLC	Administration - Dntn Improvmt District	Share of electricity - 09/08-10/08/2015	31.96
City Treasurer - Water & Sewer	M/B - 100 S Division Planters	Water / irrigation - 06/25-09/29/2015	30.84
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	30.72
Fusion IT LLC	Administration - Dntn Improvmt District	Share of backup & archive services - August 2015	29.38
Fusion IT LLC	Administration - Dntn Improvmt District	Share of backup & archive services - October 2015	29.38
Fusion IT LLC	Administration - Dntn Improvmt District	Share of backup & archive services - September 2015	29.38
Great America Financial Services	Administration - Dntn Improvmt District	Share of Ricoh copier lease - July 2015	27.20
Cellco Partnership, dba Verizon	Administration - Dntn Improvmt District	Share of DGRI cell phone services - 07/02-08/01/15	26.21
Cellco Partnership, dba Verizon	Administration - Dntn Improvmt District	Share of DGRI cell phone services - 08/02-09/01/15	25.53
Cellco Partnership, dba Verizon	Administration - Dntn Improvmt District	Share of DGRI cell phone services - 09/02-10/01/15	25.53
Fusion IT LLC	Administration - Dntn Improvmt District	Share of system / computer repairs & maint - August 2015	25.12
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	24.22
Great America Financial Services	Administration - Dntn Improvmt District	Share of Ricoh copier lease - October 2015	24.15
Great America Financial Services	Administration - Dntn Improvmt District	Share of Ricoh copier lease - September 2015	24.15
Great America Products LTD	Administration - Dntn Improvmt District	See corrected vendor	24.15
Fusion IT LLC	Administration - Dntn Improvmt District	Share of system / computer repairs & maint - July 2015	22.33
Live Space	Administration - Dntn Improvmt District	Share of video player repair - July 2015	22.03
Fifth Third Bank - Procurement Card	Administration - Dntn Improvmt District	Share of office supplies	16.74
Comcast	Administration - Dntn Improvmt District	Share of Internet service - 29 Pearl NW	16.20
Comcast	Administration - Dntn Improvmt District	Share of Internet service - 29 Pearl NW	16.20
Comcast	Administration - Dntn Improvmt District	Share of Internet service - 29 Pearl NW	16.20
Ferris Coffee & Nut Co	Administration - Dntn Improvmt District	Share of meeting/office coffee	13.58
Ferris Coffee & Nut Co	Administration - Dntn Improvmt District	Share of meeting/office coffee	11.99

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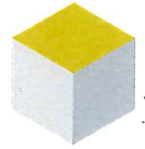
**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**July 1 - October 31, 2015**

**Page 3 of 3**

<b>Vendor</b>	<b>Purpose / Project</b>	<b>Description</b>	<b>Amount</b>
			<i>continued from prior page</i>
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	\$ 10.81
Engineered Protection Systems Inc	Administration - Dntn Improvmt District	Share of access control svc 08/01-10/31/15	10.57
Engineered Protection Systems Inc	Administration - Dntn Improvmt District	Share of access control svc 11/01/15-01/31/16	10.57
Ferris Coffee & Nut Co	Administration - Dntn Improvmt District	Share of meeting/office coffee	9.48
Breck Graphics, dba Allegra	Administration - Dntn Improvmt District	Share of J Kovalcik business cards	9.28
Gordon Water Systems	Administration - Dntn Improvmt District	Share of container deposits & cooler rental - September 2015	7.67
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - share of service agreement June 2015	6.42
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial supplies - June 2015	6.34
Live Space	Administration - Dntn Improvmt District	Share of parts for projector repair - June 2015	6.22
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	5.96
Gordon Water Systems	Administration - Dntn Improvmt District	Share of container deposits & cooler rental - July 2015	5.41
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	4.70
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	4.64
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 06/24/2015	4.44
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 08/19/2015	4.36
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	3.41
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	2.93
Fusion IT LLC	Administration - Dntn Improvmt District	Share of system / computer repairs & maint - July 2015	2.79
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	2.78
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	2.15
Fusion IT LLC	Administration - Dntn Improvmt District	Share of DC-DNS hosting - August 2015	1.41
Fusion IT LLC	Administration - Dntn Improvmt District	Share of DC-DNS hosting - July 2015	1.41
Fusion IT LLC	Administration - Dntn Improvmt District	Share of DC-DNS hosting - October 2015	1.41
Fusion IT LLC	Administration - Dntn Improvmt District	Share of DC-DNS hosting - September 2015	1.41
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	0.82
City of Grand Rapids - Fiscal	Administration - Dntn Improvmt District	July, 2015 staff time	-
Great America Products LTD	Administration - Dntn Improvmt District	Corrected vendor	(24.15)
DTE Energy - correction	Administration - Dntn Improvmt District	Correction to accounting codes	(61.20)
Consumers Energy - correction	Administration - Dntn Improvmt District	Correction to accounting codes	(97.02)
City of Grand Rapids - Fiscal	Administration - Dntn Improvmt District	August, 2015 staff time - corrected project code	(477.23)
Veolia Energy - correction	Administration - Dntn Improvmt District	Correction to accounting codes	(584.40)
Veolia Energy - correction	Administration - Dntn Improvmt District	Correction to accounting codes	(1,043.56)
<b>TOTAL EXPENDITURES - July 1 through October 31, 2015</b>			<b>\$ 102,681.63</b>

# MEMORANDUM


DOWNTOWN  
IMPROVEMENT  
DISTRICT



**DID**

DATE: December 4, 2015

TO: Downtown Improvement District

FROM: Kristopher Larson  
President & CEO 

SUBJECT: Revised FY16 DID Budget

Agenda Item #5  
December 7, 2015  
DID Meeting

## Overview

Included with this memo is a revised version on the previously-approved and recommended Downtown Improvement District (DID) budget, which includes comparative detail that shows the proposed line items against the Downtown Alliance (DA) FY15 budget. FY16 will be the first year of the upcoming DID re-authorization, whereas the FY15 Budget was originally developed and approved in 2012.

As evidenced in the budget, the DID will continue to provide maintenance and beautification services, invest in marketing and communications efforts, operate snow melt systems, and participate in an expansion of the Downtown Ambassador program as determined by the DID reauthorization process and previously approved DID Board Report.

## Revenues

After City Commission revised the proposed boundaries to remove a portion of the near WestSide, the new total areawide assessment amount is \$879,000. As presented in August, staff is forecasting a net receipt of only \$764,825 due to the fiscal impact that some Class 2 (private, not-for-profit) and Class 3 (government) properties have on the DID. While many non-profits and government agencies do participate voluntarily, their assessments are not lienable, so the City Assessor has no ability to mandate payment. Forecasted non-payers total to \$97,900 for Class 3, and \$16,275 for Class 2 properties. While the previous budget presented a net estimated revenue amount, this revised version presents revenues as the total amounts billed with expenditure offsets for the anticipated uncollected amounts.

For snowmelt services, higher assessments for the Louis Campau snowmelt system reflect average actual expenses incurred over the last three years. Additionally, the new Monument Park snowmelt



DOWNTOWN  
GRAND RAPIDS INC.

system built by the Downtown Development Authority as a part of the Monument Park improvements made in 2013-2014 will be operated via a similar special assessment model established by Monroe Center and Louis Campau Plaza.

#### Expenditures

The revised version of the budget has also been modified to reflect the contracted amounts with Block by Block for maintenance and beautification services. Contributions to the Ambassador program were reduced by \$25,000 due to decreases in revenue from the revised boundary area and more certain figures regarding the uncollected assessment amounts.

Additionally, there are marginal increases in several personnel and overhead line items that total \$2,550. However, because of the efficiencies delivered by becoming a part of Downtown Grand Rapids Inc., in FY16 the DID will realize an expenditure savings of \$40,450 for administration and overhead versus the previously approved DA FY15 budget. These savings are reinvested in direct services that benefit the rate payers, such as clean, safe, and beautiful endeavors.

**Recommendation:** Approve the revised FY16 Downtown Improvement District Budget and recommend it to the Grand Rapids City Commission.

**Proposed FY16 Downtown Improvement District Budget**  
**FY15 vs. Proposed FY16**  
**July 1, 2015 to June 30, 2016**

	FY 15 2014-15 Budget	FY 16 2015-16 Budget
Revenue Budget		
Billed Areawide Assessments	642,306	879,000
Monroe Center Snowmelt Assessments	150,000	150,000
Louis Campau Snowmelt Assessments	15,000	40,000
Monument Park Snowmelt Assessments	-	15,000
Interest& Penalties	8,000	
Downtown Alliance Sponsorships	12,000	
DID - transfer from fund balance	18,000	
Total Revenue	\$ 845,306	\$ 1,084,000
Expenditure Budget		
Maintenance and beautification		
Contract Services (Block by Block)	280,000	\$365,000
Rent & Utilities	12,000	-
Landscaping and beautification	108,500	100,000
Supplies & Misc	1,000	-
Equipment Maintenance	4,000	-
Uniforms	1,200	-
Irrigation Repair &Water	4,000	4,500
Holiday decorations	6,000	-
Personnel Expense	33,600	35,000
Property Taxes	2,400	-
Equipment Replacement Fund/Depreciation Expense	15,000	-
Total	467,700	\$504,500
Marketing and communications		
Printing, postage, copies, storage and supplies	10,000	6,500
Website services	2,000	2,500
Advertising and Promotions	3,000	7,275
Contract Services	15,000	12,500
Personnel Expense	68,750	61,050
Total	98,750	89,825
Administration		
Personnel	44,800	51,500
Overhead (Rent/Meetings/Accounting)	25,350	15,000
Operating Expenses (Printing, postage, phone, equipment lease)	10,000	7,000
Insurance	6,000	6,000
Contracted Services	10,000	5,500
Legal, Professional & Technology	8,000	4,500
Total	104,150	89,500
Public Safety Improvements		
Ambassador Program	-	75,000
Total	-	75,000
Snowmelt Operations		
Monroe Center Snowmelt	150,000	150,000
Louis Campau Snowmelt	15,000	40,000
Monument Park Snowmelt	-	15,000
Total	165,000	205,000
Contingency/Special Projects		
Expenses	6,706	6,000
Total	6,706	6,000
Uncollected Assessments		
Class 2 (estimated)	-	16,275
Class 3 (estimated)	-	97,900
Total	-	114,175
City Administrative fee	1,500	-
Total Expenditures	843,806	1,084,000

**REPORT OF THE  
DOWNTOWN IMPROVEMENT DISTRICT BOARD**

SPECIAL ASSESSMENT Roll No. 8710

**Downtown Area Service Enhancements**

June 11, 2015  
Revised October 27, 2015

**Contents**

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**A. Summary**

On August 22, 2000, the City Commission established the Downtown Improvement District Board, created pursuant to P.A. 120 of 1961, as amended. The Board has been granted the responsibility and authority to recommend to the City Commission a list of enhanced services to be provided within the Downtown Improvement District (DID) district, and to recommend a budget for the provision of these services.

Beginning on April 1, 2001 a program of enhanced services, including maintenance, beautification, events, marketing, communications, snowmelt operations & neighborhood development was established and funded, in part, by a special assessment on properties benefiting from these enhanced services.

On May 12, 2009, the City Commission amended Chapter 23 of the City Code. The new provisions of Chapter 23 clarify the advisory role of the Downtown Improvement District Board, establish separate and distinct procedures for future special assessments for either public improvements or ongoing activities, and authorize the City Commission to declare the necessity for special assessment for a period of up to five years, as authorized by State law.

On June 11, 2015, the DID Board approved a motion recommending that the City Commission declare necessity for Special Assessment for the deliverance of enhanced services, beginning July 1, 2015 and ending June 30, 2020. A map showing properties benefiting from these enhanced services, a description of the proposed service enhancements and the proposed budget are included in this report. The types of benefits conferred in this most recent recommendation would include all of the previous services, plus enhancements to public safety and economic development.

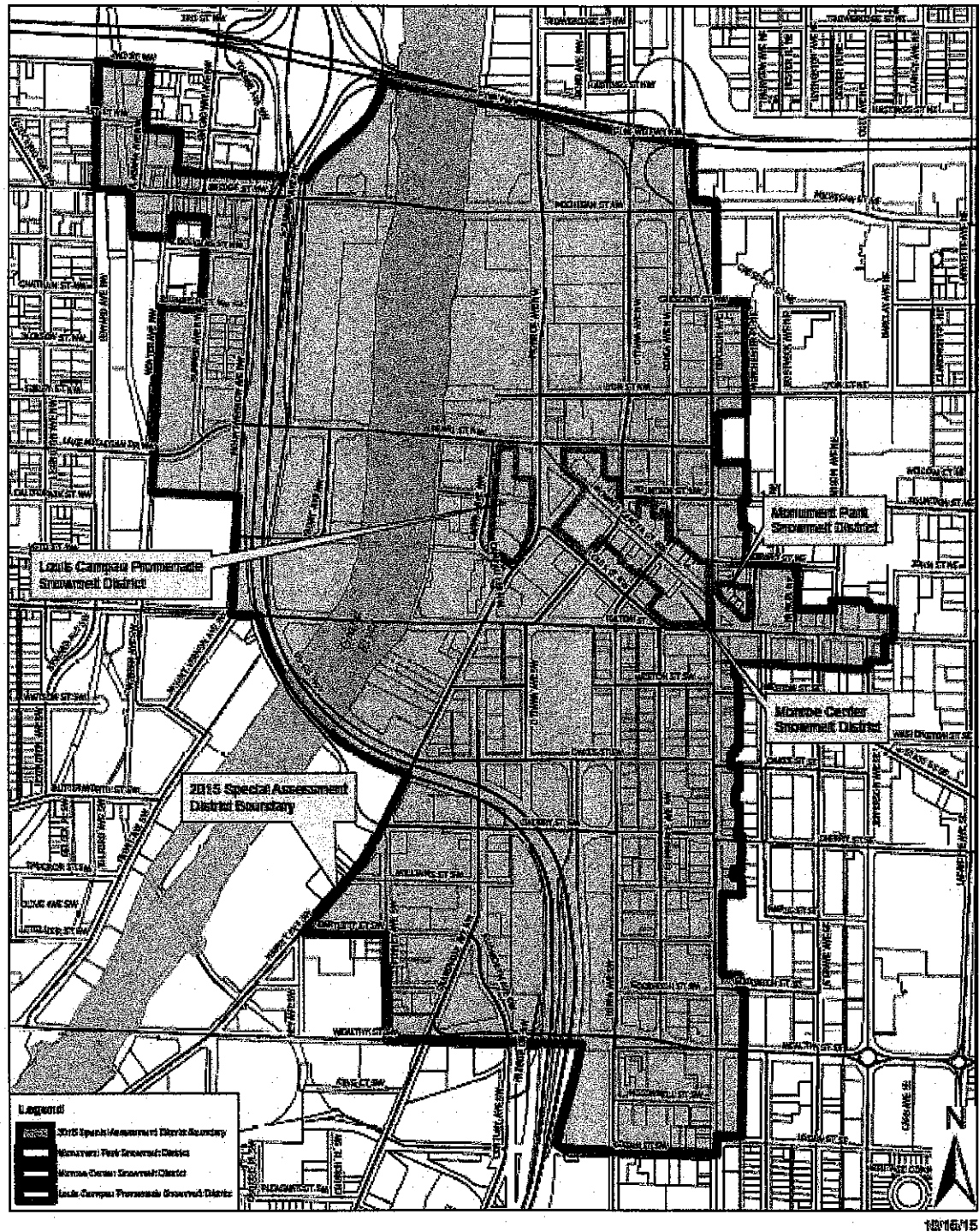
On October 13, 2015, a public hearing on necessity was held before the Grand Rapids City Commission. This report was revised by the City Commission and the City Manager effective October 27, 2015, in response to concerns raised by property owners during the hearing. Revisions include reducing the number of properties in the west side expansion and reducing the total assessments and contributions from \$900,000 to \$879,000.

It is proposed that each property benefiting from enhanced services be assessed and/or charged annually in proportion to its benefit determined annually in each of five years. The payment for the first year will be billed on February 1, 2016. Billing dates for the second, third, fourth, and fifth payments will be determined on an annual basis.

Properties will enjoy special benefit from enhanced services because they will receive services over and above services routinely provided by the City using general tax dollars. Further, properties will be relieved of a burden of commonly expected maintenance services and will benefit from enhanced property value. It is proposed to spread the entire cost of providing enhanced services amongst the various properties in the district, in proportion to the intensity of development on the property. Components used to measure the intensity of development include: land area, building area, street frontage, and parking area, as described in Section 3 of this report.

## B. Map of District

### 2015 Special Assessment District



Revised October 27, 2015



### **C. Special Assessment Parameters & Assumptions**

1. Assessment assumptions are based upon an assessment benefit study dated January 23, 2001 and prepared by S. B. Friedman & Co. of Chicago. Copies of this report are available for viewing in the office of Downtown Grand Rapids Inc., 29 Pearl St. NW, Suite 1.
2. Properties will be assessed as they exist on tax day of the year they are to be assessed (i.e. December 31 of the previous year). Therefore, Special Assessment Roll # 8710 is based upon data provided by the City Assessor for properties as they existed on December 31, 2014.

3. Property features to be assessed include:

• Property Area	Square Feet
• Property Street Frontage	Lineal Feet
• Building Area	Gross Square Feet
• Parking Area	Square Feet

4. For the Area-Wide, Monroe Center Snowmelt Assessment Districts, property street frontage is the length of one side of the property that fronts upon a public right-of-way where the property has its official address. The official address is the address as it exists in the records of the City Assessor. The following walkways and plazas are treated as street frontage: Monroe Center, Market Ave, Louis Campau Promenade, Lyon Square, and Ferry Street. The following are not treated as rights-of-way: alleys, river-edge walkways and the Midtown Arcade.

For the Louis Campau Promenade Snowmelt Assessment District, property street frontage is the length of each side of the property that fronts upon a public right-of-way benefiting from snowmelt services.

For the Monument Park Snowmelt Assessment District, property street frontage is the length of each side of the property that fronts upon a public right-of-way benefiting from snowmelt services.

5. Building Area in a basement is included only if finished for occupancy and "exposed". Basements are "exposed" if they are visible through walkout grading, exterior walls or interior atriums.
6. Parking area includes surface parking lots and parking area in a building. Parking in a building includes basement level parking in multi-use buildings and parking structures.
7. Buildings are assessed whether occupied or not. New buildings under construction will not be assessed until an occupancy permit is issued for any portion of the building, at which time the building will be assessed as if completed. Existing buildings undergoing renovation are assessed as completed buildings.

8. Most privately-owned properties within the district are assessed. Michigan law provides an exemption only for certain residential properties and government properties. Single-family, tax-exempt, properties on the PILOT rolls, multi-family residential properties with four or fewer units, and privately owned condominiums in multi-family structures are exempt by law from DID assessments. Governmental units owning downtown properties and certain tax-exempt properties are exempt by law from placement on the special assessment roll, but will be asked to contribute their fair share to the DID, except parks, walkways & public rights-of-way.
9. Properties in the district are divided into four classes according to primary use & ownership status of the property:

*Class 1 – Private Taxable Property*  
*Class 2 – Private Tax-exempt*

*Class 3 – Public Tax-exempt*  
*Class 4 – Multi-Family residential*

10. The City Assessor has determined that because certain properties are owned by tax-exempt not-for-profit organizations (Class 2 properties), they cannot be placed on the special assessment roll. The DID Board's policy is to discount the share of cost for all Class 2 properties to 60% and request voluntary payments for enhanced services. Therefore properties within the district will be assessed and/or billed at the following rates:

*Class 1 – 1.0*  
*Class 2 – 0.6*

*Class 3 – 1.0*  
*Class 4 – 1.0\**

\*The benefit factor for Class 4 (Multi-Family residential) has changed from 0.6 to 1.0 in this report and plan.

11. The cost of providing enhanced services benefiting properties in the district is spread to each property as follows:

$$\begin{aligned}
 & (\text{Budget} \times 30\% \times (\text{Property Area} / \text{Total Property Area in the District})) \\
 & + (\text{Budget} \times 30\% \times (\text{Property Street Frontage} / \text{Total Property Street Frontage in the District})) \\
 & + (\text{Budget} \times 30\% \times (\text{Building Area} / \text{Total Building Area in the District})) \\
 & + (\text{Budget} \times 10\% \times (\text{Parking Area} / \text{Total Parking Area in the District})) \\
 & \hline
 & = \text{assessment by property} \\
 & \times \text{benefit factor} \\
 & \hline
 & = \text{initial assessment by property}
 \end{aligned}$$

12. After the cost of providing enhanced services is spread to each property within the district the City Assessor will calculate an annual assessment rate or charge for each property characteristic as follows:

$$\begin{aligned}
 (\text{Budget} \times 30\%) / (\text{Total Property Area in the District}) & = \text{assmt rate 1} \\
 (\text{Budget} \times 30\%) / (\text{Total Property Street Frontage in the District}) & = \text{assmt rate 2} \\
 (\text{Budget} \times 30\%) / (\text{Total Building Area in the District}) & = \text{assmt rate 3}
 \end{aligned}$$

(Budget x 10% / (Total Parking Area in the District) =                      assmt rate 4

13. The annual assessment/charge rate will be used to calculate a property's final amount to be assessed and/or charge:

Property Area x assmt rate 1  
 + Property Street Frontage x assmt rate 2  
 + Property Building Area x assmt rate 3  
 + Property Parking Area x assmt rate 4  
 = initial assessment by property  
 x benefit factor  


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 = final assessment by property

14. Those expenses related to enhanced services described below as Area-wide Expenses are spread to all of the eligible properties in the 2015 district as shown on page 3.

15. Those expenses related to Monroe Center Snowmelt operations and maintenance are spread to properties with frontage on Monroe Center. The amount spread to property owners is reduced by a contribution from the City of Grand Rapids.

16. Those expenses related to Louis Campau Promenade Snowmelt operations & maintenance are spread to properties with frontage on Louis Campau Promenade.

17. Those expenses related to Monument Park Snowmelt operations & maintenance are spread to properties with frontage onto Monument Park.

18. The characteristics of the properties within the area wide services assessment district are projected as follows:

*Projected Number of Properties by Class in 2015:*

Class 1 – 431	Class 2 – 81
Class 3 – 88	Class 4 – 17

*Projected Percentage of Assessment Payers by Class in 2015:*

Class 1 – 70%	Class 2 – 13%
Class 3 – 14%	Class 4 – 3%

*Projected Assessment Amount by Class in 2015:*

Class 1 – \$492,667.56	Class 2 – \$64,322.93
Class 3 – \$285,947.19	Class 4 – \$36,062.32

## **D. Description of Proposed Service Enhancements – FY2016 to FY2020**

### **AREAWIDE SERVICES**

#### **Maintenance & Beautification**

Maintenance: Litter pick-up, sidewalk sweeping and washing, empty waste containers, street tree & grate maintenance, crosswalk snow removal.

Beautification: Seasonal flower planting and care, seasonal decorations, banners.

#### **Public Safety**

Special uniformed police officer patrols, expanded Downtown Ambassador service delivery, vacant storefront activation and lighting.

#### **Marketing, Communications, and Economic Development**

Events, specialized business outreach and referrals, advertising, marketing & promotions, communications.

#### **Administration**

Policy Interests, City administrative costs, advocate for quality services, overhead, office expenses, program evaluation.

### **SPECIAL SUB-AREA SERVICES**

#### **Monroe Center**

Snowmelt operations & system maintenance

#### **Louis Campau Promenade**

Snowmelt operations & system maintenance

#### **Monument Park**

Snowmelt operations & system maintenance

### **E. SPECIAL ASSESSMENT SCHEDULE – 2015 ROLL**

<b>MILESTONES – 2015 SPECIAL ASSESSMENT ROLL</b>	
<b>Date</b>	<b>Milestone</b>
April 21, 2015	DID Board considers recommendation of new 5-year necessity and FY16 Budget to City Commission.
September 8, 2015	City Commission considers adoption of resolution setting date, time, and place for public hearing of necessity for special assessment.
October 13, 2015	City Commission conducts Public Hearing concerning necessity of special assessment.
October 27, 2015	City Commission considers adoption of resolution establishing necessity for enhanced services to be financed by special assessment.
November 30, 2015– December 11, 2015	Special assessment roll open for public inspection in City Assessor's Office.
December 15, 2015	Board of Review hearing (City Commission sitting as Board of Review)
January 2016	City Commission considers adoption of resolution confirming special assessment roll.
February 1, 2016	Billing of special assessment roll.

**F. Multi-Year Budget – Downtown Improvement District  
Special Assessment for FY 2016 - 2020**

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
<b>AREA WIDE SERVICES</b>					
Total Assessments and Contributions	\$879,000	\$945,000	\$992,250	\$1,041,863	\$1,093,956
<b>SPECIAL SUB-AREA SERVICES</b>					
<u>Monroe Center Snowmelt</u>	\$150,000	\$154,500	\$159,135	\$163,909	\$168,826
<u>Louis Campau Promenade         Snowmelt</u>	\$40,000	\$42,000	\$44,100	\$46,305	\$48,620
<u>Monument Park Snowmelt</u>	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233
<b>Total DID Assessment</b>	<b>\$1,084,000</b>	<b>\$1,157,250</b>	<b>\$1,212,023</b>	<b>\$1,269,441</b>	<b>\$1,329,635</b>