

# AGENDA

## DOWNTOWN IMPROVEMENT DISTRICT



# DID

### Board Members:

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

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Monday, May 15, 2017  
3:30 p.m. Meeting  
29 Pearl Street, NW Suite #1

- |  |           |         |
|--|-----------|---------|
| 1. Call to order                                   |           |         |
| 2. Approve Meeting Minutes from September 12, 2016 | Motion    | Herr    |
| 3. Welcome new DID Board Member: Daniel Williams   | Info Item | Herr    |
| 4. Accept March 31, 2017 Financial Statements      | Motion    | Wallace |
| 5. Spring Planting & Clean Team Update             | Info Item | Eledge  |
| 6. Pedestrian Counter Insights                     | Info Item | Larson  |
| 7. Approve and Recommend FY18 DID Budget           | Motion    | Larson  |
| 8. DGRI President & CEO Report                     | Info Item | Larson  |
| 9. Public Comment                                  |           |         |
| 10. Board Member Discussion                        |           |         |
| 11. Adjournment                                    |           |         |

**Meeting Minutes of the  
Downtown Improvement District Board  
Monday, September 12, 2016  
Downtown Grand Rapids Inc.  
29 Pearl St. NW**

Attendance: Mike Bishop, Eric DeLong, Mike Ellis, Bob Herr, Darren McKnight, Carlos Sanchez, Denny Sturtevant, Mary Swanson, Pat Waring, Scott Weirda

Others Present: Kristopher Larson, Murphy Ackerman, Melvin Eledge, Dick Wendt, Jana Wallace, Scott Engerson, Jessica Wood, Tim Kelly

Absent: Kurt Hassberger, Michael Lindley, Ciciley Moore, Tom Rothwell

Call to Order

The meeting was called to order at 3:03pm by Chair Bob Herr

Approve meeting minutes from June 6, 2016

*Motion: Eric DeLong, supported by Scott Weirda, moved to approve the June 6, 2016 meeting minutes as presented. Motion carried unanimously.*

Accept June 30, 2016 Financial Statements

Ms. Wallace introduced the June 30 financial statements. Ms. Wallace said these are preliminary statements because the snowmelt assessment funds have not yet been allocated. Ms. Wallace noted that the Campau Snowmelt is currently showing negative, but is due to an accounting error that can only be fixed manually. It will not be negative on the final statements. Mr. DeLong asked if the Campau Snowmelt system is a sub-fund of the DID. Ms. Wallace explained that it used to be its own project line-item, but is now its own fund. Mr. Bishop asked if there is any update on the outstanding Creekside invoices. Mr. Larson said we no longer have a direct relationship with Creekside, and they are now a subcontractor with Block by Block, so any invoices are now directed to them. Mr. Larson said Block by Block is still working through and struggling to collect all of the outstanding invoices.

*Motion: Denny Sturtevant, supported by Eric DeLong, moved to approve Statement C: Schedule of Expenditures: May 1 - June 30, 2016 as recommended. Motion carried unanimously*

Q & A with City Attorney and City Assessor

Mr. Larson said both the City Attorney, Jessica Wood, and City Assessor, Scott Engerson, are present to answer questions regarding assessments. Ms. Wood said it is her responsibility to ensure that the DID is operating according to the existing ordinance. Ms. Wood gave an overview of the City code that the DID operates under and the process by which a business must appeal to be considered exempt from the assessment. Mr. Engerson explained how assessments are distributed and collected on a yearly basis. Mr. Herr asked if the code could be modified. Ms. Wood said in her opinion it can be modified and then adopted by City Commission. Mr. Herr said he would like to

identify the outcomes that the DID wishes to achieve before any changes are made. Ms. Wood said it is important to consider when making any recommended changes to the formula for assessments, that the benefit be proportional to the assessment. Mr. Wierda asked if the formula is required to be uniform. Ms. Wood said it does need to be established and distributed uniformly, but there can be difference based on property types. Mr. Larson said there is currently a good target collection rate for a district of this size, but it is important to look at the outcomes the Board is trying to achieve and decide if changes are necessary. Mr. DeLong added that the last time the ordinance was revised, it was at the advice of a consultant because it had never been done before. With the knowledge that this organization and leadership have learned, it would be beneficial to revisit the language. Ms. Wood offered her services to help simplify and amend the ordinance. Mr. Larson thanked both Ms. Wood and Mr. Engerson for their help with the assessments.

#### Calder Plaza Design Process Update

Mr. Kelly gave an update on the Calder Plaza design process. Mr. Kelly said that there have been a number of specifically targeted focus groups held, as well as public meetings, and surveys that have been distributed in both English and Spanish. Mr. Kelly took a moment to highlight the survey results. Mr. Kelly gave an overview of the three (3) different concepts that have been identified by the design team. Mr. Kelly explained that the goal is not to choose just one concept, but allow the community to choose different elements from each concept. Mr. Kelly said that there has been a strong desire to be involved in the design process from both the community and steering committee members. Mr. Bishop asked if each option proposes Ottawa Street as a two-way. Mr. Kelly said yes. Mr. Sturtevant asked if there have been any objections from the Calder Foundation. Mr. Kelly said he has been connecting with them and is ensuring that their feedback is addressed.

#### DGRI Performance Measures and FY 17 Objectives

Mr. Larson explained that these measures emerged as a way to help demonstrate progress of the organization back to the community. Mr. Larson said he has worked closely with the Executive Committee to produce a set of fifteen (15) measurables that will help to inform annual reporting and benchmarks for the organization as a whole. Mr. Larson took a moment to introduce and explain each of the proposed measures. Mr. Larson said that some of the measures can be completed internally, such as alliance composition and appointments, but other items like pedestrian counts will be completed through surveys and third party organizations. Mr. Larson said that this year will become the benchmark year, and then goals can be set for future years.

#### Ambassador Update

Mr. Eledge gave an update for the Ambassador Program and Clean Team. Mr. Eledge explained that because Block by Block now manages both programs, the teams are now cross trained in clean and hospitality services. Mr. Eledge gave an overview of the trainings and outreach that the team has been participating in. Mr. Eledge said his team has worked to partner with the local ministries and participate in as many trainings as he feels will be beneficial for the team. Mr. Eledge also shared the new cigarette butt recycling program and said it has been received well by businesses downtown and the team is looking to install more at desired locations. Ms. Swanson asked about the "Real Change"

program. Mr. Larson said that it was a program that was provided in partnership with Heartside Ministries, and fizzled out due to turnover. Mr. Herr thanked Mr. Eledge for the update and said he looked forward to seeing the evolution of the Clean Team now that it is managed by Block by Block.

DGRI President & CEO Report  
DDA (8/10/16)

- Approved Streetscape Improvement support for New Holland Brewing project
- Approved BRIP support for Palace of India restaurant
- Consented to Liquor License for new market in Klingman building
- Consented to PILOT to support affordable housing at 12 Weston

DID 9/12/16

- Will receive updates on DID assessment law from City Attorney & Assessor

MNTIFA (8/10/16)

- Adopted FY17 Budget
- Approved support for parklet at Garage Bar

Alliances:

*INVESTMENT (9/13)*

- Chair: Nikos Monoyios, Long Range Planner @ The Rapid
- Working on Incentive Program modifications

*VIBRANCY (7/20)*

- Chair – Brandy Moeller, City of Grand Rapids
- Working Groups: Hospitality, Public Space Activation, Community Inclusion

*LIVABILITY (7/25)*

- Chair: Lynee Wells, Principal @ Williams & Works – Working Group Discussions;
- Participated in working session on Parks Master Planning

DGRI Staff Highlights

Events / Marketing / Communications

- Held weekend of Olympics Opening Ceremony event with WOOD TV8, 8/5 – 8/7
- Held Residential Stakeholder Event, August 2, 2016 @ Secchia Center

- Released the State of Downtown video
- Completed the 2016 Movies in the Park series!

#### Planning / Development

- Hosting Senator Ken Horn & Senate legislative staff on TIF reform – Sep 13/14
- Testifying in Lansing Sep 13 re: House TIF bills
- Preparing to release RFP for Bikeshare feasibility Study
- Partnering with Experience GR and Grand Action on Destination Asset Initiative
- Managing Lyon Square Schematic Design – City staff reviewed 80% drawings Aug 24
- Held second Public Meeting on Calder Plaza Design - 8/30
- TIF Plan Update to Steering committee later in September, to DDA for approval 10/12/16.
- Assisted in launching new circulator service launch Sep 1

#### Public Comment

None

#### Board Member Discussion

None

#### Adjournment

The meeting adjourned at 4:42 p.m.

Minutes taken by:  
Murphy Ackerman  
Office Manager  
Downtown Grand Rapids Inc.  
(616) 719-4610

# MEMORANDUM

CITY OF GRAND RAPIDS

**Agenda Item 3.  
May 15, 2017  
DID Meeting**

DATE: April 24, 2017

TO: Bob Herr, Chair  
Downtown Improvement District

FROM: Jana M. Wallace, Treasurer  
Downtown Improvement District

**SUBJECT: Grand Rapids Downtown Improvement District  
Interim Financial Statements as of March 31, 2017**

Attached are the District's financial statements for the first nine months of the fiscal year ending June 30, 2017. These statements include the following:

Statement A: Balance Sheet  
Statement B: Statement of FY2017 Revenues and Expenditures  
Statement C: Schedule of Expenditures: July 1 through March 31, 2017

Special assessment and voluntary assessment / contribution invoices have been issued. Special assessments in the amount of \$3,543 remain unpaid as of March 31; any special assessments unpaid as of June, 2017 will be added to the property owners' July 1, 2017 property tax bills. For voluntary assessments / contributions, a total of \$176,810 remains outstanding – these outstanding amounts cannot be added to the property owners' July 1, 2017 tax bills since the properties are property tax-exempt. Finally, in March \$142,303.45 was paid to the DID by City departments for their voluntary assessments / contributions.

With the exception of the Monument Park District, 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 March 31, 2017**

##### **ASSETS**

Pooled Cash & Investments - Areawide	\$ 697,358
Pooled Cash & Investments - Campau Promenade	66,430
Pooled Cash & Investments - Monroe Center	269,854
Pooled Cash & Investments - Monument Park	(9,427)
Special Assessments Receivable - Areawide	3,233
Special Assessments Receivable - Campau Promenade	40
Special Assessments Receivable - Monroe Center	31
Special Assessments Receivable - Monument Park	239
Voluntary Assessments Receivable - Areawide	146,635
Voluntary Assessments Receivable - Campau Promenade	-
Voluntary Assessments Receivable - Monroe Center	12,526
Voluntary Assessments Receivable - Monument Park	17,649
<b>TOTAL ASSETS</b>	<b><u>\$ 1,204,568</u></b>

##### **LIABILITIES AND FUND EQUITY**

###### **Liabilities**

Deferred Receivables Revenue - All Districts	\$ 180,353
<b>TOTAL LIABILITIES</b>	<b><u>\$ 180,353</u></b>

Reserve for Encumbrances	\$ 2,261
Unrestricted Reserve - Areawide	696,097
Unrestricted Reserve - Campau Promenade	66,430
Unrestricted Reserve - Monroe Center	268,854
Unrestricted Reserve - Monument Park	(9,427)
<b>TOTAL FUND EQUITY</b>	<b><u>\$ 1,024,215</u></b>

<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b><u>\$ 1,204,568</u></b>
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**STATEMENT B**

**GRAND RAPIDS, MICHIGAN**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**FY2017 Statement of Revenues and Expenditures**  
**July 1, 2016 - March 31, 2017**

<b>REVENUES</b>	<b>Adopted Budget</b>	<b>Actual</b>
Assessments - Areawide	\$ 945,000	\$ 841,921
Assessments - Reserve for Uncollectable	(98,433)	-
Assessments - Campau Promenade Snowmelt	42,000	41,960
Assessments - Monroe Center Snowmelt	154,500	154,872
Assessments - Monument Park Snowmelt	15,750	5,324
Interest on Investments - Areawide Current Year	-	5,264
Interest on Investments - Prior Year Accrual Reversals	-	(7,574)
Interest on Investments - Campau Promenade	-	288
Interest on Investments - Monroe Center Current Year	-	440
From / (To) Fund Balance	-	-
<b>TOTAL REVENUES</b>	<b>\$ 1,058,817</b>	<b>\$ 1,042,495</b>

**EXPENDITURES****AREAWIDE SERVICES**

Maintenance and Beautification	\$ 515,550	\$ 365,964
Public Safety Improvements - Ambassador Program	100,000	49,021
Marketing and Communications - General & Events	92,657	44,486
Administration - Downtown Improvement District	91,495	61,043
General Fund Services - A-87 Allocation	34,242	25,680
Contingency / Special Projects	12,623	-

**AREAWIDE SERVICES      846,567      546,194**

**CAMPAU PROMENADE SNOWMELT DISTRICT      42,000      40,047**

**MONROE CENTER SNOWMELT DISTRICT      154,500      42,335**

**MONUMENT PARK SNOWMELT DISTRICT      15,750      10,582**

**TOTAL EXPENDITURES      \$ 1,058,817      \$ 639,158**

**EXCESS / (DEFICIT)      \$ -      \$ 403,337**

<b>2017 Special &amp; Voluntary Assessments at 03/31/17</b>	<b>Budgeted</b>	<b>Invoiced</b>	<b>Received</b>	<b>Receivable</b>
Special Assessments - Areawide	\$ 945,000	\$ 991,789	\$ 841,921	\$ 149,868
Special Assessments - Campau Promenade Snowmelt	42,000	42,000	41,960	40
Special Assessments - Monroe Center Snowmelt	154,500	167,429	154,872	12,557
Special Assessments - Monument Park Snowmelt	15,750	23,211	5,324	17,887
<b>TOTAL</b>	<b>\$ 1,157,250</b>	<b>\$ 1,224,430</b>	<b>\$ 1,044,077</b>	<b>\$ 180,353</b>



# STATEMENT C

## GRAND RAPIDS, MICHIGAN DOWNTOWN IMPROVEMENT DISTRICT Schedule of Expenditures July 1, 2016 - March 31, 2017

Date	District	Budget Category	Vendor	Description	Amount
9/28/2016	2510	Maint / Beaut	Mydatt Service Inc	Clean Team 08/2016	\$ 38,750.00
10/17/2016	2510	Maint / Beaut	Mydatt Service Inc	Clean Team 09/2016	38,750.00
12/21/2016	2510	Maint / Beaut	Mydatt Service Inc	Clean Team 10/2016	38,750.00
1/19/2017	2510	Maint / Beaut	Mydatt Service Inc	Clean Team 10/2016	38,750.00
1/22/2017	2510	Maint / Beaut	Mydatt Service Inc	Clean Team 12/2016	38,750.00
2/21/2017	2510	Maint / Beaut	Mydatt Service Inc	Clean Team 01/2017	38,750.00
3/23/2017	2510	Maint / Beaut	Mydatt Service Inc	Clean Team 02/2017	38,750.00
9/13/2016	2510	Maint / Beaut	Mydatt Service Inc	Clean Team 07/2016	30,486.65
3/2/2017	2510	Maint / Beaut	Mydatt Service Inc	Landscaping services 1/2017	29,277.72
1/27/2017	2510	Mktg/Comm/Events	Quarterly Payroll Fees Re-Allocation	DDA payroll re-distribution - Qtrs #1 and #2	28,135.24
2/16/2017	2510	Public Safety	Mydatt Service Inc	Downtown Ambassadors - 01/2017	24,510.78
3/22/2017	2510	Public Safety	Mydatt Service Inc	Downtown Ambassadors - 02/2017	24,510.78
4/25/2017	2510	Mktg/Comm/Events	Quarterly Payroll Fees Re-Allocation	DDA payroll re-distribution - Qtr #3	16,130.58
1/27/2017	2510	Maint / Beaut	Quarterly Payroll Fees Re-Allocation	DDA payroll re-distribution - Qtrs #1 and #2	12,014.59
1/27/2017	2510	Administration	Quarterly Payroll Fees Re-Allocation	DDA payroll re-distribution - Qtrs #1 and #2	10,517.84
2/2/2017	2512	Monroe Center	Veolia Energy Grand Rapids LLC	Snowmelt system steam	8,516.71
1/9/2017	2512	Monroe Center	Veolia Energy Grand Rapids LLC	Snowmelt system steam	7,803.51
2/2/2017	2511	Campau Prom	Veolia Energy Grand Rapids LLC	Snowmelt system steam	6,996.21
4/25/2017	2510	Maint / Beaut	Quarterly Payroll Fees Re-Allocation	DDA payroll re-distribution - Qtr #3	6,590.32
7/29/2016	2510	Maint / Beaut	ABM Industries Inc.	Clean Team final payment	6,359.08
3/9/2017	2512	Monroe Center	Veolia Energy Grand Rapids LLC	Snowmelt system steam	6,159.02
1/9/2017	2511	Campau Prom	Veolia Energy Grand Rapids LLC	Snowmelt system steam	6,145.43
4/25/2017	2510	Administration	Quarterly Payroll Fees Re-Allocation	DDA payroll re-distribution - Qtr #3	5,702.25
2/2/2017	2511	Campau Prom	DTE Energy	Campau Promenade natural gas services	5,653.38
3/9/2017	2511	Campau Prom	Veolia Energy Grand Rapids LLC	Snowmelt system steam	5,603.71
1/9/2017	2513	Monument Park	Consumers Energy 1	Snowmelt system electricity	4,195.72
3/2/2017	2511	Campau Prom	DTE Energy	Campau Promenade natural gas services	3,939.14
1/9/2017	2511	Campau Prom	DTE Energy	Campau Promenade natural gas services	3,862.18
2/14/2017	2513	Monument Park	Consumers Energy 1	Snowmelt system electricity	3,780.97
3/26/2017	2510	Administration	Priority Health	Health Insurance Premium 4-6/2017	3,425.24
2/14/2017	2512	Monroe Center	Consumers Energy 1	Snowmelt system electricity	3,175.00
1/22/2017	2510	Administration	Priority Health	Health Insurance Premium 1-3/2017	3,035.28
8/29/2016	2510	General Fd Svcs	City Treasurer - Budget Office	IET - Operating Transfer A-87 - Pmt 2 of 12	2,854.00
9/26/2016	2510	General Fd Svcs	City Treasurer - Budget Office	IET - Operating Transfer A-87 - Pmt 3 of 12	2,854.00
10/28/2016	2510	General Fd Svcs	City Treasurer - Budget Office	IET - Operating Transfer A-87 - Pmt 4 of 12	2,854.00
11/17/2016	2510	General Fd Svcs	City Treasurer - Budget Office	IET - Operating Transfer A-87 - Pmt 5 of 12	2,854.00
12/5/2016	2510	General Fd Svcs	City Treasurer - Budget Office	IET - Operating Transfer A-87 - Pmt 6 of 12	2,854.00
1/10/2017	2510	General Fd Svcs	City Treasurer - Budget Office	IET - Operating Transfer A-87 - Pmt 7 of 12	2,854.00
2/6/2017	2510	General Fd Svcs	City Treasurer - Budget Office	IET - Operating Transfer A-87 - Pmt 8 of 12	2,854.00
3/8/2017	2510	General Fd Svcs	City Treasurer - Budget Office	IET - Operating Transfer A-87 - Pmt 9 of 12	2,854.00
8/29/2016	2510	General Fd Svcs	City Treasurer - Budget Office	IET - Operating Transfer A-87 - Pmt 1 of 12	2,848.00
12/9/2016	2511	Campau Prom	Veolia Energy Grand Rapids LLC	Snowmelt system steam	2,421.91
10/17/2016	2510	Administration	Priority Health	Insurance Premium 10-12/2016	2,401.16
3/30/2017	2511	Campau Prom	DTE Energy	Campau Promenade natural gas services	2,325.51
2/9/2017	2512	Monroe Center	Geotech Inc	Engineering Svcs: Snowmelt maint 12/2016	2,197.15
12/14/2016	2512	Monroe Center	City Treasurer - Engineering Dept	Services: Monroe Center Snowmelt 11/2016	1,996.54
3/9/2017	2513	Monument Park	Consumers Energy 1	Snowmelt system electricity	1,669.15
1/27/2017	2512	Monroe Center	Consumers Energy 1	Snowmelt system electricity	1,495.52
11/21/2016	2510	Administration	Federal Square Building Co. #1, LLC	Office Lease: 29 Pearl Street 11/2016	1,465.11
1/3/2017	2510	Administration	Federal Square Building Co. #1, LLC	Office Lease: 29 Pearl Street 12/2016	1,360.71
1/22/2017	2510	Administration	Federal Square Building Co. #1, LLC	Office Lease: 29 Pearl Street 1/2017	1,360.71
2/8/2017	2510	Administration	Federal Square Building Co. #1, LLC	Office Lease: 29 Pearl Street 2/2017	1,360.71
3/23/2017	2510	Administration	Federal Square Building Co. #1, LLC	Office Lease: 29 Pearl Street 3/2017	1,360.71
2/3/2017	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 01/28/2017	1,352.60
11/9/2016	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	1,346.71

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**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**July 1 - March 31, 2017**

**Page 2**

Date	District	Budget Category	Vendor	Description	Amount
					<i>continued from prior page</i>
8/15/2016	2510	Administration	Federal Square Building Co. #1, LLC	Office Lease: 29 Pearl Street 08/2016	\$ 1,334.03
10/3/2016	2510	Administration	Federal Square Building Co. #1, LLC	Office Lease: 29 Pearl Street 09/2016	1,334.03
10/17/2016	2510	Administration	Federal Square Building Co. #1, LLC	Office Lease: 29 Pearl Street 10/2016	1,334.03
12/9/2016	2512	Monroe Center	Veolia Energy Grand Rapids LLC	Snowmelt system steam	1,299.05
3/2/2017	2512	Monroe Center	Geotech Inc	Engineering Svcs: Snowmelt maint 01/2017	1,199.79
1/9/2017	2512	Monroe Center	Geotech Inc	Engineering Svcs: Snowmelt maint thru 11/2016	1,181.00
11/18/2016	2510	Maint / Beaut	Creative Studio Promotions	Clean team supplies: ATLV decals	1,176.59
8/9/2016	2512	Monroe Center	Geotech Inc	Snowmelt system repairs	1,100.00
8/10/2016	2512	Monroe Center	Veolia Energy Grand Rapids LLC	Snowmelt system steam	1,038.49
9/9/2016	2512	Monroe Center	Veolia Energy Grand Rapids LLC	Snowmelt system steam	1,038.49
10/11/2016	2512	Monroe Center	Veolia Energy Grand Rapids LLC	Snowmelt system steam	1,038.49
11/9/2016	2512	Monroe Center	Veolia Energy Grand Rapids LLC	Snowmelt system steam	1,038.49
11/23/2016	2510	Administration	Michael Herman	Meeting Facilitation: Open Space Planning 10/2016	978.50
8/10/2016	2511	Campau Prom	Veolia Energy Grand Rapids LLC	Snowmelt system steam	945.00
9/9/2016	2511	Campau Prom	Veolia Energy Grand Rapids LLC	Snowmelt system steam	945.00
11/9/2016	2511	Campau Prom	Veolia Energy Grand Rapids LLC	Snowmelt system steam	945.00
9/29/2016	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 09/24/2016	846.27
3/17/2017	2510	Maint / Beaut	Fifth Third Bank	P Card 02/17: DID Supplies*Dog bags	843.00
12/22/2016	2512	Monroe Center	Consumers Energy 1	Snowmelt system electricity	821.95
7/29/2016	2510	Maint / Beaut	Mydatt Service Inc	Clean Team supplies	820.09
8/9/2016	2512	Monroe Center	Geotech Inc	Snowmelt system repairs	808.00
7/20/2016	2510	Administration	Federal Square Building Co. #1, LLC	Office Lease: 29 Pearl Street 07/2016	800.96
1/31/2017	2510	Administration	The KR Group, Inc.	M.Ackerman/T.Kelly/J. Schumacher laptops	789.35
1/31/2017	2510	Administration	HR Collaborative LLC	HR Consultant 12/2016	754.88
9/6/2016	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 08/27/2016	740.60
3/10/2017	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 02/25/2017	720.20
11/30/2016	2510	Maint / Beaut	Evergreen Underground Sprinkling	Sprinkler maintenance: winterization 10/16	715.00
10/27/2016	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 10/22/2016	687.64
12/22/2016	2513	Monument Park	Consumers Energy 1	Snowmelt system electricity	631.30
1/3/2017	2510	Administration	TGG, Inc.	Insurance Premium 1-3/2017	630.59
8/31/2016	2510	Administration	Dickinson Wright PLLC	Legal Services: DID meeting 06/2016	564.20
1/23/2017	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 01/14/2017	562.15
12/14/2016	2510	Administration	Dickinson Wright PLLC	Legal Services: DID meeting 09/2016	559.00
3/29/2017	2510	Administration	TGG, Inc.	Life Insurance Premium 4-6/2017	538.16
8/16/2016	2510	Maint / Beaut	Evergreen Underground Sprinkling	Planter irrigation systems maintenance	512.80
9/28/2016	2510	Administration	TGG, Inc.	Insurance Premium 10-12/2016	498.72
9/16/2016	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 09/10/2016	476.08
8/16/2016	2510	Maint / Beaut	Evergreen Underground Sprinkling	Planter irrigation systems maintenance	466.50
12/21/2016	2510	Administration	Fifth Third Bank	P Card 11/16: Office supplies (DID Portion)	448.36
1/9/2017	2510	Administration	HR Collaborative LLC	HR Consultant 11/2016	410.81
10/17/2016	2510	Administration	HR Collaborative LLC	HR Consultant 09/2016	405.93
3/16/2017	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 03/11/2017	351.13
2/15/2017	2510	Administration	Hub International Midwest Ltd	Directors/Officers policy - Nov, 2016	334.06
12/27/2016	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 12/17/2016	317.44
8/16/2016	2510	Maint / Beaut	Evergreen Underground Sprinkling	Planter irrigation systems maintenance	239.00
1/4/2017	2510	Maint / Beaut	Creative Studio Promotions	Clean team supplies: vehicle vinyl	218.81
12/21/2016	2510	Maint / Beaut	Mydatt Service Inc	Clean Team supplies 09/2016	214.65
2/8/2017	2510	Administration	Applied Imaging	Copier Ls 1/15-4/14/17 & Overage 10/15-01/14/17	211.05
7/21/2016	2510	Administration	Fusion IT LLC	System and Network Repairs	205.80
12/14/2016	2510	Administration	Dickinson Wright PLLC	Legal Services: misc DID matters 09/2016	200.20
9/28/2016	2510	Administration	The Hartford	Workers Compensation 08/2016	191.79
9/1/2016	2510	Maint / Beaut	Consumers Energy 1	331 Winter Avenue NW electrical services	186.35
11/9/2016	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	186.22
11/18/2016	2510	Administration	Applied Imaging	Copier 10/15-11/14/16; Overage 7/15-10/14/16	182.74

*continued on the next page*

**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**July 1 - March 31, 2017**

**Page 3**

Date	District	Budget Category	Vendor	Description	Amount
					<i>continued from prior page</i>
8/12/2016	2510	Administration	The KR Group, Inc.	IT services 06/2016	\$ 181.02
8/16/2016	2510	Administration	The KR Group, Inc.	IT services 07/2016	181.02
8/16/2016	2510	Administration	The KR Group, Inc.	IT services 08/2016	181.02
9/16/2016	2510	Administration	The KR Group, Inc.	IT services 09/2016	181.02
11/18/2016	2510	Administration	The KR Group, Inc.	IT services 10/2016	181.02
11/30/2016	2510	Administration	The KR Group, Inc.	IT services 11/2016	181.02
1/31/2017	2510	Administration	The KR Group, Inc.	IT services 1/17	181.02
2/9/2017	2510	Administration	The KR Group, Inc.	IT services 2/17	181.02
3/2/2017	2510	Administration	The KR Group, Inc.	IT services 3/17	181.02
1/3/2017	2510	Administration	Cellco Partnership	Cell Phone Service 11/2016	177.62
10/11/2016	2510	Maint / Beaut	Consumers Energy 1	331 Winter Avenue NW electrical services	176.19
9/22/2016	2510	Administration	Fifth Third Bank	P Card 08/16: Office Supplies (DID portion)	175.53
7/27/2016	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 07/16/2016	170.91
8/1/2016	2510	Maint / Beaut	DTE Energy	331 Winter Avenue NW natural gas services	162.58
8/2/2016	2510	Maint / Beaut	Consumers Energy 1	331 Winter Avenue NW electrical services	157.40
7/29/2016	2510	Administration	Applied Imaging	Copier 7/15-8/14/16; Overage 4/15-7/14/16	151.28
1/9/2017	2510	Maint / Beaut	City Treasurer - Water Dept	331 Winter NW water/sewer services - 12/2016	151.00
2/21/2017	2510	Maint / Beaut	DTE Energy	331 Winter Avenue NW natural gas services	150.80
1/27/2017	2510	Mktg/Comm/Events	Quarterly Payroll Re-Allocation	DDA payroll re-distribution - Qtrs #1 and #2	150.79
8/16/2016	2510	Maint / Beaut	Evergreen Underground Sprinkling	Planter irrigation systems maintenance	150.50
8/16/2016	2510	Maint / Beaut	Evergreen Underground Sprinkling	Planter irrigation systems maintenance	150.50
9/28/2016	2510	Administration	Blue Cross Blue Shield of Michigan	Insurance Premium 10-12/2016	146.65
1/3/2017	2510	Administration	Blue Cross Blue Shield of Michigan	Insurance Premium 1-3/2017	146.65
3/22/2017	2510	Maint / Beaut	Bazen Electric	Electrical repairs 12/2016	146.51
10/11/2016	2510	Maint / Beaut	City Treasurer - Water Dept	331 Winter NW water/sewer services - 09/2016	146.04
2/21/2017	2510	Administration	Fifth Third Bank P-Card	01/17: Office supplies (DID Portion)	141.94
2/20/2017	2510	Administration	HR Collaborative LLC	HR Consultant 1/2017	141.39
1/22/2017	2510	Maint / Beaut	Mydatt Service Inc	Clean Team supplies 10/2016	139.64
10/3/2016	2510	Administration	HR Collaborative LLC	HR Consultant 08/2016	137.14
10/19/2016	2510	Administration	Dickinson Wright PLLC	Legal Services: misc matters 08/2016	135.34
2/20/2017	2510	Administration	The KR Group, Inc.	IT Services: Phone system repairs	134.54
8/30/2016	2510	Maint / Beaut	DTE Energy	331 Winter Avenue NW natural gas services	133.33
12/14/2016	2510	Administration	The KR Group, Inc.	IT security equipment 10/16	131.03
1/9/2017	2510	Maint / Beaut	Consumers Energy 1	331 Winter Avenue NW electrical services	128.64
11/18/2016	2510	Administration	Fifth Third Bank	P Card 10/2016: Office supplies (DID Portion)	128.12
2/16/2017	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	125.24
3/29/2017	2510	Administration	Dickinson Wright PLLC	Legal Services: General DGRI matters 1/2017	122.02
2/2/2017	2510	Maint / Beaut	Consumers Energy 1	331 Winter Avenue NW electrical services	119.19
2/16/2017	2510	Maint / Beaut	Robbins Lock Shop Inc	351 Winter building duplicate keys	115.22
1/27/2017	2510	Maint / Beaut	DTE Energy	331 Winter Avenue NW natural gas services	115.03
1/22/2017	2510	Maint / Beaut	Bazen Electric	331 Winter Repairs 10/2016	112.85
2/9/2017	2510	Administration	The KR Group, Inc.	Office Supplies: laptop docking stations	109.85
8/31/2016	2510	Administration	American Planning Association	10/01-9/30/17: K. Larson & T. Kelly memberships	108.22
3/26/2017	2510	Administration	HR Collaborative LLC	HR Consultant 2/2017	107.73
11/24/2016	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 11/19/2016	105.89
3/28/2017	2510	Maint / Beaut	DTE Energy	331 Winter Avenue NW natural gas services	105.36
12/7/2016	2511	Campau Prom	DTE Energy	Snowmelt system natural gas	105.26
8/16/2016	2510	Administration	Professional Maint of Michigan Inc.	Janitorial Services 07/2016	102.74
9/28/2016	2510	Administration	Professional Maint of Michigan Inc.	Janitorial Services 08/2016	102.74
11/18/2016	2510	Administration	Professional Maint of Michigan Inc.	Janitorial Services 09/2016	102.74
11/30/2016	2510	Administration	Professional Maint of Michigan Inc.	Janitorial Services 10/2016	102.74
1/31/2017	2510	Administration	Professional Maint of Michigan Inc.	Water Cooler Lease 12/2016	102.74
2/9/2017	2510	Administration	Professional Maint of Michigan Inc.	Cleaning Services 1/17	102.74
3/22/2017	2510	Administration	Professional Maint of Michigan Inc.	Cleaning Services 2/17	102.74
11/30/2016	2512	Monroe Center	Geotech Inc	Engineering: Monroe Ctr Snowmelt 09-10/2016	102.50

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**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**July 1 - March 31, 2017**

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Date	District	Budget Category	Vendor	Description	Amount
					<i>continued from prior page</i>
8/2/2016	2510	Administration	Dickinson Wright PLLC	Legal Services: misc matters 06/2016	\$ 99.73
10/3/2016	2510	Administration	MVP Sportsplex - GR, LLC	Paid via Payroll Deductions 09/2016	96.09
8/1/2016	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	94.99
8/16/2016	2510	Administration	MVP Sportsplex - GR, LLC	Paid via Payroll Deductions 08/2016	93.15
3/2/2017	2510	Maint / Beaut	Consumers Energy 1	331 Winter Avenue NW electrical services	91.37
3/17/2017	2510	Administration	Fifth Third Bank P-Card	02/17: Office supplies (DID Portion)	86.76
12/6/2016	2510	Maint / Beaut	Consumers Energy 1	331 Winter Avenue NW electrical services	85.03
11/9/2016	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	84.86
3/30/2017	2510	Maint / Beaut	Consumers Energy 1	331 Winter Avenue NW electrical services	84.20
11/9/2016	2510	Maint / Beaut	Consumers Energy 1	331 Winter Avenue NW electrical services	83.77
8/9/2016	2512	Monroe Center	Consumers Energy 1	Snowmelt system electricity	82.82
9/21/2016	2510	Maint / Beaut	DTE Energy	331 Winter Avenue NW natural gas services	82.58
10/11/2016	2512	Monroe Center	Consumers Energy 1	Snowmelt system electricity	82.33
10/17/2016	2510	Administration	MVP Sportsplex - GR, LLC	Paid via Payroll Deductions 10/2016	82.00
1/9/2017	2510	Administration	MVP Sportsplex - GR, LLC	Paid via Payroll Deductions 12/2016	82.00
1/31/2017	2510	Administration	MVP Sportsplex - GR, LLC	Paid via Payroll Deductions 1/2017	82.00
11/29/2016	2512	Monroe Center	Consumers Energy 1	Snowmelt system electricity	81.66
7/29/2016	2510	Administration	MVP Sportsplex - GR, LLC	Paid via Payroll Deductions 07/2016	81.41
11/30/2016	2510	Administration	Breck Graphics Inc dba Allegra	Printed documents	80.99
2/21/2017	2510	Administration	MVP Sportsplex - GR, LLC	Paid via Payroll Deductions 2/2017	80.04
3/23/2017	2510	Administration	MVP Sportsplex - GR, LLC	Paid via Payroll Deductions 3/2017	80.04
9/6/2016	2512	Monroe Center	Consumers Energy 1	Snowmelt system electricity	78.67
8/15/2016	2510	Maint / Beaut	Mydatt Service Inc	Clean Team supplies	77.94
8/9/2016	2513	Monument Park	Consumers Energy 1	Snowmelt system electricity	76.36
10/25/2016	2513	Monument Park	Consumers Energy 1	Snowmelt system electricity	76.34
11/9/2016	2513	Monument Park	Consumers Energy 1	Snowmelt system electricity	76.34
9/6/2016	2513	Monument Park	Consumers Energy 1	Snowmelt system electricity	76.20
2/15/2017	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 02/11/2017	70.26
4/25/2017	2510	Mktg/Comm/Events	Quarterly Payroll Re-Allocation	DDA payroll re-distribution - Qtr #3	69.67
2/9/2017	2510	Administration	Federal Square Building Co. #1, LLC	Utility Service: Electricity 12/2016	69.19
10/20/2016	2510	Maint / Beaut	DTE Energy	331 Winter Avenue NW natural gas services	65.53
12/19/2016	2510	Maint / Beaut	DTE Energy	331 Winter Avenue NW natural gas services	65.06
11/30/2016	2510	Administration	MVP Sportsplex - GR, LLC	Paid via Payroll Deductions 11/2016	64.39
1/9/2017	2510	Administration	HR Collaborative LLC	HR Consultant 10/2016	62.64
1/27/2017	2510	Maint / Beaut	Quarterly Payroll Re-Allocation	DDA payroll re-distribution - Qtrs #1 and #2	62.32
12/21/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 11/2016	62.30
10/3/2016	2510	Administration	Federal Square Building Co. #1, LLC	Utility Service: Electricity 08/2016	62.28
9/16/2016	2510	Administration	GreatAmerica Financial Svcs Corp	Copier Lease 08/2016	62.06
1/27/2017	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	61.92
10/19/2016	2510	Administration	Cellco Partnership	Cell Phone Service 09/2016	61.90
11/9/2016	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	61.33
8/31/2016	2510	Administration	Cellco Partnership	Cell Phone Service 07/2016	61.16
7/21/2016	2510	Administration	Cellco Partnership	Cell Phone Service 06/2016	60.41
9/28/2016	2510	Administration	Cellco Partnership	Cell Phone Service 08/2016	60.24
12/9/2016	2510	Administration	Cellco Partnership	Cell Phone Service 10/2016	60.21
2/21/2017	2510	Administration	Cellco Partnership	Cell Phone Service 1/2017	58.22
3/29/2017	2510	Administration	Cellco Partnership	Cell Phone Service 2/2017	58.22
9/28/2016	2510	Administration	TDS Metrocom	Phone Service 09/2016	58.16
2/16/2017	2510	Administration	TDS Metrocom	Phone Service 1/2017	57.85
2/8/2017	2510	Administration	TDS Metrocom	Phone Service 12/2016	57.84
10/19/2016	2510	Administration	TDS Metrocom	Phone Service 10/2016	57.78
3/29/2017	2510	Administration	TDS Metrocom	Phone Service 2/2017	56.96
9/1/2016	2510	Administration	TDS Metrocom	Phone Service 08/2016	56.90
7/21/2016	2510	Administration	TDS Metrocom	Phone Service 07/2016	56.87
11/17/2016	2510	Administration	TDS Metrocom	Phone Service 11/2016	56.86

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**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**July 1 - March 31, 2017**

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Date	District	Budget Category	Vendor	Description	Amount
					<i>continued from prior page</i>
12/30/2016	2510	Administration	TDS Metrocom	Phone Service 12/2016	\$ 56.86
2/21/2017	2510	Administration	Federal Square Building Co. #1, LLC	Utility Service: Electricity 1/2017	56.52
7/29/2016	2510	Administration	Fusion IT LLC	System and Network Repairs	55.78
10/19/2016	2510	Administration	Federal Square Building Co. #1, LLC	Utility Service: Electricity 09/2016	54.40
7/21/2016	2510	Administration	Federal Square Building Co. #1, LLC	Utility Service: Electricity 05/2016	53.85
1/27/2017	2510	Administration	Quarterly Payroll Re-Allocation	DDA payroll re-distribution - Qtrs #1 and #2	53.14
9/16/2016	2510	Administration	Federal Square Building Co. #1, LLC	Utility Service: Electricity 07/2016	53.05
9/1/2016	2510	Maint / Beaut	City Treasurer - Water Dept	331 Winter NW water/sewer services - 08/2016	52.68
8/18/2016	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 08/13/2016	52.12
2/8/2017	2510	Administration	Cellco Partnership	Cell Phone Service 12/2016	49.32
8/12/2016	2510	Administration	Fusion IT LLC	System and Network Repairs	48.92
1/9/2017	2510	Administration	Federal Square Building Co. #1, LLC	Utility Service: Electricity 11/2016	47.92
8/1/2016	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	47.40
3/29/2017	2510	Administration	Swift Printing & Communications	Office Supplies: Photos for office 2/2017	46.87
9/28/2016	2510	Administration	GreatAmerica Financial Svcs Corp	Copier Lease 09/2016	46.42
7/29/2016	2510	Administration	GreatAmerica Financial Svcs Corp	Copier Lease 07/2016	45.30
12/30/2016	2510	Administration	GreatAmerica Financial Svcs Corp	Copier Lease 12/2016	45.30
11/30/2016	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	42.99
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	41.26
2/8/2017	2510	Administration	GreatAmerica Financial Svcs Corp	Copier Lease 1/2017	41.21
10/19/2016	2510	Administration	GreatAmerica Financial Svcs Corp	Copier Lease 10/2016	40.21
12/14/2016	2510	Administration	GreatAmerica Financial Svcs Corp	Copier Lease 11/2016	40.21
3/2/2017	2510	Administration	GreatAmerica Financial Svcs Corp	Copier Lease 1/2017	40.21
11/30/2016	2510	Administration	The KR Group, Inc.	IT security services 10/16	40.00
1/4/2017	2510	Administration	The KR Group, Inc.	IT security services 12/16	40.00
1/31/2017	2510	Administration	The KR Group, Inc.	IT security services 1/17	40.00
2/20/2017	2510	Administration	The KR Group, Inc.	IT security services 2/17	40.00
3/26/2017	2510	Administration	The KR Group, Inc.	IT security services 3/17	40.00
12/22/2016	2510	Maint / Beaut	DTE Energy	331 Winter Avenue NW natural gas services	38.73
7/26/2016	2511	Campau Prom	DTE Energy	Campau Promenade natural gas services	38.36
2/20/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 1/2017	37.15
10/18/2016	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 10/08/2016	35.37
12/9/2016	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 12/03/2016	35.37
1/6/2017	2510	Administration	City Treasurer - Payroll	Staff support for pay-period ending 12/31/2016	35.24
7/29/2016	2510	Administration	Professional Maint of Michigan Inc.	Janitorial Services: Window Cleaning 06/2016	34.25
11/30/2016	2510	Administration	Professional Maint of Michigan Inc.	Janitorial Services: Window Cleaning 10/2016	34.25
2/8/2017	2510	Administration	The Hartford	Workers Compensation 12/2016	33.66
3/26/2017	2510	Administration	The Hartford	Workers Compensation 3/2017	33.66
8/9/2016	2510	Administration	Federal Square Building Co. #1, LLC	Utility Service: Electricity 06/2016	33.47
12/21/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 11/2016	32.82
11/9/2016	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	30.56
8/9/2016	2511	Campau Prom	DTE Energy	Campau Promenade natural gas services	30.49
9/6/2016	2511	Campau Prom	DTE Energy	Campau Promenade natural gas services	30.38
3/22/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 2/2017	30.25
10/11/2016	2511	Campau Prom	DTE Energy	Campau Promenade natural gas services	29.97
11/9/2016	2511	Campau Prom	DTE Energy	Campau Promenade natural gas services	29.40
7/29/2016	2510	Administration	Fusion IT LLC	System and Network Repairs	29.37
10/20/2016	2510	Administration	Fifth Third Bank	P Card 09/2016: A. Guy payroll deduction for fitbit (I	29.34
11/18/2016	2510	Administration	Swift Printing & Communications	Office Supplies 10/2016	29.31
8/15/2016	2510	Administration	Comcast	Internet at 29 Pearl St NW 08/07/2016-09/06/2016	29.23
10/17/2016	2510	Administration	Comcast	Internet at 29 Pearl St NW 10/07/2016-11/06/2016	29.23
10/19/2016	2510	Administration	Comcast	Internet at 29 Pearl St NW 09/07/2016-10/06/2016	29.23
11/17/2016	2510	Administration	Comcast	Internet at 29 Pearl St NW 11/07/2016-12/06/2016	29.23
12/30/2016	2510	Administration	Comcast	Internet at 29 Pearl St NW 12/07/2016-01/06/2017	29.23
1/22/2017	2510	Administration	Comcast	Internet at 29 Pearl St NW 1/07/2017-2/06/2017	29.23

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**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**July 1 - March 31, 2017**

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Date	District	Budget Category	Vendor	Description	Amount
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2/8/2017	2510	Administration	Comcast	Internet at 29 Pearl St NW 2/07/2017-3/06/2017	\$ 29.23
4/25/2017	2510	Maint / Beaut	Quarterly Payroll Re-Allocation	DDA payroll re-distribution - Qtr #3	27.17
3/26/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 2/2017	26.33
3/22/2017	2510	Administration	Staples Contract & Commercial Inc.	Meeting Supplies 2/2017	25.82
11/18/2016	2510	Administration	Staples Contract & Commercial Inc.	Office/Meeting Supplies 08/2016	25.51
10/3/2016	2510	Administration	Staples Contract & Commercial Inc.	Office/Meeting Supplies 08/2016	24.07
8/23/2016	2510	Administration	Fifth Third Bank	P Card 07/16: Office Supplies (DID portion)	23.91
3/17/2017	2510	Administration	Fifth Third Bank P-Card	02/17: Office bike repair (DID Portion)	23.50
1/31/2017	2510	Administration	Madcap Coffee Company	Meeting Supplies 12/2016	23.22
2/21/2017	2510	Administration	Madcap Coffee Company	Meeting Supplies 2/2017	22.81
4/25/2017	2510	Administration	Quarterly Payroll Re-Allocation	DDA payroll re-distribution - Qtr #3	22.61
11/18/2016	2510	Administration	Madcap Coffee Company	Meeting Supplies 10/2016	22.44
12/14/2016	2510	Administration	Madcap Coffee Company	Meeting Supplies 11/2016	22.44
1/9/2017	2510	Administration	Madcap Coffee Company	Meeting Supplies 11/2016	22.44
8/1/2016	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	22.38
9/16/2016	2510	Administration	Breck Graphics Inc dba Allegra	Business Cards A Buller & K Van Driel 07/2016	21.89
9/16/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 07/2016	20.81
1/31/2017	2510	Administration	MKR Services, Inc	Board member farewell plaque 1/2017	20.75
12/21/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 11/2016	19.80
2/20/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 1/2017	19.72
12/14/2016	2510	Administration	Professional Maint of Michigan Inc.	Janitorial Services: Chair Cleaning 10/2016	19.57
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	19.49
10/31/2016	2510	Administration	Staples Contract & Commercial Inc.	Office/Meeting Supplies 09/2016	19.03
7/29/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies	18.93
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	18.89
8/1/2016	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	18.86
1/27/2017	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	18.48
1/27/2017	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	18.48
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	18.44
10/31/2016	2510	Administration	Staples Contract & Commercial Inc.	Office/Meeting Supplies 09/2016	18.42
2/20/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 1/2017	18.29
7/21/2016	2510	Administration	Engineered Protections Systems Inc	Office Security System 08/2016 - 10/2016	17.62
10/17/2016	2510	Administration	Engineered Protections Systems Inc	Office Security System 11/2016 - 01/2017	17.61
2/8/2017	2510	Administration	Engineered Protections Systems Inc	Office Security System 2/2017-4/2017	17.61
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	17.33
2/20/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 1/2017	16.63
7/20/2016	2510	Administration	Comcast	Internet at 29 Pearl St NW 07/07/2016-08/06/2016	16.44
3/22/2017	2510	Administration	Creative Studio Promotions	Office supplies: J. Schumacher employee jacket	16.36
10/20/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 09/2016	15.54
3/2/2017	2510	Administration	Gordon Water Systems	Water Cooler Lease 1/2017-2/2017	15.07
9/16/2016	2510	Administration	Gordon Water Systems	Water Cooler Lease 07-08/2016	14.97
11/18/2016	2510	Administration	LiveSpace	DGRI office audio/visual repair	14.68
8/17/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies	14.35
7/29/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies	13.90
8/15/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies	13.17
10/31/2016	2510	Administration	Staples Contract & Commercial Inc.	Office/Meeting Supplies 09/2016	13.13
1/9/2017	2510	Administration	Madcap Coffee Company	Meeting Supplies 12/2016	12.72
10/3/2016	2510	Administration	Breck Graphics Inc dba Allegra	Business Cards T. Kelly 09/2016	12.67
3/22/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 2/2017	12.39
2/20/2017	2510	Administration	Madcap Coffee Company	Meeting Supplies 1/2017	12.31
8/17/2016	2510	Administration	Madcap Coffee 1	Meeting Supplies 07/2016	12.16
8/31/2016	2510	Administration	Madcap Coffee 1	Meeting Supplies 08/2016	12.16
10/3/2016	2510	Administration	Madcap Coffee 1	Meeting Supplies 08/2016	12.16
10/3/2016	2510	Administration	Madcap Coffee 1	Meeting Supplies 09/2016	12.16
3/8/2017	2510	Administration	City Treasurer - Mailroom	DGRI office postage (DID portion)	12.03

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**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**July 1 - March 31, 2017**

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Date	District	Budget Category	Vendor	Description	Amount
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10/20/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 09/2016	\$ 11.99
11/30/2016	2510	Administration	Madcap Coffee Company	Meeting Supplies 10/2016	11.94
12/21/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 11/2016	11.87
9/16/2016	2510	Administration	Staples Contract & Commercial Inc.	Meeting/Office Supplies 07/2016	11.56
7/29/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies	11.14
9/16/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 07/2016	11.12
10/20/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 09/2016	10.91
1/19/2017	2510	Administration	Fifth Third Bank P-Card	12/16: Office supplies (DID Portion)	10.82
11/18/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 08/2016	10.63
3/22/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 2/2017	10.63
7/29/2016	2510	Administration	Madcap Coffee 1	Meeting Supplies 07/2016	10.50
3/29/2017	2510	Administration	Breck Graphics Inc dba Allegra	Business Cards J. Schumacher 1/2017	10.50
9/16/2016	2510	Administration	Madcap Coffee 1	Meeting Supplies 08/2016	10.49
1/27/2017	2510	Maint / Beaut	City Treasurer - Water Dept	Water services	10.40
10/3/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 08/2016	10.37
9/16/2016	2510	Administration	Staples Contract & Commercial Inc.	Meeting/Event Supplies 07/2016	10.20
10/3/2016	2510	Administration	Gordon Water Systems	Water Cooler Lease 08-09/2016	10.08
3/26/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 2/2017	9.91
9/16/2016	2510	Administration	Staples Contract & Commercial Inc.	Office/Meeting Supplies 08/2016	9.86
8/17/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies	9.82
3/22/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 2/2017	9.31
7/29/2016	2510	Administration	Fusion IT LLC	System and Network Repairs	9.30
10/3/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 08/2016	9.20
11/30/2016	2510	Administration	Gordon Water Systems	Water Cooler Lease 09-10/2016	9.00
12/14/2016	2510	Administration	Gordon Water Systems	Water Cooler Lease 10-11/2016	9.00
10/3/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 08/2016	8.33
2/20/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 1/2017	8.27
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	8.10
7/29/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies	7.74
1/9/2017	2510	Administration	Model Coverall Service Inc	Floor Mat Rental 11/2016	7.67
3/22/2017	2510	Administration	Model Coverall Service Inc	Floor Mat Rental 3/2017	7.67
8/12/2016	2510	Administration	Model Coverall Service Inc	Floor Mat Rental 07/2016	7.54
9/16/2016	2510	Administration	Model Coverall Service Inc	Floor Mat Rental 08/2016	7.54
10/3/2016	2510	Administration	Model Coverall Service Inc	Floor Mat Rental 09/2016	7.54
11/29/2016	2510	Administration	Model Coverall Service Inc	Floor Mat Rental 10/2016	7.54
1/31/2017	2510	Administration	Model Coverall Service Inc	Floor Mat Rental 12/2016	7.54
2/16/2017	2510	Administration	Model Coverall Service Inc	Floor Mat Rental 2/2017	7.54
1/31/2017	2510	Administration	Gordon Water Systems	Water Cooler Lease 12/2016	6.71
2/9/2017	2510	Administration	Gordon Water Systems	Water Cooler Lease 12/2016	6.71
8/12/2016	2510	Administration	Gordon Water Systems	Water Cooler Lease 06-07/2016	6.70
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	6.61
10/3/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 08/2016	6.46
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	6.32
2/20/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 1/2017	5.07
7/29/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies	4.89
2/9/2017	2510	Administration	Fusion IT LLC	Domain name hosting agreement 2017	4.89
10/31/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 09/2016	4.80
10/3/2016	2510	Administration	Fusion IT LLC	System & Network Engineering 09/2016	4.65
3/22/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 2/2017	4.57
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	4.30
10/20/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 09/2016	4.26
3/28/2017	2510	Maint / Beaut	DTE Energy	331 Winter Avenue NW natural gas services	4.25
8/17/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies	3.56
10/31/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 09/2016	3.01
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	3.01

*continued on the next page*

**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**July 1 - March 31, 2017**

**Page 8**

Date	District	Budget Category	Vendor	Description	Amount
					<i>continued from prior page</i>
10/3/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 08/2016	\$ 2.93
10/31/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 09/2016	2.93
8/12/2016	2510	Administration	Fusion IT LLC	System and Network Repairs	2.35
10/3/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 08/2016	2.35
11/18/2016	2510	Administration	Fusion IT LLC	DNS Hosting 10/2016	2.35
11/30/2016	2510	Administration	Fusion IT LLC	Network Management 11/2016	2.35
12/14/2016	2510	Administration	Fusion IT LLC	Network Management 12/2016	2.35
1/9/2017	2510	Administration	Fusion IT LLC	Network Management 9/2016	2.35
1/31/2017	2510	Administration	Fusion IT LLC	Network Management 1/2017	2.35
2/9/2017	2510	Administration	Fusion IT LLC	Network Management 2/2017	2.35
3/2/2017	2510	Administration	Fusion IT LLC	Network Management 3/2017	2.35
10/20/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 09/2016	2.20
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	1.60
7/21/2016	2510	Administration	Fusion IT LLC	System and Network Repairs	1.41
2/20/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 1/2017	1.36
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	1.27
10/3/2016	2510	Administration	Staples Contract & Commercial Inc.	Meeting Supplies 08/2016	1.21
12/21/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 11/2016	1.21
1/31/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 12/2016	1.19
3/26/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 2/2017	1.19
3/22/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 2/2017	1.16
3/22/2017	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies 2/2017	1.04
7/29/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies	0.94
8/12/2016	2510	Administration	Staples Contract & Commercial Inc.	Office Supplies	0.78
7/5/2016	2510	Maint / Beaut	Mydatt Service Inc	Clean Team Refund 01/16 overpmt, Inv #76233R	(759.77)
<b>TOTAL EXPENDITURES JULY 1 - MARCH 31, 2017</b>					<b>\$ 639,158.03</b>



Population: Block

Invoices # Customer #	Srv Code	Owner Prop. Address	Mailing Address	Amt. Chg. Pmts/Crdts	Amt. Billed Amt. Due
D160000545 41-13-25-465-013	79-247 DID-VOL	GRAND RAPIDS BALLET CO 341 SW ELLSWORTH AVE GRAND RAPIDS, MI	341 ELLSWORTH AVE SW GRAND RAPIDS, MI	3,084.57 0.00	3,084.57 3,084.57
D160000560 41-13-25-480-005	79-247 DID-VOL	BETHLEHEM LUTHERAN CHU 259 SW COMMERCE AVE GRAND RAPIDS, MI	250 COMMERCE AVE SW GRAND RAPIDS, MI	258.22 0.00	258.22 258.22
D160000562 41-13-25-481-006	79-247 DID-VOL	BETHLEHEM LUTHERAN CHU 250 SW COMMERCE AVE GRAND RAPIDS, MI	250 COMMERCE AVE SW GRAND RAPIDS, MI	1,459.63 0.00	1,459.63 1,459.63
D160000574 41-13-36-229-015	79-247 DID-VOL	WORLDWIDE CHRISTIAN SC 453 S DIVISION AVE GRAND RAPIDS, MI	453 DIVISION AVE S GRAND RAPIDS, MI	149.28 0.00	149.28 149.28
D160000575 41-13-36-229-016	79-247 DID-VOL	WORLDWIDE CHRISTIAN SC 455 S DIVISION AVE GRAND RAPIDS, MI	453 DIVISION AVE S GRAND RAPIDS, MI	393.27 0.00	393.27 393.27
D160000628 41-13-25-294-102	79-247 ADID-VOL	STATE OF MICHIGAN - DT 1 NW MONROE CENTER ,	PO BOX 30026 LANSING, MI	12,525.89 0.00	12,525.89 12,525.89
D160000637 41-14-30-157-015	79-247 DID-VOL	GRAND RAPIDS CHILDREN' 11 NE SHELTON AVE GRAND RAPIDS, MI	11 SHELTON AVE NE GRAND RAPIDS, MI	7,248.00 3,149.12	7,248.00 4,098.88
D160000638 41-14-30-157-016	79-247 DID-VOL	GRAND RAPIDS CIVIC THE 20 NE MONROE CENTER ST GRAND RAPIDS, MI	30 DIVISION AVE N GRAND RAPIDS, MI	4,080.82 575.00	4,080.82 3,505.82
D170000433 41-13-24-480-001	79-247 DID-VOL	UNITED STATES POSTAL S 225 NW MICHIGAN ST GRAND RAPIDS, MI	225 MICHIGAN ST NW GRAND RAPIDS, MI	10,452.04 0.00	10,452.04 10,452.04
D170000434 41-13-24-481-001	79-247 DID-VOL	BOARD OF TRUSTEES OF 432 NW MONROE AVE GRAND RAPIDS, MI	450 ADMINISTRATION BUI EAST LANSING, MI	2,209.52 0.00	2,209.52 2,209.52
D170000435 41-13-24-481-003	79-247 DID-VOL	BOARD OF TRUSTEES OF 400 NW MONROE AVE GRAND RAPIDS, MI	450 ADMINISTRATION BUI EAST LANSING, MI	7,833.94 0.00	7,833.94 7,833.94
D170000436 41-13-24-482-001	79-247 DID-VOL	MDOT 39 NW MICHIGAN ST GRAND RAPIDS, MI	1420 FRONT AVE NW GRAND RAPIDS, MI	885.64 0.00	885.64 885.64
D170000438 41-13-25-177-016	79-247 DID-VOL	YMCA 475 NW LAKE MICHIGAN D GRAND RAPIDS, MI	475 LAKE MICHIGAN DR N GRAND RAPIDS, MI	5,532.62 0.00	5,532.62 5,532.62
D170000439 41-13-25-183-013	79-247 DID-VOL	STATE BUILDING AUTHORI 440 NW LAKE MICHIGAN D GRAND RAPIDS, MI	530 WEST ALLEGAN LANSING, MI	4,704.41 0.00	4,704.41 4,704.41
D170000440 41-13-25-201-010	79-247 DID-VOL	NARA UNITED STATES OF 303 NW PEARL ST GRAND RAPIDS, MI	303 PEARL ST NW GRAND RAPIDS, MI	16,595.38 0.00	16,595.38 16,595.38
D170000444 41-13-25-227-014	79-247 DID-VOL	UNITED STATES OF AMERI 110 NW MICHIGAN ST GRAND RAPIDS, MI	219 S DEARBORN ST CHICAGO, IL	11,497.61 0.00	11,497.61 11,497.61
D170000445 41-13-25-227-016	79-247 DID-VOL	KENT COUNTY 300 NW MONROE AVE 2 GRAND RAPIDS, MI	300 MONROE AVE NW GRAND RAPIDS, MI	4,264.99 0.00	4,264.99 4,264.99
D170000446 41-13-25-228-002	79-247 DID-VOL	KENT COUNTY 320 NW OTTAWA AVE GRAND RAPIDS, MI	300 MONROE AVE NW GRAND RAPIDS, MI	1,768.23 0.00	1,768.23 1,768.23
D170000447 41-13-25-228-005	79-247 DID-VOL	STATE OF MICHIGAN 350 NW OTTAWA AVE GRAND RAPIDS, MI	100 N CAPITOL AVE LANSING, MI	7,323.17 0.00	7,323.17 7,323.17
D170000448 41-13-25-228-010	79-247 DID-VOL	KENT COUNTY 180 NW OTTAWA AVE GRAND RAPIDS, MI	300 MONROE AVE NW GRAND RAPIDS, MI	12,453.77 0.00	12,453.77 12,453.77

## Population: Block

Invoices # Customer #	Srv Code	Owner Prop. Address	Mailing Address	Amt. Chg. Pmts/Crdts	Amt. Billed Amt. Due
D170000449 41-13-25-253-004	79-247 DID-VOL	GRAND VALLEY STATE UNI 305 W FULTON ST GRAND RAPIDS, MI	1 CAMPUS DRIVE 2015 JH ALLENDAL, MI	14,503.16 0.00	14,503.16 14,503.16
D170000457 41-13-25-287-001	79-247 DID-VOL	KENT COUNTY 80 NW IONIA AVE GRAND RAPIDS, MI	300 MONROE AVE NW GRAND RAPIDS, MI	3,978.12 0.00	3,978.12 3,978.12
D170000458 41-13-25-287-002	79-247 DID-VOL	KENT COUNTY 78 NW IONIA AVE GRAND RAPIDS, MI	300 MONROE AVE NW GRAND RAPIDS, MI	1,832.22 0.00	1,832.22 1,832.22
D170000459 41-13-25-299-008	79-247 DID-VOL	KENT COUNTY 119 NW PEARL ST 8 GRAND RAPIDS, MI	300 MONROE AVE NW GRAND RAPIDS, MI	942.29 0.00	942.29 942.29
D170000462 41-13-25-407-002	79-247 DID-VOL	STATE OF MICHIGAN 110 SW GRANDVILLE AVE GRAND RAPIDS, MI	1420 FRONT AVE NW GRAND RAPIDS, MI	1,414.63 0.00	1,414.63 1,414.63
D170000463 41-13-25-408-001	79-247 DID-VOL	MDOT 134 SW GRANDVILLE AVE GRAND RAPIDS, MI	PO BOX 30050 LANSING, MI	1,359.70 0.00	1,359.70 1,359.70
D170000472 41-13-25-444-002	79-247 DID-VOL	101 SOUTH DIVISION LOF 101 S DIVISION AVE 2 GRAND RAPIDS, MI	2802 JEFFERSON AVE MIDLAND, MI	859.92 0.00	859.92 859.92
D170000476 41-13-25-458-006	79-247 DID-VOL	INTERURBAN TRANSIT PAR 155 SW BARTLETT ST GRAND RAPIDS, MI	300 ELLSWORTH ST SW GRAND RAPIDS, MI	6,604.71 0.00	6,604.71 6,604.71
D170000477 41-13-25-458-007	79-247 DID-VOL	INTERURBAN TRANSIT PAR 234 SW GRANDVILLE AVE GRAND RAPIDS, MI	333 WEALTHY ST SW GRAND RAPIDS, MI	2,588.01 0.00	2,588.01 2,588.01
D170000478 41-13-25-458-008	79-247 DID-VOL	INTERURBAN TRANSIT PAR 252 SW GRANDVILLE AVE GRAND RAPIDS, MI	333 WEALTHY ST SW GRAND RAPIDS, MI	1,550.75 0.00	1,550.75 1,550.75
D170000479 41-13-25-462-006	79-247 DID-VOL	INTERURBAN TRANSIT PAR 300 SW ELLSWORTH AVE GRAND RAPIDS, MI	333 WEALTHY ST SW GRAND RAPIDS, MI	1,987.96 0.00	1,987.96 1,987.96
D170000480 41-13-25-465-013	79-247 DID-VOL	GRAND RAPIDS BALLET CO 341 SW ELLSWORTH AVE GRAND RAPIDS, MI	341 ELLSWORTH AVE SW GRAND RAPIDS, MI	3,341.81 0.00	3,341.81 3,341.81
D170000481 41-13-25-465-014	79-247 DID-VOL	MDOT 194 SW GOODRICH ST GRAND RAPIDS, MI	PO BOX 30050 LANSING, MI	754.00 0.00	754.00 754.00
D170000482 41-13-25-466-004	79-247 DID-VOL	INTERURBAN TRANSIT PAR 164 SW GOODRICH ST GRAND RAPIDS, MI	300 ELLSWORTH SW GRAND RAPIDS, MI	1,613.35 0.00	1,613.35 1,613.35
D170000484 41-13-25-477-010	79-247 DID-VOL	BOARD OF TRUSTEES OF W 51 SW WILLIAMS ST GRAND RAPIDS, MI	1903 WEST MICHIGAN AVE KALAMAZOO, MI	419.07 0.00	419.07 419.07
D170000485 41-13-25-477-011	79-247 DID-VOL	BOARD OF TRUSTEES OF W 47 SW WILLIAMS ST GRAND RAPIDS, MI	1903 WEST MICHIGAN AVE KALAMAZOO, MI	396.75 0.00	396.75 396.75
D170000487 41-13-25-477-014	79-247 DID-VOL	BOARD OF TRUSTEES OF W 214 SW IONIA AVE GRAND RAPIDS, MI	1903 WEST MICHIGAN AVE KALAMAZOO, MI	294.56 0.00	294.56 294.56
D170000488 41-13-25-478-005	79-247 DID-VOL	DIVISION PARK AVE LTD 209 S DIVISION AVE GRAND RAPIDS, MI	2802 JEFFERSON AVE MIDLAND, MI	817.11 0.00	817.11 817.11
D170000489 41-13-25-478-006	79-247 DID-VOL	DIVISION PARK AVE LTD 217 S DIVISION AVE GRAND RAPIDS, MI	2802 JEFFERSON AVE MIDLAND, MI	440.20 0.00	440.20 440.20
D170000491 41-13-25-478-009	79-247 DID-VOL	SERRANO LOFTS LIMITED 17 SW WILLIAMS ST GRAND RAPIDS, MI	2802 JEFFERSON AVE MIDLAND, MI	406.33 0.00	406.33 406.33

Invoices # Customer #	Srvc Code	Owner Prop. Address	Mailing Address	Amt. Chg. Pmts/Crdts	Amt. Billed Amt. Due
D170000493 41-13-25-478-011	79-247 DID-VOL	26 CHERRY STREET LIMIT 26 SW CHERRY ST GRAND RAPIDS, MI	2802 JEFFERSON AVE MIDLAND, MI	978.86 0.00	978.86 978.86
D170000494 41-13-25-478-012	79-247 DID-VOL	205 SOUTH DIVISION AVE 205 S DIVISION AVE GRAND RAPIDS, MI	2802 JEFFERSON AVE MIDLAND, MI	947.13 0.00	947.13 947.13
D170000495 41-13-25-480-005	79-247 DID-VOL	BETHLEHEM LUTHERAN CHU 259 SW COMMERCE AVE GRAND RAPIDS, MI	250 COMMERCE AVE SW GRAND RAPIDS, MI	280.61 0.00	280.61 280.61
D170000497 41-13-25-481-005	79-247 DID-VOL	SERRANO LOFTS LIMITED 18 SW WILLIAMS ST GRAND RAPIDS, MI	2802 JEFFERSON AVE MIDLAND, MI	269.19 0.00	269.19 269.19
D170000498 41-13-25-481-006	79-247 DID-VOL	BETHLEHEM LUTHERAN CHU 250 SW COMMERCE AVE GRAND RAPIDS, MI	250 COMMERCE AVE SW GRAND RAPIDS, MI	1,583.51 0.00	1,583.51 1,583.51
D170000503 41-13-25-485-008	79-247 DID-VOL	METROPOLITAN PARK LTD 350 SW IONIA AVE GRAND RAPIDS, MI	2802 JEFFERSON AVE MIDLAND, MI	1,628.55 0.00	1,628.55 1,628.55
D170000511 41-13-25-488-002	79-247 DID-VOL	240 IONIA AVE LTD DIVI 240 SW IONIA AVE 2 GRAND RAPIDS, MI	2802 JEFFERSON AVE MIDLAND, MI	1,696.37 0.00	1,696.37 1,696.37
D170000512 41-13-36-229-015	79-247 DID-VOL	WORLDWIDE CHRISTIAN SC 453 S DIVISION AVE GRAND RAPIDS, MI	453 DIVISION AVE S GRAND RAPIDS, MI	162.08 0.00	162.08 162.08
D170000513 41-13-36-229-016	79-247 DID-VOL	WORLDWIDE CHRISTIAN SC 455 S DIVISION AVE GRAND RAPIDS, MI	453 DIVISION AVE S GRAND RAPIDS, MI	427.46 0.00	427.46 427.46
D170000524 41-14-30-157-015	79-247 DID-VOL	GRAND RAPIDS CHILDREN' 11 NE SHELTON AVE GRAND RAPIDS, MI	11 SHELTON AVE NE GRAND RAPIDS, MI	7,337.10 1,289.44	7,337.10 6,047.66
D170000525 41-14-30-157-016	79-247 DID-VOL	GRAND RAPIDS CIVIC THE 20 NE MONROE CENTER ST GRAND RAPIDS, MI	30 DIVISION AVE N GRAND RAPIDS, MI	4,918.58 575.00	4,918.58 4,343.58
D170000555 41-14-30-351-010	79-247 DID-VOL	CHERRY STREET SERVICES 201 SE SHELTON AVE GRAND RAPIDS, MI	201 SHELTON AVE SE GRAND RAPIDS, MI	1,342.86 0.00	1,342.86 1,342.86
D170000558 41-13-25-294-102-AD	79-247 ID-VOL	STATE OF MICHIGAN - DT 1 NW MONROE CENTER ,	PO BOX 30026 LANSING, MI	12,878.17 0.00	12,878.17 12,878.17
Billing Items Summary					
79001 Totals	51 Billing Items		Item Amt. 150,260.50	Item Bal. 146,634.85	
79002 Totals	2 Billing Items		25,404.06	25,404.06	
79004 Totals	4 Billing Items		19,611.56	17,648.65	
=====					
TOTALS	53 Invoices			195,276.12 5,588.56	0.00 195,276.12 189,687.56

BLOCK: Yes - Yes, INDEX: MARKED  
Delinquent Special Assessments Only  
SUMMER/WINTER SEASONS

Parcel No	Owners Name	Sp. Assessment	Amount
41-13-25-281-066	GROSKOPF'S INC	8710: Delq DID SA	10.07
41-13-25-277-028	BFC-GRO LLC	8720: Delq DID SA	156.97
41-13-25-404-014	FLANAGAN PAUL E JR TRUST	8720: Delq DID SA	776.94
41-13-25-439-006	HARRIS LOFTS LLC	8720: Delq DID SA	1,437.20
41-13-25-439-007	HARRIS LOFTS LLC	8720: Delq DID SA	239.56
41-13-25-439-008	HARRIS LOFTS LLC	8720: Delq DID SA	395.66
41-13-25-443-011	CB&H LLC	8720: Delq DID SA	191.18
Totals for 8710 Delq DID SA		Count: 1	10.07
Totals for 8720 Delq DID SA		Count: 6	3,197.51
Grand Totals		Count: 7	3,207.58

# MEMORANDUM

DOWNTOWN  
IMPROVEMENT  
DISTRICT



**DID**

DATE: May 11, 2017

TO: Downtown Improvement District

FROM: Kristopher Larson  
President & CEO

SUBJECT: FY18 DID Budget

Agenda Item #7  
May 15, 2017  
DID Meeting

## Overview

Included with this memo is the proposed FY18 Downtown Improvement District (DID) budget, which includes comparative detail that shows the proposed line items against the previously approved, current-year FY17 budget as well as the FY16 budget. FY18 will be the third year of the current DID authorization.

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 DID Board Report approved by the City Commission in October of 2015. For FY18, there were some decreases in net revenue as well as costs for expanding plantings in the 40 new planters distributed throughout the DID by the DDA, increases to the costs charged to the DID by the City of Grand Rapids for A-87 services, and operating costs for the Louis Campau Promenade Snowmelt system. These reductions in revenue and cost increases are balanced by reductions in administration, contractual services, and contingencies.

## Revenues

As approved by the City Commission through the DID authorization process, FY17 revenues from the areawide assessment amount are \$992,250. Staff is forecasting a net receipt of only \$817,250 due to the fiscal impact that some Class 2 (private, not-for-profit) and Class 3 (government) properties have on the DID. **Due to the substantial increase in uncollectable assessments, this results in a net decrease of \$29,317 from last year's areawide revenues even though areawide assessment revenues are scheduled to increase by \$47,250.** While many non-profits and government agencies



DOWNTOWN  
GRAND RAPIDS INC.

do participate voluntarily, their assessments are not lienable, so the City Assessor has no ability to mandate payment. This budget was built on a highly conservative basis so as to avoid budget deficits wherever possible. Forecasted non-payers for FY17 total to \$130,000 for Class 3, and \$45,000 for Class 2 properties. The estimates for uncollected assessments were developed using actuals for receivables from the FY17 special assessment billing as disclosed in the financial statements.

For snowmelt services, assessments for the snowmelt systems reflect average actual expenses incurred between FY12 – FY15, plus an annual escalation that plans for rising costs. These revenues were approved by the DID Board as a part of the DID re-authorization process and approved by City Commission in December, 2015. However, there is a proposed \$10,000 transfer from fund balance to cover the increase in budgeted expenditures for Louis Campau snowmelt operations.

### Expenditures

In the third year of the current DID authorization, the current priorities for DID services will continue with emphases on maintenance and beautification, hospitality, safety, snowmelt operations, marketing, and Downtown stakeholder engagement. These services comprise the gross majority of the DID expenditure budget.

Given the decrease in anticipated areawide revenue, staff is recommending a focus on the core programmatic priorities of the DID, including elevating beautification investments, maintaining the level of investment in hospitality Ambassador program services, and communications services to stakeholders. Storefront activation programs, identified as a priority by the DID reauthorization steering committee and approved in the FY17 budget, are proposed to be eliminated by the DID for FY18. However, the DDA has entered into an agreement with ArtPrize to deploy a similar program during the ArtPrize 9 season this autumn. Other significant budget reductions appear in the administration category (-\$12,495), contractual services (-\$12,500), and contingency (-\$1,147).

**Recommendation: Approve the FY18 Downtown Improvement District Budget and recommend it to the Grand Rapids City Commission.**

# Proposed FY17 Downtown Improvement District Budget

Approved FY2016 and FY2017 VS. Proposed FY2018

July 1, 2017 to June 30, 2018

	FY 2016 (2015-16) Budget	FY 2017 (2016-17) Budget	FY 2018 (2017-18) Budget
<b>Revenue Budget</b>			
Billed Areawide Assessments	\$ 879,000	\$ 945,000	\$ 992,250
Monroe Center Snowmelt Assessments	150,000	154,500	159,135
Louis Campau Snowmelt Assessments	40,000	42,000	44,100
Monument Park Snowmelt Assessments	15,000	15,750	16,538
Uncollectable Assessments			
Class 2 (estimated)	(16,275)	(12,865)	(45,000)
Class 3 (estimated)	(97,900)	(85,568)	(130,000)
DID - transfer from fund balance	-	-	10,000
<b>Total Revenue</b>	<b>\$ 969,825</b>	<b>\$ 1,058,817</b>	<b>\$ 1,047,023</b>
<b>Expenditure Budget</b>			
<b>Maintenance and beautification</b>			
Contract Services (Block by Block)	\$365,000	\$365,000	\$365,000
Rent & Utilities	-	-	-
Landscaping and beautification	100,000	110,000	120,000
Supplies & Misc	-	-	-
Equipment Maintenance	-	-	-
Uniforms	-	-	-
Irrigation Repair & Water	4,500	4,500	3,500
Holiday decorations	-	-	-
Personnel Expense	35,000	36,050	30,000
<b>Total</b>	<b>\$504,500</b>	<b>\$515,550</b>	<b>\$518,500</b>
<b>Marketing and communications</b>			
Printing, postage, copies, storage and supplies	6,500	6,500	6,500
Website services	2,500	3,500	3,500
Advertising and Promotions	7,275	7,275	7,275
Contract Services	12,500	12,500	-
Personnel Expense	61,050	62,882	70,000
<b>Total</b>	<b>\$ 89,825</b>	<b>\$ 92,657</b>	<b>\$ 87,275</b>
<b>Administration</b>			
Personnel	51,500	53,045	40,000
Overhead (Rent/Meetings/Accounting)	15,000	15,450	17,500
Operating Expenses (Printing, postage, phone, equipment lease)	7,000	7,000	8,500
Insurance	6,000	6,000	6,000
Contracted Services	5,500	5,500	4,000
Legal, Professional & Technology	4,500	4,500	3,000
<b>Total</b>	<b>\$ 89,500</b>	<b>\$ 91,495</b>	<b>\$ 79,000</b>
<b>Public Safety Improvements</b>			
Ambassador Program	75,000	100,000	100,000
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>Snowmelt Operations</b>			
Monroe Center Snowmelt	150,000	154,500	154,500
Louis Campau Snowmelt	40,000	42,000	50,000
Monument Park Snowmelt	15,000	15,750	15,750
<b>Total</b>	<b>\$ 205,000</b>	<b>\$ 212,250</b>	<b>\$ 220,250</b>
<b>Contingency/Special Projects</b>			
Storefront Activation	-	10,000	-
Contingency Expenses	6,000	2,623	1,476
<b>Total</b>	<b>\$ 6,000</b>	<b>\$ 12,623</b>	<b>\$ 1,476</b>
<b>Other</b>			
City A-87 Costs	-	34,242	40,522
<b>Total Expenditures</b>	<b>\$ 969,825</b>	<b>\$ 1,058,817</b>	<b>\$ 1,047,023</b>
<b>Excess of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>