

# MEETING OF THE DOWNTOWN IMPROVEMENT DISTRICT

Monday, October 7th, 2014

3:00 p.m Meeting

29 Pearl St. NW; Downtown Grand Rapids Inc.

## AGENDA

1. Call to order
2. Approval of meeting minutes of June 2, 2014 (3:02).....*Motion*      Herr  
(enclosure)
3. Acceptance of June 30, 2014 Financials (3:03).....*Motion*      Wallace  
(enclosure)
4. GR Forward Presentation (3:13).....Info Item      Kelly
5. Grandwiche Event Outcomes (3:28).....Info Item      Cech
6. Landscaping and Beautification Update (3:32).....Info Item      Pratt
7. DID Reauthorization Overview (3:36).....Info Item      Herr/ Larson
  - Timeline
  - Steering Committee Composition
  - Opportunity Areas for Expansion
8. Report from DGRI President & CEO (3:51).....Info Item      Larson
9. Public Comment (3:55)
10. Board Member Discussion (3:58)
11. Adjournment

*Downtown Grand Rapids*

*Prosperous ❖ Livable ❖ Walkable ❖ Inclusive ❖ Green ❖ Connected ❖ Distinctive*

**Meeting Minutes of the  
Downtown Improvement District Board  
Monday June 2, 2014  
Downtown Grand Rapids Inc.  
29 Pearl St. NW**

Attendance: Michael Bishop, Eric DeLong, Kurt Hassberger, Bob Herr, Michael Lindley, Denny Sturtevant, Mary Swanson, Teresa Thome, Pat Waring

Others Present: Kris Larson, Mary Sierawski, Eric Pratt, Mandy Cech, Melvin Eledge

Absent: Mike Ellis, Darren McKnight, Gretchen Minnhaar, Tom Rothwell, Carlos Sanchez, Steve Westdorp, Scott Wierda

Call to Order

The meeting was called to order at 4:03 p.m. by Chair Bob Herr.

Approve meeting minutes from March 6, 2014

*Motion: Pat Waring, supported by Teresa Thome, moved to approve the March 6, 2014 DID meeting minutes as submitted. Motion carried unanimously.*

Acceptance of March 31, 2014 Financials

Mr. Larson presented Statement C to the Board. Mr. Herr said that one portion of the assessment hasn't been collected yet from Michigan State University. Mr. Herr said they would be willing to contribute in future fiscal years, but that we need to approach them to have a conversation. Mr. Herr said the Downtown Alliance transition has been completed and all assets are with the City of Grand Rapids. Mr. Larson said the area wide assessment and snowmelt systems are all maintained within separate funds. Mr. Larson asked Mr. Pratt to elaborate on the Louis Campau budget numbers. Mr. Pratt said the budget reflects the most recent authorization, which would be through the end of 2012. Mr. Pratt said in past authorizations, we've assessed for higher amounts, but then refunded the dollars on a one-time basis in addition to reducing the assessment amounts. Mr. Pratt said we are only allowed to assess for the cost it takes to provide the identified services. Mr. Sturtevant asked where the fund balance came from. Mr. Pratt said the initial assessment for Campau was informed by our past experiences with Monroe Center snowmelt and our intention is to match the assessment with the cost. A policy decision by this Board would have to be made to use the fund balance towards snowmelt repairs and maintenance, in addition to determining the most responsible way to move forward in regards to the fund balance. Mr. Hassberger said a reserve would be wise in case anything goes wrong in the future with the snowmelt systems. Mr. Herr said the Board will have to address the fund balance issues. Mr. Sturtevant asked about the unrestricted reserve category on Statement A and asked if that balance could be used as our replacement reserve for equipment. Mr. Larson said the former Downtown Alliance saved money for new equipment. Mr. Sturtevant asked if there is a way to put together a narrative to justify the additional funds. Mr. Larson said the DID assessment expires in 2015 and a larger part of the conversation will be how the Board wants to close out the previous authorization as we prepare for the next authorization. Mr. Herr said himself and Mr. Larson

have reviewed the expenditure side of things and we will end up with a slight surplus this year. Ms. Thome asked about metrics from DGRI sponsored events and where this information gets delivered. Mr. Larson said this information is presented and discussed on the Alliance level and currently there is a special events optimization process taking place.

*Motion: Eric DeLong, supported by Scott Wierda, moved to approve Statement C: Schedule of Expenditures: February 1, 2014 – March 31, 2014 as recommended. Motion carried unanimously.*

#### Approval of 2014 Meeting Dates

*Motion: Teresa Thome, supported by Pat Waring, moved to approve the 2014 meeting dates as presented. Motion carried unanimously.*

#### Recommendation of FY2015 Budget

Mr. Larson said that there are two versions of the proposed DID budget, a summary and comparative detail version that shows the proposed line items against the previously approved Downtown Alliance FY15 budget. Mr. Larson said FY15 is the third and final year of the 3-year DID authorization, and there is not much opportunity for modification in either revenues or expenditures as the assessments were set two years ago and are a reflection of the costs to provide the services that the rate payers wanted. Mr. Larson said the DID will continue to provide maintenance and beautification services, invest in marketing efforts, and support events that help drive vibrancy. Mr. Larson said while the original 3-year budget authorization showed \$642,306 in area-wide assessments, Michigan State University's (MSU) acquisition of the former Grand Rapids Press building has resulted in an anticipated shortfall of nearly \$18,000 in revenue. As a government entity, MSU is not required to contribute to the DID voluntarily, as some governmental units and educational institutions in Downtown have historically done. Ms. Waring asked if Kendall College and Ferris State University pay into the assessment. Mr. Larson said they both pay voluntarily. Mr. DeLong said we can ask MSU to contribute and perhaps they could start contributing for this assessment. Mr. Larson said the holiday décor line item has been reduced and the DDA will fund. Mr. Larson also said since the reorganization of DGRI, personnel expenses have been reduced overall by approximately \$36,000 or about 18-19%. Mr. Larson added that it hasn't been determined yet what the future arrangements will be with vendors in regards to equipment and additional purchasing of equipment. Ms. Thome asked if we ever assigned percentages of the budget towards certain things. Mr. Herr said no, that's not how the budget is distributed. Mr. Herr said this summary budget will be presented to the City Commission next Tuesday.

*Motion: Denny Sturtevant, supported by Kurt Hassberger, moved to approve the FY15 Downtown Improvement District Budget as presented. Motion carried unanimously.*

### DID Reauthorization Overview

Mr. Larson gave the Board an overview of the Downtown Improvement District, including history and assessment methodology. Mr. Larson said the DID assessment is up for renewal in 2015 and we would like to begin initiating this before the usual five-month time frame. Mr. Lindley asked if there are any significant issues in regards to the assessment and the existing rate payers. Mr. Pratt said there is a direct mailing and communications that allow us to address inaccuracies about assessment information. Mr. Wierda asked if there will be a recommendation from staff about the services. Mr. Larson said our role is to be the facilitator of the stakeholders and to start working through the detail with a steering committee. This Board alone has several major rate payers though the DID and at the end of the day it's the rate payers who need to say that the assessment is valued and these services are what they want. The Downtown Planning process and Alliances will create the vehicles for engagement for what people want to see Downtown.

### Report from DGRI President and CEO

Mr. Larson shared an update with the DID Board:

#### MNTIFA (6/4)

- Will consider MNTIFA Budget

#### DDA (5/23) / (6/4)

- Approved event support requests
- Authorized entering into MOU with City for Downtown / River Edges Plan
- FY15 Budget presentations / approvals
- Civic Theater Relocation Agreement

#### DGRI Board of Advisors (5/23)

- Approved 18 new Alliance appointments
- Approved Attendance policy
- Discussed endorsement policy

#### CITY

- Launched panhandling education program and introduced ordinance restricting panhandling in conjunction with Heartside Neighborhood Collaboration Project, City Manager and City Attorney
- Approved MOU with DGRI regarding Downtown & River Corridor Planning projects

Alliances:

*VIBRANCY (5/19)*

- Chair: Dr. David Rosen, Citizen Extraordinaire
- Advising on the Special Events Optimization Process
- Approved FY15 budget recommendations
- Advising on State of the Downtown event planning

*LIVABILITY (5/27)*

- Chair: Lynee Wells, Principal @ Williams & Works
- Assisting in the formation of a unified Downtown residential association
- Reconvened the Bicycle Working Group to identify FY15 priorities
- Approved FY15 Budget recommendations

*INVESTMENT (5/13)*

- Chair: Nikos Monoyios, Long Range Planner @ The Rapid
- Approved FY15 Budget recommendations
- Advising on the Downtown Plan process
- Received updates on planning efforts also underway that might impact Downtown

DGRI Staff Highlights

- Preparing for June 6 kickoff to 2014 Movies in the Park!
- Hosted the IDA Midwest Urban District Forum conference May 5 & 6
- Hosted a Merchant Mixer event April 16<sup>th</sup>, 6-8 PM @ DGRI
- Accepted a one-year extension for the option on Area 5
- Closed on Area 1 for Arena Place
- Synthesizing results from Special Events Optimization Process focus groups
- Continuing legislative advocacy regarding protecting DDA act
- Launched “Real Change not Spare Change” collaboration effort
- Planning for State of the Downtown June 26, 2014 – Mosaic Space
- Designing FY14 Annual Report
- Working with businesses to design first parklets
- Held second Downtown Plan steering committee meeting May 8<sup>th</sup>
- Preparing for launch of Grandwich 2014

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Public Comment

None.

Board Member Discussion

None.

Adjournment

The meeting adjourned at 4:16 p.m.

Minutes taken by:  
Mary Sierawski  
Human Resources & Office Manager  
Downtown Grand Rapids Inc.  
(616) 719-4610

# MEMORANDUM

CITY OF GRAND RAPIDS

DATE: October 3, 2014

TO: Bob Herr, Chair  
Downtown Improvement District

FROM: Jana M. Wallace, Treasurer  
Downtown Improvement District

**SUBJECT: Grand Rapids Downtown Improvement District  
Preliminary FY2014 Financial Statements as of June 30, 2014**

Attached are the DID's preliminary financial statements for the fiscal year ended June 30, 2014. These preliminary statements include the following:

Statement A: Preliminary Balance Sheet

Statement B: Preliminary Statement of FY2014 Revenues and Expenditures

Statement C: Preliminary Schedule of Expenditures: April 1 - June 30, 2014

When the DID's accounting structure was established, staff did not consult with me or other City accounting staff regarding the reporting of financial transactions in compliance with the DID's work plan. As a result, in order to prepare DID financial statements, nearly every line item must be manually compiled then summed using Excel spreadsheets. I will be working with the City's Deputy Comptroller to improve and correct the DID's accounting structure as soon as possible. In the meantime, preparation of DID financial statements will be performed when there is sufficient time.

As you can see on Statement B, both the Monroe Center Snowmelt District and the Campau Promenade District exceeded their FY2014 budgets. In addition, the DID exceeded its total FY2014 appropriation authority. As a result, the City will be required to submit a letter of explanation to the Michigan Department of Treasury, since exceeding appropriation authority is a violation of Act 34, Public Acts of Michigan of 2001, as amended.

The number of expenditure transactions on Statement C is higher than on prior statements because beginning in April, 2014 Downtown Grand Rapids Inc expenditures are being directly allocated to the Downtown Development Authority, the DID, the Monroe North Tax Increment Financing Authority, and the Grand Rapids Office of Special Events when the invoices are processed for payment.

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

Attachments

## STATEMENT A

### ***DOWNTOWN IMPROVEMENT DISTRICT***

#### **Balance Sheet**

**as of June 30, 2014 Preliminary**

#### **ASSETS**

Pooled Cash & Investments - Areawide	\$	373,673
Pooled Cash & Investments - Monroe Center		73,449
Pooled Cash & Investments - Campau Promenade		100,207
Pooled Cash and Investments - Monument Park		(6,717)
Special Assessments Receivable - Areawide		1,877
Interest Receivable - Areawide		2,081
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>544,570</b>

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

##### **Liabilities**

Accounts Payable - Areawide	\$	23,122
Deferred Receivables Revenue - Areawide		1,877
<b>TOTAL LIABILITIES</b>	<b>\$</b>	<b>24,999</b>

Reserve for Encumbrances - Areawide	\$	3,861
Reserve for Encumbrances - Monroe Center		-
Reserve for Encumbrances - Campau Prom		-
Unrestricted Reserve - Areawide		348,771
Unrestricted Reserve - Monroe Center		73,449
Unrestricted Reserve - Campau Promenade		100,207
Unrestricted Reserve - Monument Park		(6,717)
<b>TOTAL FUND EQUITY</b>	<b>\$</b>	<b>519,571</b>

<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$</b>	<b>544,570</b>
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## STATEMENT B

### ***DOWNTOWN IMPROVEMENT DISTRICT*** **FY2014 Statement of Revenues and Expenses** **July 1, 2013 - June 30, 2014 Preliminary**

<b>REVENUES</b>	<b>Budget</b>	<b>Actual</b>
Special Assessments - Areawide	\$ 630,500	\$ 624,846
Special Assessments - Monroe Center Snowmelt	150,000	126,438
Special Assessments - Campau Promenade Snowmelt	15,000	12,527
Interest / Penalties on Special Assessments	8,000	-
Interest on Investments	-	3,238
Restricted Contributions	12,000	-
Downtown Alliance Funds Transferred Upon Closing	-	204,988
From / (To) Fund Balance	18,000	-
<b>TOTAL REVENUES</b>	<b>\$ 833,500</b>	<b>\$ 972,037</b>
<b>EXPENDITURES</b>		
Maintenance and Beautification	\$ 453,500	\$ 366,826
Marketing and Communications - Downtown	101,560	63,389
Marketing and Communications - DGRI Launch	-	24,878
Marketing and Communications - Events	-	26,735
Administration - Downtown Alliance	103,850	38,224
Administration - Downtown Improvement District	-	87,812
Administration - Establish 29 Pearl Street Offices	-	50,668
Contingency / Special Projects	6,590	-
General Fund Support - A-87 Allocation	3,000	6,888
<b>DISTRICT AREAWIDE SERVICES</b>	<b>668,500</b>	<b>665,420</b>
<b>CAMPAU PROMENADE SNOWMELT</b>	<b>15,000</b>	<b>42,049</b>
<b>MONROE CENTER SNOWMELT</b>	<b>150,000</b>	<b>196,957</b>
<b>MONUMENT PARK SNOWMELT</b>	<b>-</b>	<b>6,717</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 833,500</b>	<b>\$ 911,143</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 60,894</b>

# STATEMENT C

## DOWNTOWN IMPROVEMENT DISTRICT Schedule of Expenditures April 1, 2014 - June 30, 2014 Preliminary

Vendor	Purpose / Project	Description	Amount
Year-End Journal Entry	Administration - Dntn Improvmt District	Record DID expenditures paid by DDA	\$ 28,349.26
Year-End Journal Entry	Administration - Dntn Improvmt District	Record DID payroll expenditures paid by DDA	23,337.93
ABM Industries Inc	Maintenance and Beautification	Cleaning/maint services - March 2014	20,308.71
ABM Industries Inc	Maintenance and Beautification	Cleaning/maint services - May 2014	17,671.26
Creeside Landscaping	Maintenance and Beautification	Monroe Ctr winter plantings - Dec 2013	17,575.90
Veolia Energy Grand Rapids LLC	Monroe Center Snowmelt System	Steam - 02/18-03/19/2014	17,398.75
ABM Industries Inc	Maintenance and Beautification	Cleaning/maint services - February 2014	16,806.97
ABM Industries Inc (Accrued)	Maintenance and Beautification	Cleaning/maint services - June 2014 (Pd FY15)	16,657.48
ABM Industries Inc	Maintenance and Beautification	Cleaning/maint services - January 2014	16,334.96
ABM Industries Inc	Maintenance and Beautification	Cleaning/maint services - December 2013	16,191.54
ABM Industries Inc	Maintenance and Beautification	Cleaning/maint services - April 2014	15,139.55
Geotech, Inc.	Monroe Center Snowmelt System	Snowmelt asset mnmt - 01/01-04/14/2014	13,434.50
City Treasurer - DDA	Maintenance and Beautification	Winter Ave. building lease - 07/01-06/30/2014	9,479.02
Veolia Energy Grand Rapids LLC	Campau Promenade Snowmelt	Steam - 02/18-03/19/2014	8,955.73
Creeside Landscaping	Maintenance and Beautification	Monroe Ctr spring plantings - April 2014	8,794.90
City Treasurer - Traffic Safety	Monroe Center Snowmelt System	Electricity - March/April 2014	8,592.48
Veolia Energy Grand Rapids LLC	Monroe Center Snowmelt System	Steam - 03/19-04/21/2014	4,710.47
DTE Energy	Campau Promenade Snowmelt	Gas - March 2014	4,330.77
Veolia Energy Grand Rapids LLC	Campau Promenade Snowmelt	Steam - 03/19-04/21/2014	3,339.74
Creative Studio Promotions	Marketing & Communication - DA	DGRI tote bags	3,214.26
Geotech, Inc.	Monroe Center Snowmelt System	Snowmelt ops/maint - 11/01/13-02/28/14	3,200.50
Consumers Energy	Monument Park Snowmelt	Electricity - 02/26-03/26/2014	2,574.13
Priority Health	Administration - Dntn Improvmt District	Share of health insurance - 04/01-06/30/2014	2,498.48
GRCAC dba Comm Media Center	Events - Grandwich	Re-design of Grandwich website	2,176.00
Geotech, Inc.	Monroe Center Snowmelt System	Engineering services 03/31-05/31/2014	1,636.50
Geotech, Inc.	Monroe Center Snowmelt System	Snowmelt system shut down April 2014	1,574.00
Full Circle	Events - Grandwich	Design/project management - Grandwich logo	1,500.00
Creative Studio Promotions	Marketing & Communication - DA	DGRI 'digi-cleans' - February 2014	1,401.00
Federal Square Building	Administration - Dntn Improvmt District	Share of lease - January 2014	1,202.95
Federal Square Building	Administration - Dntn Improvmt District	Share of lease - February 2014	1,202.95
Federal Square Building	Administration - Dntn Improvmt District	Share of lease - March 2014	1,202.95
Federal Square Building	Administration - Dntn Improvmt District	Share of lease - April 2014	1,202.95
Federal Square Building	Administration - Dntn Improvmt District	Share of lease - May 2014	1,202.95
Federal Square Building	Administration - Dntn Improvmt District	Share of lease - June 2014	1,202.95
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - share of DGRI formation 3/14	1,137.44
Veolia Energy Grand Rapids LLC	Monroe Center Snowmelt System	Steam - 04/21-05/20/2014	1,028.18
Veolia Energy Grand Rapids LLC	Monroe Center Snowmelt System	Steam - 05/20-06/19/2014	1,028.18
6.25 Paper Studio	Event Support - Chalk Flood	Event grant - Chalk Flood	1,000.00
Siciliano's Market	Event Support - Big Brew Day	Event grant - Big Brew Day	1,000.00
Consumers Energy	Monroe Center Snowmelt System	Electricity - 02/26-03/26/2014	993.41
Geotech, Inc.	Monroe Center Snowmelt System	Snowmelt ops/maint - 03/01-03/29/2014	959.00
West Mich Hockey Youth Foundation	Event Support - Great Skate	Sponsorship - Great Skate Winterfest 2014	917.00
City of Grand Rapids - Fiscal	Administration - Dntn Improvmt District	May, 2014 staff time	798.56
Fifth Third Bank - Procurement Card	Marketing & Communication - DA	Facebook ads / Real Change... promotion	784.13
Wondergem Consulting	Administration - Dntn Improvmt District	Share of public relations - 03/16-04/14/2014	758.07
City of Grand Rapids - Fiscal	Administration - Dntn Improvmt District	June, 2014 staff time	714.77
Geotech, Inc.	Monroe Center Snowmelt System	Engineering services Jan/Feb 2014	606.50
DTE Energy	Campau Promenade Snowmelt	Gas - April 2014	606.05
Veolia Energy Grand Rapids LLC	Campau Promenade Snowmelt	Steam - 04/21-05/20/2014	575.78
Veolia Energy Grand Rapids LLC	Campau Promenade Snowmelt	Steam - 05/20-06/19/2014	575.78
City Treasurer - Budget Office	General Fund Support - A-87 Allocation	Support services allocation - April 2014	574.00
City Treasurer - Budget Office	General Fund Support - A-87 Allocation	Support services allocation - May 2014	574.00
City Treasurer - Budget Office	General Fund Support - A-87 Allocation	Support services allocation - June 2014	574.00
Consumers Energy	Monroe Center Snowmelt System	Electricity - 04/26-05/23/2014	543.45
City Treasurer - Traffic Safety	Monroe Center Snowmelt System	Electricity - January/February 2014	474.00
GR Area Chamber of Commerce	Administration - Dntn Improvmt District	Accounting svcs - 01/2014 thru close	450.00
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - share of DGRI formation 4/14	434.79
City Treasurer - Water & Sewer	M/B - 62 Monroe Center NW Planters	Water / irrigation - 11/21-05/07/2014	434.28
TGG Inc. / The SBAM Plan	Administration - Dntn Improvmt District	Share of life/disability ins. 04/01-06/30/2014	407.23
Marco Riolo LLC	Marketing & Communication - DA	DGRI logo coffee mugs - remaining balance	395.22
City of Grand Rapids - Fiscal	Administration - Dntn Improvmt District	April, 2014 staff time	392.28

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**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**April 1 - June 30, 2014 Preliminary**

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Vendor	Purpose / Project	Description	Amount
		continued from prior page	
Wondergem Consulting	Administration - Dntn Improvmt District	Share of public relations - 06/16-06/30/2014	\$ 386.29
City Treasurer - Traffic Safety	Monroe Center Snowmelt System	Electricity - May/June 2014	364.95
Thinc Consulting LLC	Administration - Dntn Improvmt District	Share DGRI staff facilitation skills training	341.28
Tennant Sales and Service Company	Maintenance and Beautification	Equipment repairs - May 2014	339.62
Wondergem Consulting	Administration - Dntn Improvmt District	Share of public relations - 04/15-04/30/2014	325.60
Applied Imaging	Administration - Dntn Improvmt District	S/O - B/W and color copies 01/15-04/14/2014	280.86
Geotech, Inc.	Monroe Center Snowmelt System	Engineering services 05/01-06/30/2014	278.00
Four Seasons Yard & Sports Equip	Maintenance and Beautification	Equipment maint/repairs - January 2014	272.48
Evergreen Underground	Maintenance and Beautification	Irrigation activation / repair - June 2014	237.42
Fusion IT LLC	Administration - Dntn Improvmt District	Share of misc projects	195.08
Katerberg Co, Inc dba Grapids	Maintenance and Beautification	Monroe Ctr planters irrigation system maint	194.60
Evergreen Underground	Maintenance and Beautification	Irrigation activation - June 2014	175.87
Breck Graphics, dba Allegra	Marketing & Communication - DA	Downtown map brochure holders and labels	150.99
Geotech, Inc.	Monroe Center Snowmelt System	Snowmelt system repairs June 2014	143.78
Consumers Energy	Monroe Center Snowmelt System	Electricity - 05/24-06/25/2014	142.79
Fusion IT LLC	Administration - Dntn Improvmt District	Share of intern station svcs May/June 2014	133.48
Evergreen Underground	Maintenance and Beautification	Irrigation activation / repair - June 2014	131.92
TGG Inc. / The SBAM Plan	Administration - Dntn Improvmt District	Share of life/disability ins. 07/01-09/30/2014	128.72
Four Seasons Yard & Sports Equip	Maintenance and Beautification	Equipment maint/repairs - February 2014	127.92
Dickinson Wright PLLC	Administration - Dntn Improvmt District	Legal services - misc matters January 2014	120.29
Wondergem Consulting	Administration - Dntn Improvmt District	Share of public relations - 03/01-03/15/2014	118.91
Breck Graphics, dba Allegra	Events - Grandwich	Grandwich 2014 'Save the Date' card	117.64
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial services - March 2014	96.39
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial services - April 2014	96.39
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial services - May 2014	96.39
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial services - June 2014	96.39
Blue Cross Blue Shield of Michigan	Administration - Dntn Improvmt District	Dental insurance - 04/01-06/30/2014	96.11
GRCAC dba Comm Media Center	Marketing & Communication - DA	Website updates	96.00
DTE Energy	Administration - Dntn Improvmt District	Gas - Winter Ave building April 2014	87.67
City Treasurer - Water & Sewer	Administration - Dntn Improvmt District	Winter Ave building water/sewer services	86.94
City Treasurer - Water & Sewer	Administration - Dntn Improvmt District	Winter Ave building water/sewer services	84.86
Wondergem Consulting	Administration - Dntn Improvmt District	Share of public relations - 06/02-06/13/2014	83.19
AudioSpace LLC dba LiveSpace	Administration - Dntn Improvmt District	Replacement lamp - front projector	80.74
Four Seasons Yard & Sports Equip	Maintenance and Beautification	Equipment maint/repairs - February 2014	72.88
Fusion IT LLC	Administration - Dntn Improvmt District	Share of intern stations/misc June 2014	70.92
Fusion IT LLC	Administration - Dntn Improvmt District	Share of intern stations services May 2014	67.72
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	64.55
Geotech, Inc.	Monroe Center Snowmelt System	Engineering services 06/01-06/30/2014	62.50
TDS Metrocom LLC	Administration - Dntn Improvmt District	Share of office telephones - May 2014	54.21
DTE Energy	Campau Promenade Snowmelt	Gas - May 2014	53.74
TDS Metrocom LLC	Administration - Dntn Improvmt District	Share of office telephones - April 2014	53.40
TDS Metrocom LLC	Administration - Dntn Improvmt District	Share of office telephones - June 2014	53.38
Fifth Third Bank - Procurement Card	Events - Grandwich	Grandwich supplies	53.00
Marco Riolo LLC	Administration - Dntn Improvmt District	Share of DGRI employee name badges	52.60
DTE Energy	Campau Promenade Snowmelt	Gas - May 2014	51.73
Fusion IT LLC	Administration - Dntn Improvmt District	Share of email archive services May 2014	51.19
Fusion IT LLC	Administration - Dntn Improvmt District	Share of email archive services June 2014	51.19
Fusion IT LLC	Administration - Dntn Improvmt District	Share of general maintenance April 2014	49.06
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	47.71
Fusion IT LLC	Administration - Dntn Improvmt District	Share of email archive svc April 2014	44.06
Swift Printing & Communications	Marketing & Communication - DA	Foamcore poster	39.00
Great America Financial Services	Administration - Dntn Improvmt District	Share of Ricoh copier lease - April 2014	38.97
Fusion IT LLC	Administration - Dntn Improvmt District	Share of misc projects svcs June 2014	38.93
Great America Financial Services	Administration - Dntn Improvmt District	Share of Ricoh copier lease - May 2014	37.73
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	35.66
DTE Energy	Administration - Dntn Improvmt District	Gas - Winter Ave building June 2014	34.52
Fifth Third Bank - Procurement Card	Marketing & Communication - DA	Facebook ads	33.16
Four Seasons Yard & Sports Equip	Maintenance and Beautification	Equipment maint/repairs - February 2014	32.63
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of glass cleaning - April 2014	32.11
Comcast	Administration - Dntn Improvmt District	Share of - initial Internet install - 29 Pearl NW	31.00
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	29.96
Creative Studio Promotions	Administration - Dntn Improvmt District	DGRI jackets	29.80

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**STATEMENT C**  
**DOWNTOWN IMPROVEMENT DISTRICT**  
**Schedule of Expenditures - continued**  
**April 1 - June 30, 2014 Preliminary**

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Vendor	Purpose / Project	Description	Amount
			continued from prior page
Godwin Plumbing, Inc.	Administration - Dntn Improvmt District	Share of DGRI offices plumbing work	28.82
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	27.63
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	26.84
Blue Cross Blue Shield of Michigan	Administration - Dntn Improvmt District	Dental insurance - Mktg Mgr 04/01-06/30/2014	26.03
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	24.13
Consumers Energy	Monument Park Snowmelt	Electricity - 05/26-06/26/2014	23.52
Madcap Coffee	Administration - Dntn Improvmt District	Share of meeting/office coffee	22.97
Madcap Coffee	Administration - Dntn Improvmt District	Share of meeting/office coffee	22.47
Madcap Coffee	Administration - Dntn Improvmt District	Share of meeting/office coffee	22.32
Madcap Coffee	Administration - Dntn Improvmt District	Share of meeting/office coffee	21.81
Madcap Coffee	Administration - Dntn Improvmt District	Share of meeting/office coffee	21.67
Madcap Coffee	Administration - Dntn Improvmt District	Share of meeting/office coffee	21.66
Madcap Coffee	Administration - Dntn Improvmt District	Share of meeting/office coffee	21.01
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	20.00
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	19.90
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	16.83
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	16.80
Engineered Protection Systems Inc	Administration - Dntn Improvmt District	Share of access control svc 05/01-07/31/14	16.52
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	15.60
GRCAC dba Comm Media Center	Marketing & Communication - DA	Registration of realchange.org website	15.45
Fusion IT LLC	Administration - Dntn Improvmt District	Share of intern phone set-up May 2014	15.20
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	13.76
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	12.99
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	12.15
City Treasurer - Traffic Safety	Campau Promenade Snowmelt	Electricity - November/December 2013	12.00
City Treasurer - Traffic Safety	Campau Promenade Snowmelt	Electricity - January/February 2014	12.00
Madcap Coffee	Administration - Dntn Improvmt District	Share of meeting/office coffee	11.81
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial supplies March 2014	11.38
Professional Maint of Michigan Inc	Administration - Dntn Improvmt District	Share of janitorial supplies	11.38
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	11.06
Fusion IT LLC	Administration - Dntn Improvmt District	Share of services - equipment June 2014	10.45
Consumers Energy	Monroe Center Snowmelt System	Electricity - 04/26-05/23/2014 late charge	8.19
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	7.43
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	7.36
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 05/14/2014	6.71
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 12/17/2013	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 01/08/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 01/15/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 01/22/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 01/29/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 02/05/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 02/12/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 02/19/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 02/26/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 03/05/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 03/12/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 03/19/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 04/02/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 04/16/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 04/30/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 05/28/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 06/25/2014	6.70
Model Coverall Service, Inc.	Administration - Dntn Improvmt District	Share of office floor mats - 06/11/2014	6.70
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	5.78
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	5.37
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	5.28
Fusion IT LLC	Administration - Dntn Improvmt District	Share of Outlook pop-ups svc April 2014	5.07
Fusion IT LLC	Administration - Dntn Improvmt District	Share of Adobe suite June 2014	5.07
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	4.35
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	2.75
Staples Contract & Comm'l Inc	Administration - Dntn Improvmt District	Share of office supplies	1.83
<b>TOTAL EXPENDITURES - April 1 through June 30, 2014 Preliminary</b>			<b>\$ 320,967.41</b>

CITY OF GRAND RAPIDS, MICHIGAN  
DOWNTOWN IMPROVEMENT DISTRICT  
ALLOCATION OF FUND BALANCE BY SPECIAL ASSESSMENT DISTRICT  
PREPARED OCTOBER 3, 2014

	FUND BALANCE ALLOCATION - 06/30/2012			Excess/(Deficit)	Allocated	Excess/(Deficit)	Allocated
	Allocation by J Fowler as of 7/1/2012	District Share of Total Fund Balance	Allocation of Actual per CAFR of 7/1/2012	of Revenues Over Expenditures FYE 6/30/2013	Fund Balance on 6/30/2013	of Revenues Over Expenditures FYE 6/30/2014	Fund Balance on 6/30/2014
Areawide District	\$ 79,716	21.60%	\$ 81,999	\$ 102,982.74	\$ 184,981.25	\$ 167,650.36	\$ 352,631.61
Monroe Center Snowmelt District	164,827	44.67%	169,547	(25,579.48)	143,967.56	(70,518.28)	73,449.28
Campau Promenade Snowmelt District	124,429	33.72%	127,992	1,735.55	129,727.74	(29,521.09)	100,206.65
Monument Park District	-	0.00%	-	-	-	(6,716.51)	(6,716.51)
<b>TOTAL</b>	<b>\$ 368,972</b>	<b>100.00%</b>	<b>\$ 379,538</b>	<b>\$ 79,138.81</b>	<b>\$ 458,676.55</b>	<b>\$ 60,894.48</b>	<b>\$ 519,571.03</b>
				Agrees w/GPFM on 10/3/2014	Agrees w/GPFM on 10/3/2014	Agrees w/GPFM on 10/3/2014	Agrees w/GPFM on 10/3/2014
		Balance per CAFR / GPFM >>	<b>\$ 379,538</b>				

	Transactions by Project Code	
	FY2013	FY2014
Areawide Project Codes		
79MADM	(96,012.38)	(179,542.05)
79MDEV	-	-
79MDID	-	-
79MEVT	(69,798.86)	(115,002.87)
79MMNT	(359,167.36)	(366,213.79)
None - Payroll and A-87 Expenditures	(8,424.37)	(4,663.12)
None - Special Assessments	632,433.36	624,845.69
None - Interest Revenue	3,952.35	3,238.24
None - Downtown Alliance Balance Remaining	-	204,988.26
<b>Areawide Project Codes - Sub-Total</b>	<b>102,982.74</b>	<b>167,650.36</b>
Monroe Center Snowmelt Project Codes		
79MONR	-	(71,811.40)
79MSNO	(139,949.69)	(125,145.20)
None	114,370.21	126,438.32
<b>Monroe Center Snowmelt Project Codes - Sub-Total</b>	<b>(25,579.48)</b>	<b>(70,518.28)</b>
Campau Promenade Snowmelt Project Code		
79MCAM	(10,791.80)	(42,048.44)
None	12,527.35	12,527.35
<b>Campau Promenade Snowmelt Project Codes - Sub-Total</b>	<b>1,735.55</b>	<b>(29,521.09)</b>
Monument Park Project Code		
79MPRK	-	(6,716.51)
None	-	-
<b>Monument Park Snowmelt Project Codes - Sub-Total</b>	<b>-</b>	<b>(6,716.51)</b>
<b>ALL DISTRICT NET REVENUES OVER EXPENDITURES</b>	<b>\$ 79,138.81</b>	<b>\$ 60,894.48</b>