

## Meeting of Board of Directors

Wednesday, August 28, 2002

7:30 a.m. – 9:30 a.m.

County Administration Building Board Room, 3<sup>rd</sup> Floor  
Grand Rapids, Michigan 49503

### A G E N D A

- |   |             |
|---|-------------|
| <b>I. Call to Order</b>   |             |
| <b>II. Minutes of June 26, 2002 Board Meeting</b>   | Action      |
| <b>III. Public Comment</b>  |             |
| <b>IV. Presentation – as of publication, none planned</b>   |             |
| <b>V. DeVos Place Construction Update - Erhardt/Hunt</b>  | Information |
| <b>VI. Committee Reports</b>  |             |
| a. Building Committee   | Information |
| b. Operations and Marketing Committee   | Information |
| - CVB Update  |             |
| c. Finance Committee  |             |
| i. Approval of Paid Invoices  | Action      |
| ii. Approval of SMG Financial Reports for periods ending June 30 and July 31, 2002                                      | Action      |
| iii. Approval of CAA Financial Reports for periods ending June 30 and July 31, 2002                                     | Action      |
| <b>VII. Resolution Authorizing Execution of Van Andel Arena Premium Seat Agreements and Corporate Suite Agreements</b>  | Action      |
| <b>VIII. Resolution Approving Amendment to Agreement for Consulting Services with Robert Duff Consulting, Inc.</b>      | Action      |
| <b>IX. Resolution Approving Amendment to Agreement for Consulting Services with Jim Hiashutter and Jerry Fellingner</b> | Action      |
| <b>X. SMG Report</b>  | Information |
| - Facilities Calendar   |             |



Van Andel Arena  
130 Fulton West  
Grand Rapids, MI 49503  
616.742.6600  
Fax 616.742.6197



Grand Center  
245 Monroe Ave. NW  
Grand Rapids, MI 49503  
616.742.6600  
Fax 616.742.6590

**XI. Other Business**

**XII. Next Meeting Date - Wednesday, September 25, 2002, 7:30 a.m., Kent County  
Administration Building, Commission Board Room**

**XIII. Adjournment**

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY  
BOARD OF DIRECTORS MEETING  
Wednesday, June 26, 2002**

**I. Call to Order**

Chairman John Logie called the meeting to order at 7:30 a.m. Chairman Logie presided and Secretary/Treasurer Birgit Klohs recorded.

**Attendance**

Members Present: John Logie, Chairman  
Lew Chamberlin  
Clif Charles  
David Frey  
Birgit Klohs

Members Absent: Steve Heacock  
Joseph Tomaselli

Staff/Others:	Henri Boucher	ShowSpan
	David Czurak	<i>Grand Rapids Business Journal</i>
	Robert DuHadway	DK Security
	Joe Erhardt	Erhardt/Hunt Joint Venture
	Jim Gray	CAA Owner Representative
	George Helmstead	CVB
	Kurt Kimball	City of Grand Rapids
	Chris Machuta	SMG
	Rich MacKeigan	SMG
	Bill Sewall	Erhardt/Hunt Joint Venture
	Dale Sommers	CAA Owner Representative
	Al Vanderberg	Kent County
	Susan Waddell	CAA
	Jana Wallace	City of Grand Rapids
	Jim Watt	SMG
	Garrison Wells	<i>The Grand Rapids Press</i>
	Tim Wondergem	Wondergem Consulting

**II. Minutes of Prior Meetings**

*Motion: Mr. Frey, supported by Mr. Tomaselli, moved to approve the Minutes of the May 22, 2002 meeting of the Authority. Motion carried unanimously.*

**III. Public Comment**

None.

**IV. Presentation**

None.

V. DeVos Place Construction Update – Bill Sewall

Mr. Sewall reported that during June a series of code compliance requirements would be installed, including new stair doors and fire proofing measures. Steelwork on the Grand Gallery is 95% complete. Primary activities in the space include concrete slabs on the elevated floors, stair installation, mechanical piping and ductwork. Block walls in the lower level are substantially complete. The box truss on the east side of the Exhibit Hall is self-supporting. The subcontractors are starting to set the super box trusses. The trusses are being assembled on the ground in the center of the space while temporary shoring towers are set in place. Phase III work included the bid and award of DeVos Performance Hall stage rigging upgrades and the Grand Center compaction ground work that will stabilize the earth below the foundations. Mr. Sommers presented a summary of M/WBE participation. The construction manager continues exceed the project goal of 10%, as 16% of the subcontracts with opportunity for participation have been awarded to M/WBE's.

VI. Committee Reports

Building Committee

Mr. Sommers stated that discussions have taken place among staff, the contractor, and Mrs. Keeler regarding renovation of the Keeler Lobby. The project is outside the scope of the convention center renovation and would be funded 100% from different sources. The Building Committee considered possibilities to cover the \$13 million shortfall. It was suggested that the CAA Board request an additional \$5 million from the DDA. This discussion came about from a report to the Committee on the riverfront development. The City, DDA staff, and owner representatives met to discuss the DDA and project visions. The DDA design is \$1.5 million more than the original project design. The City, with DDA match, has secured an additional \$300,000 grant for the riverfront. An additional \$700,000 would still be needed. At the June 19, 2002 meeting, the Building Committee approved a motion to recommend that the CAA Board request an additional \$5 million to be used on the current project vision.

*Motion: Ms. Klohs, supported by Mr. Frey, moved to approve the recommendation of the Building Committee to request an additional \$5 million from the Downtown Development Authority to be used on the current project vision. Abstain: Mr. Logie. Motion carried.*

Operations Committee

Mr. Chamberlin reported that the Committee received presentations from ShowSpan and the Grand Rapids New Car Dealers Association (GRNCDA). Both groups have requested to reserve show dates for the 2004 Auto Show. The GRNCDA has organized and promoted the Auto Show since 1999. GRNCDA contracted with ShowSpan to produce the auto shows for the period 1999 through 2003. GRNCD has contracted with Liberty Productions to assist with the 2004 Auto Show. Although there is nothing that would preclude the CAA from allowing two auto shows, it would be impractical. Therefore, the Committee is planning to select one or the other. The Committee will confer with Attorney Dick Wendt about the legal issues involved and inform the parties once a decision has been reached. The CAA will function as an appellate review board if the parties are not satisfied with the Operations Committee decision.

Mr. Helmstead stated that sales are progressing and the CVB has booked 41,856 room nights this year. The CVB has 126,183 room night leads this year as compared to 86,255 last year. The CVB is working with the Lions International Club to book a convention in 2007. Representatives from the National Association for Agricultural County Agenda will be in town for a tour July 9 and 10. The CVB hopes to book the group for its 2007 convention. CVB staff just returned from a trade show in Washington, D.C. and brought back 16 prospects and 27 leads. The CVB is planning a fall familiarization tour in September. The CVB is working with the construction manager on the Midwest Woodworkers convention. The client will be in town July 22 in the hopes of finalizing an acceleration fee agreement.

#### Finance Committee

Ms. Klohs presented the Finance Committee report.

- a. Approval of Paid Invoices for the Period May 17 – June 14, 2002

*Motion: Ms. Klohs, supported by Mr. Frey, moved to approve payment of invoices totaling \$4,117,629.86, as presented. Motion carried unanimously.*

- b. Approval of SMG Financial Statements

*Motion: Mr. Frey, supported by Ms. Klohs, moved to approve the SMG Financial Statements for the Van Andel Arena and Grand Center for the period ended May 31, 2002, as presented. Motion carried unanimously.*

- c. Approval of CAA Financial Report

*Motion: Ms. Klohs, supported by Mr. Frey, moved to approve the Grand Rapids – Kent County Convention/Arena Authority Financial Statements for the period ended May 31, 2002, as presented. Motion carried unanimously.*

#### VII. Approval of Amendment to Construction Manager Agreement

Mr. Sommers recommended approval of Amendment No. 1 to the Construction Manager Agreement regarding the Guaranteed Maximum Price (GMP). The Construction Manager Agreement provides that, once drawings and specifications are sufficiently complete, Erhardt/Hunt will propose a GMP for Phases I and II. Erhardt/Hunt proposes a GMP for Phases I and II of \$118,054,870 with a substantial completion date of December 31, 2003. If the owner requests any changes outside the scope of the GMP, the owner would be responsible to provide the additional funds. The contractor would be financially responsible for any it requires outside the scope of the GMP.

*Motion: Mr. Frey, supported by Ms. Klohs, moved to approve Amendment No. 1 to the Construction Manager Agreement. Motion carried unanimously.*

VIII. Approval of FY 2003 Operating/Capital Replacement and Administrative Budgets

A preliminary presentation of the budgets was made to the Finance Committee and the full CAA Board during the regularly scheduled meetings in May. There were no changes to the operating/capital replacement budgets since that time. Ms. Wallace noted changes to the administrative budget: insurance costs have increased significantly and parking revenues for the lot behind the Arena have been included

*Motion: Mr. Frey, supported by Ms. Klohs, moved to approve the FY 2003 Operating/Capital Replacement Budgets and Administrative Budgets as presented. Motion carried unanimously.*

IX. Approval of Extension of Bookkeeping Services Agreement

Ms. Wallace stated that the CAA approved Beene Garter LLP as the CAA's bookkeeper for a one-year term expiring June 30, 2002. Beene Garter has submitted a proposal to extend the existing agreement for an additional one-year period. Beene Garter has increased its hourly rates by approximately 3% over the current year authorization.

*Motion: Ms. Klohs, supported by Mr. Charles, moved to approve the Extension of Bookkeeping Services Agreement with Beene Garter LLP, as presented. Motion carried unanimously.*

X. Approval of Extension of Payroll Services Agreement

Beene Garter has proposed an extension of its existing payroll services agreement that includes a modest increase for basic payroll and W-2 processing fee schedules. Ms. Wallace stated the increase would become effective in October 2002.

*Motion: Ms. Klohs, supported by Mr. Charles, moved to approve the Extension of Payroll Services Agreement with Beene Garter LLP, as presented. Motion carried unanimously.*

XI. SMG Report

Facilities Calendar

Mr. MacKeigan reported that the sold-out Eagles concert was the highest grossing one-night event. Last Sunday's Rampage game was televised on TNN. TNN was very impressed with the facility and staff. Tom Petty kicks off his tour at the Arena on June 27. The Van Andel Arena will play host to Korn, Cher, WWE, Mary J. Blige, Styx/REO, the Who, and possibly two additional summer events. Mark Thorsen, a concession expert from SMG corporate, was in town to tour the Arena and Grand Center. Mr. Thorsen will be involved in the discussions for the Grand Center concession agreement. SMG corporate is conducting an internal audit of the Grand Center. These audits occur every two years. After two seasons with the Grand Rapids Griffins, Coach Bruce Cassidy was named head coach of the Washington Capitals.

XII. Adjournment

There being no other business, the meeting was adjourned at 8:35 a.m.

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Birgit M. Klohs  
Recording Secretary

## Scott Atchison

Information Booth & The Walking Tour of Downtown Grand Rapids

2251 South Saulk Trail #126

Grand Rapids, MI 49506

616-957-3296 NativeGR@aol.com



*the whole board  
mccay tower  
service industry*

8/28/02

Board of Directors

Grand Rapids/Kent County Convention & Visitors Bureau

### **Something in it for every one:**

The big winners will be all of us as a whole.

The city of Grand Rapids & the Kent County area to get added exposure on nights, weekends & holidays.

The Walking Tour of Downtown Grand Rapids to be translated into various languages.

Driving tours of the metropolitan area.

Information on restaurants such as menus to be viewed, hours of operation for that days, advertised specials with a price, address and telephone number. DAILY MENU MATRIX

Pre-printed maps; Downtown and a map of the of the Metropolitan area that directions can be added with a highlighter marker. 11 x 17"

ANY AND ALL BUSINESSES paying downtown development tax or a member of the convention bureau or a member of the Chamber of Commerce to have their information presented.

Breton Village & Woodland mall for shopping. (locations printed on maps)

Public Museum of Grand Rapids to give guided tours of downtown Grand Rapids (GR Festival).

The West Michigan Whitecaps & Frederick Meijer Gardens & Sculpture Park & John Ball Park Zoo to be advertised and locations printed on maps.

The VanAnel Arena and their events.

The Grand Rapids Press - THE CONVENTION WEEKLY - to be distributed form the information booth.

1. Same size and layout (TEMPLATE) as the TV WEEK on the Grand Rapids Press.
2. Showing the layout fo the new convention facilities and the many rooms of the convention facilities.
3. Describing the functions of the specific conventions - articles about the conventioners.
4. Showing the places, times, events, locations and speakers of the various conventions.
5. Telling the history of Grand Rapids and its many suburbs.
6. *So all the conventions will know about the other conventions.*
7. Distributed in the Sunday Press weekly.

Direction for visitors to Grand Rapids and the Metropolitan area.

### FOR THE DOWNTOWN WORKERS

Daily information of restaurant specials: Item, Price, hours of operation, telephone number and address.



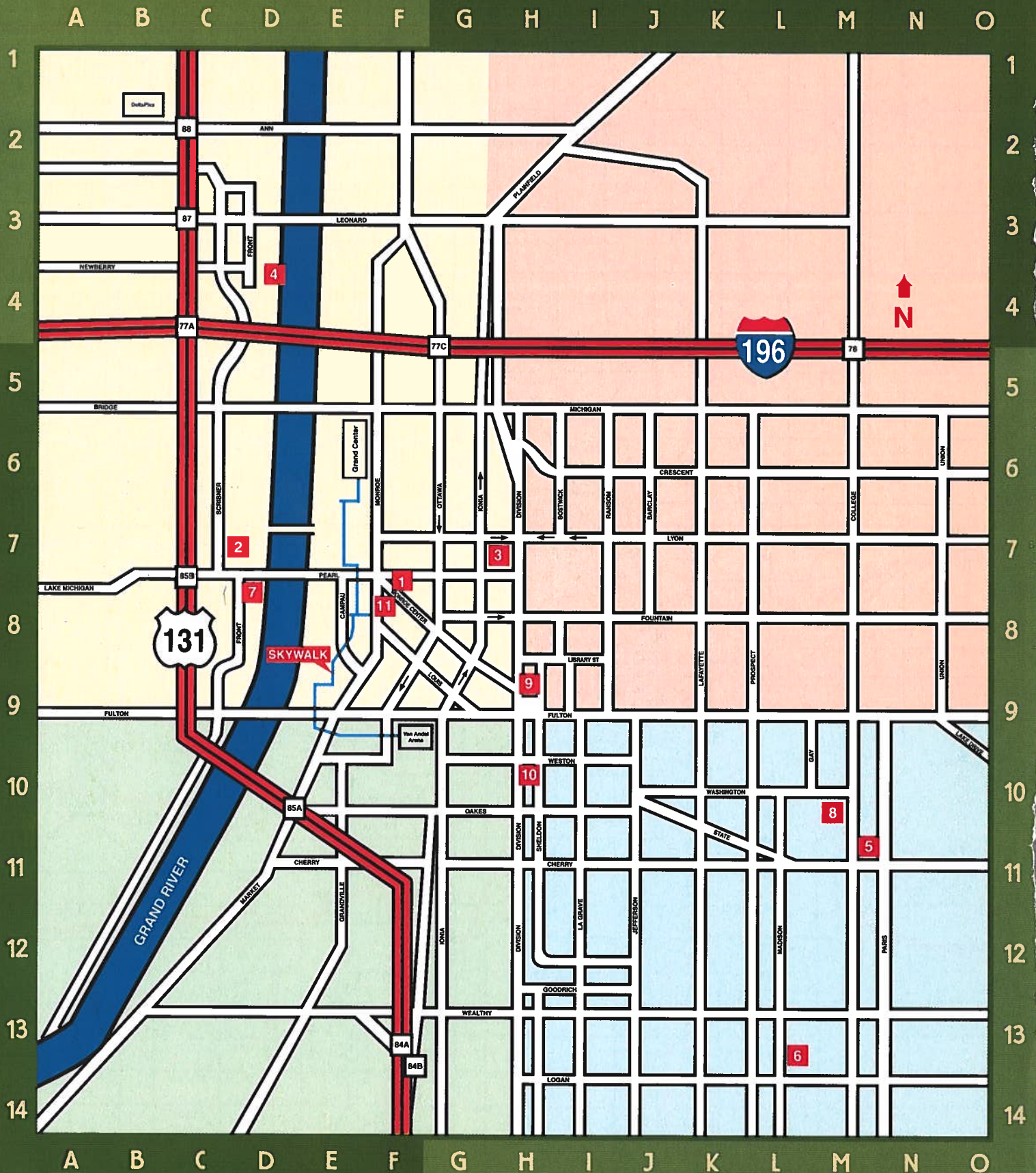
# The Convention Weekly

*Week of July 1<sup>st</sup> through July 6<sup>th</sup> 2004*

The City of Grand Rapid  
&  
Kent County  
Michigan



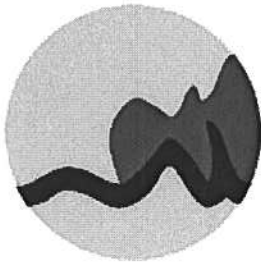
# Downtown Grand Rapids



# The Convention Weekly

*Week of July 1<sup>st</sup> through July 6<sup>th</sup> 2004*

The City of Grand Rapid  
&  
Kent County  
Michigan



CITY OF  
GRAND  
RAPIDS  
MICHIGAN  
[www.ci.grand-rapids.mi.us](http://www.ci.grand-rapids.mi.us)



**Scott Atchison**  
**Information Booth & The Walking Tour of Downtown Grand Rapids**

2251 South Saulk Trail #126  
Grand Rapids, MI 49506  
616-957-3296      NativeGR@aol.com

Convention Bureau  
Board of Directors  
Kent County Building Room 310  
7:30 AM  
08/28/02



To date I have address and have left detailed writings to The Grand Rapids City Commission and the Kent County Commission about this plan of a CITY/COUNTY information booth.

**The Plan**

Something in it for everyone: Conventioneers, Tourists & Citizens - Governmental Units - Various Authorities

We are living in an information world! An information booth in the heart of downtown Grand Rapids. A free walking tour for visitors to feel like locals. The walking tour translated into many languages. Information that is updated daily for visitors use. What a concept!

I am contacting people, groups, and Governmental organizations to gain support for a downtown Grand Rapids information booth that will be opened nights, weekends and holidays that will be located in front of the McKay Tower next to Rosa Parks Circles. This will be an outdoor, all season DIRECTIONS/INFORMATION BOOTH. The booth, at this time, is to be called The "CITY/COUNTY" Information Booth." The booth will provide free information to better advertise our city, county and region of Michigan. I am looking for your support at this time.

My actions will be that of a new entity, Michigan Flashcard, which will process the information and coordinate the activities of the information booth to be supported physically and financially by the following entities:

1. The City of Grand Rapids
2. Kent County
3. The Grand Rapids/Kent County Convention Bureau
4. The Downtown Development Authority
5. The Grand Rapids Police Department & Kent County Sheriff
6. The Downtown Alliance (Chamber of Commerce)
7. The Grand Rapids Press
8. Private Business Contributions - (example - pre-printed maps by Meijer or 5/3 with their locations)

The information booth will assist conventioneers (current/future), visitors and tourists with information on what there is to do and directions on how to get there. Information such as restaurants, hotels, shopping, festivals, fairs and activities around the metropolitan area. The information booth will also assist citizens from Kent County with their metropolitan area. The information booth will also distribute free copies of "The Walking Tour of Downtown Grand Rapids". The Grand Rapids Press did a nice article of the walking tour on 02/06/02.

**BUILDING COMMITTEE REPORT**  
**To**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**August 28, 2002**

The month of July saw the completion of the Grand Gallery structural steel detailing and installation. Currently Steel Service Corporation and their erector AZCO are installing the metal roof decking around the skylight openings.

Elsewhere in the Grand Gallery, air-handling units have been delivered and are being set in place in the penthouse, and new contractors, Bouma Corp. and Cleveland Construction have mobilized to begin spray fireproofing and metal studwork respectively. The mechanical and electrical trades continue rough in on all levels and the limestone cladding operation is going well on the East Stair Tower. Modern Roofing has completed the penthouse roof membrane and is preparing to start the main roof installation.

The Exhibit Hall work still consists primarily of steel and concrete work. AZCO has completed the East Box Truss and is well underway (approx. 75%) with construction of the West Truss. They have also successfully detailed and decked out the east third of the roof over the Exhibit floor space. The Catwalk System installation above the floor has begun and preparations are underway to place concrete in the Box Truss, thus transforming the structure into usable mechanical space.

Phase 3 work in July includes the continuation of back stage rigging upgrades and elevator modernization. The first of two is nearing completion for state inspection the first week of August. Construction documents for Phase 3 were reviewed and are being edited for issuance for bids. Erhardt/Hunt, Progressive and the Owner Representatives are working to establish a release timetable and bidding period.

The Committee has requested SMG provide consulting services for FF&E as established by contract. Additionally, the Committee has reviewed the Graphics/Signage package for Phase 2 and 3.





## **Press Release**

**For Release: Immediately – August 28, 2002**

**For More Information Contact:**  
**Barbara Kravitz**  
**Director of Communications**  
**(616) 459-8287 or (877) VISIT GR**  
**Email: [kravitzb@visitgrandrapids.org](mailto:kravitzb@visitgrandrapids.org)**  
**[www.visitgrandrapids.org](http://www.visitgrandrapids.org)**

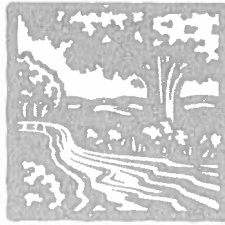
### **CVB BOOKS NEW DE VOS PLACE CONVENTIONS TOTALING OVER \$20 MILLION TO DATE**

**Grand Rapids, Michigan – With more than two years of construction still ahead, DeVos Place has become an “economic engine” vital to Grand Rapids and the West Michigan region. The Grand Rapids/Kent County Convention & Visitors Bureau (CVB) announced today that it has booked 47 conventions for the new center totaling \$21.5 million in estimated economic impact. The first convention is scheduled for December 2003, while others are booked as far out as 2007.**

**The two most recent bookings are among the largest conventions Grand Rapids has hosted, according to the Bureau. Newly committed is the Handweavers Guild of America, Inc. The organization has scheduled its biennial international conference at DeVos Place during June 2006. According to Sandra Bowles, executive director of the Handweavers Guild of America, Inc., “This convention will bring over 2,500 registered participants from over 30 countries and will showcase the work of hundreds of artists.” The CVB has reserved more than 3,700 hotel rooms in the local area for the six-day convention and expects an economic impact of more than \$1 million for the region.**

**-MORE-**

**GRAND RAPIDS/KENT COUNTY CONVENTION & VISITORS BUREAU  
140 MONROE CENTER NW, SUITE 300, GRAND RAPIDS, MI 49503-2893 616.459.8287 800.678.9859 FAX 616.459.7291  
[www.visitgrandrapids.org](http://www.visitgrandrapids.org) • e-mail: [mailbox@visitgrandrapids.org](mailto:mailbox@visitgrandrapids.org)**



## **PAGE TWO – NEW CONVENTION BOOKINGS**

Also recently booked is the National Rural Letter Carriers Association. This group will bring more than 3,200 delegates to DeVos Place in August 2007. During an eleven-day period, this convention will book more than 8,000 hotel rooms, making this one of the largest conventions in Grand Rapids history. The Bureau estimates the economic impact to be more that \$2.2 million.

Dann Werner of the Michigan Rural Letter Carriers Association states, "The city's downtown with its night clubs, theaters and dining options within walking distance of the new convention center helped to convince the delegates that Grand Rapids was the place to hold this future national convention."

According to CVB president Steve Wilson, "These recent bookings indicate that DeVos Place will truly become the economic engine that we predicted. Most of these conventions could not have been booked previously in Grand Rapids due to space limitations at the Grand Center. We have now created a momentum in the meetings industry to bring larger groups here more frequently."

Once DeVos Place is complete, annual economic activity generated by its operations is expected to top \$105 million.

For additional information, contact the Grand Rapids/Kent County Convention & Visitors Bureau at 616-459-8287.

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**NOTE: A COMPLETE LIST OF DE VOS PLACE BOOKINGS IS ATTACHED.**



## DeVos Place Booked Business

Printed: 8/26/02

Arrival Year	Groups	Attendance	Blocked Rooms	Total Direct Expenditures
2003	1	7,800	2,680	\$752,598
2004	16	34,150	27,065	\$7,600,393
2005	18	48,050	24,951	\$7,006,740
2006	8	20,500	11,246	\$3,158,102
2007	4	10,800	10,769	\$3,024,151
	<b>47</b>	<b>121,300</b>	<b>76,711</b>	<b>\$21,541,983</b>





# DeVos Place Booked Business

Printed: 8/23/02

Arrival Date	Depart Date	Account Name	Meeting Name	Attendance	Blocked Rooms	Total Direct Expenditures
11/28/03	12/8/03	Tradeshows Inc.	Midwest Woodworkers Show	7,800	2,680	\$752,598
1/20/04	1/23/04	Michigan Reading Recovery Institute	2004 Annual Conference	1,000	1,100	\$308,902
2/24/04	2/28/04	Michigan Council for Exceptional Children	2004 Michigan CEC Annual Convention	1,800	1,150	\$322,943
3/3/04	3/7/04	Business Professionals of America - Michigan Association	2004 Annual State Leadership Conference	2,100	2,335	\$655,715
3/8/04	3/13/04	MI Assn for Computer-Related Technology Users in Learning	2004 Annual Conference	4,500	1,166	\$327,436
3/24/04	3/28/04	Michigan Association for the Education of Young Children	2004 Annual Conference	3,500	2,013	\$565,291
4/5/04	4/9/04	Michigan Petroleum Association/MI Assn of Convenience Stores	2004 Annual Convention and Trade Show	3,200	1,000	\$280,820
4/21/04	4/25/04	Michigan Association of Ambulance Services	2004 EMS Expo	1,500	1,490	\$418,422
4/26/04	4/30/04	Michigan School Business Officials	2004 Annual Convention	750	1,400	\$393,148
4/29/04	5/2/04	Sweet Adelines International	2004 Annual Region 3	1,000	736	\$206,684
6/16/04	6/25/04	Wesleyan Church Corporation	2004 Quadrennial General Conference	6,000	5295	\$1,486,942
7/12/04	7/19/04	American Association of Meat Processors	2004 Annual Convention of Meat Processors	1,500	1,990	\$558,832
10/8/04	10/12/04	Michigan Association of Public Employee Retirement Systems	2004 Annual Convention	700	1,180	\$331,368
10/18/04	10/25/04	Association of Michigan Basketmakers	2004 Annual Convention and Trade Show	1,000	1,200	\$336,984
11/3/04	11/7/04	Michigan Association of School Boards	2004 Annual Conference	1,000	1,325	\$372,087
11/10/04	11/18/04	Maly's	2004 Maly's Salon Forum	3,100	1,285	\$360,854
11/15/04	11/21/04	National Association for Interpretation	2004 National Workshop	1,500	2,400	\$673,968
1/4/05	1/7/05	Michigan Reading Recovery Institute	2005 Annual Conference	1,000	1,100	\$308,902
1/9/05	1/13/05	Michigan Nursery and Landscape Association	2005 Great Lakes Trade Exposition	3,500	715	\$200,786
2/5/05	2/8/05	Michigan Department of Career Development	2005 Tech Prep Conference	2,000	1,210	\$339,792
3/1/05	3/5/05	Michigan Council for Exceptional Children	2005 Michigan CEC Annual Convention	1,800	1,150	\$322,943
3/11/05	3/16/05	Michigan Reading Association	2005 Annual Convention	4,500	1,860	\$522,325
3/16/05	3/20/05	Business Professionals of America - Michigan Association	2005 Annual State Leadership Conference	2,100	2,335	\$655,715
4/4/05	4/8/05	Michigan Petroleum Association/MI Assn of Convenience Stores	2005 Annual Convention and Trade Show	3,200	1,000	\$280,820
4/7/05	4/10/05	Sweet Adelines International	2005 Annual Spring Region 2 MI/ON Meeting	1,000	745	\$209,211
4/13/05	4/17/05	Michigan Association for the Education of Young Children	2005 Annual Conference	3,500	1,400	\$393,148
4/20/05	4/24/05	Michigan Association of Ambulance Services	2005 EMS Expo	1,500	1,490	\$418,422
4/25/05	4/29/05	Michigan School Business Officials	2005 Annual Convention	750	1,400	\$393,148
4/28/05	5/1/05	Michigan School Food Service Association	2005 Annual Convention	600	450	\$126,369
5/10/05	5/18/05	Michigan Dental Association	Annual Convention and Trade Show	5,000	1,770	\$497,051
5/17/05	5/23/05	Michigan Credit Union League	2005 Annual Convention and Expo	1,200	1,681	\$472,058
8/1/05	8/8/05	American Philatelic Society	2005 APS Stampshow	5,000	2,360	\$662,735
10/25/05	10/28/05	Michigan Library Association	Annual Convention	500	605	\$169,896
10/31/05	11/9/05	Tradeshows Inc.	Biennial Trade Show	7,800	2,395	\$672,564
11/9/05	11/15/05	Maly's	2005 Maly's Salon Forum	3,100	1,285	\$360,854
1/8/06	1/12/06	Michigan Nursery and Landscape Association	2006 Great Lakes Trade Exposition	3,500	715	\$200,786
2/21/06	2/25/06	Michigan Council for the Social Studies	2006 Social Studies Conference	1,000	911	\$255,827
3/7/06	3/11/06	MI Assn for Computer-Related Technology Users in Learning	2006 Annual Conference	4,500	1,175	\$329,964


3/25/06	3/30/06	Michigan Ground Water Association	2006 Annual Convention	900	383	\$107,554
4/18/06	4/23/06	Michigan Association of Ambulance Services	2006 EMS Expo	1,500	1,545	\$433,867
6/26/06	7/4/06	Handweaver's Guild of America, Inc.	2006 Convergence-Biennial Conference	2,500	3,755	\$1,054,479
11/1/06	11/7/06	Maly's	2006 Maly's Salon Forum	3,100	1,285	\$360,854
12/1/06	12/10/06	Michigan State Horticultural Society	2006 Great Lakes Fruit Vegetable & Farm Market Expo	3,500	1,477	\$414,771
1/7/07	1/11/07	Michigan Nursery and Landscape Association	2007 Great Lakes Trade Exposition	3,500	715	\$200,786
4/26/07	4/29/07	Sweet Adelines International	2007 Annual Region 3	1,000	694	\$194,889
7/31/07	8/11/07	National Rural Letter Carriers Association	2007 Annual Convention	3,200	8,075	\$2,267,622
10/17/07	10/23/07	Maly's	2007 Maly's Salon Forum	3,100	1,285	\$360,854
				<b>121,300</b>	<b>76,711</b>	<b>\$21,541,983</b>

# MEMORANDUM

CITY OF GRAND RAPIDS

DATE: July 11, 2002

TO: Steve Heacock  
Grand Rapids - Kent County Convention / Arena Authority  
Finance Committee Chair

FROM: Jana M. Wallace   
Fiscal Services Analyst

SUBJECT: Monthly Disbursements Report

Attached for your review are the lists of invoices processed for payment during the most recent period. Expenditures are summarized below by fund.

Dates checks were issued	Operating Fund	Construction Fund
June 28, 2002	\$ 27,487.63	\$ 45,546.57
July 15, 2002	52,349.74	5,741,794.14
Payroll – 06/14/2002	2,230.80	--
Payroll – 06/26/2002	2,093.00	--
<b>Disbursements by Fund</b>	<b>\$ 84,161.17</b>	<b>\$5,787,340.71</b>

Total funds expended by the Grand Rapids - Kent County Convention / Arena Authority during the period June 14 through July 15, 2002, were \$5,871,501.88.

Please call me at 456-4514 if you need additional information.

Attachments

# GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY

List of Invoices Processed for Payment on June 28, 2002, as Authorized by the Current Bookkeeping Policy

		Payee	Amount	Invoice Date	Description of materials acquired / services received
<b>Invoices Submitted by Project Manager</b>					
C		Materials Testing Consultants Inc	\$ 1,923.80	06/13/2002	Geotechnical services re Grand Center & Welsh - May 2002
C		Materials Testing Consultants Inc	39,238.16	06/13/2002	Construction phase services - May 2002
C		Nextel Communications	157.11	06/06/2002	Owner's representatives cellular phone charges thru 06/06/2002
C		Robert Duff Consulting Inc	4,227.50	06/03/2002	Communications systems consulting - 11/01/01 thru 05/31/02
			<b>\$ 45,546.57</b>	<b>Sub-Total - Invoices Submitted by Project Manager</b>	
<b>Invoices Submitted by City Fiscal Services</b>					
O		Beene Garter LLP	2,388.00	06/21/2002	Bookkeeping services for period ended June 21, 2002
O		Consumers Energy	23,132.62	06/06/2002	Electrical services for Grand Center - May 2002
O		Grand Rapids City Treasurer	1,684.61	06/20/2002	Water and sewer services for Grand Center - May 2002
O		ICMA Retirement Corporation	240.00	06/14/2002	Admin mgr's 401A - employer/employee contribs for 06/14/02 payroll
O		Jana M. Wallace	42.40	06/19/2002	Reimburse for GASB Stmt 36-39 - purchased for financial stmt prep
			<b>\$ 27,487.63</b>	<b>Sub-Total Invoices - Invoices Submitted by City Fiscal Services</b>	
			<b>\$ 45,546.57</b>	<b>Total Invoices Submitted for Payment from Construction Account</b>	
			<b>\$ 27,487.63</b>	<b>Total Invoices Submitted for Payment from Operating Account</b>	
			<b>\$ 73,034.20</b>	<b>Total Invoices Processed for Payment</b>	

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C = Construction related expenses  
O = Operating / non-construction expenses

# GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY

List of Invoices Processed for Payment on July 15, 2002, as Authorized by the Current Bookkeeping Policy

	Payee	Amount	Invoice Date	Description of materials acquired / services received
Invoices Submitted by Project Manager				
C	Erhardt - Hunt: A Joint Venture	\$5,252,943.00	06/30/2002	Progress Pmt # 19: Construction - steel / general / fabrication
C	GR-KC C/AA Retainage Account	428,102.00	06/30/2002	Retainage for progress payment # 19
C	Fishbeck, Thompson, Carr & Huber Inc	1,015.23	06/19/2002	Engineering re convention center flood wall - 05/11/02 - 06/07/02
C	J P Gray Consulting Inc	11,685.00	07/02/2002	Project management services - June 2002
C	Ottawa County Landfill	5,490.28	07/01/2002	Contaminated soil dumping - June 23 - 26, 2002
C	Progressive AE	12,118.63	06/13/2002	Owner requested changes - May 2002
C	Progressive AE	18,480.00	06/13/2002	On-site architect's representative - May 2002
C	Sommers, Dale H	11,960.00	06/28/2002	Project management services - June 2002
		<u>\$5,741,794.14</u>		<b>Sub-Total - Invoices Submitted by Project Manager</b>
Invoices Submitted by City Fiscal Services				
O	Consumers Energy	33,463.37	06/25/2002	Electrical services for Arena - June 2002
O	Consumers Energy	2,442.86	06/25/2002	Electrical services for Skywalk - June 2002
O	Dickinson Wright PLLC	553.50	06/20/2002	Legal services re general matters - May 2002
O	Grand Rapids City Treasurer	3,880.96	06/28/2002	Water and sewer services for Arena - June 2002
O	Grand Rapids City Treasurer	106.05	07/03/2002	Water services for Arena - June 2002
O	ICMA Retirement Corporation	240.00	06/26/2002	Admin mgr's 401A - employer/employee contris for 06/26/02 payroll
O	Kent County Dept of Public Works	10.00	06/30/2002	Skywalk steam services - June 2002
O	Kent County Dept of Public Works	1,960.18	06/30/2002	Grand Center steam services - June 2002
O	Kent County Dept of Public Works	9,387.09	06/30/2002	Arena steam services - June 2002
O	Priority Health	278.05	06/24/2002	Insurance benefits for administrative manager - July 1, 2002
O	Rapid Hot Coffee Service	27.68	06/26/2002	Beverages / snacks for June 26, 2002 meeting
		<u>\$ 52,349.74</u>		<b>Sub-Total Invoices - Invoices Submitted by City Fiscal Services</b>
		<u>\$5,741,794.14</u>		<b>Total Invoices Submitted for Payment from Construction Account</b>
		<u>\$ 52,349.74</u>		<b>Total Invoices Submitted for Payment from Operating Account</b>
		<u>\$5,794,143.88</u>		<b>Total Invoices Submitted for Payment from Authority Funds</b>

C = Convention Center construction related expenses

O = Non-construction / operating expenses

# MEMORANDUM

CITY OF GRAND RAPIDS

DATE: August 9, 2002

TO: Steve Heacock  
Grand Rapids - Kent County Convention / Arena Authority  
Finance Committee Chair

FROM: Jana M. Wallace *JMW*  
Fiscal Services Analyst

SUBJECT: Monthly Disbursements Report

Attached for your review are the lists of invoices processed for payment during the most recent period. Expenditures are summarized below by fund.

Dates checks were issued	Operating Fund	Construction Fund
July 29, 2002	\$ 29,902.91	\$ 769,208.54
August 14, 2002	59,525.72	4,958,465.66
Payroll – 07/12/2002	2,223.20	--
Payroll – 07/26/2002	2,093.00	--
Payroll – 08/09/2002	2,203.20	--
<b>Disbursements by Fund</b>	<b>\$ 95,948.03</b>	<b>\$5,727,674.20</b>

Total funds expended by the Grand Rapids - Kent County Convention / Arena Authority during the period July 12 through August 14, 2002, were \$5,823,622.23.

Please call me at 456-4514 if you need additional information.

Attachments

# GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY

List of Invoices Processed for Payment on July 29, 2002, as Authorized by the Current Bookkeeping Policy

	Payee	Amount	Invoice Date	Description of materials acquired / services received
<b>Invoices Submitted by Project Manager</b>				
C	Jerry G Fellingner, Fire/Secur Sys	1,200.00	07/05/2002	Security system design and review -- 04/10 - 06/03/02
C	Materials Testing Consultants Inc	30,998.56	07/09/2002	Construction phase services - June 2002
C	Nextel Communications	204.59	07/08/2002	Owner's representatives cellular phone charges thru 07/06/2002
C	Ottawa County Landfill	7,710.75	07/20/2002	Contaminated soil dumping - July 1 - 17, 2002
C	Progressive AE	540,562.41	06/13/2002	Architectural design services - May 2002
C	Progressive AE	110,745.75	07/18/2002	Architectural design services - June 2002
C	Progressive AE	54,714.41	07/17/2002	Owner requested changes - June 2002
C	Progressive AE	13,542.50	07/15/2002	On-site architect's representative - June 2002
C	Progressive AE	9,529.57	07/15/2002	Environmental graphics - June 2002
	<b>Sub-Total - Invoices Submitted by Project Manager</b>	<b>\$ 769,208.54</b>		

## Invoices Submitted by City Fiscal Services

O	Consumers Energy	26,167.54	07/08/2002	Electrical services for Grand Center - June 2002
O	Grand Rapids City Treasurer	30.25	07/09/2002	Fire protection water line for Skywalk - July - September 2002
O	Grand Rapids City Treasurer	45.40	07/09/2002	Water and sewer services for Skywalk - March - June 2002
O	Grand Rapids City Treasurer	108.89	07/09/2002	Fire protection water line for Arena - July - September 2002
O	Grand Rapids City Treasurer	3,310.83	07/25/2002	Water and sewer services for Grand Center - July 2002
O	ICMA Retirement Corporation	240.00	07/12/2002	Admin mgr's 401A - employer/employee contribs for 07/12/02 payroll
	<b>Sub-Total Invoices - Invoices Submitted by City Fiscal Services</b>	<b>\$ 29,902.91</b>		

**Total Invoices Submitted for Payment from Construction Account**

**Total Invoices Submitted for Payment from Operating Account**

**Total Invoices Processed for Payment**

<b>\$ 769,208.54</b>
<b>\$ 29,902.91</b>
<b>\$ 799,111.45</b>

C = Construction related expenses  
O = Operating / non-construction expenses

# GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY

List of Invoices Processed for Payment on August 14, 2002, as Authorized by the Current Bookkeeping Policy

	Payee	Amount	Invoice Date	Description of materials acquired / services received
<b>Invoices Submitted by Project Manager</b>				
C	Choice One Insurance Agencies	\$ 77,660.00	07/23/2002	Renew builders risk insurance for 07/01/02 - 07/01/03
C	Erhardt - Hunt: A Joint Venture	4,541,694.00	07/31/2002	Progress pmt # 20: Construction - ironwork/general/fabrication
C	GR-KC C/AA Retainage Account	289,595.00	07/31/2002	Retainage for progress payment # 20
C	J P Gray Consulting Inc	12,207.50	08/01/2002	Project management services - July 2002
C	Jerry G Fellingner, Fire/Secur Sys	8,200.00	08/01/2002	Security system design and review -- July 2002
C	Nextel Communications	160.34	08/04/2002	Owner's representatives cellular phone charges thru 08/06/2002
C	Ottawa County Landfill	3,334.42	07/31/2002	Contaminated soil dumping - July 22 - 29, 2002
C	Sommers, Dale H	11,040.00	07/31/2002	Project management services - July 2002
		<b>\$4,943,891.26</b>		<b>Sub-Total - Invoices Submitted by Project Manager</b>
<b>Invoices Submitted by City Engineer</b>				
C	Geotech Inc	14,461.00	10/23/2001	Engineering services - MDOT fiber September 1 - 29, 2001
C	Law Weathers & Richardson	113.40	07/18/2002	Legal services related to Monroe Ave Improvements - June 2002
		<b>\$ 14,574.40</b>		<b>Sub-Total - Invoices Submitted by City Engineer</b>
<b>Invoices Submitted by City Fiscal Services</b>				
O	Aumuelier, Julie	200.00	07/30/2002	Auto damaged by Skywalk ice - reimburse insurance deductible
O	Consumers Energy	36,937.29	07/26/2002	Electrical services for Arena - July 2002
O	Consumers Energy	2,923.72	07/25/2002	Electrical services for Skywalk - July 2002
O	Grand Rapids City Treasurer	2,840.51	08/01/2002	Water and sewer services for Arena - July 2002
O	Grand Rapids City Treasurer	168.17	08/01/2002	Water services for Arena - July 2002
O	Kent County Dept of Public Works	10.00	07/31/2002	Skywalk steam services - July 2002
O	Kent County Dept of Public Works	2,398.00	07/31/2002	Grand Center steam services - July 2002
O	Kent County Dept of Public Works	13,709.25	07/31/2002	Arena steam services - July 2002
O	Office Depot	60.73	07/31/2002	Printer toner cartridge
O	Priority Health	278.05	08/01/2002	Insurance benefits for administrative manager - August 1, 2002
		<b>\$ 59,525.72</b>		<b>Sub-Total Invoices - Invoices Submitted by City Fiscal Services</b>
		<b>\$4,958,465.66</b>		<b>Total Invoices Submitted for Payment from Construction Account</b>
		<b>\$ 59,525.72</b>		<b>Total Invoices Submitted for Payment from Operating Account</b>
		<b>\$5,017,991.38</b>		<b>Total Invoices Processed for Payment</b>

C = Convention Center construction related expenses

O = Non-construction / operating expenses





## GRAND CENTER

FINANCIAL STATEMENT  
FOR THE PERIOD ENDED JUNE 30, 2002

\*\*\*PRELIMINARY STATEMENTS\*\*\*

Distribution:

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Glen Mon  
Bob Johnson  
Gary McAneney  
John Szudzik  
Richard MacKeigan  
Chris Machuta



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*An SMG Managed Facility*

**GRAND CENTER  
ROLLING FORECAST - YE 6/30/02  
SUMMARY**

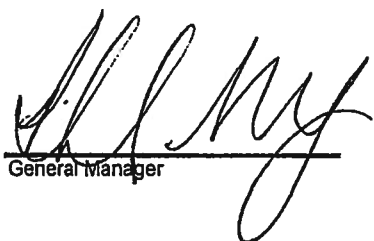
	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	384		384	318	66
ATTENDANCE	490,444		490,444	494,970	(4,526)
DIRECT EVENT REVENUE	1,478,000		1,478,000	1,133,612	344,388
ANCILLARY REVENUE	597,270		597,270	499,919	97,351
TOTAL EVENT REVENUE	2,075,270	-	2,075,270	1,633,531	441,739
TOTAL OTHER REVENUE	118,178		118,178	136,000	(17,822)
TOTAL OPERATING REVENUE	2,193,448	-	2,193,448	1,769,531	423,917
INDIRECT EXPENSES					
EXECUTIVE	91,169		91,169	81,433	(9,736)
FINANCE	130,592		130,592	145,356	14,764
MARKETING	39,964		39,964	139,854	99,890
OPERATIONS	506,688		506,688	445,575	(61,113)
EVENT SERVICES	370,084		370,084	417,843	47,759
BOX OFFICE	49,917		49,917	60,682	10,765
OVERHEAD	1,027,763		1,027,763	984,945	(42,818)
TOTAL OPERATING EXP.	2,216,175	-	2,216,177	2,275,688	59,511
NET REVENUE ABOVE EXPENSES	(22,729)	-	(22,729)	(506,157)	483,428
CAPITAL	47,841	-	47,841	173,850	(126,009)
NET OPERATING REVENUE OVER OPERATING EXPENSES	(70,570)	-	(70,570)	(680,007)	609,437

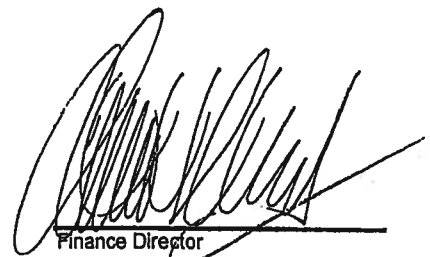
**\*\*ESTIMATED\*\*  
MANAGEMENT FEE CALCULATION**

BENCHMARK REVENUES	\$ 1,769,531
PROJECTED REVENUES	\$ 2,193,448
PROJECTED INCREASE	<u>\$ 423,917</u>
20% OF FIRST \$500,000	\$ 84,783
25% OF \$500,000 AND ABOVE	\$ -
TOTAL INCENTIVE FEE	<u>\$ 84,783</u>
TOTAL BASE F/Y 2002	\$ 225,000
TOTAL FEE FOR F/Y 2002	<u>\$ 309,783</u>

**Comments:**

June concludes a very successful year for the Grand Center. While the facility lost money for the fiscal year, the performance exceeded all expectations. DeVos Performance Hall was the driving force behind the success with its most successful year on record.

  
General Manager

  
Finance Director

**GRAND CENTER  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED JUNE 30, 2002**

The following schedule summarizes operating results for the month ending and the YTD ending June 30, 2002, compared to budget and to the prior year:

<b>MONTH</b>	<b>June Actual</b>	<b>June Budget</b>	<b>June FY 2001</b>
Number of Events	18	8	35
Attendance	17,320	11,000	41,466
Direct Event Income	\$76,828	\$15,790	\$22,012
Ancillary Income	27,922	9,119	9,451
Other Income	4,766	11,337	12,961
Indirect Expenses	(192,226)	(189,633)	(220,421)
Net Income	(\$82,710)	(\$153,387)	(\$175,998)

<b>YTD</b>	<b>YTD 2002 Actual</b>	<b>YTD 2002 Budget</b>	<b>YTD 2001 Prior Year</b>
Number of Events	384	318	388
Attendance	490,444	495,720	501,669
Direct Event Income	1,478,000	1,133,612	1,417,693
Ancillary Income	597,270	499,919	633,565
Other Income	118,178	136,000	117,554
Indirect Expenses	(2,216,178)	(2,275,695)	(2,167,199)
Net Income	(\$22,729)	(\$506,164)	\$1,613
Less Capital	(\$47,841)	(\$63,339)	
Net Income after Capital	(\$70,570)	(\$569,503)	\$1,613

**EVENT INCOME**

Event income came in above expectations for the month as the Broadways presentation of Blast occurred in June versus May when originally budgeted. NCS Pearson is running a multiple week training session that is renting a large portion of the facility and booked less than one week out also contributed a large revenue increase in June.

**ANCILLARY INCOME**

Ancillary income came in higher than expected for the month due to the two events mentioned above.

**INDIRECT EXPENSES**

Indirect expenses came in at expected levels for the month.

GRAND CENTER  
FACILITY STATEMENT OF INCOME  
PERIOD ENDING 06/30/02

	-----CURRENT-----			-----YTD-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
EVENT INCOME						
-----						
DIRECT EVENT INCOME						
RENTAL INCOME	78,341	16,400	21,740	1,443,971	1,115,635	1,392,357
SERVICES INCOME	<1,513>	<610>	272	34,030	17,977	25,336
	-----	-----	-----	-----	-----	-----
TOTAL DIRECT EVENT INCOME	76,828	15,790	22,012	1,478,000	1,133,612	1,417,693
	-----	-----	-----	-----	-----	-----
ANCILLARY INCOME						
-----						
FOOD & BEVERAGE	11,710	2,884	5,527	204,274	178,025	260,989
NOVELTY	4,758	800	178	43,809	18,712	18,963
TELECOMMUNICATIONS	908	0	0	9,422	0	0
ELECTRICAL	594	100	0	33,402	19,640	0
OTHER ANCILLARY	9,952	5,335	3,745	306,363	283,542	353,612
	-----	-----	-----	-----	-----	-----
TOTAL ANCILLARY INCOME	27,922	9,119	9,451	597,270	499,919	633,565
	-----	-----	-----	-----	-----	-----
TOTAL EVENT INCOME	104,750	24,909	31,463	2,075,270	1,633,531	2,051,258
	-----	-----	-----	-----	-----	-----
OTHER OPERATING INCOME	4,766	11,337	12,961	118,178	136,000	117,554
	-----	-----	-----	-----	-----	-----
ADJUSTED GROSS INCOME	109,516	36,246	44,423	2,193,449	1,769,531	2,168,812
	-----	-----	-----	-----	-----	-----
INDIRECT EXPENSES						
EXECUTIVE	7,186	6,787	5,036	91,169	81,433	41,734
FINANCE	10,062	12,102	9,142	130,592	145,356	126,222
MARKETING	2,401	11,671	13,601	39,964	139,854	97,539
OPERATIONS	37,459	37,136	125,304	506,688	445,577	845,820
EVENT MANAGEMENT	36,121	34,825	0	370,084	417,845	0
BOX OFFICE	4,811	5,045	2,796	49,917	60,683	36,118
OVERHEAD	94,187	82,067	64,542	1,027,763	984,947	1,019,765
	-----	-----	-----	-----	-----	-----
INDIRECT EXPENSES	192,226	189,633	220,421	2,216,178	2,275,695	2,167,199
	-----	-----	-----	-----	-----	-----
NET OPERATING INCOME	<82,710>	<153,387>	<175,998>	<22,729>	<506,164>	1,613
	-----	-----	-----	-----	-----	-----
OTHER EXPENSES						
OTHER EXPENSE (INCOME)	0	0	3,507	47,841	63,339	3,507
	-----	-----	-----	-----	-----	-----
OTHER EXPENSES	0	0	3,507	47,841	63,339	3,507
	-----	-----	-----	-----	-----	-----
NET INCOME (LOSS)	<82,710>	<153,387>	<179,505>	<70,571>	<569,503>	<1,894>
	=====	=====	=====	=====	=====	=====

GRAND CENTER  
STATEMENT OF SERVICES INCOME  
PERIOD ENDING 06/30/02

	-----CURRENT-----			-----YEAR TO DATE-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	0	0	0	111,923	0	30,213
Stagehands Billed	50,875	13,000	6,383	842,217	590,800	697,619
Security Billed	14,872	950	644	120,089	91,920	87,608
Ushers & Tix Takers Billed	5,328	2,000	3,413	145,527	138,457	129,567
Box Office Billed	800	200	0	25,327	19,900	18,050
Ticketing Service Billed	7,032	2,000	855	187,673	129,080	132,140
Utilities Billed	0	0	1,800	5,470	0	11,115
City Police Fire Billed	992	0	0	21,313	15,680	22,149
Traffic Control Billed	0	0	44	19,138	8,020	12,107
EMT Medical Billed	592	250	379	23,581	22,191	19,193
Cleaning Billed	0	0	0	2,770	0	1,565
Insurance Billed	0	0	263	1,275	0	2,449
Group Sales Commissions Billed	0	0	0	889	0	0
Telephone Billed	1,270	0	495	12,849	150	7,177
Damages Billed	0	0	0	71	0	0
Other Production Billed	1,389	0	1,798	68,153	0	26,487
<b>TOTAL SERVICE INCOME</b>	<b>83,150</b>	<b>18,400</b>	<b>16,073</b>	<b>1,588,264</b>	<b>1,016,198</b>	<b>1,197,437</b>
Advertising Expense	153	0	0	102,918	0	29,194
Stagehand Wages	52,168	12,610	6,739	838,971	573,083	656,356
Security Wages	0	0	644	7,722	2,930	88,669
Contracted Security Expense	14,872	950	0	112,382	88,990	0
Ushers & T/T Wages	3,730	1,400	2,389	101,869	96,765	90,697
Ticket Sellers Wages	234	300	156	17,636	29,688	27,214
Ticket Service Charge Expense	3,601	700	180	65,703	29,889	35,363
City Police Fire Expense	992	0	0	21,313	15,680	22,351
Traffic Control Expense	96	0	259	36,893	15,660	30,207
EMT Medical Expense	465	250	256	17,243	22,191	14,429
Cleaning Wages	7,300	2,800	3,367	159,916	123,345	151,229
Contracted Cleaning Expense	0	0	0	2,083	0	0
Insurance Expense	0	0	210	899	0	2,000
Damage Expense	0	0	0	0	0	420
Production Expense	1,054	0	1,601	68,687	0	23,975
<b>TOTAL SERVICE EXPENSE</b>	<b>84,663</b>	<b>19,010</b>	<b>15,801</b>	<b>1,554,234</b>	<b>998,221</b>	<b>1,172,101</b>
<b>NET SERVICE INCOME</b>	<b>&lt;1,513&gt;</b>	<b>&lt;610&gt;</b>	<b>272</b>	<b>34,030</b>	<b>17,977</b>	<b>25,336</b>
=====						

GRAND CENTER  
STATEMENT OF FINANCIAL POSITION  
PERIOD ENDING 06/30/02

ASSETS

CURRENT ASSETS

CASH	1,768,803
ACCOUNTS RECEIVABLE	235,707
PREPAID EXPENSES	68,481
	-----
TOTAL CURRENT ASSETS	2,072,991
	-----

FIXED ASSETS

TOTAL ASSETS	2,072,991
	=====

LIABILITIES & EQUITY

CURRENT LIABILITIES

ACCOUNTS PAYABLE	706,300
ACCRUED EXPENSES	131,839
ADVANCED TIX SALES & DEPOSITS	276,564
	-----
TOTAL CURRENT LIABILITIES	1,114,704
	-----

EQUITY

FUNDING RECEIVED	482,941
RETAINED EARNINGS	545,916
NET INCOME (LOSS)	<70,569>
	-----
TOTAL EQUITY	958,287
	-----

TOTAL LIABILITIES & EQUITY	2,072,991
	=====

GRAND CENTER  
INDIRECT EXPENSE SUMMARY  
PERIOD ENDING 06/30/02

	CURRENT			YTD		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	41,424	46,695	35,340	510,949	560,450	358,686
Part-Time	7,966	10,746	11,344	157,300	128,897	147,445
Wages-Trade	69,440	72,356	47,659	1,087,688	868,184	964,941
Auto Expense	1,521	1,769	1,321	17,900	21,250	14,050
Taxes & Benefits	23,905	26,798	17,018	329,856	321,730	284,895
Less: Allocation/Reimbursement	<74,069>	<86,177>	<20,725>	<1,255,747>	<1,034,003>	<1,029,878>
<b>TOTAL LABOR COSTS</b>	<b>70,187</b>	<b>72,187</b>	<b>91,958</b>	<b>847,946</b>	<b>866,508</b>	<b>740,140</b>
Contracted Security	5,106	5,200	1,919	54,538	62,400	50,297
Other Contracted Services	186	175	160	2,041	2,100	1,691
Travel & Entertainment	1,114	774	<1,428>	6,811	9,200	1,587
Corporate Travel	1,975	307	0	4,313	3,750	3,331
Meetings & Conventions	424	1,649	520	9,820	19,700	5,537
Dues & Subscriptions	0	149	0	1,525	1,700	1,710
Employee Training	0	763	0	459	9,200	124
Miscellaneous Expense	0	0	0	66	0	110
Computer Expense	2,438	5,313	4,034	32,476	63,800	42,105
Professional Fees	1,661	1,663	400	20,414	20,000	12,775
Marketing & Advertising	30	837	6,074	10,249	10,000	15,421
Box Office Expenses	30	0	<183>	595	0	<15>
Small Equipment	0	0	0	0	0	813
Trash Removal	349	2,663	1,235	12,644	32,000	16,747
Equipment Rental	151	350	188	3,235	4,200	4,975
Landscaping	0	0	0	0	0	4,045
Snow Removal	0	0	0	169	0	1,751
Exterminating	375	350	750	4,808	4,200	6,010
Cleaning	0	625	318	613	7,500	6,791
Construction Costs	0	0	1,114	1,350	0	2,249
Repairs & Maintenance	9,405	8,587	40,771	122,534	103,000	138,161
Supplies	9,403	11,270	4,083	89,864	135,240	139,647
Bank Service Charges	610	625	799	12,527	7,500	16,461
Insurance	12,858	8,584	16,983	123,808	102,997	141,178
Other Taxes	0	300	0	0	3,600	2,535
Printing & Stationary	0	924	135	1,224	11,000	3,117
Office Supplies	20	625	3,080	7,447	7,500	11,001
Postage	444	250	222	1,582	3,000	1,865
Parking Expense	1,502	1,163	2,982	20,316	14,000	19,205
Telephone Long Distance	2,874	2,550	9,937	30,080	30,600	49,185
Utilities	24,434	43,000	9,642	482,941	516,000	524,867
Base Fee	18,750	18,750	14,791	225,000	225,000	176,029
Incentive Fee	27,899	0	9,937	84,784	0	25,755
<b>TOTAL MATERIAL AND SERVICES</b>	<b>122,040</b>	<b>117,446</b>	<b>128,463</b>	<b>1,368,232</b>	<b>1,409,187</b>	<b>1,427,059</b>
<b>TOTAL INDIRECT EXPENSES</b>	<b>192,226</b>	<b>189,633</b>	<b>220,421</b>	<b>2,216,178</b>	<b>2,275,695</b>	<b>2,167,199</b>



## **GRAND CENTER**

**FINANCIAL STATEMENT  
FOR THE PERIOD ENDED JULY 31, 2002**

**Distribution:**

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Glen Mon  
Bob Johnson  
Gary McAneney  
John Szudzik  
Richard MacKeigan  
Chris Machuta



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*An SMG Managed Facility*



GRAND CENTER  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2002

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	28	277	305	305	-
ATTENDANCE	5,400	443,907	449,307	449,307	-
DIRECT EVENT REVENUE	144,536	1,153,269	1,297,805	1,297,805	-
ANCILLARY REVENUE	23,416	467,638	491,054	491,054	-
TOTAL EVENT REVENUE	167,952	1,620,907	1,788,859	1,788,859	-
TOTAL OTHER REVENUE	6,152	196,848	203,000	203,000	-
TOTAL OPERATING REVENUE	174,104	1,817,755	1,991,859	1,991,859	-
INDIRECT EXPENSES					
EXECUTIVE	6,860	79,204	86,064	86,064	-
FINANCE	11,021	131,829	142,850	142,850	-
MARKETING	2,448	144,399	146,847	146,847	-
OPERATIONS	24,719	456,260	480,979	480,979	-
EVENT SERVICES	32,173	415,440	447,613	447,613	-
BOX OFFICE	5,351	52,074	57,425	57,425	-
OVERHEAD	58,947	931,102	990,049	990,049	-
TOTAL OPERATING EXP.	141,519	2,210,308	2,351,827	2,351,831	-
NET REVENUE ABOVE EXPENSES	32,587	(392,553)	(359,968)	(359,972)	-
CAPITAL		62,000	62,000	62,000	-
NET OPERATING REVENUE OVER OPERATING EXPENSES	32,587	(454,553)	(421,968)	(421,972)	-

Comments:

July starts the new fiscal year for the Grand Center. The performance for the month was much better than budgeted as the Grand Center continued to host the training/hiring event for the Airport. This event ended up using the facility for a total of 19 days during July. While this event gives the Grand Center a very good head start to the fiscal year, it is still early in the year to make any changes to the projected fiscal year end expectations.

  
General Manager

  
Finance Director

**GRAND CENTER  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED JULY 31, 2002**

The following schedule summarizes operating results for the current month ending and the YTD ending June 30, 2003, compared to budget and to the prior year:

<b>MONTH</b>	<b>July Actual</b>	<b>July Budget</b>	<b>July FY 2002</b>
Number of Events	28	8	22
Attendance	5,400	5,507	11,060
Direct Event Income	\$144,536	\$27,523	\$29,561
Ancillary Income	23,416	6,278	12,392
Other Income	6,152	16,917	6,722
Indirect Expenses	(141,518)	(196,511)	(155,066)
Net Income	\$32,587	(\$145,793)	(\$106,391)

<b>YTD</b>	<b>YTD 2003 Actual</b>	<b>YTD 2003 Budget</b>	<b>YTD 2002 Prior Year</b>
Number of Events	28	8	22
Attendance	5,400	5,507	11,060
Direct Event Income	\$144,536	\$27,523	\$29,561
Ancillary Income	23,416	6,278	12,392
Other Income	6,152	16,917	6,722
Indirect Expenses	(141,518)	(196,511)	(155,066)
Net Income	\$32,586	(\$145,793)	(\$106,391)

Less Capital

Net Income after Capital	\$32,586	(\$145,793)	(\$106,391)
--------------------------	----------	-------------	-------------

**EVENT INCOME**

Event income came in above expected levels for the month as the Training/Hiring event continued to use the facility during July when the event was unbudgeted. Other events hosted during the month performed at expected levels.

**ANCILLARY INCOME**

Ancillary income came in above expected levels for the month due to much the same reasons as above. In addition, the Grand Center has been experimenting with offering wireless internet access to shows. This event had \$8,000 in extra income that would not have been made if this event was hosted 6 months ago.

**INDIRECT EXPENSES**

Indirect expenses came in below expectations for the month. Given the success of last fiscal year, some additional supplies were purchased to help the 1st quarter of the current fiscal year.

GRAND CENTER  
FACILITY STATEMENT OF INCOME  
PERIOD ENDING 07/31/02

	-----CURRENT-----			-----YTD-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
EVENT INCOME						
-----						
DIRECT EVENT INCOME						
RENTAL INCOME	148,815	30,625	33,413	148,815	30,625	33,413
SERVICES INCOME	<4,280>	<3,102>	<3,852>	<4,280>	<3,102>	<3,852>
	-----	-----	-----	-----	-----	-----
TOTAL DIRECT EVENT INCOME	144,536	27,523	29,561	144,536	27,523	29,561
ANCILLARY INCOME						
-----						
FOOD & BEVERAGE	5,592	1,075	5,623	5,592	1,075	5,623
NOVELTY	0	0	490	0	0	490
ELECTRICAL	84	200	0	84	200	0
OTHER ANCILLARY	17,740	5,003	6,280	17,740	5,003	6,280
	-----	-----	-----	-----	-----	-----
TOTAL ANCILLARY INCOME	23,416	6,278	12,392	23,416	6,278	12,392
	-----	-----	-----	-----	-----	-----
TOTAL EVENT INCOME	167,952	33,801	41,953	167,952	33,801	41,953
OTHER OPERATING INCOME	6,152	16,917	6,722	6,152	16,917	6,722
	-----	-----	-----	-----	-----	-----
ADJUSTED GROSS INCOME	174,104	50,718	48,675	174,104	50,718	48,675
INDIRECT EXPENSES						
EXECUTIVE	6,860	7,172	3,465	6,860	7,172	3,465
FINANCE	11,021	11,904	8,005	11,021	11,904	8,005
MARKETING	2,448	12,236	3,409	2,448	12,236	3,409
OPERATIONS	24,719	40,083	67,553	24,719	40,083	67,553
EVENT MANAGEMENT	32,173	37,826	<617>	32,173	37,826	<617>
BOX OFFICE	5,351	4,785	3,006	5,351	4,785	3,006
OVERHEAD	58,947	82,505	70,245	58,947	82,505	70,245
	-----	-----	-----	-----	-----	-----
INDIRECT EXPENSES	141,518	196,511	155,066	141,518	196,511	155,066
	-----	-----	-----	-----	-----	-----
NET OPERATING INCOME	32,587	<145,793>	<106,391>	32,587	<145,793>	<106,391>
OTHER EXPENSES						
-----						
NET INCOME (LOSS)	32,587	<145,793>	<106,391>	32,587	<145,793>	<106,391>
	=====	=====	=====	=====	=====	=====

GRAND CENTER  
STATEMENT OF SERVICES INCOME  
PERIOD ENDING 07/31/02

	CURRENT			YEAR TO DATE		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	0	0	4,352	0	0	4,352
Stagehands Billed	10,542	4,950	18,773	10,542	4,950	18,773
Security Billed	842	500	1,176	842	500	1,176
Ushers & Tix Takers Billed	1,998	0	3,917	1,998	0	3,917
Box Office Billed	950	0	300	950	0	300
Ticketing Service Billed	0	0	3,770	0	0	3,770
City Police Fire Billed	0	0	713	0	0	713
Traffic Control Billed	0	300	0	0	300	0
EMT Medical Billed	495	200	315	495	200	315
Telephone Billed	2,615	0	195	2,615	0	195
Other Production Billed	120	0	2,392	120	0	2,392
<b>TOTAL SERVICE INCOME</b>	<b>17,561</b>	<b>5,950</b>	<b>35,903</b>	<b>17,561</b>	<b>5,950</b>	<b>35,903</b>
Advertising Expense	0	0	4,352	0	0	4,352
Stagehand Wages	10,188	4,802	18,633	10,188	4,802	18,633
Security Wages	0	0	1,187	0	0	1,187
Contracted Security Expense	842	500	0	842	500	0
Ushers & T/T Wages	1,399	0	2,742	1,399	0	2,742
Ticket Sellers Wages	398	0	78	398	0	78
Ticket Service Charge Expense	0	0	1,412	0	0	1,412
City Police Fire Expense	0	0	713	0	0	713
Traffic Control Expense	346	350	548	346	350	548
EMT Medical Expense	369	200	256	369	200	256
Cleaning Wages	8,262	3,200	8,551	8,262	3,200	8,551
Production Expense	37	0	1,284	37	0	1,284
<b>TOTAL SERVICE EXPENSE</b>	<b>21,841</b>	<b>9,052</b>	<b>39,755</b>	<b>21,841</b>	<b>9,052</b>	<b>39,755</b>
<b>NET SERVICE INCOME</b>	<b>&lt;4,280&gt;</b>	<b>&lt;3,102&gt;</b>	<b>&lt;3,852&gt;</b>	<b>&lt;4,280&gt;</b>	<b>&lt;3,102&gt;</b>	<b>&lt;3,852&gt;</b>
	=====	=====	=====	=====	=====	=====

**GRAND CENTER  
STATEMENT OF FINANCIAL POSITION  
JULY 31, 2002**

**ASSETS**

**CURRENT ASSETS:**

CASH	1,975,785	
ACCOUNTS RECEIVABLE	409,904	
PREPAID EXPENSES	74,161	
TOTAL CURRENT ASSETS		2,459,851

**INTANGIBLE ASSETS**

CONTRACT RIGHTS		
TOTAL INTANGIBLE ASSETS		-

TOTAL ASSETS		<u>2,459,851</u>
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**LIABILITY & EQUITY**

**CURRENT LIABILITIES:**

ACCOUNTS PAYABLE	902,286	
ACCRUED EXPENSES	133,830	
ADVANCED DEPOSITS	200,055	
REFUND LIABILITY	7,236	
ADVANCED TICKET SALES	198,465	
TOTAL CURRENT LIAB.		1,441,872

**FUND EQUITY**

FUNDING TO CITY - CASH	-	
FUNDING FROM CITY - NON CASH	30,709	
CURRENT YEAR EARNINGS	32,587	
RETAINED EARNINGS	954,683	
TOTAL FUND EQUITY		<u>1,017,979</u>

TOTAL LIAB & EQUITY		<u>2,459,851</u>
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GRAND CENTER  
INDIRECT EXPENSE SUMMARY  
PERIOD ENDING 07/31/02

	-----CURRENT-----			-----YTD-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	43,303	46,990	27,163	43,303	46,990	27,163
Part-Time	4,732	11,275	5,988	4,732	11,275	5,988
Wages-Trade	33,595	95,565	43,400	33,595	95,565	43,400
Auto Allowance	0	615	0	0	615	0
Auto Expense	1,521	1,201	1,321	1,521	1,201	1,321
Taxes & Benefits	16,812	30,108	16,595	16,812	30,108	16,595
Less: Allocation/Reimbursement	<31,198>	<104,176>	<38,077>	<31,198>	<104,176>	<38,077>
<b>TOTAL LABOR COSTS</b>	<b>68,764</b>	<b>81,578</b>	<b>56,389</b>	<b>68,764</b>	<b>81,578</b>	<b>56,389</b>
Contracted Security	4,792	5,000	2,170	4,792	5,000	2,170
Other Contracted Services	186	183	0	186	183	0
Travel & Entertainment	0	792	15	0	792	15
Corporate Travel	0	333	0	0	333	0
Meetings & Conventions	0	1,613	736	0	1,613	736
Dues & Subscriptions	0	160	0	0	160	0
Employee Training	0	833	0	0	833	0
Computer Expense	2,429	5,417	1,992	2,429	5,417	1,992
Professional Fees	1,650	1,730	1,125	1,650	1,730	1,125
Marketing & Advertising	0	1,094	0	0	1,094	0
Box Office Expenses	54	0	187	54	0	187
Trash Removal	116	2,800	16	116	2,800	16
Equipment Rental	153	375	0	153	375	0
Landscaping	<69>	0	0	<69>	0	0
Exterminating	375	368	0	375	368	0
Cleaning	0	1,250	0	0	1,250	0
Construction Costs	0	0	777	0	0	777
Repairs & Maintenance	6,402	9,013	8,000	6,402	9,013	8,000
Supplies	529	13,098	15,422	529	13,098	15,422
Bank Service Charges	590	750	677	590	750	677
Insurance	3,830	8,380	15,000	3,830	8,380	15,000
Other Taxes	0	300	0	0	300	0
Printing & Stationary	0	731	0	0	731	0
Office Supplies	896	500	89	896	500	89
Postage	<222>	200	19	<222>	200	19
Parking Expense	1,321	1,500	0	1,321	1,500	0
Telephone Long Distance	262	2,000	0	262	2,000	0
Utilities	30,709	43,000	18,510	30,709	43,000	18,510
Base Fee	18,750	19,500	33,408	18,750	19,500	33,408
Incentive Fee	0	0	535	0	0	535
Less: Allocated/Reimbursement	0	<5,987>	0	0	<5,987>	0
<b>TOTAL MATERIAL AND SERVICES</b>	<b>72,753</b>	<b>114,933</b>	<b>98,676</b>	<b>72,753</b>	<b>114,933</b>	<b>98,676</b>
<b>TOTAL INDIRECT EXPENSES</b>	<b>141,518</b>	<b>196,511</b>	<b>155,066</b>	<b>141,518</b>	<b>196,511</b>	<b>155,066</b>
=====						

**SMG - Van Andel Arena & Grand Center**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Capital Expenditures & Management Fee Summary**  
**Fiscal Year Ending June 30, 2003**

**CAPITAL IMPROVEMENTS**

	Budget	Expended	Balance	Project Status
<b>Arena</b>				
Lobby Duct Painting	35,000		35,000	Open
Skywalk Ice Melt System	42,000		42,000	Open
Terazzo Floor Repair	38,000		38,000	Open
Banquet Room Refurbishment	25,000		25,000	Open
Hydraulic Seating Section	70,000		70,000	Open
Hockey Glass	20,000		20,000	Open
Floor Maintenance Equipment	18,500		18,500	Open
Security Gate System	120,200		120,200	Open
<b>Total Arena</b>	<b>368,700</b>	<b>-</b>	<b>368,700</b>	
<b>Grand Center</b>				
Refinish DeVos Stage Floor	50,000		50,000	Open
Cyclorama for DeVos Stage House	12,000		12,000	Open
<b>Total Grand Center</b>	<b>62,000</b>	<b>-</b>	<b>62,000</b>	
<b>Grand Total Capital Improvements</b>	<b>430,700</b>	<b>-</b>	<b>430,700</b>	

**MANAGEMENT FEE SUMMARY**

	Arena Budget	Grand Center Budget	Total Budget	FY 2002 Act/Est
Net Revenue above Expenses	1,240,147	(359,972)	880,175	1,642,788
Benchmark	1,550,000	(359,972)	1,190,028	1,043,839
Excess	(309,853)	-	(309,853)	598,949

Incentive Fee Calculation (Only if above greater than zero)

	Arena Budget	Grand Center Budget	Total Budget	FY 2002 Act/Est
Base Fee	234,000	234,000	468,000	450,000
<b>Incentive Fee</b>				
Revenue	4,462,922	1,991,859	6,454,781	6,993,519
Benchmark Revenue	4,367,910	1,991,859	6,359,769	5,969,444
Revenue Excess	-	-	-	1,024,075
Incentive Fee **				206,019
<b>Total SMG Management Fee</b>	<b>234,000</b>	<b>234,000</b>	<b>468,000</b>	<b>656,019</b>

\*\* Incentive fee is 20% of the first \$1 million in excess, 25% of remaining capped at base fee amount.



# **VAN ANDEL ARENA**

**FINANCIAL STATEMENT  
FOR THE PERIOD ENDED JUNE 30, 2002**

**\*\*\*PRELIMINARY STATEMENTS\*\*\***

**Distribution:**

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Glen Mon  
Bob Johnson  
Gary McAneney  
John Szudzik  
Richard MacKeigan  
Chris Machuta



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*An SMG Managed Facility*



**VAN ANDEL ARENA  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2002**

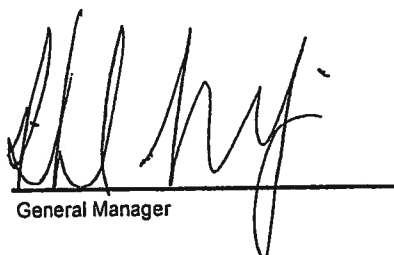
	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	135		135	118	17
ATTENDANCE	777,499		777,499	711,300	66,199
DIRECT EVENT INCOME	1,376,540		1,376,540	1,077,595	298,945
ANCILLARY INCOME	1,576,455		1,576,455	1,332,520	243,935
<b>TOTAL EVENT INCOME</b>	<b>2,952,995</b>	<b>-</b>	<b>2,952,995</b>	<b>2,410,115</b>	<b>542,880</b>
<b>TOTAL OTHER INCOME</b>	<b>1,847,076</b>		<b>1,847,076</b>	<b>1,699,681</b>	<b>147,395</b>
<b>TOTAL INCOME</b>	<b>4,800,071</b>	<b>-</b>	<b>4,800,071</b>	<b>4,109,796</b>	<b>690,275</b>
<b>INDIRECT EXPENSES</b>					
EXECUTIVE	91,921		91,921	82,334	(9,587)
FINANCE	160,617		160,617	151,806	(8,811)
MARKETING	188,254		188,254	147,483	(40,771)
OPERATIONS	1,092,458		1,092,458	1,019,556	(72,902)
BOX OFFICE	111,911		111,911	109,722	(2,189)
LUXURY SEATING	104,010		104,010	114,218	10,208
SKYWALK ADMIN	31,626		31,626	36,676	5,050
OVERHEAD	1,353,757		1,353,757	1,215,202	(138,555)
<b>TOTAL INDIRECT EXP.</b>	<b>3,134,554</b>	<b>-</b>	<b>3,134,554</b>	<b>2,876,997</b>	<b>(257,557)</b>
<b>NET REVENUE ABOVE EXPENSES</b>	<b>1,665,517</b>	<b>-</b>	<b>1,665,517</b>	<b>1,232,799</b>	<b>432,718</b>
<b>LESS ALLOCATION FOR CAPITAL REPLACEMENT</b>	<b>204,215</b>		<b>408,715</b>	<b>430,500</b>	<b>21,785</b>
<b>NET REVENUE ABOVE EXPENSES AFTER CAPITAL</b>	<b>1,461,302</b>	<b>-</b>	<b>1,266,802</b>	<b>802,299</b>	<b>410,933</b>

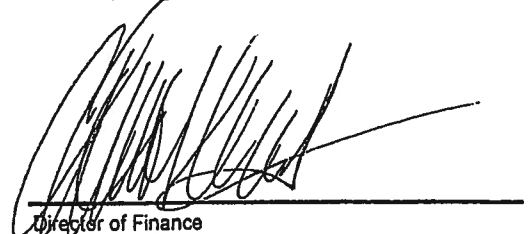
Benchmark revenues	4,199,913
Final Statement revenues	4,800,071
Projected excess	600,158
20% of first \$500,000 excess	120,032
25% of \$500,000 and above	25,040
Total Incentive Fee	145,071
2002 Base Fee	225,000
Total Fee for FY 2002	370,071

**Comments:**

June concludes a very successful fiscal year for the Arena. When comparing to other fiscal years, this will go down as the second most successful year that the Arena has had in its six years.

The Arena hosted 4 concerts in the month of June which helped the Arena have its most successful June in history. The June performance, coupled with February being the most successful month in Arena history, was the driving force in the positive performance the Arena had this fiscal year.

  
General Manager

  
Director of Finance

**VAN ANDEL ARENA  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED JUNE 30, 2002**

The following schedule summarizes operating results for the month ending and the YTD ending June 30, 2002, compared to budget and to the prior year:

MONTH	June Actual	June Budget	June FY 2001
Number of Events	7	4	4
Attendance	60,235	11,100	19,845
Direct Event Income	\$168,049	\$32,948	(\$524)
Ancillary Income	192,030	29,009	85,330
Other Income	185,784	141,638	246,748
Indirect Expenses	(279,766)	(239,618)	(381,018)
Net Income	\$266,097	(\$36,023)	(\$49,464)

YTD	YTD 2002 Actual	YTD 2002 Budget	YTD 2001 Prior Year
Number of Events	135	118	151
Attendance	777,499	711,300	772,594
Direct Event Income	1,376,540	1,074,689	1,427,853
Ancillary Income	1,576,455	1,332,520	1,541,922
Other Income	1,847,076	1,699,678	1,733,632
Indirect Expenses	(3,134,554)	(2,874,432)	(3,188,106)
Net Income	\$1,665,517	\$1,232,455	\$1,515,300
Less Capital	\$404,212	\$430,500	\$34,600
Net Income after Capital	\$1,261,305	\$801,955	\$1,480,700

**EVENT INCOME**

Event income came in well ahead of expectations with 4 concerts being hosted during the month including the highest grossing event in Arena history with the Eagles. The success of the concerts hosted helped the Arena have its best June in history.

**ANCILLARY INCOME**

Ancillary income came in above expectations for the month as per caps for both food & beverage and novelties for the events hosted were higher than anticipated. One example was Tom Petty which had food & beverage per caps of \$7.19 compared to \$4.81 the last time he performed at the Arena.

**INDIRECT EXPENSES**

Indirect expenses came in slightly higher than anticipated.

VAN ANDEL ARENA  
FACILITY STATEMENT OF INCOME  
PERIOD ENDING 06/30/02

	CURRENT			YTD		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
EVENT INCOME						
-----						
DIRECT EVENT INCOME						
RENTAL INCOME	144,311	46,550	16,692	1,903,320	1,566,595	1,972,322
SERVICES INCOME	23,738	<13,602>	<17,216>	<526,780>	<491,906>	<544,469>
TOTAL DIRECT EVENT INCOME	168,049	32,948	<524>	1,376,540	1,074,689	1,427,853
ANCILLARY INCOME						
-----						
FOOD & BEVERAGE	135,113	19,275	74,587	1,227,213	1,057,674	1,288,608
NOVELTY	52,797	8,106	9,106	302,038	232,552	218,960
OTHER ANCILLARY	4,119	1,628	1,637	47,204	42,294	34,354
TOTAL ANCILLARY INCOME	192,030	29,009	85,330	1,576,455	1,332,520	1,541,922
TOTAL EVENT INCOME	360,079	61,957	84,806	2,952,995	2,407,209	2,969,775
OTHER OPERATING INCOME	185,784	141,638	246,748	1,847,076	1,699,678	1,733,632
ADJUSTED GROSS INCOME	545,863	203,595	331,554	4,800,071	4,106,887	4,703,406
INDIRECT EXPENSES						
EXECUTIVE	9,100	6,863	9,435	91,921	82,334	106,529
FINANCE	11,832	12,656	15,250	160,617	151,806	127,295
MARKETING	14,523	12,148	6,034	188,254	144,913	149,729
LUXURY SEATING	7,685	9,520	6,778	104,010	114,218	98,134
OPERATIONS	82,813	84,976	99,110	1,092,458	1,019,558	1,062,051
BOX OFFICE	7,104	9,139	17,545	111,911	109,723	99,611
SKYWALK ADMINISTRATION	<778>	3,060	5,221	31,626	36,676	38,094
OVERHEAD	147,487	101,256	221,645	1,353,757	1,215,204	1,506,662
INDIRECT EXPENSES	279,766	239,618	381,018	3,134,554	2,874,432	3,188,106
NET OPERATING INCOME	266,097	<36,023>	<49,464>	1,665,517	1,232,455	1,515,300
OTHER EXPENSES						
OTHER EXPENSE (INCOME)	199,997	0	0	404,212	46,715	34,600
OTHER EXPENSES	199,997	0	0	404,212	46,715	34,600
NET INCOME (LOSS)	66,100	<36,023>	<49,464>	1,261,305	1,185,740	1,480,700
=====	=====	=====	=====	=====	=====	=====

VAN ANDEL ARENA  
STATEMENT OF SERVICES INCOME  
PERIOD ENDING 06/30/02

	CURRENT			YEAR TO DATE		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	32,111	0	0	309,192	0	208,116
Sponsorship Income	0	0	0	37,000	0	43,248
Labor Billed	2,700	990	990	22,208	21,020	29,162
Changeover Setup Billed	19,671	7,000	8,137	152,981	123,800	173,683
Stagehands Billed	64,153	15,000	14,729	489,928	423,400	510,195
Security Billed	30,535	3,900	10,461	215,550	96,100	160,919
Ushers & Tix Takers Billed	19,898	5,350	4,671	153,011	126,250	156,663
Box Office Billed	1,720	400	387	14,065	16,425	22,851
Ticketing Service Billed	51,501	5,000	1,903	262,686	141,950	163,822
City Police Fire Billed	1,960	1,008	616	14,304	9,744	12,323
EMT Medical Billed	3,763	400	2,800	29,748	11,310	24,698
Production Materials Billed	0	0	30	205	0	30
Cleaning Billed	15,566	4,400	6,257	128,902	125,000	136,951
Insurance Billed	0	0	0	2,592	0	2,240
Group Sales Commissions Billed	0	0	0	3,171	0	7,552
Telephone Billed	3,145	450	670	27,860	18,625	22,112
Equipment Rental Billed	0	0	0	0	0	2,975
Damages Billed	0	0	0	0	0	610
Other Production Billed	41,164	4,000	9,698	320,089	173,260	352,851
<b>TOTAL SERVICE INCOME</b>	<b>287,886</b>	<b>47,898</b>	<b>61,350</b>	<b>2,183,490</b>	<b>1,286,884</b>	<b>2,030,999</b>
Advertising Expense	32,111	0	<891>	338,030	0	252,954
Sponsorship Expenses	0	0	0	2,800	0	13,118
Labor Wages	2,295	842	842	18,876	17,869	24,787
Contracted Changeover Setup Expense	18,729	10,655	10,935	280,723	206,510	254,819
Stagehand Wages	61,046	14,654	14,460	512,135	463,870	524,773
Contracted Security Expense	18,894	5,480	11,793	286,064	157,870	241,883
Contracted Ushers & T/T Expense	18,290	9,020	13,541	271,042	257,030	311,541
Ticket Sellers Wages	1,462	0	329	11,679	0	10,595
Ticket Service Charge Expense	42,179	5,000	1,893	230,191	151,700	172,382
City Police Fire Expense	1,960	1,008	616	12,904	11,580	9,936
EMT Medical Expense	2,792	947	2,875	50,204	22,674	18,930
Contracted Cleaning Expense	21,432	9,600	12,218	296,316	301,693	321,568
Insurance Expense	0	0	0	9,219	0	20,553
Allocated Telephone Expense	975	149	150	7,045	4,384	5,168
Equipment Rental Expense	0	0	0	0	0	967
Damage Expense	0	0	0	0	0	387
Production Expense	41,983	4,145	9,804	383,041	183,610	391,108
<b>TOTAL SERVICE EXPENSE</b>	<b>264,148</b>	<b>61,500</b>	<b>78,566</b>	<b>2,710,270</b>	<b>1,778,790</b>	<b>2,575,468</b>
<b>NET SERVICE INCOME</b>	<b>23,738</b>	<b>&lt;13,602&gt;</b>	<b>&lt;17,216&gt;</b>	<b>&lt;526,780&gt;</b>	<b>&lt;491,906&gt;</b>	<b>&lt;544,469&gt;</b>

VAN ANDEL ARENA  
STATEMENT OF FINANCIAL POSITION  
PERIOD ENDING 06/30/02

ASSETS

CURRENT ASSETS

CASH	5,694,780
ACCOUNTS RECEIVABLE	2,377,081
PREPAID EXPENSES	120,625

TOTAL CURRENT ASSETS

8,192,486

FIXED ASSETS

TOTAL ASSETS

8,192,486

LIABILITIES & EQUITY

CURRENT LIABILITIES

ACCOUNTS PAYABLE	3,020,390
ACCRUED EXPENSES	462,050
DEFERRED INCOME	808,968
ADVANCED TIX SALES & DEPOSITS	2,337,137

TOTAL CURRENT LIABILITIES

6,628,544

EQUITY

FUNDS REMITTED	<1,907,504>
FUNDING RECEIVED	565,537
RETAINED EARNINGS	1,644,632
NET INCOME (LOSS)	1,261,277

TOTAL EQUITY

1,563,942

TOTAL LIABILITIES & EQUITY

8,192,486

VAN ANDEL ARENA  
INDIRECT EXPENSE SUMMARY  
PERIOD ENDING 06/30/02

	CURRENT			YTD		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	41,291	42,714	44,986	529,027	512,480	420,448
Part-Time	3,420	2,230	7,805	73,644	25,930	96,110
Wages-Trade	80,047	68,162	57,047	804,137	817,922	817,585
Auto Expense	777	815	531	9,079	9,725	6,972
Taxes & Benefits	26,931	28,637	19,954	297,001	343,765	272,347
Less: Allocation/Reimbursement	<74,558>	<64,904>	<15,600>	<660,061>	<778,870>	<589,323>
<b>TOTAL LABOR COSTS</b>	<b>77,907</b>	<b>77,654</b>	<b>114,723</b>	<b>1,052,827</b>	<b>930,952</b>	<b>1,024,139</b>
Contracted Security	18,117	16,500	22,928	198,117	198,000	200,524
Contracted Cleaning	0	2,000	2,017	24,370	24,000	24,208
Other Contracted Services	628	300	522	3,977	3,600	3,138
Travel & Entertainment	94	438	473	10,030	5,300	12,646
Corporate Travel	0	625	45	1,884	7,500	4,630
Meetings & Conventions	3,275	1,087	113	11,706	13,000	2,748
Dues & Subscriptions	42	112	75	3,125	1,300	1,810
Employee Training	32	975	0	2,533	11,700	2,538
Miscellaneous Expense	0	0	<7,000>	0	0	<7,000>
Computer Expense	1,493	5,313	1,966	82,451	63,800	31,820
Professional Fees	4,457	2,038	3,431	32,851	24,500	23,539
Marketing & Advertising	6,460	7,250	<6,090>	93,068	87,000	63,462
Box Office Expenses	37	0	2,116	1,542	0	<1,501>
Small Equipment	0	0	0	1,687	0	2,143
Trash Removal	1,744	1,250	1,622	17,605	15,000	17,932
Equipment Rental	1,724	650	1,416	17,587	7,800	16,507
Landscaping	0	288	0	10,257	3,500	2,130
Exterminating	495	337	248	2,970	4,000	3,150
Cleaning	0	450	0	2,810	5,400	1,060
Safety Equipment	0	0	0	248	0	0
Repairs & Maintenance	5,253	10,674	7,084	85,326	128,000	95,725
Supplies	13,978	15,099	7,342	213,851	181,100	197,147
Bad Debt Expense	0	0	55,000	0	0	55,000
Bank Service Charges	711	1,163	574	12,972	14,000	13,098
Insurance	10,371	11,517	47,537	125,921	138,149	150,204
Other Taxes	0	300	0	69	3,600	3,062
Printing & Stationary	288	1,913	245	5,663	23,000	11,721
Office Supplies	54	1,000	771	15,577	12,000	10,448
Postage	1,290	1,050	157	8,181	12,600	6,476
Parking Expense	1,793	1,588	1,510	19,897	19,100	19,030
Telephone Long Distance	7,376	4,300	<6,411>	52,613	51,600	44,693
Utilities	30,565	57,487	65,739	709,075	689,800	768,787
Base Fee	18,750	18,750	25,891	225,000	225,000	264,045
Incentive Fee	75,000	0	37,513	120,000	0	125,367
Depreciation	0	488	0	0	5,889	0
Amortization	0	0	1,963	5,737	0	23,560
Common Area Expense	<1,164>	<2,714>	<2,351>	<29,901>	<32,524>	<23,744>
Less: Allocated/Reimbursement	<975>	<264>	<150>	<7,045>	<3,234>	<6,135>
<b>TOTAL MATERIAL AND SERVICES</b>	<b>201,887</b>	<b>161,964</b>	<b>266,295</b>	<b>2,081,755</b>	<b>1,943,480</b>	<b>2,163,967</b>
<b>TOTAL INDIRECT EXPENSES</b>	<b>279,794</b>	<b>239,618</b>	<b>381,018</b>	<b>3,134,583</b>	<b>2,874,432</b>	<b>3,188,106</b>



# **VAN ANDEL ARENA**

## **FINANCIAL STATEMENT FOR THE PERIOD ENDED JULY 31, 2002**

### **Distribution:**

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Glen Mon

Bob Johnson

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



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*An SMG Managed Facility*

VAN ANDEL ARENA  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2003

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	6	120	126	126	-
ATTENDANCE	38,618	733,432	772,050	772,050	-
DIRECT EVENT INCOME	127,399	997,324	1,124,723	1,124,723	-
ANCILLARY INCOME	96,277	1,206,671	1,302,948	1,302,948	-
TOTAL EVENT INCOME	223,676	2,203,995	2,427,671	2,427,671	-
TOTAL OTHER INCOME	159,367	1,755,633	1,915,000	1,915,000	-
TOTAL INCOME	383,043	3,959,628	4,342,671	4,342,671	-
INDIRECT EXPENSES					
EXECUTIVE	5,392	86,133	91,525	91,525	-
FINANCE	11,958	154,942	166,900	166,900	-
MARKETING	11,862	161,938	173,800	173,800	-
OPERATIONS	74,727	1,006,925	1,081,652	1,081,652	-
BOX OFFICE	6,499	111,601	118,100	118,100	-
LUXURY SEATING	6,812	109,718	116,530	116,530	-
SKYWALK ADMIN	3,795	32,905	36,700	36,700	-
OVERHEAD	91,951	1,225,366	1,317,317	1,317,317	-
TOTAL INDIRECT EXP.	212,996	2,889,528	3,102,524	3,102,524	-
NET REVENUE ABOVE EXPENSES	170,047	1,070,100	1,240,147	1,240,147	-
LESS ALLOCATION FOR CAPITAL REPLACEMENT		368,700	368,700	368,700	-
NET REVENUE ABOVE EXPENSES AFTER CAPITAL	170,047	701,400	871,447	871,447	-

Comments:

July starts the new fiscal year for the Arena. The Arena performed better than expected for the month on the success of the Cher and WWE events held during the month, as well as, hosting one additional concert than what was expected (Korn & Mary J. Blige).

  
General Manager

  
Director of Finance



**VAN ANDEL ARENA  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED JULY 31, 2002**

The following schedule summarizes operating results for the current month ending and the YTD ending June 30, 2003, compared to budget and to the prior year:

<b>MONTH</b>	<b>July Actual</b>	<b>July Budget</b>	<b>July FY 2002</b>
Number of Events	6	5	4
Attendance	38,618	43,000	19,845
Direct Event Income	\$127,399	\$87,144	\$116,549
Ancillary Income	96,277	98,850	53,615
Other Income	159,367	159,584	133,850
Indirect Expenses	(232,746)	(258,539)	(248,420)
Net Income	\$150,297	\$87,039	\$55,594

<b>YTD</b>	<b>YTD 2003 Actual</b>	<b>YTD 2003 Budget</b>	<b>YTD 2002 Prior Year</b>
Number of Events	6	5	4
Attendance	38,618	43,000	19,845
Direct Event Income	\$127,399	\$87,144	\$116,549
Ancillary Income	96,277	98,850	53,615
Other Income	159,367	159,584	133,850
Indirect Expenses	(212,996)	(258,539)	(248,420)
Net Income	\$170,047	\$87,039	\$55,593

Less Capital			\$34,600
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Net Income after Capital	\$170,047	\$87,039	\$20,993
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**EVENT INCOME**

Event income came in above expectations for the month due to the very successful Cher concert held during the month, plus one additional concert hosted versus the original budget.

**ANCILLARY INCOME**

Ancillary income came in slightly below budget, as per caps for the WWE event fell short of expectations. In addition, the Korn and Mary J. Blige concerts were not attended as well as expected. While event income was minimally effected, ancillary income suffers from lower attendance.

**INDIRECT EXPENSES**

Indirect expenses came in lower than expected.

VAN ANDEL ARENA  
FACILITY STATEMENT OF INCOME  
PERIOD ENDING 07/31/02

	-----CURRENT-----			-----YTD-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
EVENT INCOME						
-----						
DIRECT EVENT INCOME						
RENTAL INCOME	125,300	96,452	107,620	125,300	96,452	107,620
SERVICES INCOME	2,099	<9,308>	8,929	2,099	<9,308>	8,929
TOTAL DIRECT EVENT INCOME	127,399	87,144	116,549	127,399	87,144	116,549
ANCILLARY INCOME						
-----						
FOOD & BEVERAGE	60,351	62,362	42,221	60,351	62,362	42,221
NOVELTY	34,386	34,860	9,934	34,386	34,860	9,934
OTHER ANCILLARY	1,540	1,628	1,460	1,540	1,628	1,460
TOTAL ANCILLARY INCOME	96,277	98,850	53,615	96,277	98,850	53,615
TOTAL EVENT INCOME	223,675	185,994	170,164	223,675	185,994	170,164
OTHER OPERATING INCOME	159,367	159,584	133,850	159,367	159,584	133,850
ADJUSTED GROSS INCOME	383,042	345,578	304,014	383,042	345,578	304,014
INDIRECT EXPENSES						
EXECUTIVE	5,392	7,626	7,906	5,392	7,626	7,906
FINANCE	11,958	13,908	10,259	11,958	13,908	10,259
MARKETING	11,862	14,484	17,976	11,862	14,484	17,976
LUXURY SEATING	6,812	9,710	5,082	6,812	9,710	5,082
OPERATIONS	74,727	90,135	97,085	74,727	90,135	97,085
BOX OFFICE	6,499	9,842	5,637	6,499	9,842	5,637
SKYWALK ADMINISTRATION	3,795	3,058	2,567	3,795	3,058	2,567
OVERHEAD	91,951	109,776	101,908	91,951	109,776	101,908
INDIRECT EXPENSES	212,996	258,539	248,420	212,996	258,539	248,420
NET OPERATING INCOME	170,047	87,039	55,594	170,047	87,039	55,594
OTHER EXPENSES						
OTHER EXPENSE (INCOME)	0	0	35,100	0	0	35,100
OTHER EXPENSES	0	0	35,100	0	0	35,100
NET INCOME (LOSS)	170,047	87,039	20,494	170,047	87,039	20,494
=====	=====	=====	=====	=====	=====	=====

VAN ANDEL ARENA  
STATEMENT OF SERVICES INCOME  
PERIOD ENDING 07/31/02

	-----CURRENT-----			-----YEAR TO DATE-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	40,786	0	13,089	40,786	0	13,089
Labor Billed	1,672	1,100	1,080	1,672	1,100	1,080
Changeover Setup Billed	13,538	7,600	10,933	13,538	7,600	10,933
Stagehands Billed	82,120	50,500	23,467	82,120	50,500	23,467
Security Billed	21,754	10,300	11,359	21,754	10,300	11,359
Ushers & Tix Takers Billed	9,385	7,700	9,065	9,385	7,700	9,065
Box Office Billed	1,290	800	710	1,290	800	710
Ticketing Service Billed	22,972	19,000	19,030	22,972	19,000	19,030
City Police Fire Billed	1,456	1,344	1,120	1,456	1,344	1,120
EMT Medical Billed	3,400	500	2,550	3,400	500	2,550
Cleaning Billed	9,946	7,200	8,133	9,946	7,200	8,133
Telephone Billed	4,745	2,900	1,495	4,745	2,900	1,495
Other Production Billed	48,088	19,000	11,288	48,088	19,000	11,288
<b>TOTAL SERVICE INCOME</b>	<b>261,151</b>	<b>127,944</b>	<b>113,318</b>	<b>261,151</b>	<b>127,944</b>	<b>113,318</b>
Advertising Expense	38,229	0	13,112	38,229	0	13,112
Labor Wages	1,421	936	918	1,421	936	918
Contracted Changeover Setup Expense	22,098	12,000	8,888	22,098	12,000	8,888
Stagehand Wages	80,529	49,334	22,034	80,529	49,334	22,034
Contracted Security Expense	13,815	10,600	12,068	13,815	10,600	12,068
Contracted Ushers & T/T Expense	15,088	10,900	6,685	15,088	10,900	6,685
Ticket Sellers Wages	1,097	0	603	1,097	0	603
Ticket Service Charge Expense	18,758	19,000	17,346	18,758	19,000	17,346
City Police Fire Expense	1,456	1,344	0	1,456	1,344	0
EMT Medical Expense	2,550	1,034	1,881	2,550	1,034	1,881
Contracted Cleaning Expense	16,344	12,146	9,402	16,344	12,146	9,402
Allocated Telephone Expense	1,508	958	425	1,508	958	425
Production Expense	46,159	19,000	11,028	46,159	19,000	11,028
<b>TOTAL SERVICE EXPENSE</b>	<b>259,052</b>	<b>137,252</b>	<b>104,389</b>	<b>259,052</b>	<b>137,252</b>	<b>104,389</b>
<b>NET SERVICE INCOME</b>	<b>2,099</b>	<b>&lt;9,308&gt;</b>	<b>8,929</b>	<b>2,099</b>	<b>&lt;9,308&gt;</b>	<b>8,929</b>
=====						

**VAN ANDEL ARENA  
STATEMENT OF FINANCIAL POSITION  
JULY 31, 2002**

**ASSETS**

**CURRENT ASSETS:**

CASH	3,486,036	
ACCOUNTS RECEIVABLE	3,337,937	
PREPAID EXPENSES	96,880	
TOTAL CURRENT ASSETS	<u>          </u>	6,920,852

**INTANGIBLE ASSETS**

CONTRACT RIGHTS	-	
TOTAL INTANGIBLE ASSETS	<u>          </u>	-

TOTAL ASSETS		<u><u>6,920,853</u></u>
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**LIABILITY & EQUITY**

**CURRENT LIABILITIES:**

ACCOUNTS PAYABLE	690,687	
ACCRUED EXPENSES	633,602	
DEFERRED INCOME	2,358,443	
ADVANCED TICKET SALES	1,565,833	
TOTAL CURRENT LIAB.	<u>          </u>	5,248,565

**FUND EQUITY**

FUNDS REMITTED		
FUNDING RECEIVED FROM CAA	56,728	
CURRENT YEAR EARNINGS	170,047	
AMOUNT DUE CAA	1,445,513	
TOTAL FUND EQUITY	<u>          </u>	1,672,288

TOTAL LIAB & EQUITY		<u><u>6,920,853</u></u>
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VAN ANDEL ARENA  
INDIRECT EXPENSE SUMMARY  
PERIOD ENDING 07/31/02

	-----CURRENT-----			-----YTD-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	43,261	47,841	35,644	43,261	47,841	35,644
Part-Time	2,826	2,708	1,662	2,826	2,708	1,662
Wages-Trade	94,143	75,285	44,848	94,143	75,285	44,848
Auto Expense	777	810	531	777	810	531
Taxes & Benefits	30,109	31,364	18,739	30,109	31,364	18,739
Less: Allocation/Reimbursement	<93,696>	<71,668>	<23,447>	<93,696>	<71,668>	<23,447>
<b>TOTAL LABOR COSTS</b>	<b>77,421</b>	<b>86,340</b>	<b>77,976</b>	<b>77,421</b>	<b>86,340</b>	<b>77,976</b>
Contracted Security	18,294	17,083	17,584	18,294	17,083	17,584
Contracted Cleaning	4,196	2,167	2,017	4,196	2,167	2,017
Other Contracted Services	344	300	500	344	300	500
Travel & Entertainment	367	442	193	367	442	193
Corporate Travel	0	625	0	0	625	0
Meetings & Conventions	0	1,083	0	0	1,083	0
Dues & Subscriptions	0	108	0	0	108	0
Employee Training	0	1,000	0	0	1,000	0
Computer Expense	1,839	5,417	25,877	1,839	5,417	25,877
Professional Fees	1,500	2,167	2,128	1,500	2,167	2,128
Marketing & Advertising	3,443	8,250	10,390	3,443	8,250	10,390
Box Office Expenses	<2>	0	<60>	<2>	0	<60>
Trash Removal	1,603	1,250	879	1,603	1,250	879
Equipment Rental	1,185	1,300	1,144	1,185	1,300	1,144
Landscaping	0	292	3,561	0	292	3,561
Exterminating	248	333	248	248	333	248
Cleaning	0	450	0	0	450	0
Repairs & Maintenance	5,415	10,666	1,682	5,415	10,666	1,682
Supplies	8,617	15,091	28,744	8,617	15,091	28,744
Bank Service Charges	688	1,000	580	688	1,000	580
Insurance	9,362	11,967	1,035	9,362	11,967	1,035
Other Taxes	0	300	0	0	300	0
Printing & Stationary	0	1,917	0	0	1,917	0
Office Supplies	0	1,000	1,442	0	1,000	1,442
Postage	169	1,000	94	169	1,000	94
Parking Expense	2,348	1,592	85	2,348	1,592	85
Telephone Long Distance	5,603	4,583	2,664	5,603	4,583	2,664
Utilities	56,728	64,566	51,646	56,728	64,566	51,646
Base Fee	18,500	19,500	18,750	18,500	19,500	18,750
Amortization	0	0	1,963	0	0	1,963
Common Area Expense	<3,365>	<2,875>	<2,276>	<3,365>	<2,875>	<2,276>
Less: Allocated/Reimbursement	<1,508>	<375>	<425>	<1,508>	<375>	<425>
<b>TOTAL MATERIAL AND SERVICES</b>	<b>135,575</b>	<b>172,199</b>	<b>170,444</b>	<b>135,575</b>	<b>172,199</b>	<b>170,444</b>
<b>TOTAL INDIRECT EXPENSES</b>	<b>212,996</b>	<b>258,539</b>	<b>248,420</b>	<b>212,996</b>	<b>258,539</b>	<b>248,420</b>

**SMG - Van Andel Arena & Grand Center**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Capital Expenditures & Management Fee Summary**  
**Fiscal Year Ending June 30, 2003**

**CAPITAL IMPROVEMENTS**

	Budget	Expended	Balance	Project Status
<b>Arena</b>				
Lobby Duct Painting	35,000		35,000	Open
Skywalk Ice Melt System	42,000		42,000	Open
Terazzo Floor Repair	38,000		38,000	Open
Banquet Room Refurbishment	25,000		25,000	Open
Hydraulic Seating Section	70,000		70,000	Open
Hockey Glass	20,000		20,000	Open
Floor Maintenance Equipment	18,500		18,500	Open
Security Gate System	120,200		120,200	Open
<b>Total Arena</b>	<b>368,700</b>	<b>-</b>	<b>368,700</b>	
<b>Grand Center</b>				
Refinish DeVos Stage Floor	50,000		50,000	Open
Cyclorama for DeVos Stage House	12,000		12,000	Open
<b>Total Grand Center</b>	<b>62,000</b>	<b>-</b>	<b>62,000</b>	
<b>Grand Total Capital Improvements</b>	<b>430,700</b>	<b>-</b>	<b>430,700</b>	

**MANAGEMENT FEE SUMMARY**

	Arena Budget	Grand Center Budget	Total Budget	FY 2002 Act/Est
Net Revenue above Expenses	1,240,147	(359,972)	880,175	1,642,788
Benchmark	1,550,000	(359,972)	1,190,028	1,043,839
Excess	(309,853)	-	(309,853)	598,949

Incentive Fee Calculation (Only if above greater than zero)

	Arena Budget	Grand Center Budget	Total Budget	FY 2002 Act/Est
Base Fee	234,000	234,000	468,000	450,000
<b>Incentive Fee</b>				
Revenue	4,462,922	1,991,859	6,454,781	6,993,519
Benchmark Revenue	4,367,910	1,991,859	6,359,769	5,969,444
Revenue Excess	-	-	-	1,024,075
Incentive Fee **				206,019
<b>Total SMG Management Fee</b>	<b>234,000</b>	<b>234,000</b>	<b>468,000</b>	<b>656,019</b>

\*\* Incentive fee is 20% of the first \$1 million in excess, 25% of remaining capped at base fee amount.

**SMG - Van Andel Arena & Grand Center  
Grand Rapids - Kent County Convention/Arena Authority  
Capital Expenditures & Management Fee Summary  
Fiscal Year Ending June 30, 2003**

**CAPITAL IMPROVEMENTS**

	Budget	Expended	Balance	Project Status
<b>Arena</b>				
Lobby Duct Painting	35,000		35,000	Open
Skywalk Ice Melt System	42,000		42,000	Open
Terazzo Floor Repair	38,000		38,000	Open
Banquet Room Refurbishment	25,000		25,000	Open
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Hockey Glass	20,000		20,000	Open
Floor Maintenance Equipment	18,500		18,500	Open
Security Gate System	120,200		120,200	Open
<b>Total Arena</b>	<b>368,700</b>	<b>-</b>	<b>368,700</b>	
<b>Grand Center</b>				
Refinish DeVos Stage Floor	50,000		50,000	Open
Cyclorama for DeVos Stage House	12,000		12,000	Open
<b>Total Grand Center</b>	<b>62,000</b>	<b>-</b>	<b>62,000</b>	
<b>Grand Total Capital Improvements</b>	<b>430,700</b>	<b>-</b>	<b>430,700</b>	

**MANAGEMENT FEE SUMMARY**

	Arena Budget	Grand Center Budget	Total Budget	FY 2002 Act/Est
Net Revenue above Expenses	1,240,147	(359,972)	880,175	1,642,788
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Excess	(309,853)	-	(309,853)	598,949

Incentive Fee Calculation (Only if above greater than zero)

	Arena Budget	Grand Center Budget	Total Budget	FY 2002 Act/Est
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Incentive Fee				
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Benchmark Revenue	4,367,910	1,991,859	6,359,769	5,969,444
Revenue Excess	-	-	-	1,024,075
Incentive Fee **				206,019
<b>Total SMG Management Fee</b>	<b>234,000</b>	<b>234,000</b>	<b>468,000</b>	<b>656,019</b>

\*\* Incentive fee is 20% of the first \$1 million in excess, 25% of remaining capped at base fee amount.

**GRAND RAPIDS - KENT COUNTY  
CONVENTION / ARENA AUTHORITY**

***PRELIMINARY FINANCIAL STATEMENTS***

*Twelve Months Ended June 30, 2002*





## ACCOUNTANTS' REPORT

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To the Board of Directors  
Grand Rapids - Kent County Convention / Arena Authority  
Grand Rapids, Michigan

We have compiled the accompanying preliminary statements of cash receipts and disbursements and cash receipts and disbursements - budget to actual for the operating account and construction account of the Grand Rapids - Kent County Convention / Arena Authority for the twelve months ended June 30, 2002, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. These preliminary statements do not include the cash receipts and disbursements of the Van Andel Arena and Grand Center which are operated by the Authority. The preliminary financial statements presented have been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's cash receipts and disbursements. Accordingly, these financial statements are not designed for those who are not informed about such matters.

*Beene Garter LLP*

July 11, 2002  
Grand Rapids, Michigan

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**PRELIMINARY FINANCIAL STATEMENTS**

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## Statement A

### GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY

#### Statement of Cash Receipts and Disbursements - Preliminary

From July 1, 2001 to June 30, 2002

	<u>Operating Account</u>	<u>Construction Account</u>	<u>Retainage Account</u>
<b>RECEIPTS</b>			
Beginning Balance - July 1, 2001	\$ 3,578,979.18	\$ 5,410,627.09	\$ -
State of Michigan	-	45,000,000.00	-
CCBA Capital Contributions	-	29,713,616.13	-
Interest Deposits	82,508.13	254,850.53	18,585.91
Transfer from Operating Account	-	2,000,000.00	-
Transfer from Construction Account	-	-	2,187,220.00
Miscellaneous Revenue	-	23,153.00	-
Facility Operations	1,907,504.47	-	-
<b>Total Cash Receipts</b>	<u><u>5,568,991.78</u></u>	<u><u>82,402,246.75</u></u>	<u><u>2,205,805.91</u></u>
 <b>DISBURSEMENTS</b>			
Checks issued prior months	3,391,667.74	35,748,765.55	-
Checks issued 6/14/02	55,650.21	3,528,551.71	266,329.00
Checks issued 6/28/02	27,487.63	45,546.57	-
Payroll Expenditures	55,171.72	-	-
Expense Reimbursement	(3,000.06)	(1,220.79)	-
Bank fees	-	(306.34)	-
<b>Total Cash Disbursements</b>	<u><u>3,526,977.24</u></u>	<u><u>39,321,336.70</u></u>	<u><u>266,329.00</u></u>
 <b>Net Pooled Cash and Investments</b>	<u><u>\$ 2,042,014.54</u></u>	<u><u>\$ 43,080,910.05</u></u>	<u><u>\$ 1,939,476.91</u></u>



## Statement B

### GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY Statement of Cash Receipts and Disbursements - Budget to Actual (Operations) - Preliminary From July 1, 2001 to June 30, 2002

	OPERATING ACCOUNT			
	Facilities Operations		Capital Replacement	
	Budget	Actual	Budget	Actual
<b>RECEIPTS</b>				
Facility Operations	\$ 1,695,443	\$ 1,907,504	\$ 237,000	\$ -
Interest on Investments	100,000	45,632	40,000	36,876
Capital Replacement Reserve Transfer	570,357	-	(570,357)	-
From / (To) Fund Balance	-	(727,023)	530,357	727,023
<b>TOTAL RECEIPTS</b>	<b>2,365,800</b>	<b>1,226,113</b>	<b>237,000</b>	<b>763,899</b>
<b>DISBURSEMENTS</b>				
Accounting / Auditing Services	20,000	25,285	-	-
Bank Fees	-	-	-	-
Insurance - Property and Liability	15,000	24,966	-	-
Legal Services	55,000	28,673	-	-
Other Contractual Services	8,150	27,883	-	-
Facility Management Fees	-	151,122	-	-
Meeting Expense	650	742	-	-
Supplies	1,200	1,164	-	-
Transfer to Construction Account	1,000,000	2,000,000	-	-
<b>Sub-total Service Disbursements</b>	<b>1,100,000</b>	<b>2,259,837</b>	<b>-</b>	<b>-</b>
Electricity	611,000	700,537	-	-
Steam	527,000	440,861	-	-
Water and Sewer	67,800	58,645	-	-
<b>Sub-total Utility Disbursements</b>	<b>1,205,800</b>	<b>1,200,043</b>	<b>-</b>	<b>-</b>
Building Additions and Improvements	-	-	225,000	-
Facility Equipment Acquisition	-	-	12,000	-
<b>Sub-total Capital Disbursements</b>	<b>-</b>	<b>-</b>	<b>237,000</b>	<b>-</b>
Employee Wages	50,000	50,231	-	-
Employee Benefits	10,000	16,867	-	-
<b>Sub-total Payroll Disbursements</b>	<b>60,000</b>	<b>67,097</b>	<b>-</b>	<b>-</b>
<b>TOTAL DISBURSEMENTS</b>	<b>2,365,800</b>	<b>3,526,977</b>	<b>237,000</b>	<b>-</b>
<b>Excess / (Deficit) of Funds</b>	<b>\$ -</b>	<b>\$ (2,300,864)</b>	<b>\$ -</b>	<b>\$ 763,899</b>
	See Comments 1 and 2		See Comments 1 and 2	

**Comment 1:** Facilities Operations and Capital Replacement budgets were approved by the GR-KC Convention / Arena Authority at its regularly scheduled meeting on June 27, 2001.

**Comment 2:** Facilities Operations and Capital Replacement columns include receipts and disbursements processed by the C/AA. SMG receipts and disbursements are reported separately in the Van Andel Arena and Grand Center financial statements prepared by SMG.

## Statement C

### GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY Statement of Cash Receipts and Disbursements - Budget to Actual (Construction) - Preliminary From July 1, 2001 to June 30, 2002

	CONSTRUCTION ACCOUNT			
	Monroe Ave Relocation Budget	Actual	Convention Center Construction Budget	Actual
<b>RECEIPTS</b>				
State of Michigan	\$ 2,630,697	\$ -	\$ 27,369,303	\$ 45,000,000
City / County Bldg Authority Capital Contrib.	-	125,883	-	29,587,733
Transfer from Operating Fund	-	-	1,000,000	2,000,000
Miscellaneous Revenue	-	23,153	-	-
Interest on Investments	54,830	49,328	445,170	205,523
<b>TOTAL RECEIPTS</b>	<b>2,685,527</b>	<b>198,364</b>	<b>28,814,473</b>	<b>76,793,256</b>
<b>DISBURSEMENTS</b>				
Architectural and Engineering Services	490,000	328,574	6,000,000	4,408,169
Construction Material Testing	-	-	400,000	601,527
Construction in Progress - GMP	2,175,527	154,243	21,425,973	31,322,139
<b>Sub-total Construction Disbursements</b>	<b>2,665,527</b>	<b>482,817</b>	<b>27,825,973</b>	<b>36,331,836</b>
Bank Fees	-	-	-	(306)
Insurance -Property / Liability	-	-	40,000	42,670
Legal Services	15,000	1,251	50,000	7,697
Project Manager / Owner's Representative	-	-	285,000	252,349
Other Contractual Services	5,000	50,000	600,000	2,099,071
<b>Sub-total Service Disbursements</b>	<b>20,000</b>	<b>51,251</b>	<b>975,000</b>	<b>2,401,480</b>
Electricity	-	-	-	38,376
Steam	-	-	-	11,877
Water and Sewer	-	-	-	1,869
<b>Sub-total Utility Disbursements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>52,122</b>
Advertising / Promotion / Publicity	-	-	5,000	-
Supplies	-	-	1,000	-
Postage / Express	-	-	500	-
Printing and Binding	-	-	5,000	-
Telephone	-	-	2,000	1,831
<b>Sub-total Supplies Disbursements</b>	<b>-</b>	<b>-</b>	<b>13,500</b>	<b>1,831</b>
<b>TOTAL DISBURSEMENTS</b>	<b>2,685,527</b>	<b>534,068</b>	<b>28,814,473</b>	<b>38,787,269</b>
<b>Excess / (Deficit) of Funds</b>	<b>\$ -</b>	<b>\$ (335,704)</b>	<b>\$ -</b>	<b>\$ 38,005,987</b>
	See Comment		See Comment	

**Comment:** Convention Center Construction budget was approved by the Grand Rapids - Kent County Convention / Arena Authority at its regularly scheduled meeting on June 27, 2001.

**GRAND RAPIDS - KENT COUNTY  
CONVENTION / ARENA AUTHORITY**

*INTERIM FINANCIAL STATEMENTS*

*One Month Ended July 31, 2002*



## ACCOUNTANTS' REPORT

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To the Board of Directors  
Grand Rapids - Kent County Convention / Arena Authority  
Grand Rapids, Michigan

We have compiled the accompanying statements of cash receipts and disbursements and cash receipts and disbursements - budget to actual for the operating account and construction accounts of the Grand Rapids - Kent County Convention / Arena Authority for the one month ending July 31, 2002, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. These statements do not include the cash receipts and disbursements of the Van Andel Arena and Grand Center which are operated by the Authority. The financial statements presented have been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's cash receipts and disbursements. Accordingly, these financial statements are not designed for those who are not informed about such matters.

*Beene Garter LLP*

August 8, 2002  
Grand Rapids, Michigan

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**INTERIM FINANCIAL STATEMENTS**

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## Statement A

### GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY Statement of Cash Receipts and Disbursements From July 1, 2002 to July 31, 2002

	<u>Operating Account</u>	<u>Construction Account</u>	<u>Retainage Account</u>
<b>RECEIPTS</b>			
Beginning Balance - July 1, 2002	\$ 2,042,014.54	\$ 43,080,910.05	\$ 1,939,476.91
CCBA Capital Contributions	-	6,510,000.00	-
Interest Deposits	10,926.39	60,568.06	4,909.58
Transfer from Operating Account	-	-	-
Transfer from Construction Account	-	-	428,102.00
Facility Operations	96,279.66	-	-
<b>Total Cash Receipts</b>	<u><u>2,149,220.59</u></u>	<u><u>49,651,478.11</u></u>	<u><u>2,372,488.49</u></u>
 <b>DISBURSEMENTS</b>			
Checks issued prior months	-	-	-
Checks issued 7/15/02	52,349.74	5,741,794.14	-
Checks issued 7/29/02	29,902.91	769,208.54	-
Payroll Expenditures	4,316.20	-	-
Expense Reimbursement	-	-	-
<b>Total Cash Disbursements</b>	<u><u>86,568.85</u></u>	<u><u>6,511,002.68</u></u>	<u><u>-</u></u>
 <b>Net Pooled Cash and Investments</b>	<u><u>\$ 2,062,651.74</u></u>	<u><u>\$ 43,140,475.43</u></u>	<u><u>\$ 2,372,488.49</u></u>

## Statement B

### GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY Statement of Cash Receipts and Disbursements - Budget to Actual (Operations) From July 1, 2002 to July 31, 2002

	OPERATING ACCOUNT			
	Facilities Operations		Capital Replacement	
	Budget	Actual	Budget	Actual
<b>RECEIPTS</b>				
Facility Operations	\$ 2,170,975	\$ 96,280	\$ -	\$ -
Parking Revenues	107,772	-	-	-
Interest on Investments	34,880	6,883	25,120	4,043
Capital Replacement Reserve Transfer	184,418	-	(184,418)	-
<b>TOTAL RECEIPTS</b>	<b>2,498,045</b>	<b>103,163</b>	<b>(159,298)</b>	<b>4,043</b>
<b>DISBURSEMENTS</b>				
Accounting / Auditing Services	25,635	130	-	-
Insurance - Property and Liability	33,050	-	-	-
Legal Services	33,550	554	-	-
Other Contractual Services	43,000	-	-	-
Meeting Expense	890	28	-	-
Supplies	1,350	-	-	-
Transfer to Construction Account	1,000,000	-	-	-
<b>Sub-total Service Disbursements</b>	<b>1,137,475</b>	<b>711</b>	<b>-</b>	<b>-</b>
Electricity	727,000	62,074	-	-
Steam	471,000	11,357	-	-
Water and Sewer	92,800	7,482	-	-
<b>Sub-total Utility Disbursements</b>	<b>1,290,800</b>	<b>80,913</b>	<b>-</b>	<b>-</b>
Building Additions and Improvements	-	-	380,200	-
Facility Equipment Acquisition	-	-	50,500	-
<b>Sub-total Capital Disbursements</b>	<b>-</b>	<b>-</b>	<b>430,700</b>	<b>-</b>
Employee Wages	52,240	4,000	-	-
Employee Benefits	17,530	944	-	-
<b>Sub-total Payroll Disbursements</b>	<b>69,770</b>	<b>4,944</b>	<b>-</b>	<b>-</b>
<b>TOTAL DISBURSEMENTS</b>	<b>2,498,045</b>	<b>86,569</b>	<b>430,700</b>	<b>-</b>
<b>Excess / (Deficit) of Funds</b>	<b>\$ -</b>	<b>\$ 16,594</b>	<b>\$ (589,998)</b>	<b>\$ 4,043</b>
	See Comments		See Comments	
	1 and 2		1 and 2	

**Comment 1:** Facilities Operations and Capital Replacement budgets were approved by the GR-KC Convention / Arena Authority at its regularly scheduled meeting on June 26, 2002.

**Comment 2:** Facilities Operations and Capital Replacement columns include receipts and disbursements processed by the C/AA. SMG receipts and disbursements are reported separately in the Van Andel Arena and Grand Center financial statements prepared by SMG.

## Statement C

### GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY Statement of Cash Receipts and Disbursements - Budget to Actual (Construction) From July 1, 2002 to July 31, 2002

	CONSTRUCTION ACCOUNT			
	Monroe Ave Relocation Budget	Actual	Convention Center Construction Budget	Actual
<b>RECEIPTS</b>				
State of Michigan	\$ -	\$ -	\$ 2,138,974	\$ -
City / County Bldg Authority Capital Contrib.	3,071,036	-	52,381,302	6,510,000
Transfer from Operating Fund	-	-	1,000,000	-
Interest on Investments	55,000	3,779	698,455	56,789
<b>TOTAL RECEIPTS</b>	<b>3,126,036</b>	<b>3,779</b>	<b>56,218,731</b>	<b>6,566,789</b>
<b>DISBURSEMENTS</b>				
Architectural and Engineering Services	1,744,046	-	4,000,000	760,709
Construction Material Testing	-	-	600,000	30,999
Construction - GMP Contractor	1,133,925	-	47,063,549	5,681,045
<b>Sub-total Contractor Disbursements</b>	<b>2,877,971</b>	<b>-</b>	<b>51,663,549</b>	<b>6,472,752</b>
Insurance - Property / Liability	-	-	53,338	-
Legal Services	10,000	-	10,000	-
Owner's Representatives	-	-	270,870	23,645
Other Contractual Services	238,065	-	4,215,724	14,401
<b>Sub-total Service Disbursements</b>	<b>248,065</b>	<b>-</b>	<b>4,549,932</b>	<b>38,046</b>
Advertising / Promotion / Publicity	-	-	2,500	-
Supplies	-	-	500	-
Postage / Express	-	-	150	-
Telephone	-	-	2,100	205
<b>Sub-total Supplies Disbursements</b>	<b>-</b>	<b>-</b>	<b>5,250</b>	<b>205</b>
<b>TOTAL DISBURSEMENTS</b>	<b>3,126,036</b>	<b>-</b>	<b>56,218,731</b>	<b>6,511,003</b>
<b>Excess / (Deficit) of Funds</b>	<b>\$ -</b>	<b>\$ 3,779</b>	<b>\$ -</b>	<b>\$ 55,786</b>
	See Comment		See Comment	

**Comment:** Convention Center Construction budget was approved by the Grand Rapids - Kent County Convention / Arena Authority at its regularly scheduled meeting on June 26, 2002.

**GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY**

**RESOLUTION AUTHORIZING EXECUTION OF VAN ANDEL ARENA  
PREMIUM SEAT AGREEMENTS AND CORPORATE SUITE  
AGREEMENTS**

Boardmember \_\_\_\_\_, supported by Boardmember \_\_\_\_\_,

moved the adoption of the following resolution:

**WHEREAS**, in connection with its operation of the Van Andel Arena (the "Arena"), the Grand Rapids-Kent County Convention/Arena Authority (the "CAA") enters into Premium Seat Agreements and Corporate Suite Agreements (collectively, the "Agreements") with seatholders and suiteholders; and

**WHEREAS**, the Agreements are prepared by the Arena manager and require the signature of both a representative of SMG and an officer of the CAA; and

**WHEREAS**, the Board of the CAA desires to provide authority for the execution from time to time of the Agreements.

**RESOLVED:**

1. That the Agreements in a form prepared by SMG and approved as to form by the CAA's counsel are authorized from time to time to be executed by the Chairman of the CAA and in his absence another officer designated by the Chairman.
2. That this authorization shall continue in effect until revoked or modified by resolution of the CAA Board.
3. That all resolutions, parts of resolutions, policies and guidelines in conflict herewith shall be, and the same are hereby, rescinded to the extent of such conflict.

YEAS: Boardmembers \_\_\_\_\_  
\_\_\_\_\_

NAYS: Boardmembers \_\_\_\_\_

ABSTAIN: Boardmembers \_\_\_\_\_

ABSENT: Boardmembers \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

Dated: August 28, 2002

\_\_\_\_\_  
Susan M. Waddell  
Administrative Manager/Recording Secretary

**CERTIFICATION**

I, the undersigned duly qualified and acting Administrative Manager/Recording Secretary of the Grand Rapids-Kent County Convention/Arena Authority (the "CAA"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the CAA Board at a regular meeting held on August 28, 2002, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: August 28, 2002

\_\_\_\_\_  
Susan M. Waddell  
Administrative Manager/Recording Secretary

**GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY**

**RESOLUTION APPROVING AMENDMENT TO AGREEMENT FOR  
CONSULTING SERVICES WITH ROBERT DUFF CONSULTING, INC.**

Boardmember \_\_\_\_\_, supported by Boardmember \_\_\_\_\_,  
moved the adoption of the following resolution:

**WHEREAS**, the Grand Rapids-Kent County Convention/Arena Authority (the "CAA") entered into an Agreement for Consulting Services with Robert Duff Consulting, Inc. ("Duff") dated January 31, 2001 (the "Agreement"), for Duff to provide consulting services to the CAA in connection with the development of an information technology system for DeVos Place; and

**WHEREAS**, the CAA Board by resolution on September 26, 2001, increased the maximum amount of compensation to be received by Duff pursuant to the Agreement from \$10,000 to \$20,000; and

**WHEREAS**, the total maximum compensation of \$20,000 will be exceeded and the CAA and Duff desire to amend the Agreement to provide for a revised method for reimbursing Duff for its services.

**RESOLVED:**

1. That the Amendment to Agreement for Consulting Services (the "Amendment") between the CAA and Duff in the form presented at this meeting is approved and the Chairman of the CAA is authorized and directed to execute the Amendment for and on behalf of the CAA.
2. That all resolutions, parts of resolutions, policies and guidelines in conflict herewith shall be, and the same are hereby, rescinded to the extent of such conflict.

YEAS: Boardmembers \_\_\_\_\_

\_\_\_\_\_

NAYS: Boardmembers \_\_\_\_\_

ABSTAIN: Boardmembers \_\_\_\_\_

ABSENT: Boardmembers \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

Dated: August 28, 2002

\_\_\_\_\_  
Susan M. Waddell  
Administrative Manager/Recruiting Secretary

**CERTIFICATION**

I, the undersigned duly qualified and acting Administrative Manager/Recording Secretary of the Grand Rapids-Kent County Convention/Arena Authority (the "CAA"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the CAA Board at a regular meeting held on August 28, 2002, and that public notice of said meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: August 28, 2002

\_\_\_\_\_  
Susan M. Waddell  
Administrative Manager/Recruiting Secretary

**AMENDMENT TO AGREEMENT  
FOR CONSULTING SERVICES**

**THIS AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES** (the "Amendment") is entered into as of July 1, 2002, between the **GRAND RAPIDS-KENT COUNTY CONVENTION/ARENA AUTHORITY** (the "CAA") and **ROBERT DUFF CONSULTING, INC.** (the "Consultant").

**RECITALS**

A. The CAA and the Consultant have entered into an Agreement for Consulting Services dated as of January 31, 2001 (the "Agreement"), for the Consultant to provide consulting services to the CAA in connection with the development of an information technology system for DeVos Place.

B. The total maximum compensation amount of \$20,000 contained in the Agreement as previously amended will be exceeded and the parties desire to amend the Agreement to provide a revised method for reimbursing the Consultant for its services.

**NOW, THEREFORE**, in consideration of the representations and agreements set forth herein, the parties agree as follows:

**Section 1. Amendment to Section 5.1 of Agreement.** Section 5.1 of the Agreement is amended in its entirety to read as follows:

**Section 5.1 Charges.** The CAA shall pay the Consultant a fee of \$95 per hour for Services rendered pursuant to a written work plan within the scope of Services described in Section 3.1 hereof covering a specific period of time prepared by the Consultant and approved in advance by the CAA's Owner's Representatives. In the event that the CAA requests that additional services be provided which are beyond the scope and understanding of this Agreement, Consultant shall provide such services only after the parties hereto have fully discussed the scope of such services and the rate at which Consultant is to be compensated therefor and shall have agreed to the same in writing.

**Section 2. Ratification.** The Agreement is in all other respects hereby ratified and confirmed.

**IN WITNESS WHEREOF**, the parties have executed this Amendment as of the day and year first written above.

**ROBERT DUFF CONSULTING, INC.**

**GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY**

By: \_\_\_\_\_  
Robert C. Duff APPROVED AS TO FORM  
Its: President

By: \_\_\_\_\_  
John H. Logie  
Its: Chairman



**GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY**

**RESOLUTION APPROVING AMENDMENT TO AGREEMENT FOR  
CONSULTING SERVICES WITH JIM HIAESHUTTER AND JERRY  
FELLINGER**

Boardmember \_\_\_\_\_, supported by Boardmember \_\_\_\_\_,

moved the adoption of the following resolution:

**WHEREAS**, the Grand Rapids-Kent County Convention/Arena Authority (the "CAA") entered into an Agreement for Consulting Services with Jim Hiaeshutter and Jerry Fellingner (collectively "H/F") dated January 1, 2001 (the "Agreement"), for H/F to provide consulting services to the CAA in connection with the development of fire safety and security systems for DeVos Place; and

**WHEREAS**, the CAA Board by resolution on September 26, 2001, increased the maximum amount of compensation to be received by H/F pursuant to the Agreement from \$10,000 to \$20,000; and

**WHEREAS**, the total maximum compensation of \$20,000 will be exceeded and the CAA and H/F desire to amend the Agreement to provide for a revised method for reimbursing H/F for its services.

**RESOLVED:**

1. That the Amendment to Agreement for Consulting Services (the "Amendment") between the CAA and H/F in the form presented at this meeting is approved and the Chairman of the CAA is authorized and directed to execute the Amendment for and on behalf of the CAA.

2. That all resolutions, parts of resolutions, policies and guidelines in conflict herewith shall be, and the same are hereby, rescinded to the extent of such conflict.

YEAS: Boardmembers \_\_\_\_\_

\_\_\_\_\_

NAYS: Boardmembers \_\_\_\_\_

ABSTAIN: Boardmembers \_\_\_\_\_

ABSENT: Boardmembers \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

Dated: August 28, 2002

\_\_\_\_\_  
Susan M. Waddell  
Administrative Manager/Recruiting Secretary

**CERTIFICATION**

I, the undersigned duly qualified and acting Administrative Manager/Recording Secretary of the Grand Rapids-Kent County Convention/Arena Authority (the "CAA"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the CAA Board at a regular meeting held on August 28, 2002, and that public notice of said meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: August 28, 2002

\_\_\_\_\_  
Susan M. Waddell  
Administrative Manager/Recruiting Secretary

**AMENDMENT TO AGREEMENT  
FOR CONSULTING SERVICES**

**THIS AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES** (the "Amendment") is entered into as of July 1, 2002, between the **GRAND RAPIDS-KENT COUNTY CONVENTION/ARENA AUTHORITY** (the "CAA") and **JIM HIAESHUTTER** and **JERRY FELLINGER** (the "Consultants").

**RECITALS**

A. The CAA and the Consultants have entered into an Agreement for Consulting Services dated as of January 1, 2001 (the "Agreement"), for the Consultants to provide consulting services to the CAA in connection with the development of fire safety and security systems for DeVos Place.

B. The total maximum compensation amount of \$20,000 contained in the Agreement as previously amended will be exceeded and the parties desire to amend the Agreement to provide a revised method for reimbursing the Consultants for their services.

**NOW, THEREFORE**, in consideration of the representations and agreements set forth herein, the parties agree as follows:

**Section 1. Amendment to Section 5.1 of Agreement.** Section 5.1 of the Agreement is amended in its entirety to read as follows:

**Section 5.1 Charges.** The CAA shall pay the Consultants a fee of \$100 per hour for Services rendered pursuant to a written work plan within the scope of Services described in Section 3.1 hereof covering a specific period of time prepared by the Consultants and approved in advance by the CAA's Owner's Representatives. In the event that the CAA requests that additional services be provided which are beyond the scope and understanding of this Agreement, Consultants shall provide such services only after the parties hereto have fully discussed the scope of such services and the rate at which Consultants are to be compensated therefor and shall have agreed to the same in writing.

**Section 2. Ratification.** The Agreement is in all other respects hereby ratified and confirmed.

**IN WITNESS WHEREOF**, the parties have executed this Amendment as of the day and year first written above.

**CONSULTANTS**

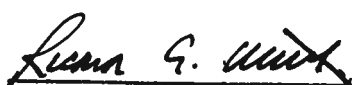
**GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY**

\_\_\_\_\_  
Jim Hiaeshutter

By: \_\_\_\_\_  
John H. Logie  
Its: Chairman

\_\_\_\_\_  
Jerry Fellingner

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Legal Counsel for the  
Convention/Arena Authority

# VAN ANDEL ARENA WEEKLY

# Item X

DATE	EVENT	EC	ROOM	TIME	FUNCTION
Wed, Aug 21	Santana	MS	Arena	9:00 AM 2:00 PM 5:30 PM 6:30 PM 7:30 PM 8:15 PM 8:45 PM 10:30 PM 11:00 PM	Load-in Chair set Security meeting Doors Rusted Root Intermission Santana Load-out Show over
	Santana	JS	Banquet C/D	7:00 AM 8:30A-9P	Set-up Crew catering
Thur, Aug 22	Available				
Fri, Aug 23	Available				
Sat, Aug 24	Great Lakes Irish Music Festival	AH	Arena	8:00 AM 11:30 AM 12:00 PM 12:45 PM 1:30 PM 2:55 PM 4:15 PM 5:00 PM 5:50 PM 7:15 PM 8:40 PM 9:45 PM 10:00 PM	Load-in/Vendor load-in Doors Liam Tiernan Irish Step Dancers Providence Danny Doyle Irish Step Dancers Liam Tiernan Brigid's Cross Prodigals Aoife Clancy Band Grand Finale Load-out
Sun, Aug 25	Available				
Mon, Aug 26	Available				
Tue, Aug 27	The Who	MS	Arena	9:00 AM 2:00 PM 4:00 PM 6:30 PM 7:45P-8:40P 8:40P-9:10P 9:10P-11:25P 11:00 PM	Load-in Chair set Sound check Doors Robert Plant Intermission The Who Load-out
Wed, Aug 28	Styx/REO	AH	Arena	7:00 PM	Performance
Thur, Aug 29	Available				
Fri, Aug 30	Available				
Sat, Aug 31	Available				
Sun, Sep 1	Available				
Mon, Sep 2	Available				
Tue, Sep 3	Available				
Wed, Sep 4	City of Grand Rapids		Horseshoe Area Loading Docks Banquet Rooms Parking Areas 2, 3, and most of 6	7A-4P	Chemical disaster exercise
Thur, Sep 5	Grand Rapids Sports Hall of Fame	AH	Lobby Banquet All	5:30P-7P 7P-10P	Cocktail reception Inductee dinner & ceremony
Fri, Sep 6	Primerica	MS	Arena	9:00 AM 6:30 PM 7P-10P	Load-in Doors Conference
Sat, Sep 7	Primerica	MS	Arena	8:00 AM 8:30A-12P 12P-1P 1P-4P 4P-6:30P	Doors Conference Lunch break Conference Dinner break

				6:30P-10P	Conference
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Sun, Sep 8	Primerica	MS	Arena	8:00 AM 9A-12P	Doors Conference
Mon, Sep 9	Available				
Tue, Sep 10	Available				
Wed, Sep 11	Available				
Thur, Sep 12	Available				
Fri, Sep 13	Available				
Sat, Sep 14	Gaithers	AH	Arena	6:00 PM	Performance
Sun, Sep 15	Available				
Mon, Sep 16	Available				
Tue, Sep 17	Available				
Wed, Sep 18	Available				
Thur, Sep 19	DP Fox/Red Wings	MS	Arena	7:30P-10P	Red-White game
Fri, Sep 20	I Still Do	AH	Arena	8A-5P	Load-in
Sat, Sep 21	I Still Do	AH	Arena	8A-5:30P	Conference
Sun, Sep 22	Available				

**GRAND CENTER WEEKLY - YEAR 2002**

DATE	EVENT	ROOM	TIME	FUNCTION	EC	CONSTRUCTION
WED. AUG 21						
THURS. AUG 22	GERALD LEVERT	BL/ DV STAGE, DOCK 6&7/ BL/ DV SEATING/ DV/	7A 8A-7P 11:30A-1:30P 6P-8P 7:30P 8P-10:30P 10:30P-12:30A	CATERING SET UP MOVE IN LUNCH DINNER DOORS OPEN PERFORMANCE MOVE OUT	ST	
FRI. AUG 23						
SAT. AUG 24	JOHN WITHERSPOON, BRO'MAN, TALENT	DV/	4P-8P 8P 8:30P-10:30P 10:30P-11:30P 7:30P-11:30P	MOVE IN DOORS TO SEATING PERFORMANCE MOVE OUT CATERING	ST	
SUN. AUG 25						
MON. AUG 26						
TUES. AUG 27						
WED. AUG 28						
THURS. AUG 29						
FRI. AUG 30						
SAT. AUG 31						
SUN. SEPT 1						
MON. SEPT 2						
TUES. SEPT 3						
WED. SEPT 4	LIFESTYLE SHOW	GH, WA/	8A-5P	MOVE IN	MF	
THURS. SEPT 5	LIFESTYLE SHOW	GH, WA/	8A-5P	MOVE IN	MF	
	MARTIN SHORT - GRSO	DV/	8A-1P 7P 7:30P-9:30P 9:30P-10:30P	MOVE IN DOORS TO SEATING PERFORMANCE MOVE OUT	ST	
FRI. SEPT 6	LIFESTYLE SHOW	GH, WA/	NOON-9P	SHOW	MF	
	GRSO - REHEARSAL	DV/	2:30P-3:30P 3:30P-6P 7:30P-10P	MOVE IN REHEARSAL REHEARSAL	ST	
SAT. SEPT 7	LIFESTYLE SHOW	GH, WA/	10A-9P	SHOW	MF	
SUN. SEPT 8	LIFESTYLE SHOW	GH, WA/	NOON-5P 5P-10P	SHOW MOVE OUT	MF	
MON. SEPT 9	LIFESTYLE SHOW	GH, WA/	8A-5P	MOVE OUT	MF	
	KOOB & ASSOCIATES	KR, MR, BL/		MOVE IN MEETING MOVE OUT	MF	
TUES. SEPT 10	GRSO - CLASSICAL I	DV/	8A-1P 7:30P-10P	MOVE IN REHEARSAL	ST	
WED. SEPT 11	GRSO - CLASSICAL I	DV/	3:30P-6P 7:30P-10:30P	REHEARSAL REHEARSAL	ST	
THURS. SEPT 12	GRSO - CLASSICAL I	DV/	4P-7P 7:30P-10:30P	MIC HANG REHEARSAL	ST	
FRI. SEPT 13	CITY MEETING	BR/	8A-NOON	MEETING	RS	
	GRSO - CLASSICAL I	DV/	7P-7:30P 8P-10:15P	UPBEAT PERFORMANCE	ST	

DATE	EVENT	ROOM	TIME	FUNCTION	EC	CONSTRUCTION
SAT. SEPT 14	S. ABRAHAM & SONS, MINI TRADESHOW	2/3 GH/		MOVE IN SHOW MOVE OUT	RS	
	GRSO - CLASSICAL I	DV/	7P-7:30P 8P-10:15P 10P-11P	UPBEAT PERFORMANCE MIN. MOVE OUT	ST	
SUN. SEPT 15	FOCUS ON LIFE DINNER	GH,WA/		MOVE IN	MF	
MON. SEPT 16	FOCUS ON LIFE DINNER	GH,WA/ KR/		BANQUET	MF	
TUES. SEPT 17				MOVE OUT		
WED. SEPT 18						
THURS. SEPT 19	GRSO - POPS I	DV/	8A-1P 3:30P-6P 7:30P-10P	MOVE IN REHEARSAL REHEARSAL	ST	
FRI. SEPT 20	GRSO - POPS I	DV/	8P-10P	PERFORMANCE	ST	
	POLARIS	1/3 GH/		MOVE IN EXHIBITS MOVE OUT		
SAT. SEPT 21	GRSO - POPS I	DV/	8P-10P	PERFORMANCE	ST	
SUN. SEPT 22	GRSO - POPS I	DV/	3P-5P 5P-8P	PERFORMANCE MOVE OUT	ST	
MON. SEPT 23	DEFENDING THE CAVEMAN - BTG	DV/	1P-5P	PRE-HANG	ST	
TUES. SEPT 24	DEFENDING THE CAVEMAN - BTG	DV/	9A-5P 7:30P-10P	PERFORMANCE	ST	
WED. SEPT 25	DEFENDING THE CAVEMAN - BTG	DV/	7:30P-10P	PERFORMANCE	ST	
THURS. SEPT 26	DEFENDING THE CAVEMAN - BTG	DV/	2P-4:30P 7:30P-10P	PERFORMANCE PERFORMANCE	ST	
FRI. SEPT 27	DEFENDING THE CAVEMAN - BTG	DV/	8P-10:30P	PERFORMANCE	ST	
SAT. SEPT 28	METROPOLITAN FOUNDATION	GH,KR/		MOVE IN BANQUET MOVE OUT	MF	
	DEFENDING THE CAVEMAN - BTG	DV/	2P-4:30P 8P-10:30P	PERFORMANCE PERFORMANCE	ST	
SUN. SEPT 29	DEFENDING THE CAVEMAN - BTG	DV/	3P-5:30P 5:30P-9:30P	PERFORMANCE MOVE OUT	ST	
MON. SEPT 30						