



Board of Directors

Friday, May 7, 2010
Immediately Following CAA Finance Committee Meeting
Kent County Commission Chambers
300 Monroe, NW – Grand Rapids, MI

A G E N D A

Convention
Arena
Authority

Steven Heacock,
Chairman
Birgit Klohs
Floyd Wilson, Jr.
Gary McInerney
George Heartwell
Joseph Tomaselli
Lew Chamberlin

- | | |
|----------------------------------------------------------------------------------------------------------------|-------------|
| I. Call to Order | |
| II. Approval of March 5, 2010, Minutes | Action |
| III. Committee Reports | |
| A. Operations Committee | Information |
| i. CVB Report | Information |
| B. Finance Committee | |
| i. SMG February & March 2010 Financial Statements - DeVos Place® and Van Andel Arena® | Action |
| ii. CAA February & March 2010 Financial Statements | Action |
| iii. Preliminary Review and Discussion of FY 2011 Budgets | |
| a. DeVos Place® and Van Andel Arena® Operating Budgets | |
| b. Consolidated CAA Operating/Capital Budgets | |
| iv. Preliminary Review of FY 2011 DeVos Place® Rate Sheets | |
| IV. Arena Concourse Expansion | Action |
| V. DeVos Place® Show Fund | Information |
| VI. SMG Report and Facilities Calendars | Information |
| VII. Public Comment | |
| VIII. Adjournment | |
| IX. Next Meeting Date: Friday, June 4, 2010, immediately following the CAA Operations Committee meeting | |



Van Andel Arena®
130 West Fulton
Grand Rapids, MI 49503-2601
616.742.6600
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DeVos Place®
303 Monroe Ave. NW
Grand Rapids, MI 49503-2233
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**MINUTES OF THE GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY
BOARD OF DIRECTORS MEETING
Friday, March 5, 2010**

I. Call to Order

Steven R. Heacock, Chairperson, called the meeting to order at 8:15 a.m. Birgit Klohs, Secretary/Treasurer, recorded the meeting minutes. Chair Heacock added to the agenda a presentation by Mike Lloyd, Executive Director of Broadway Grand Rapids.

Attendance

Members Present: Steve Heacock, Chairperson
Lew Chamberlin
Birgit Klohs
Gary McInerney
Joe Tomaselli
Floyd Wilson, Jr.

Members Absent: George Heartwell

Staff/Others:	Kathy Bart	SMG
	David Czurak	<i>Grand Rapids Business Journal</i>
	Daryl Delabbio	Kent County
	Brian Dykema	Interested Citizen
	George Helmstead	CVB
	Chris Knap	<i>The Grand Rapids Press</i>
	Mike Lloyd	Broadway Grand Rapids
	Chris Machuta	SMG
	Rich MacKeigan	SMG
	Darius Quinn	Kent County
	Doug Small	CVB
	Greg Sundstrom	City of Grand Rapids
	Eddie Tadlock	SMG
	Susan Waddell	CAA
	Jana Wallace	City of Grand Rapids
	Jim Watt	SMG
	Richard Wendt	Dickinson Wright
	Robert White	CAA

II. Minutes of Prior Meeting

Motion: Mr. Wilson, supported by Mr. Chamberlin, moved to approve the Minutes of the January 27, 2010, meeting of the Grand Rapids-Kent County Convention/Arena Authority. The motion carried unanimously.

III. Committee Reports

a. Operations Committee

Mr. Chamberlin stated that the Operations Committee will meet next on Friday, April 2, 2010, at 7:30 a.m.

George Helmstead provided an overview of the CVB's recent sales activities, marketing efforts, and major bid presentations. The CVB is behind pace for the year. Last week, the CVB hosted site visits with nine customers and received three verbal commitments for future conventions. The CVB will be a major sponsor at the ASAE golf tournament in which 90 customers will be participating. Discussion followed regarding the new Air Tran service carrier that will provide direct flights to the east coast and Florida.

b. Finance Committee.

i. SMG Financial Statements for DeVos Place® and Van Andel Arena®

Motion: Ms. Klohs, supported by Mr. Tomaselli, moved to approve the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the period ended January 31, 2010. After review and discussion, the motion carried unanimously.

ii. CAA Financial Statements

Motion: Ms. Klohs, supported by Mr. McInerney, moved to approve the CAA Financial Statements for the period ended January 31, 2010. After review and discussion, the motion carried unanimously.

IV. Broadway Grand Rapids Presentation

Mike Lloyd, Executive Director, attended the meeting to give an update on Broadway Grand Rapids. Broadway Grand Rapids has entered into a partnership with the Wharton Center at MSU that will give the organization access to more shows, make the company more efficient, and provide a better back shop operation. Additionally, more educational programming will become available. On May 11, a special production of Izzo Goes to Broadway, a parody of Phantom of the Opera, will be playing for one night only in DeVos Performance Hall. This is a fundraising event with one-half of the proceeds going to MSU scholarships and one-half to Broadway Grand Rapids.

V. Recommendation Regarding Arena Concourse Expansion

Mr. MacKeigan recommended approval to enter into an agreement with the architectural firm, Rossetti Associates, to provide design services, bridging documents, construction documents, and assistance with the Van Andel Arena® concourse expansion. The agreement would be for an amount not to exceed \$100,000. There will be no impact on the current budget, as these fees are within the allocation of \$1 million for this project. Rossetti is confident that an expansion can be completed prior to the start of the hockey season in October 2010. The Operations Committee would be used as the vetting source for decisions.

Motion: Mr. Tomaselli, supported by Mr. Wilson, moved approval for SMG to engage Rossetti Associates for the services as recommended, in an amount not to exceed \$100,000.

Discussion followed. Chair Heacock stated, and Ms. Klohs agreed, that construction of the project should be awarded to a local construction company. Chair Heacock inquired why Rossetti was selected over a local architectural firm. Mr. MacKeigan responded that, as original architects of the Arena, Rossetti has familiarity with the building and its systems. SMG staff consults with the Rossetti team when problems arise. Additionally, Rossetti has the experience and has performed this type of work at the Palace of Auburn Hills. The discussion concluded and CAA Board members voted on the motion.

Motion carried unanimously.

VI. SMG Report and Facilities Calendar

Mr. MacKeigan presented a summary of the upcoming events that will be held at DeVos Place® and the Van Andel Arena®.

VII. Public Comment

None.

VIII. Next Meeting Date

The date for next CAA Board meeting is Friday, April 2, 2010, the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, immediately following the Operations Committee meeting.

IX. Adjournment

There being no other business, the meeting adjourned at 9:10 a.m.

Birgit M. Klohs, Recording Secretary

DEVOS PLACE

DE VOS PLACE

**FINANCIAL STATEMENT
FOR THE PERIOD ENDED FEBRUARY 28, 2010**

Distribution:

Grand Rapids – Kent County Convention / Arena Authority
Robert White
Bob McClintock
Lewis Dawley
Gary McAneney
Howard Feldman
Richard MacKeigan
Chris Machuta



An SMG Managed Facility

**DE VOS PLACE
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED FEBRUARY 28, 2010**

The following schedule summarizes operating results for the current month ending February 28, 2010 and the YTD ending June 30, 2010, compared to budget and to the prior year:

MONTH	February Actual	February Budget	February FY 2009
Number of Events	48	57	46
Attendance	93,570	75,671	93,232
Direct Event Income	\$355,465	\$380,648	\$357,937
Ancillary Income	246,360	263,502	230,694
Other Income	10,130	13,333	9,545
Indirect Expenses	(459,599)	(462,698)	(462,347)
Net Income	<u>\$152,356</u>	<u>\$194,785</u>	<u>\$135,829</u>

YTD	YTD 2010 Actual	YTD 2010 Budget	YTD 2009 Prior Year
Number of Events	328	366	360
Attendance	346,725	346,713	347,137
Direct Event Income	\$1,580,773	\$1,431,305	\$1,471,011
Ancillary Income	1,190,315	1,395,248	1,270,700
Other Income	106,391	100,914	112,272
Indirect Expenses	(3,302,044)	(3,701,587)	(3,404,043)
Net Income	<u>(\$424,565)</u>	<u>(\$774,120)</u>	<u>(\$550,060)</u>

EVENT INCOME

Event income fell below expected levels due to lower rent associated with a couple of shows that did not use as much of the facility as anticipated.

ANCILLARY INCOME

Ancillary income fell slightly below budgeted levels for the month, however, consistent with forecast.

INDIRECT EXPENSES

Indirect expenses came in at expected levels for the month overall.

SMG DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Year to Date Event Summary Report
For Eight Months Ended February 28, 2010

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	81	106	100,211	111,292	1,175,158	1,163,534
Consumer/Gated Shows	35	35	97,622	88,121	551,518	577,290
Devos Performance Hall	98	94	101,886	87,000	574,029	578,199
Banquets	24	24	17,664	18,250	168,283	184,025
Meetings	66	77	16,881	19,700	194,580	201,851
Other	24	30	12,461	22,350	166,856	199,904
GRAND TOTALS	328	366	346,725	346,713	2,830,426	2,904,803

As Percentage of Overall

Convention/Trade Shows	24.70%	28.96%	28.90%	32.10%	41.52%	40.06%
Consumer/Gated Shows	10.67%	9.56%	28.16%	25.42%	19.49%	19.87%
Devos Performance Hall	29.88%	25.68%	29.39%	25.09%	20.28%	19.90%
Ballroom Exclusive	7.32%	6.56%	5.09%	5.26%	5.95%	6.34%
Meetings	20.12%	21.04%	4.87%	5.68%	6.87%	6.95%
Other	7.32%	8.20%	3.59%	6.45%	5.90%	6.88%

**SMG - DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of February 28, 2010**

Current - Under 30 Days	
Food & Beverage	108,441
Ticketing	76,746
Merchandise	232
Decorating	65,974
Audio/Visual	52,003
Van Andel Arena	31,735
Operating	232,457
 Over 30 Days	 94,787
 Over 60 Days	 36,400
 Over 90 Days	
Donnell Productions	5,736
Paragon Leather	2,110
Saigon Entertainment	5,002
Grinder Promotions	2,286
 Total Accounts Receivable	 713,909



VAN ANDEL ARENA

**FINANCIAL STATEMENT
FOR THE PERIOD ENDED FEBRUARY 28, 2010**

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Bob McClintock

Lewis Dawley

Gary McAneney

Howard Feldman

Richard MacKeigan

Chris Machuta



An SMG Managed Facility

**VAN ANDEL ARENA
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED FEBRUARY 28, 2010**

The following schedule summarizes operating results for the current month ending February 28, 2010 and the YTD ending June 30, 2009 compared to budget and to the prior year:

MONTH	February Actual	February Budget	February FY 2009
Number of Events	13	14	12
Attendance	73,177	41,000	71,036
Direct Event Income	\$222,198	\$184,004	\$222,742
Ancillary Income	178,427	181,811	171,648
Other Income	246,929	240,765	225,596
Indirect Expenses	(308,602)	(320,171)	(325,223)
Net Income	<u>\$338,952</u>	<u>\$286,409</u>	<u>\$294,763</u>

YTD	YTD 2010 Actual	YTD 2010 Budget	YTD 2009 Prior Year
Number of Events	70	77	81
Attendance	388,543	298,650	408,554
Direct Event Income	\$976,450	\$925,022	\$1,009,835
Ancillary Income	885,804	831,558	849,852
Other Income	1,626,525	1,653,940	1,772,276
Indirect Expenses	(2,443,852)	(2,561,368)	(2,583,743)
Net Income	<u>\$1,044,927</u>	<u>\$849,152</u>	<u>\$1,048,220</u>

EVENT INCOME

Direct event income came in ahead of budget for the month due to the success of the 3 very solid selling concerts hosted at the end of the month.

ANCILLARY INCOME

Ancillary income was consistent with budget overall as spending was consistent with what they should be for each artist, however, along the lines of average spending overall.

INDIRECT EXPENSES

Indirect expenses was consistent with budget.

SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Event Summary
For Eight Months Ending February 28, 2010

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	7	16	29,958	60,500	95,979	227,480
Sporting Event	11	13	34,323	51,000	228,509	333,035
Concert	11	14	106,516	104,000	1,208,591	1,136,250
Team Home Games	33	30	178,067	165,000	416,388	360,870
Other	8	4	42,679	20,150	385,194	117,045
GRAND TOTALS	70	77	391,543	400,650	2,334,661	2,174,680

As Percentage of Overall

Family Show	10.00%	20.78%	7.65%	15.10%	4.11%	10.46%
Sporting Event	15.71%	16.88%	8.77%	12.73%	9.79%	15.31%
Concert	15.71%	18.18%	27.20%	25.96%	51.77%	52.25%
Team Home Games	47.14%	38.96%	45.48%	41.18%	17.84%	16.59%
Other	11.43%	5.19%	10.90%	5.03%	16.50%	5.38%

SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of February 28, 2010

Current - Under 30 Days	
Food & Beverage	418,317
Ticketing	101,089
Merchandise	28,258
Permanent Advertising	138,457
DeVos Place	(31,735)
Operating	185,773
 Over 30 Days	 64,710
 Over 60 Days	 68,500
 Over 90 Days	
 Total Accounts Receivable	 973,369

DEVOS PLACE

DE VOS PLACE

**FINANCIAL STATEMENT
FOR THE PERIOD ENDED MARCH 31, 2010**

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Bob McClintock

Lewis Dawley

Gary McAneney

Howard Feldman

Richard MacKeigan

Chris Machuta



An SMG Managed Facility

**DE VOS PLACE
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED MARCH 31, 2010**

The following schedule summarizes operating results for the current month ending March 31, 2010 and the YTD ending June 30, 2010, compared to budget and to the prior year:

MONTH	March Actual	March Budget	March FY 2009
Number of Events	58	58	62
Attendance	98,986	113,800	99,717
Direct Event Income	\$354,572	\$347,776	\$391,813
Ancillary Income	215,177	242,837	223,017
Other Income	10,761	25,083	11,490
Indirect Expenses	(408,551)	(462,698)	(429,533)
Net Income	\$171,959	\$152,998	\$196,787

YTD	YTD 2010 Actual	YTD 2010 Budget	YTD 2009 Prior Year
Number of Events	386	424	422
Attendance	445,711	450,513	446,854
Direct Event Income	\$1,935,345	\$1,779,081	\$1,862,824
Ancillary Income	1,405,493	1,638,085	1,493,716
Other Income	117,152	125,997	123,762
Indirect Expenses	(3,715,665)	(4,164,286)	(3,833,576)
Net Income	(\$257,675)	(\$621,123)	(\$353,274)

EVENT INCOME

Direct event income came in consistent with budget and a little ahead of forecast overall. Consumer shows hosted in the first quarter of the fiscal year continue to show growth over previous years.

ANCILLARY INCOME

Ancillary income came in below budget and forecast with catering being the line item with the largest shortfall as we have seen throughout the fiscal year.

INDIRECT EXPENSES

Indirect expenses came in ahead of budget and consistent with forecast.

SMG DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Year to Date Event Summary Report
For Nine Months Ended March 31 ,2010

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	97	122	115,461	131,292	1,335,557	1,335,710
Consumer/Gated Shows	46	46	158,630	143,121	837,871	801,648
Devos Performance Hall	113	109	120,170	111,000	675,864	733,819
Banquets	26	26	18,314	21,250	177,855	206,108
Meetings	80	91	20,675	21,100	235,557	240,477
Other	24	30	12,461	22,350	166,926	199,904
GRAND TOTALS	386	424	445,711	450,113	3,429,632	3,517,666

As Percentage of Overall

Convention/Trade Shows	25.13%	28.77%	25.90%	29.17%	38.94%	37.97%
Consumer/Gated Shows	11.92%	10.85%	35.59%	31.80%	24.43%	22.79%
Devos Performance Hall	29.27%	25.71%	26.96%	24.66%	19.71%	20.86%
Ballroom Exclusive	6.74%	6.13%	4.11%	4.72%	5.19%	5.86%
Meetings	20.73%	21.46%	4.64%	4.69%	6.87%	6.84%
Other	6.22%	7.08%	2.80%	4.97%	4.87%	5.68%

SMG - DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of March 31, 2010

Current - Under 30 Days	
Food & Beverage	65,063
Ticketing	19,163
Merchandise	566
Decorating	30,670
Audio/Visual	14,805
Van Andel Arena	81,436
Operating	223,451
 Over 30 Days	 105,920
 Over 60 Days	 29,600
 Over 90 Days	
Donnell Productions	5,736
Paragon Leather	2,110
Saigon Entertainment	5,002
Grinder Promotions	2,286
 Total Accounts Receivable	 585,808



VAN ANDEL ARENA

FINANCIAL STATEMENT FOR THE PERIOD ENDED MARCH 31, 2010

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Bob McClintock

Lewis Dawley

Gary McAneney

Howard Feldman

Richard MacKeigan

Chris Machuta



An SMG Managed Facility

**VAN ANDEL ARENA
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED MARCH 31, 2010**

The following schedule summarizes operating results for the current month ending March 31, 2010 and the YTD ending June 30, 2009 compared to budget and to the prior year:

MONTH	March Actual	March Budget	March FY 2009
Number of Events	15	8	21
Attendance	71,261	47,000	121,693
Direct Event Income	\$86,917	\$82,190	\$91,360
Ancillary Income	240,517	97,330	211,801
Other Income	161,829	192,670	205,738
Indirect Expenses	(290,682)	(320,171)	(309,303)
Net Income	<u>\$198,581</u>	<u>\$52,019</u>	<u>\$199,596</u>

YTD	YTD 2010 Actual	YTD 2010 Budget	YTD 2009 Prior Year
Number of Events	87	85	102
Attendance	459,804	447,650	530,247
Direct Event Income	\$1,063,367	\$1,007,212	\$1,101,195
Ancillary Income	1,126,321	928,887	1,061,653
Other Income	1,788,355	1,846,610	1,978,015
Indirect Expenses	(2,734,534)	(2,881,539)	(2,893,046)
Net Income	<u>\$1,243,509</u>	<u>\$901,170</u>	<u>\$1,247,817</u>

EVENT INCOME

Event income was consistent with both budget and forecast for the month.

ANCILLARY INCOME

Ancillary income came in well ahead of budget, and a little ahead of forecast. With the Griffins concluding their season in early April, a final concessions commission percentage was calculated resulting in a positive adjustment as the facility was overaccrued in its expected payment to the team.

INDIRECT EXPENSES

Indirect expenses came in at expected levels in most areas with some additional savings in utilities.

SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Event Summary
For Eight Months Ending March 31, 2010

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	13	16	50,126	60,500	137,042	227,480
Sporting Event	15	13	48,226	51,000	319,371	333,035
Concert	13	16	102,346	118,000	1,284,372	1,281,785
Team Home Games	38	36	216,427	198,000	563,225	433,044
Other	8	4	42,679	20,150	385,194	117,045
GRAND TOTALS	87	85	459,804	447,650	2,689,204	2,392,389

As Percentage of Overall

Family Show	14.94%	18.82%	10.90%	13.52%	5.10%	9.51%
Sporting Event	17.24%	15.29%	10.49%	11.39%	11.88%	13.92%
Concert	14.94%	18.82%	22.26%	26.36%	47.76%	53.58%
Team Home Games	43.68%	42.35%	47.07%	44.23%	20.94%	18.10%
Other	9.20%	4.71%	9.28%	4.50%	14.32%	4.89%

SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of March 31, 2010

Current - Under 30 Days	
Food & Beverage	191,615
Ticketing	38,268
Merchandise	145
Permanent Advertising	138,457
DeVos Place	(81,436)
Operating	217,659
 Over 30 Days	 48,600
 Over 60 Days	 32,500
 Over 90 Days	
 Total Accounts Receivable	 585,808

Van Andel Arena
Balance Sheet
For the Nine Months Ending March 31, 2010

ASSETS

Current Assets		
Cash	5,519,579	
Account Receivable	768,169	
Prepaid Expenses	134,555	

Total Current Assets		\$6,422,303
Total Assets		\$6,422,303
		=====

LIABILITIES AND EQUITY

Current Liabilities		
Accounts Payable	393,747	
Accrued Expenses	613,124	
Deferred Income	1,510,430	
Advanced Ticket Sales & Deposits	1,609,513	

Total Current Liabilities		\$4,126,814
Other Liabilities		
Equity		
Funds Remitted to CAA	(400,000)	
Expenses Paid Direct by CAA	631,950	
Beginning Balance Equity	820,031	
Current Year Equity	1,243,508	

Total Equity		\$2,295,489
Total Liabilities and Equity		\$6,422,303
		=====



Memorandum

To: CAA Board Members

From: Susan Waddell, Administrative Manager

Date: April 30, 2010

Re: CAA February 2010 Financial Statements

The following is a summary of financial activity in the two operating accounts as of February 26, 2010:

	<i>1050: Operations</i>	<i>1070: Kent County Operating</i>
Beginning Balance	\$ 260,846.84	\$22,148,125.89
Cleared Transactions	<u>52,357.20</u>	<u>-200,000.00</u>
Cleared Balance	208,489.64	21,948,125.89
Uncleared Transactions	<u>-98,336.87</u>	<u>-400,000.00</u>
Register Balance	<u><u>\$ 110,152.77</u></u>	<u><u>\$21,548,125.89</u></u>

1. Parking revenues have picked up due to increased use of the DeVos Place® parking ramp during the public shows.
2. Miscellaneous includes reimbursement of administrative services from the Kent County Parks Foundation.
3. While the electricity expense has leveled off, the steam expense continues to be lower than projected.
4. Pedestrian safety is tracking below budget, but is comparable with the previous year.

If you have any questions or would like additional information, please contact me at 742-6594 or swaddell@smggr.com. Thank you.

2:54 PM

03/12/10

Accrual Basis

Grand Rapids-Kent County Convention/Arena Authority
Profit & Loss Budget vs. Actual
July 1, 2009 through February 26, 2010

	Jul 1, '09 - Feb 26, 10	Budget	\$ Over Budget	% of Budget
Income				
4500 · Interest on Investments	185,504.40	445,982.14	-260,477.74	41.6%
4540 · Land Lease	89,832.00	89,031.91	800.09	100.9%
4545 · Parking Revenues	444,665.05	566,637.16	-121,972.11	78.5%
4550 · Miscellaneous Revenue	51,179.63	0.00	51,179.63	100.0%
Total Income	771,181.08	1,101,651.21	-330,470.13	70.0%
Expense				
6000 · Professional Services				
6001 · Accounting/Auditing Services	32,608.80	25,107.17	7,501.63	129.9%
6040 · Legal Services	25,058.15	23,125.03	1,933.12	108.4%
Total 6000 · Professional Services	57,666.95	48,232.20	9,434.75	119.6%
6060 · Other Contractual Services	111,398.19	243,803.57	-132,405.38	45.7%
6065 · Pedestrian Safety	42,592.36	63,428.57	-20,836.21	67.2%
6068 · Parking Management	101,670.00	177,501.57	-75,831.57	57.3%
6100 · Other Supplies & Expenses				
6010 · Bank Fees	620.20	0.00	620.20	100.0%
6020 · Computer Services	240.00	0.00	240.00	100.0%
6030 · Insurance-Property/Liability	22,903.00	22,000.00	903.00	104.1%
6101 · Advertising/Promo/Publicity	7,938.70	0.00	7,938.70	100.0%
6110 · Meeting Expense	21,806.85	6,607.16	15,199.49	330.0%
6120 · Supplies	1,028.59	3,303.60	-2,275.01	31.1%
Total 6100 · Other Supplies & Expenses	54,537.14	31,910.76	22,626.38	170.9%
6160 · Facility Repair and Maintenance	8,820.41	6,607.16	2,213.25	133.5%
6200 · Capital Replacement Projects	426,534.70	1,285,221.43	-858,686.73	33.2%
6210 · F&B Repair & Maintenance	0.00	13,214.31	-13,214.31	0.0%
6300 · Utilities Expense				
6301 · Electricity	727,484.63	814,000.03	-86,515.40	89.4%
6310 · Natural Gas	13,822.36	11,892.86	1,929.50	116.2%
6320 · Steam	490,138.26	745,880.36	-255,742.10	65.7%
6340 · Water & Sewer	68,956.02	74,330.36	-5,374.34	92.8%
Total 6300 · Utilities Expense	1,300,401.27	1,646,103.61	-345,702.34	79.0%
6500 · DID Assessment	53,175.29	53,139.00	36.29	100.1%
6600 · SMG Incentive Fees	211,249.00	0.00	211,249.00	100.0%
8000 · Personal Services				
8001 · Employee Wages	52,449.68	43,491.55	8,958.13	120.6%
8030 · Employee Benefits	15,294.83	14,018.39	1,276.44	109.1%
Total 8000 · Personal Services	67,744.51	57,509.94	10,234.57	117.8%
Total Expense	2,435,789.82	3,626,672.12	-1,190,882.30	67.2%
Net Income	-1,664,608.74	-2,525,020.91	860,412.17	65.9%



Memorandum

To: CAA Finance Committee

From: Susan Waddell, Administrative Manager

Date: April 30, 2010

Re: CAA March 2010 Financial Statements

The following is a summary of financial activity in the two operating accounts as of March 31, 2010:

	<i>1050: Operations</i>	<i>1070: Kent County Operating</i>
Beginning Balance	\$ 208,489.64	\$21,573,576.58
Cleared Transactions	<u>-15,805.41</u>	<u>-178,516.32</u>
Cleared Balance	192,684.23	<u>\$21,395,060.26</u>
Uncleared Transactions	<u>-97,423.05</u>	
Register Balance	<u>\$ 95,261.18</u>	

1. Interest income continues to fall below budgeted expectations.
2. Although parking revenues have increased, they still fall below budget .
3. Pedestrian safety is tracking below budget due to timing issues.

If you have any questions or would like additional information, please contact me at 742-6594 or swaddell@smggr.com. Thank you.

10:33 AM

04/28/10

Accrual Basis

Grand Rapids-Kent County Convention/Arena Authority

Profit & Loss Budget vs. Actual

July 2009 through March 2010

	Jul '09 - Mar 10	Budget	\$ Over Budget	% of Budget
Income				
4500 · Interest on Investments	232,438.77	506,250.00	-273,811.23	45.9%
4540 · Land Lease	112,290.00	101,063.25	11,226.75	111.1%
4545 · Parking Revenues	567,488.05	643,209.75	-75,721.70	88.2%
4550 · Miscellaneous Revenue	31,179.63	0.00	31,179.63	100.0%
Total Income	943,396.45	1,250,523.00	-307,126.55	75.4%
Expense				
6000 · Professional Services				
6001 · Accounting/Auditing Services	32,719.84	28,500.02	4,219.82	114.8%
6040 · Legal Services	30,243.50	26,250.02	3,993.48	115.2%
Total 6000 · Professional Services	62,963.34	54,750.04	8,213.30	115.0%
6060 · Other Contractual Services	111,968.19	276,750.00	-164,783.81	40.5%
6065 · Pedestrian Safety	55,500.05	72,000.00	-16,499.95	77.1%
6068 · Parking Management	115,856.00	201,488.26	-85,632.26	57.5%
6100 · Other Supplies & Expenses				
6010 · Bank Fees	809.31	0.00	809.31	100.0%
6020 · Computer Services	240.00	0.00	240.00	100.0%
6030 · Insurance-Property/Liability	22,903.00	22,000.00	903.00	104.1%
6101 · Advertising/Promo/Publicity	8,037.70	0.00	8,037.70	100.0%
6110 · Meeting Expense	22,006.72	7,500.01	14,506.71	293.4%
6120 · Supplies	1,028.59	3,750.02	-2,721.43	27.4%
Total 6100 · Other Supplies & Expenses	55,025.32	33,250.03	21,775.29	165.5%
6160 · Facility Repair and Maintenance	19,350.25	7,500.01	11,850.24	258.0%
6200 · Capital Replacement Projects	494,672.45	1,458,900.00	-964,227.55	33.9%
6210 · F&B Repair & Maintenance	0.00	15,000.02	-15,000.02	0.0%
6300 · Utilities Expense				
6301 · Electricity	876,690.58	924,000.02	-47,309.44	94.9%
6310 · Natural Gas	13,993.33	13,500.00	493.33	103.7%
6320 · Steam	571,533.46	846,675.00	-275,141.54	67.5%
6340 · Water & Sewer	73,394.09	84,375.00	-10,980.91	87.0%
Total 6300 · Utilities Expense	1,535,611.46	1,868,550.02	-332,938.56	82.2%
6500 · DID Assessment	53,175.29	53,139.00	36.29	100.1%
6600 · SMG Incentive Fees	211,249.00			
8000 · Personal Services				
8001 · Employee Wages	39,399.68	49,368.77	-9,969.09	79.8%
8030 · Employee Benefits	17,053.50	15,912.76	1,140.74	107.2%
Total 8000 · Personal Services	56,453.18	65,281.53	-8,828.35	86.5%
Total Expense	2,771,822.53	4,106,608.91	-1,334,786.38	67.5%
Net Income	-1,828,426.08	-2,856,085.91	1,027,659.83	64.0%



Memorandum

To: Members of the CAA Board

From: Robert White

Subject: Third Quarter Consolidated Budget Summary/Financial Report

Date: April 28, 2010

The attached table provides an analysis of operating revenues, expenses, and capital expenditures by functional area. The analysis compares prior year actual with current year budget allowance and second quarter of prior fiscal year financial performance with third quarter current year (FY 2010) financial performance.

The attached report may be further summarized in the following manner:

	Annual			Year To Date		
	FY 2009	FY 2010	Percent	2009	2010	Percent
	Actual	Budget	Change	7/1-3/31	7/1-3/31	Change
Net Proceeds - VAA	\$ 1,429,208	\$ 1,297,424	(9.2)	\$1,375,233	\$1,355,799	(1.4)
- DVP	(39,106)	(250,628)	(740.9)	125,745	193,957	+54.2
- Other	76,939	(70,181)	(191.2)	356,869	(160,582)	(145.0)
Net Income*	1,467,041	976,615	(33.4)	1,857,847	1,389,174	
Capital Expense	288,560	1,945,200		(345,268)	(494,672)	
Net Increase (Decrease) In Net Assets**	<u>\$ 1,178,481</u>	<u>\$ (968,585)</u>		<u>\$1,512,579</u>	<u>\$894,502</u>	<u>(40.9)</u>

*Before depreciation

**Excluding "Invested in Other Assets"

Nine month financial performance, for Van Andel Arena®, is running positive to budget based on a significant decline in operating expenses. DeVos Place® expenditure trends remain well within budget with "net proceeds" running ahead of prior-year levels. The "other" net activity (administration) is well below budget, with significant declines in interest/miscellaneous revenues and legal (Delta Turner) running well ahead of prior year.

PLACE

DE VOS PLACE

**OPERATING BUDGET
FISCAL YEAR ENDING JUNE 30, 2011**

*****INCLUDES MARCH ROLLING FORECAST*****

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Hank Abate

Gary McAneney

Howard Feldman

Richard MacKeigan

Chris Machuta



An SMG Managed Facility

DeVos Place
Fiscal Year Ending June 30, 2011
Lead Income Statement

FY 2011 Budget	Prior Year FY 2010 Rolling Forecast	Variance More / (Less)	Percentage Change Increase (Decrease)
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Prior Year FY 2010 Budget	Variance More / (Less)	Percentage Change Increase (Decrease)
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Event Income

Direct Event Income

Rental Income	2,455,740	2,328,474	127,266	5.47%	2,445,000	10,740	0.44%
Service Income	1,943,940	1,561,998	381,942	24.45%	1,918,000	25,940	1.35%
Service Expenses	(1,990,300)	(1,587,407)	(402,893)	25.38%	(2,100,000)	109,700	-5.22%
Total Direct Event Income	2,409,380	2,303,065	106,315	4.62%	2,263,000	146,380	6.47%

Ancillary Income

F & B Concessions	127,931	136,698	(8,767)	-6.41%	132,875	(4,944)	-3.72%
F & B Catering	554,520	598,980	(44,460)	-7.42%	767,625	(213,105)	-27.76%
Novelty Sales	15,100	18,293	(3,193)	-17.45%	11,000	4,100	37.27%
Booth Cleaning	266,815	291,108	(24,293)	-8.35%	277,185	(10,370)	-3.74%
Telephone/Long Distance	21,500	16,558	4,942	29.85%	26,000	(4,500)	-17.31%
Electrical Services	431,600	442,843	(11,243)	-2.54%	521,600	(90,000)	-17.25%
Audio Visual	277,200	298,742	(21,542)	-7.21%	339,870	(62,670)	-18.44%
Internet Services	44,000	57,887	(13,887)	-23.99%	32,500	11,500	35.38%
Equipment Rental	168,600	183,554	(14,954)	-8.15%	168,600	-	0.00%
Total Ancillary Income	1,907,266	2,044,663	(137,397)	-6.72%	2,277,255	(369,989)	-16.25%

Other Event Income

Ticket Rebates (Per Event)	132,950	127,040	5,910	4.65%	114,500	18,450	16.11%
Total Other Event Income	132,950	127,040	5,910	4.65%	114,500	18,450	16.11%

Total Event Income

	4,449,596	4,474,768	(25,172)	-0.56%	4,654,755	(205,159)	-4.41%
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Other Operating Income

	58,000	38,362	19,638	51.19%	58,000	-	0.00%
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Adjusted Gross Income

	4,507,596	4,513,130	(5,534)	-0.12%	4,712,755	(205,159)	-4.35%
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Operating Expenses

Employee Salaries and Wages	2,703,452	2,698,282	(5,170)	-0.19%	2,676,305	(27,147)	-1.01%
Benefits	706,180	689,525	(16,655)	-2.42%	736,082	29,902	4.06%
Less: Event Labor Allocations	(1,209,572)	(1,221,919)	(12,347)	1.01%	(1,174,530)	35,042	-2.98%
Net Employee Wages and Benefits	2,200,060	2,165,888	(34,172)	-1.58%	2,237,857	37,797	1.69%
Contracted Services	254,400	260,429	6,029	2.32%	254,400	-	0.00%
General and Administrative	336,700	298,191	(38,509)	-12.91%	345,200	8,500	2.46%
Operations	123,741	107,505	(16,236)	-15.10%	141,880	18,139	12.78%
Repair & Maintenance	503,291	482,711	(20,580)	-4.26%	503,291	-	0.00%
Supplies	258,000	222,199	(35,801)	-16.11%	258,000	-	0.00%
Insurance	209,576	207,265	(2,311)	-1.11%	209,561	(15)	-0.01%
Utilities	1,434,000	1,468,910	34,910	2.38%	1,698,200	264,200	15.56%
SMG Management Fees	158,671	158,671	-	0.00%	158,671	-	0.00%
Less: Expenses Allocated	(259,900)	(259,234)	666	-0.26%	(254,715)	5,185	-2.04%
Total Operating Expenses	5,218,539	5,112,536	(106,003)	-2.07%	5,552,345	333,806	6.01%

Net Income (Loss) From Operations

	(710,943)	(599,406)	(111,537)	18.61%	(839,590)	128,647	-15.32%
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Other Income (Expenses)

	(10,000)	(10,000)	-	0.00%	-	(10,000)	#DIV/0!
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Net Income After Other Income (Expenses)

	(720,943)	(609,406)	(111,537)	18.30%	(839,590)	118,647	-14.13%
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SMG - Van Andel Arena / DeVos Place(Grand Center)
Grand Rapids - Kent County Convention/Arena Authority
Full Time Employee Summary & Allocation
Fiscal Year Ending June 30, 2011

Position	F/Y 2010			F/Y 2011			Change
	VAA	DVP	Total	VAA	DVP	Total	
General Manager	0.50	0.50	1.00	0.50	0.50	1.00	-
Administrative Assistant	0.50	0.50	1.00	0.50	0.50	1.00	-
Director of Finance	0.50	0.50	1.00	0.50	0.50	1.00	-
Accounting Manager	1.00	1.00	2.00	1.00	1.00	2.00	-
Accounting Support	1.50	1.50	3.00	1.50	1.50	3.00	-
Box Office Manager	0.80	0.20	1.00	0.80	0.20	1.00	-
Assistant Box Office Manager	1.00	1.00	2.00	1.00	1.00	2.00	-
Premium Seat/Suite	1.00	-	1.00	1.00	-	1.00	-
Box Office Support	1.00	-	1.00	1.00	-	1.00	-
Director of Marketing	0.50	0.50	1.00	0.50	0.50	1.00	-
Marketing Manager	1.00	-	1.00	1.00	-	1.00	-
Marketing Support	1.00	-	1.00	1.00	-	1.00	-
Group Sales Manager	1.00	-	1.00	1.00	-	1.00	-
Assistant General Manager - Ops	0.50	0.50	1.00	0.50	0.50	1.00	-
Director of Facilities	0.33	0.67	1.00	0.33	0.67	1.00	-
Maintenance Assistant	0.33	0.67	1.00	0.33	0.67	1.00	-
Maintenance Support	4.00	7.00	11.00	4.00	7.00	11.00	-
Operations Manager	1.00	1.00	2.00	1.00	1.00	2.00	-
Operations Support	9.00	8.00	17.00	9.00	8.00	17.00	-
MIS/IT	-	1.00	1.00	-	1.00	1.00	-
Assistant General Manager - Sales	-	1.00	1.00	-	1.00	1.00	-
Director of Sales	-	1.00	1.00	-	1.00	1.00	-
Sales Manager	-	1.00	1.00	-	1.00	1.00	-
Sales Support	-	1.00	1.00	-	1.00	1.00	-
Director of Event Services	-	1.00	1.00	-	1.00	1.00	-
Event Coordinators	2.00	4.00	6.00	2.00	4.00	6.00	-
House Manager	-	1.00	1.00	-	1.00	1.00	-
Receptionist/Admin Support	1.00	1.00	2.00	1.00	1.00	2.00	-
Total	29.46	35.54	65.00	29.46	35.54	65.00	-



VAN ANDEL ARENA

**OPERATING BUDGET
FISCAL YEAR ENDING JUNE 30, 2011**

*****INCLUDES MARCH ROLLING FORECAST*****

Distribution:

Grand Rapids – Kent County Convention / Arena Authority
Robert White
Hank Abate
Gary McAneney
Howard Feldman
Richard MacKeigan
Chris Machuta



An SMG Managed Facility

Van Andel Arena
Fiscal Year Ending June 30, 2011
Lead Income Statement

FY 2011 Budget	Prior Year FY 2010 Rolling Forecast	Variance More / (Less)	Percentage Change Increase (Decrease)
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Prior Year FY 2010 Budget	Variance More / (Less)	Percentage Change Increase (Decrease)
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Event Income

Direct Event Income

Rental Income	1,864,078	1,839,677	24,401	1.33%
Service Income	1,317,226	1,323,413	(6,187)	-0.47%
Service Expenses	(1,720,346)	(1,719,723)	(623)	0.04%
Total Direct Event Income	1,460,958	1,443,367	17,591	1.22%

1,847,626	16,452	0.89%
1,714,880	(397,654)	-23.19%
(2,138,761)	418,415	-19.56%
1,423,745	37,213	2.61%

Ancillary Income

F & B Concessions	1,001,233	1,028,112	(26,879)	-2.61%
F & B Catering	97,994	98,315	(321)	-0.33%
Novelty Sales	100,411	98,541	1,870	1.90%
Booth Cleaning	-	288	(288)	-100.00%
Other Ancillary	30,800	31,010	(210)	-0.68%
Total Ancillary Income	1,230,438	1,256,266	(25,828)	-2.06%

905,606	95,627	10.56%
73,612	24,382	33.12%
103,559	(3,148)	-3.04%
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30,800	-	0.00%
1,113,577	116,861	10.49%

Other Event Income

Ticket Rebates (Per Event)	386,075	346,339	39,736	11.47%
Total Other Event Income	386,075	346,339	39,736	11.47%

320,680	65,395	20.39%
320,680	65,395	20.39%

Total Event Income

3,077,471	3,045,972	31,499	1.03%
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2,858,002	219,469	7.68%
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Other Operating Income

2,058,700	1,992,785	65,915	3.31%
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2,146,710	(88,010)	-4.10%
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Adjusted Gross Income

5,136,171	5,038,757	97,414	1.93%
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5,004,712	131,459	2.63%
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Operating Expenses

Employee Salaries and Wages	1,922,197	1,917,120	(5,077)	-0.26%
Benefits	514,153	508,997	(5,156)	-1.01%
Less: Event Labor Allocations	(694,811)	(694,256)	555	-0.08%
Net Employee Wages and Benefits	1,741,539	1,731,861	(9,678)	-0.56%
Contracted Services	255,600	264,185	8,585	3.25%
General and Administrative	368,900	343,537	(25,363)	-7.38%
Operations	59,950	52,795	(7,155)	-13.55%
Repair & Maintenance	215,317	208,698	(6,619)	-3.17%
Supplies	238,600	187,081	(51,519)	-27.54%
Insurance	136,722	137,878	1,156	0.84%
Utilities	925,800	884,250	(41,550)	-4.70%
SMG Management Fees	158,672	158,672	-	0.00%
Less: Expenses Allocated	(174,544)	(154,827)	19,717	-12.73%
Total Operating Expenses	3,926,556	3,814,131	(112,425)	-2.95%

1,907,603	(14,594)	-0.77%
557,143	42,990	7.72%
(685,484)	9,327	-1.36%
1,779,262	37,723	2.12%
255,600	-	0.00%
326,600	(42,300)	-12.95%
71,200	11,250	15.80%
223,950	8,633	3.85%
220,100	(18,500)	-8.41%
32,000	(104,722)	-327.26%
949,200	23,400	2.47%
158,671	(1)	0.00%
(174,544)	-	0.00%
3,842,039	(84,517)	-2.20%

Net Income (Loss) From Operations

1,209,615	1,224,626	(15,011)	-1.23%
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1,162,673	46,942	4.04%
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Other Income (Expenses)

-	-	-	-
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Net Income After Other Income (Expenses)

1,209,615	1,224,626	(15,011)	-1.23%
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1,162,673	46,942	4.04%
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SMG - Van Andel Arena / DeVos Place(Grand Center)
Grand Rapids - Kent County Convention/Arena Authority
Full Time Employee Summary & Allocation
Fiscal Year Ending June 30, 2011

Position	F/Y 2010			F/Y 2011			Change
	VAA	DVP	Total	VAA	DVP	Total	
General Manager	0.50	0.50	1.00	0.50	0.50	1.00	-
Administrative Assistant	0.50	0.50	1.00	0.50	0.50	1.00	-
Director of Finance	0.50	0.50	1.00	0.50	0.50	1.00	-
Accounting Manager	1.00	1.00	2.00	1.00	1.00	2.00	-
Accounting Support	1.50	1.50	3.00	1.50	1.50	3.00	-
Box Office Manager	0.80	0.20	1.00	0.80	0.20	1.00	-
Assistant Box Office Manager	1.00	1.00	2.00	1.00	1.00	2.00	-
Premium Seat/Suite	1.00	-	1.00	1.00	-	1.00	-
Box Office Support	1.00	-	1.00	1.00	-	1.00	-
Director of Marketing	0.50	0.50	1.00	0.50	0.50	1.00	-
Marketing Manager	1.00	-	1.00	1.00	-	1.00	-
Marketing Support	1.00	-	1.00	1.00	-	1.00	-
Group Sales Manager	1.00	-	1.00	1.00	-	1.00	-
Assistant General Manager - Ops	0.50	0.50	1.00	0.50	0.50	1.00	-
Director of Facilities	0.33	0.67	1.00	0.33	0.67	1.00	-
Maintenance Assistant	0.33	0.67	1.00	0.33	0.67	1.00	-
Maintenance Support	4.00	7.00	11.00	4.00	7.00	11.00	-
Operations Manager	1.00	1.00	2.00	1.00	1.00	2.00	-
Operations Support	9.00	8.00	17.00	9.00	8.00	17.00	-
MIS/IT		1.00	1.00		1.00	1.00	-
Assistant General Manager - Sales	-	1.00	1.00	-	1.00	1.00	-
Director of Sales	-	1.00	1.00	-	1.00	1.00	-
Sales Manager		1.00	1.00		1.00	1.00	-
Sales Support	-	1.00	1.00	-	1.00	1.00	-
Director of Event Services	-	1.00	1.00	-	1.00	1.00	-
Event Coordinators	2.00	4.00	6.00	2.00	4.00	6.00	-
House Manager		1.00	1.00		1.00	1.00	-
Receptionist/Admin Support	1.00	1.00	2.00	1.00	1.00	2.00	-
Total	29.46	35.54	65.00	29.46	35.54	65.00	-



Memorandum

To: Grand Rapids – Kent County
Convention/Arena Authority

From: Robert J. White

Date: April 29, 2010

Re: Convention/Arena Authority (CAA)
Fiscal Year 2011 Budget Request

The attached material summarizes a requested CAA Administrative Operating Budget and Consolidated Income Statement for the Fiscal Year beginning July 1, 2010 (Fiscal Year 2011). The format of the report provides the Committee with an overview of Fiscal Year 2009 actual, Fiscal Year 2010 estimate, and Fiscal Year 2011 preliminary recommendations. Preliminary Finance Committee review will be held on May 7th with final Board review scheduled for June 4th.

Table A provides a summary of the facility manager (SMG) budget documents submitted under separate cover. Based on SMG's most recent "budget roll," the current year forecast has been updated to a net operating income balance of \$615,220. Funding, requested for FY 2011, would generate a net operating income of \$488,672.

The Fiscal Year 2011 consolidated income statement (Table C) forecasts a net operating income totaling \$538,461. This income will be applied to finance, in part, a capital outlay request totaling \$3,855,000. The balance of the funds requested will be supported by interest earnings and a drawdown from the capital reserve account.

Table B provides a summary of the CAA administrative budget. Revenues in this account include regularly scheduled transfers from the facility manager, parking, interest and other miscellaneous contributions to the organization. Expenditures from this account include provision for utilities, capital repair/replacement/improvement (as defined in the SMG management contract), parking management fees, landscape plantings, allowance for a marketing campaign (new-carryover), and other administrative expenses. Table B-1, attached hereto, provides additional details concerning utility and miscellaneous administrative expenditure accounts.

Table A
Grand Rapids-Kent County Convention/Arena Authority
SMG Facilities Budget
Fiscal Years Ending June 30, 2009 - 2011

	FY 2009	FY 2010		FY 2011
	Actual	Budget	Estimate	Requested
Van Andel Arena				
Operating - Revenues	\$ 5,072,186	\$ 5,004,712	\$ 5,038,757	\$ 5,136,171
- Expenses - Facilities	(3,528,326)	(3,683,368)	(3,655,459)	(3,767,884)
- Base Management Fees	(158,672)	(158,671)	(158,672)	(158,672)
Net Operating Income	<u>\$ 1,385,188</u>	<u>\$ 1,162,673</u>	<u>\$ 1,224,626</u>	<u>\$ 1,209,615</u>
DeVos Place				
Operating - Revenues	\$ 4,515,310	\$ 4,712,755	\$ 4,513,130	\$ 4,507,596
- Expenses - Facilities	(4,877,873)	(5,393,674)	(4,953,865)	(5,059,868)
- Base Management Fees	(158,672)	(158,671)	(158,671)	(158,671)
Net Operating Loss	<u>\$ (521,235)</u>	<u>\$ (839,590)</u>	<u>\$ (599,406)</u>	<u>\$ (710,943)</u>
Net Available to CAA:				
Van Andel Arena	\$ 1,385,188	\$ 1,162,673	\$ 1,224,626	\$ 1,209,615
DeVos Place	(521,235)	(839,590)	(599,406)	(710,943)
Less - SMG Incentive	(211,249)	-	-	-
- DeVos Parking Maintenance	0	(10,000)	(10,000)	(10,000)
	<u>\$ 652,704</u>	<u>\$ 313,083</u>	<u>\$ 615,220</u>	<u>\$ 488,672</u>

Table B-1
Grand Rapids-Kent County Convention/Arena Authority
Administrative - Operating / Capital Replacement Budget
FY 2011 Recommendation

Notes:

⁽¹⁾ DeVos Place Parking Rates:		FY 2010	FY 2011
30 Minutes		\$ 1.00	\$ 1.00
Daily Maximum		10.00	10.00
Event		7.00	7.00
Monthly -Public		142.50	142.50
-Reserved Premium		52.50	52.50
-County/SMG (O+M)		36.30	18.31

Van Andel Arena Parking Rates:			
Event		\$ 8.00	\$ 8.00
Non-Event Coin Unit		3.00	\$ 3.00
Monthly -Public		65.25	65.25

⁽²⁾ \$21.75 million (3/31/10 pool balance) in invested funds at 2%.

⁽³⁾ Wine & Food Festival - \$27,943, legal reimbursement - \$64,037, and other

⁽⁴⁾ FY 2010 Carryover Projects:			
Concourse Expansion	VAA	\$ 1,000,000	
Ribbon Board	VAA	67,000	
Fire Curtain	DVP	250,000	

FY 2011 Eligible Projects:			
Bowl Fascia LED	VAA	\$ 1,000,000	
Snow Melt	VAA	450,000	
Sound System	VAA	70,000	
Dasher Inserts	VAA	20,000	
Security	VAA	10,000	
Horseshoe Resurface	VAA	30,000	
Technology Upgrades	DVP	\$ 220,000	
Energy Reduction	DVP	43,000	
Wireless Microphone System	DVP	15,000	
Sound System	DVP	165,000	
Theater Shell Upgrade	DVP	100,000	
Lyon Street Design Costs (CAA Share)	DVP	50,000	
Area 2 Paving	CAA	\$ 65,000	
Skyway HVAC	CAA	300,000	
Total Capital Request		<u>\$ 3,855,000</u>	

Table C
Grand Rapids-Kent County Convention/Arena Authority
Consolidated Income Statement
Fiscal Years Ending June 30, 2009-2011

		FY 2009		FY 2010		FY 2011
		<u>Actual</u>		<u>Budget</u>	<u>Estimate</u>	<u>Recommendation</u>
Operating Revenue:						
Event	- VanAndel Arena	\$ 1,199,916	\$	1,423,745	\$ 1,443,367	\$ 1,460,958
	- DeVos Place	2,376,311		2,263,000	2,303,065	2,409,380
Ancillary	- VanAndel Arena	1,252,946		1,434,257	1,256,266	1,230,438
	- DeVos Place	1,922,286		2,391,755	2,044,663	1,907,266
Other	- VanAndel Arena	2,619,324		2,146,710	2,339,124	2,444,775
	- DeVos Place	216,713		58,000	165,402	190,950
Parking	- VanAndel Arena	143,860		134,751	123,112	125,003
	- DeVos Place	822,559		857,613	822,808	857,613
		<u>10,553,915</u>		<u>10,709,831</u>	<u>10,497,807</u>	<u>10,626,383</u>
Operating Expense / Appropriations:						
Facility Operations						
	- VanAndel Arena	3,528,326		3,683,368	3,655,459	3,767,884
	- DeVos Place	4,877,873		5,393,674	4,953,864	5,059,868
	- Management	528,593		317,344	317,344	317,344
	- Parking Maintenance	-		10,000	10,000	10,000
Other Operating		338,933		584,651	251,582	417,842
Administration/Other		387,956		419,181	393,035	514,984
		<u>9,661,681</u>		<u>10,408,218</u>	<u>9,581,284</u>	<u>10,087,922</u>
Operating Income		892,234		301,613	916,523	538,461
Non-Operating Revenue:						
Interest and Miscellaneous		851,994		675,000	445,037 ⁽¹⁾	465,000
Transfer (to) from Capital Acct.		(565,747)		(1,945,200)	(744,462)	(3,855,000)
Net Income (Loss)		1,178,481		(968,587)	617,098	(2,851,539)
Fund Balance, beg. of yr.		22,940,974		24,119,455	24,119,455	24,736,553
Fund Balance, end of yr.		<u>\$ 24,119,455</u>	<u>\$</u>	<u>23,150,868</u>	<u>\$ 24,736,553</u>	<u>\$ 21,885,014</u>

Notes:

⁽¹⁾ Interest @ \$349,000, reimbursement of legal fees @ \$64,037, and other at \$32,000.



Memorandum

To: Grand Rapids – Kent County
Convention/Arena Authority

From: Robert J. White

Date: April 29, 2010

Re: Convention/Arena Authority (CAA)
Fiscal Year 2011 Budget Request

The attached material summarizes a requested CAA Administrative Operating Budget and Consolidated Income Statement for the Fiscal Year beginning July 1, 2010 (Fiscal Year 2011). The format of the report provides the Committee with an overview of Fiscal Year 2009 actual, Fiscal Year 2010 estimate, and Fiscal Year 2011 preliminary recommendations. Preliminary Finance Committee review will be held on May 7th with final Board review scheduled for June 4th.

Table A provides a summary of the facility manager (SMG) budget documents submitted under separate cover. Based on SMG's most recent "budget roll," the current year forecast has been updated to a net operating income balance of \$615,220. Funding, requested for FY 2011, would generate a net operating income of \$488,672.

The Fiscal Year 2011 consolidated income statement (Table C) forecasts a net operating income totaling \$538,461. This income will be applied to finance, in part, a capital outlay request totaling \$3,855,000. The balance of the funds requested will be supported by interest earnings and a drawdown from the capital reserve account.

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**Van Andel Arena®
DeVos Place®**

Memorandum

To: Rich, Chris
From: Jim Watt, Assistant General Manager
CC:
Date: Mar. 25, 2010
Re: 4th REVISION DRAFT YE '11 CAPITAL

TOTAL THIS REVISION VAA

Bowl fascia LED ad panels \$1,000,000

Replace existing fascia backlite bowl advertising with LED full color ribbon board. Provides increased opportunity for advertising sales, increased fan experience, and nominal energy savings.

Snow melt \$450,000

Replace snow melt and related manifolds for area under bricks in front of arena. This has been failing for several years and leaking. We have expended upwards of \$30,000 operationally trying to find and repair leaks.

Sound system \$70,000

Current system is beginning to fail in several areas. It is a 15 year old analog system that is DOS based and no longer supported. This would replace control system and amps.

Dasher inserts \$20,000

CARRY OVER

Concourse expansion \$1,000,000

Expand NW area of arena concourse by approximately 3,500sf

Fire curtain \$250,000

We are working for a Sept. install.

Ribbon board \$67,000

Unused portion of 2010 capital budget brought forward to be added to the new item "Bowl Fascia LED".

CAA

Area 2 paving \$65,000

Complete repaving and striping of Area 2 parking lot.

Skyway HVAC \$300,000

Replace all HVAC units on skyway between arena and hotel.



April 26, 2010

TO: CAA Finance Committee

THROUGH: Rich MacKeigan, General Manager, DeVos Place/Van Andel Arena

FROM:  Eddie Tadlock, Assistant General Manager, DeVos Place

RE: Rental Rates, DeVos Place

Convention
Arena
Authority

Steven Heacock,
Chairman
Birgit Klehs
Clif Charles
Gary McInerney
George Heathwell
Joseph Tomaselli
Lew Chamberlin

I would like to take this opportunity to present SMG's recommendations for Room Rental Rates for DeVos Place, effective FY July 2011 through FY June 2015. SMG has established a 5 year rate card for DeVos Place to provide potential clients the option to secure rental rates in outlying years, and in some instances multiple years. Historically, while rental rates at DeVos Place have not increased more than 3.25% each year over the past few years (averaging between 2.75% - 3%); our rates continue to hover in the mid-range on the regional average. Our current pricing schedules reflect current economic assumptions in the regional marketplace and knowledge of rental rates of comparable venues of similar size in the area.

We consider our current five year rate card to be a key marketing element for the facility. Given the flexibility to negotiate rental rates with clients (limited to an increase or reduction no greater than 20% of the approved rates) current rates afford us continued opportunities to be competitive in the bidding process for Regional and National Conventions. By keeping our current 5 year rental rate card, we position ourselves appropriately to deliver the most value for the quality of product we serve.

Within the current structure of the rental rate cards approved by the CAA last fiscal year, SMG is committed to providing the best services required in the marketing of the facilities.

Attachments: Rental Rate Schedules FY's 2011, 2012, 2013, 2014, *2015

*Seeking Approval



Van Andel Arena®
130 Fulton West
Grand Rapids, MI 49503-2601
616 742 6600
Fax 616 742 6197

DEVOS PLACE

DeVos Place®
303 Monroe Ave. NW
Grand Rapids, MI 49503-2233
616 742 6500
Fax 616 742 6590



ROOM RENTAL RATES

FY 2011 (July 1, 2010 – June 30, 2011)

ROOM	PERFORM	NON-PROFIT	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$2,700 vs 12%	\$2,700/1 st Performance \$1,350/2 nd Performance	N/A	N/A	\$2,700	N/A
DeVos Hall (Fri-Sat)	\$3,200 vs 12%	\$3,200/1 st Performance \$1,600/2 nd Performance	N/A	N/A	\$2,700	N/A
Hall A-C	\$17,925 vs 12%	N/A	\$14,550 or \$.25 net sq. ft.	\$17,925 or \$.29 net sq. ft.	\$17,925	\$9,150
Hall A-B or B-C	\$11,950 vs 12%	N/A	\$9,700 or \$.25 net sq. ft.	\$11,950 or \$.29 net sq. ft.	\$11,950	\$6,100
Hall A, B, Or C	\$5,975 vs 12%	N/A	\$4,850 or \$.25 net sq. ft.	\$5,975 or \$.29 net sq. ft.	\$5,975	\$3,050
Meeting Rooms Grand Gallery 1 st or 2 nd	\$1,300 vs 12%	N/A	\$1,050 or \$.25 net sq. ft.	\$1,300 or \$.29 net sq. ft.	\$1,300	\$950
Meeting Rooms Grand Gallery Individual	\$425 vs 12%	N/A	\$425 or \$.25 net sq. ft.	\$425 or \$.29 net sq. ft.	\$425	\$425
Ballroom	\$5,300 vs 12%	N/A	\$4,300 or \$.25 net sq. ft.	\$5,300 or \$.29 net sq. ft.	\$5,300	\$3,100
Ballroom A,B,C-D	\$1,850 vs 12%	N/A	\$1,750 or \$.25 net sq. ft.	\$1,850 or \$.29 net sq. ft.	\$1,850	\$1,400
Ballroom C or D	\$1,000 vs 12%	N/A	\$950 or \$.25 net sq. ft.	\$1,000 or \$.29 net sq. ft.	\$1,000	\$900
River Overlook Meeting Rooms	\$425 vs 12%	N/A	\$425 per day	\$425 per day	\$425	\$425
Board Room	N/A	N/A	\$475 per day	\$475 per day	\$475	\$475
Monroe Meeting Rooms A-D	\$900 vs 12%	N/A	\$850 per day	\$900 per day	\$900	\$850
Monroe Meeting Room B, C, or D	N/A	N/A	\$325 per day	\$325 per day	\$325	\$325
Recital Hall or Monroe Meeting Room A	\$625 vs 12%	N/A	\$625 per day	\$625 per day	\$625	\$625

As managers of DeVos Place, SMG has the right to negotiate rental rates with clients, but agrees that such negotiations will be limited to an increase or reduction no greater than 20% of approved rental rates. These fluctuations may be considered if it became the shared position of affected area businesses that mutual special consideration is necessary to attract the business. SMG also has the right to negotiate rates for labor and equipment in accordance with industry standards, including charging for items which may not be included on this rental rate sheet.

ROOM RENTAL RATES

FY 2013 (July 1, 2012 – June 30, 2013)

ROOM	PERFORM	NON-PROFIT	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$2,900 vs 12%	\$2,900/1 st Performance \$1,450/2 nd Performance	N/A	N/A	\$2,900	N/A
DeVos Hall (Fri-Sat)	\$3,400 vs 12%	\$3,400/1 st Performance \$1,700/2 nd Performance	N/A	N/A	\$2,900	N/A
Hall A-C	\$18,975 vs 12%	N/A	\$15,600 or \$.25 net sq. ft.	\$18,975 or \$.29 net sq. ft.	\$18,975	\$9,750
Hall A-B or B-C	\$12,650 vs 12%	N/A	\$10,400 or \$.25 net sq. ft.	\$12,650 or \$.29 net sq. ft.	\$12,650	\$6,500
Hall A, B, Or C	\$6,325 vs 12%	N/A	\$5,200 or \$.25 net sq. ft.	\$6,325 or \$.29 net sq. ft.	\$6,325	\$3,250
Meeting Rooms Grand Gallery 1 st or 2 nd	\$1,400 vs 12%	N/A	\$1,150 or \$.25 net sq. ft.	\$1,400 or \$.29 net sq. ft.	\$1,400	\$1,000
Meeting Rooms Grand Gallery Individual	\$475 vs 12%	N/A	\$475 or \$.25 net sq. ft.	\$475 or \$.29 net sq. ft.	\$475	\$475
Ballroom	\$5,600 vs 12%	N/A	\$4,600 or \$.25 net sq. ft.	\$5,600 or \$.29 net sq. ft.	\$5,600	\$3,300
Ballroom A,B,C-D	\$1,950 vs 12%	N/A	\$1,850 or \$.25 net sq. ft.	\$1,950 or \$.29 net sq. ft.	\$1,950	\$1,500
Ballroom C or D	\$1,100 vs 12%	N/A	\$1,050 or \$.25 net sq. ft.	\$1,100 or \$.29 net sq. ft.	\$1,100	\$1,000
River Overlook Meeting Rooms	\$475 vs 12%	N/A	\$475 per day	\$475 per day	\$475	\$475
Board Room	N/A	N/A	\$525 per day	\$525 per day	\$525	\$525
Monroe Meeting Rooms A-D	\$1,000 vs 12%	N/A	\$950 per day	\$1,000 per day	\$1,000	\$950
Monroe Meeting Room B, C, or D	N/A	N/A	\$375 per day	\$375 per day	\$375	\$375
Recital Hall or Monroe Meeting Room A	\$700 vs 12%	N/A	\$700 per day	\$700 per day	\$700	\$700

As managers of DeVos Place, SMG has the right to negotiate rental rates with clients, but agrees that such negotiations will be limited to an increase or reduction no greater than 20% of approved rental rates. These fluctuations may be considered if it became the shared position of affected area businesses that mutual special consideration is necessary to attract the business. SMG also has the right to negotiate rates for labor and equipment in accordance with industry standards, including charging for items which may not be included on this rental rate sheet.

ROOM RENTAL RATES

FY 2015 (July 1, 2014 – June 30, 2015)

ROOM	PERFORM	NON-PROFIT	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$3,100 vs 12%	\$3,100/1 st Performance \$1,550/2 nd Performance	N/A	N/A	\$3,100	N/A
DeVos Hall (Fri-Sat)	\$3,600 vs 12%	\$3,600/1 st Performance \$1,800/2 nd Performance	N/A	N/A	\$3,100	N/A
Hall A-C	\$20,025 vs 12%	N/A	\$16,650 or \$.25 net sq. ft.	\$20,025 or \$.29 net sq. ft.	\$20,025	\$10,350
Hall A-B or B-C	\$13,350 vs 12%	N/A	\$11,100 or \$.25 net sq. ft.	\$13,350 or \$.29 net sq. ft.	\$13,350	\$6,900
Hall A, B, Or C	\$6,675 vs 12%	N/A	\$5,550 or \$.25 net sq. ft.	\$6,675 or \$.29 net sq. ft.	\$6,675	\$3,450
Meeting Rooms Grand Gallery 1 st or 2 nd	\$1,500 vs 12%	N/A	\$1,250 or \$.25 net sq. ft.	\$1,500 or \$.29 net sq. ft.	\$1,500	\$1,050
Meeting Rooms Grand Gallery Individual	\$525 vs 12%	N/A	\$525 or \$.25 net sq. ft.	\$525 or \$.29 net sq. ft.	\$525	\$525
Ballroom	\$5,900 vs 12%	N/A	\$4,900 or \$.25 net sq. ft.	\$5,900 or \$.29 net sq. ft.	\$5,900	\$3,500
Ballroom A,B,C-D	\$2,050 vs 12%	N/A	\$1,950 or \$.25 net sq. ft.	\$2,050 or \$.29 net sq. ft.	\$2,050	\$1,600
Ballroom C or D	\$1,200 vs 12%	N/A	\$1,150 or \$.25 net sq. ft.	\$1,200 or \$.29 net sq. ft.	\$1,200	\$1,100
River Overlook Meeting Rooms	\$525 vs 12%	N/A	\$525 per day	\$525 per day	\$525	\$525
Board Room	N/A	N/A	\$575 per day	\$575 per day	\$575	\$575
Monroe Meeting Rooms A-D	\$1,100 vs 12%	N/A	\$1,050 per day	\$1,100 per day	\$1,100	\$1,050
Monroe Meeting Room B, C, or D	N/A	N/A	\$425 per day	\$425 per day	\$425	\$425
Recital Hall or Monroe Meeting Room A	\$775 vs 12%	N/A	\$775 per day	\$775 per day	\$775	\$775

As managers of DeVos Place, SMG has the right to negotiate rental rates with clients, but agrees that such negotiations will be limited to an increase or reduction no greater than 20% of approved rental rates. These fluctuations may be considered if it became the shared position of affected area businesses that mutual special consideration is necessary to attract the business. SMG also has the right to negotiate rates for labor and equipment in accordance with industry standards, including charging for items which may not be included on this rental rate sheet.



Memorandum

To: CAA Board Members
From: Rich MacKeigan
Date: March 18, 2010
Re: DeVos Place® Show Fund

On September 24, 2008, the CAA Board approved the creation of a DeVos Place® show fund to give SMG the flexibility to take a position of risk on shows when opportunities presented themselves, and to do so up to an accumulative guarantee of \$100,000 at any one point in time. Self-promoted shows Thomas the Tank Engine and Backyardigans proved very successful and confirmed the importance of the fund.

I would like to inform you that we booked another successful event utilizing the Show Fund. The Chris Botti concert was booked on Thursday, March 4, using the Show Fund. No promoter was interested in booking the date under the financial terms required. About 1,000 people attended the concert, and we made approximately \$4,000 on the show. This booking only happened because of the ability to use the Show Fund. Additionally, there was no other interest in the date for another use, so no opportunity cost.

That show concludes any outstanding fund request, so the balance should be back to the full \$100,000 allocated amount.

Please let me know if you have any questions about the Show Fund or its utilization. You may reach me at 742-6189. Thank you.

VAN ANDEL ARENA® WEEKLY

Item VI

DATE	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Wed, Apr 28	Stars on Ice	GC	ROD	Arena	9:00 AM 5:00 PM 6:00 PM 7P-8P 8P-8:20P 8:20P-9:20P 9:00 PM	Load-in Security meeting Doors Performance Intermission Performance Load-out
				Banquet All	9A-10P	Backstage catering
Thur, Apr 29	Available					
Fri, Apr 30	Grand Valley State University	GC		Arena	9A-6P	Pre-rig
Sat, May 1	Grand Valley State University	GC	EDDIE	Arena	6:00 AM 7:00 AM 8:30 AM 8:30 AM 8:45 AM 9:50A-12P 12P-2P 2:00 PM 3P-5P 5:00 PM	GR Press delivery Finish up load-in Orchestra Gear Sound check Doors open to concourse Doors to bowl First ceremony Quick clean Doors to bowl Second ceremony Changeover to DU graduation
Sun, May 2	Davenport University	GC	EDDIE	Arena	7:00 AM 10:00 AM 1:00 PM 2P-5P 5:00 PM	DU staff on-site Local IA call back Doors Ceremony Load-out
Mon, May 3	Amy, Grant & Baby Carrigan	DG		Huntington Club	4:30P-6:30P	Baby Shower Open House
Tue, May 4	Available					
Wed, May 5	Available					
Thur, May 6	Available					
Fri, May 7	Available					
Sat, May 8	Available					
Sun, May 9	Available					
Mon, May 10	Available					
Tue, May 11	Available					
Wed, May 12	Available					
Thur, May 13	Available					
Fri, May 14	Available					
Sat, May 15	Available					
Sun, May 16	Available					
Mon, May 17	Available					
Tue, May 18	Available					
Wed, May 19	Nickelback	GC	CHRIS	Arena	6:15 PM	Performance
Thur, May 20	Living Proof Live	GC		Arena	8:00 AM	Load-in
Fri, May 21	Living Proof Live	GC	LYNNE	Arena	7:30P-9:30P	Seminar
Sat, May 22	Living Proof Live	GC	ROD	Arena	8:30A-12P	Seminar
Sun, May 23	Available					
Mon, May 24	Available					
Tue, May 25	Available					
Wed, May 26	Available					
Thur, May 27	Available					
Fri, May 28	Chris Daughtry	GC	CHRIS	Arena	7:30 PM	Performance
Sat, May 29	Available					
Sun, May 30	Available					

Revised May 2010

DeVos Place

9DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	ABSOLUTE
SAT. MAY 1	COMSTOCK PARK PROM	MON A-D	8:00AM-11:59PM	PROM					
	MICHIGAN COUNCIL OF NURSE PRACTITIONERS	GG A-F GO A-H W. GG GO P-FUNC	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION BREAKOUT ROOMS MEALS EXHIBITS	RC	0	0	0	Host Desk
	GR OPERA - PORGY AND BESS	DVPH	7:30AM-10:30PM 10:30PM-2:30AM	PERFORMANCE MOVE OUT	AK	AS NEEDED 6PM-10:30PM	2 EMT 6PM-11PM	2 TRAFFIC 6:30PM-11PM	1 SD 1 FOH
	SWEET ADELINES REGION 3 COMPETITION	SECCHIA LOBBY BALL A-B RO A	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	REGISTRATION PERFORMANCE SHOW OFFICE	RC	4 Ticket Takers Hours TBD	2 EMTs Hours TBD	0	Welsh Lobby Host Desk
SUN. MAY 2	MICHIGAN COUNCIL OF NURSE PRACTITIONERS	GG A-F GO A-H W. GG GO P-FUNC	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION BREAKOUT ROOMS MEALS EXHIBITS	RC	0	0	0	Host Desk
	GRAND RAPIDS YOUTH SYMPHONY	DVPH	9:00AM-12PM 1:00PM-2:40PM 3:00PM-5:30PM 5:30PM-8PM	MOVE IN REHEARSAL PERFORMANCE MOVE OUT	AK	AS NEEDED 1:30PM-5:30PM	2 EMT 1:30PM-6PM	2 TRAFFIC 2PM-6PM	1 SD 1 FOH
	2010 MICHIGAN HOMELAND SECURITY TRAINING CONFERENCE	EH B-C BALL A-D	5:00PM-11:59PM 5:00PM-11:59PM	SETUP SETUP					
MON. MAY 3	2010 MICHIGAN HOMELAND SECURITY TRAINING CONFERENCE	EH B-C EH C BALL A-D BALL A-D BALL A-D GG D-F	8:00AM-10:00AM 10:00AM-11:59P 8:00AM-12:00PM 12:00PM-11:59P 8:00AM-11:59PM	SETUP LUNCH / EXHIBIT SETUP GENERAL SESSION BREAKOUT ROOMS					
TUES. MAY 4	2010 MICHIGAN HOMELAND SECURITY TRAINING CONFERENCE	EH C P-FUNC EH B-C BALL A-D GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	REGISTRATION EXHIBIT GENERAL SESSION BREAKOUT ROOM					
	GRAND RAPIDS SYMPHONY CLASSICAL 10: VERDI'S REQUIEM	RECITAL HALL	2:30PM-5PM	REHEARSAL	AK	0	0	0	1 SD
	LORD OF THE DANCE	MONROE ROOM DVPH/LYON DK DVPH DVPH/LYON DK	8AM-8PM 9AM-5PM 7:30PM-9:30PM 9:30PM-12:30AM	TOUR CATERING MOVE IN PERFORMANCE MOVE OUT	AK	AS NEEDED 6PM-10PM	2 EMT 6PM-10PM	2 TRAFFIC 6:30PM-10PM	1 DOCK 1 SD 1 EM 1 FOH
WED. MAY 5	2010 MICHIGAN HOMELAND SECURITY TRAINING CONFERENCE	EH C P-FUNC EH B-C EH B-C BALL A-D GG A-F	8:00AM-11:59PM 8:00AM-4:00PM 4:00PM-8:00PM 8:00AM-11:59PM 8:00AM-11:59PM	REGISTRATION EXHIBIT TEARDOWN GENERAL SESSION BREAKOUT ROOMS					
	GRAND RAPIDS SYMPHONY CLASSICAL 10: VERDI'S REQUIEM	DVPH/LYON DK DVPH DVPH	8AM-1PM 3:30P-6P 7:30P-10P	MOVE IN REHEARSAL REHEARSAL	AK	0	0	0	1 SD
THURS. MAY 6	EXCELLENCE IN BUSINESS DINNER	EH C	8:00AM-11:59PM	SETUP	RC	0	0	0	MI Dock Host Desk
	2010 MICHIGAN HOMELAND SECURITY TRAINING CONFERENCE	BALL A-D BALL A-D EH C P-FUNC	8:00AM-12:00PM 12:00PM-4:00PM 8:00AM-6:00PM	GENERAL SESSION TEARDOWN REGISTRATION					
	GRAND RAPIDS SYMPHONY CLASSICAL 10: VERDI'S REQUIEM	DVPH	7P-10P	REHEARSAL	AK	0	0	0	1 SD
FRI. MAY 7	EXCELLENCE IN BUSINESS DINENR	EH C RO F	8:00AM-11:59PM 8:00AM-11:59PM	DINNER RECEPTION	RC	0	0	0	MI Dock Host Desk

Revised May 2010

9DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	ABSOLUTE
		BOARDROOM	8:00AM-11:59PM	RECEPTION					
	GRAND RAPIDS SYMPHONY CLASSICAL 10: VERDI'S <i>REQUIEM</i>	RECTAL HALL DVPH	7P-7:30P 8P-10P	UPBEAT PERFORMANCE	AK	AS NEEDED 6:30P-10:30P	2 EMT 6:30P-10:30P	2 TRAFFIC 7P-10:30P	1 SD 1 FOH
	BOY SCOUTS OF AMERICA 200 TH ANNIVERSARY PUBLIC EXHIBIT	EH B-C	8:00AM-11:59PM	SETUP	RC	0	0	0	Mi Dock Host Desk
	FIFTH THIRD RIVER BANK RUN	EH A EH A	8:00AM-2:00PM 2:00PM-11:59PM	SETUP EXHIBIT	JL	0	2 EMT's	2 Crosswalk	Mi Dock Host Desk GG Roamer
SAT. MAY 8	EAST KENTWOOD H.S. PROM	BALL A	8:00AM-11:59PM	PROM					
	GRAND RAPIDS SYMPHONY CLASSICAL 10: VERDI'S <i>REQUIEM</i>	RECTAL HALL DVPH	7P-7:30P 8P-10P 10P-12A	UPBEAT PERFORMANCE MOVE OUT	AK	AS NEEDED 6:30P-10:30P	2 EMT 6:30P-10:30P	2 TRAFFIC 7P-10:30P	1 SD 1 FOH
	BOY SCOUTS OF AMERICA 200 TH ANNIVERSARY PUBLIC EXHIBIT	EH B-C	8:00AM-11:59PM	EXHIBIT	RC	0	TBD	0	Mi Dock Dost Desk
	CATHOLIC CENTRAL HS PROM	BALL C	8:00AM-11:59PM	PROM					
	FIFTH RIVER BANK RUN	EH A	8:00AM-12:00PM	REGISTRATION	JL	0	2 EMT's	0	Mi Dock Host Desk Air/Fire wall Roamer GG East and West
SUN. MAY 9	GOO GOO DOLLS	RECTAL HALL DVPH/LYON DK DVPH DVPH/LYON DK	8A-8P 9A-5P 7:30PM-11P 11P-2A	TOUR CATERING MOVE IN PERFORMANCE MOVE OUT	AK	AS NEEDED 6P-11P	2 EMT 6P-11:30P	2 TRAFFIC 6:30P-11:30P	1 DOCK 1 SD 1 EM 1 FOH
MON. MAY 10	ROCKWELL AUTOMATION	GG GG A-F GGO A-H	7:00AM- 11:59P 7:00AM- 11:59P 7:00AM- 11:59P	SET UP BREAKOUT ROOMS BREAKOUT ROOMS	JL	0	0	0	Host Desk MI Dock
	IZZO GOES TO BROADWAY	DVPH	8AM-10PM	MOVE IN	AK	0	0	0	1 SD
TUES. MAY 11	ROCKWELL AUTOMATION	GG GG A-F GGO A-H	7:00AM- 11:59P 7:00AM- 11:59P 7:00AM- 11:59P	EXHIBITS BREAKOUT ROOMS BREAKOUT ROOMS	JL	0	0	0	Host Desk MI Dock
	IZZO GOES TO BROADWAY	DVPH DVPH DVPH MONROE ROOMS DVPH	8AM-10:30AM 10:30AM-5PM 7PM-8:15PM 8PM-10PM 8:30PM-12AM	MOVE IN REHEARSAL PERFORMANCE RECEPTION MOVE OUT	AK	AS NEEDED 5:30PM-9PM	2 EMT 5:30PM- 10:30PM	2 TRAFFIC 6PM-10PM	1 SD 1 FOH 1 EM
	GRAND RAPIDS SYMPHONY ACCESS TO MUSIC	EH A	8AM-1PM 3:30P-6P	MOVE IN REHEARSAL	AK	0	0	0	1 HOST DESK
WED. MAY 12	ROCKWELL AUTOMATION	GG GG A-F GGO A-H	7:00AM- 11:59P 7:00AM- 11:59P 7:00AM- 11:59P	EXHIBITS BREAKOUT ROOMS BREAKOUT ROOMS	JL	0	0	0	Host Desk MI Dock
	CHINA HARVARD VISIT	RO EF BOARDROOM	7:00AM-1:00PM 7:00AM-1:00PM	MEETING LUNCH					
	WOLVERINE WORLDWIDE SALES MEETING	RO A-D	8:00AM-11:59PM	SETUP					
	BARENAKED LADIES	DVPH	7:30PM-10PM	PERFORMANCE	AK	AS NEEDED 6PM-10:30PM	2 EMT 6PM- 10:30PM	2 TRAFFIC 6:30PM- 10:30PM	1 DOCK 1 SD 1 FOH 1 EM
	GRAND RAPIDS SYMPHONY ACCESS	EH A	10:30A-12:30P	PERFORMANCE	AK	AS NEEDED	2 EMT	2 TRAFFIC	1 HOST DESK

Revised May 2010

9DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	ABSOLUTE
	TO MUSIC		12:30P-4P	MOVE OUT		9A-1P	9A-1P	9:30A-1P	2 MONROE
THURS. MAY 13	ROCKWELL AUTOMATION	GG	7:00AM-4:00PM	EXHIBITS	JL	0	0	0	Host Desk
		GG A-F	7:00AM-11:59P	BREAKOUT ROOMS					MI Dock
		GG A-H	7:00AM-11:59P	BREAKOUT ROOMS					
	WOLVERINE WORLDWIDE SALES MEETING	RO A-B	7:00AM-11:59PM	GENERAL SESSION					
	STATE RECOGNITION DAYS	RO C-D	7:00AM-11:59PM	MEETING					
		BALL A-D	6:00PM-11:59PM	SETUP	RC	0	0	0	Welsh Lobby
									Lyon Dock
	GRAND RAPIDS SYMPHONY POPS 6: LOUIS ARMSTRONG'S NEW ORLEANS	DVPH	8AM-1PM	MOVE IN	AK	0	0	0	1 SD
		DVPH	7P-10P	REHEARSAL					
FRI. MAY 14	STATE RECOGNITION DAYS	MONROE ROOM	10P-12A	RECEPTION					
		BALL A-D	8:00AM-11:59PM	GENERAL SESSION	RC	0	0	0	Welsh Lobby
		GG D-F	8:00AM-11:59PM	BREAKOUT ROOM					Host Desk
	WOLVERINE WORLDWIDE SALES MEETING	RO A	7:00AM-11:59PM	MEETING					
		BOARDROOM	7:00AM-11:59PM	MEETING					
	GVSU - CHARTER SCHOOL OFFICE	MON A	8:00AM-11:59PM	RECEPTION	RC	0	0	0	Monroe
									Host Desk
	CITY MANAGER'S MEETING	GG A	8:00AM-11:00AM	MEETING	RC	0	0	0	0
	GRAND RAPIDS SYMPHONY POPS 6: LOUIS ARMSTRONG'S NEW ORLEANS	DVPH	8PM-10PM	PERFORMANCE	AK	AS NEEDED	2 EMT	2 TRAFFIC	1 SD
		MONROE ROOM	10PM-12AM	RECEPTION		6:30P-10:30P	6:30P-10:30P	7P-10:30P	1 FOH
SAT. MAY 15	EAST GRAND RAPIDS PROM 2010	GG A-F	8:00AM-11:59PM	PROM	JL	0	2 EMTs	0	Host Desk
									Roamer
									Crowd Control
	WOLVERINE WORLDWIDE SALES MEETING	RO A	7:00AM-11:59PM	MEETING					
		BOARDROOM	7:00AM-11:59PM	MEETING					
	GRAND RAPIDS SYMPHONY POPS 6: LOUIS ARMSTRONG'S NEW ORLEANS	DVPH	8PM-10PM	PERFORMANCE	AK	AS NEEDED	2 EMT	2 TRAFFIC	1 SD
						6:30P-10:30P	6:30P-10:30P	7P-10:30P	1 FOH
	STATE RECOGNITION DAYS	BALL A-D	7:00AM-11:59PM	GENERAL SESSION	RC	0	0	0	Lyon Dock
SUN. MAY 16	GRAND RAPIDS SYMPHONY POPS 6: LOUIS ARMSTRONG'S NEW ORLEANS	DVPH	3PM-5PM	PERFORMANCE	AK	AS NEEDED	2 EMT	2 TRAFFIC	1 SD
MON. MAY 17						1:30P-5:30P	1:30P-5:30P	2P-5:30P	1 FOH
TUES. MAY 18									
WED. MAY 19	WOLVERINE NATIONAL MEETING	BALL C-D	8:00AM-11:59PM	SETUP					
		GG A-B	8:00AM-11:59PM	SETUP					
		GO A-H	8:00AM-11:59PM	SETUP					
		BOARDROOM	8:00AM-11:59PM	SETUP					
		RO A-F	8:00AM-11:59PM	SETUP					
THURS. MAY 20	WOLVERINE NATIONAL MEETING	GO A-H	8:00AM-11:59PM	SETUP					
		GG A-F	8:00AM-11:59PM	SETUP					
		RO A-F	8:00AM-11:59PM	SETUP					
		BOARDROOM	8:00AM-11:59PM	SETUP					
		BALL C-D	8:00AM-11:59PM	DINNER					
FRI. MAY 21	WOLVERINE NATIONAL MEETING	BALL C-D	8:00AM-11:59PM	DINNER					
		GG A-F	8:00AM-11:59PM	MEETING					
		GO A-H	8:00AM-11:59PM	MEETING					
		RO A-F	8:00AM-11:59PM	MEETING					
		BOARDROOM	8:00AM-11:59PM	MEETING					

Revised May 2010

9DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	ABSOLUTE
	BEAUTY AND THE BEAST	DVPH/LYON DK DVPH	7AM-5PM 7:30PM-10P	MOVE IN PERFORMANCE	AK/ RC	AS NEEDED 6PM-10PM	2 EMT 6P-10P	2 TRAFFIC 6:30P-10P	1 DOCK 1SD 1 FOH
SAT. MAY 22	WOLVERINE NATIONAL MEETING	GO A-H BALL C-D GG A-F GO A-H RO A-F BOARDROOM	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING DINNER MEETING MEETING MEETING MEETING					
	BEAUTY AND THE BEAST	DVPH	2PM-4:30PM 7:30PM-10P	MOVE IN PERFORMANCE	AK/ RC	AS NEEDED 12:30PM-4:30PM & 6PM-10PM	2 EMT 12:30P-4:30P & 6P-10P	2 TRAFFIC 1P-4:30P & 6:30P-10P	1SD 1 FOH
SUN. MAY 23	WOLVERINE NATIONAL MEETING	BALL C-D GG A-F GO A-H RO A-F BOARDROOM	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	DINNER MEETING MEETING MEETING MEETING					
	BEAUTY AND THE BEAST	DVPH	1PM-3:30PM 6P-8:30P 8:30P-12:30A	MOVE IN PERFORMANCE MOVE OUT	AK/ RC	AS NEEDED 11:30AM-3:30PM & 4:30P-8:30P	2 EMT 11:30AM- 3:30PM & 4:30P-8:30P	2 TRAFFIC 12P-3:30P & 5-8:30P	1SD 1 FOH 1 DOCK
MON. MAY 24	SPECTRUM HEALTH SYSTEM LEADERSHIP CONFERENCE	BALL A-D	8:00AM-11:59PM	SETUP	JL	0	0	0	Host Desk Welsh Lobby
TUES. MAY 25	SPECTRUM HEALTH SYSTEM LEADERSHIP CONFERENCE	BALL A-D	8:00AM-11:59PM	MEETING	JL	0	0	0	Host Desk Welsh Lobby
WED. MAY 26	SPECTRUM HEALTH – SAFETY & QUALITY SYMPOSIUM	BALL A-D GG A BOARDROOM	7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM	GENERAL SESSION MEETING LUNCH	JL	0	0	0	Host Desk Welsh Lobby
THURS. MAY 27									
FRI. MAY 28									
SAT. MAY 29									
SUN. MAY 30									
MON. MAY 31	MEMORIAL DAY – OFFICES CLOSED								