

Mayo Civic Center Commission Meeting
Wednesday, July 8, 2015 – 3:00 PM
Mayo Civic Center McDonnell Suite

A. Call to Order

B. Open Comment Period

This agenda section is for the purpose of allowing citizens to address the Commission. Comments are limited to 2 minutes per person, and total comment period shall be limited to 15 minutes. Any speakers not having the opportunity to be heard will be the first to present at the next Commission meeting.

C. Council Item Review

- a. Approval to Participate in State of MN Guaranteed Energy Service Program

D. Action Items

- a. Approve Meeting Minutes – June 10, 2015
- b. Approve Monthly Financial Report – May 2015
 - a. Income Statements
 - b. Operations and CIP Payments
- c. Approve MCC Booking Pace Report

E. New Business

- a. City of Rochester 2016 Budget Process
- b. PricewaterhouseCoopers Convention Center Report

F. Construction Update

G. Unfinished Business

- a. MCC Business Plan – Review Draft Metrics, Targets, Initiatives and Tasks
- b. RCVB/MCC Joint Meeting and RCVB Annual Retreat Update

H. Other Business

I. Adjournment

Next Meeting: Wednesday, August 12, 2015, 3:00 PM

REQUEST FOR COMMISSION ACTION

MEETING DATE

7/8/2015

PREPARED BY

Andy Krogstad

ITEM DESCRIPTION

Participation in State of Minnesota Guaranteed Energy Savings Program

The Minnesota Department of Commerce's Division of Energy Resource (DER) administers the Guaranteed Energy Savings Program (GESp) for the State of MN. The program provides local units of government with the technical, contractual and financial resources necessary to implement Energy Savings Performance Contracts (ESpC).

Staff would like to participate in DER's program in order to develop an energy savings improvement plan for the existing facility. It's our belief improvements can be made that will substantially decrease energy consumption in the existing facility to levels similar as those in the more energy efficient convention center expansion.

This improvement plan will primarily focus on lighting and controls in the Arena, Auditorium, and Exhibit Hall, but it may also look more broadly at HVAC and other high energy consuming systems. Lighting in the Arena and Auditorium is nearly 30 years old and the Exhibit Hall system is 14 years old. It's believed substantial energy savings will be gained through the use of modern LED lighting technologies and improved lighting controls. These savings, along with utility rebates, provide the necessary resources for loan payback which is amortized over several years. It's our desire to limit payback to no more than 15 years; however State statute allows for up to 25 years.

This program includes multiple steps before initiating any improvements. Step one includes soliciting proposals from State approved Energy Service Companies (ESCO) to complete an Investment Grade Audit. This audit will recommend the scope of work and the estimated cost, will research available utility rebates, and provide a timeline for payback of the energy improvements. All ESCO's will be required to submit their fee schedule to perform this service as part of their proposal response. The audit fee will become part of the overall project cost if the plan proceeds to the construction phase. In the unlikely event the project does not provide the desired payback, or approval to proceed is not granted, the audit fees must still be paid. CIP reserves would cover these fees in this highly unlikely situation.

Staff is requesting Commission approval to forward this request to the City Council for consideration, and upon their approval, grant permission to solicit RFP's from the State approved ESCOs. All RFPs will be reviewed and scored by a committee using State defined criteria. The committee's recommendation will come back to the Commission and Council for approval at a later date.

COMMISSION ACTION REQUESTED:

Staff recommends approval to participate in the Guaranteed Energy Services Program and to solicit proposals from Energy Services Companies to conduct an Investment Grade Audit of the existing facility, and furthermore requests that the Commission forward this recommendation to the City Council for approval.

Department of Commerce

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Energy Savings Performance Contracts

Overview

The Guaranteed Energy Savings Program (GESP) utilizes an Energy Performance Contract (ESPC), which is a performance-based procurement and financing mechanism that leverages energy and operational savings achieved through the installation of energy efficient and renewable energy equipment and implementation of operational best practices, to finance the cost of the building retrofit and renewal project, with no net cost increase to the public entity.

An ESPC, referred to in statute §16C.144 as a Guaranteed Energy Savings Agreement, is a performance-based contract between a public entity and a qualified "Energy Services Company" (ESCO). Principle to the agreement is a written "guarantee" from the ESCO providing that annual utility, operational, and maintenance cost-savings generated during the term of the guaranteed energy savings agreement, will meet or exceed the annual payments due under the finance agreement. In the event the "guaranteed" savings are not achieved during any year of the agreement, the ESCO is required to reimburse the public entity for the guarantee shortfall. To achieve the "guaranteed" savings, the ESCO assumes the construction and on-going performance risk of the project.

Over the term of an ESPC, the accumulated savings resulting from decreased energy, operational and maintenance costs are used to pay for all project and financing costs including; design, bidding, equipment procurement and installation, commissioning, measurement and verification monitoring, and related project finance costs. Projects are generally structured so that the savings equal or exceed all project costs. Savings in excess of the "guarantee" are immediately accrued by the public entity in the form of reduced utility and operational costs.

The ESCO serves as the single point of accountability for the public entity throughout the agreements: auditing, design, construction, commissioning, and performance periods.

Energy Services Companies

An Energy Services Company (ESCO) is a commercial business that develops, installs, and provides financial assistance for projects designed to improve energy efficiency and maintenance costs for facilities using an ESPC. ESCOs act as the project developers for a wide range of tasks and assume the technical and performance risk associated with the project. ESCOs are able to provide services to both public and private sector clients.

Typical tasks performed by an ESCO:

- Develop, design, and arrange financing for energy efficiency projects;
- install and maintain the energy efficient equipment involved;
- measure, monitor, and verify the project's energy savings; and
- assume the risk that the project will save the amount of energy guaranteed.

Typical energy conservation opportunities included in an ESPC:

- **Architectural /Structural** – roofing, doors, insulation, weather-stripping, window treatment
- **Electrical** – lighting retrofits, emergency power, power and distribution, IT/communications networks, life safety systems
- **Mechanical** – HVAC systems, plumbing and drainage, energy management and building controls
- **Property/Site** – underground utilities, lighting improvements, swimming pools, ice arenas
- **Renewable Energy** – photovoltaic (PV) solar, thermal solar, wind, biomass, hydroelectric
- **Water and Waste** – water purification systems, water sewage facilities, landfill gas capturing, waste utilization
- **Operational Best Practices** – staff training and development programs associated with energy conservation

"Guarantees" associated with an Energy Services Performance Contract:

- Guaranteed Project Installation Costs
- Guaranteed Energy and Financial Savings
- Guaranteed Equipment Performance

Advantages of an Energy Services Performance Contract:

- Single point of accountability – the Energy Services Company (ESCO)
- Transfers the "risk" of both construction and long-term savings to the ESCO through a performance "guarantee"
- Provides budget neutral financings, no direct impact on taxpayers
- Utilizes best value procurement practices
- Annual energy savings are monitored and verified by the ESCO

GESP Master Contract and Procurement Documents

To review the GESP Master Contract, Work Order Contract and Site-Specific RFP, refer to the Program Resources section.

Mayo Civic Center Commission Meeting
Wednesday, June 10, 2015 – 3:00 PM
Mayo Civic Center McDonnell Suite
Meeting Minutes

Attendees: Commission Members: John Beltz, John Eischen, Jerrie Hayes, Shannon Knoepke, Marv Mitchell, Dan Nelson

Absent: Heidi Mestad

Other Attendees: Donna Drews (Mayo Civic Center (MCC)), Brad Jones (RCVB), Chad Koehler (Lancer) Andy Krogstad (MCC), Jo Oeltjen (MCC)

A. Call to Order

Meeting was called to order by John Beltz at 3:02 PM

B. Open Comment Period

None

C. Council Item Review

a. John Beltz thanked everyone for their work on the Committee of the Whole meeting on June 8. There may a need for more help now with the building renovations and expansion to keep it clean. There is a need to keep a level of cleanliness. There may be a need for some lobbying of Council members. Call Council members this next week. 2 custodial positions (head custodian and custodian) people on January 1, event coordinator and an AV technician – September 1 are needed. The event coordinator and AV technician are critical to be ready to go when the building opens – they will need to have relationships built with the other staff and with the customers and understand the building.

D. Action Items

a. Approve Meeting Minutes – May 13, 2015

Motion was made by Shannon Knoepke to approve the May 13, 2015 Meeting Minutes, Second by Jerrie Hayes. Motion unanimously approved.

b. Approve Monthly Financial Report – April 2015

a. Income Statements

Our net income is running behind plan. Our trending is better. For the year, we are setting just fine. Monthly budget numbers are based on three year averages for that given month. RCVB staff are saying that some people/events are waiting until the expansion is done. We have lost some business because of the expansion construction and some had to be given incentives to stay. The CCJW is using the auditorium as their lobby; therefore, the auditorium cannot be booked for those 7 weekends. Concerts are not where they were, but this does not have everything to do with the construction. We are hearing from other venues and promoters there just isn't anything out there. RCVB has a lost business report. Report requested from Brad. MCC has had to absorb some part-time staff costs to help customer navigate through the building. We received our first chunk of lodging tax in April \$84,400.

b. Operations and CIP Payments

Motion by Marv Mitchell to Approve the April 2015 Monthly Financial Reports, Second by John Eischen.
Motion unanimously approved.

E. New Business

a. 2015-19 Booking Analysis Report

One report has just forecast revenues. The other report shows Confirmed/Contracted/Definite Columns, Facility Rental and all Revenue Sources. The Facility Rental number is pretty accurate because when the space is booked, the rate has to be applied to it. The All Revenue is a forecast number – the RCVB does the forecast number. 2015 Facility Rental is \$944,000, this is included in the \$2.6 M. There is a forecast and an actual comparison. October historically is our highest revenue month. The events booked are using the booking priority. The 2019 Confirmed/Contracted/Definite numbers listed have been booked according to the Booking Policy. Would like to know what is included in the numbers by type. This report will come on a regular basis. Revenue for concerts – see more detail on them. With concerts you need to understand your niche. Many buildings have parking revenues, and they split the parking revenues with the promoters. There is a new parking study coming soon.

F. Construction Update

Construction is going well. Knutson is doing an outstanding job, their people are polite and helpful. We are still on target, 150 piles in. The street plan is partial implemented. Very positive. CPMI-the owner's rep-is "Johnny on the spot", they take care of thing, we just let them know there is a problem and they take care of it.

G. Unfinished Business

a. Strategic Plan Review

Working on flushing out more detail. We have an excellent draft that was provided by Jerrie Hayes to work from.

b. RCVB/MCC Joint Meeting Update

June 16th is the next meeting of the RCVB/MCC Joint Meeting Update, 12:15 PM.

H. Other Business

Feedback on budget planning. John Eischen will participate in the budget planning; John Beltz can also help. Requests are usually due in August. Finance inputs some of the numbers. Steven Kvenvold usually comes out with the % of increase from year to year. Shannon Knoepke and John Beltz will schedule a meeting with Donna Drews in the next couple of weeks to talk about sponsorship opportunities. RCVB strategic planning on the June 23rd – marketing is a part of that.

I. Adjournment

Meeting was adjourned by John Beltz at 4:15 PM

Next Meeting: Wednesday, July 8, 2015, 3:00 PM

Mayo Civic Center
Income Statement Summary By Department with Budget and Annual Comparison
For the 1 Month and 5 Months Ended May 31, 2015

	Period to Date					Year to Date					Annual Budget
	Current Actual	Current Budget	Budget Variance	Over/(Under) Budget	Prior Year Actual	Current Actual	Current Budget	Budget Variance	Over/(Under) Budget	Prior Year Actual	
Operating Revenues											
Administration	4,611	4,689	(78)	-1.7%	4,276	22,671	23,159	(488)	-2.1%	21,067	57,199
Sales and Marketing					213	2,703	1,000	1,703	170.3%	3,083	2,000
Box Office	4,932	12,754	(7,822)	-61.3%	14,058	48,953	74,968	(26,015)	-34.7%	66,753	166,050
Facility Operations										83	
Event Operations	58,095	69,790	(11,695)	-16.8%	137,647	276,162	321,040	(44,878)	-14.0%	364,374	837,500
Space Rental	63,235	79,166	(15,931)	-20.1%	83,803	349,356	364,166	(14,810)	-4.1%	417,644	950,000
Food and Beverage	51,462	52,416	(954)	-1.8%	64,524	352,208	399,591	(47,383)	-11.9%	487,827	724,800
	<u>182,336</u>	<u>218,815</u>	<u>(36,479)</u>	<u>-16.7%</u>	<u>304,519</u>	<u>1,052,052</u>	<u>1,183,924</u>	<u>(131,872)</u>	<u>-11.1%</u>	<u>1,360,831</u>	<u>2,737,549</u>
Operating Expenses											
Administration	45,065	47,690	(2,625)	-5.5%	40,095	225,210	220,231	4,979	2.3%	219,972	584,589
Sales and Marketing	57	2,481	(2,424)	-97.7%	980	1,878	13,883	(12,005)	-86.5%	8,495	34,780
Box Office	11,060	13,024	(1,964)	-15.1%	10,533	68,563	64,600	3,963	6.1%	62,703	165,016
Facility Operations	115,369	142,779	(27,410)	-19.2%	112,717	584,375	655,681	(71,306)	-10.9%	660,718	1,699,880
Event Operations	47,974	58,690	(10,716)	-18.3%	66,712	262,563	280,189	(17,626)	-6.3%	303,131	731,518
Space Rental											
Food and Beverage	36,289	48,183	(11,894)	-24.7%	48,819	235,787	242,721	(6,934)	-2.9%	284,664	620,058
	<u>255,814</u>	<u>312,847</u>	<u>(57,033)</u>	<u>-18.2%</u>	<u>279,855</u>	<u>1,378,377</u>	<u>1,477,305</u>	<u>(98,928)</u>	<u>-6.7%</u>	<u>1,539,683</u>	<u>3,835,841</u>
Operating Income (Loss)	<u>(73,478)</u>	<u>(94,032)</u>	<u>20,554</u>	<u>-21.9%</u>	<u>24,664</u>	<u>(326,325)</u>	<u>(293,381)</u>	<u>(32,944)</u>	<u>11.2%</u>	<u>(178,852)</u>	<u>(1,098,292)</u>
Non-Operating Revenues (Expenses)											
Lodging Tax Investment	87,538	96,050	(8,512)	-8.9%	75,905	171,938	249,730	(77,792)	-31.2%	151,206	1,152,602
Interest	(252)	(193)	(59)	30.8%	(53)	(877)	(883)	6	-0.7%	(5)	(2,320)
Other					38	2,790		2,790		33	4,580
	<u>87,286</u>	<u>95,857</u>	<u>(8,571)</u>	<u>-8.9%</u>	<u>75,890</u>	<u>173,852</u>	<u>248,847</u>	<u>(74,995)</u>	<u>-30.1%</u>	<u>151,235</u>	<u>1,154,862</u>
Income (Loss) before Transfers	<u>13,808</u>	<u>1,825</u>	<u>11,983</u>	<u>656.7%</u>	<u>100,554</u>	<u>(152,473)</u>	<u>(44,534)</u>	<u>(107,939)</u>	<u>242.4%</u>	<u>(27,617)</u>	<u>56,570</u>
Operating Transfers In (Out)		<u>(3,450)</u>	<u>3,450</u>	<u>(1)</u>		<u>(15,169)</u>	<u>(31,039)</u>	<u>15,870</u>	<u>-51.1%</u>		<u>(56,570)</u>
Net Income (Loss)	<u>\$ 13,808</u>	<u>\$ (1,625)</u>	<u>\$ 15,433</u>	<u>-949.6%</u>	<u>\$ 100,554</u>	<u>\$ (167,642)</u>	<u>\$ (75,573)</u>	<u>\$ (92,069)</u>	<u>121.8%</u>	<u>\$ (27,617)</u>	<u>\$ 0</u>

Mayo Civic Center
Budget & Actual Year to Year Comparison By Operating Function
For the Period Ending May 31, 2015

	2015				
	Period Actual	Approved Budget	YTD Actual	Over/(Under) Amount	Budget Percent
Revenue					
Facility Rental	67,186	997,930	369,112	(628,818)	-63.0%
Event Services	28,022	586,300	199,247	(387,053)	-66.0%
Food and Beverage Services	61,066	903,100	378,284	(524,816)	-58.1%
Equipment Rental	24,918	220,000	92,263	(127,737)	-58.1%
Advertising		2,000	703	(1,298)	-64.9%
Other	1,144	28,219	12,943	(15,276)	-54.1%
Interest & Investment Income	(252)	(2,320)	(877)	1,443	-62.2%
Lodging Tax Investment	87,538	1,152,602	171,938	(980,664)	-85.1%
Other Government Funds		4,580	2,290	(2,290)	-50.0%
Transfers In					
Prior Year Revenue					
	<u>269,622</u>	<u>3,892,411</u>	<u>1,225,904</u>	<u>(2,666,507)</u>	<u>-68.5%</u>
Expenses					
Employee Services	116,678	1,620,738	646,486	(974,252)	-60.1%
Rents & Leases	9,812	120,740	40,008	(80,732)	-66.9%
Professional Services	53,547	523,455	221,270	(302,185)	-57.7%
Maintenance and Repair	1,292	146,745	46,604	(100,141)	-68.2%
Event Services		10,250	734	(9,516)	-92.8%
Travel, Training, Business Meals	3,336	22,090	10,456	(11,634)	-52.7%
Utilities	50,671	708,758	241,118	(467,640)	-66.0%
Supplies & Materials	13,754	344,600	138,401	(206,199)	-59.8%
Advertising and Promotions		30,705	1,274	(29,431)	-95.9%
Communications	4,298	41,915	15,093	(26,822)	-64.0%
Equipment	225	6,000	298	(5,702)	-95.0%
Insurance	370	103,260	1,988	(101,272)	-98.1%
Other	1,000	59,000	9,811	(49,189)	-83.4%
Taxes & Licenses	35	6,480	504	(5,976)	-92.2%
Depreciation					
City of Rochester Charges	797	91,105	4,333	(86,772)	-95.2%
Transfers Out		56,570	15,169	(41,401)	-73.2%
	<u>255,814</u>	<u>3,892,411</u>	<u>1,393,546</u>	<u>(2,498,865)</u>	<u>-64.2%</u>
Net Income (Loss)	<u>\$ 13,808</u>	<u>\$ 0</u>	<u>\$ (167,642)</u>	<u>\$ 167,642</u>	<u>4.3%</u>

**Mayo Civic Center
Payments for Operations By Department
5/1/2015 - 5/31/2015**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/01/2015	Paper & Graphics Inc.	MCC Envelopes	Office Supplies	191.93
05/07/2015	Verizon Wireless	Cell Phone Charges Ma -Apr 15	Cellular phone charges	104.20
05/14/2015	Beckleys Inc	Office Supplies	Office Supplies	7.49
05/15/2015	A+ Imaging Systems Inc	Copier Charges 5/5 - 6/4	Ofc Equip Contr Mtce & Repair	8.06
05/19/2015	Olm Co Telecomm-Finance Dept 5071112144	APR WATS	Telephone/Fax/Computer line	15.41
05/19/2015	Olm Co Telecomm-Finance Dept 5071112145	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5071112146	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5071112147	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5071112148	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5071112149	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5071112150	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5071112151	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5071112152	APR WATS	Telephone/Fax/Computer line	7.00
05/19/2015	Olm Co Telecomm-Finance Dept 5072816277	APR WATS	Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept 5073282120	APR WATS	Telephone/Fax/Computer line	19.99
05/19/2015	Olm Co Telecomm-Finance Dept 5073282121	APR WATS	Telephone/Fax/Computer line	21.72
05/19/2015	Olm Co Telecomm-Finance Dept 5073282137	APR WATS	Telephone/Fax/Computer line	22.67
05/19/2015	Olm Co Telecomm-Finance Dept 5073282133	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282145	APR WATS	Telephone/Fax/Computer line	14.33
05/19/2015	Olm Co Telecomm-Finance Dept 5073282220	APR WATS	Telephone/Fax/Computer line	39.88
05/19/2015	Olm Co Telecomm-Finance Dept 5073282125	APR WATS	Telephone/Fax/Computer line	18.76
05/29/2015	Beckleys Inc	Office Supplies	Office Supplies	84.79
05/29/2015	Wells Fargo Bank	Ink/Toner Cartridges	Other Misc Office Supplies	517.71
	MCC Administration			1,214.74
05/01/2015	AT & T	800 Numbers Mar-Apr 2015	Telephone/Fax/Computer line	309.96
05/01/2015	Oglebay Resort & Conference	Event Mgmt Sch-Laura	Travel and training	160.16
05/15/2015	A+ Imaging Systems Inc	Copier Charges 5/5 - 6/4	Ofc Equip Contr Mtce & Repair	8.06
05/19/2015	Olm Co Telecomm-Finance Dept 5073282222	APR WATS	Telephone/Fax/Computer line	22.88
05/19/2015	Olm Co Telecomm-Finance Dept 5073282134	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282135	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282127	APR WATS	Telephone/Fax/Computer line	16.12
05/29/2015	Wells Fargo Bank	Ink/Toner Cartridges	Other Misc Office Supplies	268.44
05/29/2015	Woolworth, Laura R	VenueMgmtJun5-	Travel and training	603.20
	MCC Box Office			1,416.82
05/01/2015	All Pest Exterminating LLC	Pest Control Apr 2015	Other Expert & Professnl Srvc	99.00
05/01/2015	Arnold's Supply & Kleenit Co	Equipment Parts	Parts for Equipment	60.00
05/01/2015	Beckleys Inc	Office Supplies	Office Supplies	49.85
05/01/2015	Dalco Corp	Floor Sealer	Building/Grounds Mtce Supplies	203.39
05/01/2015	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,011.32
05/01/2015	G & K Services Inc	Dust Mops	Laundry & Linen	34.90
05/01/2015	G & K Services Inc	Uniforms	Clothing/Uniforms	274.68
05/01/2015	Menards Inc - South	Bldg Supplies	Building/Grounds Mtce Supplies	140.13
05/01/2015	Menards Inc - South	Small Tools	Small Tools	63.78
05/01/2015	Menards Inc - South	Bldg Supplies	Other Supplies	36.58

**Mayo Civic Center
Payments for Operations By Department
5/1/2015 - 5/31/2015**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/01/2015	Menards Inc - South	Small Tools	Small Tools	37.04
05/01/2015	MN Energy Resources Corp	Natural Gas 3/16 - 4/9	Natural Gas	358.79
05/01/2015	WHV Inc	Actuator ON/OFF Spr Ret	Building/Grounds Mtce Supplies	624.25
05/05/2015	G & K Services Inc	Dust Mops	Laundry & Linen	22.24
05/05/2015	G & K Services Inc	Uniforms	Clothing/Uniforms	268.80
05/05/2015	Waste Management Inc	Recycling	Rubbish&Brush	282.53
05/07/2015	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,225.04
05/07/2015	Napa Auto Parts of Roch Inc	Graphite for Stagehands	Building/Grounds Mtce Supplies	15.62
05/07/2015	Thomas Tool & Supply Inc	Upholstrey Staples	Building/Grounds Mtce Supplies	8.99
05/07/2015	Verizon Wireless	Cell Phone Charges Ma -Apr 15	Cellular phone charges	99.60
05/12/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Electricity	(27.85)
05/12/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Electricity	29,293.00
05/12/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	84.98
05/12/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	262.97
05/12/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Sanitary Sewer	1,005.45
05/12/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Storm Water	253.04
05/14/2015	CHS Inc	Gas for Vehicle	Gasoline and Vehicle LP	13.84
05/14/2015	Cintas Corporation 2	Service Charge	Other Expert & Professnl Srvc	9.95
05/14/2015	Cintas Corporation 2	First Aid Supplies	First Aid supplies	71.99
05/14/2015	G & K Services Inc	Dust Mops	Laundry & Linen	22.24
05/14/2015	G & K Services Inc	Uniforms	Clothing/Uniforms	268.80
05/14/2015	Mayo Civic Center - Petty Cash	Caulksav'rs- D Braasch	Other Supplies	5.90
05/15/2015	A+ Imaging Systems Inc	Copier Charges 5/5 - 6/4	Ofc Equip Contr Mtce & Repair	8.06
05/15/2015	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,578.84
05/15/2015	Schwicker Company Inc	Roof Leak	Bldg & Grnds Contr Mtce & Rpr	500.00
05/19/2015	Dalco Corp	Maint Supplies	Building/Grounds Mtce Supplies	289.45
05/19/2015	G & K Services Inc	Dust Mops	Laundry & Linen	31.51
05/19/2015	G & K Services Inc	Uniforms	Clothing/Uniforms	270.44
05/19/2015	Olm Co Telecomm-Finance Dept 5073282126 APR WATS		Telephone/Fax/Computer line	15.05
05/19/2015	Olm Co Telecomm-Finance Dept 5075294972 APR WATS		Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept 5075294973 APR WATS		Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept 5075294974 APR WATS		Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept 5075294968 APR WATS		Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept 5075294969 APR WATS		Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept 5075294970 APR WATS		Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept 5073282124 APR WATS		Telephone/Fax/Computer line	14.08
05/19/2015	Olm Co Telecomm-Finance Dept 5073282129 APR WATS		Telephone/Fax/Computer line	15.96
05/19/2015	Olm Co Telecomm-Finance Dept 5073282130 APR WATS		Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282131 APR WATS		Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282132 APR WATS		Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282136 APR WATS		Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282138 APR WATS		Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282139 APR WATS		Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282140 APR WATS		Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282141 APR WATS		Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282142 APR WATS		Telephone/Fax/Computer line	14.00

**Mayo Civic Center
Payments for Operations By Department
5/1/2015 - 5/31/2015**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/19/2015	Olm Co Telecomm-Finance Dept	5073282143 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282144 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282154 APR WATS	Telephone/Fax/Computer line	14.00
05/21/2015	Arnold's Supply & Kleenit Co	Maint Supplies	Building/Grounds Mtce Supplies	1,153.00
05/21/2015	Custom Communications Inc	Intrusion Alarm Mtce May - Aug	Other Expert & Professnl Srvc	181.50
05/21/2015	Dalco Corp	Maint Supplies	Building/Grounds Mtce Supplies	62.58
05/21/2015	Dalco Corp	Maint Supplies	Building/Grounds Mtce Supplies	133.36
05/21/2015	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,306.69
05/21/2015	Ferrellgas	LP for Fork Trucks	Gasoline and Vehicle LP	52.00
05/21/2015	Grainger Inc	Sledge Hammer Handle	Small Tools	14.38
05/21/2015	Grainger Inc	Blank Tags	Building/Grounds Mtce Supplies	49.08
05/21/2015	League of MN Cities Ins Trust	A-1834-15 Pahouja	Judgmnts/Penalties/Settlements	1,000.00
05/21/2015	Olm Co Solid Waste Utilities	Steam - April 2015	Steam Heat	19,052.67
05/21/2015	R & M Steel	Arena Floor Box - Rebuild	Building/Grounds Mtce Supplies	280.00
05/21/2015	Schumacher Elevator Inc	Scheduled Elev Maint May 2015	Bldg & Grnds Contr Mtce & Rpr	428.90
05/21/2015	TEC Industrial Inc	HVAC 4 Motor	Building/Grounds Mtce Supplies	426.07
05/27/2015	Arnold's Supply & Kleenit Co	Maint Supplies	Building/Grounds Mtce Supplies	104.00
05/27/2015	Blake, Randy W	IAVMCnfMay17-20StLouisBlake	Travel and training	706.98
05/27/2015	Bowmans Safe & Lock Shop Ltd	1" Key Ring - 1 Box	Building/Grounds Mtce Supplies	25.00
05/27/2015	Crescent Electric Supply Co	Breaker for Electrical Box	Other Supplies	32.12
05/27/2015	Dalco Corp	Maint Supplies	Building/Grounds Mtce Supplies	366.74
05/27/2015	G & K Services Inc	Dust Mops	Laundry & Linen	28.42
05/27/2015	G & K Services Inc	Uniforms	Clothing/Uniforms	260.38
05/29/2015	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,366.54
05/29/2015	G & K Services Inc	Dust Mops	Laundry & Linen	31.51
05/29/2015	G & K Services Inc	Uniforms	Clothing/Uniforms	260.38
05/29/2015	MN Energy Resources Corp	Natural Gas 4/9 to 5/11	Natural Gas	387.76
05/29/2015	MSC Industrial Supply	Door - Kick Downs	Building/Grounds Mtce Supplies	256.50
05/29/2015	Rickard, Robert A	MileageBoilerLiExamRickardStP	Travel and training	80.50
05/29/2015	Silker, David B	IAVMCnfcJul31Aug4BaltiSilker	Travel and training	686.72
MCC Building Operations				67,978.81
05/01/2015	Okins, Erin K	Event/Arena Mktg Conf-E Okins	Travel and training	462.20
05/07/2015	Ungerboeck Systems Intl, Inc.	Interactive Web Servces	Other Expert & Professnl Srvc	2,625.00
05/15/2015	A+ Imaging Systems Inc	Copier Charges 5/5 - 6/4	Ofc Equip Contr Mtce & Repair	8.06
05/19/2015	Olm Co Telecomm-Finance Dept	5073282122 APR WATS	Telephone/Fax/Computer line	23.07
05/19/2015	Olm Co Telecomm-Finance Dept	5073282123 APR WATS	Telephone/Fax/Computer line	33.06
05/29/2015	Wells Fargo Bank	Ink/Toner Cartridges	Other Misc Office Supplies	525.38
MCC Sales & Marketing				3,676.77
05/01/2015	Ameripride Services	Chef Coats	Clothing/Uniforms	10.60
05/01/2015	Ameripride Services	Towels	Laundry & Linen	13.58
05/01/2015	Ameripride Services	Chef Coats	Clothing/Uniforms	9.20
05/01/2015	Ameripride Services	Towels	Laundry & Linen	12.18
05/01/2015	Ameripride Services	Linens	Laundry & Linen	41.84
05/01/2015	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	45.80

**Mayo Civic Center
Payments for Operations By Department
5/1/2015 - 5/31/2015**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/01/2015	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	15.20
05/01/2015	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	71.40
05/01/2015	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	89.42
05/01/2015	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	15.66
05/01/2015	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	19.18
05/01/2015	Johnson Brothers Liquor Co.	Product for Resale	Alcoholic Beverages for Resale	248.00
05/01/2015	Koehler, Chad	Product for Resale	Food Products for Resale	78.66
05/01/2015	Koehler, Chad	Product for Resale	Non-alcoholic Beverages-Resale	17.41
05/01/2015	Koehler, Chad	Supplies	Other Supplies	4.62
05/01/2015	NCR Corporation	2015 Quest Support/Maint	Comptr Sftwr/HrdwrMtce	424.66
05/01/2015	Northern Beverage Distributing	Product for Resale	Alcoholic Beverages for Resale	153.40
05/05/2015	Berry Coffee Company	Product for Resale	Non-alcoholic Beverages-Resale	219.00
05/07/2015	Ameripride Services	Chef Coats	Clothing/Uniforms	10.60
05/07/2015	Ameripride Services	Towels	Laundry & Linen	13.58
05/07/2015	Beckleys Inc	Office Supplies	Office Supplies	25.35
05/07/2015	Northern Beverage Distributing	Product for Resale	Alcoholic Beverages for Resale	823.30
05/07/2015	Northern Beverage Distributing	Product for Resale	Alcoholic Beverages for Resale	139.60
05/07/2015	Schott Distributing Co	Product for Resale	Alcoholic Beverages for Resale	232.70
05/07/2015	US Foods, Inc.	Product for Resale	Food Products for Resale	1,527.98
05/07/2015	US Foods, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	7.18
05/07/2015	US Foods, Inc.	Supplies	Other Supplies	58.73
05/14/2015	Ameripride Services	Chef Coats	Clothing/Uniforms	10.60
05/14/2015	Ameripride Services	Towels	Laundry & Linen	13.58
05/14/2015	Gustave A. Larson Company	Bore CCW	Parts for Equipment	15.24
05/14/2015	US Foods Culinary Equipment &	Therm, Refrig/Bus Box	Other Supplies	71.80
05/15/2015	A+ Imaging Systems Inc	Copier Charges 5/5 - 6/4	Ofc Equip Contr Mtce & Repair	8.05
05/19/2015	Olm Co Telecomm-Finance Dept	5073282172 APR WATS	Telephone/Fax/Computer line	29.23
05/19/2015	Olm Co Telecomm-Finance Dept	5073282173 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282174 APR WATS	Telephone/Fax/Computer line	14.00
05/21/2015	Ameripride Services	Chef Coats	Clothing/Uniforms	10.60
05/21/2015	Ameripride Services	Towels	Laundry & Linen	13.58
05/21/2015	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	12.99
05/21/2015	Johnson Brothers Liquor Co.	Product for Resale	Alcoholic Beverages for Resale	637.09
05/21/2015	MN Dept of Health	Hospitality Fee - Concessions	Other Taxes & Licenses	35.00
05/21/2015	Northern Beverage Distributing	Product for Resale	Alcoholic Beverages for Resale	121.00
05/21/2015	Swisher Hygiene Franchise Corp	Delime Scale Remover	Building/Grounds Mtce Supplies	49.12
05/21/2015	Vistar	Product for Resale	Food Products for Resale	143.01
05/27/2015	US Foods, Inc.	Product for Resale	Food Products for Resale	441.59
05/27/2015	US Foods, Inc.	Supplies	Other Supplies	76.67
05/29/2015	Ameripride Services	Chef Coats	Clothing/Uniforms	10.60
05/29/2015	Ameripride Services	Towels	Laundry & Linen	13.58
05/29/2015	Wells Fargo Bank	Ink/Toner Cartridges	Other Misc Office Supplies	59.44
	MCC Food & Beverage			6,129.60
05/01/2015	Ameripride Services	Linens	Laundry & Linen	291.71
05/01/2015	AVVR Inc.	Equipment Rental	Audiovisual Equipment Rental	385.00

**Mayo Civic Center
Payments for Operations By Department
5/1/2015 - 5/31/2015**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/01/2015	AVVR Inc.	Services	Other Expert & Professnl Srvc	165.00
05/01/2015	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	1,387.05
05/01/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	115.80
05/01/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	517.24
05/01/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	54.04
05/01/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	61.76
05/01/2015	Express Personnel Services Inc	Stagehands	Other Expert & Professnl Srvc	49.50
05/01/2015	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	181.29
05/01/2015	Mayo Civic Center - Petty Cash	Desk Lamps for Bldg/Shows -	Other Supplies	34.32
05/01/2015	Roch Gold Cross Ambulance	Stand By Ambulance-Gaither	Other Expert & Professnl Srvc	332.24
05/05/2015	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	181.29
05/07/2015	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	2,141.85
05/07/2015	Express Personnel Services Inc	Restrrrom Attendants	Other Expert & Professnl Srvc	75.70
05/07/2015	Express Personnel Services Inc	Restrrrom Attendants	Other Expert & Professnl Srvc	370.56
05/07/2015	Express Personnel Services Inc	Restrrrom Attendants	Other Expert & Professnl Srvc	31.63
05/07/2015	Express Personnel Services Inc	Restrrrom Attendants	Other Expert & Professnl Srvc	31.63
05/07/2015	Kuehn Rental LLC	Vehicle Rental	Vehicle Rent	51.00
05/07/2015	Kuehn Rental LLC	Vehicle Rental	Vehicle Rent	68.00
05/07/2015	Lanier Parking Meter Services,	Validated Parking Chgs Apr 15	Other Contractual Services	7.00
05/07/2015	Nassif, Mike	DJ for Fashion Show-To	Other Expert & Professnl Srvc	150.00
05/14/2015	Allied Arts Inc	Piano Tuning	Other Expert & Professnl Srvc	85.00
05/14/2015	AVVR Inc.	Equipment Rental May 2015	Audiovisual Equipment Rental	7,828.00
05/14/2015	Carlson Bryon DBA Mid America	Chandelier Lights-Century Prom	Equipment Rent	180.00
05/14/2015	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	181.29
05/15/2015	A+ Imaging Systems Inc	Copier Charges 5/5 - 6/4	Ofc Equip Contr Mtce & Repair	8.05
05/15/2015	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	1,633.98
05/15/2015	Express Personnel Services Inc	Restroom Attendants	Other Expert & Professnl Srvc	331.96
05/15/2015	Express Personnel Services Inc	Restroom Attendants	Other Expert & Professnl Srvc	69.48
05/15/2015	Express Personnel Services Inc	Restroom Attendants	Other Expert & Professnl Srvc	123.52
05/15/2015	Express Personnel Services Inc	Restroom Attendants	Other Expert & Professnl Srvc	61.76
05/19/2015	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	181.29
05/19/2015	Olm Co Telecomm-Finance Dept 5075294971	APR WATS	Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept 5075294851	APR WATS	Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept 5075294853	APR WATS	Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept 5075294857	APR WATS	Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept 5073282181	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282182	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282183	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282184	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282185	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282186	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282187	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282188	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282189	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282190	APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept 5073282191	APR WATS	Telephone/Fax/Computer line	14.00

**Mayo Civic Center
Payments for Operations By Department
5/1/2015 - 5/31/2015**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/19/2015	Olm Co Telecomm-Finance Dept	5073282192 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282193 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282194 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282195 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282196 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282197 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282198 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282199 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282212 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282155 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282156 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282157 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282158 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282159 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282160 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282161 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282162 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282163 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282164 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282165 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282166 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282167 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282168 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282169 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282170 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282171 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5072877991 APR WATS	Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept	5072877992 APR WATS	Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept	5072877993 APR WATS	Telephone/Fax/Computer line	28.80
05/19/2015	Olm Co Telecomm-Finance Dept	5073282151 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282152 APR WATS	Telephone/Fax/Computer line	14.00
05/19/2015	Olm Co Telecomm-Finance Dept	5073282153 APR WATS	Telephone/Fax/Computer line	14.00
05/21/2015	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Svc	1,111.89
05/21/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	169.84
05/21/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	154.40
05/21/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	30.88
05/26/2015	Charter Communications LLC	HD Boxes	Equipment Rent	55.99
05/26/2015	Charter Communications LLC	Internet	Telephone/Fax/Computer line	1,070.00
05/26/2015	Charter Communications LLC	HD Boxes	Equipment Rent	55.10
05/26/2015	Charter Communications LLC	Internet	Telephone/Fax/Computer line	1,070.00
05/26/2015	Wheeler, Todd R	IAVMCnfcMay17-	Travel and training	590.48
05/27/2015	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	181.29
05/29/2015	AVVR Inc.	Equipment Rental May 2015	Audiovisual Equipment Rental	385.00
05/29/2015	AVVR Inc.	Equipment Rental May 2015	Audiovisual Equipment Rental	385.00
05/29/2015	AVVR Inc.	Equipment Rental May 2015	Audiovisual Equipment Rental	309.37
05/29/2015	AVVR Inc.	Equipment Rental May 2015	Audiovisual Equipment Rental	110.00

**Mayo Civic Center
 Payments for Operations By Department
 5/1/2015 - 5/31/2015**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/29/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	331.96
05/29/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	61.76
05/29/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	54.04
05/29/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	61.76
05/29/2015	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	1,310.64
05/29/2015	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	181.29
05/29/2015	Wells Fargo Bank	Ink/Toner Cartridges	Other Misc Office Supplies	525.37
05/29/2015	Wells Fargo Bank	Monthly Transaction Fee	Credit Card Percentage Fee	59.95
	MCC Events			26,395.55
	Total All Departments			\$ 106,812.29

**Mayo Civic Center
Payments for Capital Improvements
5/1/2015 - 5/31/2015**

<u>Proj Id</u>	<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
3519	05/29/2015	Palmer-Soderberg Inc	Kitchen Tile Repair	Bldg & Grnds Contr Mtce	2,471.00
3519					2,471.00
3541	05/01/2015	Screenflex Portable Partitions	Portable Partitions	Equipment (not capitalized)	4,035.00
3541	05/14/2015	TSP Inc	A&E Services - Expansion	Eng & Architectural Consultant	53,908.94
3541	05/14/2015	Matrix Communications Inc	Switch	Equipment (not capitalized)	3,488.70
3541	05/14/2015	Matrix Communications Inc	Switch	Equipment (not capitalized)	(124.32)
3541	05/15/2015	A+ Imaging Systems Inc	Copier Charges 5/5 - 6/4	Ofc Equip Contr Mtce & Repair	50.00
3541	05/15/2015	Express Personnel Services Inc	Office Move	Other Expert & Professnl Srvc	109.20
3541	05/15/2015	Express Personnel Services Inc	Office Move	Other Expert & Professnl Srvc	159.84
3541	05/18/2015	CPMI Inc	Owner's Representative Service	Other Expert & Professnl Srvc	19,043.21
3541	05/18/2015	Knutson Construction Co Inc	Conv Ctr Expansion Pay App 1L	Contractual New Construction	1,543,112.55
3541	05/18/2015	Knutson Construction Co Inc	Conv Ctr Expansion Pay App		1,232,150.00
3541	05/29/2015	Wells Fargo Bank	Lunch/Office Move	Business meal expenses	164.01
3541	05/29/2015	Wells Fargo Bank	Ink/Toner Cartridges	Other Misc Office Supplies	170.46
3541	05/29/2015	Wells Fargo Bank	Bookcase	Ofc Furniture & Equip (non FA)	75.32
3541	05/29/2015	Wells Fargo Bank	Speakers	Ofc Furniture & Equip (non FA)	26.90
3541	05/29/2015	CDW Government Inc	Underdesk KB Arm	Equipment (not capitalized)	109.46
3541					2,856,479.27
Total					2,858,950.27

Confidential Benchmarking Insert 2014 Convention Center Report TM

Facility Name: Mayo Civic Center

Size Category: Less Than 100,000 Sq Ft (exhibit space)
 100,000 to 500,000 Sq Ft
 More Than 500,000 Sq Ft

Destination Category: Regional (<15,000 hotel rooms)
 National (15,000-30,000)
 Gateway (30,000+)

This confidential benchmarking insert compares the operating characteristics of your facility to averages for: 1) similarly sized convention centers and 2) centers in comparable markets.

	Your Center	Other Centers With Less Than 100,000 Sq Ft of Exhibit Space	Other Centers in Regional Markets
Number of multi-purpose (MP) hall events:			
Conventions/trade shows	56	32	29
Consumer shows	21	18	20
Other events	89	65	62
Total	166	115	110
MP hall event attendance:			
Conventions/trade shows	46,891	33,400	41,200
Consumer shows	31,098	58,300	85,500
Other events	131,865	58,900	93,100
Total	209,854	150,600	219,800
Attendance per MP hall event			
Conventions/trade shows	837	1,700	2,200
Consumer shows	1,481	4,300	5,000
Total building activity:			
Total number of events	350	298	306
Total attendance	337,752	199,700	269,500
MP hall occupancy:			
Conventions/trade shows	19%	15%	14%
Consumer shows	8%	7%	8%
Other events	14%	14%	14%
Total	41%	36%	37%
Effective rental rate (per sq ft per day)¹:			
Conventions/trade shows	\$0.113	\$0.116	\$0.106
Consumer shows	\$0.039	\$0.112	\$0.100
Rental revenue per attendee¹:			
Conventions/trade shows	\$11.73	\$12.79	\$10.14
Consumer shows	\$2.45	\$4.48	\$5.05
Gross F&B revenue per attendee¹:			
Conventions/trade shows	NA	\$16.60	\$17.49
Consumer shows	NA	\$1.71	\$2.00
F&B revenue net-to-gross realization	12%	47%	53%
Hotel room nights	42,860	28,900	43,300
Staffing:			
Full-time employees	15	36	49
Full-time sales employees ²	1	4	5
Full-time equivalents	15	53	66

1 Multi-purpose hall only

2 Included in full-time employees

3 Figures may not sum due to rounding

Confidential Benchmarking Insert 2014 Convention Center Report TM

Facility Name: Mayo Civic Center

Size Category: Less Than 100,000 Sq Ft (exhibit space)
 100,000 to 500,000 Sq Ft
 More Than 500,000 Sq Ft

Destination Category: Regional (<15,000 hotel rooms)
 National (15,000-30,000)
 Gateway (30,000+)

	Your Center	Other Centers With Less Than 100,000 Sq Ft of Exhibit Space	Other Centers in Regional Markets
Management form:			
Private company	<input type="checkbox"/>	33%	37%
Quasi-public conv. center authority	<input type="checkbox"/>	24%	28%
Dept. of city or county government	<input checked="" type="checkbox"/>	24%	18%
Other	<input type="checkbox"/>	19%	17%
Catering/concessions provision:			
By the center only	<input type="checkbox"/>	54%	59%
By an exclusive contractor only	<input type="checkbox"/>	37%	29%
Other	<input checked="" type="checkbox"/>	10%	12%
Audio/visual provision:			
By the center only	<input type="checkbox"/>	8%	8%
By an exclusive contractor only	<input type="checkbox"/>	14%	11%
Other	<input checked="" type="checkbox"/>	78%	81%
Telecommunications provision:			
By the center only	<input checked="" type="checkbox"/>	84%	81%
By an exclusive contractor only	<input type="checkbox"/>	5%	9%
Other	<input type="checkbox"/>	11%	9%
Internet provision:			
By the center only	<input checked="" type="checkbox"/>	89%	83%
By an exclusive contractor only	<input type="checkbox"/>	8%	13%
Other	<input type="checkbox"/>	3%	4%
Security provision:			
By the center only	<input type="checkbox"/>	38%	42%
By an exclusive contractor only	<input type="checkbox"/>	27%	27%
Other	<input checked="" type="checkbox"/>	35%	31%
Booth cleaning provision:			
By the center only	<input checked="" type="checkbox"/>	46%	44%
By an exclusive contractor only	<input type="checkbox"/>	3%	10%
Other	<input type="checkbox"/>	51%	46%
Electrical provision:			
By the center only	<input checked="" type="checkbox"/>	89%	85%
By an exclusive contractor only	<input type="checkbox"/>	5%	7%
Other	<input type="checkbox"/>	5%	7%
Utilities provision:			
By the center only	<input checked="" type="checkbox"/>	97%	96%
By an exclusive contractor only	<input type="checkbox"/>	0%	0%
Other	<input type="checkbox"/>	3%	4%