

Mayo Civic Center Commission Meeting
Wednesday, August 12, 2015
Mayo Civic Center

- 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. Consent Agenda
 - a. Council Item Review
 - a. Convention Center Expansion Change Order #2
 - b. Meeting Minutes
 - a. July 8, 2015
 - c. Monthly Financial Report
 - a. June 2015
 - d. MCC Booking Pace Report
 - e. Strategic Plan Goals Update
- D. New Business
 - a. MCC Food & Beverage Management Agreement One-Year Contract Extension
- E. Unfinished Business
 - a. Review of 2016 Operating Budget
- F. Construction Update
- G. New Business
 - a. Discussion: How do we prepare for MCC to be 50% booked in 2017 by January 1, 2017?
- H. Director's Report
- I. Other Business
- J. Adjournment

Next Meeting: Wednesday, September 8, 2015

REQUEST FOR COMMISSION ACTION

MEETING DATE
 8/12/2015

PREPARED BY
 Andy Krogstad

ITEM DESCRIPTION

Approve Convention Center Expansion Change Order 2

The attached list identifies changes resulting in a reduction of \$143,654 to the contract of Knutson Construction. The bulk of this reduction is a result of additional value engineering. These changes generally occur in back-of-house and mechanical spaces. None of these changes will negatively impact the user experience or the long-term operation and maintenance of the facility.

CPMI has prepared Change Order 2 with Knutson Construction as outlined on the attachment. If approved as recommended, the new contract sum will be \$70,260,008.00. With this change, the original construction costs have been reduced by \$1,377,692, or nearly 2% of the original value.

The original approved contract sum:	\$ 71,637,700.00
The net change by previously approved Change Orders:	\$ (1,234,038.00)
The contract sum prior to this Change Order:	<u>\$ 70,403,662.00</u>
The contract sum will be increased/(decreased) by this change order:	<u>\$ (143,654.00)</u>
The new contract sum including this Change Order:	\$ 70,260,008.00

Project # 3541

COMMISSION ACTION REQUESTED:

Staff and CPMI recommend approval of Change Order 2 with Knutson Construction in the **credit** amount of \$143,654.00, and furthermore requests that the Commission forward the Change Order to the City Council for approval and subsequent execution by the Mayor and City Clerk.

Mayo Civic Center Convention Center Addition
Change Order #2 Detail

Item	Description	Labor Amount	Material Amount	Total Amount
1	Relocate the Mayo Brothers statue off-site for storage and restoration	12,019.00	0.00	12,019.00
2	Add additional voice/data outlets in Office B217 for temporary use as a reception area	1,138.00	385.00	1,523.00
3	Ballroom and Meeting Room door height changes	801.00	8,007.00	8,808.00
4	Change in steel floor deck thickness	1,227.00	12,270.00	13,497.00
5	Provide a new in-ground hand hole box for the electrical service feed	1,304.00	1,754.00	3,058.00
6	Delete finish painting in back-of-house service type spaces	(30,998.00)	(5,459.00)	(36,457.00)
7	Door, frame and hardware changes associated with review of the original door opening schedule	1,121.00	(3,505.00)	(2,384.00)
8	Provide additional isolating valves on the existing hydronic heating system to permit future isolation of the system	1,433.00	3,749.00	5,182.00
9	Value engineering proposed changes to the originally specified HVAC return air duct insulation	(34,000.00)	(6,800.00)	(40,800.00)
10	Value engineering proposed changes to the originally specified air handling units		(89,100.00)	(89,100.00)
11	Value engineering proposed changes to the elevator cab and threshold		(19,000.00)	(19,000.00)
	TOTAL	(45,955.00)	(97,699.00)	(143,654.00)

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

Commissioner Attendees: John Beltz, John Eischen, Jerrie Hayes, Shannon Knoepke, Heidi Mestad, Marv Mitchell, Dan Nelson

Attendees: Donna Drews (Mayo Civic Center (MCC)), Julie Gay (Blogger), Dave Goslee (City Attorney), Brad Jones (Rochester Convention and Visitors Bureau), Andy Krogstad (MCC), Gary Neumann (Assistant City Administrator), Jo Oeltjen (MCC), Andrew Setterholm (Rochester Post Bulletin)

A. Call to Order

- a. Meeting was called to order by John Beltz at 3:00 PM.

B. Open Comment Period

- a. No Comments

C. Council Item Review

- a. Approval to Participate in State of MN Guaranteed Energy Service Program
Lighting improvements – guaranteed energy savings program. In an effort to improve sustainability and reduce electrical costs, approval was requested to engage in a process of evaluating MCC's current lighting systems by working with professional energy audit firm. The City frequently uses this type of service to gain energy improvements and payback upfront costs with energy savings and rebates from the utility companies. This process is called a guaranteed energy savings program, and the firm that does the audit guarantees the savings if their recommendations are accepted. Some of MCC's lighting systems are 30 years old, and by improving technology and reducing lighting replacement costs, significant savings are possible. In order to qualify for this program, the State of Minnesota requires the authoritative body to approve the terms of the service to be provided. This sets the wheels in motion for the State to issue a Request for Proposals, and secure a qualified energy audit firm. Once completed, the Commission will have an opportunity to review recommendations, and determine the next step. If for some reason the plan is put aside, the energy audit firm must be reimbursed for any costs associated with the energy audit, roughly 0.15 per SF. Motion was made by Jerrie Hayes to request and recommend that the Rochester City Council consider and approve soliciting the RFPs from State approved energy service companies for the MCC energy savings audit, Second by Heidi Mestad. Motion unanimously approved.

D. Action Items

- a. Approve Meeting Minutes – June 10, 2015

Motion was made by John Eischen to Approve the June 10, 2015 Meeting Minutes, Second by Jerrie Hayes. Motion unanimously approved.

b. Approve Monthly Financial Report – May 2015

a. Income Statements

Revenue and expenses are down. The lodging tax is up about 3% over last year. Historically, September through November are MCC's highest revenue months. Because some months have more activity than others, the revenues and expenses are not evenly spread. Six-month averages over the five-year period were requested, and should include a chart of the last five years by month to determine variability. Motion to Approve the Monthly Financial Report for May 2015 was made by Heidi Mestad, Second by Jerrie Hayes. Motion unanimously approved.

b. Operations and CIP Payments

There were no unusual payments or expenses. We received two reimbursements from the State of MN for the expansion project – not 100%, but about 41%. Motion was made to Approve the Operations CIP Payments for May 2015 by Marv Mitchell, Second by John Eischen. Motion unanimously approved.

c. Approve MCC Booking Pace Report

Events are listed by status on the report. The fourth sheet in the packet lists tentative and confirmed bookings and estimated revenue totaling \$221,846. The economic impact is projected by the RCVB. After an event, actual revenues are entered, and economic impact is determined.

E. New Business

a. City of Rochester 2016 Budget Process

The budget process timetable was reviewed. The Commission was asked how they would like to engage in the budget process. Overall, 2016 revenue will probably look similar to 2015, and because salaries and utilities usually increase, a greater portion of the lodging tax will be needed to close the gap. During the budget process, some line items are entered by the Finance Department, such as full-time salaries, insurance, utilities and things of that nature. Andy Krogstad will prepare a 2016 budget draft for review by a subcommittee including Commission members John Eischen, John Beltz and Marv Mitchell. If a subcommittee meeting is needed, John Eischen, Finance Chair, will schedule a meeting. The final budget request will then be presented for approval at the August Commission Meeting.

b. Price Waterhouse Convention Center Report

The International Association of Venue Managers (IAVM) pays for the Price Waterhouse Convention Center Report. MCC is considered a regional convention center with less than 100,000 square feet of exhibit space. Overall, MCC compares very well relative to attendance, number of events, and occupancy. Our rental rates are very low, as is food and beverage revenue per attendee. This report suggests MCC is utilizing staff very well. It was mentioned that additional staffing would support additional services, and also that MCC's rental rates have not increased in five years.

F. Construction Update

Construction is going really well. Pile driving should be done in a week to ten days on the Civic Center Drive side of MCC, and then the pile driver will be relocated to the east side to begin driving piles for the kitchen. Some soil correction was needed in the back, but so far, it has been minimal. Heidi has heard good comments about the construction updates to stakeholders – the comments have been wonderful.

G. Unfinished Business

a. MCC Business Plan – Review Draft Metrics, Targets, Initiatives and Tasks

The draft presented was the latest version of several that have been presented to the Commission. Because we are now into the second half of 2015, staff requested feedback and direction on the most recent draft. In several cases, the items in the plan have already been completed. Motion by John Eischen to approve the Mayo Civic Center Business Plan as is, Second by Marv Mitchell with the intent that this plan would be carried into 2016. A suggestion was made to assign a staff person to each objective, create action items, and provide monthly updates. There is an expectation that staff will build on this further by adding elements as needed to achieve goals as determined at June's strategic planning session. John Beltz, John Eischen, Shannon Knoepke, and Marv Mitchell approved the motion. Jerrie Hayes and Dan Nelson opposed the motion. Motion approved.

b. RCVB/MCC Joint Meeting and RCVB Annual Retreat Update

Brad Jones (RCVB) reviewed the Sales, Marketing and Communications, Event Services, and Visitor Experience Plan Priorities. The RCVB/MCCC Joint Executive Board Meeting is scheduled on the third Thursday of the month at 12:15 PM in the RCVB Office. In August, the RCVB Board will approve the 2016 Plan and prioritize each section. It was mentioned that CVB sales staff intend to spend about 70% of their time pursuing new business.

H. Other Business

Donna Drews and David Silker will be attending the IAVM – *VenueConnect* Annual Conference and Tradeshow in August in Baltimore.

I. Adjournment

Motion to adjourn the meeting was made by John Eischen, Second Meeting by Marv Mitchell. Meeting was adjourned at 4:51 PM.

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

Mayo Civic Center
Income Statement Summary By Department
For the 1 Month and 6 Months Ended June 30, 2015

	Period to Date					Year to Date					Annual			
	Budget	Actual	Actual Variance with Budget		Prior Year Actual	Budget	Actual	Actual Variance with Budget		Prior Year Actual	Budget	Actual	Remaining Budget	Percent of Budget
			Amount	Percent				Amount	Percent					
Revenues														
Administration	\$ 5,008	\$ 4,779	\$ (229)	-4.6%	\$ 4,427	\$ 28,167	\$ 27,950	\$ (217)	-0.8%	\$ 25,494	\$ 57,199	\$ 27,950	\$ 29,249	48.9%
Sales and Marketing					205	1,000	2,703	1,703	170.3%	3,288	2,000	2,703	(703)	135.1%
Box Office	9,253	4,604	(4,649)	-50.2%	5,952	84,221	53,558	(30,663)	-36.4%	72,704	166,050	53,558	112,492	32.3%
Facility Operations										83				
Event Operations	55,835	73,193	17,358	31.1%	58,006	376,875	349,355	(27,520)	-7.3%	422,380	837,500	349,355	488,145	41.7%
Space Rental	63,334	76,214	12,880	20.3%	51,013	427,500	425,570	(1,930)	-0.5%	468,656	950,000	425,570	524,430	44.8%
Food and Beverage	35,084	24,729	(10,355)	-29.5%	25,948	434,675	376,937	(57,738)	-13.3%	513,775	724,800	376,937	347,863	52.0%
Total Revenues	168,514	183,520	15,006	8.9%	145,550	1,352,438	1,236,072	(116,366)	-8.6%	1,506,381	2,737,549	1,236,072	1,501,477	45.2%
Expenditures														
Administration	38,485	62,370	23,885	62.1%	54,926	258,716	287,580	28,864	11.2%	274,898	584,589	287,580	297,009	49.2%
Sales and Marketing	3,470	876	(2,594)	-74.8%	(15)	17,353	2,754	(14,599)	-84.1%	8,480	34,780	2,754	32,026	7.9%
Box Office	13,104	14,845	1,741	13.3%	15,244	77,704	83,408	5,704	7.3%	77,947	165,016	83,408	81,608	50.5%
Facility Operations	114,240	154,565	40,326	35.3%	140,214	769,921	738,940	(30,981)	-4.0%	800,932	1,699,880	738,940	960,940	43.5%
Event Operations	47,459	93,720	46,261	97.5%	135,231	327,648	356,283	28,635	8.7%	438,362	731,518	356,283	375,235	48.7%
Space Rental														
Food and Beverage	67,064	67,544	480	0.7%	78,451	309,785	303,331	(6,454)	-2.1%	363,115	620,058	303,331	316,727	48.9%
Total Expenditures	283,822	393,921	110,098	38.8%	424,051	1,761,127	1,772,298	11,171	0.6%	1,963,734	3,835,841	1,772,298	2,063,543	46.2%
Excess (Deficiency) of Revenues														
Over Expenditures	(115,308)	(210,400)	(95,092)	82.5%	(278,502)	(408,689)	(536,225)	(127,536)	31.2%	(457,354)	(1,098,292)	(536,225)	(562,067)	48.8%
Other Financing Sources (Uses)														
Lodging Tax Investment	96,050	98,919	2,869	3.0%	83,644	345,780	270,858	(74,922)	-21.7%	234,851	1,152,602	270,858	881,744	23.5%
Other State Aids	4,580		(4,580)	-100.0%		4,580	2,290	(2,290)	-50.0%		4,580	2,290	2,290	50.0%
Interest	(152)	(251)	(99)	64.8%	(69)	(1,035)	(1,127)	(92)	8.9%	(74)	(2,320)	(1,127)	(1,193)	48.6%
Total Other Financing Sources (Uses)	100,478	98,669	(1,809)	-1.8%	83,575	349,325	272,021	(77,304)	-22.1%	234,777	1,154,862	272,021	882,841	23.6%
Gain (Loss) before Transfers	(14,830)	(111,731)	(96,901)	653.4%	(194,926)	(59,364)	(264,205)	(204,841)	345.1%	(222,577)	56,570	(264,205)	320,775	-467.0%
Operating Transfers In (Out)	(2,760)	(41,401)	(38,641)	1400.0%	(41,401)	(33,799)	(56,570)	(22,771)	67.4%	(41,401)	(56,570)	(56,570)	(0)	100.0%
Net Gain (Loss)	\$ (17,590)	\$ (153,132)	\$ (135,542)	770.6%	\$ (236,327)	\$ (93,163)	\$ (320,775)	\$ (227,612)	244.3%	\$ (263,978)	\$ 0	\$ (320,775)	\$ 320,775	

Mayo Civic Center
Income Statement Summary By Function
For the 1 Month and 6 Months Ended June 30, 2015

	Period to Date					Year to Date					Annual			
	Budget	Actual	Actual Variance with Budget		Prior Year Actual	Budget	Actual	Actual Variance with Budget		Prior Year Actual	Budget	Actual	Remaining Budget	Percent of Budget
			Amount	Percent				Amount	Percent					
Revenues														
Facility Rental	\$ 67,359	\$ 80,220	\$ 12,861	19.1%	\$ 54,669	\$ 451,280	\$ 449,332	\$ (1,948)	-0.4%	\$ 490,341	\$ 997,930	\$ 449,332	\$ 548,598	45.0%
Event Services	37,904	27,152	(10,752)	-28.4%	30,272	274,369	226,399	(47,970)	-17.5%	283,196	586,300	226,399	359,901	38.6%
Food and Beverage - Catering	25,726	13,801	(11,925)	-46.4%	24,336	169,554	119,123	(50,431)	-29.7%	134,997	369,500	119,123	250,377	32.2%
Food and Beverage - Concessions	20,600	18,064	(2,536)	-12.3%	21,100	343,773	291,027	(52,746)	-15.3%	416,485	533,600	291,027	242,573	54.5%
Equipment Rental	14,667	43,510	28,843	196.7%	10,081	99,000	135,773	36,773	37.1%	164,358	220,000	135,773	84,227	61.7%
Advertising					205	1,000	703	(298)	-29.8%	1,288	2,000	703	1,298	35.1%
Other	2,258	773	(1,485)	-65.7%	4,887	13,462	13,717	255	1.9%	15,716	28,219	13,717	14,502	48.6%
Total Revenues	168,514	183,520	15,006	8.9%	145,550	1,352,438	1,236,072	(116,620)	-8.6%	1,506,381	2,737,549	1,236,072	1,501,477	45.2%
Expenditures														
Employee Services	108,345	123,230	14,885	13.7%	122,563	730,224	769,716	39,492	5.4%	793,621	1,620,738	769,716	851,022	47.5%
Rents and Leases	8,021	25,956	17,935	223.6%	14,585	54,370	65,964	11,594	21.3%	58,293	120,740	65,964	54,776	54.6%
Professional Services	34,954	41,976	7,022	20.1%	97,573	232,430	263,246	30,816	13.3%	309,622	523,455	263,246	260,209	50.3%
Advertising and Promotions	2,464	979	(1,485)	-60.3%	(2)	15,317	2,253	(13,064)	-85.3%	8,559	30,705	2,253	28,452	7.3%
Maintenance and Repair	7,773	2,923	(4,850)	-62.4%	1,495	73,500	49,527	(23,973)	-32.6%	79,106	146,745	49,527	97,218	33.8%
Event Services	713		(713)	-100.0%	1,420	4,701	734	(3,967)	-84.4%	6,403	10,250	734	9,516	7.2%
Travel, Training, Business Meals	3,792	3,449	(343)	-9.0%	580	11,750	13,904	2,154	18.3%	4,185	22,090	13,904	8,186	
Utilities	47,251	76,926	29,675	62.8%	61,601	318,945	318,044	(901)	-0.3%	333,831	708,758	318,044	390,714	44.9%
Supplies and Materials	25,213	21,636	(3,577)	-14.2%	38,768	165,229	160,036	(5,193)	-3.1%	218,508	344,600	160,036	184,564	46.4%
Equipment	708				851	2,248	298			16,569	6,000	298	5,702	
Communications	2,992	3,011	19	0.7%	2,048	19,458	18,104	(1,354)	-7.0%	17,587	41,915	18,104	23,811	
Insurance	6,880	5,201	(1,679)	-24.4%	462	46,500	7,189	(39,311)	-84.5%	9,097	103,260	7,189	96,071	7.0%
City of Rochester Charges	30,050	82,126	52,076	173.3%	81,047	55,130	86,460	31,330	56.8%	87,121	91,105	86,460	4,645	94.9%
Depreciation														
Taxes and Licenses						4,575	504	(4,071)	-89.0%	3,996	6,480	504	5,976	7.8%
Other	4,667	6,507	1,840	39.4%	1,059	26,750	16,318	(10,432)	-39.0%	17,235	59,000	16,318	42,682	27.7%
Total Expenditures	283,822	393,921	110,098	38.8%	424,051	1,761,127	1,772,298	11,171	0.6%	1,963,734	3,835,841	1,772,298	2,063,543	46.2%
Excess (Deficiency) of Revenues														
Over Expenditures	(115,308)	(210,400)	(95,092)	82.5%	(278,502)	(408,689)	(536,225)	(127,536)	31.2%	(457,353)	(1,098,292)	(536,225)	(562,067)	48.8%
Other Financing Sources (Uses)														
Lodging Tax Investment	96,050	98,919	2,869	3.0%	83,644	345,780	270,858	(74,922)	-21.7%	234,851	1,152,602	270,858	881,744	23.5%
Other State Aids	4,580		(4,580)	-100.0%		4,580	2,290	(2,290)	-50.0%		4,580	2,290	2,290	50.0%
Interest	(152)	(251)	(99)	64.8%	(69)	(1,035)	(1,127)	(92)	8.9%	(74)	(2,320)	(1,127)	(1,193)	48.6%
Total Other Financing Sources (Uses)	100,478	98,669	(1,809)	-1.8%	83,575	349,325	272,021	(77,304)	-22.1%	234,777	1,154,862	272,021	882,841	23.6%
Gain (Loss) before Transfers	(14,830)	(111,731)	(96,901)	653.4%	(194,926)	(59,364)	(264,205)	(204,841)	345.1%	(222,576)	56,570	(264,205)	320,775	-467.0%
Operating Transfers In (Out)	(2,760)	(41,401)	(38,641)	1400.0%	(41,401)	(33,799)	(56,570)	(22,771)	67.4%	(41,401)	(56,570)	(56,570)	(0)	100.0%
Net Gain (Loss)	\$ (17,590)	\$ (153,132)	\$ (135,542)	770.6%	\$ (236,327)	\$ (93,163)	\$ (320,775)	\$ (227,612)	244.3%	\$ (263,977)	\$ -	\$ (320,775)	\$ 320,775	

**Mayo Civic Center
Payments for Operations By Department
6/1/2015 - 6/30/2015**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
06/03/2015	Culligan of Rochester	Cooler Rental	Equipment Rent	15.00
06/03/2015	Culligan of Rochester	Cooler Rental	Equipment Rent	15.00
06/03/2015	Verizon Wireless	Cell Phones Charges Apr-May	Cellular phone charges	35.01
06/09/2015	Beckleys Inc	Office Supplies	Office Supplies	15.60
06/09/2015	Schultz, Michelle DBA Classic	Cycle Team/Clint Black	Other Expert & Professnl Srvc	150.00
06/10/2015	Ungerboeck Systems Intl, Inc.	UngerboeckConf/AKrogstad	Travel and training	1,275.00
06/15/2015	Drews-Boespflug, Donna M	IAVM,BaltimoreJul31Aug4Drews	Travel and training	473.20
06/23/2015	Olm Co Telecomm-Finance Dept 5071112144	MAY WATS	Telephone/Fax/Computer line	14.21
06/23/2015	Olm Co Telecomm-Finance Dept 5071112145	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5071112146	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5071112147	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5071112148	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5071112149	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5071112150	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5071112151	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5071112152	MAY WATS	Telephone/Fax/Computer line	7.00
06/23/2015	Olm Co Telecomm-Finance Dept 5072816277	MAY WATS	Telephone/Fax/Computer line	28.94
06/23/2015	Olm Co Telecomm-Finance Dept 5073282120	MAY WATS	Telephone/Fax/Computer line	14.94
06/23/2015	Olm Co Telecomm-Finance Dept 5073282121	MAY WATS	Telephone/Fax/Computer line	31.10
06/23/2015	Olm Co Telecomm-Finance Dept 5073282125	MAY WATS	Telephone/Fax/Computer line	17.68
06/23/2015	Olm Co Telecomm-Finance Dept 5073282133	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282137	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282145	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282220	MAY WATS	Telephone/Fax/Computer line	40.69
06/30/2015	Wells Fargo Bank	Deposit tickets MCC Admin	Office Supplies	29.95
MCC Administration				2,303.32
06/03/2015	AT & T	800 Number	Telephone/Fax/Computer line	98.53
06/15/2015	Jenric Creations Inc DBA Insty	Business Cards Woolworth	Printing	25.71
06/19/2015	Woolworth, Laura R	VenueMgmt/WheelingWV/Jun5-	Travel and training	163.81
06/23/2015	Olm Co Telecomm-Finance Dept 5073282222	MAY WATS	Telephone/Fax/Computer line	22.88
06/23/2015	Olm Co Telecomm-Finance Dept 5073282134	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282135	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282127	MAY WATS	Telephone/Fax/Computer line	22.32
06/30/2015	AT & T	800 Number 5/20 to 6/19	Telephone/Fax/Computer line	82.14
MCC Box Office				443.39
06/03/2015	All Pest Exterminating LLC	Pest Control May 2015	Other Expert & Professnl Srvc	99.00
06/03/2015	Verizon Wireless	Cell Phones Charges Apr-May	Cellular phone charges	99.36
06/03/2015	Waste Management Inc	Recycling	Rubbish&Brush	283.95
06/04/2015	H & B Specialized Products Inc	Light Strips and Covers	Building/Grounds Mtce Supplies	2,035.00
06/04/2015	North Star Flags	U.S. Flags	Building/Grounds Mtce Supplies	394.83
06/04/2015	Viking Electric Supply Inc	Auditorium Electrical Panel	Building/Grounds Mtce Supplies	43.88
06/05/2015	Cummins NPower, LLC	Preventative Maint Agreement	Misc Equip Contr Mtce & Repair	1,461.09
06/05/2015	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	470.92
06/05/2015	Menards Inc - South	Shop Materials	Building/Grounds Mtce Supplies	72.00

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**Mayo Civic Center
Payments for Operations By Department
6/1/2015 - 6/30/2015**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
06/09/2015	Cintas Corporation 2	Service Charge	Other Expert & Professnl Srvc	9.95
06/09/2015	Cintas Corporation 2	First Aid Supplies	First Aid supplies	129.86
06/09/2015	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	825.34
06/09/2015	Ferrellgas	LP for Fork Trucks	Gasoline and Vehicle LP	26.00
06/09/2015	G & K Services Inc	Dust Mops	Laundry & Linen	31.51
06/09/2015	G & K Services Inc	Uniforms	Clothing/Uniforms	260.38
06/11/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Electricity	(33.71)
06/11/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Electricity	36,417.35
06/11/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Electricity	29,284.59
06/11/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	64.29
06/11/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	62.18
06/11/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	273.07
06/11/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	239.63
06/11/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Sanitary Sewer	723.52
06/11/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Sanitary Sewer	484.24
06/11/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Storm Water	253.04
06/11/2015	Roch Public Utilities-Electric	300000513099@30SE2Av	Storm Water	252.44
06/15/2015	Jenric Creations Inc DBA Insty	Business Cards Silker	Printing	62.30
06/19/2015	G & K Services Inc	Dust Mops	Laundry & Linen	40.78
06/19/2015	G & K Services Inc	Uniforms	Clothing/Uniforms	260.38
06/19/2015	Grainger Inc	Grease/Ballast	Building/Grounds Mtce Supplies	107.30
06/19/2015	Grainger Inc	Tester	Small Tools	27.92
06/19/2015	Grainger Inc	Batteries and Chalk	Building/Grounds Mtce Supplies	77.96
06/19/2015	Jenric Creations Inc DBA Insty	Business Cards	Printing	60.98
06/19/2015	Olm Co Solid Waste Utilities	Steam - May 2015	Steam Heat	8,696.86
06/19/2015	Pauls Lock & Key Shop Inc	Control Box Keys	Building/Grounds Mtce Supplies	80.20
06/19/2015	Schumacher Elevator Inc	Schedule Elev Maint June 15	Bldg & Grnds Contr Mtce & Rpr	428.90
06/19/2015	Thomas Tool & Supply Inc	Right Angle Drill - Arena Box	Small Tools	259.99
06/22/2015	Ferrellgas	LP for Fork Trucks	Gasoline and Vehicle LP	26.00
06/22/2015	Ferrellgas	LP for Fork Trucks	Gasoline and Vehicle LP	26.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282126	MAY WATS	Telephone/Fax/Computer line	14.15
06/23/2015	Olm Co Telecomm-Finance Dept 5073282124	MAY WATS	Telephone/Fax/Computer line	15.08
06/23/2015	Olm Co Telecomm-Finance Dept 5073282129	MAY WATS	Telephone/Fax/Computer line	15.51
06/23/2015	Olm Co Telecomm-Finance Dept 5073282130	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282131	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282132	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282136	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282138	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282139	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282140	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282141	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282142	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282143	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282144	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282154	MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5075294972	MAY WATS	Telephone/Fax/Computer line	28.80

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**Mayo Civic Center
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6/1/2015 - 6/30/2015**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
06/23/2015	Olm Co Telecomm-Finance Dept	5075294973 MAY WATS	Telephone/Fax/Computer line	28.80
06/23/2015	Olm Co Telecomm-Finance Dept	5075294974 MAY WATS	Telephone/Fax/Computer line	28.80
06/23/2015	Olm Co Telecomm-Finance Dept	5075294968 MAY WATS	Telephone/Fax/Computer line	28.80
06/23/2015	Olm Co Telecomm-Finance Dept	5075294969 MAY WATS	Telephone/Fax/Computer line	28.80
06/23/2015	Olm Co Telecomm-Finance Dept	5075294970 MAY WATS	Telephone/Fax/Computer line	28.80
06/26/2015	Chemtek International	Cooling Treatment	Chemicals and Fertilizers	3,331.42
06/26/2015	Collins Feed & Seed	Softner Salt	Chemicals and Fertilizers	372.40
06/26/2015	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	923.86
06/26/2015	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,048.80
06/26/2015	G & K Services Inc	Dust Mops	Laundry & Linen	28.42
06/26/2015	G & K Services Inc	Uniforms	Clothing/Uniforms	279.91
06/26/2015	MN Energy Resources Corp	Natural Gas 5/11 to 6/12	Natural Gas	208.88
06/26/2015	Viking Electric Supply Inc	CCJW Electrical Setup	Building/Grounds Mtce Supplies	110.66
06/29/2015	Dalco Corp	Bldg Supplies	Building/Grounds Mtce Supplies	172.36
06/29/2015	G & K Services Inc	Dust Mops	Laundry & Linen	31.51
06/29/2015	G & K Services Inc	Uniforms	Clothing/Uniforms	277.61
06/29/2015	Wells Fargo Bank	Lable Maker Tape	Office Supplies	83.48
06/30/2015	Dalco Corp	Cleaning Chemicals	Building/Grounds Mtce Supplies	433.96
06/30/2015	Dalco Corp	Bldg Maint Supplies	Building/Grounds Mtce Supplies	578.90
06/30/2015	Dalco Corp	Bldg Maint Supplies	Building/Grounds Mtce Supplies	2,612.53
06/30/2015	Dalco Corp	Bldg Maint Supplies	Building/Grounds Mtce Supplies	1,005.84
06/30/2015	Herc-U-Lift	ForkliftServiceCall-Leak FG15	Veh & Mach Contr Mtce &	116.74
06/30/2015	Herc-U-Lift	ForkliftServiceCall-Leak FG15	Veh & Mach Contr Mtce &	43.00
MCC Building Operations				96,465.10
06/19/2015	Roch Magazine	Advertising & Promo June 15	Advertising and Promotion	830.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282122 MAY WATS	Telephone/Fax/Computer line	20.13
06/23/2015	Olm Co Telecomm-Finance Dept	5073282123 MAY WATS	Telephone/Fax/Computer line	25.01
06/30/2015	Okins, Erin K	EvtArnMktgConf/Hlywd/Jun10Ok	Travel and training	1,536.63
MCC Sales & Marketing				2,411.77
06/04/2015	Ameripride Services	Chef Coats	Clothing/Uniforms	10.60
06/04/2015	Pepsi Cola Bottling Co of Roch	Product for Resale	Non-alcoholic Beverages-Resale	1,222.55
06/05/2015	Schott Distributing Co	Product for Resale	Alcoholic Beverages for Resale	611.40
06/09/2015	Ameripride Services	Chef Coats	Clothing/Uniforms	10.60
06/09/2015	Ameripride Services	Towels	Laundry & Linen	13.58
06/15/2015	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	23.00
06/15/2015	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	61.10
06/15/2015	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	50.39
06/15/2015	Hy-Vee, Inc.	Supplies	Other Supplies	14.99
06/19/2015	Ameripride Services	Chef Coats	Clothing/Uniforms	10.60
06/19/2015	Johnson Brothers Liquor Co.	Product for Resale	Alcoholic Beverages for Resale	699.16
06/19/2015	Mayo Civic Center - Petty Cash	Balloons-Argents	Other Supplies	32.70
06/19/2015	Northern Beverage Distributing	Product for Resale	Alcoholic Beverages for Resale	208.40
06/19/2015	Pepsi Cola Bottling Co of Roch	Product for Resale	Non-alcoholic Beverages-Resale	112.80
06/19/2015	Swisher Hygiene Franchise Corp	Deter/Shine	Building/Grounds Mtce Supplies	212.44

**Mayo Civic Center
Payments for Operations By Department
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<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
06/19/2015	US Foods, Inc.	Product for Resale	Food Products for Resale	275.59
06/22/2015	US Foods, Inc.	Product for Resale	Food Products for Resale	499.82
06/22/2015	US Foods, Inc.	Supplies	Other Supplies	65.08
06/22/2015	US Foods, Inc.	Product for Resale	Food Products for Resale	843.45
06/22/2015	US Foods, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	12.59
06/22/2015	US Foods, Inc.	Supplies	Other Supplies	16.12
06/23/2015	Olm Co Telecomm-Finance Dept 5073282172 MAY WATS		Telephone/Fax/Computer line	22.41
06/23/2015	Olm Co Telecomm-Finance Dept 5073282173 MAY WATS		Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282174 MAY WATS		Telephone/Fax/Computer line	14.00
06/26/2015	Ameripride Services	Chef Coats	Clothing/Uniforms	10.60
06/26/2015	Ameripride Services	Towels	Laundry & Linen	13.58
06/26/2015	ITW Food Equipment Group LLC	Gasket Seals Rollin Cooler	Parts for Equipment	614.96
06/29/2015	Swisher Hygiene Franchise Corp	No Rinse Sanitizer	Building/Grounds Mtce Supplies	99.82
06/30/2015	Pepsi Cola Bottling Co of Roch	Product for Resale	Non-alcoholic Beverages-Resale	183.90
06/30/2015	Pepsi Cola Bottling Co of Roch	Product for Resale	Non-alcoholic Beverages-Resale	8,287.50
06/30/2015	Pepsi Cola Bottling Co of Roch	Product for Resale	Non-alcoholic Beverages-Resale	89.90
06/30/2015	Pepsi Cola Bottling Co of Roch	Product for Resale	Non-alcoholic Beverages-Resale	963.00
06/30/2015	Pepsi Cola Bottling Co of Roch	Product for Resale	Non-alcoholic Beverages-Resale	273.80
06/30/2015	US Foods, Inc.	Product for Resale	Food Products for Resale	281.51
06/30/2015	Wells Fargo Bank	Deposit tickets MCC Concession Office Supplies		29.95
	MCC Food & Beverage			15,905.89
06/03/2015	Ameripride Services	Linens	Laundry & Linen	252.00
06/03/2015	Culligan of Rochester	Supplies	Other Supplies	287.00
06/03/2015	Culligan of Rochester	Supplies	Other Supplies	291.60
06/04/2015	Ameripride Services	Linens	Laundry & Linen	133.98
06/05/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	100.36
06/05/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	131.24
06/05/2015	Lanier Parking Meter Services,	Validated Parking Chgs May 15	Other Contractual Services	8.50
06/09/2015	Beckleys Inc	Office Supplies	Office Supplies	10.69
06/09/2015	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	357.96
06/09/2015	Fette Roger DBA Fette	Motors Truss and Lighting	Audiovisual Equipment Rental	1,500.00
06/09/2015	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	181.29
06/19/2015	Ameripride Services	Linens	Laundry & Linen	265.17
06/19/2015	AVVR Inc.	Equipment Rental - June 2015	Audiovisual Equipment Rental	7,828.00
06/19/2015	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	181.29
06/23/2015	Olm Co Telecomm-Finance Dept 5072877991 MAY WATS		Telephone/Fax/Computer line	28.80
06/23/2015	Olm Co Telecomm-Finance Dept 5072877992 MAY WATS		Telephone/Fax/Computer line	28.80
06/23/2015	Olm Co Telecomm-Finance Dept 5072877993 MAY WATS		Telephone/Fax/Computer line	28.80
06/23/2015	Olm Co Telecomm-Finance Dept 5073282181 MAY WATS		Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282182 MAY WATS		Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282183 MAY WATS		Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282184 MAY WATS		Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282185 MAY WATS		Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282186 MAY WATS		Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept 5073282187 MAY WATS		Telephone/Fax/Computer line	14.00

**Mayo Civic Center
Payments for Operations By Department
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<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
06/23/2015	Olm Co Telecomm-Finance Dept	5073282188 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282189 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282190 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282191 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282192 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282193 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282194 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282195 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282196 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282197 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282198 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282199 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282212 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282151 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282152 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282153 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282155 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282156 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282157 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282158 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282159 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282160 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282161 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282162 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282163 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282164 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282165 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282166 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282167 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282168 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282169 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282170 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5073282171 MAY WATS	Telephone/Fax/Computer line	14.00
06/23/2015	Olm Co Telecomm-Finance Dept	5075294971 MAY WATS	Telephone/Fax/Computer line	28.80
06/23/2015	Olm Co Telecomm-Finance Dept	5075294851 MAY WATS	Telephone/Fax/Computer line	28.80
06/23/2015	Olm Co Telecomm-Finance Dept	5075294853 MAY WATS	Telephone/Fax/Computer line	28.80
06/23/2015	Olm Co Telecomm-Finance Dept	5075294857 MAY WATS	Telephone/Fax/Computer line	28.80
06/26/2015	Charter Communications LLC	HD Boxes	Equipment Rent	72.86
06/26/2015	Charter Communications LLC	Internet	Telephone/Fax/Computer line	1,070.00
06/26/2015	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	1,862.32
06/26/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	486.36
06/26/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	212.30
06/26/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	61.76
06/26/2015	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	879.69
06/26/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	247.04
06/26/2015	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	65.62

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**Mayo Civic Center
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<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
06/26/2015	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	181.29
06/29/2015	AVVR Inc.	Equipment Rental	Audiovisual Equipment Rental	4,414.85
06/29/2015	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	181.29
06/29/2015	Wells Fargo Bank	Monthly Transaction Fee	Credit Card Percentage Fee	59.95
06/30/2015	Full Compass Systems Ltd	Source 4 Lamps/Tie Line	Other Supplies	409.06
	MCC Events			22,495.07
Total All Departments				\$ 140,024.54

**Mayo Civic Center
Payments for Capital Improvements
6/1/2015 - 6/30/2015**

<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>
3502	06/22/2015	NCR Corporation	Quest Training	Other Expert & Professnl Srvc	983.47
3502					983.47
3516	06/03/2015	Knutson Construction Co Inc	Pres Hall ADA Platforms -	Other Contractual Services	4,341.45
3516	06/17/2015	TSP Inc	A&E Srvc Pres Hall ADA	Eng & Architectural Consultant	459.27
3516	06/26/2015	Schad-Tracy Signs Inc	P Hall Signage	Other Contractual Services	236.50
3516					5,037.22
3518	06/19/2015	Schmidt-Goodman Office Prod Inc	North Lobby Table	Ofc Furniture & Equip (non FA)	4,476.10
3518					4,476.10
3531	06/03/2015	Knutson Construction Co Inc	Aud/Arena Remodel	Other Contractual Services	9,695.50
3531	06/17/2015	TSP Inc	A&E Srvc Lodging Tax	Eng & Architectural Consultant	773.44
3531					10,468.94
3532	06/03/2015	Knutson Construction Co Inc	Aud/Arena Remodel	Other Contractual Services	27,594.90
3532	06/17/2015	TSP Inc	A&E Srvc Lodging Tax	Eng & Architectural Consultant	3,403.12
3532	06/26/2015	Schad-Tracy Signs Inc	Audi Signage	Other Contractual Services	236.50
3532					31,234.52
3534	06/17/2015	TSP Inc	A&E Srvc Lodging Tax	Eng & Architectural Consultant	979.69
3534					979.69
3541	06/03/2015	Braun Intertec Corp	Hazardous Material Inspections	Eng & Architectural Consultant	5,770.10
3541	06/09/2015	Beckleys Inc	Office Supplies	Office Supplies	41.25
3541	06/17/2015	CPMI Inc	Owner's Representative Service	Other Expert & Professnl Srvc	22,653.47
3541	06/17/2015	TSP Inc	A&E Services - Expansion	Eng & Architectural Consultant	74,499.06
3541	06/17/2015	Knutson Construction Co Inc	Conv Ctr Expansion Pay App 2L	Contractual New Construction	907,345.00
3541	06/17/2015	Knutson Construction Co Inc	Conv Ctr Expansion Pay App		347,500.00
3541	06/19/2015	Krogstad, Andrew S	NEOCon/Chicago/Jun15/Krogst	Travel and Training	536.90
3541	06/19/2015	Metro Connections Inc	Admin Signage	Other Expert & Professnl Srvc	300.00
3541	06/19/2015	Silker, David B	NEOCon/Chicago/Jun15/Silker	Travel and Training	330.52
3541	06/23/2015	Elert & Associates	Data/Telecom Design Services	Eng & Architectural Consultant	1,590.00
3541					1,360,566.30
Total					1,413,746.24



Booking Detail Report by Event Start Date Booked in July 2015 for Calendar Years 2015-2019

Event Description	Event Class	Start Month Year	Estimated Attendance	New Event	Event Status	Revenue Forecast			Hotel Room Nights	Estimated Econ Impact	
						Facility	F&B	Services			
(19915) Hospitality First Meeting	Meeting (MTG)	Jul 2015	25	No	Definite (40)	0	100	0	100	0	320
(19909) Post Bulletin Employee Picnic	Social (SOC)	Aug 2015	100	No	Definite (40)	0	0	0	0	0	1,254
(19916) UMR Brandon Chase Performance	Entertainment/Arts (ENT)	Sep 2015	300	Yes	Hold (23)	1,381	0	0	1,381	0	6,243
(19917) UMR Family Weekend	Entertainment/Arts (ENT)	Oct 2015	300	Yes	Hold (23)	1,381	0	0	1,381	0	23,673
(19908) Christian Music Concert	Entertainment/Arts (ENT)	Oct 2015	1,000	Yes	Confirmed (30)	1,625	1,000	3,500	6,125	0	10,000
(19907) Confidential Event	Entertainment/Arts (ENT)	Nov 2015	1,000	Yes	Hold (23)	1,625	1,000	2,500	5,125	0	2,000
(19894) Columbia Artists Theatricals	Entertainment/Arts (ENT)	Dec 2015	2,500	Yes	Hold (23)	6,500	5,000	10,500	22,000	0	125,000
(19895) Confidential Event	Entertainment/Arts (ENT)	Dec 2015	3,000	Yes	Hold (23)	3,350	2,000	6,000	11,350	0	120,000
(19911) Giri/Anderson Wedding	Social (SOC)	May 2016	150	Yes	Hold 2 (22)	0	0	0	0	0	13,094
(19918) Med City Marathon Fitness Expo	Sports (SPT)	May 2016	2,000	No	Confirmed (30)	2,100	2,200	3,100	7,400	0	160,660
(19913) Batoya/Connor Wedding	Social (SOC)	Jun 2016	225	Yes	Hold (23)	0	0	0	0	0	16,674
(19914) NPC Bodybuilding, Physique, Figure & Bikini Competition	Sports (SPT)	Sep 2016	1,400	No	Hold (23)	1,625	6,846	3,307	11,778	0	20,262
(19901) MN/USA State Wrestling Tournament	Sports (SPT)	May 2017	2,000	No	Hold (23)	3,700	4,890	920	9,510	300	202,751
(19904) Minnesota Association of Volunteer Administrators	Convention: Education (CNU)	May 2017	300	Yes	Hold (23)	17,295	3,909	2,172	23,376	190	114,475
(19905) Concrete Foundation Association Annual Convention	Convention: Other (CNO)	Jul 2017	200	Yes	Hold (23)	11,600	18,000	2,874	32,474	475	438,597
(19906) Land O'Lakes District of SPEBSQSA Convention	Convention: Hobby (CNH)	Oct 2017	800	No	Hold (23)	23,100	0	0	23,100	0	0
(19898) Botany 2018	Convention: Hobby (CNH)	Jul 2018	1,200	Yes	Hold (23)	36,400	17,390	7,488	61,278	2,055	3,297,973
(19910) Brewery Collectors Club of America CANvention	Convention: Hobby (CNH)	Aug 2019	800	Yes	Hold (23)	14,296	12,500	8,112	34,908	1,300	783,250
Grand Total			17,300			\$ 125,979	\$ 74,835	\$ 50,473	\$ 251,287	4,320	\$ 5,336,226

Statistics of Booked Events

New	12	Convention: Education (CNU)	1
Repeat	6	Convention: Hobby (CNH)	3
Total - All	18	Convention: Other (CNO)	1
		Entertainment/Arts (ENT)	6
Confirmed or Higher - All	4	Meeting (MTG)	1
Confirmed or Higher - New	1	Social (SOC)	3
		Sports (SPT)	3

Financial Summary of Booked Events	Revenue			Hotel Room Nights	Estimated Econ Impact	
	Facility	F&B	Services			
New Totals	\$ 95,454	\$ 60,799	\$ 43,146	\$ 199,399	4,020	\$ 4,950,979
Repeat Totals	\$ 30,525	\$ 14,036	\$ 7,327	\$ 51,888	300	\$ 385,247
Confirmed or Higher Totals	\$ 3,725	\$ 3,300	\$ 6,600	\$ 13,625	-	\$ 172,233



Booking Pace Summary
Current to Previous Month Comparison
Calendar Years 2015 - 2019

Month Year	7/31/2015		6/30/2015		Increase (Decrease)	
	Facility Rental	All Revenue	Facility Rental	All Revenue	Facility Rental	All Revenue
January 2015	\$ 43,635	\$ 124,588	\$ 43,635	\$ 124,588	\$	\$
February 2015	\$ 92,721	\$ 375,982	\$ 92,721	\$ 375,982	\$	\$
March 2015	\$ 90,423	\$ 317,774	\$ 90,423	\$ 317,774	\$	\$
April 2015	\$ 86,953	\$ 244,305	\$ 86,953	\$ 244,305	\$	\$
May 2015	\$ 48,425	\$ 121,766	\$ 48,425	\$ 121,766	\$	\$
June 2015	\$ 80,465	\$ 209,919	\$ 80,465	\$ 209,919	\$	\$
July 2015	\$ 112,610	\$ 179,973	\$ 112,940	\$ 180,303	\$ (330)	\$ (330)
August 2015	\$ 117,800	\$ 378,060	\$ 117,275	\$ 381,835	\$ 525	\$ (3,775)
September 2015	\$ 117,395	\$ 289,628	\$ 112,630	\$ 285,297	\$ 4,765	\$ 4,331
October 2015	\$ 112,490	\$ 342,738	\$ 115,285	\$ 344,933	\$ (2,795)	\$ (2,195)
November 2015	\$ 65,575	\$ 168,825	\$ 64,460	\$ 167,710	\$ 1,115	\$ 1,115
December 2015	\$ 60,158	\$ 160,480	\$ 60,283	\$ 160,605	\$ (125)	\$ (125)
Annual Total	\$ 1,028,650	\$ 2,914,038	\$ 1,025,495	\$ 2,915,017	\$ 3,155	\$ (979)
January 2016	\$ 71,790	\$ 160,132	\$ 71,790	\$ 160,132	\$	\$
February 2016	\$ 109,600	\$ 495,626	\$ 114,100	\$ 500,126	\$ (4,500)	\$ (4,500)
March 2016	\$ 102,058	\$ 179,915	\$ 106,928	\$ 184,785	\$ (4,870)	\$ (4,870)
April 2016	\$ 75,713	\$ 152,101	\$ 81,313	\$ 169,755	\$ (5,600)	\$ (17,654)
May 2016	\$ 69,880	\$ 145,334	\$ 68,085	\$ 143,539	\$ 1,795	\$ 1,795
June 2016	\$ 32,730	\$ 66,050	\$ 47,220	\$ 113,913	\$ (14,490)	\$ (47,863)
July 2016	\$ 78,845	\$ 129,487	\$ 78,845	\$ 129,487	\$	\$
August 2016	\$ 58,525	\$ 132,119	\$ 58,525	\$ 132,119	\$	\$
September 2016	\$ 75,210	\$ 205,485	\$ 75,210	\$ 215,165	\$	\$ (9,680)
October 2016	\$ 103,113	\$ 288,496	\$ 112,775	\$ 298,158	\$ (9,662)	\$ (9,662)
November 2016	\$ 37,880	\$ 106,088	\$ 60,995	\$ 137,653	\$ (23,115)	\$ (31,565)
December 2016	\$ 23,770	\$ 32,150	\$ 23,770	\$ 32,150	\$	\$
Annual Total	\$ 839,114	\$ 2,092,983	\$ 899,556	\$ 2,216,982	\$ (60,442)	\$ (123,999)
January 2017	\$ 31,250	\$ 76,237	\$ 31,250	\$ 76,237	\$	\$
February 2017	\$ 75,735	\$ 456,359	\$ 75,735	\$ 456,359	\$	\$
March 2017	\$ 77,985	\$ 132,444	\$ 77,985	\$ 132,444	\$	\$
April 2017	\$ 43,500	\$ 84,034	\$ 43,500	\$ 84,034	\$	\$
May 2017	\$ 52,560	\$ 94,716	\$ 52,560	\$ 94,716	\$	\$
June 2017	\$ 71,040	\$ 111,735	\$ 58,405	\$ 96,295	\$ 12,635	\$ 15,440
July 2017	\$ 36,130	\$ 62,150	\$ 36,130	\$ 62,150	\$	\$
August 2017	\$ 132,075	\$ 167,925	\$ 120,875	\$ 160,395	\$ 11,200	\$ 7,530
September 2017	\$ 69,615	\$ 151,645	\$ 69,615	\$ 151,645	\$	\$
October 2017	\$ 245,925	\$ 515,873	\$ 183,215	\$ 462,212	\$ 62,710	\$ 53,661
November 2017	\$ 132,450	\$ 229,808	\$ 77,930	\$ 174,888	\$ 54,520	\$ 54,920
December 2017	\$ 26,850	\$ 26,850	\$ 26,850	\$ 26,850	\$	\$
Annual Total	\$ 995,115	\$ 2,109,776	\$ 854,050	\$ 1,978,225	\$ 141,065	\$ 131,551
January 2018	\$ 7,340	\$ 28,764	\$ 7,340	\$ 28,764	\$	\$
February 2018	\$ 191,795	\$ 584,392	\$ 191,795	\$ 584,392	\$	\$
March 2018	\$ 70,510	\$ 166,440	\$ 70,510	\$ 166,440	\$	\$
April 2018	\$ 174,985	\$ 345,909	\$ 174,985	\$ 345,909	\$	\$
May 2018	\$ 54,795	\$ 91,870	\$ 54,795	\$ 91,870	\$	\$
June 2018	\$ 70,100	\$ 110,420	\$ 90,525	\$ 157,845	\$ (20,425)	\$ (47,425)
July 2018	\$ 73,830	\$ 99,194	\$ 73,830	\$ 99,194	\$	\$
August 2018	\$ 103,345	\$ 170,539	\$ 103,345	\$ 170,539	\$	\$
September 2018	\$ 58,615	\$ 134,615	\$ 58,615	\$ 134,615	\$	\$
October 2018	\$ 190,925	\$ 426,232	\$ 123,400	\$ 358,707	\$ 67,525	\$ 67,525
November 2018	\$ 79,170	\$ 143,778	\$ 17,000	\$ 92,008	\$ 62,170	\$ 51,770
December, 2018	\$	\$	\$	\$	\$	\$
Annual Total	\$ 1,075,410	\$ 2,302,153	\$ 966,140	\$ 2,230,283	\$ 109,270	\$ 71,870
January 2019	\$ 7,340	\$ 29,407	\$ 7,340	\$ 29,407	\$	\$
February 2019	\$ 52,685	\$ 446,665	\$ 52,685	\$ 446,665	\$	\$
March 2019	\$ 79,500	\$ 144,510	\$ 79,500	\$ 144,510	\$	\$
April 2019	\$ 133,735	\$ 304,847	\$ 133,735	\$ 304,847	\$	\$
May 2019	\$ 19,795	\$ 42,370	\$ 19,795	\$ 42,370	\$	\$
June 2019	\$ 78,000	\$ 127,100	\$ 78,000	\$ 127,100	\$	\$
July 2019	\$	\$	\$	\$	\$	\$
August 2019	\$ 56,145	\$ 142,045	\$ 56,145	\$ 142,045	\$	\$
September 2019	\$ 58,615	\$ 134,615	\$ 58,615	\$ 134,615	\$	\$
October 2019	\$ 91,355	\$ 168,302	\$ 91,355	\$ 168,302	\$	\$
November 2019	\$ 35,055	\$ 107,385	\$ 35,055	\$ 107,385	\$	\$
December 2019	\$ 17,000	\$ 50,000	\$ 17,000	\$ 50,000	\$	\$
Annual Total	\$ 629,225	\$ 1,697,246	\$ 629,225	\$ 1,697,246	\$	\$
Grand Total	\$ 4,567,514	\$ 11,116,196	\$ 4,374,466	\$ 11,037,753	\$ 193,048	\$ 78,443



Booking Pace Summary

Forecast and Actual Revenue as of July 31, 2015

Calendar Years 2015 - 2019

Month Year	FORECAST REVENUE by Event Status						ACTUAL REVENUE			
	Confirmed/Contracted/Definite		Hold/Tentative		Total All Statuses		YTD - All Statuses		Variance w/ Forecast-All Statuses	
	Facility Rent	All Sources	Facility Rent	All Sources	Facility Rent	All Sources	Facility Rent	All Sources	Facility Rent	All Sources
January 2015	43,635	124,588			\$ 43,635	\$ 124,588	\$ 42,795	\$ 128,408	\$ (840)	\$ 3,820
February 2015	92,721	375,982			\$ 92,721	\$ 375,982	\$ 73,056	\$ 227,770	\$ (19,665)	\$ (148,212)
March 2015	90,423	317,774			\$ 90,423	\$ 317,774	\$ 99,758	\$ 339,721	\$ 9,335	\$ 21,947
April 2015	86,953	244,305			\$ 86,953	\$ 244,305	\$ 70,513	\$ 153,055	\$ (16,440)	\$ (91,250)
May 2015	48,425	121,766			\$ 48,425	\$ 121,766	\$ 63,235	\$ 177,325	\$ 14,810	\$ 55,559
June 2015	80,465	209,919			\$ 80,465	\$ 209,919	\$ 76,214	\$ 178,741	\$ (4,251)	\$ (31,178)
July 2015	112,610	180,073			\$ 112,610	\$ 180,073	\$ 82,280	\$ 173,003	\$ (30,330)	\$ (7,070)
August 2015	117,800	378,060			\$ 117,800	\$ 378,060				
September 2015	115,645	282,227	3,131	8,782	\$ 118,776	\$ 291,009				
October 2015	101,270	307,210	14,226	43,034	\$ 115,496	\$ 350,244				
November 2015	63,425	165,613	3,775	8,337	\$ 67,200	\$ 173,950				
December 2015	43,373	133,433	26,635	60,397	\$ 70,008	\$ 193,830				
Annual Total	996,745	2,840,950	47,767	120,550	\$ 1,044,512	\$ 2,961,500	\$ 507,851	\$ 1,378,023	\$ (47,381)	\$ (196,384)
Revenue Goals										
Revenue Projection	1,085,073	2,782,843			\$ 1,085,073	\$ 2,782,843				
Variance Amount	(88,328)	58,107			\$ (40,561)	\$ 178,657				
Variance Percent	-8%	2%			-4%	6%				
Budget *										
Approved Budget							\$ 950,000	\$ 2,737,729		
Over / (Under) Budget \$							\$ (442,149)	\$ (1,359,706)		
Over / (Under) Budget %							-47%	-50%		
January 2016	14,575	27,534	57,215	132,598	\$ 71,790	\$ 160,132				
February 2016	49,060	58,896	60,540	436,730	\$ 109,600	\$ 495,626				
March 2016	74,610	125,365	27,448	54,550	\$ 102,058	\$ 179,915				
April 2016	51,530	85,412	24,183	66,689	\$ 75,713	\$ 152,101				
May 2016	38,735	89,641	33,245	63,093	\$ 71,980	\$ 152,734				
June 2016			32,730	66,050	\$ 32,730	\$ 66,050				
July 2016	38,615	58,153	40,230	71,334	\$ 78,845	\$ 129,487				
August 2016	58,525	125,119		7,000	\$ 58,525	\$ 132,119				
September 2016	35,005	110,983	41,830	106,280	\$ 76,835	\$ 217,263				
October 2016	34,440	76,569	68,673	211,927	\$ 103,113	\$ 288,496				
November 2016	14,500	23,900	23,380	82,188	\$ 37,880	\$ 106,088				
December 2016	21,200	26,180	2,570	5,970	\$ 23,770	\$ 32,150				
Annual Total	430,795	807,752	412,044	1,304,409	\$ 842,839	\$ 2,112,161	\$	\$	\$	\$
Revenue Goals										
Revenue Projection	1,085,073	2,782,843			\$ 1,085,073	\$ 2,782,843				
Variance Amount	(654,278)	(1,975,091)			\$ (242,234)	\$ (670,682)				
Variance Percent	-60%	-71%			-22%	-24%				



Booking Pace Summary

Forecast and Actual Revenue as of July 31, 2015

Calendar Years 2015 - 2019

Month Year	FORECAST REVENUE by Event Status						ACTUAL REVENUE			
	Confirmed/Contracted/Definite		Hold/Tentative		Total All Statuses		YTD - All Statuses		Variance w/ Forecast-All Statuses	
	Facility Rent	All Sources	Facility Rent	All Sources	Facility Rent	All Sources	Facility Rent	All Sources	Facility Rent	All Sources
January 2017			31,250	76,237	\$ 31,250	\$ 76,237				
February 2017			75,735	456,359	\$ 75,735	\$ 456,359				
March 2017			77,985	132,444	\$ 77,985	\$ 132,444				
April 2017	3,600	10,635	39,900	73,399	\$ 43,500	\$ 84,034				
May 2017			73,555	127,602	\$ 73,555	\$ 127,602				
June 2017	58,405	92,295		4,000	\$ 58,405	\$ 96,295				
July 2017	36,130	46,150	11,600	48,474	\$ 47,730	\$ 94,624				
August 2017	79,200	79,200	52,875	88,725	\$ 132,075	\$ 167,925				
September 2017	11,000	15,200	58,615	136,445	\$ 69,615	\$ 151,645				
October 2017	38,220	88,667	230,805	450,306	\$ 269,025	\$ 538,973				
November 2017	10,740	23,740	121,710	206,068	\$ 132,450	\$ 229,808				
December 2017			26,850	26,850	\$ 26,850	\$ 26,850				
Annual Total	237,295	355,887	800,880	1,826,909	\$ 1,038,175	\$ 2,182,796	\$	\$	\$	\$
<u>Revenue Goals</u>										
Revenue Projection	1,256,892	3,130,269			\$ 1,256,892	\$ 3,130,269				
Variance Amount	(1,019,597)	(2,774,382)			\$ (218,717)	\$ (947,473)				
Variance Percent	-81%	-89%			-17%	-30%				
January 2018			7,340	28,764	\$ 7,340	\$ 28,764				
February 2018			191,795	584,392	\$ 191,795	\$ 584,392				
March 2018	13,560	13,560	56,950	152,880	\$ 70,510	\$ 166,440				
April 2018	12,000	20,100	162,985	325,809	\$ 174,985	\$ 345,909				
May 2018			54,795	91,870	\$ 54,795	\$ 91,870				
June 2018	14,000	20,120	56,100	90,300	\$ 70,100	\$ 110,420				
July 2018	73,830	99,194	36,400	61,278	\$ 110,230	\$ 160,472				
August 2018	79,200	127,694	24,145	42,845	\$ 103,345	\$ 170,539				
September 2018			58,615	134,615	\$ 58,615	\$ 134,615				
October 2018			190,925	426,232	\$ 190,925	\$ 426,232				
November 2018			79,170	143,778	\$ 79,170	\$ 143,778				
December, 2018						\$				
Annual Total	192,590	280,668	919,220	2,082,763	\$ 1,111,810	\$ 2,363,431	\$	\$	\$	\$
<u>Revenue Goals</u>										
Revenue Projection	1,505,270	3,478,646			\$ 1,505,270	\$ 3,478,646				
Variance Amount	(1,312,680)	(3,197,978)			\$ (393,460)	\$ (1,115,215)				
Variance Percent	-87%	-92%			-26%	-32%				



**Booking Pace Summary
Forecast and Actual Revenue as of July 31, 2015
Calendar Years 2015 - 2019**

Month Year	FORECAST REVENUE by Event Status						ACTUAL REVENUE			
	Confirmed/Contracted/Definite		Hold/Tentative		Total All Statuses		YTD - All Statuses		Variance w/ Forecast-All Statuses	
	Facility Rent	All Sources	Facility Rent	All Sources	Facility Rent	All Sources	Facility Rent	All Sources	Facility Rent	All Sources
January 2019			7,340	29,407	\$ 7,340	\$ 29,407				
February 2019			52,685	446,665	\$ 52,685	\$ 446,665				
March 2019	16,800	29,600	62,700	114,910	\$ 79,500	\$ 144,510				
April 2019	36,555	81,555	97,180	223,292	\$ 133,735	\$ 304,847				
May 2019			19,795	42,370	\$ 19,795	\$ 42,370				
June 2019	39,000	54,100	39,000	73,000	\$ 78,000	\$ 127,100				
July 2019						\$				
August 2019			70,441	176,953	\$ 70,441	\$ 176,953				
September 2019			58,615	134,615	\$ 58,615	\$ 134,615				
October 2019			91,355	168,302	\$ 91,355	\$ 168,302				
November 2019			35,055	107,385	\$ 35,055	\$ 107,385				
December 2019			17,000	50,000	\$ 17,000	\$ 50,000				
Annual Total	92,355	165,255	551,166	1,566,899	\$ 643,521	\$ 1,732,154	\$	\$	\$	\$
<u>Revenue Goals</u>										
Revenue Projection	1,659,097	3,731,062			\$ 1,659,097	\$ 3,731,062				
Variance Amount	(1,566,742)	(3,565,807)			\$ (1,015,576)	\$ (1,998,908)				
Variance Percent	-94%	-96%			-61%	-54%				
Grand Total	\$ 1,949,780	\$ 4,450,512	\$ 2,731,077	\$ 6,901,530	\$ 4,680,857	\$ 11,352,042	\$ 507,851	\$ 1,378,023	\$ (47,381)	\$ (196,384)

* Budget as approved by City Council

MCC Department Goals

Monthly Update – July 2015

Operations – David Silker

The Mayo Civic Center Operations team has experienced a very active July with a variety of activities hosted in our building. Another example of keeping our building open for business as we go through the expansion process with two sides (front and back) being worked on, along with interior work moving ahead. The MCC team has done an exceptional job keeping all areas presentable and useable for our guests.

During the month of July, we benefited by the hiring of a new part-time staff member who will certainly learn the custodial skills needed before we get extremely busy in September. Adam Hunziker will be working mostly evenings for us and assisting our FT staff members with building recovery and restoration. Adam joins a part-time staff who also added in May another quality individual with Nick Winkels. We certainly are staffed appropriately with the typical ramp up of building events expected, once we get through the summer.

On Tuesday, July 21st the Operations Staff was invited to attend a Tennant Machine Demonstration Day at the headquarters located in Minneapolis. Five of our maintenance staff piled into the Silker van and we spent the day being introduced to a variety of cleaning machines that are used to maintain a facility like the Mayo Civic Center. The staff input will be valuable as we consider the purchase of equipment to care for our ever expanding facility. This “road trip” also provided us an opportunity to get away from the day to day building responsibilities and continue to build upon the importance of teamwork and getting to know one another. The conversation and the smiles exhibited throughout the day was greatly appreciated.

Ticketing Services / Social Media – Laura Woolworth

In May 2015, we were excited to launch our new Mayo Civic Center website. It will be a continuous process to make improvements and updates to the site so it is as informative and user-friendly as possible, but we feel this has been a big success so far. This past year there has been ongoing effort in building our social media presence. We have teamed up with the CVB marketing team to develop content on the Expansion as well as entertainment and engage more followers. In addition, Erin and I also attended industry meetings this past summer where we gained a lot of insight and ideas on social media. Going into the fall event season, we have a great lineup of entertainment with a variety of shows to choose from. We are actively working to building our audience engagement through ticket presale offers, promotions and packages.

Management / Construction / Employee Engagement – Donna Drews

During July, weekly construction meetings have continued. Discussions on value engineering should be completed within the next four to six weeks, and on July 20th, the construction team met with Rochester Civic Theatre staff to coordinate details regarding their expansion. Also on July 20th, I met with Shannon Fitzgerald, Rochester Art Center Director, to thank her and her staff for their cooperation during construction so far, and wish her well as she steps into her new role in Orlando, FL. The Art Center Board hopes to hire her replacement within the next couple of months.

Almost all annual staff training will be completed in August, and annual employee performance evaluations are on target. Several concerts were announced in July, and regular contact with new and repeat promoters has been pursued. Staff was recognized for their teamwork and outstanding service during Mayo Clinic's Epic Training Course and also for their support and cooperation as we plan for a very complicated tradeshow load-out (Midwest Gas Operations), and CCJW load-in all within a nine-hour time period on August 13th.

Dave Silker and I spent considerable time scheduling meetings with key vendors during the International Association of Arena Managers (IAVM) Conference to be held in Baltimore July 31-Aug 4. We have 21 appointments planned, and will be researching options for the appropriate chair styles and storage options to equip the MCC's new convention center.

Marketing

The new Mayo Civic Center website was launched a couple of months ago and we are currently working on analyzing what works and what needs to be tweaked now that we are live and visitors are interacting with it. We have been receiving a lot of valuable feedback. Ungerboeck (UB) was selected to develop the website because of their knowledge of our event management software and the need to integrate this information with our website. The research, development and design took six months to complete. Our goals included creating a site that was more user- friendly and one that encourages bookings. With these tactics in mind, we created a responsive website, meaning that it adjusts to the device that a user is on – whether it be a tablet or a mobile device. We also added a 'call to action' on as many pages as possible, letting users know how they can receive an RFP or buy tickets right away.

The RCVB and MCC met last month to go over the RCVB's Strategic Plan for 2016, which included specific efforts to support Mayo Civic Center. MCC marketing staff was given an opportunity to look over the plan and provide feedback. RCVB is reviewing the input and prioritizing strategies for 2016.