

Mayo Civic Center Commission Meeting
Wednesday, August 10 – 3:00 PM
Mayo Civic Center Riverview Suite E

- 3:00 PM A. Call to Order
- B. Approval of Agenda
- C. 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.*
- 3:10 PM D. Consent Agenda
- a. Meeting Minutes Approval
 - I. July 13, 2016 Regular Meeting
 - b. Monthly Financial Report
 - I. July 2016 Bills and Income Statement
 - c. Strategic Plan Goals Update
 - d. Construction Update
 - e. Sales Report
- 3:30 PM E. Directors Report
- 3:40 PM F. New Business
- a. RCVB 2017 Strategic Plan / Marketing / Budget
- 3:35 PM G. Unfinished Business
- a. MCC Food & Beverage Committee Update
 - i. Approval of revised MCC Signature Caterer Guidelines & Standards
 - ii. MCC Food & Beverage Management Contract RFP/RFI Update
 - b. Finance Committee Update
 - i. 2017 Budget Request
 - c. 2017-2019 Strategic Plan Discussion
 - d. Revised City / RCVB Agreement
- 4:20 PM H. Other Business
- 4:30 PM I. Adjournment

Next Meeting: Wednesday, September 14, 2016, 3:00 PM

Mayo Civic Center Commission Meeting

Wednesday, July 13, 2016 – 3:00 PM

Mayo Civic Center Riverview Suite E

Attendees: Commission Members

Teresa Chapman, Jerrie Hayes, Marv Mitchell, Dan Nelson, Michael Smith

Absent: John Eischen, Heidi Mestad

Other Attendees:

Donna Drews (Mayo Civic Center (MCC)), Julie Gay (Self), Matt Esau (Rochester Convention and Visitors Bureau (RCVB)), Mary Gastner (RCVB), Dave Goslee (City Attorney's Office), Chad Koehler (Lancer Hospitality), Andy Krogstad (MCC), Gary Neumann (City Clerk's Office), Jo Oeltjen (MCC), Erin Okins (MCC), Pete Virnig (Lancer Hospitality), Laura Woolworth (MCC)

A. Call to Order

0:02 Audio Tape

The meeting was called to order by Marv Mitchell at 3:-02 PM.

B. Approval of Agenda

0:05 Audio Tape

Motion to approve the agenda was made by Jerrie Hayes, Second by Michael Smith. Motion was unanimously approved.

C. Open Comment Period

0:14 Audio Tape

No Comments

D. Consent Agenda

0:30 Audio Tape

a. Council Item Approval

i. MCC Convention Center Expansion Change Order 9

b. Meeting Minutes

i. June 8, 2016 Regular Meeting

ii. June 27, 2016 Special Meeting

c. Monthly Financial Report

i. June 2016 Bills and Income Statement

d. Strategic Plan Goals Update

e. Construction Update

f. Authorize Issuance of MCC Food & Beverage Operations Management Contract Request for Proposal (RFP)

g. Sales Report

Motion to approve the consent agenda was made by Jerrie Hayes, Second by Michael Smith. Motion was unanimously approved.

E. Directors Report

0:50 Audio Tape

It has been a very busy time – two event coordinators have been hired and there are couple of finalists for our crew chief position, and we have two more postings to fill yet (a custodial position and an audio visual technical supervisor). We have been working on the Food and Beverage RFP. The Jehovah Witness meeting are going very well and this weekend (July 15-17) we have Partnership for Youth. We have had the first Down by the Riverside Concert.

F. New Business

2:25 Audio Tape

a. 2017 Budget

We are currently working on the 2017 budget – the Finance Committee met on Friday. The budget will be submitted in August. The RCVB has a strategic planning meeting on August 9 and we will be participating in that. The RCVB did spend some time working with Gary Neumann to incorporate the MOU into their contract as to have one document to work from. The RCVB's budget is finalized in November.

Action: Heidi Mestad and Donna Drews will participate in RCVB's Strategic Planning session on August 9, 2016

b. 2017 – 2019 Strategic Plan

The 2016 Goals shows the updates for the first six months. It was recommended we have a three-year plan so we have a little more leverage and a little more continuity to set goals appropriately. The MCC 2017 -2019 Department Goals document is a draft. Commissioners are asked to send any information on goals to Donna by the first Friday in August (August 5) and she will put it together for the next meeting. Discussed additional personnel that would be requested for 2017.

Action: Donna Drews asked to provide progress against targets on the spreadsheet to the Commissioners by the end of July

Donna Drews will send out MCC 2017 – 2019 Department Goals Excel spreadsheet with the information August 5 deadline listed.

Commissioners are asked to send any information on goals to Donna by August 5 and she will incorporate the input for the next meeting.

G. Unfinished Business

12:39 Audio Tape

a. MCC Catering Committee Update

i. MCC Signature Caterer Guidelines & Standards – Revisions

Jerrie Hayes talked about the committee looking at the guidelines and standards with the input from the caterers. A draft of the MCC Signature Caterer Guidelines & Standards with the changes indicated in red was handed out. There were changes made in direct response to the input from caterers. The most significant change is related to the disposables issue. Donna did research on disposables and there are guidelines for the use of disposables proposed in draft document. The use of disposables would be limited to specific events and the document lists those. Michael Smith suggested approving a line of disposables. There was a question on barware – for certain events the barware is always glass, but for public events the barware is never glass. Commissioners will review that proposed changes and a vote will be taken on the guidelines and standards at the next meeting.

Action: Commissioners to review the MCC Signature Caterer Guidelines & Standards before the next commission meeting on August 10.

b. Finance Committee Update

i. 2nd Quarter Update

There were no action items from this committee. The committee discussed where the MCC is today – the MCC is over on revenue and under on expenses. July is a pretty quiet month with just a few events. There are some large events that went off the calendar.

c. Marketing Committee Update

i. 2nd Quarter Marketing Report

The Marketing Committee didn't meet this month. Mary Gastner, RCVB, presented the 2nd Quarter Marketing Report. The top three lead generation tools that were scheduled have been deployed – Cvent Marketing Campaign, Trade Show News Network E-Blasts (generated 5 leads), and Integrated Marketing Media Campaign (3 of the 4 eblasts are completed). With the Local Influencer Campaign, a local influencer (local person/group/vendor) to link to is being sought. Through Cvent, there is now a RFP hyperlink on the Mayo Civic Center's website where event planners can submit an RFP. A project to create MCC video testimonials has been awarded to a local vendor. The MCC website is getting a lot of hits. Three tradeshow were attended in 2Q16. In mid-June a Client Advisor Board was brought together. There were 16 attendees, representative segments of priority one customers. The full transcript is currently being worked on. Brad will have the executive summary and some of the callouts for the Commissioners. This will be an ongoing working group that will meet face-to-face once a year, but continuous engagement with them on an ongoing basis. Brad will bring the executive summary to the August MCCC meeting. The RCVB will host a client appreciation event at the St. Paul Saints game at the end of the month – there are about 20 attendees currently (13 clients with guests). The rebranding effort has just started, there will be more to share on this in 3Q16. Ungerboeck has offered a complimentary regeneration tool because they are beginning to kick off some services they have. Some Ungerboeck suggestions were: to speak in a less "stiff" voice on social media, put more articles about the MCC online, and to create a blog. We are looking at how the emails for marketing events are performing. The largest piece of work was the MCC Annual Report – print, online and eblasts (there was a 27% open rate of the Annual Report, which is very good). Dan Nelson mentioned the Rochester Area Chamber of Commerce markets to local people as the RCVB looks for local influencers. There have been campaigns to Buy Local, Fly Local; now we need Meet Local. The

MCC expansion will be featured in one of the Chamber's fall newsletters. In 3Q and 4Q, we should see some of the leads become prospects. The marketing items in the budget are on track.

Action: Brad Jones to provide the Client Advisory Board information to the MCC Commission.

d. MCC Commission Secretary Update

Heidi Mestad contacted Teresa Chapman about becoming the MCCC Secretary. Teresa has agreed to be the MCCC Secretary.

Motion by Jerrie Hayes to approve Teresa Chapman as the Mayo Civic Center Secretary, Second by Michael Smith. Motion unanimously approved.

H. Other Business

44:40 Audio Tape

There will be a Topping Off Ceremony on Thursday, July 14 at 3 PM on the west patio, by the Rochester Civic Theatre.

Along with the Food & Beverage Management, Alcoholic Beverage, Non-Exclusive Catering, & Miscellaneous Services RFP, a Request for Information (RFI) will be issued to including all of those food & beverage management and miscellaneous services, as well as, exclusive catering. Part of that is an information gathering process to determine the value of what an exclusive catering contract would be for the MCC. There is a tour and the basic information on the agreement and there are some deliverables with a schedule. The Food & Beverage Committee had talked about having a closed meeting in regard to the contracts – Dave Goslee will look into if that can be done.

Action: Dave Goslee to look into if contract review can be a closed meeting.

HVS, a consulting agency, came to the RCVB with a proposal after the RCVB had visited with them about a revenue management system. They have a tool to determine the optimum rate for the MCC spaces. They put together a proposal and it has been taken to the RCVB Board. The RCVB added some things to make sure it will integrate with Ungerboeck software, update in real time so it stays relevant, and that it will provide a high, medium and breakeven point for each room. It takes into account operating costs, estimated revenues and it will also look at on a monthly basis the occupancy level for each room. The RCVB Executive Board passed this proposal and it will be passed on. The field work is scheduled to begin in late July. It is about an eight week project. The MCCC Officers participated in that discussion. We will look at about 2 ½ months to have that deliverable.

The City Council did approve the MCC Art Project.

I. Adjournment

51:03 Audio Tape

Motion was made to adjourn the meeting by Jerrie Hayes, Second by Michael Smith. Motion unanimously approved. Meeting adjourned at 3:53 PM

Next Meeting: Wednesday, August 10, 2016 at 3:00 PM

**Mayo Civic Center
Payments for Operations By Department
7/1/2016 - 7/31/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
07/06/2016	Culligan of Rochester	Cooler Rental	Equipment Rent	15.00
07/15/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	13.30
07/15/2016	Beckleys Inc	Office Supplies	Office Supplies	69.80
07/15/2016	Beckleys Inc	Office Supplies	Office Supplies	26.02
07/15/2016	Ungerboeck Systems Intl, Inc.	UBConfSep12-	Travel and training	999.00
07/22/2016	Olm Co Telecomm-Finance Dept 5071112144 JUN WATS		Telephone/Fax/Computer line	14.90
07/22/2016	Olm Co Telecomm-Finance Dept 5071112145 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5071112146 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5071112147 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5071112148 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5071112149 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5071112150 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5071112151 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5071112152 JUN WATS		Telephone/Fax/Computer line	7.00
07/22/2016	Olm Co Telecomm-Finance Dept 5072816277 JUN WATS		Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept 5073282120 JUN WATS		Telephone/Fax/Computer line	18.24
07/22/2016	Olm Co Telecomm-Finance Dept 5073282121 JUN WATS		Telephone/Fax/Computer line	25.26
07/22/2016	Olm Co Telecomm-Finance Dept 5073282137 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282133 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282145 JUN WATS		Telephone/Fax/Computer line	14.69
07/22/2016	Olm Co Telecomm-Finance Dept 5073282220 JUN WATS		Telephone/Fax/Computer line	84.72
07/22/2016	Olm Co Telecomm-Finance Dept 5073282125 JUN WATS		Telephone/Fax/Computer line	21.54
MCC Administration				1,472.22
07/15/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	13.30
07/15/2016	Beckleys Inc	Office Supplies	Office Supplies	34.45
07/22/2016	Olm Co Telecomm-Finance Dept 5073282127 JUN WATS		Telephone/Fax/Computer line	16.47
07/22/2016	Olm Co Telecomm-Finance Dept 5073282222 JUN WATS		Telephone/Fax/Computer line	23.84
07/22/2016	Olm Co Telecomm-Finance Dept 5073282134 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282135 JUN WATS		Telephone/Fax/Computer line	14.00
MCC Box Office				116.06
07/06/2016	All Pest Exterminating LLC	Pest Control June 2016	Other Expert & Professnl Srvc	104.00
07/06/2016	Cintas Corporation 2	Service Charge	Other Expert & Professnl Srvc	11.95
07/06/2016	Cintas Corporation 2	First Aid Supplies	First Aid supplies	55.29
07/06/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,551.78
07/06/2016	G & K Services Inc	Uniforms	Clothing/Uniforms	345.29
07/08/2016	API Supply Inc	SkyjackInspectSJ111 4832	Veh & Mach Contr Mtce &	270.50
07/08/2016	API Supply Inc	GenieInspectGR-20/GR12-	Veh & Mach Contr Mtce &	300.60
07/08/2016	API Supply Inc	GenieInspectAWP-	Veh & Mach Contr Mtce &	338.31
07/08/2016	API Supply Inc	WorkforceInspectXLT2451/8092	Veh & Mach Contr Mtce &	335.00
07/08/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,765.64
07/08/2016	Herc-U-Lift	CO Test FG30K	Veh & Mach Contr Mtce &	47.36
07/08/2016	Herc-U-Lift	CO Test FG15K	Veh & Mach Contr Mtce &	47.36
07/08/2016	Waste Management Inc	Recycling	Rubbish&Brush	360.91
07/13/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Electricity	41,493.31

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7/1/2016 - 7/31/2016**

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07/13/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	60.50
07/13/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	274.38
07/13/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Sanitary Sewer	633.40
07/13/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Storm Water	280.30
07/13/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	85.03
07/13/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Sanitary Sewer	15.00
07/15/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	13.29
07/15/2016	Dalco Corp	Paper Supplies	Building/Grounds Mtce Supplies	2,663.08
07/15/2016	Dalco Corp	Cleaners	Building/Grounds Mtce Supplies	982.54
07/15/2016	Dalco Corp	Liners	Building/Grounds Mtce Supplies	58.02
07/15/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,027.12
07/15/2016	Ferrellgas	LP for Fork Trucks	Gasoline and Vehicle LP	20.00
07/15/2016	G & K Services Inc	Uniforms	Clothing/Uniforms	318.29
07/15/2016	Grainger Inc	Breakers/Batteries/Gaskets	Building/Grounds Mtce Supplies	162.20
07/15/2016	Post Bulletin Co	Custodian Crew Chief/P&R	Advertising for Personnel	52.97
07/15/2016	Post Bulletin Co	Custodian/MCC	Advertising for Personnel	79.08
07/18/2016	Arnold's Supply & Kleenit Co	Liners	Building/Grounds Mtce Supplies	348.00
07/18/2016	Arnold's Supply & Kleenit Co	Nabbers	Building/Grounds Mtce Supplies	155.00
07/18/2016	G & K Services Inc	Uniforms	Clothing/Uniforms	318.29
07/18/2016	WHV Inc	PrevMaintTempContolAuto3Q16	Bldg & Grnds Contr Mtce & Rpr	1,865.00
07/21/2016	Arnold's Supply & Kleenit Co	Liners	Building/Grounds Mtce Supplies	463.50
07/21/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,640.21
07/21/2016	North Star Flags	USA Flags	Building/Grounds Mtce Supplies	396.19
07/21/2016	Olm Co Solid Waste Utilities	Steam June 2016	Steam Heat	3,679.47
07/21/2016	Schumacher Elevator Inc	Sched Elev Maint July 2016	Bldg & Grnds Contr Mtce & Rpr	431.73
07/22/2016	G & K Services Inc	Uniforms	Clothing/Uniforms	318.29
07/22/2016	Mayo Civic Center - Petty Cash	Furniture Polish for Piano	Other Supplies	7.53
07/22/2016	Menards Inc - South	Utility Pass Throught - EH	Building/Grounds Mtce Supplies	38.62
07/22/2016	Olm Co Telecomm-Finance Dept 5073282126	JUN WATS	Telephone/Fax/Computer line	48.41
07/22/2016	Olm Co Telecomm-Finance Dept 5075294972	JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept 5075294973	JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept 5075294974	JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept 5073282136	JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5075294968	JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept 5075294969	JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept 5075294970	JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept 5073282124	JUN WATS	Telephone/Fax/Computer line	15.02
07/22/2016	Olm Co Telecomm-Finance Dept 5073282129	JUN WATS	Telephone/Fax/Computer line	14.26
07/22/2016	Olm Co Telecomm-Finance Dept 5073282130	JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282131	JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282132	JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282138	JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282139	JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282140	JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282141	JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282142	JUN WATS	Telephone/Fax/Computer line	14.00

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07/22/2016	Olm Co Telecomm-Finance Dept	5073282143 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282144 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282154 JUN WATS	Telephone/Fax/Computer line	14.00
MCC Building Operations				63,880.52
07/15/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	13.29
07/22/2016	Olm Co Telecomm-Finance Dept	5073282122 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282123 JUN WATS	Telephone/Fax/Computer line	15.27
MCC Sales & Marketing				42.56
07/06/2016	Ameripride Services	Chef Coats	Clothing/Uniforms	7.84
07/06/2016	Ameripride Services	Towels	Laundry & Linen	12.74
07/06/2016	Ameripride Services	Linens	Laundry & Linen	71.92
07/06/2016	Berry Coffee Company	Product for Resale	Non-alcoholic Beverages-Resale	327.35
07/06/2016	Berry Coffee Company	Supplies	Other Supplies	225.00
07/06/2016	Gillette Pepsi Companies Inc	Product for Resale	Non-alcoholic Beverages-Resale	161.35
07/06/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	20.58
07/06/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	18.44
07/06/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	208.53
07/06/2016	US Foods, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	84.90
07/06/2016	US Foods, Inc.	Supplies	Other Supplies	58.34
07/08/2016	Gillette Pepsi Companies Inc	Product for Resale	Non-alcoholic Beverages-Resale	190.80
07/13/2016	Gillette Pepsi Companies Inc	Product for Resale	Non-alcoholic Beverages-Resale	96.50
07/15/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	13.29
07/15/2016	Ameripride Services	Chef Coats	Clothing/Uniforms	8.76
07/15/2016	Ameripride Services	Towels	Laundry & Linen	13.65
07/15/2016	Berry Coffee Company	Product for Resale	Non-alcoholic Beverages-Resale	466.10
07/15/2016	Berry Coffee Company	Supplies	Other Supplies	268.00
07/15/2016	Ferrellgas	LP for Concession Grill	Gasoline and Vehicle LP	25.81
07/15/2016	Mayo Civic Center - Petty Cash	Product for Resale	Food Products for Resale	42.83
07/15/2016	Mayo Civic Center - Petty Cash	Supplies	Other Supplies	32.98
07/15/2016	Schott Distributing Co	Product for Resale	Alcoholic Beverages for Resale	125.90
07/15/2016	US Foods Culinary Equipment &	Ribbed Icing Grate	Equipment (not capitalized)	64.00
07/15/2016	US Foods Culinary Equipment &	Brushes	Equipment (not capitalized)	42.70
07/15/2016	US Foods Culinary Equipment &	Cooling Rack	Equipment (not capitalized)	64.00
07/15/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	1,373.69
07/15/2016	US Foods, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	88.19
07/15/2016	US Foods, Inc.	Supplies	Other Supplies	55.10
07/21/2016	Ameripride Services	Chef Coats	Clothing/Uniforms	8.76
07/21/2016	Ameripride Services	Towels	Laundry & Linen	13.65
07/21/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	131.45
07/21/2016	Hy-Vee, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	44.93
07/21/2016	Hy-Vee, Inc.	Supplies	Other Supplies	3.49
07/21/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	149.57
07/21/2016	Hy-Vee, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	23.93
07/21/2016	Hy-Vee, Inc.	Supplies	Other Supplies	3.29

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07/21/2016	Schott Distributing Co	Product for Resale	Alcoholic Beverages for Resale	423.50
07/21/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	35.51
07/21/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	408.46
07/21/2016	US Foods, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	35.10
07/21/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	1,257.98
07/22/2016	Menards Inc - South	Ice Cream Machine Casters	Parts for Equipment	65.87
07/22/2016	Olm Co Telecomm-Finance Dept 5073282172 JUN WATS		Telephone/Fax/Computer line	20.13
07/22/2016	Olm Co Telecomm-Finance Dept 5073282173 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282174 JUN WATS		Telephone/Fax/Computer line	14.00
MCC Food & Beverage				6,822.91
07/05/2016	Verified Credentials Inc	J Kollar/MCC	Other Expert & Professnl Srvc	142.00
07/05/2016	Verified Credentials Inc	P Spindler/MCC	Other Expert & Professnl Srvc	87.00
07/06/2016	Ameripride Services	Linens	Laundry & Linen	13.66
07/06/2016	AVVR Inc.	Equipment Rental DMCC Mtg	Audiovisual Equipment Rental	385.00
07/06/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	71.04
07/06/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	79.92
07/06/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	35.52
07/06/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	71.04
07/06/2016	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	58.44
07/06/2016	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	212.84
07/15/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	13.29
07/15/2016	Ameripride Services	Linens	Laundry & Linen	14.59
07/15/2016	AVVR Inc.	Equipment Rental July 2016	Audiovisual Equipment Rental	7,984.50
07/15/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	35.52
07/15/2016	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	212.84
07/15/2016	Robert's Speciality Co Inc DBA	Uniforms	Clothing/Uniforms	336.79
07/15/2016	Waste Management Inc	Acct 202-0082848-2760-0	Rubbish&Brush	312.65
07/18/2016	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	212.84
07/21/2016	Ameripride Services	Linens	Laundry & Linen	232.99
07/21/2016	Express Personnel Services Inc	Gen Cust/Restroom	Other Expert & Professnl Srvc	88.80
07/21/2016	Waste Management Inc	Acct 202-0082848-2760-0	Rubbish&Brush	464.00
07/21/2016	Waste Management Inc	Acct 202-0082848-2760-0	Rubbish&Brush	456.07
07/22/2016	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	212.84
07/22/2016	Olm Co Telecomm-Finance Dept 5073282181 JUN WATS		Telephone/Fax/Computer line	21.62
07/22/2016	Olm Co Telecomm-Finance Dept 5073282182 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282183 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282184 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282185 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282186 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282187 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282188 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282189 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282190 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282191 JUN WATS		Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept 5073282192 JUN WATS		Telephone/Fax/Computer line	14.00

**Mayo Civic Center
Payments for Operations By Department
7/1/2016 - 7/31/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
07/22/2016	Olm Co Telecomm-Finance Dept	5073282193 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282194 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282195 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282196 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282197 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282198 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282199 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282212 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5075294971 JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept	5075294851 JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept	5075294853 JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept	5075294857 JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept	5073282151 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282152 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282153 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5072877991 JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept	5072877992 JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept	5072877993 JUN WATS	Telephone/Fax/Computer line	36.75
07/22/2016	Olm Co Telecomm-Finance Dept	5073282155 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282156 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282157 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282158 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282159 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282160 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282161 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282162 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282163 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282164 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282165 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282166 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282167 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282168 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282169 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282170 JUN WATS	Telephone/Fax/Computer line	14.00
07/22/2016	Olm Co Telecomm-Finance Dept	5073282171 JUN WATS	Telephone/Fax/Computer line	14.00
07/27/2016	Charter Communications LLC	HD Boxes	Equipment Rent	41.20
07/27/2016	Charter Communications LLC	Internet	Telephone/Fax/Computer line	1,320.00
	MCC Events			13,920.25
	Total All Departments			\$ 86,254.52

**Mayo Civic Center
 Payments for Capital Improvements
 7/1/2016 - 7/31/2016**

<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>
3541	07/15/2016	A+ Imaging Systems Inc	Copier Charges	Ofc Equip Contr Mtce & Repair	75.00
3541	07/15/2016	CDW Government Inc	Replacement Printers	Equipment (not capitalized)	2,290.10
3541	07/15/2016	Knutson Construction Co Inc	Conv Ctr Expansion Pay App	Contractual New Construction	2,051,125.05
3541	07/15/2016	Knutson Construction Co Inc	Conv Ctr Expansion Pay App	Other Construction Materials	1,068,034.00
3541	07/21/2016	Mavo Systems Inc	Asbestos Abatement	Other Expert & Professnl Srvcs	1,496.76
3541					<u>3,123,020.91</u>
Total					<u><u>3,123,020.91</u></u>

Mayo Civic Center
Income Statement Summary By Department
For the 1 Month and July 31 Months Ended July 31, 2016

	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	\$ 4,599	\$ 5,212	\$ 613	13.3%	\$ 4,760	\$ 32,869	\$ 33,149	\$ 280	0.9%	\$ 32,710	\$ 57,889	\$ 33,149	\$ 24,740	57.3%
Sales and Marketing	250	50	(200)	-80.0%		750	1,702	952	127.0%	2,703	1,250	1,702	(452)	136.2%
Box Office	5,725	507	(5,218)	-91.1%	1,589	85,627	58,134	(27,493)	-32.1%	55,147	164,750	58,134	106,616	35.3%
Facility Operations														
Event Operations	43,785	19,490	(24,295)	-55.5%	64,552	350,087	412,079	61,992	17.7%	413,907	790,800	412,079	378,721	52.1%
Space Rental	93,083	26,620	(66,463)	-71.4%	82,280	460,834	418,833	(42,001)	-9.1%	507,851	910,000	418,833	491,167	46.0%
Food and Beverage	26,000	40,572	14,572	56.0%	24,582	464,253	477,294	13,041	2.8%	401,519	718,150	477,294	240,856	66.5%
Total Revenues	173,442	92,451	(80,991)	-46.7%	177,763	1,394,420	1,401,192	6,772	0.5%	1,413,835	2,642,839	1,401,192	1,241,647	53.0%
Expenditures														
Administration	34,250	42,812	8,562	25.0%	29,446	232,852	280,911	48,059	20.6%	224,610	409,641	280,911	128,730	68.6%
Sales and Marketing	17,929	7,069	(10,860)	-60.6%	16,996	131,218	74,443	(56,775)	-43.3%	112,168	232,979	74,443	158,536	32.0%
Box Office	13,835	11,923	(1,912)	-13.8%	10,533	96,804	94,338	(2,466)	-2.5%	93,941	167,095	94,338	72,757	56.5%
Facility Operations	141,978	45,647	(96,331)	-67.8%	124,640	985,005	904,166	(80,839)	-8.2%	863,580	1,828,596	904,166	924,430	49.4%
Event Operations	68,160	23,531	(44,629)	-65.5%	45,280	428,996	370,334	(58,662)	-13.7%	401,563	807,099	370,334	436,765	45.9%
Space Rental														
Food and Beverage	32,445	24,793	(7,652)	-23.6%	30,444	405,866	398,284	(7,582)	-1.9%	333,775	621,973	398,284	223,689	64.0%
Total Expenditures	308,597	155,775	(152,822)	-49.5%	257,340	2,280,741	2,122,476	(158,265)	-6.9%	2,029,637	4,067,383	2,122,476	1,944,907	52.2%
Excess (Deficiency) of Revenues Over Expenditures	(135,155)	(63,325)	71,830	-53.1%	(79,577)	(886,321)	(721,285)	165,036	-18.6%	(615,802)	(1,424,544)	(721,285)	(703,259)	50.6%
Other Financing Sources (Uses)														
Lodging Tax Investment	170,165	124,939	(45,226)	-26.6%	99,601	401,904	565,721	163,817	40.8%	370,459	1,463,616	565,721	897,895	38.7%
Other State Aids		2,290	2,290		2,290	4,580	4,580		0.0%	4,580	4,580	4,580		100.0%
Interest	(128)	(380)	(252)	196.6%	(410)	(1,070)	1,608	2,678	-250.2%	(1,538)	(2,250)	1,608	(3,858)	-71.4%
Total Other Financing Sources (Uses)	170,037	126,849	(43,188)	-25.4%	101,481	405,414	571,908	166,494	41.1%	373,501	1,465,946	571,908	894,038	39.0%
Gain (Loss) before Transfers	34,882	63,524	28,642	82.1%	21,904	(480,907)	(149,376)	331,531	-68.9%	(242,301)	41,402	(149,376)	190,778	-360.8%
Operating Transfers In (Out)						(41,402)	(56,571)	(15,169)	36.6%	(56,570)	(41,402)	(56,571)	15,169	136.6%
Net Gain (Loss)	<u>\$ 34,882</u>	<u>\$ 63,524</u>	<u>\$ 28,642</u>	<u>82.1%</u>	<u>\$ 21,904</u>	<u>\$ (522,309)</u>	<u>\$ (205,947)</u>	<u>\$ 316,362</u>	<u>-60.6%</u>	<u>\$ (298,871)</u>	<u>\$ -</u>	<u>\$ (205,947)</u>	<u>\$ 205,947</u>	

**Mayo Civic Center
Revenue & Expense Summary By Department**

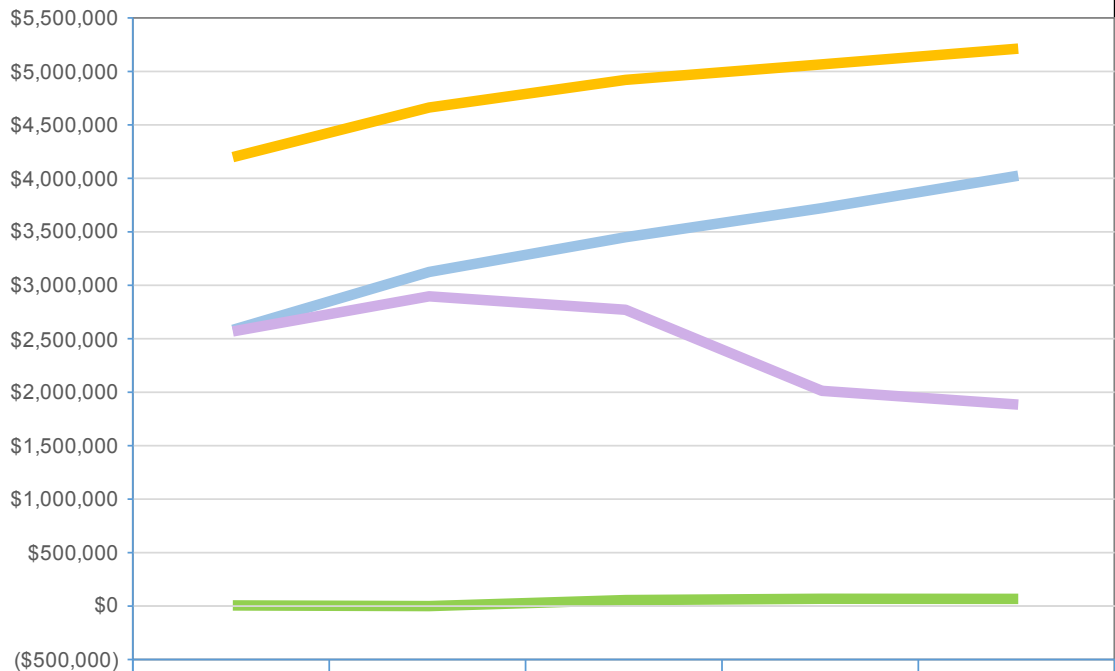
For the July 31 Months Ended July 31

	2016	2015	YTY Variance	
			Amount	Percent
Revenues				
Administration	\$ 33,149	\$ 32,710	\$ 439	1.3%
Sales and Marketing	1,702	2,703	(1,000)	-37.0%
Box Office	58,134	55,147	2,987	5.4%
Facility Operations				
Event Operations	412,079	413,907	(1,828)	-0.4%
Space Rental	418,833	507,851	(89,017)	-17.5%
Food and Beverage	477,294	401,519	75,775	18.9%
Total Revenues	1,401,192	1,413,835	(12,644)	-0.9%
Expenditures				
Administration	280,911	224,610	56,302	25.1%
Sales and Marketing	74,443	112,168	(37,725)	-33.6%
Box Office	94,338	93,941	396	0.4%
Facility Operations	904,166	863,580	40,586	4.7%
Event Operations	370,334	401,563	(31,228)	-7.8%
Space Rental				
Food and Beverage	398,284	333,775	64,509	19.3%
Total Expenditures	2,122,476	2,029,637	92,839	4.6%
Excess (Deficiency) of Revenues Over Expenditures	(721,285)	(615,802)	(105,482)	17.1%
Other Financing Sources (Uses)				
Lodging Tax Investment	565,721	370,459	195,262	53%
Other State Aids	4,580	4,580		0%
Interest	1,608	(1,538)	3,145	-205%
Total Other Financing Sources (Uses)	571,908	373,501	198,407	53.1%
Gain (Loss) before Transfers	(149,376)	(242,301)	92,925	-38.4%
Operating Transfers In (Out)	(56,571)	(56,570)	(1)	0.0%
Net Gain (Loss)	\$ (205,947)	\$ (298,871)	\$ 92,924	-31.1%

Mayo Civic Center Sales Revenue Forecast & Long Range Budget Projections Summary As of July 31, 2016

Event Year	Operating Revenue			Operating Expense	Net Income	Monthly Activity
	Total Forecast	Budget Projection Revised July 2016	Revenue Needed to Meet July 2016 Revised Projection	Budget Projection Revised July 2016	Net Operating Income (Loss) Before Lodging Tax Investment & State Aid	Confirmed & Proposed Revenue on Calendar *
2016	2,568,869	2,583,700	14,831	4,198,976	(1,630,106)	6,062
2017	2,897,055	3,125,000	227,945	4,662,293	(1,765,238)	(42)
2018	2,771,453	3,450,000	678,547	4,921,555	(2,150,102)	56,645
2019	2,012,791	3,722,000	1,709,209	5,066,309	(3,053,518)	68,837
2020	1,884,604	4,025,000	2,140,396	5,213,056	(3,328,452)	67,288
	12,134,773	16,905,700	4,770,927	24,062,188	(11,927,415)	198,789

Mayo Civic Center Sales Revenue Forecast & Long Range Budget Projections As of July 31, 2016



	2016	2017	2018	2019	2020
Expense Budget Projection Rev 7/2016	4,198,976	4,662,293	4,921,555	5,066,309	5,213,056
Revenue Budget Projection Rev 7/2016	2,583,700	3,125,000	3,450,000	3,722,000	4,025,000
Total Forecast Revenue	2,568,869	2,897,055	2,771,453	2,012,791	1,884,604
Revenue Needed to Meet Projection	14,831	227,945	678,547	1,709,209	2,140,396
Month To Date Revenue Activity	6,062	(42)	56,645	68,837	67,288