

Administration, Finance & Personnel Committee

Thursday, January 11, 2024
3:30 p.m. – 5:00 p.m.
Boston Convention & Exhibition Center
415 Summer Street
Boston, MA 02210

Pursuant to the Massachusetts Open Meeting Law, G.L. c. 30A, §§ 18-25, notice is hereby given of a meeting of the Massachusetts Convention Center Authority's Administration, Finance & Personnel Committee.

The meeting will take place VIA MICROSOFT TEAMS [Click here to join the meeting](#) OR JOIN BY PHONE:
DIAL-IN NUMBER: +1-857-702-2232 Phone Conference ID: 250 881 944#

AGENDA

- I. Roll Call
- II. Review and Adoption of Minutes of November 9, 2023
- III. Springfield Convention Center Car Park Operator [VOTE]
- IV. Banking Authorization [VOTE]
- V. Fiscal Year 2024 Update
- VI. Old Business
- VII. New Business
- VIII. Adjournment



Springfield Convention Center Car Park Parking Management Services

Administration, Finance and Personnel Committee

January 11, 2024

**MASSACHUSETTS
CONVENTION CENTER
AUTHORITY**

Contract Responsibilities

Parking Management Services

- Operations
- Customer Service
- Maintenance
- Management
- Supervision
- Training
- Clerical services for employees
- Record keeping

Consulting Services / Recommendations

- Staffing levels
- Parking rates
- Deployment / testing of new PARCS system
- Develop SOPs, operational reports, and financial reports
- Customer service amenities
- Hours of operation

RFP Submittals & Interviews

- LAZ Parking
- Valet Parking of America
- Executive Parking, Inc.
- ProPark
- OVG Parking [not interviewed]

The Authority, under M.G.L. c. 30B, chose to award the contract to the proposer that submitted the most advantageous proposal.



Executive Parking



- MA Supplier Diversity Office (SDO) certified Minority Business Enterprise (MBE)
- 20 years of experience in parking industry (formed in 2004)
- Previously operated Civic Center Garage while owned by Springfield Parking Authority then MCCA
- Commitment to hire personnel from Springfield area
- Lowest overall total and individual hourly rates by position
- Company owner has committed to being the onsite facility manager

Rates

Position	Proposed Hourly Billing Rate	Estimated Hours Annually	Proposed Annual Cost
Consultant* (only until garage opens)	\$ -	-	\$ -
Facility Manager	\$ 35.00	1,300	\$ 45,500.00
Supervisor	\$ 30.00	2,080	\$ 62,400.00
Clerical Worker	\$ 25.00	1,300	\$ 32,500.00
Customer Service / Cashier	\$ 22.00	1,820	\$ 40,040.00
Maintenance Supervisor	\$ 22.00	520	\$ 11,440.00
Maintenance Worker	\$ 20.00	2,496	\$ 49,920.00
Total			\$ 241,800.00

Vote: Award Parking Management Services to Executive Parking

The Massachusetts Convention Center Authority's ("Authority") Transportation Department desires to award the contract to be the Convention Center Car Park Operator to Executive Parking, Inc. The services to be provided will commence on or about February 1, 2024, for a term of three (3) years (subject to annual review) and may be renewed for up to two (2) consecutive one (1) year terms at the election of the Authority. Anticipated value of the contract is in the \$750,000-\$1,000,000 range depending on event staffing needs.

A vote to implement the recommendations of the Transportation Department would take the following form:

VOTE: The Administration, Finance, & Personnel Committee of the Massachusetts Convention Center Authority recommends that the full Board adopt the following vote:

VOTE: The Massachusetts Convention Center Authority hereby authorizes the Executive Director to award the contract to be the Convention Center Car Park Operator to Executive Parking, Inc.

Vote: Award Parking Management Services to Executive Parking

The Massachusetts Convention Center Authority's ("Authority") Transportation Department desires to award the contract to be the Convention Center Car Park Operator to Executive Parking, Inc. The services to be provided will commence on or about February 1, 2024, for a term of three (3) years (subject to annual review) and may be renewed for up to two (2) consecutive one (1) year terms at the election of the Authority. Anticipated value of the contract is in the \$750,000-\$1,000,000 range depending on event staffing needs.

A vote to implement the recommendations of the Transportation Department would take the following form:

VOTE: The Administration, Finance, & Personnel Committee of the Massachusetts Convention Center Authority recommends that the full Board adopt the following vote:

VOTE: The Massachusetts Convention Center Authority hereby authorizes the Executive Director to award the contract to be the Convention Center Car Park Operator to Executive Parking, Inc.

Vote: MCCA Banking Resolutions

As a result of certain personnel changes, it is required that certain Authority officers, employees and MGM employees be authorized to conduct the Authority's banking transactions. The following vote grants authorization to certain said Authority officers, employees and MGM employees ("Schedule A") to transact business with the Authority's banking institution, Citizens Bank, consistent with all the roles and responsibilities assigned to these individuals and Citizen's standard banking resolutions.

**VOTE: The Administration, Finance & Personnel Committee of the
Massachusetts Convention Center Authority recommends that the full
Board adopt the following vote:**

**VOTE: The Massachusetts Convention Center Authority hereby adopts the
following resolutions, effective January 18, 2024, which authorizes the
named Massachusetts Convention Center Authority officers and
employees and MGM employees identified on Schedule A and to
conduct the Authority's financial transactions consistent with Citizens
Bank banking resolutions.**

Schedule A

Citizens Bank*

Gloria Larson, Executive Director

Michael B. Esmond, Chief Financial Officer

Diane DiAntonio, General Manager

Sean Dolan*, General Manager, MGM/MassMutual Center

Joseph Flanagan*, Assistant General Manager, MGM/MassMutual Center

Michael Bocchino*, Finance Director, MGM/MassMutual Center

Lara Brooks*, Vice President Accounting Services, MGM Resorts Finance Shared Services Center

**indicates MassMutual Center Activities only.*



FY2024 Update

Administration, Finance and Personnel Committee

January 11, 2024

**MASSACHUSETTS
CONVENTION CENTER
AUTHORITY**

Adopted Budget

	FY 2023 Adopted	FY 2023 Actual	FY 2024 Adopted	FY24 Adptd Vs FY23 Adptd	FY24 Adptd Vs FY23 Act
Operating Revenues:					
Boston Convention & Exhibition Center	\$ 28,950,207	\$ 44,312,057	\$ 42,099,368	\$ 13,149,161	\$ (2,212,689)
Hynes Convention Center	10,388,589	16,437,841	12,033,871	\$ 1,645,281	\$ (4,403,970)
Lawn on D	1,610,000	2,204,953	1,857,900	\$ 247,900	\$ (347,053)
Boston Common Garage	11,517,424	11,579,597	12,070,964	\$ 553,540	\$ 491,367
Springfield/MassMutual Center	5,172,938	8,136,999	6,264,700	\$ 1,091,762	\$ (1,872,299)
Springfield Civic Center Garage	-	838	-	\$ -	\$ (838)
Tea Party Museum Loan Interest/Other	\$ 711,767	\$ 1,114,138	\$ 807,222	\$ 95,455	\$ (306,916)
Total MCCA Operating Revenues	\$ 58,350,925	\$ 83,786,423	\$ 75,134,025	\$ 16,783,100	\$ (8,652,398)
Tea Party Museum Loan Principal Repayment*	\$ 495,669	\$ 495,669	\$ 518,440	\$ 22,771	22,771
Other Non-Operating Revenues*	\$ -	\$ (32,298)	\$ -	-	32,298
Total Revenues/Receipts	\$ 58,846,594	\$ 84,249,794	\$ 75,652,464	\$ 16,805,871	\$ (8,597,330)
Operating Expenses:					
Boston Convention & Exhibition Center	\$ 35,834,549	\$ 39,672,899	\$ 41,861,138	6,026,589	2,188,240
Hynes Convention Center	14,354,288	14,085,222	15,687,697	1,333,409	1,602,475
Lawn on D	868,024	757,278	1,127,813	259,788	370,535
Boston Common Garage	2,687,391	2,236,039	2,765,264	77,873	529,225
Springfield/MassMutual Center	10,233,346	13,040,985	11,768,902	1,535,556	(1,272,083)
Springfield Civic Center Garage	-	29,778	32,083	32,083	2,305
<i>Sub-Total Operations</i>	<i>\$ 63,977,599</i>	<i>\$ 69,822,201</i>	<i>\$ 73,242,897</i>	<i>\$ 9,265,298</i>	<i>\$ 3,420,697</i>
Sales and Marketing	\$ 7,510,000	\$ 6,187,100	\$ 8,097,762	587,762	1,910,662
Central Administration	11,356,742	10,606,211	13,489,691	2,132,949	2,883,480
<i>Sub-Total Marketing & Administration</i>	<i>\$ 18,866,742</i>	<i>\$ 16,793,311</i>	<i>\$ 21,587,453</i>	<i>\$ 2,720,711</i>	<i>\$ 4,794,142</i>
Total MCCA Operating Expenses	\$ 82,844,341	\$ 86,615,512	\$ 94,830,350	\$ 11,986,009	\$ 8,214,838
Net Impact to CCF from MCCA Operations	\$ 23,997,747	\$ 2,365,717	\$ 19,177,885	\$ (4,819,862)	\$ 16,812,168

YTD Results

Massachusetts Convention Center Authority Consolidated Statement of Operations - Budget vs. Actual For the Month Ended November 30, 2023

	Budget November 2023	Actual November 2023	Variance Favorable/ (Unfavorable)	Budget Year to Date	Actual Year to Date	Variance Favorable/ (Unfavorable)	FY24 Original Annual Budget
Revenues:							
BCEC	\$ 3,591,139	\$ 4,758,743	\$ 1,167,604	\$ 17,937,854	\$ 21,070,800	\$ 3,132,946	\$ 42,099,368
Lawn on D	20,833	20,833	—	1,348,967	1,030,142	(318,825)	1,857,900
Hynes	1,424,341	1,716,748	292,407	5,571,837	6,691,511	1,119,674	12,033,871
Boston Common Garage	887,152	880,745	(6,407)	5,081,021	4,648,923	(432,098)	12,070,964
MassMutual Center	567,129	877,581	310,452	2,176,237	2,980,462	804,225	6,264,701
Springfield Civic Center Garage	—	—	—	—	—	—	—
Other Income	67,514	27,671	(39,843)	339,168	373,384	34,216	807,222
Total revenues	6,558,108	8,282,321	1,724,213	32,455,084	36,795,222	4,340,138	75,134,026
Expenses:							
BCEC	3,741,296	3,922,816	(181,520)	17,215,075	18,306,797	(1,091,722)	41,861,138
Lawn on D	46,219	68,846	(22,627)	594,057	429,925	164,132	1,127,813
Hynes	1,295,850	1,344,562	(48,712)	6,491,650	5,515,081	976,569	15,687,698
Boston Common Garage	220,960	271,399	(50,439)	1,098,576	1,102,305	(3,729)	2,765,263
MassMutual Center	1,030,544	1,239,387	(208,843)	4,448,163	5,011,785	(563,622)	11,768,903
Springfield Civic Center Garage	417	—	417	417	(16)	433	32,083
Subtotal operations	6,335,286	6,847,010	(511,724)	29,847,938	30,365,877	(517,939)	73,242,898
Central administration	1,097,421	1,203,095	(105,674)	5,633,950	5,196,094	437,856	13,489,691
Sales and marketing	647,730	582,698	65,032	3,401,151	2,794,630	606,521	8,097,762
Subtotal administration	1,745,151	1,785,793	(40,642)	9,035,101	7,990,724	1,044,377	21,587,453
Total expenses	8,080,437	8,632,803	(552,366)	38,883,039	38,356,601	526,438	94,830,351
Net income from/(cost of) operations	\$ (1,522,329)	\$ (350,482)	\$ 1,171,847	\$ (6,427,955)	\$ (1,561,379)	\$ 4,866,576	\$ (19,696,325)

- Event revenues favorable to adopted budget
 - Strong services and F&B consumption
- Total expenses in line with budget

FY2024 Update

- Revenue
 - Show actuals reflected through November
 - Cancellations and contracted business through June
- Expenses
 - Overall, remains in line with adopted budget.
 - BCEC and MMC expenses trending above budget, offset by lower spending at Hynes.

	FY 2024 Adopted	FY 2024 Projected	FY24 Proj Vs FY24 Adpt
Operating Revenues:			
Boston Convention & Exhibition Center	\$ 42,099,368	\$ 46,405,366	\$ 4,305,998
Hynes Convention Center	12,033,871	12,855,755	821,884
Lawn on D	1,857,900	1,154,942	(702,958)
Boston Common Garage	12,070,964	11,251,833	(819,131)
Springfield/MassMutual Center	6,264,700	7,068,575	803,875
Springfield Civic Center Garage	-	-	-
Tea Party Museum Loan Interest/Other	\$ 807,222	\$ 946,437	\$ 139,215
Total MCCA Operating Revenues	\$ 75,134,025	\$ 79,682,908	\$ 4,548,883
Tea Party Museum Loan Principal Repayment*	\$ 518,440	\$ 518,440	-
Other Non-Operating Revenues*	\$ -	-	-
Total Revenues/Receipts	\$ 75,652,464	\$ 80,201,348	\$ 4,548,883
Operating Expenses:			
Boston Convention & Exhibition Center	\$ 41,861,138	\$ 43,085,860	\$ 1,224,722
Hynes Convention Center	15,687,697	14,711,129	(976,569)
Lawn on D	1,127,813	963,681	(164,132)
Boston Common Garage	2,765,264	2,768,992	3,728
Springfield/MassMutual Center	11,768,902	12,332,525	563,623
Springfield Civic Center Garage	32,083	31,650	(433)
<i>Sub-Total Operations</i>	<i>\$ 73,242,897</i>	<i>\$ 73,893,837</i>	<i>\$ 650,939</i>
Sales and Marketing	8,097,762	7,491,241	(606,521)
Central Administration	13,489,691	13,469,083	(20,608)
<i>Sub-Total Marketing & Administration</i>	<i>\$ 21,587,453</i>	<i>\$ 20,960,323</i>	<i>\$ (627,129)</i>
Total MCCA Operating Expenses	\$ 94,830,350	\$ 94,854,160	\$ 23,810
Net Impact to CCF from MCCA Operations	\$ 19,177,885	\$ 14,652,812	\$ (4,525,073)

Capital Projects

- Adopted Budget: \$81.4M and 72 projects

Facility	Adopted Budget	Projected	Change
BCEC	\$ 21,583,909	\$ 20,965,522	\$ (618,387)
Lawn on D	\$ 275,000	\$ 564,550	\$ 289,550
Hynes	\$ 9,203,219	\$ 9,679,576	\$ 476,357
BCG	\$ 968,140	\$ 933,805	\$ (34,335)
MMC	\$ 13,018,262	\$ 10,958,890	\$ (2,059,372)
Multiple	\$ 2,496,209	\$ 1,587,809	\$ (908,400)
Springfield Garage	\$ 33,840,000	\$ 36,135,636	\$ 2,295,635
Total	\$ 81,384,739	\$ 80,825,788	\$ (558,951)



Audit Services RFP Update

Administration, Finance and Personnel Committee

January 11, 2024

**MASSACHUSETTS
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Signature
BOSTON™

Audit RFP Update

- Last audit contract with RSM ended after the June 30, 2023 financial statements were issued.
- RFP issued on December 18, 2023 for the audit of fiscal year 2024 to 2026 (with 2 one-year renewals at the discretion of the Authority).
 - The Boston Globe
 - CommBuys (Operated by the Operational Services Division (OSD) of the Commonwealth)
 - The Massachusetts Goods and Services Bulletin
 - The MCCA website
- Questions were due January 5, 2024 with bids due on January 17, 2024.
- Prior audit costs:
 - FY2023 - \$96,000
 - FY2022 - \$96,000
 - FY2021 - \$110,117 – included additional costs as FY21 required an audit under Uniform Guidance

Audit RFP Update

- RFP requires firms to have signed letters of intent with M/WBE firms to perform the contract.
- Selection committee members:
 - Mike Esmond, CFO
 - Michael Rodino, Controller
 - Chris Donato, General Counsel
 - Rob Noonan, Chief Information Security Officer
 - Lily Daley, Director of Financial Services
- Interviews and recommendation to be scheduled to provide for February 2024 consideration by AF&P / MCCA Board of Directors.