

Administration, Finance & Personnel Committee

Thursday, February 5, 2026
11:00 a.m. – 12:30 p.m.
Menino 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 OR [Join the meeting now](#) JOIN BY PHONE:
DIAL-IN NUMBER: +1-857-702-2232 Phone Conference ID: 367 393 580#

AGENDA

- I. Roll Call
- II. Review and Adoption of Minutes of January 8, 2026
- III. Boston Common Garage & Lot on D Operator Contract (VOTE) (S. Smith)
- IV. December 2025 YTD and MTD Financial Update (B. McMillin)
- V. Finance Projects Update (B. McMillin)
- VI. FY2027 Budget Schedule (T. Rowan)
- VII. MCCA Revenue Generated Obsolete and Surplus Items December 2025 YTD (B. Flynn)
- VIII. Old Business
- IX. New Business
- X. Adjournment



FY 2026 Finance Update

Administration, Finance and Personnel Committee

February 5, 2026

**MASSACHUSETTS
CONVENTION CENTER
AUTHORITY**

Agenda

1. December 2025 YTD versus Budget
 - Revenue commentary
 - Operating expense commentary
2. December 2025 MTD versus Budget
3. Project Updates
4. FY27 Budget Schedule

December 2025 YTD versus Budget

YTD revenue was **\$50.3M** with a \$12.7M draw from the CCF.
 YTD expenses decreased to budget by \$0.7M or 1%.

	FY26 Budget Board Approved	FY2025 Actual Year to Date	FY2026 Budget Year to Date	FY2026 Actual Year to Date	Variance	
					\$	%
Revenues:						
MCEC	\$ 48,857,108	\$ 22,600,115	\$ 22,547,635	\$ 21,990,671	\$ (556,964)	(2.5)%
Lawn on D	1,018,332	989,884	839,810	655,168	(184,642)	(22.0)%
Hynes	10,070,896	6,751,555	5,758,696	4,274,051	(1,484,645)	(25.8)%
Boston Common Garage	12,622,200	6,712,391	6,822,900	6,559,594	(263,306)	(3.9)%
MassMutual Center	8,328,560	3,437,848	3,902,749	3,456,257	(446,492)	(11.4)%
Springfield Civic Center Garage	690,931	—	298,671	249,589	(49,082)	(16.4)%
Other Income	1,040,080	459,447	526,955	399,335	(127,620)	(24.2)%
Operating revenue	82,628,107	40,951,240	40,697,416	37,584,665	(3,112,751)	(7.6)%
CCF Funding	20,050,466	6,890,825	10,282,530	12,697,134	2,414,604	23.5 %
Total revenues	102,678,573	47,842,065	50,979,946	50,281,799 ✓	(698,147)	(1.4)%
Expenses:						
MCEC	47,804,011	22,453,403	23,619,117	24,656,821	(1,037,704)	(4.4)%
Lawn on D	906,362	398,985	461,357	285,714	175,643	38.1 %
Hynes	14,258,028	7,050,657	7,080,214	6,121,278	958,936	13.5 %
Boston Common Garage	2,922,624	1,348,519	1,437,077	1,225,184	211,893	14.7 %
MassMutual Center	13,636,472	6,613,264	6,742,726	6,547,348	195,378	2.9 %
Springfield Civic Center Garage	1,252,451	—	625,981	353,932	272,049	43.5 %
Subtotal operations	80,779,948	37,864,828	39,966,472	39,190,277	776,195	1.9 %
Central administration	12,976,125	6,401,020	6,552,224	7,616,946	(1,064,722)	(16.2)%
Sales and marketing	8,922,500	3,576,217	4,461,250	3,474,576	986,674	22.1 %
Subtotal administration	21,898,625	9,977,237	11,013,474	11,091,522	(78,048)	(0.7)%
Total expenses	102,678,573	47,842,065	50,979,946	50,281,799 ✓	698,147	1.4 %

December 2025 YTD versus Budget

Revenue:

- **Hynes** revenue decreased from the budget by \$1.5M primarily as a result of food and beverage (-\$1.0M) and convention center rent (-\$0.5M).
- **MCEC** revenue decreased from the budget by \$0.6M primarily as a result of:
 - Convention center rent (-\$0.2M)
 - Water ferry services (+0.2M)
 - Parking revenue (-\$0.5M)
- **MassMutual Center (MMC)** revenue decreased from the budget by \$0.5M primarily as a result of convention center rent (-\$0.4M).
- **Lawn on D, Boston Common Garage (BCG), and Springfield Civic Center Garage (SCCG)** revenue are materially on budget.

December 2025 YTD versus Budget

Expenses:

- **Hynes** expenses decreased \$1.0M from the budget proportionately to revenue on the previous page primarily due to:
 - Utilities (+\$0.2M), cleaning (+0.1M) and rubbish removal (+\$0.1M) due to the partial maintenance shutdown
 - Compensation (+\$0.5M) due to headcount
- **MassMutual Center (MMC)** and **Springfield Garage** expenses decreased from the budget (+\$0.2M) and (+0.2M) comprised of compensation (+\$0.1M) and utilities (+0.1M) primarily due to timing.
- **MCEC** expenses increased from the budget \$1.0M primarily due to:
 - Compensation (-\$0.9M) caused by overtime and higher benefits expenses.
- **Central Administration** expenses increased from the budget (-\$1.1M) primarily due to compensation and benefits (-\$0.5M) from the timing of hiring and severance expenses but was offset by **Sales and Marketing** (+\$1.0M) due to fewer contracted third-party services.

Financial Results

	FY2025 Actual	FY2026 Budget	FY2026 Actual	Variance	
	Month to Date	Month to Date	Month to Date	\$	%
Revenues:					
MCEC	\$ 1,896,723	\$ 2,139,622	\$ 1,476,572	\$ (663,050)	(31.0)%
Lawn on D	—	—	—	—	— %
Hynes	259,306	168,735	307,064	138,329	82.0 %
Boston Common Garage	1,126,303	1,144,700	1,009,871	(134,829)	(11.8)%
MassMutual Center	681,576	639,386	520,063	(119,323)	(18.7)%
Springfield Civic Center Garage	—	52,107	62,061	9,954	19.1 %
Other Income	55,372	86,585	60,274	(26,311)	(30.4)%
Operating revenue	4,019,280	4,231,135	3,435,905	(795,230)	(18.8)%
CCF Funding	3,800,965	4,268,282	6,116,123	1,847,841	43.3 %
Total revenues	7,820,245	8,499,417	9,552,028 ✓	1,052,611	12.4 %
Expenses:					
MCEC	3,517,644	3,991,836	4,127,884	(136,048)	(3.4)%
Lawn on D	23,778	78,069	7,421	70,648	90.5 %
Hynes	1,051,547	1,159,069	1,828,036	(668,967)	(57.7)%
Boston Common Garage	202,469	243,031	211,937	31,094	12.8 %
MassMutual Center	1,247,652	1,150,743	1,170,058	(19,315)	(1.7)%
Springfield Civic Center Garage	(2,188)	104,038	102,839	1,199	1.2 %
Subtotal operations	6,040,903	6,726,786	7,448,175	(721,389)	(10.7)%
Central administration	1,147,439	1,029,089	1,503,826	(474,737)	(46.1)%
Sales and marketing	631,903	743,542	600,027	143,515	19.3 %
Subtotal administration	1,779,342	1,772,631	2,103,853	(331,222)	(18.7)%
Total expenses	7,820,245	8,499,417	9,552,028 ✓	(1,052,611)	(12.4)%

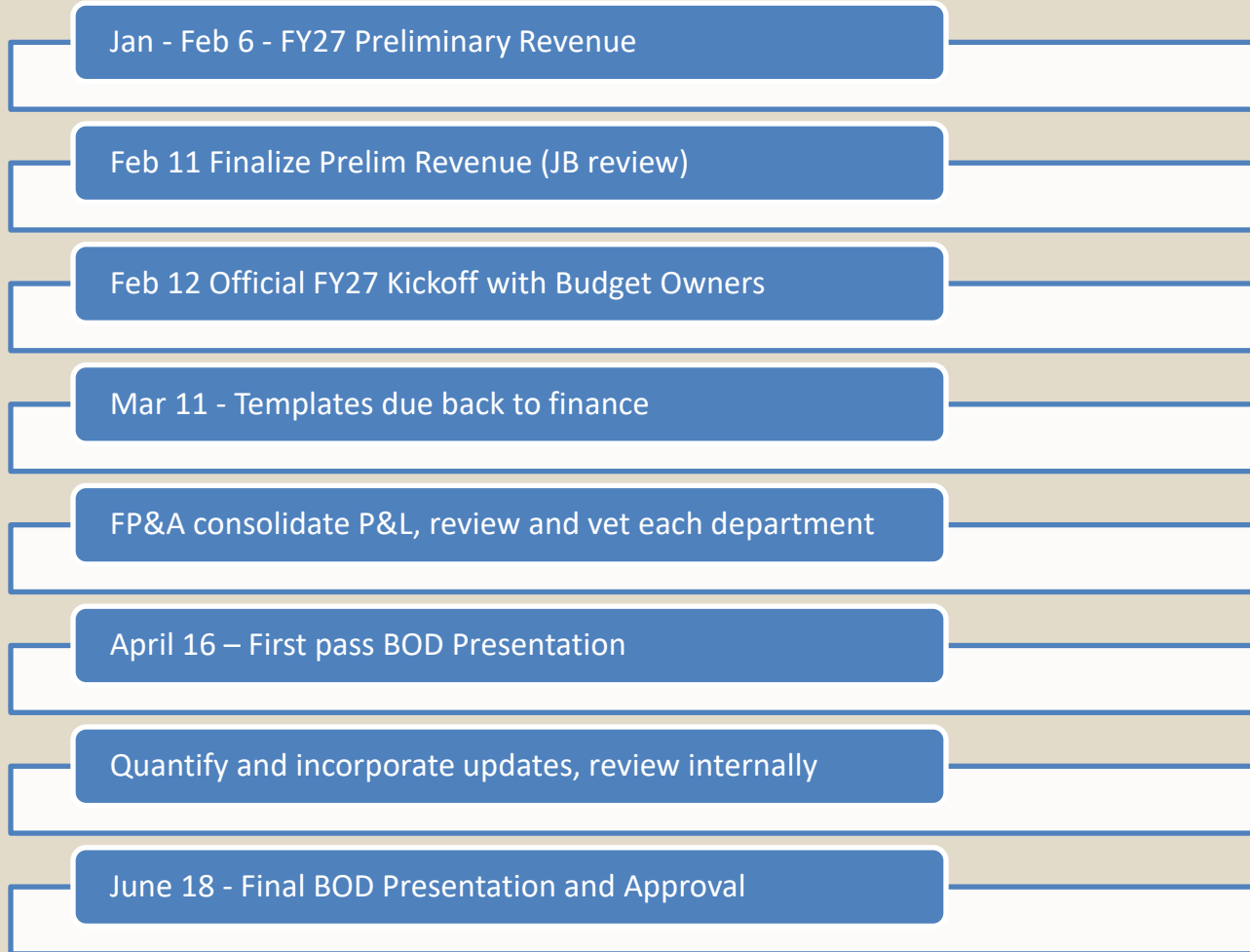
Revenue for the month of December was **\$9.6M**.

Expenses for the month of December were **\$9.6M** and an increase from the budget of **\$1.1M or 12%**.

Project Updates

- “Reconciliation of significant account balances”
 - ❑ **Remediation through December close:**
 - ✓ 75% complete: All FY monthly account reconciliations
 - ❑ **Goal:**
 - ✓ 100% completion each month
 - ✓ BD+10 general ledger close
 - December 2025 monthly results
 - Reviewed by CFO during the week of January 19th
 - Reviewed by Executive Director on January 29th
 - ✓ Active recruiting for a Senior Staff Accountant
 - Open position for ~6 months
 - Now ALSO using an external recruiter to increase our success rate
- SAP Concur travel and expense system implementation GO LIVE: **complete**
(second week of FEB)

FY27 Budget Schedule





PROCUREMENT AUCTION/ SURPLUS PROPERTY INITIATIVE
February 2026

**MASSACHUSETTS
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Signature
BOSTON™

Surplus Property Initiative

MCCA's Initiative for Auctioning Obsolete Material

- **2017:** Procurement identified an opportunity to improve process for asset disposal... Spearheaded a policy to auction off all obsolete equipment across the Authority's 4 campuses and drive incremental revenue

How the Initiative Works

- The disposal process follows the MCCA's SOP for Decommissioning Assets, maximizing the Authority's ability to recoup value
- Procurement ensures compliance with MCCA guidelines and state requirements, including Massachusetts Disposal of Surplus State Property Policies and Procedures
- If no internal need exists and the asset retains value, the Procurement team posts the item on a public auction site, consistent with the public-value provisions of Chapter 30B*

Procurement established a structured and financially responsible initiative for the disposal of obsolete assets

**MCCA is not bound to 30B by its enabling act...ensures fair market recovery while maintaining transparency.*

Auction: Life to Date and Inception Totals

93 auctions since FY17:

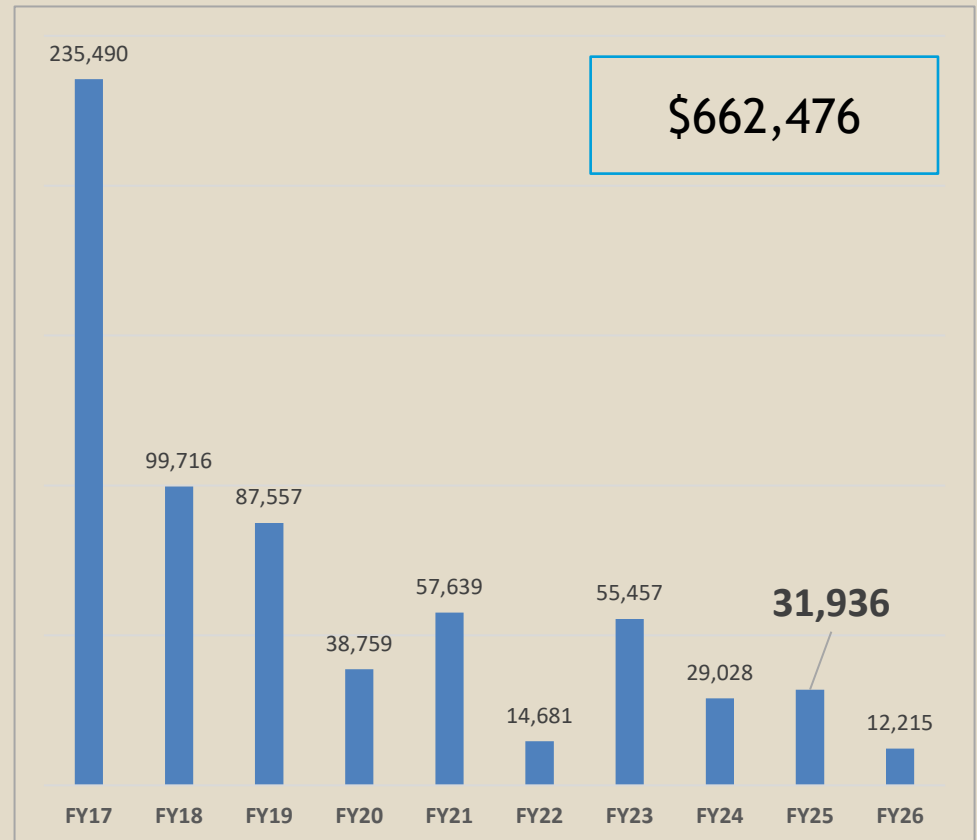
- IT
- Food services
- Transportation
- Public safety
- Engineering & Maintenance

\$662K life-to-date

16 auctions in FY25

\$32K FY25 revenue

Auction Revenue Life to Date



Surplus Property Initiative - Process

- Procurement relationship with Auctions International, the contracted vendor for staging, to facilitate asset sale
- Auctions International manages transaction directly with the buyer
- Payment are made directly from auctions International to MCCA- MCAA pays no fee to Auctions International
- Procurement manages asset transfer to buyer(s)
- Governance & Documentation: At every stage, the initiative reinforces the importance of documentation and audit readiness

**Relationship with contracted vendor for staging reduces
MCCA responsibility for sale**

Community Impact



While auctions serve as the primary method for value recovery, the MCCA also executes responsible disposal through donations to Massachusetts community services organizations



Boston Common Garage & Lot on D Operator Contract

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February 5, 2026

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Overview

- BCG – 1,363 space garage located in the heart of Boston
 - Wide swath of customers who cite location, safety, cleanliness, ease of use and cost all as factors for parking
 - Approximately 250,000 transient parkers/year
 - 800-1100 monthly parkers
 - Largest garage in its market set
- Lot on D- 200 space open air parking lot
 - Mostly valet parking for the Aloft and Element hotels

RFP Overview

- RFP Committee:
 - Shannon Smith, Mary Linders & Kwok Chan (Transportation)
 - Stephen Jones (Public Safety)
 - Thomas Rowan (Finance)
- Contract award based on best value after review of multiple criteria, including relevant operating experience, maintenance, security plans, supplier diversity, financials & cost, marketing plan & customer service.

RFP Overview

- Received 5 bids

Bidder	Proposed SDP Partner	SDP Commitment (%)	Contract Value Year 1
Laz	Prive Parking	12%	\$1,983,991.91
VPNE	Warsame Services, MBE	12%	\$1,896,622
Executive Parking, MBE	Self	100%	\$1,605,604
Metropolis/SP+	Nilfisk, Signh Electric, MyGoTo Source, 1 st String Uniforms	12.03%	\$1,377,801
Propark Mobility	ServPro. MBE	22.01%	\$1,348,367.48

RFP Overview

- Committee recommends Propark as Most Advantageous:
 - Incumbent vendor since 2016
 - Lowest total proposal cost
 - Highest committed percentage of subcontracting for supplier diversity at 22.01%
 - Partnership with New England Property Resolution Team d.b.a ServPro, a registered MBE
 - Excellent customer service, competitive marketing, knowledge of industry trends

Vote: Award for the Management of the BCG & Lot on D

The Massachusetts Convention Center Authority's ("Authority") parking management RFP committee recommends Propark be awarded the Management Contract for the BCG and Lot on D

A vote to implement the recommendations of the committee 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 Interim Executive Director to enter into a contract with Propark, Inc. for a term of 3 years with 2 one-year options for the management of the Boston Common Garage and the Lot on D.

Vote: Award for the Management of the BCG & Lot on D

The Massachusetts Convention Center Authority's ("Authority") parking management RFP committee recommends Propark be awarded the Management Contract for the BCG and Lot on D

At a recent Administration, Finance, and Personnel (AF&P) Committee Meeting, the AF&P Committee received a presentation and recommendation from the Transportation Department concerning the management of the Boston Common Garage and Lot on D

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

VOTE: The Massachusetts Convention Center Authority hereby authorizes the Interim Executive Director to enter into a contract with Propark, Inc. for a term of 3 years with 2 one-year options for the management of the Boston Common Garage and the Lot on D.

Draft

Board Vote: Award for the Management of the BCG & Lot on D

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