

Finance Committee Agenda for 9-16-2021 2:30-4pm

1. Minutes from June meeting (EXHIBIT A)
2. Minutes from August meeting (EXHIBIT B)
3. August financials – CFA (EXHIBIT C)
4. Proposed 2021 Budget Amendment (EXHIBIT D)
5. Other items as determined by members

# EXHIBIT A

**MONTGOMERY COUNTY CONVENTION FACILITIES  
AUTHORITY  
BOARD OF DIRECTORS**

Regular Meeting Minutes  
June 17, 2021 2:30 PM  
Via Telephonic/Electronic Means

**BOARD OF DIRECTORS – Finance Committee Meeting**

**PRESENT:** Sean Fraunfelter, LaShea Lofton, Kevin Weckesser, Thomas Whelley

**EXCUSED:** Kevin Weckesser joined at 2:55 pm and had given prior notice of a pre-commitment

**GUESTS:** Pam Plageman, Executive Director, Jennifer Lukacs, Special Projects Manager, Kelli Donahoe, ASM, John Page, ASM, Cheryl Patterson, ASM, Mike Burns, RW Baird

**I. Roll Call**

Mr. Fraunfelter called the meeting to order at 2:34 PM and called the roll.

**II. Approval of May Minutes**

Mr. Fraunfelter asked members of the Committee if they had any edits to the minutes. Hearing none, Mr. Fraunfelter called for a motion to approve the minutes.

**Motion:** It was then moved by Mr. Whelley and seconded by Ms. Lofton and unanimously voted “to approve the May 25, 2021, Finance Committee meeting minutes as presented”.

**III. April Financials – DCC/ASM (Exhibit A)**

**A. Reports and Communication**

- i. Mr. Fraunfelter recapped the April Facility Statement of Income along with actuals and variance. Ms. Patterson explained the event statements include food and beverage and this is addressed in the financial summary page. It was also noted contracted services applied to security and cleaning. Other operating expense include trash, exterminating, HVAC maintenance, and electric. It was noted Chef Mark Ceccio, Executive Chef/F&B Director, started the 22<sup>nd</sup> of April 2021 at the Dayton Convention Center.

**B. Balance Sheet Management**

- ii. Ms. Plageman noted the asset summary provides 100k of assets to start with. Between April 1st to the 26th the Dayton Convention Center was a COVID-19 vaccine hub. A portion of expenses listed on income statement are related to supporting the community during the states vaccination goal to curb the spread of the pandemic.

- iii. Mr. Whelley noted the months prior to April have no financial statement history. Ms. Patterson provides the CFA a list of invoices presented for payment to Mr. Fraunfelter. Ms. Plageman, and Ms. Donahoe to approve list for payment. The list should include reoccurring service contracts for the DCC and follow the procurement policy.

#### **IV. Operating Budget DCC/ASM (Exhibit B)**

##### **A. Event Management Overview**

- i. Ms. Donahoe mentioned the event management software VenueOps will aide in reporting the communicated event plans. This allows the ability to report expenses both direct and indirect. Ms. Donahoe also noted ASM is working to forecast revenue stream from the City and hopes to see a further increase in events for 2021, noting that 7 events have been added for 2021 this far. Ms. Donahoe mentioned the volatility of labor market is coming up short. ASM is currently looking to fill positions for all levels of event execution along with accounting and operations management staff. Customer's budget and what they are willing to spend will be determined mostly by food/beverage and audio-visual needs. Ms. Donahoe is prepared to offer pre-pandemic rates in attempts to improve event sales while the community emerges from a global pandemic.
- ii. Ms. Lofton recommends a committee budget charrette to help define a process and event industry vocabulary for 2022. Ms. Lofton offered to help assist with connecting to economic development entities to help ASM fill job postings.

##### **B. Budgeting Discussion**

- i. Ms. Plageman discussed how DCC's budget will remain the same monthly. Although forecasting of planned vs. actual will represent changes in market performance. This is important to remember while coming out of a pandemic since there no historical data (previous year) for comparison. Ms. Patterson has concerns of how the pandemic might affect fall registrations of local sporting events.
- ii. Ms. Patterson will work with Mr. Fraunfelter and Ms. Plageman to get budget on the books regarding operating income from the CVB's data. Currently banquets, meetings, and sports are accounting for the largest portions of DCC's events.
- iii. Ms. Lofton would like to see a SWOT analysis or something alike outlining the input that drives numbers.
- iv. Mr. Fraunfelter touched on how collecting lodging tax is a work in progress since this MCCFA tax is new to many hotels this year.

**Motion:** It was then moved by Mr. Whelley and seconded by Ms. Lofton and unanimously voted "to approve the 2021 DDC/ASM 2021 Financials as presented".

#### **V. Financial Advisor Recommendations – Bond Counsel RFQ (Exhibit C)**

##### **A. Bond Counsel Proposals - Overview**

- i. Mr. Burns presented his findings regarding the 3 proposals that were received from the Bond Counsel RFQ. Three proposals were received by firms, Bricker & Eckler, Squire Patton Boggs and Frost Brown Todd. Ms. Plageman stated she had sent the

proposals to Mr. Reynolds and Mr. Whelley prior for their review. These firms are all very qualified and specialize in tax exempt bond work. Mr. Burns mentioned he would not recommend looking at fees only in this situation. Mr. Burns has worked with all 3 firms. One firm stands out due to their current work with the MCCFA and do have the most reasonable fees. It was recommended by Mr. Burns to award Bricker & Eckler Bond Counsel for the MCCFA. Mr. Whelley and Ms. Lofton joined the conversation about the term of the agreement. Mr. Burns stated that it would be acceptable to enter into an agreement for the first bond funding transaction and gauge the work and interaction of Bricker & Eckler.

**Motion:** It was then moved by Mr. Weckesser and seconded by Mr. Whelley and unanimously voted “to recommend Bricker & Eckler as Bond Counsel”. This will also be approved by the full Board on 7/1/21.

## **VI. May Financials - CFA (Exhibit D)**

### **A. Reconciliation and Hotel and Lodging Tax**

- i. Montgomery County Convention Facilities Authority, Reconciliation Summary Period Ending 5/31/2021 for Key Bank. There is a net change of (15k). This deficit is in relation to past due lodging tax. The online Forte payments collecting MCCFA’s lodging tax currently account for roughly 30% of payments coming in. Ms. Plageman and Kelly Smith, prior Special Projects Manager, have been reaching out to the hotel general managers and accountants to help them understand how to correctly submit an online payment. No credit card payments are accepted, only e-checks. MCCFA is also working to outline delinquent payment plans. Next steps are to assess taxes on hotels who have yet to comply to the correspondence and notices sent from January 2021 – June 2021.

### **B. Refresh of Dayton Convention Center Lobby**

- i. Mr. Fraunfelter noted deferred maintenance is coming out of MCCFA’s operating account. Event planners and local walk-ins are noting the lobby smells cleaner and the improvements are evident.

**MOTION:** It was then moved by Mr. Weckesser and seconded by Mr. Whelley and unanimously voted “to approve May Financials as presented”.

## **VII. 2021 Budget Update (Exhibit E)**

### **A. Budget Update**

- i. The CFA budget was matched to the DCC’s 2021 budget. It was stated the budget will generate revenue based on event operations and Pepsi contribution of \$15,000. DRMA will be leaving as a tenant soon and is reflected in the revised budget.

- ii. Expenses increased as Jennifer Lukacs a Special Project Manager joined the team on June 7<sup>th</sup>.
- iii. ASM's budget will now be itemized by showing actuals for monthly financial reporting.
- iv. Mr. Fraunfelter noted general liability insurance cost was more than anticipated. The budget will be presented at the July 1 board meeting for budget approval.
- v. Ms. Plageman updated committee on ASM's capital investment uses for lobby and refurbishment of the two passenger elevators. She has a recommendation for the board's July 1<sup>st</sup> meeting on awarding to most comprehensive contractor for a timely update.

**MOTION:** It was then moved by Ms. Lofton and seconded by Mr. Weckesser and unanimously voted "to approve the revised 2021 Budget as presented".

### **VIII. Procurement Policy (EXHIBIT F)**

Ms. Plageman outlined the procurement policies mission, scope, purpose, and thresholds. It was noted a few exceptions would be defined as emergency situations such as HVAC and escalators. Ms. Plageman mentioned one of the two chillers (HVAC unit) is working well after being nonoperational since 2017. Air Force One is working on a quote for the controls replacement (brains) of the unit, which will be another large expense. Replacing the chillers is in the master plan, as they are both past their useful life.

Ms. Plageman presented a document that outlines government Cooperative Procurement with both Omnia Partners and Sourcewell. These government solicited and approved vendor are a source for the MCCFA and ensure compliance in procurement practices. Although national account pricing and quality is established, local Dayton MBE, SBE, WBE and Veteran owned businesses can participate by leading the design and project management. Procurement thresholds above \$50,000 should go through an RFP process except for when using Cooperative Procurement methods. This joint purchasing authority allows for more flexibility. Ms. Lofton noted co-ops are great for goods or services, but don't necessarily apply to construction or design. Ms. Plageman stated there would be language added to the Procurement Policy regarding Cooperative Purchasing under "Exceptions" and will be presented to the full Board on July 1.

### **IX. Other items as determined by members**

- A. Ms. Plageman presented the competitive quotes for new lobby furniture. Elements IV Interior, local MBE, conducted a competitive bid process for lobby furniture replacements, utilizing Omnia Partners program to ensure government pricing and quality. The lobby layout from Elements includes modern furniture along with charging stations designed in the furniture. The layout and furniture selections are similar to other recognized convention centers and what meeting planners expect. Ms. Plageman presented the bid pricing and recommended the lowest bidder, manufacturer, SitOnIt.

- B.** Ms. Plageman presented the competitive quotes for elevator cab refurbishment at DCC. Oracle Elevator, the current service provider, did a competitive bid process for both passenger elevators. 2 Kentucky based and 1 national vendor provided proposals. Ms. Plageman recommended the vendor quote that would deliver the quality and timely service to get this important project completed.

**MOTION:** It was motioned by Mr. Weckesser and seconded by Mr. Whelley, to “recommend the described vendors for both projects as presented.” Both approvals will go in front of the full Board on July 1.

**MOTION:** It was motioned by Mr. Whelley and seconded by Mr. Weckesser, and unanimously approved to adjourn regular session at 4:15 PM

### **CERTIFICATE**

The undersigned Chair of the Finance and Budget Committee of the Montgomery County Convention Facilities Authority hereby certifies that the foregoing is a true copy of the minutes of the June 17, 2021, meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on July 15, 2021.

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Chair of the Finance and Budget Committee  
Montgomery County Convention  
Facilities Authority

# EXHIBIT B



**MONTGOMERY COUNTY CONVENTION FACILITIES  
AUTHORITY  
BOARD OF DIRECTORS**

Regular Meeting Minutes  
August 19, 2021, 2:30 PM  
Via Telephonic/Electronic Means

**BOARD OF DIRECTORS – Finance Committee Meeting**

**PRESENT:** Sean Fraunfelter, LaShea Lofton, Kevin Weckesser, Thomas Whelley

**GUESTS:** Pam Plageman, Executive Director, Kelli Donahoe, ASM, John Page, ASM,

**I. Roll Call**

Mr. Fraunfelter called the meeting to order at 2:30 PM and called the roll.

**II. Approval of June Minutes**

Mr. Fraunfelter apologized for not included in the minutes from June meeting the packet and asked to move them for approval to the September meeting

**III. Audio/Visual Preferred Provided**

Ms. Donahoe provided information on the RFP that was presented to six companies for audio visual services related to the DCC. Three firms responded to the RFP and ASM shortlisted two firm for in-person presentations. After reviewing the packages and a side by side comparison, Mills James was selected for several reasons including a capital investment of \$579,000 in new equipment for the DCC. The contract would be approved by the full CFA board in September. Mr. Weckesser asked about any minimums related to the contract and Mr. Whelley wanted a little more detail on the capital investment. Both received answers to their questions. Ms. Lofton asked about insurance coverage for the equipment and Mr. Page replied the vendor would provide such coverage and name the DCC/CFA as insured.

**Motion:** It was then moved by Mr. Whelley and seconded by Mr. Weckesser and unanimously voted “to place the contract on the CFA September board meeting for approval”.

**IV. July Financials – DCC/ASM**

**A. Reports and Communication**

- i. Mr. Fraunfelter recapped the July Facility Statement of Income along with actuals and variance. The information also includes the ASM information for July.
- iii. Mr. Fraunfelter discussed various line items where a proposed budget change would be presented in September. Ms. Lofton requested any budget items related to the pending bond issue be reporting in a separate “Capital Projects” fund.

## **V. Design Services Contract**

- i. Ms. Plageman presented the design services contract for LWC/LMN that will assist the CFA in the architectural redesign of the center. The payment structure is down to two tiers based on the capital outlay expenses after negotiating with the firm. There were no questions about the contract.

**Motion:** It was then moved by Ms. Lofton and seconded by Mr. Whelley and unanimously voted “to move forward with the contract with LWC/LMN”. This will also be approved by the full Board on 9/2/21.

## **VI. Milliken/Titan Carpet Proposal**

- i. Ms. Plageman provided an update on the carpet that would be used in the lobby area. There were two illustrations provided to the committee that were previously provided and approved by the operations committee. The architect is aware of the proposal and is incorporating it into the design.

**Motion:** It was then moved by Ms. Lofton and seconded by Mr. Whelley and unanimously voted “to move forward with Milliken/Titan proposal”. This will also be approved by the full Board on 9/3/21.

## **VII. Other Items – Skywalk Repair**

- i. Ms. Plageman updated the committee on the status of the skywalk. There have been repairs that temporarily helped stop the leaks. The CFA had some infrared scans completed by Garland on the main roof and requested quotes from several vendors to repair the skywalk permanently. Maxim was the lowest bidder and has done work for the CFA before. No questions on the proposal.

**MOTION:** It was then moved by Mr. Whelley and seconded by Ms. Lofton and unanimously voted “to move forward with the Maxim proposal for the skywalk repair”. This will also be approved by the full Board on 9/2/21.

**MOTION:** It was motioned by Mr. Whelley and seconded by Mr. Weckesser, and unanimously approved to adjourn regular session at 3:30 PM

## **CERTIFICATE**

The undersigned Chair of the Finance and Budget Committee of the Montgomery County Convention Facilities Authority hereby certifies that the foregoing is a true copy of the minutes of the August 19, 2021, meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on September 16, 2021.

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Chair of the Finance and Budget Committee  
Montgomery County Convention  
Facilities Authority

# EXHIBIT C

11:17 AM

09/09/21

**Montgomery County Convention Facilities Authority**  
**Reconciliation Summary**  
**Key Bank Operating, Period Ending 08/31/2021**

	<u>Aug 31, 21</u>
Beginning Balance	957,319.95
Cleared Transactions	
Checks and Payments - 38 items	-414,497.79
Deposits and Credits - 16 items	299,134.11
Total Cleared Transactions	<u>-115,363.68</u>
Cleared Balance	<u>841,956.27</u>
Uncleared Transactions	
Checks and Payments - 2 items	-6,284.61
Total Uncleared Transactions	<u>-6,284.61</u>
Register Balance as of 08/31/2021	<u>835,671.66</u>
Ending Balance	<u>835,671.66</u>

**Montgomery County Convention Facilities Authority**  
**Reconciliation Detail**  
**Key Bank Operating, Period Ending 08/31/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						957,319.95
<b>Cleared Transactions</b>						
<b>Checks and Payments - 38 items</b>						
Check	7/27/2021	1121	TriMark Marlinn	X	-10,447.89	-10,447.89
Check	7/27/2021	1125	Grunder Landscaping	X	-3,990.00	-14,437.89
Check	7/27/2021	1123	Miami Industrial Tru...	X	-2,437.40	-16,875.29
Check	7/27/2021	1126	OHio and Indiana R...	X	-2,000.00	-18,875.29
Check	7/27/2021	1124	Sign Dynamics	X	-818.00	-19,693.29
Check	7/27/2021	1122	Markey's Audio Vis...	X	-504.00	-20,197.29
Check	7/27/2021	1120	Forte	X	-48.25	-20,245.54
Check	8/3/2021	debit	KeyBank	X	-13,883.00	-34,128.54
Check	8/3/2021	1134	Becker Construction	X	-6,995.00	-41,123.54
Check	8/3/2021	1130	Bricker and Eckler	X	-4,801.25	-45,924.79
Check	8/3/2021	1128	Ohio PERS	X	-2,686.15	-48,610.94
Check	8/3/2021	1129	Fraunfelter Account...	X	-1,950.00	-50,560.94
Check	8/3/2021	1132	Grexen Kitchen Exh...	X	-1,828.00	-52,388.94
Check	8/3/2021	1131	LWC Incorporated	X	-1,234.80	-53,623.74
Check	8/3/2021	1133	Maxim Roofing	X	-625.00	-54,248.74
Check	8/4/2021	debit	Cincinnati Insurance	X	-848.00	-55,096.74
Transfer	8/5/2021			X	-100,000.00	-155,096.74
Check	8/6/2021	debit	Payroll	X	-5,034.02	-160,130.76
Check	8/6/2021	debit	Ohio Deferred Comp	X	-400.00	-160,530.76
Check	8/10/2021	debit	Forte	X	-17.75	-160,548.51
Check	8/11/2021	credit ...	KeyBank	X	-4,156.19	-164,704.70
Check	8/13/2021			X	-441.19	-165,145.89
Check	8/19/2021	1139	Oracle Elevator	X	-42,350.52	-207,496.41
Check	8/19/2021	1138	TriMark Marlinn	X	-13,471.44	-220,967.85
Check	8/19/2021	1137	Tennant Sales and ...	X	-13,378.95	-234,346.80
Check	8/19/2021	1143	Stull Woodworking	X	-12,136.84	-246,483.64
Check	8/19/2021	1144	Plug Smart	X	-7,500.00	-253,983.64
Check	8/19/2021	debit	Eastern Tabletop M...	X	-7,500.00	-261,483.64
Check	8/19/2021	1145	Eastern Tabletop M...	X	-7,499.74	-268,983.38
Check	8/19/2021	1140	Insight Direct USA	X	-2,004.65	-270,988.03
Check	8/19/2021	1136	Solid Blend WMS	X	-1,624.20	-272,612.23
Check	8/19/2021	1141	CBD Advisors	X	-1,000.00	-273,612.23
Check	8/19/2021	1142	Southtown Mechanical	X	-140.00	-273,752.23
Check	8/19/2021	1146	Belinda Kenley	X	-49.45	-273,801.68
Check	8/20/2021	debit	Payroll	X	-5,034.02	-278,835.70
Check	8/23/2021	debit	Ohio Deferred Comp	X	-400.00	-279,235.70
Check	8/24/2021	debit	ACCE	X	-262.09	-279,497.79
Transfer	8/30/2021			X	-135,000.00	-414,497.79
<b>Total Checks and Payments</b>					<b>-414,497.79</b>	<b>-414,497.79</b>
<b>Deposits and Credits - 16 items</b>						
Deposit	8/2/2021			X	7,336.69	7,336.69
Deposit	8/3/2021			X	1,102.66	8,439.35
Deposit	8/9/2021			X	31,237.39	39,676.74
Deposit	8/10/2021			X	1,421.31	41,098.05
Deposit	8/11/2021			X	2,049.72	43,147.77
Deposit	8/16/2021			X	2,484.32	45,632.09
Deposit	8/17/2021			X	9,144.53	54,776.62
Deposit	8/17/2021			X	9,972.31	64,748.93
Deposit	8/18/2021			X	4,155.26	68,904.19
Deposit	8/20/2021			X	8,227.44	77,131.63
Deposit	8/20/2021			X	42,801.99	119,933.62
Deposit	8/23/2021			X	56,788.36	176,721.98
Deposit	8/24/2021			X	7,381.13	184,103.11
Deposit	8/24/2021			X	81,316.86	265,419.97
Deposit	8/31/2021			X	15,955.40	281,375.37
Deposit	8/31/2021			X	17,758.74	299,134.11
<b>Total Deposits and Credits</b>					<b>299,134.11</b>	<b>299,134.11</b>
<b>Total Cleared Transactions</b>					<b>-115,363.68</b>	<b>-115,363.68</b>
<b>Cleared Balance</b>					<b>-115,363.68</b>	<b>841,956.27</b>



KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

**Public Sector Statement**  
**August 31, 2021**  
**page 1 of 3**

359681593729

25 T 908 00000 R EM T1  
MONTGOMERY COUNTY CONVENTION  
FACILITIES AUTHORITY  
22 EAST FIFTH STREET  
DAYTON OH 45402

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

Public Transaction 359681593729  
MONTGOMERY COUNTY CONVENTION  
FACILITIES AUTHORITY

Beginning balance 7-31-21	\$957,319.95
16 Additions	+299,134.11
41 Subtractions	-414,056.60
Net fees and charges	-441.19
<b>Ending balance 8-31-21</b>	<b>\$841,956.27</b>

**Additions**

Deposits	Date	Serial #	Source		
	8-2		Forte 271859	33 18 42	\$7,336.69
	8-3		Forte 271859	Knight's, P/Ann (Jun)	1,102.66
	8-9		Deposit Branch 0448 Ohio		31,237.39
	8-10		Forte 271859	Knight's, P/Ann (Jul)	1,421.31
	8-11		Forte 271859	microtel	2,049.72
	8-16		Forte 271859	10	2,484.32
	8-17		Forte 271859	26	9,972.31
	8-17		Customer Deposit		9,144.53
	8-18		Forte 271859	72	4,155.26
	8-20		Deposit Branch 0656 Ohio		42,801.99
	8-20		Forte 271859	17	8,227.44
	8-23		Forte 271859	29, 27, 23, 16, 24, 47	56,788.36
	8-24		Deposit Branch 0448 Ohio		81,316.86
	8-24		Forte 271859	29	7,381.13
	8-31		Forte 271859	61, 42, 33, 18	17,758.74
	8-31		Customer Deposit		15,955.40
<b>Total additions</b>					<b>\$299,134.11</b>

**Subtractions**

Paper Checks

\* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
1120	8-10	\$48.25	1121	8-3	10,447.89	1122	8-2	504.00

359681593729

## Subtractions

(con't)

### Paper Checks

\* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
1123	8-2	2,437.40	1132	8-9	1,828.00	1140	8-24	2,004.65
1124	8-2	818.00	1133	8-11	625.00	1141	8-30	1,000.00
1125	8-2	3,990.00	1134	8-10	6,995.00	1142	8-23	140.00
1126	8-2	2,000.00	1136	8-24	1,624.20	1143	8-24	12,136.84
1128	8-9	2,686.15	1137	8-24	13,378.95	1144	8-24	7,500.00
1129	8-6	1,950.00	1138	8-24	13,471.44	1145	8-24	7,499.74
1130	8-9	4,801.25	1139	8-24	42,350.52	1146	8-26	49.45
1131	8-16	1,234.80						

Paper Checks Paid

\$141,521.53

Withdrawals	Date	Serial #	Location	
	8-3		KeyBank Auto Pymt	\$13,883.00
	8-4		Montgomery Countnet Pay	3,931.10
	8-4		Montgomery Countimpoundtax	1,066.72
	8-4		Cinfin Insurance	848.00
	8-4		Montgomery Countinvoice	36.20
	8-6		Ohio Def Comp Deferrals	400.00
	8-10		Forte Payments ACH Fees	17.75
	8-11		KeyBank Auto Pymt	4,156.19
	8-18		Montgomery Countnet Pay	3,931.10
	8-18		Montgomery Countimpoundtax	1,066.72
	8-18		Montgomery Countinvoice	36.20
	8-19		KeyBank Auto Pymt	7,500.00
	8-23		Ohio Def Comp Deferrals	400.00
	8-24		Agia Inc Acc Acce Insur	262.09

Transfers	Date	Serial #	Destination	
	8-5		Trf To DDA 0000359681617023 0101	\$100,000.00
	8-30		Trf To DDA 0000359681617023 0101	135,000.00
Total subtractions				\$414,056.60

## Fees and charges

Date		Quantity	Unit Charge	
8-9-21	Jul Analysis Service Chg	1	441.19	-\$441.19
Fees and charges assessed this period				-\$441.19

See your Account Analysis statement for details.

12:19 PM

09/09/21

**Montgomery County Convention Facilities Authority**  
**Reconciliation Summary**  
**Key Bank Convention Center, Period Ending 08/31/2021**

	<u>Aug 31, 21</u>
Beginning Balance	95,640.32
Cleared Transactions	
Checks and Payments - 46 items	-177,368.37
Deposits and Credits - 12 items	256,447.97
Total Cleared Transactions	<u>79,079.60</u>
Cleared Balance	<u><u>174,719.92</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-6,891.29
Total Uncleared Transactions	<u>-6,891.29</u>
Register Balance as of 08/31/2021	<u><u>167,828.63</u></u>
Ending Balance	167,828.63



# Montgomery County Convention Facilities Authority

## Reconciliation Detail

### Key Bank Convention Center, Period Ending 08/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						95,640.32
<b>Cleared Transactions</b>						
<b>Checks and Payments - 46 items</b>						
Check	7/15/2021	1085	Bruce Donato	X	-1,800.00	-1,800.00
Check	7/15/2021	1084	Bruce Donato	X	-685.40	-2,485.40
Check	8/2/2021	debit	PAYarc	X	-72.81	-2,558.21
Check	8/3/2021	1134	SMG - DCC	X	-32,858.68	-35,416.89
Check	8/3/2021	1135	Sysco	X	-19,986.57	-55,403.46
Check	8/3/2021	1107	Air Force One	X	-7,370.13	-62,773.59
Check	8/3/2021	1123	LGC Associates	X	-4,848.44	-67,622.03
Check	8/3/2021	1111	Best	X	-4,716.52	-72,338.55
Check	8/3/2021	1126	Marsh USA	X	-4,160.00	-76,498.55
Check	8/3/2021	1130	Professional Cleani...	X	-3,763.00	-80,261.55
Check	8/3/2021	1132	Pizaaz Produce	X	-3,577.24	-83,838.79
Check	8/3/2021	1118	Express Employme...	X	-3,337.54	-87,176.33
Check	8/3/2021	1116	Economy Linen and...	X	-2,449.28	-89,625.61
Check	8/3/2021	1131	Pepsi Bottling Group	X	-2,338.25	-91,963.86
Check	8/3/2021	1122	Kelli Donahoe	X	-1,498.31	-93,462.17
Check	8/3/2021	1121	Johnson Controls	X	-953.31	-94,415.48
Check	8/3/2021	1120	Harborlink Network ...	X	-822.00	-95,237.48
Check	8/3/2021	1119	Grunder Landscaping	X	-760.00	-95,997.48
Check	8/3/2021	1115	CPS	X	-717.07	-96,714.55
Check	8/3/2021	1133	Rumpke	X	-629.69	-97,344.24
Check	8/3/2021	1113	CBTS	X	-476.35	-97,820.59
Check	8/3/2021	debit	State of Ohio	X	-456.89	-98,277.48
Check	8/3/2021	1117	Evans Original Bak...	X	-450.00	-98,727.48
Check	8/3/2021	1108	Aqua Falls	X	-385.43	-99,112.91
Check	8/3/2021	1137	Wells Fargo	X	-339.00	-99,451.91
Check	8/3/2021	1109	ATT	X	-288.68	-99,740.59
Check	8/3/2021	1136	The Plant Trolley	X	-276.00	-100,016.59
Check	8/3/2021	1110	DYT Bagels	X	-253.50	-100,270.09
Check	8/3/2021	1112	Brinks	X	-237.38	-100,507.47
Check	8/3/2021	debit	ASM	X	-212.55	-100,720.02
Check	8/3/2021	1127	Moonlight Security I...	X	-211.44	-100,931.46
Check	8/3/2021	1125	Main Drive Thru	X	-205.00	-101,136.46
Check	8/3/2021	1103	Edward De La Garza	X	-199.11	-101,335.57
Check	8/3/2021	1124	Libby's	X	-189.90	-101,525.47
Check	8/3/2021	1105	A-1 Able Pest Doct...	X	-99.00	-101,624.47
Check	8/3/2021	1114	Constellation	X	-91.08	-101,715.55
Check	8/3/2021	1128	Concenta	X	-77.00	-101,792.55
Check	8/3/2021	1104	Greater Columbus ...	X	-72.20	-101,864.75
Check	8/3/2021	1106	ADP	X	-58.99	-101,923.74
Check	8/3/2021	debit	State of Ohio	X	-25.00	-101,948.74
Check	8/5/2021	debit	ADP	X	-20,859.96	-122,808.70
Check	8/6/2021	debit	Marsh USA	X	-1,577.00	-124,385.70
Check	8/10/2021	debit	Authnet Gateway	X	-60.69	-124,446.39
Check	8/11/2021	debit	AES Power	X	-25,805.08	-150,251.47
Check	8/17/2021	1138	Best	X	-848.55	-151,100.02
Check	8/19/2021	debit	ADP	X	-26,268.35	-177,368.37
<b>Total Checks and Payments</b>					<b>-177,368.37</b>	<b>-177,368.37</b>
<b>Deposits and Credits - 12 items</b>						
Deposit	8/2/2021			X	1,380.09	1,380.09
Deposit	8/3/2021			X	4,173.75	5,553.84
Transfer	8/5/2021			X	100,000.00	105,553.84
Deposit	8/10/2021			X	2,000.00	107,553.84
Deposit	8/10/2021			X	6,504.75	114,058.59
Deposit	8/17/2021			X	346.29	114,404.88
Deposit	8/20/2021			X	150.00	114,554.88
Deposit	8/23/2021			X	2,122.00	116,676.88
Deposit	8/24/2021			X	433.50	117,110.38
Deposit	8/30/2021			X	3,432.09	120,542.47



KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

**Public Sector Statement**  
**August 31, 2021**  
**page 1 of 3**

359681617023

37 T 908 00000 R EM T1  
MONTGOMERY COUNTY CONVENTION  
FACILITIES AUTHORITY  
DAYTON CC OPERATING ACCOUNT  
22 EAST FIFTH STREET  
DAYTON OH 45402

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

**Public Transaction 359681617023**  
MONTGOMERY COUNTY CONVENTION  
FACILITIES AUTHORITY  
DAYTON CC OPERATING ACCOUNT

Beginning balance 7-31-21	\$95,640.32
15 Additions	+256,447.97 ✓
48 Subtractions	-177,368.37
<b>Ending balance 8-31-21</b>	<b>\$174,719.92</b>

**Additions**

Deposits	Date	Serial #	Source	
	8-2		Merchant Bankcd Deposit 498334039886	\$1,380.09 ✓
	8-3		Customer Deposit	4,163.75 ✓
	8-3		Customer Deposit	10.00 ✓
	8-10		Customer Deposit 650475 CVA / 2100 deposit	8,504.75 ✓
	8-17		Adp Wage Pay Wage Pay 698087591616A7B	261.29 ✓
	8-17		Customer Deposit	85.00 ✓
	8-20		Payarc Tp Res Rel	150.00 ✓
	8-23		Payarc Tp Res Rel	1,480.00 ✓
	8-23		Payarc Tp Res Rel	642.00 ✓
	8-24		Customer Deposit	433.50 ✓
	8-30		Payarc Tp Res Rel	2,769.00 ✓
	8-30		Payarc Tp Res Rel	663.09 ✓
	8-31		Customer Deposit	905.50 ✓

Transfers	Date	Serial #	Source	
	8-5		Trf Fr DDA 0000359681593729 0101	\$100,000.00
	8-30		Trf Fr DDA 0000359681593729 0101	135,000.00
<b>Total additions</b>				<b>\$256,447.97</b>

**Subtractions**

*Paper Checks* \* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
1084	8-2	\$685.40	1085	8-2	1,800.00	*1103	8-19	199.11

359681617023

## Subtractions

(con't)

### Paper Checks

\* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
1104	8-5	72.20	1116	8-13	2,449.28	1127	8-16	211.44
1105	8-13	99.00	1117	8-16	450.00	1128	8-13	77.00
1106	8-13	58.99	1118	8-19	3,337.54	1130	8-16	3,763.00
1107	8-13	7,370.13	1119	8-19	760.00	1131	8-16	2,338.25
1108	8-17	385.43	1120	8-16	822.00	1132	8-16	3,577.24
1109	8-26	288.68	1121	8-16	953.31	1133	8-20	629.69
1110	8-27	253.50	1122	8-5	1,498.31	1134	8-20	32,858.68
1111	8-17	4,716.52	1123	8-16	4,848.44	1135	8-16	19,986.57
1112	8-16	237.38	1124	8-13	189.90	1136	8-16	276.00
1113	8-13	476.35	1125	8-13	205.00	1137	8-16	339.00
1114	8-17	91.08	1126	8-18	4,160.00	1138	8-23	848.55
1115	8-13	717.07						

Paper Checks Paid

\$102,030.04

Withdrawals	Date	Serial #	Location	
	8-2		Payarc Merch Fees	\$72.81
	8-3		8013Ohio-Taxosutoh Salestx	456.89
	8-3		Merchant Bankcd Deposit 498334039886	212.55
	8-3		8008Ohio-Taxorvlo Reg VI	25.00
	8-5		Adp Wage Pay Wage Pay 929320944500A7B	15,556.03
	8-5		Adp Tax Adp Tax 70A7B 080631A01	5,303.93
	8-6		Marsh USA Inc Cof Debit	1,577.00
	8-10		Authnet Gateway Billing	60.69
	8-11		Aes Ohio Aes Ohio	25,805.08
	8-19		Adp Wage Pay Wage Pay 567054926168A7B	19,814.32
	8-19		Adp Tax Adp Tax 70A7B 082033A01	6,454.03
<b>Total subtractions</b>				<b>\$177,368.37</b>

## Fees and charges

See your Account Analysis statement for details.

**MCCFA Budget versus Actual - YTD 2021 through August**

	Revised Budget 2021	Jan-August Actual 2021	Variance 2021
<b>Revenues</b>			
City of Dayton Hotel Tax Contribution (1)	231,456	79,524	(151,932)
MCCFA Lodging Tax 3% (2)	1,227,859	1,129,815	(98,044)
Food and Beverage	524,850	40,934	(483,916)
Direct Costs	(220,437)	(54,958)	165,479
Pepsi Contributions	333	2,629	2,296
Pepsi Support Funds	15,000	15,000	-
Audio Visual	91,205	-	(91,205)
Direct Costs		(1,643)	(1,643)
Events/Rental Income*	161,695	163,729	2,034
Direct Costs	(27,080)	-	27,080
DCC Leases	70,389	36,473	(33,916)
Management Company Donation	500,000	500,000	-
Other	62,492	15	(62,477)
<b>Total Revenues</b>	<b>2,637,762</b>	<b>1,911,518</b>	<b>(726,244)</b>
<b>Expenses</b>			
Salary includes Assistant to ED	192,000	109,293	82,707
Retirement	41,300	22,578	18,722
Medicare	2,784	1,354	1,430
Other Benefits	6,336	1,355	4,981
Office Related			-
Laptop	3,500	2,386	1,114
Supplies/COVID	13,000	5,367	7,633
Dues	10,000	619	9,381
Conferences and travel	10,000	1,214	8,786
Furniture		60,062	(60,062)
Website	5,000	2,500	2,500
Misc Convention Center items		5,097	(5,097)
Professional Services			-
Legal	90,000	60,060	29,940
Accounting	25,000	12,625	12,375
Hotel Tax Collection Expenses	15,640	15,200	440
Promotional Services/Advertising	25,000	-	25,000
Payroll and Bank Fees	5,000	3,281	1,719
Architectural Design		27,519	(27,519)
Other - CBD Advisors		4,000	(4,000)
Other- Energy Audit/Plants		1,600	(1,600)
Other - AV Services	5,000	2,411	2,589
Other - Facility Cleaning	5,000	3,968	1,032
Other - VM/Bev Selection assistance		8,859	(8,859)
Insurance			-
Directors and Officials	2,800		2,800
General Liability	85,275	43,369	41,906
Bonds	1,500		1,500
Additional coverages	3,000		3,000
Convention Center Operation*			
CFA Expenses DM/Repairs		491,962	(491,962)
ASM Costs: Wages and Benefits	573,495	139,194	434,301
Total Budget	23,380	63,388	(40,008)
\$1,259,821	106,444	105,725	719
YTD Expenses	104,700	75,457	29,243
\$311,004	302,680	94,443	208,237
ASM VM Food/Beverage	68,582		68,582
ASM VM Base	80,000	38,000	42,000
City of Dayton Debt			-
Energy Conservation QCB			-
Principal	120,000		120,000
Interest	30,627		30,627
Special Assessment	65,000		65,000
Contingency	50,000		50,000
<b>Total Expenses</b>	<b>2,072,043</b>	<b>1,402,886</b>	<b>669,157</b>
<b>Net Change</b>	<b>565,719</b>	<b>508,632</b>	<b>(57,087)</b>

\* The information for the convention center includes payments and deposits from the bank statements as the ASM financials aren't available for July.

# EXHIBIT D

**Revised 2021 Operating Budget - MCCFA**

	Current 2021	Revised 2021	Change	
<b>Revenues</b>				
City of Dayton Hotel Tax Contribution (1)	231,456	300,000	68,544	
MCCFA Lodging Tax 3% (2)	1,227,859	1,929,815	701,956	Avg \$200K remainder of year
Food and Beverage	524,850	300,000	(224,850)	Lower sales, possibly in event revenue
Food & Beverage Direct Costs	(220,437)	(126,000)		
Food and Beverage - Pepsi Contribution	333	333	-	
Agreement Support funds	15,000	15,000		
Audio Visual	91,205	50,000	(41,205)	
Events/Rental Income (includes City held deposits)	161,695	200,000	38,305	Some FB actual possibly included
Rental Income allocated expenses	(27,080)	(27,080)		
DCC Leases	70,389	63,000	(7,389)	Only CVB
ASM Contribution - Capital	500,000	500,000	-	
Other	62,492	1,000	(61,492)	
<b>Total Revenues</b>	<b>2,637,762</b>	<b>3,206,068</b>	<b>473,869</b>	
<b>Expenses</b>				
<b>Personnel Services</b>				
Salary	192,000	192,000	-	
Retirement	41,300	41,300	-	
Medicare	2,784	2,784	-	
Other Benefits	6,336	6,336	-	
Assistant to ED (9m in 2021)	52,000	52,000	-	
<b>Purchased Services</b>				
Professional Services			-	
Legal	90,000	90,000	-	
Accounting	25,000	25,000	-	
Contracted Employees for cleaning	5,000	4,000	(1,000)	ASM Cost now
Hotel Tax Collection Software	15,100	15,100	-	
Hotel Tax Collection Fee - Forte (est \$60/m)	540	540	-	
Promotional Services/Advertising	25,000	25,000	-	
Payroll and Bank Fees	5,000	5,000	-	
Other	5,000	50,000	45,000	Includes initial architect, CBD,
Insurance			-	initial selection assistance serv.
Directors and Officials	2,800	2,800	-	
General Liability	85,275	85,275	-	
Bonds	1,500	1,500	-	
Additional Insurance Coverages (Cyber)	3,000	3,000	-	
Convention Center Operation Balance			-	
Wages and Benefits	573,495	573,495	-	
Utilities	23,380	125,000	101,620	AES higher than expected
Repairs and Maintenance	106,444	150,000	43,556	Various items
Contracted Services	104,700	125,000	20,300	Temp staff for events
Other	302,680	150,000	(152,680)	
ASM Venue Management - Food/Bev (4%)	68,582	39,000	(29,582)	
ASM Venue Management - Base	80,000	80,000	-	
<b>Materials and Supplies</b>				
Office Related			-	
Laptop	3,500	3,500	-	
Supplies/COVID Supplies	13,000	13,000	-	
Dues	10,000	10,000	-	
Conferences and travel	10,000	10,000	-	
Website	5,000	5,000	-	
<b>Other Expenses</b>				
Non-Bond Capital Expenses		350,000	350,000	(Current is \$300,300)
Special Assessments	65,000	65,000	-	
City of Dayton Debt			-	
Energy Conservation QCB			-	
Principal	120,000	120,000	-	
Interest	30,627	30,627	-	
Contingency	50,000	50,000	-	
<b>Total Expenses</b>	<b>2,071,289</b>	<b>2,501,257</b>	<b>377,214</b>	
<b>Net Income</b>	<b>566,473</b>	<b>704,811</b>	<b>96,655</b>	

## 2021 Capital Budget Budget - MCCFA

	<b>Revised 2021</b>
<b>Revenues/Other Financin Sources</b>	
Face value of bonds issued	10,000,000
Interest	100
<b>Total Revenues</b>	<b>10,000,100</b>
<b>Expenses</b>	
<b>Purchased Services</b>	
Professional Services	
Architects/Consultants	335,000
Legal	25,000
Financial Advisor	50,000
Other	100,000
<b>Other Expenses</b>	
Reimbursed CFA Costs before issue	191,659
Capital Expenses	4,000,000
<b>Total Expenses</b>	<b>4,701,659</b>
<b><i>Estimated Balance at 12/31/21</i></b>	<b><u><u>5,298,441</u></u></b>