

DRAFT MINUTES: *Subject to change prior to approval by Authority or Committee at its next regular meeting*

**MINUTES OF THE 130th MEETING OF THE
CONVENTION CENTER AUTHORITY OF THE
METROPOLITAN GOVERNMENT OF NASHVILLE &
DAVIDSON COUNTY**

The 130th meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on September 5, 2024 at 9:00 a.m. in the Administrative Conference Room of the Administrative Offices at the Music City Center, Nashville, Tennessee.

AUTHORITY MEMBERS PRESENT: Norah Buikstra, Alfred Degrafinreid II, Tracy Hardin, Tre Hargett, Barrett Hobbs, Vonda McDaniel, Rachel Offutt (Designee for David Lillard), Jennifer Pfeiffer (Designee for Jason Mumpower), Dee Patel, Seema Prasad, and Betsy Wills

AUTHORITY MEMBERS NOT PRESENT: Robert Davidson

OTHERS PRESENT: Charles Starks, Charles Robert Bone, Jasmine Quattlebaum Kelli Donahoe, Donna Gray, Brian Ivey, Heather Jensen, Heidi Runion, Chris Mustain, Robin Rieek, and Hadley Hitson

Chair Norah Buikstra opened the meeting for business at 9:04 a.m. and stated that a quorum was present.

ACTION: Appeal of Decisions from the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County – Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Convention Center Authority may be appealed if and to the extent applicable to the Chancery Court of Davidson County for review under a common law writ of certiorari. These appeals must be filed within sixty days after entry of a final decision by the Authority. Any person or other entity considering an appeal should consult with private legal counsel to ensure that any such appeals are timely and that all procedural requirements are met.

Chair Norah Buikstra read the Mission Statement of the Music City Center (Attachment #1), and there was discussion.

There were no public comment requests received for this meeting (Attachment #1).

ACTION: Vonda McDaniel made a motion to approve the 129th Meeting Minutes of July 11, 2024. The motion was seconded by Alfred Degrafinreid II and approved unanimously by the Authority.

The next regularly scheduled meeting is scheduled for Thursday, October 3, 2024 at 9:00 a.m.

Charles Starks provided an Operations update, and there was discussion.

Chair Norah Buikstra, Charles Starks, and Jasmine Quattlebaum provided information on the RFP Feasibility Study to determine need for the Music City Center Expansion (Attachments #1 and #2), and there was discussion.

Charles Starks noted that the Feasibility Study is the first phase of any potential future expansion. The study will look at demand, demographics, projected future business, and the hotel market, among other business impacts. It will also include insights on lost business and feedback from past, current, and future customers. Charles Starks affirmed that Music City Center would be involved throughout the study process to determine if additional data should be collected. Chair Norah Buikstra acknowledged more studies may be needed.

ACTION: Tracy Hardin made a motion [i] accepting the recommendation of the evaluation committee and [ii] authorizing Charles Starks to negotiate and execute an agreement with HVS Convention, Sports and Entertainment Facilities Consulting to provide a feasibility study to determine the need for potential expansion of the Music City Center, on substantially the same terms as considered this day. The motion was seconded by Dee Patel and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum provided information on the RFP Elevator/Escalator Maintenance Services (Attachments #1 and #3), and there was discussion.

ACTION: Vonda McDaniel made a motion accepting [i] accepting the recommendation of the evaluation committee and [ii] authorizing Charles Starks to negotiate and execute an agreement with TK Elevator Company to provide elevator and escalator maintenance services, on substantially the same terms as considered this day. The motion was seconded by Alfred Degrafinreid II and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum provided information on the Contract Extension Audio Visual (Attachments #1 and #4), and there was discussion.

ACTION: Alfred Degrafinreid II made a motion authorizing Charles Starks to negotiate and execute an amendment to the audio-visual services agreement with LMG, LLC exercising the option to extend the agreement for an additional two years until December 31, 2026 on substantially the same terms as considered this day. The motion was seconded by Seema Prasad and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum provided a DBE Update (Attachment #1), and there was discussion.

Charles Starks provided an update on the monthly STR, LLC Hotel Statistics, referred the board to their packets for additional monthly statistics including hotel data and tax collections (Attachment #1), and there was discussion.

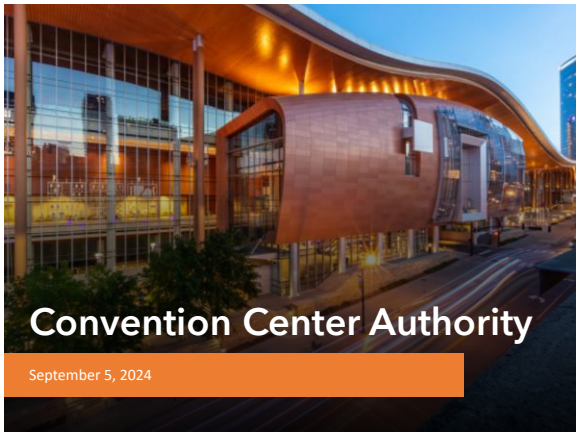
With no additional business, the Authority unanimously moved to adjourn at 10:14 a.m.

Respectfully submitted,

Charles L. Starks
President & CEO
Convention Center Authority

Approved:

Norah Buikstra, Chair
CCA 130th Meeting Minutes
of September 5, 2024



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Appeal of Decisions

Appeal of Decisions from the Convention Center Authority– Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Convention Center Authority may be appealed if and to the extent applicable to the Chancery Court of Davidson County for review under a common law writ of certiorari. These appeals must be filed within sixty days after entry of a final decision by the Authority. Any person or other entity considering an appeal should consult with private legal counsel to ensure that any such appeals are timely and that all procedural requirements are met.

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Music City Center Mission Statement

The mission of the Music City Center is to create significant economic benefit for the citizens of the greater Nashville region by attracting local and national events while focusing on community inclusion, sustainability, and exceptional customer service delivered by our talented team members.

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RFP Feasibility Study to determine need for Music City Center Expansion

RFP Elevator/Escalator Maintenance Services

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Contract Extension Audio Visual

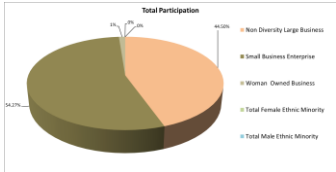
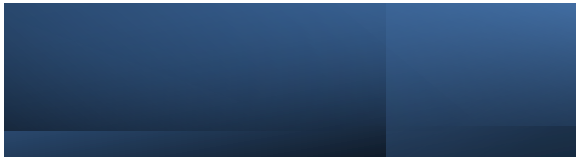
DBE Update

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LMG FY2024 4th Quarter DBE Participation Summary

FY2024 4th Quarter DBE Report



DBE PARTICIPATION SUMMARY:	% OF TOTAL	# OF COMPANIES
FY24 Goal 20%		
MINORITY OWNED BUSINESS	0.00%	0
WOMAN OWNED BUSINESS	1.23%	1
SMALL BUSINESS ENTERPRISE	54.27%	1
TOTAL	55.50%	2

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Convention Center Authority
Attachment #1
September 5, 2024

LMG FY2024 4th Quarter
DBE Participation Dollars Spent

DBE Classification	DBE Dollars Spent:
Total Minority Owned	\$0 (0%)
Total Woman Owned	\$2,650 (1.2%)
Total Small Business	\$116,995 (54.27%)
Total DBE Participation	\$119,645 (55.50%)*
Total Non-Diversity Business	\$95,915 (44.50%)

*New Reporting method beginning April 1, 2024.

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LMG FY2024 YTD
DBE Participation Dollars Spent
as of 6/30/2024

DBE Classification	DBE Dollars Spent:
Total Minority Owned	\$0 (0%)
Total Woman Owned	\$2,650 (0.03%)
Total Small Business	\$266,748 (3.38%)
Total DBE Participation	\$269,398 (3.41%)
Total Non-Diversity Business	\$7,620,992 (96.59%)

*New Reporting method beginning April 1, 2024.

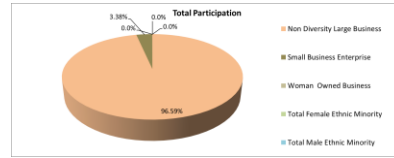
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Sodexo Live! FY2024 4th Quarter
DBE Participation Dollars Spent

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$8,759 (0.53%)
Ethnic Minority Female	
African American Owned	\$3,284 (0.20%)
Hispanic Female Owned	\$0 (0%)
Total Minority Owned	\$12,043 (0.73%)
Total Woman Owned	\$457,906 (27.59%)
Total Small Business	\$143,141 (8.62%)
Total Service Disabled Veteran	\$7,080 (0.43%)
Total DBE Participation	\$620,169 (37.37%)
Total Non-Diversity Business	\$1,039,556 (62.63%)

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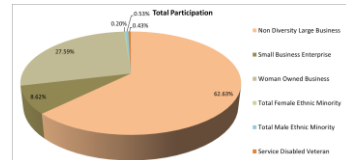
LMG FY2024 YTD
DBE Participation Summary



DBE PARTICIPATION SUMMARY: FY24 Goal 20%	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESS	0%	0
WOMAN OWNED BUSINESS	0.03%	1
SMALL BUSINESS ENTERPRISE	3.38%	1
TOTAL	3.41%	2

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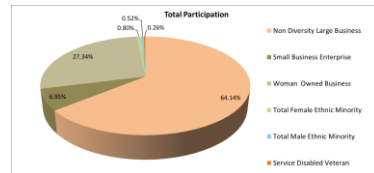
Sodexo Live! FY2024 4th Quarter
DBE Participation Summary



DBE PARTICIPATION SUMMARY: FY24 Goal 25%	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESS	0.73%	2
WOMAN OWNED BUSINESS	27.59%	6
SMALL BUSINESS ENTERPRISE	8.62%	7
SERVICE DISABLED VETERAN	0.43%	1
TOTAL	37.37%	16

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Sodexo Live! FY2024 YTD
DBE Participation Summary



DBE PARTICIPATION SUMMARY: FY24 Goal 25%	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESS	1.32%	2
WOMAN OWNED BUSINESS	27.34%	6
SMALL BUSINESS ENTERPRISE	6.95%	7
SERVICE DISABLED VETERAN	0.26%	1
TOTAL	35.86%	16

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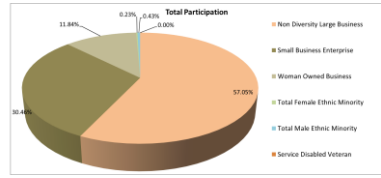
Convention Center Authority
Attachment #1
September 5, 2024

Sodexo Live! FY2024 YTD
DBE Participation Dollars Spent
as of 6/30/2024

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$33,421 (0.52%)
Ethnic Minority Female	
African American Owned	\$51,153 (0.80%)
Hispanic Female Owned	\$0 (0%)
Total Minority Owned	\$84,574 (1.32%)
Total Woman Owned	\$1,754,288 (27.34%)
Total Small Business	\$446,021 (6.95%)
Total Service Disabled Veteran	\$16,368 (0.26%)
Total DBE Participation	\$2,301,252 (35.86%)
Total Non Diversity Business	\$4,116,156 (64.14%)

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Music City Center FY2024 4th Quarter
DBE Participation Summary



DBE PARTICIPATION SUMMARY	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESS	0.66%	9
WOMAN OWNED BUSINESS	11.84%	10
SMALL BUSINESS ENTERPRISE	30.46%	6
SERVICE DISABLED VETERAN	0%	1
TOTAL	42.95%	26

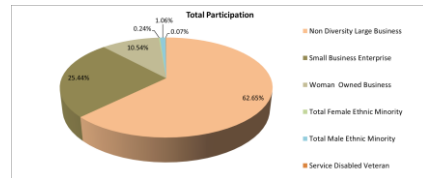
20

Music City Center FY2024 4th Quarter
DBE Participation Dollars Spent

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$17,255 (0.43%)
Ethnic Minority Female	
African American Owned	\$9,000 (0.23%)
Hispanic Female Owned	\$0 (0%)
Total Minority Owned	\$26,255 (0.66%)
Total Woman Owned	\$472,946 (11.84%)
Total Small Business	\$1,217,003 (30.46%)
Total Service Disabled Veteran	\$0 (0.00%)
Total DBE Participation	\$1,716,203 (42.95%)
Total Non Diversity Business	\$2,279,206 (57.05%)

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Music City Center FY2024 YTD
DBE Participation Summary
as of 6/30/2024



DBE PARTICIPATION SUMMARY	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESS	1.31%	9
WOMAN OWNED BUSINESS	10.54%	10
SMALL BUSINESS ENTERPRISE	25.44%	6
SERVICE DISABLED VETERAN	0.07%	1
TOTAL	37.35%	26

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Music City Center FY2024 YTD
DBE Participation Dollars Spent
as of 6/30/2024

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$158,380 (1.06%)
Ethnic Minority Female	
African American Owned	\$36,000 (0.24%)
Hispanic Female Owned	\$0 (0%)
Total Minority Owned	\$194,380 (1.31%)
Total Woman Owned	\$1,567,359 (10.54%)
Total Small Business	\$3,784,465 (25.44%)
Total Service Disabled Veteran	\$10,512 (0.07%)
Total DBE Participation	\$5,556,717 (37.35%)
Total Non-Diversity Business	\$9,318,971 (62.65%)

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OMNI 2024 Local Participation

COMMITMENT TO LOCAL HIRING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Total FTEs GOAL: 300	426	433	439	442	454	439	424					
# FTEs (40 hours) Residents of Nashville Metropolitan Statistical Area Goal: 250	410	415	420	423	432	416	403					
# FTEs (40 hours) Residents of Davidson County Goal: 200	299	306	315	312	307	307	294					

OMNI 2024 DBE Participation

SUPPLY AND SERVICE EXPENDITURE COMMITMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024 Total
Nashville Metropolitan Statistical Area Businesses Goal: \$100,000/yr.	\$106,526	\$18,025	\$144,850	\$134,125	\$212,469	\$90,459	\$92,741						\$838,924
Small, minority and women owned business enterprises Goal: \$50,000/yr.	\$47,712	\$521,606	\$28,617	\$34,193	\$40,329	\$18,721							\$186,178

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4TH QUARTER DBE EVENT

LEGACY BUILDING BLUEPRINT WORKSHOP:
IMAGINE, DESIGN, & EXECUTE THE SUCCESSION PLAN

TUESDAY
AUGUST 13, 2024
9 AM - 12 PM

MUSIC CITY CENTER
201 REP. JOHN LEWIS WAY S
NASHVILLE, TN 37203

REGISTRATION INCLUDES PARKING VALIDATION

REGISTER ONLINE

REGISTRATION DEADLINE: AUGUST 8, 2024

Music City Center, in partnership with US Bank, presents this specialized workshop designed to guide small and diverse business owners through the process of creating a comprehensive succession plan. Through interactive sessions, case studies, and expert guidance, learn how to take proactive steps towards ensuring the future sustainability and growth of your business or organization.

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UPCOMING DBE EVENT

CONSTRUCTION
OPPORTUNITIES CONFERENCE

SAVE THE DATE

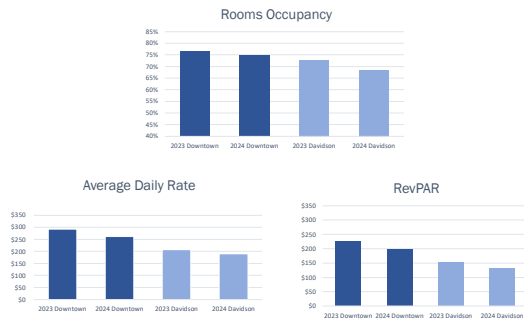
09.27.2024

MUSIC CITY CENTER

SPONSORS
TENNESSEE APEX ACCELERATOR
NBIC
Music City Center

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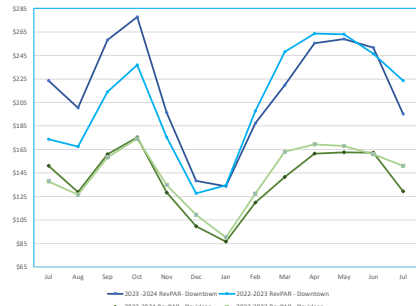
Hotel Statistics Comparison
July 2023 & 2024



(Source: STR, LLC. Reproduction or other re-use of this data without the express written permission of STR is strictly prohibited.) 27

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RevPAR Comparison - Trailing 13 Months



(Source: STR, LLC. Reproduction or other re-use of this data without the express written permission of STR is strictly prohibited.) 28

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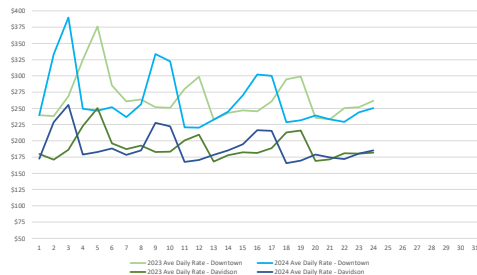
August Rooms Occupancy



(Source: STR, LLC. Reproduction or other re-use of this data without the express written permission of STR is strictly prohibited.) 29

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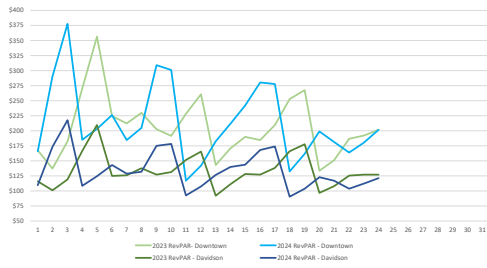
August Average Daily Rate



(Source: STR, LLC. Reproduction or other re-use of this data without the express written permission of STR is strictly prohibited.) 30

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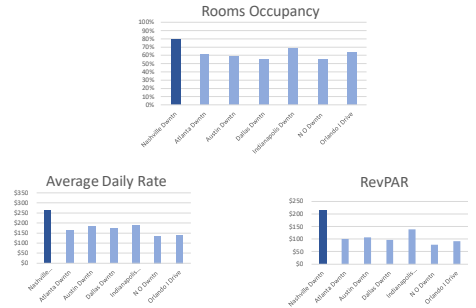
August RevPAR by Day



(Source: STR, LLC. Reproduction or other re-use of this data without the express written permission of STR is strictly prohibited.)

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Current Downtown Competitive August 1-24, 2024



(Source: STR, LLC. Reproduction or other re-use of this data without the express written permission of STR is strictly prohibited.)

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Tourism Tax Collections

MCC/Tourism Tax Collections

thru June 2024
(excludes TDZ)

	2/5 of 5% Occupancy Tax	Net 1% Occupancy Tax	\$2 Room Tax	Contracted Vehicle Tax	Rental Vehicle Tax	Campus Tax	Total	Variance to FY 23-24
July	\$4,571,542	\$2,078,955	\$1,965,213	\$12,764	\$28,058	\$1,820,271	\$10,596,803	16.27%
August	\$1,458,398	\$1,566,073	\$1,664,636	\$322,710	\$22,910	\$1,799,085	\$9,037,810	3.07%
September	\$4,032,162	\$1,856,365	\$1,754,098	\$298,688	\$246,237	\$2,024,977	\$10,182,515	2.52%
October	\$4,499,258	\$2,066,156	\$1,963,734	\$698,072	\$986,735	\$2,018,377	\$11,285,600	4.56%
November	\$3,183,910	\$1,389,273	\$1,511,196	\$244,354	\$227,754	\$1,500,825	\$8,137,318	-6.25%
December	\$3,598,884	\$1,807,282	\$1,321,488	\$243,370	\$195,885	\$1,151,248	\$6,579,830	-10.05%
January	\$2,581,493	\$1,172,479	\$1,340,690	\$266,056	\$180,904	\$1,593,372	\$7,137,590	5.07%
February	\$3,132,195	\$1,395,317	\$1,526,360	\$291,690	\$173,068	\$1,944,818	\$8,443,448	-4.23%
March	\$3,936,811	\$1,777,129	\$1,863,775	\$348,324	\$215,726	\$1,968,496	\$10,691,330	-11.26%
April	\$4,205,079	\$1,697,051	\$1,827,874	\$384,052	\$243,206	\$2,102,528	\$10,691,462	0.77%
May	\$4,342,264	\$1,978,067	\$1,863,206	\$390,316	\$191,138	\$2,244,227	\$10,816,991	4.64%
June	\$4,206,036	\$1,906,522	\$1,840,843	\$365,351	\$244,387	\$1,800,284	\$10,368,002	-1.90%
YTD Total	\$44,749,391	\$20,168,241	\$19,329,877	\$4,631,345	\$2,677,000	\$17,782,108	\$113,715,792	0.17%

All numbers subject to change by CCA Auditors

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MCC/Tourism Tax Collections

MCC Portion of June 2024 Tourism Tax Collections

	FY2022	FY2023	FY2024	Variance
2/5 of 5% Occupancy Tax	\$4,057,689	\$4,036,052	\$4,206,636	4.23%
Net 1% Occupancy Tax	\$1,868,599	\$2,018,026	\$1,906,522	-5.53%
\$2 Room Tax	\$1,856,862	\$1,774,338	\$1,840,843	3.75%
Contracted Vehicle	\$275,936	\$545,652	\$569,351	-32.31%
Rental Vehicle	\$231,589	\$254,058	\$244,367	-3.81%
Campus Sales Tax	\$1,876,523	\$1,897,269	\$1,800,284	-5.11%
TDZ Sales Tax Increment	\$0	\$0	\$0	0.00%
Total Tax Collections	\$10,167,198	\$10,525,395	\$10,368,002	-1.50%

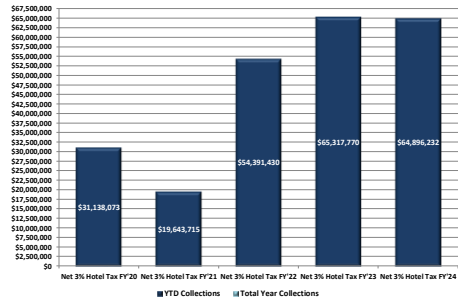
MCC Portion of Year-to-Date Tourism Tax Collections

	FY2022	FY2023	FY2024	Variance
2/5 of 5% Occupancy Tax	\$37,266,255	\$44,814,574	\$44,749,391	-0.14%
Net 1% Occupancy Tax	\$17,279,721	\$20,656,159	\$20,146,241	-2.47%
\$2 Room Tax	\$18,360,706	\$20,344,276	\$20,329,077	-0.07%
Contracted Vehicle	\$2,712,770	\$3,641,884	\$4,031,345	10.69%
Rental Vehicle	\$2,407,385	\$2,605,954	\$2,677,030	2.73%
Campus Sales Tax	\$17,802,085	\$21,464,069	\$21,782,108	1.48%
TDZ Sales Tax Increment	\$0	\$54,901,700	\$95,865,807	74.61%
Total YTD Tax Collections	\$95,828,920	\$168,428,614	\$209,581,599	24.43%

All numbers subject to change by CCA Auditors

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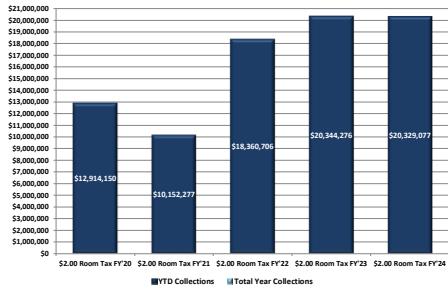
Net 3% Hotel Tax



All numbers subject to change by CCA Auditors

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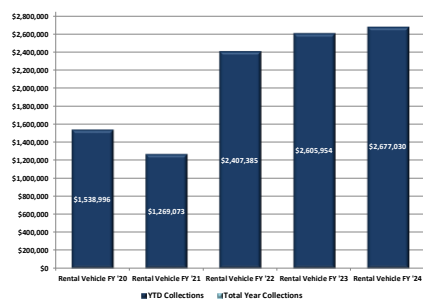
\$2 Room Tax



All numbers subject to change by CCA Auditors

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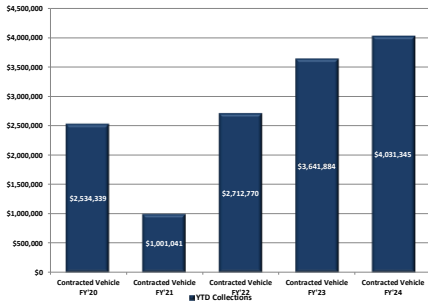
Rental Vehicle



All numbers subject to change by CCA Auditors

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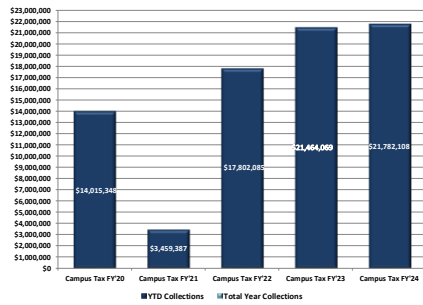
Contracted Vehicle



All numbers subject to change by CCA Auditors

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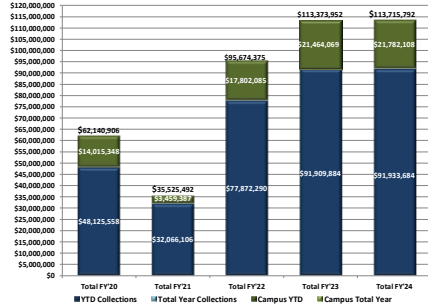
Campus Tax



All numbers subject to change by CCA Auditors

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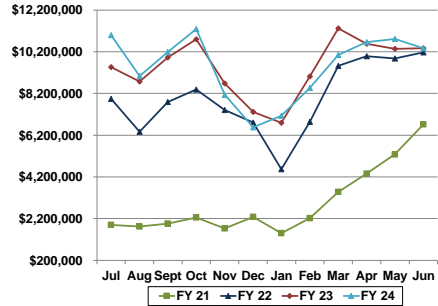
MCC/Tourism Tax Collections



All numbers subject to change by CCA Auditors

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Total MCC Collections By Year (excludes TDZ)



All numbers subject to change by CCA Auditors

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JULY EVENTS

- 6 Events
- 29,392 Attendees
- 25,155 Room Nights
- \$54,814,227 Direct Economic Impact



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RFP Intent to Award Summary Sheet for the Music City Center

RFP: *Feasibility Study to Determine Need for Music City Center Expansion*

Selected Vendor:

HVS Convention, Sports & Entertainment Facilities Consulting

Compensation and Cost:

	<i>Proposed Fee</i>
Phase 1: Market & Demand Analysis	\$ 38,500.00
Phase 2: Financial & Impact Analysis	\$ 24,200.00
Expenses	\$ 11,900.00
Total	\$ 74,600.00

Term:

Five (5) year term

DBE participation:

Younger Associates, Inc. (WBE)

Other Vendors that Submitted Bids:

- CSL International
- Ernest & Young LLP
- HR&A Advisors, Inc
- Hunden Partners
- Jones Lang LaSalle Americas, Inc.
- C.H. Johnson Consulting, Inc.



RFP Intent to Award Summary Sheet for the Music City Center

RFP: *Elevator/Escalator Maintenance Services*

Selected Vendor:

TK Elevator Company

Compensation and Cost:

	Year1	Year2	Year3	Year4	Year 5
Monthly Maintenance Fee	\$ 12,950.00	\$ 13,532.00	\$ 14,074.00	\$ 14,707.00	\$ 15,369.00

Service Contract & Extra Rates	Rates	Premium Rates
Mechanic Rate	\$ 354.40	
Mechanic OT Rate 1.7x Monday - Saturday	\$ 602.48	\$ 248.08
Mechanic OT Rate 2.0 Sunday & Holidays	\$ 708.80	\$ 265.80
Team Rate	\$ 637.92	
Team Rate for all overtime	\$ 1,275.84	\$ 478.44
Apprentice Rate	\$ 283.52	
Apprentice OT Rate 1.7x Monday - Saturday	\$ 481.98	\$ 233.90
Apprentice OT Rate 2.0 Sunday & Holiday	\$ 567.04	\$ 212.64

Term:

Five (5) year term

DBE participation:

n/a

Other Vendors that Submitted Bids:

- Elevated Facility Services
- Kone
- Otis (Non Responsive)



Contract Extension Summary Sheet for the Music City Center

Contract Service: *Audio Visual Services*
Provide audio visual services to the Music City Center

Contracted Vendor: *LMG, LLC.*

Contract Value:

	Year 4	Year 5
Gross Equipment Rentals	25.00%	25.00%
Gross Labor on Set-up/Teardowns	25.00%	25.00%

After reaching \$1,000,000 in revenue, our commission structure on gross equipment rentals and

\$1,000,001 – \$2,000,000: 30% Commission

\$2,000,001 and above: 35% Commission

LMG will offer a 25% commission on gross equipment rentals and gross labor on setup/teardown

Term Extension: December 31, 2024 - December 31, 2026

DBE participation: 20%

Justification for Extension:

LMG is a good partner at the Music Center. They are responsive to our clients needs and is still committed in pursuing AV opportunities at the Music City Center. Due to a DBE partner no longer in business LMG was not able to reach the 20% participation goal. However, LMG worked with MCC and developed a new DBE partner relationship to work towards the DBE goal.