

# **MINUTES OF THE 129<sup>th</sup> MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY**

The 129<sup>th</sup> meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on July 11, 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, Robert Davidson, Alfred Degrafinreid II, Tracy Hardin, Chris Mustain (Designee for Tre Hargett), Barrett Hobbs, David Lillard, Rachel Buckley (Designee for Jason Mumpower), Dee Patel, and Seema Prasad

**AUTHORITY MEMBERS NOT PRESENT:** Vonda McDaniel and Betsy Wills

**OTHERS PRESENT:** Charles Starks, Kelli Donahoe, Donna Gray, Brian Ivey, Heather Jensen, Heidi Runion, and Rachel Offutt

Chair Norah Buikstra opened the meeting for business at 9:02 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.

The Board Congratulated Alfred Degrafinreid II on earning his Doctor of Education (EdD) and becoming the President of the Rotary Club of Nashville.

Chair Norah Buikstra announced, currently there are no action items for the next scheduled meeting which is August 1, 2024. There are a few members who have a schedule conflict, so if there are no actionable items, the August meeting may be cancelled.

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:** Alfred Degrafinreid II made a motion to approve the 128<sup>th</sup> Meeting Minutes of May 2, 2024. The motion was seconded by Tracy Hardin and approved unanimously by the Authority.

The next regularly scheduled meeting is scheduled for Thursday, August 1, 2024 at 9:00 am.

Chair Norah Buikstra shared Annual Meeting Matters – Election of FY 2024-2025 Officers as defined by Section 3.1 of the bylaws states that: “the annual meeting of the Board of Directors shall be held within Davidson County, Tennessee during the July regular meeting of each year or at such other time or date as shall be determined by the Board of Directors. The purpose of the annual meeting shall be to elect officers of the Authority and to conduct such other business as may be properly brought before the meeting” (Attachment #1), and there was discussion.

**ACTION:** Tracy Hardin made a motion that, pursuant to Article IV of the bylaws, Norah Buikstra be elected as Chair, Vonda McDaniel as Vice-Chair, and Alfred Degrafinreid II as Secretary and Treasurer. The motion was seconded by Seema Prasad and approved unanimously by the Authority.

Chair Norah Buikstra provided an update on the May 29, 2024 Executive Committee Meeting which focused on the review of Charles Starks, President & CEO of the Convention Center Authority (Attachment #1), and there was discussion. Chair Buikstra shared, Mr. Starks had another outstanding year, and the committee was proud to have him representing the Convention Center Authority.

Chair Norah Buikstra provided an update on the Feasibility Study. The list of seven bidders was narrowed to three. The final three have been asked to clarify and remove any design scope; the due date is early August 2024. The RFP should be ready for the September 5, 2024 board meeting.

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

Charles Starks and Jasmine Quattlebaum provided information on the Contract Renewal Carpet Cleaning Services (Attachments #1 and #2), and there was discussion.

**ACTION:** Alfred Degrafinreid II made a motion authorizing Charles Starks to negotiate and execute an amendment to the carpet cleanings services agreement with Premium Floor Care Services exercising the option to extend the agreement for an additional two years until August 21, 2026 on substantially the same terms as considered this day. The motion was seconded by Robert Davidson and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum provided information on the Contract Renewal Valet Parking Services (Attachments #1 and #3), and there was discussion.

**ACTION:** Tracy Hardin made a motion authorizing Charles Starks to negotiate and execute an amendment to the valet services agreement with Parking Management Company, LLC exercising the option to extend the agreement for an additional one year until September 30, 2025 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 Contract Renewal Power Clean and Stone Sealing Services (Attachments #1 and #4), and there was discussion.

**ACTION:** Robert Davidson made a motion authorizing Charles Starks to negotiate and execute an amendment to the power cleaning, stone sealing and power washing services agreement with Professional Property Solutions d/b/a Oakland Power Washing exercising the option to extend the agreement for an additional two years until September 9, 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, Jasmine Quattlebaum, and Heather Jensen provided information on the RFP Website (Attachments #1 and #5), and there was discussion. The Board discussed technological needs, data migration, and content management, as well as mobile capabilities and advertising options. Heather Jensen provided historical information, showing a direct link between website traffic and accessible data, with event organizers seeking planning and exhibitor information and guests seeking building and parking information. She also noted that Music City Center will be responsible for branded collateral for use on the newly developed site including, but not limited to, photos, graphics, floorplans, planning guides, online ordering, and career opportunities.

**ACTION:** Dee Patel made a motion [i] accepting the recommendation of the evaluation committee and [ii] authorizing Charles Starks to negotiate and execute an agreement with Speak Creative to provide website development services, on substantially the same terms as considered this day. The motion was seconded by Seema Prasad and approved unanimously by the Authority.

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 10:03 a.m.

Respectfully submitted,

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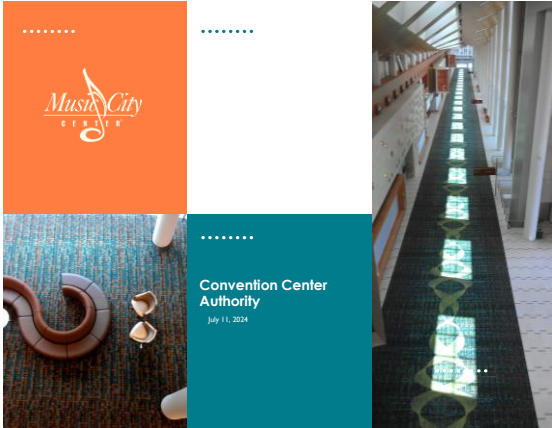
Charles L. Starks  
President & CEO  
Convention Center Authority

Approved:

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Norah Buikstra, Chair  
CCA 129<sup>th</sup> Meeting Minutes  
of July 11, 2024

Convention Center Authority  
Attachment #1  
July 11, 2024



1

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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MCC Mission

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Public Comment Period

Annual Meeting Matters  
Election of FY 2024-2025 Officers

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Executive Committee Report

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Operations Update

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Contract Renewal Carpet Cleaning  
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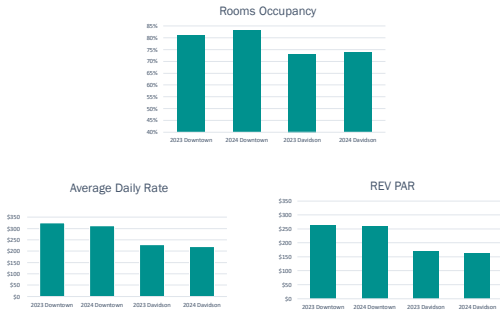
RFP Website

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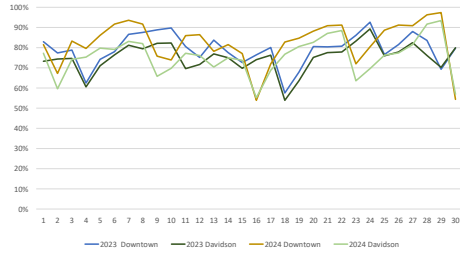
# Convention Center Authority Attachment #1 July 11, 2024

## Hotel Statistics Comparison May 2023 & 2024



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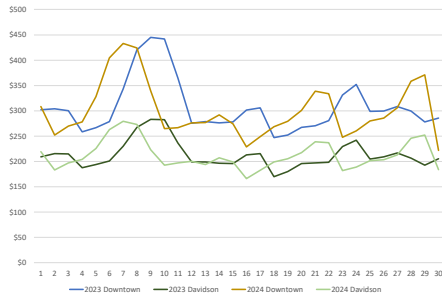
## June Rooms Occupancy



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

14

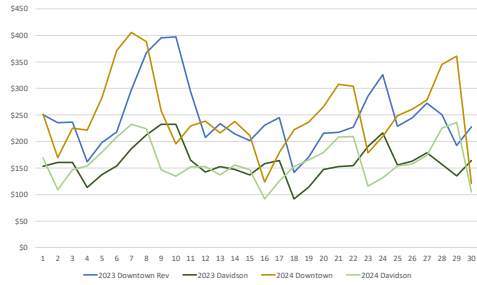
## June Average Daily Rate



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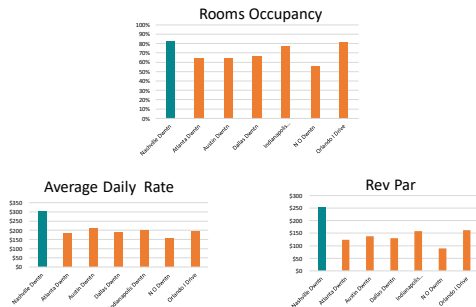
## June Rev Par



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16

## Current Downtown Competitive June 2024



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## Tourism Tax Collections

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# Convention Center Authority Attachment #1 July 11, 2024

## MCC/Tourism Tax Collections

Collections thru April 2024  
(in thousands of dollars)

	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	\$4,071,542	\$2,079,955	\$1,965,213	\$112,754	\$238,058	\$1,830,271	\$10,996,803	16.27%
August	\$3,458,398	\$1,560,073	\$1,664,631	\$222,710	\$232,910	\$1,799,085	\$9,077,810	3.07%
September	\$4,032,102	\$1,856,365	\$1,754,098	\$269,688	\$265,227	\$2,024,977	\$10,182,515	2.83%
October	\$4,499,526	\$2,066,156	\$1,900,734	\$508,072	\$288,735	\$2,019,377	\$11,285,600	4.56%
November	\$3,183,810	\$1,389,278	\$1,511,196	\$324,354	\$227,754	\$1,000,895	\$8,137,315	-6.25%
December	\$2,598,804	\$1,067,282	\$1,321,460	\$243,370	\$195,865	\$1,151,249	\$6,579,030	-10.05%
January	\$2,581,493	\$1,172,479	\$1,340,690	\$266,056	\$180,904	\$1,095,972	\$7,137,596	5.07%
February	\$3,132,195	\$1,395,317	\$1,526,360	\$291,690	\$173,068	\$1,844,818	\$8,463,448	-6.23%
March	\$3,936,811	\$1,777,129	\$1,860,776	\$348,324	\$216,736	\$1,968,086	\$10,060,320	-11.22%
April	\$4,205,570	\$1,897,631	\$1,827,874	\$384,652	\$243,206	\$2,102,528	\$10,661,462	0.71%
May						\$0	\$0	0%
June						\$0	\$0	0%
YTD Total	\$36,200,410	\$16,260,662	\$16,619,035	\$3,271,678	\$2,241,525	\$17,937,587	\$92,530,897	-6.14%

All numbers subject to change by CCA Auditor

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## MCC/Tourism Tax Collection

### MCC Portion of April 2024 Tourism Tax Collections

	FY2022	FY2023	FY2024	Variance
2/5 of 5% Occupancy Tax	\$4,030,154	\$4,299,245	\$4,205,570	-2.18%
Net 1% Occupancy Tax	\$1,865,935	\$1,993,048	\$1,897,631	-4.79%
\$2 Room Tax	\$1,793,791	\$1,783,419	\$1,827,874	2.49%
Contracted Vehicle	\$277,942	\$355,864	\$384,652	8.09%
Rental Vehicle	\$217,248	\$225,124	\$243,206	8.03%
Campus Sales Tax	\$1,800,484	\$1,930,087	\$2,102,528	8.93%
TDZ Sales Tax Increment	\$0	\$0	\$0	0.00%
<b>Total Tax Collections</b>	<b>\$9,985,553</b>	<b>\$10,586,786</b>	<b>\$10,661,462</b>	<b>0.71%</b>

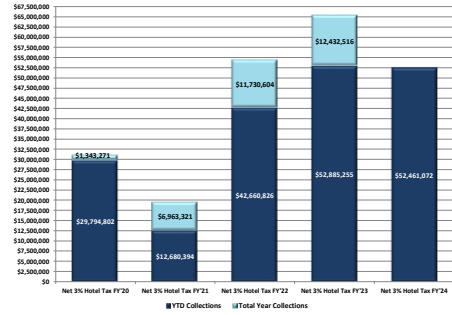
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	FY2022	FY2023	FY2024	Variance
2/5 of 5% Occupancy Tax	\$29,241,678	\$36,321,994	\$36,200,410	-0.33%
Net 1% Occupancy Tax	\$13,419,147	\$16,563,260	\$16,260,662	-1.83%
\$2 Room Tax	\$14,726,564	\$16,730,283	\$16,619,035	-0.66%
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Rental Vehicle	\$1,930,134	\$2,085,359	\$2,241,525	7.49%
Campus Sales Tax	\$14,165,335	\$18,005,548	\$17,937,587	-0.38%
TDZ Sales Tax Increment	\$0	\$54,901,700	\$95,865,807	74.61%
<b>Total YTD Tax Collections</b>	<b>\$75,630,834</b>	<b>\$147,565,713</b>	<b>\$188,396,703</b>	<b>27.67%</b>

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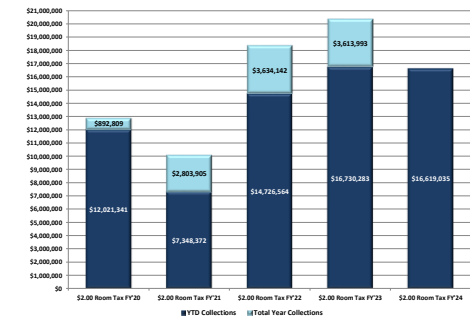
## Net 3% Hotel Tax



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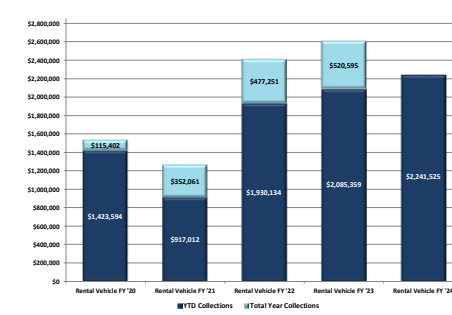
## \$2 Room Tax



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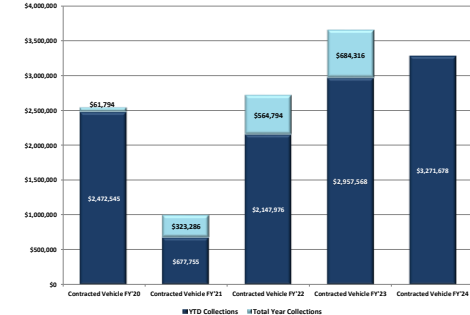
## Rental Vehicle



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## Contracted Vehicle

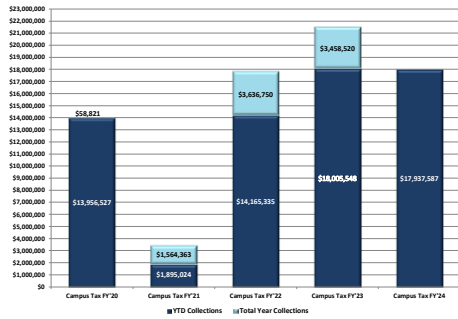


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# Convention Center Authority Attachment #1 July 11, 2024

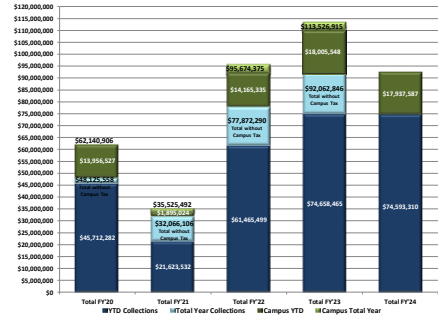
## Campus Tax



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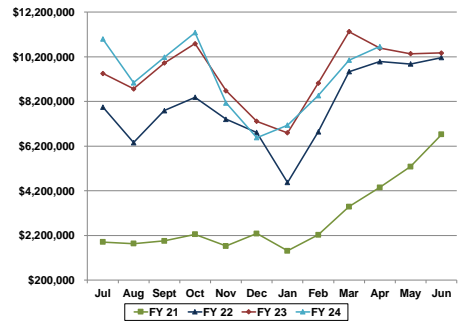
## MCC/Tourism Tax Collections



All numbers subject to change by CCA Auditors

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## Total MCC Collections By Year (excludes TDZ)



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### May Events

- 19 Events
- 22,966 Attendees
- 26,918 TRN
- \$39,582,523 Direct Economic Impact

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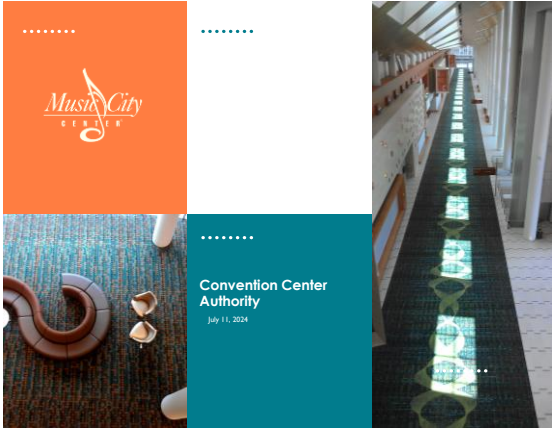
Music City Center

Convention Center Authority  
July 11, 2024

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Convention Center Authority  
Attachment #1  
July 11, 2024



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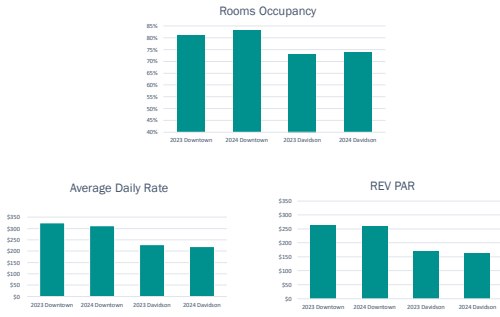
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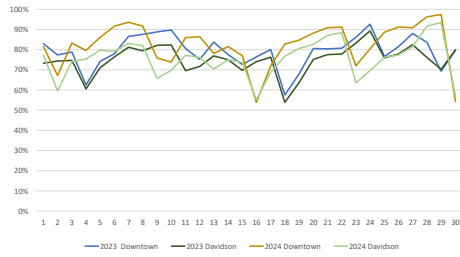
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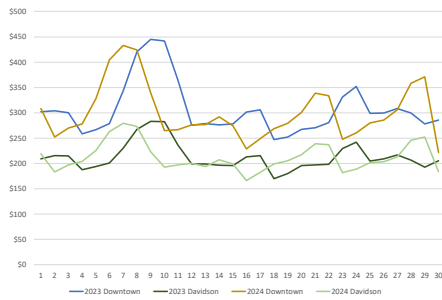
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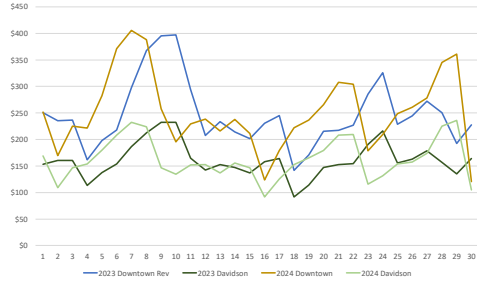
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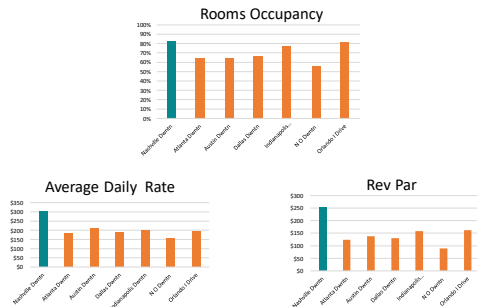
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# Convention Center Authority Attachment #1 July 11, 2024

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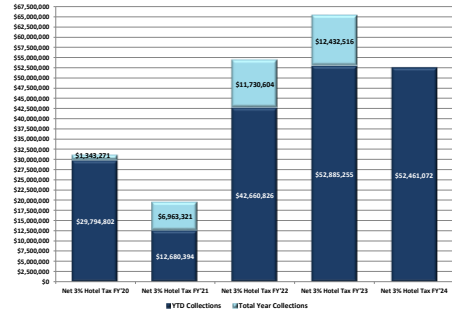
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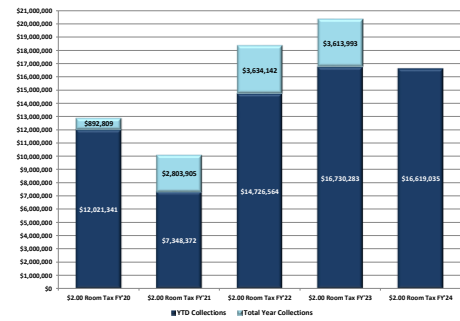
## Net 3% Hotel Tax



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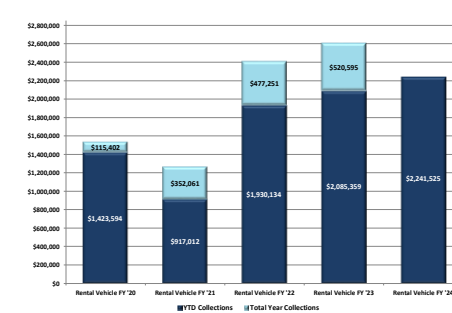
## \$2 Room Tax



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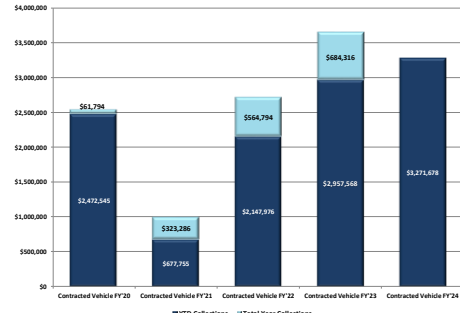
## Rental Vehicle



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## Contracted Vehicle

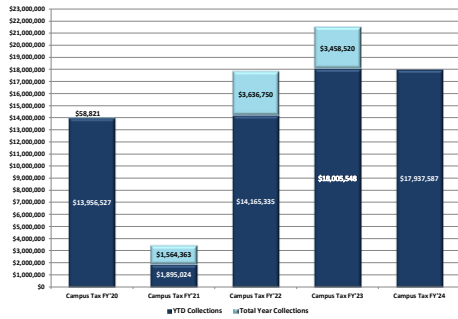


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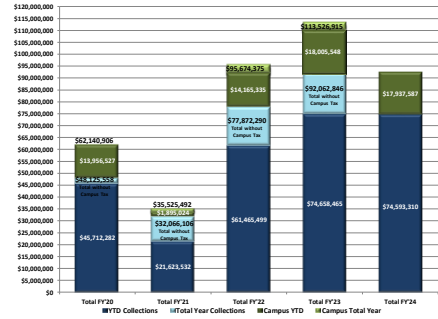
## Campus Tax



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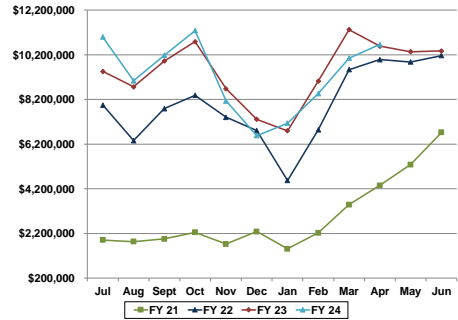
## MCC/Tourism Tax Collections



All numbers subject to change by CCA Auditors

26

## Total MCC Collections By Year (excludes TDZ)



All numbers subject to change by CCA Auditors

27

### May Events

- 19 Events
- 22,966 Attendees
- 26,918 TRN
- \$39,582,523 Direct Economic Impact

28

Music City Center

Convention Center Authority  
July 11, 2024

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### Contract Renewal Summary Sheet for the Music City Center

**Contract Service:** *Carpet Cleaning Services*  
Carpet, Tile, Fabric Cleaning Services for the Music City Center

**Contracted Vendor:** *Premium Floor Care Services*

**Contract Value:**

<b>Tile Cleaning</b>	<b>Cost per Sq. Ft</b>
100 square feet	\$8.50

<b>Carpet Cleaning</b>	<b>Cost per 100 Sq. Ft</b>
100 square feet	\$7.50

<b>Monthly Pricing</b>	<b>Monthly Flat Rate</b>
Full maintenance of designated carpet and tile areas	\$3,362.00

<b>Nova Fabric Wall Panel</b>	<b>Cost per Panel</b>
up to 40	\$12.00
41-100	\$11.00
Over-100	\$10.00

**Term Extension:** August 22, 2024 - August 21, 2026

**DBE participation:** Premium Floor Care Services is a Women Owned Business

**Justification for Extension:**

Premium Floor Care Services continues to consistently meet our needs.



## Contract Renewal Summary Sheet for the Music City Center

**Contract Service:** *Valet Services*  
Provide valet services

**Contracted Vendor:** *Parking Management Company, LLC*

<b>Contract Value:</b>	<i>Year 5</i>
Valet Parker(Guest Service Associates) per Hour	<i>\$38.00</i>
Valet Supervisor (Guest Service Coordinators) per Hour	<i>\$38.00</i>

**Term Extension:** October 1, 2024 - September 30, 2025

**DBE participation:** There is no DBE participation on this contract

**Justification for Extension:**

PMC has done a phenomenal job for our guests and at competitive rates.



**Contract Renewal Summary Sheet for the Music City Center**

**Contract Service:** *Power Clean and Stone Sealing  
 Power washing Services*

**Contracted Vendor:** *Professional Property Solutions DBA Oakland Power Washing*

**Contract Value**

	<i>Year4</i>	<i>Year 5</i>
<b>Parking Garage (P3)</b>	\$ 11,029.00	\$ 11,029.00
<b>Parking Garage (P2)</b>	\$ 10,119.00	\$ 10,119.00
<b>Parking Garage (P3)</b>	\$ 6,361.00	\$ 6,361.00
<b>5th &amp; Omni Terrace</b>	\$ 3,595.00	\$ 8,036.00
<b>KVB Altaglio Terrace</b>	\$ 553.00	\$ 1,237.00
<b>East &amp; West Sidewalks 6th Av</b>	\$ 8,348.00	\$ 18,661.00
<b>Valet Motor Entrance</b>	\$ 5,676.00	\$ 12,688.00
<b>7th &amp; 8th Ave Terrace</b>	\$ 3,022.00	\$ 6,757.00
<b>Songwriters Hall of Fame</b>	\$ 2,858.00	\$ 6,388.00
<b>KVB Dock Entrance</b>	\$ 561.00	\$ 561.00
<b>8th Ave Stacked Stone</b>	\$ 657.00	\$ 1,469.00
<b>House Docks</b>	\$ 408.00	\$ 912.00
<b>Fresh Pick Terrace</b>	\$ 1,710.00	\$ 3,822.00

**Term Extension:** *September 9, 2024 - September 9, 2025*

**DBE participation:** *Oakland Power Washing is a certified SDV-DBE owned company*

**Justification for Extension:** *Oaklan Power Washing has provided outstanding services to the Music City Center. They also went through the WBE and SDV-DBE certification process.*





**RFP Intent to Award Summary Sheet for the Music City Center**

RFP: *Website Development for the Music City Center*

**Selected Vendor:**

*Speak Creative*

**Compensation and Cost:**

<b>Additional Fixed Fee/Charges</b>	<b>Year1</b>	<b>Year2</b>	<b>Year3</b>	<b>Year4</b>	<b>Year 5</b>
<b>Warrenty/Extended Warrenty</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Licensing</b>	n/a	n/a	n/a	n/a	n/a
<b>Additional Lifecycle</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Maintenence/Update Support</b>	\$200/month	\$200/month	\$200/month	\$200/month	\$200/month

	<b>Monthly</b>
<b>Web Hosting</b>	\$100.00
<b>Analytical Reporting</b>	included

	<b>Fee</b>
<b>Fixed Fee Structure</b>	\$ 101,650.00
<b>Mobile Application</b>	\$ 75,000.00

	<b>Hourly Rate</b>
<b>Post Launch Changes/Additions</b>	\$ 156.75

**Term:**

*Five (5) year term*

**DBE participation:**

*None*

**Other Vendors that Submitted Bids:**

- AmericanEagle
- Appddiction Studio
- eWay Corp
- Exemplifi
- Firm Acumen Solutions
- NetTango
- Site Crafting
- Threespot