

MINUTES OF THE 126th MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE DAVIDSON COUNTY

The 126th meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on February 1, 2024, at 9:00 a.m. in the Administrative Conference Room of the Administrative Offices at Music City Center, Nashville, Tennessee.

AUTHORITY MEMBERS PRESENT: Norah Buikstra, Robert Davidson, Alfred Degrafinreid II, Tracy Hardin, Chris Mustain (Designee for Tre Hargett), Rachel Offutt (Designee for David Lillard), Vonda McDaniel, Dee Patel, Seema Prasad, and Betsy Wills

AUTHORITY MEMBERS NOT PRESENT: Tre Hargett, Barrett Hobbs, David Lillard, and Jason Mumpower

OTHERS PRESENT: Charles Starks, Charles Robert Bone, Jasmine Quattlebaum, Kelli Donahoe, Donna Gray, Brian Ivey, Heather Jensen, and Heidi Runion

Chair Norah Buikstra opened the meeting for business at 9:04 a.m.

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 Music City Center Mission Statement.

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

ACTION: Dee Patel made a motion to approve the 125th Meeting Minutes of January 4, 2024. The motion was seconded by Alfred Degrafinreid II and approved unanimously by the Authority.

The next regularly scheduled meeting is scheduled for Thursday, March 7, 2024, at 9:00 a.m.

Charles Starks and Jasmine Quattlebaum provided information on the RFP Professional Insurance Brokerage and Consulting Services (Attachments #1 and #2), and there was discussion.

ACTION: Betsy Wills made a motion [i] accepting the recommendation of the evaluation committee and [ii] authorizing Charles Starks to negotiate and execute an agreement with Willis Towers Watson to provide professional insurance and brokerage consulting services, on substantially the same terms as considered this day. The motion was seconded by Vonda McDaniel and approved unanimously by the Authority.

*Board Attorney Charles Robert Bone arrived @ 9:26 a.m.

Charles Starks and Jasmine Quattlebaum provided information on the RFP Snack Vending Services (Attachments #1 and #3), and there was discussion.

ACTION: Alfred Degrafinreid II made a motion [i] accepting the recommendation of the evaluation committee and [ii] authorizing Charles Starks to negotiate and execute an agreement with Select Vending to provide snack vending services, on substantially the same terms as considered this day. The motion was seconded by Tracy Hardin and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum provided information on the RFP Interior Landscaping Services (Attachments #1 and #4), and there was discussion.

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 Teasley's Convention Florist/Green Resources to provide interior landscaping 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 information for an Early Capital Request for the Karl F. Dean Grand Ballroom Carpet Replacement (Attachment #1), and there was discussion.

ACTION: Dee Patel made a motion approving the supplemental capital expenditure to replace the carpet in the Karl F. Dean Grand Ballroom and adjacent pre-function areas. The motion was seconded by Robert Davidson and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum provided a FY2024 2nd Quarter DBE Update (Attachment #1), and there was discussion.

Charles Starks provided an update on the monthly STR, LLC Hotel Statistics, tax revenues (Attachment #1), and there was discussion.

Charles Starks shared the 10 Year Art Unveiling will take place on March 7, 2024, at 10:30 a.m., and there was discussion.

Charles Starks informed the Board he will be out of town on vacation starting February 2-14, 2024.

Charles Starks discussed the handout of the FY2023 Annual Report.

Charles Starks extended an invitation to the Board to take a tour of the event in-house 2024 SCI Convention (Safari Club International), and there was discussion.

With no additional business, the Authority unanimously moved to adjourn at 10:25 a.m.

Respectfully submitted,



Charles L. Starks
President & CEO
Convention Center Authority

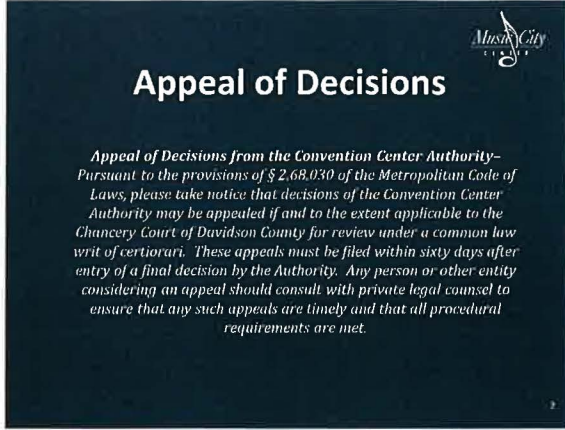
Approved:



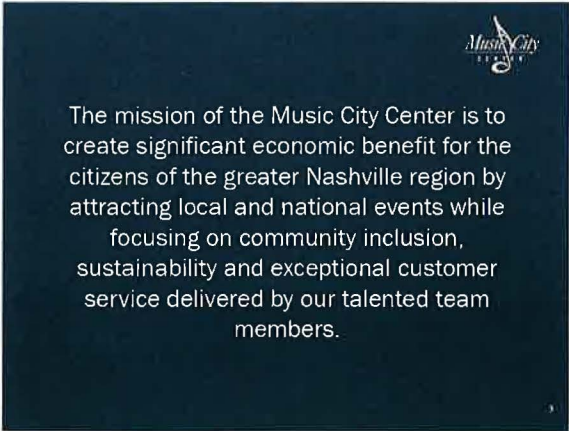
Norah Buikstra, Chair
CCA 126th Meeting Minutes
of February 1, 2024



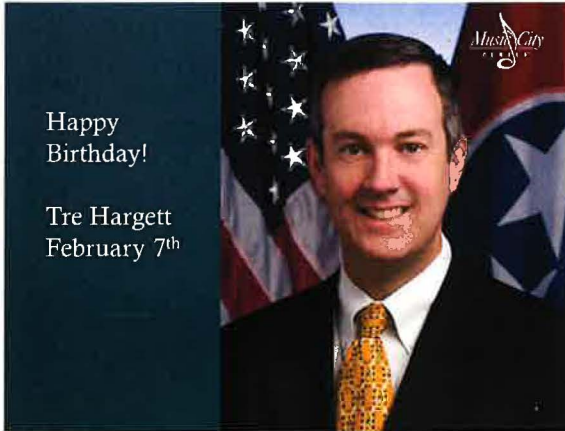
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**RFP Professional Insurance
Brokerage and Consulting Services**

7



RFP Snack Vending Services

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RFP Interior Landscaping Services

9



**Karl F. Dean Grand Ballroom
Carpet Replacement
Total Request \$742,500**

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DBE UPDATE

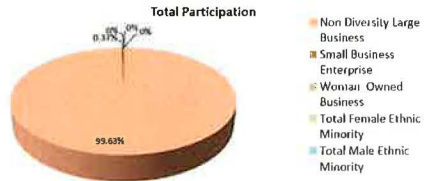
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FY 2024 2ND Quarter DBE Report

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LMG FY 2024 2ND Quarter DBE Participation Summary



DBE PARTICIPATION SUMMARY: FY 2024 Goal 20%	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESS	0.0%	0
WOMAN OWNED BUSINESS	0.0%	0
SMALL BUSINESS ENTERPRISE	0.37%	1
TOTAL	0.37%	1

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LMG FY 2024 2ND Quarter DBE Participation Dollars Spent as of 12/31/2023

DBE Classification	DBE Dollars Spent:
Total Minority Owned	\$0 (0%)
Total Woman Owned	\$0 (0%)
Total Small Business	\$7,680 (0.37%)
Total DBE Participation	\$7,680 (0.37%)
Total Non-Diversity Business	\$2,074,141 (99.63%)

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LMG FY 2024 YTD DBE Participation Summary



DBE PARTICIPATION SUMMARY: FY 2024 Goal 20%	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESS	0.0%	0
WOMAN OWNED BUSINESS	0.0%	0
SMALL BUSINESS ENTERPRISE	1.23%	1
TOTAL	1.23%	1

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LMG FY 2024 YTD DBE Participation Dollars Spent as of 12/31/2023

DBE Classification	DBE Dollars Spent:
Total Minority Owned	\$0 (0%)
Total Woman Owned	\$0 (0%)
Total Small Business	\$37,177 (1.23%)
Total DBE Participation	\$37,177 (1.23%)
Total Non-Diversity Business	\$2,982,707 (98.77%)

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Sodexo Live! FY 2024 2ND Quarter DBE Participation Summary



DBE PARTICIPATION SUMMARY: FY 2024 Goal 25%	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESS	1.55%	2
WOMAN OWNED BUSINESS	26.10%	6
SMALL BUSINESS ENTERPRISE	5.90%	4
SERVICE-DISABLED VETERAN	0.0%	1
TOTAL	33.55%	13

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Sodexo Live! FY 2024 2nd Quarter
DBE Participation Dollars Spent as of 12/31/2023

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$8,169 (0.62%)
Ethnic Minority Female	
African American Owned	\$12,091 (0.92%)
Hispanic Female Owned	\$0 (0%)
Total Minority Owned	\$20,260 (1.55%)
Total Woman Owned	\$342,200 (26.10%)
Total Small Business	\$77,413 (5.90%)
Total Service-Disabled Veteran	\$0 (0.0%)
Total DBE Participation	\$439,873 (33.55%)
Total Non-Diversity Business	\$871,292 (66.45%)

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Sodexo Live! FY 2024 YTD
DBE Participation Summary



DBE PARTICIPATION SUMMARY:	% OF TOTAL	# OF COMPANIES
FY 2024 Goal 25%		
MINORITY OWNED BUSINESS	1.39%	2
WOMAN OWNED BUSINESS	27.82%	6
SMALL BUSINESS ENTERPRISE	7.16%	4
SERVICE-DISABLED VETERAN	0.14%	1
TOTAL	36.51%	13

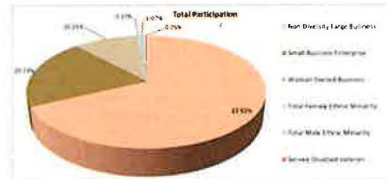
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Sodexo Live! FY 2024 YTD
DBE Participation Dollars Spent as of 12/31/2023

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$15,010 (0.51%)
Ethnic Minority Female	
African American Owned	\$26,064 (0.88%)
Hispanic Female Owned	\$0 (0%)
Total Minority Owned	\$41,073 (1.39%)
Total Woman Owned	\$820,026 (27.82%)
Total Small Business	\$211,034 (7.16%)
Total Service-Disabled Veteran	\$4,256 (0.14%)
Total DBE Participation	\$1,076,389 (36.51%)
Total Non-Diversity Business	\$1,871,536 (63.49%)

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Music City Center FY 2024 2nd Quarter
DBE Participation Summary



DBE PARTICIPATION SUMMARY	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESS	1.34%	7
WOMAN OWNED BUSINESS	10.25%	9
SMALL BUSINESS ENTERPRISE	20.23%	5
SERVICE-DISABLED VETERAN	0.25%	1
TOTAL	32.07%	22

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Music City Center FY 2024 2nd Quarter
DBE Participation Dollars Spent

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$35,442 (1.07%)
Ethnic Minority Female	
African American Owned	\$9,000 (0.27%)
Hispanic Female Owned	\$0 (0%)
Total Minority Owned	\$44,442 (1.34%)
Total Woman Owned	\$339,784 (10.25%)
Total Small Business	\$670,258 (20.23%)
Total Service-Disabled Veteran	\$8,348 (0.25%)
Total DBE Participation	\$1,062,832 (32.07%)
Total Non-Diversity Business	\$2,251,012 (67.93%)

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Music City Center FY 2024 YTD
DBE Participation Summary as of 12/31/2023



DBE PARTICIPATION SUMMARY	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESS	1.20%	7
WOMAN OWNED BUSINESS	8.64%	9
SMALL BUSINESS ENTERPRISE	20.71%	5
SERVICE-DISABLED VETERAN	0.13%	1
TOTAL	30.68%	22

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Music City Center FY 2024 YTD
DBE Participation Dollars Spent as of 12/31/2023

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$75,007 (0.97%)
Ethnic Minority Female	
African American Owned	\$18,000 (0.23%)
Hispanic Female Owned	\$0 (0%)
Total Minority Owned	\$93,007 (1.20%)
Total Woman Owned	\$668,251 (8.64%)
Total Small Business	\$1,601,276 (20.71%)
Total Service-Disabled Veteran	\$9,955 (0.13%)
Total DBE Participation	\$2,372,489 (30.68%)
Total Non-Diversity Business	\$5,360,184 (69.32%)

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OMNI 2023 Local Participation

COMMITMENT TO LOCAL HIRING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Total FTEs Goal: 300	293	206	405	438	418	411	441	437	441	435	419	420
# FTEs (80 hours) Residents of Nashville Metropolitan Statistical Area Goal: 250	281	400	392	422	406	426	429	425	429	417	406	396
# FTEs (80 hours) Residents of Davidson County Goal: 200	278	387	384	390	386	394	392	392	392	392	396	396

OMNI 2023 DBE Participation

DBE AND SERVICE EXPENDITURE COMMITMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023 Total
Nashville Metropolitan Statistical Area Goal: 250	\$115,536	\$140,703	\$123,718	\$114,453	\$122,608	\$48,956	\$97,398	\$120,134	\$122,071	\$12,731	\$183,277	\$64,117	\$998,000
Davidson County Goal: 200	\$42,587	\$59,375	\$27,251	\$30,883	\$42,703	\$24,994	\$18,377	\$42,521	\$40,543	\$23,178	\$32,183	\$13,148	\$169,682

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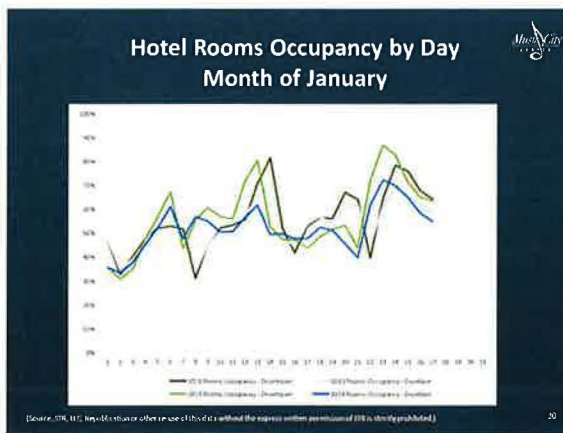
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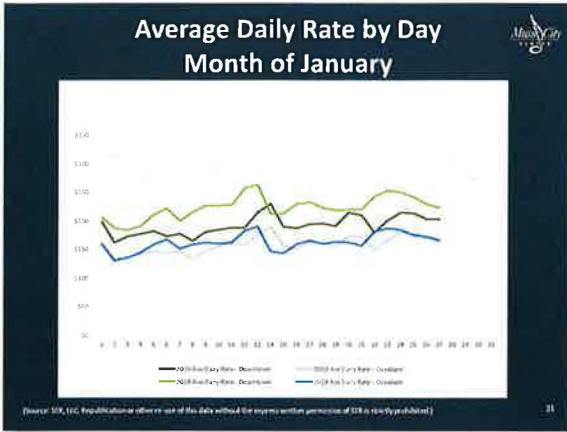
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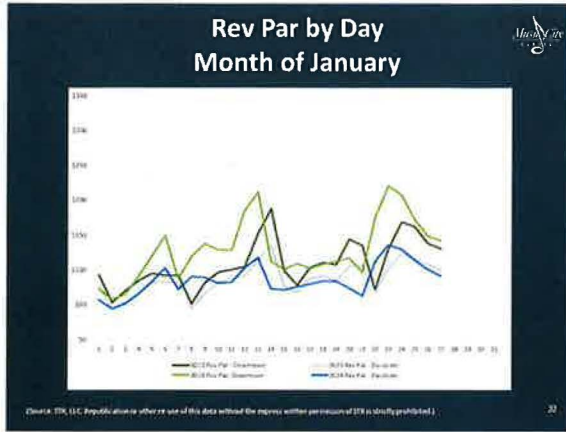
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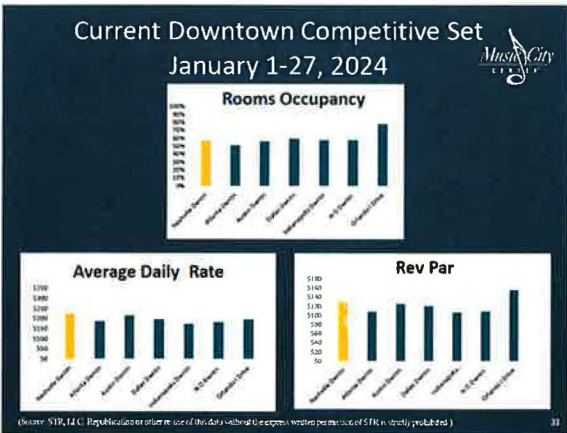
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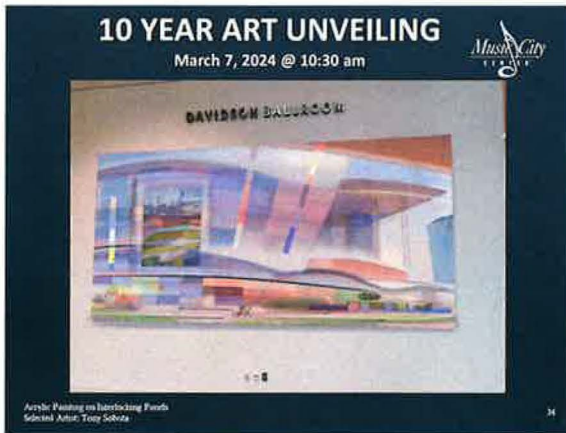
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TOURISM TAX COLLECTIONS

(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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MCC/Hotel Tax Collection

Collections Thru November 2023
(excludes TD2)

	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	\$4,071,842	\$2,078,959	\$1,995,213	\$312,784	\$238,088	\$1,810,271	\$10,956,903	18.27%
August	\$3,458,398	\$1,860,073	\$1,884,838	\$122,710	\$232,910	\$1,789,089	\$9,037,810	3.07%
September	\$4,032,182	\$1,896,265	\$1,753,986	\$289,688	\$245,227	\$2,054,937	\$10,212,354	2.93%
October	\$4,499,825	\$2,066,156	\$1,993,734	\$508,072	\$288,730	\$2,171,880	\$11,437,893	5.91%
November	\$3,725,782	\$1,389,276	\$1,397,689	\$224,354	\$227,754	\$1,870,181	\$8,635,012	-0.51%
December							\$0	0%
January							\$0	0%
February							\$0	0%
March							\$0	0%
April							\$0	0%
May							\$0	0%
June							\$0	0%
YTD Total	\$20,287,410	\$8,950,825	\$8,685,234	\$1,737,896	\$1,227,655	\$9,428,044	\$50,319,783	6.87%

All numbers subject to change by CCA Auditors

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MCC/Hotel Tax Collection

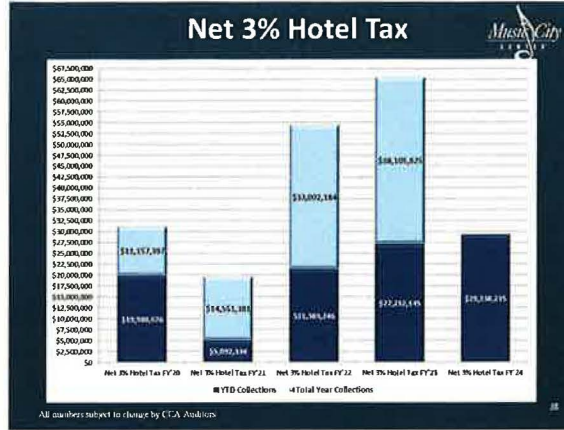
Muskegon City

MCC Portion of November 2023 Tourism Tax Collections				
	FY2022	FY2023	FY2024	Variance
2/5 of 5% Occupancy Tax	\$2,972,277	\$3,509,563	\$3,725,782	6.16%
Net 1% Occupancy Tax	\$1,375,525	\$1,586,942	\$1,389,276	12.46%
\$2 Room Tax	\$1,518,145	\$1,629,761	\$1,397,665	14.24%
Contracted Vehicle	\$211,464	\$306,810	\$243,354	5.71%
Rental Vehicle	\$135,094	\$714,014	\$227,754	6.41%
Campus Sales Tax	\$1,187,027	\$1,432,249	\$1,570,181	9.63%
TDZ Sales Tax Increment	\$0	\$0	\$0	0.00%
Total Tax Collections	\$7,405,502	\$8,679,358	\$8,635,012	-0.51%

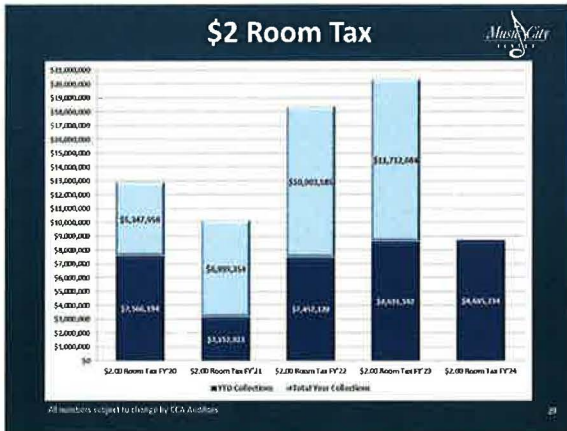
MCC Portion of Year-to-Date Tourism Tax Collections				
	FY2022	FY2023	FY2024	Variance
2/5 of 5% Occupancy Tax	\$14,637,270	\$18,663,400	\$20,287,410	\$14,637,270
Net 1% Occupancy Tax	\$6,751,976	\$8,348,745	\$8,950,825	\$6,751,976
\$2 Room Tax	\$7,457,120	\$8,023,592	\$8,685,234	\$7,457,120
Contracted Vehicle	\$1,095,436	\$1,566,146	\$1,737,586	\$1,095,436
Rental Vehicle	\$1,022,409	\$1,152,331	\$1,237,685	\$1,022,409
Campus Sales Tax	\$6,923,358	\$9,064,580	\$9,426,044	\$6,923,358
TDZ Sales Tax Increment	\$0	\$4,901,700	\$95,865,807	74.61%
Total YTD Tax Collections	\$37,887,569	\$102,322,494	\$146,185,390	42.59%

All numbers subject to change by CCA Auditors

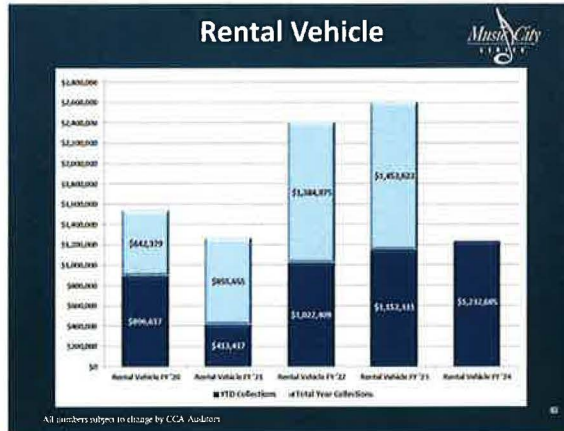
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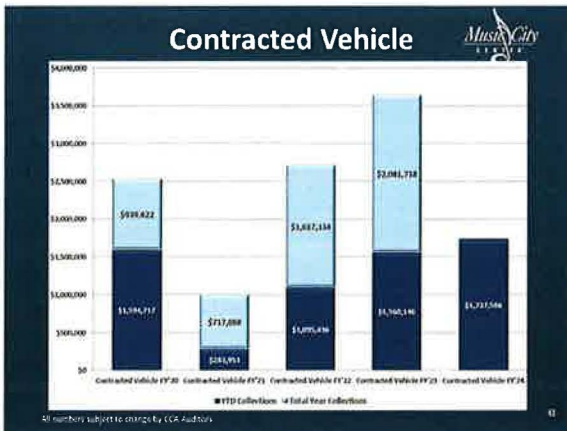
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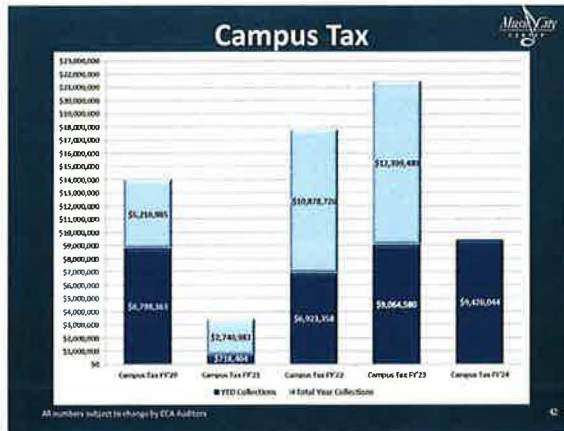
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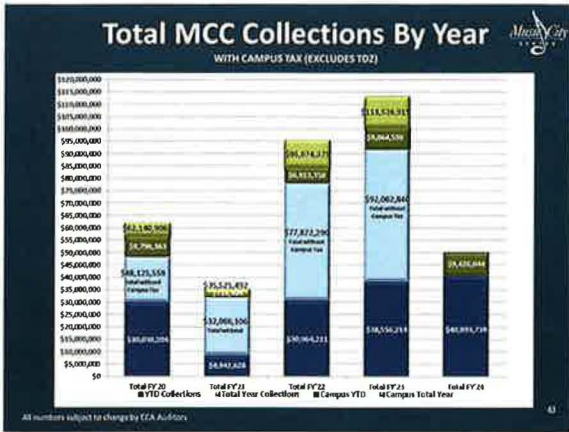
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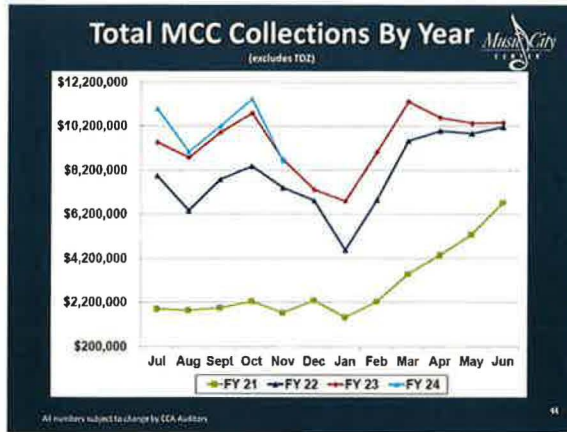
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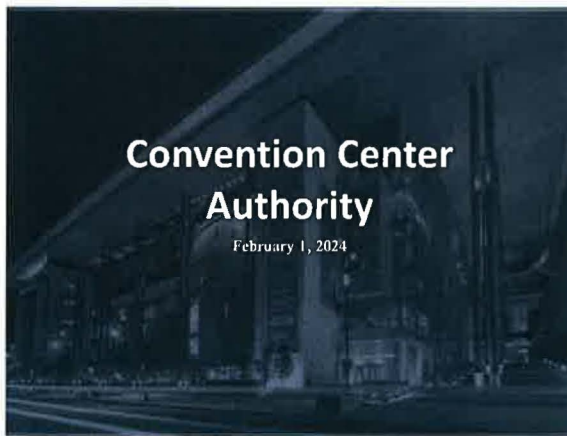


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DECEMBER EVENTS

- 21 Events
- 21,166 Attendees
- 12,169 Room Nights
- \$17,096,019 Direct Economic Impact

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RFP Intent to Award Summary Sheet for the Music City Center

RFP: *Professional Insurance Brokerage and Consulting*

Selected Vendor:

Willis Towers Wilson

Compensation and Cost:

	Lines of Coverage	Price
Commission	Property	15% (of premium)
	All other lines currently placed	Net of commission (or \$0)
	Event Cancellation	12.5-15% (of premium)
	Active Assailant	22% (of premium)

Notes: Commission structure proposes that, of the lines of coverage currently placed, WTW take commission on the property placement only. All other lines of coverage currently placed would be done "net" of commission (i.e., WTW would forgo any commission/compensation on all other lines currently placed). For the two new lines recommended, Event Cancellation and Active Assailant, WTW would propose the commission levels outlined above, respectively.

Term:

Three (3) year term

With two (2) one year options to renew

DBE participation:

20.7% of core fee

Other Vendors that Submitted Bids:

Aon

Marsh



RFP Intent to Award Summary Sheet for the Music City Center

RFP: *Snack Vending Services*

Selected Vendor:

Select Vending

Compensation and Cost:

Vending Commissions at 10% (Net Sales)

	Year 1	Year 2	Year 3	Year 4	Year 5
<i>Candy</i>	\$2.00	\$2.00	\$2.00	\$2.50	\$2.50
<i>Peanuts 1oz</i>	\$2.00	\$2.00	\$2.00	\$2.50	\$2.50
<i>Granola Bar</i>	\$2.00	\$2.00	\$2.00	\$2.50	\$2.50
<i>Crackers</i>	\$1.00	\$1.00	\$1.00	\$1.50	\$1.50
<i>Chips 1 oz. and under</i>	\$1.00	\$1.00	\$1.00	\$1.50	\$1.50
<i>Chips 1.5-2.0 oz.</i>	\$2.00	\$2.00	\$2.00	\$2.50	\$2.50
<i>Micro Meal</i>	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
<i>BC</i>	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50
<i>Bowls meals</i>	\$1.50	\$1.50	\$1.50	\$2.00	\$2.00
<i>Baked Chips</i>	\$2.00	\$2.00	\$2.00	\$2.50	\$2.50
<i>Popcorn</i>	\$2.00	\$2.00	\$2.00	\$2.50	\$2.50
<i>Pastries</i>	\$2.00	\$2.00	\$2.00	\$2.50	\$2.50
<i>Trail Mix</i>	\$2.00	\$2.00	\$2.00	\$2.50	\$2.50
<i>Gum and Mints</i>	\$1.00	\$1.00	\$1.00	\$1.50	\$1.50

Term:

Five (5) Years

DBE participation:

*None**

Select Vending is owned and operated by a minority males. They have opted out not to be certified.

Other Vendors that Submitted Bids:

None



RFP Intent to Award Summary Sheet for the Music City Center

RFP: *Interior Landscaping Services for the Music City Center*

Selected Vendor:

Teasley's Convention Florist/Green Resources Interior Landscaping

Compensation and Cost:

	Yr. 1	Yr. 2	Yr.3	Yr.4	Yr.5
Monthly Maintenance Fee	\$550.66	\$567.18	\$584.20	\$601.72	\$619.77
Holiday Decoration Yearly Fee	\$22,500.00	\$23,625.00	\$24,806.25	\$26,046.56	\$27,348.89

Holiday Decoration yearly fee includes set-up, maintenance, tear-down, insurance, and off-site storage.

Term:

Three (3) years with an one time option to extend two (2) years

DBE participation:

All-N-One - 15%

Teasley's Convention Florist/Green Resources is a certified Women-owned Business

Other Vendors that Submitted Bids:

None