

# MINUTES OF THE 127<sup>th</sup> MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE DAVIDSON COUNTY

The 127<sup>th</sup> meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on March 7, 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, Tre Hargett, Barrett Hobbs, Rachel Offutt (Designee for David Lillard), Vonda McDaniel, Rachel Buckley (Designee for Jason Mumpower), Dee Patel, and Seema Prasad

**AUTHORITY MEMBERS NOT PRESENT:** Betsy Wills

**OTHERS PRESENT:** Charles Starks, Charles Robert Bone, Jasmine Quattlebaum, Kelli Donahoe, Donna Gray, Heidi Runion, and Chris Mustain

Chair Norah Buikstra opened the meeting for business at 9:02 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:** Seema Prasad made a motion to approve the 126<sup>th</sup> Meeting Minutes of February 1, 2024. The motion was seconded by Tracy Hardin and approved unanimously by the Authority.

The next regularly scheduled meeting is scheduled for Thursday, April 4, 2024, at 9:00 a.m.

Vonda McDaniel, Charles Starks, and Jasmine Quattlebaum reviewed the Procurement Policy Revisions and Updates recommended by the DBE & Development Committee on February 22, 2024 (Attachment #1).

Information was provided on the Procurement Policy Revisions and Updates on Sections 1.4.22 (Purchasing Agent), 3.2.3 (Bid Opening), 3.3.3 (Receipt of Proposals), 9.1.3 (Bonding and Insurance), and 9.1 (Statement of Policy and its Implementation) (Attachment #1), and there was discussion.

Board Attorney Charles Robert Bone arrived @ 9:12 a.m.

**ACTION:** Vonda McDaniel made a motion accepting the recommendation of the DBE & Development Committee, approving an amendment to the Procurement Policy updating Sections 1.4.22 (Purchasing Agent), 3.2.3 (Bid Opening), 3.3.3 (Receipt of Proposals), 9.1.3 (Bonding and Insurance), and 9.1 (Statement of policy and Implementation) as considered this day. The motion was seconded by Robert Davidson and approved unanimously by the Authority.

Information was provided on the Procurement Policy Revisions and Updates on the removal of the Procurement Non-Discrimination Program (PNP) (Attachment #1), and there was discussion.

**ACTION:** Alfred Degrafinreid II made a motion accepting the recommendation of the DBE & Development Committee, approving an amendment to the Procurement Policy removing the Procurement Nondiscrimination Program (PNP) as considered this day. The motion was seconded by A Robert Davidson and approved unanimously by the Authority.

Vonda McDaniel, Charles Starks, and Jasmine Quattlebaum provided an update on the planned feasibility study related to Music City Center expansion, noting the RFP is ready and will be released this afternoon and then emailed to the Board (Attachment #1). Starks asked that a member of the Board be appointed to the selection committee once the process reaches that status, and there was discussion.

\*Dee Patel arrived @ 9:24 a.m.

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

Charles Starks provided the Board with Music City Center's challenge coins, as well as popcorn from Kernels, who is one of Music City Center's vendors.

Charles Starks asked the Finance & Audit Committee members to provide available dates for the next committee meeting, which will be next month.

Chair Norah Buikstra gave a reminder that the 10 Year Art Unveiling will take place at 10:30 a.m., and there was discussion.

With no additional business, the Authority unanimously moved to adjourn at 9:47 am.

Respectfully submitted,



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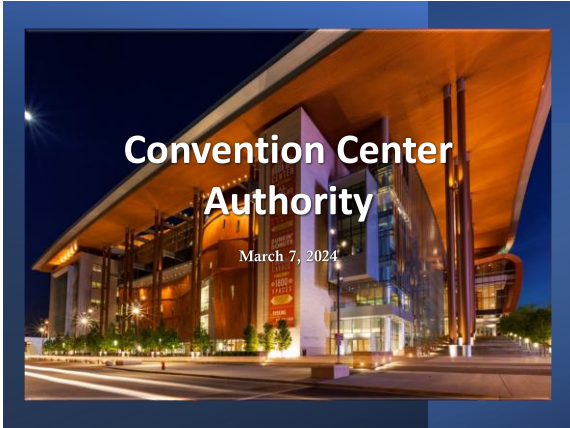
Charles L. Starks  
President & CEO  
Convention Center Authority

Approved:



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Norah Buikstra, Chair  
CCA 127<sup>th</sup> Meeting Minutes  
of March 7, 2024

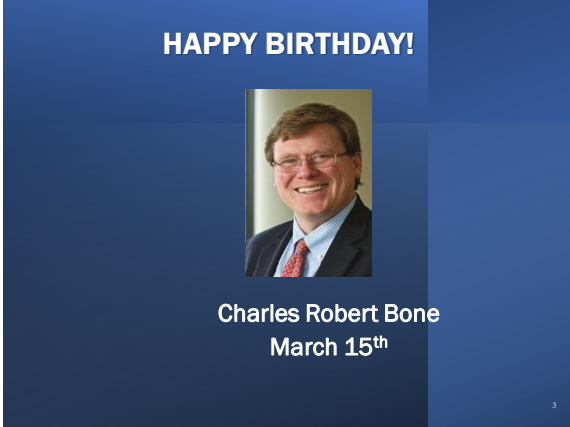


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## Appeal of Decisions

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2



3

## 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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## DBE & Development Committee Report

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# Procurement Policy Revisions and Updates

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Procurement Policy Revisions		
<p><b>1.4.1B "Working paper"</b> means the final of the documents of solicitation, with the exception of the award and the contract, and the award and the contract, and the award and the contract, and the award and the contract.</p> <p><b>1.4.2 Bid Opening.</b> Bids shall be opened in the presence of one or more witnesses on the day and place designated in the invitation to bid. The amount of each bid and such other relevant information may be specified by regulation, together with the name of each bidder, shall be read out and recorded and the result shall be open to public inspection.</p> <p><b>1.4.3 Receipt of proposals.</b> Proposals shall be opened as to their disclosure of contents to competing offers during the process of negotiation. A register of proposals shall be prepared and shall be open for public inspection after contract award.</p> <p><b>1.4.4 Bidding and award.</b> The Convention Center Authority may, in its sole discretion, accept or reject any or all proposals, and may change the type of bonding and insurance required, or the amount of security to be provided, or the amount of security to be provided, or the amount of security to be provided, or the amount of security to be provided.</p> <p><b>1.4.5 Statement of Policy and its implementation.</b> It shall be the policy of the Convention Center Authority to assist Small, Minority-Owned, Women-Owned, and Service-Disabled Veteran-Owned Business Enterprises in participating in the procurement process.</p>	<p><b>1.4.1B "Working paper"</b> means the final of the documents of solicitation, with the exception of the award and the contract, and the award and the contract, and the award and the contract, and the award and the contract.</p> <p><b>1.4.2 Bid Opening.</b> Bids shall be opened in the presence of one or more witnesses on the day and place designated in the invitation to bid. The amount of each bid and such other relevant information may be specified by regulation, together with the name of each bidder, shall be read out and recorded and the result shall be open to public inspection.</p> <p><b>1.4.3 Receipt of proposals.</b> Proposals shall be opened as to their disclosure of contents to competing offers during the process of negotiation. A register of proposals shall be prepared and shall be open for public inspection after contract award.</p> <p><b>1.4.4 Bidding and award.</b> The Convention Center Authority may, in its sole discretion, accept or reject any or all proposals, and may change the type of bonding and insurance required, or the amount of security to be provided, or the amount of security to be provided, or the amount of security to be provided, or the amount of security to be provided.</p> <p><b>1.4.5 Statement of Policy and its implementation.</b> It shall be the policy of the Convention Center Authority to assist Small, Minority-Owned, Women-Owned, and Service-Disabled Veteran-Owned Business Enterprises in participating in the procurement process.</p>	<p><b>1.4.2B "Working paper"</b> means the final of the documents of solicitation, with the exception of the award and the contract, and the award and the contract, and the award and the contract, and the award and the contract.</p> <p><b>1.4.2 Bid Opening.</b> Bids shall be opened in the presence of one or more witnesses on the day and place designated in the invitation to bid. The amount of each bid and such other relevant information may be specified by regulation, together with the name of each bidder, shall be read out and recorded and the result shall be open to public inspection.</p> <p><b>1.4.3 Receipt of proposals.</b> Proposals shall be opened as to their disclosure of contents to competing offers during the process of negotiation. A register of proposals shall be prepared and shall be open for public inspection after contract award.</p> <p><b>1.4.4 Bidding and award.</b> The Convention Center Authority may, in its sole discretion, accept or reject any or all proposals, and may change the type of bonding and insurance required, or the amount of security to be provided, or the amount of security to be provided, or the amount of security to be provided, or the amount of security to be provided.</p> <p><b>1.4.5 Statement of Policy and its implementation.</b> It shall be the policy of the Convention Center Authority to assist Small, Minority-Owned, Women-Owned, and Service-Disabled Veteran-Owned Business Enterprises in participating in the procurement process.</p>
<p><b>ARTICLE 1 PROCUREMENT NONDISCRIMINATION PROGRAM</b></p> <p>1.1. The policy of the Convention Center Authority is to provide equal business opportunities for all persons doing business with the Convention Center Authority by ensuring that the goods and services from minority and women-owned businesses within the Authority's jurisdiction constitute a substantial portion of the goods and services that the Convention Center Authority's policy applies to the procurement process.</p>	<p><b>ARTICLE 1 PROCUREMENT NONDISCRIMINATION PROGRAM</b></p> <p>1.1. The policy of the Convention Center Authority is to provide equal business opportunities for all persons doing business with the Convention Center Authority by ensuring that the goods and services from minority and women-owned businesses within the Authority's jurisdiction constitute a substantial portion of the goods and services that the Convention Center Authority's policy applies to the procurement process.</p>	<p><b>ARTICLE 1 PROCUREMENT NONDISCRIMINATION PROGRAM</b></p> <p>1.1. The policy of the Convention Center Authority is to provide equal business opportunities for all persons doing business with the Convention Center Authority by ensuring that the goods and services from minority and women-owned businesses within the Authority's jurisdiction constitute a substantial portion of the goods and services that the Convention Center Authority's policy applies to the procurement process.</p>

8

## Executive Summary – Removal of the Procurement Non-Discrimination Program

**BACKGROUND**

An executive summary of the study, legislation passed in January 2023 for Metro to replace the current procurement non-discrimination ordinance with Equal Business Opportunity program effective July 2023.

**PROCUREMENT NON-DISCRIMINATION PROGRAM (PNP)**

Non-DBE Disables must reach out and provide evidence of outreach to at least three (3) minority or women-owned business to be considered responsive for a solicitation. The PNP only applied to construction, non-professional, and professional services.

**How CCA Utilizes PNP:**

Non-DBE Disables must reach out and provide evidence of outreach to at least three (3) minority or women-owned business to be considered responsive for a solicitation. The PNP applied to all solicitations where a DBE goal was set, including goals.

**EQUAL BUSINESS OPPORTUNITY (EBO)**

The EBO program includes goals and outreach evidence requirements that all have an EBO requirement. The EBO requirement will include two types of goals for minority and women-owned businesses.

- Annual outreach goals: non-DBE Disables will be required to reach out to at least three (3) minority or women-owned businesses to be considered responsive for a solicitation. These are solicitation specific and will give the Disables the date needed to reach out to the program.
- Specific project and contract goals: participation on the a contract based on the availability of firms noted in the disparity study. These are solicitation specific and will be determined by Metro's purchasing agent after consulting the goal setting committee on a project-by-project basis.

9

## CCA POINTS OF CONSIDERATIONS/RECOMMENDATIONS

- Below are points of consideration and recommendations for the Convention Center Authority regarding removal of the PNP requirement from CCA's Procurement Policy.
1. PNP program has been ineffective in meeting its goals.
  2. Removal of PNP requirement from CCA Procurement Policy.
  3. EBO program is similar to the existing CCA EBO program but is better to minority and women-owned businesses. Metro has separate and established vendor outreach program.

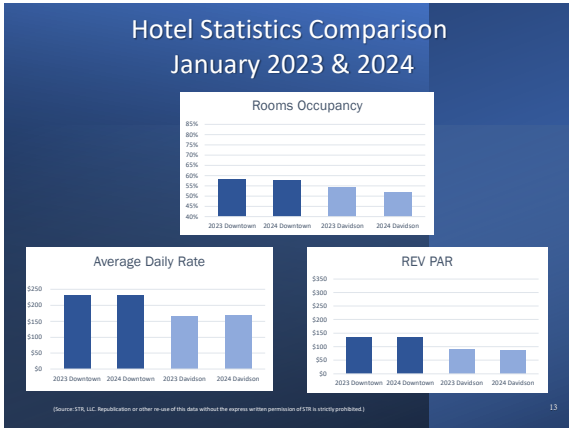
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# RFP Update Expansion Feasibility Study

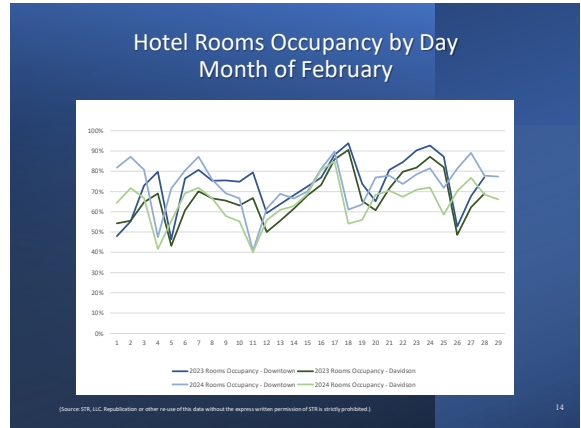
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# Operations Update

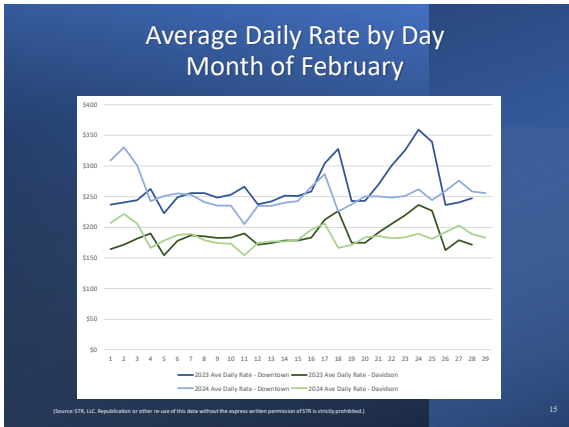
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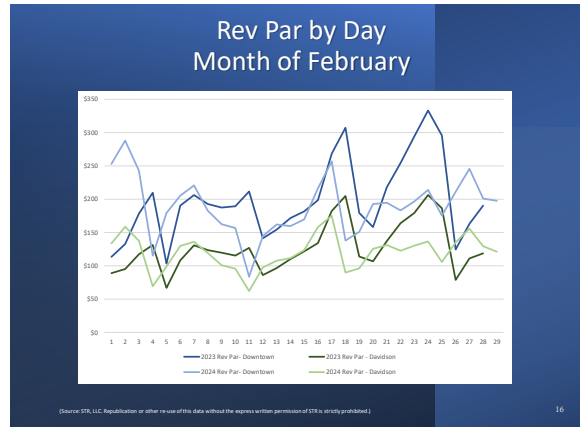
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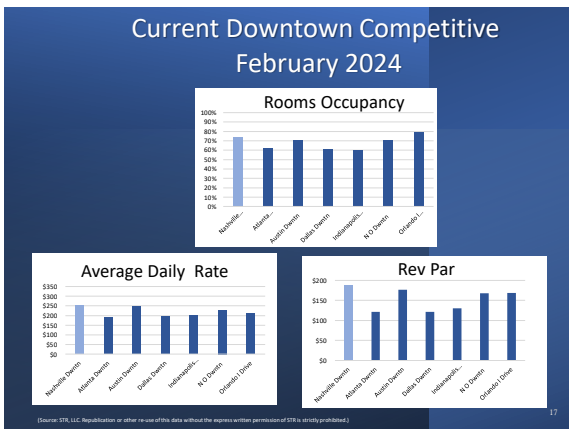
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18

### MCC/Hotel Tax Collection Collections Thru December 2023 (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	\$4,097,462	\$1,841,915	\$1,824,493	\$312,764	\$238,058	\$1,830,271	\$10,144,962	7.26%
August	\$3,458,398	\$1,560,073	\$1,664,635	\$322,710	\$233,910	\$1,799,085	\$9,037,810	3.07%
September	\$4,032,162	\$1,856,365	\$1,753,986	\$269,686	\$245,227	\$2,054,927	\$10,212,354	2.93%
October	\$4,499,526	\$2,066,156	\$1,903,734	\$508,072	\$288,735	\$2,171,580	\$11,437,803	5.97%
November	\$3,183,910	\$1,389,276	\$1,397,665	\$324,354	\$227,754	\$1,570,181	\$8,093,140	-6.75%
December	\$2,598,804	\$1,067,282	\$1,321,460	\$243,370	\$195,865	\$1,213,907	\$6,640,687	-9.20%
January							\$0	0%
February							\$0	0%
March							\$0	0%
April							\$0	0%
May							\$0	0%
June							\$0	0%
YTD Total	\$21,870,261	\$9,781,067	\$9,865,973	\$1,800,950	\$1,428,550	\$10,639,950	\$55,566,757	1.15%

All numbers subject to change by CCA Auditors

19

### MCC/Hotel Tax Collection

#### MCC Portion of December 2023 Tourism Tax Collections

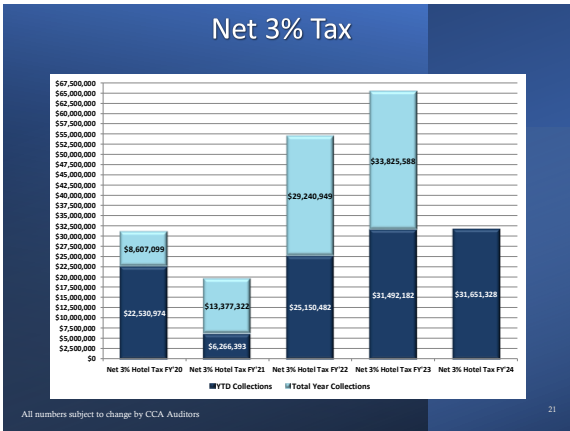
	FY2022	FY2023	FY2024	Variance
2/5 of 5% Occupancy Tax	\$2,632,147	\$2,995,174	\$2,598,804	-13.23%
Net 1% Occupancy Tax	\$1,129,089	\$1,284,864	\$1,067,282	-16.93%
\$2 Room Tax	\$1,393,124	\$1,440,628	\$1,321,460	-8.27%
Contracted Vehicle	\$190,012	\$216,076	\$243,370	12.63%
Rental Vehicle	\$227,348	\$192,625	\$195,865	1.68%
Campus Sales Tax	\$1,239,538	\$1,189,854	\$1,213,907	2.54%
TDZ Sales Tax Increment	\$0	\$0	\$0	0.00%
<b>Total Tax Collections</b>	<b>\$6,811,257</b>	<b>\$7,313,220</b>	<b>\$6,640,687</b>	<b>-9.20%</b>

#### MCC Portion of Year-to-Date Tourism Tax Collections

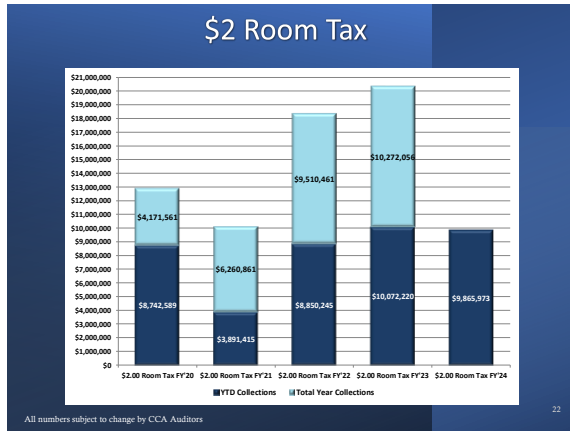
	FY2022	FY2023	FY2024	Variance
2/5 of 5% Occupancy Tax	\$17,269,417	\$21,658,574	\$21,870,261	0.98%
Net 1% Occupancy Tax	\$7,881,065	\$9,833,608	\$9,781,067	-0.53%
\$2 Room Tax	\$8,850,245	\$10,072,220	\$10,006,694	-0.65%
Contracted Vehicle	\$1,285,448	\$1,776,222	\$1,980,956	11.53%
Rental Vehicle	\$1,249,757	\$1,344,956	\$1,428,550	6.22%
Campus Sales Tax	\$8,162,896	\$10,248,434	\$10,639,950	3.82%
TDZ Sales Tax Increment	\$0	\$54,901,700	\$95,865,807	74.61%
<b>Total YTD Tax Collections</b>	<b>\$44,698,826</b>	<b>\$109,835,714</b>	<b>\$151,573,285</b>	<b>38.00%</b>

All numbers subject to change by CCA Auditors

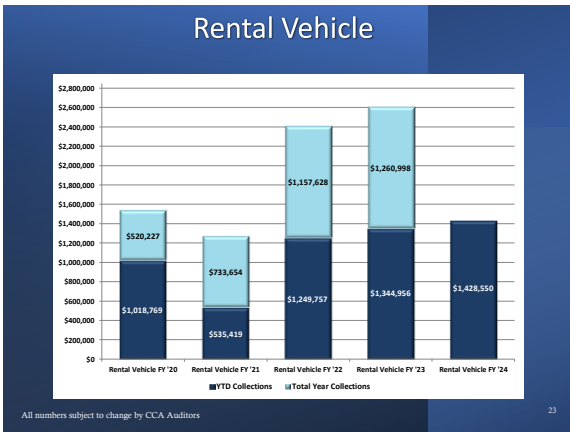
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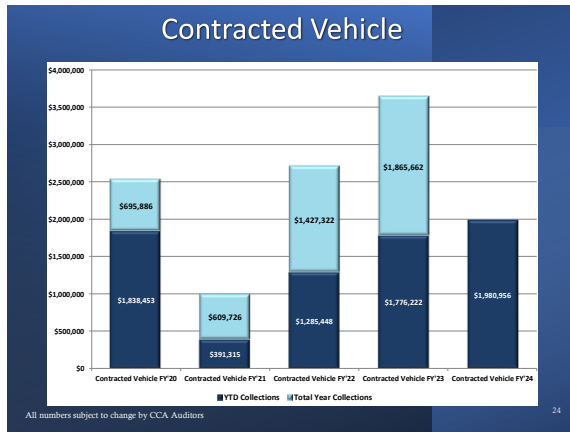
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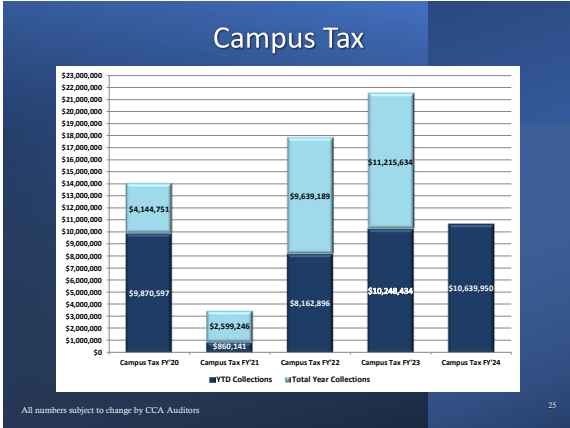


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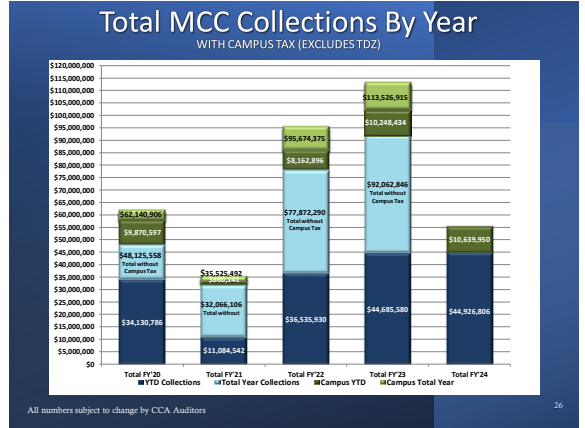


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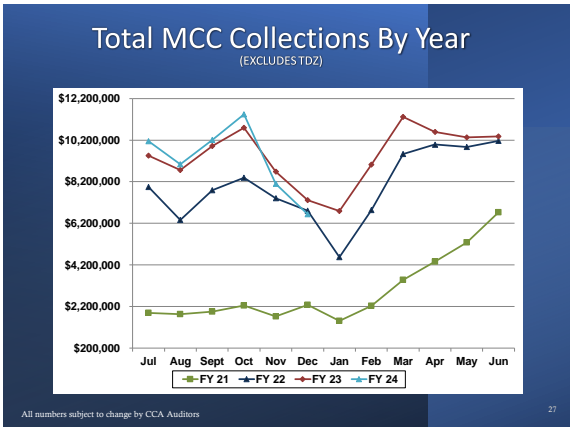




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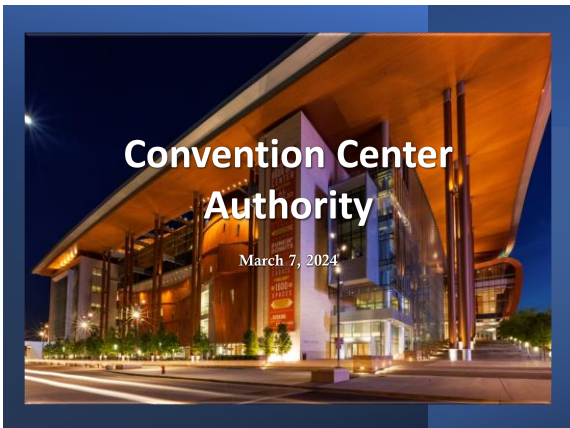


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### JANUARY EVENTS

- 7 Events
- 28,954 Attendees
- 17,562 Room Nights
- \$34,213,415 Direct Economic Impact

28



29