

## **MINUTES OF THE 100<sup>th</sup> MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY**

The 100<sup>th</sup> meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on April 1, 2021 at 9:00 a.m. – Virtual Zoom Meeting.

**AUTHORITY MEMBERS PRESENT:** Marty Dickens, Austin Brown, Norah Buikstra, Robert Davidson, Alfred Degrafinreid II, Irwin Fisher, Barrett Hobbs, Vonda McDaniel, and Seema Prasad

**AUTHORITY MEMBERS NOT PRESENT:**

**OTHERS PRESENT:** Charles Starks, Brian Ivey, Elisa Putman, Heidi Runion, Jasmine Quattlebaum, Charles Robert Bone, and Donna Gray

Chairman Marty Dickens opened the meeting for business at 9:00 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.

**ACTION:** Vonda McDaniel made a motion to approve the 99<sup>th</sup> Meeting Minutes of February 11, 2021. Alfred Degrafinreid II seconded the motion and the Authority approved unanimously.

The next regularly scheduled meeting is scheduled for May 6, 2021 at 9:00 a.m.

Charles Starks and Jasmine Quattlebaum provided information on the RFP Housekeeping Services (Attachments #1 and #2) and there was discussion.

**ACTION:** Vonda McDaniel made a motion [i] accepting the recommendation of the evaluation committee and [ii] authorizing Charles Starks to negotiate and execute an agreement with JAM of Tennessee, LLC d/b/a Industrial Staffing of Tennessee for housekeeping services on substantially the same terms as set forth in the RFP and considered this day. The motion was seconded by Seema Prasad and approved unanimously by the Authority.

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

**ACTION:** Irwin Fisher made a motion [i] accepting the recommendation of the evaluation committee and [ii] authorizing Charles Starks to negotiate and execute an agreement with Elite Security & Staffing for event security services on substantially the same terms as set forth in the RFP and considered this day. The motion was seconded by Norah Buikstra and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum provided information on the Contract Extension – Air Filters (Attachments #1 and #4) and there was discussion.

**ACTION:** Irwin Fisher made a motion authorizing Charles Starks to negotiate and execute an amendment to the Air Filter Services Agreement with CamFil USA exercising the option to extend the agreement for an additional two years until April 30, 2023 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 Brian Ivey provided an update on Lost Business due to COVID-19 (Attachment #1) and there was discussion.

Charles Starks and Heidi Runion provided a FY'2021 Financial Forecast update (Attachment #1) and there was discussion.

Charles Starks provided an update on STR, LLC Statistics for Davidson County and downtown hotels (Attachment #1) and there was discussion.

Charles Starks provided an update on Tax Collections (Attachment #1) and there was discussion.

Charles Starks provided information on the Metro Nashville Health Department Vaccine Clinic that is located inside the Music City Center and there was discussion.

With no additional business, the Authority unanimously moved to adjourn at 9:38 a.m.


Respectfully submitted,



---

Charles L. Starks  
President & CEO  
Convention Center Authority

Approved:



---


Marty Dickens, Chair  
CCA 100<sup>th</sup> Meeting Minutes  
of April 1, 2021



April 1, 2021

### Convention Center Authority

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.*

2

2

 **Happy Birthday!** 

 Irwin Fisher March 11 <sup>th</sup>	 Charles Robert Bone March 15 <sup>th</sup>	 Austin Brown April 10 <sup>th</sup>
--	---	--

3

3

  
**OPERATIONS UPDATE**

4

4

  
**RFP Housekeeping Services**

5

5

  
**RFP Event Security Services**

6

6

## Contract Extension Air Filters

7

## CANCELED EVENTS (as of 3.18.2021)

Groups	Attendees	Hotel Room Nights	*Contracted MCC Revenue	Direct Economic Impact
154	599K	601.2K	\$27.4M	\$608M

## CANCELED EVENTS (as of 2.11.2021)

Groups	Attendees	Hotel Room Nights	*Contracted MCC Revenue	Direct Economic Impact
142	504.9K	498.4K	\$26.2M	\$533.6M

\*Does not include on-site revenues  
As of 3.18.2021

8

7

8

## REBOOKED EVENTS (as of 3.18.2021)

Groups	Attendees	Hotel Room Nights	*Contracted MCC Revenue	Direct Economic Impact
47	45.2K	8.9K	\$2.2M	\$10.3M

## REBOOKED EVENTS (as of 2.11.2021)

Groups	Attendees	Hotel Room Nights	*Contracted MCC Revenue	Direct Economic Impact
49	46.8K	9.2K	\$2.3M	\$11M

\*Does not include on-site revenues  
As of 3.18.2021

9

## FY2021 Year End

FY21 Year End Forecast					
	Current YE FY21 Forecast	Previous YE FY21 Forecast	Forecast Variance	FY21 Budget	Current Forecast vs. Budget
<b>Revenue</b>					
Rental	\$643,330	\$743,257	-\$99,928	\$6,624,304	-\$5,980,975
F&B	\$253,698	\$1,129,246	-\$875,548	\$30,520,600	-\$30,266,902
Parking	\$1,455,826	\$1,714,827	-\$259,001	\$7,508,907	-\$6,053,081
Utilities	\$56,935	\$96,560	-\$39,625	\$2,005,500	-\$1,948,565
Technology	\$153,517	\$201,768	-\$48,251	\$2,351,601	-\$2,198,084
Security	\$71,568	\$102,356	-\$30,788	\$1,415,710	-\$1,344,142
Rigging	\$57,928	\$98,813	-\$40,885	\$842,605	-\$784,677
Audio/Visual	\$2,167	\$5,322	-\$3,155	\$488,378	-\$486,211
Facilities	\$3,218	\$10,406	-\$7,188	\$303,993	-\$300,775
Other	\$654,447	\$84,563	\$569,884	\$895,302	-\$240,856
<b>Revenue</b>	<b>\$3,352,633</b>	<b>\$4,187,117</b>	<b>-\$834,484</b>	<b>\$52,876,900</b>	<b>-\$49,524,267</b>
<b>Expense</b>					
Utilities	\$3,474,798	\$3,588,598	-\$113,800	\$4,546,100	-\$1,071,302
Event Related	\$21,970	\$74,170	-\$52,200	\$2,278,300	-\$2,256,430
MCC Labor	\$9,342,939	\$9,342,939	\$0	\$11,739,900	-\$4,396,961
F&B Labor	\$5,234,165	\$5,234,165	\$0	\$11,636,394	-\$6,402,229
F&B COGS	\$96,024	\$254,499	-\$158,474	\$5,524,229	-\$5,428,204
Other	\$4,567,010	\$4,998,259	-\$431,248	\$12,108,077	-\$7,541,067
<b>Expense</b>	<b>\$22,736,807</b>	<b>\$23,392,629</b>	<b>-\$655,822</b>	<b>\$49,833,000</b>	<b>-\$27,096,193</b>
<b>Gain/(Loss)</b>	<b>-\$19,384,174</b>	<b>-\$19,205,512</b>	<b>-\$178,661</b>	<b>\$3,043,900</b>	<b>-\$22,438,073</b>

As of 3.30.2021

10

9

10

## Comparison – February 2021 & February 2020

### OCC

### ADR

### Rev Par

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

11

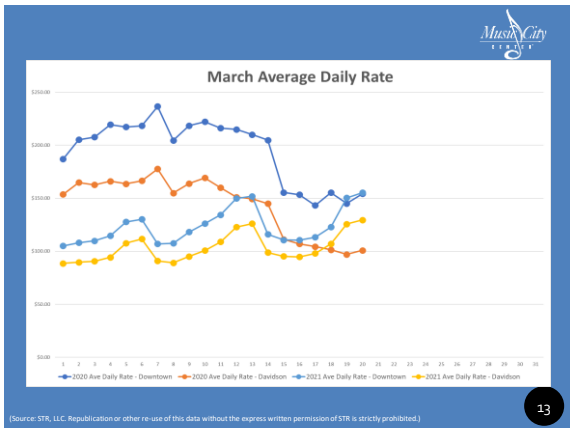
## March Rooms Occupancy

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

12

11

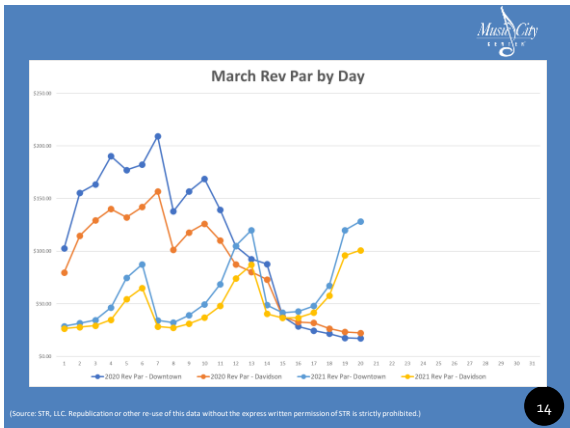
12



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

13

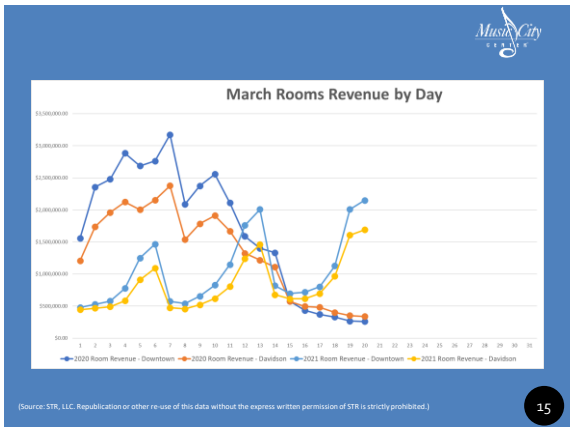
13



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

14

14



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

15

15

TAX COLLECTIONS

16

16

**MCC/Hotel Tax Collection**  
Collections Thru January 2021  
(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 20-21
July	\$718,223	\$334,604	\$635,470	\$50,415	\$86,886	\$74,312	\$1,899,910	-74.53%
August	\$654,950	\$306,564	\$636,398	\$56,584	\$88,697	\$87,193	\$1,830,386	-75.60%
September	\$689,536	\$320,516	\$649,684	\$67,166	\$86,482	\$143,181	\$1,956,565	-74.97%
October	\$793,051	\$364,550	\$694,505	\$80,934	\$84,798	\$231,025	\$2,248,863	-71.98%
November	\$633,177	\$277,163	\$536,865	\$28,854	\$66,555	\$182,694	\$1,725,308	-78.52%
December	\$832,357	\$341,702	\$738,492	\$107,362	\$122,001	\$141,737	\$2,283,651	-65.78%
January	\$518,785	\$233,388	\$533,285	\$43,708	\$57,287	\$120,325	\$1,506,777	-74.95%
February							0%	
March							0%	
April							0%	
May							0%	
June							0%	
<b>YTD Total</b>	<b>\$4,840,077</b>	<b>\$2,178,488</b>	<b>\$4,424,700</b>	<b>\$435,023</b>	<b>\$592,705</b>	<b>\$980,467</b>	<b>\$13,451,460</b>	<b>-73.11%</b>

All numbers subject to change by CCA Auditors

17

17

**MCC/Hotel Tax Collection**

**MCC Portion of January 2021 Tourism Tax Collections**

	FY 2020	FY 2021	Variance
2/5 of 5% Occupancy Tax	\$1,908,874	\$518,785	-72.82%
Net 1% Occupancy Tax	\$834,553	\$233,388	-72.03%
\$2 Room Tax	\$1,206,733	\$533,285	-55.81%
Contracted Vehicle	\$256,777	\$43,708	-82.98%
Rental Vehicle	\$154,728	\$57,287	-62.98%
Campus Sales Tax	\$1,652,359	\$120,325	-92.72%
TDZ Sales Tax Increment	\$0	\$0	0.00%
<b>Total Tax Collections</b>	<b>\$6,014,025</b>	<b>\$1,506,777</b>	<b>-74.95%</b>

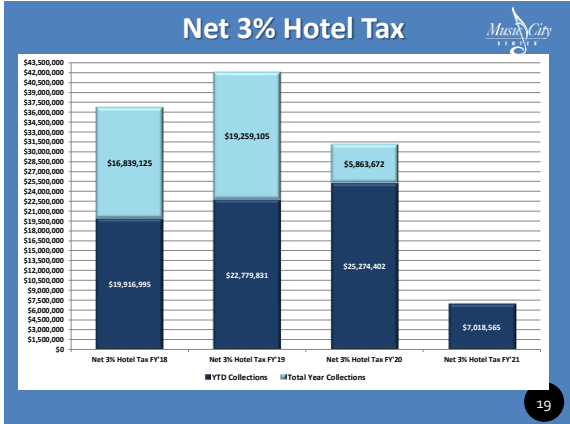
**MCC Portion of Year-to-Date Tourism Tax Collections**

	FY 2020	FY 2021	Variance
2/5 of 5% Occupancy Tax	\$17,473,534	\$4,840,077	-72.30%
Net 1% Occupancy Tax	\$7,800,976	\$2,178,488	-72.07%
\$2 Room Tax	\$9,949,360	\$4,424,700	-55.53%
Contracted Vehicle	\$2,095,230	\$435,023	-79.24%
Rental Vehicle	\$1,173,497	\$592,705	-49.49%
Campus Sales Tax	\$11,522,956	\$980,467	-91.49%
TDZ Sales Tax Increment	\$56,461,491	\$36,416,230	-35.50%
<b>Total YTD Tax Collections</b>	<b>\$106,477,045</b>	<b>\$49,867,690</b>	<b>-53.17%</b>

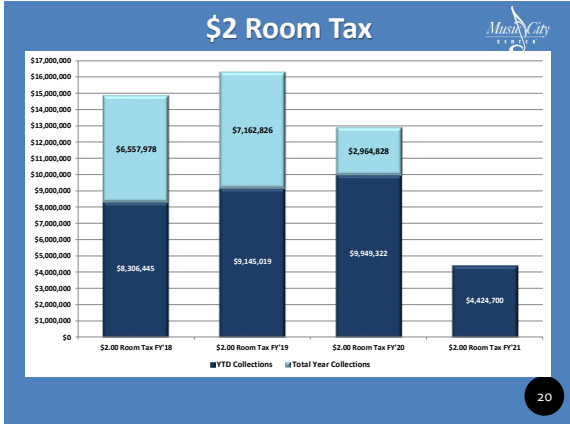
All numbers subject to change by CCA Auditors

18

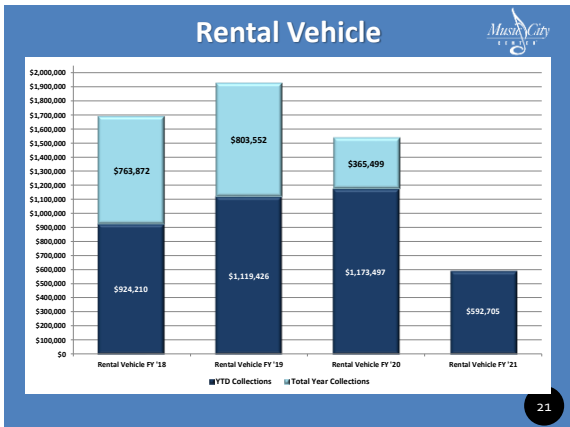
18



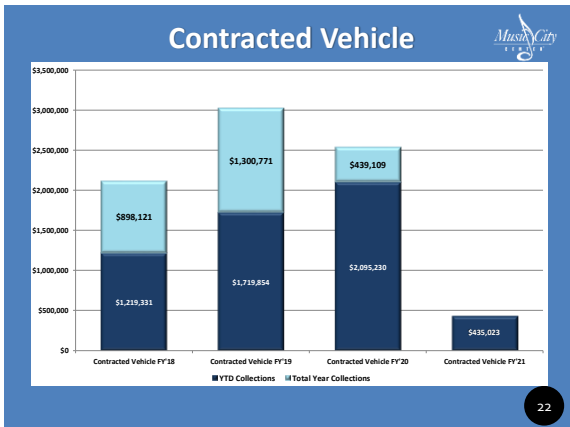
19



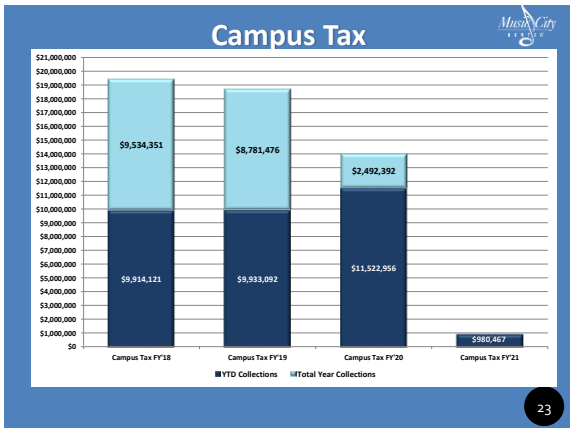
20



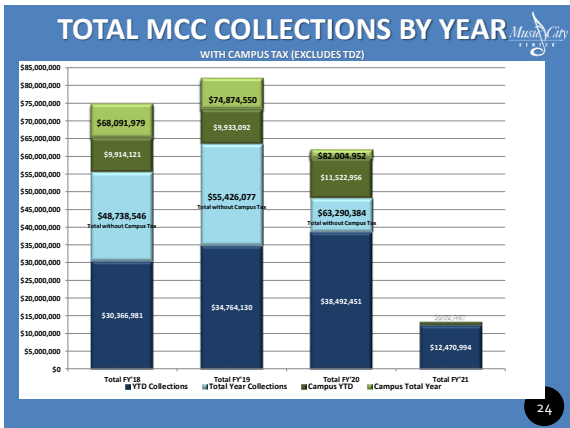
21



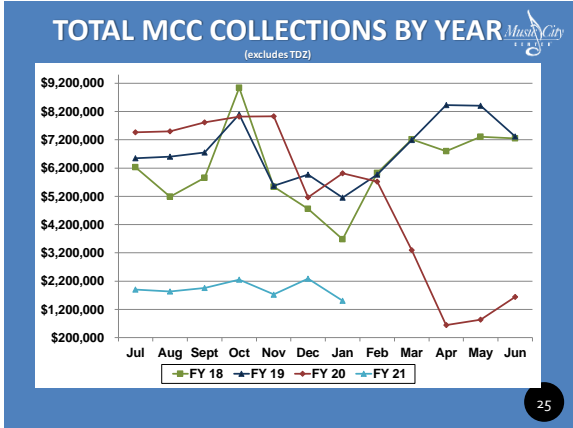
22



23



24



April 1, 2021

### Convention Center Authority





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

**RFP:** *Housekeeping Services for the Music City Center*

**Selected Vendor:**

*JAM of Tennessee, LLC dba Industrial Staffing of Tennessee*

**Compensation and Cost:**

	<b>Year1</b>	<b>Year2</b>	<b>Year3</b>	<b>Year4</b>	<b>Year 5</b>
<b>Housekeeping Personnel</b>	\$ 14.10	\$ 14.10	\$ 14.50	\$ 14.70	\$ 14.90
<b>Housekeeping Supervisors</b>	\$ 21.00	\$ 21.00	\$ 21.50	\$ 21.75	\$ 22.00

**Term:**

*Three (3) year term  
With two (2) one year options to renew*

**DBE participation:**

*Industrial Staffing is 100% Woman-Owned Business*

**Other Vendors that Submitted Bids:**

Bestway Services  
Jani King of Nashville  
Service Management Systems



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

**RFP:** *Event Security Services*

**Selected Vendor:**

*Elite Security & Staffing*

**Compensation and Cost:**

	<b>Year1</b>	<b>Year2</b>	<b>Year3</b>	<b>Year4</b>	<b>Year 5</b>
<b>Security Guards*</b>	\$ 19.39	\$ 20.99	\$ 20.99	\$ 22.49	\$ 22.49
<b>Supervisor</b>	\$ 21.39	\$ 22.99	\$ 22.99	\$ 24.49	\$ 24.49
<b>Parking Supervisor</b>	\$ 21.39	\$ 22.99	\$ 22.99	\$ 24.49	\$ 24.49
<b>Parking Attendant/Cashier</b>	\$ 20.89	\$ 22.49	\$ 22.49	\$ 23.99	\$ 23.99
<b>Police Officer</b>	\$ 47.50	\$ 49.10	\$ 49.10	\$ 50.60	\$ 50.60

*\* Security Guards includes Event Security, Overnight Rover, Traffic Control, Ticket Sellers/Takers and Booth*

**Term:**

*Three (3) year term  
With two (2) one year options to renew*

**DBE participation:**

*Overwatch TN Security (WBE)  
Blink Marketing (WBE)*

**Other Vendors that Submitted Bids:**

Allied Universal Event Services  
Andy Frain Services  
Axis Security  
CROWE Overwatch TN Security  
WESS



## Contract Extension Summary Sheet for the Music City Center

**Contract Service:** *Air Filters for the Music City Center*

**Contracted Vendor:** *CamFil USA*

**Contract Value:**

36 Even Monthly Payments	\$2,428.80	
Camfil Even Pay Program Total		\$87,436.80

**Term Extension:** *May 1, 2021 - April 30, 2023*

**DBE participation:**

*Hara, Inc dba Hot Shot Delivery (Small Business)*

**Justification for Extension:**

Camfil has a great product and the staff has been extremely helpful in providing all the required reporting need to address the airflow in the building.