

# MINUTES OF THE 63<sup>nd</sup> MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

The 63<sup>nd</sup> meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on January 7, 2016 at 9:00 am, in the Administrative Conference Room of the Administrative Offices at the Music City Center, Nashville, Tennessee.

**AUTHORITY MEMBERS PRESENT:** Marty Dickens, Willie McDonald, Irwin Fisher, Randy Goodman, Renata Soto, Vonda McDaniel, Waverly Crenshaw, Jr, and Mona Lisa Warren

**AUTHORITY MEMBERS NOT PRESENT:** Luke Simons

**OTHERS PRESENT:** Charles Starks, Jasmine Quattlebaum, Bo Campbell, Larry Atema, Mary Ann Morris, Jeff Kuhnhenh, Stan Romine, Peter Heidenreich, Pat Emery, Burgin Dossett, Joey Garrison, Brian Ivey, Mary Brette Clippard, and Elise Driver.

The meeting was opened for business at 9:00 am by Chair Marty Dickens who stated that a quorum was present.

**ACTION:** Randy Goodman made a motion to approve the 62<sup>nd</sup> Meeting Minutes of November 19, 2015. The motion was seconded by Irwin Fisher and approved unanimously by the Authority.

The next regularly scheduled meeting is scheduled for February 4, 2016.

**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.

Charles Starks introduced Pat Emery and his team from Spectrum Emery who reported on the progress of the NCC redevelopment and there was discussion. (Attachment #1)

Charles Starks asked Jasmine Quattlebaum to review the RFP for Uniform Rental/Laundry Services and there was discussion (Attachment #2)

**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 Cintas for uniform rental and laundry services on substantially the same terms as set forth in the RFP and considered this day. The motion was seconded by Vonda McDaniel and approved unanimously by the Authority.

Charles Starks reviewed the various contract extensions and there was discussion (Attachment #4 - 8).

**ACTION:** Waverly Crenshaw, Jr made a motion authorizing Charles Starks to negotiate and execute an amendment to the audio visual and production services agreement with LMG, Inc. exercising the option to extend the agreement for an additional year. The motion was seconded by Willie McDonald and approved unanimously by the Authority.

**ACTION:** Randy Goodman made a motion authorizing Charles Starks to negotiate and execute an amendment to the promotional items and tradeshow amenities services agreement with Blink Marketing, Inc. exercising the option to extend the agreement for an additional two years. The motion was seconded by Willie McDonald and approved unanimously by the Authority.

**ACTION:** Willie McDonald made a motion authorizing Charles Starks to negotiate and execute an amendment to the valet parking services agreement with Towne Park Corporation exercising the option to extend the agreement for an additional two years. The motion was seconded by Randy Goodman and approved unanimously by the Authority.

**ACTION:** Irwin Fisher made a motion authorizing Charles Starks to negotiate and execute an amendment to the emergency medical technician services agreement with Med-Star Medical Staffing, Inc. exercising the option to extend the agreement for an additional two years. The motion was seconded by Willie McDonald and approved unanimously by the Authority.

**ACTION:** Randy Goodman made a motion authorizing Charles Starks to negotiate and execute an amendment to the temporary labor services agreement with JAM of Tennessee, LLC d/b/a Industrial Staffing exercising the option to extend the agreement for an additional two years. The motion was seconded by Vonda McDaniel and approved unanimously by the Authority.


Charles Starks then gave an operations update and there was discussion (Attachment #1).

Charles Starks then gave an update on various housekeeping and engineering items accomplished during December.

Charles Starks reported that the Grand Ballroom Dedication will take place on either January 29 or February 5, 2016 and the Francis S Guess Bridge to Equality Luncheon has been set for Tuesday, May 24<sup>th</sup>.

With no additional business a motion was made to adjourn, with no objection the Authority adjourned at 10:07 am.

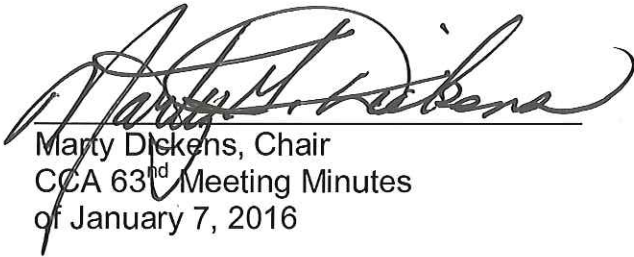
Respectfully submitted,



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Charles L. Starks  
President & CEO  
Convention Center Authority

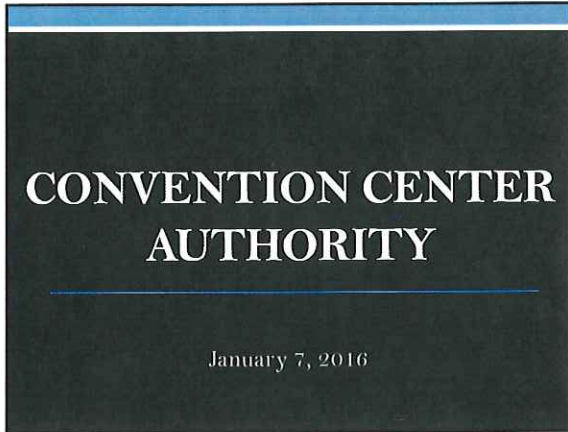
Approved:



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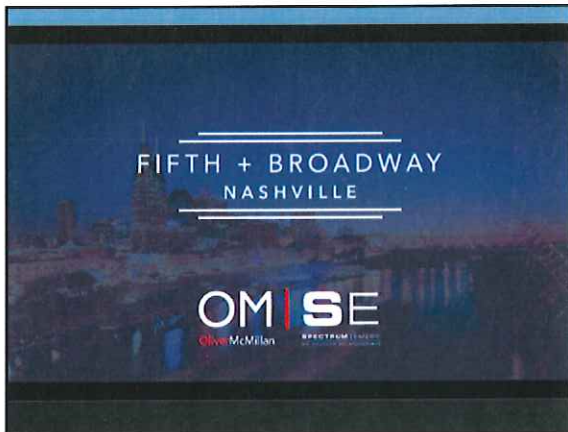
Marty Dickens, Chair  
CCA 63<sup>rd</sup> Meeting Minutes  
of January 7, 2016





### Appeal of Decisions

*Appeal of Decisions from the Convention Center Authority—Pursuant to the provisions of § 2.08.030 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.*



Adjacent to one of the nation's fastest growing, Renaissance. A premier local destination, giving 5th + Broadway a strong "captured audience".

High traffic counts, easy access and unchallenged visibility.

"18-hour" environment offering retail, entertainment, restaurants, residential, office & service conveniences.

The project will raise the bar for what Nashville can offer both residents and visitors.

Customizable tenant spaces.

Strong street-front presence.

The only retail format of its kind in the Nashville market.

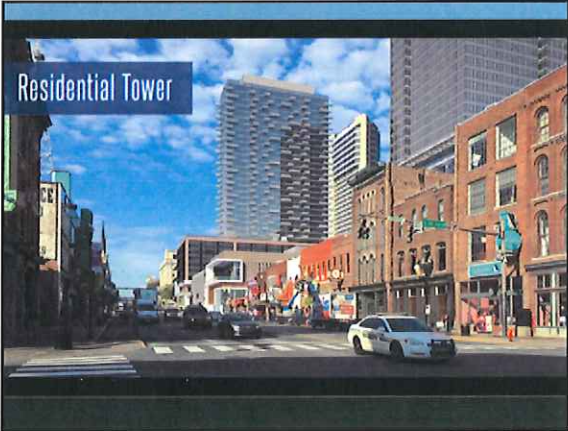
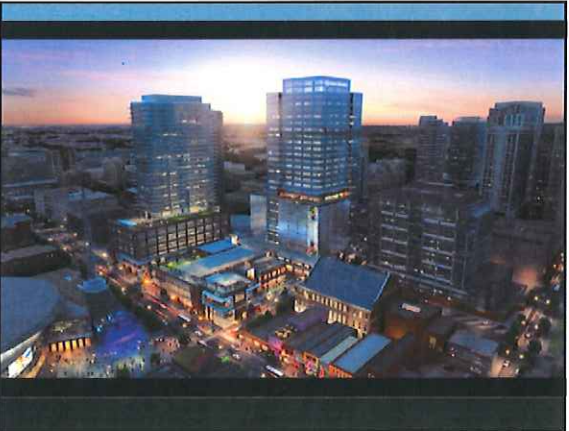
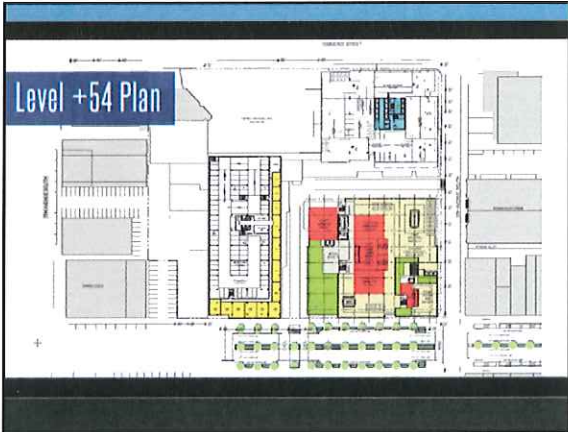
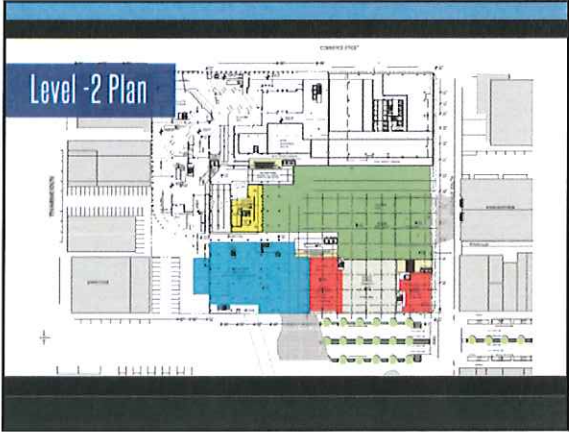
Customized architecture, marquee visibility and an amenity-rich environment.

**I BELIEVE IN  
 NASHVILLE**

### DEVELOPMENT PROGRAM

Land	8.7 Acres
Hotel/Entertainment	730,000 sf
National Museum of African American Music	92,000 sf
Residential Tower	299,300 sf (153 units)
Office Tower	425,000 sf
Conference Center	100,000 sf
Parking	
Public/Retail	730 stalls
Residential	577 stalls
Office Tower	1,008 stalls

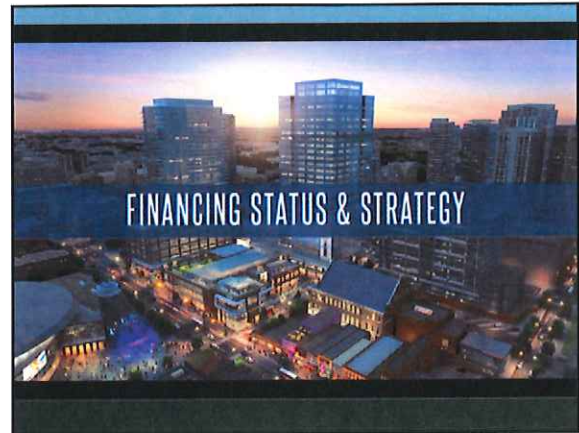
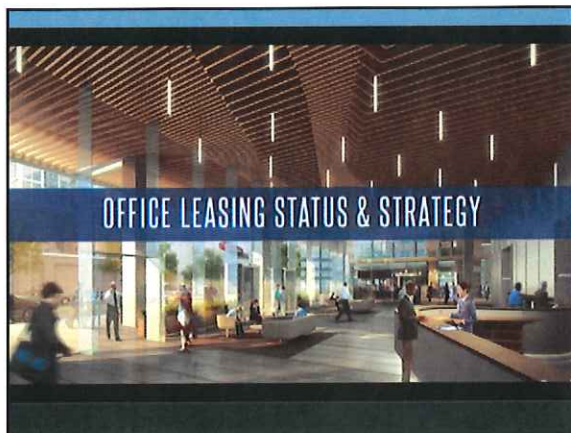
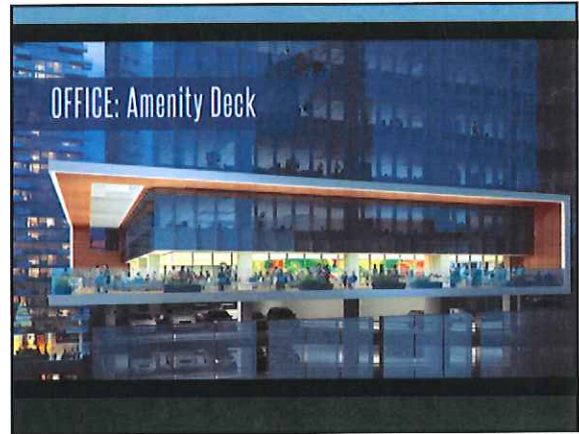
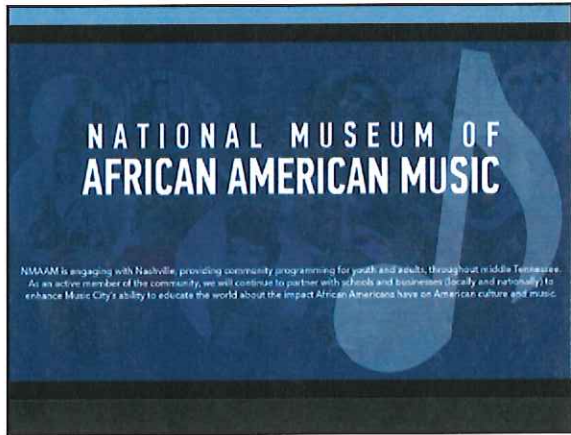














### Development Team

## RFP FOR UNIFORM RENTAL/ LAUNDRY SERVICES

### CONTRACT EXTENSION

- LMG audio visual – one year extension
- Blink promotional marketing – two year extension
- Towne Park valet parking – two year extension
- Med Star medical staffing – two year extension
- Industrial Staffing temp labor – two year extension

## OPERATIONS UPDATES

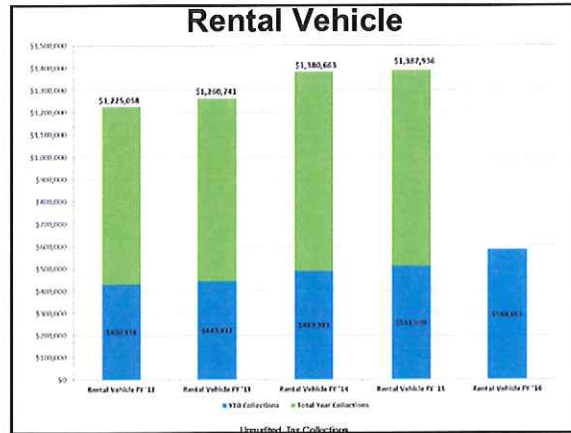
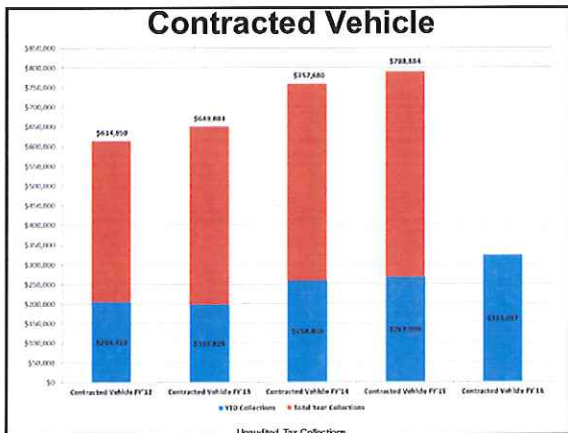
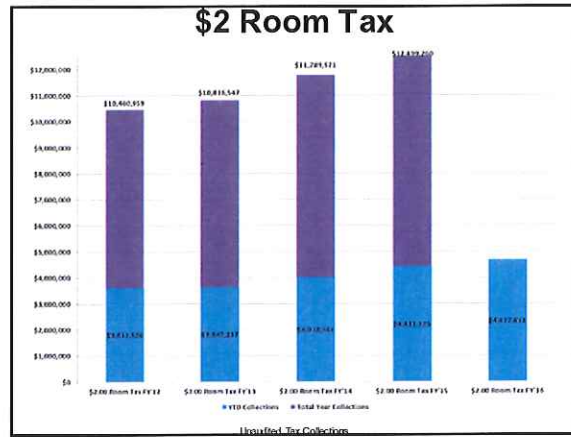
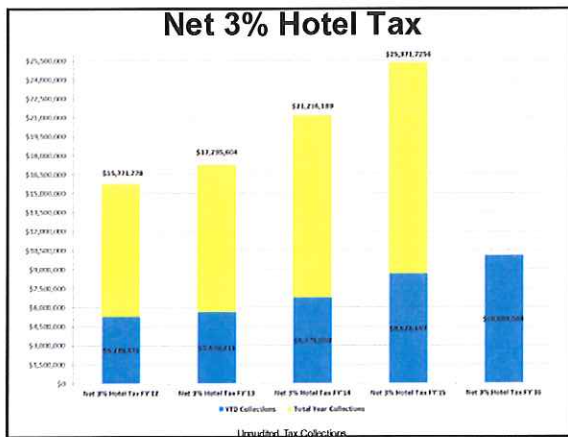


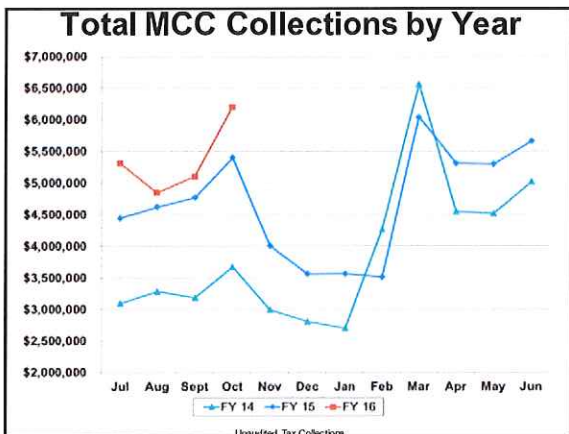
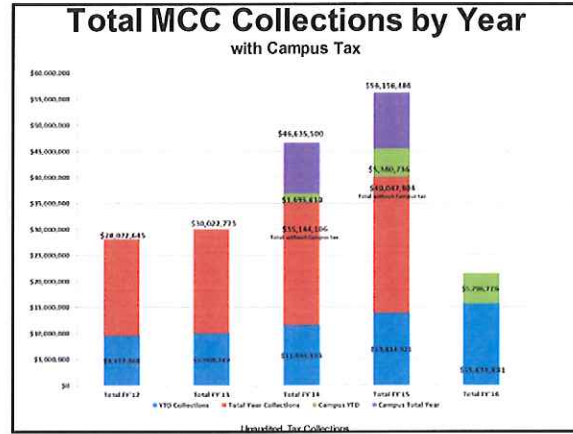
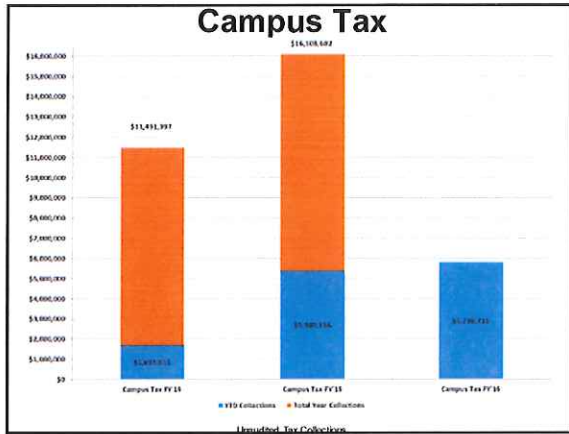
MCC/Hotel Tax Collection								
As of October 31, 2015								
	2/5 of 5% Occupancy Tax	Net 1% Occupancy Tax	\$2 Room Tax	Contracted Vehicle Tax	Rental Vehicle Tax	Campus Tax	Total	Variance to FY 14-15
July	\$1,738,303	\$757,878	\$1,215,421	\$44,820	\$187,587	\$1,373,115	\$5,317,224	19.72%
August	\$1,558,357	\$684,181	\$1,090,300	\$69,943	\$121,121	\$1,324,855	\$4,846,817	4.89%
September	\$1,687,075	\$737,374	\$1,125,908	\$78,902	\$128,018	\$1,368,043	\$5,104,318	7.85%
October	\$2,068,282	\$881,845	\$1,245,924	\$128,432	\$149,942	\$1,730,713	\$6,203,247	15.01%
November								
December								
January								
February								
March								
April								
May								
June								
YTD Total	\$7,028,028	\$3,081,477	\$4,677,812	\$323,097	\$584,667	\$5,798,720	\$21,471,607	11.72%

MCC/Hotel Tax Collection			
MCC Portion of October 2015 Tourism Tax Collections			
	FY 2015	FY 2016	Variance
2/5 of 5% Occupancy Tax	\$1,760,577	\$2,068,282	17.36%
Net 1% Occupancy Tax	\$747,916	\$881,845	17.92%
\$2 Room Tax	\$1,173,158	\$1,245,924	6.20%
Contracted Vehicle	\$74,749	\$128,432	71.82%
Rental Vehicle	\$140,382	\$149,942	6.81%
Campus Tax	\$1,497,066	\$1,730,713	15.61%
TDZ Sales Tax Increment	\$0	\$0	0.00%
Total Tax Collections	\$5,393,818	\$6,203,248	15.01%

MCC Portion of Year-to-date FY 2016 Tourism Tax Collections			
	FY 2015	FY 2016	Variance
2/5 of 5% Occupancy Tax	\$6,062,665	\$7,028,028	15.92%
Net 1% Occupancy Tax	\$2,565,531	\$3,081,477	19.33%
\$2 Room Tax	\$4,431,225	\$4,677,812	5.56%
Contracted Vehicle	\$267,900	\$323,097	20.50%
Rental Vehicle	\$511,509	\$584,667	14.30%
Campus Tax	\$5,380,736	\$5,798,726	7.73%
TDZ Sales Tax Increment	\$11,548,916	\$15,669,415	35.68%
Total YTD Tax Collections	\$30,768,572	\$37,141,022	20.71%





### November Events

29 Events

48,393 Attendees

24,081 Room Nights

\$19,642,587 Economic Impact

### December Events

21 Events

8,127 Attendees

1,445 Room Nights

\$1,114,622 Economic Impact

### November Tours & Site Visits

14 Sales Site Visits

2 Group Tours with 32 attendees. This included 1 public tours with 12 attendees.



**December Tours & Site Visits**

*13 Sales Site Visits*

*5 Group Tours with 49 attendees. This included public tours with 9 attendees.*

**CONVENTION CENTER  
AUTHORITY**

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January 7, 2016



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

**RFP Uniform Rental/Laundry Services**

**Selected Vendor:**

*Cintas*

**Compensation and Cost:**

	Rental with cleaning	Direct Sale	Lost/Destroyed/Buyout	Upcharge
Polo Shirts	\$0.27		\$20.13	\$ 0.153
Work Pants pleated	\$0.21		\$18.09	\$ 0.153
Work Pants non pleated	\$0.21		\$18.09	\$ 0.153
Dress Pants Pleated	\$0.34		\$24.201	\$ 0.153
Dress Pants non pleated	\$0.34		\$24.201	\$ 0.153
Coverall Insulated	\$0.57		\$74.370	\$0.153
Coverall Non-Insulated	\$0.31		\$31.589	\$0.153
Dress Shirts	\$0.26		\$21.399	\$0.153
Blazers		\$ 157.990		
Vest		\$ 54.990		
Ties		\$18.990		

**Term:**

*Three (3) year term  
with an one time option to extend for two (2) additional one year term at the sole discretion of the CCA*

**DBE participation:**

*Will work with Director of Purchasing/DBE or designee to identify and report proposer's spends with the Music City Center.*

**Other Vendors that Submitted Bids:**

- Aramark
- Unifirst





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

**Contract Service:** *Audio Visual*  
*Non exclusive audio visual services*

**Contracted Vendor:** *LMG*

**Contract Value:** Twenty-five percent (25%) of the gross revenues actually received up to \$1,000,000 in gross revenues for services (audio visual and non-skilled labor- setup and strike labor only) provided hereunder at the Music City Center

Thirty percent (30%) of the gross revenues actually received between \$1,000,000.01 and \$2,000,000.00 in gross revenues for services (audio visual and non-skilled labor- setup and strike labor only) provided hereunder at the Music City Center

Thirty-five percent (35%) of the gross revenues actually received in excess of \$2,000,000.00 in gross revenues for services (audio visual and non-skilled labor- setup and strike labor only) provided hereunder at the Music City Center; and

Twenty-five percent (25%) of the gross revenues actually received for services (audio visual and non-skilled labor- setup and strike labor only) provided at the Omni Hotel Nashville(which are not included in the calculation for services at the Music City Center),

Contractor shall provide, no later than the 10th day of the following month, such documentation, including a report detailing account activity by event, as the Convention Center Authority may reasonably request to verify the amounts due

In addition, Contractor shall pay to the Convention Center Authority [i] on or before each July 25th, \$10,000.00 for each \$1,000,000.00 in revenue received by the Contractor on an annual basis for services (audio visual and labor) provided hereunder at the Music City Center and [ii] on or before effective date, then \$10,000.00 each year to be used by the Convention Center Authority, in its sole discretion, for marketing of audio visual services, with input from the Contractor. An itemized report of charges against the \$10,000.00 marketing fund will be provided from the Convention Center Authority to the Contractor on an annual basis.

In addition, Contractor shall perform an annual reconciliation of the rental equipment gross sales and cross rental expenses (rental of non-stock equipment from another firm) to determine if the Contractor's cross rental expenses exceed fifteen percent (15%) of rental gross sales. The Contractor will present this information in writing to the Convention Center Authority. If this occurs, that portion of revenue owed for excluding cross rental expenses exceeding rental gross sales by fifteen percent (15%) shall be considered to be rental gross sales and revenue owed to the Convention Center Authority is due twenty-five (25) days after the contract year.

**Term Extension:** February 12, 2016 - February 12, 2017

**DBE participation:** Contractor will be spend on an annual basis \$206,000.00 with small and/or MWBE businesses

**Justification for Extension:**  
LMG's equipment is second to none and the staff we have does a very good job servicing our customer needs. There is no production size that they can not meet their needs. Their access to quality and quantity of inventory is hard to match.



## Contract Extension Summary Sheet for the Music City Center

**Contract Service:** *Promotional Items*  
Provide logo and other promotional items for the Music City Center

**Contracted Vendor:** *Blink Marketing*

**Contract Value:** All costs are as specified in the Contractor's catalog ([www.blinkmarketing.com](http://www.blinkmarketing.com))

**Term Extension:** March 6, 2016 - March 6, 2018

**DBE participation:** Blink Marketing is a Women-Owned Business

**Justification for Extension:**

Blink has done a very good job maintaining and providing a wide variety of customer amenities for us to choose from. They have been very responsive and timely with all our needs.





## Contract Extension Summary Sheet for the Music City Center

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

**Contracted Vendor:** *Towne Park*

<b>Contract Value:</b>	<i>Year 4</i>	<i>Year 5</i>
Valet Parker(Guest Service Associates) per Hour	\$15.30	\$15.76
Valet Supervisor (Guest Service Coordinators) per Hour	\$16.39	\$16.88

**Term Extension:** May 29, 2016 - May 29, 2018

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

**Justification for Extension:**

Towne Park is one of the premier valet companies in town if not the best. They have done a phenomenal job for our guest and at competitive rates.



## Contract Extension Summary Sheet for the Music City Center

**Contract Service:** *Emergency Medical Technician Services*  
Provides emergency medical services during events

**Contracted Vendor:** *Med-Star Medical Staffing*

<b>Contract Value:</b>	Emergency Medical Technician	<i>Year 4</i>	<i>Year5</i>
		<i>\$22.00</i>	<i>\$22.50</i>

**Term Extension:** May 30, 2016 - May 30, 2018

**DBE participation:** Med-Star Medical Staffing is a Women-Owned Business

**Justification for Extension:** Med-Star continues to provide excellent care and customer service to our customers and staff. They have been a partner with MCC since opening and with NCC prior. Their team adapts quickly to regularly occurring last minute customer extensions of EMT's for move-in/out hours.



## Contract Extension Summary Sheet for the Music City Center

**Contract Service:** *Temporary Labor*  
Provide supplemental set-up staff

**Contracted Vendor:** *Industrial Staffing*

<b>Contract Value:</b>	Year 4	Year 5
Temporary Labor	\$11.59	\$11.69
Supervisors	\$16.86	\$16.96

**Term Extension:** June 26, 2016 - June 26, 2018

**DBE participation:** Industrial Staffing is a Women Owned Business

### **Justification for Extension:**

Industrial continues to provide excellent service. They consistently meet all our needs and also assist when out of the ordinary needs arise such as additional servers for the Society of Women Engineers 28 simultaneous receptions. They can always be counted on to fulfill their obligation and are a great partner.