

MINUTES OF THE 94th MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

The 94th meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on June 2, 2020 at 9:00 a.m. at the Music City Center, Nashville, Tennessee – Virtual Meeting.

AUTHORITY MEMBERS PRESENT: Marty Dickens, Robert Davidson, Irwin Fisher, Barrett Hobbs, Vonda McDaniel, Seema Prasad, Randy Rayburn and Leigh Walton

AUTHORITY MEMBERS NOT PRESENT: David McMurry

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

Chair Marty Dickens 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.

Charles Starks provided an update on the damage to the building from the riot that took place on Saturday, May 30, 2020 and there was discussion.

ACTION: Irwin Fisher made a motion to approve the 93rd Meeting Minutes of May 7, 2020. The motion was seconded by Seema Prasad and approved unanimously by the Authority.

The next regularly scheduled meeting is scheduled for Thursday, July 16, 2020 at 9:00 am.

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

ACTION: Leigh Walton made a motion [i] accepting the recommendation of the evaluation committee and [ii] authorizing Charles Starks to execute an agreement with Crosslin, PLLC for auditing services for the Music City Center for fiscal year 2020 with the right to extend the agreement for successive fiscal years not to exceed a total of five years and

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 Industrial Staffing Contract Renewal (Attachments #1 and #3) and there was discussion.

ACTION: Vonda McDaniel made a motion authorizing Charles Starks to negotiate and execute an amendment to the temporary labor agreement with Industrial Staffing exercising the option to extend the agreement for an additional two years until June 30, 2022 on substantially the same terms as considered this day. The motion was seconded by Leigh Walton and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum provided a DBE Update (Attachment #1) and there was discussion.

Charles Starks shared Fresh Pick reopened on Monday, June 1, 2020 (Attachment #1) and there was discussion.

Charles Starks provided an update on Lost Business due to COVID-19 (Attachment #1) and there was discussion.

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

Charles Starks provided an update on local hotels plans to reopen.

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

Charles Starks and Elisa Putman provided an update on Reopening Guidelines and GBAC (Attachment #1) and there was discussion.

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

With no additional business, the Authority unanimously moved to adjourn at 9:48 a.m.

Respectfully submitted,



Charles L. Starks
President & CEO
Convention Center Authority

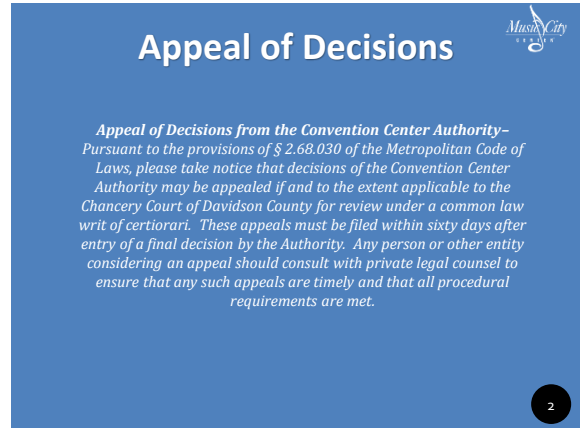
Approved:



Marty Dickens, Chair
CCA 94th Meeting Minutes
of June 2, 2020



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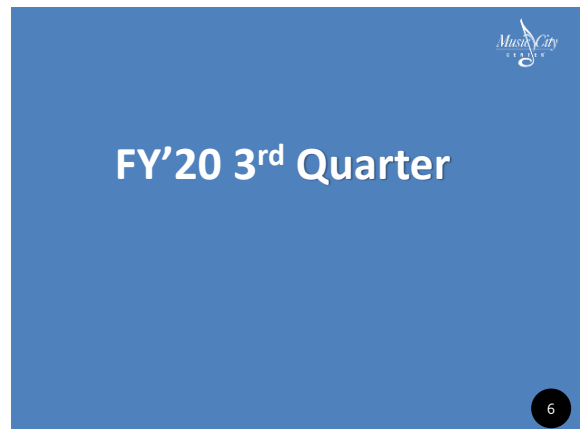
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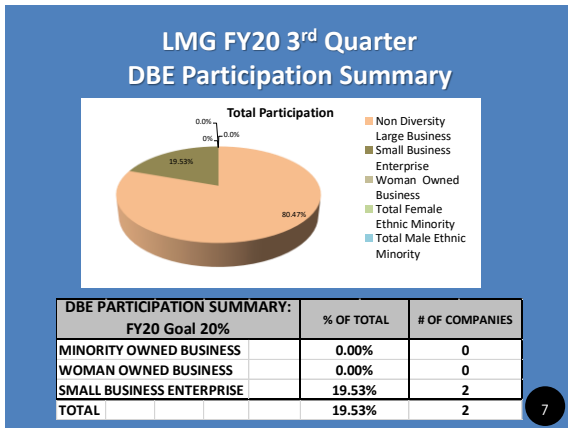
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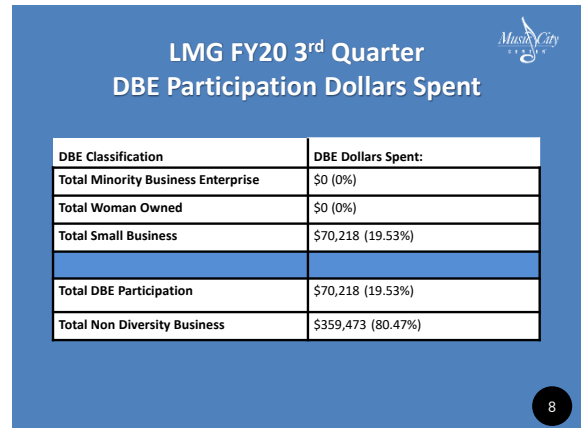
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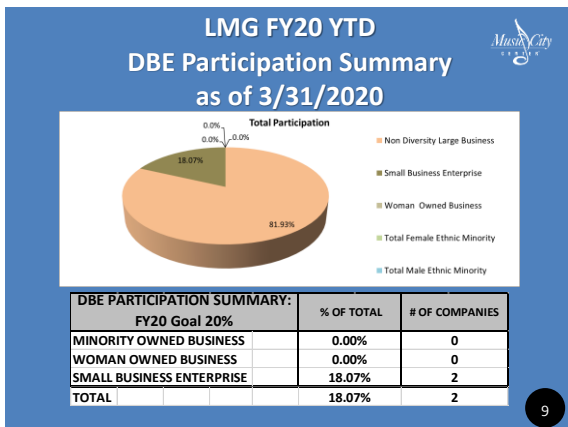
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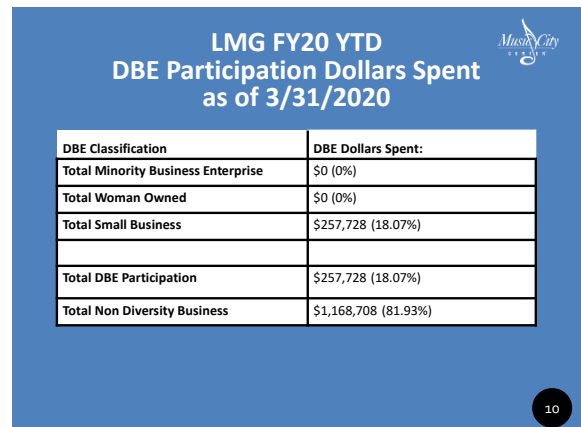
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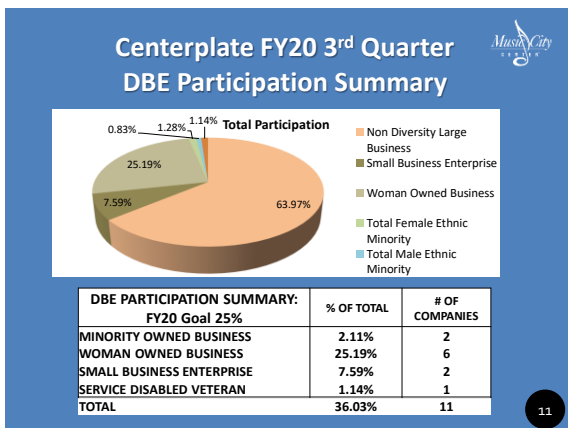
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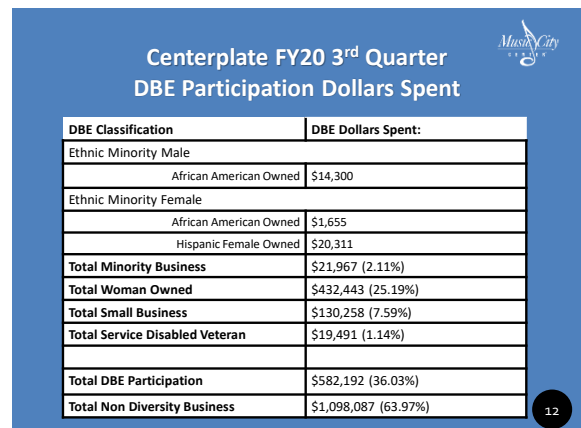
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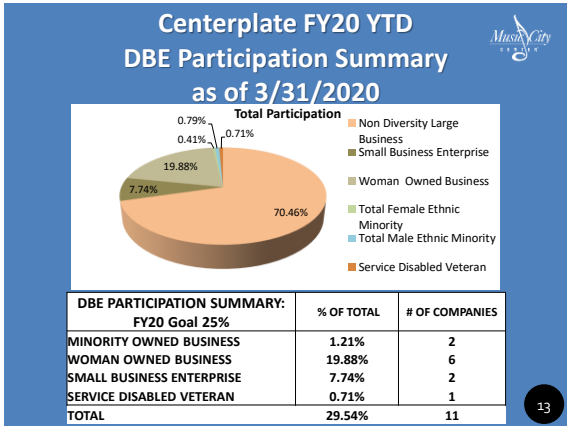
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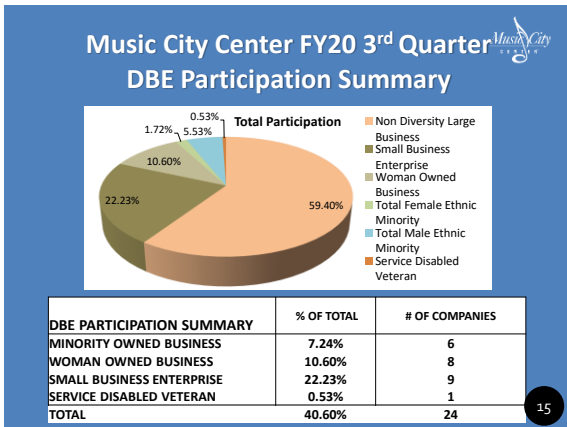


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Centerplate FY20 YTD DBE Participation Dollars Spent as of 3/31/2020

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$42,363
Ethnic Minority Female	
African American Owned	\$1,655
Hispanic Female Owned	\$20,311
Total Minority Business	\$64,330 (1.21%)
Total Woman Owned	\$1,060,811 (19.88%)
Total Small Business	\$413,277 (7.74%)
Total Service Disabled Veteran	\$38,012 (0.71%)
Total DBE Participation	\$1,512,100 (29.54%)
Total Non Diversity Business	\$3,760,871 (70.46%)

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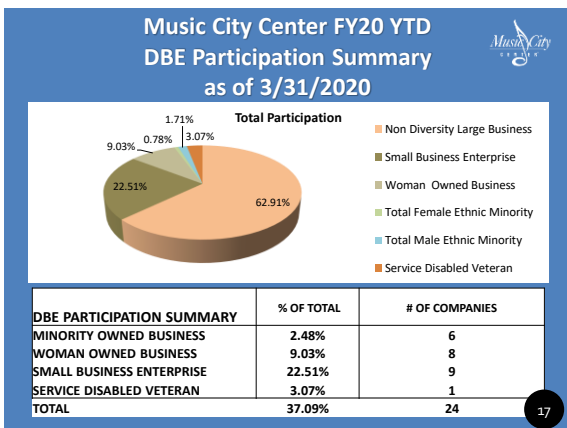


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Music City Center FY20 3rd Quarter DBE Participation Dollars Spent

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$100,964
Ethnic Minority Female	
African American Owned	\$9,000
Hispanic Female Owned	\$22,363
Total Minority Business	\$132,327 (7.24%)
Total Woman Owned	\$193,730 (10.60%)
Total Small Business	\$406,109 (22.23%)
Total Service Disabled Veteran	\$9,679 (0.53%)
Total DBE Participation	\$741,845 (40.60%)
Total Non Diversity Business	\$1,085,164 (59.40%)

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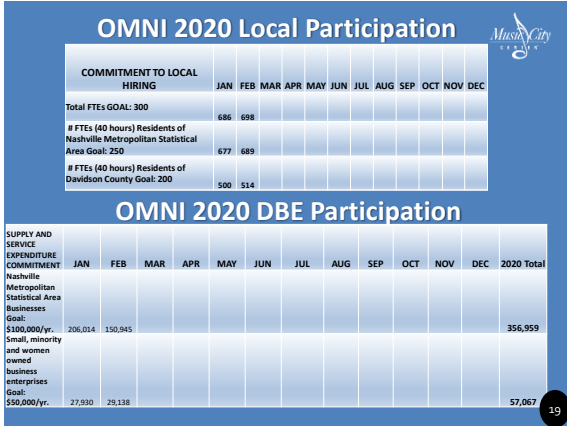


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Music City Center FY20 YTD DBE Participation Dollars Spent as of 3/31/2020

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$108,440
Ethnic Minority Female	
African American Owned	\$27,000
Hispanic Female Owned	\$22,363
Total Minority Business	\$157,803 (2.48%)
Total Woman Owned	\$573,637 (9.03%)
Total Small Business	\$1,429,698 (22.51%)
Total Service Disabled Veteran	\$194,970 (3.07%)
Total DBE Participation	\$2,356,107 (37.09%)
Total Non Diversity Business	\$3,996,214 (62.91%)

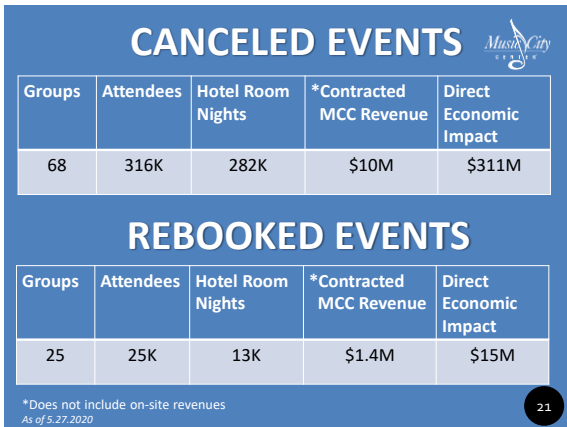
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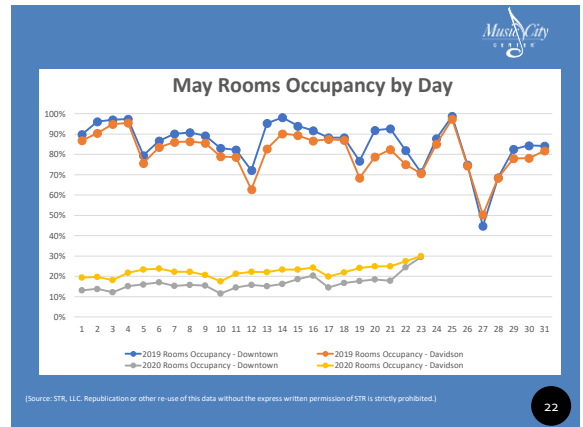
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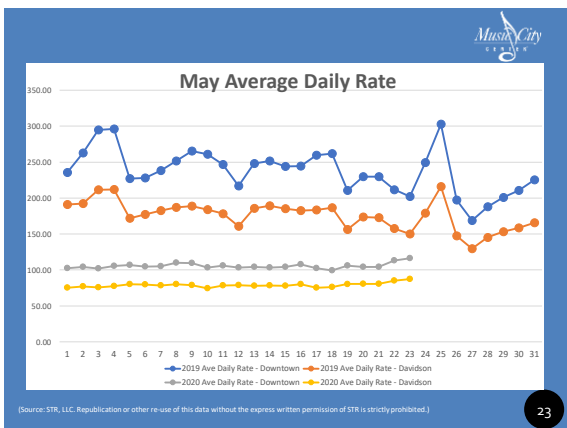
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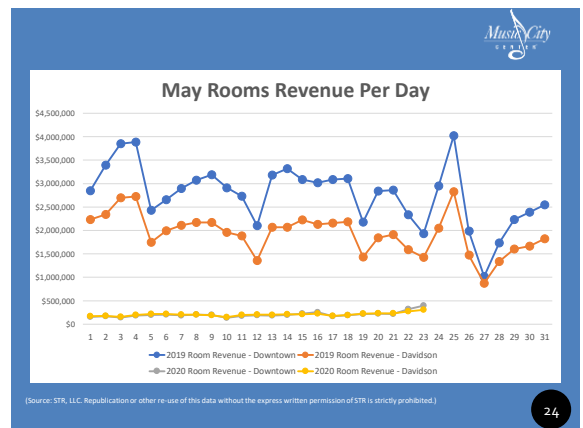
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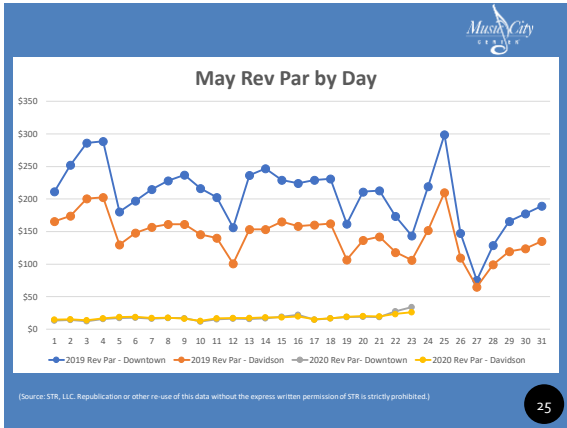
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FY2019-2020 Year End

	FY2020 Forecast	FY2020 Budget	Forecast vs. Budget
Revenue			
Rental	\$5,172,595	\$6,122,600	-\$950,005
F&B	\$22,147,955	\$24,134,300	-\$1,986,345
Parking	\$5,808,346	\$7,266,200	-\$1,457,854
Utilities	\$1,377,592	\$1,762,400	-\$384,808
Technology	\$1,386,749	\$1,805,100	-\$418,351
Security	\$1,177,044	\$1,110,500	\$66,544
Rigging	\$541,303	\$592,900	-\$51,597
Audio/Visual	\$237,457	\$379,800	-\$142,343
Facilities	\$127,126	\$284,300	-\$157,174
Other	\$840,861	\$779,800	\$61,061
Revenue	\$38,817,028	\$44,237,900	-\$5,420,872
Expense			
Utilities	\$4,031,588	\$4,527,700	-\$496,112
Event Related	\$1,274,160	\$1,297,000	-\$22,840
MCC Labor	\$11,182,408	\$12,982,400	-\$1,799,992
F&B Labor	\$8,520,300	\$9,098,600	-\$578,300
F&B COGS	\$3,821,741	\$4,344,200	-\$522,459
Other	\$9,069,404	\$10,572,201	-\$1,502,797
Expense	\$37,899,601	\$42,822,100	-\$4,922,499
Gain/(Loss)	\$917,427	\$1,415,800	-\$498,373

As of 5.27.2020

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1st QTR FY2021

	Current 1st Qtr Forecast	1st Qtr Budget	Current Forecast vs. Budget
Revenue			
Rental	\$536,100	\$1,771,204	-\$1,235,104
F&B	\$1,314,054	\$3,494,455	-\$2,180,401
Parking	\$552,800	\$1,733,146	-\$1,180,346
Utilities	\$115,910	\$510,815	-\$394,905
Technology	\$167,550	\$473,548	-\$305,998
Security	\$41,597	\$261,865	-\$220,278
Rigging	\$15,615	\$207,756	-\$192,141
Audio/Visual	\$17,442	\$96,551	-\$81,109
Facilities	\$9,491	\$91,790	-\$82,299
Other	\$90,759	\$190,306	-\$99,547
Revenue	\$3,061,309	\$13,833,436	-\$10,772,127
Expense			
Utilities	\$1,255,411	\$1,375,500	-\$120,089
Event Related	\$36,869	\$313,653	-\$276,784
MCC Labor	\$2,589,484	\$2,918,355	-\$328,871
F&B Labor	\$1,230,750	\$3,586,170	-\$2,355,420
F&B COGS	\$272,530	\$1,537,497	-\$1,264,967
Other	\$1,829,425	\$2,607,434	-\$778,008
Expense	\$7,214,469	\$12,338,609	-\$5,124,140
Gain/(Loss)	-\$4,153,160	\$1,494,827	-\$5,647,987

As of 5.27.2020
Forecast for remainder of FY21 is being developed using information available and projections of future COVID-19 impact

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Reopening Guidelines and GBAC

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TAX COLLECTIONS

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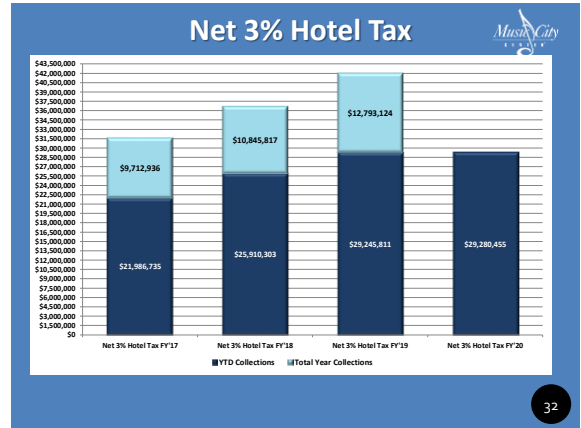
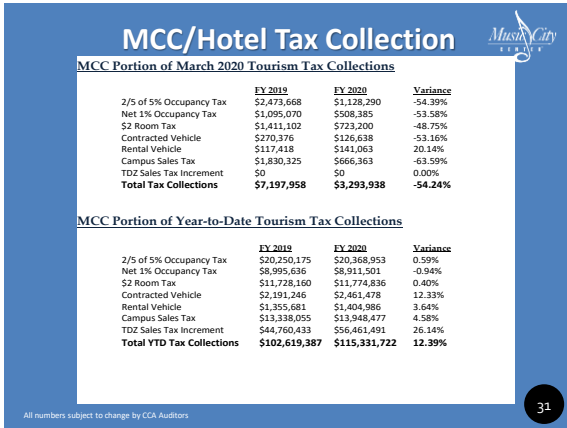
MCC/Hotel Tax Collection

Collections Thru March 2020 (excludes TDZ)

	25 of 5% Occupancy Tax	Net 1% Occupancy Tax	\$2 Room Tax	Contracted Vehicle Tax	Rental Vehicle Tax	Campus Tax	Total	Variance to FY 19-20
July	\$2,589,786	\$1,163,092	\$1,542,238	\$374,970	\$146,689	\$1,643,485	\$7,460,260	13.91%
August	\$2,565,727	\$1,007,072	\$1,508,596	\$283,622	\$210,480	\$1,769,959	\$7,345,456	11.29%
September	\$2,764,923	\$1,253,699	\$1,471,867	\$318,931	\$169,672	\$1,838,470	\$7,817,561	15.79%
October	\$2,886,604	\$1,287,626	\$1,460,314	\$330,941	\$132,845	\$1,927,126	\$8,025,455	-0.86%
November	\$2,951,757	\$1,345,953	\$1,583,215	\$286,254	\$236,931	\$1,619,324	\$8,033,435	44.22%
December	\$1,795,863	\$754,436	\$1,176,395	\$243,736	\$122,152	\$1,072,234	\$5,164,815	-13.55%
January	\$1,908,874	\$834,553	\$1,206,733	\$256,777	\$154,728	\$1,652,359	\$6,014,025	16.63%
February	\$1,767,130	\$756,685	\$1,102,275	\$239,610	\$90,426	\$1,759,158	\$5,715,285	-4.17%
March	\$1,128,290	\$508,385	\$723,200	\$126,638	\$141,063	\$666,363	\$3,293,938	-54.24%
April								0%
May								0%
June								0%
YTD Total	\$20,368,953	\$8,911,501	\$11,774,836	\$2,461,478	\$1,404,986	\$13,948,477	\$58,870,232	1.75%

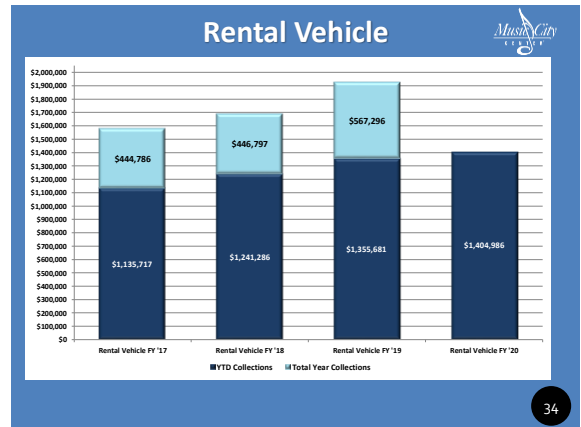
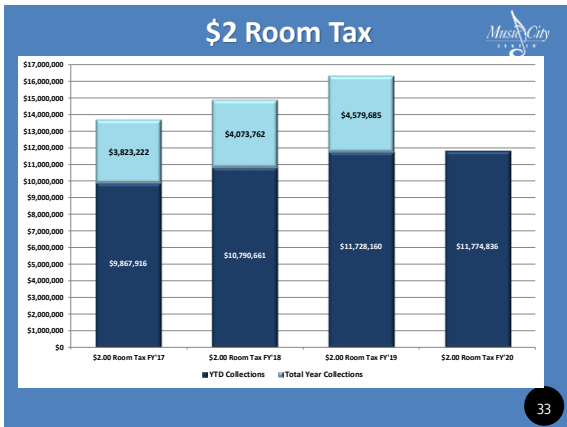
All numbers subject to change by CCA Auditors

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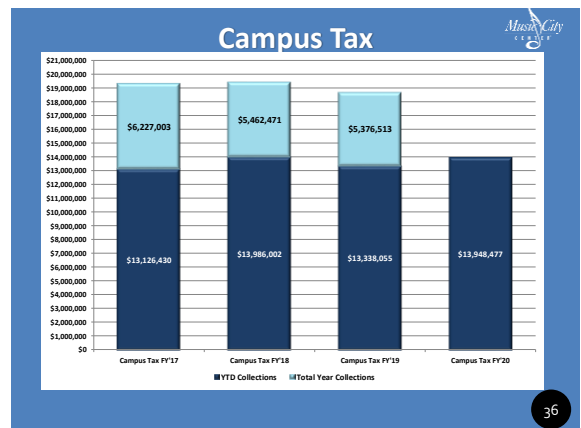
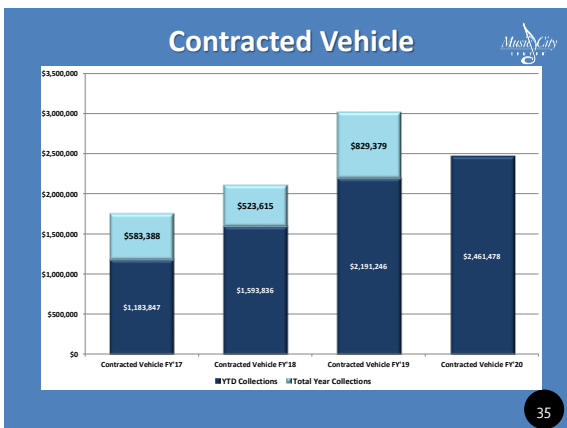
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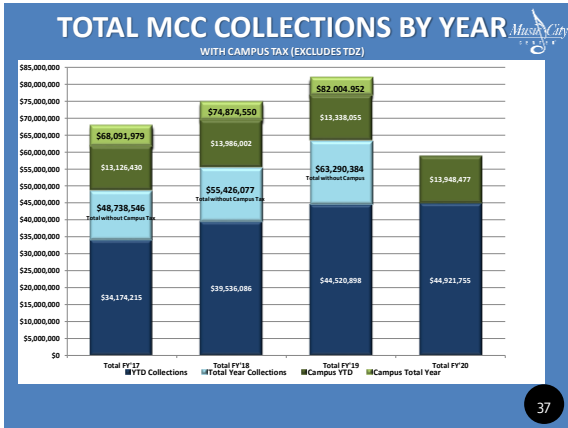
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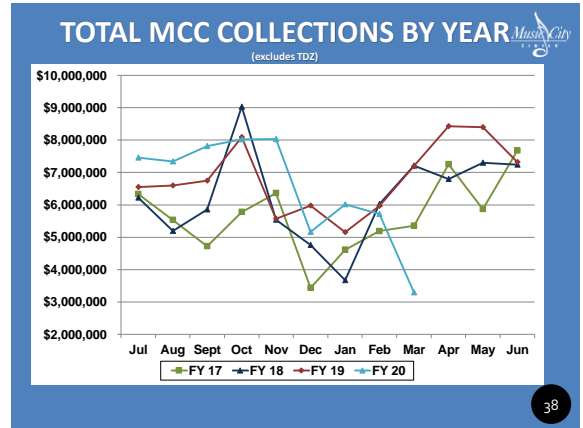
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RFP Intent to Award Summary Sheet for the Music City Center

RFP: *Auditing Services for the Music City Center*

Selected Vendor:

Crosslin, PLLC

Compensation and Cost:

	Yr. 1	Yr. 2	Yr.3	Yr.4	Yr.5
Financial Statement Audit	\$48,000.00	\$48,000.00	\$49,500.00	\$49,500.00	\$51,000.00
Employee Savings Trust	\$11,000.00	\$11,000.00	\$11,500.00	\$11,500.00	\$11,800.00
Preparation of Employee Savings Trust - 5500	\$3,000.00	\$3,000.00	\$3,100.00	\$3,100.00	\$3,200.00

Hourly Rate for Audit Work Outside RFP

Scope	Yr. 1	Yr. 2	Yr.3	Yr.4	Yr.5
Staff Associate	\$95.00	\$95.00	\$98.00	\$98.00	\$100.00
Senior Associate	\$120.00	\$120.00	\$124.00	\$124.00	\$130.00
Manager	\$160.00	\$160.00	\$165.00	\$165.00	\$170.00
Senior Manager	\$185.00	\$185.00	\$190.00	\$190.00	\$195.00
Partner	\$280.00	\$280.00	\$288.00	\$288.00	\$295.00

Hourly Rate for Advisory Work Outside

RFP Scope	Yr. 1	Yr. 2	Yr.3	Yr.4	Yr.5
Staff Associate	\$110.00	\$110.00	\$112.00	\$112.00	\$115.00
Senior Associate	\$135.00	\$135.00	\$140.00	\$140.00	\$143.00
Manager	\$180.00	\$180.00	\$185.00	\$185.00	\$190.00
Senior Manager	\$210.00	\$210.00	\$215.00	\$215.00	\$220.00
Partner	\$315.00	\$315.00	\$325.00	\$325.00	\$330.00

In addition to the above, include a schedule of hourly rates by staff level by year that would be billed for any additional services that might be requested within the scope of the contract although not specifically requested in the RFP. The hourly rate also includes any estimated out-of-pocket expenses.

Term:

Five Year with 1 year renewals

DBE participation:

Hoskins & Company (MBE) - 15%

Thomson Financial Resources (WBE) - 15%

Other Vendors that Submitted Bids:

Cherry Bekaert, LLP

BKD CPA & Advisors

Blankenship CPA Goup, PLLC

KPMG LLP



Contract Renewal Summary Sheet for the Music City Center

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

Contracted Vendor: *Industrial Staffing*

Contract Value:	Year 1	Year 2
Temporary Labor	\$13.60	\$13.70
Supervisors	\$16.80	\$16.80

Term Extension: June 30, 2020 - June 30, 2022

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.