

## **MINUTES OF THE 86<sup>th</sup> MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY**

The 86<sup>th</sup> meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on July 11, 2019 at 9:00 a.m. in the Administrative Conference Room of the Administrative Offices at the Music City Center, Nashville, Tennessee.

**AUTHORITY MEMBERS PRESENT:** Marty Dickens, Irwin Fisher, Vonda McDaniel, Willie McDonald, Randy Rayburn, and \*Leigh Walton

**AUTHORITY MEMBERS NOT PRESENT:** Randy Goodman, David McMurry, and Renata Soto

**OTHERS PRESENT:** Charles Starks, Jasmine Quattlebaum, Donna Gray, Renuka Christoph, Heidi Runion, Brian Ivey, David Fox, Nancy Amons, and Jim Garben

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 85<sup>th</sup> Meeting Minutes of June 6, 2019. The motion was seconded by Randy Rayburn and approved unanimously by the Authority.

The next regularly scheduled meeting is scheduled for September 4, 2019 at 9:00 a.m.

Charles Starks shared with the board the requirements of the annual meeting as defined by the bylaws and the requirement to elect officers of the Authority and to conduct such other business as may be properly brought before the meeting (Attachment #1) and there was discussion.

\* Denotes the arrival of Leigh Walton.

**ACTION:** Randy Rayburn made a motion that, pursuant to Article IV of the bylaws, Marty Dickens be elected as Chair, Vonda McDaniel as Vice-Chair, and Willie McDonald as Secretary and Treasurer. The motion was seconded by Irwin Fisher and approved unanimously by the Authority.

Charles Starks provided information on the National Museum of African American Music (Attachment #1 and #2) and there was discussion.

**ACTION:** Vonda McDaniel made a motion [i] approving the terms of a naming rights and sponsorship of the National Museum of African American Music in the amount of \$6 million to include the exclusive naming rights for “The Francis S. Guess Theatre” and other sponsorship benefits and [ii] authorizing Charles Starks to negotiate and execute an agreement reflecting such and take any actions necessary or appropriate to finalize it. The motion was seconded by Randy Rayburn and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum provided information on the RFP for Elevator and Escalator Maintenance Services for the Music City Center (Attachment #1 and #3) and there was discussion.

**ACTION:** Leigh Walton made a motion [i] accepting the recommendation of the evaluation committee and [ii] authorizing Charles Starks to negotiate and execute an agreement with Nashville Machine Elevator, a ThyseenKrupp Company for elevator and escalator maintenance and repair services on substantially the same terms as set forth in the RFP and considered this day. The motion was seconded by Randy Rayburn and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum provided information on Thomas Constructors, LLC - Construction Management Services Contract Extension (Attachment #1 and #4) and there was discussion.

**ACTION:** Leigh Walton made a motion authorizing Charles Starks to negotiate and execute an amendment to the construction management services agreement with Thomas Constructors, LLC exercising the option to extend the agreement for an additional two years until October 10, 2021 on substantially the same terms as considered this day. The motion was seconded by Randy Rayburn and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum provided information on LMG – Digital LED Display Boards Contract Extension (Attachment #1 and #5) and there was discussion.

**ACTION:** Irwin Fisher made a motion authorizing Charles Starks to negotiate and execute an amendment to the digital LED display boards agreement with LMG exercising the option to extend the agreement for an additional two years until October 31, 2021 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 Renuka Christoph provided information on the Media Coverage (Attachment #1) and there was discussion.

Charles Starks and Brian Ivey provided information on the Sales Teams accomplishments for FY'19 (Attachment #1) and there was discussion.

Charles Starks gave an update on the Metro Candidates and Mayoral Forum held on Tuesday, July 9<sup>th</sup> hosted by the Nashville Convention and Visitors, Inc., Greater Nashville Hospitality Association and Music City Center. Charles was on a panel and shared the slide showing the growth of Metro Local Option Sales Tax since the opening of the Music City Center (Attachment #1) and there was discussion.

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

With no additional business, the Authority unanimously moved to adjourn at 9:59 a.m.

Respectfully submitted,



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Charles L. Starks  
President & CEO  
Convention Center Authority

Approved:



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Marty Dickens, Chair  
CCA 86<sup>th</sup> Meeting Minutes  
of July 11, 2019

## Convention Center Authority



July 11, 2019



## 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.*



## Annual Meeting Matters

- Election of FY 19-20 Officers



## National Museum of African American Music



## Operations Update



## RFP for Elevator and Escalator Maintenance Services for the Music City Center



Thomas Constructors, LLC –  
 Construction Management  
 Services Contract Extension



LMG – Digital LED Display  
 Boards Contract Extension



Press Coverage: Jan. 2019 - June 2019

The following are results from MCC press releases or publicity.

Editorial Board

Discussion on direct economic impact, diversity, community with Charles Starks along with Maria C. Vassini, Sarah Minton, David Puzos and Ben Good, editorial staff.



Music City Center team network for Nashville Museum of Art for Black History Month  
 Tennessee Jan. 30, 2019  
 Reach: 734,000



How a copart got into Nashville's Music City Center  
 Tennessee Jan. 14, 2019  
 Reach: 735,600 (Additional national coverage of coyote!)



Small and Diverse Business Forum at Music City Center  
 Birmingham Feb. 11, 2019  
 Reach: 807,305



How the man leading Music City Center's 'culinary brigade' keeps his kitchen cooking  
 Nashville Business Journal Jan. 18, 2019  
 Reach: 13,000



Music City Center Dines Crowd for Business Forum  
 The Tennessee Tribune Feb. 21, 2019  
 Reach: 4,076



Nashville Restaurants Fighting Food Waste Can Now Pick Up Bites for Their Leftovers  
 WFLA Radio Jan. 24, 2019  
 Reach: 32,094



Nashville's Music City Center collects and reuses rainwater  
 Associated Press, Feb. 27, 2019  
 Reach: 6,469,258



Beyond the Building: Music City Center Through the Lens of Longtime Employees  
 Tennessee Tribune Jan. 25, 2019  
 Reach: 4,100



Music City Center Offers Authentic Dining Experience  
 National Coverage, March 1, 2019  
 Reach: 135,089



Comerica Center Authority votes to give Metro 10M  
 WSMV, March 7, 2019  
 Reach: 243,000



Private, public cooperation key to Nashville's success with small businesses  
 Tennessee, April 22, 2019  
 Reach: 703,700



Music City Center Officials announced Thursday that the convention center generated more than \$100 million in direct economic impact in April and May  
 Nashville Post, June 7, 2019  
 Reach: 43,800



Music City Center receives rebreather  
 NewsChannel 2, June 18, 2019



Music City Center's Ground NewsChannel 2 Job of the Week, April 22, 2019



Happy Radio with Charles Starks, May 1, 2019



Music City Center aligns with sustainability projects  
 NewsChannel 2, June 17, 2019



Happy Radio with Chef Mac, June 5, 2019



**Additional**

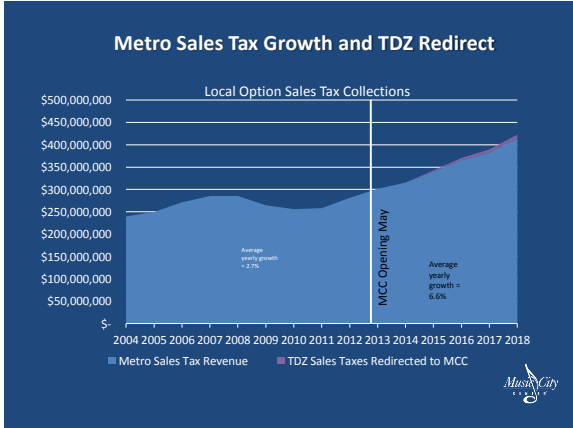
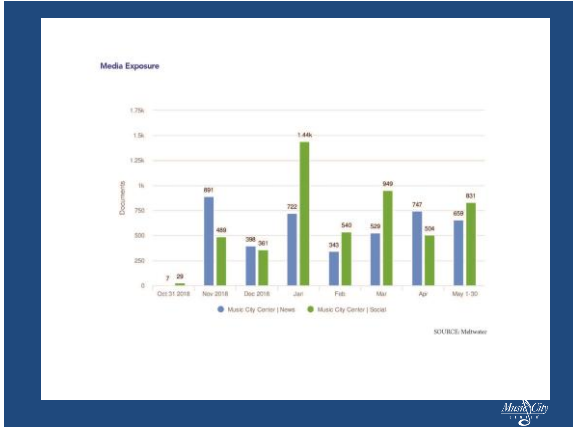
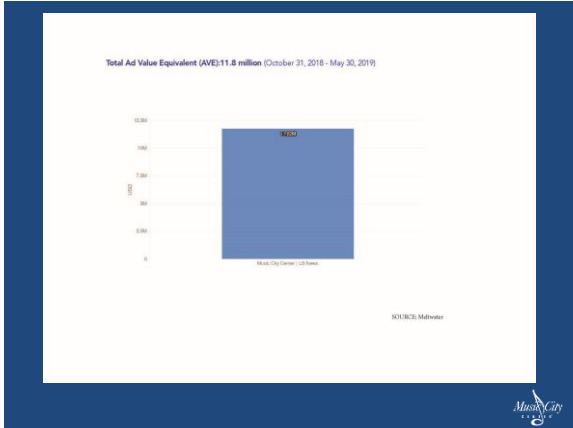
International Assoc. of Venue Managers (IAVM)  
Coverage on diversity  
Music City Center Advances Diverse Business  
Jan. 2019

Music City Center Employees Retire After 25  
Years of Service  
Jan. 2019

**Coming Soon**

Getting going: Exhibit Booths

Getting going: Exhibit Booths



**Tax Collections**

## MCC/HOTEL TAX COLLECTION

Collections Thru April 2019

	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 17-18
July	\$2,271,684	\$1,039,840	\$1,403,793	\$201,928	\$206,704	\$1,425,479	\$6,549,427	5.19%
August	\$2,315,364	\$1,041,480	\$1,311,833	\$165,614	\$130,399	\$1,635,868	\$6,600,557	27.15%
September	\$2,412,449	\$1,077,646	\$1,316,276	\$314,700	\$156,263	\$1,474,234	\$6,751,568	15.31%
October	\$3,084,962	\$1,394,767	\$1,595,518	\$284,022	\$184,879	\$1,550,746	\$8,094,893	-10.41%
November	\$2,042,379	\$886,184	\$1,162,962	\$42,732	\$126,600	\$1,309,228	\$5,570,085	0.55%
December	\$1,987,006	\$849,505	\$1,259,977	\$499,748	\$201,515	\$1,176,375	\$5,974,125	25.59%
January	\$1,658,032	\$718,536	\$1,094,660	\$211,109	\$113,067	\$1,361,162	\$5,156,566	40.25%
February	\$2,004,632	\$892,610	\$1,172,039	\$201,016	\$118,838	\$1,574,639	\$5,963,774	-1.00%
March	\$2,473,668	\$1,095,070	\$1,411,102	\$270,376	\$117,418	\$1,830,325	\$7,197,958	-0.27%
April	\$3,086,936	\$1,406,608	\$1,574,566	\$281,501	\$202,512	\$1,872,805	\$8,424,927	23.88%
May	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
June	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
YTD Total	\$23,337,111	\$10,402,244	\$13,302,725	\$2,472,747	\$1,558,193	\$15,210,860	\$66,283,881	9.88%



## MCC/HOTEL TAX COLLECTION

### MCC Portion of April 2019 Tourism Tax Collections

	FY 2018	FY 2019	Variance
2/5 of 5% Occupancy Tax	\$2,400,566	\$3,086,936	28.59%
Net 1% Occupancy Tax	\$1,067,285	\$1,406,608	31.79%
\$2 Room Tax	\$1,324,024	\$1,574,566	18.92%
Contracted Vehicle	\$98,860	\$281,501	184.75%
Rental Vehicle	\$151,411	\$202,512	33.75%
Campus Sales Tax	\$1,758,543	\$1,872,805	6.50%
TD2 Sales Tax Increment	\$0	\$0	0.00%
<b>Total Tax Collections</b>	<b>\$6,800,688</b>	<b>\$8,424,927</b>	<b>23.88%</b>

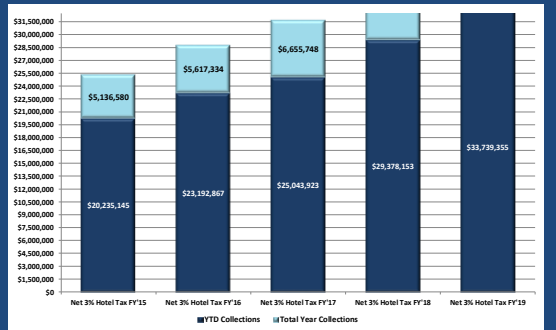
### MCC Portion of Year-to-Date Tourism Tax Collections

	FY 2018	FY 2019	Variance
2/5 of 5% Occupancy Tax	\$20,418,647	\$23,337,111	14.29%
Net 1% Occupancy Tax	\$8,959,507	\$10,402,244	16.10%
\$2 Room Tax	\$12,114,685	\$13,302,725	9.81%
Contracted Vehicle	\$1,692,697	\$2,472,747	46.08%
Rental Vehicle	\$1,392,697	\$1,558,193	11.88%
Campus Sales Tax	\$15,744,545	\$15,210,860	-3.39%
TD2 Sales Tax Increment	\$27,641,384	\$44,760,493	61.93%
<b>Total YTD Tax Collections</b>	<b>\$87,964,160</b>	<b>\$111,044,314</b>	<b>26.24%</b>

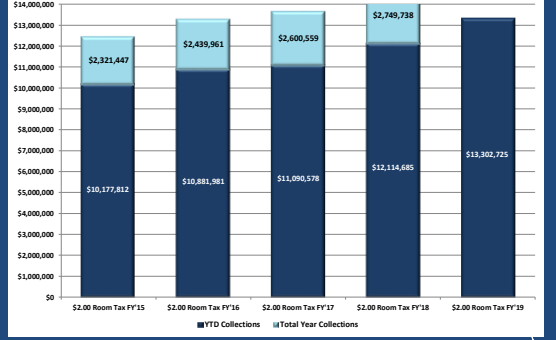
All numbers subject to change by CCA Auditors



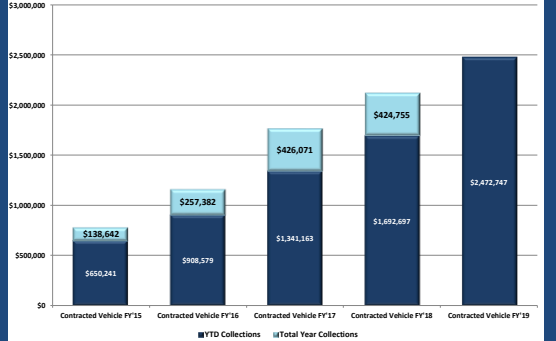
## NET 3% HOTEL TAX



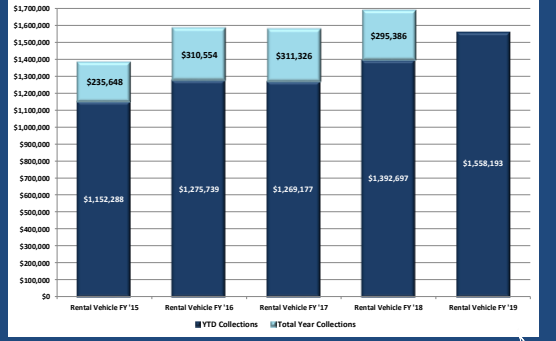
## \$2 ROOM TAX

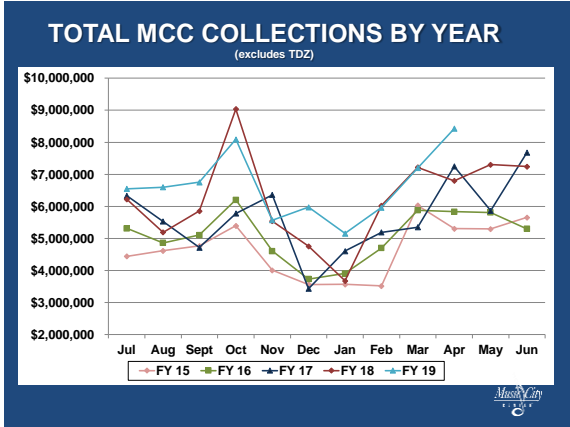
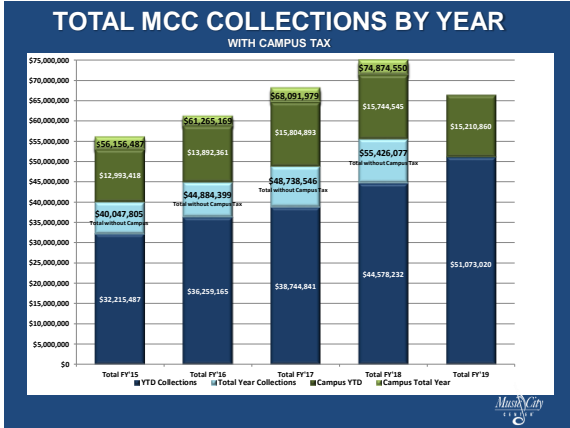
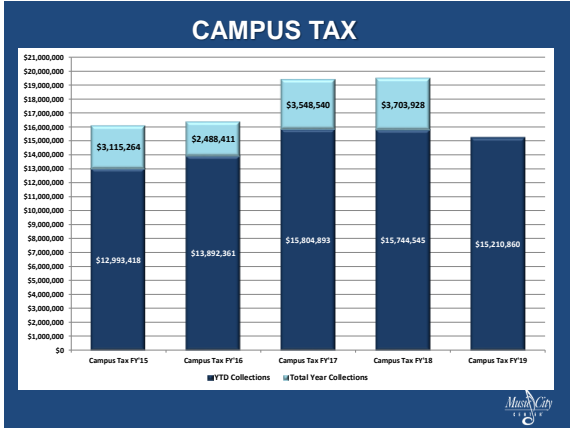


## CONTRACTED VEHICLE



## RENTAL VEHICLE





- ### JUNE EVENTS
- 14 Events
  - 79,069 Attendees
  - 98,963 Room Nights
  - \$75,936,386 Direct Economic Impact
  - \$439,712,745 FY'19 Direct Economic Impact
  - \$347,565,528 FY'18 Direct Economic Impact

- ### JUNE TOURS & SITE VISITS
- 3 Sales Site Visits
  - 4 Group tours with 32 attendees





**Summary of Grant, Naming Rights and Sponsorship  
Between the National Museum of African American Music (NMAAM) and  
The Convention Center Authority of the Metropolitan Government of  
Nashville and Davidson County (Music City Center)**

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**NMAAM**

As the only museum dedicated to all dimensions of African American music, NMAAM will showcase over 50 music genres created or impacted by African Americans, honor the legacy and legends of this diverse music and detail the impact this music has on musicians and consumers around the world. NMAAM educates the world, preserves the legacy and celebrates the contributions of African Americans and the role they play in creating and shaping the soundtrack of American life. The museum will be located in downtown Nashville and the corner of 5<sup>th</sup> Avenue and Broadway.

**Music City Center**

The Music City Center is Nashville's convention center located in the heart of downtown. The 2.1 million square foot facility opened in 2013 and was built so that Nashville could host large, city-wide conventions in the downtown area. 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. The Music City Center takes pride in being not only a great place for visitors but also a great neighbor and growing the downtown area in a way that benefits the local community as well as our guests.

**NMAAM Theatre**

The theatre will welcome each of NMAAM's guests with a 12-minute film shown on three screens in the 190-seat theatre. The film, produced specifically for NMAAM, will introduce visitors to the contributions that African Americans have made to American music, taking them on a journey through time, culture and genre and whetting their appetites for what they will experience in the five permanent galleries that they will encounter upon exit into the museum. The space will also be used weekly for programs, lectures, event rental and intimate concerts, making it central to the NMAAM experience and a resource for hosted groups in Nashville.

**Francis S. Guess**

Francis S. Guess was a businessman, civil rights advocate and leading member of the Nashville community. At the time of his death in 2015, Mr. Guess served on the board of the Convention Center Authority (“CCA”) which oversees the Music City Center. In addition, Mr. Guess was a co-founder of NMAAM.

**Exclusive Theatre Naming Rights** The NMAAM theatre shall be exclusively named “The Francis S. Guess Theatre presented by the Music City Center.”

**Key Sponsorship Benefits** In addition to the theatre naming rights, during the Sponsorship Term, NMAAM agrees to provide the Music City Center with the following:

- Appropriate signage, as agreed to between the parties, displaying the theatre name and Music City Center name and/or logo within the museum;
- Acknowledgement through various channels, such as print media, website and social media;
- Tickets and hospitality at various museum functions and events;
- Complimentary admission tickets, not to exceed 500 on an annual basis, to be used by Music City Center representatives and guests; and
- The ability to use the theatre at no rental cost for two programs and/or events each year.

**Grant** \$6,000,000

**Payment Schedule and Milestones** The Music City Center shall fund and/or release the grant as follows:

August 1, 2019	\$1,000,000
CCA Project Rep satisfied with construction schedule and budget	\$1,000,000
CCA satisfied that the balance of funding has been raised and/or committed	\$2,000,000
Project completed lien-free	\$2,000,000

**Term**

25 years

**Additional Terms**

In addition, the Music City shall have the following rights:

- The right to receive periodic construction, scheduling, budgeting and fundraising updates;
- The right to request and review lien waivers related to construction;
- The right to have its representative(s) inspect the museum's construction, as coordinated with NMAAM; and
- After opening, the right to receive annual reports regarding the museum's operations and available metrics.



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

**RFP:** *Elevator and Escalator Maintenance Services for the Music City Center*

**Selected Vendor:**

*Nashville Machine Elevator, a ThyssenKrupp company*

**Compensation and Cost:**

	Yr. 1	Yr. 2	Yr.3	Yr.4	Yr.5
Monthly Maintenance Fee	\$136,200.00	\$141,000.00	\$145,980.00	\$151,380.00	\$157,200.00
Repair - Overtime	\$195.00	\$9,750.00	\$9,750.00	\$9,750.00	\$9,750.00
Mechanic Rate	\$210.00	\$5,250.00	\$5,250.00	\$5,250.00	\$5,250.00
Mechanic Rate - Overtime	\$375.00	\$5,625.00	\$5,625.00	\$5,625.00	\$5,625.00
Helper Rate	\$175.00	\$4,375.00	\$4,375.00	\$4,375.00	\$4,375.00
Helper Rate - Overtime	\$325.00	\$4,875.00	\$4,875.00	\$4,875.00	\$4,875.00

**Term:**

*Five (5) years*

**DBE participation:**

*None*

**Other Vendors that Submitted Bids:**

KONE



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

**Contract Service:** Construction Manager Services

**Contracted Vendor:** Thomas Constructors, LLC

**Contract Value:**

<b>Project Fee</b>			
All Projects and Change Orders	4.95%		4.95%
<b>Preconstruction Services</b>		2019-2020	2020-2021
SPM/Senior Estimator	\$ 136.59 /hr	\$ 140.69 /hr	
PM/Estimator	\$ 109.27 /hr	\$ 112.55 /hr	
APM/Junior Estimator	\$ 92.89 /hr	\$ 95.67 /hr	
ADMIN	\$ 65.56 /hr	\$ 67.53 /hr	
Expendables at Cost	At Cost		At Cost

<b>General Conditions</b>			
Project Supervision	\$ 105.45 /hr	\$ 108.61 /hr	
Superintendent Truck	\$ 610.00 mo	\$ 595.00 mo	
Supervision Cell Phone	\$ 190.00 mo	\$ 195.00 mo	

<b>Project Management</b>			
SPM	\$ 136.59 /hr	\$ 140.69 /hr	
PM	\$ 109.27 /hr	\$ 112.55 /hr	
APM	\$ 92.89 /hr	\$ 95.67 /hr	
PM Travel/Parking	At Cost		At Cost
PM Cell Phone per PM	\$ 190.00 mo	\$ 195.00 mo	
Job Specific Accounting	\$ 65.56 /hr	\$ 67.53 /hr	
Office Admin Specific to Job	\$ 65.56 /hr	\$ 67.53 /hr	

<b>General Requirements</b>	2019-2020	2020-2021
Dumpsters	At Cost	At Cost
Small Tools and General Equipment	At Cost	At Cost
Temporary Utilities	At Cost	At Cost
Layout/Survey	At Cost	At Cost
Temp Field Offices	At Cost	At Cost
Temp Fencing/Signage	At Cost	At Cost
Safety	At Cost	At Cost
Site Security	At Cost	At Cost
First Aid/Water & Cups/Temp Restrooms	At Cost	At Cost
General Clean-up (Materials & Labor)	At Cost	At Cost
Labor Forman (Plus Burden Rate)	\$1,375/wk	\$1,400/wk
Final Clean	At Cost	At Cost
Printing/Reprographics/Postage	At Cost	At Cost
DBE Outreach	At Cost	At Cost
Road Closure/Barricades/ Side Walk Closure	At Cost	At Cost
Temporary Enclosures, Storage and Protection	At Cost	At Cost

\*\*General Requirements Cost will be billed at cost after prior approval from MCC Project Manag

**Term Extension:** October 10, 2019 - October 10, 2021

**DBE participation:** 100 % Small Business

**Justification for Extension:**

Thomas Constructors has done a phenomenal job these past 3 years. We look forward to continuing to have them as a MCC partner.



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

**Contract Service:** *Digital LED Display Boards*

**Contracted Vendor:** *LMG*

**Term Extension:** *October 31, 2019 - October 31, 2021*

**DBE participation:** *LMG has committed to meet or exceed 6.3% of DBE participation on any future projects.*

**Justification for Extension:**

Extending Digital LED Display Boards contract will allow the MCC to utilize LMG for any additional projects that require LED displays.