

MINUTES OF THE 95th MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

The 95th meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on July 16, 2020 at 9:00 a.m. – Virtual Zoom Meeting.

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

AUTHORITY MEMBERS NOT PRESENT: Barrett Hobbs

OTHERS PRESENT: Charles Starks, Charles Robert Bone, Brian Ivey, Erin Hampton and Donna Gray

Chair 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: Leigh Walton made a motion to approve the 94th Meeting Minutes of June 2, 2020. The motion was seconded by Robert Davidson and approved unanimously by the Authority.

The next regularly scheduled meeting is scheduled for Thursday, August 6, 2020 at 9:00 am.

Charles Starks shared Annual Meeting Matters – Election of FY 20-21 Officers as defined by the bylaws that: “the annual meeting of the Board of Directors shall be held within Davidson County, Tennessee during the July regular meeting of each year or at such other time or date as shall be determined by the Board of Directors. The purpose of the annual meeting shall be 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.

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 Irwin Fisher as

Secretary and Treasurer. The motion was seconded by Leigh Walton and approved unanimously by the Authority.

Irwin Fisher, Erin Hampton, Brian Ivey and Charles Starks gave a Marketing & Operations Committee Report update (Attachment #1) and there was discussion.

Charles Starks provided information on the CVC and GNHA meeting with the Metro Nashville Health Department and there was discussion.

Charles Starks, Jasmine Quattlebaum and Charles Robert Bone provided information on the UPS Contract Extension (Attachments #1 and #2) and there was discussion.

ACTION: Randy Rayburn made a motion authorizing Charles Starks to negotiate and execute an amendment to the business center services agreement with MCC Nashville, LLC d/b/a The UPS Store exercising the option to extend the agreement for an additional year until July 31, 2021 on substantially the same terms as considered this day. The motion was seconded by Vonda McDaniel and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum provided information on the Virtual Proposal 101 Workshop (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 and Randy Rayburn provided a Financial Forecast update (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 9:46 a.m.

Respectfully submitted,



Charles L. Starks
President & CEO
Convention Center Authority

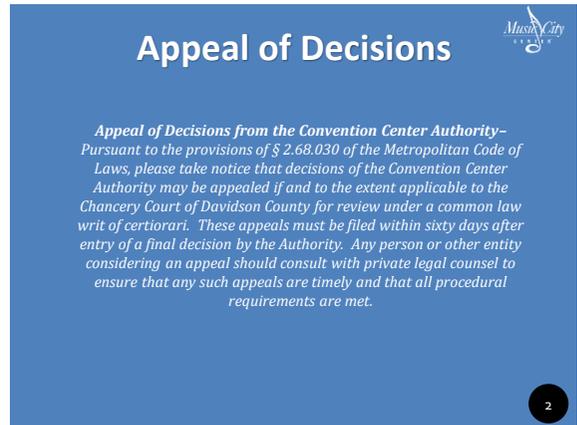
Approved:



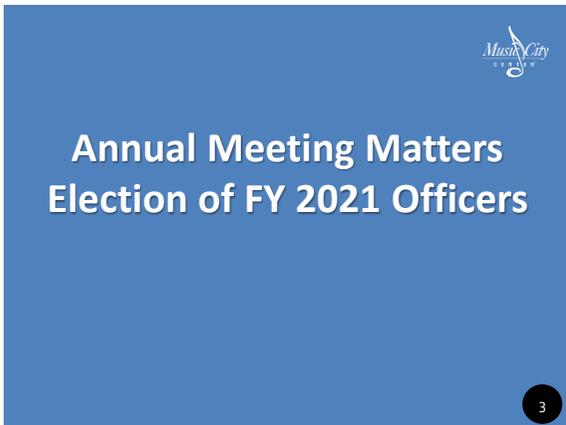
Marty Dickens, Chair
CCA 95th Meeting Minutes
of July 16, 2020



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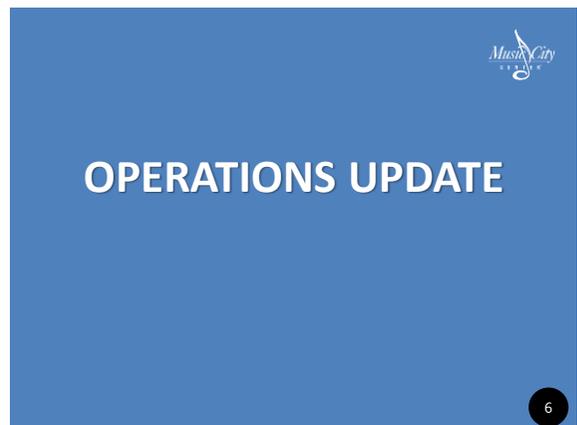
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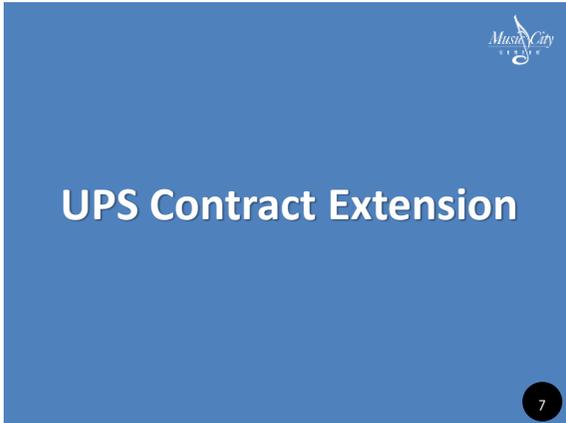
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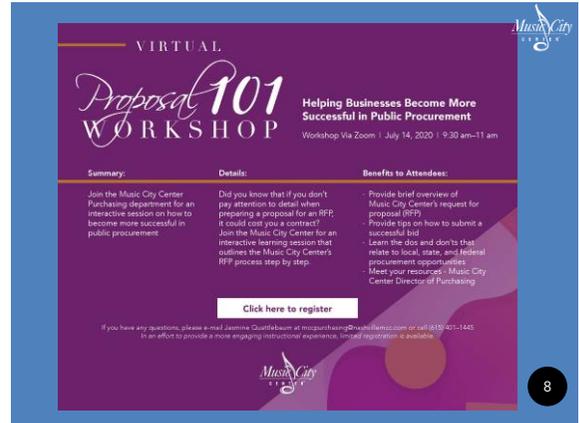


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UPS Contract Extension

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VIRTUAL Proposal 101 WORKSHOP
Helping Businesses Become More Successful in Public Procurement
Workshop Via Zoom | July 14, 2020 | 9:30 am-11 am

Summary: Join the Music City Center Purchasing department for an interactive session on how to become more successful in public procurement.

Details: Did you know that if you don't pay attention to detail when preparing a proposal for an RFP, it could cost you a contract? Join the Music City Center for an interactive learning session that outlines the Music City Center's RFP process step by step.

Benefits to Attendees: Provide brief overview of Music City Center's request for proposal (RFP). Provide tips on how to submit a successful bid. Learn the dos and don'ts that relate to local, state, and federal procurement opportunities. Meet your resources - Music City Center Director of Purchasing.

[Click here to register](#)

If you have any questions, please e-mail Jamina.Quattlebaum@musiccitycenter.com or call (615) 401-1442. In an effort to provide a more engaging, instructional experience, on-site registration is available.

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CANCELED EVENTS
(as of 7.9.2020)

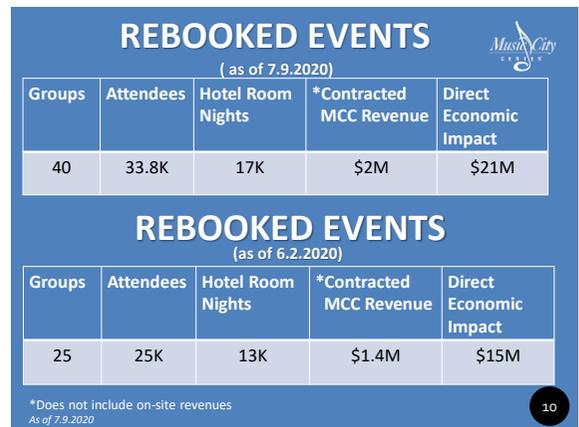
Groups	Attendees	Hotel Room Nights	*Contracted MCC Revenue	Direct Economic Impact
78	342K	320.8K	\$14M	\$357.9M

CANCELED EVENTS
(as of 6.2.2020)

Groups	Attendees	Hotel Room Nights	*Contracted MCC Revenue	Direct Economic Impact
68	316K	282K	\$10M	\$311M

*Does not include on-site revenues
As of 7.9.2020

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REBOOKED EVENTS
(as of 7.9.2020)

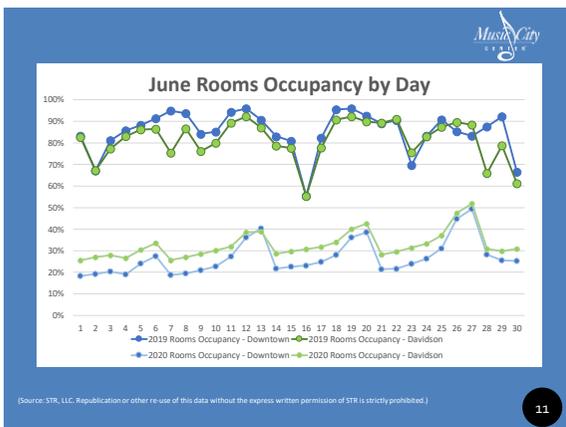
Groups	Attendees	Hotel Room Nights	*Contracted MCC Revenue	Direct Economic Impact
40	33.8K	17K	\$2M	\$21M

REBOOKED EVENTS
(as of 6.2.2020)

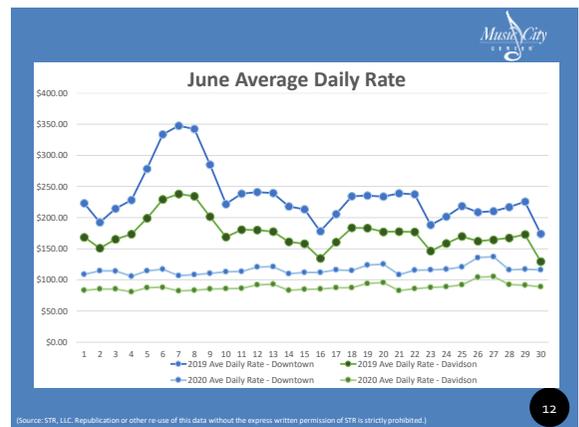
Groups	Attendees	Hotel Room Nights	*Contracted MCC Revenue	Direct Economic Impact
25	25K	13K	\$1.4M	\$15M

*Does not include on-site revenues
As of 7.9.2020

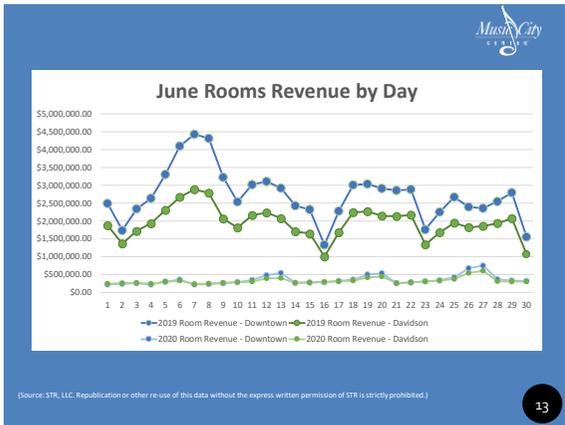
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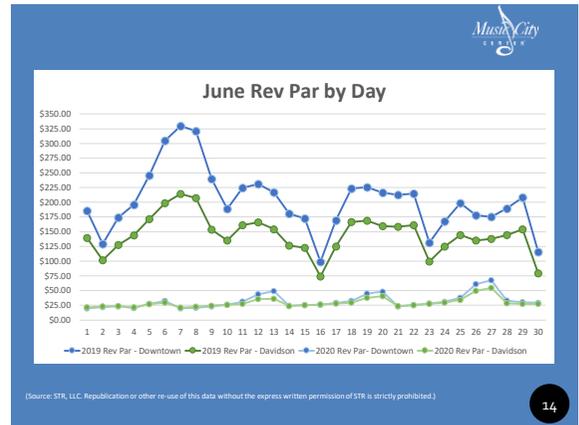
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FY2019-2020 Year End

	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	\$8,820,300	\$9,098,600	-\$278,300
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 7.13.2020

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1st QTR FY2021

	1st Qtr Forecast	1st Qtr Budget	Current Forecast vs. Budget
Revenue			
Rental	\$500	\$1,795,464	-\$1,795,964
F&B	\$36,814	\$8,494,465	-\$8,457,651
Parking	\$490,600	\$1,733,106	-\$1,242,506
Utilities	\$100	\$523,315	-\$523,215
Technology	\$18,000	\$563,378	-\$545,378
Security	\$150	\$262,315	-\$262,165
Rigging	\$0	\$187,187	-\$187,187
Audio/Visual	\$32	\$101,091	-\$101,060
Facilities	\$90	\$94,520	-\$94,430
Other	\$78,299	\$226,759	-\$148,460
Revenue	\$624,585	\$13,981,800	-\$13,357,215
Expense			
Utilities	\$1,305,100	\$1,375,500	-\$70,400
Event Related	\$0	\$455,298	-\$455,298
MCC Labor	\$2,589,483	\$3,157,160	-\$567,677
F&B Labor	\$1,410,471	\$3,163,542	-\$1,753,071
F&B COGS	\$6,663	\$1,537,497	-\$1,530,833
Other	\$1,119,355	\$2,888,416	-\$1,769,061
Expense	\$6,431,073	\$12,577,414	-\$6,146,341
Gain/(Loss)	-\$5,806,488	\$1,404,386	-\$7,210,874

As of 7.13.2020

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2nd QTR FY2021

	2nd Qtr Forecast	2nd Qtr Budget	Current Forecast vs. Budget
Revenue			
Rental	\$13,768	\$1,529,650	-\$1,515,883
F&B	\$77,871	\$6,279,454	-\$6,201,583
Parking	\$950,200	\$2,049,237	-\$1,099,037
Utilities	\$665	\$345,545	-\$344,880
Technology	\$21,337	\$510,153	-\$488,816
Security	\$1,525	\$264,985	-\$263,460
Rigging	\$102	\$231,497	-\$231,395
Audio/Visual	\$1,265	\$90,569	-\$89,304
Facilities	\$332	\$56,275	-\$55,943
Other	\$120,324	\$187,425	-\$67,102
Revenue	\$1,187,388	\$11,544,790	-\$10,357,402
Expense			
Utilities	\$1,011,600	\$1,134,700	-\$123,100
Event Related	\$1,661	\$454,582	-\$452,921
MCC Labor	\$2,919,483	\$3,157,160	-\$237,677
F&B Labor	\$1,410,471	\$2,514,547	-\$1,104,076
F&B COGS	\$14,095	\$1,136,582	-\$1,122,487
Other	\$1,191,634	\$2,536,381	-\$1,344,746
Expense	\$6,548,944	\$10,933,952	-\$4,385,008
Gain/(Loss)	-\$5,361,556	\$610,838	-\$5,972,395

As of 7.13.2020

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3rd QTR FY2021

	3rd Qtr Forecast	3rd Qtr Budget	Current Forecast vs. Budget
Revenue			
Rental	\$685,683	\$2,017,940	-\$1,332,258
F&B	\$1,865,782	\$7,672,259	-\$5,806,477
Parking	\$1,300,000	\$2,102,683	-\$802,683
Utilities	\$163,650	\$540,160	-\$376,510
Technology	\$144,505	\$533,501	-\$388,996
Security	\$116,495	\$408,910	-\$292,415
Rigging	\$131,031	\$233,956	-\$102,925
Audio/Visual	\$67,021	\$121,877	-\$54,856
Facilities	\$17,977	\$67,462	-\$49,485
Other	\$172,405	\$195,332	-\$22,928
Revenue	\$4,664,548	\$13,894,080	-\$9,229,532
Expense			
Utilities	\$933,500	\$1,126,600	-\$193,100
Event Related	\$104,914	\$634,540	-\$529,626
MCC Labor	\$2,919,483	\$3,157,160	-\$237,677
F&B Labor	\$1,386,341	\$2,922,639	-\$1,536,298
F&B COGS	\$337,707	\$1,388,679	-\$1,050,973
Other	\$1,847,931	\$2,729,232	-\$881,300
Expense	\$7,529,876	\$11,988,850	-\$4,428,974
Gain/(Loss)	-\$2,865,328	\$1,935,230	-\$4,800,558

As of 7.13.2020

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4th QTR FY2021

FY21 4 th Qtr			
	4 th Qtr Forecast	4 th Qtr Budget	Current Forecast vs. Budget
Revenue			
Rental	\$714,897	\$1,281,250	-\$566,353
F&B	\$2,714,574	\$8,074,422	-\$5,359,848
Parking	\$1,326,818	\$1,623,881	-\$297,063
Utilities	\$162,650	\$596,480	-\$433,830
Technology	\$259,891	\$744,369	-\$484,479
Security	\$199,365	\$479,500	-\$280,135
Rigging	\$101,440	\$189,965	-\$88,525
Audio/Visual	\$85,174	\$94,841	-\$9,667
Facilities	\$17,821	\$85,736	-\$67,915
Other	\$227,651	\$285,796	-\$58,135
Revenue	\$5,808,281	\$13,456,230	-\$7,647,949
Expense			
Utilities	\$1,007,500	\$909,300	\$98,200
Event Related	\$181,293	\$73,880	-\$107,413
MCC Labor	\$3,475,083	\$4,268,418	-\$793,335
F&B Labor	\$1,635,037	\$3,035,666	-\$1,400,629
F&B COGS	\$491,338	\$1,461,471	-\$970,133
Other	\$2,619,414	\$3,954,049	-\$1,334,634
Expense	\$9,409,665	\$14,362,785	-\$4,953,120
Gain/(Loss)	-\$3,601,384	-\$906,555	-\$2,694,829

As of 7.13.2020

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FY2020-2021 Year End

FY21 Year End Forecast			
	FY21 Forecast	FY21 Budget	Current Forecast vs. Budget
Revenue			
Rental	\$1,414,847	\$6,624,304	-\$5,209,457
F&B	\$4,695,041	\$30,520,600	-\$25,825,559
Parking	\$4,067,618	\$7,538,907	-\$3,471,289
Utilities	\$327,065	\$2,005,500	-\$1,678,435
Technology	\$441,732	\$2,351,601	-\$1,909,869
Security	\$317,535	\$1,415,710	-\$1,098,175
Rigging	\$232,573	\$842,405	-\$610,032
Audio/Visual	\$133,492	\$408,578	-\$275,086
Facilities	\$36,220	\$303,993	-\$267,773
Other	\$598,678	\$895,302	-\$296,624
Revenue	\$12,284,801	\$52,876,900	-\$40,592,099
Expense			
Utilities	\$4,257,700	\$4,546,100	-\$288,400
Event Related	\$287,868	\$2,278,300	-\$1,990,432
MCC Labor	\$11,903,532	\$13,739,900	-\$1,836,368
F&B Labor	\$5,842,230	\$11,636,394	-\$5,794,074
F&B COGS	\$849,802	\$5,524,229	-\$4,674,426
Other	\$6,778,335	\$12,108,077	-\$5,329,742
Expense	\$29,919,557	\$49,833,000	-\$19,913,443
Gain/(Loss)	-\$17,634,756	\$3,043,900	-\$20,678,656

As of 7.13.2020

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TAX COLLECTIONS

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MCC/Hotel Tax Collection

Collections Thru April 2020
(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 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	\$1,769,859	\$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	\$2,961,757	\$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	\$243,738	\$122,152	\$1,072,234	\$5,184,815	-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	\$239,940	\$119,970	\$246,543	\$11,067	\$18,608	\$8,050	\$644,178	-92.35%
May							0%	
June							0%	
YTD Total	\$20,608,894	\$9,031,471	\$12,021,379	\$2,472,545	\$1,423,594	\$13,956,527	\$59,514,410	-10.21%

All numbers subject to change by CCA Auditors

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MCC/Hotel Tax Collection

MCC Portion of April 2020 Tourism Tax Collections

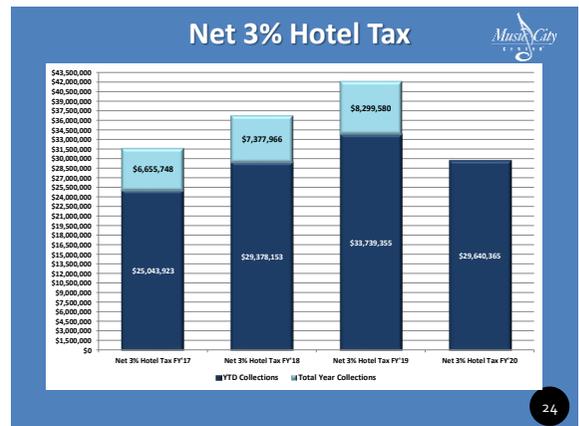
	FY 2019	FY 2020	Variance
2/5 of 5% Occupancy Tax	\$3,086,836	\$239,940	-92.23%
Net 1% Occupancy Tax	\$1,406,608	\$119,970	-91.47%
\$2 Room Tax	\$1,574,566	\$246,543	-84.34%
Contracted Vehicle	\$281,501	\$11,067	-96.07%
Rental Vehicle	\$202,512	\$18,608	-90.81%
Campus Sales Tax	\$1,872,805	\$8,050	-99.57%
TDZ Sales Tax Increment	\$0	\$0	0.00%
Total Tax Collections	\$8,424,927	\$644,178	-92.35%

MCC Portion of Year-to-Date Tourism Tax Collections

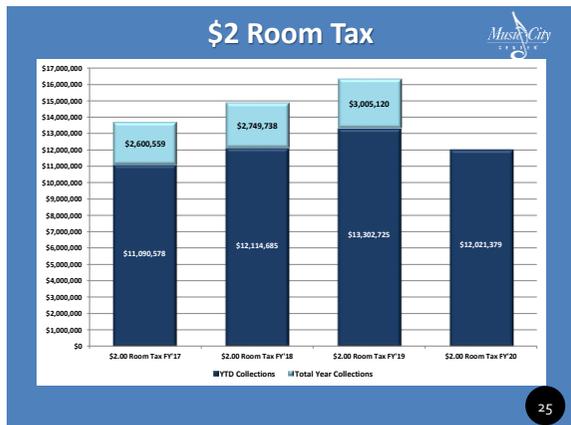
	FY 2019	FY 2020	Variance
2/5 of 5% Occupancy Tax	\$23,337,111	\$20,608,894	-11.69%
Net 1% Occupancy Tax	\$10,402,244	\$9,031,471	-13.18%
\$2 Room Tax	\$13,302,725	\$12,021,379	-9.63%
Contracted Vehicle	\$2,472,747	\$2,472,545	-0.01%
Rental Vehicle	\$1,558,193	\$1,423,594	-8.64%
Campus Sales Tax	\$15,210,860	\$13,956,527	-8.25%
TDZ Sales Tax Increment	\$44,760,433	\$56,461,491	26.14%
Total YTD Tax Collections	\$111,044,314	\$115,975,901	4.44%

All numbers subject to change by CCA Auditors

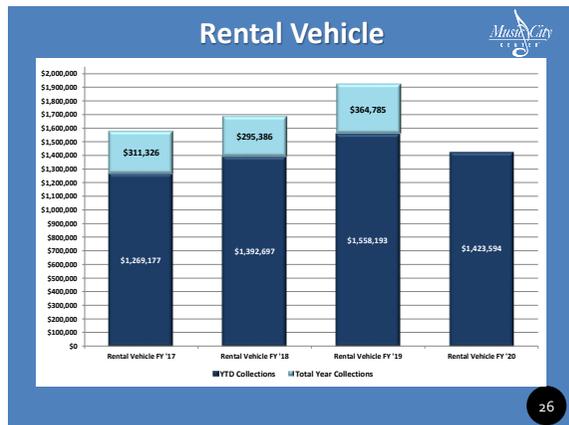
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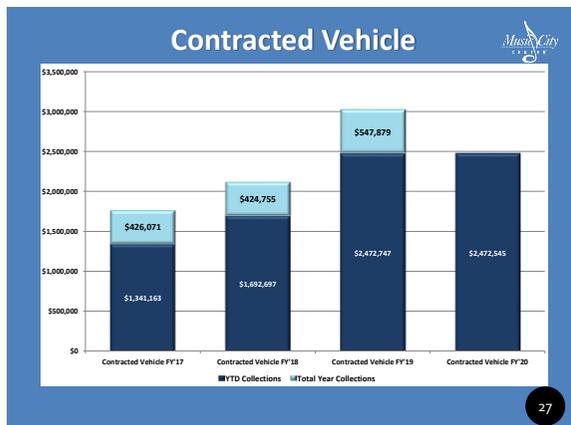
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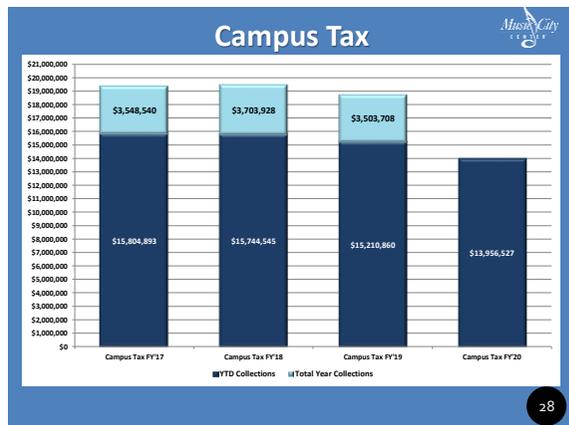
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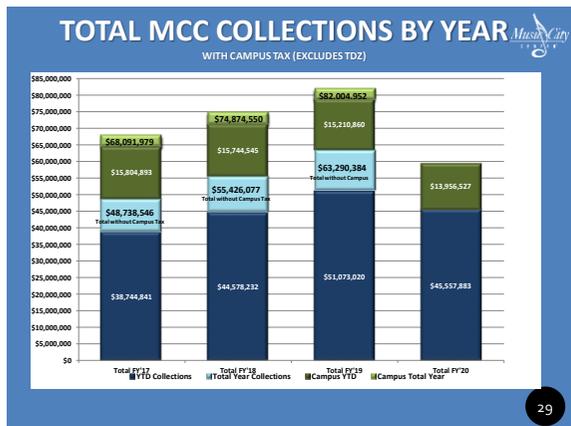
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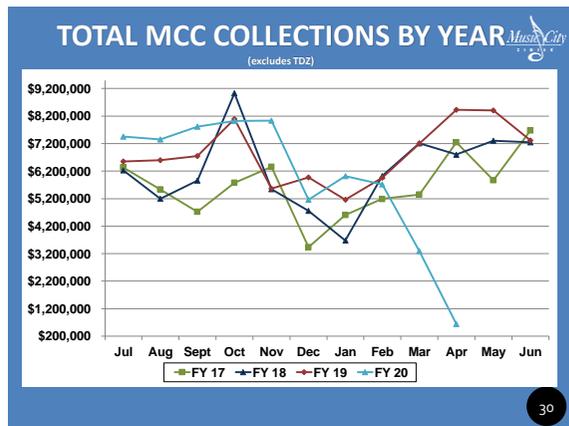
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Contract Renewal Summary Sheet for the Music City Center

Contract Service: *Business Service Center*

Contracted Vendor: *UPS Store*

Contract Value:

Facility Space Rental in the amount of \$500 per month

Commission Percentage of Gross Sales Paid Monthly to MCC

Percentage	Monthly Revenue
3%	\$0-\$5,000.00
10%	\$5,000.01-\$50,000.00
12%	\$50,000.01-100,000.00
14%	greater than \$100,000.00

"Revenue" means total revenues for all sales of goods and services at the business service center, less sales or other taxes and items sold at cost. Unlike some vendors who exclude the sales of items printed off site or exclude the cost of shipping on items sent from a convention center; The UPS store does not include all the sales of any items at the MCC business service center as defined above.

Term Extension: August 1, 2020 - July 31, 2021

DBE participation: There is no DBE participation for this services

Justification for Extension:

Business Service Center is a valuable service for the Music City Center and the UPS Store remains to be a good partner.