

## **MINUTES OF THE 80<sup>th</sup> MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY**

The 80<sup>th</sup> Meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on October 12, 2018 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, and Randy Rayburn

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

**OTHERS PRESENT:** Charles Starks, Charles Robert Bone, Donna Gray, Brian Ivey, Jasmine Quattlebaum, Erin Hampton, Heidi Runion, Maryanne Morris, Larry Atema, Jordan Wyman, and Renee Hampton

Chair Marty Dickens opened the meeting for business at 9:04 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 79<sup>th</sup> Meeting Minutes of July 12, 2018. The motion was seconded by Irwin Fisher and approved unanimously by the Authority.

The next regularly scheduled meeting is scheduled for November 1, 2018.

Irwin Fisher, Charles Starks, and Brian Ivey provided an update on the Marketing & Operations Committee Report (Attachment #1) and there was discussion.

Charles Starks and Larry Atema discussed the Capital Request for Additional Security Bollards (Attachment #1) and there was discussion.

**ACTION:** Randy Rayburn made a motion approving the purchase and installation of an additional 70 security bollards, exterior lighting upgrades and repair of a section of sidewalk pavers around the Music City Center in an amount not to exceed \$1,875,000. The motion was seconded by Irwin Fisher and approved unanimously by the Authority.

Charles Starks discussed the Emergency Procurements Policy Revision Update (Attachments #1 and #2) and there was discussion.

**ACTION:** Vonda McDaniel made a motion amending Section 3.6 of the procurement policy regarding emergency procurements. The motion was seconded by Randy Rayburn and approved unanimously by the Authority.

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

Charles Starks gave a Tax Collections update (Attachment #1) and there was discussion.

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

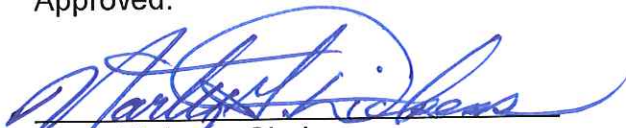
Respectfully submitted,



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Charles L. Starks  
President & CEO  
Convention Center Authority

Approved:



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Marty Dickens, Chair  
CCA 80<sup>th</sup> Meeting Minutes  
of October 12, 2018

## Convention Center Authority



October 12, 2018



## 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.*



## Happy Birthday



Marty Dickens  
August 22<sup>nd</sup>



David McMurry  
October 5<sup>th</sup>



## MARKETING & OPERATIONS COMMITTEE REPORT

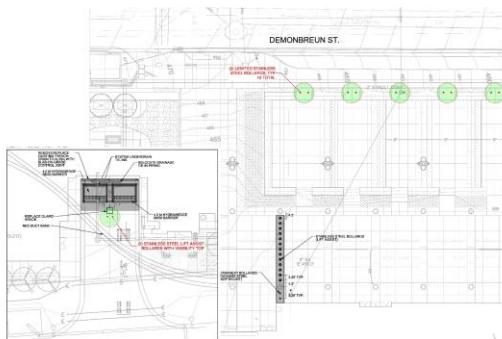
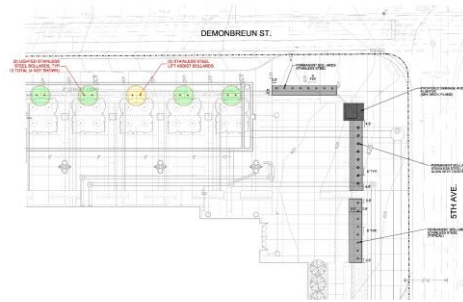
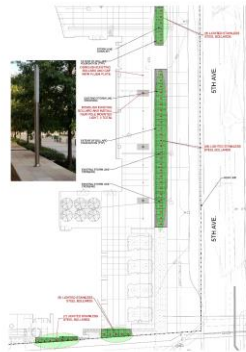


## OPERATIONS UPDATE



## CAPITAL REQUEST FOR ADDITIONAL SECURITY BOLLARDS





**MUSIC CITY CENTER**  
**SECURITY ENHANCEMENTS - PHASE II**

ADDITIONAL SECURITY BOLLARDS, EXTERIOR LIGHTING, SIDEWALK REPAIRS & IMPROVEMENTS

**PROJECT SUMMARY**

- 70 Additional security bollards with internal LED light units
- Exterior lighting upgrades
- Sidewalk repairs & improvements

**COST SUMMARY**

• Design & Engineering	\$	68,800.00
• 70 Security Bollards (with internal LED light units matching other lit bollards)		
Security Bollard replacement parts for maintenance, materials & installation	\$	1,183,500.00
• Electrical / Lighting	\$	75,250.00
• Equipment & Other Materials (crack, pavers, landscape and material handling)	\$	71,900.00
• Construction Management Cost (general conditions, general requirements and fee)	\$	197,400.00
• Project Costs (Permits, Insurance, Special Inspections and Project Management)	\$	131,850.00
• Contingency (Approximately 8%)	\$	146,300.00
<b>Total Security Enhancements - Phase II</b>	<b>\$</b>	<b>1,875,000.00</b>



**EMERGENCY  
 PROCUREMENTS  
 POLICY REVISION**



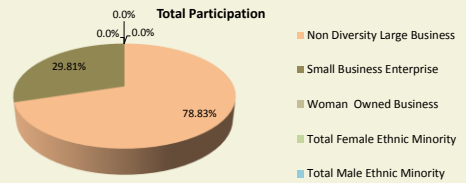
**DBE UPDATE**



# FY18 4<sup>th</sup> QUARTER & YEAR END REPORTS



## LMG FY18 4th Quarter DBE Participation Summary



DBE PARTICIPATION SUMMARY: FY18 Goal 20%		
	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESSES	0.00%	0
WOMEN OWNED BUSINESSES	0.00%	0
SMALL BUSINESS ENTERPRISE	29.81%	2
<b>TOTAL</b>	<b>29.81%</b>	<b>2</b>

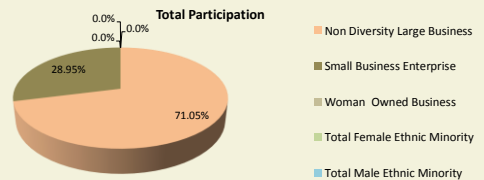


## LMG FY18 4<sup>th</sup> Quarter DBE Participation Dollars Spent

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$0 (0%)
Ethnic Minority Female	
African American Owned	\$0 (0%)
<b>Total Minority Business Enterprise</b>	<b>\$0 (0%)</b>
<b>Total Woman Owned</b>	<b>\$0 (0%)</b>
<b>Total Small Business</b>	<b>\$174,624 (29.81%)</b>
<b>Total DBE Participation</b>	<b>\$174,624 (29.81%)</b>
<b>Total Non Diversity Business</b>	<b>\$411,070 (70.19)</b>



## LMG FY18 Year End DBE Participation Summary as of 6/30/2018



DBE PARTICIPATION SUMMARY: FY18 Goal 20%		
	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESSES	0.00%	0
WOMEN OWNED BUSINESSES	0.00%	0
SMALL BUSINESS ENTERPRISE	28.95%	2
<b>TOTAL</b>	<b>28.95%</b>	<b>2</b>

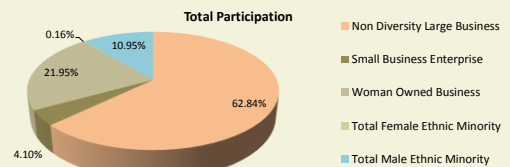


## LMG FY18 Year End DBE Participation Dollars Spent as of 6/30/2018

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$0 (0%)
Ethnic Minority Female	
African American Owned	\$0 (0%)
<b>Total Minority Business Enterprise</b>	<b>\$0 (0%)</b>
<b>Total Woman Owned</b>	<b>\$0 (0%)</b>
<b>Total Small Business</b>	<b>\$579,971 (28.95%)</b>
<b>Total DBE Participation</b>	<b>\$579,971 (28.95%)</b>
<b>Total Non Diversity Business</b>	<b>\$1,423,102 (71.05%)</b>



## Centerplate FY18 4<sup>th</sup> Quarter DBE Participation Summary



DBE PARTICIPATION SUMMARY: FY18 Goal 25%		
	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESSES	11.11%	5
WOMEN OWNED BUSINESSES	21.95%	7
SMALL BUSINESS ENTERPRISE	4.10%	2
<b>TOTAL</b>	<b>37.16%</b>	<b>14</b>

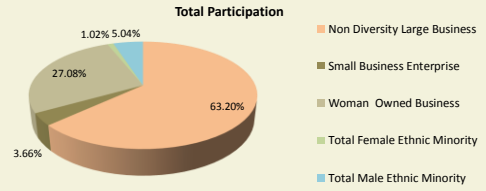


**Centerplate FY18 4th Quarter  
DBE Participation Dollars Spent**

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$208,343 (10.95%)
Ethnic Minority Female	
African American Owned	\$2,998 (.16%)
<b>Total Minority Business Enterprise</b>	<b>\$211,341 (11.11%)</b>
<b>Total Woman Owned</b>	<b>\$417,391 (21.95%)</b>
<b>Total Small Business</b>	<b>\$77,912 (4.10%)</b>
<b>Total DBE Participation</b>	<b>\$706,644 (37.16%)</b>
<b>Total Non Diversity Business</b>	<b>\$1,195,205 (62.84%)</b>



**Centerplate FY18 Year End  
DBE Participation Dollars Spent  
as of 6/30/2018**



DBE PARTICIPATION SUMMARY: FY18 Goal 25%	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESSES	6.06%	5
WOMEN OWNED BUSINESSES	27.08%	7
SMALL BUSINESS ENTERPRISE	3.66%	2
<b>TOTAL</b>	<b>36.80%</b>	<b>14</b>

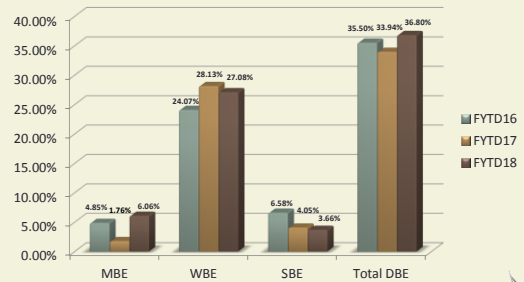


**Centerplate FY18 Year End  
DBE Participation Dollars Spent  
as of 6/30/2018**

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$270,965 (5.04%)
Ethnic Minority Female	
African American Owned	\$54,923 (1.02%)
<b>Total Minority Business Enterprise</b>	<b>\$325,888 (6.06%)</b>
<b>Total Woman Owned</b>	<b>\$1,455,788 (27.08%)</b>
<b>Total Small Business</b>	<b>\$196,759 (3.66%)</b>
<b>Total DBE Participation</b>	<b>\$1,978,435 (36.80%)</b>
<b>Total Non Diversity Business</b>	<b>\$3,398,138 (63.20%)</b>



**Centerplate DBE TOTAL PARTICIPATION  
Year over Year Comparison**



**CENTERPLATE DBE VENDOR SNAPSHOT**

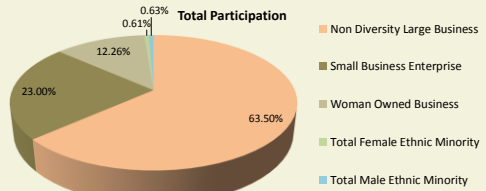
DBE VENDOR PARTICIPATION SUMMARY	FY18 # OF COMPANIES	FY17 # OF COMPANIES
MINORITY OWNED BUSINESSES	5	3
WOMEN OWNED BUSINESSES	7	7
SMALL BUSINESS ENTERPRISE	2	2
<b>TOTAL</b>	<b>14</b>	<b>12</b>

**CENTERPLATE YEAR END 2018 DBE VENDORS:**

BANQUET STAFFING (AAFBE)	TDAAT MOBILE TREATS (SBE)
COLTS CHOCOLATE (WBE)	THE FRENCH CONFECTION (WBE)
CREATION GARDENS (WBE)	TROJAN LABOR (WBE)
KUJJI COFFEE CONCESSIONS AND KIOSKS (AAMBE)	TROPICAL NUT AND FRUIT (WBE)
NASHVILLE CHOCOLATE & NUT CO (WBE)	UNIVERSAL STAFFING (AAMBE)
GARY CRYDER (AAMBE)	VIVACIOUS TABLES (AAFBE)
NICKS FAMOUS BBQ (SBE)	XCLUSIVE STAFFING OF TENNESSEE (WBE)



**Music City Center FY18 4th Quarter  
DBE Participation Summary**



DBE PARTICIPATION SUMMARY	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESSES	1.24%	6
WOMEN OWNED BUSINESSES	12.26%	15
SMALL BUSINESS ENTERPRISE	23.00%	9
<b>TOTAL</b>	<b>36.50%</b>	<b>30</b>

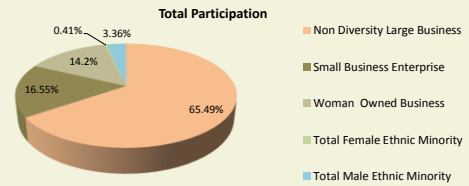


**Music City Center FY18 4th Quarter  
DBE Participation Dollars Spent**

DBE Classification	DBE Dollars Spent:
<b>Ethnic Minority Male</b>	
African American Owned	\$15,557 (0.63%)
<b>Ethnic Minority Female</b>	
African American Owned	\$6,000 (0.24%)
Hispanic Female Owned	\$8,888 (0.36%)
<b>Total Minority Business Enterprise</b>	<b>\$30,445 (1.24%)</b>
<b>Total Woman Owned</b>	<b>\$301,512 (12.26%)</b>
<b>Total Small Business</b>	<b>\$565,330 (23.00%)</b>
<b>Total DBE Participation</b>	<b>\$897,287 (36.50%)</b>
<b>Total Non Diversity Business</b>	<b>\$1,561,204 (63.50%)</b>



**Music City Center FY18 Year End  
DBE Participation Summary  
as of 6/30/2018**



DBE PARTICIPATION SUMMARY	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESSES	3.77%	6
WOMEN OWNED BUSINESSES	14.18%	15
SMALL BUSINESS ENTERPRISE	16.56%	9
<b>TOTAL</b>	<b>34.52%</b>	<b>30</b>

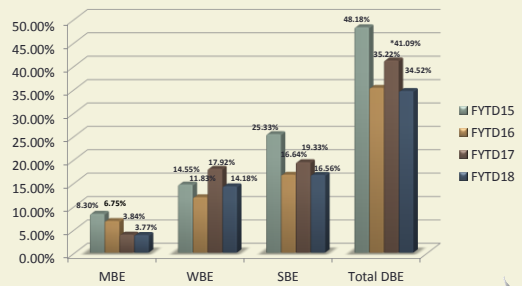


**Music City Center FY18 Year End  
DBE Participation Dollars Spent  
as of 6/30/2018**

DBE Classification	DBE Dollars Spent:
<b>Ethnic Minority Male</b>	
African American Owned	\$275,406 (3.36%)
<b>Ethnic Minority Female</b>	
African American Owned	\$24,000 (.29%)
Hispanic Female Owned	\$9,879 (.12%)
<b>Total Minority Business Enterprise</b>	<b>\$309,285 (3.77%)</b>
<b>Total Woman Owned</b>	<b>\$1,161,898 (14.18%)</b>
<b>Total Small Business</b>	<b>\$1,357,052 (16.56%)</b>
<b>Total DBE Participation</b>	<b>\$2,828,236 (34.52%)</b>
<b>Total Non Diversity Business</b>	<b>\$5,365,251 (65.48%)</b>



**DBE TOTAL PARTICIPATION  
Year over Year Comparison**



\* Reflects corrected total DBE percentage for FY17.



**DBE TOTAL PARTICIPATION  
Year over Year Comparison**

**FY17**

- Plants Alive (WBE) - Total spend of \$33,759
- Blink Marketing (WBE) - Total spend of \$31,901
- CPR Rigging (SBE) - Total commission of \$1,021,389
- Crawford Door (SBE) - Total spend of \$31,803
- HydroPro Pressure Washing (SBE) - Total spend of \$68,789
- Med-Star (SBE) - Total spend of \$130,583
- Jarvis Signs (SBE) - Total spend of \$95,943

**FY18**

- Plants Alive (WBE) - Total spend of \$16,947
- Blink Marketing (WBE) - Total spend of \$11,609
- CPR Rigging (SBE) - Total commission of \$989,374
- Crawford Door (SBE) - Total spend of \$13,994
- HydroPro Pressure Washing (SBE) - Total spend of \$44,678
- Med-Star (SBE) - Total spend of \$114,833
- Jarvis Signs (SBE) - Total spend of \$11,307



**DBE VENDOR SNAPSHOT**

DBE VENDOR PARTICIPATION SUMMARY	FY18 # OF COMPANIES	FY17 # OF COMPANIES
MINORITY OWNED BUSINESSES	6	7
WOMEN OWNED BUSINESSES	15	15
SMALL BUSINESS ENTERPRISE	9	7
<b>TOTAL</b>	<b>30</b>	<b>29</b>

**FY18 High Performing DBE Vendors (over \$100,000):**

- Convention Production Rigging (SBE) - Rigging Services
- Industrial Staffing (WBE) - Supplemental Labor and Housekeeping Services
- Med-star Medical (WBE) - EMT Services
- Premiere Building Maintenance Corporation (AAMBE) - Building Maintenance
- Trojan Labor (WBE) - Event Security





## MCC YEAR END 2018 DBE VENDORS

AERIAL INNOVATIONS OF TN INC (WBE)	JARVIS SIGNS (WBE)
ALEXANDER & ASSOCIATES (AAMBE)	MED-STAR MEDICAL SERVICE (WBE)
AJ BUSINESS SUPPLY (SBE)	NATASHA BLACKSHEAR (AAFBE)
AMERICAN MECHANICAL (WBE)	PLANTS ALIVE (WBE)
BLINK MARKETING (WBE)	PREMIER BUILDING MAINTENANCE CORP (AAMBE)
CONTRACT CARPET SALES (WBE)	PREMIUM FLOOR CARE (WBE)
CONVENTION PRODUCTION RIGGING (SBE)	REED LANDSCAPING (WBE)
CRAWFORD DOOR SALES (SBE)	RESOURCE INFORMATION & CONTROL CO (WBE)
CUSHION EMPLOYER SERVICES (AAMBE)	SEGWAY OF NASHVILLE (WBE)
CUSTOM WINDOW COVERINGS (HAFBE)	SOUTHERN TROPHY HOUSE (WBE)
ENERGY & LIGHTING SOLUTIONS (ATTIC TEC) (SBE)	SUNSET MARKETING (WBE)
GUY BROWN INTERIORS LLC (HAFBE)	TANDEM CONSTRUCTION (SBE)
HOSKINS & COMPANY (AAMBE)	THE AWARD CENTER (WBE)
HYDRO PRO PRESSURE WASHING (SBE)	TROJAN LABOR (WBE)
INDUSTRIAL STAFFING (WBE)	
INQUIRIES INC (WBE)	

- AAMBE – African American Male Business
- AAFBE – African American Female Business
- HAFBE – Hispanic American Female Business
- WBE – Women Owned Business
- SBE – Small Business



## OMNI 2018 Local Participation

COMMITMENT TO LOCAL HIRING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Total FTEs Goal: 300	689	711	713	719	694	703	690	814				
# FTEs (40 hours) Residents of Nashville Metropolitan Statistical Area Goal: 250	677	698	701	706	682	692	678	804				
# FTEs (40 hours) Residents of Davidson County Goal: 200	537	588	561	561	538	546	532	614				

## OMNI 2018 DBE Participation

SUPPLY AND SERVICE EXPENDITURE COMMITMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2018 Total
Nashville Metropolitan Statistical Area Business Areas Goal: \$100,000/yr.	\$177,287	\$111,634	\$176,862	\$245,553	\$236,458	\$133,619	\$167,914	\$116,633					\$1,364,962
Small, minority and women owned business enterprises Goal: \$50,000/yr.	\$26,680	\$24,106	\$35,990	\$28,362	\$31,508	\$27,340	\$25,350	\$29,513					\$228,399

## DBE HAPPENINGS



September 28, 2018



## TAX COLLECTIONS



## MCC/Hotel Tax Collection

### MCC Portion of July 2018 Tourism Tax Collections

	FY 2018	FY 2019	Variance
2/5 of 5% Occupancy Tax	\$2,039,304	\$2,271,684	11.40%
Net 1% Occupancy Tax	\$902,488	\$1,039,840	15.22%
\$2 Room Tax	\$1,292,898	\$1,403,793	8.58%
Contracted Vehicle	\$155,567	\$201,928	29.80%
Rental Vehicle	\$142,722	\$206,704	44.83%
Campus Sales Tax	\$1,693,384	\$1,425,479	-15.82%
TDZ Sales Tax Increment	\$0	\$0	0.00%
<b>Total Tax Collections</b>	<b>\$6,226,362</b>	<b>\$6,549,427</b>	<b>5.19%</b>

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

	FY 2018	FY 2019	Variance
2/5 of 5% Occupancy Tax	\$2,039,304	\$2,271,684	11.40%
Net 1% Occupancy Tax	\$902,488	\$1,039,840	15.22%
\$2 Room Tax	\$1,292,898	\$1,403,793	8.58%
Contracted Vehicle	\$155,567	\$201,928	29.80%
Rental Vehicle	\$142,722	\$206,704	44.83%
Campus Sales Tax	\$1,693,384	\$1,425,479	-15.82%
TDZ Sales Tax Increment	\$0	\$0	0.00%
<b>Total YTD Tax Collections</b>	<b>\$6,226,362</b>	<b>\$6,549,427</b>	<b>5.19%</b>

All numbers subject to change by CCA Auditors



## MCC/Hotel Tax Collection

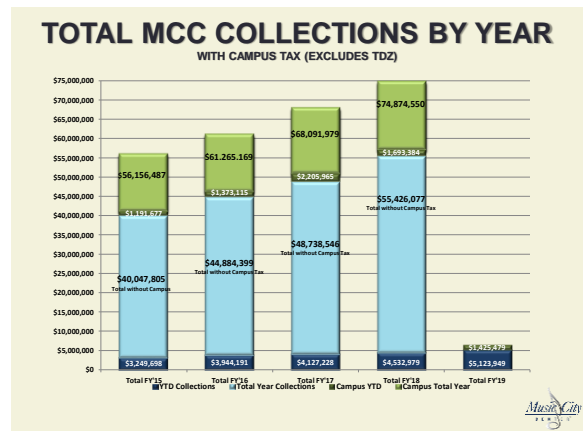
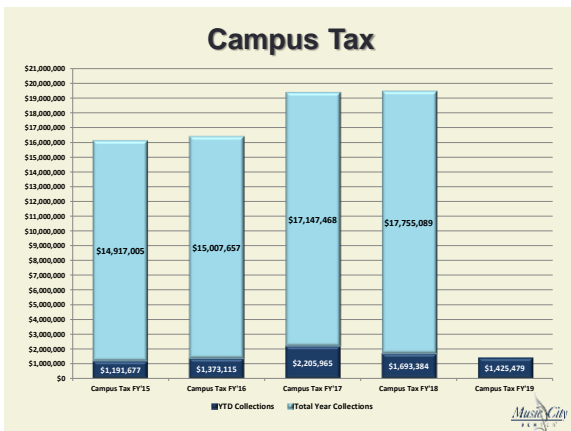
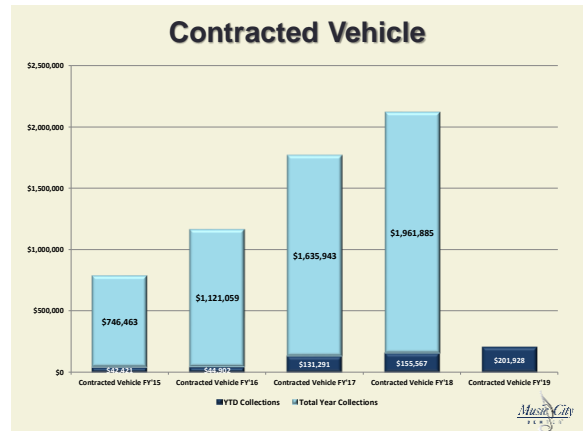
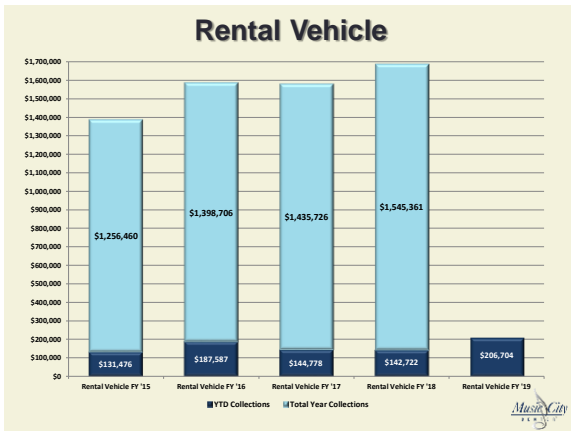
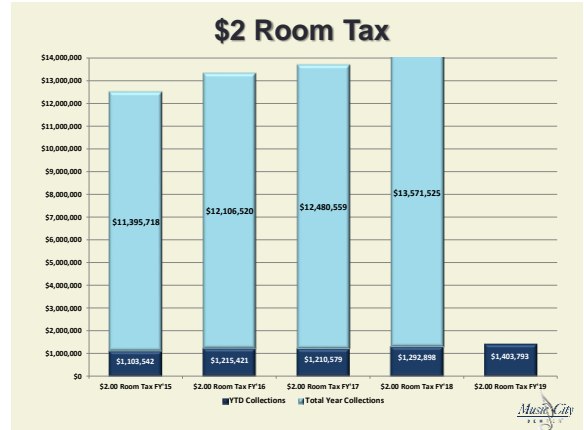
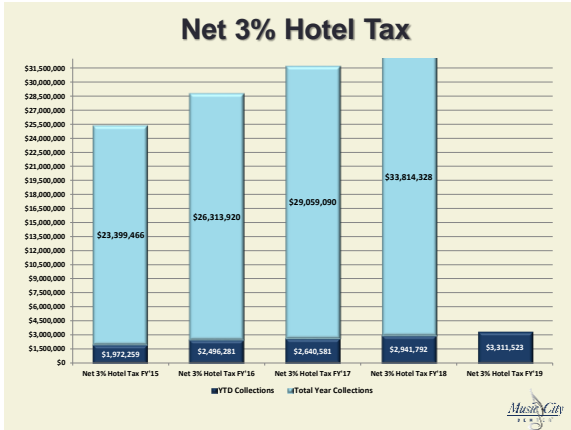
### Collections thru July 2018 (excludes TDZ)

	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 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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
September	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
October	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
November	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
December	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
January	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
February	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
March	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
April	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
May	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
June	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>YTD Total</b>	<b>\$2,271,684</b>	<b>\$1,039,840</b>	<b>\$1,403,793</b>	<b>\$201,928</b>	<b>\$206,704</b>	<b>\$1,425,479</b>	<b>\$6,549,427</b>	<b>5.19%</b>

All numbers subject to change by CCA Auditors

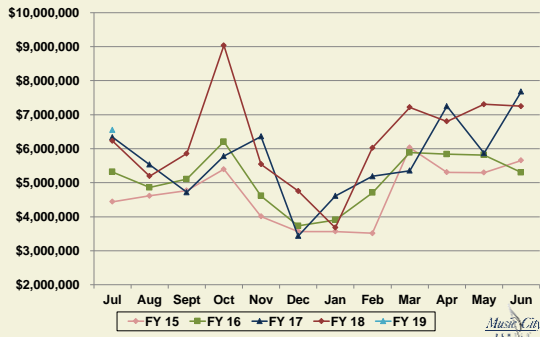






### TOTAL MCC COLLECTIONS BY YEAR

(excludes TDZ)



### AUGUST EVENTS

- > 18 Events
- > 32,267 Attendees
- > 38,397 Room Nights
- > \$33,832,928 Economic Impact

### AUGUST TOURS & SITE VISITS

- > 4 Group Tours with 46 Attendees
- > 6 Sales Site Visits



### SEPTEMBER EVENTS

- > 27 Events
- > 26,848 Attendees
- > 16,893 Room Nights
- > \$21,232,156 Economic Impact

### SEPTEMBER TOURS & SITE VISITS

- > 4 Group Tours with 46 Attendees
- > 3 Sales Site Visits



### USGBC Tennessee IMPACT Benchmarking Challenge



### Convention Center Authority



October 12, 2018



CONVENTION CENTER AUTHORITY  
PROCUREMENT POLICY  
SECTION 3.6 – EMERGENCY PROCUREMENTS

3.6 Emergency Procurements. The Convention Center Authority or its Designee may make or authorize others to make emergency procurements under emergency conditions when there exists a threat to public health, welfare or safety under emergency conditions provided that such emergency procurements shall be made with such competition as is practical under the circumstances. This policy recognizes that some emergencies are such that the circumstances of the situation may not allow for a competitive procurement. This may entail a deviation from normal procurement procedure and shall be permitted only with the approval of the President/CEO or designee. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

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3.6.1 Conditions of Use for Emergency Procurements. Conditions of use for an Emergency Procurement may include by way of example, threat to public health, welfare or safety; natural disasters, hazardous material spill or systems failure; or delays by contractors, delays in transportation, unanticipated work volume, acts of God. An Emergency Procurement does not require the declaration of a state of emergency. Poor planning (e.g., failure to manage contract beginning dates or expiration dates) or the expiration of funds (e.g., expiration of funding for a project), however do not constitute an emergency. These circumstances may require immediate action and may justify another non-competitive procurement method, but not an emergency procurement.

3.6.2 Emergency Procurements Authorization Approval. Authority may be delegated to meet emergencies arising from any unforeseen cause, including but not limited to, threat to public health, welfare or safety; natural disasters, hazardous material spill or systems failure; or delays by contractors, delays in transportation, unanticipated work volume, acts of God. In the event of an emergency circumstance, the Department Director or designee shall contact the Director of Purchasing or designee. An Emergency Procurement Justification Form must be completed by the Department with approval signatures and sent to the Director of Purchasing or designee. Upon notice, the Director of Purchasing or designee shall obtain consent from the President/CEO or designee. After consent, President/CEO or designee will notify, as practically possible, the Chair of Finance and Audit Committee and the Chair of the DBE and Development Committee for the Convention Center Authority. Emergency procurements are allowed by the Convention Center Authority when conditions warrant immediate action. Authorization and/or notification via email is acceptable.