# MINUTES OF THE 87<sup>th</sup> MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

The 87<sup>th</sup> Meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on October 3, 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, Randy Goodman, Vonda McDaniel, Willie McDonald, \*David McMurry, Randy Rayburn, Renata Soto, and Leigh Walton

#### **AUTHORITY MEMBERS NOT PRESENT:**

**OTHERS PRESENT:** Charles Starks, Charles Robert Bone, Erin Hampton, Terry McConnell, Teri McAlister, Chris Schappert, Heidi Runion, Donna Gray, Cara Lippman, and Renuka Christoph

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.

**ACTION:** Randy Goodman made a motion to approve the 86<sup>th</sup> Meeting Minutes of July 11, 2019. The motion was seconded by Randy Rayburn and approved unanimously by the Authority.

The next regularly scheduled meeting is scheduled for November 7, 2019 at 9:00 am.

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

\*Denotes the arrival of David McMurry.

Charles Starks and Irwin Fisher provided information on the Safe Harbor Provision for 401K Plan (Attachment #1) and there was discussion.

**ACTION:** Irwin Fisher made a motion approving the 401(k) Safe Harbor Provisions, considered this day, and authorizing its implementation. The motion was seconded by Renata Soto and approved unanimously by the Authority.

Charles Starks discussed the LMG Audio Visual Services Contract Extension (Attachments #1 and #2) and there was discussion.

**ACTION:** Vonda McDaniel made a motion authorizing Charles Starks to negotiate and execute an amendment to the audio visual services agreement with LMG exercising the option to extend the agreement for an additional two years until December 31, 2021 on substantially the same terms as considered this day. The motion was seconded by Renata Soto and approved unanimously by the Authority.

Charles Starks 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 9:50 a.m.

Respectfully submitted,

Charles L. Starks President & CEO

**Convention Center Authority** 

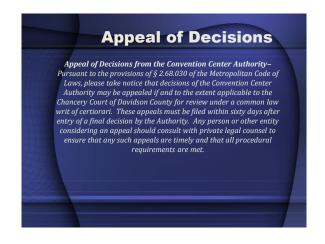
Approved:

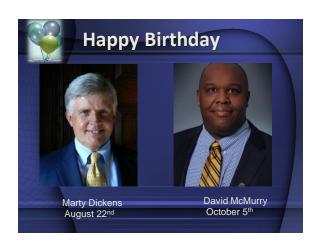
Marty Dickens, Chair

CCA 87th Meeting Minutes

of October 3, 2019



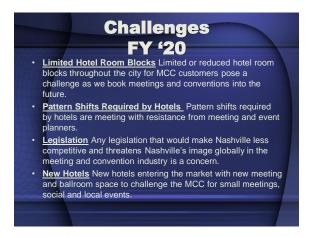


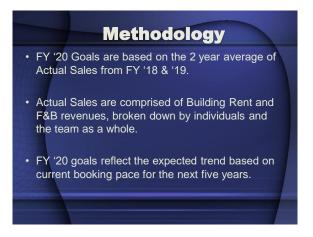


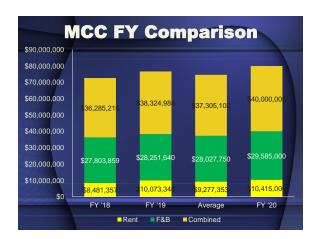


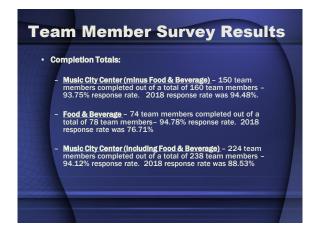


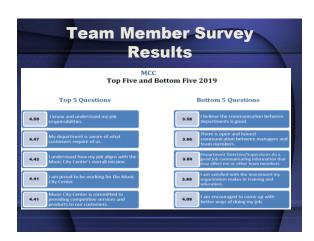
#### **Opportunities** FY '20 Increasing Hotel Room Inventory The addition of 6,000 hotel rooms into hotel rooms inventory in Nashville is a benefit to MCC. Leveling Hotel Rates The increase in hotel room inventory has leveled off hotel room rates. Appeal of the City Nashville, as a brand, continues to appeal to meeting and event planners as a destination on a global scale. Increased Air Service As Nashville continues to grow, our air lift into the city continues to improve. The addition of international air service into the city continues to promote Nashville as an international destination. Increasing Corporate Visibility As Nashville continues to attract corporate relocations, or new corporate brands move into the middle Tennessee region, the Music City Center is in a position to provide services to those organizations that are moving into Nashville.

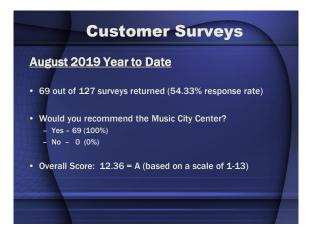






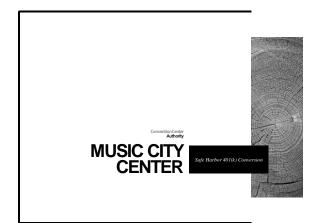












#### WHAT IS SAFE HARBOR 401(K) PLAN?

Safe Harbor 401(k) plan highlights:

- Lets team members retain all of their 401(k) match dollars, regardless of length of employment
- Allows all team members to contribute up to the maximum amount allowed under IRS rules. · Is exempt from certain IRS yearly tests

\*Within next four years (by 2022) will have eight (8) of our team members that would potentially have their 401(k) contributions limited due to our non-Safe Harbor status.



#### CURRENT 401(K) PLAN VS SAFE HARBOR 401(K) PLAN

Current 401(k) Plan		
Vesting	Full vesting after five (5) years of service	
Matching Contribution	100% of 1st 3% deferral 50% of next 2% deferral	
Annual Testing (ADP, ACP, Top Heavy)	Required by IRS	

Safe Harbor 401(k) Plan	
Vesting	100% vesting regardless of years of services
Matching Contribution	100% of 1st 3% deferral, 50% of next 2% deferral
Annual Testing (ADP, ACP, Top Heavy)	Exempt by IRS

#### FINANCIAL IMPACT

Currently, if a team member separates within the first five years of employment, the unvested portion of the match contributed by the Music City Center rolls into a forfeiture account.

\*Approximately \$30k per year is rolled into forfeitures.

- This forfeiture account is used to fund:

   Administrative Fees approximately \$10k per year

   Match Contributions in the next year approximately \$20k per year

Under the Safe Harbor plan, team members are fully vested when they enter the plan and therefore will not forfeit any match contributed by the Music City Center.

#### SETTING UP A SAFE HARBOR 401(K) PLAN

- · Seek Board approval to implement the Safe Harbor 401(k) conversion
- Must be done at the beginning of a plan year (January 2020)
- 30 day notice of change to existing team members prior to the beginning of the plan year.
- Notice provided to all newly eligible team members.









## LMG FY19 4th Quarter DBE Participation Summary

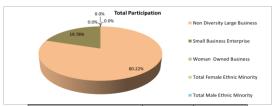


DBE PARTICIPATION SUMMARY: FY19 Goal 20%	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESSES	0.00%	0
WOMEN OWNED BUSINESSES	0.00%	0
SMALL BUSINESS ENTERPRISE	9.28%	2
TOTAL	9.28%	2

#### LMG FY19 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%)	
Total Minority Business	\$0 (0%)	
Total Woman Owned	\$0 (0%)	
Total Small Business	\$68,236 (9.28%)	
Total DBE Participation	\$68,236 (9.28%)	
Total Non Diversity Business	\$666,777 (90.72%)	

## LMG FY19 Year End DBE Participation Summary as of 6/30/2019

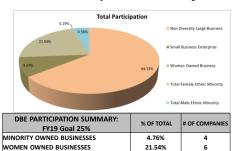


DBE PARTICIPATION SUMMARY: FY19 Goal 20%	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESSES	0.00%	0
WOMEN OWNED BUSINESSES	0.00%	0
SMALL BUSINESS ENTERPRISE	19.78%	2
TOTAL	19 78%	,

#### LMG FY19 Year End DBE Participation Dollars Spent as of 6/30/2019

DBE Classification	DBE Dollars Spent:		
Ethnic Minority Male			
African American Owned	\$0 (0%)		
Ethnic Minority Female			
African American Owned	\$0 (0%)		
Total Minority Business	\$0 (0%)		
Total Woman Owned	\$0 (0%)		
Total Small Business	\$377,054 (19.78%)		
Total DBE Participation	\$377,054 (19.78%)		
Total Non Diversity Business	\$1,529,344 (80.22%)		

## Centerplate FY19 4<sup>th</sup> Quarter DBE Participation Summary



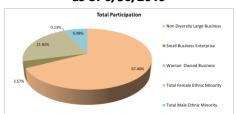
9.37% 35.67%

## Centerplate FY19 4th Quarter DBE Participation Dollars Spent

DBE Classification	DBE Dollars Spent:	
Ethnic Minority Male		
African American Owned	\$56,751 (4.58%)	
Ethnic Minority Female		
African American Owned	\$2,297 (.19%)	
Total Minority Business	\$59,048 (4.76%)	
Total Woman Owned	\$267,007 (21.54%)	
Total Small Business	\$116,181 (9.37%)	
Total DBE Participation	\$442,235 (35.67%)	
Total Non Diversity Business	\$797,591 (64.33%)	

#### Centerplate FY19 Year End DBE Participation Dollars Spent as of 6/30/2019

SMALL BUSINESS ENTERPRISE

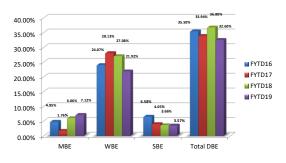


FY19 Goal 25%	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESSES	7.12%	4
WOMEN OWNED BUSINESSES	21.92%	6
SMALL BUSINESS ENTERPRISE	3.57%	3
TOTAL	32.60%	13

#### Centerplate FY19 Year End DBE Participation Dollars Spent as of 6/30/2019

as 01 0/30/2013		
DBE Classification	DBE Dollars Spent:	
Ethnic Minority Male		
African American Owned	\$367,955 (6.98%)	
Ethnic Minority Female		
African American Owned	\$7,109 (0.13%)	
Total Minority Business	\$375,064 (7.12%)	
Total Woman Owned	\$1,155,182 (21.92%)	
Total Small Business	\$188,187 (3.57%)	
Total DBE Participation	\$1,718,433 (32.60%)	
Total Non Diversity Business	\$3,552,195 (67.40%)	

#### Centerplate DBE Total Participation Year over Year Comparison



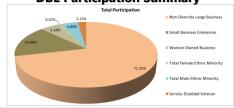
#### **CENTERPLATE DBE VENDOR SNAPSHOT**

DBE VENDOR PARTICIPATION SUMMARY	FY18 # OF COMPANIES	FY19 # OF COMPANIES
MINORITY OWNED BUSINESSES	5	4
WOMEN OWNED BUSINESSES	7	6
SMALL BUSINESS ENTERPRISE	2	3
ΤΟΤΔΙ	14	13

#### CENTERPLATE YEAR END 2019 DBE VENDORS:



#### Music City Center FY19 4th Quarter DBE Participation Summary



DBE PARTICIPATION SUMMARY	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESSES	5.32%	7
WOMEN OWNED BUSINESSES	5.18%	12
SMALL BUSINESS ENTERPRISE	15.96%	9
SERVICED DISABLED VETERAN	2.22%	1
TOTAL	28.68%	29

## Music City Center FY19 4th Quarter DBE Participation Dollars Spent

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$175,122 (4.80%)
Ethnic Minority Female	
African American Owned	\$9,000
Hispanic Female Owned	\$10,130 (0.52%)
Total Minority Business	\$194,252(5.32%)
Total Woman Owned	\$188,844 (5.18%)
Total Small Business	\$582,273 (15.96%)
Total Service Disabled Veteran	\$81,057 (2.22%)
Total DBE Participation	\$1,046,426 (28.68%)
Total Non Diversity Business	\$2,602,523 (71.32%)

#### Music City Center FY19 Year End DBE Participation Summary as of 6/30/2019

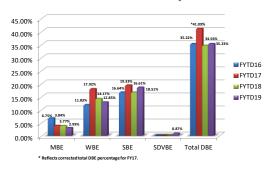


DBE PARTICIPATION SUMMARY	% OF TOTAL	# OF COMPANIES
MINORITY OWNED BUSINESSES	2.99%	7
WOMEN OWNED BUSINESSES	12.85%	12
SMALL BUSINESS ENTERPRISE	18.51%	9
SERVICED DISABLED VETERAN	0.87%	1
TOTAL	25 22%	20

#### Music City Center FY19 Year End DBE Participation Dollars Spent as of 6/30/2019

DBE Classification	DBE Dollars Spent:
Ethnic Minority Male	
African American Owned	\$232,866 (2.51%)
Ethnic Minority Female	
African American Owned	\$30,000 (0.48%)
Hispanic Female Owned	\$14,154
Total Minority Business Enterprise	\$277,020 (2.99%)
Total Woman Owned	\$1,191,700 (12.85%)
Total Small Business	\$1,716,463 (18.51%)
Total Service Disabled Veteran	\$81,057 (.87%)
Total DBE Participation	\$3,266,239 (35.23%)
Total Non Diversity Business	\$6,005,285 (64.77%)

#### **DBE TOTAL PARTICIPATION Year over Year Comparison**



#### **DBE TOTAL PARTICIPATION Year over Year Comparison**

Decrease in WBE and increase in SBE can be attributed to Med-Star Medical DBE classification change from WBE (FY18) to SBE (FY19).

#### FY18

• Med-Star (WBE) - Total spend of \$114,833

#### FY19

• Med-Star (SBE) - Total spend of \$149, 136

#### **DBE VENDOR SNAPSHOT**

DBE VENDOR PARTICIPATION SUMMARY	FY18 # OF COMPANIES	FY19 # OF COMPANIES
MINORITY OWNED BUSINESSES	6	7
WOMEN OWNED BUSINESSES	15	12
SMALL BUSINESS ENTERPRISE	9	9
SERVICED DISABLED VETERAN	0	1
TOTAL	30	29

FY19 High Performing DBE Vendors (over \$100,000):

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

#### MCC YEAR END 2019 DBE VENDORS

ALEYANDER & ASSOCIATES (AAMRE) BLINK MARKETING (WRF)

COMPOST COMPANY (SBE) CONTRACT CARPET SALES CO (WBE) CONVENTION PRODUCTION RIGGING (SBE)

CRAWFORD DOOR SALES (SBE) CUSHION EMPLOYER SERVICES (AAMBE)

DKZ, INC. (SBE) FUY BROWN INTERRIORS LLC (HAFBE) HOSKINS & COMPANY (AAMBE) HYDRO PRO PRESSURE WASHING (SBE)

> INDUSTRIAL STAFFING (WBE) INQUIRES, INC. (WBE) IABVIS SIGNS (WRE) MED-STAR MEDICAL (SBE)

NET TANGO (SRE)

PLANTS ALIVE (WBE)

PREMIERE BUILDING MAINTENANCE CORP (AAMBE) PREMIUM FLOOR CARE DBE PAYMENTS (WBE)

REED LANDSCAPPING (WBE)

RESOURCE INFORMATION & CONTROL CO (WBE) RITE QUALITY OFFICE SUPPLIES (AAMBE)

SOLAREN RISK MANAGEMENT (SDVBE)

SUNSET MARKETING (WBE)

TANDEM CONSTRUCTION (SBE) THE AWARD CENTER (WBE)

WIRELESS PLUS (SBE)

HAFBE – Hispanic American Female Busines SDVBE – Service Disabled Veteran Business WBE – Women Owned Business

SBE – Small Business

#### **OMNI 2019 Local Participation**

								•				
COMMITMENT TO LOCAL HIRING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DE
Total FTEs GOAL: 300	683	687	663	660	669	681	677	647				
# FTEs (40 hours) Residents of Nashville Metropolitan Statistical Area Goal: 250	527	528	654	651	659	671	666	628				
# FTEs (40 hours) Residents of Davidson County Goal: 200	673	677	506	503	511	521	512	486				

**OMNI 2019 DBE Participation** 

SUPPLY AND SERVICE EXPENDITURE													
COMMITMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	2019 Tota
Nashville													
Metropolitan													
Statistical Area													
Businesses													
Goal:													
		\$109,659	\$125,823	\$73,519	\$135,615	\$56,781	\$121,810	\$137,620					\$866,394
Small, minority													
and women													
owned													
business													
enterprises													
Goal:		1							l			l	1
\$50,000/yr.	\$24,560	\$24,126	\$17,413	\$19.834	\$32,636	\$17.154	\$18,451	\$20,412			1	l	\$174,585



### MCC/Hotel Tax Collection As of July 31, 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 18-19
July	\$2,589,786	\$1,163,092	\$1,542,238	\$374,970	\$146,689	\$1,643,485	\$7,460,260	13.91%
August	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
September	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
October	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
November	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
December	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
January	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
February	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
March	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
April	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
May	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
June	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
YTD Total	\$2,589,786	\$1,163,092	\$1,542,238	\$374,970	\$146,689	\$1,643,485	\$7,460,260	13.91%

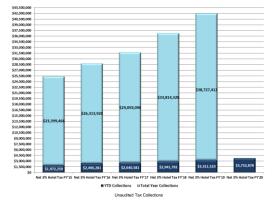
Unaudited Tax Collections

#### **MCC/Hotel Tax Collection**

	FY 2019	FY 2020	Variance
2/5 of 5% Occupancy Tax	\$2,271,684	\$2,589,786	14.00%
Net 1% Occupancy Tax	\$1,039,840	\$1,163,092	11.85%
\$2 Room Tax	\$1,403,793	\$1,542,238	9.86%
Contracted Vehicle	\$201,928	\$374,970	85.69%
Rental Vehicle	\$206,704	\$146,689	-29.03%
Campus Sales Tax	\$1,425,479	\$1,643,485	15.29%
TDZ Sales Tax Increment	\$0	\$0	0.00%
Total Tax Collections	\$6,549,427	\$7,460,260	13.91%
Portion of Year-to-Da	, -,,	, , , , , , , , , , , , , , , , , , , ,	9
CC Portion of Year-to-Dat	e Tourism Ta	ax Collections	_
	e Tourism Ta	nx Collections	S Variance 14.00%
2/5 of 5% Occupancy Tax	e Tourism Ta	ax Collections	Variance
	e Tourism Ta FY 2019 \$2,271,684	<u>FY 2020</u> \$2,589,786	Variance 14.00%
2/5 of 5% Occupancy Tax Net 1% Occupancy Tax	EE Tourism Ta FY 2019 \$2,271,684 \$1,039,840	FY 2020 \$2,589,786 \$1,163,092	Variance 14.00% 11.85%
2/5 of 5% Occupancy Tax Net 1% Occupancy Tax \$2 Room Tax	te Tourism Ta FY 2019 \$2,271,684 \$1,039,840 \$1,403,793	EY 2020 \$2,589,786 \$1,163,092 \$1,542,238	Variance 14.00% 11.85% 9.86%
2/5 of 5% Occupancy Tax Net 1% Occupancy Tax \$2 Room Tax Contracted Vehicle	E Tourism Ta FY 2019 \$2,271,684 \$1,039,840 \$1,403,793 \$201,928	FY 2020 \$2,589,786 \$1,163,092 \$1,542,238 \$374,970	Variance 14.00% 11.85% 9.86% 85.69%
Net 1% Occupancy Tax \$2 Room Tax Contracted Vehicle Rental Vehicle	E Tourism Ta FY 2019 52,271,684 \$1,039,840 \$1,403,793 \$201,928 \$206,704	FY 2020 \$2,589,786 \$1,163,092 \$1,542,238 \$374,970 \$146,689	Variance 14.00% 11.85% 9.86% 85.69% -29.03%

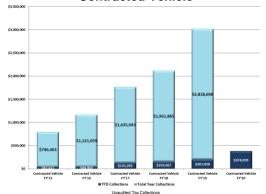
Unaudited Tax Collections

#### **Net 3% Hotel Tax**





#### **Contracted Vehicle**



#### **Rental Vehicle**

