

MINUTES OF THE 56th MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

The 56th meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on February 9, 2015 at 2:00 p.m., in the Administrative Conference Room of the Administrative Offices at the Music City Center, Nashville, Tennessee.

AUTHORITY MEMBERS PRESENT: Waverly Crenshaw, Jr., Marty Dickens, Irwin Fisher, Randy Goodman, Francis Guess, Vonda McDaniel, Willie McDonald, Luke Simons, and Mona Lisa Warren

AUTHORITY MEMBERS NOT PRESENT: Vice-Mayor Diane Neighbors, Ex-Officio

OTHERS PRESENT: Rich Riebeling, Charles Starks, Charles Robert Bone, Beverly Bennett, Jasmine Quattlebaum, Brian Ivey, Mary Brette Clippard, Heidi Runion, Joe Steele, Anne Martin, Natasha Blackshear, Bo Campbell, Peter Heidenreich, Christy Young, Adam Sichko, Sharon Hurt, Larry Flowers, Henry Hicks, Getahn Ward

The meeting was opened for business at 2:00 pm by Chair Marty Dickens who stated that a quorum was present.

Willie McDonald introduced Justin Duncan, McGavock High School Student who is participating in the Senior Capstone project.

Randy Goodman was introduced as a new Authority Member.

*Denotes arrival of Waverly Crenshaw.

Waverly Crenshaw, Jr. was congratulated on his nomination to the federal judgeship.

Charles Robert Bone introduced Anne Martin who will be the primary point of contact for legal services for the Convention Center Authority.

The next regularly scheduled meeting is scheduled for March 12, 2015.

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 55th Meeting Minutes of November 13, 2014. The motion was seconded by Willie McDonald and approved unanimously by the Authority.

Rich Riebeling gave an update on the Nashville Convention Center Redevelopment and there was discussion.

ACTION: Francis Guess made a motion [i] approving an amendment to the Memorandum of Understanding with Spectrum / Emery Development, LLC extending the exclusivity period to March 31, 2015 and [ii] authorizing Marty Dickens to execute the Amendment to the Memorandum of Understanding and take any actions necessary or appropriate to finalize it. The motion was seconded by Luke Simons and approved unanimously by the Authority with Waverly Crenshaw, Jr. abstaining.

The next Authority meeting will be held on either Monday, February 23 at 9:00 a.m. or Tuesday, February 24 at 2:00 p.m. to approve the Nashville Convention Center Redevelopment prior to the March Council meeting.

Mona Lisa Warren gave an update on the Marketing & Operations Committee.

Erin Hampton reviewed the Human Resources Policy Revisions / Additions and there was discussion (Attachment #1).

ACTION: Mona Lisa Warren made a motion approving the revisions and additions to the Human Resources Policies as recommended by the Marketing & Operations Committee and as considered this day. The motion was seconded by Waverly Crenshaw, Jr. and approved unanimously by the Authority.

Charles Starks reviewed the Display Policy and there was discussion (Attachment #1).

ACTION: Mona Lisa Warren made a motion approving the Display Policy as recommended by the Marketing & Operations Committee and as considered this day. The motion was recommended by the Committee and approved unanimously by the Authority.

Charles Starks reviewed the Operational Cash Reserve Policy and there was discussion (Attachment #1).

ACTION: Francis Guess made a motion approving an operational cash reserve policy whereby the Music City Center shall keep an amount equal to 180 days of the approved operating expense budget in reserve each fiscal year. The motion was seconded by Waverly Crenshaw, Jr. and approved unanimously by the Authority.

Charles Starks reviewed the Expenditure Notification Policy and there was discussion (Attachment #1).

ACTION: Waverly Crenshaw, Jr. made a motion approving an expenditure notification policy whereby the President & CEO of the Music City Center shall have complete discretion over expenditures within the total approved operational expense budget. Notification will be required if expenses will exceed the fiscal year budget in total or if a significant revenue shortfall is expected, resulting in an inability to achieve the previously approved bottom line budget. Notwithstanding the foregoing, material expense line item variances will be communicated to the Budget & Audit Committee Chair whenever possible. The motion was seconded by Irwin Fisher and approved unanimously by the Authority.

Charles Starks and Jasmine Quattlebaum gave an update on the RFP for Composting services and there was discussion (Attachment #2).

ACTION: Vonda McDaniel made a motion [i] accepting the recommendation of the evaluation committee and [ii] authorizing Charles Starks to negotiate and execute an agreement with The Compost Company for composting services on substantially the same terms as set forth in the RFP and considered this day. The motion was seconded by Mona Lisa Warren and approved unanimously by the Authority.

Jasmine Quattlebaum gave a DBE Second Quarter Update and there was discussion (Attachment #1).

Charles Starks then gave an operations update and there was discussion (Attachment #1).

With no additional business a motion was made to adjourn, with no objection the Authority adjourned at 3:02 p.m.

Respectfully submitted,



Charles L. Starks
President & CEO
Convention Center Authority

Approved:



Marty Dickens, Chair
CCA 56th Meeting Minutes
of February 9, 2015

CONVENTION CENTER AUTHORITY

February 9, 2015

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.

CONVENTION CENTER AUTHORITY

February 9, 2015

WELCOME NEW AUTHORITY MEMBER



Randy Goodman

CONGRATULATIONS!



Waverly Crenshaw, Jr.

NCC REDEVELOPMENT UPDATE

MARKETING & OPERATIONS COMMITTEE UPDATE

HUMAN RESOURCES POLICY REVISIONS / ADDITIONS

Policy	Policy	Item	Comment	Recommendation	Approved
2	Delegated Authority	Address of specific guidelines related to delegating authority	The following holidays are observed: New Year's Day Martin Luther King, Jr. Birthday Presidents' Day Good Friday Easter Day Memorial Day Independence Day (July 4th) Labor Day Thanksgiving Day Christmas Eve Christmas Day New Year's Day *Closing Holiday	The following holidays are observed: New Year's Day Martin Luther King, Jr. Birthday Presidents' Day Good Friday Easter Day Memorial Day Independence Day (July 4th) Labor Day Thanksgiving Day Christmas Eve Christmas Day New Year's Day *Closing Holiday	
4	Recruitment and Appearance	Address of specific guidelines related to recruitment and appearance	Recruitment and Appearance The Convention Center Authority will not hire or promote a person who is not a member of the Convention Center Authority. Recruitment and appearance guidelines are provided in the Recruitment and Appearance Policy.	Recruitment and Appearance The Convention Center Authority will not hire or promote a person who is not a member of the Convention Center Authority. Recruitment and appearance guidelines are provided in the Recruitment and Appearance Policy.	
4	Language and Writing	Address of specific guidelines related to language and writing	Language and Writing The Convention Center Authority will not hire or promote a person who is not a member of the Convention Center Authority. Language and writing guidelines are provided in the Language and Writing Policy.	Language and Writing The Convention Center Authority will not hire or promote a person who is not a member of the Convention Center Authority. Language and writing guidelines are provided in the Language and Writing Policy.	
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Subject: Personnel Policies and Procedures
Title: Litigation Hold
Effective Date: March 1, 2015
Litigation Hold Policy Page: 1 of 1

PURPOSE:
 The policy provides guidance for the management and preservation of records, documents, and other items involved in litigation and/or potential litigation.

ACCOUNTABILITY:
 The Director of the President/CEO, through the Vice President of Human Resources and respective supervisors shall ensure compliance with this policy and procedure.

POLICY:
 A legal hold is defined as a request to all relevant team members to preserve all records, including documents and electronically stored information that may relate to a pending or anticipated legal action involving the Convention Center Authority. This request is to ensure that the records in question will be available for the discovery process as part of litigation. A legal hold may be issued in an electronic or paper-based format. An agency must take reasonable steps to preserve records when it learns of pending or imminent litigation, or when litigation is reasonably anticipated. Legal holds seek to prevent spoliation (destruction, alteration, or modification) of evidence which is relevant to or discoverable in a subject dispute. The legal hold applies not only to paper-based documents but also to electronically-stored information (ESI), including email and draft documents.

PROCEDURE:
 When informed of litigation or upon identifying that the reasonable potential for litigation exists, Music City Center team members will immediately notify their Supervisor. Supervisors are responsible for immediately forwarding the notification to the Director of Human Resources. The Director will immediately notify the President/CEO or his/her designee of the litigation or threat of litigation. The President/CEO or his/her designee shall notify the Attorney of record immediately. The Attorney of record will work with the President/CEO or his/her designee the best possible description of the subject-matter to be placed on hold as soon as possible as well as all relevant team members who may have records at issue. Any related retention or destruction processes will be suspended to ensure preservation. The President/CEO or his/her designee will communicate the Legal Hold to all internal Personnel who have not been notified directly by the Attorney of record. The President/CEO or his/her designee will inform the Agency Attorney about any existing legal holds that may overlap with a newly issued Legal Hold. When the litigation has been concluded, or the threat of litigation has been resolved, the Agency Attorney will notify all Personnel that the record hold has been removed and normal record policies can be resumed.

DISPLAY POLICY

It is the policy of the Convention Center Authority that only temporary exhibits in specifically designated areas are permitted [i] by licensees (customers) who are party to a license agreement for a specified period of time for an event taking place at the Music City Center; [ii] by other parties who have a contractual relationship with the Music City Center; or [iii] if of a temporary nature that allows the Music City Center's management to move or take down such display at its discretion and without complication (i.e. signs or banners). There will be no permanent placement of exhibits within the Music City Center premises without the issuance of a request for proposal for a specific area or without the express approval of the Board of the Convention Center Authority based on a specific need for the Music City Center.

OPERATIONAL CASH RESERVE POLICY

Operational Cash Reserve Policy

- **Convention Center Peer Review:**
(Boston, Atlanta, Houston, & Washington DC)
 - Three centers had no formal operational policy, one maintained 90 days of working capital (excluding F&B)
- **Metro Budgetary Funds** ~ 5% of the six budgeted funds
- **Metro Enterprise Funds** ~ Maintain positive MIP cash balance

MCC Cash Reserve Policy Options

% of Operational Budget	Dollar Amount	Days of Operation
5%	\$ 1,013,145	18
10%	\$ 2,026,290	37
30%	\$ 6,078,870	110
50%	\$ 10,131,450	183

Management Recommendation: MCC shall keep in reserve, not less than an amount equal to 180 days of the approved operating expense budget each fiscal year.

*This policy excludes F&B.

EXPENDITURE NOTIFICATIONS POLICY

Expenditure Notifications

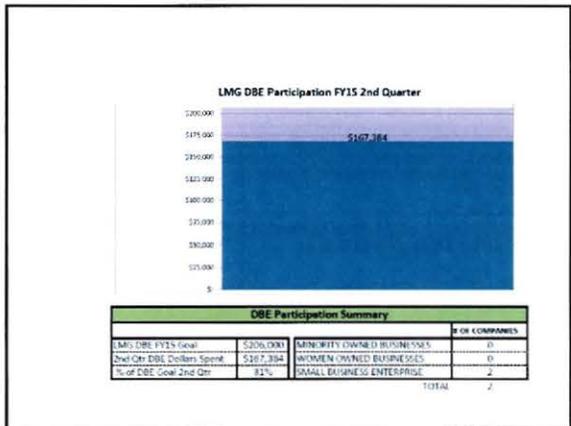
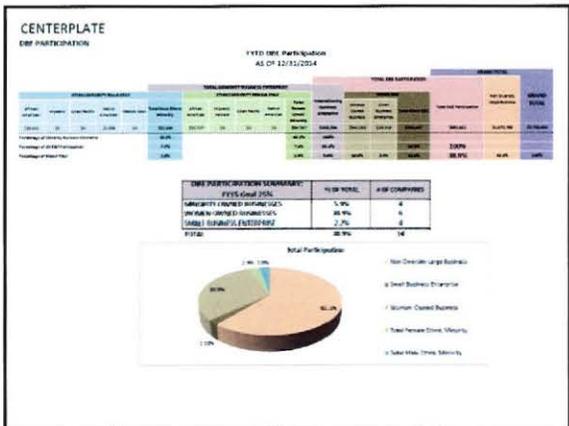
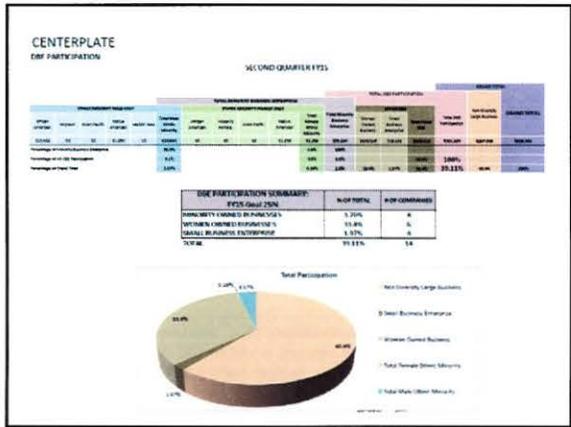
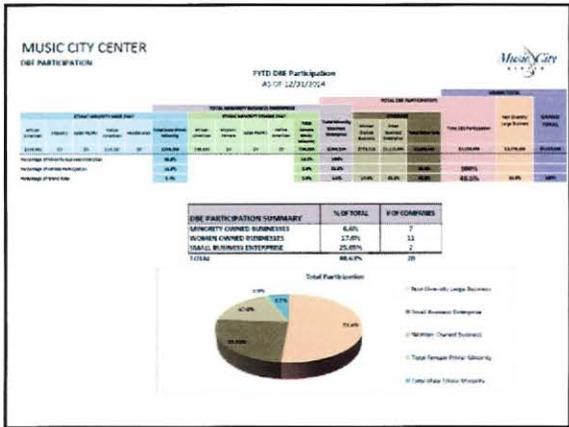
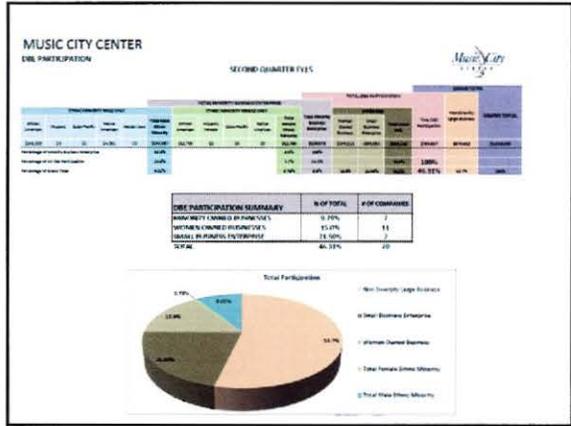
- **Convention Center Peer Review:**
(Boston, Atlanta, Houston, & Washington DC)
 - All facility CEO's have complete discretion within their approved operational budget total. Line item variances do not require notification, however, notification is required if expenses will exceed the year-end budget total.
- **Metro Depts.**
 - Supplemental appropriations are requested at year-end if total actuals exceed the total approved budget

Management Recommendation: The President & CEO shall have complete discretion within the total approved operational expense budget. However, material expense line item variances will be communicated to the Budget & Audit Committee Chair whenever possible. Notification will be required if expenses will exceed the fiscal year budget in total or if a significant revenue shortfall is expected, resulting in an inability to achieve the previously approved bottom line budget.

*This policy excludes F&B

OPERATIONS UPDATES

RFP FOR COMPOSTING SERVICES



MCC/Hotel Tax Collection

As of November 30, 2014

	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 13-14
July	\$1,391,212	\$581,047	\$1,103,542	\$42,421	\$131,476	\$1,191,977	\$4,441,373	43.43%
August	\$1,442,292	\$699,036	\$1,083,091	\$70,025	\$122,000	\$1,292,950	\$4,816,463	49.89%
September	\$1,468,485	\$630,532	\$1,071,434	\$80,795	\$117,580	\$1,390,134	\$4,787,971	49.05%
October	\$1,780,977	\$747,916	\$1,173,198	\$74,740	\$146,382	\$1,497,096	\$5,383,849	49.77%
November	\$1,297,767	\$535,882	\$936,900	\$90,391	\$108,247	\$1,066,376	\$4,005,559	33.77%
December								
January								
February								
March								
April								
May								
June								
YTD Total	\$7,380,433	\$3,101,413	\$5,368,131	\$326,351	\$619,736	\$6,447,112	\$23,225,196	43.05%

These numbers are still subject to change by Metro/Division of Accounts Auditors

MCC/Hotel Tax Collection

MCC Portion of November 2014 Tourism Tax Collections

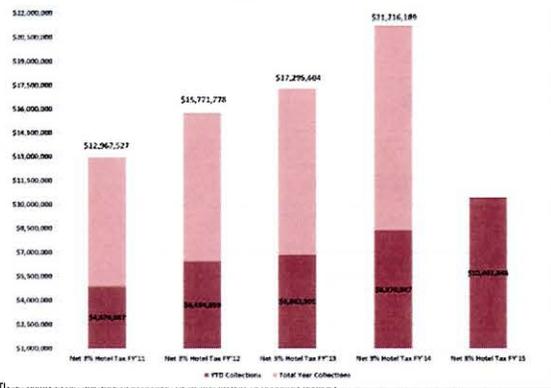
	FY 2014	FY 2015	Variance
2/5 of 5% Occupancy Tax	\$1,130,593	\$1,297,767	14.79%
Net 1% Occupancy Tax	\$461,224	\$535,882	16.19%
\$2 Room Tax	\$912,105	\$936,906	2.72%
Contracted Vehicle	\$56,724	\$60,361	6.41%
Rental Vehicle	\$72,645	\$108,247	49.01%
Campus Sales Tax	\$360,989	\$1,066,376	195.40%
Total Tax Collections	\$2,994,280	\$4,005,559	33.77%

MCC Portion of Year-to-Date FY2015 Tourism Tax Collections

	FY 2014	FY 2015	Variance
2/5 of 5% Occupancy Tax	\$5,922,711	\$7,360,432	24.27%
Net 1% Occupancy Tax	\$2,448,136	\$3,101,413	26.68%
\$2 Room Tax	\$4,930,666	\$5,368,131	8.87%
Contracted Vehicle	\$315,133	\$328,351	4.19%
Rental Vehicle	\$562,038	\$619,736	10.27%
Campus Sales Tax	\$2,056,599	\$6,447,112	213.48%
SubTotal YTD Tax Collections	\$16,235,283	\$23,225,196	43.05%
TOT Sales Tax Increment	\$492,354	\$115,480,916	233.29%
Total YTD Tax Collections	\$16,717,837	\$34,774,112	108.01%

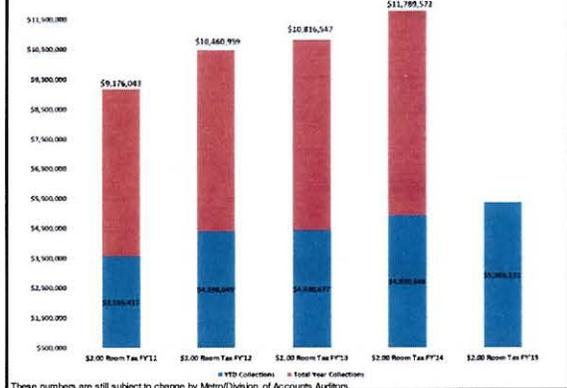
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Net 3% Hotel Tax



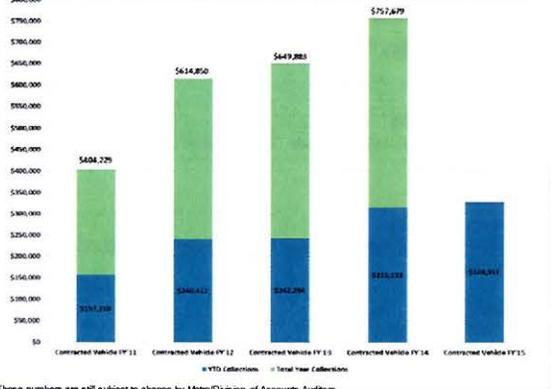
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\$2 Room Tax



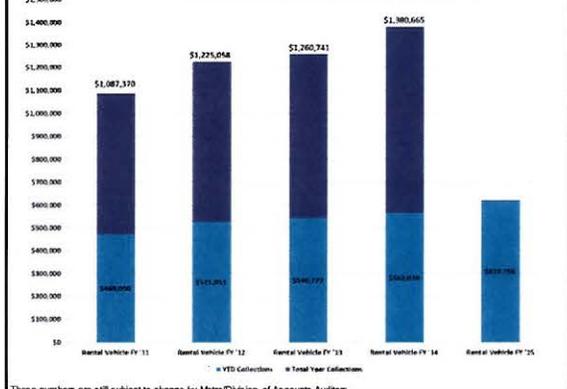
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Contracted Vehicle

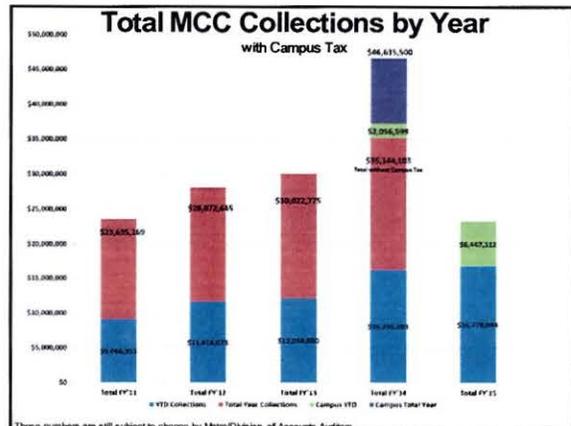
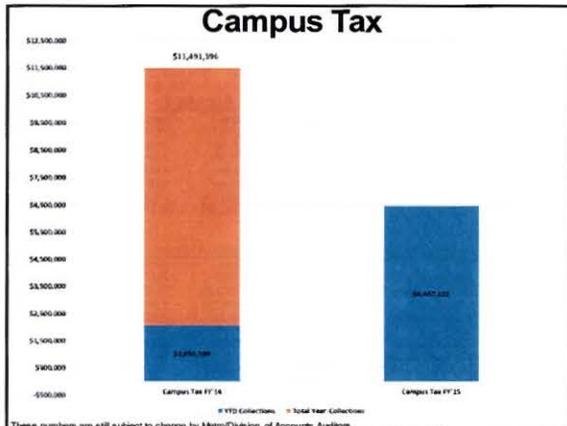


These numbers are still subject to change by Metro/Division of Accounts Auditors

Rental Vehicle



These numbers are still subject to change by Metro/Division of Accounts Auditors



NOVEMBER Events

- 31 Events
- 38,884 Attendees
- 11,955 Room Nights
- \$10,217,362 Economic Impact

DECEMBER Events

- 18 Events
- 14,600 Attendees
- 9,335 Room Nights
- \$4,419,099 Economic Impact

JANUARY Events

- 14 Events
- 47,098 Attendees
- 14,525 Room Nights
- \$31,995,262 Economic Impact

NOVEMBER, DECEMBER & JANUARY Tours & Site Visits

NOVEMBER:

- 21 Sales Site Visits
- 7 Group Tours with 147 attendees. This included 3 public tours with 47 attendees.

DECEMBER:

- 12 Sales Site Visits
- 8 Group Tours with 156 attendees. This included 3 public tours with 52 attendees.

JANUARY:

- 21 Sales Site Visits
- 5 Group Tours with 53 attendees. This included 3 public tours with 37 attendees

**WESTIN GROUNDBREAKING
January 14**



**CONVENTION CENTER
AUTHORITY**

February 9, 2015



RFP Intent to Award Summary Sheet for the Music City Center

RFP: *Composting Services for the Music City Center*

Selected Vendor:

The Compost Company

Compensation and Cost:

The Compost Company will be compensated based on the fees:

Compost Operations

Fees include the costs for processing food waste and supporting operations, including labor and equipment utilization. Costs will be a flat fee of \$200 per pull

Transportation of Waste Containers

Fees include costs for the collection of food waste from Music City Center and hauling to facility in Ashland City. Costs will be a flat fee of \$210.00 per pull.

Disposal Fee

In the event that a significantly contaminated load with non-compostable material, The Compost Company will charge a fixed fee of \$100 per instance plus 125% of the tipping fees incurred to dispose of the waste at the landfill.

Monthly Rental container Fee

The Compost Company will be supplying a 10-yard container to meet collection needs and will charge a monthly rental fee of \$400.00

Container Sanitizer Fee

The Compost Company will thoroughly clean each container after collection to ensure it is absent of odors upon the next drop off.

Term:

*Three (3) year term
with an one time option to extend for two (2) additional one year term at the sole discretion of the CCA*

DBE participation:

None

Other Vendors that Submitted Bids:

None