

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Executive Committee
Irving Convention Center – First Floor Conference Room
And Video Conference
500 W. Las Colinas Blvd.
Friday, August 21, 2020 at 9:00 AM

NOTE: A possible quorum of the Irving Convention and Visitors Bureau (ICVB) Board of Directors may be present at this committee meeting.

Directors of the ICVB and the public may participate in the Executive Committee meeting by telephone conference or videoconference call. Sign-in via telephone or online will be from 8:30 a.m. to 9:00 a.m. on August 21, 2020. All participants by telephone conference or videoconference will be able to speak when called upon; however, video images of the citizen participants will not be available. The phone numbers to sign-in and participate are 1-888-788-0099 (Toll Free) or 1-877-853-5247 (Toll Free) or online at <https://us02web.zoom.us/j/82987465879> - Meeting ID: 829 8746 5879.

1. Citizen Comments on Items Listed on the Agenda
2. Accepting the ICVB Financial Reports for July 2020
3. Review of Hotel Occupancy Tax Collections
 - a. Third Quarter 2019-20
 - b. Second Quarter 2019-20 Update
4. Accepting the ICC Financial Reports for July 2020
5. Approving Irving Convention Center Management Agreement Renewal Recommendation
6. Chairman / Executive Director Reports
 - a. Approving July 24, 2020 Minutes
 - b. Review of August 24, 2020 Board Meeting Agenda
7. Next meeting – September 25, 2020

CERTIFICATION

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

_____ at _____ and remained so posted at least 72 hours before said meeting convened.

Deputy Clerk, City Secretary's Office

This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.



ICVB FINANCIAL STATEMENTS

For Period Ending:
July 31, 2020



2201 - ICVB GENERAL
MONTHLY BALANCE SHEET
JULY 2020

Assets

Cash and equivalents	67,065.17
Investments	2,249,400.00

Total Assets	<u>2,316,465.17</u>
---------------------	----------------------------

Liabilities

Accounts payables	468.00
-------------------	--------

Total Liabilities	<u>468.00</u>
--------------------------	----------------------

Fund Balance (Budgetary basis)

Reserve for encumbrances	549,276.99
--------------------------	------------

Unreserved	1,766,720.18
------------	--------------

Total Fund Balance	<u>2,315,997.17</u>
---------------------------	----------------------------

Total Liabilities and Fund Balance	<u>2,316,465.17</u>
---	----------------------------



IRVING CONVENTION AND VISITORS BUREAU - GENERAL FUND
MONTHLY FINANCIAL REPORT
JULY 2020

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
REVENUE							
L3 -	HOTEL/MOTEL TAX	0.00	3,765,026.36	8,544,599.00	44.1%	0.00	4,779,572.64
M1 -	CHARGES FOR SERVICES	0.00	0.00	25,000.00	0.0%	0.00	25,000.00
	STATE OF TEXAS EVENTS TRUST FUND RECEIPTS						
M4 -	INVESTMENT INCOME	595.21	6,025.36	18,000.00	33.5%	0.00	11,974.64
M5 -	MISCELLANEOUS	559.00	82,955.91	91,000.00	91.2%	0.00	8,044.09
M6 -	TRANSFER FROM						
	TRSF FROM ICVB RESERVE	0.00	1,307,800.00	1,307,800.00	100.0%	0.00	0.00
	TRSF FROM ICVB COMPUTER REPL	0.00	245,600.00	245,600.00	100.0%	0.00	0.00
	TRSF FROM ICVB CONV CENTER	0.00	298,000.00	298,000.00	100.0%	0.00	0.00
	TOTAL TRANSFERS FROM	0.00	1,851,400.00	1,851,400.00	100.0%	0.00	0.00
TOTAL REVENUE		1,154.21	5,705,407.63	10,529,999.00	54.2%	0.00	4,824,591.37
EXPENDITURES							
N1 -	SALARIES	254,084.77	1,852,851.41	2,535,519.00	73.1%	0.00	682,667.59
N2 -	BENEFITS	65,270.68	515,804.93	679,622.35	75.9%	0.00	163,817.42
N4 -	SUPPLIES	276.21	38,755.69	52,606.00	73.7%	3,350.00	10,500.31
O1 -	UTILITIES (COMMUNICATIONS)	2,814.10	14,024.43	24,900.00	56.3%	0.00	10,875.57
O3 -	OUTSIDE SERVICES						
	MARKETING RESOURCES	8,132.77	40,243.83	59,060.00	68.1%	15,000.00	3,816.17
	MEDIA ADVERTISING	6,205.10	248,986.88	530,605.23	46.9%	245,051.20	36,567.15
	PROFESSIONAL SERVICES	94,610.97	807,584.59	1,289,992.00	62.6%	246,454.01	235,953.40
	PROPERTY MANAGEMENT SERVICES	0.00	1,046,750.00	1,395,000.00	75.0%	0.00	348,250.00
	OTHER	832.25	12,223.35	20,925.12	58.4%	825.12	7,876.65
	TOTAL OUTSIDE SERVICES	109,781.09	2,155,788.65	3,295,582.35	65.4%	507,330.33	632,463.37
O4 -	TRAVEL - TRAINING - DUES						
	TRAVEL AND TRAINING	269.99	354,631.09	742,568.00	47.8%	0.00	387,936.91
	MILEAGE REIMBURSEMENT	69.06	1,845.16	5,600.00	32.9%	0.00	3,754.84
	MEMBERSHIP AND DUES	1,386.50	33,071.00	79,735.00	41.5%	0.00	46,664.00
	TOTAL TRAVEL - TRAINING - DUES	1,725.55	389,547.25	827,903.00	47.1%	0.00	438,355.75
O5 -	CLAIMS AND INSURANCE	34,511.25	138,045.00	138,045.00	100.0%	0.00	0.00
O7 -	MISCELLANEOUS EXPENSES						
	ADM COST REIMBURSEMENT	0.00	150,601.05	341,784.00	44.1%	0.00	191,182.95
	BUSINESS DEV INCENTIVE PROG	(6,481.00)	249,208.38	500,000.00	49.8%	0.00	250,791.62
	LOCAL PROGRAMS-PROMOTIONS	724.58	168,414.58	376,869.00	44.7%	0.00	208,454.42
	OTHER	0.00	56,554.60	194,250.00	29.1%	38,596.66	99,098.74
	TOTAL MISCELLANEOUS EXPENSES	(5,756.42)	624,778.61	1,412,903.00	44.2%	38,596.66	749,527.73
P5 -	TRANSFERS OUT						
	TRSF TO ICVB RESERVE	0.00	0.00	50,000.00	0.0%	0.00	50,000.00
	TRSF TO ICVB CONV CENTER	0.00	0.00	514,042.00	0.0%	0.00	514,042.00
	TOTAL TRANSFERS OUT	0.00	0.00	564,042.00	0.0%	0.00	564,042.00
TOTAL EXPENDITURES		462,707.23	5,729,595.97	9,531,122.70	60.1%	549,276.99	3,252,249.74

Beginning Fund Balance	2,340,185.51
Revenues	5,705,407.63
Expenditures	(5,729,595.97)
Ending Fund Balance	2,315,997.17



Irving Convention and Visitors Bureau

Check Register

July 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061269	7/2/2020	AAERO AIRPORT BROCHURE AND DISPLAY INC			1,200.00
		PROFESSIONAL SERVICES	JULY 1, 2020 - JULY 1, 2021	1,200.00	
80061270	7/2/2020	CONNECT			5,000.00
		MEDIA ADVERTISING	ADVERTISING	5,000.00	
80061271	7/2/2020	DIPIETRO, KATHERINE			40.57
		COMMUNICATIONS	MAY 2020 - CELL	40.57	
80061272	7/2/2020	FEDERAL EXPRESS CORPORATION			14.63
		FREIGHT	SHIPPING	14.63	
80061273	7/2/2020	FOJTASEK, LORI			130.00
		COMMUNICATIONS	MAY 2020 - CELL	65.00	
		COMMUNICATIONS	APR 2020 - CELL	65.00	
80061274	7/2/2020	FOSTER, WENDY			93.01
		COMMUNICATIONS	JAN 2020 - CELL / MILEAGE	65.00	
		MILEAGE REIMBURSEMENT	JAN 2020 - CELL / MILEAGE	28.01	
80061275	7/2/2020	GAST, MAURA			54.05
		TRAVEL AND TRAINING	CDME - DC FEB 2020	34.00	
		TRAVEL AND TRAINING	TACVB 2020	18.05	
		LOCAL PROGRAMS-PROMOTIONS	MAR 2020 - MISC	2.00	
80061276	7/2/2020	HOPKINS, CHERYL			179.05
		COMMUNICATIONS	MAY 2020 - CELL	65.00	
		COMMUNICATIONS	FEB 2020 - CELL / MILEAGE / MISC	65.00	
		MILEAGE REIMBURSEMENT	FEB 2020 - CELL / MILEAGE / MISC	21.39	
		LOCAL PROGRAMS-PROMOTIONS	FEB 2020 - CELL / MILEAGE / MISC	27.66	
80061277	7/2/2020	IRVING CONVENTION CENTER AT LAS COLINAS			6,317.81
		PROFESSIONAL SERVICES	NETWORK SERVICES	6,317.81	
80061278	7/2/2020	LEVINE, KATHY			65.00
		COMMUNICATIONS	MAY 2020 - CELL	65.00	
80061279	7/2/2020	LOPEZ, BRENDA			65.00
		COMMUNICATIONS	MAY 2020 - CELL	65.00	
80061280	7/2/2020	MANSELL, LORI			45.24
		COMMUNICATIONS	MAY 2020 - CELL	45.24	
80061281	7/2/2020	ROCHE, KELLY			65.00
		COMMUNICATIONS	MAY 2020 - CELL	65.00	
80061282	7/2/2020	SIRMEN, LORI			107.58
		COMMUNICATIONS	FEB 2020 - CELL / MISC	65.00	
		MARKETING RESOURCES	FEB 2020 - CELL / MISC	(106.09)	
		COMMUNICATIONS	MAR 2020 - CELL / MILEAGE	65.00	
		MILEAGE REIMBURSEMENT	MAR 2020 - CELL / MILEAGE	14.43	
		COMMUNICATIONS	APR 2020 - CELL	65.00	
		COMMUNICATIONS	MAY 2020 - CELL	65.00	



Irving Convention and Visitors Bureau

Check Register

July 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061282		TRAVEL AND TRAINING	SOUTHERN TRAVELERS SUMMIT 2020	(19.96)	
		TRAVEL AND TRAINING	HSMIA ADRIAN AWARDS 2020	(105.80)	
		COMMUNICATIONS	NOV 2019 - CELL	65.00	
80061283	7/2/2020	SOTO, MONICA			25.00
		COMMUNICATIONS	CELL PHONE - JUNE 2020	25.00	
80061284	7/2/2020	STALLINGS, APRIL			159.99
		COMMUNICATIONS	CELL PHONE - MAY 2020	53.33	
		COMMUNICATIONS	CELL PHONE - JUNE 2020	53.33	
		COMMUNICATIONS	CELL PHONE - JULY 2020	53.33	
80061285	7/2/2020	STODDARD, CAROL			43.41
		COMMUNICATIONS	MAY 2020 - CELL / MILEAGE / MISC	65.00	
		MILEAGE REIMBURSEMENT	MAY 2020 - CELL / MILEAGE / MISC	5.23	
		OFFICE SUPPLIES	MAY 2020 - CELL / MILEAGE / MISC	(26.82)	
80061286	7/16/2020	ADARA, INC			7,500.00
		MARKETING RESOURCES	IRVING CVB IMPACT - 3RD QTR	7,500.00	
80061287	7/16/2020	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO, INC			3,428.71
		ACCOUNTS PAYABLE	JUN 2020 - RECEIPTS	3,428.71	
80061288	7/16/2020	IRVING - LAS COLINAS ROTARY CLUB			40.00
		MEMBERSHIP AND DUES	JUNE 2020	40.00	
80061289	7/16/2020	IRVING CONVENTION CENTER AT LAS COLINAS			4,148.37
		PROFESSIONAL SERVICES	NETWORK SERVICES	4,148.37	
80061290	7/16/2020	IRVING CONVENTION CENTER AT LAS COLINAS			13,923.25
		BUILDINGS MAINT	CAPITAL IMPROVEMENT PROJECT	13,923.25	
80061291	7/16/2020	IRVING CONVENTION CENTER AT LAS COLINAS			20,625.00
		BUILDINGS MAINT	WESTIN GARAGE RENTAL - JUL 2020	20,625.00	
80061292	7/16/2020	IRVING CONVENTION CENTER AT LAS COLINAS			167,000.00
		BUILDINGS MAINT	EMERGENCY OPERATION FUNDING	167,000.00	
80061293	7/16/2020	MALONEY STRATEGIC COMMUNICATION INC			10,706.00
		PROFESSIONAL SERVICES	ICVB INVENTORY STORAGE (SURVEYOR MAG) / MGMT	676.00	
		PROFESSIONAL SERVICES	2020 ICVB ADVERTISING MGMT	5,985.00	
		PROFESSIONAL SERVICES	ICVB COVID SIZZLE REEL	3,840.00	
		PROFESSIONAL SERVICES	2020 ICVB STORAGE FEE - JULY	205.00	
80061294	7/16/2020	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC			825.12
		POSTAGE EQUIPMENT RENTAL	POSTAGE EQUIPMENT	825.12	
80061295	7/16/2020	ROBERTS, DEBBIE			130.00
		COMMUNICATIONS	MAY 2020 - CELL	65.00	
		COMMUNICATIONS	JUN 2020 - CELL	65.00	
80061296	7/16/2020	ROSE, SUSAN			65.00
		COMMUNICATIONS	JUN 2020 - CELL	65.00	



Irving Convention and Visitors Bureau

Check Register

July 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061297	7/16/2020	SHERATON DFW AIRPORT HOTEL			696.00
		BUSINESS DEV INCENTIVE PROG	NHS GLOBAL EVENTS/TX ASSN OF LAW ENFORCEMENT	696.00	
80061298	7/16/2020	SIMPLEVIEW WORLDWIDE, INC.			67,393.00
		PROFESSIONAL SERVICES	4TH QUARTER	7,875.00	
		PROFESSIONAL SERVICES	4TH QUARTER	59,518.00	
80061299	7/16/2020	SIRMEN, LORI			65.00
		COMMUNICATIONS	JUN 2020 - CELL	65.00	
80061300	7/16/2020	STODDARD, CAROL			65.00
		COMMUNICATIONS	JUN 2020 - CELL	65.00	
80061301	7/16/2020	TRIPADVISOR, LLC			336.23
		MEDIA ADVERTISING	ADVERTISING	336.23	
80061302	7/16/2020	TUCKER & ASSOCIATES, LLC			4,000.00
		PROFESSIONAL SERVICES	MONTHLY RETAINER - JUL 2020	2,000.00	
		PROFESSIONAL SERVICES	MONTHLY RETAINER - JUN 2020	2,000.00	
80061303	7/16/2020	WHITE, MONTY			65.00
		COMMUNICATIONS	JUN 2020 - CELL	65.00	
80061304	7/30/2020	DIPIETRO, KATHERINE			40.57
		COMMUNICATIONS	JUN 2020 - CELL	40.57	
80061305	7/30/2020	FOJTASEK, LORI			65.00
		COMMUNICATIONS	JUN 2020 - CELL	65.00	
80061306	7/30/2020	FOUR SEASONS RESORT & CLUB DALLAS			801.50
		MEMBERSHIP AND DUES	JULY 2020	801.50	
80061307	7/30/2020	HOPKINS, CHERYL			55.27
		COMMUNICATIONS	JUN 2020 - CELL / MISC	65.00	
		LOCAL PROGRAMS-PROMOTIONS	JUN 2020 - CELL / MISC	(9.73)	
80061308	7/30/2020	LEVINE, KATHY			65.00
		COMMUNICATIONS	JUN 2020 - CELL	65.00	
80061309	7/30/2020	LOPEZ, BRENDA			65.00
		COMMUNICATIONS	JUN 2020 - CELL	65.00	
80061310	7/30/2020	MANSELL, LORI			45.24
		COMMUNICATIONS	JUN 2020 - CELL	45.24	
80061311	7/30/2020	MANSOUR, KAYLA			130.00
		COMMUNICATIONS	MAY 2020 - CELL	65.00	
		COMMUNICATIONS	JUN 2020 - CELL	65.00	
80061312	7/30/2020	ROCHE, KELLY			65.00
		COMMUNICATIONS	JUN 2020 - CELL	65.00	
80061313	7/30/2020	TEXAS DEPARTMENT OF TRANSPORTATION			868.87
		MEDIA ADVERTISING	TEXAS EVENTS CALENDAR - SUMMER 2020	868.87	



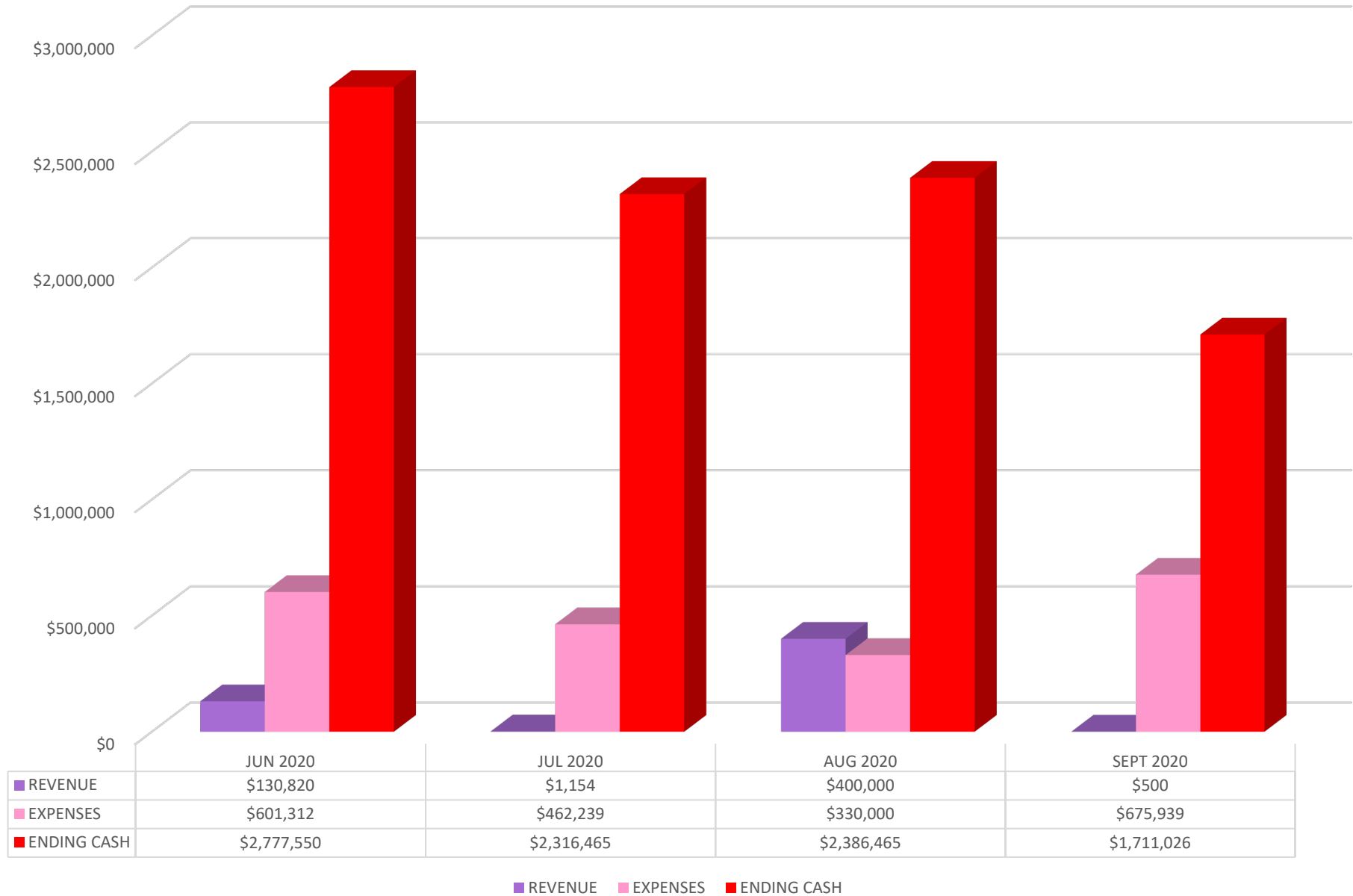
Irving Convention and Visitors Bureau

Check Register

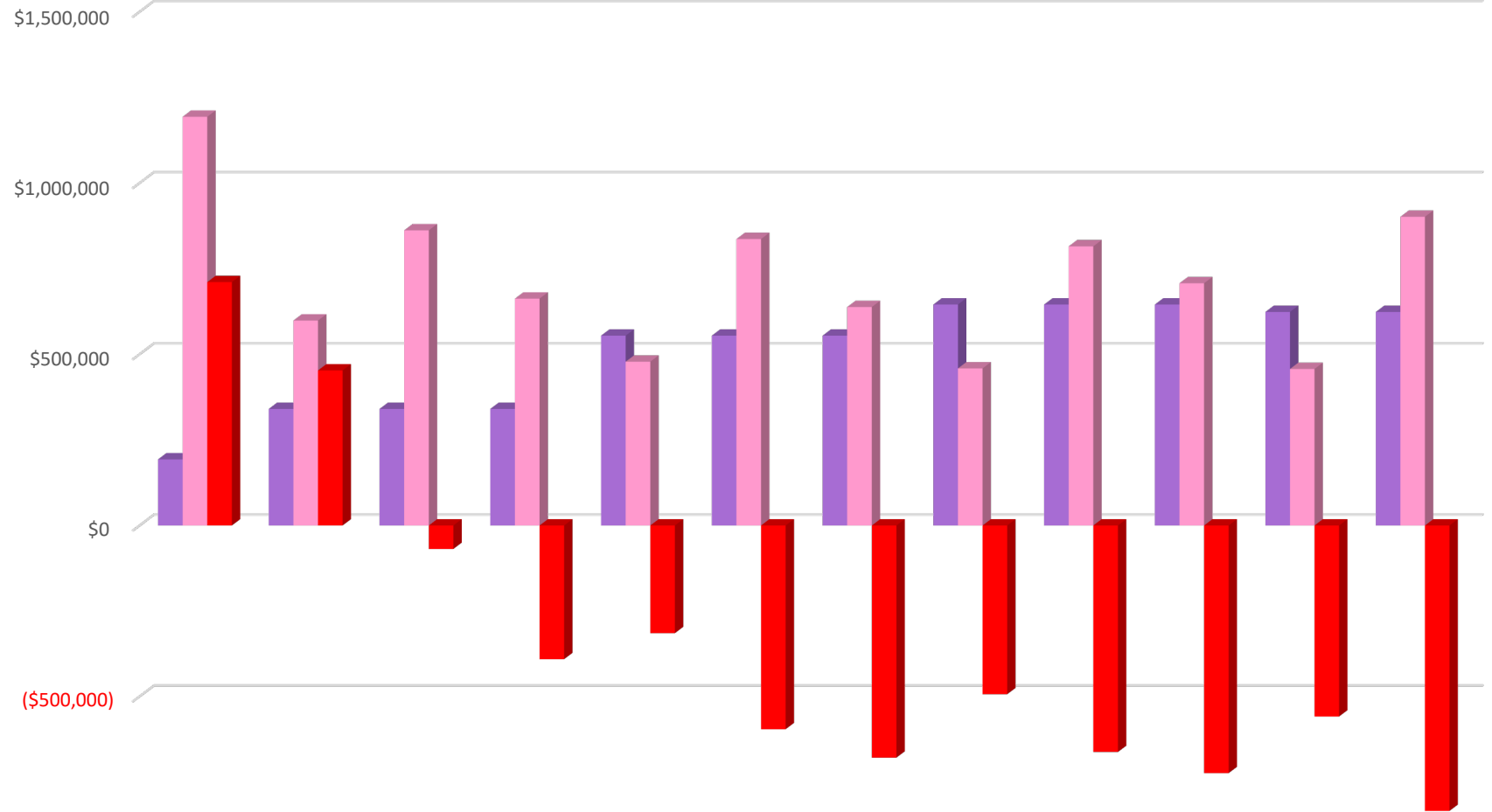
July 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061314	7/30/2020	TUCKER & ASSOCIATES, LLC			150.27
		PROFESSIONAL SERVICES	JUN 2020 - REIMBURSABLES	76.04	
		PROFESSIONAL SERVICES	JUL 2020 - REIMBURSABLES	74.23	
80061315	7/30/2020	VERIZON WIRELESS SERVICES, LLC			597.04
		COMMUNICATIONS	JUNE 2020	238.92	
		COMMUNICATIONS	JUNE 2020	112.98	
		COMMUNICATIONS	JUNE 2020	245.14	
Total Number of Invoices			77	317,565.78	
Total Number of Checks			47		317,565.78

Irving Convention and Visitors Bureau
FY20 Cash Flow
July 31, 2020



Irving Convention and Visitors Bureau
FY21 Cash Flow
July 31, 2020



	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEPT 2021
■ REVENUE	\$193,092	\$340,420	\$340,420	\$340,420	\$554,253	\$554,253	\$554,253	\$645,114	\$645,114	\$645,114	\$623,547	\$623,547
■ EXPENSES	\$1,193,392	\$598,391	\$861,791	\$662,285	\$478,244	\$836,344	\$637,838	\$458,629	\$815,079	\$707,223	\$457,016	\$901,330
■ ENDING CASH	\$710,726	\$452,756	(\$68,615)	(\$390,480)	(\$314,471)	(\$596,562)	(\$680,147)	(\$493,662)	(\$663,627)	(\$725,735)	(\$559,204)	(\$836,987)

■ REVENUE ■ EXPENSES ■ ENDING CASH



ICVB
HOTEL OCCUPANCY TAX COLLECTIONS

Third Quarter 2019-20

**IRVING CONVENTION AND VISITORS BUREAU
HOTEL OCCUPANCY TAX
BUDGET / ACTUAL
2019 - 2020**

	QTR ENDING 6/30/20 ACTUAL
STATE TAX (estimated) - 6%	741,324
CITY OF IRVING TAX - 9%	1,111,986
TOTAL ADMINISTRATIVE COST	23,722
CONVENTION & VISITORS BUREAU - 57% OF 5%	352,129
Administrative Cost	(14,085)
Remittance Amount	338,044
ARTS CENTER - 35.5% of 5% + 1.6M	219,308
Administrative Cost	(8,772)
Remittance Amount	210,536
MUSEUM - 2.5% of 5%	15,444
Administrative Cost	(618)
Remittance Amount	14,826
DOWNTOWN & EVENTS - 1% of 5%	6,178
Administrative Cost	(247)
Remittance Amount	5,931
CONVENTION CENTER FUND - 2% of 9% (effective 01/01/00)	247,108
DEBT SERVICE - 4% of 5%	247,111
TOTAL	494,219
ENTERTAINMENT VENUE - 2% of 9% (effective 04/01/08)	247,108
WESTIN IRVING CONVENTION CENTER	38,034

(Hotel pays 9% tax which is applied to bond payments for Headquarter Hotel, ICC, and Entertainment Venue)

IRVING CONVENTION AND VISITORS BUREAU
HOTEL OCCUPANCY TAX
APRIL - JUNE

HOTEL	ACTUAL 18-19	ACTUAL 19-20	DIFFERENCE	PERCENT
1 Atrium Hotel and Suites	14,398.42	5,990.35	(8,408.07)	-58.40%
2 Dallas Marriott Las Colinas	117,614.44	6,176.49	(111,437.95)	-94.75%
3 DFW Airport Hotel & Conf Center	6,921.98	2,459.11	(4,462.87)	-64.47%
4 DFW Airport Marriott	135,819.19	14,076.69	(121,742.50)	-89.64%
5 Doubletree DFW Airport North	63,124.55	0.00	(63,124.55)	-100.00%
6 Embassy Suites - DFW Airport South	88,596.93	0.00	(88,596.93)	-100.00%
7 Four Seasons Resort & Club	248,837.42	24,504.29	(224,333.13)	-90.15%
8 Hilton Garden Inn - DFW South	45,328.91	4,496.59	(40,832.32)	-90.08%
9 Hilton Garden Inn - Las Colinas	42,971.29	3,237.41	(39,733.88)	-92.47%
10 Holiday Inn Las Colinas	30,417.31	3,340.98	(27,076.33)	-89.02%
11 NYLO Dallas/Las Colinas	52,492.37	0.00	(52,492.37)	-100.00%
12 Omni Mandalay Hotel at Las Colinas	136,710.78	4,683.65	(132,027.13)	-96.57%
13 Sheraton Grand Hotel	77,610.31	8,298.73	(69,311.58)	-89.31%
14 Texican Court	26,247.47	5,338.10	(20,909.37)	-79.66%
15 Westin DFW	115,194.46	7,945.25	(107,249.21)	-93.10%
TOTAL LUXURY & FULL SERVICE	1,202,285.83	90,547.64	(1,111,738.19)	-92.47%

16 Westin Irving Convention Center NEW 12,043.96

Westin pays 9% tax which is applied to bond payments. The 9% has been converted to the ICVB's share of the tax (57% of 5%) in order to compare with payments from other hotels. Amount is not included in the totals above.

ALL-SUITE / EXTENDED STAY				
1 Best Western - DFW Airport Suites	16,432.14	6,356.58	(10,075.56)	-61.32%
2 Candlewood Suites - Las Colinas	8,028.74	3,703.51	(4,325.23)	-53.87%
3 Comfort Inn - DFW North	14,654.94	3,772.10	(10,882.84)	-74.26%
4 Comfort Suites - DFW Airport	17,179.60	6,083.99	(11,095.61)	-64.59%
5 Comfort Suites - Las Colinas	5,402.68	0.00	(5,402.68)	-100.00%
6 Country Inn & Suites - DFW South	11,934.49	4,276.09	(7,658.40)	-64.17%
7 Element DFW North	29,671.06	3,207.83	(26,463.23)	-89.19%
8 Extended Stay America	5,425.30	2,327.64	(3,097.66)	-57.10%
9 Extended Stay America - DFW North	8,596.47	3,372.66	(5,223.81)	-60.77%
10 Extended Stay America - Las Colinas	9,882.66	3,889.38	(5,993.28)	-60.64%
11 Extended Stay Deluxe	4,976.88	1,727.20	(3,249.68)	-65.30%
12 Hawthorne Suites - DFW North	11,597.94	4,211.95	(7,385.99)	-63.68%
13 Hawthorne Suites - DFW South	5,112.50	1,280.64	(3,831.86)	-74.95%
14 Holiday Inn Express - DFW North	27,114.06	1,171.77	(25,942.29)	-95.68%
15 Holiday Inn Express - DFW South	25,693.04	2,813.23	(22,879.81)	-89.05%
16 Holiday Inn Express - Las Colinas	23,044.55	2,276.07	(20,768.48)	-90.12%
17 Home Towne Studios	6,024.27	5,473.85	(550.42)	-9.14%
18 Home2 Suites - DFW North	26,110.66	5,508.07	(20,602.59)	-78.90%
19 Home2 Suites - DFW South	26,026.29	7,102.12	(18,924.17)	-72.71%
20 Homewood Suites - DFW Airport	21,669.84	3,906.09	(17,763.75)	-81.97%
21 Homewood Suites - Las Colinas	39,458.64	10,509.30	(28,949.34)	-73.37%
22 Hyatt House Dallas-Las Colinas	35,358.69	5,962.07	(29,396.62)	-83.14%
23 Hyatt Place Las Colinas	34,572.64	2,428.74	(32,143.90)	-92.97%
24 Motel 6 / Studio 6 - DFW East	8,248.30	6,727.08	(1,521.22)	-18.44%
25 Residence Inn - DFW North	16,246.17	3,172.91	(13,073.26)	-80.47%
26 Residence Inn - DFW South	23,335.27	8,943.05	(14,392.22)	-61.68%
27 Residence Inn - Las Colinas	21,514.15	4,709.56	(16,804.59)	-78.11%
28 Springhill Suites	29,295.69	1,187.90	(28,107.79)	-95.95%
29 Staybridge Suites Las Colinas	26,529.16	8,135.79	(18,393.37)	-69.33%
30 Staybridge Suites North	19,996.78	5,722.47	(14,274.31)	-71.38%
31 Studio 6 - DFW North	307.70	0.00	(307.70)	-100.00%
31 Towneplace Suites - DFW North	NEW	3,211.56	3,211.56	100.00%
32 Towneplace Suites - Las Colinas	22,849.86	3,778.01	(19,071.85)	-83.47%
33 Waterwalk - Las Colinas	8,906.81	1,635.36	(7,271.45)	-81.64%
34 Woodspring Suites Signature	6,125.85	3,332.72	(2,793.13)	-45.60%
35 Extended Stay Properties*	1,155.86	5,179.28	4,023.42	348.09%
TOTAL ALL SUITE / EXTENDED STAY	598,479.68	147,096.57	(451,383.11)	-75.42%

HOTEL OCCUPANCY TAX
APR - JUN (page 2)

HOTEL	ACTUAL 18-19	ACTUAL 19-20	DIFFERENCE	PERCENT
LIMITED SERVICE				
1 Aloft Las Colinas	33,880.82	3,625.49	(30,255.33)	-89.30%
2 Courtyard by Marriott - DFW North	44,834.24	5,036.70	(39,797.54)	-88.77%
3 Courtyard by Marriott - DFW South	32,964.01	3,398.06	(29,565.95)	-89.69%
4 Courtyard by Marriott - Las Colinas	35,493.09	4,063.58	(31,429.51)	-88.55%
5 Fairfield Inn & Suites	27,553.98	6,225.04	(21,328.94)	-77.41%
6 Fairfield Inn - DFW North	22,197.57	0.00	(22,197.57)	-100.00%
7 Fairfield Inn - Las Colinas	29,455.99	0.00	(29,455.99)	-100.00%
8 Hampton Inn - Las Colinas	33,852.88	3,136.43	(30,716.45)	-90.74%
9 Jefferson Street Bed & Breakfast	72.66	0.00	(72.66)	-100.00%
10 La Quinta Inn & Suites - Las Colinas	16,256.94	1,855.01	(14,401.93)	-88.59%
11 La Quinta Inn & Suites - DFW South	20,854.31	2,757.95	(18,096.36)	-86.78%
12 La Quinta Inn & Suites - DFW North	26,209.66	8,446.29	(17,763.37)	-67.77%
13 Wingate Inn - DFW North	9,073.43	1,795.28	(7,278.15)	-80.21%
14 Wingate Inn - Las Colinas	18,710.10	0.00	(18,710.10)	-100.00%
TOTAL LIMITED SERVICE	351,409.68	40,339.83	(311,069.85)	-88.52%

BUDGET				
1 America's Best Value Inn	3,839.74	5,468.86	1,629.12	42.43%
2 Arya Inn & Suites	3,249.90	1,451.72	(1,798.18)	-55.33%
3 Best Western Irving Inn & Suites	17,452.11	7,311.33	(10,140.78)	-58.11%
4 Budget Inn	1,203.86	2,412.58	1,208.72	100.40%
5 Budget Inn & Suites	512.30	151.54	(360.76)	-70.42%
6 Budget Lodge of Irving (renovating)	1,851.46	0.00	(1,851.46)	-100.00%
7 Budget Suites of America - Las Colinas	2,643.56	1,145.09	(1,498.47)	-56.68%
8 Clarion Inn & Suites	14,296.26	3,856.46	(10,439.80)	-73.02%
9 Crossroads Hotel	4,048.09	3,278.94	(769.15)	-19.00%
10 Days Inn	11,701.32	8,137.70	(3,563.62)	-30.45%
11 Days Inn - DFW North	14,219.16	6,385.74	(7,833.42)	-55.09%
12 Delux Inn	1,705.09	641.76	(1,063.33)	-62.36%
13 Delux Suites	545.31	237.89	(307.42)	-56.38%
14 Gateway Suites	1,629.15	1,347.11	(282.04)	-17.31%
15 Motel 6 - Dallas / Irving	8,981.69	4,490.74	(4,490.95)	-50.00%
16 Motel 6 - DFW North	9,481.92	3,300.92	(6,181.00)	-65.19%
17 Motel 6 - DFW South	3,201.26	3,950.39	749.13	23.40%
18 Quality Inn & Suites - DFW Airport	18,203.71	4,777.59	(13,426.12)	-73.75%
19 Quality Inn & Suites - DFW South	13,348.71	1,855.29	(11,493.42)	-86.10%
20 Red Roof Inn - DFW North	12,700.72	6,613.15	(6,087.57)	-47.93%
21 Super 8 Motel - DFW North	8,557.80	4,168.19	(4,389.61)	-51.29%
22 Super 8 Motel - DFW South	6,303.76	3,162.04	(3,141.72)	-49.84%
TOTAL BUDGET	159,676.88	74,145.03	(85,531.85)	-53.57%

	ACTUAL	ACTUAL	DIFFERENCE	PERCENT
GRAND TOTAL	2,311,852.07	352,129.07	(1,959,723.00)	-84.77%

	BUDGET	ACTUAL	DIFFERENCE	PERCENT
2ND QUARTER	2,248,820.00	352,129.07	(1,896,690.93)	-84.34%

*Amli at Escena; National Corporate Housing; Paradise Rental Property; 555 Vacations; Sijia Zhao; Vacasa LLC; Sonder USA; Goldnest Oren (6 locations); Bryan Cabera

IRVING CONVENTION AND VISITORS BUREAU
YEAR-TO-DATE HOTEL OCCUPANCY TAX
OCTOBER 2019 - JUNE 2020

HOTEL	ACTUAL 18-19	ACTUAL 19-20	DIFFERENCE	PERCENT
LUXURY & FULL SERVICE				
1 Atrium Hotel and Suites	39,902.06	29,586.99	(10,315.07)	-25.85%
2 Dallas Marriott at Las Colinas	336,040.37	223,579.52	(112,460.85)	-33.47%
3 DFW Airport Hotel & Conf Center	18,252.08	12,421.06	(5,831.02)	-31.95%
4 DFW Airport Marriott	398,594.18	281,684.20	(116,909.98)	-29.33%
5 Doubletree DFW Airport North	170,941.98	64,379.77	(106,562.21)	-62.34%
6 Embassy Suites - DFW Airport South	265,983.77	152,596.46	(113,387.31)	-42.63%
7 Four Seasons Resort & Club	658,660.08	382,525.99	(276,134.09)	-41.92%
8 Hilton Garden Inn - DFW South	126,125.18	78,048.94	(48,076.24)	-38.12%
9 Hilton Garden Inn - Las Colinas	126,333.70	78,598.98	(47,734.72)	-37.78%
10 Holiday Inn Las Colinas	81,044.79	49,379.25	(31,665.54)	-39.07%
11 NYLO Dallas/Las Colinas	148,219.52	73,031.65	(75,187.87)	-50.73%
12 Omni Mandalay Hotel at Las Colinas	403,916.00	244,402.03	(159,513.97)	-39.49%
13 Sheraton Grand Hotel	219,602.38	99,527.11	(120,075.27)	-54.68%
14 Texican Court	50,157.00	61,302.45	11,145.45	22.22%
15 Westin DFW	381,869.14	219,063.39	(162,805.75)	-42.63%
TOTAL LUXURY & FULL SERVICE	3,425,642.23	2,050,127.79	(1,375,514.44)	-40.15%
16 Westin Irving Convention Center	NEW	213,673.41		
Westin pays 9% tax which is applied to bond payments. The 9% has been converted to the ICVB's share of the tax (57% of 5%) in order to compare with payments from other hotels. Amount is not included in the totals above.				
ALL-SUITE / EXTENDED STAY				
1 Best Western - DFW Airport Suites	46,183.68	31,433.02	(14,750.66)	-31.94%
2 Candlewood Suites - Las Colinas	28,428.95	22,766.68	(5,662.27)	-19.92%
3 Comfort Inn - DFW North	44,793.17	29,627.25	(15,165.92)	-33.86%
4 Comfort Suites - DFW Airport	48,141.27	32,298.15	(15,843.12)	-32.91%
5 Comfort Suites - Las Colinas	18,568.80	5,543.84	(13,024.96)	-70.14%
6 Country Inn & Suites - DFW South	34,259.71	24,315.13	(9,944.58)	-29.03%
7 Element DFW North	83,310.59	51,337.81	(31,972.78)	-38.38%
8 Extended Stay America	12,509.09	9,968.49	(2,540.60)	-20.31%
9 Extended Stay America - DFW North	20,141.93	16,123.59	(4,018.34)	-19.95%
10 Extended Stay America - Las Colinas	25,911.54	18,864.19	(7,047.35)	-27.20%
11 Extended Stay Deluxe	11,498.43	8,782.70	(2,715.73)	-23.62%
12 Hawthorne Suites - DFW North	31,110.49	23,237.35	(7,873.14)	-25.31%
13 Hawthorne Suites - DFW South	15,005.40	12,618.31	(2,387.09)	-15.91%
14 Holiday Inn Express - DFW North	79,084.24	26,821.66	(52,262.58)	-66.08%
15 Holiday Inn Express - DFW South	71,344.16	42,345.14	(28,999.02)	-40.65%
16 Holiday Inn Express - Las Colinas	62,590.22	39,953.54	(22,636.68)	-36.17%
17 Home Towne Studios	17,481.90	18,384.86	902.96	5.17%
18 Home2 Suites - DFW North	77,264.30	54,022.02	(23,242.28)	-30.08%
19 Home2 Suites - DFW South	71,204.13	52,008.33	(19,195.80)	-26.96%
20 Homewood Suites - DFW Airport	64,652.94	41,774.28	(22,878.66)	-35.39%
21 Homewood Suites - Las Colinas	97,744.91	70,215.21	(27,529.70)	-28.16%
22 Hyatt House Dallas - Las Colinas	101,337.40	61,992.65	(39,344.75)	-38.83%
23 Hyatt Place Las Colinas	97,108.86	57,029.56	(40,079.30)	-41.27%
24 Motel 6 / Studio 6 - DFW East	22,867.76	23,071.69	203.93	0.89%
25 Residence Inn - DFW North	42,324.83	39,665.32	(2,659.51)	-6.28%
26 Residence Inn - DFW South	61,802.36	58,079.89	(3,722.47)	-6.02%
27 Residence Inn - Las Colinas	66,471.20	43,942.05	(22,529.15)	-33.89%
28 Springhill Suites	82,595.19	49,451.63	(33,143.56)	-40.13%
29 Staybridge Suites - Las Colinas	72,642.76	50,443.08	(22,199.68)	-30.56%
30 Staybridge Suites - North	60,535.40	40,844.36	(19,691.04)	-32.53%
31 Studio 6 - DFW North	801.93	1,351.32	549.39	68.51%
32 Towneplace Suites - DFW North	NEW	45,868.31	45,868.31	100.00%
33 Towneplace Suites - Las Colinas	67,168.05	41,924.15	(25,243.90)	-37.58%
34 Waterwalk - Las Colinas	18,263.88	19,024.82	760.94	4.17%
35 Woodspring Suites Signature	16,450.68	13,805.26	(2,645.42)	-16.08%
36 Extended Stay Properties*	3,013.99	9,481.00	6,467.01	214.57%
TOTAL ALL-SUITE / EXTENDED STAY	1,674,614.14	1,188,416.64	(486,197.50)	-29.03%

HOTEL OCCUPANCY TAX
OCT 2019 - JUN 2020 (page 2)

	ACTUAL 18-19	ACTUAL 19-20	DIFFERENCE	PERCENT
LIMITED SERVICE				
1 Aloft Las Colinas	99,979.88	63,964.51	(36,015.37)	-36.02%
2 Courtyard by Marriott - DFW North	125,041.84	80,868.43	(44,173.41)	-35.33%
3 Courtyard by Marriott - DFW South	88,061.09	56,268.72	(31,792.37)	-36.10%
4 Courtyard by Marriott - Las Colinas	101,090.74	61,396.86	(39,693.88)	-39.27%
5 Fairfield Inn & Suites	75,684.28	54,176.70	(21,507.58)	-28.42%
6 Fairfield Inn - DFW North	66,869.16	15,421.28	(51,447.88)	-76.94%
7 Fairfield Inn - Las Colinas	79,321.39	32,727.40	(46,593.99)	-58.74%
8 Hampton Inn - Las Colinas	91,469.64	56,691.43	(34,778.21)	-38.02%
9 Jefferson Street Bed & Breakfast	218.35	77.24	(141.11)	-64.63%
10 La Quinta Inn & Suites - Las Colinas	47,683.80	16,300.16	(31,383.64)	-65.82%
11 La Quinta Inn & Suites - DFW South	68,392.25	37,800.34	(30,591.91)	-44.73%
12 La Quinta Inn & Suites - DFW North	75,307.04	58,093.05	(17,213.99)	-22.86%
13 Wingate Inn - DFW North	25,260.29	17,056.58	(8,203.71)	-32.48%
14 Wingate Inn - Las Colinas	52,621.76	21,242.52	(31,379.24)	-59.63%
TOTAL LIMITED SERVICE	997,001.51	572,085.22	(424,916.29)	-42.62%

BUDGET				
1 America's Best Value Inn	11,997.16	18,462.45	6,465.29	53.89%
2 Arya Inn & Suites	7,591.47	5,746.61	(1,844.86)	-24.30%
3 Best Western Irving Inn & Suites	46,636.73	34,156.93	(12,479.80)	-26.76%
4 Budget Inn	3,799.80	7,938.21	4,138.41	108.91%
5 Budget Inn & Suites	1,695.25	1,043.29	(651.96)	-38.46%
6 Budget Lodge of Irving	6,126.91	0.00	(6,126.91)	-100.00%
7 Budget Suites of America - Las Colinas	5,579.04	4,459.25	(1,119.79)	-20.07%
8 Clarion Inn & Suites	36,337.81	22,194.58	(14,143.23)	-38.92%
9 Crossroads Hotel	10,450.63	11,901.40	1,450.77	13.88%
10 Days Inn	32,482.93	27,381.87	(5,101.06)	-15.70%
11 Days Inn - DFW North	36,142.70	28,093.67	(8,049.03)	-22.27%
12 Delux Inn	5,500.45	4,216.64	(1,283.81)	-23.34%
13 Delux Suites	1,709.17	1,412.19	(296.98)	-17.38%
14 Gateway Suites	5,079.48	4,363.09	(716.39)	-14.10%
15 Motel 6 - Dallas / Irving	26,049.13	20,064.54	(5,984.59)	-22.97%
16 Motel 6 - DFW North	26,184.06	14,444.27	(11,739.79)	-44.84%
17 Motel 6 - DFW South	9,490.45	11,046.19	1,555.74	16.39%
18 Quality Inn & Suites - DFW Airport	50,176.59	31,484.83	(18,691.76)	-37.25%
19 Quality Inn & Suites - DFW South	34,880.36	18,912.83	(15,967.53)	-45.78%
20 Red Roof Inn - DFW North	42,030.23	25,726.36	(16,303.87)	-38.79%
21 Super 8 Motel - DFW North	25,298.77	22,264.64	(3,034.13)	-11.99%
22 Super 8 Motel - DFW South	16,503.29	9,706.33	(6,796.96)	-41.19%
TOTAL BUDGET	441,742.41	325,020.17	(116,722.24)	-26.42%

	ACTUAL	ACTUAL	DIFFERENCE	PERCENT
GRAND TOTAL	6,539,000.29	4,135,649.82	(2,403,350.47)	-36.75%

	BUDGET	ACTUAL	DIFFERENCE	PERCENT
3 QUARTERS	6,473,123.00	4,135,649.82	(2,337,473.18)	-36.11%

*A-1 Commercial & Residential Services; Amli at Escena; National Corporate Housing; Paradise Rental Property; The Wild Wild West; Tijarah Properties; 555 Vacations; Sijia Zhao; Vacasa LLC; Sonder USA; Goldnest Oren (6 locations); Bryan Cabera

**IRVING CONVENTION AND VISITORS BUREAU
HOTEL OCCUPANCY TAX
2019 - 2020 BUDGET**

BUDGET VS ACTUAL	BUDGET 19-20	ACTUAL 19-20	DIFFERENCE	%
1ST QUARTER OCT - DEC 2019	2,021,096	2,067,359	46,263	2.29%
2ND QUARTER - ORIGINAL	2,203,207	1,716,162	(487,045)	-22.11%
2ND QUARTER - REVISED JAN - MAR 2020	1,565,675	1,716,162	150,487	9.61%
3RD QUARTER - ORIGINAL	2,248,820	352,129	(1,896,691)	-84.34%
3RD QUARTER - REVISED APR - JUN 2020	228,094	352,129	124,035	54.38%
4TH QUARTER JUL - SEP 2020	0	0	0	0.00%
YTD TOTALS	6,473,123	4,135,650	(2,337,473)	-36.11%

PRIOR YEAR VS CURRENT YEAR	ACTUAL 18-19	ACTUAL 19-20	DIFFERENCE	%
1ST QUARTER OCT - DEC	2,023,945	2,067,359	43,414	2.15%
2ND QUARTER JAN - MAR	2,203,203	1,716,162	(487,042)	-22.11%
3RD QUARTER APR - JUN	2,311,852	352,129	(1,959,723)	-84.77%
4TH QUARTER JUL - SEP	0	0	0	0.00%
YTD TOTALS	6,539,000	4,135,650	(2,403,350)	-36.75%



Date Distributed: August 14, 2020

Monthly Financial Summary

For Period Ending July 31, 2020

IRVING CONVENTION CENTER
Monthly Financial Reports
Table of Contents
Period Ending
July 31, 2020

Section	Page
Forecast Report	3
Financial Statements Monthly Highlights	4
Financial Statements Year to Date Highlights	5
Balance Sheet	6
Income Statement	7
Year over Year Income Comparison Statement	9
Monthly Event Income Statement 703 Consumer/Public Shows	10
Monthly Event Income Statement 712 Other	11

	October	November	December	January	February	March	April	May	June	July	August	September	Total		
Event Income															
Direct Event Income															
Rental Income	183,185	77,985	38,650	80,100	101,125	112,619	2,000	32,000	1,500	9,900	6,500	26,550	672,113		
Service Income	77,389	12,540	19,135	49,059	133,783	30,892	(400)	-	-	2,480	1,000	-	325,878		
Service Expenses	(133,229)	(35,838)	(35,116)	(106,040)	(189,282)	(45,059)	(3,566)	-	(1,333)	(6,138)	(4,000)	(4,000)	(563,601)		
Total Direct Event Income	127,345	54,687	22,669	23,119	45,626	98,452	(1,966)	32,000	167	6,242	3,500	22,550	434,390		
Ancillary Income															
F & B Concessions	24,866	6,231	10,154	12,039	27,561	18,115	1,842	-	-	844	-	-	101,653		
F & B Catering	605,052	150,709	235,426	794,222	541,888	62,432	(12,288)	-	6,481	-	-	48,330	2,432,252		
Parking: Self Parking	46,410	12,908	13,104	21,671	35,953	25,741	-	-	-	2,003	-	162	157,953		
Electrical Services	12,365	4,750	5,220	6,790	16,600	29,880	(390)	-	-	1,750	-	-	76,965		
Audio Visual	347	(0)	(896)	997	(564)	(1,441)	(1,353)	-	4,189	-	-	-	1,279		
Internet Services	-	(595)	-	350	1,207	1,450	-	-	-	-	-	-	2,412		
Total Ancillary Income	689,040	174,003	263,008	836,069	622,645	136,177	(12,189)	-	10,670	4,598	-	48,492	2,772,515		
Total Event Income	816,385	228,690	285,677	859,188	668,271	234,629	(14,155)	32,000	10,837	10,839	3,500	71,042	3,206,905		
Other Operating Income	95,000	26,741	24,454	97,002	72,215	158,883	42,448	12,665	21,762	21,849	21,625	21,625	616,269		
ICVB Operating Subsidy			348,000			350,000			348,750	167,000		348,250	1,395,000		
Adjusted Gross Income	911,385	255,431	658,131	956,190	740,486	743,512	28,293	44,665	381,350	199,689	25,125	440,917	5,385,174		
Operating Expenses															
Employee Salaries and Wages	233,091	208,787	217,242	226,057	201,439	191,036	141,299	132,652	127,809	131,156	134,652	134,652	2,079,869		
Benefits	70,845	68,953	59,915	67,392	62,476	60,164	66,167	59,641	58,581	60,808	65,453	160,962	861,358		
Less: Event Labor Allocations	(30,233)	(5,970)	(13,934)	(19,415)	(17,740)	(6,308)	-	-	-	-	-	-	(93,601)		
Net Employee Wages and Benefits	273,703	271,770	263,223	274,034	246,175	244,892	207,466	192,293	186,390	191,964	200,105	295,614	2,847,627		
Contracted Services	56,602	52,476	61,359	57,942	52,715	59,282	44,036	43,400	41,316	44,117	49,819	49,815	612,879		
General and Administrative	91,072	29,306	36,616	98,275	44,210	39,968	14,650	19,041	13,232	10,903	12,797	52,797	462,867		
Operations	65,204	40,269	31,883	40,909	51,535	41,253	12,032	9,425	15,539	15,727	23,442	23,438	370,657		
Repair & Maintenance	63,829	34,962	41,317	44,162	35,373	48,468	32,908	23,295	24,727	31,136	32,500	32,500	445,178		
Supplies	10,646	31,569	11,001	21,278	13,178	21,170	4,126	2,012	2,499	7,127	4,000	24,380	152,987		
Insurance	23,137	8,501	6,489	7,544	6,587	7,544	7,544	5,658	6,915	8,424	8,500	8,500	105,342		
Utilities	48,248	39,696	38,576	43,396	42,077	38,500	37,314	38,501	42,350	46,716	45,000	45,000	505,372		
Other	6	-	34	-	835	-	12,057	(2,113)	(8,534)	(5,941)	-	-	(3,656)		
ASM Global Management Fees	67,946	29,543	36,621	83,042	68,803	22,223	311	12,900	13,829	13,080	12,899	15,399	376,596		
Total Operating Expenses	700,393	538,092	527,119	670,582	561,488	523,300	372,444	344,412	338,264	363,253	389,061	547,443	5,875,848		
Net Income (Loss) From Operations	210,992	(282,661)	131,012	285,608	178,998	220,212	(344,151)	(299,747)	43,086	(163,564)	(363,936)	(106,525)	(490,675)	(1,395,000)	(1,885,675)

Budget Forecast Comparison by Month

(35,141)	(11,028)	22,219	120,452	49,708	(1,101,217)	(949,296)	(979,856)	(665,840)	(490,675)		
355,094	(45,974)	(149,927)	(98,439)	(13,378)	(5,753)	(11,877)	3,100	10,562	33,041	143,191	314,010

IRVING CONVENTION CENTER/SMG
Financial Statements Monthly Highlights
For the Month Ending July 31, 2020

	Current Actual	Current Budget	Variance	Prior Year Actual
Attendance	635	1,100	(465)	25,955
Events	3	1	2	12
Event Days	5	2	3	28
Direct Event Income	6,242	84,141	(77,899)	95,820
Ancillary Income	4,597	134,400	(129,803)	71,049
	<hr/>	<hr/>	<hr/>	<hr/>
Total Event Income	10,839	218,541	(207,702)	166,869
Other Operating Income	21,849	45,000	(23,151)	10,700
	<hr/>	<hr/>	<hr/>	<hr/>
Adjusted Gross Income	32,688	263,541	(230,853)	177,569
Indirect Expenses	(363,252)	(596,929)	233,677	(536,244)
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income (Loss) From Operations	<u>(330,564)</u>	<u>(333,388)</u>	<u>2,824</u>	<u>(358,675)</u>

IRVING CONVENTION CENTER/SMG
Financial Statements Year to Date Highlights
For the Ten Months Ending July 31, 2020

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	106,119	142,164	(36,045)	213,354
Events	133	125	8	197
Event Days	230	262	(32)	343
Direct Event Income	408,343	826,025	(417,682)	822,163
Ancillary Income	2,724,026	3,301,335	(577,309)	3,400,925
Total Event Income	3,132,369	4,127,360	(994,991)	4,223,088
Other Operating Income	573,016	585,000	(11,984)	411,176
Adjusted Gross Income	3,705,385	4,712,360	(1,006,975)	4,634,264
Indirect Expenses	(4,939,337)	(5,569,193)	629,856	(5,348,260)
Net Income (Loss) From Operations	(1,233,952)	(856,833)	(377,119)	(713,996)

IRVING CONVENTION CENTER/SMG

Balance Sheet

July 31, 2020

ASSETS

Current Assets

Cash	\$	926,372
Accounts Receivable		343,634
Prepaid Assets		41,841
Inventory		71,533

Total Current Assets 1,383,380

Total Assets \$ **1,383,380**

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$	323,476
Accrued Expenses		211,723
Deferred Income		0
Advance Ticket Sales/Deposits		868,383
Other Current Liabilities		0

Total Current Liabilities 1,403,582

Long-Term Liabilities

Long Term Liabilites		0
----------------------	--	---

Total Long-Term Liabilities 0

Total Liabilities 1,403,582

Equity

Net Funds Received		12,416,536
Retained Earnings		(11,202,786)
Net Income (Loss)		(1,233,952)

Total Equity (20,202)

Total Liabilities & Equity \$ **1,383,380**

IRVING CONVENTION CENTER/SMG
Income Statement
For the Ten Months Ending July 31, 2020

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
EVENT INCOME							
Direct Event Income							
Rental Income	9,900	102,641	(92,741)	639,064	1,090,300	(451,236)	1,077,192
Service Revenue	2,480	31,500	(29,020)	324,874	440,725	(115,851)	768,892
Service Expenses	(6,138)	(50,000)	43,862	(555,595)	(705,000)	149,405	(1,023,921)
Total Direct Event In	6,242	84,141	(77,899)	408,343	826,025	(417,682)	822,163
Ancillary Income							
F & B Concessions	844	5,000	(4,156)	101,658	159,500	(57,842)	156,442
F & B Catering	0	114,000	(114,000)	2,383,920	2,775,803	(391,883)	2,819,410
Parking	2,003	10,250	(8,247)	157,793	225,832	(68,039)	223,192
Electrical Services	1,750	5,000	(3,250)	76,965	129,000	(52,035)	168,972
Audio Visual	0	0	0	1,278	0	1,278	25,585
Internet Services	0	150	(150)	2,412	11,200	(8,788)	7,324
Total Ancillary Inco	4,597	134,400	(129,803)	2,724,026	3,301,335	(577,309)	3,400,925
Total Event Income	10,839	218,541	(207,702)	3,132,369	4,127,360	(994,991)	4,223,088
OTHER OPERATING INCOME							
Other Income	21,849	45,000	(23,151)	573,016	585,000	(11,984)	411,176
Total Other Operatin	21,849	45,000	(23,151)	573,016	585,000	(11,984)	411,176
Adjusted Gross Inco	32,688	263,541	(230,853)	3,705,385	4,712,360	(1,006,975)	4,634,264
INDIRECT EXPENSES							
Salaries & Wages	131,156	226,745	95,589	1,810,564	2,267,450	456,886	2,205,697
Payroll Taxes & Ben	60,808	68,840	8,032	634,934	688,400	53,466	630,673
Labor Allocations to	0	(49,730)	(49,730)	(93,600)	(497,300)	(403,700)	(516,094)
Net Salaries and Ben	191,964	245,855	53,891	2,351,898	2,458,550	106,652	2,320,276
Contracted Services	44,117	62,090	17,973	513,243	620,900	107,657	625,165
General and Adminis	10,903	64,129	53,226	397,278	466,940	69,662	407,098
Operating	15,727	45,751	30,024	323,778	457,510	133,732	445,864
Repairs & Maintenan	31,136	58,808	27,672	380,176	480,080	99,904	468,124
Operational Supplies	7,127	30,432	23,305	124,607	186,573	61,966	162,645
Insurance	8,424	8,333	(91)	88,342	83,330	(5,012)	71,288
Utilities	46,715	45,208	(1,507)	416,248	452,080	35,832	442,940
Other	(5,941)	0	5,941	(4,531)	0	4,531	0
ASM Management F	13,080	36,323	23,243	348,298	363,230	14,932	404,860
Total Indirect Expens	363,252	596,929	233,677	4,939,337	5,569,193	629,856	5,348,260

IRVING CONVENTION CENTER/SMG
Income Statement
For the Ten Months Ending July 31, 2020

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Net Income (Loss)	<u>(330,564)</u>	<u>(333,388)</u>	<u>2,824</u>	<u>(1,233,952)</u>	<u>(856,833)</u>	<u>(377,119)</u>	<u>(713,996)</u>

IRVING CONVENTION CENTER/SMG
Year Over Year Income Comparison
For the Ten Months Ending July 31, 2020

	Current Month Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	9,900	114,725	122,625	162,500	163,810	99,676
F & B Concessions	844	(2,444)	13,295	8,148	9,165	615
F & B Catering	0	31,836	74,413	117,788	116,616	154,105
Total Event Income	10,839	166,369	187,509	274,178	285,801	258,111
Total Indirect Expenses	363,252	536,244	540,128	574,385	628,038	544,577

	Year to Date Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	639,064	1,077,192	1,014,481	915,066	1,122,735	1,130,598
F & B Concessions	101,658	156,442	182,912	127,509	199,070	184,285
F & B Catering	2,383,920	2,819,410	3,025,263	2,637,425	2,526,572	2,175,816
Total Event Income	3,132,369	4,223,088	4,210,228	3,689,263	3,943,766	3,624,002
Total Indirect Expenses	4,939,337	5,348,260	5,529,545	5,035,279	4,783,463	4,695,692

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Consumer / Public Shows
For the Ten Months Ending July 31, 2020

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	605	0	30,601	54,650
Events	2	0	14	14
Event Days	4	0	31	39
Direct Event Income				
Rental Income	8,400	0	187,519	297,564
Service Revenue	1,000	0	58,696	8,725
Service Expenses	(5,284)	0	(101,710)	0
Total Direct Event Income	4,116	0	144,505	306,289
Ancillary Income				
F & B Concessions	844	0	51,715	28,500
F & B Catering	0	0	40,254	11,280
Parking	2,003	0	81,360	39,360
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	1,150	0	15,850	0
Audio Visual	0	0	0	0
Internet Services	0	0	750	0
Total Ancillary Income	3,997	0	189,929	79,140
Total Event Income	8,113	0	334,434	385,429

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Other
For the Ten Months Ending July 31, 2020

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	30	0	45	0
Events	1	0	2	0
Event Days	1	0	2	0
Direct Event Income				
Rental Income	1,500	0	3,000	0
Service Revenue	1,480	0	1,480	0
Service Expenses	(600)	0	(600)	0
Total Direct Event Income	2,380	0	3,880	0
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	0	0	(1,772)	0
Parking	0	0	0	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	600	0	600	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	600	0	(1,172)	0
Total Event Income	2,980	0	2,708	0

MINUTES
IRVING CONVENTION AND VISITORS BUREAU
BOARD OF DIRECTORS – EXECUTIVE COMMITTEE MEETING
IRVING CONVENTION CENTER
AND ZOOM VIDEO CONFERENCE
JULY 24, 2020

Attendance: Rick Lindsey – Board Chair; Karen Cooperstein – Board Vice Chair; Bob Bourgeois, David Cole, Debbi Haacke, Julia Kang, Clem Lear, Greg Malcolm – Committee Members; Bob Bettis, Julia Kang, Clem Lear and Joe Philipp – Board members; Tom Meehan and Matt Tungett – ASM/ICC; Maura Gast, Carol Boyer, Marianne Lauda and Susan Rose – ICVB; Bob Bettis, Chief Financial Officer Jeff Litchfield, Councilman Kyle Taylor and Councilman Al Zapanta – Guests.

Board Chair Rick Lindsey called the meeting to order at 9:00 a.m. and inquired if there were any citizens registered that would like to make a comment on any subject on the agenda. There were none.

ICVB FINANCIALS – JUNE 2020

Accounting Director Marianne Lauda reviewed the financial reports:

- General Fund balance \$2.7 million.
- Revenues and Expenditures
 - Hotel Occupancy Tax Collections \$137,270.32.
 - Previously had consolidated three funds (ICVB Reserve, ICVB Computer Replacement and ICVB Convention Center) and now have transferred back the \$788,000.00 into the General Fund. Rather than closing out ICC CIP fund it would be easier to track expenses in the fund and transferred back.
- Reserve Fund
 - Consolidated with General Fund.
 - Ending fund balance is \$710.78.
 - Remaining balance will transfer in July to General Fund.
- Computer Fund
 - \$245,600 transfer to General Fund.
 - Ending fund balance is \$207.54.
- ICC Fund Balance Sheet
 - Total fund balance is \$833,964.34.
 - YTD Actual Quarter-To-Date reflects only June. The YTD amount is correct, which is what calculations are based on and there is no effect on the ending balance.
- Check Register
 - Only 18 checks written for the month.
 - She pointed out a check for network services to ICC for \$6,317.81 and the June Irving Westin Convention Center Hotel parking garage rental \$20,625.00.
 - Third subsidy payment to ASM of \$348,750.00 was paid.

Lauda reviewed ICVB cash flow:

- FY20 ending cash projection is \$1,200,325
- FY21 ending cash projection is \$1,402,088, based on monthly Hotel Occupancy Tax collections and an additional subsidy payment to ASM that may need to be made.
- These reports will continue to be revised and adjustments made as needed.

UPDATED HOTEL TAX COLLECTIONS SECOND QUARTER 2019-20

Lauda noted additional collections were received in June and have been highlighted on the updated report. She added collections from the Sheraton and Doubletree have been received but are not reflected on the report this month. The collections summary shows a 24% shortfall of \$489,866.00.

Board Vice Chair Karen Cooperstein made a motion to accept the ICVB June 2020 Financials and a second from Board member Joe Philipp. With no opposed, the motion to accept passed unanimously.

ICC FINANCIALS – June 2020

General Manager Tom Meehan reviewed the financial reports:

- Revenue for the month: photo shoot rental, catering for a wedding, AV income, and small amount of miscellaneous, totaling \$10,670 for the month.
- Additional income from Irving Westin Convention Center parking garage rental.
- Expenses were \$338,264 – mainly payroll, contract obligations and miscellaneous expenses.
- Adjusted Gross Income \$32,599 for the month.
- Total Indirect Expenses budgeted is normally \$554,974, current actual is \$338,263. A reduction of \$216,711.
- Snapshot Review: through June shows a \$665,840 shortfall beyond the subsidy. Reports were run taking out all events for remainder of fiscal year and Meehan noted the \$665,840 number is not a true number. He believes \$788,000 shortfall beyond the subsidy is a close estimate and does not include \$500,000 moving over from capital or \$175,000 paid by ASM from current contract. With those calculations, the report would show \$113,000 short beyond subsidy.
- With that in mind, looking at the calendar there will be a few events in September and October and should be close to breaking even with just the subsidy number.
- The first six months of the year were so strong and on record pace, which has been helped provide some stability for the second half of the year.

Cooperstein congratulated the ICC team on managing expenses and knows how hard it is to furlough some of the team. Knowing the record-breaking pace at the beginning of the year, it is heartbreaking to go through these challenges, but noted the ICC is far ahead of most other convention centers in all areas of operation. Meehan stated he checks in with furloughed employees and all are doing well. The staff that is working remotely is being very productive and diligent with booking and rebooking events.

In response to a question from Lindsey, Meehan stated the purchasing of special cleaning equipment and supplies is not reflected in the financial reports. They are reimbursements from the CARES Act and the City of Irving. The engineering staff has been working hard on accomplishing several projects in the building that would have been impossible to do while events are occurring. For example, checking and replacing the Barrisol lighting in the Grand Ballroom ceiling.

Cooperstein made a motion to accept the ICC June 2020 Financials and a second from Board member Clem Lear. With no opposed, the motion to accept passed unanimously.

Discussion was held on continuing with the scheduled full 2019-20 ICC annual audit or conduct a financial review rather than full audit. It was noted the Board bylaws state an annual audit will be conducted and the full audit has always included more detail than requested by the City when the contract was established. The discussion centered around two choices: conduct a discounted six month (noting this will cause additional work for auditors in next fiscal year review) or a full audit at a discount. Chief Financial Officer Jeff Litchfield stated the City does not have the bandwidth at this time to conduct the audit and the ICC is a separate entity from the City and not included in City financials. Councilman Al Zapanta noted it would be good to have a financial baseline moving forward into a difficult next fiscal year.

ACTION ITEM: Meehan to send current financial information and confirm reduced rate from Crowe LLP audit firm for a full audit capturing 12 months.

UPDATE ON SHORT-TERM RENTAL OCCUPANCY TAX COLLECTIONS

Litchfield reported contract negotiations are underway with LODGINGRevs for data collection and rental compliance. There will be a six-week ramp up time and everything should be in place for the October 1 new fiscal year. Councilman Kyle Taylor added it is an important topic and he appreciates the effort to keep the topic fresh. He fully supports the process Litchfield and City staff have taken to move forward.

QUARTERLY HOTEL TAX COLLECTION PROCESS UPDATE

Litchfield reported the Council approved changes to the Hotel Occupancy Tax Ordinance defining penalty and interest. The change to convert collections from quarterly to monthly is in process. The offer of a 2% discount if collections were paid in the first 20 days of the month, cannot be made due to the language for restrictions to the ICC debt payments. The monthly collection change will be presented at the August 20 City Council meeting for discussion and would be effective October 1.

ACTION ITEM: Based on Council approval, Executive Director Maura Gast will communicate changes to the local hotel properties. Litchfield noted the City will also send out documentation at that time.

Board member Bob Bourgeois made a motion to accept the Executive Committee minutes from June 19, 2020, and a second from Lear. With no opposed, the motion to accept passed unanimously.

Gast reviewed the ICVB Board of Directors July 27 meeting agenda noted an individual consideration item from the Board and Business Development Committee recommendation to the City regarding the City Bond Election. Litchfield will provide an update on the topic under the City Reports on the agenda. Board member David Cole will provide an update on COVID-19 restaurant closings.

Councilman Zapanta added his appreciation for the Board's thoughtfulness and decisions of the Committee. He noted the ICVB Executive Director report to City Council is important and hopes it will be scheduled again on the calendar. He thanked the ICVB staff, in particular the Marketing and Communications team, for their assistance with the upcoming Olympic Day on Tuesday, July 28. The next Executive Committee meeting is scheduled for Friday, August 21.

Lindsey adjourned the meeting at 10:08 a.m.

Respectfully submitted,

A handwritten signature in blue ink, reading "Maura Allen Gast". The signature is written in a cursive, flowing style.

Maura Allen Gast, FCDME
Executive Director

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Irving Convention Center
First Floor Conference Room
And Video Conference
500 W. Las Colinas Blvd.
Irving, Texas 75039
Monday, August 24, 2020 at 11:45 AM

NOTE: A possible quorum of the Irving City Council may be present at this Board meeting.

Directors of the ICVB and the public may participate in the Board of Directors meeting by telephone conference or videoconference call. Sign-in via telephone or online will be from 11:15 a.m. to 11:45 a.m. on August 24, 2020. All participants by telephone conference or videoconference will be able to speak when called upon; however, video images of the citizen participants will not be available. The phone numbers to sign-in and participate are 1-888-788-0099 (Toll Free) or 1-877-853-5247 (Toll Free) or online at <https://us02web.zoom.us/j/88142507968> Meeting ID: 881 4250 7968.

1. Citizen Comments on Items Listed on the Agenda

Consent Agenda

2. Approving ICVB Board Minutes for July 27, 2020
3. Accepting the Irving Convention Center Financial Report for July 2020
4. Accepting the ICVB Financial Report for July 2020
5. Review the Hotel Occupancy Tax Collections
 - a. Third Quarter 2019-20
 - b. Second Quarter 2019-20 Update

Individual Consideration

6. Approving Irving Convention Center Management Agreement Renewal Recommendation

Reports

7. COVID-19 Update
8. Board Chair Report
 - a. Schedule of Upcoming Meetings and Activities
 - Next Executive Committee Meeting – September 25, 2020
 - Next Board Meeting – September 28, 2020
9. Board Committee Reports
 - a. Board & Business Development – Debbi Haacke
 - Meeting Recap – August 14, 2020
 - Next Meeting – September 11, 2020
 - b. Community Engagement – Bob Bourgeois
 - Next Meeting – October 13, 2020
 - c. Destination Development – Greg Malcolm
 - Next Meeting – November 13, 2020

AGENDA - Continued

10. City Reports

- a. Council Liaison – Councilman John Danish
- b. Mayor & Other Council Members
- c. City Manager – Chris Hillman
 - Visitor Development Updates
 - Toyota Music Factory
 - Other City Updates
 - Update on Short-Term Rental Occupancy Tax Collections
 - Update on Quarterly Hotel Tax Collections

11. Bureau Monthly Management Reports

- a. Executive Director – Maura Gast
- b. Sales and Services – Lori Fojtasek
- c. Marketing and Communications – Diana Pfaff
- d. Finance and Administration – Susan Rose
 - Smith Travel Research and AirDNA Monthly Reports

12. Convention Center Management Report – Tom Meehan/Matt Tungett

13. Industry Partner Reports

- a. The Pavilion at the Music Factory/Live Nation Report – Mike Riley
- b. Hotel Industry Updates – Greg Malcolm, Dirk Burghartz, Kim Limon, Nydia Hoskins
- c. Restaurant Industry Update – David Cole

14. Partner Organization & Stakeholder Reports

- a. DART/Transportation and Infrastructure - Mayor Rick Stopfer
- b. DCURD and Irving Flood Control Districts – Jacky Knox/Dallas Burke
- c. Chamber of Commerce – David Pfaff/Beth Bowman
- d. Irving Arts and Culture – Todd Hawkins/Kim Andres
- e. The Las Colinas Association – Hammond Perot
- f. TIF – Michael Randall
- g. University of Dallas – Jason Wu Trujillo

CERTIFICATION

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

_____ at _____ and will remain so posted at least 72 hours before said meeting convened.

Deputy Clerk, City Secretary's Office

This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.