

**AGENDA**  
**Irving Convention and Visitors Bureau Board of Directors**  
**Executive Committee**  
**Friday, December 13, 2019 at 9:00 AM**  
**Irving Convention Center, First Floor Conference Room**  
**500 W. Las Colinas Blvd.**  
**Irving, Texas 75039**

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

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1. Citizen Comments on Items Listed on the Agenda
2. Accepting ICVB Financial Reports for September 2019
3. Reviewing the Hotel Occupancy Tax Collections for Fourth Quarter FY 2018-19
4. Accepting Irving Convention Center Financial Report for October 2019
5. Chairman / Executive Director Reports
  - a. Approving November 15, 2019 Minutes
  - b. Review of December 16, 2019 Board Meeting Agenda
6. Next meeting – Friday, January 24, 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

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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:  
September 30, 2019

IRVING CONVENTION AND VISITORS BUREAU  
GENERAL FUND  
BALANCE SHEET  
SEPTEMBER 30, 2019

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**ASSETS**

Cash	385,699
Petty Cash	250
Investments	426,000
Accounts Receivable:	
Hotel Tax	2,078,492
Interest	2,970
Miscellaneous	315,101
Total Assets	<u>3,208,512</u>

**LIABILITIES AND FUND BALANCE**

***LIABILITIES***

Accounts Payable	287,511
Accrued Wages and Benefits	497,612
Due to City of Irving General Fund	<u>83,203</u>
	<u>868,326</u>

***FUND BALANCE***

Reserved for Encumbrances	169,380
Unreserved	<u>2,170,806</u>
Total Fund Balance	<u>2,340,186</u>
Total Liabilities and Fund Balance	<u>3,208,512</u>

Notes:

Reserved for Encumbrances:

Adara - 7,500

Media Advertising - 130,605

Pitney Bowes - 825

Searchwide Global - 23,750

IRVING CONVENTION AND VISITORS BUREAU  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE TWELVE MONTH PERIOD ENDING SEPTEMBER 30, 2019

	----- Budget -----		----- Actual -----			Unencumbered	Percent	Prior
	Adopted	Adjusted	Current Month	Year-to-Date	Encumbrances	Available Budget	Collected/ Expended	Year to Date Actual
<b><u>REVENUES AND TRANSFERS IN:</u></b>								
<b><u>REVENUES:</u></b>								
Hotel/Motel Taxes:								
Current Year	8,593,019	8,593,019	2,075,785	8,581,448	0	11,571	99.87%	8,393,297
Penalties and Interest	0	0	2,707	4,787	0	(4,787)	0.00%	6,046
Prior Years	0	0	0	7,360	0	(7,360)	0.00%	1,442
Interest	26,450	26,450	5,922	25,657	0	793	97.00%	32,771
State of Texas Events Trust Fund	25,000	25,000	0	0	0	25,000	0.00%	9,622
Miscellaneous	13,000	13,000	(1,555)	13,938	0	(938)	107.22%	24,912
Total Revenues	<u>8,657,469</u>	<u>8,657,469</u>	<u>2,082,859</u>	<u>8,633,190</u>	<u>0</u>	<u>24,279</u>	<u>99.72%</u>	<u>8,468,090</u>
<b>TOTAL REVENUES AND TRANSFERS IN</b>	<u>8,657,469</u>	<u>8,657,469</u>	<u>2,082,859</u>	<u>8,633,190</u>	<u>0</u>	<u>24,279</u>	<u>99.72%</u>	<u>8,468,090</u>
<b><u>EXPENDITURES AND TRANSFERS OUT:</u></b>								
<b><u>EXPENDITURES:</u></b>								
Salaries	2,257,287	2,322,913	376,319	2,285,655	0	37,258	98.40%	2,117,945
Benefits	564,825	604,084	90,274	598,041	0	6,043	99.00%	579,622
Supplies	46,975	53,105	7,562	32,674	6,700	13,731	74.14%	32,715
Equipment Maintenance	6,300	6,550	924	4,021	0	2,529	61.39%	5,006
Miscellaneous	179,025	179,025	4,460	163,553	0	15,472	91.36%	173,242
Equipment Rentals	6,900	4,900	825	3,589	825	486	90.08%	3,801
Special Services	1,824,765	1,802,727	351,968	1,593,048	31,250	178,429	90.10%	1,791,137
Facility Management Services	1,395,000	1,395,000	34,208	1,080,958	0	314,042	77.49%	1,089,719
Advertising Projects	146,400	187,042	37,961	169,211	0	17,831	90.47%	38,559
Sponsorships / Partnerships	125,000	147,959	62,899	144,958	0	3,001	97.97%	96,966
Media Advertising	580,000	646,549	73,621	512,905	130,605	3,039	99.53%	556,292
Travel	666,580	621,208	112,335	514,638	0	106,570	82.84%	449,695
Promotions / Special Events	1,080,150	1,081,885	153,253	997,562	0	84,323	92.21%	1,084,430
Memberships	91,215	91,215	9,333	67,236	0	23,979	73.71%	76,538
Total Expenditures	<u>8,970,422</u>	<u>9,144,162</u>	<u>1,315,942</u>	<u>8,168,049</u>	<u>169,380</u>	<u>806,733</u>	<u>91.18%</u>	<u>8,095,667</u>
<b><u>TRANSFERS OUT:</u></b>								
Transfer to ICVB Reserve Fund	125,000	125,000	125,000	125,000	0	0	100.00%	200,000
Transfer to ICC Reserve/CIP Fund	400,000	705,281	705,281	705,281	0	0	100.00%	1,215,249
Total Transfers Out	<u>525,000</u>	<u>830,281</u>	<u>830,281</u>	<u>830,281</u>	<u>0</u>	<u>0</u>	<u>100.00%</u>	<u>1,415,249</u>
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<u>9,495,422</u>	<u>9,974,443</u>	<u>2,146,223</u>	<u>8,998,330</u>	<u>169,380</u>	<u>806,733</u>	<u>91.91%</u>	<u>9,510,916</u>

Percent of year completed = 100%

IRVING CONVENTION AND VISITORS BUREAU  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE TWELVE MONTH PERIOD ENDING SEPTEMBER 30, 2019

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**SUMMARY:**

Beginning Fund Balance at October 1, 2018	2,705,326
Revenues and Transfers In	8,633,190
Expenditures and Transfers Out	<u>(8,998,330)</u>
Ending Fund Balance at September 30, 2019	2,340,186
Encumbrances	<u>(169,380)</u>
Unreserved Fund Balance at September 30, 2019	<u><u>2,170,806</u></u>

**NOTES:**

Year End

Fund Balance decreased 365,140 from the prior year.

Year-to-Date Expenditures:

Excluding encumbrances - 91.18% expended

Including encumbrances - 91.91% expended

Adjusted Budget

The adjusted budget includes prior year encumbrances in the amount of 173,741.

Transfer to ICC Reserve/CIP Fund - After approval by the Board and Council, the budget was adjusted by 305,281 which is the FY18 subsidy refund.

Revenues & Transfers In

Hotel Tax: The 1st, 2nd, and 3rd quarters (October 2018 - June 2019) have been received. Taxes for the 4th quarter (July - September 2019) have been accrued.

Expenditures & Transfers Out

Special Services: Administrative Cost Reimbursement - 83,140; Advertising Agency (MSC) - 16,273; Market Research - 55,000; Outside Services - 196,691; Miscellaneous - 864

Sponsorships / Partnerships: Connect Marketplace - 46,400; Park Place Motors - 10,000; Kidd's Kids - 2,500; Irving Healthcare Foundation - 3,500; HSMAI - 499

Promotions / Special Events: Business Development Incentive Program - 131,161; Local Programs - 15,478; Miscellaneous - 6,614

IRVING CONVENTION AND VISITORS BUREAU  
RESERVE FUND  
BALANCE SHEET  
SEPTEMBER 30, 2019

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**ASSETS**

Cash	882
Investments	1,294,900
Interest Receivable	<u>2,228</u>
Total Assets	<u><u>1,298,010</u></u>

**LIABILITIES AND FUND BALANCE**

***LIABILITIES***

None	<u>0</u>
Total Liabilities	<u>0</u>

***FUND BALANCE***

Unreserved	<u>1,298,010</u>
Total Fund Balance	<u>1,298,010</u>
Total Liabilities and Fund Balance	<u><u>1,298,010</u></u>

The primary purpose for this fund is to serve as a catastrophic reserve, to protect the Bureau from events beyond the control of the organization which substantially and negatively impact funding for operations.

The only source of revenues is transfers from the ICVB General Fund.

Per the ICVB General and Reserve Fund Policy, the goal is to achieve and sustain six months of operating revenues in this fund.

Funds are designated for the following future events:

1 - Texas Society of Assn Executives 2022 Annual Meeting - \$50,000

IRVING CONVENTION AND VISITORS BUREAU  
RESERVE FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE TWELVE MONTH PERIOD ENDING SEPTEMBER 30, 2019

	----- Budget -----		----- Actual -----			Unencumbered	Percent	Prior
	Adopted	Adjusted	Current Quarter	Year-to-Date	Encumbrances	Available Budget	Collected/ Expended	Year to Date Actual
<b><u>REVENUES AND TRANSFERS IN:</u></b>								
Interest	9,200	9,200	8,961	26,786	0	(17,586)	291.15%	15,327
Transfer from ICVB General Fund	125,000	125,000	125,000	125,000	0	0	100.00%	200,000
<b><u>TOTAL REVENUES AND TRANSFERS IN</u></b>	<b><u>134,200</u></b>	<b><u>134,200</u></b>	<b><u>133,961</u></b>	<b><u>151,786</u></b>	<b><u>0</u></b>	<b><u>(17,586)</u></b>	<b><u>113.10%</u></b>	<b><u>215,327</u></b>
<b><u>EXPENDITURES AND TRANSFERS OUT:</u></b>								
None	0	0	0	0	0	0	0.00%	0
<b><u>TOTAL EXPENDITURES AND TRANSFERS OUT</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>	<b><u>0</u></b>

\*Percent of year completed = 100%

**SUMMARY:**

Beginning Fund Balance at October 1, 2018	1,146,224
Revenues and Transfers In	151,786
Expenditures and Transfers Out	<u>0</u>
Ending Fund Balance at September 30, 2019	1,298,010
Encumbrances	<u>0</u>
Unreserved Fund Balance at September 30, 2019	<u><u>1,298,010</u></u>

**NOTES:**

Fund Balance increased 151,786 over the prior year.

IRVING CONVENTION AND VISITORS BUREAU  
COMPUTER REPLACEMENT FUND  
BALANCE SHEET  
SEPTEMBER 30, 2019

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**ASSETS**

Cash	784
Investments	242,500
Interest Receivable	<u>483</u>
Total Assets	<u><u>243,767</u></u>

**LIABILITIES AND FUND BALANCE**

***LIABILITIES***

None	<u>0</u>
Total Liabilities	<u>0</u>

***FUND BALANCE***

Unreserved	<u>243,767</u>
Total Fund Balance	<u>243,767</u>

Total Liabilities and Fund Balance	<u><u>243,767</u></u>
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Funds are designated to replace Bureau computer hardware and systems, including large software packages (such as the CRM system) and other technology-related upgrades.

The only source of revenues for this fund is transfers from the ICVB General Fund or ICVB Reserve Fund.

IRVING CONVENTION AND VISITORS BUREAU  
COMPUTER REPLACEMENT FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE TWELVE MONTH PERIOD ENDING SEPTEMBER 30, 2019

	----- Budget -----		----- Actual -----			Unencumbered	Percent*	Prior
	Adopted	Adjusted	Current Quarter	Year-to-Date	Encumbrances	Available Budget	Collected/ Expended	Year to Date Actual
<b><u>REVENUES AND TRANSFERS IN:</u></b>								
Interest	3,450	3,450	2,071	6,305	0	(2,855)	182.75%	4,177
<b><u>TOTAL REVENUES AND TRANSFERS IN</u></b>	<u>3,450</u>	<u>3,450</u>	<u>2,071</u>	<u>6,305</u>	<u>0</u>	<u>(2,855)</u>	<u>182.75%</u>	<u>4,177</u>
<b><u>EXPENDITURES AND TRANSFERS OUT:</u></b>								
Computers/Software	46,800	46,800	37,955	37,955	0	8,845	81.10%	0
<b><u>TOTAL EXPENDITURES AND TRANSFERS OUT</u></b>	<u>46,800</u>	<u>46,800</u>	<u>37,955</u>	<u>37,955</u>	<u>0</u>	<u>8,845</u>	<u>81.10%</u>	<u>0</u>

\*Percent of year completed =100%

**SUMMARY:**

Beginning Fund Balance at October 1, 2018	275,417
Revenues and Transfers In	6,305
Expenditures and Transfers Out	<u>(37,955)</u>
Ending Fund Balance at September 30, 2019	243,767
Encumbrances	<u>0</u>
Unreserved Fund Balance at September 30, 2019	<u>243,767</u>

**NOTES:**

Fund Balance decreased 31,650 over the prior year.

IRVING CONVENTION AND VISITORS BUREAU  
CONVENTION CENTER RESERVE/CAPITAL PROJECTS FUND  
BALANCE SHEET  
SEPTEMBER 30, 2019

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**ASSETS**

Cash	1,284
Investments	1,795,000
Interest Receivable	<u>2,382</u>
Total Assets	<u><u>1,798,666</u></u>

**LIABILITIES AND FUND BALANCE**

***LIABILITIES***

Accounts Payable	<u>310,578</u>
Total Liabilities	<u>310,578</u>

***FUND BALANCE***

Assigned	<u>1,488,088</u>
Total Fund Balance	<u>1,488,088</u>

Total Liabilities and Fund Balance	<u><u>1,798,666</u></u>
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This fund provides funding for repair and replacement projects and the capital improvement program for the Irving Convention Center, which are budgeted annually and reflected in a 20-year plan that is updated annually.

The only source of revenues for this fund is transfers from the ICVB General Fund or ICVB Reserve Fund.

Per the ICVB General and Reserve Fund Policy, the goal is to achieve and sustain a balance of \$1,300,000 in this fund.

IRVING CONVENTION AND VISITORS BUREAU  
CONVENTION CENTER RESERVE/CAPITAL PROJECTS FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE TWELVE MONTH PERIOD ENDING SEPTEMBER 30, 2019

	----- Budget -----		----- Actual -----			Unencumbered	Percent*	Prior
	Adopted	Adjusted	Current Quarter	Year-to-Date	Encumbrances	Available Budget	Collected/ Expended	Year to Date Actual
<b><u>REVENUES AND TRANSFERS IN:</u></b>								
Interest	12,650	12,650	11,145	37,598	0	(24,948)	297.22%	19,298
Miscellaneous	0	0	0	0	0	0	0.00%	32,444
Transfer from ICVB General Fund	400,000	705,281	705,281	705,281	0	0	100.00%	1,215,249
<b><u>TOTAL REVENUES AND TRANSFERS IN</u></b>	<b><u>412,650</u></b>	<b><u>717,931</u></b>	<b><u>716,426</u></b>	<b><u>742,879</u></b>	<b><u>0</u></b>	<b><u>(24,948)</u></b>	<b><u>103.47%</u></b>	<b><u>1,266,991</u></b>
<b><u>EXPENDITURES AND TRANSFERS OUT:</u></b>								
Capital Expenditures	992,250	992,250	670,928	972,322	0	19,928	97.99%	727,218
<b><u>TOTAL EXPENDITURES AND TRANSFERS OUT</u></b>	<b><u>992,250</u></b>	<b><u>992,250</u></b>	<b><u>670,928</u></b>	<b><u>972,322</u></b>	<b><u>0</u></b>	<b><u>19,928</u></b>	<b><u>97.99%</u></b>	<b><u>727,218</u></b>

\*Percent of year completed = 100%

**SUMMARY:**

Beginning Fund Balance at October 1, 2018	1,717,531
Revenues and Transfers In	742,879
Expenditures and Transfers Out	<u>(972,322)</u>
Ending Fund Balance at September 30, 2019	1,488,088
Encumbrances	<u>0</u>
Unreserved Fund Balance at September 30, 2019	<u><u>1,488,088</u></u>

**NOTES:**

Fund Balance decreased 229,443 over the prior year.

**Revenues & Transfers In:**

Miscellaneous (Prior Year): SMG issued a refund to the ICVB for FY16 invoices that were billed twice under two different CIP #s.

## Irving Convention and Visitors Bureau

## Check Register Report

Generated: 9/5/2019 8:44:34 am

**Batch: 7813**

Number	Date	Payee		Amount
80060598	09/05/19	CAROL J. BOYER JAUDS	\$	65.49
80060599	09/05/19	SUSAN D. CUTTS	\$	1,006.25
80060600	09/05/19	DALLAS MARRIOTT LAS COLINAS	\$	1,285.00
80060601	09/05/19	KATHERINE DIPIETRO	\$	65.00
80060602	09/05/19	WENDY FOSTER	\$	123.70
80060603	09/05/19	MAURA GAST	\$	28.22
80060604	09/05/19	GUARANTEED EXPRESS, INC.	\$	19.68
80060605	09/05/19	CHERYL HOPKINS	\$	70.45
80060606	09/05/19	KATHY LEVINE	\$	65.00
80060607	09/05/19	BRENDA LOPEZ	\$	65.00
80060608	09/05/19	LORI MANSELL	\$	110.00
80060609	09/05/19	KAYLA MANSOUR	\$	65.00
80060610	09/05/19	MCKESSON CORPORATION	\$	2,230.00
80060611	09/05/19	PROVIDENT GROUP - IRVING PROPERTIES, LLC	\$	475.00
80060612	09/05/19	DEBBIE ROBERTS	\$	96.55
80060613	09/05/19	SHERATON DFW AIRPORT HOTEL	\$	2,745.00
80060614	09/05/19	LORI SIRMEN	\$	34.72
80060615	09/05/19	VOLUNTEERS OF AMERICA	\$	525.00
80060616	09/05/19	MONTY WHITE	\$	65.00
			19 payments Batch Total: \$	9,140.06
			19 payments Sub Total: \$	9,140.06
			19 payments TOTAL: \$	9,140.06

## Irving Convention and Visitors Bureau

## Check Register Report



Generated: 9/12/2019 9:23 am

**Batch: 7823**

Number	Date	Payee		Amount
80060617	09/12/19	AAERO AIRPORT BROCHURE AND DISPLAY INC	\$	1,200.00
80060618	09/12/19	AMERICAN CONCRETE PIPE ASSOCIATION	\$	255.00
80060619	09/12/19	ARES TRAVEL INC.	\$	1,250.00
80060620	09/12/19	BH DFW PROPERTY LP (WESTIN)	\$	630.00
80060621	09/12/19	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	2,185.00
80060622	09/12/19	KATHERINE DIPIETRO	\$	137.69
80060623	09/12/19	FEDERAL EXPRESS CORPORATION	\$	25.51
80060624	09/12/19	LORI M. FOJTASEK	\$	65.00
80060625	09/12/19	FOUR SEASONS RESORT & CLUB DALLAS AT LAS COLINAS	\$	4,545.00
80060626	09/12/19	GUARANTEED EXPRESS, INC.	\$	19.04
80060627	09/12/19	CHERYL HOPKINS	\$	70.00
80060628	09/12/19	MARIANNE LAUDA	\$	296.18
80060629	09/12/19	KATHY LEVINE	\$	65.00
80060630	09/12/19	LORI MANSELL	\$	68.50
80060631	09/12/19	DEBORA C. MANUSAMA	\$	2,999.00
80060632	09/12/19	OMNI MANDALAY HOTEL	\$	1,070.00
80060633	09/12/19	PARK PLACE MOTORCARS & BODYWERKS DALLAS	\$	10,000.00
80060634	09/12/19	DIANA PFAFF	\$	65.00
80060635	09/12/19	ROSELLE PLIEGO	\$	1,600.00
80060636	09/12/19	QUALITY INN AND SUITES DFW SOUTH	\$	6,041.00
80060637	09/12/19	DEBBIE ROBERTS	\$	37.00
80060638	09/12/19	KELLY ROCHE	\$	90.14
80060639	09/12/19	SIMPLEVIEW WORLDWIDE, INC.	\$	13,152.80
80060640	09/12/19	LORI SIRMEN	\$	282.02
24 payments Batch Total: \$				46,148.88
24 payments Sub Total: \$				46,148.88
24 payments TOTAL: \$				46,148.88

# Irving Convention and Visitors Bureau

## Check Register Report



Generated: 9/18/2019 2:35:43 pm

### Batch: 7829

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80060641	09/19/19	AERIAL PHOTOGRAPHY	\$	97.00
80060642	09/19/19	AMERICAN COLLEGE OF EMERGENCY PHYSICIANS	\$	95.00
80060643	09/19/19	AMERICAN EXPRESS	\$	77,408.49
80060644	09/19/19	BT HOTEL LAS COLINAS LLC	\$	195.00
80060645	09/19/19	CHRISTIAN CONGREGATION OF JEHOVAH'S WITNESSES	\$	31,195.00
80060646	09/19/19	CONNECT	\$	46,400.00
80060647	09/19/19	COPYNET DIGITAL IMAGING SOLUTIONS	\$	432.95
80060648	09/19/19	SUSAN D. CUTTS	\$	731.25
80060649	09/19/19	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	315.00
80060650	09/19/19	DALLAS SECURITY TRADERS ASSOCIATION (DSTA)	\$	1,075.00
80060651	09/19/19	DESTINATION ANALYSTS, INC	\$	55,000.00
80060652	09/19/19	KATHERINE DIPIETRO	\$	136.00
80060653	09/19/19	DOUBLETREE DALLAS DFW AIRPORT	\$	1,248.00
80060654	09/19/19	FEDERAL EXPRESS CORPORATION	\$	343.55
80060655	09/19/19	WENDY FOSTER	\$	81.41
80060656	09/19/19	FOUR SEASONS RESORT & CLUB DALLAS AT LAS COLINAS	\$	11,895.00
80060657	09/19/19	FOUR SEASONS RESORT & CLUB DALLAS AT LAS COLINAS	\$	800.00
80060658	09/19/19	HAMPTON INN - LAS COLINAS	\$	2,575.00
80060659	09/19/19	CHERYL HOPKINS	\$	70.86
80060660	09/19/19	IMAGO MEDIA, INC.	\$	2,000.00
80060661	09/19/19	INK PUBLISHING CORPORATION	\$	7,650.00
80060662	09/19/19	INTERNATIONAL MYELOMA FOUNDATION	\$	1,750.00
80060663	09/19/19	IRVING - LAS COLINAS ROTARY CLUB	\$	130.00
80060664	09/19/19	IRVING CONVENTION CENTER	\$	266,797.98
80060665	09/19/19	IRVING CONVENTION CENTER	\$	348,250.00
80060666	09/19/19	IRVING CONVENTION CENTER	\$	20,433.50
80060667	09/19/19	IRVING CONVENTION CENTER	\$	20,038.49
80060668	09/19/19	KIDD'S KIDS	\$	2,500.00
80060669	09/19/19	KLEERTECH	\$	7,955.00
80060670	09/19/19	BRENDA LOPEZ	\$	65.00
80060671	09/19/19	MALONEY STRATEGIC COMMUNICATIONS	\$	16,272.55
80060672	09/19/19	KAYLA MANSOUR	\$	65.00
80060673	09/19/19	MEETING PROFESSIONALS INTERNATIONAL	\$	2,500.00
80060674	09/19/19	MEETINGS TODAY	\$	7,200.00
80060675	09/19/19	NORTH TEXAS FENCING TOURNAMENT COALITION	\$	985.00

continued on next page

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80060676	09/19/19	NORTHSTAR TRAVEL MEDIA, LLC	\$	1,685.00
80060677	09/19/19	OMNI MANDALAY HOTEL	\$	3,035.00
80060678	09/19/19	PCMA SERVICES	\$	1,730.00
80060679	09/19/19	PETTY CASH	\$	38.16
80060680	09/19/19	DIANA PFAFF	\$	63.71
80060681	09/19/19	DEBBIE ROBERTS	\$	65.00
80060682	09/19/19	KELLY ROCHE	\$	62.10
80060683	09/19/19	SHERATON DFW AIRPORT HOTEL	\$	1,075.00
80060684	09/19/19	LORI SIRMEN	\$	241.71
80060685	09/19/19	CAROL STODDARD	\$	111.91
80060686	09/19/19	SXSW, LLC	\$	21,200.00
80060687	09/19/19	TEXAS DEPARTMENT OF TRANSPORTATION	\$	2,679.29
80060688	09/19/19	TEXAS NONPROFIT THEATRES	\$	80.00
80060689	09/19/19	THE FULCRUM GROUP INC.	\$	44,683.50
80060690	09/19/19	THRESHOLD 360, INC.	\$	39,600.00
80060691	09/19/19	TIGER OAK MEDIA, INC	\$	5,000.00
80060692	09/19/19	TRIPADVISOR, LLC	\$	5,500.62
80060693	09/19/19	TUCKER & ASSOCIATES, LLC	\$	4,076.74
80060694	09/19/19	VERIZON WIRELESS	\$	526.74
80060695	09/19/19	WFAA-TV INC	\$	7,500.00

55 payments      Batch Total: \$      1,073,641.51

55 payments      Sub Total: \$      1,073,641.51

55 payments TOTAL: \$      1,073,641.51



ICVB  
HOTEL OCCUPANCY TAX COLLECTIONS

Fourth Quarter FY 2018-19

**IRVING CONVENTION AND VISITORS BUREAU  
HOTEL OCCUPANCY TAX  
BUDGET / ACTUAL  
2018 - 2019**

	QUARTER ENDING 9/30/19	
	BUDGET	ACTUAL
STATE TAX (estimated) - 6%	4,419,329	4,374,400
CITY OF IRVING TAX - 9%	6,628,994	6,561,600
TOTAL ADMINISTRATIVE COST	(117,990)	(116,537)
<hr/>		
<b>CONVENTION &amp; VISITORS BUREAU - 57% OF 5%</b>	2,100,707	2,077,840
Administrative Cost	(84,028)	(83,114)
Remittance Amount	2,016,679	1,994,726
<hr/>		
<b>ARTS CENTER - 35.5% of 5% + 1.6M</b>	1,291,581	1,294,094
<b>YEAR END EXCESS</b>	(571,521)	(586,090)
Administrative Cost	(28,802)	(28,320)
Remittance Amount	691,258	679,684
<hr/>		
<b>MUSEUM - 2.5% of 5%</b>	92,137	91,133
Administrative Cost	(3,685)	(3,645)
Remittance Amount	88,452	87,488
<hr/>		
<b>DOWNTOWN &amp; EVENTS - 1% of 5%</b>	36,855	36,453
Administrative Cost	(1,474)	(1,458)
Remittance Amount	35,381	34,995
<hr/>		
<b>CONVENTION CENTER FUND - 2% of 9%</b> (effective 01/01/00)	1,474,180	1,458,134
<b>DEBT SERVICE - 4% of 5%</b>	730,876	731,903
<b>TOTAL</b>	2,205,056	2,190,037
<hr/>		
<b>ENTERTAINMENT CENTER - 2% of 9%</b> (effective 04/01/08)	1,474,180	1,458,134
<hr/>		
<b>WESTIN IRVING CONVENTION CENTER</b>	n/a	309,803
(hotel pays 9% tax (not included in totals above) which is applied to bond payments)		

**IRVING CONVENTION AND VISITORS BUREAU  
HOTEL OCCUPANCY TAX  
JULY - SEPTEMBER**

<b>HOTEL</b>	<b>ACTUAL 17-18</b>	<b>ACTUAL 18-19</b>	<b>DIFFERENCE</b>	<b>PERCENT</b>
1 Atrium Hotel and Suites	11,038.97	11,844.73	805.76	7.30%
2 Dallas Marriott Las Colinas	108,857.20	112,547.73	3,690.53	3.39%
3 DFW Airport Hotel & Conf Center	7,954.22	6,633.34	(1,320.88)	-16.61%
4 DFW Airport Marriott	127,003.25	119,249.24	(7,754.01)	-6.11%
5 Doubletree DFW Airport North	53,628.96	51,487.25	(2,141.71)	-3.99%
6 Embassy Suites - DFW Airport South	77,068.88	81,424.79	4,355.91	5.65%
7 Four Seasons Resort & Club	213,342.76	221,907.39	8,564.63	4.01%
8 Hilton Garden Inn - DFW South	40,103.25	41,609.02	1,505.77	3.75%
9 Hilton Garden Inn - Las Colinas	43,490.85	41,736.65	(1,754.20)	-4.03%
10 Holiday Inn Las Colinas	22,671.90	23,092.95	421.05	1.86%
11 NYLO Dallas/Las Colinas	47,174.88	49,102.52	1,927.64	4.09%
12 Omni Mandalay Hotel at Las Colinas	124,570.88	125,812.77	1,241.89	1.00%
13 Sheraton Grand Hotel	63,180.45	66,487.49	3,307.04	5.23%
14 Texican Court	n/a	25,640.88	25,640.88	100.00%
15 Westin DFW	128,862.81	83,929.30	(44,933.51)	-34.87%
<b>TOTAL LUXURY &amp; FULL SERVICE</b>	<b>1,068,949.26</b>	<b>1,062,506.05</b>	<b>(6,443.21)</b>	<b>-0.60%</b>

<b>ALL-SUITE / EXTENDED STAY</b>				
1 Best Western - DFW Airport Suites	14,239.99	14,102.73	(137.26)	-0.96%
2 Candlewood Suites - Las Colinas	7,591.37	8,401.53	810.16	10.67%
3 Comfort Inn - DFW North	15,259.41	15,557.70	298.29	1.95%
4 Comfort Suites - DFW Airport	14,805.71	14,658.70	(147.01)	-0.99%
5 Comfort Suites - Las Colinas	7,150.51	5,367.71	(1,782.80)	-24.93%
6 Country Inn & Suites - DFW South	11,987.38	11,649.73	(337.65)	-2.82%
7 Element DFW North	28,842.09	28,172.37	(669.72)	-2.32%
8 Extended Stay America	2,905.01	2,855.47	(49.54)	-1.71%
9 Extended Stay America - DFW North	6,614.77	6,866.13	251.36	3.80%
10 Extended Stay America - Las Colinas	8,788.66	8,380.10	(408.56)	-4.65%
11 Extended Stay Deluxe	4,335.42	3,875.60	(459.82)	-10.61%
12 Hawthorne Suites - DFW North	9,278.35	10,236.79	958.44	10.33%
13 Hawthorne Suites - DFW South	5,281.43	5,994.03	712.60	13.49%
14 Holiday Inn Express - DFW North	26,246.69	23,888.11	(2,358.58)	-8.99%
15 Holiday Inn Express - DFW South	22,986.19	24,139.31	1,153.12	5.02%
16 Holiday Inn Express - Las Colinas	20,059.26	20,829.50	770.24	3.84%
17 Home Towne Studios	6,055.69	6,806.12	750.43	12.39%
18 Home2 Suites - DFW North	23,143.28	25,172.42	2,029.14	8.77%
19 Home2 Suites - DFW South	20,467.84	24,676.68	4,208.84	20.56%
20 Homewood Suites - DFW Airport	21,108.53	20,939.73	(168.80)	-0.80%
21 Homewood Suites - Las Colinas	30,412.69	33,192.88	2,780.19	9.14%
22 Hyatt House Dallas-Las Colinas	34,173.55	34,680.11	506.56	1.48%
23 Hyatt Place Las Colinas	30,915.30	30,691.22	(224.08)	-0.72%
24 Motel 6 / Studio 6 - DFW East	8,445.08	9,676.65	1,231.57	14.58%
25 Residence Inn - DFW North	10,750.95	15,566.34	4,815.39	44.79%
26 Residence Inn - DFW South	18,005.73	25,319.81	7,314.08	40.62%
27 Residence Inn - Las Colinas	20,337.77	21,633.09	1,295.32	6.37%
28 Springhill Suites	23,891.14	24,566.33	675.19	2.83%
29 Staybridge Suites Las Colinas	25,731.60	22,505.61	(3,225.99)	-12.54%
30 Staybridge Suites North	17,527.16	18,966.38	1,439.22	8.21%
31 Studio 6 - DFW North	222.89	151.33	(71.56)	-32.11%
31 Towneplace Suites - DFW North	new	10,215.00	10,215.00	100.00%
32 Towneplace Suites - Las Colinas	22,927.55	18,849.02	(4,078.53)	-17.79%
33 Waterwalk - Las Colinas	497.77	8,755.30	8,257.53	1658.90%
34 Woodspring Suites Signature	5,799.41	5,604.64	(194.77)	-3.36%
35 Extended Stay Properties*	853.44	2,453.02	1,599.58	187.43%
<b>TOTAL ALL SUITE / EXTENDED STAY</b>	<b>527,639.61</b>	<b>565,397.19</b>	<b>37,757.58</b>	<b>7.16%</b>

**HOTEL OCCUPANCY TAX**  
**JULY - SEPT (page 2)**

HOTEL	ACTUAL 17-18	ACTUAL 18-19	DIFFERENCE	PERCENT
<b>LIMITED SERVICE</b>				
1 Aloft Las Colinas	32,861.96	31,527.25	(1,334.71)	-4.06%
2 Courtyard by Marriott - DFW North	38,005.92	40,400.84	2,394.92	6.30%
3 Courtyard by Marriott - DFW South	25,741.59	27,765.34	2,023.75	7.86%
4 Courtyard by Marriott - Las Colinas	36,666.67	32,381.41	(4,285.26)	-11.69%
5 Fairfield Inn & Suites	20,381.79	21,054.59	672.80	3.30%
6 Fairfield Inn - DFW North	19,809.75	16,222.73	(3,587.02)	-18.11%
7 Fairfield Inn - Las Colinas	22,924.48	21,437.07	(1,487.41)	-6.49%
8 Hampton Inn - Las Colinas	28,498.21	29,003.81	505.60	1.77%
9 Jefferson Street Bed & Breakfast	182.19	33.49	(148.70)	-81.62%
10 La Quinta Inn & Suites - Las Colinas	16,437.11	14,158.25	(2,278.86)	-13.86%
11 La Quinta Inn & Suites - DFW South	21,976.22	18,090.76	(3,885.46)	-17.68%
12 La Quinta Inn & Suites - DFW North	25,961.69	22,064.54	(3,897.15)	-15.01%
13 Wingate Inn - DFW North	10,823.05	7,901.71	(2,921.34)	-26.99%
14 Wingate Inn - Las Colinas	16,429.22	15,013.31	(1,415.91)	-8.62%
<b>TOTAL LIMITED SERVICE</b>	<b>316,699.85</b>	<b>297,055.10</b>	<b>(19,644.75)</b>	<b>-6.20%</b>

<b>BUDGET</b>				
1 America's Best Value Inn	4,855.00	6,597.54	1,742.54	35.89%
2 Arya Inn & Suites	394.20	3,058.74	2,664.54	675.94%
3 Best Western Irving Inn & Suites	17,344.23	16,903.99	(440.24)	-2.54%
4 Budget Inn	1,534.46	3,279.96	1,745.50	113.75%
5 Budget Inn & Suites	495.99	491.68	(4.31)	-0.87%
6 Budget Lodge of Irving (renovating)	1,702.25	0.00	(1,702.25)	-100.00%
7 Budget Suites of America - Las Colinas	2,056.68	3,033.12	976.44	47.48%
8 Clarion Inn & Suites	8,796.23	9,768.92	972.69	11.06%
9 Crossroads Hotel	2,639.57	5,244.56	2,604.99	98.69%
10 Days Inn	12,142.77	11,371.86	(770.91)	-6.35%
11 Days Inn - DFW North	12,006.48	12,365.07	358.59	2.99%
12 Delux Inn	1,850.20	1,945.98	95.78	5.18%
13 Delux Suites	472.96	566.48	93.52	19.77%
14 Gateway Suites	1,811.89	1,632.59	(179.30)	-9.90%
15 Motel 6 - Dallas / Irving	9,389.94	9,591.18	201.24	2.14%
16 Motel 6 - DFW North	9,496.15	7,518.22	(1,977.93)	-20.83%
17 Motel 6 - DFW South	4,476.91	2,942.69	(1,534.22)	-34.27%
18 Quality Inn & Suites - DFW Airport	17,937.72	17,156.28	(781.44)	-4.36%
19 Quality Inn & Suites - DFW South	11,539.71	11,502.23	(37.48)	-0.32%
20 Red Roof Inn - DFW North	15,874.78	12,142.78	(3,732.00)	-23.51%
21 Super 8 Motel - DFW North	8,561.60	8,619.60	58.00	0.68%
22 Super 8 Motel - DFW South	5,864.06	6,006.73	142.67	2.43%
<b>TOTAL BUDGET</b>	<b>151,243.78</b>	<b>151,740.20</b>	<b>496.42</b>	<b>0.33%</b>

	ACTUAL	ACTUAL	DIFFERENCE	PERCENT
<b>GRAND TOTAL</b>	<b>2,064,532.50</b>	<b>2,076,698.54</b>	<b>12,166.04</b>	<b>0.59%</b>

	BUDGET	ACTUAL	DIFFERENCE	PERCENT
<b>4TH QUARTER</b>	<b>2,100,707.00</b>	<b>2,076,698.54</b>	<b>(24,008.46)</b>	<b>-1.14%</b>

\*A-1 Commercial & Residential Services; Amlt at Escena; National Corporate Housing; The Wild Wild West; Tijarah Properties; 555 Vacations; Sijia Zhao

**IRVING CONVENTION AND VISITORS BUREAU**  
**YEAR-TO-DATE HOTEL OCCUPANCY TAX**  
**OCTOBER 2018 - SEPTEMBER 2019**

HOTEL	ACTUAL 17-18	ACTUAL 18-19	DIFFERENCE	PERCENT
<b>LUXURY &amp; FULL SERVICE</b>				
1 Atrium Hotel and Suites	39,467.83	51,746.79	12,278.96	31.11%
2 Dallas Marriott at Las Colinas	413,758.71	448,588.10	34,829.39	8.42%
3 DFW Airport Hotel & Conf Center	31,030.91	24,885.42	(6,145.49)	-19.80%
4 DFW Airport Marriott	539,515.03	517,843.42	(21,671.61)	-4.02%
5 Doubletree DFW Airport North	245,089.00	222,429.23	(22,659.77)	-9.25%
6 Embassy Suites - DFW Airport South	322,588.21	347,408.56	24,820.35	7.69%
7 Four Seasons Resort & Club	889,693.23	880,567.47	(9,125.76)	-1.03%
8 Hilton Garden Inn - DFW South	132,065.61	167,734.20	35,668.59	27.01%
9 Hilton Garden Inn - Las Colinas	172,700.95	168,070.35	(4,630.60)	-2.68%
10 Holiday Inn Las Colinas	95,227.20	104,137.74	8,910.54	9.36%
11 NYLO Dallas/Las Colinas	193,678.27	197,322.04	3,643.77	1.88%
12 Omni Mandalay Hotel at Las Colinas	533,190.53	529,728.77	(3,461.76)	-0.65%
13 Sheraton Grand Hotel	276,863.06	286,089.87	9,226.81	3.33%
14 Texican Court	n/a	75,797.88	75,797.88	100.00%
15 Westin DFW	526,789.75	465,798.44	(60,991.31)	-11.58%
<b>TOTAL LUXURY &amp; FULL SERVICE</b>	<b>4,411,658.29</b>	<b>4,488,148.28</b>	<b>76,489.99</b>	<b>1.73%</b>

<b>ALL-SUITE / EXTENDED STAY</b>				
1 Best Western - DFW Airport Suites	61,584.24	60,286.41	(1,297.83)	-2.11%
2 Candlewood Suites - Las Colinas	39,104.21	36,830.48	(2,273.73)	-5.81%
3 Comfort Inn - DFW North	62,902.77	60,350.87	(2,551.90)	-4.06%
4 Comfort Suites - DFW Airport	59,247.34	62,799.97	3,552.63	6.00%
5 Comfort Suites - Las Colinas	31,736.97	23,936.51	(7,800.46)	-24.58%
6 Country Inn & Suites - DFW South	52,860.20	45,909.44	(6,950.76)	-13.15%
7 Element DFW North	107,301.85	111,482.96	4,181.11	3.90%
8 Extended Stay America	13,170.63	15,364.56	2,193.93	16.66%
9 Extended Stay America - DFW North	20,715.76	27,008.06	6,292.30	30.37%
10 Extended Stay America - Las Colinas	32,645.95	34,291.64	1,645.69	5.04%
11 Extended Stay Deluxe	13,792.53	15,374.03	1,581.50	11.47%
12 Hawthorne Suites - DFW North	40,027.03	41,347.28	1,320.25	3.30%
13 Hawthorne Suites - DFW South	20,632.68	20,999.43	366.75	1.78%
14 Holiday Inn Express - DFW North	112,468.61	102,972.35	(9,496.26)	-8.44%
15 Holiday Inn Express - DFW South	98,129.43	95,483.47	(2,645.96)	-2.70%
16 Holiday Inn Express - Las Colinas	75,924.45	83,419.72	7,495.27	9.87%
17 Home Towne Studios	19,831.30	24,288.02	4,456.72	22.47%
18 Home2 Suites - DFW North	100,576.15	102,436.72	1,860.57	1.85%
19 Home2 Suites - DFW South	34,502.04	95,880.81	61,378.77	177.90%
20 Homewood Suites - DFW Airport	87,999.15	85,592.67	(2,406.48)	-2.73%
21 Homewood Suites - Las Colinas	113,408.29	130,937.79	17,529.50	15.46%
22 Hyatt House Dallas - Las Colinas	121,255.76	136,017.51	14,761.75	12.17%
23 Hyatt Place Las Colinas	131,063.40	127,800.08	(3,263.32)	-2.49%
24 Motel 6 / Studio 6 - DFW East	31,101.49	32,544.41	1,442.92	4.64%
25 Residence Inn - DFW North	55,546.41	57,891.17	2,344.76	4.22%
26 Residence Inn - DFW South	74,695.25	87,122.17	12,426.92	16.64%
27 Residence Inn - Las Colinas	75,953.56	88,104.29	12,150.73	16.00%
28 Springhill Suites	110,399.84	107,161.52	(3,238.32)	-2.93%
29 Staybridge Suites - Las Colinas	95,798.70	95,148.37	(650.33)	-0.68%
30 Staybridge Suites - North	78,291.77	79,501.78	1,210.01	1.55%
31 Studio 6 - DFW North	1,148.44	953.26	(195.18)	-17.00%
32 Towneplace Suites - DFW North	new	10,215.00	10,215.00	100.00%
33 Towneplace Suites - Las Colinas	93,923.71	86,017.07	(7,906.64)	-8.42%
34 Waterwalk - Las Colinas	497.77	27,019.18	26,521.41	5328.05%
35 Woodspring Suites Signature	26,983.64	22,055.32	(4,928.32)	-18.26%
36 Extended Stay Properties*	2,132.04	5,467.01	3,334.97	156.42%
<b>TOTAL ALL-SUITE / EXTENDED STAY</b>	<b>2,097,353.36</b>	<b>2,240,011.33</b>	<b>142,657.97</b>	<b>6.80%</b>

**HOTEL OCCUPANCY TAX**  
**OCT 2018 - SEPT 2019 (page 2)**

HOTEL	ACTUAL 17-18	ACTUAL 18-19	DIFFERENCE	PERCENT
<b>LIMITED SERVICE</b>				
1 Aloft Las Colinas	136,033.88	131,507.13	(4,526.75)	-3.33%
2 Courtyard by Marriott - DFW North	161,916.48	165,442.68	3,526.20	2.18%
3 Courtyard by Marriott - DFW South	105,655.94	115,826.43	10,170.49	9.63%
4 Courtyard by Marriott - Las Colinas	146,815.83	133,472.15	(13,343.68)	-9.09%
5 Fairfield Inn & Suites	84,442.61	96,738.87	12,296.26	14.56%
6 Fairfield Inn - DFW North	86,919.12	83,091.89	(3,827.23)	-4.40%
7 Fairfield Inn - Las Colinas	92,177.26	100,758.46	8,581.20	9.31%
8 Hampton Inn - Las Colinas	122,219.17	120,473.45	(1,745.72)	-1.43%
9 Jefferson Street Bed & Breakfast	666.44	251.84	(414.60)	-62.21%
10 La Quinta Inn & Suites - Las Colinas	63,754.27	61,842.05	(1,912.22)	-3.00%
11 La Quinta Inn & Suites - DFW South	78,166.87	86,483.01	8,316.14	10.64%
12 La Quinta Inn & Suites - DFW North	104,005.52	97,371.58	(6,633.94)	-6.38%
13 Wingate Inn - DFW North	42,186.86	33,162.00	(9,024.86)	-21.39%
14 Wingate Inn - Las Colinas	74,259.56	67,635.07	(6,624.49)	-8.92%
<b>TOTAL LIMITED SERVICE</b>	<b>1,299,219.81</b>	<b>1,294,056.61</b>	<b>(5,163.20)</b>	<b>-0.40%</b>

<b>BUDGET</b>				
1 America's Best Value Inn	15,948.01	18,594.70	2,646.69	16.60%
2 Arya Inn & Suites	4,526.49	10,650.21	6,123.72	135.29%
3 Best Western Irving Inn & Suites	69,444.05	63,540.72	(5,903.33)	-8.50%
4 Budget Inn	6,216.23	7,079.76	863.53	13.89%
5 Budget Inn & Suites	3,001.08	2,186.93	(814.15)	-27.13%
6 Budget Lodge of Irving	8,426.51	6,126.91	(2,299.60)	-27.29%
7 Budget Suites of America - Las Colinas	5,708.03	8,612.16	2,904.13	50.88%
8 Clarion Inn & Suites	32,316.92	46,106.73	13,789.81	42.67%
9 Crossroads Hotel	8,560.46	15,695.19	7,134.73	83.35%
10 Days Inn	44,791.80	43,854.79	(937.01)	-2.09%
11 Days Inn - DFW North	44,033.30	48,507.77	4,474.47	10.16%
12 Delux Inn	8,126.61	7,446.43	(680.18)	-8.37%
13 Delux Suites	1,971.96	2,275.65	303.69	15.40%
14 Gateway Suites	7,140.39	6,712.07	(428.32)	-6.00%
15 Motel 6 - Dallas / Irving	34,297.09	35,640.31	1,343.22	3.92%
16 Motel 6 - DFW North	36,793.16	33,702.28	(3,090.88)	-8.40%
17 Motel 6 - DFW South	17,003.60	12,433.14	(4,570.46)	-26.88%
18 Quality Inn & Suites - DFW Airport	70,636.65	67,332.87	(3,303.78)	-4.68%
19 Quality Inn & Suites - DFW South	45,040.12	46,382.59	1,342.47	2.98%
20 Red Roof Inn - DFW North	64,929.95	54,173.01	(10,756.94)	-16.57%
21 Super 8 Motel - DFW North	33,296.89	33,918.37	621.48	1.87%
22 Super 8 Motel - DFW South	23,004.43	22,510.02	(494.41)	-2.15%
<b>TOTAL BUDGET</b>	<b>585,213.73</b>	<b>593,482.61</b>	<b>8,268.88</b>	<b>1.41%</b>

	ACTUAL	ACTUAL	DIFFERENCE	PERCENT
<b>GRAND TOTAL</b>	<b>8,393,445.19</b>	<b>8,615,698.83</b>	<b>222,253.64</b>	<b>2.65%</b>

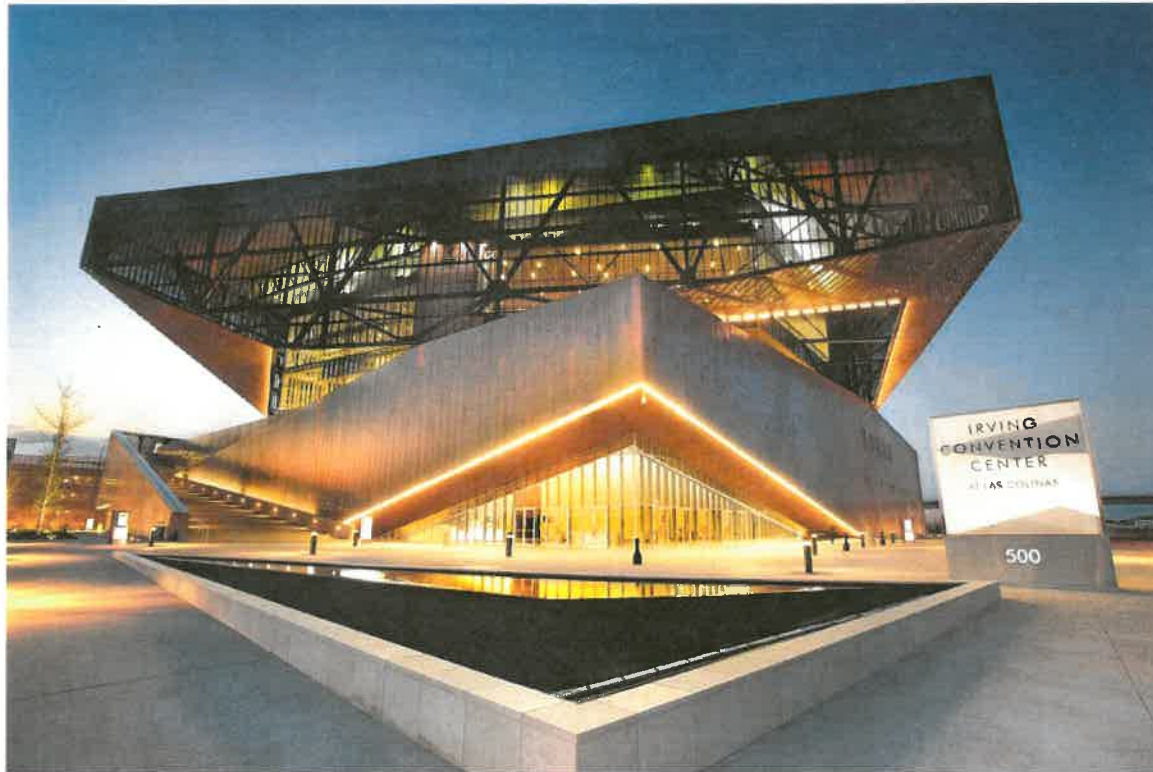
	BUDGET	ACTUAL	DIFFERENCE	PERCENT
<b>4 QUARTERS</b>	<b>8,593,019.00</b>	<b>8,615,698.83</b>	<b>22,679.83</b>	<b>0.26%</b>

\*A-1 Commercial & Residential Services; Amlti at Escena; National Corporate Housing; The Wild Wild West; Tijarah Properties; 555 Vacations; Sijia Zhao

**IRVING CONVENTION AND VISITORS BUREAU  
HOTEL OCCUPANCY TAX  
2018 - 2019 BUDGET**

<b>BUDGET VS ACTUAL</b>	<b>BUDGET 18-19</b>	<b>ACTUAL 18-19</b>	<b>DIFFERENCE</b>	<b>%</b>
1ST QUARTER OCT - DEC 2018	1,961,460	2,023,945	62,485	3.19%
2ND QUARTER JAN - MAR 2019	2,178,773	2,203,203	24,430	1.12%
3RD QUARTER APR - JUN 2019	2,352,079	2,311,852	(40,227)	-1.71%
4TH QUARTER JUL - SEP 2019	2,100,707	2,076,698	(24,009)	-1.14%
<b>YTD TOTALS</b>	<b>8,593,019</b>	<b>8,615,698</b>	<b>22,679</b>	<b>0.26%</b>

<b>PRIOR YEAR VS CURRENT YEAR</b>	<b>ACTUAL 17-18</b>	<b>ACTUAL 18-19</b>	<b>DIFFERENCE</b>	<b>%</b>
1ST QUARTER OCT - DEC	1,959,343	2,023,945	64,602	3.30%
2ND QUARTER JAN - MAR	2,114,614	2,203,203	88,590	4.19%
3RD QUARTER APR - JUN	2,254,956	2,311,852	56,896	2.52%
4TH QUARTER JUL - SEP	2,064,533	2,076,698	12,166	0.59%
<b>YTD TOTALS</b>	<b>8,393,445</b>	<b>8,615,698</b>	<b>222,253</b>	<b>2.65%</b>



Date Distributed: November 25, 2019

# Monthly Financial Summary

For Period Ending October 31, 2019

IRVING CONVENTION CENTER  
Monthly Financial Reports  
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Period Ending  
October 31, 2019

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	October	November	December	January	February	March	April	May	June	July	August	September	Total		
Event Income															
Direct Event Income															
Rental Income	183,185	80,125	39,420	101,375	117,150	138,619	200,315	133,320	38,500	102,641	171,675	140,250	1,446,575		
Service Income	77,389	25,000	38,000	18,125	50,750	56,750	56,550	80,250	40,000	31,500	31,000	32,750	538,064		
Service Expenses	(133,229)	(75,000)	(65,000)	(75,000)	(90,000)	(85,000)	(90,000)	(80,000)	(80,000)	(75,000)	(75,000)	(80,000)	(1,003,229)		
Total Direct Event Income	127,345	30,125	12,420	44,500	77,900	110,369	166,865	133,570	(1,500)	59,141	127,675	93,000	981,410		
Ancillary Income															
F & B Concessions	24,866	6,000	3,500	11,000	26,000	24,000	20,000	16,000	13,000	5,000	9,000	16,000	174,366		
F & B Catering	605,052	58,687	185,692	423,140	401,935	219,740	295,430	423,654	403,823	114,000	144,020	289,180	3,564,352		
Parking: Self Parking	46,410	9,906	4,100	26,404	31,488	30,033	21,279	25,010	20,172	10,250	5,330	20,500	250,881		
Electrical Services	12,365	7,000	3,000	21,000	12,000	26,000	16,000	13,000	11,000	5,000	9,000	17,000	152,365		
Audio Visual	347	-	-	-	-	-	-	-	-	-	-	-	347		
Internet Services	-	1,500	150	100	1,000	2,200	3,100	500	1,500	150	2,000	2,500	14,700		
Total Ancillary Income	689,040	83,092	196,442	481,644	472,423	301,973	355,809	478,164	449,495	134,400	169,350	345,180	4,157,012		
Total Event Income	816,385	113,217	208,862	526,144	550,323	412,341	522,674	611,734	447,995	193,541	297,025	438,180	5,138,421		
Other Operating Income	95,000	60,000	45,000	70,000	60,000	50,000	65,000	55,000	65,000	45,000	50,000	83,393	743,393		
ICVB Operating Subsidy			348,000			350,000			348,750			348,250	1,395,000		
Adjusted Gross Income	911,385	173,217	601,862	596,144	610,323	812,341	587,674	666,734	861,745	238,541	347,025	869,823	7,276,814		
Operating Expenses															
Employee Salaries and Wages	233,091	244,446	244,446	244,446	244,446	244,446	244,446	244,446	244,446	244,446	244,446	244,447	2,921,998		
Benefits	70,845	74,905	74,905	74,905	74,905	74,905	74,905	74,905	74,905	74,905	74,905	188,910	1,008,805		
Less: Event Labor Allocations	(30,233)	(49,730)	(49,730)	(49,730)	(49,730)	(49,730)	(49,730)	(49,730)	(49,730)	(49,730)	(49,730)	(49,730)	(577,263)		
Net Employee Wages and Benefits	273,703	269,621	269,621	269,621	269,621	269,621	269,621	269,621	269,621	269,621	269,621	383,627	3,353,539		
Contracted Services	56,602	62,090	62,090	62,090	62,090	62,090	62,090	62,090	62,090	62,090	62,090	62,090	739,592		
General and Administrative	91,072	48,187	50,074	38,876	48,106	45,772	33,751	34,131	44,174	60,796	42,726	130,397	668,058		
Operations	65,204	48,801	48,801	48,801	48,801	48,801	48,801	48,801	48,801	48,801	48,801	48,793	602,007		
Repair & Maintenance	63,829	46,808	46,808	46,808	46,808	46,808	46,808	46,808	46,808	46,808	46,808	47,312	591,221		
Supplies	10,646	17,849	17,349	17,099	17,599	17,099	17,099	17,599	17,099	30,432	30,432	30,441	240,747		
Insurance	23,137	10,203	10,203	10,203	10,203	10,203	10,203	10,203	10,203	10,203	10,203	10,203	135,370		
Utilities	48,248	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	543,248		
Other	6	208	208	208	208	208	208	208	208	208	208	212	2,298		
ASM Global Management Fees	67,946	36,323	36,323	36,323	36,323	36,323	36,323	36,323	36,323	36,323	27,200	13,823	435,876		
Total Operating Expenses	700,393	585,090	586,477	575,029	584,759	581,925	569,904	570,784	580,327	622,282	583,089	771,898	7,311,955		
Net Income (Loss) From Operations	210,992	(411,873)	15,385	21,115	25,564	230,416	17,770	95,950	281,418	(383,741)	(236,064)	97,925	(35,141)	(1,395,000)	(1,430,141)

Budget Forecast Comparison by Month

(35,141)													
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 October 31, 2019

	Current Actual	Current Budget	Variance	Prior Year Actual
Attendance	21,831	31,282	(9,451)	32,217
Events	27	25	2	21
Event Days	47	42	5	30
Direct Event Income	127,345	172,375	(45,030)	99,584
Ancillary Income	689,040	413,096	275,944	359,102
Total Event Income	816,385	585,471	230,914	458,686
Other Operating Income	95,000	70,000	25,000	21,305
Adjusted Gross Income	911,385	655,471	255,914	479,991
Indirect Expenses	(700,393)	(572,234)	(128,159)	(560,373)
Net Income (Loss) From Operations	210,992	83,237	127,755	(80,382)

IRVING CONVENTION CENTER/SMG  
Financial Statements Year to Date Highlights  
For the One Month Ending October 31, 2019

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	21,831	31,282	(9,451)	32,217
Events	27	25	2	21
Event Days	47	42	5	30
Direct Event Income	127,345	172,375	(45,030)	99,584
Ancillary Income	689,040	413,096	275,944	359,102
Total Event Income	816,385	585,471	230,914	458,686
Other Operating Income	95,000	70,000	25,000	21,305
Adjusted Gross Income	911,385	655,471	255,914	479,991
Indirect Expenses	(700,393)	(572,234)	(128,159)	(560,373)
Net Income (Loss) From Operations	210,992	83,237	127,755	(80,382)

**IRVING CONVENTION CENTER/SMG**

**Balance Sheet**

October 31, 2019

**ASSETS**

**Current Assets**

Cash	\$	1,331,693
Accounts Receivable		1,029,017
Prepaid Assets		31,350
Inventory		66,831

Total Current Assets		2,458,891
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<b>Total Assets</b>	<b>\$</b>	<b>2,458,891</b>
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**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	\$	984,760
Accrued Expenses		435,625
Deferred Income		0
Advance Ticket Sales/Deposits		827,514
Other Current Liabilities		0

Total Current Liabilities		2,247,899
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**Long-Term Liabilities**

Long Term Liabilites		0
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Total Long-Term Liabilities		0
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Total Liabilities		2,247,899
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**Equity**

Net Funds Received	11,202,786
Retained Earnings	(11,202,786)
Net Income (Loss)	210,992

Total Equity		210,992
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<b>Total Liabilities &amp; Equity</b>	<b>\$</b>	<b>2,458,891</b>
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IRVING CONVENTION CENTER/SMG  
Income Statement  
For the One Month Ending October 31, 2019

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
<b>EVENT INCOME</b>							
Direct Event Income							
Rental Income	183,185	202,825	(19,640)	183,185	202,825	(19,640)	149,333
Service Revenue	77,389	44,550	32,839	77,389	44,550	32,839	54,972
Service Expenses	(133,229)	(75,000)	(58,229)	(133,229)	(75,000)	(58,229)	(104,721)
Total Direct Event In	127,345	172,375	(45,030)	127,345	172,375	(45,030)	99,584
Ancillary Income							
F & B Concessions	24,866	35,000	(10,134)	24,866	35,000	(10,134)	36,083
F & B Catering	605,052	314,905	290,147	605,052	314,905	290,147	259,698
Parking	46,410	47,191	(781)	46,410	47,191	(781)	47,590
Electrical Services	12,365	15,000	(2,635)	12,365	15,000	(2,635)	15,176
Audio Visual	347	0	347	347	0	347	0
Internet Services	0	1,000	(1,000)	0	1,000	(1,000)	555
Total Ancillary Inco	689,040	413,096	275,944	689,040	413,096	275,944	359,102
Total Event Income	816,385	585,471	230,914	816,385	585,471	230,914	458,686
<b>OTHER OPERATING INCOME</b>							
Other Income	95,000	70,000	25,000	95,000	70,000	25,000	21,305
Total Other Operatin	95,000	70,000	25,000	95,000	70,000	25,000	21,305
Adjusted Gross Inco	911,385	655,471	255,914	911,385	655,471	255,914	479,991
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	233,091	226,745	(6,346)	233,091	226,745	(6,346)	230,208
Payroll Taxes & Ben	70,845	68,840	(2,005)	70,845	68,840	(2,005)	55,020
Labor Allocations to	(30,233)	(49,730)	(19,497)	(30,233)	(49,730)	(19,497)	(67,492)
Net Salaries and Ben	273,703	245,855	(27,848)	273,703	245,855	(27,848)	217,736
Contracted Services	56,602	62,090	5,488	56,602	62,090	5,488	63,247
General and Adminis	91,072	64,517	(26,555)	91,072	64,517	(26,555)	37,849
Operating	65,204	45,751	(19,453)	65,204	45,751	(19,453)	61,736
Repairs & Maintenan	63,829	46,808	(17,021)	63,829	46,808	(17,021)	63,632
Operational Supplies	10,646	17,349	6,703	10,646	17,349	6,703	23,696
Insurance	23,137	8,333	(14,804)	23,137	8,333	(14,804)	6,373
Utilities	48,254	45,208	(3,046)	48,254	45,208	(3,046)	42,583
SMG Management F	67,946	36,323	(31,623)	67,946	36,323	(31,623)	43,521
Total Indirect Expens	700,393	572,234	(128,159)	700,393	572,234	(128,159)	560,373

An ASM Global Managed Facility

IRVING CONVENTION CENTER/SMG  
Income Statement  
For the One Month Ending October 31, 2019

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Net Income (Loss)	210,992	83,237	127,755	210,992	83,237	127,755	(80,382)

IRVING CONVENTION CENTER/SMG  
Year Over Year Income Comparison  
For the One Month Ending October 31, 2019

	Current Month Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	183,185	149,333	117,100	87,730	148,125	131,885
F & B Concessions	24,866	36,083	29,160	27,807	32,741	44,384
F & B Catering	605,052	259,698	326,765	191,358	347,223	386,302
Total Event Income	816,385	458,686	492,988	309,305	559,593	587,296
Total Indirect Expenses	700,393	560,373	646,493	491,169	428,036	416,735

	Year to Date Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	183,195	149,333	117,100	87,730	148,125	131,885
F & B Concessions	24,866	36,083	29,160	27,807	32,741	44,384
F & B Catering	816,385	259,698	329,765	191,358	347,223	386,302
Total Event Income	816,385	458,686	492,988	309,305	559,593	587,296
Total Indirect Expenses	700,393	560,373	646,493	491,169	428,036	416,735

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Assemblies  
For the One Month Ending October 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,500	600	1,500	600
Events	1	1	1	1
Event Days	3	4	3	4
Direct Event Income				
Rental Income	23,275	23,275	23,275	23,275
Service Revenue	0	0	0	0
Service Expenses	(6,010)	0	(6,010)	0
Total Direct Event Income	17,265	23,275	17,265	23,275
Ancillary Income				
F & B Concessions	1,996	0	1,996	0
F & B Catering	(1,310)	0	(1,310)	0
Parking	(434)	0	(434)	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	252	0	252	0
Total Event Income	17,517	23,275	17,517	23,275

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Banquets  
For the One Month Ending October 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	2,910	3,100	2,910	3,100
Events	5	5	5	5
Event Days	5	6	5	6
Direct Event Income				
Rental Income	11,360	8,600	11,360	8,600
Service Revenue	700	500	700	500
Service Expenses	(6,587)	0	(6,587)	0
Total Direct Event Income	5,473	9,100	5,473	9,100
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	66,245	58,018	66,245	58,018
Parking	2,084	1,435	2,084	1,435
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	68,329	59,453	68,329	59,453
Total Event Income	73,802	68,553	73,802	68,553

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Consumer / Public Shows  
For the One Month Ending October 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	4,556	15,000	4,556	15,000
Events	3	3	3	3
Event Days	7	7	7	7
Direct Event Income				
Rental Income	47,150	46,800	47,150	46,800
Service Revenue	22,163	1,300	22,163	1,300
Service Expenses	(31,761)	0	(31,761)	0
Total Direct Event Income	37,552	48,100	37,552	48,100
Ancillary Income				
F & B Concessions	9,762	14,000	9,762	14,000
F & B Catering	7,154	2,280	7,154	2,280
Parking	17,034	20,500	17,034	20,500
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	1,130	0	1,130	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	35,080	36,780	35,080	36,780
Total Event Income	72,632	84,880	72,632	84,880

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Conventions  
For the One Month Ending October 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	4,404	6,400	4,404	6,400
Events	2	2	2	2
Event Days	8	6	8	6
Direct Event Income				
Rental Income	55,900	55,900	55,900	55,900
Service Revenue	12,344	2,750	12,344	2,750
Service Expenses	(21,949)	0	(21,949)	0
Total Direct Event Income	46,295	58,650	46,295	58,650
Ancillary Income				
F & B Concessions	12,876	4,500	12,876	4,500
F & B Catering	53,921	43,597	53,921	43,597
Parking	19,050	16,400	19,050	16,400
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	3,045	0	3,045	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	88,892	64,497	88,892	64,497
Total Event Income	135,187	123,147	135,187	123,147

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Meetings  
For the One Month Ending October 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	8,241	6,170	8,241	6,170
Events	14	13	14	13
Event Days	22	18	22	18
Direct Event Income				
Rental Income	45,500	68,250	45,500	68,250
Service Revenue	42,182	0	42,182	0
Service Expenses	(66,745)	0	(66,745)	0
Total Direct Event Income	20,937	68,250	20,937	68,250
Ancillary Income				
F & B Concessions	(168)	0	(168)	0
F & B Catering	475,662	211,010	475,662	211,010
Parking	8,676	6,396	8,676	6,396
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	8,190	0	8,190	0
Audio Visual	347	0	347	0
Internet Services	0	0	0	0
Total Ancillary Income	492,707	217,406	492,707	217,406
Total Event Income	513,644	285,656	513,644	285,656

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: ICVB  
For the One Month Ending October 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	220	12	220	12
Events	2	1	2	1
Event Days	2	1	2	1
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	0	0	0	0
Service Expenses	(177)	0	(177)	0
Total Direct Event Income	(177)	0	(177)	0
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	3,544	0	3,544	0
Parking	0	0	0	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	3,544	0	3,544	0
Total Event Income	3,367	0	3,367	0

**MINUTES**  
**IRVING CONVENTION AND VISITORS BUREAU**  
**BOARD OF DIRECTORS – EXECUTIVE COMMITTEE MEETING**  
**IRVING CONVENTION CENTER**  
**NOVEMBER 15, 2019**

Attendance: Clem Lear – Board Chair; Ron Mathai – Board Vice Chair; David Cole, Rick Lindsey, Greg Malcolm – Committee Members; Bob Bettis, Bob Bourgeois, Jo-Ann Bresowar, Karen Cooperstein – Board members; Tom Meehan – SMG/ICC; Maura Gast, Carol Stoddard, Marianne Lauda, and Susan Rose - ICVB; Councilman Al Zapanta and Crowe, LLC employees, Laura Edwards and Steve Wagner – Guests.

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

General Manager Tom Meehan introduced Steve Wagner from Crowe, LLP (ICC auditors), and Laura Edwards who will be calling into the meeting. Presenting an overview of the Irving Convention Center Financial Reports for September 2019, Meehan reported that out of a projected net loss of \$1,395,000, the actual loss was \$1,089,719, a variance of \$314,042. Drilling down further, he reported they achieved a higher-than-average Food and Beverage revenue in September of \$309,382, which was \$147,594 above budget. Rent revenue remained even with an overall Adjusted Gross Income of \$147,832 above budget for the month. Expenditures ran over budget slightly by \$93,608, mostly due to general building repairs. In a year-over-year comparison, 2019 rental income exceeded the past three years. Catering revenue this year was down from last year but was still robust, exceeding all four years prior. Revenue has steadily increased over the past five years, but the numbers are starting to even out. As such, it's projected that the annual net loss achieved should top out at around \$1,000,000, although a loss of \$1,395,000 will remain in the budget. He added that the Irving Convention Center offers a very high level of service, and that service comes at a higher cost.

David Cole inquired if a higher concession revenue translates into the ICC hosting a higher number of public events. Meehan explained that the number of public events has increased and as such, income from concessions has increased. However, due to operating costs, opening the concession stands is more of a service to the event and does not generate a significant amount of revenue. Meehan continued they are trying to capitalize on generating more concessions revenue in future years, but they're at the mercy of the events being booked. The budget is based on previous patterns, so the actual revenue achieved every year will set the pace for the next year.

Greg Malcom inquired if the ICC planned to forecast a \$1,395,000 loss in 2020 when only an approximate \$1,000,000 loss was actualized for 2019. Executive Director Maura Gast explained that a conservative approach of forecasting a greater loss is planned for the foreseeable future, although additional revenue

is expected down the road because of the newly opened Westin Convention Center hotel. A five-year stabilization window has been set to determine the Westin's effect on attracting association business to the ICC before there is discussion on the revenue loss gap.

Lear requested a motion to accept the Irving Convention Center Financial Report for September 2019. On a motion from Board member Greg Malcolm and a second from Vice Chair Ron Mathai, the motion was unanimously approved.

Prior to opening the telephone conference with ICC auditor Laura Edwards, Meehan explained the audit is a three-week, in-depth process performed onsite and at the auditor's offices. The process includes examination of a significant amount of event folders, testing all processes and procedures, and testing the safety of these processes. Understanding that the convention center is a niche business, unlike most other businesses, Crowe knows how to perform tests on every procedure.

Edwards then reviewed the Management of the Irving Convention Center and SMG Management audit report letter to management. She reported it is the responsibility of the auditing profession to gather data, look at records and recommend corrections or improvements. Allowance for doubtful accounts and bad debt expense was tested with this audit and none were found. There were no corrected misstatements or uncorrected misstatements, with no difficulties encountered during the audit and no disagreements with management. Highlighting the Financial Statement, Edwards reported there were no receivables greater than 30 days. The debt liability increased due to the center hosting more events, however, it was a non-issue. In conclusion, Edwards reported that Crowe, LLP is pleased to give the ICC their highest opinion of the audit. There being no further questions from the Committee, Edwards thanked General Manager Tom Meehan and Director of Accounting Verenis Pedraza for providing timely responses to their inquiries during the audit.

Lear asked for a motion to accept the ICC audit results for FY 2018-19. On a motion from Board member Rick Lindsey and a second from Board member Greg Malcolm, the motion was unanimously approved.

Board member Bob Bettis inquired how many years Crowe has performed the ICC audits and if SMG ever considered changing auditors. Meehan explained if a new accounting firm was hired, they would likely take two years just to learn SMG's business. Although the accounting firm performs the annual audit, every year it is a different set of accountants who actually perform the audit. Although convention centers are not an area of specific specialization for Crowe, Gast explained that they are highly experienced in the convention center business. Meehan added that in addition to Crowe, SMG Corporate also hires their own auditors for all aspects of the business, not just a financial audit.

Board member Jo-Ann Bresowar inquired if accounting firms, such as Crowe, are rated with a star rating system. Meehan explained that Crowe is a top firm in their field. Gast added that a lesser known and thus cheaper firm could be hired, but she feels good about Crowe's high level of scrutiny.

After discussing the matter of the ICC subsidy, Lear requested a motion to approve the budget transfer of \$314,042 to the ICVB Capital Improvement Reserve Fund. On a motion from Malcolm and a second from Lindsey, the motion was unanimously approved.

Gast explained the fourth quarter hotel occupancy tax numbers are not yet available and will be postponed to a future date. The City's transfer to a new accounting software (MUNIS) has impacted all reporting timelines. Director of Accounting Marianne Lauda explained they are in the process of closing out last year's financials in the old system, while continuing to work on this year's accounting processes in the new system. Malcolm inquired if the delay in reporting will affect the budget, to which Gast explained this year's budget has already been approved so it will not be affected. Lauda further explained that checks are currently being written, bills paid, and payments received, only the reporting is being affected. Therefore, the September 2019 figures for the ICVB cannot be reported until the year is closed out.

Lear requested a motion to approve the Executive Committee meeting minutes from September 20, 2019. Malcolm made a motion to approve; with a second from Mathai, the motion was unanimously approved.

Gast explained the recommendations for changes to Irving's Hotel Development Ordinance are currently under legal review at the City Attorney's office. The recommendations will be presented to the City Council Planning & Development Committee on December 12.

In a discussion with a former Planning and Zoning committee member, Board member Bob Bettis reported his concern about safety lighting around hotel parking areas and inquired if there was a standard for such. Gast explained that a hotel's lighting requirements likely would not be different than a commercial parking lot.

Gast stated there are currently no height requirements for future hotel construction; if a minimum number of stories are in place, it would in effect dictate the caliber of hotel being built. It was discussed that there should be some type of long-term agreement with franchised hotels, and although the City would have no enforcement over it, there might be some comfort in the Planning and Zoning process that the brand will stay in place for some time. Under this long-term agreement, the owner would be required to notify the City when they change the hotel flag, which at that time the City could address any issues with current code enforcements, etc. Cole inquired if the certificate of occupancy changes when a hotel flag changes. Gast answered that a CO changes only when there is an ownership change.

Regarding establishing two overlay districts, Gast explained there are currently two areas of the city that remain open for large-scale development - the former Texas Stadium site and the Las Colinas Urban Center. Protecting future development in this area, it was recommended that a more stringent building code be implemented.

- Meeting Space - It was recommended that Meeting Space requirements be reduced from the current 5,000 square feet to 500 square feet, except in the above-noted overlay districts where the requirement would be a minimum of 3,500 square feet. There are no other distinctions for these overlay districts, other than the meeting space requirement.
- Sleeping Rooms - the suggested requirement would be reduced from 200 to 125 sleeping rooms. The room size requirement would be reduced from 300 sf to 250 sf. The contiguous meeting space requirement would be reduced from 5,000 sf to 3,500 sf, and it could be divisible into smaller meeting rooms.
- Parking - In light of the airport shuttles, Lyft, Uber, and restaurant pick-up services, hotels are requesting variances in the 25-35% range and their requests are almost always approved. It's the Committee's recommendations to allow the City to grant a variance up to 35% for code-required parking so long as an independent parking study is submitted by the developer which verifies what is being proposed. In addition, any shared parking with a neighboring facility must be noted on the deed. Any requirements for a shuttle would be deleted.
- Restaurants - Recognizing that the quantity of restaurants in Irving has greatly increased and that ride sharing services can now deliver food, it is suggested to eliminate the requirement that a full-service restaurant be required for the property. However, at least a continental breakfast would be required, and that sundries and food items are available for purchase on the property.
- Recreation Areas - Minimums for the hotel's recreation areas stay at 1,000 sf and must be clearly delineated and defined, so as not to be combined with other non-recreation areas.
- Lobby - The lobby requirements stay the same.
- Grandfathering - In the past, recommendations for any project that was already in the queue were grandfathered, but without a deadline on a finish date. It's recommended that the limit is now four years for finalization of the grandfathered project, otherwise it is subject to the current standards.
- Dual Properties - After working their way through dual property requirements, it was recommended that each property separately must meet the standards, and not as a combined effort.

- Standards - These would be the new standards and no variances (other than parking) would be allowed.

Cole inquired, regarding the overlay district, if the hotels would be required to change to a 30/70% RAB (Restaurant with Alcoholic Beverage) ordinance. He recommends that it should match current RAB ordinance [30% food/70% alcoholic beverage total sales] covering the existing Toyota Music Factory. Gast explained that if a full-service hotel goes in on the TX Stadium site, it would be under the 50/50 ordinance. Cole recommended the entire overlay should be under the 30/70 RAB ordinance. Gast suggested the discussion of an RAB ordinance change be tabled until next the meeting.

Councilman Al Zapanta explained that the Texas Stadium site is designated as a PUD (Public Utility District) 6. Although the City owns most of the land, it's under contract with TXDOT for four more years. He agreed that because the future private ownership and usage has not yet been determined, the topic should be discussed at a future date. Gast agrees that Planning and Development can make recommendations to the City Council at a future date.

For purposes of this meeting, the recommendations for changes to Irving's Hotel Development Ordinances are informational only, therefore no motions on the subject were made. After attending the previous committee meeting on these hotel development ordinances, Lindsey commented on the important impact of everyone's input into the matter. Lear recommended that everyone attend any committee meeting they can because they are rich in information and discussions.

Performance priorities and weightings for the ICVB Executive Director were discussed next. As a result of the recommendations and comments that were made, Gast presented a revised set of evaluation criteria for 2020. As everyone knows, the evaluation criteria priorities change each year with changing City goals and agendas. Gast explained she has rephrased some of the language and revised various points and has made the following recommendations, based on the discussions during her review.

- Strategic Planning increases from 30 to 35.
- Increase ICVB Initiatives and Convention Center Initiatives up to 25 points each, with varying point ranges in the subcategories.
- Under Category Two, remove the Event Solicitation Planning and Implementation item, which initially addressed business recruitment in the first few years of the center's opening, which is no longer necessary.
- Because the ICVB staff covers all marketing efforts for both the ICVB and ICC, add in the Destination Marketing Initiative a phrase to include the ICC and increase its weight.

- Place additional weight on the revenue and subsidy performance under Convention Center Initiatives, taking it from 5 to 7.5.
- Partnerships and alliances were previously focused on working various associations, appointed officials, City departments and partnerships needed to get the TPID work done. The top priority now is focused more on working with the Board.

Gast offered she is open to any priority changes. She feels items 2 & 3 are tactical, while the other items are strategic. Most of her time is spent on strategizing, while she oversees the staff who perform the more tactical work.

Bresowar inquired if changes were made in the definition to the strategic planning initiative, to which Gast explained there were no changes to the definition of the initiative, only the phrasing has changed from last year. Gast suggested she report to the Board on strategic planning more frequently than twice a year. Cooperstein suggested pinpointing the narrative under each category under strategic planning to better scrutinize the Executive Director's performance and therefore hold a more robust discussion on her performance in each area.

Gast is to clarify the Executive Director Performance Priorities and Weightings report further and distribute an updated copy to the Board prior to the regular Board meeting on Monday.

In closing, Lear announced there are four employees receiving awards at the Irving Employee Awards Ceremony, and past Mayor Herb Gears has been appointed to serve on the ICVB Board, replacing outgoing Board member Joe Marshall.

Lear adjourned the meeting at 10:22 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME  
Executive Director

**AGENDA**  
**Irving Convention and Visitors Bureau Board of Directors**  
**Monday, December 16, 2019 at 11:45 AM**  
**Irving Convention Center, Third Floor Junior Ballroom C-D**  
**500 W. Las Colinas Blvd.**  
**Irving, Texas 75039**

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

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1. Citizen Comments on Items Listed on the Agenda

2. Swearing in of Board Members

**Consent Agenda**

3. Approving ICVB Board Minutes for November 18, 2019

4. Accepting the Irving Convention Center Financial Report for October 2019

5. Accepting the ICVB Financials for September 2019

6. Review of 2018-19 Fourth Quarter Hotel Occupancy Tax Collections

**Presentation**

7. Tourism Public Improvement Districts – John Lambeth, Civitas

**Reports**

8. Board Chair Report

- a. Board Conflict of Interest
- b. Schedule of Upcoming Meetings and Activities
  - Next Executive Committee Meeting – January 24, 2020
  - Next Board Meeting – January 27, 2020
  - Industry Hospitality Annual Meeting – February 14, 2020
  - Committee Assignments

9. Board Committee Reports

- a. Board & Business Development – Debbi Haacke
  - Recap of December 6 Meeting
  - Bylaw Amendments
  - Next Meeting – TBD
- b. Community Engagement – Rick Lindsey
  - Recap of Holiday Parade
  - Next Meeting – TBD
- c. Destination Development – Greg Malcolm
  - Next Meeting – TBD

## **AGENDA - Continued**

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### **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

### **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 – Maura Gast/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
- 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
- c. Chamber of Commerce – David Pfaff/Beth Bowman
- d. Irving Arts and Culture – Todd Hawkins/Judy Pierson
- e. The Las Colinas Association – Hammond Perot
- f. University of Dallas – Karin Riley/Dr. Thomas Hibbs

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

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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.