

**AGENDA**  
**Irving Convention and Visitors Bureau Board of Directors**  
**Executive Committee**  
**Friday, January 22, 2021 at 9:00 AM**  
**Zoom Video Conference**

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

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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 January 22, 2021. 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 following link will allow access online: <https://us02web.zoom.us/j/81595405643> - Meeting ID: 815 9540 5643. Or via telephone by dialing 1-888-788-0099 (Toll Free) or 1-877-853-5247 (Toll Free), 1-346-248-7799 US (Houston). Meeting ID: 815 9540 5643.

1. Citizen Comments on Items Listed on the Agenda
2. Accepting the ICVB Financial Reports:
  - a. September 2020
  - b. October 2020
  - c. November 2020
  - d. December 2020
3. Review of Hotel Occupancy Tax Collections
4. Review of ICVB Cash Flow Report
5. Accepting the ICC Financial Reports for October 2020
6. Acknowledging Proposed Terms for Operating Loan from the City of Irving
7. Approving Further Detailed Investigation and Potential Application for Payroll Protection Program Loan through the CARES Act

8. Chairman / Executive Director Reports
  - a. Bylaws Revisions
  - b. Revised Board Portal
  - c. Approving December 11, 2020 Minutes
  - d. Review of January 25, 2021 Board Meeting Agenda
9. Next meeting – Friday, February 19, 2021

#### **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, 2020



2201 - ICVB GENERAL  
MONTHLY BALANCE SHEET  
SEPTEMBER 2020

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**Assets**

Cash and equivalents	115,253.90
Investments	1,574,400.00
Hotel motel tax receivables	754,771.14
Accrued interest receivable	224.37

**Liabilities**

Accounts payables	111,159.00
Accrued wages and benefits	111,808.53
Due to City of Irving General Fund	30,268.73

<b>Total Liabilities</b>	<b>253,236.26</b>
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**Fund Balance (Budgetary basis)**

Reserve for encumbrances	0.00
Unreserved	2,191,413.15

<b>Total Fund Balance</b>	<b>2,191,413.15</b>
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<b>Total Assets</b>	<b>2,444,649.41</b>
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<b>Total Liabilities and Fund Balance</b>	<b>2,444,649.41</b>
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IRVING CONVENTION AND VISITORS BUREAU - GENERAL FUND  
MONTHLY FINANCIAL REPORT  
SEPTEMBER 2020

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
<b>L3 - HOTEL/MOTEL TAX</b>		754,771.14	4,921,009.87	8,544,599.00	57.6%	0.00	3,623,589.13
<b>M1 - CHARGES FOR SERVICES</b>		0.00	0.00	25,000.00	0.0%	0.00	25,000.00
	STATE OF TEXAS EVENTS TRUST FUND RECEIPTS						
<b>M4 - INVESTMENT INCOME</b>		431.25	7,011.22	18,000.00	39.0%	0.00	10,988.78
<b>M5 - MISCELLANEOUS</b>		57,000.00	49,631.91	91,000.00	54.5%	0.00	41,368.09
<b>M6 - TRANSFER FROM</b>							
	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
	<b>TOTAL TRANSFERS FROM</b>	0.00	1,851,400.00	1,851,400.00		0.00	0.00
<b>TOTAL REVENUE</b>		<b>812,202.39</b>	<b>6,829,053.00</b>	<b>10,529,999.00</b>	<b>64.9%</b>	<b>0.00</b>	<b>3,700,946.00</b>
<b>EXPENDITURES</b>							
<b>N1 - SALARIES</b>		255,172.22	2,277,257.14	2,525,054.00	90.2%	0.00	247,796.86
<b>N2 - BENEFITS</b>		71,927.05	636,917.95	696,527.00	91.4%	0.00	59,609.05
<b>N4 - SUPPLIES</b>		2,438.40	41,597.35	52,606.00	79.1%	0.00	11,008.65
<b>N7 - STRUCTURE MAINTENANCE</b>		10,955.00	10,955.00	10,955.00	100.0%	0.00	0.00
<b>O1 - UTILITIES (COMMUNICATIONS)</b>		3,631.88	18,796.03	24,900.00	75.5%	0.00	6,103.97
<b>O3 - OUTSIDE SERVICES</b>							
	MARKETING RESOURCES	7,383.76	56,169.76	71,060.00	79.0%	0.00	14,890.24
	MEDIA ADVERTISING	6,210.40	263,895.44	510,605.23	51.7%	0.00	246,709.79
	PROFESSIONAL SERVICES	17,994.16	963,656.79	1,400,597.00	68.8%	0.00	436,940.21
	PROPERTY MANAGEMENT SERVICES	390,891.00	1,437,641.00	1,395,000.00	103.1%	0.00	(42,641.00)
	OTHER	903.18	4,599.52	10,925.12	42.1%	0.00	6,325.60
	<b>TOTAL OUTSIDE SERVICES</b>	423,382.50	2,725,962.51	3,388,187.35	80.5%	0.00	662,224.84
<b>O4 - TRAVEL - TRAINING - DUES</b>							
	TRAVEL AND TRAINING	13,551.51	368,182.60	652,568.00	56.4%	0.00	284,385.40
	MILEAGE REIMBURSEMENT	0.00	1,847.89	5,600.00	33.0%	0.00	3,752.11
	MEMBERSHIP AND DUES	2,320.00	37,074.00	79,735.00	46.5%	0.00	42,661.00
	<b>TOTAL TRAVEL - TRAINING - DUES</b>	15,871.51	407,104.49	737,903.00	55.2%	0.00	330,798.51
<b>O5 - CLAIMS AND INSURANCE</b>		0.00	138,045.00	138,045.00	100.0%	0.00	0.00
<b>O7 - MISCELLANEOUS EXPENSES</b>							
	ADM COST REIMBURSEMENT	30,190.85	196,840.39	341,784.00	57.6%	0.00	144,943.61
	BUSINESS DEV INCENTIVE PROG	7,993.00	258,601.38	500,000.00	51.7%	0.00	241,398.62
	LOCAL PROGRAMS-PROMOTIONS	1,556.84	169,999.38	356,869.00	47.6%	0.00	186,869.62
	OTHER	540.00	95,748.74	194,250.00	49.3%	0.00	98,501.26
	<b>TOTAL MISCELLANEOUS EXPENSES</b>	40,280.69	721,189.89	1,392,903.00	51.8%	0.00	671,713.11
<b>P5 - TRANSFERS OUT</b>							
	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
	<b>TOTAL TRANSFERS OUT</b>	0.00	0.00	564,042.00	0.0%	0.00	564,042.00
<b>TOTAL EXPENDITURES</b>		<b>823,659.25</b>	<b>6,977,825.36</b>	<b>9,531,122.35</b>	<b>73.2%</b>	<b>0.00</b>	<b>2,553,296.99</b>

Beginning Fund Balance	2,340,185.51
Revenues	6,829,053.00
Expenditures	(6,977,825.36)
Ending Fund Balance	2,191,413.15



2202 - ICVB RESERVE  
MONTHLY BALANCE SHEET  
SEPTEMBER 2020

<u>Assets</u>		<u>Liabilities</u>	
Cash and equivalents	710.78		0.00
		<b>Total Liabilities</b>	<b>0.00</b>
		<b><u>Fund Balance (Budgetary basis)</u></b>	
		Unreserved	710.78
		<b>Total Fund Balance</b>	<b>710.78</b>
<b>Total Assets</b>	<b>710.78</b>	<b>Total Liabilities and Fund Balance</b>	<b>710.78</b>



IRVING CONVENTION AND VISITORS BUREAU - ICVB RESERVE  
MONTHLY FINANCIAL REPORT  
SEPTEMBER 2020

Code	Account	QTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
	M4 - INVESTMENT INCOME	0.00	10,500.70	20,000.00	52.5%	0.00	9,499.30
	M6 - TRANSFER FROM ICVB GENERAL	0.00	0.00	50,000.00	0.0%	0.00	50,000.00
<b>TOTAL REVENUE</b>		<b>0.00</b>	<b>10,500.70</b>	<b>70,000.00</b>	<b>15.0%</b>	<b>0.00</b>	<b>59,499.30</b>
<b>EXPENDITURES</b>							
	P5 - TRANSFER TO ICVB GENERAL	0.00	1,307,800.00	1,307,800.00	100.0%	0.00	0.00
<b>TOTAL EXPENDITURES</b>		<b>0.00</b>	<b>1,307,800.00</b>	<b>1,307,800.00</b>	<b>100.0%</b>	<b>0.00</b>	<b>0.00</b>

Beginning Fund Balance	1,298,010.08
Revenues	10,500.70
Expenditures	(1,307,800.00)
Ending Fund Balance	710.78



2203 - ICVB COMPUTER REPLACEMENT

MONTHLY BALANCE SHEET

SEPTEMBER 2020

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**Assets**

Cash and equivalents

207.54

**Liabilities**

0.00

**Total Liabilities**

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**0.00**

**Fund Balance (Budgetary basis)**

Unreserved

207.54

**Total Fund Balance**

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**207.54**

**Total Assets**

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**207.54**

**Total Liabilities and Fund Balance**

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**207.54**





IRVING CONVENTION AND VISITORS BUREAU - ICVB COMPUTER  
MONTHLY FINANCIAL REPORT  
SEPTEMBER 2020

Code	Account	QTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
REVENUE							
	M4 - INVESTMENT INCOME	0.00	2,040.09	5,000.00	40.8%	0.00	2,959.91
TOTAL REVENUE		0.00	2,040.09	5,000.00	40.8%	0.00	2,959.91
EXPENDITURES							
	N4 - OFFICE MACHINES <\$5,000	0.00	0.00	45,000.00	0.0%	0.00	45,000.00
	P5 - TRANSFER TO ICVB GENERAL	0.00	245,600.00	245,600.00	100.0%	0.00	0.00
TOTAL EXPENDITURES		0.00	245,600.00	245,600.00	100.0%	0.00	0.00

Beginning Fund Balance	243,767.45
Revenues	2,040.09
Expenditures	(245,600.00)
Ending Fund Balance	207.54



2204 - ICVB CONVENTION CENTER

MONTHLY BALANCE SHEET

SEPTEMBER 2020

**Assets**

Cash and equivalents	22,642.35
Investments	113,000.00
Accrued interest receivable	30.24
Due from other funds	53,370.00

**Liabilities**

Accounts payable	106,776.16
Unearned revenue	20,625.00

<b>Total Liabilities</b>	<b>127,401.16</b>
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**Fund Balance (Budgetary basis)**

Unreserved	61,641.43
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<b>Total Fund Balance</b>	<b>61,641.43</b>
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<b>Total Assets</b>	<b>189,042.59</b>
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<b>Total Liabilities and Fund Balance</b>	<b>189,042.59</b>
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IRVING CONVENTION AND VISITORS BUREAU - ICVB CONVENTION CENTER  
MONTHLY FINANCIAL REPORT  
SEPTEMBER 2020

Code	Account	QTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
	M4 - INVESTMENT INCOME	241.73	11,889.43	30,000.00	39.6%	0.00	18,110.57
	M5 - MISCELLANEOUS	61,875.00	288,750.00	250,000.00	115.5%	0.00	(38,750.00)
	M6 - TRANSFER FROM ICVB GENERAL	0.00	0.00	514,042.00	0.0%	0.00	514,042.00
<b>TOTAL REVENUE</b>		<b>62,116.73</b>	<b>300,639.43</b>	<b>794,042.00</b>	<b>37.9%</b>	<b>0.00</b>	<b>493,402.57</b>
<b>EXPENDITURES</b>							
	N7 - STRUCTURE MAINTENANCE	834,439.64	1,429,086.36	1,431,250.00	99.8%	0.00	2,163.64
	P5 - TRANSFER TO ICVB GENERAL	0.00	298,000.00	298,000.00	100.0%	0.00	0.00
<b>TOTAL EXPENDITURES</b>		<b>834,439.64</b>	<b>1,727,086.36</b>	<b>1,729,250.00</b>	<b>99.9%</b>	<b>0.00</b>	<b>2,163.64</b>

Beginning Fund Balance	1,488,088.36
Revenues	300,639.43
Expenditures	(1,727,086.36)
Ending Fund Balance	61,641.43



# Irving Convention and Visitors Bureau

## Check Register

September 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061344	9/10/2020	BH DFW PROPERTY LP			80.00
		BUSINESS DEV INCENTIVE PROG	TEXAS LETTERING ARTS COUNCIL/AUG 2020 RETREAT	80.00	
80061345	9/10/2020	IRVING CONVENTION CENTER AT LAS COLINAS			5,900.81
		PROFESSIONAL SERVICES	NETWORK SERVICES	5,900.81	
80061346	9/10/2020	IRVING CONVENTION CENTER AT LAS COLINAS			20,625.00
		BUILDINGS MAINT	WESTIN GARAGE RENTAL - SEPT 2020	20,625.00	
80061347	9/10/2020	IRVING CONVENTION CENTER AT LAS COLINAS			166,000.00
		BUILDINGS MAINT	EMERGENCY OPERATION FUNDING	166,000.00	
80061348	9/10/2020	IRVING CONVENTION CENTER AT LAS COLINAS			348,250.00
		PROPERTY MANAGEMENT SERVICES	SUBSIDY	348,250.00	
80061349	9/10/2020	IRVING HERITAGE SOCIETY			250.00
		MEMBERSHIP AND DUES	JUNE 1 , 2020 - MAY 31, 2021	250.00	
80061350	9/10/2020	LEVINE, KATHY			65.00
		COMMUNICATIONS	AUG 2020 - CELL	65.00	
80061351	9/10/2020	MANSELL, LORI			54.29
		COMMUNICATIONS	AUG 2020 - CELL / MISC	44.29	
		TRAVEL AND TRAINING	AUG 2020 - CELL / MISC	10.00	
80061352	9/10/2020	PATHWAYS CORE TRAINING INC			100.00
		BUSINESS DEV INCENTIVE PROG	JULY 2020	50.00	
		BUSINESS DEV INCENTIVE PROG	AUGUST 2020	50.00	
80061353	9/10/2020	RESERVE ACCOUNT			1,500.00
		POSTAGE	POSTAGE FOR METER	500.00	
		POSTAGE	POSTAGE FOR METER	500.00	
		POSTAGE	POSTAGE FOR METER	500.00	
80061354	9/10/2020	ROBERTS, DEBBIE			87.72
		COMMUNICATIONS	AUG 2020 - CELL / MISC	65.00	
		LOCAL PROGRAMS-PROMOTIONS	AUG 2020 - CELL / MISC	22.72	
80061355	9/10/2020	ROCHE, KELLY			65.00
		COMMUNICATIONS	AUG 2020 - CELL	65.00	
80061356	9/10/2020	ROSE, SUSAN			44.57
		COMMUNICATIONS	AUG 2020 - CELL	44.57	
80061357	9/10/2020	STALLINGS, APRIL			53.33
		COMMUNICATIONS	CELL PHONE - SEPTEMBER 2020	53.33	
80061358	9/10/2020	STAPLES			221.19
		OFFICE SUPPLIES	OFFICE SUPPLIES	150.09	
		OFFICE SUPPLIES	OFFICE SUPPLIES	53.87	
		OFFICE SUPPLIES	OFFICE SUPPLIES	17.23	
80061359	9/24/2020	AJR MEDIA GROUP			5,150.00
		MEDIA ADVERTISING	ADVERTISING - NATIVE TEXAN	5,150.00	



# Irving Convention and Visitors Bureau

## Check Register

September 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061360	9/24/2020	CITY OF GRAPEVINE			5,000.00
		TRAVEL AND TRAINING	2020 MPI WEC EVENT SPONSORSHIP	5,000.00	
80061361	9/24/2020	DIPIETRO, KATHERINE			40.55
		COMMUNICATIONS	AUG 2020 - CELL	40.55	
80061362	9/24/2020	FEDERAL EXPRESS CORPORATION			15.16
		FREIGHT	SHIPPING	15.16	
80061363	9/24/2020	FOJTASEK, LORI			69.56
		COMMUNICATIONS	AUG 2020 - CELL	34.78	
		COMMUNICATIONS	JUL 2020 - CELL	34.78	
80061364	9/24/2020	FOUR SEASONS RESORT & CLUB DALLAS			3,015.00
		BUSINESS DEV INCENTIVE PROG	OAKLAND A'S VS TEXAS RANGERS/AUG 2020	1,120.00	
		BUSINESS DEV INCENTIVE PROG	SEATTLE MARINERS VS TEXAS RANGERS/AUG 2020	1,100.00	
		BUSINESS DEV INCENTIVE PROG	OAKLAND A'S VS TEXAS RANGERS/SEPT 2020	795.00	
80061365	9/24/2020	FOUR SEASONS RESORT & CLUB DALLAS			801.50
		MEMBERSHIP AND DUES	SEPTEMBER 2020	801.50	
80061366	9/24/2020	HOPKINS, CHERYL			65.00
		COMMUNICATIONS	AUG 2020 - CELL	65.00	
80061367	9/24/2020	IRVING - LAS COLINAS ROTARY CLUB			40.00
		MEMBERSHIP AND DUES	AUGUST 2020	40.00	
80061368	9/24/2020	LOPEZ, BRENDA			65.00
		COMMUNICATIONS	AUG 2020 - CELL	65.00	
80061369	9/24/2020	MANSOUR, KAYLA			65.00
		COMMUNICATIONS	JUL 2020 - CELL	65.00	
80061370	9/24/2020	MEETING PROFESSIONALS INTERNATIONAL			2,500.00
		MEDIA ADVERTISING	ADVERTISING	2,500.00	
80061371	9/24/2020	ON POINT PROMOTIONAL TEAM			1,642.37
		MARKETING RESOURCES	ICVB LOGOED TWO-LAYER FACE MASKS	1,642.37	
80061372	9/24/2020	SOTO, MONICA			25.00
		COMMUNICATIONS	CELL PHONE - SEPTEMBER 2020	25.00	
80061373	9/24/2020	TEXAS DEPARTMENT OF TRANSPORTATION			2,679.29
		MEDIA ADVERTISING	TEXAS HIGHWAYS - SEPT 2020	2,679.29	
80061374	9/24/2020	THE RICHEY COMPANY			38,596.66
		CONVENTION SERVICES MATERIALS	VISIT IRVING LANYARDS	38,596.66	
80061375	9/24/2020	TUCKER & ASSOCIATES, LLC			2,000.00
		PROFESSIONAL SERVICES	MONTHLY RETAINER - SEPT 2020	2,000.00	
80061376	9/24/2020	U90C MANAGEMENT GROUP LLC			1,233.00
		BUSINESS DEV INCENTIVE PROG	U90C SUPERCOPA 2020	1,233.00	
80061377	9/24/2020	VERIZON WIRELESS SERVICES, LLC			595.12
		COMMUNICATIONS	AUGUST 2020	176.57	
		COMMUNICATIONS	AUGUST 2020	103.32	



# Irving Convention and Visitors Bureau

## Check Register

September 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061377		COMMUNICATIONS	AUGUST 2020	315.23	
80061378	9/25/2020	FEDERAL EXPRESS CORPORATION			48.44
		FREIGHT	SHIPPING	23.89	
		FREIGHT	SHIPPING	24.55	
80061379	9/25/2020	IRVING CONVENTION CENTER AT LAS COLINAS			46,145.73
		OTHER SUPPLIES	CARES ACT FUNDING - CLOROX 360 MACHINE/SUPPLIES	46,145.73	
80061380	9/25/2020	IRVING CONVENTION CENTER AT LAS COLINAS			119,784.23
		BUILDINGS MAINT	CAPITAL IMPROVEMENT PROJECT	119,784.23	
80061381	9/30/2020	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO, INC			62,463.11
		ACCOUNTS PAYABLE	SEPT 2020 - RECEIPTS	62,463.11	
80061382	9/30/2020	DESTINATION ANALYSTS, INC			35,000.00
		PROFESSIONAL SERVICES	2019 IRVING MARKET RESEARCH STUDY- COMPLETION	35,000.00	
80061383	9/30/2020	DIPIETRO, KATHERINE			40.55
		COMMUNICATIONS	SEPT 2020 - CELL	40.55	
80061384	9/30/2020	FOUR SEASONS RESORT & CLUB DALLAS			2,305.00
		BUSINESS DEV INCENTIVE PROG	HOUSTON ASTROS VS TEXAS RANGERS/SEPT 2020	2,305.00	
80061385	9/30/2020	HOPKINS, CHERYL			65.00
		COMMUNICATIONS	SEPT 2020 - CELL	65.00	
80061386	9/30/2020	LEVINE, KATHY			65.00
		COMMUNICATIONS	SEPT 2020 - CELL	65.00	
80061387	9/30/2020	MALONEY STRATEGIC COMMUNICATION INC			12,741.81
		PROFESSIONAL SERVICES	ICVB INVENTORY STORAGE (SURVEYOR MAG) / MGMT	481.00	
		PROFESSIONAL SERVICES	2020 ICVB STORAGE FEE - AUGUST	205.00	
		PROFESSIONAL SERVICES	2020 ICVB STORAGE FEE - SEPTEMBER	205.00	
		PROFESSIONAL SERVICES	2020 ICVB PANDEMIC GRAPHIC	1,660.00	
		PROFESSIONAL SERVICES	2020 ICVB MASK DESIGN	520.00	
		PROFESSIONAL SERVICES	2020 ICVB ADVERTISING MANAGEMENT Q4	8,585.00	
		PROFESSIONAL SERVICES	2020 ICVB BUSINESS CARDS & NAME TAGS	1,085.81	
80061388	9/30/2020	MANSOUR, KAYLA			65.00
		COMMUNICATIONS	AUG 2020 - CELL	65.00	
80061389	9/30/2020	PFAFF, DIANA			267.65
		COMMUNICATIONS	DEC 2019 - CELL	65.00	
		COMMUNICATIONS	OCT 2019 - CELL	65.00	
		COMMUNICATIONS	MAY 2020 - CELL	65.00	
		TRAVEL AND TRAINING	ADRIAN AWARDS 2020	(213.20)	
		COMMUNICATIONS	JUL 2020 - CELL	65.00	
		COMMUNICATIONS	JUN 2020 - CELL	65.00	



# Irving Convention and Visitors Bureau

## Check Register

September 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061389		COMMUNICATIONS	AUG 2020 - CELL / MISC	65.00	
		LOCAL PROGRAMS-PROMOTIONS	AUG 2020 - CELL / MISC	90.85	
80061390	9/30/2020	ROBERTS, DEBBIE			65.00
		COMMUNICATIONS	SEPT 2020 - CELL	65.00	
80061391	9/30/2020	ROCHE, KELLY			65.00
		COMMUNICATIONS	SEPT 2020 - CELL	65.00	
80061392	9/30/2020	ROSE, SUSAN			43.67
		COMMUNICATIONS	SEPT 2020 - CELL	43.67	
80061393	9/30/2020	STODDARD, CAROL			128.97
		COMMUNICATIONS	JUL 2020 - CELL	65.00	
		COMMUNICATIONS	AUG 2020 - CELL	63.97	
80061394	9/30/2020	TEXAS DEPARTMENT OF TRANSPORTATION			2,679.29
		MEDIA ADVERTISING	TEXAS HIGHWAYS - OCT 2020	2,679.29	
80061395	9/30/2020	TUCKER & ASSOCIATES, LLC			148.13
		PROFESSIONAL SERVICES	SEPT 2020 - REIMBURSABLES	75.88	
		PROFESSIONAL SERVICES	AUG 2020 - REIMBURSABLES	11,225.32	
		PROFESSIONAL SERVICES	AUG 2020 - REIMBURSABLES	(11,153.07)	
80061396	9/30/2020	WHITE, MONTY			130.00
		COMMUNICATIONS	AUG 2020 - CELL	65.00	
		COMMUNICATIONS	JUL 2020 - CELL	65.00	
		Total Number of Invoices	83	889,146.70	
		Total Number of Checks	53		889,146.70



## ICVB FINANCIAL STATEMENTS

For Period Ending:  
October 31, 2020





2201 - ICVB GENERAL  
MONTHLY BALANCE SHEET  
OCTOBER 2020

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**Assets**

Cash and equivalents	78,565.03
Investments	1,289,400.00
Tax receivables	754,771.14

<b>Total Assets</b>	<b><u>2,122,736.17</u></b>
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**Liabilities**

Accounts payables	191,705.71
Due to other funds	30,190.85
<b>Total Liabilities</b>	<b><u>221,896.56</u></b>

**Fund Balance (Budgetary basis)**

Reserve for encumbrances	402,904.82
Unreserved	1,497,934.79

<b>Total Fund Balance</b>	<b><u>1,900,839.61</u></b>
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<b>Total Liabilities and Fund Balance</b>	<b><u>2,122,736.17</u></b>
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IRVING CONVENTION AND VISITORS BUREAU - GENERAL FUND  
MONTHLY FINANCIAL REPORT  
OCTOBER 2020

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
	<b>L3 - HOTEL/MOTEL TAX</b>	0.00	0.00	6,490,005.00	0.0%	0.00	6,490,005.00
	<b>M4 - INVESTMENT INCOME</b>	0.00	0.00	4,995.00	0.0%	0.00	4,995.00
	<b>M5 - MISCELLANEOUS</b>	0.00	0.00	5,000.00	0.0%	0.00	5,000.00
<b>TOTAL REVENUE</b>							
		<b>0.00</b>	<b>0.00</b>	<b>6,500,000.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>6,500,000.00</b>
<b>EXPENDITURES</b>							
	<b>N1 - SALARIES</b>	82,081.44	82,081.44	2,494,775.00	3.3%	0.00	2,412,693.56
	<b>N2 - BENEFITS</b>	25,971.23	25,971.23	670,352.00	3.9%	0.00	644,380.77
	<b>N4 - SUPPLIES</b>	108.24	108.24	29,455.00	0.4%	0.00	29,346.76
	<b>O1 - UTILITIES (COMMUNICATIONS)</b>	0.00	0.00	26,400.00	0.0%	0.00	26,400.00
	<b>O3 - OUTSIDE SERVICES</b>						
	SALES AND MARKETING RESOURCES	4,842.11	4,842.11	25,560.00	18.9%	0.00	20,717.89
	MEDIA ADVERTISING	0.00	0.00	697,000.00	0.0%	0.00	697,000.00
	PROFESSIONAL SERVICES	94,668.18	94,668.18	1,008,877.00	9.4%	402,904.82	511,304.00
	PROPERTY MANAGEMENT SERVICES	0.00	0.00	1,395,000.00	0.0%	0.00	1,395,000.00
	OTHER	66.78	66.78	7,026.00	1.0%	0.00	6,959.22
	<b>TOTAL OUTSIDE SERVICES</b>	<b>99,577.07</b>	<b>99,577.07</b>	<b>3,133,463.00</b>	<b>3.2%</b>	<b>402,904.82</b>	<b>2,630,981.11</b>
	<b>O4 - TRAVEL - TRAINING - DUES</b>						
	TRAVEL AND TRAINING	(58.71)	(58.71)	330,000.00	0.0%	0.00	330,058.71
	MILEAGE REIMBURSEMENT	0.00	0.00	4,000.00	0.0%	0.00	4,000.00
	MEMBERSHIP AND DUES	801.50	801.50	54,200.00	1.5%	0.00	53,398.50
	<b>TOTAL TRAVEL - TRAINING - DUES</b>	<b>742.79</b>	<b>742.79</b>	<b>388,200.00</b>	<b>0.2%</b>	<b>0.00</b>	<b>387,457.21</b>
	<b>O5 - CLAIMS AND INSURANCE</b>	34,511.25	34,511.25	138,045.00	25.0%	0.00	103,533.75
	<b>O7 - MISCELLANEOUS EXPENSES</b>						
	ADM COST REIMBURSEMENT	0.00	0.00	259,600.00	0.0%	0.00	259,600.00
	BUSINESS DEV INCENTIVE PROG	70.00	70.00	540,000.00	0.0%	0.00	539,930.00
	LOCAL PROGRAMS-PROMOTIONS	(208.48)	(208.48)	175,900.00	-0.1%	0.00	176,108.48
	OTHER	47,720.00	47,720.00	144,350.00	33.1%	0.00	96,630.00
	<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>47,581.52</b>	<b>47,581.52</b>	<b>1,119,850.00</b>	<b>4.2%</b>	<b>0.00</b>	<b>1,072,268.48</b>
	<b>P5 - TRANSFERS OUT</b>						
	TRSF TO ICVB CONV CENTER	0.00	0.00	100,000.00	0.0%	0.00	100,000.00
	<b>TOTAL TRANSFERS OUT</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>100,000.00</b>
<b>TOTAL EXPENDITURES</b>							
		<b>290,573.54</b>	<b>290,573.54</b>	<b>8,100,540.00</b>	<b>3.6%</b>	<b>402,904.82</b>	<b>7,407,061.64</b>

Beginning Fund Balance	2,191,413.15
Revenues	0.00
Expenditures	(290,573.54)
Ending Fund Balance	1,900,839.61



# Irving Convention and Visitors Bureau

## Check Register

October 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061397	10/8/2020	ALOFT LAS COLINAS			360.00
		BUSINESS DEV INCENTIVE PROG	BANG ENERGY DRINK / SEPT 2020	360.00	
80061398	10/8/2020	DIPIETRO, KATHERINE			25.00
		TRAVEL AND TRAINING	RCMA BOARD MEETING 2020	25.00	
80061399	10/8/2020	FEDERAL EXPRESS CORPORATION			14.87
		FREIGHT	SHIPPING	14.87	
80061400	10/8/2020	FOJTASEK, LORI			34.78
		COMMUNICATIONS	SEPT 2020 - CELL	34.78	
80061401	10/8/2020	IRVING CONVENTION CENTER AT LAS COLINAS			53,370.00
		OTHER SUPPLIES	CARES ACT FUNDING- ESCALATOR STERILIZATION DEVICES	53,370.00	
80061402	10/8/2020	IRVING CONVENTION CENTER AT LAS COLINAS			64,361.16
		BUILDINGS MAINT	CAPITAL IMPROVEMENT PROJECT	53,406.16	
		BUILDINGS MAINT	CAPITAL IMPROVEMENT PROJECT	10,955.00	
80061403	10/8/2020	LOPEZ, BRENDA			65.00
		COMMUNICATIONS	SEPT 2020 - CELL	65.00	
80061404	10/8/2020	MALONEY STRATEGIC COMMUNICATION INC			294.50
		PROFESSIONAL SERVICES	INVENTORY STORAGE/MGMT (COLLATERAL MATERIAL)- SEPT	294.50	
80061405	10/8/2020	MANSELL, LORI			44.29
		COMMUNICATIONS	SEPT 2020 - CELL	44.29	
80061406	10/8/2020	MANSOUR, KAYLA			65.00
		COMMUNICATIONS	SEPT 2020 - CELL	65.00	
80061407	10/8/2020	PFAFF, DIANA			65.00
		COMMUNICATIONS	SEPT 2020 - CELL	65.00	
80061408	10/8/2020	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC			825.12
		POSTAGE EQUIPMENT RENTAL	POSTAGE EQUIPMENT	825.12	
80061409	10/8/2020	SIRMEN, LORI			179.63
		COMMUNICATIONS	AUG 2020 - CELL / MISC	65.00	
		LOCAL PROGRAMS-PROMOTIONS	AUG 2020 - CELL / MISC	(9.83)	
		COMMUNICATIONS	SEPT 2020 - CELL / MISC	65.00	
		LOCAL PROGRAMS-PROMOTIONS	SEPT 2020 - CELL / MISC	(5.54)	
		COMMUNICATIONS	JUL 2020 - CELL	65.00	
80061410	10/8/2020	STODDARD, CAROL			63.94
		COMMUNICATIONS	SEPT 2020 - CELL	63.94	
80061411	10/8/2020	STR, INC			3,350.00
		SUBSCRIPTIONS-PUBLICATIONS	DESTINATION REPORT - 4TH QTR	3,350.00	
80061412	10/8/2020	WHITE, MONTY			65.00
		COMMUNICATIONS	SEPT 2020 - CELL	65.00	



# Irving Convention and Visitors Bureau

## Check Register

October 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061413	10/22/2020	<b>FLOWSERVE CORPORATION</b>			<b>340.00</b>
		BUSINESS DEV INCENTIVE PROG	PB-OCT 2019 CHALLENGER SALES TRAINING	340.00	
80061414	10/22/2020	<b>FOUR SEASONS RESORT &amp; CLUB DALLAS</b>			<b>801.50</b>
		MEMBERSHIP AND DUES	OCTOBER 2020	801.50	
80061415	10/22/2020	<b>IRVING - LAS COLINAS ROTARY CLUB</b>			<b>40.00</b>
		MEMBERSHIP AND DUES	SEPTEMBER 2020	40.00	
80061416	10/22/2020	<b>IRVING CONVENTION CENTER AT LAS COLINAS</b>			<b>20,625.00</b>
		BUILDINGS MAINT	WESTIN GARAGE RENTAL - OCT 2020	20,625.00	
80061418	10/22/2020	<b>TEXAS HOTEL &amp; LODGING ASSOCIATION</b>			<b>47,720.00</b>
		EVENT SPONSORSHIPS	OCT 1, 2020 - SEPT 30, 2021	47,720.00	
80061419	10/22/2020	<b>TRIPADVISOR, LLC</b>			<b>1,031.11</b>
		MEDIA ADVERTISING	ADVERTISING	347.44	
		MEDIA ADVERTISING	ADVERTISING	347.44	
		MEDIA ADVERTISING	ADVERTISING	336.23	
80061420	10/22/2020	<b>VERIZON WIRELESS SERVICES, LLC</b>			<b>563.17</b>
		COMMUNICATIONS	SEPTEMBER 2020	176.58	
		COMMUNICATIONS	SEPTEMBER 2020	103.32	
		COMMUNICATIONS	SEPTEMBER 2020	283.27	
Total Number of Invoices				32	194,304.07
Total Number of Checks				23	194,304.07



## ICVB FINANCIAL STATEMENTS

For Period Ending:  
November 30, 2020



2201 - ICVB GENERAL  
MONTHLY BALANCE SHEET  
NOVEMBER 2020

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**Assets**

Cash and equivalents	98,530.35
Investments	1,539,400.00

<b>Total Assets</b>	<b><u>1,637,930.35</u></b>
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**Liabilities**

Accounts payables	101,012.84
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<b>Total Liabilities</b>	<b><u>101,012.84</u></b>
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**Fund Balance (Budgetary basis)**

Reserve for encumbrances	1,229,142.24
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Unreserved	307,775.27
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<b>Total Fund Balance</b>	<b><u>1,536,917.51</u></b>
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<b>Total Liabilities and Fund Balance</b>	<b><u>1,637,930.35</u></b>
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IRVING CONVENTION AND VISITORS BUREAU - GENERAL FUND  
MONTHLY FINANCIAL REPORT  
NOVEMBER 2020

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
	<b>L3 - HOTEL/MOTEL TAX</b>	0.00	0.00	6,490,005.00	0.0%	0.00	6,490,005.00
	<b>M4 - INVESTMENT INCOME</b>	147.40	147.40	4,995.00	3.0%	0.00	4,847.60
	<b>M5 - MISCELLANEOUS</b>	0.00	0.00	5,000.00	0.0%	0.00	5,000.00
<b>TOTAL REVENUE</b>							
		<b>147.40</b>	<b>147.40</b>	<b>6,500,000.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>6,499,852.60</b>
<b>EXPENDITURES</b>							
	<b>N1 - SALARIES</b>	193,101.40	275,182.84	2,494,775.00	11.0%	0.00	2,219,592.16
	<b>N2 - BENEFITS</b>	53,704.94	79,676.17	670,352.00	11.9%	0.00	590,675.83
	<b>N4 - SUPPLIES</b>	165.27	273.51	29,455.00	0.9%	0.00	29,181.49
	<b>O1 - UTILITIES (COMMUNICATIONS)</b>	1,193.95	1,193.95	26,400.00	4.5%	0.00	25,206.05
	<b>O3 - OUTSIDE SERVICES</b>						
	SALES AND MARKETING RESOURCES	1,318.94	6,161.05	25,560.00	24.1%	0.00	19,398.95
	MEDIA ADVERTISING	38,204.18	38,204.18	697,000.00	5.5%	191,938.18	466,857.64
	PROFESSIONAL SERVICES	20,810.27	115,478.45	1,008,877.00	11.4%	1,037,204.06	(143,805.51)
	PROPERTY MANAGEMENT SERVICES	42,641.00	42,641.00	1,395,000.00	3.1%	0.00	1,352,359.00
	OTHER	0.00	66.78	7,026.00	1.0%	0.00	6,959.22
	<b>TOTAL OUTSIDE SERVICES</b>	<b>102,974.39</b>	<b>202,551.46</b>	<b>3,133,463.00</b>	<b>6.5%</b>	<b>1,229,142.24</b>	<b>1,701,769.30</b>
	<b>O4 - TRAVEL - TRAINING - DUES</b>						
	TRAVEL AND TRAINING	58.71	0.00	330,000.00	0.0%	0.00	330,000.00
	MILEAGE REIMBURSEMENT	0.00	0.00	4,000.00	0.0%	0.00	4,000.00
	MEMBERSHIP AND DUES	9,671.50	10,473.00	54,200.00	19.3%	0.00	43,727.00
	<b>TOTAL TRAVEL - TRAINING - DUES</b>	<b>9,730.21</b>	<b>10,473.00</b>	<b>388,200.00</b>	<b>2.7%</b>	<b>0.00</b>	<b>377,727.00</b>
	<b>O5 - CLAIMS AND INSURANCE</b>	0.00	34,511.25	138,045.00	25.0%	0.00	103,533.75
	<b>O7 - MISCELLANEOUS EXPENSES</b>						
	ADM COST REIMBURSEMENT	0.00	0.00	259,600.00	0.0%	0.00	259,600.00
	BUSINESS DEV INCENTIVE PROG	5,864.00	5,934.00	540,000.00	1.1%	0.00	534,066.00
	LOCAL PROGRAMS-PROMOTIONS	(2,664.66)	(2,873.14)	175,900.00	-1.6%	0.00	178,773.14
	OTHER	0.00	47,720.00	144,350.00	33.1%	0.00	96,630.00
	<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>3,199.34</b>	<b>50,780.86</b>	<b>1,119,850.00</b>	<b>4.5%</b>	<b>0.00</b>	<b>1,069,069.14</b>
	<b>P5 - TRANSFERS OUT</b>						
	TRSF TO ICVB CONV CENTER	0.00	0.00	100,000.00	0.0%	0.00	100,000.00
	<b>TOTAL TRANSFERS OUT</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>100,000.00</b>
<b>TOTAL EXPENDITURES</b>							
		<b>364,069.50</b>	<b>654,643.04</b>	<b>8,100,540.00</b>	<b>8.1%</b>	<b>1,229,142.24</b>	<b>6,216,754.72</b>

Beginning Fund Balance	2,191,413.15
Revenues	147.40
Expenditures	(654,643.04)
Ending Fund Balance	1,536,917.51



# Irving Convention and Visitors Bureau

## Check Register

November 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061421	11/5/2020	ADARA, INC			7,500.00
		MARKETING RESOURCES	IRVING CVB IMPACT - 4TH QTR	7,500.00	
80061422	11/5/2020	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO, INC			13,928.23
		ACCOUNTS PAYABLE	OCT 2020 - RECEIPTS	13,928.23	
80061423	11/5/2020	FEDERAL EXPRESS CORPORATION			81.53
		FREIGHT	SHIPPING	14.75	
		FREIGHT	SHIPPING	9.80	
		FREIGHT	SHIPPING	41.52	
		FREIGHT	SHIPPING	15.46	
80061424	11/5/2020	IRVING CONVENTION CENTER AT LAS COLINAS			22,949.18
		PROFESSIONAL SERVICES	NETWORK SERVICES	22,949.18	
80061425	11/5/2020	SIMPLEVIEW WORLDWIDE, INC.			72,018.00
		PROFESSIONAL SERVICES	1ST QUARTER	7,875.00	
		PROFESSIONAL SERVICES	1ST QUARTER	64,143.00	
80061426	11/5/2020	UNIVERSITY OF OKLAHOMA			70.00
		BUSINESS DEV INCENTIVE PROG	OU TX FOOTBALL GAME / OCT 2020	70.00	
80061427	11/19/2020	FOUR SEASONS RESORT & CLUB DALLAS			801.50
		MEMBERSHIP AND DUES	NOVEMBER 2020	801.50	
80061428	11/19/2020	FRIENDS OF THE IRVING MUSEUMS			50.00
		LOCAL PROGRAMS-PROMOTIONS	MEMORIAL DONATION - JIM MELER	50.00	
80061429	11/19/2020	HSRA - HOME STAGING AND REDESIGN ASSOCIATION			670.00
		BUSINESS DEV INCENTIVE PROG	2020 HOME STAGING SUMMIT / NOV 2020	670.00	
80061430	11/19/2020	INTERACTIVE360			250.00
		MARKETING RESOURCES	VIRTUAL TOUR ANNUAL HOSTING	250.00	
80061431	11/19/2020	IRVING - LAS COLINAS ROTARY CLUB			40.00
		MEMBERSHIP AND DUES	OCTOBER 2020	40.00	
80061432	11/19/2020	SIMPLEVIEW WORLDWIDE, INC.			420,000.00
		PROFESSIONAL SERVICES	CARES ACT - MICRO-CAMPAIGNS & OTA PROGRAM CAMPAIGN	420,000.00	
80061433	11/19/2020	SOTO, MONICA			25.00
		COMMUNICATIONS	CELL PHONE - OCTOBER 2020	25.00	
80061434	11/19/2020	STALLINGS, APRIL			106.66
		COMMUNICATIONS	CELL PHONE - OCTOBER 2020	53.33	
		COMMUNICATIONS	CELL PHONE - NOVEMBER 2020	53.33	
80061435	11/19/2020	STAPLES			208.44
		OFFICE SUPPLIES	OFFICE SUPPLIES	208.44	
80061436	11/19/2020	TUCKER & ASSOCIATES, LLC			8,074.39
		PROFESSIONAL SERVICES	MONTHLY RETAINER - NOV 2020	4,000.00	
		PROFESSIONAL SERVICES	MONTHLY RETAINER - OCT 2020	4,000.00	
		PROFESSIONAL SERVICES	OCT 2020 - REIMBURSABLES	74.39	





# Irving Convention and Visitors Bureau

## Check Register

November 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061437	11/19/2020	VERIZON WIRELESS SERVICES, LLC			563.17
		COMMUNICATIONS	OCTOBER 2020	176.58	
		COMMUNICATIONS	OCTOBER 2020	283.27	
		COMMUNICATIONS	OCTOBER 2020	103.32	
80061438	11/23/2020	AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES			5,572.90
		MEDIA ADVERTISING	ADVERTISING	5,572.90	
80061439	11/23/2020	CONFERENCE DIRECT			4,000.00
		MEDIA ADVERTISING	ADVERTISING	4,000.00	
80061440	11/23/2020	IMAGO MEDIA, INC.			2,500.00
		MEDIA ADVERTISING	ADVERTISING	2,500.00	
80061441	11/23/2020	IRVING CONVENTION CENTER AT LAS COLINAS			20,625.00
		BUILDINGS MAINT	WESTIN GARAGE RENTAL - NOV 2020	20,625.00	
80061442	11/23/2020	IRVING CONVENTION CENTER AT LAS COLINAS			42,641.00
		PROPERTY MANAGEMENT SERVICES	ADDITIONAL SUBSIDY FY20	42,641.00	
80061443	11/23/2020	MALONEY STRATEGIC COMMUNICATION INC			410.00
		PROFESSIONAL SERVICES	2020 ICVB STORAGE FEE - NOVEMBER	205.00	
		PROFESSIONAL SERVICES	2020 ICVB STORAGE FEE - OCTOBER	205.00	
80061444	11/23/2020	MEETING PROFESSIONALS INTERNATIONAL			13,950.00
		MEDIA ADVERTISING	ADVERTISING	2,500.00	
		MEDIA ADVERTISING	ADVERTISING	11,450.00	
80061445	11/23/2020	MEETINGS TODAY			9,200.00
		MEDIA ADVERTISING	ADVERTISING	5,200.00	
		MEDIA ADVERTISING	ADVERTISING	4,000.00	
80061446	11/23/2020	SOTO, MONICA			25.00
		COMMUNICATIONS	CELL PHONE - NOVEMBER 2020	25.00	
80061447	11/23/2020	TRIPADVISOR, LLC			2,321.03
		MEDIA ADVERTISING	ADVERTISING	2,321.03	
Total Number of Invoices			39	648,581.03	
Total Number of Checks			27		648,581.03



## ICVB FINANCIAL STATEMENTS

For Period Ending:  
December 31, 2020



2201 - ICVB GENERAL  
MONTHLY BALANCE SHEET  
DECEMBER 2020

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**Assets**

Cash and equivalents	(16,578.68)
Investments	1,124,400.00

<b>Total Assets</b>	<b><u>1,107,821.32</u></b>
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**Liabilities**

<b>Total Liabilities</b>	<b><u>0.00</u></b>
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**Fund Balance (Budgetary basis)**

Reserve for encumbrances	1,246,667.23
Unreserved	(138,845.91)

<b>Total Fund Balance</b>	<b><u>1,107,821.32</u></b>
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<b>Total Liabilities and Fund Balance</b>	<b><u>1,107,821.32</u></b>
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IRVING CONVENTION AND VISITORS BUREAU - GENERAL FUND  
MONTHLY FINANCIAL REPORT  
DECEMBER 2020

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
	<b>L3 - HOTEL/MOTEL TAX</b>	221,692.80	221,692.80	6,490,005.00	3.4%	0.00	6,268,312.20
	<b>M4 - INVESTMENT INCOME</b>	100.12	247.52	4,995.00	5.0%	0.00	4,747.48
	<b>M5 - MISCELLANEOUS</b>	0.00	0.00	5,000.00	0.0%	0.00	5,000.00
<hr/>							
	<b>TOTAL REVENUE</b>	<b>221,792.92</b>	<b>221,940.32</b>	<b>6,500,000.00</b>	<b>3.4%</b>	<b>0.00</b>	<b>6,278,059.68</b>
<hr/>							
<b>EXPENDITURES</b>							
	<b>N1 - SALARIES</b>	261,803.11	536,985.95	2,494,775.00	21.5%	0.00	1,957,789.05
	<b>N2 - BENEFITS</b>	66,199.63	145,875.80	670,352.00	21.8%	0.00	524,476.20
	<b>N4 - SUPPLIES</b>	8,464.23	8,737.74	29,455.00	29.7%	16,100.00	4,617.26
	<b>O1 - UTILITIES (COMMUNICATIONS)</b>	1,597.92	2,791.87	26,400.00	10.6%	0.00	23,608.13
	<b>O3 - OUTSIDE SERVICES</b>						
	SALES AND MARKETING RESOURCES	237.49	6,398.54	15,560.00	41.1%	0.00	9,161.46
	MEDIA ADVERTISING	(57,989.92)	(19,785.74)	332,000.00	-6.0%	238,477.40	113,308.34
	PROFESSIONAL SERVICES	48,070.00	163,548.45	1,473,877.00	11.1%	992,089.83	318,238.72
	PROPERTY MANAGEMENT SERVICES	305,359.00	348,000.00	1,395,000.00	24.9%	0.00	1,047,000.00
	OTHER	19.92	86.70	7,026.00	1.2%	0.00	6,939.30
	<b>TOTAL OUTSIDE SERVICES</b>	<b>295,696.49</b>	<b>498,247.95</b>	<b>3,223,463.00</b>	<b>15.5%</b>	<b>1,230,567.23</b>	<b>1,494,647.82</b>
	<b>O4 - TRAVEL - TRAINING - DUES</b>						
	TRAVEL AND TRAINING	(263.59)	(263.59)	270,000.00	-0.1%	0.00	270,263.59
	MILEAGE REIMBURSEMENT	40.88	40.88	4,000.00	1.0%	0.00	3,959.12
	MEMBERSHIP AND DUES	6,030.50	16,503.50	54,200.00	30.4%	0.00	37,696.50
	<b>TOTAL TRAVEL - TRAINING - DUES</b>	<b>5,807.79</b>	<b>16,280.79</b>	<b>328,200.00</b>	<b>5.0%</b>	<b>0.00</b>	<b>311,919.21</b>
	<b>O5 - CLAIMS AND INSURANCE</b>	0.00	34,511.25	138,045.00	25.0%	0.00	103,533.75
	<b>O7 - MISCELLANEOUS EXPENSES</b>						
	ADM COST REIMBURSEMENT	8,867.71	8,867.71	259,600.00	3.4%	0.00	250,732.29
	BUSINESS DEV INCENTIVE PROG	(560.00)	5,374.00	540,000.00	1.0%	0.00	534,626.00
	LOCAL PROGRAMS-PROMOTIONS	3,012.23	139.09	145,900.00	0.1%	0.00	145,760.91
	OTHER	0.00	47,720.00	144,350.00	33.1%	0.00	96,630.00
	<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>11,319.94</b>	<b>62,100.80</b>	<b>1,089,850.00</b>	<b>5.7%</b>	<b>0.00</b>	<b>1,027,749.20</b>
	<b>P5 - TRANSFERS OUT</b>						
	TRSF TO ICVB CONV CENTER	0.00	0.00	100,000.00	0.0%	0.00	100,000.00
	<b>TOTAL TRANSFERS OUT</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>100,000.00</b>
<hr/>							
	<b>TOTAL EXPENDITURES</b>	<b>650,889.11</b>	<b>1,305,532.15</b>	<b>8,100,540.00</b>	<b>16.1%</b>	<b>1,246,667.23</b>	<b>5,548,340.62</b>

Beginning Fund Balance	2,191,413.15
Revenues	221,940.32
Expenditures	(1,305,532.15)
Ending Fund Balance	1,107,821.32



2204 - ICVB CONVENTION CENTER  
MONTHLY BALANCE SHEET  
DECEMBER 2020

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**Assets**

Cash and equivalents	26,271.12
Investments	556,000.00

<b>Total Assets</b>	<b>582,271.12</b>
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**Liabilities**

<b>Total Liabilities</b>	<b>0.00</b>
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**Fund Balance (Budgetary basis)**

Reserve for encumbrances	0.00
Unreserved	582,271.12

<b>Total Fund Balance</b>	<b>582,271.12</b>
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<b>Total Liabilities and Fund Balance</b>	<b>582,271.12</b>
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IRVING CONVENTION AND VISITORS BUREAU - ICVB CONVENTION CENTER  
QUARTERLY FINANCIAL REPORT  
DECEMBER 2020

Code	Account	QTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
	M4 - INVESTMENT INCOME	4.69	4.69	2,000.00	0.2%	0.00	1,995.31
	M5 - MISCELLANEOUS	561,875.00	561,875.00	250,000.00	224.8%	0.00	(311,875.00)
	M6 - TRANSFER FROM ICVB GENERAL	0.00	0.00	100,000.00	0.0%	0.00	100,000.00
<b>TOTAL REVENUE</b>		<b>561,879.69</b>	<b>561,879.69</b>	<b>352,000.00</b>	<b>159.6%</b>	<b>0.00</b>	<b>(209,879.69)</b>
<b>EXPENDITURES</b>							
	N7 - STRUCTURE MAINTENANCE	41,250.00	41,250.00	350,000.00	11.8%	0.00	308,750.00
<b>TOTAL EXPENDITURES</b>		<b>41,250.00</b>	<b>41,250.00</b>	<b>350,000.00</b>	<b>11.8%</b>	<b>0.00</b>	<b>308,750.00</b>

Beginning Fund Balance	61,641.43
Revenues	561,879.69
Expenditures	(41,250.00)
Ending Fund Balance	582,271.12



# Irving Convention and Visitors Bureau

## Check Register

December 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061448	12/3/2020	<b>AMERICAN EXPRESS TRAVEL RELATED SERVICES CO, INC</b>			<b>17,594.71</b>
		ACCOUNTS PAYABLE	NOV 2020 - RECEIPTS	17,594.71	
80061450	12/3/2020	<b>IRVING CONVENTION CENTER AT LAS COLINAS</b>			<b>5,626.13</b>
		PROFESSIONAL SERVICES	NETWORK SERVICES	5,626.13	
80061451	12/3/2020	<b>MEETING PROFESSIONALS INTERNATIONAL</b>			<b>16,450.00</b>
		MEDIA ADVERTISING	ADVERTISING	5,000.00	
		MEDIA ADVERTISING	ADVERTISING	11,450.00	
80061452	12/3/2020	<b>TEXAS DEPARTMENT OF TRANSPORTATION</b>			<b>660.25</b>
		MEDIA ADVERTISING	ADVERTISING - TEXAS HIGHWAYS.COM	660.25	
80061453	12/3/2020	<b>TUCKER &amp; ASSOCIATES, LLC</b>			<b>76.79</b>
		PROFESSIONAL SERVICES	NOV 2020 - REIMBURSABLES	76.79	
80061454	12/9/2020	<b>RODRIGUEZ, REYNALDO</b>			<b>5,194.00</b>
		BUSINESS DEV INCENTIVE PROG	PAMM MODEL AND TALENT EXPO / NOV 2020	5,194.00	
80061455	12/17/2020	<b>AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES</b>			<b>4,013.30</b>
		MEDIA ADVERTISING	ADVERTISING	4,013.30	
80061456	12/17/2020	<b>DIPIETRO, KATHERINE</b>			<b>81.16</b>
		COMMUNICATIONS	OCT 2020 - CELL	40.55	
		COMMUNICATIONS	NOV 2020 - CELL	40.61	
80061457	12/17/2020	<b>FEDERAL EXPRESS CORPORATION</b>			<b>9.91</b>
		FREIGHT	SHIPPING	9.91	
80061458	12/17/2020	<b>FOJTASEK, LORI</b>			<b>75.70</b>
		COMMUNICATIONS	OCT 2020 - CELL / MILEAGE	34.82	
		MILEAGE REIMBURSEMENT	OCT 2020 - CELL / MILEAGE	40.88	
80061459	12/17/2020	<b>HOPKINS, CHERYL</b>			<b>65.00</b>
		COMMUNICATIONS	OCT 2020 - CELL	65.00	
80061460	12/17/2020	<b>IRVING - LAS COLINAS ROTARY CLUB</b>			<b>40.00</b>
		MEMBERSHIP AND DUES	NOVEMBER 2020	40.00	
80061461	12/17/2020	<b>IRVING CONVENTION CENTER AT LAS COLINAS</b>			<b>46,446.00</b>
		PROFESSIONAL SERVICES	FY20 MANAGEMENT INCENTIVE FEE	46,446.00	
80061462	12/17/2020	<b>LEVINE, KATHY</b>			<b>65.00</b>
		COMMUNICATIONS	OCT 2020	65.00	
80061463	12/17/2020	<b>LOPEZ, BRENDA</b>			<b>130.00</b>
		COMMUNICATIONS	OCT 2020 - CELL	65.00	
		COMMUNICATIONS	NOV 2020 - CELL	65.00	
80061464	12/17/2020	<b>MALONEY STRATEGIC COMMUNICATION INC</b>			<b>27,540.00</b>
		PROFESSIONAL SERVICES	2020 ICVB STORAGE FEE - DECEMBER	205.00	
		PROFESSIONAL SERVICES	2020 ICVB CARES ACT AD SERIES	4,925.00	
		PROFESSIONAL SERVICES	2021 ICVB ADVERTISING MANAGEMENT Q1	14,590.00	
		PROFESSIONAL SERVICES	2020 ICVB MARKETING VIDEO	7,820.00	



# Irving Convention and Visitors Bureau

## Check Register

December 2020

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061465	12/17/2020	MANSELL, LORI COMMUNICATIONS	OCT 2020	65.00	65.00
80061466	12/17/2020	MANSOUR, KAYLA COMMUNICATIONS	OCT 2020 - CELL	65.00	65.00
80061467	12/17/2020	MEETINGS TODAY MEDIA ADVERTISING	ADVERTISING	5,200.00	5,200.00
80061468	12/17/2020	PCMA SERVICES MEDIA ADVERTISING	ADVERTISING	7,320.00	7,320.00
80061469	12/17/2020	PFAFF, DIANA COMMUNICATIONS	OCT 2020	65.00	65.00
80061470	12/17/2020	ROBERTS, DEBBIE COMMUNICATIONS	OCT 2020	65.00	65.00
80061471	12/17/2020	ROCHE, KELLY COMMUNICATIONS	OCT 2020	65.00	130.00
		COMMUNICATIONS	NOV 2020 - CELL	65.00	
80061472	12/17/2020	ROSE, SUSAN COMMUNICATIONS	OCT 2020	43.67	87.36
		COMMUNICATIONS	NOV 2020 - CELL	43.69	
80061473	12/17/2020	STAPLES OFFICE SUPPLIES	OFFICE SUPPLIES	217.44	217.44
80061474	12/17/2020	STODDARD, CAROL COMMUNICATIONS	NOV 2020 - CELL	64.02	111.81
		COMMUNICATIONS	OCT 2020 - CELL / MISC	63.97	
		SUBSCRIPTIONS-PUBLICATIONS	OCT 2020 - CELL / MISC	(16.18)	
80061475	12/17/2020	THE FULCRUM GROUP INC. PROFESSIONAL SERVICES	ADOBE PREMIERE PRO TEAM LICENSE SUBSCRIP - 1 USER	360.80	360.80
80061476	12/17/2020	TRIPADVISOR, LLC MEDIA ADVERTISING	ADVERTISING	3,326.78	3,326.78
80061477	12/17/2020	TUCKER & ASSOCIATES, LLC PROFESSIONAL SERVICES	MONTHLY RETAINER - DEC 2020	4,000.00	4,000.00
80061478	12/17/2020	CELLCO PARTNERSHIP COMMUNICATIONS	NOVEMBER 2020	232.77	619.36
		COMMUNICATIONS	NOVEMBER 2020	103.32	
		COMMUNICATIONS	NOVEMBER 2020	283.27	
80061479	12/17/2020	WHITE, MONTY COMMUNICATIONS	OCT 2020 - CELL	65.00	65.00
80061480	12/29/2020	EAUTOFEEDBACK, LLC PROFESSIONAL SERVICES	ANNUAL CONTRACT FEE - 2/1/21-1/31/22	1,800.00	1,800.00





# Irving Convention and Visitors Bureau

## Check Register

December 2020

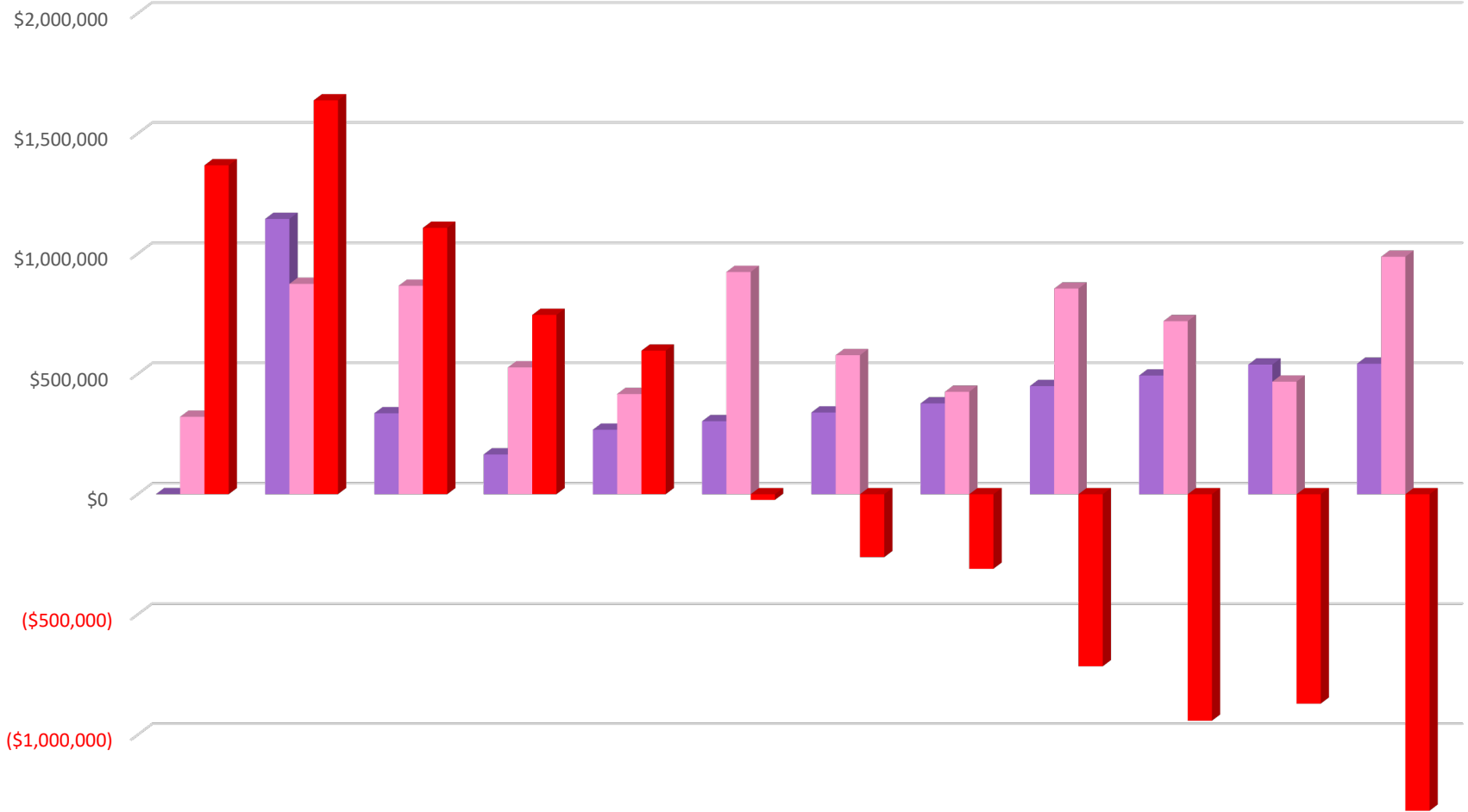
Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061481	12/29/2020	FEDERAL EXPRESS CORPORATION			10.01
		FREIGHT	SHIPPING	10.01	
80061482	12/29/2020	FOUR SEASONS RESORT & CLUB DALLAS			801.50
		MEMBERSHIP AND DUES	DECEMBER 2020	801.50	
80061483	12/29/2020	IRVING CONVENTION CENTER AT LAS COLINAS			348,000.00
		PROPERTY MANAGEMENT SERVICES	SUBSIDY	348,000.00	
80061484	12/29/2020	MANSOUR, KAYLA			307.96
		COMMUNICATIONS	NOV 2020 - CELL / MISC	65.00	
		OFFICE SUPPLIES	NOV 2020 - CELL / MISC	242.96	
80061485	12/29/2020	MEETING PROFESSIONALS INTERNATIONAL			17,700.00
		MEDIA ADVERTISING	CARES ACT - ADVERTISING	7,700.00	
		MEDIA ADVERTISING	CARES ACT - ADVERTISING	5,000.00	
		MEDIA ADVERTISING	CARES ACT - ADVERTISING	5,000.00	
80061486	12/29/2020	MEETINGS TODAY			3,000.00
		MEDIA ADVERTISING	ADVERTISING	3,000.00	
80061487	12/29/2020	ROCHE, KELLY			65.00
		COMMUNICATIONS	AUG 2020 - CELL	65.00	
80061488	12/29/2020	SIMPLEVIEW WORLDWIDE, INC.			13,500.00
		PROFESSIONAL SERVICES	SIMPLE SUPPORT - Q1	13,500.00	
80061489	12/29/2020	SOTO, MONICA			25.00
		COMMUNICATIONS	CELL PHONE - DECEMBER 2020	25.00	
80061490	12/29/2020	TUCKER & ASSOCIATES, LLC			74.23
		PROFESSIONAL SERVICES	DEC 2020 - REIMBURSABLES	74.23	
Total Number of Invoices				58	531,050.20
Total Number of Checks				42	531,050.20

## CARES Act Grant Fund Reconciliation

The Bureau requested funding for various projects relating to a cleaning, disinfection, and infectious disease prevention program for the ICC as well as marketing initiatives for the Bureau from the CARES Act grant the city received; six requests were approved. Since the City recorded the receipt of the grant funds as revenue, the Bureau recorded the receipt of funds from the city as a reimbursement (deposit) into the expenditure accounts; therefore, the Bureau financials do not reflect an increase in revenue when funds were transferred to the Bureau, and the net effect in our expenditure accounts is zero.

Vendor	Description	Invoice or Order Number	Date	Amount	Invoice	Payment Data	Account Number	Reimbursed by City
DHPACE	Aluminum frame partitions for concessions stand	17565	06/04/20	\$3,663.48				
DHPACE	Install new counter top mounted glass, glass partitions for the main office entry	17028	06/08/20	\$3,151.65				
DHPACE	Install new glass partitions onto counter top at café point of sale area	17531	06/04/20	\$3,305.77				
DHPACE	Install new glass partitions onto counter top at café point of sale area	17574	06/04/20	\$5,680.27				
DHPACE	Install new aluminum frame partitions/concession stand in Hall B (large openings)	17572	06/04/20	\$6,711.79				
Pollock	Face masks	9007152929	04/30/20	\$1,900.00				
Pollock	Hand sanitizer	9007155109	05/05/20	\$864.00				
Pollock	Sanitizer wipes	9007183962	05/23/20	\$1,303.30				
Pollock	Portable mister wand and disinfectant	9007192136	05/30/20	\$5,708.70				
Pollock	Thermometers and hand sanitizer	9007198300	06/02/20	\$910.50				
Pollock	Clorox 360 sprayer	9007213203	06/13/20	\$4,007.49				
Pollock	Clorox 360 disinfectant	9007222117	06/18/20	\$302.43				
Pollock	Mister	9007222118	06/18/20	\$1,734.67				
Pollock	Sanitizer dispenser and stand	9007223637	06/20/20	\$3,200.00				
Pollock	Foam hand sanitizer	9007224130	06/19/20	\$886.50				
Pollock	Clorox 360 sprayer	9007233400	06/26/20	\$4,007.49				
Sysco	Pedal dispenser stand and liquid sanitizer	396476353	06/13/20	\$897.00				
Ben E.Keith	Gloves	19445191	06/06/20	\$990.00				
Ben E.Keith	Gloves	19445192	06/08/20	\$990.00				
Ben E.Keith	Gloves	19441142	06/04/20	\$870.00				
Ben E.Keith	Gloves	19431915	05/29/20	\$870.00				
	<b>Reimbursement to ICC</b>	<b>Funded</b>	<b>TOTAL</b>	<b>\$51,955.04</b>	CARESACT-2	Pd 8/27/20 - Ck # 80061330	22045200-600201	9/3/20
Simpleview	Integrated Marketing Campaign Safety		06/30/20	\$130,000.00				
	<b>Resolution Number 2020-248 - Payment to Simpleview</b>	<b>Funded</b>	<b>TOTAL</b>	<b>\$130,000.00</b>	INV114217	Pd 8/27/20 - Ck # 80061338	22015202-640021	9/3/20
Simpleview	Micro-Campaign		09/22/20	\$300,000.00				
Simpleview	Online Travel Agencies Program		09/20/20	\$120,000.00				
	<b>Resolution Number 2020-357 - Payment to Simpleview</b>	<b>Funded</b>	<b>TOTAL</b>	<b>\$420,000.00</b>	INV116750	Pd 11/19/20- Ck # 80061432	22015202-640021	11/19/20
Pollock	Sanitizer Dispensers (50 total / \$212.00 each)			\$10,600.00				
Pollock	Gel Sanitizer (300 gallons / \$24.03 per gallon)			\$7,209.00				
	<b>Reimbursement to ICC</b>	<b>Funded</b>	<b>TOTAL</b>	<b>\$17,809.00</b>	CARESACT-1	Pd 8/27/20 - Ck # 80061329	22045200-600201	9/3/20
Pollock	Clorox 360 Machines (7 total / \$4,000.00 each)			\$28,000.00				
Pollock	Disinfectant, sanitizer (180 cases / \$100.81 per case)			\$18,145.73				
	<b>Reimbursement to ICC</b>	<b>Funded</b>	<b>TOTAL</b>	<b>\$46,145.73</b>	CARESACT-3	Pd 9/25/20 - Ck # 80061379	22045200-600201	9/28/20
Schindler Elevator	Escalator Handrail Sterilization Device - 2 UV modules (6 total / \$8,895.00 each)							
	<b>Reimbursement to ICC</b>	<b>Funded</b>	<b>TOTAL</b>	<b>\$53,370.00</b>	CARESACT-4	Pd 10/08/20 - Ck # 80061401	22045200-600201	10/13/20
Various	Travel Ads for the reopening and the steps taken to keep it safe							
	<b>Resolution Number 2020-419 - Payments to various media publishers</b>	<b>Funded</b>	<b>TOTAL</b>	<b>\$115,000.00</b>	MULTIPLE	MULTIPLE	22015202-640053	12/8/20
	<b>GRAND TOTAL</b>			<b>\$834,279.77</b>				

Irving Convention and Visitors Bureau  
FY21 Cash Flow  
December 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	\$225	\$1,144,728	\$336,793	\$165,335	\$268,196	\$303,571	\$339,884	\$377,649	\$449,739	\$493,616	\$539,060	\$542,723
EXPENSES	\$321,914	\$874,763	\$866,901	\$527,520	\$416,762	\$924,173	\$578,163	\$425,940	\$855,178	\$719,603	\$468,173	\$987,482
ENDING CASH	\$1,367,964	\$1,637,929	\$1,107,821	\$745,636	\$597,070	(\$23,532)	(\$261,811)	(\$310,102)	(\$715,541)	(\$941,527)	(\$870,641)	(\$1,315,400)

REVENUE EXPENSES ENDING CASH



ICVB  
HOTEL OCCUPANCY TAX COLLECTIONS

**IRVING CONVENTION AND VISITORS BUREAU  
HOTEL OCCUPANCY TAX  
2020 - 2021**

<b>LUXURY &amp; FULL SERVICE</b>		<b>OCT 2020</b>	<b>NOV 2020</b>
1	Atrium Hotel and Suites DFW Airport	2,104.65	1,350.47
2	Dallas Marriott Hotel Las Colinas	8,972.72	6,318.26
3	DFW Airport Hotel & Conference Center	614.34	416.13
4	DFW Airport Marriott	14,047.23	13,398.13
5	Doubletree by Hilton DFW Airport North	0.00	0.00
6	Embassy Suites DFW Airport South	0.00	0.00
7	Four Seasons Resort & Club	74,294.78	20,807.95
8	Hilton Garden Inn DFW Airport South	4,278.38	3,794.30
9	Hilton Garden Inn Las Colinas	3,534.59	2,088.01
10	Holiday Inn Irving Las Colinas	1,654.54	2,441.05
11	NYLO Las Colinas Tapestry Collection by Hilton	4,807.75	3,172.37
12	Omni Las Colinas Hotel	10,424.47	8,238.86
13	Sheraton DFW Airport Hotel	0.00	0.00
14	Texican Court	0.00	0.00
15	Westin DFW Airport	0.00	0.00
<b>TOTAL LUXURY &amp; FULL SERVICE</b>		<b>124,733.45</b>	<b>62,025.53</b>

16	Westin Irving Convention Center Las Colinas	9,658.90	8,918.25
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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.

ALL SUITE / EXTENDED STAY		OCT 2020	NOV 2020
1	Comfort Inn DFW Airport North	2,609.71	2,025.07
2	Comfort Suites DFW Airport North	3,171.31	2,368.47
3	Comfort Suites Las Colinas	0.00	0.00
4	Country Inn & Suites by Carlson DFW Airport South	2,029.83	1,474.85
5	Element DFW Airport North	2,567.72	2,166.92
6	Extended Stay America Dallas DFW Airport North	494.65	423.91
7	Extended Stay America Dallas Las Colinas	1,777.48	862.39
8	Extended Stay Deluxe Green Park	953.96	551.80
9	Extended Stay Deluxe Las Colinas	729.20	475.72
10	Hawthorne Suites by Wyndham Irving DFW Airport South	585.57	476.79
11	Hawthorne Suites DFW Airport North	0.00	0.00
12	Holiday Inn Express Hotel & Suites DFW Airport North	1,916.98	1,849.26
13	Holiday Inn Express Hotel & Suites DFW Airport South	2,092.00	1,561.44
14	Holiday Inn Express Hotel & Suites Irving Las Colinas	0.00	0.00
15	Home Towne Studios Dallas Irving	0.00	0.00
16	Homewood Suites by Hilton DFW Airport North	3,323.61	2,848.36
17	Homewood Suites by Hilton Las Colinas	0.00	0.00
18	Hyatt House Dallas Las Colinas	3,845.11	1,630.91
19	Oakwood Waterwalk Dallas Las Colinas	0.00	0.00
20	Residence Inn Dallas DFW Airport North Irving	3,413.20	1,876.10
21	Residence Inn Dallas Las Colinas	4,258.41	3,432.69
22	Sonesta ES Suites Dallas Las Colinas	0.00	0.00
23	Sonesta Simply Suites Dallas Las Colinas	0.00	0.00
24	Springhill Suites Dallas DFW Airport East Las Colinas	1,402.29	1,329.28
25	Staybridge Suites DFW Airport North	0.00	0.00
26	TownePlace Suites Dallas DFW Airport North Irving	0.00	0.00
27	TownePlace Suites Dallas Las Colinas	1,657.23	1,997.10
28	Woodspring Suites Signature	0.00	0.00
<b>TOTAL ALL SUITE / EXTENDED STAY</b>		<b>36,828.26</b>	<b>27,351.06</b>

BUDGET SERVICE		OCT 2020	NOV 2020
1	Arya Inn & Suites	695.41	594.56
2	Best Western Irving Inn & Suites DFW South	2,587.95	2,325.97
3	Budget Inn & Suites	79.94	31.82
4	Budget Suites of America Las Colinas	0.00	0.00
5	Clarion Inn & Suites	0.00	0.00
6	Days Inn	0.00	0.00
7	Days Inn DFW Airport North	2,926.49	2,191.26
8	Delux Inn	622.90	538.10
9	Delux Suites Motel	160.29	123.98
10	Gateway Inn	509.18	371.64
11	Magnuson Extended Stay & Suites Airport Hotel	0.00	0.00
12	Motel 6 Dallas DFW South	1,346.43	1,214.36
13	Motel 6 Dallas Irving	1,933.16	1,666.13
14	Motel 6 DFW North	1,577.78	1,633.80
15	Motel 6 Irving Loop 12	909.07	793.11
16	OYO Hotel	2,034.44	1,539.01
17	OYO Hotel DFW Airport North	0.00	0.00
18	Quality Inn & Suites DFW Airport South	0.00	0.00
19	Red Roof Inn Dallas DFW Airport North	0.00	0.00
20	Studio 6 / Motel 6 DFW Airport East	0.00	0.00
21	Super 8 Hotel DFW South	0.00	0.00
22	Super 8 Motel DFW North	1,376.26	798.10
23	The Crossroads Hotel & Suites	926.95	783.14
<b>TOTAL BUDGET SERVICE</b>		<b>17,686.25</b>	<b>14,604.98</b>

<b>LIMITED SERVICE</b>		<b>OCT 2020</b>	<b>NOV 2020</b>
1	aLoft Las Colinas	3,011.24	2,055.77
2	Best Western Plus DFW Airport Suites North	2,261.03	1,566.26
3	Courtyard Dallas DFW Airport North Irving	0.00	0.00
4	Courtyard Dallas DFW Airport South Irving	3,512.83	2,182.55
5	Courtyard Dallas Las Colinas	1,819.43	2,439.12
6	Fairfield Inn & Suites Dallas DFW Airport South Irving	0.00	0.00
7	Fairfield Inn & Suites Dallas Las Colinas	0.00	0.00
8	Fairfield Inn Dallas DFW Airport North Irving	0.00	0.00
9	Hampton Inn Dallas Irving Las Colinas	2,894.26	1,795.53
10	Home2 Suites by Hilton DFW Airport North	0.00	0.00
11	Home2 Suites by Hilton DFW Airport South Irving	0.00	0.00
12	Hyatt Place Dallas Las Colinas	0.00	0.00
13	Jefferson Street Bed & Breakfast Inn	0.00	0.00
14	La Quinta Inn & Suites DFW Airport North	3,827.38	4,209.23
15	La Quinta Inn & Suites DFW Airport South	2,472.14	2,035.75
16	La Quinta Inn Hotel & Suites Las Colinas	0.00	0.00
17	Quality Inn & Suites DFW Airport	2,103.72	1,788.98
18	Residence Inn Dallas DFW Airport South Irving	4,038.81	3,872.00
19	Wingate Inn by Wyndham Dallas Las Colinas	2,535.59	0.00
20	Wingate Inn by Wyndham DFW Airport North	922.57	1,068.24
<b>TOTAL LIMITED SERVICE</b>		<b>29,399.00</b>	<b>23,013.43</b>



SHORT TERM RENTALS		OCT 2020	NOV 2020
1	Akli at Escena	118.79	0.00
2	Goldnest Oren-Amit Oren	239.24	201.50
3	Goldnest Oren-Asher Oren 1	155.83	214.82
4	Goldnest Oren-Asher Oren 2	132.05	137.49
5	Goldnest Oren-Haid Enterprises 1	245.93	0.00
6	Goldnest Oren-Haid Enterprises 2	335.63	227.11
7	Goldnest Oren-Tyngo Group	102.12	110.63
8	Goldnest Oren-Yuval Ayesh	197.35	209.18
TOTAL SHORT TERM RENTALS		1,526.94	1,100.73

GRAND TOTAL	210,173.90	128,095.73
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BUDGET	202,959.00	234,853.00
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DIFFERENCE	7,214.90	(106,757.27)
	3.6%	-45.5%



Date Distributed: January 4, 2021

# Monthly Financial Summary

For Period Ending October 31, 2020

IRVING CONVENTION CENTER  
Monthly Financial Reports  
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Period Ending  
October 31, 2020

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Monthly Event Income Statement 703 Consumer/Public Shows	10
Monthly Event Income Statement 708 Meetings	11

	October	November	December	January	February	March	April	May	June	July	August	September	Total	
Event Income														
Direct Event Income														
Rental Income	6,700	58,881	52,600	34,400	59,700	107,580	124,900	186,600	105,750	161,000	216,700	128,275	1,243,086	
Service Income	1,163	3,000	1,500	3,350	10,000	15,500	14,500	18,000	13,000	15,250	12,500	7,500	115,263	
Service Expenses	(912)	-	-	(3,000)	(3,000)	(3,000)	(3,500)	(3,000)	(3,500)	(3,000)	(3,500)	(3,000)	(29,412)	
Total Direct Event Income	6,951	61,881	54,100	34,750	66,700	120,080	135,900	201,600	115,250	173,250	225,700	132,775	1,328,937	
Ancillary Income														
F & B Concessions	-	-	-	7,000	2,100	11,000	10,000	29,500	15,500	8,000	40,000	8,059	131,159	
F & B Catering	-	12,432	21,280	25,000	126,700	46,560	138,360	301,320	311,750	141,920	153,196	375,630	1,654,149	
Parking: Self Parking	1,432	-	-	11,460	22,390	10,700	20,400	34,920	31,100	34,150	56,600	30,500	253,652	
Electrical Services	-	950	-	7,660	2,600	4,500	10,700	25,000	5,000	5,000	14,000	14,500	89,910	
Audio Visual	-	-	-	-	-	-	-	-	-	-	-	-	-	
Internet Services	-	400	-	700	-	-	500	-	-	-	-	-	1,600	
Total Ancillary Income	1,432	13,782	21,280	51,820	153,790	72,760	179,960	390,740	363,350	189,070	263,796	428,689	2,130,470	
Total Event Income	8,383	75,664	75,380	86,570	220,490	192,840	315,860	592,340	478,600	362,320	489,496	561,464	3,459,407	
Other Operating Income	26,152	21,375	21,375	21,375	21,375	21,375	21,625	46,625	46,625	46,625	46,625	46,615	387,767	
Adjusted Gross Income	34,535	97,039	96,755	107,945	241,865	214,215	337,485	638,965	525,225	408,945	536,121	608,079	3,847,174	3,866,967
Operating Expenses														
Employee Salaries and Wages	140,680	146,687	146,687	170,156	170,156	170,156	170,156	170,156	170,156	170,192	170,156	170,092	1,965,430	
Benefits	60,444	62,322	62,322	62,322	61,446	61,446	61,446	61,446	61,446	61,446	61,446	98,661	776,188	
Less: Event Labor Allocations	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Employee Wages and Benefits	201,124	209,009	209,009	232,478	231,602	231,602	231,602	231,602	231,602	231,638	231,602	268,753	2,741,618	
Contracted Services	41,352	42,043	45,522	45,522	45,522	45,522	55,052	55,052	55,052	55,052	55,052	55,051	595,791	
General and Administrative	18,120	15,700	14,595	15,775	22,025	21,225	18,890	25,815	25,610	50,336	30,206	71,500	329,797	
Operations	15,945	14,133	14,133	14,133	15,433	15,433	35,083	35,083	35,083	35,083	35,083	35,083	298,408	
Repair & Maintenance	16,541	20,741	25,740	24,480	24,480	24,480	23,514	23,514	23,514	35,514	23,514	23,514	289,542	
Supplies	5,665	11,283	11,583	11,283	11,283	3,300	13,033	13,033	13,333	13,033	13,033	13,335	133,198	
Insurance	6,036	7,544	7,544	7,544	7,544	7,544	7,544	7,544	7,544	7,544	7,544	7,544	89,020	
Utilities	37,290	43,333	43,333	43,333	43,333	43,333	43,333	43,333	43,333	43,333	43,333	43,333	513,953	
Other	(4,826)	-	-	-	-	-	-	-	-	-	-	4,826	0	
SMG Management Fees	13,750	14,632	15,486	15,500	22,537	19,552	23,232	34,509	38,798	24,342	27,800	40,432	290,570	
Total Operating Expenses	350,997	378,418	386,944	410,047	422,458	411,990	451,282	469,484	473,868	495,874	467,166	563,371	5,281,897	
Net Income (Loss) From Operations	(316,462)	(281,379)	(290,189)	(302,102)	(180,593)	(197,775)	(113,797)	169,481	51,358	(86,929)	68,955	44,708	(1,434,723)	(39,723)

ASM - Irving Convention Center  
Financial Statements Monthly Highlights  
For the Month Ending October 31, 2020

	Current Actual	Current Budget	Variance	Prior Year Actual
Attendance	358	358	0	0
Events	2	2	0	0
Event Days	3	3	0	0
Direct Event Income	6,951	4,128	2,823	0
Ancillary Income	1,432	0	1,432	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Event Income	8,383	4,128	4,255	0
Other Operating Income	26,152	21,375	4,777	0
	<hr/>	<hr/>	<hr/>	<hr/>
Adjusted Gross Income	34,535	25,503	9,032	0
Indirect Expenses	(350,997)	(345,038)	(5,959)	0
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income (Loss) From Operations	<u>(316,462)</u>	<u>(319,535)</u>	<u>3,073</u>	<u>0</u>

ASM - Irving Convention Center  
Financial Statements Year to Date Highlights  
For the One Month Ending October 31, 2020

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	358	358	0	0
Events	2	2	0	0
Event Days	3	3	0	0
Direct Event Income	6,951	4,128	2,823	0
Ancillary Income	1,432	0	1,432	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Event Income	8,383	4,128	4,255	0
Other Operating Income	26,152	21,375	4,777	0
	<hr/>	<hr/>	<hr/>	<hr/>
Adjusted Gross Income	34,535	25,503	9,032	0
Indirect Expenses	(350,997)	(345,038)	(5,959)	0
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income (Loss) From Operations	<u>(316,462)</u>	<u>(319,535)</u>	<u>3,073</u>	<u>0</u>

ASM - Irving Convention Center  
Balance Sheet  
October 31, 2020

**ASSETS**

**Current Assets**

Cash	\$ 1,012,648
Accounts Receivable	58,482
Prepaid Assets	18,080
Inventory	56,252
	<hr/>

Total Current Assets		1,145,462
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		<hr/> <b>\$ 1,145,462</b> <hr/>
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**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	\$ 347,779
Accrued Expenses	348,978
Deferred Income	0
Advance Ticket Sales/Deposits	765,166
Other Current Liabilities	0
	<hr/>

Total Current Liabilities		1,461,923
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**Long-Term Liabilities**

Long Term Liabilites	0
	<hr/>

Total Long-Term Liabilities		0
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Total Liabilities		1,461,923
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**Equity**

Net Funds Received	13,140,427
Retained Earnings	(13,140,426)
Net Income (Loss)	(316,462)
	<hr/>

Total Equity		(316,461)
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		<hr/> <b>\$ 1,145,462</b> <hr/>
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ASM - Irving Convention Center  
Income Statement  
For the One Month Ending October 31, 2020

	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	6,700	6,700	0	6,700	6,700	0	0
Service Revenue	1,163	1,163	0	1,163	1,163	0	0
Service Expenses	(912)	(3,735)	2,823	(912)	(3,735)	2,823	0
Total Direct Event In	6,951	4,128	2,823	6,951	4,128	2,823	0
Ancillary Income							
F & B Concessions	0	0	0	0	0	0	0
F & B Catering	0	0	0	0	0	0	0
Parking	1,432	0	1,432	1,432	0	1,432	0
Electrical Services	0	0	0	0	0	0	0
Audio Visual	0	0	0	0	0	0	0
Internet Services	0	0	0	0	0	0	0
Total Ancillary Inco	1,432	0	1,432	1,432	0	1,432	0
Total Event Income	8,383	4,128	4,255	8,383	4,128	4,255	0
<b>OTHER OPERATING INCOME</b>							
Other Income	26,152	21,375	4,777	26,152	21,375	4,777	0
Total Other Operatin	26,152	21,375	4,777	26,152	21,375	4,777	0
Adjusted Gross Inco	34,535	25,503	9,032	34,535	25,503	9,032	0
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	140,680	139,999	(681)	140,680	139,999	(681)	0
Payroll Taxes & Ben	60,444	60,446	2	60,444	60,446	2	0
Labor Allocations to	0	0	0	0	0	0	0
Net Salaries and Ben	201,124	200,445	(679)	201,124	200,445	(679)	0
Contracted Services	41,352	41,715	363	41,352	41,715	363	0
General and Adminis	18,120	17,689	(431)	18,120	17,689	(431)	0
Operating	15,945	10,409	(5,536)	15,945	10,409	(5,536)	0
Repairs & Maintenan	16,541	11,200	(5,341)	16,541	11,200	(5,341)	0
Operational Supplies	5,665	6,283	618	5,665	6,283	618	0
Insurance	6,036	6,036	0	6,036	6,036	0	0
Utilities	37,290	37,511	221	37,290	37,511	221	0
Other	(4,826)	0	4,826	(4,826)	0	4,826	0
ASM Management F	13,750	13,750	0	13,750	13,750	0	0
Total Indirect Expens	350,997	345,038	(5,959)	350,997	345,038	(5,959)	0



ASM - Irving Convention Center  
Income Statement  
For the One Month Ending October 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>(316,462)</u>	<u>(319,535)</u>	<u>3,073</u>	<u>(316,462)</u>	<u>(319,535)</u>	<u>3,073</u>	<u>0</u>

IRVING CONVENTION CENTER/SMG  
Year Over Year Income Comparison  
For the One Month Ending October 31, 2020

	Current Month Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	6,700	183,185	149,333	117,100	87,730	148,125
F & B Concessions	0	24,866	36,083	29,160	27,807	32,741
F & B Catering	0	605,052	259,698	326,765	191,358	347,223
Total Event Income	8,383	816,385	458,686	492,988	309,305	559,593
Total Indirect Expenses	350,997	700,393	560,373	646,493	491,169	428,036

	Year to Date Actual	Year to Date Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior
Rental Income	6,700	183,195	149,333	117,100	87,730	148,125
F & B Concessions	0	24,866	36,083	29,160	27,807	32,741
F & B Catering	0	605,052	259,698	329,765	191,358	347,223
Total Event Income	8,383	816,385	458,686	492,988	309,305	559,593
Total Indirect Expenses	350,997	700,393	560,373	646,493	491,169	428,036

ASM - Irving Convention Center  
Monthly Event Income Statement: Consumer / Public Shows  
For the One Month Ending October 31, 2020

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	350	350	350	350
Events	1	1	1	1
Event Days	2	2	2	2
Direct Event Income				
Rental Income	4,200	4,200	4,200	4,200
Service Revenue	1,163	1,163	1,163	1,163
Service Expenses	(912)	(735)	(912)	(735)
Total Direct Event Income	<u>4,451</u>	<u>4,628</u>	<u>4,451</u>	<u>4,628</u>
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	0	0	0	0
Parking	1,432	0	1,432	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	<u>1,432</u>	<u>0</u>	<u>1,432</u>	<u>0</u>
Total Event Income	<u>5,883</u>	<u>4,628</u>	<u>5,883</u>	<u>4,628</u>

ASM - Irving Convention Center  
Monthly Event Income Statement: Meetings  
For the One Month Ending October 31, 2020

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	8	8	8	8
Events	1	1	1	1
Event Days	1	1	1	1
Direct Event Income				
Rental Income	2,500	2,500	2,500	2,500
Service Revenue	0	0	0	0
Service Expenses	0	0	0	0
Total Direct Event Income	2,500	2,500	2,500	2,500
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	0	0	0	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	0	0	0	0
Total Event Income	2,500	2,500	2,500	2,500

## **Resolution -- Approve Interfund Loan from the General Fund to the Irving Convention and Visitors Bureau Fund for the purpose of promoting tourism and the convention and hotel industry.**

### **Administrative Comments**

1. This item is recommended by Financial Services. It supports Strategic Objective 1.1 – Contain costs and increase operational efficiency.
2. **Impact:** This resolution documents the Council's direction to use General Fund Revenues and Fund Balance to provide an interfund loan to the Irving Convention and Visitors Bureau (ICVB) for the purpose of promoting tourism and the convention and hotel industry in instances where 57% of the five-sevenths Hotel Occupancy Tax is not sufficient to cover those costs.
3. The City Council adopted an ordinance on December 9, 1999, which levied a tax upon the cost of occupancy of any room furnished by any hotel equal to 7% of the consideration paid by the occupant of the room.
4. The City Council adopted an ordinance on March 13, 2008, which provided that 57% of the revenue derived from five-sevenths of the Hotel Occupancy Tax be used for the purpose of promoting tourism and the convention and hotel industry.
5. The impact of the COVID-19 virus on the travel and tourism industry has drastically reduced the Hotel Occupancy Tax revenues available for use by the ICVB. The ICVB has identified and made available all reserve funds that can be used to support the tourism and the convention and hotel industry.
6. The Chief Financial Officer and the Executive Director of the ICVB anticipate those funds may not be sufficient to cover FY20-21 costs, but also project the travel and tourism industry will recover within 18 months.
7. This resolution intends to create a mechanism for an interfund loan from the General Fund to the ICVB Fund in any month as is necessary to pay the tourism and the convention and hotel industry incurred by the ICVB, which will be repaid when Hotel Occupancy Taxes recover.

### **Recommendation**

The resolution be approved.

### **ADDITIONAL COMMENTS:**

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**Contract Required:** No

**Previous Action:** ?

**Review Completed By:**

**Council Action:** ?

## CITY OF IRVING

### COUNCIL RESOLUTION NO. RES-2021-

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WHEREAS, the City Council adopted ordinance 7590 on December 9, 1999 which levied a tax upon the cost of occupancy of any room furnished by any hotel equal to 7% of the consideration paid by the occupant of the room (the "HOT"); and

WHEREAS, the City Council adopted ordinance 8930 on March 13, 2008 provided that 57% of the revenue derived from five-sevenths of the hotel occupancy tax to be used as provided in Tex. Tax Code 351.101 for the purpose of promoting tourism and the convention and hotel industry; and

WHEREAS, during the COVID-19 Pandemic 57% of the five-sevenths of the HOT revenue may not be adequate to cover authorized expenses of the Irving Convention and Visitors Bureau; and

WHEREAS, the City Council, by this resolution, intends to create a mechanism for an interfund loan from the General Fund to the Irving Convention and Visitors Bureau Fund in any month as is necessary to pay the authorized expenses of the Irving Convention and Visitors Bureau and the repayment of the loan when 57% of the five-sevenths of the HOT revenue is in excess of the amount required to cover the authorized expenses due in any month of the Irving Convention and Visitors Bureau;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF IRVING, TEXAS:

SECTION 1. That the declarations in the preamble to this resolution are adopted and restated.

SECTION 2. Creation of interfund loan. That upon the use of General Fund revenues or fund balance to make a transfer to the Irving Convention and Visitors Bureau Fund in any month, for the sole purpose of paying authorized expenses of the Irving Convention and Visitors Bureau. The amount of such loan shall be recorded and an interfund loan receivable in the General Debt Fund and an interfund loan payable in the Irving Convention and Visitors Bureau Fund in the records maintained by the Chief Financial Officer.

SECTION 3. Obligation to repay. At such time that 57% of the five-sevenths of the HOT revenue exceeds the amount necessary to pay authorized expenses of the Irving Convention and Visitors Center, any excess revenue will be used to reduce the interfund loan payable to repay the loan authorized by Section 2.

SECTION 4. That the City Manager and Chief Financial Officer shall take those actions reasonable and necessary to comply with the intent of this Resolution.

SECTION 5. That this resolution shall take effect from and after its final date of passage, and it is accordingly so ordered.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF IRVING, TEXAS,  
on February 11, 2011.

---

RICHARD H. STOPFER  
MAYOR

ATTEST:

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Shanae Jennings  
City Secretary

APPROVED AS TO FORM:

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Kuruvilla Oommen  
City Attorney

# PAYCHECK PROTECTION PROGRAM

The Paycheck Protection Program (PPP) provides forgivable loans of up to \$10 million (1st Draw Loan) or \$2 million (2nd Draw Loan) to eligible entities through banks and credit unions. The current application deadline for PPP loans is March 31, 2021.

For information beyond what is provided below, please see regulations from the Small Business Administration (SBA) for [1st Draw Loans](#) and [2nd Draw Loans](#), or contact your nearest [SBA District Office](#).

## WHO QUALIFIES?

	1st Draw Size Limit	2nd Draw Size Limit
<b>Self-employed individuals, independent contractors, and sole proprietors</b>	Not Applicable	Not Applicable
<b>Small Businesses</b>	500 Employees, <a href="#">SBA Size Standard</a> , or Alternative Size Standard <sup>1</sup>	300 Employees
<b>501(c)(3) Nonprofits</b>	500 Employees or <a href="#">SBA Size Standard</a>	300 Employees
<b>501(c)(6) Nonprofits that meet specified lobbying restrictions<sup>2</sup></b>	300 Employees	300 Employees
<b>501(c)(19) Nonprofits</b>	500 Employees or <a href="#">SBA Size Standard</a>	300 Employees
<b>501(c) or Quasigovernmental DMOs that meet specified lobbying restrictions<sup>2</sup></b>	300 Employees	300 Employees
<b>News Organizations</b>	500 Employees or <a href="#">SBA Size Standard</a>	300 Employees

Additional Conditions	1st Draw Loans	2nd Draw Loans
	Was fully operational on February 15, 2020	Received a 1st Draw Loan and will exhaust it by time the 2nd Draw Loan is issued
	Must self-certify that current economic conditions necessitate the loan.	Used all of 1st Draw Loan on eligible expenses
		Experienced at least a 25 percent revenue <sup>3</sup> decline in a quarter in 2020, compared to the same quarter in 2019
		Must self-certify that current economic conditions necessitate the loan.

For more information, please see SBA regulations for [1st Draw Loans](#) and [2nd Draw Loans](#).

*NOTE: Professional sports leagues, publicly-traded companies, political organizations, and any entity that receives a Shuttered Venue grant are ineligible for either a 1st or 2nd Draw Loan. Borrowers owned by an entity with significant operations in China are ineligible for a 2nd Draw Loan.*



# PAYCHECK PROTECTION PROGRAM

## DEFINITION OF ELIGIBLE DESTINATION MARKETING ORGANIZATIONS (DMOS)

Under the law, eligible DMOs are defined as any entity that meets ALL of the following criteria:

- Is either:
  - A tax-exempt organization described under 501(c) of the tax code and exempt from tax under 501(a); or
  - Part of a state, county, or local government (or an instrumentality of such entities);
- Engages in marketing and promoting communities and facilities to businesses and leisure travelers; AND
- Meets specified lobbying restrictions.<sup>2</sup>

### CALCULATING EMPLOYEE SIZE

To determine whether you meet the applicable employee size limit, you must count all part-time, full-time, and other basis employees you have (combined) at the time of loan application.

### SPECIAL ALLOWANCE FOR FOOD AND LODGING BUSINESSES

Food, lodging and news organizations (according to NAICS Codes 72,<sup>4</sup> 511110, or 5151) with multiple locations, that have more employees than allowed under the applicable size limit (300 or 500 employees) but less than the applicable limit at each physical location, can apply for a separate loan per physical location meeting the applicable employee size limit—provided each location uses a separate Employer Identification Number (EIN).

## LOAN AMOUNT

### MAXIMUM LOAN AMOUNT

In general: For 1st and 2nd Draw Loans, the maximum loan amount is based on 2.5x average monthly payroll costs (over the previous 12 months, 2020, or 2019).<sup>5</sup>

- Up to \$10 million for 1st Draw Loans
- Up to \$2 million for 2nd Draw Loans

For food and lodging businesses (as defined under NAICS Code 72) seeking a 2nd Draw Loan: The maximum loan amount is based on 3.5x average monthly payroll costs, up to \$2 million.

*NOTE: The aggregate limit for all affiliates within a corporate group is \$20 million for 1st Draw Loans and \$4 million for 2nd Draw Loans, regardless of any exemption to affiliation rules.*

### PAYROLL COSTS

Payroll costs include wages, commission, payment of cash tips or equivalent, severance, retirement benefits, state or local payroll taxes, paid leave, group health benefits (including group life, disability, vision, and dental insurance). It does not include any cash compensation paid to an employee in excess of \$100,000, or any compensation claimed under the Employee Retention Tax Credit.

# PAYCHECK PROTECTION PROGRAM

## FEATURES

**Covered Period.** The loan can be used to cover expenses over any period between eight weeks and 24 weeks after the loan is issued, at the discretion of the borrower.

**Loan Forgiveness:** Tax free loan forgiveness is available for any amount used on eligible expenses during the covered period. (see Loan Forgiveness section)

**Loan fees, certain credit requirements and collateral are waived:** Borrowers do not have to pay any loan fees, prove they cannot find credit elsewhere, provide collateral or a personal guarantee or pay a penalty for prepayment.

**Tax Deductibility of Covered Expenses:** You can deduct any expense paid for with PPP funds if it is normally a tax-deductible expense.

**EIDL Refinancing:** A 1st Draw Loan can be used to refinance an Economic Injury Disaster Loan (EIDL).

## LOAN APPLICATION PROCESS

To apply for a loan, you must contact a [participating lender](#) and submit an application, along with any supporting documentation needed to demonstrate eligibility, which may include payroll records, payroll tax filings, income tax filings or bank records.

If you fail to provide requested documents within 20 days of loan approval, the loan will be cancelled.

For more information on how to apply, please visit the SBA's website [here](#).

*NOTE: Business partners must apply on a consolidated bases at the partnership level, rather than individually as self-employed individuals.*

## LOAN FORGIVENESS

Tax free loan forgiveness is provided for amounts used to cover eligible expenses during the covered period (8-24 weeks). Details on the application process for loan forgiveness are pending updated SBA rulemaking and/or guidance.

**Timeline:** Borrowers must submit a loan forgiveness request within 10 months of the end of the covered period. Loan forgiveness requests must be approved or denied by the lender and SBA within 150 days.

**Eligible Expenses:** Eligible expenses include payroll costs, mortgage debt interest, rent, utilities, supplies and inventory, software and cloud-based services, uninsured damages from public disturbances in 2020 and measures to meet COVID-19 health and safety guidelines.<sup>6</sup>

**60/40 Requirement:** To be eligible for loan forgiveness, at least 60% of loan proceeds must be used on payroll expenses, limiting nonpayroll costs to 40% of the loan. Any amount of nonpayroll costs exceeding the 40% limit will not be forgiven.

# PAYCHECK PROTECTION PROGRAM

**Loan Forgiveness Penalty:** The loan forgiveness amount is reduced by the percentage of employment and the amount of wages that is reduced over the covered period, compared to the “applicable period.”<sup>7</sup> However, the penalty does not apply if the borrower makes a good-faith effort to rehire employees, but is unable to due to any reason, including if the borrower is unable to fully restore operations due to ongoing health and safety restrictions.

**Loan Repayment:** Any amount not forgiven must be paid back within five years, with an interest rate of 1%. Principal and interest payments on the loan are deferred for up to 10 months after the end of the covered period. However, interest accrues during this deferment period.

1. Under SBA's alternative size standard, a business concern may qualify as a small business concern if it, together with any affiliates: (1) has a maximum tangible net worth of not more than \$15 million; and (2) the average net income after federal income taxes (excluding any carry-over losses) for the two full fiscal years before the date of application is not more than \$5 million.
2. To be eligible, 501(c)(6) organizations and DMOs cannot (1) receive more than 15 percent of their revenue from lobbying activities; (2) have their lobbying activities amount to more than 15% of their total activities; and (3) spend more than \$1 million on lobbying activities in 2019. Details on what constitutes lobbying activities and how the lobbying activity thresholds are calculated are pending SBA rulemaking and/or guidance.
3. Total revenue is generally defined as anything received or accrued from any source during the entity's annual accounting period, excluding capital gains, any forgiven amount of a PPP loan, collected sales taxes, and any third-party funds held by an intermediary.
4. Defined as establishments primarily engaged in providing short-term lodging in facilities, such as hotels, motels, casino hotels, and bed-and-breakfast inns AND/OR or preparing meals, snacks and beverages for immediate consumption.
5. For seasonal businesses, the time period for determining average monthly payroll is any 12-week period between February 15, 2019 and February 15, 2020. Seasonal businesses are defined as businesses that (1) operate for no more than seven months out of the year, or (2) earn no more than 1/3 of their annual revenue in any six months during the preceding year.
6. Defined as any measure designed to adapt to any requirement or guideline issued by a state, local government, The U.S. Department of Health and Human Services, the Centers for Disease Control and Prevention, or the U.S. Occupational Safety and Health Administration to reduce the spread of COVID-19, including the installation of (1) drive-through windows, (2) upgraded HVAC systems, (3) sneeze guards, (4) space to accommodate physical distancing, (5) onsite or offsite health screenings, and (6) personal protective equipment. Residential real estate and intellectual property are NOT eligible expenses.
7. Details on the “applicable period” are pending updated SBA rulemaking.

## **Alert | Health Emergency Preparedness Task Force: COVID-19 Economic Stimulus**



**January 2021**

### **Paycheck Protection Program – Expected Impact of ‘Second Draw’ Loans**

On Dec. 21, 2020, Congress approved H.R. 133, referred to as the “Consolidated Appropriations Act, 2021” (the Act). The legislation, signed into law by President Trump on Dec. 27, 2020, enhances and expands certain provisions of the Coronavirus Aid, Relief, and Economic Security Act of 2020 (the CARES Act) (H.R. 748) and changes the Paycheck Protection Program (PPP) administered by the U.S. Department of the Treasury’s Small Business Administration (SBA) by (i) authorizing additional liquidity for a second round of PPP loans and (ii) expanding PPP borrower eligibility in some instances, while implementing changes to PPP loans that will impact both new and existing PPP borrowers. The SBA is expected to issue new guidance in the coming days to address the particulars of the revitalized PPP and to answer questions that have arisen since the date of enactment of the Act.

#### **Second Draw Loan Amounts**

The Act creates a second loan from the PPP, called a “PPP second draw” loan for smaller and harder-hit businesses, with a maximum amount of \$2 million.

#### **Eligibility**

In order to receive a PPP second draw loan under the Act, eligible entities must:

- Employ not more than 300 employees (as opposed to 500 employees in the first round of PPP). Unless subject to an exemption, e.g., hospitality (NAICS code 72), the SBA affiliation rules apply in determining the number of employees;
- Have used or will use the full amount of their first PPP loan; and
- Demonstrate at least a 25% reduction in gross receipts in the first, second, or third quarter of 2020 relative to the same quarter in 2019.

Eligible entities must be businesses, certain nonprofit organizations, housing cooperatives, veterans' organizations, tribal businesses, self-employed individuals, sole proprietors, independent contractors, and small agricultural co-operatives.

Similar to the first round, ineligible entities include:

- a) those entities listed in 13 C.F.R. § 120.110 and subsequent SBA guidance, excluding (i) such listed entities which have otherwise been made eligible by statute or guidance and (ii) nonprofits and religious organizations;
- b) entities primarily involved in political and lobbying activities including engaging in advocacy in areas such as public policy or political strategy, or that otherwise describe themselves as a think tank in any public document;
- c) entities affiliated with entities in the People's Republic of China;
- d) registrants under the Foreign Agents Registration Act; and
- e) entities that receive a grant under the Shuttered Venue Operator Grant program.

### **Eligibility of News Organizations for Loans under the Paycheck Protection Program**

The Act makes eligible (a) FCC license holders and newspapers with more than one physical location, as long as the business has no more than 500 employees per physical location or the applicable SBA size standard, and (b) section 511 public colleges and universities that have a public broadcasting station, if the organization certifies that the loan will support locally focused or emergency information. The Act waives affiliation rules for newspapers, television and radio broadcasters, and public broadcasters, as long as the organization has no more than 500 employees per physical location or the applicable SBA size standard and further waives the prohibition against publicly traded news organizations from being eligible if the business certifies that the loan will support locally focused or emergency content.

### **Eligibility of Certain 501(c)(6) and Destination Marketing Organizations Under the Paycheck Protection Program**

Excluded from PPP participation in the first round, the following organizations are now eligible to receive a PPP loan under the Act's expanded criteria:

- 501(c)(6) organizations if:
  - the organization does not receive more than 15% of receipts from lobbying;
  - the lobbying activities do not comprise more than 15% of activities;

- the cost of lobbying activities of the organization did not exceed \$1,000,000 during the most recent tax year that ended prior to Feb. 15, 2020; and
- the organization has 300 or fewer employees.

Professional sports leagues or organizations with the purpose of promoting or participating in a political campaign or other political activities are not eligible under this section.

- Destination Marketing Organizations if:
  - the organization does not receive more than 15% of receipts from lobbying;
  - the lobbying activities do not comprise more than 15% of activities;
  - the organization has 300 or fewer employees; and
  - that destination marketing organization is registered as a 501(c) organization, a quasi-government entity, or a political subdivision of a state or local government.

### **Guidance to Prioritize Underserved Communities**

The Act directs the SBA administrator to issue guidance addressing barriers to access to capital for underserved communities no later than 10 days after the date of the Act's enactment.

### **Churches and Religion Organizations**

The Act codifies that the prohibition on eligibility in 13 CFR § 120.110(k) – businesses principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting – does not apply for initial and second draw PPP loans.

### **Loan Terms**

In general, PPP borrowers may receive a loan amount of up to 2.5 times their average monthly payroll costs in the one year prior to the loan or the calendar year. No loan can be greater than \$2 million.

Entities in industries assigned to NAICS code 72 (Accommodation and Food Services) may receive loans of up to 3.5 times their average monthly payroll costs. Such businesses with multiple locations that are eligible entities under the initial PPP requirements may employ not more than 300 employees per physical location. The waiver of affiliation rules that applied during initial PPP loans applies to these NAICS code 72 second loans; however, an eligible entity may only receive one PPP second draw loan.<sup>1</sup>

For loans of not more than \$150,000, the borrower entity may submit a certification attesting that it meets the revenue loss requirements on or before the date the entity submits its loan forgiveness application. Nonprofit and veterans organizations may use gross receipts to calculate their revenue loss standard.

### **Loan Forgiveness**

Borrowers of a PPP second draw loan are eligible for loan forgiveness equal to the sum of their payroll costs, as well as covered mortgage, rent, and utility payments, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures incurred

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<sup>1</sup> The waiver of affiliation rules that applied during initial PPP loans applied to NAICS code 72 entities, meaning that each individual applicant was assessed independently with regard to the employee cap, and any affiliates of such PPP borrowers were not aggregated in determining the number of employees with regard to the borrower's business size.



during the covered period. Borrowers are still required to use at least 60% of PPP loan proceeds on eligible payroll costs in order to receive full forgiveness.

The Act extends existing safe harbors on restoring FTE and salaries and wages.

### **‘Covered Period’ for Loan Forgiveness**

In calculating the amount of eligible expenses paid or incurred that would qualify for loan forgiveness, borrowers who received loans before June 5, 2020, previously could choose between an eight-week period contemplated by the CARES Act or a 24-week period contemplated by the new PPP legislation. The duration of the “covered period” impacts the amount of expenses that could be included in the borrower’s forgiveness calculation and also impacts the measurement period for potential reductions to loan forgiveness that are based on changes in full-time employee equivalents (FTEs) or salary or hourly wage reductions. Borrowers who received their first loan on or after June 5, 2020, were required to use the longer 24-week “covered period.” The new legislation provides that PPP borrowers will be provided the option to choose between an eight-week covered period and a 24-week covered period. However, it is not clear whether this flexibility to choose a customized covered period will apply retroactively to loans made prior to the enactment of the new legislation.

### **Additional Eligible Expenses**

The Act makes the following additional expenses of a borrower allowable and forgivable uses for PPP funds:

- Covered operations expenditures. Includes the payment for any software, cloud computing, and other human resources and accounting needs.
- Covered property damage costs. Costs related to property damage due to public disturbances that occurred during 2020 that are not covered by insurance.
- Covered supplier costs. Expenditures to a supplier pursuant to a contract, purchase order, or order for goods in effect prior to taking out the loan that were essential to the recipient’s operations at the time at which the expenditure was made. Supplier costs of perishable goods can be made before or during the life of the loan.
- Covered worker protection expenditure. Personal protective equipment and adaptive investments to help a loan recipient comply with federal health and safety guidelines or any equivalent state and local guidance related to COVID-19 during the period between March 1, 2020, and the end of the national emergency declaration.

Loans made under the first round of PPP are eligible to use the expanded forgivable expenses, except for borrowers who have already had their loans forgiven.

### **Lender Safe Harbor**

Under the Act, a lender may rely on any certification or documentation submitted by a borrower for an initial or second draw PPP loan and that no enforcement action may be taken against the lender, and the lender will not be subject to any penalties relating to loan origination or forgiveness, if: (1) the lender acts in good faith relating to loan origination or forgiveness; and (2) all relevant federal, state, local and other statutory and regulatory requirements are satisfied.

## Tax Treatment

The Act contains several tax provisions that will benefit companies that have or will receive PPP loans. Below is a top-line summary; however, the IRS will likely publish guidance further clarifying the new law, so this discussion should be considered preliminary and subject to change:

- **Deductibility of Expenses and Other Tax Benefits:** The new law clarifies that the expenses paid with the proceeds of a forgiven PPP loan are deductible, legislatively overruling IRS Notice 2020-32, which disallowed deductions for such expenses. The new law goes further, stating that no tax benefit shall be denied, and no loss carryovers or basis adjustment will be required as a result of the tax-free forgiveness of a PPP loan. This will prevent the IRS from taking the position that a company must reduce loss carryovers or the basis of its assets by the amount of the forgiven loan (which, but for this clarification, would be the general treatment when a forgiven loan is excluded from income under the special cancellation of debt provision of the tax code).

In addition, the new law clarifies that for pass-through entities, the amount of the forgiven PPP loan will be treated as tax-exempt income received by the entity. This will result in an increase in the basis of the entity owner's ownership interest. This technical refinement will ensure that the economic benefit to the pass-through entity resulting from the exclusion from income of the PPP loan forgiveness will carry through to the pass-through entity owner's interest when they sell their interest in the company, or the company distributes its assets in liquidation (without this basis increase, the owners of the pass-through entity would ultimately pay tax on their share of the forgiven amount).

- **Eligibility for Employee Retention Tax Credit:** The CARES Act enacted a 50% tax credit for wages paid to employees when business operations have been fully or partially suspended, or the company has experienced a significant decline in gross receipts. However, the CARES Act did not allow the credit to a company which received a PPP loan – even if the loan was not forgiven. The new law changes this, now allowing the credit – except that the credit is not available for the wages paid with the proceeds of a PPP loan which are forgiven. This change is especially welcome because the employee retention credit has been increased effective Jan. 1, 2021, (from 50% to 70%) and the maximum credit per employee has been increased from \$5,000 for wages paid in 2020 up to a total of \$ 14,000 for wages paid during the first two quarters of 2021 (\$7,000 maximum credit per quarter). There are several requirements and limitations for this credit. See [this GT Alert](#) for more details.

Since the employee retention credit is only available for wages paid with non-PPP loan funds, a company wishing to maximize its tax credit may benefit from the use of PPP loan proceeds to pay the minimum amount of wages required for loan forgiveness, and use of non-PPP loan funds to pay as much of other eligible expenditures allowed with PPP loan funds.

Because the credit is only available for wages paid with non-PPP loan funds, a company should be able to trace funds used to pay wages to be able to demonstrate that the wages are not paid with PPP money. Until guidance is issued by the IRS on tracing funds, a PPP borrower who is otherwise eligible for the employee retention tax credit should consider keeping PPP loan proceeds in a separate account so that it can prove which wages are not eligible for the credit (those paid from the PPP account) and which wages are eligible for the credit (those not paid from the PPP account).

- **Retention Credit for Related Companies:** Under the CARES Act, not only was a company receiving a PPP loan ineligible to claim the employee retention tax credit, but any other related company sharing more than 50% common ownership was likewise barred from claiming the credit. This limitation affected private equity firms, since if one of its portfolio companies received a PPP loan, its other portfolio companies would not be eligible to claim the credit. Since the new law eliminates the



prohibition against a PPP borrower from claiming the credit, companies related to a PPP borrower would be eligible to claim the credit.

- **Refund Claims:** The change in the law allowing a PPP borrower (and its related companies) to claim the employee retention credit is retroactive to the effective date of the CARES Act. Consequently, a PPP borrower should be eligible to file amended payroll tax returns to claim the credit for wages that were not paid with PPP loan proceeds that were forgiven, assuming the credit requirements were otherwise satisfied. The same is true for companies related to a PPP borrower which did not file a refund claim because of the prior rule.
- **Size of Company for Employee Retention Tax Credit Purposes:** An additional change to the employee retention tax credit rules is especially relevant to PPP borrowers. Under the CARES Act, a company with 100 or fewer employees was eligible to claim the credit, even if its employees were working. By contrast, a company with more than 100 employees was eligible for the credit only for wages paid to employees who were not working. The new law increases this threshold to a company with 500 employees or less. This 500-employee threshold would cover any company eligible under the second round of PPP company size threshold of no more than 300 employees (*but see* the discussion below on the special PPP rule for hotel and restaurant businesses). Consequently, a company eligible for a second round PPP loan would also be eligible for the favorable employee retention credit rule for wages paid, even if its employees are working (but remember that the credit is not available for wages paid with a PPP loan that is forgiven).

However, this tax credit benefit for companies of 500 or fewer employees may not be available to all companies in the hotel or restaurant industry taking a PPP loan. A special rule for PPP loan eligibility for hotel or restaurant businesses tests the number of employees on a separate location basis, rather than the number of employees system-wide. On the other hand, the 500-employee threshold for the favorable tax credit rule is still tested on a company-wide basis, even for a hotel or restaurant business. For example, a company that owns 10 hotels, where each location has 75 employees, would be eligible for a second round PPP loan, since the PPP rules test the employee-count threshold on the number of employees at each separate location; however, the company would not be eligible for the favorable retention credit rule allowing the credit for wages paid to employees who are working, since it would have a total of 750 employees, which exceeds the new 500-employee threshold for this beneficial tax credit treatment.

### **Simplified Application**

The Act creates a simplified application process for loans under \$150,000, such that:

- A borrower shall receive forgiveness if a borrower signs and submits to the lender a certification that is not more than one page in length and includes a description of the number of employees the borrower was able to retain because of the covered loan, the estimated total amount of the loan spent on payroll costs, and the total loan amount. The borrower must also attest that borrower accurately provided the required certification and complied with PPP loan requirements. SBA must establish this form within 24 days of enactment and may not require additional materials unless necessary to substantiate revenue loss requirements or satisfy relevant statutory or regulatory requirements. Additionally, borrowers are required to retain relevant records related to employment for four years and other records for three years. The SBA administrator may review and audit these loans to ensure against fraud.
- At the discretion of the borrower, the borrower may complete and submit demographic information for all PPP loans.

- This applies to loans made before, on, or after the date of enactment, including the forgiveness of the loan.

### **Reduced Document Retention Requirements for Loans Under \$150,000**

Unlike larger loans that require borrowers to retain relevant supporting documentation for six years, for loans of up to \$150,000, borrowers will only be required to retain applicable documents for four years, as to employment records, or three years as to other records. These changes are retroactive to the passage of the CARES Act.

### **Increased Ability for PPP Borrowers to Request an Increase in Loan Amount Due to Updated Regulations**

The Act requires the SBA administrator to release guidance to lenders within 17 days of enactment that allows borrowers who returned all or part of their PPP loan to reapply for the maximum amount applicable, so long that they have not received forgiveness. Additionally, this section allows borrowers whose loan calculations have increased due to changes in interim final rules to work with lenders to modify their loan value regardless of whether the loan has been fully disbursed, or if Form 1502 has already been submitted.

### **Oversight of SBA Audits**

The Act directs the SBA to provide to Congress audit plans detailing the policies and procedures of the SBA for conducting forgiveness reviews and audits of PPP loans, including the criteria that the SBA will use to determine which PPP loans will be audited. The SBA has 45 days to submit these PPP audit plans.

\* \* \* \* \*

This GT Alert speaks as of the date of issuance. Guidance is expected soon from SBA that may materially alter or supplement the information set out in this GT Alert. Interested parties should review any updated guidance posted on SBA's website and consult with counsel prior to submitting their application for forgiveness.

For more information and updates on the developing situation, visit [GT's Health Emergency Preparedness Task Force: Coronavirus Disease 2019](#) or [GT's COVID-19 Economic Stimulus Team](#).

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**IRVING CONVENTION AND VISITORS BUREAU  
BOARD OF DIRECTORS  
BYLAWS**

**ARTICLE I. PURPOSE**

The Irving Convention and Visitors Bureau (hereafter “the Bureau”) and its Board (hereinafter “the Board”) were established by Ordinance No. 2414 on November 9, 1972. (Chapter 16B of The Code of Civil and Criminal Ordinances of the City of Irving, Texas.) The Ordinance establishes that the Bureau shall function as a separate entity from the City of Irving, but it shall remain responsible only to the Irving City Council (hereafter “the City Council”) and shall have the following duties:

- (a) To make recommendations to the City Council concerning the acquisition, construction, lease or purchase of convention center facilities including but not limited to civic center convention buildings, auditoriums, coliseums and parking areas or facilities for the parking or storage of motor vehicles or other conveyances located at or in the immediate vicinity of the convention center facilities.
- (b) Provide or locate facilities, personnel and materials for the registration of convention delegates or registrants.
- (c) Advertise for general promotional and tourist advertising of the City and its vicinity and conducting solicitations and operating programs to attract conventions and visitors.
- (d) Employ a Director whose duties shall be the promotion of Irving as a convention and tourist attraction.

The Board further has designated its purpose by the adoption of a mission statement. As the Board may act in the future to amend this mission, the Bylaws will be considered updated immediately upon the action of the Board to adopt a new mission.

The mission of the Organization shall be to enhance Irving’s economy and quality of life by marketing and advocating for the development of Irving as a premier destination.

**ARTICLE II. RULES GOVERNING BOARDS AND COMMISSIONS**

The Board operates within the guidelines set out within the City Charter and the City of Irving Code of Civil and Criminal Ordinances. (Details are provided in the ICVB Board Orientation Manual.)

**Per the City Charter, Article IX – GENERAL PROVISIONS, Sec. 10 – independent boards:**

The City Council may by ordinance provide that the management and operation of the Bureau shall be conducted independently of the office of city manager and the general management of the city. Such ordinance may provide that the Board shall have the exclusive right to appoint, remove and supervise the Executive Director of the Bureau and may give the Executive Director the exclusive authority to hire, discharge and supervise the employees of the Bureau.

The Board of the Bureau shall recommend to the City Council the Bureau's annual budget and the manner and use of the expenditures and allocation of Bureau revenues and funds. Final approval of the Bureau budget and the expenditure of Bureau funds, as well as the classification and salary structure of Bureau employees, shall be recommended by the Board and shall be the sole responsibility and prerogative of the City Council.

By approval of the Bureau's annual budget, its expenditures and allocation of Bureau revenues and funds, administrative services required by other city departments in support of the approved budget are authorized.

**ARTICLE III. ORGANIZATION AND MEMBERSHIP**

**Section 1**

The governance of the Bureau shall be vested in the Board as provided in these Bylaws. The Board shall set policy for, and oversee the Bureau's operations on behalf of the Irving City Council. The Board shall have the authority to adopt and enforce such policies, procedures and regulations as deemed appropriate to the Bureau, the visitor industry and the City of Irving. Members of the Board shall serve without compensation.

Membership shall consist of the following: a twenty-seven (27) member Board of Directors: thirteen (13) voting members, and fourteen (14) non-voting members, three (3) of whom are ex officio members. All members of the Board are appointed by the Irving City Council. Only the City Council has the authority to remove members of the Board.

Nine (9) voting members shall not be employed by, nor own an interest in, the hospitality or tourism industry; one (1) voting member shall be the current chair of the Greater Irving-Las Colinas Hotel Association; one (1) voting member shall be representative of the Irving hotel/motel industry; one (1) voting member shall be representative of the hospitality industry at-large (although not restricted to the hotel/motel industry); and one (1) voting member shall be representative of the restaurant industry.

Two (2) non-voting members shall be representatives of the hospitality industry, based upon the recommendation of the Board and the Greater Irving-Las Colinas Hotel Association; ~~one-two~~ (2) non-voting members shall be representative of the hospitality industry at-large; one (1) non-voting member shall be representative of The Las Colinas

Association; one (1) non-voting member shall be representative of the University of Dallas; one (1) non-voting member shall be the current chair of Irving Tax Increment Reinvestment Zone No. 1 Board; one (1) non-voting member shall be the current chair of Dallas County Utility and Reclamation District Board or a designee of the chair; ~~one (1) non-voting member shall be representative of the Salesmanship Club of Dallas AT&T Byron Nelson Championship~~; one (1) non-voting member shall be a past Board member, based upon the recommendation of the Board; one (1) non-voting member shall be the Executive Director of the Irving Arts and Culture Department; and one (1) non-voting member shall be the Chair of the Irving Arts and Culture Board.

The three (3) ex officio, non-voting members shall be the chief executive officer of the Greater Irving-Las Colinas Chamber of Commerce, the chair of the board of the Greater Irving-Las Colinas Chamber of Commerce and the city manager or designee of the city manager.

One (1) of the voting members of the Board shall be elected by the Board as Chair and one (1) of the voting members shall be elected by the Board as Vice Chair. (Chapter 16B-1 of The Code of Civil and Criminal Ordinances of the City Of Irving, Texas, as amended by Ordinance 7217, February 19, 1998; as amended by Ordinance 8602, January 26, 2006; as amended by Ordinance 2011-9299, November 17, 2011; and as amended by Ordinance 2013-9421, January 10, 2013.)

The nine (9) voting members who shall not be employed by, nor own an interest in the hospitality or tourism industry must be residents of the City of Irving, eligible to vote in city elections. There is no residency requirement for the representative of the hotel/motel industry, representative of the hospitality industry at-large, representative of the restaurant industry, and the chair of the Greater Irving-Las Colinas Hotel Association.

All voting members of the Board shall serve for a period of two (2) years, unless sooner removed, with the exception of the voting member that is the chair of the Greater Irving-Las Colinas Hotel Association, whose term shall be defined by the term of service as its chair. Voting members of the Irving Convention and Visitors Bureau Board shall serve no more than three (3) full consecutive terms. When a member is appointed to complete a partial term, that partial term shall not count in computing the three (3) full consecutive terms. Non-voting and/or ex officio members may not be limited to three (3) consecutive terms, except that the one (1) non-voting member who is a past Board member should serve no more than one (1) full term; the Board may recommend to the City Council that the one (1) non-voting member who is a past Board member may serve a second full consecutive term.

The thirteen (13) voting members shall occupy a place on the Board, such places being numbered 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13. The terms of office for places 1, 3, 5, 7, 9, 11, and 13 shall expire on odd-numbered years and the terms of office for places 2, 4, 6, 8, and 10 shall expire on even-numbered years; the term of office for place 12 is tied to the term of service as chair. The voting member representing the hotel/motel industry shall occupy place number 10, the voting member representing the hospitality industry at-large shall occupy place number 11; the voting member that is the chair of the Greater Irving-Las Colinas Hotel Association shall occupy place number 12; and the voting member representing the restaurant industry shall occupy place number 13.

(Section 16B-2 (c) (2) of The Code of Civil and Criminal Ordinances of the City of Irving, Texas.)

The terms of office for all non-voting members of the Board will be defined by their terms of service as chairs of their respective entities or as designated by their respective entities.

In addition, the Board requests that the Mayor designate a member of the City Council to serve as City Council liaison to the Board, whose service is requested to ensure the Council's priorities are aligned with the Board's and to ensure the industry's priorities and concerns are conveyed to the Council. It is requested that the Council liaison be an active participant in the Board's regular meetings, including that of its Executive Committee.

### Section 2

It shall be the duty of each member of the Board to take an active part in the deliberations of the Board and to act in whatever capacity he/she may be called.

It also shall be the duty of each Voting Member of the Board to actively participate in at least one committee of the Board each year.

### Section 3

If a Board member is absent from three (3) consecutive regularly scheduled meetings within a twelve-month period without providing notice to the staff liaison, the Board member shall immediately forfeit the Board position. Enforcement of these attendance provisions are at the discretion of the City Council. Attendance rolls will be provided to the Office of the City Secretary annually or as otherwise requested. (Chapter 38, Sec. 38-5 Attendance of The Code of Civil and Criminal Ordinances of the City of Irving, Texas.)

### Section 4

In the spirit of serving all of the City of Irving, a Board member may not concurrently serve on the Board of a related organization that creates a conflict of interest and should avoid any conflict of interest. Board members shall act in good faith, with undivided loyalty to the Bureau and with the high degree of diligence, care and skill which reasonably prudent persons would exercise in the conduct of their own affairs. Members of the Board may not take advantage of their positions, nor the knowledge gained there from, for private gain or other personal advantage, either for themselves, their families or anyone else with whom they have a direct or indirect personal or financial interest, to the detriment of the Bureau.

Board members must reveal conflicts of interest and apparent conflicts of interest which may exist through the disclosure of interests and activities, such as: the ownership, direct or indirect, of a financial or other interest in organizations supplying goods or services to the Bureau, or in the organizations which provide services competitive with the Bureau; the receipt or acceptance of benefits from any organization doing, or seeking to do, business with the Bureau or with a competitor of the Bureau; or participation in or taking advantage of any business opportunity or activity in which the Bureau has an interest or which may be competitive with the Bureau.

In addition to the background information required by the City of Irving's Application for Boards, Commissions and Committees, to assure compliance with applicable State law and City ordinances, Board Members are required to submit a Conflict of Interest Disclosure Statement annually (or within 30 days of appointment to the ICVB Board) to the Chair. The Bureau will retain file copies of all statements, which are documents of public record. It is understood that Conflicts of Interest on individual issues or items may arise throughout the year that may not otherwise be assumed at the time the statement is signed. As these conflicts arise, Board members are required to provide a revised Conflict of Interest Disclosure Statement that will replace the document on file.

The Executive Committee will review the statements upon submission. Should there be a determination there is a conflict noted that may cause detriment to the organization, the Executive Committee will meet with the Board member in question, review the noted conflict and determine an appropriate course of action. If requested by the Chair, or if the Board member in question does not agree there is a conflict and the Executive Committee disagrees, the Executive Committee will request in writing an opinion from the City Attorney, with notification to the City Council liaison and the Mayor.

If any member of the Board perceives another member has a conflict of interest, the Chair must be notified in writing of the perceived conflict. The Executive Committee will meet with the Board member in question to review the issue that has been raised. If requested by the Chair, or if the Board member in question does not agree there is a conflict and the Executive Committee disagrees, the Executive Committee will request in writing an opinion from the City Attorney, with notification to the City Council liaison and the Mayor.

#### Section 5

The Board will adhere to all City of Irving policies and procedures relating to Boards and Commissions. The Board may adopt policies and procedures specifically for the Bureau, and may adopt addendums or exceptions to existing City of Irving policies specifically for the Bureau. The Board will provide documentation of any new policies, procedures and addendums to the City Council liaison. Any policies considered by the Board that are in direct conflict with City policies may require the review of the Office of the City Attorney and/or the authorization of the City Council before they may be adopted.

#### Section 6

The Board shall have a long-range strategic plan, which is reviewed annually and is updated at least every three years.

#### Section 7

The Board shall not discuss, engage in, facilitate or condone activities that restrain competition in violation of state or federal laws or otherwise.

#### Section 8

Under no circumstances is any member to take action or make any statement purporting to commit the Board unless given authority by a vote of the Board.

#### Section 9

Only the Board may take action on the Board's behalf.



## **ARTICLE IV. MEETINGS**

### **Section 1**

Regular Meetings: The Board shall meet monthly in regular session on dates approved by the Board and published annually. A monthly Board meeting may be omitted if authorized by the Chair.

### **Section 2**

Special Meetings: Special meetings of the Board may be called by the Chair, or by any three (3) voting Board members, and upon written request to the Executive Director. The call for a special meeting shall specify the day and the hour of such special meeting, shall list the subject or subjects to be considered and a Public Notice shall be posted at least 72 hours before the meeting is scheduled to begin. The agenda for any special meeting shall include a designation of the person(s) who called such meeting. In accordance with state law, the notice to the public of an emergency meeting must be posted at least two hours before the meeting is scheduled to begin. An emergency meeting exists only if immediate action is required of a governmental body because of an “imminent threat to public health and safety” or a “reasonably unforeseeable situation” and/or state law.

A Special Meeting will be called at least once annually to review the performance of the Executive Director.

### **Section 3**

Quorum: Seven (7) of thirteen (13) voting members shall constitute a quorum.

### **Section 4**

Conducting Meetings: All meetings of the Board and its committees or task forces are conducted in accordance with the Texas Open Meetings Act in its most current version and all meetings will be posted in accordance with applicable law.

### **Section 5**

It is the responsibility of the Executive Director to see that posting of all meetings (regular, special and committee) is: correct in content; posted timely (in accordance with Texas Open Meetings Act); and distributed to all concerned.

### **Section 6**

Meeting agendas are prepared by the Executive Director and upon request, will be submitted to the Chair of the Board for review prior to posting. The Chair may place items on the agenda or request that items be removed from the agenda, provided that the request is made to the Executive Director in writing five (5) working days prior to the meeting. Three (3) voting members of the Board may place an item(s) on the agenda, provided that request is made to the Executive Director in writing five (5) working days prior to the meeting. If three voting members of the Board place an item on the agenda, it may not be removed by the Chair.

Copies of agendas shall be delivered to the City Secretary’s office for posting.

### **Section 7**

Minutes of all open meetings are taken and filed appropriately.

### Section 8

Meetings are governed by Robert's Rules of Order (latest edition) in all applicable cases.

### Section 9

All meetings of the Board and its committees are "open" meetings unless closed. Closed meetings (executive sessions) are those that are allowed by state statute to be closed and may include matters dealing with personnel, leases, land purchases, economic development and litigation. All Board members may attend closed meetings (executive sessions); however, pursuant to the Open Meetings Act and Attorney General opinions, the Chair may exclude one or more members from a closed meeting.

### Section 10.

Meetings will follow open meeting procedure and all applicable state and local laws, to include: call to order; roll call (may be conducted non-verbally by staff); determination of quorum (may be conducted non-verbally by staff); recognition of guests; minutes approval; acceptance of financial reports; individual action items, including a consent agenda if published; staff reports; committee reports; announcements; and adjournment.

At the Chair's discretion, the meeting's agenda may be adjusted to accommodate other priorities. Special Presentations may be scheduled at the Chair's discretion and the meeting agenda amended to accommodate these presentations.

### Section 11

Guests wishing to express a position on an agenda item shall be allowed to speak per the requirements of the Texas Open Meetings Act and in accordance with the City of Irving Citizen Comments Process.

### Section 12

Following input from guest(s) on any agenda item, the discussion will be closed to the audience and the Board will proceed with its discussion and action.

### Section 13

Voting shall be by hand vote, voice vote or by written ballot by all voting members in attendance; individual votes will be recorded in the minutes.

### Section 14

In the case of extraordinary or exigent events that may occur between meetings, when action to protect the interests of the organization is required and cannot wait until the next regularly scheduled meeting, a special meeting may be called with the appropriate notifications, and actions taken as posted, provided a quorum of all voting Board members is present for any actions.

### Section 14

Action: Under no circumstances is any member to take action nor make any statement purporting to commit the Board unless given authority by a vote of the Board.

## **ARTICLE V. CODE OF CONDUCT**

Each Board member has obligation to give his/her input into any subject being discussed by the Board. Each Board member's input should be solicited and considered. Each Board member should be made to feel his/her contribution is important.

The City of Irving Code of Ethics as adopted by Resolution No. 2014-278 is applicable to all Board members. (Details are provided in the ICVB Board Orientation Manual.)

## **ARTICLE VI. ELECTIONS, OFFICERS AND DUTIES**

### **Section 1**

The ICVB Board at its November meeting following the annual appointment of new members and re-appointments by the City Council shall elect from its members a Chair and Vice Chair as Officers for one-year terms and until their successors are elected. A slate will be created by the Board & Business Development Committee, and nominations may also be taken from the floor. Elections are conducted by the current seated board. All voting Board members are eligible to serve as officers. Board elections may be held by hand vote, voice vote or by written ballot by all voting members in attendance; individual votes will be recorded in the minutes.

The November meeting is the last meeting for any outgoing Board members; newly appointed board members assume their duties at the following meeting.

The Chair shall, when present, preside at all meetings of the Board. The Chair shall generally provide oversight for issues requiring authorization beyond the Executive Director's for the governance of the Convention and Visitors Bureau, including the signing of special resolutions and other such documents requiring the Chair's signature and such other duties as may from time to time be prescribed by resolution of the Board or that are otherwise incidental to this office, including all documents that also may be forwarded to the appropriate City of Irving department.

The Chair is the Chair of the Executive Committee, and also shall serve as an ex officio member of all other committees and shall make all required appointments of standing and special committees.

The Vice Chair shall, in the absence of the Chair, preside over meetings of the Board and its Executive Committee and otherwise exercise all the powers and duties of the Chair. The Vice Chair is the Vice Chair of the Executive Committee, and shall serve as an ex officio member of all other committees.

At least once annually, the Chair shall call a Special Meeting of the Board to establish goals and objectives for the Executive Director and the Bureau, to determine performance criteria and to review the performance of the Executive Director, and to make any determinations regarding incentive performance, as well as any opportunities for improvement. The Chair will encourage input from all Board Members in this meeting. Any direction, input or action approved by the Board as a result of this meeting will be

communicated to the Executive Director either privately by the Chair or with the Board as a whole, at the Chair's discretion.

No action by any officer shall be binding upon nor constitute an expression of the policy of the Bureau or Board until it has been approved by the Board.

## Section 2

Board Officers shall hold offices for one (1) year and until their successors are elected. A person may hold the same office for a maximum of two consecutive years.

## Section 3

In the event that a vacancy occurs in the office of Chair, the Vice Chair shall assume the duties of Chair. An election shall be held to fill the position of Vice Chair at the next regularly scheduled meeting, unless the situation warrants a special meeting be called.

## Section 4

In the event that a vacancy occurs in the office of Vice Chair, the Chair may appoint a Board member temporarily to assume the duties of that office until the next regular Board meeting, at which time an election shall be held to fill the existing vacancy.

## Section 5

In the event that a vacancy occurs in the offices of the Chair and Vice Chair at the same time, a special meeting may be called of the Board of Directors. If the vacancies are considered permanent, the Board shall elect from its members a Chair and Vice Chair. If the vacancies are temporary and are not expected to exceed three (3) months, the Board shall elect from its members an Acting Chair and an Acting Vice Chair.

## Section 6

In the event of the absence of the Chair and Vice Chair from a meeting of the Board of Directors or the Executive Committee, the Chair of the Board Development Committee shall serve as Chair for the meeting. In the event of the absence of the Board Development Committee Chair, as well as the Board Chair and Vice Chair, the Destination Development Committee Chair shall serve as Chair for the meeting.

## Section 7

No member of the Board of Directors has the ability to appoint or remove a person from the Board of Directors, nor does the Board as a body; this authority lies only with the City Council.

## Section 8

The Board shall employ an Executive Director who shall be the chief executive officer of the Bureau, and in that capacity, serve as a non-voting member of the Board and all its committees. The Executive Director shall be responsible for the preparation and preservation of all records detailing the administrative affairs of the Bureau and the Board. The Executive Director may delegate Board committee and reporting responsibilities to other employees of the Bureau.

## **ARTICLE VII. COMMITTEES AND DUTIES**

### **Section 1**

Standing committees are appointed by order of the Chair, as are the Chairs and Vice Chairs of these. All members of the board may serve as voting members of the standing committees; however, committee membership shall not necessarily be restricted to members of the Board. However, the Chair of said standing committees shall be a member of the Board and shall be appointed by the Board Chair. Committee chairs and member appointments should be made by the Chair at the first meeting following each annual meeting of members at which the officers are elected (typically the December meeting), and their appointments are in effect for the following calendar year. The standing committee Chairs and Vice Chairs are appointed by the Chair and ~~therefore~~ may serve multiple years as Chair or Vice Chair at the respective Board Chair's discretion.

The Board Chair shall have the authority to appoint task forces, liaisons or special committees at will; any such appointment shall report directly to the Chair and shall terminate at the end of the Chair's term. Appointees to these task forces, liaisons or special committees shall not necessarily be restricted to members of the Board.

The Board Chair shall ensure that an orientation shall be conducted for new Board members within the first three months of appointment that would include the responsibilities and accountability of the entire Board, including its oversight of the Executive Director. This orientation should be coordinated through the Board & Business Development Committee or may be conducted separately at the Chair's discretion; all board members are welcome to attend. At the invitation of the Board Chair, newly elected members of the City Council should be encouraged to attend an orientation; all current City Council members are welcome to attend.

No action by any committee shall be binding upon nor constitute an expression of the policy of the Bureau or its Board until it has been approved by the Board.

All committee reports and recommendations shall be submitted to the full Board, but they shall be deemed only advisory in nature until after they have been reviewed and confirmed by the full Board, and any actions requested taken by the full Board. If any committee deems a matter sufficiently urgent to require action before the next meeting of the full Board, it shall convey its recommendation to the Executive Committee.

### **Section 2**

The committees meet at their discretion and shall consider such matters as are referred to them by the Board Chair or requested by the Executive Director, shall keep records of their activities and recommendations, and shall report to the Board at such intervals as required by the Board. Standing committee chairs may appoint subcommittees, liaisons, task forces or work groups to assist the committee in its responsibilities provided, however, that the leader of any such subcommittee, task force or work group or a liaison is a member of the standing committee and will report back to the standing committee.

All committee members are eligible to vote within the committee's deliberations.

### Section 3

The Board shall have the following standing committees: Executive, Board & Business Development, Community Engagement, and Destination Development.

### Section 4

The Executive Committee will include a minimum of seven (7) voting members and consists of the Chair and Vice Chair of the Board and the chair of each standing committee; must also include one Voting Hotelier as well as one other hotel or the industry representative at-large and the restaurant industry representative, if not otherwise represented as committee chairs. If the Immediate Past Chair remains a voting member of the Board, the Immediate Past Chair is also designated a member of the Executive Committee. The City Council liaison is also a ~~non-voting~~ member of the Executive Committee.

The Executive Committee shall have the authority to make recommendations to the Board as a whole to negotiate, hire, determine compensation, discipline, and dismiss the Executive Director.

If there is a temporary vacancy in the position of the Executive Director, the Executive Committee will make a recommendation to the full Board for an Interim Executive Director. If the vacancy is considered permanent, the Executive Committee will make a recommendation to the full Board for an Acting Executive Director and will determine the procedure and priorities for identifying and hiring a successor.

The Executive Committee shall review and study budget requests, income, and expenditures and recommend a comprehensive budget; review and study required audits and report on same; study and review the management of all funds held by the Bureau and the Irving Convention Center and submit reports and recommendations regarding same; review the insurance programs of the Bureau and submit reports and recommendations regarding same; and generally become familiar with any and all other matters relative to the fiscal affairs of the Bureau and submit such reports and recommendations as it deems necessary and appropriate. The Executive Committee may also provide review for any other issues that may require budgetary adjustments during the course of a fiscal year.

The Executive Committee may independently, or at the request of the Executive Director, obtain and consider independent compensation studies for any or all Bureau positions for changes in the salary structure in order for the Bureau to remain competitive in recruiting and retention initiatives.

### Section 5

The Board & Business Development Committee is responsible for enhancing board development and effectiveness. Its primary goal is to Increase the ICVB's Competitiveness in the Marketplace. This committee is responsible for the Board's Bylaws, Legislative Affairs, Governance and Charter issues, Slate of Officers, Board Member Orientation, Strategic Planning, Tourism Public Improvement District (TPID) formulation, Accreditation and other projects as determined by the Board Chair or as requested by the Executive Director.

### Section 6

The Community Engagement Committee is responsible for increasing awareness, appreciation and support for the Irving hospitality industry and the Convention and Visitors Bureau. Its primary goal is to Enhance the Community's Awareness and Appreciation of Irving as a Visitor Destination. This committee is responsible for the High Spirited Citizens recognition program, the Spirit of Irving Awards, the Hospitality Industry Annual Meeting, and other projects as determined by the Board Chair or as requested by the Executive Director.

### Section 7

The Destination Development Committee is responsible for all Destination Development initiatives, including but not limited to: signage, hotel development, visitor amenities, zoning, ordinances, attractions development, meeting facilities, transportation issues, and other projects as determined by the Board Chair, or as requested by the Executive Director. Its primary goal is to Advocate for Destination-Defining Development and to Endeavor to Enhance the Visitor Experience.

## **ARTICLE VIII. COMMUNICATIONS**

Matters coming from the public and from civic organizations, in order to be sure of consideration at the stated meeting of the Board, must be in writing and received by the Executive Director at the offices of Bureau at least five (5) working days prior to the Board meeting.

## **ARTICLE IX. EXECUTIVE DIRECTOR**

### Section 1

The Executive Director shall provide direct and daily leadership and administration of the Bureau in its mission to generate economic growth for the City of Irving by: marketing and promoting Irving as a competitive meeting, event, corporate and leisure destination; oversight and direction of the operation and administration of the Irving Convention Center at Las Colinas as its contract administrator; and developing and expanding the hospitality industry and its products.

The Executive Director reports directly to the Board and is accountable to the Board on all aspects of the performance of duties and responsibilities of the organization, the total budget of the organization, and the performance of both the Bureau and the Convention Center.

The Executive Director is responsible for implementing the long-range strategic plans of the Board and City Council, while simultaneously supporting the short-term requirements and needs of the hospitality industry in Irving.

### Section 2

The Executive Director or his/her staff designee shall serve as a non-voting member of all of the Board's committees, standing or special, as well as of any task forces established. The Executive Director may delegate Board committee and reporting responsibilities to other employees of the Bureau.

### Section 3

The Executive Director shall provide the Board an annual self-evaluation based on the goals and objectives established by the Board.

### Section 4

With the concurrence of the Board, the Executive Committee shall have the authority to negotiate, hire, determine compensation, discipline, and dismiss the Executive Director.

The Board shall notify and involve the Office of the City Attorney in any disciplinary actions against the Executive Director.

### Section 5

In the event of the temporary inability of the Executive Director to carry out his or her duties, an Acting Executive Director shall be appointed by the Executive Committee.

### Section 6

At the direction of the Board Chair ~~or~~ and the Board & Business Development Committee, the Executive Director shall facilitate an orientation for new board appointees.

### Section 7

The Executive Director shall hire all employees of the Bureau, set all employee job responsibilities and provide recommendations for compensation. The Executive Director may request the Board to consider independent compensation studies for any or all Bureau positions for changes in the salary structure in order for the Bureau to remain competitive in recruiting and retention initiatives.

## **ARTICLE X. FISCAL AFFAIRS**

### Section 1

The Executive Director shall submit a proposed annual budget to the Board on the forms and on a schedule to coincide with the City of Irving budget process. The Bureau's fiscal year coincides with the City of Irving fiscal year, and shall begin on October 1 and end on the following September 30. The Bureau's annual budget shall be approved by the Board no later than June 30 each year, and submitted to the Irving City Council for its review and authorization.

The budget submittal will also include a Marketing Plan (Program of Work) for the Bureau and Performance Goals.

The budget submittal will also include the budget for the Irving Convention Center at Las Colinas, including a detailed, long-range Capital Improvement Program budget.

### Section 2

The Executive Director shall provide the Board with Financial Reports for the Bureau and the Irving Convention Center at Las Colinas on a monthly basis, in the formats required by the Government Accounting Standards Board (GASB) and the City of Irving.



### Section 3

The Bureau shall be subject to audit by the City of Irving/its designee upon reasonable notice to the Bureau. The Bureau shall cause to be conducted an annual audit of the Irving Convention Center at Las Colinas, which results shall be reported to the Board for review, any necessary action and acceptance.

### Section 4

Expenditures of hotel occupancy tax collections by the Bureau must be made in accordance with Texas Tax Code Chapter 351. Municipal Hotel Occupancy Taxes, Subchapter B. Use and Allocation of Revenue, Sec. 351.101. Use of Tax Revenue.

### Section 5

The Bureau may accept any contribution, gift, bequest or device for any purpose consistent with its objectives and mission. The Bureau shall document receipt of all gifts and in-kind contributions, and shall compile a report of same as requested by the Board.

### Section 6

All fiscal affairs of the Bureau shall be controlled and administered in accordance with the City of Irving financial policies, and any supplemental policies established by the Board.

## **ARTICLE XI. INDEMNIFICATION**

The City of Irving Officer and Liability Plan (Chapter 27A, Article V, Irving Code of Ordinances) provides coverage for members of the Board for acts during the discharge of the member's official duties within the course and scope of the office.

## **ARTICLE XII. AMENDMENTS**

The bylaws listed here, with the exception of those established by Ordinance No. 2414 dated November 9, 1972; Ordinance No. 8602, dated January 26, 2006; Ordinance No. 8913, dated February 7, 2008; Ordinance No. ORD-2011-9299 dated November 17, 2011; Ordinance No. ORD-2012-9320 dated February 23, 2012, and Ordinance No. ORD-2013-9421 dated January 20, 2013), may be amended at any regular or special meeting of the Board by two-thirds vote of members (provided notification in writing of the proposed amendment(s) shall have been made to all members at least fifteen working days prior to a regular or called meeting at which such action is proposed to be taken).

ICVB Bylaws  
Page 16 of 16

Approved – 4/24/98  
Revised – 7/28/99  
Approved – 9/27/99  
Revised – 5/1/06  
Approved – 6/12/06  
Revised – 9/13/06 & 10/18/06  
Approved 11/20/06  
Revised June 08  
Approved 7/21/08  
Revised August 2013  
Approved: ICVB Board of Directors 9/23/13; Irving City Council 10/17/13  
Revised July 2016  
Approved: ICVB Board of Directors 7/25/16  
Approved: ICVB Board of Directors, September 2017  
Revised January 2020  
Approved: ICVB Board of Directors; 1/27/20  
Revised January 2021

**MINUTES**  
**IRVING CONVENTION AND VISITORS BUREAU**  
**BOARD OF DIRECTORS – EXECUTIVE COMMITTEE MEETING**  
**ZOOM VIDEO CONFERENCE**  
**Friday, December 11, 2020**

Attendance: Karen Cooperstein – Board Chair; David Cole – Board Vice Chair; Bob Bourgeois, Julia Kang, Clem Lear, Rick Lindsey, Greg Malcolm – Committee Members; Joe Philipp – Board Member; Tom Meehan – ASM/ICC; Maura Gast, Carol Boyer, Marianne Lauda, and Susan Rose – ICVB; Councilman Al Zapanta – Guest.

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

ICVB Accounting Director Marianne Lauda reviewed the fourth quarter 2019-20 Hotel Occupancy Tax Collection report.

- The summary shows every hotel down in collections; several properties have not paid yet.
- No known status of the unpaid accounts.
- As previously requested by the Committee, hotel properties that have closed and reopened during the pandemic are noted.
- Luxury and Full-Service hotel collections are down 78.06% year-to-date. It was noted that part of the 78% is due to the three major hotels in Irving that have not paid this quarter.
- All Suite/Extended Stay hotel collections are down 55.56%.
- Limited-Service category hotel collections are down 74.75%.
  - Fairfield Inn – DFW North was closed March 1 for complete teardown and new build/renovations; no known date for reopening yet.
- Budget hotels are down 35% and there is no available information that any properties are closed.
- Fourth Quarter results show collections down 68.27%, down \$1.4 million.

Board member Bob Bourgeois asked for clarification on Extended Stay Properties line in report showing +156.86%. Executive Director Maura Gast replied it is a total of all AirBNB and short-term rental properties that choose to report and it is not necessarily an apples-to-apples comparison. Lauda commented more of these properties are now remitting their taxes. Gast, Lauda and Assistant Executive Director Administration/Finance Susan Rose are attending training for the new short-term rental collection system software with the City. A better understanding and profile of this category will be updated as more data and information become available.

In response to a question from Cooperstein, Gast stated the process for following up with non-payment ultimately falls to the City Finance Department and at a certain point the City's Attorney Office becomes involved.

In reviewing the Year-to-Date Hotel Tax Collections report, Lauda reported the Luxury Hotel category is down 47%. Lauda noted the All-Suite/Extended Stay Townplace Suites – DFW North just opened in the

third quarter of the fiscal year and is the reason they are reporting +412.54%. The Extended Stay category is reporting collections up 188% as more locations are paying their taxes from short-term rentals.

In summary, Budget to Actual original projection for the year is -42.78% and revised is +11.26, which is a good sign but still significantly less than the original projection.

Cash Flow Report:

- Originally projection showed needing additional funding in January.
- Current projection is showing additional funding in March/April.
- Staff took a hard look at projected and actual expenses for 2021 and revised the Hotel Occupancy Tax projections.
- Original projection was from March 2020, reviewed and revised in August.
- Now projecting -\$1,423,204 by fiscal year end in September 2021, depending on received revenues, and expenditures.
- A close look at the Business Development Incentive Plan, media advertising and travel.
- CARES Act funding of \$834,000 over the last few months was received.
- January report will show received funding and how it was used.

Gast added the ICVB Executive Team is looking at revenues and expenses daily. Gast has had several subsequent conversations with City Chief Financial Officer Jeff Litchfield and the feeling is that September-November collections are coming in better than expected. They have had discussions on the terms of the loan from the City. The short version is to have until September 2022 to repay, which may prove challenging, but will continue to manage through it. There are still some things staff can cut from expenses, but down to bare bones on minimal expenses as they relate to programs. Gast noted it is important to understand we are trying to be more pessimistic then optimistic when seeing some recovery. The Cash Flow report is being reviewed constantly.

Lauda explained the CARES Act funds are a wash – what comes in goes right out. Some ICC employees remain furloughed and some may become laid off permanently. ICC General Manager Meehan is working through some of the ICC third-party contract negotiations. We are a small employee staffed company/facility and it will not make much of a dent in the financials for cutting staff, but it impacts the operations and maintenance of the building.

Cooperstein asked Meehan for an update. Meehan the ICC financials are not available currently as the finance department is installing a new financial software update and having to upload all financial information. The ICC is trying to achieve or come in below the operating subsidy of \$1.395 million by fiscal year end. Staff has a good idea of the revenue projections for the year which forces adjustments to the expense side of financials. There are certain controllable expenses, i.e., payroll and reducing staff to fit the number of events this year. If, and when, those are in place, the savings is about \$430,000 for the year. ICC is adjusting all other expenses and cutting back where it makes sense. First quarter 2020-21 financials will be presented at the January Committee meeting. The building hosted four major events the past weekend and had remaining ICC staff working concessions, turning set-up and tear-down, etc. January and February calendar looks slow and is the exact opposite of last year. ZestFest has officially moved from January to June 2021.

Cooperstein delivered the Board Chair report:

- Gast sent out a link for a Go Fund me page to assist ICC furloughed staff during the holiday season.
- Survey went out to voting Board members asking for their feedback on meeting in person for Board meetings initially to determine if a quorum would be possible. The earliest possible Board meeting in-person would be in February. Will update Board when meeting in-person, once it is determined to be safe.
- The ICVB staff is reviewing the options for holding the Irving Hospitality Industry Annual Meeting virtually and affordably, as it was one of many things cut from this year's budget.

Cooperstein asked for a motion to approve the November 13, 2020 Executive Committee meeting minutes. Board member Bob Bourgeois asked for a correction in language in the fourth paragraph, last sentence. The sentence should read: Moving funds from Operations to the Capital Fund was a big assist with keeping the financials solid. On a motion from Board member Rick Lindsey, and a second from Bourgeois the November 13, 2020 minutes were approved as amended.

Cooperstein reviewed the December 14 Board meeting agenda.

- New Board members and renewing term members will be sworn in at the top of the meeting by the City Secretary's Office.
- University of Dallas representative Jason Wu Trujillo has resigned from the Board and UD Vice President of Marketing and Communications Clare Venegas is the replacement.
- Gast will give a COVID-19 update.

Councilman Al Zapanta thanked ICVB/ICC teams on assistance with the University of Dallas graduation event at the ICC. The event looked nice and was well attended.

Zapanta gave an update from Irving City Council:

- Mark Zeske newly elected Councilman for District 3, replacing Dennis Webb.
- Hospitality industry across the board is being impacted by the pandemic and the ARK Group has applied for relief on their contract with the City. This is still in negotiation and ultimately will impact as partners the ICVB, ICC and the City.
- Council is focusing on financials and understanding the entire City budget and making investments over the next 20-year period that will be positive in net results.
- Comparing TMRS and Supplemental Benefits Plan (SBP), while also focusing on Fire and Police Departments.

Reporting on happenings in Washington DC:

- World recovery predictions: West Region in two years (2023), Emerging Nations 2024-25, Third World countries seeing no recovery in next four to five years.
- Latin America and Africa and parts of Asia Pacific progressive liberal regimens are starting to feel the impact of an anti-progressive movement, meaning neo-conservative movements.
- Argentina and Mexico are real question marks and for ability to recovery in 2-3 years. Outlook is bleak.
- Money being sent back to families back in Mexico is increasing over the year, true to supporting their families and the increasing issues.
- The whole area of business travel will change across the world.

- Nothing new happening with the CARES Act currently in Washington.

Zapanta and Cooperstein expressed their appreciate to Litchfield and City Manager Chris Hillman for taking the time to review issues in specifics and have City staff and Council come together in their efforts.

Cooperstein adjourned the meeting at 9:45 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "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**  
**Monday, January 25, 2021 at 11:45 AM**  
**Zoom Video Conference**

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

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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 January 25, 2021. 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 following link will allow access online: <https://us02web.zoom.us/j/83670947402> - Meeting ID: 836 7094 7402. Or via telephone by dialing 1-888-788-0099 (Toll Free) or 1-877-853-5247 (Toll Free), 1-346-248-7799 US (Houston), Meeting ID: 836 7094 7402.

1. Citizen Comments on Items Listed on the Agenda

**Consent Agenda**

2. Approving ICVB Board Minutes for December 14, 2020
3. Accepting the Irving Convention Center Financial Report for October 2020
4. Accepting the ICVB Financial Reports
  - a. September 2020
  - b. October 2020
  - c. November 2020
  - d. December 2020

5. Review of Hotel Occupancy Tax Report

6. Review of ICVB Cash Flow Report

**Individual Consideration**

7. Acknowledging Proposed Terms for Operating Loan from the City of Irving
8. Approving Further Detailed Investigation and Potential Application for Payroll Protection Program Loan through the CARES Act

**Board Reports**

9. COVID-19 Update
10. Board Chair Report
  - a. Welcome New/Incoming Board Members
  - b. Board Member Conflict of Interest Form
  - c. Schedule of Upcoming Meetings and Activities
  - d. Next Board Meeting – February 22, 2021

## **AGENDA - Continued**

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### **11. Board Committee Reports**

- a. Board & Business Development – Bob Bourgeois
  - Proposed Bylaws Revisions
  - Next Meeting – March 12
- b. Community Engagement – Clem Lear
  - January 12 – Meeting will be Rescheduled
  - Next Meeting – April 6
- c. Destination Development – Greg Malcolm
  - Next Meeting – February 9

### **12. City Reports**

- a. Council Liaison –Deputy Mayor Pro Tem Kyle Taylor
- b. Mayor & Other Council Members
- c. City Manager – Chris Hillman
  - Visitor Development Updates
  - Toyota Music Factory
  - Other City Updates

### **13. 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
  - Revised Board Portal

### **14. Convention Center Management Report – Tom Meehan/Matt Tungett**

### **15. Industry Partner Reports**

- a. The Pavilion at the Toyota 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



## **AGENDA - Continued**

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### **16. Partner Organization & Stakeholder Reports**

- a. DART/Transportation and Infrastructure – Mayor Rick Stopfer
- b. DCURD and Irving Flood Control Districts – Dallas Burke
- c. Chamber of Commerce – Sam Reed/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 – Clare Venegas

### **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

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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.