

**AMENDED  
AGENDA**

**Irving Convention and Visitors Bureau Board of Directors  
Executive Committee  
Friday, April 23, 2021 at 9:00 AM  
Irving Convention Center - Third Floor, Jr. Ballroom  
And Zoom Video Conference  
500 W. Las Colinas Blvd., Irving, Texas 75039**

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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 \*April 23, 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/85447995141> - Meeting ID: 854 4799 5141. 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: 854 4799 5141.

1. Citizen Comments on Items Listed on the Agenda
2. Accepting the ICVB Financial Reports for March 2021
3. Review of Hotel Occupancy Tax Collections
4. Review of ICVB Cash Flow Report
5. Accepting the ICC Financial Report for March 2021
6. Review of Budget Outlook – Fiscal Year 2021-22
7. American Rescue Act Update
8. Munis Enterprise Resource Planning Software Transition – Timekeeping Update
9. Chairman / Executive Director Reports
  - a. COVID-19 Update
  - b. Approving March 19, 2021 Minutes
  - c. Review of April 26, 2021 Board Meeting Agenda

**10. City Council Updates**

**11. Next meeting – Friday, May 21, 2021**

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.

**MINUTES**  
**IRVING CONVENTION AND VISITORS BUREAU**  
**BOARD OF DIRECTORS – EXECUTIVE COMMITTEE MEETING**  
**ZOOM VIDEO CONFERENCE**  
**Friday, March 19, 2021**

Attendance: Karen Cooperstein – Board Chair; David Cole – Board Vice Chair; Bob Bourgeois, Julia Kang, Clem Lear, and Rick Lindsey – Committee Members; Herb Gears, Richard Stewart, and William Mahoney – Board Members; Tom Meehan and Matt Tungett – ASM/ICC; Maura Gast, Carol Boyer, Marianne Lauda, and Susan Rose – ICVB; Deputy Mayor Pro Tem Kyle Taylor, Councilman Al Zapanta and Councilman Oscar Ward – Guests.

Board Chair Karen Cooperstein called the meeting to order at 9:02 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 FINANCIAL REPORTS:**

Director of Accounting Marianne Lauda reported:

February 2021

- The Balance Sheet shows Total Assets equal \$804 with \$465 in Payables and Total Fund Balance of \$339,435.72.
- Hotel Occupancy Tax Collection for February is \$310,562.12.
- A transfer from the City of Irving for \$1 million was approved by City Council and \$500,000 of that will be transferred in March.
- Expenditures were in Outside Services, Media Advertising, Property Management Services and the second ICC subsidy payment, which were all expected.
- Revenues were less than Expenditures.

In reviewing the Check Register, Lauda noted payments for media advertising, staff reimbursements, and the quarterly Simpleview payment.

**Hotel Occupancy Tax Collections Report:**

- The report this month shows December 2020 and January 2021 collections, and first quarter FY2020-21.
- There are several hotels that paid quarterly.
- Three large hotels have not paid to date but did make a \$20,000 payment each for quarter ending September 2020. Hoping to be able to collect monthly moving forward.
- There are 47 short-term rental properties that made payments in December and 36 in January.
- Budgeted collections total \$1,009,579.00 Actual is \$840,034.23, which is down \$169,544.77 or -16.8%

Executive Director Maura Gast added that Chief Financial Officer Jeff Litchfield is working with the City Attorney's Office to communicate to the hotel properties that have late payments with letters going out to the hotels' owners. It was noted that several hotels that were previously delinquent, have now paid. The City does not assess penalty and interest for late payments and is not included in the report to not skew the correct collection amount.

ACTION ITEM: Lauda will add YTD collection totals to the report.

#### Cash Flow Report:

- February 2021 is slightly improved.
- Received \$500,000 from the City in March and that will show up as Revenue in the March financials and Cash Flow report.
- Originally estimated needing additional funding in November 2020, and due to cost savings staff has implemented, now estimating March 2021.
- Originally estimated the September 2021 fiscal year end balance of \$1.8 million and now estimating in the \$500,000 range.
- Staff will continue to monitor and hopefully not need additional funding from the City.
- It is highly unusual for the ICVB to be in this position. It has never happened in the almost 50-year history of the organization.

Cooperstein asked for a motion to approve the ICVB Financials for February 2021. On a motion from Board member Rick Lindsey, and a second from Board member Bob Bourgeois, the financial report was approved as presented.

#### ICC Financial Reports

General Manager Tom Meehan reported:

##### February 2021

- There were five events in February, budgeted for a loss of \$172,233. Actual loss of \$162,210.
- \$42,000 in Catering and \$6,600 in Parking revenue.
- The first six months of the year were estimated low, and the second half of the year held all the anticipated revenue.
- Expenses for the month are \$348,357, with \$187,000 in Salaries and Benefits for a small staff, and Utilities and Maintenance contracts to operate the building.
- For the year, lost \$1,817,792 which is \$125,113 better than budget but does not mean a lot at this point.
- Year-over-Year Comparison for F&B Catering shows \$42,966 this year, compared to \$541,888 last year.
- Forecast report shows \$1,561,719 behind budget and still have \$1.5 million to make up over the next six months, which is in addition to the subsidy.
- Will continue to make expense cuts in the building and review maintenance contracts.
- Creatively thinking of ways to make additional revenue: Example – renting a large walk-in freezer on the loading dock to a catering company for \$10,000/month for the next six months.
- Some events are popping up on the calendar with substantial revenue connected to them.
- March/April will be slow, but calendar picks up in May through August; however, most of those events have been accounted for in the budget already and therefore are not new revenue.

Director of Sales Matt Tungett noted there are out-of-state programs cancelling now because their home state is still in lockdown and sponsors are not allowing travel. Local events are postponing when sponsors are out of state. Gast commented it is a fine line to protect the client and continue to work with them at the same time. Hotels can continue to book sleeping rooms to generate revenue as group cancellations occur, where the ICC cannot.

Cooperstein asked for a motion to approve the ICC Financials for February 2021. On a motion from Board member Clem Lear, and a second from Kang, the financial report was approved as presented.

Chair Report:

- Advocacy Week is March 22-26.
- Irving-Las Colinas Chamber of Commerce Day at the Capital event is virtual on Tuesday, March 23. Anyone wishing to attend can register on the Chamber website.
- The Texas Hotel & Lodging Association – Converge on the Capital is a free virtual event on Thursday, March 25.
- Conversation with U.S. Congress Representative Beth Van Duyne is also a free virtual event hosted by the Chamber on April 1 at 9:00 a.m. Registration is available on the Chamber website.
- Tentative plan to move in the direction of hybrid ICVB Board meeting in April. Plans and details will be communicated to Board members. Gast added that video technology equipment has been purchased to allow for hybrid meeting video/audio without in-person attendees needing to bring their laptops. The ICC audio visual and kitchen staff remain furloughed and/or laid off, but boxed lunches will be provided.

Cooperstein asked for a motion to approve the Executive Committee meeting minutes for February 19, 2021. On a motion from Lear and a second from Lindsey, the minutes were unanimously approved as presented.

Gast gave an overview of the March 22, 2021 ICVB Board meeting agenda.

ICVB Council liaison Deputy Pro Tem Kyle Taylor reported city discussions are ongoing at this time concerning the legislative session and he will have a full report at the March Board meeting.

Councilman Oscar Ward noted it is a pleasure to attend the meeting and receive updates on financial information and data. He appreciates the struggle and asked if other convention centers are suffering with events and finances. Meehan replied every convention center in every state is in a totally different situation. As a global company, it is difficult to make plans and collect data. Ward noted he is looking forward to receiving data on the short-term rentals and collecting tax revenue from those properties. The city stands behind the ICVB and the loan approval.

Discussion was held on eligibility of the Shuttered Venues Operator Grants in the American Rescue Plan. The language is not geared toward the ICC's operating structure and is specific for ticketed event venues. It was noted most convention centers are not eligible for relief thus far.

The next Executive Committee meeting is scheduled for April 23, 2021.

Cooperstein adjourned the meeting at 9:48 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME  
Executive Director



## ICVB FINANCIAL STATEMENTS

For Period Ending:  
March 2021



2201 - ICVB GENERAL  
MONTHLY BALANCE SHEET  
MARCH 2021

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**Assets**

Cash and equivalents	559.49
Investments	814,400.00

<b>Total Assets</b>	<b>814,959.49</b>
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**Liabilities**

Due to other funds	1,240.78
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<b>Total Liabilities</b>	<b>1,240.78</b>
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**Fund Balance (Budgetary basis)**

Reserve for encumbrances	1,018,424.34
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Unreserved	(204,705.63)
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<b>Total Fund Balance</b>	<b>813,718.71</b>
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<b>Total Liabilities and Fund Balance</b>	<b>814,959.49</b>
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IRVING CONVENTION AND VISITORS BUREAU - GENERAL FUND  
MONTHLY FINANCIAL REPORT  
MARCH 2021

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
	<b>L3 - HOTEL/MOTEL TAX</b>	237,849.52	935,439.71	6,490,005.00	14.4%	0.00	5,554,565.29
	<b>M4 - INVESTMENT INCOME</b>	22.38	434.23	4,995.00	8.7%	0.00	4,560.77
	<b>M5 - MISCELLANEOUS</b>	0.00	0.00	5,000.00	0.0%	0.00	5,000.00
	<b>M6 - TRANSFER FROM CITY OF IRVING</b>	500,000.00	500,000.00	1,000,000.00	50.0%	0.00	500,000.00
<b>TOTAL REVENUE</b>		<b>737,871.90</b>	<b>1,435,873.94</b>	<b>7,500,000.00</b>	<b>19.1%</b>	<b>0.00</b>	<b>6,064,126.06</b>
<b>EXPENDITURES</b>							
	<b>N1 - SALARIES</b>	168,769.72	1,060,881.43	2,491,575.00	42.6%	0.00	1,430,693.57
	<b>N2 - BENEFITS</b>	47,483.36	300,025.29	673,552.47	44.5%	0.00	373,527.18
	<b>N4 - SUPPLIES</b>	4,477.68	13,118.72	39,455.00	33.2%	8,050.00	18,286.28
	<b>O1 - UTILITIES (COMMUNICATIONS)</b>	1,606.12	8,013.58	26,400.00	30.4%	0.00	18,386.42
	<b>O3 - OUTSIDE SERVICES</b>						
	SALES AND MARKETING RESOURCES	65.55	8,893.48	15,560.00	57.2%	0.00	6,666.52
	MEDIA ADVERTISING	21,787.23	165,947.62	350,000.00	47.4%	175,855.71	8,196.67
	PROFESSIONAL SERVICES	9,065.63	368,880.32	1,463,877.00	25.2%	832,532.15	262,464.53
	PROPERTY MANAGEMENT SERVICES	0.00	698,000.00	1,395,000.00	50.0%	0.00	697,000.00
	OTHER	27.26	1,136.45	7,026.00	16.2%	1,986.48	3,903.07
	<b>TOTAL OUTSIDE SERVICES</b>	<b>30,945.67</b>	<b>1,242,857.87</b>	<b>3,231,463.00</b>	<b>38.5%</b>	<b>1,010,374.34</b>	<b>978,230.79</b>
	<b>O4 - TRAVEL - TRAINING - DUES</b>						
	TRAVEL AND TRAINING	(2,796.00)	(596.00)	252,000.00	-0.2%	0.00	252,596.00
	MILEAGE REIMBURSEMENT	0.00	40.88	4,000.00	1.0%	0.00	3,959.12
	MEMBERSHIP AND DUES	1,381.50	20,743.98	54,900.00	37.8%	0.00	34,156.02
	<b>TOTAL TRAVEL - TRAINING - DUES</b>	<b>(1,414.50)</b>	<b>20,188.86</b>	<b>310,900.00</b>	<b>6.5%</b>	<b>0.00</b>	<b>290,711.14</b>
	<b>O5 - CLAIMS AND INSURANCE</b>	0.00	69,022.50	138,045.00	50.0%	0.00	69,022.50
	<b>O7 - MISCELLANEOUS EXPENSES</b>						
	ADM COST REIMBURSEMENT	9,513.98	37,417.58	259,600.00	14.4%	0.00	222,182.42
	BUSINESS DEV INCENTIVE PROG	1,698.23	12,987.23	540,000.00	2.4%	0.00	527,012.77
	LOCAL PROGRAMS-PROMOTIONS	508.65	1,335.32	145,200.00	0.9%	0.00	143,864.68
	OTHER	0.00	47,720.00	144,350.00	33.1%	0.00	96,630.00
	<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>11,720.86</b>	<b>99,460.13</b>	<b>1,089,150.00</b>	<b>9.1%</b>	<b>0.00</b>	<b>989,689.87</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>263,588.91</b>	<b>2,813,568.38</b>	<b>8,100,540.47</b>	<b>34.7%</b>	<b>1,018,424.34</b>	<b>4,268,547.75</b>

Beginning Fund Balance	2,191,413.15
Revenues	1,435,873.94
Expenditures	(2,813,568.38)
Ending Fund Balance	813,718.71





2204 - ICVB CONVENTION CENTER  
QUARTERLY BALANCE SHEET  
MARCH 2021

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**Assets**

Cash and equivalents	107.62
Investments	718,000.00

<b>Total Assets</b>	<b>718,107.62</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	718,107.62

<b>Total Fund Balance</b>	<b>718,107.62</b>
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<b>Total Liabilities and Fund Balance</b>	<b>718,107.62</b>
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IRVING CONVENTION AND VISITORS BUREAU - ICC RESERVE/CIP FUND  
 QUARTERLY FINANCIAL REPORT  
 MARCH 2021

Code	Account	QTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
	M4 - INVESTMENT INCOME	71.50	76.19	2,000.00	3.8%	0.00	1,923.81
	M5 - MISCELLANEOUS	236,875.00	798,750.00	250,000.00	319.5%	0.00	(548,750.00)
	M6 - TRANSFER FROM ICVB GENERAL	0.00	0.00	100,000.00	0.0%	0.00	0.00
<b>TOTAL REVENUE</b>		<b>236,946.50</b>	<b>798,826.19</b>	<b>352,000.00</b>	<b>226.9%</b>	<b>0.00</b>	<b>(546,826.19)</b>
<b>EXPENDITURES</b>							
	N7 - STRUCTURE MAINTENANCE	101,110.00	142,360.00	350,000.00	40.7%	0.00	207,640.00
<b>TOTAL EXPENDITURES</b>		<b>101,110.00</b>	<b>142,360.00</b>	<b>350,000.00</b>	<b>40.7%</b>	<b>0.00</b>	<b>207,640.00</b>

Beginning Fund Balance	61,641.43
Revenues	798,826.19
Expenditures	(142,360.00)
Ending Fund Balance	718,107.62



# Irving Convention and Visitors Bureau

## Check Register

March 2021

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061559	3/4/2021	AJR MEDIA GROUP			3,979.00
		MEDIA ADVERTISING	ADVERTISING – TOUR TEXAS.COM	3,979.00	
80061560	3/4/2021	CONNECT			8,995.00
		MEDIA ADVERTISING	ADVERTISING	8,995.00	
80061561	3/4/2021	CVENT INC			54,586.50
		MEDIA ADVERTISING	ADVERTISING	54,586.50	
80061562	3/4/2021	DALLAS FORT WORTH AIRPORT MARRIOTT			1,264.00
		BUSINESS DEV INCENTIVE PROG	HERZOG SALES MEETING / FEB 2021	1,264.00	
80061563	3/4/2021	DIPIETRO, KATHERINE			40.61
		COMMUNICATIONS	JAN 2021 - CELL	40.61	
80061564	3/4/2021	IMAGO MEDIA, INC.			1,776.00
		MEDIA ADVERTISING	ADVERTISING	595.00	
		MEDIA ADVERTISING	ADVERTISING	595.00	
		MEDIA ADVERTISING	CARES ACT - ADVERTISING	586.00	
80061565	3/4/2021	IRVING CONVENTION CENTER AT LAS COLINAS			350,000.00
		PROPERTY MANAGEMENT SERVICES	SUBSIDY	350,000.00	
80061566	3/4/2021	IRVING CONVENTION CENTER AT LAS COLINAS			20,625.00
		BUILDINGS MAINT	WESTIN GARAGE RENTAL - MAR 2021	20,625.00	
80061567	3/4/2021	LEVINE, KATHY			65.00
		COMMUNICATIONS	JAN 2021 - CELL	65.00	
80061568	3/4/2021	LOPEZ, BRENDA			65.00
		COMMUNICATIONS	JAN 2021 - CELL	65.00	
80061569	3/4/2021	MALONEY STRATEGIC COMMUNICATION INC			40,188.70
		PROFESSIONAL SERVICES	2021 ICVB ADVERTISING MANAGEMENT Q2	14,590.00	
		PROFESSIONAL SERVICES	2021 ICVB AD / E-BLAST UPDATES	4,465.00	
		PROFESSIONAL SERVICES	2020 ICVB HOLIDAY DIGITAL CARD	21,133.70	
80061570	3/4/2021	MANSELL, LORI			65.00
		COMMUNICATIONS	JAN 2021 - CELL	65.00	
80061571	3/4/2021	MANSOUR, KAYLA			131.99
		COMMUNICATIONS	JAN 2021 - CELL / MISC	65.00	
		MARKETING RESOURCES	JAN 2021 - CELL / MISC	1.99	
		COMMUNICATIONS	DEC 2020 - CELL	65.00	
80061572	3/4/2021	PFAFF, DIANA			295.00
		COMMUNICATIONS	DEC 2020 - CELL	65.00	
		COMMUNICATIONS	JAN 2021 - CELL / EQUIPMENT REIMBURSEMENT	165.00	
		COMMUNICATIONS	NOV 2020 - CELL	65.00	
80061573	3/4/2021	ROBERTS, DEBBIE			65.00
		COMMUNICATIONS	NOV 2020 - CELL	65.00	
80061574	3/4/2021	SIRMEN, LORI			65.00
		COMMUNICATIONS	JAN 2021 - CELL	65.00	



# Irving Convention and Visitors Bureau

## Check Register

March 2021

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061575	3/4/2021	<b>SOTO, MONICA</b> COMMUNICATIONS	CELL PHONE - FEBRUARY 2021	25.00	25.00
80061576	3/4/2021	<b>STALLINGS, APRIL</b> COMMUNICATIONS	CELL PHONE - JANUARY 2021	53.33	106.66
		COMMUNICATIONS	CELL PHONE - FEBRUARY 2021	53.33	
80061577	3/4/2021	<b>STAPLES</b> OFFICE SUPPLIES	OFFICE SUPPLIES	208.48	208.48
80061578	3/4/2021	<b>STODDARD, CAROL</b> COMMUNICATIONS	JAN 2021 - CELL	64.02	64.02
80061579	3/4/2021	<b>STR, INC</b> SUBSCRIPTIONS-PUBLICATIONS	DESTINATION REPORT - 2ND QTR	4,025.00	4,025.00
80061580	3/4/2021	<b>TEXAS DEPARTMENT OF TRANSPORTATION</b> MEDIA ADVERTISING	ADVERTISING – TEXAS HIGHWAYS.COM	1,600.00	1,600.00
80061581	3/4/2021	<b>TEXAS DEPARTMENT OF TRANSPORTATION</b> MEDIA ADVERTISING	ADVERTISING – TEXAS STATE TRAVEL GUIDE	2,869.60	2,869.60
80061582	3/4/2021	<b>TUCKER &amp; ASSOCIATES, LLC</b> PROFESSIONAL SERVICES	FEB 2021 REIMBURSABLES	74.23	74.23
80061583	3/4/2021	<b>WHITE, MONTY</b> COMMUNICATIONS	JAN 2021 - CELL	47.84	47.84
80061584	3/18/2021	<b>AMERICAN EXPRESS TRAVEL RELATED SERVICES CO, INC</b> ACCOUNTS PAYABLE	FEB 2021 - RECEIPTS	2,443.28	2,443.28
80061585	3/18/2021	<b>CHRISTIAN MEETINGS &amp; CONVENTIONS ASSOCIATION</b> MEDIA ADVERTISING	CARES ACT - ADVERTISING	425.00	425.00
80061586	3/18/2021	<b>DALLAS STARS ELITE HOCKEY CLUB</b> BUSINESS DEV INCENTIVE PROG	MARCH 2021 TOURNAMENT	550.00	550.00
80061587	3/18/2021	<b>FEDERAL EXPRESS CORPORATION</b> FREIGHT	SHIPPING	14.23	27.26
		FREIGHT	SHIPPING	13.03	
80061588	3/18/2021	<b>FOUR SEASONS RESORT &amp; CLUB DALLAS</b> MEMBERSHIP AND DUES	MARCH 2021	801.50	801.50
80061589	3/18/2021	<b>HOPKINS, CHERYL</b> COMMUNICATIONS	DEC 2020 - CELL	65.00	130.00
		COMMUNICATIONS	JAN 2021 - CELL	65.00	
80061590	3/18/2021	<b>IRVING - LAS COLINAS ROTARY CLUB</b> MEMBERSHIP AND DUES	FEBRUARY 2021	40.00	40.00
80061591	3/18/2021	<b>IRVING CONVENTION CENTER AT LAS COLINAS</b> PROFESSIONAL SERVICES	NETWORK SERVICES	4,060.40	4,060.40
80061592	3/18/2021	<b>IRVING CONVENTION CENTER AT LAS COLINAS</b> BUILDINGS MAINT	CAPITAL IMPROVEMENT PROJECT	18,610.00	18,610.00



# Irving Convention and Visitors Bureau

## Check Register

March 2021

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80061593	3/18/2021	LEVINE, KATHY COMMUNICATIONS	FEB 2021 - CELL	65.00	65.00
80061594	3/18/2021	LOPEZ, BRENDA COMMUNICATIONS	FEB 2021 - CELL	65.00	65.00
80061595	3/18/2021	MALONEY STRATEGIC COMMUNICATION INC PROFESSIONAL SERVICES	2021 ICVB STORAGE FEE - MARCH	205.00	205.00
80061596	3/18/2021	MANSELL, LORI COMMUNICATIONS	FEB 2021 - CELL	65.00	65.00
80061597	3/18/2021	MANSOUR, KAYLA COMMUNICATIONS	FEB 2021 - CELL	65.00	65.00
80061598	3/18/2021	MEETINGS TODAY MEDIA ADVERTISING	ADVERTISING	2,000.00	7,200.00
		MEDIA ADVERTISING	ADVERTISING	5,200.00	
80061599	3/18/2021	PETTY, BRICE COMMUNICATIONS	FEB 2021 - CELL	65.00	65.00
80061600	3/18/2021	PFAFF, DIANA COMMUNICATIONS	FEB 2021 - CELL	65.00	65.00
80061601	3/18/2021	ROBERTS, DEBBIE COMMUNICATIONS	JAN 2021 - CELL	65.00	65.00
80061602	3/18/2021	ROSE, SUSAN COMMUNICATIONS	FEB 2021 - CELL	43.75	43.75
80061603	3/18/2021	SALEKIN, MICHAEL BUSINESS DEV INCENTIVE PROG	SHATTUCK ST. MARY'S SCHOOL HOCKEY / FEB 2021	405.00	810.00
		BUSINESS DEV INCENTIVE PROG	BELLE TIRE GIRLS HOCKEY / FEB 2021	405.00	
80061604	3/18/2021	TRIPADVISOR, LLC MEDIA ADVERTISING	ADVERTISING	9,886.23	9,886.23
80061605	3/18/2021	TUCKER & ASSOCIATES, LLC PROFESSIONAL SERVICES	MONTHLY RETAINER - MAR 2021	4,000.00	4,000.00
80061606	3/18/2021	VERIZON WIRELESS SERVICES, LLC COMMUNICATIONS	FEBRUARY 2021	176.63	563.22
		COMMUNICATIONS	FEBRUARY 2021	103.32	
		COMMUNICATIONS	FEBRUARY 2021	283.27	
Total Number of Invoices			63	541,478.27	
Total Number of Checks			48		541,478.27



ICVB  
HOTEL OCCUPANCY TAX COLLECTIONS

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

LUXURY & FULL SERVICE		OCT 2020	NOV 2020	DEC 2020	Q1: OCT-DEC	JAN 2021	FEB 2021
1	Atrium Hotel and Suites DFW Airport	2,104.65	1,350.47	1,717.94		1,032.28	2,251.17
2	Dallas Marriott Hotel Las Colinas	8,972.72	6,318.26	5,874.95		8,098.15	10,115.44
3	DFW Airport Hotel & Conference Center	614.34	416.13	613.22		643.01	887.85
4	DFW Airport Marriott	14,047.23	13,398.13	11,944.64		15,237.63	18,587.13
5	Doubletree by Hilton DFW Airport North	0.00	0.00	0.00		0.00	0.00
6	Embassy Suites DFW Airport South	10,012.68	8,754.21	10,204.59		11,835.34	15,714.39
7	Four Seasons Resort & Club	74,294.78	20,807.95	18,699.84		16,747.10	17,133.41
8	Hilton Garden Inn DFW Airport South	4,278.38	3,794.30	2,393.15		4,431.22	6,816.13
9	Hilton Garden Inn Las Colinas	3,534.59	2,088.01	2,655.73		3,820.57	4,269.92
10	Holiday Inn Irving Las Colinas	1,654.54	2,441.05	2,403.20		1,666.45	3,446.42
11	NYLO Las Colinas Tapestry Collection by H	4,807.75	3,172.37	2,726.34		3,575.11	4,672.29
12	Omni Las Colinas Hotel	10,424.47	8,238.86	7,078.09		5,188.86	9,146.00
13	Sheraton DFW Airport Hotel	0.00	0.00	0.00		0.00	0.00
14	Texican Court	5,848.19	4,277.56	4,275.50		4,017.60	4,119.10
15	Westin DFW Airport	8,019.52	4,697.05	5,662.14		5,408.38	3,468.91
TOTAL LUXURY & FULL SERVICE		148,613.84	79,754.35	76,249.33	0.00	81,701.70	100,628.16

16	Westin Irving Convention Center Las Colir	9,658.90	8,918.25	7,420.36	7,411.83	9,226.96
	Westin pays 9% tax which is applied to bond payments. The 9% has been converted to the ICVB's share of the tax (57% of 5%) in order to compare with payments from other hotels. Amount is not included in the totals.					

ALL SUITE / EXTENDED STAY		OCT 2020	NOV 2020	DEC 2020	Q1: OCT-DEC	JAN 2021	FEB 2021
1	Comfort Inn DFW Airport North	2,609.71	2,025.07	1,913.42		1,776.65	2,998.35
2	Comfort Suites DFW Airport North	3,171.31	2,368.47	3,105.01		2,703.50	3,458.50
3	Comfort Suites Las Colinas	448.60	426.28	322.50		608.58	750.55
4	Country Inn & Suites by Carlson DFW Airp	2,029.83	1,474.85	1,746.56		1,208.37	1,586.37
5	Element DFW Airport North	2,567.72	2,166.92	2,000.87		2,650.43	3,645.57
6	Extended Stay America Dallas DFW Airpor	494.65	423.91	1,006.45		1,665.88	1,210.78
7	Extended Stay America Dallas Las Colinas	1,777.48	862.39	1,446.46		1,269.81	1,183.21
8	Extended Stay Deluxe Green Park	953.96	551.80	919.27		740.98	697.61
9	Extended Stay Deluxe Las Colinas	729.20	475.72	485.83		371.20	661.58
10	Hawthorne Suites Irving DFW Airport Sou	585.57	476.79	692.68		524.09	799.51
11	Hawthorne Suites DFW Airport North	2,021.14	1,639.21	2,021.00		2,008.12	1,243.78
12	Holiday Inn Express Hotel & Suites DFW A	1,916.98	1,849.26	2,358.41		2,534.84	0.00
13	Holiday Inn Express Hotel & Suites DFW A	2,092.00	1,561.44	1,748.94		1,701.39	3,142.99
14	Holiday Inn Express Hotel & Suites Irving I	2,014.92	1,474.14	2,152.44		2,171.23	3,355.19
15	Home Towne Studios Dallas Irving	2,199.98	1,565.12	1,947.78		1,888.00	1,591.16
16	Homewood Suites by Hilton DFW Airport	3,323.61	2,848.36	2,967.65		3,012.48	3,811.56
17	Homewood Suites by Hilton Las Colinas	7,589.78	326.89	0.00		0.00	0.00
18	Hyatt House Dallas Las Colinas	3,845.11	1,630.91	4,611.68		2,113.93	4,261.58
19	Oakwood Waterwalk Dallas Las Colinas	2,287.60	2,289.07	1,798.33		1,089.97	2,195.74
20	Residence Inn Dallas DFW Airport North I	3,413.20	1,876.10	2,425.20		3,022.72	2,631.24
21	Residence Inn Dallas Las Colinas	4,258.41	3,432.69	4,031.18		3,564.84	4,469.32
22	Sonesta ES Suites Dallas Las Colinas	3,177.28	2,186.73	676.02		1,244.96	2,142.76
23	Sonesta Simply Suites Dallas Las Colinas	1,116.67	758.03	675.78		839.46	395.02
24	Springhill Suites Dallas DFW Airport East L	1,402.29	1,329.28	1,408.75		1,388.33	2,450.60
25	Staybridge Suites DFW Airport North	2,839.84	2,472.53	2,586.62		2,947.51	2,384.31
26	TownePlace Suites Dallas DFW Airport No	0.00	0.00	0.00	5,413.33	2,872.14	4,258.45
27	TownePlace Suites Dallas Las Colinas	1,657.23	1,997.10	1,558.83		1,564.81	1,121.99
28	Woodspring Suites Signature	0.00	0.00	0.00	2,494.29	1,141.32	1,660.02
TOTAL ALL SUITE / EXTENDED STAY		60,524.07	40,489.06	46,607.66	7,907.62	48,625.54	58,107.74



BUDGET SERVICE		OCT 2020	NOV 2020	DEC 2020	Q1: OCT-DEC	JAN 2021	FEB 2021
1	Arya Inn & Suites	695.41	594.56	481.58		559.46	795.59
2	Best Western Irving Inn & Suites DFW Sou	2,587.95	2,325.97	2,494.69		2,561.43	1,836.32
3	Budget Inn & Suites	79.94	31.82	33.63		46.46	92.06
4	Budget Suites of America Las Colinas	0.00	0.00	0.00	2,300.73	22.56	1,422.40
5	Clarion Inn & Suites	1,486.65	1,006.81	999.23		1,218.74	2,902.99
6	Crossroads Hotel & Suites	926.95	783.14	354.91		743.36	826.00
7	Days Inn	2,742.91	2,226.42	2,342.59		2,240.56	3,322.14
8	Days Inn DFW Airport North	2,926.49	2,191.26	1,780.51		1,926.47	2,698.62
9	Delux Inn	622.90	538.10	452.94		356.90	553.88
10	Delux Suites Motel	160.29	123.98	52.58		65.98	54.77
11	Gateway Inn	509.18	371.64	375.09		317.12	377.71
12	Magnuson Extended Stay & Suites Airport	0.00	0.00	0.00		0.00	0.00
13	Motel 6 Dallas DFW South	1,346.43	1,214.36	1,026.93		1,368.43	1,504.29
14	Motel 6 Dallas Irving	1,933.16	1,666.13	2,013.60		2,134.74	2,133.88
15	Motel 6 DFW North	1,577.78	1,633.80	1,780.31		1,544.13	2,201.63
16	Motel 6 Irving Loop 12	909.07	793.11	727.35		0.00	747.09
17	OYO Hotel	2,034.44	1,539.01	1,962.14		2,045.38	2,051.88
18	OYO Hotel DFW Airport North	0.00	0.00	0.00		0.00	124.97
19	Quality Inn & Suites DFW Airport South	798.30	580.48	684.92		813.98	972.92
20	Red Roof Inn Dallas DFW Airport North	0.00	0.00	0.00	12,100.20	3,876.72	3,494.39
21	Studio 6 / Motel 6 DFW Airport East	2,094.60	1,880.73	1,924.57		2,154.89	2,138.45
22	Super 8 Hotel DFW South	1,230.68	999.82	1,098.61		1,153.44	1,752.40
23	Super 8 Motel DFW North	1,376.26	798.10	1,041.94		1,396.24	1,356.02
TOTAL BUDGET SERVICE		26,039.39	21,299.24	21,628.12	14,400.93	26,546.99	33,360.40

LIMITED SERVICE		OCT 2020	NOV 2020	DEC 2020	Q1: OCT-DEC	JAN 2021	FEB 2021
1	aLoft Las Colinas	3,011.24	2,055.77	2,132.88		2,347.38	1,743.46
2	Best Western Plus DFW Airport Suites North	2,261.03	1,566.26	1,738.27		1,903.10	3,225.23
3	Courtyard Dallas DFW Airport North Irving	4,151.82	3,201.29	3,453.65		3,860.93	6,243.18
4	Courtyard Dallas DFW Airport South Irving	3,512.83	2,182.55	3,126.66		2,134.99	3,007.01
5	Courtyard Dallas Las Colinas	1,819.43	2,439.12	2,418.13		2,898.25	4,044.69
6	Fairfield Inn & Suites Dallas DFW Airport South	3,421.96	2,680.91	4,314.62		4,039.52	4,336.70
7	Fairfield Inn & Suites Dallas Las Colinas	0.00	0.00	0.00	644.67	0.00	0.00
8	Fairfield Inn Dallas DFW Airport North Irving	closed	closed	closed		closed	0.00
9	Hampton Inn Dallas Irving Las Colinas	2,894.26	1,795.53	1,485.40		2,505.26	2,991.80
10	Home2 Suites by Hilton DFW Airport North	4,083.85	3,278.44	3,284.21		3,896.09	5,142.28
11	Home2 Suites by Hilton DFW Airport South	5,624.70	4,888.82	3,367.53		4,543.52	4,844.34
12	Hyatt Place Dallas Las Colinas	0.00	0.00	5,236.41		0.00	0.00
13	Jefferson Street Bed & Breakfast Inn	0.00	0.00	0.00		0.00	0.00
14	La Quinta Inn & Suites DFW Airport North	3,827.38	4,209.23	1,032.28		4,422.23	5,281.12
15	La Quinta Inn & Suites DFW Airport South	2,472.14	2,035.75	2,211.31		3,191.32	5,017.02
16	La Quinta Inn Hotel & Suites Las Colinas	0.00	0.00	0.00	3,721.06	2,198.62	3,199.40
17	Quality Inn & Suites DFW Airport	2,103.72	1,788.98	1,934.92		2,219.85	2,091.87
18	Residence Inn Dallas DFW Airport South Irving	4,038.81	3,872.00	3,918.98		4,027.49	4,364.00
19	Wingate Inn by Wyndham Dallas Las Colinas	2,535.59	1,551.55	2,324.05		0.00	2,702.89
20	Wingate Inn by Wyndham DFW Airport North	922.57	1,068.24	1,868.22		1,215.38	2,076.00
TOTAL LIMITED SERVICE		46,681.33	38,614.44	43,847.52	4,365.73	45,403.93	60,310.99

TOTAL SHORT TERM RENTALS		1,947.58	1,627.32	3,260.75	n/a	3,163.99	2,915.91
Number of locations		9	6	50		40	39

SUMMARY	OCT 2020	NOV 2020	DEC 2020	Q1: OCT-DEC	JAN 2021	FEB 2021
GRAND TOTAL	283,806.21	181,784.41	191,593.38	26,674.28	205,442.15	255,323.20
			218,267.66			
BUDGET (per Aug 26 projections)	202,959.00	234,853.00	268,196.00		303,571.00	339,884.00
DIFFERENCE	80,847.21	(53,068.59)	(49,928.34)		(98,128.85)	(84,560.80)
	39.8%	-22.6%	-18.6%		-32.3%	-24.9%
YEAR TO DATE						
ACTUAL						1,144,623.63
BUDGET						1,349,463.00
DIFFERENCE						(204,839.37)
						-15.2%



# MEMO

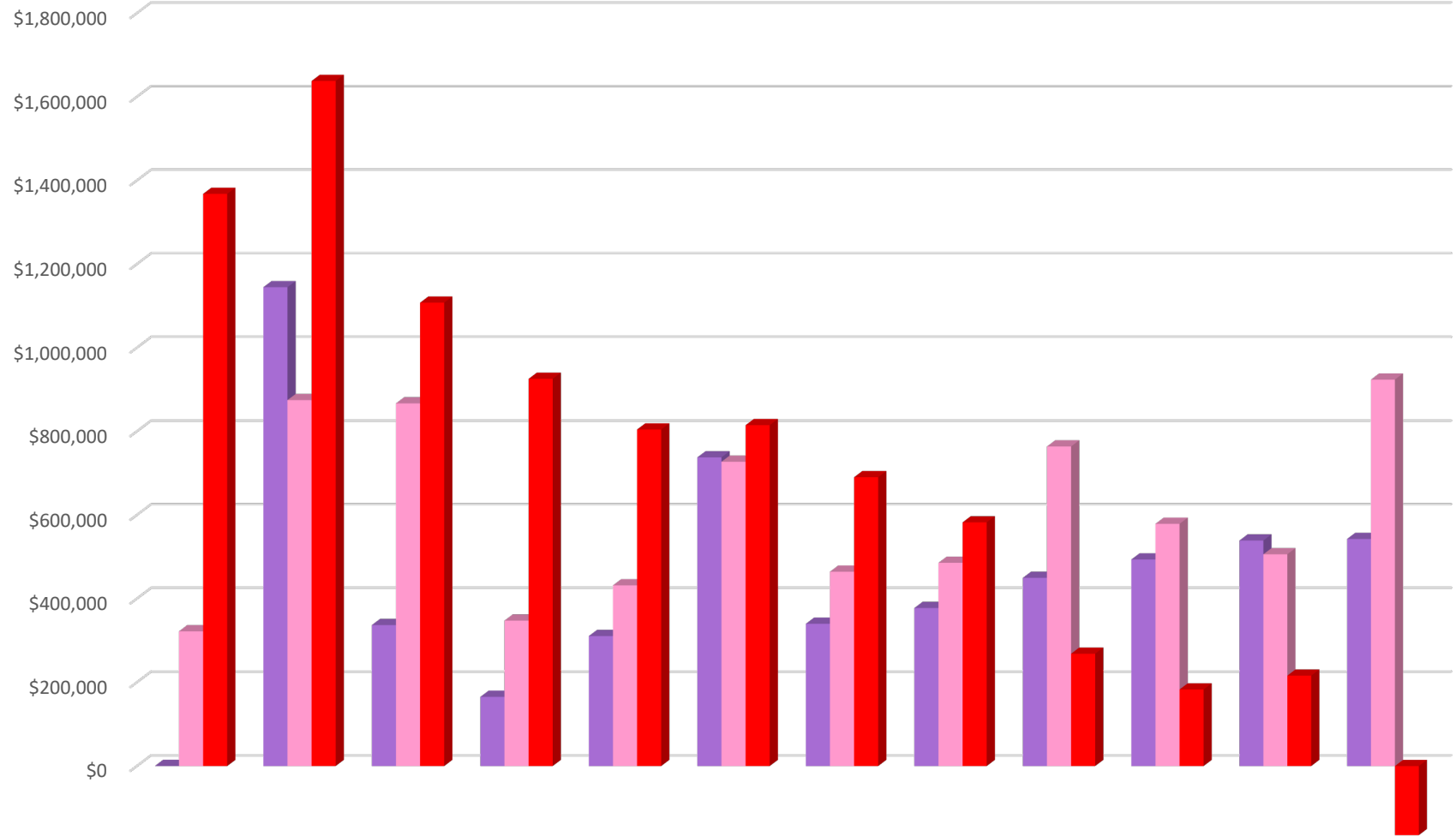
To: Chris Hillman, City Manager  
From: Jeff Litchfield, Chief Financial Officer  
CC: Maura Gast, Executive Director Irving Convention and Visitors Bureau  
Date: April 9, 2021  
Subject: Delinquent Hotel Occupancy Tax (HOT)

There are six hotels which have delinquent taxes for periods prior to **January 1, 2021**.

Per Chapter 16A-6 of the Code of Ordinances, accounts must be delinquent for a complete municipal fiscal quarter before the 15% penalty is applied. Since these six accounts have reached that threshold, we sent them one final letter, via Certified Mail, informing them if payment is not received by April 23<sup>rd</sup>, we will be turning their account over to our Delinquent Tax Attorney for collection.

We estimate the HOT due on these six accounts to be between \$240,000 to \$260,000.

Irving Convention and Visitors Bureau  
FY21 Cash Flow  
March 2021



	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	\$310,625	\$737,871	\$339,884	\$377,649	\$449,739	\$493,616	\$539,060	\$542,723
EXPENSES	\$321,914	\$874,763	\$866,901	\$347,540	\$431,758	\$727,395	\$464,402	\$485,656	\$763,883	\$578,918	\$506,083	\$923,759
ENDING CASH	\$1,367,964	\$1,637,929	\$1,107,821	\$925,616	\$804,483	\$814,959	\$690,440	\$582,433	\$268,290	\$182,988	\$215,965	(\$165,071)

REVENUE EXPENSES ENDING CASH



Date Distributed: April 14, 2021

# Monthly Financial Summary

For Period Ending March 31, 2021

IRVING CONVENTION CENTER  
Monthly Financial Reports  
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Period Ending  
March 31, 2021

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	October	November	December	January	February	March	April	May	June	July	August	September	Total	
Event Income														
Direct Event Income														
Rental Income	6,700	58,881	47,350	24,400	82,050	66,975	63,100	130,950	10,250	72,650	78,900	77,175	719,381	
Service Income	1,163	2,200	13,388	1,450	32,912	8,880	1,750	2,500	13,750	8,000	14,500	9,250	109,743	
Service Expenses	(912)	(1,820)	(9,969)	(2,994)	(24,973)	(4,861)	(3,500)	(3,000)	(3,500)	(3,000)	(3,500)	(3,000)	(65,028)	
Total Direct Event Income	6,951	59,261	50,769	22,856	89,989	70,994	61,350	130,450	20,500	77,650	89,900	83,425	764,095	
Ancillary Income														
F & B Concessions	-	-	5,195	4,919	4,287	13,112	2,500	5,000	1,500	8,000	10,000	5,000	59,514	
F & B Catering	-	7,705	24,452	11,352	42,966	27,207	3,000	33,440	52,895	31,800	28,196	245,810	508,823	
Parking: Self Parking	1,432	342	6,851	13,268	6,600	22,264	7,600	4,920	9,100	5,000	5,000	25,500	107,878	
Electrical Services	-	950	300	1,560	750	4,173	2,500	1,500	1,500	1,500	1,500	14,500	30,733	
Audio Visual	-	-	(0)	-	-	-	-	-	-	-	-	-	(0)	
Internet Services	-	400	(840)	-	405	255	500	-	-	-	-	-	720	
Total Ancillary Income	1,432	9,397	35,958	31,099	55,008	67,011	16,100	44,860	64,995	46,300	44,696	290,810	707,667	
Total Event Income	8,383	68,658	86,727	53,955	144,997	138,005	77,450	175,310	85,495	123,950	134,596	374,235	1,471,761	
Other Operating Income	26,152	21,440	17,278	22,428	41,150	29,661	21,625	36,625	36,625	36,625	36,625	36,625	362,859	
ICVB Operating Subsidy			348,000			350,000			348,750			348,250	1,395,000	
Adjusted Gross Income	34,535	90,098	452,005	76,382	186,147	517,666	99,075	211,935	470,870	160,575	171,221	759,110	3,229,618	3,866,967
Operating Expenses														
Employee Salaries and Wages	140,680	146,675	157,405	111,514	130,489	151,976	156,668	156,668	156,668	156,668	156,668	156,662	1,778,741	
Benefits	60,444	60,261	61,935	64,201	58,347	53,863	61,446	61,446	61,446	61,446	61,446	61,497	727,776	
Less: Event Labor Allocations	-	(1,755)	(1,880)	(960)	(1,711)	(2,060)	-	-	-	-	-	-	(8,366)	
Net Employee Wages and Benefits	201,124	205,181	217,460	174,755	187,125	203,779	218,114	218,114	218,114	218,114	218,114	218,159	2,498,151	
Contracted Services	41,352	37,428	38,674	40,001	37,974	29,978	53,685	53,685	53,685	53,685	53,685	53,685	547,517	
General and Administrative	18,120	35,920	36,120	23,698	14,053	10,284	17,290	21,365	24,010	45,786	24,606	72,044	343,296	
Operations	15,945	10,583	11,742	11,977	12,440	10,812	18,833	18,833	23,833	18,833	18,833	18,833	191,498	
Repair & Maintenance	16,541	22,755	32,712	21,623	24,313	23,496	23,514	23,514	23,514	23,514	23,514	23,514	282,522	
Supplies	5,665	8,613	9,190	8,917	8,924	336	7,200	7,200	7,500	8,700	8,700	10,500	91,445	
Insurance	6,036	6,036	7,091	6,036	6,036	6,332	7,544	7,544	7,544	7,544	7,544	7,544	82,831	
Utilities	37,290	36,007	40,379	37,169	38,234	36,481	43,333	43,333	43,333	43,333	43,333	43,333	485,559	
Other	(4,826)	(6,777)	(4,256)	2,070	1,789	1,954	-	-	-	-	-	-	(10,045)	
SMG Management Fees	13,750	14,632	17,831	14,866	17,469	16,350	13,750	17,284	19,615	20,812	21,320	30,072	217,751	
Total Operating Expenses	350,997	370,377	406,943	341,112	348,357	339,802	403,262	410,871	421,147	440,320	419,648	477,683	4,730,523	
Net Income (Loss) From Operations	(316,462)	(280,279)	45,062	(264,729)	(162,210)	177,864	(304,187)	(198,936)	49,723	(279,745)	(248,427)	281,427	(1,500,905)	(2,895,905)



ASM - Irving Convention Center  
Financial Statements Monthly Highlights  
For the Month Ending March 31, 2021

	Current Actual	Current Budget	Variance	Prior Year Actual
Attendance	5,180	7,235	(2,055)	0
Events	6	8	(2)	0
Event Days	16	14	2	0
Direct Event Income	70,994	125,080	(54,086)	0
Ancillary Income	67,011	103,160	(36,149)	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Event Income	138,005	228,240	(90,235)	0
Other Operating Income	29,661	21,375	8,286	0
	<hr/>	<hr/>	<hr/>	<hr/>
Adjusted Gross Income	167,666	249,615	(81,949)	0
Indirect Expenses	(339,802)	(411,990)	72,188	0
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income (Loss) From Operations	(172,136)	(162,375)	(9,761)	0
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

ASM - Irving Convention Center  
Financial Statements Year to Date Highlights  
For the Six Months Ending March 31, 2021

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	18,203	24,498	(6,295)	0
Events	23	22	1	0
Event Days	65	53	12	0
Direct Event Income	300,820	336,639	(35,819)	0
Ancillary Income	199,906	352,192	(152,286)	0
Total Event Income	500,726	688,831	(188,105)	0
Other Operating Income	158,109	128,250	29,859	0
Adjusted Gross Income	658,835	817,081	(158,246)	0
Indirect Expenses	(2,157,595)	(2,354,895)	197,300	0
Net Income (Loss) From Operations	(1,498,760)	(1,537,814)	39,054	0

ASM - Irving Convention Center  
Balance Sheet  
March 31, 2021

**ASSETS**

**Current Assets**

Cash	\$ 485,006
Accounts Receivable	84,634
Prepaid Assets	2,835
Inventory	40,172
	<hr/>

Total Current Assets		612,647
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<b>Total Assets</b>	<b>\$</b>	<b>612,647</b>
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**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	\$ 312,716
Accrued Expenses	307,350
Deferred Income	0
Advance Ticket Sales/Deposits	750,699
Other Current Liabilities	0
	<hr/>

Total Current Liabilities		1,370,765
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**Long-Term Liabilities**

Long Term Liabilites	0
	<hr/>

Total Long-Term Liabilities		0
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Total Liabilities		1,370,765
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**Equity**

Net Funds Received	13,881,068
Retained Earnings	(13,140,426)
Net Income (Loss)	(1,498,760)
	<hr/>

Total Equity		(758,118)
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<b>Total Liabilities &amp; Equity</b>	<b>\$</b>	<b>612,647</b>
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ASM - Irving Convention Center  
Income Statement  
For the Six Months Ending March 31, 2021

	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	66,975	112,580	(45,605)	286,356	320,861	(34,505)	0
Service Revenue	8,880	15,500	(6,620)	59,993	34,513	25,480	0
Service Expenses	(4,861)	(3,000)	(1,861)	(45,529)	(18,735)	(26,794)	0
Total Direct Event In	70,994	125,080	(54,086)	300,820	336,639	(35,819)	0
Ancillary Income							
F & B Concessions	13,112	11,000	2,112	27,514	20,100	7,414	0
F & B Catering	27,207	76,960	(49,753)	113,682	270,732	(157,050)	0
Parking	22,264	10,700	11,564	50,757	44,550	6,207	0
Electrical Services	4,173	4,500	(327)	7,733	15,710	(7,977)	0
Audio Visual	0	0	0	0	0	0	0
Internet Services	255	0	255	220	1,100	(880)	0
Total Ancillary Inco	67,011	103,160	(36,149)	199,906	352,192	(152,286)	0
Total Event Income	138,005	228,240	(90,235)	500,726	688,831	(188,105)	0
<b>OTHER OPERATING INCOME</b>							
Other Income	29,661	21,375	8,286	158,109	128,250	29,859	0
Total Other Operatin	29,661	21,375	8,286	158,109	128,250	29,859	0
Adjusted Gross Inco	167,666	249,615	(81,949)	658,835	817,081	(158,246)	0
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	151,976	170,156	18,180	838,742	943,841	105,099	0
Payroll Taxes & Ben	53,863	61,446	7,583	359,054	370,302	11,248	0
Labor Allocations to	(2,060)	0	2,060	(8,366)	0	8,366	0
Net Salaries and Ben	203,779	231,602	27,823	1,189,430	1,314,143	124,713	0
Contracted Services	29,978	45,521	15,543	225,408	265,845	40,437	0
General and Adminis	10,284	21,225	10,941	138,194	107,009	(31,185)	0
Operating	10,812	15,433	4,621	73,500	82,374	8,874	0
Repairs & Maintenan	23,496	24,480	984	141,441	131,119	(10,322)	0
Operational Supplies	336	3,300	2,964	41,646	55,016	13,370	0
Insurance	6,332	7,544	1,212	37,567	43,756	6,189	0
Utilities	36,481	43,333	6,852	225,559	254,176	28,617	0
Other	1,954	0	(1,954)	(10,048)	0	10,048	0
ASM Management F	16,350	19,552	3,202	94,898	101,457	6,559	0
Total Indirect Expens	339,802	411,990	72,188	2,157,595	2,354,895	197,300	0

ASM - Irving Convention Center  
Income Statement  
For the Six Months Ending March 31, 2021

	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>(172,136)</u>	<u>(162,375)</u>	<u>(9,761)</u>	<u>(1,498,760)</u>	<u>(1,537,814)</u>	<u>39,054</u>	<u>0</u>

IRVING CONVENTION CENTER/SMG  
Year Over Year Income Comparison  
For the Six Months Ending March 31, 2021

	Current Month Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	66,975	112,619	158,913	155,975	105,033	144,068
F & B Concessions	13,112	18,115	23,917	35,895	25,160	28,455
F & B Catering	27,207	62,432	162,213	217,908	181,846	172,127
Total Event Income	138,005	234,629	380,758	445,771	380,067	369,569
Total Indirect Expenses	339,802	523,300	508,023	606,340	489,261	419,769

	Year to Date Actual	Year to Date Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior
Rental Income	286,356	593,664	599,122	541,571	431,861	610,110
F & B Concessions	27,514	98,968	98,774	96,257	80,750	134,512
F & B Catering	113,682	2,389,729	1,820,269	1,932,171	1,653,008	1,691,063
Total Event Income	500,726	3,092,848	2,451,930	2,623,857	2,203,533	2,515,767
Total Indirect Expenses	2,157,295	3,520,971	3,267,156	3,380,951	2,962,865	2,684,192

ASM - Irving Convention Center  
Monthly Event Income Statement: Entertainment  
For the Six Months Ending March 31, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	450	0	450	0
Event Days	1	0	1	0
Direct Event Income				
Rental Income	1,000	0	1,000	0
Service Revenue	300	0	300	0
Service Expenses	(831)	0	(831)	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Direct Event Income	469	0	469	0
	<hr/>	<hr/>	<hr/>	<hr/>
Ancillary Income				
F & B Concessions	119	0	119	0
F & B Catering	9,514	0	9,514	0
Parking	1,960	0	1,960	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	800	0	800	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Ancillary Income	12,393	0	12,393	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Event Income	12,862	0	12,862	0
	<hr/>	<hr/>	<hr/>	<hr/>

ASM - Irving Convention Center  
Monthly Event Income Statement: Meetings  
For the Six Months Ending March 31, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	710	685	2,058	1,098
Events	4	3	11	7
Event Days	12	4	41	21
Direct Event Income				
Rental Income	46,125	0	177,325	75,750
Service Revenue	2,200	0	11,368	3,500
Service Expenses	0	0	(6,248)	0
Total Direct Event Income	48,325	0	182,445	79,250
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	18,189	29,260	29,856	41,692
Parking	0	0	342	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	2,773	0	4,473	950
Audio Visual	0	0	0	0
Internet Services	400	0	1,200	400
Total Ancillary Income	21,362	29,260	35,871	43,042
Total Event Income	69,687	29,260	218,316	122,292



ASM - Irving Convention Center  
Monthly Event Income Statement: Sporting Event  
For the Six Months Ending March 31, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	4,020	0	7,220	3,000
Events	1	0	4	2
Event Days	3	0	10	6
Direct Event Income				
Rental Income	19,850	0	50,750	33,150
Service Revenue	6,380	0	10,505	350
Service Expenses	(4,030)	0	(8,268)	0
Total Direct Event Income	22,200	0	52,987	33,500
Ancillary Income				
F & B Concessions	12,993	0	17,505	3,000
F & B Catering	(496)	0	10,154	0
Parking	20,304	0	34,163	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	600	0	600	0
Audio Visual	0	0	0	0
Internet Services	(145)	0	(290)	0
Total Ancillary Income	33,256	0	62,132	3,000
Total Event Income	55,456	0	115,119	36,500



**DATE:** April 9, 2021  
**TO:** Maura Gast, Executive Director  
**CC:** Marianne Lauda, Director of Accounting and Budget  
Carol Boyer, Office Manager  
**FROM:** Susan Rose, VP Finance & Administration  
**RE:** Remaining with Employee Self Service (ESS)

As you are aware, the city launched Phase 1 of Munis HR, the new payroll system in January 2021. Employees are using the ESS module to enter their time, check leave balances, etc.

The city is now beginning Phase 2 of the project which includes the option of moving departments to ExecuTime for time keeping purposes. This module also is compatible with Munis HR, however, it serves more as a "time keeping" system versus a "time reporting" system. That distinction can be important for a department with a high number of hourly/non-exempt employees, but it is not needed for an operation such as ours.

The City's "charter" organizations were given the option to remain with ESS or move to ExecuTime.

Marianne, Carol and I met and developed a plan so we could weigh the options. We received an ExecuTime demonstration from Tyler Technologies and consulted with Corey Hendon in the Human Resources Department. We had several questions ranging from technical support to submitting leave requests. A major concern we expressed was if we decided to remain with ESS would we be "alone on an island" if technology or HR assistance was needed. As ESS is a Tyler product, Corey informed us that Tyler will continue to support ESS; between HR and Information Technology, we will have more than adequate assistance. He also added the majority of the issues related to Munis HR are on the Munis side, not the ESS side. While there are a number of nuances associated with ExecuTime, one significant concern for us was that the moment an employee submits a Leave Request (which could be months in advance), that time is automatically deducted from the employee's leave balance immediately, before the time is actually used. Employee requests are often based on time they know they will have accrued by the time it is used; if they don't yet have that time accrued, it creates other issues.

ESS has been a very efficient system for the ICVB, and a marked improvement over the antiquated Banner system. Our recommendation is to stay with ESS as it works best for the ICVB's needs. We have also since learned that both the City Attorney's Office and City Secretary's Office will be staying with ESS as well.

Please let me know if you have any questions or need additional information.

**MINUTES**  
**IRVING CONVENTION AND VISITORS BUREAU**  
**BOARD OF DIRECTORS – EXECUTIVE COMMITTEE MEETING**  
**ZOOM VIDEO CONFERENCE**  
**Friday, March 19, 2021**

Attendance: Karen Cooperstein – Board Chair; David Cole – Board Vice Chair; Bob Bourgeois, Julia Kang, Clem Lear, and Rick Lindsey – Committee Members; Herb Gears, Richard Stewart, and William Mahoney – Board Members; Tom Meehan and Matt Tungett – ASM/ICC; Maura Gast, Carol Boyer, Marianne Lauda, and Susan Rose – ICVB; Deputy Mayor Pro Tem Kyle Taylor, Councilman Al Zapanta and Councilman Oscar Ward – Guests.

Board Chair Karen Cooperstein called the meeting to order at 9:02 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 FINANCIAL REPORTS:**

Director of Accounting Marianne Lauda reported:

February 2021

- The Balance Sheet shows Total Assets equal \$804 with \$465 in Payables and Total Fund Balance of \$339,435.72.
- Hotel Occupancy Tax Collection for February is \$310,562.12.
- A transfer from the City of Irving for \$1 million was approved by City Council and \$500,000 of that will be transferred in March.
- Expenditures were in Outside Services, Media Advertising, Property Management Services and the second ICC subsidy payment, which were all expected.
- Revenues were less than Expenditures.

In reviewing the Check Register, Lauda noted payments for media advertising, staff reimbursements, and the quarterly Simpleview payment.

**Hotel Occupancy Tax Collections Report:**

- The report this month shows December 2020 and January 2021 collections, and first quarter FY2020-21.
- There are several hotels that paid quarterly.
- Three large hotels have not paid to date but did make a \$20,000 payment each for quarter ending September 2020. Hoping to be able to collect monthly moving forward.
- There are 47 short-term rental properties that made payments in December and 36 in January.
- Budgeted collections total \$1,009,579.00 Actual is \$840,034.23, which is down \$169,544.77 or -16.8%

Executive Director Maura Gast added that Chief Financial Officer Jeff Litchfield is working with the City Attorney's Office to communicate to the hotel properties that have late payments with letters going out to the hotels' owners. It was noted that several hotels that were previously delinquent, have now paid. The City does not assess penalty and interest for late payments and is not included in the report to not skew the correct collection amount.

ACTION ITEM: Lauda will add YTD collection totals to the report.

#### Cash Flow Report:

- February 2021 is slightly improved.
- Received \$500,000 from the City in March and that will show up as Revenue in the March financials and Cash Flow report.
- Originally estimated needing additional funding in November 2020, and due to cost savings staff has implemented, now estimating March 2021.
- Originally estimated the September 2021 fiscal year end balance of \$1.8 million and now estimating in the \$500,000 range.
- Staff will continue to monitor and hopefully not need additional funding from the City.
- It is highly unusual for the ICVB to be in this position. It has never happened in the almost 50-year history of the organization.

Cooperstein asked for a motion to approve the ICVB Financials for February 2021. On a motion from Board member Rick Lindsey, and a second from Board member Bob Bourgeois, the financial report was approved as presented.

#### ICC Financial Reports

General Manager Tom Meehan reported:

##### February 2021

- There were five events in February, budgeted for a loss of \$172,233. Actual loss of \$162,210.
- \$42,000 in Catering and \$6,600 in Parking revenue.
- The first six months of the year were estimated low, and the second half of the year held all the anticipated revenue.
- Expenses for the month are \$348,357, with \$187,000 in Salaries and Benefits for a small staff, and Utilities and Maintenance contracts to operate the building.
- For the year, lost \$1,817,792 which is \$125,113 better than budget but does not mean a lot at this point.
- Year-over-Year Comparison for F&B Catering shows \$42,966 this year, compared to \$541,888 last year.
- Forecast report shows \$1,561,719 behind budget and still have \$1.5 million to make up over the next six months, which is in addition to the subsidy.
- Will continue to make expense cuts in the building and review maintenance contracts.
- Creatively thinking of ways to make additional revenue: Example – renting a large walk-in freezer on the loading dock to a catering company for \$10,000/month for the next six months.
- Some events are popping up on the calendar with substantial revenue connected to them.
- March/April will be slow, but calendar picks up in May through August; however, most of those events have been accounted for in the budget already and therefore are not new revenue.

Director of Sales Matt Tungett noted there are out-of-state programs cancelling now because their home state is still in lockdown and sponsors are not allowing travel. Local events are postponing when sponsors are out of state. Gast commented it is a fine line to protect the client and continue to work with them at the same time. Hotels can continue to book sleeping rooms to generate revenue as group cancellations occur, where the ICC cannot.

Cooperstein asked for a motion to approve the ICC Financials for February 2021. On a motion from Board member Clem Lear, and a second from Kang, the financial report was approved as presented.

Chair Report:

- Advocacy Week is March 22-26.
- Irving-Las Colinas Chamber of Commerce Day at the Capital event is virtual on Tuesday, March 23. Anyone wishing to attend can register on the Chamber website.
- The Texas Hotel & Lodging Association – Converge on the Capital is a free virtual event on Thursday, March 25.
- Conversation with U.S. Congress Representative Beth Van Duyne is also a free virtual event hosted by the Chamber on April 1 at 9:00 a.m. Registration is available on the Chamber website.
- Tentative plan to move in the direction of hybrid ICVB Board meeting in April. Plans and details will be communicated to Board members. Gast added that video technology equipment has been purchased to allow for hybrid meeting video/audio without in-person attendees needing to bring their laptops. The ICC audio visual and kitchen staff remain furloughed and/or laid off, but boxed lunches will be provided.

Cooperstein asked for a motion to approve the Executive Committee meeting minutes for February 19, 2021. On a motion from Lear and a second from Lindsey, the minutes were unanimously approved as presented.

Gast gave an overview of the March 22, 2021 ICVB Board meeting agenda.

ICVB Council liaison Deputy Pro Tem Kyle Taylor reported city discussions are ongoing at this time concerning the legislative session and he will have a full report at the March Board meeting.

Councilman Oscar Ward noted it is a pleasure to attend the meeting and receive updates on financial information and data. He appreciates the struggle and asked if other convention centers are suffering with events and finances. Meehan replied every convention center in every state is in a totally different situation. As a global company, it is difficult to make plans and collect data. Ward noted he is looking forward to receiving data on the short-term rentals and collecting tax revenue from those properties. The city stands behind the ICVB and the loan approval.

Discussion was held on eligibility of the Shuttered Venues Operator Grants in the American Rescue Plan. The language is not geared toward the ICC's operating structure and is specific for ticketed event venues. It was noted most convention centers are not eligible for relief thus far.

The next Executive Committee meeting is scheduled for April 23, 2021.

Cooperstein adjourned the meeting at 9:48 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME  
Executive Director

**AMENDED  
AGENDA**

**Irving Convention and Visitors Bureau Board of Directors  
Monday, April 26, 2021 at 11:45 AM  
Irving Convention Center, Third Floor Junior Ballroom  
And Zoom Video Conference  
500 W. Las Colinas Blvd.  
Irving, Texas 75039**

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

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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 April 26, 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/83683105063> - Meeting ID: 836 8310 5063. 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 8310 5063.

**1. Citizen Comments on Items Listed on the Agenda**

**Consent Agenda**

2. Approving ICVB Board Minutes for March 22, 2021
3. Accepting the Irving Convention Center Financial Report for March 2021
4. Accepting the ICVB Financial Report for March 2021
5. Review of Hotel Occupancy Tax Report
6. Review of ICVB Cash Flow Report

**Board Reports**

7. COVID-19 Update
8. Board Chair Report
  - a. Schedule of Upcoming Meetings and Activities
  - b. Next Board Meeting – May 24, 2021
9. Board Committee Reports
  - a. Board and Business Development – Bob Bourgeois
    - \*Legislative Session Updates
    - City Council Agenda Item to Approve Bylaws – May 6
    - Next Meeting – June 11

## **AGENDA - Continued**

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- Community Engagement – Clem Lear
  - Meeting Recap – April 6
    - Board Volunteer Opportunities:
      - Catholic Charities Food Distribution – April 24
      - Irving-Las Colinas Rotary Club Flags Over Irving Program – Build and Rebuild Flags – May 8 and 22 at 9:00 a.m.
      - Fiesta de Mayo Half Marathon – May 22
      - Keep Irving Beautiful Trinity River Trash Bash – September 25
    - National Travel & Tourism Week Proclamation – May 6
  - Next Meeting – July 13
- Destination Development – Greg Malcolm
  - Next Meeting – May 4

### **10. 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

### **11. Bureau Monthly Management Reports**

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

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

### **13. Industry Partner Reports**

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

## AGENDA - Continued

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### 14. 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.