

**AGENDA**  
**Irving Convention and Visitors Bureau**  
**Board of Directors Executive Committee**  
**Friday, March 24, 2023 at 9:00 AM**  
**Irving Convention Center – First Floor Boardroom**  
**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 and City Council 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 March 24, 2023. All participants by telephone conference or videoconference will be able to speak when called upon. The following link will allow access online: <https://us02web.zoom.us/j/81219857246> - Meeting ID: 812 1985 7246. Or via telephone by dialing 1-888-788-0099 (Toll Free) or 1-877-853-5247 (Toll Free).

1. Citizen Comments on Items Listed on the Agenda
2. Irving Hotel Outlook Presentation – Tourism Economics Quarterly Update
3. Approving Executive Committee Minutes – February 24, 2023
4. Accepting ICVB Financial Reports – February 2023
5. Review of Hotel Occupancy Tax Collections
6. Accepting the ICC Financial Reports – February 2023
7. Review and Recommend the 2022-23 Performance Weightings for the Executive Director
8. Review of Board Meeting Agenda – March 27, 2023
9. Chairman/Executive Director Reports
10. City Council Updates
11. Next Meeting – April 21, 2023

**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.

**MINUTES**  
**IRVING CONVENTION AND VISITORS BUREAU**  
**JOINT MEETING**  
**ICVB BOARD OF DIRECTORS EXECUTIVE COMMITTEE**  
**AND CITY COUNCIL**  
**IRVING CONVENTION CENTER**  
**Friday, February 24, 2023**

Attendance: Bob Bourgeois – Board Chair, Richard Stewart, Jr. – Board Vice Chair; David Cole, Colvin Gibson, and Greg Malcolm – Committee Members; Julia Kang, Bill Mahoney, Joe Philipp, and Sam Reed – Board Members; Tom Meehan and Jeremy Pierce – ASM/ICC; Maura Gast, Carol Boyer, Marianne Lauda, Brice Petty, and Susan Rose – ICVB; Board Liaison Councilman Kyle Taylor and Mayor Pro Tem Al Zapanta – City Council.

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

Bourgeois asked for a motion to approve the Executive Committee meeting minutes from January 20, 2023. On a motion from Board member David Cole and a second from Board member Colvin Gibson, the motion was unanimously approved.

**ICVB FINANCIAL REPORTS**

Director of Accounting Marianne Lauda reported on the January 2023 Financial Reports:

General Monthly Balance Sheet:

- Revenues received were from Hotel Occupancy Tax.
- First Quarter 2022-23 ended in December and in January an entry was made to recognize ARPA funds spent and recorded under Receipts from Federal Government.
- End of month Fund balance is \$4,417,438.35.

ICC Reserve/CIP Fund:

- Audit Note: Per our contract with ASM, the Bureau received capital contributions of \$1,000,000 in FY2022 and \$500,000 in FY2021 to fund CIP projects. These contributions are to be placed in an Unearned Revenue account and amortized over a 15-year period, but the total amount was recognized as revenue each year. An amortization schedule has been developed and an audit entry was posted to reverse the original entries and record the annual amortized amount. An entry of Unearned Revenue for \$1,375,707.76 and a decrease for the same amount in Unreserved Fund Balance resulted. Future entries will be posted on September 30 as part of the year-end process.
- Audit Entry: Government Accounting Standards Board requires recognition of leases over 12 months in length to be recorded as liabilities and right-of-use assets, which includes our lease with the Westin Irving Convention Center hotel for 300 parking spaces through 2076.

Monthly Financial Report:

- Revenue – Receipts from Federal Government (ARPA) for \$834,023.89, transfer from ICVB General Fund for \$1,601,289, along with Investment Income and Miscellaneous.
- Ending Fund Balance of \$2,197,720.54

Check Register Review:

- SMG payments for several Capital Improvement Projects.
- Still continue to spend ARPA funds for 90.3% of expenses and 9.7% from Hotel Occupancy Tax.

In response to a question from Board member Joe Philipp, Executive Director Maura Gast replied all funds should be at their goal levels and anticipate healthy again by end of FY2024. The remaining piece will not be finalized until the following year with discussions on potential reallocation of the \$1.6 million HOT funds when that legislation sunsets. The ICVB Board Strategic Plan has a five-year path to financial stability. Philipp added we need to be aware of the pitfalls and anticipate a recession. Gast noted she will present at the City's Audit and Finance Committee for a Hotel Occupancy Tax collection presentation.

Philipp asked what meeting attendees were saying about their attraction to Irving. Gast replied there are still positive post-event surveys, but they are primarily from the meeting planner. ASM Global is looking at an in-the-moment feedback system across all their buildings with QR codes to capture attendee input. It was noted the input should be balanced and will take some working through some of the data response issues to balance in-the-moment reactions by attendees (room temperatures, concessions pricing, etc.) versus the overall experience of the event by decision-makers.

Lauda reviewed the Cash Flow Report for January 2023:

- Anticipated ending cash balance as of September 2023 of \$7,415,809.
- Everything looks positive.

Thermometer Chart:

- The General Fund balance goal of \$2,000,000 has been exceeded.
- The Combined Funds goal is over 50% completed.
- All funds are a work in progress, but confident will succeed by the end of the year.

## HOTEL OCCUPANCY TAX COLLECTIONS

The Hotel Occupancy Tax Collections reports were reviewed through November 2022.

Lauda reported:

- Luxury & Full-Service properties reporting a slight increase.
  - Doubletree by Hilton DFW Airport North and Sheraton are still delinquent. The City has forwarded the last warning letter to pay in full or a lien will be put in place. They have submitted their reports to the City but have not made the payment. It was noted the Sheraton is rumored to be up for sale.
  - November results were a decrease from October collections. Gast noted the City records collections as the cash comes in and it skews the totals when delinquencies or fees are backed out. November and December are short travel months, but definitely smaller collection numbers than they should be.
- All Suite / Extended Stay properties one hotel has not paid, and total is down from October.
- Budget Services properties – one hotel has not paid, also down from October.
- Limited-Service properties, the Wingate Inn has not paid for the last two months. Total is down considerably from October.
- There were 67 short-term properties reporting and collected \$6,898.21 in November, up from October.
- Summary – for November down 22.1%.

ACTION ITEM: Lauda to add an additional column to Summary report for comparison to last year.

Bourgeois asked for a motion to accept the ICVB financial reports for January 2023. On a motion from Cole, and a second from Board Vice Chair Richard Stewart, Jr., the motion passed unanimously.

#### ICC FINANCIALS

General Manager Tom Meehan reported on the December 2022 financial reports:

- Over budget by \$25,386 for the month. Meehan explained ASM Global completed a General Liability insurance policy based on attendance, food and beverage revenues. Last year the ICC performed much better than anticipated. The General Liability went up unexpectedly to \$335,000.
- Projections for the year are on target.
- December 2022 reports 56 events, compared to 45 last year and 103 event days, compared to 70 last year.
- Adjusted Gross Income of \$1,720,697 for the month.
- First three months of the fiscal year, Rental Income is on target and Catering is up slightly.
- Adjusted Gross Income is \$42,033, better than budget for the year.
- Indirect Expenses are \$67,419 over budget.
- Net Income is \$151,072, better than budget.

January 2023 financial reports:

- January 2023 reports 12 events, and \$61,217 better than budget.
- The first four months of the fiscal year reports \$212,286 better than budget, 68 events and 125 event days.
- Catering was budgeted for \$385,320 and actual was \$503,470. Catering Gross income was close to \$1 million for the month of January alone.
- Adjusted Gross Income is \$108,596, better than budget for the year.
- Indirect Expenses are \$47,379 over budget.
- Net Income is \$212,286 better than budget.
- Year-over-year comparison for January:
  - Catering at \$503,506 actual, which is better than the past two years.
  - Indirect Expenses for the month are in line with three years ago.
- YTD Year-over-Year comparison:
  - Rental Income of \$570,307, which is higher than in the previous five years.
  - Catering is in line with 2019 numbers.
  - Event Income and Indirect Expenses are in line with 2019 numbers.
- The forecast report shows +\$48,482 to date at the end of year. It is a conservative number with many months to go in the fiscal year.
- In the past three months, there were 40 new contracts signed for the year. Clients are still heavily booking in-the-year, for-the-year.
- Expenses are up from last year with the cost of labor, supply and food costs rising, along with full staff salaries.
- Staff are highly creative at selling events to make up for some of the cost increases.

Board member Sam Reed asked if we are modifying our strategy to meet the new trend. Meehan replied there are a lot of unknowns and decisions are being made in the moment. The client market is very unstable right now and will probably stay trending for short-term bookings. Gast noted larger trade associations will have to book 5-10 years out due to their size (and most of these are too big for Irving) and state associations will continue to book 2-5 years out.

Mayor Pro Tem Al Zapanta asked the best way to stay competitive and keep contracts at the same time. Meehan replied that every client is different with what they bring to the table; room nights, etc., and sales team can lower margins to make it work. The objective is to make sure everybody reaches their goals. Gast stated the first piece of the budget process every year is to take operating subsidy for the building and what is left is what we have to work with. There are performance goals for the building that are taken into consideration and need to be met so will continue to budget that way. Zapanta thanked staff for doing a phenomenal job in these uncertain times. He noted that half of the City Council will be new next year and it is important for Gast to present to Council regularly on the ICVB, ICC and tourism for Irving. Bourgeois noted short-term business is good, especially during an inflationary period.

Bourgeois asked for a motion to accept the ICC financial reports for December 2022 and January 2023. On a motion from Board member Colvin Gibson and a second from Board member Greg Malcolm, the motion passed unanimously.

#### BOARD MEETING AGENDA REVIEW

- Gast reviewed the February 27 Board agenda and noted the meeting will be held at the Irving Arts Center.
- Toyota Music Factory General Manager Tommy DeBeaudry is unable to attend but has sent a report to be shared at the meeting.

#### CHAIR REPORT

- Bourgeois thanked the City staff and City Council on behalf of the Board for the recent Boards and Commissions dinner. It was a terrific event and showcased the ICC beautifully.
- Board members are required to take an Open Meetings training every year. The training will be held before the April Board meeting. Going forward will add the training to the new Board Member Orientation meeting.

#### CITY COUNCIL UPDATE

Councilman Kyle Taylor reported:

- City Council has passed a more stringent Smoking Ordinance that also addresses vaping specifically. The Ordinance passed unanimously.

#### PERSONNEL – EXECUTIVE DIRECTOR

Executive Director Maura Gast called the meeting into Executive Session pursuant to Section 551.074 of the Texas Local Government Code at approximately 10:00 a.m. The meeting reconvened from Executive Session at 10:55 a.m.

On a motion by Board member Julia Kang and seconded by Cole, the Executive Committee unanimously recommended that the 2022-23 Performance Weightings should be based on the prior years' weighting and brought to the full Board for action at the March 27 meeting.

Bourgeois noted the next Executive Committee meeting will be held on Friday, March 24 in the first-floor conference room.

There being no further discussion, the meeting was adjourned at 10:57 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



ICVB  
FINANCIAL STATEMENTS

For Period Ending  
February 2023



2201 - ICVB GENERAL  
MONTHLY BALANCE SHEET  
FEBRUARY 2023

**Assets**

Cash and equivalents	7,028,873.09
Investments	5,273,030.00

**Total Assets**

**12,301,903.09**

**Liabilities**

Accounts payables	29,311.37
Unearned revenue	7,858,388.95
Due to other funds	512.00

**Total Liabilities**

**7,888,212.32**

**Fund Balance (Budgetary basis)**

Reserve for encumbrances	825,582.66
Unreserved	3,588,108.11

**Total Fund Balance**

**4,413,690.77**

**Total Liabilities and Fund Balance**

**12,301,903.09**





**IRVING CONVENTION AND VISITORS BUREAU - GENERAL FUND**  
**MONTHLY FINANCIAL REPORT**  
**FEBRUARY 2023**

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
<b>L3 - HOTEL/MOTEL TAX</b>							
	CURRENT YEAR	622,696.56	1,856,322.21	8,000,000.00	23.2%	0.00	6,143,677.79
	PENALTY AND INTEREST	6,229.68	6,844.82	0.00	100.0%	0.00	(6,844.82)
	PRIOR YEAR	(78,412.34)	86,905.47	0.00	100.0%	0.00	(86,905.47)
	SHORT-TERM RENTALS	8,518.57	22,063.97	0.00	100.0%	0.00	(22,063.97)
	<b>TOTAL HOTEL/MOTEL TAX</b>	<b>559,032.47</b>	<b>1,972,136.47</b>	<b>8,000,000.00</b>	<b>24.7%</b>	<b>0.00</b>	<b>6,027,863.53</b>
<b>M1 - INTERGOVERNMENTAL</b>							
	RECEIPTS FROM FEDERAL GOVMT (ARPA)	0.00	1,427,914.99	7,324,375.00	19.5%	0.00	5,896,460.01
<b>M4 - INVESTMENT INCOME</b>							
		19,025.23	57,075.40	6,000.00	951.3%	0.00	(51,075.40)
<b>M5 - MISCELLANEOUS</b>							
		12,486.00	27,333.92	11,000.00	248.5%	0.00	(16,333.92)
<b>TOTAL REVENUE</b>		<b>590,543.70</b>	<b>3,484,460.78</b>	<b>15,341,375.00</b>	<b>22.7%</b>	<b>0.00</b>	<b>11,856,914.22</b>
<b>EXPENDITURES</b>							
<b>N1 - SALARIES</b>							
		203,279.43	946,107.25	3,009,995.00	31.4%	0.00	2,063,887.75
<b>N2 - BENEFITS</b>							
		41,145.71	179,678.79	612,013.00	29.4%	0.00	432,334.21
<b>N4 - SUPPLIES</b>							
		659.15	14,876.75	76,500.00	19.4%	3,423.92	58,199.33
<b>O1 - UTILITIES (COMMUNICATIONS)</b>							
		1,569.12	5,488.99	26,500.00	20.7%	0.00	21,011.01
<b>O3 - OUTSIDE SERVICES</b>							
	FREIGHT	129.81	478.19	3,000.00	15.9%	0.00	2,521.81
	MARKETING AND SALES RESOURCES	11,415.56	18,713.10	161,000.00	11.6%	0.00	142,286.90
	MEDIA ADVERTISING	10,797.50	125,700.55	605,040.84	20.8%	263,075.00	216,265.29
	POSTAGE EQUIPMENT RENTAL	0.00	662.16	2,650.00	25.0%	1,986.48	1.36
	PROFESSIONAL SERVICES	189,012.82	1,371,571.73	2,553,000.00	53.7%	504,895.26	676,533.01
	PROPERTY MANAGEMENT SERVICES	0.00	348,000.00	1,395,000.00	24.9%	0.00	1,047,000.00
	<b>TOTAL OUTSIDE SERVICES</b>	<b>211,355.69</b>	<b>1,865,125.73</b>	<b>4,719,690.84</b>	<b>39.5%</b>	<b>769,956.74</b>	<b>2,084,608.37</b>
<b>O4 - TRAVEL - TRAINING - DUES</b>							
	TRAVEL AND TRAINING	32,888.25	106,035.35	665,340.00	15.9%	0.00	559,304.65
	MILEAGE REIMBURSEMENT	49.56	524.76	3,500.00	15.0%	0.00	2,975.24
	MEMBERSHIP AND DUES	2,401.00	31,035.00	77,900.00	39.8%	0.00	46,865.00
	<b>TOTAL TRAVEL - TRAINING - DUES</b>	<b>35,338.81</b>	<b>137,595.11</b>	<b>746,740.00</b>	<b>18.4%</b>	<b>0.00</b>	<b>609,144.89</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	22,361.29	78,885.44	320,000.00	24.7%	0.00	241,114.56
	BUSINESS DEV INCENTIVE PROG	56,218.53	118,370.00	500,000.00	23.7%	0.00	381,630.00
	CONVENTION SERVICES MATERIALS	512.00	1,890.58	110,000.00	1.7%	28,952.00	79,157.42
	EVENT SPONSORSHIPS	3,328.00	60,782.75	140,000.00	43.4%	20,000.00	59,217.25
	ICVB VOLUNTEER PROGRAM	0.00	0.00	7,840.00	0.0%	0.00	7,840.00
	LOCAL PROGRAMS-PROMOTIONS	18,523.55	89,739.55	530,100.00	16.9%	3,250.00	437,110.45
	<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>100,943.37</b>	<b>349,668.32</b>	<b>1,607,940.00</b>	<b>21.7%</b>	<b>52,202.00</b>	<b>1,206,069.68</b>
<b>P1 - CAPITAL EXPENDITURES</b>							
		0.00	0.00	160,720.00	0.0%	0.00	160,720.00
<b>P5 - TRANSFERS OUT</b>							
	TRSF TO ICVB RESERVE	0.00	0.00	4,497,790.00	0.0%	0.00	4,497,790.00
	TRSF TO ICVB COMPUTER REPL	0.00	0.00	500,000.00	0.0%	0.00	500,000.00
	TRSF TO ICVB CONV CENTER	0.00	1,601,289.00	0.00	#DIV/0!	0.00	(1,601,289.00)
	TRSF TO POB RISK MITIGATION	0.00	23,139.00	23,139.00	100.0%	0.00	0.00
	TRSF TO GENERAL DS FUND	0.00	90,306.00	90,306.00	100.0%	0.00	0.00
	<b>TOTAL TRANSFERS OUT</b>	<b>0.00</b>	<b>1,714,734.00</b>	<b>5,111,235.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>3,396,501.00</b>
<b>TOTAL EXPENDITURES</b>		<b>594,291.28</b>	<b>5,247,786.19</b>	<b>16,209,378.84</b>	<b>32.4%</b>	<b>825,582.66</b>	<b>10,136,009.99</b>

Beginning Fund Balance	6,177,016.18
Revenues	3,484,460.78
Expenditures	(5,247,786.19)
Ending Fund Balance	4,413,690.77

NOTE: EXPENDITURES INCLUDE PAYMENTS MADE FROM HOTEL TAX AND ARPA FUNDS.  
PLEASE REFER TO THE MONTHLY CHECK REGISTER FOR A BREAKDOWN EXPENDITURES BY TYPE.



2204 - ICVB CONV CENTER RESERVE / CIP  
MONTHLY BALANCE SHEET  
FEBRUARY 2023

**Assets**

Cash and equivalents	4,021,125.77
Investments	2,103,000.00
Receivables	8,082,911.14

**Total Assets**

**14,207,036.91**

**Liabilities**

Unearned revenue	4,011,820.57
Deferred inflow	8,008,441.90
<b>Total Liabilities</b>	<b>12,020,262.47</b>

**Fund Balance (Budgetary basis)**

Reserve for encumbrances	0.00
Unreserved	2,186,774.44

**Total Fund Balance**

**2,186,774.44**

**Total Liabilities and Fund Balance**

**14,207,036.91**



IRVING CONVENTION AND VISITORS BUREAU - ICC RESERVE / CIP FUND  
MONTHLY FINANCIAL REPORT  
FEBRUARY 2023

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
<b>M1 - INTERGOVERNMENTAL</b>							
	RECEIPTS FROM FEDERAL GOVMT (ARPA)	0.00	834,023.89	2,880,000.00	29.0%	0.00	2,045,976.11
<b>M4 - INVESTMENT INCOME</b>		7,353.43	21,532.64	5,000.00	430.7%	0.00	(16,532.64)
<b>M5 - MISCELLANEOUS</b>		23,919.49	119,597.45	764,000.00	15.7%	0.00	644,402.55
<b>M6 - TRANSFER FROM ICVB GENERAL</b>		0.00	1,601,289.00	1,601,289.00	100.0%	0.00	0.00
<b>TOTAL REVENUE</b>		<b>31,272.92</b>	<b>2,576,442.98</b>	<b>5,250,289.00</b>	<b>49.1%</b>	<b>0.00</b>	<b>2,673,846.02</b>
<b>EXPENDITURES</b>							
<b>N4 - FURNITURE/FIXTURES LESS THAN \$5000</b>		(706.95)	19,789.00	21,000.00	94.2%	0.00	1,211.00
<b>N7 - STRUCTURE MAINTENANCE</b>		42,925.97	398,310.13	964,000.00	41.3%	0.00	565,689.87
<b>P1 - CAPITAL EXPENDITURES</b>		0.00	730,513.40	2,159,000.00	33.8%	0.00	1,428,486.60
<b>TOTAL EXPENDITURES</b>		<b>42,219.02</b>	<b>1,148,612.53</b>	<b>3,144,000.00</b>	<b>36.5%</b>	<b>0.00</b>	<b>1,995,387.47</b>

Beginning Fund Balance	758,943.99
Revenues	2,576,442.98
Expenditures	(1,148,612.53)
Ending Fund Balance	2,186,774.44

**NOTE:**

EXPENDITURES INCLUDE PAYMENTS MADE FROM HOTEL TAX AND ARPA FUNDS.  
PLEASE REFER TO THE MONTHLY CHECK REGISTER FOR A BREAKDOWN EXPENDITURES BY TYPE.



Irving Convention and Visitors Bureau

Check Register

February 2023

Check #	Check Date	Vendor Name		Check Amount	Invoice Amount	
		Object Description	Line Item Description		ARPA	HOT TAX
80062929	2/14/2023	AMERICAN LEGAL AND FINANCIAL NETWORK		33.00		
		BUSINESS DEV INCENTIVE PROG	ADD'L RMS/INTERSECT SERVICING & BANKRUPTCY		33.00	
80062930	2/14/2023	BH DFW PROPERTY LP		1,449.00		
		BUSINESS DEV INCENTIVE PROG	USMEPCOM MEPS/DEC 2022		1,449.00	
80062931	2/14/2023	CITY OF IRVING		404.55		
		OFFICE SUPPLIES	BOARD MEETING MATERIALS			404.55
80062932	2/14/2023	CUTTS, SUSAN		937.50		
		PROFESSIONAL SERVICES	DATA ENTRY SERVICES - JAN 16 - 27, 2023		937.50	
80062933	2/14/2023	FIRED UP BRANDS, INC		5,000.00		
		PROFESSIONAL SERVICES	ICVB STAFF TRAINING		5,000.00	
80062934	2/14/2023	GAINWELL ACQUISITION CORP		4,076.00		
		BUSINESS DEV INCENTIVE PROG	BUILD A THON V/NOV 2022		1,932.00	
		BUSINESS DEV INCENTIVE PROG	BUILD A TON V/JANUARY 2023		2,144.00	
80062935	2/14/2023	HILTI, INC.		16,681.00		
		BUSINESS DEV INCENTIVE PROG	HILTI ANNUAL SALES MEETING/JAN 2023		16,681.00	
80062936	2/14/2023	HOPKINS, CHERYL		337.93		
		COMMUNICATIONS	DEC 2022 - CELL / MILEAGE / MISC			75.00
		MILEAGE REIMBURSEMENT	DEC 2022 - CELL / MILEAGE / MISC			23.31
		LOCAL PROGRAMS-PROMOTIONS	DEC 2022 - CELL / MILEAGE / MISC		193.93	
		TRAVEL AND TRAINING	DESTINATION TEXAS 2022			45.69
80062937	2/14/2023	IRVING - LAS COLINAS ROTARY CLUB		40.00		
		MEMBERSHIPS, CERTS, & LICENSES	JANUARY 2023			40.00
80062938	2/14/2023	LAUDA, MARIANNE		75.00		
		COMMUNICATIONS	JAN 2023 - CELL			75.00
80062939	2/14/2023	LEO EVENTS, LLC		668.15		
		TRAVEL AND TRAINING	TEAM TX RCMA BOOTH/JAN 2023		668.15	
80062940	2/14/2023	LEVINE, KATHY		65.44		
		COMMUNICATIONS	DEC 2022 - CELL			65.44
80062941	2/14/2023	MANSOUR, KAYLA		150.00		
		COMMUNICATIONS	NOV 2022 - CELL			75.00
		COMMUNICATIONS	DEC 2022 - CELL			75.00
80062942	2/14/2023	PETTY, BRICE		79.75		
		TRAVEL AND TRAINING	DI BIZOPS CONFERENCE 2022			13.60
		COMMUNICATIONS	DEC 2022 - CELL			66.15
80062943	2/14/2023	PIM HIGHLAND TRS CORPORTATION		2,155.00		
		BUSINESS DEV INCENTIVE PROG	BLUE GREY ALL AMERICAN TEAM/GAME TWO		2,155.00	
80062944	2/14/2023	PROVIDENT RESOURCES GROUP, INC		190.00		
		BUSINESS DEV INCENTIVE PROG	SPIRIT NETWORK/DEC 2022		190.00	
80062945	2/14/2023	ROSE, SUSAN		105.08		
		COMMUNICATIONS	DEC 2022 & JAN 2023 - CELL / MILEAGE			91.98
		MILEAGE REIMBURSEMENT	DEC 2022 & JAN 2023 - CELL / MILEAGE			13.10
80062946	2/14/2023	SIRMEN, LORI		75.00		
		COMMUNICATIONS	OCT 2022 - CELL			75.00
80062947	2/14/2023	SMG		617.53		
		BUSINESS DEV INCENTIVE PROG	USA JUDO PRESIDENT'S CUP/NOV 2022		617.53	
80062948	2/14/2023	SOTO, MONICA		72.03		
		COMMUNICATIONS	CELL PHONE - JANUARY 2023			25.00
		MILEAGE REIMBURSEMENT	MILEAGE - JANUARY 2023			17.03
		MILEAGE REIMBURSEMENT	MILEAGE - DECEMBER 2022			5.00
		COMMUNICATIONS	CELL PHONE - DECEMBER 2022			25.00



Irving Convention and Visitors Bureau

Check Register

February 2023

Check #	Check Date	Vendor Name Object Description	Line Item Description	Check Amount	Invoice Amount	
					ARPA	HOT TAX
80062949	2/14/2023	SPORTS CLUB LC OWNER LLC		926.00		
		MEMBERSHIPS, CERTS, & LICENSES	FEBRUARY 2023			926.00
80062950	2/14/2023	TOURISM ECONOMICS LLC		12,000.00		
		PROFESSIONAL SERVICES	SYMPHONY SERVICES - QTR 1		12,000.00	
80062952	2/21/2023	AJR MEDIA GROUP		4,476.00		
		MEDIA ADVERTISING	ADVERTISING - TOURTEXAS.COM		4,476.00	
80062953	2/21/2023	AMERICAN LEGAL AND FINANCIAL NETWORK		354.00		
		BUSINESS DEV INCENTIVE PROG	INTERSECT SERVICING & BANKRUPTCY/NOV 2022		354.00	
80062954	2/21/2023	ARIAS, PAOLA		150.00		
		PROFESSIONAL SERVICES	BLOG POSTS - JAN 2023		150.00	
80062955	2/21/2023	BH DFW PROPERTY LP		2,301.00		
		BUSINESS DEV INCENTIVE PROG	USMEPCOM MEPS/JAN 2023		2,301.00	
80062956	2/21/2023	CELLCO PARTNERSHIP		440.47		
		COMMUNICATIONS	JANUARY 2023			156.49
		COMMUNICATIONS	JANUARY 2023			169.59
		COMMUNICATIONS	JANUARY 2023			114.39
80062957	2/21/2023	CSC HOLDINGS, LLC		1,050.00		
		BUSINESS DEV INCENTIVE PROG	DFW CHURCH MARRIAGE/FEB 2023		1,050.00	
80062958	2/21/2023	CUTTS, SUSAN		925.00		
		PROFESSIONAL SERVICES	DATA ENTRY SERVICES - JAN 30 - FEB 10, 2023		925.00	
80062959	2/21/2023	FEDERAL EXPRESS CORPORATION		13.07		
		FREIGHT	SHIPPING			13.07
80062960	2/21/2023	FLOWSERVE US INC		280.00		
		BUSINESS DEV INCENTIVE PROG	FLOWSERVE CORPORATION/MAY 2022		230.00	
		BUSINESS DEV INCENTIVE PROG	TRAINING M-MAVK8SA/MARCH 2022		25.00	
		BUSINESS DEV INCENTIVE PROG	SIHI - A.R.C. TRAINING M-MARUCT6/FEBRUARY 2022		25.00	
80062961	2/21/2023	HCD DALLAS CORPORATION		2,476.00		
		BUSINESS DEV INCENTIVE PROG	ACS VOLUNTEER LEADERSHIP SUMMIT/JAN 2023		2,476.00	
80062962	2/21/2023	HIDDEN VALLEY PROMOTIONS, LLC		2,600.00		
		LOCAL PROGRAMS-PROMOTIONS	SOUTHERN TRAVELERS/LONGHORN STEER FOR PHOTOS & ARMADILLO RACES		2,600.00	
80062963	2/21/2023	IMAGO MEDIA, INC.		321.50		
		MEDIA ADVERTISING	ADVERTISING		321.50	
80062964	2/21/2023	INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL		928.00		
		BUSINESS DEV INCENTIVE PROG	LEAD TEAM MTG/REGIONAL PASTOR'S TRAINING/JAN		928.00	
80062965	2/21/2023	IRREVERENT WARRIORS, INC		1,210.00		
		BUSINESS DEV INCENTIVE PROG	IRREVERENT WARRIORS/JAN 2023		1,210.00	
80062966	2/21/2023	MANUSAMA, DEBORA CHRISTY		615.00		
		PROFESSIONAL SERVICES	DIGITAL CONTENT SPECIALIST		615.00	
80062967	2/21/2023	MELTWATER NEWS US INC		9,750.00		
		MARKETING RESOURCES	MEDIA MONITORING & REPORTS RENEWAL 23-24		9,750.00	
80062968	2/21/2023	SIRMEN, LORI		130.80		
		COMMUNICATIONS	DEC 2022 - CELL / MILEAGE			75.00
		MILEAGE REIMBURSEMENT	DEC 2022 - CELL / MILEAGE			(8.88)
		COMMUNICATIONS	NOV 2022 - CELL / MISC			73.63
		LOCAL PROGRAMS-PROMOTIONS	NOV 2022 - CELL / MISC			(8.95)
80062969	2/21/2023	SMG		20,550.00		
		BUSINESS DEV INCENTIVE PROG	NOVATECH - RENTAL FOR USA JUDO		550.00	
		PROFESSIONAL SERVICES	IT SUPPORT FY 2023		20,000.00	
80062970	2/21/2023	SMG		23,919.48		
		BUILDINGS MAINT	WESTIN GARAGE RENTAL - FEB 2023			23,919.48



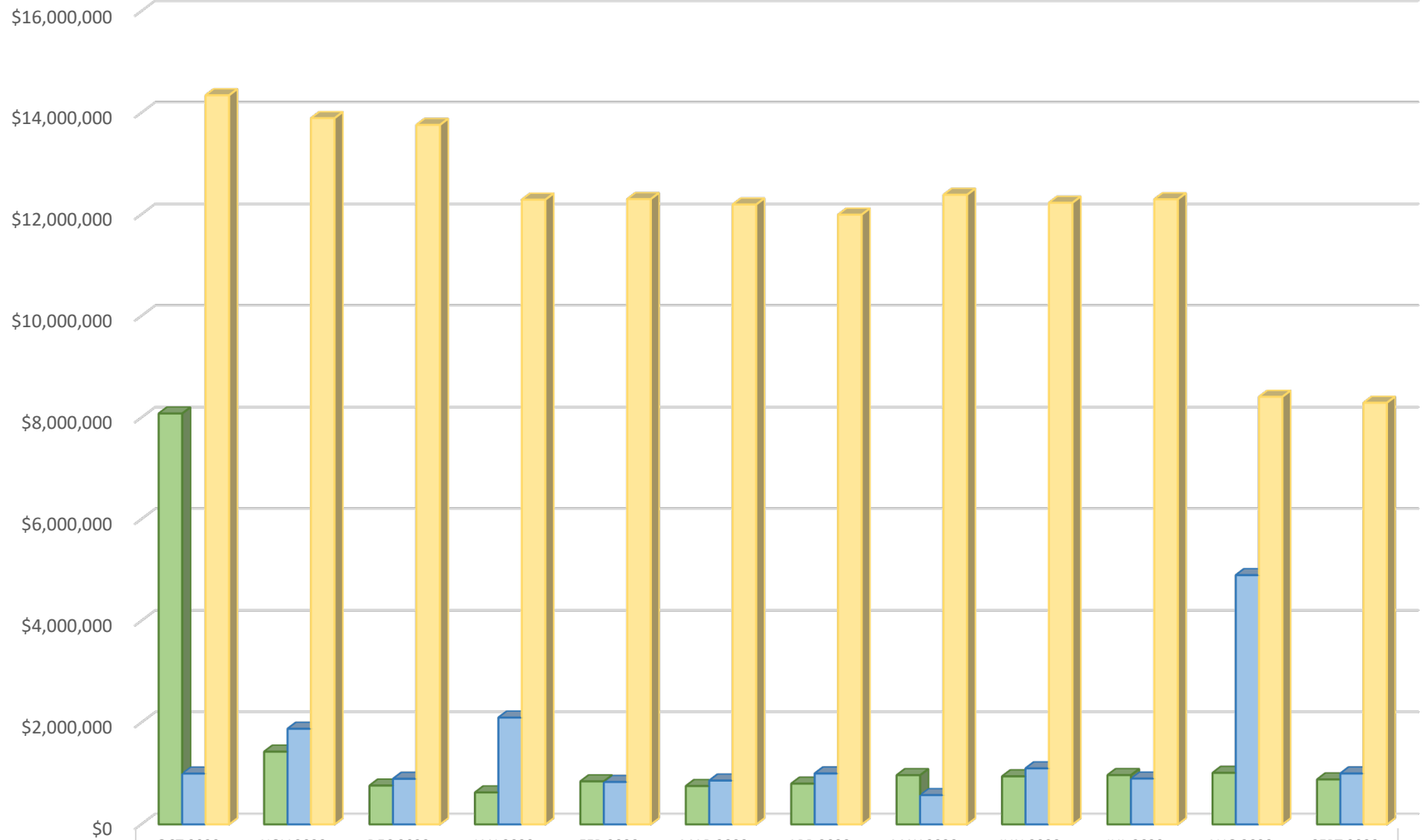
# Irving Convention and Visitors Bureau

## Check Register

February 2023

Check #	Check Date	Vendor Name		Check Amount	Invoice Amount	
		Object Description	Line Item Description		ARPA	HOT TAX
80062971	2/21/2023	SMG		18,299.54		
		OFFICE FURN AND FIXT LESS 5000	OFFICE CHAIRS CREDIT (INV # ARPA-2302-B)		(706.95)	
		BUILDINGS MAINT	CHIILER 2 REPAIRS		11,525.00	
		BUILDINGS MAINT	REPLACE MEMBRANE		7,481.49	
80062972	2/21/2023	TEXAS TRIAL LAWYERS ASSOCIATION		952.00		
		BUSINESS DEV INCENTIVE PROG	TTLA ANNUAL MEETING/CLE SEMINAR/NOV 2022		952.00	
80062973	2/21/2023	THOMAS D. ICE		1,510.00		
		BUSINESS DEV INCENTIVE PROG	THE PRE-TRIB RESEARCH CENTER/DEC 2022		1,510.00	
80062974	2/21/2023	TIN STAR ENTERTAINMENT, LTD		425.00		
		LOCAL PROGRAMS-PROMOTIONS	SOUTHERN TRAVELERS/LINE DANCE INSTRUCTOR		425.00	
80062975	2/21/2023	TUCKER & ASSOCIATES, LLC		4,068.02		
		PROFESSIONAL SERVICES	RETAINER-FEB 2023 / REIMBURSABLES-JAN 2023		4,068.02	
80062976	2/21/2023	WHITE, MONTY		707.17		
		COMMUNICATIONS	OCT 2022 - CELL / MISC			75.00
		LOCAL PROGRAMS-PROMOTIONS	OCT 2022 - CELL / MISC		458.76	
		COMMUNICATIONS	NOV 2022 - CELL			75.00
		TRAVEL AND TRAINING	HSMAI ADVISORY BOARD MTG - DEC 2022			23.44
		COMMUNICATIONS	DEC 2022 - CELL			75.00
80062977	2/28/2023	CHRISTIAN MEETINGS & CONVENTIONS ASSOC, LLC		500.00		
		MEDIA ADVERTISING	ADVERTISING		500.00	
80062978	2/28/2023	CSC HOLDINGS, LLC		1,011.00		
		BUSINESS DEV INCENTIVE PROG	AMN HEALTHCARE MEETING/FEB 2023		1,011.00	
80062979	2/28/2023	FEDERAL EXPRESS CORPORATION		50.27		
		FREIGHT	SHIPPING			12.49
		FREIGHT	SHIPPING			15.43
		FREIGHT	SHIPPING			22.35
80062980	2/28/2023	MALONEY STRATEGIC COMMUNICATION INC		144,510.56		
		PROFESSIONAL SERVICES	ICVB TRIPADVISOR ADVERTISING 2023		1,990.01	
		PROFESSIONAL SERVICES	TEXAS MONTHLY - 50TH ANNIVERSARY EDITION		2,315.00	
		PROFESSIONAL SERVICES	2023 NORTH TEXAS TRAVEL GUIDE		2,095.00	
		PROFESSIONAL SERVICES	2023 SXSW CAMPAIGN ACTIVATION - PHASE I		110,489.90	
		PROFESSIONAL SERVICES	2023 TMF VENDING MACHINE		27,620.65	
80062981	2/28/2023	MARILYN LANHAM		1,615.00		
		BUSINESS DEV INCENTIVE PROG	NOVICE OF THE YEAR/JAN 2023		1,615.00	
80062982	2/28/2023	STAMATS COMMUNICATIONS, INC.		5,500.00		
		MEDIA ADVERTISING	ADVERTISING		5,500.00	
80062983	2/28/2023	PACKAGE EXRESS LLC		44.10		
		FREIGHT	LOCAL DELIVERY SERVICE			44.10
80062984	2/28/2023	THE RITZ-CARLTON HOTEL COMPANY, L.L.C.		2,630.00		
		BUSINESS DEV INCENTIVE PROG	JOHN DEERE CEO SUMMIT/FEB 2023		2,630.00	
80062985	2/28/2023	YDRINK LLC		349.00		
		SUBSCRIPTIONS-PUBLICATIONS	YDRINK ANNUAL SUBSCRIPTION 2023		349.00	
		Total Number of Invoices	86	TOTAL	300,799.94	273,816.49
		Total Number of Checks	56			26,983.48
					91.0%	9.0%

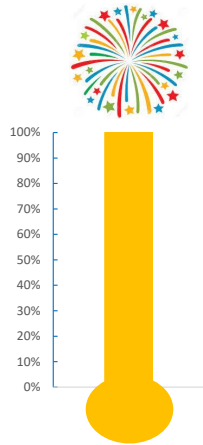
Irving Convention and Visitors Bureau  
FY23 Cash Flow  
February 2023



	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEPT 2023
REVENUE	\$8,081,479	\$1,428,426	\$762,507	\$626,966	\$844,550	\$752,888	\$799,629	\$966,681	\$943,538	\$967,664	\$1,011,903	\$882,758
EXPENSES	\$997,898	\$1,879,106	\$895,163	\$2,098,520	\$832,542	\$860,000	\$1,000,000	\$575,000	\$1,100,000	\$900,000	\$4,900,000	\$1,000,000
ENDING CASH	\$14,344,785	\$13,894,105	\$13,761,449	\$12,289,895	\$12,301,903	\$12,194,791	\$11,994,420	\$12,386,101	\$12,229,639	\$12,297,303	\$8,409,206	\$8,291,964

REVENUE EXPENSES ENDING CASH

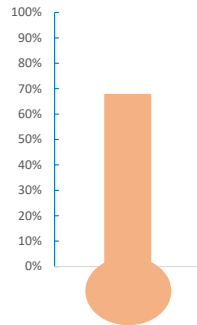
**REPAYMENT OF FY21 LOAN  
FROM CITY**



**GOAL: \$500,000**  
**ACHIEVED: \$500,000**

**FY22 YEAR END GOAL**  
**N/A**

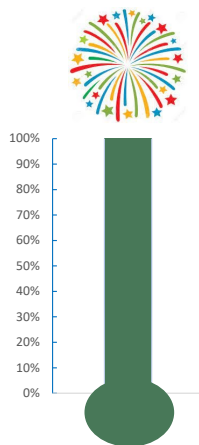
**COMBINED FUNDS**



**GOAL: \$10,500,000**  
**CURRENT: \$7,108,521**

**FY23 YEAR END GOAL**  
**\$10,500,000**

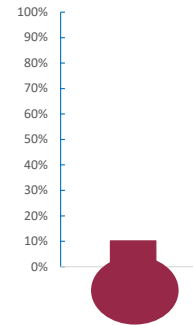
**GENERAL FUND**



**GOAL: \$2,000,000**  
**CURRENT: \$4,413,691**

**FY23 YEAR END GOAL**  
**\$2,000,000**

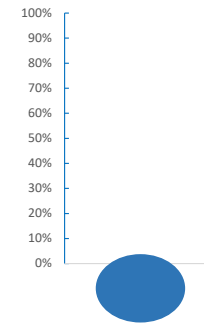
**CATASTROPHIC RESERVE**



**GOAL: \$5,000,000**  
**CURRENT: \$507,849**

**FY23 YEAR END GOAL**  
**\$5,000,000**

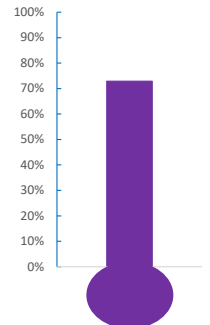
**COMPUTER FUND**



**GOAL: \$500,000**  
**CURRENT: \$207**

**FY23 YEAR END GOAL**  
**\$500,000**

**ICC RESERVE/CIP FUND**



**GOAL: \$3,000,000**  
**CURRENT: \$2,186,774**

**FY23 YEAR END GOAL**  
**\$3,000,000**





ICVB  
HOTEL OCCUPANCY TAX COLLECTIONS

For Period Ending  
December 2022

**IRVING CONVENTION AND VISITORS BUREAU  
HOTEL OCCUPANCY TAX  
2022 - 2023**

<b>LUXURY &amp; FULL SERVICE</b>		<b>OCT 2022</b>	<b>NOV 2022</b>	<b>DEC 2022</b>
1	Atrium Hotel and Suites DFW Airport	5,146.86	5,535.06	6,904.59
2	Dallas Marriott Hotel Las Colinas	57,307.85	40,248.19	34,764.33
3	DFW Airport Hotel & Conference Center	closed	closed	closed
4	DFW Airport Marriott	41,899.47	25,970.30	23,425.04
5	<b><i>Doubletree by Hilton DFW Airport North</i></b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6	Embassy Suites DFW Airport South	31,122.91	21,795.06	20,442.92
7	Hilton Garden Inn DFW Airport South	15,867.32	11,835.98	9,615.35
8	Hilton Garden Inn Las Colinas	14,509.26	12,494.13	9,251.45
9	Holiday Inn Irving Las Colinas	10,993.05	6,299.62	5,906.85
10	NYLO Las Colinas Tapestry Collection by Hilton	20,986.69	14,622.71	13,098.40
11	Omni Las Colinas Hotel	61,002.82	41,286.98	32,243.91
12	<b><i>Sheraton DFW Airport Hotel</i></b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
13	Texican Court	17,319.93	11,488.90	9,838.56
14	The Las Colinas Resort Dallas	93,825.83	69,817.11	49,594.73
15	Westin DFW Airport	41,130.19	18,018.35	28,069.63
<b>TOTAL LUXURY &amp; FULL SERVICE</b>		<b>411,112.18</b>	<b>279,412.39</b>	<b>243,155.76</b>
16	Westin Irving Convention Center Las Colinas	56,124.21	44,402.80	31,221.89

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 2022	NOV 2022	DEC 2022
1	Comfort Suites DFW Airport North	6,634.36	5,671.89	5,600.49
2	Comfort Suites Las Colinas	1,329.04	1,173.45	1,123.74
3	Country Inn & Suites by Carlson DFW Airport South	4,690.89	2,964.09	3,590.00
4	Element Dallas Las Colinas	12,122.95	9,910.27	8,519.26
5	Element DFW Airport North	10,646.42	8,011.76	6,269.73
6	Extended Stay America Dallas DFW Airport North	1,395.23	1,101.57	758.59
7	Extended Stay America Dallas Las Colinas	1,586.76	1,504.35	1,531.41
8	Extended Stay Deluxe Green Park	2,190.97	1,511.78	1,282.65
9	Extended Stay Deluxe Las Colinas	1,421.68	1,740.19	1,260.38
10	Hawthorne Suites Irving DFW Airport South	2,159.09	1,597.13	2,121.02
11	Hawthorne Suites DFW Airport North	closed	closed	closed
12	Holiday Inn Express Hotel & Suites DFW Airport North	14,083.67	10,887.21	11,128.75
13	Holiday Inn Express Hotel & Suites DFW Airport South	10,924.27	8,495.21	8,690.28
14	Holiday Inn Express Hotel & Suites Irving Las Colinas	9,689.88	6,600.91	6,056.40
15	Home Towne Studios Dallas Irving	2,364.54	2,415.27	1,524.41
16	Homewood Suites by Hilton DFW Airport North	8,185.49	7,057.83	6,326.11
17	<b>Homewood Suites by Hilton Las Colinas</b>	<b>0.00</b>	<b>6,642.15</b>	<b>0.00</b>
18	Hyatt House Dallas Las Colinas	11,897.76	9,174.92	9,640.58
19	Residence Inn Dallas DFW Airport North Irving	6,007.01	4,766.94	4,381.53
20	Residence Inn Dallas Las Colinas	8,813.15	6,415.97	6,592.79
21	Soka Suites Dallas Las Colinas	4,636.65	3,772.81	4,216.58
22	Sonesta ES Suites Dallas Las Colinas	0.00	3,187.01	2,709.65
23	Sonesta Simply Suites Dallas Las Colinas	2,446.23	1,944.50	1,791.04
24	Springhill Suites Dallas DFW Airport East Las Colinas	7,641.86	5,846.33	4,336.96
25	Staybridge Suites DFW Airport North	3,177.69	3,117.63	3,838.45
26	TownePlace Suites Dallas DFW Airport North Irving	8,474.26	7,411.88	6,453.83
27	TownePlace Suites Dallas Las Colinas	8,338.15	6,883.61	6,356.24
28	<b>Woodspring Suites Signature</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ALL SUITE / EXTENDED STAY</b>		<b>150,858.00</b>	<b>129,806.66</b>	<b>116,100.87</b>

BUDGET SERVICE		OCT 2022	NOV 2022	DEC 2022
1	Arya Inn & Suites	986.51	963.32	1,184.61
2	Best Western Irving Inn & Suites DFW South	closed	closed	closed
3	Budget Inn & Suites	32.20	49.77	38.02
4	Budget Suites of America Las Colinas	428.31	1,249.18	1,202.56
5	Clarion Inn & Suites	1,925.47	2,415.34	2,964.12
6	Crossroads Hotel & Suites	1,498.02	960.78	960.07
7	Days Inn	6,733.27	4,896.16	5,181.97
8	Days Inn DFW Airport North	4,886.34	3,316.87	3,797.89
9	Delux Inn	705.02	752.10	779.97
<b>10</b>	<b><i>Delux Suites Motel</i></b>	<b>67.78</b>	<b>112.14</b>	<b>0.00</b>
11	Gateway Inn	617.71	422.20	469.77
12	Magnuson Extended Stay & Suites Airport Hotel	2,164.56	1,429.45	1,299.23
13	Motel 6 Dallas DFW South	2,120.62	1,844.26	1,654.38
14	Motel 6 Dallas Irving	3,381.45	3,325.08	3,093.31
15	Motel 6 DFW North	3,687.66	2,581.71	2,557.15
16	Motel 6 Irving Loop 12	1,028.58	802.75	944.26
17	OYO Hotel DFW Airport South	2,342.12	2.00	2,640.83
<b>18</b>	<b><i>OYO Hotel DFW Airport North</i></b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>19</b>	<b><i>Quality Inn &amp; Suites DFW Airport South</i></b>	<b>3,846.31</b>	<b>3,327.65</b>	<b>0.00</b>
20	Red Roof Inn Dallas DFW Airport North	0.00	3,735.46	4,004.84
21	Studio 6 / Motel 6 DFW Airport East	2,730.11	1,910.64	2,451.46
22	Super 8 Hotel DFW South	3,372.72	2,512.70	2,570.35
23	Super 8 Motel DFW North	3,245.20	2,665.57	2,848.22
<b>TOTAL BUDGET SERVICE</b>		<b>45,799.96</b>	<b>39,275.13</b>	<b>40,643.01</b>

LIMITED SERVICE		OCT 2022	NOV 2022	DEC 2022
1	aLoft Las Colinas	13,654.13	10,438.69	9,452.73
2	Best Western Plus DFW Airport Suites North	5,916.35	4,582.59	4,576.65
3	Courtyard Dallas DFW Airport North Irving	16,631.48	13,986.97	11,571.12
4	Courtyard Dallas DFW Airport South Irving	11,123.09	7,090.70	7,577.44
5	Courtyard Dallas Las Colinas	11,721.75	7,526.38	6,790.02
6	Fairfield Inn & Suites Dallas DFW Airport South Irving	9,247.60	7,108.96	6,880.79
7	<b><i>Fairfield Inn &amp; Suites Dallas Las Colinas</i></b>	<b>0.00</b>	<b>4,265.17</b>	<b>0.00</b>
8	Fairfield Inn Dallas DFW Airport North Irving	9,119.91	6,707.04	6,687.27
9	Hampton Inn Dallas Irving Las Colinas	10,491.05	7,792.67	6,563.57
10	Home2 Suites by Hilton DFW Airport North	10,563.39	9,084.65	9,136.13
11	Home2 Suites by Hilton DFW Airport South Irving	10,176.47	7,226.00	7,128.52
12	<b><i>Hyatt Place Dallas Las Colinas</i></b>	<b>9,963.88</b>	<b>6,859.53</b>	<b>0.00</b>
13	La Quinta Inn & Suites DFW Airport North	9,332.70	8,101.44	7,616.18
14	La Quinta Inn & Suites DFW Airport South	7,512.45	5,574.29	5,603.81
15	La Quinta Inn Hotel & Suites Las Colinas	5,767.74	3,879.07	3,298.19
16	Quality Inn & Suites DFW Airport	6,487.20	4,999.72	6,244.00
17	Residence Inn Dallas DFW Airport South Irving	12,281.89	7,568.58	6,750.23
18	<b><i>Wingate Inn by Wyndham Dallas Las Colinas</i></b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
19	<b><i>Wingate Inn by Wyndham DFW Airport North</i></b>	<b>0.00</b>	<b>4,169.61</b>	<b>0.00</b>
<b>TOTAL LIMITED SERVICE</b>		<b>159,991.08</b>	<b>126,962.06</b>	<b>105,876.65</b>

<b>TOTAL SHORT TERM RENTALS</b>		<b>6,647.19</b>	<b>6,898.21</b>	<b>8,518.57</b>
Number of locations		50	67	67

SUMMARY	OCT 2022	NOV 2022	DEC 2022
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GRAND TOTAL	774,408.41	582,354.45	514,294.86
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BUDGET	970,330.00	750,524.00	648,509.00
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DIFFERENCE	(195,921.59)	(168,169.55)	(134,214.14)
	-20.2%	-22.4%	-20.7%

CUMULATIVE YEAR TO DATE			
ACTUAL	774,408.41	1,356,762.86	1,871,057.72
BUDGET	970,330.00	1,720,854.00	2,369,363.00
DIFFERENCE	(195,921.59)	(364,091.14)	(498,305.28)

COLLECTED PRIOR YEAR	657,351.27	628,038.04	477,914.55
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Date Distributed: March 14, 2023

# Monthly Financial Summary

For Period Ending February 28, 2023

IRVING CONVENTION CENTER  
Monthly Financial Reports  
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Period Ending  
February 28, 2023

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	October	November	December	January	February	March	April	May	June	July	August	September	Total
Event Income													
Direct Event Income													
Rental Income	247,250	109,865	100,292	112,900	105,118	179,153	220,450	209,500	183,550	127,000	110,300	141,660	1,847,037
Service Income	97,643	36,566	60,657	30,308	91,188	49,750	42,750	43,850	44,750	40,000	42,100	45,850	625,412
Service Expenses	(158,014)	(80,351)	(87,174)	(97,269)	(149,746)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(1,167,553)
Total Direct Event Income	186,879	66,080	73,775	45,939	46,560	143,903	178,200	168,350	143,300	82,000	67,400	102,510	1,304,895
Ancillary Income													
F & B Concessions	33,704	25,785	11,367	15,649	11,302	21,000	29,500	750	31,520	750	3,750	750	185,827
F & B Catering	479,931	212,032	171,372	503,470	326,612	159,600	232,332	303,180	362,712	81,320	148,960	281,580	3,263,102
Parking: Self Parking	67,551	66,091	23,139	17,165	37,445	20,202	38,130	19,942	30,914	9,840	10,660	8,200	349,279
Electrical Services	24,735	9,440	4,775	9,187	2,095	25,500	5,500	5,500	5,500	5,500	7,000	10,500	115,232
Audio Visual	(0)	126	(0)	0	242	-	-	-	-	-	-	-	368
Internet Services	6,600	989	(81)	2,096	350	1,250	1,250	1,250	1,250	1,250	1,250	1,250	18,705
Total Ancillary Income	612,521	314,465	210,572	547,567	378,046	227,552	306,712	330,622	431,896	98,660	171,620	302,280	3,932,512
Total Event Income	799,400	380,545	284,347	593,506	424,606	371,454	484,912	498,972	575,196	180,660	239,020	404,790	5,237,409
Other Operating Income	147,411	59,034	49,953	67,036	107,531	76,586	76,586	76,586	76,586	76,586	76,586	76,995	967,475
ICVB Operating Subsidy			348,000			350,000			348,750			348,250	1,395,000
Adjusted Gross Income	946,811	439,579	682,300	660,542	532,137	798,040	561,498	575,558	1,000,532	257,246	315,606	830,035	7,599,884
Operating Expenses													
Employee Salaries and Wages	214,234	230,370	228,275	230,128	220,078	247,690	253,523	253,523	253,523	253,523	253,523	272,425	2,910,814
Benefits	48,225	41,890	59,147	85,751	67,651	67,111	67,111	67,111	67,111	67,111	67,111	66,374	771,705
Less: Event Labor Allocations	(5,949)	(5,114)	(4,526)	(18,737)	(5,184)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(144,509)
Net Employee Wages and Benefits	256,510	267,146	282,896	297,142	282,545	299,801	305,634	305,634	305,634	305,634	305,634	323,799	3,538,010
Contracted Services	66,364	71,689	66,309	61,840	56,324	70,748	70,748	70,748	70,748	70,748	70,748	88,303	835,316
General and Administrative	90,724	33,624	45,149	47,309	41,376	38,995	32,370	31,720	41,435	53,106	36,606	109,720	602,132
Operations	53,493	59,493	36,500	39,441	30,088	34,796	34,796	34,796	34,796	34,796	34,796	57,934	485,725
Repair & Maintenance	38,235	47,240	36,651	37,170	29,098	44,808	44,808	44,808	44,808	44,808	44,808	88,479	545,721
Supplies	7,781	24,812	8,213	15,153	9,563	18,360	17,610	17,610	18,360	17,610	17,610	55,946	228,628
Insurance	4,130	4,593	37,406	7,420	5,296	5,417	5,417	5,417	5,417	5,417	5,417	5,417	96,764
Utilities	57,878	51,745	48,563	52,093	45,874	53,916	53,916	53,916	53,916	53,916	53,916	57,924	637,573
Other	788	1,658	32,592	500	1,718	1,508	1,483	1,483	1,508	1,483	1,483	4,651	50,855
SMG Management Fees	58,909	42,122	36,068	62,701	52,227	31,975	36,185	42,322	50,037	31,438	35,220	39,901	519,109
Total Operating Expenses	634,812	604,122	630,347	620,769	554,109	600,324	602,967	608,454	626,659	618,956	606,238	832,074	7,539,833
Net Income (Loss) From Operations	311,999	(164,543)	51,954	39,773	(21,972)	197,716	(41,469)	(32,896)	373,873	(361,710)	(290,632)	(2,039)	60,052

ASM - Irving Convention Center  
Financial Statements Monthly Highlights  
For the Month Ending February 28, 2023

	Current Actual	Current Budget	Variance	Prior YTD Actual
Attendance	12,271	13,755	(1,484)	14,578
Events	17	12	5	17
Event Days	25	20	5	23
Direct Event Income	46,560	50,750	(4,190)	67,132
Ancillary Income	378,046	328,130	49,916	196,686
	<hr/>	<hr/>	<hr/>	<hr/>
Total Event Income	424,606	378,880	45,726	263,818
Other Operating Income	107,531	76,586	30,945	48,876
	<hr/>	<hr/>	<hr/>	<hr/>
Adjusted Gross Income	532,137	455,466	76,671	312,694
Indirect Expenses	(554,109)	(574,036)	19,927	(468,744)
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income (Loss) From Operations	<u>(21,972)</u>	<u>(118,570)</u>	<u>96,598</u>	<u>(156,050)</u>

ASM - Irving Convention Center  
Financial Statements Year to Date Highlights  
For the Five Months Ending February 28, 2023

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	71,007	67,559	3,448	49,974
Events	85	80	5	80
Event Days	150	161	(11)	132
Direct Event Income	419,240	424,240	(5,000)	355,594
Ancillary Income	2,063,174	1,691,515	371,659	1,050,659
Total Event Income	2,482,414	2,115,755	366,659	1,406,253
Other Operating Income	430,971	359,010	71,961	242,082
Adjusted Gross Income	2,913,385	2,474,765	438,620	1,648,335
Indirect Expenses	(3,044,180)	(2,914,445)	(129,735)	(2,423,081)
Net Income (Loss) From Operations	(130,795)	(439,680)	308,885	(774,746)

ASM - Irving Convention Center  
Balance Sheet  
February 28, 2023

**ASSETS**

**Current Assets**

Cash	\$ 1,382,585
Accounts Receivable	1,260,233
Prepaid Assets	18,487
Inventory	86,805
	<hr/>

Total Current Assets	2,748,110
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<b>Total Assets</b>	<b>\$ 2,748,110</b>
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**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	\$ 1,107,286
Accrued Expenses	81,228
Deferred Income	0
Advance Ticket Sales/Deposits	1,342,391
Other Current Liabilities	0
	<hr/>

Total Current Liabilities	2,530,905
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**Long-Term Liabilities**

Long Term Liabilites	0
	<hr/>

Total Long-Term Liabilities	0
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Total Liabilities	2,530,905
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**Equity**

Net Funds Received	16,095,850
Retained Earnings	(15,747,850)
Net Income (Loss)	(130,795)
	<hr/>

Total Equity	217,205
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<b>Total Liabilities &amp; Equity</b>	<b>\$ 2,748,110</b>
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ASM - Irving Convention Center  
Income Statement  
For the Five Months Ending February 28, 2023

	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	105,118	95,000	10,118	675,425	655,251	20,174	430,247
Service Revenue	91,188	40,750	50,438	316,361	267,003	49,358	161,497
Service Expenses	(149,746)	(85,000)	(64,746)	(572,546)	(498,014)	(74,532)	(236,150)
Total Direct Event In	46,560	50,750	(4,190)	419,240	424,240	(5,000)	355,594
Ancillary Income							
F & B Concessions	11,302	16,500	(5,198)	97,805	76,204	21,601	115,798
F & B Catering	326,612	272,080	54,532	1,693,424	1,415,750	277,674	732,642
Parking	37,445	32,800	4,645	211,391	141,226	70,165	174,667
Electrical Services	2,095	5,500	(3,405)	50,232	46,735	3,497	27,630
Audio Visual	242	0	242	367	0	367	(1,018)
Internet Services	350	1,250	(900)	9,955	11,600	(1,645)	940
Total Ancillary Inco	378,046	328,130	49,916	2,063,174	1,691,515	371,659	1,050,659
Total Event Income	424,606	378,880	45,726	2,482,414	2,115,755	366,659	1,406,253
<b>OTHER OPERATING INCOME</b>							
Other Income	107,531	76,586	30,945	430,971	359,010	71,961	242,082
Total Other Operatin	107,531	76,586	30,945	430,971	359,010	71,961	242,082
Adjusted Gross Inco	532,137	455,466	76,671	2,913,385	2,474,765	438,620	1,648,335
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	220,078	256,029	35,951	1,123,085	1,232,517	109,432	875,350
Payroll Taxes & Ben	67,651	64,496	(3,155)	302,662	308,450	5,788	250,400
Labor Allocations to	(5,184)	(40,000)	(34,816)	(39,509)	(135,949)	(96,440)	(24,854)
Net Salaries and Ben	282,545	280,525	(2,020)	1,386,238	1,405,018	18,780	1,100,896
Contracted Services	56,324	67,415	11,091	322,527	339,822	17,295	327,365
General and Adminis	41,376	33,553	(7,823)	258,197	216,402	(41,795)	158,306
Operating	30,088	34,796	4,708	219,017	199,021	(19,996)	123,587
Repairs & Maintenan	29,098	44,808	15,710	188,395	208,410	20,015	221,901
Operational Supplies	9,563	17,610	8,047	65,524	73,010	7,486	46,754
Insurance	5,296	5,417	121	58,845	25,798	(33,047)	26,816
Utilities	45,874	45,000	(874)	256,153	237,878	(18,275)	220,800
Other	1,718	1,483	(235)	37,255	7,563	(29,692)	43,371
ASM Management F	52,227	43,429	(8,798)	252,029	201,523	(50,506)	153,285
Total Indirect Expens	554,109	574,036	19,927	3,044,180	2,914,445	(129,735)	2,423,081

ASM - Irving Convention Center  
Income Statement  
For the Five Months Ending February 28, 2023

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Net Income (Loss)	(21,972)	(118,570)	96,598	(130,795)	(439,680)	308,885	(774,746)

IRVING CONVENTION CENTER/SMG  
Year Over Year Income Comparison  
For the Five Months Ending February 28, 2023

	Current Month Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	105,118	82,275	82,050	101,125	124,800	86,890
F & B Concessions	11,302	14,921	4,287	27,561	16,273	7,039
F & B Catering	326,612	143,660	42,966	541,888	452,880	361,455
Total Event Income	424,606	263,818	144,997	668,271	565,908	461,391
Total Indirect Expenses	554,109	468,744	348,357	561,488	519,561	546,367

	Year to Date Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	675,425	430,247	219,381	481,045	440,209	385,596
F & B Concessions	97,805	115,798	14,401	80,852	74,856	60,359
F & B Catering	1,693,424	732,642	86,476	2,327,299	1,658,056	1,714,265
Total Event Income	2,482,414	1,406,253	362,721	2,858,217	2,071,171	2,178,084
Total Indirect Expenses	3,044,180	2,423,081	1,817,792	2,997,672	2,759,132	2,774,612

ASM - Irving Convention Center  
Monthly Event Income Statement: Assemblies  
For the Five Months Ending February 28, 2023

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	200	255	6,647	5,255
Events	1	1	5	5
Event Days	1	1	9	9
Direct Event Income				
Rental Income	2,500	2,500	58,300	58,300
Service Revenue	0	0	34,368	750
Service Expenses	(688)	0	(46,809)	0
Total Direct Event Income	1,812	2,500	45,859	59,050
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	31	0	34,174	21,280
Parking	0	0	6,294	5,740
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	4,175	0
Audio Visual	0	0	0	0
Internet Services	0	0	1,350	0
Total Ancillary Income	31	0	45,993	27,020
Total Event Income	1,843	2,500	91,852	86,070



ASM - Irving Convention Center  
Monthly Event Income Statement: Banquets  
For the Five Months Ending February 28, 2023

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	896	850	5,023	6,445
Events	3	2	18	18
Event Days	3	2	18	21
Direct Event Income				
Rental Income	0	0	16,900	1,900
Service Revenue	616	0	9,515	780
Service Expenses	(6,526)	0	(39,186)	(3,935)
Total Direct Event Income	(5,910)	0	(12,771)	(1,255)
Ancillary Income				
F & B Concessions	93	0	(302)	23
F & B Catering	33,904	27,360	289,942	287,829
Parking	0	0	6,866	11,053
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	600	0	1,420	0
Audio Visual	0	0	0	0
Internet Services	0	0	104	0
Total Ancillary Income	34,597	27,360	298,030	298,905
Total Event Income	28,687	27,360	285,259	297,650

ASM - Irving Convention Center  
Monthly Event Income Statement: Consumer / Public Shows  
For the Five Months Ending February 28, 2023

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	2,800	3,500	19,011	19,636
Events	2	2	13	13
Event Days	4	5	26	27
Direct Event Income				
Rental Income	58,000	58,000	199,620	199,620
Service Revenue	19,265	3,000	88,224	56,889
Service Expenses	(28,466)	0	(129,321)	(67,016)
Total Direct Event Income	48,799	61,000	158,523	189,493
Ancillary Income				
F & B Concessions	5,232	4,000	28,300	34,085
F & B Catering	(2,116)	0	21,515	18,548
Parking	9,755	2,050	60,172	45,018
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	390	0	12,795	4,675
Audio Visual	0	0	0	0
Internet Services	0	0	785	785
Total Ancillary Income	13,261	6,050	123,567	103,111
Total Event Income	62,060	67,050	282,090	292,604

ASM - Irving Convention Center  
Monthly Event Income Statement: Meetings  
For the Five Months Ending February 28, 2023

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	7,360	5,150	22,793	16,788
Events	9	6	31	27
Event Days	15	11	66	68
Direct Event Income				
Rental Income	20,000	10,500	224,872	226,930
Service Revenue	66,283	0	110,603	17,170
Service Expenses	(106,449)	0	(230,285)	(35,527)
Total Direct Event Income	(20,166)	10,500	105,190	208,573
Ancillary Income				
F & B Concessions	4,013	5,000	11,222	7,376
F & B Catering	292,360	244,720	1,220,625	987,148
Parking	22,925	18,450	39,492	34,029
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	445	0	14,942	6,910
Audio Visual	242	0	2,262	0
Internet Services	0	0	6,607	4,465
Total Ancillary Income	319,985	268,170	1,295,150	1,039,928
Total Event Income	299,819	278,670	1,400,340	1,248,501

ASM - Irving Convention Center  
Monthly Event Income Statement: Sporting Event  
For the Five Months Ending February 28, 2023

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,000	4,000	9,500	8,400
Events	1	1	6	6
Event Days	1	1	13	17
Direct Event Income				
Rental Income	24,618	24,000	112,683	105,451
Service Revenue	5,024	0	24,804	1,810
Service Expenses	(7,617)	0	(56,071)	0
Total Direct Event Income	<u>22,025</u>	<u>24,000</u>	<u>81,416</u>	<u>107,261</u>
Ancillary Income				
F & B Concessions	1,964	7,500	43,931	22,500
F & B Catering	2,433	0	25,128	0
Parking	4,765	12,300	70,954	21,320
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	660	0	2,450	0
Audio Visual	0	0	126	0
Internet Services	350	0	(241)	0
Total Ancillary Income	<u>10,172</u>	<u>19,800</u>	<u>142,348</u>	<u>43,820</u>
Total Event Income	<u>32,197</u>	<u>43,800</u>	<u>223,764</u>	<u>151,081</u>

## ICVB PERFORMANCE EVALUATION – EXECUTIVE DIRECTOR

## 2022-23 EVALUATION CRITERIA

Priority	Performance Evaluation Criteria	Sub-Category Points Available	TOTAL Points Available
1	<u><b>STRATEGIC PLANNING AND INITIATIVES</b></u> <ul style="list-style-type: none"> <li>Progress on 2021-26 ICVB Board Strategic Plan: Maximize Organizational Sustainability &amp; Growth; Increase Community Outreach &amp; Collaboration; Advocate for Destination-Enhancing Development; and Enhance the Visitor Experience. Also includes Succession Planning.</li> </ul>		35
2	<u><b>IRVING CVB INITIATIVES</b></u> <p>Sales &amp; Services</p> <ul style="list-style-type: none"> <li>Room Nights Actual to Goal – Sliding scale, beginning at 90% of goal</li> <li>ICVB Customer Service Delivery – Ratings, Issues &amp; Responses</li> </ul> <p>Destination Marketing, to include ICC</p>	<p>15</p> <p>10</p>	25
2	<u><b>IRVING CONVENTION CENTER INITIATIVES</b></u> <p>Management Oversight – Including but not limited to:</p> <ul style="list-style-type: none"> <li>Contract Administration</li> <li>Facility Appearance &amp; Physical Condition</li> <li>ICC Customer Service Delivery – Ratings, Issues &amp; Responses</li> </ul> <p>Facility Revenue &amp; Subsidy Performance vs Budget</p> <p>Room Nights Generated</p>	<p>12.5</p> <p>7.5</p> <p>5</p>	25
3	<u><b>PARTNERSHIPS &amp; ALLIANCES</b></u> <p>Particularly focused on: Hotel Associations, City Council, Chamber, Las Colinas Association, Eco Dev, City Departments and elected/appointed officials</p>		5
4	<u><b>BOARD FACILITATION &amp; COMMITTEE COORDINATION</b></u> <p>The Executive Director's ability to work with the Board as a body and with its members individually; the effectiveness and efficiencies of committees, meetings, etc.</p>		5
5	<u><b>PROFESSIONAL DEVELOPMENT</b></u> <p>The Executive Director's plan and delivery of development opportunities for the staff, as well as for further personal professional growth.</p>		5
	<b>TOTAL</b>		100

### Strategic Planning and Initiatives

The 2021-26 Strategic Plan outlined the following Goals and their respective Objectives. Excellence in this area means that forward momentum is being made in the various categories and that the Board is actively engaged in moving its own responsibilities forward, with whatever staff support is necessary.

- Maximize Organizational Sustainability & Growth.
- Increase Community Outreach & Collaboration.
- Advocate for Destination-Enhancing Development.
- Enhance the Visitor Experience.

Succession Planning – Excellence in this area means that the Organization is equipped to move the destination forward as staff changes occur, especially considering the very long tenure of many staff members. Excellence in this area also means that the Board is equipped with the information and resources it needs to respond to any leadership changes.

### Irving CVB Initiatives

Excellence in this area means: The Irving CVB sales team has achieved or exceeded its annual sales goal, with a sliding scale beginning at 90% of goal; the Services team receives Above Average (or higher ratings) and any issues identified are responded to quickly; the Irving CVB Marketing & Communications initiatives see continued year-over-year increases in social media engagement, effectiveness of initiatives, leads generated, etc.; and Finance & Administration ensure that the organization operates within its budget; provides systems and procedures for efficient and effective operations; has no issues as a result of the city's annual comprehensive audit; and provides the annual internal audit of reported definite room nights.

### Irving Convention Center Initiatives

Excellence in this area means: The Executive Director ensures that: ICC contract terms are met; that the facility is kept in a clean and well-maintained matter; that the Customer Services ratings remain Above Average (or higher ratings) and any issues identified are responded to quickly; that the facility's operations do not require any further subsidy in excess of that which is budgeted, so that revenues and expenses are equally well-managed; and that the impact of the facility in the room nights it generates meets or exceeds its goals. This also means assuring that a financial audit by an outside party is conducted annually and that the organization receives a high opinion from the audit.

### Partnerships & Alliances

Excellence in this area means: The Executive Director is actively engaged with the various stakeholders that are vital to the viability of the organization and the community. This is active participation in a wide range of meetings and events throughout the community and industry, and focused on continuing to move the organization and the destination forward.

### Board Facilitation & Committee Coordination

Excellence in this area means the Board's activities – meetings, committees, etc. – are well managed, well organized and focused on continuing to move the organization and the destination forward.

### Professional Development

Excellence in this area means the Executive Director is actively engaged in continuous learning and improvement, and provides opportunities for all staff to do the same, within budget limitations.

**AGENDA**  
**Irving Convention and Visitors Bureau Board of Directors**  
**Monday, March 27, 2023 at 11:45 AM**  
**Irving Convention Center**  
**500 W. Las Colinas Blvd. – Junior Ballroom C-D**  
**Irving, Texas 75039**

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

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

**Consent Agenda**

- 2. Approving ICVB Board Meeting Minutes for February 27, 2023**
- 3. Accepting the ICVB Financial Reports – February 2023**
- 4. Reviewing the Hotel Occupancy Tax Collections**
- 5. Accepting the ICC Financial Reports – February 2023**

**Individual Consideration**

- 6. Accept the 2022-23 Executive Director Performance Weightings as Recommended by the Executive Committee**

**Presentation**

- 7. Irving Hotel Outlook - Tourism Economics Quarterly Update Recap**

**Board Reports**

- 8. Board Chair Report**
  - Next Board Meeting – May 1, Location TBD
- 9. Board Committee Reports**
  - Board and Business Development – Herb Gears
    - Recap of March 10 Meeting
    - Next Meeting – June 9
  - Community Engagement – Colvin Gibson
    - Next Meeting – April 11
  - Destination Development – Greg Malcolm
    - Next Meeting May 9

## **AGENDA - Continued**

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- 10. City Reports**
  - Council Liaison – Councilman Kyle Taylor
  - Mayor & Other Council Members
    - DART/Transportation and Infrastructure – Mayor Rick Stopfer
  - City Manager – Chris Hillman
    - Visitor Development Updates
    - Other City Updates
- 11. Bureau Monthly Management Reports**
  - Executive Director – Maura Gast
  - Sales and Services – Lori Fojtasek
  - Marketing and Communications – Diana Pfaff
  - Administration and Finance – Susan Rose
    - Smith Travel Research and AirDNA Monthly Reports
- 12. Convention Center Management Report – Tom Meehan/Jeremy Pierce**
- 13. Industry Partner Reports**
  - The Pavilion at the Toyota Music Factory/Live Nation Report – Tommy DeBeaudry
  - Hotel Industry Updates – Greg Malcolm, Kim Limon, Nydia Hoskins
  - Restaurant Industry Update – David Cole
- 14. Partner Organization & Stakeholder Reports**
  - a. DCURD and Irving Flood Control Districts – Dallas Burke
  - b. Chamber of Commerce – Janie Perelman/Beth Bowman
  - c. Irving Arts and Culture – Kelly O'Briant/Todd Hawkins
  - d. The Las Colinas Association – Hammond Perot
  - e. TIF – TBD
  - f. 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.