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IRVING
CONVENTION CENTER
AT LAS COLINAS

May 1, 2011

Tommy Gonzalez, City Manager
City of Irving
825 W. Irving Blvd.
Irving, TX 75060

Dear Mr. Gonzalez:

Effective May 1, 2011, for any new contracts entered into for events at the Irving Convention Center requiring paid sworn police officer staffing; only Irving police officers will be utilized.

Additionally, per discussions with the Irving Police Department, SMG/Irving Convention Center will require the following of any vendors/event organizers considering rental/use of the Irving Convention Center and requiring sworn police officer staffing:

- The hiring of Irving police officers, through the Irving Police Department
 - The current topped-out maximum overtime base pay by rank (currently this is an average of \$49/hour with a four hour minimum for a police officer)
 - Vendors/event organizers will contract directly with the Irving Police Department through its representative and will be responsible for payments, 1099s, etc.
 - Should Irving Police Department be unable to staff an event sufficiently with their own officers, they will supplement the additional staffing required according to their own protocol.

Further, any events providing sworn police officers as non-paid volunteers are not restricted to Irving police officers.

SMG/Irving Convention Center will continue to coordinate with the Irving Police Department through its detail liaison officer (currently Sgt. Jeff Mitchell) to determine staffing needs based on an SMG/Irving Convention Center security assessment for events exceeding the facility's staffing capacity and any events which may include atypical requirements.

When SMG/Irving Convention Center requires the direct employment of sworn police officers, SMG will hire only Irving police officers.

Sincerely,

Tom Meehan
General Manager

CC: Larry Boyd, Chief of Police, City of Irving

Maura Gast, Executive Director, Irving Convention & Visitors Bureau
Corey Goode, Safety Manager, Irving Convention Center
Chuck Rogers, Operations Director, Irving Convention Center
Cheryl Calhoun, Director of Sales and Events, Irving Convention Center