

**AGENDA**  
**Irving Convention and Visitors Bureau Board of Directors**  
**Executive Committee**  
**Friday, June 22, 2018 at 8:30 AM**  
**Glory House Bistro**  
**109 S. Main Street**  
**Irving, Texas 75060**

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

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1. Accepting the Irving Convention Center Financial Reports for May 2018
2. Accepting the ICVB Financial Reports for May 2018
3. Review of the 2017-18 Second Quarter Hotel Occupancy Tax Collection Reports
4. Chairman / Executive Director Reports
  - a. Approving May 18, 2018 Minutes
  - b. Review of June 25, 2018 Board meeting agenda
  - c. 2018-19 Budget Process and Overview
5. Next meeting – Friday, July 20, 2018

**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.

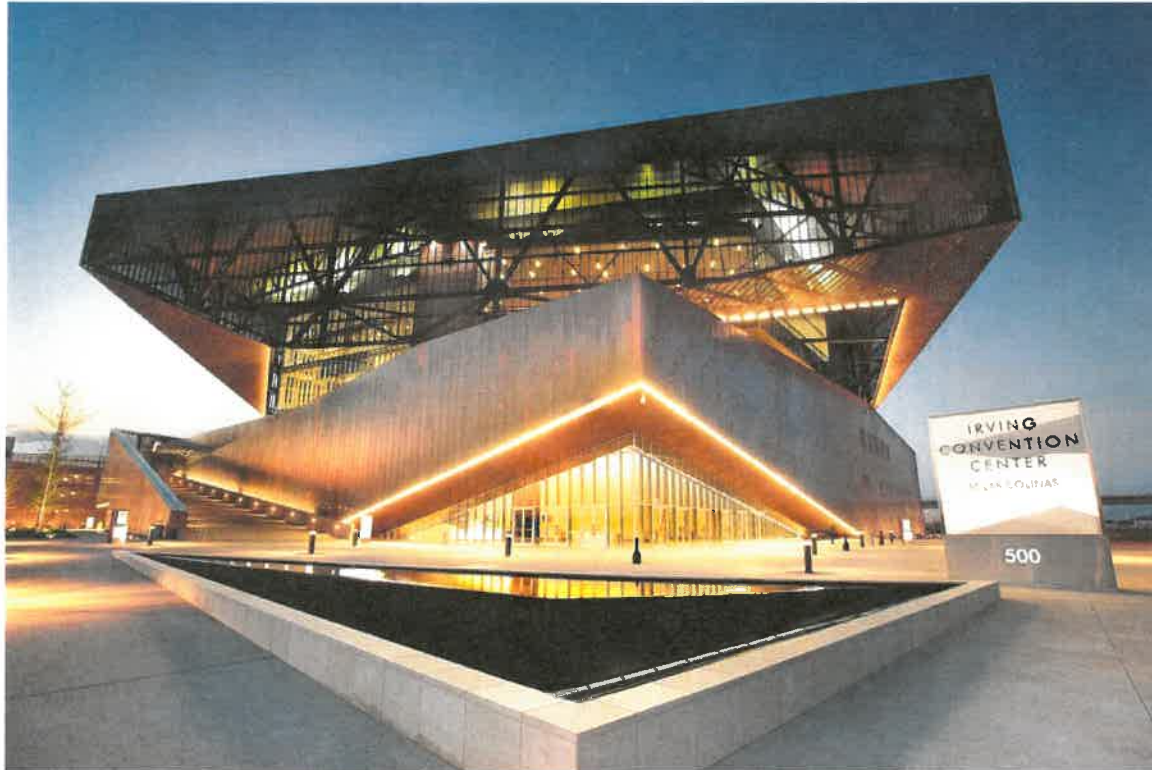
\_\_\_\_\_  
Deputy Clerk, City Secretary's Office

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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.

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.



**Date Distributed: June 14, 2018**

# **Monthly Financial Summary**

**For Period Ending May 31, 2018**

IRVING CONVENTION CENTER  
Monthly Financial Reports  
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Period Ending  
May 31, 2018

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IRVING CONVENTION CENTER AT LAS COLINAS / SMG

OCTOBER 1, 2017 TO SEPTEMBER 30, 2018

Board Lead Income Statement - Monthly FY 2018

	October	November	December	January	February	March	April	May	June	July	August	September	Total		
Event Income															
Direct Event Income															
Rental Income	117,100	35,954	39,927	105,725	86,890	155,975	179,515	135,950	45,420	111,500	159,870	120,270	1,294,096		
Service Income	43,471	23,129	46,456	10,029	60,981	104,848	59,522	47,309	29,066	35,066	39,066	58,522	557,463		
Service Expenses	(66,060)	(48,030)	(49,564)	(58,278)	(99,378)	(139,154)	(91,673)	(111,297)	(47,475)	(49,300)	(52,885)	(69,980)	(883,073)		
Total Direct Event Income	94,511	11,053	36,819	57,476	48,493	121,669	147,364	71,962	27,011	97,266	146,051	108,812	968,485		
Ancillary Income															
F & B Concessions	29,160	6,220	5,350	12,588	7,039	35,895	39,995	27,014	7,500	7,500	1,500	18,000	197,762		
F & B Catering	326,765	289,373	461,572	275,097	361,456	218,039	246,994	270,728	387,450	95,550	145,489	150,788	3,229,299		
Parking: Self Parking	32,197	4,910	(5,280)	24,287	22,250	44,897	20,343	31,346	21,200	14,400	15,440	23,680	249,670		
Electrical Services	9,865	12,261	5,800	23,227	21,715	22,195	7,650	4,664	5,500	750	250	3,000	116,877		
Audio Visual	(90)	(1,331)	(117)	(0)	33	(2,103)	(702)	(1,703)	-	-	-	-	(6,013)		
Internet Services	580	3,350	-	1,050	405	5,310	1,670	900	1,250	900	780	950	17,145		
Total Ancillary Income	398,477	314,783	467,325	336,249	412,898	324,233	315,950	332,949	422,900	119,100	163,459	196,418	3,804,739		
Total Event Income	492,988	325,836	504,144	393,725	461,391	445,902	463,314	404,911	449,911	216,366	309,510	305,230	4,773,227		
Other Operating Income	130,093	64,477	25,394	52,536	45,837	82,058	61,110	31,120	37,056	41,000	39,200	33,063	642,944		
ICVB Operating Subsidy				348,000		350,000			348,750			348,250	1,395,000		
Adjusted Gross Income	623,081	390,313	529,538	794,260	507,228	877,960	524,424	436,031	835,717	257,366	348,710	686,543	6,811,170		
Operating Expenses															
Employee Salaries and Wages	202,542	161,560	251,329	202,263	189,429	191,145	192,642	235,625	207,407	207,403	207,410	207,410	2,456,166		
Benefits	55,111	(12,565)	65,173	62,849	54,030	62,802	57,104	61,840	59,513	64,044	64,044	64,044	657,991		
Less: Event Labor Allocations	(33,730)	(27,044)	(24,368)	(32,171)	(34,182)	(34,851)	(37,574)	(63,138)	(33,242)	(33,242)	(33,242)	(33,242)	(420,027)		
Net Employee Wages and Benefits	223,923	121,951	292,134	232,940	209,277	219,096	212,172	234,327	233,678	238,205	238,212	238,212	2,694,129		
Contracted Services	95,696	69,337	59,442	58,844	66,482	58,325	67,727	60,546	43,539	43,539	43,539	43,539	710,556		
General and Administrative	85,386	62,214	31,815	55,129	59,562	76,670	47,285	37,922	39,602	39,602	39,602	39,602	614,391		
Operations	46,466	38,029	49,515	49,985	36,347	67,056	53,900	49,937	40,625	40,625	40,625	40,625	553,735		
Repair & Maintenance	64,590	64,407	42,606	34,412	54,214	54,719	51,920	(13,976)	44,856	44,856	44,856	44,856	532,316		
Supplies	34,869	15,124	8,277	23,982	10,218	34,195	20,185	23,310	15,449	15,449	15,449	15,449	231,956		
Insurance	5,266	5,538	6,635	4,726	5,538	5,388	6,481	4,925	8,333	8,333	8,333	8,333	77,829		
Utilities	44,174	56,170	34,558	43,923	57,817	45,763	27,707	44,531	46,666	46,666	46,666	46,666	541,308		
SMG Management Fee	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	154,788		
SMG F&B Incentive Fee	33,224	12,769	38,991	29,601	34,013	32,229	28,131	31,573	29,469	-	-	-	270,000		
Total Operating Expenses	646,493	458,438	576,872	546,442	546,367	606,340	528,406	485,995	515,116	490,174	490,181	490,181	6,381,009		
Net Income (Loss) From Operations	(23,412)	(68,125)	(47,334)	247,818	(39,139)	271,620	(3,982)	(49,963)	320,601	(232,808)	(141,471)	196,362	430,161	-1395000	(964,839)
Other Income (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-	-		
Net Income After Other Income (Expenses)	(23,412)	(68,125)	(47,334)	247,818	(39,139)	271,620	(3,982)	(49,963)	320,601	(232,808)	(141,471)	196,362	430,161		
Budget Forecast Comparison by Month															
2018	47,856	494,666	472,986	314,913	336,267	350,441	290,325	430,161	-	-	-	-	-		
2017	(990,976)	(850,624)	(812,492)	(808,222)	(760,116)	(621,850)	(538,064)	(102,394)	(16,789)	273	79,067	315,251	-		

IRVING CONVENTION CENTER/SMG  
Financial Statements Monthly Highlights  
For the Month Ending May 31, 2018

	Current Actual	Current Budget	Variance	Prior Year Actual
Attendance	26,099	21,429	4,670	12,701
Events	22	35	(13)	23
Event Days	38	53	(15)	39
Direct Event Income	71,962	91,941	(19,979)	65,547
Ancillary Income	332,949	283,348	49,601	299,298
Total Event Income	404,911	375,289	29,622	364,845
Other Operating Income	31,120	45,200	(14,080)	22,898
Adjusted Gross Income	436,031	420,489	15,542	387,743
Indirect Expenses	(485,994)	(512,732)	26,738	(468,908)
Net Income (Loss) From Operations	(49,963)	(92,243)	42,280	(81,165)

IRVING CONVENTION CENTER/SMG  
Financial Statements Year to Date Highlights  
For the Eight Months Ending May 31, 2018

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	175,669	176,106	(437)	137,955
Events	186	230	(44)	169
Event Days	281	312	(31)	252
Direct Event Income	589,342	629,215	(39,873)	467,676
Ancillary Income	2,902,736	2,143,280	759,456	2,487,510
Total Event Income	3,492,078	2,772,495	719,583	2,955,186
Other Operating Income	492,625	366,770	125,855	242,164
Adjusted Gross Income	3,984,703	3,139,265	845,438	3,197,350
Indirect Expenses	(4,395,344)	(4,101,861)	(293,483)	(3,884,956)
Net Income (Loss) From Operations	(410,641)	(962,596)	551,955	(687,606)

IRVING CONVENTION CENTER/SMG

Balance Sheet

May 31, 2018

**ASSETS**

**Current Assets**

Cash	\$	1,491,952
Accounts Receivable		609,728
Prepaid Assets		0
Inventory		60,156

Total Current Assets 2,161,836

Total Assets \$ 2,161,836

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	\$	505,550
Accrued Expenses		213,824
Deferred Income		0
Advance Ticket Sales/Deposits		1,156,110
Other Current Liabilities		0

Total Current Liabilities 1,875,484

**Long-Term Liabilities**

Long Term Liabilities		0
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Total Long-Term Liabilities 0

Total Liabilities 1,875,484

**Equity**

Net Funds Received	9,721,919
Retained Earnings	(9,024,926)
Net Income (Loss)	(410,641)

Total Equity 286,352

Total Liabilities & Equity \$ 2,161,836

IRVING CONVENTION CENTER/SMG  
Income Statement  
For the Eight Months Ending May 31, 2018

	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	135,950	89,100	46,850	857,036	750,100	106,936	649,706
Service Revenue	47,309	38,067	9,242	395,743	319,919	75,824	337,359
Service Expenses	(111,297)	(35,226)	(76,071)	(663,437)	(440,804)	(222,633)	(519,389)
Total Direct Event Inco	71,962	91,941	(19,979)	589,342	629,215	(39,873)	467,676
Ancillary Income							
F & B Concessions	27,014	22,000	5,014	163,266	174,993	(11,727)	102,365
F & B Catering	270,728	232,500	38,228	2,449,893	1,720,439	729,454	2,151,404
Parking	31,346	18,291	13,055	174,948	144,618	30,330	138,102
Electrical Services	4,664	9,055	(4,391)	107,377	91,505	15,872	91,655
Audio Visual	(1,703)	2	(1,705)	(6,013)	0	(6,013)	(826)
Internet Services	900	1,500	(600)	13,265	11,725	1,540	4,810
Total Ancillary Income	332,949	283,348	49,601	2,902,736	2,143,280	759,456	2,487,510
Total Event Income	404,911	375,289	29,622	3,492,078	2,772,495	719,583	2,955,186
<b>OTHER OPERATING INCOME</b>							
Advertising	0	0	0	17,000	0	17,000	0
Other Income	31,120	45,200	(14,080)	475,625	366,770	108,855	242,164
Total Other Operating In	31,120	45,200	(14,080)	492,625	366,770	125,855	242,164
Adjusted Gross Income	436,031	420,489	15,542	3,984,703	3,139,265	845,438	3,197,350
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	235,625	213,307	(22,318)	1,626,538	1,706,454	79,916	1,563,024
Payroll Taxes & Benefit	61,840	64,806	2,966	406,340	518,453	112,113	436,334
Labor Allocations to Ev	(63,138)	(51,902)	11,236	(287,059)	(415,218)	(128,159)	(324,920)
Net Salaries and Benefit	234,327	226,211	(8,116)	1,745,819	1,809,689	63,870	1,674,438
Contracted Services	60,546	41,697	(18,849)	536,397	333,576	(202,821)	346,718
General and Administrat	37,922	50,487	12,565	455,980	403,896	(52,084)	391,316
Operating	49,937	41,604	(8,333)	391,236	332,832	(58,404)	412,707
Repairs & Maintenance	(13,976)	41,327	55,303	352,891	330,616	(22,275)	306,806
Operational Supplies	23,310	20,712	(2,598)	170,162	165,696	(4,466)	50,172
Insurance	4,925	8,333	3,408	44,497	66,664	22,167	77,009



IRVING CONVENTION CENTER/SMG  
Income Statement  
For the Eight Months Ending May 31, 2018

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Utilities	44,531	46,966	2,435	354,639	375,732	21,093	330,477
SMG Management Fees	44,472	35,395	(9,077)	343,723	283,160	(60,563)	295,313
	<u>485,994</u>	<u>512,732</u>	<u>26,738</u>	<u>4,395,344</u>	<u>4,101,861</u>	<u>(293,483)</u>	<u>3,884,956</u>
Total Indirect Expenses							
Net Income (Loss)	<u>(49,963)</u>	<u>(92,243)</u>	<u>42,280</u>	<u>(410,641)</u>	<u>(962,596)</u>	<u>551,955</u>	<u>(687,606)</u>

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Assemblies  
For the Eight Months Ending May 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	800	4,800	7,870	12,851
Events	1	3	5	12
Event Days	1	3	8	13
Direct Event Income				
Rental Income	3,500	30,218	47,650	160,583
Service Revenue	0	3,460	4,338	3,956
Service Expenses	(1,336)	(5,461)	(12,843)	(16,574)
Total Direct Event Income	2,164	28,217	39,145	147,965
Ancillary Income				
F & B Concessions	0	0	1,061	1
F & B Catering	32	0	152	0
Parking	1,581	3,490	5,663	8,213
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	4,950	0
Audio Visual	0	146	0	0
Internet Services	0	0	350	1
Total Ancillary Income	1,613	3,636	12,176	8,215
Total Event Income	3,777	31,853	51,321	156,180

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Banquets  
For the Eight Months Ending May 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	2,485	1,427	19,998	21,508
Events	4	4	37	39
Event Days	4	4	38	39
Direct Event Income				
Rental Income	2,200	3,554	32,357	37,158
Service Revenue	3,600	300	49,914	56,061
Service Expenses	(13,051)	(5,360)	(79,639)	(68,491)
Total Direct Event Income	(7,251)	(1,506)	2,632	24,728
Ancillary Income				
F & B Concessions	42	0	(608)	0
F & B Catering	53,974	0	726,535	0
Parking	(1,476)	0	175	8,115
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	391	720	6,546	8,690
Audio Visual	0	0	(22)	0
Internet Services	0	0	350	0
Total Ancillary Income	52,931	720	732,976	16,805
Total Event Income	45,680	(786)	735,608	41,533

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Consumer / Public Shows  
For the Eight Months Ending May 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	13,100	2,000	81,817	71,136
Events	2	1	19	25
Event Days	4	2	47	51
Direct Event Income				
Rental Income	42,400	9,500	373,075	241,100
Service Revenue	36,875	8,049	150,486	122,634
Service Expenses	(47,089)	(13,863)	(228,909)	(203,682)
Total Direct Event Income	32,186	3,686	294,652	160,052
Ancillary Income				
F & B Concessions	19,310	0	112,532	0
F & B Catering	(3,696)	(223)	112,832	(223)
Parking	16,906	5,062	92,528	97,038
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	650	750	37,567	23,048
Audio Visual	0	0	(2,183)	(220)
Internet Services	0	0	1,510	1,023
Total Ancillary Income	33,170	5,589	354,786	120,666
Total Event Income	65,356	9,275	649,438	280,718

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Meetings  
For the Eight Months Ending May 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	4,898	2,682	34,626	34,029
Events	12	14	92	94
Event Days	23	25	139	130
Direct Event Income				
Rental Income	61,600	26,100	218,265	156,415
Service Revenue	4,932	5,926	47,000	53,599
Service Expenses	(35,805)	(12,411)	(152,350)	(121,913)
Total Direct Event Income	30,727	19,615	112,915	88,101
Ancillary Income				
F & B Concessions	374	0	2,621	0
F & B Catering	184,537	0	1,305,020	0
Parking	8,381	4,474	30,589	32,842
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	2,623	2,480	39,509	39,712
Audio Visual	(1,463)	3,848	(1,575)	4,054
Internet Services	3,150	0	9,445	8,390
Total Ancillary Income	197,602	10,802	1,385,609	84,998
Total Event Income	228,329	30,417	1,498,524	173,099

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Sporting Event  
For the Eight Months Ending May 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	3,600	5,600	10,800	15,000
Events	1	3	5	9
Event Days	3	6	12	17
Direct Event Income				
Rental Income	21,750	29,050	82,084	74,558
Service Revenue	400	9,404	20,160	19,081
Service Expenses	(9,501)	(9,814)	(43,140)	(36,458)
Total Direct Event Income	12,649	28,640	59,104	57,181
Ancillary Income				
F & B Concessions	4,343	0	29,252	0
F & B Catering	2,875	0	16,532	0
Parking	4,167	3,260	25,001	18,159
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	410	2,570	1,110
Audio Visual	(240)	0	(1,636)	(721)
Internet Services	(2,250)	0	(2,145)	0
Total Ancillary Income	8,895	3,670	69,574	18,548
Total Event Income	21,544	32,310	128,678	75,729

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Trade Shows  
For the Eight Months Ending May 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,200	2,700	3,620	8,970
Events	1	4	7	14
Event Days	2	6	10	19
Direct Event Income				
Rental Income	4,500	14,150	27,675	54,525
Service Revenue	1,502	22,250	76,805	56,826
Service Expenses	(4,515)	(27,887)	(84,554)	(41,662)
Total Direct Event Income	1,487	8,513	19,926	69,689
Ancillary Income				
F & B Concessions	95	0	1,019	0
F & B Catering	33,590	0	144,070	0
Parking	1,787	2,249	2,584	5,815
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	1,000	11,200	9,985	55,410
Audio Visual	0	0	0	4,416
Internet Services	0	0	3,350	900
Total Ancillary Income	36,472	13,449	161,008	66,541
Total Event Income	37,959	21,962	180,934	136,230

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: ICVB  
For the Eight Months Ending May 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	16	70	748	1,098
Events	1	4	15	30
Event Days	1	4	15	30
Direct Event Income				
Rental Income	0	(31,672)	0	(78,689)
Service Revenue	0	(23,663)	418	(74,569)
Service Expenses	0	45,270	(2,472)	137,467
Total Direct Event Income	0	(10,065)	(2,054)	(15,791)
Ancillary Income				
F & B Concessions	0	22,000	0	174,992
F & B Catering	129	232,723	13,413	1,720,662
Parking	0	(1,956)	2,919	(35,893)
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	(9,000)	0	(60,580)
Audio Visual	0	(3,992)	(597)	(7,529)
Internet Services	0	1,500	0	711
Total Ancillary Income	129	241,275	15,735	1,792,363
Total Event Income	129	231,210	13,681	1,776,572





## ICVB FINANCIAL STATEMENTS

For Period Ending: May 31, 2018

IRVING CONVENTION AND VISITORS BUREAU  
GENERAL FUND  
BALANCE SHEET  
MAY 31, 2018

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**ASSETS**

Cash	13,648
Petty Cash	250
Investments	3,118,000
Accounts Receivable	2,354
Total Assets	<u>3,134,252</u>

**LIABILITIES AND FUND BALANCE**

***LIABILITIES***

Due to City of Irving General Fund	<u>316</u>
	<u>316</u>

***FUND BALANCE***

Reserved for Encumbrances	875,649
Unreserved	<u>2,258,287</u>
Total Fund Balance	<u>3,133,936</u>
Total Liabilities and Fund Balance	<u>3,134,252</u>

Notes:

Reserved for Encumbrances:

Business Development Incentive Program - 215,774  
Destination Analysts - 70,000  
Maloney Strategic Communications - 29,902  
Media Advertising - 336,943  
Simpleview - 90,792  
SMG/Technology Support - 32,594  
Tucker & Associates - 20,422  
Miscellaneous - 79,222

IRVING CONVENTION AND VISITORS BUREAU  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE EIGHT MONTH PERIOD ENDING MAY 31, 2018

	----- Budget -----		----- Actual -----			Unencumbered	Percent	Prior
	Adopted	Adjusted	Current Month	Year-to-Date	Encumbrances	Available Budget	Collected/ Expended	Year to Date Actual
<b><u>REVENUES AND TRANSFERS IN:</u></b>								
<b><u>REVENUES:</u></b>								
Hotel/Motel Taxes:								
Current Year	8,485,907	8,485,907	2,145,029	4,073,450	0	4,412,457	48.00%	3,973,796
Penalties and Interest	0	0	1,546	5,597	0	(5,597)	0.00%	5,932
Prior Years	0	0	0	0	0	0	0.00%	58,624
Interest	17,000	17,000	2,361	15,696	0	1,304	92.33%	11,309
State of Texas Events Trust Fund	50,000	50,000	0	9,622	0	40,378	19.24%	0
Miscellaneous	5,000	5,000	300	15,744	0	(10,744)	314.88%	6,632
Total Revenues	<u>8,557,907</u>	<u>8,557,907</u>	<u>2,149,236</u>	<u>4,120,109</u>	<u>0</u>	<u>4,437,798</u>	<u>48.14%</u>	<u>4,056,293</u>
<b><u>TOTAL REVENUES AND TRANSFERS IN</u></b>	<u>8,557,907</u>	<u>8,557,907</u>	<u>2,149,236</u>	<u>4,120,109</u>	<u>0</u>	<u>4,437,798</u>	<u>48.14%</u>	<u>4,056,293</u>
<b><u>EXPENDITURES AND TRANSFERS OUT:</u></b>								
<b><u>EXPENDITURES:</u></b>								
Salaries	2,106,626	2,112,626	150,122	1,236,502	0	876,124	58.53%	1,174,655
Benefits	561,825	561,825	44,120	351,095	0	210,730	62.49%	330,140
Supplies	61,900	63,105	2,406	19,771	5,625	37,709	40.24%	33,670
Equipment Maintenance	6,900	6,900	522	2,730	0	4,170	39.57%	2,373
Miscellaneous	180,095	180,270	2,270	121,998	0	58,272	67.68%	115,253
Equipment Rentals	7,900	7,725	0	1,650	1,650	4,425	42.72%	825
Special Services	1,675,881	1,816,881	216,627	1,108,571	279,457	428,853	76.40%	883,595
Facility Management Services	1,395,000	1,395,000	0	698,000	0	697,000	50.04%	686,250
Advertising Projects	140,000	137,000	1,970	11,538	10,671	114,791	16.21%	82,843
Sponsorships / Partnerships	174,000	186,000	0	59,966	21,000	105,034	43.53%	341,848
Media Advertising	680,000	698,292	56,124	279,059	336,943	82,290	88.22%	421,639
Travel	680,265	680,060	43,788	291,121	0	388,939	42.81%	234,494
Promotions / Special Events	1,171,000	1,603,476	91,433	495,263	220,303	887,910	44.63%	478,987
Memberships	82,615	82,615	2,628	57,061	0	25,554	69.07%	62,343
Total Expenditures	<u>8,924,007</u>	<u>9,531,775</u>	<u>612,010</u>	<u>4,734,325</u>	<u>875,649</u>	<u>3,921,801</u>	<u>58.86%</u>	<u>4,848,915</u>
<b><u>TRANSFERS OUT:</u></b>								
Transfer to ICVB Reserve Fund	200,000	200,000	0	0	0	200,000	0.00%	200,000
Transfer to ICC Reserve/CIP Fund	900,000	1,215,249	0	0	0	1,215,249	0.00%	500,000
Total Transfers Out	<u>1,100,000</u>	<u>1,415,249</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,415,249</u>	<u>0.00%</u>	<u>700,000</u>
<b><u>TOTAL EXPENDITURES AND TRANSFERS OUT</u></b>	<u>10,024,007</u>	<u>10,947,024</u>	<u>612,010</u>	<u>4,734,325</u>	<u>875,649</u>	<u>5,337,050</u>	<u>51.25%</u>	<u>5,548,915</u>

Percent of year completed = 66.6%

IRVING CONVENTION AND VISITORS BUREAU  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE EIGHT MONTH PERIOD ENDING MAY 31, 2018

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**SUMMARY:**

Beginning Fund Balance at October 1, 2017	3,748,152
Revenues and Transfers In	4,120,109
Expenditures and Transfers Out	<u>(4,734,325)</u>
Ending Fund Balance at May 31, 2018	3,133,936
Encumbrances	<u>(875,649)</u>
Unreserved Fund Balance at May 31, 2018	<u><u>2,258,287</u></u>

**NOTES:**

Adjusted Budget:

The adjusted budget includes prior year encumbrances in the amount of 607,768.

Transfer to ICC Reserve/CIP Fund - After approval by the Board and Council, the budget was adjusted by 315,249 which is the FY17 subsidy refund. The transfer will be made prior to year end.

Revenues & Transfers In:

Hotel Tax: The 1st and 2nd quarter hotel taxes have been received.

State of Texas Events Trust Fund: Funds received were for the 2017 USA Wrestling Event.

Expenditures & Transfers Out:

Special Services: Administrative Cost Reimbursement - 85,863; Advertising Agency - 79,202; Outside Services - 51,296; Miscellaneous - 266

Facility Management Services: Two subsidy payments have been processed

Promotions / Special Events: Business Development Incentive Program - 67,749; Local Programs - 23,287; Miscellaneous - 397

# Irving Convention and Visitors Bureau

## Check Register Report - May 2018



Generated: 6/13/2018 4:52:25 PM

Batch: 7311

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059223	05/03/18	ACADEMY OF VETERINARY CONSULTANTS	\$	1,830.00
80059224	05/03/18	AMERICAN ACADEMY OF CRANIOFACIAL PAIN	\$	510.00
80059225	05/03/18	CONFERENCE DIRECT	\$	3,000.00
80059226	05/03/18	CROWDRIFT INC.	\$	2,083.00
80059227	05/03/18	SUSAN D. CUTTS	\$	1,212.50
80059228	05/03/18	DELTA AIR LINES, INC.	\$	2,504.00
80059229	05/03/18	HAMPTON INN - LAS COLINAS	\$	360.00
80059230	05/03/18	IRVING - LAS COLINAS ROTARY CLUB	\$	120.50
80059231	05/03/18	IRVING POLICE ATHLETIC LEAGUE	\$	50.00
80059232	05/03/18	DEBORA C. MANUSAMA	\$	531.93
80059233	05/03/18	MEETINGS TODAY	\$	5,200.00
80059234	05/03/18	OMNI MANDALAY HOTEL	\$	1,400.00
80059235	05/03/18	PATHWAYS CORE TRAINING	\$	945.00
80059236	05/03/18	SHERATON DFW AIRPORT HOTEL	\$	1,558.00
80059237	05/03/18	SIGMA	\$	6,684.00
80059238	05/03/18	SIMPLEVIEW	\$	5,542.50
80059239	05/03/18	WFAA-TV INC	\$	5,280.00
80059240	05/03/18	WHO'S CALLING, INC.	\$	810.98

18 payments Batch Total: \$ 39,622.41

Batch: 7318

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059241	05/10/18	AMERICAN COLLEGE OF EMERGENCY PHYSICIANS	\$	375.00
80059242	05/10/18	AMERICAN EXPRESS	\$	65,623.06
80059243	05/10/18	BT HOTEL LAS COLINAS LLC	\$	519.00
80059244	05/10/18	SUSAN D. CUTTS	\$	512.50
80059245	05/10/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	1,702.00
80059246	05/10/18	DOUBLETREE DALLAS DFW AIRPORT	\$	23.00
80059247	05/10/18	EMERALD IRISH DANCE AND CULTURAL SOCIETY, INC.	\$	705.00
80059248	05/10/18	ESP, INC.	\$	2,600.00
80059249	05/10/18	EXPO TEX LLC	\$	2,000.00
80059250	05/10/18	FEDERAL EXPRESS CORPORATION	\$	128.52
80059251	05/10/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	3,365.00
80059252	05/10/18	HAMPTON INN - LAS COLINAS	\$	330.00
80059253	05/10/18	HYATT PLACE DALLAS/LAS COLINAS	\$	650.00

continued on next page

## Batch: 7318

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059254	05/10/18	LA BUENA VIDA YOUTH LEADERSHIP FOUNDATION	\$	1,000.00
80059255	05/10/18	MALONEY STRATEGIC COMMUNICATIONS	\$	50,551.37
80059256	05/10/18	OMNI MANDALAY HOTEL	\$	268.00
80059257	05/10/18	PCMA SERVICES	\$	2,500.00
80059258	05/10/18	PERFORMANCE-SOLUTIONS-GROUP, INC.	\$	11,837.00
80059259	05/10/18	ROSELLE PLIEGO	\$	262.50
80059260	05/10/18	PRESTIGE GLOBAL MEETING SOURCE	\$	500.00
80059261	05/10/18	SHERATON DFW AIRPORT HOTEL	\$	1,464.00
80059262	05/10/18	SOUTHLAND CONFERENCE	\$	610.00
80059263	05/10/18	SPECIALTY FOOD ASSOCIATION, INC	\$	596.00
80059264	05/10/18	TIGER OAK MEDIA, INC	\$	1,000.00
80059265	05/10/18	TUCKER & ASSOCIATES, LLC	\$	90.77
25 payments Batch Total: \$				149,212.72

## Batch: 7323

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059266	05/17/18	AAA TEXAS / TEXAS JOURNEY	\$	4,452.00
80059267	05/17/18	AMERICAN RECOVERY ASSOCIATION	\$	3,050.00
80059268	05/17/18	AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES	\$	5,410.59
80059269	05/17/18	ARES TRAVEL INC.	\$	1,250.00
80059270	05/17/18	CAROL BOYER	\$	130.00
80059271	05/17/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	273.00
80059272	05/17/18	KATHERINE DIPIETRO	\$	168.77
80059273	05/17/18	DOUBLETREE DALLAS DFW AIRPORT	\$	368.00
80059274	05/17/18	EAST AFRICA CHAMBER OF COMMERCE	\$	575.00
80059275	05/17/18	EVENTS BY DESIGN	\$	515.00
80059276	05/17/18	LORI M. FOJTASEK	\$	89.19
80059277	05/17/18	WENDY FOSTER	\$	259.74
80059278	05/17/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	1,520.00
80059279	05/17/18	MAURA GAST	\$	206.44
80059280	05/17/18	CHERYL HOPKINS	\$	223.40
80059281	05/17/18	INDEPENDENT BANKERS ASSOCIATION OF TEXAS	\$	160.00
80059282	05/17/18	MARIANNE LAUDA	\$	70.89
80059283	05/17/18	KATHY LEVINE	\$	130.00
80059284	05/17/18	KAYLA MANSOUR	\$	70.72
80059285	05/17/18	MEETINGS TODAY	\$	2,000.00
80059286	05/17/18	OMNI MANDALAY HOTEL	\$	480.00

continued on next page

## Batch: 7323

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059287	05/17/18	DIANA PFAFF	\$	65.00
80059288	05/17/18	DEBBIE ROBERTS	\$	277.62
80059289	05/17/18	KELLY ROCHE	\$	275.56
80059290	05/17/18	BARBARA SCHINGLE	\$	141.03
80059291	05/17/18	SHERATON DFW AIRPORT HOTEL	\$	1,045.00
80059292	05/17/18	LORI SIRMEN	\$	81.95
80059293	05/17/18	SPORTS CLUB AT FOUR SEASONS	\$	800.00
80059294	05/17/18	CAROL STODDARD	\$	240.35
80059295	05/17/18	TEXAS DEPARTMENT OF TRANSPORTATION	\$	868.87
80059296	05/17/18	TEXAS DEPARTMENT OF TRANSPORTATION	\$	6,043.41
80059297	05/17/18	TUCKER & ASSOCIATES, LLC	\$	4,000.00
80059298	05/17/18	VERIZON WIRELESS	\$	2,164.46
80059299	05/17/18	WFAA-TV INC	\$	7,670.00
80059300	05/17/18	MONTY WHITE	\$	199.44
80059301	05/17/18	MICHAEL ZUMBAUGH	\$	177.07
36 payments Batch Total: \$				45,452.50

## Batch: 7332

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059302	05/24/18	AERIAL PHOTOGRAPHY	\$	97.00
80059303	05/24/18	CROWDRIFT INC.	\$	2,083.00
80059304	05/24/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	3,472.00
80059305	05/24/18	DELTA AIR LINES, INC.	\$	5,080.00
80059306	05/24/18	DFW FIBER FEST	\$	3,816.00
80059307	05/24/18	DOUBLETREE DALLAS DFW AIRPORT	\$	234.00
80059308	05/24/18	FEDERAL EXPRESS CORPORATION	\$	55.92
80059309	05/24/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	5,630.00
80059310	05/24/18	GUARANTEED EXPRESS, INC.	\$	44.80
80059311	05/24/18	IRVING CONVENTION CENTER	\$	13,501.43
80059312	05/24/18	NORTHSTAR TRAVEL MEDIA, LLC	\$	18,666.00
80059313	05/24/18	SHERATON DFW AIRPORT HOTEL	\$	2,497.00
80059314	05/24/18	SIMPLEVIEW	\$	20,833.66
80059315	05/24/18	STAPLES	\$	67.23
80059316	05/24/18	STARQUEST	\$	85.00
80059317	05/24/18	TEXAS HOUSE OF REPRESENTATIVES	\$	22.63
16 payments Batch Total: \$				76,185.67

continued on next page

Batch: 7340

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059318	05/31/18	AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES	\$	4,500.75
80059319	05/31/18	ELEMENT DFW AIRPORT NORTH	\$	110.00
80059320	05/31/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	865.00
80059321	05/31/18	STEPHEN A. GOODGAME	\$	830.00
80059322	05/31/18	GUARANTEED EXPRESS, INC.	\$	36.36
80059323	05/31/18	MALLOUF PHOTOGRAPHY	\$	450.00
80059324	05/31/18	MALONEY STRATEGIC COMMUNICATIONS	\$	28,650.84
80059325	05/31/18	OMNI MANDALAY HOTEL	\$	4,115.00
80059326	05/31/18	SHERATON DFW AIRPORT HOTEL	\$	1,220.00
80059327	05/31/18	TEXAS DEPARTMENT OF TRANSPORTATION	\$	2,679.28
80059328	05/31/18	TRIPADVISOR, LLC	\$	332.70
80059329	05/31/18	TUCKER & ASSOCIATES, LLC	\$	77.25
			12 payments Batch Total: \$	43,867.18
			107 payments Sub Total: \$	354,340.48

## SUMMARY

107 payments TOTAL: \$ 354,340.48





ICVB  
HOTEL OCCUPANCY TAX COLLECTIONS

Second Quarter 2017-18

**From:** [Marianne Lauda](#)  
**To:** [Maura Gast](#)  
**Cc:** [Mike Zumbaugh](#)  
**Subject:** Hotels Reporting No Taxable Revenues - Q1 & Q2 2018  
**Date:** Wednesday, June 06, 2018 2:53:00 PM  
**Attachments:** [image001.png](#)  
[RE Extended Stay America Hotels - update from City.msg](#)

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Maura –

For the quarters ending 12/31/17 and 3/31/18, three hotels submitted their City of Irving Hotel / Motel Occupancy Tax Reporting Form claiming no taxable revenues for the quarter. Since all three properties have filed reports for the past 10+ years and have always reported taxable revenues, I wanted to call this to your attention.

We requested that finance contact the hotels and verify the amounts listed on the report. Finance contacted the hotels which confirmed that the reports are correct. We also requested that these hotels be included in the hotel tax audit currently being conducted by the city by the third party firm. Since there was opportunity for only one additional hotel to be added to the audit, we requested Extended Stay America be added to the list (see attached emails). The other two hotels will be considered for future audits.

I will let you know if I receive any further information regarding these hotels.  
Thank you.

---

#### **Q1 - 12/31/17**

##### ***Extended Stay America***

5401 Green Park

Prior year Q1 payment - \$6,575.29

##### ***Extended Stay Deluxe***

605 Meadow Creek

Prior year Q1 payment – \$5,523.58

---

#### **Q2 - 3/31/18**

##### ***Budget Suites of America – Las Colinas***

700 Walnut Ridge

Prior year Q2 payment - \$1,597.41

#### **Marianne Lauda**

Director of Accounting

972.401.7710 d

972.401.7728 f

500 W Las Colinas Blvd

Irving, TX 75039

[mlauda@irvingtexas.com](mailto:mlauda@irvingtexas.com)

#VisitIrving | #IrvingRocks



**IRVING CONVENTION AND VISITORS BUREAU  
HOTEL OCCUPANCY TAX  
BUDGET / ACTUAL  
2017 - 2018**

	QUARTER ENDING 3/31/18	
	BUDGET	ACTUAL
STATE TAX (estimated) - 6%	4,453,853	4,450,872
CITY OF IRVING TAX - 9%	6,680,780	6,676,307
TOTAL ADMINISTRATIVE COST	148,420	142,428
<hr/>		
<b>CONVENTION &amp; VISITORS BUREAU - 57% OF 5%</b>	2,116,326	2,114,164
Administrative Cost	(84,653)	(84,567)
Remittance Amount	2,031,673	2,029,597
<hr/>		
<b>ARTS CENTER - 35.5% of 5%</b>	1,317,227	1,316,716
Administrative Cost	(52,689)	(52,669)
Remittance Amount	1,264,538	1,264,047
<hr/>		
<b>MUSEUM - 2.5% of 5%</b>	92,822	92,726
Administrative Cost	(3,713)	(3,709)
Remittance Amount	89,109	89,017
<hr/>		
<b>DOWNTOWN &amp; EVENTS - 1% of 5%</b>	37,129	37,090
Administrative Cost	(1,485)	(1,484)
Remittance Amount	35,644	35,606
<hr/>		
<b>CONVENTION CENTER FUND - 2% of 9%</b> (effective 01/01/00)	1,485,141	1,483,624
<b>DEBT SERVICE - 4% of 5%</b>	148,420	148,362
<b>TOTAL</b>	1,633,561	1,631,986
<hr/>		
<b>ENTERTAINMENT CENTER - 2% of 9%</b> (effective 04/01/08)	1,485,141	1,483,624

This report may not reconcile with the City of Irving HOT Tax Summary due to timing of reporting of delinquent amounts.

**IRVING CONVENTION AND VISITORS BUREAU  
HOTEL OCCUPANCY TAX  
JANUARY - MARCH**

		ACTUAL	ACTUAL		
	HOTEL	16-17	17-18	DIFFERENCE	PERCENT
1	Atrium Hotel and Suites	8,355.67	9,853.35	1,497.68	17.92%
2	Dallas Marriott Las Colinas	107,813.65	105,624.44	(2,189.21)	-2.03%
3	DFW Airport Hotel & Conf Center	8,827.29	7,190.31	(1,636.98)	-18.54%
4	DFW Airport Marriott	132,490.36	140,558.83	8,068.47	6.09%
5	Doubletree DFW Airport North	62,563.79	68,522.10	5,958.31	9.52%
6	Embassy Suites - DFW Airport South	87,321.81	85,662.25	(1,659.56)	-1.90%
7	Four Seasons Resort & Club	193,837.30	211,017.39	17,180.09	8.86%
8	Hilton Garden Inn - DFW South	41,003.32	20,072.56	(20,930.76)	-51.05%
9	Hilton Garden Inn - Las Colinas	38,244.51	44,927.30	6,682.79	17.47%
10	Holiday Inn Las Colinas	14,437.70	25,138.00	10,700.30	74.11%
11	NYLO Dallas/Las Colinas	46,821.29	48,360.97	1,539.68	3.29%
12	Omni Mandalay Hotel at Las Colinas	135,142.57	139,060.86	3,918.29	2.90%
13	Sheraton Grand Hotel	81,336.19	81,091.70	(244.49)	-0.30%
14	Westin DFW	138,864.57	136,820.11	(2,044.46)	-1.47%
	<b>TOTAL LUXURY &amp; FULL SERVICE</b>	<b>1,097,060.02</b>	<b>1,123,900.17</b>	<b>26,840.15</b>	<b>2.45%</b>

<b>ALL-SUITE / EXTENDED STAY</b>					
1	Best Western - DFW Airport Suites	15,482.97	15,925.22	442.25	2.86%
2	Candlewood Suites - Las Colinas	12,121.27	11,830.16	(291.11)	-2.40%
3	Comfort Inn - DFW North	16,556.04	15,723.99	(832.05)	-5.03%
4	Comfort Suites - DFW Airport	15,422.83	14,829.20	(593.63)	-3.85%
5	Comfort Suites - Las Colinas	8,914.28	7,976.41	(937.87)	-10.52%
6	Country Inn & Suites - DFW South	13,143.09	13,981.82	838.73	6.38%
7	Crossland Economy Suites	3,086.16	4,378.95	1,292.79	41.89%
8	Element DFW North	26,829.42	26,282.39	(547.03)	-2.04%
9	Extended Stay America	3,517.48	5,617.19	2,099.71	59.69%
10	Extended Stay Deluxe	656.76	5,371.11	4,714.35	717.82%
11	Hawthorne Suites - DFW North	9,542.36	9,946.70	404.34	4.24%
12	Hawthorne Suites - DFW South	6,482.17	4,491.84	(1,990.33)	-30.70%
13	Holiday Inn Express - DFW North	33,689.27	26,688.19	(7,001.08)	-20.78%
14	Holiday Inn Express - Las Colinas	22,087.02	16,226.60	(5,860.42)	-26.53%
15	Holiday Inn Express - DFW South	26,024.91	25,317.04	(707.87)	-2.72%
16	Home2Suites	25,089.88	26,525.45	1,435.57	5.72%
17	Homestead Studio Suites - DFW North	3,295.22	6,182.67	2,887.45	87.63%
18	Homestead Village & Guest Studios	6,109.87	7,533.14	1,423.27	23.29%
19	Homewood Suites - DFW Airport	22,064.25	23,648.45	1,584.20	7.18%
20	Homewood Suites - Las Colinas	29,021.01	22,513.41	(6,507.60)	-22.42%
21	Hyatt House Dallas-Las Colinas	32,739.63	28,121.21	(4,618.42)	-14.11%
22	Hyatt Place Las Colinas	32,764.38	33,645.87	881.49	2.69%
23	Motel 6 / Studio 6 - DFW East	6,201.94	7,183.26	981.32	15.82%
24	Residence Inn - DFW North	15,270.56	16,466.56	1,196.00	7.83%
25	Residence Inn - DFW South	21,028.13	21,847.44	819.31	3.90%
26	Residence Inn - Las Colinas	22,204.68	18,349.53	(3,855.15)	-17.36%
27	Springhill Suites	25,783.57	29,560.25	3,776.68	14.65%
28	Staybridge Suites Las Colinas	22,207.03	23,390.05	1,183.02	5.33%
29	Staybridge Suites North	19,577.69	22,151.06	2,573.37	13.14%
30	<b>Studio 6 - DFW North</b>	<b>278.50</b>	<b>0.00</b>	<b>(278.50)</b>	<b>-100.00%</b>
31	Towneplace Suites	23,355.60	23,546.06	190.46	0.82%
32	Woodspring Suites Signature	5,343.18	7,117.57	1,774.39	33.21%
33	Extended Stay Properties	382.27	181.35	(200.92)	-52.56%
	<b>TOTAL ALL SUITE / EXTENDED STAY</b>	<b>526,273.42</b>	<b>522,550.14</b>	<b>(3,723.28)</b>	<b>-0.71%</b>

**HOTEL OCCUPANCY TAX**  
**JANUARY - MARCH (page 2)**

HOTEL	ACTUAL 16-17	ACTUAL 17-18	DIFFERENCE	PERCENT
<b>LIMITED SERVICE</b>				
1 Aloft Las Colinas	33,144.34	34,492.54	1,348.20	4.07%
2 Courtyard by Marriott - DFW North	43,901.08	42,350.34	(1,550.74)	-3.53%
3 Courtyard by Marriott - DFW South	30,258.10	22,875.55	(7,382.55)	-24.40%
4 Courtyard by Marriott - Las Colinas	34,835.32	37,391.94	2,556.62	7.34%
5 Fairfield Inn & Suites	24,438.30	22,423.02	(2,015.28)	-8.25%
6 Fairfield Inn - DFW North	20,775.84	24,828.41	4,052.57	19.51%
7 Fairfield Inn - Las Colinas	21,967.11	24,010.08	2,042.97	9.30%
8 Hampton Inn - DFW South	temp closed	temp closed	0.00	0.00%
9 Hampton Inn - Las Colinas	26,071.89	31,996.13	5,924.24	22.72%
10 Jefferson Street Bed & Breakfast	230.35	77.31	(153.04)	-66.44%
11 La Quinta Inn & Suites - Las Colinas	16,485.61	17,225.66	740.05	4.49%
12 La Quinta Inn & Suites - DFW South	16,755.08	17,330.26	575.18	3.43%
13 La Quinta Inn & Suites - DFW North	22,631.66	25,713.34	3,081.68	13.62%
14 Wingate Inn - DFW North	10,629.28	8,996.84	(1,632.44)	-15.36%
15 Wingate Inn - Las Colinas	18,704.35	19,152.84	448.49	2.40%
<b>TOTAL LIMITED SERVICE</b>	<b>320,828.31</b>	<b>328,864.26</b>	<b>8,035.95</b>	<b>2.50%</b>

<b>BUDGET</b>				
1 America's Best Value Inn	4,416.13	3,494.80	(921.33)	-20.86%
2 Arya Inn & Suites	1,783.47	1,702.50	(80.97)	-4.54%
3 Best Western Irving Inn & Suites	15,130.81	16,141.37	1,010.56	6.68%
4 Budget Inn	1,645.93	1,463.56	(182.37)	-11.08%
5 Budget Inn & Suites	958.42	840.25	(118.17)	-12.33%
6 Budget Lodge of Irving	3,679.02	2,298.09	(1,380.93)	-37.54%
<b>7 Budget Suites of America - Las Colinas</b>	<b>1,597.41</b>	<b>0.00</b>	<b>(1,597.41)</b>	<b>-100.00%</b>
8 Crossroads Hotel	2,016.10	1,557.78	(458.32)	-22.73%
9 Days Inn - DFW North	10,512.14	10,280.15	(231.99)	-2.21%
10 Days Inn	10,066.51	10,722.73	656.22	6.52%
11 Delux Inn	2,615.93	2,006.61	(609.32)	-23.29%
12 Delux Suites	511.46	430.91	(80.55)	-15.75%
13 Gateway Suites	1,682.67	1,607.54	(75.13)	-4.46%
14 Motel 6 - Dallas / Irving	8,110.32	7,821.53	(288.79)	-3.56%
15 Motel 6 - DFW North	8,323.35	8,666.82	343.47	4.13%
16 Motel 6 - DFW South	4,100.01	3,956.93	(143.08)	-3.49%
17 Quality Inn & Suites - DFW Airport	16,615.42	17,016.86	401.44	2.42%
18 Quality Inn & Suites - DFW South	9,339.02	11,835.24	2,496.22	26.73%
19 Red Roof Inn - DFW North	14,116.98	15,945.73	1,828.75	12.95%
20 Sleep Inn	8,012.11	7,351.41	(660.70)	-8.25%
21 Super 8 Motel - DFW North	7,923.05	8,007.99	84.94	1.07%
22 Super 8 Motel - DFW South	6,530.73	5,700.96	(829.77)	-12.71%
<b>TOTAL BUDGET</b>	<b>139,686.99</b>	<b>138,849.76</b>	<b>(837.23)</b>	<b>-0.60%</b>

	ACTUAL	ACTUAL	DIFFERENCE	PERCENT
<b>GRAND TOTAL</b>	<b>2,083,848.74</b>	<b>2,114,164.33</b>	<b>30,315.59</b>	<b>1.45%</b>

	BUDGET	ACTUAL	DIFFERENCE	PERCENT
<b>2ND QUARTER</b>	<b>2,116,326.00</b>	<b>2,114,164.33</b>	<b>(2,161.67)</b>	<b>-0.10%</b>

**IRVING CONVENTION AND VISITORS BUREAU**  
**YEAR-TO-DATE HOTEL OCCUPANCY TAX**  
**OCTOBER 2017 - MARCH 2018**

<b>HOTEL</b>	<b>ACTUAL 16-17</b>	<b>ACTUAL 17-18</b>	<b>DIFFERENCE</b>	<b>PERCENT</b>
<b>LUXURY &amp; FULL SERVICE</b>				
1 Atrium Hotel and Suites	17,283.04	18,818.69	1,535.65	8.89%
2 Dallas Marriott at Las Colinas	194,247.77	188,137.54	(6,110.23)	-3.15%
3 DFW Airport Hotel & Conf Center	19,378.35	15,110.24	(4,268.11)	-22.03%
4 DFW Airport Marriott	249,323.34	274,687.53	25,364.19	10.17%
5 Doubletree DFW Airport North	117,679.47	127,723.19	10,043.72	8.53%
6 Embassy Suites - DFW Airport South	170,119.44	172,838.15	2,718.71	1.60%
7 Four Seasons Resort & Club	376,467.02	419,104.72	42,637.70	11.33%
8 Hilton Garden Inn - DFW South	80,267.75	55,446.29	(24,821.46)	-30.92%
9 Hilton Garden Inn - Las Colinas	74,263.34	82,128.48	7,865.14	10.59%
10 Holiday Inn Las Colinas	25,737.35	44,084.28	18,346.93	71.29%
11 NYLO Dallas/Las Colinas	90,600.84	93,737.15	3,136.31	3.46%
12 Omni Mandalay Hotel at Las Colinas	254,854.50	262,769.14	7,914.64	3.11%
13 Sheraton Grand Hotel	150,612.12	148,069.71	(2,542.41)	-1.69%
14 Westin DFW	243,695.75	254,731.90	11,036.15	4.53%
<b>TOTAL LUXURY &amp; FULL SERVICE</b>	<b>2,064,530.08</b>	<b>2,157,387.01</b>	<b>92,856.93</b>	<b>4.50%</b>

<b>ALL-SUITE / EXTENDED STAY</b>				
1 Best Western - DFW Airport Suites	30,535.86	31,602.84	1,066.98	3.49%
2 Candlewood Suites - Las Colinas	21,820.50	21,118.50	(702.00)	-3.22%
3 Comfort Inn - DFW North	32,892.72	31,187.00	(1,705.72)	-5.19%
4 Comfort Suites - DFW Airport	31,569.66	30,282.47	(1,287.19)	-4.08%
5 Comfort Suites - Las Colinas	17,312.01	16,438.02	(873.99)	-5.05%
6 Country Inn & Suites - DFW South	24,746.95	26,263.18	1,516.23	6.13%
7 Crossland Economy Suites	4,818.95	9,169.55	4,350.60	90.28%
8 Element DFW North	51,832.86	49,424.36	(2,408.50)	-4.65%
9 Extended Stay America	10,092.77	5,617.19	(4,475.58)	-44.34%
10 Extended Stay Deluxe	6,180.34	5,371.11	(809.23)	-13.09%
11 Hawthorne Suites - DFW North	16,943.70	20,236.49	3,292.79	19.43%
12 Hawthorne Suites - DFW South	12,136.16	10,316.61	(1,819.55)	-14.99%
13 Holiday Inn Express - DFW North	62,995.04	56,546.53	(6,448.51)	-10.24%
14 Holiday Inn Express - Las Colinas	42,312.90	32,657.00	(9,655.90)	-22.82%
15 Holiday Inn Express - DFW South	49,522.71	48,499.11	(1,023.60)	-2.07%
16 Home2Suites	48,784.88	49,451.24	666.36	1.37%
17 Homestead Studio Suites - DFW North	9,274.36	7,538.98	(1,735.38)	-18.71%
18 Homestead Village & Guest Studios	14,179.34	13,952.77	(226.57)	-1.60%
19 Homewood Suites - DFW Airport	43,419.61	43,688.74	269.13	0.62%
20 Homewood Suites - Las Colinas	55,661.58	53,434.88	(2,226.70)	-4.00%
21 Hyatt House Dallas-Las Colinas	61,326.87	52,947.90	(8,378.97)	-13.66%
22 Hyatt Place Las Colinas	62,758.79	65,273.62	2,514.83	4.01%
23 Motel 6 / Studio 6 - DFW East	11,557.10	13,961.05	2,403.95	20.80%
24 Residence Inn - DFW North	28,783.42	30,289.78	1,506.36	5.23%
25 Residence Inn - DFW South	40,914.36	41,712.77	798.41	1.95%
26 Residence Inn - Las Colinas	42,680.69	38,678.84	(4,001.85)	-9.38%
27 Springhill Suites	51,089.96	55,114.05	4,024.09	7.88%
28 Staybridge Suites Las Colinas	42,356.37	44,047.58	1,691.21	3.99%
29 Staybridge Suites North	37,924.19	39,409.61	1,485.42	3.92%
30 Studio 6 - DFW North	696.61	291.88	(404.73)	-58.10%
31 Towneplace Suites	43,649.26	45,294.17	1,644.91	3.77%
32 Woodspring Suites Signature	10,371.75	13,052.89	2,681.14	25.85%
33 Extended Stay Properties	569.66	588.76	19.10	3.35%
<b>TOTAL ALL-SUITE / EXTENDED STAY</b>	<b>1,021,711.93</b>	<b>1,003,459.47</b>	<b>(18,252.46)</b>	<b>-1.79%</b>

**HOTEL OCCUPANCY TAX**  
**OCT 2017 - MAR 2018 (page 2)**

HOTEL	ACTUAL 16-17	ACTUAL 17-18	DIFFERENCE	PERCENT
<b>LIMITED SERVICE</b>				
1 Aloft Las Colinas	62,023.92	65,706.86	3,682.94	5.94%
2 Courtyard by Marriott - DFW North	80,686.45	79,237.93	(1,448.52)	-1.80%
3 Courtyard by Marriott - DFW South	58,488.13	50,638.98	(7,849.15)	-13.42%
4 Courtyard by Marriott - Las Colinas	66,859.72	70,743.70	3,883.98	5.81%
5 Fairfield Inn & Suites	42,776.72	44,292.54	1,515.82	3.54%
6 Fairfield Inn - DFW North	39,025.23	44,692.56	5,667.33	14.52%
7 Fairfield Inn - Las Colinas	40,997.06	43,919.50	2,922.44	7.13%
8 Hampton Inn - DFW South	temp closed	temp closed	0.00	0.00%
9 Hampton Inn - Las Colinas	50,935.17	60,054.31	9,119.14	17.90%
10 Jefferson Street Bed & Breakfast	443.64	266.75	(176.89)	-39.87%
11 La Quinta Inn & Suites - Las Colinas	33,420.94	33,625.51	204.57	0.61%
12 La Quinta Inn & Suites - DFW South	33,044.18	36,240.21	3,196.03	9.67%
13 La Quinta Inn & Suites - DFW North	42,450.67	49,010.88	6,560.21	15.45%
14 Wingate Inn - DFW North	20,366.46	19,053.27	(1,313.19)	-6.45%
15 Wingate Inn - Las Colinas	36,492.20	37,986.63	1,494.43	4.10%
<b>TOTAL LIMITED SERVICE</b>	<b>608,010.49</b>	<b>635,469.63</b>	<b>27,459.14</b>	<b>4.52%</b>

<b>BUDGET</b>				
1 America's Best Value Inn	9,274.40	7,570.06	(1,704.34)	-18.38%
2 Arya Inn & Suites	3,086.30	2,936.87	(149.43)	-4.84%
3 Best Western Irving Inn & Suites	28,251.26	32,728.34	4,477.08	15.85%
4 Budget Inn	3,080.68	2,965.67	(115.01)	-3.73%
5 Budget Inn & Suites	1,994.68	1,792.09	(202.59)	-10.16%
6 Budget Lodge of Irving	6,858.15	5,144.20	(1,713.95)	-24.99%
7 Budget Suites of America - Las Colinas	2,749.00	2,376.56	(372.44)	-13.55%
8 Crossroads Hotel	3,788.95	2,987.28	(801.67)	-21.16%
9 Days Inn - DFW North	20,606.73	20,382.43	(224.30)	-1.09%
10 Days Inn	20,031.13	20,398.04	366.91	1.83%
11 Delux Inn	5,235.61	4,069.36	(1,166.25)	-22.28%
12 Delux Suites	897.40	1,067.33	169.93	18.94%
13 Gateway Suites	3,386.51	3,476.60	90.09	2.66%
14 Motel 6 - Dallas / Irving	16,277.78	15,735.13	(542.65)	-3.33%
15 Motel 6 - DFW North	16,550.87	17,559.64	1,008.77	6.09%
16 Motel 6 - DFW South	8,112.92	8,334.73	221.81	2.73%
17 Quality Inn & Suites - DFW Airport	32,620.23	34,516.76	1,896.53	5.81%
18 Quality Inn & Suites - DFW South	21,828.19	20,385.75	(1,442.44)	-6.61%
19 Red Roof Inn - DFW North	28,979.61	32,481.44	3,501.83	12.08%
20 Sleep Inn	16,643.24	13,503.49	(3,139.75)	-18.87%
21 Super 8 Motel - DFW North	16,338.13	16,029.12	(309.01)	-1.89%
22 Super 8 Motel - DFW South	12,950.85	10,750.32	(2,200.53)	-16.99%
<b>TOTAL BUDGET</b>	<b>279,542.62</b>	<b>277,191.21</b>	<b>(2,351.41)</b>	<b>-0.84%</b>

	ACTUAL	ACTUAL	DIFFERENCE	PERCENT
<b>GRAND TOTAL</b>	<b>3,973,795.12</b>	<b>4,073,507.32</b>	<b>99,712.20</b>	<b>2.51%</b>

	BUDGET	ACTUAL	DIFFERENCE	PERCENT
<b>2 QUARTERS</b>	<b>4,098,927.00</b>	<b>4,073,507.32</b>	<b>(25,419.68)</b>	<b>-0.62%</b>

**IRVING CONVENTION AND VISITORS BUREAU  
HOTEL OCCUPANCY TAX  
2017 - 2018 BUDGET**

<b>BUDGET VS ACTUAL</b>	<b>BUDGET 17-18</b>	<b>ACTUAL 17-18</b>	<b>DIFFERENCE</b>	<b>%</b>
1ST QUARTER OCT - DEC 2017	1,982,601	1,959,343	(23,258)	-1.17%
2ND QUARTER JAN - MAR 2018	2,116,326	2,114,164	(2,162)	-0.10%
3RD QUARTER APR - JUN 2018	2,317,319	0	(2,317,319)	-100.00%
4TH QUARTER JUL - SEP 2018	2,069,662	0	(2,069,662)	-100.00%
<b>YTD TOTALS</b>	<b>8,485,908</b>	<b>4,073,507</b>	<b>(4,412,401)</b>	<b>-52.00%</b>

<b>PRIOR YEAR VS CURRENT YEAR</b>	<b>ACTUAL 16-17</b>	<b>ACTUAL 17-18</b>	<b>DIFFERENCE</b>	<b>%</b>
1ST QUARTER OCT - DEC	1,889,946	1,959,343	69,397	3.67%
2ND QUARTER JAN - MAR	2,083,849	2,114,164	30,316	1.45%
3RD QUARTER APR - JUN	2,206,255	0	(2,206,255)	-100.00%
4TH QUARTER JUL - SEP	2,079,168	0	(2,079,168)	-100.00%
<b>YTD TOTALS</b>	<b>8,259,218</b>	<b>4,073,507</b>	<b>(4,185,711)</b>	<b>-50.68%</b>



**IRVING CONVENTION AND VISITORS BUREAU  
BOARD OF DIRECTORS  
EXECUTIVE COMMITTEE MEETING  
IRVING CONVENTION CENTER  
FIRST FLOOR CONFERENCE ROOM  
FRIDAY, MAY 18, 2018 @ 9:00 A.M.**

Attendance: Board Chair Clem Lear, Board Vice Chair Ron Mathai, Debbi Haacke, and Rick Lindsey – Committee Members; Bob Bettis, Bob Bourgeois, David Cole, Karen Cooperstein, and Joe Marshall – Board Members; Tom Meehan and Matt Tungett – SMG/ICC; Maura Gast, Carol Boyer, Marianne Lauda, and Mike Zumbaugh – ICVB Staff.

Board Chair Clem Lear called the meeting to order at 9:00 a.m. and thanked everyone for being there.

ICC General Manager Tom Meehan reviewed the April 2018 ICC Financial Reports. He reported the Convention Center was budgeted to lose \$56,544 for the month, but only lost \$3,982. YTD Net Income is \$509,671 ahead of budget. Rental income for the month was strong at \$179,515. Concessions income was up \$20,000 better than budget, while F&B Catering was flat. Adjusted Gross Income for the month is \$68,236 better than budget for the month, and \$829,896 year-to-date. Meehan reported Expenses were flat. Total Indirect Expenses were \$15,674 over for the month, and \$320,225 higher than expenses for the year. Higher expenses are due to repair and maintenance work being done on the building to be in top shape in December for the Westin Convention Center Hotel and Texican openings. The building had some updates to the outside lighting where some fixtures had been in place, but lights had never been installed. The result has been fantastic with the building illuminated beautifully at night. In reviewing the forecast, Meehan reported \$290,325 year-to-date better than budget for the operating subsidy account. He reported the overall picture indicates a solid year for the building.

In response to a question from Board Member Joe Marshall, Meehan stated this was the first month for Catering to be low. Catering is a hard number to budget. Estimates are created from history of previous groups and an estimate of what the client will spend. He reported Catering is \$250,000 ahead of last year and every year it continues to go up. SMG Director of Sales Matt Tungett commented a couple of programs in the month adjusted their catering numbers for lower attendance and SMG adjusted the rental income to make up the difference. Board Member David Cole added restaurants will adjust room rental for catering numbers and the client always appreciates the effort.

Board Member Rick Lindsey made a motion to accept and present to the full Board the ICC April 2018 Financials. With a second from Board Member Debbi Haacke, the motion was unanimously approved.

ICVB Director of Accounting Marianne Lauda reviewed the ICVB April 2018 Financial Reports. She reported April was a busy month for travel. She pointed out the Hotel Occupancy Tax has now been received, but will not be reflected until the May financial report. The budget is 58% expended and we are seven months into the fiscal year. In reviewing the Check Register, she pointed out check #59191 to the Irving Convention Center for \$76,905.64, which was for construction and maintenance updates to the building.

Lindsey made a motion to accept and present to the full Board the ICVB April 2018 Financials. With a second from Board Vice Chair Ron Mathai, the recommendation was unanimously approved.

Gast reported the Compensation Study will be reviewed at a special Committee meeting to be held on July 24. Wil Brewer from Performance Solutions Group will present the findings, analysis and recommendations at the meeting and will be available for questions. Gast said based on the Committee input, she will update the City Human Resources Director and City Manager as a courtesy. Gast will also meet with Board Member Jo-Ann Bresowar to get her input because of her experience, background and knowledge on the subject.

Gast gave an update on the DestinationNEXT survey and reported there were 550 respondents, 317 were completed and the balance were partial surveys. All partial surveys were captured in the results. Paul Ouimet from DestinationNEXT who oversaw the survey will be at the May 21 Board meeting and will share the findings. Gast indicated there are some opportunities for action and those will be included in the Strategic Planning Retreat in June to focus on. She noted it was a good process and a good response from a wide breadth of community responses. Lear thanked everyone who pushed to have participation from their contacts.

Lear reminded the Committee the Strategic Planning Retreat will be held at 2:00 p.m. on Thursday, June 21 at the Alamo Drafthouse in the Toyota Music Factory. A reception will be held at 5:00 p.m. on the patio and spouses, former Board members and City Council will be invited. On Friday, June 22, the meeting will continue at Glory House in Main Street in Irving. There will be breakfast at 8:00 a.m., followed by an Executive Committee meeting at 8:30 a.m. The Retreat will begin at 9:00 a.m.

After reviewing the minutes from the April 27, 2018 meeting, Haacke made a motion to approve. With a second from Mathai, the minutes were unanimously approved.

Lear reviewed the May 21 Board meeting agenda and noted Bill Geist of Zeitgeist Consulting will be in attendance. Geist and Terri White will be facilitating the Strategic Planning Retreat. Lear reminded everyone the Board meeting will be held on Monday, May 21 at the Dallas-Fort Worth Airport Marriott in the Grand Ballroom, Salon E. Gast noted that J&S Audio, who is the partner for AV at the Convention Center is the preferred vendor at the Marriott and is sponsoring the AV costs for the Board meeting on Monday.

Gast gave a brief review of the 2018-19 budget process. She reported the budget kick-off was held at the City on May 16. The initial draft of the ICV B budget will be submitted to the City and is relatively similar to the current year.

Being no further discussion, Lear adjourned the meeting at 9:33 a.m.



Maura Allen Gast, FCDME  
Executive Director

**AGENDA**  
**Irving Convention & Visitors Bureau Board of Directors**  
**Monday, June 25, 2018 at 11:45 a.m.**  
**Hilton Garden Inn DFW Airport South**  
**Camelia/Orchid Rooms**  
**2001 Valley View Lane**  
**Irving, Texas 75061**

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

**Consent Agenda**

1. Approving ICVB Board Minutes for May 21, 2018
2. Accepting Irving Convention Center Financial Reports for May 2018
3. Accepting ICVB Financial Reports for May 2018
4. Review of 2017-18 Second Quarter Hotel Occupancy Tax Collection Reports

**Individual Consideration:**

5. Approving 2018-19 ICVB Budget and Marketing Plan

**Reports**

6. Board Chair Report
  - a. Recap of Strategic Planning Retreat
  - b. Schedule of Upcoming Meetings and Activities
    - Next Executive Committee Meeting – July 20, 2018
    - Next Board Meeting – July 23, 2018
    - Special Executive Committee Meeting regarding Compensation Study – July 24, 2018
7. Board Committee Reports
  - a. Board Development – Debbi Haacke
    - Recap of June 5 meeting
    - Update on Governance Review
    - Board Portal Demonstration – Mike Zumbaugh
    - Next Meeting – September 14, 2018
  - b. Community Relations – Rick Lindsey
    - Upcoming High Spirited Citizen Award Presentations
    - Next Meeting – July 17, 2018
  - c. Destination Development – Greg Malcolm
    - Recap of City Council Planning and Development discussion regarding Hotel Development Ordinance
    - Next Meeting – August 7, 2018

## **AGENDA - Continued**

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### **8. City Reports**

- a. Council Liaison – John Danish
- b. Mayor & Other Council Members
- c. City Manager – Chris Hillman
  - Visitor Development Updates
  - Headquarter Hotel
  - Irving Music Factory/Entertainment Venue
  - Other City Updates

### **9. 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 – Mike Zumbaugh
  - Smith Travel Research and AirDNA Monthly Reports

### **10. Convention Center Management Report – Tom Meehan**

### **11. Industry Partner Reports**

- a. The Pavilion at the Music Factory/Live Nation Report – Mike Riley
- b. Hotel Industry Updates – Greg Malcolm, Dirk Burghartz, Kim Limon, Holly Turner
- c. Restaurant Industry Update – David Cole

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

- a. DART/Transportation and Infrastructure – Mayor Rick Stopfer
- b. The Las Colinas Association – Hammond Perot
- c. DCURD – Jacky Knox
- d. TIF – John Haigler
- e. University of Dallas – Karin Riley
- f. Chamber of Commerce – Lori Bunger/Beth Bowman
- g. Irving Arts and Culture – Todd Hawkins/Judy Pierson

### **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.

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.