

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Executive Committee
Friday, February 23, 2018 at 9:00 AM
Irving Convention Center, First Floor Board Room
500 W. Las Colinas Blvd.
Irving, Texas 75039

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

1. Presentation: Lake Lewisville Dam Overview
2. Accepting the Irving Convention Center Financial Reports for January 2018
3. Accepting ICVB Financial Reports for December 2017
 - a. Reserve Fund
 - b. Computer Replacement Fund
 - c. Convention Center Reserve/Capital Projects Fund
4. Accepting the ICVB Financial Reports for January 2018
5. Reviewing the Hotel Occupancy Tax Results for First Quarter FY 2017-18
6. Chairman / Executive Director Reports
 - a. Approving January 19, 2018 Minutes
 - b. Review of February 26, 2018 Board meeting agenda
 - c. City of Irving Water Infrastructure Tour – Friday, March 9, 2018
7. Next meeting – Friday, March 23, 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

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.



Lake Lewisville Dam

Transportation and Natural Resources
Committee

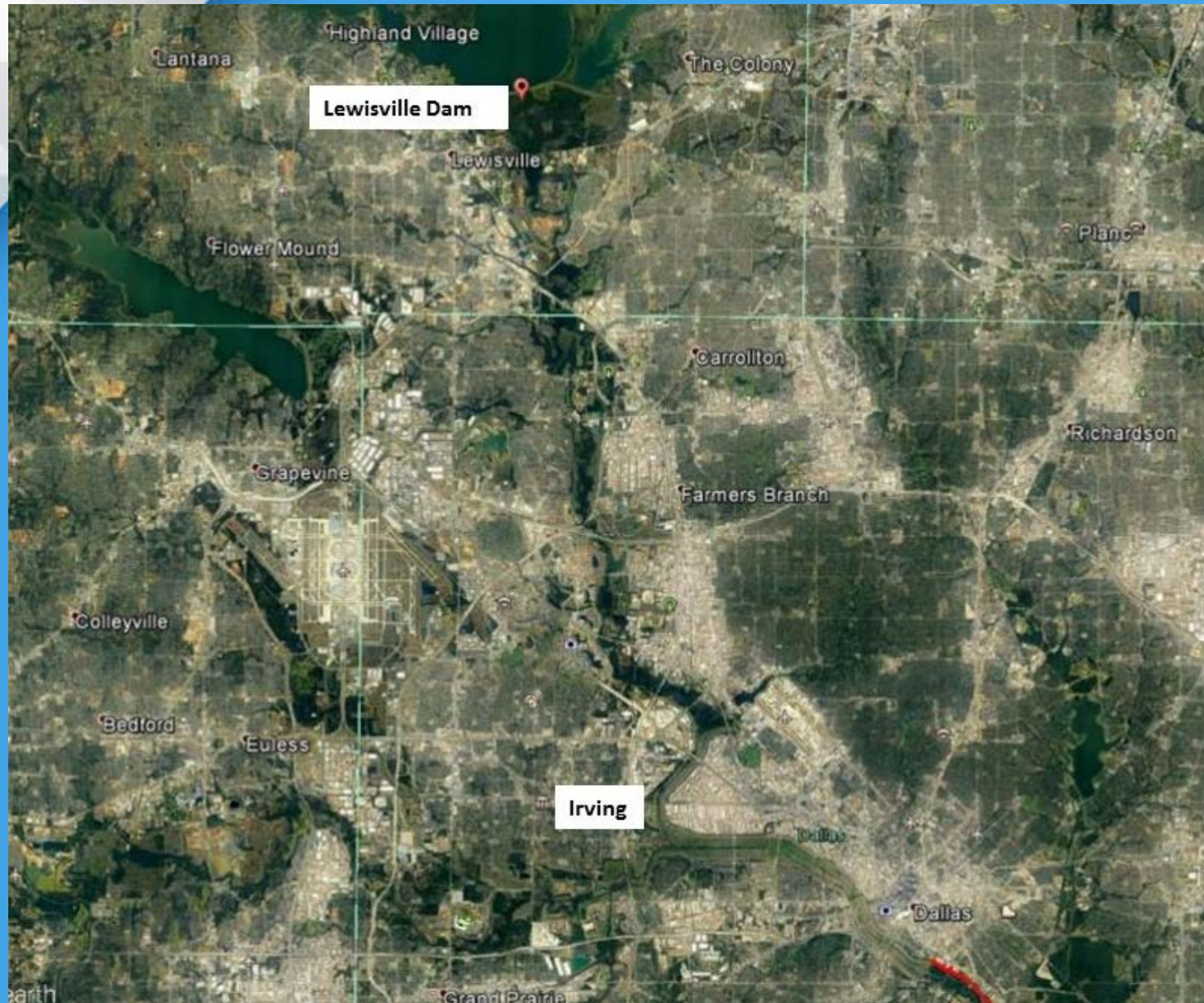
January 31, 2018



Outline

- US Army Corps of Engineers Lake Lewisville Dam Overview
- Levees/flood control districts and improvements (CIP Info)
- City of Irving Preparedness(EM Efforts)

Lake Lewisville Map





Lake Lewisville Dam

- The Lewisville Dam continues to operate as intended, providing critical flood damage reduction benefits, drinking water supply, recreation and natural resources conservation
- The Lewisville Dam Safety Modification Study is complete, concluding a few things need to be addressed
 - Install and/or expand seepage collection system in 2 areas
 - Install a filter around the conduit outlet
 - Anchor uncontrolled spillway slab



Lake Lewisville Dam

- The slide repair (Dallas Morning News story) is complete
- Ongoing Activities
 - Host annual dam safety meeting/drill
 - Maintain security systems and protocols
 - Annual preventive maintenance items

Lake Lewisville Dam

Slope Failure 2016



Before



Lake Lewisville Dam

Slope Failure 2016



After

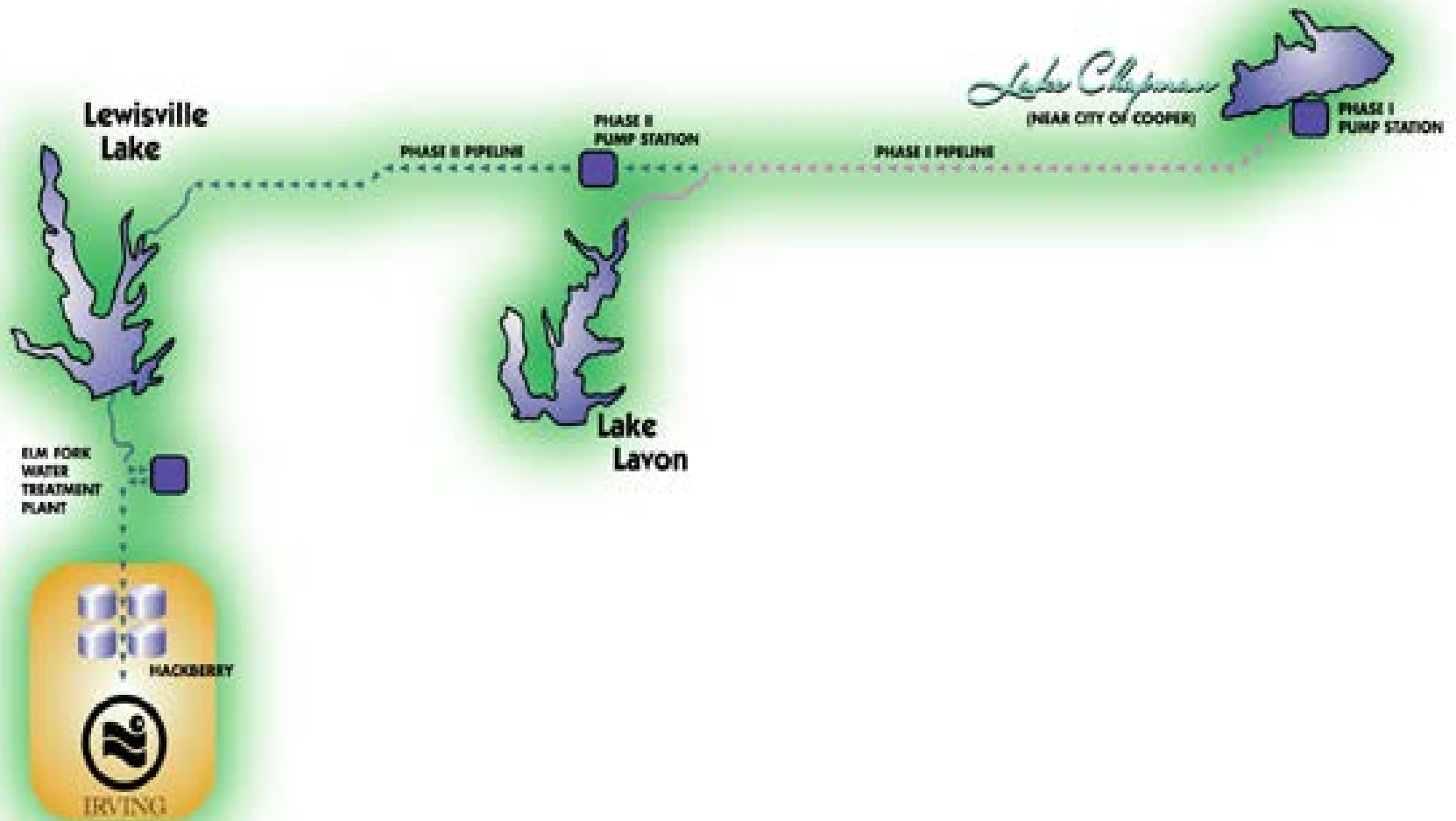




Lake Lewisville – Drinking Water

- The City of Irving uses Lake Lewisville as a drinking water supply storage facility
- Water is pumped from Lake Chapman to Lake Lewisville where it is released down the Elm Fork of the Trinity River
- City of Dallas draws the water into their Elm Fork Water Treatment Plant and treats Irving's drinking water
 - The drinking water is transported via pipelines to three Irving Pump Stations to distribute to the citizens

Lake Lewisville – Drinking Water





Elm Fork Drainage

- The major tributaries draining to the Elm Fork are Grapevine Creek, Hackberry Creek and Cottonwood Creek.
 - This covers all of north Irving and most of north central Irving.
- The three Flood Control District along the Elm Fork are all actively maintaining the creeks and drainage
 - Their operations to dredge and maintain the storm water drainage systems resulted in 27,000 cubic yards of silt removed from the creeks during 2017.



Flood Control Districts

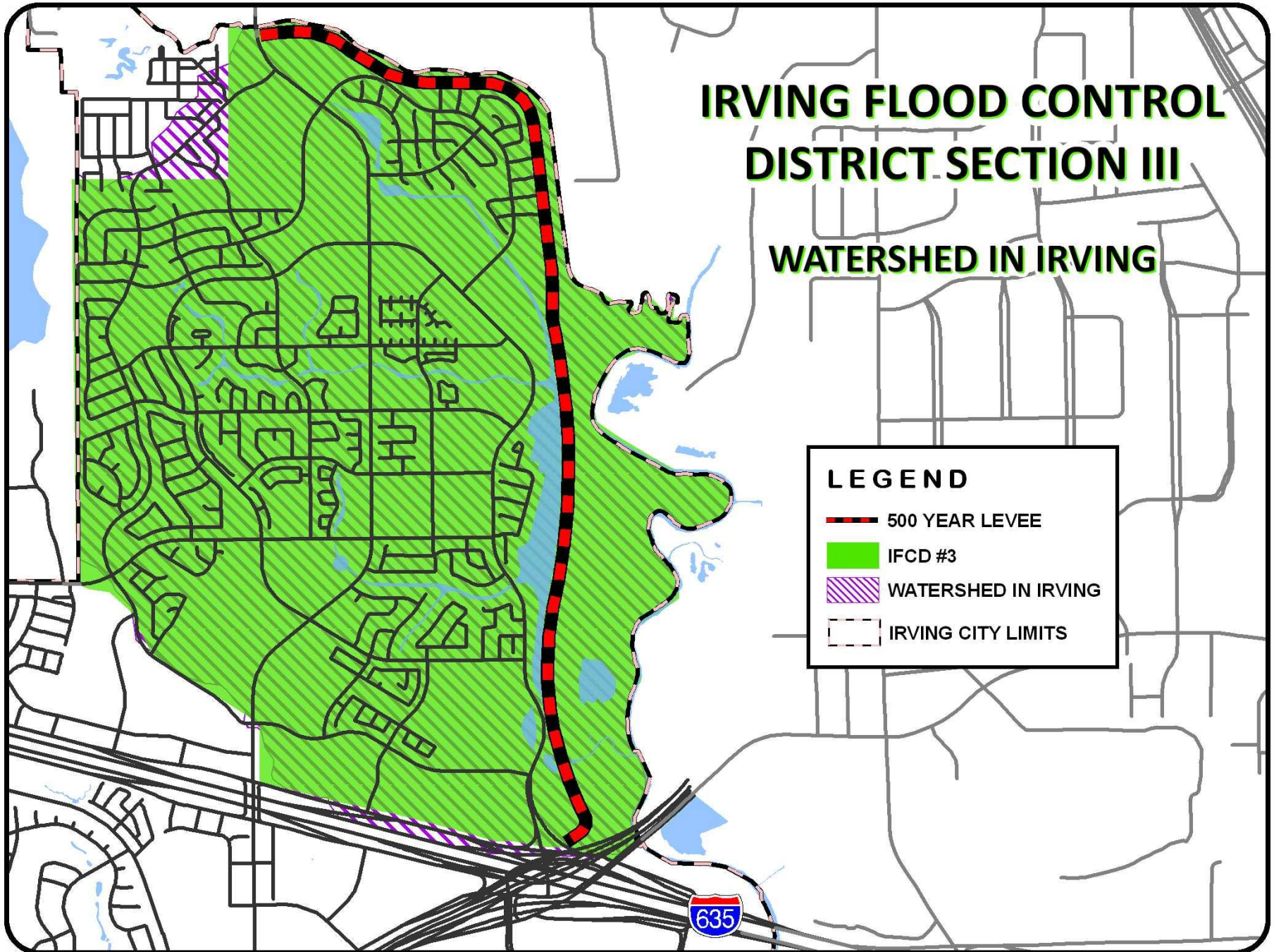
- There are three flood control districts along the Elm Fork
 - Irving Flood Control District #3 – Valley Ranch Area
 - Dallas County Utility and Reclamation District – Las Colinas Urban Center
 - Irving Flood Control District #1 – Dr. Pepper area
- All three have certified FEMA levee's to protect each district's property
- City staff attends the district meetings and is an active partner with the districts.

IRVING FLOOD CONTROL DISTRICT SECTION III

WATERSHED IN IRVING

LEGEND

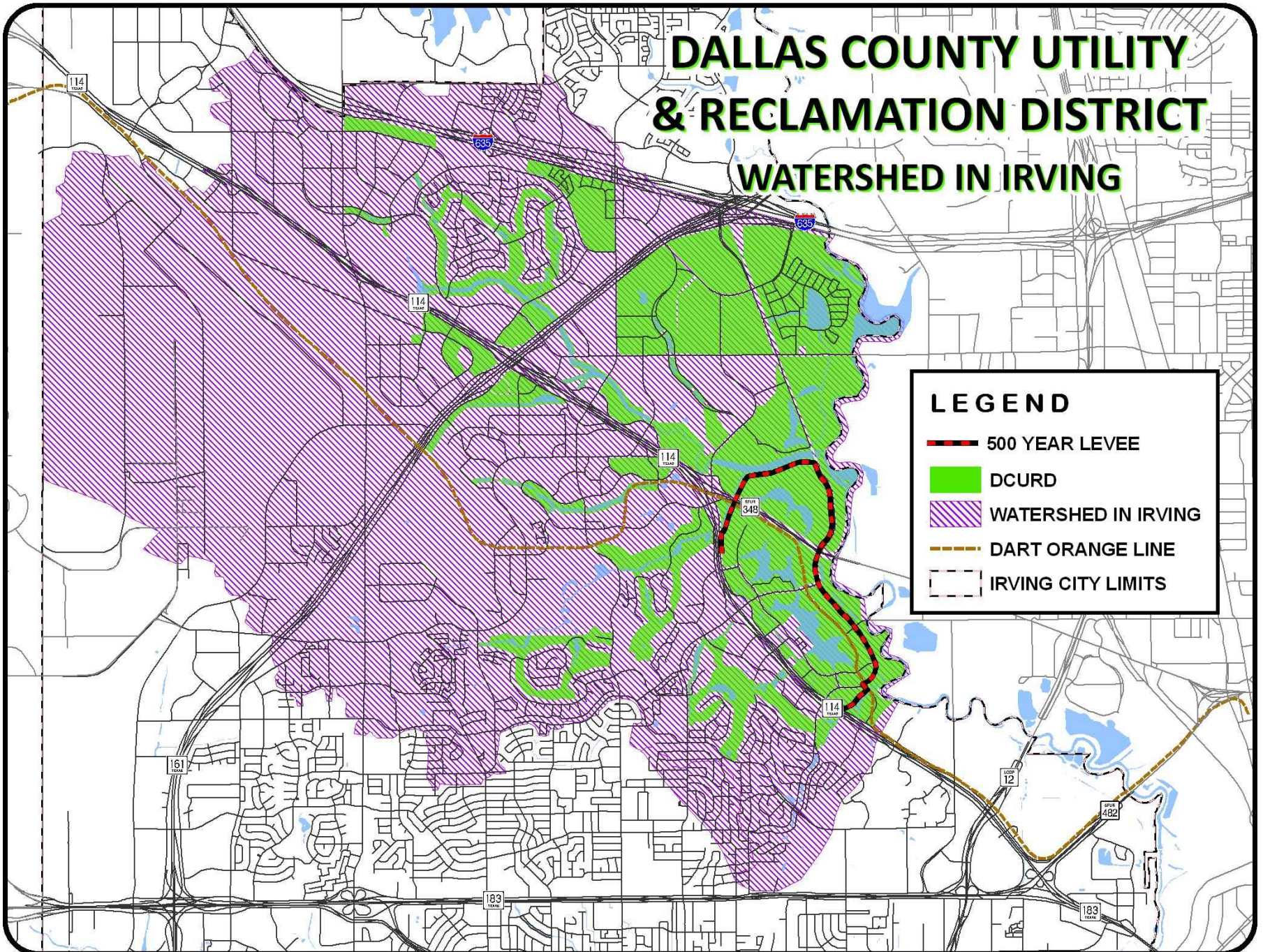
- 500 YEAR LEVEE
- IFCD #3
- WATERSHED IN IRVING
- IRVING CITY LIMITS



DALLAS COUNTY UTILITY & RECLAMATION DISTRICT WATERSHED IN IRVING

LEGEND

- 500 YEAR LEVEE
- DCURD
- WATERSHED IN IRVING
- DART ORANGE LINE
- IRVING CITY LIMITS



IRVING FLOOD CONTROL DISTRICT SECTION I

WATERSHED IN IRVING

LOOP
12

SPUR
482

183
TEXAS

LEGEND

- 100 YEAR LEVEE
- IFCD #1
- WATERSHED IN IRVING
- DART ORANGE LINE
- IRVING CITY LIMITS



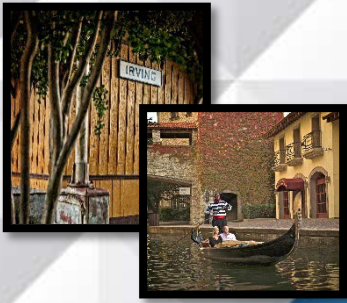
Flood Control Improvements

- All three flood control districts along the Elm Fork maintain their levees very well
 - Districts are quick to respond to soil slides
 - The districts keep their levees in a clean mown condition to insure they are aware of any cracking, settling or wet areas
 - All districts are proactive in dredging their interior sumps to insure adequate storm water retention
 - City of Irving contributes to the districts to assist in maintenance operations
- All have continued to make repairs and upgrades to the pumps and sluice gates
- The districts have long term plans to address ongoing equipment upgrades to insure they are in a high level of readiness



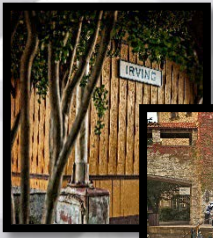
Emergency Management Efforts

- City of Irving Emergency Operations Plan
 - Basic Plan with 22 functional annexes
 - Addresses the effect from any disaster “all-hazards approach”
- USACE Lewisville Lake Dam Emergency Action Plan (EAP)
- DCURD Flood Control District EAP

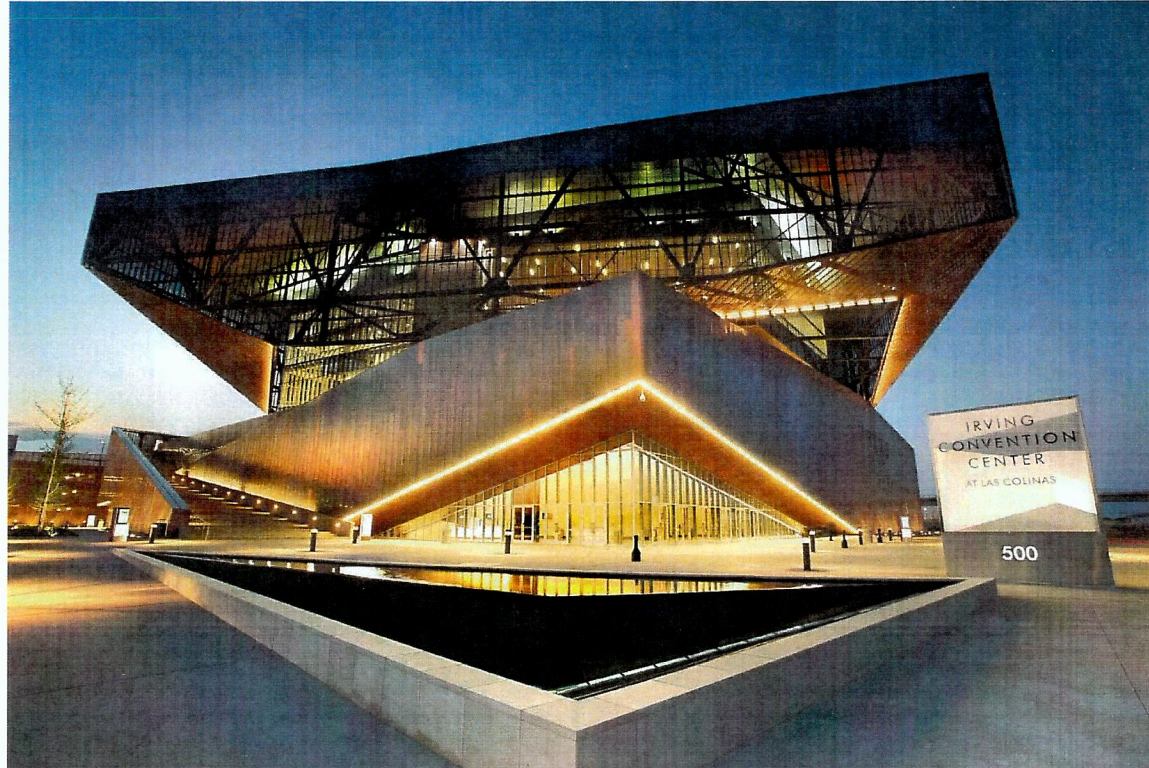


Emergency Management Efforts

- Communications and procedures in place via the planning process to notify impacted entities as well as the public
- Ongoing relationships with local, state and federal partners
- Table-top exercises to test response capabilities to flooding events



Discussion



Date Distributed: February 16, 2018

Monthly Financial Summary

For Period Ending January 31, 2018

IRVING CONVENTION CENTER
Monthly Financial Reports
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Period Ending
January 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 | 85,000 | 120,000 | 135,000 | 102,500 | 15,000 | 98,000 | 148,000 | 102,000 | 1,104,206 | | |
| Service Income | 43,471 | 23,129 | 46,456 | 10,029 | 49,068 | 36,461 | 30,288 | 38,066 | 29,066 | 35,066 | 39,066 | 58,522 | 438,687 | | |
| Service Expenses | (66,060) | (48,030) | (49,564) | (58,278) | (79,252) | (62,582) | (52,452) | (35,225) | (39,825) | (41,225) | (52,885) | (69,980) | (655,358) | | |
| Total Direct Event Income | 94,511 | 11,053 | 36,819 | 57,476 | 54,816 | 93,879 | 112,836 | 105,341 | 4,241 | 91,841 | 134,181 | 90,542 | 887,535 | | |
| Ancillary Income | | | | | | | | | | | | | | | |
| F & B Concessions | 29,160 | 6,220 | 5,350 | 12,588 | 25,000 | 29,300 | 20,000 | 22,000 | 11,825 | 8,405 | 18,000 | 16,000 | 203,849 | | |
| F & B Catering | 326,765 | 289,373 | 461,572 | 275,097 | 332,250 | 163,875 | 195,000 | 232,723 | 300,000 | 167,085 | 215,500 | 285,225 | 3,244,465 | | |
| Parking: Self Parking | 32,197 | 4,910 | (5,280) | 24,287 | 15,450 | 21,450 | 18,800 | 18,290 | 16,750 | 8,650 | 11,650 | 8,450 | 175,605 | | |
| Electrical Services | 9,865 | 12,261 | 5,800 | 23,227 | 8,000 | 32,070 | 10,000 | 9,055 | 6,200 | 1,400 | 7,350 | 15,800 | 141,027 | | |
| Audio Visual | (90) | (1,331) | (117) | (0) | - | - | - | - | - | - | - | - | (1,537) | | |
| Internet Services | 580 | 3,350 | - | 1,050 | 1,650 | 750 | 3,500 | 1,500 | 1,250 | 900 | 780 | 950 | 16,260 | | |
| Total Ancillary Income | 398,477 | 314,783 | 467,325 | 336,249 | 382,350 | 247,445 | 247,300 | 283,568 | 336,025 | 186,440 | 253,280 | 326,425 | 3,779,668 | | |
| Total Event Income | 492,988 | 325,836 | 504,144 | 393,725 | 437,166 | 341,324 | 360,136 | 388,909 | 340,266 | 278,281 | 387,461 | 416,967 | 4,667,202 | | |
| Other Operating Income | 130,093 | 64,477 | 25,394 | 52,536 | 37,056 | 32,000 | 37,056 | 45,200 | 37,056 | 41,000 | 39,200 | 33,063 | 574,130 | | |
| 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 | 474,222 | 723,324 | 397,192 | 434,109 | 726,072 | 319,281 | 426,661 | 798,280 | 6,636,333 | | |
| Operating Expenses | | | | | | | | | | | | | | | |
| Employee Salaries and Wages | 202,542 | 161,560 | 251,329 | 202,263 | 207,410 | 207,410 | 207,410 | 207,410 | 207,410 | 207,410 | 207,410 | 207,410 | 2,476,974 | | |
| Benefits | 55,111 | (12,565) | 65,173 | 62,849 | 58,516 | 64,936 | 64,044 | 64,044 | 64,044 | 64,044 | 64,044 | 64,044 | 678,285 | | |
| Less: Event Labor Allocations | (33,730) | (27,044) | (24,368) | (32,171) | (32,318) | (32,318) | (32,318) | (32,318) | (32,318) | (32,318) | (32,318) | (32,318) | (375,858) | | |
| Net Employee Wages and Benefits | 223,923 | 121,951 | 292,134 | 232,940 | 233,608 | 240,028 | 239,136 | 239,136 | 239,136 | 239,136 | 239,136 | 239,136 | 2,779,402 | | |
| Contracted Services | 95,696 | 69,337 | 59,442 | 58,844 | 58,539 | 63,539 | 43,539 | 43,539 | 43,539 | 43,539 | 43,539 | 43,539 | 666,632 | | |
| General and Administrative | 85,386 | 62,214 | 31,815 | 55,129 | 40,384 | 39,160 | 39,160 | 39,160 | 39,160 | 39,160 | 39,160 | 39,160 | 549,048 | | |
| Operations | 46,466 | 38,029 | 49,515 | 49,985 | 40,405 | 40,125 | 40,125 | 40,125 | 40,125 | 40,125 | 40,125 | 40,125 | 505,275 | | |
| Repair & Maintenance | 64,590 | 64,407 | 42,606 | 34,412 | 39,856 | 39,856 | 39,856 | 39,856 | 39,856 | 39,856 | 39,856 | 39,856 | 524,863 | | |
| Supplies | 34,869 | 15,124 | 8,277 | 23,982 | 15,449 | 15,449 | 15,449 | 15,449 | 15,449 | 15,449 | 15,449 | 15,449 | 205,844 | | |
| Insurance | 5,266 | 5,538 | 6,635 | 4,726 | 8,333 | 8,333 | 8,333 | 8,333 | 8,333 | 8,333 | 8,333 | 8,333 | 88,829 | | |
| Utilities | 44,174 | 56,170 | 34,558 | 43,923 | 46,666 | 46,666 | 46,666 | 46,666 | 46,666 | 46,666 | 46,666 | 46,666 | 552,154 | | |
| 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 | 22,500 | 22,500 | 22,500 | 22,500 | 22,500 | 22,500 | 22,500 | 22,500 | 294,585 | | |
| Total Operating Expenses | 646,493 | 458,438 | 576,872 | 546,442 | 518,639 | 528,555 | 507,663 | 507,663 | 507,663 | 507,663 | 507,663 | 507,663 | 6,321,420 | | |
| Net Income (Loss) From Operations | (23,412) | (68,125) | (47,334) | 247,818 | (44,417) | 194,769 | (110,471) | (73,554) | 218,409 | (188,382) | (81,002) | 290,617 | 314,913 | -1395000 | (1,080,087) |
| Other Income (Expenses) | - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Net Income After Other Income (Expenses) | (23,412) | (68,125) | (47,334) | 247,818 | (44,417) | 194,769 | (110,471) | (73,554) | 218,409 | (188,382) | (81,002) | 290,617 | 314,913 | | |
| Budget Forecast Comparison by Month | | | | | | | | | | | | | | | |
| 2018 | 47,856 | 494,666 | 472,986 | 314,913 | - | - | - | - | - | - | - | - | | | |
| 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 January 31, 2018

| | Current Actual | Current Budget | Variance | Prior Year Actual |
|-----------------------------------|-------------------|-------------------|----------|----------------------|
| Attendance | 20,251 | 20,719 | (468) | 18,062 |
| Events | 20 | 25 | (5) | 20 |
| Event Days | 31 | 30 | 1 | 26 |
| Direct Event Income | 57,476 | 82,857 | (25,381) | 59,013 |
| Ancillary Income | 336,247 | 215,074 | 121,173 | 182,651 |
| Total Event Income | 393,723 | 297,931 | 95,792 | 241,664 |
| Other Operating Income | 52,536 | 48,200 | 4,336 | 34,647 |
| Adjusted Gross Income | 446,259 | 346,131 | 100,128 | 276,311 |
| Indirect Expenses | (546,441) | (512,732) | (33,709) | (436,205) |
| Net Income (Loss) From Operations | (100,182) | (166,601) | 66,419 | (159,894) |

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

| | Year to Date Actual | Year to Date Budget | Variance | Prior YTD Actual |
|-----------------------------------|------------------------|------------------------|-----------|---------------------|
| Attendance | 68,394 | 83,713 | (15,319) | 60,975 |
| Events | 86 | 108 | (22) | 81 |
| Event Days | 123 | 135 | (12) | 115 |
| Direct Event Income | 199,858 | 281,772 | (81,914) | 160,104 |
| Ancillary Income | 1,516,838 | 941,466 | 575,372 | 1,273,687 |
| Total Event Income | 1,716,696 | 1,223,238 | 493,458 | 1,433,791 |
| Other Operating Income | 272,498 | 215,458 | 57,040 | 140,774 |
| Adjusted Gross Income | 1,989,194 | 1,438,696 | 550,498 | 1,574,565 |
| Indirect Expenses | (2,228,243) | (2,050,933) | (177,310) | (1,945,177) |
| Net Income (Loss) From Operations | (239,049) | (612,237) | 373,188 | (370,612) |

IRVING CONVENTION CENTER/SMG

Balance Sheet
January 31, 2018

ASSETS

Current Assets

| | | | |
|----------------------|----|-----------|-----------|
| Cash | \$ | 1,334,069 | |
| Accounts Receivable | | 290,531 | |
| Prepaid Assets | | 54,845 | |
| Inventory | | 54,969 | |
| | | | |
| Total Current Assets | | | 1,734,414 |

| | | |
|---------------------|-----------|------------------|
| Total Assets | \$ | 1,734,414 |
|---------------------|-----------|------------------|

LIABILITIES AND EQUITY

Current Liabilities

| | | | |
|-------------------------------|----|---------|-----------|
| Accounts Payable | \$ | 401,144 | |
| Accrued Expenses | | 277,177 | |
| Deferred Income | | 0 | |
| Advance Ticket Sales/Deposits | | 948,149 | |
| Other Current Liabilities | | 0 | |
| | | | |
| Total Current Liabilities | | | 1,626,470 |

Long-Term Liabilities

| | | | |
|-----------------------------|--|---|---|
| Long Term Liabilites | | 0 | |
| | | | |
| Total Long-Term Liabilities | | | 0 |

| | | |
|-------------------|--|-----------|
| Total Liabilities | | 1,626,470 |
|-------------------|--|-----------|

Equity

| | | | |
|--------------------|--|-------------|---------|
| Net Funds Received | | 9,371,919 | |
| Retained Earnings | | (9,024,926) | |
| Net Income (Loss) | | (239,049) | |
| | | | |
| Total Equity | | | 107,944 |

| | | |
|---------------------------------------|-----------|------------------|
| Total Liabilities & Equity | \$ | 1,734,414 |
|---------------------------------------|-----------|------------------|

IRVING CONVENTION CENTER/SMG
Income Statement
For the Four Months Ending January 31, 2018

| | Current Month Actual | Current Month Budget | Variance + (-) | Year to Date Actual | Year to Date Budget | Variance + (-) | Year to Date Prior Year |
|-------------------------------|-------------------------|-------------------------|-------------------|------------------------|------------------------|-------------------|----------------------------|
| EVENT INCOME | | | | | | | |
| Direct Event Income | | | | | | | |
| Rental Income | 105,725 | 100,000 | 5,725 | 298,706 | 327,000 | (28,294) | 254,661 |
| Service Revenue | 10,029 | 41,066 | (31,037) | 123,084 | 166,065 | (42,981) | 113,948 |
| Service Expenses | (58,278) | (58,209) | (69) | (221,932) | (211,293) | (10,639) | (208,505) |
| Total Direct Event In | 57,476 | 82,857 | (25,381) | 199,858 | 281,772 | (81,914) | 160,104 |
| Ancillary Income | | | | | | | |
| F & B Concessions | 12,586 | 28,500 | (15,914) | 53,324 | 78,693 | (25,369) | 48,963 |
| F & B Catering | 275,097 | 137,500 | 137,597 | 1,352,807 | 755,440 | 597,367 | 1,148,212 |
| Parking | 24,287 | 30,524 | (6,237) | 56,112 | 70,627 | (14,515) | 43,853 |
| Electrical Services | 23,227 | 16,800 | 6,427 | 51,153 | 32,380 | 18,773 | 33,029 |
| Audio Visual | 0 | 0 | 0 | (1,538) | 1 | (1,539) | (825) |
| Internet Services | 1,050 | 1,750 | (700) | 4,980 | 4,325 | 655 | 455 |
| Total Ancillary Inco | 336,247 | 215,074 | 121,173 | 1,516,838 | 941,466 | 575,372 | 1,273,687 |
| Total Event Income | 393,723 | 297,931 | 95,792 | 1,716,696 | 1,223,238 | 493,458 | 1,433,791 |
| OTHER OPERATING INCOME | | | | | | | |
| Advertising | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Income | 52,536 | 48,200 | 4,336 | 272,498 | 215,458 | 57,040 | 140,774 |
| Total Other Operatin | 52,536 | 48,200 | 4,336 | 272,498 | 215,458 | 57,040 | 140,774 |
| Adjusted Gross Inco | 446,259 | 346,131 | 100,128 | 1,989,194 | 1,438,696 | 550,498 | 1,574,565 |
| INDIRECT EXPENSES | | | | | | | |
| Salaries & Wages | 202,261 | 213,307 | 11,046 | 817,694 | 853,226 | 35,532 | 806,465 |
| Payroll Taxes & Ben | 62,850 | 64,806 | 1,956 | 170,568 | 259,229 | 88,661 | 170,121 |
| Labor Allocations to | (32,172) | (51,902) | (19,730) | (117,314) | (207,610) | (90,296) | (152,600) |
| Net Salaries and Ben | 232,939 | 226,211 | (6,728) | 870,948 | 904,845 | 33,897 | 823,986 |
| Contracted Services | 58,844 | 41,697 | (17,147) | 283,318 | 166,788 | (116,530) | 171,010 |
| General and Adminis | 55,130 | 50,487 | (4,643) | 234,545 | 201,948 | (32,597) | 228,700 |
| Operating | 49,985 | 41,604 | (8,381) | 183,997 | 166,416 | (17,581) | 206,011 |
| Repairs & Maintenan | 34,412 | 41,327 | 6,915 | 206,014 | 165,308 | (40,706) | 131,801 |
| Operational Supplies | 23,982 | 20,712 | (3,270) | 82,252 | 82,848 | 596 | 11,405 |
| Insurance | 4,726 | 8,333 | 3,607 | 22,165 | 33,332 | 11,167 | 45,530 |
| Utilities | 43,923 | 46,966 | 3,043 | 178,823 | 187,868 | 9,045 | 171,897 |
| SMG Management F | 42,500 | 35,395 | (7,105) | 166,181 | 141,580 | (24,601) | 154,837 |

An SMG Managed Facility

IRVING CONVENTION CENTER/SMG
Income Statement
For the Four Months Ending January 31, 2018

| | Current Month Actual | Current Month Budget | Variance + (-) | Year to Date Actual | Year to Date Budget | Variance + (-) | Year to Date Prior Year |
|-----------------------|-------------------------|-------------------------|-------------------|------------------------|------------------------|-------------------|----------------------------|
| Total Indirect Expens | 546,441 | 512,732 | (33,709) | 2,228,243 | 2,050,933 | (177,310) | 1,945,177 |
| Net Income (Loss) | (100,182) | (166,601) | 66,419 | (239,049) | (612,237) | 373,188 | (370,612) |

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

| | Current Month Actual | Current Month Budget | Year to Date Actual | Year to Date Budget |
|---------------------------|-------------------------|-------------------------|------------------------|------------------------|
| Attendance | 1,600 | 1,590 | 5,470 | 7,171 |
| Events | 1 | 2 | 3 | 7 |
| Event Days | 1 | 2 | 6 | 7 |
| Direct Event Income | | | | |
| Rental Income | 6,970 | 8,170 | 37,180 | 118,665 |
| Service Revenue | 563 | 0 | 3,775 | 1 |
| Service Expenses | (2,221) | (1,599) | (7,604) | (10,229) |
| Total Direct Event Income | 5,312 | 6,571 | 33,351 | 108,437 |
| Ancillary Income | | | | |
| F & B Concessions | (20) | 0 | 695 | 1 |
| F & B Catering | (88) | 0 | 210 | 0 |
| Parking | 0 | 443 | 4,082 | 4,550 |
| Parking: Valet | 0 | 0 | 0 | 0 |
| Booth Cleaning | 0 | 0 | 0 | 0 |
| Electrical Services | 850 | 0 | 4,100 | 0 |
| Audio Visual | 0 | 0 | 0 | 0 |
| Internet Services | 0 | 0 | 350 | 1 |
| Total Ancillary Income | 742 | 443 | 9,437 | 4,552 |
| Total Event Income | 6,054 | 7,014 | 42,788 | 112,989 |

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

| | Current Month Actual | Current Month Budget | Year to Date Actual | Year to Date Budget |
|---------------------------|-------------------------|-------------------------|------------------------|------------------------|
| Attendance | 3,300 | 1,877 | 13,295 | 10,744 |
| Events | 4 | 4 | 22 | 20 |
| Event Days | 4 | 4 | 23 | 20 |
| Direct Event Income | | | | |
| Rental Income | 5,200 | 3,100 | 18,787 | 21,700 |
| Service Revenue | 2,600 | 50 | 42,722 | 35,350 |
| Service Expenses | (9,341) | (3,709) | (53,127) | (37,880) |
| Total Direct Event Income | (1,541) | (559) | 8,382 | 19,170 |
| Ancillary Income | | | | |
| F & B Concessions | 55 | 0 | (644) | 0 |
| F & B Catering | 82,647 | 0 | 545,202 | 0 |
| Parking | 0 | 1,077 | (3,700) | 6,053 |
| Parking: Valet | 0 | 0 | 0 | 0 |
| Booth Cleaning | 0 | 0 | 0 | 0 |
| Electrical Services | 520 | 0 | 4,045 | 2,080 |
| Audio Visual | 0 | 0 | (117) | 0 |
| Internet Services | 0 | 0 | 0 | 0 |
| Total Ancillary Income | 83,222 | 1,077 | 544,786 | 8,133 |
| Total Event Income | 81,681 | 518 | 553,168 | 27,303 |

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

| | Current Month Actual | Current Month Budget | Year to Date Actual | Year to Date Budget |
|---------------------------|-------------------------|-------------------------|------------------------|------------------------|
| Attendance | 7,400 | 10,445 | 23,220 | 37,545 |
| Events | 3 | 5 | 7 | 14 |
| Event Days | 10 | 9 | 18 | 27 |
| Direct Event Income | | | | |
| Rental Income | 55,500 | 65,350 | 110,050 | 92,900 |
| Service Revenue | 143 | 3,952 | 29,470 | 64,874 |
| Service Expenses | (22,356) | (30,173) | (59,828) | (103,888) |
| Total Direct Event Income | 33,287 | 39,129 | 79,692 | 53,886 |
| Ancillary Income | | | | |
| F & B Concessions | 6,842 | 0 | 33,728 | 0 |
| F & B Catering | 24,446 | 0 | 27,661 | 0 |
| Parking | 12,982 | 18,472 | 32,064 | 45,901 |
| Parking: Valet | 0 | 0 | 0 | 0 |
| Booth Cleaning | 0 | 0 | 0 | 0 |
| Electrical Services | 17,647 | 15,978 | 20,427 | 17,638 |
| Audio Visual | 0 | 0 | 0 | (220) |
| Internet Services | 700 | 350 | 700 | 673 |
| Total Ancillary Income | 62,617 | 34,800 | 114,580 | 63,992 |
| Total Event Income | 95,904 | 73,929 | 194,272 | 117,878 |

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

| | Current Month Actual | Current Month Budget | Year to Date Actual | Year to Date Budget |
|---------------------------|-------------------------|-------------------------|------------------------|------------------------|
| Attendance | 4,471 | 4,732 | 15,356 | 18,134 |
| Events | 9 | 11 | 40 | 44 |
| Event Days | 11 | 11 | 55 | 55 |
| Direct Event Income | | | | |
| Rental Income | 17,975 | 17,150 | 58,675 | 35,820 |
| Service Revenue | 5,691 | 15,790 | 18,685 | 37,228 |
| Service Expenses | (14,638) | (23,943) | (53,182) | (69,614) |
| Total Direct Event Income | 9,028 | 8,997 | 24,178 | 3,434 |
| Ancillary Income | | | | |
| F & B Concessions | 1,973 | 0 | 1,973 | 0 |
| F & B Catering | 145,531 | 0 | 664,897 | 0 |
| Parking | 1,656 | 1,208 | 4,626 | 13,596 |
| Parking: Valet | 0 | 0 | 0 | 0 |
| Booth Cleaning | 0 | 0 | 0 | 0 |
| Electrical Services | 4,210 | 4,022 | 17,531 | 22,682 |
| Audio Visual | 0 | 0 | (25) | 3,334 |
| Internet Services | 350 | 0 | 3,930 | 2,490 |
| Total Ancillary Income | 153,720 | 5,230 | 692,932 | 42,102 |
| Total Event Income | 162,748 | 14,227 | 717,110 | 45,536 |

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

| | Current Month Actual | Current Month Budget | Year to Date Actual | Year to Date Budget |
|---------------------------|-------------------------|-------------------------|------------------------|------------------------|
| Attendance | 3,100 | 2,000 | 5,700 | 5,900 |
| Events | 1 | 1 | 3 | 4 |
| Event Days | 3 | 2 | 6 | 7 |
| Direct Event Income | | | | |
| Rental Income | 20,080 | 18,000 | 40,334 | 42,127 |
| Service Revenue | 614 | 1,220 | 3,726 | 7,827 |
| Service Expenses | (8,431) | (5,238) | (16,884) | (18,057) |
| Total Direct Event Income | 12,263 | 13,982 | 27,176 | 31,897 |
| Ancillary Income | | | | |
| F & B Concessions | 4,788 | 0 | 17,434 | 0 |
| F & B Catering | 15,768 | 0 | 14,829 | 0 |
| Parking | 9,649 | 4,461 | 12,146 | 10,294 |
| Parking: Valet | 0 | 0 | 0 | 0 |
| Booth Cleaning | 0 | 0 | 0 | 0 |
| Electrical Services | 0 | 0 | 1,200 | 700 |
| Audio Visual | 0 | 0 | (1,396) | 0 |
| Internet Services | 0 | 0 | 0 | 0 |
| Total Ancillary Income | 30,205 | 4,461 | 44,213 | 10,994 |
| Total Event Income | 42,468 | 18,443 | 71,389 | 42,891 |

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

| | Current Month Actual | Current Month Budget | Year to Date Actual | Year to Date Budget |
|---------------------------|-------------------------|-------------------------|------------------------|------------------------|
| Attendance | 380 | 75 | 463 | 569 |
| Events | 2 | 2 | 6 | 16 |
| Event Days | 2 | 2 | 6 | 16 |
| Direct Event Income | | | | |
| Rental Income | 0 | (11,770) | 0 | 4,413 |
| Service Revenue | 418 | 20,054 | 418 | 4,868 |
| Service Expenses | (1,291) | 6,453 | (1,471) | 43,725 |
| Total Direct Event Income | (873) | 14,737 | (1,053) | 53,006 |
| Ancillary Income | | | | |
| F & B Concessions | 0 | 28,500 | 0 | 78,692 |
| F & B Catering | 5,706 | 137,500 | 7,438 | 755,440 |
| Parking | 0 | 4,863 | 0 | (10,886) |
| Parking: Valet | 0 | 0 | 0 | 0 |
| Booth Cleaning | 0 | 0 | 0 | 0 |
| Electrical Services | 0 | (3,200) | 0 | (48,650) |
| Audio Visual | 0 | 0 | 0 | (3,537) |
| Internet Services | 0 | 1,400 | 0 | (789) |
| Total Ancillary Income | 5,706 | 169,063 | 7,438 | 770,270 |
| Total Event Income | 4,833 | 183,800 | 6,385 | 823,276 |



ICVB
MONTHLY FINANCIAL STATEMENTS

For Period Ending: December 31, 2017

IRVING CONVENTION AND VISITORS BUREAU
RESERVE FUND
BALANCE SHEET
DECEMBER 31, 2017

ASSETS

| | |
|--------------|----------------|
| Cash | 6,209 |
| Investments | 926,300 |
| Total Assets | <u>932,509</u> |

LIABILITIES AND FUND BALANCE

LIABILITIES

| | |
|-------------------|----------|
| None | 0 |
| Total Liabilities | <u>0</u> |

FUND BALANCE

| | |
|------------------------------------|----------------|
| Unreserved | 932,509 |
| Total Fund Balance | <u>932,509</u> |
| Total Liabilities and Fund Balance | <u>932,509</u> |

The primary purpose for this fund is to serve as a catastrophic reserve, to protect the Bureau from events beyond the control of the organization which substantially and negatively impact funding for operations.

The only source of revenues for this fund is transfers from the ICSV General Fund.

Per the ICSV General and Reserve Fund Policy, the goal is to achieve and sustain six months of operating revenues in this fund.

Funds are designated for the following future events:

- 1 - Headquarter hotel grand opening event - \$75,000
- 2 - Texas Society of Assn Executives 2022 Annual Meeting - \$50,000

IRVING CONVENTION AND VISITORS BUREAU
RESERVE FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE THREE MONTH PERIOD ENDING DECEMBER 31, 2017

| | ----- Budget ----- | | ----- Actual ----- | | | Unencumbered | Percent | Prior |
|--|-----------------------|---------------------|---------------------|---------------------|-----------------|---------------------|------------------------|------------------------|
| | Adopted | Adjusted | Current Quarter | Year-to-Date | Encumbrances | Available Budget | Collected/ Expended | Year to Date Actual |
| <u>REVENUES AND TRANSFERS IN:</u> | | | | | | | | |
| Interest | 3,000 | 3,000 | 1,612 | 1,612 | 0 | 1,388 | 53.73% | 471 |
| Transfer from ICVB General Fund | 200,000 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 |
| <u>TOTAL REVENUES AND TRANSFERS IN</u> | <u>203,000</u> | <u>3,000</u> | <u>1,612</u> | <u>1,612</u> | <u>0</u> | <u>1,388</u> | <u>53.73%</u> | <u>471</u> |
| <u>EXPENDITURES AND TRANSFERS OUT:</u> | | | | | | | | |
| None | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 |
| <u>TOTAL EXPENDITURES AND TRANSFERS OUT</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0.00%</u> | <u>0</u> |

*Percent of year completed = 25%

SUMMARY:

| | |
|--|-----------------------|
| Beginning Fund Balance at October 1, 2017 | 930,897 |
| Revenues and Transfers In | 1,612 |
| Expenditures and Transfers Out | <u>0</u> |
| Ending Fund Balance at December 31, 2017 | 932,509 |
| Encumbrances | <u>0</u> |
| Unreserved Fund Balance at December 31, 2017 | <u><u>932,509</u></u> |

NOTES:

--Fund Balance increased \$205,979 over the prior year.

IRVING CONVENTION AND VISITORS BUREAU
COMPUTER REPLACEMENT FUND
BALANCE SHEET
DECEMBER 31, 2017

ASSETS

| | |
|--------------|----------------|
| Cash | 713 |
| Investments | 271,000 |
| Total Assets | <u>271,713</u> |

LIABILITIES AND FUND BALANCE

LIABILITIES

| | |
|-------------------|----------|
| None | <u>0</u> |
| Total Liabilities | <u>0</u> |

FUND BALANCE

| | |
|------------------------------------|----------------|
| Unreserved | 271,713 |
| Total Fund Balance | <u>271,713</u> |
| Total Liabilities and Fund Balance | <u>271,713</u> |

Funds are designated to replace Bureau computer hardware and systems, including large software packages (such as the CRM system) and other technology-related upgrades.

The only source of revenues for this fund is transfers from the ICVB General Fund or ICVB Reserve Fund.

IRVING CONVENTION AND VISITORS BUREAU
COMPUTER REPLACEMENT FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE THREE MONTH PERIOD ENDING DECEMBER 31, 2017

| | ----- Budget ----- | | ----- Actual ----- | | | Unencumbered | Percent* | Prior |
|--|--------------------|---------------|--------------------|--------------|--------------|---------------------|------------------------|------------------------|
| | Adopted | Adjusted | Current Quarter | Year-to-Date | Encumbrances | Available Budget | Collected/ Expended | Year to Date Actual |
| <u>REVENUES AND TRANSFERS IN:</u> | | | | | | | | |
| Interest | 1,200 | 1,200 | 473 | 473 | 0 | 727 | 39.42% | 184 |
| <u>TOTAL REVENUES AND TRANSFERS IN</u> | <u>1,200</u> | <u>1,200</u> | <u>473</u> | <u>473</u> | <u>0</u> | <u>727</u> | <u>39.42%</u> | <u>184</u> |
| <u>EXPENDITURES AND TRANSFERS OUT:</u> | | | | | | | | |
| Computers/Software | 16,500 | 16,500 | 0 | 0 | 0 | 16,500 | 0.00% | 0 |
| <u>TOTAL EXPENDITURES AND TRANSFERS OUT</u> | <u>16,500</u> | <u>16,500</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>16,500</u> | <u>0.00%</u> | <u>0</u> |

*Percent of year completed = 25%

SUMMARY:

| | |
|--|----------------|
| Beginning Fund Balance at October 1, 2017 | 271,240 |
| Revenues and Transfers In | 473 |
| Expenditures and Transfers Out | <u>0</u> |
| Ending Fund Balance at December 31, 2017 | 271,713 |
| Encumbrances | <u>0</u> |
| Unreserved Fund Balance at December 31, 2017 | <u>271,713</u> |

NOTES:

--Fund Balance decreased \$12,894 over the prior year.

IRVING CONVENTION AND VISITORS BUREAU
CONVENTION CENTER RESERVE/CAPITAL PROJECTS FUND
BALANCE SHEET
DECEMBER 31, 2017

ASSETS

| | |
|--------------|-------------------------|
| Cash | 3,431 |
| Investments | <u>1,177,000</u> |
| Total Assets | <u><u>1,180,431</u></u> |

LIABILITIES AND FUND BALANCE

LIABILITIES

| | |
|-------------------|----------|
| None | <u>0</u> |
| Total Liabilities | <u>0</u> |

FUND BALANCE

| | |
|------------------------------------|-------------------------|
| Assigned | <u>1,180,431</u> |
| Total Fund Balance | <u>1,180,431</u> |
| Total Liabilities and Fund Balance | <u><u>1,180,431</u></u> |

This fund provides funding for repair and replacement projects and the capital improvement program for the Irving Convention Center, which are budgeted annually and reflected in a 20-year plan that is updated annually.

The only source of revenues for this fund is transfers from the ICVB General Fund or ICVB Reserve Fund.

Per the ICVB General and Reserve Fund Policy, the goal is to achieve and sustain a balance of \$1,300,000 in this fund.

IRVING CONVENTION AND VISITORS BUREAU
CONVENTION CENTER RESERVE/CAPITAL PROJECTS FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE THREE MONTH PERIOD ENDING DECEMBER 31, 2017

| | ----- Budget ----- | | ----- Actual ----- | | | Unencumbered | Percent* | Prior |
|--|--------------------|----------------|--------------------|--------------|--------------|---------------------|------------------------|------------------------|
| | Adopted | Adjusted | Current Quarter | Year-to-Date | Encumbrances | Available Budget | Collected/ Expended | Year to Date Actual |
| <u>REVENUES AND TRANSFERS IN:</u> | | | | | | | | |
| Interest | 3,200 | 3,200 | 2,673 | 2,673 | 0 | 527 | 83.53% | 576 |
| Transfer from ICVB General Fund | 900,000 | 900,000 | 0 | 0 | 0 | 900,000 | 0.00% | 0 |
| <u>TOTAL REVENUES AND TRANSFERS IN</u> | <u>903,200</u> | <u>903,200</u> | <u>2,673</u> | <u>2,673</u> | <u>0</u> | <u>900,527</u> | <u>0.30%</u> | <u>576</u> |
| <u>EXPENDITURES AND TRANSFERS OUT:</u> | | | | | | | | |
| Capital Expenditures | 798,000 | 798,000 | 0 | 0 | 0 | 798,000 | 0.00% | 0 |
| <u>TOTAL EXPENDITURES AND TRANSFERS OUT</u> | <u>798,000</u> | <u>798,000</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>798,000</u> | <u>0.00%</u> | <u>0</u> |

*Percent of year completed = 25%

SUMMARY:

| | |
|--|------------------|
| Beginning Fund Balance at October 1, 2017 | 1,177,758 |
| Revenues and Transfers In | 2,673 |
| Expenditures and Transfers Out | <u>0</u> |
| Ending Fund Balance at December 31, 2017 | 1,180,431 |
| Encumbrances | <u>0</u> |
| Unreserved Fund Balance at December 31, 2017 | <u>1,180,431</u> |

NOTES:

--Fund Balance increased \$517,480 over the prior year.



ICVB
MONTHLY FINANCIAL STATEMENTS

For Period Ending: January 31, 2018

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

ASSETS

| | |
|--------------|-------------------------|
| Cash | 82,261 |
| Petty Cash | 250 |
| Investments | <u>1,768,000</u> |
| Total Assets | <u><u>1,850,511</u></u> |

LIABILITIES AND FUND BALANCE

LIABILITIES

| | |
|------------------------------------|---------------|
| Accounts Payable | 30,093 |
| Due to City of Irving General Fund | <u>163</u> |
| | <u>30,256</u> |

FUND BALANCE

| | |
|--|-----------------------------|
| Reserved for Encumbrances | 1,249,290 |
| Unreserved | <u>570,965</u> |
| Total Fund Balance | <u><u>1,820,255</u></u> |
| Total Liabilities and Fund Balance | <u><u>1,850,511</u></u> |

Notes:

Due to City of Irving General Fund:
Print shop charges for January - 163

Reserved for Encumbrances:
Business Development Incentive Program - 477,940
Maloney Strategic Communications - 354,113
Simpleview - 198,628
SMG/Technology Support - 46,398
Tucker & Associates - 36,748
Miscellaneous - 135,463

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

| | ----- Budget ----- | | ----- Actual ----- | | | Unencumbered | Percent | Prior |
|---|--------------------|-------------------|--------------------|------------------|------------------|---------------------|------------------------|------------------------|
| | Adopted | Adjusted | Current Month | Year-to-Date | Encumbrances | Available Budget | Collected/ Expended | Year to Date Actual |
| <u>REVENUES AND TRANSFERS IN:</u> | | | | | | | | |
| <u>REVENUES:</u> | | | | | | | | |
| Hotel/Motel Taxes: | | | | | | | | |
| Current Year | 8,485,907 | 8,485,907 | 0 | 0 | 0 | 8,485,907 | 0.00% | 0 |
| Penalties and Interest | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 |
| Prior Years | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 |
| Interest | 17,000 | 17,000 | 2,492 | 5,448 | 0 | 11,552 | 32.05% | 3,757 |
| State of Texas Events Trust Fund | 50,000 | 50,000 | 0 | 9,622 | 0 | 40,378 | 19.24% | 0 |
| Miscellaneous | 5,000 | 5,000 | 0 | 2,756 | 0 | 2,244 | 55.12% | 1,200 |
| Total Revenues | <u>8,557,907</u> | <u>8,557,907</u> | <u>2,492</u> | <u>17,826</u> | <u>0</u> | <u>8,540,081</u> | <u>0.21%</u> | <u>4,957</u> |
| TOTAL REVENUES AND TRANSFERS IN | <u>8,557,907</u> | <u>8,557,907</u> | <u>2,492</u> | <u>17,826</u> | <u>0</u> | <u>8,540,081</u> | <u>0.21%</u> | <u>4,957</u> |
| <u>EXPENDITURES AND TRANSFERS OUT:</u> | | | | | | | | |
| <u>EXPENDITURES:</u> | | | | | | | | |
| Salaries | 2,106,626 | 2,106,626 | 146,804 | 551,863 | 0 | 1,554,763 | 26.20% | 524,327 |
| Benefits | 561,825 | 561,825 | 42,798 | 160,025 | 0 | 401,800 | 28.48% | 151,770 |
| Supplies | 61,900 | 61,900 | 3,781 | 5,710 | 0 | 56,190 | 9.22% | 23,060 |
| Equipment Maintenance | 6,900 | 6,900 | 359 | 1,016 | 0 | 5,884 | 14.72% | 1,061 |
| Miscellaneous | 180,095 | 180,095 | 36,924 | 75,523 | 0 | 104,572 | 41.94% | 73,987 |
| Equipment Rentals | 7,900 | 7,900 | 825 | 825 | 2,475 | 4,600 | 41.77% | 0 |
| Special Services | 1,675,881 | 1,810,881 | 61,661 | 346,129 | 709,680 | 755,072 | 58.30% | 249,734 |
| Facility Management Services | 1,395,000 | 1,395,000 | 0 | 348,000 | 0 | 1,047,000 | 24.95% | 348,750 |
| Advertising Projects | 140,000 | 140,000 | 756 | 2,299 | 1,258 | 136,443 | 2.54% | 31,165 |
| Sponsorships / Partnerships | 174,000 | 174,000 | 0 | 44,966 | 0 | 129,034 | 25.84% | 44,014 |
| Media Advertising | 680,000 | 698,292 | 10,430 | 104,434 | 57,937 | 535,921 | 23.25% | 103,282 |
| Travel | 680,265 | 680,265 | 12,375 | 90,373 | 0 | 589,892 | 13.28% | 82,027 |
| Promotions / Special Events | 1,171,000 | 1,625,476 | 66,900 | 189,990 | 477,940 | 957,546 | 41.09% | 167,197 |
| Memberships | 82,615 | 82,615 | 4,059 | 24,570 | 0 | 58,045 | 29.74% | 27,206 |
| Total Expenditures | <u>8,924,007</u> | <u>9,531,775</u> | <u>387,672</u> | <u>1,945,723</u> | <u>1,249,290</u> | <u>6,336,762</u> | <u>33.52%</u> | <u>1,827,580</u> |
| <u>TRANSFERS OUT:</u> | | | | | | | | |
| Transfer to ICVB Reserve Fund | 200,000 | 200,000 | 0 | 0 | 0 | 200,000 | 0.00% | 0 |
| Transfer to ICC Reserve/CIP Fund | 900,000 | 900,000 | 0 | 0 | 0 | 900,000 | 0.00% | 0 |
| Total Transfers Out | <u>1,100,000</u> | <u>1,100,000</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>1,100,000</u> | <u>0.00%</u> | <u>0</u> |
| TOTAL EXPENDITURES AND TRANSFERS OUT | <u>10,024,007</u> | <u>10,631,775</u> | <u>387,672</u> | <u>1,945,723</u> | <u>1,249,290</u> | <u>7,436,762</u> | <u>30.05%</u> | <u>1,827,580</u> |

Percent of year completed = 33.3%

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

SUMMARY:

| | |
|---|-----------------------|
| Beginning Fund Balance at October 1, 2017 | 3,748,152 |
| Revenues and Transfers In | 17,826 |
| Expenditures and Transfers Out | <u>(1,945,723)</u> |
| Ending Fund Balance at January 31, 2018 | 1,820,255 |
| Encumbrances | <u>(1,249,290)</u> |
| Unreserved Fund Balance at January 31, 2018 | <u><u>570,965</u></u> |

NOTES:

Adjusted Budget:

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

Revenues & Transfers In:

Hotel Tax: The first quarter current year hotel tax will be received in February 2018.

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

Expenditures & Transfers Out:

Special Services: Advertising Agency - 488; Outside Services - 41,013; Market Research - 20,000; Miscellaneous - 160

Facility Management Services: The first subsidy payment was made in December 2017.

Promotions / Special Events: Business Development Incentive Program - 33,721; Toyota Music Factory - 322; ICVB 45th Anniversary Reception - 9,919; Irving Hospitality Industry Annual Meeting - 3,587; Miscellaneous - 19,351

Irving Convention and Visitors Bureau

Check Register Report - January 2018



Generated: 2/13/2018 4:06:02 PM

Batch: 7190

| <u>Number</u> | <u>Date</u> | <u>Payee</u> | | <u>Amount</u> |
|----------------------------|-------------|-------------------------------|----|---------------|
| 80058879 | 01/04/18 | CONFERENCE DIRECT | \$ | 3,750.00 |
| 80058880 | 01/04/18 | DOUBLETREE DALLAS DFW AIRPORT | \$ | 68.00 |
| 80058881 | 01/04/18 | STEPHEN A. GOODGAME | \$ | 400.00 |
| 80058882 | 01/04/18 | JOSEPH HAUBERT | \$ | 865.00 |
| 80058883 | 01/04/18 | MCKESSON CORPORATION | \$ | 965.00 |
| 80058884 | 01/04/18 | NORTHSTAR TRAVEL MEDIA, LLC | \$ | 8,000.00 |
| 80058885 | 01/04/18 | SHERATON DFW AIRPORT HOTEL | \$ | 635.00 |
| 80058886 | 01/04/18 | TIM LAHAYE MINISTRIES | \$ | 1,425.00 |
| 8 payments Batch Total: \$ | | | | 16,108.00 |

Batch: 7194

| <u>Number</u> | <u>Date</u> | <u>Payee</u> | | <u>Amount</u> |
|-----------------------------|-------------|--|----|---------------|
| 80058887 | 01/11/18 | ALOFT LAS COLINAS | \$ | 630.00 |
| 80058888 | 01/11/18 | AMERICAN COLLEGE OF EMERGENCY PHYSICIANS | \$ | 410.00 |
| 80058889 | 01/11/18 | AMERICAN EXPRESS | \$ | 33,596.06 |
| 80058890 | 01/11/18 | BT HOTEL LAS COLINAS LLC | \$ | 630.00 |
| 80058891 | 01/11/18 | CHRISTIAN MEETINGS & CONVENTIONS ASSOCIATION | \$ | 2,000.00 |
| 80058892 | 01/11/18 | BENJAMIN M. CINA | \$ | 700.00 |
| 80058893 | 01/11/18 | CROWDRIFT INC. | \$ | 2,083.00 |
| 80058894 | 01/11/18 | DALLAS MARRIOTT LAS COLINAS | \$ | 510.00 |
| 80058895 | 01/11/18 | DESTINATION ANALYSTS, INC | \$ | 20,000.00 |
| 80058896 | 01/11/18 | HAMPTON INN - LAS COLINAS | \$ | 195.00 |
| 80058897 | 01/11/18 | HILTON GARDEN INN DFW SOUTH | \$ | 130.00 |
| 80058898 | 01/11/18 | HILTON GARDEN INN LAS COLINAS | \$ | 765.00 |
| 80058899 | 01/11/18 | IRVING ROTARY CLUB | \$ | 76.00 |
| 80058900 | 01/11/18 | MALONEY STRATEGIC COMMUNICATIONS | \$ | 488.00 |
| 80058901 | 01/11/18 | OMNI MANDALAY HOTEL | \$ | 90.00 |
| 80058902 | 01/11/18 | PCMA / CONVENE | \$ | 6,000.00 |
| 80058903 | 01/11/18 | PRESTIGE GLOBAL MEETING SOURCE | \$ | 5,000.00 |
| 80058904 | 01/11/18 | SPRINGHILL SUITES BY MARRIOTT LAS COLINAS | \$ | 195.00 |
| 80058905 | 01/11/18 | TEXAS PRESS CLIPPING BUREAU | \$ | 897.00 |
| 80058906 | 01/11/18 | TOWNEPLACE SUITES LAS COLINAS | \$ | 225.00 |
| 80058907 | 01/11/18 | WHO'S CALLING, INC. | \$ | 1,598.00 |
| 21 payments Batch Total: \$ | | | | 76,218.06 |

continued on next page

Batch: 7204

| <u>Number</u> | <u>Date</u> | <u>Payee</u> | | <u>Amount</u> |
|-----------------------------|-------------|--|----|---------------|
| 80058908 | 01/18/18 | AERIAL PHOTOGRAPHY | \$ | 97.00 |
| 80058909 | 01/18/18 | CAROL BOYER | \$ | 97.65 |
| 80058910 | 01/18/18 | CHRISTIAN MEETINGS & CONVENTIONS ASSOCIATION | \$ | 250.00 |
| 80058911 | 01/18/18 | KATHERINE DIPIETRO | \$ | 24.00 |
| 80058912 | 01/18/18 | FEDERAL EXPRESS CORPORATION | \$ | 177.36 |
| 80058913 | 01/18/18 | LORI M. FOJTASEK | \$ | 126.94 |
| 80058914 | 01/18/18 | WENDY FOSTER | \$ | 118.76 |
| 80058915 | 01/18/18 | MAURA GAST | \$ | 103.96 |
| 80058916 | 01/18/18 | HOLIDAY INN LAS COLINAS | \$ | 210.00 |
| 80058917 | 01/18/18 | MARIANNE LAUDA | \$ | 94.70 |
| 80058918 | 01/18/18 | KATHY LEVINE | \$ | 65.00 |
| 80058919 | 01/18/18 | LORI MANSELL | \$ | 170.00 |
| 80058920 | 01/18/18 | KAYLA MANSOUR | \$ | 158.68 |
| 80058921 | 01/18/18 | ON POINT PROMOTIONAL TEAM | \$ | 475.88 |
| 80058922 | 01/18/18 | DIANA PFAFF | \$ | 65.00 |
| 80058923 | 01/18/18 | LUQMAN B. RASHADA | \$ | 300.00 |
| 80058924 | 01/18/18 | DEBBIE ROBERTS | \$ | 80.84 |
| 80058925 | 01/18/18 | BARBARA SCHINGLE | \$ | 65.00 |
| 80058926 | 01/18/18 | SHERATON DFW AIRPORT HOTEL | \$ | 3,557.00 |
| 80058927 | 01/18/18 | LORI SIRMEN | \$ | 102.13 |
| 80058928 | 01/18/18 | SPORTS CLUB AT FOUR SEASONS | \$ | 780.00 |
| 80058929 | 01/18/18 | CAROL STODDARD | \$ | 96.14 |
| 80058930 | 01/18/18 | UNIVERSITY SPORTS TOURS LLC | \$ | 755.00 |
| 80058931 | 01/18/18 | MONTY WHITE | \$ | 135.00 |
| 80058932 | 01/18/18 | MICHAEL ZUMBAUGH | \$ | 85.14 |
| 25 payments Batch Total: \$ | | | | 8,191.18 |

Batch: 7209

| <u>Number</u> | <u>Date</u> | <u>Payee</u> | | <u>Amount</u> |
|---------------|-------------|--|----|---------------|
| 80058933 | 01/25/18 | AMERICAN AIRLINES | \$ | 4,888.00 |
| 80058934 | 01/25/18 | ARES TRAVEL INC. | \$ | 1,250.00 |
| 80058935 | 01/25/18 | BARBERSTOCK SYSTEMS INC. | \$ | 2,397.00 |
| 80058936 | 01/25/18 | BH DFW PROPERTY LP | \$ | 2,525.00 |
| 80058937 | 01/25/18 | BT HOTEL LAS COLINAS LLC | \$ | 616.00 |
| 80058938 | 01/25/18 | DALLAS STARS ELITE HOCKEY CLUB | \$ | 250.00 |
| 80058939 | 01/25/18 | KATHERINE DIPIETRO | \$ | 50.00 |
| 80058940 | 01/25/18 | DOUBLETREE DALLAS DFW AIRPORT | \$ | 425.00 |
| 80058941 | 01/25/18 | EMBASSY SUITES DFW INT'L AIRPORT SOUTH | \$ | 1,638.00 |

continued on next page

Batch: 7209

| <u>Number</u> | <u>Date</u> | <u>Payee</u> | | <u>Amount</u> |
|-----------------------------|-------------|--|----|---------------|
| 80058942 | 01/25/18 | FAIRFIELD INN & SUITES | \$ | 455.00 |
| 80058943 | 01/25/18 | FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS | \$ | 4,255.00 |
| 80058944 | 01/25/18 | GUARANTEED EXPRESS, INC. | \$ | 60.15 |
| 80058945 | 01/25/18 | IRVING CONVENTION CENTER | \$ | 15,380.63 |
| 80058946 | 01/25/18 | OMNI MANDALAY HOTEL | \$ | 3,643.00 |
| 80058947 | 01/25/18 | PITNEY BOWES GLOBAL FINANCIAL SVCS, LLC | \$ | 825.12 |
| 80058948 | 01/25/18 | SHERATON DFW AIRPORT HOTEL | \$ | 788.00 |
| 80058949 | 01/25/18 | SIMPLEVIEW | \$ | 20,833.66 |
| 80058950 | 01/25/18 | STAPLES | \$ | 288.63 |
| 80058951 | 01/25/18 | THE SALVATION ARMY | \$ | 100.00 |
| 80058952 | 01/25/18 | TOWNEPLACE SUITES LAS COLINAS | \$ | 225.00 |
| 80058953 | 01/25/18 | TUCKER & ASSOCIATES, LLC | \$ | 679.82 |
| 80058954 | 01/25/18 | VERIZON WIRELESS | \$ | 391.14 |
| 80058955 | 01/25/18 | YMCA OF METROPOLITAN DALLAS | \$ | 100.00 |
| 23 payments Batch Total: \$ | | | | 62,064.15 |

Batch: 7218

| <u>Number</u> | <u>Date</u> | <u>Payee</u> | | <u>Amount</u> |
|-----------------------------|-------------|--|----|---------------|
| 80058956 | 02/01/18 | AMERICAN SOCIETY OF TRAVEL AGENTS, INC | \$ | 290.00 |
| 80058957 | 02/01/18 | BH DFW PROPERTY LP | \$ | 400.00 |
| 80058958 | 02/01/18 | BT HOTEL LAS COLINAS LLC | \$ | 165.00 |
| 80058959 | 02/01/18 | DALLAS FORT WORTH AIRPORT MARRIOTT | \$ | 232.00 |
| 80058960 | 02/01/18 | DOUBLETREE DALLAS DFW AIRPORT | \$ | 43.00 |
| 80058961 | 02/01/18 | EAUTOFEEDBACK, LLC | \$ | 2,050.00 |
| 80058962 | 02/01/18 | FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS | \$ | 1,415.00 |
| 80058963 | 02/01/18 | HILTON GARDEN INN DFW AIRPORT SOUTH | \$ | 195.00 |
| 80058964 | 02/01/18 | HILTON GARDEN INN LAS COLINAS | \$ | 500.00 |
| 80058965 | 02/01/18 | IRVING CHAPTER OF NATIONAL AMBUCS, INC | \$ | 100.00 |
| 80058966 | 02/01/18 | LAMONT ASSOCIATES | \$ | 1,500.00 |
| 80058967 | 02/01/18 | MEETING PROFESSIONALS INTERNATIONAL | \$ | 11,930.00 |
| 80058968 | 02/01/18 | NORTHSTAR TRAVEL MEDIA, LLC | \$ | 3,000.00 |
| 80058969 | 02/01/18 | OMNI MANDALAY HOTEL | \$ | 295.00 |
| 80058970 | 02/01/18 | SHERATON DFW AIRPORT HOTEL | \$ | 3,819.00 |
| 80058971 | 02/01/18 | TUCKER & ASSOCIATES, LLC | \$ | 4,095.88 |
| 16 payments Batch Total: \$ | | | | 30,029.88 |
| 93 payments TOTAL: \$ | | | | 192,611.27 |



ICVB
HOTEL OCCUPANCY TAX COLLECTIONS

First Quarter 2017-18

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

| | QUARTER ENDING 12/31/17 | |
|--|-------------------------|-----------|
| | BUDGET | ACTUAL |
| STATE TAX (estimated) - 6% | 4,172,327 | 4,059,833 |
| CITY OF IRVING TAX - 9% | 6,258,490 | 6,089,749 |
| TOTAL ADMINISTRATIVE COST | 133,531 | 129,915 |
| <hr/> | | |
| CONVENTION & VISITORS BUREAU - 57% OF 5% | 1,982,601 | 1,928,420 |
| Administrative Cost | (79,304) | (77,137) |
| Remittance Amount | 1,903,297 | 1,851,283 |
| <hr/> | | |
| ARTS CENTER - 35.5% of 5% | 1,233,942 | 1,201,034 |
| Administrative Cost | (49,358) | (48,041) |
| Remittance Amount | 1,184,584 | 1,152,993 |
| <hr/> | | |
| MUSEUM - 2.5% of 5% | 86,956 | 84,579 |
| Administrative Cost | (3,478) | (3,383) |
| Remittance Amount | 83,478 | 81,196 |
| <hr/> | | |
| DOWNTOWN & EVENTS - 1% of 5% | 34,782 | 33,832 |
| Administrative Cost | (1,391) | (1,353) |
| Remittance Amount | 33,391 | 32,479 |
| <hr/> | | |
| CONVENTION CENTER FUND - 2% of 9% (effective 01/01/00) | 1,391,299 | 1,353,278 |
| DEBT SERVICE - 4% of 5% | 139,036 | 135,328 |
| TOTAL | 1,530,335 | 1,488,606 |
| <hr/> | | |
| ENTERTAINMENT CENTER - 2% of 9% (effective 04/01/08) | 1,391,299 | 1,353,278 |

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
OCTOBER - DECEMBER**

| | | ACTUAL | ACTUAL | | |
|----|--|-------------------|---------------------|------------------|--------------|
| | HOTEL | 16-17 | 17-18 | DIFFERENCE | PERCENT |
| 1 | Atrium Hotel and Suites | 8,927.37 | 8,965.34 | 37.97 | 0.43% |
| 2 | Dallas Marriott Las Colinas | 86,434.12 | 82,513.10 | (3,921.02) | -4.54% |
| 3 | DFW Airport Hotel & Conf Center | 10,551.06 | 7,919.93 | (2,631.13) | -24.94% |
| 4 | DFW Airport Marriott | 116,832.98 | 134,128.70 | 17,295.72 | 14.80% |
| 5 | Doubletree DFW Airport North | 55,115.68 | 59,201.09 | 4,085.41 | 7.41% |
| 6 | Embassy Suites - DFW Airport South | 82,797.63 | 87,175.90 | 4,378.27 | 5.29% |
| 7 | Four Seasons Resort & Club | 182,629.72 | 208,087.33 | 25,457.61 | 13.94% |
| 8 | Hilton Garden Inn - DFW South | 39,264.43 | 35,373.73 | (3,890.70) | -9.91% |
| 9 | Hilton Garden Inn - Las Colinas | 36,018.83 | 37,201.18 | 1,182.35 | 3.28% |
| 10 | Holiday Inn Las Colinas | 11,299.65 | 18,946.28 | 7,646.63 | 67.67% |
| 11 | NYLO Dallas/Las Colinas | 43,779.55 | 45,376.18 | 1,596.63 | 3.65% |
| 12 | Omni Mandalay Hotel at Las Colinas | 119,711.93 | 123,708.28 | 3,996.35 | 3.34% |
| 13 | Sheraton Grand Hotel | 69,275.93 | 66,978.01 | (2,297.92) | -3.32% |
| 14 | Westin DFW | 104,831.18 | 117,911.79 | 13,080.61 | 12.48% |
| | TOTAL LUXURY & FULL SERVICE | 967,470.06 | 1,033,486.84 | 66,016.78 | 6.82% |

| ALL-SUITE / EXTENDED STAY | | | | | |
|----------------------------------|--|-------------------|-------------------|--------------------|-----------------|
| 1 | Best Western - DFW Airport Suites | 15,052.89 | 15,677.62 | 624.73 | 4.15% |
| 2 | Candlewood Suites - Las Colinas | 9,699.23 | 9,288.34 | (410.89) | -4.24% |
| 3 | Comfort Inn - DFW North | 16,336.68 | 15,463.01 | (873.67) | -5.35% |
| 4 | Comfort Suites - DFW Airport | 16,146.83 | 15,453.27 | (693.56) | -4.30% |
| 5 | Comfort Suites - Las Colinas | 8,397.73 | 8,461.61 | 63.88 | 0.76% |
| 6 | Country Inn & Suites - DFW South | 11,603.86 | 12,281.36 | 677.50 | 5.84% |
| 7 | Crossland Economy Suites | 1,732.79 | 4,790.60 | 3,057.81 | 176.47% |
| 8 | Element DFW North | 25,003.44 | 23,141.97 | (1,861.47) | -7.44% |
| 9 | Extended Stay America | 6,575.29 | 0.00 | (6,575.29) | -100.00% |
| 10 | Extended Stay Deluxe | 5,523.58 | 0.00 | (5,523.58) | -100.00% |
| 11 | Hawthorne Suites - DFW North | 7,401.34 | 10,289.79 | 2,888.45 | 39.03% |
| 12 | Hawthorne Suites - DFW South | 5,653.99 | 5,824.77 | 170.78 | 3.02% |
| 13 | Holiday Inn Express - DFW North | 29,305.77 | 29,858.34 | 552.57 | 1.89% |
| 14 | Holiday Inn Express - Las Colinas | 20,225.88 | 16,430.40 | (3,795.48) | -18.77% |
| 15 | Holiday Inn Express - DFW South | 23,497.80 | 23,182.07 | (315.73) | -1.34% |
| 16 | Home2Suites | 23,695.00 | 22,925.79 | (769.21) | -3.25% |
| 17 | Homestead Studio Suites - DFW North | 5,979.14 | 1,356.31 | (4,622.83) | -77.32% |
| 18 | Homestead Village & Guest Studios | 8,069.47 | 6,419.63 | (1,649.84) | -20.45% |
| 19 | Homewood Suites - DFW Airport | 21,355.36 | 20,040.29 | (1,315.07) | -6.16% |
| 20 | Homewood Suites - Las Colinas | 26,640.57 | 0.00 | (26,640.57) | -100.00% |
| 21 | Hyatt House Dallas-Las Colinas | 28,587.24 | 24,826.69 | (3,760.55) | -13.15% |
| 22 | Hyatt Place Las Colinas | 29,994.41 | 31,627.75 | 1,633.34 | 5.45% |
| 23 | Motel 6 / Studio 6 - DFW East | 5,355.16 | 6,777.79 | 1,422.63 | 26.57% |
| 24 | Residence Inn - DFW North | 13,512.86 | 13,823.22 | 310.36 | 2.30% |
| 25 | Residence Inn - DFW South | 19,886.23 | 19,865.33 | (20.90) | -0.11% |
| 26 | Residence Inn - Las Colinas | 20,476.01 | 20,329.31 | (146.70) | -0.72% |
| 27 | Springhill Suites | 25,306.39 | 25,553.80 | 247.41 | 0.98% |
| 28 | Staybridge Suites Las Colinas | 20,149.34 | 20,657.53 | 508.19 | 2.52% |
| 29 | Staybridge Suites North | 18,346.50 | 17,258.55 | (1,087.95) | -5.93% |
| 30 | Studio 6 - DFW North | 418.11 | 291.88 | (126.23) | -30.19% |
| 31 | Towneplace Suites | 20,293.66 | 21,748.11 | 1,454.45 | 7.17% |
| 32 | Woodspring Suites Signature | 5,028.57 | 5,935.32 | 906.75 | 18.03% |
| 33 | Extended Stay Properties | 187.39 | 407.41 | 220.02 | 117.41% |
| | TOTAL ALL SUITE / EXTENDED STAY | 495,438.51 | 449,987.86 | (45,450.65) | -9.17% |

HOTEL OCCUPANCY TAX
OCTOBER - DECEMBER (page 2)

| HOTEL | ACTUAL 16-17 | ACTUAL 17-18 | DIFFERENCE | PERCENT |
|---|-------------------|-------------------|------------------|--------------|
| LIMITED SERVICE | | | | |
| 1 Aloft Las Colinas | 28,879.58 | 31,214.32 | 2,334.74 | 8.08% |
| 2 Courtyard by Marriott - DFW North | 36,785.37 | 36,887.59 | 102.22 | 0.28% |
| 3 Courtyard by Marriott - DFW South | 28,230.03 | 27,763.43 | (466.60) | -1.65% |
| 4 Courtyard by Marriott - Las Colinas | 32,024.40 | 33,351.76 | 1,327.36 | 4.14% |
| 5 Fairfield Inn & Suites | 18,338.42 | 21,869.52 | 3,531.10 | 19.26% |
| 6 Fairfield Inn - DFW North | 18,249.39 | 19,864.15 | 1,614.76 | 8.85% |
| 7 Fairfield Inn - Las Colinas | 19,029.95 | 19,909.42 | 879.47 | 4.62% |
| 8 Hampton Inn - DFW South | temp closed | temp closed | 0.00 | 0.00% |
| 9 Hampton Inn - Las Colinas | 24,863.28 | 28,058.18 | 3,194.90 | 12.85% |
| 10 Jefferson Street Bed & Breakfast | 213.29 | 189.44 | (23.85) | -11.18% |
| 11 La Quinta Inn & Suites - Las Colinas | 16,935.33 | 16,399.85 | (535.48) | -3.16% |
| 12 La Quinta Inn & Suites - DFW South | 16,289.10 | 18,909.95 | 2,620.85 | 16.09% |
| 13 La Quinta Inn & Suites - DFW North | 19,819.01 | 23,297.54 | 3,478.53 | 17.55% |
| 14 Wingate Inn - DFW North | 9,737.18 | 10,056.43 | 319.25 | 3.28% |
| 15 Wingate Inn - Las Colinas | 17,787.85 | 18,833.79 | 1,045.94 | 5.88% |
| TOTAL LIMITED SERVICE | 287,182.18 | 306,605.37 | 19,423.19 | 6.76% |

| | | | | |
|--|-------------------|-------------------|-------------------|---------------|
| BUDGET | | | | |
| 1 America's Best Value Inn | 4,858.27 | 4,075.26 | (783.01) | -16.12% |
| 2 Arya Inn & Suites | 1,302.83 | 1,234.37 | (68.46) | -5.25% |
| 3 Best Western Irving Inn & Suites | 13,120.45 | 16,586.97 | 3,466.52 | 26.42% |
| 4 Budget Inn | 1,434.75 | 1,502.11 | 67.36 | 4.69% |
| 5 Budget Inn & Suites | 1,036.26 | 951.84 | (84.42) | -8.15% |
| 6 Budget Lodge of Irving | 3,179.13 | 2,846.11 | (333.02) | -10.48% |
| 7 Budget Suites of America - Las Colinas | 1,151.59 | 2,376.56 | 1,224.97 | 106.37% |
| 8 Crossroads Hotel | 1,772.85 | 1,429.50 | (343.35) | -19.37% |
| 9 Days Inn - DFW North | 10,094.59 | 10,102.28 | 7.69 | 0.08% |
| 10 Days Inn | 9,964.62 | 9,675.31 | (289.31) | -2.90% |
| 11 Delux Inn | 2,619.68 | 2,062.75 | (556.93) | -21.26% |
| 12 Delux Suites | 385.94 | 636.42 | 250.48 | 64.90% |
| 13 Gateway Suites | 1,703.84 | 1,869.06 | 165.22 | 9.70% |
| 14 Motel 6 - Dallas / Irving | 8,167.46 | 7,913.60 | (253.86) | -3.11% |
| 15 Motel 6 - DFW North | 8,227.52 | 8,892.82 | 665.30 | 8.09% |
| 16 Motel 6 - DFW South | 4,012.91 | 4,377.80 | 364.89 | 9.09% |
| 17 Quality Inn & Suites - DFW Airport | 16,004.81 | 17,499.90 | 1,495.09 | 9.34% |
| 18 Quality Inn & Suites - DFW South | 12,489.17 | 8,550.51 | (3,938.66) | -31.54% |
| 19 Red Roof Inn - DFW North | 14,862.63 | 16,535.71 | 1,673.08 | 11.26% |
| 20 Sleep Inn | 8,631.13 | 6,152.08 | (2,479.05) | -28.72% |
| 21 Super 8 Motel - DFW North | 8,415.08 | 8,021.13 | (393.95) | -4.68% |
| 22 Super 8 Motel - DFW South | 6,420.12 | 5,049.36 | (1,370.76) | -21.35% |
| TOTAL BUDGET | 139,855.63 | 138,341.45 | (1,514.18) | -1.08% |

| | ACTUAL | ACTUAL | DIFFERENCE | PERCENT |
|--------------------|---------------------|---------------------|------------------|--------------|
| GRAND TOTAL | 1,889,946.38 | 1,928,421.52 | 38,475.14 | 2.04% |

| | BUDGET | ACTUAL | DIFFERENCE | PERCENT |
|--------------------|---------------------|---------------------|--------------------|---------------|
| 1ST QUARTER | 1,982,601.00 | 1,928,421.52 | (54,179.48) | -2.73% |

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

| BUDGET VS ACTUAL | BUDGET 17-18 | ACTUAL 17-18 | DIFFERENCE | % |
|-------------------------------|-------------------------|-------------------------|--------------------|----------------|
| 1ST QUARTER OCT - DEC 2017 | 1,982,601 | 1,928,422 | (54,179) | -2.73% |
| 2ND QUARTER JAN - MAR 2018 | 2,116,326 | 0 | (2,116,326) | -100.00% |
| 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% |
| YTD TOTALS | 8,485,908 | 1,928,422 | (6,557,486) | -77.28% |

| PRIOR YEAR VS CURRENT YEAR | ACTUAL 16-17 | ACTUAL 17-18 | DIFFERENCE | % |
|-----------------------------------|-------------------------|-------------------------|--------------------|----------------|
| 1ST QUARTER OCT - DEC | 1,889,946 | 1,928,422 | 38,475 | 2.04% |
| 2ND QUARTER JAN - MAR | 2,083,849 | 0 | (2,083,849) | -100.00% |
| 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% |
| YTD TOTALS | 8,259,218 | 1,928,422 | (6,330,796) | -76.65% |

**IRVING CONVENTION AND VISITORS BUREAU
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
IRVING CONVENTION CENTER
FIRST FLOOR CONFERENCE ROOM
FRIDAY, JANUARY 19, 2018 @ 9:00 A.M.**

Attendance: Board Chair Clem Lear, Board Vice Chair Ron Mathai, Debbi Haacke, Rick Lindsey, and Greg Malcolm – Committee Members; Bob Bettis, Bob Bourgeois, Karen Cooperstein – Board Members; Jeremy Pierce and Oscar Sanchez – 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.

Assistant General Manager Jeremy Pierce reviewed the December 2017 ICC Financial Reports. He reported financials look well and promising. Parking revenue from the Urban Towers garage operation is being captured in "Other Operating Income" on the Income Statement. Assuming all contracts hold true, the forecast report shows an anticipated \$472,983 by end of year would be returned to the Capital Improvement Projects fund. Management of the Urban Towers garage by ICC is on a month-to-month basis until the ARK Group achieves completion conditions as the city's contract defines these; we currently anticipate the transition could take place by April. F&B Catering continues to hold strong. Event dates for booking the Convention Center are becoming tight, and single day events will see a change in availability as more multi-day conventions are booking. Accounting Director Oscar Sanchez noted \$47,334 ahead of budget for December. Expenses are a little higher than normal because more events produce more operating expenses. Net Income (Loss) from Operations is reporting \$306,763 ahead of budget year-to-date.

Committee member Rick Lindsey made a motion to accept and present to the full Board the ICC December 2017 Financials. With a second by Committee Member Greg Malcolm, the motion was unanimously approved.

ICVB Director of Accounting Marianne Lauda reviewed the ICVB December 2017 Financial Reports. In a review of the General Fund Balance Sheet, she reviewed the Reserved for Encumbrances items. She pointed out Business Development Incentive Program payments, Simpleview database, and advertising agency expenses were the largest items and noted these numbers will decrease as the year progresses. She reported no significant revenue was collected, and the Hotel Occupancy Tax collections will be collected in February. Expenditures are on target at 25.6%. She noted the Facility Management Services expenditure is for the first quarter subsidy payment to SMG.

Lauda reviewed the Check Register and discussion was held on two payments to La Buena Vida Youth Leadership Foundation for sponsorship of a leadership summit and charity shootout event; totaling \$2,000. She stated most of the American Express charges were for travel and the Bureau is trying to shift subscriptions, memberships, dues, and charges under \$3,000 to charges on American Express rather than single check payments. In addition, membership reward points are converted into gift cards that staff uses as prizes and giveaways at various tradeshows. She also noted the \$348,000 first quarter subsidy payment to SMG.

Board member Karen Cooperstein made a motion to accept and present to the full Board for approval of the ICVB Financials for December 2017. With a second from Board member Debbi Haacke, the recommendation was unanimously approved.

IRVING CONVENTION & VISITORS BUREAU
BOARD EXECUTIVE COMMITTEE MEETING – MINUTES
JANUARY 19, 2018
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After reviewing the minutes from the December 15, 2017 meeting, Lindsey made a motion to approve. With a second from Malcolm, the minutes were unanimously approved.

Executive Director Maura Gast gave an update on the Industry Hospitality Annual Meeting to be held on January 22 in place of the regularly scheduled Board meeting. Registration will begin at 11:00 a.m. and doors open for lunch at 11:15 a.m. The meeting will conclude by 1:15 p.m. Attendance is expected to be approximately 320 people. Board members have reserved seating and table numbers will be noted on name badge at registration. Author Dylan Thuras, who co-wrote Atlas Obscura will be the guest speaker and a signed copy of the book will be available to everyone, along with the CVB magazine, Surveyor. The 2018 Spirit of Irving Awards recipients are: The Carpenter Award – McKesson, The Nelson Award – Drive Nation, The Townsell Award – J.C. Gonzalez of the Irving Hispanic Chamber of Commerce, and the Martin Award – Beth Salemme from LAW at the Four Seasons Resort and Club. Gast commented that the TIF Board has appointed John Haigler as Chair. Board member Mark Cronenwett is the outgoing Chair. She further reported the City's Boards and Commissions dinner is on February 20 at the Convention Center. All Board members should have received invitations from the City Secretary's Office and everyone should RSVP directly to them. She directed anyone having problems sending in the RSVP to contact CVB Office Manager Carol Boyer for assistance. She reported the City's Water Infrastructure Tour is scheduled for March 9. Details will be communicated from City staff as the date approaches.

The committee noted the next Executive Committee meeting will be on Friday, February 23, 2018 at the Irving Convention Center.

Being no further discussion, Lear adjourned the meeting at 9:28 a.m.



Maura Allen Gast, FCDME
Executive Director

**AMENDED
AGENDA**

**Irving Convention & Visitors Bureau Board of Directors
Monday, February 26, 2018 at *12:15 p.m.
Dallas Marriott Las Colinas
Carrollton/Brown/Britain Room
223 W. Las Colinas Blvd.
Irving, Texas 75039**

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

Consent Agenda

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

Individual Consideration

5. Approving High Spirited Citizen Nominations

Reports

6. Board Chair Report
 - a. Recognition of Mark Cronenwett, outgoing TIF Board Chair
 - b. Recognition of Kayla Mansour, Cheryl Hopkins and Kathy Levine, ICVB Staff Award Winners
 - c. Recognition of Bob and Donna Bourgeois as High Spirited Citizens
 - d. Welcome to Clifton Thiebaud, General Manager, Dallas Marriott Las Colinas
 - e. Review of Lake Lewisville Dam Overview Presentation at Executive Committee Meeting
 - f. Schedule of Upcoming Meetings and Activities
 - g. Committee Assignments
 - h. City of Irving Water Infrastructure Tour – March 9, 2018
 - i. Next Board Meeting – March 26, 2018
 - j. Next Executive Committee Meeting – March 23, 2018
7. Board Committee Reports
 - a. Board Development – Debbi Haacke
 - Review of December 13, 2017 meeting
 - Next Meeting – March 16, 2018
 - b. Community Relations – Rick Lindsey
 - Review of February 16, 2018 meeting
 - Next Meeting – April 3, 2018

AGENDA - Continued

- c. Destination Development – Greg Malcolm
 - Review of February 6, 2018 meeting
 - Next Meeting – May 15, 2018

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

10. Convention Center Management Report – Tom Meehan

11. The Pavilion at the Music Factory/Live Nation Report – Mike Riley

12. Industry Partner Reports

- a. Smith Travel Research Monthly Reports/Snapshot
- b. Hotel Industry Updates
- c. Restaurant Industry Update

13. 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 – Bob Galecke
- f. Chamber of Commerce – Lori Bunger/Beth Bowman
- g. Irving Arts and Culture – Todd Hawkins

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

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.