

# Memorandum

**REVISED**



CITY OF DALLAS

DATE: January 17, 2014

TO: Members of the Budget, Finance & Audit Committee:  
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT: Budget, Finance & Audit Committee Meeting

RECEIVED  
2014 JAN 17 PM 3:36  
CITY SECRETARY  
DALLAS, TEXAS

**Tuesday, January 21, 2014, 1:00 p.m.**

Dallas City Hall - 6ES, 1500 Marilla St., Dallas, TX 75201

The agenda for the meeting is as follows:

1. Consideration of minutes from the January 6, 2013 Budget, Finance & Audit committee meeting
2. Dallas Convention Center Hotel Update  
Ron King, Director  
Convention & Event Services
3. Dallas Convention & Visitors Bureau Update  
Phillip Jones, President & CEO  
Dallas Convention & Visitors Bureau

**FYI:**

Upcoming Agenda Items:

4. Microwave Voice and Data Network Replacement
5. Excess Workers' Compensation Insurance Policy Renewal
6. Financial System Upgrade- End User Training
7. Construction Contract for the Omni Convention Hotel and Convention Center Dallas Area Rapid Transit Station Sustainable Development Infrastructure Project, Phase II

Jerry R. Allen, Chair  
Budget, Finance & Audit Committee

c: Honorable Mayor and Members of the City Council  
A.C. Gonzalez, Interim City Manager  
Warren M. S. Ernst, City Attorney  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Craig D. Kinton, City Auditor  
Ryan S. Evans, Interim First Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager

Forest E. Turner, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Charles M. Cato, Interim Assistant City Manager  
Theresa O'Donnell, Interim Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Frank Libro, Public Information Officer  
Elsa Cantu, Assistant to the City Manager

A quorum of the Dallas City Council may attend this Council Committee meeting.

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. Contemplated or pending litigation or matters where legal advice is requested of the City Attorney. Section 551.071 of the Texas Open Meetings Act.
2. The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.072 of the Texas Open Meetings Act.
3. A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.073 of the Texas Open Meetings Act.
4. Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Section 551.074 of the Texas Open Meetings Act.
5. The deployment, or specific occasions for implementation of security personnel or devices. Section 551.076 of the Texas Open Meetings Act.

# **Budget, Finance & Audit Committee**

## **Meeting Record- DRAFT**

**Meeting Date:** 1.06.2014

**Convened:** 1:03 p.m.

**Adjourned:** 2:27 p.m.

### **Committee Members Present:**

Jerry R. Allen, Chair            Jennifer Staubach Gates, Vice-Chair  
Tennell Atkins                    Sheffie Kadane  
Philip T. Kingston

### **Council Members Present:**

Adam Medrano  
Scott Griggs

### **Staff Present:**

Jeanne Chipperfield	Molly McCall	La Toya Jackson	Michael Frosch
Jack Ireland	Dolores Lewis	Russell Dyer	Craig Kinton
Zeronda Smith	Forest Turner	Valanda Quaite	Adelia Gonzalez
Edward Scott	Rick Galceran	Theresa O'Donnell	Melissa Miles
Lance Sehorn	Helendra Ruiz	John Rogers	Zaida Basora
Michael Frosch	Jesse Dillard	Robyn Gerard	
Stephanie Cooper	William Finch	Beverly Davis	

### **AGENDA:**

#### **1. Approval of the December 2, 2013 Minutes**

**Presenter(s):**

**Information Only:** —

**Action Taken/Committee Recommendation(s):**

A motion was made to approve the December 2, 2013 minutes. Motion passed unanimously.

Motion made by: Sheffie Kadane

Motion seconded by: Tennell Atkins

#### **2. Financial Benefits and Protections of Marriage**

**Presenter(s):** Theresa O'Donnell, Interim Assistant City Manager

John Roger, Assistant City Attorney

**Information Only:** X

**Action Taken/Committee Recommendation(s):**

Committee Chair would like to build on the briefing series with a recommendation and speaker from the Human Rights Campaign. Additionally, Committee Members request a list of actions items in the next briefing.

#### **3. Unlawful Discriminatory Practices Relating to Sexual Orientation**

**Presenter(s):** Beverly Davis, Assistant Director, Fair Housing Office

Melissa Miles, Assistant City Attorney

**Information Only:** X

**Action Taken/ Committee Recommendation(s):**

Committee Chair supported Councilmember Griggs request to include a comparison between Chapter 34 (Personnel Rules) of the City Code and Chapter 46 (Unlawful Discriminatory Practices

# **Budget, Finance & Audit Committee**

## **Meeting Record- DRAFT**

Relating to Sexual Orientation) in the upcoming briefing. Councilmember Kingston would like additional metrics from Fair Housing regarding their educational efforts on Chapter 46.

4. **Comprehensive Energy Conservation & Solar Performance Contracts**

**Presenter(s): Rick Galceran, Director, Public Works**

**Information Only: X**

**Action Taken/Committee Recommendation(s):**

5. **Best Practices in E3 Government, Finance & Audit- Index Cities and SWOT Analysis**

**Presenter(s): LaToya Jackson, Assistant Director, Strategic Customer Services**

**Dolores Lewis, Human Resources**

**Russell Dyer, Office of Cultural Affairs**

**Information Only: X**

**Action Taken/Committee Recommendation(s):**

Councilmembers Atkins and Kingston would like additional information on E3 analysis, specifically metrics, supporting data and costs to implement opportunities.

### **FYI**

5. **Upcoming Agenda Items: Risk Consultant and Actuarial Services**

**Presenter(s): N/A**

**Information Only: X**

**Action Taken/ Committee Recommendation(s):**

N/A

6. **November 2013 Financial Forecast Report**

**Presenter(s): N/A**

**Information Only: X**

**Action Taken/ Committee Recommendation(s):**

N/A

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Jerry R. Allen, Chair  
Budget, Finance & Audit Committee

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DATE January 17, 2014

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),  
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT **Dallas Convention Center Hotel Update**

On Tuesday, January 21, 2014 you will be briefed on the Dallas Convention Center Hotel Update. The briefing materials are attached for your review.

Please contact me with any questions.



Forest E. Turner  
Assistant City Manager

[Attachment]

c: Honorable Mayor and Members of the City Council  
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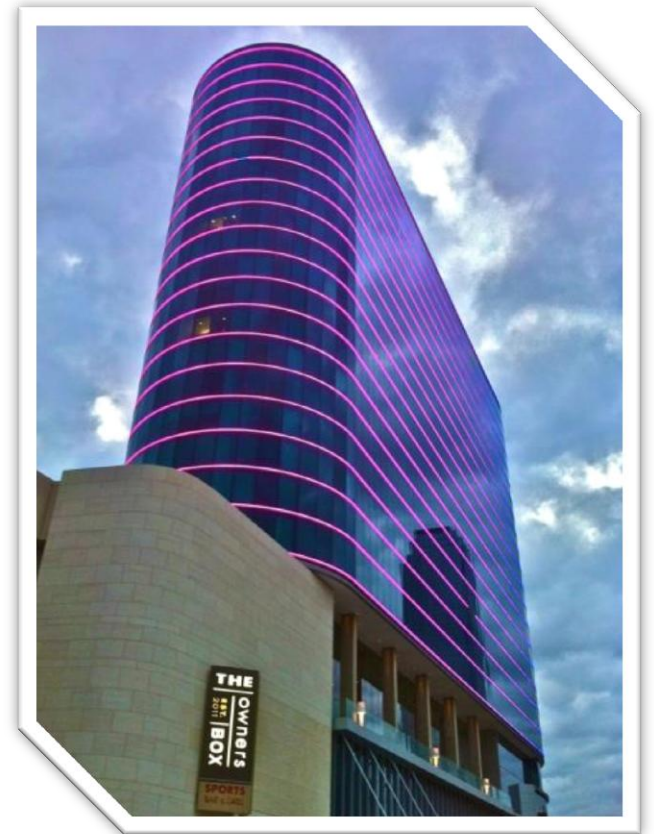
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# Dallas Convention Center Hotel Update Briefing

Budget, Finance & Audit Committee  
January 21, 2014

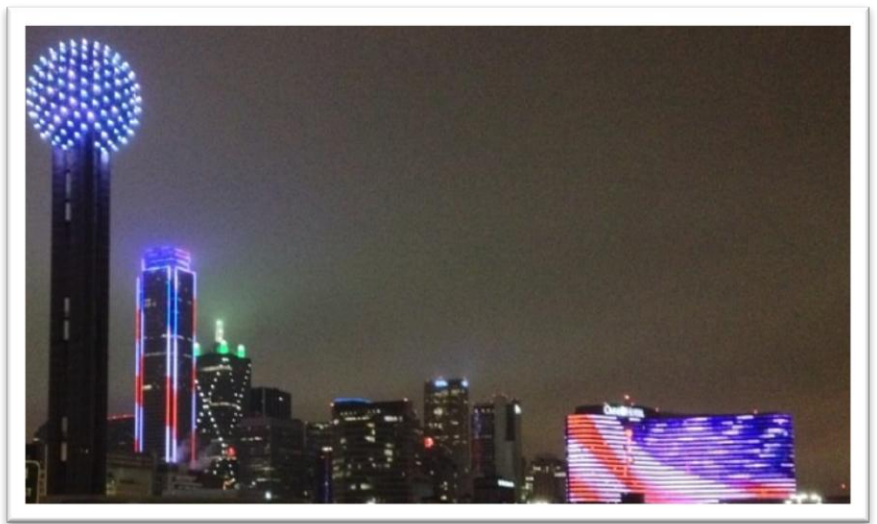
# Purpose

- Provide an update on the Convention Center Hotel Operations, ongoing and future development opportunities.



# Outline

- Vision for the overall development
- Key components of the hotel project
- Timeline/Milestones
- Convention Center Hotel
- Restaurant Development Overview (Phase II Hotel Development)
- Omni/DART Lamar Connection
- Potential future development
- Summary

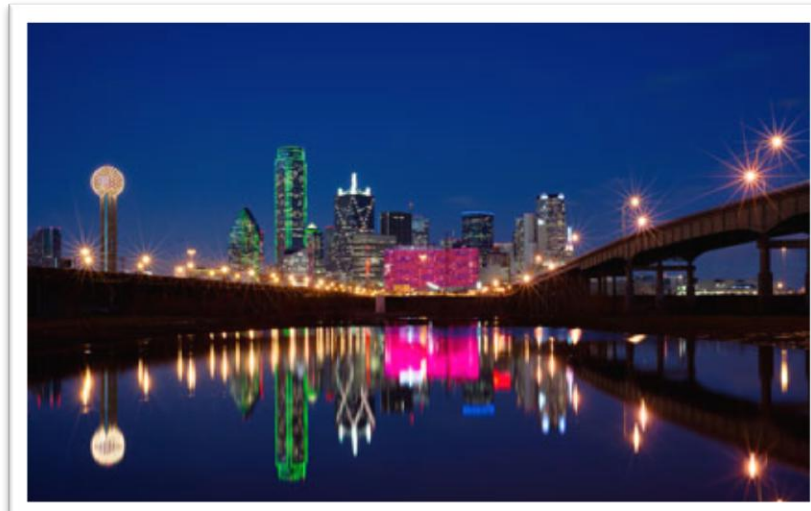




# Vision for Overall Development

Source: December 6, 2010 Economic Development Briefing, Dallas City Council

- Build another destination for Dallas
- Enhance convention attendee experience
- Develop hotel, restaurant, retail, cultural and entertainment elements
- Create a Lamar Street entertainment corridor by:
  - Improving connectivity from Kay Bailey Hutchison Convention Center Dallas (KBHCCD) south into the Lamar Street Entertainment Corridor and north through downtown, to Victory Plaza



# Key Components of Hotel Project

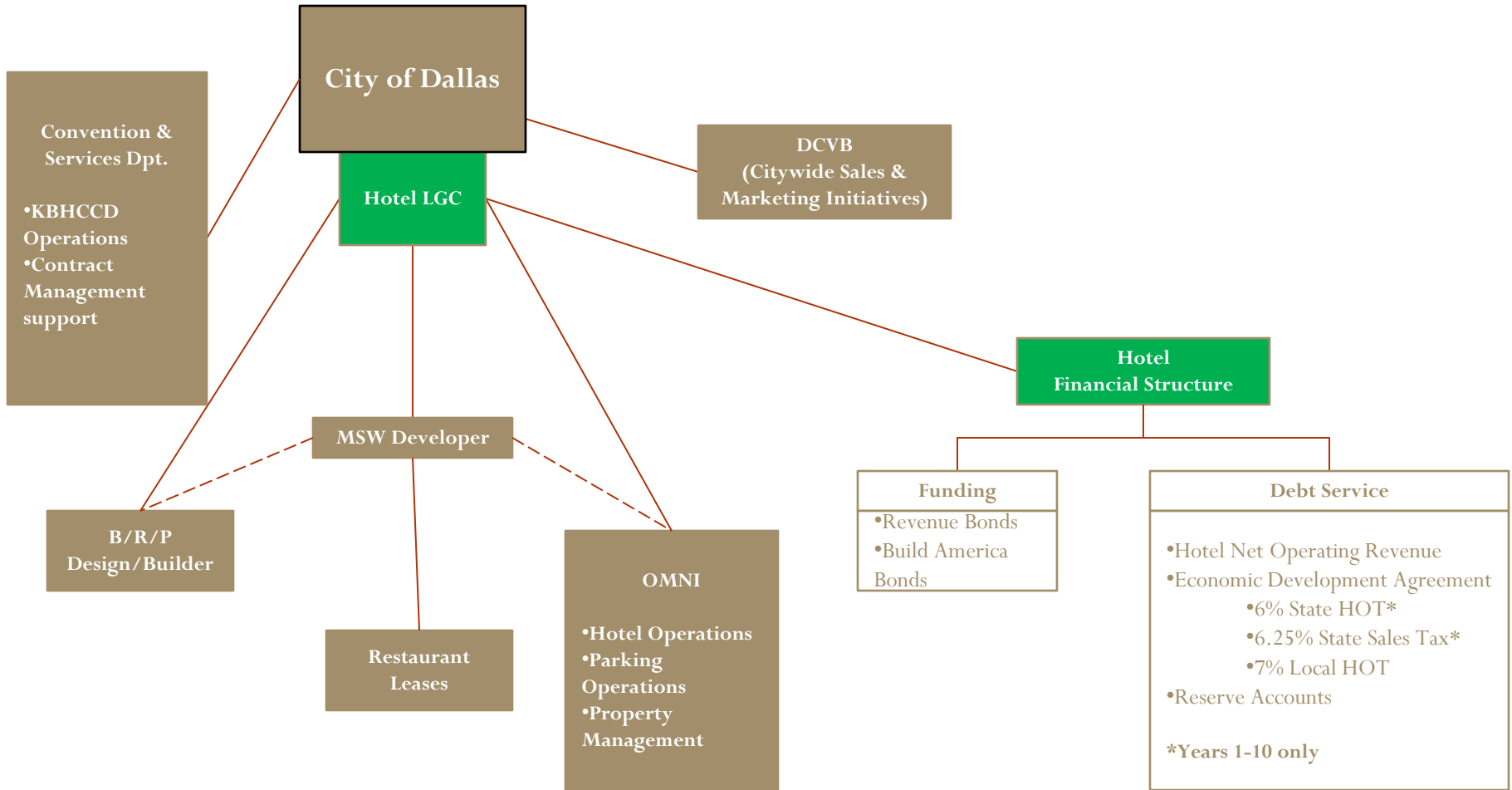
- Increase the competitiveness of the KBHCCD
  - Enhance overall economic benefits generated by the Convention industry to the City of Dallas
  - Achieve an overall project that can be constructed and operated within the projected revenues and construction budget
- 

- 1,000 Room Hotel
- Provide meeting and banquet space within the hotel
- 30% Goal for M/WBE utilization during construction
  - Higher than 25% M/WBE Program construction goal
- Select a professional hotel management company/operator to manage the asset for the City

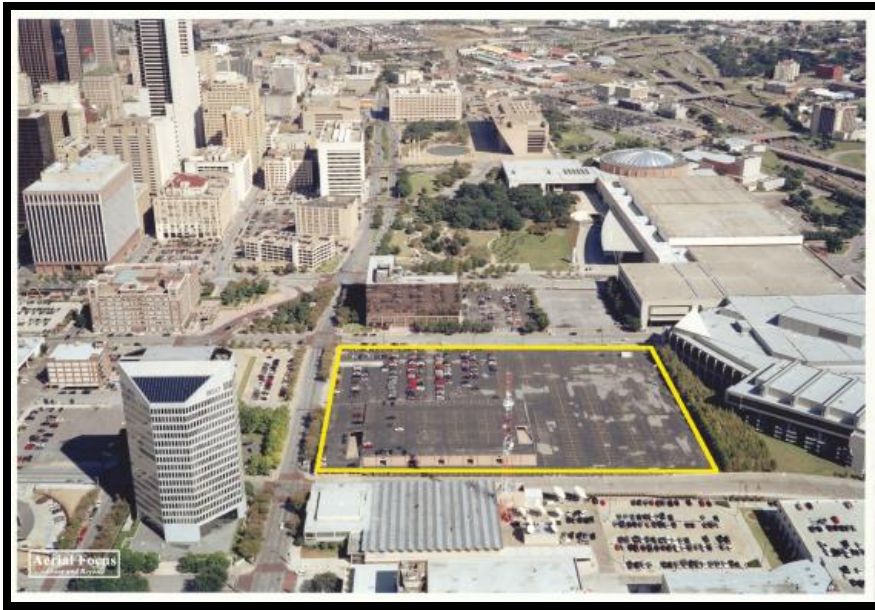
# Timeline

- Convention Center Hotel:
  - City Council approved formation of Local Government Corporation (LGC)—August 2008
  - Hotel developer selected — September 2008
  - Omni selected to manage hotel — February 2009
    - 15 year term operator agreement
    - Locally owned
    - 25% M/WBE utilization commitment from Omni
  - Voters approved Convention Center Hotel referendum— May 2009
  - Council approval of bonds to finance hotel — June 2009
  - Groundbreaking — September 2009
  - Hotel opened — November 2011

# Convention Center Hotel Organizational & Financial Structure



# Convention Center Hotel Site



(November 2007)

# Convention Center Hotel Completed



December 2013



Standard Guest Room



Pre Function Lobby

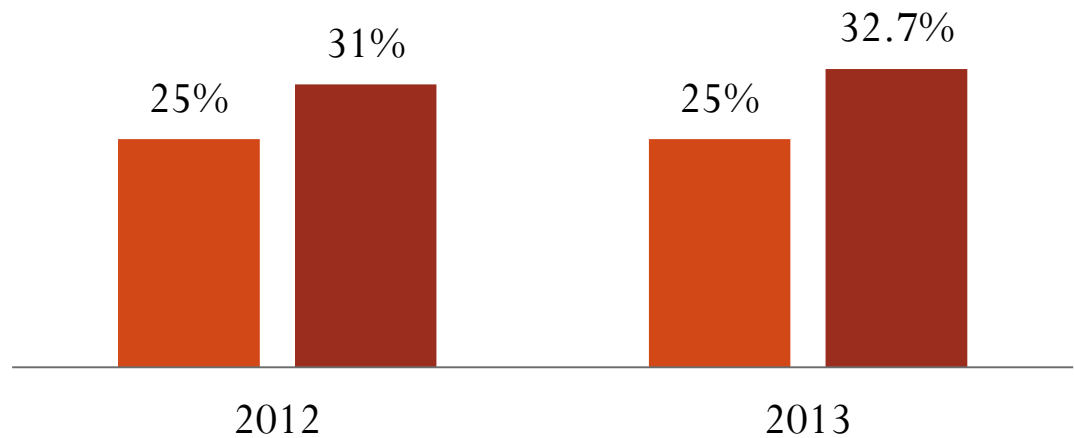
# M/WBE Participation

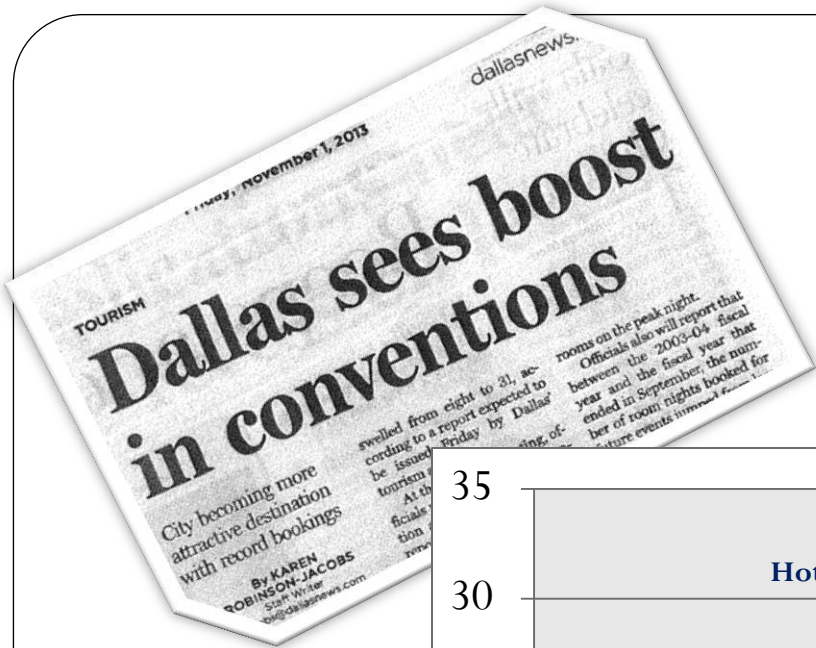
## Hotel Construction:

- Significant joint venture between Balfour Beatty and two M/WBE firms:
  - Pegasus Texas
  - H.J. Russell Co. (BRP JV)
- Exceeded goal of 30% for a total of 37.9%
- Resulted in 163 separate contracts to M/WBE

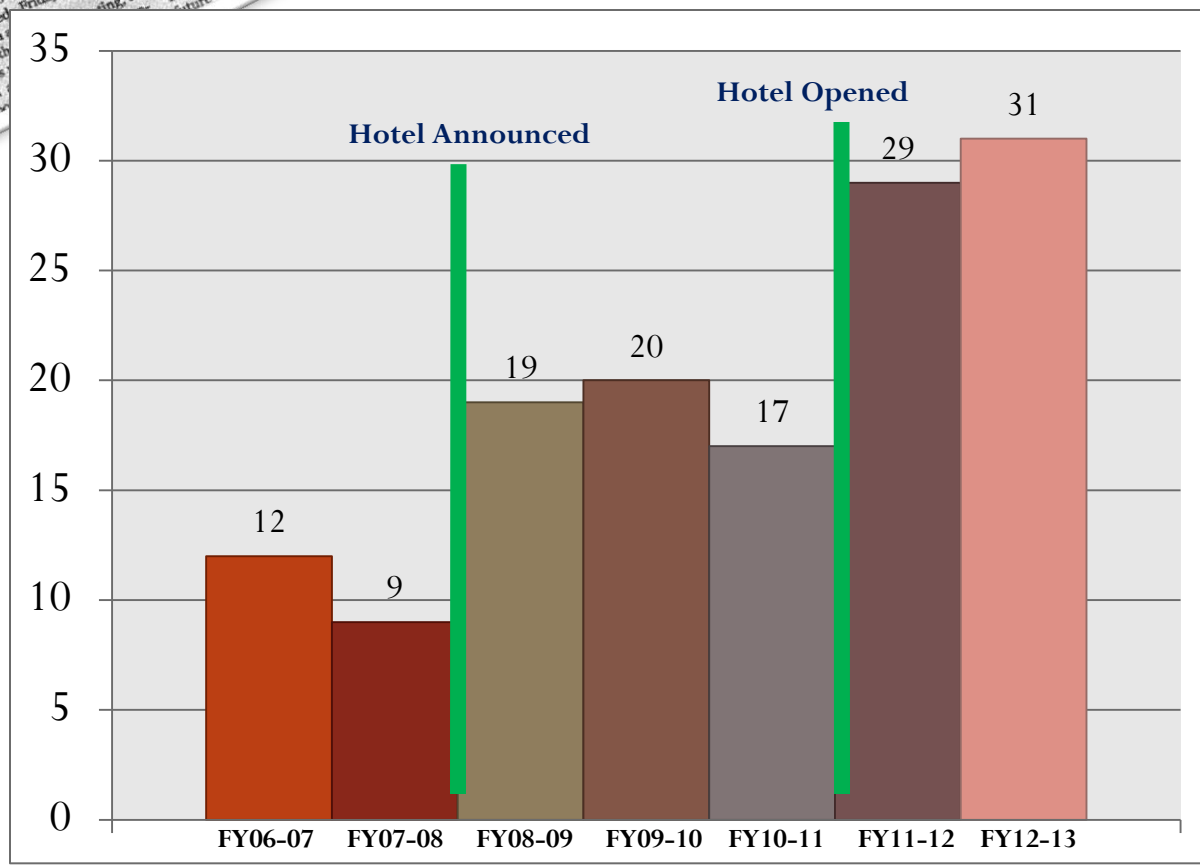
## Hotel Operations M/WBE Participation

■ M/WBE Goal ■ M/WBE Actual





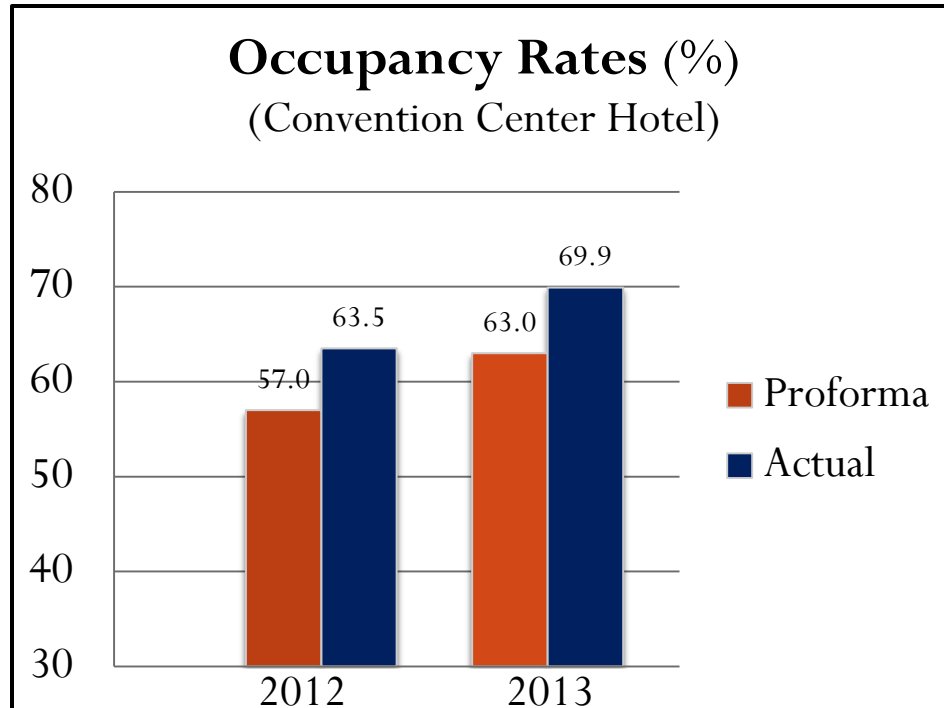
# Citywide Events Booked



A Citywide event is based upon 2,500+ room nights on peak.  
 Bookings occur into the future.



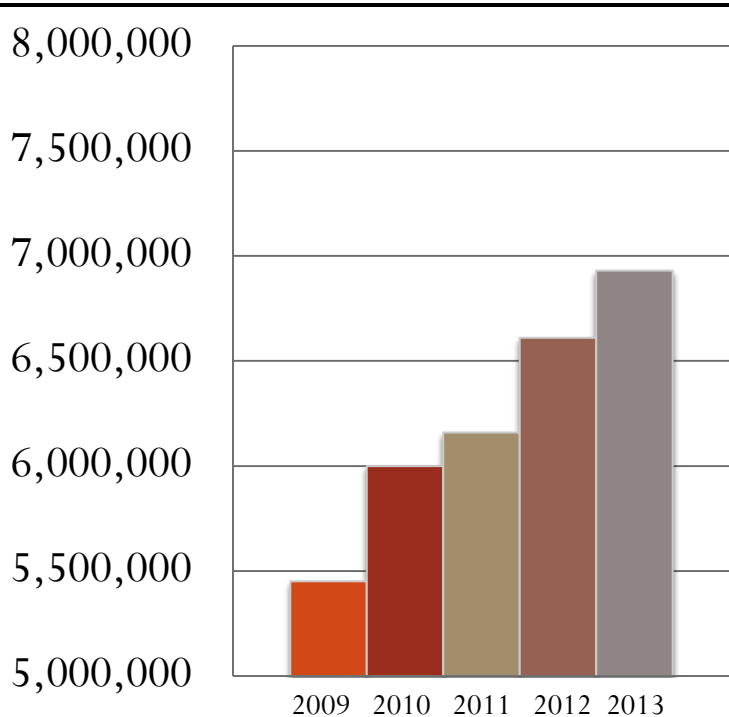
# Room Night Reservations



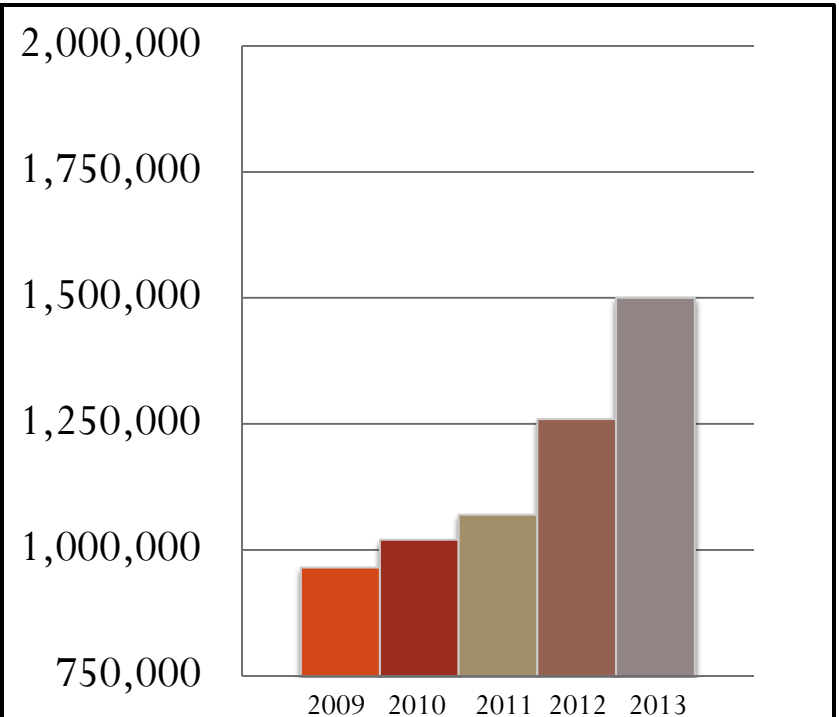
- Hotel Occupancy rates have exceeded proforma in both 2012 and 2013
- 2014 Proforma based on 66% occupancy rates
- Average occupancy rate for the City of Dallas was 61.8% for 2012 and 65% for 2013

# Room Night Reservations within Dallas

## Total Room Nights Consumed

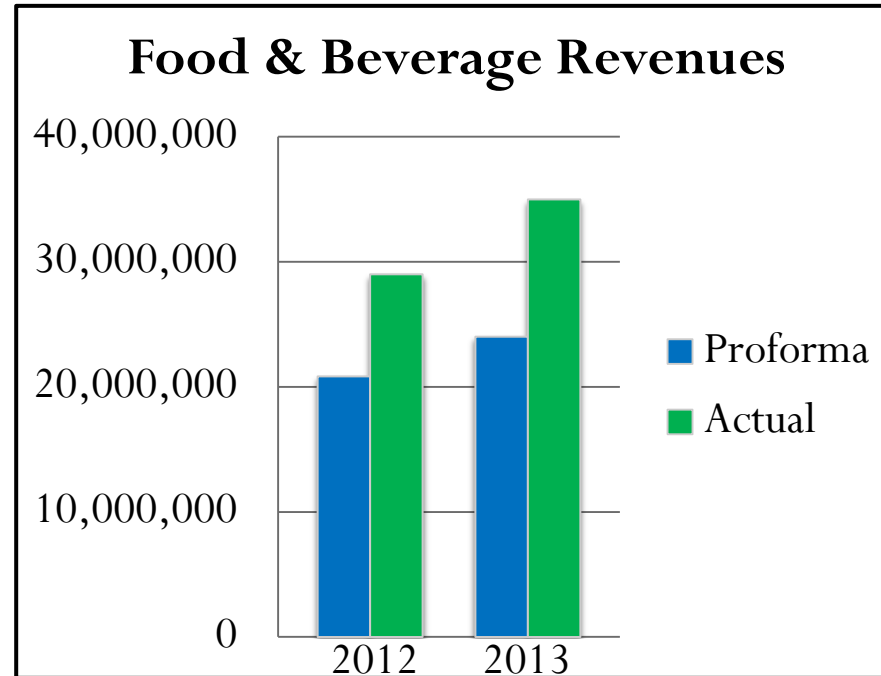


## Future Citywide Group Room Nights Sold by DCVB



# Food & Beverage Performance

(Convention Center Hotel, including ballrooms)



# Omni Dallas Success to date

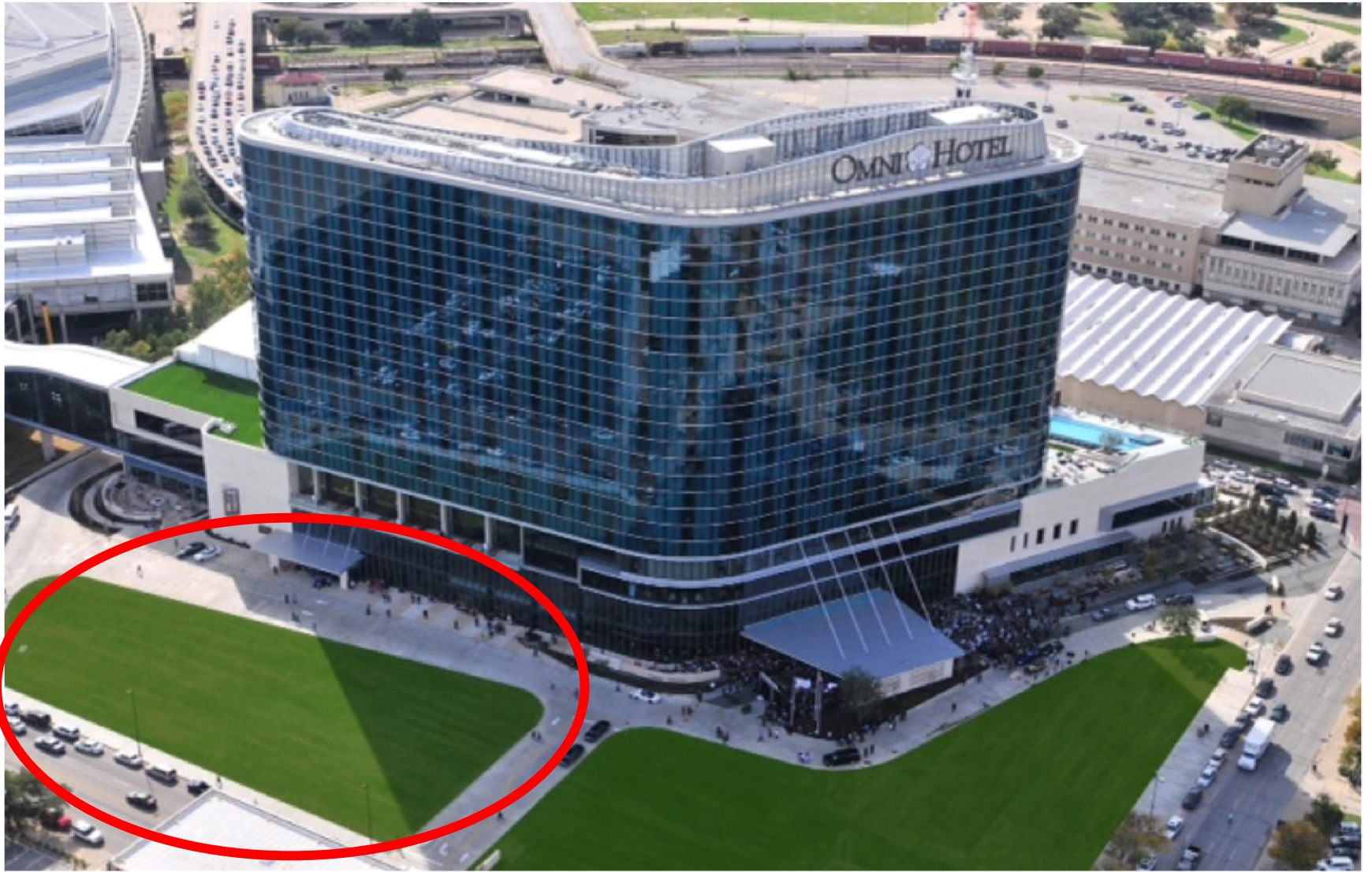


**The hotel is expected to close 2013 with:**

- Occupancy 7.2% over proforma\*
- Food and Beverage revenue exceeding proforma by \$11.08M\*
- Total revenue exceeding proforma by approximately \$13.2M \*
- Earnings \$4.9M \*

**\*Preliminary unaudited**

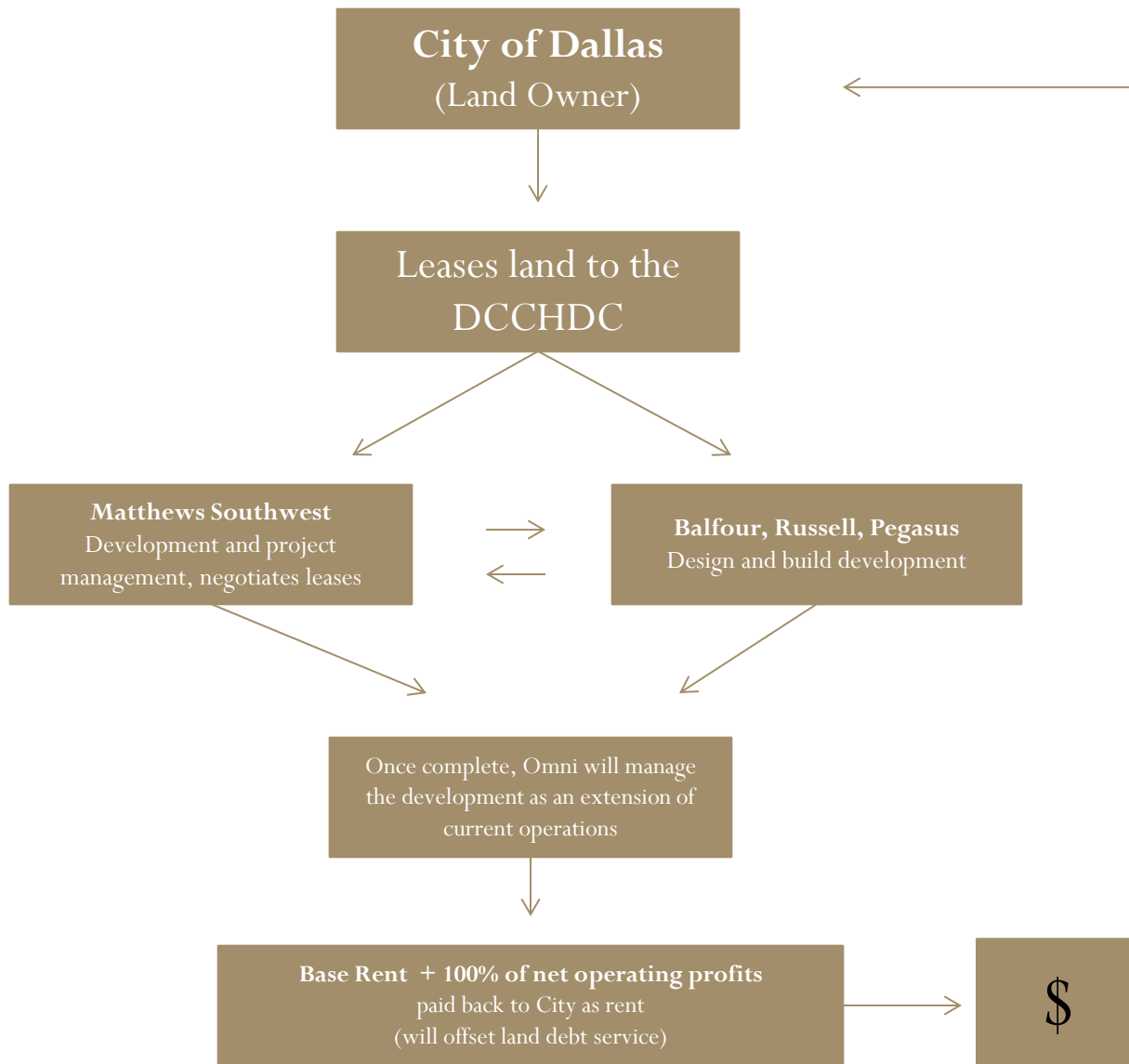
# Restaurant Development Overview



# Restaurant Development Overview

(Phase II Hotel Project)

- Original hotel ancillary development anticipated additional debt.
- Development plan is now to be paid with unspent/existing bond proceeds.
  - Project paid from original hotel construction budget
  - Revenue will offset the approximate \$1.6M debt service payment on the land.
  - Land is owned by the City of Dallas
  - Land is leased to the Dallas Convention Center Hotel Development Corporation (DCCCHDC)
  - Current project plan includes development of land in front of the Omni Dallas Hotel:
    - 350 space below grade parking garage
    - Approximately 15k square feet of restaurants
    - Four individual storefront concepts
  - Omni will manage/maintain the parking and restaurant leases as an extension of current hotel operations.



# Restaurant Development Benefits

(Phase II Hotel Project)

- Makes Dallas as a destination more attractive
- Enhances Convention Center Hotel project
- Clients are requiring more restaurant and entertainment venues within walking distance of the Convention Center
- Increases the economic impact of the destination
- Enhances convention attendee experience
- Enhances the overall Lamar Streetscape Plan
- Enhances Lamar entertainment venues



# Conceptual Rendering



# Restaurant Concepts\*

(Phase II Hotel Project)

- Sushi



- Tex-Mex



- Brasserie

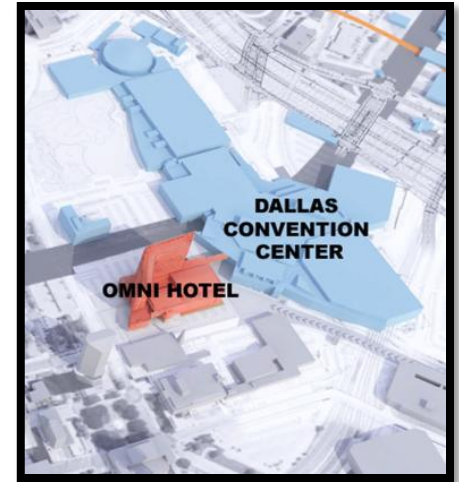


- Pizza & Wine

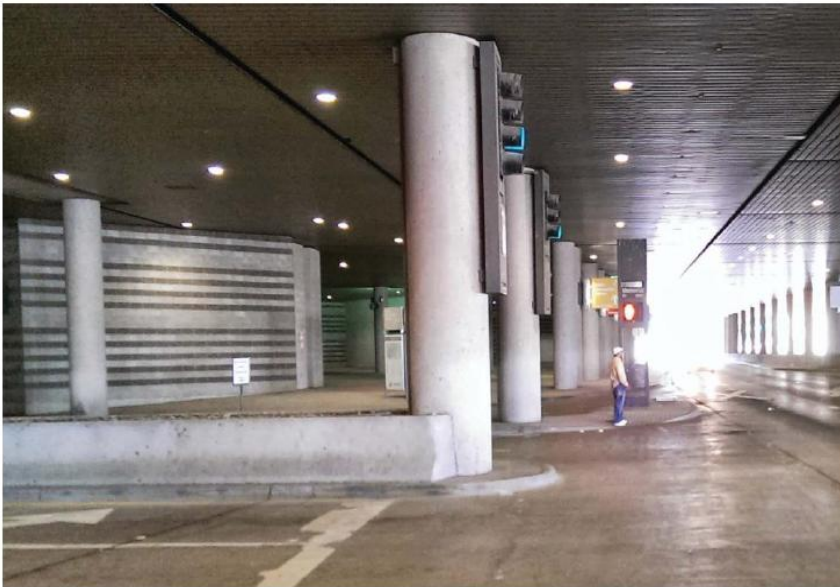


# Omni/DART Lamar Connection Under the Convention Center

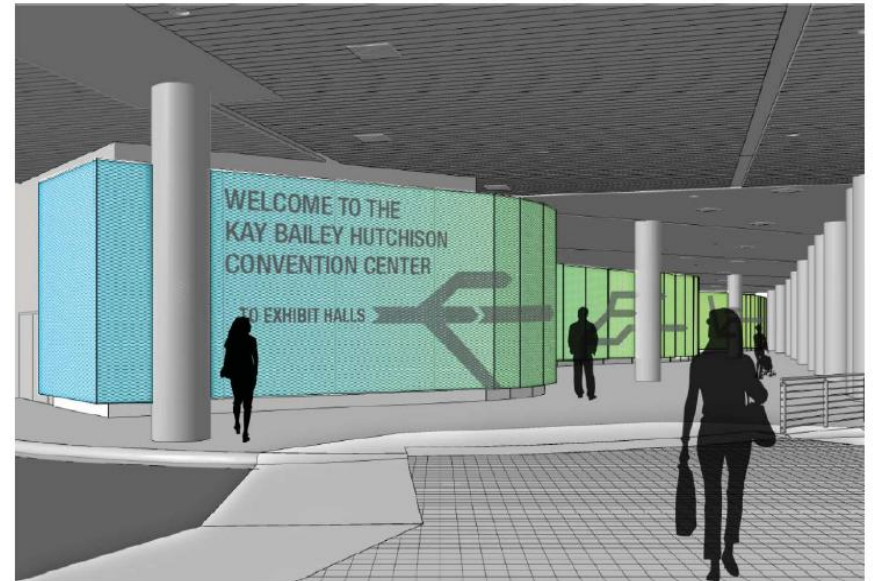
- Connects:
  - Omni Dallas Hotel and DART station
  - Omni Dallas Hotel to DFW Airport
    - Orange Line – Expected 2014
  - Design District, Victory, West End, Main Street, Cedars, Southside and Cedars DART station (D-Link)
- Improvements Includes:
  - Enhanced safety
  - Lighting and signage
  - Pedestrian experience
- Schedule:
  - **Lamar Street: Under the Convention Center**
    - Design – June 2013 through October 2013
    - Construction – April 2014 through December 2015



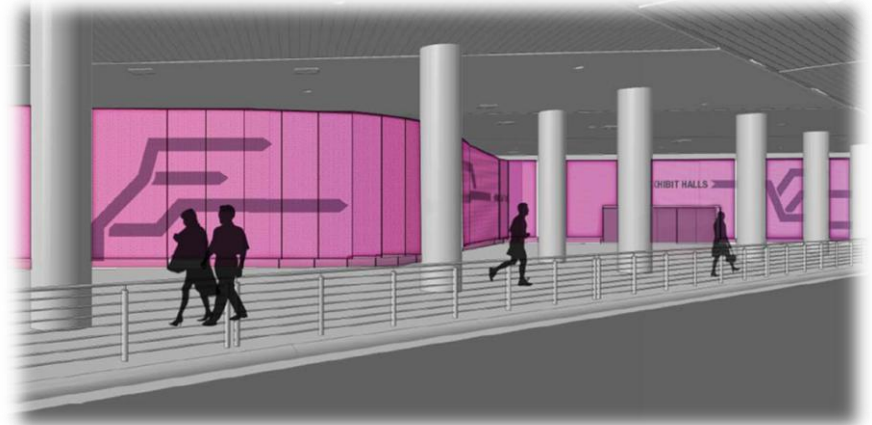
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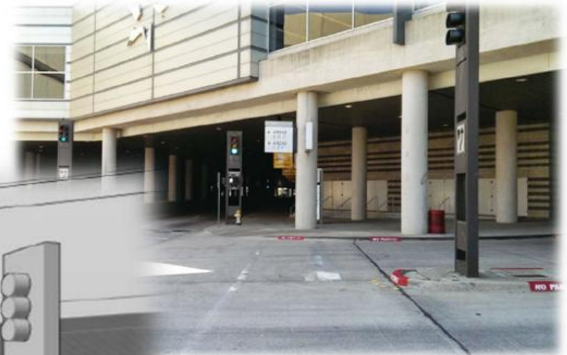
Before



After



## North Entrance



Before



# DART/OMNI Connection Budget

**Total Budget**                    \$                    **4,673,574**

- **Sources:**

● 2009 Convention Center Revenue Bonds	\$	2,073,574
● NCTCOG Grant Funds	\$	600,000
● 2006 Bond Program	\$	<u>2,000,000</u>

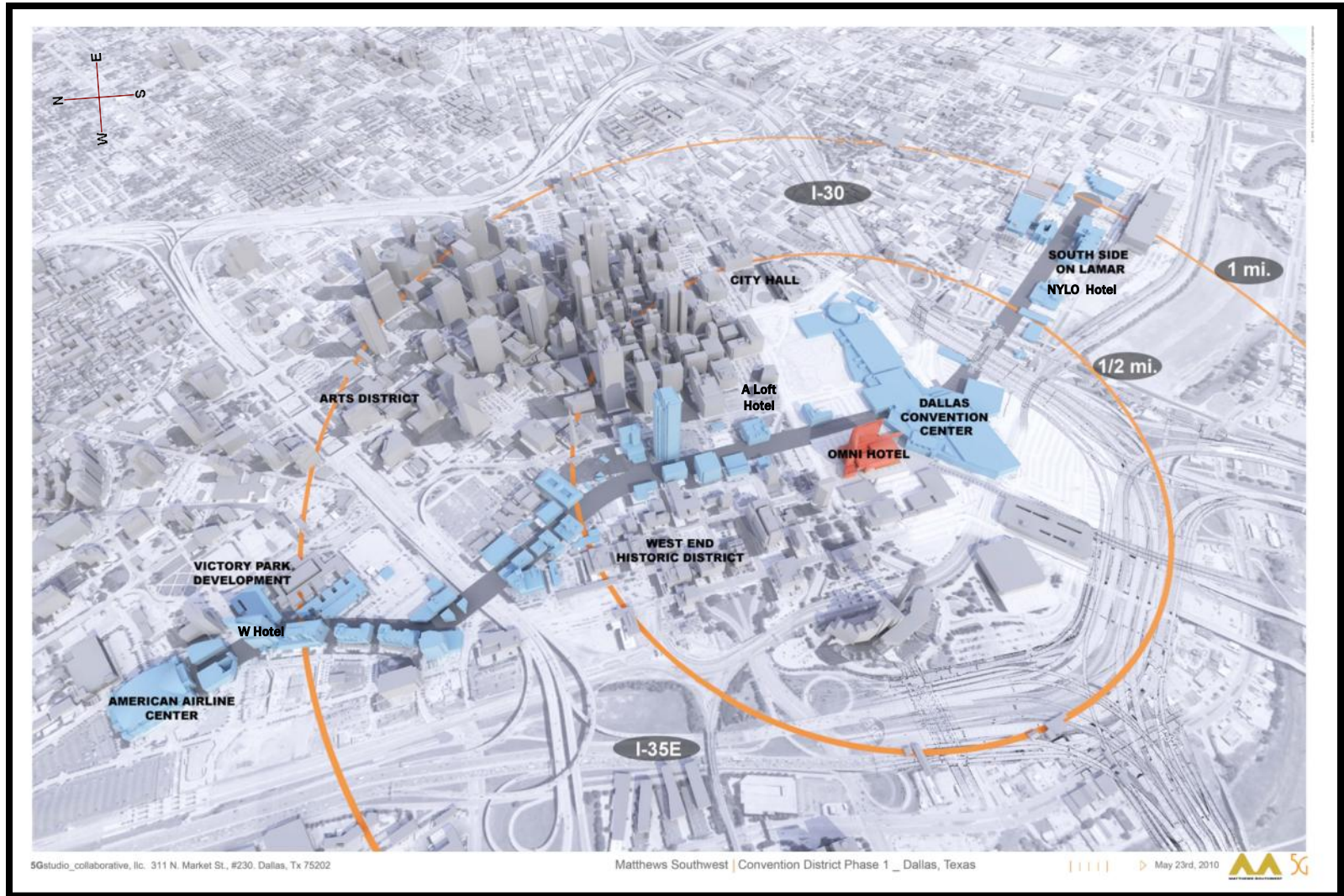
**Total Sources**                    \$                    **4,673,574**

- **Uses:**

● <b>Concept</b> (Approved by City Council April 25, 2012)	\$	69,986
● <b>Design</b> (Approved by City Council May 22, 2013)	\$	771,638
● <b>Construction</b> (For City Council consideration January 22, 2014)	\$	<u>3,831,950</u>

**Total Uses**                    \$                    **4,673,574**

# Lamar Street Entertainment Corridor



# Potential Future Ancillary Development



Map Number	Location
1	Parking Lot C
2	Parking Lot E
3	Convention Center
4	NW Corner of Lamar & I-30
5	Jefferson Viaduct Boardwalk
6	Memorial Auditorium (Arena)
7	NE Corner of Griffin & Canton
8	MSW Parking Lot
9	Heliport Supergraphics Location
10	Old Pump Station



# Summary

- Convention Center Hotel performing better than proforma
- Convention Center Hotel has met or exceeded established goals
- Citywide convention bookings have increased moving into the future
- Phase II development currently underway
- Lamar streetscape improvements in progress
- There is potential for future development in the Convention Center District

Questions?

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On Tuesday, January 21, 2014 you will be briefed on the Dallas Convention and Visitors Bureau Update. The briefing materials are attached for your review.

Please contact me with any questions.



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Convention & Visitors Bureau

# Budget, Finance & Audit Committee Briefing

January 21, 2014

B I G   T H I N G S   H A P P E N   H E R E

**PHILLIP J. JONES**  
President/CEO Dallas CVB

**DAVE BROWN**  
American Airlines Center  
Dallas CVB Chairman 2013-2014

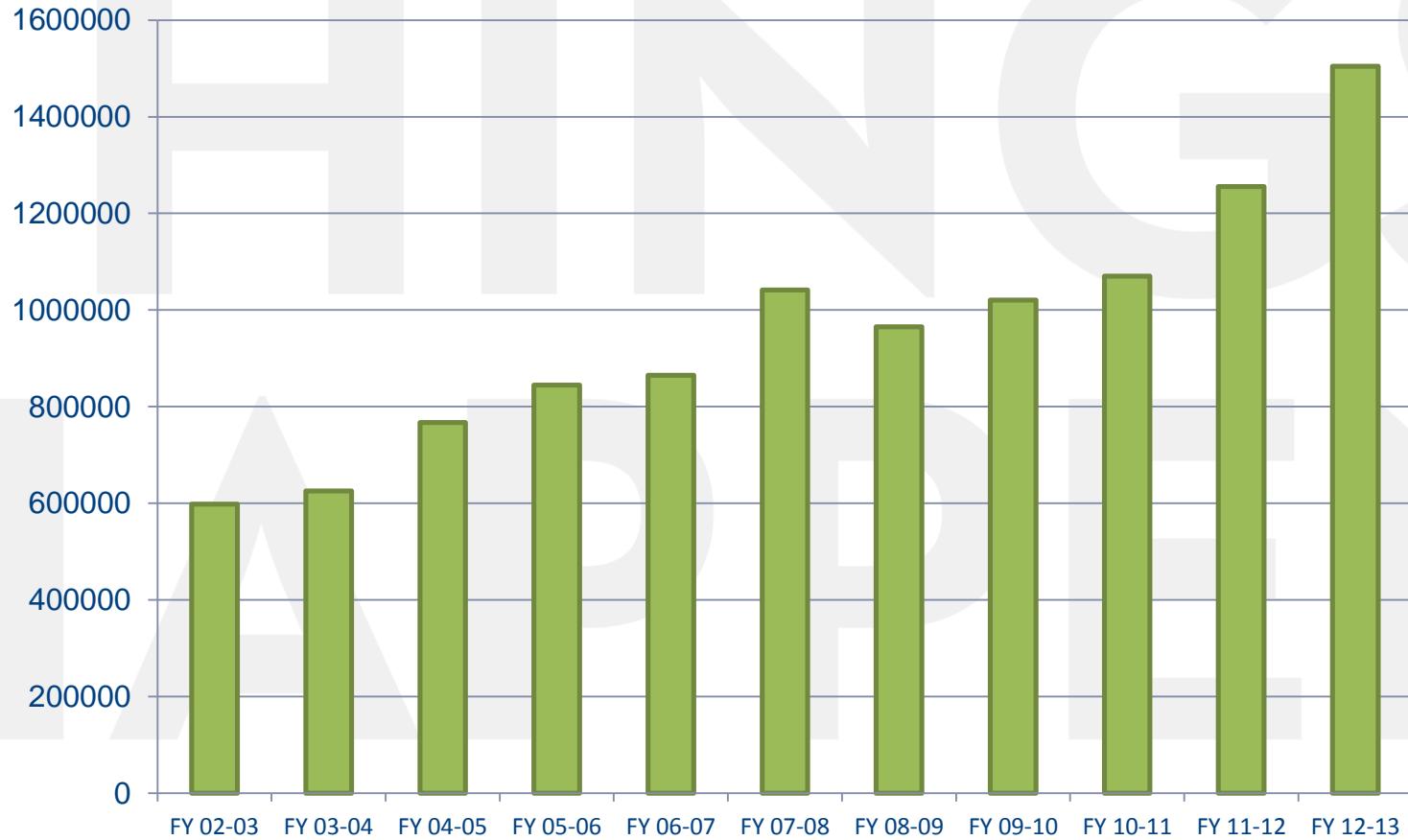


# Year-in-Review



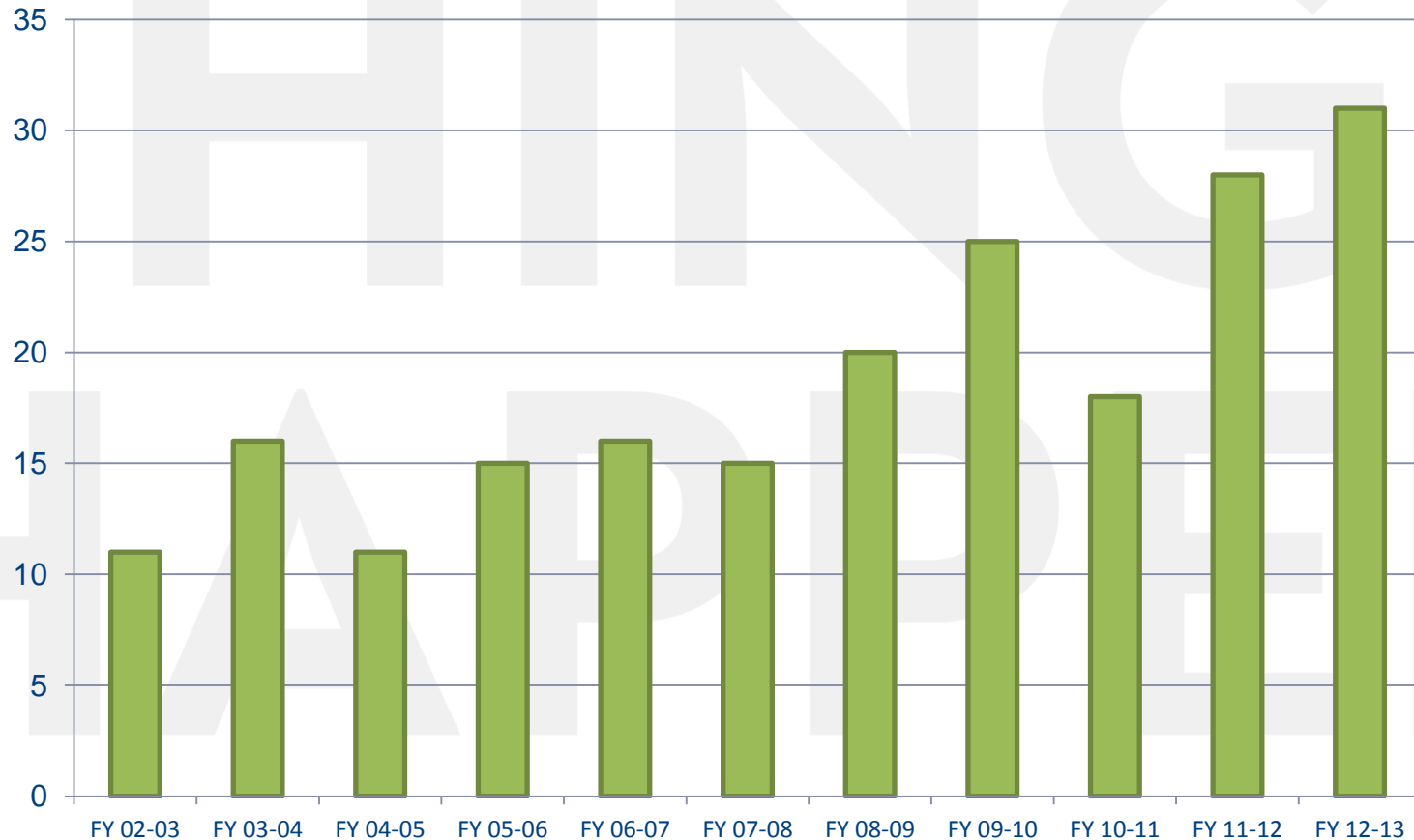
# CVB ROOM NIGHTS BOOKED

COMPARATIVE 2003-2013



# CVB CITYWIDE MEETINGS BOOKED

COMPARATIVE 2003-2013





# PERFORMANCE COMPARISONS

(11-Month Hotel Performance

Change from Prior Year Sorted by Occupancy)

<u>City</u>	<u>Supply</u>	<u>Demand</u>	<u>Occ.</u>	<u>ADR</u>	<u>Revenue</u>
Dallas	0.6%	4.4%	3.8%	7.8%	12.5%
San Francisco	-0.5%	2.9%	3.5%	9.8%	13.0%
Los Angeles	-1.8%	1.1%	3.0%	4.9%	6.0%
Orlando	0.4%	2.5%	2.1%	2.1%	4.6%
DC	0.3%	2.2%	1.9%	2.5%	4.7%
Boston	1.3%	3.1%	1.7%	2.9%	6.1%
US	0.7%	2.1%	1.4%	3.8%	6.1%
Atlanta	0.4%	1.4%	1.0%	3.1%	4.6%
New York	2.4%	3.2%	0.8%	3.0%	6.3%
Chicago	1.9%	1.3%	-0.6%	2.0%	3.4%
New Orleans	0.5%	-0.3%	-0.8%	6.8%	6.5%

# TOP 5 AGAIN

(Destination Rankings by Room Night Bookings)

1. Las Vegas
2. San Francisco
3. Orlando
4. Chicago
- 5. Dallas**
6. San Diego
7. Atlanta
8. Washington, DC
9. New Orleans
10. Anaheim
11. San Antonio
12. Indianapolis
13. Philadelphia
14. Denver
15. Houston

# What visitors do in Dallas



# MAJOR DALLAS ATTRACTIONS

## SOME OF THE MOST VISITED LOCATIONS IN DALLAS

- AT&T Performing Arts Center
- American Airlines Center
- Dallas Arboretum and Botanical Gardens
- Dallas Museum of Art
- Dallas World Aquarium
- Dallas Zoo
- Fair Park
- Geo-Deck at Reunion Tower
- George W. Bush Presidential Center
- Klyde Warren Park
- Nasher Sculpture Center
- Perot Nature and Science Museum
- Sixth Floor Museum





## THE GREAT PLEISTOCENE EXTINCTION

### A Disappearing Act

Envision a world filled with huge saber-toothed cats, four-toe hooves, and mammoths the size of bears. These megafauna once shared North America with humans who by around 10,000 years ago, then vanished. Leaving one, these species disappeared, leaving the continent to smaller mammals like us. No one knows for sure why so many megafauna went extinct, but scientists have a good idea.

### What caused the great Pleistocene extinction?

Select your answer, then hit the key to see if you are correct.



Climate change



Hunting pressure



Disease





GEORGE W. BUSH PRESIDENTIAL LIBRARY AND MUSEUM

Barack Obama, George W. Bush, and other officials standing in front of the building.









**BIG**

**Things Happened**

**IN BIG D**

FISCAL YEAR 2012-2013





**1,504,229**

TOTAL ROOM  
NIGHTS BOOKED

**31**

CITYWIDE  
MEETINGS  
BOOKED

*[largest number  
in our history]*



**\$1.6 Billion**

TOTAL ECONOMIC  
IMPACT

**63.2%**

OVERALL  
DALLAS  
METRO  
OCCUPANCY



**REPRESENTS A 5% YEAR-OVER-YEAR INCREASE**

**61,367**

Visitors assisted  
in the Tourist  
Information Center



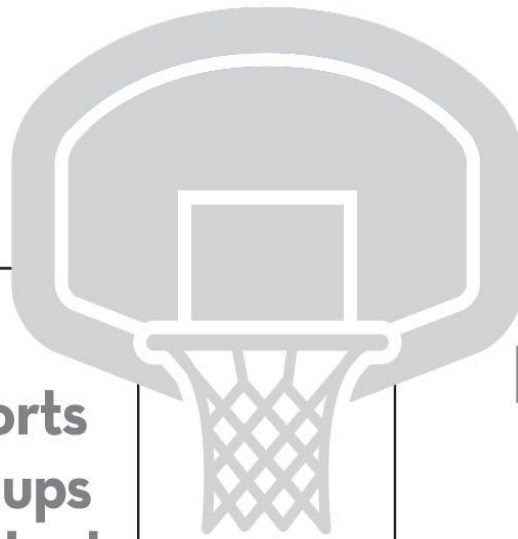
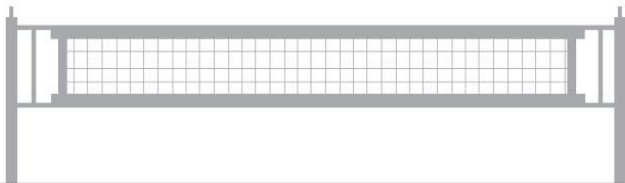
**184** Groups  
Served



**55** Sports groups booked

USA Volleyball Girls' Jr. Nat. Championships

**191,600**  
Record attendance over eight days



## Big 12 Women's Basketball Championship

Dallas hosted the **second largest attendance in the history** of the Big 12 Women's Basketball Championships in the first year of being split from the Men's Championship in another city.

W E L C O M E



GENERATED  
**134,776**  
Leisure  
room-nights

HOSTED  
**200**  
Regional and  
international  
**TRAVEL  
TRADE  
CLIENTS**



**10%**  
INCREASE  
In international  
visitors

# BIG THINGS HAPPEN HERE

**\$4.3**  
**MILLION**  
Brand campaign

**132**  
MILLION

**Media**  
Impressions  
with .12% CTR



FANS GREW BY  
**54,349**  
UP 555%



FOLLOWERS  
INCREASED BY  
**92%**

**VisitDallas.com**

VISITS INCREASED

**62%**  
(INCLUDES MOBILE)

WEBSITE HAD

**1.8M**  
VISITORS



DALLAS CONVENTION & VISITORS BUREAU  
1st Destination Management Organization in the Country  
To create a Diversity and Inclusion Department



WOMEN'S INITIATIVE  
High Tea with High Heels  
300 attendees

NATIONAL GAY & LESBIAN  
CHAMBER OF COMMERCE

Hosted 10th Annual Conference  
600 attendees



Includes **87.4%** diverse participants

**MegaFest**

Largest  
city event  
hosted  
to date

Record  
attendance  
**75,329**



DESTINATION FOR FAMILY TRAVEL = DALLAS

-   
Perot  
Museum  
of Nature  
& Science
-   
Klyde  
Warren  
Park
-   
Bush  
Presidential  
Center
-   
Rory Meyers  
Children's  
Adventure  
Garden



Exceeded **2M** visitors  
to four major city attractions

In 2 decades  
**\$15B**  
New development



**DALLAS**

BIG THINGS HAPPEN HERE

[VisitDallas.com/BIGyear](http://VisitDallas.com/BIGyear)

# What that meant for the City of Dallas

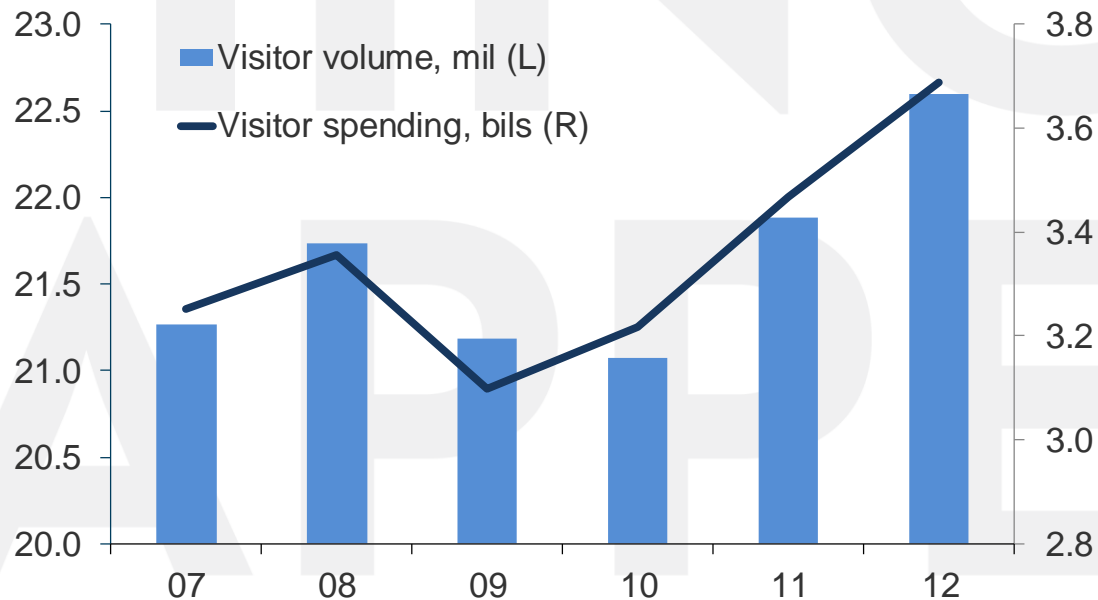


# VISITOR IMPACT IN DALLAS

22.6 Million Visitors Spent \$3.7 Billion

## Visitor Volume and Spending

City of Dallas



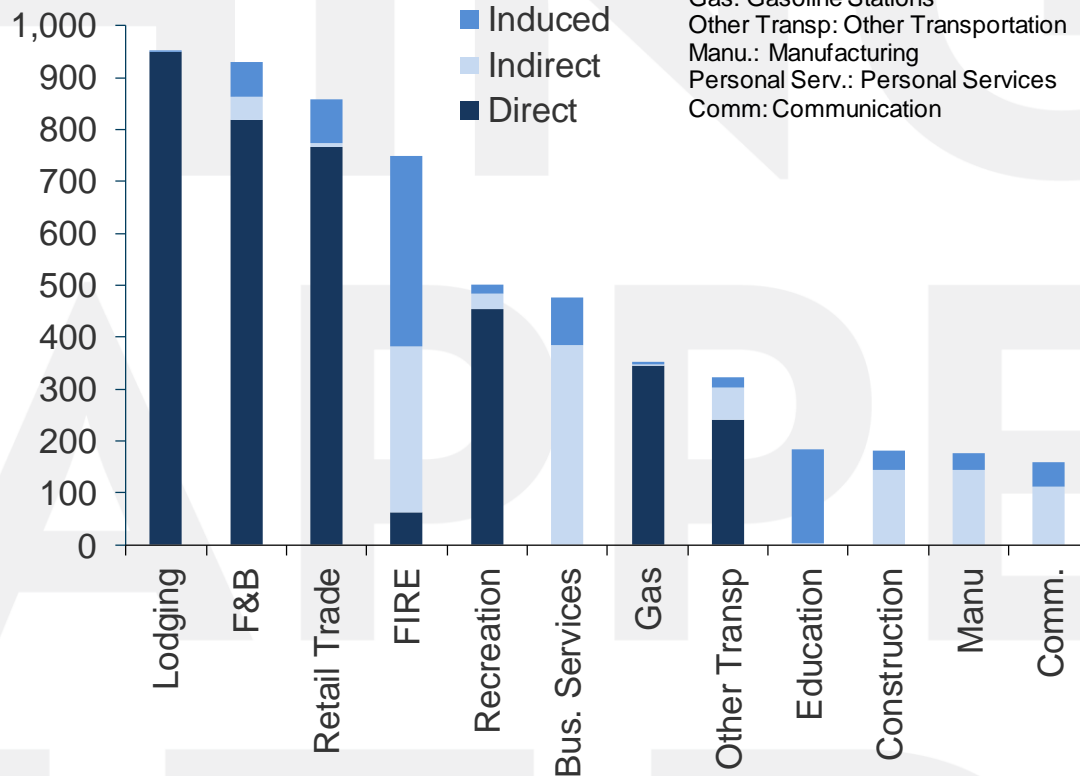
Sources: Longwoods International, STR, Tourism Economics

# VISITOR IMPACT IN DALLAS

\$6.2 Billion in Total Sales Revenue

## Tourism Sales by Industry

City of Dallas, \$ millions

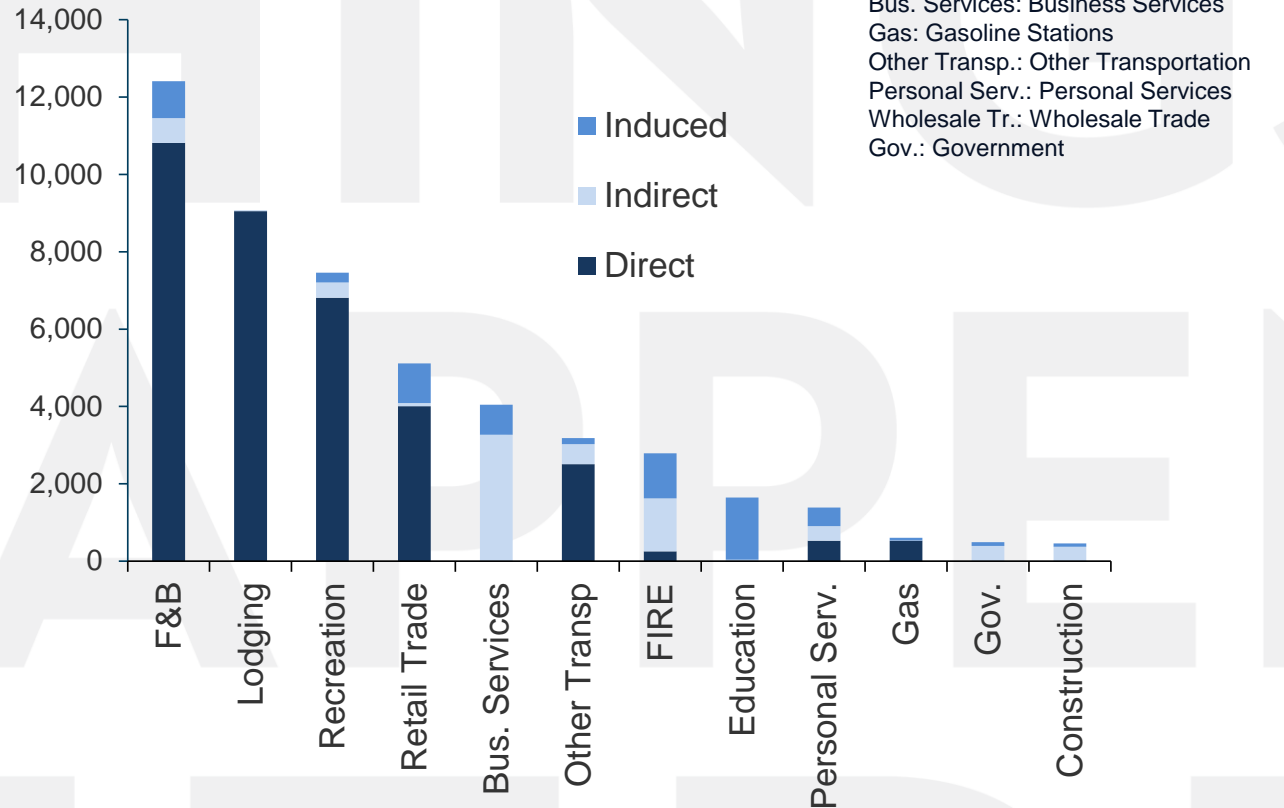


F&B: Food and Beverage  
 FIRE: Finance, Insurance, Real Estate  
 Bus. Services: Business Services  
 Gas: Gasoline Stations  
 Other Transp: Other Transportation  
 Manu.: Manufacturing  
 Personal Serv.: Personal Services  
 Comm: Communication

# VISITOR IMPACT IN DALLAS

## 50,000 Jobs Supported by Tourism

### Tourism Employment by Industry



# VISITOR IMPACT IN DALLAS

## Tourism Generated \$724 Million in Taxes

Within the City, tourism-driven state and local tax proceeds of \$365 million helped offset the average household tax burden by \$805 per household.

Tourism Tax Generation (millions)					
Federal	\$359.3	State	\$177.0	Local	\$187.6
Personal Income	\$114.2	Corporate	\$0.2	Sales	\$23.3
Corporate	\$40.5	Sales	\$84.4	Lodging	\$66.5
Indirect Business	\$33.7	Lodging	\$57.0	Property	\$95.0
Social Security	\$170.9	Other Taxes and Fees	\$35.4	Other Taxes and Fees	\$2.9

# Customer Perceptions



# CUSTOMERS

## Reputation of Dallas Meeting Facilities – Historic Trends

<u>Evaluation Characteristic</u>	<u>2007 Rank</u>	<u>2009 Rank</u>	<u>2011 Rank</u>	<u>2013 Rank</u>
Good for Large Trade Shows	8	6	8	10
Excellent Hotel Meeting Facilities	12	12	10	14
Good for International Conventions	16	15	15	14
New/Expanded Convention Center	10	18	14	26



# CUSTOMERS

Ranked as Having Built or Expanded Their Convention Center

Las Vegas

New Orleans

Chicago

Nashville

Indianapolis

Denver

Los Angeles

Orlando

Phoenix

Anaheim

Atlanta

Austin

Philadelphia

San Diego

San Jose

Washington, DC

Charlotte

Boston

San Antonio

Vancouver

# Competitive Standings



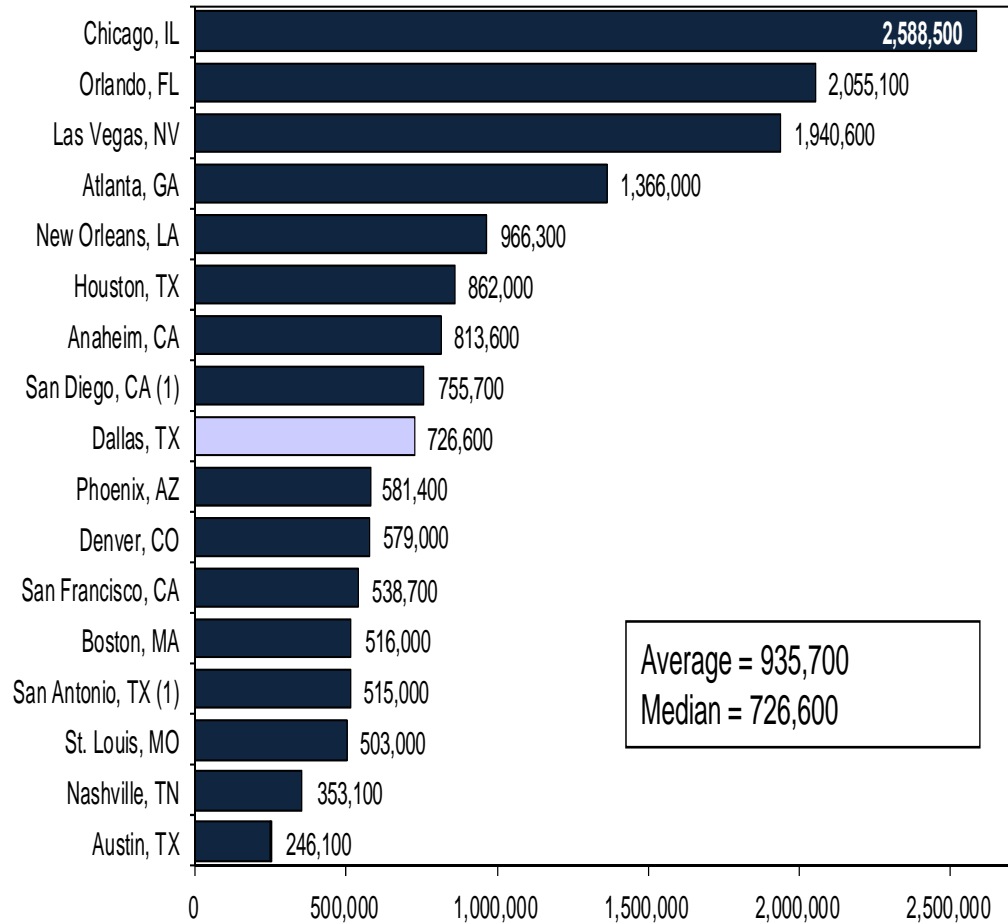
# COMPETITION

## Current and Recent Projects

- Austin, TX – two new 1,000 room hotels.
- Chicago, IL – new 1,661 hotel rooms.
- Houston, TX – new 1,000 room hotel.
- Indianapolis, IN – recent 1,005 room hotel.
- Los Angeles, CA – recent 1,001 hotel rooms.
- Nashville, TN – new 800 room hotel.
- Orlando, FL – recent 2,150 hotel rooms.
- San Diego, CA – recent 1,190 room hotel.
- Washington, DC – new 1,167 room hotel.

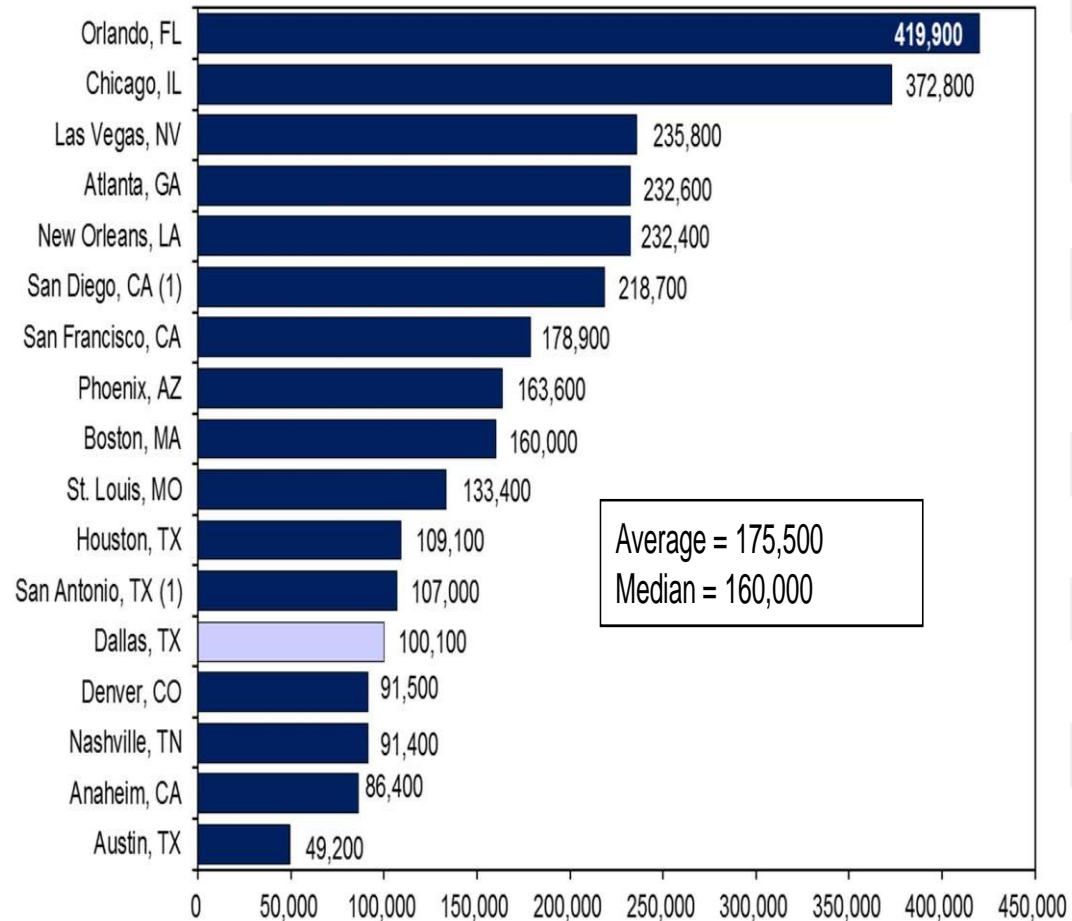
# COMPETITION

## Exhibit Space



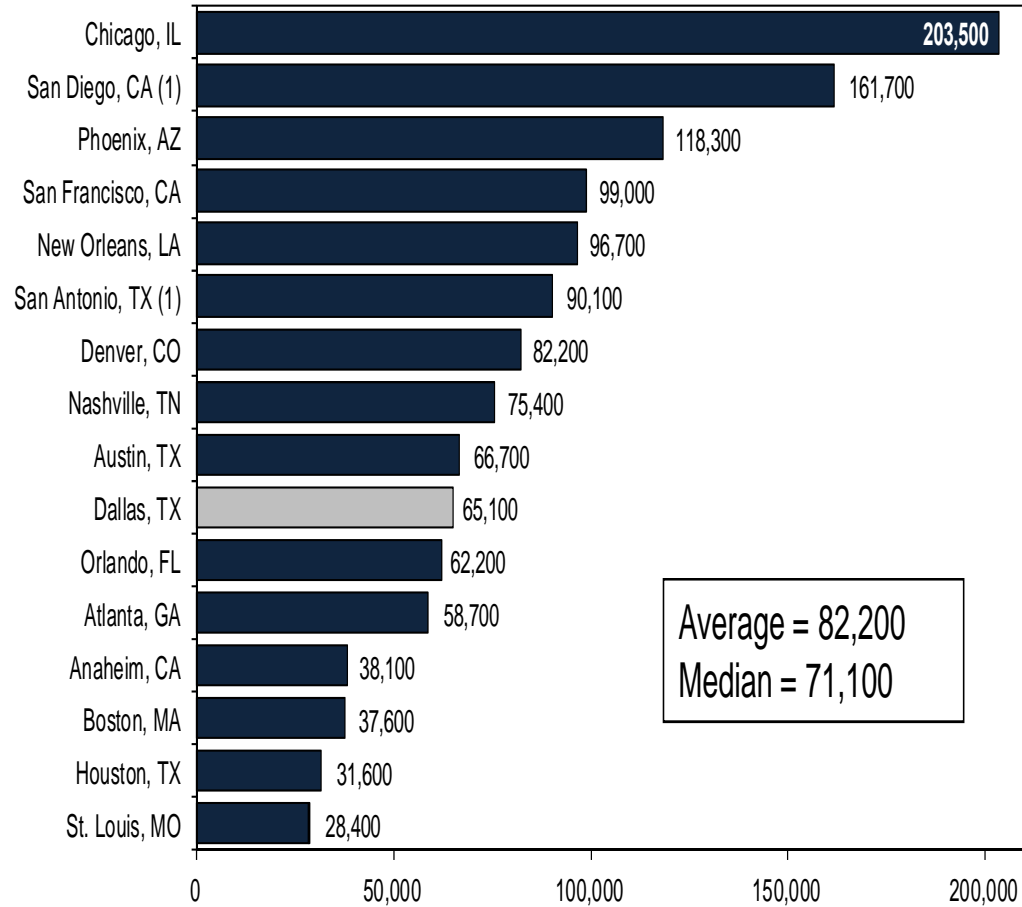
# COMPETITION

## Meeting Space



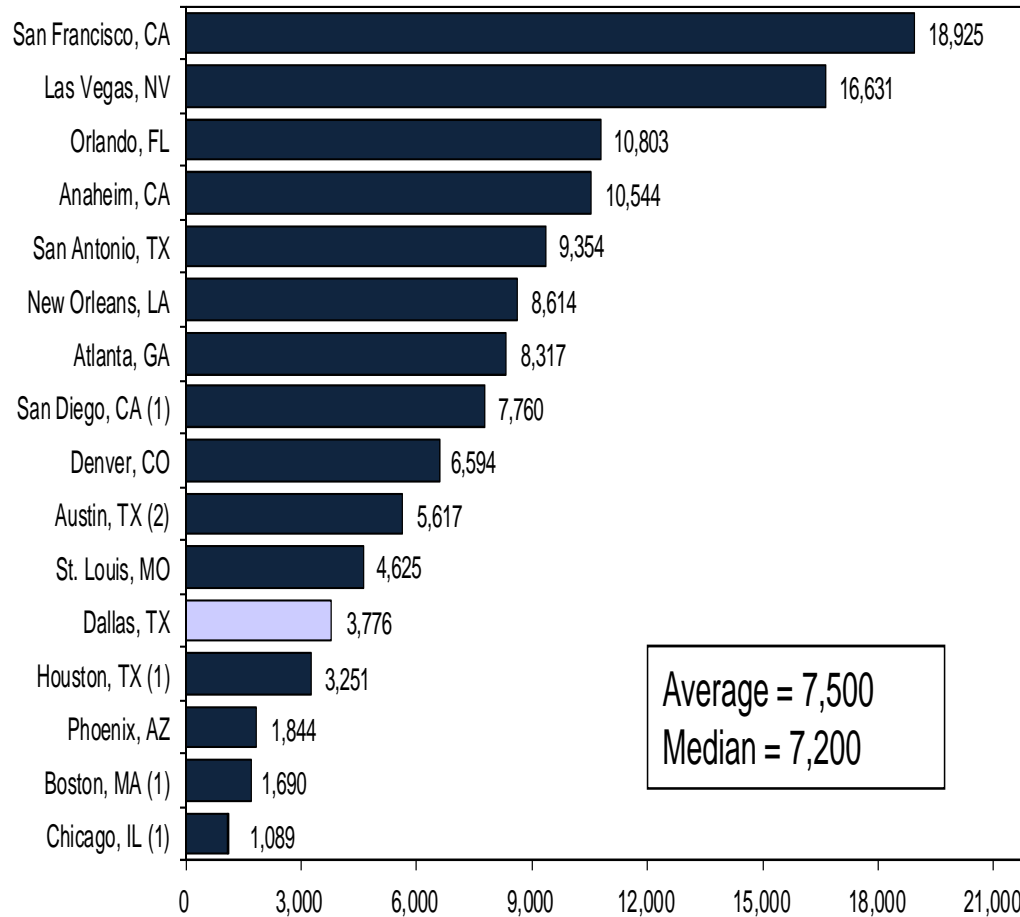
# COMPETITION

## Ballroom Space



# COMPETITION

## Hotel Rooms Within ½ Mile of Center



The logo features the word "DALLAS" in a bold, white, sans-serif font. The letter "D" is stylized with a white star inside a dark blue circle. A small "TM" trademark symbol is positioned at the top right of the letter "S".

# DALLAS<sup>TM</sup>

Convention & Visitors Bureau

B I G T H I N G S H A P P E N H E R E





# Stakeholders Help Drive Our Success



# 2013-2014 BOARD OF DIRECTORS

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American Airlines Center

***PEG HALL – CHAIR-ELECT/TREASURER***

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***MICHAEL BEKOLAY***

Legends Hospitality Management

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Cowan Roberts Community Relations

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Dcustomtailors

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# 2013-2014 BOARD OF DIRECTORS

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Dallas County

**SONNY GARCIA**

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Crow Collection of Asian Art

**LINDA KAO**

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Convention & Event Services  
City of Dallas

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**LARRY MAGOR**

Omni Dallas Hotel

**MICHAEL D. MCGILLIGAN**

Hilton Dallas Lincoln Centre

**PAULINE MEDRANO**

Community Leader

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**MARK WOELFFER**

Renaissance Dallas Hotel

**JEFFREY YARBROUGH**

bigInk

# Memorandum



CITY OF DALLAS

DATE January 17, 2014

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),  
Jennifer Staubach Gates (Vice-Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Upcoming Agenda Item: Microwave Voice and Data Network Replacement

The January 22, 2014 Council Addendum will include an item to authorize **(1)** an acquisition contract for the purchase of microwave equipment to replace the City's existing microwave radio system in the amount of \$6,284,983, and **(2)** a five year service contract for maintenance and support of the new microwave system in the amount of \$ 1,825,255, total not to exceed \$8,110,238, financed with Homeland Security Grant Funds (\$6,595,070) and Current Funds (\$1,515,168) (subject to annual appropriations).

The overarching goal of the City of Dallas' Emergency Communications is to provide highly efficient, effective and interoperable public safety communications for city and county law enforcement, Fire and EMS agencies and the citizens they serve. The microwave communication system provides voice support for two-way radio communications used in Police, Fire, EMS, Water Utility, Streets, Sanitation, Aviation, Code, and other city departments that depend on reliable communications day-to-day, and during critical events.

Our current microwave network was built in 1996 and is outdated and limited in functionality in the following ways.

- No technical support and replacement parts for break/fix
- Will not support the future P25 standard based radio systems
- Not redundant, so when anything breaks the whole microwave network is inoperable
- Voice only, does not support data and video transmission

This contract will procure new a microwave communication system. Equipment procured will include microwave transmission antennas, receivers, cables, routers, security equipment, new auxiliary power supplies, and other IT related equipment. The design being proposed is a scalable solution to meet the growing demand of new data and voice solutions which will provide the following:

- A redundant solution for the network
- Three times the capacity of the existing system
- Flexibility to expand the network over the next several years, as an alternative to the traditional wired network for data and voice circuits
- Radio connectivity for all the City radios
- Compatibility with the proposed P25 radio network

Another benefit of the new network is that the vendor will assist the City with beginning to build a wireless voice and data microwave network. This initial network will replace telephone and internet land-line service at Police substations and Water Utility plants, thereby saving the cost of monthly land-line services. This network can be expanded in the future to cover additional City facilities.

DATE January 17, 2014  
SUBJECT Upcoming Agenda Item: Microwave Voice and Data Network Replacement, Page 2

Please contact Bill Finch at 670-1890 if you have any questions.



Jill A. Jordan, P.E.,  
Assistant City Manager

c: Honorable Mayor and Members of the City Council  
A.C. Gonzalez, Interim City Manager  
Warren M.S Ernst, City Attorney  
Rosa Rios, City Secretary  
Craig Kinton, City Auditor  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, Interim First Assistant City Manager  
Forest Turner, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Charles M. Cato, Interim Assistant City Manager  
Theresa O'Donnell, Interim Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Frank Libro, Public Information Officer  
William Finch, Director/CIO, Communications and Information Services  
Elsa Cantu, Assistant to the City Manager

# Memorandum



DATE January 17, 2014

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),  
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Upcoming Agenda Item: Excess Workers' Compensation Insurance Policy Renewal

The January 22, 2014 Council Agenda includes an item to exercise the first of two one-year renewal options for Excess Workers' Compensation Insurance with Texas Municipal League Intergovernmental Risk Pool (TMLIRP), not to exceed \$425,000, effective February 1, 2014 through January 31, 2015. There is no additional cost to renew the policy and the premium will remain the same. TMLIRP's Executive Board has approved the renewal of the policy.

Excess workers' compensation insurance limits the City's financial exposure on employee injury claims. The City purchases excess workers' compensation insurance for compensable claims that exceed an established threshold. The policy will provide benefits such as disability, death, medical, etc. to employees that have suffered an injury or illness during the course and scope of their job. The City will pay the first \$1 million for each injury and an additional \$1 million corridor deductible.

TMLIRP is an interlocal government agency offering excess workers' compensation coverage to political subdivisions in accordance with the Texas Workers' Compensation Act. TMLIRP maintains an "A" Stable rating from Standard & Poor's and provides coverage to cities, municipal utility districts, transit authorities and public utility boards. TMLIRP conforms to the requirements of Texas Statutes that are applicable for competitive bids and proposals in accordance with the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code.

Please let me know if you need additional information.

Jeanne Chipperfield  
Chief Financial Officer

c: Honorable Mayor and Members of the City Council  
A.C. Gonzalez, Interim City Manager  
Rosa A. Rios, City Secretary  
Warren M.S. Ernst, City Attorney  
Daniel F. Solis, Administrative Judge  
Craig D. Kinton, City Auditor  
Ryan S. Evans, Interim First Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
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Charles M. Cato, Interim Assistant City Manager  
Theresa O'Donnell, Interim Assistant City Manager  
Frank Libro, Public Information Officer  
Elsa Cantu, Assistant to the City Manager

# Memorandum



CITY OF DALLAS

DATE January 17, 2014

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),  
Jennifer Staubach Gates (Vice-Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Upcoming Agenda Item: Financial System Upgrade End User Training

The January 22, 2014 Council Addendum will include an item to authorize Supplemental Agreement No. 1 to the contract with CGI Technologies and Solutions, Inc. to provide professional services in support of the City's financial and accounting system upgrade, through the State of Texas Department of Information Resources, in an amount not to exceed \$192,200, from \$1,130,411 to \$1,322,611.

Communication and Information Services (CIS), the City Controller's Office (CCO), Business Development & Procurement Services (BDPS), and the Office of Financial Services (OFS) are working together on an upgrade of the Advantage financial, vendor, and reporting system. This system provides processing of essential financial transactions including: general ledger accounting, budget control and grant management, purchasing, accounts payable, accounts receivable, fixed assets, and vendor registration. The upgrade began in March 2013 and is scheduled to be completed April 2014. The City of Dallas has hired CGI Technologies and Solutions, Inc. (CGI) to perform this upgrade.

On the January 22, 2014 City Council addendum is a request for authorization to amend the contract with CGI to include end user training in support of the current upgrade to the financial system. Training was planned and budgeted as part of the upgrade project and staff has recently completed negotiations with CGI on the scope of work and cost. The purpose of this contract amendment is to engage CGI to provide the following services in support of the upgrade:

- Develop end user training guides and materials for seven (7) Advantage business areas
- Deliver classroom training to approximately 800 total end users for each Advantage business area
- Provide extensive training to BDPS staff to be able to train and support external vendors for vendor self service functions including registration, account maintenance, bid responses, and award history
- Develop training guides and job aides that would be available on the City's Intranet for all new employees as they onboard to the City or existing employees as they transfer to other City departments; and
- Update resources for the City to develop and deliver online and electronic training materials and sessions

Training development and delivery will start immediately after Council approval. The vendor will work with staff to meet the upgrade implementation schedule for the end of April 2014.

Please contact me if you have additional questions.

A handwritten signature in black ink, appearing to read 'Jill A. Jordan'.

Jill A. Jordan, P.E.,  
Assistant City Manager



DATE January 17, 2014

SUBJECT Upcoming Agenda Item: Financial System Upgrade End User Training, Page 2

c: Honorable Mayor and Members of the City Council  
A.C. Gonzalez, Interim City Manager  
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Jeanne Chipperfield, Chief Financial Officer  
Frank Libro, Public Information Officer  
William Finch, Director/CIO, Communications and Information Services  
Edward Scott, Director, Controller's Office  
Jack Ireland, Director, Financial Services  
Michael Frosch, Director, Business Development & Procurement Services  
Elsa Cantu, Assistant to the City Manager

# Memorandum



DATE January 17, 2014

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),  
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT **Upcoming Agenda Item: Construction Contract for the Omni Convention Hotel and Convention Center Dallas Area Rapid Transit Station Sustainable Development Infrastructure Project, Phase II**

The January 22, 2014 Council Agenda will include an item to authorize a contract with Big Sky Construction Company, Inc., best value proposer of five for the construction of the Omni Convention Hotel and Convention Center Dallas Area Rapid Transit Station Sustainable Development Infrastructure Project, for an amount not to exceed \$3,831,950.

A professional services contract for architectural and engineering design services was authorized in January 2010. This action will authorize a contract with Big Sky Construction Company, Inc. to furnish materials and labor for the construction of work to include: a new lighting scheme that is more visually appealing and inviting to pedestrians; cleaned and power-washed ceiling and existing wall finishes; raised decorative stamped concrete crosswalks to establish identifiable pedestrian crossing areas, as well as to be used for vehicular slowing devices. A continuous lighted wall along the west side of Lamar Street with updated wayfinding graphics will be included in this project.

These phase II improvements are part of the \$60 million Kay Bailey Hutchison Convention Center Dallas Improvement Project. This phase is one of multiple projects identified in the facility assessment within the Kay Bailey Hutchison Convention Center Dallas Improvement Project. Construction projects which have been authorized to date are the Upper Level Meeting Rooms, Chilled Water Loop, Lobby A and A/B Prefunction Areas, and the Fire Alarm, Emergency Lighting Replacement, Roof Replacement of Exhibit Halls A/B and Lower C, Exterior Waterproofing and Storm Drain Repair, Roof Replacement Upper C and D/E Areas, and C Area Renovation. There will be future Council actions on this Project, as additional contracts are awarded.

Jill A. Jordan, P.E.  
Assistant City Manager

c: Honorable Mayor and Members of the City Council  
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