

BOARD OF LOS ANGELES DEPARTMENT OF CONVENTION AND TOURISM DEVELOPMENT COMMISSIONERS

Commissioners: Jon F. Vein, President; Otto Padron, Vice President; Jeremy Bernard; Ana Cubas; Stella T. Maloyan

Members of the public who wish to speak during the meeting must submit a "Request to Speak" form to the Board Secretary <u>prior</u> to the commencement of the public comments for each agenda item of interest. Comments by the public on matters not identified on the agenda, but within the subject matter jurisdiction of the Commission, will be heard only during the item designated as "Public Comment." Public speaking will be limited to two minutes per speaker, unless the presiding officer grants some other amount of time before the commencement of the public comment.

Regular Meeting Wednesday, November 1, 2017 9:00 a.m. Los Angeles Convention Center 1201 S. Figueroa Street, L.A., CA 90015 Executive Board Room

1. CALL TO ORDER / ROLL CALL

2. PUBLIC COMMENT

3. ACTION ITEMS:

- **a.** Approval of the regular meeting minutes from October 18, 2017
- **b.** Approval of FY 2018-19 CTD proposed budget Board Report #17-007

4. PRESENTATIONS:

- a. Neighborhood Council representatives on any Neighborhood Council Resolution or Community Impact Statement filed with the City Clerk which relate to any agenda item listed or being considered on this agenda for Board of Los Angeles Department of Convention and Tourism Development Commissioners
- b. Monthly Update September AEG
- c. Monthly Update September LATCB
- d. Executive Director Report

ADJOURNMENT

AGENDA FORECAST / SPECIAL TOPICS:

November 15, 2017

- Expansion & Futurization Update CTD
- CIP Update CTD

Materials related to an item on this agenda submitted to the Board of Los Angeles Convention and Tourism development after distribution of the agenda packet are available for public inspection in the Executive Office of the Los Angeles Convention Center, 1201 S. Figueroa Street, Los Angeles, CA 90015, during normal business hours.

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BOARD OF LOS ANGELES CONVENTION AND TOURISM DEVELOPMENT COMMISSION

Regular Meeting Minutes

October 18, 2017

The Board of Los Angeles Convention and Tourism Development Commission (Board) convened a regular meeting on Wednesday, October 18, 2017 at 9:00 a.m. at the Los Angeles Convention Center (LACC), located at 1201 S. Figueroa Street, Los Angeles, CA 90015, in the Executive Board Room.

PRESENT:

President, Jon F. Vein Vice President, Otto Padron Commissioner Ana Cubas Commissioner Stella T. Maloyan

ABSENT:

Commissioner Jeremy Bernard

PRESENTERS:

Wendy Kheel, LATCB Ruben Lechuga, AEG Doane Liu, CTD Diana Mangioglu, CTD

Item 1. Call to Order / Roll Call

President Vein called the meeting to order at 9:02 a.m.

Item 2. Public Comment

None

Item 3a. Approval of the regular meeting minutes from October 4, 2017

UNANIMOUSLY APPROVED

Item 3b. Approval of FY 2016-17 AEG Discretionary Incentive Fee Actuals – Board Report #17-005

Ms. Diana Mangioglu presented an overview of the 2016-17 Discretionary Incentive Fee (DIF) which is one of the three AEG management fees. Ms. Mangioglu explained the background and process for determining the DIF and highlighted the categories, goals, and results. The recommended 2016-17 DIF is \$91,149.30.

UNANIMOUSLY APPROVED

Item 3c. Approval of the proposed FY 2017-18 AEG Discretionary Incentive Fee Goals – *Board Report #17-006*

Ms. Diana Mangioglu presented an overview of the 2017-18 Discretionary Incentive Fee (DIF) goals. Ms. Mangioglu provided highlights of the three categories, which included Food Services as the new Category 3 topic.

UNANIMOUSLY APPROVED

Item 4a. Neighborhood Council

None

Item 4b. LACC Emergency Response Plan Summary

Mr. Ruben Lechuga presented an overview of the LACC Emergency Plan and highlighted two points of the plan; preparedness and response. Mr. Lechuga reviewed employee training in emergency preparedness and response, collaborative relationships, and types of plan activations. Mr. Doane Liu added that the Department of CTD plan is under design and will include continuity of business, recovery, and media response.

Item 4c. LATCB – State of the L.A. Travel Industry

Ms. Wendy Kheel presented the state of the LA travel industry, including key themes for the U.S. and the global economy. Ms. Kheel reported that 2017 has been a record breaking year for LAX traffic and domestic air traffic is up 2.8% year over year, while international traffic is up 10.1% year over year. Ms. Keel also reported that 2017 international and overseas nonstop flights into LAX both increased over 2016, and that LA expects to achieve 48.2 visitors in 2017. Ms. Kheel also discussed the challenges LA is facing in visits including travel bans, hotel supply outpacing demand, and home sharing.

Item 4d. Executive Director Report

Mr. Doane Liu provided an overview of his activities since the last Board meeting which included: meeting with the American Hotel and Lodging Association, AEG regarding expansion and modernization, attended active shooter training, and attended the Trade, Travel and Tourism Committee meeting in which LATCB presented their new advertising campaign.

ADJOURNMENT

The meeting was adjourned at 10:19 a.m.

CITY OF LOS ANGELES INTER-DEPARTMENTAL CORRESPONDENCE

Date:	November 1, 2017
То:	Board of Los Angeles Department of Convention and Tourism Development Commissioners
From:	Doane Liu, Executive Director Department of Convention and Tourism Development

Subject: FY 2018-19 BUDGET PRESENTATION - BOARD REPORT NO. 17-007

SUMMARY

The Los Angeles Convention Center's (LACC) 2018-19 Departmental Budget Request is attached for your consideration, which includes a summary of the operating budget for the LACC private operator (AEG-LACC), and the Convention and Tourism Development (CTD) Department. The actual draft Budget Submission has been made available to the Board of Los Angeles Department of Convention and Tourism Development Commissioners (Board) via Dropbox.

The total revenue budget proposed from LACC generated business is \$31.9 million, which assumes several sources of funds including but not limited to rent, food and beverage, utility services, parking, and communications. The revenue estimate assumes a total of \$5.7 million in discounts for rental revenue related to booked citywide events.

Rent	\$ 7,989,655
Food and Beverage	3,958,213
Utility Services	4,770,409
Parking	12,873,642
Communications	1,406,781
Other	911,002
Total	\$ 31,909,702

2018-19 PROPOSED REVENUE BUDGET

The revenue budget of \$31.9 million is the source of funds for several items including: (1)AEG-LACC's operating budget for the LACC facility, (2)the CTD operating budget, and (3) a portion of the annual Staples debt service payment.

The Staples debt service payment of \$1 million is related to the 1998 agreement between the City and the LA Arena Land Company regarding the construction of the Staples Sports Arena adjacent to the LACC. The City entered into various agreements with the Arena Developer to advance funds toward the project. The Developer is obligated to fully offset the City's cost for debt service on bonds issued for the Arena. The Agreement specifies certain credits that will offset the Developer's obligations to the City, which includes incremental LACC parking revenue receipts.

AEG-LACC OPERATING BUDGET – ATTACHMENT A

The operating budget proposed by AEG-LACC is approximately \$24.1 million, which is equivalent to the 2017-18 Adopted Budget. In addition to the operating budget of \$24.1 million, \$2.8 million will be budgeted towards alterations and improvements and an additional \$1.0 million towards the LACC Reserve for a total of \$27.9 million (\$24.1 million + \$2.8 million + \$1.0 million). The AEG-LACC Operating Budget assumes funding for approximately 110 full-time employees and 123 part-time employees, which makes up approximately 51 percent of the budget and an expense budget of \$11.7 million, which makes up the remaining 49 percent.

An additional operating expense, not assumed as part of the \$24.1 million budget is \$525,000 for Utility Users Tax (UUT). Starting in Fiscal Year 2018-19, the LACC's private operator will be budgeting an additional \$525,000 for UUT specifically related to electricity, that otherwise LACC was exempt from paying. Prior to the refinancing of the LACC lease revenue bonds (LACC bonds) from tax-exempt to taxable, the Los Angeles Convention & Exhibition Center Authority Commission (Authority), a joint powers entity between the City and the County of Los Angeles (County), was responsible for authorizing the issuance of the LACC bonds. The LACC's affiliation with the County through the Authority provided the LACC an exemption from paying for UUT. As a result of the refinancing of the LACC bonds through the Municipal Improvement Corporation of Los Angeles (MICLA) authority, which simultaneously terminated the existence of the Authority, the exemption is no longer applicable. The UUT payment will be paid with LACC revenues, increasing the operating budget from \$24.1 million to \$24.6 million. The CTD continues to work with the Office of Finance to determine what additional UUT may be owed since the bonds were refinanced in 2015.

As part of the Management Agreement between AEG-LACC and the City of Los Angeles (City), the LACC operating budget must provide for a reserve (LACC Reserve Fund) in an amount equal to ten percent of the operating budget to be used for unanticipated LACC-related expenses or to fund shortfalls caused by lower than expected revenues or higher than expected expenses. On October 4, 2017 the CTD Board of Commissioners approved a proposed policy for the LACC Reserve Fund that further expands on the language of the Management Agreement by adding a cap amount of \$15 million. The proposed LACC Reserve Fund policy is currently pending with the Economic Development Committee, and will be reconsidered in a couple weeks. As of June 30 2017, the balance of the LACC Reserve Fund is \$7.13 million (accrual basis).

Attachment A summarizes AEG-LACC's Operating Budget and provides a line item breakdown of all revenues and expenses.

BOOKINGS – ATTACHMENT B

Attachment B provides information on the 2018-19 booked citywide events and the projected booking numbers for non-citywide events, which includes assemblies, meetings, filmings, consumer shows, and trade shows. Due to the LACC's 12 month Booking Policy, non-citywide events are typically not booked beyond a 12 month period from the date of the event. Therefore non-citywide bookings are projections based on historical trends.

The 2018-19 Budget assumes a total of 303 events, which includes 21 citywide events, 23 trade shows, 51 consumer shows, 67 assemblies, 79 meetings and 62 filmings. Although fewer in numbers, citywide bookings are prioritized over other bookings, due to the fact that citywide events have a greater regional economic impact that bring in out of town guests and generate local taxes. Citywide events are anticipated to generate approximately 25 percent of LACC's revenue budget.

CTD – OPERATING BUDGET – ATTACHMENT C

The CTD 2018-19 Departmental Budget Request includes funding for 13 positions and \$322,000 for other expenses. The CTD Budget has two sources of funds, primarily operating revenues generated by LACC activities and special funds from the Los Angeles Convention and Visitors Bureau (LACVB) Trust Fund. The CTD Department is requesting to increase the LACVB source of funds by 13 percent, for salary purposes. Further, the CTD is requesting to reallocate \$250,000 from the Los Angeles Tourism and Convention Board (LATCB) 2018-19 annual budget appropriation, to CTD's contractual services account for the purposes of paying for costs related to conducting a five-year tourism strategic plan. The \$250,000 decrease in LATCB's budget will result in a service reduction specific to the City's participation in the annual Tournament of Roses, the 2019 Rose Parade.

While the CTD has been successful in strengthening and growing this public private partnership, its other primary focus is to develop and maintain a citywide strategic plan for tourism. The Los Angeles Administrative Code, Section 8.146, outlines the powers and duties of the CTD Board, which includes advising on matters related to developing a Strategic Plan for tourism and hotel growth. In an effort to develop CTD's other primary mission involving strategic planning for tourism, the CTD is submitting a budget request for \$250,000 for advisory and consulting services related to developing a five year Strategic Plan for Tourism that would entail a coordinated approach in identifying citywide priorities, gaps, inefficiencies and solutions.

Since the CTD is a small City department, some of its administrative and financial functions are outsourced including services related to financial reporting. The CTD has found that it is more efficient to outsource this function and has been doing so since the transition from public to private management of the LACC. As part of the financial policies and procedures review performed by Macias Gini & O'Connell, a consulting firm that

provides auditing and advisory services to the City, including the Office of the Controller, the CTD was advised to expand the scope of work for financial reporting services to ensure greater accountability. As a result, the CTD is requesting to increase its operating budget by an additional \$19,000 for this purpose.

Attachment C includes a line item summary of CTD's budget, an organizational chart, a breakdown of the budget by source of funds and a breakdown by budget program. Also included is a summary of the Departmental and Fiscal Challenges Beyond 2018-19.

CAPITAL IMPROVEMENT EXPENDITURE PROGRAM REQUEST - ATTACHMENT D

Attachment D summarizes the capital improvement requests, which includes a total of 12 projects and/or equipment purchases for a total of \$10.6 million. According to the Management Agreement, capital improvements continue to remain the responsibility of the City. As such, the source of funds requested is General Fund. The last several years, the City's Adopted Budget financed most of the LACC's capital improvement projects through MICLA. Should the 2018-19 Proposed Budget include General Fund money for LACC capital projects, it is anticipated these projects would again be financed through MICLA.

The capital improvement list was developed based on recommendations submitted as part of AEG-LACC's 2018-19 budget request. CTD reviewed the request and developed the proposed list in accordance to budget instructions.

CONCLUSION

The deadline to submit the CTD Budget is November 17, 2017. The Board has an opportunity to approve the recommendation herein, or may opt to reschedule this item to November 15, 2017 for further review and consideration.

The budget for the LATCB will be presented at a subsequent meeting once the Transient Occupancy Tax (TOT) revenue estimate that forms the basis of their budget is available.

RECOMMENDATION

That the Board of Los Angeles Department of Convention and Tourism Development Commissioners approve the 2018-19 Convention and Tourism Development Department Budget submission in consideration of the 2018-19 Mayor's Proposed Budget.

DL: dm Exec. Ref. 17-007

ATTACHMENTS:

ATTACHMENT A – Proposed Budget – Operations ATTACHMENT B – Bookings ATTACHMENT C – CTD Department Budget ATTACHMENT D – Capital Improvement Expenditure Program Request

ATTACHMENT A

2018-19 Proposed Budget Operations

AEG Management LACC, LLC Los Angeles Convention Center 18/19 Budget Cash Based

	Budet
	7/1/18 - 6/30/19
Revenue's (net of event expenses)	1999 C.
Net Rent	7,989,655
Net Food and Beverage Revenue	3,958,213
Utility Services Commissions	4,770,409
Parking receipts	12,873,642
Event Billing	1,483,729
Event Expenses	(2,207,172
Net Event Billing	(723,443
Communications	1,406,781
Cell Towers	861,654
Marketing / Advertising	413,900
AV	280,534
Other	78,357
Annal de 103	
Total Revenue	31,909,702
xpenses	
Salaries & Wages - Full Time	7,659,572
Salaries & Wages - Part Time	1,275,093
Overtime General	296,141
Parking Wages	974,040
Payroll Taxes	742,057
Fringe Benefits	1,276,924
Workers Comp Insurance - Base coverage	130,964
Total Wages Salaries and Benefits	12,354,791
Printing and Binding	69,971
Contracted services	4,692,617
Parking Operating expenses and Management Fee	
Field Equipment	239,056
Maintenance Materials & Supplies	373,918
Transportation Reimbursement	17,200
Utilities	4,717,868
Office & Administration	57,943
Operating Supplies	371,306
Modifications / Repairs	178,725
Advertising / Promotions	180,390
Uniforms	52,300
Recruiting	10,500
Employee Welfare	130,921
Insurance	254,700
Management Fee	379,320
Total Operating Expenses	11,726,734
Total Expenses (Wages and Operating)	24,081,526
Operating Profit before A & I and Depreciation	7,828,176
Parking Staples Bond Contribution	1 000 000
General Fund Reimbursement	1,000,000
CTD Department	1,031,322
	1,421,961
DWP Taxes Total City Reimbursement	525,000 3,978,283
Operating profit available for A & I and Reserve	3,849,893
A&I	
	2,849,893
A BL	

AEG Management LACC, LLC Los Angeles Convention Center 16/19 Budget Accrual Based 1

	Budet 7/1/18 - 6/30/19	Forecas1 7/1/17 - 6/30/16	Actuals FY17 7/1/16 - 5/30/17	Actuals FY16 7/1/15 - 6/30/16	Actuals FY 15 7/1/14 - 6/30/15
levenue's (net of event expenses)		and and and and	1.1.1.1.1.1.1.1.1		
Rent	13,701,632	14,504,798	15,045,901	13,702,544	11,945,684
Less Discounts	(5,711,977)	(6,108,276)	(7,719,764)	(5,509,830)	(4,616,668
Net Rent	7,989,655	8,396,523	7,326,137	8,192,714	7,329,016
And the second second					
Food and Beverage Sales	16,191,048	14,980,496	16,768,803	15,873,987	12,845,044
Net Food and Beverage Revenue	3,958,213	3,925,498	4,073,375	4,184,969	2,081,095
Utility Services Gross Billing	13,970,387	13,382,106	15,900,202	12,807,562	11,732,111
Percent kept by vendor	(9,199,978)	(6,828,721)	(10,403,399)	(8,477,084)	(7,716,448
Utility Services Commissions	4,770,409	4,553,384	5,496,803	4,330,478	4,015,663
Net Parking Revenue	12,873,642	13,259,048	12,574,182	11,841,694	9,316,931
Part of Marca		Number 1			
Event Billing	1,483,729	1,181,847	1,286,733	962,091	937,837
Event Expenses	(2,207,172)	(1,968,444)	(1,981,876)	(1,744,559)	(1,299,113)
Net Event Billing	(723,643)	(786,597)	(695,143)	(782,468)	(361,276)
Communications	1,406,781	1,368,293	1,897,013	1,313,162	1,189,090
Cell Towers	861,654	815,591	744,913	589,463	479,414
Marketing / Advertising	413,900	398,167	\$56,513	399,422	362,999
AV	280,534	127,292	266,193	188,982	128,223
Other	78,357				
Prior Year carryover & Other	78,357	86,868	135,055	118,395	81,254
Total Revenue	31,909,702	32,144,067	32,375,041	30,376,831	24,622,410
apenses					
Salaries & Wages - Full Time	7,659,572	7,227,948	6,625,305	6,058,944	5,588,166
Salaries & Wages Part Time	1,275,093	1,222,518	2,174,036	1,177,936	923,528
Overtime General	295,141	285,433	270,499	294,701	
Parking Wages					243,372
	974,040	926,285	881,408	910,602	759,411
Payroli Taxes	742,057	696,745	685,838	616,883	540,632
Fringe Benefits	1,276,924	1,179,804	1,088,219	972,836	850,084
Workers Comp	130,964	113,603	128,164	82,729	1,436
Total Wages Salaries and Benefits	12,354,791	11,652,336	10,853,459	10,114,631	8,906,629
Printing and Binding	69.971	53,277	64,683	56,179	16 720
Contracted services	and the second sec				46.729
Parking Operating expenses and Management Fire	4,692,617	4,145,195	3,871,138	3,519,876	3,346,654
			C.1. 200	Gar in	508,739
Field Equipment	239,056	151,224	145,115	125,458	147,116
Maintenance Materials & Supplies	373,918	318,064	528,979	323,385	
					254,505
Transportation Reimbursement	17,200	14,263	9,285	8,981	7,159
Utilities	17,200 4,717,868	4,834,041	5,109,994	5,030,468	
Utilities Office & Adm/nistration	17,200 4,717,868 57,943	4,834,041 65,159			7,159
Utilities	17,200 4,717,868	4,834,041	5,109,994	5,030,468	7,159 4,902,601
Utilities Office & Adm/nistration	17,200 4,717,868 57,943	4,834,041 65,159	5,209,994 53,937	5,030,468 77,593	7,159 4,902,601 65,464
Utilities Office & Administration Operating Supplies Modifications / Repairs Advertising / Promotions.	17,200 4,717,868 57,943 371,306	4,834,041 65,159 362,046	5,209,994 53,937 420,716	5,030,468 77,593 429,435	7,159 4,902,601 65,464 308,699
Utilities Office & Administration Operating Supplies Modifications / Repairs	17,200 4,717,868 57,943 371,306 178,725	4,834,041 65,159 362,046 150,967	5,109,994 53,937 420,716 230,636	5,030,468 77,593 429,435 167,123	7,159 4,902,601 65,464 308,699 52,125 126,788
Utilities Office & Administration Operating Supplies Modifications / Repairs Advertising / Promotions.	17,200 4,717,868 57,943 371,306 178,725 180,330 52,300	4,834,041 65,159 362,046 150,967 177,331 21,489	5,209,994 53,937 420,716 230,636 117,084 28,285	5,030,468 77,593 429,435 167,123 156,769 49,206	7,159 4,902,601 65,464 308,699 52,125 126,788 21,411
Utilities Office & Administration Ogerating Supplies Modifications / Repairs Advertising / Promotions. Uniforms	17,200 4,717,868 57,943 371,306 178,725 180,390 52,300 10,500	4,834,041 65,159 362,046 150,967 177,331 21,489 10,048	5,209,994 53,937 420,716 230,636 117,084 28,285 8,377	5,030,468 77,593 429,435 167,123 156,769 49,206 5,893	7,159 4,902,601 65,464 308,699 52,125 126,788 21,411 4,439
Utilities Office & Administration Operating Supplies Modifications / Repairs Advertising / Promotions. Uniforms Recruiking	17,200 4,717,868 57,943 371,306 178,725 180,390 52,300 10,500 130,921	4,834,041 65,159 362,046 150,967 177,331 21,489 10,048 107,116	5,209,994 53,937 420,716 230,635 117,084 28,285 8,377 106,110	5,030,468 77,593 429,435 167,123 156,769 49,206 5,893 50,258	7,159 4,902,601 65,464 308,699 52,125 126,788 21,411 4,439 69,128
Utilities Office & Administration Ogerating Supplies Modifications / Repairs Adventising / Promotions. Uniforms Recruiting Employee Welfare Insurance	17,200 4,717,863 57,943 371,306 178,725 180,390 52,300 10,500 130,921 254,700	4,834,041 65,159 362,046 150,967 177,331 21,489 10,048 107,116 176,206	5,209,994 53,937 420,716 230,636 117,084 28,285 8,377 105,110 260,499	5,030,468 77,593 429,435 167,123 156,769 49,206 5,893 50,258 185,320	7,159 4,902,601 65,484 308,699 52,125 126,788 21,421 4,439 69,128 149,440
Utilities Office & Administration Operating Supplies Modifications / Repairs Advertising / Promotions. Uniforms Recruiting Employee Welfare	17,200 4,717,868 57,943 371,306 178,725 180,390 52,300 10,500 130,921	4,834,041 65,159 362,046 150,967 177,331 21,489 10,048 107,116 176,206 371,884	5,209,994 53,837 420,716 230,636 117,084 28,285 8,377 106,110 260,499 364,597	5,030,468 77,593 429,435 167,123 156,769 49,206 5,893 50,268 165,320 356,984	7,159 4,902,601 65,864 308,699 52,125 126,788 21,411 4,339 69,128 149,440 356,300
Utilities Office & Administration Operating Supplies Modifications / Repairs Advertsing / Promotions. University Recruiting Employee Welfare Insurance Management Fee	17,200 4,717,863 57,943 371,306 178,725 180,390 52,300 10,500 130,921 254,700 379,320	4,834,041 65,159 362,046 150,967 177,331 21,489 10,048 107,116 176,206	5,209,994 53,937 420,716 230,636 117,084 28,285 8,377 105,110 260,499	5,030,468 77,593 429,435 167,123 156,769 49,206 5,893 50,258 185,320	7,159 4,902,601 65,484 308,699 52,125 126,788 21,421 4,439 69,128 149,440
Utilities Office & Administration Operating Supplies Modifications / Repairs Advertsing / Promotions. University Recruiting Employee Welfare Insurance Management Fee	17,200 4,717,863 57,943 371,306 178,725 180,390 52,300 10,500 130,921 254,700 379,320	4,834,041 65,159 362,046 150,967 177,331 21,489 10,048 107,116 176,206 371,884	5,209,994 53,837 420,716 230,636 117,084 28,285 8,377 106,110 260,499 364,597	5,030,468 77,593 429,435 167,123 156,769 49,206 5,893 50,268 165,320 356,984	7,159 4,902,601 65,864 308,699 52,125 126,788 21,411 4,339 69,128 149,440 356,300
Utilities Office & Administration Operating Supplies Modifications / Repairs Advertising / Promotions Uniforms Recruiting Employee Welfare Insurance Management Fee Total Operating Expenses	17,200 4,717,668 57,343 371,306 178,725 180,390 52,300 10,590 130,921 254,700 379,320 11,726,734	4,834,041 65,159 362,046 150,967 177,331 21,489 10,048 107,116 176,206 <u>371,894</u> 10,958,320	5,209,994 53,837 420,716 230,636 117,084 28,285 8,377 106,110 260,499 364,597 11,319,435	5,030,468 77,593 429,435 167,123 156,769 49,206 5,893 50,268 166,320 356,984 10,524,875	7,159 4,902,601 55,454 308,699 52,125 126,788 21,411 4,439 69,128 1,49,440 355,300 10,396,007
Utilities Office & Administration Operating Supplies Modifications / Repairs Advertising / Fromotions. Uniforms Recruiting Employee Welfare Insurance Management Fee Total Operating Expenses Total Expenses (Wages and Operating) Parking Steples Bond Contribution	17,200 4,717,868 53,543 371,306 178,755 180,390 52,300 10,550 130,921 254,700 379,320 11,726,734 24,081,526	4,834,041 65,159 362,046 150,967 177,331 21,849 10,048 107,116 176,206 371,894 10,958,320 22,610,656	5,209,994 53,837 420,716 230,636 117,084 28,285 8,377 106,110 256,499 364,597 11,319,435 22,172,904	5,030,468 77,593 429,435 167,123 156,769 49,206 5,893 50,268 166,320 356,984 10,524,875	7,159 4,902,601 55,454 308,699 52,125 126,788 21,411 4,439 69,128 1,49,440 355,300 10,396,007
Utilities Office & Administration Operating Supplies Modifications / Repairs Advertising / Promotions. Uniforms Recruiting Employee Welfare Insurance Management Fee Total Operating Expenses Total Expenses (Wages and Operating) Parking Staples Bond Contribution General Fund Reimbursement	17,200 4,717,668 57,943 371,306 178,725 180,390 52,300 10,500 130,921 254,700 379,330 111,726,734 24,081,526	4,834,041 65,159 362,046 150,967 177,311 21,489 10,048 107,116 176,206 <u>571,894</u> 10,958,320 22,610,656	5,209,994 53,837 420,716 230,636 117,084 28,285 8,377 106,110 260,499 364,597 11,319,435 22,172,904	5,030,468 77,593 429,435 167,123 156,769 49,206 5,893 50,268 166,320 356,984 10,524,875	7,159 4,902,601 65,464 308,669 52,125 126,788 21,411 4,439 69,128 149,440 356,300 10,396,007 19,302,636
Utilities Office & Administration Ogerating Supplies Modifications / Repairs Advertising / Promotions. Uniforms Recruiting Employee Welfare Insurance Management Fee Total Operating Expenses Total Expenses (Wages and Operating) Parking Steples Bond Contribution General Fund Reimbursement CTD Department.	17,200 4,717,868 53,543 371,306 178,755 180,390 52,300 10,550 130,921 254,700 379,320 11,726,734 24,081,526	4,834,041 65,159 362,046 150,967 177,331 21,849 10,048 107,116 176,206 371,894 10,958,320 22,610,656	5,209,994 53,837 420,716 230,636 117,084 28,285 8,377 106,110 256,499 364,597 11,319,435 22,172,904	5,030,468 77,593 429,435 167,123 156,769 49,206 5,893 50,268 166,320 356,984 10,524,875	7,159 4,902,601 65,464 308,669 52,125 126,788 21,411 4,439 69,128 149,440 356,300 10,396,007 19,302,636
Utilities Office & Administration Operating Supplies Modifications / Repairs Advertising / Promotions. Uniforms Recruiting Employee Welfare Insurance Management Fee Total Operating Expenses Total Expenses (Wages and Operating) Parking Staples Bond Contribution General Fund Reimbursement	17,200 4,717,668 57,943 371,306 178,725 180,390 52,300 10,500 130,921 254,700 379,330 111,726,734 24,081,526	4,834,041 65,159 362,046 150,967 177,311 21,489 10,048 107,116 176,206 371,864 10,958,320 22,610,656	5,209,994 53,837 420,716 230,636 117,084 28,285 8,377 106,110 260,899 364,597 11,319,435 22,172,904 1,000,000 855,609	5,030,468 77,593 4232,435 1457,123 156,769 49,206 5,893 50,268 165,320 356,984 10,524,875 20,639,506	7,159 4,902,601 65,464 308,699 52,125 126,788 21,411 4,439 69,128 149,440 335,500 10,396,507 19,302,636
Utilities Office & Administration Ogerating Supplies Modifications / Repairs Advertising / Promotions. Uniforms Recruiting Employee Welfare Insurance Management Fee Total Operating Expenses Total Expenses (Wages and Operating) Parking Steples Bond Contribution General Fund Reimbursement CTD Department.	17,200 4,717,868 57,943 371,306 178,725 180,390 52,300 10,500 130,921 254,700 379,320 11,726,734 24,081,526 1,090,000 1,031,322 1,421,561	4,834,041 65,159 362,046 150,967 177,311 21,489 10,048 107,116 176,206 371,864 10,958,320 22,610,656	5,209,994 53,837 420,716 230,636 117,084 28,285 8,377 106,110 260,899 364,597 11,319,435 22,172,904 1,000,000 855,609	5,030,468 77,593 4232,435 1457,123 156,769 49,206 5,893 50,268 165,320 356,984 10,524,875 20,639,506	7,159 4,902,601 65,464 308,699 52,125 126,788 21,411 4,439 69,128 149,440 355,300 16,396,007 19,302,636 1,000,000 1,535,735
Utilities Office & Administration Operating Supplies Modifications / Repairs Advertising / Pormotions. Uniforms Recruiting Employee Welfare Insurance Management Fee Total Operating Expenses Total Operating Expenses Total Expenses (Wages and Operating) Parking Staples Bond Contribution General Fund Reimbursement CTD Diparament DWP Taxes	17,200 4,717,868 53,543 371,306 178,725 180,390 52,300 10,550 130,921 254,700 379,320 11,726,734 24,081,526 1,000,000 1,031,332 1,421,961 525,000	4,834,041 65,159 362,046 150,967 177,731 21,489 10,048 107,116 176,206 371,894 10,958,320 22,610,656	5,209,994 53,837 420,716 230,636 117,084 28,285 8,377 106,110 260,499 364,597 11,319,435 222,172,904 1,000,000 855,609 1,293,432	5,030,468 77,593 429,435 167,123 155,759 49,206 5,893 50,258 105,320 356,984 10,524,875 20,639,506	7,159 4,902,601 65,464 308,699 52,125 126,788 21,411 4,439 69,128 149,440 335,500 10,396,507 19,302,636
Utilities Office & Administration Ogerating Supplies Modifications / Repairs Advertising / Premotions. Uniforms Recruiting Employee Welfare Insurance Management Fee Total Operating Expenses Total Expenses (Wages and Operating) Parking Staples Bond Contribution General Fund Reimbursement CTD Department DWP Taxes Total Chy Reimbursement	17,200 4,717,868 57,943 371,306 178,725 180,390 52,300 10,550 139,921 254,700 379,320 11,726,734 24,081,526 1,000,000 1,031,532 1,421,961 525,000 3,978,283	4,834,041 65,159 362,046 150,967 177,311 21,489 10,048 107,116 176,206 571,894 10,958,320 22,610,656 1,000,000 1,000,000 1,344,968	5,209,994 53,837 420,715 230,635 117,084 28,285 8,377 106,110 260,499 364,597 11,319,435 22,172,904 1,000,000 855,609 1,293,432 3,149,041	5,030,668 77,593 42,9435 167,123 156,769 49,206 5,893 50,268 165,320 356,984 10,524,875 20,639,506 1,559,772 1,559,772	7,159 4,902,601 65,464 308,699 52,125 126,788 21,411 4,439 69,178 149,440 355,300 10,396,007 19,302,636 1,9302,636 1,535,735

AEG Management LACC, LLC Los Angeles Convention Center 18/19 Budget Accrual Based

	Budet
Revenue's (net of event expenses)	7/1/18 - 6/30/19
, 2012년 2월 2	
Bureau Booking	10 Mar 10 Mar
Conventions	7,896,467
LACC Booking	
Assembly	2,317,816
Consumer	7,685,993
Trade	1,611,444
Meeting	483,209
Filming	744,000
Profit on LACC Events	12,842,462
Non Event Related Revenue	
Parking	12,873,642
Cell Towers	
Other Revenue	861,654
	78,357
Marketing / Sponsorship	413,900
Total Non event Related Revenue	14,227,553
F & B overhead salaries and operating expenses	(3,056,780)
Total Revenues (net of event expenses and F & B overhead)	31,909,702
Expenses by Department (AEG Management LACC, LLC)	
Finance & Admin	4,152,092
Operations	13,533,585
Event Services	1,191,709
Guest Services / Security	2,330,678
HR	438,437
Sales and Marketing	
Parking	611,264
Total Expenses by department	1,823,761
rotal Expenses by department	24,081,526
Operating Profit before City Reimbursement, A & I, and Depreciation	7,828,176
Other Expenses	and attend
Depreciation	1,208,667
Staples Bond	1,000,000
General Fund Reimbursement	1,031,322
DWP Taxes	525,000
LACC Oversight Group	1,421,961
	5,186,950
Total Expenses and Appropriations	29,268,476
Net Income	2,641,226

AEG Management LACC, LLC Los Angeles Convention Center Three Year Plan Accrual Based

	Budet 7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/20 - 6/30/2
Revenue's (net of event expenses)			
Rent	13,701,632	11,646,387	11,995,778
Less Discounts	(5,711,977)	(4,283,983)	(4,412,502
Net Rent	7,989,655	7,362,404	7,583,276
Food and Beverage Sales	16,191,048	13,762,391	14,175,263
Net Food and Beverage Revenue	3,958,213	2,998,443	3,411,315
Utility Services Gross Billing	13,970,387	12,573,348	12,950,549
Percent kept by vendor	(9,199,978)	(8,279,980)	(8,528,380
Utility Services Commissions	4,770,409	4,293,368	4,422,169
Parking receipts	12,873,642	13,169,736	13,433,130
Staples Center Debt Service Net Parking Revenue	12,873,642	13,169,736	13,433,130
Event Billing	1,483,729	1,409,543	1,451,829
Event Expenses	(2,207,172)	(2,207,172)	(2,273.38)
Net Event Billing	(723,443)	(797,629)	(821,558
Communications	1,406,781	1,195,764	1,231,63
Cell Towers	861.654	887,504	914,12
Marketing / Advertising	413,900	426,317	439,10
AV	280,534	280,534	280,53
Other	78,357	80,708	83,12
Prior Year carryover & Other			
Total Revenue	31,909,702	29,897,148	30,976,86
Expenses			
Salaries & Wages - Full Time	7,659,572	7,851,061	8,047,33
Salaries & Wages - Part Time	1,275,093	1,020,075	1,050,67
Overtime General	296,141	305,025	314,17
Parking Wages	974,040	974,040	1,003,26
Payroll Taxes	742.057	764,319	787,24
Fringe Benefits	1,276,924	1,315,231	1,354,68
Workers Comp Insurance - Base coverage Total Wages Salaries and Benefits	130,964 12,354,791	134,893	138,94
Printing and Binding	69,971	72,070	74,23
Contracted services	4,692,617	4,833,395	4,978,39
Parking Operating expenses and Management Fee	000 055	246,228	253,61
Field Equipment Maintenance Materials & Supplies	239,056 373,918	385,136	396,69
Transportation Reimbursement	17,200	17,716	18,24
Utilities	4,717,868	4,859,404	5.005.18
Office & Administration	57,943	59,681	61,47
Operating Supplies	371,306	382,445	393,91
Modifications / Repairs	178,725	184,087	189,60
Advertising / Promotions	180,390	185,802	191,37
Uniforms	52,300	53,869	55,48
	10,500	10,815	11,13
Recruiting	130,921	130,921	134,84
Recruiting Employee Welfare		000.044	
Recruiting Employee Welfare Insurance	254,700	262,341	210,21
Recruiting Employee Welfare Insurance Guest Relations		262,341	
Recruiting Employee Welfare Insurance Guest Relations Startup expenses	254,700		
Recruiting Employee Welfare Insurance Guest Relations		262,341 	402,42
Recruiting Employee Welfare Insurance Guest Relations Startup expenses Management Fee Total Operating Expenses	254,700 	<u>390,700</u> 12,074,609	402,42 12,436,84
Recruiting Employee Welfare Insurance Guest Relations Startup expenses Management Fee	254,700 	390,700	270,21

ATTACHMENT B

2018-19 Bookings

Total 18/19 21

AEG Management LACC, LLC Los Angeles Convention Center 19/19 Budget Bureau Booking

						Rent					Electrical			AV
	Lettikal Provider Annan Dod Star	DO STATI JAN	in Live Daily Second	EBMS ID	Gross	Discount	Net Rent	Blied Services	Net on recovered exp.	Einchricel	Contra	Net	Gross V	ender Shmin
The Society for the Promotion of Japanese Animation- Anime Expo	1	81/60/20	07/08/38 LCENsed /	21583	452,710	(210,510)	242,200	104,697	1124,496)	223,169	(118.280)	104.889	400	(300)
American School Courselor Association - 2018 ASCA Annual Conference	1	07/14/18	07/17/18 Licensed	26843	119,284	(93,284)	26.000	10.900	114.900)	50.000	(30,000)	20.000	25,000	118,7501
vational Conference of State Legislatures- Legislative Summit	2	81/62/20	08/02/18 Licensed i	31656	284,663	(281,633)	3,030	15.000	(15,800)	150.000	(000 06)	60,000	40,660	(30.000)
GSMA-Mobile World Congress Americas	E	61/60/50	09/14/18 Licensed (30515	596,220	(536,598)	59,622	14,700-	(15,100)	300,000	(180.000)	120.000	30,000	(00 500)
Vorth American Spine Society - Annual Meeting		09/22/18	09/29/18 Licensed (26957	306,473	(305,473)	1,000	12.700	115.4751	250.000	(150.000)	100.000	35,000	126.2501
Project Management Institute- 2018 Annual Global Congress North America		10/02/18	10/10/18 Licensed (29493	257.409	(256,409)	1,000	15,000	(15,000)	50,000	(30,000)	20.000	25,000	(18.750)
Adobe Systems Incorporated MAX		10/14/18	10/17/18 Ucensed (27130	445,420	(444,420)	1,000	13.020	(12.245)	194.717	(120.725)	73.992	8.000	(6,000)
National Laugue of Cities- NEC 2018 City Summit	5	11/06/18	11/10/18 Pending (30794	167,678	(166.878)	1,000	15,000	(15,800)	100.000	(62.000)	000 BE	40,000	(30,000)
Catol Anderson by Invitation CAbi- Spring Scoop	7	01/12/10	01/19/19 Ucansed i	28594	234,327	(226,625)	7,702	15,000	(15,800)	100.000	(62.000)	38,000	40,000	(30,000)
ASA National Conference on Education	8	02/14/19	02/16/19 Ucensed /	20662	652'211	(116,759)	1,000	10,500	(14,900)	50.000	(37,000)	19.000	25,000	(18.750)
2019 NASPA Armuni Conference	8	03/05/19	03/13/19 Pending (27164	278.342	(236.342)	42,000	15,000	(15.800)	150.000	(000 (6)	57.000	40.000	130,0001
International Meatery, Racquet and Sportsdub Association 2019	a,	03/21/19	03/23/19 Pending (25,384	256,228	(255 228)	1,000	9,060	(9,826)	750,000	(465.090)	285,000		-
American Association of Collegiate Registrars and Admissions Officers- Annual Meeting	a	03/31/13	04/03/19 Ucensed (28410	122,762	(115,242)	7,520	006'0)	(14,900)	50.000	(31.000)	19,000	20.000	(15.000)
ISRL 2019 Annual Convention & Equosition	101	04/05/19	04/11/19 Ukensed i	31468	233,483	(163,483)	70,000	15,000	(15,800)	150,000	(83.000)	57.000	21,000	(15.750)
Rect Exhibitions USA - Star Wars Cetebration 2019	10	04/13/19	04/21/19 Prospect r	33590	452,710	(210,510)	242,200	104,697	(124,496)	223.153	(138.365)	84.804	400	(300)
American Association of Clinical Endocrinologist- 2019 Annual Scientific & Clinical Congress	10	04/24/19	04/28/19 Licensed (29421	130,176	(115.176)	15,000	12,700	(15,475)	250,000	(155,000)	95.000	35,000	(26.250)
American Association of Orthedontists - Annual Session	II	05/03/19	1 pesuaon 61/(20/90	23764	357,314	(356,314)	1,000	12,700	(15,475)	250,000	(155.000)	95.000	35,000	(26.250)
Government, Finance Officers Association- 2019 Annual Conference	п	05/17/19	05/22/19 Ucensed i	29943	193,688	(192.688)	000'4	15,000	(15,800)	150.000	(000)(000)	57.000	25,000	(18.750)
E1015	12	06/11/30	06/13/19 Pending (24742	1,109,880	(1,108,880)	1,000	51,844	(39,255)	2,550,000	(1,734,000)	B16.000		
International Society for Storn Call Research (ISSCR)- 2019 ISSCR Annual Meeting	12	06/26/19	06/29/19 Ucensed I	29933	182,037	(172.037)	10,000	16,630	(5,162)	250.00	(155.000)	95.000	35,000	(26.250)
BET Experience BETX 2019	12	06/36/18	06/30/19 Tentative	30545	175,848	(102.688)	73.160	18,629	(9,905)	160.000	(002.66)	60.800		
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					6.474.411	15 856 QT7	ATT ATA	STIC ART	(BRG GPS)	240100	A ARE SROV	5 01E 400	470,000	Večo ach
NOTE: LATCB booked events LA Matathter, Dwellion Design, and KCON are included in Shot-term booking	m boolinn				and the second second	Secondaria la		Provide Line Martin	10001010	now india	(ppp)/ppp/th)	00+'n n's	NNO'ET+	neo ace

NOTE: LATCB booked events LA Matathon, Dwell on Design, and KCON are included in Shotyterm booking.

AEG Management LACC, LLC Los Angeles Convention Center 18.13 Budget Bureau Booking

			Smart Clly	Cliy	
Event Name	LACC Rev.	Gross	Vendor	Teleptrone LACC Revenue	Contessions and
The Society for the Promotion of Japanese Animation- Anime Expo	1001	35,654	(62,182)	33,482	886.310
American School Councelor Accoclation - 2018 ASCA Annual Conference	6.250	85,000	(42,250)	22,750	324,268
National Conference of State Legislatures- Legislative Summit	10,000	08,000	(57,200)	30,800	238,280
GSMA-Mobile World Congress Americas	1,500	B0,000	(52,009)	28.000	272,036
North American Spine Society - Annual Meeting	8,750	000'00	(52,000)	28,000	103.600
Project Management Institute- 2018 Annual Global Congress North America	0.250	88,000	(57,200)	30,800	524,216
Advine Systems Incorporated MAK	2:000	249,210	(161,987)	87,224	2,204,608
National League of Chos- NLC 2018 City Summit	10.000	65,000	(42,250)	22,750	103,600
Canal Anderson by Invitation CAbin Spring Scoop	10,000	65,000	(42,250)	22.750	613,312
AASA National Conference on Education	6,250	65,000	(42,250)	22.750	149.184
2019 NASPA Arnual Conference	10,000	88,000	(57.200)	30,800	273,504
International Hanth, Racquet and Sportschub Association 2019		218,000	(141,700)	78,300	207,200
American Association of Collegiate Registrars and Admissions Officers- Annual Meeting	5,000	66,000	(42,250)	22.750	103,600
ISRI 2019 Annual Convention & Exposition	5,250	88,000	(57,200)	30,800	637,140
Reed Exhibitions USA - Star Wars Celebration 2019	100	95,664	(62,182)	33,482	686.816
American Association of Clinical Endocrinologist- 2019 Annual Scientific & Clinical Congress	6,750	125,000	(78,750)	46,250	165,750
American Association of Orthodontists - Annual Session	0,750	125,000	(78,750)	46,250	303,548
Government Finance Officers Association- 2019 Annual Conference	6,250	66,000	(40,950)	24,050	326,340
E 2019		450,000	(009"582)	166,500	1 277,800
International Society for Stem Cell Research (ISSCR)- 2019 ISSCR Annual Meeting	8,750	125,000	(75,000)	50,000	227.920
BET Experience BETX 2019	ł	120.000	(72,000)	000'8t	
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Foud and Bowenge - Contac F A B - Contac F A B - Contac F A B (184.157) (184.167) (184.861) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (184.863) (185.863)

7,896,467

4,291,316

(5.638.230) (0.5678)

NOTE. UNTCB booked events LA Marathian Dwell an Design, and KCON are included in Short/i

1	
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AEG Management LACC. LLC Laca Angeles Convertion Center 1819 Buildet LACC Booking Summary LACC Booking Summary Test LACC Booking Summary LACE Booking Summar	Assessibly Assessibly Constraint Total Association Vacciant	Avvenue by Morth - Jary Assertaby Consumer Constant Trans Vend Service Frond Service Flands	(heverine ty Month - August Assembly Consumer Thdo Pool Servica Pool Servica	Inversion by Month - September Secondry Consume Trade Food Second	(Inverture by Numb) - October Consumer Trade Food Service Food Service Food Service	(Revenue by Month - November Commune Commune Trade Prove Food Service Food Service	Revenue by Minith - Cecentrae Recomposition Consume Consume Heating Fasal Sector Fasal Sector	Recente by Manth - Jenum Recenter Consumer Nation Manto Frank	Neronus ay Manin, - Felenuary Consumer Consumer Treda Treda France France France	Revenue ey Norm - March Assembly Container Trade Marting Pood Service
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ATTACHMENT C

2018-19 CTD Departmental Budget

2018-19 Budget Request Summary and Ranking

Department: Convention and Tourism Development

Approved by: Doane Liu

Total Budget • 1.580,844 000 Expense & Special All Other Salaries Hiring Hall, Overtime) (As-Needed, 36 Salaries (001010 1,491,061 & 001012) Full-Time 1,031,322 \$ General Fund Revenue \$ Reso Positions Reg 13 2017-18 Adopted Department Budget:

8

Departmental Requests (excluding Efficiency Proposals)

(List all requests individually in the Department's order of priority, including each section of the single program request form [base budget and requests A+] and each various program request.)

Progra	Program	Name (State for Various Program		Request	Priority	osit	SUC	General Fund	Full-Time General Fund Salaries (001010		Expense &	Tota	Total Budget
1	4803	Convention and Tourism Development Program	Baseline	Baseline	Good Jobs	ке <u>9</u> 13	Keso	Kevenue \$ 1.031.322 \$	\$ 1579.675 S	Rall, Overtime)	spec	91 91 91	53 000 \$ 1 669 408
2	4803	Convention and Tourism Development Program	Funding Re-alignment	Continuation	Good Jobs	0							-
3	4803	F	Tourism Plan, consulting, and advisory services	New	Good Jobs	0					\$ 250.000 \$	69	250.000
4	4803	-	Financial, accounting, and advisory services	Continuation	Good Jobs	0					\$ 19,000 \$	\$	19,000
			Total Du	Total Departmental Budget Requests:	dget Requests:	13	0	\$ 1.031.322 \$	\$ 1.579.625	\$ 36.783	\$ 322.000	\$	1.938.408

Total Budget Request 9 Expense & Special Salaries (As-Needed, Hiring Hall, Overtime) Full-Time Salaries (001010 & 001012) General Fund Revenue Positions ea Reso Reg Outcome Priority Type Request Efficiency Proposal Name Program Name RANKING Code

Non-Departmental Requests

Request

Priority Outcome

Non-Departmental Item Name

1 of 1

2018-19 Total Requested Non-Departmental Budget (from above): \$
2018-19 Total Requested Departmental + Non-Departmental Budget: \$

269,000 507.5% Special 0.0% 36.783 S 1,579,625 88,564 5.9% 6) (F) 1,031,322 0.0% ω %0.0 Reso C %0.0 Reg 3 Percent Change: 2018-19 Total Requested Departmental Budget: Change from 2017-18 Adopted Department Budget:

1,938,408 357,564 Total Budget 322,000 \$ All Other Salaries Salaries **GF** Revenue

22.6%

1,938,408

Expense & Full-Time

6)

Total Budget Request Summary

Positions

Total Budget Request **GF** Revenue Type

Departmental Efficiency Proposals

0 Total Efficiency Proposals:

All Other

36,783 \$ 1,579,625 \$ 1,031,322 \$ \$

0

322,000 \$

(List each Efficiency Proposal individually, in the Department's order of priority.)

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6)

2018-19 Budget Request Summary by Source of Funds

Department: Convention and Tourism Development

Approved by: Doane Liu

Reg Reso Revenue Total 100 Special Funds 725 4 2017-18 Adopted Department Budget: 13 \$ 1,031,322 \$ 1,580,844 \$ 1,580,844 \$ 1,580,844 \$ 1,344,912 \$ Departmental Requests Cluding each section of the single program request form [base budget and requests A+] and each various program request). Requests must be segregated into their appropriate section BASELINE REQUESTS: List below all requests for Base level funding, as shown on the first section ("2018-19 Baseline Program Data") of each Sir LACC LACC Program Program Name Priority Outcome Reg Reso Revenue Total 100 Special Funds 725 4 4803 Program Program Promote good jobs 13 \$ 1,031,322 \$ 1,669,408 \$ 1,420,242 \$ 1				Pos	tions	General Fund		General Fund	Total All	LACC Revenue	LACVB
2017-18 Adopted Department Budget: 13 \$ 1,031,322 \$ 1,580,844 \$ 1,580,844 \$ 1,344,912 \$ Departmental Requests Cluding each section of the single program request form [base budget and requests A+] and each various program request). Requests must be segregated into their appropriate sect BASELINE REQUESTS: List below all requests for Base level funding, as shown on the first section ("2018-19 Baseline Program Data") of each Sir LACC Program Program Name Priority Outcome Reg Reso Revenue Total 100 Special Funds 725 4 4803 Program Program Promote good jobs 13 \$ 1,031,322 \$ 1,669,408 \$ 1,669,408 \$ 1,420,242 \$ 1				Reg	Reso	Revenue	Total	a set of the set of th	1.0 800 8 80		429
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ASELINE REQUESTS: List below all requests for Base level funding, as shown on the first section ("2018-19 Baseline Program Data") of each Sir Code Program Name Priority Outcome Reg Reso General Fund Convention and Tourism Development 4803 Program Program Promote good jobs 13 Convention and Tourism Development 4804 Program Promote good jobs 13 Convention and Tourism Development 4805 Program Promote good jobs 13 Convention and Tourism Development Convention and Courism Development Conv				De	partm	ental Request	s				
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Convention and Tourism Development Promote good jobs 13 \$ 1,031,322 \$ 1,669,408 \$ 1,669,408 \$ 1,420,242 \$: 4803 Program Promote good jobs 13 \$ 1,031,322 \$ 1,669,408 \$ 1,420,242 \$:	rogram			Pos	tions	General Fund		General Fund	Total All		LACVE
4803 Program Promote good jobs 1/3 \$ 1,031,322 \$ 1,669,408 \$ 1,669,408 \$ 1,669,408 \$ 1,420,242 \$::		Program Name	Priority Outcome			and a second	Total			Revenue	LACVB
<u>s</u> - <u>s</u> -	Code		Priority Outcome	Reg		and a second	Total			Revenue	LACVB 429
	Code	Convention and Tourism Development		Reg		Revenue	0.10.0	100	Special Funds	Revenue 725	429
	Code	Convention and Tourism Development		Reg		Revenue	\$ 1,669,40	100	Special Funds \$ 1,669,408	Revenue 725	429
10tal Dase Level Requests. 15 0 5 1,001,022 5 1,009,408 5 - 5 1,009,408 5 1,420,242 5	Code	Convention and Tourism Development Program	Promote good jobs	Reg 13		Revenue	\$ 1,669,40	100	Special Funds \$ 1,669,408	Revenue 725	429
	Code	Convention and Tourism Development Program		Reg		Revenue	\$ 1,669,40	100 B	Special Funds \$ 1,669,408	Revenue 725	429 \$ 249,166
	4803	Convention and Tourism Development Program Total B	Promote good jobs Base Level Requests:	Reg 13 13	Reso	Revenue \$ 1,031,322 \$ 1,031,322	\$ 1,669,40 \$ \$ 1,669,40	100 B - B \$ -	Special Funds \$ 1,669,408 \$ - \$ 1,669,408	Revenue 725 \$ 1,420,242 \$ 1,420,242	429 \$ 249,11 \$ 249,11
ONTINUATION REQUESTS: List below all requests to continue the 2017-18 service level (such as continuation of resolution authority positions)	4803	Convention and Tourism Development Program Total B	Promote good jobs Base Level Requests:	Reg 13 13	Reso	Revenue \$ 1,031,322 \$ 1,031,322	\$ 1,669,40 \$ \$ 1,669,40	100 B - B \$ -	Special Funds \$ 1,669,408 \$ - \$ 1,669,408	Revenue 725 \$ 1,420,242 \$ 1,420,242	429 \$ 249,16 \$ 249,16
	4803	Convention and Tourism Development Program Total B	Promote good jobs Base Level Requests:	Reg 13 13	Reso	Revenue \$ 1,031,322 \$ 1,031,322	\$ 1,669,40 \$ \$ 1,669,40	100 B - B \$ -	Special Funds \$ 1,669,408 \$ - \$ 1,669,408	Revenue 725 \$ 1,420,242 \$ 1,420,242 athority posit	429 \$ 249,16 \$ 249,16
LACC	Code 4803 CONTIN	Convention and Tourism Development Program Total B	Promote good jobs Base Level Requests:	Reg 13 13 13 atinue t	Reso 0 he 2017	Revenue \$ 1,031,322 \$ 1,031,322 -18 service level	\$ 1,669,40 \$ \$ 1,669,40	100 B B B S S Continuation of	Special Funds \$ 1,669,408 \$ 1,669,408 \$ 1,669,408 resolution au	Revenue 725 \$ 1,420,242 \$ 1.420,242 \$ 1.420,242 uthority posit LACC	429 \$ 249,160 \$ 249,160 ions), as inc
	Code 4803 CONTIN	Convention and Tourism Development Program Total E UATION REQUESTS: List below a	Promote good jobs Base Level Requests: all requests to con	Reg 13 13 13 tinue t Posi	Reso 0 he 2017	Revenue \$ 1,031,322 \$ 1,031,322 -18 service level General Fund	\$ 1,669,40 \$ \$ 1,669,40 (such as o	100 B B B S Continuation of General Fund	Special Funds \$ 1,669,408 \$ 1,669,408 \$ 1,669,408 resolution au	Revenue 725 \$ 1,420,242 \$ 1,420,242 \$ 1,420,242 Athority posit LACC Revenue	429 \$ 249,160 \$ 249,160

				110101		1 o ton	 ope	old i und		120		120
CTD Program/Funding Re-alignment	Good Jobs			1	\$		\$	-	S	(17,281)	S	17,281
CTD Program/Financial, accounting, and advisory services	Good Jobs				\$	19,000	\$	19,000	\$	19,000		
Total	Continued Requests:	0	0	\$	- \$	19,000	\$ - \$	19,000	\$	1,719	\$	17,281

NEW REQUESTS: List below all requests to enhance the 2017-18 service level or to add new services, as indicated in each applicable Single Program forn

Program			Pos	itions	General Fund		General Fund		Total All	Revenue		LACVB
Code	Program/Request Name	Priority Outcome	Reg	Reso	Revenue	 Total	100	Spe	ecial Funds	725		429
4803	CTD Program/Tourism Plan, consulting and advisory services	Good Jobs				\$ 250,000		\$	250,000		\$	250,000
						\$ 0.00	14	\$				
		Total New Requests:	0	0	s -	\$ 250,000	\$ -	\$	250,000	S	- \$	250,000

EFFICIENCY PACKAGES: List below each submitted Efficiency package. Departments must submit proposed efficiencies in the same total \$ amount as all proposed New Re-

Program Code	Program/Package Name Priority Outcome		sitions Reso	General Fund Revenue		Total	General Fund 100		Total All ecial Funds	LACC Reven 725	ue		LACVB 429
					\$	-		\$					
					\$			\$		_			
	Total Efficiency Package	s: 0	0	\$ -	\$		\$ -	\$	· ·	S	-	S	
	Amount Efficiencies are (below) / exceed New Requests:	0	0	\$ -	-5	(250.000)	\$ -	s	(250,000)	\$	•	\$	(250,000)

	Posi	tions	G	eneral Fund		Ge	eneral Fund		Total All	LACC		LACVB
and the second sec	Reg	Reso		Revenue	Total		100	S	ecial Funds	725		429
2018-19 Requested Department Budget:		0	\$	1,031,322	\$ 1,938,408	\$	2.00	\$	1,938,408	\$ 1,421,961	\$	516,447
Change from 2017-18 Adopted Department Budget:	0	0	\$		\$ 357,564	\$		\$	357,564	\$ 77.049	S	280,515
Percent Change:	0.0%	#DIV/01		0.0%	22.6%	0	#DIV/0!		22.6%	5.7%		118.9%

Non-Departmental Requests (Use data from the Total Section of the Non-Departmental Form)

	Non-Departmental Item	Priority Outcome	Posi Reg	itions Reso	General Fund Revenue		Total	General Fun 100	Z (1)	Total All Special Funds	LACC Revenue 725	Į,	LACVB 429
-						5			\$	-		T	
	Total Non-Dep	artmental Requests:	0	0	s -	\$		\$	- \$		s -	\$,
				tions	General Fund			General Fun		Total All	LACC Revenue		LACVB
	2018-19 Requested Department + Non-De	and the second second second	Reg 13	Reso	Revenue		Total 1,938,408	100	S	Special Funds 1,938,408	725	-	429 516,447

Convention and Tourism Development Convention and Tourism Development Program Promote good jobs for Angelenos all across Los Angeles

Priority Outcome:

Department: Program Name:

2018-19 Baseline Program Data Total Number of Regular Positions (Civilian): Total Number of Regular Positions (Sworn): Budget:

13	0	

Account	Account Name	TOTAL	General Fund 100	Special Funds	LACC Revenue	429
001010	Salaries General	\$ 1,579,625		\$ 1,579,625	\$ 1.330.459	69
001070	Salaries As-Needed	\$ 31.783		\$ 31.783	\$ 31.783	
001090	Salaries Overtime	\$ 5,000		\$ 5,000	\$ 5.000	
02120	Printing and Binding	\$ 5,000		\$ 5,000	\$ 5,000	
02130	Travel	•		1	69	
003040	Contractual Services	\$ 16,000		\$ 16,000	S 16.000	
003310	Transportation	\$ 6,000		\$ 6,000	\$ 6.000	
003330	Utilities Exp. Private Co. (Verizon)	\$ 6,000		S 6.000	\$ 6.000	
006010	Office and Admin	\$ 20,000		\$ 20,000	\$ 20,000	
009350	Communication Services	•		' \$	•	
	TOTAL: \$	\$ 1.669.408		S 1669 408	CAC ACA 1 2	S 240 166

Pension/Health (Add/Delete Rate):	s	643,599
Applicable CAP rate:	N/A	

BASE General Fund Revenue attributable to this Program:

\$ 1,031,322

Department: Program Name: Request A Name of Request: Continued or New?

Funding Re-alignment Continuation of 2017-18 Service Level

Convention and Tourism Development Convention and Tourism Development Program

							Spread Po	Spread Position Counts by FTE by Source of Funds	FTE by Source	of Funds
ositions: Quantity Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count S Salary	Number of ages & Count Salary Savings Months Funding Salary Rate (%) Requested	Number of Months Funding Requested	Net Salary	General Fund 100	d Total All Special Funds	LACC Revenue 725	LACVB
						' s	0.00	0.00		
						' S	0.00	0.00		
0 TOTALS							0.00	0.00	0.00	0.00

7

Budget:

Acct	Account Name	TOTAL	General Fund 100	Total All Special Funds	LACC Revenue 725	429
001010	Salaries General	\$	\$	\$ -	\$	\$
001070	Salaries As-Needed	\$	5	\$	5	69
001090	Salaries Overtime	\$	1	\$		
002120	Printing and Binding	69		69		
002130	Travel	69	,	69		
003040	Contractual Services	69	1	69		
003310	Transportation	69		69		
003330	Utilities Exp. Private Co. (Verizon)	5		69		
006010	Office and Admin	s		69		
009350	Communication Services	69	-	69		
	TOTAL	\$	s -	\$	\$ (17.281) \$	\$ 17.281

Pension/Health (Add/Delete Rate): \$ Applicable CAP rate: Estimated Related Cost Reimbursement from SFs (CAP Rate):

General Fund Revenue (Change):

\$ ' \$

\$

3

2018-19 Budget Program Request Convention and Tourism Development Convention and Tourism Development Program

> Department: Program Name:

Request B Name of Request: Continued or New?

Tourism Plan, consulting, and advisory services New - Enhancement of Existing Service

							Spread P	Spread Position Counts by FTE by Source of Funds	FTE by Source	of Funds
Positions: Quantity Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Nag	Iss & Count Salary Savings Months Funding Salary Requested	Number of Months Funding Requested	Net Salary	General Fund 100	und Total All Special Funds	LACC Revenue 725	LACVB 429
						•	0.00	0.00		
						•	0.00	0.00		
0 TOTALS						•	0.00	0.00	0.00	0.00

t.

Budget:

			General Fund	Total All	Total All LACC Revenue	LACVB
Acct	Account Name	TOTAL	100	Special Funds	725	429
001010	Salaries General	•	•	\$		5
001070	Salaries As-Needed	•	5	5	5	
001090	Salaries Overtime	•		69		
002120	Printing and Binding	•		. 69		
002130	Travel	5		69		
003040	003040 Contractual Services	\$ 250,000		\$ 250,000		\$ 250,000
003310	Transportation	5		' S		
003330	Utilities Exp. Private Co. (Verizon)	' s		s		
006010	Office and Admin	-				
009350	Communication Services	•		s		
	TOTAL: \$	\$ 250,000	•	\$ 250,000	, s	\$ 250,000

Pension/Health (Add/Delete Rate): \$ Applicable CAP rate: Estimated Related Cost Reimbursement from SFs (CAP Rate):

ī,

General Fund Revenue (Change):

\$ \$ \$

'

2018-19 Budget Program Request Convention and Tourism Development Convention and Tourism Development Program

> Department: Program Name:

Request C Name of Request: Continued or New?

Financial, accounting, and advisory services Continuation of 2017-18 Service Level

							1	Spread Pt	Spread Position Counts by FTE by Source of Funds	FTE by Source	of Funds
Positions: Quantity Class Title	ass Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages Sa	Rumber of Number of Acount Salary Savings Months Funding alary Rate (%) Requested	Number of Months Funding Requested	Net Salary	General Fund Total All 100 Special Fun	d Total All Special Funds	LACC Revenue 725	LACVB 429
							•	00.0	0.00		
							•	0.00	0.00		
0 TC	OTALS						•	0.00	0.00	0.00	0.00

Budget:

Acct	Account Name	TOTAL	General Fund 100	Total All Special Funds	LACC Revenue s 725	429 429
001010	Salaries General	, S		69	69	-
001070	Salaries As-Needed	•	•	s	69	69
001090	Salaries Overtime	1 69		s		
002120	Printing and Binding	-		60		
002130	Travel	•		69		
003040	003040 Contractual Services	\$ 19.000		\$ 19.000	S 19.000	
003310	Transportation	59		69		
003330	Utilities Exp. Private Co. (Verizon)	•	-	69		
006010	Office and Admin	•		60		
009350	Communication Services	\$		69		
	TOTAL:	\$ 19,000	5	\$ 19,000	S 19.000	5

Pension/Health (Add/Delete Rate): \$ Applicable CAP rate: Estimated Related Cost Reimbursement from SFs (CAP Rate):

÷

General Fund Revenue (Change):

8 9 1

67

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Positions: Baseline Data ALL Requests			2018-19 Program Budget Cost SUMMARY (Total all Sections Above) Positions: Baseline Data ALL Requests 0	จี							
Direct Cost:			TOTAL	Gen	General Fund 100		Total All Special Funds	TAC	LACC Revenue LACVB 725 429	-	ACVB 429
Baseline Data		-	1,669,408	s		Ĩ,	\$ 1,669,408 \$	0	242	5	249,166
TOTAL ALL REQUESTS		-	269,000	s		1	\$ 269,000 \$	\$	1.719 \$	6	267,281
	TOTAL	\$	1,938,408	69			1,938,408	69	1,938,408 \$ 1,421,961 \$	\$	516,447
Pension/Health (Add/Delete Rate): Estimated Related Cost Reimbursement from SFs (CAP Rate):	t from SFs (C/	SP R	643,599 (ate):				4	69	1	60	
Total General Fund Revenue:		69	1,031,322								
Net GF Cost (Budget - Revenue)		-	(1.031.322)								

Program Code:	onvention and Tourism Development (CTD) Program Name:
E48	Convention and Tourism Development Program
Program Description This program attracts a and drives economic of sports, entertainment, a	and hosts conventions at a world class facility with world class service levelopment and job creation by marketing the City's unique cultural
Alignment with Priorit Check all that apply:	t y Outcome(s) Well-Run; [X] Livable; [] Safe; [X] Prosperous
Program Metrics All relevant metric data she applicable to this Program.	ould be provided on the Excel Metric template. Describe briefly here the metric(s, What are the long-term targets for this program?
the General Fund, the generated, all measure	CTD - the number of visitors to LA, the amount of TOT deposited into number of citywide conventions including attendees and room nights our success in bringing out-of-town visitors to infuse money into our ontinued support for job creation for Angelenos.
June 2017 resulted in t one of the fastest growi	o the City from tourism and convention center events from June 2016 to the addition of 14,100 Leisure and Hospitality industry jobs. This is ng industries among the ten super sectors in L.A. County as tracked by ent Development Department.
Status of recently fund Discuss the status of any ne Program.	ded initiatives w services or service enhancements that were funded in 2016-17 or 2017-18 for this
N/A	
Equity Discuss how resources are o	deployed for this program.
CTD appropriately alloc both LATCB and AEG a	ates staff time and resources for contract management to ensure that achieve their respective visitor and client service equity outcomes.
The CTD Department c and support staff provid	omprised of the Executive Director, two Assistant General Managers, e the following services:
related to tourism	5%) itiatives of the CTD Board of Commissioners regarding all policies i, marketing the City, and increasing the convention business; ocate policies that support a long term tourism strategy.
2. Contract Managemer	nt (50%)
Oversee the prov	isions of the contract with AEG and monitor AEG's operational and
financial performa	ance,

Administer LATCB's contract with emphasis on achieving results tied to key perfomance

metrics;

- Align the goals and incentives among AEG, LATCB and the CTD Department.
- 3. Facility Stewardship (25%)
 - Provide a major leadership role in the design, construction, and coordination related to the expansion and modernization of the convention center ;
 - Facilitate capital improvements to the Convention Center by securing funding for projects and managing and/or delegating related procurement processes.

Additional comments (optional): N/A

Program Code: E48	Program Name: Convention and Tourism Development Program
Detail of Budget Prog Copy and use the format	
REQUEST A	
Name of Request: Funding Re-alignment	Total Request Amount: \$17,281
request is for the continuation	st: Provide details on what resources are being requested. Clearly indicate if this ion of 2017-18 positions/funding or new items. If the positions requested are exempt, if service classification cannot perform these functions.
baseline program data, Visitors Bureau (LACV) Convention Center Rev equivalent amount. Th administration and con	ealign funding in the amount of \$17,281 compared to the 2017-18 , which would result in increasing the Los Angeles Convention and B) Fund (Fund 429) appropriation to the CTD budget and decreasing the venue Fund (Fund 725) appropriation to the CTD budget by an his pays for a portion of salaries for those CTD employees involved in the tract management of the LATCB agreement. There will be no change to ovided. The total amount in LACVB funds requested to the CTD Budge \$266,447.
Departmental Collabo departments below. N/A	pration: If this request was developed in conjunction with other departments, list the
PART 1	
Justification 1. What problem i This request accurately	is being addressed and how will this request address it? / aligns expenditures with anticipated staffing needs.
issues, has the efficiency exerc • If yes, wh evidence • If no, ' This request will have r	s to increase or expand services, or to address backlog/workload Department undergone a process improvement or other service cise (including but not limited to technology and automation)? hat changes were made and what were the results? Provide of results. why has this not been done? N/A no impact on the services CTD provides and no impact to the General
Fund.	
4. Goals:	proach better than the alternative approaches that were considered
CTD is proposing a buc operation, while enhance	the 2018-19 goals for this request? dget package that supports its priorities for maintaining an efficient cing client satisfaction. the long-term goals for this request, if they differ from 2018-19?
w/ windt die	and rong-term goals for this request, it they after from 2018-19?

Supporting Parformanas Matrice	
Supporting Performance Metrics The Department must have direct influence/control over	each metric. Metrics should support the goals above and
relate to an increase in service or efficiency.	
1. Provide metrics that measure both the	e amount of services produced (output) and
the impact of those services on your	stakeholders (outcome).
2. Explain how the investment in resour	ces will directly impact the metrics that
measure the goals above.	
Metrics are not applicable for this re-alignment	request.
PART 2	
Checkpoint I - What special funds are eligible The Los Angeles Convention and Visitors Bur	to be used for this request? eau Fund (Fund 725).
Checkpoint II - Requests that belong to a category b Check all that apply: N/A	elow will require additional review by the Mayor's Office.
[] Requires procurement of personal or pro	fessional services
[] Supports Department's risk managemen	tefforts
[] Technology request (e.g. software, hardy	vare, technology system, communications
system). If checked, complete the technology	ology supplemental.
 [] Mayor's Expectations Letter [] Comprehensive Homeless Strategy [] Sustainable City pLAn [] Equitable Workforce and Service Restoration [] Strategic Plan(s) 	ation Plan
REQUEST B	
Name of Request: Tourism Plan, Consulting and Advisory Services	Total Request Amount: \$250,000
Description of Request: Provide details on what re request is for the continuation of 2017-18 positions/fundir explain why an existing civil service classification cannot	ng or new items. If the positions requested are exempt
related to developing a five year Strategic Pla approach in identifying citywide priorities, gap CTD's goal is to achieve 50 million visitors by 2 for increasing positive visitor experience, on the	\$250,000 for advisory and consulting services an for Tourism that would entail a coordinated s, inefficiencies and solutions. The Mayor and 2020. The Strategic Plan will advise on methods e City's ability to encourage and increase repeat enges that exist within different communities
Departmental Collaboration: If this request was departments below.	developed in conjunction with other departments, list the
N/A	

Justification

1. What problem is being addressed and how will this request address it?

LATCB's role in marketing the City is limited, in that its services do not address matters more appropriately suited for a municipal entity to handle; e.g. The impacts of tourism on infrastructure and transportation, hotel development and directional growth, homelessness, managing the short term rental market, etc.

The CTD was created in 2014 as part of the new governance structure when the LACC facility shifted from public to private management. The Los Angeles Administrative Code, Section 8.146, outlines its responsibilities as strategic planning for tourism, and serving as contract administrator for the private operator of the LACC facility. Although the CTD's primary focus has been supporting the LACC facility it would like to expand its efforts in the area of tourism promotion and anticipates the Strategic Plan would serve as a guide in that regard.

- 2. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or other service efficiency exercise (including but not limited to technology and automation)?
 - If yes, what changes were made and what were the results? Provide evidence of results.
 - If no, why has this not been done? N/A
- 3. Why is this approach better than the alternative approaches that were considered? N/A
- 4. Goals:
 - a) What are the 2018-19 goals for this request?

Assuming funding is approved, the CTD Budget plans to release a Request for Proposal at the beginning of the 2018-19 Fiscal Year, select an experienced consulting firm that will prepare a comprehensive five year plan for tourism and advise on next steps for the CTD with this regard.

b) What are the long-term goals for this request, if they differ from 2018-19? Implement and maintain the strategic plan.

Supporting Performance Metrics

The Department must have direct influence/control over each metric. Metrics should support the goals above and relate to an increase in service or efficiency.

1. Provide metrics that measure both the amount of services produced (output) and the impact of those services on your stakeholders (outcome).

The measure of success for this one-time deliverable is to complete the goals above.

2. Explain how the investment in resources will directly impact the metrics that measure the goals above.

The CTD currently tracks numerous tourism-related statistics which will serve as a baseline for measuring the impact of the initiatives developed in the the strategic plan.

PART 2

Checkpoint I - What special funds are eligible to be used for this request?

The source of funds for the budget request is the LACVB Trust Fund, Fund 429, which would result in a reallocation of \$250,000 from LATCB's annual appropriation of one percent of the Transient Occupancy Tax, and an equivalent increase in appropriation in CTD's operating budget. The \$250,000 decrease in LATCB's budget will result in a service reduction specific to the City's participation in the annual Tournament of Roses, the 2019 Rose Parade.

Checkpoint II - Requests that belong to a category below will require additional review by the Mayor's Office. Check all that apply:

[X] Requires procurement of personal or professional services

[] Supports Department's risk management efforts

[] Technology request (e.g. software, hardware, technology system, communications system). If checked, complete the technology supplemental.

Checkpoint III - Alignment with Strategic Documents Check all that apply:

[] Mayor's Expectations Letter

[] Comprehensive Homeless Strategy

[] Sustainable City pLAn

[] Equitable Workforce and Service Restoration Plan

[X] Strategic Plan(s)

REQUEST C

Name of Request: Financial, Accounting, and
Advisory ServicesTotal Request Amount:
\$19,000

Description of Request: Provide details on what resources are being requested. Clearly indicate if this request is for the continuation of 2017-18 positions/funding or new items. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions.

This is a continuation request for technical assistance to CTD staff in the area of preparing financial statements in accordance with Generally Accepted Accounting Practices (GAAP) and the General Accounting Standards Board (GASB) 34 net asset approach; and for technical assistance to CTD staff in the area of preparing the "Cities Annual Report of Financial Transaction to the State Controller".

Departmental Collaboration: If this request was developed in conjunction with other departments, list the departments below.

CTD is collaborating with the Office of the Controller and utilizing the City's as-needed list of accountancy and auditing firms. The Task Order Solicitation for this consulting service was released on September 11, 2017, and two proposals were received. CTD is in the process of evaluating the proposals, and is requesting an increase in appropriation in the Contractual Services Account (003040), Financial & Accounting Advisory Services line item.

Justification

1. What problem is being addressed and how will this request address it? Because the CTD is a small City department with limited staff resources, some of its financial reporting is outsourced. The CTD has found that it is more efficient to outsource this function and has been doing so since the transition from public to private management

- 2. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or other service efficiency exercise (including but not limited to technology and automation)?
 - If yes, what changes were made and what were the results? Provide evidence of results.

Yes. Macias Gini & O'Connell, a consulting firm that provides auditing and advisory services to the City, performed a review of CTD's financial policies and procedures per CTD's request, resulting in a recommendation to expand the scope of work of any firm hired to provide financial reporting services to the CTD for the purposes of ensuring greater accountability.

If no, why has this not been done?

3. Why is this approach better than the alternative approaches that were considered? Financial reports prepared by the hired firm would entail a more robust review which would include, preparation of the information by the principal employee, a secondary review by its supervisor/s, and a guarantee by the firm itself on the accuracy of the final work product. This provides for greater accountability and reduces the risk of reporting errors. In addition, the firm will advise CTD on tracking equipment, and reconciling fixed asset balances.

Goals:

a) What are the 2018-19 goals for this request?

The goal is to have a firm hired prior to the beginning of the 2018-19 Fiscal Year, to assist with preparing necessary financial reporting documents and related services.

b) What are the long-term goals for this request, if they differ from 2018-19? Same as above. The CTD has no plans to increase or add to its accounting staff and therefore would continue to rely on outsourcing financial reporting services.

Supporting Performance Metrics

The Department must have direct influence/control over each metric. Metrics should support the goals above and relate to an increase in service or efficiency.

1. Provide metrics that measure both the amount of services produced (output) and the impact of those services on your stakeholders (outcome).

Output portion is not applicable here.

Regarding outcome, the Controller's Office relies on each department to prepare responsible, complete and accurate financial reporting documents that are submitted on time. This request supports the described outcome.

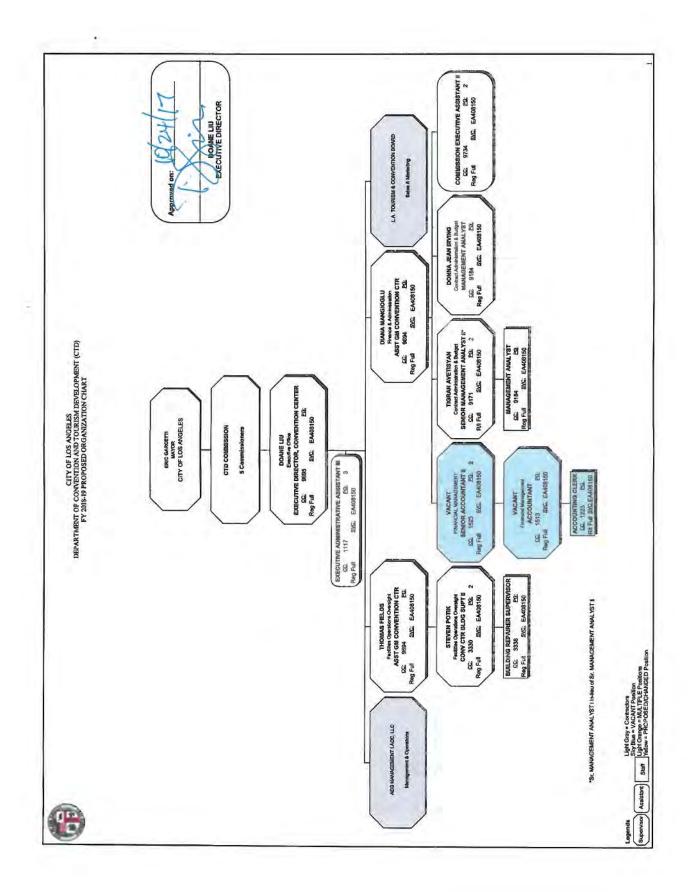
2. Explain how the investment in resources will directly impact the metrics that measure the goals above.

The CTD's accounting workload is minimal and absorbed by administrative staff. Financial reporting however requires a specific skill set and a high level accounting position. Given the associated cost and in comparison to the limited workload, it is more prudent and financially efficient for CTD to outsource this task. The proposed budget request was also made in consultation with the Office of the Controller.

PART 2

а.

Checkpoint I - What special funds are eligible to be used for this request? Los Angeles Convention Center Revenue Fund (Fund 725) Checkpoint II - Requests that belong to a category below will require additional review by the Mayor's Office. Check all that apply: [X] Requires procurement of personal or professional services [] Supports Department's risk management efforts [] Technology request (e.g. software, hardware, technology system, communications system). If checked, complete the technology supplemental. Checkpoint III - Alignment with Strategic Documents Check all that apply: N/A [] Mayor's Expectations Letter [] Comprehensive Homeless Strategy [] Sustainable City pLAn [] Equitable Workforce and Service Restoration Plan [] Strategic Plan(s)



I.

ATTACHMENT D

2018-19 Capital Improvement Expenditure Program

Convention and Tourism Development FY 2018-19 Capital Improvement Project Requests Summary

Priority No.	Project Title	Life Cycle (years)	Proposed Funding Source	FY 19 Request	Previously Approved Amt.	Project Phase
~	Automatic transfer switch replacement	15	General Fund or MICLA	\$78,000		1 of 1
2	Escalator and elevator repair/modernization program	10	General Fund or MICLA	\$250,000	\$1,200,000	5 of 8
3	Roof replacement over West Hall	20	General Fund or MICLA	\$1,874,000		1 of 1
4	Escalator and elevator replacement program	25	General Fund or MICLA	\$1,444,000	1	1 of 5
5	Replacement of chillers and modernization of chiller plant	23	General Fund or MICLA	\$5,000,000		1 of 1
9	Carpet replacement	2	General Fund or MICLA	\$350,000	\$1,030,000	5 of 10
7	Painting of exterior of West Hall	20	General Fund or MICLA	\$570,000		1 of 1
8	Cooling tower motors and VFD replacement	15	General Fund or MICLA	\$107,000	\$91,000	2 of 2
9	West Hall elevator	25	General Fund or MICLA	\$593,000		1 of 1
10	Security surveillance system	5-10	General Fund or MICLA	\$228,000	\$1,865,000	4 of 8
11	LED reader boards for parking	10	General Fund or MICLA	\$55,000		1 of 1
12	Scissor lift replacement	20	General Fund or MICLA	\$24,000	-	1 of 1
	TOTAL FY 2018-19 REQUEST			\$10,573,000		

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Los Angeles Convention Center Monthly Update SEPTEMBER 2017

Brad Gessner





LEADER OF THE 3RD QUARTER



ANTHONY PEREZ MANAGER, HUMAN RESOURCES

EMPLOYEE OF THE MONTH – SEPTEMBER 2017



MELISSA MURRILLO PT - PAINTER

LACC AUGUST 2017 EVENTS

DATE	<u>EVENT</u>	ATTENDANCE
Sept. 12 - 14	WESTEC 2017	12,000
Sept. 14 - 15	4 th Annual Cannabis World Congress and Business Expo	6,200
Sept. 20	Nauralization	20,000
Sept. 21	Curren Price Event	1,200
Sept. 25 - 27	NRF 2017 Shop.org Annual Summit	3,100
Sept. 26	AltaMed Employee Meeting	2,400
Sept. 30 – Oct. 1	Juventud Renovada 2017	3,600

*Citywide

TOTAL: 121,000

LACC SEPTEMBER 2017 FILMING AND PHOTO EVENTS

<u>Name</u>	Location	<u>Amount</u>
Westworld	Kentia	\$68,340
Here Now	Bond Lot	\$7,000
Jaguar	South Garage	\$7,100
Hyundai Genesis	Pico/GL Drive	\$7,300

TOTAL FILMING: \$89,740

FINANCIALS

OPERATING DEFICIT:

- \$14K (before approved City Reimbursements, A & I and Capital Projects)
- \$72K below budget and \$36K below prior year

REVENUES:

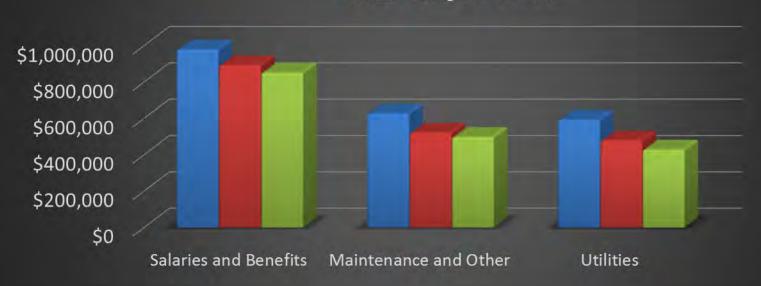
- \$2.2 Million
- \$233K above budget and \$381K above prior year
- \$213K in rental discounts



FINANCIALS

OPERATING EXPENSES:

- \$2.2 million (before approved A & I and Capital Projects)
- \$305K above budget and \$417K above prior year



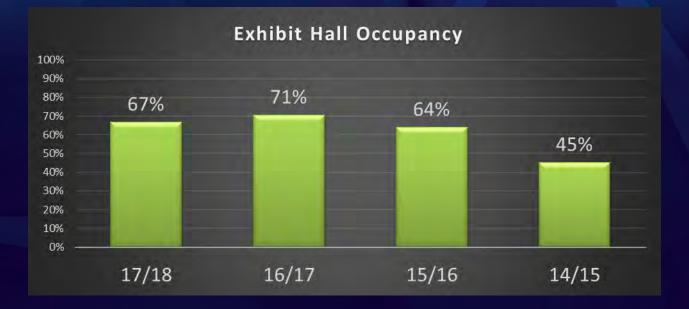
👅 Actual 📲 Budget 🛸 Prior Year

CITY REIMBURSEMENT - \$279K

ALTERATION AND IMPROVEMENTS & CAPITAL PURCHASES:

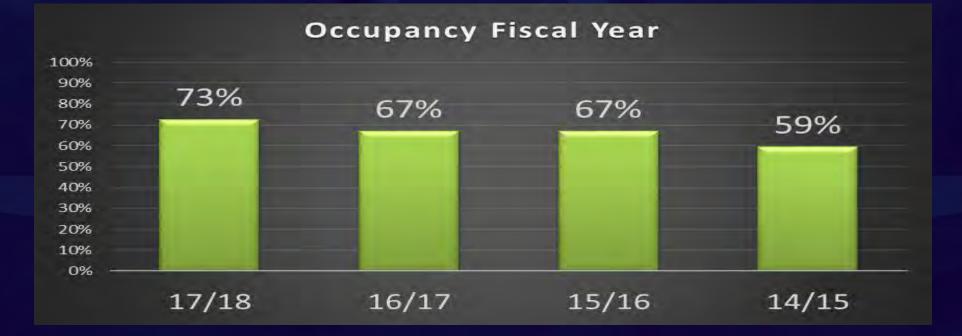
- Communications Controllers
- Meeting room lighting upgrades
- Restroom renovation

OCCUPANCY





OCCUPANCY



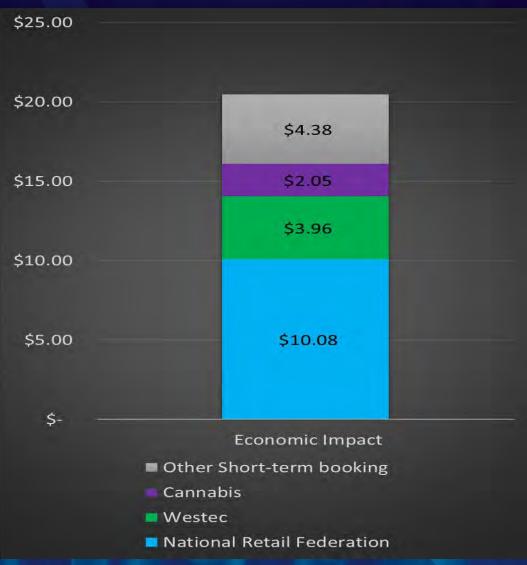
PricewaterhouseCoopers report on Convention Center occupancy states:

It has been recognized industry-wide that the "practical" maximum exhibit hall occupancy rate is approximately 70 percent and the "efficient" range is considered to be approximately 50 to 60 percent. Occupancy levels less than 50 percent generally suggest the existence of marketable opportunities or open dates, while an occupancy rate above 60 percent increases the potential for lost business or "turnaways."

ECONOMIC IMPACT

\$20.4 million in Projected Economic Impact





MEET

Los Angeles

CTD Board of Commissioners Neeting November 1, 2017

CITYWIDE CONVENTION SALES YTD FY 17/18 PRODUCTION

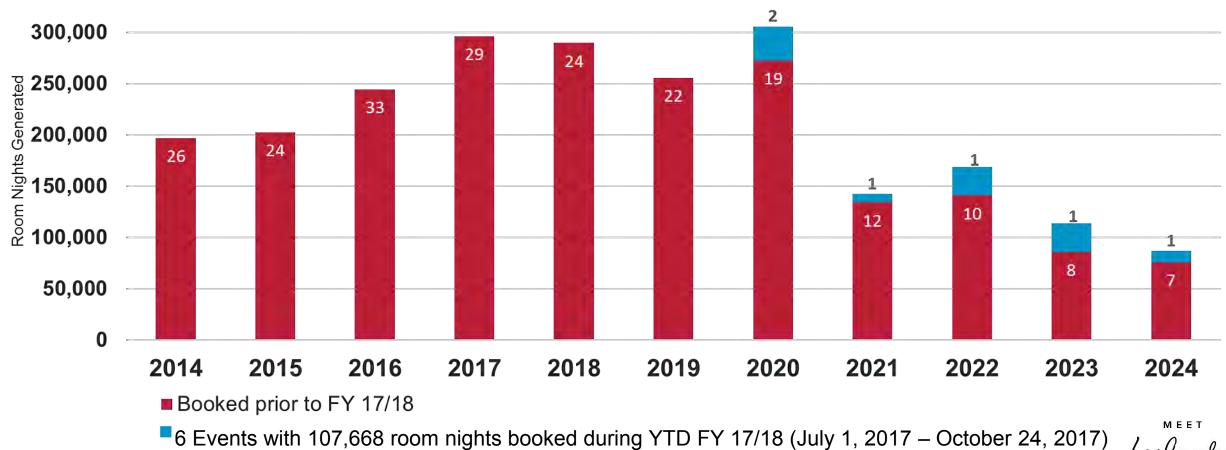
Lead Production	Leads Actual	Booked Room Nights Produced	RNs Actual
FY 17/18 Goal	220	FY 17/18 Goal	390,000
FY 17/18 YTD	58	FY 17/18 YTD	107,668
FY 16/17 STLY	60	FY 16/17 STLY	91,614

Dated October 24, 2017

ΜΕΕΤ Los Angeles

CITYWIDE CONVENTION SALES BOOKED ROOM NIGHTS

2014 TO 2024 CALENDAR YEAR ARRIVAL DATE



ostingeles

Dated October 24, 2017

350,000



GSMA MOBILE WORLD CONGRESS AMERICAS 2020

October 2017 Booking for Los Angeles Competing Cities: Las Vegas, Orlando, New Orleans, San Francisco, San Diego & Anaheim

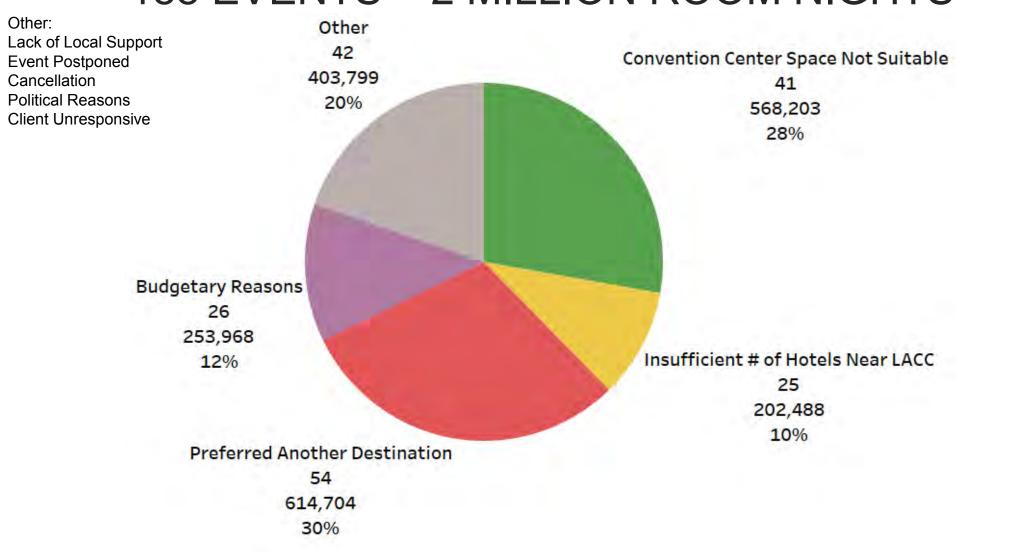
Booked for 2018, 2019 & 2020

- Show Attendance: 25,000
- Peak Room Nights: 8,035
- Total Room Nights: 27,271

"Targeting for our E3 of the Fall"

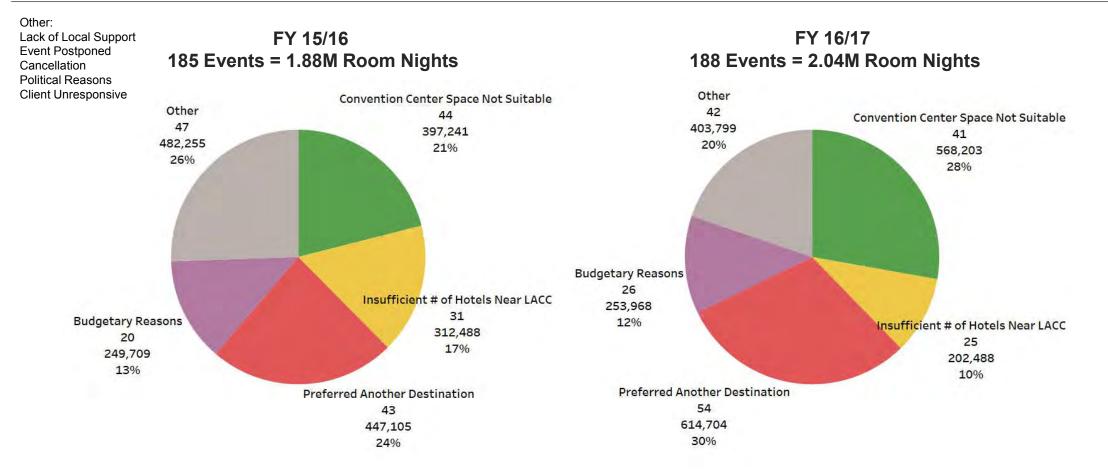
MEET Los Angeles

CITYWIDE CONVENTION SALES FY 16/17 LOST BUSINESS 188 EVENTS = 2 MILLION ROOM NIGHTS



MEET Los Angeles

CITYWIDE CONVENTION SALES LOST BUSINESS TWO YEAR COMPARISON



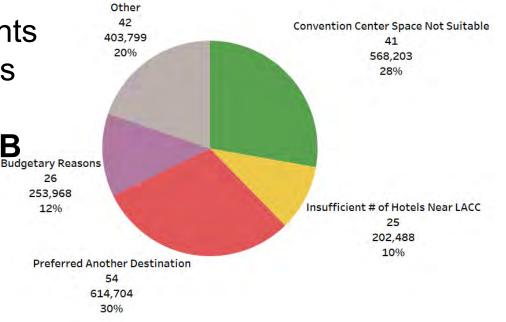
FY 16/17 "Convention Center Space Not Suitable" Annual Increase: 43%

MEET Los Angeles

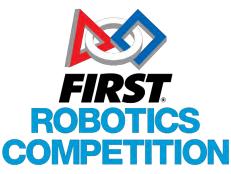
CITYWIDE CONVENTION SALES FY 16/17 LOST BUSINESS THE BOTTOM LINE

Of the **188** conventions, **66** were lost due to lack of hotels or convention center space.

- Lost room night impact of 771K room nights
- Lost room revenue \$195M and TOT Taxes
 \$27M
- Lost estimated economic impact of \$1.03B



OCTOBER PROSPECT SITE INSPECTIONS



FIRST Robotics Competition April 2021-2023 33,925 Total Room Nights per Year



College Football Playoff National Championship January 2023 21,112 Total Room Nights



American Academy of Pediatrics 2025 National Conference and Exhibition October 2025 27,535 Total Room Nights

MEET Los Angeles

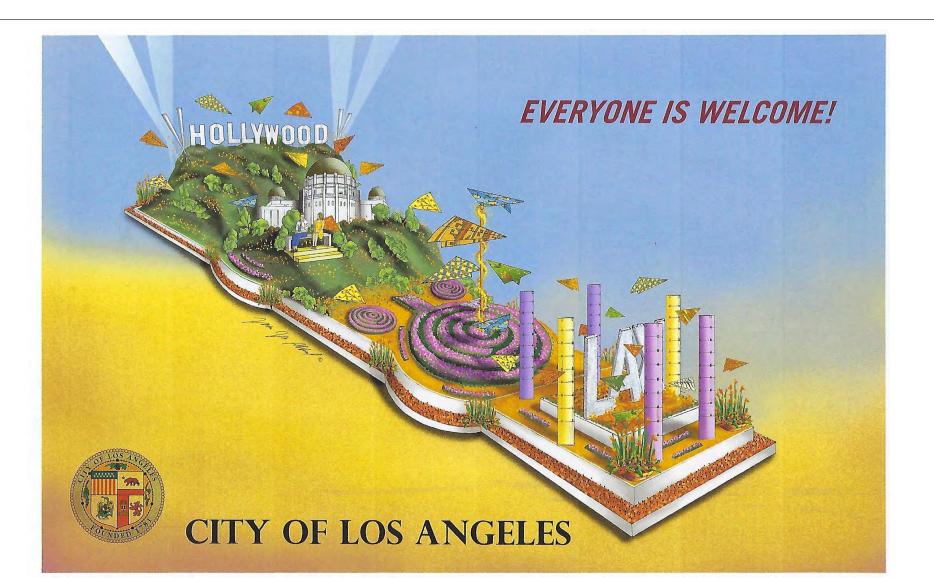
FALL 2017 SALES TRIPS

- IMEX America in Las Vegas, October 10-12
- FICP Annual Conference in San Diego, November 12-15
- Prevue Visionary Summit in Los Angeles Nov 17-20
- IAEE Expo! Expo! in San Antonio, Nov 28-30
- IBTM World in Barcelona, Nov 28-30
- AMEX Interaction in Orlando, Nov 29

ΜΕΕΤ



2018 ROSE PARADE FLOAT



MEET Los Angeles

