# Annual Report of the Fox Cities Area Room Tax Commission 2018

The FOX CITIES AREA ROOM TAX COMMISSION has been created as a Commission under the provisions of Section 66.0615 of the Wisconsin Statutes, formed to coordinate tourism promotion and tourism development using tax revenues generated from the imposition of room taxes in the Fox Cities Tourism Zone pursuant to the Room Tax Act.

#### **Meetings**

The Commission met four (4) times in its 2018/19 session which ran from June 2018 to May 2019. Meeting discussions included financial reports on room tax collections, overviews of state-mandated municipal reporting and status updates on room-tax funded bonds relating to the Fox Cities Exhibition Center and Community First Champion Center Fox Cities. The Commission also heard presentations relating to the collection of room tax from home owners who rent all or a portion of their homes to transient visitors.

Commissioners were appointed from the 10 municipalities comprising the Fox Cities Tourism Zone (see attached for listing).

At the June 2018 meeting of the Commission, officers were elected:

- Bruce Sherman Chair
- Mike Easker Vice-Chair
- George Dearborn Secretary

#### **Room Tax Expenditures**

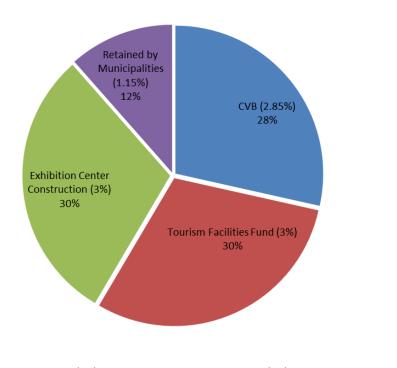
In June of 2018, the Commission, along with the 10 member municipalities, entered into a Fiscal Agency Agreement with Associated Trust to manage all room tax funds. Room Tax funds are now paid by the hotels directly to Associated Trust which then distributes all room tax funds to the appropriate place, including back to the municipalities.

The Fox Cities Convention & Visitors Bureau continues to provide the Commission, at no charge, the following administrative services: producing meeting agendas, minutes, summary financial reports and an annual report, along with communication to municipalities regarding their Commissioners.

#### **Allocation of Room Tax Funds**

The attached financial report shows actual tax collections and the allocations for fiscal 2018 (January to December). A graphic summary of room tax allocations is below:

## Fox Cities Room Tax Allocations Total Pie = 10% Tax



■ CVB (2.85%) ■ Tourism Facilities Fund (3%) ■ Exhibition Center Construction (3%) ■ Retained by Municipalities (1.15%)

	_	Fox (	Cities Hotel Roo	m Tax Commission	2018-19 Appoint	ments	
Term Started	Term Expires	Commissioner	Represents	Address	City	Phone	Email
June 2018	May 2019	Karen Harkness	City of Appleton	100 N. Appleton St.	Appleton WI 54911	920-832-6408	karen.harkness@appleton.org
June 2018	May 2019	Tony Saucerman	City of Appleton	100 N. Appleton St.	Appleton WI 54911	920-832-6440	tony.saucerman@appleton.org
June 2018	May 2019	Linda Garvey	City of Appleton	333 W. College Ave.	Appleton WI 54911	920-733-8000	lgarvey@radissonpapervalley.com
June 2018	May 2019	Bruce Sherman	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-739-9323	bruce.sherman@grandchute.net
June 2018	May 2019	Jim March	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-832-4773	jim.march@grandchute.net
June 2018	May 2019	Dave Schowalter	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-738-7724	dave.schowalter@grandchute.net
June 2018	May 2019	Mike Easker	City of Neenah	211 Walnut St.	Neenah WI 54956	920-886-6140	measker@ci.neenah.wi.us
June 2018	May 2019	Jim Gunz	City of Neenah	1142 Glenayre Drive	Neenah WI 54956	920-729-6358	attygunz@msn.com
June 2018	May 2019	Barbara Rein	Village of Kimberly	515 W. Kimberly Avenue	Kimberly, WI 54136	920-788-7500	brein@vokimberly.org
June 2018	May 2019	Dani Block	Village of Kimberly	515 W. Kimberly Avenue	Kimberly, WI 54136	920-788-7500	dblock@vokimberly.org
June 2018	May 2019	Mike Weaver	City of Kaukauna	516. E. 14th St.	Kaukauna, WI 54130	920-470-4674	skipatroldoc@gmail.com
June 2018	May 2019	James Fenlon	Village of Little Chute	108 W. Main St.	Little Chute WI 54140	920-423-3855	james@littlechutewi.org
June 2018	May 2019	Thomas Wilde	Town of Neenah	163 Kuettel Ct.	Neenah WI 54956	920-725-0014	twilde@new.rr.com
June 2018	May 2019	George Dearborn	Fox Crossing	2000 Municipal Dr.	Neenah WI 54956	920-720-7104	gdearborn@foxcrossingwi.gov
June 2018	May 2019	John Jacobs	City of Menasha	100 Main Street	Menasha WI 54952	920-967-3630	jjacobs@ci.menasha.wi.us
June 2018	May 2019	Bob Benz	Village of Sherwood	N7639 Lower Cliff Rd.	Sherwood WI 54169	920-989-1760	bobmarbenz7@aol.com
June 2017	1 year	Deb Johnson	Hotelier	300 West College Ave.	Appleton, WI 54912-2016	(920) 749-0303	debj@copperleafhotel.com
lune 2017	1 year	Chuck Gifford	Hotelier	3809 W. Wisconsin Ave.	Appleton, WI 54914	(920) 730-3800	cgifford@wiscohotels.com

# **Fox Cities Room Tax Commission**

2018 Room Tax Receipts Reporting

#### 2018 Hotel/Motel Room Tax Generated - 1st Quarter

													Vlg Fox				Twn				
	· · · ·			Grand Chute	ŀ	Kaukauna		Kimberly	ı	Little Chute	Cit	y Menasha	(	Crossing	(	City Neenah	Ν	leenah	She	rwood	Total
Room Revenue for Quarter	\$	3,870,925.50	\$	5,821,789.88	\$	63,479.20	\$	881,155.53	\$	180,611.50	\$	2,525.88	\$	4,533.27	\$	1,363,423.70	\$	270.00	\$	-	\$ 12,188,714.46
Room tax receipts for quarter	\$	387,092.55	\$	582,178.99	\$	6,347.92	\$	88,115.55	\$	18,061.15	\$	252.59	\$	453.33	\$	136,342.37	\$	27.00	\$	-	\$ 1,218,871.45
CVB Allocation	\$	116,127.77	\$	174,653.70	\$	1,904.38	\$	26,434.67	\$	5,418.35	\$	75.78	\$	136.00	\$	40,902.71	\$	8.10	\$	-	\$ 365,661.43
LESS amount retained by																					
municipality	\$	5,806.39	\$	8,732.68	\$	95.22	\$	1,321.73	\$	270.92	\$	3.79	\$	6.80	\$	2,045.14	\$	0.41	\$	-	\$ 18,283.07
Net CVB allocation	\$	110,321.38	\$	165,921.01	\$	1,809.16	\$	25,112.93	\$	5,147.43	\$	71.99	\$	129.20	\$	38,857.58	\$	7.70	\$	-	\$ 347,378.36
<b>Exhibition Center allocation</b>	\$	116,149.01	\$	174,653.70	\$	1,904.38	\$	26,434.67	\$	5,418.35	\$	75.78	\$	136.00	\$	40,902.71	\$	8.10	\$	-	\$ 365,682.68
Sports Facilities allocation	\$	38,709.26	\$	58,217.90	\$	634.79	\$	8,811.56	\$	1,806.12	\$	25.26	\$	45.33	\$	13,634.24	\$	2.70	\$	-	\$ 121,887.14
Total remitted to CVB	\$	265,179.64	\$	398,792.61	\$	4,348.33	\$	60,359.15	\$	12,371.89	\$	173.02	\$	310.53	\$	93,394.52	\$	18.50	\$	-	\$ 834,948.19
PAC allocation (remitted to																					
Associated	\$	77,418.51	\$	116,435.80	\$	1,269.58	\$	17,623.11	\$	3,612.23	\$	50.52	\$	90.67	\$	27,268.47	\$	5.40	\$	-	\$ 243,774.29
Municipality allocation to be																					
retained by municipality	\$	38,709.26	\$	58,217.90	\$	634.79	\$	8,811.56	\$	1,806.12	\$	25.26	\$	45.33	\$	13,634.24	\$	2.70	\$	-	\$ 121,887.14
Muncipality portion of CVB																					
allocation	\$	5,806.39	\$	8,732.68	\$	95.22	\$	1,321.73	\$	270.92	\$	3.79	\$	6.80	\$	2,045.14	\$	0.41	\$	-	\$ 18,283.07
Total Amount retained by																<del></del>					
Municipality	\$	44,515.64	\$	66,950.58	\$	730.01	\$	10,133.29	\$	2,077.03	\$	29.05	\$	52.13	\$	15,679.37	\$	3.11	\$	-	\$ 140,170.22

Total	Ś	1.218.892.69
Municipality	\$	140,170.22
Total Amount retained by		
Associated	\$	243,774.29
PAC allocation (remitted to		
Sports Facilities allocation	\$	121,887.14
Exhibition Center allocation	\$	365,682.68
Net CVB allocation	\$	347,378.36

#### 2018 Hotel/Motel Room Tax Generated - 2nd Quarter

	Appleton								City	Vlg Fox							
		Appleton	Grand Chute	Kaukauna	Kimberly	L	Little Chute	ı	Menasha	Crossing	(	City Neenah	Τv	vn Neenah	She	wood	Total
Room Revenue for Quarter	\$	4,334,583.83	\$ 7,061,087.12	\$ 117,188.50	\$ 1,188,869.44	\$	390,870.02	\$	1,721.75	\$ 2,319.35	\$	1,740,587.10	\$	2,657.70	\$	-	\$ 14,839,884.81
Room tax receipts for quarter	\$	433,458.38	\$ 706,108.71	\$ 11,718.85	\$ 118,886.94	\$	39,087.00	\$	172.18	\$ 231.94	\$	174,058.71	\$	265.77	\$	-	\$ 1,483,988.48
CVB Allocation	\$	123,535.64	\$ 201,240.98	\$ 3,339.87	\$ 33,882.78	\$	11,139.80	\$	49.07	\$ 66.10	\$	49,606.73	\$	75.74	\$	-	\$ 422,936.72
<b>Exhibition Center allocation</b>	\$	130,037.51	\$ 211,832.61	\$ 3,515.66	\$ 35,666.08	\$	11,726.10	\$	51.65	\$ 69.58	\$	52,217.61	\$	79.73	\$	-	\$ 445,196.54
Sports Facilities allocation	\$	130,037.51	\$ 211,832.61	\$ 3,515.66	\$ 35,666.08	\$	11,726.10	\$	51.65	\$ 69.58	\$	52,217.61	\$	79.73	\$	-	\$ 445,196.54
Municipality allocation	\$	49,847.71	\$ 81,202.50	\$ 1,347.67	\$ 13,672.00	\$	4,495.01	\$	19.80	\$ 26.67	\$	20,016.75	\$	30.56	\$	-	\$ 170,658.68

Total	Ś	1.483.988.48
Municipality	\$	170,658.68
Sports Facilities allocation	\$	445,196.54
<b>Exhibition Center allocation</b>	\$	445,196.54
CVB allocation	\$	422,936.72

## 2018 Hotel/Motel Room Tax Generated - 3rd Quarter

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	, , , , , , , , , , , , , , , , , , ,			Kaukauna	Kimberly	L	Little Chute	Cit	y Menasha	(	Crossing	City Neenah	Tw	n Neenah	She	rwood	Total		
Room Revenue for Quarter	\$	5,546,694.80	\$	9,660,209.10	\$	155,217.00	\$ 1,338,574.00	\$	569,840.33	\$	16,138.89	\$	2,108.58	\$ 2,184,363.50	\$	4,277.39			\$ 19,477,423.59
Room tax receipts for quarter	\$	554,669.48	\$	966,020.91	\$	15,521.70	\$ 133,857.40	\$	56,984.03	\$	1,613.89	\$	210.86	\$ 218,436.35	\$	427.74	\$	-	\$ 1,947,742.36
CVB Allocation	\$	158,080.80	\$	275,315.96	\$	4,423.68	\$ 38,149.36	\$	16,240.45	\$	459.96	\$	60.09	\$ 62,254.36	\$	121.91	\$	-	\$ 555,106.57
<b>Exhibition Center allocation</b>	\$	166,400.84	\$	289,806.27	\$	4,656.51	\$ 40,157.22	\$	17,095.21	\$	484.17	\$	63.26	\$ 65,530.91	\$	128.32	\$	-	\$ 584,322.71
<b>Sports Facilities allocation</b>	\$	166,400.84	\$	289,806.27	\$	4,656.51	\$ 40,157.22	\$	17,095.21	\$	484.17	\$	63.26	\$ 65,530.91	\$	128.32	\$	-	\$ 584,322.71
Municipality allocation	\$	63,786.99	\$	111,092.40	\$	1,785.00	\$ 15,393.60	\$	6,553.16	\$	185.60	\$	24.25	\$ 25,120.18	\$	49.19	\$	-	\$ 223,990.37

Total	\$ 1,947,742.36
Municipality	\$ 223,990.37
Sports Facilities allocation	\$ 584,322.71
<b>Exhibition Center allocation</b>	\$ 584,322.71
CVB allocation	\$ 555,106.57

#### 2018 Hotel/Motel Room Tax Generated - 4th Quarter

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	 Appleton	(	Grand Chute	Kaukauna	Kimberly	L	ittle Chute	Cit	y Menasha	(	Crossing	(	City Neenah	Tw	n Neenah	She	rwood	Total
Room Revenue for Quarter	\$ 3,921,362.50	\$	6,818,505.10	\$ 74,304.40	\$ 1,175,259.93	\$	433,341.75	\$	5,404.20	\$	3,280.14	\$	1,699,247.30	\$	1,041.99			\$ 14,131,747.31
Room tax receipts for quarter	\$ 392,136.25	\$	681,850.51	\$ 7,430.44	\$ 117,525.99	\$	43,334.18	\$	540.42	\$	328.01	\$	169,924.73	\$	104.20	\$	-	\$ 1,413,174.73
CVB Allocation	\$ 111,758.83	\$	194,327.40	\$ 2,117.68	\$ 33,494.91	\$	12,350.24	\$	154.02	\$	93.48	\$	48,428.55	\$	29.70	\$	-	\$ 402,754.80
<b>Exhibition Center allocation</b>	\$ 117,640.88	\$	204,555.15	\$ 2,229.13	\$ 35,257.80	\$	13,000.25	\$	162.13	\$	98.40	\$	50,977.42	\$	31.26	\$	-	\$ 423,952.42
Sports Facilities allocation	\$ 117,640.88	\$	204,555.15	\$ 2,229.13	\$ 35,257.80	\$	13,000.25	\$	162.13	\$	98.40	\$	50,977.42	\$	31.26	\$	-	\$ 423,952.42
Municipality allocation	\$ 45,095.67	\$	78,412.81	\$ 854.50	\$ 13,515.49	\$	4,983.43	\$	62.15	\$	37.72	\$	19,541.34	\$	11.98	\$	-	\$ 162,515.09

Total	\$ 1,413,174.73
Municipality	\$ 162,515.09
Sports Facilities allocation	\$ 423,952.42
<b>Exhibition Center allocation</b>	\$ 423,952.42
CVB allocation	\$ 402,754.80

## 2018 Hotel/Motel Room Tax Generated - Year to Date Summary by Municipality

	Vlg Fox																					
		Appleton		Grand Chute		Kaukauna		Kimberly		Little Chute	Cit	y Menasha		Crossing	(	City Neenah	Tv	n Neenah	She	erwood		Total
Room Revenue for Quarter	\$	17,673,566.63	\$	29,361,591.20	\$	410,189.10	\$	4,583,858.90	\$	1,574,663.60	\$	25,790.72	\$	12,241.34	\$	6,987,621.60	\$	8,247.08	\$	-	Ş	60,637,770.17
Room tax receipts for quarter	\$	1,767,356.66	\$	2,936,159.12	\$	41,018.91	\$	458,385.89	\$	157,466.36	\$	2,579.07	\$	1,224.13	\$	698,762.16	\$	824.71	\$	-	ş	6,063,777.02
CVB Allocation	\$	503,696.65	\$	836,805.35	\$	11,690.39	\$	130,639.98	\$	44,877.91	\$	735.04	\$	348.88	\$	199,147.22	\$	235.04	\$	-	Ş	1,728,176.45
Exhibition Center allocation Sports Facilities	\$	530,228.24	\$	880,847.74	\$	12,305.67	\$	137,515.77	\$	47,239.91	\$	773.72	\$	367.24	\$	209,628.65	\$	247.41	\$	-	ş	1,819,154.35
allocation	\$	452,788.49	\$	764,411.94	\$	11,036.09	\$	119,892.66	\$	43,627.68	\$	723.20	\$	276.57	\$	182,360.17	\$	242.01	\$	-	إ	1,575,358.82
PAC allocation																						
(remitted to Associated	\$	77,418.51	\$	116,435.80	\$	1,269.58	\$	17,623.11	\$	3,612.23	\$	50.52	\$	90.67	\$	27,268.47	\$	5.40	\$	-	,	243,774.29
Municipality allocation	ڔ	203,246.02	ć	337,658.30	ڔ	4,717.17	ć	52,714.38	\$	18,108.63	Ċ	296.59	¢	140.78	ć	80,357.65	ć	94.84	'n			697,334.36
anocation	٦	203,240.02	٦	337,036.30	٦	4,/1/.1/	ڔ	32,714.30	ڔ	10,100.03	ڔ	230.33	۶	140.76	ڔ	00,557.05	ڔ	34.04	ب	_	١,٠	051,334.30

<b>Exhibition Center</b>	
allocation	\$ 1,819,154.35
Sports Facilities	
allocation	\$ 1,575,358.82
PAC allocation	
(remitted to	
Associated	\$ 243,774.29
Total Amount	
retained by	
Municipality	\$ 697,334.36
Total	\$ 6,063,798.26

**Net CVB allocation** \$ 1,728,176.45

2018	1st Quarter			2nd Quarter	3rd Quarter	4th Quarter	Total			
CVB allocation	\$	347,378.36	\$	422,936.72	\$ 555,106.57	\$ 402,754.80	\$	1,728,176.45		
<b>Exhibition Center</b>										
allocation	\$	365,682.68	\$	445,196.54	\$ 584,322.71	\$ 423,952.42	\$	1,819,154.35		
Sports Facilities										
allocation	\$	121,887.14	\$	445,196.54	\$ 584,322.71	\$ 423,952.42	\$	1,575,358.82		
PAC allocation										
(remitted to										
Associated	\$	243,774.29	\$	-	\$ -	\$ -	\$	243,774.29		
Municipality										
allocation	\$	140,170.22	\$	170,658.68	\$ 223,990.37	\$ 162,515.09	\$	697,334.36		
Total	\$	1,218,892.69	\$	1,483,988.48	\$ 1,947,742.36	\$ 1,413,174.73	\$	6,063,798.26		

#### **Member Contributions**

			201	6 per		
	#members	date paid	men	nber fee	tota	ı <b>l</b>
Appleton	3	10.24.16	\$	300.00	\$	900.00
<b>Grand Chute</b>	3	11.04.16	\$	300.00	\$	900.00
Kaukauna	1	02.28.17	\$	300.00	\$	300.00
Kimberly	2	10.17.16	\$	300.00	\$	600.00
Little Chute	1	10.25.16	\$	300.00	\$	300.00
City Menasha	1	10.24.16	\$	300.00	\$	300.00
Vlg Fox Crossing	1	10.31.16	\$	300.00	\$	300.00
City of Neenah	2	12.19.16	\$	300.00	\$	600.00
Town Neenah	1	11.02.16	\$	300.00	\$	300.00
Vlg Sherwood	1	10.31.16	\$	300.00	\$	300.00
					\$	4,800.00

			2017	per per			
	#members	date paid	mem	ber fee	tot	al	
Appleton	3	2.28.17	\$	300.00	\$	900.00	
<b>Grand Chute</b>	3	3.06.17	\$	300.00	\$	900.00	
Kaukauna	1	2.28.17	\$	300.00	\$	300.00	
Kimberly	2	2.20.17	\$	300.00	\$	600.00	
Little Chute	1	7.6.17	\$	300.00	\$	300.00	
City Menasha	1	6.7.17	\$	300.00	\$	300.00	
Vlg Fox Crossing	1	2.13.17	\$	300.00	\$	300.00	
City of Neenah	2	6.7.17	\$	300.00	\$	600.00	
Town Neenah	1	1.10.17	\$	300.00	\$	300.00	
Vlg Sherwood	1	2.28.17	\$	300.00	\$	300.00	
					\$	4,800.00	
					\$	9,600.00	
Herrling Clark Lav	N	3.24.17				(2,079.00)	
Invoice 33801-0					\$	7,521.00	
		•				/= === oo\	
BLC Bank check p	-				<u>\$</u>	(7,520.00)	
Balance Acct 11	.92928 at 12	2.21.17			\$	1.00	
Herrling Clark Lav	W	12.21.17			\$	9,137.50	
Invoice 44611-0	0M				\$	(7,520.00)	
					\$	1,617.50	-
Herrling Clark Lav	۸/				\$	250.00	
Invoice 44611-0		3.29.18			\$	1,867.50	-
	0111	0.23.20			Ψ	1,007.00	
1stQ2018 PAC rm	n tax held by	Assoc Trus	t Depo	sit**			
		5.22.18			\$	25,000.00	
Herrling Clark pa	yment	5.30.18			\$	(1,867.50)	
					\$	1.00	
					\$	23,133.50	

<sup>\*\* \$25,000</sup> is Room Tax Commission allotment of post bond closing remainder of PAC room tax revenue May 22, 2018.

#### Room Tax Generated Historical Summary

																				To	otal 2016-2018
	1	Lst Quarter 2016	2nd	d Quarter 2016	3rc	d Quarter 2016	4th	n Quarter 2016		Total 2016	<b>1</b> s	t Quarter 2017	2nd	d Quarter 2017		3rd Quarter 2017	4tl	h Quarter 2017	Total 2017		Collections
Net CVB allocation Exhibition	\$	326,922.01	\$	393,617.24	\$	520,032.13	\$	407,835.22	\$	1,648,406.60	\$	312,557.31	\$	401,474.39	\$	513,386.33	\$	377,824.44	\$ 1,605,242.47	\$	4,981,825.52
Center allocation Sports	\$	344,128.43	\$	414,333.94	\$	547,402.25	\$	429,300.23	\$	1,735,164.85	\$	329,007.70	\$	422,604.61	\$	540,406.66	\$	397,709.94	\$ 1,689,728.91	\$	5,244,048.11
Facilities allocation	\$	114,709.49	\$	138,111.31	\$	182,467.42	\$	143,100.08	\$	578,388.30	\$	109,669.23	\$	140,868.20	\$	180,135.55	\$	132,569.98	\$ 563,242.96	\$	2,716,990.07
PAC allocation (remitted to Associated	\$	229,418.95	\$	276,222.62	\$	364,934.83	\$	286,200.15	\$	1,156,776.55	\$	219,338.47	\$	281,736.41	\$	360,271.11	\$	265,139.96	\$ 1,126,485.95	\$	2,527,036.79
Total Amount retained by Municipality Total	\$ <b>\$</b>	131,915.90 <b>1,147,094.78</b>		158,828.01 1,381,113.12		209,837.53 <b>1,824,674.16</b>	\$ <b>\$</b>	164,565.09 <b>1,431,000.77</b>	_	665,146.53 <b>5,783,882.83</b>	\$ <b>\$</b>	126,119.62 <b>1,096,692.33</b>	\$ <b>\$</b>	161,998.43 <b>1,408,682.04</b>	_	207,155.89 <b>1,801,355.54</b>		152,455.48 <b>1,325,699.80</b>	647,729.42 <b>5,632,429.71</b>	\$	2,010,210.31 17,480,110.80

	1st Quarter 2018	2n	d Quarter 2018	3r	d Quarter 2018	4t	h Quarter 2018	Total 2018
Net CVB allocation Exhibition	\$ 347,378.36	\$	422,936.72	\$	555,106.57	\$	402,754.80	\$ 1,728,176.45
Center allocation Sports	\$ 365,682.68	\$	445,196.54	\$	584,322.71	\$	423,952.42	\$ 1,819,154.35
Facilities allocation	\$ 121,887.14	\$	445,196.54	\$	584,322.71	\$	423,952.42	\$ 1,575,358.81
PAC allocation (remitted to Associated	\$ 243,774.29	\$	-	\$	-	\$	-	\$ 243,774.29
Total Amount retained by Municipality	\$ 140,170.22	\$	170,658.68	\$	223,990.37	\$	162,515.09	\$ 697,334.36
Total	\$ 1,218,892.69	\$	1,483,988.48	\$	1,947,742.36	\$		\$ 6,063,798.26

Note: Funds reported on this summary page reflect amounts generated in each quarter regardless of when receipts were collected.