

AGENDA

FOX CITIES AREA ROOM TAX COMMISSION

Fox Cities Convention & Visitors Bureau
 3433 W. College Avenue, Appleton
 December 16, 2019
 3:00 p.m.

Call to order	Bruce Sherman
Roll call of membership	Bruce Sherman
Approval of September 16, 2019 Meeting Minutes	Bruce Sherman
Financial Report on Status of Room Tax Collections 1. Outstanding 3rd Quarter Room Tax: a. City of Appleton – 1 property b. City of Menasha – 1 property c. Town of Grand Chute – 1 property (check bounced)	Kim Tisler
Unfinished Business	Bruce Sherman
New Business 1. Resignation of Mike Weaver, Kaukauna 2. Resignation of John Jacobs, Menasha 3. Fiscal Agency Agreement	Bruce Sherman Lisa Remiker-DeWall
Adjournment	Bruce Sherman

Upcoming meeting dates (all at the CVB office) –

March 16, 2020

June 15, 2020

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES WILL BE MADE UPON
 REQUEST AND IF FEASIBLE.

**Fox Cities Room Tax Commission
Balance Sheet
November 30, 2019**

	Current Year	Prior Year
ASSETS		
Current Assets		
Cash		
CFCU Rm Tax Expo Ctr-Tour Fac	\$ 0.00	\$ 0.00
BLC Expo Center MM Acct	0.00	0.00
BLC Fox Cities Rm Tax Comm	23,133.50	23,133.50
Total Cash	23,133.50	23,133.50
Total Current Assets	23,133.50	23,133.50
Other Assets		
	0.00	0.00
Total Other Assets	0.00	0.00
TOTAL ASSETS	\$ 23,133.50	\$ 23,133.50
 LIABILITIES AND CAPITAL		
Current Liabilities		
	\$ 0.00	\$ 0.00
Total Current Liabilities	0.00	0.00
Long-term Liabilities		
BLC Expo Center	0.00	0.00
BLC Fox Cities Rm Tax Comm	23,133.50	23,133.50
Total Liabilities	23,133.50	23,133.50
Capital		
Net Income	0.00	0.00
TOTAL LIABILITIES & CAPITAL	\$ 23,133.50	\$ 23,133.50

Fox Cities Room Tax Commission

2019 Room Tax Receipts Reporting

2019 Hotel/Motel Room Tax Generated - 1st Quarter

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 3,449,059.90	\$ 5,591,700.20	\$ 58,461.60	\$ 971,500.49	\$ 385,059.42	\$ 7,854.33	\$ 115,221.87	\$ 1,493,125.59	\$ 2,429.99	\$ -	\$ 12,074,413.39
Room tax receipts for quarter	\$ 344,905.99	\$ 559,170.02	\$ 5,846.16	\$ 97,150.05	\$ 38,505.94	\$ 785.43	\$ 11,522.52	\$ 149,312.56	\$ 243.00	\$ -	\$ 1,207,441.34
CVB Allocation	\$ 98,298.21	\$ 159,363.46	\$ 1,666.16	\$ 27,687.76	\$ 10,974.19	\$ 223.85	\$ 3,283.82	\$ 42,554.08	\$ 69.25	\$ -	\$ 344,120.78
Exhibition Center allocation	\$ 103,471.80	\$ 167,751.01	\$ 1,753.85	\$ 29,145.01	\$ 11,551.78	\$ 235.63	\$ 3,456.66	\$ 44,793.77	\$ 72.90	\$ -	\$ 362,232.40
Sports Facilities allocation	\$ 103,471.80	\$ 167,751.01	\$ 1,753.85	\$ 29,145.01	\$ 11,551.78	\$ 235.63	\$ 3,456.66	\$ 44,793.77	\$ 72.90	\$ -	\$ 362,232.40
Municipality allocation	\$ 39,664.19	\$ 64,304.55	\$ 672.31	\$ 11,172.26	\$ 4,428.18	\$ 90.32	\$ 1,325.05	\$ 17,170.94	\$ 27.94	\$ -	\$ 138,855.75

CVB allocation	\$ 344,120.78
Exhibition Center allocation	\$ 362,232.40
Sports Facilities allocation	\$ 362,232.40
Total Amount retained by Municipality	\$ 138,855.75
Total	\$ 1,207,441.34

2019 Hotel/Motel Room Tax Generated - 2nd Quarter

	Appleton*	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twñ Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 2,733,996.40	\$ 7,388,703.70	\$ 118,630.97	\$ 1,162,228.80	\$ 418,765.10	\$ 6,789.10	\$ 254,092.80	\$ 1,838,661.30	\$ 3,002.94	\$ -	\$ 13,924,871.11
Room tax receipts for quarter	\$ 273,399.64	\$ 738,870.37	\$ 11,863.10	\$ 116,222.88	\$ 41,876.51	\$ 678.91	\$ 25,409.28	\$ 183,866.13	\$ 300.29	\$ -	\$ 1,392,487.11
CVB Allocation	\$ 77,918.90	\$ 210,578.06	\$ 3,380.98	\$ 33,123.52	\$ 11,934.81	\$ 193.49	\$ 7,241.64	\$ 52,401.85	\$ 85.58	\$ -	\$ 396,858.83
Exhibition Center allocation	\$ 82,019.89	\$ 221,661.11	\$ 3,558.93	\$ 34,866.86	\$ 12,562.95	\$ 203.67	\$ 7,622.78	\$ 55,159.84	\$ 90.09	\$ -	\$ 417,746.13
Sports Facilities allocation	\$ 82,019.89	\$ 221,661.11	\$ 3,558.93	\$ 34,866.86	\$ 12,562.95	\$ 203.67	\$ 7,622.78	\$ 55,159.84	\$ 90.09	\$ -	\$ 417,746.13
Municipality allocation	\$ 31,440.96	\$ 84,970.09	\$ 1,364.26	\$ 13,365.63	\$ 4,815.80	\$ 78.07	\$ 2,922.07	\$ 21,144.60	\$ 34.53	\$ -	\$ 160,136.02

CVB allocation	\$ 396,858.83
Exhibition Center allocation	\$ 417,746.13
Sports Facilities allocation	\$ 417,746.13
Total Amount retained by Municipality	\$ 160,136.02
Total	\$ 1,392,487.11

*2ndQ room tax receipt for Red Lion Paper Valley Hotel remains outstanding due to bankruptcy.

2019 Hotel/Motel Room Tax Generated - 3rd Quarter

	Appleton*	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 4,772,553.00	\$ 11,878,620.40	\$ 182,204.50	\$ 1,491,907.80	\$ 546,395.30	\$ 10,935.70	\$ 347,863.90	\$ 2,221,423.80	\$ 7,493.00	\$ -	\$ 21,459,397.40
Room tax receipts for quarter	\$ 477,255.30	\$ 1,187,862.04	\$ 18,220.45	\$ 149,190.78	\$ 54,639.53	\$ 1,093.57	\$ 34,786.39	\$ 222,142.38	\$ 749.30	\$ -	\$ 2,145,939.74
CVB Allocation	\$ 136,017.76	\$ 338,540.68	\$ 5,192.83	\$ 42,519.37	\$ 15,572.27	\$ 311.67	\$ 9,914.12	\$ 63,310.58	\$ 213.55	\$ -	\$ 611,592.83
Exhibition Center allocation	\$ 143,176.59	\$ 356,358.61	\$ 5,466.14	\$ 44,757.23	\$ 16,391.86	\$ 328.07	\$ 10,435.92	\$ 66,642.71	\$ 224.79	\$ -	\$ 643,781.92
Sports Facilities allocation	\$ 143,176.59	\$ 356,358.61	\$ 5,466.14	\$ 44,757.23	\$ 16,391.86	\$ 328.07	\$ 10,435.92	\$ 66,642.71	\$ 224.79	\$ -	\$ 643,781.92
Municipality allocation	\$ 54,884.36	\$ 136,604.13	\$ 2,095.35	\$ 17,156.94	\$ 6,283.55	\$ 125.76	\$ 4,000.43	\$ 25,546.37	\$ 86.17	\$ -	\$ 246,783.07

CVB allocation	\$ 611,592.83
Exhibition Center allocation	\$ 643,781.92
Sports Facilities allocation	\$ 643,781.92
Total Amount retained by Municipality	\$ 246,783.07
Total	\$ 2,145,939.74

*We believe 3rd quarter payment from Red Lion Paper Valley Hotel was a partial payment due to bankruptcy filing. However, room tax submission form received at Associated Trust does not indicate that this is a partial payment.

Additional funds received in 3rd Quarter. These funds have been recorded to the appropriate quarter in which they were generated.

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	Sherwood
1stQ 2019										
2ndQ 2019		\$ 20,779.00		\$ 25,338.80		\$ 248.00	\$ 1,872.47	\$ 91,360.75		

2019 Hotel/Motel Room Tax Generated - Year to Date Summary by Municipality

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twtn Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 10,955,609.30	\$ 24,859,024.30	\$ 359,297.07	\$ 3,625,637.09	\$ 1,350,219.82	\$ 25,579.13	\$ 717,178.57	\$ 5,553,210.69	\$ 12,925.93	\$ -	\$ 47,458,681.90
Room tax receipts for quarter	\$ 1,095,560.93	\$ 2,485,902.43	\$ 35,929.71	\$ 362,563.71	\$ 135,021.98	\$ 2,557.91	\$ 71,718.19	\$ 555,321.07	\$ 1,292.59	\$ -	\$ 4,745,868.19
CVB Allocation	\$ 312,234.87	\$ 708,482.19	\$ 10,239.97	\$ 103,330.66	\$ 38,481.26	\$ 729.01	\$ 20,439.59	\$ 158,266.50	\$ 368.39	\$ -	\$ 1,352,572.43
Exhibition Center allocation	\$ 328,668.28	\$ 745,770.73	\$ 10,778.91	\$ 108,769.11	\$ 40,506.59	\$ 767.37	\$ 21,515.36	\$ 166,596.32	\$ 387.78	\$ -	\$ 1,423,760.46
Sports Facilities allocation	\$ 328,668.28	\$ 745,770.73	\$ 10,778.91	\$ 108,769.11	\$ 40,506.59	\$ 767.37	\$ 21,515.36	\$ 166,596.32	\$ 387.78	\$ -	\$ 1,423,760.46
Municipality allocation	\$ 125,989.51	\$ 285,878.78	\$ 4,131.92	\$ 41,694.83	\$ 15,527.53	\$ 294.16	\$ 8,247.55	\$ 63,861.92	\$ 148.65	\$ -	\$ 545,774.84

Net CVB allocation	\$ 1,352,572.43
Exhibition Center allocation	\$ 1,423,760.46
Sports Facilities allocation	\$ 1,423,760.46
Total Amount retained by Municipality	\$ 545,774.84
Total	\$ 4,745,868.19

2019 Municipal Room Tax Generated Summarized by Quarter

2019	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
CVB allocation	\$ 344,120.78	\$ 396,858.83	\$ 611,592.83	\$ -	\$ 1,352,572.43
Exhibition Center					
allocation	\$ 362,232.40	\$ 417,746.13	\$ 643,781.92	\$ -	\$ 1,423,760.46
Sports Facilities					
allocation	\$ 362,232.40	\$ 417,746.13	\$ 643,781.92	\$ -	\$ 1,423,760.46
Municipality					
allocation	\$ 138,855.75	\$ 160,136.02	\$ 246,783.07	\$ -	\$ 545,774.84
Total	\$ 1,207,441.34	\$ 1,392,487.11	\$ 2,145,939.74	\$ -	\$ 4,745,868.19

Member Contributions

	2016 per			
	#members	date paid	member fee	total
Appleton	3	10.24.16	\$ 300.00	\$ 900.00
Grand Chute	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			
	#members	date paid	member fee	total
Appleton	3	2.28.17	\$ 300.00	\$ 900.00
Grand Chute	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 Law Invoice 33801-01M 3.24.17 **(2,079.00)**
\$ 7,521.00

BLC Bank check payment transfer Balance Acct 1192928 at 12.21.17 **\$ (7,520.00)**
\$ 1.00

Herrling Clark Law Invoice 44611-00M 12.21.17 **\$ 9,137.50**
\$ (7,520.00)
\$ 1,617.50

Herrling Clark Law Invoice 44611-00M 3.29.18 **\$ 250.00**
\$ 1,867.50 Balance due

1stQ2018 PAC rm tax held by Assoc Trust Deposit** 5.22.18 **\$ 25,000.00**
Herrling Clark payment 5.30.18 **\$ (1,867.50)**
\$ 1.00 Previous account balance
\$ 23,133.50

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

Room Tax Generated Historical Summary

	1st Quarter 2016	2nd Quarter 2016	3rd Quarter 2016	4th Quarter 2016	Total 2016	1st Quarter 2017	2nd Quarter 2017	3rd Quarter 2017	4th Quarter 2017	Total 2017
Net CVB allocation	\$ 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
Exhibition Center allocation	\$ 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
Sports 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
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
Total Amount retained by Municipality	\$ 131,915.90	\$ 158,828.01	\$ 209,837.53	\$ 164,565.09	\$ 665,146.53	\$ 126,119.62	\$ 161,998.43	\$ 207,155.89	\$ 152,455.48	\$ 647,729.42
Total	\$ 1,147,094.78	\$ 1,381,113.12	\$ 1,824,674.16	\$ 1,431,000.77	\$ 5,783,882.83	\$ 1,096,692.33	\$ 1,408,682.04	\$ 1,801,355.54	\$ 1,325,699.80	\$ 5,632,429.71

	1st Quarter 2018	2nd Quarter 2018	3rd Quarter 2018	4th Quarter 2018	Total 2018	1st Quarter 2019	2nd Quarter 2019	3rd Quarter 2019	4th Quarter 2019	Total 2019	Total 2016-2019 Collections
Net CVB allocation	\$ 347,378.36	\$ 423,004.62	\$ 550,355.53	\$ 391,875.50	\$ 1,712,614.01	\$ 344,120.78	\$ 396,858.83	\$ 611,592.83		\$ 1,352,572.43	\$ 6,318,835.51
Exhibition Center allocation	\$ 365,682.68	\$ 445,268.03	\$ 579,321.61	\$ 412,500.53	\$ 1,802,772.85	\$ 362,232.40	\$ 417,746.13	\$ 643,781.92		\$ 1,423,760.46	\$ 6,651,427.07
Sports Facilities allocation	\$ 121,887.14	\$ 445,268.03	\$ 579,321.61	\$ 412,500.53	\$ 1,558,977.31	\$ 362,232.40	\$ 417,746.13	\$ 643,781.92		\$ 1,423,760.46	\$ 4,124,369.03
PAC allocation (remitted to Associated)	\$ 243,774.29	\$ -	\$ -	\$ -	\$ 243,774.29	\$ -	\$ -	\$ -		\$ -	\$ 2,527,036.79
Total Amount retained by Municipality	\$ 140,170.22	\$ 170,686.08	\$ 222,073.28	\$ 158,125.20	\$ 691,054.78	\$ 138,855.75	\$ 160,136.02	\$ 246,783.07		\$ 545,774.84	\$ 2,549,705.57
Total	\$ 1,218,892.69	\$ 1,484,226.76	\$ 1,931,072.03	\$ 1,375,001.76	\$ 6,009,193.24	\$ 1,207,441.34	\$ 1,392,487.11	\$ 2,145,939.74	\$ -	\$ 4,745,868.19	\$ 22,171,373.97

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