



CITY OF TOPEKA

CITY COUNCIL COMMITTEE
MEETING MINUTES

TRANSIENT GUEST TAX COMMITTEE

CITY COUNCIL
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Location: Holliday Conference Room, 620 SE Madison St.
Date: January 6, 2016
Time: 10:00 a.m.

Attendance

Committee members: Elaine Schwartz (Chair), Brendan Jensen & Jeff Coen
City staff members: Bill Fiander (Planning), Nickie Lee (Finance), Brandon Kauffman (Finance),
Mary Feighny (Legal).
Minutes taken by: Angela Horn (City Council)

Call to Order

Meeting was called to order by Chairperson Elaine Schwartz.

Approval of Minutes

Minutes of the August 19, 2015 meeting were approved.

Agenda Items

2016 Transient Guest Tax (TGT) Allocations

Nickie Lee stated that the 2016 TGT funds were already approved by the City Council in 2015 in the amount of \$383,890. Once the development agreements have been completed, these funds will be distributed.

2016 Heritage Tourism Grant (Review of Ordinance and Timelines)

Bill Fiander gave an overview of the new process that began in 2014. Brandon Kauffman stated that the 1% grant funding ended in 2015. Elaine Schwartz recommended that they consider adding a 1/2% tax to continue this grant. Would like to defer this discussion to the next meeting to allow Bill Fiander time to research and report if it is doable. Asked Brandon Kauffman to bring a report of what area cities are charging for their guest tax. Brendan Jensen asked Bill Fiander to provide the committee with a report that shows what an effective budget would look like; what realistic amount of money would have the maximum impact.

2015 Distribution of Funds update

Nickie Lee provided an update on the 2015 Distribution of Funds (attached); actual amounts will be available after the 2015 budget is finalized. Nickie stated that once the development agreements are completed, funds will be distributed. Elaine Schwartz would like to discuss using excess funds to repair wayfinding signs. Bill Fiander stated that they had a plan for this and will have this information available within the next month.

Discussion of Tourism Information in Hotels and Motels

Elaine Schwartz would like to begin the discussion, and research how other cities provide tourism literature to visitors. Brendan Jensen stated that Visit Topeka has discussed this but the challenge is funding. He stated that a funding source needs to be identified.

Discussion on any other items before the Committee

None

Adjournment

The meeting was adjourned at 10:25 a.m.

Video recording of this meeting can be found at: <https://youtu.be/Nlz-YWcX6EA>



TRANSIENT GUEST TAX FUND UPDATE

January 6, 2016

	FY13 Actual	FY14 Actual	FY15 Actual*	FY16 Budget
TGT FUND				
Balance Forward	456,371	347,242	59,298	178,119
REVENUES				
TGT Base	2,000,349	2,129,765	2,226,256	2,303,341
TGT Soccer	314,432	354,961	373,387	383,890
TOTALS	<u>2,314,781</u>	<u>2,484,726</u>	<u>2,599,643</u>	<u>2,687,231</u>
EXPENDITURES				
GRANTS				
Visit Topeka††	1,228,152	1,480,520	1,432,175	1,514,117
Visit Tpka Bid Fund	175,000	175,000	175,000	213,389
Outside Agencies	461,763	0	0	0
Sunflwr Soccer SAs	0	500,000	247,145	383,890
Admin Fee and Other	43,996	49,695	51,946	46,067
TRANSFERS				
Railroad Heritage (Grt Overland St)	94,000	94,000	47,000	0
Riverfront Park	106,000	106,000	106,000	0
Historic Prsrv. Fund†	115,000	238,444	210,622	0
Topeka Zoo (Gen Fund)	200,000	129,012	210,934	191,945
 <i>1% Allocation TBD†††</i>	 0	 0	 0	 383,890
CONTINGENCY				7,423
TOTALS	<u>2,423,910</u>	<u>2,772,670</u>	<u>2,789,754</u>	<u>2,740,721</u>
 ENDING BALANCE	 <u>347,242</u>	 <u>59,298</u>	 <u>178,119</u>	 <u>124,629</u>

*Unaudited actuals.

† Through 2015, received 1/6 of TGT Base Revenues, less the payments to Railroad Heritage and Riverfront Park.

†† Block grant allocation with intention that Visit Topeka coordinate marketing efforts with outside agencies.

†††The TGT Committee approved the extension of the 1% which would keep the overall Transient Guest Tax rate at 7% for an additional 12 years. The exact use of the funds will be determined before 1/1/2016.