

Memorandum
City of Lawrence
City Manager's Office

TO: Cynthia Boecker, Assistant City Manager
FROM: Michelle Stevens, Intern
Date: May 27, 2009
RE: Staff memo on selected Kansas cities Transient Guest Tax

This memo is in response to your request that staff research and contact cities regarding how guest taxes are used. I reviewed the selected cities budgets and contacted some city manager and administrator offices as needed to determine the uses for transient guest taxes in the selected cities. The table below shows the 2009 revenues, expenditures and uses of transient guest tax receipts for the selected cities. We are still awaiting specific information of the transient guest tax uses for the city of Wichita.

City	2009 Projected Revenue	2009 Projected Expenditures	Transient Guest Tax Rate/Active Accounts	Transient Guest Tax Uses	Other
Lawrence	\$846,300 -5% Guest Tax Income \$39,019 Balance, 1/1/09 Total resources available \$885,319	\$684,300 Contractual Services \$154,500 Reserves \$7,500 Sister Cities Total expenditures: \$864,300	5% & 20 account hotels	Contract with Destination Management, Inc. for tourism and convention promotion.	
Lenexa	\$588,540	\$565,540 Contractual Services \$392,025 Transfers/Reserves	6% & 9 account hotels	\$220,000 CVB \$300,000 Lenexa Economic Development Council \$23,000 for Arts	
Manhattan	\$707,800	\$635,800 Contractual Services \$72,000 Transfers Debt Service	5% & 8 account hotels	Contract with Chamber of Commerce for tourism and convention promotion	The \$72,000 debt service is on the airport passenger facility terminal.
Olathe	\$990,000	\$495,000 CVB \$495,000 Economic Development	6% & 12 account hotels	The Chamber under contract with the city divides funding equally between CVB and economic development.	
Overland Park	\$8,999,000	\$1,892,111 hotel debt service support, \$503,800 convention center operations and capital outlay, \$1,555,556 CVB contract, \$6,444,990 Debt \$725,000 convention center capital improvements	9% & 34 account hotels	Contract with Chamber of Commerce for tourism and convention promotion. Debt service is used to pay for soccer complex and convention center. Capital improvements associated with the Convention center are also financed.	The City uses transient guest tax revenue only for the purpose of promoting visitors to the City.
Shawnee	\$327,800	\$143,900 CVB \$40,000 Tourism \$143,900 Transfer General Fund	6% & 3 account hotels	Contract with Chamber of Commerce for tourism and convention promotion	Tourism includes two projects: Old Shawnee Days and Wonderscope Children's Museum.

Topeka	\$2,181,000	\$800,000 (Visit Topeka) \$840,500 Tourism Dev. Grant \$200,000 Great Overland Station \$500 Transfers	6% & 39 account hotels	The monies are targeted generally towards uses that promote tourism and economic development. Overland Station debt service	Transfer monies support Parks & Recreation; Historic Preservation, Zoo and general fund
Unified Government - KCK	\$805,000	\$650,000 CVB \$200,000 Debt	8% & 15 account hotels	Contract with Chamber of Commerce for tourism and convention promotion	The debt services is for the downtown hotel, a public/private partnership
Wichita	\$5,938,580	\$3,702,780 Contractual services, \$4,047,210 Other expenditures	6% & 99 account hotels	<p>Contractual services include: \$2,196,390 Greater Wichita Convention & Visitor's Bureau Allocation \$100,000 GWCVB Allocation -Contingency \$150,000 Convention Promotion Contingency \$75,000 Tourism Research / Marketing \$390 Administrative Charge \$75,000 Wichita Flight Festival (WFF) \$336,000 Wichita Flight Festival (WFF) - Loss contingency \$770,000 Appropriated Reserve</p> <p>Other expenditures includes: \$35,000 Transfer - Information Technology - Tourism Website \$1,293,020 Transfer - General Fund; \$1,220,000 Transfer - Debt Service Fund; Conference Center \$324,190 Transfer - Debt Service Fund; Conference Ctr Parking Garage \$1,150,000 Transfer - Improvement Project; CII / Expo Hall Renovations \$25,000 Transfer - Project; National Baseball Congress</p>	The fund priorities are: debt service for tourism and convention facilities, operational deficit subsidies and care and maintenance of Century II

Memorandum
City of Lawrence
City Manager's Office

TO: Cynthia Boecker, Assistant City Manager
FROM: Michelle Stevens, Intern
Date: May 27, 2009
RE: Staff memo on selected Big 12 cities Transient Guest Tax

This memo is in response to your request that staff research and contact cities regarding how guest taxes are used. I reviewed the selected cities budgets and contacted some city manager and administrator offices as needed to determine the uses for transient guest taxes in the selected cities. The table below shows the 2009 revenues, expenditures and uses of transient guest tax receipts for the selected cities.

City	2009 Projected Revenue	2009 Projected Expenditures	Transient Guest Tax Rate/Active Accounts	Transient Guest Tax Uses	Other
Columbia, MO	\$1,859,500	\$610,671 to Personnel Services, \$54,300 to Supplies & Materials, 9,700 to Travel & Training, \$89,526 to Intragovernmental Charges, \$1,406,788 to Utilities, Services & Other Misc., \$30,000 transfer to general funds	4% & 35 account hotels	Contract with CVB for tourism and convention promotion	CVB created the Tourism Development program and it is divided into three separate funds: Festivals and Events, Attraction Development, and Sports Development
Norman, OK	\$878,000	\$26,340 to administrative fee, \$212,915 to arts and humanities, \$212,915 to park development, \$425,830 to convention and tourism	4% & 27 account hotels	Contract with the Norman Arts Council for promotion of arts and humanities, parks and development; Contract with CVB for promoting tourism	The parks and development portion is allocated to debt service payments for the Westwood Park Golf Course
Boulder, CO	\$ 2,556,000	9.1% to Boulder Convention and Visitors Bureau (BCVB), 90.9% to General Fund	5.5% & 30 account hotels	BCVB promotes tourism	
Ames, IA	\$ 1,440,000	\$540 to human resources, \$707 to merit pay, \$70,474 to city staff economic development, \$90,000 to economic development projects, \$1,885 to chamber of commerce dues, \$5,000 to FACES celebration, \$50,000 to down façade, \$1,028,571 to Ames Convention and Visitors, \$205,715 transfers general fund	7% & 20 account hotels	Contract with CVB for community attractions	Debt service payments for Homewood Golf

Austin, TX	\$46,474,056	\$23,237,028 to debt services for convention center, \$10,327,568 to venue project fund, \$7,487,487 tourism and promotion fund, \$5,421,973 cultural arts fund	9% & 233 account hotels	Contract with Austin Convention and Visitor's Bureau (ACVB) to promote tourism and potential events for the Convention Center.	ACVB's proposed budget for 2009 is \$275,000 for heritage funding to develop the conditions reports and plans needed to work on restoring several historic buildings in the immediate Convention Center area
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