



*"...meeting community needs...enhancing quality of life."*

## MEMORANDUM

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TO: Community & Economic Development Committee

FROM: Karen Harkness, Director of Community & Economic Development

DATE: September 14, 2016

RE: Hotel Room Tax Commission Draft By-Laws

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The Hotel Room Tax Commission, created by the approval of the IGA (inter-governmental agreement) documents and under the provisions of Section 66.0615 of Wisconsin Statutes Room Tax Act, has been crafting by-laws for the organization.

The responsibility of the Hotel Room Tax Commission is to coordinate tourism promotion and tourism development using tax revenues generated from the imposition of room taxes in the Fox Cities Tourism Zone. The Fox Cities Tourism Zone is comprised of the 10 municipalities that approved the IGA documents.

There are two areas highlighted.

Section 6.05 directs that municipalities would contribute \$300 annually for each seat they hold on the Commission. These discretionary funds, used to conduct Commission business, will be kept in a separate fund and subject to annual audits. Once the discretionary funds accumulate to \$20,000, the municipal contributions would be suspended until the discretionary funds fell to \$15,000. At that point, the municipalities would then contribute to the discretionary fund until it reached \$20,000.

The City of Appleton has 3 appointments to the Hotel Room Tax Commission, so our annual payment would be \$900.

Section 10.01 directs that each municipality is responsible to collect the room tax. The point to this section is to confirm that it is not the responsibility of the Hotel Room Tax Commission to collect the hotel room tax.

The draft by-laws are under information on the CEDC Agenda in our effort to keep Council informed and the process transparent.

If you have further questions, I can be reached at 920-209-9520 or [Karen.Harkness@appleton.org](mailto:Karen.Harkness@appleton.org).