

Topeka Tourism Business Improvement District

Advisory Board Annual Report

Budget and Services 2018

May 15, 2017

Purpose:

The Tourism Business Improvement District (TTBID) was created to provide supplemental funding to the Topeka Lodging Association to design and administer a Downtown Topeka Plaza. The Topeka City Council voted to adopt the TBID ordinance on March 14, 2017 and the TBID will commence on January 1, 2018. In accordance with the Kansas Business Improvement District statute, the TBID Advisory Board must present the following year's scope of services and budget before May 15 to the governing body. This document outlines those services as well as the budget for 2018.

The Topeka Tourism Business Improvement District (TTBID) Advisory Board met on April 19, 2017 at 9:00 AM at the Capital Plaza Hotel to determine the recommended program of services and a proposed budget for the first annual report to the Governing Body of the City of Topeka.

Budget:

Following are the recommended program of services and proposed budget for calendar year 2018 that came out of that meeting:

Services	Budget	
	%	\$
Architectural design plans for the Topeka Downtown Plaza	74.18%	\$344,950
TTBID Formation Cost Repayment	8.82%	\$41,000
City Administration	2.00%	\$9,300
Topeka Lodging Association Administration	5.00%	\$23,250
Topeka Lodging Association Contingency*	10.00%	\$46,500
TOTAL	100.00%	\$465,000

**Any balance of the revenues remaining after the above expenses will be held in the contingency fund.*

Fee Methodology:

Payment of the above expenditures will be achieved through the current TTBD process as a business improvement service fee of \$1.00 on each qualifying room sold in all of the qualifying lodging properties within the TTBD.

Other Contributions:

It is anticipated that up to \$2,000 will be received in 2018 from lodging properties outside the TTBD district through a voluntary participation with the Topeka Lodging Association.

Advisory Board:

The Topeka Lodging Association nominates the following individuals, to be confirmed by the Governing Body, to the Advisory Board for calendar year 2018:

- a. Assessed lodging property representatives (5):
 - Kayla Bitler: General Manager, Holiday Inn Express West, 2 yr term
 - Stephanie Gassen: Director of Market Sales, TMI Hospitality, 1 yr term
 - Dean Patel: Owner, Econolodge, 2 yr term
 - Linda Morgan: Director of Sales, Ramada Downtown, 1 yr term
 - Rob Bergquist: Capitol Plaza Hotel, 2 yr term
- b. Community representatives with a direct role in the travel and tourism industry (2):
 - Kurt Young: Executive Director, Topeka Lodging Association, 2 yr term
 - Vince Frye: President/CEO, Downtown Topeka, 1 yr term