



February 5, 2026

The City has been consistently invoicing TBID for the quarterly invoices since mid-2022 and monthly late penalties with statements (0.5% of invoice balance). Below is a table of yearly invoicing and receivables from the TBID hotels.

Year	Invoiced	Received
2022	\$97,870.50	\$151,142.48
2023	\$97,263.00	\$102,395.53
2024	\$130,408.50	\$83,109.08
2025	\$100,806.00	\$67,572.42
Total	\$426,348.00	\$404,219.51

Each month invoicing penalties and new statements and attending the monthly TBID meeting, along with receiving the payments from the hotels and then submitting the claim from the City to pay TBID is approximately 10 hours of clerk time. Clerk wage plus purchase services used at a rate of \$50/hour for 10 hours/month = \$500/month or \$6,000/year. This is less than 6% of the annual TBID receivables.

Karmen Schmierer

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Deputy Clerk/Treasurer

5-12-13: TOURISM BUSINESS IMPROVEMENT DISTRICT ASSESSMENT ADMINISTRATION:

The city shall administer tourism business improvement district assessment collections according to the following rules:

- A. The city will withhold an amount set by the City every month to offset the costs related to administering the tourism business improvement district. The city's withholding will be transferred to the general fund.
- B. The city will transfer the funds collected by the city during a given quarter, less the withholding detailed above, to a fund administered by the board of trustees.
- C. Tourism business improvement district assessment payments shall be made to the city treasurer's office by the established deadline.
- D. Any hotel that fails to file a required return, statement, or other report with the city by the due date, including any extension of time of the return or report, will be assessed a late filing penalty of fifty dollars or the amount of the tax due, whichever is less.
- E. Any hotel that fails to remit the tourism business improvement district assessments when due must be assessed a late payment penalty of one percent a month, or a fraction of a month, on the unpaid tourism business improvement district assessments. The penalty may not exceed twelve percent of the amount due. The penalty will accrue on the unpaid tourism business improvement district assessments from the original date of the return regardless of whether the hotel operator has received an extension of time for filing a return. (Ord. 597, - -2023)