



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
AGENDA – AUGUST 24, 2018, 12:00 P.M.
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



1. Roll Call
2. Approval of Meeting Minutes – January 10, 2018 and May 23, 2018
3. New Business
 - a) 2018 Application, Final Draft
4. Next Meeting – To be determined by the Committee
5. Adjournment



HOTEL-MOTEL DISCRETIONARY FUND COMMITTEE
MEETING MINUTES, JANUARY 10, 2018
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 12:00 p.m. on the above date to conduct a meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Council Member June Rogers (Seat F) presiding and with the following members in attendance:

Members Present: Kathryn Fitzgerald, Seat A
Ron Woolf, Seat B
John Kohler Jr, Seat D

Absent: John Nobles, Seat C
Vacant, Seat E

Also Present: Michelle Gutierrez, Deputy Clerk I
Margarita Bell, City Controller

APPROVAL OF MEETING MINUTES – December 5, 2017 & December 8, 2017

Mr. Kohler, seconded by **Mr. Woolf**, moved to APPROVE the Meeting Minutes of December 5, 2017 and December 8, 2017.

Chair Rogers called for objection and, hearing none, so ORDERED.

NEW BUSINESS

a) Application verbiage

Chair Rogers recommended that members review the application and send suggested changes to Ms. Bell. **Chair Rogers** stated that the Committee would have a future meeting to perform a final review of the application before approving it. She stated that she will meet with City staff to go over the application in detail, and she added that she wants to ensure that all requirements are clear to applicants.

Mr. Kohler wondered whether the discretionary grant should be for nonprofit organizations only. **Chair Rogers** stated the grant is open for anyone to apply, not just nonprofits; she stated that is how it is written in the Fairbanks General Code. **Mr. Kohler** stated that perhaps the focus of the grant awards should be more focused; **Chair Rogers** indicated that such a change would require much more time and discussion by the Committee. **Ms. Fitzgerald** commented that it takes a lot of work to become a nonprofit; she spoke briefly to how the purpose of the discretionary grant has changed since the 1980s. **Ms. Fitzgerald** stated that it would take a great deal of work to change the purpose or focus of the grant, and the City Council would have to approve changes. **Chair Rogers** stated that she would like the Committee to first work on the application; then, if it is the Committee's desire to address the purpose of the grant, she would be happy to address that.

Ms. Bell asked for input from members on the contents of the application. **Ms. Fitzgerald** expressed satisfaction with the changes that were made the prior year. **Mr. Woolf** stated that he would like to keep the current financial requirements of the application. **Chair Rogers** stated that the financial requirements have become less rigid since the Committee began accepting financial reports from QuickBooks. **Mr. Kohler** stated that he would like to maintain the requirement that applicants must show where grant funds are spent. **Ms. Fitzgerald** mentioned the importance of a fillable application form.

Ms. Bell spoke to staff support of the Committee. She asked whether staff should continue to perform an analysis of statements or whether the checklist in the application is sufficient. **Mr. Woolf** stated that he believes the checklist is adequate. **Mr. Kohler** stated that the information provided by Ms. Bell is helpful. Ms. Bell spoke to the amount of time the analysis takes; she stated that the Finance Department will discontinue the analysis unless the Committee finds it relevant and beneficial. Ms. Bell spoke in detail about what goes into application analysis. **Chair Rogers** stated that the Finance Department's analysis puts all applicants on the same playing field; others agreed.

Members discussed the Q & A portion of the presentation meeting. **Ms. Fitzgerald** asked whether the Committee may take more than two minutes to ask questions of an applicant. **Chair Rogers** replied that she does not recall a time when a member was not allowed to continue questioning; she added that it could be more formalized in the Committee rules. The Committee decided to not change the Committee rules relating to time limits on Q & A portion of the meeting.

Members discussed whether an appeal process should be implemented for rejected applicants; the group agreed that an appeal process is not necessary. **Ms. Fitzgerald** mentioned that some applicants were rejected because of missing or improper financial statements. Ms. Bell commented that sample financial statements could be included on the City's website to help applicants know what to include with their application. **Chair Rogers** spoke in support of the idea of providing sample financial statements.

b) Deciding factor of logo

Chair Rogers invited an attending member of the public, Martin Gutoski from the Friends of the Tanana Valley Railroad, to give his opinion on the various logo options. Mr. Gutoski stated that he preferred the logo with the map of Alaska and the golden heart. He provided some additional comments about the grant application and stated that overall, it is a good application. He spoke in support of nonprofits registering with the state as 501(c)(3) organizations. Mr. Gutoski mentioned that the fillable form on the City website was not able to be saved, and he asked that the issue be addressed. He stated a committee of the Pioneer Park museums is lobbying the Borough for a grant program similar to the City's.

Ms. Fitzgerald clarified that the fillable application online can be saved by doing a "save as" on the computer. She stated that she is a fan of the first option, the golden heart logo. **Mr. Woolf** stated that he prefers the third option with the Alaska map and the golden heart in the center. **Mr. Kohler** stated he prefers the first option, the golden heart logo. Members discussed

variations of the first option of the golden heart logo. The consensus was to keep the golden image, add a circle around the outside, have the top read, "Grant Recipient" and have the bottom read, "City of Fairbanks, Alaska."

Mr. Woolf, seconded by **Ms. Fitzgerald**, moved to APPROVE the golden heart logo with the Committee's recommended changes.

Chair Rogers called for objection and, hearing none, declared the MOTION CARRIED.

NEXT MEETING

Members discussed the best time to meet in the spring. **Chair Rogers** stated that the date could be determined at a later time but suggested that it be during the month of May. She cautioned the Committee to be mindful of the Open Meetings Act (OMA) when communicating via email, and she requested that they send messages directly to the Clerk.

ADJOURNMENT

Mr. Kohler, seconded by **Mr. Woolf**, moved to ADJOURN the meeting.

Chair Rogers called for objection and, hearing none, declared the meeting adjourned at 1:31 p.m.

June Rogers, Chair

Michelle Gutierrez, Deputy Clerk I

Transcribed by: MG



HOTEL-MOTEL DISCRETIONARY FUND COMMITTEE
MEETING MINUTES, MAY 23, 2018
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 12:00 p.m. on the above date to conduct a meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Council Member June Rogers (Seat F) presiding and with the following members in attendance:

Members Present: Kathryn Fitzgerald, Seat A
Ron Woolf, Seat B
John Nobles, Seat C

Absent: Vacant, Seat E
John Kohler Jr, Seat D

Also Present: Michelle Gutierrez, Deputy Clerk I
Margarita Bell, City Controller
Carrie Peterson, Grants Administrator

NEW BUSINESS

a) Application review

Chair Rogers requested all members be given a copy of the 2017 application alongside the 2018 revised application to review the differences with the updates. **Ms. Fitzgerald** was pleased with the application updates and the clarification that financial statements are required. **Chair Rogers** asked **Ms. Bell** to explain the updates in the application. **Ms. Bell** went through the changes, page by page. **Mr. Woolf** spoke in support of the revisions. **Ms. Fitzgerald** asked for clarification on what would happen if a copy of an application was missing a signature. **Ms. Bell** explained that according to the Committee's previous decision, the original application is the one that would be reviewed and that if information is missing from the original, the application would be deemed incomplete. **Mr. Nobles** commented that he thought the grant was to be awarded to an organization only one time to assist in starting a business. **Ms. Fitzgerald** clarified that applicants may apply for the grant year after year. Members discussed how to include language on the application to make applicants aware that no gifts or trinket-type items may be included. **Chair Rogers** asked members to take note in their review of 2018 applications of items that may need changed or discussed for the following year.

NEXT MEETING

The next meeting of the Hotel-Motel Discretionary Fund Committee is tentatively scheduled for November 2018.

ADJOURNMENT

Mr. Woolf, seconded by **Ms. Fitzgerald**, moved to ADJOURN the meeting.

Chair Rogers called for objection and, hearing none, declared the meeting ADJOURNED at 1:22 p.m.

June Rogers, Chair

D. Danyielle Snider, CMC, City Clerk

Transcribed by: MG

DRAFT



Hotel-Motel Discretionary Fund Grant Application Guide

READ THIS PAGE BEFORE COMPLETING THE APPLICATION

OVERVIEW

- The tax on the daily rental of hotel and motel rooms levied by Fairbanks General Code (FGC) Sec. 74-117 is for the primary purpose of funding services for the promotion of the tourist industry and other economic development in the City of Fairbanks.
- Any organization, public or private, or any person may submit a discretionary grant application and proposal.
- Only one application per applicant will be accepted.
- A Committee has been appointed by the Mayor, with City Council concurrence, to review the proposals and make recommendations no later than the first Regular City Council Meeting in January 2018.
- All grant funds must be expended in the year awarded.

GUIDELINES

- All applicants are required to **submit one original and seven unbound copies no later than 5:00 p.m. on Wednesday, October 31, 2018.** The application must be received by the City Clerk's Office or if mailed, postmarked no later than October 31, 2018, in order for the funding request to be considered.
- City staff will review all applications for completeness; this includes the original application and seven unbound copies. Applications that are **not completed in full, including copies, will not be considered** for funding.
- **Requests for the following cannot be supported:** loans, deficits, debt reduction, endowments, scholarships, and health and social service activities.
- All applicants must have at least one representative at the presentation meeting (usually scheduled in December). The representative should be able to address financial and program questions. **Applicants that have no representative at the meeting will not be considered for funding.**
- No new information may be presented after the October 31 deadline, and no promotional items such as pens, bags or trinkets should be included with the application. Electronic presentations and hard copy handouts of any kind are prohibited at the presentation meeting.
- All successful applicants receiving grant monies from the Hotel-Motel Discretionary Fund are required to provide reports on expenditures and accomplishments on forms provided by the Chief Financial Officer (Discretionary Fund Grant Annual Report) by October 31, 2018.

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HOTEL/MOTEL TAX DISCRETIONARY FUND GRANT CITY OF FAIRBANKS 2018 APPLICATION

Original [] Copy []

This application is due no later than Wednesday, October 31, 2018 for fund distribution in early 2019.

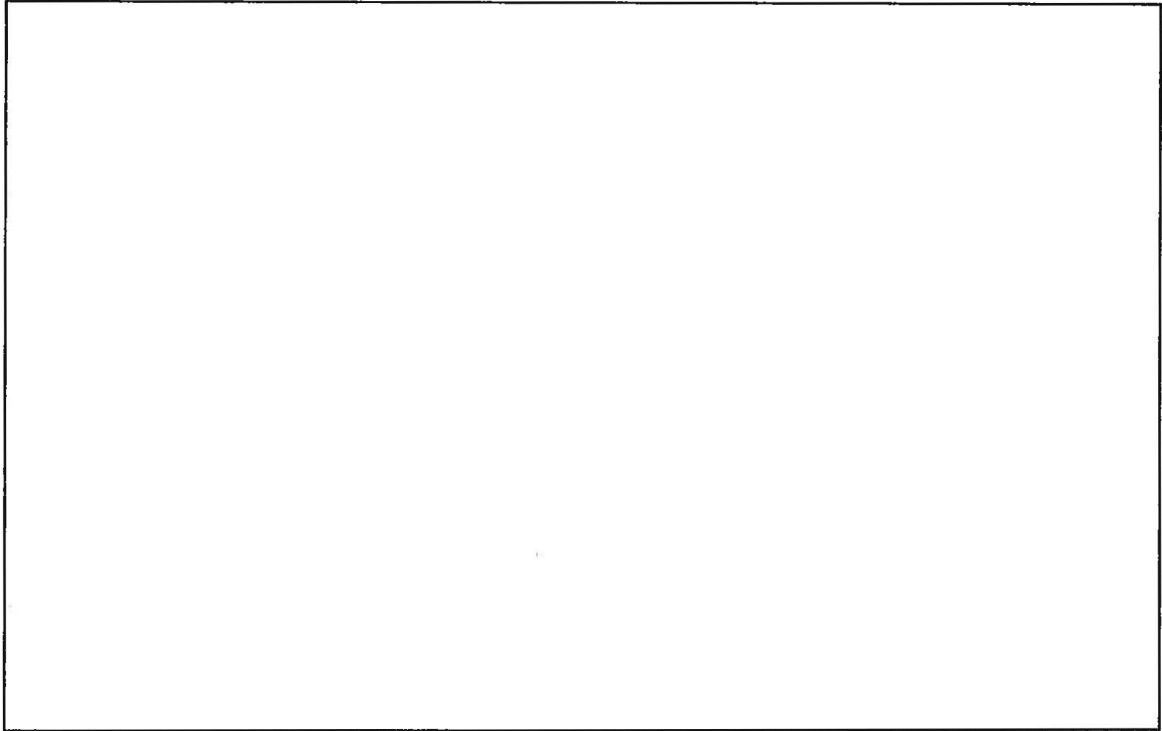
APPLICATIONS THAT ARE NOT COMPLETED IN FULL WILL NOT BE CONSIDERED.

The Hotel-Motel Discretionary Fund Committee has been appointed by the Mayor, with City Council concurrence, to review the proposals and make recommendations no later than the first Regular City Council Meeting in January 2019.

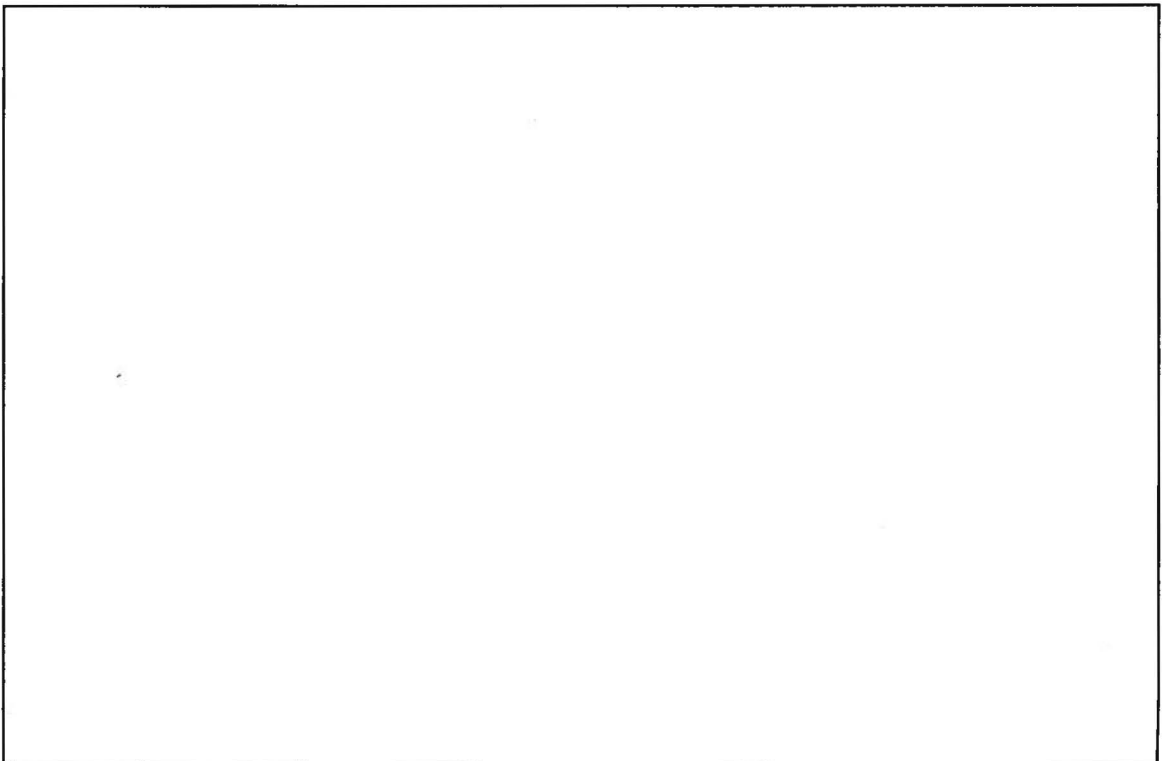
Applicant must provide the following information:

1. Name of Applicant []
2. Contact Person [] Email []
3. Phone Number [] Fax Number []
4. Address [] City [] State [] Zip Code [] Website (if applicable) []
5. Current Board of Directors: [] [] [] [] [] []
6. Is applicant a nonprofit organized under the laws of Alaska? Yes [] No [] Taxpayer Identification Number (TIN): [] Alaska Business License # [] City Business License # []
7. Prior Hotel/Motel funding awarded to the applicant: [] Check this box if applicant has never received hotel/motel discretionary funds. 2018: [] 2017: [] 2016: [] 2015: []
8. Amount of funding requested for dispersal in 2019: []

9. Briefly describe the history and goals of the applicant.



10. Demonstrate how the funds will promote or enhance tourism, and/or contribute to the economic growth in the City of Fairbanks.



Applicants that received Hotel-Motel Discretionary Funds in 2018 must provide the following:

- A copy of the Discretionary Fund Grant Annual Report (provide only the report and no supporting documents); and
- Copies of documents or pictures that demonstrate use of the Hotel-Motel Discretionary Fund logo to acknowledge the "City of Fairbanks Hotel-Motel Discretionary Fund Grant" as a sponsor. Do not provide promotional items in the application, such as pens, bags, or trinkets.

All applicants must provide the following financial information (no more than two pages for each item):

- Balance Sheet for the **last fiscal year** (last fiscal year should contain the full twelve months); and
- Balance Sheet as of August 31, 2018 or September 30, 2018; and
- Income & Expense Statement for the **last fiscal year** (last fiscal year should contain the full twelve months); and
- Income & Expense Statement for YTD as of August 31, 2018 or September 30, 2018; and
- Wage & Salary Information (Schedule A) for all employees for the last, **current, and upcoming year**; and
- A detailed listing of grouped miscellaneous or other income and/or expenses if they total 10% or more of the applicant's total income and/or expenses.

APPLICATION MUST INCLUDE THE FOLLOWING ITEMS WHEN SUBMITTED:

- | | |
|---|--|
| <input type="checkbox"/> Application | <input type="checkbox"/> Discretionary Fund Grant Annual Report (If Applicable) |
| <input type="checkbox"/> Balance Sheets | <input type="checkbox"/> Fund Logo Documents (If Applicable) |
| <input type="checkbox"/> Income & Expense Statements | <input type="checkbox"/> List of All Sub-grant Organizations (If Applicable) |
| <input type="checkbox"/> Schedule A - Wage & Salary Statement | <input type="checkbox"/> Misc./Other Income and Expenses Listing (If Applicable) |

SIGNED ORIGINAL PLUS SEVEN COMPLETE COPIES OF THE SIGNED ORIGINAL MUST BE SUBMITTED.

INCOMPLETE ORIGINAL OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

NOTE: Completed applications must be received by the City Clerk's Office no later than 5:00 p.m., Wednesday, October 31, 2018, or if mailed, postmarked no later than October 31, 2018, in order for the funding request to be considered.

The Grant Recipient agrees to acknowledge the "City of Fairbanks Hotel-Motel Discretionary Fund Grant" as a sponsor whenever possible.

The agent's signature below certifies that this application is true and complete (must include a designated original and seven **complete** copies).

Signature of Agent/Applicant: _____

November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 noon – 1:00 available	6 noon – 1:00 available	7	8	9	10
11	12	13	14	15 noon – 1:00 available	16 noon – 1:00 available	17
18	19 noon – 1:00 available	20 noon – 1:00 available	21	22	23	24
25	26	27	28	29	30	