



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
AGENDA – JANUARY 9, 2019, 5:30 P.M.
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



WRAP-UP MEETING

1. Roll Call
2. Approval of Meeting Minutes – December 6, 2018
3. Public Comment (limited to three minutes)
4. New Business
 - a) Review of Hotel/Motel Discretionary Fund Grant Application and Committee Process
 - b) Discussion Regarding Hotel/Motel Discretionary Fund Logo
5. Next Meeting – November 2019 (exact date to be determined by the Committee)
6. Adjournment



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
 MINUTES – DECEMBER 6, 2018, 12:00 PM
 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 Distribution 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
 John Kohler, Jr., Seat D
 Jim Soileau, Seat E

Absent: None

Also Present: D. Danyielle Snider, City Clerk
 Diana Hebel, Deputy City Clerk I
 Carrie Peterson, Grants Administrator
 Margarita Bell, City Controller

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of December 4, 2018

Ms. Fitzgerald, seconded by **Mr. Kohler**, moved to APPROVE the Regular Meeting Minutes of December 4, 2018.

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

NEW BUSINESS

a) Announcement of Discretionary Fund Awards for 2019 Distribution

Each member read their individual allocations into the record; Ms. Bell verified that the numbers match the allocations members sent to her. She distributed the allocation sheets, and the distribution of funds was as follows:

Name of Organization	Award Amount
Fairbanks Youth Litter Patrol, Inc.	\$10000
Alaska International Senior Games, Inc.	\$10250
Alaska Dog Musers Association	\$12917

Fairbanks Racing Lions Club, Inc.	\$3950
The World Eskimo-Indian Olympics, Inc.	\$15167
Fairbanks Community Band	\$5750
Tanana-Yukon Historical Society	\$8450
Fairbanks Youth Soccer Association	\$9092
Fairbanks Curling Club	\$5900
I.C.E. Alaska	\$25500
Pioneer Memorial Park, Inc.	\$10567
Tanana Valley State Fair Association	\$11450
Festival Fairbanks, Inc.	\$24083
Clay Street Cemetery Commission	\$7267
University of Alaska Museum of the North	\$3500
Fairbanks Community Museum	\$12550
Literacy Council of Alaska	\$3933
Christmas in Ice	\$6017
Alaska Songbird Institute	\$3833
Alaska Goldpanner Baseball, Inc.	\$10408
Fairbanks Arts Association	\$69416
TOTAL	\$270,000.00

Chair Rogers announced the Committee's recommended allocations to each organization. She informed everyone that the awards are scheduled to be approved by the City Council on January 7, 2019 at the Regular City Council Meeting.

NEXT MEETING (WRAP-UP)

Chair Rogers explained the purpose of the wrap-up meeting. Members considered various dates in January for the wrap-up meeting. The Committee decided to schedule the wrap-up meeting for Wednesday, January 9, 2019 at 5:30 p.m. **Chair Rogers** invited everyone to attend.

Chair Rogers opened Public Testimony.

Karen Lane – Ms. Lane gave positive comments on the new logo.

Julie Jones – Ms. Jones thanked Margarita Bell for her work in helping improve the application. She stated that the Committee is doing a great job.

John Lohrke – Mr. Lohrke thanked the Committee and commented on how easy the application is to complete.

Hearing no more requests for public comment, **Chair Rogers** declared Public Testimony closed.

Ms. Fitzgerald stated that the logo is a little fuzzy, and she would like to work on it. She spoke to the improvements to the application within the last few years. She discussed how painful it is to have to eliminate applicants from consideration but stated that the process has to be fair.

Mr. Woolf thanked the organizations; he stated that he saw many familiar faces in the audience. He stated that it is an honor to serve, and he commended Ms. Rogers for doing a great job chairing the Committee.

Ms. Rogers stated things can always improve. She stated that she would ask the Clerk to create name/place cards for each member for the next meeting.

Ms. Fitzgerald spoke to the small-town familiarity between members and applicants.

Mr. Kohler stated that Fairbanks is unique in that non-profits drive so many activities and programs. He stated that everyone has a skin in the game.

Ms. Rogers stated that she does a lot of state-wide advocacy, and she is often asked how Fairbanks came to grant discretionary funds to organizations in the community. She stated that things get done in Fairbanks through collaboration.

Ms. Fitzgerald stated that the grant was first started with two applicants in 1981, and she was one of the applicants. She explained that at that time the City Council was the body to consider applications. She stated that things have grown and changed into the process that exists today, and she explained more about the history of the process. She indicated that she would like to see the grant amount of \$270,000 increased.

ADJOURNMENT

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

Chair Rogers called for objection and, hearing none, declared the meeting ADJOURNED at 12:28 p.m.

June Rogers, Chair

D. Danyielle Snider, City Clerk

Transcribed by: DS



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.
- 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 Thursday, October 31, 2019**. The application must be received by the City Clerk's Office or if mailed, postmarked no later than October 31, 2019, in order for the funding request to be considered.
- City staff will review all applications for completeness. Original applications that are **not completed in full 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 awarded Hotel-Motel Discretionary Funds are required to provide a report of expenditures with supporting documents (Discretionary Fund Grant Annual Report) to the Chief Financial Officer by October 31 in the year of award.

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

Original	<input type="checkbox"/>
Copy	<input type="checkbox"/>

This application is due no later than **Thursday, October 31, 2019** for fund distribution in early 2020.

ORIGINAL 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.

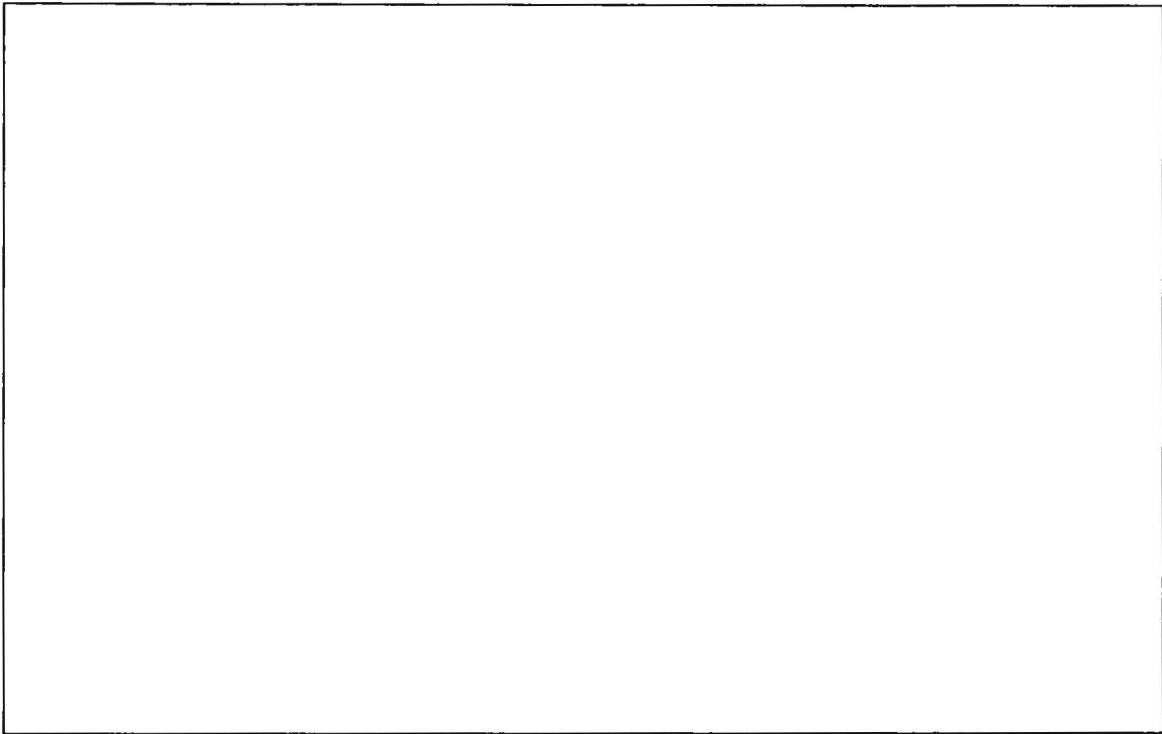
Applicant must provide the following information:

- Name of Applicant
- Contact Person Email
- Phone Number Fax Number
- Address
 City State Zip Code
 Website (if applicable)
- Current Board of Directors:

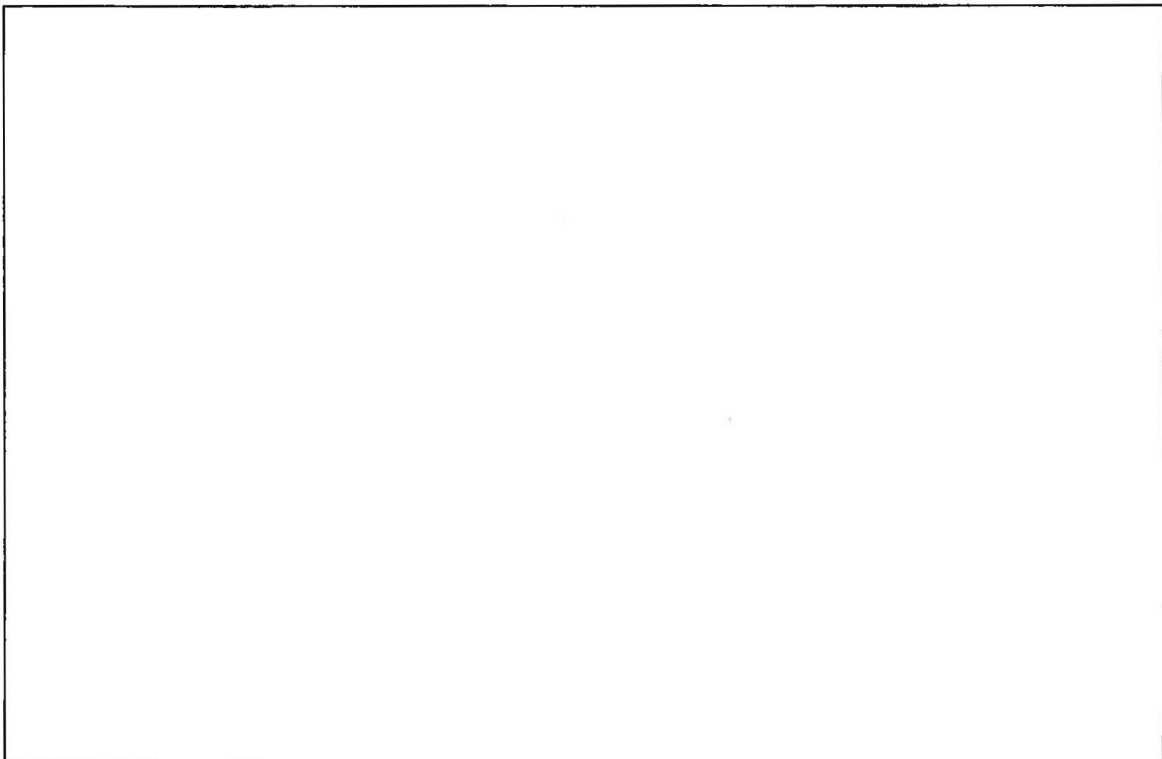
- Is applicant a nonprofit organized under the laws of Alaska? Yes No
 Taxpayer Identification Number (TIN):
 Alaska Business License # City Business License #
- Prior Hotel/Motel funding awarded to the applicant:
 Check this box if applicant has never received hotel/motel discretionary funds.

2019: <input type="text"/>	2018: <input type="text"/>
2017: <input type="text"/>	2016: <input type="text"/>
- Amount of funding requested for dispersal in 2020:

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.



11. Provide a budget and a brief narrative detailing the use of the funds for which the applicant is applying. If applicant is disbursing funds to other organizations and/or individual(s), provide a listing of all agencies and/or individual(s) represented and amount. **The total amount should match the request listed in Item #8.**

ITEM	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL AMOUNT	_____

BUDGET NARRATIVE:

Applicants that received Hotel-Motel Discretionary Funds in 2019 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, 2019 or September 30, 2019; 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, 2019 or September 30, 2019; 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"/> Signed 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 OR LATE ORIGINAL APPLICATIONS WILL NOT BE CONSIDERED.

NOTE: Completed applications must be received by the City Clerk's Office no later than 5:00 p.m., Thursday, October 31, 2019, or if mailed, postmarked no later than October 31, 2019, 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: _____

Printed Name of Agent/Applicant: _____

SCHEDULE A
EMPLOYEE WAGE & SALARY STATEMENT

Name of Applicant _____ Fiscal Year End:

POSITION TITLES	LAST FISCAL YEAR ANNUAL SALARY	CURRENT FISCAL YEAR ANNUAL SALARY	PROPOSED FISCAL YEAR ANNUAL SALARY
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ATTACH ADDITIONAL PAGES IF NECESSARY

Hotel/Motel Discretionary Fund Committee

Policies and Procedures

FGC Requirements (summarized):

- Discretionary Grant Funds will be \$270,000.00.
- Applicants whose Annual Report is not filed by October 31 are ineligible to apply.
 - Final Annual report with all expenditures is due by December 31
- 10% of grant monies from the prior year are withheld until an Annual Report is filed with the accounting department.
- Any organization or person, public or private, may apply for grant monies.
- Applications must be received in City Clerk's Office no later than 5:00 P.M. on October 31.
 - Committee requires applications to be complete upon submittal
- Applicants cannot request funding to support the following:
 - a. Loans, deficits, or debt reduction
 - b. Endowments
 - c. Scholarships
 - d. Health and social services activities
- Grant Guidelines:
 - a. Contribute significantly to the growth and promotion of Fairbanks
 - b. Monies must supplement a successful ongoing program of activities or a new program that will need initial support to accomplish its stated goals
- Scoring procedures and conflicts of interest are decided at the Committee's first organizational meeting each year.
- On the Monday prior to the distribution meeting Committee Members send their allocations to accounting department
 - Finance staff will receive Members' allocations no later than 10:00 A.M. the day of allocations.
- Each Committee Member reads their allocation into the record during the distribution meeting. Allocations are not final until approved by the City Council at the first Council Meeting in January.

Stated in the Minutes:

- If an event or organization creates tourism/economic development for the City of Fairbanks, the entity itself does not have to be within city limits to be eligible.
- The presentation meeting will start on time regardless of who is present.
- Presentations may be held in one meeting only.
- Presenters will present in the order applications were received.
- No specific time slots are allotted, and presenters are encouraged to arrive at the start of the meeting.
- If a presenter misses their turn to present, they will be invited to present at the discretion of the Committee or at the end of the meeting.
- If Committee Members miss any presentations they will not be permitted to score any applications.
- Each presenter will be given three minutes to present, and there will be a two-minute question and response period following each presentation. Presenters may choose to simply answer questions.
- No new information may be presented to the Committee Members after the October 31 deadline. Electronic presentations and hard copy handouts of any kind are prohibited.
- If three or more Committee Members allot a zero allocation at the end of the presentation, the applicant will be eliminated from consideration.
- Committee Members must round their allocations to the nearest \$10.
- Incomplete or late applications will not be considered for funding.
- Applicants who are not represented at the presentation meeting will not be considered for funding.
- The original application will serve as the official copy; completeness will be determined by original.