



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
AGENDA – NOVEMBER 7, 2019, 12:00 PM
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



PRELIMINARY MEETING

1. Roll Call
2. Approval of Meeting Minutes – January 9, 2019
3. New Business
 - a) Introduction of Committee Members
 - b) Financial Report by Margarita Bell, City Controller
 - c) Committee Policies and Procedures (tardiness, absences, presentation format, etc.
 - d) Update on Logo Quality
4. Committee Member Comments
5. Date of Next Meeting – Presentation and Distribution meeting dates to be determined by Committee
6. Adjournment

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HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
MEETING MINUTES – JANUARY 9, 2019, 5:30 PM
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 5:30 p.m. on the above date to conduct a Wrap-up 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 (arrived at 5:43 p.m.)
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

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of December 6, 2018

Mr. Woolf, seconded by **Mr. Nobles**, moved to APPROVE the Regular Meeting Minutes of December 6, 2018.

Chair Rogers took a voice vote on the approval of the Minutes, and the motion passed unanimously.

PUBLIC COMMENT (limited to three minutes)

There was no public comment.

NEW BUSINESS

a) Review of Hotel/Motel Discretionary Fund Grant Application and Committee Process

Chair Rogers asked Ms. Peterson if the Finance Department had any recommended changes to the 2019 application; Ms. Peterson stated they did not.

Clerk Snider reviewed all the changes the Committee had asked to be made at the Preliminary Meeting in November.

Chair Rogers reviewed the application with the Committee, page by page, to see if there were any recommended changes. The Committee agreed to the following changes and directed Clerk Snider to update the 2019 application:

- The header on page 1 of the application was updated to state “2019” Application.
- The two statements above the checklists on the upper half of page 4 were changed to bold font.
- An asterisk and statement was added to page 1, question 8, to read “*This amount should match the total amount listed in Item #11.”
- The statement on page 3, question 11, “The total amount should match the request listed in Item #8” was moved down to appear below the “TOTAL AMOUNT” in the same question and was reworded with an asterisk to read, “*This amount should match the request listed in Item #8.”

Ms. Fitzgerald expressed concern that an applicant may be disqualified if they submitted a brochure, program, or rack card as proof of use of the logo since the application states that applicants are prohibited from including “promotional items in the application, such as pens, bags, or trinkets.” Members discussed the issue briefly and agreed that an applicant would not be disqualified for such.

Members discussed whether to remove the checkboxes on the upper half of page 4 but decided to leave the checkboxes.

b) Discussion Regarding Hotel/Motel Discretionary Fund Logo

Chair Rogers mentioned some of the feedback she had heard about the logo, particularly in regard to the poor resolution of the logo. **Ms. Fitzgerald** volunteered to help improve the resolution of the logo; she requested that the Clerk send her the logo image files.

Chair Rogers asked Committee members if they would like to modify the logo, particularly by placing a second circle around the outer border so that it would mirror the City Seal. Members discussed this change and other possible changes, but the majority agreed to leave the logo design as-is.

NEXT MEETING

Members agreed that the Committee did not need to meet again before the Preliminary Meeting and discussed November meeting dates. The Committee agreed to meet at noon on November 7.

ADJOURNMENT

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

Chair Rogers called for objection and, hearing none, declared the meeting ADJOURNED at 6:45 p.m.

June Rogers, Chair

D. Danyielle Snider, City Clerk

Transcribed by: DS

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.

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December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Possible Presentation Mtg @ 5:30 PM	4	5 Possible Presentation Mtg @ 5:30 PM	6 Possible Presentation Mtg @ 5:30 PM Possible Distribution Mtg @ 12:00 PM	7
8	9	10 Possible Distribution Mtg @ 12:00 PM	11 Possible Distribution Mtg @ 12:00 PM	12 Possible Presentation Mtg @ 5:30 PM Possible Distribution Mtg @ 12:00 PM	13 Possible Presentation Mtg @ 5:30 PM	14
15	16 Possible Distribution Mtg @ 12:00 PM	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

