



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
AGENDA – FEBRUARY 28, 2020, 12:00 P.M.
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



SPECIAL MEETING

1. Roll Call
2. Approval of Meeting Minutes – January 10, 2020
3. Unfinished Business
 - a) Approval of Hotel/Motel Discretionary Fund Logo
4. New Business
 - a) Discussion on whether to Update Grant Application – Re: Committee Non-Participation in Events as Sponsor
5. Next Meeting – November 2020 (exact date to be determined by the Committee)
6. Adjournment



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
MEETING MINUTES – JANUARY 10, 2020, 12:00 P.M.
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 12:10 p.m. on the above date to conduct the 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
 Ron Woolf, Seat B
 Jim Soileau, Seat E

Absent: John Nobles, Seat C
 John Kohler, Jr., Seat D

Also Present: Diana Hebel, Deputy City Clerk I

Chair Rogers pointed out that John Kohler had sent an email with reasons for his absence.

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of December 16, 2019

Ms. Fitzgerald, seconded by **Mr. Soileau**, moved to APPROVE the Regular Meeting Minutes of December 16, 2019.

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

NEW BUSINESS

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

Chair Rogers asked if there were any proposed revisions to the application or process. **Ms. Fitzgerald** expressed that there may be a need for more of a breakdown in miscellaneous income/expenses. **Mr. Woolf** stated he thought it would be sufficient to ask questions of the applicants at their presentations. After a thorough discussion, it was decided that no change was necessary.

A question arose as to whether the Committee could have a private meeting or hold an executive session for the purpose of determining eligibility and/or distribution amounts. **Chair Rogers** stated that the Commission could not have a private meeting; she explained that the purposes for holding Executive Sessions are limited. She asked Deputy Clerk Hebel to contact City Clerk Snider to verify. Clerk Snider, via telephone, stated that the Committee should not meet in Executive Session, and it was ruled out as an option.

After some discussion on transparency of applicant financial records, **Chair Rogers** stated that greater transparency could be accomplished through asking questions. Members continued to discuss the Q & A process following presentations. **Mr. Woolf** requested that the group move on. **Mr. Soileau** added that questions need not be planned in advance, and if he has questions for an applicant, he will ask them.

Chair Rogers asked the Committee whether the two-minute time limit is adequate. She indicated that the meeting may need to be spread over two evenings if the time limit is extended. Following Committee discussion, **Chair Rogers** summarized the consensus of the group:

- A one-night meeting desired
- A two-minute time limit for questions is desired
- The current process for questions is adequate to meet the Commission's goals

b) Discussion Regarding Hotel/Motel Discretionary Fund Logo

Chair Rogers reiterated the logo discussion from previous meeting. She stated that, unless anyone has specific thoughts on ways to change the logo, the logo should remain the same.

Mr. Soileau, seconded by **Mr. Woolf**, moved to keep the current logo as the official logo.

There was no vote taken on this motion.

Ms. Fitzgerald stated she thought the Committee previously decided to keep the current logo, and the only question now was in finding a more professional, higher-resolution version to post to the website.

NEXT MEETING

The next regular meeting is to occur in November 2020 (the exact date to be determined by the Committee).

ADJOURNMENT

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

Chair Rogers, hearing no objection, declared the meeting
ADJOURNED at 12:59 p.m.

June Rogers, Chair

Diana Hebel, Deputy City Clerk I

Transcribed by: DH

Grant Recipient



**City of Fairbanks
Alaska**



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
2019 APPLICATION

Original []
Copy []

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:

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.
2019: [] 2018: []
2017: [] 2016: []
8. Amount of funding requested for dispersal in 2020*: []
*This amount should match the total amount listed in Item #11

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.

ITEM	AMOUNT
TOTAL AMOUNT*	

*This amount should match the request listed in Item #8

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