



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE  
AGENDA – JANUARY 15, 2021, 12:00 P.M.  
HELD VIA TELECONFERENCE AND AT  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



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WRAP-UP MEETING

1. Roll Call
2. Approval of Agenda
3. Approval of Meeting Minutes – December 21, 2020
4. Public Comment (limited to three minutes)
5. New Business
  - a) Review of Hotel/Motel Discretionary Fund Grant Application and Committee Process
  - b) Review of Hotel/Motel Discretionary Fund Policies and Procedures
6. Next Meeting – November 2021 (exact date to be determined by the Committee)
7. Adjournment



HOTEL-MOTEL DISCRETIONARY FUND COMMITTEE  
DISTRIBUTION MEETING MINUTES  
DECEMBER 21, 2020, 12:00 PM  
HELD VIA TELECONFERENCE AND AT  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 12:02 p.m. on the above date to conduct a Distribution Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska and via teleconference with Council Member June Rogers (Seat F) presiding (remotely) and with the following members in attendance:

Members Present: Kathryn Fitzgerald, Seat A (remotely)  
Ron Woolf, Seat B (remotely)  
Samantha Kirstein, Seat C  
Traci Gatewood, Seat D (remotely)  
Randi Carnahan, Seat E (remotely)

Also Present: Lonny Marney, City Council Member (remotely)  
Diana Hebel, Deputy City Clerk I  
Margarita Bell, Chief Financial Officer

### APPROVAL OF AGENDA

**Mr. Woolf**, seconded by **Ms. Carnahan**, moved to APPROVE Agenda.

With no objection, the agenda was APPROVED.

### APPROVAL OF MEETING MINUTES

a) Meeting Minutes of December 15, 2020

**Ms. Fitzgerald**, seconded by **Ms. Gatewood**, moved to APPROVE the meeting minutes.

With no objection, the minutes were APPROVED.

### NEW BUSINESS

a) Introduction to new Chair, Council Member Lonny Marney

**Chair Rogers** introduced the new Chair for the Hotel/Motel Discretionary Fund Committee for the upcoming year, Council Member Lonny Marney.

**Mr. Marney** introduced himself and stated that he has lived in Fairbanks for almost 47 years; he shared that he has been married for 40 years and has two sons. He explained that he was elected to the City Council in October and has been retired since last December.

**Chair Rogers** asked the committee members to introduce themselves to Mr. Marney. Introductions followed in the same order as the distribution amounts were to be announced.

b) Announcement of Discretionary Fund Awards for 2021 Distribution

**Chair Rogers** explained about the value and importance of the work that the Hotel/Motel Discretionary Fund Committee puts into the process for organizations in Fairbanks.

Each member read their individual allocations into the record; Ms. Bell verified that the numbers matched the allocations as they were sent to her. The distribution of funds was as follows:

| <b>Name of Organization</b>                | <b>Award Amount</b> |
|--|---------------------|
| Fairbanks Litter Patrol                    | \$ 10,000           |
| Fairbanks Racing Lions Club, Inc.          | 4,387               |
| World Eskimo-Indian Olympics, Inc.         | 20,017              |
| Literacy Council of Alaska                 | 3,597               |
| World I.C.E. Association, d/b/a ICE Alaska | 30,958              |
| Alaska Dog Musers Association              | 22,786              |
| Fairbanks Community Band, Inc.             | 5,933               |
| Fairbanks Youth Soccer Association         | 7,250               |
| Friends of Creamers Field                  | 10,150              |
| Alaska Songbird Institute                  | 4,992               |
| Tanana Valley State Fair Association       | 28,473              |
| Fairbanks Community Museum                 | 16,150              |
| Cold Steel Pan Orchestra                   | 1,930               |
| Georgeson Botanical Garden Friends         | 6,000               |
| Festival Fairbanks, Inc.                   | 23,417              |
| Clay Street Cemetery Commission            | 7,567               |
| University of Alaska Museum of the North   | 3,850               |
| Fairbanks Arts Association                 | 62,543              |
| <b>TOTAL</b>                               | <b>\$ 270,000</b>   |

Ms. Bell announced that a copy of the document stating the award amounts will be sent to the Clerk's Office, and that the document will be posted and available online.

**NEXT MEETING (Wrap-up)**

**Chair Rogers** reviewed the available meeting dates for the wrap-up meeting. After some discussion, it was determined that the best meeting date and time would be Friday, January 15 at noon.

**Ms. Gatewood** asked what is suggested to do with the hard copies of applications from prior years. **Chair Rogers** stated members may use the shred bin at the Clerk's Office in City Hall if they choose not to keep the hard copies. **Ms. Fitzgerald** stated that she keeps her hard copies for the sake of reference.

**ADJOURNMENT**

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

With no further discussion, the meeting was declared ADJOURNED at 12:39 p.m.

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Lonny Marney, Chair

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Diana Hebel, Deputy City Clerk I

Transcribed by: DH

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. **Organizations electing to use 2020 funds in 2021 are not eligible to apply.**
- 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 Monday, November 2, 2020.** The application must be received by the City Clerk's Office or if mailed, postmarked no later than October 31, 2020, 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 November 2 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  
2020 APPLICATION**

Original   
Copy

This application is due no later than **Monday, November 2, 2020** for fund distribution in early 2021.

**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)

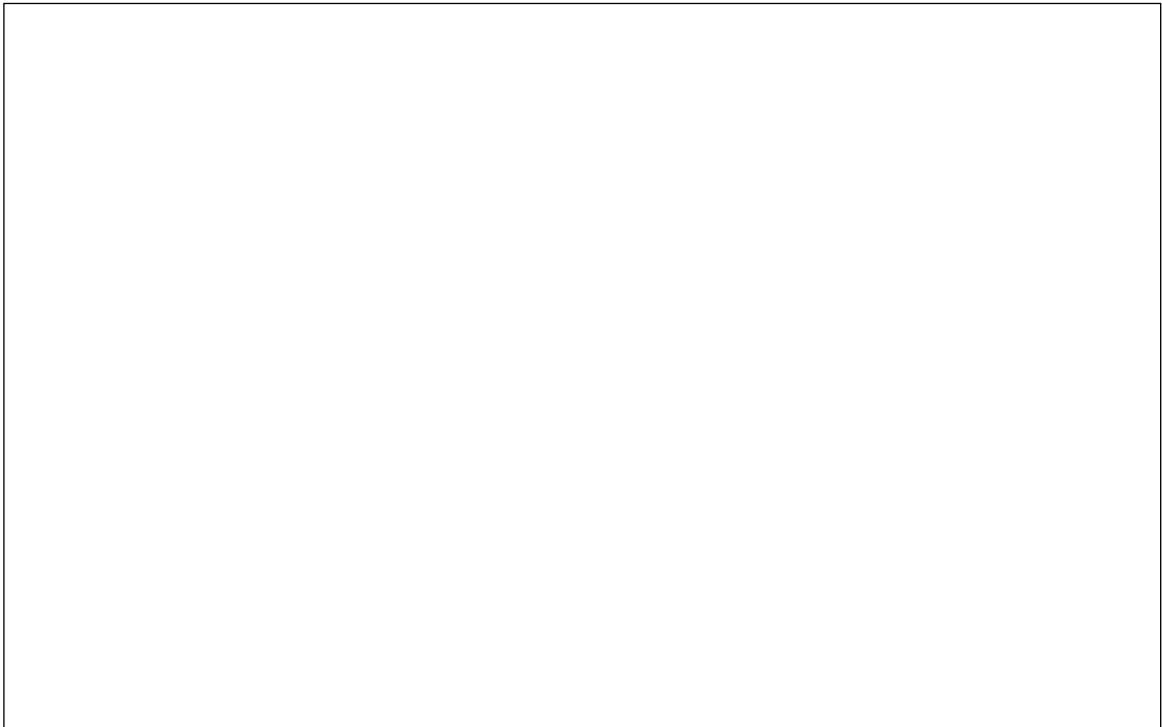
5. Current Board of Directors:

6. Is applicant a nonprofit organized under the laws of Alaska? Yes  No   
Taxpayer Identification Number (TIN):   
Alaska Business License #  City Business License #

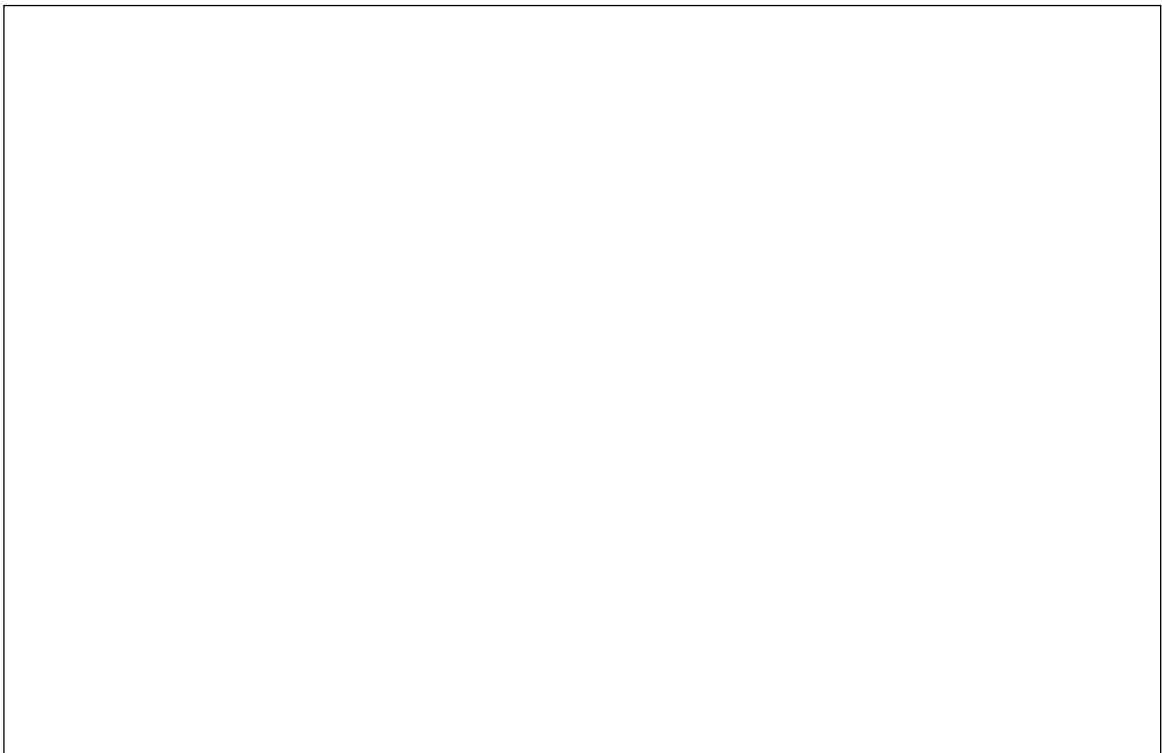
7. Prior Hotel/Motel funding awarded to the applicant:  
 Check this box if applicant has never received hotel/motel discretionary funds.  
2020:  2019:   
2018:  2017:

8. Amount of funding requested for dispersal in 2021\*:   
\*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 |
|----------------------|--------|
| _____                | _____  |
| _____                | _____  |
| _____                | _____  |
| _____                | _____  |
| _____                | _____  |
| _____                | _____  |
| _____                | _____  |
| _____                | _____  |
| <b>TOTAL AMOUNT*</b> | _____  |

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

**BUDGET NARRATIVE:**

**Applicants that received Hotel-Motel Discretionary Funds in 2020 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, 2020 or September 30, 2020; 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, 2020 or September 30, 2020; 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., Monday, November 2, 2020, or if mailed, postmarked no later than October 31, 2020, 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<br>FISCAL YEAR<br>ANNUAL SALARY                    | CURRENT<br>FISCAL YEAR<br>ANNUAL SALARY                 | PROPOSED<br>FISCAL YEAR<br>ANNUAL SALARY                |
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# 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.