




To: Members of Dublin City Council
From: Dana McDaniel, City Manager 
Date: December 1, 2016
Initiated By: Angel L. Mumma, Director of Finance
Re: Hotel/Motel Tax Grant Process

Background

Annually, funding from the hotel/motel tax is appropriated for the purpose of awarding grants to not-for-profit organizations. Grants are available for entertainment/cultural events and beautification projects that enhance visitor appeal, encourage overnight stays and enhance the quality of life in the City.

In an effort to streamline the grant review process in 2012, the Administration was asked to look for alternative ways to review the grants, including the possibility of administrative approval for routine funding requests. At that time, the Administration proposed and City Council concurred with the following process:

- Any request for City services in which approval has been granted within the previous five years and the dollar amount requested does not exceed the amount granted in any one year of the previous five years will be administratively approved. The organization must have fulfilled all grant requirements in previous year(s) in order to qualify for administrative approval.
- Any request for City services in which approval has been granted within the previous five years and the dollar value exceeds the amount granted in any one year of the previous five years will be forwarded to the Finance Committee for review and recommendation to City Council.
- Any request from an organization for the cost of City services related to a race event (i.e. charity run) will be forwarded to the Finance Committee for review and recommendation.
- Any request from an organization that has not received funding within the previous five years, whether for City services or other funding will be forwarded to the Finance Committee for review and recommendation.
- Any request for funding beyond the cost of City services will be forwarded to the Finance Committee for review and recommendation.

For any request administratively approved, the Finance Committee continues to make a formal recommendation to City Council for approval; the administrative approval process simply

eliminates the need for the Finance Committee to review that organization's request during the Finance Committee meeting. The Finance Committee continues to reserve the right to hear any applicant requesting a hotel/motel tax grant, including those that had been administratively approved.

Request for funding for walking/running/biking events that temporarily close public roadways

Over time, there have been a number of organizations sponsoring walking/running/biking events that have requested financial support through the hotel/motel tax grant process. Many of these events require the temporary closure of public roadways in order to accommodate the event itself and ensure participant safety. However, roadway closures do have an adverse impact on Dublin residents.

This issue was discussed with members of the Finance Committee during the November 28, 2016 hotel/motel tax grant review meeting and it was determined that the recommendation to City Council would be to clarify in the grant documentation that walks/runs/biking events that would close public streets would not be considered for hotel/motel tax grant funding. This limitation would not preclude an organization from holding such an event within the City. Like any other event, the organization that intends to hold such an event would submit an application to the Division of Events Administration. The issuance of the event permit would be in accordance with the process outlined in the Community Event guidebook (<http://dublinohiousa.gov/events/event-guidebook-event-application/>).

So that organizations are aware that hotel/motel tax grants will not be awarded to organizations sponsoring a walk/run/bike which would close public roadways, Staff proposes adding the following list of limitations listed for the hotel/motel tax grant funding:

Limitations

Because the City cannot fund every worthwhile endeavor, resources are directed to those areas where public support will have the greatest impact. The following are not eligible for funding:

- *Individuals*
- *Organizations that support political candidates or political philosophies*
- *Organizations whose primary purpose is to influence, promote or attempt to initiate legislation*
- *Organization in need of funding for travel outside of Dublin*
- *For-profit ventures*
- *Budget deficits incurred prior to application*
- *Endowments*
- *Walking, jogging, running or biking events which would require the temporary closure of any public roadway*

Staff would further recommend that any applications for hotel/motel tax grant funding that are received for walking/running/biking events which require the temporary closure of public roadways be administratively denied.

Recommendation

Staff recommends that City Council approve the stipulation that hotel/motel tax grant funding will not be used for walking/running/biking events in which a temporary closure of a public roadway is required. Furthermore, for any application that is submitted which falls into this category, Staff is requesting the authority to administratively deny such a request. The Finance Committee continues to reserve the right to hear any applicant requesting a hotel/motel tax grant, including those that had been administratively approved and denied.