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Memo

To: Members of Dublin City Council
From: Dana L. McDaniel, City Manager
Date: June 25, 2020
Initiated By: Matthew L. Stiffler, Director of Finance
Re: Policy Regarding Hotel Motel Tax Community Grants

Background

Policy on the Administrative Approval Process

As the Committee is aware, each fall, the City accepts applications for grant funding from the Hotel/Motel Tax Fund. The Finance Committee considers those requests in late November and makes a recommendation to City Council at the last meeting of the year.

Beginning in 2012, the Finance Committee allowed for an administrative approval process which would allow for the administration to approve routine funding requests under certain circumstances. More specifically, the established process was as follows:

- 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, within a reasonable amount 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 amount 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.
- Allows for administrative denial of grants for funding events that are received for events which require the temporary closure of public roadways.

It was further recommended that for any request that was administratively approved, the Finance Committee would continue to make a formal recommendation to City Council for approval.

The purpose of establishing an administrative approval process was to eliminate the need for the Finance Committee to review routine requests during the late November meeting.

The Finance Committee continues to reserve the right to hear any applicant requesting a hotel/motel grant, including those that had been administratively approved or denied. Staff would provide a listing of the administrative recommendations to the Committee in advance of the Finance Committee meeting so that there is sufficient time to review.

Policy on Events Eligible for Funding

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.

Historically, 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. In 2016, Council determined hotel/motel tax grants will not be awarded to organizations sponsoring a walk/run/bike which would close public roadways.

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

Hotel/motel tax grant funding that are received for walking/running/biking events which require the temporary closure of public roadways will be administratively denied.

Policy on the Appropriation of Hotel Motel Funds to Community Organizations

There is no policy setting the level of appropriation for community grants. Staff have put forward a recommended appropriation of \$200,000 since 2009. This recommended appropriation is subject to approval by City Council who may adjust it up or down as part of the operating budget process.

Recommendation

Memo re. Policy Regarding Hotel Motel Tax Community Grants
June 25, 2020
Page 3 of 3

Information only.

Organization	Event	2020			2019			2018			2017		
		Request	Approved	Revised	Request	Approved	Actual	Request	Approved	Actual	Request	Approved	Actual
Arthritis Foundation	Arthritis Foundation Classic Auto Show and Cruise-In	\$ 10,000	\$ 25,000	\$ 25,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 9,895	\$ 10,000	\$ 10,000	\$ 10,000
Dublin AM Rotary	Blarney Bash							\$ 10,000	\$ 10,000	\$ 8,281	\$ 10,000	\$ 10,000	\$ 9,136
Dublin AM Rotary and HDBA	Classic Car Show	\$ 2,000	\$ 2,000	\$ 2,000									
Dublin Arts Council	An Art & Wellness Discovery Series Event	\$ 25,000	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 22,000	\$ 22,000	\$ 25,000	\$ 23,000	\$ 23,000
Dublin Jerome HS Sen. Class	Dublin Jerome High School Homecoming Parade 2020	\$ 1,685	\$ 1,685	\$ 1,685	\$ 1,565	\$ 1,565	\$ 1,320	\$ 1,425	\$ 1,400	\$ 1,200	\$ 1,112	\$ 1,112	\$ 965
Dublin Music Boosters	Dublin Band Showcase 2020	\$ 5,665	\$ 1,100	\$ 1,100									
Dublin Scioto Lacrosse Boosters	The Ohio Middle School Lacrosse Tournament	\$ 8,000	\$ 3,000	cancelled	\$ 8,000	\$ 6,295	\$ 6,295	\$ 8,000	\$ 7,000	\$ 5,937	\$ 11,000	\$ 8,000	\$ 5,250
Dublin Soccer League	Dublin Charity Cup Soccer Tournament	\$ 9,840	\$ 9,000	\$ 9,000	\$ 10,200	\$ 10,000	\$ 10,000	\$ 12,854	\$ 12,820	\$ 12,070	\$ 13,798	\$ 13,798	\$ 13,798
Dublin Special Olympics	Shamrock Games	\$ 2,000	\$ 2,000	cancelled	\$ 3,500	\$ 2,000	\$ -				\$ 3,500	\$ -	\$ -
Dublin United Soccer Cup	Dublin United Champions Cup	\$ 6,875	\$ 5,000	\$ 5,000	\$ 8,000	\$ 5,340	\$ 5,340	\$ 8,000	\$ 4,000	\$ 4,000	\$ 7,875	\$ 4,000	\$ 4,000
Dublin Youth Athletics	Wayne Williams Memorial Tournament	\$ 23,000	\$ 20,000	cancelled	\$ 27,500	\$ 23,000	\$ 18,680	\$ 25,000	\$ 23,000	\$ 20,850	\$ 22,150	\$ 22,150	\$ 22,150
Club Ohio Soccer	Club Ohio Nike Challenge Cup	\$ 12,000	\$ 5,000	cancelled	\$ 12,500	\$ 7,500	\$ 7,500	\$ 15,000	\$ 7,000	\$ 7,000	\$ 13,000	\$ 13,000	\$ 11,000
Crawford Hoying Foundation	Dublin Market	\$ 25,000	\$ 15,000	\$ 15,000									
Crawford Hoying Foundation	ForeFest	\$ 50,000	\$ 22,000	\$ 22,000	\$ 25,000	\$ 22,000	\$ 22,000						
Crohn's and Colitis Foundation	2020 Take Steps Walk	\$ 1,500	\$ 500	cancelled							\$ 5,000	\$ -	\$ -
Grant SIDS	Grant SIDS 5k Walk/Run										\$ 1,000	\$ 1,000	\$ 1,000
HDBA	Historic Dublin Business Assoc. Events	\$ 55,000	\$ 50,000	\$ 50,000	\$ 60,000	\$ 50,000	\$ 47,365	\$ 50,000	\$ 50,000	\$ 48,804	\$ 58,000	\$ 50,000	\$ 49,515
Kiwanis Club of Dublin	Frog Jump	\$ 5,000	\$ 5,000	cancelled	\$ 5,000	\$ 5,000	\$ 3,651	\$ 6,000	\$ 5,500	\$ 3,481	\$ 5,000	\$ 5,000	cancelled
Ohio Premier Soccer Club	Ohio Premier Invitational	\$ 7,500	\$ 7,500	\$ 7,500	\$ 9,500	\$ 7,300	\$ 7,300	\$ 8,000	\$ 7,000	\$ 6,925	\$ 10,500	\$ 7,000	\$ 7,000
Ohio University	Tantrum Theater							\$ 20,000	\$ 20,000	\$ 20,000	\$ 18,000	\$ 18,000	\$ 18,000
SAFECON	SAFECON										\$ 10,000	\$ 10,000	\$ 10,000
World Archery of Ohio	Buckeye Classic	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 30,150	\$ 22,280	\$ 22,280			
Total		\$ 275,065	\$ 218,785	\$ 183,285	\$ 230,765	\$ 200,000	\$ 189,451	\$ 229,429	\$ 202,000	\$ 192,723	\$ 224,935	\$ 196,060	\$ 184,814