

# NEIGHBORHOOD TOURIST DEVELOPMENT FUND

## RULES AND REGULATIONS

### I. Purpose

These Rules and Regulations are established as authorized by Section 2-931, Code of General Ordinances to govern the form, method, and procedures used in making recommendations on the disbursement of Neighborhood Tourist Development Funds, and for the conduct and administration of the affairs of the committee.

### II. Chairperson

- A. The Mayor appoints the chairperson. If the chairperson is unable to attend a meeting of the committee, he/she will appoint an acting chair. If the chairperson is unable to attend a meeting of the committee and fails to appoint an acting chair, one will be elected by majority vote of the members in attendance.
- B. The chairperson will call for meetings of the committee, set agendas, and provide general direction for the conduct of business at meetings.
- C. The chairperson will represent the committee in communicating recommendations, inquiries, and requests to the Mayor and City Council
- D. The chairperson will coordinate communications with City staff regarding requests and instructions issued by the committee.

### III. Meetings

- A. The committee will meet quarterly to review applications for funding for events to occur in the current budget year:
  1. First quarter. The committee will meet in May to review applications submitted before May 1.
  2. Second quarter. The committee will meet in August to review applications submitted before August 1.
  3. Third quarter. The committee will meet in November to review applications submitted before November 1.
  4. Fourth quarter. The committee will meet in February to review applications submitted before February 1.
- B. The committee will schedule meetings in the month of January to review - applications for funding for events to occur in the upcoming budget year.
- C. The chairperson may schedule special meetings at other times as needed to conduct affairs of the committee.
- D. The chairperson must schedule a special meeting if at least five members request that a special meeting be held.
- E. A quorum of eight members in attendance is needed for the committee to convene a meeting.
- F. Staff of Neighborhood and Community Services will record meetings and distribute minutes

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### IV. Attendance

- A. Members are encouraged to attend all meetings and to notify the chairperson when they are unable to attend a scheduled meeting.
- B. Staff will maintain a record of attendance of members at meetings of the committee.
- C. Records of attendance will be made available upon request to any member, or city council representative. Staff will prepare and distribute an annual record of attendance to the committee and City Council.

### V. Subcommittees

- A. The chairperson can appoint subcommittees as needed to conduct business of the committee.
- B. Depending on to the volume of applications, it may be necessary to assign them to subcommittees for review. While committee members are expected to review all applications, subcommittees will more closely review their assigned applications.

### VI. Review Process

- A. Quarterly Review. At quarterly meetings, the committee will review applications for funding for events to occur during the current budget year.
- B. Annual Review. The committee will meet in January to review applications for funding for events to occur during the next budget year.
- C. Deadlines. In order to provide sufficient time for staff to copy and distribute applications, and for committee members to review the material, deadlines for submitting applications are established:
  - 1. First quarter — May 1.
  - 2. Second quarter — August 1.
  - 3. Third quarter — November 1.
  - 4. Fourth quarter — February 1.
  - 5. Annual — October 15.
- D. Distribution of Copies of Submitted Applications. Staff will distribute copies of applications that were received prior to the deadline, along with staff reports to committee members at least one week in advance of quarterly meetings. Copies of applications submitted for the annual review will be distributed along with staff reports by December 15.
- E. Staff Report. Will review each submitted application and report on the following:
  - 1. Whether or not the agency appears eligible for funding.
  - 2. Whether or not the event appears eligible for funding.
  - 3. Agency compliance with contract requirements for previously funded events.
- F. Agency Representation at Meetings. Agencies applying for funding will be invited to appear before the committee to answer questions and provide additional information as may be requested by the committee.

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- G. Late applications. Agencies submitting applications after the deadline but prior to the scheduled review meeting will be required to provide twenty copies of their application. If possible, staff will review the application and provide a staff report at the meeting. These applications will be added at the bottom of the review agenda for the meeting.
- VII. Application for Funding
  - A. Applications for funding must be submitted on forms approved by the committee. Copies of these forms are included in Appendix A.
- VIII. Committee Recommendations
  - A. Vote requirement. Recommendations of the Committee will be established by majority vote of the members present at the meeting.
  - B. Form. Committee recommendations will be communicated to the Mayor and City Council in the form of a memorandum signed by the chairperson.
  - C. Content. The memorandum that communicates the Committee recommendation- will state the funding level requested by the applicant and the funding level recommended by the Committee following their review of the application.
- IX. Voting
  - A. Voting of the Committee will be by voice vote and the chair will declare the results. If unable to determine a majority position from a voice vote, the chair may call for a roll call vote or show of hands and votes will be counted. Any member of the committee may challenge the declared results of a voice vote and request a roll call vote or show of hands and votes will be counted. In the case of a tie vote, the chair shall break the tie.
- X. Reports
  - A. Staff will prepare a quarterly report containing the following -
    1. Agencies that have applied for funding for events in the current year.
    2. Council districts of the event locations.
    3. Requested funding levels for the events.
    4. Funding levels recommended by the Committee.
    5. Funding levels approved by the Council.
    6. Funds available at the beginning of the year.
    7. Funds obligated.
    8. Balance available.

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### XI. Modifications in Events Following Recommendation

A. Committee recommendations are based upon information presented in applications for funding. It is recognized that changing circumstances may lead to a desire to change certain elements of an event, like date and location, following the committee recommendation but prior to the event. Significant changes in these or similar elements could lead to the event being considered as a new project that must be reviewed by the Committee. A change in the date of the event is significant if it changes by more than 45 days before or 45 days after the date stated in the application. Event locations may change provided the new location is not outside the geographic boundaries of the neighborhood to be served as described in the application.

### XII. Amendments

A. Amendments to these Rules and Regulations may be proposed by Committee members at a meeting of the Committee. An affirmative vote of those present at the meeting, but in no case fewer than six members, is required to approve amendments.