



FAIRBANKS CITY COUNCIL
AGENDA NO. 2020-28
REGULAR MEETING – DECEMBER 7, 2020
MEETING WILL BE HELD VIA ZOOM WEBINAR AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

It is the mission of the City of Fairbanks to provide quality essential services to all City residents to ensure Fairbanks is a vibrant place to live, work, thrive, and visit.

REGULAR MEETING
6:30 p.m.

1. ROLL CALL
2. INVOCATION
3. FLAG SALUTATION
4. CEREMONIAL MATTERS (Proclamations, Introductions, Recognitions, Awards)
5. CITIZENS' COMMENTS, oral communications to the City Council on any item not up for public hearing. Testimony is limited to three minutes, and the comment period will end no later than 7:30 p.m. Any person wishing to speak needs to complete the register located in the hallway. Respectful standards of decorum and courtesy should be observed by all speakers. Remarks should be directed to the City Council as a body rather than to any particular Council Member or member of the staff. In consideration of others, please silence all cell phones and electronic devices.

NOTE: Due to concerns over the COVID-19 pandemic, special procedures are being implemented for City Council Meetings. The Mayor, Council Members, and the public may participate remotely during this time. Citizens may have written comments read into the record if submitted to the City Clerk in advance, or citizens may provide testimony via Zoom webinar if registered to do so in advance of the meeting (the three-minute time limit applies to all forms of public testimony). To help achieve social distancing, the seating in Council Chambers is spread out and limited. No more than 30 individuals will be allowed in the Chambers at the same time. Citizens arriving after the maximum number has been reached will be directed to wait in another area until it is their turn to speak to the Council. Meeting attendees must wear a mask or face covering (masks will be provided to those who do not have one). We thank you for your understanding and cooperation during this time.

6. APPROVAL OF AGENDA AND CONSENT AGENDA

Approval of Consent Agenda passes all routine items indicated by an asterisk (*). Consent Agenda items are not considered separately unless a Council Member so requests. In the event of such a request, the item is returned to the General Agenda.

7. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

8. SPECIAL ORDERS

- a) The Fairbanks City Council will hear interested citizens concerned with the following Liquor License Applications for Renewal. Public Testimony will be taken and limited to three minutes.

Lic. #	DBA	License Type	Licensee	Premises Address
270	Lavelle’s Taphouse	Beverage Dispensary	Lavelle’s Taphouse, LLC	414 2nd Avenue, Suite B
4488	RJ’s Lounge & Grill	Beverage Dispensary	Roy J Stoltz	3450 Airport Way
5767	Denny’s	Restaurant/ Eating Place	D of Alaska, Inc.	1929 Airport Way

9. MAYOR'S COMMENTS AND REPORT

- a) Special Reports

10. COUNCIL MEMBERS’ COMMENTS

11. UNFINISHED BUSINESS

- a) Resolution No. 4944, as Amended – A Resolution Stating the City of Fairbanks Legislative and Capital Priorities for 2021. Introduced by Mayor Matherly and Council Members Kun, Therrien, and Rogers.

12. NEW BUSINESS

- *a) Ordinance No. 6145 – An Ordinance Adopting the 2021 Operating and Capital Budgets. Introduced by Mayor Matherly.

13. DISCUSSION ITEMS (Information and Reports)
 - a) Committee Reports

14. WRITTEN COMMUNICATIONS TO THE CITY COUNCIL
 - *a) Hotel/Motel Discretionary Fund Committee Meeting Minutes of February 28, 2020
 - *b) Hotel/Motel Discretionary Fund Committee Meeting Minutes of November 2, 2020
 - *c) Memorandum Regarding Temporary, Part-Time FECC Dispatchers
 - *d) Acknowledgement of Payment of Lateral Hire Sign-on Bonus (FPD)

15. COUNCIL MEMBERS' COMMENTS

16. CITY CLERK'S REPORT

17. CITY ATTORNEY'S REPORT

18. EXECUTIVE SESSION
 - a) IBEW Labor Negotiation Strategy

19. ADJOURNMENT



City of Fairbanks

Office of the City Clerk

800 Cushman Street

Fairbanks, AK 99701

(907)459-6715

Fax (907)459-6710

MEMORANDUM

TO: Mayor Jim Matherly and City Council Members

FROM: D. Danyielle Snider, MMC, City Clerk 

SUBJECT: Liquor License Renewals

DATE: December 2, 2020

Notice has been received from the State Alcohol & Marijuana Control Office (AMCO) for the following liquor license renewals:

Lic. #	DBA	License Type	Licensee	Address
270	Lavelle's Taphouse	Beverage Dispensary	Lavelle's Taphouse, LLC	414 2nd Avenue, Suite B
4488	RJ's Lounge & Grill	Beverage Dispensary	Roy J Stoltz	3450 Airport Way
5767	Denny's	Restaurant / Eating Place	D of Alaska, Inc.	1929 Airport Way

Pursuant to FGC Sec. 14-178 the Council must determine whether to protest liquor license renewal applications after holding a public hearing.

Per the Council's request, the Police Department has included a call report for the locations listed. Asterisked items in the attached call reports indicate that the call was attributed to the business itself.

There are no department-recommended protests to the above-listed liquor license renewals.

CITY OF FAIRBANKS PUBLIC SAFETY

Lavelle`s Taphouse 414 2nd ave suite B

11/11/2019-11/09/2020

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
* 20004096	10/29/2020 20:52	HARASSMENT -	414 SECOND AVE	O16	RPT	10/30/2020 00:16:12

Total Number of Events Listed: 1

CITY OF FAIRBANKS PUBLIC SAFETY

RJ's Lounge & Grill 3450 Airport Way

11/11/2019-11/09/2020

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
* <i>Civil Issue</i>	10/23/2020 05:30	FAMILY DIST - JUST	3450 AIRPORT WAY	O53	NRP	10/23/2020 06:34:50
	08/01/2020 16:54	SUPPLEMENTAL-	3450 AIRPORT WAY	O41	NRP	08/02/2020 06:54:17
* 20002038	06/14/2020 13:06	PAST VEHICLE THEFT	3450 AIRPORT WAY	O57	RPT	06/14/2020 14:16:10
	12/11/2019 13:49	CIVIL PROBLEM	3450 AIRPORT WAY	O3	NRP	12/11/2019 14:45:53

Total Number of Events Listed: 4

CITY OF FAIRBANKS PUBLIC SAFETY

Denny's 1929 Airport way

11/11/2019-11/09/2020

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
	* 10/28/2020 23:29	TRESPASS/UNWANTE	1929 AIRPORT WAY	O19	NRP	10/28/2020 23:52:40
20003973	10/22/2020 08:44	THEFT FROM	1929 AIRPORT WAY	DESK	RPT	10/22/2020 08:52:18
20003713	* 10/03/2020 09:55	ASSAULT - DELTA	1929 AIRPORT WAY	O53	RPT	10/03/2020 12:20:17
20003692	10/01/2020 22:58	SUSP	1929 AIRPORT WAY	O55	RPT	10/01/2020 23:54:07
	09/26/2020 00:03	OFFICER ADVICE	1929 AIRPORT WAY	O55	NRP	09/26/2020 01:55:55
	* 08/28/2020 21:32	DISTURBANCE	1929 AIRPORT WAY	O57	NRP	08/28/2020 22:21:03
	08/23/2020 23:36	911 HANG-UP -	1929 AIRPORT WAY	O56	NRP	08/24/2020 01:04:56
	07/09/2020 18:25	WELFARE CHECK -	1929 AIRPORT WAY	O26	NRP	07/09/2020 20:36:09
	* 06/27/2020 07:11	TRESPASS/UNWANTE	1929 AIRPORT WAY	O53	NRP	06/27/2020 07:27:53
	* 02/23/2020 00:15	TRESPASS/UNWANTE	1929 AIRPORT WAY	O52	NRP	02/23/2020 00:59:28
	02/22/2020 16:35	SI - FIELD CONTACT	1929 AIRPORT WAY	O13	NRP	02/22/2020 16:51:23
	* 02/22/2020 16:19	TRESPASS/UNWANTE	1929 AIRPORT WAY	O13	NRP	02/22/2020 16:52:54
	* 02/15/2020 03:44	TRESPASS/UNWANTE	1929 AIRPORT WAY	S5	NRP	02/15/2020 05:30:53
20000518	* 02/14/2020 21:06	TRESPASS/UNWANTE	1929 AIRPORT WAY	L3	RPT	02/14/2020 22:39:42
<i>Stab person</i>	* 02/10/2020 19:01	TRESPASS/UNWANTE	1929 AIRPORT WAY	S1	NRP	02/10/2020 19:47:17
	* 02/07/2020 04:28	TRESPASS/UNWANTE	1929 AIRPORT WAY	O17	NRP	02/07/2020 04:47:57
	* 02/07/2020 04:02	TRESPASS/UNWANTE	1929 AIRPORT WAY	O19	NRP	02/07/2020 04:18:57
	* 12/21/2019 03:53	AOA - NON URGENT -	1929 AIRPORT WAY	O17	NRP	12/21/2019 04:18:59
<i>Trespass</i>	* 12/06/2019 03:15	DISTURBANCE	1929 AIRPORT WAY	O17	NRP	12/06/2019 03:42:42
<i>Trespass</i>	* 11/22/2019 23:20	DISTURBANCE	1929 AIRPORT WAY	O26	NRP	11/22/2019 23:37:11
	11/14/2019 23:28	URGENT WELFARE	1929 AIRPORT WAY	O54	NRP	11/14/2019 23:50:27

Total Number of Events Listed: **21**

RESOLUTION NO. 4944, AS AMENDED

**A RESOLUTION STATING THE CITY OF FAIRBANKS
LEGISLATIVE AND CAPITAL PRIORITIES FOR 2021**

WHEREAS, the City is grateful for the funding provided by the State of Alaska which has added significantly to the City's ability to provide essential services; and

WHEREAS, many of the services the City provides are centered on protecting the lives and property of Fairbanks citizens; preparedness and infrastructure are key in that endeavor; and

WHEREAS, the City of Fairbanks has identified the following legislative and capital priorities, and the public had the opportunity to speak to this Resolution at the November 23, 2020 City Council meeting.

NOW, THEREFORE, BE IT RESOLVED by the Fairbanks City Council that the 2021 legislative and capital priorities of the City of Fairbanks are stated in the attached list. In summary, the projects are ranked as follows:

2021 Legislative Priorities

1. Maintain PERS contribution rates
2. Maintain a baseline of \$60 million annually in Community Assistance Program funding
3. Examine methodology for distribution of any new CARES Act funding
4. **That the legislature decide upon and implement new funding sources and cost-saving measures for State expenditures**
5. **Increase SART Funding**

2021 Capital Priorities

1. Provide funding for construction of a Law Enforcement Firing Range and Training Facility
2. Provide funding for the replacement of the City Hall heating system

BE IT FURTHER RESOLVED that the City Clerk is directed to send copies of this resolution to the Office of the Governor and the Interior Alaska Legislative Delegation.

PASSED and APPROVED this 23rd day of November 2020.

Jim Matherly, City Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Paul Ewers, City Attorney



CITY OF FAIRBANKS

Jim Matherly, Mayor
800 CUSHMAN STREET
FAIRBANKS, ALASKA 99701-4615
OFFICE: 907-459-6793
FAX: 907-459-6787
jmatherly@fairbanks.us

City of Fairbanks 2021 Legislative & Capital Priorities As Amended

Overview: Unlike the State of Alaska, the City of Fairbanks is on a fiscal calendar year. When the State of Alaska decides to reduce expenses by cost-shifting to the municipalities, the City is half-way through our budget year. We have few tools available to adjust our budget to meet the State's cost-shifting moves. Understanding and consideration of this fact is important to the City of Fairbanks.

1. **PERS Contribution Rate:** The City of Fairbanks supports maintaining the 22% PERS contribution rate as was agreed to by PERS employers and the State in allocating the unfunded liability.
2. **Community Assistance Program:** The City of Fairbanks is concerned with the yearly reductions in the community assistance program. The City requests that the State fund a baseline floor of \$60 million annually to the program.
3. **CARES Act Funding:** We are thankful for the CARES Act funding that we have received, and the City's intent was to ensure as much of the funding was directed to individuals, businesses, non-profits, and medical facilities directly impacted by the COVID19 pandemic. We feel we have set a standard of excellence in comparison to programs around the State of Alaska. As this virus drags on through the winter, it is our hope that more CARES Act funding will become available to communities such as ours. If additional CARES Act funding is forthcoming, we request the following:
 - a. Award the money to municipalities without any additional State restrictions.
 - b. Change the State of Alaska CARES distribution model that was used for the first CARES distribution to a model that rewards municipalities that delivered funding quickly and effectively to its citizens.

4. **New State Funding Sources and Cost-Saving Measures: With declining oil revenues, it is important to continue to examine other revenue generating methodologies while maintaining downward pressure on cost growth. The City of Fairbanks encourages the State Legislators to develop solutions on both sides of the budget equation, revenues and expenditures.**
5. **Sexual Assault Response Team (SART) Funding: Continued State funding is important to maintain medical and social responses to sexual assault.**
6. **Construction of a Law Enforcement Firing Range and Training Facility:** The City of Fairbanks has joined a collaborative regional effort to obtain property and construct a law enforcement firing range and training facility. The law enforcement range that was located on the Fairbanks International Airport property has closed. Having a shooting range/training facility on airport property has been historically problematic. The current rules surrounding the range make basic training topics and drills difficult and sometimes outright prohibited. Current rules also prohibit law enforcement from bringing citizen groups (such as citizen police academies) to the range during these public training programs. During 2018, areawide law enforcement agencies were notified the firearms training range would be shut down within the next year. There is currently no other firearms training facility within interior Alaska that is capable of functioning as a training range.

A new range facility would be open to and serve every local, state, and federal law enforcement agency within interior Alaska. It would also serve as the primary training site for our interior Alaska police academy. At a time when law enforcement is under constant scrutiny and expected to perform at the highest level of professionalism, a high level of training and a professional training environment is essential.

7. **Replacement of the City Hall Heating System:** The current heating system for City Hall is the original steam heating system. This system is well beyond its life cycle and needs replacing. The magnitude of this effort, which will need to be completed within a few short summer months, is projected to cost \$5M because of the asbestos and lead based paint that most certainly will be encountered. The City requests \$4M from the Capital program to replace the heating system, the City will fund the additional \$1M.

ORDINANCE NO. 6145

**AN ORDINANCE ADOPTING THE 2021 OPERATING
AND CAPITAL BUDGETS**

WHEREAS, pursuant to City Charter Section 5.2, on October 20, 2020, Mayor Matherly presented a recommended annual operating and capital budget estimate for 2021; and

WHEREAS, the proposed budget has been reviewed by the City Council, Finance Committee, and Department Directors, and their suggested changes to the Mayor's recommended budget are disclosed in the increase (decrease) columns.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows [amendments shown in **bold** font; deleted text in ~~font~~]:

SECTION 1. There is hereby appropriated to the 2021 General Fund and Capital Fund budgets the following sources of revenue and expenditures in the amounts indicated to the departments named for the purpose of conducting the business of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2021 and ending December 31, 2021 (see pages 2 and 3).

GENERAL FUND

REVENUE	MAYOR PROPOSED BUDGET	REVIEW PERIOD INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Taxes, (all sources)	\$ 21,566,773	\$ (300,000)	\$ 21,266,773
Charges for Services	5,566,800	-	5,566,800
Intergovernmental Revenues	1,473,000	-	1,473,000
Licenses & Permits	1,759,950	-	1,759,950
Fines, Forfeitures & Penalties	486,500	-	486,500
Interest & Penalties	185,500	-	185,500
Rental & Lease Income	150,562	(4,800)	145,762
Other Revenues	221,000	-	221,000
Other Financing Sources	4,824,283	-	4,824,283
Total revenue appropriation	<u>\$ 36,234,368</u>	<u>\$ (304,800)</u>	<u>\$ 35,929,568</u>
EXPENDITURES			
Mayor Department	\$ 689,354	\$ -	\$ 689,354
Legal Department	202,469	-	202,469
Office of the City Clerk	428,392	(5,099)	423,293
Finance Department	956,686	-	956,686
Information Technology	2,322,265	-	2,322,265
General Account	3,871,000	(202,500)	3,668,500
Police Department	7,414,671	-	7,414,671
Dispatch Center	2,563,194	5,000	2,568,194
Fire Department	7,367,999	-	7,367,999
Public Works Department	8,619,313	50,000	8,669,313
Engineering Department	799,163	3,000	802,163
Building Department	664,314	-	664,314
Total expenditure appropriation	<u>\$ 35,898,820</u>	<u>\$ (149,599)</u>	<u>\$ 35,749,221</u>
Estimated general fund balance	\$ 9,999,556	\$ -	\$ 9,999,556
Increase (Decrease) to fund balance	335,548	(155,201)	180,347
2020 estimated unassigned balance	<u>\$ 10,335,104</u>	<u>\$ (155,201)</u>	<u>\$ 10,179,903</u>

Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$4,000,000.

\$ 7,149,844

CAPITAL FUND

<u>REVENUE</u>	MAYOR PROPOSED BUDGET	INCREASE (DECREASE)	COUNCIL APPROPRIATION
Transfer from Permanent Fund	\$ 640,004	\$ -	\$ 640,004
Transfer from General Fund	-	-	-
Public Works	250,000	-	250,000
Garbage Equipment Reserve	255,750	-	255,750
Building	10,000	-	10,000
Police	180,000	-	180,000
Dispatch	140,000	-	140,000
Fire	290,000	-	290,000
IT	70,000	-	70,000
Property Repair & Replacement	145,000	-	145,000
Total revenue appropriation	<u>\$ 1,980,754</u>	<u>\$ -</u>	<u>\$ 1,980,754</u>
 <u>EXPENDITURES</u>			
Public Works Department	\$ 422,000	\$ -	\$ 422,000
Police Department	240,000	-	240,000
Fire Department	440,000	(65,000)	375,000
IT Department	201,304	-	201,304
Road Maintenance	453,890	-	453,890
Property Repair & Replacement	360,000	-	360,000
Total expenditure appropriation	<u>\$ 2,117,194</u>	<u>\$ (65,000)</u>	<u>\$ 2,052,194</u>
Estimated capital fund balance	\$ 11,770,138	\$ -	\$ 11,770,138
Increase (Decrease) to fund balance	(136,440)	65,000	(71,440)
2020 estimated assigned fund balance	<u>\$ 11,633,698</u>	<u>\$ 65,000</u>	<u>\$ 11,698,698</u>

SECTION 2. All appropriations made by this ordinance lapse at the end of the fiscal year to the extent they have not been expended or contractually committed to the departments named for the purpose of conducting the business of said departments of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2021 and ending December 31, 2021.

SECTION 3. The effective date of this ordinance shall be the 14th day of December 2020.

Jim Matherly, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Paul J. Ewers, City Attorney



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



SPECIAL MEETING

The Hotel-Motel Discretionary Fund Committee convened at 12:06 p.m. on the above date to conduct a Special 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
 Margaretta Bell, Chief Financial Officer

APPROVAL OF MEETING MINUTES

- a) Regular Meeting Minutes of January 10, 2020

Ms. Fitzgerald, seconded by **Mr. Soileau**, moved to APPROVE the Regular Meeting Minutes of January 10, 2020.

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

UNFINISHED BUSINESS

- a) Approval of Hotel/Motel Discretionary Fund Logo

After reviewing the process taken to rework the Hotel/Motel Discretionary Fund Logo, **Chair Rogers** asked for a motion to approve the use of the logo as it currently stands.

Mr. Woolf, seconded by **Ms. Fitzgerald**, moved to APPROVE the use of the current logo.

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

NEW BUSINESS

- a) Discussion on whether to Update Grant Application – Re: Committee Non-Participation in Events as Sponsor

Chair Rogers explained that from the perspective of the City, kickbacks are not allowed, and the grant application may need to be updated in this regard. After giving a few examples of kickbacks, special gifts, and invitations, **Chair Rogers** asked for ideas or thoughts from members, specifically about their understanding of the subject.

Mr. Woolf stated that he has never attended anything that was sponsored but noted that it is difficult not to be connected in some way through work or social acquaintance in Fairbanks. He stated there are times where there could be a conflict of interest.

Mr. Soileau questioned, for sake of clarification, when participation in an event would be considered a kickback and when it would not be.

Ms. Fitzgerald also asked for clarification on the difference between being a patron at an event and receiving a kickback.

City Chief Financial Officer Margarita Bell stated that on page 4 of the application, the second check mark of the grant application states, “The grant recipient agrees to acknowledge the City of Fairbanks Hotel-Motel Discretionary Fund Grant as a sponsor”, and that language would cause the applicant to treat the City’s Discretionary Fund as a sponsor. She stated they could add language to make it clear that the Committee is not accepting gifts or special treatment as a sponsor.

Chair Rogers spoke on the importance of this statement on the application; she clarified, however, that it is the City of Fairbanks that is considered a sponsor and not the Committee. She stated the Mayor would be the appropriate person to represent the City as the sponsor.

After some consideration amongst Committee members, **Chair Rogers** read from page 4, “The grant recipient agrees to acknowledge the City of Fairbanks Hotel Motel Discretionary Fund Grant as a sponsor...” and asked if this was to be considered an accurate statement for all involved in the process. She stated that the “City of Fairbanks Hotel Motel Discretionary Fund Grant” demonstrates that the sponsorship comes from the City.

Ms. Bell stated the issue might be better addressed when the recipient signs the grant agreement when they obtain the awarded funds. She suggested a statement could be added that to say that Committee members are not allowed to receive gifts, or something similar, and that way it will not impact the application.

Chair Rogers asked for a motion to add a statement to the grant acceptance document stating that grantees are not allowed to give gifts to Committee members.

Mr. Woolf, seconded by **Mr. Soileau**, moved to APPROVE the addition of such a statement to the grant acceptance document.

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

NEXT MEETING – November 2020 (exact date to be determined by the Committee)

Ms. Fitzgerald stated she would not be available the week of November 16 through the 19.

All agreed that a November meeting date at noon would work with the specific date to be decided.

ADJOURNMENT

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

Without an order to adjourn and continued discussion, the meeting continued.

Chair Rogers asked Mr. Soileau to summarize what was just said.

Mr. Soileau reiterated that when the grantee is fulfilling the requirement of using the Hotel Motel Discretionary Fund logo, the older logo should be accepted if used instead of the most recent one.

Chair Rogers asked for a motion that an official City logo is an official City logo, whether it is current or not.

Ms. Fitzgerald stated there should be a requirement that the new, official logo be in use by a specific date.

Chair Rogers asked for a second amended motion that would take that requirement under consideration.

Ms. Fitzgerald, with no Second, moved that the Committee accept any Hotel/Motel Discretionary Fund logo, whether current or not, with a requirement that the newest logo be used by 2022.

Chair Rogers suggested reviewing the requirement of using the new logo in the next year.

Chair Rogers asked for a vote to APPROVE that the use any official logo is acceptable to fulfill the requirement in the application.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THAT THE USE ANY OFFICIAL LOGO IS ACCEPTABLE TO FULFILL THE REQUIREMENT IN THE APPLICATION AS FOLLOWS:

YEAS: Rogers, Woolf, Soileau

NAYS: Fitzgerald

Chair Rogers declared the MOTION CARRIED.

Mr. Soileau, seconded by **Mr. Woolf**, moved to APPROVE adding a statement to the grant acceptance document that any previously approved logo be allowed until such a time that it can be updated to the most recent logo.

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

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

Hearing no objection, **Chair Rogers**, declared the meeting
ADJOURNED at 12:53 p.m.



June Rogers, Chair

for 

Diana Hebel, Deputy City Clerk I

Transcribed by: DH



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
PRELIMINARY MEETING – NOVEMBER 2, 2020, 12:00 PM
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



PRELIMINARY MEETING

The Hotel/Motel Discretionary Fund Committee convened at 12:00 p.m. on the above date to conduct a Preliminary Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, 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)
 Traci Gatewood, Seat D (remotely)
 Randi Carnahan, Seat E (remotely)

Absent: Samantha Kirstein, Seat C

Also Present: Diana Hebel, Deputy City Clerk I
 D. Danyielle Snider, City Clerk
 Margarita Bell, Chief Financial Officer

APPROVAL OF MEETING MINUTES

a) Special Meeting Minutes of February 28, 2020

Ms. Fitzgerald, seconded by **Mr. Woolf**, moved to APPROVE the Special Meeting Minutes of February 28, 2020.

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

NEW BUSINESS

a) Introduction of Committee Members

Chair Rogers asked the new members to introduce themselves and describe their community work experience and involvement.

Ms. Carnahan stated that she has worked on this Committee previously, has been a resident of Fairbanks since 1971, and has been heavily involved in the non-profit sector. She shared that she has managed the Tanana Valley State Fair, has served on numerous boards, is actively involved in the Rotary Club, and has been an associate broker at Somers Sotheby's International Realty for seven years. She stated she is happy to be back on the Committee again.

Ms. Gatewood stated she owns a small business, G2 Diversified Services, which she has ran since her husband retired about five years ago. She shared that she has a background in HR and grants, spent time working for a non-profit as an employee, has served on various boards, and has been a resident of Fairbanks for 27 or 28 years. She stated she has served on the United Way Board, Big Brothers Big Sisters Board, Health and Human Services Commission or Social Services Commission with the Borough, and she is now serving on the Salaries and Emoluments Commission with the Borough. She stated she is active in her profession as the VP of Program Certifications for the Society for Human Resource Management (SHRM).

Chair Rogers asked the other members present to briefly introduce themselves.

Ms. Fitzgerald stated that she has been in Fairbanks for 42 years, since 1978. She shared that she has been involved in different non-profit organizations and has served on some non-profit boards. She stated that she has been a recipient of the Hotel/Motel Discretionary Grant and is now on the other side of that interaction; she commented that she has learned a lot and that it is has been interesting seeing the process from both sides. She stated that she is currently serving in her second term on the Committee, and she is happy to continue serving.

Mr. Woolf said he has been in Fairbanks since 1983, is currently the CFO of Golden Valley Electric Association, worked for a non-profit for ten years, and was formerly the CFO of the City of Fairbanks. He shared that he has also served on the advisory board for the accounting program at UAF, has served as the treasurer of the board for the North Star Council on Aging, and has done other volunteer work throughout the community.

b) Financial Report by Margarita Bell, CFO

Ms. Bell reported that there were 24 applications received last year, and five of those applicants have requested to spend their granted funds in 2021 in lieu of applying this year. She stated that to date, the City has not received annual reports from four agencies who received funds in the previous cycle. She suggested that City Hall doors being locked may be a reason why the City has not heard from those organizations. Ms. Bell stated she remains hopeful that the applicants will still turn in their reports by the end of the week.

Chair Rogers asked Ms. Bell to review and clarify the suggestion of placing a comment in the overview section of the application notifying applicants to abstain from giving gifts to members of the Committee.

Ms. Bell asked for clarification on whether Ms. Rogers was referring to the notification to be added regarding deferred funding (2020 grant funds to be spent in 2021), or if she was referring to the statement to be added to the annual report paperwork regarding the giving of trinkets and things of that nature. **Chair Rogers** clarified that she was referring to the notification regarding deferred funding. This was verified by Ms. Bell. **Chair Rogers** then asked for clarification on the second issue raised by Ms. Bell. Ms. Bell clarified that in last meeting, there were some concerns about organizations giving Committee members gifts or trinkets. She reported that a statement was added to the grant agreement certification that the giving of gifts/trinkets to Committee members

is not allowed. Ms. Bell pointed out that the relevant discussion is located on page 3 of the last meeting minutes.

Ms. Gatewood asked for clarification regarding eligibility for funding for agencies that have not submitted their annual reports. She asked whether the four that had not turned in annual reports would be ineligible since the October 31 deadline had passed.

Ms. Bell explained that the Finance Department reviews each application to ensure the criteria is met; she stated the Committee will see a spreadsheet at the next meeting showing each applicant and whether they have met the application requirements. She stated that the Committee may use that information to decide applicant eligibility. She stated that it is yet unknown whether the City will receive the annual reports in the mail as postmarked by the deadline.

Chair Rogers reminded members that, due to COVID-19, City Hall has been locked for a period of time, and this may have had an effect on the applications and timeliness; she suggested that those circumstances should be taken into consideration for this year.

Ms. Bell stated she will have a better idea of eligible applicants by Friday, November 6.

Ms. Fitzgerald asked about hand delivery of applications this year. Deputy Clerk Hebel explained that applications have been and are being received by mail as well as in person, and there were currently about 15 applications.

Ms. Fitzgerald asked if whether applications may be considered timely if postmarked by the deadline; Deputy Clerk Hebel confirmed that postmarks are taken into consideration.

c) Committee Policies and Procedures (tardiness, absences, presentation format, etc.)

Chair Rogers explained that, in the past, there have been members who did not communicate regularly regarding attendance. She asked whether there was a need to go over Committee member responsibilities and possibly change the Committee's policies.

Ms. Carnahan pointed out that with a small group and about three meetings a year, it is not unreasonable to expect 100% participation. **Ms. Gatewood** agreed that 100% attendance is expected and required, but wished to add, "...except in cases of emergency", due to the unusual circumstances with COVID-19. She added, however, that if there is an emergency, a member should communicate such as soon as possible.

Chair Rogers asked for a motion.

Ms. Gatewood, seconded by **Ms. Carnahan**, moved that the Hotel/Motel Discretionary Fund Committee members are expected to attend 100% of scheduled meetings unless there is an emergency, in which case members are expected to communicate the absence as soon as practical prior to the meeting.

Mr. Woolf offered a clarification to the motion. After some discussion among committee members, **Chair Rogers** summarized the changes in wording and the inclusion of a definite time limit within the statement.

Ms. Gatewood read back the final motion statement as, "100% attendance is required for all scheduled Hotel/Motel Discretionary Fund Committee Meetings unless there is an emergency, in which case members are expected to communicate absences as soon as possible. Committee members may be removed for any unexcused absence."

Mr. Woolf asked whether (because the committee is appointed by the Mayor) the Committee has the power to remove its own members. Ms. Bell replied that the Committee may recommend the removal of a member to the Mayor.

Chair Rogers called for objection to the motion that 100% attendance is required for all scheduled Hotel/Motel Discretionary Fund Committee Meetings unless there is an emergency, in which case members are expected to communicate absences as soon as possible and that Committee members may be removed for any unexcused absence objections, and hearing none, so ORDERED.

DATE OF NEXT MEETING

Chair Rogers requested that "Approval of Agenda" be added to future agendas.

After some discussion, the Committee decided to schedule second Preliminary Meeting for November 16, 2020 at 12:00 p.m.; the Presentation Meeting for December 15, 2020 at 5:30 p.m.; and the Distribution Meeting for December 21, 2020 at 12:00 p.m.

Ms. Fitzgerald, seconded by **Mr. Woolf**, moved to schedule meetings on the above-listed dates.

Chair Rogers hearing no objection to the motion, so ORDERED.

COMMITTEE MEMBER COMMENTS

Ms. Gatewood stated that she is happy to be here and learn about the process. She stated she looks forward to the meetings, the outcome, and the assistance that can be provided by the Committee to the Hotel/Motel industry.

Ms. Fitzgerald asked if the Zoom meeting format would be available for the Presentation Meeting, or if that meeting would be held in person. **Chair Rogers** explained that Zoom would be available, but those who wish to attend in person may do so.

Ms. Fitzgerald welcomed the new members.

Mr. Woolf welcomed the new members and expressed that it is an honor to be able participate. He stated it is nice to be able to do something good and give away some funds during these times.

Ms. Carnahan stated she is happy to be back working with the Committee again. She stated that she will be participating in all the meetings via Zoom.

Chair Rogers stated that the Mayor encourages the use of Zoom as much as possible.

Chair Rogers and Ms. Bell thanked members for serving on the Committee.

ADJOURNMENT

There being no more business to address, **Chair Rogers**, declared the meeting ADJOURNED at 1:02 p.m.


June Rogers, Chair

for 
Diana Hebel, Deputy City Clerk I

Transcribed by: DH



800 Cushman Street
Fairbanks, AK 99701

Telephone (907)459-6788
Fax (907)459-6722

DATE: November 30, 2020
TO: Council Members
THROUGH: Mayor Matherly
FROM: Margarita Bell
SUBJECT: FECC Temporary Dispatchers

The FECC Manager is seeking permission to hire four part-time temporary employees to minimize the workload due to shortages in FECC.

The part-time temporary positions will exceed the currently approved staffing of 18.0 FTE Dispatchers, but will not result in additional cost since the department has salary savings.

The part-time temporary positions will be filled with former employees of FECC to assist in reducing overtime and training new staff.



800 Cushman Street
Fairbanks, AK 99701

Phone (907) 459-6780
Fax (907) 459-6731

Memorandum

To: Margarita Bell, CFO

From: Angela Foster-Snow, Human Resources Director

Through: Jim Matherly, Mayor
Fairbanks City Council
Richard Sweet, Acting Fairbanks Police Chief

Subject: Amy Davis, Lieutenant / Lateral Incentive

Date: 12/2/2020

RE: Request for Payment

Congratulations to Lieutenant Amy Davis for her completion of the Fairbanks Police Department Hiring and FTO Process. Lieutenant Davis is awarded the \$20,000.00 one-time "Sign- on Bonus" for a lateral hire within the Fairbanks Police Department as per Ordinance No. 6005. Lieutenant Davis signed a conditional offer on April 8th, 2020 and completed Field Training on November 13th, 2020.

This Ordinance No. 6005; SECTION 1 allowed for a \$20,000.00 bonus for "an applicant who is a certified police officer in the State of Alaska or is able to meet Alaska Police Standards Council (APSC) certification standards without attending a basic officer academy will be paid a \$20,000 "sign-on bonus" in their first paycheck", subject to the payback provisions specified in the City Council ratified Sign- on Bonus Agreement.

Thank you to Lieutenant Amy Davis for her dedication and commitment to the Fairbanks Police Department. We look forward to many years of exceptional service.

Angela Foster-Snow
Human Resources Director
City of Fairbanks