



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
AGENDA – NOVEMBER 19, 2018, 12:00 PM
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



PRELIMINARY MEETING

1. Roll Call
2. Approval of Meeting Minutes – August 24, 2018
3. New Business
 - a) Introduction of Committee Members
 - b) Financial Report by Margarita Bell, City Controller
 - c) Committee Policies and Procedures (tardiness, absences, presentation format, etc.)
4. Committee Member Comments
5. Date of Next Meeting – Presentation and Distribution meeting dates to be determined by Committee
6. Adjournment



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
MEETING MINUTES, AUGUST 24, 2018
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 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
John Kohler Jr, Seat D
Jim Soileau, Seat E

Absent: John Nobles, Seat C

Also Present: D. Danyielle Snider, City Clerk
Margarita Bell, City Controller

APPROVAL OF MEETING MINUTES

a) Meeting Minutes of January 10, 2018 and May 23, 2018

Chair Rogers clarified that the January meeting minutes were not accepted by City Council because she requested that they be sent back for revision. She stated that the revised version is now in front of the Committee.

Mr. Kohler, seconded by **Mr. Woolf** moved to APPROVE the Meeting Minutes of January 10 and May 23, 2018.

Chair Rogers took a voice vote on the motion to APPROVE the Minutes. The motion PASSED unanimously.

Chair Rogers introduced new member, Jim Soileau.

NEW BUSINESS

a) 2018 Application, Final Draft

Ms. Bell explained the changes that came about at the last Committee meeting. The group began discussing the final application.

Mr. Woolf suggested a change to the second guideline in the Application Guide so that City staff will not have to review each copy of every application.

Mr. Soileau, seconded by **Ms. Fitzgerald**, moved to AMEND the Application by rewriting the second guideline on the Application Guide to read, "City staff will review all application for completeness. Original applications that are not completed in full will not be considered for funding."

Chair Rogers took a voice vote on the motion to AMEND the second guideline to read as written above. The motion PASSED unanimously.

Ms. Fitzgerald expressed concern that applicants may be confused by the timeline of the final guideline which states that an expenditures/accomplishments report must be provided by October 31, 2018.

Mr. Woolf, seconded by **Mr. Soileau**, moved to AMEND the Application by rewriting the final guideline on the Application Guide to read, “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.”

Chair Rogers took a voice vote on the motion to AMEND the final guideline to read as written above. The motion PASSED unanimously.

Mr. Soileau, seconded by **Mr. Kohler**, moved to AMEND the Application by striking “2018” from the fourth bullet under the overview section of the Application Guide.

Chair Rogers took a voice vote on the motion to AMEND the fourth bullet under the overview section. The motion PASSED unanimously.

Members discussed the restriction that grant recipients must spend grant funds in the year of award. **Ms. Fitzgerald** raised a concern that a recipient may expect that the grant covers expenditures made prior to the official award by the City Council in January. Ms. Bell stated that the Chief Financial Officer may make such an allowance allowance. Clerk Snider stated the simplest way to take care of the issue may be to make the effective date of the City Council Resolution January 1. Members concurred with the recommendation.

Ms. Fitzgerald, seconded by **Mr. Woolf**, moved to AMEND page 1 of the Application by adding the word “original” at the beginning of the second line.

Chair Rogers took a voice vote on the motion to AMEND the second line of page 1 of the Application. The motion PASSED unanimously.

Mr. Soileau, seconded by **Mr. Woolf**, moved to AMEND page 1 of the Application by striking “2019” at the end of the third paragraph.

Chair Rogers took a voice vote on the motion to AMEND page 1 of the Application by striking “2019.” The motion PASSED unanimously.

Chair Rogers raised the issue of keeping all the applications in a binder. She stated that the Committee could require that all application submittals be three-hole punched. Members discussed the issue and indicated that they do not see a need to require applicants to three-hole punch their applications before submittal.

Mr. Kohler, seconded by **Ms. Fitzgerald**, moved to APPROVE the 2018 Application, as amended by the Committee.

Chair Rogers took a voice vote on the motion to APPROVE the final 2018 Application, as amended. The motion PASSED unanimously.

NEXT MEETING

The Committee agreed to hold their next meeting on Monday, November 19, 2018 at 12:00 p.m.

Clerk Snider stated that the City will go live with a new website on September 5. She demonstrated to members where to find the Hotel/Motel Discretionary Fund page on the new site.

Chair Rogers mentioned the new logo and the circle that was added to it per a suggestion by a public member. She asked Committee members what they think about the addition of the circle to make it balance more with the City Seal which is also circular.

Mr. Soileau, seconded by **Mr. Kohler**, moved to APPROVE the new logo with the circle.

Chair Rogers took a voice vote on the motion to APPROVE the new logo with the circle. The motion PASSED unanimously.

ADJOURNMENT

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

Chair Rogers called for objection and, hearing none, declared the meeting ADJOURNED at 1:10 p.m.

June Rogers, Chair

D. Danyielle Snider, CMC, City Clerk

Transcribed by: DS

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
 - Margarita is okay receiving 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.

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Possible Presentation Mtg @ 5:30 pm	5	6 Possible Presentation Mtg @ 5:30 pm	7 Possible Distribution Mtg @ 12:00 pm Possible Presentation Mtg @ 5:30 pm	8
9	10 Possible Distribution Mtg @ 12:00 pm	11 Possible Distribution Mtg @ 12:00 pm	12 Possible Presentation Mtg @ 5:30 pm	13 Possible Presentation Mtg @ 5:30 pm	14	15
16	17 Possible Distribution Mtg @ 12:00 pm	18 Possible Distribution Mtg @ 12:00 pm	19	20	21	22
23	24	25	26	27	28	29
30	31					