



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
AGENDA – NOVEMBER 2, 2020, 12:00 PM
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



PRELIMINARY MEETING

1. Roll Call
2. Approval of Meeting Minutes – February 28, 2020
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 – Preliminary, Presentation, and Distribution meeting dates to be determined by Committee
6. Adjournment



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
 SPECIAL MEETING MINUTES – FEBRUARY 28, 2020, 12:00 P.M.
 HELD VIA TELECONFERENCE AND AT
 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

Diana Hebel, Deputy City Clerk I

Transcribed by: DH

DRAFT

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
 - Finance staff will receive 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.

NOVEMBER 2020

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

DECEMBER 2020

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