



HOTEL-MOTEL DISCRETIONARY FUND COMMITTEE
MEETING AGENDA, DECEMBER 15, 2020, 5:30 PM
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



PRESENTATION MEETING

1. Roll Call
2. Approval of Agenda
3. Approval of Meeting Minutes – November 16, 2020
4. Presentation by Applicants
 - a) Fairbanks Litter Patrol
 - b) Fairbanks Racing Lions Club, Inc.
 - c) World Eskimo-Indian Olympics, Inc.
 - d) Literacy Council of Alaska
 - e) World I.C.E. Association, d/b/a ICE Alaska
 - f) Alaska Dog Musers Association
 - g) Fairbanks Community Band, Inc.
 - h) Fairbanks Youth Soccer Association
 - i) Friends of Creamers Field
 - BREAK
 - j) Alaska Songbird Institute
 - k) Tanana Valley State Fair Association
 - l) Fairbanks Community Museum
 - m) Cold Steel Pan Orchestra
 - n) Georgeson Botanical Garden Friends
 - o) Festival Fairbanks, Inc.
 - p) Clay Street Cemetery (Commission)
 - q) University of Alaska Museum of the North
 - r) Fairbanks Arts Association
5. Next Meeting (Distribution Meeting) – Monday, December 21, 2020, 12:00 p.m.
6. Adjournment

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HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
PRELIMINARY MEETING MINUTES
NOVEMBER 16, 2020, 12:00 PM
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel/Motel Discretionary Fund Committee convened at 12:01 p.m. on the above date to conduct a second Preliminary 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
Samantha Kirstein, Seat C
Traci Gatewood, Seat D
Randi Carnahan, Seat E (*arrived 12:02 p.m.*)

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

APPROVAL OF AGENDA

After verifying that each member had an agenda packet, **Chair Rogers** asked for a motion to approve the agenda.

Ms. Kirstein, seconded by **Mr. Woolf**, moved to APPROVE the agenda.

Chair Rogers, hearing no objection, declared the agenda APPROVED.

APPROVAL OF MEETING MINUTES

a) Preliminary Meeting Minutes of November 2, 2020

Ms. Kirstein, seconded by **Ms. Fitzgerald**, moved to APPROVE the Preliminary Meeting Minutes of November 2, 2020.

Ms. Gatewood pointed out that the language on page 4 of the minutes, within two paragraphs, needs to be changed from “Committee members *will* be removed for any unexcused absence” to “Committee members *may* be removed for any unexcused absence.”

Mr. Fitzgerald, seconded by **Ms. Gatewood**, moved to APPROVE the Preliminary Meeting Minutes of November 2, 2020, as corrected.

Chair Rogers, hearing no objection, declared the Preliminary Meeting Minutes of November 2, 2020 APPROVED, as corrected.

FINANCIAL REPORT

a) Financial Report by Margarita Bell, Chief Financial Officer

Ms. Bell reported that seven grantees that received funds in 2020 have requested to extend through 2021, forfeiting their opportunity to apply in 2020. She then summarized the following:

- 2 agencies that did not apply in 2020 have yet to turn in financial reports
- 1 agency was missing their annual report
- 1 agency had more than 10% miscellaneous income that was not detailed
- 1 agency failed to supply their tax ID number
- 1 applicant was removed from consideration because they turned in their application after the deadline

Ms. Bell presumed each issue should be addressed individually, then the names of those agencies could be provided. After some question regarding process and guidelines, Ms. Bell clarified that the Finance Department reviews the original applications to make sure it includes all the required documents but evaluating how much an agency should receive is up to the Committee. Ms. Bell explained that the annual report, as part of the application, is a requirement per City Code, and the report must reflect that the funds are being spent in accordance with the guidelines declared in the application. Ms. Bell continued regarding the logo; she stated that its use is considered proof that the Hotel/Motel Discretionary Fund grant is being presented like a sponsor of the organization. Ms. Bell further explained that the wage statement came about to make sure grant funds are being used for projects and not excessive salaries.

Chair Rogers asked Mr. Woolf to elaborate on the application process since he, at least in part, helped to form it.

Mr. Woolf stated that the application was designed to be easy to complete, and over the last couple of years some things have been added. He stated that requirements in the application are driven by the Committee.

Ms. Fitzgerald stated that miscellaneous income/expenses in excess of 10% needed to be detailed due to Generally Accepted Accounting Principles and also to prevent agencies from lumping everything in the miscellaneous category.

Ms. Carnahan stated that looking through records to see how an organization spends money on wages and operations gives a good sense of the organization.

Chair Rogers elaborated on the use of the City logo. She explained that the old logo was a photo of City Hall, but the logo has been recently changed.

Ms. Fitzgerald clarified that since organizations recognize sponsorships, the logo has been used as a way to recognize the Hotel/Motel Discretionary Fund at the same level as a sponsor.

Ms. Bell, addressing the impacts of COVID-19 on the process, explained that 2019 applicants have been given the opportunity to extend their funding into next year. She stated that, typically, funding must be used within the year it was distributed. She clarified that if an organization exercises the option to extend, they would be ineligible to apply in 2020 for 2021 distribution. Ms. Bell stated that \$270,000 in grant funds was disbursed in 2020 but not fully expended, and of the applicants receiving funds in 2020, seven have extended through 2021.

Ms. Gatewood asked for clarification on what constitutes an “unbound copy” per the application.

Ms. Bell stated she had not considered the binding of an application in her review. She listed the following items that were considered in her review:

- All questions were addressed
- Signature was included
- Annual Report was submitted
- Proof of use of logo was included
- Financial Statements were included
- Schedule A was completed
- Miscellaneous detail was provided (if applicable)

Chair Rogers stated that the folder included with one of the applications is more like a fancy paperclip.

Ms. Kirstein pointed out that three of the applicants did not provide a City business license number and that one did not provide a tax ID number.

Ms. Bell explained that those organizations conducting business outside the City limits are not required to have a City business license. She stated that every applicant that is required to have a City business license has one. She further stated that she believes that a missing tax ID number would make an application incomplete. She clarified that the Clay Street Cemetery is considered a Commission of the City of Fairbanks and does not require a tax ID number.

Chair Rogers asked Ms. Bell for a review of applications that she deemed ineligible:

1. Fairbanks Curling Club – No annual report
2. Greater Fairbanks Chamber of Commerce – Reported additional income in excess of 10% without explanation/description
3. Junior Dog Musers of Interior Alaska – Missing tax ID number

She stated that the first two applicants have been through the application process before, and the third is a new applicant.

Chair Rogers asked for a motion to remove the three applicants from consideration and have a letter sent to each.

Ms. Gatewood, seconded by **Ms. Carnahan**, moved to remove the Fairbanks Curling Club, the Greater Fairbanks Chamber of Commerce, and Junior Dog Musers of Interior Alaska from consideration and directed that a letter of ineligibility be sent to each.

Chair Rogers called for objection, and hearing none, declared the MOTION CARRIED.

COMMITTEE MEMBER COMMENTS

Ms. Fitzgerald expressed that she respects the process.

Mr. Woolf said it is tough to eliminate organizations but that he agrees with what the Committee is doing.

Ms. Kirstein questioned whether there should be any discussion about the application that was received after the deadline.

Chair Rogers stated that because the application was late, it is eliminated from consideration. She indicated that another ineligibility letter would need to be sent.

Ms. Bell clarified that the late application is not reviewed at all.

Deputy Clerk Hebel verified that the application was late and only one copy of the application was received.

Ms. Fitzgerald, seconded by **Ms. Gatewood**, moved to remove the late application from eligibility and directed that they also receive an ineligibility letter.

Chair Rogers asked for a show of hands of those in agreement with the motion, and that being unanimous, the late application was removed from eligibility.

Chair Rogers clarified that there will be a meeting in January to refine the application process.

Clerk Snider interjected that since applicants are eliminated from eligibility if they do not present at the Presentation Meeting, she recommends holding a practice Zoom meetings whereby applicants can ensure that their technology is working properly.

With the Committee in agreement, Clerk Snider explained that the meeting would be held via Zoom webinar. **Chair Rogers** asked if anyone would be presenting in Council Chambers. Clerk Snider stated that in-person attendance would still be an option.

Ms. Gatewood asked how awarded amounts would be determined following the presentations.

Ms. Bell explained that Committee members will receive a new spreadsheet excluding those who have been eliminated, and the award is based on an average of the amounts input by evaluators.

Ms. Gatewood reiterated the importance of following guidelines. She stated she is looking forward to working more with the Committee.

Chair Rogers asked Ms. Bell to clarify what happens with scoring if a panelist has a conflict of interest on an application.

Ms. Bell explained that if a Committee member has a conflict of interest on an application, an average would still be used, but the average would omit the recommendation of the Committee member who has the conflict of interest.

ADJOURNMENT

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

Chair Rogers called for objection, and hearing none, declared the meeting ADJOURNED at 1:17 p.m.

June Rogers, Chair

Diana Hebel, Deputy City Clerk I

Transcribed by: DH