



DISCRETIONARY FUND COMMITTEE
AGENDA – NOVEMBER 9, 2021, 12:00 PM
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



PRELIMINARY MEETING

1. Roll Call
2. Approval of Meeting Minutes – January 15, 2021
3. New Business
 - a) Introduction of Committee Members
 - b) Financial Report by Margarita Bell, City Controller
 - c) Format of Presentations – Zoom or not to Zoom
 - d) 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

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HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
WRAP-UP MEETING MINUTES
JANUARY 15, 2021, 12:00 P.M.
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 Wrap-up Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference with Council Member Lonny Marney (Seat F) presiding (remotely) and with the following members in attendance:

Members Present: Kathryn Fitzgerald, Seat A (arrived at 12:10 p.m.)
Ron Woolf, Seat B (remotely)
Samantha Kirstein, Seat C (remotely)
Traci Gatewood, Seat D (remotely)
Randi Carnahan, Seat E (remotely, arrived at 12:04 p.m.)

Also Present: Diana Hebel, Deputy City Clerk I
Margarita Bell, Chief Financial Officer

APPROVAL OF AGENDA

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

With no objection, the agenda was APPROVED.

APPROVAL OF MEETING MINUTES

a) Meeting Minutes of December 21, 2020

Ms. Kirstein, seconded by **Ms. Gatewood**, moved to APPROVE the meeting minutes of December 21, 2020.

With no objection, the minutes were APPROVED.

PUBLIC COMMENT

No public members were present to comment.

NEW BUSINESS

a) Review of Hotel/Motel Discretionary Fund Grant Application and Committee Process

Ms. Gatewood explained that this being her first year she had a few questions. She asked for clarification on question six in the application regarding a tax ID number. Ms. Bell explained that all businesses need a tax ID number (or social security number for individuals) to receive payment. **Ms. Gatewood** expressed concerns over the tax ID or Social Security numbers being written on the applications as being a security issue. Ms. Bell explained that an individual could answer the question by checking the “no”

box, so they would not have to supply their SSN. She stated that those individuals would work with finance regarding supplying this information.

Ms. Gatewood asked for clarification on question nine, which asks about the history of an organization. Ms. Bell explained that the question pertains to the history of the organization, not of their funding.

Ms. Gatewood also asked whether the wording on use of the logo is intended to apply to before or after funding was granted. The issue was clarified as being proof after funding was granted for those entities who had received a previous grant – not those who would be new to receiving a grant. Ms. Bell stated she would make sure it is clear in the next application that the use of the logo would be required from the previously funded year for previous applicants.

Ms. Kirstein asked when the review of questions in the application are to be done and expressed interest in being involved as she has a few more questions she would like to add to the application. Ms. Bell explained that any changes to the application or process would happen at this meeting. **Ms. Kirstein** pointed out that she submitted some questions she would like to add to the application and that Clerk Snider should have a copy of it somewhere. She asked to read those questions aloud to the Committee.

Ms. Kirstein first expressed that bed tax money should be given to agencies to enhance tourism.

Ms. Bell quoted Fairbanks General Code (FGC) Sec. 74-117(a):

The tax on the daily rental of rooms levied by this article is for the primary purpose of funding services for the promotion of the tourist industry and other economic development, and for the funding of services for the general public.

Ms. Kirstein continued with the questions that she wished to add to the application:

1. How many people would attend your function?
2. What is your target audience?
3. What are your support fundraising goals?
4. What is unique about your event?
5. Who are you funded by?

Chair Marney asked for any discussion on the suggested questions.

Ms. Gatewood pointed that it would be helpful to have a gauge or some kind of rubric to help score applications.

Mr. Marney asked Mr. Woolf and Ms. Fitzgerald, having been on the committee for several years, their opinion on the recommendations.

Ms. Fitzgerald explained that she had been on both sides of the application process and that there is already a section of the application that would explain what the money is used for. She stated that an applicant's "worthiness" is based largely on the committee member's personal opinion.

Ms. Kirstein clarified that it should never be about “worthiness.” She stated questions are needed because she would not want to award money to a recipient that does not have the structure to get through a crisis such as COVID-19. She stated it is not about worthiness, it is about sustainability.

Ms. Fitzgerald pointed out that perhaps applicants who are “less solid” would need the funding the most. She continued by stating that not every applicant is going to be a returning applicant, as some of them are funding a project for a limited time and do not need funding once their project is completed. **Ms. Fitzgerald** asked whether it has been considered to increase the fund or whether it would remain the same as it has for years: twenty-two percent of the bed tax going to the City’s General Fund and different line items allocated for other items, such as the Fairbanks Economic Development Corporation, the Community Service Patrol, etc.

Mr. Woolf explained that a large part of the bed tax goes to Explore Fairbanks, but the way the taxes are divided is set in the FGC. He stated that this is something the City cannot afford to add money to; rather, it would be something subject to be cut. **Mr. Woolf** continued that he is not in favor of adding any more questions to the application. He stated that the applicants are not solid, non-profit organizations with paid employees and volunteers, and the forms are made to be as simple as possible. He stated that volunteers may not be good at completing grant paperwork, and the process is not set up to award those who can do the best grant writing.

After considerable discussion regarding adding questions to the application, the time allotted for questions and answers during the Presentation Meeting, and past experiences regarding grants, it was decided that the additional questions, as brought up by Ms. Kirstein, be added under either question 9 or 10 and be a sub-headed as 9a, 9b, and 9c, depending on where they fit best within the list of questions.

It was requested that Ms. Kirstein read the questions again, and she did so.

Chair Marney asked the group for discussion on whether to place the additional questions in question 9 or 10.

Ms. Gatewood pointed out that additional questions need to add value to the application, and the Committee should be sure that the questions do so, or they should not be added at all.

Ms. Bell suggested that if the questions should be incorporated in the application that new questions 3 and 5 be placed under question 9, and new numbers 1, 2, and 4 be placed under question 10.

Ms. Fitzgerald provided an example of where some of the questions may not be relevant. She reminded the Committee that the additional questions may be asked during the question and answer time of the Presentation Meeting.

Chair Marney asked for a vote on whether or not to make changes or to keep things as status quo.

Ms. Carnahan, seconded by **Ms. Gatewood**, moved that the application be kept as-is.

The motion to keep the application as is PASSED unanimously.

b) Review of Hotel/Motel Discretionary Fund Policies and Procedures

Chair Marney asked for any discussion, comments, or objections to the current policies and procedures. There was no discussion, comments or objections to the current policies and procedures.

NEXT MEETING

It was agreed that the next meeting date, to be determined by the Committee, not be too close to Thanksgiving. Ms. Bell pointed out that the meeting needs to allow for time for review of the applications and should be at least around or after Friday, November 5, 2021. **Chair Marney** stated that an ideal date would be November 5 at 12:00 p.m.

ADJOURNMENT

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

There being no objection, the meeting ADJOURNED at 1:27 p.m.

Lonny Marney, Chair

Diana Hebel, Deputy City Clerk I

Transcribed by: DH

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.

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December Calendar

Courtesy of [WinCalendar](#)

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Possible Presentation Mtg @ 5:30 PM	4
5	6	7 Possible Presentation Mtg @ 5:30 PM	8 Possible Distribution Mtg @ 12:00 PM Possible Presentation Mtg @ 5:30 PM	9	10 Possible Presentation Mtg @ 5:30 PM	11
12	13 Possible Distribution Mtg @ 12:00 PM	14 Possible Distribution Mtg @ 12:00 PM	15 Possible Presentation Mtg @ 5:30 PM	16 Possible Distribution Mtg @ 12:00 PM	17 Possible Presentation Mtg @ 5:30 PM	18
19	20 Possible Distribution Mtg @ 12:00 PM	21	22 Possible Distribution Mtg @ 12:00 PM	23	24	25
26	27	28	29	30	31	