

**MINUTES OF THE ARTS & HISTORICAL PRESERVATION ADVISORY
BOARD FOR THE MEETING HELD ON OCTOBER 28, 2020**

1. Call meeting to order and the establishment of a quorum
Meeting called to order at 4 p.m.
2. Roll Call
**Present: Mary Branum, Ellen Morrison, Jan Inlow-Collier (arrived at 4:15)
Surinder Aulakh, Sam Malchar, Theresa Elliott
Absent: Christine Hopkins
Council Member Daivid Collins
Staff: City Secretary Janelle Williams, Asst. City Secretary Nellie De La Fuente, City Attorney Don Glywasky, Asst. City Attorney Mehran Jadidi
Tammy Jacobs, Asst. Finance Director**
3. Approval of minutes for August 5, 2020 meeting
**Sam Malchar made a motion to approve the minutes
Ellen Morrison second the motion
Theresa Elliott abstained
Motion carried**
4. Public Comment
Each person is limited to 3 minutes
N/A
5. Ordinance approved on rollover of funds for recipients use to 12/21/2021.
**Chair Mary Branum stated that the Ordinance was approved for the rollover of the recipient funds those that have to be utilized by the year-end 2020.
Chair Mary Branum thanked the board for agreeing, voting and for presenting it to City Council and she also thanked the City Council for the unanimous approval.**
6. Discuss possible procedure changes in calculation of allocation of funds.
**Board Member Ellen Morrison stated that one of the problems is since the cap on what the recipients receive is based upon a percentage of their budget and their budget changes each year and so their amount changes each year. Its often hard to assign a percentage. Board Member Ellen Morrison went on to say that this is why it has never been carried through because it always rolls back down to the fact that it is based on a percentage of their total budget. Mehran stated that this is something for the board to consider and if the board wants to make changes to how it currently works they can do that.
Chair Mary Branum brought Council Member David Collins up to speed of what has already been discussed as far as the application process. Chair Mary Branum spoke on Board Member Ellen Morrison's comment about the funding; August collections for Hot**

Tax were 1.89 million (that's for August) and the third quarter is has not been closed out yet; payments were due September 20th but funds are still coming in and she stated that this is unofficial. Chair Mary Branum stated she spoke to Kay Jerry and confirmed what had been received and deposited through October 23rd was 1.2 million. Chair Mary Branum stated that we have to recall that September 20th was the end of the third quarter so there's still those that either mailed it in or they went through the bank will be sent out on the 20th and have not been received. This was just a deposit on October 23rd. Chair Mary Branum said these were good numbers to hear. Council Member Collins agreed with the Chair about that they were good numbers and stated that the year will probably close in around the neighborhood of 1.75 million which was up considerably from the 1 ½ they thought it was going to be. Council Member David Collins told the board that they are looking to this board for direction on what the procedures should be reason being, these allocations are all done by Ordinance and if the board has any ideas or a better way of doing this they (the Council) are open to hear of any changes of these procedures if any.

Board Member Elliott said that back in the day it was on a percentage basis and a few years ago the entire Ordinance was changed that is when it was changed to a dollar amount and she thinks we should move it back to a percentage so if the penny should fluctuate they get that percentage. Board Member Elliott said if we do change back to a percentage for example; if the penny is based on a million, you get 10 percent so you will get 10 percent of that penny up to \$100,000 if the penny goes over you don't automatically get that overage amount that amount goes into the carry over fund. Board Member Sam Malchar asked what is the process of who gets what. Chair Mary Branum said the board base this on their marketing and advertising budget.

Board Member Theresa Elliott stated that the way this is decided is that the board starts with the application process and they start out with penny worth a million and the Grand asks for X dollars the Bryan asks for X dollars and on and on so the board evaluates and they allot that amount of percentage to each of those organizations based on their applications and their qualifications reviewed by the board.

Board Member Elliott stated that everyone is graded on the same criteria.

Council Member Collins asked Tammy Jacobs (Asst. Finance Director) a question about if there are dates that the board needs to be aware of for her department. Tammy stated that she was only aware of the quarterly reports.

Board Member Elliott requested that City Legal give a summary of the due dates that the board needs to have.

Such as Application due date, Interview date, Presentation Date, Award recommendation date, and the final award date.

7. Review 2021 AHP applicant schedule and receive spreadsheet from the finance department.

Assistant City Attorney Mehran Jadidi stated that he believes that the process for accepting new applications is going to start in this coming new calendar year and it will be for Hot Tax fiscal years 2022 and 2023. Mehran also stated that it would be a good idea for the board to meet again at least no later than February 2021 to have a firmer idea of when everything will be happening and to confirm everyone's availability and willingness to participate in this process. Chair Mary Branum stated she agreed 100% with Mehran.

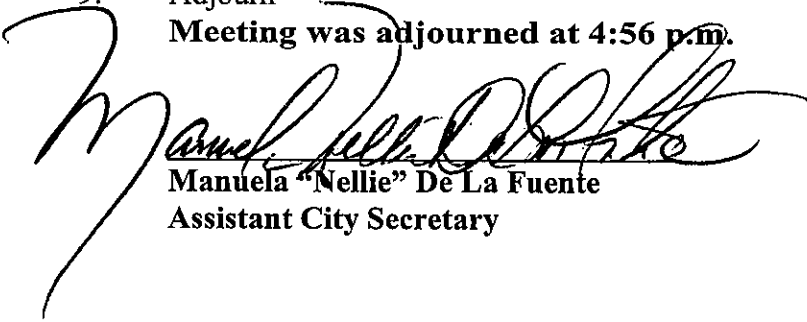
Chair Mary Branum acknowledge Board Member Jan Inlow-Collier joined the meeting at 4:15 p.m.

8. Schedule 2021 meetings

The next scheduled meeting is December 2nd, 2020 by Zoom at 4 p.m.

9. Adjourn

Meeting was adjourned at 4:56 p.m.



Manuela "Nellie" De La Fuente
Assistant City Secretary