

**MINUTES OF THE ARTS & HISTORICAL PRESERVATION ADVISORY
BOARD FOR THE MEETING HELD ON FEBRUARY 10, 2021**

1. Call meeting to order and establishment of a quorum
Meeting called to order at 4:00 p.m.

2. Roll Call
**Present: Mary Branum, Ellen Morrison (4:08 p.m.), Jan Inlow-Collier
Surinder Aulakh, Sam Malchar (4:05 p.m.)
Absent: Christine Hopkins, Theresa Elliott
Staff: Asst. City Secretary Nellie De La Fuente, Asst. City Attorney Mehran Jadidi
Ex Officio: CM David Collins**

3. Approval of minutes from January 13, 2021
**Motion to approve minutes by BM Malchar
Second by BM Collier
Motion carried**

4. Review report from City Finance for 1st quarter, including Reserve Fund Balance
Spreadsheet provided from the Finance Dept. and the board is to email Tammy Jacobs if there are any questions regarding the spreadsheet.

5. Discuss request from City Finance for Park Board to include recipient check copies or check run recipient name, check number and amount with monthly report.
Chair Branum requested that City Finance obtain back up on the reports they received from the Park Board for checks and balances; this is to make sure that checks were disbursed to the right recipients and then deposited so that when we close at the end of the year we have a zero outstanding balance. Stewart from the Park Board stated that he did provide Tammy Jacobs some updated reconciliations for January and have previously already mentioned that to have staff produce copies of checks is a time-consuming work process every month. Stewart also stated that what he is sending Tammy now not only reconciles the account but it also list the disbursements and the incoming receipts and as far as the disbursements, it shows who was paid, the check number and the amount being paid. That information is being provided to the City now and moving forward. The report is pretty much the same one like the one Mike Moser was using meaning this is the template Stuart is using.

6. Discuss and clarify Ordinance 19-069 with Exhibit "A" and Attachments A through H
Chair Branum discussed and clarified Ordinance 19-069 with Asst. City Attorney Mehran.
**Chair Branum stated that she provided Ordinance 19-069 to the Board to review. Chair Branum made it clear that the HOT tax funds are to be used for marketing and advertising only. Chair Branum stated that under Exhibit A section C it states the following:
Such entities will submit a master plan demonstrating their ability and strategy to accomplish their goal of historic preservation, and detail how such historic preservation will benefit tourism. Chair Branum stated that it is not referenced in the Ordinance to whom this master plan is to be submitted to. Under Exhibit A it only states about the master plan. Mehran did confirm that it did not specifically state this in the Ordinance**

and he believes in the absence of such a specific statement it would follow the same pattern as the regular grant:

- 1) A presentation to the Arts & Historic board
- 2) Recommendation by the board to the City Council
- 3) City Council will give the final approval or disapproval

Chair Branum confirmed that an application still needed to be submitted to the board. Under Exhibit A, under the allocations, it states that the funds are to be disbursed by the calendar year end. The new Ordinance 19-069 has a fiscal year, is it to remain calendar year or should it be on the fiscal year; which is the end year report and is the fiscal year. Mehran felt he would answer this after speaking with Tammy Jacobs.

In according to "the end of year" again under allocations, it says 90 days after September 30th which is 12/29. In the municipal code Section, 33-97 it says the annual report is due on or before April 1st. Mehran was not aware of this and he made a note of this.

On Attachment A Chair Branum spoke on the City Secretary's section on how many copies they needed. Chair Branum would get with the City Secretary on this. On the finance department there is a change they want changed only to one copy of the first, second and third year end reports. Chair Branum stated that an Audit is not required for recipients that make over \$100,000. Mehran stated that in the procedures, everyone can be audited at any given time during the process and yes, an audit is not required for grantees that receive over \$100,000. On Attachment C the Chair asked Mehran if an affidavit is needed from the chief executive officer on the year end reports. Mehran stated he did not know at this time but would meet with Chair Branum on this at a later date. On Attachment F was the quarterly expenditure report required documentation. Chair Branum stated that she received one that was amended in 7/18/18 this may or may not be applicable since the Ordinance states when the year end and quarterly is due there was a discrepancy in the day of the fourth quarter because the fourth quarter and the yearly fiscal year end in the 90 days afterward.

Mehran stated that he and the Chair will work together to get this all updated within the Ordinance.

7. Discuss recipient application review procedures
BM Surinder stated that we could use a method of uploading the applications.
Chair Branum stated she would get with the City Secretary about a method of receiving the applications. A drop box was also discussed.
BM Morrison asked if we were still doing paper document submissions.
At this time it was not decided until the Chair spoke to the City Secretary.
8. Discuss status of quarterly online reporting
Chair Branum will get with Tammy Jacobs on this.
9. Schedule next meeting
No meeting was scheduled.
10. Adjourn
Meeting adjourned at 4:42 p.m.

