

PARKS, RECREATION & FINE ARTS BUDGET COMMITTEE MEETING

Wednesday, July 20, 2022

3:30 p.m.

NOTICE IS HEREBY GIVEN that the City Council of Bountiful, Utah will hold a Parks, Recreation & Fine Arts Budget Committee meeting at City Hall, 795 South Main Street, Bountiful, Utah, at the time and on the date given above. The public is invited to the meeting. Persons who are disabled as defined by the Americans With Disabilities Act may request an accommodation by contacting the Bountiful City Manager at 801.298.6140. Notification at least 24 hours prior to the meeting would be appreciated.

If you are not on the agenda, the Council will not be able to discuss your item of business until another meeting. For most items it is desirable for the Council to be informed of background information prior to consideration at a Council meeting. If you wish to have an item placed on the agenda, contact the Bountiful City Manager at 801.298.6140.

AGENDA

1. Welcome
2. Review of existing RAP Tax grant program guidelines and discussion of modifications.
3. Adjourn


City Recorder

City Council Staff Report

Subject: RAP Tax Grant Policy Review
Author: Galen D. Rasmussen, Assistant City Manager
Department: Executive
Date: July 20, 2022



Background

Bountiful City's Recreation Arts and Parks (RAP) Tax program is governed by applicable State law and Council approved intents as outlined in the official program guidelines, process timeline, and grant application materials each year. These materials are posted annually on the City's website and submitted to interested and eligible applicants for each fiscal year's grant application process.

During the last Parks Recreation and Arts Budget Committee Meeting held on April 12, 2022, committee members were presented with a suggested revised set of program guidelines for consideration from staff in making Fiscal Year 2022-2023 grant making decisions. In that April 12th meeting, there was a request made by the committee for staff to set a follow-up committee meeting to review the existing grant program guidelines and related materials along with consideration of staff recommended revised program guidelines to govern future RAP Tax Grant application reviews and approvals.

Analysis

Part of the role of the Recreation, Arts and Parks Budget Committee is to review the RAP Tax Grant applications received each year and to make a recommendation to the full Council during the budget process. Potential grant applicants submit applications to the city based on a timetable set each year to match the budget process using an application with supporting documentation. These applications and supporting documentation are then reviewed by staff for eligibility based on State law, and Council adopted Program Guidelines. These guidelines were adopted originally after several discussions with the full Council in public Work Sessions to determine Council intents for the program.

One of the original tenets of the RAP Tax program was to avoid granting money for operating costs such as salaries, maintenance, and similar categories of expense so that applicants wouldn't become reliant on the City to keep their organizations operating. Community events, one-time purchases of equipment, and building improvements (like exterior stairs at the History Museum) have typically been funded. Staff has observed over the years that RAP Tax Grant applicants seem to be getting a little more "creative" on their requests versus existing program guidelines.

From these observations, staff felt it was prudent and timely to recommend a few clarifications to the original guidelines to better define items that could be deemed eligible and those which were not considered eligible according to previously stated Council intents. These recommended clarifications are inserted in the attached original program guidelines document with red underline text for your review and consideration as part of the committee discussion.

Department Review

This staff report has been reviewed by, and received the concurrence of, the City Manager.

Recommendation

Staff presents the suggested revised set of program guidelines for consideration of the Committee to guide future RAP Tax Grant application reviews and grant approvals. If approved by the

Committee, it is recommended that the revised guidelines be forwarded to the full Council for final adoption at a future City Council meeting.

Significant Impacts

None

Attachments

- Fiscal Year 2022-2023 RAP Tax Grant Process Timeline
- Fiscal Year 2022-2023 RAP Tax Grant Application
- Suggested Revised Program Guidelines (as updated to 2022)

FY2022-2023 Budget - RAP Tax Process Timeline

February 24, 2022 – Fifth season RAP Tax Grant documents submitted for City Manager review and approval:

- a. RAP Tax Program Guidelines
- b. RAP Tax Program 2022 Timeline
- c. Grant Funding Application Form

March 7, 2022 – RAP Tax Grant Application distributed

- a. Notice of Application Period and copy of Grant Application posted to City website
- b. Application emailed to known, potential interested groups and individuals
- c. City project applications from departments are made via regular budget process

March 21, 2022 – RAP Tax Funding Applications due at City Hall (795 South Main, Bountiful) by 5:00 p.m.

March 24, 2022 – Staff Review of City Projects and Grant Applications. Additional information requested from applicants, if necessary.

April 7, 2022 – Applications and other committee materials distributed to Parks, Recreation and Arts Committee

April 2021 – Parks, Recreation & Arts Committee Meeting (April 12 at 4:00 p.m. – City Hall).

- a. Review of FY2021-2022 program status.
- b. Review available funding and program guidelines for 2022 (FY2022-2023 budget)
- c. Consider funding applications to recommend for City Council approval or,
- d. Designation of a separate subcommittee to review and provide recommendations for later approval by the City Council (FY2022-2023 budget)

May & June 2022 –RAP Tax Funding recommendations sent to City Council for consideration of tentative and final approval as part of overall budget (FY2022-2023 Budget)

July 2022 – Approved funding applications processed for payment according to RAP Tax Program Guidelines (FY2022-2023 Budget)

April 2023 – RAP Tax program status provided in budget review by Parks, Recreation and Arts Committee



FY2022-2023 RAP TAX GRANT APPLICATION





APPLICANT INFORMATION

Organization Name: _____

Mailing Address: _____

Tax ID #: _____

Primary Contact: _____

Phone #: _____ E-mail: _____

Secondary Contact: _____

Phone #: _____ E-mail: _____

ORGANIZATION DETAILS

Registered 501(c)3

Other Non-Profit (please state type)

FUNDING REQUEST

Ongoing Project

Ongoing Event(s)

Rent Assistance

Equipment

HISTORY

Has your organization received prior funding from Bountiful City? Yes No

If yes, please list up to the last three grants received:

Grant Project Name	Year	Amount	Key Outcome(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



REQUIRED DOCUMENTATION

Please include the following sections within your organization's grant proposal.

SECTION - A

Provide a detailed plan and budget for how your organization plans to use RAP Tax funding. If your request aligns with a City Council Policy Priority area please state which policy priority your request would help to fulfill.

SECTION - B

Include narrative description and supporting data to illustrate the benefit(s) of your funding request for Bountiful City and its residents. This description should quantify the expected outcomes that would result from your organization receiving RAP Tax funding. Potential outcomes could include the number of residents to be served; the number of classes taught; or the dollar amount of local economic impact that the City would receive in return for allocating RAP Tax dollars to your organization.

SECTION - C

Provide a list of key staff or volunteers, their roles in your proposed funding request, and a brief description of their qualifications.

SECTION - D

Provide a list of other funding sources for the project or activity for which your organization seeks RAP Tax funding. Please include your organization funds, secured funding from other organizations, other pending funding requests, and the amount requested or received from each.

SECTION - E

Provide a detailed (line-item) annual budget for your organization and your most recent financial statements, if available.

SECTION - F

Provide a list of board members.



ACKNOWLEDGMENT OF RESPONSIBILITY

Please email (GalenR@Bountiful.gov) your completed grant proposal **or** submit eight physical copies to: Galen Rasmussen, Assistant City Manager, Bountiful City Hall, 795 South Main, Bountiful, UT 84010, **before Monday, March 21, 2022, at 5:00 p.m.** Your completed grant proposal should include:

1.) The Application Form **2.)** Sections A – F **3.)** Acknowledgement of Responsibility

I have read and understood the instructions supplied by Bountiful City for processing this application (attached: "Bountiful City Recreation Arts & Parks (RAP) Tax Program Guidelines" and "RAP Tax Process Timeline"). The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until City staff has reviewed the application and notified me that it is deemed complete.

I will remain informed of the deadlines for submission of material and the progress of this application. I understand if my completed grant proposal has passed the selection process for review by the full City Council or respective sub-committees that I will be notified the week prior to any public hearings or public meetings. I understand that my organization may be asked to present to the City Council or respective sub-committees. I also understand that my organization's completed grant proposal and its review does not guarantee that funding will be granted.

If funding is granted to my organization, I understand that within one month of the project's completion I must provide a detailed report of how the funding was used, actual dollars spent relative to this grant proposal and budget, project results, and it's benefit to the community. Failure to complete this report of grant funding use will make my organization ineligible for funding during the next fiscal year. This report and the original grant proposal will also be on file and available at the City Manager's office at Bountiful City Hall.

APPLICANT SIGNATURE: _____ **DATE:** _____

NAME OF APPLICANT (PLEASE PRINT): _____

Bountiful City Recreation Arts & Parks (RAP) Tax
Program Guidelines
FY 2022-2023 (with recommended amendments)

Background

In November 2014 Bountiful voters approved a 10-year extension of the City’s Recreation, Arts, and Parks (RAP) Tax pursuant to the following question:

“Shall the City of Bountiful, Utah, be authorized to impose a 0.1% sales and use tax to fund parks improvements, recreational improvements, and cultural facilities and organizations for the City of Bountiful?”

Following approval by the voters, funding became available on April 1, 2016 for projects as allowed by State Law and approved by the City Council.

An information pamphlet created by the City was distributed to residents and provided voters with an idea of what the intended uses of the funds would be. This is an excerpt from the pamphlet:

What will the RAP Tax proceeds be used for?

State law allows the RAP Tax to fund a broad range of parks, recreational facilities, and arts and cultural projects and activities. In 2013 the City acquired a seven acre property on Mill Street near Bountiful High School. The development of that property as a park for current and future residents and visitors is dependent in large part upon availability of RAP Tax funding. The goal of the City is to analyze options, and provide funds to develop this park along with funding for other parks, recreational facilities, and cultural projects and organizations of benefit to Bountiful citizens, such as:

- New Park on Mill Street
- Other Park Play Structures and Improvements
- Sports and Field Facilities
- Pavilion and Stage Improvements
- Trails
- Grants to Arts and Cultural Groups and Programs

The City Council will set aside 11% of the proceeds annually for grants to eligible arts and cultural organizations and programs. **Total grant funding available in FY 2022-2023 is anticipated to be up to \$78,000.**

Program Guidelines

Eligible Activities Under Utah State Code for Cities

State law allows RAP Tax to be used for the following eligible types of activities specified in Utah Code Annotated 59-12-1402:

- (i) fund cultural facilities, recreational facilities, and zoological facilities and botanical organizations, cultural organizations, and zoological organizations in that city or town; or
- (ii) provide funding for a botanical organization, cultural organization, or zoological organization to pay for use of a bus or facility rental if that use of the bus or facility rental is in furtherance of the botanical organization's, cultural organization's, or zoological organization's primary purpose.

City Council Intents:

1. Not-for-Profit Status

To be eligible for funding, applicants must be registered not-for-profit organizations.

2. Emphasis on Project Costs over Operating Costs

Priority will be given for funding of project costs. This guideline is designed to help ensure that funding is available to improve programs or improvements opportunities for residents of Bountiful and not to create a dependency for funding support by the City. Operating costs such as salaries, marketing, maintenance, software, utilities, etc. will generally not be eligible for funding. Building related fixtures and equipment are deemed eligible costs where upgrades or improvements to a building are not eligible.

3. Funding for Community Events

Funding of events which are one-time in nature could arguably leave the City at a risk of investing RAP Tax monies for purposes with no lasting impactful community benefits. Ongoing successful community events, on the other hand, can have a long-lasting effect and become an integral part of the city's fabric.

Funding of events are typically recommended after a demonstrated track record of success in Bountiful as determined by the recommending committee and the City Council. Community events do not include classes, seminars, or other program-type activities with limited participation.

4. Funding for Equipment

Funding of new equipment will only be recommended after the applicant has a demonstrated track record of success in Bountiful as determined by the recommending committee and the City Council. Replacement of existing equipment is considered maintenance and is not eligible for funding.

5. Competitive Process; Not an Entitlement Program

The residents of Bountiful City have generously voted to allow their tax dollars to fund recreation, arts, parks, cultural organizations, events and facilities for the benefit of the

community. This is a gift and a responsibility for each successful applicant. All funding received is subject to applicable laws, regulations and later audit by the City.

City Council Intents (continued):

6. Council Policy Priorities

Ideally, funding requests should align with one or more of the City Council Policy Priorities as adopted each year. Those policy priorities are published in the City’s annual budget document that can be found on the City website at:

<http://www.bountifulutah.gov/Financial-Reports>

RAP Tax Application Process

Applications for RAP Tax will be accepted for consideration by the City Council under the following process:

- Grants for Arts and Culture – Applications will be made by individuals or organizations using the current RAP Tax Grant Funding Application Form. Completed applications must be submitted by the date listed in the application form to be considered.
- Key Elements in Applications –
 - ✓ Explanation of how the request will benefit residents of Bountiful City
 - ✓ Disclose the authorized type of activity for funding
 - ✓ Use outcome measures to support the application (e.g. number of residents served; local economic impact; Council priority addressed)
 - ✓ Provide a detailed budget for how funds will be spent.

Revised 3/28/2022