

AMERICAN FORK CITY
COUNCIL MEETING MINUTES
SEPTEMBER 4, 2014

WORK SESSION

ATTACHMENTS (3)

The purpose of City Work Sessions is to prepare the City Council for upcoming agenda items on future City Council Meetings. The Work Session is not an action item meeting. No one attending the meeting should rely on any discussion or any perceived consensus as action or authorization. These come only from the City Council Meeting.

The American Fork City Council met in a work session on Thursday, September 4, 2014, in the American Fork City Offices, 51 East Main Street, commencing at 3:00 p.m. Those present included Mayor James H. Hadfield and Councilmembers Carlton Bowen, Brad Frost, Rob Shelton, and Clark Taylor. Councilman Jeff Shorter was excused.

Staff present: Associate Planner Wendelin Knobloch
Cemetery Sexton Ray Garrett
City Administrator Craig Whitehead
City Attorney Kasey Wright
City Planner Adam Olsen
City Recorder Richard Colborn
Finance Director Cathy Jensen
Fire Marshal Doug Bateman
Parks & Recreation Director Derric Rykert
Police Chief Lance Call
Public Relations Audra Sorenson
Public Works Director Dale Goodman

Also present: Deborah Mecham and Cami Hamilton

DISCUSSION OF APPROVAL OF AN AGREEMENT WITH MEMBERS OF THE UTAH VALLEY DISPATCH DISTRICT TO CONSTRUCT A NEW FACILITY - *Deborah Mecham, Executive Director of the Dispatch District*

Craig Whitehead introduced Executive Director of the Utah Valley Special Service Dispatch District Deborah Mecham. Ms. Mecham explained the need for a new Dispatch Center. A power point presentation is included in these minutes as **ATTACHMENT 1**. They had been studying this for some time. Currently they were in the Utah County Sheriff Security Center. Needs include:

- Currently have 10 dispatch positions (in an area that previously housed 4 positions) and need at least 12 to 14. They use 8 at any one time. A big event required more dispatchers. Their space was maxed out now.
- Need more storage
- Need for in-service training space
- Need additional space for offices
- Need additional space for equipment and IT staff

- Population continues to grow (will double by 2030), the workload will continue to grow
- Poor lighting; no natural light
- Poor air flow and ventilation resulting in worker comp claims
- Secure 24 hour parking

Ms. Mecham explained that they provided 911 service to everyone in Utah County except for Provo City, Orem City, Springville City, and Pleasant Grove, who each had their own dispatch center and also Mapleton City who went through Springville, and Lindon City who went through Orem.

Ms. Mecham noted that the study showed they needed about 10,000 square feet of space. They were currently in 3,500 square feet. Further space would be needed in 2025 and again in 2035. They would need at least a 1½ to 2 acre site. There was a viable site that the District would purchase on the current campus that would present significant technology savings. The total cost was estimated at \$5.3 million. The District would put up \$1.8 million which left \$3.5 million to be funded by the user entities. (See **ATTACHMENT 2** for the cost breakdown per entity) It was based on the number of calls.

Ms. Mecham explained that their fee assessment for dispatch services was based ten percent on population and 90 percent on the number of calls and they did a three-year rolling average. It was adjusted each year.

Councilman Frost asked the reason why American Fork had such a high call volume.

Ms. Mecham suggested that it may be because American Fork had a large business base and thereby there were more people in the day time.

Councilman Shelton commented that there had been a lot of discussion regarding a county-wide dispatch.

Mayor Hadfield noted that there had been talk of legislation to go to county-wide dispatch throughout the state.

Ms. Mecham responded that there had been a lot of discussion about that in the legislature last year and legislation passed that encouraged that; but it did not mandate it. Their board members were not in favor in going that direction.

Councilman Taylor asked how they look into the future to see what the buy in would be if another entity wanted to go this way. What if the state mandated a consolidation? What would they do then?

Ms. Mecham answered that part of the discussion they have had in relation to that was that they were looking for space large enough to expand beyond 2025 so that if one of the other entities did want to come in they would have the space to do it but it would be at their cost.

Councilman Taylor stated that American Fork still bore a good part of that burden as they were number three in call volume right now. In three years, Eagle Mountain and Saratoga

Springs could be as big as American Fork in terms of calls. American Fork had to pay big up front and Eagle Mountain and Saratoga Springs benefitted from that. He was talking about the one time pay out right now.

Ms. Mecham thought that was a good point.

Councilman Frost thought that the only way to overcome that was to structure the expansion later.

Ms. Mecham explained that part of the expansion dollars was only for shell space. What would go in there would be paid for at that time.

Mayor Hadfield noted that what was being shown was just for the building and not for operations and maintenance.

Ms. Mecham explained that it would be based on the formula for fees that was previously outlined in this meeting and it would include growth.

Councilman Taylor understood that but his beef was now the City was going to pay out a huge amount of money because they were number three that Saratoga Springs and whoever would benefit from. American Fork up fronts this big investment and they could very well be number 5 or 6 in four or five years and this building would be viable for the next 30 years.

Mayor Hadfield added that as the City's grew Utah County area would decrease.

Ms. Mecham reported that about 60 percent of the entities planned on paying the cash option.

Mayor Hadfield understood that the City was charged based on the number of calls. He asked if there were multiple calls on a single incident if they were charged per call or per incident.

Ms. Mecham answered that in that case the City would be charged just once even if police, fire, and ambulance were all called to the same incident. She added that medical assists were not charged and agency assists were not charged.

Councilman Shelton asked how far down the road this was.

Ms. Mecham responded that they were far into the process but a final vote had not yet been taken. The next step would be action on the agreement and how they were going to pay. The agreement would be presented at their September 25, 2014 Board Meeting. The goal would then be to get the participating entities to sign the agreement.

Mayor Hadfield offered his suggestion that the District own their own land and own their own facility.

Ms. Mecham stated that the Board has come to that determination.

Councilman Frost commented that over the years American Fork has been the big brother allowing others to use our programs and facilities. They needed to be fair to our residents. He was a little unsettled with the allocation and how growth factored in. American Fork can only grow so much and our sister cities could double us. He did not know the answer but it was a concern.

Councilman Taylor suggested that unless American Fork City owned equity in the organization and as other cities came on or increased they could buy American Fork's equity.

Mayor Hadfield noted that when Orem was growing in the Alpine School District, American Fork and Lehi paid toward that. Then, Orem wanted out of the Alpine School District and Mayor Washburn at the time did not agree. He felt that Orem owed it to the other cities that supported them. Now Orem was paying for other growth. Over time everything washes out.

Councilman Taylor commented that worked only because of the level headedness of Mayor Washburn.

Councilman Shelton agreed that there was an equity issue.

Craig Whitehead stated that he would bring that up at the Board Meeting.

Ms. Mecham added that item had not been brought up and discussed before. It needed to be put on the table.

Mr. Whitehead explained that was one of the purposes of the agreement; no one could just jump out after two years and not pay their fair share.

Mayor Hadfield felt there were ways to equalize that.

Mr. Whitehead asked how the City should plan for that payment; cash or bonding. They could take it out of surplus but that put a hit on everything else in that fiscal year. He thought that right now they could do it.

Ms. Mecham understood that payment would be expected sometime at the beginning of next year.

Mayor Hadfield stated that American Fork City used the Dispatch Center, felt strongly about its future and about its success and had no interest in jumping ship. It was a proven commodity.

Ms. Mecham appreciated working with Chief Garcia and Chief Call and noted that they were great professionals that helped the District be better.

DISCUSSION OF APPROVAL FOR THE LOAN OF \$530,000 FROM THE PERPETUAL CARE FUND TO THE CAPITAL IMPROVEMENT FUND FOR CEMETERY EXPANSION –
Cathy Jensen

Councilman Frost explained that the City had the ability to borrow from the Perpetual Care Fund and it paved the path to cemetery expansion. The City could borrow from itself and pay itself back. The purchase price of a lot was \$1,200.

- \$200 to the Perpetual Care Fund
- \$250 to the loan repayment
- \$750 to the General Fund
 - \$350 to for O & M
 - \$400 to a Cemetery Accrual Fund for future cemetery expansion or improvements

Cami Hamilton, Lewis Young Robertson & Burningham, explained that interest was 2.35 percent, roughly equivalent to the 10-year US Treasury Note.

Councilman Frost expressed that they were confident in the need and would be aggressive in the lot sales. Repayment had to be within 10-years, but prepayment could take place at any time.

Mayor Hadfield added that on Tuesday's agenda there would be an item to repeal the moratorium on the sale of cemetery lots. He complimented Derric Rykert and Councilman Frost and members of the Cemetery Committee on the well thought-out plan to accomplish this project.

Councilman Bowen asked if the original budget that was passed had these funds coming from Capital Improvement.

Mr. Whitehead stated that it was budgeted there, but the funding source would come from the Perpetual Care Fund loan.

Councilman Bowen commented that the other option was to take it out of the General Fund and asked if they could they still do a percentage of the lot sale pay back to the General Fund.

Mr. Whitehead responded that in that case it would all go to the General Fund.

Councilman Bowen asked what kind of surplus was in the General Fund and what was the balance in the Perpetual Care Fund?

Mr. Whitehead answered that the Perpetual Care Fund had about \$530,000. If it was taken from the General Fund that would put the squeeze on everything else that the surplus could be used for.

Councilman Shelton felt that this was a good option. If the Perpetual Care Fund was not utilized and they went with the General Fund Surplus and then there was a need in the City, they could not go the Perpetual Care Fund. It limited the City's option and placed them in a corner.

Councilman Bowen appreciated what was being said but his concern was the same but from the perspective of the Perpetual Care Fund. What if there was a need there?

Councilman Shelton asked Sexton Garrett when the last time the Perpetual Care Fund was used.

Mr. Garrett answered that he had been there 32 years and they had never touched it.

Mayor Hadfield added that by expanding the cemetery the Perpetual Care Fund was getting stronger.

Councilman Bowen suggested using just a part of the Perpetual Care Fund.

Councilman Shelton asked why that should be done as it would limit the City's options and not efficiently use the resources that the City had.

Councilman Bowen likened it to having a life insurance policy where 100 percent of the benefit could be borrowed because you don't expect to die tomorrow. The reason the Perpetual Care Fund was there and had a balance and hadn't been drawn against was because that was what it was intended for.

Councilman Shelton thought that was a bad example because a life insurance benefit was expected to be collected at some point in time. The Perpetual Care Fund would not be collected.

Councilman Bowen added that someone thought it was prudent to put it into place, just in case.

Mr. Whitehead responded that if the City went with the loan and something major did happen they would tap the General Fund.

Councilman Frost expressed that it gave the City total flexibility. It could be paid back in a lump sum if there was a profitable year.

Councilman Shelton related that this was how Orem City paid for their cemetery expansion. It was one of the uses that the Perpetual Care Fund could be used for.

Councilman Bowen would be more comfortable if there was some balance left.

Councilman Shelton thought that the General Fund would be more of a risk than the Perpetual Care Fund.

Mayor Hadfield noted that there was an item on the overlay for Pacific Drive. They put money in the budget for that. Bids came in higher than the engineer's estimate. If they still wanted to do the project where would the money come from? Money from the Perpetual Care Fund had to be used for cemetery. It could not be used for anything else.

Councilman Bowen understood the funding sources and the uses of each. He still did not think it was good to withdraw 100 percent of the Perpetual Care Fund.

Councilman Frost believed that there would be a timely payoff.

Councilman Shelton asked what other default provision was in there.

Ms. Hamilton did not have that with her.

Mayor Hadfield explained that at Council meeting next Tuesday night there would be a motion to do certain things regarding cemetery lot sales. They would know 30 days after how the sales were going.

Mr. Whitehead added that the General Fund was the 'Rainy Day Fund' for all departments.

DISCUSSION REGARDING THE IMPLEMENTATION OF THE PARKS, ARTS, RECREATION AND CULTURE (PARC) TAX, AND THE POLICIES AND PROCEDURES THAT WILL GOVERN THE APPLICATION, SELECTION, DISTRIBUTION, AND ACCOUNTING OF FUNDS – Derric Rykert

Mayor Hadfield turned time to Derric Rykert to lead this discussion. Mr. Rykert explained that they were working on their side to be prepared for the November Election. He presented the 'guts' of the policies and procedures. It is included in these minutes as **ATTACHMENT 3**. It was suggested that there be a seven member PARC Tax Recommendation Committee in 5.7.

Councilman Bowen asked if this was just an opinion question that would be on the ballot or if it would be binding.

Mr. Whitehead answered that it was called an opinion question but they would be voting to have or to not have the PARC Tax.

Mr. Rykert asked if there were any other groups that should be included besides those listed in 4.3. None were suggested.

Councilman Frost asked how persons would be nominated to that committee.

Councilman Taylor thought it would be like any other appointment to a committee.

Mayor Hadfield stated that this would be a very involved committee. There would be a level of staff support that would also be needed.

Councilman Shelton suggested they have four from the General Community instead of two from City Council Appointments and two from the General Community.

Councilman Bowen asked for clarification that it was the Parks Committee that was making the recommendation.

Mr. Rykert responded that it could be like that. They were concerned about creating a balance. It should be someone who was aware of the needs of the Parks.

Councilman Shelton thought it was meant that it would be a Parks minded individual.

Mayor Hadfield liked the four from the General Community.

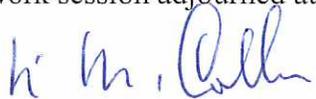
Councilman Frost commented that it was interesting as he read through this to be on the selection side of the grant.

Councilman Shelton in his discussion with others involved in this type of action learned that it was both a blessing and could also be a curse if there was not a sustainable way upfront for accountability.

Councilman Frost added that they could do many things including matching grants. He could only see good coming from this.

ADJOURNMENT

The work session adjourned at 4:20 p.m.

A handwritten signature in blue ink, appearing to read "R. M. Colborn".

Richard M. Colborn
City Recorder

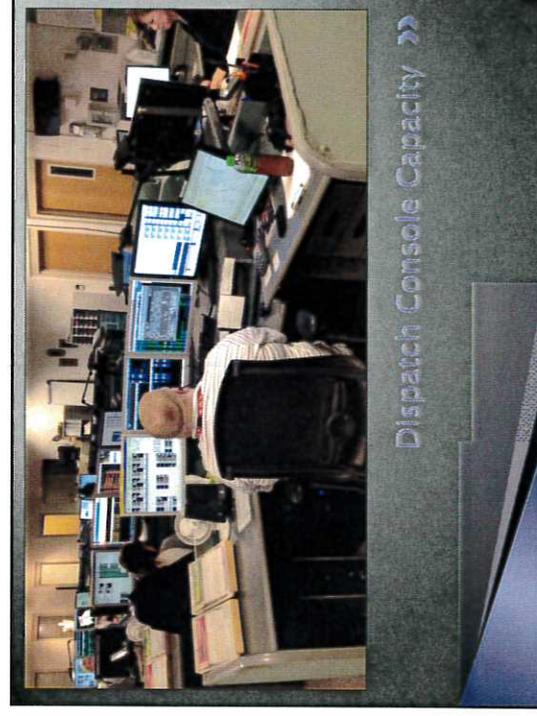
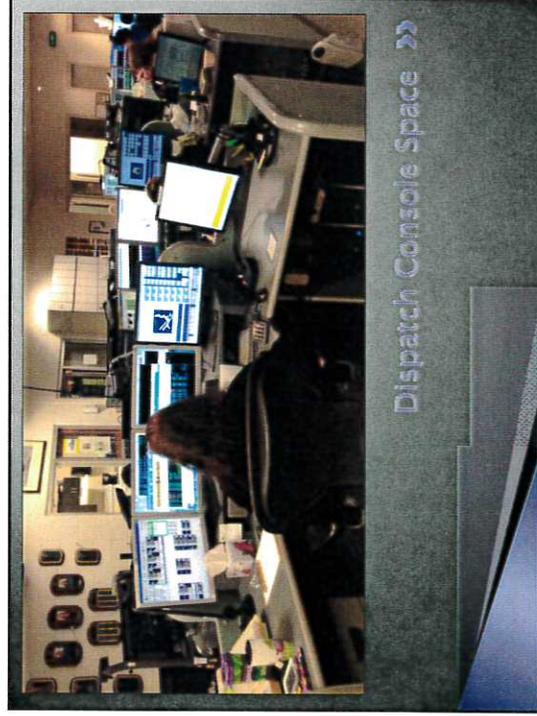
Utah Valley Dispatch Special Service District

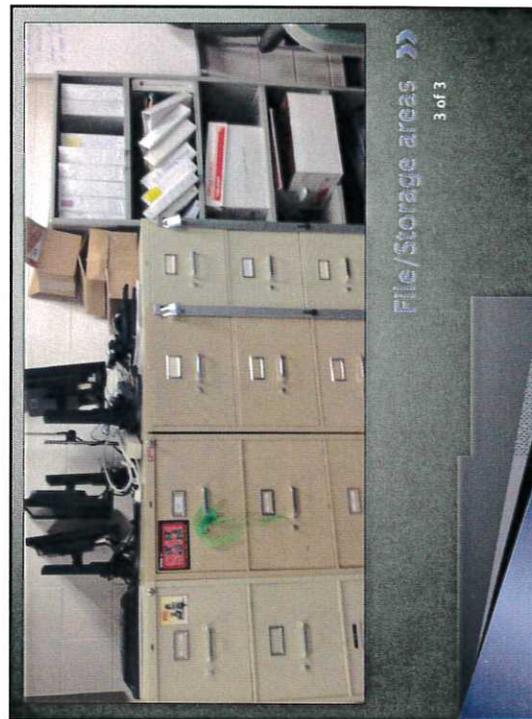
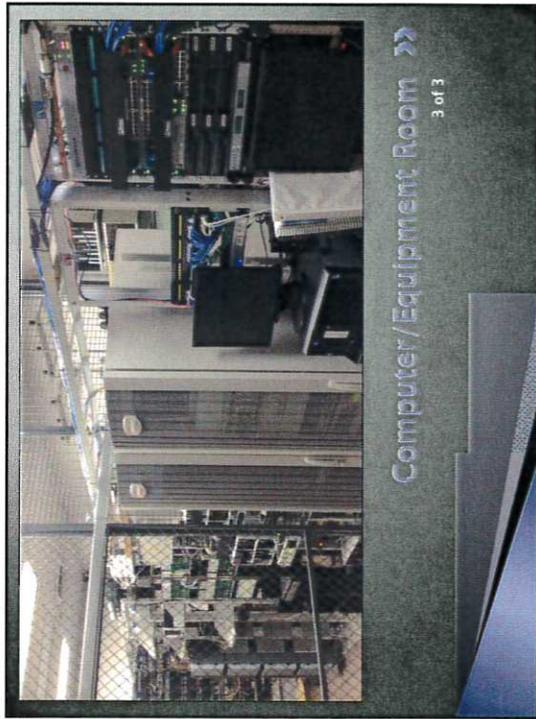
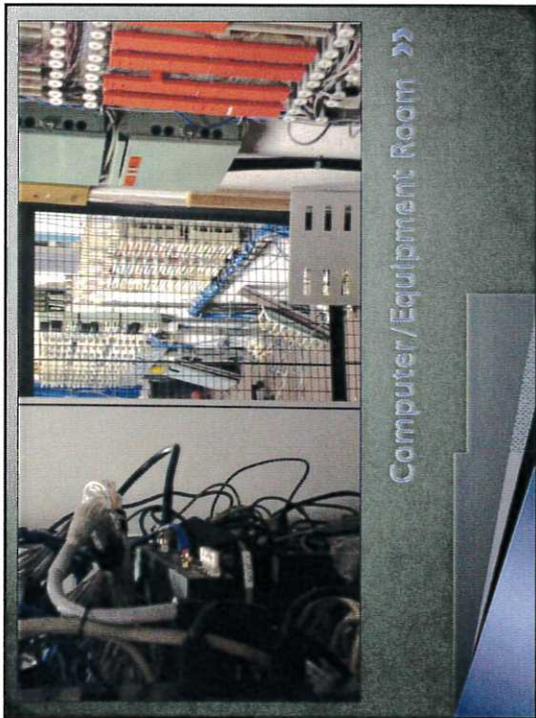
Construction of 911 Facility

Presented by:
Deborah Mecham, Executive Director
September 4, 2014

Then to Now

- › Dispatch has been housed in Utah County Sheriff's Security Center facility since 1996
- › Console positions have grown from 4 to 10
- › Office space/work area needs have increased
- Limited or inadequate spaces
 - › Storage
 - › Conference/meeting areas
 - › Training areas
 - › Technology/equipment space



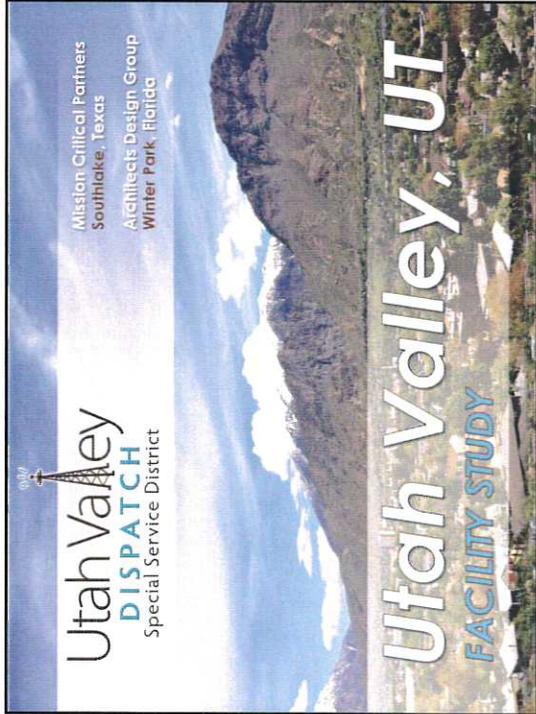


Other Challenges

- ▶ Work environment (morale, health and comfort)
 - Lighting
 - Ergonomic matters
 - Air flow and ventilation
- ▶ Areas for de-stress and meal needs
- ▶ Meeting and training space
- ▶ Secure parking

Facility Study

- ▶ Mission Critical Partners, Southlake, Texas
- ▶ Architects Design Group, Winter Park, Florida
- ▶ GOAL: Assess dispatch operational needs as it relates to space and technology requirements, for today and the next 20-25 years.
- ▶ Final report submitted November 14, 2013



Utah Valley
DISPATCH
Special Service District

Mission Critical Partners
Southlake, Texas
Architects Design Group
Winter Park, Florida

Utah Valley, UT
FACILITY STUDY

Utah Valley Dispatch Study: The Process

1. Spatial Needs Assessment
2. Staffing Study
3. Technology Assessment
4. Site Assessments
5. Development Options
6. Threat Vulnerability Assessment
7. Recommended Construction Approach

Future Challenge: Growth

- ▶ Anticipated population growth
 - The population almost doubled from 2000 to 2010
120,982 to 234,724
 - Anticipated to more than double again by 2030
 - Estimated population in 2020 = 340,798
 - Estimated population in 2030 = 482,058
- ▶ Estimated workload growth
 - Calls dispatched have increased by 20% from 2009 through 2013
 - Work volume would be expected to double by 2030 if the calls per person remained the same

Utah Valley Dispatch: The Process Detailed Spatial Needs Assessment Findings:

Year 2015	Year 2025	Year 2035
10,624 SF	11,393 SF	12,559 SF

Program Components Include:

- Public Access Areas
- Administration
- Training
- Technology
- Dispatch
- Facility Support

Site Planning Considerations

- 0.75 Acres for Building Footprint and Parking
- Storm Water Management Systems
- Buffer / Landscape Zones
- Future Expansion Considerations
- **Minimum Site Size of 1.5 – 2.0 Acres**

Expansion vs Build + Site

- ▶ A subsequent expanded study was conducted to further consider expansion onto the sheriff's facility.
- ▶ Various sites were analyzed through both studies.
- ▶ Based on site viability and cost, a site on the same campus as the sheriff's facility has been proposed.
 - Refer to map

Facility Costs

- ▶ \$5,302,980 for Land, Construction and Technology
- ▶ \$1,802,980 from current fund balance
- ▶ \$3,500,000 member assessments based on current usage assessments
- ▶ American Fork: 15.01% = \$525,455

Next Steps

- ▶ Each city to determine funding preference
 - Cash payment
 - Financing
- ▶ Review agreements
- ▶ September 25, 2014 Board of Trustees meeting
 - Each cities method of funding
 - Signed agreements
 - Approve RFP for Architectural/Engineering Services
- ▶ Goal: Break ground Spring 2015

QUESTIONS AND COMMENTS

**New Utah Valley Dispatch Facility
Estimated Cost Allocation**

	CITY/COUNTY	FY 2015 FEE PERCENTAGE	CASH	12-Year Bond	Annual Payment	20-Year Bond	Annual Payment
1	Lehi	17.39%	\$ 608,772	\$ 713,949	\$ 59,496	\$ 940,201	\$ 47,010
2	Utah County	16.82%	\$ 588,830	\$ 690,562	\$ 57,547	\$ 909,403	\$ 45,470
3	American Fork	15.01%	\$ 525,455	\$ 616,237	\$ 51,353	\$ 811,524	\$ 40,576
4	Spanish Fork	12.12%	\$ 424,340	\$ 497,653	\$ 41,471	\$ 655,360	\$ 32,768
5	Payson	8.11%	\$ 283,939	\$ 332,995	\$ 27,750	\$ 438,522	\$ 21,926
6	Saratoga Springs	7.05%	\$ 246,874	\$ 289,526	\$ 24,127	\$ 381,277	\$ 19,064
7	Eagle Mountain	5.75%	\$ 201,118	\$ 235,865	\$ 19,655	\$ 310,611	\$ 15,531
8	Highland	5.61%	\$ 196,397	\$ 230,329	\$ 19,194	\$ 303,321	\$ 15,166
9	Santaquin	3.49%	\$ 122,157	\$ 143,262	\$ 11,939	\$ 188,662	\$ 9,433
10	Alpine	2.72%	\$ 95,074	\$ 111,500	\$ 9,292	\$ 146,834	\$ 7,342
11	Salem	2.34%	\$ 81,759	\$ 95,884	\$ 7,990	\$ 126,270	\$ 6,314
12	Cedar Hills	1.78%	\$ 62,279	\$ 73,039	\$ 6,087	\$ 96,185	\$ 4,809
13	Elk Ridge	0.46%	\$ 16,203	\$ 19,003	\$ 1,584	\$ 25,025	\$ 1,251
14	Genola	0.30%	\$ 10,541	\$ 12,362	\$ 1,030	\$ 16,280	\$ 814
15	Goshen	0.27%	\$ 9,546	\$ 11,195	\$ 933	\$ 14,743	\$ 737
16	Vineyard	0.24%	\$ 8,294	\$ 9,727	\$ 811	\$ 12,809	\$ 640
17	Woodland Hills	0.22%	\$ 7,798	\$ 9,146	\$ 762	\$ 12,044	\$ 602
18	Cedar Fort	0.20%	\$ 7,151	\$ 8,387	\$ 699	\$ 11,045	\$ 552
19	Fairfield	0.10%	\$ 3,472	\$ 4,072	\$ 339	\$ 5,363	\$ 268
TOTALS		100%	\$ 3,500,000	\$ 4,104,693	\$ 342,058	\$ 5,405,478	\$ 270,274

DRAFT

American Fork City PARC Program Policies and Procedures

General Information:

In November 2014, the citizens of American Fork will vote on a PARC tax. This includes a 1/10th of 1% percent increase in the local sales and use tax as a means of enhancing the Parks, Arts, Recreation and Culture opportunities for the residents of American Fork City. If approved by voters, the American Fork City Council will enact the tax by ordinance on November 25, 2014, and it will go into effect January 1, 2015.

Known as the Parks, Arts, Recreation and Culture Tax (hereafter PARC) funds are to be used for eligible facilities and organizations consistent with Utah Code Ann. 59-12-1401 and as defined in Utah Code Ann. 59-12-702, with the exception of zoological facilities and organizations and botanical organizations.

Program Purpose:

The PARC Program exists to enhance financial support for American Fork's qualifying parks, arts, recreational and cultural facilities, and cultural organizations through the imposition, collection and distribution of a 1/10th of 1% city sales and use tax. The PARC Program is committed to fair and equitable access to PARC funding.

1.0 Policy

The American Fork City Council with the recommendation of the PARC Tax Evaluation Committee shall distribute the entire amount of revenues and interest collected as a result of the imposition of the sales and use tax known as the PARC tax in a manner consistent with Utah Code Ann. 59-12-1403, which allows for:

- 1.1 Granting to one or more organizations or facilities as defined in Utah Code Ann. 59-12-702;
- 1.2 Inter-local agreement as provided in Utah Code Ann. 59-12-704; and
- 1.3 Retaining a portion of the tax collected, not to exceed 1.5%, for the cost of Administering the PARC program.

2.0 General Guidelines

- 2.1 Funding for this program comes from sales tax revenues that are collected by the State of Utah and distributed to American Fork City. All funding shall be based on actual sales and use tax receipts as received, recorded and reconciled by the City.
- 2.2 PARC funds *are not an entitlement* and the filing of an application for funds, no matter how complete or comprehensive, is not a guarantee that any funds will be awarded. Organizations should clearly understand that the award of PARC funds similar to a competitive grant and is awarded on the basis of merit and availability of funds; amount of funds will vary from year to year, and there is no guarantee of funding each year. Also, there is no carryover of funding and applications must resubmitted every year. Grants are awarded as much as possible on objective factors.

ATTACHMENT 3 TO THE 09-04-2014 CC WS MINUTES – PAGE 2 OF 6

- 2.3 Multiple year grants may be awarded provided they are within the PARC tax authorization period of ten years. Multiple year grants will still be subject to annual appropriation by the American Fork City Council.
- 2.4 The fact that a project was previously qualified for funding does not guarantee that it is qualified for subsequent funding unless so authorized in the original grant.
- 2.5 The City Council may choose to allocate a percentage of the funding to various classes of applications. This may be modified annually based on revenues available and the number of organizations that apply.
- 2.6 The American Fork City Council may use unallocated or unexpended funds from one fiscal year in another fiscal year.

3.0 Recreational and Cultural Facilities Grants

- 3.1 Grants shall be made available for publicly owned or operated recreational and cultural facilities as defined in Utah Code Ann. 59-12-702.
- 3.2 Qualifying facilities expenses include capital development and the ongoing operating expenses of recreational and cultural facilities as defined in Utah Code Ann. 59-12-702.
- 3.3 All funded facilities must be located in American Fork City or within the boundaries of an inter-local agreement with American Fork City.
- 3.4 Applying entities and organizations must provide for perpetual maintenance for any proposed facility, and must be responsible for the operational and financial accountability for all facilities for which funding is requested.

4.0 Cultural Arts Major and Mini Grants

- 4.1 Grants to qualifying organizations should be utilized to build organizational capacity, to create stability and to enhance American Fork City's cultural arts offerings and community.
- 4.2 Private nonprofit cultural organizations requesting Major Grants must be 501(c)(3) nonprofit entities at the time of the application deadline. Private nonprofit cultural organizations requesting Mini Grants must be 501(c)(3) nonprofit entities or registered with the State of Utah as nonprofit corporations with an active status at the time of the application deadline.
- 4.3 Qualifying organizations must come from one of the following eligible disciplines:
Architecture: Historical Preservation, Service and Education;
Arts Education: Performances for Children/Students, Classroom or After-School Instruction, Teacher and Artist Training, Service/Information and Referrals;
Dance: Ballet, Dance Service Organization, Dance Training, Historical/Traditional, Interdisciplinary, Jazz, World (ethnic), Modern and Tap;
Folk Arts: Folk arts are defined as the homegrown traditional artistic activities of groups that share the same ethnic heritage, language, occupation, religion or geographic area. They are also community and/or family-based arts that have endured through several generations that carry with them a sense of community aesthetic, and that demonstrate

ATTACHMENT 3 TO THE 09-04-2014 CC WS MINUTES – PAGE 3 OF 6

the highest degree of artistic excellence. Folk Arts include: Crafts, Stories/Oral History and Traditional Performing Arts;

History: History is broadly defined as the study of the past, designed to record or explain past events. This includes the following kinds of organizations and activities: Heritage Preservation, Historical Museums, Historical Research, Historical Site and Living History Programs;

Humanities: Humanities are defined as promoting, and public education of, the branches of learning or study embraced by philosophy, literature, languages and art criticism, but excluding theology, natural and social sciences. Humanities includes: Lecture Series and Symposium/Conference;

Interdisciplinary/Performance Art: An artistic hybrid, combining two or more disciplines within a single artwork or performance piece;

Literature: Press, prose, poetry or nonfiction, Literary Service Organization. (*Magazines and newspapers are ineligible.*);

Media Arts: Animation, Digital Media, Graphic Design, Independent Film, Multidisciplinary (within media arts). (*Video, Radio and TV broadcast and cable are ineligible.*);

Multi-Disciplinary: Organizations whose activities encompass two or more distinct disciplines, e.g. music and visual arts;

Music: Blues, Classical, Contemporary/New Music, Historical/Traditional, Jazz, Opera, World Music, Other;

Natural History: Natural history is defined as the study and research, and fostering the appreciation, of the material universe, including various types of plant and animal life, dinosaurs and other fossil life, rare gems, minerals and meteorites, human evolution, human cultures, and the origin of life. This also includes exhibitions related to human beings, the earth and its environment, but excludes aeronautics, space exploration, and science and technology. Natural history organizations should be primarily focused on public programs, as opposed to academic research;

Presenting Organizations: Organizations that curate programs and arrange public performances to help expand public appreciation of diverse art forms and reflect the community's interests. Presenting organizations typically assume all or part of the financial risk of the performances, and handle some or all of the production, marketing box office venue house management tasks associated with the performances. Presenters also sometimes commission new work, supporting artists to develop and perform this work;

Theatre: Classical/Revival, Contemporary/New Work, Musical Theater; or, Visual Arts: Ceramics, Digital, Gallery/Exhibition Space, Mixed Media, Museum, Painting/Drawing, Photography, Printmaking, Sculpture/Three-Dimensional, Other.

- 4.4 Qualifying organizations must have as their primary purpose the advancement and preservation of art, dance, history, music, natural history, or theater, as well as a preponderance of activities that are within their eligible disciplines, and not just have some element of cultural activities.
- 4.5 PARC funds should not be the sole or major source of funding received by applicant organizations. Priority will be given to organizations that can solicit and receive matching funds. Priority will be given to organizations that can demonstrate a strong connection to the community, have a substantial track record and show a stable history.
- 4.6 Organizations applying for Major Grants of \$5,000 or more may be awarded up to 35% of their total qualifying operating expenses as defined in these policies and procedures.

ATTACHMENT 3 TO THE 09-04-2014 CC WS MINUTES – PAGE 4 OF 6

- 4.6.1 Organizations will not qualify to receive Major Grants of \$5,000 or more unless they have a significant presence, and manage and present, in American Fork City.
- 4.7 Organizations applying for Mini Grants may be awarded up to \$4,999 for qualifying operating expenses as defined in these policies and procedures.
 - 4.7.1 Preference will be given to Mini Grant applicants that have a significant presence, and manage and present, in American Fork City.
 - 4.7.2 Any applicant receiving \$5,000 or more in PARC grants, even if the \$5,000 threshold is reached through multiple Mini Grants, shall be treated as a Major Grant recipient and must comply with all rules and regulations related to Major Grants.
- 4.8 New cultural organizations may only receive a minimal amount, established by the City Council, until the organization can provide financial and evaluation reports to justify more substantial funding.
- 4.9 Qualifying organizations must have a stable financial history. Weak or negligent financial management could be grounds for exclusion.
- 4.10 Qualifying organizations requesting amounts of \$10,000 or more shall be required to provide financial reports for their organizations prepared by a Utah licensed certified public accountant/firm according to the following schedule (subject to annual adjustment/indexing by the Orem City Council):
 - 4.10.1 \$10,000 to \$99,999 – a compilation report for the most recently completed fiscal year;
 - 4.10.2 \$100,000 to \$499,999 – a review of the most recently completed fiscal year plus a compilation report for the previous two fiscal years;
 - 4.10.3 \$500,000 or more – a review for the most recently completed fiscal year and the two previous fiscal years.

5.0 Application Process

- 5.1 Applications for funding under Utah Code Ann. 59-12-1403 and these policies and procedures shall be provided by the PARC Program.
- 5.2 The PARC Program shall issue public notice detailing the date, time, and place of availability of application forms, deadline for filing completed applications for PARC funding and all City Council meeting dates for PARC grant consideration.
- 5.3 All requests for funds must be submitted on an official application provided by the American Fork City PARC Program.
- 5.4 An application must be accurate, complete and all supplemental information included. It is not the responsibility of PARC Program staff to contact the applicants regarding information missing from their application. In the interest of the program, staff may notify applicants of deficiencies. If this occurs all applicants shall be treated equitably and notified of similar deficiencies.

ATTACHMENT 3 TO THE 09-04-2014 CC WS MINUTES – PAGE 5 OF 6

- 5.5 Applications, including all required attachments, must be submitted prior to the deadline identified within the body of the application. Applications received after the deadline will not be accepted.
- 5.6 Fiscal information, both within the application and required as attachments, shall be reviewed for accuracy, consistency and compliance with fiscal requirements of the PARC Program by the City's accounting staff prior to the City Council's consideration of qualifying organizations.
- 5.7 There will be a PARC Tax Evaluation Committee that will be appointed by the Mayor with approval of the City Council. The Committee will review all applications and provide recommendations to the City Council on what applications and what amounts should be awarded. The evaluation committee will be made up of (7) members from American Fork City that represent the areas as follows: 1-Arts, 1-Parks, 1-Recreation, 2-General Community, 2-City Council Appointed.
- 5.8 The City Council will review the recommendations from the PARC Tax Evaluation Committee, the application and accompanying material and shall identify and approve qualifying applicants per Utah Code Ann. 59-12-701 and these policies and procedures. The City Council will make the final decision and awarding of funds.
- 5.9 All qualifying applicants may be required to make a brief presentation and discuss the merits of their proposals with the American Fork City Council at a public meeting. No additional materials will be accepted at these presentations.
- 5.10 The City Council shall make final determination as to the amount of program funds to be distributed to each organization based upon these policies and procedures and the application and accompanying information. The names of organizations and the amount of funds each is to receive shall be presented by the American Fork City Council at a public meeting.
- 5.11 The PARC Program shall provide notice to applicants regarding the American Fork City Council's decisions as soon as reasonably possible, including the amount each qualifying group shall receive based on verified expenditures; and which, if any, groups were disqualified or denied funding.

6.0 Distribution of Funds

- 6.1 Qualifying organizations will be required to enter into a contractual agreement with American Fork City prior to receiving funds. Said contracts shall include:
 - 6.1.1 The organization's detailed planned use schedule of expenditures;
 - 6.1.2 A beginning and ending date for the project;
 - 6.1.3 Dates for required reporting, including interim reports as needed;
 - 6.1.4 A clause that allows American Fork City to verify application, evaluation report and use of funds information if requested; and

ATTACHMENT 3 TO THE 09-04-2014 CC WS MINUTES – PAGE 6 OF 6

- 6.1.5 Consequences of the failure to use PARC funds as required.
- 6.2 Said contracts must be executed by the qualifying organization and returned to the American Fork City PARC Program within a reasonable period of time as set by the program. If any organization fails to return the contract, executed as required hereunder, within said time, it will not receive payments and may lose its qualification for funding in that cycle.
- 6.3 No checks will be distributed until contracts are fully executed.
- 6.4 Funds disbursed to qualifying organizations shall be accounted for in a special revenue fund and disbursed through accounts within American Fork City's PARC Program.
- 6.5 Funds under this program shall be disbursed based upon the City's fiscal year which runs July 1 through June 30 of the following calendar year.

7.0 Credit to the PARC Program

- 7.1 Each recipient organization shall use their best efforts to ensure that all brochures, news releases, programs, publications and other printed material bear the PARC logo, identifying an organization's use of PARC funding where projects, performances or other activities are funded in full or in part by American Fork City PARC Program.
- 7.2 Recipients of PARC funding that provide waived or discounted admission must publicly announce (in some manner) that the event or activity has been sponsored by the American Fork City PARC Program.

8.0 Reporting Requirements

- 8.1 Each recipient organization shall be required to submit an evaluation report detailing how it expended the funds it received pursuant to these policies and procedures.
- 8.2 Interim reports may also be required for projects spanning a year or more.
- 8.3 Deadlines for submission of all reports shall be specified in the contract with American Fork City, with evaluation reports generally required within 60 days after the completion of the project or the period in which funds were expended.
- 8.4 Future PARC funding may be withheld due to inadequate, incomplete or non-submitted reports.