

RAP TAC Meeting
4.16.2024

1. Called to order at 5:40 p.m.
 - a. Attendance by committee members: Richard Codd, Neal Clark, Brianna Bowker, Colin Topper
 - b. Absent: Zoe Huston, Molly Taylor, Emily Roberson
 - c. Additional attendance: Kelley McInerney
2. Review of Meeting Minutes
 - a. March 21, 2024
 - i. Need the RAP TAC Recommendations list attached
 - b. No quorum this evening so the minutes will have to be approved at the next meeting
3. Citizens to be Heard: none
4. Review of the RAP Tax Grant Application Process
 - a. General note for next year/next cycle – start the entire process earlier; meet with the committee to get application all set, the review criteria and scoring, start advertising the application and funding, get the application open in January; possibly start new committee meeting in October
 - i. Neal Clark was on a two-year term for the RAP TAC and the committee will need a new member for the next cycle.
 - b. Promotion and Advertising
 - i. Earlier advertisements in the paper, on the radio, in newsletters, on social media, direct emails to past applicants and awardees
 - ii. Potentially put in Holiday direct mailer?
 - c. Host a possible open house where potential applicants can come and ask questions and the TAC or Staff can showcase examples in the form of past projects/programs that have received RAP funding
 - d. The TAC would like the City to showcase or spotlight projects that have been funded throughout the year, this could be on social media or as an article in the local newspapers
 - e. Look into tabling at City Events to get the word out; possibly at the October Arts & Ag Market
 - f. TAC review process adjustments
 - i. Clarity in what we would like to see in the final reports; we currently ask for a narrative and financial report, staff are looking into providing a template
 - ii. Ask for what percent of the project budget they are asking for RAP funds for
 - iii. Clarity for the committee on how to evaluate a more established project and program vs a smaller and new project and program
 1. Consistency is important for all of the review process
 - iv. Impact on the Community question
 1. Not just numbers based here, the larger events tend to score higher here but some of the more targeted programs still have a big impact; for example what would the event look like without the RAP funding?
 - v. The TAC would like to review again some examples of applications and scoring from other Cities with RAP Tax programs and get some ideas of how we could adjust ours
 - vi. The TAC scoring sheet this year did not necessarily align with the funding that was ultimately allocated; if this is the case we need to ensure all TAC members

are being consistent with their scoring; potentially have them come to the review meeting with their suggestions for funding of each application then the TAC can discuss as a group

- g. Clarify the mission of the tax so that the committee can align funding and feedback with this
 - i. Project goals of the requested funding or the project itself?
- h. If applications have elements that occur outside of the City limits, are they eligible for funding or is it ok to just ensure that funding awarded needs to be spent for the elements that are in the City limits
- i. TAC would like the staff to put together a comprehensive report on the 2023 funded projects that includes a breakdown of what category (Recreation, Arts, Parks), groups served, etc.
- j. Application budget form was better this year but will adjust to eliminate repetitive sections and streamline for applicants and reviewers

Meeting adjourn: 6:39 p.m.