



Washington City Council

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Agenda
Workshop Meeting
October 13, 2015

PUBLIC NOTICE is hereby given that the Washington City Council will hold a Public Meeting on Tuesday, October 13, 2015, at 6:00 P.M. in the Council Chambers of the Washington City Offices, located at 111 North 100 East, Washington, Utah.

1. Approval of the Agenda.
2. Review of the board audit report for September.
3. Discussion and review of RAP Tax application process. Roger Carter
4. Review of request to be appointed to the Planning Commission.
5. CLOSED SESSION
 - A. The character or professional competence of an individual;
 - B. To discuss pending or potential litigation; and/or
 - C. Discuss purchase, exchange or lease of property.
6. Adjournment

POSTED on this 9th day of October 2015
Danice B. Bulloch, City Recorder

In accordance with the Americans with Disabilities Act, Washington City will make reasonable accommodations to participate in the meeting. Request for assistance can be made by calling the City Recorder at 656-6308 at least 24 hours in advance of the meeting to be held.

RESOLUTION NO. 2015-03R
A RESOLUTION OF IVINS CITY, UTAH,
ESTABLISHING THE FORMULA & PROCESS FOR
DISTRIBUTING “RAP” TAX REVENUE
RECEIVED BY IVINS CITY

WHEREAS, on June 4, 2015, the Ivins City Council voted to approve the First Amended Interlocal Cooperation Agreement between Washington County and Municipalities within the County regarding distribution guidelines for distributing a County-wide Recreation, Arts, and Parks (“RAP”) tax approved by voters in the 2014 elections; and

WHEREAS, in various public meetings of the Ivins City Council from February, 2015 to the present, the City Council has discussed possible formulas and processes for distributing the City’s share of RAP tax revenue; and

WHEREAS, the Ivins City Council desires to now establish by formal Resolution the formula and process for distributing RAP tax revenue received by Ivins City;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF IVINS CITY, STATE OF UTAH, AS FOLLOWS:

1. Purpose. Ivins City is host to numerous recreation and artistic events sponsored by both Ivins City and private entities. Ivins City also has a thriving parks and trail system that is in need of expansion to meet the public’s demand for such services in a growing community. In order to pay for some of the costs associated with recreation, arts, and parks within Ivins City, the purpose of this Resolution is to provide a structure for the distribution of the RAP tax revenues received by Ivins City and to minimize conflicts between funding requests.

2. Allocation. The Ivins City Council has determined that all RAP tax revenue received by Ivins City shall be divided as follows: the first \$5,000 shall be placed into a reserve fund for RAP tax purposes in the future, with the balance divided into thirds – one-third (1/3) distributed to recreation; one-third (1/3) distributed to arts, and one-third (1/3) distributed to parks.

3. Distribution by Agreement. The Ivins City may at any time during the term of the RAP tax determine that certain amounts from the above apportioned shares are to be allocated to a specific entity for a specific purpose. Before entering into such an agreement, however, the City shall receive and consider all of the information required of any other applicant as set forth in paragraph (4) below. If the agreement is not used to obtain a bond, then the agreement shall contain an escape clause where the City can terminate the agreement if the City is not satisfied with the annual accounting or there has been a change in the applicant’s status. If the agreement is to be used for obtaining/paying for a bond, then the application process for distributions by agreement shall require, in addition to the basic application requirements for annual applications, at least 3 years of tax returns, at least 3 years of reviewed/audited financial statements, and copies/description of financial policies, including a policy/strategic plan for maintenance/replacement of capital improvements.

4. Application Process. For all RAP tax revenue not distributed by agreement, any person or organization, including the City, requesting funds from RAP tax revenues must complete a Fund

Request in December of each calendar year that the RAP tax revenues exist. Each such Fund Request must set forth a description of the project for which RAP tax funds are requested for that calendar year and the amount of RAP tax funds requested for that year in order to assist the City Council in deciding which projects have the highest priority and should be funded. For persons or organizations other than Ivins City, each Fund Request should also contain:

- a. Applicant's name, mailing & physical address, phone number, fax number and email address.
- b. Proof of applicant's non-profit status.
- c. An attachment showing applicant's other sources of funding for the project for which RAP tax revenue is requested.
- d. A statement of how long applicant has been in existence and a financial statement for applicant's prior year of operation.
- e. Proposed qualifying expenses to be paid with RAP tax funds.
- f. Detailed cost estimates for the proposed project.
- g. If applicant has received RAP tax funds within the past three (3) years, an accounting showing how the prior RAP funds were spent.
- h. Any other information that is reasonably related to determining how RAP tax funds would be spent by the applicant.

5. Review of Requests for Funds & Awarding of Funds.

- a. In January following a calendar year in which RAP tax revenue was received by Ivins City, the Ivins City Council shall meet to determine the recipients for that year's RAP tax funds and the amount to be distributed to each recipient.
- b. Due to the limited amount of RAP tax revenue that will be allotted to Ivins City, the funds awarded by the Ivins City Council shall be limited to entities located within Ivins City or which provide significant tax revenue to Ivins City. All other projects outside of Ivins City have the ability to petition Washington County or other cities for funding.

Effective Date. This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED BY THE IVINS CITY COUNCIL, STATE OF UTAH, ON THE 16TH DAY OF JULY, 2015, BY A UNANIMOUS VOTE. ALL COUNCIL MEMBERS WERE PRESENT AT THE MEETING AND VOTED IN FAVOR.

Guidelines for Funding of Cultural Organizations Utilizing Funds from the RAP Tax

Fifteen percent (15%) of funds generated by the one-tenth of one percent (0.1%) sales and use tax levied within Washington County effective April 1, 2015 to fund Recreational, Arts, and Parks (the "RAP Tax") have been designated by the County Commission for support of cultural activities. The County Commission has established a RAP Advisory Board to oversee the process of receiving applications for funding and making recommendations to the County Commission for approval of disbursements from these funds. These Guidelines have been approved by the County Commission for use by the RAP Advisory Board to administer the funding of cultural organizations throughout the county via the RAP Tax.

Qualifications for RAP Tax Funding for Cultural Organizations

Types of Activities: Art, music, theater, dance, cultural arts, or natural history

Types of Organizations: Either non-profit organizations/institutions or local arts agencies (aka municipal or county cultural councils), having as their primary purpose the advancement and preservation of the types of activities listed above. Non-profit organizations/institutions must submit a copy of the IRS letter of determination of 501(c)(3) status or a similar IRS letter for whatever entity is serving as their Financial Sponsor for purposes of qualifying for 501(c)(3) status.

Uses of Funds: RAP funds may be requested for either operating expenses or capital projects. Funds may be requested for either specific standalone projects or supplements to the organization's annual operating budget.

Criteria to be Considered in Determining Funding

What is the artistic or cultural merit of project? How will project contribute to artistic/cultural development within Washington County?

How will project contribute to overall Washington County growth and economic development?

How will project enable a demonstrable incremental increase in organization's recurring offerings as opposed to helping fund already existing offerings?

How will organization promote and attribute project being enabled by RAP funding?

What proportion of project funding will be raised from sources other than RAP?

If organization does not yet have an IRS determination letter for 501(c)(3) status and is instead relying on a determination letter for a Financial Sponsor to qualify, what percentage of the RAP funding grant will be retained by the Financial Sponsor as a fee for services?

How broadly will benefits of project be readily available to the public/patrons?

What costs will the public/patron be required to bear to take advantage of project?

Generally, funding applications that are submitted completely and clearly with all required information provided will be given priority consideration. Applications that contain actual bid information rather than rough estimates, and a rigorous easy-to-understand explanation of the overall budget for the requesting organization will also be given priority consideration.

In future years, application forms will call for reports on execution effectiveness of projects approved in prior years. Again looking ahead to future years, past funding of an organization will not be considered as setting a precedent for future funding. Each year requests will be reviewed based on their own merits.

Proposal Information:

Proposal Title:

Proposal Start Date:

Proposal End Date:

Total Proposal Budget (\$):

Requested RAP Funds (\$):

Proposal Description:

Proposal Timeline: *(Briefly describe a timeline for completing your project.)*

Proposal Merit:

What is the artistic or cultural rationale for this project? How will project contribute to artistic/cultural development within Washington County?

Who are the potential beneficiaries of this project? (specify numbers and ages, etc.)

How specifically will project contribute to overall Washington County growth and economic development?

How will project enable a demonstrable incremental increase of new/expanded entity offerings as opposed to helping fund already existing offerings?

How will applicant entity promote and attribute project as having been enabled by RAP Tax funding? What project promotional materials will contain the Washington County RAP Tax logo (to be created and provided to award recipients)? How can elements of project be promoted as being "made possible through RAP Tax funding"?

UPLOADS

1. Please upload your Proof of Entity (a.k.a., Private Non-Profit 501(c)(3) Letter).

2. Please download, fill out, and upload this form:

- [RAP Budget Summary Spreadsheet Template](#) 

3. Please upload any Supporting Material (e.g., PDFs, Documents, Spreadsheets, Presentations, and/or images) that may be relevant to your proposal. You can upload a maximum of 20MB per upload.

Terms & Digital Signature:

By signature below the Entity Representative confirms understanding and acceptance of the following additional administrative provisions:

1. Although applicant entities may receive advance written indications of amounts that are expected to be approved and disbursed, actual disbursements of RAP Tax funds to support cultural activities will be contingent upon such funds becoming legally available.

2. Upon receipt of written advance notification that a project award has been approved, and prior to funds being disbursed, applicant entity will respond in writing to confirm that the project will be executed per the application as submitted, or specifying any intervening planned changes.

3. Any funds awarded as part of the 2016 RAP Tax funding cycle that remain unused as of December 31, 2017 will be returned to Washington County.

4. Upon completion of this project with a RAP Tax funding award, entity will submit a written analysis of how effectively the project accomplished the objectives stated in this application.

Answers to follow-up questions and/or financial audit of the project may be required by the Washington County RAP Advisory Board.

Full Legal Name:

Financial Sponsor Fee (if any)		\$0	
Other Acctg/Legal Fees		\$0	
Fundraising Expenses		\$0	
Facility Rent/Utilities		\$0	
Insurance		\$0	
Capital Construction Expenses		\$9,500,000	(see Investing in Community Asset: Tuacahn Expansion and Improvements Budget)
Project Cash Expenses Cont			
Total Cash Expenses:		\$9,500,000	

In-Kind Services		
Donated/Volunteer Services		350 Volunteers (est 16,000 hours/\$120,000 savings per Season)
Donated Goods		Capital Project (e.g., Architectural Design)/Tickets Community (est. 8,000/\$300,000)
Total In-Kind:		



_____ Executive Director of Development 9/1/2015
 Signature of Entity Representative Title Date