

**Mayor's Office: Council Agenda Item Request Form**  
*This form and supporting documents (if applicable) are due the Wednesday  
before the COW meeting by noon.*

<b>Date Received</b> (office use)	
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<b>Date of Request</b>	3/7/2018
<b>Requesting Staff Member</b>	Anna Vukin-Chow
<b>Requested Council Date</b>	3/13/2018
<b>Topic/Discussion Title</b>	Appointments to the Zoo, Arts, and Parks (ZAP) Tier 2 Advisory Board
<b>Description</b>	Appoint Mayor Harris Sondak (Alta) and Mayor Ron Bigelow (West Valley City) to the ZAP Tier 2 Advisory Board. County Ordinance states that two mayors from municipalities within Salt Lake County shall serve on this board. Both are completing terms of previously vacated positions, and their terms would last from March 13, 2018 through December 31, 2018.
<b>Requested Action<sup>1</sup></b>	Council Approval
<b>Presenter(s)</b>	
<b>Time Needed<sup>2</sup></b>	
<b>Time Sensitive<sup>3</sup></b>	
<b>Specific Time(s)<sup>4</sup></b>	
<b>Contact Name &amp; Phone</b>	Anna Vukin-Chow (ext. 8-7031)
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	Per County Ordinance 3.07.060, two mayors from municipalities within Salt Lake County shall serve on the Tier 2 Advisory Board. A few pages from Policy 1031 are attached which confirm that requirement.  Mayor Sondak is from Alta, and Mayor Bigelow is from West Valley City.

**Mayor or Designee approval:** \_\_\_\_\_



<sup>1</sup> What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

<sup>2</sup> Assumed to be 10 minutes unless otherwise specified.

<sup>3</sup> Urgency that the topic to scheduled on the requested date.

<sup>4</sup> If important to schedule at a specific time, list a few preferred times.



## Board Appointment Approval

On the 13th day of March 2018 the Salt Lake County Council consents to the appointment of Mayor Ron Bigelow (West Valley City) as a member of the *Zoo, Arts, and Parks (ZAP) Tier 2 Advisory Board*.

He will be completing the term of a previously vacated position; it will last from March 13, 2018 through December 31, 2018.

**Ben McAdams**  
Salt Lake County Mayor

**Erin Litvack**  
Deputy Mayor, County Services

**Rick Graham**  
Deputy Mayor, Operations

**Karen Hale**  
Deputy Mayor, Community  
& External Affairs

**Darrin Casper**  
Deputy Mayor, Finance  
& Administration

Salt Lake County Council

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Aimee Winder Newton  
Chair, Salt Lake County Council

Attest:

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Sherrie Swensen, County Clerk

Please instruct the Council Clerk to return this form to Anna Vukin-Chow in the Mayor's Office, N2- 100 to process this appointment.



## Board Appointment Approval

On the 13th day of March 2018 the Salt Lake County Council consents to the appointment of Mayor Harris Sondak (Alta) as a member of the *Zoo, Arts, and Parks (ZAP) Tier 2 Advisory Board*.

He will be completing the term of a previously vacated position; it will last from March 13, 2018 through December 31, 2018.

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Deputy Mayor, Finance  
& Administration

Salt Lake County Council

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Aimee Winder Newton  
Chair, Salt Lake County Council

Attest:

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Sherrie Swensen, County Clerk

Please instruct the Council Clerk to return this form to Anna Vukin-Chow in the Mayor's Office, N2- 100 to process this appointment.

# Salt Lake County Countywide Policy 1031

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SALT LAKE COUNTY  
COUNTY-WIDE POLICY No. 1031  
ON  
**COUNTY OPTION FUNDING FOR ZOOLOGICAL, CULTURAL AND BOTANICAL  
ORGANIZATIONS KNOWN AS THE ZOO, ARTS & PARKS PROGRAM**

**Background:**

In November 1996, Salt Lake County voters approved a 1/10th of 1% increase in the local sales and use tax as a means of enhancing funding for local zoological, cultural and botanical organizations and recreational facilities within Salt Lake County. Funds are to be distributed as consistent with Title 59, Chapter 12, Part 7, Utah Code Annotated (Utah Code Ann. §§ 59-12-701 *et seq.*) (the “Act”).

In 2004 this initiative was approved with 71% of the vote and in 2014 voters again overwhelmingly approved this initiative with 77% of the vote.

To carry out the provisions of the act, the County has enacted Chapter 3.07, Salt Lake County Code of Ordinances.

**Program Purpose:**

The Zoo, Arts and Parks (ZAP) program educates, supports and engages partner organizations to enhance the quality of life for Salt Lake County communities and visitors through artistic, cultural, botanical and recreational experiences. By imposing, collecting, and distributing a 1/10<sup>th</sup> of 1% county sales and use tax, the program provides adequate and predictable financial support to Zoological and Tier I organizations while enhancing financial support for Tier II programs and organizations. The Zoo, Arts and Parks program is committed to fair and equitable access to funding and educational resources. It will also work to increase the public awareness of the value of the ZAP Program.

**1.0 Policy**

Under the ZAP Program the County Council shall distribute the revenues collected annually as a result of the imposition of a sales and use tax designed to help defer costs for the County’s qualifying zoological, cultural and botanical organizations consistent with Utah Code Ann. §§ 59-12-701, *et seq.*, and Chapter 3.07, Salt Lake County Code of Ordinances.

This policy is not intended to apply to the recreational and parks portion of the ZAP sales and use tax.

The distribution of ZAP revenues, as outlined in the Act, are as follows:

1.5% may be used by the County for the administration of the program

Once administrative revenues are subtracted, the remaining ZAP revenues shall be distributed as follows:

- 16% to fund up to three qualified zoological facilities and organizations
- 45% to fund up to twenty-two (22) qualified Tier I organizations
- 9% to fund qualified Tier II organizations

## Salt Lake County Countywide Policy 1031

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- 5.7.4 The Tier I Advisory Board’s recommendation to the County Council shall include:
  - 5.7.4.1 The percentage each qualifying organization should receive based on certified expenditures;
  - 5.7.4.2 Which, if any, organizations were disqualified or denied funding and why the disqualification or denial occurred; and
  - 5.7.4.3 What reconsideration requests or appeals have been received and the Advisory Board’s subsequent actions with regard to each request or appeal.
- 5.7.5 An organization which has previously requested reconsideration or appealed to the Tier I Advisory Board may appeal the Advisory Board’s final recommendation by submitting a written statement to the County Council in accordance with Section 8 of this Policy.
  - 5.7.5.1 An organization may request reconsideration of the Advisory Board’s funding allocation if the applicant considers the Advisory Board to have erred in calculating the award percentages by submitting a written request in accordance with the procedures outlined in Section 8 of this Policy.
  - 5.7.5.2 An organization may appeal a recommendation to the Tier I Advisory Board based on the grounds outlined in Section 8.4 by submitting a written statement to the Tier I Advisory Board in accordance with the procedures outlined in Section 8 of this policy.
- 5.8 Upon receipt of the Tier I Advisory Board’s recommendations, the County Council shall select and approve the organizations that are to receive ZAP Tier I funding and the percentage of ZAP funds to be distributed to each. A list of the organizations that have been selected to receive ZAP Tier I funding and the percentage of funds each is to receive shall be approved by the County Council at a public meeting.
- 5.9 An organization may not qualify for ZAP Tier I funding in excess of 35% of its total qualifying operating expenses, as defined in the application and these policies and procedures.
- 5.10 The County Council encourages, to the extent practicable, that the board members of all qualifying Tier I organizations be geographically balanced such that the organization’s board members reside in as many County Council districts as possible.

### 6.0 Tier II Funding

- 6.1 Tier II Advisory Board: As indicated in Chapter 3.07, Salt Lake County Ordinances, the Tier II Advisory Board consists of a group of nine individuals composed of appointees

## Salt Lake County Countywide Policy 1031

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- by the County Council including two mayors of cities within Salt Lake County and seven members-at-large. It is recommended (but not required) that at least one current member of Salt Lake County Center for the Arts Advisory Board be included on the Tier II Advisory Board. To the extent practicable, the members shall be evenly distributed by County Council district. No paid employee of a Tier II applicant may serve on the Tier II Advisory Board, except that a city mayor may serve on the Tier II Advisory Board even if his/her city is a Tier II applicant. The purpose of the Tier II Advisory Board is to advise the County Council on disbursement of ZAP funds to Tier II organizations.
- 6.2 Tier II Funding Purpose: Tier II funding should be utilized to build organizational capacity, and enhance the County's cultural offerings and community. It also strives to encourage county municipalities, metro townships, and unincorporated community councils to increase their funding of their respective local arts councils and cultural organizations within their communities.
- 6.3 Competitive Process: Organizations that apply and qualify as a Tier II organization are not guaranteed funding. The Tier II ZAP process is a competitive grant process. Funding is based on the organization's clear cultural or botanical purpose, community/public engagement, organizational stability, financial accountability, and community served.
- 6.4 Priority: Tier II funding should not be the sole or major source of funding for Tier II applicants. Priority will be given to those organizations that can demonstrate a strong connection to the community and that have a substantial track record of success and a stable history.
- 6.5 Allocations: The Tier II Advisory Board may choose to allocate a percentage of the funding to various classes of applications, such as groups that fail to obtain Tier I funding, local arts councils, groups with certified audits, groups without certified audits, etc. This may be modified annually based on revenues available and the number of organizations that apply. No Tier II applicant may receive more than 7% of the total amount of funding allocated annually to the Tier II process. The Advisory Board may choose to recommend that new organizations receive a minimal amount, established by the Advisory Board, until the organization can provide evaluation reports or certified reviews or audits to justify more substantial funding.
- 6.6 An organization will not qualify to receive Tier II funding unless it has its headquarters or a significant presence in Salt Lake County and manages and presents activities within Salt Lake County
- 6.7 Tier II Application Process:
- 6.7.1 The Advisory Board will review applications and accompanying materials. Based upon the applications and accompanying information, the Advisory Board shall make recommendations to the County Council as to the percentage or amount of Tier II funds to be distributed to each applicant.



**BEN MCADAMS**  
Salt Lake County Mayor

**Holly M Yocom**  
Community Services Department  
Director

**Robin B Chalhouh**  
Community Services Department  
Associate Director

**Kirsten Darrington**  
Zoo, Arts and Parks Program  
Director

February 20, 2018

Mayor Ben McAdams  
Salt Lake County  
2001 S State Street, N2-200  
Salt Lake City, UT 84190

RE: 2018 ZAP Tier II Advisory Board Nominees and Reappointments

Dear Honorable Mayor McAdams:

The ZAP program respectfully requests your consideration of the following nominees to serve on the ZAP Tier II Advisory Board.

**Nominee Jason Myers** would be replacing Steven V. Cottam to serve a three-year term on the Zoo, Arts and Parks Tier II Advisory Board, beginning February 1, 2018 and ending December 31, 2020. Additional nominees have also been submitted for your consideration (enclosed).

**Nominee Mayor Harris Sondak (Alta)** would be replacing Mayor Carmen Freeman. Mayor Sondack will complete the last year of Mayor Freeman's term, which began January 2016 and will end December 31, 2018. Per County Ordinance 3.07.060, two mayors from municipalities within Salt Lake County shall serve on the Tier II Advisory Board.

**Nominee Mayor Ron Bigelow (West Valley City)** would be replacing Mayor Larry Johnson. Mayor Bigelow will complete the last year of Mayor Johnson's term, which began January 2016 and will end December 31, 2018. Per County Ordinance 3.07.060, two mayors from municipalities within Salt Lake County shall serve on the Tier II Advisory Board.

Additionally, the ZAP program requests the following Tier II Board Members be reappointed for another three-year term (February 1, 2018 - December 31, 2020):

**Gordon Wolf** - Gordon has just completed his first three-year term and this reappointment would be his second full, three-year term.

**Maren Slaugh** - Maren has just completed the last year of a former member's term and this reappointment would be her first full, three-year term.

I appreciate your consideration of these requests.

Sincerely,

*Kirsten Darrington*

Kirsten Darrington  
ZAP Program Director