

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.

Date Received (office use)	
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Date of Request	4-2-18
Requesting Staff Member	Seth Jarvis
Requested Council Date	4-10-18
Topic/Discussion Title	Distribution of Clark Planetarium show tickets for marketing and education programming.
Description	A Resolution of the Salt Lake County Council authorizing distribution of Clark Planetarium shows tickets to further the Planetarium's mission of science education and marketing and provide guidelines for processing request from schools, PTA groups and non-profits.
Requested Action¹	Consent - Requesting Approval of Resolution
Presenter(s)	Holly Yocom, x87052 ; Seth Jarvis, x81234
Time Needed²	NA
Time Sensitive³	NA
Specific Time(s)⁴	NA
Contact Name & Phone	Seth Jarvis, Clark Planetarium, x81234
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.	Planetarium Donation of Tickets Policy D.A. Approved Resolution re Planetarium Donations

Mayor or Designee approval: _____

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

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.

RESOLUTION NO. _____

DATE _____

A RESOLUTION OF THE SALT LAKE COUNTY COUNCIL AUTHORIZING
DISTRIBUTION OF CLARK PLANETARIUM SHOWS TICKETS TO
FURTHER THE PLANETARIUM'S MISSION OF SCIENCE EDUCATION
AND MARKETING AND PROVIDE GUIDELINES FOR PROCESSING
REQUEST FROM SCHOOLS, PTA GROUPS AND NON-PROFITS

RECITALS

- A. Clark Planetarium ("Planetarium") receives requests from schools, PTA groups and public non-profits for the donation of show tickets.
- B. Planetarium's mission is to create and present enlightening experiences that inspire wonder in learning about space and science and to promote greater public awareness of the science in our daily lives.
- C. In furtherance of its mission and marketing of its facility, Planetarium wishes to provide free tickets to deserving organizations under limited circumstances.
- D. For 2018 the Planetarium has an approved budget of \$1,500 for this marketing Program.
- E. Pursuant to Utah Code Ann 17-50-303 and Salt Lake County Policy 1200 the Salt Lake County Council may process request from nonprofit entities for money, in-kind assistance and fee waiver for the safety, health, prosperity, moral well-being, peace, order, comfort or convenience of County residents.
- F. County has determined that it is in the public interest to provide the Planetarium guidelines to process small requests from Salt Lake County schools, PTA groups and public non-

profits for the donation of show tickets.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Salt Lake County Council; the Mayor is hereby authorized to process requests from schools, PTA groups and public non-profits for the donation of show tickets using the following procedure:

Procedure

1. The requesting organization is a Salt Lake County based public or 501c3 private non-profit institution,
2. The requesting institution's primary mission is public education within the County, preferably science education,
3. The donated passes will be distributed exclusively within Salt Lake County and to County residents, and
4. The donated passes will be used exclusively to support the requesting organization's direct delivery of educational services.

NOW, IT IS HEREBY FURTHER RESOLVED by the Salt Lake County Council; the Mayor will annually request, as part of the budget process, an annual amount for this program and will not exceed the annual appropriation without further action by this Council.

NOW, IT IS HEREBY FURTHER RESOLVED by the Salt Lake County Council that hereby finds that by authorizing the Planetarium to distribute tickets in accordance with the procedure outlined above that the program promotes, assists and contributes to the safety, health, prosperity, moral well-being, peace, order, comfort or convenience of Salt Lake County residents.

[Signature Page to Follow]

APPROVED and ADOPTED this _____ day of _____, 2018.

SALT LAKE COUNTY COUNCIL

By: _____
Aimee Winder Newton, Chair

ATTEST:

Sherrie Swensen
Salt Lake County Clerk

Council Member Bradley voting	_____
Council Member Bradshaw voting	_____
Council Member Burdick voting	_____
Council Member DeBry voting	_____
Council Member Granato voting	_____
Council Member Jensen voting	_____
Council Member Snelgrove voting	_____
Council Member Wilson voting	_____
Council Member Winder Newton voting	_____

Craig J.
Wangsgard
rd

Digitally signed by Craig J.
Wangsgard
DN: dc=org, dc=slcounty,
ou=Departments, ou=District
Attorney, ou=Users, ou=GC,
cn=Craig J. Wangsgard,
email=CWangsgard@slco.org
Date: 2018.04.04 11:32:30
-06'00'

Thank you for your message.

For a request for donation of tickets to be approved the request must meet each of these criteria:

1. The requesting organization is a public or 501c3 private non-profit institution based in Salt Lake County, and
2. The requesting institution has public education within Salt Lake County, preferably science education, as its primary mission, and
3. The donated passes will be distributed exclusively within Salt Lake County, and
4. The donated passes will be used exclusively to support the requesting organization's direct delivery of educational services within Salt Lake County.

If you believe your request satisfies all of these requirements, please submit your request on your school or organization's letterhead, signed by an authorized administrator, and if you are a private organization include a copy of your IRS 501c3 designation letter.

Mail your request to:

Seth Jarvis, Director

Clark Planetarium

110 South 400 West

Salt Lake City, UT 84101