

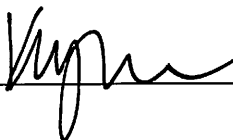
## Mayor's Office: Council Agenda Item Request Form

*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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Date of Request	4-10-18
Requesting Staff Member	Holly Yocom
Requested Council Date	4-17-18
Topic/Discussion Title	Request for waiver for Swing for Life Softball Tournament.
Description	Swing for Life is requesting a \$2,000.00 waiver to keep costs of the high school softball teams lower, as some teams can't participate due to budgets. All donations from softball event go directly to the Huntsman Cancer Institute and breast cancer research.
Requested Action <sup>1</sup>	Approval/Consent
Presenter(s)	Martin Jensen, Director of Parks and Recreation
Time Needed <sup>2</sup>	NA
Time Sensitive <sup>3</sup>	No
Specific Time(s) <sup>4</sup>	No
Contact Name & Phone	Holly Yocom, x87052
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.	Application for Contribution, Policy 1200 Form A.

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.



**Ben McAdams**

Salt Lake County Mayor

**PARKS & RECREATION**

MARTIN JENSEN  
*Director*

SALT LAKE COUNTY  
GOVERNMENT CENTER  
2001 South State Street  
Suite S4700  
Salt Lake City, UT 84190  
385/468-1800

[www.recreation.slco.org](http://www.recreation.slco.org)

April 11, 2018

Mayor McAdams,

We have been approached by Kathy Howa asking for a fee waiver of the cost associated with the Swing For Life Breast Cancer Softball Tournament April 28 and 29, 2018. The tournament will be held at the Larry H. Miller Softball Complex. The fee waiver of \$2000 which would cover the labor and staffing of prepping the fields for the two-day tournament has been requested to be waived.

As per Parks and Recreation's standard operating guidelines for fee waivers, the request was presented to the Parks and Recreation Advisory Board on Wednesday March 21, 2018 for their review. A quorum was present and discussed the request. We had a detailed discussion about the current division criteria and also better articulating our future fee waiver request criteria, ensuring a ceiling is set on requested fee waivers so that the division is not placed in a situation that will put our operating budgets at risk due to similar requests took place. The current request from Swing For Life request meets our current criteria.

The Parks and Recreation Advisory Board voted unanimously to support the 2018 Swing For Life fee waiver request with the encouragement that the division work closely with the group informing them of the criteria and limits for fee waivers next year and also encourage the tournament organizers to find outside donors to support the fees in the future instead of just asking the County to waive our already subsidized rates. Our staff have met with the tournament organizers and will continue to educate and encourage them to find creative ways to cover the costs in the future. We support the 2018 Swing For Life fee waiver based on the Parks and Recreation Advisory Boards' recommendations and are working to better articulate and define our fee waiver requirements for future events.

Please let me know if you have any questions. Thanks.

Martin Jensen  
Director

Salt Lake County Parks & Recreation



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FORM A

Application for Contribution  
(Including Fee Waivers)

Name of Organization: Swing For Life

Address: 843 Lincoln St.

SLC, UT 84102

Contact Person: Kathy Howa Phone: 801-971-0754

Email address: Kathyhowa@rowlandhall.org Fax: 801-255-8982 (Still setting up)

Fiscal year runs from 2014 to 2018

Brief History of Organization: (Who started it? How long has it been organized? etc.)

16 years ago I started this non-profit breast cancer foundation when I was diagnosed with B-Cancer raising money for research swingforlife.org

Type of Request: Money ☐ Equipment ☐ Personnel ☐ Facilities ☐ Fee Waiver ☒

Have you previously received money from Salt Lake County? Yes ☒ No ☐

If yes, when and how much? (previous three years)

They waived our fee last year

If you are requesting money, please answer the following questions:

Amount of Request: \$ 2000.<sup>00</sup>

Percent of Agency Budget:        %

Purpose of money requested and target population (may include a draft program):

This is a high school softball tournament we are raising funds to donate to the huntsman Cancer foundation. State-wide High schools



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FORM A (Cont.)

Please attach:

1. Current List of Board of Directors/ Organization Chart
2. Copy of 501(c)(3) if applicable. If not a **charitable community service-based organization**, please state the status of the organization.
3. Copy of an independent audit. If you do not have one, please enclose a copy of current financial statements.
4. Under policy 1200:  
2.9 Public Purpose - Salt Lake County government's authority or responsibility to promote the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of County inhabitants.  
What "public purpose" does your organization support?
5. Draft Program

You will be expected to report to the Salt Lake County Mayor on how the money was used and the success of the project. *Love to do so.*

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The undersigned hereby acknowledges that he or she has authority to bind the organization listed in the grant and will abide by the terms of this grant of County funds as that grant is defined in this Form A. The grantee accepts the following terms and conditions as a condition of receiving and using County funds or the waiver of fees: County funds will be used solely for the purposes approved by the Mayor of Salt Lake County as applied for or amended in this grant. Any expenditure for purposes other than those approved will require a return of the entire grant amount and may disqualify the grantee from receiving any additional County funds. It is further understood that no grant funds will be made available to any County officer or employee or in violation of the requirements of the Public Employees Ethics Act (67-16-1 et seq.). No grant funds will be used for political or campaign purposes. As a further condition of the grant, all County funds may be subject to an audit as required by Salt Lake County. The grantee is required to complete the Disbursement of Funds Report, Form B.

Dated this 21 day of March, 2018.

*Kathy Horvath*  
\_\_\_\_\_  
Grantee/Recipient



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FORM B

RECIPIENT ORGANIZATION'S

DISBURSEMENT OF FUNDS

REPORT

*This report is to be filed with the Council and Mayor's Offices within six months of receipt of the money. If further contributions are desired, the report must be filed with the Council and Mayor by September 1<sup>st</sup> of each year.*

Name of Organization: SWING FOR LIFE

Address: 843 Lincoln St  
SLC, UT 84102

Contact Person: Kathy Howa Phone: 801-971-0754  
Fax: 801-255-8982 (still setting up)

Amount: \$ 2000.<sup>00</sup>

Date Received: \_\_\_\_\_

Please describe how the money was spent; include who was helped, what other contributions were made to your program, etc.:

With receiving the \$2000.<sup>00</sup> Waiver we could keep the cost of the high school Softball teams lower. They struggle now with Transportation + Lodging costs. Some can't come because of their budgets. We donate all funds to the Huntsman Cancer Foundation where 100% goes directly to research.