



**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee Feldman, ICMA-CM, City Manager

**DATE:** February 5, 2013

**TITLE:** Motion approving Memorandum of Understanding with Swim Fort  
Lauderdale Masters Booster Club, Inc.

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**Recommendation**

Staff recommends the City Commission approve a motion allowing the proper City officials to enter into a Memorandum of Understanding with the Swim Fort Lauderdale Masters Booster Club, Inc. to support the City's competitive sanctioned masters swimming meets held at the Fort Lauderdale Aquatic Complex.

**Background**

To acknowledge the importance and value of volunteers and to assist in administrative tasks relative to certain competitive swimming meets at the City's Aquatic Complex, the Parks and Recreation Department is desirous of entering into a Memorandum of Understanding (MOU) with, Swim Fort Lauderdale Masters Booster Club, Inc., (Booster Club), a booster club to support the City's competitive sanctioned United States Masters Swimming team, Swim Fort Lauderdale, for events scheduled March – December 2013.

The Booster Club would be responsible for a number of administrative responsibilities relative to meets; such as, providing volunteer support necessary to fill essential event operations such as the co-meet director and the Hytek Meet Manager software operator who is responsible to "construct" the electronic meet file to run the swim meet, process all athlete meet entries and create the meet heat sheets. Booster Club volunteer support would also assist with procuring official U.S. Masters Swimming officials to conduct the meet within the established U.S. Masters Swimming guidelines and secure all lane timing staff, event registration/check-in staff, and meet announcer. The Booster Club would also be responsible for collecting the revenue for the meet. Half of the net revenue would go to the Booster Club and half would go the City.

Revenue generated will cover costs and expenses related to team swim meets, including but not limited to, scholarships, travel costs, equipment and continuing coaches' education.

**Resource Impact**

There is a positive fiscal impact, in the estimated amount of \$3,400, associated with this item.

**FUNDS AVAILABILTY LOCATION:**

FISCAL YEAR	FUND	SUB FUND	FUND NAME	INDEX #	INDEX NAME	SUB OBJECT #	SUBOBJECT NAME	AMOUNT
2013	001	01	General	PKR030603	Aquatic Complex	K529	Special Events	3,400.00
<b>TOTAL</b>								<b>3,400.00</b>

Attachment

EX 1 – Memorandum of Understanding

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Prepared by: Stacey Daley, Administrative Assistant, x5348

Department Director: Phil Thornburg