



City of Green River  
City Council Meeting  
Agenda Documentation

Preparation Date: January 7, 2020	Department: Parks and Recreation
Meeting Date: February 18, 2020	Department Head: Brad Raney
	Presenter: Consent Agenda

**Subject:**

To receive approval from the Governing Body to apply for and accept Rec Mil Funds from Sweetwater County School District #2 to allow the Parks and Recreation Department to maintain 4 sessions of Summer Swim Lessons in 2020 (as opposed to 3 sessions).

**Background/Alternatives:**

The City of Green River Parks & Recreation Department currently is budgeted to offer three sessions of Summer Swim Lessons. Two of these sessions will be held at the Recreation Center and two at the Green River High School Aquatics Center. Each session is Monday-Thursday for two weeks. The Green River community continues to have a strong interest in Swimming. The Green River Parks and Recreation Department strives to meet the demand, but falls short every year. In 2019, we turned away 143 students that we were unable to register for swim lessons because the classes were full. This is up significantly from the 64 students we turned away in 2018. One more two-week session would help us meet the demand for group swimming lessons in the community.

The additional session would meet a customer request (demand) and increase the level of service within the aquatics program.

The additional session that was funded in the Summer of 2019 saw 116 students. Without this funding, the fourth session would not have been offered and 116 students would not have had this swimming experience.

**Attachments:**

*Completed Application for Rec. Mil Funds*

**Fiscal Impact:**

**Swim Lessons:**  
**Rec Mil Request = \$6,280.86**

**Staff Impact:**

The additional session will impact part-time Instructors and Operations Assistants by allowing them to work two more weeks during the summer months. These additional hours should help the Parks and

Recreation Department retain employees throughout the entire summer instead of losing them to other employment opportunities.

**Legal Review:**

*Legal review completed* \_\_\_\_\_

**Suggested Motion:**

I move to approve the Parks and Recreation Department to apply for and accept Rec. Mil funds in the amount of \$6,280.86 from Sweetwater County School District #2 for a fourth session of summer swim lessons in 2020.



What is the total dollar amount request from SWSD#2 Rec Board for this project? \$ 6,280.86

1) Describe your club/organization by answering the following:

a) What is the purpose of your club/organization?

Mission Statement: Creating recreational opportunities through people, parks and programs.

b) When are the club's/organization's regularly scheduled meeting dates and times (e.g. weekly on Thursday at 4 p.m., or the third Thursday of every month)?

Green River Parks and Recreation Department hours: Monday-Friday 8:00 AM-5:00 PM

c) If you do not meet regularly, how often and when do you plan to implement your project?

The 4<sup>th</sup> session of Summer Swim Lessons will be Monday-Thursdays, August 3-13, 2020. Lessons are from 9:00 AM-11:45 AM and 6:00 PM-7:05 PM. A full-time staff person will be assigned to the project

d) How many members are involved with your club/organization? The average participation for a session of Summer Swim Lessons is 150 students

e) What age group does your club/organization involve? 6 months thru Adult

f) How many officials/sponsors are involved with your club/organization? N/A

g) What is the sponsor-to-member ratio? N/A

h) What is the name and title of the adult primarily responsible for the club/organization? Sherry Schumacher, Recreation Programs Supervisor

2) What is the primary purpose of your project and how does it support the purpose of the SWSD#2 Rec Board, which is to "support programs to increase community participation in a variety of recreational endeavors which are available to the public as well as maintain quality facilities which are used by all stakeholders"?

The City of Green River Parks & Recreation Department currently is budgeted to offer three sessions of Summer Swim Lessons. Two of these sessions will be held at the Recreation Center and two at the Green River High School Aquatics Center. Each session is Monday-Thursday for two weeks. The Green River community continues to have a strong interest in Swimming. The Green River Parks and Recreation Department strives to meet the demand, but falls short every year. In 2019, we turned away 143 students that we were unable to register for swim lessons because the classes were full. This is up significantly from the 64 students we turned away in 2018. One more two-week session would help us meet the demand for group swimming lessons in the community.

The additional Summer Swim Lesson sessions that were funded by Rec. Mil funds in the Summers of 2017, 2018, and 2019, saw 105 students, 96 students, and 116 students, respectively. Without this funding, the fourth sessions would not have been offered and 317 students would not have had this swimming experience.

a) Specify what recreational opportunities will be provided to the public through your project.

Swimming itself is a recreational opportunity. Swimming is a great way to increase muscular strength and muscle tone -- especially compared to several other aerobic exercises. Swimming offers the ability to work your body without harsh impact to your skeletal system. Unlike exercise machines in a gym that tend to isolate one body part at a time (i.e. bicep curl machine) swimming puts the body through a broad range of motion that helps joints and ligaments stay loose and flexible. Since Green River is a community that is surrounded by water and with a river running right through, it is imperative that every citizen of Green River has the opportunity to learn to swim.

3) Why should this project be funded?

This project should be funded to provide an additional opportunity for the citizens of Green River to improve their swimming skills and learn how to be safe in, on and around the water. It will attract more users to the Green River High School Aquatics Center, allowing the facility to be utilized by a segment of the community who might not otherwise enjoy it.

4) Describe **in detail** what activities will be involved in your project and how those activities relate to the purpose of your project.

**American Red Cross Learn-to-Swim Program:**

The six learn-to-swim levels and the objectives for each level include:

1 Introduction to Water Skills: helps students feel comfortable in the water and to enjoy the water safely.

2 Fundamental Aquatic Skills: gives students success with fundamental skills.

3 Stroke Development: builds on the skills in Level 2 by providing additional guided practice.

4 Stroke Improvement: develops confidence in the strokes learned and to improve other aquatic skills.

5 Stroke Refinement: provides further coordination and refinement of strokes.

6 Swimming and Skill Proficiency: refines the strokes so students swim them with ease, efficiency, power and smoothness over greater distances. Level 6 is designed with "menu" options. Each of these options focuses on preparing students to participate in more advanced courses, such as Water Safety Instructor and Lifeguard Training. These options include:

Personal Water Safety

Fundamentals of Diving

Fitness Swimming

**Parent and Child Aquatics**

Parents and children (ages 6 months up to 5 years) learn together to increase a child's comfort level in the water and build a foundation of basic skills, such as arm and leg movements and breath control.

5) Please list any websites that pertain to this club, organization or project.

[www.cityofgreenriver.org](http://www.cityofgreenriver.org)

- 6) What are the beginning and ending dates of your project? *(Please refer to the funding availability dates to make sure your project does not incur expenses before funding would be available)*

The 4<sup>th</sup> session of Summer Swim Lessons will be Monday-Thursdays, August 3-13, 2020.

- 7) Please list **in detail** any equipment or supplies that will be needed to implement/run the project, and the estimated costs. Please be specific (e.g. "basketballs at \$20 each for a total of \$120" is acceptable, whereas "balls - \$120" is not acceptable) You may attach a separate list if necessary

Three hundred dollars is required for the following materials: lifejackets, fins, floats, noodles and dive toys.

- 8) If your application could potentially impact structures or grounds of the Sweetwater County School District #2, including electrical, plumbing and HVAC, you must attach a copy of the SWSD#2 Maintenance Department's **completed and signed** work order request for an impact evaluation of the project. Applications will not be considered without this documentation, and will be returned.

This session is planned to be held at the Green River High School Aquatics Center.

- 9) Please list **in detail** any travel expenses the project will require. Please include departure and return dates, destination(s), modes of transportation, number of participants (adults and minors) traveling, and any other pertinent information.

N/A

10) Describe how you will advertise, promote and/or notify the public about your program to insure the public is aware of the recreational opportunity.

Swimming Lessons will be advertised on the City of Green River website, the Green River Parks and Recreation Spring/Summer Brochure, on the City of Green River and the Green River Parks and Recreation Facebook pages

11) What kind of training, if any, will be required to implement/run the project?

N/A

12) What is the name, title and relationship to the club/organization of the person responsible for implementing and maintaining the project?

Sherry Schumacher, Recreation Programs Supervisor is responsible for implementing the Swim Lessons program for the City of Green River

13) Describe other financial contributions, in-kind, case or matching funds, which have been or will be made toward this project if any?

There is \$30/student fee for Swim Lessons that will offset some of the expenses. Please refer to the detailed budget.

14) Is this a one-time request or will future funding be needed to continue this project?

This is the sixth time the City and School District #2 have partnered for the Swim Lesson program. These Summers were successful in the program's participation levels. Future funding may be needed to ensure the program's sustainability.

15) If the project will extend past the grant period, what are the club's/organization's plan for sustaining the project?

Funding will be requested from the City to sustain the future of the project if it extends past the grant period.

Attach a detailed projected budget for your project or organization, itemizing all expenses. You may use the attached form, or develop any format that you think explains the project's budget. Additionally, if you are reapplying, you must attach a final report or status report. A template can be found on the SWSD#2 website ([www.swcsd2.org](http://www.swcsd2.org))

*By signing this application I acknowledge that I have read and will comply with all policies and procedures of the Sweetwater County School District #2 Rec Board.*

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grant Applicant

\_\_\_\_\_  
Signature of Building Principal/Supervisor  
*(Only if application is being submitted by SWSD#2 employee)*

*Note: SWSD#2 Rec Board funds are available because of a recreation mill levy in the county. This is made possible by an act of the legislature and action taken by the SWSD#2 Board of Trustees. These funds can be used only for community public recreation purposes. For additional information call 307-872-5500*

*SWSD#2 Rec Board does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion or belief.*

**OFFICE USE ONLY:**

**Approved**      **Date Approved** \_\_\_\_\_ **Ending Date of Grant** \_\_\_\_\_

**Denied**      **Reason** \_\_\_\_\_

**Signed (Rec Board Chair or designee)** \_\_\_\_\_

SWEETWATER COUNTY SCHOOL DISTRICT #2 REC BOARD  
Budget Form

Agency		EXPENSES	AMOUNT
		<b>Staff Salaries (employee of agency)</b> <b>Instructors:</b> <u>39</u> hrs x \$ <u>15.16</u> /hour x <u>15</u> employees = \$8,868.60  <b>Instructor Aides:</b> <u>39</u> hrs x \$ <u>13.64</u> /hour x <u>3</u> employees = \$1,612.26	\$10,480.86
		<b>Staff Benefits (25.13%)</b>	\$
<b>Program</b>		Contracted Services (Student helpers, professional services, bookkeeping, etc)	\$
<b>REVENUE</b>	<b>AMOUNT</b>	Repairs & Maintenance	\$
		<u>Rental</u>	\$
		<u>Postage</u>	\$
Funds requested from SWSD#2 Rec Board	\$6,280.86	Telephone	\$
Fees being charged participants	\$30.00 x approx. 150 partipants = \$4,500	Advertising	\$
In-Kind Contributions	\$	Printing	\$
Donations	\$	Supplies	\$300.00
Other Grants	\$	Equipment & Machinery ( <i>provide detailed list</i> )	\$
Other Cash/Funds	\$	Dues & Fees	\$
Other Revenues: ( <i>please describe</i> )		Other Expenses ( <i>please describe</i> )	
	\$		\$
<b>TOTAL REVENUE FUNDS</b>	<b>\$10,780.86</b>	<b>TOTAL EXPENSES</b>	<b>\$10,780.86</b>

*Reminder: When completing a budget, the revenues and expenses **must** balance*



## **GRANT GUIDELINES**

1. Grants will not be considered for academic programs. All projects must be recreational in nature.
2. All activities/programs are to be available to the residents of Sweetwater County, as appropriate for children or adults, and are to be advertised appropriately.
3. Private and public agencies may be funded once per twelve-month period.
4. Private agencies will be limited to grant awards not greater than \$5,000 per twelve-month period. Additionally, private agencies successfully receiving awards will be required to sit out one year from the close of the award, prior to reapplying for additional funding.
5. Non-district organizations are defined as those with federal tax identification numbers. Non-district organizations will be required to include their federal tax identification number on the application in order to qualify for funding.
6. Equipment necessary to initiate or enhance a program will be considered. Applications must justify expenditures for equipment.
7. All grant applications which could potentially impact structures or grounds of the Sweetwater County School District #2, including electrical, plumbing and HVAC, must be reviewed by the SWSD#2 Maintenance Department **prior** to submitting the application. A copy of the SWSD#2 Maintenance completed work order requesting an impact evaluation of the project must be included with the application. Applications will not be considered without this documentation, and will be returned.
8. Final reports are required for all completed projects. Final reports are required to maintain eligibility for future funding. A final report would consist of an expenditure report as well as a narrative of the project's successes and challenges.
9. If a project has not been completed by the end of the funding cycle, a status report is to be submitted; however, the Board expects the funds will be used within the funding period for which they are granted.
10. Travel expenses for other activities (e.g. snowboarding trips, museum visits) will be limited to event registration, transportation, lodging and meals.
11. Prior to making any changes in the grant expenditures previously approved, an amended budget with explanations for the changes must be submitted. Amendments are subject to approval by the SWSD#2 Rec Board.

**The following additional policies and procedures pertain to grants which are monitored by the Sweetwater County School District #2:**

12. Sweetwater School District #2 Rec Board requests should be initiated with the district's Activities' Director. The AD will present requests at Recreation Board Meetings.
13. Only those hours which are outside the Non-SWSD#2 Rec Board employee's regular work day and are beyond the scope of their regular duties may be claimed and paid by SWSD#2 Rec Board funds.
14. Expenses only will be covered for sponsors taking clubs on out of town trips.
15. SWSD#2 Rec Board grants which are monitored by SWSD#2 must adhere to all school district purchasing procedures.

**NOTICE TO NON-PUBLIC ENTITIES OR INDIVIDUALS APPLYING FOR SWSD#2 REC BOARD FUNDS**

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The application for SWSD#2 Rec Board funds requires that you identify the tax status of your organization and provide a tax identification number or social security number. The number is for reporting by the SWSD#2 Rec Board for IRS income tax purposes.

You should be advised that if your organization is not a non-profit organization with tax exempt status approved by the Internal Revenue Service there may be income tax consequences to your receipt of the SWSD#2 Rec Board funds. A Wyoming non-profit corporation is not tax exempt for IRS income tax purposes unless the corporation's exempt status has been approved by the IRS.

You should consult with a CPA/accountant or an attorney to determine your tax/legal status.

## **Application FAQs**

### **Q: How do we know if our funding request has been approved?**

A: A letter will be sent out by the SW#2 business office indicating whether the grant request was approved or not.

### **Q: How long do we have to spend the grant money once it is approved?**

A: Awards must be spent within the fiscal year of approval. The letter from the business office will indicate a date by which funds must be expended (typically June 30). Beyond that date, any balance will be unavailable to the grantee.

### **Q: How are funds distributed?**

A: Grants are approved by the Rec Board. Purchases and services indicated in the submitted proposal will be paid or reimbursed by the SW#2 business office. When purchases are made or services are complete, accurate receipts must be submitted to the grant manager and reimbursement will be processed. Work closely with the business office and grant manager on the process.

### **Q: What if our plans change for the use of the grant money?**

A: The Rec Board approves grants based on needs indicated in the grant proposal. If an organization's priorities change, an amendment to the grant must be submitted and approved BEFORE purchases are made and reimbursed for needs that do not fit the original proposal. Payment or reimbursement will not be made for purchases that do not meet the original proposal unless a formal amendment is submitted and approved.

### **Q: How do I submit an amendment to the original grant request?**

A: Amendment to grant requests should be submitted to the grant manager (Nancy Core) and a letter from the business department will be sent indicating if the amendment has been approved. Reimbursements for purchases or services will not be made if they took place prior to amendment approval.

Updated 12-13-2016

Updated 10/3/2016 jc