



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:**

*Summer Day Camp Transportation Rec Mil Grant*

**Background/Alternatives:**

*The City of Green River Parks and Recreation Department currently offers Summer Day Camp for children K-6<sup>th</sup> grade for the upcoming school year. Each day participants are engaged in group activities that combine both physical and educational components. We utilize a School District #2 facility to offer the program and then children are bused to different locations for additional activities and field trips by School District #2 transportation. Currently the City does not have a means of transporting the children in the program and we have built a great partnership with the School District to provide safe and efficient transportation for this program.*

**Attachments:**

*Application for Rec Mil Funds*

**Fiscal Impact:**

*The City of Green River Parks and Recreation Department will be requesting \$12,000 to support transportation for the Summer Day Camp Program.*

**Staff Impact:**

*N/A*

**Legal Review:**

*N/A*

**Suggested Motion:**

*I move to approve the Parks and Recreation Department to apply for and accept Rec Mil funds in the amount of \$12,000 from Sweetwater County School District #2 for transportation expenses for the 2020 Summer Day Camp Program.*

SWEETWATER COUNTY SCHOOL DISTRICT #2 REC BOARD  
320 Monroe Avenue  
Green River, WY 82935  
307-872-5500

**APPLICATION FOR RECREATION PROJECT FOR AGENCIES OUTSIDE OF SWEETWATER COUNTY SCHOOL DISTRICT #2**

**Due date for all grant applications: March 1**

- Please read the Policies and Procedures attached to this form.
- All applications must be submitted to 320 Monroe Avenue, Green River, WY 82935, In triplicate (3 copies) by 6:00 p.m. on March 1.
- Applications will **not** be accepted electronically or by fax.
- An incomplete application will not be considered. Although incomplete applications will be returned to applicants by U.S. Mail., SWSD#2 is not obligation to notify applicants of incomplete applications prior to the application due date.

**GRANT APPLICATION ARE PROCEDURES CAN BE FOUND IN THE SWSD#2 WEBSITE ([www.swcsd2.org](http://www.swcsd2.org)) AND AT THE END OF THIS APPLICATION. IT IS THE APPLICANTS RESPONSIBILITY TO REVIEW THESE PRIOR TO COMPLETING THIS APPLICATION.**

Please complete the following. Attach additional sheets as needed.

Name of Club/Organization: City of Green River Parks and Recreation Department

Address of Club/Organization: 50 East 2<sup>nd</sup> North

City/State/Zip: Green River, WY 82935

Phone Number: 307-872-0514 E-mail address: cduncombe@cityofgreenriver.org

Federal Tax Identification Number or Social Security Number: 83-6000065

*All non-district organizations must supply a tax ID number. Please see attached notice.*

Name of primary contact or sponsor: Katie Duncombe

Phone number & e-mail address if different from above: \_\_\_\_\_

Please check all that apply:

- Public Agency                       Private non-profit agency  
 Private for profit agency               School club; Name of School \_\_\_\_\_

NAME OF PROJECT: Green River Parks and Recreation Department Summer Day Camp Program

Has this project been funded by SWSD#2 Rec Board in the past?    Yes                          No   

What is the total dollar amount request from SWSD#2 Rec Board for this project? \$ 12,000

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

- a) What is the purpose of your club/organization?  
Mission Statement: Green River Parks and Recreation will promote community health, strong families, economic strength, and a high quality of life for all by collaboratively providing safe, well maintained and affordable parks, facilities, 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 Summer Day Camp Program will be Monday-Friday, June 1 through July 31, 2020, daily 7:30 am - 5:30 pm.

- d) How many members are involved with your club/organization? \_  
The average participation for one day of summer day camp is 75 children. We will take up to a maximum of 100 children per day. This is an increase of 25 children per day from last year.
- e) What age group does your club/organization involve?  
Kindergarten through 6<sup>th</sup> grade (20/21 school year)
- f) How many officials/sponsors are involved with your club/organization?  
There are 13 staff and up to 2 Vista's on site per day.
- g) What is the sponsor-to-member ratio?  
1:7
- h) What is the name and title of the adult primarily responsible for the club/organization?  
Katie Duncombe, Recreation 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 and Recreation Department currently offers Summer Day Camp for children K-5<sup>th</sup> grade for the upcoming school year. Daily participants are engaged in group activities combining both physical and educational components. We use a School District #2 facility to offer the program and then bus to different locations for additional activities and field trips by School District #2 transportation. Currently the City does not have a means of transporting the children; we have built a great partnership with the School District to provide safe and efficient transportation for this program.

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

Participants are engaged throughout the summer with 9 weeks of themed activities. Recreational opportunities specifically provided to the public through this project include a wide variety of activities including; recreational swimming, gymnastics, free play at playgrounds and splash park, archery, field trips to state parks and historic sites, outdoor excursions, sporting games at local facilities, and activities at our local library system. Once again we will be providing a different kind of program which will involve self-directed recreation and learning. Children will have a large array of choices in their summer experience.

3) Why should this project be funded?

The project should be funded to maintain and continue this program in our community. It provides a safe recreational and educational place for our youth in the summer. Keeping children engaged throughout the summer months helps working families in our community. Whether summer day camp provides one child an entire summer of activities or only one week of activity, they have a chance to experience new ways to recreate in and around our community and may decide to introduce these places and activities to their families.

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

**Summer Day Camp Program:**

There are 9 weeks of summer day camp from June 1 through July 31, 2020. Each week participants will follow the same basic schedule of activities, which require transportation:

**Monday:**

- Community Activities (Bowling, Sweetwater Creations, Yoga, Karate)
- Self-Directed Recreation options to include (arts, home economics, reading, STEM, physical activity, sports and games)

**Tuesday:**

- Gymnastics Class (Introduction to gymnastics working on balance and body awareness)
- Splash Park at Evers
- Self-directed Recreation options to include (art, physical activity and science)

**Wednesday:**

- Archery at FMC Red Barn (Basic Archery Skills)
- Sweetwater County Library Presentations and Activities
- Self-Directed Recreation options (home economics, STEM, art and physical activity)

- Summer Movie series at Star Twin Theater
- Dip, Dodge and Slide with Rock Springs Parks and Recreation

**Thursday:**

- Field Trips (Out of town trips – Ag Day, South Pass City, Flaming Gorge Dam)
- Self-directed Recreation options to include (art, photography, physical activity and science)

**Friday:**

- Green River Recreation Center (Fun Fitness Classes, Swimming and Games)
- Self-directed Recreation options to include (art, sewing, physical activity and science)

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*)

Summer Day Camp- June 1-July 31, 2020 (The first billing cycle for services is provided after July 1)

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

No equipment or supplies are needed for this request, only services.

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.

Summer Day Camp is housed by Sweetwater County School District #2; no changes are made to structures or grounds.

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.

**Transportation 2020 (SAMPLE)**

There will be approximately 75 children and 13 adults transported to these locations each day.

**Summer Day Camp**

**Monday**

1:30 pm - Pick up from Monroe to Community Business

3:00 pm - Pick up from Community Business to Monroe Elementary

**Tuesday**

9:45 am - Pick up from Monroe to Expedition Island Pavilion

11:00 am - Pick up from Expedition Island Pavilion and take back to Monroe

1:15 pm - Pick up from Monroe to Sweetwater County Events Complex

4:00 pm - Pick up from Sweetwater County Events Complex to Monroe

**Wednesday**

8:45 am - Pick up from Monroe to FMC Red Barn

9:45 am - Pick up from Monroe to FMC Red Barn and take group 1 back to Monroe

11:00 am - Pick up FMC Red Barn to Monroe

1:30 pm - Pick up from Monroe to Rock Springs Century West Park

4:00 pm - Pick up from Century West Park to Monroe

**Thursday**

8:30 am - Pick up from Monroe Elementary to Out of Town Field Trip

5:00 pm - Return to Monroe Elementary

**Friday**

8:30 am - Pick up from Monroe to the Green River Recreation Center

11:45 am - Pick up from Green River Recreation Center to Monroe Elementary

- 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.

Summer Day Camp will be advertised on the City of Green River Website, the Green River Parks and Recreation Brochure, fliers dispersed through the elementary schools, and on the City of Green River and Green River Parks and Recreation Facebook pages. Ads will also go out through local media outlets.

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

Staff will attend general trainings beginning in March on logistics of the program along with how to facilitate self-directed recreation and learning. They will also attend specific training for leading archery and other skilled activities provided to the campers during the summer months. Additional trainings will include safety and security and behavior management along with CPR and First Aid.

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

The person responsible for implementing the Summer Day Camp program for the City of Green River is Katie Duncombe, Recreation Supervisor.

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

The fee for Summer Day Camp is as follows:

\$700 per student for the entire summer (9 weeks)

\$85 per week per student

\$25 per day per student

Families with more than one child receive a discount of 25% off per addition children.

Families that qualify for assistance will receive 75% off the registration fee.

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

This is the fifth year the City has requested funds for the Summer Day Camp program transportation. This is most likely a future funding need to sustain the program.

- 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 of Green River 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: 1/7/2020

Katie Duncombe  
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.*

<b>OFFICE USE ONLY:</b>		
<input type="checkbox"/> Approved	Date Approved _____	Ending Date of Grant _____
<input type="checkbox"/> Denied	Reason _____	
Signed (Rec Board Chair or designee) _____		

SWEETWATER COUNTY SCHOOL DISTRICT #2 REC BOARD  
Budget Form

Agency		EXPENSES	AMOUNT
City of Green River		<b>Staff Salaries (employee of agency)</b> <b>Recreation Coordinator:</b> 600 hours x 20.96/hour = \$12,576 <b>Recreation Assistant:</b> 400hrs x \$16.51/hour x 4 employees = \$26,416 <b>Instructors:</b> 400hrs x \$ 15.05/hour x 4 employees = \$24,080 <b>Operations Assistants:</b> 400hrs x \$ 13.64/hour x 4 employees = \$21,824	\$84,896
		Staff Benefits (25.13%)	\$
Program		Contracted Services: Vista Workers 5	\$0
REVENUE	AMOUNT		
		Repairs & Maintenance	\$
		Rental	\$
		Postage	\$
Funds requested from SWSD#2 Rec Board	\$12,000	Telephone	\$
Fees being charged participants	\$85 per week x approx. 75 participants x 9 weeks = \$57,375	Advertising	\$
In-Kind Contributions	\$	Printing	\$
Donations	\$	Supplies	\$14,478
Other Grants	\$	Equipment & Machinery (provide detailed list)	\$
Other Cash/Funds	\$	Dues & Fees	\$
Other Revenues: (please describe) City of Green River Budget	\$29,999	Other Expenses (please describe)	
<b>TOTAL FUNDS</b>	<b>REVENUE</b> \$99,374	<b>TOTAL EXPENSES</b>	<b>\$99,374</b>

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

<b>Date:</b> 1/7/2020	<b>Completed by</b> Katie Duncombe
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**Additional Comments:**

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**Note: This is a sample budget page. You may develop any format that you think explains your program.**

END OF APPLICATION