

City of Fayetteville Staff Review Form

2019-0208

Legistar File ID

4/16/2019

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Tiffany Hoover / Tenisha Gist

3/28/2019

PARKS & RECREATION (520)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Request approval of a budget adjustment to recognize revenue in the amount of \$4,056 from the Friends of YRCC for a grant received through Tyson and the United Way to fund a paid summer internship opportunity with the YRCC Summer Fun4Kids/Teens program.

Budget Impact:

1010.520.5280-5130.00

General / Extra Services

Account Number

Fund

33051.1901

YRCC Summer Fun4Kids/Teens

Project Number

Project Title

Budgeted Item? No

Current Budget \$ -

Funds Obligated \$ -

Current Balance **\$ -**

Does item have a cost? Yes

Item Cost \$ 4,056.00

Budget Adjustment Attached? Yes

Budget Adjustment \$ 4,056.00

Remaining Budget **\$ -**

V20180321

Purchase Order Number: _____

Previous Ordinance or Resolution # _____

Change Order Number: _____

Approval Date: _____

Original Contract Number: _____

Comments:



MEETING OF APRIL 16, 2019

TO: Mayor and City Council

THRU: Connie Edmonston, Parks & Recreation Director
John Crow, Recreation Superintendent
Tiffany Hoover, Assistant Recreation Superintendent

FROM: Tenisha Gist, YRCC Director

DATE: March 28, 2019

SUBJECT: Request approval of a budget adjustment to recognize revenue in the amount of \$4,056 from the Friends of YRCC for a grant received through Tyson and the United Way to fund a paid summer internship opportunity with the YRCC Summer Fun4Kids/Teens program.

RECOMMENDATION:

Request approval of a budget adjustment to recognize revenue in the amount of \$4,056 from the Friends of YRCC for a grant received through Tyson and the United Way to fund a paid summer internship opportunity with the YRCC Summer Fun4Kids/Teens program.

BACKGROUND:

YRCC provides a summer camp for families seeking affordable programming during the summer months. Summer Fun4Kids offers eight weeks of programming for 75 children each week who have completed Kindergarten through 5th grades and a Teen Camp for children who have completed 6th through 8th grades. Each week of camp is themed and camps are filled with field trips, games, swimming, art, and educational opportunities. Camp focuses on team building, problem solving, environmental awareness, and leadership in the community.

The Tyson Summer Community Internship Program is a partnership between United Way of Northwest Arkansas and Tyson Foods to provide an invaluable opportunity for select college students to gain professional experience while making a positive impact in our community. The program provides full-time college students an eight-week paid summer internship to assist community organizations and gain experience with diverse social issues. In addition, students will attend 90-minute educational sessions during the program to build business-related skills including leadership, professionalism, critical thinking, collaboration and interpersonal communication. Friends of YRCC applied for and were awarded this grant, allowing the YRCC to host a summer intern who will work directly with the Summer Fun4Kids/Teens program.

DISCUSSION:

Friends of YRCC applied for and received a grant in the amount of \$3,000 to host a paid internship with the YRCC Summer Fun4Kids/Teens program. Per grant requirements, interns

must receive the full grant amount as compensation for their service. In addition, host sites must process the student intern as a seasonal/temporary employee. To do so, YRCC will hire the intern as summer camp staff through TEC Staffing. The Friends of YRCC have confirmed the very kind donation in addition to the grant amount that includes \$900 to cover fees associated with using TEC as well as \$156 to cover 12 hours of camp staff training.

BUDGET/STAFF IMPACT:

A \$4,056 donation will be utilized to fund hourly wages for a YRCC Summer Intern to work with summer camp. Per the program requirements, the intern will work 300 hours and be compensated \$3,000. The additional amount of the donation is to cover the cost associated with hiring the summer intern as camp staff through TEC and twelve hours of staff training not included in the grant in the amount of \$1,056.

Attachments:

Staff Review Form – YRCC Donation Recognition from FOYRCC for Tyson Internship Grant
Budget Adjustment Form
Grant Award Announcement
Letter Confirming Donation from FOYRCC

December 2, 2018

Sarah Livengood
Yvonne Richardson Community Center
240 E Rock St
Fayetteville, AR 72701

RE: 2019 Tyson Summer Internship Program

Dear Sarah,

Congratulations! Tyson Foods and the United Way are pleased to announce your organization has been selected to host a Tyson Community Intern next summer.

Following are some items that will need your immediate attention:

- Please review the attached sheet that provides specific comments on how to strengthen your job description. Before we can post your job description, you will need to **update your job description and email it to me at mtiminsky@unitedwaynwa.org by 12:00 noon on Monday, December 10th**. I am available to answer questions or provide guidance in if you need assistance.
- You will receive a grant agreement under separate cover. Please review, sign and return the agreement no later than Thursday, January 17th. You may email the documents to me at the same email address noted above.
- A program orientation meeting will be held Wednesday, January 9th from 10:00-11:00 at the United Way office located at 100 Parkwood St in Lowell. Please note, this is a MANDATORY meeting. Even if you hosted an intern last year, we have implemented some changes that you will need to know about. If you are unable to attend, please send a representative.

Thank you again for ALL that you and your team do every day to make our community stronger and more vibrant.

Sincerely,



Vice President Community Impact

Attachment: Tyson Internship Application Score Summary and Comments



SUMMER COMMUNITY INTERNSHIP APPLICATION FEEDBACK

ORGANIZATION: Yvonne Richardson Community Center

INTERN POSITION DESCRIPTION: Summer Camp Intern

REVIEWER APPLICATION COMMENTS:

- I like the approach of the application that has hand on learning experience while working with the organization leadership in addressing the needs of the population it serves. This organization will provide the learning experience that will enhance the intern skills in the service and management fields.

JOB DESCRIPTION SPECIFICS:

Please update your job description to include the following:

- Qualifications - Include the types of majors this internship might be attractive to – example: education, social worker, health or marketing
- Qualifications - Will you need an intern who is bilingual? If so, include if you need or prefer bilingual support and to what level - ex: prefer bilingual in conversational Spanish



March 27, 2019

Dear Yvonne Richardson Community Center Staff and City Administration,

The Friends of Yvonne Richardson Community Center Board of Directors is pleased to present a check to the City of Fayetteville in the amount of \$4056.00. This check which includes the \$3,000 grant from Tyson Foods and \$1,056 from the Friends of YRCC totaling \$4,056.00. This check will be used for the employment of a summer intern at the Yvonne Richardson Community Center working 300 hours for the YRCC Summer Camp program at a rate of \$10 per hour, as well as, two training days at \$156 and the \$3 per hour fee required by TEC.

We are very grateful for the 2019 Tyson Summer Community Internship Grant and the partnership with the Yvonne Richardson Community Center.

Sincerely,

Laura Underwood
Friends of YRCC Board President