



**WORK SESSION
RICHFIELD MUNICIPAL CENTER, BARTHOLOMEW ROOM
OCTOBER 10, 2023
5:45 PM**

Call to order

1. Recreation Programming Manager, Karl Huemiller, and Recreation Service Director, Amy Markle, will present on the current Recreation Fee Assistance Program and provide some recommended updates to the program.
2. Recognition of Fire Prevention Week and training in Hands-Only CPR

Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9739.

**STAFF REPORT NO. 34****WORK SESSION****10/10/2023**

REPORT PREPARED BY: Karl Huemiller, Recreation Programming Manager

DEPARTMENT DIRECTOR REVIEW: Amy Markle, Recreation Services Director
10/3/2023

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
10/3/2023**ITEM FOR WORK SESSION:**

Recreation Programming Manager, Karl Huemiller, and Recreation Service Director, Amy Markle, will present on the current Recreation Fee Assistance Program and provide some recommended updates to the program.

EXECUTIVE SUMMARY:

In the Spring, staff conducted a review the Richfield Recreation Fee Assistance Program and a survey of the fee assistance programs offered by surrounding cities. Based on the demographics in the latest census and the fee assistance utilization levels of other cities, it was found that the current fee assistance program is significantly underutilized. In 2022 the program only served 53 families with \$3,299.25 in discounts. 77% of the discounts were used for swim passes at the Richfield Pool.

The current fee assistance program, branded the Passport Program, provides recipients with a 50% or 25% discount on swim passes and select recreation program, up to \$75. Participants need to apply each year for the benefits and to be eligible for the program participants must meet one of four requirements.

- Participation in Free or Reduced Lunch Program through Richfield Public School District.
- Eligibility to receive financial aid from Hennepin County.
- Eligibility to receive Social Security disability.
- A financial hardship that prevents full payment of a program fee.

In the review, some potential reasons for the underutilization of the Passport Program were identified. These reasons included confusion due to branding now that Richfield processes U.S. passports, clarity regarding eligibility now that all students receive free lunch, and clarity regarding benefits with only select programs being eligible for the discount.

To address the identified issues staff recommends making the following changes to the program.

- Rebrand and relaunch the program, changing the name from Passport Program to Recreation Fee Assistance Program
- Change eligibility requirements to 200% of the Federal Poverty Line publishing a reference table each year. (This is in line with other assistance programs such as Minnesota Care)
- Change program benefits to align with current recreation program delivery methods.
 - o 50% off pool passes
 - o Free open skate at the Ice Arena

- o Friends of Wood Lake Membership
- o A credit for use on recreation programs based on available funding and program demand (initial credit would be \$35 - \$50)

As part of the rebranding initiative a focus would be placed on program promotion to low income residents of Richfield. Additionally, materials would be translated into multiple languages and staff would reach out to apartment complexes Richfield Public Schools to promote the updated program.

Initial funding for the program each year would come from 3 months of the roundup program at the liquor stores with additional funds coming from donations and sponsorships as available.

DIRECTION NEEDED:

Direction regarding updates to Recreation Fee Assistance Program.

BACKGROUND INFORMATION:

A. HISTORICAL CONTEXT

The Recreation Fee Assistance program was created to encourage residents to participate in recreational programming and assist residents in overcoming financial barriers of participation in recreational programming. In 1999 the most recent iteration of the Recreation Fee Assistance Program was created, called the Passport Program.

The Passport Program provides recipients with a 50% or 25% discount on swim passes and select recreation program, up to \$75 per person. For a program to be eligible for the discount it needs to be taught by Richfield staff.

Participants need to apply each year for the benefits and to be eligible for the program participants must meet one of four requirements.

- Participation in Free or Reduced Lunch Program through Richfield Public School District.
- Eligibility to receive financial aid from Hennepin County.
- Eligibility to receive Social Security disability.
- A financial hardship that prevents full payment of a program fee.

In 2022 the program only served 53 families with \$3,299.25 in discounts, and no one was turned away. 77% of the discounts were used for swim passes at the Richfield pool. Similar programs in other cities budget \$8,000 - \$20,000 per year.

Over the past few years, there have been changes which have affected the Passport Program. The biggest change is the introduction of free school lunch for all students. This change makes it less likely for residents to know if they qualify for the federal free and reduced lunch criteria. Additionally, since 1999 the city shifted from majority staff led programs that qualify for the Passport Program to majority contracted programs that do not qualify for the Passport Program. This change has allowed for a greater breadth of programming but also reduced the value of the Passport Program.

Other Scholarship Programs

Richfield READY was a Hennepin County grant jointly administered by the Richfield Public Schools and the City. The grant provided \$5 to qualifying residents for recreation programming. This program had very little usage and significant administrative burden. The partnership for Richfield READY with Richfield Public Schools was discontinued in early 2023.

Emily Day Scholarship provides fee assistance to those who need it for Wood Lake Nature Center programs. For two programs a year, scholarship recipients will have portion of the program fee covered.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

Many of the people who use the fee assistance program are non-English speaking people of color. Updating the Recreation Fee Assistance program will provide expanded recreation opportunities for low income individuals within the city who participate in Recreational programming at a lower rate than other residents. By

expanding the programs benefits the city may receive more applications to participate in the program than there are funds available, which would require some people to be turned away.

B. POLICIES (resolutions, ordinances, regulations, statutes, exc):

None

C. CRITICAL TIMING ISSUES:

If direction is given to make the updates, the changes would take effect in 2024.

D. FINANCIAL IMPACT:

The program updates would have little to no impact on Recreation Services Department revenues.

E. LEGAL CONSIDERATION:

None

ALTERNATIVE(S):

Continue the current Passport Program

PRINCIPAL PARTIES EXPECTED AT MEETING:

None

ATTACHMENTS:

	Description	Type
□	Recreation Fee Assistance Work Session Presentation	Presentation



Recreation Fee Assistance



Recreation Fee Assistance Programs

- Passport Program
- Richfield READY
- Emily Day Scholarship

Passport Program (Current)

- **Eligibility**

- Participation in Free or Reduced Lunch Program through Richfield Public School District.
- Eligibility to receive financial aid from Hennepin County.
- Eligibility to receive Social Security disability.
- A financial hardship that prevents full payment of a program fee

- **Benefits**

- 50% or 25% Discount
 - Swim Passes
 - Select Recreation Program,
- Discount up to \$75

Passport Program Usage 2022

Program	Amount
<i>Dance</i>	\$390.00
<i>Playgrounds (Stay & Play)</i>	\$12.50
<i>Pool Passes</i>	\$2,551.25
<i>Youth Tennis Lessons</i>	\$82.00
<i>Wood Lake: Youth Progs</i>	\$208.50
<i>Youth Sports Camps</i>	\$55.00
TOTAL	\$3,299.25

OF FAMILIES: 53

AVERAGE PER FAMILY: \$62.25

Reasons for Underutilization

- Branding
- Eligibility Complexity
- Clarity of Benefits

Recomendations

- Rebranding to Fee Assistance Program
- Change eligibility requirements to 200% of the Federal Poverty Line
- Change program benefits to align with current recreation program delivery methods
 - 50% off pool passes
 - Free open skate at the Ice Arena
 - Friends of Wood Lake Membership
 - A credit for use on recreation programs



STAFF REPORT NO. 35

WORK SESSION

10/10/2023

REPORT PREPARED BY: Mike Dobesh, Director of Fire Services/Fire Chief

DEPARTMENT DIRECTOR REVIEW: Mike Dobesh, Director of Fire Services/Fire Chief
10/4/2023

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
10/4/2023

ITEM FOR WORK SESSION:

Recognition of Fire Prevention Week and training in Hands-Only CPR

EXECUTIVE SUMMARY:

Fire Prevention Month was first established to commemorate the Great Chicago Fire of 1871, where more than 250 people were killed and over 100,000 people left homeless. In 1920, President Woodrow Wilson issued the first Fire Prevention Day Proclamation. Since 1925, this national observance has grown to a full month of prevention activities. This is the longest running public health and safety observance on record.

The Richfield Fire Department (RFD) is busy every October visiting day cares, doing station tours, and sharing the message of the value that the department provides for the residents. The value RFD provides to the community is the ability to respond quickly with trained and competent responders who can mitigate problems swiftly or begin solving the problem when the resource demands exceed the initial response.

Hands-Only CPR is one way to improve the health and safety of the community. The hope is to train people to do more than just call for help, while still protecting their personal safety.

DIRECTION NEEDED:

By practice, learn the basic skills to identify and assist someone that has suffered sudden cardiac arrest.

BACKGROUND INFORMATION:

A. HISTORICAL CONTEXT

The RFD will respond to about 4500 calls for service this year. About 80% (or 3600) of those calls will be for a medical emergency. On average, the RFD responds to two (2) cardiac arrests per month.

B. POLICIES (resolutions, ordinances, regulations, statutes, exc):

C. CRITICAL TIMING ISSUES:

D. FINANCIAL IMPACT:

E. LEGAL CONSIDERATION:

People who are working within the scope of their training, fall under the protections of the Good Samaritan Act.

ALTERNATIVE(S):

PRINCIPAL PARTIES EXPECTED AT MEETING: