

**Minutes of Recreation Advisory Commission**

RECREATION ADVISORY COMMISSION

Tuesday, December 10, 2024 \*\* 6:30 PM \*\*

Rec & Ed Office

1515 S. Seventh St. Ann Arbor, MI 48103

**MEMBERS PRESENT** Mark Brehob, Hannah Cary, Nicholas Crowe, Stacy Ebron, Aiden Kang, Irene Kim, Larry O'Connell, Hannah Smith

**EX-OFFICIO MEMBERS PRESENT** Jenna Bacolor, Donna Dishman, Victor Morales-Rios

I. CALL TO ORDER

- A. Hannah C. called the meeting to order at 6:34pm
- B. Hannah C. led round robin introductions

II. PUBLIC COMMENTARY - None

III. APPROVAL OF MINUTES of the September 10, 2024 meeting. A motion was made by Nicholas and seconded by Stacy that the meeting minutes of September 10, 2024 be approved. On a unanimous vote, Hannah C. declared the motion carried.

IV. OLD BUSINESS

- A. Welcome new BOE appointed student members: Aiden Kang & Irene Kim
  - 1. Irene Kim is a Sophomore at Huron High School and has volunteered with Rec & Ed for a couple years
  - 2. Aiden Kang is a Sophomore at Washtenaw International High School and has volunteered with Rec & Ed for a couple of years

V. NEW BUSINESS

- A. Presentation: [Rec & Ed Budget/Grant Update](#) - Donna Dishman & Jenna Bacolor
  - 1. Rec & Ed Year End Summary Comparison 2018 & 2024
    - a) Revenues were lower in 2024, balance was less in the black
  - 2. Rec & Ed Fund Balance Comparison 2019 & 2024
    - a) 2018-2019 at 3.4 million
    - b) 2023-2024 at 660,000
  - 3. Rec & Ed Budget Components
    - a) Staff Costs

1. Larry asked how much are staff costs
    - a. Donna responded they are around 2.2 million
  - b) Retirement (47.73)
    1. Received a temporary reduction for 24-25
  - c) FICA (7.65%)
  - d) Purchased Services (PO's)
  - e) Supplies
  - f) Department Administrative Costs - \$621,278
    1. Not fee generating positions
    2. Office pros, director, admins
  - g) Business Service Fee (2% of R/E Expenses) - \$70,256
    1. Goes directly to district - assistance with hiring, processing refunds, assistance with rentals
  - h) Custodial Overtime - Rec & Ed Weekend Usage - \$12,000
    1. Renters charged, RE has to pay as well
  - i) Heat/Electric/Water Costs for Usage of CAB - \$5,214
    1. Rec rents from city and pays utilities
    2. Mark asked a question about the rent of the CAB
      - a. Donna explained there is a contract and up front paid \$50,000 then it is a dollar a year
  - j) CC Fees charged by software provider - \$123,427
4. Contributing Factors to Budget Deficit
    - a) Changes in Enrollments
      1. Covid had a long lasting impact
    - b) Increased Program Costs (supplies/equipment)
    - c) Increase in Vendor Usage
      1. Rec & Ed provides programs through internal staff and vendors
      2. When Rec & Ed runs it, they keep all the revenue
      3. When vendors run it, certain percentages are given based on contracts
    - d) Cost of Credit Card Processing Fees
    - e) Fees Collected Not Matching Actual Program Costs
    - f) Increase in Staffing Costs
      1. Both from hourly and contractual
  5. Goals for 24-25 & Beyond
    - a) Strategically make changes with the budget process and structure to secure current and financial sustainability
    - b) Provide all staff with the information they need to make informed decisions about programs and classes
    - c) Understand that change is not always easy or simple. Takes everyone on the team to make changes. Provide all staff with the support and guidance they need to make changes
    - d) Take a proactive v a reactive approach to the budget shortfall
  6. Initial Actions
    - a) Removed posting for Assistant Director Position

- b) Not posting a Front Office OP position until actual need assessment is completed
  - c) Eliminated the Camp Specialist Position
    - 1. Current staff member accepted an open position in BAC
  - d) Applied for Out of School Time Grant
  - e) Set up a meeting with Superintendent Parks & Mario Demitrious to discuss the plan
7. Next Steps
- a) Setting up dedicated budget meetings with each program are
  - b) Explore program challenges
  - c) Discuss possible solutions
    - 1. Implementing monitoring/limitations for future spending within the department
  - d) Determine who needs to implement changes & set timelines for execution of change
  - e) Closely monitor implementation steps and budget results
8. Summary of Changes to Date
- a) Each division had meetings to identify costs, challenges and possible solutions and to set timelines for implementation
  - b) Completed the need assessment for vacant OP position
  - c) Beginning on 12/3/24, began passing along credit card processing fees to customers
  - d) Reviewed fees changed for upcoming programs to make sure that costs are covered
  - e) Working with many current vendors to re-negotiate pricing for classes and camps
  - f) Making plans to decrease diamond/field maintenance costs by using different vendor along with internal staff
  - g) Applied for MiLEAP OST grant - receiving \$124,186 for 2025
  - h) Questions
    - 1. Hannah S. asked a question about which programs are running a deficit
      - a. Donna said that Life Long Learning & Team Sports are healthy in black some in red. Focusing more on programs in the red and asking what can we do
      - b. Donna mentioned that they received a grant for two years for child care and were able to open more locations
    - 2. Stacy asked what program costs are now
      - a. Donna said it depends on what they are registered for. If they are Monday-Friday, AM & PM it is around \$5,300 for the year
      - b. Donna said there is going to be a 15% increase in January 2025
    - 3. Mark asked a question about field maintenance
      - a. Donna said they bid it out and the City does X amount. They're not doing less just supplementing by using internal staff

4. Larry mentioned that school fields are done by the District and City fields are done by the City
  5. Larry asked when the budget runs
    - a. Donna said it runs July 1 - June 30
  6. Larry asked a question about total in child care
    - a. Donna said they plan for 27 full-time students per school site and the average 20-21 per school site. There are 12 sites with 13 schools being served
  7. Jenna mentioned that they are staffed for 36 kids
  8. Hannah S. asked if there is a deadline to register for child care
    - a. Donna said it is a rolling registration
  9. Hannah C. asked a question about providing a discount to families who enroll in all days
    - a. Jenna said they are not currently offering this but have talked about it
  10. Mark asked about if Rec & Ed has considered asking for a .1 mil millage
    - a. Jenna mentioned that a previous RAC member did research and said that it would have to come under a recreation millage
  11. Nicholas asked about sponsorships
    - a. Donna mentioned that 98% of revenue comes from fees. Last year there was \$20,000 in sponsorships
  12. Mark asked a question about a more detailed budget
    - a. Donna said they have presented a full detailed financial report to the District
  13. Larry mentioned that it would be beneficial if RAC received more information about the Rec & Ed budget
  14. Hannah C. asked about the focus group
    - a. Donna said they will reach out to RAC members and start building the process
9. MiLEAP Out-of-School Time Grant
- a) Expand to access to OST programs for K-12 students
  - b) Include enrichment and academic recovery/acceleration
  - c) Available only to licensed child care programs
  - d) Strict formula for awards
10. Opportunity
- a) Expand and support after care service and summer camps to more schools and students
  - b) Pilot infusing academic content, working with the Teaching and Learning Department
  - c) Pilot incorporating social emotional learning into after care and summer camps
    1. Stacy asked if this is like Trails
      - a. Jenna said they are not using Trails because they don't have a stand alone time curriculum. They are using a program called Second Step

- d) Bring in funds to cover some salary and other costs

## 11. Our Focus Areas

- a) Academics
  - 1. Hands on reading/literacy
    - a. Partnering with U of M to have students come in
  - 2. Hands on STEM/Science
    - a. Focusing on this more with summer camps
- b) Enrichment
  - 1. Social Emotional Learning (SEL)
  - 2. Wellness/Physical Activity
- c) Family & Community Engagement
  - 1. Parent Engagement
  - 2. Community partners and volunteers

## 12. 3 Funded Projects

- a) New After Care Program - school not named at this time
  - 1. Open an after care program with expanded learning for one or more buildings that do not currently have after care
- b) After Care Expansion - school not named at this time
  - 1. Expand after care service at one underenrolled building by providing new academic and enrichment programming and scholarships to increase enrollment
- c) 10 Summer Camps with Academic Infusion
  - 1. Implement 10 full-day, week long summer camps with enrichment and academic content that provide increased opportunities for underserved students
- d) Questions
  - 1. Hannah S. asked if the grant is one-time or renewable
    - a. Jenna said they are unsure at this time
  - 2. Larry asked about the grant funding
    - a. Jenna said it will partially fund after care and camps. They will recoup more because it is helping pay for staff
  - 3. Larry asked when this funding will start
    - a. Jenna said it will start on January 13th for BAC and June 23rd for camps
  - 4. Stacy asked if Rec & Ed has any partnership with Community Foundation to create a fund for supporting child care
    - a. Jenna said not at this time time, but could look into it

## VI. BRIEFING AGENDA

### A. Report from PAC - Hannah Smith

- 1. Pop-up dog park opened at Veterans Park
  - a) Running November 2024-April 2025

2. Paving contract for Bicentennial
  3. City comprehensive plan
    - a) See the impact on parks & downtown density
  4. Recommendation to approve the contract for Fuller Park parking lot and Border to Border Trail improvements project
  5. Recommendation to approve the contract for Leslie & Sylvan park bridge replacements
- B. Report from Parks and Recreation - Victor Morales-Rios
1. Millage passed with 72% of votes
  2. Going through a park assessment plan
    - a) This will give information on the state of parks & cost of needs
  3. Pop-up dog park opened at Veterans Park
    - a) The response has been very positive
    - b) Surveying to see if it is viable option to make permanent
    - c) This might affect Rec & Ed programming but they are working together on this
- C. Report from Community Education & Recreation - Donna Dishman
1. Winter Reg began on Dec 3
  2. Adult bball avail again - 6 teams in mens and 6 teams in wm
  3. Structural changes to vb prog - split winter and spring instead of one long season
  4. Yth and HS bball starting in January

VII. TRANSMITTALS - None

VIII. ADJOURNMENT

- A. Stacy motioned to adjourn the meeting and Larry seconded the motion. After a unanimous vote, Hannah C. adjourned the meeting at 7:43pm

**The next RAC meeting is scheduled for March 11, 2025**