

August 6, 2021

TO: City Council Member Lynda Roesch, Chair
Parks and Recreation Committee of City Council

FROM: Brian K. Riblet, City Manager **BKR**

SUBJECT: Parks and Recreation Committee Meeting on Monday, August 9, 2021

As a reminder, the Parks and Recreation Committee is scheduled to meet on Monday, August 9, 2021, at 4:00 p.m. at City Hall. Those items to be discussed include:

1. Lodge Rates and Rental Review and Recommendations—Please see the attached memo from Matthew Vanderhorst, Community and Information Services Director requesting the Committee consider changes to lodge rates and policies. Staff will be present to discuss the request with the Committee and to obtain feedback at the meeting.
2. Other Business—The purpose of this agenda item is to provide an opportunity to discuss any issue or ask questions that may be on your mind.

Also attached are the minutes from the July 15, 2021 meeting of your Committee for review and approval at Monday's meeting.

Should you have any questions or concerns pertaining to these topics or have additional items to be discussed at the meeting, please do not hesitate to contact me.

c: Mayor and City Council Members (3)
Connie Gaylor, Administrative Coordinator
Department Heads
File



PARKS AND RECREATION COMMITTEE OF CITY COUNCIL

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AGENDA

August 9, 2021

4:00 P.M.

City Hall

1. Call to Order
2. Guests and Residents
3. Old Business
4. New Business
 - a. Lodge Rates and Rental Review and Recommendations
5. Approval of Minutes – July 15, 2021
6. Other Business
7. Adjournment

August 6, 2021

To: Brian Riblet, City Manager

From: Matthew Vanderhorst, Community Information Services Director *MV*

Subject: Lodge Rates and Rental Review and Recommendations

Background:

In 2021, the Terwilliger Lodge kitchen went through a major renovation that transformed it from a minimally equipped residential style kitchen to a catering conducive kitchen. The renovation included new appliances such as a catering refrigerator, a large freezer that fits under the counter, two ovens, two microwaves, a 6-burner stovetop and an industrial exhaust hood. The cabinets were replaced with stainless steel worktables that are not only more conducive to large catering trays and supplies but are more durable. The double bowl sink was replaced with a large farm-style sink accommodating larger pots and dishes. These improvements have increased the kitchen's effectiveness to renters who chose to cook on the premises or for catering services.



Staff researched the fees and amenities of similar lodges in order to recoup the costs of this renovation. The research showed that an apples to apples comparison is not possible due to the improved amenities at the lodge. Consequently, staff created recommendations based on the current market rates and rental policies. The following recommendation also includes Swaim Lodge.

Financial Impact:

In 2019, the Parks & Recreation Committee approved a modest increase to the rental rates at Terwilliger Lodge to help cover the maintenance costs of the building and be more in line with market rates. Likewise, Swaim Lodge rates were modestly increased in 2016 after the kitchen was also enhanced, adding a stove/oven and additional cabinetry and counter space.

Staff is recommending changes in the following areas regarding rates:

- Transition from half-day rentals to full-day rentals on weekdays
- Discount for multiple consecutive rental days
- Establish Business Rate
- Establish Holiday Rate

Full-Day Rentals

In the review process, staff recognized that the weekday half-day rentals have declined over the past years and are no longer equitable for the City to compensate a cleaning service to quickly clean in between rentals. Staff, therefore, recommends making all rentals full-day rentals Sunday through Saturday at each lodge. The revenue loss would be minimal and would be made up through the suggested rate increases that follow.

For clarification, the weekend includes Friday, Saturday, and Sunday.

Discount for consecutive rental days

During the lodge rate review, staff considered feedback received by renters to add additional days for events such as weddings, family reunions, or any event that would benefit from having an extra day for set-up or tear down. Currently, renters must incorporate all set-up, tear down, and cleaning into their rental time. This is a challenge, especially at Terwilliger Lodge where rentals are more likely to have a special service (such as catering or rental of linens, dinnerware, etc.) that would not return to retrieve their items at the very end of the rental. With this in mind, staff is recommending adding a 10% discount off rentals two days or longer.

Non-Montgomery Business Rate

From time to time, staff will have businesses look to rent the lodges for off-site training and recommend adding a Business Rate similar to what we offer for our pool memberships. This rate would apply to the Monday thru Thursday rentals at both lodges. We also recommend a 10% discount when two or more days are booked together. In the event the business wishes to add a weekend day, they would pay full price for that day in addition to the weekday rates but will still qualify for a 10% discount on the total rental cost.

Holiday Rate

For many years a holiday rate was only applied if the holiday fell on Monday through Thursday. The weekday holiday rate was the weekend rate. If the holiday fell on the weekend, the City would not be compensated at a higher rate. Staff is recommending establishing a holiday rate of \$200 that would be added to the regular rate. This is not intended to detour renters but to recover the increased cleaning costs during the holiday and staff call out time if needed.

*Please see the attached page with a proposed rate schedule.

Recommendation:

Staff recommends that the Parks and Recreation Committee of Council consider the recommended changes to the rental rates and policies of Swaim and Terwilliger Lodge. If approved by the Committee, staff would like to include an article in the October Bulletin and then implement changes beginning November 1, 2021.

Should you have questions or need additional information, please feel free to contact me.

These Minutes are a draft of the proposed minutes from the Parks and Recreation Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Parks and Recreation Committee of City Council. Formal adoption is noted by signature of the Chair within the minutes.

City of Montgomery
Parks and Recreation Committee Minutes
July 15, 2021

Staff Present

None were present

Committee Members Present

Lynda, Roesch, Chair
Ron Messer
Mike Cappel

The Parks and Recreation Committee of Council convened its meeting for July 15, 2021 at 3:30 p.m. with Ms. Roesch presiding.

New Business

Ms. Roesch stated that the purpose of this meeting was to conduct interviews to fill two vacancies, one on the Beautification and Tree Commission and one on the Parks and Recreation Commission.

Ms. Roesch asked for a motion to adjourn into Executive Session for matters related to personnel.

Mr. Cappel motion to adjourn into Executive Session for matters related to personnel. Mr. Messer seconded. The Committee unanimously agreed.

The Committee adjourned into Executive Session at 3:35 p.m.

The Committee interviewed the following candidates for the vacancies on the Beautification and Tree and Parks and Recreation Commissions:

- a. Jorge Tameron- 3:30 p.m. - Parks and Recreation Commission
- b. Travis Everly- 3:45 p.m. - Beautification and Tree Commission
- c. Reza Ghoorkhanian - 4:00 p.m. - Parks and Recreation Commission

The Parks and Recreation Committee meeting adjourned from Executive Session at 4:20 p.m.

Minutes

Mr. Cappel moved to approve the June 14, 2021 Committee minutes. Mr. Messer seconded. The Committee unanimously approved the minutes.

Adjournment

Mr. Cappel moved for adjournment. Mr. Messer seconded. The Committee unanimously agreed.

The Parks and Recreation Committee of Council meeting was adjourned at 4:25 p.m.

Chair