

February 3, 2016

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

FROM: Wayne S. Davis, City Manager *WSD*

SUBJECT: Parks and Recreation Committee Meeting on Friday, February 5, 2016

As a reminder, the Parks and Recreation Committee is scheduled to meet on Friday, February 5, 2016 at 3:30 p.m. at City Hall. Those items to be discussed include:

1. Review of Swaim Lodge Rates—Staff will be present to review the proposed Swaim Lodge kitchen renovations and rental rates. Please see the attached recommendation from staff.
2. Review of Municipal Pool Rates—Staff will be present to discuss the proposed nonresident and business babysitter pool rates for the upcoming 2016 pool season. Please see the attached recommendation from staff.
3. 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 September 14, 2015 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



**AGENDA**

**February 5, 2016  
Montgomery City Hall  
10101 Montgomery Road**

**3:30 P.M.**

- 1. Call To Order**
- 2. Guests and Residents**
- 3. Communications**
- 4. New Business**
  - a. Review of Swaim Lodge Rates
  - b. Review of Municipal Pool Rates
- 5. Old Business**
- 6. Approval of Minutes – September 14, 2015**
- 7. Other Business**
- 9. Adjournment**

February 3, 2016

**To:** Wayne Davis, City Manager  
**From:** Brian Riblet, Public Works Director  
**Subject:** Swaim Lodge – Proposed Kitchen Renovations and Rental Rates

**Background:**

Swaim Lodge is one of two lodges owned by the City and is rented out for various events and gatherings throughout the year. Public works staff is responsible for maintenance of both lodges and continually monitors each lodge for potential repairs and upgrades to assure users have a pleasant experience and receive a good value for their rental fees. In 2013, a review of the park rules and regulations, fee schedules, and reservation agreements was conducted and recommendations were made to the Parks and Recreation Committee of Council for approval and included an adjustment to the non-resident weekend rates for Swaim Lodge.

Staff solicits feedback from renters through lodge surveys and also verbal comments as renters return the keys to the front desk. Staff often times receive requests to add a cooking stove within the kitchen as well as expand counter space to give renters additional options for preparing food when hosting family gatherings, etc.

Staff recently conducted a survey of surrounding communities with similar facilities, both public and private, to compare our rental rates as well as amenities offered. (See attached)

Staff believes that the kitchen at Swaim Lodge can be modified to accommodate a cooking stove and other upgrades/replacements that will enhance the kitchen area and give renters a better overall experience and additional options for preparing food when hosting family gatherings, etc.

Staff believes that information contained in lodge survey that was conducted, as well as adding additional amenities and enhancing the kitchen area that consideration be given to increase the rental fees as proposed in the attached survey.

**Financial Impact:**

Costs for proposed upgrades/replacements to enhance the kitchen area within Swaim Lodge would be funded from the 101.317 account of the 2016 Capital Improvement budget and are anticipated to total approximately \$3,500.

The rental revenue for Swaim Lodge over that past three years has averaged approximately \$15,000 per year. If the proposed rental fees are increased staff would anticipate an approximate increase of \$5,000 annually in revenue.

**Recommendation:**

Staff recommends that the Parks and Recreation Committee of Council give consideration to enhance the kitchen at Swaim Lodge and in conjunction raise the rental fees as proposed on the attached survey.

Should you have questions or need additional information please contact me.

	SWAIM LODGE (CURRENT)	SWAIM LODGE (PROPOSED)	BLUE ASH- HAZELWOOD COMMUNITY CENTER	AMBERLEY VILLAGE- COMMUNITY ROOM	HAMILTON COUNTY PARKS- LOVELAND RIVERSIDE LODGE	HAMILTON COUNTY PARKS- SHARONVILLE LAKESIDE LODGE	SYCAMORE TWP- SCHULER/STATION 93 COMMUNITY ROOM	INDIAN HILL- LIVINGSTON LODGE	BLUE ASH- COOPER CREEK EVENT CENTER- PINEHURST ROOM	MONTGOMERY- STIR
CAPACITY	50	50	50	60 max/40 seated	80-in / 90-out	115-in / 200- out	170/120 based on set-up	125 seated	120	
SO. FT.							2500	11 am- 1:00 am	2225	
RATES			\$20/HR	\$25/HR *cash only			8 HOUR RENTAL PERIOD			
1/2 DAY: MO-TH	RES - \$50 NR - \$50	RES - \$100 NR - \$100	N/A	SU-TH No later than 9:30 p.m. ( 2 Hr Minimum)	N/A	N/A	RES -\$200 (8 Hr Rental) \$35/ each addtl. hr NR- \$375 ( 8 Hr. Rental)	N/A	\$600 plus 21% service charge and tax. * See restrictions	\$650 and up
ALL DAY: MO-TH	RES - \$75 NR - \$75	RES - \$125 NR - \$150	N/A	( 2 Hr Minimum)	\$275	\$300*	\$35/ each addtl. hr * proof of insurance required. Rental period must be between 8:00 am and 11:00 pm.	RES- \$290 * NR - \$390 *		\$1250 and up
WEEKEND 1/2 DAY	N/A	N/A	RES - \$100 (FRI 6:00 PM-11:00 PM ONLY)	FR-SA No later than 12 midnight ( 2 Hr Minimum)	N/A	N/A		N/A	\$3000-\$6000 * varies based on day and peak/non peak season	*FR/SA- Start at \$650-\$950
WEEKEND FULL DAY	RES -\$150 NR -\$225	RES -\$225 NR -\$300	RES - \$240 (SAT 11:00AM-11:00PM ONLY)		\$500	\$575*		RES- \$290 * NR - \$390 *		
HOLIDAY		Equal to weekend rate based on residency	No Holiday or Holiday weekend rentals	Not specified	\$500	\$575*	No Holiday rentals	Not specified	Yes, with min. spending requirements	Start at \$1500 *
CANCELLATION POLICY	60 Day	60 Day	30 Day	Not specified	30 Day	30 Day	> 2 weeks: full refund < 2 weeks: 50 % refund	Not specified	Not specified	Not specified
DEPOSIT	\$100 minimum or equal to rental fee	\$100 minimum or equal to rental fee	\$50	\$100 *cash only	None required	None required	\$150 + proof of insurance	\$200	Not specified	Not specified
RESIDENCY REQUIREMENT	N/A	N/A	Must be Blue Ash Resident - Business - Non Profit - Employee. * Minimum 2 week notice for all rentals	Residents only or resident member of non-profit groups	N/A *Must have Hamilton County Parks Motor Vehicle Permit	N/A *Must have Hamilton County Parks Motor Vehicle Permit	N/A	Must be resident or sponsored by a resident in order to rent	N/A	N/A
RENTAL AVAILABILITY	Year round	Year round	Year round	Based on Village business needs.	Mid-February- December	Late March- December	Year round	Year round	Year Round-Peak and Non-Peak period	Year Round
TABLES	9 - 6' rectangular	9 - 6' rectangular	10 - 6' , 4 - 8' rectangular	seating for 40 people	11 - 8' folding (inside) 6- 15' picnic tables (outside)	14 - 12' tables (inside) 14 - 12' picnic tables (outside)	15- 5' round, 5-6' and 1-8' rectangular	seating for 125 people	varies based on room set-up	varies based on room set up
CHAIRS	50	50	50	60	83	115	6-8 chairs per table	varies	varies	varies

	SWAIM LODGE (CURRENT)	SWAIM LODGE (PROPOSED)	BLUE ASH- HAZELWOOD COMMUNITY CENTER	AMBERLEY VILLAGE- COMMUNITY ROOM	HAMILTON COUNTY PARKS- LOVELAND RIVERSIDE LODGE	HAMILTON COUNTY PARKS- SHARONVILLE LAKESIDE LODGE	SYCAMORE TWP- SCHULER/STATION 93 COMMUNITY ROOM	INDIAN HILL- LIVINGSTON LODGE	BLUE ASH- COOPER CREEK EVENT CENTER-PINEHURST ROOM	MONTGOMERY- STIR
KITCHEN AMENITIES: REFRIGERATOR, STOVE/OVEN, MICROWAVE	REF, MW	REF, MW, ST	REF, MW, ST	REF, SINK, ST, DISHWASHER	REF, SINK, ST	REF, ST, SINK, PORTABLE BAR	Wet bar with sink, small fridge and microwave in meeting room	REF, MW	N/A Preferred vendors list for catering and services	Full kitchen and bar area. Preferred caterers list
ADDITIONAL AMENITIES	HVAC, Restrooms, Patio, Fire Pit (Permit required), Grill	HVAC, Restrooms, Patio, Fire Pit (Permit required), Grill	30 cup coffee maker, Ice	Restrooms, Dry Erase board, Screen	HVAC, Wood-burning fireplace, Restrooms, shelter attached to lodge with grills and picnic tables	Wood-burning fireplace, heat and ceiling fans, no A/C, Wi-Fi, Restrooms	None listed	Fireplace, Elevated stage for band/DJ	Outside veranda, golf course views, full catering/bar packages	Outdoor seating area, unique interior, downtown setting
ALCOHOL PERMITTED	Yes-Permit required	Yes-Permit required	Yes-Permit required	No	Yes	Yes	Yes - no sales or admission charge	Yes-must obtain 2 million dollar insurance liability	Yes	Yes
RESTRICTIONS	Decorations	Decorations	Minimum 2 week advance notice for all rentals, Decorations * Damages or failure to clean up forfeits deposit and may deny future rentals	Minimum 7 day advance notice, 2 hr. min rental period, cash only, Renter must be present at entire event. No children's parties with child/parent ratio greater than 10:1. No political, or religious services.	* Rental period is 10 am -12 midnight. Parking requires vehicle permit, either group permit or individual. Decorations-no helium balloons, glitter, confetti, no open flame-candles must be enclosed	* Rental period is 10 am -12 midnight. Parking requires vehicle permit, either group permit or individual. Decorations-no helium balloons, glitter, confetti, no open flame-candles must be enclosed	Rental period MUST be between 8:00 am and 11:00 pm. No live music or DJ. Renter is responsible for all clean up. Cleaning fee charged for stains on carpet, etc. *Doors opened and locked by programmed computer. Sycamore community and civic groups may use Mo-We free of charge if available	* Must be 25 years or older to rent. Non residents may reserve if sponsored by resident. Resident must be present for entire event	* Minimum spending requirements apply after 5 pm MO-FR. Weekend room rates for peak season \$3000-\$6000 (May-October); non-peak \$3000-\$5000 (November-April)	Preferred caterers. 25% fee added to all catered food and beverage invoices. \$250 fee charged if additional cleaning required.

February 5, 2016

**To:** Wayne Davis, City Manager  
**From:** Julie Machon, Recreation Coordinator *JM*  
**Subject:** Nonresident and Business babysitter pool rates

**Background:**

During the past two pool seasons, City of Montgomery Staff and SwimSafe Staff received requests from nonresidents to offer a babysitter rate to the Montgomery Community Pool. Currently, Montgomery residents have an option to purchase a pool family membership with a babysitter. The rationale to offer the family with babysitter pool membership only to Montgomery residents has been that Montgomery residents are offered this as a “perk” for being residents of the City.

Staff believes there has been additional interest in the pool due to the addition of the pool heater during the past two seasons. While we saw an increase in total pool memberships and a substantial increase in daily attendance during the 2014 and 2015 pool seasons, staff does not believe that adding the babysitter option for nonresidents and businesses would provide an overcrowding situation at the pool.

Staff has studied the option to add the nonresident family babysitter pool rate and business family babysitter pool rates. Please see attached proposed rates chart.

**Recommendation:**

Staff believes this new membership type would provide an additional revenue stream and provide a new option to potential new pool members and respectfully submits it to the Parks and Recreation Committee of Council for consideration and approval.

# 2016 Montgomery Community Pool Rates

## Current Resident Rate

RESIDENT	Standard / full season	Weekend	Evening	Midseason July 17, 2016
Single	\$135	\$98	\$85	\$85
Couple (resident only)	\$210	\$156	\$138	\$138
Family	\$255	\$182	\$157	\$157
Family with Sitter (resident only) (current rate)	\$350 \$95 ↓ difference	\$248 \$66 ↓ difference	\$214 \$57 ↓ difference	\$214 \$57 ↓ difference
Senior (60+ / per single membership)	\$100	\$73	\$64	\$64
Grandchild = Senior single rate + \$20 per grandchild				
20 Visit Pass (resident only or current pool members) \$120				

The proposed rates below are based on the difference between the Family and Family with Sitter Resident rate.

## Current Nonresident Rates with proposed Family with Sitter Rate Tier (in red font below):

<b>NON RESIDENT</b>	Standard / full season	Weekend	Evening	Midseason July 17, 2016
Single	\$215	\$154	\$133	\$133
Family	\$455	\$322	\$277	\$277
<b>*Family with Sitter (proposed)</b>	<b>+\$95 = \$550</b>	<b>+\$66 = \$388</b>	<b>+\$57 = \$334</b>	<b>+\$57 = \$334</b>
Senior (60+ / per single membership)	\$135	\$98	\$85	\$85
Grandchild = Senior single rate + \$20 per grandchild				

For example, since there is an additional \$95 between the Family and the Family with Sitter Resident rate, there is an additional \$95 between the Family and the Family with Sitter Nonresident rate.

## Current Business Rates with proposed Family with Sitter Rate Tier (in red font below):

<b>BUSINESS</b>	Standard / full season	Weekend	Evening	Midseason July 17, 2016
Single	\$155	\$112	\$97	\$97
Family	\$305	\$217	\$187	\$187
<b>*Family with Sitter (proposed)</b>	<b>+\$95 = \$400</b>	<b>+\$66 = \$283</b>	<b>+\$57 = \$244</b>	<b>+\$57 = \$244</b>
Senior (60+ / per single membership)	\$110	\$80	\$70	\$70
Grandchild = Senior single rate + \$20 per grandchild				

For example, since there is an additional \$95 between the Family and the Family with Sitter Resident rate, there is an additional \$95 between the Family and the Family with Sitter Business rate.