City of Carroll

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MEMO TO: Honorable Mayor and City Council

FROM: Jack Wardell, Director of Parks & Recreation JW

DATE: August 4, 2016

SUBJECT: Shelter House Reservation Rates – Policy #0811

The City of Carroll has two enclosed shelter houses (Southside Park and Graham Park) and five open shelter houses (Northeast Park, Northwest Park, Maple Park, Rolling Hills Park and Veterans Park) that can be reserved. Southside Park, Graham Park and Minchen Park have open shelter houses also that are first come first serve.

These shelter houses may be reserved up to 365 days in advance and must be paid for at the time of the reservation. A cleaning deposit of $25.00 is required. The shelter houses may be reserved by calling the Recreation Center or stopping in the main office at the Recreation Center. A few days before the rental we put out a reserved sign at the Shelter house. Every morning, including weekends, the Parks staff makes sure the shelter house is ready for the rental. This includes cleaning and stocking restrooms, sweeping the floors and empting the trash cans, and making sure electrical outlets are working.

The current rate for reservations is $15/day for open shelters and $30/day (summer rate) for enclosed shelter houses and $35/day (winter rate) for Southside Park during winter months. Southside Park Shelter house is heated and rented most of the year. It is closed for a few weeks for routine maintenance

My recommendation would be to increase rates from $15/day to $25/day for the open shelter houses and $40/day – enclosed shelter houses (summer rate) and $45/day – Southside Park (winter rate). Rates have not increased for several years. With the increased cost for salaries and maintenance, a rental fee increase is needed to recapture expenses.

Attached to this memorandum is a five year history of the revenue collected at each shelter house, 2016 revenue is through July 31, 2016.

RECOMMENDATION: For the Mayor and City Council consideration and approval to change Purchasing Policy #0811 to increase rental rates at the open shelter houses to $25/day and enclosed shelter houses to $40/day – summer rate and $45/day – winter rates effective January 1, 2017.

Shelter House Reservation

Enclosed Shelter houses Summer $30/day Winter $35/day

	2011	2012	2013	2014	2015	2016	Total Revenue	Percentage of Total Revenue
Southside Park								
Summer	$ 2,160	$ 2,180	$ 2,250	$ 2,340	$ 2,490	$ 1,515	$ 12,935	39.68%
Winter	$ 490	$ 770	$ 630	$ 700	$ 800	$ 355	$ 3,745	11.49%
Graham Park	$ 2,100	$ 2,040	$ 1,800	$ 1,350	$ 2,250	$ 1,200	$ 10,740	32.95%

Open Shelter houses $15/day

Rolling Hills Park	$ 465	$ 345	$ 315	$ 420	$ 300	$ 195	$ 2,040	6.26%
Veterans Park	$ 315	$ 120	$ 150	$ 225	$ 165	$ 120	$ 1,095	3.36%
Northeast Park	$ 225	$ 105	$ 120	$ 180	$ 165	$ 90	$ 885	2.72%
Northwest Park	$ 165	$ 255	$ 150	$ 165	$ 75	$ 45	$ 855	2.62%
Maple Park	$ 60	$ 30	$ -	$ 30	$ 30	$ 75	$ 225	0.69%
Misc. Charges	$ -	$ 50	$ 25				$ 75	0.23%
	$ 5,980	$ 5,895	$ 5,440	$ 5,410	$ 6,275	$ 3,595	$ 32,595	100.00%

CITY OF CARROLL

POLICIES AND PROCEDURES MANUAL

Subject	Policy No.
Park Shelter House Rental and Reservation Policy	0811
Responsible Division(s), Office(s)	**Related Policies & Procedures**
Parks and Recreation Department	
Effective/Revision Date	**Approval(s)**
04/01/92; 10/11/93; 11/26/07	Gerald D. Clausen

Purpose: To establish rental rates and reservation policy for the enclosed shelters at Southside and Graham Parks, and for the open shelters at Rolling Hills, Maple, Northwest, Northeast and Veterans Park. Also, to restrict the types of usage of the shelters.

1. Establish the rental rates for the enclosed shelters at Southside and Graham Parks at $30.00 per day.
2. Establish a winter heating rate of $35.00 per day for the use of the enclosed shelter at Southside Park, to be in effect during the months of November thru March.
3. Close the enclosed shelter at Southside Park from January 1st thru the weekend closest to March 15th of each year.
4. Allow the reservations of the open shelters at Rolling Hills, Maple, Northwest, Northeast and Veterans Parks at a fee of $15.00 per day. The open shelters at Minchen, Graham and Southside are on a first come, first serve basis at all times.
5. Reservations for the enclosed shelter houses at Southside and Graham Parks, and the open shelter houses at Rolling Hills, Maple, Northwest, Northeast and Veterans Parks shall be allowed beginning on the first business day after January 1st of each year for that calendar year. Reservations will be taken on a first come, first serve basis, an may be made at the Recreation Center business office, or by calling (712) 792-5400.
6. Restrict the use of shelter houses for garage sales. Garage sales will be permitted only in the enclosed shelters on Mondays thru Fridays. No garage sales shall be permitted on Saturdays, Sundays, or holidays in the enclosed shelters and shall not be allowed at any time in the open shelters.