



MEMORANDUM

To: Douglas Downtown Development Authority

From: Rich LaBombard
City Manager

Date: October 26, 2022

RE: DDA Owned Table and Chair Rental - Updated

There have been recent inquiries about renting tables and chairs owned by the Downtown Development Authority (DDA). While this was a common practice in the past, there is no fee schedule associated with the practice, no rental calendar, and no procedural practice established to outline the process.

A discussion about the fee structure and process would be appreciated so that City Hall can provide guidance to residents, businesses, and organizations inquiring about using DDA owned equipment. Some caution should be exercised to not rely on City resources to monitor, track, deliver, and pick up DDA owned equipment without the ability to recoup costs for those resources. **The current rate per hour including fringe benefits for a Department of Public Works employee is approximately \$40.00, not including equipment cost of \$68.33 per hour.**

DDA owned equipment is currently stored in the basement of City Hall. A brief inventory of the equipment shows that there are ten 8-foot tables, three 6-foot tables, and 84 chairs in storage. Furthermore, there was a recent inquiry about donating additional chairs to the DDA in exchange for free usage of the equipment once a year. The donor is interested in avoiding long term storage costs.

Also attached is the current DDA Equipment Check-out form recently created by City staff.

Discussion item.