



## MEMORANDUM

To: Don Robertson, Community Services Interim Director  
From: Jinny King  
Re: Special Event Fee Changes  
Date: January 16, 2020

Resolution 18-02, which adopted Park Special Event and Shelter Rate fees states that fees can be increased by inflation, not to exceed 3% per year. The proposed fee increase would exceed 3%; therefore, requiring City Commission approval.

1) **Special Event Portable Restroom Fee:** Portable restroom fees have increased to the point where we are recovering our direct and indirect costs for special events. We received quotes for 2020 from three different vendors, United Site, Honey Bucket and Clinkscals. We have selected United Site, the one with the best rates.

- Current Fee – This is the fee to date as listed on the Special Event Fee Schedule.
- 2020 Vendor Quote – The quote is the direct cost of renting the portable restrooms.
- Proposed Fee Increase – This fee will account for the direct cost of renting the portable restroom as well as including 20% increase to cover indirect costs associated with coordinating portable restrooms for special Events.

Portable Restrooms	Current Fee	2020 Vendor Quote	Proposed Fee Increase
1 ADA restroom	\$185	\$227.95	\$283.75
1 ADA restroom and 1 Deluxe restroom	\$275	\$347.10	\$433.88
1 ADA restroom and 2 Deluxe restrooms	\$371	\$466.25	\$582.81
1 ADA restroom and 3 Deluxe restrooms	\$450	\$585.40	\$731.75
1 ADA restroom and 4 Deluxe restrooms	\$535	\$704.55	\$880.69

2) **Special Event Cancellation/Refunds Fee:** The current cancellation/refund policy is not adequate to cover indirect costs, including staff time, incurred from the process to coordinating the special events and the process of cancelling the events.

- Current Cancellation/Refund Policy

The application fee is non-refundable. If a permit has been issued and an event is cancelled at least 14 days prior to event, a full refund will be given. If the event is cancelled within 14 days of event, covered shelter fees will be retained. A refund of other charges will be refunded; however, if any expenses or charges have been incurred for portable restrooms and drop box, charges will be deducted from the refund.

- Proposed Cancellation/Refund Policy

The \$50 application fee is non-refundable. Cancellations made at least four weeks prior to the scheduled event will receive a refund, minus a 20% processing fee. Cancellations made within four weeks of scheduled event will receive a refund, minus 50% processing fee. A full refund of the Cleaning/Damage Deposit Fee will be refunded in full for a cancelled event.