



Item No. 15 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

**FROM: ROBERT OVADIA, DIRECTOR OF PUBLIC WORKS
ROBERT BARRON III, FINANCE DIRECTOR**

DATE: APRIL 18, 2018

SUBJECT: ADOPTION OF FEE RESOLUTION AMENDING FEES AND CHARGES TO RENTAL INCLUDE TENNIS COURT KEYS AND CLAY COURT RESERVATION RATES FOR THE HOLBROOK PALMER PARK TENNIS COURTS

RECOMMENDATION

Review and approve the attached fee resolution amending fee and charges to include tennis court keys and clay court reservation rates for the Holbrook Palmer Park Tennis Courts.

BACKGROUND

Tennis Court Keys are sold on an annual basis to any person (resident or non-resident) who wishes to use the courts. The proceeds from the sale of keys are kept in a special Town fund to pay for maintenance and necessary appurtenances at the courts. Fees for the tennis court keys and court reservation have not historically been included in the Town's listing of fees and charges. Fees associated with the rental of facilities within Holbrook Palmer Park are not required to be based upon actual Town costs. Fees related to the rental of Park facilities can be based upon market conditions and are set at the discretion of the City Council.

Player Capital Tennis (PCT) has managed the tennis courts at Holbrook Palmer Park for the past 3 years. PCT has recently completed the installation of a clay court inside the tennis facility. Proposed fees and charges for tennis court keys and the use of the new clay tennis court were included in the November 15, 2017, City Council Staff Report which recommended approval of the clay court installation, rules of use and extension of the management agreement with PCT. At the meeting, the Council expressed concerns regarding the increased fees and requested that staff bring back the proposed fees and charges to the Council at a future date for consideration.

ANALYSIS

Historic Fees and Charges:

Year	Resident	Keys Sold	Non-Resident	Keys Sold
2012	\$150	Not Available	\$200	Not Available
2013	\$150	52	\$200	10
2014	\$50	80	\$200	19
2015	\$50	70	\$200	13
2016	\$50	86	\$200	13
2017	\$50	71	\$200	12
2018	\$100	38	\$200	4

Though one key is permitted per household, replacement keys were \$5. The installation of the clay court increases the expected maintenance costs for the tennis facilities and PCT along with staff recommended that the fees for resident keys be increased to \$100 and include access to the new clay court, via a separate key. The non-resident key rate was recommended to remain at \$200 with a \$30/hour fee for access to the new clay court. These proposed fees were reviewed and recommended by the Parks and Recreation Committee at their November 1, 2017, meeting. However, the Council did not formally adopt any changes to the key prices at their November 2017 meeting.

Key sales for 2018 began on January 13, 2018. Thus far, 36 keys have sold through March 31, 2018 and include 30 to Atherton residents and 6 to non-residents. Keys to the 30 Atherton residents were sold at the recommended, but not approved, price point. The following options are available with regards to the Tennis Key and Access fees:

Option 1: Maintain the previously recommended fees of:

- Resident: 1 standard key + 1 clay key = \$100
- Resident: clay court access = included in key charge
- Non-Resident: 1 standard = \$200
- Non-Resident: clay court access = \$30/hour

Option 2: Separation of fees for residential keys:

- Resident: 1 standard key = \$50
- Resident: 1 clay key = \$50
- Resident: clay court access = included in clay court key charge
- Non-Resident: 1 standard = \$200
- Non-Resident: clay court access = \$30/hour

If option 2 is selected by the Council, funds available for maintenance of the courts may be reduced as some residents may elect to only obtain the standard key. Staff will also need to

contact all current key holders and verify their desire to retain access to the clay court and process refunds to those that do not.

Additional Key Policy

As outlined above, one key or set of keys is provided per household. With replacement keys charged at \$5, it is not uncommon for key holders to lose keys and request replacement. It is recommended that households be permitted to purchase a second set of keys at the approved rate and that replacement keys be charged at 50% of the approved rate.

POLICY FOCUS

The City Council's policy discussion should revolve around the setting of fees for use of the tennis facilities at Holbrook Palmer Park.

FISCAL IMPACT

There may be a reduction in revenues for tennis court maintenance if the fees for the clay court key is separated from the regular court access key and residents choose not to purchase the clay court key.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENTS

Fee Resolution

RESOLUTION NO. 18-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
UPDATE FEES TO THE PARK AND BUILDING DEPARTMENT
SECTION OF THE MASTER FEE SCHEDULE**

WHEREAS, the City Council established a Master Fee Schedule for the Town in September, 2013;

WHEREAS, it is proposed that the Master Fee Schedule be updated to include the following fees for the use of the tennis court facilities at Holbrook Palmer park; and

WHEREAS, the City Council must take action to add these fees to the Parks and Facility Rental Fees Section of the approved Master Fee Schedule. Upon approval, the fee will be added to the Master Fee Schedule.

* * * * *

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton passed and adopted the fees in Exhibit A. I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on this 18th day of April, 2018, by the following vote:

*AYES: Council Members:
NOES: Council Members:
ABSENT: Council Members:
ABSTAIN: Council Members:*

Cary Wiest, Mayor

ATTEST:

Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

William Conners, City Attorney

EXHIBIT A

Proposed fees to be adjusted/added to the Town Master Fee Schedule

Resident/Non-Resident	Tennis Court Keys and Usage	Current Fee	Proposed Fee
Resident	Standard Court Key + Clay Court Key (1 Set_ (1 set per household)	\$50 (did not include clay court access)	\$100
Resident	Clay Court Access	N/A	Included in Key Charge
Resident	Second Set	N/A (not available)	\$100
Resident	Replacement Keys	\$5	\$50 (after purchase of 2 nd set)
Non-Resident	Standard Court Key (1 key per household)	\$200	\$200
Non-Resident	Second Key	N/A (not available)	\$200
Non-Resident	Replacement Keys	\$5	\$100 (after purchase of 2 nd key)
Non-Resident	Clay Court Usage	n/a	\$30/hour