



Item No. 16 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

**THROUGH: ROBERT OVADIA
PUBLIC WORKS DIRECTOR**

FROM: SALLY BENTZ DALTON, PARK MANAGER

DATE: MAY 16, 2018

**SUBJECT: FEE WAIVER REQUEST – ENCINAL ELEMENTARY SCHOOL
5TH GRADE PICNIC**

RECOMMENDATION

Review and, if deemed appropriate, approve a waiver of fee or portions thereof for the Annual 5th Grade Picnic to be held June 14, 2018 at the Carriage House/North Meadow at Holbrook-Palmer Park.

ANALYSIS

In early April, staff was contacted by the graduating class picnic organizer Hillary Easom from the Encinal School Parent Teacher Organization (PTO) to reserve the North Meadow at Holbrook Palmer Park for their annual picnic. She also inquired about the possibility of staff waiving or reducing the fee for the Encinal School 5th Grade Picnic for the following reasons:

- The picnic is a non-profit event endorsed by a local public school.
- Many Atherton children will be participating in this event (no actual number given).
- Holbrook-Palmer Park is the place where, for many years, this event has been held.
- The cost of the picnic has become too high for the group. The current fee, calculated as a group over 100 at the Atherton resident rate, is \$700 plus 15% admin fee = \$805.

The fee charged for this event in 2016 was \$460 (prior to the latest fee change). In 2017, the City Council approved a fee reduction, wherein the Encinal School PTO paid \$500 for the event.

Staff advised Mrs. Easom that only the City Council had the authority to approve fee waivers. Mrs. Easom submitted in a Fee Waiver Request Form to staff on April 24 2018 (attached).

The organizer estimates that 150 children will participate in the event. With a group of this size, staff reserves the Carriage House along with the North Meadow. This is so the group has access to restroom facilities, a place for food, and a place to get out of the sun.

The 5th grade class will walk from Encinal School to the event which will be overseen by a group of adult volunteers. The hours are from approximately 8:30 am to 1:30 pm (5 hours). Prior to 2017, the picnic organizers have paid the full fee for the event.

POLICY FOCUS

The City Council has established a Fee Waiver Policy which provides that the following groups are eligible for fee waivers:

- Atherton Standing Committees, City Council, and Designated Community Groups
- Governmental agencies that do not receive tax funding and can demonstrate an inability to pay a Town fee

Groups listed as ineligible are:

- For-Profit Organizations
- Vendors
- Fund raising events where attendees pay a fee for admission
- Other governmental agencies – unless they can demonstrate an inability to pay a Town fee

Fee waiver requests must be addressed to the Town in writing and be presented to the City Council for consideration. The Park is currently rented by other not for profit organizations such as AYSO and Little League all of whom pay full fees for usage.

FISCAL IMPACT

Fiscal impact would be limited to the amount of waiver.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ___ has or X has not been before a Town Committee or Commission.

- ___ Audit/Finance Committee (meets every other month)
- ___ Bicycle/Pedestrian Committee (meets as needed)
- ___ Civic Center Advisory Committee (meets as needed)
- ___ Environmental Programs Committee (meets every other month)
- ___ Park and Recreation Committee (meets each month)
- ___ Planning Commission (meets each month)
- ___ Rail Committee (meets every other month)
- ___ Transportation Committee (meets every other month)
- ___ Tree Committee (meets each month)

ATTACHMENTS

ATTACHMENT 1 - Fee Waiver Request Form

ATTACHMENT 2 - Memorandum of Designated Groups



**TOWN OF ATHERTON
FEE WAIVER REQUEST FORM
91 ASHFIELD ROAD, ATHERTON, CALIFORNIA 94027
PH: 650-752-0500 Fax: 650-688-6528**

Title of Event: Encinal Elementary School 5th Grade Picnic
Contact Person: Hillary Eason
Name of Organization: Encinal Elementary School (PTO)
Mailing Address: 195 Encinal Avenue, Atherton, CA 94027
Phone Number: 312-218-5719 Fax Number: (Hillary Eason)
Email Address: heason@gmail.com
Location(s) and dates of event in Atherton: H-P Park North Meadow, June 14, 2018

We are presenting a fee waiver request to the City Council in accordance with Town policy.

Applicant Signature: Hillary Eason Date: 4/24/18

CITY MANAGER: _____ Date: _____

TOWN OF ATHERTON FEE WAIVER GUIDELINES: *All requests for a fee waiver must be addressed to the Town in writing. Fee Waiver Requests will be presented to the City Council for consideration at a Council meeting.*

ELIGIBLE FOR FEE WAIVERS:

- (1) Atherton Standing Committees, Council, and Community Designated Groups. These groups are providing a direct service that is similar to or complementary to a Town policy goal or direct service that the Town is typically responsible for providing;
- (2) Governmental agencies that do not receive tax funding and can demonstrate an inability to pay a Town fee.

INELIGIBLE FOR FEE WAIVERS:

- (1) For-profit organizations;
- (2) Vendors;
- (3) Fund raising events where attendees pay a fee for admission to the event or in the case of festivals where vendors pay to participate in the event;
- (4) Other governmental agencies – unless they can demonstrate an inability to pay the Town fee.



**Town of Atherton
Office of the City Manager
91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0500
Fax: (650) 614-1212**

TO: Mayor and City Council

FROM: George Rodericks, City Manager

DATE: September 17, 2014

SUBJECT: DESIGNATED GROUPS

The purpose of this memorandum is to memorialize the City Council's direction with respect to designated groups. This memorandum expands the information on that memorandum associated with "designated groups" to specifically include Atherton Now.

- Designated Community Groups include:
 - The Park Foundation
 - Atherton Dames
 - Friends of the Library
 - Atherton Now
 - Atherton Arts Foundation
 - Other Similar Groups as approved by the City Manager
- Fees are not charged to Designated Groups; however, the groups are obligated to pay any direct Town costs associated with their event.
- All events hosted by Designated Groups must meet the insurance requirements as determined by the City Manager and the Town's Risk Liability Insurance Carrier (ABAG).
- All event organizers and/or sponsors are required to complete event applications stating the specific details of the proposed event as required by the City Manager. Applications must reviewed and approved by the City Manager.
- Designated groups may utilize Town facilities, such as meeting rooms and storage space without fee, but even in the use of these areas, continue to be responsible for any direct costs incurred by the Town connected with their use.
- Designated groups may utilize storage and/or activity space on a regular basis. Use of such space is by approval only and may be revoked at any time. Town uses and needs take priority over any uses by designated groups.