



To: Mayor and Town Council
 From: George J. Rodericks, City Manager
 Date: February 2014

SUBJECT: FEBRUARY 2014 MANAGER’S REPORT

Below is the Manager’s Report for the month of February 2014.

Known Upcoming March Meetings –

- March 5 – Study Session – 4 pm to 6 pm
 - Reserve Policy
 - Revenue Alternatives Part I
- March 19 – Regular Council Meeting –7 pm Regular Meeting
 - Major items on the Agenda thus far are:
 - Civic Center Advisory Committee – Master Plan Final Presentation
 - Police Records Destruction - Consent
 - Amendments to Animal Services JPA for Shelter Services – Consent
 - Knox Playschool Extension – Consent
 - Roundabout Referral from Transportation Committee – Regular Agenda
 - Auditor Award of Contract – Consent Agenda
 - City Council Vacancy Ordinance – Regular Agenda
 - Little League Historic Character Subcommittee – Regular Agenda
 - Bike | Ped Grant Application Authorization – Consent
 - 2013 Annual General Plan Implementation Report – Consent
 - Consideration of Day Use Permits @ HPP – Regular Agenda
 - Competitive Contract Bidding Discussion – Regular Agenda
 - Mobile Food Truck Vendor Ordinance – Public Hearing
 - Green Cart Refuse Rates – Public Hearing

Table of Contents

| | |
|---|---|
| 1. Damage to Sound Wall on El Camino Real | 2 |
| 2. Bicycle Pedestrian Master Plan Update | 2 |
| 3. Revenue Alternatives Report & Discussion | 3 |
| 4. M-ALL Meetings | 7 |
| 5. Catering By Dana at Holbrook-Palmer Park..... | 7 |
| 6. Planning Commission Update..... | 7 |
| 7. Green Cart Public Hearing..... | 7 |
| 8. Proposed Ordinance on Food Trucks..... | 7 |

| | |
|--|----|
| 9. City Council Vacancy Ordinance | 8 |
| 10. Intersection Improvements @ El Camino Real and Atherton Avenue | 8 |
| 11. Fundraising – CCAC and Other | 8 |
| 12. Policy Consideration for Art in Public Places..... | 9 |
| 13. Use of Tennis Ball Machine at HPP Tennis Courts | 10 |
| 14. Menlo College and Menlo School Application | 10 |
| 15. Animal Services JPA – Contract Negotiations..... | 11 |
| 16. Sergeant Vigil Leaving for Santa Cruz | 11 |
| 17. Parks and Recreation Commission Meeting – March 5 | 11 |
| 18. Contract Staffing | 11 |
| 19. Stockbridge Intersection Warning Light..... | 12 |
| 20. Refurbishment of Street Markers | 12 |
| 21. Reformation of Proposition 13..... | 13 |

Manager's Report

1. Damage to Sound Wall on El Camino Real

As the Council will recall, during a recent water line repair project, a sound wall on El Camino Real was damaged. Last week, West Valley Construction made repairs.

2. Bicycle | Pedestrian Master Plan Update

Last week staff with Alta Planning to go through their upcoming report and agenda. The next meeting of the Stakeholders Advisory Group is March 18. Alta will be presenting a report to the Transportation Committee on March 11.

The overall objective of the Bike | Ped Master Plan is to outline strategies, priorities, and projects that help improve safety, remove barriers, and provide new options for active transportation while maintaining and enhancing the Town's natural character. Highlights include:

- Pedestrian-friendly design guidelines and policy recommendations for property frontage landscaping and drainage.
- A vision for a safer El Camino Real, including locations for crosswalk upgrades and the potential for a "Grand Boulevard Greenway" trail that can be implemented in phases over time.
- Identification of a "Bay to Ridge Greenway" recreational corridor that includes shared-use trail concepts along Watkins Avenue, Middlefield Road, and Marsh Road.

- Priorities for implementing the regional bike plan, including enhancements to existing bike lanes and development of a new north/south "bike boulevard" that provides a low stress, shared bikeway into south to Menlo Park/Palo Alto and north to Redwood City.
- Safe Routes to School projects for improving safety and reducing school-related traffic congestion (by encouraging walking and biking).
- Strategies for successfully pursuing grant funding and other opportunities to collaborate with neighboring communities.

Gordon is working on a Staff Report for the March 19 meeting to amend the Alta Planning contract to allow them to pursue grant funding through the CA Transportation Commission Active Transportation Program.

3. Revenue Alternatives Report & Discussion

When the City Council approved the balloting of the Parcel Tax for the November 2013 Election, the Council asked that there be a future discussion of revenue alternatives and a more thorough discussion of the parcel tax rate. Staff suggested that it was appropriate to have these discussions in concert with the 2014/2015 budget discussions so that the discussion include not only revenue alternatives, but also expenditure reduction options, a budget reserve policy, impacts on Town operations and a good handle on future capital project needs.

The March 5 Study Session has been set as a Joint Meeting with the Finance Committee to start those discussions. That meeting will include a staff report on Revenue Enhancement Alternatives (Part I) and a staff report on the proposed Reserve Policy. This will kick off the 2014/2015 Budget Process.

The intent of the Revenue Enhancement Alternatives Report is to provide the Council and public with a well-rounded education on the various types of revenue alternatives that are available and the process for implementation of each. It is anticipated that the Council will be able to eliminate some of the alternatives strictly from a policy perspective and assist staff with narrowing the focus of the list so that we can concentrate additional efforts on estimating revenue potential in more detail.

From a public engagement and meeting process, the 2014/2015 Budget process looks as follows:

March 5, 2014 Study Session (Joint Meeting with Finance Committee)

- Discussion of the Proposed Reserve Policy
 - The proposed reserve policy will provide the Council with a framework for allocation of its unassigned general fund reserve. When there is an amount beyond the Town's basic reserve requirement (35%), the Finance Committee's proposed policy asks the Council to walk through an analysis of capital improvement needs, underfunded pension obligations, underfunded retiree health obligations, and considerations for reduction in the parcel tax revenue requirements.
- Discussion of Revenue Alternatives Part I
 - A general discussion of various options and some clarification to staff on which ones to apply more focus.

March 19 Regular Meeting & April 2 Study Session

- Civic Center Project Master Plan (Budget Area: Capital Project Impact and Needs Analysis)
- Bicycle | Pedestrian Master Plan (Budget Area: Capital Project Impact and Needs Analysis)
- Park Master Plan (Budget Area: Capital Project Impact and Needs Analysis)

May 7 Study Session

- Drainage Master Plan (Budget Area: Capital Project Impact and Needs Analysis)
- Revenue Enhancement Alternatives Part II
 - A more detailed discussion of the focused options together with an implementation schedule and revenue projection for each.
 - It is anticipated that following this meeting, staff will proceed with a Staff Report recommending implementation of one or more of the alternatives.

May 21 Regular Meeting

- Budget Kick-Off Report Part I
 - Staff Report covering the 2014/2015 Budget discussing the Town's General Fund and Operations Budget along with any alternatives for expenditure reduction.

June 4 Study Session

- Budget Report Part II
 - Staff Report focusing on Capital Projects Needs and Special Funds Budgets
- Parcel Tax Discussion
 - A discussion of the Parcel Tax proposed needs and expenditures along with a discussion of what rate(s) to set for the 2014/2015 tax year.

June 18 Regular Meeting

- Final Budget Report – Adoption
 - In this Report, the staff recommendation would be for adoption of the budget with any included expenditure reduction scenarios as well as a recommendation for approval to pursue various selected revenue alternatives.
- Staff Report to Set Parcel Tax Rate
 - Following the City Council's discussion of June 4, the Staff Report would recommend a Resolution to Set the Parcel Tax Rate for the 2014/2015 Tax Year.

There are numerous revenue alternatives for Town consideration. Some are more logical than others with respect to their application in Atherton and others, while possible, would not generate sufficient revenue to make their implementation worthwhile for consideration.

The information in the Revenue Enhancement Report provides a general outline of many of the alternatives together with a summary of the process for implementation of each. The Report will categorize each option as to whether it is a tax, fee, or assessment. In general, those are the specific categories from which a jurisdiction may derive revenue. The lead-in to each section will provide an overview of how each would need to be implemented, e.g. City Council Public Hearing, Proposition 218 Protest Election, General Election, or other mechanism.

In addition, there are many existing revenue streams via State subventions that are connected directly to State legislation and priorities that the Town cannot easily or at all adjust, e.g. Vehicle License Fees, Proposition 172 Sales Tax Rates, Educational Revenue Augmentation Funds (ERAF), property taxes, Gas Tax, Measure A, or Surface Transportation Program funds. These revenue streams are not addressed in the Report other than by way of reference or referral.

As the Council is aware from the Fee Study recently conducted, most fees, such as water, sewer, garbage, and ministerial or discretionary permits, are limited to the cost of providing the service for which the fee is intended. Taxes are not limited in the same way. Major sources of revenue for day-to-day operations and services in most agencies come from property taxes, sales and use taxes, utility user taxes, transient occupancy taxes, business license taxes, and other similar such taxes.

When you review the Report in March, evaluating each of the revenue alternatives against our existing revenue streams is helpful. The table below provides a thumbnail of the Town's major general fund revenue categories.

| General Fund Category | Revenue | % |
|---|--------------------|--------------|
| Basic Property Taxes (Secured & Unsecured) | \$5,728,860 | 52.9% |
| Excess ERAF | \$700,000 | 6.5% |
| Property Tax In Lieu of VLF | \$768,250 | 7.1% |
| Property Transfer Tax | \$313,738 | 2.9% |
| Other | \$72,100 | 0.7% |
| Total Property Tax | \$7,582,948 | 70.1% |
| Sales & Use Tax | \$117,810 | 1.1% |
| Proposition 172 Local Safety | \$47,430 | 0.4% |
| In Lieu/Triple Flip | \$74,868 | 0.7% |
| Total Sales Tax | \$240,108 | 2.2% |
| Franchise Taxes – Utilities | \$234,600 | 2.2% |
| Franchise Taxes – Cal Water | \$106,590 | 1.0% |
| Franchise Taxes – Garbage | \$312,834 | 2.9% |
| Franchise Taxes – Cable | \$116,841 | 1.1% |
| Total Franchise Taxes | \$770,865 | 7.1% |
| Intergovernmental Revenues (VLF, SB90, etc.) | \$38,629 | 0.4% |
| Business Licenses | \$163,200 | 1.5% |
| Home Occupation Permits | \$816 | 0.0% |
| Zoning & Planning Fees | \$178,046 | 1.6% |
| Total Planning Fees | \$178,862 | 1.7% |

| | | |
|---|---------------------|---------------------|
| Building Permit Fees | \$749,595 | 6.9% |
| Grading & Drainage | \$69,930 | 0.6% |
| Plan Check Fee | \$378,945 | 3.5% |
| Other | \$27,825 | 0.3% |
| Total Building Fees | \$1,226,295 | 11.3% |
| Police Fees/Fines | \$88,297 | 0.8% |
| Encroachment Permits | \$171,360 | 1.6% |
| Other Permits | \$66,948 | 0.6% |
| Total Public Works Fees | \$238,308 | 2.2% |
| Park Fees | \$70,788 | 0.7% |
| Miscellaneous (fees, leases, minor grants) | \$216,174 | 2.0% |
| Total Operating Revenues | \$10,814,475 | \$10,814,475 |

In addition to the above revenues, the Town's General Fund receives 60% of the Parcel Tax dedicated to public safety services at \$1,116,000. This represents 10.3% of the Town's revenues to the General Fund.

The Report will discuss:

- Property Taxes
- Sales & Use Taxes
- Transactions and Use Tax
- Business License Tax
- Utility Users Tax
- Transient Occupancy Tax
- Real Property Transfer Tax
- Parcel Tax
- Benefit Assessment Districts
- User and Enterprise Fees
- Property Related Fees
- Development Impact Fees
- Regulatory Fees
- Franchise Fees
- Licenses and Permits
- Fines, Forfeitures and Penalties
- Rents, Royalties and Concessions

4. M-ALL Meetings

Staff has been meeting with the Menlo-Atherton Little League to assist with the processing of their project.

At this time M-ALL has not formally submitted the plans and specifications. During planning discussions, M-ALL requested the ability to test temporary outfield fencing as part of the current season. This will assist with determining the exact size and type to be used as part of the final project. The fencing would be temporary nylon mesh fence set up in the outfield; no foul line fencing is planned as part of the test. Because the use of temporary outfield fencing is consistent with the facility agreement I approved the request.

At the March 19 City Council meeting, the Council will consider the appointment of a City Council Ad Hoc Subcommittee to assist staff with the determination as to the "historic character" of the seating area upon submittal.

5. Catering By Dana at Holbrook-Palmer Park

Staff has developed a draft set of facility use criteria and will be fine-tuning it as things progress. The General Rules & Requirements will be provided to all applicants for a Use Permit. **Attachment A** is the final draft of the General Rules and Requirements.

6. Planning Commission Update

The Commission met on February 26 and took the following actions:

- Appointed Phil Lively as Chair and Eric Lane as Vice-Chair
- Approved a Special Structure Permit at 92 Inglewood Lane to allow a pool to be located up to the front yard setback.
- Recommended the City Council adopt an Ordinance amending Atherton Municipal Code Chapters 17.40 and 17.60 relating to Athletic Facilities
- Took no action on the request from an Atherton builder to amend the setback requirement between accessory structures and buildings

The next meeting is scheduled for March 26, 2014.

7. Green Cart Public Hearing

The March 19 City Council Meeting includes a Public Hearing on the proposed rate adjustment for Green Carts.

8. Proposed Ordinance on Food Trucks

We are putting together a mobile food truck ordinance to address food trucks in the field. This has been a continuing area of discussion and again, limited opportunity for regulation.

The City Attorney has created a draft ordinance to provide the Town with some framework within which to address the issue(s). This will come before the Council in March.

9. City Council Vacancy Ordinance

With former Council Member Carlson's departure from the Council the Council had limited options available to it for action. As the City Attorney noted during that process, the Council had limited options because we did not have an ordinance established giving us other alternatives. The City Attorney has created a framework ordinance and that will be presented to the Council in March for possible consideration at a future meeting.

10. Intersection Improvements @ El Camino Real and Atherton Avenue

Staff will be investigating options for minor improvements at the intersection at ECR and Atherton to address lane spacing. There are several issues involved (rights-of-way, private property, pedestrian access requirements, utility boxes, etc.). We may be able to make improvements as part of the larger road improvement project in the 2013/14 Budget along this section of Atherton Avenue.



11. Fundraising – CCAC and Other

Following up from some discussions with member(s) of the Council, I have asked the City Attorney to clarify the finer points of the ability of members of the Council and/or Commissions/Committees to participate in local fundraising toward Town projects in a memorandum for distribution.

As we move down the road toward a successful Civic Center Project, members of the Council may be asked to participate and for that matter, may wish to participate, in local fundraising efforts toward the project. There are clear lines that cannot be crossed - for example, if there are projects that are currently pending before the Council or Commission and a member of the Council or Commission solicits funds from that applicant there may be a perception (true or otherwise) for a quid pro quo approval of their project. That's a problem. In one way a real legal conflict of interest and in another, a perception issue. Either way, it's something you should steer away from. That said it is helpful and sometimes encouraged for members of the Council to actively participate in fundraising. There are challenges and gray areas - the City Attorney will help shed some light on them and provide some guidelines that will allow participation.

We have created a Charitable Contributions page for the Town's website that provides the community with a menu of ways to contribute to the Town. These will include more than straight contributions to the Town (tax-deductible) toward Town projects, but will also include the Dames, Arts Foundation, Park Foundation, etc. The site will hopefully serve to stimulate the interest of interested parties around gifts, endowments, real property transfers, etc.

12. Policy Consideration for Art in Public Places

We received a request from the Arts Foundation (Betty Ullman) about putting art up at Town Hall and Town facilities. I advised Betty I thought Art in Public Places is an excellent idea. However, before we head down that path I'd like the Council to establish program guidelines and policy identifying the areas available for display, liability and handling of the artwork, sale, licensing/copyright, etc.

I asked the Art Foundation to take a stab at developing some guidelines for selection and display. For example, who selects the art, where you would like it displayed, how it would be installed, etc. We can then use that as a framework to begin to develop an overall policy. We're not reinventing the wheel as many agencies display public art in public facilities, but, to my knowledge, Atherton does not have a formal policy on the issue so I would like something more specific that we can update as we get the new facilities online in the future.

Betty said the Foundation would be happy to help draft something up and Ted put together the following as a starting point for discussion:

"GUIDELINES FOR DISPLAY OF ART IN ATHERTON

The display of art in public areas in Atherton is intended to add to the interest and aesthetics of Atherton's buildings and park. Art displays in the town include shows and auctions where the art is available for sale, art on temporary display in public facilities, and art owned by the town and intended for permanent display at town facilities.

Shows and auctions may be conducted by charitable organizations associated with Atherton at designated sites and times approved by the City Manager. The purpose of such events will be to promote interest in the arts and/or raise money for the sponsoring organization. The sponsoring organization may charge artists a commission on sales and/or fee for participation and shall be responsible for assuring that the displayed works are consistent with common moral standards of the community. Artists must agree that they will be fully liable for any loss or damage to their work and that they will be held responsible for delivery and removal of their work at times specified by the sponsor.

The Atherton Arts Foundation (AAF) may make arrangements with artists for temporary display of their work for periods ranging from a week to 2 years. Temporary display of art work may be proposed for public town locations that are primarily used for purposes other than art display. The AAF will work with the artists and occupants of the facility to install and remove these exhibits without interfering with regular activities. The proposed location

must be approved by the City Manager or others whom he may appoint. Temporarily displayed art works remain the property of the artist or donor. The town accepts no liability for the work other than to provide the level of security normally provided for the facility in which the work is to be located. Artists must sign an agreement that they assume liability for their work. Such art work shall not be labeled for sale, but a statement by the artist and contact information should be made readily available to the public. In general there shall be no restriction on the style or subject matter of the art to be displayed other than it conform to the general moral standards of the community and be suitable for the intended display site. If the town requests that art work be removed for reason of content or style, the artist shall agree to avoid public disclosure of the removal request.

Art works recommended for permanent acquisition by the town shall be vetted by the AAF. Such objects may be obtained through purchase or gift. Potential permanent acquisitions shall require submission of a request for acquisition by the City Manager to the City Council. For this purpose the AAF will provide the City Manager with information about the artist or donor, the nature and value of the work, the proposed display location, and expected cost of the installation and maintenance. It being the responsibility of the council to preserve and improve the character of the town, there shall be no prior constraints on the type of work that may be recommended for acquisition."

I have asked the City Attorney to take a look through it before we present it to the City Council for policy consideration. Nice work by Ted.

13. Use of Tennis Ball Machine at HPP Tennis Courts

I had an email exchange with a resident regarding use of the ball machine at the Town's Tennis Courts. I advised the resident that the ball machine and associated equipment is connected solely to the Town's tennis clinics and camps during which it and its use is covered by the vendor's insurance and program cost for injury, maintenance, and replacement. The machine is not rentable to the general public. The Town simply does not have the resources to manage such a program (bringing it out, returning it to storage, etc.) nor would I encourage putting the Town in liability risk should someone get accidentally hurt while using the machine - much like the Town would not rent or lend out its riding lawnmower or other equipment.

I advised the resident that I would investigate rental options in the future to determine whether that is a viable possibility.

14. Menlo College and Menlo School Application

We received notification from David McAdoo of Menlo School stating "Menlo School and Menlo College request that the Town stop working on the final EIR for Cartan Field as we look at some potential revisions to the site plan. We will let you know when we are ready to resume the CEQA process." In accordance with that request we have asked Lamphier-Gregory, EIR Consultant to suspend work on the Response to Comments phase of the EIR

process until the Town receives further notice that the School and College wish to proceed with the environmental process. We have advised the neighbors.

15. Animal Services JPA – Contract Negotiations

We will begin negotiations with the Peninsula Humane Society in April following adoption of the Memorandum of Agreement amongst the cities/towns for the new shelter. Items to be discussed include: dispatch, quarantines, vaccination clinics, disaster preparedness participation, public record requests, radios, shelter, and performance measures.

Right now, our focus is on reporting, response, and performance measures for the new contract. The cities and towns are not a party to the actual contract - only the County. However, the County has requested our participation in negotiations. The City Manager of San Carlos and I serve on the negotiating committee.

16. Sergeant Vigil Leaving for Santa Cruz

Sergeant Chris Vigil has accepted employment with the Santa Cruz County Sheriff's Department. His last official day with the Atherton Police Department is this Saturday, February 22, 2014. Chris was a lateral police officer hire from the Santa Cruz Police Department. During his short but very productive tenure with the Atherton Police Department, Chris served as a motor officer, patrol officer and successfully competed in a sergeant's examination process and was subsequently promoted to the rank of Sergeant. Chris's excellent investigative skills and high activity level earned him the respect and admiration of his coworkers as well as the Department's Employee of the Quarter recognition award for the 1st quarter of 2013.

17. Parks and Recreation Commission Meeting – March 5

The Parks and Recreation Commission will meet on March 5 to discuss the following items:

- Recreation - Possible New Park Survey
- Updates - Packets of Current Contracts
- Tennis - Update on New Arrangement
- Day Use Permits
- Parks & Recreation/City Council Study Session - April 2
- Catering By Dana Contract
- Head Gardener Contract
- Park Usage & Circulation of Draft Master Plan
- Event Garden – Presentation

18. Contract Staffing

As the Council is aware, we have a number of professional and non-professional service contracts. Some of these contracts have limited terms after which, they must be re-bid and

others, based on the nature of the relationship with the contractor and the position's responsibilities, do not.

Over the next several months, staff will be returning these contracts to the City Council for consideration of renewal and/or authorization to re-bid. For some, there may be the discussion of bringing the service "in-house" or continuing the current service contract based on an established relationship/service type and for others there will be a clear recommendation to re-bid.

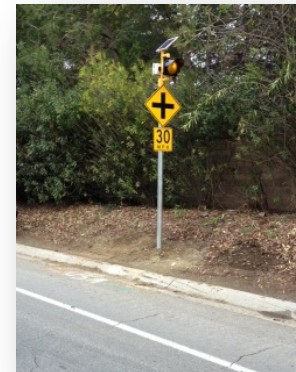
Contracts that will be considered by the Council include:

- Public Works Services
- Arborist Services
- Engineering & Public Works Director Services
- Building & Safety Services
- Legal Services
- Planning Services
- Code Enforcement Services

As indicated, some of these contracts are relationship based and having long-term personnel in the role is beneficial to the community in light of the disruptions that can occur with a total changeover of service provider.

19. Stockbridge Intersection Warning Light

As discussed prior, the light on Alameda de las Pulgas warning of the Stockbridge intersection has been installed (see photo or visit live). Striping will be improved/moved when weather permits.



20. Refurbishment of Street Markers



As part of the enhanced maintenance activities in the public right-of-way staff is refurbishing street markers. This is something that has not been done in many years.

There was a lot of scraping and wire brushing in order to prep the markers for fresh paint. MCE will be doing 10 markers - corners of Stockbridge at Serrano, Austin and Patricia, corner of Selby at Serrano and Austin. During the work on Wednesday, 6 motorists stopped to tell the crew how happy they were to see this refurbishment



being done. Adjacent is a photo (before and after) of the pillar at the west gate of Austin and Stockbridge.

21. Reformation of Proposition 13

Over the last month, a representative from Evolve has contacted staff and members of the Council with respect to supporting legislation to reform Proposition 13. The proposed measure hopes to “close the loophole” in Proposition 30 related to commercial property revaluations.

I will be speaking individually with members of the Council over the next couple of weeks to determine if this is something you'd like to see move forward for consideration. Additional information can be found at: http://www.evolve-ca.org/city_councils.

USE OF TOWN FACILITIES

GENERAL RULES & REQUIREMENTS

WHO CAN RESERVE

The Town allows its facilities to be reserved by an Atherton resident, a non-resident, a community group, or business. However, acting within reasonable discretion, the Town reserves the right to deny requests for reservations for events that would have a significant, unmitigated impact on the Park or community. When exercising this discretion, the Town will review the time of the event, size and type of event, noise impacts, parking and traffic impacts, and number of concurrent events already approved for the same date and time.

Atherton residents are able to reserve the facilities at a reduced rate. To qualify, applicants must be an Atherton resident and show proof of this residency by presenting a picture I.D. and/or utility bill upon submittal of an application.

Requests for cancellation or a date change must be in writing. Cancellations are subject to a refund schedule based on the amount of notice provided. Please review the application fully with respect to the notice required.

Throughout these guidelines, “permit holder,” means the individual or group that has rented the facilities.

GENERAL USE GUIDELINES

Alcohol is allowed in Town facilities only upon approval of an event and proof of insurance coverage.

When reviewing an event reservation request, the Town may add conditions of approval to ensure that the event does not have a negative, unmitigated impact on the Park or community.

Events where the anticipated attendance, including event organizers, will exceed 200 will require a written parking management plan for the event. The parking management plan shall include measures to mitigate the impact of parking for the event through valet parking, shuttle service, or other mechanisms.

Large events are defined as an event with more than 150 attendees. Large events at Holbrook-Palmer Park are limited to no more than one per day.

Based on a review of an event of any size, the Town may add conditions of approval that include, but are not limited to: signage, private security, valet service, shuttle services, or noise attenuation requirements. The Town will review the time of the event, size and type of event, noise impacts, parking and traffic impacts, and number of concurrent events already approved for the same date and time when adding conditions to the event.

Permit holders shall not post or affix any signage or other advertising in any public right-of-way. However, the Town may require directional signage as a condition of approval.

Facility users shall not practice or tolerate discrimination because of race, color, religion, sex, national origin or disability in the use of public facilities.

Town- sponsored events take priority over all other usage of the facilities.

The Town may limit facility reservations on holidays and holiday weekends due to strong demand for Town facilities on such occasions.

Permit holders will be required to have no less than one adult chaperon for each 10 minors present during use of the facilities.

Use of Town facilities for a wedding ceremony, reception and/or social event may be conditioned to limit the event to specific times. In no case shall the use of Town facilities for wedding ceremonies, receptions and/or social events begin before 8:00 a.m. or end after 11:00 p.m. of any day except that cleanup activities may continue from 11:00 p.m. until midnight if specified in the permit. The permit holder is expected to complete all preparations and cleanup associated with an event within the reserved time.

The Town will provide tables and chairs only; linens, dishes, flatware, glassware, ice, etc. must be provided by the permit holder or insured vendor(s). Only insured or Town-approved vendors are permitted to set up and take down tables and chairs. No equipment or materials shall be removed from any building or facility.

Live or amplified music is permitted indoors only. The permit holder shall not permit the use of any sound amplification device in any outdoor area. In order to minimize potential disruption to the use and enjoyment of adjacent properties, music/noise levels for the event shall comply with Atherton Municipal Code Chapter 8.16 a maximum decibel level of 60 dBA. Failure to comply with this requirement shall result in immediate suspension of the reservation and termination of the event.

No decorations shall be displayed, installed or provided by the permit holder, which may damage or deface the building. Existing decorations may not be removed. The permit holder is responsible for removing all of their own decorations and trash at the end of their reservation. No staples, nails, glitter, confetti, or tape may be used on any building surface or tables. Any use of candles must be contained within hurricanes or votives.

Violation of any of the rules/regulations set forth herein or any Town ordinance or regulation may result in immediate eviction from Town facilities, loss of deposits, and/or denial of future permits.

APPLICATIONS FOR RESERVATION

Applicants must make application in person. All related paperwork, payment of fees, insurance, and other communication will be made and coordinated with the applicant only.

All reservation fees are payable by personal check, cashier's check, cash, or credit card. Absolutely no personal checks will be taken within three (3) weeks of a scheduled reservation. All fees must be paid in full no later than thirty (30) days prior to the reservation.

All applications must be made at least 15 working days in advance of the reservation on an official application form.

Reservations may be made up to 12 months in advance.

An application to use the Town's Council Chambers is approved only upon the signature of the City Manager.

An application is approved only upon the signature of the City Manager or his/her designee.

Any cancellation of scheduled use of facilities, or any changes in hours or conditions indicated on the original reservation application, must be done at least 7 days prior to the scheduled reservation. Cancellation fees are as follows:

- 6 months before reservation date - 10% of total fees and deposit will be charged
- 3 – 6 months before reservation date - 20% of total fees and deposit will be charged
- 1 – 3 months before reservation date - 30% of total fees and deposit will be charged
- Less than 1 month before reservation date - 40% of total fees and deposit will be charged

Insurance may be purchased through the Town's Special Events Insurance Program. Please see schedule of fees on the application form. Insurance fees are non-refundable once the reservation takes place.

A minimum rental of 2 hours is required on all facilities. Reservation may be made for a maximum of 6 hours, not including clean up time. Clean up time is limited to 1 hour; set up time is limited to 2 hours.

WHAT'S AVAILABLE

At Holbrook-Palmer Park, applicants may reserve the following facilities:

- Jennings Pavilion
- Main House
- Carriage House

In addition to buildings, applicants may reserve open space and picnic areas within the Park through a Day Use Permit. *(No alcohol is allowed under this type of Permit.)* Groups larger than 50 are required to rent a facility.

At the Civic Center, applicants may reserve the Town Council Chambers.

A full description of the hours of availability for each facility and the facility details (square footage, restrooms, chairs, etc.) is available on the Town website.

AFTER THE EVENT

Only the times stated on the application will be granted for usage. All set up, event time and cleaning time, must be stated on the application. Additional fees will be charged if the reservation goes beyond the stated time. If additional time for cleanup is needed, there will be an applicable fee.

For reimbursement of the security deposit, the facility must be left without damage according to all guidelines. The staff will determine if applicant has complied. Security deposits shall be returned by mail within 15 working days after the event.

The permit holder is solely responsible for damages/accidents or injuries to persons or property resulting from use of facilities by the permit holder, guests of the permit holder, any contractor of the permit holder, or any other person attending the event/activity being conducted by the permit holder, financial reimbursement for repairs or replacement of facilities must be made on demand.

Place trash in the trashcans and dispose in dumpsters provided. Pick up and mop large debris and/or spills in facility, kitchen and restrooms. Check with staff on duty to insure that facility is left in an acceptable manner, and initial the reservation form. A staff member may assist, but is not responsible for cleanup.

INSURANCE REQUIREMENTS

The permit holder must furnish a certificate of insurance proving liability coverage of at least \$1,000,000 naming the Town of Atherton as an additional insured. The certificate should read as follows: Town of Atherton, Holbrook-Palmer Park, 150 Watkins Avenue, Atherton, CA 94027.

If the permit holder uses outside vendors or caterers, the caterer or vendor must furnish a certificate of insurance proving liability coverage of at least \$1,000,000 naming the Town of Atherton as additional insured. The certificate should read as follows: Town of Atherton, Holbrook-Palmer Park, 150 Watkins Avenue, Atherton, CA 94027. This insurance must cover everyone working the event and read "its officers, agents, and employees."

If serving liquor, liquor liability coverage is needed from the catering group or bartender with a separate limit for Liquor Liability of \$1,000,000. The Town and the permit holder must be named on the vendor's policy as an additional insured.