



## Item No. 1 Town of Atherton

### **CITY COUNCIL STAFF REPORT – ACTION ITEM**

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

**THROUGH:** MICHAEL KASHIWAGI  
COMMUNITY SERVICES DIRECTOR

**FROM:** STEVE TYLER, PUBLIC WORKS SUPERINTENDENT

**DATE:** JUNE 7, 2017

**SUBJECT:** FEE WAIVER – ENCINAL ELEMENTARY SCHOOL 5<sup>TH</sup> GRADE  
PICNIC

#### **RECOMMENDATION**

Review and, if deemed appropriate, approve a waiver of fee for the Annual 5<sup>th</sup> Grade Picnic to be held June 15, 2017 at the Carriage House/North Meadow at Holbrook-Palmer Park.

#### **ANALYSIS**

In early May, staff was contacted by the graduating class picnic organizer Caroline Bowers from the Encinal School PTO. She requested the possibility of staff waiving or reducing the fee for the Encinal School 5<sup>th</sup> 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 (calculated as a group over 100 w/Atherton resident rate) or \$700 plus 15% admin fee = \$805.

The fee charged for this event in 2016 was \$460 (prior to the latest fee change).

Staff advised Ms. Bowers that only the Atherton City Council had the authority to approve fee waivers. Ms. Bower turned in a Fee Waiver Request Form to staff on May 31, 2017 (attached).

The organizer anticipates about 150 children will participate in the event. With a group of this size, staff reserves for the use of the Carriage House and the North Meadow. This is so restroom facilities, a place for food, and a place to get out of the sun are provided to the group.

The 5<sup>th</sup> 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). In the past, 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.

### **ATTACHMENTS**

Fee Waiver Request Form  
Email from Caroline Bowers  
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 5<sup>th</sup> Grade Graduation Picnic  
**Contact Person:** Caroline Bowers  
**Name of Organization:** Encinal Elementary School & PTO  
**Mailing Address:** 195 Encinal Ave., Atherton, CA 94027  
**Phone Number:** \_\_\_\_\_ **Fax Number:** n/a  
**Email Address:** carolinebowers@gmail.com  
**Location(s) and dates of event in Atherton:** Holbrook Palmer Park North Meadow + Carriage House - Thurs, 6/15/17

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

**Applicant Signature:** Caroline Bowers **Date:** 5/31/17

**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.

## Judi Herren

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**From:** George Rodericks  
**Sent:** Wednesday, May 31, 2017 7:31 AM  
**To:** Caroline Bowers  
**Cc:** Steven Tyler; Judi Herren  
**Subject:** Re: Fee Waiver request Encinal - May 30, 2017, 10:30 PM  
**Attachments:** Fee Waiver request Encinal - May 30 2017 - 10-30 PM.pdf; ATT00001.htm

Caroline,

Thank you for the form and the request. Steve Tyler will process a Staff Report for the June 7 Study Session of the City Council as an Action Item for their consideration. We will advise as to the result after the meeting. We will note that you will be unable to attend.

Regards,

George

George Rodericks  
City Manager  
Town of Atherton  
91 Ashfield Road  
Atherton, CA 94027  
(650) 752-0504 - Office  
[grodericks@ci.atherton.ca.us](mailto:grodericks@ci.atherton.ca.us)

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On May 30, 2017, at 10:40 PM, Caroline Bowers <[carolinebowers@gmail.com](mailto:carolinebowers@gmail.com)> wrote:

Dear Mr. Rodericks,

We spoke a couple of weeks ago regarding my request for a waiver of park fees for the Encinal 5th grade graduation picnic on Thursday, June 15th. You advised that only the Town Council can authorize this and that you could add the request to the next Town meeting on Wednesday, June 7th. Unfortunately, I am not able to attend the meeting that afternoon as my son has a performance at school at the same time.

Attached below, please see a scanned copy of our Fee Waiver Request Form along with a note of further explanation to the Town Council. It looks like your signature is required on the form.

Please let me know if I need to provide any further information or if I should submit these items directly to Town Council members. I can also send copies via mail or deliver to your office in person.

Thank you so much,

Caroline Bowers  
[carolinebowers@gmail.com](mailto:carolinebowers@gmail.com)

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Dear Atherton Town Council,

I am submitting a Fee Waiver Request Form for your consideration.

On the morning of Thursday, June 15, 2017, Encinal Elementary School's 5<sup>th</sup> graders will walk from school to the North Meadow of Holbrook Palmer Park to enjoy the annual 5<sup>th</sup> Grade Graduation Picnic. This event is organized and paid for by the school's Parent Teacher Organization (PTO) in conjunction with the 5<sup>th</sup> grade teachers to bid farewell to our graduating 5<sup>th</sup> graders as they leave elementary school for Hillview Middle School. We have held the event in Holbrook Palmer Park for many years and hope it has been as enjoyable for the Town as it has been for the Town's children.

This year, the park fees were raised significantly. The fee charged for the past several years was \$460. This year, the amount being charged is \$805. This is for the exact same space, with even less children (as a result of Laurel School's 4<sup>th</sup> and 5<sup>th</sup> graders now attending Upper Laurel School instead of coming to Encinal). As you know, Encinal is one of the two public elementary schools located in Atherton. This increase in park fees is a burden to the Encinal Elementary PTO, which is funded annually by parent donations to cover myriad school expenses. As a result of the increase, the budget for food, games, etc. for the celebration is strapped.

Will you consider a fee waiver or reduction for this event?

Many thanks in advance for your consideration.

Sincerely,

Caroline Bowers

Atherton resident, 67 McCormick Lane

And proud parent of Nate (age 11), Mia (age 8) and Dylan (age 14)



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

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**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.