



## AGENDA REPORT SUMMARY

**Meeting Date:** April 12, 2022

**Subject** Rental Fee Waiver Request by Ye Olde Towne Band and The Serenaders Band

**Prepared by:** Mary Jo Price, Recreation Supervisor

**Reviewed by:** Donna Legge, Recreation Director

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

1. Fee Waiver Policy Memorandum dated March 4, 2008
2. Fee Waiver Request from Ye Olde Towne Band dated March 7, 2022
3. Recreation Facility Rental Fee Schedule

**Initiated by:**

Ye Olde Towne Band and the Serenaders Band

**Previous Council Consideration:**

None.

**Fiscal Impact:**

Approval of the full fee waiver will result in the loss of \$5,400 in rental revenue and utilize a total of 90 hours which represents 30 evenings, from 7pm to 10pm, per fiscal year at the Garden House. The revenue is not budgeted so would require no budget adjustments.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does Council wish to support a waiver of rental fees for Ye Olde Towne Band and The Serenaders Band?

**Summary:**

- Fee waivers over \$1,000 requires City Council approval
- Ye Olde Towne Band has requested a rental fee waiver in the amount of \$5,400 per year
- Ye Old Towne Band was previously approved for free use of the Garden House for rehearsals for both Ye Old Towne Band and the Serenaders Band

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City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JE

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**Subject:** Title

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**Staff Recommendation:**

Consider the request from Ye Olde Towne Band and the Serenaders Band for an annual waiver of rental fees at Garden House in the amount of \$5,400. Staff is recommending that the waiver be granted for one year in anticipation that the current waiver policy will be reviewed and established as a new policy in the next fiscal year.

**Purpose**

Consider rental fee waiver for Ye Olde Towne Band and the Serenaders Band.

**Background**

On March 11, 2008, Council adopted the following Fee Waiver Policy:

For fee waiver requests from community and non-profit groups for one-time events or facility usage, the City Manager or his/her designee is authorized to consider the request and to render a decision **if** the amount of the waiver is less than \$1,000. For requests greater than \$1,000, a written request shall be placed on the agenda of the City Council for its determination.

The Garden House is a City facility located in Shoup Park at 400 University Avenue and is one of many reservable spaces managed by the Recreation Department. The rental fee schedule was approved at the regular City Council meeting of October 26, 2021, per resolution 2021-54 (Attachment 3). The Garden House is rented regularly throughout the year for a variety of events. For fiscal year 2021/2022, the Garden House has generated \$18,750 in revenue, to date.

**Discussion/Analysis**

Beginning in 1973, Ye Olde Towne Band has been granted free use for rehearsals at various City facilities including the Hillview Community Center, the Los Altos Youth Center, and the Garden House. Ye Olde Towne Band began using the Garden House in the 1990's. They currently utilize storage space under the Garden House, also, at no cost. In 2019, the Ye Olde Towne Band and the Serenaders Band were granted 83.5 hours of free use, equivalent to \$5,010 in rental revenue. Ye Olde Towne Band is currently requesting 90 hours of free usage per year at the Garden House.

Ye Olde Towne Band and the Serenaders Band provide a public benefit by performing several free concerts each year. For 50 years, they have been performing one free concert per month from May through September at Shoup Park that attract approximately 300 attendees to each concert. They have also performed at the City's Glorious 4<sup>th</sup> event and in both annual downtown parades. In addition, they provide free recreational and instructional opportunities for the 60 band participants.



**Subject:** Title

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With the opening of the Los Altos Community Center and approval of the new facility rental fee schedule for all City facilities, the Recreation Department has streamlined the process for handling all fee waiver requests to include formal approval by City Council. As part of the City Council retreat held on January 18 and 22, 2022, the agenda included a policy question to City Council asking if they wish to subsidize certain users and groups using City facilities, and if so, to what extent? Does the City Council wish to update the current fee waiver policy? Staff is working on scheduling an agenda item on fee waivers in the future.

**Recommendation**

Consider the request from Ye Olde Towne Band and the Serenaders Band for an annual waiver of rental fees at Garden House in the amount of \$5,400. Staff is recommending that the waiver be granted for one year.