



## **Item No. 2**

### **Town of Atherton**

#### **CITY COUNCIL STAFF REPORT – STUDY SESSION**

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

**FROM: ROBERT OVADIA, PUBLIC WORKS DIRECTOR**

**DATE: DECEMBER 7, 2022**

**SUBJECT: PROVIDE FEEDBACK AND DIRECTION REGARDING THE  
DESIGN OF THE HOLBROOK-PALMER PARK ACCESS AND  
CIRCULATION IMPROVEMENTS PROJECT**

#### **RECOMMENDATION**

It is recommended that the Council review the design elements of the Holbrook Palmer Park Access and Circulation Improvements Project and provide feedback and direction to staff.

#### **BACKGROUND**

The Town adopted the Holbrook-Palmer Master Plan in May 2015. Improving pedestrian and vehicle circulation at the Park was deemed as a priority in the Master Plan and by the City Council. In October 2016, the City Council approved a professional services agreement with Verde Design, Inc. to develop design and construction bid documents for the park pedestrian and vehicle circulation improvements. Though the project was put on hold to reserve funds for the Town Center Project, the City Council indicated that improvements at the Park, particularly related to the pedestrian and vehicle circulation improvements, remained a priority and would be reengaged after the completion of the Town Center project.

In June 2020, with the assistance of San Mateo County, staff was able to secure a grant from the County of Santa Clara in an amount up to \$300,000 from the Stanford Mitigation Fund towards the construction of the proposed park access and circulation improvements. The Town also secured additional funding from the California Parks and Recreation Department through their Per Capita Grant Program - \$182,000. The implementation of the project will need to comply with the various grant funding requirements including indemnity, insurance, signage, maintenance, and acknowledgment credit regarding funding assistance from both Santa Clara County and the State of California.

In February 2021, in its commitment to move forward with the project, the City Council authorized the execution of an agreement with Verde Design, Inc. for the preparation of construction plans, specifications and cost estimates for the Holbrook-Palmer Park Access and Circulation

Project. Staff and the consultant team last presented the project design and elements to a joint meeting of the City Council and the Park and Recreation Committee in July 2021 and have been coordinating with the Parks and Recreation Committee throughout the development of the project design.

## **ANALYSIS**

The project design is being completed in compliance with the Holbrook-Palmer Master Plan and feedback received.

The project elements of the project include the following:

- Removal of existing hardscape (asphalt).
- Installation of new pedestrian paths consisting of various materials including decomposed granite and decorative interlocking pavers.
- New concrete sidewalks will connect the park interior to Watkins Avenue, including ADA compliant ramps at the entry and exit drive connections to Watkins Avenue.
- Relocation of two fire hydrants to provide accessibility near the driveways at Watkins Avenue.
- Ornamental fence at the entrance and exit to the park to provide a safety railing for the new walkways that are adjacent to the channel along Watkins Avenue.
- New planting and associated irrigation.
- A new picnic area near the playground with accessible pathway (the pre-existing picnic area under the large oak tree was relocated to the east to remove it from underneath the large oak due to risk; the decomposed granite path was relocated from under the large oak tree to provide a more direct connection to the new picnic area).
- Removal of speed humps and installation of ADA compliant, pedestrian friendly raised crossings.
- Installation of signs acknowledging the funding partnerships for the project (State of California and County of Santa Clara).
- Relocation of two fire hydrants.
- Drainage improvements.

As the design plans and specifications are being packaged for bidding, staff is seeking any final comments as well as feedback and direction regarding the required funding acknowledgment signage for the project and potential additional alternate items to mitigate costs prior to seeking Council approval to release the project for bids.

Acknowledgment signage requirements:

State of California:

- A sign acknowledging the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 as the funding source for the project must be installed during construction and at completion (PRC §80001(b)(3)).
- The sign must be available during construction, at the final inspection of the PROJECT, and remain in place for a minimum of four (4) years from date of PROJECT completion.
- All signs must contain the following language:  
GAVIN NEWSOM, GOVERNOR  
Wade Crowfoot, Secretary for Natural Resources  
Armando Quintero, Director, California Department of Parks and Recreation  
Names of the current officials are to be used. The name of the director of the local agency or other governing body may be added. The sign may also include names (and/or logos) of other partners, organizations, individuals and elected representatives.
- All signs must display the Parks and Water Bond Act. Display the logo to maximize visibility and durability. Logo minimum size 1-foot by 1-foot.

County of Santa Clara:

- Publicly acknowledge the Grant by providing a plaque permanently affixed to the Project, or on a prominent location on the Project site, visible to the public.
- The acknowledgment credit shall read: “Project made possible in part by funding from the County of Santa Clara.”
- Project Applicant will obtain County review and approval of the plaque/sign prior to manufacture and installation.

The project designer recommended a 6” x 18” bronze plaque for the Santa Clara County acknowledgment.

**Council feedback on the style, sizing and location of the plaque(s) is requested.**

Additive Alternates:

At this time, the estimated cost to complete the scope of improvements desired exceeds the allocated budget. While final construction costs will not be known until the project receives construction bids, it may be prudent to consider bidding the project with additive alternates. This method will propose a base project without the full scope of work. Remaining scopes of work would be included as additive work if bids are favorable, and funding is available. Due to the integrated nature of the proposed improvements, it is difficult to outline the exact scopes that can or should become alternates because certain design elements should be constructed at the same time to minimize any removal of constructed items in the future. Some suggestions include:

- Defer installation of furnishings
- Defer specific areas of irrigation and/or landscaping
- Defer the installation of ornamental fencing at the entrance and exit driveways

**Council feedback on elements that should be listed as additional alternates is requested.**

Following Council feedback and direction, the design team will finalize the project documents and return to Council for authorization to release the project for construction bids.

**FISCAL IMPACT**

None at this time. The Capital Improvement Fund allocated \$1,050,000 toward the project. However, at this stage, the all-in Project Construction Estimate is \$1,337,570 with \$482,000 of the project funded by grants and the remainder from the Town's Capital Improvement Fund/General Fund.

**GOAL ALIGNMENT**

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal Area A – Maintain Fiscal Responsibility
- Goal Area B – Preserve Small Town Character and Quality of Life
- Goal Area D – Manage Circulation and Improve Safety

**POLICY FOCUS**

The proposed project is consistent with the Holbrook-Palmer-Park Master Plan which outlines desired improvements to Holbrook-Palmer Park. The Council policy focus should be on providing direction on design elements, required acknowledgement signage and additive alternates to better align with the current budget.

**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 Protection District, service providers (water, power, and sewer), and regional elected officials.

**COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

Park and Recreation Committee (meets each month)

**ATTACHMENTS**

1. Project Plans
2. Excerpted Signage Requirements
3. Construction Cost Estimate
4. PowerPoint Presentation