



Item No. 4 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

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

THROUGH: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

FROM: SALLY BENTZ-DALTON, TOWN ARBORIST/PARK MANAGER

DATE: APRIL 19, 2023

**SUBJECT: APPROVAL OF EVENT GARDEN ENHANCEMENTS AT
HOLBROOK-PALMER PARK**

RECOMMENDATION

It is recommended that the Council authorize an amendment to the Town's Contract with Brightview Landscape Services for improvements in the Event Garden at Holbrook-Palmer Park in an amount not-to-exceed \$70,000 and authorize a contingency in the amount of \$5,000 for unforeseen issues.

BACKGROUND

In 2015 the Holbrook-Palmer Park Foundation paid for and constructed the Event Garden in Holbrook-Palmer Park located between the Main House and Pavilion. In October 2016, the Town accepted the gift of the Event Garden from the Holbrook-Palmer Park Foundation and agreed to take over the maintenance of the garden. At the time, maintenance was estimated at approximately \$7,600.

However, since that time, the condition of the Event Garden has deteriorated due to poor drainage, and limited maintenance expertise. Since inception, the Event Garden lost three of the originally planted trees as well as various areas of ground cover. There has been a desire by the Town to restore and replant the Event Garden.

ANALYSIS

Town staff consulted with Brightview Landscape Services, the Town's current landscape maintenance contractor for the park, on how best to improve drainage and the aesthetics of the Garden. Brightview outlined a scope of work that includes the following:

- Clearing of mulch and planting

- rototilling and amending soil
- Installation of additional drainage piping in the plant beds
- Plant four (4) 24-inch box oak trees and a variety of 5-gallon and 1-gallon shrubs and plants
- Repair and upgrade irrigation in the affected planting areas
- Mulching of the improved planting areas
- 90-day maintenance period including weekly visits

After the 90-day maintenance period, the area would be turned over to Brightview's regular maintenance team at the Park.

Staff reviewed the scope of work with the Park & Recreation Committee and the Park Foundation for their input. Both groups were very supportive of the effort. The cost of the proposed maintenance enhancements is \$69,658.33. Staff is requesting an additional authorization of \$5,000 for contingencies.

FISCAL IMPACT

Funding in the amount of \$75,000 is needed to support the enhancement of the Event Garden at Holbrook Palmer Park. Such funding can be made available from the FY 2022-23 Capital Improvement Program under the Park Master Plan Implementation Program item for general assessments and miscellaneous repairs.

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

POLICY FOCUS

Maintenance and enhancement of the Event Garden is consistent with the Holbrook-Palmer Park Master Plan adopted in 2015. The policy discussion should be regarding maintenance of improvements donated to the Town and consistency with the Master Plan.

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. Overview of Event Garden enhancement area
2. Brightview Cost Proposal