



## Item No. 3 Town of Atherton

### CITY COUNCIL STAFF REPORT – SPECIAL AGENDA

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

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

**DATE:** APRIL 8, 2020

**SUBJECT:** GRANT APPLICATION FOR THE STANFORD RECREATION  
MITIGATION FUND

#### **RECOMMENDATION:**

Authorize the Mayor to sign a letter of support and the City Manager to submit an application for Stanford Recreation Mitigation Fund with the County of San Mateo for the Holbrook-Palmer Park Access and Circulation Improvements Project.

#### **BACKGROUND**

In 2000, the County of Santa Clara certified a program EIR and issued the General Use Permit (GUP) to Stanford University for campus-wide development. The EIR recognized that the development permitted under the GUP would significantly impact recreational opportunities for existing or new campus residents and facility users. This impact is the result of Stanford housing development on several sites used for recreation and an overall increase to Stanford's resident and worker population, which would reduce the availability of recreational facilities while increasing the demand for such facilities.

To mitigate the loss of recreational opportunities, two mitigation measures were adopted. **Mitigation OS-3A** requires Stanford to improve parks in the faculty area to provide suitable recreational opportunities for the campus population and to continue to provide neighborhood recreation opportunities in new residential areas. And **Mitigation OS-3B** requires Stanford to dedicate the trail easements. Agreements for the trails easements were to be executed within one year of GUP approval in 2000. The County of San Mateo and Stanford did not reach agreement within the amount of time identified in the Trails Agreement and lead to the creation of a recreation mitigation fund in 2012 that Santa Clara County administers.

In 2012, Santa Clara County requested applications for projects that could be allocated funds from this mitigation fund. The Santa Clara County board of supervisors approved funding for four projects in 2012. Since then, not all of the projects moved forward resulting in approximately \$5.24 million remaining in the mitigation fund. Santa Clara County has requested that the remaining

funds be distributed within San Mateo County and asked San Mateo County to work with the cities in the southern part of the County to submit a joint application for the remaining funds. Santa Clara County has indicated that the support from the City Council for the application and project would be needed as part of the funding application.

### **ANALYSIS**

City staff has been coordinating with San Mateo County staff and other jurisdictions in the southern part of the County regarding potential projects. As directed by Santa Clara County, the projects need to create new or expanded recreational uses that serve existing and future Stanford students and faculty. Staff initially identified several projects that could meet the grant eligibility requirements including: 1) a joint project with the Town of Woodside, County of San Mateo and Menlo Park to improve bicycle facilities along Woodside Road and Alameda de las Pulgas; 2) Active transportation access improvements between the Watkins Avenue and the Menlo Park Caltrain Station; 3) A joint use (bike and ped) trail along Marsh Road from Fair Oaks Avenue, in Unincorporated San Mateo County, to Middlefield Road.

After consultation with San Mateo County Staff, the Woodside/Alameda de las Pulgas bike facilities improvements project was not recommended as County staff it did not believe that it met the intent of improving recreational opportunities. Staff believes that development of the active transportation route between the Town Center and the Menlo Park Caltrain Station would not be able to meet the delivery timeline required and would require a substantial investment. Though the joint use trail on Marsh Road would improve access to Holbrook-Palmer Park, the funding need of the project was too high for County staff to support.

The Holbrook-Palmer Park Master Plan identified the need to improve pedestrian access to the park and for circulation improvements within the park. These improvements were identified within the plan as short-term recommendations and the Town initiated development of the project conceptual designs. The City Council identified the access and circulation improvements as an upcoming priority following the completion of the Town Center Project. Based on discussions with San Mateo County staff, town staff is requesting \$300,000 from the Stanford mitigation fund for the project. Other projects in the County would request the balance of the Stanford mitigation fund.

If the Town's application is approved, a project agreement will be required with the County of Santa Clara for delivery of the project.

### **POLICY FOCUS**

The Holbrook-Palmer Park Master Plan identifies needed improvements within Holbrook-Palmer Park. The Council has indicated that the next priority for improvement at the park is access and circulation. The application for funding to improve access and circulation at Holbrook-Palmer Park is consistent with Town Policies.

**FISCAL IMPACT:**

Total project costs are estimated at \$650,000. The Towns application is seeking \$300,000 in Stanford Recreation Mitigation funds. The balance of the project funding would be allotted through the general fund.

The Park Circulation and Pedestrian Circulation Improvements are currently part of the Town's 5-Year CIP for FY 2021/22.

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

**COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item \_\_\_ has or  X  has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- PMC & Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)

**ATTACHMENTS**

1. Stanford Mitigation Fund Grant Application – Holbrook Palmer Park Access and Circulation Improvements
2. Grant Application Support Letter



## **Town of Atherton**

**150 Watkins Avenue  
Atherton, California 94027  
Phone: (650) 752-0570  
Fax: (650) 460-8458**

April 9, 2020

Cindy Chavez, President  
Board of Supervisors  
County of Santa Clara  
70 West Hedding Street  
East Wing, 10<sup>th</sup> Floor  
San Jose, CA 95110

RE: Stanford Recreation Mitigation Fund  
Support for Holbrook-Palmer Park Access and Circulation Improvements Project

Dear President Chavez,

The Town of Atherton is pleased to submit the Holbrook-Palmer Park Access and Circulation project in conjunction with San Mateo County for funding under the Stanford Recreation Mitigation Fund. Holbrook-Palmer Park is an approximate 22-acre regional park, located almost equidistant from the Redwood City Campus and the Main Campus. The park directly serves residents of Atherton, Menlo Park, pockets of Unincorporated San Mateo County (including the lower income neighborhood of North Fair Oaks), and other adjacent communities, including Stanford faculty, students and staff.

The Town of Atherton identified this project as a top priority the Holbrook-Palmer Park Master Plan and Town Capital Improvement Program. The project will provide for accessible pathways to the park from Watkins Avenue along both the entry and Exit drives, and into the park to facilitate safe access into the park and to the various recreational opportunities and amenities within the park, including pathways, open lawn and field areas, Little League ball field, picnic areas, historic structures and other public spaces.

Thank you for the opportunity to submit this project for this funding opportunity. The City Council supports this application for funding through the Stanford Recreation Mitigation Fund. We urge the Board of Supervisors to allocate fund this project and the other projects included in the San Mateo County application package.

Sincerely,

Rick DeGolia  
Mayor  
Town of Atherton

# APPLICATION FORM

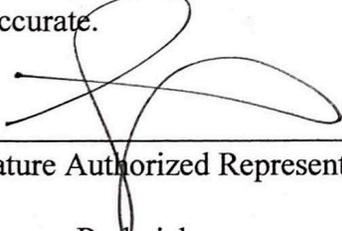
County of Santa Clara



## **Holbrook-Palmer Park Access and Circulation Improvements**

**Town of Atherton**

**Application Due Date: 5pm, Friday, April 10, 2020**

PROJECT NAME	Requested Amount <b><u>\$ 300,000</u></b>	
<b>Holbrook Palmer Park Access and Circulation Improvements</b>	Other Funding Sources <b><u>\$350,000</u></b>	
Project Physical Address	Estimated Total Project Cost <b><u>\$650,000</u></b>	
150 Watkins Avenue	Nearest Cross Street	<b>Middlefield Road</b>
Applicant (entity applying for the grant)	Applicant's Mailing Address	
<b>Town of Atherton</b>	150 Watkins Avenue Atherton, CA 94027	
AUTHORIZED REPRESENTATIVE		
<u>George Rodericks, City Manager</u> Name (typed or printed) and Title	<u>grodericks@ci.atherton.ca.us</u> Email Address	<u>650-752-0504</u> Phone
DIRECTOR/PRESIDENT/CEO		
<u>George Rodericks, City Manager</u> Name (typed or printed) and Title	<u>grodericks@ci.atherton.ca.us</u> Email Address	<u>650-752-0504</u> Phone
DAY-TO-DAY CONTACT for ADMINISTRATION of the Funds (if different from AUTHORIZED REPRESENTATIVE)		
<u>Robert Ovadia, Director of Public Works</u> Name (typed or printed) and Title	<u>rovadia@ci.atherton.ca.us</u> Email Address	<u>650-752-0541</u> Phone
<p>I represent and warrant that this Application describes the intended use of the requested funding to complete the project items identified. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application, including required attachments, is accurate.</p>		
 <hr style="width: 50%; margin: 0 auto;"/> Signature Authorized Representative	<u>4.2.20</u> Date	
Print Name:	<u>George Rodericks</u>	
Title:	<u>City Manager</u>	

## 1. *Project Description*

- Describe the proposed recreational project to be funded. What form(s) of recreation does the project enable?
- Provide the location of the project.
- Is the project part of a long-range project (multi-phased)? If so, where does the project fit into the anticipated larger program?

The project proposes to construct and improve access to and within Holbrook-Palmer Park, (150 Watkins Avenue) in Atherton. Pedestrian access to the park is limited and requires improvement. There is no current sidewalk or designated pedestrian walkway from Watkins Avenue to the park along either the park entry or exit drives. The construction of accessible pathways along the entry and exit drives and through the park are needed to improve pedestrian access and circulation through the park to various recreational opportunities and amenities within the park, including pathways, open lawn and field areas, Little League ball field, picnic areas, historic structures and other public spaces.

These needed access improvements were identified in the Holbrook-Palmer Park Master Plan (<https://www.ci.atherton.ca.us/DocumentCenter/View/1986/FINAL-HolbrookPalmerMasterPlanMP-2015?bidId=>) completed and adopted in 2015. The development of the Master Plan included a significant amount of public outreach, including on-line and on-site surveys, organizational surveys (Little league, Playschool, etc.) and public meetings at Parks and Recreation Committee and with the City Council. The survey responses indicated that active transportation modes (walking and cycling) were the primary modes of transportation to the park. The Master Plan identified access and circulation improvements as short-term recommendations, and the Town Council has identified the need to improve access to the Town's only public park as its priority for Park improvements.

## 2. *Project Purpose*

How would the proposed recreational project benefit the target beneficiaries, i.e., existing or new Stanford campus residents and facility users?

Holbrook-Palmer Park is an approximately 22-acre regional park directly serving residents of Atherton, Menlo Park, pockets of Unincorporated San Mateo County (including the lower income neighborhood of North Fair Oaks), and other adjacent communities, including Stanford faculty, students and staff. The park also hosts a little league baseball field used by the Menlo-Atherton Little League, sports fields used by area youth sports teams (soccer, lacrosse, etc.), and summer camps. One of the key elements of increasing recreational opportunities is providing safe and accessible routes for public access to these opportunities.

The park is located almost equidistant from the Redwood City Campus (2.2 miles) and the Main Campus (2.7 miles). This park is regularly used by residents of the surrounding communities as well as for various Stanford programs and events. Providing clear pedestrian access from the street to the park recreation areas and better access internally to

separating pedestrians from vehicular travel areas will serve to improve pedestrian safety and access to recreational amenities in this regional park.

**3. Budget**

- Provide the total project budget and the basis for the funding level request.
- Identify the amount and provide evidence of other sources of matching funding, if any, and the entity that is committing these funds.
- Contingency Funding: Discuss how funds will be identified for contingencies and, if not, how contingencies would be addressed if discovered during the project.

Initial budgetary estimates were developed in the 2015 Holbrook Palmer Master Plan and in forward looking Capital Improvement plans. As access and Circulation were designated as a priority, the Town engaged Verde Design to assist with the development of the conceptual design for the access and circulation improvements. Cost estimates were refined through the conceptual design developed in 2017. The total project budget estimated for this work is \$650,000 including construction contingency and construction management and inspection services. Requested funding is \$300,000, approximately 46% of construction costs. The balance of the project costs including any addition contingency funding will be from the Town's General Fund. The Town will be committed to funding the project balance above the requested grant of \$300,000, including project contingencies.

**4. Available Funds**

\$5,242,711 is available on a one-time basis to fund in part or in whole eligible projects.

**5. Project Timeline**

Attach a timeline indicating the key milestones (such as, design, engineering, construction) for project completion.

Project implementation would be in Fiscal Years 2021 and 2022.

Initiation of final design would depend on the timing of the funding agreement. Assuming that the funding agreement can be approved in June 2020, the anticipated project schedule is as follows:

Final Design – August 2020 – May 2021

Construction – July 2021 – May 2022

**6. CEQA Compliance**

Grant projects require compliance with the California Environmental Quality Act (CEQA) *before the grant is awarded*. Attach one of the following, if available:

1. Notice of Exemption filed with, and stamped by, the county clerk, *or*
2. Initial Study with a Negative Declaration and a copy of the Notice of Determination filed with, and stamped by the county clerk, *or*
3. Initial Study and an Environmental Impact Report and a copy of the Notice of Determination filed with and stamped by the county clerk.

Project is anticipated to be Categorically Exempt. The environmental review will be completed concurrently with the final design and recorded in early 2021.

**7. Execution of Project Agreement**

The applicant is required to execute a legally binding Project Agreement with the County of Santa Clara, which includes the Grant Scope /Cost Estimate for the project. The scope of work cannot be materially changed once the grant is awarded and the Project Agreement is executed.

**8. Operation and Maintenance**

As a condition of grant approval, the applicant must make the property available for public access and recreational use, and continuously operate and maintain the property for the benefit of the public. Ongoing maintenance of the property is the sole responsibility of the applicant.

The proposed improvements will be located within existing Town rights-of-way and within an existing Town park that is currently maintained by the Town of Atherton. Maintenance of the improvements will be the responsibility of the Town.

**9. Public Access**

Demonstrate public accessibility, including hours of operation.

Holbrook-Palmer Park is open and accessible to the public. Operating hours are from dawn to dusk.

**10. Required Regulatory Permits**

Attach a list of existing and additional permits required to complete the grant project, if applicable, the status of each, and indicate when permit approval would occur.

Regulatory permits are not anticipated with this project.

**11. Insurance**

Grantees must meet the insurance requirements in the Project Agreement and agree to the indemnification obligation.

The Town will comply with grant insurance and indemnification requirements.

**12. Prevailing Wages**

A grant project is considered a public work within the meaning of Labor Code Section 1720, to which the provisions of Labor Code Section 1771 et seq. apply. Grantees shall comply with all of the applicable provisions of the Labor Code, including, but not limited to, pay, or cause to be paid, prevailing wages. All agreements with third parties for work or services needed to complete the grant project must include prevailing wage requirements.

The Town will comply with the prevailing wage requirements.

**13. *Progress Reports***

Grantees must submit written progress reports to the Office of the County Executive on May 1 and November 1 each year while the Project Agreement is active.

The Town will comply with the reporting requirements.

**14. *Record Retention***

The grantee must maintain grant project records (including paper and electronic media, as appropriate) showing compliance with all aspects of the Project Agreement for three years after completion of the grant project.

All grant project records must be made available to the County within five working days of the County's reasonable notice. If the County determines that the grantee used the grant for ineligible costs, or other terms of the Project Agreement were breached, the County may take any authorized actions under the Project Agreement and require the grantee to repay the grant, with interest at the rate earned on County's investments, and the cost of the audit.

The Town will comply with the records retention requirements.

**15. *Submission of Application***

Submit one (1) unbound original and seven (7) copies of the complete application to:

Sylvia Gallegos, Deputy County Executive  
East Wing – Eleventh Floor  
County Government Center  
70 W. Hedding Street  
San Jose, California 95110

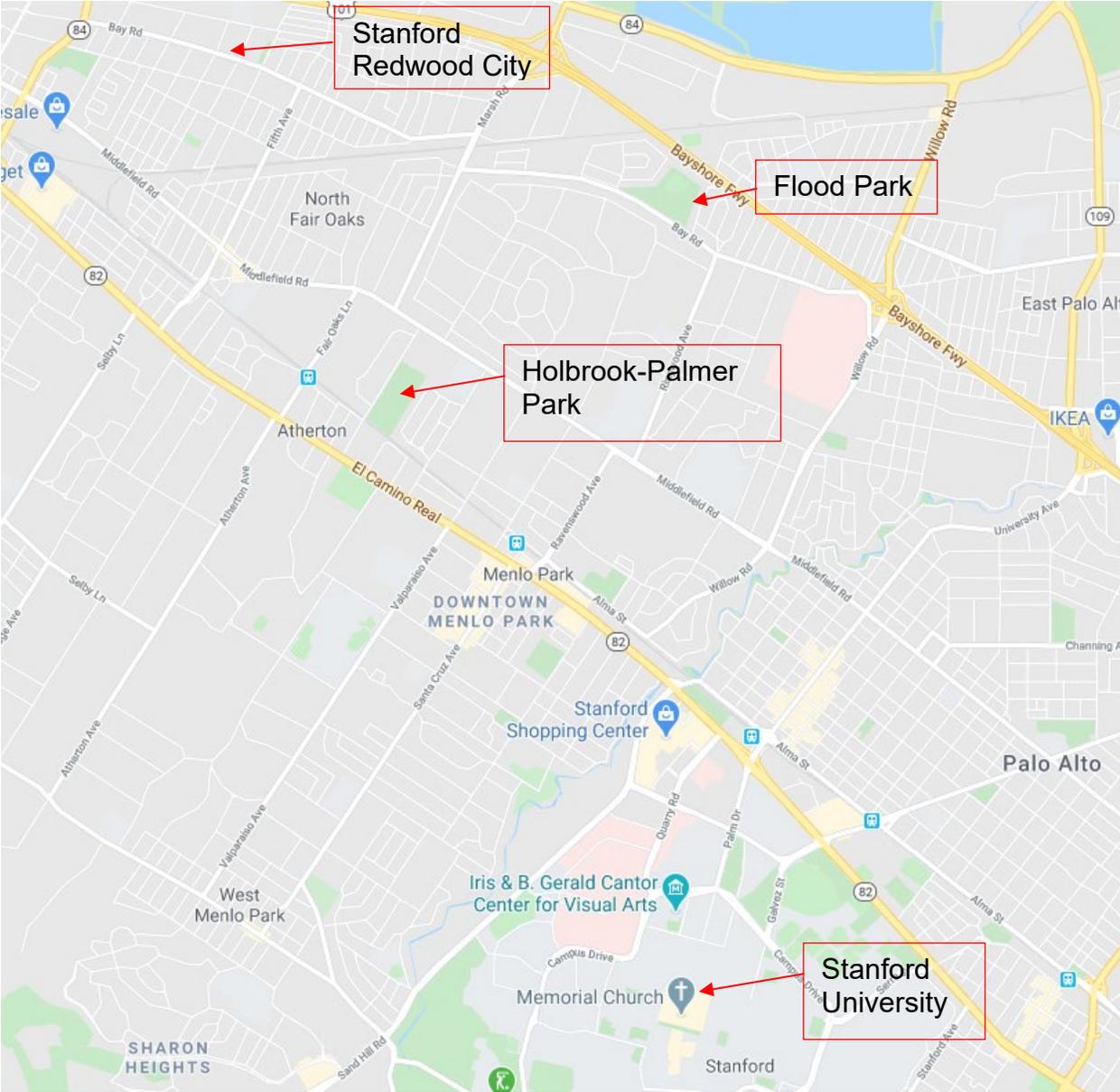
Due Date: 5pm, Friday, April 10, 2020.

Questions shall be directed to Sylvia Gallegos at (408) 299-5106.

Applications must be hand-delivered or arrive by mail by this deadline.

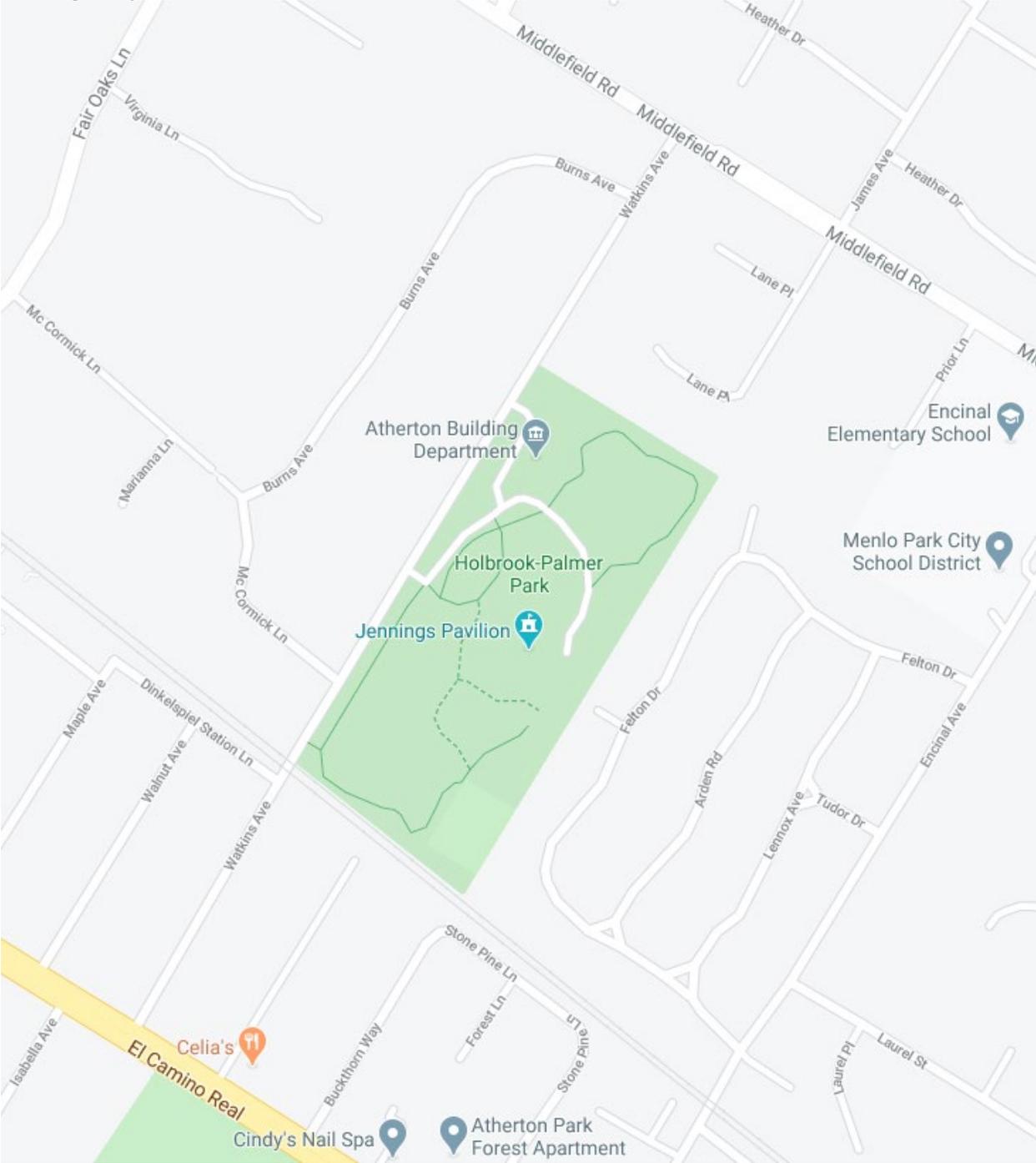
Holbrook-Palmer Park

Location Map

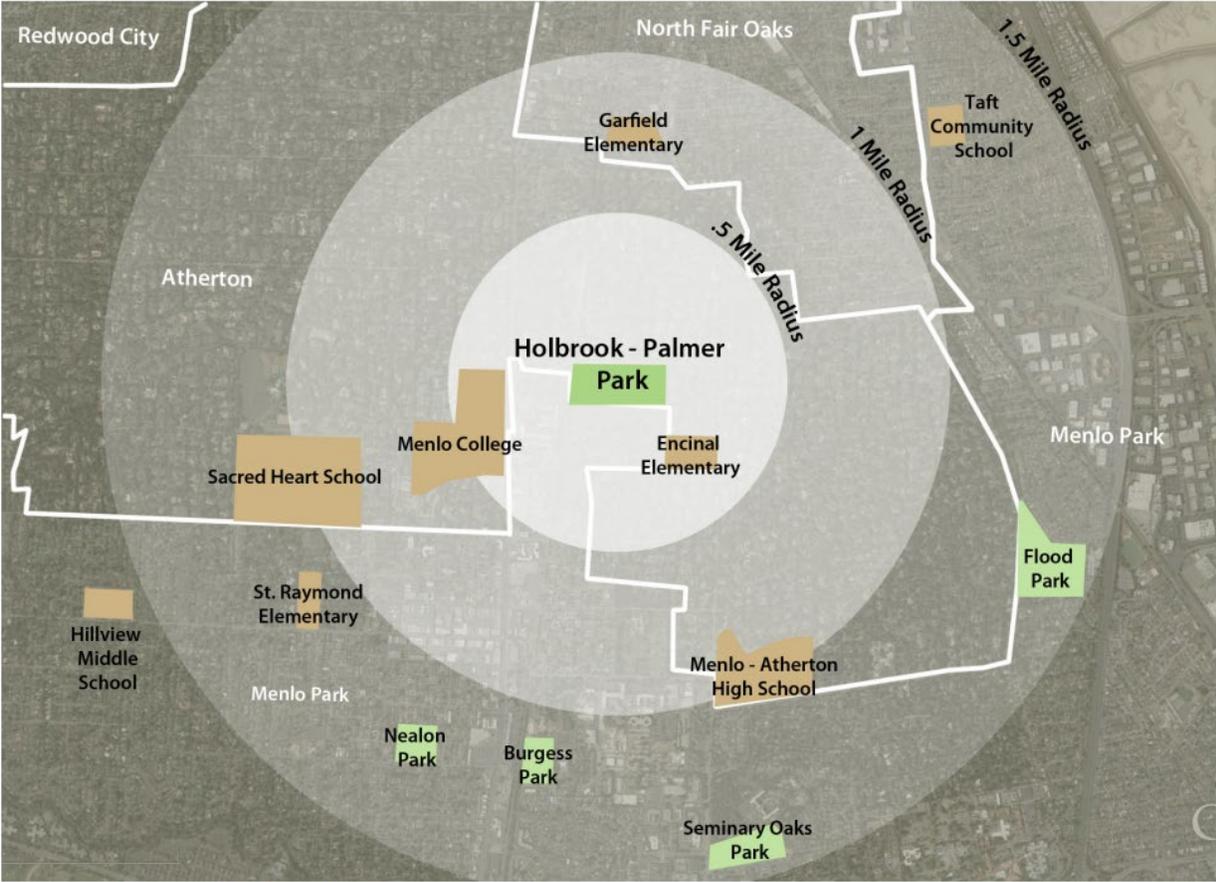


Holbrook-Palmer Park

Vicinity Map



Regional Recreational Facilities: Little League Field



Recreational facilities within a 1.5 mile radius.





STAMP

CONSULTANT

IDENTIFICATION STAMP  
 DIV. OF THE STATE ARCHITECT  
 APRIL 01, 2000X000  
 FILE 26-100  
 DATE \_\_\_\_\_  
 EDA PROJECT TRACKING NO.  
 XXXX-XX

SHEET TITLE  
**GRAPHIC MASTER PLAN**

PROJECT NAME  
**HOLBROOK-PALMER PARK**

PROJECT ADDRESS  
**150 WATKINS AVE.  
 ATHERTON, CA 94027**

SUBMITTAL	DATE
95% SUBMITTAL	10/4/17

NO.	REVISIONS	DATE
▲		
▲		
▲		
▲		

DRAWN BY <b>NT</b>	CHECKED BY <b>DM</b>
DATE ISSUED <b>10/04/17</b>	SCALE <b>1" = 20'</b>
PROJ. NO. <b>1612500</b>	
SHEET NO. 	

GRAPHIC MASTER PLAN

**MATERIAL NOTES**

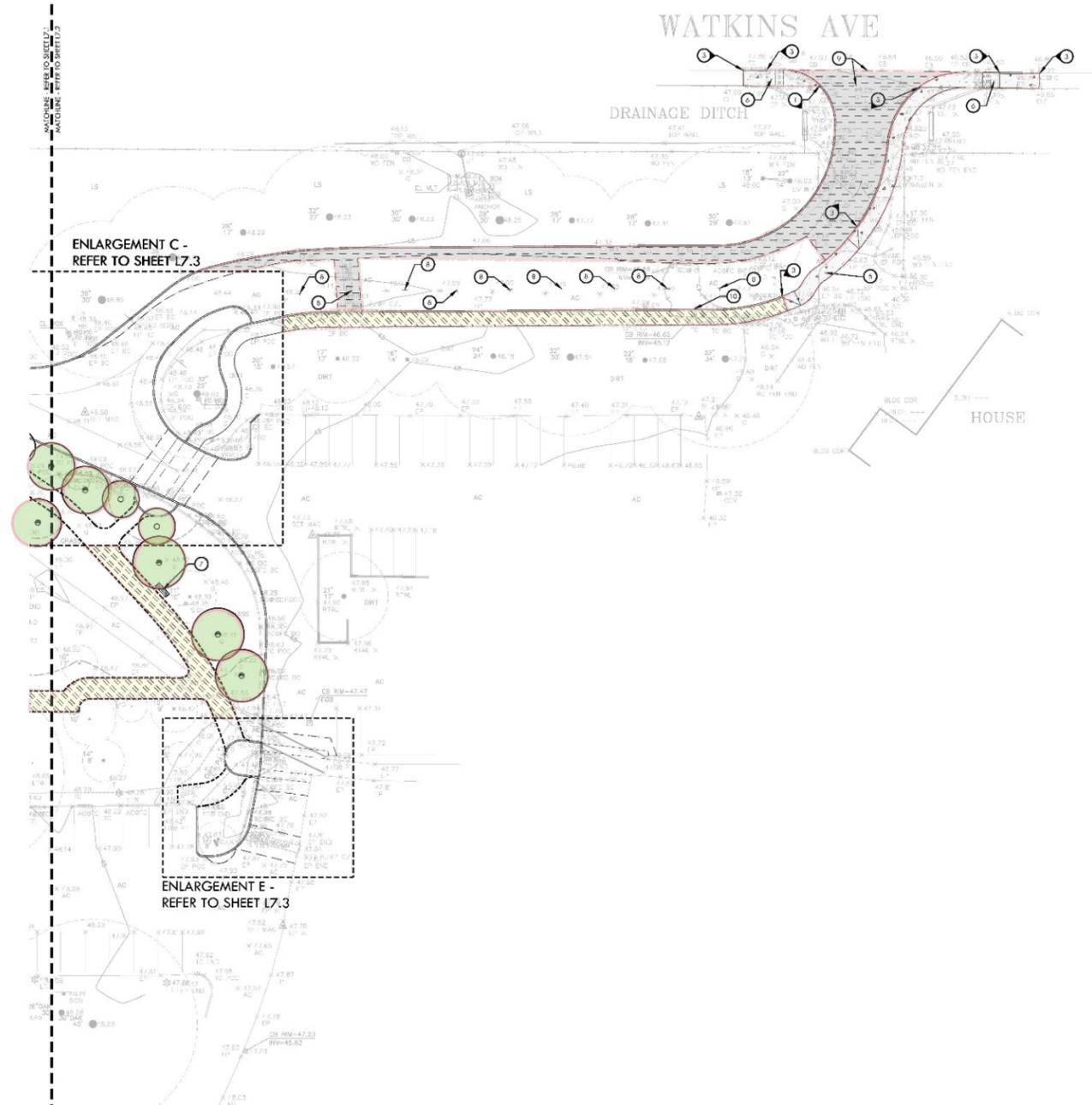
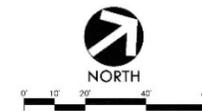
1. THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION PERMITS INCLUDING UTILITY LOCATIONS AND REQUIRED SLEEVES PRIOR TO INSTALLATION. VERIFY CRITICAL DIMENSIONS, REFERENCE POINT LOCATIONS AND CONSTRUCTION CONDITIONS PRIOR TO INITIATING CONSTRUCTION. TEMPORARY BENCHMARKS OR REFERENCE POINTS SHALL BE SET BY THE CONTRACTOR AS NECESSARY. HADRY THE OWNER'S REPRESENTATIVE IMMEDIATELY SHOULD DISCREPANCY ARISE AND REDIRECT WORK TO AVOID DELAYS.
2. THE INTERFACE OF ALL PROPOSED IMPROVEMENTS TO EXISTING SITE SHALL CONFORM AND BE SMOOTH AND UNIFORM.
3. ALL REINFORCING AND FORMS SHALL BE SECURED IN PLACE AND ACCEPTED BY OWNER'S REPRESENTATIVE PRIOR TO PLACING ANY CONCRETE.
4. CONCRETE FINISHES SHALL BE AS NOTED. CONTRACTOR SHALL PROVIDE (X)X SAMPLES OF ALL SPECIFIED FINISHES OF CONCRETE USING THE SAME MATERIALS THAT WILL BE USED IN THE ACTUAL CONSTRUCTION FOR EACH TYPE SPECIFIED. SAMPLES SHALL BE PREPARED WELL IN ADVANCE OF SCHEDULED CONCRETE POUR TO ALLOW FOR REVIEW AND POSSIBLE RE-POURING OF UNACCEPTABLE SAMPLES. UNACCEPTABLE SAMPLES SHALL BE RE-PREPARED UNTIL ACCEPTED BY THE OWNER'S REPRESENTATIVE. ACCEPTED SAMPLES SHALL BE PROTECTED AND REMAIN ON SITE FOR REFERENCE UNTIL FINAL ACCEPTANCE.
5. ALL FINISHES AND GAITS SHOWN ON PLAN ARE GRAPHIC REPRESENTATIONS, REFER TO DETAILS AND SPECIFICATIONS FOR PRECISE LOCATION.
6. ASPHALT SHALL NOT BE INSTALLED UNTIL ALL EDGES AND SITE FURNISHING PADS ARE INSTALLED.

**MATERIAL LEGEND**

SYM	DESCRIPTION	DTL REF
	ASPHALT PAVING (VEHICULAR)	(1)
	CONCRETE PAVING (PEDESTRIAN)	(2)
	DECOMPOSED GRANITE, REFER TO SPECIFICATIONS	(3)
	TRUNCATED DOMES, REFER TO SPECIFICATIONS	(4)
	MULCH, REFER TO SPECIFICATIONS	(5)
	METAL HEADER	(6)
	NEW ASPHALT EDGE, CONFORM NEW ASPHALT TO EXISTING ASPHALT	(7)
	PLANTING AREA, REFER TO PLANTING PLAN	(8)
	6" CONCRETE EDGBAND	(9)
	6" ASPHALT CURB	(10)
	6" CONCRETE CURB	(11)
	REDWOOD HEADER	(12)
	CONCRETE VEHICLE RAMP	(13)
	ADA CURB CUT RAMP	(14)
	PARK BENCH, REFER TO SPECIFICATIONS	(15)
	PARKING STRIPING	(16)
	CROSSWALK STRIPING	(17)
	AREA DRAIN RELOCATION	(18)

**PLANTING LEGEND**

SYM	QTY	SIZE	DESCRIPTION
<b>TREES</b>			
	-	-	SMALL ACCENT TREE
	-	-	MEDIUM ACCENT TREE
	-	-	MEDIUM EVERGREEN TREE
	-	-	LARGE SPECIMEN SHADE TREE



CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LOCATIONS OF EXISTING UTILITIES AND STRUCTURES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.

