



# CITY OF PIEDMONT

Park Commission Agenda  
Wednesday, April 3, 2019  
5:30 p.m.

City Council Chambers, 120 Vista Avenue, Piedmont, CA

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**Call to Order**                      Pledge of Allegiance

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**Public Forum**                      This is an opportunity for members of the audience to speak on an item not on the agenda. The 10 minute period will be divided evenly between those wishing to address the Commission.

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**Ceremonial Items**                      Presentation of Piedmont Garden Club Civic Projects Donation

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## Regular Agenda

1. Election of Chair and Vice Chair of the Park Commission
2. Approval of Park Commission Minutes for March 6, 2019
3. Update on Landscape Maintenance Contract
4. Update on Dracena Park Tree Removal, New Tree Planting and Path Restoration
5. Consideration of Heritage Tree Designations for 2019
6. Update on Arbor Day 2019
7. Update on Street Tree Planting Projects
8. Monthly Maintenance Report: Park, Open Space and Street Tree Update for the Month of March 2019

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## Announcements, old business and consideration of future agenda items

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## Adjourn

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Materials related to an item on this agenda submitted to the Park Commission are available for public inspection in the Public Works Department during normal business hours. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (510) 420-3040. Notification at least two business days preceding the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADA Title II].

In accordance with G.C. Sec. 54954.2(a) this notice and agenda were posted on the City Hall bulletin board and also in the Piedmont Police Department on March 29, 2019

**DRAFT**

**PIEDMONT PARK COMMISSION**

Regular Meeting Minutes for Wednesday, March 6, 2019

A Regular Session of the Piedmont Park Commission was held March 6, 2019, in the City Hall Council Chambers at 120 Vista Avenue. In accordance with Government Code Section 54954.2(a) the agenda for this meeting was posted for public inspection on March 1, 2019.

**CALL TO ORDER** Chairperson Goodman called the meeting to order at 5:30 p.m.

**PLEDGE OF ALLEGIANCE** Chairperson Goodman led the Pledge of Allegiance.

**ROLL CALL** Present: Chairperson Betsy Goodman; Commissioners Amber Brunfiel, Patty Dunlap, Jim Horner, Brian Mahany and Robin Wu (arrived late)

Absent/Excused: Vice Chairperson Eileen Ruby

Staff Present: Parks and Project Manager Nancy Kent, Public Works Director Chester Nakahara and Public Works Supervisor Dave Frankel

**PUBLIC FORUM** There were no speakers for Public Forum.

**REGULAR AGENDA**

**Minutes** **Resolved**, that the Park Commission approves the Park Commission Minutes for February 6, 2019 as submitted.  
Moved by Dunlap, seconded by Horner  
Ayes: Brunfiel, Dunlap, Horner, Mahany and Goodman  
Noes: None  
Absent: Ruby, Wu

**Olive Avenue Street Tree Replacement** Parks and Project Manager Nancy Kent provided an update on the requested street tree replacements for Olive Avenue. She indicated that she and Mr. Frankel conducted field work and reviewed and recorded each individual property and estimated locations for street trees. She asked that Commissioner Horner be included in an upcoming walk-through to review their considerations. They also must meet with remaining residents to confirm locations and species of what has been designated for planting.

There was no **Public Testimony** on this matter.

**Outdoor Trash, Recycle & Green Waste Containers** Ms. Kent gave an overview of the City's goals to increase waste diversion through outdoor recycling and that the City has been working towards these goals since 2009. She indicated that as part of the City's waste hauling franchise with Republic Services, the City has contracted with Abbe and Associates to provide services relating to waste reduction, recycling technical assistance, outreach, and education. Ms. Kent indicated that Abbe and Associates' consultant cited the need for better signage, new containers, and improvements in the process.

Ms. Kent spoke of the need for aesthetic standards, educational messaging, and functional containers. She presented a draft concept and sketch of the three different containers proposed and asked for feedback from Commissioners to finalize work.

There was no **Public Testimony** on this matter.

Commissioners reviewed draft concept and provided feedback regarding design. Commissioners also asked questions regarding current and possible City practices as well as current public compliance with waste separation.

**Piedmont Evergreen Team - Abbe and Associates**

Laura McKaughan of Abbe and Associates, gave an overview of the work the firm has done with the City, Piedmont Unified School District, and the community regarding waste diversion. She indicated that going forward, the efforts would be known as "Piedmont Evergreen." She highlighted the progress which has been made in the past six months, including improvement of recycling rates at City events.

Ms. McKaughan discussed the walkthrough undertaken with staff regarding waste containers in public spaces. She also provided information about the types of receptacles which work best for large and small events. She suggested that the City continue its partnership with the School District on waste issues.

There was no **Public Testimony** on this matter.

Commissioners thanked staff and the consultants for their work on this important issue.

**2019 Heritage Tree Nominations**

Commissioner Horner indicated that at least six heritage tree nominations had been received to date, with the nomination deadline five days away. He encouraged the community to submit nominations.

There was no **Public Testimony** on this matter.

**Arbor Day 2019**

Commissioner Mahany announced that the City's annual Arbor Day celebration will be held on April 11<sup>th</sup> at the Community Hall from 5:00 to 7:00 p.m. He provided details of the event, including a presentation by Fire Chief Bret Black and a performance by the Piedmont High School Jazz Band.

Ms. Kent indicated that the 2019 Heritage Tree designations would be announced at the event and that the recipients will receive the Heritage Tree lapel pin at the event.

There was no **Public Testimony** on this matter.

**Monthly Maintenance Report – February 2019**

Public Works Supervisor Dave Frankel provided the monthly report and indicated that crews have been busy cleaning up from significant rain events. He advised that crews have focused on young street tree pruning, trees plantings, and the City's annual street tree pruning contract. He advised that some diseased trees had been removed and replanted with London Plane trees.

Mr. Frankel also reported on the removal of several large eucalyptus trees from Dracena Park for safety reasons, noting that one of the trees removed was 162 years old. He noted that the pathways in the area from which the trees had been removed would be repaired. Ms. Kent commented that the area is much more open, and replanting will be done along with path repair work. Rain has also kept the dust down during the tree removal and no complaints of airborne debris have been received.

**ANNOUNCEMENTS**

Chairperson Goodman announced the vacancy for the CIP Review Committee and encouraged residents to apply. She noted that CIP proposals are due on March 19<sup>th</sup>. She indicated that Heritage Tree nominations should be submitted by March 11th.

Next Meeting: Wednesday, April 3, 2019.

**ADJOURNMENT**

There being no further business, Chairperson Goodman adjourned the meeting at 6:35 p.m.

DRAFT

City of Piedmont  
PARK COMMISSION AGENDA REPORT

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DATE: April 3, 2019

TO: Park Commissioners

FROM: Nancy B. Kent, Parks and Project Manager

SUBJECT: Update on Landscape Maintenance Contract

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BACKGROUND

Since 2003, the use of independent contractors to assist the City in the maintenance of our parks and landscaped areas throughout the City has been in practice. The current contract with Cleary Brothers, Inc. (now Brightview Landscape Services) was entered into after issuance of an Request for Proposal (RFP) in 2013. Since that time, the City and Cleary Brothers/Brightview have exercised the options for renewal of the contract under the same terms and conditions for consecutive one year periods. At the end of FY18-19, the options for one year renewals will expire. In anticipation of this, Staff has also taken the opportunity to refine the scope of work for a fully updated specification and work matrix.

DISCUSSION

Parks & Projects Manager Nancy Kent has been managing the landscape maintenance contract since 2015. During this time, she has worked with Cleary Bros./Brightview and Public Works staff to refine the scope of work and the specifications to assure that our vendors maintain the highest standards of horticultural excellence that the City and its residents have come to expect. This refined scope is a component of the RFP. On March 19, 2019, the City held a mandatory pre-bid meeting that was well attended by interested contractors. Staff made a brief presentation that included an overview of the RFP requirements, the landscape maintenance specifications and the site work matrix.

The City responded to all submitted questions from contractors by the March 29, 2019 deadline. Once the bids have been received by April 2, 2019 submittal date, staff will evaluate the proposals and return to the Council for an award of contract in the near future. The new contract will begin in the new fiscal year starting July 1, 2019.

The work matrix that includes the 49 sites included in the landscape maintenance RFP is attached. (EXHIBIT A).

CITY OF PIEDMONT		LANDSCAPE MAINTENANCE SPECIFICATIONS																		EXHIBIT I																				
PROJECT SITES WORK MATRIX		MAINTENANCE CONTRACTOR: SCOPE OF SERVICE:																		ADDITIONAL SERVICES (not in contract)																				
SITE NO.	SITES	WEEKLY SERVICE	BI-WEEKLY SERVICE	MONTHLY SERVICE	SHRUB PRUNING	TURF/LAWN MAINTENANCE	IRRIGATION MAINTENANCE	IRRIGATION SCHEDULING	3x SEASONAL PLANTING OF ANNUALS	HARDSCAPE SWEEPING/BLOWING	LEAF & LITTER REMOVAL	GROUND COVER MAINT.	WEED CONTROL	VINE CONTROL	GRAFFITI REMOVAL	FOUNTAIN MAINTENANCE	TOT LOT CLEANING	ARTIF. TURF LITTER & DEBRIS REMOVAL	BULBS	LABOR TO INSTALL MULCH	ORNAMENTAL POT MAINTENANCE	IRRIGATION REPAIR PER SPECS	YEARLY NATURAL TURF FIELD REHAB & CLOSURE	VINE REMOVAL OVER 12 HT.	SUPPLY AND INSTALL NEW PLANT MATERIAL	SUPPLY AND INSTALL ORNAMENTAL POTS: 2X YEAR	FERTILIZING FOR LARGE SHRUBS AND TREES	YEARLY MAINT. OF DECOMPOSED GRAN. WARNING TRACKS	LAWN TOP SEEDING, RESOD. PARKS AND MEDIANS	SUPPLY MULCH MATERIAL	NEW TREE PLANTING AND STAKING	YEARLY PLAYGROUND SAND REPLACEMENT	PRUNING EX. TREES UNDER 20'-0" HT.							
		T	A	S	K	S	T	A	S	K	S	T	A	S	K	S	T	A	S	K	S	T	A	S	K	S	T	A	S	K	S	T	A	S	K	S				
<b>PARKS</b>																																								
1	Piedmont Main Park	•				•		•	10 flats		•				•	•	•			•	•				•	•			•				•	•			•			
2	Wildwood Entrance to Pied Main Park	•			•	•	•			•	•	•	•	•	•										•	•			•				•	•			•			
3	Crocker Park	•			•	•	•			•	•	•	•		•								•		•	•			•				•	•			•			
4	Dracena Park	•			•	•							•		•		•							•	•			•					•	•			•			
5	Blair Park		•								•		•	•	•					•				•	•			•									•			
6	Linda Beach Park and Dog Run (west side)	•			•	•	•	•		•	•	•	•	•	•								•	•	•			•					•	•			•			
<b>MEDIANS</b>																																								
7	Moraga Ave. Cemetery Wall		•		•		•	•			•	•	•		•								•					•					•	•			•			
8	Lower Grand Ave. Median & Islands	•			•		•	•				•	•		•					•					•									•	•			•		
9	Nova Ave. Circle		•		•		•	•				•	•		•								•											•	•			•		
10	Fairview Ave. Median		•		•	•	•					•	•		•								•												•	•			•	
11	San Carlos Ave. Median		•		•		•	•			•	•	•		•								•												•	•			•	
12	Piedmont Court Median		•		•								•		•																				•	•			•	
13	Highland Ave. Strip	•			•	•	•		4 flats	•	•	•			•								•											•	•			•		
14	Scenic Ave. Circle		•		•								•		•																				•	•			•	
15	Hall Fenway	•			•		•	•		•	•	•	•		•					•					•										•	•			•	
16	Inverleith Terrace Median		•		•								•		•																				•	•			•	
17	Trestle Glen Rd. Median		•		•		•	•					•		•																				•	•			•	
18	Marlborough Court	•			•		•	•		•	•	•	•		•																				•	•			•	
<b>TRIANGLES</b>																																								
19	Hampton Huntleigh Triangle			•		•	•				•	•	•		•								•													•	•			•
20	Hampton Lexford Triangle			•		•	•				•	•	•		•								•													•	•			•
21	Estates Triangle			•		•	•				•	•	•		•								•													•	•			•
22	Jerome Ave. Triangle	•			•		•	•		•	•	•	•		•								•												•	•			•	
23	Wildwood Ave. Triangle	•			•		•	•		•	•	•	•		•								•												•	•			•	
24	Seven Corners Triangle		•		•		•	•		•	•	•	•		•								•												•	•			•	
25	Oakmont Ave. Triangle		•		•		•	•		•	•	•	•		•								•												•	•			•	
26	Caperton Ave. Triangle	•			•		•	•	6 flats	•	•	•	•		•								•												•	•			•	
27	Caperton Lawn	•			•	•	•				•	•	•		•								•												•	•			•	
28	Indian/Hampton Rd. Triangle	•			•		•	•			•	•	•		•								•												•	•			•	
29	St. James Ave. Triangle		•		•		•	•			•	•	•		•								•												•	•			•	
30	St. James Circle at Cambrian			•		•	•				•	•	•		•								•												•	•			•	
31	Linda Kingston Triangle	•			•		•	•		•	•	•	•		•								•												•	•			•	
32	Ramona Ronada Triangle	•			•		•	•		•	•	•	•		•								•												•	•			•	

SITE NO.	SITES	T A S K S																				T A S K S														
		WEEKLY SERVICE	BI-WEEKLY SERVICE	MONTHLY SERVICE	SHRUB PRUNING	TURF/LAWN MAINTENANCE	IRRIGATION MAINTENANCE	IRRIGATION SCHEDULING	3x SEASONAL PLANTING OF ANNUALS	HARDSCAPE SWEEPING/BLOWING	LEAF & LITTER REMOVAL	GROUND COVER MAINT.	WEED CONTROL	VINE CONTROL	GRAFFITI REMOVAL	FOUNTAIN MAINTENANCE	TOT LOT CLEANING	ARTIF. TURF LITTER & DEBRIS REMOVAL	BULBS	LABOR TO INSTALL MULCH	ORNAMENTAL POT MAINTENANCE	IRRIGATION REPAIR PER SPECS	YEARLY NATURAL TURF FIELD REHAB & CLOSURE	VINE REMOVAL OVER 12 HT.	SUPPLY AND INSTALL NEW PLANT MATERIAL	SUPPLY AND INSTALL ORNAMENTAL POTS: 2X YEAR	DEEP ROOT FERTILIZING FOR LARGE SHRUBS AND TREES	YEARLY MAINT. OF DECOMPOSED GRAN. WARNING TRACKS	LAWN TOP SEEDING, RESODDING PARKS AND MEDIANS	SUPPLY MULCH MATERIAL	NEW TREE PLANTING AND STAKING	YEARLY PLAYGROUND SAND REPLACEMENT	PRUNING EX. TREES UNDER 20'-0" HT.			
<b>CIVIC FACILITIES</b>																																				
33	City Hall	•			•		•	•		•	•	•	•	•	•				•	•	•	•			•		•								•	
34	Community Hall	•			•		•	•	14 flats	•	•	•	•	•	•				•	•	•	•			•		•							•		
35	801 Magnolia Ave.	•			•	•	•	•	8 flats	•	•	•	•	•	•				•	•	•	•			•		•							•		
36	Piedmont Recreation Center	•			•	•	•	•		•	•	•	•	•	•		•			•	•	•			•		•							•		
37	Veterans Hall/Police Station	•			•		•	•	8 flats	•	•	•	•	•	•					•	•	•			•		•							•		
38	Piedmont Comm.Church Bus Stop	•			•		•	•		•	•	•	•							•	•	•			•		•							•		
39	Piedmont Playschool @ Hampton Park	•			•		•	•		•	•	•	•			•				•	•	•			•		•							•		
40	Piedmont Aquatics Center	•			•	•	•	•		•	•	•	•			•				•	•	•			•		•							•		
<b>ATHLETIC FACILITIES</b>																																				
41	Linda Beach Park & Tot Lot (East side)	•			•		•	•		•	•	•	•			•	•			•	•	•			•		•							•		
42	Coaches Field	•			•	•	•	•		•	•	•	•	•						•	•	•			•		•								•	
43	Hampton Sports Field & Park	•			•	•	•	•		•	•	•	•			•	•			•	•	•			•		•								•	
44	Recreation Center Basketball Courts		•							•	•									•																
45	Kennelly Skate Park	•								•										•																
<b>TENNIS COURTS</b>																																				
46	Guilford Ave. Tennis Courts	•								•	•																									
47	Recreation Center Tennis Courts	•								•	•													•												
48	Linda Beach Park Tennis Courts	•								•	•																									
49	Hampton Park Tennis Courts	•								•	•																									

City of Piedmont  
PARK COMMISSION AGENDA REPORT

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DATE: April 3, 2019

TO: Park Commissioners

FROM: Nancy B. Kent, Parks and Project Manager

SUBJECT: Update on Dracena Park Tree Removal, New Tree Planting and Path Restoration

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BACKGROUND

On February 25, 2019, the City began an emergency removal of four mature Eucalyptus trees and one Monterey pine tree located in upper Dracena Park near the intersection of Park Way and Dracena Ave. These trees were removed because they posed a significant fall risk and would endanger public safety. The removal was recommended in the report of an independent arborist which assessed seventeen Eucalyptus trees in Dracena Park. The report provided an assessment of the tree health and structural conditions, assessment of tree risk and management recommendations for these and other trees in the park. The Park Commission was notified of the pending removals at its regular meeting on December 2, 2019.

DISCUSSION

Prior to the start of this removal project, Parks & Projects Manager Nancy Kent and Public Works Supervisor David Frankel, contacted property owners adjacent to the project work site and discussed the scope of work, the impact on street access and the proposed restricted parking required for the crane, chipper and hauling vehicles. Notices describing the work and timeline were sent out to residents within a 500 foot radius of the park as well as all dog owners that held City of Piedmont off-leash licenses.

Temporary fencing and signage was installed in the upper portion of the park to allow the crews to safely remove the trees, haul off material and stump grind the stumps.

Since the removal of the trees and the completion of the stump grinding, Public Works has reviewed the condition of the aging pathways in the work zone and has begun the process of repairing and replacing the paths. Grading for the pathway has begun and currently additional work is on hold until the soil profile is sufficiently dry for the work to continue. Our rainy weather has delayed this process.



With the removal of the mature Eucalyptus canopies, the project area is receiving more sunlight. Taking advantage of this new opportunity to enhance the park landscape, (5) 24" box Redwood trees have been planted and another (2) 36" box beautiful multi-trunk Coast Live Oaks are on site.

City of Piedmont  
PARK COMMISSION AGENDA REPORT

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DATE: April 3, 2019  
TO: Park Commissioners  
FROM: Nancy B. Kent, Parks and Project Manager  
SUBJECT: Update on Street Tree Planting Projects

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BACKGROUND

Oakmont Ave.

At the February 6, 2019 Park Commission meeting the Commission approved the recommendation of staff to move forward with tree replacement and sidewalk improvements for Zone 1 on Oakmont Ave. Following that direction, Nancy Kent Parks and Project Manager and Dave Frankel Public Works Supervisor, visited two wholesale nurseries and secured 24” box white flowering Crape Myrtles for the project. The trees have been delivered to the City’s Corporation Yard.

The project is scheduled to start in early summer after school is out. The first step with implementing phase one of the plan will be the removal of the designated Tristanias and stump grinding. Once the sidewalk removal and new concrete with scallops for the new trees is completed, staff will plant and stake the 24” box Crape Myrtles.

Olive Avenue

At the same February 6, 2019 Park Commission meeting the Commission heard public testimony and staff was directed to evaluate the health of existing trees, identify the species and locations of trees that should be planted, and identify which trees should be retained and removed.

Staff is working to complete the field work and will be returning to the Commission with their recommendations at a future meeting.