SPECIAL MEETING MINUTES

Date: 6/19/2020
Time: 3:30 p.m.
Special Meeting Location: Joinwebinar.com – ID# 750-283-603

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the City Council, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
  - Submit a written comment online: menlopark.org/publiccommentJune19*
  - Record a comment or request a call-back when an agenda topic is under consideration: Dial 650-474-5071*
  - Access the special meeting real-time online at: joinwebinar.com – Special Meeting ID 750-283-603
  *Written and recorded public comments and call-back requests are accepted up to 1 hour before the meeting start time. Written and recorded messages are provided to the City Council and members of the public as an attachment on the agenda. Recorded messages may be transcribed using a voice-to-text tool.

- Watch special meeting:
  - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto: Channel 26
  - Online: menlopark.org/streaming

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City’s website www.menlopark.org. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).
According to City Council policy, all regular meetings of the City Council are to end by midnight unless there is a super majority vote taken by 11:00 p.m. to extend the meeting and identify the items to be considered after 11:00 p.m.

**Special Session (Joinwebinar.com – ID# 750-283-603)**

A. **Call To Order**

Mayor Taylor called the meeting to order at 3:45 p.m.

B. **Roll Call**

Present: Carlton, Combs, Nash, Mueller, Taylor  
Absent: None  
Staff: City Manager Starla Jerome-Robinson, Interim City Attorney Cara Silver, City Clerk Judi A. Herren

C. **Regular Business**

C1. **Adoption of uncodified urgency Ordinance No. 1070 closing portions of Santa Cruz Avenue, creating temporary outdoor use permits and suspending certain fees and zoning requirements**  
(Staff Report #20-131-CC)

Management Analyst II, Housing John Passmann made the presentation (Attachment).

The City Council discussed staff notifying the City Council of capital improvement spending on this program and directed staff to use potted foliage around the concrete barriers and to replant in throughout the City when program is complete.

**ACTION:** Motion and second (Mueller/ Carlton) to adopt uncodified urgency Ordinance No. 1070 closing portions of Santa Cruz Avenue, creating temporary outdoor use permits and suspending certain fees and zoning requirements, approve the purchase of trees and foliage that can be replanted or reused, and provide spending reports to the City Council, passed unanimously.

Mayor Taylor reordered the agenda.

C3. **Appoint City Council representatives to the Menlo Park Chamber of Commerce business reactivation task force**  
(Staff Report #20-130-CC)

Management Analyst II, Housing John Passmann introduced the item.

- Fran Dehn spoke in support of the task force assisting all businesses across Menlo Park.

The City Council discussed appointments and scope of the Menlo Park Chamber of Commerce business reactivation task force.

**ACTION:** Motion and second (Mueller/ Carlton) to appoint City Councilmember Carlton and Mayor Taylor to the task force of Business Reactivation, passed unanimously.

C2. **Authorize the city manager to execute master agreements with consulting firms for on-call architectural, landscape architectural, civil engineering, construction inspection, municipal**
Senior Civil Engineer, Public Works Michael Fu made the presentation (Attachment).

The City Council discussed implementing a formal performance review when adding contractors to the master agreement list and an end of master agreement assessment.

**ACTION:** Motion and second (Combs/ Mueller) to authorize the city manager to execute master agreements with consulting firms for on-call architectural, landscape architectural, civil engineering, construction inspection, municipal engineering, and materials testing services, passed unanimously.

D. **Adjournment**

Mayor Taylor adjourned the meeting at 5:21 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of July 28, 2020.
SANTA CRUZ AVE CLOSURE PILOT PROGRAM
City Council Meeting – June 19, 2020
OVERVIEW

- June 16 City Council Meeting direction
  - Street closure in line with Chamber of Commerce proposal
  - Streamline permits for the usage of outdoor space
  - Waive all fees associated with permit
  - 90 day pilot with check-in after 45 days

- Recommending adoption of urgency ordinance
  - In line with Council direction
  - Allows for expedited timeline
    - Notice of street/parking closure posted June 18
    - Targeting early next week
City to install 3 10-foot vehicle barricades per road closure.
TEMPORARY OUTDOOR USE PERMIT

- **Downtown**
  - Area bounded by El Camino Real, Menlo Ave, University Dr, Oak Grove Ave
  - May apply for public right of way, parking plazas and private property

- **Outside Downtown**
  - May apply for private property and sidewalks

- **Timeline**
  - Available early next week (online permitting system)
  - 48-72 hour review

- **Fees waived**
PERMIT REQUIREMENTS

- Liability insurance
- Adherence to health orders
- Compliance with accessibility requirements
- Adequate barricades adjacent to roadways
- Consent from other parties in shared private parking lots
- No expansion into electric vehicle or accessible spaces
- Applicant responsible for furnishing and maintenance
IMPACT TO CITY RESOURCES

- Costs for materials
  - MPFPD offered temporary use of k-rails
  - Planters available for parking space barriers

- Staff time
  - Staff time to implement
  - Opportunity cost on other projects and day-to-day activities
  - No cost recovery (fee waiver)

- Downtown Streetscape CIP fund
  - $300,000 in carryover funds
  - Recommend availability for this project
ACTION

Adopt the urgency ordinance closing portions of Santa Cruz Ave, creating temporary outdoor use permits and suspending certain fees and zoning requirements for 90 days.
THANK YOU
PRESENTATION OUTLINE

- Introduction
- Background
- On-Call Selection Process
- Project examples
- Conclusion
- Questions
INTRODUCTION

Council Action:
- Authorize the city manager to execute on-call master agreements with multiple consulting firms.
- Categories: architectural, landscape, civil, inspections, municipal, materials testing.

What are on-call master agreements?
- Document of conditions between City and consultant for service requests.
- Term valid for three years with option to extend for two additional years thereafter.
- Conditions do not need to be re-negotiated for task orders during term.
INTRODUCTION (CONT)

- What does authorizing master agreements with on-calls mean?
  - The action will not result in any direct expenditure of City resources.
  - The action establishes an on-call list of consultants to:
    - renew existing contracts for applicable firms selected.
    - allow continuity of workflow for funded projects with existing on-call support.
    - expand the previous on-call list based on current and future project demand.

- Why are on-call master agreements & consultants important?
  - City employs on-call personnel for specialized services (City Surveyor)
  - Critical for project assistance to ensure prompt delivery
  - Is typically more time-efficient than issuing RFPs
  - Critical if work requires input beyond staff expertise (e.g. structural engineering)
Examples of on-call services:
- Masterplanning (TMP, etc.)
- Project Design (utility upgrades, streets / sidewalks, parks, TIs, etc.)
- Staff support (City Surveyor, inspection services, etc.)

City Council has authorized on-call agreements in past years:
- 2012: Engineering and survey on-call services
- 2018: Transportation engineering on-call services
- 2019: Architectural, cost estimating, MEP on-call services

City issued an average of 27 on-call task orders between the past three fiscal years.
ON-CALL SELECTION PROCESS

- RFP resulted in 74 proposals across six categories.

- How are proposals ranked?
  - Diverse teams of 3 reviewed / scored proposals by category.
  - Team members selected from Public Works departments by suitable experience
  - Members individually ranked top choices and met to confirm selection
  - Scoring metrics: fees, work quality, references, suitable experience, availability, etc.

- State Legislative Requirements:
  - Proposition 209: preferential treatment is prohibited based on race, sex, color, ethnicity, or national original in awarding public contracts.
PROJECT EXAMPLES

- **Masterplanning:**
  - W-Trans / Kimley Horn: Transportation Master Plan & TIF analysis
  - Alta: Safe Routes to School
  - Jeff Katz Architects: Aquatics Maintenance Design

- **Design Support:**
  - BKF Engineers: Haven Ave Roadway Improvements
  - Schaaf & Wheeler: Chrysler Pump Station Replacement
  - MacLeod & Associates: Terminal Avenue Vacation & Concept design

- **Construction Support:**
  - Swinerton: Inspection Services
    - County COVID compliance for construction

- **Staff Support:**
  - Bureau Veritas: City Surveyor services
  - CalWest: Lighting and signal maintenance
CONCLUSION

- On-call firms serve a vital role on numerous projects and tasks
  - On-call firms are experts in their fields and selected based on staff review
  - On-call master agreements can save time and cost in lieu of issuing RFPs.
  - City services and projects depend on the utilization of on-call master agreements

- Award on-call contracts to selected consultants per staff report
  - Deferring this may result in added costs / delays for projects with on-call support.
QUESTIONS?

- We appreciate your consideration and input
THANK YOU
SERVICE REQUEST PROCEDURES

- On-call contracting is a more efficient alternative to issuing RFPs

RFP contracting (~11 to 16 weeks)

On-Call contracting (~5 to 6 weeks)
SERVICE REQUEST PROCEDURES (CONT)

- Requested tasks are project specific and accompanied by a work proposal.

- Staff reviews the proposal for factors such as cost, schedule, and available project budget prior to issuing tasks.

- Consultant rates in the staff report range from administrative to principal staff and equipment rentals. This is not reflection of actual proposal costs.