



**SPECIAL AND REGULAR MEETING MINUTES**

**Date:** 2/28/2023  
**Time:** 5:30 p.m.  
**Locations:** Teleconference and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**A. Call To Order**

Mayor Wolosin called the meeting to order at 6:06 p.m.

**B. Roll Call**

**Present:** Combs, Doerr, Nash, Taylor, Wolosin  
**Absent:** None  
**Staff:** City Manager Justin I. C. Murphy, City Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

**C. Agenda Review**

The City Council pulled item G5.

**D. Public Comment**

- Harvey McKeon Nor Cal Carpenters Union representative spoke in support of the recent adoption of the Housing Element with the included labor language.

**E. Presentations and Proclamations**

**E1. Proclamation: Recognizing Fran Dehn**

- Ray Mueller spoke on the accomplishments of Fran Dehn.
- Mark Flegel spoke on the accomplishments of Fran Dehn.
- Kathleen Daly spoke on the accomplishments of Fran Dehn.

Mayor Wolosin read the proclamation (Attachment).

Fran Dehn accepted the proclamation.

**F. Study Session**

**F1. Provide direction on the development of a “Streetaries” outdoor dining program including program elements, design standards, fee schedule and street closures (Staff Report #23-050-CC)**

Assistant City Manager Stephen Stolte and HdL Companies representative Kirstin Hinds made the presentation (Attachment).

- Sandra Ferer spoke in support of continuing the Ryans Lane street closure.
- Erkan Akkaya spoke in support of continuing the Ryans Lane street closure.
- Mark Flegel spoke in support of outdoor dining and the continued street closures.
- Cherie Zaslawsky spoke in opposition to altering the current Downtown street closures.
- James Pistorino spoke in support of the current Downtown street closures and in opposition of permit fees.
- Adina Levin spoke in support of the current Downtown street closures.
- Cecile Currier spoke in support of revitalizing the Downtown and on the street closures.
- Perla Ni spoke in support of the current Downtown street closures and concerns on consultants and costs.
- Adrian Brandt spoke in support of the current Downtown street closures.

The City Council received clarification on options on Santa Cruz Avenue impacts to parking, parking stall limits in front of Walgreens, replacing platforms with ramps for street access, number of businesses required to modify if design standards change, permit fees, number of business closures on Santa Cruz Avenue, updates to the City's Municipal Code requirements and enforcement, the noise ordinance, impacts to overhead structure compared to base structure through a code adoption process, and neighbor construction impacts to Carpaccio's outdoor dining on Ryans Lane.

The City Council discussed the permitting process, continuing streetaries, considering other businesses wanting to utilize streetaries, bike lanes and impacts to Bon Marché street market, communications with property owners, fee schedule, and amending the General Plan.

The City Council directed retaining the street closures, pursuing a bike lane, the need for attention on retail as well as restaurants, improving aesthetics, ensuring bike and pedestrian safety, adding revitalization of Downtown on the capital improvement program list, conducting the necessary studies (General Plan Circulation Element and California Environmental Quality Act), and a long-term plan for the picnic tables and seating in front of Walgreens.

F2. Provide direction on whether to pursue fully grade separated alternatives for Caltrain grade separation project (Staff Report #23-048-CC)

Assistant Public Works Director Hugh Louch and AECOM representatives made the presentation (Attachment).

- Adina Levin spoke in opposition of the hybrid with multiple depressed streets and in support of the fully elevated alternative.
- Adrian Brandt spoke in support of full elevation grade separation.
- Elliot Krane requested clarification on impacts of re-routing the Caltrain right-of-way (ROW) and flood mitigation efforts.
- Pam Jones spoke in support of a City Council decision on grade separation.

The City Council received clarification on impacts of re-routing Caltrain ROW and temporary tracks, flooding mitigations (e.g., pumps), costs related to elevated structures, and viaducts versus walls for fully elevated option.

The City Council discussed other cities projects, elevated options, aesthetics (e.g., viaducts) cost options, fully elevated noise, and resident privacy impacts from a fully elevated project.

The City Council directed staff to pursue the previously approved hybrid alternative of partially

raising the railroad tracks and partially lowering the cross streets.

The City Council took a recess at 9:12 p.m.

The City Council reconvene at 9:21 p.m.

## **G. Consent Calendar**

G1. Accept the City Council meeting minutes for January 31 and February 7, 2023 (Attachment)

G2. Award a construction contract to Anderson Pacific Engineering Construction, Inc. for the Chrysler Stormwater Pump Station Improvement project (Staff Report #23-038-CC)

- Harvey McKeon Nor Cal Carpenters Union representative requested the City Council continuing this item until more information can be provided on protocols on accepting the lowest bid.

The City Council received clarification on the choice of Anderson Pacific as the second lowest bidder.

G3. Authorize the city manager to enter into a contract with Rincon Consultants Inc. to prepare the environmental analysis for the proposed Life Sciences development project at 980-1030 O'Brien Drive for the amount of \$137,459 and future augments as may be necessary to complete the environmental review for the proposed project (Staff Report #23-039-CC)

G4. Award a construction contract to Radius Earthwork Inc. for the Ravenswood Avenue Resurfacing project (Staff Report #23-040-CC)

The City Council discussed continuing the pilot to the other side of El Camino Real, advocating for quiet asphalt on all projects (not just City projects), and Caltrans striping.

**ACTION:** Motion and second (Wolosin/ Nash), award a \$802,590 construction contract, with rubberized asphalt per bid alternate A, to Radius Earthwork Inc., approve contingency in the amount of \$121,000 (held by the City), approve construction administration fees in the amount of \$150,000, passed 4-1 (Combs dissenting).

G5. Adopt a resolution supporting the City's shuttle program for application for the San Mateo County Shuttle Program fiscal year 2023-24 and 2024-25 and authorize the city manager to enter into funding agreements (Staff Report #23-041-CC)

Vice Mayor Taylor was recused from item G5. and exited the meeting.

**ACTION:** Motion and second (Combs/ Doerr), to adopt a resolution in support of the Citywide shuttle program, for the San Mateo County Transportation Authority Shuttle Program fiscal years 2023-24 and 2024-25 to continue funding for operations and administration of the program and authorize the city manager to enter into necessary funding agreements and any subsequent amendments within the budgeted amounts with grant agencies, passed 4-0 (Taylor recused).

Vice Mayor Taylor rejoined the meeting.

G6. Adopt a resolution to accept and appropriate a San Mateo County 2023 Summer Enrichment Grant in the total amount of \$13,000 to support and expand summer camp enrichment programs for children at the Belle Haven Youth Center (Staff Report #23-046-CC)

**ACTION:** Motion and second (Combs/ Doerr), to approved the consent calendar with the exception of items G4. and G5., passed unanimously.

## H. Regular Business

H1. Identify a preferred aquatics operator and authorize the city manager to negotiate an agreement for an aquatics operator at Burgess Pool and the future Menlo Park Community Campus aquatics center; and form an ad hoc City Council subcommittee to advise the agreement negotiation process (Staff Report #23-047-CC)

Library and Community Services Director Sean Reinhart made the presentation (Attachment).

- Eric Kahuen spoke in support of examining a City administered pool.
- Juliana Morrow spoke in support of an agreement with Team Sheeper Inc. (Sheeper).
- Michael Rothenberg spoke in support of an agreement with Sheeper.
- Cindy Akard spoke in support of an agreement with Sheeper.
- Janet Davis spoke in support of more elderly and disabled classes.
- Stephane Mouradian spoke in support of an agreement with Sheeper.
- Michele Santo-Renya spoke in support of an agreement with Sheeper.
- Ana Pedros spoke in support of an agreement with Sheeper.
- Rafael de la Vega spoke in support of an agreement with Sheeper.

The City Council received clarification on programming at both pools, Menlo Park Community Campus (MPCC) programming timeline, and the negotiating process.

The City Council discussed the received bids/proposals, City administered pools, prioritizing resident's needs, and two operators; one for Burgess and one for MPCC.

The City Council took a recess at 10:30 p.m.

The City Council reconvene at 10:44 p.m.

**ACTION:** Motion and second (Combs / Doerr), to identify request for proposals (RFP) respondent, Team Sheeper, Inc., as the preferred aquatics operator for Burgess Pool and the MPCC aquatics center and; authorize the city manager to enter negotiations with Team Sheeper, Inc., for a draft aquatics operator agreement at Burgess Pool and the future MPCC aquatics center, to take effect September 1, at terms in accordance with City Council's direction regarding desired elements of the aquatics program and as specified in the RFP, passed 3-2 (Taylor and Nash dissenting) .

**ACTION:** Motion and second (Wolosin/ Combs), to create an ad hoc subcommittee to advise and support City staff during the agreement negotiation process and appointing City Councilmember Nash and Vice Mayor Taylor, passed unanimously.

**ACTION:** By acclamation, the City Council extended the meeting beyond 11 p.m.

H2. Appoint a City Council liaison to the Finance and Audit Committee (Staff Report #23-045-CC)

City Clerk Judi Herren introduced the item.

**ACTION:** Motion and second (Taylor/ Wolosin), to appoint City Councilmember Doerr as the Finance and Audit Committee liaison, passed unanimously.

## **I. City Council Initiated Items**

- I1. Direction on City Council role in San Mateo County related animal control efforts (Staff Report #23-042-CC)

The City Council discussed the city attorney and City staff providing information on how the City can and cannot engage with animal control matters handled by San Mateo County.

**ACTION:** Motion and second (Combs/ Wolosin), to direct the city manager to prepare a formal staff report for further City Council consideration as resources are available, passed unanimously.

## **J. Informational Items**

- J1. City Council agenda topics: March 14 – 28, 2023 (Staff Report #23-051-CC)
- J2. Annual City Council priority setting workshop March 18, 2023 (Staff Report #23-043-CC)
- J3. Proposed process and timeline to develop a focused addendum to the Parks and Recreation Facilities Master Plan to include pickleball (Staff Report #23-044-CC)
- J4. Expiration of local emergencies (Staff Report #23-049-CC)

## **K. City Manager's Report**

City Manager Justin Murphy reported out on Ravenswood Avenue restriping for the bike lane pilot and the restriping on the Caltrans portion of Willow Road from Highway 101/Newbridge Street to Bayfront Expressway.

## **L. City Councilmember Reports**

None.

## **M. Closed Session**

- M1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: Tobias Kunze and Liliana Kunze Briseno v. City of Menlo Park (Case No. 3-CIV-00590)

## **N. Adjournment to Closed Session**

Mayor Wolosin adjourned to closed session at 11:16 p.m.

Mayor Wolosin adjourned the meeting at 11:56 p.m.

Judi A. Herren, Assistant to the City Manager/City Clerk

These minutes were approved at the City Council meeting of March 14, 2023.

A photograph of a train crossing a street at dusk. The train is white with red accents and has its headlights on. A person is standing on the sidewalk in the foreground, looking towards the train. The scene is illuminated by the train's lights and the ambient light of the setting sun.

# “STREETARIES” OUTDOOR DINING PROGRAM

February 28, 2023 Study Session



# AGENDA

- Study Session Purpose
- Background
- Existing Outdoor Uses
- Summary of Business Feedback
- Proposed Streetary Program
- Discussion of Santa Cruz Ave and Ryans Lane





## MEETING PURPOSE

- Study Session to provide feedback on:
  - (1) Proposed Streetaries outdoor dining program
  - (2) Options for Santa Cruz Avenue and Ryans Lane
- No City Council action is required for this item; staff request feedback and direction





## BACKGROUND

- **Temporary Outdoor Use Permit (TOUP) Program will expire** when the COVID-19 State of Emergency Order ends on February 28, 2023
  - January 2022: Council asked staff to research a longer-term outdoor dining program
  - January 10, 2023: Staff presented a draft outdoor dining design standard packet as an informational item
  - February 28, 2023: Study session includes the Streetary Outdoor Dining program, which establishes a long-term policy for outdoor dining in the public right-of-way



## EXISTING OUTDOOR USES

- 12 food service establishments with existing outdoor uses
- 5 retail/personal service businesses with existing outdoor uses
- Note: 7 of the 17 parklets were built as part of the Santa Cruz Street Café Pilot Program, some of which expanded under TOUP



## SUMMARY OF BUSINESS FEEDBACK ON A LONGER-TERM PROGRAM



Restaurants are not fully recovered from the pandemic and outdoor dining has helped them stay open

Retail businesses with outdoor uses generally agree that outdoor dining should continue

Some businesses would like to maintain the street closure but are okay with reopening

Other groups have indicated interest in opening the closed streets

Existing parklet owners are interested in a cost sharing aspect as part of a longer term program

Customers continue to choose outdoor dining



# PROPOSED STREETARY PROGRAM





## STREETARY OUTDOOR DINING PROGRAM

- “Streetary” or “Streetaries” are an **outdoor eating area** that operates within and uses the **public right-of-way** directly adjacent to the food service establishment street frontage.
- The program is intended to:
  1. Activate the public realm in Downtown Menlo Park and other commercial areas
  2. Maintain physical and visual access to Menlo Park businesses
  3. Provide safe, attractive, and accessible spaces for outdoor use
  4. Provide accessible amenity areas for private businesses during operating hours
  5. Support the economic vitality and growth of businesses and the City



## STREETARY LOCATION CRITERIA

- Limited to outdoor dining in parking spaces and on sidewalks in the public right-of-way directly adjacent to building frontages of food service establishments.
- Additional criteria:
  - Streets that have speed limits less than 25 mph
  - Not allowed in parking spaces with peak hour parking restrictions, ADA designated spots, no parking color zones, cannot block public safety infrastructure, utility asset access, or bicycle facilities
  - Cannot be located in parking spots that provide bicycle parking unless the bicycle parking can be relocated within 300-feet
  - Must meet required travel lane and other setback requirements
  - Must provide clearance from utility access



## OTHER KEY FEATURES OF THE STREETARY OUTDOOR DINING PROGRAM



- Limited to the storefronts of food service establishments
- Hours of operation must coincide with the business's hours of operation, except beyond 11 p.m. on weeknights, 12 a.m. on Saturday, and 10 p.m. on Sunday
- Maintenance of the streetary area, utilities, and drainage is clearly laid out
- The permittee will be required to ensure their space is safe, free of debris, grime, and graffiti
- Landscaping or plants must be maintained and in good health
- Permits are non-transferable



## BARRIER STANDARDIZATION

- Safety standards
  - Force impact rating of 250-lbs
  - Maintenance of visibility of pedestrian, bicycle, or vehicle traffic, as well as traffic signs, signals and other traffic warning devices
  - Reflectors required on corners facing the travel lane
- Aesthetic standards
  - Materials may include wood, concrete, or steel planters, and perforated steel railings
  - Wood and concrete planters must be finished or painted
  - Colors and materials should be compatible with the façade of the adjacent building/restaurant





# STREETARY DESIGN TEMPLATES



- To streamline the review process for new Streetary applications, the proposed guidelines include parklet site plan and design templates that applicants can choose from.

**Parallel Parklet (1-space)**



**Parallel Parklet (2-space)**



**Diagonal Parklet**





# STREETARY DESIGN TEMPLATES CONTINUED



**Parklet / Sidewalk Café Streetary**



**Parklet/Sidewalk Café Curb Extension**



**Parklet/Pedestrian Street Streetary\***



*\*Parklet/Pedestrian Street Streetary only applicable for street closures*



## TRANSITIONAL PERIOD FOR EXISTING OUTDOOR DINING FACILITIES

- Starting from the adoption date of the Streetary program, staff propose the following transitional period:

*Through spring:*

**Mar-Apr**

— **One-month** period to create Streetary application and notify existing permit holders

*Through end of school year:*

**Apr-Jul**

— **Three-month** open application period

*Through end of 2023:*

**Jul-Dec**

— **Seven-day** compliance (removal) period for non-applicants

— **Six-month** compliance period for Streetary permit applicants

- Total transitional period = approx. 10 months



## STREETARY PERMIT TERM & FEES

- The initial permit term will be three years followed by an annual renewal.

<b>Streetary Parklet</b>	<b>1st year</b>	<b>Annual Renewal (after 3-year term)</b>
Parklet Permit	\$1,725	\$250
Use of Space	\$1,526.40	\$1,500.00
<b>Recommended Cost</b>	<b>\$3,251.40</b>	<b>\$1,750.00</b>
<b>Streetary Sidewalk Café</b>	<b>1st year</b>	<b>Annual Renewal (after 3-year term)</b>
Sidewalk Café Permit	\$810	\$250
Use of Space	\$636	\$600
<b>Recommended Cost</b>	<b>\$1,446</b>	<b>\$850</b>



## FEE WAIVER & POTENTIAL GRANT PROGRAM



- Waive Streetary permit fees until January 1, 2025 for businesses who meet the transitional period deadline
  - Estimating up to 12 initial applications from existing businesses
  - City would be subsidizing an estimated amount of \$82,000, or about \$6,800 per applicant (first year: \$40,000 total, or \$3,251.40 per applicant; second and third years: \$21,000 in renewal fees per year)
- Staff are researching a potential grant program to help existing parklets comply with Streetary design standards



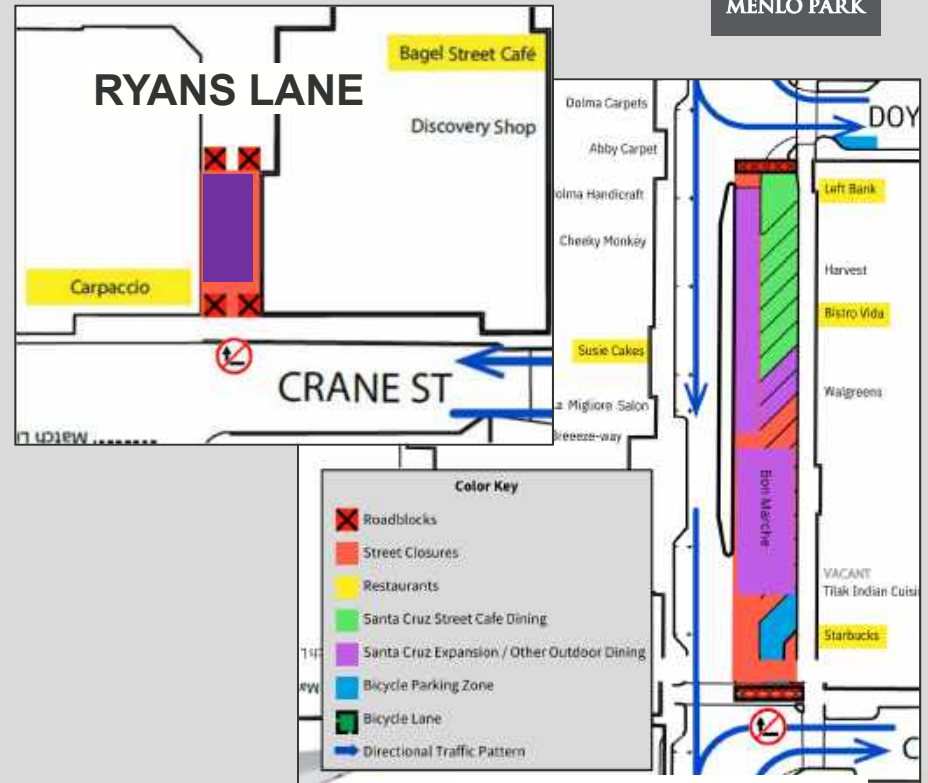
# USE OF SANTA CRUZ AVE & RYANS LANE





## CURRENT STREET CLOSURES

- Santa Cruz Ave and Ryans Lane **closures are set to expire** with the end of the COVID-19 State of Emergency Order
- Travel lanes would need to be cleaned and inspected before potential reopening



SANTA CRUZ AVE

# CURRENT SANTA CRUZ AVE STREET CLOSURE



- 3 existing parklets plus Bon Marche Farmer's Market expanded into the travel lane



Street closure at 635 Santa Cruz Ave



Left Bank – 635 Santa Cruz Ave



Harvest – 639 Santa Cruz Ave



Bistro Vida – 641 Santa Cruz Ave

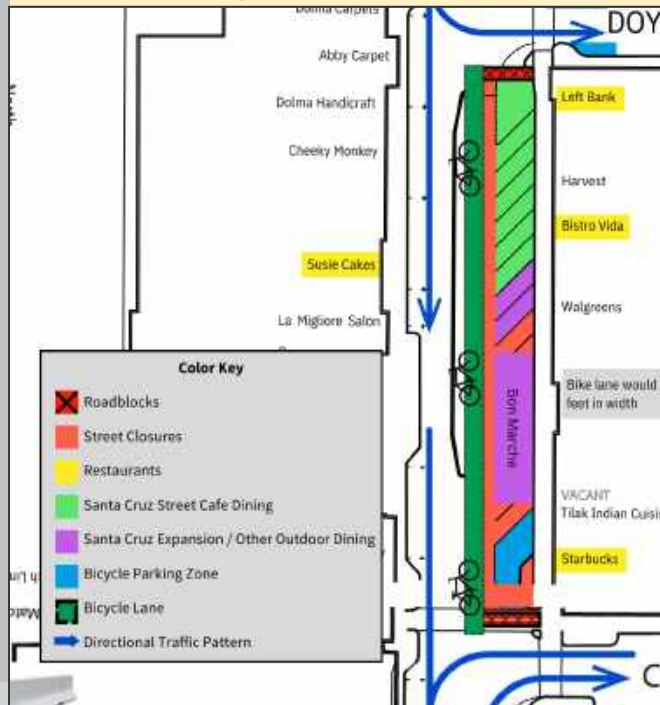


Street closure at 693 Santa Cruz Ave



# SANTA CRUZ AVENUE

## Option 1: Allow only bicycle use during 4-month period

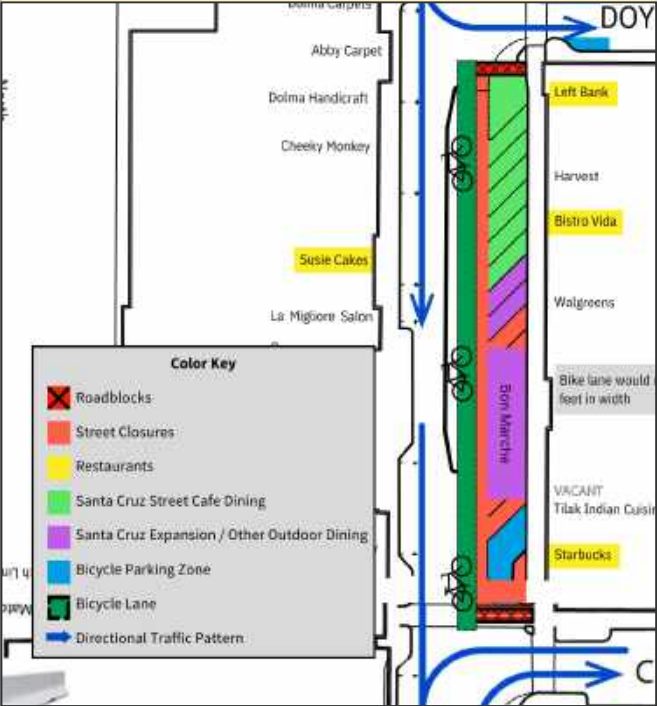


During 4-month transitional period:

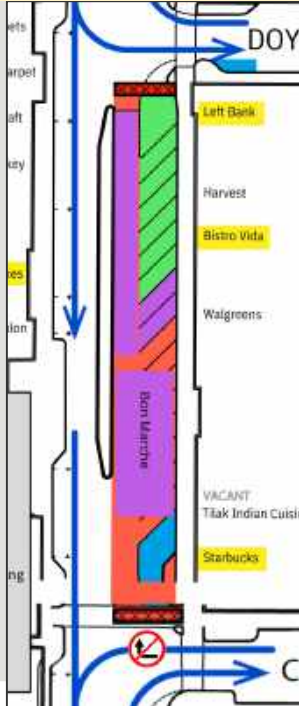
- City would study amendment to General Plan Circulation Element
- City would study environmental impacts of street closure (CEQA)

# SANTA CRUZ AVENUE OPTIONS

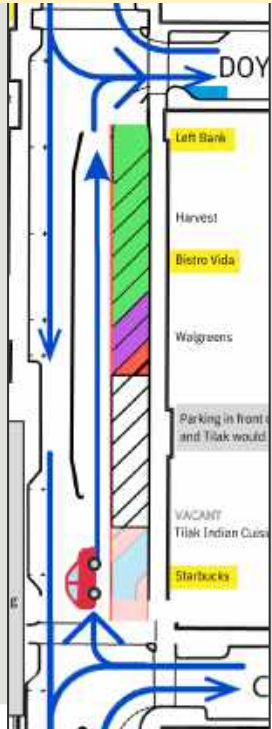
**Option 1: Allow only bicycle use during 4-month period**



**Option 2: Maintain closure for 4-months**



**Option 3: Reopen street**





## CURRENT RYANS LANE STREET CLOSURE

- Carpaccio operates a parklet in the travel lane and they have expressed interest in maintaining their outdoor dining
- Nearby businesses indicated interest in reopening Ryans Lane
- A new restaurant will be locating at 772 Santa Cruz Avenue and they may also need access to Ryans Lane for construction
- City would need to determine no risks for construction at adjacent businesses



Carpaccio on Ryans Lane

# RYANS LANE



## Option 1: Maintain closure for 4-month period



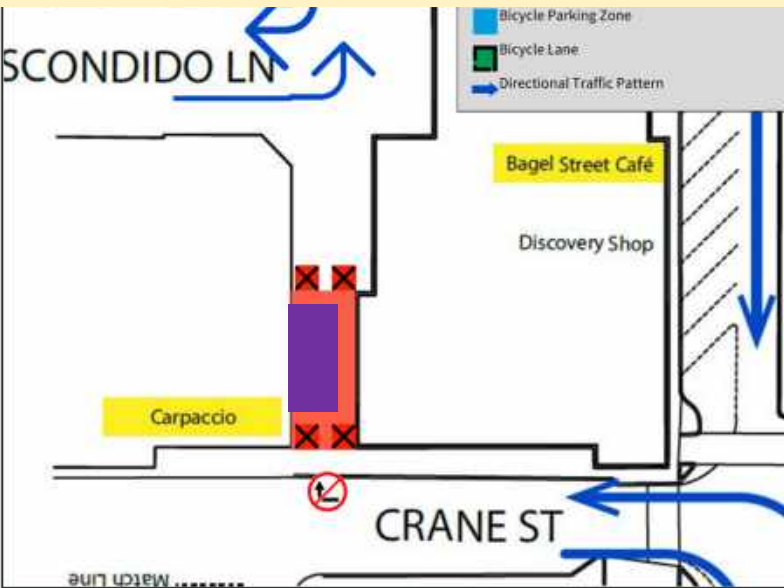
During 4-month transitional period:

- City would study amendment to General Plan Circulation Element
- City would conduct study on environmental impacts of street closure (CEQA)

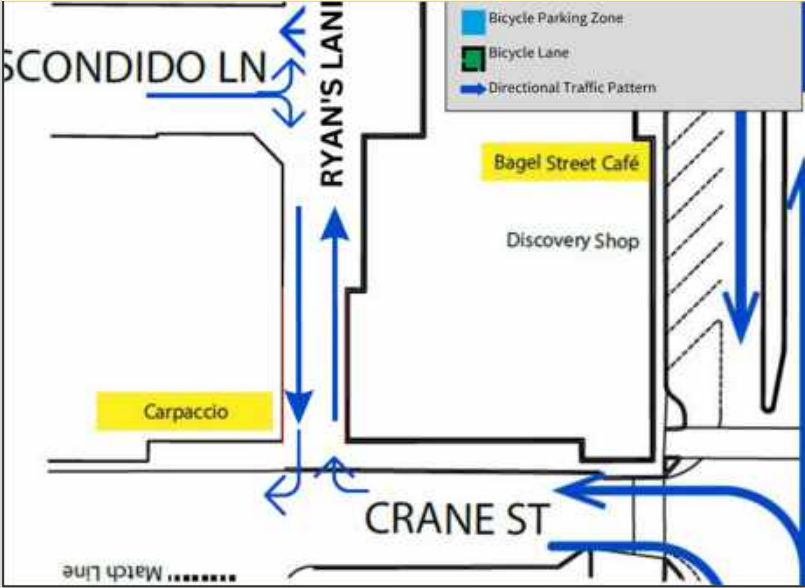
# RYANS LANE



### Option 1: Maintain closure for 4-month period



### Option 2. Reopen street





## CITY COUNCIL FEEDBACK

- Staff requests the City Council provide:
  - (1) Feedback on the proposed Streetaries outdoor dining program
  - (2) Direction on next steps for street closures on Santa Cruz Avenue and Ryans Lane



**THANK YOU**

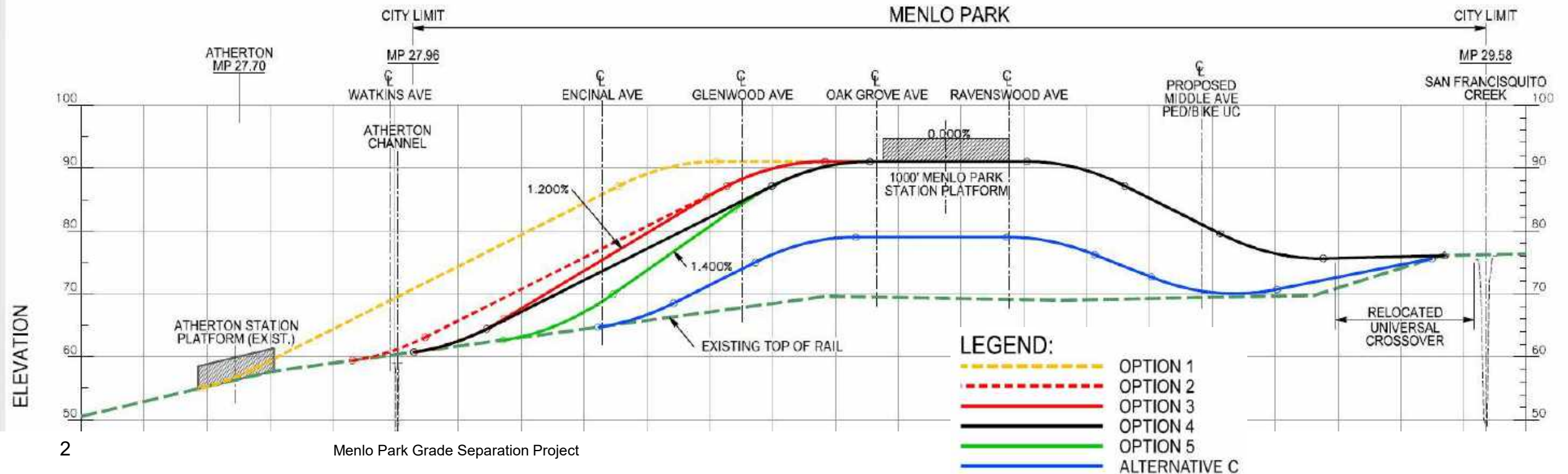
# Menlo Park Grade Separation Project

Fully Elevated Grade Separation Options

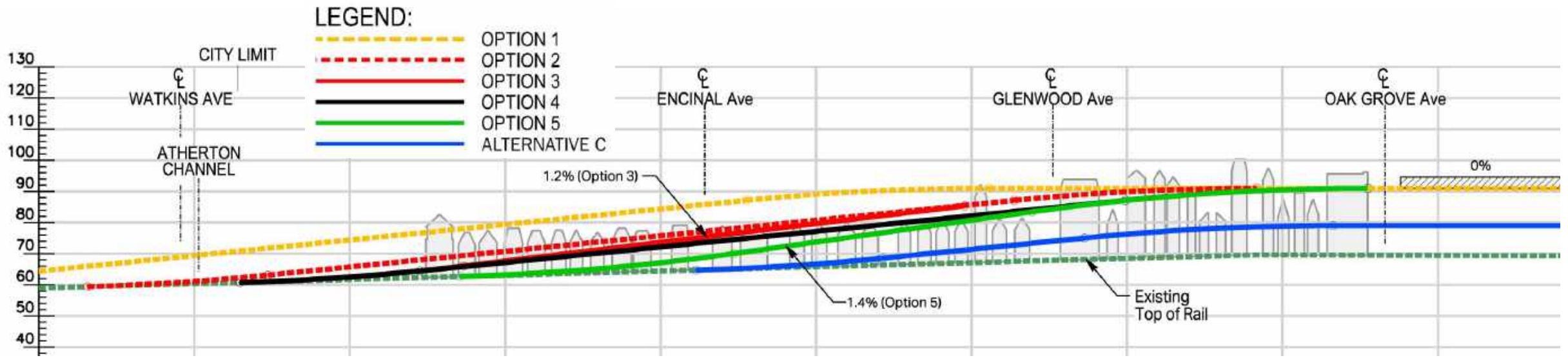
February 28, 2023








# Fully Elevated Grade Separation Options



# Fully Elevated Grade Separation Options



# Summary of Fully Elevated Options

Topic	1 	2 	3 	4 	5 
Number of fully elevated grade separations (Improved Connectivity)	4	3	3	2	2
Design variance from Caltrain	✓	✓	X	✓	X
Trackwork in Atherton	X	X	✓	✓	✓
Encinal open to motor vehicles (See Note 1)	✓	X	X	X	X
Extent of visual impacts	XXX	XX	XX	XX	X
Glenwood road lowering required?	None	None	None	4 feet	5 feet
Utility relocations, driveway & property impacts at Glenwood	✓	✓	✓	X	X

Notes:

1. All options that close Encinal to motor vehicles can be kept open for peds/bikes via an undercrossing/tunnel structure.
2. Costs to be determined (TBD).

# Fully Elevated vs. Hybrid Option (Alternative C)

- Reduced construction impacts
- Less utility relocation required
- Reduced flooding risk
- Property impacts
- Greater visual impact
- Impact to future Middle Ave ped/bike undercrossing
- Construction costs

# Requested Direction from City Council

**Question 1 – Should staff continue evaluating fully elevated grade separation?**

**Question 2 – If staff continue evaluating fully elevated grade separations, which profile(s) should be evaluated?**

Option 4 → Feasible, but requires lowering of Glenwood

✓ **Recommended**

Option 2 → Feasible, but trackwork extends into Atherton  
(or)

Option 3 → Requires Caltrain approval of a 1.2% grade

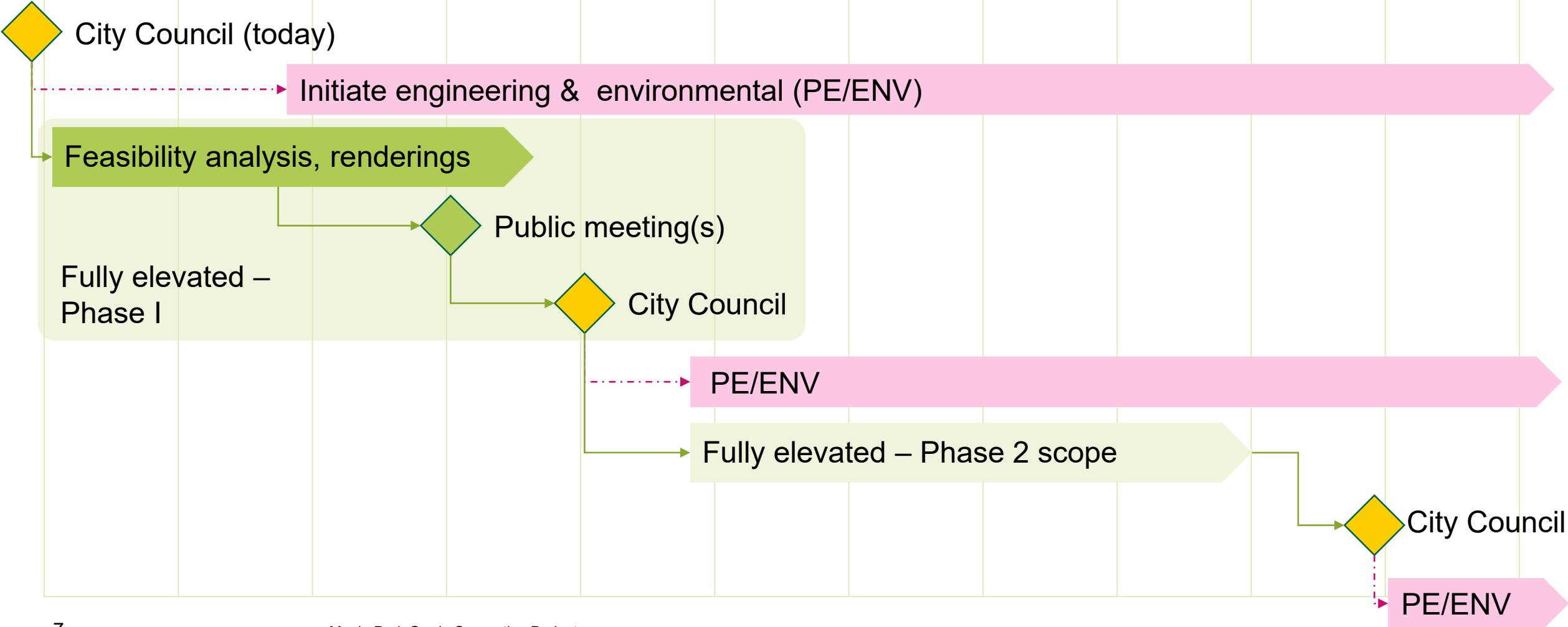
? **Consider Option 2 or 3**  
**(Or Option 3 if it is not feasible to extend trackwork into Atherton)**

Option 1 → Impact to Atherton + Greatest Visual/Noise Impact

✗ **Not recommended**

Option 5 → Difficult to obtain Caltrain Approval of a 1.4% Grade

# Next Steps and Schedule





Questions?



**SELECT A PREFERRED AQUATICS OPERATOR;  
AUTHORIZE NEGOTIATION; AD HOC SUBCOMMITTEE**

City Council – February 28, 2023





## Recommendation

- Identify Team Sheeper, Inc., as the preferred aquatics operator for Burgess Pool and the future Menlo Park Community Campus (MPCC) aquatics center
- Authorize the city manager to enter negotiations with Team Sheeper, Inc., for a draft aquatics operator agreement. The resulting draft agreement would be subject to City Council authorization, tentatively scheduled March 28
- Form an ad hoc subcommittee comprised of two City Councilmembers appointed by the City Council to advise and support City staff during the agreement negotiation process.



## Timeline\*

- February 14 – Proposals released for City Council and community review and preliminary City Council discussion and feedback
- February 28 – City Council recommend preferred operator; authorize the city manager to negotiate agreement; form ad hoc subcommittee
- March 1 – City enter negotiations with the preferred operator identified by City Council, with support from ad hoc subcommittee
- March 28 – City Council review and approve the aquatics operator agreement; agreement executed shortly thereafter
- September 1 – Agreement takes effect.

\* All dates are tentative and subject to change





# Proposals

- Team Sheepar, Inc. proposal is from the City's current operator that has operated Burgess Pool since 2006 and previously operated Belle Haven Pool from 2011 until 2021 when the Belle Haven Pool was demolished to make way for construction of a new aquatics center as part of the MPCC project
- Swimming Swan, LLC proposal is from a qualified operator that is based in southern California and recently expanded its operations to Santa Clara County and Las Vegas, Nevada
- SOLO Aquatics proposal is from a local aquatics program that operates as a program subcontractor to the current operator of Burgess Pool.



## RFP review panel evaluation

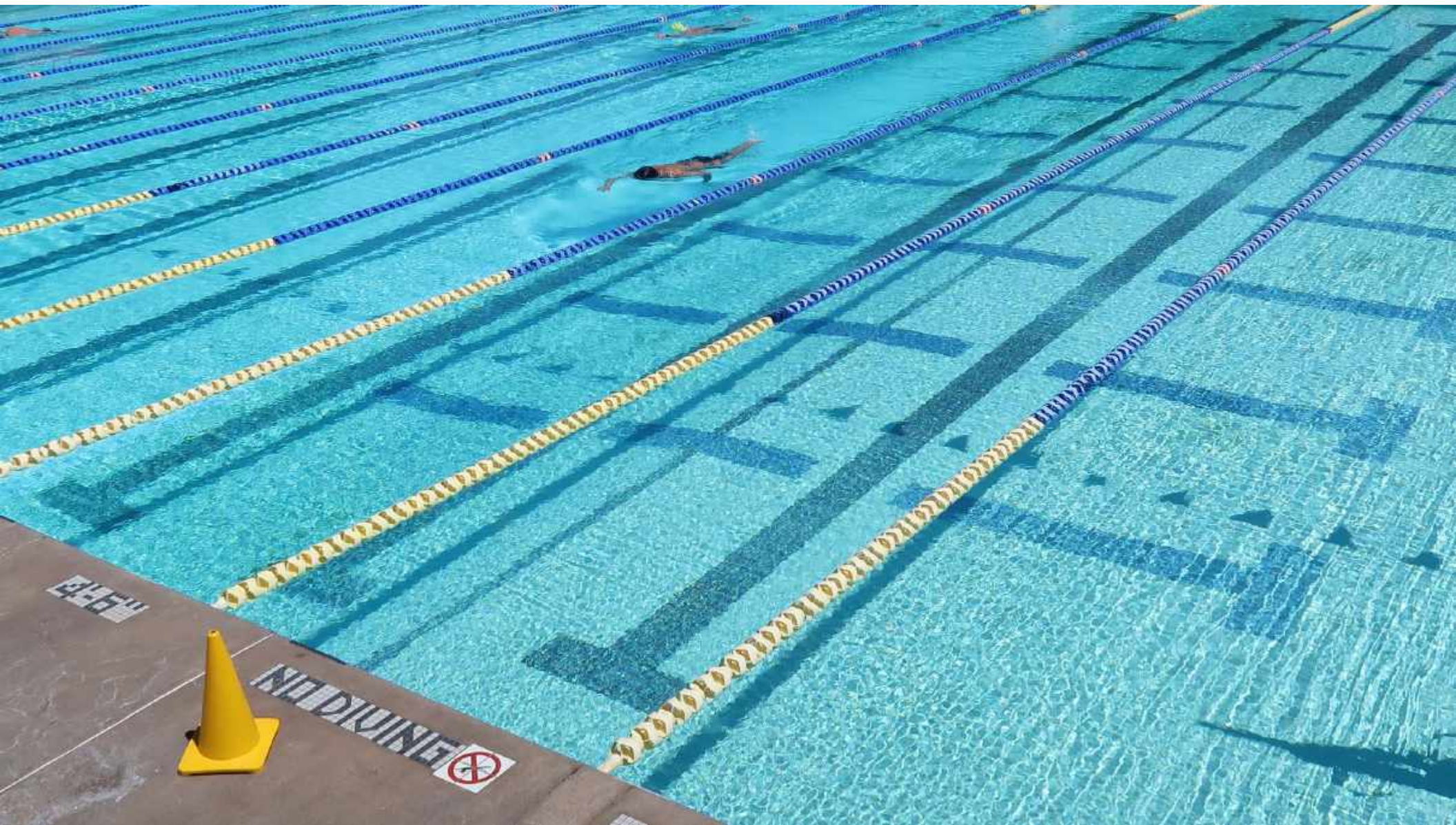
- Proposals were evaluated by the review panel for the necessary qualifications and experience operating municipal aquatics centers, and according to the selection criteria outlined in the RFP
- The review panel found that Team Sheepar, Inc.'s and The Swimming Swan, LLC's proposals both demonstrated the necessary qualifications, background and experience operating municipal aquatics centers, and found both proposals to be deemed competitive for selection
- The proposal from SOLO Aquatics demonstrated experience running aquatics programs like swim teams, however it did not demonstrate experience operating aquatics centers, and was significantly less comprehensive overall, and was not deemed competitive for selection.



## RFP review panel evaluation

Summary evaluations of the two competitive proposals based on key RFP criteria are in the staff report:

- Basic qualifications, experience and organizational capacity
- Quality assurance and risk management
- Schedule and programs
- Meaningful access to water safety instruction for children
- Public communication, marketing, registration
- Fees and revenue sharing
- Financial information





## Overview – The Swimming Swan, LLC

- Proposal demonstrates sufficient capabilities and experience to effectively operate the Burgess Pool and future MPCC aquatics center, and is competitive for selection
- Proven experience operating aquatics programs in multiple locations and communities, and navigating transitions into new communities
- Transition to new operator in Menlo Park would cause some disruption to current pool users and would create some economic uncertainty
- If City Council ultimately selects The Swimming Swan, LLC, as the preferred operator, City staff is confident in the City's ability to work with The Swimming Swan, LLC, and help manage a successful transition.





## Overview – Team Sheeper, Inc.

- City staff recommends that City Council identify Team Sheeper, Inc., as the preferred aquatics operator
- Headquartered in Menlo Park; experience providing aquatics programs to the Menlo Park community; has proven capacity to simultaneously operate two City-owned aquatics centers in Menlo Park; and has developed a large and loyal clientele of local aquatics users which is essential to sustain an aquatics center
- Negotiating a new agreement with Team Sheeper, Inc. would provide the City the opportunity to implement some desired changes to the aquatics program, while minimizing disruption to current pool users.



## Overview – City-operated aquatics

- At City Council’s request, City staff prepared a rough-order-of-magnitude (ROM) estimate of the cost, staffing, and other resources that would be necessary for the City to directly operate Burgess Pool and the future MPCC aquatics center
- ROM estimate was first provided to City Council August 23, 2022, and is reiterated in the Impact on City Resources section of the staff report
- Based on that preliminary analysis, and after having received and evaluated proposals from qualified aquatics operators in response to the RFP, City staff does not recommend pursuing a City-operated aquatics program at this time.



## Ad hoc subcommittee

- City staff recommends that the City Council appoint an ad hoc subcommittee comprised of two City Councilmembers to advise and support City staff during the agreement negotiation process
- Would work with City staff to review the agreement terms and requirements with City staff, provide detailed feedback and suggestions to City staff during the negotiation process, and aid the development of the draft agreement's terms and scope of work
- City staff anticipates that the ad hoc subcommittee would meet on 2 or 3 occasions beginning March 1, in addition to reviewing the draft terms and scope of work, before City Council authorization of the draft agreement tentatively March 28.





## Recommended actions and next steps

- Identify Team Sheeper, Inc., as the preferred aquatics operator for Burgess Pool and the future Menlo Park Community Campus (MPCC) aquatics center
- Authorize the city manager to enter negotiations with Team Sheeper, Inc., for a draft aquatics operator agreement. The resulting draft agreement would be subject to City Council authorization, tentatively scheduled March 28
- Form an ad hoc subcommittee comprised of two City Councilmembers appointed by the City Council to advise and support City staff during the agreement negotiation process.