Parks and Recreation Commission Library Commission



SPECIAL JOINT MEETING AGENDA

Date: 1/25/2023 Time: 6:30 p.m.

Locations: Zoom.us/join - ID# 862 7050 1185 and

Belle Haven Branch Library

413 Ivy Drive, Menlo Park, CA 94025

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Cal. Gov. Code §54953(e), and in light of the declared state of emergency, and to maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting:

- Attend in person at Belle Haven Branch Library, 413 Ivy Drive, Menlo Park, CA 94025
- Access the meeting real-time online at: Zoom.us/join –Meeting ID# 862 7050 1185
- Access the meeting real-time via telephone at: (669) 900-6833
 Meeting ID# 862 7050 1185

Press *9 to raise hand to speak

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 website menlopark.gov. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Special Joint Meeting

- A. Call To Order
- B. Roll Call
- C. Study Session
- C1. Menlo Park Community Campus programming considerations (Staff Report PRC-2023-001)
- D. Informational Items
- D1. City Council informational report, "Menlo Park Community Campus project updates" (Staff Report PRC-2023-002)
- D2. Suggestion box comments and responses (Attachment)
- E. Commissioner Reports

Parks and Recreation Commission and Library Commission Special Joint Meeting Agenda January 25, 2023 Page 2

E1. Individual Commissioner reports

F. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

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Library and Community Services



STAFF REPORT

Parks and Recreation Commission and Library Commission

Meeting Date: 1/25/2023 Staff Report Number: PRC-2023-001

Study Session: Menlo Park Community Campus programming

considerations

Recommendation

City staff recommends that the Parks and Recreation Commission and Library Commission convene a public study session to provide input and feedback about programming considerations in the Menlo Park Community Campus project (MPCC).

Policy Issues

The Parks and Recreation Commission (PRC) and Library Commission (LC) provide advice and recommendations to the City Council related to City programs and services such as those planned for the MPCC. City Council identified the MPCC as one of the City's top priorities.

Background

On June 22, 2022, the PRC and LC convened a joint study session to review MPCC programming elements (Attachment A).

On September 28, 2022, the PRC reviewed MPCC project updates and the results of a citywide recreation and community programs survey (Attachment B).

Analysis

Presentations

To provide additional background and support to the PRC and LC discussion of MPCC programming considerations, City staff and representatives from the Youth Advisory Committee will present overviews of current programs and potential programs in the MPCC. (Attachments C and D).

Tentative programming development timeline

The programming plan for the new MPCC will be established over the next several months as part of the MPCC operational planning process. As part of the new center opening, it is anticipated that existing services that are currently housed in interim locations will be relocated to the new center; some services that were suspended or reduced during the MPCC construction and/or due to pandemic impacts would likely be restored to pre-construction/pre-pandemic levels; and some service level enhancements could be necessary or desired in order to operate the center in the manner and capacity envisioned by the City Council and the community. The intent is to engage the community over the next several months through the MPCC operational planning process, including this study session, to identify what is desired regarding the center's programs and operations, which can then inform projected operating costs for the City Council to make budgeting decisions in June 2023 for fiscal year 2023-24.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. June 22, 2022 Presentation MPCC programming elements
- B. September 28, 2022 Presentation Recreation and community programs survey results
- C. January 25, 2023 Presentation Makerspace recommendations (Youth Advisory Committee)
- D. January 25, 2023 Presentation MPCC programming considerations

Report prepared by:

Nancy Delgado, Recreation Coordinator
Keifer O'Hara, Recreation Coordinator
Airel Tinajero, Recreation Coordinator
Mayra Monje, Acting Recreation Coordinator
Tricia Mullan, Library and Community Services Supervisor
Rose Waldman, Library and Community Services Supervisor
Evan Wong, Youth Advisory Committee member
Natalie Tantisira, Youth Advisory Committee member
Ashley Walker, Management Analyst
Rondell Howard, Interim Assistant Community Services Director
Nick Szegda, Assistant Library Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



MENLO PARK COMMUNITY CAMPUS PROGRAMMING ELEMENTS

Joint meeting – Library Commission and Parks and Recreation Commission – June 22, 2022







Overview

- 1. Guiding principles
- 2. MPCC Subcommittee and working group report
- 3. Menlo Park resident survey preliminary impressions
- 4. Discussion and feedback



Guiding principles

The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents. In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City. The City of Menlo Park prioritizes social justice in decisions that affect residents' lives:

- The fair, just and equitable management of all institutions serving the public directly or by contract;
- The fair, just and equitable distribution of public services and implementation of public policy; and
- The commitment to promote fairness, justice, and equity in the formation of public policy.





MPCC Subcommittee

- Mayor Nash and City Councilmember Taylor
- City Council created the MPCC Subcommittee to work with City staff and the community on the MPCC project.
- MPCC Subcommittee created a working group of Menlo Park residents to support and advise the subcommittee's work.
- May 24, 2022 MPCC Subcommittee report to City Council
 - Recent activities
 - Summary of recent working group meetings
 - Working group ideas and suggestions



MPCC Subcommittee - working group

Working group members represent interests such as Bayfront neighborhoods, stakeholder constituencies, diverse user ages and abilities, and city commissions:

- Rachel Bickerstaff
- Rose Bickerstaff
- Sheryl Bims
- Mayrin Bunyagidj
- Jacqui Cebrian
- David Erhart
- Susan Erhart

- Israel Harris
- Jennifer Johnson
- Pam Jones
- Tim R.
- Michele Tate
- Tracie V.
- · Shontelle W.





Working group – general feedback

- New, different, and fresh approach
- Desire to have a local hiring and procurement preference prioritizing the Bayfront, Citywide, and any displaced residents and businesses
- Review the MPCC programming and operations budget
- Start with a review of current and prior community center activities in Menlo Park as well as surrounding communities
- Outreach should include: people lacking technology access or skills;
 Spanish speakers
- Recognition and awards to people in community who created the vision and dialogue



Working group – operational ideas

- Front desk providing city services, assistance, city information,
 Community Resources/Bulletin Board
- Medical Training for staff including CPR
- Attendant for athletic facilities to keep space clean and sanitary
- Roles and rules for public spaces Library, Makerspace, etc.
 - Supervision of children, Safety standards, noise levels
 - Field Usage Policy
- Fee structure, scholarships
- Focus on Menlo Park residents and particularly local Bayfront community (as opposed to renting out to others for cost recovery).



Library and makerspace

- Story time
- Tutoring time
- Librarian help hours (learning library skills and systems, etc.)
- Host adult/child or adult/teen book clubs
- Teen space teens play instruments or listen to music together
- Makerspace large tables for workstations, 3D printer
 - Pottery class including kiln
 - Sewing classes including sewing machines
 - Woodshop



Athletic facility

- Strength training for women
- Strength/balance training for seniors
- Gymnastics classes for kids with special needs
- Fitness Center safe, state of the art equipment, roomy
- Teen fitness offering inclusive of teens with disabilities
- Movement Studio intentionally designed
 - Functional exercise with cardio



Aquatics / pools

- Adaptive swimming for people with disabilities
- Senior pool exercise class
- Lots of free swim time in the more heated pool with ramp





Educational opportunities

- Coding, Engineering, Science (ongoing classes)
- Health and Nutrition Classes for ALL
- Basic Life Skills Budgeting, how to manage money, job seeking (resumes, interview skills, dress for success), social awareness
- College programming
- Driving school
- Computer lab



Educational opportunities (continued)

- Environmental education and impact storyboards/classes based on MPCC sustainability
- Bike repair station/classes (example: Live In Peace organization)
- Cooking classes
- Teaching garden
- Adaptive recreation classes including mixed media art, karate, fun fitness, cooking, dance.



Next steps

 A follow-up City Council discussion about the MPCC project, including the resident survey results, operational plan milestones update, and updates related to the MPCC project budget, is tentatively targeted for July 26.





Discussion and feedback

Key considerations

- Guiding principles
- Focus on needs of Menlo Park residents
- Working group programming ideas
 - Library and makerspace
 - Athletic facility
 - Educational opportunities
 - Aquatics / pools
- Free / discounted programs for Menlo Park residents



Discussion and feedback

Commission feedback



MENLO PARK COMMUNITY CAMPUS PROJECT UPDATES AND SURVEY RESULTS

Parks and Recreation Commission – September 28, 2022



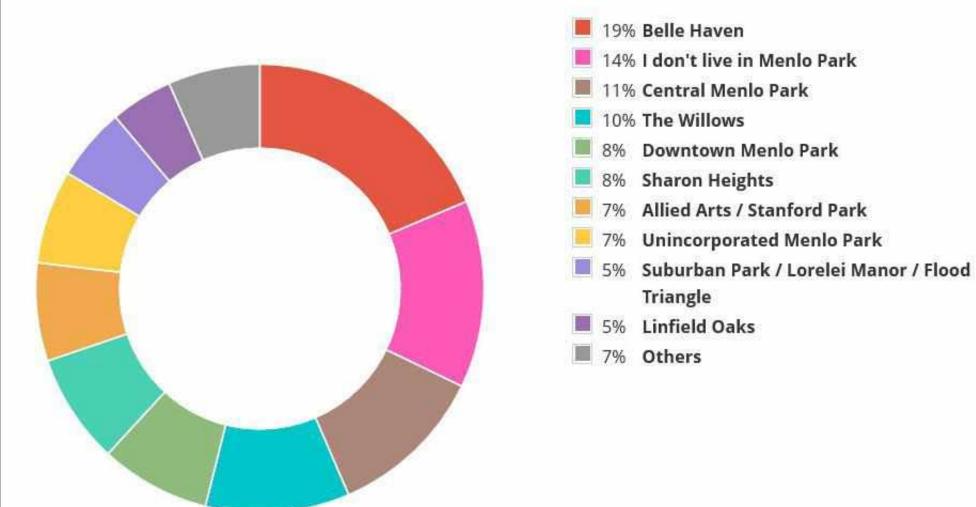


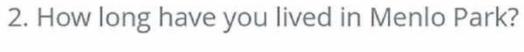
Survey results

- Resident survey recreation and community programs
- Developed with input from the MPCC Subcommittee and working group,
 Parks and Recreation Commission, Library Commission, and City Council
- Survey opened June 13, closed August 10
- Distributed in paper and electronic formats; in English and Spanish
- 900+ respondents
- Complete survey results presented to City Council on September 13.

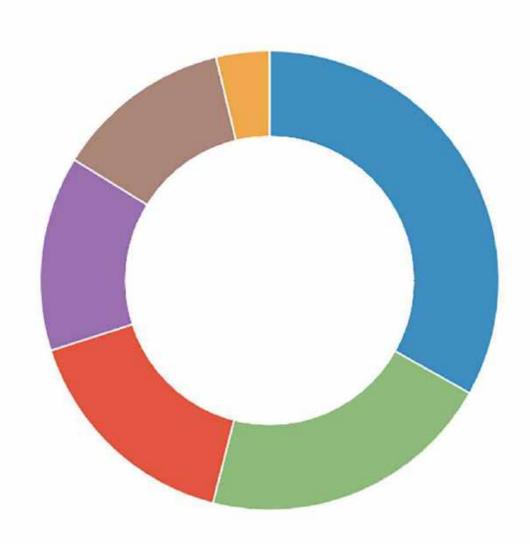
1. What neighborhood of Menlo Park do you live in now?







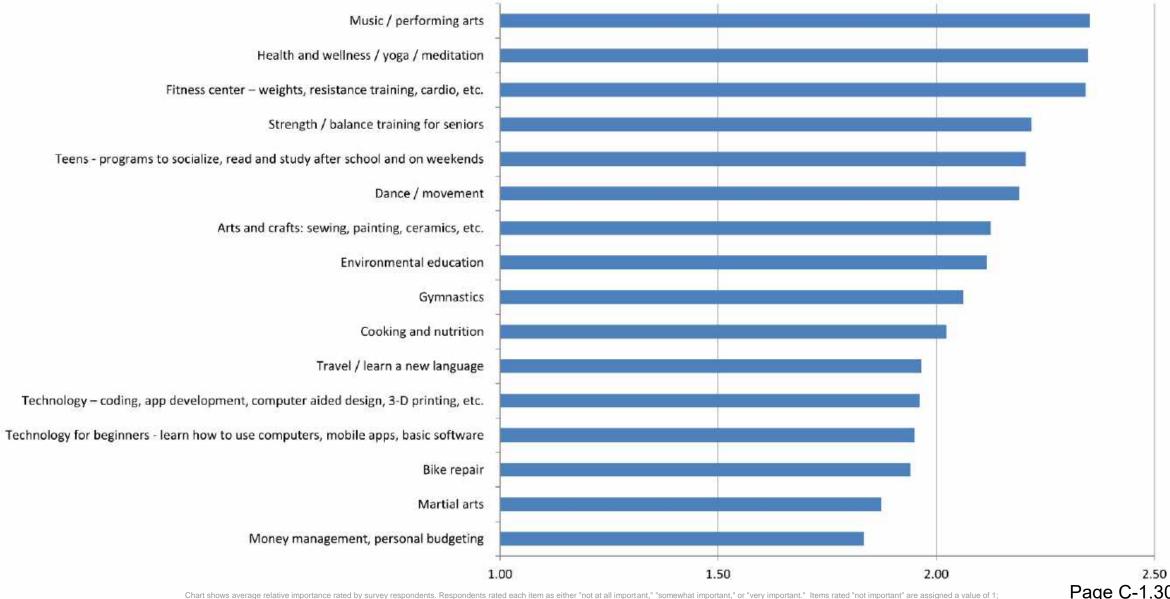




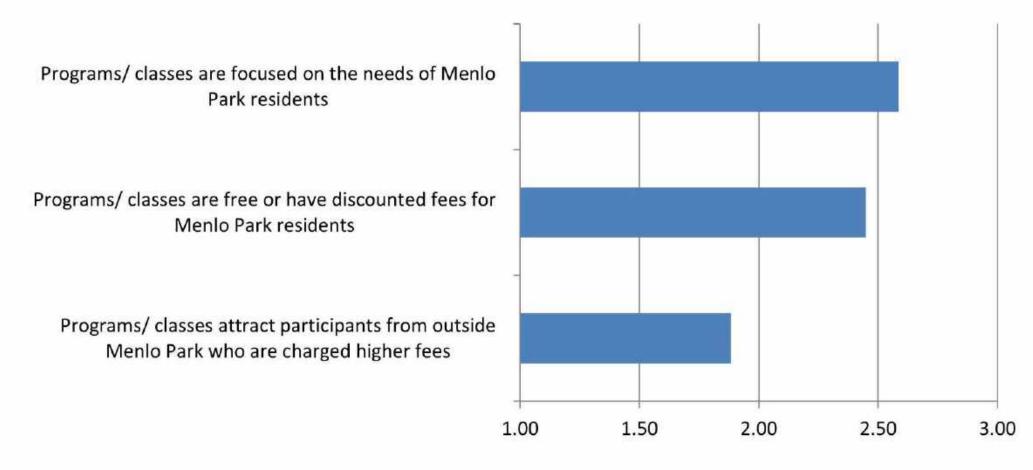




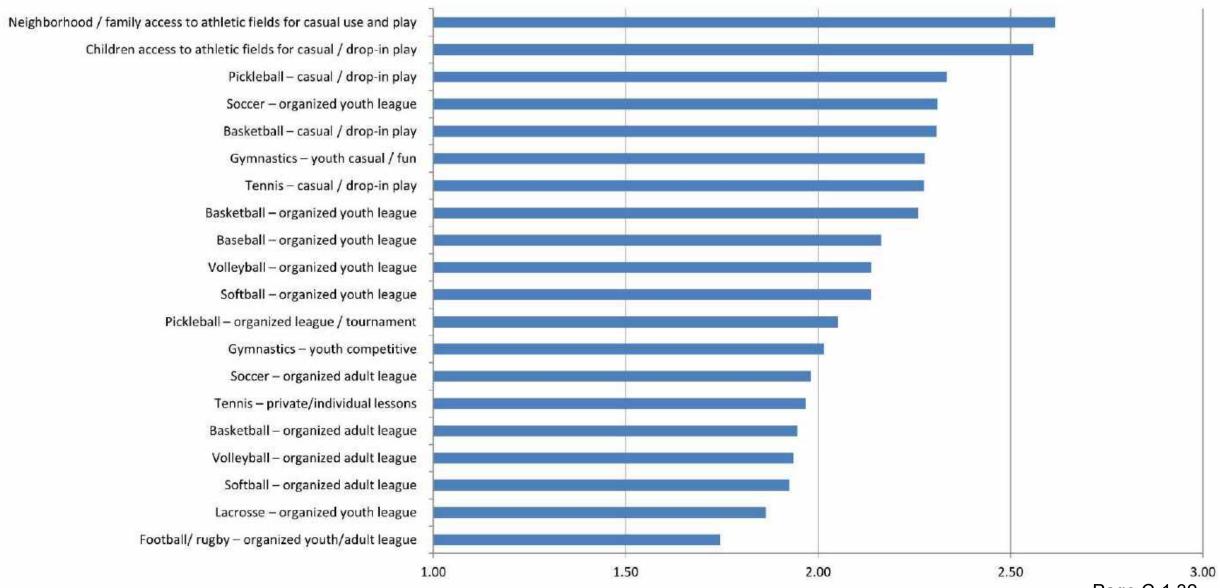
Q5. How important are the following community programs and classes?



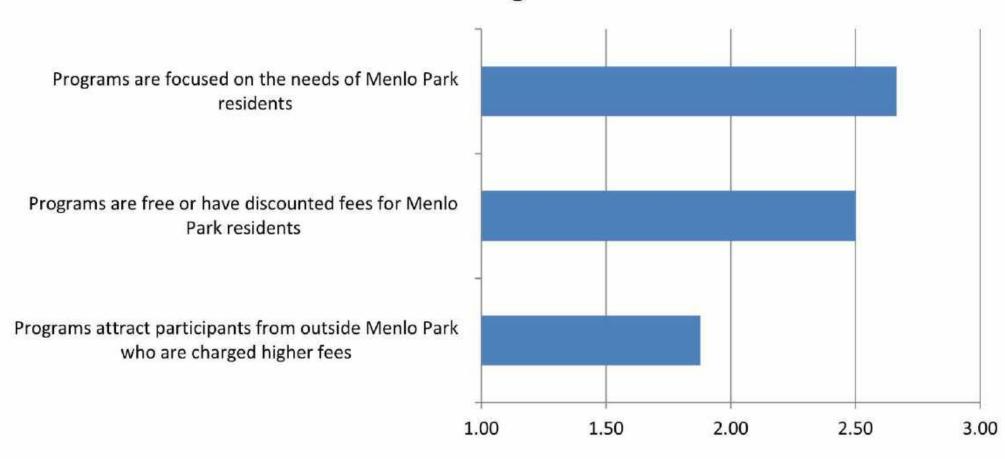
Q6. For community programs and classes, how important are the following items?



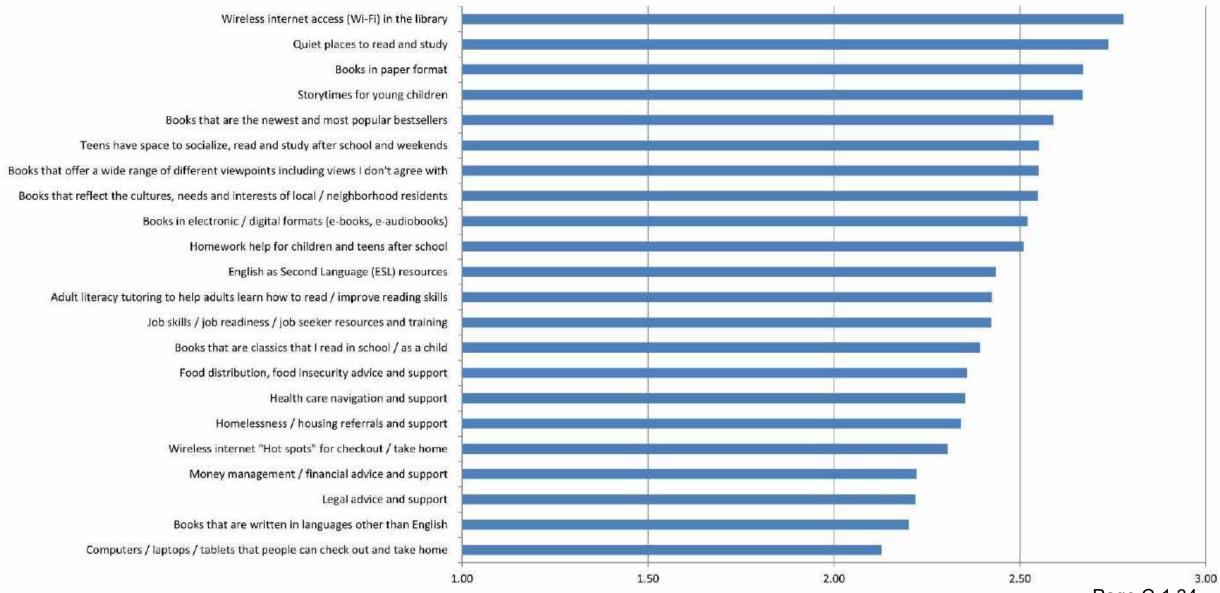
Q12. How important are the following athletic programs?



Q13. For athletic programs, how important are the following items?



Q15. For city library and information resources, how important are the following items?







Programming considerations

• Staffseeks the Parks and RecreationCommission's feedback, questions, and suggestions on the survey considerations as well as any other elements to potentially incorporate into the program planning process.



Programming considerations*

- A. Prioritize the program elements that survey respondents rated with the highest relative importance
- B. Includeprogramsthat aren'turrently offered a regulariasis, but were rated with high importance by survey respondents, for example:
 - Homework help for children and teens after school
 - Job skills / job readiness / job seeker resources and training
 - Food insecurity advice and support
 - Health care navigation and support

^{*} List is numbered for convenience only, in no particular order or priority



Programming considerations*

- C. Prioritize programs and classes that are free or have discounted fees for Menlo Park residents.
- D. Deprioritize programs that primarily attract participants from outside Menlo Park, and/or that survey respondents rated with low relative importance
- E. Prioritize casual and drop-in play opportunities for children and families, especially Menlo Park residents
- F. Aquatics program considerations will be addressed in the context of the upcoming aquatics operator request for proposals (RFP) process.

^{*} List is numbered for convenience only, in no particular order or priority



Next steps

- Continue to work with stakeholders including the MPCC Subcommittee and working group, Library Commission, and Parks and Recreation Commission to develop the MPCC program planning
- Incorporate stakeholder input into the program planning process
- Present preliminary MPCC staffing and program options to City Council tentatively in January/February 2023.



Makerspace Recommendation

Youth Advisory Committee 2022-23

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Agenda

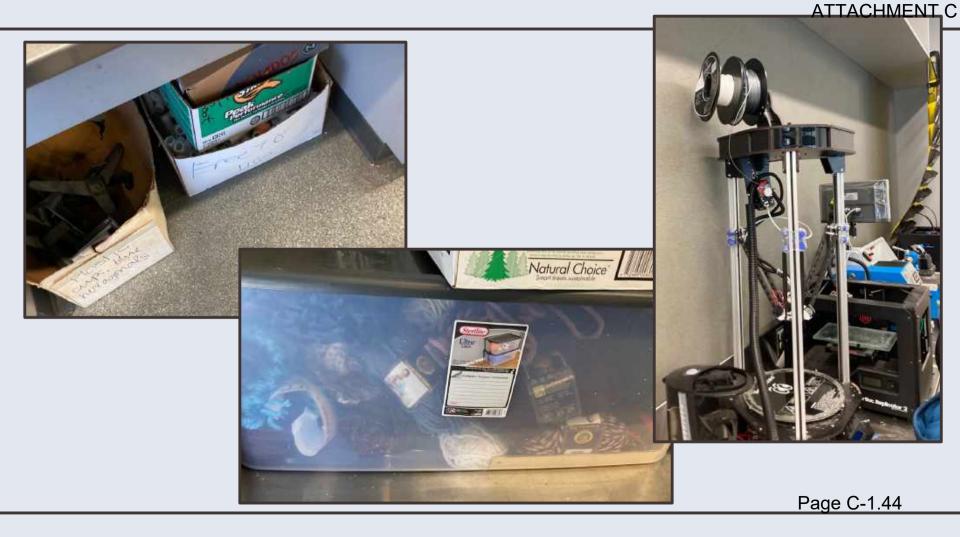
- Overview of each location
 - Menlo Atherton High School
 - Menlo School
 - Redwood City Public
 Library
- GeneralRecommendations
- Questions?



Menlo Atherton High School

- 3-D Printers for public use (Makerbot Replicator 2 and ANYCUBIC Vyper 3D Printer)
 - Need to have your own STEP file and supervision
- Acrylic paints, yarn, PVC pipes
- Some tools provided such as brushes
- High pressure water faucet for som e use
- Safety glasses and goggles for tool use
 - They use one of those phone pockets at schools





Analysis

Pros

- Provide materials to create such as filaments, yarn, PVC
- Relatively simple + cheap safety glasses and goggles solution

Cons

- Limited amount of tools/machines
- They don't teach anything/provide materials for tools/machines
 - E.g. you must provide your own STEP file for 3 -D printing

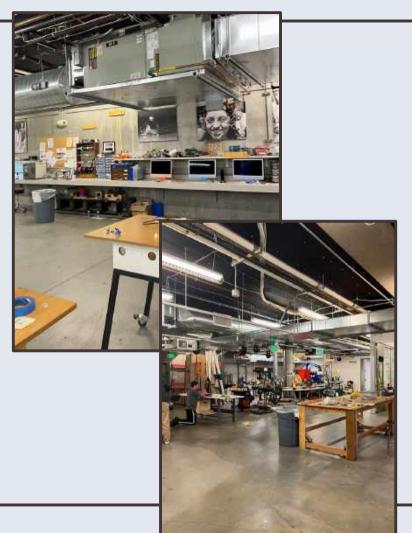
ATTACHMENT C

Menlo School

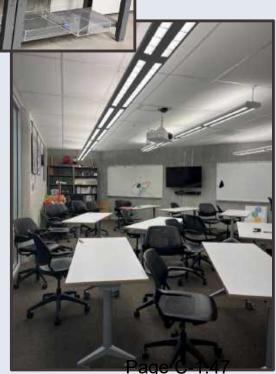
- More of a lab rather than a Makerspace
- Training classes & safety quiz required
- Rolling desks/workstations
- MakerBot: Sketch (1), Replicator (3),
 Method (1) (3D printing)
- Epilog Laser Fusion M2 and Epilog Laser
 12 (laser cutting)
- Tools: saws, ham mers, screw drivers, welding equipment, electrical equipment
- Materials: wood, acrylics, cardboard, thin metal, PVC pipes, and wheels
- TVs/presentation equipment and (at least 5) desktops



ATTACHMENT C







Analysis

Pros

- Large space
- Many materials and machines
- Training classes and safety quiz seems to be an effective solution
- Large spaces for meetings

Cons

- Likely difficult to quickly step in and make something
 - Dedicate time to
 the classes +
 - quiz
 - Resources locked behind time gates
- Must be a Menlo
 - School student to use
- Probably high budget

Redwood City Public Library

- Opened makerspace earlier this year
- Popular program s: sewing and kids robotics
- Sewing machines
- Embroidery machine
- Cricut
- Root by iRobot (+ iPads)
- 4 Original Prusa i3 MK3 (3D printing)
- Ultim aker and Ultim aker Extended 2+ (3D printing)
- Epilog Fusion Maker 12 (laser cutting)
- Laptops with Tinkercad and 3D design software
- Podcasting equipment

Contact: Fiona Potter (fpotter@redwoodcity.org)



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Analysis

Pros

- Lot of classes/programs
- Can walk in and make things with help relatively quickly
- Something for everyone
- Cricut and sewing machines offer a more cost effective option (also very popular)

Cons

- Many of the classes/programs are during the week
 - May not be as accessible to people with busy schedules

General Recommendations

- Common machinery for both additive and subtractive manufacturing (3D Printers and Laser Cutter)
- Wide variety of m aterials (PVC, wood, filam ents, fabric)
- Laptops/desktops/iPads
 - O Design software downloaded and free
- Whiteboards
- Safety things
 - o Goggles, glasses, gloves, etc.
 - O Supervision whenever open
- Programs on throughout the week (maybe more on the weekends)
- Accessibility
 - E.g. you shouldn't have to take classes to use certain things if you are proficient

Questions?

Thanks

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MPCC PROGRAMMING CONSIDERATIONS

Parks and Recreation Commission / Library Commission January 25, 2023







Year round instruction

- Youth Classes
 - Dance
 - STEM enrichment
 - Sports
- Adult Classes
 - Health/Fitness
 - Dance Groups
 - Volleyball
 - Pickleball
 - Tennis Lessons

Summer Camps

- Dance Expressions
- Gurus Education
- Brick Teck
- Code for Fun

Youth Sports Camps

- Basketball
- Football
- Hockey





- Indoor and outdoor meeting/event spaces
 - 7 indoor rooms
 - 2 outdoor events spaces
- Accommodations for many types of events
 - Dinners
 - Private functions
 - Corporate events/ meetings
 - Wedding receptions/ ceremonies

Athletic Fields

- Soccer/Lacrosse = 4
- Multi Use Fields = 3
- Baseball/Softball = 3
- Gymnasium
 - 2 full length basketball courts
 - 3 volleyball courts
- Picnic areas and green spaces
 - Parties, barbecues, bounce castles
- Tennis courts
 - 13 courts throughout the city





- Youth Basketball (~1400 participants)
 - Dec-March
- Youth Volleyball (~400 participants)
 - Sept-Nov
- Adult Basketball
 - Summer
 - Fall (Oct-Dec)
 - Winter/Spring (Jan-April)
- Adult Softball
 - Fall
 - Spring





Programs

- Instructional classes
- Leagues
- Drop-in play
- Fitness
- Aquatics

Programmable space

- Gymnasium
- Fitness center
- Movement studio
- Aquatics center
- Event hall / kitchen

Facility reservations

- Event hall (dividable)
- Prep kitchen
- Flex classroom
- Conference room
- Makerspace
- Gymnasium







Menlo Park Senior Center programs provide vital and life enriching services to seniors in Menlo Park.

- Food bank
- Senior lunch program
- Companionship
- Door-to-door transportation











- Arts and crafts
- Sewing
- Intro to Spanish
- Technology

- Dance
- Yoga
- Chair exercises
- Meditation

- Mind exercise
- Culture and travel
- Games
- And more...









CURRENT PROGRAMS – SENIOR CENTER



Social events that make our center a true home away from home for seniors in Menlo Park.













Provide a wide range of support for seniors through collaborations with local nonprofits and businesses.

- Second Harvest Food Bank
- Peninsula Volunteers
- Foothill College









POTENTIAL PROGAMS – MPCC



Menlo Park Senior Center is preparing to offer all its current programs in the Menlo Park Community Campus when it opens.

The staff and volunteers are at the heart of the City's senior program.

Through collective efforts, something truly magical has come to fruition: a thriving senior community.

Thank you.







WHAT IS YOUTH DEVELOPMENT?

As children grow and develop, they need support along the way to develop holistically in mind, body, and spirit.

- Support young people's cognitive milestones with activities that stimulate their curiosity to continue learning through STEAM Activities, games, and problem solving.
- Support their social emotional milestones by:
 - Helping them love to learn
 - Form positive peer and adult relationships
 - Engage in activities that strengthen their ability to navigate social situations.
- Support their physical growth:
 - Provide nutritious AM/PM Snacks
 - Provide for opportunities for physical activities through games and activities.



CURRENT PROGRAMS – BELLE HAVEN YOUTH CENTER



Afterschool youth development programs

- Serves Kindergarten through 5th grade
- Afterschool hours: Mon, Tues, Thurs, Fri, 2:30-6 p.m.; Weds, Noon-6 p.m.
- During school breaks: Mon-Fri 8 a.m.-6 p.m. (winter break and spring break)
- Transportation for students.

Summer youth development programs

- Camp Menlo: Serves Kindergarten through 5th grade, 8 a.m.-5:30 p.m.
- Beechwood Summer Camp: Serves Beechwood Elementary School students after their school day ends, 3-5:30 p.m.
- Middle Camp: Serves 6th through 8th grade (located at Belle Haven Branch Library),
 9 a.m.-4:30 p.m.



CURRENT PROGRAMS – BELLE HAVEN YOUTH CENTER



For families:

 A safe and healthy care and learning environment so they can go to work knowing their children are learning and growing and having fun.

Youth weekly activities:

- Swimming
- Water Play
- Special Guests
- Field Trips
- Cooking Projects



POTENTIAL PROGRAMS – MPCC



Belle Haven Youth Center is preparing to continue its current programs and services in the Menlo Park Community Campus when it opens.

- Afterschool youth development programs
- Summer youth development programs
- Summer of Service (Youth development program for teens)
- Escorting to classes offered in other areas of the MPCC such as dance class, swimming lessons, Spanish instruction, homework tutoring and other programs offered to school age youth.



LIBRARY





CURRENT PROGRAMS – LIBRARY



 Free and equitable access to information, resources, programs, and facilities that enable Menlo Park residents to enrich their quality of life through literacy and community connection



CURRENT PROGRAMS – LIBRARY



- Books, DVDs, CDs, magazines and newspapers
- Technology access
- eLibrary services
- Databases
- Books By Mail





POTENTIAL PROGRAMS – MPCC



Belle Haven Branch Library is preparing to continue its current programs and services, and some new programs in the Menlo Park Community Campus when it opens.

- Children's room
- Homework center
- Library books and media collection tailored to Belle Haven needs
- Browsing collection focused on neighborhood access and availability
- Separate all-ages library space
- Teen zone
- Makerspace



THANK YOU





STAFF REPORT

Parks and Recreation Commission and Library Commission

Meeting Date: 1/25/2023 Staff Report Number: PRC-2023-002

Informational Item: City Council informational report, "Menlo Park

Community Campus project updates"

Recommendation

City staff recommends that the Parks and Recreation Commission and Library Commission review the January 24, 2023, City Council informational report, "Menlo Park Community Campus project updates" (Attachment A.)

Policy Issues

The Parks and Recreation Commission (PRC) and Library Commission (LC) provide advice and recommendations to the City Council related to City programs and services such as those planned for the Menlo Park Community Campus project (MPCC). City Council identified the MPCC as one of the City's top priorities.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. City Council informational report, "Menlo Park Community Campus project updates," January 24, 2023, Agenda item H-3. Hyperlink: https://menlopark.gov/Agendas-and-minutes#section-2

Report prepared by:

Sean S. Reinhart, Library and Community Services Director

Library and Community Services



STAFF REPORT

City Council
Meeting Date: 1/24/2023
Staff Report Number: 23-021-CC

Informational Item: Menlo Park Community Campus project updates

Recommendation

Staff recommends that the City Council review this report containing updates about the Menlo Park Community Campus (MPCC) project. This is an informational report and no City Council action is needed.

Policy Issues

City Council sets policy and goals and provides direction to staff regarding municipal projects and services to the Menlo Park community. City Council established the MPCC project as one of the City's top priorities.

Background

On December 16, 2019, Facebook (now Meta) submitted its proposal for exploring the funding and development of a new multigenerational center to incorporate the former Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center (child care), Belle Haven Pool and Belle Haven Branch Library.

On January 12, 2021, City Council approved the architectural control, use permit, funding and improvements agreement for the MPCC project located at 100-110 Terminal Avenue. City Council requested further review of several design elements of the proposed pool area. Those items were discussed January 26, 2021, and February 1, 2021. City Council approved the pool design elements February 1, 2021.

City Council created the MPCC subcommittee to work with City staff and the community on the MPCC project. The MPCC Subcommittee is currently comprised of Vice Mayor Taylor and City Councilmember Nash. The MPCC subcommittee convened a working group of Menlo Park residents to support and advise the subcommittee's work.

A project webpage was created (Attachment A) to make project information readily accessible to the public, including the option to subscribe (Attachment B) to receive project updates and announcements by email or text message.

In summer 2021, four City facilities located at 100-110 Terminal Avenue (Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center, and Belle Haven Pool) were demolished to make way for the MPCC project construction. The programs formerly housed in those facilities were moved to interim service locations during construction, and will move into the new MPCC facility when it is completed, along with the Belle Haven Branch Library which is currently located at 413 Ivy Drive on the Belle Haven Elementary School campus.

Construction of the MPCC project began in November 2021 and is anticipated to be completed in 2024.

Analysis

Anticipated project budget enhancement requests

Staff is preparing project budget enhancement requests for potential City Council authorization in the context of the midyear budget review. What follows are brief summary estimates of the anticipated requests. More details and supporting information for the requests will be provided as part of the midyear budget review, tentatively scheduled February 28.

- Furniture and non-fixed equipment. A new one-time budget appropriation is needed to allocate funding for the procurement of the new facility's furniture, fitness equipment, library book sorter and other non-fixed items. Preliminary estimate \$1.4 million.
- Donation acceptance. Partner nonprofit organizations Friends of Menlo Park Library and Menlo Park Library Foundation have each committed donations of \$300,000 to the City (\$600,000 total) toward the City's costs for library furniture and equipment in the MPCC. Formal acceptance of the donations is needed as well as direction for recognizing the donations.
- Interim services extension. Budget adjustments may be needed to cover the costs of extending the lease
 on the youth center portables and other extended duration costs due to changes in the MPCC
 construction schedule. Preliminary estimate \$50,000.

Project cost escalation. City staff has been advised by Meta and the general contractor, Level 10 Construction of cost escalations that likely will exceed the City's previously committed \$15.75 million financial contribution toward the project for City requested enhancements. City staff is assessing, with input from Meta and Level 10 Construction, items that are likely to necessitate a budget amendment request. A budget amendment is anticipated to be needed to increase the City's contribution to offset some of the escalated costs and allow for contingency for any additional unforeseen issues that may arise.

Project timeline

The MPCC project construction began in November 2021 and the construction work has proceeded at a brisk pace. Unprecedented supply chain issues are prevalent throughout the construction industry, and continue to impact the timely availability of critically important infrastructure, equipment and materials. There are confirmed supply chain delays with critical electrical infrastructure equipment which has shifted the MPCC project's completion timeline by several months to 2024. Because the electrical infrastructure equipment is a critical path component that must be implemented before subsequent construction phases can be completed, the project team is preparing to temporarily demobilize construction activity to save costs while awaiting the necessary infrastructure equipment. The temporary demobilization is tentatively planned to begin in March 2023, with construction resuming in November 2023. During the temporary demobilization period, the project site will be temporarily closed and secured, and no major construction activity will occur. The construction fencing will be reconfigured to maximize public access to the parking areas to the greatest extent possible. City staff and the project team will focus on other project-related activities during this period, including preparations for staffing and operating the new facility, developing policies and partnerships to support its programs and services, and developing plans for renovating the athletic field at Kelly Park, among other preparatory work.

Preliminary considerations for MPCC staffing and operations

City staff is developing preliminary considerations for staffing to support ongoing MPCC operations when the new facility opens to the public. The MPCC staffing needs are informed by multiple factors including but not limited to: input from the City Council and MPCC subcommittee and working group; the recently completed survey of community needs and desired programs; past staffing to support pre-MPCC construction and pre-pandemic operations; current staffing to support interim services that will relocate to

MPCC (senior center, youth center, library); new staffing to support desired new programs and services in the MPCC that have not been provided before such as the makerspace and teen lounge, and to support an expanded public library space that spans two floors instead of one; and to accommodate an anticipated significant increase in overall usage which is commonly experienced when new facilities open to the public.

Based on the above considerations, staff preliminarily estimates that approximately 4-5 full-time equivalent (FTE) new staff, in addition to new temporary personnel, will be needed to support the gymnasium, recreation center, makerspace, teen lounge, expanded library space, and other desired new programs when the MPCC opens in 2024. Staff is developing a detailed staffing proposal for City Council review and potential authorization in the context of the fiscal year 2023-24 budget adoption process.

In the short term, there currently exists a critical need to fill a vacant management-level position in library and community services that has been staffed on an interim basis for over a year. With every vacancy, the organization's current and future personnel needs are evaluated prior to moving forward with a recruitment. As the opening of the new MPCC approaches, preparations for the new facility opening will intensify dramatically in 2023. Continuing to staff a key management role on an interim basis will be increasingly detrimental to the City's capabilities to effectively execute on the desired goals of the MPCC project and other City priorities. Qualified, effective oversight of the new MPCC facility, a multiservice center which will include five distinct programs covering a wide range of municipal services and disciplines (library, recreation, senior center, school age child care and aquatics), will be critical to the new facility's success. Ideally, it should be put in place up to 12 months in advance of MPCC opening to allow the manager to engage meaningfully in the planning and preparations for the start of operations in the new facility. The City organization is fortunate to have several current personnel who have extensive experience working in and serving the Belle Haven neighborhood and who would be qualified and competitive in an open recruitment for such a management-level position, in addition to the qualified external applicants such a recruitment opportunity would be expected to attract. For these reasons, staff is preparing a proposed new Library and Community Services Manager classification and salary range – with no net change to the City's current total FTEs or total expenditures – for City Council review and potential authorization during the midyear budget review February 28.

Facility naming policy, process and timeline

This topic is covered in more detail in a separate item on the January 24, City Council agenda. As noted in the staff report for that item, staff seeks direction from City Council related to the policy and process for naming the MPCC facility, including:

- Proposed revisions to City Council Procedure CC-86-0001, "Naming and/or changing the name of facilities"
- Proposed process and timeline to identify naming and/or dedications for the new City facility now under construction and currently referred to by the unofficial working name, "Menlo Park Community Campus."

Pool air source heat pumps and noise ordinance variance

To meet City Council's goals of sustainable design and construction for the MPCC project, no fossil fuels will be consumed in the operation of the building. To heat the two new pools using only electricity, the project plans call for five air source heat pumps (ASHPs), which will be in operation when heating the pool. The pool is expected to be open to the public year-round, including mornings which will necessitate running the heating equipment during the early morning and/or overnight hours. Electrical heating equipment generates more ambient noise than natural gas boilers.

Extensive research was undertaken to carefully select the most efficient and capable pool heating equipment that meets the City's sustainability goals, while minimizing the amount of noise created by the

equipment. The project team worked to reduce the noise as much as possible, and studied every reasonable way to reduce it, but studies have shown that it is not possible to limit all the noise. The project team carefully evaluated several noise mitigation strategies including aftermarket attenuators (dampeners) attached to the heat pumps to lower the output, sound walls around the heat pumps, and relocating pumps to other areas of the site. For various reasons, none of these strategies were found to be technically feasible and/or effective to reduce the noise levels at nearby residential property lines. As a result, there will be times when the heat pumps are running and exceed the Menlo Park noise ordinance. The noise sometimes could be as high as 60 decibels on some nights when the equipment is running, which is allowed during the daytime per the City's noise ordinance, but is higher than the nighttime limit of 50 decibels.

For this reason, staff is preparing to seek an exception to the noise ordinance at a Planning Commission meeting tentatively February 27. The Planning Commission previously considered an exception October 3, 2022, and deferred action at that time, and requested additional background information about mitigation efforts and additional outreach in the form of door-to-door contact at residences in the vicinity of the heat pumps. Staff is planning in early February to conduct door-to-door outreach at households in the area to ensure that affected residents are aware of the potential noise impacts and the City's efforts to mitigate the impacts, and that residents are aware and have the opportunity to provide their comments, questions and concerns to the Planning Commission in advance of the February 27 meeting, as well as how to attend and/or provide public comment at the meeting.

Parking management plan update

The Complete Streets Commission (CSC) held a study session December 14, 2022, to review considerations for a parking management plan related to the MPCC parking areas. The CSC reviewed preliminary options including: time limited parking to ensure parking is available for short term visitors; designating certain parking spaces during certain times of day for different types of visitors such as seniors and Beechwood School students; potentially restricting or placing limits of overnight parking such as a predefined "exit" time so overnight parking is less likely to impact early morning users; the quantity and location of bicycle parking, pedestrian routes; and other factors that pertain to the management of the parking area. Key elements of the planning process include: review relevant past parking studies and data; conduct public outreach to gather community input; develop a draft plan for review by the CSC in March; then present a final draft plan to City Council review and approval tentatively in April/May 2023.

Aquatics operator selection update

The City received three proposals by the November 30 submittal deadline for the City's request for proposals (RFP) for an aquatics operator at Burgess Pool and the MPCC aquatics center. A review panel comprised of experienced aquatics managers from East Bay municipalities, City staff, and the Parks and Recreation Commission chairperson independently evaluated all three proposals, then met December 15, 2022, to jointly evaluate the proposals. Based on that review, City staff December 21, 2022, conducted follow-up interviews with two of the respondents to seek clarification to various aspects of their respective proposals, and in January conducted reference checks with municipalities where those respondents are currently operating aquatics programs. City staff is currently preparing an analysis of all proposals received and will seek City Council direction on the preferred aquatics operator and authorization to negotiate the operator agreement tentatively February 28.

Impact on City Resources

Staff estimates the value of Meta's contribution toward the MPCC project completion at approximately \$40 million. The City's share of the project construction includes commitments at both a base level and project enhancements totaling approximately \$15.75 million from various funding sources authorized by the City

Council project approvals January 12, 2021 and February 1, 2021. Staff is preparing project budget enhancement requests for potential City Council authorization in the context of the midyear budget review. Summary estimates of the anticipated requests are in the Analysis section of this report. More details and supporting information for the requests will be provided during the midyear budget review, tentatively scheduled February 28.

The ongoing cost impacts of operating the new center will be established over the next several months as part of the MPCC operational planning process. As part of the new center opening, it is anticipated that existing services that are currently housed in interim locations will be relocated to the new center; some services that were suspended or reduced during the MPCC construction and/or due to pandemic impacts would likely be restored to pre-construction/pre-pandemic levels; and some service level enhancements could be necessary or desired in order to operate the center in the manner and capacity envisioned by the City Council and the community. The intent is to engage the community over the next several months through the MPCC operational planning process to identify what is desired regarding the center's programs and operations, which can then inform projected operating costs for the City Council to make budgeting decisions for fiscal year 2023-24.

Environmental Review

On January 12, 2021, the City Council found the MPCC project categorically exempt pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15302 Replacement of Existing Facilities. The project has substantially the same purpose and capacity as the existing facilities, and this exemption allows for reasonable increases in square footage to accommodate replacement facilities. On January 21, 2021, staff filed a notice of exemption with the San Mateo County Clerk.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Hyperlink – Project page: menlopark.gov/communitycampus

B. Hyperlink – Subscription page: menlopark.gov/subscribe

Report prepared by:

Sean S. Reinhart, Library and Community Services Director

LIBRARY AND COMMUNITY SERVICES SUGGESTION BOX AND RESPONSES

October, 2022 – January, 2023 menlopark.gov/feedback

| Ref # | Date received | Suggestion received | Response |
|----------|---------------|--|--|
| 1 | Oct, 2022 | Please give us pickleball classes and more courts. Thank you! | [No contact information.] |
| 2 | Oct, 2022 | When will the Winter Activity Guide be published? | We are aiming for the finished content to be published, printed and mailed out before the Thanksgiving holiday. Due to processing procedures and back log, there could be the possibilities of delays, but we are hoping residents received them before the holiday. -Rondell |
| 3 | Oct, 2022 | More trash cans/trash pick up at the skate park | No answer. |
| 4 | Nov, 2022 | [Library] More kid friendly things. Music, raffles reading points! Thanks. | Thanks for taking the time to write to us with your suggestions. I am passing them along to our librarian team. We currently do a lot of the things you are suggesting during our summer reading game, but we are always happy to hear more details from you. Please talk to a librarian if you have a specific suggestion about a kind of music (like, music to buy? Or concerts with kid-friendly live music?) or type of raffle (we all love raffles). We do have a teen advisory group here at the library – you can ask about that if you are interested. They create displays and program ideas for youth users of the library. Thanks again for your suggestions! -Nick |
| 5 | Nov, 2022 | Please let bikes in the skate park | [No contact information.] |

| 6 | Nov, 2022 | For books that have a wait list, suggest that those who don't want to wait so buy and read them quickly, donate them to the ref.desk so they can be quickly available to those on the wait list, and buy these books often, e.g, Horse by Geraldine Brooks, Confidence Man by Maggie Haberman | Thanks very much for your suggestion. We do get donations of newer books made to our Friends of the Library organization that then make it into our collection, but most often we try to buy newer books and place them in our Quick Pick collection. The Quick Picks are not hold-able and have a shorter loan period, so they have a better chance of being on the shelf for you when you come in to browse. We do want to know if you are having trouble getting a hold of a popular title like the ones you suggest. Please let a librarian know if you can't find a book you want – we may just need to purchase more copies. |
|----|--------------|---|---|
| | | | Thanks again for writing in - Nick |
| 7 | Nov, 2022 | More mature books | [No contact information] |
| 8 | Nov, 2022 | Lots-n-lots of pickleball classes and more courts | [Responded via phone.] |
| 9 | Nov, 2022 | I want a dog park here | [No contact information.] |
| 10 | Nov, 2022 | I want a dog park here! | [No contact information.] |
| 11 | Nov, 2022 | Hi, I was wondering if the classes for kids are open for registration in January 2023. I am interested in signing up my 10 year old for theater classes, but we weren't able to sign up in the fall. Could we join mid-year? Your website details classes from August to December 2022. | Thanks for reaching out. Class registration for Winter (Jan 2023) begins Dec 5th for residents, Dec 8th for unincorporated and Dec 12th for non-residents. Joining classes mid-year is at the instructor's discretion. You can always contact the front desk operator at 650-330-2200 to get more details on joining classes. |
| | | | On the website you are able to change the season you prefer to search. Here is the link that will take you directly to our winter 2023 youth classes. |
| 10 | Mess | 1 11 Use pour te the area and the context are made it a con- | Thanks, Rondell |
| 12 | Nov, 2022 | Hi! I'm new to the area and thought your website was great in describing youth dance and sports activities. I was curious if there are also winter and spring activities (it currently shows fall) and when the registration | Welcome to the area. Yes, we do have Winter/Spring sessions. Winter classes will begin Jan 2023 and registrations opens Dec 5th for residents, Dec 8th for unincorporated areas and Dec 12th for non-residents. |
| | | deadlines are for same. Thanks so much. | Here is the link that takes you directly to our registration platform. You can also see all the youth classes available for the winter session. |
| | | | Best, Rondell |

| 13 | Dec, 2022 | Hello, I'm interested in signing up for a winter/spring activity. Though I live in a different city, I work in Menlo Park. Some cities have contingencies for people who work in their cities so I was wondering if working in Menlo Park makes one eligible to sign up for activities at the "Resident" rate or would the "Non-Resident" rate apply. | Hi, Our resident fees are for Menlo Park residents onlyRondell |
|----|--------------|--|---|
| 14 | Dec, 2022 | To: City, I am very interested in starting a Contact Bridge group in the Menlo Park area. Thanks, MP Resident | [No contact information.] |
| 15 | Dec, 2022 | Please consider having Korean dramas. They are very emotional and convey important messages, even to a non-Korean person like myself -so that I will willingly read subtitles. Consider the top 2 titles as a start: 1.) The World of the Married (about relationships) 2.) SkyCastle (about obsession with grades and childen) Thank you for considering and helping diversity! | [No contact information.] |
| 16 | Dec, 2022 | Pickleball classes please! | [No contact information.] |
| 17 | Dec, 2022 | We need a public library printer where kids can color print their assignments. | Thanks for taking the time to write to us with your request. We offer electronic reproduction services (scan to email) free to the public. Library Staff are available to assist customers with scanning and emailing or saving documents. We do not offer paper reproduction services at the library. We will make exceptions in cases of need, and will print a legal, governmental, school or travel document required for official business, black and white, of up to five pages. If you need to print something in color, staff can assist you with saving a scanned image or in transmitting it to one of the nearby businesses that provide that service. Kind regards - Nick |
| 18 | Dec, 2022 | Can you invite Jewell Rhodes author of the children's book SUGAR, to come back for another in-person appearance? She was here 3-4 years ago, but we missed her. My granddaughter LOVED the book. | Thanks for taking the time to write to us and for your suggestion about inviting an author to the library. I'm really glad that you and your granddaughter appreciate Ms. Rhodes' work. I will pass your suggestion on to our program specialist. Please note that |

| | | | authors are often more available to visit libraries and to do other public appearances when they are promoting a new book – they don't always come out to visit when we ask – and sometimes their visits are coordinated by their publishing company. Ms. Rhodes last paid us a virtual visit at the end of 2021 as part of the county library's annual San Mateo County Reads program. Kind regards - Nick |
|----|--------------|--|--|
| 19 | Dec, 2022 | How do I register for the Ikebana class? | I looked into this and you can actually register online. The link were not included previously but this issue has been fixed. Please go to the following link to register: [link provided] Please let me know if you have further questions. Best, Tricia |
| 20 | Dec, 2022 | More ducks! More Zoo! | [No contact information.] |
| 21 | Dec, 2022 | More dog parks | [No contact information.] |
| 22 | Dec, 2022 | Please notify the people that play basketball in the gym who they are playing! | [Unable to contact.] |
| 23 | Dec, 2022 | [Sports] This place is awesome and cool | [Unable to contact.] |

| 24 | Dec, 2022 | [Sports] This place is amazing because you can play any sports or games you want. | [No contact information.] |
|----|--------------|--|---|
| 25 | Dec, 2022 | I think the all-abilities zip line is an important piece of inclusive playground equipment that should remain available for children of all abilities. Although noise may be a concern if the zipline is used at inappropriate hours, providing a way that it is open for differently abled children is an important and laudable goal. It has not been emphasized enough why inclusive playground equipment is so sorry needed. | [No contact information.] |
| 26 | Dec, 2022 | [Library] Please put soap in the restroom dispensers. | [No contact information.] |
| 27 | Dec, 2022 | There are very few bike racks at Nealon and Lyle parks (I think it's space for ~3 bikes each). There is plenty of space for more bike racks, and we should encourage kids and their families to ride their bikes, but the current set up doesn't even enable a family with multiple children to ride and lock their bikes. Please add more racks! | [Referred to Public Works for response.] |
| 28 | Dec, 2022 | PLEASE replace/alter the FADED street-signs EVERYWHERE (especially the large green signs along El Camino)OVERDUE!,so ASAP!thanks! | [Referred to Public Works for response.] I received your inquiry via the Library and Community Service feedback form about faded street signs. For El Camino Real, we are aware of the need to replace many of the street signs. Replacing those signs is a bit more complicated than typical street signs. El Camino Real is a state highway (82) and requires coordination with Caltrans. The signs themselves are also a bit more complicated and expensive to replace. We are working on this and hope to have them replaced soon. The City is also in the midst of conducting a comprehensive audit of our City-owned street signs that we will use to replace faded signs more systematically. In the meantime, if you come across a specific sign or other issue that is of concern, you can always submit a request through the City's request for service (https://menlopark.gov/Services/ACT-Menlo-Park). |

| 29 | Dec, 2022 | How can you spend City funds on locking and unlocking this Zip line? If you want to keep it move it to the other side of the playground so the City does not have to spend all this \$. In a few years you with the funds you spend (locking /un locking) you could pay for the ride relocation! Yes, I hear the clicking all day long, it drowns out the children's laughter! Thank you for reading | Thanks again for reaching out. Best, Hugh Thank you, we appreciate your comments and suggestions regarding the zip line. In the meantime for more info you can find it in the October 26, 2022 staff report to the Parks and Recreation Commission "Nealon Park all-abilities playground- El Capitan Track Ride (zip line) hours of operation. Link to agenda and report: https://menlopark.gov/Agendas-and-minutes#section-10 The PRC will be reviewing the zip line again on February 22, 2023 |
|----|--------------|--|--|
| 30 | Dec, 2022 | I would love if the all abilities zip line could be opened again, at least on the weekends. Can parents get more info about the noise complaints and the potential cost of having someone lock it up at nights instead of having it locked all weekend when most kids are wanting to us it? Thank you! | Thanks, Rondell Thank you for taking the time to submit your comments regarding the zip line. For more info you can find it in the October 26, 2022 staff report to the Parks and Recreation Commission "Nealon Park all-abilities playground- El Capitan Track Ride (zip line) hours of operation. Link to agenda and report: https://menlopark.gov/Agendas-and-minutes#section-10 The PRC will be reviewing the zip line again on February 22, 2023 Thanks, Rondell |
| 31 | Dec, 2022 | I would really like to be able to participate in adult gymnastics. It seems a shame that we have an entire gymnastics gym supported by the community, yet no offerings for adults. | The Stretch and Strength class is for teens and adults. The Stretch and Strength class is offered at 7pm on Tuesday and Thursday evenings specifically to make it available for the teen and adult age group. This session we did cancel the Thursday class due to no enrollment. We will continue to gauge the need of our adult community as we develop future schedules. Please let us know if you have any further questions and how we can help. I copied Karen Mihalek, our retired annuitant overseeing gymnastics to assist with future communication. Best, Tricia |
| 32 | Dec, 2022 | We enjoyed the Christmas party! One suggestion for next year: in the cookie decorating room, post compost bins, everything there is compostable! We saw only recycling. | Hello, I wanted to thank you for your great feedback on the Photos with Santa event. So happy to hear that it was enjoyed by your family. We wanted to let you know for future events, we will plan on having both compost and recycling bins. Thanks, Natalya |

| 33 | Dec, 2022 | Thank you for a great Mandarin signing class. I hope that you continue it so more of my daughter classmates could attend. | [Contacted via phone.] Summary of conversation: "Thank you for your feedback, and I'm so glad that you enjoyed our Mandarin Storytime. That program was part of our Global Language Storytimes series, which occurrs on the second Tuesday of the month. The offerings for the next few months include Tagalog, Japanese, and Spanish. We will absolutely take your feedback into account, and program another Mandarin Storytime later in the year." It was expressed that the call was appreciated and an additional suggestion was made for more publicity for the event and an improved website. -Rose |
|----|--------------|---|---|
| 34 | Dec, 2022 | The Mandarin storytime today was simply wonderful! It would be great if it was a normal occurance. I would love to attend and would definately pay for it as well! | Thank you so much for taking the time to let us know that you enjoyed our Mandarin Storytime. I'm so glad that you found this program valuable! That program was part of our Global Language Storytimes series, which occurs on the second Tuesday of the month. The offerings for the next |
| | | | few months include Tagalog, Japanese, and Spanish. We will absolutely take your feedback into account, and program another Mandarin Storytime later in the year. |
| | | | Finally, while I appreciate your willingness to pay, there's no need – I'm happy to say that all Menlo Park Library programming is free and open to everyone! |
| | | | Most sincerely, Rose |
| 35 | Dec, 2022 | I would like to register for the Art Class, code 1982.301, Jan 9 through Mar. 27 and the Art Class code 1982.401, April 10 through June 26. but I am not sure how to do it. Please advise. | Staff called and assisted person with class registration. |
| 36 | Jan, 2023 | The library staff here is doing a fabulous job. I love the rotation of interesting new books or new topics. Keep up the great work and Thank you!!, Diane Brandt | [No contact information.] |
| 37 | Jan, 2023 | MP needs pickleball classes! We are behind every other city in the U.S.! What's up!? And can we get some decent courts? | [No contact information] |
| 38 | Jan, 2023 | My comment is regarding the El Capitan zip line removal. We are completely disregarding the points of view from the children, who are the main users of this | We appreciate and thank you for your remarks, as we work through our process of resolving community concerns regarding the zip line. |
| | | structure. Instead, we listen to the people who are complaining of noises during the night. I feel keeping the zip line is absolutely necessary. Children who are developing emotional and motor skills can learn quite a | Please join our next PRC meeting scheduled for February 22nd, where commissioners will be reviewing this item again. You can also find more info about the zip line in the October 26, 2022 staff report to the Parks and Recreation Commission, "Nealon Park all-abilities playground – El |

| | | lot from the zip line experience, such as taking turns and the reward for being patient. The removal of the zip line could cause delays in these skills, causing children to fall behind socially and mentally. I feel that instead of getting rid of the zip line, we can work together to implement rules that prevent it from being used at night, such as establishing stricter park hours. Doing so would eradicate noise complaints and create a healthy playground environment for the residents and visitors alike. | Capitan Track Ride (zip line) hours of operations" Link to agenda and report: https://menlopark.gov/Agendas-and-minutes#section-10 Thanks, Rondell |
|----|--------------|---|---|
| 39 | Jan, 2023 | I have a questions about theater class for kids: My child took his first theater class today and is thinking about dropping it. Would it be possible for him to drop it after the second week? I'm hoping he'll like the second class and decide to stay. | The following is a screenshot of our Refund Policy as stated in the Activity Guide: This can also be found at the following link(page 4 of the Activity Guide): https://issuu.com/cityofmenlopark/docs/winter_spring_2023_activity_guide Please let me know if you have any further questions or needs. I hope that your child enjoys the second class of theatre. Best, Tricia |