



# Parks and Recreation Commission Library Commission

## SPECIAL JOINT MEETING AGENDA

**Date:** 3/22/2023  
**Time:** 6:30 p.m.  
**Locations:** [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and  
Belle Haven Branch Library  
413 Ivy Dr., Menlo Park, CA 94025

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
- Access the meeting real-time online at:
- [Zoom.us/join](https://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

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### Special Meeting

#### A. Call To Order

#### B. Roll Call

#### C. Presentations and Proclamations

- C1. Realize Flood Park project update – San Mateo County Parks ([Staff Report PRC-2023-008](#))  
Not a California Environmental Quality Act (CEQA) project.

#### D. Study Session

- D1. Menlo Park Community Campus proposed programming plan elements  
([Staff Reports PRC-2023-009 / LC-2023-006](#))  
Not a CEQA project.

#### E. Regular Business

- E1. Approve minutes from January 25, 2023, joint meeting ([Attachment](#))  
Not a CEQA project.
- E2. Advisory body meeting format and attendance requirements – Assembly Bill 2449 Just Cause and Emergency Circumstances ([Staff Report PRC-2023-010](#))

Not a CEQA project.

## **F. Informational Items**

- F1. Suggestion box feedback ([Attachment](#))  
Not a CEQA project.
- F2. Menlo Park Community Campus naming process timeline update  
([Staff Reports PRC-2023-011/LC-2023-007](#))  
Not a CEQA project.

## **G. Commissioner Reports**

- G1. Individual Commissioner reports

## **H. 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.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at [jaherren@menlopark.gov](mailto:jaherren@menlopark.gov). Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

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## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 3/22/2023

Staff Report Number: PRC-2023-008

Presentation: Realize Flood Park update – San Mateo County Parks

### Recommendation

City staff recommends that the Parks and Recreation Commission review a presentation by San Mateo County Parks about a proposed redesign of Flood Park (Attachment A.)

### Policy Issues

As an advisory body to the City Council, the PRC makes recommendations and serves as a forum for public input, commentary, and discussion related to recreation programs and facilities in Menlo Park.

### Background

Flood Park is owned and operated by San Mateo County Parks. The park is located at 215 Bay Road within the city limits of Menlo Park, and offers accessible picnic areas, paths, and restrooms, group picnic areas, and a large play structure. Unlike other County Parks, Flood Park has tennis courts, baseball and softball fields, and volleyball courts. Most of Flood Park's adobe buildings were built in the 1930s by the Work Progress Administration.

On April 27, 2022, the Parks and Recreation Commission received a presentation from San Mateo County Parks staff about the Realize Flood Park project.

### Analysis

In 2015, an assessment of Flood Park revealed that many features and infrastructure required repair or replacement. Simultaneously, community demand grew for additional uses and sports fields at the park. In response, San Mateo County Parks launched Reimagine Flood Park, a multi-year in-depth community engagement process to identify community goals and priority uses for the park's redesign. The resulting concept plan, which reflected the hopes and desires of the public, went through environmental review in 2017 through 2019. In 2020, the County Board of Supervisors unanimously approved the Landscape Plan. In December 2022, the County Board of Supervisors approved the Phase 1 plan. San Mateo County Parks staff will provide a presentation containing updates about the project's progress and upcoming construction timeline.

### 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 – Realize Flood Park project page: [smcgov.org/parks/realize-flood-park](https://smcgov.org/parks/realize-flood-park)

Report prepared by:

Sean S. Reinhart, Library and Community Services Director



## STAFF REPORT

### Parks and Recreation Commission and Library Commission

Meeting Date: 3/22/2023

Staff Report Number: PRC-2023-009 / LC 2023-006

Study Session: Menlo Park Community Campus – proposed programming plan elements

### Recommendation

City staff recommends that the Parks and Recreation Commission and Library Commission jointly convene a public study session to review Menlo Park Community Campus proposed programming plan elements that have been developed over the past several months with robust community input, and in consultation with a working group of Belle Haven neighborhood residents and stakeholders convened by the Menlo Park Community Campus ad hoc subcommittee of the City Council (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 (MPCC). City Council identified the MPCC as one of the City's top priorities.

### Background

City Council created the Menlo Park Community Campus ad hoc subcommittee (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 (MPCC working group) to support and advise the subcommittee's work.

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

On April 12, 2022, the City Council reviewed an informational report containing preliminary operational planning milestones and existing City Council policy statements to help provide guidance for the prioritization and delivery of services in the MPCC (Attachment D).

On May 24, 2022, City Council reviewed an informational report containing a report from the MPCC Subcommittee and working group with initial programming ideas and recommendations, and a preliminary draft resident survey related to programs in the new center (Attachment E).

On June 22, 2022, the PRC and LC convened a joint study session to review operational planning for the MPCC and a report from the MPCC Subcommittee and working group with initial programming ideas and recommendations (Attachment F).

On September 13, 2022, City Council convened a study session to review MPCC project updates including the results of a resident survey to gain insight into residents' needs and interests related to recreation and community programming in the MPCC (Attachment G).

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

On January 25, 2023, the PRC and LC convened a joint study session to review MPCC programming considerations, including a presentation from the Youth Advisory Committee about potential makerspace programs (Attachment I).

On March 6, 2023, the LC reviewed Menlo Park Community Campus programming – library collections (Attachment J).

## Analysis

### Presentation - proposed programming plan elements

At the direction of City Council, Menlo Park Community Campus proposed programming plan elements have been developed over the past several months with robust community input, and in consultation with the MPCC Subcommittee and MPCC working group of Belle Haven neighborhood residents and stakeholders. City staff will present an overview of the MPCC proposed programming plan elements for additional review and feedback (Attachment A).

## Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. In addition, the City sent electronic notices directly to project email and text update subscribers from the project page (Attachment B).

## Attachments

- A. Presentation – Menlo Park Community Campus programming plan elements – MPCC working group recommendations
- B. Hyperlink – Project page: [menlopark.gov/communitycampus](https://menlopark.gov/communitycampus)
- C. Hyperlink – Subscription page: [menlopark.gov/subscribe](https://menlopark.gov/subscribe)
- D. Hyperlink – April 12, 2022 City Council agenda: [menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220412-city-council-amended-agenda-packet.pdf#page=531](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220412-city-council-amended-agenda-packet.pdf#page=531)
- E. Hyperlink – May 24, 2022 City Council agenda: [menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220524-city-council-agenda-packet.pdf#page=569](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220524-city-council-agenda-packet.pdf#page=569)
- F. Hyperlink – June 22, 2022 Parks and Recreation Commission and Library Commission joint meeting agenda: [menlopark.gov/files/sharedassets/public/agendas-and-minutes/parks-and-recreation-commission/2022-meetings/agendas/20220622-library-commission-and-parks-and-recreation-commission-joint-agenda-packet.pdf#page=3](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/parks-and-recreation-commission/2022-meetings/agendas/20220622-library-commission-and-parks-and-recreation-commission-joint-agenda-packet.pdf#page=3)
- G. Hyperlink – September 13, 2022 City Council agenda: [menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220913-city-council-agenda-packet.pdf#page=6](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220913-city-council-agenda-packet.pdf#page=6)
- H. Hyperlink – September 28, 2022 Parks and Recreation Commission agenda: [menlopark.gov/files/sharedassets/public/agendas-and-minutes/parks-and-recreation-commission/2022-](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/parks-and-recreation-commission/2022-)

- [meetings/agendas/20220928-parks-and-recreation-commission-agenda-packet.pdf#page=17](#)
- I. Hyperlink – January 25, 2023 Parks and Recreation Commission and Library Commission joint meeting agenda: [menlopark.gov/files/sharedassets/public/agendas-and-minutes/parks-and-recreation-commission/2023-meetings/agendas/20230125-library-and-parks-and-recreation-commission-agenda-packet.pdf#page=3](#)
  - J. Hyperlink – March 6, 2023 Library Commission agenda: [menlopark.gov/files/sharedassets/public/agendas-and-minutes/library-commission/2023-meetings/agendas/20230306-library-commission-agenda-packet.pdf#page=3](#)

Report prepared by:

Natalya Jones, Library and Community Services Supervisor  
Rondell Howard, Interim Assistant Community Services Director  
Nick Szegda, Assistant Library Services Director  
Sean S. Reinhart, Library and Community Services Director



# MPCC PROGRAMMING PLAN ELEMENTS

Library Commission and Parks and Recreation Commission

March 22, 2023



# Menlo Park Community Campus – proposed programming plan elements

- Who the MPCC will serve
- Guiding principles
- MPCC Subcommittee and MPCC working group
- MPCC working group – programming ideas
- Resident survey results – programs
- Current and potential programs
- Important dates















## Who the MPCC will serve

- Programs and services in the MPCC will reflect and prioritize the people for whom this facility is being created: Menlo Park residents, specifically Belle Haven neighborhood residents, and in particular, long time Belle Haven residents who relied heavily on the services in the previous center.
- The MPCC facility can and should serve these residents even more meaningfully, with even greater priority, and with even more responsiveness, inclusion, and belonging than existed in the previous center.

# 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;
- The commitment to promote inclusion, fairness, justice, and equity in the formation of public policy;
- Creating a healthy environment and nutritional options in City programs.

# MPCC Subcommittee and working group

- City Council created the MPCC Subcommittee to work with City staff and the community on the MPCC project.
- Vice Mayor Taylor and City Councilmember Nash
- MPCC Subcommittee created a working group of Menlo Park residents to support and advise the subcommittee's work
- City staff have met with the MPCC Subcommittee and MPCC working group several times over the past several months.







# 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, businesses, staff
- 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
- Neighborhood and citywide priority use of Kelly Field and Tennis Courts
- Fee structure, scholarships
- Focus on Menlo Park residents and particularly local Bayfront community (as opposed to renting out to others for cost recovery.)

# Working group – programming ideas

## 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, including leisure and social space
- Makerspace - large tables for workstations, 3D printer
  - Pottery class including kiln
  - Sewing classes including sewing machines
  - Woodshop

# Working group – programming ideas

## 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

# Working group – programming ideas

## Aquatics / pools

- Adaptive swimming for people with disabilities
- Senior pool exercise class
- Lots of free swim time in the more heated pool with ramp
- Inclusion of infant and toddlers-age appropriate activities for all

# Working group – programming ideas

## 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

# Working group – programming ideas

## 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.







# Community survey results

- Resident survey - recreation and community programs
- Developed with input from the MPCC Subcommittee and working group, Parks & 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.

# Community survey

## Programming considerations\*



- A. Prioritize the program elements that survey respondents rated with the highest relative importance
- B. Include programs that aren't currently offered on a regular basis, 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
  - Social services

\* List is numbered for convenience only, in no particular order or priority

# Community survey

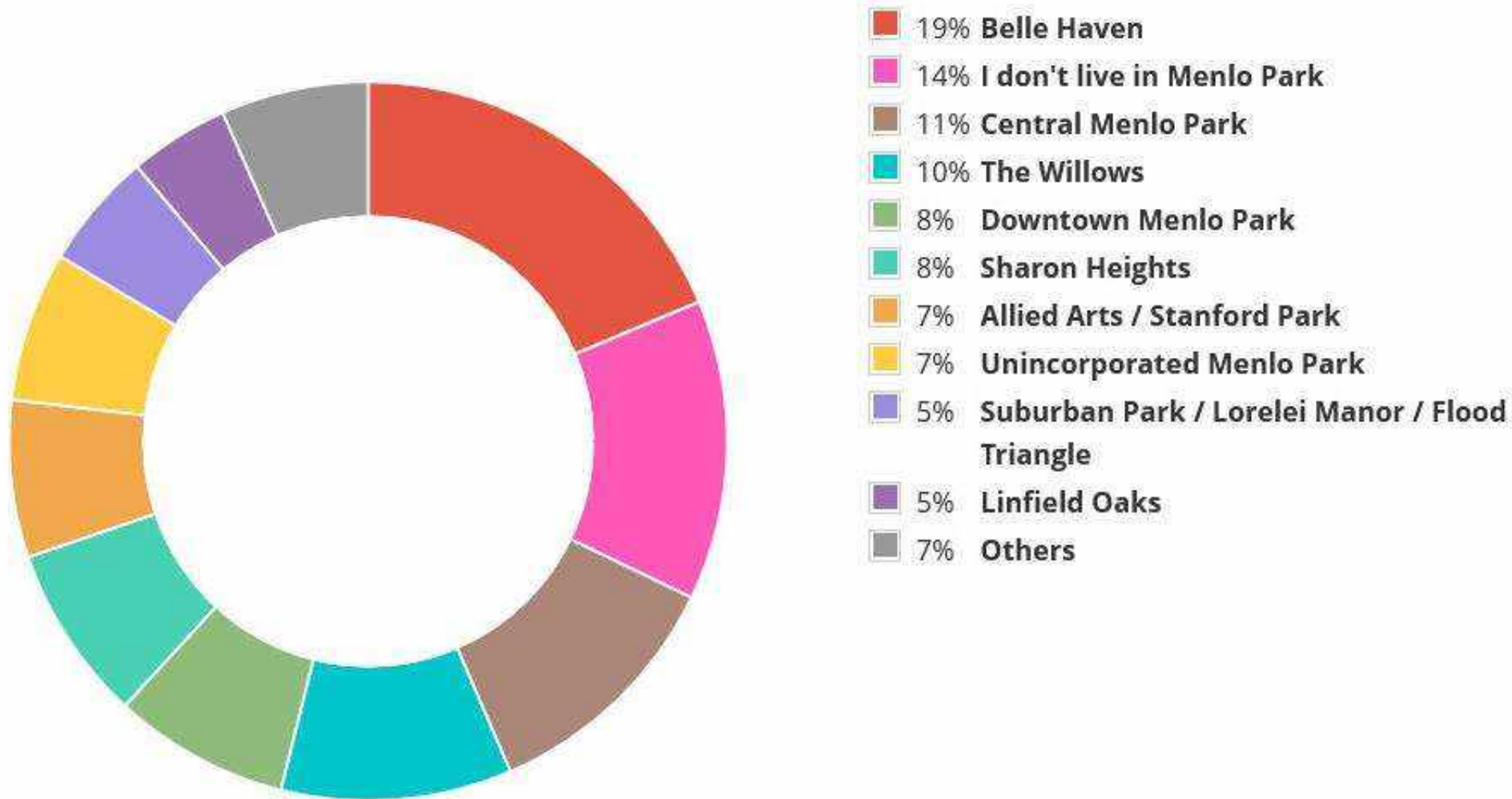
## Programming considerations\*



- 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.

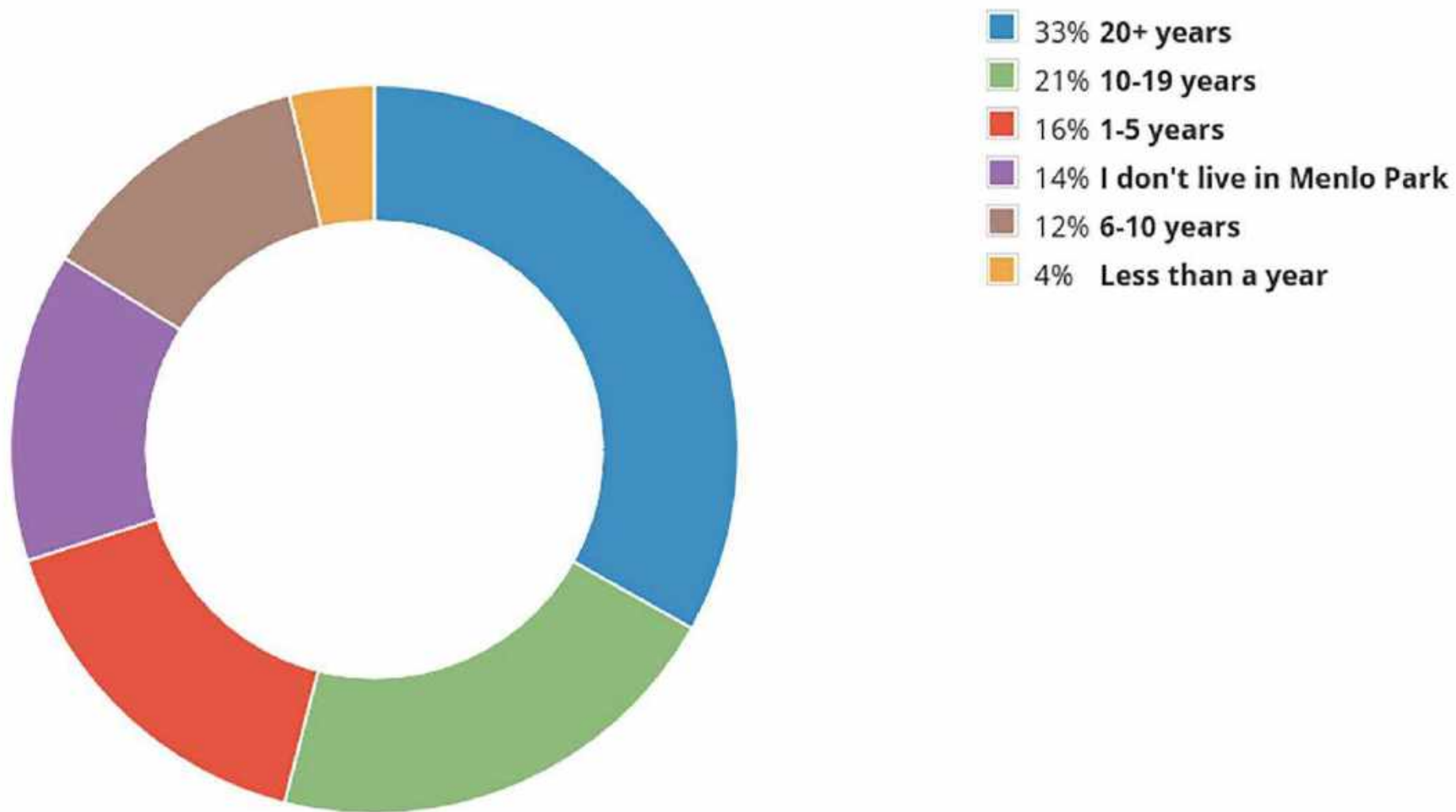
\* List is numbered for convenience only, in no particular order or priority

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



932 respondents

## 2. How long have you lived in Menlo Park?



932 respondents

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

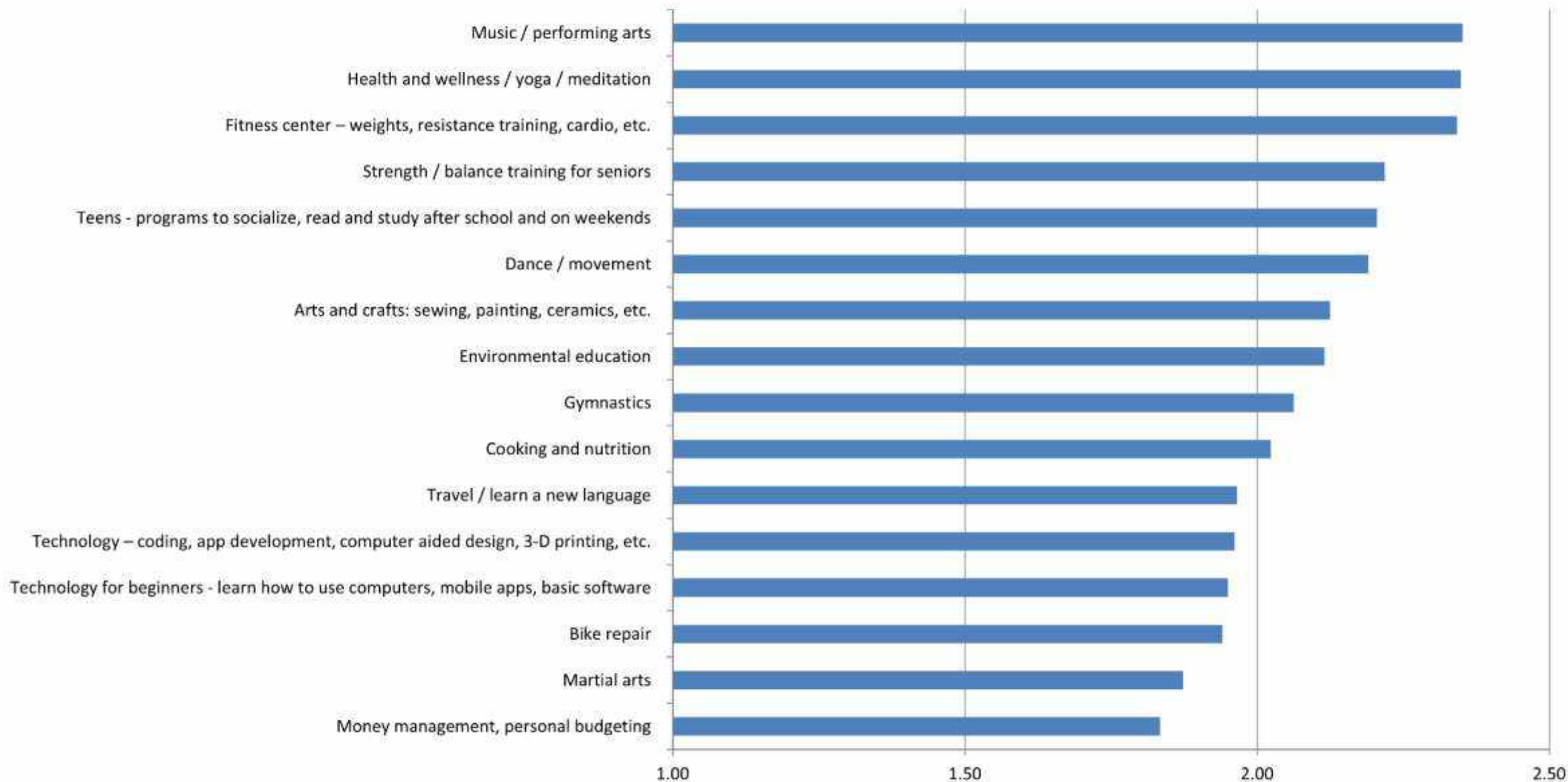


Chart shows average relative importance rated by survey respondents. Respondents rated each item as either "not at all important," "somewhat important," or "very important." Items rated "not important" are assigned a value of 1; "somewhat important" a value of 2; and "very important" a value of 3. The chart shows the average value of all ratings for each item. Higher average ratings indicate higher relative importance to the survey respondents.

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

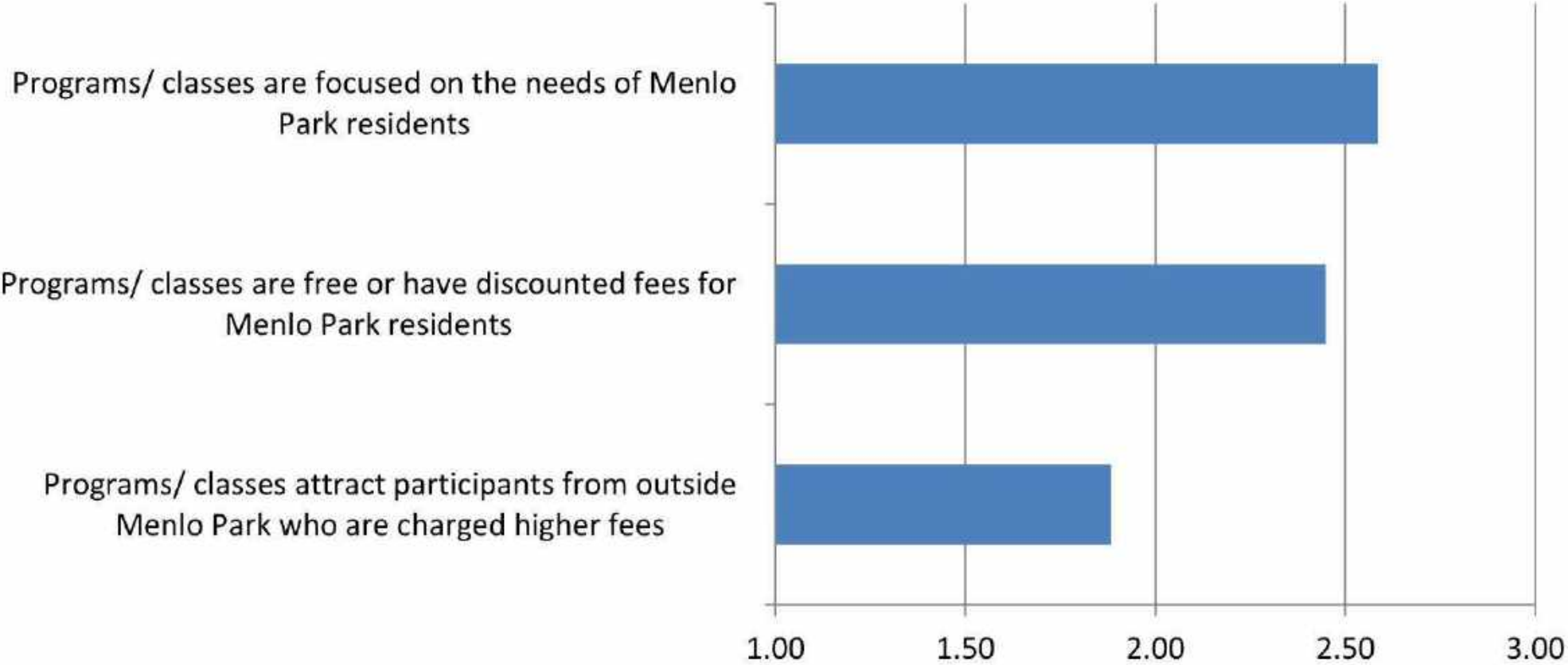


Chart shows average relative importance rated by survey respondents. Respondents rated each item as either "not at all important," "somewhat important," or "very important." Items rated "not important" are assigned a value of 1; "somewhat important" a value of 2; and "very important" a value of 3. The chart shows the average value of all ratings for each item. Higher average ratings indicate higher relative importance to the survey respondents.



## Q12. How important are the following athletic programs?

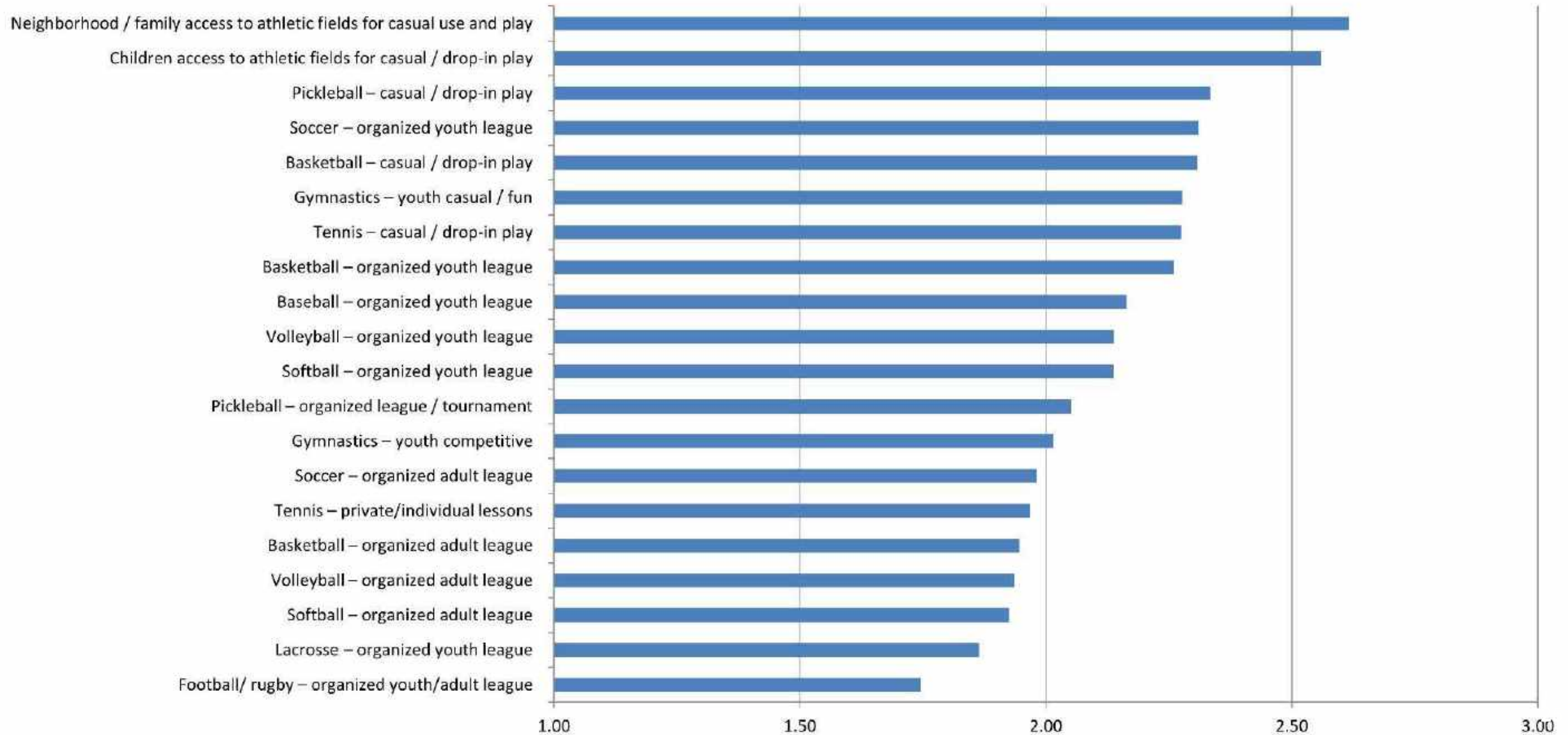


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### Q13. For athletic programs, how important are the following items?

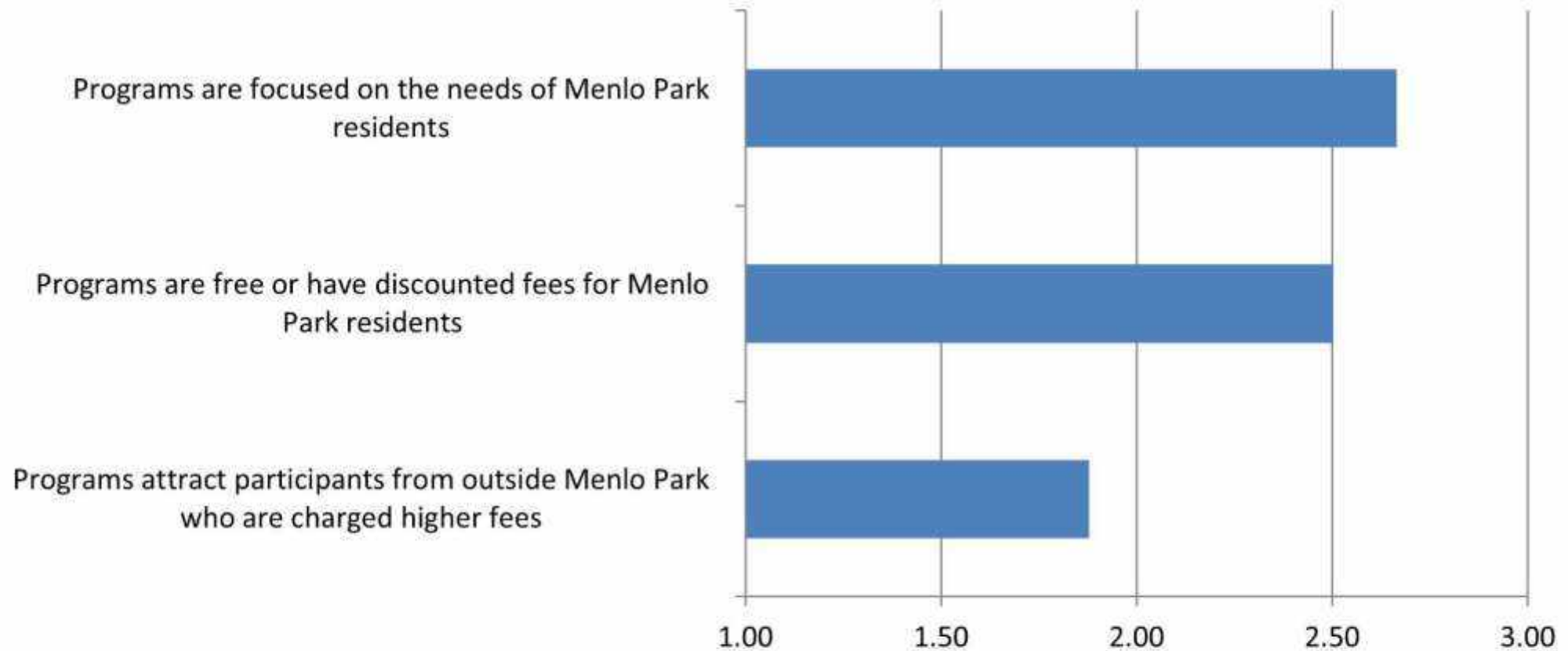


Chart shows average relative importance rated by survey respondents. Respondents rated each item as either "not at all important," "somewhat important," or "very important." Items rated "not important" are assigned a value of 1; "somewhat important" a value of 2; and "very important" a value of 3. The chart shows the average value of all ratings for each item. Higher average ratings indicate higher relative importance to the survey respondents.

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

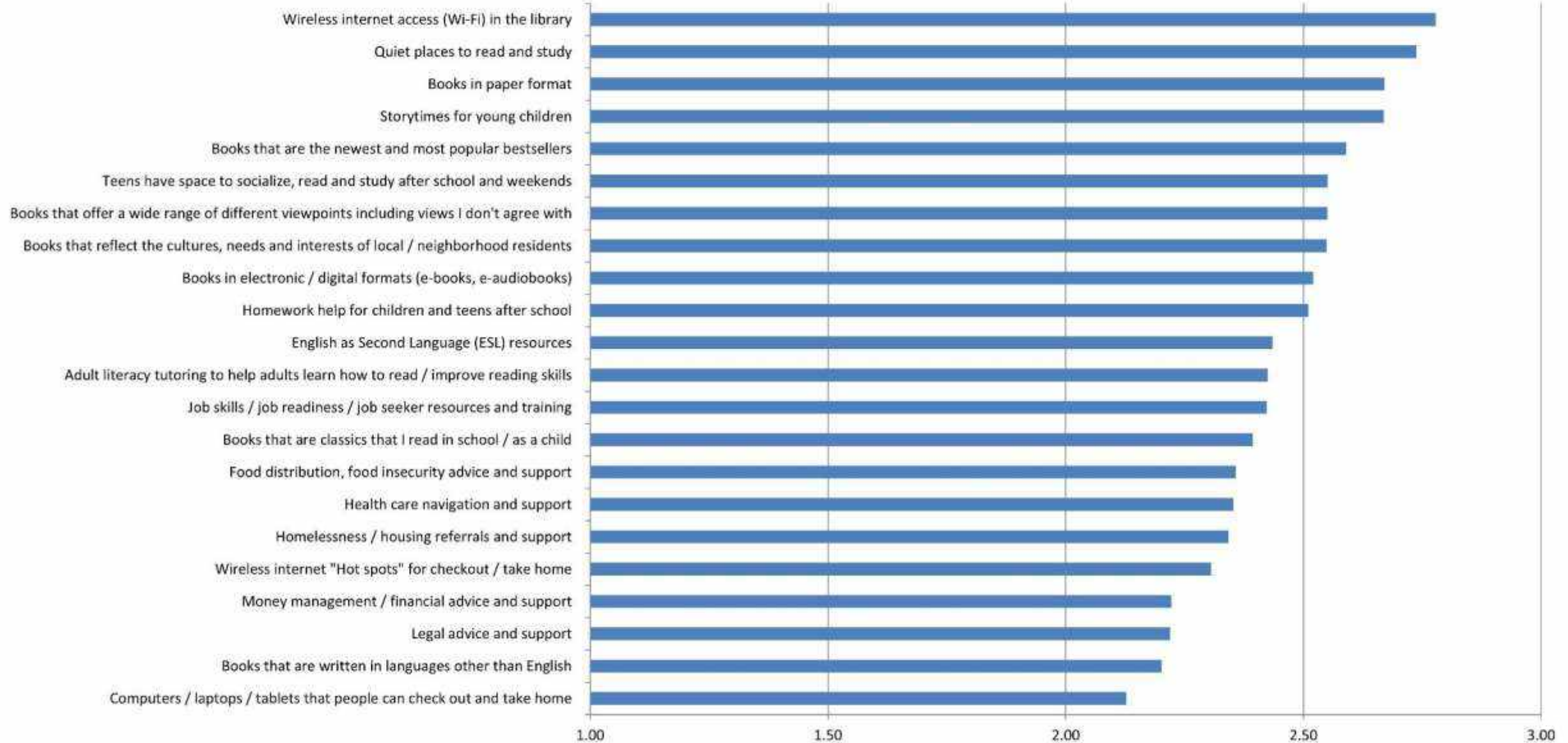


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# Recreation and sports

## Current programs – Instructional classes

### 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

# Recreation and sports

## Current programs – Facility reservations

### 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
- (2 tennis-sized courts are dual use w/ pickleball for 8 total pickleball courts)

# Recreation and sports

## Current programs – Athletic leagues

### Youth Basketball

- Dec-March

### Youth Volleyball

- Sept-Nov

### Adult Basketball

- Summer
- Fall (Oct-Dec)
- Winter/Spring (Jan-April)

### Adult Softball

- Fall
- Spring

# Recreation and sports

## Potential programs – MPCC

### 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

## Current programs

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





# Menlo Park Senior Center

## Current programs

- Arts & crafts
- Sewing
- Intro to Spanish
- Technology
- Dance
- Yoga
- Chair exercises
- Meditation
- Mind exercise
- Culture & travel
- Games
- And more..



# Menlo Park Senior Center

## Current programs

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

- Black History Month
- Dia de Los Muertos
- Chinese New Year
- Thanksgiving
- Holiday Luncheon





# Menlo Park Senior Center

## Current programs

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

- Second Harvest Food Bank
- Peninsula Volunteers
- Foothill College



# Menlo Park Senior Center

## Potential programs - MPCC

Menlo Park Senior Center is preparing to offer all its current programs in the Menlo Park Community Campus when it opens, and to explore new opportunities to serve older adults through this dynamic new space:

- Social services support and referral
- Nutrition, health and wellness
- Technology access and support
- Makerspace - large tables for traditional arts and crafts
  - Pottery class including kiln
  - Sewing classes including sewing machines
  - Painting, drawing, crafts







# Belle Haven Youth Center

## Current programs

### Afterschool youth development programs

- Serves Kindergarten through 5th grade
- Afterschool and during school breaks
- Transportation for students.

### Summer youth development programs

- Camp Menlo: Serves Kindergarten through 5th grade, 8:00am-5:30pm
- Beechwood Summer Camp: after school
- Middle Camp: Serves 6th through 8th grade



# Belle Haven Youth Center

## Current programs

### 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 daily activities:

- Arts and Crafts
- STEM Activities
- (Science, Technology, Engineering, and Mathematics)
- Summer reading program
- Homework assistance
- Team building challenging activities

### Youth weekly activities:

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

## Belle Haven Youth Center 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.

# Belle Haven Branch Library

## Current programs

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

- Books, DVDs, CDs, magazines & newspapers
- Technology access
- Electronic books and services
- Books By Mail
- Storytimes and early literacy support
- English Language Conversation Club
- Book groups
- Presenters from around the world



# **Belle Haven Branch Library**

## **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
- Upstairs all-ages library space
- Teen zone
- Makerspace



## Important dates\*

- April 4 – City Council review proposed programming plan elements
- April 26 – PRC and LC joint meeting – MPCC programming plan elements, facility use policies, resident and neighborhood prioritization policy
- May 4 – City Council informational update - Preliminary staffing, operations, and programming plan considerations
- May 15 – LC review programming plan with focus on public library, youth center, makerspace, teen zone, senior center, social services
- May 24 – PRC review programming plan with focus on gymnasium, aquatics center, recreation programs, facility rentals, athletic field, outdoor racquet sports
- June TBD – City Council budget workshop fiscal year 2023-24
- June 27 – City Council fiscal year 2023-24 budget adoption

\* All dates are tentative and subject to change. List does not include MPCC Subcommittee and MPCC working group meetings, which are scheduled at least monthly and are intended to follow a similar sequence of topics and focus areas.



# Parks and Recreation Commission Library Commission



## SPECIAL JOINT MEETING MINUTES - DRAFT

**Date:** 1/25/2023  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
 Belle Haven Branch Library  
 413 Ivy Drive, Menlo Park, CA 94025

### A. Call To Order

Chair Bryman called the meeting to order at 6:36 p.m.

### B. Roll Call

**Present:** Baskin, Brosnan (joined 7:40), Bryman, Bunyagidj, Diepenbrock, Theriault, Chen  
 Rekhi, Cohen, Erhart, Singh, Velagapudi  
**Absent:** Joshua, Hadrovic, Leep  
**Staff:** Library and Community Services Director Sean Reinhart, Acting Assistant  
 Community Services Director Rondell Howard, Library and Community Services  
 Supervisor Tricia Mullan, Library and Community Services Supervisor Rose  
 Waldman, Recreation Coordinator Airl Tinajero, Acting Recreation Coordinator  
 Mayra Monje, Management Analyst Ashley Walker

### C. Study Session

#### C1. Menlo Park Community Campus programming considerations

Youth Advisory Committee (YAC) members Ayla Karadogan, Natalie Tantisira, and Evan Wong made a presentation on Makerspace Recommendations (Attachment).

Library and Community Services Supervisor Tricia Mullan, Library and Community Services Supervisor Rose Waldman, Recreation Coordinator Airl Tinajero, and Acting Recreation Coordinator Mayra Monje made a presentation on potential Menlo Park Community Campus (MPCC) programs (Attachment).

### D. Informational Items

#### D1. City Council informational report, "Menlo Park Community Campus project updates" (Staff Report PRC-2023-001)

Director Reinhart introduced the item.

#### D2. Suggestion box – comments and responses

Director Reinhart introduced the item.

- Carol Fan requested follow-up to the suggestions they provided.

**E. Commissioner Reports**

E1. Individual Commissioner Reports

None.

**F. Adjournment**

F1. Chair Bryman adjourned the meeting at 8:16 p.m.

Ashley Walker, Management Analyst

# Makerspace Recommendation

Youth Advisory Committee 2022 -23



# Agenda

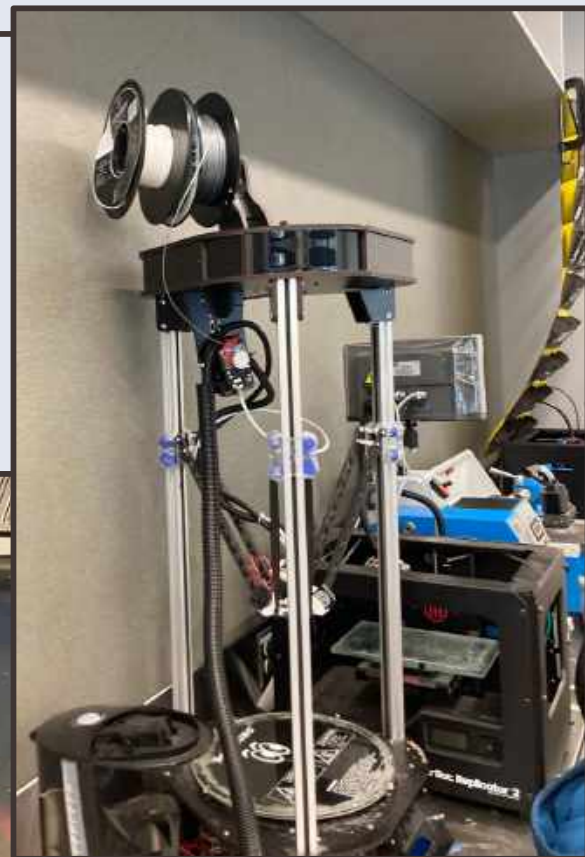
- Overview of each location
  - Menlo Atherton High School
  - Menlo School
  - Redwood City Public Library
- General Recommendations
- Questions?



# 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 some use
- Safety glasses and goggles for tool use
  - They use one of those phone pockets at schools







# Analysis

## Pros

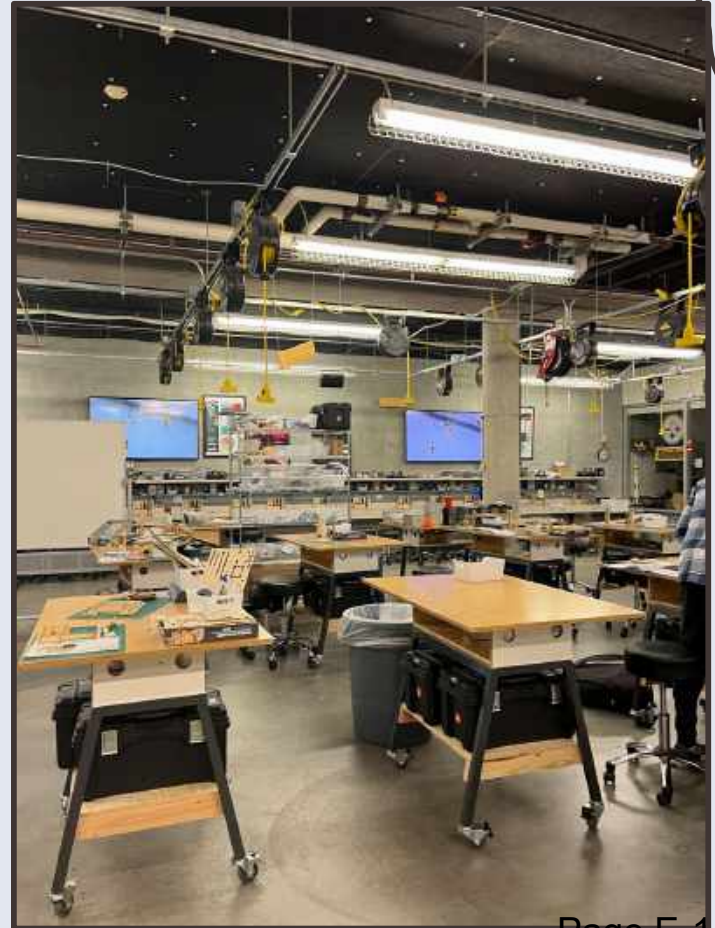
- Provide materials to create such as filaments, yarn, PVC
- Relatively simple + cheap safety glasses and goggles solution

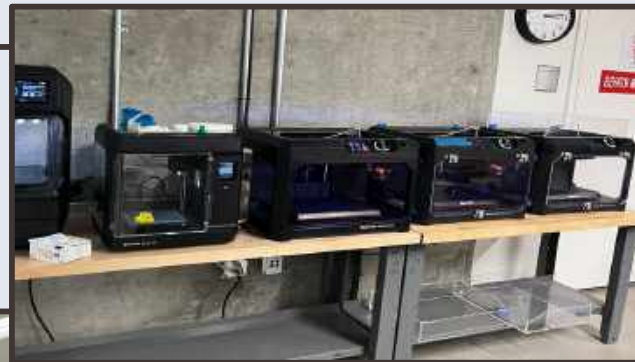
## Cons

- 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

# 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, hammers, screw drivers, welding equipment, electrical equipment
- Materials: wood, acrylics, cardboard, thin metal, PVC pipes, and wheels
- TVs/presentation equipment and (at least 5) desktops





# Analysis

## Pros

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

## Cons

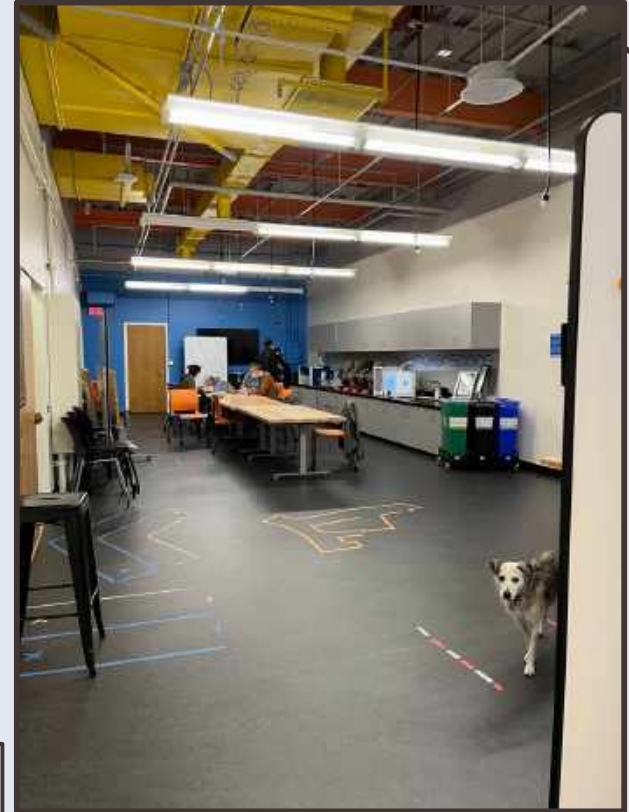
- Likely difficult to quickly step in and make something
  - Dedicate time to the classes + quiz
  - Resources locked behind time gates
- Must be a Menlo School student to use
- Probably high budget

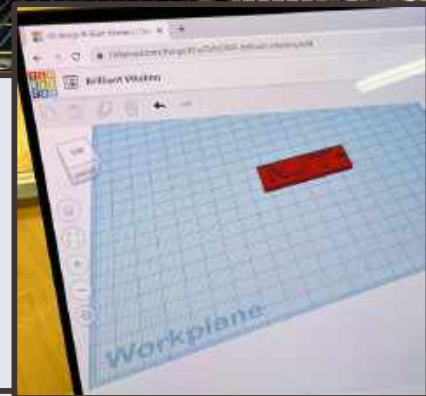


# Redwood City Public Library

- Opened makerspace earlier this year
- Popular programs: sewing and kids robotics
- Sewing machines
- Embroidery machine
- Cricut
- Root by iRobot (+ iPads)
- 4 Original Prusa i3 MK3 (3D printing)
- Ultimaker and Ultimaker 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)





# 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 materials (PVC, wood, filaments, fabric)
- Laptops/desktops/iPads
  - Design software downloaded and free
- Whiteboards
- Safety things
  - Goggles, glasses, gloves, etc.
  - 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



## RECREATION AND SPORTS



# CURRENT PROGRAMS – INSTRUCTIONAL CLASSES



## 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



# CURRENT PROGRAMS – FACILITY RESERVATIONS



- 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



## CURRENT PROGRAMS – ATHLETIC LEAGUES



- 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





# POTENTIAL PROGRAMS – MPCC



## Programs

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

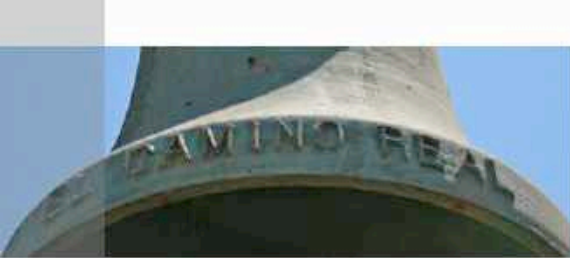
## Programmable space

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

## Facility reservations

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

# SENIOR CENTER



# CURRENT PROGRAMS – SENIOR CENTER



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



# CURRENT PROGRAMS – SENIOR CENTER



- Arts & crafts
- Sewing
- Intro to Spanish
- Technology
- Dance
- Yoga
- Chair exercises
- Meditation
- Mind exercise
- Culture & 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.

- Black History Month
- Thanksgiving
- Dia de Los Muertos
- Holiday Luncheon
- Chinese New Year



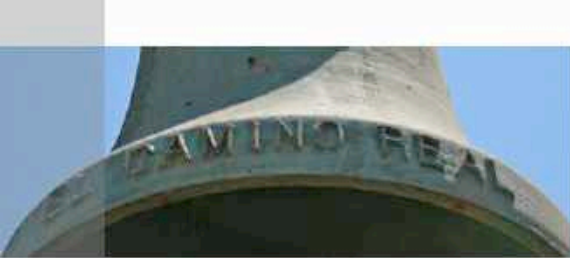
# CURRENT PROGRAMS – SENIOR CENTER



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.

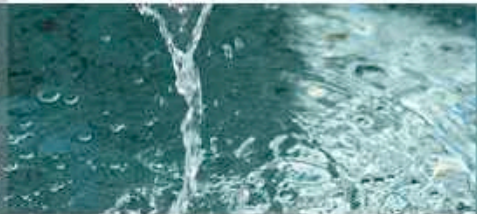
Through collective efforts, something truly magical has come to fruition: a thriving senior community.

Thank you.



## BELLE HAVEN YOUTH CENTER - SCHOOL-AGE YOUTH DEVELOPMENT





# 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, 2:30pm-6:00pm; Weds, 12:00pm-6:00pm
- During school breaks: Mon-Fri 8:00am-6:00pm (winter break and spring break)
- Transportation for students.

### Summer youth development programs

- Camp Menlo: Serves Kindergarten through 5th grade, 8:00am-5:30pm
- Beechwood Summer Camp: Serves Beechwood Elementary School students after their school day ends, 3:00pm-5:30 pm
- Middle Camp: Serves 6th through 8th grade (located at Belle Haven Library), 9:00 AM-4:30 PM



# 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 daily activities:

- Arts and Crafts
- STEM Activities
- (Science, Technology, Engineering, and Mathematics)
- Summer reading program
- Homework assistance
- Team building challenging activities

## 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 & newspapers
- Technology access
- eLibrary services
- Databases
- Books By Mail
- Storytimes
- English Language Conversation Club
- Book Groups
- Presenters from around the world
- And much, much more!





## 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

**Meeting Date:** 3/22/2023

**Staff Report Number:** PRC-2023-010

**Regular Business:** Advisory body meeting format and attendance requirements - AB 2449 Just cause and emergency circumstances

### Recommendation

City staff recommends that the Parks and Recreation Commission receive and acknowledge understanding of this report related to state Assembly Bill 2449 (AB 2449) which changes advisory body meeting formats and attendance requirements (Attachment A).

### Policy Issues

Advisory body attendance is governed by the rules of the Brown Act. The Brown Act requires a quorum of the body to be in attendance before a meeting can begin.

### Background

The California Legislature temporarily modified the rules for advisory body meetings during the COVID-19 pandemic and the associate state of emergency. Governor Gavin Newsom terminated the state of emergency on February 28, 2023 (Attachment B). Beginning March 1, 2023, new rules were set in place by the State Legislature under Assembly Bill 2449. The bill requires a quorum of in person advisory body board members. AB 2449 makes some allowances for remote participation of advisory body members, but limits the number of and allowable reasons for, remote appearances.

### Analysis

Beginning March 1, 2023, the procedure for participating in advisory body meetings will change per Assembly Bill 2449. As of March 1, 2023, all legislative body members (including City commissions) will need to participate in person unless one of the criteria outlined below is met. The public's remote participation under AB 2449 will not be impacted, and the City will continue hybrid teleconference meetings for the public as well as allow in-person attendance.

Under the first criteria for participating remotely, a commissioner can continue to apply rules from the traditional Brown Act.

The traditional Brown Act requirements (Gov. Code sec. 54953(b)(3)) (Attachment C) state that a quorum of the legislative body must be in-person at City Council Chambers, City Hall conference room, City library, etc. and any members participating remotely must post the address of where the remote legislative body member is participating from on the agenda for the meeting (i.e. home address, hotel, etc.). The agenda must also be posted on the door of where the remote legislative body member is participating from, in public view, and members of the public must be allowed into the location where the remote legislative body

member is participating from. For example, if a member is participating from home, then the public must be allowed access to participate in the meeting at the home.

Under AB 2449 (Attachment D), two new criteria for participating remotely have been added. They are referred to as "just cause" and "emergency circumstances."

#### "Just Cause"

To use "just cause," a commissioner must notify the legislative body at the earliest possible opportunity of their intention to participate remotely. This could include the notification being made up to the start of a regular meeting. The notification must be made by the member who is participating remotely and cannot be made by staff or the Chair on the remote attendee's behalf. The notification must include a general description of the just cause circumstances relating to their need to appear remotely at the given meeting. For example, "I am Commissioner Jane Smith participating remotely tonight for caregiving purposes."

Accepted reasons for using "just cause" are:

- Childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a member to participate remotely
- A contagious illness that prevents a member from attending in person
- A need related to a physical or mental disability
- Travel while on business of the legislative body or another state or local agency.

In order to use "just cause," a quorum of the legislative body must still be in-person at the City Council Chambers, City Hall conference room, City library, etc.

#### "Emergency Circumstances"

To use "Emergency Circumstances," a member may request the legislative body to allow them to participate in the meeting remotely due to "emergency circumstances."

To do this, at the start of the meeting, the remote legislative body member must request that the legislative body allow them to participate remotely because of an emergency circumstance. The remote legislative body member then must provide a general description of the circumstances relating to the legislative body member's need to appear remotely. This description should be 20-words or less. The legislative body member does not have to disclose any personal medical information. However, the remote legislative body member must disclose whether any other people over 18 years old are present in the room and the general nature of the legislative body member's relationship with the individual

The legislative body must then vote to add the emergency circumstance to the agenda for consideration. A majority vote is required. If approved (e.g., add the consideration of an emergency circumstance to the agenda), the legislative body must vote to approve the remote legislative body member's participation. These steps are required before the commencement of the business meeting. The legislative body must then vote to approve the request. The legislative body must request a general description of the circumstances relating to their need to appear remotely at the given meeting.

Again, as with the first two criteria, an in-person quorum must be present.

#### Limitations on Teleconference Participation

AB 2449's teleconference procedures may not be used by a member of the legislative body to teleconference for a period of more than three consecutive months or 20% of the regular meetings within a calendar year, or more than two meetings if the legislative body meets fewer than 10 times per calendar year. Teleconference may not be used for more than two consecutive meetings. Members participating

remotely must do so through both audio and visual technology and must publicly disclose whether any individual over the age of 18 is present at the remote location with the member.

Under all circumstances listed above a remote legislative body member must participate through both visual and audio with cameras and mics engaged. Roll call voting will be required if one or more member is participating remotely.

### **Impact on City Resources**

As an advisory body to the City Council, the Parks and Recreation Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

### **Environmental Review**

Meeting attendance of advisory board members is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

### **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. Presentation – Advisory body attendance requirements – Assembly Bill 2449
- B. Office of Governor Gavin Newsom: press release and information announcing the end of the state of emergency. Link: <https://www.gov.ca.gov/2023/02/28/governor-newsom-marks-end-of-californias-covid-19-state-of-emergency/>
- C. Text of Gov. Code sec. 54953(b)(3) known as the “Brown Act”. Link: <https://leginfo.legislature.ca.gov/faces/selectFromMultiples.xhtml?lawCode=GOV&sectionNum=54953>.
- D. Text of Assembly Bill 2449 – Open meetings: local agencies: teleconferences. Link: [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220AB2449](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2449)

Report prepared by:

Ashley Walker, Management Analyst

Nick Szegda, Assistant Library Services Director





# COMMISSION MEETING ATTENDANCE

New requirements – AB 2449

## BACKGROUND

- Beginning March 1, 2023, the procedure for participating in meetings will change per AB 2449
- The City will continue teleconference meetings for all legislative bodies
- Teleconference = in-person and remote participation (hybrid)
- Legislative bodies = City Council, advisory bodies, commissions, committees, and standing sub-committees

## NEW ATTENDANCE REQUIREMENTS

- All legislative body members will need to appear in person unless one of the following conditions is met
  - Traditional Brown Act requirements
  - AB 2449 “Just Cause”
  - AB 2449 “Emergency Circumstances”
- Public participation not impacted – they may continue to attend and participate remotely



# TRADITIONAL BROWN ACT REQUIREMENTS



- Quorum must be present in-person
- Address of remote participation site on agenda
- Agenda posted to the door of the remote location
- Members of the public must be allowed into the location where the remote participation is occurring
  - This requirement includes the home of the participating member



## AB 2449 JUST CAUSE

- Quorum must be present in-person
- Can be used up to two meetings per calendar year
- Just Cause =
  - Childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a member to participate remotely
  - A contagious illness that prevents a member from attending in person
  - A need related to a physical or mental disability
  - Travel while on business of the legislative body or another state or local agency

## IN ORDER TO USE “JUST CAUSE”

- In-person quorum
- Notify your legislative body at the earliest possible opportunity of the need to participate remotely
  - The earliest possible opportunity can be, but is not required to be, at the start of the meeting
- Provide a general description of the circumstances related to one of the four items above (e.g., childcare, illness, disability, travel)

## AB 2449 “EMERGENCY CIRCUMSTANCES”

- Can be used up to 20% of a legislative body’s regular meetings per calendar year (January – December) and cannot exceed three consecutive meetings
  - If the regular meeting schedule is once a month: 20% = 2 meetings
- Physical or family medical emergency that prevents a legislative body member from attending in-person

## IN ORDER TO USE EMERGENCY CIRCUMSTANCES

- At the start of the meeting, the remote legislative body member must request that the legislative body allow them to participate remotely because of an emergency circumstance
- Remote legislative body member must provide a general description of the circumstances relating to the legislative body member's need to appear remotely
- This description should be 20-words or less
- The legislative body member does not have to disclose any personal medical information



## IN ORDER TO USE EMERGENCY CIRCUMSTANCES (2)

- Remote legislative body member must also disclose whether any other people over 18 years old are present in the room and the general nature of the legislative body member's relationship with the individual
- The legislative body must vote to add the emergency circumstance to the agenda for consideration
  - Majority vote required
- If approved (e.g., add the consideration of an emergency circumstance to the agenda), the legislative body must vote to approve the remote legislative body member's participation
- These steps are required before the commencement of the business meeting



## ADDITIONAL RULES FOR REMOTE LEGISLATIVE BODY MEMBER ATTENDANCE



- Remote legislative body members must participate through both visual and audio
  - Cameras and mics engaged
- Rollcall voting required if one or more member is participating remotely
  - Robert's Rules of Order (45:48) requires that:
  - A verbal rollcall vote be done in alphabetical order, with the presiding officer (e.g., mayor or chair) last
  - Legislative body members can vote “yes”, “no”, “abstain”, or “pass”
  - If “pass”, following the remainder of the rollcall vote, the vote will return to that member



**THANK YOU**

LIBRARY AND COMMUNITY SERVICES  
 SUGGESTION BOX AND RESPONSES  
 January, 2023 – Mid-March, 2023  
[menlopark.gov/feedback](http://menlopark.gov/feedback)

Ref #	Date received	Suggestion	Response
1	2023-02-18	I am writing to urge you to reconsider the move to permanently repurpose the Nealon Park tennis courts as pickleball courts. There is a waiting list for tennis in the schools here and redoing the courts will adversely impact the ability of Menlo Park kids to participate in tennis. Please keep these courts available for kids who want to be on tennis teams.	[Comments added to suggestion box compilation.]
2	2023-02-28	I live at [REDACTED] where my backyard fence abuts Nealon Park about 25 feet from the North East part of the playground. Nealon Park has been my neighbor for the last 18 years, but only since the playground remodel has it become a loud and unruly neighbor. Let me be clear, the mowing of the lawns on Monday or Tuesday mornings, the leaf blowers at least once a week, Little League or adult softball on weekends or Wednesday nights until after 9 pm, tennis or pickleball being played until the lights go out at 10 pm every night, weekend soccer or flag football groups, birthday parties including bouncy houses and their generators, and numerous Pinatas being smashed, are all expected by those of us who are park neighbors. Even the 5 plus years of amplified Elsa from the movie Frozen singing at birthday parties was totally accepted. Cleaning up the trash blown into my fence and yard by those birthday parties, or the homeless people sleeping on the park benches, or the outdoor gym classes and the elementary school competitions, or even the barking dogs running loose or chasing balls on the main lawn and then peeing on my fence, are all part of the park package. But I attended every one of the playground design meetings with	[Comments added to suggestion box compilation.]



		<p>lots of other neighbors and we all stressed that whatever toys or rides were to be installed must be quiet. Those toys need to be quiet because even though the park closes at dusk as per city ordinance, many people don't follow that rule. This is especially true for teenagers on Friday and Saturday nights who come to hang out in the playground after 11pm. The loud rides being misused by teens and young adults during the night is not an acceptable condition to those of us who live close and try to sleep. Yes, we call the Police, but they are often taking care of more serious crime which means no one shows up. This has left many of us feeling frustrated and unheard about a situation that has become unbearable. The Zip Line is loud during the day, but we understand that noise. At night it cannot be allowed to operate. Recently, there has been a trial period with the Zip Line supposedly open during the week day hours. During that time period there were numerous occasions where the ride was not locked or the lock was broken and the Zip Line was loud all during the night. The spinning ride has also been closed because of abuse by teens late at night, and that has yet to reopen, but I am concerned for what will happen at night when it does. When this commission and city council wanted to make the Nealon Playground a destination, I wonder if they realized that this park is now a destination for lots of people who don't pay the taxes for its upkeep, and for many who don't respect the rules and ordinances or even consider those of us who live nearby. It is my request that the committee keep the Zip Line locked after dusk, make sure that they consider teens abusing the spinner when it is repaired, and request the city council to speak with the Chief of Police about responding to noise complaints in the park after hours. Thank you for your time.</p>	
3	2023-03-10	Thank you!	<p>Thank you for leaving a suggestion box comment at the Menlo Park Library that said very simply, "Thank you." We appreciate your kind words and lovely manners! We</p>

			hope you visit the Library again soon for some great reads. Kindest regards, Ashley
4	2023-03-10	Please add more craft and art supplies to the library. Add board games and toys to the library.	[No contact information.]
5	2023-03-10	Play music please!	[No contact information.]
6	2023-03-10	More Baby-sitters Club books please. This is a great library	[No contact information.]
7	2023-02-21	Please get a copy of 39 Story Treehouse, 65 Story Treehouse, 130 Story Treehouse	[No contact information.]
8	2023-01-23	I would like to have more tennis courts at Nealon Park.	[no contact information.]
9	2023-01-30	As a data scientist who conducts A/B tests, I am concerned about the survey methodology used to recommend expanding the scope of the Pickleball pilot in the Staff Report PRC-2022-027. Because tennis use is predicated on purchase of a tennis key (burden on finances and available time to go to the Rec Center to purchase the key), whereas Pickleball is not, observations of usage and expressions of interest are not a valid way to objectively assess comparative level of interest. A more fair survey would require Pickleball players to pay to play, as tennis players do. A less fair option would be to allow both Pickleball and tennis players to play for free. (Less fair, because tennis players have always expected to pay to play.). Both methods would require some period of notification prior to any survey observations, so that players understand that the burden is and will be the same for both Pickleball and tennis players. Thank you for including my input in the minutes of the next Parks & Rec meeting since it could not be included in the Jan 25, 2023 minutes.	[Comments added to suggestion box compilation.]
10	2023-02-24	Free candy or mints in a bowl	[No contact information.]
11	2023-02-02	I think there should be some computers in the teen room. So students can do their work here. :)	[No contact information.]

12	2023-02-02	more fun activitys	[no contact information.]
13	2023-02-02	Thank you for letting us use your gym	[no contact information.]
14	2023-01-23	I would like to keep the tennis courts at Nealon Park and not convert them into Pickleball courts please. At this time, it's hard to reserve courts due to lack of staffing, so this makes it even harder to find time to play. Many thanks!	<p>Thank you for your suggestion box comment (see below), and for your public comment at last night's Parks and Recreation Commission and Library Commission joint meeting. Your suggestion box comment didn't appear in the compilation that was reviewed at last night's meeting because your comment was received after the compilation was published. Your suggestion box comment will be included in the next compilation. Regarding your suggestion box comment, we appreciate your input, and here are a few updates on the topic that you may find of interest:</p> <p>On <a href="#">October 26</a>, the Parks and Recreation Commission made several recommendations related to tennis and pickleball, including:</p> <ol style="list-style-type: none"> <li>1. Extend the pickleball pilot program at Nealon Park and Kelly Park through June 30</li> <li>2. Conduct analysis of current and future community needs related to pickleball in alignment with the City's 2019 <a href="#">Parks and Recreation Facilities Master Plan</a> (PRFMP)</li> <li>3. Evaluate user fees related to pickleball and tennis</li> <li>4. Add pickleball stripes and nets to Nealon Park tennis courts #1 and #2.</li> </ol> <p>After the PRC made the above recommendations, City Council members through the City Manager requested additional analysis prior to implementing item #4 in the above list. For this reason, staff is proceeding with items #1 through #3 at this time, with a focus on item #2. Item #4 is pending the completion of further analysis noted in items #2 and #3. To put it more plainly, further conversions of tennis courts to pickleball have been placed on hold for now, until a more detailed citywide</p>

			<p>plan for new and/or converted pickleball courts can be completed.</p> <p>City staff is preparing a follow-up report to the City Council to outline the process for developing a focused addendum to the PRFMP to update and/or address community needs, interests, and projects that have emerged since the PRFMP was adopted in 2019, including pickleball and the Menlo Park Community Campus project, neither of which were incorporated in the PRFMP. The follow-up report is tentatively scheduled for City Council's February 14 meeting. The intent is to complete the PRFMP addendum by June 30 to include pickleball.</p> <p>I hope this information is helpful. Please let me know if you have any questions.</p> <p>Best regards, Sean</p>
15	2023-01-24	Regarding Nealon park zip line and Nealon park in general in response to request for comments. We live near the park and our 4 y/o daughter absolutely loves Nealon Park; it's one of the reasons we moved here. We would appreciate reopening of the zip line as well as the carousel (adjacent to the zip line which no longer has the ropes installed). If there are big noise problems, we would accept reasonable restrictions. Also, if the closures happened due to accidents, warnings would be appreciated. Thank you very much for this awesome park.	<p>Thank you for the comment on the Nealon Park all-abilities playground- El Capitan Track Ride (zip line), we appreciate your patience as we navigate through the due process for the park. Please 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 Capitan Track Ride (zip line) hours of operation." Link to agenda and report: <a href="https://menlopark.gov/Agendas-and-minutes#section-10">https://menlopark.gov/Agendas-and-minutes#section-10</a>.</p> <p>The PRC is tentatively scheduled to review the zip line again on February 22, 2023.</p> <p>Best, Rondell</p>
16	2023-01-26	We are BIG fans of the summer concerts in the park. Why not expand the series with local bands on a weekly basis? It is extremely nice to know we can get out each week to enjoy live music at Fremont Park but the series is quite limited. Mountain View seems to have 'cracked the code' regarding local bands mixed with more expensive groups	<p>We have received your suggestion about the weekly music events for the City of Menlo Park. We are currently in the process of planning the weekly concert series that will take place this upcoming summer and hope that you will join us. At this time, our resources only allow us to carry out a weekly music series for the summer months</p>



		each week. A wonderful scenario is to enjoy live music three or four times per week in the 94xxx area during the summertime (12 weeks plus). Los Altos has a number of groups performing weekly at the Farmers Market as well as a dozen or more bands playing FREE on the First Friday of each month. Please consider expanding the Menlo Park music this year. Thank you. The cost of implementing a series of events is an issue but the families attending the shows	but this suggestion will continue to be explored as we look for other free opportunities to bring music to Menlo Park other than the summer concert series. Thank you again for sharing this suggestion with us. -Natalya
17	2023-02-07	I am a resident of San Mateo County. Even though my home address is in Menlo Park, I believe I am outside the city limits. Can I access the classes listed on MP's website?	Thank you for posing this question. Our classes are open to all that are interested. We would be happy if you would join us! There are a couple of differences for those living outside of Menlo Park: 1. The first date for registration is a little later for unincorporated residents and nonresidents. Typically, unincorporated can register three days later than residents and nonresidents can register a week later than residents 2. For classes/programs with a fee, there is specific nonresident fee I am happy to answer any further questions that you may have. Best, Tricia
18	2023-02-02	Do you use the Dewey Decimal System? Also, can you please get S.O.S by Gordan Korman?	Thank you so much for leaving your questions in the Menlo Park Library suggestion box! I'm happy to answer them. First off, yes, we do use the Dewey Decimal System. If you'd like to learn more about it, we'd be happy to chat with you. To your second question – can we please get S.O.S. by Gordon Korman – we actually have a copy of that book on our shelf right now, and I have placed a hold on it for you. That said, thank you for your purchase suggestion! You can submit any other things you'd like us to

			<p>purchase for the Library via this purchase suggestion form: <a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a></p> <p>Hope these answers help, and feel free to ask us questions any time!</p> <p>Best, Rose</p>
19	2023-02-02	<p>One cannot control when a bookhold comes into the library. Sometimes one at a time, sometimes 3 at a time. I know I cant read that many books at once, or even in 3 weeks, with a busy life, family, and books. With Libby, I hate the option of delaying/postponing reading the book till a later date. Why not program the MP Library app for that type of feature. It would allow anyone waiting for the book waiting for me at the M.P. Library to man it in a more timely fashion and allow me to pass the book on to another library patron and then get a chance to read it later.</p>	<p>We have received your comment card indicating that you were receiving holds faster than you were able to read them but cannot control when a hold comes into the library. I understand it can be frustrating to receive too many books at once and I hope that this email will help you to resolve this issue.</p> <p>As you mentioned, there is an option of delaying or postponing a hold on our e-book and audiobook platform Libby, by Overdrive. I am happy to tell you that this option is also available on our website when ordering a hold on a physical item! Below is a short description about how to pause items that are already placed on hold in your account!</p> <p>Please start by logging into your account on the Menlo Park Library catalog website (<a href="https://menlopark.bibliocommons.com/">https://menlopark.bibliocommons.com/</a>). Once you have logged in, please go to the top right hand corner where your user name is listed. Click on the arrow pointing down to open the menu bar. Once open, please select ON HOLD. This will take you to a page that lists all the items you have requested Holds on. Once on that page, scroll down to the item you are hoping to delay and click the Blue Pause Hold button which will be located on the right side of the screen above the grey Cancel Hold Button. This will keep your name on the holds list but fulfil holds below you until you are ready to receive your item. About 5 days to a week before you are ready to return whatever book you have with you at home, please go back to the same page on our website (Log in, open the</p>

			<p>menu bar at the top, and select ON HOLD) and scroll down to the book you would like to receive next. At this point, you can select Resume Hold (which, again, is the blue button next to the item above Cancel Hold). Here are some pictures with each step listed out in order to help walk you through the process.</p> <ol style="list-style-type: none"> <li>1. Log Into MPL catalog website (<a href="https://menlopark.bibliocommons.com/">https://menlopark.bibliocommons.com/</a>).</li> <li>2. Click on the menu bar where your user name is listed up in the right hand corner</li> </ol> <p>--Rose</p>
20	2023-02-02	You should have a kid's Pokemon Trading Club.	<p>Thank you for using our suggestion box to ask for a Pokemon trading club! I think it's a great idea. I can't promise anything right now, but we will give it serious consideration. We've got a couple of new librarians starting work with us soon, and I will suggest this idea to them.</p> <p>I'm so glad that you are using our library services, and adding your voice to share what you'd like to see!</p> <p>All my best, Rose</p>
21	2023-02-02	I suggest they purchase DVD players, so that patrons can watch films at the library. Thank you.	<p>[email bounced back, phone call wasn't answered and no voicemail box was available.]</p> <p>Staff is preparing to purchase external DVD drives that can be used with library laptops.</p> <p>--Rose</p>
22	2023-02-21	Have front desk clerk take donations at anytime. Not a big deal and your donation library would be as before Covid-great selections unlike now.	<p>[No contact info.]</p> <p>Book donations are handled by volunteer nonprofit group Friends of Menlo Park Library, not by city staff. Donation times for the Friends are limited to hours when they have volunteers available to process incoming donations.</p> <p>--Sean</p>
23	2023-02-21	Do you have any programs for school children to do volunteer work around the library? e.g. on weekends, or after school they can come to help sort books put on shelf,	<p>[No contact info.]</p> <p>The library is currently updating its volunteer policies, including for youth volunteers in consultation with human</p>

		they can learn about library systems, which could help them later doing their own research project also build sense of community.	resources. New volunteer opportunities are pending the policy update, which is expected to be completed by summer. --Sean
24	2023-02-24	Allow more than 50 books to be checked out per card, 100! or 500!	[No contact information.]
25	2023-02-24	Term Limits for Council members	[No contact information.]
26	2023-02-24	Dog Park	[No contact information.]
27	2023-02-24	Trophies for winners	[No contact information.]
28	2023-02-24	The library in Los Altos has a video game rental system & I think this library can benefit from that	Thank you so much for suggesting that we develop a video game collection here at Menlo Park Library -- we have a new teen librarian who is very excited about this idea, and we're going to do it! It may take a little while to get all set up, but video games are coming soon. Thanks for your positive impact on our community, Rose
29	2023-03-07	Question on the new Mandarin parent and child class - what is the age range for the class? Can't find it in the description	Thanks for the question regarding our Mandarin and parent class. This class (Mandarin and parent) is for age ranging from toddler to 4yrs old, first class starts March 24th. I hope you and your child are able to join the class. Best, Rondell





## STAFF REPORT

### Parks and Recreation Commission and Library Commission

Meeting Date: 3/22/2023

Staff Report Number: PRC-2023-011 / LC-2023-007

Informational Item: Menlo Park Community Campus naming process timeline update

### Recommendation

No decision or recommendation about specific building names will be made yet. The purpose of this informational report is to provide an update from the City Council about the Menlo Park Community Campus naming process and timeline.

### Policy Issues

The Parks and Recreation Commission (PRC) and Library Commission (LC) advise the City Council on matters related to City programs and facilities dedicated to recreation and libraries, respectively. As advisory bodies to the City Council, the PRC and LC make recommendations and serve as forums for public input, commentary, and discussion related to recreation and library programs in Menlo Park.

### Background

On January 24, 2023, City Council directed staff to update City Council Procedure CC-86-0001, "Naming and/or changing the name of facilities" (Naming Policy) and undertake a process to identify:

- A name and/or dedication for the overall Menlo Park Community Campus (MPCC) building
- Names and/or dedications for each of the five major programs housed in the MPCC building
- Recognitions for individuals and/or groups who donate toward the costs of the opening day furnishings, equipment, books, public art, and other amenities in the MPCC building.

On February 22, 2023, the Parks and Recreation Commission held a public study session to hear input from the community and to inform the community and the PRC about the process and timeline City Council directed to identify a name for the MPCC project.

On March 14, 2023, City Council adopted a resolution updating the Naming Policy (Attachment A), and directed City staff to shift the entire timeline of the MPCC naming process to late summer 2023, to allow more time for City staff and the community to focus on developing the MPCC programming plan during spring 2023 (Attachment B).

### Analysis

#### MPCC naming process and timeline

Per City Council direction, an updated timeline for the MPCC naming process follows. All dates are tentative and subject to change:

- July 26 – PRC and LC joint study session to consider input from the community, City Council direction and the Naming Policy

- July 26 – PRC and LC reopen a 4-week public comment period for Menlo Park residents to provide input to for naming/dedicating the new facility and/or each of its five major programs
- July 26 to August 23 – City staff conducts outreach in English and Spanish through multiple formats and collects and compiles input from community members
- August 23 – PRC and Library Commission jointly convene a public meeting to consider community input and recommend to City Council:
  - Up to 3 potential names and/or dedications for the overall facility
  - Up to 3 potential names and/or dedications for each of the five major programs (community center, public library, senior center, youth center and aquatics center) that will be housed in it.
- September TBD – City Council reviews the PRC's recommendations and community input, then selects:
  - The name and/or dedication for the overall facility
  - Names and/or dedications for each of the five major programs (community center, public library, senior center, youth center and aquatics center) that will be housed in it.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. In addition, the City sent electronic notices via social media and directly to project email and text update subscribers from the project page (Attachment C).

### **Attachments**

- A. City Council Policy, "Naming and/or changing the name of facilities" (adopted March 14, 2023)
- B. Hyperlink – March 14 City Council meeting video: <https://youtu.be/J9GvIF4TrE8?t=1495>
- C. Hyperlink – project page: [menlopark.gov/communitycampus](https://menlopark.gov/communitycampus)

Report prepared by:

Sean S. Reinhart, Library and Community Services Director

# NAMING AND/OR CHANGING THE NAME OF FACILITIES

City Council Policy #CC-23-026

Adopted Resolution No. 6817



## Purpose and scope

From time to time the City has the opportunity to name and/or dedicate a new facility, or the individual programs or components within a new facility, or is requested to rename and/or rededicate a previously designated park, playground, building or other unit under the City's jurisdiction.

In order to formalize the City's consideration of these opportunities and requests, and to provide guidelines to the public, the City has adopted the following procedure and criteria for the naming and/or dedication of facilities.

1. It shall be the policy of the City not to change the name of any existing City facility, particularly one whose name has City, regional or national significance, unless there are the most extraordinary circumstances of City, regional or national interest and no other new facility can so be designated.
2. The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing place names only with the greatest reluctance and, when naming or dedicating facilities in honor of a person or persons, only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet under-recognized by the City.
3. The City Council is the final decision-making body for the selection of names and dedications for City facilities. The City Council may direct an appropriate City Commission to consider inputs from the community and recommend names or dedications to the City Council -- for example, it may select the Parks and Recreation Commission to do so for public parks, playgrounds, athletic fields, paths, tennis or pickleball courts, gardens, recreation buildings and related facilities.
4. The naming, dedication, renaming and/or rededication of City facilities will recognize and take into consideration the following criteria:
  - A clear and compelling connection to significant local places, communities, neighborhoods, history, geographical features, people, achievements, events, and/or other attributes of the City and community of Menlo Park
  - Inclusion, belonging, access, fairness, and justice for the entire Menlo Park community and all of the people who are part of it
  - A deceased person (no sooner than five years after death) who made major, overriding contributions to the City and community of Menlo Park and whose distinctions are as yet under-recognized by the City
  - National, regional or community groups that have made significant contributions to the Menlo Park community and have not been previously honored in a meaningful way by the City.
5. The City Council from time to time may authorize a dedication, memorial plaque, or other recognition in or on a facility that is closely identified with a person or group, or to recognize individuals and/or groups who have donated to the facility and/or individual programs or components within it, but the policy of the City is to retain the historic name of the facility.
6. For other than naming and/or dedicating a new facility and its individual programs or components, it is the policy of the City to take no action until at least six months from the receipt of a suggested renaming or rededication.

## Policy history

Action	Date	Notes
Policy adopted	February 25, 1986	City Council adopted
Policy reviewed	January 27, 1998	City Council reviewed and made no revisions
Policy updated	March 14, 2023	City Council adopted Resolution No. 6817