



STAFF REPORT

City Council

Meeting Date:

5/24/2022

Staff Report Number:

22-101-CC

Informational Item:

Menlo Park Community Campus operational planning updates: Subcommittee report; updated operational plan milestones; draft program survey

Recommendation

Staff recommends that the City Council review this informational report containing updates related to the Menlo Park Community Campus (MPCC) operational planning, including: a report from the MPCC Subcommittee; updated operational plan milestones and timelines; and a preliminary draft community survey related to programs in the new center. This is an informational item and does not require City Council action.

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 has 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 branch library.

On January 12, 2021, the City Council approved the architectural control, use permit, funding and improvements agreement for the MPCC project located at 100-110 Terminal Ave. The 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. The City Council approved the pool design elements February 1, 2021.

Construction of the MPCC project began in June 2021. The project's concrete foundation was completed in March 2022 and the steel framing was completed in April 2022. The new center construction is projected to be completed in mid-2023.

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 Mayor Nash and City Councilmember Taylor. The MPCC subcommittee convened a working group of Menlo Park residents to support and advise the subcommittee's work.

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

Analysis

MPCC Subcommittee report

The MPCC Subcommittee has prepared a report of their recent activities, including a summary of recent community working group meetings, ideas and suggestions. Feedback from the working group includes a strong focus on the programming, operations, furniture and equipment layout, and budget of the MPCC. The working group's feedback also includes policy considerations for City Council in regard to local hiring and procurement, recognitions and awards, cost recovery and fees (Attachment A.)

Updated MPCC operational plan milestones and timelines

Staff worked with the MPCC subcommittee to identify key steps and milestones necessary for a successful opening and start of operations in the new center. The resulting MPCC operation plan milestones were initially transmitted to City Council April 12, 2022. Staff incorporated feedback and suggestions from the MPCC subcommittee and working group to further refine the operational plan to include additional details and create a visualization of the anticipated timelines for completing each component of the plan (Attachment B.)

Draft program survey

On February 8, 2022, City Council directed staff to conduct an analysis of the city's aquatics program needs including a communitywide survey. The MPCC Subcommittee expressed interest in leveraging the opportunity of a community-wide survey to also gain insight into community members' needs and interests in regard to programming in the new center. Working with the MPCC Subcommittee, staff prepared a draft survey to gain insight in all these areas. Staff is tentatively planning to issue the survey during the month of June, in English and Spanish, to Menlo Park residents through multiple formats including electronic, paper and in-person. The Parks and Recreation Commission is tentatively scheduled to review the draft survey at its regular meeting May 25 (Attachment C.)

Other operational planning

Staff has begun internal coordination to develop a parking management plan to address various considerations related to the parking areas. Preliminary elements of the planning process tentatively include: review relevant past parking studies and data; conduct public outreach to gather community input; develop a draft plan for review by the Complete Streets Commission; then present a final draft plan to City Council review and approval targeted in autumn 2022. Parking considerations could include time limited parking to ensure parking is used by visitors, designating certain parking spaces during certain times of day, and potential restricting overnight parking. Other considerations could include: bicycle parking, pedestrian routes, and other factors that pertain to the management of the parking area.

Next steps

The City Council is receiving the MPCC subcommittee report, updated operational plan milestones, and draft community survey May 24. A follow-up City Council discussion about the MPCC project, including the community survey results, operational plan milestones update, and updates related to the MPCC project budget, is tentatively targeted for July 26.

The Library Commission and the Parks and Recreation Commission will convene a special joint meeting June 22 to review the MPCC Subcommittee report and working group's recommendations, updated operational plan milestones, and preliminary community survey results.

Impact on City Resources

There is no new impact on City resources because of this informational item. 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. The ongoing cost impacts of operating the new center will be established over the next year 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 could 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 year through the MPCC operational planning process to identify what is desired in regard to the center's programs and operations, which can then inform projected operating costs for the City Council to make budgeting decisions during fiscal year 2022-23.

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. MPCC Subcommittee report to City Council
- B. MPCC operation plan milestones and timelines
- C. Draft program survey
- D. Hyperlink – City Council informational report, April 12, 2022. MPCC draft operation plan milestones: menlopark.org/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220412-city-council-amended-agenda-packet.pdf#page=531

Report prepared by:

Sean Reinhart, Library and Community Services Director

MPCC Subcommittee Report – 5/24/2022

District 1 Councilmember Cecilia Taylor and Mayor Betsy Nash (who replaced Councilmember Catherine Carlton 12/15/2020) serve on the Menlo Park Community Campus (MPCC) council subcommittee. In March 2022 we established a working group to gather community feedback on the MPCC. There are currently 14 working members representing interests such as Bayfront neighborhoods, stakeholder constituencies, diverse user ages and abilities, and city commissions:

David Erhart, Israel Harris, Jacqui Cebrian, Jennifer Johnson, Mayrin Bunyagidj, Michele Tate, Pam Jones, Rachel Bickerstaff, Rose Bickerstaff, Sheryl Bims, Shontelle W., Susan Erhart, Tim R., Tracie V.

We continue to add community members representing additional perspectives with a target of 15 members. Four working group meetings have been held to date:

3/25 agenda

- Introductions
- Overview
 - purpose of working group
 - 2022-0321 MPCC Draft Operation Plan Milestones (below)
- How to Structure the Working Group
- Open Discussion/Questions

4/8 agenda

- Discuss classes or activities (programming) for:
 - Athletic facility
 - Fitness center
 - Gymnasium
 - Movement studio
 - Library spaces
 - Teen space
 - Maker space

4/29 agenda

- Answers to questions from our last meeting
 - What work has staff already done?
 - Can we get copies of past Menlo Park Activity Guides (listing of recreation classes)
 - Update on Senior Center schedule

MPCC Subcommittee Report – 5/24/2022

- Information from MPCC Council Subcommittee meeting with staff
 - Project budget
 - Donation/fundraising update
 - Community walk thru tours, time capsule
 - Public art
 - Community survey
 - Working group feedback, updates

5/11 agenda

- Library and Community Services Director Sean Reinhart and Interim Assistant Community Services Director Rondell Howard in attendance
 - Present MPCC operation plan milestones/timeline
 - Listen and answer questions

Here are some general principles that we heard from MPCC working group members:

- 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 – what worked and what didn't
 - prior activity guides
 - insights from staff in other cities and organizations
 - opportunity to include future users of the facility to participate in planning decisions including activities and comfort of proposed furnishings (is furniture in kids' section comfortable for kids; likewise for seniors)
 - outreach to include previous city staff, Juanita Croft for senior activities, AVID at MAHS, Beechwood students
- Outreach should include
 - people lacking technology access or skills
 - Spanish speakers
- Expand recognition and awards to people in community who created the vision and dialogue
- Consider holding time capsule and art installations to focus on programming and operations

Here are some specific programming ideas that we heard from MPCC working group members:

- Library
 - story time
 - tutoring time
 - librarian help hours (learning library skills and systems, etc.)
 - host adult/child or adult/teen book clubs
- 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 in large enough space
 - teen fitness offering inclusive of teens with disabilities
 - Movement Studio – intentionally designed
 - functional exercise with cardio
- Pools
 - adaptive swimming for people with disabilities
 - senior pool exercise class
 - lots of free swim time in the more heated pool with ramp
- Teen space- if there is a chance to soundproof a room, it would be nice for teens to get together and play instruments or listen to music together
- Maker space - need large tables for workstations, 3D printer
 - Pottery class including kiln
 - Sewing classes including sewing machines
 - Woodshop
- Space for pop-up services (which could be like pilot programs for new offerings)
- Friends of the Library Store
- 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

MPCC Subcommittee Report – 5/24/2022

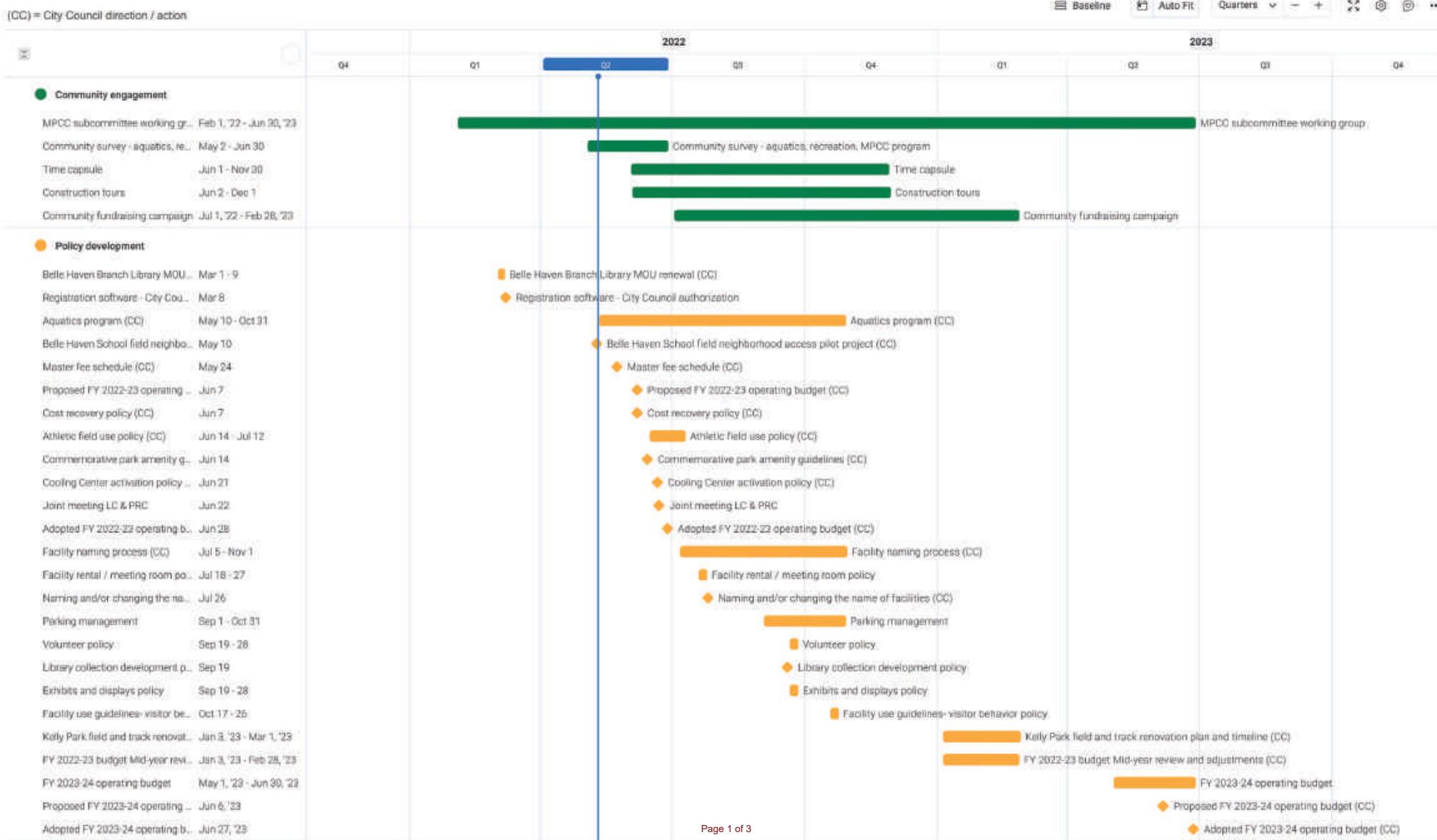
- Environmental education and impact - storyboards/classes based on MPCC sustainability
- Bike repair station/classes with Live In Peace
- Cooking classes
- Teaching garden
- Adaptive recreation classes including mixed media art, karate, fun fitness, cooking, dance
- Services/functioning
 - Front Desk 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 provide regular cleaning and sanitation
 - Roles and Rules for Spaces – Library, Makerspace, etc.
 - Supervision of Kids, Standards for safety, noise levels
 - Field Usage Policy
 - Fee structure, scholarships
 - Focus should be on Menlo Park residents and particularly local Bayfront community, not renting out to others for cost recovery

MPCC operation plan milestones

2022.05.11

** WORK-IN-PROGRESS ** ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE **

(CC) = City Council direction / action

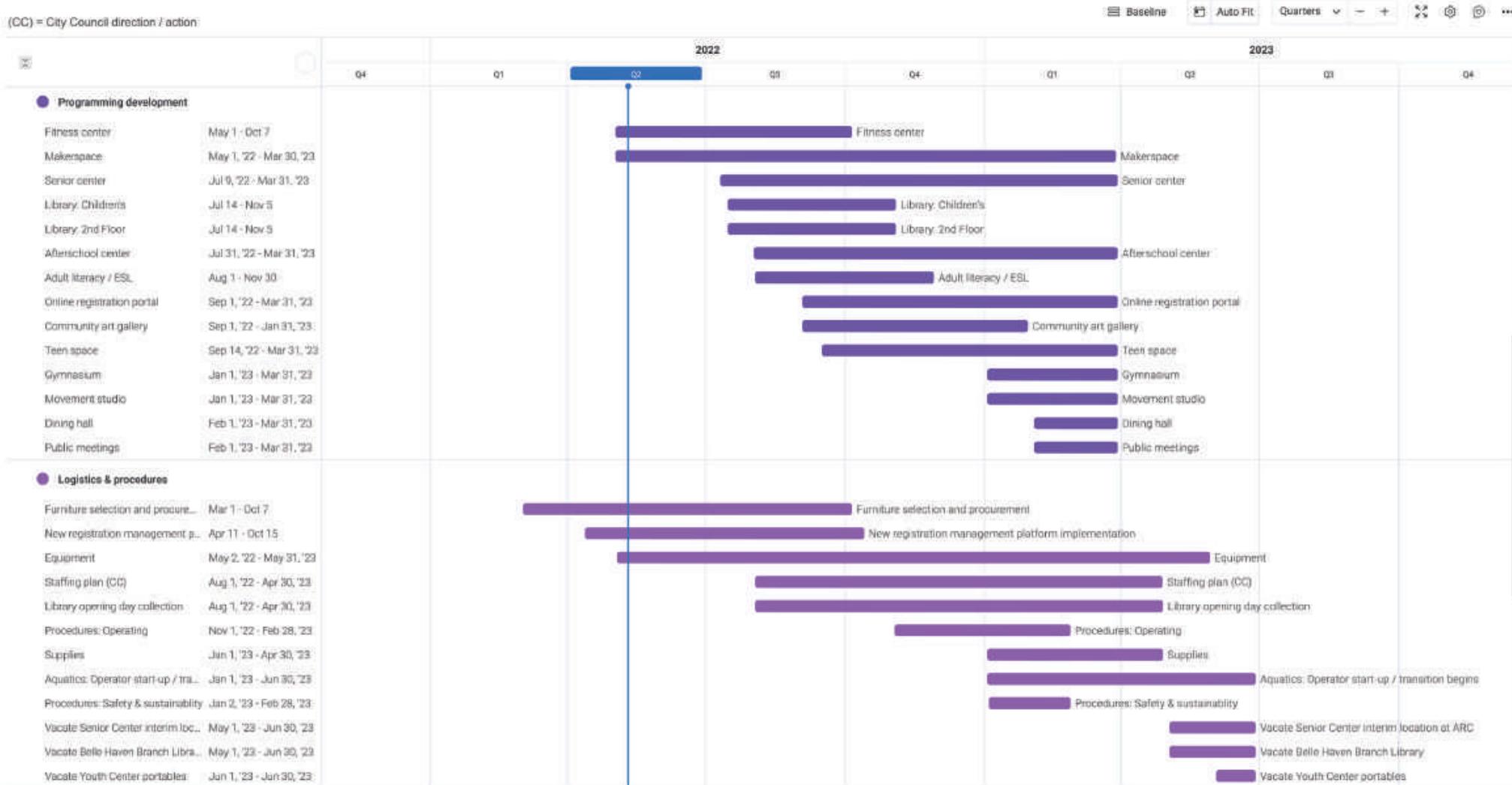


MPCC operation plan milestones

2022.05.11

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(CC) = City Council direction / action:

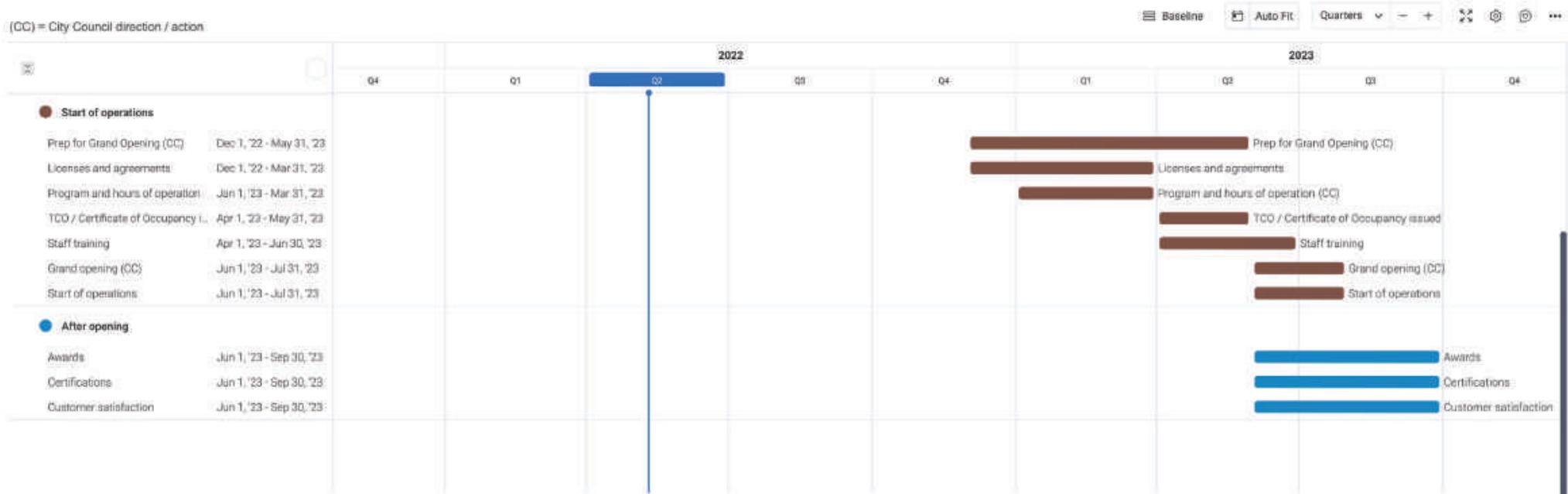


MPCC operation plan milestones

2022.05.11

** WORK-IN-PROGRESS ** ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE **

(CC) = City Council direction / action



**** DRAFT ** NOT FOR DISTRIBUTION ******Description/ background (not included in survey):**

City Council February 8, 2022 directed staff to conduct an analysis of the city's aquatics program needs including a community-wide survey. The MPCC Subcommittee expressed interest in leveraging the opportunity of a community-wide survey to also gain insight into community members' needs and interests in regard to programming in the new center. Working with the MPCC Subcommittee, staff prepared a draft survey to gain insight in all these areas. Staff is tentatively planning to issue the survey during the month of June, in English and Spanish, to Menlo Park residents through multiple formats including electronic, paper, and in-person. The Parks and Recreation Commission is tentatively scheduled to review the draft survey at its regular meeting on May 25. The City Council is tentatively scheduled to review the results of the survey at its regular meeting on July 26.

[IN ENGLISH AND SPANISH]

[ONLINE, ON PAPER, and IN-PERSON]

MENLO PARK RESIDENT SURVEY – RECREATION AND COMMUNITY PROGRAMS

The City of Menlo Park is interested in hearing residents' needs and views about recreation programs and other community services provided by the city. Please tell us your views by taking this survey.

What neighborhood of Menlo Park do you live in now? ([See map](#)) (Choose one)

[Radio buttons]

- Belle Haven
- Suburban Park / Lorelei Manor / Flood Triangle
- South of Seminary / Vintage Oaks
- The Willows
- Felton Gables / Park Forest
- Linfield Oaks
- Downtown Menlo Park
- Allied Arts / Stanford Park
- Central Menlo Park
- Sharon Heights
- Unincorporated Menlo Park
- Other (please describe) [text field]
- I don't live in Menlo Park

How long have you lived in Menlo Park?

[Radio buttons]

- Less than a year
- 1-5 years
- 6-10 years
- 10-19 years
- 20+ years
- I don't live in Menlo Park

What age groups live in your household? (check all that apply)

[Checkboxes]

- Infants/ toddlers
- Children
- Teenagers / tweens
- Adults
- Adults 65+
- I don't know / I prefer not to answer

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How often do you typically use or visit these locations operated by the City of Menlo Park?

[Matrix]

	Never	Rarely, once a year or less	A few times a year	Once or twice a month	Once or twice a week	More than once a week
Afterschool programs						
Athletic fields (soccer, baseball, etc.)						
Community and cultural events						
Dog park						
Gymnasium (basketball, volleyball, etc)						
Meeting rooms / facility rentals						
Parks / green spaces						
Picnic areas						
Public libraries						
Recreation center						
Senior center programs						
Skate park						
Swimming pools						
Tennis / pickleball courts						
Walking / hiking trails						

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How important are the following COMMUNITY PROGRAMS and CLASSES?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Arts and crafts: sewing, painting, ceramics, etc.	1	2	3
Bike repair	1	2	3
Cooking and nutrition	1	2	3
Dance / movement	1	2	3
Environmental education	1	2	3
Fitness center – weights, resistance training, cardio, etc.	1	2	3
Gymnastics	1	2	3
Health and wellness / yoga / meditation	1	2	3
Martial arts	1	2	3
Money management, personal budgeting	1	2	3
Music / performing arts	1	2	3
Strength / balance training for seniors	1	2	3
Technology for beginners - learn how to use computers, mobile apps, basic software	1	2	3
Technology – coding, app development, computer aided design, 3-D printing, etc.	1	2	3
Teens - programs to socialize, read and study after school and on weekends	1	2	3
Travel / learn a new language	1	2	3

For COMMUNITY PROGRAMS and CLASSES, how important are the following things?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Programs/ classes are focused on the needs of Menlo Park residents	1	2	3
Programs/ classes are free or have discounted fees for Menlo Park residents	1	2	3
Programs/ classes attract participants from outside Menlo Park who are charged higher fees	1	2	3

Please tell us your ideas, needs, and suggestions for the city's COMMUNITY PROGRAMS and CLASSES.

[free text field]

**** DRAFT ** NOT FOR DISTRIBUTION ****

How important are the following AQUATICS programs?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Swimming lessons for children	1	2	3
Swimming lessons for adults	1	2	3
Adult lap swimming	1	2	3
Family fun (wading pool, splash pad)	1	2	3
Competitive swimming & sports	1	2	3
Open swim / community swim time	1	2	3
Aqua therapy / physical therapy	1	2	3
Aquacise / exercise classes	1	2	3

For AQUATICS programs, how important are the following things?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Children / families have priority to use swimming pools for play and social time	1	2	3
Competitive swimming / sports have priority to use the pools for training and competitions	1	2	3
Lap swimmers have priority to use the pools	1	2	3
Therapy swimming / older adult swimming has priority to use the pools	1	2	3
Adaptive swimming for people with disabilities have priority to use the pools	1	2	3
Beginners/ children's swimming lessons have priority to use the pools	1	2	3
Swimming pools are open year-round	1	2	3
Swimming pools are open seven days per week	1	2	3
Swimming pools are focused on the needs of Menlo Park residents	1	2	3
Swimming pools have free or discounted fees for Menlo Park residents	1	2	3
Swimming pools attract participants from outside Menlo Park who are charged higher fees	1	2	3

Please tell us your ideas, needs, and suggestions for the city's AQUATICS programs.

[free text field]

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How important are the following ATHLETIC PROGRAMS?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Neighborhood / family access to athletic fields for casual use and play	1	2	3
Children access to athletic fields for casual / drop-in play	1	2	3
Basketball – casual / drop-in play	1	2	3
Basketball – organized youth league	1	2	3
Basketball – organized adult league	1	2	3
Volleyball – organized youth league	1	2	3
Volleyball – organized adult league	1	2	3
Soccer – organized youth league	1	2	3
Soccer – organized adult league	1	2	3
Tennis – casual / drop-in play	1	2	3
Tennis – private/individual lessons	1	2	3
Pickleball – casual / drop-in play	1	2	3
Pickleball – organized league / tournament	1	2	3
Gymnastics – youth competitive	1	2	3
Gymnastics – youth casual / fun	1	2	3
Baseball – organized youth league	1	2	3
Softball – organized youth league	1	2	3
Softball – organized adult league	1	2	3
Lacrosse – organized youth league	1	2	3
Football/ rugby – organized youth/adult league	1	2	3

For ATHLETIC PROGRAMS, how important are the following things?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Programs are focused on the needs of Menlo Park residents	1	2	3
Programs are free or have discounted fees for Menlo Park residents	1	2	3
Programs attract participants from outside Menlo Park who are charged higher fees	1	2	3

Please tell us your ideas, needs, and suggestions for the city's ATHLETIC PROGRAMS.

[free text field]

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For LIBRARY and INFORMATION RESOURCES, how important are the following things?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Adult literacy tutoring to help adults learn how to read / improve reading skills	1	2	3
Books in electronic / digital formats (e-books, e-audiobooks)	1	2	3
Books in paper format	1	2	3
Books that are classics that I read in school / as a child	1	2	3
Books that are the newest and most popular bestsellers	1	2	3
Books that are written in languages other than English	1	2	3
Books that offer a wide range of different viewpoints including views I don't agree with	1	2	3
Books that reflect the cultures, needs and interests of local / neighborhood residents	1	2	3
Computers / laptops / tablets that people can checkout and take home	1	2	3
English as Second Language (ESL) resources	1	2	3
Food distribution, food insecurity advice and support	1	2	3
Health care navigation and support	1	2	3
Homelessness / housing referrals and support	1	2	3
Homework help for children and teens after school	1	2	3
Job skills / job readiness / job seeker resources and training	1	2	3
Legal advice and support	1	2	3
Money management / financial advice and support	1	2	3
Quiet places to read and study	1	2	3
Storytimes for young children	1	2	3
Teens have space to socialize, read and study after school and weekends	1	2	3
Wireless internet "Hot spots" for checkout / take home	1	2	3
Wireless internet access (wifi) in the library	1	2	3

Please tell us your ideas, needs, and suggestions for the city's LIBRARY and INFORMATION RESOURCES.

[free text field]

**** DRAFT ** NOT FOR DISTRIBUTION ****

Please tell us any other ideas, needs, complaints or suggestions you'd like to share with us.
[free text field]

What is your age? (Check one)

[Radio buttons]

6-12 13-17 18-24 25-34 35-44 45-64 65-74 75+ I prefer not to answer

(Optional) Would you like us to send you the results of this survey?

[Radio buttons w/ text fields]

YES – send it to me by email [text field]
 YES – send it to me by text message [number field]
 NO

Thank you for your input!