

**STAFF REPORT****City Council**

Meeting Date: 1/28/2020
Staff Report Number: 20-014-CC

Regular Business: **Resolution of intent for the construction of a new community center and library in the Belle Haven neighborhood**

Recommendation

Accept the recommendation from the City Council ad hoc subcommittee on the new Belle Haven community center and library that the City Council adopt Resolution No. 6537 of intent to collaborate with Facebook, Inc. (Facebook) on the construction of a new public facility for the community. The resolution (Attachment A) provides specific actions and direction and summarized as follows:

1. Accept the proposal from Facebook for the construction of a new community center and library in the Belle Haven neighborhood.
2. Designate the project as a priority project and direct staff to prioritize timely project approvals, plan check and permitting reviews.
3. Direct staff to develop an agreement with Facebook that documents project development details related to design, construction, financing, operations and maintenance.
4. Accept the public engagement outline for the project including the level of public engagement, the role of City Council advisory bodies and the community, as a joint effort with Facebook and led by the City, Attachment C.
5. Revise the scope of work with Noll and Tam for design assistance on the project.
6. Direct staff to identify a project budget and recommend contracting authority modifications specific to this project for items not included in the offer.
7. Amend the fiscal year 2019-20 budget to merge the Belle Haven Branch Library project and the Belle Haven Youth Center improvement project into a single project
8. Direct staff to seek or identify funding for the replacement of the Belle Haven pool for inclusion as part of the project.
9. Direct City staff and the City Council ad hoc subcommittee to develop a process to determine the name of the new multipurpose, multigenerational facility while reflecting history.
10. Direct staff to evaluate and propose specific environmental, sustainability, and resiliency goals for the project.

Policy Issues

This generous offer to build a new public facility in the Belle Haven neighborhood provides an exciting opportunity for the community. In order to meet the timeline outlined in the offer, the City Council will need to establish this project as the City's top priority.

Background

In October 2019, Facebook announced its intent to collaborate with the community and City to build a new multigenerational community center and library on the site of the current Onetta Harris Community Center,

Menlo Park Senior Center and Belle Haven Youth Center located at 100-110 Terminal Avenue.

On December 10, 2019, staff provided an Informational Item staff report to provide an update to City Council while awaiting a written offer. In addition, the City Council appointed city councilmembers Carlton and Taylor to an ad hoc subcommittee on this project.

On December 16, 2019, Facebook submitted an offer letter (Attachment B) for the City Council's consideration. The letter provides some background, as well as an explanation as to why Facebook is making this offer. The letter then outlines a two-phase framework for delivering a new building in 2.5 years, which is extremely accelerated timeline for the construction of a public building. Phase One (outreach, design, space programming and approvals) would occur over six months from January to June 2020. Phase Two (developing construction plans and building) would occur over two years from July 2020 to July 2022, with a goal of starting construction in January 2021. The letter outlines a number of assumptions that will require a concerted, focused effort from Facebook, the community and the City in order to achieve these goals.

Staff met with the City Council subcommittee December 18, 2019, and January 7 to review the offer letter and discuss next steps.

A community meeting was held Saturday, January 11 from 10 a.m. to noon in the Menlo Park Senior Center at 110 Terminal Avenue. The meeting provided an opportunity for people to:

- Learn about Facebook's offer to build a Menlo Park community center and library in the Belle Haven neighborhood
 - Provide thoughts and input on the use of the proposed facility
 - Understand the process and timeline going forward and how community members can be involved
- Approximately 130 people attended the meeting. The slide presentation, poster boards and comments are posted on the project webpage (Attachment H.)

On January 14, staff provided an Informational Item staff report to provide an update to City Council with the written offer attached. In addition, a number of members of the public spoke regarding the naming of the new facility.

Staff met with the City Council subcommittee January 14 and January 21 to debrief on the community meeting and to review recommendations for the City Council meeting of January 28.

On January 22, staff met with Mayor Taylor, Facebook, Hart Howerton, and Noll and Tam to discuss the scope of work for Noll and Tam's involvement with the project.

The City has created a project webpage (Attachment H) to be a central point of information and help keep people informed.

Analysis

This staff report focuses on items requiring City Council direction either January 28 specifically or over the coming months related to this project.

Resolution of intent

The attached resolution of intent serves as an opportunity for the City Council to respond publicly to Facebook's generous offer. The resolution includes a number of recitals (e.g., "whereas" statements) that

reflect the content of the Facebook's offer letter. The resolution then identifies 10 affirmative statements to reflect the City's intent on proceeding with the next steps regarding the offer letter and establishes this project as a high City priority.

The resolution also identifies a subsequent agreement that the City and Facebook would enter into that would memorialize expectations. This agreement would be entered into sometime between the approval of the project and demolition of the existing buildings. The majority of the content of the agreement would be ready for City Council review by the time of project approval (estimated for June 2020,) but some of the very detailed specifics would not be known until after the construction plans and specification are prepared (estimated for late fall 2020.) Staff intends to review the draft agreement with the subcommittee this spring and provide a recommendation to the full City Council this summer.

Public engagement

In June 2019, the City Council adopted the Institute for Local Government's TIERS Public Engagement Framework to guide public engagement efforts in a thoughtful, comprehensive, consistent and inclusive manner. Before TIERS was adopted, extensive public engagement work was completed as part of the Belle Haven library space needs study and the Parks and Recreation Facilities master plan. Due to the rigorous project schedule, and work previously completed, the public engagement for this project is expected to focus on design critical input, future programs and services, and facility naming. The project team expects to receive feedback from the Library and Parks and Recreation commissions, before the Planning Commission and City Council. Throughout the public engagement process, the project team plans to host several public meetings, conversations with both internal and external stakeholders, and regular updates to other commissions/committees and community organizations, including the Belle Haven Neighborhood Association. The proposed public engagement outline is provided in Attachment C.

Revision to Noll and Tam scope

Facebook's offer letter expresses a desire for design assistance especially related to the library aspects of the new facility. To date, the City has received assistance from the firm Noll and Tam, and they are currently under contract with the City for the Belle Haven branch library site analysis, conceptual designs and preliminary cost estimates project. Staff is recommending a revision to their existing scope to continue to provide design assistance to staff and the Facebook design team. Staff believes the work would be within the amount for the existing contract through the end of Phase One. At the end of Phase One, staff would re-evaluate what additional assistance is needed through the Phase Two portion of the project, in particular related to the review of the construction plans and specifications from the perspective of an operator/owner of the facility.

Belle Haven pool

Facebook's offer does include reconstruction of the locker rooms of the existing Belle Haven pool, but the offer does not include the reconstruction of the pools themselves. The offer does express a willingness to consider reconstructing the pools if there were significant cost savings by constructing a smaller overall facility. In addition, the offer expresses a willingness to pursue an integrated design if the City could find other sources of funding to reconstruct the pool. The City Council subcommittee recommends including the reconstruction of the pool as part of the project and finding the necessary funds. The attached memo (Attachment D) provides background into the 2017 Belle Haven pool facility audit and master plan report and provides potential funding options for the City Council's consideration.

Both the Burgess and Belle Haven pools are operated by a contractor (Team Sheeper.) The contract for both pools currently runs through August 31. Staff intends to identify options for the City Council's consideration February 11. As it relates to the Belle Haven pool specifically, it may be prudent to terminate the contract at the end of August or extend the contract for one week through Labor Day or two months

through the end of daylight saving time November 1. One way or the other, the goal would be to close the pool in fall 2020 in order to prepare the site for construction early in 2021.

Sustainability and resiliency

The goal of the project is to achieve high environmental standards, but the specific levels will be determined through the Phase One process. The building will be designed as all-electric in compliance with the City's Energy Reach Codes. The recently adopted Parks and Recreational facilities master plan, identifies a requirement for buildings to be designed to comply with Leadership in Energy and Environmental Design (LEED) Gold or equivalent. The City Council Subcommittee has requested an analysis of whether the operational benefits that could be gained by designing to LEED Platinum could help offset the upfront capital costs. In addition, the City's climate action plan encourages the pursuit of opportunities to reduce greenhouse gas emissions and there is interest by some in the community for the City to pursue carbon neutrality by 2030. As part of this project, staff will explore what would be involved with accomplishing a carbon neutral building. Finally, staff also will explore opportunities for achieving zero waste goals where applicable.

One challenge that must be addressed is the contractual obligations that the City has for existing solar panels installed on the roof of the Onetta Harris Community Center in 2016. The City Council Subcommittee has asked staff to explore options to relocate the existing panels. The City has the option to purchase the solar panels, but not until May 2022, which is more than one year after the target date for demolishing the building. The contract does not specifically contemplate a scenario of relocating the solar panels, but there is a provision for the City to terminate the contract and pay a penalty. Over the coming months, staff will research the options and report to the City Council. One potential option may involve constructing carports on the Kelly Park parking lot in order to relocate the existing solar panels and not pay the early termination penalty.

Concerning resiliency, the subcommittee provided direction to staff to retain the Onetta Harris Community Center's standing as a Red Cross designated emergency evacuation shelter and where possible improve aspects of the facility to serve this function. Aside from the obvious nature of a new building replacing a 50-year-old building concerning seismic standards, the one major improvement would be the inclusion of emergency backup power. The subcommittee is recommending the inclusion of a diesel generator as the most reliable source of power at this time, but staff will also explore options such as a natural gas generator and battery walls. The building is not being designed as an essential services building (e.g., hospital, fire station, emergency operations center, etc.) since this would dramatically increase the cost of construction and greatly exceed the contemplated scope and budget.

Naming

The topic of naming the facility was a major area of interest at the January 11 community meeting and the January 14 City Council meeting. To date, no decisions on naming have been made and any decisions on naming would require City Council action consistent with the City's naming policy adopted in 1986 (Attachment E.) The most recent facility to be named/renamed was Karl E. Clark Park November 14, 2017.

The following table summarizes the names of the five existing facilities that would be combined in this new multigenerational, multipurpose facility along with the information regarding the construction funding source (if readily known and to the best of staff's knowledge) as requested by the subcommittee.

Facility	Timeframes	Construction funding source
Belle Haven Youth Center	Originally built in the 1950-60s. Relocated to its current location in 1971. The building appears to have been named the Belle Haven Youth Center since the early 2000s.	Unknown
Onetta Harris Community Center	Built in 1971 and originally named the Belle Haven Community Center. Renamed by the City Council in honor of Onetta Harris in 1983.	Federal department of housing and urban development and unspecified City funds
Belle Haven Pool	Built in 1972 and consistently named.	Federal Department of housing and urban development and unspecified City funds
Menlo Park Senior Center	Built in 1992 and consistently named.	City redevelopment agency funds
Belle Haven Branch Library	Built in 1999. Referred to as Belle Haven Library, Belle Haven Community Library and Belle Haven Branch Library.	City redevelopment agency funds

In addition, the parking lots for the facility are shared with Joseph B. Kelly Park and Beechwood School. Attachment F shows the locations and signage of the existing facilities.

The City Council subcommittee is recommending the creation of a process to name the new facility that reflects on history and includes the community. Staff intends to work with the subcommittee and return to the City Council with a recommended process.

Interim services

The Belle Haven branch library can continue operating during construction, but all of the other facilities will need to close during construction. Although it may be technically feasible to keep aspects of the Onetta Harris Community Center open during a portion of the construction, the City Council subcommittee believes it would be best to identify interim services and not prolong the construction timeline. Staff intends to present a plan for interim services in terms of desired level of service and budget implications to the Subcommittee and then the entire City Council February 11 at a study session with final direction February 25. Staff believes City Council needs to make a decision in February regarding the interim service level in order to stay on track for having the necessary services up in running in late 2020 so that the facilities are completely vacant by January 2021.

Project approvals

Staff is anticipating the following required items involving review and recommendations by the Planning Commission and actions by the City Council:

- Environmental review. The project is being designed to meet a categorical exemption from the California Environmental Quality Act as a replacement of existing facilities. This design constraint will limit the overall size of the facility.
- Architectural control of a new building in the public facilities (PF) zoning district. The construction of solar carports on the Kelly Park parking lot described above would also require architectural control.
- Use permit for hazardous materials for back up emergency power generation.
- Vacation and abandonment of right of way. Portions of Kelly Park, the Menlo Park Senior Center building and the Belle Haven Pool are all constructed on the Terminal Avenue right-of-way. It appears

that the right of way established in the 1940 subdivision was never officially vacated and abandoned. The extent of the abandonment is shown in Attachment G. Vacations and abandonments are a multistep process to allow utility companies and the public an opportunity weigh in. The City has already notified utility companies. The next step would be City Council approval of a notice of intent to vacate and abandon by a resolution on the consent calendar, currently targeted for March 10.

- Heritage tree removals. Very preliminary estimates are that 20-30 trees may need to be removed with a majority of them being heritage trees; the project will include on-site replacement trees.

The current target dates for the Planning Commission meeting is Monday, May 18, and the City Council meeting is Tuesday, June 23. Throughout the project approval process, there will be opportunities to comment on aspects such as access and circulation to and through the site by various modes of transportation, construction impacts related to noise, vibration, dust, truck traffic and contractor parking, and other considerations of a typical development project.

Future programming and operations

The Parks and Recreation master plan and the Belle Haven branch library studies call for increased programming at the new facility. An increase in programming will translate into increased costs. For example, if there is a desire to increase the number of hours and/or days of the week that a facility is open, then there is a need for people to operate the facility. There is a hope that with technology and building efficiencies that the increased costs and/or staffing could be minimized. Staff intends to focus on the future programming and operation during the 18 months that the facility is under construction.

Budgeting

The City currently has two funded projects in the capital improvement plan (CIP) budget that cover aspects of this proposal: one is the Belle Haven Branch Library project and the other is the Belle Haven Youth Center improvement project. Staff recommends an amendment to the fiscal year 2019-20 budget to merge these two projects into a single a single new CIP project. With a total of approximately \$1.3 million available, staff believes this would be sufficient for any expenditures that would be needed for the remaining five months of this fiscal year. Staff would then identify any anticipated capital costs above and beyond the Facebook offer that could potentially be needed on a fiscal year by fiscal year basis until June 30, 2022. The types of items that may require a City contribution to the project funding include the following: reconstruction of the pool; relocation of the existing solar panels; furniture, fixtures, and equipment above and beyond what Facebook is offering to provide; interim services; and other features identified through the public engagement process associated with Phase One.

Facebook's offer does not include the payment of any fees, plan checks, inspections, etc. Staff is in the process of estimating what those fees would be. In addition, staff will estimate which services would be provided by City staff, for which there would be not outlay, versus service that will be provided by a contractor, which will require adequate budget for contract services.

Impact on City Resources

Staff estimates the value of the offer at approximately \$40 million. Staff estimates that the inclusion of funding for the reconstruction of the pool could require approximately \$7.4 million in additional funding. Staff is in the process of identifying other costs and funding options for transitional services and furnishings, fixtures and equipment. As part of the City Council's goal setting process, it would be important to consider the magnitude of the staff commitment to deliver this project on the requested timeline.

Environmental Review

This action 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. The proposed building is a project under CEQA and staff believes that the project is eligible for a Class 2 exemption for the replacement of existing facilities.

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 an email January 16, to over 36,000 subscribers to various city email lists alerting them to upcoming meetings and encouraging them to visit the project page and opt in to future project updates.

Attachments

- A. Resolution No. 6537 of Intent
- B. Offer letter from Facebook, dated December 16, 2019
- C. Public engagement outline
- D. Pool memo
- E. Naming policy
- F. Existing plans and photos
- G. Abandonment exhibits
- H. Hyperlink – project webpage: menlopark.org/bellehaven

Report prepared by:
Justin Murphy, Deputy City Manager

RESOLUTION NO. 6537**RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK TO COLLABORATE WITH FACEBOOK, INC. FOR THE CONSTRUCTION OF A NEW COMMUNITY CENTER AND LIBRARY IN THE BELLE HAVEN NEIGHBORHOOD**

WHEREAS, on December 16, 2019, the City Council of the City of Menlo Park received a proposal from Facebook Inc. proposing to explore funding and development of a new multi-generational community center and library located in Menlo Park's Belle Haven neighborhood, replacing existing community center, senior center, youth center, pool house, and library facilities; and

WHEREAS, the proposal outlines a two-phase project schedule, with Phase One occurring over six months, from January to June 2020, and Phase Two occurring over two years, from July 2020 to July 2022, with a goal of starting construction through demolition of existing facilities in January 2021; and

WHEREAS, the proposal requests that the City Council designate this project as a priority project and direct staff to prioritize timely project approvals and plan check / permitting reviews; and

WHEREAS, Phase One would include obtaining the necessary City approvals for the design of the project and the City and Facebook, Inc. entering into an agreement that documents project development details related to design, construction, financing, operations, and maintenance for the project; and

WHEREAS, Phase Two of the proposal would result in the completion of construction documents, permitting, and construction of the building; and

WHEREAS, the intent of the proposal is to design a building to meet the parameters of a California Environmental Quality Act (CEQA) Class 2 categorical exemption as a replacement of existing facilities; and

WHEREAS, the project is anticipated to receive input from the Library Commission and Parks and Recreation Commission and approvals from the Planning Commission and City Council; and

WHEREAS, a community public engagement plan for the project, a joint effort between Facebook, Inc., City staff, and the City Council ad hoc subcommittee, was presented to the City Council on January 28, 2020, outlining the level of public engagement by project component and the role of City Council advisory bodies and community in the project approval process; and

WHEREAS, the proposal outlines that the City will be responsible for relocating existing programs into temporary facilities for the duration of construction and will be responsible for the future programming of the facility; and

WHEREAS, the proposal outlines that the City will be responsible for all costs related to project approvals, permitting, plan checking and inspections, and for all ongoing operations and maintenance costs of the facility; and

WHEREAS, the City entered into an agreement with Noll and Tam Architects for the design of the Belle Haven branch library; and

WHEREAS, the City intends to revise the scope of work with Noll and Tam Architects for design assistance on the project to provide expertise on programmatic requirements, performance criteria, and act as an Owner's representative, as needed; and

WHEREAS, the City intends to seek funding for the replacement of the Belle Haven pool for inclusion as part of the project; and

WHEREAS, the City will retain the right to name the facility and will develop a process to determine the name of the facility.

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore do hereby declare its intent to collaborate with Facebook Inc. for the construction of a new community center and library in the Belle Haven neighborhood with the following clarifications and actions:

1. Accept the proposal from Facebook, Inc. for the construction of a new community center and library in the Belle Haven neighborhood.
2. Designate the project as a priority project and direct staff to prioritize timely project approvals, plan check and permitting reviews.
3. Direct staff to develop a draft agreement with Facebook, Inc. that documents project development details related to design, construction, financing, operations, and maintenance for the City Council's consideration.
4. Accept the public engagement outline for the project presented to the City Council on January 28, 2020 identifying the level of public engagement the role City Council advisory bodies and the community, as a joint effort with Facebook and led by the City.
5. Revise the scope of work with Noll and Tam for design assistance on the project to provide expertise on programmatic requirements, performance criteria, and act as a subject matter expert, as needed up to the current contract amount of \$160,000.
6. Direct staff to identify a project budget and recommend contracting authority modifications specific to this project for items not included in the offer.
7. Amend the fiscal year 2019-20 budget to merge the Belle Haven Branch Library project and the Belle Haven Youth Center Improvement project into a single Belle Haven community center and library project.
8. Direct staff to seek or identify funding for the replacement of the Belle Haven pool for inclusion as part of the project for the City Council's consideration.
9. Direct City staff and the City Council ad hoc subcommittee to develop a community process to determine the name of the new multipurpose, multigenerational facility while reflecting history.
10. Direct staff to evaluate and propose specific environmental, sustainability, and resiliency goals for the project in order to understand project cost implications and tradeoffs.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-eighth day of January, 2020, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-eighth day of January, 2020.

Judi A. Herren, City Clerk

December 16, 2019

City Council
City of Menlo Park
701 Laurel St.
Menlo Park, CA 94025

Re: Multi-Generational Community Center and Library in Belle Haven

Dear Mayor Mueller and Honorable Members of the City Council:

On behalf of Facebook, I am honored to submit our proposal to explore funding and the development of a new multi-generational community center and library for Menlo Park's Belle Haven neighborhood. This is an incredibly exciting project that will bring vitality and vibrancy to Belle Haven, and ties back to the long-term vision that we share for our surrounding community.

As you know, we have a long history of partnering with the City – dating back to the 2011 Belle Haven & Willow Business Area Design Charrette that we initiated when we moved to Menlo Park. That was the catalyst for our collaboration with the community to realize our shared goals and create a sense of place. Eight years after making Menlo Park our home, our commitment has not wavered, and we are in a strong position to make this donation.

Today, we are presenting the City an opportunity to continue our work together and move these important efforts forward. The purpose of this letter is to suggest a framework for completing the Belle Haven Senior Center and Onetta Harris Community Center as quickly as possible – a project that we know from listening to residents has been a long-desired wish of the community.

Before getting into the framework, I want to address why we're making this significant philanthropic commitment and clarify that the Community Center should be treated as a standalone endeavor that is not connected to any other Facebook project. By providing updated facilities, our goal is to give residents a welcoming place to gather, celebrate and reinforce the social fabric that makes this neighborhood special.

This is an ambitious undertaking but fortunately, we have a head start. Through the City's development of the Parks and Recreation Facilities Master Plan and Belle Haven Branch Library studies – as well as our own engagement – we have direct input from the community, City staff and City Council. We want to thank Mayor ProTem Cecilia Taylor, whose leadership enabled us to begin working with architect Hart Howerton to develop preliminary space/site plans and a conceptual design for the project. We hope our proposal will go a long way in meeting the City and community's desired goals of redeveloping the existing facilities.

With Facebook's bias for action, we can quickly turn this vision into a reality – and we think it's feasible to do so within 2.5 years. This expedited schedule is contingent upon leveraging existing information and achieving consensus among key stakeholders, including community members, City staff and City leadership.

With the above in mind, we propose that the project proceed in two phases as outlined below:

Phase One – Outreach, Design, Space Programming and Approvals

As mentioned above, we have developed a preliminary space plan and building design concept. As a first step in conjunction with the city, we plan to present the concept and preliminary space plan at a community meeting in Belle Haven in mid-January and at a City Council meeting in late January. These meetings will give the city council, community and stakeholders the opportunity to share initial feedback and discuss the types of activities and programs the community would like to have in the new facility.

In February and March, we will hold additional meetings with the community and operations staff to further define the space needs. In January, we'll provide additional information on the community engagement plan and give specific details on the meetings to be held. We envision the meetings will provide additional data on the types of programs the community would like to see run in the new facilities. Facebook will not decide what programs will be operated in the facility, as that will be for the City to determine.

After those meetings, we will consider all the feedback and work with the architect to further refine the floor plans and building design. The updated design will then be presented to the Planning Commission and City Council for approval in the summer of 2020. While the design will need to be refined through the process outlined above, we plan to study the following:

- New youth facilities and a new senior center;
- Health & fitness facilities (gymnasium);
- Incorporation of the proposed Belle Haven Library program into the facility;
- Renovated amenities near the existing swimming pools, such as new locker rooms and additional areas for picnics and gatherings. At this time, Facebook is not offering to pay for a complete reconstruction of the swimming pools; however, we are willing to work with the City to understand what improvements can be accommodated within the budget for the project. Facebook is open to building new pools if additional funding sources are identified by the City or third parties.
- Improved access to Kelly Park by extending pedestrian access through a breezeway in the new building and by better orienting new communal spaces to the park; and
- Additional amenities, such as a new arrival area and improvements to the parking lot, circulation and drop-off zones.

During this phase, we would also complete the following steps:

1. Gather information to ensure that our proposal will meet Menlo Park's existing zoning and building requirements. To keep the project on track, we intend to design a building to meet the parameters of a categorical exemption to satisfy the environmental review – Class 2 replacement of existing facilities.
2. Conduct due diligence on the site to ensure we understand its condition and whether there is anything that may affect the feasibility of the different redevelopment options or inform the design. This involves understanding the parameters for geotechnical conditions, site easements and location of existing site conditions and utilities.
3. Our team will work with the City Manager and the City Attorney to develop an agreement that documents project development details related to design, construction, financing, operations and maintenance.
4. We anticipate that Facebook would act in the capacity of a master developer and be responsible for design and construction, with the scope of our funding commitment contingent on the outcome of the design process. If there are additional items the City would like to see included that are not a part of the fixed budget, such as replacement of the swimming pool, then those items would need to be funded with contributions from the City.

Our interest in this project is driven in large part by our desire to deliver benefits to the community in a relatively short duration. If this initial phase takes more than 6 months, we will reassess whether the project is feasible under the goals we have outlined in this letter.

Phase Two – Developing Construction Plans & Building

During the second phase, we will finalize the technical requirements of the project, develop plans for construction, submit plans to the City for permit and ultimately demolish the existing facilities and construct the facility.

Details related to construction phasing, timing, community notifications and progress reporting would also be developed during this phase. We optimistically believe that we can complete construction within 18 months after receiving the building permit.

Further Clarifications

1. Facebook is proposing that Hart Howerton be the lead project planner and designer and that the City retain a consultant to help guide requirements.
2. While the site plan that we have developed does allow for some of the existing facilities to remain open during construction, it does add risk to the project schedule, and we would need to ensure the public can safely access facilities given the proximity to the new construction. Facebook's preference would be to relocate all existing programs with the expectations of the requirements to maintain access for Beechwood and the soccer fields.

3. The project is expected to be phased, and Facebook will not be responsible for providing temporary facilities during the construction period.
4. We ask that the City Council designate this project as a priority project and direct staff to prioritize timely project approvals and plan check / permitting reviews. Currently, permits can take up to 8 months after projects are approved, and our request for this project is that permits be issued within 2 months of submittal. This will lead to an expedited completion date and ultimately benefit the residents of Menlo Park.
5. We are also requesting that the City cover all costs related to processing of the project approvals, permitting, plan checking and building department inspections.
6. Facebook is not responsible for developing or funding the activities and programs that will be run from the new facility.
7. The City will be responsible for all ongoing operations and maintenance costs associated with operating the facility. Facebook will, however, assign the City any construction warranties it receives.
8. Formal roles and responsibilities between Facebook and the City will need to be established so expectations and lines of communication are clear for all parties. In order to move quickly, communication will need to be streamlined.

Next Steps

As for immediate next steps, we anticipate working with the community and the City to schedule the community outreach and engagement meetings and, with City Council support, proceeding with the tasks outlined in phase one above.

This project is an exciting opportunity to provide a tremendous neighborhood resource that will serve as a community gathering place in Menlo Park, the place we consider home. Thank you for this opportunity, and we look forward to working closely with you, Menlo Park's Belle Haven residents and City staff on this important initiative.

Sincerely,



John Tenanes

cc: Starla Jerome-Robinson, City Manager
William McClure, City Attorney
Deanna Chow, Interim Community Development Director

New Belle Haven community center and library project

Public engagement outline
January 2020

Background

In October 2019, Facebook announced its intent to collaborate with the community and City to build a new multigenerational community center and library on the site of the current Onetta Harris Community Center, Menlo Park Senior Center and Belle Haven Youth Center located at 100-110 Terminal Ave.

On December 10, 2019, the City Council appointed councilmembers Carlton and Taylor to an ad hoc subcommittee for this project.

On December 16, 2019, Facebook submitted its written proposal for exploring the funding and development of a new multigenerational community center and library at the current Onetta Harris Community Center, Menlo Park Senior Center and Belle Haven Youth Center, near Kelly Park. The letter provided some background, as well as an explanation as to why Facebook is making this offer. The letter then outlines a two-phase framework for delivering a new building in 2.5 years, which is extremely accelerated timeline for the construction of a public building. Phase One (Outreach, Design, Space Programming and Approvals) would occur over six months from January to June 2020. Phase Two (Developing Construction Plans and Building) would occur over two years from July 2020 to July 2022, with a goal of starting construction in January 2021. The letter outlined a number of assumptions that require a concerted, focused effort from Facebook, the community and the City in order to achieve these goals.

The City of Menlo Park issued a press release December 19, 2019, acknowledging Facebook's generous offer and outlining the process for consideration by the City Council. City staff immediately began work to develop a potential project timeline, milestones and recommendations for the City Council.

On January 11, 2020, a community meeting was held at the Menlo Park Senior Center to introduce the project and report on due diligence work that had been completed to date. Hart Howerton, the project architect, presented on potential concepts that would be a part of the proposed new facility. Attendees asked questions and provided feedback on several concept boards, renderings and a small model that was displayed. In addition, many questions were raised about the naming of the new facility. At the meeting, the City Manager announced, as is the case with all city facilities, the naming is ultimately up to the City Council.

On January 14, 2020, the City Council received an informational item staff report that included a recap of Facebook's offer and outlined the staff work needed to prepare the January 28, 2020, report to the City Council. During public comment on the item, several people spoke about naming of the facility. A representative from Facebook spoke to confirm that any discussion of naming will be up to the City and the community. Mayor Taylor assured the public that the community will be part of the naming process.

On January 28, 2020, the City Council will consider an action item report that is expected to include, among other items, an outline of the public engagement process.

Overview

The planned public engagement process aims to provide authentic engagement that is inclusive, deliberate, dialogue-centric and culturally competent.

It intends to capitalize on previous resident input on the vision for the community, the work on previous studies including the Belle Haven Library Space Needs Study and the Parks and Recreation Facilities Master Plan, and implement new targeted outreach to community stakeholders, user groups and neighborhood residents.

In June 2019, the City Council adopted the Institute for Local Government's TIERS Public Engagement Framework to guide public engagement efforts in a thoughtful, comprehensive, consistent and inclusive manner. Due to the rigorous project schedule, and work previously completed, the public engagement for this project is somewhat time-constrained and focused on design critical input, interim and future programs/services, and facility naming.

The project team expects to receive feedback from the Library and Parks and Recreation commissions, before the project goes to the Planning Commission and City Council.

The public engagement process aims to:

- Involve a range of approaches to meet the diverse needs of individuals and populations;
- Convey to community members and other stakeholders how they can most effectively contribute at each stage of the project;
- Provide opportunities to increase awareness of the project and future programming.

This public engagement outline is a working document. As the process progresses, specific outreach approaches and formats will be finalized and other updates will be made as necessary.

Communications strategy

The project will rely on a broad range of approaches to “get the word out” regarding community events and input opportunities, and build involvement throughout the course of the project. The public engagement effort is based on a multifaceted communications strategy:

Communication methods	
Type	Objective and timing
Website	<p>The project website (menlopark.org/bellehaven) will serve as the central hub for project information available for the community and other stakeholders to access general project information, meeting notices and upcoming events, recaps of public meetings and the feedback received. The website will also provide ways for interested parties, or others unable to attend community meetings, to request project updates and make comments.</p> <p>The website is live and will be updated continuously. The anticipated frequency is no more than 1 update every 1-2 weeks.</p>
Email blasts	<p>Emails, sent to subscribers of the project-specific email list, will provide broad coverage for brief notifications of upcoming meetings and events and generate interest and activity to support online engagement opportunities. Subscribers to the list will be maintained and updated using requests received from “Sign-up” feature on the website and email addresses collected from community meeting sign-in sheets.</p> <p>Email blasts will be sent, as early as possible, before each community meeting or event, and as needed when updated information is available. The anticipated frequency is no more than 1 email per week.</p>
SMS text messages	<p>Short text messages, sent to opt-in subscribers, will provide brief notifications of project updates and upcoming meetings and events. Messages will generally link to additional information on the website. Subscribers to the list will be maintained and updated using requests received from users who text BELLEHAVEN to 650-338-1450 or from the “Sign-up” feature on the website. This number can also be used to ask questions or request additional information.</p> <p>Text messages will be sent, as early as possible, before each community meeting or event, and as needed when updated information is available. The anticipated frequency is no more than 1 text per week.</p>
Flyers	<p>Printed flyers, distributed throughout the immediate neighborhood at city facilities, community gathering points and door-to-door if feasible, seek to improve communication of events and process for those less inclined to use web/social media outlets. The intention is to provide content in both English and Spanish.</p> <p>The goal is to distribute flyers at least 1 week before each community meeting or participation opportunity. This may not be feasible in all instances and stakeholders are encouraged to help spread the word to anyone who is not also connected via email/web/social media. The anticipated frequency depends on the community meeting frequency.</p>

<p>Community meetings</p>	<p>Community meetings, providing in-person and real-time involvement, will be used both for targeted stakeholder groups and broad public engagement. They will present project information, provide for questions and answers, and capture necessary information to inform the project's success. Information presented and feedback received will be compiled and posted to the project website afterward to inform those who were unable to attend.</p> <p>The proposed meeting schedule is tentative, but focused on the identified stakeholder groups with the ability to expand to others as needed, with upcoming public meetings and events posted to the website. The anticipated frequency of targeted stakeholder meetings will vary, but likely include several per month. The anticipated frequency of broader public meetings will also vary, but likely include at least 1 meeting per month.</p>
<p>Informational card</p>	<p>An informational card, providing a simple way to encourage visits to the website and how to subscribe to email and/or text updates, will be created and made available for distribution by all project staff, at city facilities and to community stakeholders upon request. The project team will create and prepare business cards with this information and make copies available.</p> <p>Informational cards will be ready for distribution no later than the Feb. 9 community meeting and will be reordered as needed.</p>
<p>Social media</p>	<p>Social media posts (shared to the City's Facebook, Twitter, Instagram, Medium and Nextdoor accounts) will expand awareness of the project and upcoming public meetings and events. These posts will direct participants to the website for additional input opportunities and to sign up for future updates.</p> <p>Social media updates will begin no later than the Jan. 28 City Council meeting. Anticipated posting frequency will vary by social media platform but will provide both generic awareness posts several times a month and specific project update posts as needed when updated information is available.</p>

Groups involved in the process and community stakeholders

Groups of both formal, established groups and identified community stakeholders will play a key role in the public engagement process. Project staff will attend meetings with community stakeholder groups upon request or as appropriate to increase awareness of and participation in the project. This tentative list represents a broad spectrum of interests in the community, but is not intended to be all-encompassing and is subject to change.

City Council

At key points during the process, the City Council will be requested to receive input from the community at large, discuss potential changes to city policy, staffing, programming and operations, provide direction and final project approval. The target date for bringing this project to the City Council for approval is June 23, 2020.

City Council Subcommittee

The City Council's ad hoc subcommittee of Mayor Taylor and Councilmember Carlton will receive community input and provide project guidance and consultation on preliminary recommendations to the full City Council.

Community Working Group

Staff recommends the City Council authorize the ad hoc subcommittee to establish a community working group of engaged community members to provide resident perspectives and support for the overall project. The community working group members would be determined by the City Council subcommittee and tasked with making recommendations to the City Council subcommittee. In addition to providing strategic input, members would also serve as "ambassadors" and advocates of the project in the community, helping to spread the word about the project and expanding the reach of the project communications mentioned previously.

Project Team

The Project Team (consisting of both Facebook and city staff, as well as additional consultants from each) will work closely to support this public engagement effort as part of the project process. It also includes subject matter experts and representatives from various departments, as needed, to seek input on interim programs and services, identify opportunities for collaboration/efficiency and ensure the project is completed on time and produces an outcome that aligns with the City's operational and programming plans for the new facility.

Planning Commission

The Planning Commission will need to review the project for architectural control, certain necessary permits, vacation/abandonment of public right of way, etc. The target date for bringing this project to the Planning Commission is May 18, 2020.

Parks and Recreation Commission

The Parks and Recreation Commission would review the project before the Planning Commission, likely in April 2020.

Library Commission

The Library Commission would review the project before the Planning Commission, likely in April 2020.

Additional community stakeholders

Arts, culture and local community stakeholders

- Belle Haven Neighborhood Association
- Belle Haven Community Development Fund
- Menlo Park Public Art (new nonprofit)
- Menlo Park Historical Association
- Library Foundation

City of Menlo Park advisory commissions and committees

- Complete Streets Commission
- Environmental Quality Commission
- Library Commission
- Parks and Recreation Commission
- Planning Commission
- Finance and Audit Committee
- Transportation Master Plan Oversight and Outreach Committee

Education stakeholders

- Beechwood School administration
- Beechwood Parent Advisory Group
- Belle Haven Elementary School
- Ravenswood City School District administration

Environmental sustainability stakeholders

- Menlo Spark
- Others

Special populations

- Youth
- After-school care participants
- Seniors, nutrition program and other limited access populations
- Spanish and other non-native English speakers
- Haven Avenue residents

Facility user groups

- Library card holders
- Recreation class participants
- Pool and field users
- Special events participants
- Senior center social activities participants
- Facility rental users – internal, private parties, nonprofits

Social service user groups

- Second Harvest Food Bank, mobile farmers market
- Others

Transportation stakeholders

- Menlo Park shuttles
- SamTrans
- Parents for Safe Routes

Public engagement milestones, meetings and events

A list of past milestones, as well as a future tentative schedule of events and milestones is outlined below. Specifics will be confirmed and posted on the project website as details emerge.

Event/milestone	Time/date/location	Objective/notes
Offer received	Dec. 16, 2019	Facebook outlines its offer
City press release	Dec. 19, 2019	City acknowledges offer receipt
City Hall holiday closure	Dec. 23-27, 2019	No work during this time
Internal staff project meeting	Dec. 30, 2019	Staff begins work on recommendations to City Council
City Council ad hoc subcommittee meeting	Jan. 7, 2020	Update on work and prep for Jan. 14 City Council meeting
Community meeting	Jan. 11, 2020, Menlo Park Senior Center	Project team to presented on the Facebook offer and unveiled preliminary concepts for public feedback
City Council ad hoc subcommittee meeting	Jan. 14, 2020	Recap of Jan. 11 community meeting and prep for Jan. 14 City Council meeting
Project website launched	Jan. 14, 2020	menlopark.org/bellehaven
First large email blast	Jan. 16, 2020	Email update sent to subscribers of existing email lists and signups from the Jan. 11 community meeting (>36,000 recipients)
City Council ad hoc subcommittee meeting	Jan. 21, 2020	Prep for Jan. 24 public meeting and Jan. 28 City Council meeting
Email and texts reminding of Jan. 24 subcommittee meeting and link to the Jan. 28 agenda	Jan. 23, 2020	Email and text update sent to project subscribers
City Council ad hoc subcommittee meeting with public participation	Jan. 24, 2020 Menlo Park Senior Center	Review the staff report published Jan. 23 ahead of the Jan. 28 City Council meeting
City Council meeting	Jan. 28, 2020 City Council Chambers	Resolution of intent to construct a new multigenerational community center and library in partnership with Facebook, Inc.
Belle Haven Neighborhood Association meeting	TBD	Present a project update
Community meeting	Feb. 9, 2020, Menlo Park Senior Center	Project team to present on feedback from the last community meeting
Beechwood School Parent Advisory Group	February 2020	
Belle Haven Elementary School	TBD	
Parks and Recreation/Library commissions	April 2020	
Planning Commission	May 18, 2020*	
City Council	June 23, 2020*	

*Target dates



MEMORANDUM

Date: 1/23/2020
To: Justin Murphy, Deputy City Manager
From: Derek Schweigart, Community Services Director
Re: Direction to pursue funding options for reconstruction of the Belle Haven pool

Background

The Belle Haven Pool is located at 100 Terminal Avenue in Menlo Park adjacent to the Onetta Harris Community Center, the Menlo Park Senior Center, the Belle Haven Youth Center, and the Kelly Park playing fields. The entire facility occupies approximately 20,000 square feet and includes the main pool, wading pool, decking, and Pool House. The main pool is a 25-meter outdoor swimming pool with shallow and deep ends. In addition, there is a separate wading pool with its own adjacent mechanical building. The existing Pool House is a 1,760 square foot single story structure containing a staff office, men's and women's locker rooms with showers, and the main pool mechanical room and chemical storage area.

The facility began operations in the early 1970s and has been repaired and modified over the years. Traditionally, the pool was operated seasonally for 8-10 weeks in the summer months but began operating year-round in FY 2012-13 when the City's pool operator, Team Sheeper, Inc. (formerly Menlo Swim & Sport), expanded programming and pool usage. Since then, the Belle Haven Pool has seen increased demand and usage as a result of the expanded programming. Usage is anticipated to increase further due to new development in the vicinity.

Given that the age and condition of the pool's infrastructure is inadequate to support the long term impacts of a year round operation or to meet future demand, the City issued the Belle Haven Pool Facility Audit and Master Plan Request for Proposals (RFP) for a comprehensive study to determine what was needed to keep the pool viable in its current configuration and to explore the potential for a new or remodeled facility meeting future demand. Jeff Katz Architecture (JKA) was selected as the most qualified consultant based upon their expertise in similar projects and their understanding of the project scope.

Following nearly a year-long process which included a thorough audit and review of every pool component, its current condition and remaining lifespan, JKA provided three options for the City's consideration:

1. Code Upgrade - Improvements needed to meet current health and safety codes.
2. Option A - Provides upgrades to the facility to bring it up to code and industry standards and allow the facility to operate for the next 10-15 years without another significant investment and utilizing the existing facility footprint.
3. Option B - A new aquatic facility on the existing site, with increased programming potential to meet the City's programmatic goals and expected future demands for the next 25-30 years.

The plan options were presented to residents of the Belle Haven Neighborhood Association at their regular meeting on August 2, 2017. Approximately twenty-five members of the community attended the meeting. Residents were generally supportive of the proposed improvements which would model the Belle Haven pool after the Burgess Pool complex. Later the Parks and Recreation Commission was presented with the three options and after public feedback voted to approve a recommendation to the City Council which accepted the overall draft master plan and selected Option B, a full reconstruction of the pool complex noting that they liked the option for two pool temperatures to serve a broad population of users, extended wading area for improved access serving the diverse population, improved viewing areas like Burgess Pool and a spray feature to help attract more people to the pool.

The City Council voted to accept the recommendation of the Parks and Recreation Commission and accepted the Belle Haven Pool Audit and Master Plan at their meeting on November 7, 2017.

Analysis

Facebook Offer

On December 16, 2019, Facebook presented the City with an offer to explore funding and the development of a new Belle Haven Community Center and Library that would replace the current facilities including the Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center and Branch Library located at Belle Haven School. The offer did not include the Belle Haven Pool as part of the project but Facebook offered to renovate the amenities near the existing swimming pools such as new locker rooms, and additional areas for picnics and gathering places that complement the renovated complex. Facebook is open to building new pools if additional funding sources were identified by the City or third parties. Additionally, Facebook committed to design a new arrival area and parking lot, circulation and drop-off zones which could potentially impact the current footprint of the swimming pools.

The conceptual designs of the new complex were presented at a community meeting on January 11, 2020 at the Menlo Park Senior Center. In those designs, some changes were suggested to the current Belle Haven Pool that would consolidate locker rooms and changing areas in the proposed Gymnasium wing of the new facility, reducing the size of the existing pool house and mechanical room while adding picnic and other gathering places to the complex.

Pool Design Options

Given Facebook's offer to build new pools if the City could identify the necessary funding, City staff engaged JKA to develop a possible third option for the redesign of the pools that would maintain the desired components of Option B that the community desired and the Council previously recommended that would also meet the environmental review requirements of the overall project. These features include:

1. Option for two pool temperatures to serve a broad population of users including one for learn-to-swim programs and one for more experienced swimmers and competition

2. Extended wading area for improved access serving the diverse population
3. Improved viewing areas like Burgess Pool
4. Spray feature to help attract more people to the pool.
5. Places for people to gather and recreate
6. Ability to construct a pool covering that would allow year-round programming

Funding

Option B which included a new aquatic facility on the existing site, which involved the demolition of the existing pool house and youth center, as well as the removal of the lap pool and wading pool. A new facility would include a new pool house, a lap pool as well as a warm activity pool with beach entry adequate for additional programming. The plan explored the addition of recreational elements and gathering places appropriate for rentals. The estimated cost when the master plan was accepted in 2017 was approximately \$8 million.

Option C is estimated to be \$6.6 million in construction costs and an additional \$800k in soft costs (design, permitting, etc.) for a total project cost of \$7.4 million.

If Council directs staff, options for funding include a potential issuance of a 3rd phase of bonds from Measure T that is estimated to generate approximately 14 million for parks and recreation facilities. Additionally, the City currently receives Rec-In-Lieu Fees from residential development projects to support parks and recreation facilities which has an approximate fund balance of \$3.6 million. Alternatively, the City may also pursue funding from potential 3rd parties interested in supporting the project.

Recommendation

City staff recommends that Council authorize the City Manager to pursue funding options for the construction of a new Belle Haven pool and present them to the Council for consideration prior to the approval of the new Belle Haven Community Center and Library project.

City of Menlo Park			City Council Policy
Department City Council Subject Naming and/or Changing the Name of Facilities	Page 1 of 1	Effective Date February 25, 1986	
	Approved by	Procedure # CC-86-	
	<small>Department Head</small>		
	<small>City Manager</small>		

PURPOSE AND SCOPE

From time to time the City has the opportunity to name a new facility, or is requested to change the name of a previously designated park, playground, building or other unit under the City's jurisdiction.

In order to formalize the City's consideration of these requests, and to provide better guidelines to the public, the City does hereby adopt the following policy guidelines for the naming of facilities.

1. It shall be the policy of the City not to change the name of any existing recreation and park facility, particularly one whose name has City or national significance, unless there is the most extraordinary circumstances of City 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 names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet unrecognized.
3. The Park and Recreation Commission, after considering inputs from the community, will recommend to the City Council names for new parks, playgrounds, athletic fields, paths, tennis courts, flower beds, buildings and miscellaneous facilities. The naming will recognize:
A deceased person (no sooner than five years after death, ethnic or other national or community groups not yet honored in some fashion, who have made significant contributions to the City and/or the Park and Recreation and have not been previously honored in a meaningful way by the City.
4. It shall be the policy of the City generally to encourage plaques commemorating donations including tree memorials, horticultural collections or plant materials.
5. Where appropriate to the facility, the City encourages the donation of memorial benches.
6. At those facilities having recreation buildings, the City from time to time may authorize placing of a memorial plaque inside a building when that facility is closely identified with a person or group, but the policy of the City is to retain the historic name of the facility.
7. For other than naming a new facility, it is the policy of the City to take no action until at least six months from the receipt of a suggested name change or the adoption of these policies.

(Council took a look at this policy again on Jan. 27, 1998 with no changes)



Aerial - Existing Conditions

BELLE HAVEN POOL



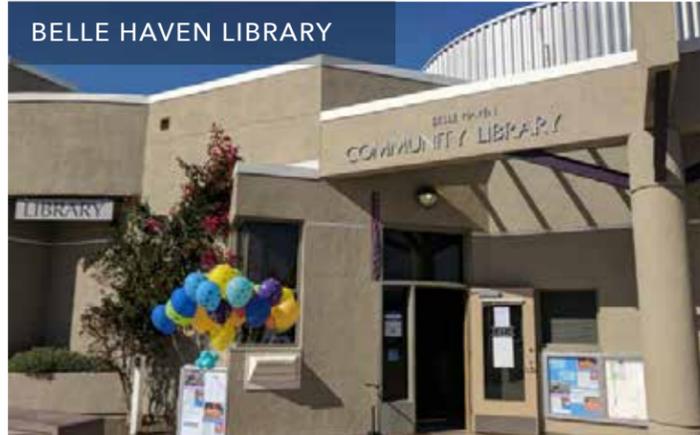
ONETTA HARRIS COMMUNITY CENTER



JOSEPH B. KELLY PARK



BELLE HAVEN LIBRARY



MENLO PARK SENIOR CENTER



BELLE HAVEN YOUTH CENTER



FACILITY ENTRANCE



Existing Conditions | Site Photos



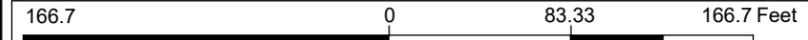
City of Menlo Park



approximate limit of abandonment

- Legend**
- Street Names Large Scale
 - Sphere Of Influence
 - City Limits
 - Parcels

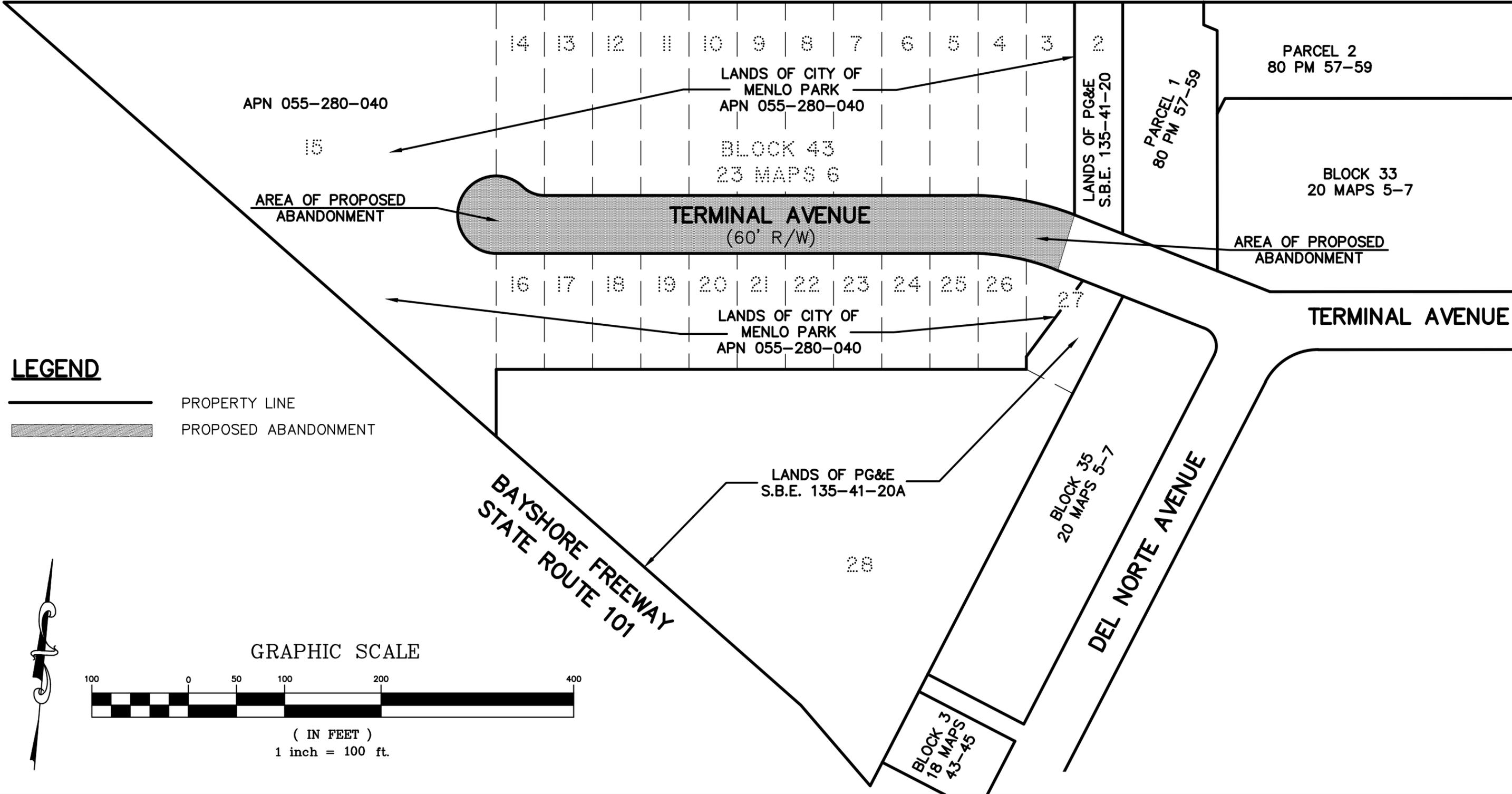
1: 1,000



NAD_1983_StatePlane_California_III_FIPS_0403_Feet
City of Menlo Park GIS

This map is for reference purposes only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. The City of Menlo Park and its staff shall not be held responsible for errors or omissions. Please contact City staff for the most current information.

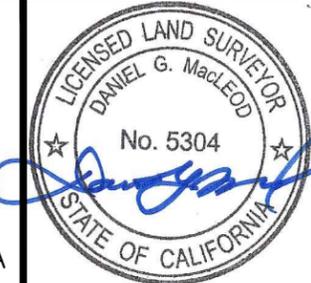
Notes



MacLEOD AND ASSOCIATES
 CIVIL ENGINEERING • LAND SURVEYING
 965 CENTER STREET • SAN CARLOS • CA 94070 • (650) 593-8580

RIGHT-OF-WAY ABANDONMENT EXHIBIT
 FOR PROPOSED ABANDONMENT OF
PORTION OF TERMINAL AVENUE

MENLO PARK SAN MATEO COUNTY CALIFORNIA



PREPARED FOR: MENLO PARK PUBLIC WORKS DEPARTMENT	
DRAWN BY: DJK	DESIGNED BY: ---
CHECKED BY: DGM	DATE: 11-15-19
SCALE: 1"=100'	DRAWING NO. 4705-ROW