



# Library Commission Parks and Recreation Commission

## SPECIAL JOINT MEETING AGENDA

**Date:** 6/22/2022  
**Time:** 6:30 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 861 6441 7229

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

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

- How to participate in the meeting
  - Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) –Meeting ID #861 6441 7229
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID #861 6441 7229  
Press \*9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](http://www.menlopark.org). The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](http://menlopark.org/agenda)).

### Special Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 861 6441 7229)

#### A. Call To Order

#### B. Roll Call

#### C. Presentations

- C1. Menlo Park Community Campus project environmental sustainability features
- C2. Preliminary results of Menlo Park resident survey - recreation and community programs

#### D. Study Session

- D1. Menlo Park Community Campus operational planning ([Staff Reports LC-2022-008 / PRC-2022-014](#))

#### E. Informational Items

- E1. Library and Community Services department proposed fiscal year 2022-23 operating budget ([Staff Reports LC-2022-009 / PRC-2022-015](#))

## **F. Commissioner Reports**

### **F1. Individual Commissioner reports**

## **G. 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 prior to, 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.org](mailto:jaherren@menlopark.org). 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.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 06/16/2022)



## STAFF REPORT

### Library Commission / Parks and Recreation Commission

Meeting Date: 6/22/2022

Staff Report Number: LC-2022-008 / PRC-2022-014

Study Session: Menlo Park Community Campus operational planning

### Recommendation

Community engagement is an essential aspect of the Menlo Park Community Campus (MPCC) project. Staff recommends that the Library Commission and the Parks and Recreation Commission convene a joint study session to advise the Menlo Park Community Campus (MPCC) operational planning efforts and provide opportunity for public review, comment, and feedback.

### Policy Issues

As duly appointed advisory bodies to the City Council, the Library Commission and the Parks and Recreation Commission advise the City Council on programs and facilities such as those in the Menlo Park Community Campus.

### 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 (childcare), Belle Haven Pool and branch library.

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

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, 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 A.)

On May 24, 2022, City Council received a progress report from the MPCC Subcommittee. (Attachment B.)

## **Analysis**

### Guiding principles

The MPCC Subcommittee worked with staff to identify existing City Council policy statements that can help provide guidance for the prioritization and delivery of services in the new center. (Attachment A.)

### MPCC Subcommittee report

The MPCC Subcommittee 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 regarding local hiring and procurement, recognitions and awards, cost recovery and fees (Attachment B.)

### 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 on 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.)

### Menlo Park resident survey

On February 8, 2022, City Council directed staff to conduct an analysis of the city's aquatics program needs including a survey of Menlo Park residents. The MPCC Subcommittee expressed interest in leveraging the opportunity of a survey to also gain insight into residents' needs and interests related to programming in the new center. Working with the MPCC Subcommittee, staff prepared a survey to gain insight in all these areas. The survey is now open to Menlo Park residents through multiple formats including electronic, paper and in-person, in English and Spanish. (Attachments C and D.)

### Other operational planning

Staff has begun internal coordination to develop a parking management plan to address various considerations related to the parking areas at the MPCC. 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; 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

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

## **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 Guiding principles
- B. MPCC Subcommittee report to City Council
- C. MPCC operation plan milestones and timelines
- D. Menlo Park resident survey - Recreation and community programs
- E. Menlo Park resident survey - Recreation and community programs. Hyperlinks:
  - a. English: [publicinput.com/communityprograms](https://publicinput.com/communityprograms)
  - b. Spanish: [publicinput.com/communityprogramsES](https://publicinput.com/communityprogramsES)

Report prepared by:  
Sean Reinhart, Library and Community Services Director

## ATTACHMENT A: MPCC GUIDING PRINCIPLES

*Excerpted from Menlo Park City Council staff report #22-070-CC, April 12, 2022*

### Guiding principles

Staff worked with the MPCC subcommittee to identify existing City Council policy statements that are relevant to the operations and programming of the new center. As the planning and preparation for the new center opening day proceeds, these City Council policy statements are examples that can help provide guidance for the prioritization and delivery of services in the new center.

The construction and grand opening of a new community campus in Belle Haven is a long-held dream for the community many years in the making. Multiple community discussions and neighborhood voices have helped to establish a clear vision for the new center and bring it to reality. It is a vision of a multi-generational community center that is responsive to and serves the needs of Belle Haven neighborhood residents; a public service and community space that serves and is inclusive of all Menlo Park residents especially neighborhood residents; a new milestone and landmark that moves Menlo Park toward justice and fairness for all residents.

In recognition of this important groundwork and history, the City Council has adopted relevant policy statements that provide guiding principles and priorities for the new facility. These policies prioritize access, inclusion, belonging, justice, and fairness for all Menlo Park residents, from all neighborhoods of the City, for City services and decision-making that affects residents' lives.

The City Council in April 2021 adopted the following statement as part of the City of Menlo Park Cost Recovery Policy:

“The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents. In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City. The City of Menlo Park prioritizes social justice in decisions that affect residents' lives: the fair, just and equitable management of all institutions serving the public directly or by contract; the fair, just and equitable distribution of public services and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.”

The City Council in October 2019 approved the Parks and Recreation Facilities Master Plan, which includes the following statements in its Guiding Goals:

“Menlo Park has a high-quality system of parks and recreation facilities. The City's parks, facilities, and events bring the community together as 'One Menlo Park.' As the City grows and evolves it must ensure that these parks and facilities meet the needs of all members of the Menlo Park community. The system should provide equitably distributed active and passive recreation opportunities which engage users, and which are accessible to residents of all ages and abilities, throughout the City.”

“Each new park or facility, or significant renovation of an existing park or facility should contribute to satisfying the recreational needs of the neighborhood that it serves, and be

integrated into a system that serves the entire community. Each improvement should complement the mix of uses in the neighborhood and in the City as a whole.”

“Neighborhood Serving: Strive to distribute parks, facilities, amenities, and programs to serve residents of all Menlo Park neighborhoods. In considering renovation or new construction of parks and facilities, prioritize approaches that balance community benefits with potential neighborhood impacts.”

“Universal Design: Continue to address physical and programmatic barriers to participation for individuals with disabilities. Where feasible, incorporate Universal Design in the development and renovation of parks and facilities, to reduce barriers that limit use by persons of all ages, and physical, perceptual and cognitive abilities. Develop environments and programs for a range of groups with varying abilities and mental cognitive abilities, which are fully inclusive.”

## 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) 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

## MPCC Subcommittee Report – 5/24/2022

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

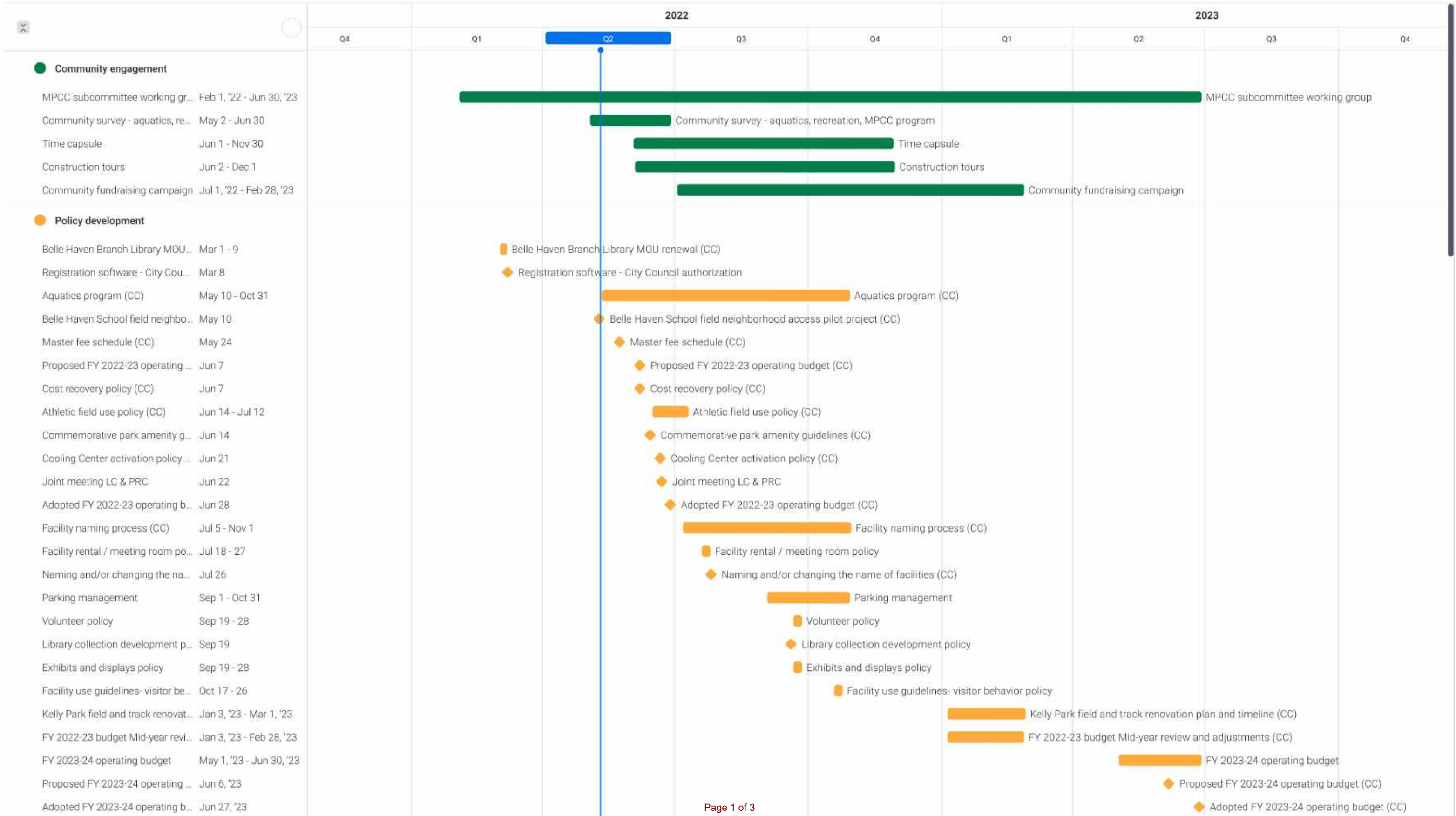
- Environmental education and impact - storyboards/classes based on MPCC sustainability
- Bike repair station/classes with Live In Peace
- Cooking classes
- Teaching garden
- Adaptive recreation classes including mixed media art, karate, fun fitness, cooking, dance
  
- Services/functioning
  - Front 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

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

(CC) = City Council direction / action

Baseline Auto Fit Quarters - +



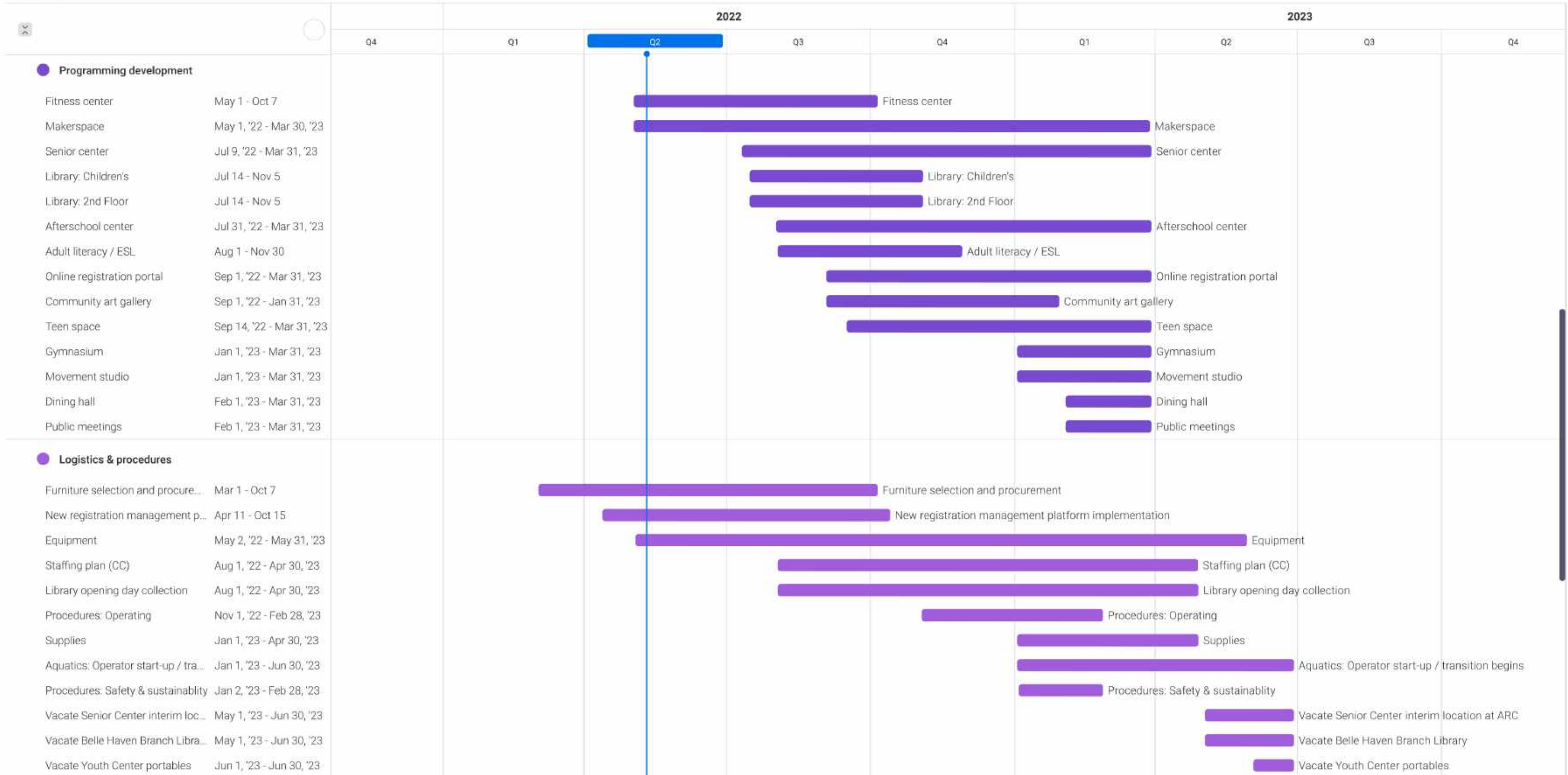
# MPCC operation plan milestones

2022.05.11

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

(CC) = City Council direction / action

Baseline Auto Fit Quarters - +



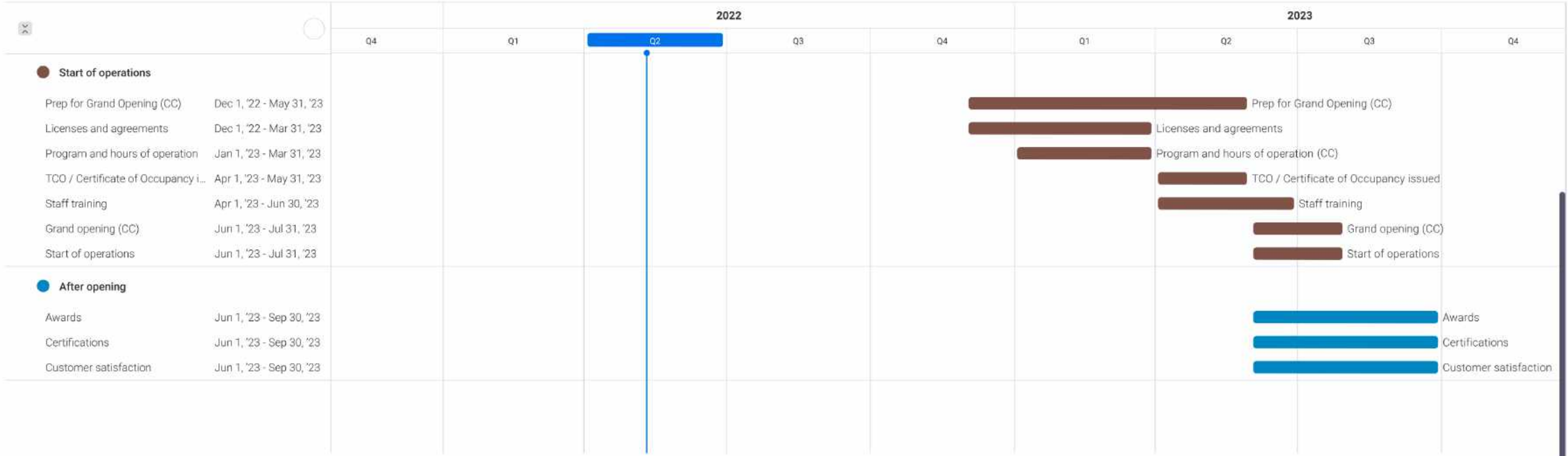
# MPCC operation plan milestones

2022.05.11

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

(CC) = City Council direction / action

Baseline Auto Fit Quarters - +



# ATTACHMENT D

## RECREATION AND COMMUNITY PROGRAMS SURVEY

Library and Community Services  
800 Alma St., Menlo Park, CA 94025  
tel 650-330-2200



Survey information						
The City of Menlo Park is interested in hearing residents' needs and views about recreation programs and other community services. Please tell us your views by taking this survey.						
1. What neighborhood of Menlo Park do you live in now?						
<input type="checkbox"/> Allied Arts / Stanford Park <input type="checkbox"/> Belle Haven <input type="checkbox"/> Central Menlo Park <input type="checkbox"/> Downtown Menlo Park <input type="checkbox"/> Felton Gables / Park Forest <input type="checkbox"/> Linfield Oaks <input type="checkbox"/> Sharon Heights <input type="checkbox"/> South of Seminary / Vintage Oaks <input type="checkbox"/> Suburban Park / Lorelei Manor / Flood Triangle <input type="checkbox"/> The Willows <input type="checkbox"/> Unincorporated Menlo Park <input type="checkbox"/> Other (please describe) _____ <input type="checkbox"/> I don't live in Menlo Park						
2. How long have you lived in Menlo Park?						
<input type="checkbox"/> Less than a year <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years <input type="checkbox"/> 10-19 years <input type="checkbox"/> 20+ years <input type="checkbox"/> I don't live in Menlo Park						
3. What age groups live in your household? (Check all that apply)						
<input type="checkbox"/> Infants/ toddlers <input type="checkbox"/> Children <input type="checkbox"/> Teenagers / tweens <input type="checkbox"/> Adults <input type="checkbox"/> Adults 65+ <input type="checkbox"/> I don't know / I prefer not to answer						
4. How often do you typically use or visit these locations operated by the City of Menlo Park?						
	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						

<b>4. (continued) How often do you typically use or visit these locations operated by the City of Menlo Park?</b>						
	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
Public libraries						
Recreation center						
Senior programs						
Skate park						
Swimming pools						
Tennis / pickleball courts						
Walking / hiking trails						
<b>5. How important are the following community programs and classes?</b>						
	not at all important		somewhat important		very important	
Arts and crafts: sewing, painting, ceramics, etc.						
Bike repair						
Cooking and nutrition						
Dance / movement						
Environmental education						
Fitness center – weights, resistance training, cardio, etc.						
Gymnastics						
Health and wellness / yoga / meditation						
Martial arts						
Money management, personal budgeting						
Music / performing arts						
Strength / balance training for seniors						
Technology for beginners - learn how to use computers, mobile apps, basic software						
Technology – coding, app development, computer aided design, 3-D printing, etc.						
Teens - programs to socialize, read and study after school and on weekends						
Travel / learn a new language						
<b>6. For community programs and classes, how important are the following items?</b>						
	not at all important		somewhat important		very important	
Programs/ classes are focused on the needs of Menlo Park residents						
Programs/ classes are free or have discounted fees for Menlo Park residents						
Programs/ classes attract participants from outside Menlo Park who are charged higher fees						



**7. Please tell us your ideas, needs, and suggestions for the city community programs and classes**

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**8. How important are the following aquatics and swimming programs?**

	not at all important	somewhat important	very important
Swimming lessons for children			
Swimming lessons for adults			
Adult lap swimming			
Wading pool, splash pad			
Competitive swimming and sports			
Open swim / community swim time in big pool			
Aqua therapy / physical therapy			
Aquacise / exercise classes			

**9. For aquatics and swimming programs, how important are the following items?**

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

**10. Are there any changes to the city aquatics and swimming programs that would make you use them more often?**

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**11. Please tell us your ideas, needs, and suggestions for the city aquatics and swimming programs.**

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**12. How important are the following athletic programs?**

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

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

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

**14. Please tell us your ideas, needs, and suggestions for the city athletic programs.**

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

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

**16. Please tell us your ideas, needs, and suggestions for the city library and information resources**

**17. Please tell us any other ideas, needs, complaints or suggestions you'd like to share with us**

**18. What is your age?**

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

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

- Yes
- No

If Yes, please provide your email or address:

Email:

Address:

Please return this survey to any of the locations below:

Arrillaga Family Gymnasium  
 600 Alma St.  
 Menlo Park, CA 94025

Arrillaga Family Recreation Center  
 700 Alma St.  
 Menlo Park, CA 94025

Belle Haven Branch Library (including book drop)  
 413 Ivy Drive  
 Menlo Park, CA 94025

Menlo Park Library (including book drop)  
 800 Alma St.  
 Menlo Park, CA 94025

Or mail to:

City of Menlo Park  
 Library and Community Services  
 701 Laurel St.  
 Menlo Park, CA 94025

# ENCUESTA SOBRE PROGRAMAS RECREATIVOS Y COMUNITARIOS

Library and Community Services  
800 Alma St., Menlo Park, CA 94025  
tel 650-330-2200



Información de la encuesta						
La ciudad de Menlo Park está interesada en conocer las necesidades y opiniones de los residentes sobre los programas de ocio y otros servicios comunitarios. Por favor, díganos su opinión respondiendo a esta encuesta.						
1. ¿En qué barrio de Menlo Park vive actualmente?						
<input type="checkbox"/> Allied Arts / Stanford Park <input type="checkbox"/> Belle Haven <input type="checkbox"/> Central Menlo Park <input type="checkbox"/> Downtown Menlo Park <input type="checkbox"/> Felton Gables / Park Forest <input type="checkbox"/> Linfield Oaks <input type="checkbox"/> Sharon Heights <input type="checkbox"/> South of Seminary / Vintage Oaks <input type="checkbox"/> Suburban Park / Lorelei Manor / Flood Triangle <input type="checkbox"/> The Willows <input type="checkbox"/> Unincorporated Menlo Park <input type="checkbox"/> Other (please describe) _____ <input type="checkbox"/> I don't live in Menlo Park						
2. ¿Cuánto tiempo lleva viviendo en Menlo Park?						
<input type="checkbox"/> Menos de un año <input type="checkbox"/> 1-5 años <input type="checkbox"/> 6-10 años <input type="checkbox"/> 10-19 años <input type="checkbox"/> 20+ años <input type="checkbox"/> No vivo en Menlo Park						
3. ¿Qué grupos de edad viven en su hogar? (Marque todas las que correspondan)						
<input type="checkbox"/> Bebés/niños pequeños <input type="checkbox"/> Niños <input type="checkbox"/> Adolescentes/preadolescentes <input type="checkbox"/> Adultos <input type="checkbox"/> Adultos mayores de 65 años <input type="checkbox"/> No sé/prefiero no contestar						
4. ¿Con qué frecuencia suele utilizar o visitar estos lugares gestionados por la ciudad de Menlo Park?						
	Nunca	Rara vez, una vez al año o menos	Unas cuantas veces al año	Una o dos veces al mes	Una o dos veces a la semana	Más de una vez a la semana
Programas extraescolares						
Campos deportivos (fútbol, béisbol, etc.)						
Eventos comunitarios y culturales						
Parque para perros						
Gimnasio (baloncesto, voleibol, etc.)						
Salas de reuniones/alquiler de instalaciones						
Parques/espacios verdes						
Áreas de picnic						

<b>4. ¿Con qué frecuencia suele utilizar o visitar estos lugares gestionados por la ciudad de Menlo Park?</b>						
	Nunca	Rara vez, una vez al año o menos	Unas cuantas veces al año	Una o dos veces al mes	Una o dos veces a la semana	Más de una vez a la semana
Bibliotecas públicas						
Centro de ocio						
Programas para la tercera edad						
Parque de patinaje						
Piscinas						
Pistas de tenis/pickleball						
Rutas de senderismo						
<b>5. ¿Qué importancia tienen los siguientes programas y clases comunitarias?</b>						
	para nada importante		algo importante		muy importante	
Artes y oficios: costura, pintura, cerámica, etc.						
Reparación de bicicletas						
Cocina y nutrición						
Danza/movimiento						
Educación medioambiental						
Centro de fitness - pesas, entrenamiento de resistencia, cardio, etc.						
Gimnasia						
Salud y bienestar/yoga/meditación						
Artes marciales						
Gestión del dinero, presupuesto personal						
Música/artes escénicas						
Entrenamiento de fuerza y equilibrio para personas mayores						
Tecnología para principiantes - aprender a utilizar ordenadores, aplicaciones móviles, software básico						
Tecnología - codificación, desarrollo de aplicaciones, diseño asistido por ordenador, impresión 3D, etc.						
Adolescentes - programas para socializar, leer y estudiar después de la escuela y los fines de semana						
Viajar/aprender un nuevo idioma						
<b>6. Para los programas y clases comunitarios, ¿qué importancia tienen los siguientes elementos?</b>						
	para nada importante		algo importante		muy importante	
Los programas/clases se centran en las necesidades de los residentes de Menlo Park						
Los programas/clases son gratuitos o tienen tarifas reducidas para los residentes de Menlo Park						
Los programas/clases atraen a participantes de fuera de Menlo Park a los que se les cobra una tarifa más alta						

**7. Por favor, díganos sus ideas, necesidades y sugerencias para los programas y clases comunitarias de la ciudad.**

--

**8. ¿Qué importancia tienen los siguientes programas acuáticos y de natación?**

	para nada importante	algo importante	muy importante
Clases de natación para niños			
Clases de natación para adultos			
Natación para adultos			
Piscina infantil, piscina de chapoteo			
Natación y deportes de competición			
Natación abierta/tiempo de natación comunitaria en la piscina grande			
Terapia acuática/fisioterapia			
Clases de gimnasia acuática			

**9. For aquatics and swimming programs, how important are the following items?**

	para nada importante	algo importante	muy importante
Los niños/las familias tienen prioridad para utilizar las piscinas para jugar y pasar tiempo social			
La natación competitiva/los deportes tienen prioridad para utilizar las piscinas para entrenar y competir			
Los nadadores de travesía tienen prioridad en el uso de las piscinas			
La natación terapéutica/natación para adultos mayores tienen prioridad para utilizar las piscinas			
La natación adaptada para personas con discapacidades tiene prioridad para utilizar las piscinas			
Las clases de natación para principiantes/niños tienen prioridad para utilizar las piscinas			
Las piscinas están abiertas todo el año			
Las piscinas están abiertas los siete días de la semana			
Las piscinas se centran en las necesidades de los residentes de Menlo Park			
Las piscinas tienen tarifas gratuitas o con descuento para los residentes de Menlo Park			
Las piscinas atraen a participantes de fuera de Menlo Park a los que se les cobra una tarifa más alta			

**10. ¿Hay algún cambio en los programas acuáticos y de natación de la ciudad que le haría utilizarlos más a menudo?**

--

**11. Por favor, díganos sus ideas, necesidades y sugerencias para los programas acuáticos y de natación de la ciudad.**

--

**12. ¿Qué importancia tienen los siguientes programas deportivos?**

	para nada importante	algo importante	muy importante
Acceso de los vecinos y las familias a los campos de deportes para un uso ocasional y para jugar			
Acceso de los niños a los campos de atletismo para jugar de forma ocasional o sin cita previa			
Baloncesto - juego casual/sin cita previa			
Baloncesto - liga juvenil organizada			
Baloncesto - liga de adultos organizada			
Voleibol - liga juvenil organizada			
Voleibol - liga de adultos organizada			
Fútbol – liga juvenil organizada			
Fútbol – liga de adultos organizada			
Tenis – casual/sin cita previa			
Tenis – clases privadas/individuales			
Pickleball – casual/sin cita previa			
Pickleball – liga organizada/torneo			
Gimnasia – competitiva juvenil			
Gimnasia – juvenil casual/divertida			
Baseball – liga juvenil organizada			
Softball – liga juvenil organizada			
Softball – liga de adultos organizada			
Lacrosse – liga juvenil organizada			
Fútbol/rugby - liga juvenil/de adultos organizada			

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

	para nada importante	algo importante	muy importante
Los programas se centran en las necesidades de los residentes de Menlo Park			
Los programas son gratuitos o tienen tarifas reducidas para los residentes de Menlo Park			
Los programas atraen a participantes de fuera de Menlo Park a los que se les cobra una tarifa más alta			



14. Por favor, díganos sus ideas, necesidades y sugerencias para los programas deportivos de la ciudad			
15. Para la biblioteca de la ciudad y los recursos de información, ¿qué importancia tienen los siguientes elementos?			
	para nada importante	algo importante	muy importante
Tutoría de alfabetización de adultos para ayudar a los adultos a aprender a leer/mejorar las habilidades de lectura			
Libros en formato electrónico/digital (e-books, e-audiobooks)			
Libros en formato de papel			
Libros que sean clásicos que haya leído en la escuela/de niño			
Libros que son los bestsellers más recientes y populares			
Libros escritos en otros idiomas además del inglés			
Libros que ofrezcan un amplio abanico de puntos de vista, incluidos aquellos con los que no estoy de acuerdo			
Libros que reflejen las culturas, las necesidades y los intereses de los residentes locales o del barrio			
Ordenadores/portátiles/tabletas que la gente pueda sacar y llevarse a casa			
Recursos de inglés como segunda lengua			
Distribución de alimentos, asesoramiento y apoyo en materia de inseguridad alimentaria			
Asesoramiento y apoyo en materia de salud			
Referencias y apoyo a las personas sin hogar y a la vivienda			
Ayuda con los deberes para niños y adolescentes después de la escuela			
Recursos y formación sobre habilidades laborales/preparación para el trabajo/buscadores de empleo			
Asesoramiento y apoyo jurídico			
Gestión del dinero/asesoramiento y apoyo financiero			
Lugares tranquilos para leer y estudiar			
Cuentos para niños pequeños			
Los adolescentes tienen espacio para socializar, leer y estudiar después de la escuela y los fines de semana			
“Hot spots” inalámbricos de Internet para sacar y llevar a casa			
Acceso inalámbrico a Internet (Wi-Fi) en la biblioteca			

**16. Por favor, díganos sus ideas, necesidades y sugerencias para la biblioteca de la ciudad y los recursos de información.**

**17. Por favor, díganos cualquier otra idea, necesidad, queja o sugerencia que quiera compartir con nosotros.**

**18. ¿Cuál es su edad? (Marque una)**

- 6-12  
 13-17  
 18-24  
 25-34  
 35-44  
 45-64  
 65-74  
 75+  
 No sé/prefiero no contestar

**19. (Opcional) ¿Quiere que le enviemos los resultados de esta encuesta?**

- Sí  
 No

En caso afirmativo, indique su dirección de correo electrónico o postal:

Por favor, devuelva esta encuesta a cualquiera de los lugares que aparecen a continuación:

Gimnasio de la Familia Arrillaga  
600 Alma St.  
Menlo Park, CA 94025

Centro Recreativo Familiar Arrillaga  
700 Alma St.  
Menlo Park, CA 94025

Biblioteca de Belle Haven (incluido el buzón de libros)  
413 Ivy Drive  
Menlo Park, CA 94025

Biblioteca de Menlo Park (incluido el buzón de libros)  
800 Alma St.  
Menlo Park, CA 94025

o por correo a:

Ciudad de Menlo Park  
Biblioteca y Servicios Comunitarios  
701 Laurel St.  
Menlo Park, CA 94025



## STAFF REPORT

### Library Commission / Parks and Recreation Commission

Meeting Date: 6/22/2022

Staff Report Number: LC-2022-009 / PRC-2022-015

Informational Item: Library and Community Services department proposed fiscal year 2022-23 operating budget

### Recommendation

Staff recommends that the Library Commission and the Parks and Recreation Commission receive this informational item about the Library and Community Services department's proposed fiscal year 2022-23 operating budget. (Attachment A.)

### Background

The City Council authorizes the City of Menlo Park operating budget annually in June to take effect for the new fiscal year beginning July 1. On June 14, 2022, the City Council held a public hearing to review the City of Menlo Park proposed fiscal year 2022-23 operating budget. (Attachment B.)

### Analysis

The Library and Community Services department proposes \$13.70 million in total expenditures offset by approximately \$5.33 million of total revenues in fiscal year 2022-23. (Attachment A.) The budget proposal includes a service level enhancement request to reactivate the gymnastics program.

#### Revenues summary

As the COVID-19 virus continues its evolution toward becoming a more "normal," endemic part of life, the department's fee-based programs are projected to continue their progress toward pre-pandemic enrollment levels and revenues.<sup>1</sup> The Library and Community Services department projects approximately \$5.37 million of total revenues in FY 2022-23, a 65% increase compared to FY 2021-22.<sup>2</sup>

#### Expenditures summary

Significant changes to expenditures in FY 2022-23 include cost-of-living adjustments to current employees' compensation per current labor agreements, and a proposed service level enhancement to reactivate the gymnastics program. The Library and Community Services department proposes \$13.75 million in total expenditures in FY 2022-23, a 6.2% increase compared to FY 2021-22.<sup>3</sup>

#### Service level enhancement request - Gymnastics

If approved by City Council as proposed, the gymnastics service level enhancement (Attachment C) would increase total expenditures by approximately \$839,000. Gymnastics expenditures would be partially offset by program revenues (user fees) which are projected to be approximately \$450,000 in FY 2022-23. Full cost recovery (100%) is anticipated in subsequent years as the program returns to full operating capacity.

<sup>1</sup> Total actual revenues in pre-pandemic fiscal year 2018-19: \$6.84 million

<sup>2</sup> Projected total actual revenues in FY 2021-22: \$3.24 million

<sup>3</sup> Total authorized budget expenditures in FY 2021-22: \$12.90 million

### Next steps

City Council is scheduled to finalize and approve the City of Menlo Park fiscal year 2022-23 operating budget on June 28.

### **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. Library and Community Services department fiscal year 2022-23 proposed operating budget
- B. City of Menlo Park proposed fiscal year 2022-23 operating budget. Hyperlink: [menlopark.org/budget](https://menlopark.org/budget)
- C. Gymnastics program reactivation capacity and timeline update. City Council staff report #22-071-CC, April 12, 2022.

Report prepared by:  
Sean Reinhart, Library and Community Services Director

# Library and Community Services

Lifelong learning, recreation, and opportunity for all residents

## Overview

Library and Community Services is responsible for providing a diverse array of lifelong learning and recreational opportunities for Menlo Park residents of all ages, abilities, and lived experiences. We employ skilled and qualified personnel, supported by contracted help and an extraordinary corps of community volunteers to deliver high-quality public services to the Menlo Park community including libraries, recreation, sports, early childhood education, after school programs, youth camps, senior programs, athletic fields and courts, community events, and aquatics.

### FY 2022-23 Library and Community Services FTE by Division

Division Name	FY2023
<b>FTE</b>	
1 Service Level Enhancement - 541 Gymnastics	5.75
510 Seniors	4.25
520 Recreation	4.75
530 Pre-School Child Care	23.50
531 School-Age Child Care	2.00
540 Sports	5.00
560 Library	14.00
570 LCS Operations	7.00
<b>FTE</b>	<b>66.25</b>

### FY 2022-23 Library and Community Services FTE

	FY2020	FY2021	FY2022	FY2023
Library and Community Services				
<b>FTE</b>	<b>71.00</b>	<b>59.00</b>	<b>64.35</b>	<b>66.25</b>
	<b>71.00</b>	<b>59.00</b>	<b>64.35</b>	<b>66.25</b>

## Facilities

Library and Community Services operates nine public facilities that serve the residents of Menlo Park:

- Arrillaga Family Gymnasium
- Arrillaga Family Gymnastics Center
- Arrillaga Family Recreation Center
- Belle Haven Branch Library
- Belle Haven Child Development Center
- Belle Haven Youth Center
- Burgess Pool
- Menlo Children's Center
- Menlo Park Library

## Menlo Park Community Campus

In 2021, construction began on a new multigenerational facility in the Belle Haven neighborhood that will combine a public library, senior center, gymnasium, afterschool program, and aquatics center in one dynamic community space. Opening in 2023, the project is being built to LEED Platinum environmental standards with leading-edge sustainability techniques.

## Guiding principles

The City of Menlo Park prioritizes social justice in decisions that affect residents' lives:

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

The Parks and Recreation Facilities Master Plan (2019) establishes a blueprint for developing Menlo Park's parklands and recreational amenities for the next 20 years, and includes this statement:

*As the city grows and evolves it must ensure that [its] parks and facilities meet the needs of all members of the Menlo Park community. The system should provide equitably distributed active and passive recreation opportunities which engage users, and which are accessible to residents of all ages and abilities, throughout the city.*

## Strategic direction

The Library and Community Services Strategic Plan (2021) identifies eight strategic directions for department services and programs:

1. Deliver excellent customer service
2. Advance the Menlo Park Community Campus project
3. Provide services and programs that respond to community needs
4. Maintain efficient operations, systems, and facilities
5. Create meaningful staff development, engagement, and team communication opportunities
6. Engage in robust, transparent, two-way communication and outreach with the community
7. Prioritize diversity, equity, and inclusion in department services and programs
8. Design and implement safe, effective, sustainable post-COVID operations.

(Numbering is for ease of reference only, and does not represent priority or order of importance.)



The Library and Community Services team, April 2022

## Public libraries

The City of Menlo Park operates two public library facilities, the Menlo Park Library and the Belle Haven Branch Library, that provide free and equitable access to information, resources, programs, opportunity, study and learning spaces for all members of the community. Services include physical and digital book lending, literacy support and tutoring, technology access, and cultural and educational programs that support lifelong learning, intellectual curiosity, and discovery.

The Menlo Park Community Campus now under construction will include a children's library on the ground floor and an all-ages public library on the second floor. The second floor library space also will include a new makerspace, dedicated teen lounge, tutoring room, classroom, and conference room. The Belle Haven Branch Library will relocate to the new facility when it opens in 2023.

## Indoor recreation

The City of Menlo Park provides a wide variety of recreational classes for all ages, including: health and fitness, movement and dance, martial arts, music, performing arts, language learning, and arts and crafts.

Indoor youth sports leagues include volleyball and basketball. Indoor adult basketball includes leagues and drop-in play. The proposed fiscal year 2022-23 budget includes a service level enhancement to reactivate the youth gymnastics program.

Indoor recreation facilities include Arrillaga Family Gymnasium, Arrillaga Family Gymnastics Center and Arrillaga Family Recreation Center.

The Menlo Park Community Campus will include a new gymnasium, senior center, movement studio and fitness center.

## Outdoor recreation

The City of Menlo Park is home to many beautiful parklands and open spaces. Athletic fields host softball leagues, little league baseball, pee wee football, lacrosse, soccer, and sports classes and camps for all ages.

City-operated outdoor recreation facilities include basketball courts, tennis and pickleball courts, a skate park, picnic areas, natural and artificial turf fields, playgrounds, two dog parks, and walking and hiking trails. Outdoor aquatics programs are provided at Burgess Pool, including lap and competitive swim, swim lessons, and aqua therapy.

The Menlo Park Community Campus will include a new, neighborhood-oriented outdoor aquatics center with accessible instructional and performance pools and a family-friendly splash pad.

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## Early childhood education

The Belle Haven Child Development Center provides licensed, subsidized early childhood education and development services for income-qualified children ages three to five years. The program's daily curriculum is designed to support the socio-emotional, physical, and cognitive age-appropriate development of the children and their families. Daily nutritional breakfast, lunch and afternoon snack are integral to the program. Services are funded in part by grant funding from the State of California.

The Menlo Children's Center provides licensed early childhood education for children ages 18 months through five years. The program's daily curriculum include activities to support the socio-emotional, physical, and cognitive age-appropriate development of the children, as well as a nutritional component.

## School age child care

Belle Haven Youth Center provides licensed afterschool care for children in kindergarten through fifth grade during the school year, and a full-day summer camp program. Program includes nutrition, homework support, and activities that support the development of the whole child. The program is currently housed in a portable building at Kelly Park during construction of the Menlo Park Community Campus, where it will be permanently housed.

Menlo Children's Center Afterschool Program provides licensed afterschool care for children in kindergarten through fifth grade. A full-day eight-week summer camp program is also provided for school-aged children. All programs include a nutritional component and daily activities to support the socio-emotional, physical, and cognitive age-appropriate development of the children.

## Older adults (seniors)

The Menlo Park Senior Program provides classes, social services, special events, health and wellness and social activities for older adults and residents over the age of 55.

Regular programs include a daily nutrition program and meal service, exercise programs, arts and crafts, peer counseling, insurance counseling, ESL courses, dance and fitness classes, telephone wellness checks, table games, arts and crafts, lifelong learning classes, and food pantry distribution. Transportation services are provided to senior center users daily.

The Menlo Park Senior Program is currently housed at the Arrillaga Family Recreation Center with additional space in Menlo Park Library during construction of the Menlo Park Community Campus, where it will be permanently housed.

## Strategic and master plans

### Strategic Plan

The Library and Community Services Strategic Plan (2021) is a roadmap for the efficient and effective use of Library and Community Services department facilities, services, programs, resources, and personnel to serve the Menlo Park community.

### Parks and Recreation Facilities Master Plan

The [Parks and Recreation Facilities Master Plan](#) (2019) studies the City's park and recreation facilities and establishes a blueprint to expand, improve and protect these assets and provide recreational opportunities for the next 20 years.

### Bedwell Bayfront Park Master Plan

The [Bedwell Bayfront Park Master Plan](#) provides a vision to guide development of this unique urban-wildland interface parkland for the next 25 years.

## Civic involvement

### Library Commission

The [Library Commission](#) advises the City Council on matters related to the services, programs, and facilities of the City's libraries and library systems.

### Parks and Recreation Commission

The [Parks and Recreation Commission](#) advises the City Council on services, programs, and facilities related to the city's parks and recreation programs.

### Youth Advisory Committee

The [Youth Advisory Committee](#) engages teens in civic activity by advising the Parks and Recreation Commission on recreational and service programs.

### Teen Advisory Group

The informal Teen Advisory Group (TAG) shares ideas for library programs and events for teens.

## Volunteer support

Community volunteers generously give their time, talent, and resources to enhance services and resources to the community. Volunteers provide hands-on support to senior center programs, library programs, homework help, community events, recreation programs, adult literacy and ESL tutoring.

### Little Free Libraries

Dozens of volunteer households across Menlo Park support free access to books and reading through a grassroots network of [Little Free Libraries](#).

### Organized charitable fundraising

[Friends of Menlo Park Library](#) and [Menlo Park Library Foundation](#) are all-volunteer, 501(c)(3) charitable nonprofit organizations whose sole mission is to fundraise and support Menlo Park Library programs, services and capital projects.

## Fiscal year 2021-22 highlights

Library and Community Services's fiscal year 2021-22 was one of reinvention, restoration and continued dedication to public service. Highlights included:

Safely reopened public facilities to indoor public access after extended closures that were necessary to protect public health and safety during the COVID-19 pandemic. Reopened facilities included:

- Arrillaga Family Gymnasium
- Arrillaga Family Recreation Center
- Belle Haven Branch Library
- Menlo Park Library

Relocated public services to interim locations to make way for construction of the Menlo Park Community Campus project, including:

- Senior programs - Temporarily relocated to Arrillaga Family Recreation Center with additional space at Menlo Park Library
- Belle Haven Afterschool - Temporarily relocated to portable facilities on the parking area in Kelly Park
- Onetta Harris Community Center recreation classes - Temporarily relocated to Belle Haven Branch Library
- Second Harvest community food distribution - Temporarily relocated to the Alma Street parking area outside the Arrillaga Family Gymnasium

Initiated a comprehensive Menlo Park Community Campus operations planning and community engagement process with milestones and timelines to prepare for the anticipated opening and start of operations in the new facility in 2023.

Secured a combined total \$1,685,000 in grants to support early childhood education, literacy, capital improvements and other initiatives, including:

- \$1,052,000 from California Department of Education to offset operational costs at the Belle Haven Child Development Center
- \$350,000 from San Mateo County (Big Lift) to enhance full day child care services at the Belle Haven Child Development Center
- \$199,000 in California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018 Proposition 68 Per Capita grant funding to support the construction of a new aquatics center in conjunction with the Menlo Park Community Campus facility project

## Fiscal year 2022-23 budget and initiatives

Our guiding principle for public service delivery is to provide fair, just, and equitable access to public resources and services for Menlo Park residents of all ages, abilities, and lived experiences, in all neighborhoods of the city, in alignment with City Council goals and priorities.

### Priority initiatives in FY2022-23

The department's highest priority initiative is to prepare for the successful opening and start of operations at the [Menlo Park Community Campus](#) in 2023.

Other significant initiatives in fiscal year 2022-23 include, in no particular order:

Prepare a request for proposals (including outreach and in-house management options) – to which the current aquatics current operator Team Sheeper, Inc. would be invited and encouraged to respond – for an aquatics operator at Burgess Pool and the future Menlo Park Community Campus aquatics center.

Support Public Works, the community and stakeholders during completion of the renovation project and recreational programming at Willow Oaks Park.

Implement the parks and recreation registration management software platform per the recommendations in the Information Technology Master Plan.

Implement the pilot project to provide neighborhood access to the Belle Haven School field for neighborhood-oriented informal play, gathering, walking and exercise on weekdays after school and weekends.

Reactivate the youth gymnastics program at Arrillaga Family Gymnastics Center, pending City Council authorization of personnel and resources in the fiscal year 2022-23 operating budget.

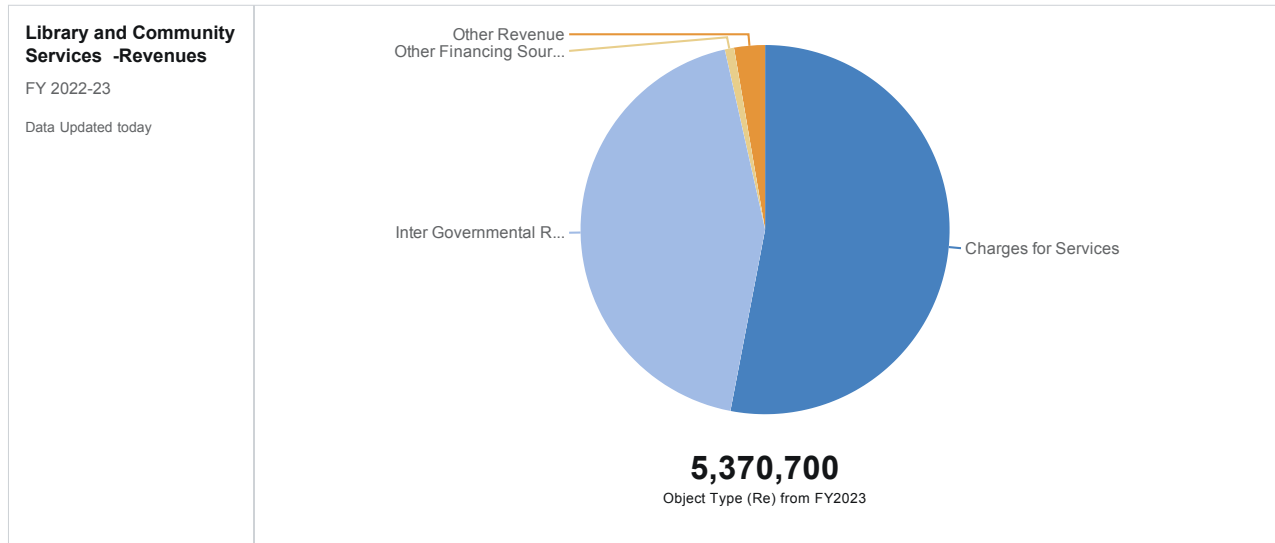
Increase enrollment at Belle Haven Child Development Center and Menlo Children's Center Preschool to full capacity by the end of fall 2022.

### Ongoing initiatives

- \$33,000 from San Mateo County to support summer enrichment programs for Menlo Park children
- \$31,000 from San Mateo County (Older Americans Act and California Department on Aging) to support transportation services for Menlo Park seniors
- \$20,000 from California State Library to develop "Read Together" kits for developing early literacy skills in Menlo Park children.

Secured a combined total \$600,000 in new donation commitments from local charitable nonprofit organizations Menlo Park Library Foundation and Friends of Menlo Park Library toward new library books, media, furnishings and equipment for the Menlo Park Community Campus project.

- Operate an efficient and effective municipal department that is responsive to changing community needs and meets service delivery goals within approved operating budgets.
- Use statistics, community input and survey response data, strategic and master plan documents, and best practices to analyze and refine public services and programs in alignment with City Council priorities.
- Coordinate with the City Manager's office on engagement and outreach with the community in a way that meaningfully involves residents in public decision-making that affects their lives.
- Secure external resources from grants, volunteers, charitable donations and partnerships to enhance services to the community in greater value than the costs to acquire and maintain the external resources.



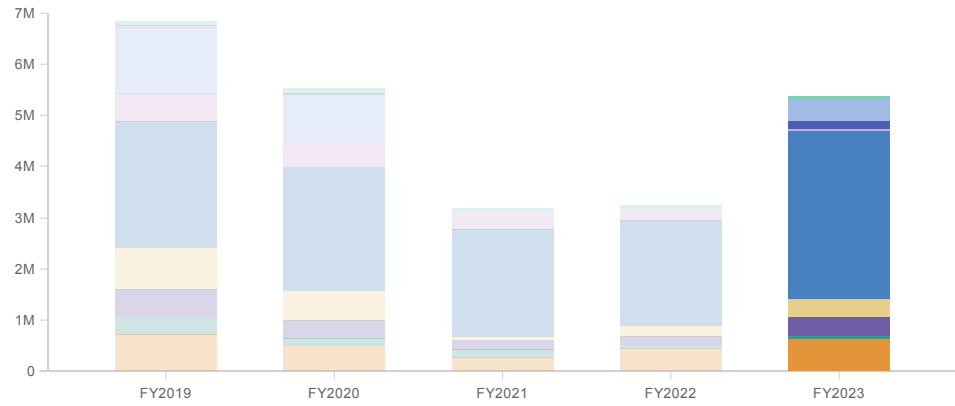
**Library and Community Services Revenues Summary**

Object Type (Re)	FY2023
<b>Amount</b>	
Other Revenue	145,000.00
Charges for Services	2,847,000.00
Fines	0.00
Inter Governmental Revenue	2,335,000.00
Other Financing Sources	43,700.00
Use of Money & Property	0.00
<b>AMOUNT</b>	<b>5,370,700.00</b>

**Library and Community Services -Revenues**

FY 2019-20 to FY 2022-23

Data Updated today



**5,370,700**  
Department Name in FY2023

**Library and Community Services Revenues Summary**

Department Name	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Amount</b>					
Aquatics	84,876.00	84,841.00	60,000.00	60,000.00	30,000.00
Seniors	344,589.82	126,069.10	161,104.24	34,967.16	56,700.00
Gymnastics	1,257,112.22	960,718.94	4,764.00	0.00	450,000.00
School-Age Child Care	533,316.01	377,061.58	185,870.60	187,680.77	374,000.00
LCS Operations	0.00	0.00	0.00	0.00	170,000.00
Recreation	824,004.93	559,221.51	60,170.00	212,942.74	355,000.00
Pre-School Child Care	2,468,624.54	2,422,467.18	2,094,016.70	2,053,976.50	3,295,000.00
Events	59,800.91	28,405.82	501.64	3,927.17	0.00
Library	562,356.58	471,961.52	349,972.93	239,805.30	20,000.00
Sports	705,247.92	496,561.52	260,513.50	450,990.71	620,000.00
<b>AMOUNT</b>	<b>6,839,928.93</b>	<b>5,527,308.17</b>	<b>3,176,913.61</b>	<b>3,244,290.35</b>	<b>5,370,700.00</b>

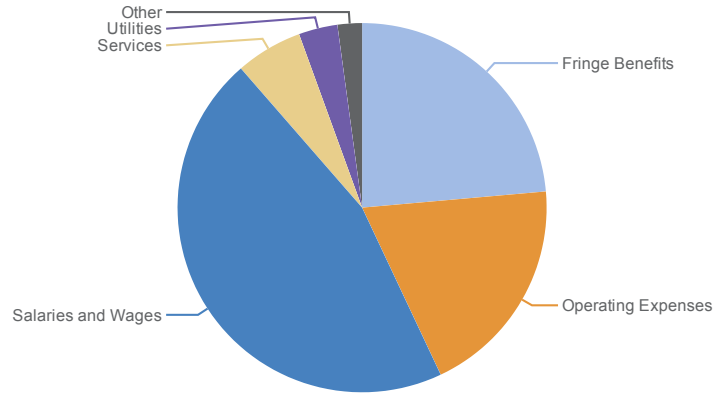


Architect's rendering of the Menlo Park Community Campus. Now under construction in the Belle Haven neighborhood - Opening in 2023

**Library and Community Services - Expenses**

FY 2022-23

Data Updated today



**13,746,383.099**

Object Type (Ex) from FY2023

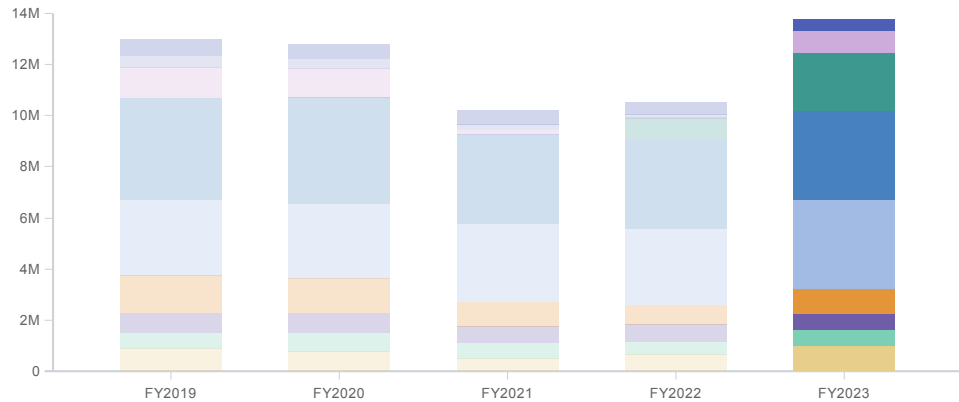
**Library and Community Services Expenses Summary**

Object Type (Ex)	FY2023
<b>Amount</b>	
Transfers	43,700.00
Salaries and Wages	6,267,636.34
Utilities	468,700.00
Fringe Benefits	3,244,206.75
Rental of land and buildings	0.00
Special Projects Expenditures	0.00
Fixed Assets & Capital Outlay	118,400.00
Travel	4,600.00
Operating Expenses	2,666,290.00
Services	804,850.00
Repairs & Maintenance	128,000.00
<b>AMOUNT</b>	<b>13,746,383.10</b>

**Library and Community Services Expenses**

FY 2019-20 to FY 2022-23

Data Updated today



**13,746,383.099**

Department Name in FY2023

## Library and Community Services Expenses Summary

Department Name	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Amount</b>					
Aquatics	649,481.89	574,903.92	566,183.25	482,665.75	444,889.29
Seniors	616,534.80	735,107.93	605,150.86	480,540.13	632,204.88
Gymnastics	1,166,666.07	1,137,703.43	178,785.89	27,827.50	838,864.38
School-Age Child Care	761,413.58	786,851.49	631,005.89	682,536.41	650,820.50
LCS Operations	0.00	0.00	0.00	874,613.12	2,288,956.15
Recreation	1,485,696.28	1,343,463.05	974,404.67	794,206.21	961,852.48
Pre-School Child Care	2,947,800.10	2,904,786.36	3,052,843.12	2,955,785.52	3,458,193.07
Events	478,632.48	388,756.56	219,073.96	116,513.39	0.00
Library	3,999,460.24	4,148,962.43	3,493,338.82	3,447,438.21	3,512,938.07
Sports	887,620.01	769,897.21	502,206.88	666,443.42	957,664.27
<b>AMOUNT</b>	<b>12,993,305.45</b>	<b>12,790,432.38</b>	<b>10,222,993.34</b>	<b>10,528,569.68</b>	<b>13,746,383.10</b>

## Authorized Personnel

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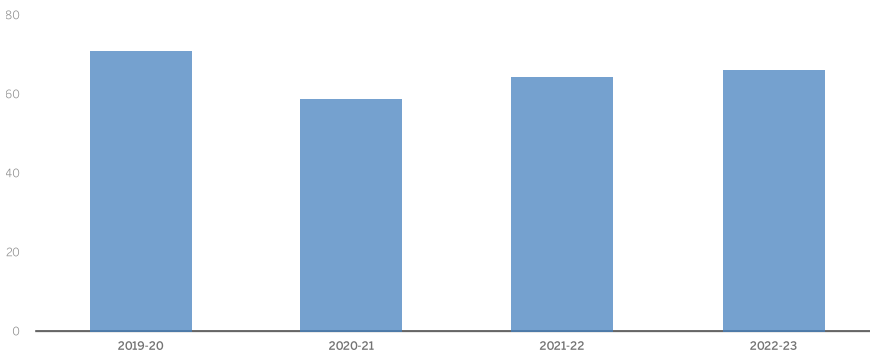
Updated On 28 May, 2022

Library and Community Services  Showing 431 rows

Broken down by

Department Name

Visualization



Sort A to Z ▾

Library and Community Ser...



**STAFF REPORT**

**City Council**  
**Meeting Date:** 4/12/2022  
**Staff Report Number:** 22-071-CC

**Informational Item:** **Gymnastics program reactivation capacity and timeline update**

**Recommendation**

Staff recommends that City Council review this informational report in advance of the fiscal year 2022-23 operating budget development process. Staff is preparing a service level enhancement request to reactivate the gymnastics program and is planning to present the request to City Council for consideration in the context of the upcoming fiscal year 2022-23 operating budget deliberations. No action is requested from City Council in relation to this informational report at this time.

**Policy Issues**

City Council sets policy and goals and provides direction to staff regarding municipal services to the Menlo Park community; and allocates resources to support and maintain city facilities and operations and provide services to residents.

**Background**

City-owned facilities were closed to indoor public access March 12, 2020, due to the COVID-19 pandemic. This precaution was necessary to protect public health by minimizing opportunities for congregation, both by the public and employees. Due to the infeasibility of safely delivering gymnastics services during the COVID-19 pandemic, City Council suspended the gymnastics program operations and eliminated all gymnastics staff positions in the fiscal year 2020-21 operating budget.

City Council September 21, 2021, reviewed a proposal to reactivate the gymnastics program (Attachment A.) City Council considered the cost of reactivation, the organization's capacity for reopening, the spread of COVID-19 variants on the community, the potential risks and liability presented by COVID-19 exposure or transmission, and the status of COVID-19 vaccination efforts. After thorough deliberation, the City Council deferred action on a potential gymnastics program reactivation until a later date to be determined, noting in particular a spread of COVID-19 variants and the lack of an authorized COVID-19 vaccine for young children at that time.

**Analysis**

Capacity and timeline update

The proposal in Attachment A was reviewed by City Council September 21, 2021, and recommended a minimum lead time of two months to prepare the gymnastics facility and staff before reopening, then carefully reactivating gymnastic program operations in phases over the subsequent four months. This timeline was ambitious but feasible because the long-time gymnastics program coordinator had remained



an employee of the City in an alternate capacity and was available to rapidly organize and lead the reactivation effort had City Council so authorized at that time.

In December 2021 that key employee retired from the City organization which resulted in a critical loss of institutional knowledge, capacity and readiness to rapidly reactive the gymnastics program. As a result of this staffing change, compounded by capacity limitations across the organization and other major initiatives such as the aquatics program request for proposals and Menlo Park Community Campus project operations planning, staff estimates that up to three additional months of lead time would be needed to recruit, onboard and prepare a new gymnastics program coordinator, extending the overall reactivation timeline by three additional months for a total of five months from the point in time that the City Council were to provide direction to reactivate.

### **Impact on City Resources**

There is no City Council action requested in relation to this informational item at this time, and no new impact on City resources as a result of this informational item at this time. The September 21, 2021 proposal in Attachment A recommended that City Council authorize 5.75 full-time equivalents (FTE) regular benefited positions and related operating expenditures to reactivate the gymnastics program for a proposed total \$767,000 in annual expenditures offset by a proposed total \$450,000 in estimated annual revenues in fiscal year 2021-22. Staff is updating this service level enhancement request for fiscal year 2022-23 to reflect the timeline changes noted elsewhere in this report and is planning to present the updated request for City Council consideration in the context of the upcoming fiscal year 2022-23 operating budget deliberations.

### **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

### **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 – Staff report #21-182-CC Authorize the city manager to reactivate the gymnastics program September 21, 2021: [beta.menlopark.org/files/sharedassets/public/agendas-and-minutes/city-council/2021-meetings/agendas/20210921-city-council-agenda-packet.pdf](https://beta.menlopark.org/files/sharedassets/public/agendas-and-minutes/city-council/2021-meetings/agendas/20210921-city-council-agenda-packet.pdf)

Report prepared by:  
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