

Parks and Recreation Commission

REGULAR MEETING AGENDA



Date: 10/22/2025
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the meeting, in-person, at Arrillaga Family Recreation Center
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 862 7050 1185
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 862 7050 1185
Press *9 to raise hand to speak

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Regular Business

A. Call To Order

B. Roll Call

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

D. Study Session

- D1. Draft aquatic user survey 2025 ([PRC-2025-029](#))

E. Regular Business

- E1. Approve minutes from the September 24, 2025 meeting ([Attachment](#))
- E2. Recommend updates to the recreation facility use guidelines ([Staff Report PRC-2025-030](#))

F. Informational Items

- F1. Library and Community Services department statistics and recent activities
([Staff Report PRC-2025-031](#))
- F2. Receive the Parks and Recreation Commission work plan 2025-26 as revised and approved by City Council Sept. 30 ([Staff Report PRC-2025-032](#))
- F3. Summary report on projects completed in furtherance of the goals in the Parks and Recreation Facilities Master Plan ([Staff Report PRC-2025-033](#))
- F4. Tentative agenda calendar ([Attachment](#))

G. Commissioner Reports

- G1. Individual Commissioner reports

H. Adjournment

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

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

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STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/22/2025

Staff Report Number: PRC-2025-029

Study Session: Draft aquatic user survey 2025

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) review and comment on the draft aquatic user survey for 2025 (Attachment A).

Policy Issues

As a duly appointed advisory body to the City Council, the PRC advises the City Council on matters related to the City's parks and recreation facilities.

Background

The City of Menlo Park owns and maintains two aquatic facilities: Belle Haven Pool and Burgess Pool. Both pools are operated by Menlo Park-based business Menlo Swim and Sport (Operator) under contract with the City of Menlo Park. The contract stipulates that the City will annually conduct a resident satisfaction survey about the aquatic programs. (Attachment A).

On Nov. 19, 2024, City Council received an informational report containing the 2024 aquatic user survey results. The 2024 survey received responses from 766 participants, approximately three-quarters of whom self-identified as incorporated City of Menlo Park residents, and 777 free-text comments were shared. (Attachment B).

On Oct. 14, 2025, City staff facilitated the first meeting of a Belle Haven Pool "hybrid model" task force comprised of Belle Haven neighborhood residents and stakeholders. At the task force meeting, participants expressed interest in adding questions to the aquatic user survey asking what times of day are most convenient for aquatic users to visit the pool. The agenda and notes from the task force meeting are available on the City's Aquatics webpage (Attachment C).

Analysis

As a starting point, the 2025 draft aquatics user survey in Attachment A utilizes the questions that were asked in the 2024 survey, in order to facilitate year-over-year comparisons.

Based on feedback received at the Belle Haven Pool task force meeting on Oct. 14, staff recommends retaining all of the questions from the 2024 survey, and adding the following new questions to the 2025 survey:

- What days of the week are most convenient for you to visit Belle Haven Pool?
- What times of day are most convenient for you to visit Belle Haven Pool?

- What days of the week are most convenient for you to visit Burgess Pool?
- What times of day are most convenient for you to visit Burgess Pool?
- Please tell us more about the days and times of the week that are most convenient for you to visit the pool.

City requests feedback from the PRC on the draft survey in Attachment A and the additional questions outlined above.

Staff is preparing to distribute the survey to Menlo Park residents in electronic and print formats, in English and Spanish, during November 2024, and to share results with the PRC tentatively Dec. 15.

Impact on City Resources

As an advisory body to the City Council, the PRC does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund as a result of this report at this time.

Environmental Review

This report 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. Draft aquatic user survey
- B. Hyperlink. City Council Staff Report #24-201-CC. menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2024-meetings/agendas/20241119/h3-20241119-cc-aquatics-survey-results.pdf
- C. Hyperlink. Aquatics webpage, City of Menlo Park. menlopark.gov/aquatics

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

Menlo Park Resident Survey - Aquatics Programs

The City of Menlo Park is interested in hearing residents' needs and views about the city's aquatics programs. The City has two aquatics centers: Burgess Pool at 501 Laurel Ave., and Belle Haven Pool at 100 Terminal Ave. Please tell us your views by taking this survey. Thank you for your help!

* What neighborhood of Menlo Park do you live in now? (See map (<https://menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Aquatics/MP-neighborhood-map>))

- ☐ Allied Arts/Stanford Park
- ☐ Bayfront
- ☐ Belle Haven
- ☐ Central Menlo Park
- ☐ Downtown Menlo Park
- ☐ El Camino Real Corridor
- ☐ Felton Gables
- ☐ Linfield Oaks
- ☐ Park Forest / Spruce / San Antonio
- ☐ Sharon Heights
- ☐ South of Seminary / Vintage Oaks
- ☐ Suburban Park / Lorelei Manor / Flood Triangle
- ☐ The Willows
- ☐ VA Medical District
- ☐ West Menlo Park
- ☐ Unincorporated Menlo Park
- ☐ I don't live in Menlo Park
- ☐ Other

How long have you lived in Menlo Park?

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

What is your age?

- ☐ under 6 years
- ☐ 6-11 years
- ☐ 12-17 years
- ☐ 18-28 years
- ☐ 29-50 years
- ☐ 50-65 years
- ☐ 65+ years
- ☐ I prefer not to answer

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

- ☐ under 6 years
- ☐ 6-11 years
- ☐ 12-17 years
- ☐ 18-28 years
- ☐ 29-50 years
- ☐ 50-65 years
- ☐ 65+ years
- ☐ I prefer not to answer

* How often do you typically use or visit aquatics programs at BURGESS POOL, located at 501 Laurel St. in Menlo Park?

- ☐ Never
- ☐ Rarely, once a year or
- ☐ A few times a year
- ☐ Once or twice a month
- ☐ Once or twice a week
- ☐ More than twice a week

* How important are the following aquatics programs to you?

Play and social time for children / families	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Competitive programs for youth (swim team, water polo)	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Competitive swimming / sports training and competitions (adults)	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Lap swimming	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Therapy swimming / older adult swimming	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Adaptive swimming for people with disabilities	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Beginners/ children's swimming lessons	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Adult swimming lessons	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Summer swim camps for children and youth	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion

Swimming pools are open year-round	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Swimming pools are open seven days per week	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Swimming pools are focused on the needs of Menlo Park residents	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Programs for seniors	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion

How satisfied are you with the services and programs at BURGESS POOL overall?

- ☐ Not satisfied
- ☐ Somewhat not satisfied
- ☐ Somewhat satisfied
- ☐ Very satisfied
- ☐ Don't know/no opinion

What changes to the city's aquatics programs would result in you visiting them MORE often?

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

Would you be interested in participating in a focus group about aquatics programs in Menlo Park?

- ☐ Yes
- ☐ No

Please provide your contact information (optional).

Email

Phone

First Name

Last Name

Proposed new questions for 2025

Based on feedback received at the Belle Haven Pool task force meeting Oct. 14, staff recommends adding the following new questions to the 2025 survey:

- What days of the week are most convenient for you to visit Belle Haven Pool?
- What times of day are most convenient for you to visit Belle Haven Pool?
- What days of the week are most convenient for you to visit Burgess Pool?
- What times of day are most convenient for you to visit Burgess Pool?
- Please tell us more about the days and times of week that are most convenient for you to visit the pool.



REGULAR MEETING MINUTES – DRAFT

Date: 9/24/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center, Elm Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Lee called the meeting to order at 6:38 p.m.

B. Roll Call

Present: Chunyu, Dawkins, Grass, Lee, Sherman
Absent: Patel, Van Buren
Staff: Library and Community Services (LCS) Assistant Director Nick Szegda, LCS
Supervisor Tricia Mullan, Management Analyst Ashley Walker, Project Manager
Kaila Jones

C. Public Comment

None.

D. Presentations and Proclamations

D1. Friends of Bedwell Bayfront Park (Attachment)

Friends of Bedwell Bayfront Park Allan Bedwell, Chris MacIntosh and Sarah Castillo made the presentation (Attachment).

The Commission discussed improvements and received clarification on the status of improvement projects at the park.

E. Regular Business

E1. Approve the August 27, 2025, meeting minutes (Attachment)

ACTION: Motion and second (Dawkins/ Sherman), to approve the minutes from the August 27, 2025 meeting, passed 5-0-2 (Patel and Van Buren absent).

E2. Recommend Library and Community Services department policies: picnic reservation form and use policy, recreation facility use guidelines (Staff Report PRC-2025-026)

LCS Supervisor Mullan introduced the item.

The Commission discussed deposits for picnic rentals.

ACTION: Motion and second (Dawkins/ Grass), to recommend Library and Community Services department policies: picnic reservation form and use policy, recreation facility use guidelines, passed 5-0-2 (Patel and Van Buren absent).

F. Informational Items

F1. Aquatics update (Staff Report PRC-2025-027)

LCS Supervisor Mullan introduced the item and shared the finalized 2024 Aquatics Update Report.

The Commission received clarification on City Council decision making processes.

F2. Library and Community Services department updates and recent activities (Staff Report PRC-2025-028)

LCS Supervisor Mullan introduced the item.

The Commission received clarification on racket sport rental data.

F3. Tentative agenda calendar (Attachment)

The Commission made the following updates to the tentative agenda calendar:

- Add second aquatics update to October 2025
- Add review 2026 meeting calendar to October 2025
- Move pickleball to November 2025
- Invite Mayor Combs to a future meeting
- Bedwell Bayfront Park improvements update (TBD)
- Flood Park update (TBD)

G. Commissioner reports

G1. Individual Commissioner reports

Chair Lee reported out on the 5k fun run planning.

H. Adjournment

Chair Lee adjourned the meeting at 8:18 p.m.

Management Analyst Ashley Walker



Friends of Bedwell Bayfront Park

A Community-led Effort to Protect and Celebrate a Unique Space

Goals for Today's Briefing

- Introduction to the Friends of Bedwell Bayfront Park (FoBBP) organization and its leadership.
- Discuss how the Park is much loved -- and increasingly loved -- because of its unique designation as open space for “passive recreational use.”
- Share elements of the Park Master plan that FoBBP requests the City to implement in support of the Park's passive recreation designation.



Our Mission

The mission of the Friends of Bedwell Bayfront Park is to enhance the unique open space of Bedwell Bayfront Park and to promote it regionally now and for future generations.

Guiding Principles

Stewardship

Protection

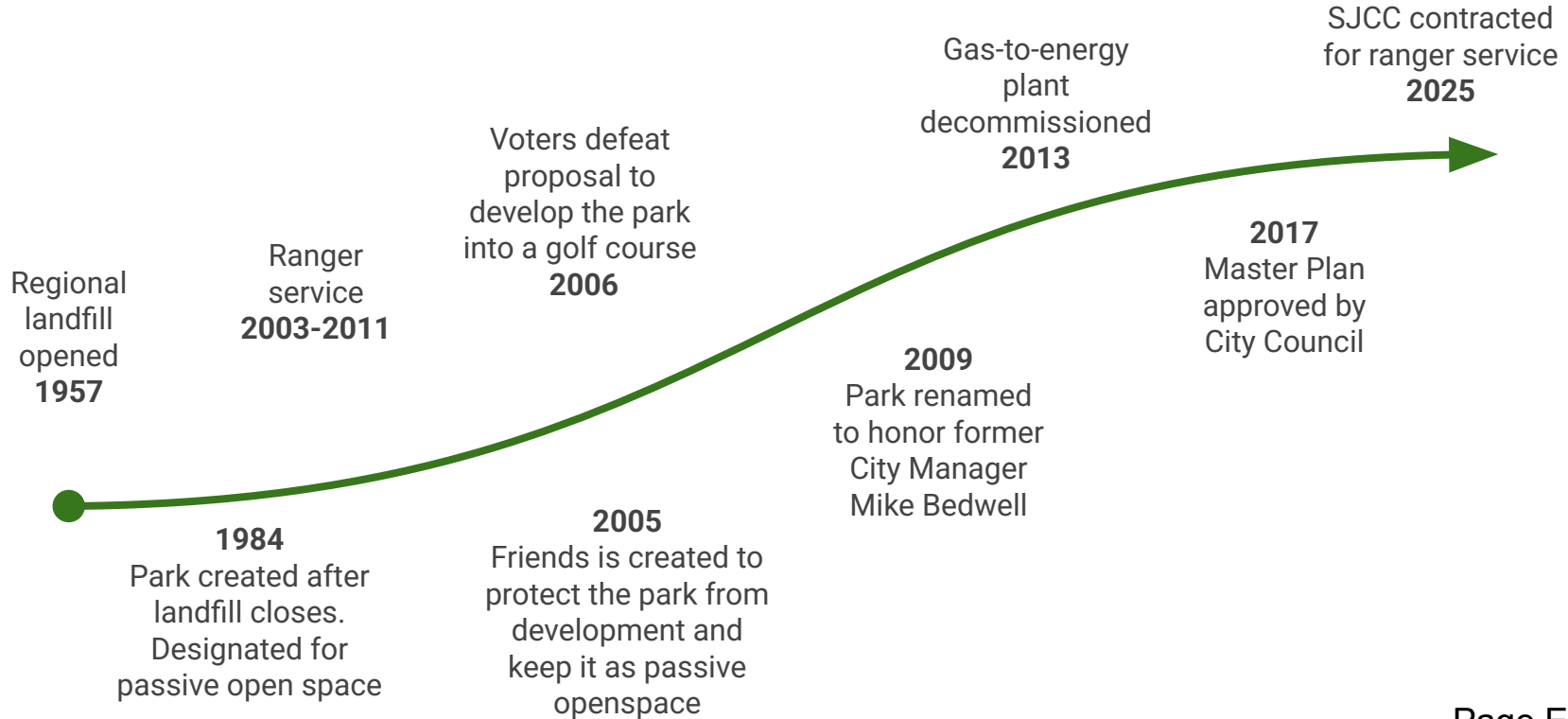
Passive Recreation

Open Space

Community



Key Milestones of Community Stewardship



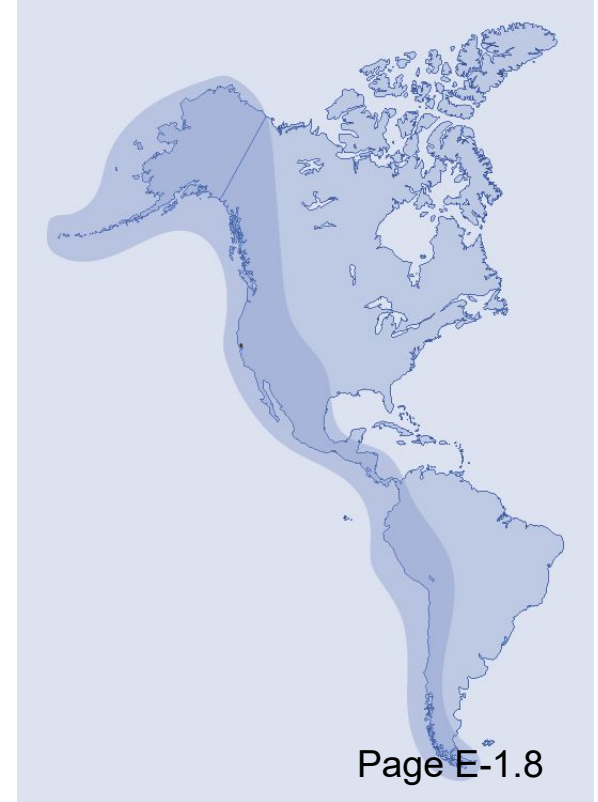
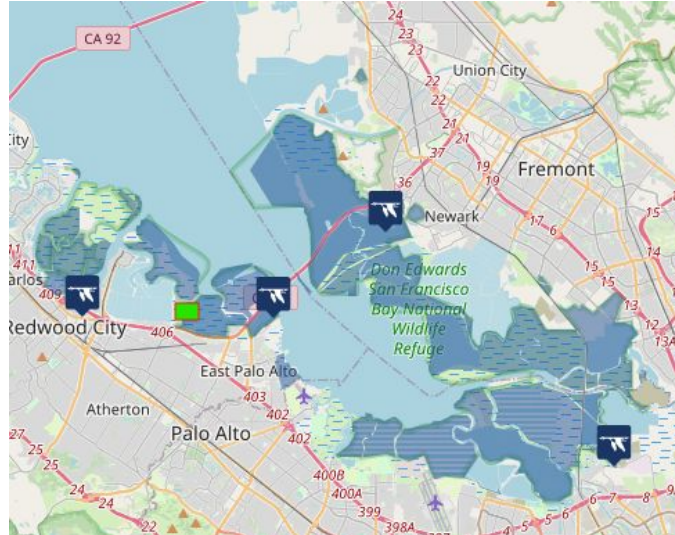


A Unique and Vital Open Space Worth Protecting

How can this space be celebrated, preserved, and improved?

Part of a Larger Ecosystem

- Surrounded by the Don Edwards San Francisco Bay National Wildlife Refuge.
- A stop on the Pacific Flyway, spanning two continents.
- Methane capture to fight global climate change



● FoBBP Activities: Maintain kiosk

Materials include

- ❖ Large map of park
- ❖ QR code linking to park pamphlet. In English & Spanish
- ❖ Phone numbers to call in case of problem, locked in, etc.
- ❖ Natural History info piece, changed seasonally
- ❖ Explanation of tides



● FoBBP Activities: Coastal Clean up

Our volunteers captained a clean-up site for several years.

The event attracted

- Park users
- Schools
- Scout troops
- Local companies

2019

- 140 volunteers
- 150 lbs of trash
- 50 lbs of recycling



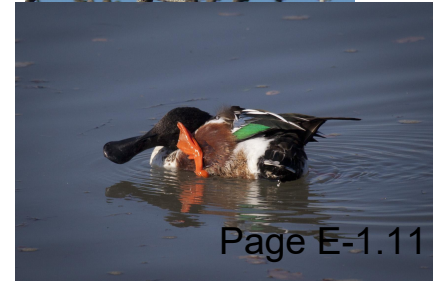
● FoBBP Activities: Bird walks

We lead walks on behalf of FoBBP and with SMCBA.

In past years we co-lead walks around the perimeter with docents from the NWR.

Informing users about park's unique location as a 'dry land, green, hilly' spot on the Pacific Flyway.

Bird counts conducted annually, for Christmas bird count and in summer.



- FoBBP Activities: Support “Kite Day”



Friends and other organizations had informational tables and participated at past annual Kite Days and other city-sponsored events.



Implementing the Vision: The BBP Master Plan

Page E-1.13

Looking forward

FoBBP requests implementation of 3-4 relatively low-cost Master Plan elements that:

- Enhance the passive recreational use of Bedwell Bayfront Park and
- Provide environmental and/or educational benefits



FoBBP Priority	Goal
Remove "volunteer parking" along slough (W side of entrance road). Increased use by large groups is increasing impact.	Reduces congestion, improves pedestrian safety, and protects water quality.
Improve surface of perimeter trail to make it all-weather to improve accessibility for strollers, bikes, walkers, and people w canes.	Improve usability by people all abilities, in all weather conditions.
Interpretive improvements	Refresh / add educational signs, add park info kiosk in main parking area.
Install walking path along W side of slough road	Improve experiential tie-in with slough and the surrounding environment.

Potential quick actions

Trash Management

- Increase trash pick up frequency, or add signage to discourage dumping & improper use of trash receptacles

Wildlife Awareness

- Increase coyote signage to protect local wildlife and visitors
- Highlight leash requirements & enforcement
- Highlight not feeding cats or ducks

SJCC Ranger Education

- Educate rangers on park so they can help educate park users

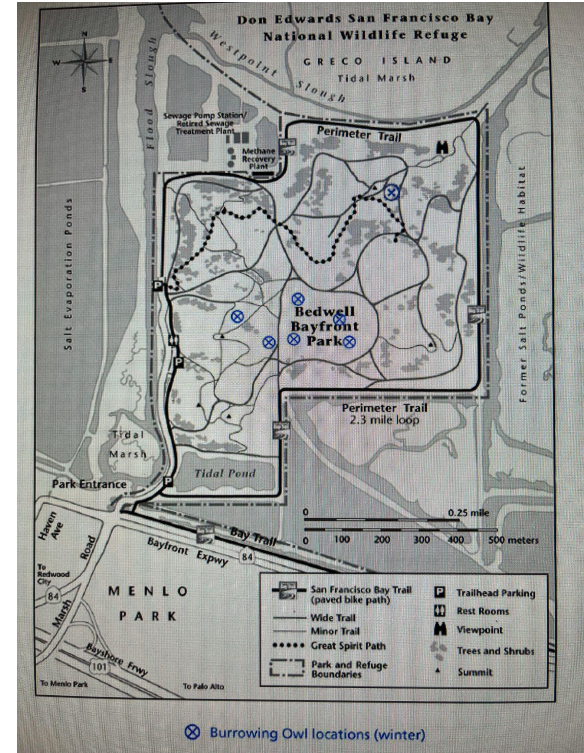


Burrowing Owls

Burrowing Owls are cute little diurnal owls.

They used to breed in San Mateo county, but now very few may be found, and only in winter.

Bedwell Bayfront Park used to have one or two wintering birds. We hope that the park might host another owl, especially now that there are plenty of ground squirrel burrows.



Partnering for a better Bedwell Bayfront Park

- Align on a shared vision & narrative for the park, for Parks and FoBBP to promote to the community during events & initiatives.
- Support passive recreational use of park through events, information and collaboration.
- Partner with city & local organizations for educational outreach.
- Mutually beneficial relationship built on more presence and eyes on the park, bolstered by close communication.





2024 Annual Aquatic Report

Presented by
Team Sheeper Inc./Menlo Swim and
Sport

Prepared for the
City of Menlo Park

January, 2025

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Introduction

As 2024 dawned, Team Sheepar knew it was going to be a full and challenging year, but optimism and positivity allowed us to push forward. Fresh off agreeing to another 5-year agreement with the City of Menlo Park as the Aquatics Operator and rolling into our 18th year of operations at Burgess Pool (including 10 years of operation at the original Belle Haven Pool), we knew that all our business systems would be stressed and ultimately challenged as we were cautiously optimistic for the grand opening of Belle Haven Pool in May 2024.

The actual 8 month operation of Belle Haven Pool has turned out to be an insurmountable financial stressor on our business that without immediate, and foundational changes, Menlo Swim and Sport has no alternative but to cease all aquatic operations in Menlo Park.

Bold statements such as the one above warrant a detailed explanation of how Menlo Swim and Sport has arrived at this crossroads after 2 decades of successful operations. Steps for future improvement to the current crisis are also brought forward as a way of mapping a course forward for the long term health and viability of aquatics operation in Menlo Park.

The Belle Haven Pool Report

1.The National Challenge

“The most beloved public pools, when they receive good investment, attract Americans of many backgrounds, creating a space for people to swim and play together who might not otherwise interact. Like libraries and parks, they are an essential piece of social infrastructure in a Democracy.”

Mara Gay, NY Times, July 2023.

“While public pools might simply seem like a nice place to spend a hot day, their influence and purpose are tightly woven into the historical issues of race, access and equity. As days get hotter, the problems of the American public pool system may become a more urgent part of the national conversation.”

Catie McCarthy, Marketplace, September 18, 2023

National Statistics from the CDC and USA Swimming Foundation:

- Drowning is the leading cause of death among 1-4 year olds
- Drowning is the 2nd leading cause of death by injury among children 5-14.
- Drowning is the 3rd leading cause of accidental death for Americans 24 years and younger
- Younger black adolescents are 3 times more likely to drown than their white peers.
- 8 in 10 drowning victims are male
- CDC estimates that drowning causes the US economy 53 billion each year.
- 79% of children in families with annual income under \$50,000 have no or low swimming experience.
- Children in households where a parent does not know how to swim only have a 19% likelihood of learning to swim, making the problem of swim knowledge a generational one.

Team Sheeper Opinion:

Despite the above startling statistics, water safety has been left to non-profit organizations and private operations. A Red Cross study looking at the reasons why people may not seek out swim lessons found that limited free time, limited lesson time, and affordability are the common obstacles.

We in Menlo Park and especially in the Belle Haven community have a pressing issue before us. We have a new world class pool and we need to focus on teaching our children the lifesaving skill of swimming. The pressure to do this must not fully fall onto the shoulders of the private aquatics operator, Team Sheeper, and our ability to partner with and raise private funds for public swim lesson scholarships.

The City of Menlo Park along with Team Sheeper need to align and collaborate in order to develop a long term and sustainable strategic plan of how to better serve the Belle Haven community now that an amazing aquatic center has been built in the neighborhood. A municipal swimming pool that draws people from the immediate community needs to have a bullet proof, sustainably funded, long term learn-to-swim program in place that does not solely depend on the ability of a contracted provider to secure funding in order to protect the community from drowning. This needs to be reviewed as a City of Menlo Park philosophy and mission.

The direct contribution for learn to swim programs in Belle Haven has mainly come from Beyond Barriers Athletic Foundation (BBAF)

-\$450,000 cumulative contribution from BBAF scholarships for Menlo Park youth from 2012 to 2024.

In 2025 the City of East Palo Alto granted BBAF \$20,000 to subsidize learn to swim programming at Belle Haven Pool.

Without Team Sheeper/Menlo Swim and Sport as the Belle Haven operator, BBAF may not be a sustainable contributor to swim lesson scholarships in Belle Haven for the future.

2. The Local Challenge

City-data.com and the US Census reports:

- The Belle Haven district of Menlo Park has a population of 4,063.
- 1492 children 0-14 years old
- 37.2% are families with children
- Most dense population per square mile compared to Menlo Parks other 4 districts
- 62% Hispanic, 12% Asian, 12% White and 10% Black
- Nearly 80% of Belle Haven pool users are Menlo Park residents and nearby neighbors

Team Sheeper Opinion:



The number of people the Belle Haven Pool is currently drawing from, simply does not support the City of Menlo Park's desired operational hours threshold of 63 hours per week on a year round basis.

While a long term aquatic community development and growth plan is put in place a seasonal and scaled approach to operating Belle Haven Pool would be a reasonable compromise to the current model.

Seasonal Hours Proposal:

Summer	60-70 hours/week
Spring/Fall	30-40 hours/week
Winter	20-30 hours/week

Always 7 days per week and year round.

City of Menlo Park accountability for aquatic community development and growth plan:

- Devoting City Staff to proactive community outreach, development and communication projects related to aquatics in place of the current City Staff time being allocated to facility repairs, maintenance issues and other public works issues.
- Adopting a sustainable learn to swim program as a City initiative that begins in elementary school , including City funding for such programs.

3. The Menlo Park Agreement Challenge

- 63 hours per week of operations at Belle Haven immediately upon opening without a business and community building phase
- Below market hyper-local fees where fee deficits are absorbed by operator
- Master fee schedule oversight with resident, non-resident fee differential challenging market rates for non resident programming
- Below market rate lane rental fees
- Inability to alter basic business variables without City approval to prevent major financial losses
- Inability to have control of change/alteration timelines
- Revenue sharing regardless of company's loss position

Team Sheepher Opinion:

In order to continue serving the Menlo Park aquatic community during the agreement negotiation phase, Team Sheepher was put in the impossible position of starting up an operation while attempting to adhere to a highly restrictive agreement unlike any other agreement in its service history. The drastically increased City oversight afforded the operator no flexibility.

The entire agreement process was emotionally and politically charged, where trust in the operator to make experienced aquatics decisions in what is best for the community was greatly reduced. To add to the 2024 challenges there was a major disruption in the near 20 year historical pricing structure. A City initiative of achieving a 35% differential between resident and non-resident fees was expected in a short time span. This is extremely challenging when 45% of usage at Burgess is by non-residents, so increasing the fees abruptly and

steeply puts the operation at a high risk of losing customers. What compounds the challenge is that growth and profitability at Burgess is absolutely necessary to subsidize the losses of the Belle Haven operation.

Without meaningful and substantial suspension of the Aquatics Operator Agreement requirements the group to suffer most will be the community users of both Burgess and Belle Haven Pools.

4. The Financial Challenges

- \$176,914 2024 Loss from Operations, Belle Haven Pool
- \$110,347 2024 Profit from Operations, Burgess Pool
- \$66,567 2024 Loss from Combined Menlo Park Aquatics operations
- \$11,195 2023 Profit from Menlo Park Aquatics operations
- \$212,000 2024-2025 Cumulative losses to date from Belle Haven operations
- These Belle Haven losses represent entirely direct costs with no management overhead included

Team Sheeper Opinions:

The reason we are able to continue operating the Burgess and Belle Haven Pools when we are in a dire financial situation is because we are an experienced, stable company that is diversified and has revenue streams outside of Menlo Park to balance our 2024 and 2025 losses. In order to have the opportunity to improve the position we are in we had to adhere to the City timeline for bringing this issue before Council for review.

Our historical commitment and investment in the Menlo Park aquatic community kept us hopeful that our services are valued and our situation could be rectified once the opportunity presented itself.

The following is a summary of the changes we need to make to continue our service.

- Ability to alter and adapt operating hours seasonally aligning with community usage.
- Surgically increase user fees 0-10% and decrease the ramp of resident, non-resident differential to 10-15% in the short term while keeping senior fees increases between 0-3% annually.
- Increase lane rental fees immediately to \$20 per hour for non-profits and \$24 per hour for commercial operations
- Suspension of revenue sharing with the City until we are profitable as a whole

Team Sheeper is first and foremost an aquatics operator. Our mission statement is to serve as many people as possible from a wide spectrum of age groups with the end goal of individuals connecting with others in the community and personally becoming happier, healthier and stronger. We excel in producing high quality programming by recruiting, training, developing and retaining premium staff members.

It has deeply affected our staff members, company culture and operations in a negative manner when we recently had to reduce hours at Belle Haven Pool. By having to cut hours abruptly and drastically, it unnecessarily reflected negatively on the company and our ability and commitment to serve the community.

I believe that the current Belle Haven Pool situation is not a Menlo Swim and Sport issue...It is a City of Menlo Park issue first and foremost. It is time for the City to regroup and collectively work with Menlo Swim and Sport on developing policy and funding that will inject stability into the Belle Haven Pool for generations to come...well past the tenure of our private company.

There is a lot of human effort needed now and in the future to create a true center where people come together to feel connected, comfortable, safe and fulfilled. Menlo Swim and Sport along with the City of Menlo Park has recently met with a Belle Haven working group that has the desire and capability to passionately and creatively solve a few long term issues. This is a wonderful place to begin the journey.

Team Sheepar hopes to resolve its current challenges in order to take part and be a voice in that work, but we do not have the resources to lead this initiative nor do we believe this is only our issue to solve.

Program Hours

Burgess Pool, 2024

Program	Non-Summer			Summer		
	Hours Per Week	Days of Week	Times of Day	Hours Per Week	Days of Week	Times of Day
Lap Swim	90*	M-F Sa, Su	6 am-8 pm 6 am-4 pm	92	M-F Sa, Su	6 am-8 pm 6 am-5 pm
Open Swim	25.5	M-F Sa, Su	1-3:45 pm, 7:15-8 pm 12-4 pm	63	M-F Sa, Su M-Su**	12-8 pm 9 am-5 pm 11 am-5 pm
Swim School	43.5	M-F M, T, Th, F W Sa	3-7 pm 10 am-2 pm 9-11:30 am 9 am-2 pm	25	M-F Sa	3-7 pm 9 am-2 pm
Camp	–	–	–	40	M-F	9 am-5 pm
Bridge	7.5	M-F	3:45-5:15 pm	–	–	–
Aqua Fit	5	M-F	8-9 am	5	M-F	8-9 am
Aqua Wellness	3	Tu Th	9-10 am, 10-11 am 9-10 am	3	Tu Th	9-10 am, 10-11 am 9-10 am
Menlo Masters	17	M-Sa M-Th Su	6-7 am, 7-8 am 12-1 pm 7-8 am	17	M-Sa M-Th Su	6-7 am, 7-8 am 12-1 pm 7-8 am
Youth Teams	22	M-F Sa	4-8 pm 8-10 am	27	M-F Sa	3-8 pm 8-10 am
Master Women's Water Polo	2	Su	8-10 am	2	Su	8-10 am

*1 hour earlier closure on weekend days Nov-Mar

**Wading Pool



Belle Haven Pool, 2024

Program	Non-Summer			Summer		
	Hours Per Week	Days of Week	Times of Day	Hours Per Week	Days of Week	Times of Day
Lap Swim	63	M-F Sa, Su	10 am-7 pm 8 am-5 pm	66	M-F Sa Su	8 am-7 pm 9 am-4 pm 12-4 pm
Open Swim	49	M-F Sa, Su	12-7 pm 10 am-5 pm	43	M-F Sa, Su	12-7 pm 12-4 pm
Swim School	16	M-W W, F	3-7 pm 11 am- 1 pm	22	M-Th Sa	1:30-6:15 pm 9 am-12 pm
Camp	–	–	–	25	M-F	9 am-2 pm
Aqua Fit*	2	T, Th	11 am-12 pm	2	T, Th	11 am-12 pm
Youth Teams*	16	M-F M, T, Th, F Sa	4-6 pm 6-7 pm 9-11 am	16	M-F M, T, Th, F Sa	4-6 pm 6-7 pm 9-11 am

*Newly added programs

Pool Schedules

The 2 main take-aways when viewing the following comprehensive and detailed schedules are to notice the:

- a. Colors: A color represents a program that serves and supports dozens if not hundreds of individuals
- b. Widths: If the width of the colors is narrow, that demonstrates that the pool is being “SHARED” which is a company value we strongly believe in, and a unique part of our operational model.

Summer season is approximately June through Mid-August

School Year is approximately Mid-August through May

Legend:

Lap Swim - Lap swimming for drop ins and memberships

Family Recreational/Open Swim

Swim Lessons - for youth and adults, group and private lessons

Bridge Youth Swim Program - Pre-competitive swim provided by Team Sheepher to prepare youth for competitive programs

Youth Teams - provided by renters, SOLO, PASA Menlo Park, Belle Haven Youth Swim Team, and First Youth Kids Triathlon

Aqua Fit - provided by Team Sheepher

Menlo Mavens Masters Women's Water Polo - provided by renter Menlo Mavens

Aqua Wellness - provided by Revolutions in Fitness

Menlo Masters - Adult Swim Community provided by Team Sheepher

Lifeguard Course - Red Cross Lifeguard Certification courses provided by Team Sheepher

Clinics- Youth and Adult Swim Technique Clinics provided by Team Sheepher

2024 School Year- Burgess Instructional Pool

	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			SUNDAY	
6 - 7 AM	Laps			Laps			Laps			Laps			Laps			Laps			Laps	
	(6)			(6)			(6)			(6)			(6)			(6)			(6)	
7 - 8 AM	Laps			Laps			Laps			Laps			Laps			Laps			Laps	
	(6)			(6)			(6)			(6)			(6)			(6)			(6)	
8 - 9 AM	Aqua Fit	Laps		Aqua Fit	Laps		Aqua Fit	Laps		Aqua Fit	Laps		Aqua Fit	Laps		Laps		Laps		
	(4)	(2)		(4)	(2)		(4)	(2)		(4)	(2)		(4)	(2)		(6)		(6)		
9 - 9:30 AM	Laps			Aqua Wellness	Laps		Les	Laps		Aqua Wellness	Laps		Les	Laps		Lessons	Laps	Laps		
	(6)			(3)	(3)		(1)	(5)		(3)	(3)		(1)	(5)		(4)	(2)	(6)		
9:30 - 10 AM	Laps			Aqua Wellness	Laps		Les	Laps		Aqua Wellness	Laps		Les	Laps		Lessons	Laps	Laps		
	(6)			(3)	(3)		(1)	(5)		(3)	(3)		(1)	(5)		(4)	(2)	(6)		
10 - 11 AM	Laps			A W	Laps		Les	Laps		Les	Laps		Les	Laps		Lessons	Laps	Laps		
	(6)			(2)	(4)		(1)	(5)		(1)	(5)		(1)	(5)		(4)	(2)	(6)		
11 AM - 12 PM	Les	Laps		Les	Laps		Lessons	Laps		Les	Laps		Les	Laps		Lessons	Laps	Laps		
	(1)	(5)		(1)	(5)		(2)	(4)		(1)	(5)		(1)	(5)		(4)	(2)	(6)		
12 - 1 PM	Les	Laps		Les	Laps		Les	Laps		Les	Laps		Les	Laps		Lessons	Family Rec	Laps	Family Rec	
	(1)	(5)		(1)	(5)		(1)	(5)		(1)	(5)		(1)	(5)		(4)	(2)	(2)	(4)	
1 - 1:30 PM	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Lessons	Rec	Laps	Family Rec	
	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(4)	(2)	(2)	(4)	
1:30 - 2 PM	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les Lap	Family Rec	Laps	Family Rec	
	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1) (1)	(4)	(2)	(4)	
2 - 2:45 PM	Laps		Family Rec	Laps		Family Rec	Les	Laps	Rec	Laps		Family Rec	Les	Laps	Rec	Laps	Family Rec	Laps	Family Rec	
	(3)		(2)	(3)		(2)	(1)	(3)	(2)	(3)		(2)	(1)	(3)	(2)	(2)	(4)	(2)	(4)	
2:45 - 3 PM	Lessons	Lap	Rec	Lessons	Lap	Rec	Lessons	Lap	Rec	Lessons	Lap	Rec	Lessons	Lap	Rec	Laps	Family Rec	Laps	Family Rec	
	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(2)	(4)	(2)	(4)	
3 - 3:45 PM	Lessons	Lap	Family Rec	Lessons	Lap	Family Rec	Lessons	Lap	Family Rec	Lessons	Lap	Family Rec	Lessons	Lap	Rec	Laps	Family Rec	Laps	Family Rec	
	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(2)	(4)	(2)	(4)	
3:45 - 4 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Lap	Rec	Laps	Family Rec	Laps	Family Rec	
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(1)	(2)	(2)	(4)	(2)	(4)	
4 - 5 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Lap	Rec	Winter closing time is 4 pm				
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(1)	(2)					
5 - 6 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Lap	Rec					
6 - 6:45 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Lap	Rec					
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(1)	(2)					
6:45 - 7 PM	Laps	Family Rec		Laps	Family Rec		Laps	Family Rec		Laps	Family Rec		Laps	Family Rec						
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)						
7 - 8 PM	Laps	Family Rec		Laps	Family Rec		Laps	Family Rec		Laps	Family Rec		Laps	Family Rec						
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)						

Notice the diversity of programming along with ample lap and open swimming opportunities.



2024 School Year- Burgess Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6 - 7 AM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)	
7 - 8 AM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)
8 - 9 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Mavens (8)	Lap (3)
9 - 9:15 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Mavens (8)	Lap (3)
9:15 - 10 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Mavens (8)	Lap (3)
10 - 11 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Laps (11)	
11 - 11:15 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Laps (11)	
11:15 AM - 12 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
12 - 1 PM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)		Laps (11)		Laps (11)	
1 - 2 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
2 - 3 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3 - 4 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
4 - 5 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Winter closing time is 4 pm			
5 - 6 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				
6 - 7 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				
7 - 8 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				

Notice that lap lanes are available every open hour throughout the week.



2024 School Year- Burgess Wading Pool

Open Sa & Su 11am- 5pm in early fall as weather and staffing permits.



2024 Summer- Burgess Instructional Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		
6 - 7 AM	Laps		Laps		Laps		Laps		Laps		Laps		Laps		
	(6)		(6)		(6)		(6)		(6)		(6)		(6)		
7 - 8 AM	Laps		Laps		Laps		Laps		Laps		Laps		Laps		
	(6)		(6)		(6)		(6)		(6)		(6)		(6)		
8 - 9 AM	Aqua Fit	Laps	Aqua Fit	Laps	Aqua Fit	Laps	Aqua Fit	Laps	Aqua Fit	Laps	Laps		Laps		
	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(6)		(6)		
9 - 9:30 AM	Laps (6)		AW (2)	Laps (4)		Laps (6)		AW (3)	Laps (3)	Laps (6)		Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
9:30 - 10 AM	Laps (3)	Camp (3)	AW (2)	Lap (1)	Camp (3)	Laps (3)	Camp (3)	AW (3)	Camp (3)	Laps (3)	Camp (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
10 - 11 AM	Laps	Camp	AW	Lap	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Lessons	Family Rec	Laps	Family Rec
	(3)	(3)	(1)	(2)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(4)	(2)	(2)	(4)
11 - 11:45 AM	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)	
11:45 AM - 12:30 PM	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)	
12:30 - 1 PM	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)	
1 - 1:30 PM	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Lessons (4)	Family (2)	Laps (2)	Family Rec (4)	
1:30- 2 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)	
2 - 3 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Laps	Family Rec	Laps	Family Rec	Laps	Family Rec	
	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(2)	(4)	(2)	(4)	
3 - 4 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Laps	Family Rec	Laps	Family Rec	Laps	Family Rec	
	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(2)	(4)	(2)	(4)	
4 - 5 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Laps	Family Rec	Laps	Family Rec	Laps	Family Rec	
	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(2)	(4)	(2)	(4)	
5 - 6 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Laps	Family Rec					
	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)					
6 - 7 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Laps	Family Rec					
	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)					
7 - 8 PM	Laps	Family Rec	Laps	Family Rec	Laps	Family Rec	Laps	Family Rec	Laps	Family Rec					
	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)					

Notice the abundance of open/family swim opportunities.



2024 Summer- Burgess Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6 - 7 AM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)	
7 - 8 AM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)
8 - 9 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Mavens (8)	Lap (3)
9 - 9:30 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth (2)	Laps (9)	Mavens (8)	Lap (3)
9:30 - 10 AM	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Youth (2)	Laps (9)	Mavens (8)	Lap (3)
10 - 11 AM	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Laps (11)		Laps (11)	
11 AM - 12 PM	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Laps (11)		Laps (11)	
12 - 1 PM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)		Laps (11)		Laps (11)	
1 - 1:30 PM	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Laps (11)		Laps (11)	
1:30 - 2 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
2 - 3 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3 - 3:30 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3:30 - 4 PM	Youth (4)	Laps (7)	Youth (4)	Laps (7)	Youth (4)	Laps (7)	Youth (4)	Laps (7)	Youth (4)	Laps (7)	Laps (11)		Laps (11)	
4 - 5 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Laps (11)		Laps (11)	
5 - 6 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				
6 - 7 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				
7 - 8 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				

Notice how space is provided for summer youth programming while still having ample opportunity for lap swimming.



2024 Summer- Burgess Wading Pool

Monday- Sunday 11am-5pm.

The wading pool is mostly used during the 10 weeks of summer and the 2-3 weeks preceding summer and the 2-3 weeks following summer. The pool is primarily used by parents with their young children under 6 years of age and mostly when the sun is shining on the pool. The small square pool has a water depth of 1 foot 6 inches that is fenced off from the other parts of the facility. A small lawn area with picnic tables adds to the summer popularity of this amenity.

Projected 2025 School Year- Burgess Instructional Pool

	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			SUNDAY		
6 - 7 AM	Laps			Laps			Laps			Laps			Laps			Laps			Laps		
	(6)			(6)			(6)			(6)			(6)			(6)			(6)		
7 - 8 AM	Laps			Laps			Laps			Laps			Laps			Laps			Laps		
	(6)			(6)			(6)			(6)			(6)			(6)			(6)		
8 - 9 AM	Aqua Fit	Laps		Aqua Fit	Laps		Aqua Fit	Laps		Aqua Fit	Laps		Aqua Fit	Laps		Laps		Laps			
	(4)	(2)		(4)	(2)		(4)	(2)		(4)	(2)		(4)	(2)		(6)		(6)			
9 - 9:30 AM	Laps			Laps			Laps			Aqua Wellness	Laps	Laps			Lessons		Laps	Laps			
	(6)			(6)			(6)			(3)	(3)	(6)			(4)		(2)	(6)			
9:30 - 10 AM	Laps			Laps			Laps			Aqua Wellness	Laps	Laps			Lessons		Laps	Laps			
	(6)			(6)			(6)			(3)	(3)	(6)			(4)		(2)	(6)			
10 - 10:15 AM	Laps			Laps			Laps			Laps			Laps			Lessons		Laps	Laps		
	(6)			(6)			(6)			(6)			(6)			(4)		(2)	(6)		
10:15 - 10:45 AM	Les	Laps		Laps			Les	Laps		Laps			Les	Laps		Lessons		Laps	Laps		
	(1)	(5)		(6)			(1)	(5)		(6)			(1)	(5)		(4)		(2)	(6)		
10:45 - 11 AM	Les	Laps		Les	Laps		Les	Laps		Les	Laps		Les	Laps		Lessons		Laps	Laps		
	(1)	(5)		(1)	(5)		(1)	(5)		(1)	(5)		(1)	(5)		(4)		(2)	(6)		
11 AM - 12 PM	Les	Laps		Les	Laps		Les	Laps		Les	Laps		Les	Laps		Lessons		Laps	Laps		
	(1)	(5)		(1)	(5)		(1)	(5)		(1)	(5)		(1)	(5)		(4)		(2)	(6)		
12 - 1 PM	Les	Laps		Les	Laps		Les	Laps		Les	Laps		Les	Laps		Lessons		Rec	Laps	Family Rec	
	(1)	(5)		(1)	(5)		(1)	(5)		(1)	(5)		(1)	(5)		(4)		(2)	(2)	(4)	
1 - 1:30 PM	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Lessons		Rec	Laps	Family Rec	
	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(4)		(2)	(2)	(4)	
1:30- 2 PM	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Lap	Family Rec	Laps	Family Rec	
	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(1)	(4)	(2)	(4)	
2 - 2:15 PM	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Lap	Family Rec	Laps	Family Rec	
	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(1)	(4)	(2)	(4)	
2:15 - 2:45 PM	Laps		Rec	Les	Laps	Rec	Laps		Rec	Les	Laps	Rec	Laps		Rec	Laps	Family Rec	Laps	Family Rec		
	(4)		(2)	(1)	(3)	(2)	(4)		(2)	(1)	(3)	(2)	(4)		(2)	(2)	(4)	(2)	(4)		
2:45 - 3 PM	Lessons	Lap	Rec	Lessons	Lap	Rec	Lessons	Lap	Rec	Lessons	Lap	Rec	Lessons	Lap	Rec	Laps	Family Rec	Laps	Family Rec		
	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(2)	(4)	(2)	(4)		
3 - 3:45 PM	Lessons	Lap	Rec	Lessons	Lap	Rec	Lessons	Lap	Rec	Lessons	Lap	Rec	Lessons	Lap	Rec	Laps	Family Rec	Laps	Family Rec		
	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(2)	(4)	(2)	(4)		
3:45 - 4 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Laps	Family Rec	Laps	Family Rec		
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(2)	(4)	(2)	(4)		
4 - 5 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Winter closing time is 4 pm					
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)							
5 - 5:15 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge							
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)							
5:15 - 6 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Lap	Rec						
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(1)	(2)						
6- 6:45 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Lap	Rec						
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(1)	(2)						
6:45 - 7 PM	Laps	Family Rec		Laps	Family Rec		Laps	Family Rec		Laps	Family Rec		Laps	Family Rec							
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)							
7 - 8 PM	Laps	Family Rec		Laps	Family Rec		Laps	Family Rec		Laps	Family Rec		Laps	Family Rec							
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)							

Notice the diversity of offerings and an abundance of time and space devoted to instruction.



Projected 2025 School Year- Burgess Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6 - 7 AM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)	
7 - 8 AM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)
8 - 9 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Mavens (8)	Lap (3)
9 - 9:15 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Mavens (8)	Lap (3)
9:15 - 10 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Mavens (8)	Lap (3)
10 - 11 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Laps (11)	
11 - 11:15 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Laps (11)	
11:15 AM - 12 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
12 - 1 PM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)		Laps (11)		Laps (11)	
1 - 2 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Clinics (2)	Laps (9)	Laps (11)	
2 - 3 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Clinics (2)	Laps (9)	Laps (11)	
3 - 4 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Clinics (2)	Laps (9)	Laps (11)	
4 - 5 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Winter closing time is 4 pm			
5 - 6 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				
6 - 7 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				
7 - 8 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				



Projected 2025 School Year- Burgess Wading Pool

Seasonal. Open Sa & Su 11am- 5pm in early fall as weather and staffing permits.



Projected 2025 Summer- Burgess Instructional Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6 - 7 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)	
7 - 8 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)	
8 - 9 AM	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Laps (6)		Laps (6)	
9 - 9:30 AM	Laps (6)		Laps (6)		Laps (6)		AW (3)	Laps (3)	Laps (6)		Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
9:30 - 10 AM	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	AW (3)	Camp (3)	Laps (3)	Camp (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
10 - 11 AM	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Lessons (4)	Family Rec (2)	Laps (2)	Family Rec (4)
11 - 11:45 AM	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
11:45 AM - 12:30 PM	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
12:30 - 1 PM	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
1 - 1:30 PM	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Lessons (4)	Family (2)	Laps (2)	Family Rec (4)
1:30 - 2 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)
2 - 3 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)
3 - 4 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)
4 - 5 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)
5 - 6 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)				
6 - 7 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)				
7 - 8 PM	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)				

Projected 2025 Summer- Burgess Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6 - 7 AM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)	
7 - 8 AM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)
8 - 9 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Mavens (8)	Lap (3)
9 - 9:30 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth (2)	Laps (9)	Mavens (8)	Lap (3)
9:30 - 10 AM	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Youth (2)	Laps (9)	Mavens (8)	Lap (3)
10 - 11 AM	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Laps (11)		Laps (11)	
11 AM - 12 PM	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Laps (11)		Laps (11)	
12 - 1 PM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)		Laps (11)		Laps (11)	
1 - 1:30 PM	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Clinics (2)	Laps (9)	Laps (11)	
1:30 - 2 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Clinics (2)	Laps (9)	Laps (11)	
2 - 3 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Clinics (2)	Laps (9)	Laps (11)	
3 - 3:30 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Clinics (2)	Laps (9)	Laps (11)	
3:30 - 4 PM	Youth (4)	Laps (7)	Youth (4)	Laps (7)	Youth (4)	Laps (7)	Youth (4)	Laps (7)	Youth (4)	Laps (7)	Clinics (2)	Laps (9)	Laps (11)	
4 - 5 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Laps (11)		Laps (11)	
5 - 6 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				
6 - 7 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				
7 - 8 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				



Projected 2025 Summer- Burgess Wading Pool

Monday-Sunday 11am-5pm



2024 School Year- Belle Haven Instructional Pool

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8 - 9 AM						Laps (4)	Laps (4)
9 - 10 AM						Laps (4)	Laps (4)
10 - 11 AM	Laps (4)	Laps (4)	Laps (4)	Laps (4)	Laps (4)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)
11 AM - 12 PM	Laps (4)	Laps (2) Aqua Fit (2)	Le (1) Laps (3)	Laps (2) Aqua Fit (2)	Le (1) Laps (3)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)
12 - 1 PM	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Le (1) La (1) Family Rec (2)	Laps (2) Family Rec (2)	Le (1) La (1) Family Rec (2)	Family Rec (4)	Family Rec (4)
1 - 2 PM	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Family Rec (4)	Family Rec (4)
2 - 2:45 PM	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Family Rec (4)	Family Rec (4)
2:45 - 3 PM	Lessons (2) Rec (2)	Lessons (2) Rec (2)	Lessons (2) Rec (2)	Laps (2) Rec (2)	Laps (2) Rec (2)	Family Rec (4)	Family Rec (4)
3 - 4 PM	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Family Rec (4)	Family Rec (4)
4 - 5 PM	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Family Rec (4)	Family Rec (4)
5 - 6 PM	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)		
6 - 7 PM	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)		

Notice the diversity of programming along with ample lap and open swimming opportunities.

2024 School Year- Belle Haven Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
8 - 9 AM											Laps (6)		Laps (6)	
9 - 10 AM											Youth Teams (4)	Laps (2)	Laps (6)	
10 - 11 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Youth Teams (4)	Laps (2)	Laps (6)	
11 AM - 12 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)	
12 - 1 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)	
1 - 2 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)	
2 - 3 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)	
3 - 4 PM	Laps (5)	Le (1)	Laps (5)	Le (1)	Laps (5)	Le (1)	Laps (6)		Laps (6)		Laps (6)		Laps (6)	
4 - 5 PM	Youth Teams (4)	La (1)	Le (1)	Youth Teams (4)	La (1)	Le (1)	Youth Teams (2)	Laps (3)	Le (1)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Laps (6)
5 - 6 PM	Youth Teams (4)	La (1)	Le (1)	Youth Teams (4)	La (1)	Le (1)	Youth Teams (2)	Laps (3)	Le (1)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	
6 - 7 PM	Youth Teams (2)	Laps (3)	Le (1)	Youth Teams (2)	Laps (3)	Le (1)	Laps (5)	Le (1)	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)		

Notice that lap lanes are available every open hour throughout the week.

2024 Summer- Belle Haven Instructional Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	SUNDAY	
8 - 9 AM	Laps		Laps		Laps		Laps		Laps				
	(4)		(4)		(4)		(4)		(4)				
9 - 10 AM	Laps		Laps		Laps		Laps		Laps				Lessons
	(4)		(4)		(4)		(4)		(4)				(4)
10 - 11 AM	Camps	Laps	Camps	Laps	Camps	Laps	Camps	Laps	Camps	Laps	Lessons		
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		
11 AM - 12 PM	Camps	Laps	Camps	Laps	Camps	Laps	Camps	Laps	Camps	Laps	Lessons		
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		
12 - 12:30 PM	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Family Rec	Family Rec	
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)	(4)	
12:30 - 1 PM	Camps	Rec	Camps	Rec	Camps	Rec	Camps	Rec	Camps	Rec	Family Rec	Family Rec	
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)	(4)	
1 - 1:30 PM	Camps	Rec	Camps	Rec	Camps	Rec	Camps	Rec	Camps	Rec	Family Rec	Family Rec	
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)	(4)	
1:30 - 2 PM	Lessons	Rec	Lessons	Rec	Lessons	Rec	Lessons	Rec	Family Rec		Family Rec	Family Rec	
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		(4)	(4)	
2 - 3 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec		Family Rec	Family Rec	
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		(4)	(4)	
3 - 4 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec		Family Rec	Family Rec	
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		(4)	(4)	
4 - 5 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec				
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)				
5 - 6 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec				
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)				
6 - 6:15 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec				
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)				
6:15 - 7 PM	Family Rec		Family Rec		Family Rec		Family Rec		Family Rec				
	(4)		(4)		(4)		(4)		(4)				

Notice the abundance of open/family swim opportunities.

2024 Summer- Belle Haven Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY			
8 - 9 AM	Laps		Laps		Laps		Laps		Laps							
	(6)		(6)		(6)		(6)		(6)							
9 - 10 AM	Laps		Laps		Laps		Laps		Laps						Laps	Les
	(6)		(6)		(6)		(6)		(6)						(4)	(2)
10 - 11 AM	Laps	Ca	Laps	Ca	Laps	Ca	Laps	Ca	Laps	Ca	Laps	Les				
	(5)	(1)	(5)	(1)	(5)	(1)	(5)	(1)	(5)	(1)	(4)	(2)				
11 AM - 12 PM	Laps	Ca	Laps	Ca	Laps	Ca	Laps	Ca	Laps	Ca	Laps	Les				
	(5)	(1)	(5)	(1)	(5)	(1)	(5)	(1)	(5)	(1)	(4)	(2)				
12 - 1 PM	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps		
	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)		
1 - 2 PM	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps		
	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)		
2 - 3 PM	Rec	Laps	Le	Rec	Laps	Le	Rec	Laps	Le	Rec	Laps	Rec	Laps	Rec	Laps	
	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(4)	(2)	(4)	(2)	(4)	
3 - 4 PM	Rec	Laps	Le	Rec	Laps	Le	Rec	Laps	Le	Rec	Laps	Rec	Laps	Rec	Laps	
	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(4)	(2)	(4)	(2)	(4)	
4 - 5 PM	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps						
	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)						
5 - 6 PM	Rec	Laps	Rec	Laps	Rec	Lap	Rec	Lap	Rec	Lap						
	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)						
6 - 7 PM	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps						
	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)						

Notice the abundance of lap and open/family recreational swim opportunities.

Projected 2025 School Year- Belle Haven Instructional Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
8 - 9 AM											Laps (4)		Laps (4)	
9 - 10 AM											Laps (4)		Laps (4)	
10 - 11 AM	Laps (4)		Laps (4)		Laps (4)		Laps (4)		Laps (4)		Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)
11 AM - 12 PM	Laps (4)		Laps (2)	Aqua Fit (2)	Laps (4)		Laps (2)	Aqua Fit (2)	Laps (4)		Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)
12 - 1 PM	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Family Rec (4)		Family Rec (4)	
1 - 2 PM	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Family Rec (4)		Family Rec (4)	
2 - 2:45 PM	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Family Rec (4)		Family Rec (4)	
2:45 - 3 PM	Lessons (2)	Rec (2)	Lessons (2)	Rec (2)	Lessons (2)	Rec (2)	Laps (2)	Rec (2)	Laps (2)	Rec (2)	Family Rec (4)		Family Rec (4)	
3 - 4 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Family Rec (4)		Family Rec (4)	
4 - 5 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Family Rec (4)		Family Rec (4)	
5 - 6 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)				
6 - 7 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)				

Projected 2025 School Year- Belle Haven Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
8 - 9 AM											Laps (6)		Laps (6)	
9 - 10 AM											Laps (6)		Laps (6)	
10 - 11 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Youth Teams (4)	Laps (2)	YT (1)	Laps (5)
11 AM - 12 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Youth Teams (4)	Laps (2)	YT (1)	Laps (5)
12 - 1 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)			Laps (6)
1 - 2 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)			Laps (6)
2 - 3 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)			Laps (6)
3 - 4 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)			Laps (6)
4 - 5 PM	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Laps (6)			Laps (6)
5 - 6 PM	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)				
6 - 7 PM	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)				

Projected 2025 Summer- Belle Haven Instructional Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	SUNDAY
8 - 9 AM	Laps		Laps		Laps		Laps		Laps		Laps	Laps
	(4)		(4)		(4)		(4)		(4)		(4)	(4)
9 - 10 AM	Laps		Laps		Laps		Laps		Laps		Lessons	Laps
	(4)		(4)		(4)		(4)		(4)		(4)	(4)
10 - 11 AM	Camps	Laps	Camps	Laps	Camps	Laps	Camps	Laps	Camps	Laps	Lessons	Laps
	(3)	(1)	(3)	(1)	(3)	(1)	(3)	(1)	(3)	(1)	(4)	(4)
11 AM - 12 PM	Camps	Laps	Camps	Aqua Fit	Camps	Laps	Camps	Aqua Fit	Camps	Laps	Lessons	Laps
	(3)	(1)	(2)	(2)	(3)	(1)	(2)	(2)	(3)	(1)	(4)	(4)
12- 1 PM	Camps	Rec	Camps	Rec	Camps	Rec	Camps	Rec	Camps	Rec	Family Rec	Family Rec
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)	(4)
1 - 1:30 PM	Camps	Rec	Camps	Rec	Camps	Rec	Camps	Rec	Camps	Rec	Family Rec	Family Rec
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)	(4)
1:30 - 2 PM	Lessons	Rec	Lessons	Rec	Lessons	Rec	Lessons	Rec	Family Rec		Family Rec	Family Rec
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		(4)	(4)
2 - 3 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec		Family Rec	Family Rec
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		(4)	(4)
3 - 4 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec		Family Rec	Family Rec
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		(4)	(4)
4 - 5 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec		Family Rec	Family Rec
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		(4)	(4)
5 - 6 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec			
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)			
6 - 6:15 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec			
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)			
6:15 - 7 PM	Family Rec		Family Rec		Family Rec		Family Rec		Family Rec			
	(4)		(4)		(4)		(4)		(4)			

Projected 2025 Summer- Belle Haven Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
8 - 9 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Youth Teams (4)	Laps (2)	Laps (6)	
9 - 10 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (5)	Le (1)	Laps (6)	
10 - 11 AM	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Le (1)	YT (1)	Laps (5)
11 AM - 12 PM	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Le (1)	YT (1)	Laps (5)
12 - 1 PM	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)
1 - 2 PM	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)
2 - 3 PM	Rec (2)	Laps (3)	Le (1)	Rec (2)	Laps (3)	Le (1)	Rec (2)	Laps (3)	Le (1)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)
3 - 4 PM	Rec (2)	Laps (3)	Le (1)	Rec (2)	Laps (3)	Le (1)	Rec (2)	Laps (3)	Le (1)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)
4 - 5 PM	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Rec (2)	Laps (4)	Rec (2)	Laps (4)
5 - 6 PM	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)				
6 - 7 PM	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)				

Program Statistics

Pool Visits

Burgess Pool Visits Detail

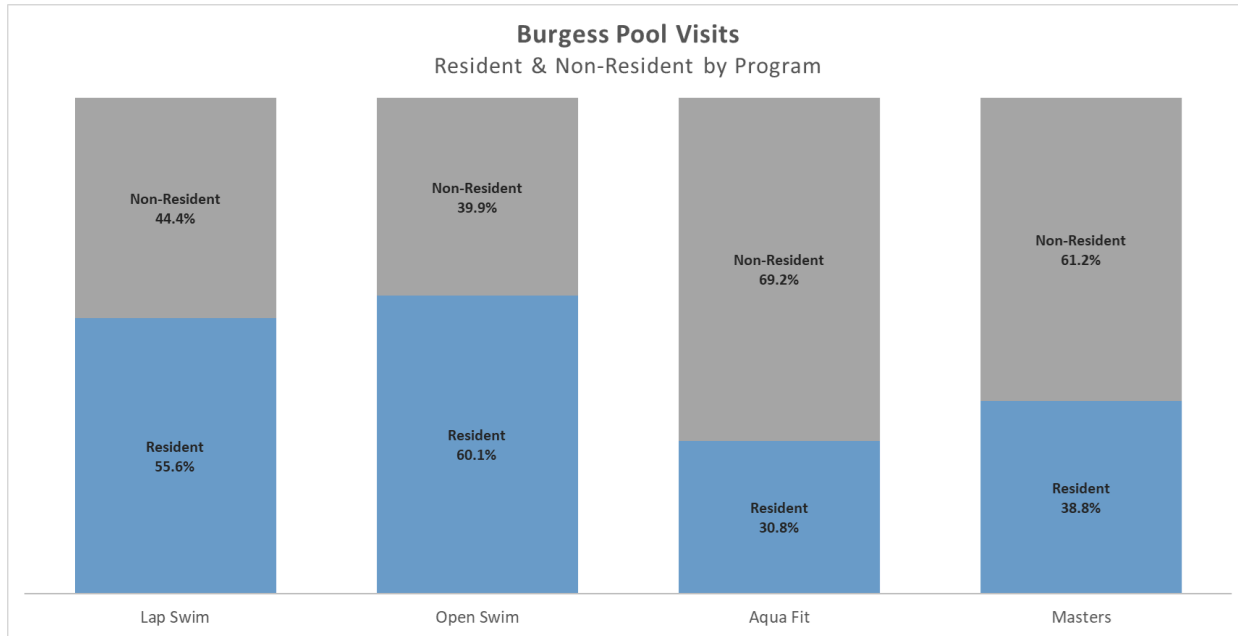
Visits	Resident	Resident %	Non-Resident	Non-Resident %	Total Visits
Lap-Member	16,426	53.3%	14,411	46.7%	30,837
Lap-Drop In	10,179	59.8%	6,846	40.2%	17,025
Open-Member	3,551	68.5%	1,635	31.5%	5,186
Open-Drop In	9,749	57.5%	7,196	42.5%	16,945
Aqua Fit	1,771	30.8%	3,973	69.2%	5,744
Masters	8,907	38.8%	14,023	61.2%	22,930
Swim School	11,298	48.3%	12,085	51.7%	23,383
Bridge Swim Program	3,817	57.1%	2,871	42.9%	6,688
Mavericks Summer Team	2,460	47.8%	2,682	52.2%	5,142
Camp	1,964	49.5%	2,002	50.5%	3,966
Pumpkin Splash	37	49.3%	38	50.7%	75
Total	70,159	50.9%	67,762	49.1%	137,921

Special Note-This table includes Menlo Swim & Sport programming numbers. Renters also contribute largely to the use of the pools and facilities, which are not included in this table.

Burgess has had an estimated **33,600** rental visits in 2024.

Burgess Pool Visits Summary

Visits	% of Total Visits
Community Recreation	50.8%
Youth Instruction	28.4%
Adult Programs	20.8%



Belle Haven Pool Visits

Opening Day May 20- End of Year, 2021

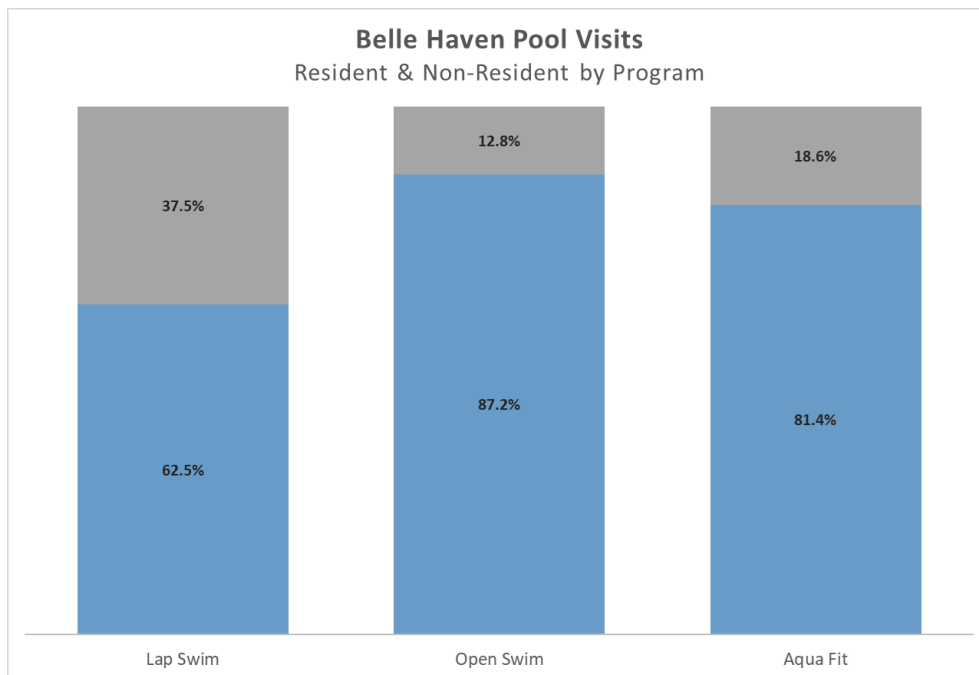
Visits	Resident	Resident %	Non-Resident	Non-Resident %	Total Visits
Lap-Member	1,120	57.3%	835	42.7%	1,955
Lap-Drop In	952	69.9%	409	30.1%	1,361
Open-Member	2,603	96.1%	106	3.9%	2,709
Open-Drop In	5,712	83.7%	1,116	16.3%	6,828
Aqua Fit	105	81.4%	24	18.6%	129
Swim School	2,403	58.3%	1,718	41.7%	4,121
Camp	77	64.7%	42	35.3%	119
Pumpkin Splash	13	52.0%	12	48.0%	25
Total	12,985	75.3%	4,262	24.7%	17,247

Special Note-This table includes Menlo Swim & Sport programming numbers. Renters also contribute to the use of the pools and facilities, which are not included in this table.

Belle Haven has had an estimated **800** rental visits in 2024.

Belle Haven Pool Visits Summary

Visits	% of Total Visits
Community Recreation	74.7%
Youth Instruction	24.6%
Adult Programs	0.7%



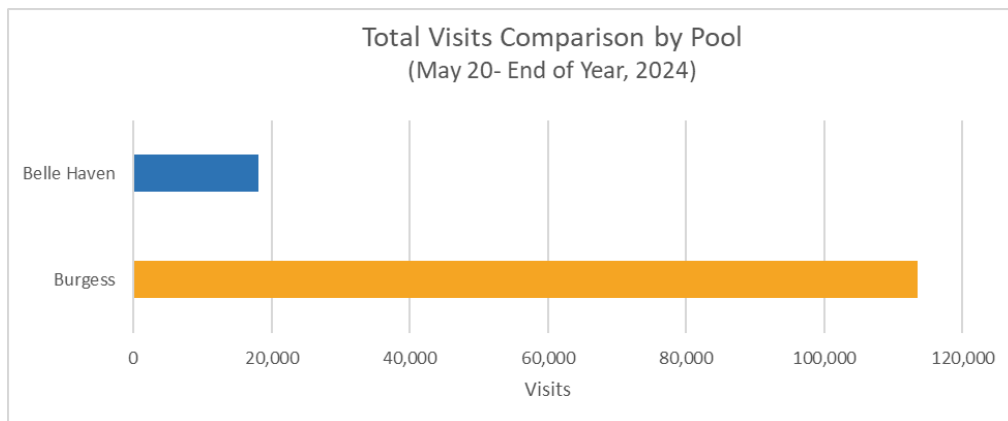
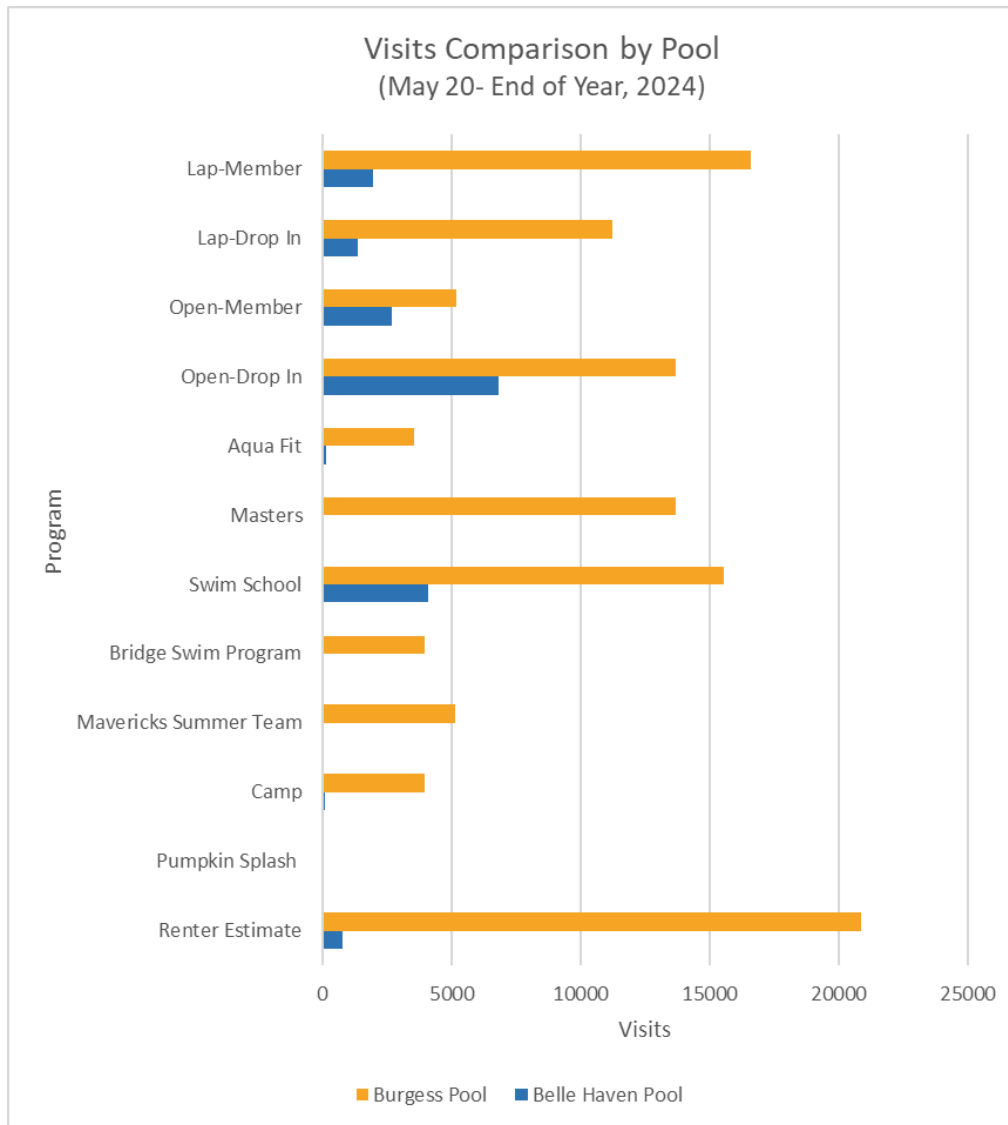
Burgess Pool Visits Detail for Belle Haven Comparison

May 20- End of Year, 2024 for comparison to YTD Belle Haven Pool Visits

Visits	Resident	Resident %	Non-Resident	Non-Resident %	Total Visits
Lap-Member	9,258	55.7%	7,356	44.3%	16,614
Lap-Drop In	6,765	60.3%	4,459	39.7%	11,224
Open-Member	3,551	68.5%	1,635	31.5%	5,186
Open-Drop In	7,881	57.6%	5,808	42.4%	13,689
Aqua Fit	1,111	31.4%	2,426	68.6%	3,537
Masters	5,302	38.7%	8,401	61.3%	13,703
Swim School	7,619	49.0%	7,933	51.0%	15,552
Bridge Swim Program	2,402	60.3%	1,582	39.7%	3,984
Mavericks Summer Team	2,460	47.8%	2,682	52.2%	5,142
Camp	1,964	49.5%	2,002	50.5%	3,966
Pumpkin Splash	37	49.3%	38	50.7%	75
Total	48,350	52.2%	44,322	47.8%	92,672

Special Note: Burgess has had an estimated 20,900 rental visits in May 20- End of Year, 2024.

Visits Comparison by Pool



Monthly Members

Burgess Pool Average Monthly Members

Average Monthly Members	Resident	Resident %	Non-Resident	Non-Resident %	Total
Lap Swim	265	53.3%	232	46.7%	497
Aqua Fit	21	35.3%	38	64.7%	59
Masters	88	39.6%	134	60.4%	222
Total	373	48.0%	404	52.0%	777

*Memberships give access to both Burgess and Belle Haven Pools per agreement.

Belle Haven Pool Average Monthly Members

Average Monthly Members	Resident	Resident %	Non-Resident	Non-Resident %	Total
Lap Swim	16	100.0%			16
Aqua Fit	5	71.4%	2	28.6%	7
Total	21	91.3%	2	8.7%	23

* Belle Haven specific memberships give access to Belle Haven only.

Swim Lessons & Camps

Burgess Pool Swim Lessons

Swim Lessons	Resident	Resident %	Non-Resident	Non-Resident %	Total
Group (Child)	10,672	48.5%	11,348	51.5%	22,020
Group (Adult)	199	55.3%	161	44.7%	360
Private	427	42.6%	576	57.4%	1,003
Bridge Swim Program	3,817	57.1%	2,871	42.9%	6,688
Mavericks Summer Team	2,460	47.8%	2,682	52.2%	5,142
Camp	1,322	49.6%	1,342	50.4%	2,664
Total	18,897	49.9%	19,008	50.1%	37,905

Belle Haven Pool Swim Lessons

Swim Lessons	Resident	Resident %	Non-Resident	Non-Resident %	Total
Group (Child)	2,397	58.4%	1,705	41.6%	4,102
Group (Adult)	6	31.6%	13	68.4%	19
Camp	77	64.7%	42	35.3%	119
Total	2,480	58.5%	1,760	41.5%	4,240

Scholarship Lessons

In partnership with the Beyond Barriers Athletic Foundation, Menlo Swim & Sport provided subsidized group swim lessons to children in need in the area.

Swimmers served (distinct): 220

Total swim lessons provided: 1,940

Scholarships	Resident	Resident %	Non-Resident	Non-Resident %	Total
Swimmers	128	58.2%	92	41.8%	220
Lessons Provided	1,211	62.4%	729	37.6%	1,940

Special Note-The production of the 5th Annual Menlo Park Kids Triathlon at Burgess Pool and Park in June 2024 contributed \$5,000 directly to Beyond Barriers to assist in funding scholarship swim lessons in Menlo Park.

Visits Report for Address Verification

Report containing individual visits including date, program, and addresses has been provided directly to City Staff.

Program Fees

2024 Fees

2024 fees were implemented April 1, 2024

Membership Pricing	Monthly Fee				
	Hyperlocal Resident	Resident		Non-Resident	
	General	General	Senior	General	Senior
Lap Swim	\$42	\$65	\$52	\$72	\$61
Aqua Fit	\$57	\$88	\$70	\$97	\$77
Menlo Masters	\$74	\$114	\$91	\$125	\$100

Drop In Pricing	Hyperlocal Resident			Resident					Non-Resident				
	General	Child	Family	General	Senior	Child	Spectator	Family	General	Senior	Child	Spectator	Family
Lap Swim	\$6	—	—	\$9	\$8	—	—	—	\$10	\$9	—	—	—
Open Swim	\$6	\$3	\$16	\$9	\$8	\$5	\$3	\$24	\$10	\$9	\$6	\$5	\$28
Aqua Fit	\$13	—	—	\$20	—	—	—	—	\$22	—	—	—	—
Masters	\$13	—	—	\$20	—	—	—	—	\$22	—	—	—	—

*Spectator fee is seasonal. Summer only.

Swim School	Per Class			Class Length
	Hyperlocal Resident	Resident	Non-Resident	
Water Babies	\$19	\$29	\$32	30 min
Group	\$19	\$29	\$32	30 min
Adaptive	\$19	\$29	\$32	30 min
Adult	\$28	\$43	\$48	45 min
Private	\$51	\$79	\$87	30 min
Bridge	\$16	\$24	\$26	45 min

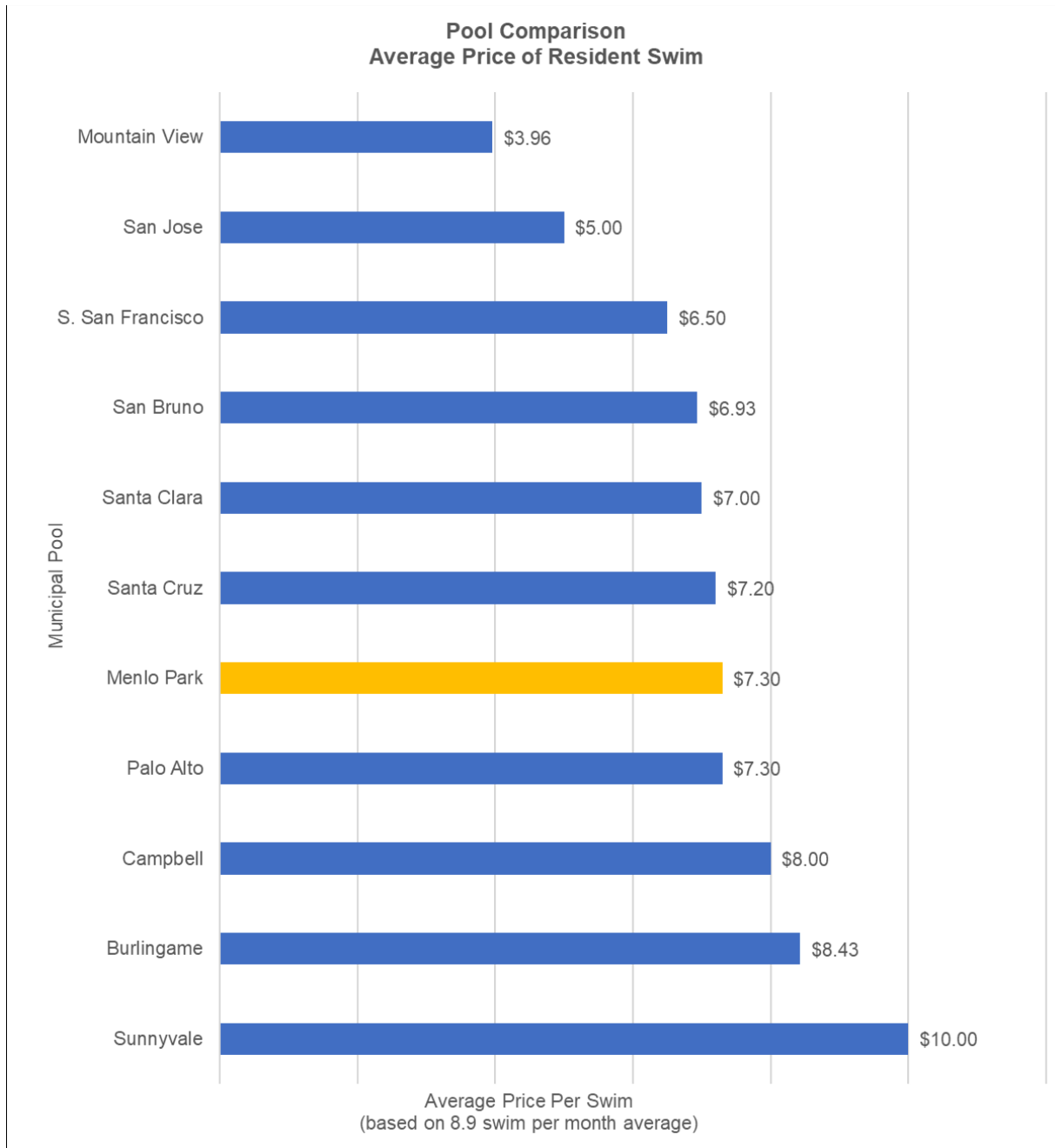
Camp	Per Camp Hour		
	Hyperlocal Resident	Resident	Non-Resident
All Camps	\$15	\$23	\$25



Fee Comparisons

Resident Lap Swim Fee

Municipal Pool	Hrs/Week	Lane Space	Resident Drop-In Fee	Resident Pass Fee	Resident Monthly Fee
S. San Francisco	21.5	6	\$6.50		\$58
Santa Clara	24	6	\$11	\$35 for 5 swims	
Sunnyvale	28	6	\$10		
San Jose	29	8	\$6	\$50 for 10 swims	
Campbell	31.5	8	\$8		\$80
Mountain View	38	8	\$6	\$99 for 25 swims	
Burlingame	44.25	20	\$9		\$75
San Bruno	59	6	\$8	\$104 for 15 swims	
Palo Alto	68.5	14	\$9		\$65
Santa Cruz	81.5	9	\$8	\$72 for 10 swims	
Menlo Park	87	17	\$9		\$65

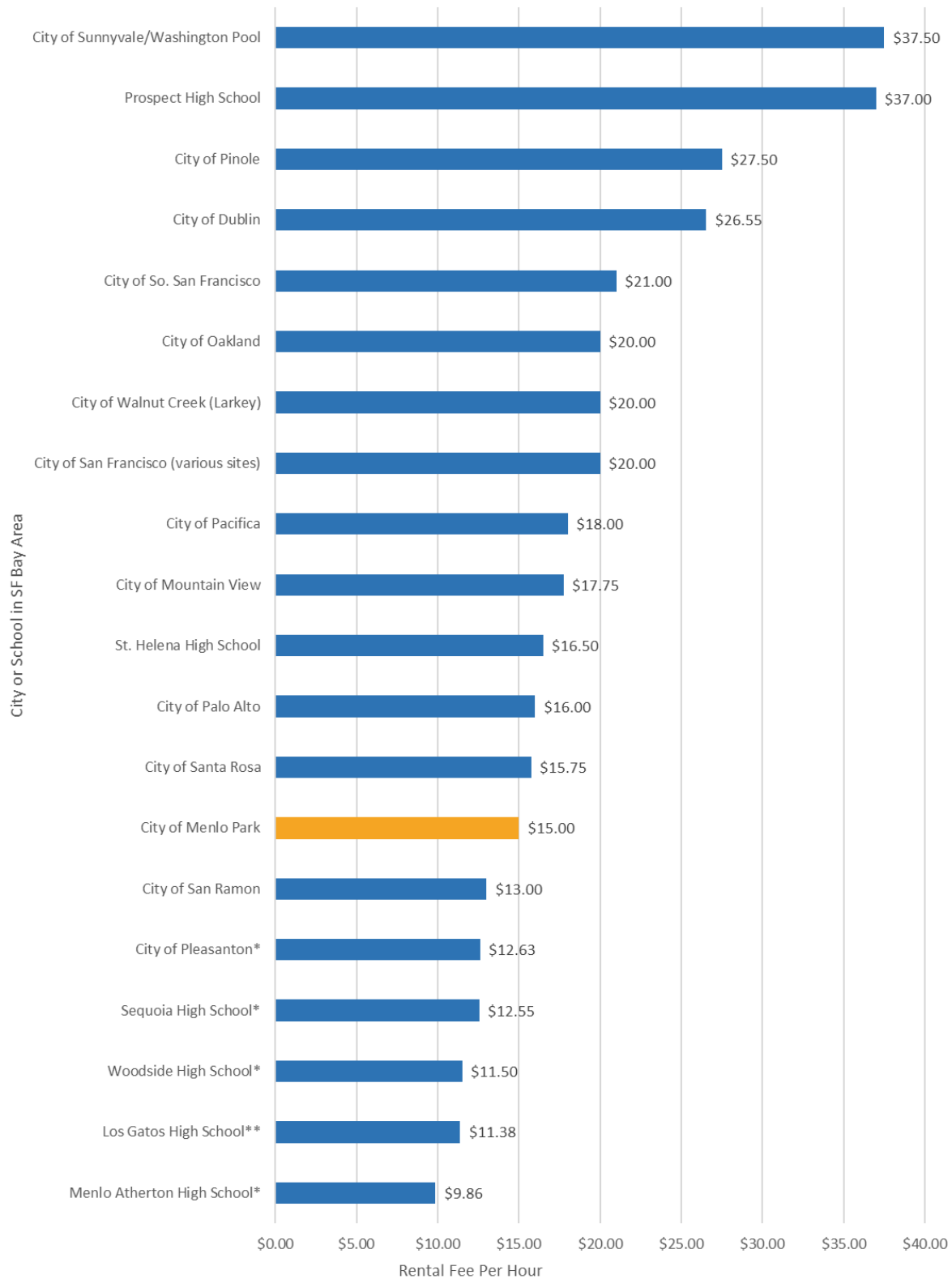


Special Note-Unlike most pools our entry fee is not necessarily fixed. Using our monthly membership model rewards the frequent swimmer. For example, a Menlo Park resident senior who swims daily actually uses the pool at about \$2 per visit, unprecedented.

Lane Rental Fee

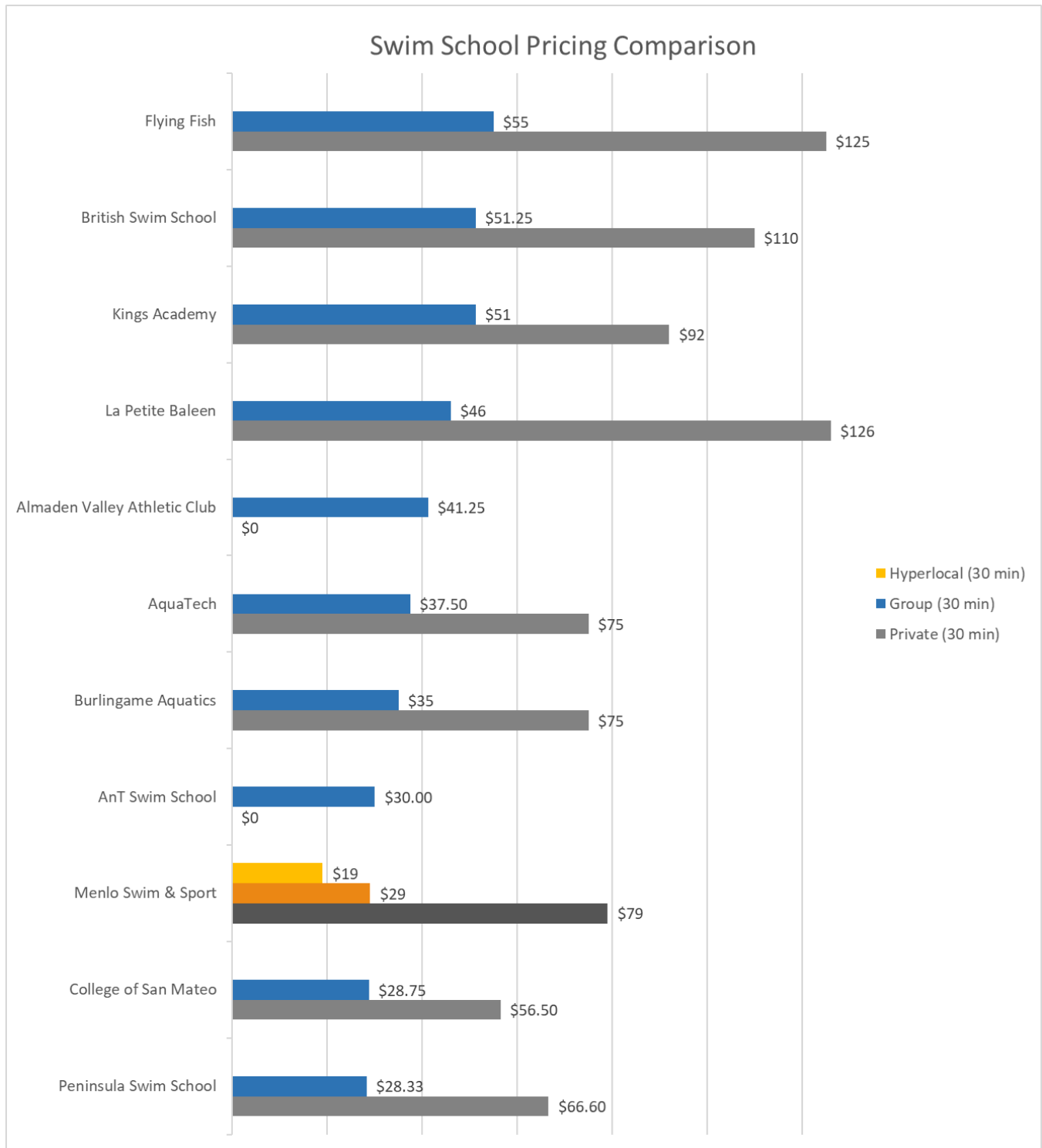
City or School in S.F Bay Area	Per hour full pool	Rental fee/hour	# lanes in pool	Additional fees
City of Pleasanton*	\$202.00	not applicable	16	
Menlo Atherton High School*	\$138.00	not applicable	14	
Sequoia High School*	\$138.00	not applicable	11	
Woodside High School*	\$138.00	not applicable	12	
City of Sunnyvale/Washington Pool	\$150.00	\$37.50	4	
Prospect High School	\$222.00	\$37.00	6	
City of Pinole	\$137.50	\$27.50	5	
City of Dublin	\$292.00	\$26.55	11	
City of So. San Francisco	\$126.00	\$21.00	6	
City of Walnut Creek (Larkey)	\$220.00	\$20.00	11	
City of San Francisco (various sites)	\$160.00	\$20.00	8	
City of Oakland	\$120.00	\$20.00	6	
City of Pacifica	\$180.00	\$18.00	10	
City of Mountain View	\$142.00	\$17.75	8	
St. Helena High School	\$231.00	\$16.50	14	
City of San Ramon		\$13-\$16.25		
City of Palo Alto	\$224.00	\$16.00	14	
Los Gatos High School	\$91.00	\$15.25	8	Lifeguard \$31/hr
City of Santa Rosa	\$126.00	\$15.75	8	
City of Menlo Park	\$120.00	\$15.00	8	

Pool Rental Fee Comparison



Swim Lesson Fee

Year-Round Swim School in S.F Bay Area	Per 30 min Class-Group	Per 30 min Class-Private	Additional fees
Flying Fish	\$55	\$125	
(Mountain View)			
British Swim School	\$51.25	\$110	\$50 reg fee
(Peninsula, San Francisco, Sonoma)			
Kings Academy	\$51	\$92	
(Redwood City, San Mateo)			
La Petite Baleen	\$46	\$126	
(San Bruno, Redwood City, Half Moon Bay, San Francisco)			
Almaden Valley Athletic Club	\$41.25	—	
(San Jose)			
AquaTech	\$37.50	\$75	\$40 Annual Fee
(Alameda, Concord)			
Burlingame Aquatics	\$35	\$75	
(Burlingame)			
AnT Swim School	\$30.00	—	
(San Jose)			
Menlo Swim & Sport	\$19-\$29	\$79	
(Menlo Park)			
College of San Mateo	\$28.75	\$56.50	
(San Mateo)			
Peninsula Swim School	\$28.33	\$66.60	\$40 reg fee
(Redwood City)			

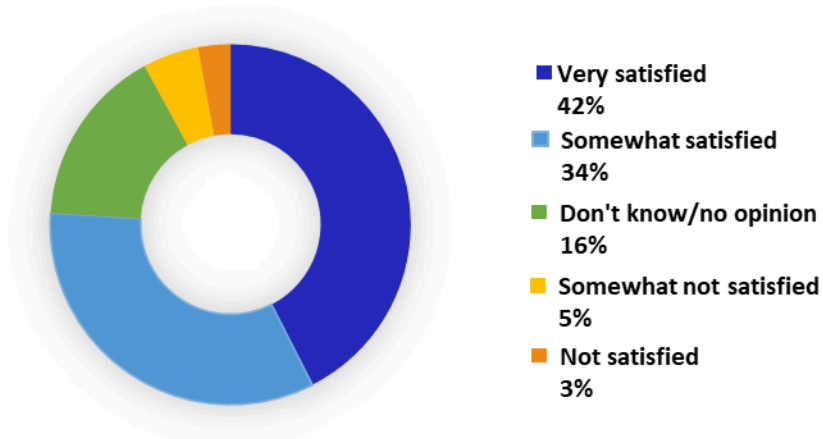


Special Note: Municipal Pool operating models do not conduct swim lessons year round as is done in Menlo Park. The comparisons in the swim lesson market are predominantly against private swim schools who do operate on a year round basis.

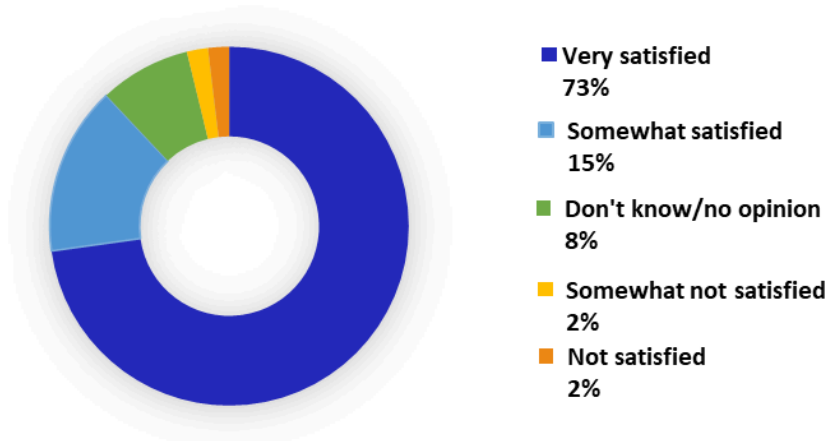
Survey Highlights

Overall Satisfaction

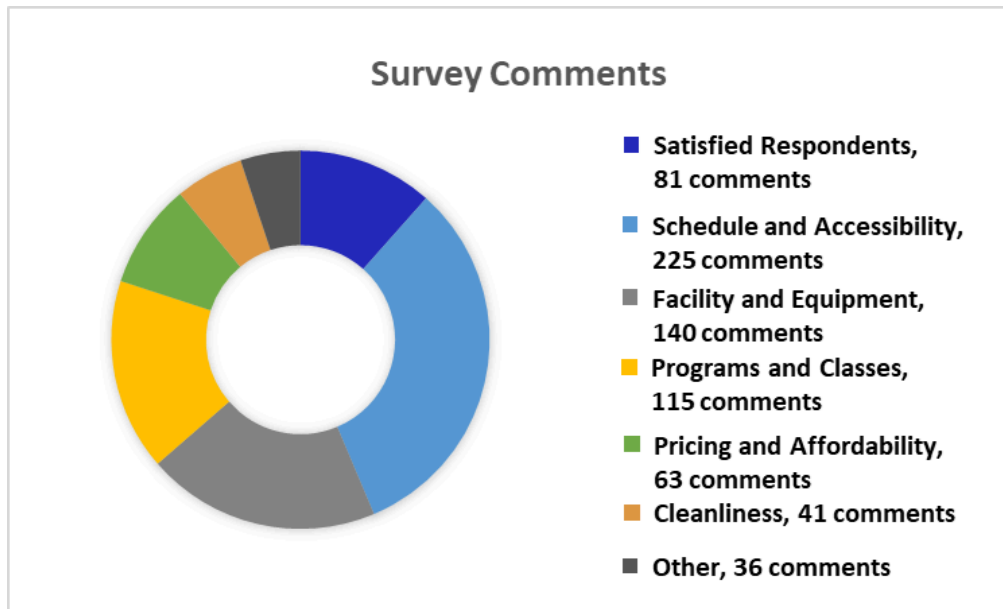
How satisfied are you with BURGESS POOL overall?



How satisfied are you with BELLE HAVEN POOL overall?



Survey Comments



Narrative on Survey Comments:

Satisfied Respondents-It is greatly valued that individuals spend the energy to praise the operation.

Schedule and Accessibility-In a large majority of the comments it is an individual who loves their program who requests more time, more space or more freedom to enjoy more of their desired activity. As an example, it is a lap swimmer who wants more lap swimming, or a masters swimmer who wants more masters swimming.

Facility and Equipment-For decades, respondents have commented from a point of view that they want the facility and its features and amenities to match the level of customer service and level of programming that they have become accustomed to.

Programs and Classes-Respondants provide specific and detailed comments and suggestions regarding their program of choice. These are the comments that help the operator review and reflect on programming decisions.

Pricing and Affordability-Comments on alternative program pricing structures and offering feedback on market comparisons for programming.

Cleanliness-Comments in this category stem from most respondents having a deep affinity for the programs, facility and community. They desire that everyone treats the facility with care and leaves no trace so that all others can use it in a pristine condition.. The comments usually emerge from frustration against the ideal.

Audits and Reviews

When the question of “Standard of Care” is approached the discussion centers around the Model Aquatic Health Code (MAHC) developed by the Centers for Disease Control (CDC) in 1959. The code has been updated every 15-20 years as the aquatic industry evolves, with the latest update in 2018.

Originally the MAHC was developed because of the massive growth of aquatic facilities in the middle of the previous century along with the major increase in 3 undesirable outcomes- water borne diseases, aquatic facility injuries, and drownings.

The code created a “language” and “methods” so public health staff overseeing aquatic facilities could communicate universally agreed upon standards with their operators to ensure that best practices (safest) practices were being implemented in the interest of the public.

In our case, the County of San Mateo regularly inspects our entire facility for compliance with the County Health Codes which are derived directly from the MAHC including, but not limited to our water quality, chemical storage, drain entrapment, sanitization methods and modes of record keeping, signage, pool structure, decks, and everything else related to water and people interfacing with it and around it. While we pass all of these inspections, we do use these inspections as a chance to test our operational prowess as all the inspections are “surprise” inspections. We have chosen to build a strong relationship with our inspectors, and they have proven to be very valuable to us in solving operational issues on occasion. Our inspector was especially helpful throughout the pandemic and their specific guidance allowed our operation to flow uninterrupted.

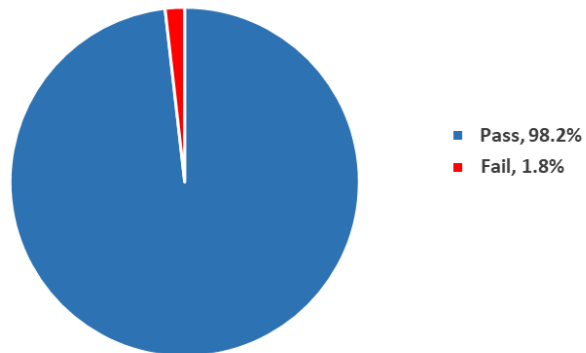
In 2024 Team Sheeper decided to employ the use of an outside auditor through the American Red Cross to ensure the highest standards of lifeguarding and aquatics specific management are maintained. This was a comprehensive audit that involved both documentation and live skills reviews. Team Sheeper has implemented all feedback and continues to train staff based on feedback received from auditor feedback and audit results.

Team Sheeper has implemented a new system to review lifeguard skills multiple times a day, called a quick check. During lifeguard quick checks the management team reviews lifeguard’s rescue readiness, scanning, ratio of lifeguards to swimmers, and professionalism. In 2024 Team Sheeper management conducted 735 quick checks with a 94% pass rate. More significantly Team Sheeper lifeguards have a 98.2% passing rate on scanning, which is the most important preventative lifeguard skill.

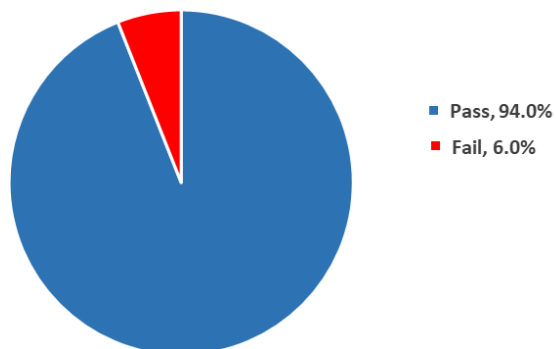
Over the course of our tenure in Menlo Park we have encountered several different health inspectors and their preferences for what the dominant concerns are related to public safety. As an aside, as the result of going through more than typical 1-2 inspections per year, we inquired as to why we underwent so many more than that. We came to learn that our facility and overall operation was being used as a “model” where incumbent inspectors would use ours as a “training” facility for new inspectors.

We continue to keep safety and standards of operations at the top of our priority list. We follow county, state and private agency guidelines to ensure we are staying informed of all current and best practices.

Lifeguard Active Scanning Assessments



Lifeguard Quick Readiness Check Assessments



Risk Management

We are proud of our staff's responses to medical emergencies on the pool deck and elsewhere in the facility where their quick decision making ability and application of training provided care and aid to patrons in need.

Our leadership team is composed of individuals with high integrity who are:

- Rule followers
- Risk assessment managers by nature
- Protectors of all and shielders of the vulnerable

This ethos trickles down from the managers to the individual providers within our company as it's these individuals that the community typically interacts with which leads to their perception of overall facility safety. Safety is a facet of our operation that requires constant vigilance, attention and a great deal of energy. We have learned that creating good staff habits and expectations early in their tenure leads to optimal and highly functional team member's long term.

The public as well as staff safety is our #1 core value and our priority for the Menlo Park aquatic community. Risks are managed through the implementation of policies, procedures, daily practices, training, and communication. All staff as risk managers.

With water safety being our highest potential risk, we staff a minimum of one certified lifeguard and one lifeguard certified manager at all times. We increase the number of lifeguards on duty during times of high bather load such as swim lessons, team practices, and open swim reaching six or more lifeguards at peak operations. Team Sheepher also ensures that all lifeguards are rotated off scanning duty for a minimum of ten minutes every hour and half, exceeding minimum breaks and rotation standards of the Red Cross. Team Sheepher has also implemented a pilot test, mark, and protect swim test policy to keep our youngest and highest risk swimmers safe. All children under the age of 13 are required to complete a swim competency test in order to swim in the deep end of the pool. If they successfully complete the swim test, they are marked with a green wristband indicating they can swim in the deep end of the pool. This was piloted at the Belle Haven location this summer and will be expanded to all locations for the summer of 2025.

The communication of potential risks is an essential step in ensuring a safe environment. In addition to the verbal communication, signage, and other physical indicators of potential safety concerns we have developed procedures using email and website notifications to proactively make the aquatics community aware of potential risk. Examples would include abnormal water temperature, possibly unhealthy air quality index, and facility work or maintenance that may have possible hazards involved.

Training Certifications

Position	Number of Employees	Certifications
CEO	1	Lifeguard, CPR and AED, First Aid
Head of Safety and Operations	1	Lifeguard, CPR and AED, First Aid Instructor, Lifeguard, CPR and AED, First Aid, Certified Pool Operator
General Manager -Belle Haven	1	Lifeguard, CPR and AED, First Aid, Certified Pool Operator
General Manager - Burgess	1	Certified Pool Operator
General Manager -On Call	1	Lifeguard, CPR and AED, First Aid
Manager on Duty	15	Lifeguard, CPR and AED, First Aid
Aquatics Maintenance Technician	2	Certified Pool Operator
Lifeguard	87	Lifeguard, CPR and AED, First Aid

Training Name	Number of Employees Trained	Departments
Chemical Hazard Communication	20	MOD, Facilities, General Manager, Head of Safety, CEO
Chemical Safety	2	Facilities, Head of Safety
Hearing Conservation	1	Facilities
Lock Out, Tag Out	1	Facilities
Anti Harassment Training	89	All
Personal Protective Equipment	41	Lifeguards, Head of Safety and Facilities
Fire Extinguisher Training	13	All
Slips, Trips, and Falls Prevention	19	All
Back Safety	13	All
Bloodborne Pathogens (BBP)	11	Lifeguards, MOD, General Mangers, Head of Safety, CEO

Certification expiration dates are closely monitored to ensure all personnel are appropriately qualified and up to date. We have a staff member dedicated to ensuring an audit is completed on all lifeguard staff. A great benefit is that we always have one or two Red Cross Certified Lifeguard Instructors on staff, that not only certify lifeguards for the entire region, but also recertify our own staff members on a timely basis. Our team certified over 225 lifeguards in 2024. If for some reason a staff member falls out of compliance and their certification lapses, they are immediately removed from that specific position until they are able to complete a recertification class.



Emergency Action Plan

We have gone to great lengths to ensure that we have a plan for as many possible incidents as possible along with factoring in flexibility to deal with the unknown.

All employees have access to a copy of our employee handbook, facility emergency action plan, and other safety procedures. Additionally all lifeguard staff have access and a personal copy of the lifeguard handbook and the American Red Cross Lifeguard Manual.

In addition to the facility emergency action plan that covers emergencies such as evacuations, earthquakes, fires, and chemical releases we have developed a water based emergency action plan. While all employees are provided training on our facility emergency action plan we focus heavily on our water based emergency action plan based upon this being our highest assessed risk.

Our water based emergency action plan is as follows:

- Two certified lifeguards are on duty at all times.
- Based upon pool activity 1-6 lifeguards will be on the pool deck.
- Each lifeguard will have a zone. Oftentimes these zones will overlap to provide increased safety.
- Lifeguards will continuously scan their zone taking no longer than 30 seconds to complete each scan.
- Each lifeguard will be positioned in such a way that they can recognize and respond within 30 seconds to any emergency in their zone.
- When a lifeguard recognizes an emergency they will blow their whistle 3 times to activate the EAP and perform the appropriate rescue.
- A second lifeguard will begin clearing the pool.
- The second lifeguard, or an additional lifeguard, will assist the rescuing lifeguard by retrieving the AED, backboard, first aid kit, and aiding in the extrication of the drowning person.
- The front desk staff, an additional lifeguard, or other staff member will ensure 911 is called.
- The front desk staff, additional lifeguard, or other staff member will meet EMS and escort them to the scene of the incident.
- The manager on duty will oversee the incident, ensure proper execution of duties, help facilitate communication, or assume an active role in the rescue if necessary.
- Once EMS has taken over care and the incident has ended the manager on duty will focus on the physical and mental health of our staff, ensure all documentation is completed, assess our ability to resume operations, and conduct an incident debrief when appropriate.

Please see attached document for facility specific EAPs for both Burgess and Belle Haven Pools.

Incident Reports

Number of Incidents		Type of Incident
Burgess	Belle Haven	
0	0	Fatal Drowning
0	0	Morbidity Drowning
0	1	Non-Morbidity Drowning
6	2	Distressed Swimmer
7	4	First Aid
2	1	Medical (EMS)
2	1	Patron Incident

Drowning is defined as the process of experiencing respiratory impairment from submersion/immersion in liquid by the World Health Organization. Please note that there are three outcomes of a drowning event: non-morbidity, morbidity, and death. Non-morbidity means that there were no lasting injuries occurring from the drowning. Morbidity means there was lasting injury or impairment requiring medical attention. A fatal drowning is one resulting in death. Due to the fast response of the lifeguards and greater safety team, the one drowning that occurred this year was interrupted within the American Red Cross defined time frame (1.5 minutes) to prevent morbidity from occurring.

See attached documents

Safety Reports

Team Sheeper has invested a great deal of time and resources into the safety of our company. Each one of our programs has a manager that has been trained and is dedicated to ensuring safety throughout each department. Managers lead their monthly department meetings and are inspired by company principles to include a segment or agenda item that specifically addresses an aspect of safety that relates to the department. This year to add consistency and ensure the company reaches high safety standards Team Sheeper has introduced a new position, Head of Safety and Operations which oversees all sites and safety related matters. This position was introduced in June 2024.

During 2024 the following safety meetings, training, and drills were conducted.

Month	Department	Topics	Attendees
January	Lifeguard	EAP Drill ○ Lifeguard Role ○ Understanding all staff roles ○ Drill and practice of water, land and Environmental EAP Secondary Assessment	42
	Front Desk	EAP and the front desk's role Camp Capacities and ratios for safety	15
	Swim School	Safety training on environmental concerns (sun, heat, cold) How to report safety concerns EAP and the swim instructor's role	5
	Renters	EAP Drill - Menlo Mavens, Solo Aquatics, PASA, and Revolutions in Fitness	7
February	Swim School	Pool Closure Protocol EAP and the swim instructor's role	5
	Front Desk	How to report Maintenance concerns and address them to keep the facility safe	8
	Lifeguard	CPR, Scanning, Swim Conditioning, In water rescue drills (active, passive and spinal scenarios)	14
March	Front Desk	Slips, Trips and Falls Prevention Strategies	10
	Swim School	Swim School Bench Safety	6

		Supporting swim instructors to keep their participants safe, in the correct level and following curriculum	
	Lifeguard	Scanning Updated Red Cross Curriculum for 2024	7
April	Front Desk	How to Respond to Violence at the Work Place or Threats of Violence	9
	Lifeguard	● Multiple Rescuer CPR Drills ○ 2 person CPR ○ CPR w/ BVM ○ CPR w/ BVM and AED ○ Full Team Scenario ● Recovery Position ● Filing Incident Reports ● PPE ● Identifying and caring for Stroke Victims ● Physical Conditioning	30
May	Front Desk	Missing Child Procedures	12
	Summer Camp and Swim School	Never turn your back on your swimmers in the water, your swimmers are your responsibility, how to work with lifeguards as a safety team, signs of distressed swimmers, Tier Response System, Breaks, Field Trip procedures, Taking Campers to the bathroom to maintain their safety and privacy and yours, incident/Injury Reports, Allergies, Free Swim Safety, Wristbands, Radio Etiquette and use in an emergency	120
June	All Departments	Summer Kick Off Training - Creating a safe work environment, HR policies, who and how to report concerns	119
	Front Desk	EAP- Land based emergency	12
	Lifeguard	● Introduction of New Position - Head of Safety ● Lifeguard professionalism and legal requirements ● Being rescue ready ○ What is required in a hip pack at all times ○ Quick Checks (audit) ● Passive Victim Scenario Drills ● Crash Kit/Go Bag relocation Announcement and Training	43

		• Proper Closing Procedures	
July	Front Desk	Drowning Prevention, Pool Rules and how to help enforce them to keep patrons safe, double diaper policy for public health, lifejacket policy	12
	Lifeguard	Prevention and professionalism, accountability and rule enforcement, scanning and surveillance, early signs of drowning, swim conditioning, Passive submerged drills	58
August	Front Desk	Taking care of your mental health. New Head of Safety	13
	Lifeguard	Lifeguard to swimmer ratios for safe zones, donning and doffing gloves drill, new head of safety, response time trail/audit	39
September	Swim School	Safe student handling, how to maintain supervision on all students in class while supporting others in the water	15
	Lifeguard	Quick Checks, being rescue ready, outside auditor coming soon, seizure recognition and care drills, decision making and proactive lifeguarding, lifeguard station timed response audits for all fall/winter zones, extraction drills, conditioning swim	32
October	ALL	Anti-Harassment Training	86
	Lifeguard	CPR drill - Adult, scanning drill, rotations while maintaining scanning drill, lifeguard station response testing 2 pools 1 guard at Belle Haven, entries and approaches, active victim drills	44
	Front Desk	Environmental emergency protocol - Thunder lightning, smoke closures	9
November	Lifeguard	Rotation timing, slack control, ADA device training, being rescue ready in uniform, conditioning and rescue practice with warm clothes on	72
	Front Desk	Pool rules and supporting safety, swim test procedures	23

December	Lifeguard	Primary Assessments, Obstructed airway care (responsive and unresponsive), & Team CPR w/ AED & BVM (Full scenario drill)	45
	Front Desk	De-escalation and irate patron EAP	14

Material Changes

During the contracted period of 2024 there were no material changes made to the premises nor were there any material security incidents.



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/22/2025

Staff Report Number: PRC-2025-030

Regular Business: Recommend updates to the recreation facility use guidelines

Recommendation

City staff recommend that the Parks and Recreation Commission (PRC) review and recommend updates to the recreation facility use guidelines (Attachment A).

Policy Issues

As a duly appointed advisory body to the City Council, the PRC may review and recommend updates to recreation policies and guidelines as the need arises.

Background

Library and community services department policies establish rules, expectations, and procedures for public use of department facilities, resources, programs, and services. Policies are available for public review in person at city recreation centers, libraries and online (Attachment B).

Analysis

The primary purpose of the recreation facility use guidelines is to ensure safe, welcoming, inclusive recreation facilities for all facility visitors and staff.

The updates to the recreation facility use guidelines are to:

- Clarify and strengthen language prohibiting harassment and/or bullying of facility visitors and staff.

Attachment A presents updates to the current guidelines with a clean version showing all updates incorporated, followed by a markup with red font showing the additions in underline and deletions in strikethrough.

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. Updated recreation facility use guidelines
- B. Hyperlink. Library and Community Services policies and procedures webpage, City of Menlo Park: menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures

Report prepared by:
Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:
Sean S. Reinhart, Library and Community Services Director

RECREATION FACILITY USE GUIDELINES

Library and Community Services
800 Alma St., Menlo Park, CA 94025
menlopark.gov



Purpose

The City of Menlo Park strives to provide a safe, welcoming, pleasant, and comfortable environment for all visitors of City facilities. To that goal, all facility visitors are expected to adhere to these Facility Use Guidelines.

We welcome everyone to:

- Learn, discover, play, and enjoy City of Menlo Park facilities within the limits of their intended use
- Find facilities, equipment, and materials in good condition
- Feel safe and welcome
- Respect the rights of others to feel safe and welcome.

Visiting a City of Menlo Park recreation facility, including the premises and grounds outside a recreation facility, or participating in an event or program constitutes an implicit acceptance of these Guidelines and an acknowledgement of the right of City of Menlo Park staff to take any action they see fit while interpreting these Guidelines.

In case of an emergency, follow staff instructions promptly.

Prohibited conduct and activities

In consideration of all visitors and staff, the following activities are not allowed in City of Menlo Park recreation facilities, including the premises and grounds outside the facilities:

- Leaving a vulnerable adult or a child under the age of 11 unattended.
- Entering vacant classrooms or facility rooms unless approved by staff.
- Disturbing others by talking loudly or with other noisy activity—including any loud sound originating from any electronic device. Please do use headphones when listening to audio on any electronic devices.
- Conversing using a cell phone except in designated areas.
- Sleeping—as a safety precaution sleeping individuals will be awakened.
- Eating—except in the designated areas, or food provided at city-approved events.
- Drinking—except for covered beverages in the designated areas, or beverages provided at Library and Community Services-sponsored events.
- Presenting offensive and pervasive odor or odors that may make the use of the facility difficult for others.
- Bathing, shaving, haircutting, or washing clothes in the public restrooms.
- Leaving or storing personal belongings in program rooms, public spaces, or on the premises or grounds outside of facilities.
- Entering a facility without shoes or adequate clothing, including top and bottom.
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA).
- Leaving pets unattended and/or unleashed in outdoor areas near the facility, including but not limited to entryways, pathways, lawns, and outdoor seating areas.
- Bringing carts, bicycles, scooters, skateboards, or similar items into any facility or leaving them at the entrance--except equipment that is designed and is being used for the purpose of assisting the mobility of persons with disabilities and/or equipment designed and being used to carry infants and children.
- Wearing skates or roller blades inside the facility.
- Changing a child's diaper—except in the designated area of the public restrooms.
- Blocking aisles, shelves, or any thoroughfare with personal items, or leaving items unattended at any time--except to use the restroom for a reasonable amount of time.
- Putting feet on facility furniture, rearranging the furniture, or using the furniture for other than its intended purpose.
- For programs that require parents to sign in and out their children, ONLY the parents or guardians (over 18 years old) designated on the program sign up form will be allowed to pick up and/or drop off the child unless otherwise communicated with staff. ID will be required.
- Only participants who are registered for the class or program may be in attendance
- Siblings of a participant may not join the class or program without registering
- Parents are allowed in classroom or program space only if approved by instructor or city staff. Otherwise, parents must wait in designated areas

- Bringing weapons of any kind into the facility.
- Harassing facility users or staff—including physical, sexual, verbal harassment or stalking.
- Bullying, intimidation, or retaliation directed at facility users or staff
- Selling, soliciting, or using illegal drugs on facility premises.
- Alcohol is prohibited, except at City-approved events.
- Soliciting money, donations or signatures, or the distribution or posting of any printed material without advance written approval of the City.
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the facility building.
- Vandalizing facility facilities, equipment, or materials.
- Removing facility materials from the building without permission from authorized City staff.
- Engaging in sexual conduct or lewd behavior.
- Viewing or displaying inappropriate, sexually explicit, or illegal material in the facility.
- Violation of any federal, state, or local public health orders, restrictions, protocols and/or guidelines
- Illegal activity of any kind will be reported to law enforcement.

Library and Community Services Events

Library and Community Services events are open the general public. Advance registration may be required for planning purposes or when space is limited. Events may be held on-site, off-site, or virtually. Event participants, whether onsite, offsite, or virtual, must comply with the Recreation Facility Use Guidelines.

Youth events are created for participating youth and their caretakers. Adults who are not accompanying a youth participant may be asked to leave the event.

While hosting a virtual event, Library and Community Services staff may take one or more of the following actions as needed to ensure compliance with these guidelines: mute attendees, lock the event after the program has begun, dismiss participants or take other actions as needed. During virtual events, participants may be asked to turn on their cameras so that staff can identify them. Unidentified or unidentifiable individuals may be removed from the event.

Enforcement

Failure to follow these Guidelines will result in the following actions:

- Individuals will be asked to leave the premises.
- Facility visiting privileges may be suspended for an extended period.
- Facility staff may call local law enforcement to aid in enforcing these Guidelines.
- Illegal activity in any facility may result in arrest and/or prosecution in addition to suspension of facility privileges.
- Customers who return to any City of Menlo Park facility before a suspension has ended may be charged with trespassing.

Additional information

- In case of an emergency, promptly follow all staff instructions.
- Theft or vandalism to City of Menlo Park property, or property of staff, or property of facility visitors is prohibited.
- State law permits staff to search purses, bags, parcels, briefcases, and other packages to prevent the theft of recreation equipment and materials and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing theft (California Penal Code section 490.5.)

Policy review

This policy shall be reviewed at least once every two years.

Policy history

Action	Date	Notes
Policy adoption	September 22, 2021	Parks and Recreation Commission recommended
Policy updated	May 25, 2022	Parks and Recreation Commission reviewed
Policy updated	October 7, 2025	Administrative update

RECREATION FACILITY USE GUIDELINES

Library and Community Services
800 Alma St., Menlo Park, CA 94025
~~tel-650-330-2504~~ menlopark.gov



Purpose

The City of Menlo Park strives to provide a safe, welcoming, pleasant, and comfortable environment for all visitors of City facilities. To that goal, all facility visitors are expected to adhere to these Facility Use Guidelines.

We welcome everyone to:

- Learn, discover, play, and enjoy City of Menlo Park facilities within the limits of their intended use
- Find facilities, equipment, and materials in good condition
- Feel safe and welcome
- Respect the rights of others to feel safe and welcome.

Visiting a City of Menlo Park recreation facility, including the premises and grounds outside a recreation facility, or participating in an event or program constitutes an implicit acceptance of these Guidelines and an acknowledgement of the right of City of Menlo Park staff to take any action they see fit while interpreting these Guidelines.

In case of an emergency, follow staff instructions promptly.

Prohibited conduct and activities

In consideration of all visitors and staff, the following activities are not allowed in City of Menlo Park recreation facilities, including the premises and grounds outside the facilities:

- Leaving a vulnerable adult or a child under the age of 11 unattended.
- Entering vacant classrooms or facility rooms unless approved by staff.
- Disturbing others by talking loudly or with other noisy activity—including any loud sound originating from any electronic device. Please do use headphones when listening to audio on any electronic devices.
- Conversing using a cell phone except in designated areas.
- Sleeping—as a safety precaution sleeping individuals will be awakened.
- Eating—except in the designated areas, or food provided at city-approved events.
- Drinking—except for covered beverages in the designated areas, or beverages provided at Library and Community Services-sponsored events.
- Presenting offensive and pervasive odor or odors that may make the use of the facility difficult for others.
- Bathing, shaving, haircutting, or washing clothes in the public restrooms.
- Leaving or storing personal belongings in program rooms, public spaces, or on the premises or grounds outside of facilities.
- Entering a facility without shoes or adequate clothing, including top and bottom.
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA).
- Leaving pets unattended and/or unleashed in outdoor areas near the facility, including but not limited to entryways, pathways, lawns, and outdoor seating areas.
- Bringing carts, bicycles, scooters, skateboards, or similar items into any facility or leaving them at the entrance--except equipment that is designed and is being used for the purpose of assisting the mobility of persons with disabilities and/or equipment designed and being used to carry infants and children.
- Wearing skates or roller blades inside the facility.
- Changing a child's diaper—except in the designated area of the public restrooms.
- Blocking aisles, shelves, or any thoroughfare with personal items, or leaving items unattended at any time--except to use the restroom for a reasonable amount of time.
- Putting feet on facility furniture, rearranging the furniture, or using the furniture for other than its intended purpose.
- For programs that require parents to sign in and out their children, ONLY the parents or guardians (over 18 years old) designated on the program sign up form will be allowed to pick up and/or drop off the child unless otherwise communicated with staff. ID will be required.
- Only participants who are registered for the class or program may be in attendance
- Siblings of a participant may not join the class or program without registering
- Parents are allowed in classroom or program space only if approved by instructor or city staff. Otherwise, parents must wait in designated areas

- Bringing weapons of any kind into the facility.
- Harassing facility users or staff—including physical, sexual, verbal harassment or stalking.
- Bullying, intimidation, or retaliation directed at facility users or staff
- Selling, soliciting, or using illegal drugs on facility premises.
- Alcohol is prohibited, except at City-approved events.
- Soliciting money, donations or signatures, or the distribution or posting of any printed material without advance written approval of the City.
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the facility building.
- Vandalizing facility facilities, equipment, or materials.
- Removing facility materials from the building without permission from authorized City staff.
- Engaging in sexual conduct or lewd behavior.
- Viewing or displaying inappropriate, sexually explicit, or illegal material in the facility.
- Violation of any federal, state, or local public health orders, restrictions, protocols and/or guidelines
- Illegal activity of any kind will be reported to law enforcement.

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STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/22/2025

Staff Report Number: PRC-2025-031

Informational Item: Library and Community Services department statistics and recent activities

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) review and provide feedback on the statistics and recent activities in the Library and Community Services (LCS) department outlined in this report.

Policy Issues

As a duly appointed advisory body to the City Council, the PRC is charged with advising the City Council on matters related to the City's libraries.

Background

LCS provides a wide range of lifelong learning and recreational opportunities for Menlo Park residents of all ages, abilities and lived experiences. Programs and facilities include public libraries, recreation and sports, early childhood education, after-school programs, summer youth camps, older adults (senior) services, athletic fields and courts, community events and aquatics.

Analysis

September 2025 statistics (Attachment A)

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Monthly statistics for September 2025 are provided in Attachment A. The statistics template has been updated and new statistics added to be more comprehensive and to improve data usability. New additions to the statistics report include:

- Indoor room usage
- Pickleball and tennis court usage
- Picnic rentals
- Field rentals
- Recreation participation by month (previously enrollment was reported by season)
- Child care:
 - Hours of education and care provided
 - Meals/snacks provided
 - Ages of children enrolled

Suggestion box comments and responses (Attachment B)

LCS collects public feedback through physical suggestion boxes in public facilities and an electronic feedback form. A compilation of recent comments, along with responses prepared by City staff, is provided

in Attachment B.

PRC ad-hoc subcommittee - community “fun run”

The PRC ad-hoc subcommittee met on Oct. 14 to discuss details for the community “fun run” event tentatively planned to take place in late April 2026. A six-kilometer route traversing the Belle Haven neighborhood and Bedwell Bayfront Park was identified and is pending final approval from the police and public works departments. The subcommittee also discussed ideas related to potential event sponsorships.

Youth Advisory Committee resumes meetings (Attachment C)

The Youth Advisory Committee (YAC) held its first meeting of the new school year on Sept. 24. The committee members reviewed policies, discussed possibilities for an annual project, and prepared to receive a presentation and provide feedback about bicycle racks and bicycle safety from the Complete Streets Commission tentatively on Oct. 22.

New youth club at Belle Haven Community Campus (Attachment D)

The City of Menlo Park has organized a new youth club for middle school students. The new “Club 678” launched on Sept. 22, and offers a mix of recreational activities, light academic support, and leadership development. City staff guide youth attendees through hands-on projects, sports and games, digital media workshops, social activities and special events. Club 678 meets afterschool Monday through Friday afterschool at BHCC. Interested students can join by registering online (Attachment D).

October is National Bullying Prevention Month (Attachment E)

Kindness and empathy are essential aspects of individual well-being and building a strong community. The City of Menlo Park is participating in National Bullying Prevention Month by sharing information about bullying and how community service programs can help victims of bullying minimize the social isolation and harm to self-esteem that bullying can cause.

- City-run child care centers have developed lesson plans to educate students on the damage that bullying can cause.
- City libraries and recreation centers have “kindness action cards and “be a buddy, not a bully” bracelets available for free.
- The City communications team is organizing a “social media for COMMUNITY day” on Oct. 22 by encouraging residents to share with the tag #MPCommUNITY2025.

Costumes for Kindness: Donation drive for Halloween costumes (Attachment F)

The City of Menlo Park organized a Halloween costume donation drive, “Costumes for Kindness,” which ended on October 17. Approximately 160 donations of new and gently used costumes were distributed to students at Belle Haven Elementary School.

Halloweek! community events (Attachment G)

The City of Menlo Park’s annual “Halloweek” of events is this weekend, and details for event dates have been announced. Halloweek is comprised of three events

- *Halloween Parade and Carnival, Saturday, Oct. 25.* Come in costume for a festive “people parade” through downtown Menlo Park where kids can trick-or-treat at local merchants. Enjoy crafts, entertainment and carnival games at nearby Fremont Park. Saturday, Oct. 25, from 11 a.m. to 2 p.m. The parade will begin down Santa Cruz Ave. and finish at the carnival at Fremont Park.
- *Pumpkin Splash, Sunday, Oct. 26.* Wear your swimsuit for the floating pumpkin patches at Belle Haven Pool and Burgess Pool. Ticket price includes a pumpkin, decorations for the pumpkin, a goody bag, and additional time for swimming. Sunday, Oct. 26, at Belle Haven Pool, 100 Terminal Ave., from 11 a.m. –

noon and at Burgess Pool, 501 Laurel St., from 1 – 3 p.m.

- *Trunk-or-Treat, Tuesday, Oct. 28.* Trunk-or-Treat is a safe and fun way to bring joy to children and families while fostering community spirit. Instead of going door-to-door, kids go from car-to-car, with each vehicle's trunk decorated in a creative and festive Halloween theme. Trunk-or-treaters will receive a free trick-or-treat bag, with candy, music and fun for all. Tuesday, Oct. 28, from 4:30–6 p.m. at Belle Haven Community Campus parking lot, 100 Terminal Ave.

Cost of services study (Attachment H)

The City of Menlo Park is currently undertaking a cost of services study to evaluate and update the cost recovery for various municipal services, including those provided by Library and Community Services. The cost of services study will assess the costs associated with providing fee-for-service activities to help inform the structure of fees in the master fee schedule.

It is recommended that cities periodically review their fee schedules to ensure that fees being charged are not more than what is necessary to cover the reasonable costs of the governmental activity. The City of Menlo Park's last cost of services study was conducted in 2017.

By law, service fees may not exceed the estimated reasonable cost of providing the services for which they were levied. Understanding user fees can help the City:

- Gain an understanding of the actual cost of providing fee-for-service activities
- Make decisions on dedicating a funding source (user fees) for requested services so that the City can allocate tax revenues elsewhere to fund other important services
- Generate funding needed for appropriate staffing levels
- Transparency to City leadership regarding the cost of providing services.

Government Consulting Partners, Inc. has been selected to prepare the City's comprehensive cost of services study, which will include developing a cost allocation plan, calculating fully burdened hourly staff labor rates, and conducting a comprehensive fee and service charge study.

Onsite "spot surveys" of tennis and pickleball court visitors (Attachment I)

The City is conducting "spot surveys" at the Nealon Park and Kelly Park tennis and pickleball courts. The purpose of the spot surveys is to gain insight into how the courts are used by visitors and at what times of day. The survey will be open through November 12, with the results to be presented to the PRC tentatively on Nov. 19.

Bedwell Bayfront Park ranger services update

City staff and San Jose Conservation Corps (SJCC), the new service provider selected by City Council to provide ranger services at Bedwell Bayfront Park are on track to finalize the details of the service agreement and SJCC's services to begin tentatively the week of Nov. 17. The current service provider has agreed continue to provide ranger services at Bedwell Bayfront Park until SJCC takes over the responsibility so as to prevent any gap in services during the transition.

Impact on City Resources

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

Environmental Review

This informational item 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. September 2025 statistics
- B. Suggestion box comments and responses
- C. Hyperlink. Youth Advisory Committee webpage: menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Youth-Advisory-Committee
- D. Hyperlink. Club 678 registration webpage: cityofmenlopark.perfectmind.com/26116/Clients/BookMe4LandingPages/CoursesLandingPage?widgetId=15f6af07-39c5-473e-b053-96653f77a406&courseId=9bc6d7e5-caed-4c1c-bbb0-329bf032a674&searchText=%22club%20678%22
- E. Hyperlink. National Bullying Prevention Month webpage: menlopark.gov/News-articles/20251010-October-is-Bullying-Prevention-Month
- F. Hyperlink. Costumes for Kindness event webpage: menlopark.gov/Citywide-calendar/Events/20250915-20251015-Costumes-for-Kindness
- G. Hyperlink. Halloweek! event webpage: menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Halloweek
- H. Hyperlink. Staff Report #25-116-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250812/i1-comprehensive-cost-of-services-study.pdf

Report prepared by:

Ashley Dixon, Management Analyst

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

Table 1. Library items circulated

Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
800 Alma St.	36,029	35,330	34,288	34,639	36,767	32,143	36,302	34,067	35,042	35,224	35,148	36,111	35,580
100 Terminal Ave.	2153	2,056	1,877	1,893	2,299	2,008	2,423	2,645	2,191	2,366	2,286	2,192	2,516
eBooks	-	-	-	-	9,426	9,316	9,792	9,902	9,875	9410	10,546	11,281	*
eAudio	-	-	-	-	5,307	5,083	5,411	5,677	5,935	6159	6,254	6,575	6,797
eVideo	-	-	-	-	1,496	1,174	1,159	1,066	1,308	1198	1,531	1,239	1,138
eSerials	-	-	-	-	2,176	2,209	2,415	2,426	2,230	2191	1,782	2,241	1,957
Total online / digital	18,490	19,612	18,122	17,756	18,405	17,606	18,777	19,071	19,348	18,958	16,604	21,336	*

Table 2. Library cards

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
New cards issued - MP residents	207	186	158	120	200	184	201	151	161	198	216	235	171
Total cardholders - MP residents	23,444	23,431	23,673	23,765	23,847	23,953	24,076	24,196	24,302	24,472	24,652	24,875	25,019

Table 3. Library patron questions answered

Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
800 Alma St.	3,182	3,283	3,038	2,971	3,321	3,124	3,398	3,232	3,084	3,730	3,776	3,469	2,970
100 Terminal Ave.	429	521	423	469	565	471	499	432	402	509	497	464	517

Table 4. Library holds filled (item requests)

Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Incoming holds - 800 Alma St	4,189	4,123	3,803	3,915	4,391	3,979	4,185	3,788	4,313	4,187	4,070	4,081	4,236
Outgoing holds - 800 Alma St	3,064	3,035	2,766	2,694	3,087	2,862	3,082	2,664	2,756	2,970	2,996	3,074	2,812
Incoming holds - 100 Terminal Ave.	194	162	149	184	262	203	129	167	161	200	157	182	129
Outgoing holds - 100 Terminal Ave.**	11	26	15	13	43	262**	363	303	264	305	266	304	273

Table 5. Library foot traffic (gate count)

Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
800 Alma St.	13,262	13,304	13,450	13,048	13,679	11,525	12,600	13,474	13,367	15,845	13,228	8,539	14,491
100 Terminal Ave. (All-ages library)	3117	3221	3,108	2,573	5,135	4,569	4,765	4,574	2,392	2,539	2,585	2,268	2,736
100 Terminal Ave. (Children's library)	-	-	-	-	-	-	-	-	-	-	-	892	686

Table 6. Library program attendance and room usage

Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Total attendance - 800 Alma St.	795	798	744	1,044	1,011	937	967	978	1,127	1,112	1,609	1,551	985
# of programs - 800 Alma St.	31	39	28	32	32	29	34	37	37	42	36	38	37
Total attendance - 100 Terminal Ave	190	326	166	316	612	464	240	379	188	355	407	540	373
# of programs - 100 Terminal Ave.	22	25	21	24	28	30	23	27	25	26	33	26	25
Conference Room - available hours	-	-	-	-	-	-	-	-	-	-	-	217	217
Conference Room - reserved hours	-	-	-	-	-	-	-	-	-	-	-	16.5	21
Conference Room - utilization %	-	-	-	-	-	-	-	-	-	-	-	8%	10%
Tutor Room - available hours	-	-	-	-	-	-	-	-	-	-	-	217	217
Tutor Room - reserved hours	-	-	-	-	-	-	-	-	-	-	-	49.5	57.5
Tutor Room - utilization %	-	-	-	-	-	-	-	-	-	-	-	23%	26%

*Not available at time of posting

**In February 2025, Belle Haven Library began allowing outgoing hold to other libraries outside Menlo Park

LIBRARY AND COMMUNITY SERVICES
STATISTICS - SEPTEMBER 2025

Table 7. Belle Haven Child Development Center (Preschool)													
	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Students ages 3-5	43	44	44	48	48	48	50	54	54	56	47	45	45
Special needs students	-	-	-	-	-	-	-	-	-	-	0	1	1
English second language students	-	-	-	-	-	-	-	-	-	-	37	34	37
Meals and snacks served	-	-	-	-	-	-	-	-	-	-	3,102	2,000	2,000
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	-	9,214	3,214

Table 8. Menlo Children's Center (Preschool)													
	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Students ages 18 mo - 2 years	-	-	-	-	-	-	-	-	-	-	7	4	5
Students ages 2 - 3 years	-	-	-	-	-	-	-	-	-	-	11	16	17
Students ages 3 - kindergarten	-	-	-	-	-	-	-	-	-	-	23	23	22
Total enrollment	28	28	28	26	32	32	32	44	46	44	43	43	44
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	-	7,830	7,960

Table 9. Menlo Children's Center (After school)													
	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Kindergarten	-	-	-	-	-	-	-	-	-	-	-	9	10
Students grades 1st - 5th	-	-	-	-	-	-	-	-	-	-	-	32	33
Summer camp enrollment	-	-	-	-	-	-	-	-	-	-	63	30	0
Total enrollment	30	31	31	31	31	29	28	29	29	27	63	71	43
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	5,985	3,937	2,316

Table 10. Belle Haven Youth Center (After school)													
	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Transitional kindergarten	-	-	-	-	-	-	-	-	-	-	0	0	5
Kindergarten	-	-	-	-	-	-	-	-	-	-	4	4	6
Students grades 1 st - 5th	-	-	-	-	-	-	-	-	-	-	29	29	56
Summer Camp enrollment	-	-	-	-	-	-	-	-	-	-	52	54	0
Total enrollment	55	55	55	55	58	58	58	58	58	122	85	85	67
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	11,720	12,094	4,623

LIBRARY AND COMMUNITY SERVICES
STATISTICS - SEPTEMBER 2025

Table 11. Menlo Park Senior Center - Meals and transportation

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Lunches served	1,113	1,132	836	726	810	851	956	971	952	*	970	985	1,453
Grocery boxes distributed	460	460	460	460	230	460	460	460	460	213	460	485	476
Senior shuttle trips	1,660	1,786	1,160	1,332	1,488	1,342	1,504	1,454	1,474	1,234	816	784	702
Special event attendance	-	-	-	-	127	150	55	214	129	100	80	80	90

Table 12. Menlo Park Senior Center - Senior class enrollment

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	-	-	-	114	114	83
Arts and crafts or technology	-	-	-	-	-	-	-	-	-	-	60	61	66
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	-	38	38	47
Languages or other literary arts	-	-	-	-	-	-	-	-	-	-	55	55	56
Other	-	-	-	-	-	-	-	-	-	-	11	11	12
Enrollment - non-residents	-	54	-	-	85	-	-	87	-	-	121	121	119
Enrollment - residents	-	109	-	-	118	-	-	132	-	-	157	158	145
Enrollment - Total	-	163	-	-	203	-	-	219	-	-	278	279	264
Total classes offered	-	14	-	-	15	-	-	17	-	-	19	19	19

Table 13. Arrillaga Family Recreation Center - Senior class enrollment

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	-	-	-	64	64	75
Arts and crafts or technology	-	-	-	-	-	-	-	-	-	-	0	0	0
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	-	28	28	50
Languages or other literary arts	-	-	-	-	-	-	-	-	-	-	27	27	33
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Enrollment - non-residents	-	11	-	-	67	-	-	27	-	-	27	27	66
Enrollment - residents	-	25	-	-	51	-	-	50	-	-	92	92	92
Enrollment - Total	-	36	-	-	118	-	-	77	-	-	119	119	158
Total classes offered	-	2	-	-	7	-	-	6	-	-	4	4	5

*Enrollment statistics switched from quarterly to monthly starting July 2025

Table 14. Facility rentals - Arrillaga Family Recreation Center (700 Alma St.)

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Residents	-	18	-	-	29	-	-	23	-	-	14	9	11
Non-residents	-	25	-	-	64	-	-	62	-	-	19	35	33
Instructor usage (in hours)	-	-	-	-	-	-	-	-	-	-	1,068	1,437	1,576
Cypress Room - available hours	-	-	-	-	-	-	-	-	-	-	363	363	350
Cypress Room - reserved hours	-	-	-	-	-	-	-	-	-	-	88.25	39	39.75
Cypress Room - utilization %	-	-	-	-	-	-	-	-	-	-	24%	10%	11%
Juniper Room - available hours	-	-	-	-	-	-	-	-	-	-	363	363	350
Juniper Room - reserved hours	-	-	-	-	-	-	-	-	-	-	168.33	132	262
Juniper Room - utilization %	-	-	-	-	-	-	-	-	-	-	46%	36%	75%
Maple Room - available hours	-	-	-	-	-	-	-	-	-	-	363	363	350
Maple Room - reserved hours	-	-	-	-	-	-	-	-	-	-	155.75	92	231.75
Maple Room - utilization %	-	-	-	-	-	-	-	-	-	-	43%	25%	66%
Oak Room - available hours	-	-	-	-	-	-	-	-	-	-	363	363	350
Oak Room - reserved hours	-	-	-	-	-	-	-	-	-	-	54	11	73.25
Oak Room - utilization %	-	-	-	-	-	-	-	-	-	-	15%	3%	21%
Oak Patio - available hours	-	-	-	-	-	-	-	-	-	-	363	363	350
Oak Patio - reserved hours	-	-	-	-	-	-	-	-	-	-	0	0	0
Oak Patio - utilization %	-	-	-	-	-	-	-	-	-	-	0%	0%	0%
Sequoia Room - available hours	-	-	-	-	-	-	-	-	-	-	363	363	332
Sequoia Room - reserved hours	-	-	-	-	-	-	-	-	-	-	61.5	90	22.75
Sequoia Room - utilization %	-	-	-	-	-	-	-	-	-	-	17%	25%	7%
Sequoia Patio - available hours	-	-	-	-	-	-	-	-	-	-	363	363	332
Sequoia Patio - reserved hours	-	-	-	-	-	-	-	-	-	-	0	30	20.75
Sequoia Patio - utilization %	-	-	-	-	-	-	-	-	-	-	0%	8%	6%
Willow Room - available hours	-	-	-	-	-	-	-	-	-	-	363	363	372
Willow Room - reserved hours	-	-	-	-	-	-	-	-	-	-	138	66	114
Willow Room - utilization %	-	-	-	-	-	-	-	-	-	-	38%	18%	31%

Table 15. Facility rentals - Arrillaga Family Gymnasium (600 Alma St.)

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Residents	-	-	-	-	-	-	-	-	-	-	100	32	28
Non-residents	-	-	-	-	-	-	-	-	-	-	20	30	28
Instructor usage (in hours)	-	-	-	-	-	-	-	-	-	-	37	80	80
Court #1 - available hours	-	-	-	-	-	-	-	-	-	-	517	515	500
Court #1 - reserved hours	-	-	-	-	-	-	-	-	-	-	122.5	113	235
Court #1 - utilization %	-	-	-	-	-	-	-	-	-	-	24%	22%	47%
Court #2 - available hours	-	-	-	-	-	-	-	-	-	-	517	515	500
Court #2 - reserved hours	-	-	-	-	-	-	-	-	-	-	128	119	248
Court #2 - utilization %	-	-	-	-	-	-	-	-	-	-	28%	23%	49%

Table 16. Facility rentals - Belle Haven Community Campus (100 Terminal Ave.)

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Residents	-	10	-	-	38	-	-	34	-	-	4	8	6
Non-Residents	-	15	-	-	3	-	-	0	-	-	0	0	1
Instructor usage (in hours)	-	-	-	-	-	-	-	-	-	-	*	*	*
Makerspace - available hours	-	-	-	-	-	-	-	-	-	-	328	248	240
Makerspace - reserved hours	-	-	-	-	-	-	-	-	-	-	70.25	47	55.75
Makerspace - utilization %	-	-	-	-	-	-	-	-	-	-	21%	19%	23%
Event Hall - available hours	-	-	-	-	-	-	-	-	-	-	304	364	335
Event Hall - reserved hours	-	-	-	-	-	-	-	-	-	-	220.5	196.5	218
Event Hall - utilization %	-	-	-	-	-	-	-	-	-	-	73%	54%	65%
Movement Studio - available hours	-	-	-	-	-	-	-	-	-	-	304	364	364
Movement Studio - reserved hours	-	-	-	-	-	-	-	-	-	-	80	39	23
Movement Studio - utilization %	-	-	-	-	-	-	-	-	-	-	26%	11%	6%
Flex Classroom - available hours	-	-	-	-	-	-	-	-	-	-	304	364	364
Flex Classroom - reserved hours	-	-	-	-	-	-	-	-	-	-	17	11.5	25
Flex Classroom - utilization %	-	-	-	-	-	-	-	-	-	-	6%	3%	7%
Gymnasium - available hours	-	-	-	-	-	-	-	-	-	-	378	289	291
Gymnasium - reserved hours	-	-	-	-	-	-	-	-	-	-	209	203	231
Gymnasium - utilization %	-	-	-	-	-	-	-	-	-	-	81%	70%	79%

*Facility rental statistics switched from quarterly to monthly starting July 2025

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	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	-	-	-	197	101	296
Arts and crafts or technology	-	-	-	-	-	-	-	-	-	-	54	47	7
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	-	130	236	337
Language and literary arts	-	-	-	-	-	-	-	-	-	-	27	27	58
Other	-	-	-	-	-	-	-	-	-	-	173	363	59
Enrollment - non-residents	-	196	-	-	213	-	-	161	-	-	175	307	188
Enrollment - residents	-	485	-	-	520	-	-	474	-	-	506	467	569
Enrollment - Total	-	681	-	-	733	-	-	635	-	-	681	774	757
Total classes offered	-	56	-	-	57	-	-	59	-	-	68	63	62
# of instructors	-	20	-	-	26	-	-	22	-	-	33	33	28

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Enrollment - Basketball	-	-	-	-	-	-	-	-	-	-	6	27	35
Enrollment - Volleyball	-	-	-	-	-	-	-	-	-	-	72	102	82
Enrollment - Youth mixed activity sports camp	-	-	-	-	-	-	-	-	-	-	0	0	0
Enrollment - non-residents	-	113	-	-	10	-	-	112	-	-	56	74	59
Enrollment - residents	-	177	-	-	48	-	-	96	-	-	16	55	58
Enrollment - Total	-	290	-	-	58	-	-	208	-	-	78	129	117
Total classes offered	-	28	-	-	10	-	-	14	-	-	5	7	0
# of instructors	-	6	-	-	2	-	-	8	-	-	2	2	2
Drop-in basketball visits	-	847	-	-	631	-	-	596	-	-	206	171	194
Drop-in volleyball visits	-	993	-	-	1240	-	-	844	-	-	394	287	415
Leagues – individual registrations	-	1300	-	-	-	-	-	-	-	-	56	0	14
Leagues – team registrations	-	137	-	-	-	-	-	35	-	-	14	0	31

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Fitness, yoga, and health	-	-	-	-	-	-	-	-	-	-	80	80	66
Arts and crafts and technology	-	-	-	-	-	-	-	-	-	-	41	41	41
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	-	15	15	47
Language and literary arts	-	-	-	-	-	-	-	-	-	-	13	13	31
Other	-	-	-	-	-	-	-	-	-	-	-	-	10
Enrollment - non-residents	-	27	-	-	21	-	-	20	-	-	10	10	16
Enrollment - residents	-	126	-	-	80	-	-	145	-	-	139	139	169
Enrollment - Total	-	153	-	-	101	-	-	165	-	-	149	149	185
Total classes offered	-	16	-	-	15	-	-	19	-	-	15	15	22
# of instructors	-	10	-	-	9	-	-	9	-	-	9	9	11
Drop-in basketball visits	-	203	-	-	231	-	-	658	-	-	29*	167	192
Drop-in volleyball visits	-	106	-	-	50	-	-	13	-	-	*	10	50
Drop-in Fitness Center	-	1053	-	-	1713	-	-	1697	-	-	542	720	659

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Gymnastics enrollment	-	-	-	-	-	-	-	-	-	-	898	887	1,139
Aerial Silks enrollment	-	-	-	-	-	-	-	-	-	-	49	43	46
Enrollment - non-residents	-	355	-	-	383	-	-	368	-	-	287	282	342
Enrollment - residents	-	817	-	-	950	-	-	942	-	-	628	605	843
Enrollment - Total	-	1,172	-	-	1,333	-	-	1,310	-	-	929	1,125	1,185
Total classes offered	-	120	-	-	120	-	-	120	-	-	119	119	120
# of instructors	-	-	-	-	-	-	-	-	-	-	2	2	2

*Statistics switched from quarterly to monthly starting July 2025

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Table 21. Picnic Rentals													
Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Burgess Park picnic area - available hours	-	-	-	-	-	-	-	-	-	-	3,472	2,976	2,400
Burgess Park picnic area - reserved hours	-	-	-	-	-	-	-	-	-	-	74.5	97	195
Burgess Park picnic area - utilization %	-	-	-	-	-	-	-	-	-	-	2%	3%	8%
Nealon Park picnic area - available hours	-	-	-	-	-	-	-	-	-	-	2,542	1,860	2,100
Nealon Park picnic area - reserved hours	-	-	-	-	-	-	-	-	-	-	90	108	130
Nealon Park picnic area - utilization %	-	-	-	-	-	-	-	-	-	-	4%	6%	6%

Table 22. Park Rentals													
Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025
Bedwell-Bayfront Park - available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Bedwell-Bayfront Park - reserved hours	-	-	-	-	-	-	-	-	-	-	12	12	60
Bedwell-Bayfront Park - utilization %	-	-	-	-	-	-	-	-	-	-	3%	3%	14%
Sharon Park - available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Sharon Park - reserved hours	-	-	-	-	-	-	-	-	-	-	0	0	0
Sharon Park - utilization %	-	-	-	-	-	-	-	-	-	-	0	0	0

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Table 23. Athletic Field Rentals													
Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025
Burgess Park - available hours	-	-	-	-	-	-	-	-	-	-	4,142	3,456	2,520
Burgess Park - reserved hours	-	-	-	-	-	-	-	-	-	-	2,976	1,206	561
Burgess Park - utilization %	-	-	-	-	-	-	-	-	-	-	72%	35%	22%
Hillview School - available hours	-	-	-	-	-	-	-	-	-	-	744	744	720
Hillview School - reserved hours	-	-	-	-	-	-	-	-	-	-	478.5	202	132
Hillview School - utilization %	-	-	-	-	-	-	-	-	-	-	64%	27%	18%
Jack Lyle Park - available hours	-	-	-	-	-	-	-	-	-	-	Closed	744	720
Jack Lyle Park - reserved hours	-	-	-	-	-	-	-	-	-	-	Closed	197	246
Jack Lyle Park - utilization %	-	-	-	-	-	-	-	-	-	-	Closed	26%	34%
Kelly Park - available hours	-	-	-	-	-	-	-	-	-	-	868	868	840
Kelly Park - reserved hours	-	-	-	-	-	-	-	-	-	-	243	240	320.5
Kelly Park - utilization %	-	-	-	-	-	-	-	-	-	-	28%	28%	38%
La Entrada School - available hours	-	-	-	-	-	-	-	-	-	-	Closed	3,038	2,160
La Entrada School - reserved hours	-	-	-	-	-	-	-	-	-	-	Closed	240	31.5
La Entrada School - utilization %	-	-	-	-	-	-	-	-	-	-	Closed	8%	1%
Nealon Park - available hours	-	-	-	-	-	-	-	-	-	-	Closed	1,302	840
Nealon Park - reserved hours	-	-	-	-	-	-	-	-	-	-	Closed	73	135
Nealon Park - utilization %	-	-	-	-	-	-	-	-	-	-	Closed	6%	2%
Oak Knoll School - available hours	-	-	-	-	-	-	-	-	-	-	Closed	744	360
Oak Knoll School - reserved hours	-	-	-	-	-	-	-	-	-	-	Closed	106	27
Oak Knoll School - utilization %	-	-	-	-	-	-	-	-	-	-	Closed	14%	7%
Willow Oaks Park - available hours	-	-	-	-	-	-	-	-	-	-	Closed	1,488	1,440
Willow Oaks Park - reserved hours	-	-	-	-	-	-	-	-	-	-	Closed	239	120
Willow Oaks Park - utilization %	-	-	-	-	-	-	-	-	-	-	Closed	16%	8%
Total available hours	-	-	-	-	-	-	-	-	-	-	5,754	12,384	9,600
Total reserved hours	-	811	-	-	530	-	-	1575	-	-	3,697.5	2,503	1,573
Total field utilization %	-	-	-	-	-	-	-	-	-	-	64%	20%	16%

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Table 24. Tennis and Pickleball Court Rentals													
Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025
Burgess Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Burgess Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	-	-	-	174	184	205
Burgess Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	-	-	-	40%	42%	48%
Kelly Park - Pickleball Court #1 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Kelly Park - Pickleball Court #1 reserved hours	-	-	-	-	-	-	-	-	-	-	21	45	47
Kelly Park - Pickleball Court #1 utilization %	-	-	-	-	-	-	-	-	-	-	5%	10%	11%
Kelly Pickleball Court #2 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Kelly Pickleball Court #2 reserved hours	-	-	-	-	-	-	-	-	-	-	5	21	14
Kelly Park - Pickleball Court #2 utilization %	-	-	-	-	-	-	-	-	-	-	1%	5%	3%
Kelly Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Kelly Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	-	-	-	51	77	133
Kelly Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	-	-	-	11%	18%	32%
Nealon Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Nealon Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	-	-	-	172	161	204
Nealon Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	-	-	-	40%	37%	49%
Nealon Park - Tennis Court #2 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Nealon Park - Tennis Court #2 reserved hours	-	-	-	-	-	-	-	-	-	-	164	163	193
Nealon Park - Tennis Court #2 utilization %	-	-	-	-	-	-	-	-	-	-	38%	38%	46%
Willow Oaks - Tennis Court #3 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Willow Oaks - Tennis Court #3 reserved hours	-	-	-	-	-	-	-	-	-	-	120.75	112	192
Willow Oaks - Tennis Court #3 utilization %	-	-	-	-	-	-	-	-	-	-	28%	26%	46%
Willow Oaks - Tennis Court #4 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Willow Oaks - Tennis Court #4 reserved hours	-	-	-	-	-	-	-	-	-	-	99	142	194
Willow Oaks - Tennis Court #4 utilization %	-	-	-	-	-	-	-	-	-	-	23%	33%	46%

Table 25. Tennis and Pickleball Classes													
Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025
Youth tennis enrollment	-	-	-	-	-	-	-	-	-	-	21	23	47
Adult tennis enrollment	-	-	-	-	-	-	-	-	-	-	6	7	24
Tennis enrollment - resident											21	27	63
Tennis enrollment - non-resident											6	3	8
Tennis enrollment total											27	30	72

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Table 26. Recreation client accounts

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
New recreation client accounts	523	380	654	543	297	275	991	972	505	501	459	937	502
Total recreation client accounts	12,056	12,579	13,233	13,776	14,043	14,318	15,309	16,281	16,786	17,287	17,743	18,680	19,182
Hyperlocal client accounts	-	-	-	-	1,354	1,360	1,482	1,576	1,613	1,682	1,695	1,848	1,899

Table 27. Web page views

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
/Library	-	-	-	-	4,636	3,858	4,389	3,886	3,921	4,390	4,247	4,332	3,892
/ActivityGuide	-	-	-	-	4,706	4,001	7,141	3,937	7,508	4,872	5,016	10,099	3,771

*Not available at time of posting

Table 28. Newsletter engagement

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	*May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Newsletters sent	-	-	-	-	3	4	5	4	5	4	4	5	4
Average recipients per newsletter	-	-	-	-	24,441	25,260	25,088	24,889	23,123	24,602	24,475	24,346	27,815
Total recipients (excludes bounces, etc.)	-	-	-	-	71,858	95,010	117,826	93,190	108,779	91,739	91,030	121,730	111,261
Total newsletter clicks	-	-	-	-	1,992	2,170	2,942	1,586	2,874	2,389	2,587	3,481	4,045
Total newsletter unique clicks	-	-	-	-	1,209	1,226	1,765	926	1,519	1,200	1,346	1,720	1,437
Total newsletter opens	-	-	-	-	61,371	88,301	103,780	76,786	79,229	69,913	68,109	86,160	82,795
Total unique opens	-	-	-	-	38,439	52,081	62,139	47,124	51,316	44,582	43,747	55,666	52,733
% open rate (monthly average)	-	-	-	-	80%	87%	83%	77%	69%	71%	70%	71%	74%
% unique opens rate (monthly average)	-	-	-	-	50%	52%	50%	47%	44%	45%	45%	46%	47%
Unsubscribes Monthly Total	-	-	-	-	168	216	179	147	170	139	128	207	296
% Unsubscribes - Monthly Average	-	-	-	-	0.22%	0.22%	0.14%	0.15%	0.15%	0.14%	0.13%	0.17%	0.25%
Email Bounces - Monthly Total	-	-	-	-	1,547	2,097	2,567	2,086	2,564	2,192	2,172	2,760	2,777

LIBRARY AND COMMUNITY SERVICES
STATISTICS - SEPTEMBER 2025

Table 29. Large-scale community event attendance

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
College and Career Fair	-	-	-	-	120	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	290	-	-	-	-	-	-	-
Community Resource Fair	-	-	-	-	-	-	180	-	180	-	-	-	-
Egg Hunt/Spring Fest	-	-	-	-	-	-	-	2200	-	-	-	-	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	-	-	-	-	-	-	-	-	-	310	-	-	-
4th of July Parade and Celebration	-	-	-	-	-	-	-	-	-	-	2,200	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	249	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	*	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	302	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	365	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	275	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	750	-
Summer Concert – Karl E. Clark Park	-	-	-	-	-	-	-	-	-	-	120	130	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Trunk-or-Treat	-	215	-	-	-	-	-	-	-	-	-	-	-
Halloween Parade and Festival	-	1500	-	-	-	-	-	-	-	-	-	-	-
Pumpkin Splash	-	150	-	-	-	-	-	-	-	-	-	-	-
Light Up the Season	-	-	-	900	-	-	-	-	-	-	-	-	-
Photos with Santa	-	-	-	450	-	-	-	-	-	-	-	-	-

LIBRARY AND COMMUNITY SERVICES
SUGGESTION BOX COMMENTS AND RESPONSES
COMPILED OCTOBER 2025

Ref #	Date received	Location received	Full text of suggestion	Response
1	2025-07-12	Arrillaga Family Recreation Center	First aid supplies should include ice packs	Thank you for your request for ice packs in the first aid kit at the recreation center. We will look into this and reach out to our vendor to include this request or restock the kit. Please feel free to let me know if you have further questions or comments. Best, Tricia
2	2025-08-15	Arrillaga Family Recreation Center	[Class redacted], the teacher explains it well and goes through the steps. Recommend it if you are a beginner or shy [redacted].	Thank you for the feedback you provided in our suggestion box at the Arrillaga Family Recreation Center. We will let the vendor know that you are happy with the class. Please let me know if you have any further questions or comments. Best, Tricia
3	2025-08-16	Arrillaga Family Recreation Center	We love [class name redacted]! Please bring more classes. [They are] such a great teacher!	[no contact info] Thank you for your feedback! Best, Tricia
4	2025-09-02	Arrillaga Family Recreation Center	Can there be signage to inform people about soup kitchens/clothing centers?	Thank you for the feedback, we will look into this as an option for our signage. Best, Tricia
5	2025-07-11	Belle Haven Pool	Will you build a hot tub in the Belle Haven swimming pool? You know get very cold after swimming so that's why I think we should have a hot tub.	[No contact info.] Thank you for the suggestion to get a hot tub at the Belle Haven Pool. We will communicate this interest with the aquatics operator. Best, Tricia
6	2025-07-19	Belle Haven Pool	Staff exceptionally friendly, decent attendance. Plants are growing fast-looks gorgeous! Suggestions-Shade where the pergolas are already set up, more umbrellas, longer area for open swim in main pool (kids seem weirded out to open swim in one lane) more large signs for [name redacted] and swim programs, which I believe is [illegible] progress.	Thank you for your comments/suggestions placed in the suggestion box. The positive feedback is appreciated! In reference to the shade, we are looking into options at this time. In regards to swim space for open swim and signage regarding swim programs, I will provide this feedback to the aquatics operator. Please feel free to let me know if you have further questions or comments. Best, Tricia
7	2025-08-28	Belle Haven Pool	Pay the lifeguards more	Thank you for your comment, I will let the operator know that this was shared through the suggestion box. Tricia
8	2025-08-28	Belle Haven Pool	Install a baby changing table in all restrooms!	Thank you for the feedback. We'll take this request into consideration for future improvements. Best, Tricia
9	2025-09-02	Belle Haven Pool	New pool is great, staff, locker room cleanliness 5 stars.	Thank you for the positive word and the 5 star rating of the Belle Haven Pool! Please let me know if you have any further questions or comments. Best, Tricia
10	2025-09-08	Belle Haven Pool	Bring back the diving boards please.	Thank you for the suggestion. I will talk to the operator about this. Best, Tricia
11	2025-09-12	Belle Haven Pool	1.) Ask adults if they can swim before giving them green wristbands. 2.) More benches in women's locker room-on other side of glass partition	Thank you, I will provide the operator feedback on the wristbands. The benches are in the process of being purchased. Thank you for your feedback. Best, Tricia
12	2025-09-12	Belle Haven Pool	I suggest you get a diving board please.	Thank you for the suggestion. I will talk to the operator about this. Best, Tricia
13	2025-09-12	Belle Haven Pool	More hooks for wet suits in female room	Thank you for the suggestion. We will get hooks for the locker rooms. Best, Tricia

14	2025-09-12	Belle Haven Pool	Open Burgess again please, our local pool is full of entitled, rude, other side of the freeway folks-prioritize hyperlocal please!	Thank you for the feedback regarding the Burgess Pool hours. The City Council reviewed concepts that the Aquatics Operator proposed on September 9. The link to the meeting is below: https://menlopark.gov/Agendas-and-minutes#section-2 Please let me know if you have further questions/feedback. Best, Tricia
15	2025-07-03	Belle Haven Community Campus	Can we put grip tape on each step for senior safety? It would be appreciated!	Thanks for the suggestion. I'll look into it. -Rondell
16	2025-07-18	Belle Haven Community Campus	Belle Haven Community Campus: Please consider adding the black no-trip strips to all the steps on the staircase leading to the second floor. With bifocals in the bottom of my glasses, I'm finding it very easy to miss a step when walking downstairs because there is no black strip on the steps alerting me there is a step.	Thank you for bringing this to our attention—we'll review this request to improve safety on the staircase. -Rondell
17	2025-07-21	Belle Haven Community Campus	Today I visited the all-ages library and was sad to see there is no automatic/handicapped entrance. I am a wheel chair user and could not open the door to get in and out of the library without help. I had to call out for help to leave. This was my first time at the new center because I had heard from friends that is is not always accessible and I wasn't sure I would be able to get around. I am disappointed to see they were right and I do not have equal access to the library. Please add a button I can push to both enter or exit the library, Thank you.	[no contact info] Thank you very much for this feedback. I am sorry to hear that the Belle Haven Library is presenting accessibility problems. The City has been made aware of this issue, and the necessary changes are underway as we speak. While these changes are being made, please feel free to reach out to library staff for assistance with anything you might need to access. I sincerely hope that you will frequent our library in the future. Sincerely, Rose
18	2025-07-29	Belle Haven Community Campus	The Tuesday women's basketball group has 15-20 or more players consistently. We would love to play another evening if the gym is not well utilized another day. Would it be possible to have another day? I would be happy to discuss options if/you call or text me! Thank you!	Thank you for your submission. We'll review gym availability for additional days. -Rondell
19	2025-08-04	Belle Haven Community Campus	I want to go in the gym, but I'm 13 so I can't go. Can you change the rule so I can get a nice body. Please and thank you.	Called but no answer. Was unable to leave a message. -Rondell
20	2025-08-04	Belle Haven Community Campus	Let us in the gym	Thanks for the suggestion! -Rondell
21	2025-08-04	Belle Haven Community Campus	I want to go to the gym, but I'm not 18+.	Thanks for the suggestion. Staff will look into your request. -Rondell
22	2025-08-09	Belle Haven Community Campus	Suggestions for pool: My first time: beautiful facility, but functionality not quite there. 3pm-performance pool was boiling (87 degrees) When it should be 80-81. If you want to attract more lap swimmers, temp is important! Lifeguard said heater and sun caused overheating. Pool dressing room: Again-gorgeous and spacious, but missing functionality, specifically - No hooks for hanging wet towels while changing. Those "hooks" on the lockers don't seem great. Also would be nice to have a suit spinner-I know they are a pain to maintain.	Thank you for providing feedback in the suggestion box at Belle Haven Pool. Also, thanks for the positive comments regarding the facility. I'm glad that you are enjoying it. In reference to the performance pool, I will check in with the operator to see what the temperature range is at and see if there are adjustments that can be made. Good news, we are in the process of procuring suit spinners. I anticipate that they will be installed by November sometime. I appreciate the comments on the hooks, we will look into this item. Please feel free to reach back out to me with any further feedback or questions. Best, Tricia

23	2025-08-19	Belle Haven Community Campus	Can you put soap in the showers like at Burgess? Also, are the fuzzy mats that are compensating for the lack of drains in the locker room ever sanitized? Thank you	Thank you for your feedback regarding the soap dispensers and mats at Belle Haven Pool. We will look into the option for soap dispensers and I will reach out to our public works regarding the mats in the locker rooms. Please let me know if there are any further questions or comments that you may have. Best, Tricia
24	2025-08-28	Belle Haven Community Campus	Book making time	[no contact info] What a great suggestion! We'll add it to the list of programs we would like to host in our makerspace. -Rose
25	2025-08-28	Belle Haven Community Campus	Event ideas: read to your stuffy and have pjs!	[no contact info] What a great idea! You should keep an eye out for our next Stuffed Animal Sleepover! -Rose
26	2025-08-28	Belle Haven Community Campus	Spanish conversation club for adults. Wanting to practice Spanish	[no contact info] We're actually looking into starting a Spanish Language Book Group. If you'd be interested in joining, we'd love to have your contact information! - Rose
27	2025-08-28	Belle Haven Community Campus	More story times for 4 year old's, my sister	[no contact info] Thank you for suggesting that we have more storytimes for 4-year-olds, like your sister. What a thoughtful sibling you are! Right now we offer as many storytimes as we possibly can, for as wide an age range as we can. -Rose
28	2025-08-28	Belle Haven Community Campus	The floor in the movement room has big black skid marks on it x 3wks. Can it be cleaned?	Thank you for your submission. I will ensure that the staff cleans the spot on the floor. -Rondell
29	2025-08-28	Belle Haven Community Campus	Senior Center, A lot of names are missing from the printed out attendance sheet. Check the back of sheet.	Thanks for pointing that out. We'll make sure to double-check the back of the sheet moving forward. -Rondell
30	2025-08-28	Belle Haven Community Campus	I'm 10 and I want to go to the gym because I think that I would be careful.	Thanks, staff will look into this request. -Rondell
31	2025-09-02	Belle Haven Community Campus	More story time	[no contact info] I am so glad that you enjoy our storytime! We offer as many as we can right now, but we would like to offer more in the future. We would love to know what days and times you would like us to host storytimes we don't already do. - Rose
32	2025-09-02	Belle Haven Community Campus	Great Lib. Thx!!	[no contact info] Thank YOU for coming and enjoying our library! -Rose
33	2025-09-03	Belle Haven Community Campus	We enjoyed the wonderful trip one made to Wunderlich Park for the very first time. Thank you to the MPSC staff. We appreciate all the park rangers for giving the seniors all the love and special treatment we needed.	Thank you for the kind feedback! We'll definitely look into planning another trip. -Rondell
34	2025-09-12	Belle Haven Community Campus	You should put bleachers in your gym. Hooks in the bathroom please.	Thank you for your suggestion. We do have bleachers in the gym and will look into adding hooks in the bathroom. -Rondell
35	2025-06-20	Menlo Park Library	No adult supervision for teen zone is a serious concern of no protection for minors and liability on the persons and adults utilizing and managing community public library.	Thank you for your concerns about supervision of the library teen zone. The library does not act in loco parentis – if a teen is allowed by their responsible adult to enter the library on their own, the library allows those teens to be in the library on their own and not directly supervised by staff. Staff do monitor all public spaces in the library for compliance with the Library Use

				Guidelines, but we do not post a staff member in every room at all times. Sincerely, Rose
36	2025-06-22	Menlo Park Library	Bigger kid space	Thank you for suggesting that Menlo Park Library have a bigger space for kids. That would be great! We love our library kids, and want you to have lots of space for reading, homework, storytime, and play. It would be great to be able to make the room bigger, but right now we aren't able to do that. Maybe some day! For now, we are going to put in some more rolling shelves so that we can transform the space more easily to host library events that accommodate more people. Please don't hesitate to give us more feedback, and thank you for being an involved member of our community! Sincerely, Rose
37	2025-06-25	Menlo Park Library	Can you put cookies and milk in the library please?	[no contact info] Thank you for your suggestion that we have cookies and milk in the library. As cozy and delightful as it is to curl up with some cookies, milk, and a great book, in order to keep the library space safe, sanitary, and usable for its intended purpose, we do not allow food or drink in the library. -Rose
38	2025-06-25	Menlo Park Library	First of all, Thank you for a beautiful peaceful space. I'm a PHD student passionate about education. I'd love to conduct a free workshop for high school students at your library. (Theme: Why confusion is important for learning, affective study strategies). Please guide me further as to how I can make it happen. I'm visiting the bay area for the summer.	I'm afraid that we set up our library events up to two or three months in advance, so June is a bit too late to plan something just for the summer. If you're interested in collaborating in the future, please do not hesitate to reach out to me directly with a proposal, and we will see if it's a good fit for our library. Sincerely, Rose
39	2025-06-27	Menlo Park Library	Dear Staff: I would like to suggest that you purchase the following book: My Story (Gillard book) by Julia Gillard	Thank you for suggesting that our library obtain My Story by Julia Gillard. I have passed your suggestion on to our librarians. You can always suggest books for us to purchase with our Suggest a Library Purchase form here: https://menlopark.gov/Services/Suggest-a-library-purchase Sincerely, Rose
40	2025-06-28	Menlo Park Library	Can you guys put like a tag on books in a series? It would help a lot and you would not have to put books in order.	Thank you for suggesting that we find some way to indicate when books are part of a series when the book is sitting on the shelf. It's a really good idea. I don't know if we'll be able to implement something like that, but I definitely understand what you're asking for. I think the best solution is probably to look in our library catalog at menlopark.bibliocommons.com – the bibliographic record (the listing of the item in the catalog) will tell you if the book is part of a series, and, if so, where in that series it falls. You can also always ask our library staff to help you figure this out – and please let us know if you'd like us to show you some more tips and tricks for using the catalog to find new books! We so appreciate when our community gets involved with the library – thank you for reaching out with your suggestion. Sincerely, Rose
41	2025-07-09	Menlo Park Library	Maybe put more computers to search on.	[no contact info] Thank you for this suggestion! We want to make sure you are able to search our library catalog. You can always ask the Library staff member at the service desk if both of the Children's catalog terminals are occupied. - Rose
42	2025-07-11	Menlo Park Library	Still too hot, I guess I can go somewhere else. Please!!	[no contact info] thank you for your feedback. We are endeavoring to moderate the temperature with the resources that are at our disposal. -Rose

43	2025-07-11	Menlo Park Library	Please turn off the heat!! It is summer	[no contact info] thank you for your feedback. We are endeavoring to moderate the temperature with the resources that are at our disposal. There is no heat on at this time.
44	2025-07-11	Menlo Park Library	Bring back the "Big" book sales when you had them outside!	[no contact info] Thank you for this feedback. We have communicated this request to the Friends of the Menlo Park Library. If you would like to contact them directly, you can find their website and information at friendsmpl.org
45	2025-07-11	Menlo Park Library	The metal surrounding the bottom of the water pipe lending to the flush handle is the men's restroom in the main library is severely corroded and needs to be replaced. It's appearance is disgusting.	[no contact info] Thank you for your feedback.
46	2025-07-11	Menlo Park Library	Is it possible to get the Bill Johnston translation of Stanislaw Lem's Solaris?	[no contact info] Thank you for suggesting that our library obtain Solaris. I have passed your suggestion on to our librarians. You can always suggest books for us to purchase with our Suggest a Library Purchase form here: https://menlopark.gov/Services/Suggest-a-library-purchase
47	2025-07-19	Menlo Park Library	1.) You have a great selection 2.) Almost every dvd/bluray I've checked out has and incorrect lending period labeled on it. (Ex. 7-day, 21 day) and this (lending period) impacts my choices, overall, thank you!	[no contact info] Thank you for the complement and the constructive criticism. Sometimes, as loan rules change, it is difficult to catch the labeling on each item. We will direct our attention toward this issue.
48	2025-08-18	Menlo Park Library	Please have lolly pops at book check out.	[no contact info] Thank you so much for this suggestion. Alas, we are concerned that should we locate lollipops by the checkout machines, they might be used as bookmarks -- sticky!!
49	2025-09-02	Menlo Park Library	Recycle bins at front next to trash	[no contact info] Thank you for this suggestion!
50	2025-09-02	Menlo Park Library	I visited the the book sale this weekend. We had to leave early it was so hot and humid	[no contact info] Thank you for this feedback. The Library is aware of the problems that our HVAC system has experienced this summer, and steps are being taken to resolve the issue.
51	2025-09-02	Menlo Park Library	A suggestion is um add more 8-10 activities	[no contact info] What a great suggestion! Thank you for writing in to us.
52	2025-09-02	Menlo Park Library	When you do the library book sales it would be great to add a jigsaw puzzle swap table so we could trade puzzles with others. The Foster City Library did this recently and it was a big hit.	Thank you so much for the feedback that you provided to us via our suggestion box (see enclosed photo). The volunteer-run Friends of the Menlo Park Library is the organization that puts on our excellent quarterly book sales. Therefore, via this email I am passing your suggestion along to our Friends of the Library. Sincerely, Rose
53	2025-09-02	Menlo Park Library	I love the small bookstore and the quotes	[no contact info] Thank you for the compliment! We will pass it along to the Friends of the Menlo Park Library, whose dedicated volunteers run our little book store.
54	2025-09-02	Menlo Park Library	There could be as computer section	[no contact info] We do have books about computers (we'd love to hear what you'd like us to have that you aren't seeing on our shelves!), and we have laptops available to help with homework.
55	2025-09-02	Menlo Park Library	It would be very useful to have classes for adults to teach them use ChatGPT or other AI's for their day to day life needs such as writing letters, resumes, looking for best health or car insurance, etc. other applications. Thanks.	[left voicemail] Thank you so much for your suggestion of programs to increase tech/AI literacy. This is a great idea, and we are looking into just such presentations in future.
56	2025-09-07	Menlo Park Library	You should put fines back for not returning the books in on time because my mom came with a list of titles ~30 of them, but all	Thank you for reaching out to us with feedback about how you would like us to reinstate late fines at our library. There has

			of them were checked out. This is because people are holding on to the books for way too long. Therefore, other people cannot read them. I think you should put fines back for people who don't return the books on time.	actually been a lot of research about this, and the bottom line is - library fines don't really work! While they do motivate some people to return their items on time, as often as not, they do not effectively incentivize on-time returns, and there isn't much impact other than (a) making people avoid the library entirely and (b) disproportionate negative impact upon those for whom paying library fines is a hardship. You can find out more about the choice to go fine-free via these resources: Here is the report that San Francisco Public Library and the San Francisco Treasurer's Office ran that motivated the decision to make SFPL fine free: https://sfpl.org/sites/default/files/2020-02/Fine-Free-Report011719.pdf And here's an article from the director of the Financial Justice Project at the San Francisco Treasurer's Office about that study: https://calmatters.org/education/2019/02/library-fines/ Here's an article on the American Library Association's Office for Intellectual Freedom's blog about fine-free libraries: https://www.oif.ala.org/why-have-libraries-gone-fine-free-the-past-few-years/ Here is an article from NPR about libraries going fine-free: https://www.npr.org/2019/11/30/781374759/we-wanted-our-patrons-back-public-libraries-scrap-late-fines-to-alleviate-inequ Here's a nation-wide map of fine-free libraries: https://www.urbanlibraries.org/initiatives/democracy/fine-free-map Sincerely, Rose
57	2025-09-12	Menlo Park Library	No woke books during storytime	[no contact info] Thank you for your feedback. The goal of our storytimes is to increase early literacy and to ensure that all children see themselves and their families represented in literature. -Rose
58	2025-09-12	Menlo Park Library	I would like to offer donation base yoga class.	Thank you for the comment and offer that you put in the suggestion box at the Arrillaga Family Recreation Center. If you would like to submit a Contract Instructor interest form located here: https://menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Contract-instructor-interest-form Feel free to let me know if you have any questions. Best, Tricia
59	2025-09-03	Menlo Park Senior Center	Great Wunderlich Park Trip! Great staff and rangers and scenery. Was good to get out. Plan another one for us. Please.	Thank you for the kind feedback! We'll definitely look into planning another trip. -Rondell
60	2025-09-09	Menlo Park Senior Center	We would love a ping pong table :)	Thank you for the suggestion. Staff will look into this request. -Rondell
61	2025-09-12	Menlo Park Senior Center	Fabulous concert, [redacted]! I bought a CD \$20+!. It was not like we heard. Perhaps an old one of the girl, no violin. They were getting rid of them! False advertising! Can you notify and request my money back	Thank you for your feedback. We'll follow up with the event organizers regarding your concern. -Rondell
62	2025-09-12	Menlo Park Senior Center	[English] Thank you very much for taking us to that beautiful park, we enjoyed it very much [Spanish] Muchas gracias por llevarnos a ese parque tan bello, lo disfrutamos mucho.	We are glad to hear that the field trip went well! -Rondell
63	2025-08-18	Online	Thank you for supporting the Public Works department in having an open house. Tax payers need to know what city employees do -- how many services they provide that go	Thank for you taking the time to write in to compliment the Public Works Open House. Your message is much appreciated! We

			unnoticed until something goes wrong. We also need a chance to thank our public employees.	have passed it along to the Public Works team. Best regards, Sean
64	2025-08-18	Online	Sharon hills park is great and I go there often, for exercise and for fun. However, the calisthenics equipment at the park could use some improvement. Currently, there is a balance beam, dip bars, and pull up bars. I think that the addition of a Swiss ladder would be extremely useful. A Swiss ladder (a ladder with pull up bars as rungs) would allow for a greater variety of exercises to be done. An addition of this piece of equipment would get more people walking outside and working out, leading to the residents of Menlo Park becoming healthier. I hope you consider my request!	Thank you for taking the time to write in with your suggestion about the outdoor exercise stations at Sharon Hills Park. It's great to hear suggestions from regular park users such as yourself! I've passed along your suggestion to our Public Works team for their consideration. Best regards, Sean
65	2025-08-20	Online	Dear Menlo Park Public Library Staff, I regularly visit the Menlo Park Main public library and have always had an extremely pleasant and welcoming experience there. Today, Wednesday August 20, 2025 between 12-1pm, I paused for a few moments just inside the sliding doors to take in the community calendar and book group offerings so colorfully displayed. I was then very surprised to see the sign in the vestibule requesting ALL patrons to wear a mask. => Why is there a sign just inside the entrance to the Menlo Park Main Public Library requesting ALL patrons to wear a mask ? I did not have a mask (haven't worn one in several years) and wouldn't have put one on anyway unless it is a requirement. Is there another COVID-like health epidemic of which I am unaware ? Is this masking a City or County policy applicable to all municipal buildings ? If so the sign should state WHY it is asking ALL patrons to mask. I would have asked the young librarian working the desk, but she was fully masked and I didn't want to start the conversation with her, as my suspicion is that the sign was put in place not out of health or municipal requirement, but was placed there to placate the worry dreams of similarly masked staffers (I also noticed other library staff/volunteers who were not masked). => IF this is NOT a City or County mandate, WHY is there a sign at the entrance asking ALL patrons to mask ? This makes no sense. I have nothing against those who wish to (continue to) mask years after the pandemic has ended, but for heaven's sake, let's remove a sign asking patrons to mask if it is not required ! It is time for some common sense and to gently encourage/welcome those worried staffers out from behind their masks and back into our beautiful, healthy, smiling community. A Menlo Park resident and regular library lover	[no contact info] Thank you for this feedback. Masks are not required in the library. Library staff and visitors are welcome to wear masks in the library if they choose to do so. -Rose
66	2025-08-25	Online	How about cancelling the crackpot surveillance camera scheme and, instead, keep the pool open so it is available to the community, especially people with kids in school? Thanks	We received your feedback regarding the pool hours in feedback submittal form. We appreciate that you provided this request. I will share this feedback with the operator for consideration. Also, the swim centers will be discussed at the upcoming City Council meeting on September 9. More information can be found here: https://menlopark.gov/News-articles/City-news/20250830-City-

				Council-to-discuss-swim-centers-Sept.-9 Please let me know if you have further comments or questions. Best, Tricia
67	2025-09-02	Online	Hi, Burgess Park tennis court lights need new light bulbs. About 5 of them do not function anymore, making it very difficult to see at night. What's the point of lighted courts if they don't light the courts well enough to play?	Thank you for the information on the lights at the Burgess Tennis Courts. I will connect with our Public Works department and look into repairing the issue and will reach back out with an update soon. If there is anything else we can help you with please let us know. Cheers, Harrison
68	2025-09-08	Online	I'm writing to register my support for Team Sheeper and the current Menlo Park pool Operator. This is where my daughters learned to swim and where I still keep my swimming sharp. I have never noticed any issues with their management and I appreciate the support that they have given to me and my family in the past. I urge you to support their renewal.	Thank you for providing the compliments to Team Sheeper/Menlo Swim and Sport for their operations of the Menlo Park pools. I will be happy to share this feedback with them. Please feel free to reach out to with further comments or questions. Best, Tricia
69	2025-09-08	Online	I'm very happy with the current management at Burgess pool. The Sheeper team does a great job balancing individual swim lanes vs family play areas over the day and over the year. I hope we continue to work with them in the future!	Thank you for providing the compliments to Team Sheeper/Menlo Swim and Sport for their operations of the Menlo Park pools. I will be happy to share this feedback with them. Please feel free to reach out to with further comments or questions. Best, Tricia

COURT USAGE SURVEY

Let us know which sport you use the court for!

Sharing information about how and when you use the courts can help us meet community needs. Scan the code to share your thoughts today.



The survey is only 4 questions and we estimate that it will take less than a minute to complete.

You can also visit publicinput.com/courtsurvey

FOR MORE INFORMATION

Visit menlopark.gov

Call 650-330-2200

Email hsyee@menlopark.gov



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/22/2025

Staff Report Number: PRC-2025-032

Informational Item: Receive the Parks and Recreation Commission work plan 2025-26 as revised and approved by City Council Sept. 30

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) receive the PRC work plan 2025-26 as revised and approved by City Council Sept. 30 (Attachment A).

Policy Issues

City Council Policy CC-24-004 sets the procedures, roles and responsibilities of Council-appointed advisory bodies, including the PRC (Attachment B). The policy requires that each advisory body develop an annual work plan, which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the advisory body, is formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year.

Background

On July 23, 2025 the PRC recommended a proposed PRC work plan 2025-26 (Attachment C).

On Sept. 30, 2025, City Council revised the proposed PRC 2025-26 work plan by deleting item #6 and renumbering the remaining items (Attachment D).

Analysis

The City Council approved the Parks and Recreation Commission's work plan Sept. 30 with the following revisions:

- Deleted item #6: "Annually review departmental budget proposals, focusing on any impacts to parks and recreation services" from the list of goals."
- Renumbered items to reflect the deletion.

The approved work plan including the above-noted revisions is provided for reference in Attachment A.

Impact on City Resources

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

Environmental Review

This report 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. PRC work plan 2025-26, as revised and approved by City Council Sept. 30
- B. Hyperlink. Staff Report # 24-025-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf
- C. Hyperlink. Staff Report #PRC-2025-019: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20250723-prc_agenda_packet.pdf#page=46
- D. Hyperlink. City Council meeting video, Sept. 30. youtu.be/-TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309

Report prepared by:

Ashley Dixon, Management Analyst

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

Parks and Recreation Commission work plan

Library and Community Services Department

800 Alma Street, Menlo Park CA 94025

Approved September 30, 2025

ATTACHMENT A



Work plan goals

1. As an advisory body to the City Council and a forum for public information about park and recreation issues, encourage and facilitate robust public comment and participation at Commission meetings:
 - Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community
 - Focus on resident input and grow relationships with residents throughout the City of Menlo Park.
2. Support and advise recreation program development and operations:
 - Review programs and services with a focus on the provision of high-quality programs and services for all Menlo Park residents
 - Ensure that the programs and services offered at the Belle Haven Community Campus (BHCC) (including aquatics) contribute to satisfying the needs of the neighborhood it serves and is integrated into a system that is accessible to residents of all ages and abilities throughout the City.
3. Review progress toward the goals in the 2019 Parks and Recreation Facility Master Plan (PRFMP).
4. Participate in park and recreation facility tours to build awareness of recreation systems.
5. Advise on topics related to the maintenance and upgrade of recreational facilities, prioritizing accessibility, safety, and sustainability.
6. Periodically review public-facing recreation policies and recommend updates, as required, with a special focus on policies that may be impacted by shared space operations
7. Periodically receive staff presentations and reports about major parks and recreation service areas and programs, other city departments, and the Youth Advisory Committee
8. Maintain a 12-month schedule of planned Commission agenda items, update and post for public review monthly.
9. Annually host City Council liaison at the Parks and Recreation Commission meetings.

Work plan history

Action	Date	Notes
Work plan recommended to PRC	July 23, 2025	Commission approved
Work plan recommended to City Council	September 30, 2025	City Council approved



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/22/2025

Staff Report Number: PRC-2025-033

Informational Item: Summary report on projects completed in furtherance of the goals in the Parks and Recreation Facilities Master Plan

Recommendation

City staff recommend that the Parks and Recreation Commission (PRC) review this summary report on recent projects completed in furtherance of the goals in the Parks and Recreation Facilities Master Plan (PRFMP).

Policy Issues

As an advisory body to the City Council, the Parks and Recreation Commission (PRC) makes recommendations and serves as a forum for public input, commentary, and discussion related to recreation programs and facilities in Menlo Park. The PRC was a key stakeholder group involved in the development of the PRFMP in 2019 (Attachment A).

Background

Oct. 15, 2019, City Council accepted the PRFMP (Attachment B).

Feb. 27, 2024, City Council reviewed a proposed addendum to incorporate additional pickleball courts into the PRFMP, and no action was taken (Attachment C).

Analysis

The PRFMP is designed to provide a comprehensive road map to guide decision-making for the City of Menlo Park to maintain, manage, and develop its parks, open spaces, and recreation facilities for the next 20 years and to help provide the community with the recreational opportunities that they desire.

Summary of recent projects

City staff tracks progress toward the goals in the PRFMP and provides reports to the PRC and community as projects are completed in furtherance of those goals. What follows is a summary overview of major projects that were completed in 2024-2025 that address priorities identified in the PRFMP.

Belle Haven Community Campus (Attachment D)

The City of Menlo Park and its partners constructed a new multi-service public facility at 100 Terminal Ave in Menlo Park's Belle Haven neighborhood. Completed in May 2024, the Belle Haven Community Campus (BHCC) features 37,000 square feet of floor space on two levels, and is the new home to five community-serving programs that were previously housed in five separate facilities: Belle Haven Library, Belle Haven Pool, Belle Haven Youth Center, Menlo Park Senior Center, and Onetta Harris Community Center. BHCC is

an all-electric, zero combustion, net zero energy project with onsite renewable energy generation, battery microgrid, and electric vehicle charging stations. The project was built to LEED Platinum certification standards, and its structural design is resilient to serve as an emergency shelter. The facility is owned and operated by City of Menlo Park.

Burgess Park Playground (Attachment E)

The city completed upgrades to the Burgess Park Playground on June 1, 2024. A key focus was to provide more accessibility for children with all abilities, including new accessible playground equipment, a rubberized surface around all play areas and an ADA parking stall. Also added were a new play area sign, benches, picnic tables and fences adorned with decorative laser-cut oak leaf designs. Existing trees and the natural landscape were preserved. Utility lines and drains were installed in addition to improvements to grading.

Willow Oaks Playground and Dog Park (Attachment F)

The city completed multiple upgrades to Willow Oaks Park on June 29, 2024. Upgrades included playground renovations, dog park enhancements, a new restroom building, resurfacing of the basketball court, and tennis court lighting upgrades. Updates to the playground were focused on accessibility. The dog park was enlarged and included a new surface and drinking station. Connectivity for the surrounding neighborhood was improved via a new pathway connecting Willow Oaks Park from the intersection of Pope Street and Elm Street and reconstructed pathways throughout the park. Picnic tables were added along with installation of utility lines and drains. Grading was also improved.

Impact on City Resources

As an advisory body to the City Council, the Parks and Recreation Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council..

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 - Parks and Recreation Facility Master Plan (2019). menlopark.gov/Government/Open-government/Master-plans
- B. Hyperlink. City Council Staff Report #19-215-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2019-meetings/agendas/20191015-agenda-packet_page-numbers.pdf
- C. Hyperlink. City Council Staff Report #24-032-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240227/f2-20240227-cc-prfmp-update.pdf
- D. Hyperlink. Belle Haven Community Campus Project webpage, City of Menlo Park: menlopark.gov/Government/Departments/Community-Development/Projects/Completed-projects/Belle-Haven-Community-Campus-Project
- E. Hyperlink. Burgess Park Playground Reopening webpage, City of Menlo Park: menlopark.gov/Citywide-

[calendar/Community-events/20240601-Burgess-Park-playground-re-opening](#)

- F. Hyperlink: Willow Oaks Park Playground and Dog Park Reopening webpage, City of Menlo Park:
[menlopark.gov/Citywide-calendar/Willow-Oaks-Park-Playground-and-Dog-Park-reopening](#)

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

PARKS AND RECREATION COMMISSION
TENTATIVE AGENDA SCHEDULE
OCTOBER 22, 2025

MEETING DATE	PROPOSED AGENDA TOPICS
May 28, 2025 (Joint meeting w/ LC) (Location: BHCC)	• Presentation: BHCC first year of operations • Library and recreation programs survey results • LCS department budget overview
June 25, 2025	• Ad Hoc Subcommittee project – 5K “fun run” • Prepare a status report on the current work plan 2024-25 and prepare a new work plan 2025-26 • Review YAC charter
July 23, 2025	• Presentation: Field allocation process • Study session: PRC report out to Council on work plan 24-25 • Study session: PRC work plan for 25-26 • Ad Hoc Subcommittee project – 5K “fun run” • Library parks and facilities community survey results – recreation focus
August 27, 2025	• Review of community events planned in 2025-26 • Commission member park tour report-out form • Ad Hoc Subcommittee project – 5K “fun run”
September 24, 2025	• Presentation: Friends of Bedwell Bayfront Park • Aquatics program updates • Policy review: picnic rentals and facility use guidelines • Ad Hoc Subcommittee project – 5K “fun run”
October 22, 2025	• Draft aquatic user survey (2025) • Recommend updates to the recreation facility use guidelines • Review PRC work plan 2025-26 as revised and approved by City Council • Summary report on projects completed toward Parks and Recreation Facility Master Plan goals
November 19, 2025 (3 rd Wednesday)	• Youth Advisory Committee update • Tennis and pickleball updates • CAPRA accreditation progress report • Approve the PRC 2026 meeting calendar
December 15, 2025 (3 rd Monday) (Joint meeting w/ LC)	• Year in review • Open house / social
January 2026	•
February 2026	•
Standing/ recurring agenda items (typically every meeting)	• Approve previous meeting's minutes • Department activities and statistics • Tentative agenda calendar • Commissioner reports
Unscheduled future topics	• Capital Improvement Projects (CIP) update, including Kelly Park turf and track renovation project • Realize Flood Park project update (San Mateo County Parks) • Community gardens • Invite Council Liaison to meeting • Invite City's project manager for Bedwell Bayfront Park back for park improvement update

* PRC Meetings are typically held at 6:30pm on the fourth Wednesday of the month unless otherwise specified.

** All dates and topics are tentative and subject to change.