

Parks and Recreation Commission

REGULAR MEETING AGENDA



Date: 4/22/2026
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

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website www.menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (www.menlopark.gov/agendas).

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. Presentation

D1. San Jose Conservation Corps Bedwell Bayfront Park Ranger Services first 90-days update

E. Study Session

E1. Prepare a report-out to the City Council on the Parks and Recreation Commission work plan for 2025-26 ([Staff Report PRC-2026-011](#))

F. Regular Business

- F1. Approve minutes from the March 25, 2026 meeting ([Attachment](#))

G. Informational Items

- G1. Advisory body attendance report ([Staff Report PRC-2026-012](#))
- G2. Library and Community Department updates and statistics ([Staff Report PRC-2026-013](#))
- G3. Tentative agenda calendar ([Attachment](#))

H. Commissioner Reports

- H1. Individual Commissioner reports

I. 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.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.gov/agendas and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at www.menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 04/16/2026)



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/22/2026

Staff Report Number: PRC-2026-011

Study Session: Prepare a report-out to the City Council on the Parks and Recreation Commission work plan for 2025-26

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) prepare a report-out to the City Council on the PRC's work plan for the past year 2025-26 (Attachment A). The PRC chairperson is tentatively expected to present at a Council meeting between August and September.

Policy Issues

City Council Policy CC-24-004 (Attachment B) sets the procedures, roles, and responsibilities of Council-appointed advisory bodies, including the Park and Recreation Commission. 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's annual work plan. The plan, once finalized by a majority of the advisory body, will be formally presented to the City Council for direction and approval no later than Sept. 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 its proposed 2025–26 work plan to the City Council (Attachment C).

On September 30, 2025, the City Council revised the proposed 2025–26 PRC work plan and approved the revised version (Attachment D).

On October 22, 2025, the PRC received the City Council-approved 2025–26 work plan (Attachment E).

Between August and September 2026, the PRC is tentatively scheduled to report to the City Council on its progress toward the 2025–26 work plan. Following that update, the PRC will prepare and recommend its proposed 2026–27 work plan to the City Council by the September 30 deadline.

Analysis

The Parks and Recreation Commission's current work plan for 2025-26 includes nine goals (Attachment A). In summary, the goals include providing a forum for public information and discussion about City parks and recreation; supporting and advising recreation program development; and reviewing progress toward the goals in the 2019 Parks and Recreation Facilities Master Plan (PRFMP). Other goals include participating in park and recreation facility tours to build awareness of recreation systems; advising on topics related to the

maintenance and upgrade of recreational facilities; reviewing public-facing recreation policies and recommend updates; receiving staff presentations and reports; maintaining a 12-month schedule of planned Commission agenda items; and annually hosting the City Council liaison at the Parks and Recreation Commission meetings.

What follows is a summary listing of topics the PRC reviewed, advised, and/or recommended during the past year 2025-26:

- Updated PRC work plan for 2025-26
- Selected new commission chair and vice-chair
- Departmental policy updates reviewed and recommended:
 - Racquet sport court policy
 - Picnic rental policy
 - Recreation facility use guidelines policy
- Received Aquatics survey results and annual aquatics report from pool operator
- Received Aquatics pool user survey results from City staff
- Received a presentation from Friends of Bedwell Bayfront Park
- Created an ad hoc subcommittee to plan the first Community Fun Run at Bedwell Bayfront Park
- Support and advise the Youth Advisory Committee

In addition to the above topics, the PRC provided a monthly forum for public transparency and input related to parks and recreation services in Menlo Park; reviewed public suggestion box comments and responses; received departmental updates; advised on recreation program statistics; and received staff presentations about recreation programs and services.

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 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, 2025
- 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

E. Hyperlink. Staff Report #PRC-2025-032: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20251022_prc-agenda-packet.pdf#page=116

Report prepared by:

Ashley Dixon, Management Analyst

Report reviewed by:

Nick Szegda, 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



Work plan goals		
<ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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



REGULAR MEETING MINUTES – DRAFT

Date: 3/25/2026
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 6:35 p.m.

B. Roll Call

Present: Dawkins, Grass, Lee, Patel, Sherman, Van Buren
Absent: Chunyu
Staff: Library and Community Services (LCS) Assistant Director Nick Szegda, LCS
Supervisor Tricia Mullan, Management Analyst Ashley Dixon, Recreation
Coordinator Megan Woolley

C. Public Comment

None.

D. Presentation

D1. Gymnastics program updates

Recreation Coordinator Megan Woolley made the presentation (Attachment).

The Commission received clarification on competitive programs, enrollment and increasing class size.

E. Regular Business

E1. Approve minutes from the February 25, 2026 meeting (Attachment)

ACTION: Motion and second (Van Buren/ Grass), to approve the minutes from the February 25, 2026 meeting, passed 6-0-1 (Chunyu absent).

E2. Recommend updates to the racquet sport court policy (Staff Report 2026-007)

- Cathy Tokic spoke in support of clarifying the use of Nealon Court #5 in the policy.

The Commission discussed court reservations and availability, instructors and how to report issues.

ACTION: Motion and second (Patel/ Sherman), to recommend updates to the racquet sport court policy,

F. Informational Items

F1. Aquatics user survey results 2025-26 (Staff Report PRC-2026-008)

Supervisor Mullan introduced the item.

Management Analyst Dixon made the presentation (Attachment).

F2. Library and Community Services Department updates and statistics (Staff Report PRC-2026-009)

Supervisor Mullan introduced the item.

The Commission received clarification on the budget and the previous evening's City Council meeting.

F3. Tentative agenda calendar (Attachment)

The Commission made the following changes to the calendar:

- Move YAC to May 27 meeting
- Move Community Garden study session to May 27 meeting

G. Commissioner reports

G1. Individual Commissioner reports

Commissioner Shilpa reported out on community fun run enrollment and marketing.

H. Adjournment

Chair Lee adjourned the meeting at 8 p.m.

Management Analyst Ashley Dixon



ARRILLAGA FAMILY GYMNASTICS CENTER

Megan Woolley

Recreation Coordinator



HISTORY OF MENLO PARK GYMNASTICS



- Founded 1962
- Building Remodel 2013



STAFF

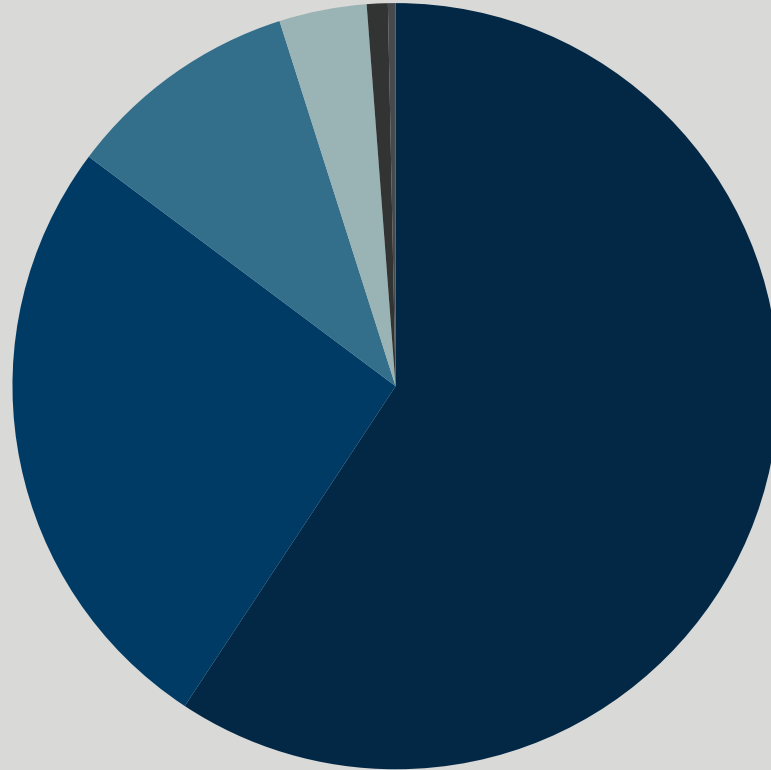


POP UP CLASSES



- 3 Weeks
- 64 Classes
- 422 Participants

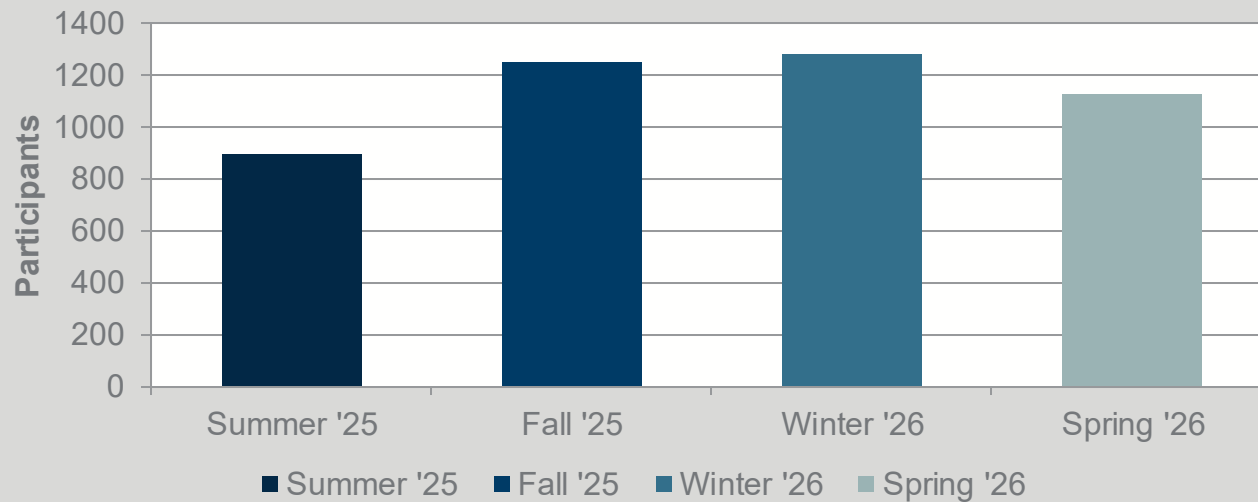
WHO DO WE SERVE?



- Preschool 56%
- Girls 6+ 26%
- Boys 6+ 10%
- Aerial Silks 4%
- Exploration Through Movement 1%
- Adult/Teen Classes 1%

12 MONTHS OF GYMNASTICS

Participant Statistics Across 12 Months





THANK YOU

Aquatics Survey Results 2025-26

Library and Community Services
Ashley Dixon, Management Analyst I

Survey of Aquatics Users

City of Menlo Park conducted a citywide survey to gain insight into needs and preferences of residents for the City's two swim centers: Belle Haven Pool and Burgess Pool

- Survey was reviewed and approved by the Parks and Recreation Commission on Oct. 22, prior to distribution
- Open from Oct. 22 to Jan. 20.
- Distributed citywide in English and Spanish in multiple formats

Survey of Aquatics Users

- 624 participants
- 75% of participants self-identified as incorporated City of Menlo Park residents
- 418 free-text comments were shared
- Results for all survey responses is available as an attachment to staff report

Survey Highlights

Burgess Pool

- 42% visit at least 1x per week
- 21% never visit
- 71% are satisfied to somewhat satisfied
- 18% have no opinion

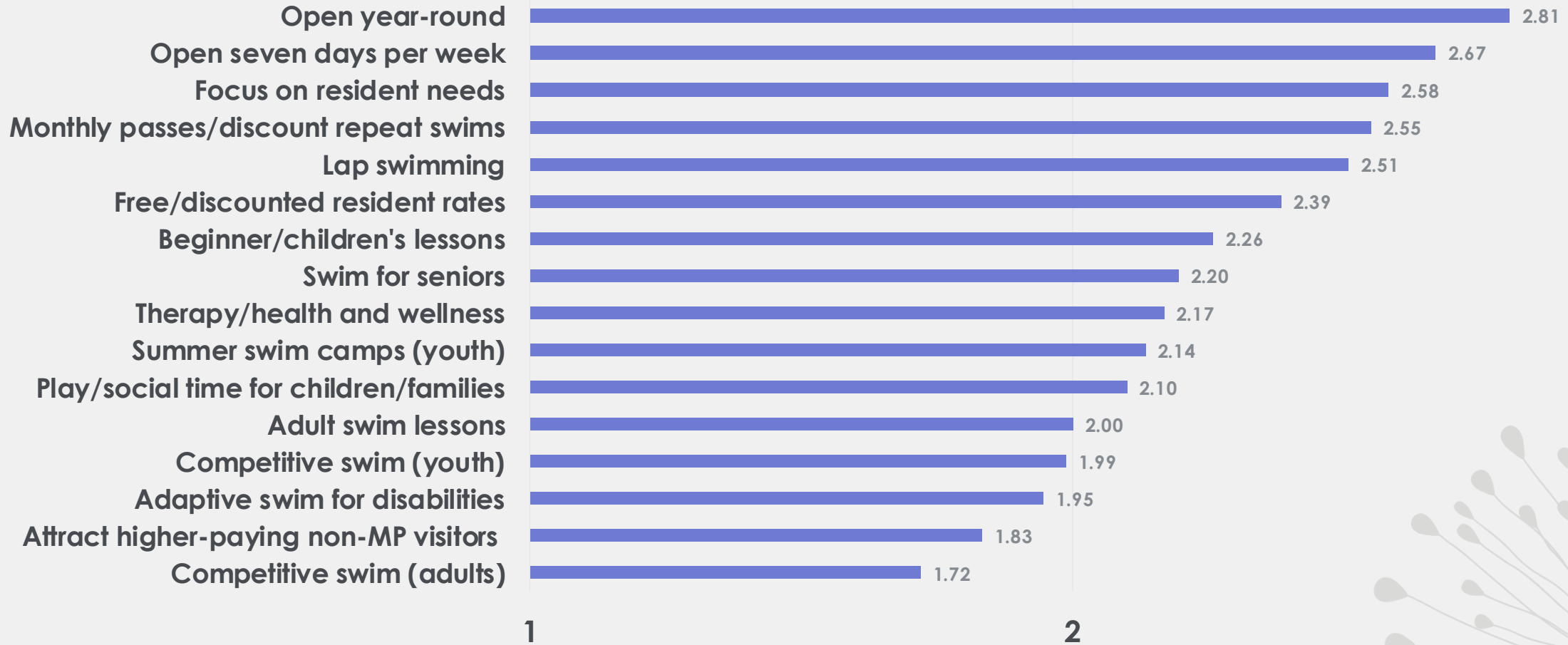
Belle Haven Pool

- 11% visit at least 1x per week
- 61% never visit
- 41% are satisfied to somewhat satisfied
- 51% have no opinion
- 61 responses identified themselves as being residents of Belle Haven

All Responses



How important are the following things to you?



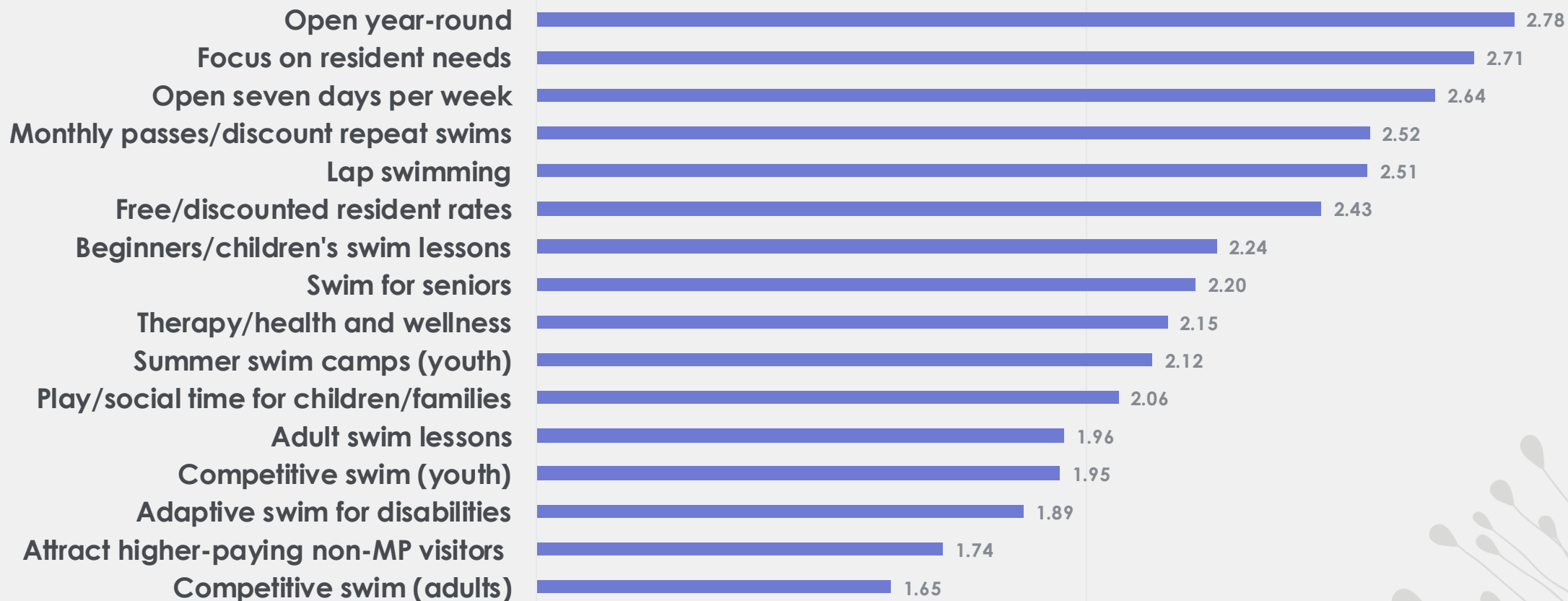
1 = Not important

2 = Somewhat important

3 = Very important

Resident Responses

How important are the following things to you?



1

2

3

1 = Not important

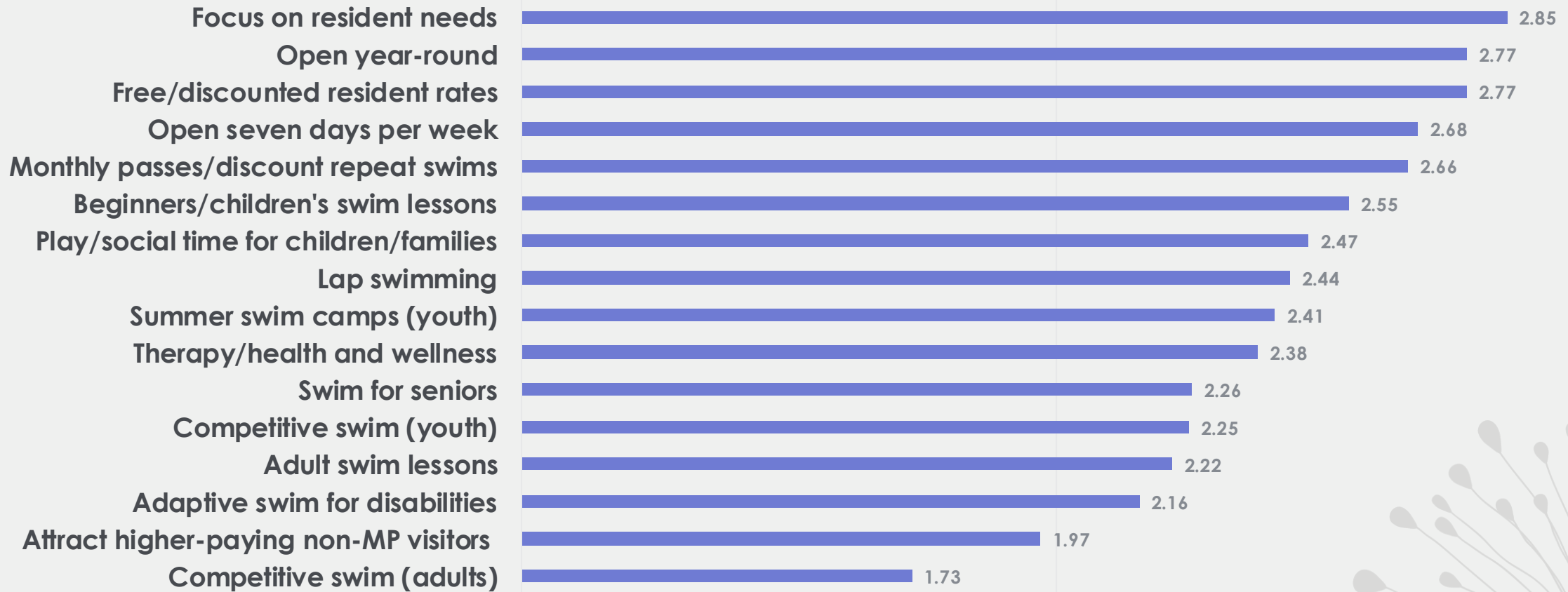
2 = Somewhat important

3 = Very important



Belle Haven Resident Responses

How important are the following things to you?



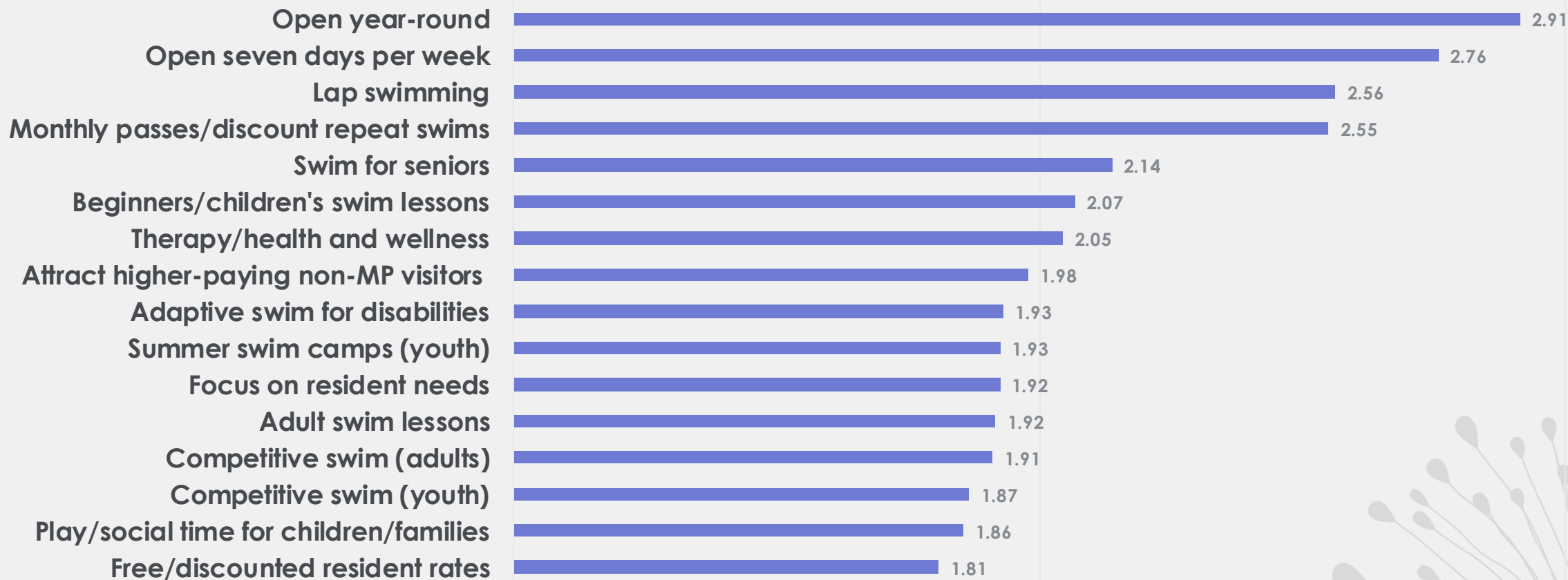
1 = Not important

2 = Somewhat important

3 = Very important

Non-resident Responses

How important are the following things to you?



1 = Not important

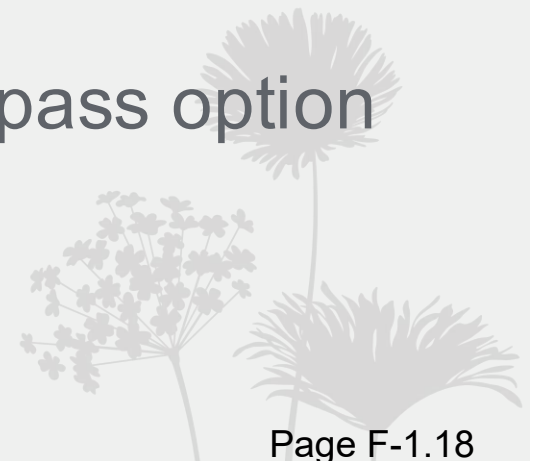
2 = Somewhat important

3 = Very important



Survey highlights

- All sub-groups of survey respondents placed “open 7 days per week” and “open year-round” in the top-5 for importance
- All groups except non-residents placed “focus on resident needs” in top 5 for importance
- All groups placed importance on having a monthly pass option and reduced rates for repeat swim visits



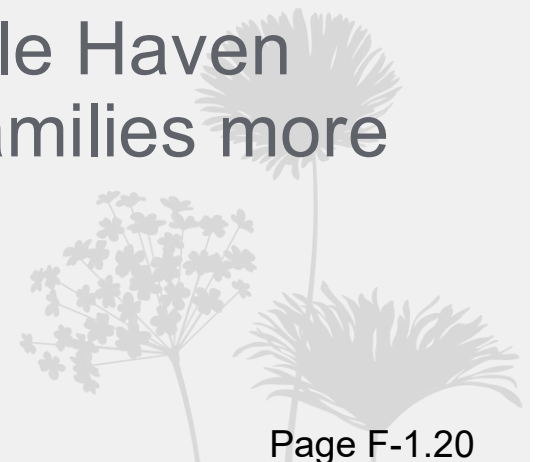
Survey highlights

- Respondents from Belle Haven neighborhoods prioritized affordable rates, while neighborhoods more likely to visit Burgess Pool prioritized lap swim
- Both groups of residents' placed importance on youth swim lessons
- Belle Haven respondents placed higher importance on social/play time for families while respondents likely to attend Burgess Pool prioritized senior swim programs over social and family swim

Survey highlights

While operation-focused items such as fees and hours consistently placed high in importance, there are also similarities when we look at how activity and program-based questions scored on importance.

Lap swim, beginner/children's swim lessons, and swim for seniors placed high across all groups, except for Belle Haven which ranked social and play time for children and families more highly than swim programs for seniors.







STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/22/2026

Staff Report Number: PRC-2026-012

Informational Item: Advisory body attendance report

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) review this informational report containing updates about the Parks and Recreation Commission attendance report.

Policy Issues

City Council Policy #CC-22-004 outlines the procedures, roles, and responsibilities of the City Council-appointed advisory bodies for optimal functioning (Attachment A). The policy sets forth requirements for Commissioner attendance at Commission meetings; the process for Council to appoint, re-appoint, or remove Commissioners; and the terms and limits of appointments.

Background

City Council policy requires staff to record advisory bodies' meeting attendance and report it to City Council annually in March.

Analysis

City Council policy requires staff to record advisory bodies' meeting attendance and report it to City Council annually in March. Advisory body members are expected to attend every advisory body regular and special meeting and are required to attend no fewer than two-thirds (66.6%) of scheduled advisory body meetings in a calendar year. Per City Council policy, advisory body members whose attendance falls below the two-thirds threshold are subject to potential removal from the advisory body by the City Council. Any advisory body member who feels that there are extenuating circumstances that impact their attendance can appeal directly to the City Council to obtain a waiver of the attendance policy; or can apply for a leave of absence.

The current attendance record for the PRC is provided on page 9 of Attachment B.

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 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. Hyperlink - City Council Policy #CC-22-004

https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2026-meetings/agendas/20260316_library-commission-agenda-packet.pdf

B. Receive and file City Council and advisory body annual attendance report for March 2025 – February 2026. Staff report 26-040-CC, March 24, 2026.

Report prepared by:

Ashley Dixon, Management Analyst

Reviewed by:

Nick Szegda, Library and Community Services Director



STAFF REPORT

City Council

Meeting Date: 3/24/2026
Staff Report Number: 26-040-CC

Consent Calendar: Receive and file City Council and advisory body annual attendance report for March 2025 – February 2026

Recommendation

Staff recommends the City Council receive and file the City Council and advisory body annual attendance report for March 2025 – February 2026 (Attachment A).

Policy Issues

City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities (Attachment B) requires an annual attendance report for each advisory body and the City Council.

Background

For advisory bodies to function effectively and accomplish their respective goals and work plans, it is important that all members be active participants by attending the regularly scheduled monthly or quarterly advisory body meetings. The annual attendance report is based on data collected from the meeting minutes of each advisory body and the City Council and verified with staff liaisons.

Analysis

Before the posting of a meeting agenda, staff liaisons communicate with their respective advisory body members, to ensure a quorum will be met in order to properly conduct the advisory body meeting. In most cases, advisory body members advise the staff liaison in advance of their absence and typically, absences are due to pre-planned vacations, scheduled work travel or medical necessity and are considered excused absences.

The City places a high value on the work of the advisory bodies and strives to provide sufficient support to all advisory body members in order to facilitate their work. Per City Council policy CC-24-004, absences which result in attendance at less than two-thirds of their meetings will be reported to the City Council (via the annual attendance report) and may result in replacement of the member by the City Council. Removal from an advisory body appointment is rarely recommended by staff. Instead, staff liaisons prefer to reach out to the advisory body member(s) with low attendance to determine the reasons for the absences and assess the ability to continue in their advisory body service.

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 proposes an organizational structure change that 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. Attendance data for each advisory body and City Council
- B. City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities

Report prepared by:

Sarah Sandoval, Deputy City Clerk

Report reviewed by:

Judi A. Herren, Assistant to the City Manager/ City Clerk

CITY COUNCIL						Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Second and fourth Tuesdays of the month at 6 p.m.	Sworn in	Term expired/ Termed out/ Resigned	Total no. of meetings	Total meetings attended	Percentage attended	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026
Combs, Drew	12/13/2023		29	27	93%	4	2	1	2	2	3	2	2	2	3	2	2
Nash, Betsy	12/13/2023		29	29	100%	4	2	2	3	2	3	2	2	2	3	2	2
Schmidt, Jeff	12/10/2024		29	29	100%	4	2	2	3	2	3	2	2	2	3	2	2
Taylor, Cecilia	12/13/2023		29	26	90%	4	2	2	3	2	3	2	1	1	3	1	2
Wise, Jennifer	12/10/2024		29	28	100%	4	1	2	3	2	3	2	2	2	3	2	2

* not on City Council

attendance less than two-thirds (67%)

- 3/11/2025-special and regular meeting Taylor remote and exited at 5:32 p.m.
- 3/11/2025-special and regular meeting Wise arrived at 5:43 p.m.
- 4/15/2025-special and regular meeting Wise excused absence
- 4/29/2025-special and regular meeting Combs remote and exited at 8:05 p.m.
- 5/13/2025-special and regular meeting Taylor arrived at 5:42 p.m.
- 5/27/2025-special and regular meeting Combs exited at 10:47 p.m.
- 6/3/2025-special meeting Combs excused absence
- 6/24/2025-regular meeting Taylor remote
- 7/7/2025-special meeting Taylor excused absence
- 7/8/2025-regular meeting Taylor excused absence
- 7/22/2025-regular meeting cancelled
- 8/19/2025-special meeting Combs exited at 6:05 p.m.
- 8/19/2025-special meeting Taylor remote and exited at 8:25 p.m.
- 8/26/2025-special and regular meeting Taylor remote, arrived at 6:22 p.m., exited at 9:56 p.m.
- 9/9/2025-special and regular meeting Taylor remote and exited at 11:03 p.m.
- 10/7/2025-special and regular meeting Taylor excused absence
- 11/11/2025-regular meeting cancelled
- 11/18/2025-regular meeting Wise remote
- 11/18/2025-regular meeting Taylor excused absence
- 11/25/2025-regular meeting cancelled
- 12/16/2025-special meeting Taylor remote and exited at 8:35 p.m.
- 12/23/2025-regular meeting cancelled
- 1/13/2026-regular meeting Taylor excused absence
- 1/27/2026-regular meeting Combs exited at 8:45 p.m.
- 1/27/2026-regular meeting Taylor remote
- 2/24/2026-special and regular meeting Nash arrived at 5:32 p.m.

COMPLETE STREETS							Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Second Wednesday of the month at 6:30 p.m.			Term expired/ Termed out/ Resigned	Total no. of meetings	Total meetings attended	Percentage attended	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026
Appointed	Re-appointed																	
Altman, Brian*	5/25/2021		4/30/2025	2	1	50%	0	1	*	*		*	*	*	*	*	*	*
Bergin Bailey, Meredith	4/16/2024			11	10	91%	1	0	1	1		1	1	1	1	1	1	1
Cebrian, Jacquie	4/16/2019	4/25/2023		11	11	100%	1	1	1	1		1	1	1	1	1	1	1
Cole, Sally	5/25/2021	4/26/2022		11	9	82%	1	1	1	1		1	1	0	1	1	1	0
Herscher, Scott	4/29/2025			9	8	89%	*	*	1	1		1	1	1	1	1	0	1
Ierokomos, Athena	4/16/2024			11	10	91%	1	1	1	1		0	1	1	1	1	1	1
King, Lizbeth*	5/25/2021		4/30/2025	2	1	50%	1	0	*	*		*	*	*	*	*	*	*
Rascoff, Matthew	4/16/2024			11	6	55%	0	0	0	0		1	1	1	1	1	1	0
Rennie, Kevin	4/29/2025			9	8	89%	*	*	1	1		1	1	1	0	1	1	1

* not on commission

attendance less than two-thirds (67%)

- 3/12/2025-regular meeting Altman excused absence
- 3/12/2025-regular meeting Rascoff excused absence
- 4/9/2025-regular meeting Bailey excused absence
- 4/9/2025-regular meeting King excused absence
- 4/9/2025-regular meeting Rascoff excused absence
- 4/30/2025-Altman term expired
- 4/30/2025-King term expired
- 5/14/2025-regular meeting Rascoff excused absence
- 6/11/2025-regular meeting Rascoff excused absence
- 7/9/2025-regular meeting cancelled
- 8/13/2025-regular meeting Ierokomos excused absence
- 10/8/2025-regular meeting Cole excused absence
- 11/12/2025-regular meeting Rennie excused absence
- 1/14/2026-regular meeting Herscher excused absence
- 2/11/2026-regular meeting Cole excused absence
- 2/11/2026-regular meeting Rascoff excused absence

ENVIRONMENTAL QUALITY							Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Third Wednesday of the month at 6 p.m.	Appointed	Re-appointed	Term expired/ Termed out/ Resigned	Total no. of meetings	Total meetings attended	Percentage attended	2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026	
			Angiel, Nicole	4/29/2025			9	8	89%	*	*	1	0	1	1	1	1	
Hedley, Nancy LaRocca	4/26/2022			11	10	91%	1	1	1	1	1	0	1	1		1	1	1
Hernandez, Eduardo Lopez	4/26/2022			11	10	91%	1	1	1	1	1	1	1	0		1	1	1
Hill, Susannah	4/16/2024	4/19/2025		11	9	82%	1	1	0	1	1	1	1	1		1	1	0
Kissel, Brian	4/25/2023			11	8	73%	1	0	0	1	1	1	1	0		1	1	1
McKenna, John	11/1/2022	4/16/2024		11	11	100%	1	1	1	1	1	1	1	1		1	1	1
Meyer, Zachary	4/16/2024			11	10	91%	1	1	1	1	0	1	1	1		1	1	1
<i>Pelegri-Llopart, Eduardo*</i>	4/25/2023		4/17/2025	2	2	100%	1	1	*	*	*	*	*	*		*	*	*

* not on commission

attendance less than two-thirds (67%)

3/19/2025-regular meeting Hill remote, arrive at 6:08 p.m., exited at 7:26 p.m.

4/16/2025-regular meeting Kissel excused absence

4/17/2025-Pelegri-Llopart resigned

5/21/2025-regular meeting Hill excused absence

5/21/2025-regular meeting Kissel excused absence

6/18/2025-regular meeting Angiel excused absence

7/16/2025-regular meeting Meyer excused absence

8/20/2025-regular meeting Hedley excused absence

8/20/2025-regular meeting Kissel remote

10/15/2025-regular meeting Hernandez excused absence

10/15/2025-regular meeting Kissel excused absence

11/19/2025-regular meeting cancelled

12/17/2025-regular meeting Kissel remote

1/21/2026-regular meeting Kissel arrived at 6:01 p.m.

2/26/2025-special meeting Hill excused absence

FINANCE AND AUDIT							Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Third Thursday of every quarter at 5:30 p.m.			Term expired/ Termed out/ Resigned	Total no. of meetings	Total meetings attended	Percentage attended	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026
Appointed	Re-appointed																	
Albright, Colin	4/16/2024			5	4	80%		1			0		1	1				1
Altman, Brian	4/29/2025			4	4	100%		*			1		1	1				1
<i>Bramlett, Lynne*</i>	5/23/2023		4/30/2025	1	1	100%		1			*		*	*				*
Dey, Jayanta	5/23/2023	4/29/2025		5	4	80%		1			1		1	0				1
Emery, David	4/29/2025			4	4	100%		*			1		1	1				1
Garton, Jackson	4/16/2024			5	1	20%		0			0		0	0				1
<i>Leroux, Jeff*</i>	4/25/2023		4/30/2025	1	0	0%		0			*		*	*				*
Melahn, Laura	4/29/2025			4	3	75%		*			1		1	1				0
<i>Normington, Matt*</i>	5/25/2021	4/25/2023	4/30/2025	1	0	0%		0			*		*	*				*
<i>Wong, Carol*</i>	5/25/2021	4/25/2023	4/30/2025	1	1	100%		1			*		*	*				*
Velagapudi, Vamsi	4/29/2025			4	4	100%		*			1		1	1				1

* not on commission

attendance less than two-thirds (67%)

- 4/17/2025-regular meeting Garton excused absence
- 4/17/2025-regular meeting Leroux excused absence
- 4/17/2025-regular meeting Normington excused absence
- 4/30/2025-Bramlett term expired
- 4/30/2025-Leroux term expired
- 4/30/2025-Normington termed out
- 4/30/2025-Wong termed out
- 7/17/2025-regular meeting Albright excused absence
- 7/17/2025-regular meeting Garton excused absence
- 9/11/2025-special meeting Garton excused absence
- 10/16/2025-regular meeting Dey excused absence
- 10/16/2025-regular meeting Garton excused absence
- 1/15/2026-regular meeting Melahn excused absence

HOUSING							Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
First Wednesday of the month at 6:30 p.m.							2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026
	Appointed	Re-appointed	Term expired/ Termed out/ Resigned	Total no. of meetings	Total meetings attended	Percentage attended												
Beeli, Jessica	4/16/2024			10	6	60%	1		1	1	0	1	0	0	1	0	1	
Chapa, Charles	8/12/2025			5	5	100%	*		*	*	*	*	1	1	1	1	1	
Dumont, Katherine	4/29/2025			9	8	89%	*		0	1	1	1	1	1	1	1	1	
Kranen, Kevin	4/29/2025			9	9	100%	*		1	1	1	1	1	1	1	1	1	
<i>Leitch, Heather*</i>	<i>5/25/2021</i>		<i>4/30/2025</i>	<i>1</i>	<i>1</i>	<i>100%</i>	<i>1</i>		<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	
<i>Merriman, Nevada*</i>	<i>5/16/2017</i>	<i>5/25/2021</i>	<i>4/30/2025</i>	<i>1</i>	<i>0</i>	<i>0%</i>	<i>0</i>		<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	
Oursler, William	4/29/2025			9	9	100%	*		1	1	1	1	1	1	1	1	1	
<i>Portillo, Virginia*</i>	<i>4/25/2023</i>		<i>6/2/2025</i>	<i>2</i>	<i>2</i>	<i>100%</i>	<i>1</i>		<i>1</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	
Switzer, Steven	10/8/2024			10	10	100%	1		1	1	1	1	1	1	1	1	1	
<i>Trempont, Hadrien*</i>	<i>8/13/2024</i>		<i>4/30/2025</i>	<i>1</i>	<i>0</i>	<i>0%</i>	<i>0</i>		<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	
Wong Carol	4/29/2025			9	6	67%	*		1	1	0	0	1	1	1	1	0	

* not on commission

attendance less than two-thirds (67%)

3/25/2025-regular meeting Merriman excused absence

3/25/2025-regular meeting Trempont excused absence

4/2/2025-meeting cancelled

4/30/2025-Leitch term expired

4/30/2025-Merriman termed out

4/30/2025-Trempont term expired

5/27/2025-regular meeting Dumont excused absense

6/2/2025-Portillo resigned

7/2/2025-regular meeting cancelled

7/10/2025-special meeting Beeli excused absence

7/10/2025-special meeting Wong excused absence

8/6/2025-regular meeting Wong excused absence

9/3/2025-regular meeting Beeli excused absence

10/1/2025-regular meeting Beeli excused absence

10/1/2025-regular meeting Wong remote

12/3/2025-special meeting Krane arrived at 6:50 p.m.

12/3/2025-regular meeting Beeli excused absence

1/17/2026-regular meeting Wong excused absence

2/4/2025-regular meeting cancelled

LIBRARY							Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Third Monday of the month at 6:30 p.m.			Term expired/ Termed out/ Resigned	Total no. of meetings	Total meetings attended	Percentage attended	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026
Appointed	Re-appointed																	
Abdulla, Leith	10/21/2025			3	3	100%	*	*	*	*	*	*		*	1		1	1
Crockett, Kim	8/13/2024			10	10	100%	1	1	1	1	1	1		1	1		1	1
<i>Herrick, Michael*</i>	<i>2/13/2024</i>		<i>9/16/2025</i>	6	5	83%	1	1	1	1	0	1		*	*		*	*
Orton, Carol	4/25/2023			10	10	100%	1	1	1	1	1	1		1	1		1	1
<i>Pollack, David*</i>	<i>2/13/2024</i>		<i>4/30/2025</i>	2	2	100%	1	1	*	*	*	*		*	*		*	*
Sisbot, Sarah	2/25/2025			10	10	100%	1	1	1	1	1	1		1	1		1	1
Shafer, Scott	4/16/2024			10	6	60%	0	1	0	1	1	1		1	0		1	0
Westcott, Brian	4/16/2024			10	10	100%	1	1	1	1	1	1		1	1		1	1
Yule, Daniel	4/29/2025			8	8	100%	*	*	1	1	1	1		1	1		1	1

* not on commission

attendance less than two-thirds (67%)

3/17/2025-regular meeting Shafer excused absence

5/19/2025-regular meeting cancelled

4/30/2025-Pollack term expired

5/28/2025-special joint meeting with Shafer excused absence

6/16/2025-regular meeting Sisbot remote

7/21/2025-regular meeting Herrick excused absence

9/16/2025-Herrick resigned

9/15/2025-regular meeting cancelled

11/7/2025-regular meeting Shafer excused absence

12/15/2025-special meeting cancelled, lack of quorum

1/19/2025-regular meeting cancelled

1/26/2026-special meeting

2/16/2026-regular meeting cancelled

2/26/2026-special meeting Shafer excused absence

PARKS AND RECREATION							Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Fourth Wednesday of the month at 6:30 p.m.	Appointed	Re-appointed	Term expired/ Termed out/ Resigned	Total no. of meetings	Total meetings attended	Percentage attended	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026
Chunyu, Yongdan	4/29/2025			9	6	67%	*	*	1	1	1	0	1	1	0		1	0
Dawkins, Kevin	8/13/2024			11	8	73%	1	1	0	1	0	1	1	1	1		1	0
Emms, Dawn*	8/13/2024		4/30/2025	2	0	0%	0	0	*	*	*	*	*	*	*		*	*
Grass, Joseph	4/16/2024			11	9	82%	1	1	1	1	1	0	1	0	1		1	1
Joshua, Peter*	5/25/2021		4/30/2025	2	1	50%	0	1	*	*	*	*	*	*	*		*	*
Lee, Wonman	4/25/2023			11	10	91%	1	1	1	1	1	1	1	1	1		0	1
Patel, Shilpa	4/29/2025			9	6	67%	*	*	1	1	1	0	0	1	1		1	0
Sherman, Michele	4/16/2024			11	7	64%	1	0	1	0	1	1	1	0	1		0	1
Van Buren, Justin	8/13/2024			11	10	91%	1	1	1	1	1	1	0	1	1		1	1

* not on commission

attendance less than two-thirds (67%)

- 3/26/2025-regular meeting Emms excused absence
- 3/26/2025-regular meeting Joshua excused absence
- 4/23/2025-regular meeting Emms excused absence
- 4/23/2025-regular meeting Sherman excused absence
- 4/30/2025-Emms term expired
- 4/30/2025-Joshua term expired
- 5/28/2025-special joint meeting with Dawkins excused absence
- 6/25/2025-regular meeting Sherman excused absence
- 7/23/2025-regular meeting Dawkins excused absence
- 8/27/2025-regular meeting Chunyu excused absence
- 8/27/2025-regular meeting Grass excused absence
- 8/27/2025-regular meeting Patel excused absence
- 9/24/2025-regular meeting Patel excused absence
- 9/24/2025-regular meeting Van Buren excused absence
- 10/22/2025-regular meeting Grass excused absence
- 10/22/2025-regular meeting Sherman excused absence
- 11/19/2025-special meeting Chunyu excused absence
- 11/26/2025-regular meeting cancelled
- 12/15/2025-special meeting cancelled
- 12/24/2025-special meeting cancelled
- 1/28/2026-regular meeting Lee excused absence
- 1/28/2026-regular meeting Sherman excused absence
- 2/25/2026-regular meeting Chunyu excused absence
- 2/25/2026-regular meeting Dawkins excused absence
- 2/25/2026-regular meeting Patel excused absence

PLANNING							Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Twice a month on Mondays (varies) at 7 p.m.			Term expired/ Termed out/ Resigned	Total no. of meetings	Total meetings attended	Percentage attended	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026
Appointed	Re-appointed																	
Behroozi, Katie	4/16/2024			20	17	85%	2	2	1	2	1	2	2	1	0	2	1	1
Do, Linh Dan	4/26/2022			20	16	80%	1	2	1	2	0	2	2	1	2	1	1	1
Ehrich, Andrew	4/25/2023			20	18	90%	2	1	2	2	1	2	2	1	1	2	1	1
Ferrick, Katie	4/25/2023			20	16	80%	2	2	1	1	0	2	2	1	2	2	0	1
Schindler, Jennifer	11/1/2022			20	20	100%	2	2	2	2	1	2	2	1	2	2	1	1
Silin, Misha	4/16/2024			20	19	95%	2	2	2	2	1	2	2	1	2	2	1	0
Silverstein, Ross	1/23/2024	4/29/2025		20	17	85%	2	1	2	2	0	1	2	1	2	2	1	1

* not on commission

attendance less than two-thirds (67%)

- 3/10/2025-regular meeting Do excused absence
- 4/14/2025-regular meeting Ehrich exited at 7:30 p.m.
- 4/14/2025-regular meeting Do remote
- 4/28/2025-regular meeting Ehrich excused absence
- 4/28/2025-regular meeting Silverstein excused absence
- 5/5/2025-regular meeting Behroozi excused absence
- 5/19/2025-regular meeting Do excused absence
- 5/19/2025-regular meeting Ferrick excused absence
- 6/23/2025-regular meeting Ferrick excused absence
- 7/14/2025-regular meeting Do excused absence
- 7/14/2025-regular meeting Ferrick excused absence
- 7/14/2025-regular meeting Silverstein excused absence
- 7/28/2025-regular meeting cancelled
- 8/11/2025-regular meeting Silverstein excused absence
- 8/25/2025-regular meeting Behroozi remote
- 9/8/2025-regular meeting Do exited at 8:30 p.m.
- 10/6/2025-regular meeting cancelled
- 11/3/2025-regular meeting Behroozi excused absence
- 11/3/2025-regular meeting Ehrich excused absence
- 11/17/2025-regular meeting Behroozi excused absence
- 12/15/2025-regular meeting Do excused absence
- 1/12/2026-regular meeting Ferrick excused absence
- 1/26/2026-regular meeting cancelled
- 2/9/2026-regular meeting cancelled
- 2/23/2026-regular meeting Silin excused absence

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004
 Adopted Feb. 13, 2024
 Resolution No. 6890



Purpose
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
Authority
Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”
Background
<p>The City of Menlo Park currently has seven active Commissions. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code §65100 et seq., §65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
Policies and Procedures
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study. • Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council. • At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council. • Each commission/committee is required to 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 commission/committee, will be 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. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code §65100 et seq, §65300-65401). • Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City’s duly elected representatives, the City Council. • Additional or other staff support may be provided upon a formal request to the City Council. • The staff liaison shall act as the commission/committee’s lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council. • Commission/Committee members will have mandatory training every two years regarding the Brown Act and

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Stipends

Per Government Code §36506, the City is authorized to pay appointed Planning Commissioners by resolution. The City Council has adopted a resolution with an amount not to exceed \$200 per month per Planning Commissioner. Per the IRS (Internal Revenue Services), "public officer" also includes appointed members of advisory boards and committees and commissions. The Planning Commission stipend is taxable income and each member will receive a W-2.

Meetings and officers

1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding questions

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of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Commission shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6 p.m.
- Finance and Audit Commission – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

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6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

G. Memberships

Appointments/Oaths

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

Application and selection process

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

Attendance

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.

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- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

Compensation

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

Qualifications, compositions, number

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

Reappointments, resignations, removals

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

Term of office

- Unless specified otherwise, the term of office for all commission/committees shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code §54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and

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on the City’s website. This list is also available to the public (Government Code §54972, Maddy Act).

Roles and Responsibilities

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city’s newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council’s role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

Environmental Quality Commission

The Environmental Quality Commission is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability. Specific focus areas include:

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

Finance and Audit Commission

The Finance and Audit Commission is charged primarily to support delivery of timely, clear and comprehensive reporting of the City’s fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City’s external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

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Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City’s libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning’s, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

Special Advisory Bodies

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

Procedure history

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631

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Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803
Procedure adoption	6/27/2023	Resolution No. 6840
Procedure adoption	2/13/2024	Resolution No. 6890



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/22/2026

Staff Report Number: PRC-2026-013

Informational Item: Library and Community Services department updates and statistics

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

March 2026 statistics (Attachment A)

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community.

Belle Haven Community Resource Fair (Attachment B)

On Saturday, March 28, at Belle Haven Community Campus (BHCC), 225 community members attended the Belle Haven Community Resource Fair. Participants enjoyed hamburgers and veggie burgers while meeting local agencies and community groups who provided information about their available resources. Attendance this year was 25% higher than the first Community Resource Fair held at BHCC in 2025.

Spring Fest and Egg Hunt (Attachment C)

On April 4, from 10 a.m. – 1 p.m., approximately 3,000 attendees participated in the City of Menlo Park's annual Spring Festival and Egg Hunt. New hunts for ages 4 and under were added to accommodate high registration demand. Based on feedback from last year, additional Sensory Friendly Hunts were also provided.

Award season

Employee Recognition Awards. The City of Menlo Park is committed to recognition of the exceptional work and special achievements of staff members. Annually, the City holds an employee recognition luncheon to give awards to those employees who have excelled in the areas of innovation, teamwork, customer service, and outstanding achievement. This year, the event will take place on May 14. Several Library and Community Service facilities will close for part of the day to allow employees to attend. Winners and nominees will be given certificates.

California Parks and Recreation Society Awards. The California Park and Recreation Society (CPRS) District 4 Annual Awards and Volunteer Recognition Dinner will be held on Thursday, May 7, 2026, at the Campbell Community Center. The City of Menlo Park is within CPRS's District 4, and CPRS will honor outstanding individuals and programs for their professional and volunteer contributions to the fields of parks, recreation, and human services. The awards are a way to formally celebrate the hard work and dedication of our District 4 members and communities.

Facility updates

Photovoltaic solar panel installation. Recently, the City of Menlo Park has closed the parking lot between City Hall and Arrillaga Family Gymnastics Center while photovoltaic solar panels were installed. During the closure, overflow parking was directed towards the Arrillaga Family Gymnasium parking lot and the Burgess Pool and Burgess Park lots. Construction has been completed, and the lot is not open. Increased parking activity in the overflow lots should return to more typical levels.

Burgess Pool locker room. The Burgess Pool locker rooms were closed for approximately one week due to sewer backup issues caused by the growth of nearby tree roots. Public Works was called to assist in cleanup and flood mitigation. Locker room traffic was redirected to a space within the Arrillaga Family Gymnastics Center. At the time of this report, the locker room was scheduled to reopen on Friday, April 17.

BHCC Gymnasium wall repairs. The Gymnasium at BHCC will close from April 22 to April 25 for wall repairs. No activities or programs will take place inside the gym during repairs.

BHCC power testing. At BHCC on April 23 from 6 a.m. – noon, PG&E will shut off power to conduct testing on the new carport installations at Kelly Field. The campus building will be closed during the testing hours and is expected to reopen at noon upon the completion of the shutdown.

Community Fun Run (Attachment D)

Community Fun Run registration closed on April 11 with 143 registrations. The final registration total nearly reached the maximum possible goal of 150 registered participants. Although registration is now closed, community members are welcome to join us on April 25, from 9 – 11 a.m. at Belle Haven Community Campus to cheer on their favorite local runners and walkers of all ages. Afterward, attendees are invited to head over to the nearby Love Our Earth Festival from noon to 3 p.m. at Cesar Chavez Ravenswood Middle School, 2450 Ralmar Ave in East Palo Alto (Attachment E).

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. March 2026 statistics
- B. Hyperlink. Belle Haven Community Resource Fair web page. <https://www.menlopark.gov/Citywide-calendar/Community-events/20260328-Community-Resource-Fair>
- C. Hyperlink. Spring Fest and Egg Hunt web page. <https://www.menlopark.gov/Citywide-calendar/Community-events/20260404-Egg-Hunt-advance-tickets-required>
- D. Hyperlink. Community Fun Run web page. <https://www.menlopark.gov/Citywide-calendar/20260425-Community-Fun-Run>
- E. Hyperlink. Love Our Earth Festival web page. <https://www.menlopark.gov/Citywide-calendar/Sustainability-events/20260425-Love-Our-Earth>

Report prepared by:
Ashley Dixon, Management Analyst

Report reviewed by:
Nick Szegda, Library and Community Services Director

Location*	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
800 Alma St.	36,302	34,067	35,042	35,224	35,148	36,111	35,580	35,096	33,216	32,077	36,035	31,192	34,688
100 Terminal Ave.*	2423	2,645	2,191	2,366	2,286	2,192	2,516	2,343	2,033	2,000	2,401	2,323	2,522
eBooks	9,792	9,902	9,875	9410	10,546	11,281	9,752	10,467	9,853	9,269	10,481	9,229	9,086
eAudio	5,411	5,677	5,935	6159	6,254	6,575	6,797	6,426	6,136	6,745	7,252	6,062	6,674
eVideo	1,159	1,066	1,308	1198	1,531	1,239	1,138	1,219	1,174	1,292	1,252	926	1,133
eSerials	2,415	2,426	2,230	2191	1,983	2,427	2,183	2,253	2,490	2,372	2,492	2,380	3,111
Total online / digital	18,777	19,071	19,348	18,958	16,604	21,336	19,870	20,365	19,653	19,678	10,996	18,597	20,004

	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
New cards issued - MP residents	201	151	161	198	216	235	171	186	167	137	216	166	183
Total cardholders - MP residents	24,076	24,196	24,302	24,472	24,652	24,875	25,019	25,133	25,193	15,017	15,152	15,272	15,387

*Counts are temporarily unavailable and will be reported when system is available

Location*	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
800 Alma St.	3,398	3,232	3,084	3,730	3,776	3,469	2,970	3,263	2,666	2,680	3,160	2,745	2,915
100 Terminal Ave.*	499	432	402	509	497	464	517	413	315	395	378	346	309

Location*	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Incoming holds - 800 Alma St	4,185	3,788	4,313	4,187	4,070	4,081	4,236	4,128	3,421	3,427	4,154	3,577	4,028
Outgoing holds - 800 Alma St	3,082	2,664	2,756	2,970	2,996	3,074	2,812	3,020	2,386	2,450	2,828	2,636	2,748
Incoming holds - 100 Terminal Ave.*	129	167	161	200	157	182	129	165	131	110	200	110	188
Outgoing holds - 100 Terminal Ave.*	363	303	264	305	266	304	273	357	382	368	440	391	429

Location*	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
800 Alma St.	12,600	13,474	13,367	15,845	13,228	8,539	14,491	14,981	13,211	11,411	12,493	26,966	27,280
100 Terminal Ave. (All-ages library)	4,765	4,574	2,392	2,539	2,585	2,268	2,736	2,480	2,133	2,161	2,560	2,390	2,348
100 Terminal Ave. (Children's library)	-	-	-	-	-	892	686	758	820	703	978	1,001	1,040

Location*	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Total attendance - 800 Alma St.	967	978	1,127	1,112	1,609	1551	985	882	737	761	1,204	903	956
# of programs - 800 Alma St.	34	37	37	42	36	38	37	38	33	31	37	34	33
Total attendance - 100 Terminal Ave.*	240	379	188	355	407	540	373	309	164	216	514	283	392
# of programs - 100 Terminal Ave.*	23	27	25	26	33	26	25	28	29	27	29	28	28
Conference Room - available hours	-	-	-	-	-	217	217	217	217	217	217	217	209
Conference Room - reserved hours	-	-	-	-	-	16.5	21	24	26.3	23	19	18	22
Conference Room - utilization %	-	-	-	-	-	8%	10%	11%	12%	11%	9%	8%	11%
Tutor Room - available hours	-	-	-	-	-	217	217	217	217	217	217	217	209
Tutor Room - reserved hours	-	-	-	-	-	50	58	69.5	51.45	40	56.5	46	45
Tutor Room - utilization %	-	-	-	-	-	23%	26%	32%	24%	18%	26%	21%	22%

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to 100 Terminal Ave.

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MARCH 2026

Table 7. Belle Haven Child Development Center (Preschool)													
	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Students ages 3-5	50	54	54	56	47	45	45	47	49	49	50	59	62
Special needs students	-	-	-	-	1	3	2	2	2	2	2	2	2
English second language students	-	-	-	-	37	34	37	37	38	38	39	48	52
Meals and snacks served	-	-	-	-	3,102	2,024	2,112	2,438	1,865	1,900	1,900	1,500	3276
Total hours of education and care provided*	-	-	-	-	10,082	9,214	8,775	10,540	7,706	7,706	9,263	10,930	12,695

Table 8. Menlo Children's Center (Preschool)													
	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Students ages 18 mo - 2 years	-	-	-	-	7	4	5	5	5	1	1	3	3
Students ages 2 - 3 years	-	-	-	-	11	16	17	18	18	17	17	19	19
Students ages 3 - kindergarten	-	-	-	-	23	23	22	22	22	23	24	24	28
Total enrollment	32	44	46	44	43	43	44	45	45	41	42	46	50
Total hours of education and care provided*	-	-	-	-	-	7,830	7,960	8,690	6,332	5,944	6,768	7,092	8,999

Table 9. Menlo Children's Center (After school)													
	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Kindergarten	-	-	-	-	-	9	10	10	10	10	11	11	11
Students grades 1st - 5th	-	-	-	-	-	32	33	33	33	33	34	31	31
Summer camp enrollment	-	-	-	-	63	30	0	0		0	0	0	0
Total enrollment	28	29	29	27	63	71	43	43	43	43	45	42	42
Total hours of education and care provided*	-	-	-	-	5,985	3,936.50	2,316	3,142	2,503	1,932.80	2,679	1,642	3,636

Table 10. Belle Haven Youth Center (After school)													
	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Transitional kindergarten	-	-	-	-	0	0	5	5	5	5	5	5	5
Kindergarten	-	-	-	-	4	4	6	6	6	6	6	6	6
Students grades 1st - 5th	-	-	-	-	29	29	56	56	56	56	56	56	56
Summer Camp enrollment	-	-	-	-	52	54	0	0	0	0	0	0	0
Total enrollment	58	58	58	122	85	85	67	67	67	67	67	67	67
Total hours of education and care provided*	-	-	-	-	11,720	12,094	4,623	5,662	4,020	3,920	4,858	4,623	5,600

*all hours total for all students

*Menlo Park Senior Center was closed during April and part of May 2024 to relocate from 700 Alma St. to 100 Terminal Ave.
**Season is still in progress and data shown is not yet final.

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Table 11. Menlo Park Senior Center - Meals and transportation (100 Terminal Ave.)

	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Lunches served	956	971	952	*	970	985	1,453	1,150	802	743	924	963	1,083
Grocery boxes distributed	460	460	460	213	460	485	476	511	214	248	532	512	579
Senior shuttle trips	1,504	1,454	1,474	1,234	816	784	702	702	620	616	620	630	662
Special event attendance	55	214	129	100	80	80	90	101	0	87	0	80	0

Table 12. Menlo Park Senior Center - Senior class enrollment (100 Terminal Ave.)

	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	114	114	83	107	107	107	119	120	105
Arts and crafts or technology	-	-	-	-	60	61	66	70	64	64	68	78	65
Dance, music, or performing arts	-	-	-	-	38	38	47	59	45	57	79	77	77
Languages or other literary arts	-	-	-	-	55	55	56	74	63	56	54	63	64
Other	-	-	-	-	11	11	12	9	19	19	5	5	8
Enrollment - non-residents	-	87	-	-	121	121	119	145	138	138	144	150	140
Enrollment - residents	-	132	-	-	157	158	145	174	172	172	181	178	179
Enrollment - Total	-	219	-	-	278	279	264	319	310	310	325	328	319
Total classes offered	-	17	-	-	19	19	19	21	21	21	20	21	19

Table 13. Arrillaga Family Recreation Center - Senior class enrollment (800 Alma St.)

	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	64	64	75	118	118	118	110	106	113
Arts and crafts or technology	-	-	-	-	0	0	0	0	0	0	0	0	0
Dance, music, or performing arts	-	-	-	-	28	28	50	38	37	37	33	33	35
Languages or other literary arts	-	-	-	-	27	27	33	33	33	33	35	35	35
Other	-	-	-	-	-	-	-	-	-	-	-	4	4
Enrollment - non-residents	-	27	-	-	27	27	66	69	68	68	65	65	65
Enrollment - residents	-	50	-	-	92	92	92	120	120	120	113	113	122
Enrollment - Total	-	77	-	-	119	119	158	189	188	188	178	178	187
Total classes offered	-	6	-	-	4	4	5	5	5	5	7	7	7

*Menlo Park Senior Center was closed during April and part of May 2024 to relocate from 700 Alma St. to 100 Terminal Ave.
**Season is still in progress and data shown is not yet final.

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

	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Residents	-	23	-	-	14	9	11	6	8	5	6	11	13
Non-residents	-	62	-	-	19	35	33	22	20	15	23	24	27
Instructor usage (in hours)	-	-	-	-	1,068	1,437	1,576	1,502	1,250	1,433	1,089	1,126	1,200
Cypress Room - available hours	-	-	-	-	363	363	350	361	338	361	364	322	348
Cypress Room - reserved hours	-	-	-	-	88.25	39	39.75	35.25	86.25	94.75	55	59	56.5
Cypress Room - utilization %	-	-	-	-	24%	10%	11%	9%	56%	26%	15%	18%	16%
Juniper Room - available hours	-	-	-	-	363	363	350	361	338	361	364	322	348
Juniper Room - reserved hours	-	-	-	-	168.33	132	262	287	190.33	138	127	122	161.5
Juniper Room - utilization %	-	-	-	-	46%	36%	75%	80%	56%	38%	35%	38%	46%
Maple Room - available hours	-	-	-	-	363	363	350	361	338	361	364	322	348
Maple Room - reserved hours	-	-	-	-	155.75	92	231.75	214.75	190.7	129.5	225	173	322.42
Maple Room - utilization %	-	-	-	-	43%	25%	66%	59%	56%	36%	62%	54%	93%
Oak Room - available hours	-	-	-	-	363	363	350	361	338	361	364	322	348
Oak Room - reserved hours	-	-	-	-	54	11	73.25	61	56.27	27	43	51	53
Oak Room - utilization %	-	-	-	-	15%	3%	21%	16%	16%	7%	12%	16%	15%
Oak Patio - available hours	-	-	-	-	363	363	350	361	338	361	364	322	348
Oak Patio - reserved hours	-	-	-	-	0	0	0	5	0	3	0	0	6.5
Oak Patio - utilization %	-	-	-	-	0%	0%	0%	1%	0%	0%	0%	0%	100%
Sequoia Room - available hours	-	-	-	-	363	363	332	345	318	345	344	306	332
Sequoia Room - reserved hours	-	-	-	-	61.5	90	22.75	21.67	62.58	51.75	79	50	67.5
Sequoia Room - utilization %	-	-	-	-	17%	25%	7%	6%	20%	14%	23%	16%	20%
Sequoia Patio - available hours	-	-	-	-	363	363	332	345	318	345	364	306	348
Sequoia Patio - reserved hours	-	-	-	-	0	30	20.75	0	5.3	0	5	26	4
Sequoia Patio - utilization %	-	-	-	-	0%	8%	6%	0%	2%	0%	1%	8%	1%
Willow Room - available hours	-	-	-	-	363	363	372	384	358	384	386	342	370
Willow Room - reserved hours	-	-	-	-	138	66	114	138	358	384	386	342	370
Willow Room - utilization %	-	-	-	-	38%	18%	31%	29%	100%	100%	100%	100%	100%

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

	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Residents	-	-	-	-	100	32	28	38	40	39	40	40	38
Non-residents	-	-	-	-	20	30	28	11	10	18	7	10	14
Instructor usage (in hours)	-	-	-	-	37	80	80	80	120	24	24	32	32
Court #1 - available hours	-	-	-	-	517	515	500	500	498	517	517	517	515
Court #1 - reserved hours	-	-	-	-	122.5	113	235	357.2	364	355.75	425	482	499.58
Court #1 - utilization %	-	-	-	-	24%	22%	47%	71%	73%	68%	82%	93%	97%
Court #2 - available hours	-	-	-	-	517	515	500	500	498	517	517	517	515
Court #2 - reserved hours	-	-	-	-	128	119	248	147.5	319	453.5	439	482	499.58
Court #2 - utilization %	-	-	-	-	28%	23%	49%	29%	64%	87%	85%	93%	97%

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

	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Residents	-	34	-	-	4	8	6	6	14	15	6	11	11
Non-Residents	-	0	-	-	0	0	1	0	0	0	2	6	5
Instructor usage (in hours)	-	-	-	-	*	*	*	*	*	*	*	*	*
Makerspace - available hours	-	-	-	-	328	248	240	248	240	248	248	224	224
Makerspace - reserved hours	-	-	-	-	70.25	47	55.75	62.75	51.25	53.5	31.5	28	28
Makerspace - utilization %	-	-	-	-	21%	19%	23%	25%	21%	22%	13%	13%	13%
Event Hall - available hours	-	-	-	-	304	364	335	348	325	348	350	310	310
Event Hall - reserved hours	-	-	-	-	220.5	196.5	218	257.5	176.5	218	176.5	181	181
Event Hall - utilization %	-	-	-	-	73%	54%	65%	74%	54%	63%	50%	58%	58%
Movement Studio - available hours	-	-	-	-	304	364	364	378	350	378	378	336	336
Movement Studio - reserved hours	-	-	-	-	80	39	23	28.75	27.25	16.5	11	11	11
Movement Studio - utilization %	-	-	-	-	26%	11%	6%	8%	8%	4%	3%	3%	3%
Flex Classroom - available hours	-	-	-	-	304	364	364	378	350	378	378	336	336
Flex Classroom - reserved hours	-	-	-	-	17	11.5	25	21	24.5	17.5	27.5	27	27
Flex Classroom - utilization %	-	-	-	-	6%	3%	7%	6%	7%	5%	7%	8%	13%
Gymnasium - available hours	-	-	-	-	-	378	289	291	303	277.5	303	306	268
Gymnasium - reserved hours	-	-	-	-	-	209	203	231	239.5	213.5	223	304.5	268
Gymnasium - utilization %	-	-	-	-	-	81%	70%	79%	79%	77%	73%	101%	100%

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Table 17. Class enrollment - Arrillaga Recreation Center (800 Alma St.)

	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	197	101	296	305	316	312	284	296	296
Arts and crafts or technology	-	-	-	-	54	47	7	19	19	19	12	12	12
Dance, music, or performing arts	-	-	-	-	130	236	337	348	348	272	304	314	307
Language and literary arts	-	-	-	-	27	27	58	40	40	33	35	35	35
Other	-	-	-	-	173	363	59	111	70	104	55	55	51
Enrollment - non-residents	-	161	-	-	175	307	188	217	204	176	165	175	185
Enrollment - residents	-	474	-	-	506	467	569	606	589	564	525	537	516
Enrollment - Total	-	635	-	-	681	774	757	823	793	740	690	712	701
Total classes offered	-	59	-	-	68	63	62	78	73	65	73	73	74
# of instructors	-	22	-	-	33	33	28	32	31	32	28	26	26

Table 18. Class enrollment - Arrillaga Family Gymnasium (700 Alma St.)

	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Enrollment - Basketball	-	-	-	-	6	27	35	31	99	33	47	81	83
Enrollment - Volleyball	-	-	-	-	72	102	82	81	81	81	81	87	88
Enrollment - Youth mixed activity sports camp	-	-	-	-	0	0	0	0	0	0	0	0	0
Enrollment - non-residents	-	112	-	-	56	74	59	27	98	98	77	95	97
Enrollment - residents	-	96	-	-	16	55	58	85	82	50	51	73	74
Enrollment - Total	-	208	-	-	78	129	117	112	180	64	128	168	171
Total classes offered	-	14	-	-	5	7	0	7	15	5	5	7	8
# of instructors	-	8	-	-	2	2	2	2	2	2	2	2	2
Drop-in basketball visits	-	596	-	-	206	171	194	190	525	233	270	404	263
Drop-in volleyball visits	-	844	-	-	394	287	415	433	646	412	436	626	358
Leagues – individual registrations	-	-	-	-	56	0	14	0	0	3	3	0	0
Leagues – team registrations	-	35	-	-	14	0	31	50	128	10	0	23	3

Table 19. Class enrollment - Belle Haven Community Campus (100 Terminal Ave.)

	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Fitness, yoga, and health	-	-	-	-	80	80	66	104	104	105	69	75	75
Arts and crafts and technology	-	-	-	-	41	41	41	30	30	30	71	71	71
Dance, music, or performing arts	-	-	-	-	15	15	47	40	40	40	18	12	12
Language and literary arts	-	-	-	-	13	13	31	35	36	36	24	24	24
Other	-	-	-	-	-	-	-	7	0.07	8	6	6	6
Enrollment - non-residents	-	20	-	-	10	10	16	17	17	17	14	16	16
Enrollment - residents	-	145	-	-	139	139	169	201	207	208	174	186	186
Enrollment - Total	-	165	-	-	149	149	185	218	224	225	188	202	202
Total classes offered	-	19	-	-	15	15	22	22	23	23	24	24	24
# of instructors	-	9	-	-	9	9	11	12	13	13	13	13	13
Drop-in basketball visits	-	658	-	-	29*	167	192	215	252	272	272	160	233
Drop-in volleyball visits	-	13	-	-	*	10	50	65	6	31	31	16	8
Drop-in Fitness Center	-	1697	-	-	542	720	659	620	522	550	364	572	541

Table 20. Class enrollment - Arrillaga Family Gymnastics Center (501 Laurel St.)

	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Gymnastics enrollment	-	-	-	-	898	887	1,245	1,251	1,219	1,182	130 (1 week)	242 (3 weeks)	1,352
Aerial Silks enrollment	-	-	-	-	49	43	58	59	55	55	0	0	53
Enrollment - non-residents	-	368	-	-	287	282	342	343	359	293	*	*	338
Enrollment - residents	-	942	-	-	628	605	815	811	859	944	*	*	944
Enrollment - Total	-	1,310	-	-	929	1,125	1,303	1,310	1,273	1,237	130	242	1,405
Total classes offered	-	120	-	-	119	119	120	120	120	120	*	*	120
# of instructors	-	-	-	-	2	2	2	2	2	2	0	0	2

*Gymnastics was closed due to flooding from Jan - Feb. 22, 2026

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Location	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Burgess Park picnic area - available hours	-	-	-	-	3,472	2,976	2,400	2,976	3,300	2,976	2,976	3,136	*
Burgess Park picnic area - reserved hours	-	-	-	-	74.5	97	195	148	86	14.5	38	35	*
Burgess Park picnic area - utilization %	-	-	-	-	2%	3%	8%	1%	3%	1%	1%	1%	*
Nealon Park picnic area - available hours	-	-	-	-	2,542	1,860	2,100	2,604	2,880	2,604	2,604	2,352	*
Nealon Park picnic area - reserved hours	-	-	-	-	90	108	130	78	56	20	31	44	*
Nealon Park picnic area - utilization %	-	-	-	-	4%	6%	6%	3%	2%	1%	1%	1%	*

Location	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Bedwell-Bayfront Park - available hours	-	-	-	-	434	434	420	434	420	434	434	410	*
Bedwell-Bayfront Park - reserved hours	-	-	-	-	12	12	60	36	12	0	12	0	*
Bedwell-Bayfront Park - utilization %	-	-	-	-	0.0276	0.03	14%	8%	3%	0%	3%	0%	*
Sharon Park - available hours	-	-	-	-	434	434	420	372	420	420	420	410	*
Sharon Park - reserved hours	-	-	-	-	0	0	0	12	0	0	0	0	*
Sharon Park - utilization %	-	-	-	-	0%	0%	0%	3%	0%	0%	0%	0%	*

*Season is still in progress and data shown is not yet final.

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Table 23. Athletic Field Rentals													
Location	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Burgess Park - available hours	-	-	-	-	4,142	3,456	2,520	2,604	2,880	2,604	2,604	2,688	*
Burgess Park - reserved hours	-	-	-	-	2,976	1,206	561	540	195	1	69	299	*
Burgess Park - utilization %	-	-	-	-	72%	35%	22%	21%	7%	0%	3%	11%	*
Hillview School - available hours	-	-	-	-	744	744	720	744	720	744	744	672	*
Hillview School - reserved hours	-	-	-	-	478.5	202	132	153	142	85	79	107	*
Hillview School - utilization %	-	-	-	-	64%	27%	18%	20%	20%	11%	11%	16%	*
Jack Lyle Park - available hours	-	-	-	-	Closed	744	720	744	720	744	744	672	*
Jack Lyle Park - reserved hours	-	-	-	-	Closed	197	246	182	92	10.5	8	66	*
Jack Lyle Park - utilization %	-	-	-	-	Closed	26%	34%	24%	13%	1%	1%	10%	*
Kelly Park - available hours	-	-	-	-	868	868	840	868	840	868	868	784	*
Kelly Park - reserved hours	-	-	-	-	243	240	321	310	236	158	206	185	*
Kelly Park - utilization %	-	-	-	-	28%	28%	38%	36%	28%	18%	24%	23%	*
La Entrada School - available hours	-	-	-	-	Closed	3,038	2,160	2,232	2,160	2,232	2,232	2,016	*
La Entrada School - reserved hours	-	-	-	-	Closed	240	31.5	31.5	12	0	0	26	*
La Entrada School - utilization %	-	-	-	-	Closed	8%	1%	1%	0%	0%	0%	1%	*
Nealon Park - available hours	-	-	-	-	Closed	1,302	840	868	420	434	434	392	*
Nealon Park - reserved hours	-	-	-	-	Closed	73	135	151.25	72	50.5	62.5	41	*
Nealon Park - utilization %	-	-	-	-	Closed	6%	2%	17%	12%	12%	14%	10%	*
Oak Knoll School - available hours	-	-	-	-	Closed	744	360	372	420	434	434	336	*
Oak Knoll School - reserved hours	-	-	-	-	Closed	106	27	24	0	0	0	16	*
Oak Knoll School - utilization %	-	-	-	-	Closed	14%	7%	6%	0%	0%	0%	4%	*
Willow Oaks Park - available hours	-	-	-	-	Closed	1,488	1,440	1,488	1,440	1,488	1,488	1,344	*
Willow Oaks Park - reserved hours	-	-	-	-	Closed	239	120	110	29	18	20	84	*
Willow Oaks Park - utilization %	-	-	-	-	Closed	16%	8%	7%	2%	1%	1%	6%	*
Total available hours	-	-	-	-	5,754	12,384	9,600	7,947	9,600	9,548	9,548	8,904	*
Total reserved hours	-	1,575	-	-	3,698	2,503	1,573	1,501	778	323	525	824	*
Total field utilization %	-	-	-	-	64%	20%	16%	19%	8%	3%	5%	9%	*

*Season is still in progress and data shown is not yet final.

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Table 24. Tennis and Pickleball Court Rentals													
Location	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Burgess Park - Tennis Court #1 available hours	-	-	-	-	434	434	420	434	420	434	434	392	*
Burgess Park - Tennis Court #1 reserved hours	-	-	-	-	174	184	205	181	149	103	163	141	*
Burgess Park - Tennis Court #1 utilization %	-	-	-	-	40%	42%	48%	42%	35%	24%	38%	35%	*
Kelly Park - Pickleball Court #1 available hours	-	-	-	-	434	434	420	434	420	434	434	392	*
Kelly Park - Pickleball Court #1 reserved hours	-	-	-	-	21	45	47	48	41	16	30	12	*
Kelly Park - Pickleball Court #1 utilization %	-	-	-	-	5%	10%	11%	10%	10%	4%	6%	3%	*
Kelly Pickleball Court #2 available hours	-	-	-	-	434	434	420	434	420	434	434	392	*
Kelly Pickleball Court #2 reserved hours	-	-	-	-	5	21	14	27	11	10	14	5	*
Kelly Park - Pickleball Court #2 utilization %	-	-	-	-	1%	5%	3%	6%	2%	2%	2%	1%	*
Kelly Park - Tennis Court #1 available hours	-	-	-	-	434	434	420	434	420	434	434	392	*
Kelly Park - Tennis Court #1 reserved hours	-	-	-	-	51	77	133	143	117	109	128	94	*
Kelly Park - Tennis Court #1 utilization %	-	-	-	-	11%	18%	32%	33%	28%	25%	38%	24%	*
Nealon Park - Tennis Court #1 available hours	-	-	-	-	434	434	420	434	420	434	434	392	*
Nealon Park - Tennis Court #1 reserved hours	-	-	-	-	172	161	204	220	197	151	197	186	*
Nealon Park - Tennis Court #1 utilization %	-	-	-	-	40%	37%	49%	50%	42%	35%	45%	47%	*
Nealon Park - Tennis Court #2 available hours	-	-	-	-	434	434	420	434	420	434	434	392	*
Nealon Park - Tennis Court #2 reserved hours	-	-	-	-	164	163	193	173	150	89	135	166	*
Nealon Park - Tennis Court #2 utilization %	-	-	-	-	38%	38%	46%	40%	36%	21%	31%	42%	*
Willow Oaks - Tennis Court #3 available hours	-	-	-	-	434	434	420	434	420	434	434	392	*
Willow Oaks - Tennis Court #3 reserved hours	-	-	-	-	120.75	112	192	170	148	115.75	136.75	152	*
Willow Oaks - Tennis Court #3 utilization %	-	-	-	-	28%	26%	46%	39%	35%	27%	31%	38%	*
Willow Oaks - Tennis Court #4 available hours	-	-	-	-	434	434	420	434	420	434	434	392	*
Willow Oaks - Tennis Court #4 reserved hours	-	-	-	-	99	142	194	170	150	131	174	132	*
Willow Oaks - Tennis Court #4 utilization %	-	-	-	-	23%	33%	46%	39%	36%	30%	40%	33%	*

Table 25. Tennis and Pickleball Classes													
Location	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Youth tennis enrollment	-	-	-	-	21	23	47	48	67	63	86	53	*
Adult tennis enrollment	-	-	-	-	6	7	24	28	31	23	23	21	*
Tennis enrollment - resident					21	27	63	67	82	73	73	63	*
Tennis enrollment - non-resident						6	3	8	9	16	13	13	*
Tennis enrollment total						27	30	72	76	98	86	86	*

*Outdoor recreation information is temporarily unavailable due to an error in the reporting software. A fix is being worked on.

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Table 26. Recreation client accounts													
	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
New recreation client accounts	991	972	505	501	459	937	502	347	402	806	488	416	1,338
Total recreation client accounts	15,309	16,281	16,786	17,287	17,743	18,680	19,182	19,529	19,931	20,737	21,225	21,641	22,979
Hyperlocal client accounts	1,482	1,576	1,613	1,682	1,695	1,848	1,899	1,962	2,005	2,072	2,137	2,194	2,288

Table 27. Web page views													
	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
/Library	4,389	3,886	3,921	4,390	4,247	4,332	3,892	3,914	3,995	3,906	4,708	3,797	3,803
/ActivityGuide	7,141	3,937	7,508	4,872	5,016	10,099	3,771	2,881	4,043	6,613	4,760	5,119	8,984

Table 28. Newsletter engagement													
	Mar. 2025	Apr. 2025	*May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
Newsletters sent	5	4	5	4	4	5	4	4	4	3	4	4	4
Average recipients per newsletter	25,088	24,889	23,123	24,602	24,475	24,346	27,815	28,839	28,550	28,388	28,195	28,031	29,114
Total recipients (excludes bounces, etc.)	117,826	93,190	108,779	91,739	91,030	121,730	111,261	106,618	114,199	85,166	104,250	103,589	116,457
Total newsletter clicks	2,942	1,586	2,874	2,389	2,587	3,481	4,045	3,058	3,058	3,226	4,975	5,323	5,558
Total newsletter unique clicks	1,765	926	1,519	1,200	1,346	1,720	1,437	1,374	1,501	1,041	1,653	1,628	2,075
Total newsletter opens	103,780	76,786	79,229	69,913	68,109	86,160	82,795	80,650	81,663	67,170	81,207	80,829	84,643
Total unique opens	62,139	47,124	51,316	44,582	43,747	55,666	52,733	52,661	52,458	41,737	51,613	51,825	53,421
% open rate (monthly average)	83%	77%	69%	71%	70%	71%	74%	70%	72%	79%	72%	72%	73%
% unique opens rate (monthly average)	50%	47%	44%	45%	45%	46%	47%	46%	46%	49%	46%	46%	46%
Unsubscribes Monthly Total	179	147	170	139	128	207	296	242	209	148	212	118	152
% Unsubscribes - Monthly Average	0.14%	0.15%	0.15%	0.14%	0.13%	0.17%	0.25%	0.21%	0.19%	0.17%	0.19%	0.11%	0.16%
Email Bounces - Monthly Total	2,567	2,086	2,564	2,192	2,172	2,760	2,777	2,740	2,619	1,938	2,552	2,549	2,735

*On May 10, 2025 a server error caused a newsletter to fail to send to approximately 8,920 subscribers

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Table 29. Large-scale community event attendance													
	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026
College and Career Fair	-	-	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	-	-	-	-	-	310	-
Community Resource Fair	180	-	180	-	-	-	-	-	-	-	-	-	225
Egg Hunt/Spring Fest	-	2200	-	-	-	-	-	-	-	-	-	-	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	-	-	-	310	-	-	-	-	-	-	-	-	-
4th of July Parade and Celebration	-	-	-	-	2200	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	310	-	-	-	-	-
Halloween Parade and Festival	-	-	-	-	-	-	-	2000	-	-	-	-	-
Pumpkin Splash	-	-	-	-	-	-	-	160	-	-	-	-	-
Light Up the Season	-	-	-	-	-	-	-	-	-	925	-	-	-
Photos with Santa	-	-	-	-	-	-	-	-	-	463	-	-	-

MEETING DATE*	TENTATIVE AGENDA TOPICS**	
January 28, 2026	<ul style="list-style-type: none"> Picnic Area Use Policy Ad Hoc Sub Committee project – 6k “fun run” 	
February 25, 2026	<ul style="list-style-type: none"> Invite Council Liaison to meeting Pickleball presentation - Updates on non-CIP issues Aquatics Annual Report and Survey 	
March 25, 2026	<ul style="list-style-type: none"> Presentation: Gymnastics Aquatics user survey results Court user policy updates 	
April 22, 2026	<ul style="list-style-type: none"> Advisory Annual Attendance Report New PRC members appointed by City Council Study session: Prepare work plan prior year progress report Presentation: San Jose Conservation Corps Park Ranger first 90-day updates 	
May 27, 2026 At BHCC	<ul style="list-style-type: none"> Select commission Chair and Vice Chair Presentation: Belle Haven Community Campus Presentation: Youth Advisory Committee Presentation: Flood Park Fun Run debrief 	
June 24, 2026	<ul style="list-style-type: none"> New Chair begins term Onboarding new PRC members Study session: PRC work plan for coming year 	
July 22, 2026	<ul style="list-style-type: none"> Study session: Update PRC work plan for coming year 	
August 26, 2026	<ul style="list-style-type: none"> Chair gives City Council PRC prior year work plan progress report Recommend PRC work plan for coming year 	
September 23, 2026	<ul style="list-style-type: none"> City Council approval of PRC work plan for coming year Review the Aquatics Community Survey 	
October 28, 2026	<ul style="list-style-type: none"> Receive the commission work plan as revised and approved by City Council 	
November 18, 2026	<ul style="list-style-type: none"> Approve schedule of PRC meetings for following calendar year Parks and Recreation Facility Master Plan review 	
December 21, 2026 (Joint meeting w/ LC) At BHCC	<ul style="list-style-type: none"> Year in review Open house / social 	
Standing/ recurring agenda items (typically every meeting unless otherwise noted)	<ul style="list-style-type: none"> Approve previous meeting’s minutes Department statistics Tentative agenda calendar Staff reports Commissioner reports 	<ul style="list-style-type: none"> Strategic Plan review (recommended to review annually) Parks and Rec Master Plan update (recommended every 4 years)
Unscheduled future items	<ul style="list-style-type: none"> Capital Improvement Projects (CIP) update, including Kelly Park turf and track renovation Dog park enforcement (via ranger services) Youth Advisory Committee update Community gardens study session CIP Updates Realize Flood Park project update (San Mateo County Parks) 	

*Parks and Recreation Commission meetings are held at 6:30 p.m. on the fourth Wednesday of the month unless otherwise specified.

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

***Items that recur annually are in bold and in green font (do not remove)