

# Parks and Recreation Commission

## SPECIAL MEETING AGENDA



**Date:** 5/27/2026  
**Time:** 6:30 p.m.  
**Locations:** [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and  
Belle Haven Community Campus, Flex Classroom  
100 Terminal Ave., 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 Belle Haven Community Campus, Flex Classroom
- 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](http://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](http://www.menlopark.gov/agendas)).

### Special Session

#### A. Call To Order

#### B. Roll Call

#### C. Presentation

C1. Youth Advisory Committee project updates ([Attachment](#))

C2. Belle Haven Community Campus and Kelly Field updates ([Attachment](#))

#### D. Study Session

D1. Parks and Recreation Commission update and report out on completed self-guided park tours ([Staff Report PRC-2026-014](#))

#### E. Regular Business

E1. Approve minutes from the April 22, 2026 meeting ([Attachment](#))

E2. Select new Parks and Recreation Commission Chair and Vice Chair ([Staff Report PRC-2026-015](#))

- E3. Form an ad hoc subcommittee to prepare a draft report out to City Council on 2025-26 work plan progress ([Staff Report PRC-2026-016](#))

**F. Informational Items**

- F1. Library and Community Services Department updates and statistics ([Staff Report PRC-2026-017](#))
- F2. Tentative agenda calendar ([Attachment](#))

**G. Commissioner Reports**

- G1. Individual Commissioner reports

**H. Adjournment**

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

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

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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YAC

AGENDA ITEM C-1

# Menlo Park Youth Advisory Committee

Parks and Recreation Commission and City  
Council Presentation

Menlo Park

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## What is YAC?

- Group of Menlo Park Youth
- Goals:
  - Provide youth perspective to Menlo Park government
  - Bridge generational gap and create intergenerational dialogue
  - Encourage youth participation in Menlo Park events
  - Assist and volunteer at city events
- Mission Statement:
  - Striving to create a positive change in our community

# Work Plan

## Work Plan 2025-26

Name: Youth Advisory Committee Member  
9/24/2025 to 5/27/2026



### 1. Attendance and Participation

Goal		
Attendance and Participation.		
Task	Performance metric	Target
Meeting attendance	Attends at least 75% of meetings, missing no more than three YAC meetings.	100%
Participation during presentation	Participates during presentations, asking questions and providing feedback to presenters. Must share either a question or a comment during at least two different presentations.	100%
Volunteering at City-sponsored events	Volunteers for at least one City-sponsored event.	100%
Dressed appropriately for all meetings	Follows the dress code at all meetings and arrives in Business Casual for all presentation meetings.	100%
Responds to Whatsapp enquiries in a timely manner	Responds to all messages before their assigned deadlines.	100%
Courtesy towards other YAC members	All interactions demonstrate teamwork and professionalism.	100%

### 2. Completes Assigned Work

Goal		
Homework		
Task	Performance metric	Target
Completes YAC mid-year reflection	Writes and submits mid-year reflection ahead of the submission deadline.	100%
Completes YAC end-of-year reflection	Writes and submits end-of-year reflection ahead of the submission deadline.	100%
Completes notes for each presentation	Fills out and submits thoughtful notes for each presentation.	100%
Contributes to the group Council and Commission presentations	Actively participates in the presentation creation process and contributes to the slides.	100%

Work Plan – Name, Job title

Shows up having read emails, slack messages, and prepared to work each meeting	Remains up-to-date on all YAC communications and can contribute each meeting.	100%
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### 2. Attendance

Goal		
Homework		
Task	Performance metric	Target
9/24/2025	Attended meeting and participated in the discussion.	100%
10/8/2025	Attended meeting and participated in the discussion.	100%
10/22/2025	Attended meeting and participated in the discussion.	100%
11/12/2025	Attended meeting and participated in the discussion.	100%
12/3/2025	Attended meeting and participated in the discussion.	100%
12/10/2025	Attended meeting and participated in the discussion.	100%
1/14/2026	Attended meeting and participated in the discussion.	100%
1/28/2026	Attended meeting and participated in the discussion.	100%
2/11/2026	Attended meeting and participated in the discussion.	100%
2/25/2026	Attended meeting and participated in the discussion.	100%
3/11/2026	Attended meeting and participated in the discussion.	100%
3/25/2026	Attended meeting and participated in the discussion.	100%
4/22/2026	Attended meeting and participated in the discussion.	100%
5/13/2026	Attended meeting and participated in the discussion.	100%
5/27/2026	Attended meeting and participated in the discussion.	100%

Work Plan – Name, Job title

## Appendix A

### 1. Youth Advisory Committee Documents

I am familiar with City and department policies and procedures and will adhere to them in the course of my work, including but not limited to the following.

Policy / procedure	Description
YAC Volunteer Sign-Up Sheet	This document contains the schedule of volunteer opportunities for the YAC year.
YAC Presenter Etiquette	This document outlines what is expected from YAC members when we have a presenter at the meeting.
YAC Dress Code	This document contains the YAC Dress Code.
YAC Assignment Sign-Up Sheet	This document outlines what is expected from each YAC member when they are working on their portion of the YAC Presentation Report.
YAC Commission Meeting Sign-Up Sheet	This document contains the Commission schedule for the YAC year.
YAC Presentation Notes Formatting Guide	This document outlines what is expected from each YAC member when they are working on their presentation notes during meetings.
YAC Report Instructions	This document outlines what is expected from each YAC member when they are working on their portion of the Presentation Report.
YAC Disciplinary Procedures Guide	This document lays out the YAC disciplinary procedures and consequences.
YAC 2025-2026 Calendar	This document contains the 2025-2026 calendar.
YAC Advisor Contact Information	This document contains contact information for the YAC Advisors.

### 2. Systems and work tools

I am competent with City and department technological systems and will use them in the course of my work, including but not limited to the following.

System	Description	Usage
Whatsapp	This is the primary form of communication between YAC Members and Advisors.	As needed.
YAC Digital Binder	This binder, found on Whatsapp, contains all the relevant YAC documents.	As needed.
YAC Physical Binder	This binder, which is brought to all YAC meetings, contains all the relevant YAC documents.	As needed.

## YAC Meetings

- Work on project
- Host presentations
- Productive discussions
- Brainstorm outreach strategy



# City Service

## What We've Done:

- Volunteering at city events
- Helping make a positive impact on the Menlo Park Community
- Events include:
  - Halloween Hoopla
  - Light Up the Season
  - Photos with Santa
  - Egg Hunt

## HALLOWEEN HOOPLA



Menlo Park

## LIGHT UP THE SEASON



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Youth Advisory Committee

## PHOTOS WITH SANTA



## EGG HUNT



## YAC ATTACK

- Hosted by CPRS
- Interacted with YAC Committees across the Bay Area
- Participated in interactive workshops
- Led informal discussions
- Heard from local leaders through a panel
- Raffle prizes, snacks and more!



## What can YAC do?

- Participating in Futures Commission projects
- Working more closely with our city
- Focusing on youth input in AI policy



# YAC Project

Menlo Park



YAC



## Library and Community Services

- Inform the public of library resources
  - Social media advertising
- Expand library youth resources
  - College prep resources
- Study rooms

## Environmental Quality Commission



- Solarpunk project
  - Sustainability journal?
  - Community art installation?
- Sustainability drives
- Repair and reuse fair
- Youth climate ambassadors
- Social media
- EV subsidies

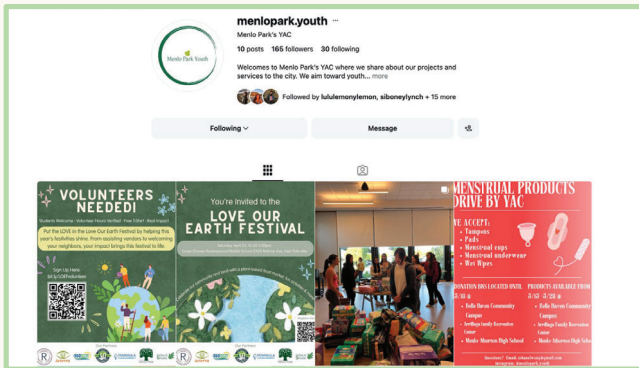
# YAC EQC Partnership

Menlo Park



YAC

## Social Media



- Promoting the EQC and their initiatives on our social media
- Making EQC projects more teen focused and friendly

## Volunteering



- Partnering with the EQC by taking role in events
  - Love Our Earth Festival
- Providing EQC with suggestions from a youth perspective

## Next YAC season...



## Sustainability Panel

- "Green Careers" Panel
  - Speaker panel aimed to inform the youth of career opportunities in Environmental Science fields

## Community Art Project

- Solarpunk: Collaborative Sustainable Art Project
  - Inspired by solarpunk project
  - Community mural
  - Sustainable art installation
  - Group sustainable crafting

## AI Policy

- Work with the Menlo Park Library to develop an official AI policy
- Reach out to Menlo Park youth through surveys and interviews to collect ideas and understand multiple perspectives

Thank You!  
Questions?

Menlo Park



YAC



## HOW DOES BELLE HAVEN COMMUNITY CAMPUS SUPPORT THE COMMUNITY?



Belle Haven Community Campus (BHCC) is a vibrant community hub that brings people together and creates opportunities.

We proudly offer programs tailored to the needs of children, teens, adults, seniors, and families within our diverse community.

As BHCC expands, we remain committed to supporting and empowering the community through inclusive programs, accessible resources, and meaningful connections and community collaboration.

## HOW DOES BELLE HAVEN COMMUNITY CAMPUS SUPPORT THE COMMUNITY?



- Greater access to local resources
  - Canda College
  - Nuestra Casita
  - LifeMoves
- Hub for community organizations
  - Belle Haven Neighborhood Association
  - Belle Haven Action
  - Belle Haven Empowered
- Emergency Preparedness
  - Emergency evacuation chairs
  - Evacuation drills
  - Active cooling station
  - Members of staff are on city-wide safety committee
- Campus Improvements
  - Parking lot expansion
  - ADA Compliant doors
  - Event hall floor leveled

BHCC is dedicated to strengthening the community and creating a space where everyone feels supported, connected, and inspired.

## HOW DOES BHYC SUPPORT THE COMMUNITY?



By providing safe, affordable access to youth programs in a welcoming, inclusive environment that:

- Facilitates learning
- Promotes growth
- Supports healthy, age-appropriate development
- Offers a structured environment

Where children of all backgrounds and abilities feel:

- Supported
- Valued
- And empowered

## HOW DOES BHYC SUPPORT THE COMMUNITY?



BHYC is a safe space where youth build, strengthen, and develop important life skills in a nurturing environment. Our engaging programs and activities, create opportunities that support growth in areas such as:

- Academic enrichment
- Social and emotional development
- Health and wellness
- Innovation and creativity

Our goal is to be a trusted community resource that supports not only youth, but also the families we serve, helping children thrive both inside and outside the classroom.



▪ **After School Program  
(August – June)**

- 1<sup>st</sup> year accepting TK students
- 80% full for 26-27 school year
- Soccer Shots
- Spring & Winter Break
- Food Exploration with Chef Tony
- Generational Programming (egg hunt, arts & craft, Bingo, Served lunch)

▪ **Summer Program (June – August)**

- Beechwood summer after school
- Live in peace SOS partnership
- Partnership with Menlo Swim
- SOS Summer program served lunch daily
- College campus tours
- Nutrition workshops with Chef Tony

▪ **Year Round Programming**

- 100% enrollment since opening
- Library Story Time
- Escorting to recreation classes
- Parent workshops

## HOW DOES MPSC SUPPORT THE COMMUNITY?



By providing services that promote health, well-being, and improve overall quality of life for seniors.

We do this through providing:

- Healthy, nutritious, affordable meals
- Meaningful social interactions
- Emotional support
- Community connection
- Support
- A welcoming environment



MPSC connects seniors with important services that help maintain independence, purpose, and a sense of community belonging.

## HOW DOES MPSC SUPPORT THE COMMUNITY?



MPSC is thoughtfully designed around the interests and needs of seniors. We offer channels for feedback, keep the activities engaging, and select activities that encourage:

- Active lifestyles
- Social engagement
- Lifelong learning
- Community involvement

...which are essential to quality of life.

Our goal is to ensure that all Menlo Park seniors feel empowered, included, and part of a vibrant Belle Haven community.





### Free Programming

- 1,360 seniors enrolled
- Writing memoir class that transformed into a digital biography class
- Creative workshops
  - Knitting
  - Ceramics
  - Let's get creative art class
- Zumba Gold
- Recycled art class (Creative ideas for seniors)
- Introduced seniors to technology
  - Virtual Reality in partnership with Live in Peace
  - Tech discovery class
- Water Aerobics class provided by Menlo Swim
- Brown Bag food distribution (4,700 distributed annually)
- 12,750 shuttle rides annually

Events

- Senior Resource fair
- Pool & domino tournaments
- Walk-a-thon
- Fieldtrips
- Special events
  - Dia De Los Muertos
  - Winter Wonderland
  - Latin Heritage
  - Black History Month
- Special Guests
  - Elvis
  - Dolores Huerta
  - Beechwood Students
  - Housing Development
  - St. Patrick's Day
  - Mah Jong games in honor of



### Lunch Service

- Daily average of 60 seniors
- Variety of meals catered to the community
- Monthly menu on city website
- Special diet accommodations upon request
- Since opening averaging 11,000 meals annually
- Special Lunches
  - MLK Fish Fry
  - Valentine’s Day (Surf & Turf)
  - Chinese New Year
  - St. Patrick’s Day



## HOW DOES OHCC SUPPORT THE COMMUNITY?



OHCC is a vital resource for the community which offers an inclusive and welcoming space where residents can connect, grow, and thrive. Through access to essential resources, educational programs, and community-based opportunities, the OHCC is committed to supporting individuals and families of all backgrounds.

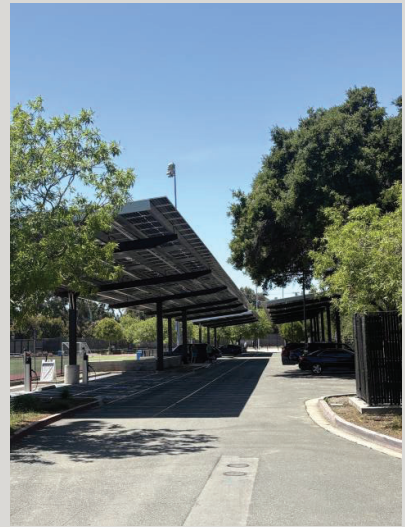
OHCC empowers locals to develop new skills, build meaningful relationships, and strengthen their connection to the community. Our goal is to promote engagement, encourage personal growth, and create a strong sense of belonging for everyone who walks through our doors.



- **Classes/Programs**
  - CLUB 678
  - Foundation for College Education Workshops
  - New Classes
    - Boxing
    - Ceramics
    - Basketball
    - Chess
    - Watercolor
    - Crochet
    - Youth technology
- **Drop ins**
  - Introduced Lady's drop in basketball (Tuesdays & Saturday)
  - Fitness center 500+ visits per month
- **Community Events & Meetings**
  - Resource Fair
  - Photos with Santa
  - Trunk or Treat
  - Cocoa at the Campus
  - Lion dance
  - Council Meetings
  - Commission Meetings
  - Neighborhood Organization meetings
  - Jobtrain Career Fair
  - Housing Resource Fair
  - San Matro County Voting
- **Rentals**
  - Girl's middle school Basketball & Volleyball
  - Club volleyball
  - AAU Basketball program
  - Accommodating funeral repasts
  - Large Events



# KELLY FIELD UPDATES





## BELLE HAVEN POOL

Menlo Swim and Sport will continue to provide Aquatic services to the Belle Haven community. Thorough partnerships with Menlo Swim and Sport, community members will have the ability to participate in:

- Swim lessons for youth
- Lifeguard training for the community
- Community Events at the pool (Pumpkin Splash, 4<sup>th</sup> of July, etc.)
- Swim exercise classes for seniors
- SwimFit Pass for Residents
- Swim Camps for youth
- Open swim times



## WHAT TO LOOK FORWARD TO AT BELLE HAVEN COMMUNITY CAMPUS

The Belle Haven community can look forward to expanded programs and opportunities for all ages, including:

- Expanded class selections
- Cultural and community events
- Senior field trips and social outings
- Dedicated TK and Kindergarten programming

These programs are designed to strengthen community connections, promote engagement, and provide inclusive opportunities that support the needs and interests of the community.



## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 5/27/2026  
**Staff Report Number:** PRC-2026-014

**Study Session:** Parks and Recreation Commission update and report out on completed self-guided park tours

### Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) update and report out on completed self-guided park tours.

### 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 parks and recreation facilities.

### Background

The PRC's approved workplan for 2025-26 included a goal for individual PRC members to participate in self-guided tours of City parks and report out to the PRC (Attachment A).

City staff developed an online park tour report out form for PRC members to record and offer their observations of their self-guided park tours (Attachment B).

At the August 27, 2025 meeting the PRC received and approved the draft park tour report out form (Attachment C).

On April 22, 2026 the PRC held a study session to prepare a draft work plan report out (Attachment D). During the study session, the PRC requested that City staff bring back park tours as an agenda item at the May 27, 2026 meeting so that the PRC can make further progress on completing the park tour work plan item.

### Analysis

The City of Menlo Park operates fourteen public parks located across the City:

- Bedwell Bayfront Park, 1600 Marsh Road
- Burgess Park, 701 Laurel Street
- Fremont Park, Santa Cruz Avenue at University Drive
- Hamilton Park, 531 Hamilton Avenue
- Jack W. Lyle Park, Middle Avenue at Fremont Street
- Karl E. Clark Park, 313 Market Place
- Kelly Park, 100 Terminal Avenue
- Nealon Park, 800 Middle Avenue

- Seminary Oaks Park, Seminary Drive at Santa Monica Avenue
- Sharon Hills Park, Altschul Avenue at Valparaiso Avenue
- Sharon Park, 1100 Monte Rosa Drive
- Stanford Hills Park, 2400 Branner Drive
- Tinker Park, 1550 Santa Cruz Ave., Menlo Park
- Willow Oaks Park, 490 Willow Road, Menlo Park
- Other public-access parks not operated by the City of Menlo Park include:
  - Flood Park operated by San Mateo County Parks at 215 Bay Rd.
  - Meta Park operated by Meta Platforms, Inc., at 1 Meta Way.

Information about each of the City-operated parks is available on the Parks webpage (Attachment E).

The approved PRC park tour report out form in Attachment B includes form fields for PRC members to record the details of the park visit and to share observations and comments. Data from Commissioner report outs and park tour forms will be used to gain insights about the parks visited, the current state of equipment and amenities at the parks, visitors present at the time of the visit, and activities taking place at the parks. Commissioners may also wish to provide their own report out.

City staff requests that the PRC provide a report out on any scheduled or completed park tours.

### **Impact on City Resources**

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

### **Environmental Review**

This report is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. PRC approved work plan for 2025-26
- B. Hyperlink. Park tour report out form. <https://us.openforms.com/Form/50553dfb-8118-40ee-b550-c74ff5e94d83>
- C. Hyperlink. Staff Report #PRC-2025-024. <https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/prc-regular-agenda-packet-20250827.pdf#page=67>
- D. Hyperlink. Staff Report #PRC-2026-011. <https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation->

[commission/2026-meetings/agendas/20260422\\_prc-agenda-packet.pdf#page=3](#)

E. Hyperlink. Parks webpage: <https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Parks>

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

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

## Work plan history

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



**REGULAR MEETING MINUTES – DRAFT**

**Date:** 4/22/2026  
**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 6:33 p.m.

**B. Roll Call**

**Present:** Chunyu, Dawkins, Grass, Lee, Patel, Van Buren  
**Absent:** Sherman  
**Staff:** Library and Community Services (LCS) Director Nick Szegda, Management Analyst Ashley Dixon

**C. Public Comment**

None.

**D. Presentation**

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

San Jose Conservation Corps representatives Johnathan Sarabia and Darleny Padilla made the presentation (Attached).

The Commission received clarification on park data, abandoned encampments and park hours.

**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)

The Commission discussed park tours and creating an ad hoc subcommittee to prepare the work plan report out.

**F. Regular Business**

F1. Approve minutes from the March 25, 2026 meeting (Attachment)

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

**G. Informational Items**

G1. Advisory body attendance report (Staff Report PRC-2026-012)

LCS Director Szegda introduced the item.

G2. Library and Community Services Department updates and statistics (Staff Report PRC-2026-013)

Management Analyst Dixon introduced the item.

G3. Tentative agenda calendar (Attachment)

The Commission made the following changes to the calendar:

- Add host City Council liaison to April
- Add form ad hoc subcommittee to prepare a report out for work plan 2025-26 to May
- Add park tours and report outs to May
- Add Kelly Park Field update to May

**H. Commissioner reports**

H1. Individual Commissioner reports

Chair Lee reported out on park tours.

Vice Chair Grass reported out on Walking Bird Tour of Bedwell Bayfront Park courses.

**I. Adjournment**

Chair Lee adjourned the meeting at 7:30 p.m.

Management Analyst Ashley Dixon

San Jose Conservation  
Corps + Charter School



Bedwell Bayfront Park

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## Who We Are!

### Living By Our Motto 2025

## SJCC Conservation San Mateo!



**Izaiaz  
Barrera**



**Anthony  
Ngo**

## Project Goal

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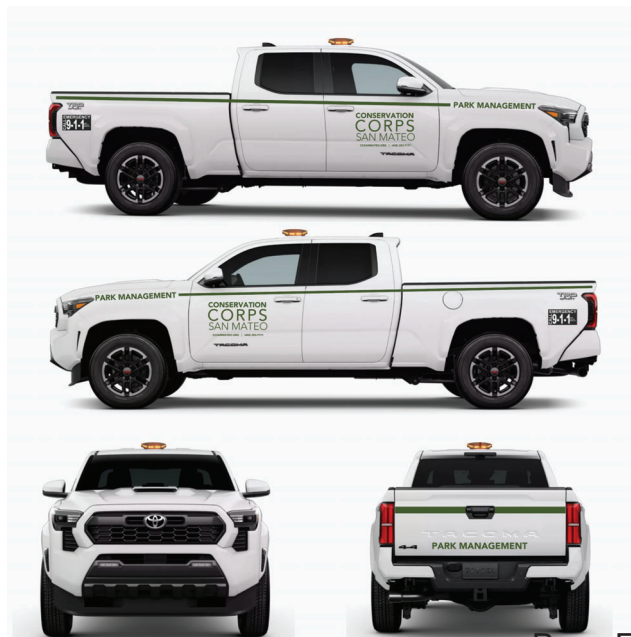
The Bedwell Ranger Program is designed to ensure safety, cleanliness and accessibility of Bedwell Bayfront Park while promoting environmental stewardship and public engagement.

### Service Hours

Month	Patrol Day	Hours Per Day
May-September	Monday, Tuesday, Thursday	5
May-September	Friday, Saturday, Sunday	8
October - April	Monday, Thursday, Friday, Saturday, Sunday	5
Holidays	8 Selected Holidays	8

### Scope of Work:

1. Patrol and Park Presence
2. Public Education and Community Engagement
3. Safety First Aid and Fire Response
4. Policy and Code Enforcement
5. Maintenance and Environmental Care
6. Reporting and Coordination



# Measuring Performance

Roster Date	Work Location Description	GPS Latitude	Weather And Temperature	ProjectActivityString
2/16/2026	2nd parking lot through front entrance near bathrooms.		Washington's Birthday: Rain likely. Cloudy, with a high near 53. West wind around 6 mph. Chance of precipitation is 70%. New rainfall amounts less than a tenth of an inch possible.	
2/14/2026	1st parking lot through front entrance.		This Afternoon: Mostly cloudy. High near 62, with temperatures falling to around 59 in the afternoon. South wind 8 to 12 mph.	Number of Cars: 121.00 #, Number of Visitors: 159.00 #, Rule Violations: 1.00 , Restrooms: 5.00 Rate, Signage: 4.00 Rate, Garbage/Litter: 5.00 Rate
2/12/2026	1st parking lot through front entrance, in dirt area.		Today: Patchy fog before 10am. Sunny. High near 64, with temperatures falling to around 61 in the afternoon. North northwest wind 2 to 7 mph.	Number of Cars: 130.00 #, Number of Visitors: 118.00 #, Restrooms: 5.00 Rate, Signage: 4.00 Rate, Garbage/Litter: 5.00 Rate
2/9/2026	1st parking lot through front entrance, in dirt area		Today: Patchy fog before 10am. Mostly cloudy. High near 65, with temperatures falling to around 62 in the afternoon. Northwest wind 3 to 8 mph.	Number of Visitors: 120.00 #, Number of Cars: 104.00 #, Rule Violations: 2.00 , Restrooms: 5.00 Rate, Signage: 4.00 Rate, Garbage/Litter: 5.00 Rate

## Trusted Partners and Projects



### Projects Worked

- Fire Fuel Reduction
- Invasive Species Removal
- Litter Abatement
- Bio-Retention GSI
- Park/Trail Maintenance
- Planting
- Irrigation
- Emergency Response
- Flail Mowing
- Soil Restoration

# Thank you

## Any Questions?





**STAFF REPORT**

**Parks and Recreation Commission**

**Meeting Date:** 5/27/2026

**Staff Report Number:** PRC-2026-015

**Regular Business:** Select new Parks and Recreation Commission Chair and Vice Chair

**Recommendation**

City staff recommend that the Parks and Recreation Commission (PRC) select a Chair and Vice Chair for the 2026-27 fiscal year.

**Policy Issues**

City Council policy CC-24-004 (Attachment A) requires advisory bodies to annually select a Chair and Vice Chair. The policy states that “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.”

**Background**

On Oct. 26, 2022, the PRC adopted a process for selecting a Chair and Vice Chair on a rotating basis that emulates the model used by City Council to annually select the Mayor and Vice Mayor. (Attachment B).

On April 23, 2026, Commissioner Lee was selected as Chair and Commissioner Grass was selected as Vice Chair.

**Analysis**

The PRC Chair works with the staff liaison to set the agendas for PRC meetings and presides over those meetings. The PRC Chair typically delivers the PRC’s annual updates to the City Council. The Vice-Chair serves as PRC Chair in the PRC Chair’s absence. The Chair and Vice Chair are sometimes called upon to represent the Commission at ceremonial events.

City staff recommends that the PRC follow the procedure that was established at their Oct. 26, 2022 meeting for selecting a new LC Chair and Vice Chair. That procedure states that the longest-serving PRC member who has not served as Chair becomes the Chair, and the next longest-serving PRC member becomes Vice Chair.

Following the previously established procedure, Vice Chair Grass would be selected as Chair and Commissioner Sherman would be selected for the position of Vice Chair. The new PRC Chair and Vice Chair will begin their duties in May and will serve until May 2027.

In the event that either Vice Chair Grass or Commissioner Sherman declines the role of Chair or Vice Chair, respectively, a list of the appointment dates of current commissioners is included in Table 1 should the Commission wish to utilize commission service duration to select alternate candidates.

Table 1: PRC appointment dates	
Appointment date	Commissioner
4/25/2023	Lee, Wonman
4/16/2024	Grass, Joseph
4/16/2024	Sherman, Michele
8/13/2024	Dawkins, Kevin
8/13/2024	Van Buren, Justin
4/29/2025	Chunyu, Yongdan
4/29/2025	Patel, Shilpa

**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. “Adopt a resolution amending City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities authorizing a stipend for the Planning Commission,” City Council meeting agenda (item K-6), Feb. 13.  
[menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf)
- B. Hyperlink – “Establish a procedure for the annual selection of Chair and Vice Chair,” Parks and Recreation Commission meeting agenda (item D-2), Oct. 26, 2022.  
<https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2022-meetings/agendas/20221026-parks-and-recreation-commission-agenda-packet.pdf>

Report prepared by:  
Ashley Dixon, Management Analyst

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

**STAFF REPORT****Parks and Recreation Commission****Meeting Date:** 5/27/2026**Staff Report Number:** PRC-2026-016

**Regular Business:** Form an ad hoc subcommittee to prepare a draft report out to City Council on 2025-26 work plan progress

**Recommendation**

Staff recommends that the Parks and Recreation Commission (PRC) form an ad hoc subcommittee to prepare a draft report out to the City Council on 2025-26 work plan progress.

**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 parks and recreation activities.

City Council Policy CC-24-004 (Attachment A) 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.

The PRC may establish subcommittees of less than a quorum of the PRC members to support and/or expedite the full PRC's review and consideration of matters within the PRC's purview. Standing subcommittees that have continuing subject matter jurisdiction or a meeting schedule established by the PRC are subject to the Brown Act (see Government Code §54952(b)). Ad hoc or temporary subcommittees, on the other hand, are advisory by nature, temporary, formed to complete a specific task, and will disband automatically upon completion. Ad hoc subcommittees are informal, and their meetings are not subject to the Open Meetings Act.

**Background**

On July 23, 2025, the PRC recommended its proposed 2025–26 work plan to the City Council (Attachment B).

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

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

Annually, between August and September, the PRC reports out to the City Council on its progress toward its annual work plan. This year, the PRC is tentatively scheduled to report out for the 2025-26 work plan on

August 11. Following that update, the PRC will prepare and recommend its proposed 2026–27 work plan to the City Council by the September 30 deadline.

On April 22, the PRC held a study session to prepare a draft 2025-26 work plan report out (Attachment E). During the study session, the PRC reviewed a list of their 2025-26 accomplishments and requested that staff add an agenda item to the May 27, 2026 meeting to form an ad hoc subcommittee to prepare a draft report out to council.

## Analysis

The Parks and Recreation Commission's current work plan for 2025-26 includes nine goals (Attachment F). 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
- Hosted the City Council liaison at the April 22 Parks and Recreation meeting

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.

Staff recommends that the PRC agree upon a proposed scope of the work that would be assigned to an ad-hoc subcommittee if an ad-hoc subcommittee is established, including any outputs that the subcommittee would be expected to bring back to the full PRC, and a timeline for the ad-hoc subcommittee to complete its work.

If the PRC desires to establish an ad-hoc subcommittee and scope of work, then staff recommends that the PRC take action to:

- Establish an ad hoc subcommittee
- Appoint no more than three PRC members to serve on the ad hoc subcommittee

- Define the ad-hoc subcommittee's scope of work, outputs, and timeline. Staff recommends the following scope of work, output, and timeline:
  - Review the approved 2025-26 work plan (Attachment F)
  - Review the 2024-25 work plan report out presentation (Attachment G)
  - Review and compile PRC accomplishments from the 2025-26 work year
  - Prepare a draft report out and present it to the PRC for review and possible approval at the June 24, 2026 PRC meeting
  - Finalize the 2025-26 work plan report out presentation

### **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. 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](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf)
- B. 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](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20250723-prc_agenda_packet.pdf#page=46)
- C. Hyperlink. City Council meeting video, Sept. 30: [youtu.be/-TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309](https://youtu.be/-TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309)
- D. 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](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20251022_prc-agenda_packet.pdf#page=116)
- E. Hyperlink. Staff Report #PRC-2026-011: [www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2026-meetings/agendas/20260422\\_prc-agenda\\_packet.pdf](https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2026-meetings/agendas/20260422_prc-agenda_packet.pdf)
- F. PRC work plan 2025-26, as revised and approved by City Council Sept. 30, 2025
- G. Hyperlink. Presentation: Annual Parks and Recreation Commission report out on work plan 2024-25: <https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250812/e3-prc-report-out-ppt.pdf>

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

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

## Work plan history

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

## Library and Community Services

**STAFF REPORT****Parks and Recreation Commission****Meeting Date:** 5/27/2026**Staff Report Number:** PRC-2026-017**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**April 2026 statistics (Attachment A)

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

Summer activity enrollment

Summer activity enrollment opened at 9 a.m.:

- Thursday, May 14, for hyperlocal (Belle Haven Community Campus only)
- Saturday, May 16, for residents
- Wednesday, May 20, for non-residents

At the time of this writing, there have been approximately 1,277 enrollments (1,056 residents and 221 non-residents) since registration opened. An additional 702 youths also registered for summer camps earlier this year. Summer activities include dance, sports, gymnastics, music, drama, arts and crafts, STEM, and more. Activities are available to view online in Attachment B.

Community Fun Run

The Community Fun Run took place on April 25, with 143 registrations and 110 participants showing up on the day of the run. Runners gathered at the start line near Belle Haven Community Campus, and all participants finished the entire course within the allotted time.

Overall, the event was a success with participants and attendees expressing support for the new City of Menlo Park event. Staff received positive feedback on snacks, route, and route signage. Some adjustments to the route and road closures may be needed if subsequent fun run events grow in size. Staff also received positive feedback from sponsors, and many expressed interest in supporting and working with the City on future events.

A post-event survey (Attachment C) was sent to participants. Participation was relatively low, with only 13 survey participants; however, most feedback was positive, with overall event satisfaction at 100%. Areas for improvement include better parking, edits to signage, choosing a t-shirt material that is more runner-friendly, and having Nutty the Squirrel at the run as a mascot.

#### Youth Advisory Committee – now accepting applications

The Youth Advisory Committee (YAC) advises the Parks & Recreation Commission on matters relating to the youth and teen population within the City of Menlo Park. This may include programs relating to safety, community involvement, special interests, recreation, sports, socialization, socio-economic and environmental concerns. YAC is currently accepting new applications from students enrolling in Grades 9–12 and who live within Menlo Park city limits or attend a Menlo Park high school.

Interested students should:

- Demonstrate leadership in school and/or community activities.
- Express an interest in advising City Council and Staff on teen issues and representing your fellow teens.
- Be willing to commit about 8 hours per month.
- Be able to commit to at least a one-year term.

Approved applications will be appointed to a term of one year, from September through May. The deadline to apply is Friday, July 17. (Attachment D.)

#### Teen and Adult Gymnastics (13+)

The City of Menlo Park is now offering teen and adult gymnastics classes for beginner and higher-level gymnasts. Students will work on flexibility, strength training, tumbling and skills on gymnastics equipment. This class includes instructor-led exercises and personal exploration of gymnastics skills. The class will be designed to work on areas that are needed by the group of participants. Experience is not needed for this class. Classes will take place on Tuesdays from 7–7:50 p.m. at the Arrillaga Family Gymnastics Center. Full class details and enrollment is available at Attachment B.

### **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. April 2026 statistics
- B. Hyperlink. Activity Guide web page: <https://menlopark.gov/activityguide>
- C. Hyperlink. Community Fun Run post-event survey results. <https://PublicInput.com/Report/cqfuk2pytis>
- D. Hyperlink. Youth Advisory Committee web page.  
<https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Youth-Advisory-Committee>

Report prepared by:  
Ashley Dixon, Management Analyst

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

Location*	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
800 Alma St.	34,067	35,042	35,224	35,148	36,111	35,580	35,096	33,216	32,077	36,035	31,192	34,688	33,583
100 Terminal Ave.*	2645	2,191	2,366	2,286	2,192	2,516	2,343	2,033	2,000	2,401	2,323	2,522	2,475
eBooks	9,902	9,875	9410	10,546	11,281	9,752	10,467	9,853	9,269	10,481	9,229	9,086	*
eAudio	5,677	5,935	6159	6,254	6,575	6,797	6,426	6,136	6,745	7,252	6,062	6,674	6,552
eVideo	1,066	1,308	1198	1,531	1,239	1,138	1,219	1,174	1,292	1,252	926	1,133	1,281
eSerials	2,426	2,230	2191	1,983	2,427	2,183	2,253	2,490	2,372	2,492	2,380	3,111	2,735
Total online / digital	19,071	19,348	18,958	16,604	21,336	19,870	20,365	19,653	19,678	10,996	18,597	20,004	10,568

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
New cards issued - MP residents	151	161	198	216	235	171	186	167	137	216	166	183	190
Total cardholders - MP residents	24,196	24,302	24,472	24,652	24,875	25,019	25,133	25,193	15,017	15,152	15,272	15,387	15,555

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

Location*	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
800 Alma St.	3,232	3,084	3,730	3,776	3,469	2,970	3,263	2,666	2,680	3,160	2,745	2,915	2,751
100 Terminal Ave.*	432	402	509	497	464	517	413	315	395	378	346	309	365

Location*	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Incoming holds - 800 Alma St	3,788	4,313	4,187	4,070	4,081	4,236	4,128	3,421	3,427	4,154	3,577	4,028	3,995
Outgoing holds - 800 Alma St	2,664	2,756	2,970	2,996	3,074	2,812	3,020	2,386	2,450	2,828	2,636	2,748	2,652
Incoming holds - 100 Terminal Ave.*	167	161	200	157	182	129	165	131	110	200	110	188	196
Outgoing holds - 100 Terminal Ave.*	303	264	305	266	304	273	357	382	368	440	391	429	361

Location*	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
800 Alma St.	13,474	13,367	15,845	13,228	8,539	14,491	14,981	13,211	11,411	12,493	26,966	27,280	19,281
100 Terminal Ave. (All-ages library)	4574	2392	2,539	2,585	2,268	2,736	2,480	2,133	2,161	2,560	2,390	2,348	2,480
100 Terminal Ave. (Children's library)	-	-	-	-	892	686	758	820	703	978	1,001	1,040	2,258

Location*	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Total attendance - 800 Alma St.	978	1,127	1112	1,609	1,551	985	882	737	761	1,204	903	956	1,167
# of programs - 800 Alma St.	37	37	42	36	38	37	38	33	31	37	34	33	36
Total attendance - 100 Terminal Ave.*	379	188	355	407	540	373	309	164	216	514	283	392	298
# of programs - 100 Terminal Ave.*	27	25	26	33	26	25	28	29	27	29	28	28	28
Conference Room - available hours	-	-	-	-	217	217	217	217	217	217	217	209	217
Conference Room - reserved hours	-	-	-	-	16.5	21	24	26.3	23	19	18	22	34
Conference Room - utilization %	-	-	-	-	8%	10%	11%	12%	11%	9%	8%	11%	16%
Tutor Room - available hours	-	-	-	-	217	217	217	217	217	217	217	209	217
Tutor Room - reserved hours	-	-	-	-	50	58	70	51.45	40	56.5	46	45	44
Tutor Room - utilization %	-	-	-	-	23%	26%	32%	24%	18%	26%	21%	22%	20%

\*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 - APRIL 2026

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Students ages 3-5	54	54	56	47	45	45	47	49	49	50	59	62	66
Special needs students	-	-	-	1	3	2	2	2	2	2	2	2	1
English second language students	-	-	-	37	34	37	37	38	38	39	48	52	57
Meals and snacks served	-	-	-	3102	2024	2112	2438	1865	1900	1900	1,500	3,276	4000
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	14,157

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Students ages 18 mo - 2 years	-	-	-	7	4	5	5	5	1	1	3	3	3
Students ages 2 - 3 years	-	-	-	11	16	17	18	18	17	17	19	19	20
Students ages 3 - kindergarten	-	-	-	23	23	22	22	22	23	24	24	28	36
Total enrollment	44	46	44	43	43	44	45	45	41	42	46	50	59
Total hours of education and care provided*	-	-	-	-	7,830	7,960	8,690	6,332	5,944	6,768	7,092	8,999	10,311

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Kindergarten	-	-	-	-	9	10	10	10	10	11	11	11	11
Students grades 1st - 5th	-	-	-	-	32	33	33	33	33	34	31	31	31
Summer camp enrollment	-	-	-	63	30	0	0		0	0	0	0	0
Total enrollment	29	29	27	63	71	43	43	43	43	45	42	42	42
Total hours of education and care provided*	-	-	-	5985	3936.5	2316	3142	2503	1932.8	2679	1,642	3,636	2,217

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Transitional kindergarten	-	-	-	0	0	5	5	5	5	5	5	5	5
Kindergarten	-	-	-	4	4	6	6	6	6	6	6	6	6
Students grades 1st - 5th	-	-	-	29	29	56	56	56	56	56	56	56	56
Summer Camp enrollment	-	-	-	52	54	0	0	0	0	0	0	0	0
Total enrollment	58	58	122	85	85	67	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	4,388

\*all hours total for all students

LIBRARY AND COMMUNITY SERVICES  
STATISTICS - APRIL 2026

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

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Lunches served	971	952	*	970	985	1,453	1,150	802	743	924	963	1,083	1,012
Grocery boxes distributed	460	460	213	460	485	476	511	214	248	532	512	579	508
Senior shuttle trips	1,454	1,474	1,234	816	784	702	702	620	616	620	630	662	672
Special event attendance	214	129	100	80	80	90	101	0	87	0	80	0	0

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

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Fitness, yoga, martial arts, or health	-	-	-	114	114	83	107	107	107	119	120	105	295 (Drop-ins)
Arts and crafts or technology	-	-	-	60	61	66	70	64	64	68	78	65	82
Dance, music, or performing arts	-	-	-	38	38	47	59	45	57	79	77	77	83 (Drop-ins)
Languages or other literary arts	-	-	-	55	55	56	74	63	56	54	63	64	61
Other	-	-	-	11	11	12	9	19	19	5	5	8	9
Enrollment - non-residents	87	-	-	121	121	119	145	138	138	144	150	140	86
Enrollment - residents	132	-	-	157	158	145	174	172	172	181	178	179	105
Enrollment - Total	219	-	-	278	279	264	319	310	310	325	328	319	191
Total classes offered	17	-	-	19	19	19	21	21	21	20	21	19	21

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

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Fitness, yoga, martial arts, or health	-	-	-	64	64	75	118	118	118	110	106	113	96
Arts and crafts or technology	-	-	-	0	0	0	0	0	0	0	0	0	0
Dance, music, or performing arts	-	-	-	28	28	50	38	37	37	33	33	35	23
Languages or other literary arts	-	-	-	27	27	33	33	33	33	35	35	35	51
Other	-	-	-	-	-	-	-	-	-	-	4	4	0
Enrollment - non-residents	27	-	-	27	27	66	69	68	68	65	65	65	93
Enrollment - residents	50	-	-	92	92	92	120	120	120	113	113	122	77
Enrollment - Total	77	-	-	119	119	158	189	188	188	178	178	187	170
Total classes offered	6	-	-	4	4	5	5	5	5	7	7	7	5

\*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.)

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Residents	23	-	-	14	9	11	6	8	5	6	11	13	11
Non-residents	62	-	-	19	35	33	22	20	15	23	24	27	28
Instructor usage (in hours)	-	-	-	1,068	1,437	1,576	1,502	1,250	1,433	1,089	1,126	1,200	1,200
Cypress Room - available hours	-	-	-	363	363	350	361	338	361	364	322	348	348
Cypress Room - reserved hours	-	-	-	88.25	39	39.75	35.25	86.25	94.75	55	59	56.5	47
Cypress Room - utilization %	-	-	-	24%	10%	11%	9%	56%	26%	15%	18%	16%	14%
Juniper Room - available hours	-	-	-	363	363	350	361	338	361	364	322	348	348
Juniper Room - reserved hours	-	-	-	168.33	132	262	287	190.33	138	127	122	161.5	176
Juniper Room - utilization %	-	-	-	46%	36%	75%	80%	56%	38%	35%	38%	46%	51%
Maple Room - available hours	-	-	-	363	363	350	361	338	361	364	322	348	348
Maple Room - reserved hours	-	-	-	155.75	92	231.75	214.75	190.7	129.5	225	173	322.42	159
Maple Room - utilization %	-	-	-	43%	25%	66%	59%	56%	36%	62%	54%	93%	46%
Oak Room - available hours	-	-	-	363	363	350	361	338	361	364	322	348	348
Oak Room - reserved hours	-	-	-	54	11	73.25	61	56.27	27	43	51	53	83
Oak Room - utilization %	-	-	-	15%	3%	21%	16%	16%	7%	12%	16%	15%	24%
Oak Patio - available hours	-	-	-	363	363	350	361	338	361	364	322	348	348
Oak Patio - reserved hours	-	-	-	0	0	0	5	0	3	0	0	6.5	0
Oak Patio - utilization %	-	-	-	0%	0%	0%	1%	0%	0%	0%	0%	100%	0%
Sequoia Room - available hours	-	-	-	363	363	332	345	318	345	344	306	332	332
Sequoia Room - reserved hours	-	-	-	61.5	90	22.75	21.67	62.58	51.75	79	50	67.5	52
Sequoia Room - utilization %	-	-	-	17%	25%	7%	6%	20%	14%	23%	16%	20%	16%
Sequoia Patio - available hours	-	-	-	363	363	332	345	318	345	364	306	348	348
Sequoia Patio - reserved hours	-	-	-	0	30	20.75	0	5.3	0	5	26	4	5
Sequoia Patio - utilization %	-	-	-	0%	8%	6%	0%	2%	0%	1%	8%	1%	1%
Willow Room - available hours	-	-	-	363	363	372	384	358	384	386	342	370	370
Willow Room - reserved hours	-	-	-	138	66	114	138	358	384	386	342	370	370
Willow Room - utilization %	-	-	-	38%	18%	31%	29%	100%	100%	100%	100%	100%	100%

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

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Residents	-	-	-	100	32	28	38	40	39	40	40	38	30
Non-residents	-	-	-	20	30	28	11	10	18	7	10	14	6
Instructor usage (in hours)	-	-	-	37	80	80	80	120	24	24	32	32	32
Court #1 - available hours	-	-	-	517	515	500	500	498	517	517	517	515	500
Court #1 - reserved hours	-	-	-	122.5	113	235	357.2	364	355.75	425	482	499.58	461
Court #1 - utilization %	-	-	-	24%	22%	47%	71%	73%	68%	82%	93%	97%	92%
Court #2 - available hours	-	-	-	517	515	500	500	498	517	517	517	515	500
Court #2 - reserved hours	-	-	-	128	119	248	147.5	319	453.5	439	482	499.58	461
Court #2 - utilization %	-	-	-	28%	23%	49%	29%	64%	87%	85%	93%	97%	92%

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

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Residents	34	-	-	4	8	6	6	14	15	6	11	11	7
Non-Residents	0	-	-	0	0	1	0	0	0	2	6	5	3
Instructor usage (in hours)	-	-	-	*	*	*	*	*	*	*	*	*	*
Makerspace - available hours	-	-	-	328	248	240	248	240	248	248	224	224	240
Makerspace - reserved hours	-	-	-	70.25	47	55.75	62.75	51.25	53.5	31.5	28	28	32.5
Makerspace - utilization %	-	-	-	21%	19%	23%	25%	21%	22%	13%	13%	13%	3%
Event Hall - available hours	-	-	-	304	364	335	348	325	348	350	310	310	335
Event Hall - reserved hours	-	-	-	220.5	196.5	218	257.5	176.5	218	176.5	181	181	198
Event Hall - utilization %	-	-	-	73%	54%	65%	74%	54%	63%	50%	58%	58%	59%
Movement Studio - available hours	-	-	-	304	364	364	378	350	378	378	336	336	364
Movement Studio - reserved hours	-	-	-	80	39	23	28.75	27.25	16.5	11	11	11	10.25
Movement Studio - utilization %	-	-	-	26%	11%	6%	8%	8%	4%	3%	3%	3%	3%
Flex Classroom - available hours	-	-	-	304	364	364	378	350	378	378	336	336	364
Flex Classroom - reserved hours	-	-	-	17	11.5	25	21	24.5	17.5	27.5	27	27	28
Flex Classroom - utilization %	-	-	-	6%	3%	7%	6%	7%	5%	7%	8%	13%	8%
Gymnasium - available hours	-	-	-	-	378	289	291	303	277.5	303	306	268	291
Gymnasium - reserved hours	-	-	-	-	209	203	231	239.5	213.5	223	304.5	268	318
Gymnasium - utilization %	-	-	-	-	81%	70%	79%	79%	77%	73%	101%	100%	109%

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	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Fitness, yoga, martial arts, or health	-	-	-	197	101	296	305	316	312	284	296	296	342
Sports	-	-	-	-	-	-	-	-	-	-	-	-	-
Arts and crafts or technology	-	-	-	54	47	7	19	19	19	12	12	12	5
Dance, music, or performing arts	-	-	-	130	236	337	348	348	272	304	314	307	313
Language and literary arts	-	-	-	27	27	58	40	40	33	35	35	35	51
Other	-	-	-	173	363	59	111	70	104	55	55	51	106
Enrollment - non-residents	161	-	-	175	307	188	217	204	176	165	175	185	230
Enrollment - residents	474	-	-	506	467	569	606	589	564	525	537	516	587
Enrollment - Total	635	-	-	681	774	757	823	793	740	690	712	701	817
Total classes offered	59	-	-	68	63	62	78	73	65	73	73	74	80
# of instructors	22	-	-	33	33	28	32	31	32	28	26	26	26

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Enrollment - Basketball	-	-	-	6	27	35	31	99	33	47	81	83	32
Enrollment - Volleyball	-	-	-	72	102	82	81	81	81	81	87	88	96
Enrollment - Youth mixed activity sports camp	-	-	-	0	0	0	0	0	0	0	0	0	0
Enrollment - non-residents	112	-	-	56	74	59	27	98	98	77	95	97	99
Enrollment - residents	96	-	-	16	55	58	85	82	50	51	73	74	29
Enrollment - Total	208	-	-	78	129	117	112	180	64	128	168	171	128
Total classes offered	14	-	-	5	7	0	7	15	5	5	7	8	5
# of instructors	8	-	-	2	2	2	2	2	2	2	2	2	2
Drop-in basketball visits	596	-	-	206	171	194	190	525	233	270	404	263	236
Drop-in volleyball visits	844	-	-	394	287	415	433	646	412	436	626	358	264
Leagues – individual registrations	-	-	-	56	0	14	0	0	3	3	0	0	0
Leagues – team registrations	35	-	-	14	0	31	50	128	10	0	23	3	0

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Fitness, yoga, and health	-	-	-	80	80	66	104	104	105	69	75	75	64
Sports	-	-	-	-	-	-	-	-	-	-	-	-	46
Arts and crafts and technology	-	-	-	41	41	41	30	30	30	71	71	71	70
Dance, music, or performing arts	-	-	-	15	15	47	40	40	40	18	12	12	37
Language and literary arts	-	-	-	13	13	31	35	36	36	24	24	24	23
Other	-	-	-	-	-	-	7	0.07	8	6	6	6	39
Enrollment - non-residents	20	-	-	10	10	16	17	17	17	14	16	16	73
Enrollment - residents	145	-	-	139	139	169	201	207	208	174	186	186	206
Enrollment - Total	165	-	-	149	149	185	218	224	225	188	202	202	279
Total classes offered	19	-	-	15	15	22	22	23	23	24	24	24	31
# of instructors	9	-	-	9	9	11	12	13	13	13	13	13	13
Drop-in basketball visits	658	-	-	29*	167	192	215	252	272	272	160	233	200
Drop-in volleyball visits	13	-	-	*	10	50	65	6	31	31	16	8	64
Drop-in Fitness Center	1697	-	-	542	720	659	620	522	550	364	572	541	516

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Gymnastics enrollment	-	-	-	898	887	1,245	1,251	1,219	1,182	130 (1 week)	242 (3 weeks)	1352	1,258
Aerial Silks enrollment	-	-	-	49	43	58	59	55	55	0	0	53	24
Enrollment - non-residents	368	-	-	287	282	342	343	359	293	*	*	338	309
Enrollment - residents	942	-	-	628	605	815	811	859	944	*	*	944	949
Enrollment - Total	1,310	-	-	929	1,125	1,303	1,310	1,273	1,237	130	242	1,405	1,282
Total classes offered	120	-	-	119	119	120	120	120	120	*	*	120	120
# of instructors	-	-	-	2	2	2	2	2	2	0	0	2	1

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

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Table 21. Picnic Rentals													
Location	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Burgess Park picnic area - available hours	-	-	-	3,472	2,976	2,400	2,976	3,300	2,976	2,976	3,136	3,410	2,880
Burgess Park picnic area - reserved hours	-	-	-	74.5	97	195	148	86	14.5	38	35	87	171
Burgess Park picnic area - utilization %	-	-	-	2%	3%	8%	1%	3%	1%	1%	1%	1%	6%
Nealon Park picnic area - available hours	-	-	-	2,542	1,860	2,100	2,604	2,880	2,604	2,604	2,352	2,542	2,460
Nealon Park picnic area - reserved hours	-	-	-	90	108	130	78	56	20	31	44	107	100
Nealon Park picnic area - utilization %	-	-	-	4%	6%	6%	3%	2%	1%	1%	1%	4%	4%

Table 22. Park Rentals													
Location	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Bedwell-Bayfront Park - available hours	-	-	-	434	434	420	434	420	434	434	410	434	434
Bedwell-Bayfront Park - reserved hours	-	-	-	12	12	60	36	12	0	12	0	0	0
Bedwell-Bayfront Park - utilization %	-	-	-	0.0276	0.03	0.14	8%	3%	0%	3%	0%	0%	0%
Sharon Park - available hours	-	-	-	434	434	420	372	420	420	420	410	420	420
Sharon Park - reserved hours	-	-	-	0	0	0	12	0	0	0	0	0	0
Sharon Park - utilization %	-	-	-	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%

Table 23. Athletic Field Rentals													
Location	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Burgess Park - available hours	-	-	-	4,142	3,456	2,520	2,604	2,880	2,604	2,604	2,688	2,604	2,520
Burgess Park - reserved hours	-	-	-	2,976	1,206	561	540	195	1	69	299	767	1,306
Burgess Park - utilization %	-	-	-	72%	35%	22%	21%	7%	0%	3%	11%	29%	52%
Hillview School - available hours	-	-	-	744	744	720	744	720	744	744	672	744	720
Hillview School - reserved hours	-	-	-	478.5	202	132	153	142	85	79	107	239	229
Hillview School - utilization %	-	-	-	64%	27%	18%	20%	20%	11%	11%	16%	32%	32%
Jack Lyle Park - available hours	-	-	-	Closed	744	720	744	720	744	744	672	744	720
Jack Lyle Park - reserved hours	-	-	-	Closed	197	246	182	92	10.5	8	66	234	181
Jack Lyle Park - utilization %	-	-	-	Closed	26%	34%	24%	13%	1%	1%	10%	31%	25%
Kelly Park - available hours	-	-	-	868	868	840	868	840	868	868	784	868	840
Kelly Park - reserved hours	-	-	-	243	240	321	310	236	158	206	185	179	317
Kelly Park - utilization %	-	-	-	28%	28%	38%	36%	28%	18%	24%	23%	21%	38%
La Entrada School - available hours	-	-	-	Closed	3,038	2,160	2,232	2,160	2,232	2,232	2,016	2,604	2,520
La Entrada School - reserved hours	-	-	-	Closed	240	31.5	31.5	12	0	0	26	126	90
La Entrada School - utilization %	-	-	-	Closed	8%	1%	1%	0%	0%	0%	1%	5%	3%
Nealon Park - available hours	-	-	-	Closed	1,302	840	868	420	434	434	392	434	420
Nealon Park - reserved hours	-	-	-	Closed	73	135	151.25	72	50.5	62.5	41	107	136
Nealon Park - utilization %	-	-	-	Closed	6%	2%	17%	12%	12%	14%	10%	25%	32%
Oak Knoll School - available hours	-	-	-	Closed	744	360	372	420	434	434	336	372	360
Oak Knoll School - reserved hours	-	-	-	Closed	106	27	24	0	0	0	16	64	36
Oak Knoll School - utilization %	-	-	-	Closed	14%	7%	6%	0%	0%	0%	4%	17%	10%
Willow Oaks Park - available hours	-	-	-	Closed	1,488	1,440	1,488	1,440	1,488	1,488	1,344	1,488	1,440

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

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Willow Oaks Park - reserved hours	-	-	-	Closed	239	120	110	29	18	19.5	84	229	181
Willow Oaks Park - utilization %	-	-	-	Closed	16%	8%	7%	2%	1%	1%	6%	15%	13%
Total available hours	-	-	-	5,754	12,384	9,600	7,947	9,600	9,548	9,548	8,904	9,858	9,540
Total reserved hours	1575	-	-	3,698	2,503	1,573	1,501	778	323	525	824	1,945	2,476
Total field utilization %	-	-	-	64%	20%	16%	19%	8%	3%	5%	9%	20%	26%

**Table 24. Tennis and Pickleball Court Rentals**

Location	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Burgess Park - Tennis Court #1 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Burgess Park - Tennis Court #1 reserved hours	-	-	-	174	184	205	181	149	103	163	141	210	140
Burgess Park - Tennis Court #1 utilization %	-	-	-	40%	42%	48%	42%	35%	24%	38%	35%	48%	33%
Kelly Park - Pickleball Court #1 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Kelly Park - Pickleball Court #1 reserved hours	-	-	-	21	45	47	48	41	16	30	12	33	33
Kelly Park - Pickleball Court #1 utilization %	-	-	-	5%	10%	11%	10%	10%	4%	6%	3%	7%	8%
Kelly Pickleball Court #2 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Kelly Pickleball Court #2 reserved hours	-	-	-	5	21	14	27	11	10	14	5	18	24
Kelly Park - Pickleball Court #2 utilization %	-	-	-	1%	5%	3%	6%	2%	2%	2%	1%	4%	6%
Kelly Park - Tennis Court #1 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Kelly Park - Tennis Court #1 reserved hours	-	-	-	51	77	133	143	117	109	128	94	145	134
Kelly Park - Tennis Court #1 utilization %	-	-	-	11%	18%	32%	33%	28%	25%	38%	24%	33%	32%
Nealon Park - Tennis Court #1 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Nealon Park - Tennis Court #1 reserved hours	-	-	-	172	161	204	220	197	151	197	186	249	237
Nealon Park - Tennis Court #1 utilization %	-	-	-	40%	37%	49%	50%	42%	35%	45%	47%	57%	56%
Nealon Park - Tennis Court #2 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Nealon Park - Tennis Court #2 reserved hours	-	-	-	164	163	193	173	150	89	135	166	208	207
Nealon Park - Tennis Court #2 utilization %	-	-	-	38%	38%	46%	40%	36%	21%	31%	42%	48%	49%
Willow Oaks - Tennis Court #3 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Willow Oaks - Tennis Court #3 reserved hours	-	-	-	120.75	112	192	170	148	115.75	136.75	152	204	163
Willow Oaks - Tennis Court #3 utilization %	-	-	-	28%	26%	46%	39%	35%	27%	31%	38%	47%	39%
Willow Oaks - Tennis Court #4 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Willow Oaks - Tennis Court #4 reserved hours	-	-	-	99	142	194	170	150	131	174	132	220	206
Willow Oaks - Tennis Court #4 utilization %	-	-	-	23%	33%	46%	39%	36%	30%	40%	33%	51%	49%

**Table 25. Tennis and Pickleball Classes**

Location	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Youth tennis enrollment	-	-	-	21	23	47	48	67	63	86	53	51	61
Adult tennis enrollment	-	-	-	6	7	24	28	31	23	23	21	21	18
Tennis enrollment - resident				21	27	63	67	82	73	73	63	62	68
Tennis enrollment - non-resident					6	3	8	9	16	13	13	10	11
Tennis enrollment total					27	30	72	76	98	86	86	72	79

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

LIBRARY AND COMMUNITY SERVICES  
STATISTICS - APRIL 2026

Table 26. Recreation client accounts													
	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
New recreation client accounts	972	505	501	459	937	502	347	402	806	488	416	1,338	546
Total recreation client accounts	16,281	16,786	17,287	17,743	18,680	19,182	19,529	19,931	20,737	21,225	21,641	22,979	23,525
Hyperlocal client accounts	1,576	1,613	1,682	1,695	1,848	1,899	1,962	2,005	2,072	2,137	2,194	2,288	2,341

Table 27. Web page views													
	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
/Library	3,886	3,921	4,390	4,247	4,332	3,892	3,914	3,995	3,906	4,708	3,797	3,803	3,738
/ActivityGuide	3,937	7,508	4,872	5,016	10,099	3,771	2,881	4,043	6,613	4,760	5,119	8,984	3,621

Table 28. Newsletter engagement													
	Apr. 2025	*May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Newsletters sent	4	5	4	4	5	4	4	4	3	4	4	4	4
Average recipients per newsletter	24,889	23,123	24,602	24,475	24,346	27,815	28,839	28,550	28,388	28,195	28,031	29,114	29,352
Total recipients (excludes bounces, etc.)	93,190	108,779	91,739	91,030	121,730	111,261	106,618	114,199	85,166	104,250	103,589	116,457	117,408
Total newsletter clicks	1,586	2,874	2,389	2,587	3,481	4,045	3,058	3,058	3,226	4,975	5,323	5,558	4,018
Total newsletter unique clicks	926	1,519	1,200	1,346	1,720	1,437	1,374	1,501	1,041	1,653	1,628	2,075	1,375
Total newsletter opens	76,786	79,229	69,913	68,109	86,160	82,795	80,650	81,663	67,170	81,207	80,829	84,643	81,139
Total unique opens	47,124	51,316	44,582	43,747	55,666	52,733	52,661	52,458	41,737	51,613	51,825	53,421	53,510
% open rate (monthly average)	77%	69%	71%	70%	71%	74%	70%	72%	79%	72%	72%	73%	69%
% unique opens rate (monthly average)	47%	44%	45%	45%	46%	47%	46%	46%	49%	46%	46%	46%	46%
Unsubscribes Monthly Total	147	170	139	128	207	296	242	209	148	212	118	152	163
% Unsubscribes - Monthly Average	0.15%	0.15%	0.14%	0.13%	0.17%	0.25%	0.21%	0.19%	0.17%	0.19%	0.11%	0.16%	0.14%
Email Bounces - Monthly Total	2,086	2,564	2,192	2,172	2,760	2,777	2,740	2,619	1,938	2,552	2,549	2,735	2,584

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

LIBRARY AND COMMUNITY SERVICES  
STATISTICS - APRIL 2026

Table 29. Large-scale community event attendance													
	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
College and Career Fair	-	-	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	-	-	-	-	310	-	-
Community Resource Fair	-	180	-	-	-	-	-	-	-	-	-	225	-
Egg Hunt/Spring Fest	2200	-	-	-	-	-	-	-	-	-	-	3,100	-
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	-	-	-	-

PARKS AND RECREATION COMMISSION  
TENTATIVE AGENDA CALENDAR  
May 27, 2026

AGENDA ITEM F-2

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

\*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)