

Parks and Recreation Commission

REGULAR MEETING AGENDA



Date: 7/22/2026
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 Session

A. Call To Order

B. Roll Call

C. Public Comment

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

D. Study Session

- D1. Parks and Recreation Commission update and report out on completed self-guided park tours ([Staff Report PRC-2026-022](#))

E. Regular Business

- E1. Approve minutes from the June 24, 2026 meeting ([Attachment](#))

E2. Recommend Parks and Recreation Commission work plan 2025-26 progress report out to City Council ([Staff Report PRC-2026-023](#))

E3. Prepare and recommend Parks and Recreation Commission work plan for 2026-27 ([Staff Report PRC-2026-024](#))

F. Informational Items

F1. Adopted City budget fiscal year 2026-27 updates ([Staff Report PRC-2026-025](#))

F2. Library and Community Services Department updates and statistics ([Staff Report PRC-2026-026](#))

F3. Tentative agenda calendar ([Attachment](#))

G. Commissioner Reports

G1. Individual Commissioner reports

H. Adjournment

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

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

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

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

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 at www.menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 7/17/2026)



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 7/22/2026

Staff Report Number: PRC-2026-022

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.

At the May 27, 2026 PRC meeting, the commission held a study session for PRC updates and report outs on completed self-guided park tours (Attachment E). Chair Lee reported out on his tour of Karl E. Clark Park (Attachment F), and Commissioner Chunyu reported out on her tours of Sharon Park and Jack W. Lyle Park.

At the June 24, 2026 PRC meeting, the commission had no new self-guided park tour report outs.

Information from all previously completed park tour report outs is available in Attachment H.

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 G).

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 provide report outs in their preferred format.

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

Summary findings of previously completed report outs of self-guided park tours are available in Attachment H.

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. Staff Report #PRC-2026-014.
https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2026-meetings/agendas/20260527_prc-agenda-packet.pdf#page=35
- F. Karl E. Clark Park self-guided tour presentation.
https://www.menlopark.gov/files/sharedassets/public/v/3/agendas-and-minutes/parks-and-recreation-commission/2026-meetings/minutes/20260527_prc-meeting-minutes.pdf#page=36
- G. Hyperlink. Parks webpage: <https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Parks>
- H. Table of self-guided park tour report-out information.

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

ATTACHMENT A



Work plan goals

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

Work plan history

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

Table 1: Self-guided park tour report outs

Park name	Improvements needed	Other observations or park strengths
Karl E. Clark Park	Aging play structures have chipped paint and rust, predate inclusive play guidelines, and lack shade. Structures should be replaced with modern inclusive equipment for ages 2-5 and 5-12, sensory play, ADA ground-level activities and climbing wall.	Amenities: Fenced playground with 2 structures, swing set, small open grass field for free play, paved walking paths that are ADA accessible, one picnic table and 1 drinking fountain, trash and recycling receptacles, shade trees throughout, SamTrans stop nearby, named for a local hero.
	Benches are worn and powder coat has flaked off and metal is oxidizing.	No restroom.
	Overgrown weeds at access walkway limits movement and is used for illegal dumping.	Park was last refreshed eight years ago.
	Irrigation is broken and floods outside the playground leaving soil bare and turf washed-out next to walkways.	
	Could add additional picnic tables.	
	More frequently removal of stickers and graffiti from amenities.	
	Repaint and re-seal the tube-steel fencing around large play area.	
	Replace or repair self-closing gate latches so the enclosure reliably keeps dogs out of the play surface.	
Jack W. Lyle Park	Play area could be safer if fenced and separated from basketball court.	Is a destination park for pickleball and tennis players.
	More seating is needed for soccer fields.	Busy during the day with a lot of nannies and young children present.
		People leave behind toys. The park seems to have become an impromptu donation location for them.
Sharon Park	Walking path around the park is uneven and could be improved by removing tripping hazards.	The lake, wildlife, diverse recreation elements, diversity of visitors (in both age and background) lend themselves to the park's uniqueness.
	Play elements are aging and could be updated.	Park appeared to be a destination for bicyclists.
	Water quality/cleanliness could be improved.	



REGULAR MEETING MINUTES – DRAFT

Date: 6/24/2026
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Grass called the meeting to order at 6:34 p.m.

B. Roll Call

Present: Chunyu, Dawkins, Grass, Van Buren
Absent: Lee, Patel
Staff: Library and Community Services (LCS) Director Nick Szegda, Management Analyst Ashley Dixon, Recreation Coordinator Harrison Yee, Recreation Coordinator Khalid Awadalla

C. Public Comment

None.

D. Presentation

D1. San Mateo County Parks Realize Flood Park updates (Attachment)

Interim San Mateo County Parks Director Emma Gonzalez and Assistant Parks Director Hannah Ormshaw made the presentation.

The Commission received clarification on parking, playground safety, picnic bookings, pickleball courts, park supervision and park design decisions.

E. Study Session

E1. Parks and Recreation Commission update and report out on completed self-guided park tours (Staff Report PRC-2026-018)

None.

E2. Prepare Parks and Recreation Commission work plan for 2026-27 (Staff Report PRC-2026-019)

- John McKenna spoke in support of a policy to ban artificial turf and require natural turf.

Management Analyst Dixon introduced the item.

The Commission discussed bringing the 2026-27 work plan back for discussion in July.

F. Regular Business

F1. Approve minutes from the May 27, 2026 meeting (Attachment)

ACTION: Motion and second (Dawkins/ Chunyu), to approve the minutes from the May 27, 2026 meeting, passed 4-0-2 (Lee and Patel absent).

F2. Recommend Parks and Recreation work plan 2025-26 progress report out to City Council (Staff Report PRC-2026-020)

Management Analyst Dixon introduced the item.

Chair Grass made the presentation (Attachment).

- John McKenna spoke in support of promoting zero-waste party packs.

The Commission received clarification on promoting zero-waste party packs to picnic area renters.

The Commission discussed modifications to the work plan presentation and an opportunity to review the final draft in July.

G. Informational Items

G1. Library and Community Services Department updates and statistics (Staff Report PRC-2026-021)

Management Analyst Dixon introduced the item.

Director Szegda provided an update on the approved fiscal year 2026-27 budget.

G2. Tentative agenda calendar (Attachment)

The Commission added the following to the tentative agenda calendar:

- Review if the Environmental Quality Commission can provide information on park-related environmental concerns.

H. Commissioner Reports

H1. Individual Commissioner reports

None.

I. Adjournment

Chair Grass adjourned the meeting at 8:07 p.m.

Management Analyst Ashley Dixon

Flood Park

San Mateo County Parks



CITY OF
MENLO PARK

Parks and Recreation Commission
June 24, 2026



Project History

WHAT POTENTIAL PARK USES WOULD YOU LIKE?

¿QUE USOS DE PARQUE LE GUSTARÍA VER?











OTHERS? ¿OTRAS IDEAS?

Gardens might be partly serviced by early child hood education program

FLOOD PARK
CREATED BY THE PEOPLE



Flood County Park Landscape Plan

Final Revised Environmental Impact Report/ Response to Comments Document

SCH #2016112040

prepared by
County of San Mateo Parks Department
455 County Center, Fourth Floor
Redwood City, California 94063
Contact: Sam Herzberg, Senior Planner

prepared with the assistance of
Rincon Consultants, Inc.
449 15th Street
Oakland, California 94612

October 2019

RINCON CONSULTANTS, INC.
Environmental Scientists | Planners | Engineers
rinconconsultants.com

FLOOD PARK ALTERNATIVES

September 1, 2013, 7:00 pm
Fair Oaks Community Center, 2600 Middlefield Road, Redwood City

	MAJOR FACILITY	Unique Play (no slides)	Plastic Animals, Cones	Trails w/ Fitness Stations	Demonstration Garden	Large Event Space	Ballfield	MEDIUM FACILITY	Baseball	Splash Pad	Softball (Youth)	Senior (Youth)	Sand Volleyball	Community Building	Trails	Amphitheater	Motor Pump Truck	Community Garden	Adventure Play	Bocce	Dog Facilities*	Hickories	Cremas	Flag Football	UTM FACILITY	Relaxation	Chairs
Alt. 1: Central Park		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alt. 2: Arts & Culture Park		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alt. 3: Natural Park																											

* Dogs on leash to be permitted on a trial basis.

1. Please select your preferred alternative (check one):
 Alternative 1: Central Park ☒
 Alternative 2: Arts & Culture ☐
 Alternative 3: Natural ☐

2. What you like about this alternative?
Love the size, vibrant colors of the park with variety of things to do, fun to walk, something open (Penny's stories) park

3. Is there anything that would make your preferred alternative better?
Adventure play, Can the ballfield have multiple uses (big screen)?

4. Other comments?
Love with use ballfield, "Penny's" Park will attract w/ unique. The community will be thankful we have a park.

REIMAGINE FLOOD PARK
CREATED BY THE PEOPLE

Community Engagement



2022 Landscape Plan



Phase 1

Before Phase 1

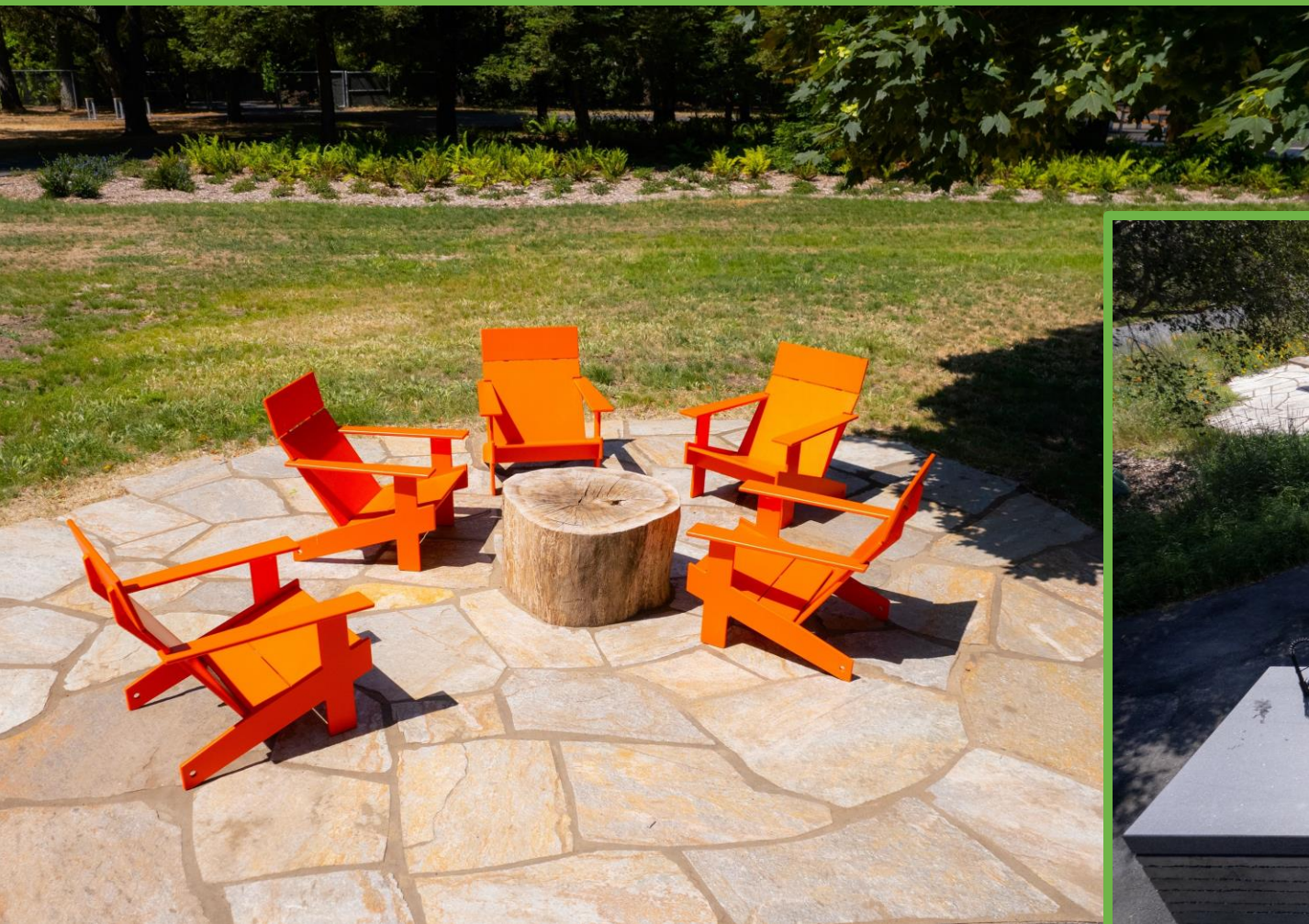


Multi-use Sports Field



Multi-use Sports Field





Picnic Areas



Pump Track



Phase 2: Playground

Playground



Playground



Playground



Playground



Questions?

Parks and Recreation Commission: Update on 2025-2026 Work Plan

PRC Chair Joseph Grass

PRC work plan 2025-26 included

■ Primary Goals

- PRC provides a monthly forum for public transparency and input related to parks and recreation services in Menlo Park
- Review of departments and operations
 - Review public suggestion box comments and responses
 - Advise on recreation program statistics
 - Receive departmental updates
 - Received staff presentations about recreation programs and services
 - Make recommendations
- Engage with the community on a range of issues
- Continue focus on Belle Haven Community Campus operation
- Use 2019 Parks and Recreation Facility Master Plan as our guideline

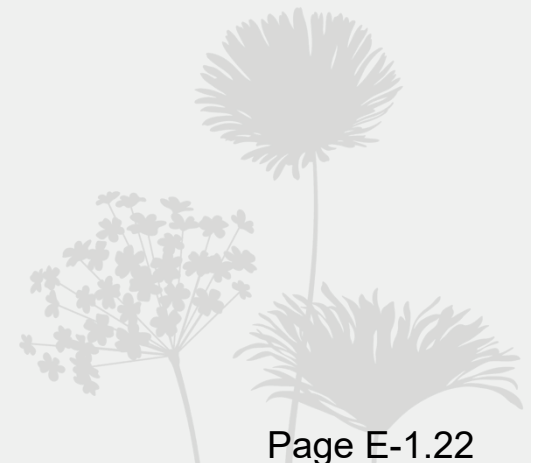
Review of Departments and Operations

- Departmental policy updates reviewed & recommendations
 - 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 report from Park Ranger Services contractor



Support Belle Haven Community Campus

- Received a staff presentation on Belle Haven Community Campus program updates
 - Staff outlined activity and engagement in each department
 - Feedback from users is continually collected
 - Adjustments constantly made to better engage with the community



Community Engagement

- 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
- Received Youth Advisory Committee Report / Support & Advise
- Conducted self-guided park tours and provided report-outs on observations
- Hosted the City Council liaison at the April 22 Parks and Recreation meeting



PRC Commission Members and Advisors

- PRC Commissioners

- Yongdan Chunyu
- Kevin Dawkins
- Joseph Grass (Chair)
- Wonman Lee
- Shilpa Patel
- Justin Van Buren (Vice Chair)
- 1 current vacancy

- Our PRC Staff Liaison is the new Library and Community Services Director **Nick Szegda**

- PRC continues to be assisted at all meetings by Management Analyst Ashley Dixon

- Thanks to Wonman Lee for his chairmanship last year

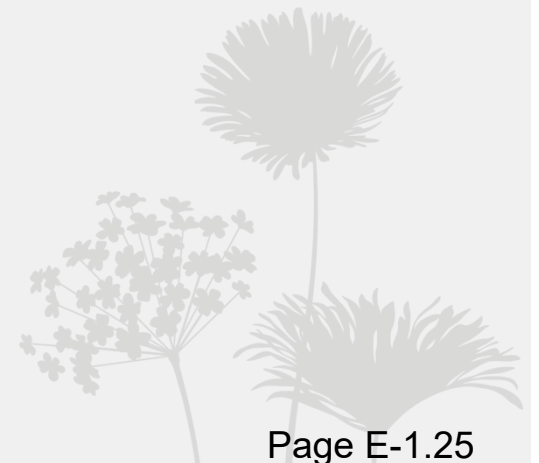
- Thanks to departing commissioner Michele Sherman for her service

- Thanks to departing Library and Community Services Supervisor Tricia Mullan and Library and Community Services Director Sean Reinhart

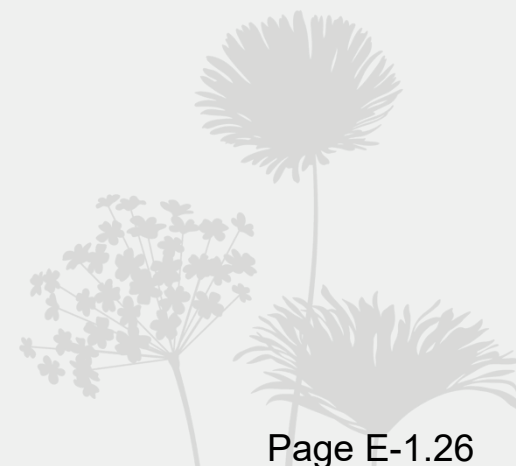


Moving Forward

- The PRC will continue to support operations at the Belle Haven Community Campus
- PRC will continue to support vibrant and relevant community centers and recreation services for Menlo Park residents
- Parks and Recreation Commission is looking forward to City
- Council's feedback on their 2025-2026 work plan
- Thank you for your support!



Thank you!





STAFF REPORT

Parks and Recreation Commission

Meeting Date: 7/22/2026

Staff Report Number: PRC-2026-023

Regular Business:

Recommend Parks and Recreation Commission work plan 2025-26 progress report out to City Council

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) recommend Parks and Recreation Commission work plan 2025-26 progress report out to City Council.

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, 2026 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.

At the May 27, 2026 PRC meeting, the PRC formed an ad hoc subcommittee (Attachment F) comprised of Chair Grass and Vice Chair Van Buren, the scope of which was to:

- Review the approved 2025-26 work plan (Attachment G)
- Review the 2024-25 work plan report out presentation (Attachment H)
- 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 after approval from the PRC

At the June 24, 2026 PRC meeting, Chair Grass provided a presentation on the ad hoc subcommittee's draft 2025-26 work plan report out. The PRC agreed to bring the report-out presentation back for further discussion at the July 22, 2026 meeting.

Analysis

The Parks and Recreation Commission's current work plan for 2025-26 includes nine goals (Attachment G). 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
- Received a presentation from Youth Advisory Committee
- Received a presentation on Belle Haven Community Campus program updates

- Conducted self-guided park tours and provided report-outs on observations

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. 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
- 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
- C. Hyperlink. City Council meeting video, Sept. 30: youtu.be/-TegH8PG3rw?si=nPmLIUNr4fsmEQN&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
- 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
- F. Hyperlink. Staff Report #PRC-2026-016: https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2026-meetings/agendas/20260527_prc-agenda_packet.pdf#page=51
- G. PRC work plan 2025-26, as revised and approved by City Council Sept. 30, 2025
- H. 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>

Staff Report #: PRC-2026-023

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

ATTACHMENT G



Work plan goals

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

Work plan history

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



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 7/22/2026

Staff Report Number: PRC-2026-024

Regular Business: Prepare and recommend Parks and Recreation Commission work plan for 2026-27

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) prepare and recommend its work plan for 2026-27 in preparation for submitting the updated work plan to City Council for approval tentatively in September.

Policy Issues

City Council Policy CC-24-004 (Attachment A) sets the procedures, roles, and responsibilities of Council-appointed advisory bodies, including the PRC. 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 September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year.

Background

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

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

The PRC is tentatively scheduled to submit a new recommended PRC work plan 2026-27 to the City Council for approval on September 15, 2026.

On June 24, 2026 the PRC held a study session (Attachment E) to prepare its work plan for 2026-27 and agreed to bring the item back for further discussion at the July 22, 2026 meeting.

Analysis

Current PRC work plan 2025-26

The PRC's current 2025-26 work plan (Attachment D) includes several goals, including but not limited to:

- Encourage and facilitate robust public comment and participation
 - Foster an inclusive public meeting environment
 - Focus on resident input and relationships
- Support and advise recreation program development and operations by reviewing programs and services with a focus on high-quality services

- Review progress toward the goals in the 2019 Parks and Recreation Facility Master Plan (PRFMP).
- Participate in park and recreation facility tours to build awareness of recreation systems.
- Advise on topics related to the maintenance and upgrade of recreational facilities, prioritizing accessibility, safety, and sustainability.
- 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.
- Periodically receive staff presentations and reports about major parks and recreation service areas and programs, other city departments, and the Youth Advisory Committee.
- Maintain a 12-month schedule of planned Commission agenda items, update and post for public review monthly.
- Annually host City Council liaison at the Parks and Recreation Commission meetings.

New PRC work plan 2026-27

City staff recommends that the PRC discuss and begin preparing a new PRC work plan for 2026-27. When preparing the new work plan, the PRC may refer to the current work plan, and potentially reaffirm the current goals, modify existing goals, or add or delete goals. The PRC is scheduled to discuss or recommend the new work plan on July 22, 2026, and to finalize the work plan no later than August 26, 2026.

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
- B. Hyperlink. City Council meeting video, September 30: youtu.be/-TegH8PG3rw?si=nPmLIUNr4fsmEQN&t=21309
- C. 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
- D. PRC work plan 2025-26, approved by City Council on September 30, 2025
- E. Hyperlink. Staff Report #PRC-2026-019: <https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fshareda>

[assets%2Fpublic%2Fv%2F1%2Fagendas-and-minutes%2Fparks-and-recreation-commission%2F2026-meetings%2Fagendas%2F20260624_prc-agenda-packet.pdf?url_hash=27437e5612ea923fe9e7831b9da92024&domain=menlopark.gov&found_on=https%3A%2F%2Fwww.menlopark.gov%2FAgendas-and-minutes#page=15](https://www.menlopark.gov/Assets/public/2026/20260624_prc-agenda-packet.pdf?url_hash=27437e5612ea923fe9e7831b9da92024&domain=menlopark.gov&found_on=https%3A%2F%2Fwww.menlopark.gov%2FAgendas-and-minutes#page=15)

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

ATTACHMENT D



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:
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3. Review progress toward the goals in the 2019 Parks and Recreation Facility Master Plan (PRFMP).
4. Participate in park and recreation facility tours to build awareness of recreation systems.
5. Advise on topics related to the maintenance and upgrade of recreational facilities, prioritizing accessibility, safety, and sustainability.
6. Periodically review public-facing recreation policies and recommend updates, as required, with a special focus on policies that may be impacted by shared space operations
7. Periodically receive staff presentations and reports about major parks and recreation service areas and programs, other city departments, and the Youth Advisory Committee
8. Maintain a 12-month schedule of planned Commission agenda items, update and post for public review monthly.
9. Annually host City Council liaison at the Parks and Recreation Commission meetings.

Work plan history

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



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 7/22/2026

Staff Report Number: PRC-2026-025

Regular Business: Adopted budget FY 2026-27 updates

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) receive this informational report containing updates on the adopted budget for fiscal year 2026-27.

Policy Issues

Menlo Park Municipal Code §2.08.080 (8) provides that the city manager must "prepare and submit to the City Council the annual budget." The city manager's proposed budget is built on foundational budget principles set by the City Council. The City is required to adopt its budget before July 1 of each year.

As an advisory body to the City Council, the PRC does not authorize resource allocations.

Background

On June 23, 2026 the City Council approved the City's fiscal year 2026-27 budget (Attachment A). Details for the approved budget, public hearing, budget workshop, presentation, and principles, and the adopted budget for FY 2026-27 are available online at Attachment B.

Analysis

Fiscal year 2026-27 budget online (Attachment B)

The fiscal year 2026-27 online budget workbook displays revenues and expenditures by financial categories (for example, salaries, benefits, supplies, contract services, maintenance, repairs, utilities, and so on). Financial information is presented by major functional area categories (for example, library, recreation, child care, and so on). Year-over-year comparisons are also available. The budget workbook includes information about staffing levels, including full-time and temporary staff, as well as summaries of prior year achievements and goals for the coming year.

Five-year capital improvement plan (CIP)

The City Council adopts the five-year CIP annually as part of the budget adoption process. The CIP incorporates priorities identified through the City Council's annual priority setting workshop. City Council provides additional direction regarding the five-year CIP by reviewing the criteria for identifying and prioritizing projects, the ranking of project priorities, and new project requests before approving. The approved CIP is available online with a section specific to Parks and Recreation (Attachment C).

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. June 23, 2026 Staff report #26-114-CC.
https://docaccess.com/docviewer.html?url_hash=dd10fb71bd3dc577fa0bb7c5ca52ba89&domain=menlo-park.gov
- B. Hyperlink. Budget web page: <https://www.menlopark.gov/Government/Departments/Administrative-Services/Finance/City-budget>
- C. Hyperlink. Capital Improvement Plan: Parks and Recreation.
<https://stories.opengov.com/menlopark/1df23d44-2d8c-44d6-9d56-f15860821789/published/LRxhJCi8C?currentPageId=69eaaa6799ce6fbc325ff56e>

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: 7/22/2026

Staff Report Number: PRC-2026-026

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

June 2026 statistics (Attachment A)

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

4th of July Community Parade Picnic and Circus

On July 4, the City of Menlo Park hosted its annual 4th of July celebration and California 175/America 250 from 11 a.m. – 3 p.m. at Burgess Park. The celebration included a people parade, community picnic, and free, new shows by Circus Bella. The parade departed from the Arrillaga Family Gymnasium and made its way towards Burgess Park. Participants decorated bicycles and wagons for the procession along Alma Street, escorted by local police vehicles.

Approximately 3,000 attendees enjoyed the parade (final counts will be available in July stats), community picnic food trucks, and circus shows performed by Circus Bella and the six-piece Circus Bella All-Star Band. Local sixth grader, Arin Naigonkar, kicked off the circus performance with his rendition of the Star-Spangled Banner on the electric guitar.

PlayLOCAL! series (Attachment B)

This summer, to celebrate Park and Recreation Month and highlight the amenities of local parks, the City of

Menlo Park kicked-off its first-ever PlayLOCAL! series. PlayLOCAL! encourages community members to walk or bike to the playground of their local park, where City staff will lead an hour of guided outdoor play and games. Attendees were invited to bring a packed picnic lunch and blanket so they can enjoy a post-playtime picnic where they can chat with other local community members. Events in this are from 11 a.m. – noon each Tuesday in July and will end with a special bubble-themed finale at Willow Oaks Park on Saturday, Aug. 8.

The first PlayLOCAL! event at Nealon Park had about 35 participants, including children and their caregivers. Although staff received mostly positive feedback from attendees, there was also feedback that the play and games offered could be adjusted to better suit children aged 3 years and under. Staff adjusted the play and games for younger attendees for future PlayLOCAL! gatherings beginning with the gathering at Karl E. Clark Park on July 14.

PlayLOCAL! at Karl E. Clark Park had approximately 6 attendees (including children and their caregivers).

The final three PlayLOCAL! events will now include a visit from an ice cream vendor.

Remaining events in the series are listed below:

Tuesday, July 21 - Burgess Park playground

Tuesday, July 28 - Sharon Park playground

Saturday, Aug. 8 - Willow Oaks Park

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. June 2026 statistics

B. Hyperlink. PlayLOCAL! web page: <https://www.menlopark.gov/Citywide-calendar/Community-events/20260707-PlayLOCAL-Nealon-Park>

Report prepared by:

Ashley Dixon, Management Analyst

Report reviewed by:

Nick Szegda, Library and Community Services Director

LIBRARY AND COMMUNITY SERVICES
STATISTICS - JUNE 2026

Table 1. Library items circulated													
Location*	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
800 Alma St.	35,224	35,148	36,111	35,580	35,096	33,216	32,077	36,035	31,192	34,688	33,583	32,921	34,332
100 Terminal Ave.*	2366	2,286	2,192	2,516	2,343	2,033	2,000	2,401	2,323	2,522	2,475	3,141	2,292
eBooks	9410	10,546	11,281	9,752	10,467	9,853	9,269	10,481	9,229	9,086	8,641	8,435	*
eAudio	6159	6,254	6,575	6,797	6,426	6,136	6,745	7,252	6,062	6,674	6,552	7,147	6,672
eVideo	1198	1,531	1,239	1,138	1,219	1,174	1,292	1,252	926	1,133	1,281	1,322	1,327
eSerials	2191	1,983	2,427	2,183	2,253	2,490	2,372	2,492	2,380	3,111	3,132	2,392	*
Total online / digital	18,958	16,604	21,336	19,870	20,365	19,653	19,678	21,477	18,597	20,004	19,606	19,296	*

*At the time of this report totals were not yet available

Table 2. Library cards													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
New cards issued - MP residents	198	216	235	171	186	167	137	216	166	183	190	178	226
Total cardholders - MP residents	24,472	24,652	24,875	25,019	25,133	25,193	15,017	15,152	15,272	15,387	15,555	15,674	15,863

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

Table 3. Library patron questions answered													
Location*	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
800 Alma St.	3,730	3,776	3,469	2,970	3,263	2,666	2,680	3,160	2,745	2,915	2,751	2,703	3,378
100 Terminal Ave.*	509	497	464	517	413	315	395	378	346	309	365	344	404

Table 4. Library holds filled (item requests)													
Location*	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Incoming holds - 800 Alma St	4,187	4,070	4,081	4,236	4,128	3,421	3,427	4,154	3,577	4,028	3,995	4,050	4,137
Outgoing holds - 800 Alma St	2,970	2,996	3,074	2,812	3,020	2,386	2,450	2,828	2,636	2,748	2,652	2,660	2,838
Incoming holds - 100 Terminal Ave.*	200	157	182	129	165	131	110	200	110	188	196	629	173
Outgoing holds - 100 Terminal Ave.*	305	266	304	273	357	382	368	440	391	429	361	372	440

Table 5. Library foot traffic (gate count)													
Location*	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
800 Alma St.	15,845	13,228	8,539	14,491	14,981	13,211	11,411	12,493	26,966	27,280	19,281	18,398	20,486
100 Terminal Ave. (All-ages library)	2539	2585	2,268	2,736	2,480	2,133	2,161	2,560	2,390	2,348	2,480	2,510	2,340
100 Terminal Ave. (Children's library)	-	-	892	686	758	820	703	978	1,001	1,040	2,258	2,441	2,685

Table 6. Library program attendance and room usage													
Location*	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Total attendance - 800 Alma St.	1,112	1,609	1551	985	882	737	761	1204	903	956	1,167	1,040	1,191
# of programs - 800 Alma St.	42	36	38	37	38	33	31	37	34	33	36	37	39
Total attendance - 100 Terminal Ave.*	355	407	540	373	309	164	216	514	283	392	298	336	406
# of programs - 100 Terminal Ave.*	26	33	26	25	28	29	27	29	28	28	28	30	29
Conference Room - available hours	-	-	217	217	217	217	217	217	217	209	217	209	240
Conference Room - reserved hours	-	-	16.5	21	24	26.3	23	19	18	22	34	38	32
Conference Room - utilization %	-	-	8%	10%	11%	12%	11%	9%	8%	11%	16%	18%	13%
Tutor Room - available hours	-	-	217	217	217	217	217	217	217	209	217	209	240
Tutor Room - reserved hours	-	-	50	58	70	51	40	56.5	46	45	44	52	49
Tutor Room - utilization %	-	-	23%	26%	32%	24%	18%	26%	21%	22%	20%	25%	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 - JUNE 2026

Table 7. Belle Haven Child Development Center (Preschool)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Students ages 3-5	56	47	45	45	47	49	49	50	59	62	66	67	67
Special needs students	-	1	3	2	2	2	2	2	2	2	1	1	1
English second language students	-	37	34	37	37	38	38	39	48	52	57	59	59
Meals and snacks served	-	3102	2,024	2,112	2,438	1,865	1,900	1,900	1,500	3,276	4,000	4,020	4,020
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	13,065	14,372

Table 8. Menlo Children's Center (Preschool)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Students ages 18 mo - 2 years	-	7	4	5	5	5	1	1	3	3	3	3	1
Students ages 2 - 3 years	-	11	16	17	18	18	17	17	19	19	20	18	16
Students ages 3 - kindergarten	-	23	23	22	22	22	23	24	24	28	36	36	35
Total enrollment	44	43	43	44	45	45	41	42	46	50	59	59	52
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	9,158	9,383

Table 9. Menlo Children's Center (After school)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Kindergarten	-	-	9	10	10	10	10	11	11	11	11	11	10
Students grades 1st - 5th	-	-	32	33	33	33	33	34	31	31	31	31	33
Summer camp enrollment	-	63	30	0	0		0	0	0	0	0	0	29
Total enrollment	27	63	71	43	43	43	43	45	42	42	42	42	72
Total hours of education and care provided*	-	5985	3,937	2,316	3,142	2,503	1,933	2,679	1,642	3,636	2,217	2,436	3,005

Table 10. Belle Haven Youth Center (After school)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Transitional kindergarten	-	0	0	5	5	5	5	5	5	5	5	5	0
Kindergarten	-	4	4	6	6	6	6	6	6	6	6	6	4
Students grades 1 st - 5th	-	29	29	56	56	56	56	56	56	56	56	54	32
Summer Camp enrollment	-	52	54	0	0	0	0	0	0	0	0	0	0
Total enrollment	122	85	85	67	67	67	67	67	67	67	67	65	32
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	4,940	1,888

*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.

LIBRARY AND COMMUNITY SERVICES
STATISTICS - JUNE 2026

Table 11. Menlo Park Senior Center - Meals and transportation (100 Terminal Ave.)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Lunches served	*	970	985	1,453	1,150	802	743	924	963	1,083	1,012	1,011	1,097
Grocery boxes distributed	213	460	485	476	511	214	248	532	512	579	508	498	526
Senior shuttle trips	1,234	816	784	702	702	620	616	620	630	662	672	518	372
Special event attendance	100	80	80	90	101	0	87	0	80	0	0	0	0

Table 12. Menlo Park Senior Center - Senior class enrollment (100 Terminal Ave.)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Fitness, yoga, martial arts, or health	-	114	114	83	107	107	107	119	120	105	295	317	146
Arts and crafts or technology	-	60	61	66	70	64	64	68	78	65	82	94	49
Dance, music, or performing arts	-	38	38	47	59	45	57	79	77	77	83	75	55
Languages or other literary arts	-	55	55	56	74	63	56	54	63	64	61	70	48
Other	-	11	11	12	9	19	19	5	5	8	9	10	9
Enrollment - non-residents	-	121	121	119	145	138	138	144	150	140	86	87	90
Enrollment - residents	-	157	158	145	174	172	172	181	178	179	105	109	125
Enrollment - Total	-	278	279	264	319	310	310	325	328	319	191	196	215
Total classes offered	-	19	19	19	21	21	21	20	21	19	21	21	18

Table 13. Arrillaga Family Recreation Center - Senior class enrollment (800 Alma St.)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Fitness, yoga, martial arts, or health	-	64	64	75	118	118	118	110	106	113	96	100	61
Arts and crafts or technology	-	0	0	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	27	29
Languages or other literary arts	-	27	27	33	33	33	33	35	35	35	51	50	51
Other	-	-	-	-	-	-	-	-	4	4	0	0	0
Enrollment - non-residents	-	27	27	66	69	68	68	65	65	65	93	87	55
Enrollment - residents	-	92	92	92	120	120	120	113	113	122	77	90	86
Enrollment - Total	-	119	119	158	189	188	188	178	178	187	170	177	141
Total classes offered	-	4	4	5	5	5	5	7	7	7	5	5	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.)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Residents	-	14	9	11	6	8	5	6	11	13	11	10	12
Non-residents	-	19	35	33	22	20	15	23	24	27	28	25	25
Instructor usage (in hours)	-	1,068	1,437	1,576	1,502	1,250	1,433	1,089	1,126	1,200	1,200	1,200	870
Cypress Room - available hours	-	363	363	350	361	338	361	364	322	348	348	351	348
Cypress Room - reserved hours	-	88.25	39	39.75	35.25	86.25	94.75	55	59	56.5	47	46	21
Cypress Room - utilization %	-	24%	10%	11%	9%	56%	26%	15%	18%	16%	14%	8%	6%
Juniper Room - available hours	-	363	363	350	361	338	361	364	322	348	348	351	348
Juniper Roon - reserved hours	-	168.33	132	262	287	190.33	138	127	122	161.5	176	189	122
Juniper Room - utilization %	-	46%	36%	75%	80%	56%	38%	35%	38%	46%	51%	54%	35%
Maple Room - available hours	-	363	363	350	361	338	361	364	322	348	348	331	348
Maple Room - reserved hours	-	155.75	92	231.75	214.75	190.7	129.5	225	173	322.42	159	237	123
Maple Room - utilization %	-	43%	25%	66%	59%	56%	36%	62%	54%	93%	46%	72%	35%
Oak Room - available hours	-	363	363	350	361	338	361	364	322	348	348	351	348
Oak Room - reserved hours	-	54	11	73.25	61	56.27	27	43	51	53	83	57	34
Oak Room - utilization %	-	15%	3%	21%	16%	16%	7%	12%	16%	15%	24%	16%	10%
Oak Patio - available hours	-	363	363	350	361	338	361	364	322	348	348	351	348
Oak Patio - reserved hours	-	0	0	0	5	0	3	0	0	6.5	0	10	9
Oak Patio - utilization %	-	0%	0%	0%	1%	0%	0%	0%	0%	100%	0%	<1%	3%
Sequoia Room - available hours	-	363	363	332	345	318	345	344	306	332	332	331	332
Sequoia Room - reserved hours	-	61.5	90	22.75	21.67	62.58	51.75	79	50	67.5	52	85	74
Sequoia Room - utilization %	-	17%	25%	7%	6%	20%	14%	23%	16%	20%	16%	26%	22%
Sequoia Patio - available hours	-	363	363	332	345	318	345	364	306	348	348	331	332
Sequoia Patio - reserved hours	-	0	30	20.75	0	5.3	0	5	26	4	5	29	11
Sequoia Patio - utilization %	-	0%	8%	6%	0%	2%	0%	1%	8%	1%	1%	1%	3%
Willow Room - available hours	-	363	363	372	384	358	384	386	342	370	370	372	370
Willow Room - reserved hours	-	138	66	114	138	358	384	386	342	370	370	126	102
Willow Room - utilization %	-	38%	18%	31%	29%	100%	100%	100%	100%	100%	100%	34%	8%

Table 15. Facility rentals - Arrillaga Family Gymnasium (600 Alma St.)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Residents	-	100	32	28	38	40	39	40	40	38	30	40	40
Non-residents	-	20	30	28	11	10	18	7	10	14	6	6	32
Instructor usage (in hours)	-	37	80	80	80	120	24	24	32	32	32	16	16
Court #1 - available hours	-	517	515	500	500	498	517	517	517	515	500	515	500
Court #1 - reserved hours	-	122.5	113	235	357.2	364	355.75	425	482	499.58	461	422	422
Court #1 - utilization %	-	24%	22%	47%	71%	73%	68%	82%	93%	97%	92%	82%	84%
Court #2 - available hours	-	517	515	500	500	498	517	517	517	515	500	515	500
Court #2 - reserved hours	-	128	119	248	147.5	319	453.5	439	482	499.58	461	461	422
Court #2 - utilization %	-	28%	23%	49%	29%	64%	87%	85%	93%	97%	92%	92%	84%

Table 16. Facility rentals - Belle Haven Community Campus (100 Terminal Ave.)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Residents	-	4	8	6	6	14	15	6	11	11	7	8	4
Non-Residents	-	0	0	1	0	0	0	2	6	5	3	2	2
Makerspace - available hours	-	328	248	240	248	240	248	248	224	224	240	248	240
Makerspace - reserved hours	-	70.25	47	55.75	62.75	51.25	53.5	31.5	28	28	32.5	46.5	52.5
Makerspace - utilization %	-	21%	19%	23%	25%	21%	22%	13%	13%	13%	3%	19%	22%
Event Hall - available hours	-	304	364	335	348	325	348	350	310	310	335	217.5	335
Event Hall - reserved hours	-	220.5	196.5	218	257.5	176.5	218	176.5	181	181	198	140	255
Event Hall - utilization %	-	73%	54%	65%	74%	54%	63%	50%	58%	58%	59%	65%	76%
Movement Studio - available hours	-	304	364	364	378	350	378	378	336	336	364	364	364
Movement Studio - reserved hours	-	80	39	23	28.75	27.25	16.5	11	11	11	10.25	16.75	5.75
Movement Studio - utilization %	-	26%	11%	6%	8%	8%	4%	3%	3%	3%	3%	5%	2%
Flex Classroom - available hours	-	304	364	364	378	350	378	378	336	336	364	364	364
Flex Classroom - reserved hours	-	17	11.5	25	21	24.5	17.5	27.5	27	27	28	31	18.25
Flex Classroom - utilization %	-	6%	3%	7%	6%	7%	5%	7%	8%	13%	8%	7%	5%
Gymnasium - available hours	-	-	378	289	291	303	277.5	303	306	268	291	289	291
Gymnasium - reserved hours	-	-	209	203	231	240	214	223	304.5	268	318	310	222.75
Gymnasium - utilization %	-	-	81%	70%	79%	79%	77%	73%	101%	100%	109%	107%	77%

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Table 17. Class enrollment - Arrillaga Recreation Center (800 Alma St.)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Fitness, yoga, martial arts, or health	-	197	101	296	305	316	312	284	296	296	342	288	313
Sports	-	-	-	-	-	-	-	-	-	-	-	-	
Arts and crafts or technology	-	54	47	7	19	19	19	12	12	12	5	5	0
Dance, music, or performing arts	-	130	236	337	348	348	272	304	314	307	313	317	143
Language and literary arts	-	27	27	58	40	40	33	35	35	35	51	50	51
Other	-	173	363	59	111	70	104	55	55	51	106	105	68
Enrollment - non-residents	-	175	307	188	217	204	176	165	175	185	230	144	179
Enrollment - residents	-	506	467	569	606	589	564	525	537	516	587	621	397
Enrollment - Total	-	681	774	757	823	793	740	690	712	701	817	765	575
Total classes offered	-	68	63	62	78	73	65	73	73	74	80	80	47
# of instructors	-	33	33	28	32	31	32	28	26	26	26	26	18

Table 18. Class enrollment - Arrillaga Family Gymnasium (700 Alma St.)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Enrollment - Basketball	-	6	27	35	31	99	33	47	81	83	32	0	0
Enrollment - Volleyball	-	72	102	82	81	81	81	81	87	88	96	96	67
Enrollment - Youth mixed activity sports camp	-	0	0	0	0	0	0	0	0	0	0	0	0
Enrollment - non-residents	-	56	74	59	27	98	98	77	95	97	99	74	54
Enrollment - residents	-	16	55	58	85	82	50	51	73	74	29	22	13
Enrollment - Total	-	78	129	117	112	180	64	128	168	171	128	96	67
Total classes offered	-	5	7	0	7	15	5	5	7	8	5	2	2
# of instructors	-	2	2	2	2	2	2	2	2	2	2	1	1
Drop-in basketball visits	-	206	171	194	190	525	233	270	404	263	236	256	88
Drop-in volleyball visits	-	394	287	415	433	646	412	436	626	358	264	307	266
Leagues – individual registrations	-	56	0	14	0	0	3	3	0	0	0	0	13
Leagues – team registrations	-	14	0	31	50	128	10	0	23	3	0	0	29

Table 19. Class enrollment - Belle Haven Community Campus (100 Terminal Ave.)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Fitness, yoga, and health	-	80	80	66	104	104	105	69	75	75	64	64	93
Sports	-	-	-	-	-	-	-	-	-	-	46	47	88
Arts and crafts and technology	-	41	41	41	30	30	30	71	71	71	70	70	85
Dance, music, or performing arts	-	15	15	47	40	40	40	18	12	12	37	35	48
Language and literary arts	-	13	13	31	35	36	36	24	24	24	23	24	46
Other	-	-	-		7	0.07	8	6	6	6	39	40	30
Enrollment - non-residents	-	10	10	16	17	17	17	14	16	16	73	71	87
Enrollment - residents	-	139	139	169	201	207	208	174	186	186	208	210	302
Enrollment - Total	-	149	149	185	218	224	225	188	202	202	281	281	390
Total classes offered	-	15	15	22	22	23	23	24	24	24	31	31	42
# of instructors	-	9	9	11	12	13	13	13	13	13	13	13	15
Drop-in basketball visits	-	29*	167	192	215	252	272	272	160	233	200	313	135
Drop-in volleyball visits	-	*	10	50	65	6	31	31	16	8	64	37	51
Drop-in Fitness Center	-	542	720	659	620	522	550	364	572	541	516	510	518

Table 20. Class enrollment - Arrillaga Family Gymnastics Center (501 Laurel St.)													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Gymnastics enrollment	-	898	887	1,245	1,251	1,219	1,182	130 (1 week)	242 (3 weeks)	1,352	1,258	1300	952
Aerial Silks enrollment	-	49	43	58	59	55	55	0	0	53	24	24	20
Enrollment - non-residents	-	287	282	342	343	359	293	*		338	309	301	256
Enrollment - residents	-	628	605	815	811	859	944	*		944	949	949	696
Enrollment - Total	-	929	1,125	1,303	1,310	1,273	1,237	130	242	1,405	1,282	1,324	972
Total classes offered	-	119	119	120	120	120	120	*		120	120	120	111
# of instructors	-	2	2	2	2	2	2	0	0	2	1	1	1

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

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Table 21. Picnic Rentals													
Location	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 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	2,232	2,880
Burgess Park picnic area - reserved hours	-	74.5	97	195	148	86	14.5	38	35	87	171	193.5	218.25
Burgess Park picnic area - utilization %	-	2%	3%	8%	1%	3%	1%	1%	1%	1%	6%	9%	8%
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	2,232	2,100
Nealon Park picnic area - reserved hours	-	90	108	130	78	56	20	31	44	107	100	45	200.25
Nealon Park picnic area - utilization %	-	4%	6%	6%	3%	2%	1%	1%	1%	4%	4%	2%	10%

Table 22. Park Rentals													
Location	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Bedwell-Bayfront Park - available hours	-	434	434	420	434	420	434	434	410	434	434	434	434
Bedwell-Bayfront Park - reserved hours	-	12	12	60	36	12	0	12	0	0	0	12	0
Bedwell-Bayfront Park - utilization %	-	0.0276	0.03	0.14	0.08	0.03	0%	3%	0%	0%	0%	3%	0%
Sharon Park - available hours	-	434	434	420	372	420	420	420	410	420	420	434	434
Sharon Park - reserved hours	-	0	0	0	12	0	0	0	0	0	0	0	0
Sharon Park - utilization %	-	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%

Table 23. Athletic Field Rentals													
Location	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 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	2,976	1,080
Burgess Park - reserved hours	-	2,976	1,206	561	540	195	1	69	299	767	1,306	689	268
Burgess Park - utilization %	-	72%	35%	22%	21%	7%	0%	3%	11%	29%	52%	23%	25%
Hillview School - available hours	-	744	744	720	744	720	744	744	672	744	720	744	720
Hillview School - reserved hours	-	478.5	202	132	153	142	85	79	107	239	229	262	17
Hillview School - utilization %	-	64%	27%	18%	20%	20%	11%	11%	16%	32%	32%	23%	2%
Jack Lyle Park - available hours	-	Closed	744	720	744	720	744	744	672	744	720	744	720
Jack Lyle Park - reserved hours	-	Closed	197	246	182	92	10.5	8	66	234	181	185	42.5
Jack Lyle Park - utilization %	-	Closed	26%	34%	24%	13%	1%	1%	10%	31%	25%	24%	6%
Kelly Park - available hours	-	868	868	840	868	840	868	868	784	868	840	868	720
Kelly Park - reserved hours	-	243	240	321	310	236	158	206	185	179	317	337	21
Kelly Park - utilization %	-	28%	28%	38%	36%	28%	18%	24%	23%	21%	38%	39%	3%
La Entrada School - available hours	-	Closed	3,038	2,160	2,232	2,160	2,232	2,232	2,016	2,604	2,520	2,232	2,232
La Entrada School - reserved hours	-	Closed	240	31.5	31.5	12	0	0	26	126	90	130	109.5
La Entrada School - utilization %	-	Closed	8%	1%	1%	0%	0%	0%	1%	5%	3%	6%	5%
Nealon Park - available hours	-	Closed	1,302	840	868	420	434	434	392	434	420	434	420
Nealon Park - reserved hours	-	Closed	73	135	151.25	72	50.5	62.5	41	107	136	111.5	90.5
Nealon Park - utilization %	-	Closed	6%	2%	17%	12%	12%	14%	10%	25%	32%	25%	21%
Oak Knoll School - available hours	-	Closed	744	360	372	420	434	434	336	372	360	372	360
Oak Knoll School - reserved hours	-	Closed	106	27	24	0	0	0	16	64	36	62	12
Oak Knoll School - utilization %	-	Closed	14%	7%	6%	0%	0%	0%	4%	17%	10%	16%	3%
Willow Oaks Park - available hours	-	Closed	1,488	1,440	1,488	1,440	1,488	1,488	1,344	1,488	1,440	1,488	1,440
Willow Oaks Park - reserved hours	-	Closed	239	120	110	29	18	19.5	83.5	229	181	194	137

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

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Willow Oaks Park - utilization %	-	Closed	16%	8%	7%	2%	1%	1%	6%	15%	13%	13%	9%
Total available hours	-	5,754	12,384	9,600	7,947	9,600	9,548	9,548	8,904	9,858	9,540	9,858	7,692
Total reserved hours	-	3,698	2,503	1,573	1,501	778	323	525	824	1,945	2,476	1,970	697
Total field utilization %	-	64%	20%	16%	19%	8%	3%	5%	9%	20%	26%	20%	9%

Table 24. Tennis and Pickleball Court Rentals													
Location	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Burgess Park - Tennis Court #1 available hours	-	434	434	420	434	420	434	434	392	434	420	434	420
Burgess Park - Tennis Court #1 reserved hours	-	174	184	205	181	149	103	163	141	210	140	198	205
Burgess Park - Tennis Court #1 utilization %	-	40%	42%	48%	42%	35%	24%	38%	35%	48%	33%	48%	49%
Kelly Park - Pickleball Court #1 available hours	-	434	434	420	434	420	434	434	392	434	420	434	420
Kelly Park - Pickleball Court #1 reserved hours	-	21	45	47	48	41	16	30	12	33	33	32	34
Kelly Park - Pickleball Court #1 utilization %	-	5%	10%	11%	10%	10%	4%	6%	3%	7%	8%	7%	8%
Kelly Pickleball Court #2 available hours	-	434	434	420	434	420	434	434	392	434	420	434	420
Kelly Pickleball Court #2 reserved hours	-	5	21	14	27	11	10	14	5	18	24	25	16
Kelly Park - Pickleball Court #2 utilization %	-	1%	5%	3%	6%	2%	2%	2%	1%	4%	6%	5%	4%
Kelly Park - Tennis Court #1 available hours	-	434	434	420	434	420	434	434	392	434	420	434	420
Kelly Park - Tennis Court #1 reserved hours	-	51	77	133	143	117	109	128	94	145	134	209	148
Kelly Park - Tennis Court #1 utilization %	-	11%	18%	32%	33%	28%	25%	38%	24%	33%	32%	48%	35%
Nealon Park - Tennis Court #1 available hours	-	434	434	420	434	420	434	434	392	434	420	434	330
Nealon Park - Tennis Court #1 reserved hours	-	172	161	204	220	197	151	197	186	249	237	233	178
Nealon Park - Tennis Court #1 utilization %	-	40%	37%	49%	50%	42%	35%	45%	47%	57%	56%	53%	54%
Nealon Park - Tennis Court #2 available hours	-	434	434	420	434	420	434	434	392	434	420	434	330
Nealon Park - Tennis Court #2 reserved hours	-	164	163	193	173	150	89	135	166	208	207	214	159.25
Nealon Park - Tennis Court #2 utilization %	-	38%	38%	46%	40%	36%	21%	31%	42%	48%	49%	62%	48%
Willow Oaks - Tennis Court #3 available hours	-	434	434	420	434	420	434	434	392	434	420	434	420
Willow Oaks - Tennis Court #3 reserved hours	-	120.75	112	192	170	148	116	136.75	152	204	163	194	166
Willow Oaks - Tennis Court #3 utilization %	-	28%	26%	46%	39%	35%	27%	31%	38%	47%	39%	45%	39%
Willow Oaks - Tennis Court #4 available hours	-	434	434	420	434	420	434	434	392	434	420	434	420
Willow Oaks - Tennis Court #4 reserved hours	-	99	142	194	170	150	131	174	132	220	206	237	210
Willow Oaks - Tennis Court #4 utilization %	-	23%	33%	46%	39%	36%	30%	40%	33%	51%	49%	54%	50%

Table 25. Tennis and Pickleball Classes													
Location	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun, 2026
Youth tennis enrollment	-	21	23	47	48	67	63	86	53	51	61	60	29
Adult tennis enrollment	-	6	7	24	28	31	23	23	21	21	18	18	11
Tennis enrollment - resident		21	27	63	67	82	73	73	63	62	68	67	30
Tennis enrollment - non-resident			6	3	8	9	16	13	13	10	11	11	10
Tennis enrollment total			27	30	72	76	98	86	86	72	79	78	40

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

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Table 26. Recreation client accounts													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
New recreation client accounts	501	459	937	502	347	402	806	488	416	1,338	546	637	472
Total recreation client accounts	17,287	17,743	18,680	19,182	19,529	19,931	20,737	21,225	21,641	22,979	23,525	24,162	24,634
Hyperlocal client accounts	1,682	1,695	1,848	1,899	1,962	2,005	2,072	2,137	2,194	2,288	2,341	2,418	2,459

Table 27. Web page views													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
/Library	4,390	4,247	4,332	3,892	3,914	3,995	3,906	4,708	3,797	3,803	3,738	4,394	4,433
/ActivityGuide	4,872	5,016	10,099	3,771	2,881	4,043	6,613	4,760	5,119	8,984	3,621	6,705	4,113

*At the time of this report totals were not yet available

Table 28. Newsletter engagement													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Newsletters sent	4	4	5	4	4	4	3	4	4	4	4	5	4
Average recipients per newsletter	24,602	24,475	24,346	27,815	28,839	28,550	28,388	28,195	28,031	29,114	29,352	29,186	29,016
Total recipients (excludes bounces, etc.)	91,739	91,030	121,730	111,261	106,618	114,199	85,166	104,250	103,589	116,457	117,408	133,191	116,064
Total newsletter clicks	2,389	2,587	3,481	4,045	3,058	3,058	3,226	4,975	5,323	5,558	4,018	6,143	5,808
Total newsletter unique clicks	1,200	1,346	1,720	1,437	1,374	1,501	1,041	1,653	1,628	2,075	1,375	2,102	1,792
Total newsletter opens	69,913	68,109	86,160	82,795	80,650	81,663	67,170	81,207	80,829	84,643	81,139	105,444	80,448
Total unique opens	44,582	43,747	55,666	52,733	52,661	52,458	41,737	51,613	51,825	53,421	53,510	66,650	51,715
% open rate (monthly average)	71%	70%	71%	74%	70%	72%	79%	72%	72%	73%	69%	72%	69%
% unique opens rate (monthly average)	45%	45%	46%	47%	46%	46%	49%	46%	46%	46%	46%	46%	45%
Unsubscribes Monthly Total	139	128	207	296	242	209	148	212	118	152	163	213	166
% Unsubscribes - Monthly Average	0.14%	0.13%	0.17%	0.25%	0.21%	0.19%	0.17%	0.19%	0.11%	0.16%	0.14%	0.14%	0.14%
Email Bounces - Monthly Total	2,192	2,172	2,760	2,777	2,740	2,619	1,938	2,552	2,549	2,735	2,584	3,464	2,647

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - JUNE 2026

Table 29. Large-scale community event attendance													
	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
College and Career Fair	-	-	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	-	-	310	-	-	-	-
Community Resource Fair	-	-	-	-	-	-	-	-	-	225	-	-	-
Egg Hunt/Spring Fest	-	-	-	-	-	-	-	-	-	3100	-	-	-
Juneteenth Celebration	310	-	-	-	-	-	-	-	-	-	-	-	322
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	-	-	-	-	-	-	-	-	-	-
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
July 22, 2026

AGENDA ITEM F-3

MEETING DATE*	TENTATIVE AGENDA TOPICS**	
January 28, 2026	- Picnic Area Use Policy - Ad Hoc Sub Committee project – 6k “fun run”	
February 25, 2026	- Invite Council Liaison to meeting - Pickleball presentation - Updates on non-CIP issues Aquatics Operator Annual Report and Survey	
March 25, 2026	- Presentation: Gymnastics Receive City's Aquatics Community Survey Results - Court user policy updates	
April 22, 2026	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 - City Council Liaison attended meeting	
May 27, 2026 At BHCC	New PRC members appointed by City Council Select commission Chair and Vice Chair - Presentation: Belle Haven Community Campus, Kelly Park Field - Presentation: Youth Advisory Committee - Form an ad hoc subcommittee to draft a work plan report out - Park tour report outs	
June 24, 2026	New Chair begins term Onboarding new PRC members Study session: Update PRC work plan for coming year - Presentation: Realize Flood Park project update (County of San Mateo Parks) - Review draft work plan report out for 2025-26 - Park tour report outs	
July 22, 2026	Prepare/recommend PRC work plan for coming year Recommend work plan report out - Park tour report outs - Adopted budget 2026-27 update	
August 26, 2026	Chair gives City Council PRC prior year work plan progress report (August 11) Recommend PRC work plan for coming year - Park tour report outs - Event Sponsorship Policy review/update	
September 23, 2026	City Council approval of PRC work plan for coming year Review the City's Aquatics Community Survey draft - Park tour report outs	
October 28, 2026	Receive the commission work plan as revised and approved by City Council	
November 18, 2026	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	Year in review Open house / social	
Standing/ recurring agenda items (typically every meeting unless otherwise noted)	- Approve previous meeting's minutes - Department statistics - Tentative agenda calendar - Staff reports - Commissioner reports	- Strategic Plan review (recommended to review annually) - Parks and Rec Master Plan update (recommended every 4 years)
Unscheduled future items	Dog park enforcement (via ranger services)	

*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)

PARKS AND RECREATION COMMISSION
TENTATIVE AGENDA CALENDAR

	• Invite EQC to a PRC meeting (Per City Clerk this would need to be a Special Joint Meeting – alternate options include Commissioner Report Outs or an Ad Hoc Subcommittee) • Community gardens study session • Attend YAC meetings (Contact YAC in Sept or Oct to review meeting schedule) • City staffing / vacancy rates / compensation and benefits • CIP updates (as of July 2026 indefinitely on hold due to staffing shortages on CIP team)
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***Items that recur annually are in bold and in green font (do not remove)