

Parks and Recreation Commission

REGULAR MEETING AGENDA



Date: 9/23/2026
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. Review draft aquatic user survey for 2026 ([Staff Report PRC-2026-030](#))

D2. Parks and Recreation Commission update and report out on completed self-guided park tours ([Staff Report PRC-2026-031](#))

E. Regular Business

- E1. Approve minutes from the August 26, 2026 meeting ([Attachment](#))
- E2. Review and recommend updates to Event Sponsorship Policy ([Staff Report PRC-2026-032](#))

F. Informational Items

- F1. Receive and file the 2026-27 Parks and Recreation Commission work plan as approved by City Council Sept. 15 ([Staff Report PRC-2026-033](#))
- F2. Receive information on the 2019 Parks and Recreation facilities master plan ([Staff Report PRC-2026-034](#))
- F3. Library and Community Services Department updates and statistics ([Staff Report PRC-2026-035](#))
- F4. Tentative agenda calendar ([Attachment](#))

G. Commissioner Reports

- G1. Individual Commissioner reports

H. Adjournment

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

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

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

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

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STAFF REPORT

Parks and Recreation Commission

Meeting Date: 9/23/2026

Staff Report Number: PRC-2026-030

Study Session: Review draft aquatic user survey for 2026

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) review the draft aquatic user survey for 2026 (Attachment A).

Policy Issues

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

Background

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

Analysis

To facilitate year-over-year comparisons, the draft aquatics user survey for 2026 (Attachment A) utilizes the same questions from the 2025 aquatics user survey, which, in summary, include:

- Basic demographic info: Ages of those in the household, neighborhood residency, duration as a Menlo Park resident
- How often do you typically use/visit Burgess/Belle Haven Pool?
- What days of the week are most convenient for you to visit Burgess/Belle Haven Pool?
- What times of day are most convenient for you to visit Burgess/Belle Haven Pool?
- How satisfied are you overall with Burgess/Belle Haven Pool?
- Please tell us more about the days and times of the week that are most convenient for you to visit the pool (as a free-text comment field).
- How important are the following (as a Likert scale from 1-3, very unimportant, somewhat important, very important, or don't know/no opinion):
 - Play and social time for children / families
 - Lap swimming
 - Competitive swim for adults (examples: sports training, competitions, triathlon)
 - Therapy swimming / health and wellness swimming
 - Adaptive swimming for people with disabilities
 - Beginners / children's swimming lessons
 - Adult swimming lessons

- Swimming programs for seniors
- Summer swim camps for children and youth
- Competitive swim for youth (examples: swim team, water polo, triathlon)
- Swimming pools are open seven days per week
- Swimming pools are open year-round
- Swimming pools are focused on the needs of Menlo Park residents
- Swimming pools have free or discounted fees for Menlo Park residents
- Swimming pools attract visitors from outside Menlo Park who are charged higher swim fees
- Monthly passes offer discounts for repeat swimmers

Staff recommends retaining all of the previous questions and adding the following marketing question for the 2026 survey:

- How are you most likely to hear news about aquatics programs and updates (check all that apply)?
 - Through an emailed newsletter
 - A flyer in the mail
 - Social media
 - City of Menlo Park website
 - Menlo Swim and Sport website
 - A flyer or ad in a recreation facility
 - Through a friend or family member
 - Through participation in an aquatics program
 - Other

The finalized survey will be distributed to Menlo Park residents through email, with printed English and Spanish versions available upon request at the Arrillaga Family Recreation Center and the Belle Haven Community Campus for a 4-week window of time that will tentatively span from October to November.

Finalized survey results will be shared with the PRC and with Menlo Swim and Sport no later than January 10, in accordance with the aquatics operator agreement (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 as a result of this report at this time.

Environmental Review

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

Public Notice

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

Attachments

- A. Draft aquatic user survey 2026
- B. Aquatics operator agreement

Report prepared by:
Ashley Dixon, Management Analyst
Harrison Yee, Recreation Coordinator

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

Menlo Park Resident Survey - Aquatics 2026 - DRAFT

The City of Menlo Park is interested in hearing residents' views about the City's aquatics programs. The City owns two aquatics centers: Belle Haven Pool at 100 Terminal Ave. and Burgess Pool at 501 Laurel Ave. Both pools are operated by Menlo Swim and Sport under contract with City of Menlo Park. Please provide your feedback by taking this 5-minute survey by Oct. 25, 2026. Your feedback helps us to improve. Thank you for your help!

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

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

How long have you lived in Menlo Park?

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

What is your age?

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

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

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

* How often do you typically use or visit BELLE HAVEN POOL, located at 100 Terminal Ave. in Menlo Park?

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

What days of the week are most convenient for you to visit BELLE HAVEN POOL? (Check all that apply)

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

What times of day are most convenient for you to visit BELLE HAVEN POOL? (Check all that apply)

6 a.m. - 9 a.m.
9 a.m. - 12 p.m.
12 p.m. - 3 p.m.
3 p.m. - 6 p.m.
6 p.m. - 9 p.m.

* How satisfied are you with BELLE HAVEN POOL overall?

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

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

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

What days of the week are most convenient for you to visit BURGESS POOL?
(Check all that apply)

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

What times of day are most convenient for you to visit BURGESS POOL? (Check all that apply)

6 a.m. - 9 a.m.
9 a.m. - 12 p.m.
12 p.m. - 3 p.m.
3 p.m. - 6 p.m.
6 p.m. - 9 p.m.

* How satisfied are you with BURGESS POOL overall?

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

DRAFT

* How important are the following to you?

	Not at all important (1)	Somewhat important (2)	Very important (3)	Don't Know/No opinion
Play and social time for children / families	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Lap swimming	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Competitive swim for adults (examples: sports training, competitions, triathlon)	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Therapy swimming / health and wellness swimming	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Adaptive swimming for people with disabilities	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Beginners / children's swimming lessons	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Adult swimming lessons	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Swimming programs for seniors	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Summer swim camps for children and youth	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Competitive swim for youth (examples: swim team, water polo, triathlon)	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Swimming pools are open seven days per week	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Swimming pools are open year-round	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion

	Not at all important (1)	Somewhat important (2)	Very important (3)	Don't Know/No opinion
Swimming pools are focused on the needs of Menlo Park residents	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Swimming pools have free or discounted fees for Menlo Park residents	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Swimming pools attract visitors from outside Menlo Park who are charged higher swim fees	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion
Monthly passes offer discounts for repeat swimmers	☐ Not at all important (1)	☐ Somewhat important (2)	☐ Very important (3)	☐ Don't Know/No opinion

How are you most likely to hear news about aquatics programs and updates (check all that apply)?

- ☐ An emailed newsletter from Menlo Swim & Sport
- ☐ An emailed newsletter from Library and Community Services
- ☐ A flyer in the mail
- ☐ A flyer or ad in a recreation facility
- ☐ City of Menlo Park's website
- ☐ Menlo Swim & Sport's website
- ☐ Through a friend or family member
- ☐ Through participation in an aquatics program
- ☐ Other

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

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

(Optional) Would you like to receive email updates about aquatics programs from the City of Menlo Park?

- ☐ Yes
- ☐ No

(Optional) Provide your contact information to receive City of Menlo Park email updates about aquatics programs.

Email

Phone

Name

Name

Email

Address

DRAFT

CITY OF MENLO PARK BURGESS AQUATICS CENTER AND MENLO PARK COMMUNITY CAMPUS AQUATICS CENTER POOL MANAGEMENT AND OPERATIONS AGREEMENT

THIS Agreement is entered into as of October 1, 2023 (the "Effective Date") between the CITY OF MENLO PARK, a municipal corporation ("City"), and Team Sheep, Inc. ("Operator"), also individually "Party" and collectively "Parties."

FOR AND IN CONSIDERATION of the mutual terms, covenants, and conditions herein, City hereby grants to Operator the exclusive right to manage and operate the Burgess Aquatics Center and Menlo Park Community Campus Aquatics Center, subject to the following terms and conditions.

1. RECITALS

- A. City owns two aquatics centers: Burgess Aquatics Center located at 501 Laurel St., Menlo Park, CA 94025, and Menlo Park Community Campus ("MPCC") Aquatics Center located at 100 Terminal Ave., Menlo Park, CA 94025; City anticipates opening the MPCC in late spring or early summer 2024.
- B. Operator is experienced in the management, operation, and supervision of swimming pools and swimming facilities.
- C. City desires to engage Operator to manage and operate the two aquatics centers and facilities.
- D. Team Sheep, Inc. is a California "S Corporation" that is in the business of operation and management of swimming pool facilities.
- E. The Parties desire to set forth in this Agreement the terms and conditions under which the Operator shall act as the operator and manager of the Burgess Aquatics Center and MPCC Aquatics Center and facilities.

Now, therefore, in consideration of the mutual covenants herein contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, City and Operator agree as follows:

2. PREMISES

The "Premises" as that term is used herein include the Burgess Aquatics Center ("Burgess Pool") and the Menlo Park Community Campus Aquatics Center ("MPCC Pool"), as more particularly described below:

- A. Burgess Pool, located at 501 Laurel St. in Menlo Park, CA, consists of the lap pool, instructional pool, toddler activity pool, pool deck, offices, restrooms, locker rooms, showers, lawn area, pool mechanical room, lobby, and all associated areas more particularly depicted and shown in Exhibit A, attached hereto and incorporated herein by this reference.
- B. MPCC Pool, is, as of the effective date of this agreement, under construction and upon completion will be located at 100 Terminal Ave. in Menlo Park, CA, and consists of the lap pool, instructional pool, splash pad, pool deck, outdoor seating areas, offices, restrooms, locker rooms, showers, pool mechanical room, and all associated areas more particularly depicted and shown in Exhibit B, attached hereto and incorporated herein by this reference.

3. TERM

Subject to all of the terms and conditions of this Agreement, Operator shall operate and manage the Premises for a term beginning on the Effective Date and ending on September 30, 2028 (the "Initial Term"), unless terminated earlier in accordance with the terms and conditions set forth herein. If not terminated as set forth hereinafter, Parties shall have an option to extend the term of this Agreement for an additional five (5) years (the "Extended Term") by giving mutual written notice of the exercise of such option not less than six (6) months prior to the expiration of the initial term. Thereafter, the Agreement shall continue on the same terms and conditions unless amended or terminated in accordance with the terms and conditions set forth herein.

4. SERVICES AND OPERATIONS BY OPERATOR

Except as otherwise provided herein, Operator shall direct, supervise, manage, and maintain the Premises, and develop and implement policies and procedures to facilitate the efficient operation of the Premises in compliance with this Agreement and all reasonable directions of the City, and in a manner that is comparable to or above the standard of care that is reasonable and acceptable for public pool and aquatics operators.

In addition to all requirements set forth in this Agreement, Operator shall be responsible for the following:

- A. Employees. Operator shall hire, administer, and manage employees for the Premises. Such employees shall be employed and retained by Operator in the Operator's sole discretion. The compensation and related expenses for such employees shall be solely paid for and borne by the Operator. All employees shall be employees of the Operator and shall not be City employees, contractors, or volunteers. Unless expressly provided in this Agreement, the City shall not interfere with or participate in the hiring, supervision or discipline of Operator employees or prospects.
- B. LiveScan. Pursuant to California Penal Code Section 11105.3, Operator employees who work with or have contact with minors (under the age of 18) will be required to be fingerprinted per California law as a condition of employment or as a condition of continued employment. As such, all such employees will be required to submit to a fingerprinting via LiveScan on initial employment and will receive updates regarding such LiveScan throughout the employment which will be paid for by Operator. Operator shall ensure that all non-employees (i.e., vendors, volunteers, etc.), who work with or have contact with minors to be fingerprinted at their own expense.
- C. Records. Operator shall keep or cause to be kept suitable books of control and account as provided in this Agreement according to the Financial Accounting Standards Board (FASB) Generally Accepted Accounting Principles (GAAP).

Operator shall keep true and accurate books and records showing all income and expenses and business transactions in connection with the Premises in separate records of account in a manner reasonably acceptable to City, and City shall have the right through its representatives, and at all reasonable times, including any time during the one year period following the termination of the Agreement, to inspect such books and records including profit and loss statements.

Operator shall pay the costs of all financial statements required by the City under this Agreement.

- D. Operator Operation Obligations. Except as specified in Section 9 – Expenses of Premises, Operator shall maintain or cause to be maintained the Premises and common areas thereof, external and internal, in good and clean condition and repair comparable to the industry standard found at other swimming pools and sports facilities in Northern California and the San Mateo County region, including but not limited to consistency with applicable state and local standards and regulations including but not limited to: California Code of Regulations Title 22; California Health and Safety Code, Division 104; California Building Code Title 24, Divisions I and II; and San Mateo County Environmental Health Services rules, regulations, and inspections. Operator shall be responsible for complying with the City-Owned Improvements and Equipment and Maintenance Schedule attached hereto and incorporated by reference herein as Exhibit F. Exhibit F – City-Owned Improvements and Equipment and Maintenance Schedule – may be modified from time to time by mutual written consent of the City Manager or their designee and Operator.
 - 1) Operator shall be responsible for the following maintenance obligations:
 - (a) Operator shall be responsible to maintain chemical rooms, provide daily aquatics inspections/maintenance and oversee the facility management.

- (b) Operator shall be responsible for providing incidental facility supplies such as, but not limited to office supplies, paper towels, trash and recycling receptacles, cleaning supplies, mats, carpeting.
 - (c) Operator shall maintain standard operating procedure manuals and maintenance records and logs, which records shall consist of daily pool and chemical log and checklists for routine maintenance and janitorial duties (daily, weekly, monthly, quarterly, bi-annually, and annually).
 - (d) If any maintenance or repair work requires immediate emergency attention, Operator may engage a preferred City vendor directly after obtaining consent from the City Staff Liaison or their designee to proceed with emergency maintenance and/or repair work, which consent will not be unreasonably withheld. Operator shall be reimbursed by the City for any costs incurred by Operator in addressing the immediate/emergency maintain/repair work. In the event that Operator's cannot make contact with City Staff Liaison or designee within 24 hours of first attempt to make contact, and as a result Operator cannot obtain authorization to make repairs in the time of an emergency, and the failure to act may result in serious and significant damage to the facilities or bodily injury, Operator in its reasonable discretion may, after notifying Menlo Park Police Dispatch of the time, place, and nature of the emergency, engage a preferred City vendor directly and without prior consent, and, in such circumstances, shall be reimbursed by the City for any reasonable costs incurred by Operator in addressing the immediate/emergency maintenance/repair work.
 - (e) If the Premises or equipment are damaged due to the willful misconduct or negligence of Operator, its employees, subcontractors, or program participants, Operator shall be responsible for any necessary repair or replacement of such damage at Operator's sole cost and expense.
 - (f) Operator shall not make, nor cause to be made, nor allow to be made, alterations or improvements to the Premises, without the prior written consent of City, not to be unreasonably delayed or withheld. All improvements or alterations constructed or installed shall be removed and the Premises restored to substantially the same condition existing prior to such construction or installation, upon the termination of this Agreement, unless the prior written approval of City is secured, allowing such improvements or alterations to remain in place, in which case, title thereto shall vest in City.
- E. Security. Operator shall establish and maintain procedures adequate to ensure the security of the premises including any merchandise, equipment and materials stored at the Premises.
 - F. Compliance with City's Obligations. Operator shall operate the Premises in compliance with all terms and conditions of any ground lease, space lease, mortgage, deed of trust, or other security instrument affecting the Premises, if any, of which Operator has knowledge. Operator shall not make any payments on account of any ground lease, space lease, mortgage, deed of trust, or other security instrument affecting the Premises, unless specifically instructed to do so by City.
 - G. Notice and Cooperation in Legal Proceedings. City and Operator shall each give prompt notice to the other of the commencement of any action, suit, or other legal proceeding against City or the Operator with respect to the operations of the Premises or otherwise affecting the Premises. Operator shall fully cooperate in connection with the prosecution or defense of all legal proceedings affecting the Premises.
 - H. Program Offerings. Operator shall work with City to enhance recreational program offerings at the Premises.
 - I. Lifeguards and Training.
 - 1) For both the MPCC Pool and Burgess Pool, Operator shall employ and ensure that at least two qualified lifeguards, possessing all required certifications and/or licenses, shall be on duty at all times people are in the water, per the Operator's approved Emergency Action Plan.

- 2) Operator shall ensure that lifeguards obtain training and maintain required licensing and certifications at all times during employment by Operator. Lifeguards shall meet or exceed the lifeguard certification standards set by the American Red Cross.
- 3) At least one lead/management staff member must be on duty and on the Premises at all operational times who shall have the experience and training to make operational decisions, support customer needs, manage customer issues and respond to incidents and emergencies.

J. Operating Hours and Program Schedule.

- 1) Operator shall operate Burgess Pool and MPCC Pool for public access year-round, seven days per week, no fewer than 63 hours per week at each location with the exception that Operator may elect to close either pool on the following major holidays, at Operator's discretion: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Easter Sunday, Veterans Day, Thanksgiving Day, and the week of December 24 through December 31 inclusive.
- 2) Operator shall operate Burgess Pool and MPCC Pool in a manner reasonably consistent with the hours and operating schedules for each pool more specifically set forth in Exhibit C – Schedule Template. Operator shall notify the City at least two weeks in advance of any changes to the hours and operating schedules.
- 3) Operator shall operate Burgess Pool and MPCC Pool programming which includes minimum hours of operation and a general description of programs. Said program descriptions shall be agreed upon by the City Manager and Operator no later than the effective date of this agreement, and shall be incorporated into this Agreement as Exhibit D. Any changes to the program schedule set forth in Exhibit D shall be approved by the City Manager or their designee prior to the Operator implementing any such programming changes. City reserves the right to request to meet and confer with Operator prior to Operator implementing any schedule changes, and Operator must comply with any such request to meet and confer with City staff. City shall not unreasonably withhold approval of such programming changes. Operator shall have the sole discretion to create its schedule in accordance with the hours of operation, general description of programs, and other applicable criteria set forth in this Agreement and its Exhibits.
- 4) The Parties specifically agree that Operator shall accommodate the SOLO swim team's use of Burgess Pool in accordance with the schedule and terms set forth in Exhibit G – SOLO Schedule and Terms.

K. Noise. Except in the event of an emergency, Operator shall not use any amplified sound, whistles, bullhorns, music, etc., before 8:00 a.m., and/or after 8:00 p.m. during any day of operation. Additionally, Operator shall be subject to the City's noise ordinance and regulations and shall not utilize any amplified sounds, whistles, bullhorns, music, etc. that violates said ordinance and regulations. In order to minimize impacts of major events on residents of the surrounding neighborhoods, Operator will notify the City at least 21 days in advance of all swimming meets or other large group events beyond normal operations to allow the City to notify the neighborhoods in advance of such events.

L. General Services. In addition to the above, Operator will be responsible for providing all services at the Premises including, at a minimum, the following services and activities:

- 1) Supervise and control the reservation process.
- 2) Collect and deposit all daily revenues, including, but not limited to, user fees, merchandise sales, facility rentals, lessons, tournaments, and gift certificate sales.
- 3) Accommodate City use of the Premises in a reasonable manner for non-traditional events including but not limited to permitted film activity, expositions, and conferences, on reasonable notice and as accommodated by Operator's current schedule.
- 4) Provide diverse swim programming as well as other recreational type activities that meet with the City's vision and priorities, including but not limited to the programming described in this Agreement and its Exhibits.

- 5) Attend meetings, as requested on reasonable notice, with the City to discuss and/or provide updates on matters related to the Premises.
 - 6) Work cooperatively and collaboratively with the City to provide a positive experience for all users.
 - 7) Clean and maintain the Premises in a manner such that it is attractive to guests and the public.
- M. Cooperation with Lender. If at any time during the Term, City enters into a financing agreement for either of the Pools or the Premises pursuant to which City grants one or more lenders a lien on the Premises or a security interest in some or all of the income generated by the Premises, Operator shall cooperate in all respects as reasonably necessary to consummate such financing and comply with the terms and conditions thereof. Without limiting the generality of the forgoing, Operator shall, if requested by City, (a) execute and deliver such documentation (e.g. estoppel certificate and/or lender consent and recognition agreement) as may be reasonably requested by the lender(s), (b) create and maintain such lockbox and/or disbursement accounts as may be required pursuant to the financing agreement, and (c) deposit funds into and disburse funds from such accounts in accordance with the requirements of the financing agreements. Under no circumstances shall the City, its lenders or other creditors place any lien, adverse claim, or other security interest against Operator assets nor shall Operator be required to execute any document that would create any lien, adverse claim, or other security interest against Operator assets.
- N. Suggestion/Complaint Procedures. Operator agrees to install, maintain and operate the following suggestions-complaint procedure for Premises. Operator shall post and keep posted on a bulletin board at or near the entrance to the Premises, the following notice:

“Your feedback is important. Any suggestions or complaints may be presented verbally to the manager on duty, or by dropping a written comment in the suggestion box, or by letter to [Operator’s postal address], or by sending an email to [Operator’s email address], or by calling [Operator’s phone number]. If you are not satisfied for any reason, your suggestion or complaint will be relayed in writing to the City Manager, 701 Laurel St., Menlo Park, CA 94025.”

Both City and Operator shall in good faith endeavor to respond positively and favorably to such suggestions and complaints in a timely manner.

- O. General Management Responsibilities. Operator shall provide such direction, supervision, professional management, and in-house consulting staff services as may be necessary or desirable to operate the Premises in a manner at least equal to that which is usual and customary in the operation of other properties of substantially comparable location, class, size, and standing, and Operator shall provide such services for the Premises as are consistent with the Premises’ size and facilities. Subject to any specified limitations set forth in this Agreement, Operator shall have control and discretion in the management and operation of the Premises and the provision of the services described in this Agreement.
- P. City Access to Premises. Operator shall provide City access to the Premises at reasonable hours and, except in the event of an emergency, on reasonable prior notice, to (a) inspect the Premises; (b) determine whether Operator is complying with all obligations under this Agreement; (c) post notices of nonresponsibility; and (d) make repairs or perform maintenance required of City by this Agreement, make repairs to any adjoining space or utility services, or make repairs, alterations, or improvements to any other portion of the Premises. All such work shall be done as promptly as reasonably possible, cause as little interference to Operator as reasonably possible and City shall restore all areas to their prior condition promptly after completion of the work. Subject to City’s undertakings in the previous sentence and except to the extent that Section 15’s liquidated damages provisions apply, Operator waives any damage claims for inconvenience to or interference with Operator’s business or loss of occupancy or quiet enjoyment of the Premises caused by City’s entry. At all times City shall have a key with which to unlock the doors in and to the Operator, excluding Operator’s vaults,

safes, and similar areas designated as secure areas in writing by Operator in advance. In an emergency, City shall have the right to use any means that City deems proper to open Operator's doors and enter the Premises. Entry to the Premises by City in an emergency shall not be construed as a forcible or unlawful entry. For purposes of clarity, nothing in this Section shall change, limit, or in any way diminish Operator's entitlement to liquidated damages under Section 15 of this Agreement.

5. RESIDENT USE, INCLUSION, ACCESS, AND ANTI-DISCRIMINATION

- A. Operator and City mutually affirm and commit to the principle and practice that City-owned pools and the programs provided at City-owned pools shall be oriented first and foremost toward full inclusion and access for all residents of Menlo Park, of all backgrounds, interests, abilities, and walks of life, and that City-owned pools and programs shall be operated in a manner that is deemed welcoming and inclusive for all Menlo Park residents, as measured in part by qualitative community feedback and quantitative community surveys to be administered annually by the City in partnership with Operator.
- B. Operator shall provide to City staff semi-annual visitor reports showing the residence addresses of all pool visitors during the report period, including all the aquatics programs in which each visitor participated, including programs provided by subcontractors, and all the dates on which each visitor used the pool, and the numbers of residents and non-residents actively using each program at Premises, and this information shall be provided by pool site. Operator and City mutually agree to a target of 2/3 (66.7%) or more pool visitors at each location being verified incorporated City of Menlo Park residents ("Resident Use Target"). City is responsible for verifying addresses as incorporated City of Menlo Park, using City's geographic information systems.
- C. Operator understands and agrees that it must comply with applicable civil rights laws and regulations, and the City requires compliance with civil rights statutes, including compliance nondiscrimination laws which prohibit discrimination on the basis of: (a) Race, (b) Color, (c) Religion, (d) National origin, (e) Sex, (f) Disability, (g) Age, or (h) Gender identity and prohibit: (a) Exclusion from participation, (b) Denial of program benefits, or (c) Discrimination, including discrimination in employment or business opportunity.

6. LICENSING AND LEASING OF PREMISES

Operator may not license, lease, or sublease or grant any real property interest to another individual or without the prior written consent of the City Manager, which consent may require an allocation between the City and Operator of the gross revenue from such licensure. Any license agreement, lease, or sublease for use of the Premises shall be subject to the terms of this Agreement.

7. QUALIFIED PERSONNEL

Operator shall provide adequate qualified personnel to maintain safe and effective aquatics operations at Premises during all hours of operation, including:

- A. Employing personnel with the required qualifications and certifications appropriate for each position.
- B. Assigning sufficient qualified staffing to maintain safe and effective operations at City aquatics facilities.
- C. Maintaining reasonable evidence and documentation of its hiring practices, background checks, certifications, and training, including documentation of pre-service/employment orientation, on-the-job training, regular in-service training, and certification training for each employee.
- D. Seeking City approval prior to engaging or terminating the services of subcontractors or other parties not directly employed by Operator to deliver aquatics programs and/or services in City aquatics facilities.

- E. All persons employed or utilized in connection with the operation of the Premises, including relatives and minors, age of thirteen and above, with valid work permits and employed under the strict guidelines of California Child Labor laws, shall be adequately trained for such purposes, shall be courteous, shall be suitably and neatly attired so as to be recognizable as employees of Operator. Operator shall devote his/her own time and attention to the conduct of the services to be rendered on and from the Premises to the extent reasonably required to ensure such standards of operation called for in this Agreement. Operator acknowledges and agrees that Operator's employees will not be eligible for any City employee benefits and, to the extent Operator's employees otherwise would be eligible for any City employee benefits of any kind but for the express terms of this Agreement, Operator (on behalf of itself and its employees) hereby expressly declines to participate in such City employee benefits of any kind.
- F. Operator shall ensure that all employees who supervise minors meet the provisions of Public Resources Code, Section 5164, that Operator will require employees that have direct supervision over or conduct programs with minors, to be fingerprinted at Operator's expense, on initial employment. Operator will receive updates about Operator's employees via Livescan throughout the employment which will be paid for by Operator. Operator shall ensure that all non-employees (i.e., vendors, volunteers, etc.), who work with or have contact with minors to be fingerprinted at their own expense. Livescan fingerprinting service is available at the Menlo Park Police Department. Operator shall file with the City a certificate showing that within the last four years, every person employed in the Operator's programs with minors has been examined and has been found to be free of communicable tuberculosis, all in accordance with the provisions of Public Resources Code, Section 5164.

8. AQUATICS USER FEES

For purposes of this Section "aquatics user fees" includes but is not limited to fees, monies and/or remuneration paid by visitors, patrons, guests, facility renters, registrants, team members, and/or users of the Premises.

Effective no later than six (6) months after the effective date of this Agreement, Operator shall charge and impose aquatics user fees as set forth in the City of Menlo Park Master Fee Schedule, as it may be amended from time to time. Any desired changes to aquatics user fees, must be approved by amendment to the City's Master Fee Schedule prior to implementation. Until such a time as the City of Menlo Park Master Fee Schedule is updated to include aquatics user fees, Operator shall charge and impose user fees per the fee schedule and criteria set forth in Exhibit E – Aquatics User Fees.

Resident swim passes and/or swim memberships shall be valid at both aquatics center locations.

9. EXPENSES OF PREMISES

- A. Except as set forth in Section 4 of this Agreement, City shall be responsible for all expenses related to capital improvements and useful life of the Premises and approved by City. Such expenses shall include without limitation the following:
- 1) City shall be responsible to maintain and repair City Owned Improvements and Equipment as that term is defined in and more specifically set forth in Exhibit F – City-Owned Improvements and Equipment and Maintenance Schedule.
 - 2) If in the course of operating the Premises, Operator identifies any City-owned equipment, facilities or portion thereof in need of maintenance or repair, Operator shall notify the City Staff Liaison or their designee as soon as possible and the City shall be responsible for performing the necessary maintenance or repair work without undue delay. If any maintenance or repair work requires immediate emergency attention, Operator may engage a preferred City contractor directly after obtaining consent from the City Staff Liaison or their designee. Operator shall be reimbursed by the City for any costs incurred

by Operator in addressing the immediate/emergency maintain/repair work. In the event that Operator's attempts to contact a City Staff Liaison or designee to authorize repairs in the time of an emergency are unsuccessful, and the failure to act may result in damage to the facilities or in bodily injury, Operator in its reasonable discretion may, after notifying Menlo Park Police Dispatch of the time, place, and nature of the emergency, engage a preferred City vendor directly and without prior consent, and, in such circumstances, shall be reimbursed by the City for any reasonable costs incurred by Operator in addressing the immediate/emergency maintain/repair work. If the Premises, facilities, or equipment are damaged due to the willful misconduct or negligence of Operator, its employees, subcontractors, or program participants, Operator is responsible for any necessary repair or replacement of such damage at Operator's sole cost and expense.

- 3) City shall provide and be billed directly for all necessary pool chemicals.
 - 4) City shall be responsible for environmental costs related to the storage of chemicals, hazardous materials, etc.
 - 5) City shall provide, without cost to Operator, all utilities necessary to operate the Premises for the purposes identified in this Agreement, including water, sewer, stormwater, electricity, gas, telephone, and internet. Operator shall modify operations to comply with any conservation requirements imposed by any utility operator. Operator shall consult with and obtain City approval prior to making any operational changes that would impact utility costs and regulatory compliance.
 - 6) City shall provide janitorial services at the Premises. The scope of janitorial services is more specifically described and set forth in Exhibit F – City-Owned Improvements and Equipment and Maintenance Schedule.
 - 7) Maintenance and service contracts for the Premises.
 - 8) Property/school/personal property/business/environmental taxes.
- B. In addition to Operator's maintenance obligations set forth in Section 4 of this Agreement, the City shall not be responsible for the following services and/or expenses, which expenses shall be the responsibility of Operator. Such expenses shall include without limitation the following:
- 1) Payroll (including taxes, fees, and benefits) and any other labor related costs and expenses, including without limitation full or part-time on-site personnel of Operator;
 - 2) Insurance – worker's compensation, property, employers liability, commercial general liability, and excess liability;
 - 3) Operator shall employ or contract for a Certified Pool Operator. Operator shall maintain standard operation procedure manuals and maintenance records and logs. These records will include: daily pool and chemical log and checklists for routine maintenance (daily, weekly, monthly, quarterly, biannually, and annually).
 - 4) Supplies, uniforms, equipment, materials used in the Premises for programming;
 - 5) Professional fees – direct out-of-pocket costs incurred for matters related to the operations of programming.

10. REVENUE SHARE

Operator shall annually pay to the City a percentage of Operator's annual gross revenues as more specifically set forth below. As used herein, "annual gross revenues" shall mean the annual gross revenue of the preceding calendar year earned by Operator before any deduction for costs, taxation, accounting, or other purposes, under Generally Accepted Accounting Principles. Annual gross revenues include any and all of Operator's income related to programs and operations that take place in whole or in part at Premises.

For purposes of this Section, "Resident-Based Annual Gross Revenues" shall mean all fees, monies, and/or remuneration paid by visitors, patrons, guests, facility renters, registrants, team members, and/or users of the Premises who are verified residents of incorporated City of Menlo Park.

For purposes of this Section, "Non-Resident-Based Annual Gross Revenues" shall mean all fees, monies and/or remuneration paid by visitors, patrons, guests, facility renters, registrants, team members, and/or users of the Premises who are not verified residents of incorporated City of Menlo Park.

Excepting the first 12 months of this Agreement's term, Operator shall annually pay to the City an amount equal to 1% of Operator's total Resident-Based Annual Gross Revenues and 1.35% of total Non-Resident-Based Annual Gross Revenues, or \$20,000, whichever is greater.

The annual revenue share shall be paid to the City by March 15 of each year for the preceding calendar year's annual gross revenues, not including Operator's annual gross revenues received prior to this Agreement's effective date.

11. COMMUNITY FEEDBACK

City will convene a "working group" of Menlo Park residents to informally meet with Operator and City staff on a regular basis regarding desired services and programs, concerns and suggestions, and general feedback about aquatics operations. The community working group will review the Operator's annual performance report, and community survey results. The community working group may, with the support of City staff, annually prepare a written assessment of the information presented in Operator's annual reports, and survey results, with any recommendations the community working group may have for the aquatics program. The working group's written assessment shall be provided to the City Council. The composition of the community working group will rotate occasionally in order to include and reach more participants.

12. TERMINATION

A. Termination for Convenience

- 1) Operator may terminate this Agreement for convenience and without cause with 120 days advance written notice to the other party, if notice is given on a date between July 1 and December 31 of any given year.
- 2) Operator may terminate this Agreement for convenience and without cause with 180 days advance written notice if notice is given on a date between January 1 and June 30 of any given year.
- 3) Termination by City for Cause. This Agreement may be terminated by City at any time during the term upon written notice to Operator for any of the causes set forth in this Section or for any Default as that term is defined and described in Section 25 of this Agreement. Such termination shall be effective no sooner than thirty (30) days after notice or upon such later date of termination as may be stated in City's notice.

The following shall constitute grounds for termination by City for cause: (1) If Operator fails to observe or perform any of its obligations under this Agreement, and such failure continues for thirty (30) days after written notice thereof has been given by City to Operator and operator fails to cure its failure to perform within said thirty (30) day period; (2) If Operator suspends or discontinues business; (3) If Operator Defaults, as that term is defined and described in Section 25 of this Agreement.

B. Upon termination of this Agreement for Cause,

- 1) Operator shall, after thirty (30) day notice or other period as set forth in Section 12.A(3) above, surrender possession of the Premises and all improvements and equipment thereon, including but not limited to, City-Owned Improvements and Equipment to City, and shall discontinue all services, unless the City directs otherwise.
- 2) City may take possession of the Premises as the agent and on account of Operator, and if it so elects may license or rent the whole or any part of the Premises for the balance or any part of the term of this Agreement and retain any license fees received and apply the same in payment on account of Operator. The performance of any or all of said acts by City shall not release Operator from the full and strict compliance with all of the terms, conditions and

covenants of this Agreement on Operator's part and Operator shall pay any deficiency that may exist. Notwithstanding the foregoing, Operator shall only pay or be liable for deficiencies caused by or Operator prior to City taking possession of the Premises.

- 3) Operator shall deliver to City any and all reports, estimates, summaries, financial documents, and such other information and materials as may have been accumulated or produced by Operator in performing work under this agreement at the time of termination, that are required to be produced to the City under this Agreement, whether completed or in process.

13. REPORTING AND AUDITING

- A. Separate Reporting for Each Aquatics Center. All obligations under this Section shall apply to the MPCC Pool and Burgess Pool, and Operator shall keep separate accounts, books, and records for each of the two pools and facilities comprising the Premises.
- B. Books and Records. Operator shall keep accounts, books, and records of the Premises relating to Operator's responsibilities, Premises income statements, Premises revenue, and Premises expenditures according to Generally Accepted Accounting Principles. Such accounts, books, and records shall be available for inspection with 5 days' notice at any time. Upon the effective date of any termination of this Agreement, copies of accounts, books, and records shall be made available to City for inspection.

Operator shall maintain all required records for three years following the creation of any such record.

- C. Reports and Reconciliation of Premises Accounts.
 - 1) Quarterly Financial Reports. Each quarter Operator will provide City with the following detailed reports
 - (a) Income Statements – quarterly income statements including current quarter and year-to-date actual financial P&L. Appropriate descriptions of any significant monthly or year-to-date variances of revenue, expenses, net income, and/or earnings before interest, taxes, depreciation, and amortization (“EBITDA”).
 - (b) Premises Expenses – report of all expenses paid by Operator the previous quarter; a comparison of the current quarter and year-to-date account of actual expenses.
 - (c) Premises Revenue – report of all revenue collected each quarter
 - (d) Additional Reports – a written report describing any material changes in the Premises which occurred during the previous year or are anticipated to occur in the coming year; any material security incidents or material changes to security protocol; event recap and evaluation with suggested changes to protocols.
 - 2) Annual Program Performance Reports. Each quarter Operator will provide City with the following detailed program reports:
 - (a) Total program hours with detailed schedules of individual programs including lane hours, times of day, days of week, and by season.
 - (b) Participation statistics by program area including Menlo Park resident and non-resident use, as defined and described in Sections 4 and 5 of this Agreement and its related Exhibits.
 - 3) Annual Program Performance Reports. Operator shall provide annual performance reports to City no later than February 28 of each year. Operator will coordinate with City staff to present operator's annual performance report to City Council no later than March 31 of each year. Annual Program Performance Reports shall include the following:
 - (a) Community satisfaction survey results, as administered and compiled by City with input from Operator, and provided by City to Operator no later than January 10 of each year.
 - (b) User group feedback by program area.
 - (c) Pool schedule and allocation by program for previous year and projections to the upcoming year.

- (d) User fees collected by program area, including fees paid by Menlo Park residents and non-residents, as defined and described in Sections 5, 8, and 10 of this Agreement and its related Exhibits.
 - (e) Fee comparison to other public pools in the region.
 - (f) Annual audits and reviews demonstrating standards of care are met.
 - (g) Risk management documentation.
 - (h) Training certifications listed by staff member.
 - (i) Emergency Action Plan, as defined and described in Section 22 of this Agreement.
 - (j) Incident reports of any rescues, injuries, emergencies, criminal activity, accidents, or other events that occurred at Premises. Incident reports shall be provided to City staff contemporaneously as well as compiled in annual reports.
 - (k) Operator shall maintain reasonable evidence and documentation of this information and have these records accessible to the City at any time following 10 days written notice.
- 4) Annual Safety Report. Operator shall provide City with an annual safety report. Safety meetings and Premises safety drills shall be conducted and documented within the annual report.
- 5) Periodic Reports. Operator shall furnish City reports regarding on-site physical inspections and operating reviews; and a current inventory of all property and equipment in connection with the Premises. The inventory shall be submitted to City no later than February 28 each calendar year.
- D. Third party review of financial records. City shall have the right to seek qualified independent financial review of Operator's profit and loss statement and operations related to Premises at any time. Any third party review performed by the City shall be at its sole expense. City may engage a qualified financial reviewer of its choosing and/or utilize City staff, assigns and/or contractors. Any such review commissioned by City shall be limited solely to financial related to Premises (that is, Burgess Pool and MPCC Pool) and shall not include Operator's business activities unrelated to Premises. Any such review commissioned by City shall not include the individual earnings or private identifying information of individual employees of Operator.
- E. Other Reports and Statements. Operator shall furnish to City, as promptly as practicable, such other reports, statements, and other information with respect to the operation of the Premises as City may reasonably request from time to time.
- 1) Contracts and Other Agreements. City shall maintain at the Premises one copy of all contracts, warranties, equipment leases, maintenance agreements, and all other agreements relating to the Premises. Duplicate copies, which may be in electronic form, of all such documents shall be forwarded by City to Operator immediately upon execution.
 - 2) Final Accounting. Operator shall deliver to City a final Profit and Loss statement for the Premises within 60 days of termination of this Agreement.
 - 3) Inspections. City and its representatives reserve the right to inspect the Operator's records identified in this contract from time to time relating to the Premises. Operator shall cooperate with City and its representatives in exercising such rights.
 - 4) Certification. Operator shall certify that each financial statement is true, correct, and complete in all material respects.

14. WAIVER OF CONSEQUENTIAL DAMAGES

City shall not be liable to Operator and Operator shall not be liable to City for any consequential damages incurred by either party due to the fault of the other, regardless of: the nature of this fault; or whether it was committed by City or Operator, their employees, agents, or subcontractors; or whether such liability arises in breach of contract or warranty, tort (including negligence), statute, or any other cause of action. Consequential damages include, but are not limited to, loss of use and loss of profit.

15. LIQUIDATED DAMAGES

Notwithstanding Section 14 (Waiver of Consequential Damages), in the event of (a) an unplanned and/or unforeseen closure of Burgess Pool and/or MPCC Pool lasting more than five (5) consecutive calendar days where such closure is caused by the failure of any City Owned Improvements and Equipment, or other items for which City is responsible, or (b) any planned Closure of Burgess Pool and/or MPCC Pool of five (5) consecutive days or more to allow the City to perform any repairs or maintenance that is the obligation of the City under this Agreement, or (c) any planned closure of Burgess Pool and/or MPCC Pool of five (5) consecutive calendar days or more to allow the City to perform capital improvements to City property, provided that at least forty-five (45) days advance written notice is provided to Operator of the date and nature of the capital improvements to be made ("Unplanned and/or Planned Closure"), the City shall compensate Operator for Liquidated Damages. Liquidated Damages shall be (1) an amount equal to 1/28 of Operator's total monthly gross payroll including payroll taxes from the previous year and corresponding month for each day of facility full closure after the fifth calendar day, if the closure occurs from September through May, or (2) If the closure occurs anytime from June 1 through August 31, the City shall compensate Operator an amount equal to 1/28 of Operators total monthly gross revenues from the previous year and corresponding month for each day of full facility closure after the fifth calendar day. For purposes of this Section, "1/28 of Operator's total monthly gross payroll from the previous year and month" shall mean 1/28 of the same month in the previous calendar year's gross payroll including payroll taxes from the previous year and corresponding month, paid solely for aquatics operations at the pool at which the failure of City Owned Improvements and Equipment has occurred ("Liquidated Damages"). Notwithstanding the foregoing, where Unplanned and/or Planned Closures exceed fifteen (15) days in any calendar year, City shall compensate Operator for Liquidated Damages regardless of whether any such fifteen days were consecutive calendar days. In no event shall City compensate Operator for Liquidated Damages in excess of 28 days.

In the event of unplanned and/or unforeseen simultaneous closures of both aquatics centers for more than five (5) consecutive business days, aquatics users who hold valid swim passes and/or swim memberships at the time of said closures shall be eligible to receive pro-rated refunds and/or account credits corresponding to the applicable membership/swim pass fees and the duration of said closures. Any such refunds and/or account credits shall be provided at Operator's sole expense.

Neither of the Parties shall hold the other responsible for damages or delay caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other, or the other's employees and agents.

16. INSURANCE

- A. Operator shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.
- B. There shall be a contractual liability endorsement extending the Operator's coverage to include the contractual liability assumed by the Operator pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the City, at the address shown in Section 9, of any pending cancellation of the policy. Operator shall notify City of any pending change to the policy. All certificates shall be filed with the City.
 - 1) Workers' compensation and employer's liability insurance: Operator shall have in effect during the entire life of this agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this agreement, the Operator makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-

insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this agreement."

- 2) Commercial General Liability ("CGL"): Insurance written on an ISO Occurrence form CG 00 01 07 98 or an equivalent form providing coverage at least as broad which shall cover liability arising from any and all personal injury or property damage in the amount of \$3 million per occurrence. There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy.
 - 3) Worker's Compensation: As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limits no less than \$1,000,000 per accident for bodily injury or disease. Operator shall provide an endorsement that the insurer waives the right of subrogation against the City and its respective officials, officers, employees, agents, and representatives.
 - 4) Commercial Automobile Liability: For all of Operator's automobiles including owned, hired, and non-owned automobiles, Operator shall keep in full force and effect, automobile insurance written on an ISO form CA 00 01 12 90 or a later version of this form or an equivalent form providing coverage at least as broad for bodily injury and property damage for a combined single limit of \$1 million per occurrence. Insurance certificate shall reflect coverage for any automobile (any auto).
 - 5) Employment Practices (EPLI): Employment liability insurance reasonably consistent with the size and scope of the facility's operations.
 - 6) Causes of Loss - Special Form Property Insurance: Operator shall obtain and maintain, at its sole cost, Causes of Loss - Special Form Property Insurance on all Operator's insurable property, related to the allowed uses of the property under this contract or the premises in an amount to cover the replacement cost.
 - 7) Sexual Abuse & Molestation: Operator shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$1,000,000 per occurrence or claim.
- C. City and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for workers' compensation).
- D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, City, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.
- E. Before the execution of this agreement, any deductibles or self-insured retentions must be declared to and approved by City.

17. INDEMNIFICATION

To the fullest extent permitted by law, Operator shall defend (with legal counsel reasonably acceptable to City), indemnify and hold harmless City and its officers, agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against any and all claims, loss, cost, damage, injury (including, without limitation, economic harm, injury to or death of an employee of Operator or its sub-Operators), expense and liability of every kind, nature and description that arise from or relate to (including, without limitation, incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert Operators or expert witnesses incurred in connection therewith and costs of investigation) that arise from or relate to, directly or indirectly, in whole or in part, from: (1) Operator's performance of Services under this Agreement, or any part thereof; (2) any negligent act or omission of Operator, any sub-Operator, anyone directly or indirectly employed by them, or anyone that they control; (3) any actual or alleged infringement of the patent rights, copyright, trade secret, trade name, trademark, service

mark or any other intellectual or proprietary right of any person or persons in consequence of the use by City, or any other Indemnatee, of articles or Services to be supplied in the performance of this Agreement; or (4) any breach of this Agreement (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnatee shall not apply to the extent such Liabilities are caused by the negligence or willful misconduct of such Indemnatee, but shall apply to all other Liabilities. The foregoing shall be subject to the limitations of California Civil Code Section 2782.8 as to any design professional services performed by Operator and in particular the limitation on Operator's duty to defend whereby such duty only arises for claims relating to the negligence, recklessness or willful misconduct of Operator as well as the limitation on the cost to defend whereby Operator will only bear such cost in proportion to Operator's proportionate percentage of fault (except as otherwise provided in Section 2782.8). The foregoing indemnification provisions will not reduce or affect other rights or obligations which would otherwise exist in favor of the City and other Indemnitees. Operator shall place in any sub-consulting agreements and cause its sub-Operators to agree to indemnities and insurance obligations in favor of City and other Indemnitees in the exact form and substance of those contained in this Agreement.

To the fullest extent permitted by law, City shall defend (with legal counsel reasonably acceptable to Operator), indemnify and hold harmless Operator and its officers, agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against any and all claims, loss, cost, damage, injury (including, without limitation, economic harm, injury to or death of an employee of City or its sub-contractors), expense and liability of every kind, nature and description that arise from or relate to (including, without limitation, incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert providers or expert witnesses incurred in connection therewith and costs of investigation) that arise from or relate to, directly or indirectly, in whole or in part, from: (1) City's performance of Services under this Agreement, or any part thereof; (2) any negligent act or omission of City, any sub-contractor, anyone directly or indirectly employed by them, or anyone that they control; (3) any actual or alleged infringement of the patent rights, copyright, trade secret, trade name, trademark, service mark or any other intellectual or proprietary right of any person or persons in consequence of the use by Operator, or any other Indemnatee, of articles or Services to be supplied in the performance of this Agreement; or (4) any breach of this Agreement (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnatee shall not apply to the extent such Liabilities are caused by the negligence or willful misconduct of such Indemnatee, but shall apply to all other Liabilities. The foregoing shall be subject to the limitations of California Civil Code Section 2782.8 as to any design professional services performed by City and in particular the limitation on City's duty to defend whereby such duty only arises for claims relating to the negligence, recklessness or willful misconduct of City as well as the limitation on the cost to defend whereby City will only bear such cost in proportion to City's proportionate percentage of fault (except as otherwise provided in Section 2782.8). The foregoing indemnification provisions will not reduce or affect other rights or obligations which would otherwise exist in favor of the Operator and other Indemnitees. City shall place in any sub-consulting agreements and cause its sub-contractors to agree to indemnities and insurance obligations in favor of Operator and other Indemnitees in the exact form and substance of those contained in this Agreement.

18. PROMOTIONAL MATERIALS

- A. Operator may place advertising banners, sandwich boards, and/or other promotional signage on Premises, provided that authorization approval is provided in advance in writing by City Staff Liaison.
- B. Operator shall coordinate with City Staff Liaison to include aquatics programs and schedules on City promotional materials in formats and venues of the City's choosing.
- C. City reserves the right to place advertising banners, sandwich boards, and any other signage on Premises at City's discretion.

19. COMPLIANCE WITH LAWS

It shall be the responsibility of Operator to comply with all Local, State and Federal regulations and laws applicable to the work and services provided pursuant to this agreement.

20. HEALTH & SAFETY

Operator shall maintain health and safety standards and associated training records in a reasonable and acceptable manner for the Premises, participants, and its employees in compliance to City standards and applicable regulatory agencies. These standards include but are not limited to:

- A. Employee Injury and Illness Prevention Plan
- B. Hazardous Materials Communications and Business Plan
- C. Bloodborne Pathogens and Biohazardous Exposure Control Plan
- D. Hazard Communication (labeling & MSDS management)
- E. Hearing Conservation
- F. Lifting and Fall Prevention/Protection (Equipment)
- G. Electrical Safety Plan
- H. Lockout, Tagout Equipment Specific Procedures
- I. Emergency Action Planning/Drills
- J. First Aid/CPR/AED
- K. Heat Illness and Sun Protection
- L. Confined Spaces/Entry Equipment
- M. Chemical Storage/Spill Response/Cleanup
- N. Fire Extinguisher
- O. Personal Protective Equipment
- P. Recreational Waterborne Illnesses (RWI's)
- Q. Signage/Labeling
- R. Keeping up to date with all changes, additions, or amendments to the laws, regulations and codes related to pool operations and aquatics programs.

21. RISK MANAGEMENT

Operator shall take all appropriate and necessary steps to provide adequate risk management planning to minimize liability or negligence by Operator. Operator shall manage its risk by demonstrating proficiency in the following areas:

- A. Emergency Action Plan - staff training plan, drills conducted, emergency equipment and communication process.
- B. Facilities & Equipment - inspection, maintenance, and checklists.
- C. Supervision - quality, quantity, lesson plans and progression.
- D. Training - requirements and appropriate staff.
- E. Documentation - manuals, waivers, medical screening, skills screening, risk information provided to public, policies and evaluations.

22. EMERGENCY ACTION PLAN & PROCEDURES

Operator shall create and maintain emergency procedures and emergency action plans for the Premises. An Emergency Action Plan is required under Title 29 of Federal Regulations Sections 1910.38/.120/.156, and Title 8 California Code of Regulations, Sections 3220 and 3221. The Emergency Action Plan covers all employees and non-employees who may be exposed to hazards arising from emergency situations. It must contain information for all employees, including administration and line level employees, which shall use the plan in order to reduce the severity of emergency situations and minimize the risk to life and property. The Emergency Action Plan shall be updated at least annually and included in Operator's annual performance reports to City.

23. RELATIONSHIP OF PARTIES

- A. Representations and Warranties.

- 1) Operator's Authority. Operator represents and warrants that Operator has full power, authority, and legal right to execute, deliver, and perform this Agreement.
 - 2) City's Authority. City represents and warrants that City has full power, authority, and legal right to execute, deliver, and perform this Agreement.
- B. Operator as Independent Contractor. In taking any action pursuant to this Agreement, Operator shall be acting solely as an independent contractor and nothing in this Agreement, express or implied, shall be construed as creating a partnership, joint venture, employer-employee or principal-agent relationship between Operator and City, or any other relationship between the Parties hereto except that of property owner and independent contractor.
- C. Except as otherwise expressly limited by other provisions of this Agreement, Operator has and shall retain the right to exercise full control and supervision of the operation of the Premises, and full control over the employment, direction, compensation, and discharge of all persons assisting Operator in the operation of the facility under this Agreement. Operator shall be solely responsible for all matters, and shall be solely responsible for Operator's own acts and those of subordinates and employees. Neither Operator, nor any agent or employee of Operator, has authority to enter into contracts that bind the City or create obligations on the part of the City without the prior written authorization of the City. Nothing in the Agreement shall create any contractual relationship between City and subcontractor of Operator nor shall it create any obligation on the part of City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise required by law.
- D. No Partnership Formed. City is not, and shall not in any way or for any purpose become, an agent, partner, or joint venturer of Operator in its business or otherwise.
- E. Confidentiality. Except as necessary to enforce the terms of this Agreement, as reasonably required to perform the obligations and operations under this Agreement, or as otherwise required by law, Operator and City shall maintain the confidentiality of all matters pertaining to this Agreement and all operations and transactions relating to the Facility. Any information obtained by City pursuant to the provisions of this Agreement shall be treated as confidential, except in any proceedings between the Parties hereto, and except further that City may divulge such information to a lender and/or to any person as required by law. The City is subject to the California Public Records Act and if required by the California Public Records Act may disclose certain information. The Parties may disclose the terms of this Agreement: (i) to a court pursuant to subpoena or order; (ii) to taxing authorities or accounting professionals as necessary to comply with any statute; (iii) as otherwise required by law or in the performance of duties required under this Agreement; (iv) to prospective insurers; and (v) to any other person or entity upon written consent of the party adverse to them in this Agreement. Further, the Parties agree they will not make any statements or engage in any action or conduct which will damage or disparage the name, business, or reputation of the Parties, whether such disparagement is undertaken unilaterally or in response to questions or solicitations by others, except by compulsion or a court of competent jurisdiction.
- F. Conflict of Interest. Operator warrants and covenants that no official or employee of City nor any business entity in which an official or employee of City is interested; (1) has been employed or retained to solicit or aid in the procuring of this Agreement; (2) will be employed in the performance of this Agreement. In the event City determines that the employment of any such official, employee or business entity is not compatible with such official's or employee's duties as an official or employee of City, Operator, upon request of City, shall terminate such employment immediately. Nothing in this Section shall prohibit the City and Operator from cross-marketing or jointly marketing programs, classes, and other events with City departments.
- G. Non-Solicitation. City agrees that during the term and for a period of twelve (12) months following the expiration or termination of this Agreement, City shall not directly or indirectly solicit, hire, or offer to hire or employ any Operator Employee (as defined below) to work in or in connection with the Premises without Operator's approval which approval shall not be unreasonably withheld. "Operator Employee" means any management-level employee of

Operator involved in the management of the Premises (including without limitation the Premises manager).

24. ASSIGNMENT AND SUBLETTING

- A. The Parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience and competence of Operator, and its members who submitted the Proposal, namely Tim Sheeper. Operator shall not voluntarily or by operation of law assign, transfer, sublet, or otherwise transfer or encumber all or any part of Operator's interest in the Agreement or in the Premises, without City's prior written consent, which may be granted or denied in City's discretion which shall not be unreasonably withheld. The merger of Operator with any other entity or the transfer of any controlling or managing ownership or beneficial interest in Operator, or the assignment of a substantial portion of the assets of Operator, whether or not located at the Premises, shall constitute an assignment hereunder. Nothing in this Agreement prohibits Operator from contracting for services at the Premises. Examples of these include but are not limited to, food concessionaire, instructors, training etc. Any limitations on the assignment or subletting in this Section 24 shall not apply in the event of the death, incapacity or marital dissolution of Tim Sheeper.
- B. If Operator desires to assign this Agreement or sublet any or all of the Premises, Operator shall give City written notice thereof with copies of all related documents and agreements associated with the assignment, including without limitation, the name and address of the proposed assignee, the nature of the business proposed to be carried on by the proposed assignee or subtenant, and such financial statements of any proposed assignee or subtenant as City may reasonably require not later than forty five (45) days prior to the anticipated effective date of the assignment or sublease. City shall have a period of thirty (30) days following receipt of such notice and all related documents and agreements to notify Operator in writing of City's approval or disapproval of the proposed assignment or sublease. If City fails to notify Operator in writing of such election, City shall be deemed to have disapproved such assignment or subletting.

25. DEFAULT

The occurrence of any one or more of the following events shall constitute a material default ("Default") of this Agreement by Operator:

- A. Except in the event of acts of God, accidents, local health orders, and/or disaster events beyond the control of the Operator, or the Operator's employees and agents, the abandonment, vacation, or discontinuance of operations at the Premises for more than three business days unless discontinuance of operations has been previously approved by the City in writing.
- B. The failure of Operator to make any payment required to be made by Operator hereunder, after fourteen (14) days' written notice from City of non-payment. The interest of Operator in the Agreement is assigned or transferred, passes to or devolves upon, by operation of law or otherwise, any other person, firm, or corporation without the prior written consent of the City, except as provided in Section 24 above.
- C. The failure to maintain the Premises and the improvements constructed thereon in a state of repair required by this Agreement, and in a clean, sanitary, and safe condition consistent with similar pools in Northern California, where such failure continues for more than fifteen (15) days after written notice from the City for correction thereof. Nothing herein shall prohibit the City from requiring that safety and health conditions shall be corrected in accordance with the requirements of the Uniform Building Code or Uniform Fire Code, as may be adopted by the City from time to time. The City acknowledges that it is responsible for certain equipment and maintenance at the Premises as more specifically set forth in Exhibit F, and any failings in areas of City's responsibility to maintain the Premises, as defined in Exhibit F, shall not constitute a default.
- D. Deterioration of service for any period which materially and adversely affects the operation or service required to be performed by Operator under the Agreement, including but not limited

to the specific terms and conditions set forth in Sections 4, 7, 16, 19, 20, 21 and 24 of this Agreement, and which is not corrected within thirty (30) days after written notice from the City for correction thereof. The failure of Operator to be in compliance with local, state and federal law, where such failure continues for more than fifteen (15) days after written notice from the City for correction thereof.

- E. The filing of a voluntary petition in bankruptcy by Operator, the adjudication of Operator as bankrupt, the appointment of any receiver of Operator's assets, the making of a general assignment for the benefit of creditors, and/or a petition or answer seeking a reorganization of Operator under the federal bankruptcy laws or any other federal or state laws.
- F. Operator's intentional misrepresentation of facts in its required forms, documents, and submittals required as part of this Agreement or in the submittals in the solicitation and selection of an Operator to perform the services under this Agreement.
- G. The filing of any lien or stop notice on account of Operator where such lien/notice is not removed or enjoined and/or a bond for satisfaction of such lien is not posted within ten (10) days.
- H. The failure of Operator to operate in the manner required by this Agreement, or Operator's breach of or default under any provision of this Agreement not otherwise specified above in this Section 25 (Default), where such failure or default continues for more than thirty (30) days after written notice from the City to correct the condition specified.

26. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS

Approval of or by City shall not constitute nor be deemed a release of responsibility and liability of Operator or its sub-consultants and/or subcontractors for the accuracy and competency of the Operator's aquatics programs and work, nor shall its approval be deemed to be an assumption of such responsibility by City for any defect in services and/or programs by Operator or its sub-consultants and/or subcontractors.

27. ENTIRE AGREEMENT

This Agreement is intended by the Parties as the complete and final expression of their agreement with respect to the subject matter hereof and may not be contradicted by evidence any prior or contemporaneous agreement. This Agreement specifically supersedes any prior written or oral agreements between the Parties with respect to the subject matter hereof. No amendment to this Agreement shall be enforceable unless in writing and signed by all parties.

28. AUTHORITY OF PARTIES/SIGNATORIES

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

29. GOVERNING LAW

This Agreement shall be governed in accordance with the laws of the State of California. San Mateo County, California shall be the venue for all disputes arising from this Agreement and the Parties consent to the jurisdiction of the courts of the State of California.

30. SEVERABILITY

The provisions of this agreement are severable. If any portion of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.

31. NOTICES

All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service.

Notices required to be given to City shall be addressed as follows:

City Manager
City of Menlo Park
701 Laurel St.
Menlo Park, CA 94025
650-330-6610
Email jicmurphy@menlopark.gov

Notices required to be given to Operator shall be addressed as follows:

Tim Sheepen
Team Sheepen, Inc.
501 Laurel St.
Menlo Park, CA 94025
Phone 650-504-1114
Email tim@teamsheepen.com

Provided that any Party may change such address by notice, in writing, to the other Party and thereafter notices shall be addressed and transmitted to the new address.

32. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officers as of the date first set forth above.

SIGNATURE PAGE TO FOLLOW

CITY OF MENLO PARK

DocuSigned by:
Justin Murphy
By: 8379C4D5DD3E486...

Justin I.C. Murphy, City Manager

Approved as to Form:

DocuSigned by:
Nira F. Doherty
44FFE23C8E6B458...

City Attorney

Nira F. Doherty, City Attorney

ATTEST:

DocuSigned by:
Judi A. Herren
39280A20D0BE491...

Judi A. Herren, City Clerk

TEAM SHEEPER, INC

501 Laurel Street
Menlo Park, CA 94025

DocuSigned by:
Tim Sheeper
By: 09FDB12D95194EC...

Tim Sheeper, Chief Executive Officer

Approved as to Form:

DocuSigned by:
Albert Flor, Jr.
21D492A5C88C4D3...

Attorney for Team Sheeper

LIST OF EXHIBITS

- A. PREMISES – BURGESS POOL
- B. PREMISES – MPCC AQUATICS CENTER
- C. SCHEDULE TEMPLATE
- D. PROGRAM DESCRIPTIONS
- E. AQUATICS USER FEES
- F. CITY-OWNED IMPROVEMENTS AND EQUIPMENT AND MAINTENANCE SCHEDULE
- G. SOLO SCHEDULE AND TERMS

[illegible]

EXHIBIT B – PREMISES – MPCC AQUATICS CENTER

EXHIBIT B – PREMISES – MPCC AQUATICS CENTER

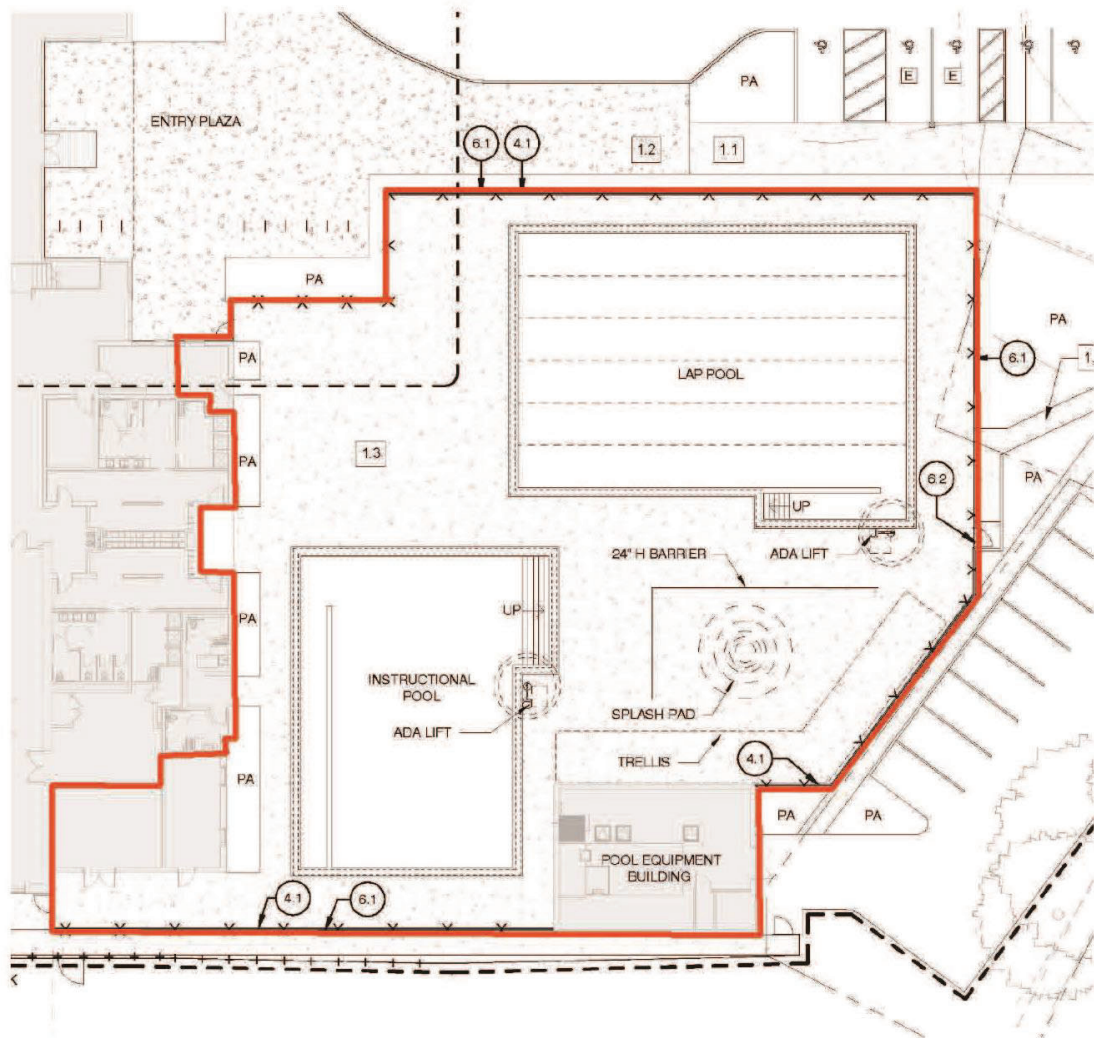


EXHIBIT C – SCHEDULE TEMPLATE

City and Operator agree that operating hours and schedules of aquatics programs may vary from season to season and/or from time to time as community needs and circumstances may change over time. The Parties agree that Operator shall notify the City at least two weeks in advance of any substantive changes to the hours and operating schedules.

1. HOURS OF OPERATION. Operator shall operate the Burgess Pool and the future MPCC aquatics center for public access year-round, seven days per week, no fewer than 63 hours per week at each location as calculated by average applied over the course of a full calendar year—with exceptions for closures to observe major holidays or to complete necessary maintenance or repair work. Burgess Pool and MPCC aquatics center shall be operated with comparable or equivalent operating schedules and programs at both locations, with allowance for some variances to respond to hyperlocal needs and other unique considerations of each site and the neighborhoods in which they are located.

Projected Hours of Operation at Burgess Aquatics Center and Menlo Park Community Campus Aquatics Center:

Season	Weekdays	Saturdays	Sundays
Summer	6am to 8pm	6am to 5pm	6am to 5pm
Non-Summer	6am to 8pm	6am to 4pm	7am to 4pm

2. AQUATICS SCHEDULE TEMPLATE. The Schedule Template shows proportions of lane space/lane hours for each activity for each pool during different seasons. The Schedule Template is intended to apply to both locations (Burgess Aquatics Center and Menlo Park Community Campus Aquatics Center), so that aquatics programs are comparable or equivalent at both locations, with allowance for some variances to respond to hyperlocal needs and other unique considerations of each site and the neighborhoods in which they are located. Including but not limited to:

- Family recreation/ Open swim
- Splash pad/ Baby pool
- Lap swim
- Swim instruction
- Water exercise/ Water wellness
- Masters adult swim
- Adult water polo
- Youth water polo
- Swim team
- Lifeguard instruction

AQUATICS SCHEDULE TEMPLATE

Program	Goal	Pool	Timing	Space	Season
Family Recreation/Open Swim	Max availability during summer, non-summer weekends/weekday evenings	Instructional	Mid day to closing in summer, non summer weekends and weekday evenings	Summer:3 to 6 lanes; Non summer: 2 to 4 lanes	Year round-although demand increases exponentially during summer
Splash Pad/Baby Pool	Summer and non-summer weekends/weekday evenings	Splash pad/baby pool	Mid day to closing in summer, non summer weekends and weekday evenings	Full	Late spring/Summer/Early fall
Lap Swim	Max availability during all business hours	Both	Opening to closing	Anywhere from 3 lanes to 14 lanes; expands and contracts sharing with other programming	Year round - sharing by season with water exercise, lessons, open swim in instructional pool
Swim Instruction	Priority usage with maximum engagement year round	Instructional	Mid morning, after school hours, weekend mornings	1 to 4 lanes	Year round - expanded in summer within swim camps
Water Exercise/Water Wellness	Serve large number of adults in deep and shallow water for vertical movement	Instructional	Early to mid morning	2 to 4 lanes	Year round sharing with lessons in summer
Masters Adult Swim	Serve large number of adult swimmers year round mostly daily mornings	Competition	Early mornings and some weekday noon	7 to 8 lanes	Year round always sharing with lap swim
Youth Swim Teams	Serve large number of youth swimmers year round on weekdays	Competition	After school hours on weekdays until closing	7 to 8 lanes	Year round sharing with lap swim, except none in August
Adult Water Polo	Serve large number of adult players	Competition	Early morning weekend hours	8 lanes	Year round sharing with Lap swimming all year
Youth Water Polo	Serve large number of youth players, beginner or intermediate	Competition	After school hours or weekday evenings	6-8 lanes	Year round may share with laps
Lifeguard Instruction	Train and develop pool lifeguards	Competition	Monthly on weekends	2 to 4 lanes	Year round shares with laps

Total Lanes Per Pool

Burgess Competition-11

Burgess Instructional-6

MPCC-Competition-6

MPCC Instructional-3

EXHIBIT D – PROGRAM DESCRIPTIONS

Program descriptions apply to all City-owned aquatics centers unless otherwise specified.

Lap Swim – Operator shall dedicate lanes to lap swimming in the performance pool and/or instructional pool seven days per week year-round with lifeguards on duty at all times. Operator may observe circle swimming when there are more than two swimmers per lane.

Open swim / Family recreational swim - Open swim shall be offered seven days per week during the summer season, and weekends during the off season. Instructional pool shall offer no fewer than two lanes dedicated to open swim 7 days per week during the summer season. The Burgess wading pool shall be open to the community every day during the summer season. The MPCC splash pad shall be open to the community every day during the summer season.

Youth Swim Lessons – Operator shall provide group and private lessons year-round to build water safety skills for young swimmers as young as 6 months old through adulthood. Curriculum will will teach swimmers skills with clear progressions at each level, aiming to be safe swimmers with proper technique. By the end of the four main levels, students will have learned Freestyle, Backstroke, Breaststroke, and Butterfly, and will be able to swim 25 yards independently. Once students graduate from the Swim School, they have the available option to try out for the Bridge Youth Swim Team.

Adult Swim Lessons – Operator may provide group and private swim lessons for adults of varying ability levels from beginner to advanced for ages 19 and up. Adults come to swimming from vastly different backgrounds, strengths and looking to achieve different goals. Instructors will work with each student to reach their individual swim goals whether it is just to be water safe, or join a Masters team.

Water Babies Swim Lessons

Operator shall offer free introductory classes for young children aged 6 months to 18 months while being held in-water by a parent/caregiver under the supervision of a trained swim instructor. The purpose of the program is for families to bond and begin to understand the wonders of water.

Bridge Youth Program - The Bridge Swim Youth program is designed for beginner youth swimmers with limited to no swim team experience (Ages 5-10). Swim team practices will focus on competency in all 4 competitive strokes and working in a team/group environment. This program may feature some assistance from local high school swimmers.

Swim camp – Designed to help youth learn to swim and develop swim skills through daily, level-appropriate lessons from qualified swim instructors. A child's swim level is assessed on the first day of camp, and campers with similar abilities are grouped together. In addition to swim instruction, campers have daily swim-related workouts, free swim, time for land and camp games, crafts, and a snack.

Youth Lifeguard training – Youth lessons designed to teach aspiring lifeguards and swimmers how to save lives on land and in water. Learn rescue skills, communication skills, strength training and fitness.

Water Exercise - Aqua Fit classes use the natural resistive forces of water to strengthen both muscles and the cardiovascular system.

Water therapy – Operator shall provide daily structured therapy and water fitness classes, and ample time for unstructured/passive recreation time for the senior population to utilize the warm water instructional pool. Program to focus on strength and conditioning program for seniors and others working to improve their condition in conjunction with the on-site fitness center.

Community Days – Open house events in which residents are invited to experience the various aquatics programs and services offered. Events may include swim demonstrations, visits from professional swimmers, and free admission. Other features may include food, special programs, prize drawing, games, and related festivities. Community days to be produced at intervals of 6 months.

Masters Swim – Aimed at developing healthy competition and community. Welcomes swimmers of all abilities, age 18 and up, who are interested in regular structured workouts. Previous experience in competitive swimming is not necessary.

EXHIBIT E – AQUATICS USER FEES

1. **RESIDENT PRIORITIZATION.** Residents of incorporated Menlo Park receive priority access to City-owned aquatics facilities through discounted user fees. Non-resident fees typically are 135% of the corresponding resident fees unless otherwise indicated. Memberships include access to all City-owned aquatics facilities. Fees apply to all City-owned aquatics facilities. Operator shall provide to City staff semi-annual visitor reports showing the verified residence addresses of all pool visitors during the report period, including all the aquatics programs in which each visitor participated, and all the dates on which each visitor used the pool, and the verified numbers of residents and non-residents actively using each program at Premises, and this information shall be provided by pool site, and by each pool/aquatics feature within each site. Operator and City mutually agree to a target of 2/3 (66.7%) or more pool visitors shall be verified incorporated City of Menlo Park residents.

2. **AQUATICS USER FEES.** Effective no later than six (6) months after the effective date of this Agreement, Operator shall charge and impose aquatics user fees as set forth in the City of Menlo Park Master Fee Schedule. Resident swim passes and/or swim memberships shall be valid at both aquatics center locations. Until such a time as the City of Menlo Park Master Fee Schedule is updated to include aquatics users fees as set forth above, Operator shall charge and impose user fees per the following fee schedule:

Program	Monthly		Single / Drop in		Child	
	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident
Laps	65	72	9	10	NA	NA
Open	NA	NA	9	10	5	6
Open/Family	NA	NA	28	32	NA	NA
Masters	109	119	20	22	NA	NA
Aquafit	75	83	20	22	NA	NA
Lessons Group	NA	NA	29	32	29	32
Lessons Private	NA	NA	79	84	79	84

3. **ANALYSIS OF COMPARABLE FEES IN OTHER AREA AQUATICS PROGRAMS.** Annually when considering fee increases, Operator and City shall jointly conduct a comparative analysis of user fees in other area aquatics programs. The comparative fee analysis shall include but not be limited to the following information: Pricing for Residents/Non Residents by program area; Employee compensation and rates. Operator and City mutually acknowledge and agree that:

- The high cost of living in the Menlo Park area can present challenges for prospective aquatics employees who desire to live and work in the Menlo Park area
- Competitive compensation is important to recruit and retain qualified staff to consistently deliver safe, effective, high-quality aquatics programs
- Aquatics user fees exist in a competitive marketplace with multiple options available to aquatics users
- Menlo Park desires to deliver a high-quality aquatics experience to users
- Maintaining affordability and accessibility to all Menlo Park residents is a top priority
- Operator shall reduce and/or remove barriers to entry for City residents who are most vulnerable, including children and families who reside in low-income households, seniors, and people with disabilities.
- Every Menlo Park resident child has meaningful access to effective water safety instruction at City aquatics centers regardless of their family's ability to pay user fees, and operator shall provide these services to individuals or families who cannot afford the market rate fees.

4. **MEANINGFUL ACCESS TO CITY-OWNED AQUATICS PROGRAMS.** Operator shall provide meaningful access to effective water safety instruction for Menlo Park resident children at City aquatics centers regardless of their family's ability to pay user fees. Operator shall continue to provide meaningful access to City-owned aquatics programs to income-qualified Menlo Park residents through fee-assisted user rates as noted elsewhere in this Exhibit. Operator shall provide quarterly reports to City detailing the numbers of Menlo Park residents who received fee assistance through this and other programs, the programs in which the residents

participated, and other relevant information as requested by City. With City's awareness and consent, Operator may form partnerships with charitable nonprofit organizations, seek grants, solicit donations, and undertake other appropriate efforts to offset Operator's costs related to providing fee-assisted aquatics programs.

EXHIBIT F – CITY-OWNED IMPROVEMENTS AND EQUIPMENT AND MAINTENANCE SCHEDULE

Parties shall be responsible for complying with the City-Owned Improvements and Equipment and Maintenance Schedule in this Exhibit. This Exhibit may be modified from time to time by mutual written consent of the City Manager or their designee and Operator.

1. DAILY MAINTENANCE. Maintenance tasks to be performed on a daily basis or as recommended by manufacturer. Responsibilities may be delegated to a qualified vendor.

Maintenance area	Detail/ task	Responsible Party
Remote Monitoring		
	Chlorine	City
	Acid	City
	CO2	City
General Daily		
	Activities	Operator
	Bather Load	Operator
	Weather	Operator
	Air Temp	Operator
	Water Clarity	Operator
Filter Console		
	Influent PSI	Operator
	Effluent PSI	Operator
	Pressure Differential	Operator
	Flow Rate	Operator
	Backwash	Operator
Chemical Controller Console		
	pH	Operator
	HRR/ORP	Operator
	Chlorine	Operator
	CO2	Operator
	Water temp	Operator
	Calibration	Operator
Palin Test		
	pH	Operator
	Free Chlorine	Operator
	Total Chlorine	Operator
	Combined Chlorine	Operator
	Total Alkalinity	Operator
	Calcium Hardness	Operator
	TDS	Operator
	Cyanuric Acid	Operator

Routine Maintenance		
	Backwash	Operator
	Pump Baskets	Operator
	Gutters Cleaned	Operator
	Controllers checked	Operator
	Covers	Operator
	Vacuum	Operator

2. WEEKLY MAINTENANCE. Maintenance tasks to be performed on a weekly basis or as recommended by manufacturer. Responsibilities may be delegated to a qualified vendor.

Maintenance area	Detail/ task	Responsible Party
Filtration System		
	Backwash System	Operator
	Review backwash performance for operation and efficiency	City
	Monitor and log filtration, influent & effluent pressure	Operator
	Monitor and log filtration flow rate	City
CO2 Room		
	Check LMI Pumps	Operator
	Ensure exhaust fan is functioning	Operator

3. MONTHLY MAINTENANCE. Maintenance tasks to be performed on a monthly basis or as recommended by manufacturer. Responsibilities may be delegated to a qualified vendor.

Maintenance area	Detail/ task	Responsible Party
Chemical Controller		
	Safety flow test	Operator
	Clean Sensors	Operator
	Clean chlorine injector	Operator
	Inspect chemical pump discharge tubing(replace if needed)	Operator
	Torque chemical pump head bolts and tubing fittings(per manufacturer recommendation)	Operator
	Controller Calibration	City
	Controller history downloaded	City
	Chemical evaluation - chemical balance	Operator
	Chemical corrections	Operator
CO2 Room		

Heater		
	Replace combustion air filter	City
Pool		
	Main Drain Covers	City
	Tile (clean/Repair/Replace)	City
	Coping	City
	Ladders (check, clean, replace)	City
	Railing (check, clean, replace)	City
	Gutter (check, clean, replace)	City
	Lights (Check/Replace)	City
On Deck		
	Lane lines (Check, repair, replace)	City
	Guard Stands (Check, repair, replace)	City
	Pool Cover (Check, repair, replace)	City
	Cover Reel (Check, repair, replace)	City
	Pennants (Check, repair, replace)	City
	Pennant cable and poles (Check, repair, replace)	City
	Starting Platforms (Check, repair, replace)	City
	ADA Chair - Check/lubricate (per manufactures recommendation)	City
	Portable ADA Chair	City

4. TWICE ANNUAL MAINTENANCE. Maintenance tasks to be performed on a twice annually basis or as recommended by manufacturer. Responsibilities may be delegated to a qualified vendor.

Maintenance area	Detail/ task	Responsible Party
Heater	Inspect and clean(per manufacturer recommendations)	City
Pumps	Lubricate bearings, grease fittings (per manufacturer recommendations)	City
Drains	Hydro flush sewer lines	City
Document Review	Review monthly maintenance items	City
	Review Safety Training Certifications	City
	Review Burgess Staff CPO certifications	City
Pool	Wading Pool Mushroom - check functioning	City

5. ANNUAL MAINTENANCE. Maintenance tasks to be performed on an annual basis or as recommended by manufacturer. Responsibilities may be delegated to a qualified vendor.

Maintenance area	Detail/ task	Responsible Party
Chemical Treatment	Two point controller calibration	City
Sand Filter	Drain Tanks, remove manway covers to inspect tank internal components	City
	Inspect media throughout the filters for proper consistency, contamination and flatness	City
	Install cleaned manway covers and replace manway gaskets	City
	Fill tanks and bleed air from the system	City
	Restart system and review for proper operation	City
Heaters (Lochinvar)	Log heater inlet, outlet and delta temperature	City
	Inspect flame and heat exchanger	City
	Disassemble heater, inspect and clean gas manifolds, upper cabinet and fans	City
	De-soot and/or clean heat exchanger and inspect for irregularities	City
	Clean and inspect the combustion chamber and inspect refractory materials for cracks or irregularities	City
	Clean burners and reinstall with new gaskets	City
	Test and set gas manifold pressures and combustion chamber air pressure	City
	Test and set inlet water and delta temperatures	City
	Inspect boost pump, bearing	City
	Vacuum debris from heat exchanger and wipe clean	City
	Reassemble heater with new insulation burner plate (as needed), air manifold gaskets, gas manifold gaskets, and burner gaskets	City
	Install new ignitor and flame rods and startup heater	City
	Perform combustion analysis to verify and adjust CO ₂ , NO, NO _x emissions	City
	Confirm seal on all internal gas manifold connections with leak detector	City
	Inspect flame condition following maintenance service	City
Pumps	Lubricate bearings, grease fittings (per manufacturer recommendations)	City
Drains	Hydro flush sewer lines	City
Document Review	Review monthly maintenance items	City
	Review Safety Training Certifications	City
	Review Burgess Staff CPO certifications	City
On Deck	Starting Platforms (tighten bolts)	City
Deck	Check for cracks and pitting	City

6. AS NEEDED / PER MANUFACTURER. Maintenance tasks to be performed on an as-needed basis or as recommended by manufacturer. Responsibilities may be delegated to a qualified vendor.

Maintenance area	Detail/ task	Responsible Party
POOL DECK AREA		
Signage	Updates? Check condition, replace if needed	Operator/City
Guard Stands	Check for safety	Operator/City
Lounge Chairs	Check for defects	Operator
Garbage Cans	Check for defects	Operator
Lockers	Check for defects/Repair	Operator
Benches	Check for defects/Repair	City
Water Fountain	Check for defects/Repair	City
Marketing Board	Check for defects/Repair	City
Portable ADA Chair	Check for defects/Repair	City
Sheds (2)	Check for defects/Repair	Operator
Picnic Benches	Operator	Operator
EQUIPMENT		
Tot Docs		Operator
Safety Equipment		City
Other instructional equipment		Operator
LAWN AREA		
Lawn		City
Irrigation		City
Electric Boxes		City
Picnic Benches		Operator

7. JANITORIAL SERVICES. City shall provide for janitorial services at Premises as follows.

Daily services	Weekly services	Monthly services
<u>Entry way, Restrooms, Locker Rooms</u> - Spot clean walls, partitions and doors - Clean and sanitize sinks and wipe dry - Pick up towels and debris from the floor	<u>Entry way, Restrooms, Locker Rooms</u> - Dust and spot clean ledges and partitions - Detail clean floor edges - Spot clean tiled walls from the waist down - Scrub shower walls and floors, rinse clean.	<u>Entry way, Restrooms, Locker Rooms</u> - Wipe clean all ventilation grills - Wipe clean all door jambs.

- Clean and polish the mirrors - Clean and sanitize the toilets and urinals - Remove mats, wet mop the floor using a germicidal (NABC) including entry way - Restock and soaps and paper disposables - Dispose of the waste and clean waste receptacles - Disinfect the floor traps - Spray shower walls and floors with disinfectant and rinse clean.		
<u>Janitorial Closet</u> - Maintain this area in a neat and orderly appearance - Empty all buckets, leaving no standing water - Rinse and hang all mops on mop hooks - Empty all debris.		
<u>Office (2x Weekly)</u> - Vacuum floors in office - Clean office glass inside and out.		

EXHIBIT G - SOLO SCHEDULE AND TERMS

The SOLO Aquatics swim team ("SOLO") will be able to use Burgess Pool and MPCC Pool on the following minimum terms:

- a. Lane space will be provided from 4:00 to 5:30 p.m., Monday through Friday, eight (8) lanes in Burgess performance pool September 1st through May 31st.
- b. Lane space will be provided from 4:00 to 5:30 p.m., Monday through Friday, four (4) lanes in Burgess performance pool June 1st through August 31st. Additional lanes may be provided at current rental rates during summer if Operator agrees and open swim attendance allows.
- c. Rental rate will be \$14 per lane hour for the term of the Agreement, or as otherwise set by City Council in the City of Menlo Park Master Fee Schedule.
- d. SOLO may elect to opt out of any of the hours provided for herein with 30 days notice.
- e. SOLO will be billed thirty (30) days in advance and on a monthly basis. Any payment not received by Operator within fifteen (15) days of the due date shall be subject to a late payment penalty of five percent (5%) of the amount due.
- f. When the MPCC Pool is operational, youth swim team rental shall have the option to use the MPCC Pool at agreed upon rates and times.
- g. Youth swim team will have access lobby area of the Burgess Pool for marketing purposes to be approved by Operator in advance.
- h. SOLO shall provide proof of insurance listing the Operator and City as additional insureds.
- i. SOLO shall comply with all of the facilities policies and rules of conduct.
- j. SOLO may not allow any other organization or individual to use any of the privileges or services provided by the Operator.
- k. SOLO is responsible for the control and supervision of all participants in their program.
- l. If storage is provided for equipment at the request by SOLO, the Operator is not responsible for any damages or losses to the SOLO's equipment.
- m. The City and Operator reserve the right to close the pool(s) at any time for maintenance or any safety reason. Operator will make every attempt to give notice when possible and assist with informing the SOLO and its participants.
- n. Operator shall have the right to terminate its agreement with SOLO by written notice to the SOLO for any default or breach of any term or condition herein. SOLO will be provided not less than thirty (30) days notice and opportunity to cure any notice of default. Operator shall provide City with a copy of any notice of default provided to SOLO.
- o. City requires a written agreement on a form approved by the City Attorney between the two parties with a copy provided to the City no later than the commencement of the Term of the Agreement between the City and Operator; provided however, Operator shall not be considered in default of the terms and provisions of the Agreement if SOLO has refused to execute a written agreement with Operator on such form approved by the City Attorney.



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 9/23/2026

Staff Report Number: PRC-2026-031

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 work plans for 2025-26 and 2026-27 (Attachment A) included a goal for individual PRC members to participate in self-guided tours of City parks and report out to the PRC.

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).

At the April 22, 2026 meeting 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.

At the July 22, 2026 PRC meeting, Chair Grass reported out on his tour of Bedwell Bayfront Park.

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 2026-27
- 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 St., Menlo Park CA 94025
City Council approval date: September 15, 2026



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. Evaluate current facilities. Review progress toward the goals in the 2019 Parks and Recreation Facility Master Plan (PRFMP) and revise for current and future needs. Track progress on facility goals.
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 (YAC). Schedule commissioners to attend YAC meetings and plan joint project work in collaboration with them. Solicit and receive feedback from YAC on Parks and Recreation Commission work.
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.
10. Establish system to track commission feedback received from the community and to review progress at later date.
11. Establish continued support for 6k Community Fun Run and explore opportunities for new community events.
12. Track and highlight the benefits that recreation services provide to the community.
13. Establish Commission liaisons for local parks and recreation affinity groups.

Work plan history

Action	Date	Notes
Work plan recommended by PRC	August 26, 2026	Commission approved
Work plan recommended to City Council	September 15, 2026	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.	
Bedwell Bayfront Park	Some trails need to be redone.	Amenities: open fields for kite flying, walking trails, migratory bird watching, stroller walkways available, bike trails, open spaces, signage appeared to be in good shape, tides from bay, has a Friends of organization, walking bridge for access, ranger services.



REGULAR MEETING MINUTES – DRAFT

Date: 8/26/2026
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, Lee, Patel, Van Buren
Absent: Hubbell
Staff: Management Analyst Ashley Dixon, Library and Community Services Director Nick Szegda, Recreation Coordinator Harrison Yee, Recreation Coordinator Khalid Awadalla

C. Public Comment

- Andrea Beylen spoke in support of improvements to Kelly Park and Nealon Park pickleball courts.
- Chris McIntosh spoke in support of permit requirements for Bedwell Bayfront Park that preserve wildlife conservation.

D. Study Session

- D1. Parks and Recreation Commission update and report out on completed self-guided park tours (Staff Report PRC-2026-027)

Management Analyst Dixon introduced the item.

The Commission discussed a process for notifying staff ahead of Commission meetings if a park tour was conducted.

E. Regular Business

- E1. Approve minutes from the July 22, 2026 meeting (Attachment)

ACTION: Motion and second (Patel/ Grass), to approve the minutes from the July 22, 2026 meeting, passed 6-0-1 (Hubbell absent).

- E2. Recommend Parks and Recreation work plan 2026-27 (Staff Report PRC-2026-028)

The Commission discussed the work plan.

ACTION: Motion and second (Chunyu/ Dawkins), to approve the Parks and Recreation work plan 2026-27, passed 6-0-1 (Hubbell absent).

F. Informational Items

- F1. Library and Community Services Department updates and statistics (Staff Report PRC-2026-029)

Director Szegda introduced the item.

The Commission received clarification on vehicle license fee funding, community events, Senior Prom, senior lunches and aquatics hours.

- F2. Tentative agenda calendar (Attachment)

Management Analyst Dixon introduced the item.

The Commission discussed moving the Dec. 21 joint meeting with the Library Commission to Dec. 17, and adding discussions on the Youth Advisory Committee calendar and joint use agreements.

G. Commissioner Reports

- G1. Individual Commissioner reports

Chair Grass reported out on the City's launch of its artificial intelligence (AI) chatbot.

H. Adjournment

Chair Grass adjourned the meeting at 8:08 p.m.

Management Analyst Ashley Dixon



STAFF REPORT

Parks and Recreation Commission

Meeting Date:

9/23/2026

Staff Report Number:

PRC-2026-032

Regular Business:

Review and recommend updates to Event Sponsorship Policy

Recommendation

Staff recommends that the Parks and Recreation Commission review and recommend updates to the Event Sponsorship Policy (Attachment A).

Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission may review and recommend updates to Library and Community Services policies and procedures as the need arises.

The Event Sponsorship Policy #CC-24-028 (Attachment A) sets forth the guidelines and criteria for local Menlo Park businesses, nonprofit organizations, individuals, and community-based organizations that serve incorporated City of Menlo Park residents to support community events through event sponsorships and is available online through the Community Event page (Attachment B)

Background

The current Event Sponsorship Policy was adopted by City Council on Aug. 27, 2024 (Attachment C). The event sponsorship policy sets goals and guidelines for community event sponsors, including criteria for sponsor recognition, the process for evaluating sponsorship offers, and sponsorship contribution limits. The policy is utilized to support community events.

Analysis

From time to time, it is appropriate and necessary to review and update departmental policies, or to create new policies in the interest of clarifying rules and procedures, responding to changing community needs, establishing criteria for programs and services, and other considerations. Policy updates are conducted in the interest of transparency, fairness, inclusion, belonging, equity, accessibility, freedom of information, operational efficiency, safety, and other best practices in recreation services for the community.

The current Event Sponsorship Policy (Attachment A) uses a three-tier structure based on expected event attendance. Each tier includes donation amounts for Bronze, Silver, and Gold levels, with pricing scaled to event attendance size and sponsorship package benefits so that sponsorship amounts are proportional to the reach and visibility a sponsor is likely to receive. Current sponsorship options range from \$100 to \$5,000 as shown in Table 1.

Table 1. Event Tier	Attendance range	Bronze	Silver	Gold
Tier A	0 – 750	\$100	\$250	\$500
Tier B	750 – 1,500	\$250	\$500	\$750
Tier C	1,500+	\$1,000	\$2,500	\$5,000

Tier levels are based on the expected event attendance. Since adopting the Event Sponsorship Policy, event attendance has increased for nearly all large community events (Table 2).

Table 2. Event name	Attendance		
	2024	2025	2026
Spring Fest and Egg Hunt	N/A*	2,200	3,100
4 th of July	1,200	2,200	3,000
Halloween Hoopla	1,500	2,000	TBD
Light Up the Season	900	925	TBD
Summer Concert (averaged across all concerts for that year)	280	313	511

*In 2024, Egg Hunt had a different event format that did not include Spring Fest.

To account for rising event attendance, increasing costs associated with event entertainment and services, and to offer a greater variety of sponsorship amounts with greater variety of options between sponsorship levels that may appeal to a wider range of local donors, staff requests feedback on the following suggested summary revisions to the Event Sponsorship Policy:

- Increase the lowest sponsorship donation amount for a Bronze donor of a Tier A event from \$100 to \$250, with \$250 being the lowest amount any sponsor has been interested in donating since 2024.
- Create a Tier S that would allow for sponsorship of any one of the following series of events:
 - Summer Concert Series, which would include all summer concerts.
 - Halloweek, which includes Halloween Hoopla, Pumpkin Splash at Burgess Pool and Belle Haven Pool, and Trunk-or-Treat.
 - Winter event series, which includes Light Up the Season, Photos with Santa, and Cocoa at the Campus
- Add a Platinum sponsorship level at the following amounts:
 - Tier A - \$1,000
 - Tier B - \$3,000
 - Tier C - \$7,500
 - Tier S - \$10,000+
- Incorporate Platinum sponsorship package to include all Gold package benefits plus the following:
 - Sponsor may address event attendees from the event stage once per event for up to 2 minutes, at a time determined by the City. Sponsor must provide a written copy of the announcement text to the City's designated event coordinator at least 10 days prior to the date of the event for review and approval.
 - Sponsor will receive premier banner or promotional signage placement on or near the stage or other premier location.
 - Sponsor will receive 2 consecutive weeks of downtown banner placement to promote the sponsor at either Santa Cruz Ave. and University Dr. or Santa Cruz Ave. and Doyle St. The date of banner placement must be mutually agreed upon by sponsor and City. Banner shall be provided by sponsor, and all existing City policies related to banner specifications and placement shall apply.
- Update the attendance ranges for each Tier as follows:
 - Tier A: 0-900

- Tier B: 901-2,000
- Tier C: 2,001-3,500
- Tier S: 3,500+

If adopted, the suggested changes would increase available sponsorship options from 9 packages to 15 packages.

Changes to tiers and donation amounts are viewable in Table 3 and in the Event Sponsorship Policy draft (Attachment D).

Event Tier	Attendance range	Bronze	Silver	Gold	Platinum
Tier A	0 – 900	\$250	\$500	\$750	\$1,000
Tier B	901 – 2,000	\$500	\$1,000	\$2,000	\$3,000
Tier C	2,001 – 3,500	\$1,000	\$2,500	\$5,000	\$7,500
Tier S	3,500+	-	\$5,000	\$7,500	\$10,000+

Staff recommends retaining the section for in-kind sponsorships and collaboration by nonprofits and small businesses.

Staff requests that the Parks and Recreation Commission provide feedback on the proposed changes to the event sponsorship policy. Event Sponsorship Policy draft with suggested edits is available in Attachment D.

Impact on City Resources

As an advisory body to the City Council, the Library 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

The policies in this report are not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as they 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. City of Menlo Park Event Sponsorship Policy
- B. Hyperlink. Community Events web page. <https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events>
- C. Hyperlink. City Council Staff Report # 24-142-CC, agenda item F-2: <https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240827/f2-20240827-cc-event-sponsorship.pdf>
- D. City of Menlo Park Event Sponsorship Policy draft with suggested edits.

Report prepared by:

Ashley Dixon, Management Analyst

Jen Mosso, Recreation Coordinator

Natalya Jones, Library and Community Services Manager

Rani Singh, Internal Services Manager

Report reviewed by:

Nick Szegda, Library and Community Services Director

EVENT SPONSORSHIP POLICY

City Council Policy #CC-24-028

Adopted Aug. 27, 2024

Resolution No. 6926



Purpose
The City of Menlo Park hosts multiple community events each year that are welcoming and enjoyable for all ages. Community events are designed to bring residents together to celebrate, socialize, learn, and play together, continuing treasured traditions while also creating new ones. The purpose of the Event Sponsorship Policy is to set guidelines and criteria for local Menlo Park businesses, non-profit organizations, individuals and community-based organizations that serve incorporated City of Menlo Park residents to support community events through events sponsorships.
In-kind collaboration by nonprofits and small businesses
Local small business and non-profit organizations that serve Menlo Park residents may collaborate with City of Menlo Park community events through in-kind contributions such as skilled volunteer support, community outreach, and providing relevant content or activities at City events. Please contact us for more information about in-kind collaborations.
Sponsor eligibility requirements
Sponsoring a City of Menlo Park event provides the sponsor an unparalleled opportunity to engage community members in a lively and celebratory setting. Sponsoring a City of Menlo Park event is an effective way to showcase your values and your efforts in supporting a vibrant community for all residents of Menlo Park, and the opportunity to connect with a wider audience. Sponsors may be local Menlo Park businesses, non-profit organizations, individuals or community-based organizations that serve incorporated City of Menlo Park residents. Sponsors must demonstrate positive contributions to enhancing the quality of life in Menlo Park for all residents, and show a sincere commitment to promote fairness, justice, equity, and inclusion for all residents of Menlo Park.
Procedure
- Proposals for event sponsorships shall be submitted in writing to library and community services staff for review. - Proposals shall be submitted on an application form provided by the library and community services department, consistent with the guidelines and criteria in this policy. - Event sponsorship materials will be maintained regularly by library and community services staff. - Regardless of space limitations, sponsorship materials will not be kept on display for longer than six weeks, absent permission from the library and community services director for a longer display period. - Sponsorship materials may be removed or rearranged at any time by and at the sole discretion of library and community services staff. - The City of Menlo Park reserves the right to refuse, modify, remove, and/or discard any materials submitted for event sponsorships for any reason, including but not limited to the criteria noted in this policy. - Appeals may be addressed to the library and community services director, whose decision regarding the disposition of materials in library and community services facilities is final.
Event descriptions
Brief summaries of sponsorship-eligible community events are available on the City of Menlo Park's community events webpage.
Sponsorship tiers
The City of Menlo Park includes three sponsorship tiers based on estimated attendance and the overall scale of the event:

EVENT SPONSORSHIP POLICY

City Council Policy #CC-24-028

Adopted Aug. 27, 2024

Resolution No. 6926

2

Tier A Typical event attendance 750 or fewer • Bronze Sponsor: \$100 • Silver Sponsor: \$250 • Gold Sponsor: \$500	Tier B Typical event attendance 750 to 1,500 • Bronze Sponsor: \$250 • Silver Sponsor: \$500 • Gold Sponsor: \$750	Tier C Typical event attendance 1,500 or more • Bronze Sponsor: \$1,000 • Silver Sponsor: \$2,500 • Gold Sponsor: \$5,000	
Sponsorship package options			
Option	Bronze sponsor	Silver sponsor	Gold sponsor
Your organization’s name on marketing and promotional materials including: social media updates, online city calendar, and community calendars.	X	X	X
Verbal recognition of sponsorship during the event. A City representative member will recognize your organization’s sponsorship by name over the public address system during the event introduction and again at the conclusion.	X	X	X
At events that feature display tables/booths, your organization may receive space for a 10’ x10’ display booth to provide handouts, giveaways, and information, subject to event rules.	X	X	X
Business logo on distribution of event flyers, postcards, TV ad displays at city buildings and event posters posted throughout Menlo Park.		X	X
At events that include banners or signs, your organization may display a banner or sign in designated locations, subject to event rules and only as authorized by the City		X	X
Recognition of your organization’s sponsorship in City of Menlo Park email newsletters such as the “Library and Community Services news,” with over 16,000 weekly local subscribers.			X
Prohibited materials			
Library and community services facilities, exhibits, displays, and other public spaces shall not display nor distribute any of the following materials: • Partisan political messages, petitions and/or similar items (during local, state, and federal elections, nonpartisan informational material may be displayed) • Religious messages, displays, and/or expressions of religious doctrine or belief • Services or products for sale or rent • Solicitations for membership, except for City-sponsored membership activities • Solicitations for fundraising, except for library and community services-sponsored fundraising activities • Material that violates any City policy, procedure, or rule; or that violates local, state, and/or federal law.			

EVENT SPONSORSHIP POLICY

City Council Policy #CC-24-028

Adopted Aug. 27, 2024

Resolution No. 6926

3

Removal, relocation, alterations

The City of Menlo Park reserves the right to remove, relocate, alter, decommission, or dispose of event sponsorship materials for any reason, including but not limited to:

- The materials violate City policies, rules, and/or procedures; or violate local, state, and/or federal law
- Loss due to theft, accident, vandalism, or natural disaster
- If the condition or security of the materials cannot be reasonably guaranteed
- If the removal of the materials is deemed necessary by City staff to reasonably protect public health and safety, and/or to preserve the ability of all visitors to safely and securely use the public space for its intended purpose
- Materials installed without prior approval by library and community services staff may be removed and/or discarded by library and community services staff without notification to the materials' owner
- The City of Menlo Park assumes no responsibility for loss or damage to event sponsorship materials on exhibit or display. Sponsorship materials are placed on exhibit or display at the owner's risk.

Proposal timeline

Sponsorship proposals are accepted throughout the year. Prospective sponsors are strongly encouraged to submit proposals at least six (6) months in advance of the event they propose to sponsor.

Other information

Depending on sponsor level, sponsors should be prepared to provide the following at the time of submitting a sponsorship proposal:

- A high-resolution electronic logo or artwork to represent the sponsoring organization
- Payment: Full payment due at time of signing contract; checks payable to "City of Menlo Park". Your contribution may be tax deductible; consult a qualified tax advisor.

No endorsement

Event sponsorships shall in no way constitute an endorsement of the event sponsor's organization, products, services, or employees by the City of Menlo Park. The views expressed by event sponsors and/or in event sponsorship materials do not necessarily reflect the views of the City of Menlo Park, its officers, employees, or partner agencies.

Policy history

Action	Date	Notes
Policy adopted	10/20/2015	City Council approved
Policy update recommended	3/27/2024	Parks and Recreation Commission recommended
Policy adoption	8/27/2024	Resolution No. 6926

EVENT SPONSORSHIP POLICY

City Council Policy #CC-24-028
 Adopted Aug. 27, 2024
 Resolution No. 6926



Purpose
The City of Menlo Park hosts multiple community events each year that are welcoming and enjoyable for all ages. Community events are designed to bring residents together to celebrate, socialize, learn, and play together, continuing treasured traditions while also creating new ones. The purpose of the Event Sponsorship Policy is to set guidelines and criteria for local Menlo Park businesses, non-profit organizations, individuals and community-based organizations that serve incorporated City of Menlo Park residents to support community events through event sponsorships.
In-kind collaboration by non-profits and small businesses
Local small business and non-profit organizations that serve Menlo Park residents may collaborate with City of Menlo Park community events through in-kind contributions such as skilled volunteer support, community outreach, and providing relevant content or activities at City events. Please contact us for more information about in-kind collaborations.
Sponsor eligibility requirements
Sponsoring a City of Menlo Park event provides the sponsor an unparalleled opportunity to engage community members in a lively and celebratory setting. Sponsoring a City of Menlo Park event is an effective way to showcase your values and your efforts in supporting a vibrant community for all residents of Menlo Park, and the opportunity to connect with a wider audience. Sponsors may be local Menlo Park businesses, non-profit organizations, individuals, or community-based organizations that serve incorporated City of Menlo Park residents. Sponsors must demonstrate positive contributions to enhancing the quality of life in Menlo Park for all residents, and show a sincere commitment to promote fairness, justice, equity, and inclusion for all residents of Menlo Park.
Procedure
- Proposals for event sponsorships shall be submitted in writing to Library and Community Services staff for review. - Proposals shall be submitted on an application-interest form provided by the Library and Community Services department, consistent with the guidelines and criteria in this policy. - Event sponsorship materials will be maintained regularly by Library and Community Services staff. - Regardless of space limitations, sponsorship materials will not be kept on display for longer than six weeks, absent permission from the Library and Community Services director for a longer display period. - Sponsorship materials may be removed or rearranged at any time by and at the sole discretion of Library and Community Services staff. - The City of Menlo Park reserves the right to refuse, modify, remove, and/or discard any materials submitted for event sponsorships for any reason, including but not limited to the criteria noted in this policy. - Appeals may be addressed to the Library and Community Services director, whose decision regarding the disposition of materials in Library and Community Services facilities is final.
Event descriptions
Brief summaries of sponsorship-eligible community events are available on the City of Menlo Park's community events webpage.

EVENT SPONSORSHIP POLICY

City Council Policy #CC-24-028

Adopted Aug. 27, 2024

Resolution No. 6926

2

Sponsorship tiers				
The City of Menlo Park includes three sponsorship tiers based on estimated attendance and the overall scale of the event:				
Tier A Typical event attendance 750 or fewer0 - 900 - Bronze Sponsor: \$100<u>\$250</u> - Silver Sponsor: \$250<u>\$500</u> - Gold Sponsor: \$500<u>\$750</u> <u>Platinum Sponsor: \$1,000</u>	Tier B Typical event attendance 750 to 1,500901 – 2,000 - Bronze Sponsor: \$250<u>\$500</u> - Silver Sponsor: \$500<u>\$1,000</u> - Gold Sponsor: \$750<u>\$2,000</u> <u>Platinum Sponsor: \$3,000</u>	Tier C Typical event attendance 1,500 or more2,001 – 3,500 - Bronze Sponsor: \$1,000 - Silver Sponsor: \$2,500 - Gold Sponsor: \$5,000 <u>Platinum Sponsor: \$7,500</u>	Tier S Series Sponsorships <u>Bronze Sponsor: Not available for series sponsorships</u> <u>Silver Sponsor: \$5,000</u> <u>Gold Sponsor: \$7,500</u> <u>Platinum Sponsor: \$10,000+</u>	
Sponsorship package options				
Option	Bronze sponsor	Silver sponsor	Gold sponsor	Platinum sponsor
Your organization’s name on marketing and promotional materials including: social media updates, online city calendar, and community calendars.	X	X	X	<u>X</u>
Verbal recognition of sponsorship during the event. A City representative member will recognize your organization’s sponsorship by name over the public address system during the event introduction and again at the conclusion.	X	X	X	<u>X</u>
At events that feature display tables/booths, your organization may receive space for a 10’ x10’ display booth to provide handouts, giveaways, and information, subject to event rules.	X	X	X	<u>X</u>
Business logo on distribution of event flyers, postcards, TV ad displays at city buildings and event posters posted throughout Menlo Park.		X	X	<u>X</u>
At events that include banners or signs, your organization may display a banner or sign in designated locations, subject to event rules and only as authorized by the City		X	X	<u>X</u>
Recognition of your organization’s sponsorship in City of Menlo Park email newsletters such as the “Library and Community Services news,” with over 16,000 weekly local subscribers.			X	<u>X</u>
<u>Sponsor may address event attendees from the event stage once per event for up to 2 minutes, at a time determined by the City. Sponsor must provide a written copy of the announcement text to the City’s designated event coordinator at least 1 week prior to the date of the event for the City’s review and approval.</u>				<u>X</u>
<u>Sponsor will receive premier banner or promotional signage placement on or near the event stage or other premier location.</u>				<u>X</u>
<u>Sponsor will receive 2 consecutive weeks of downtown banner placement to promote the sponsor at either Santa Cruz Ave. and University Dr. or at Santa Cruz Ave. and Doyle St. The date of banner placement must be mutually agreed upon by sponsor and City. Banner shall be provided by sponsor, and all existing City policies related to banner specifications and placement shall apply.</u>				<u>X</u>

EVENT SPONSORSHIP POLICY

City Council Policy #CC-24-028

Adopted Aug. 27, 2024

Resolution No. 6926

3

Prohibited materials		
Library and community services facilities, exhibits, displays, and other public spaces shall not display nor distribute any of the following materials: • Partisan political messages, petitions and/or similar items (during local, state, and federal elections, nonpartisan informational material may be displayed) • Religious messages, displays, and/or expressions of religious doctrine or belief • Services or products for sale or rent • Solicitations for membership, except for City-sponsored membership activities • Solicitations for fundraising, except for Library and Community Services-sponsored fundraising activities • Material that violates any City policy, procedure, or rule; or that violates local, state, and/or federal law.		
Removal, relocation, alterations		
The City of Menlo Park reserves the right to remove, relocate, alter, decommission, or dispose of event sponsorship materials for any reason, including but not limited to: • The materials violate City policies, rules, and/or procedures; or violate local, state, and/or federal law • Loss due to theft, accident, vandalism, or natural disaster • If the condition or security of the materials cannot be reasonably guaranteed • If the removal of the materials is deemed necessary by City staff to reasonably protect public health and safety, and/or to preserve the ability of all visitors to safely and securely use the public space for its intended purpose • Materials installed without prior approval by library and community services staff may be removed and/or discarded by library and community services staff without notification to the materials' owner • The City of Menlo Park assumes no responsibility for loss or damage to event sponsorship materials on exhibit or display. Sponsorship materials are placed on exhibit or display at the owner's risk.		
Proposal timeline		
Sponsorship proposals are accepted throughout the year. Prospective sponsors are strongly encouraged to submit proposals at least six (6) months in advance of the event they propose to sponsor.		
Other information		
Depending on sponsor level, sponsors should be prepared to provide the following at the time of submitting a sponsorship proposal: • A high-resolution electronic logo or artwork to represent the sponsoring organization • Payment: Full payment due at time of signing contract; checks payable to "City of Menlo Park." Your contribution may be tax deductible; consult a qualified tax advisor.		
No endorsement		
Event sponsorships shall in no way constitute an endorsement of the event sponsor's organization, products, services, or employees by the City of Menlo Park. The views expressed by event sponsors and/or an event sponsorship materials do not necessarily reflect the views of the City of Menlo Park, its officers, employees, or partner agencies.		
Policy history		
Action	Date	Notes
Policy adopted	10/20/2015	City Council approved
Policy update recommended	3/27/2024	Parks and Recreation Commission recommended
Policy adoption	8/27/2024	Resolution No. 6926



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 9/23/2026

Staff Report Number: PRC-2026-033

Informational Item: Receive the Parks and Recreation Commission work plan 2026-27 as approved by City Council Sept. 15

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) receive the PRC work plan 2026-27 (Attachment A) as approved by City Council Sept. 15 (Attachment B).

Policy Issues

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

Background

On Aug. 26, 2026, the PRC recommended a proposed work plan for 2026-27 (Attachment D).

On Sept. 15, 2026, City Council approved the proposed PRC 2026-27 work plan with no changes (Attachment B).

Analysis

The City Council approved the PRC work plan Sept. 15 with no revisions (Attachment B). The approved work plan is provided for reference in Attachment A.

Impact on City Resources

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

Environmental Review

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

environment.

Public Notice

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

Attachments

- A. PRC work plan 2026-27, as approved by City Council Sept. 15
- B. Hyperlink. Staff Report # 26-150-CC:
https://docaccess.com/docviewer.html?url_hash=25cec3b3665145613e061ea051a69624&domain=menlopark.gov
- C. 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
- D. Hyperlink. Staff Report #PRC-2026-28:
https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fsharedassets%2Fpublic%2Fv%2F2%2Fagendas-and-minutes%2Fparks-and-recreation-commission%2F2026-meetings%2Fagendas%2F20260826_prc-agenda-packet.pdf&url_hash=783943b734864e7f997548776a02a77c&domain=menlopark.gov&site=91291e4b-a87a-43ca-b8a7-b228e7d9764d&found_on=https%3A%2F%2Fwww.menlopark.gov%2Fagendas-and-minutes#page=59

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 St., Menlo Park CA 94025
City Council approval date: September 15, 2026



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. Evaluate current facilities. Review progress toward the goals in the 2019 Parks and Recreation Facility Master Plan (PRFMP) and revise for current and future needs. Track progress on facility goals.
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 (YAC). Schedule commissioners to attend YAC meetings and plan joint project work in collaboration with them. Solicit and receive feedback from YAC on Parks and Recreation Commission work.
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.
10. Establish system to track commission feedback received from the community and to review progress at later date.
11. Establish continued support for 6k Community Fun Run and explore opportunities for new community events.
12. Track and highlight the benefits that recreation services provide to the community.
13. Establish Commission liaisons for local parks and recreation affinity groups.

Work plan history

Action	Date	Notes
Work plan recommended by PRC	August 26, 2026	Commission approved
Work plan recommended to City Council	September 15, 2026	City Council approved



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 9/23/2026

Staff Report Number: PRC-2026-034

Informational Item: Receive information on the 2019 Parks and Recreation Facilities Master Plan

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) receive information on the 2019 Parks and Recreation Facilities Master plan (Attachment A).

Policy Issues

City Council Policy CC-24-004 sets the procedures, roles and responsibilities of Council-appointed advisory bodies, including the PRC (Attachment B). The policy requires that each advisory body develop an annual work plan, which will be the foundation for the work performed by the advisory body in support of City Council annual work plan.

Background

On October 15, 2019, the City Council approved the Parks and Recreation Facilities Master Plan (PRFMP). The plan was prepared through a 2018–19 update process which included extensive community outreach and was intended as a 20-year roadmap to maintain, manage, and develop Menlo Park's parks, open space, and recreation facilities. (Attachment C)

On September 15, City Council approved the PRC 2026-27 work plan (Attachment D), which includes goal #3, which states, "Evaluate current facilities. Review progress toward the goals in the 2019 Parks and Recreation Facility Master Plan (PRFMP) and revise for current and future needs. Track progress on facility goals."

Analysis

Staff recommends that the PRC receive information on the 2019 Parks and Recreation Facilities Master Plan (PRFMP) as the first step in implementing Goal #3 of the Commission's adopted 2026-27 work plan.

The progress and circumstances around the projects in the PRFMP change over time, and it is necessary that the PRFMP be periodically reviewed and updated so that its stated objectives continue to accurately reflect current community needs and project progress. Goal #3 of the PRC 2026-27 work plan, approved by the City Council on September 15, 2026, directs the PRC to evaluate current facilities, review progress toward the goals in the 2019 PRFMP, revise the plan as needed for current and future needs, and track progress on facility goals.

This item is informational only. Receiving the 2019 plan provides the PRC with necessary background information to perform the work of goal 3. No PRC action on facility projects or PRFMP revisions are

requested at this time.

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. Parks and Recreation facilities master plan.
https://docaccess.com/docviewer.html?url=https%3A%2F%2Fmenlopark.gov%2Ffiles%2Fsharedassets%2Fpublic%2Fv%2F1%2Flibrary-and-community-services%2Fpolicies%2Fparks-and-recreation-facilities-master-plan.pdf&url_hash=6bc4b632fadfcb6da2f3dc740670a1a2&domain=menlopark.gov&site=91291e4b-a87a-43ca-b8a7-b228e7d9764d&found_on=https%3A%2F%2Fwww.menlopark.gov%2FGovernment%2FDepartments%2FLibrary-and-Community-Services%2FAbout-us%2FStrategic-and-master-plans%2FParks-and-Recreation-Facilities-Master-Plan
- B. Hyperlink. Staff Report # 24-025-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf
- C. Hyperlink. Item H-1. Staff Report # 19-215-CC.
https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fsharedassets%2Fpublic%2Fv%2F1%2Fagendas-and-minutes%2Fcity-council%2F2019-meetings%2Fagendas%2F20191015-agenda-packet_page-numbers.pdf&url_hash=075e767553abac49312ca30b051d346b7ab84e0f0c91b72b462da688d89087d3 &domain=menlopark.gov&site=91291e4b-a87a-43ca-b8a7-b228e7d9764d&found_on=https%3A%2F%2Fwww.menlopark.gov%2Fagendas-and-minutes%2FPrevious-City-Council-agendas-and-minutes%2F2019-City-Council-agendas-and-minutes#page=31
- D. PRC work plan 2026-27, as approved by City Council Sept. 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 St., Menlo Park CA 94025
City Council approval date: September 15, 2026

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:
 - 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. Evaluate current facilities. Review progress toward the goals in the 2019 Parks and Recreation Facility Master Plan (PRFMP) and revise for current and future needs. Track progress on facility goals.
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 (YAC). Schedule commissioners to attend YAC meetings and plan joint project work in collaboration with them. Solicit and receive feedback from YAC on Parks and Recreation Commission work.
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.
10. Establish system to track commission feedback received from the community and to review progress at later date.
11. Establish continued support for 6k Community Fun Run and explore opportunities for new community events.
12. Track and highlight the benefits that recreation services provide to the community.
13. Establish Commission liaisons for local parks and recreation affinity groups.

Work plan history

Action	Date	Notes
Work plan recommended by PRC	August 26, 2026	Commission approved
Work plan recommended to City Council	September 15, 2026	City Council approved



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 9/23/2026

Staff Report Number: PRC-2026-035

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

August 2026 statistics (Attachment A)

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

Halloweek

Each year in October, the City of Menlo Park hosts Halloweek – a week of Halloween-themed events for all ages. This year, the City is continuing the tradition of holding Halloween Hoopla, a costume parade followed by a carnival in Downtown Menlo Park; Pumpkin Splash, a floating pumpkin patch event held at each of the City's pools; and Trunk-or-Treat, a car-to-car trick-or-treating event in the parking lot at Belle Haven Community Campus. Additional details are available below:

- Halloween Hoopla (Attachment B)

On Saturday, Oct. 24, from 11 a.m. – 2 p.m., costumed attendees of Halloween Hoopla will parade their way through downtown Menlo Park. Once in the downtown area, young attendees can trick-or-treat at participating local merchant shops. Newly added this year is the ability to bring a costumed dog to participate in the parade in a "Howl-o-ween Walkers" section. After the parade and trick-or-treating, visitors can enjoy crafts, carnival games, and family-friendly entertainment by award-winning duo Lori and RJ at Fremont Park. Admission is free.

- Pumpkin Splash (Attachment C)

Pumpkin Splash features pumpkins floating in a pool to create a fun, floating pumpkin patch environment for attendees. Admission is \$12 per person and includes a pumpkin, decorations for the pumpkin, a goody bag, and additional time for swimming. Belle Haven Pool, 100 Terminal Ave., and Burgess Pool, 501 Laurel St., will each hold a Pumpkin Splash event on Sunday, Oct. 25.

- Trunk-or-Treat (Attachment D)

On Wednesday, Oct. 28, the City of Menlo Park will hold Trunk-or-Treat at the Belle Haven Community Campus, 100 Terminal Ave., from 4:30 – 6 p.m. Trunk-or-Treat is a safe, fun way to bring joy to children and families while fostering community spirit. Instead of going door-to-door, kids go from car-to-car, with each vehicle's trunk decorated in a creative and festive Halloween theme. Admission to Trunk-or-Treat is free.

Senior Prom

The Menlo Park Senior Center held a Senior Prom for 70 attendees on Saturday, Aug. 22, at Belle Haven Community Campus. Prom-goers enjoyed casino-themed games, refreshments, dancing, photos, and a make-your-own potpourri station. The event was an overall success and is likely to make a comeback next year.

Big Blanket Movie Night (Attachment E)

On Friday, Sept. 18, the City of Menlo Park, in partnership with Westlight Energy, is holding an outdoor movie night featuring Moana 2 at Hamilton Park. Attendees are encouraged to bring a big blanket and snacks and to dress in Hawaiian-themed attire or as their favorite Moana character.

Bailar! (Attachment F)

On Saturday, Oct. 3, at Kelly Park, 100 Terminal Ave., from 11:30 a.m. – 2:30- p.m., the City of Menlo Park will hold its first-ever Bailar! event. Bailar! is a free, family-friendly afternoon of music, dancing, and cultural connection. Attendees will enjoy a Kids Zone, live dancing and dance performances, recognition of local businesses, and a showcase of unique cars.

Costumes for Kindness (Attachment G)

The City of Menlo Park is holding a costume drive for new and gently used costumes for students in grades K- 8! Donations will go directly to KIPP Elementary and Middle School students. Donations of new or gently used costumes can be dropped off at Arrillaga Family Recreation Center, 700 Alma St., or Arrillaga Family Gymnasium, 600 Alma St., between Sept. 27 and Oct. 23.

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. August 2026 statistics
- B. Hyperlink. Halloween Hoopla web page. <https://www.menlopark.gov/Citywide-calendar/Community-events/20261024-Halloween-Hoopla-Parade-and-Carnival>
- C. Hyperlink. Pumpkin Splash web page. <https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Halloweek-Splash-Details>
- D. Hyperlink. Trunk-or-Treat web page. <https://www.menlopark.gov/Citywide-calendar/Community-events/20261028-Trunk-or-Treat>
- E. Hyperlink. Big Blanket Movie Night: Moana 2 web page. <https://www.menlopark.gov/Citywide-calendar/Community-events/20260918-Big-Blanket-Movie-Night>
- F. Hyperlink. Bailar! web page. <https://www.menlopark.gov/Citywide-calendar/Community-events/20261003-Bailar>
- G. Hyperlink. Costumes for Kindness web page. <https://www.menlopark.gov/Citywide-calendar/Events/20260927-20261023-Costumes-for-Kindness>

Report prepared by:

Ashley Dixon, Management Analyst

Report reviewed by:

Nick Szegda, Library and Community Services Director

LIBRARY AND COMMUNITY SERVICES
STATISTICS - AUGUST 2026

Table 1. Library items circulated													
Location*	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
800 Alma St.	36,111	35,580	35,096	33,216	32,077	36,035	31,192	34,688	33,583	32,921	34,332	30,671	32,551
100 Terminal Ave.*	2192	2,516	2,343	2,033	2,000	2,401	2,323	2,522	2,475	3,141	2,292	2,372	2,369
eBooks	11,281	9,752	10,467	9,853	9,269	10,481	9,229	9,086	8,641	8,435	9,486	15,747	*
eAudio	6,575	6,797	6,426	6,136	6,745	7,252	6,062	6,674	6,552	7,147	6,672	7,129	7,036
eVideo	1,239	1,138	1,219	1,174	1,292	1,252	926	1,133	1,281	1,322	1,327	1,383	1,854
eSerials	2,427	2,183	2,253	2,490	2,372	2,492	2,380	3,111	3,132	2,392	4,475	2,448	2,479
Total online / digital	21,336	19,870	20,365	19,653	19,678	21,477	18,597	20,004	19,606	19,296	21,960	26,707	11,369

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

Table 2. Library cards													
	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
New cards issued - MP residents	235	171	186	167	137	216	166	183	190	178	226	249	246
Total cardholders - MP residents	24,875	25,019	25,133	25,193	15,017	15,152	15,272	15,387	15,555	15,674	15,863	16,045	16,238

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

Table 3. Library patron questions answered													
Location*	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
800 Alma St.	3,469	2,970	3,263	2,666	2,680	3,160	2,745	2,915	2,751	2,703	3,378	3,499	3,442
100 Terminal Ave.*	464	517	413	315	395	378	346	309	365	344	404	358	280

Table 4. Library holds filled (item requests)													
Location*	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Incoming holds - 800 Alma St	4,081	4,236	4,128	3,421	3,427	4,154	3,577	4,028	3,995	4,050	4,137	3,952	4,161
Outgoing holds - 800 Alma St	3,074	2,812	3,020	2,386	2,450	2,828	2,636	2,748	2,652	2,660	2,838	2,795	2,882
Incoming holds - 100 Terminal Ave.*	182	129	165	131	110	200	110	188	196	629	173	223	284
Outgoing holds - 100 Terminal Ave.*	304	273	357	382	368	440	391	429	361	372	440	348	408

Table 5. Library foot traffic (gate count)													
Location*	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
800 Alma St.	8,539	14,491	14,981	13,211	11,411	12,493	26,966	27,280	19,281	18,398	20,486	21,258	21,780
100 Terminal Ave. (All-ages library)	2268	2736	2,480	2,133	2,161	2,560	2,390	2,348	2,480	2,510	2,340	2,643	2,334
100 Terminal Ave. (Children's library)	892	686	758	820	703	978	1,001	1,040	2,258	2,441	2,685	2,997	1,473

Table 6. Library program attendance and room usage													
Location*	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Total attendance - 800 Alma St.	1,551	985	882	737	761	1204	903	956	1,167	1,040	1,191	1,433	1,148
# of programs - 800 Alma St.	38	37	38	33	31	37	34	33	36	37	39	30	32
Total attendance - 100 Terminal Ave.*	540	373	309	164	216	514	283	392	298	336	406	434	299
# of programs - 100 Terminal Ave.*	26	25	28	29	27	29	28	28	28	30	29	23	20
Conference Room - available hours	217	217	217	217	217	217	217	209	217	209	240	232	248
Conference Room - reserved hours	16.5	21	24	26.3	23	19	18	22	34	38	32	37.5	30
Conference Room - utilization %	8%	10%	11%	12%	11%	9%	8%	11%	16%	18%	13%	16%	12%
Tutor Room - available hours	217	217	217	217	217	217	217	209	217	209	240	232	248
Tutor Room - reserved hours	50	58	70	51	40	57	46	45	44	52	49	70	61
Tutor Room - utilization %	23%	26%	32%	24%	18%	26%	21%	22%	20%	25%	20%	30%	25%

*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

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Table 7. Belle Haven Child Development Center (Preschool)

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Students ages 3-5	45	45	47	49	49	50	59	62	66	67	67	52	52
Special needs students	3	2	2	2	2	2	2	2	1	1	1	1	1
English second language students	34	37	37	38	38	39	48	52	57	59	59	43	43
Meals and snacks served	2024	2112	2,438	1,865	1,900	1,900	1,500	3,276	3,286	2,947	2,861	2,000	2,000
Total hours of education and care provided*	9,214	8,775	10,540	7,706	7,706	9,263	10,930	12,695	14,157	13,065	14,372	11,154	10,647

Table 8. Menlo Children's Center (Preschool)

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Students ages 18 mo - 2 years	4	5	5	5	1	1	3	3	3	3	1	1	1
Students ages 2 - 3 years	16	17	18	18	17	17	19	19	20	18	16	15	8
Students ages 3 - kindergarten	23	22	22	22	23	24	24	28	36	36	35	33	36
Total enrollment	43	44	45	45	41	42	46	50	59	59	52	49	45
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	9,691	8,450

Table 9. Menlo Children's Center (After school)

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Kindergarten	9	10	10	10	10	11	11	11	11	11	10	N/A	4
Students grades 1st - 5th	32	33	33	33	33	34	31	31	31	31	33	N/A	27
Summer camp enrollment	30	0	0		0	0	0	0	0	0	29	94	40
Total enrollment	71	43	43	43	43	45	42	42	42	42	72	94	71
Total hours of education and care provided	3936.5	2316	3,142	2,503	1,933	2,679	1,642	3,636	2,217	2,436	3,005	6,251	4,351

Table 10. Belle Haven Youth Center (After school)

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Transitional kindergarten	0	5	5	5	5	5	5	5	5	5	0	0	0
Kindergarten	4	6	6	6	6	6	6	6	6	6	4	4	4
Students grades 1 st - 5th	29	56	56	56	56	56	56	56	56	54	32	30	30
Summer Camp enrollment	54	0	0	0	0	0	0	0	0	0	0	44	38
Total enrollment	85	67	67	67	67	67	67	67	67	65	32	78	72
Total hours of education and care provided*	12,094	4,623	5,662	4,020	3,920	4,858	4,623	5,600	4,388	4,940	1,888	10,540	3,808

*all hours total for all students

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Lunches served	985	1,453	1,150	802	743	924	963	1,083	1,012	1,011	1,097	1,124	1,136
Grocery boxes distributed	485	476	511	214	248	532	512	579	508	498	526	454	538
Senior shuttle trips	784	702	702	620	616	620	630	662	672	518	372	440	556
Special event attendance	80	90	101	0	87	0	80	0	0	0	0	0	77

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Fitness, yoga, martial arts, or health	114	83	107	107	107	119	120	105	295	317	146	215	199
Arts and crafts or technology	61	66	70	64	64	68	78	65	82	94	49	27	37
Dance, music, or performing arts	38	47	59	45	57	79	77	77	83	75	55	92	61
Languages or other literary arts	55	56	74	63	56	54	63	64	61	70	48	54	51
Other	11	12	9	19	19	5	5	8	9	10	9	9	9
Enrollment - non-residents	121	119	145	138	138	144	150	140	86	87	90	96	98
Enrollment - residents	158	145	174	172	172	181	178	179	105	109	125	125	128
Enrollment - Total	279	264	319	310	310	325	328	319	191	196	215	224	226
Total classes offered	19	19	21	21	21	20	21	19	21	21	18	19	18

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Fitness, yoga, martial arts, or health	64	75	118	118	118	110	106	113	96	100	61	60	46
Arts and crafts or technology	0	0	0	0	0	0	0	0	0	0	0	0	0
Dance, music, or performing arts	28	50	38	37	37	33	33	35	23	27	29	29	29
Languages or other literary arts	27	33	33	33	33	35	35	35	51	50	51	52	52
Other	-	-	-	-	-	-	4	4	0	0	0	0	0
Enrollment - non-residents	27	66	69	68	68	65	65	65	93	87	55	55	50
Enrollment - residents	92	92	120	120	120	113	113	122	77	90	86	86	77
Enrollment - Total	119	158	189	188	188	178	178	187	170	177	141	141	127
Total classes offered	4	5	5	5	5	7	7	7	5	5	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.)

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Residents	9	11	6	8	5	6	11	13	11	10	12	0	12
Non-residents	35	33	22	20	15	23	24	27	28	25	25	23	21
Instructor usage (in hours)	1,437	1,576	1,502	1,250	1,433	1,089	1,126	1,200	1,200	1,200	870	870	870
Cypress Room - available hours	363	350	361	338	361	364	322	348	348	351	348	361	351
Cypress Room - reserved hours	39	39.75	35.25	86.25	94.75	55	59	56.5	47	46	21	57	45
Cypress Room - utilization %	10%	11%	9%	56%	26%	15%	18%	16%	14%	8%	6%	16%	13%
Juniper Room - available hours	363	350	361	338	361	364	322	348	348	351	348	361	351
Juniper Room - reserved hours	132	262	287	190.33	138	127	122	161.5	176	189	122	135	91
Juniper Room - utilization %	36%	75%	80%	56%	38%	35%	38%	46%	51%	54%	35%	37%	26%
Maple Room - available hours	363	350	361	338	361	364	322	348	348	331	348	361	351
Maple Room - reserved hours	92	231.75	214.75	190.7	129.5	225	173	322.42	159	237	123	160	98
Maple Room - utilization %	25%	66%	59%	56%	36%	62%	54%	93%	46%	72%	35%	44%	28%
Oak Room - available hours	363	350	361	338	361	364	322	348	348	351	348	361	351
Oak Room - reserved hours	11	73.25	61	56.27	27	43	51	53	83	57	34	42	48
Oak Room - utilization %	3%	21%	16%	16%	7%	12%	16%	15%	24%	16%	10%	12%	14%
Oak Patio - available hours	363	350	361	338	361	364	322	348	348	351	348	361	351
Oak Patio - reserved hours	0	0	5	0	3	0	0	6.5	0	10	9	14	3
Oak Patio - utilization %	0%	0%	1%	0%	0%	0%	0%	100%	0%	<1%	3%	1%	1%
Sequoia Room - available hours	363	332	345	318	345	344	306	332	332	331	332	345	331
Sequoia Room - reserved hours	90	22.75	21.67	62.58	51.75	79	50	67.5	52	85	74	66	67
Sequoia Room - utilization %	25%	7%	6%	20%	14%	23%	16%	20%	16%	26%	22%	19%	20%
Sequoia Patio - available hours	363	332	345	318	345	364	306	348	348	331	332	345	331
Sequoia Patio - reserved hours	30	20.75	0	5.3	0	5	26	4	5	29	11	6	5
Sequoia Patio - utilization %	8%	6%	0%	2%	0%	1%	8%	1%	1%	1%	3%	1%	1%
Willow Room - available hours	363	372	384	358	384	386	342	370	370	372	370	384	372
Willow Room - reserved hours	66	114	138	358	384	386	342	370	370	126	102	132	129
Willow Room - utilization %	18%	31%	29%	100%	100%	100%	100%	100%	100%	34%	8%	34%	42%

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Residents	32	28	38	40	39	40	40	38	30	40	40	48	48
Non-residents	30	28	11	10	18	7	10	14	6	6	32	30	30
Instructor usage (in hours)	80	80	80	120	24	24	32	32	32	16	16	16	25
Court #1 - available hours	515	500	500	498	517	517	517	515	500	515	500	517	515
Court #1 - reserved hours	113	235	357.2	364	355.75	425	482	499.58	461	422	422	455	451
Court #1 - utilization %	22%	47%	71%	73%	68%	82%	93%	97%	92%	82%	84%	88%	87%
Court #2 - available hours	515	500	500	498	517	517	517	515	500	515	500	517	515
Court #2 - reserved hours	119	248	147.5	319	453.5	439	482	499.58	461	461	422	455	451
Court #2 - utilization %	23%	49%	29%	64%	87%	85%	93%	97%	92%	92%	84%	88%	87%

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Residents	8	6	6	14	15	6	11	11	7	8	4	11	1
Non-Residents	0	1	0	0	0	2	6	5	3	2	2	1	2
Makerspace - available hours	248	240	248	240	248	248	224	224	240	248	240	248	248
Makerspace - reserved hours	47	55.75	62.75	51.25	53.5	31.5	28	28	32.5	46.5	52.5	20.5	20.5
Makerspace - utilization %	19%	23%	25%	21%	22%	13%	13%	13%	3%	19%	22%	8%	8%
Event Hall - available hours	364	335	348	325	348	350	310	310	335	217.5	335	347.5	337
Event Hall - reserved hours	196.5	218	257.5	176.5	218	176.5	181	181	198	140	255	205.5	251
Event Hall - utilization %	54%	65%	74%	54%	63%	50%	58%	58%	59%	65%	76%	60%	74%
Movement Studio - available hours	364	364	378	350	378	378	336	336	364	364	364	378	364
Movement Studio - reserved hours	39	23	28.75	27.25	16.5	11	11	11	10.25	16.75	5.75	6	4.75
Movement Studio - utilization %	11%	6%	8%	8%	4%	3%	3%	3%	3%	5%	2%	2%	1%
Flex Classroom - available hours	364	364	378	350	378	378	336	336	364	364	364	378	364
Flex Classroom - reserved hours	11.5	25	21	24.5	17.5	27.5	27	27	28	31	18.25	24.25	26.25
Flex Classroom - utilization %	3%	7%	6%	7%	5%	7%	8%	13%	8%	7%	5%	6%	7%
Gymnasium - available hours	378	289	291	303	277.5	303	306	268	291	289	291	302.5	289
Gymnasium - reserved hours	209	203	231	240	214	223	305	268	318	310	222.75	231.25	196
Gymnasium - utilization %	81%	70%	79%	79%	77%	73%	101%	100%	109%	107%	77%	76%	68%

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Fitness, yoga, martial arts, or health	101	296	305	316	312	284	296	296	342	288	313	331	249
Sports	-	-	-	-	-	-	-	-	-	-	-	-	-
Arts and crafts or technology	47	7	19	19	19	12	12	12	5	5	0	0	60
Dance, music, or performing arts	236	337	348	348	272	304	314	307	313	317	143	152	159
Language and literary arts	27	58	40	40	33	35	35	35	51	50	51	52	52
Other	363	59	111	70	104	55	55	51	106	105	68	76	79
Enrollment - non-residents	307	188	217	204	176	165	175	185	230	144	179	195	174
Enrollment - residents	467	569	606	589	564	525	537	516	587	621	397	416	425
Enrollment - Total	774	757	823	793	740	690	712	701	817	765	575	611	599
Total classes offered	63	62	78	73	65	73	73	74	80	80	47	49	33
# of instructors	33	28	32	31	32	28	26	26	26	26	18	18	18

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Enrollment - Basketball	27	35	31	99	33	47	81	83	32	0	0	0	42
Enrollment - Volleyball	102	82	81	81	81	81	87	88	96	96	67	103	70
Enrollment - Youth mixed activity sports camp	0	0	0	0	0	0	0	0	0	0	0	0	0
Enrollment - non-residents	74	59	27	98	98	77	95	97	99	74	54	22	69
Enrollment - residents	55	58	85	82	50	51	73	74	29	22	13	81	43
Enrollment - Total	129	117	112	180	64	128	168	171	128	96	67	103	112
Total classes offered	7	0	7	15	5	5	7	8	5	2	2	2	5
# of instructors	2	2	2	2	2	2	2	2	2	1	1	1	2
Drop-in basketball visits	171	194	190	525	233	270	404	263	236	256	88	318	401
Drop-in volleyball visits	287	415	433	646	412	436	626	358	264	307	266	361	318
Leagues – individual registrations	0	14	0	0	3	3	0	0	0	0	13	64	4
Leagues – team registrations	0	31	50	128	10	0	23	3	0	0	29	16	20

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Fitness, yoga, and health	80	66	104	104	105	69	75	75	64	64	93	66	66
Sports	-	-	-	-	-	-	-	-	46	47	88	45	45
Arts and crafts and technology	41	41	30	30	30	71	71	71	70	70	85	64	64
Dance, music, or performing arts	15	47	40	40	40	18	12	12	37	35	48	8	8
Language and literary arts	13	31	35	36	36	24	24	24	23	24	46	23	23
Other	-	-	7	0.07	8	6	6	6	39	40	30	-	0
Enrollment - non-residents	10	16	17	17	17	14	16	16	73	71	87	22	22
Enrollment - residents	139	169	201	207	208	174	186	186	208	210	302	184	184
Enrollment - Total	149	185	218	224	225	188	202	202	281	281	390	206	206
Total classes offered	15	22	22	23	23	24	24	24	31	31	42	20	20
# of instructors	9	11	12	13	13	13	13	13	13	13	15	10	10
Drop-in basketball visits	167	192	215	252	272	272	160	233	200	313	135	277	348
Drop-in volleyball visits	10	50	65	6	31	31	16	8	64	37	51	54	25
Drop-in Fitness Center	720	659	620	522	550	364	572	541	516	510	518	524	581

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Gymnastics enrollment	887	1,245	1,251	1,219	1,182	130 (1 week)	242 (3 weeks)	1,352	1,258	1,300	952	959	933
Aerial Silks enrollment	43	58	59	55	55	0	0	53	24	24	20	20	20
Enrollment - non-residents	282	342	343	359	293	*	*	338	309	301	256	265	257
Enrollment - residents	605	815	811	859	944	*	*	944	949	949	696	694	676
Enrollment - Total	1,125	1,303	1,310	1,273	1,237	130	242	1,405	1,282	1,324	972	959	953
Total classes offered	119	120	120	120	120	*	*	120	120	120	111	111	111
# of instructors	2	2	2	2	2	0	0	2	1	1	1	1	1

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

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Table 21. Picnic Rentals

Location	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Burgess Park picnic area - available hours	2,976	2,400	2,976	3,300	2,976	2,976	3,136	3,410	2,880	2,232	2,880	2,976	2,976
Burgess Park picnic area - reserved hours	97	195	148	86	14.5	38	35	87	171	193.5	218.25	223	109.75
Burgess Park picnic area - utilization %	3%	8%	1%	3%	1%	1%	1%	1%	6%	9%	8%	7%	4%
Nealon Park picnic area - available hours	1,860	2,100	2,604	2,880	2,604	2,604	2,352	2,542	2,460	2,232	2,100	2,232	2,232
Nealon Park picnic area - reserved hours	108	130	78	56	20	31	44	107	100	45	200.25	130.5	79
Nealon Park picnic area - utilization %	6%	6%	3%	2%	1%	1%	1%	4%	4%	2%	10%	6%	4%

Table 22. Park Rentals

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

LIBRARY AND COMMUNITY SERVICES
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Table 23. Athletic Field Rentals													
Location	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Burgess Park - available hours	3,456	2,520	2,604	2,880	2,604	2,604	2,688	2,604	2,520	2,976	1,080	1,632	2,122
Burgess Park - reserved hours	1,206	561	540	195	1	69	299	767	1,306	689	268	495	522
Burgess Park - utilization %	35%	22%	21%	7%	0%	3%	11%	29%	52%	23%	25%	30%	25%
Hillview School - available hours	744	720	744	720	744	744	672	744	720	744	720	744	720
Hillview School - reserved hours	202	132	153	142	85	79	107	239	229	262	17	40.5	288
Hillview School - utilization %	27%	18%	20%	20%	11%	11%	16%	32%	32%	23%	2%	54%	40%
Jack Lyle Park - available hours	744	720	744	720	744	744	672	744	720	744	720	0	336
Jack Lyle Park - reserved hours	197	246	182	92	10.5	8	66	234	181	185	42.5	0	143
Jack Lyle Park - utilization %	26%	34%	24%	13%	1%	1%	10%	31%	25%	24%	6%	*0%	42%
Kelly Park - available hours	868	840	868	840	868	868	784	868	840	868	720	868	840
Kelly Park - reserved hours	240	321	310	236	158	206	185	179	317	337	21	71	301
Kelly Park - utilization %	28%	38%	36%	28%	18%	24%	23%	21%	38%	39%	3%	8%	36%
La Entrada School - available hours	3,038	2,160	2,232	2,160	2,232	2,232	2,016	2,604	2,520	2,232	2,232	2,232	2,160
La Entrada School - reserved hours	240	31.5	31.5	12	0	0	26	126	90	130	109.5	27.5	22.5
La Entrada School - utilization %	8%	1%	1%	0%	0%	0%	1%	5%	3%	6%	5%	1%	1%
Nealon Park - available hours	1,302	840	868	420	434	434	392	434	420	434	420	434	434
Nealon Park - reserved hours	73	135	151.25	72	50.5	62.5	41	107	136	111.5	90.5	80.5	58.5
Nealon Park - utilization %	6%	2%	17%	12%	12%	14%	10%	25%	32%	25%	21%	18%	13%
Oak Knoll School - available hours	744	360	372	420	434	434	336	372	360	372	360	372	360
Oak Knoll School - reserved hours	106	27	24	0	0	0	16	64	36	61.5	12	8	3
Oak Knoll School - utilization %	14%	7%	6%	0%	0%	0%	4%	17%	10%	16%	3%	2%	1%
Willow Oaks Park - available hours	1,488	1,440	1,488	1,440	1,488	1,488	1,344	1,488	1,440	1,488	1,440	1,488	1,440
Willow Oaks Park - reserved hours	239	120	110	29	18	19.5	83.5	229	181	194	137	28	202
Willow Oaks Park - utilization %	16%	8%	7%	2%	1%	1%	6%	15%	13%	13%	9%	2%	14%
Total available hours	12384	9,600	7,947	9,600	9,548	9,548	8,904	9,858	9,540	9,858	7,692	7,770	8,412
Total reserved hours	2503	1,573	1,501	778	323	525	824	1,945	2,476	1,970	697	750	1,540
Total field utilization %	20%	16%	19%	8%	3%	5%	9%	20%	26%	20%	9%	10%	18%

*Closed for maintenance

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Table 24. Tennis and Pickleball Court Rentals													
Location	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Burgess Park - Tennis Court #1 available hours	434	420	434	420	434	434	392	434	420	434	420	434	420
Burgess Park - Tennis Court #1 reserved hours	184	205	181	149	103	163	141	210	140	198	205	146	160
Burgess Park - Tennis Court #1 utilization %	42%	48%	42%	35%	24%	38%	35%	48%	33%	48%	49%	34%	38%
Kelly Park - Pickleball Court #1 available hours	434	420	434	420	434	434	392	434	420	434	420	434	420
Kelly Park - Pickleball Court #1 reserved hours	45	47	48	41	16	30	12	33	33	32	34	16	35
Kelly Park - Pickleball Court #1 utilization %	10%	11%	10%	10%	4%	6%	3%	7%	8%	7%	8%	3%	8%
Kelly Pickleball Court #2 available hours	434	420	434	420	434	434	392	434	420	434	420	434	420
Kelly Pickleball Court #2 reserved hours	21	14	27	11	10	14	5	18	24	25	16	6	11
Kelly Park - Pickleball Court #2 utilization %	5%	3%	6%	2%	2%	2%	1%	4%	6%	5%	4%	1%	3%
Kelly Park - Tennis Court #1 available hours	434	420	434	420	434	434	392	434	420	434	420	434	420
Kelly Park - Tennis Court #1 reserved hours	77	133	143	117	109	128	94	145	134	209	148	74	114
Kelly Park - Tennis Court #1 utilization %	18%	32%	33%	28%	25%	38%	24%	33%	32%	48%	35%	17%	27%
Nealon Park - Tennis Court #1 available hours	434	420	434	420	434	434	392	434	420	434	330	434	420
Nealon Park - Tennis Court #1 reserved hours	161	204	220	197	151	197	186	249	237	233	178	107	163
Nealon Park - Tennis Court #1 utilization %	37%	49%	50%	42%	35%	45%	47%	57%	56%	53%	54%	24%	39%
Nealon Park - Tennis Court #2 available hours	434	420	434	420	434	434	392	434	420	434	330	434	420
Nealon Park - Tennis Court #2 reserved hours	163	193	173	150	89	135	166	208	207	214	159.25	104	169
Nealon Park - Tennis Court #2 utilization %	38%	46%	40%	36%	21%	31%	42%	48%	49%	62%	48%	23%	40%
Willow Oaks - Tennis Court #3 available hours	434	420	434	420	434	434	392	434	420	434	420	434	420
Willow Oaks - Tennis Court #3 reserved hours	112	192	170	148	115.75	136.75	152	204	163	194	166	134.5	173.5
Willow Oaks - Tennis Court #3 utilization %	26%	46%	39%	35%	27%	31%	38%	47%	39%	45%	39%	31%	41%
Willow Oaks - Tennis Court #4 available hours	434	420	434	420	434	434	392	434	420	434	420	434	420
Willow Oaks - Tennis Court #4 reserved hours	142	194	170	150	131	174	132	220	206	237	210	157	201.5
Willow Oaks - Tennis Court #4 utilization %	33%	46%	39%	36%	30%	40%	33%	51%	49%	54%	50%	36%	48%

Table 25. Tennis and Pickleball Classes													
Location	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Youth tennis enrollment	23	47	48	67	63	86	53	51	61	60	29	26	25
Adult tennis enrollment	7	24	28	31	23	23	21	21	18	18	11	19	18
Tennis enrollment - resident	27	63	67	82	73	73	63	62	68	67	30	34	33
Tennis enrollment - non-resident	6	3	8	9	16	13	13	10	11	11	10	22	10
Tennis enrollment total	27	30	72	76	98	86	86	72	79	78	40	45	43

LIBRARY AND COMMUNITY SERVICES
STATISTICS - AUGUST 2026

Table 26. Recreation client accounts

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
New recreation client accounts	937	502	347	402	806	488	416	1,338	546	637	472	433	893
Total recreation client accounts	18,680	19,182	19,529	19,931	20,737	21,225	21,641	22,979	23,525	24,162	24,634	25,067	25,960
Hyperlocal client accounts	1,848	1,899	1,962	2,005	2,072	2,137	2,194	2,288	2,341	2,418	2,459	2,506	2,573

Table 27. Web page views

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
/Library	4,332	3,892	3,914	3,995	3,906	4,708	3,797	3,803	3,738	4,394	4,433	6,423	6,577
/ActivityGuide	10,099	3,771	2,881	4,043	6,613	4,760	5,119	8,984	3,621	6,705	4,113	3,893	10,416

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

Table 28. Newsletter engagement

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Newsletters sent	5	4	4	4	3	4	4	4	4	5	4	4	5
Average recipients per newsletter	24,346	27,815	28,839	28,550	28,388	28,195	28,031	29,114	29,352	29,186	29,016	29,441	30,887
Total recipients	121,730	111,261	106,618	114,199	85,166	104,250	103,589	116,457	117,408	133,191	116,064	117,765	154,436
Total newsletter clicks	3,481	4,045	3,058	3,058	3,226	4,975	5,323	5,558	4,018	6,143	5,808	5,073	6,743
Total newsletter unique clicks	1,720	1,437	1,374	1,501	1,041	1,653	1,628	2,075	1,375	2,102	1,792	1,789	2,828
Total newsletter opens	86,160	82,795	80,650	81,663	67,170	81,207	80,829	84,643	81,139	105,444	80,448	75,689	110,790
Total unique opens	55,666	52,733	52,661	52,458	41,737	51,613	51,825	53,421	53,510	66,650	51,715	49,866	70,836
% open rate (monthly average)	71%	74%	70%	72%	79%	72%	72%	73%	69%	72%	69%	65%	72%
% unique opens rate (monthly average)	46%	47%	46%	46%	49%	46%	46%	46%	46%	46%	45%	42%	46%
Unsubscribes Monthly Total	207	296	242	209	148	212	118	152	163	213	166	173	313
% Unsubscribes - Monthly Average	0.17%	0.25%	0.21%	0.19%	0.17%	0.19%	0.11%	0.16%	0.14%	0.14%	0.14%	0.15%	0.20%
Email Bounces - Monthly Total	2,760	2,777	2,740	2,619	1,938	2,552	2,549	2,735	2,584	3,464	2,647	2,667	3,322

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - AUGUST 2026

Table 29. Large-scale community event attendance

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
College and Career Fair	-	-	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	310	-	-	-	-	-	-
Community Resource Fair	-	-	-	-	-	-	-	225	-	-	-	-	-
Egg Hunt/Spring Fest	-	-	-	-	-	-	-	3,100	-	-	-	-	-
Juneteenth Celebration	-	-	-	-	-	-	-	-	-	-	322	-	-
4th of July Parade and Celebration	-	-	-	-	-	-	-	-	-	-	-	3,000	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	656	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	496	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	546	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	375	-
Summer Concert – Fremont Park	275	-	-	-	-	-	-	-	-	-	-	-	430
Summer Concert – Fremont Park	750	-	-	-	-	-	-	-	-	-	-	-	1,300
Summer Concert – Karl E. Clark Park	130	-	-	-	-	-	-	-	-	-	-	149	140
Trunk-or-Treat	-	-	310	-	-	-	-	-	-	-	-	-	-
Halloween Parade and Festival	-	-	2,000	-	-	-	-	-	-	-	-	-	-
Pumpkin Splash	-	-	160	-	-	-	-	-	-	-	-	-	-
Light Up the Season	-	-	-	-	925	-	-	-	-	-	-	-	-
Photos with Santa	-	-	-	-	463	-	-	-	-	-	-	-	-

PARKS AND RECREATION COMMISSION
TENTATIVE AGENDA CALENDAR
September 23, 2026

AGENDA ITEM F-4

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 Recommend PRC work plan for coming year - Park tour report outs	
September 23, 2026	Receive City Council approved work plan for coming year Review the City's Aquatics Community Survey draft - Recommend updates to Event Sponsorship Policy - Parks and Recreation Facility Master Plan – info item - Park tour report outs	
October 28, 2026	Youth Advisory Committee calendar	
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 Move to Dec. 17?	
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)

*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

Unscheduled future items	• Dog park enforcement (via ranger services) • 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) • Assign PRC liaisons to affinity groups • Joint use agreements – info item • Park tour report outs – pending Commissioner emails indicating there is a tour to report
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*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)