Parks and Recreation Commission

REGULAR MEETING AGENDA

Date: 10/28/2026
Time: 6:30 p.m.
Locations: 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 – 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. Regular Business

D1. Approve minutes from the August 26, 2026 and September 23, 2026 meetings (Attachment)

D2. Review and recommend updates to Event Sponsorship Policy (Staff Report PRC-2026-036)

D3. Consider assigning Commission liaisons to parks and recreation affinity groups (Staff Report PRC-2026-037)

D4. Review Youth Advisory Committee 2026-27 meeting calendar to consider coordinating Parks and Recreation Commissioner attendance (Staff Report PRC-2026-038)

E. Informational Items

E1. Library and Community Services Department updates and statistics (Staff Report PRC-2026-039)

E2. Tentative agenda calendar (Attachment)

F. Commissioner Reports

F1. Individual Commissioner reports

G. Adjournment

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

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

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

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

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.gov/agendas and can receive email notification of agenda and staff report postings by subscribing at www.menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 10/22/2026)

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

REGULAR MEETING MINUTES – DRAFT

Date: 9/23/2026
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 6:36 p.m.

B. Roll Call

Present: Chunyu, Grass, Hubbell, Lee, Van Buren
Absent: Dawkins, Patel
Staff: Library and Community Services Director Nick Szegda, Recreation Coordinator Harrison Yee

The Commission welcomed Commissioner Hubbell.

C. Public Comment

- Katie DeAnda spoke in support of Dance Expressions and for scheduling dance classes in appropriate spaces.
- Charlotte Caruso spoke in support of Dance Expressions and in opposition of schedule changes.
- Rose spoke in support of Dance Expressions and in opposition of holding classes in smaller rooms.
- Aurora spoke in support of Dance Expressions on behalf of their daughter.
- Samantha spoke in support of Dance Expressions and for specialized sprung flooring.
- Elisabeth spoke in support of Dance Expressions and the need for appropriate dance spaces.
- Dani Fernandez spoke in opposition of schedule changes and in support of dance classes in appropriate spaces.
- Alison Wise spoke in support of Dance Expressions and of more spaces with appropriate dance flooring.
- Kelly Roos spoke in support of Dance Expressions and in opposition of moving dance classes to smaller rooms.
- Bonnie Houlihan spoke in support of Dance Expressions.
- Jessica Haight spoke in support of Dance Expressions and in opposition of classes that end at 9 p.m.
- Rebecca Boering spoke in support of Dance Expressions and its inclusive and positive nature.
- Cami Rothenberg spoke in support of Dance Expressions and in opposition of canceling classes.
- Maryanne Fernandez with donated time from Bonnie Houlihan spoke in support of dance room amenities, scheduling priority based on instructor tenure, and convenience of class times being considered for scheduling.

- Jim Carson spoke in support of increasing racquet sport access across the City.

D. Study Session

D1. Review draft aquatic user survey for 2026 (Staff Report PRC-2026-030)

Director Szegda introduced the item.

- Vamsi Velagapudi spoke in support of reaching non-users with the survey and encouraging pool use.

The Commission discussed the draft survey and suggested adding the following questions with the option for a free-text response:

- Do you use an aquatics facility other than a city pool? If so, what programs or amenities do they offer that you would like to see at Menlo Park's pools?
- What would make you more likely to purchase a swim membership instead of paying for each visit?

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

Commissioner Hubbell provided a report out on his visit to Willow Oaks Park.

- Vamsi Velagapudi spoke in support of examining parking impacts on neighborhoods surrounding the park.

E. Regular Business

E1. Approve minutes from the August 26, 2026 meeting (Attachment)

The Commission discussed amending the minutes to show that Commissioner Hubbell was not absent.

ACTION: Motion and second (Van Buren/ Grass), to approve the minutes from the August 26, 2026 meeting as amended, passed 5-0-2 (Dawkins and Patel absent).

E2. Review and recommend updates to the Event Sponsorship Policy (Staff Report PRC-2026-032)

Director Szegda introduced the item.

The Commission discussed updates to the policy and requested additional Commission discussion at the October PRC meeting.

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)

Director Szegda introduced the item.

- Cathy Tokic spoke in support of upgraded nets and noise mitigation at Nealon Park pickleball courts.

F3. Library and Community Services Department updates and statistics (Staff Report PRC-2026-035)

Director Szegda introduced the item.

The Commission discussed including additional months in the statistics.

F4. Tentative agenda calendar (Attachment)

Director Szegda introduced the item.

The Commission discussed moving the January 2027 meeting to the Belle Haven Community Campus, and adding the current work plan as a separate page to the tentative agenda calendar.

G. Commissioner Reports

G1. Individual Commissioner reports

No reports.

H. Adjournment

Chair Grass adjourned the meeting at 8:58 p.m.

Library and Community Services Director Nick Szegda

CITY OF MENLO PARK

STAFF REPORT

Parks and Recreation Commission
Meeting Date: **10/28/2026**
Staff Report Number: **PRC-2026-036**

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 policies and procedures related to Library and Community Services 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 to the public 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.

At the Sept. 23, 2026 PRC meeting, the PRC reviewed updates to the Event Sponsorship Policy (Attachment D) and recommended the following edits before bringing the policy back for further review at the Oct. 28, 2026 meeting:

- Edit all top-tier dollar amounts to include a “+” to denote that it is possible to donate more than the listed amount.
- Remove downtown banner placement for Tiers A and B.
- Consider ways to categorize events other than by attendance counts.

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
4th 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 request 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+
- Update 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.
  - Platinum sponsors of Tier C or Tier S events 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 F).

Table 3.

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.

In response to the PRC's recommendation that staff consider ways to categorize events other than by attendance counts, a Sponsorship Guide (Attachment E) is provided to interested sponsors. The Guide lists the event options available under the Event Sponsorship Policy and directly connects the sponsorship tiers to specific events. This approach fulfills the recommendation by offering an alternative method of categorizing and presenting events that is based on sponsorship opportunities rather than attendance figures.

Staff recommends that the PRC provide additional feedback and recommend the updates to the Event Sponsorship Policy (Attachment F).

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 as approved by City Council on Aug. 27, 2024
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. Hyperlink. Sept. 23, 2026 PRC meeting, Item E-2. https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fsharedassets%2Fpublic%2Fv%2F1%2Fagendas-and-minutes%2Fparks-and-recreation-commission%2F2026-meetings%2Fagendas%2F20260923_prc-agenda-packet.pdf&url_hash=5aafbf57533c00759e947d9a7c19a83b&domain=menlopark.gov&site=91291e4b-a87a-43ca-b8a7-b228e7d9764d&found_on=https%3A%2F%2Fwww.menlopark.gov%2FAgendas-and-minutes#page=55
E. Hyperlink. Event Sponsorship Guide web page. https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fsharedassets%2Fpublic%2Fv%2F1%2Flibrary-and-community-services%2Fdocuments%2Fevents%2Fsponsorships%2Fmenlo-park-sponsorship-guide.pdf&url_hash=c74cb60ae46cf4dff1f565f98476dc9f&domain=menlopark.gov&site=91291e4b-a87a-43ca-b8a7-b228e7d9764d&found_on=https%3A%2F%2Fwww.menlopark.gov%2FGovernment%2FDepartments%2FLibrary-and-Community-Services%2FEvents%2FCommunity-events
F. City of Menlo Park Event Sponsorship Policy draft with suggested updates in redline.

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,sponsorhip 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 sponsorhips 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:

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.

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

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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	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	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	X
Business logo on distribution of event flyers, postcards, TV ad displays at city buildings, and event posters posted throughout Menlo Park.		X	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	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	X
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 the City's review and approval. Content is subject to restrictions listed in Prohibited materials section.				X
Sponsor will receive premier banner or promotional signage placement on or near the event stage or other premier location.				X
***Tier C and S only**: 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.				X

Prohibited materials

Library and community services facilities, exhibits, displays, and other public spaces shall not display ~~n~~or 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 contrac~~from sponsors is due upon receipt of invoice from City of Menlo Park~~t~~; checks payable to "City of Menlo Park." Your contribution may be ~~tax~~ 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 ~~un~~ 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

STAFF REPORT

Parks and Recreation Commission
Meeting Date: **10/28/2026**
Staff Report Number: **PRC-2026-037**

Regular Business: **Consider assigning Commission liaisons to parks and recreation affinity groups**

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) consider assigning individual commissioners to serve as liaisons to parks and recreation affinity groups.

Policy Issues

The PRC advises the City Council on matters relating to the operations of the City's parks and recreation programs and facilities. The assignment of individual commission members to serve as liaisons to affinity groups would fall within the scope of the PRC's role as an advisory body.

Background

At the September 23, 2026, meeting, the PRC discussed the possibility of assigning individual commissioners to serve as informational liaisons to one or more affinity groups.

Serving as a liaison to an affinity group(s) may include tasks such as:

- Attending affinity group meetings and reporting back to the PRC
- Acting as a point of contact for public feedback from the affinity group
- Becoming familiar with the affinity group's needs and priorities
- Establishing working relationships with affinity group members
- Reporting out to the full Commission on other items related to the affinity groups during the commissioner reports agenda item.

There is no requirement for any commissioner to serve as a liaison and accepting any such role is completely voluntary.

Analysis

Affinity group liaisons are traditionally tasked with maintaining contact with the assigned affinity group, attending the affinity group's meetings when possible, gathering information from the affinity group, and providing informational report-outs to the PRC on the affinity group's goals and activities.

Affinity groups that the PRC may wish to assign liaisons to include:

- Local non-profits (i.e., Friends of Bedwell Bayfront Park, religious organizations)
- Local activity clubs (i.e., pickleball clubs, tennis clubs, running/walking clubs, bird watching groups, etc.)
- Other City advisory bodies that work with the PRC or whose work may impact City parks and recreation programs or facilities.

- Local schools
- Neighborhood groups
- Other organizations whose work may be relevant and/or related to City parks and recreation programs or facilities in various ways.

City staff recommends that the PRC consider assigning individual commissioners to serve as liaisons to affinity groups.

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
None.

Report prepared by:
Ashley Dixon, Management Analyst

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

STAFF REPORT

Parks and Recreation Commission
Meeting Date: **10/28/2026**
Staff Report Number: **PRC-2026-038**

Regular Business: **Review Youth Advisory Committee 2026-27 meeting calendar to consider coordinating Parks and Recreation Commissioner attendance**

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) review the Youth Advisory Committee (YAC) 2026-27 meeting calendar to consider coordinating Parks and Recreation Commissioner attendance.

Policy Issues

YAC was created by City Council as an advisory committee to the Parks and Recreation Commission (PRC). The YAC charter, including its role, purpose, activities, and structure, is available in Attachment A.

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 Dec. 10, 2019, City Council recommended the formation of the YAC as an advisory committee to the PRC (Attachment C).

At the May 27, 2026 meeting, the PRC received YAC's annual presentation of its activities of the preceding year (Attachment D) and discussed coordinating the PRC's attendance at YAC meetings in 2026-27.

At the September 15, 2026 meeting, the PRC received its City Council-approved work plan for 2026-27 (Attachment E), which included goal #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."

At the October 21, 2026 meeting, YAC finalized its meeting schedule for 2026-27 (Attachment F).

Analysis

The YAC was created by City Council in 2019 to advise the PRC and City staff. The YAC's purpose is to engage the future leaders of Menlo Park by encouraging youth to take an active leadership role in the community. It aims to foster a greater involvement of youth in municipal government and civic affairs.

The City Council gave the YAC the following charge:

- Act as an advocate for youth and teens
- Act as a liaison for teen issues to governmental and private organizations
- Empower youth to have a voice in their local government, get involved and make a difference in their community
  Foster a greater involvement of youth in municipal government and city affairs
- Advise and inform City staff and the Parks and Recreation Commission on the various issues relating to the teens, outlining the needs of the population
- Advise the Parks and Recreation Commission and City staff on activities, events, programs and with current youth trends to meet the needs of youth in Menlo Park
- Assist in planning, promoting and implementing programs and services for youth
- Plan and participate in community services activities which benefit the Menlo Park community
- Promoting leadership skills through service learning experiences and volunteerism
- Identify problems of teen services and recommend appropriate solutions.

The YAC is comprised of Menlo Park residents from grades nine to 12. They serve one-year terms coinciding with the regular school year. In any given year, the committee is comprised of between 10-18 members. More information about the YAC is available on the YAC webpage (Attachment G).

PRC work plan goal #7 states, in part, that PRC Commissioners should schedule attendance at YAC meetings and plan joint projects in collaboration with them (Attachment E).

Staff recommends that the PRC review YAC's 2026-27 meeting calendar to consider coordinating Parks and Recreation Commissioner attendance in accordance with its 2026-27 work plan goals.

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. YAC charter
B. Hyperlink. Staff Report # 24-025-CC: https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf

C. Hyperlink. Staff report #19-265-CC. menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2019-meetings/agendas/20191210-agenda-packet_page-numbers.pdf#page=77
D. Hyperlink. PRC meeting minutes, May 27, 2026, Item C-1. https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fsharedassets%2Fpublic%2Fv%2F1%2Fagendas-and-minutes%2Fparks-and-recreation-commission%2F2026-meetings%2Fagendas%2F20260527_prc-agenda-packet.pdf&url_hash=b70ad36c9bb2e89d19b7810c9b4829c1&domain=menlopark.gov&site=91291e4b-a87a-43ca-b8a7-b228e7d9764d&found_on=https%3A%2F%2Fwww.menlopark.gov%2FAgendas-and-minutes#page=3
E. Hyperlink. PRC work plan as approved by City Council, Sept. 23, 2026, Item F-1, https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fsharedassets%2Fpublic%2Fv%2F1%2Fagendas-and-minutes%2Fparks-and-recreation-commission%2F2026-meetings%2Fagendas%2F20260923_prc-agenda-packet.pdf&url_hash=5aafbf57533c00759e947d9a7c19a83b&domain=menlopark.gov&site=91291e4b-a87a-43ca-b8a7-b228e7d9764d&found_on=https%3A%2F%2Fwww.menlopark.gov%2FAgendas-and-minutes#page=65
F. YAC Meeting schedule for 2026-27
G. Hyperlink. Youth Advisory Committee webpage. menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Youth-Advisory-Committee

Report prepared by:
Ashley Dixon, Management Analyst

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

City of Menlo Park Youth Advisory Committee (YAC)
to commence Fall 2020

Role
The Menlo Park YAC exists as a citizens' group to advise and respond in all matters related to the needs of youth in Menlo Park or those referred to it by the Parks and Recreation Commission or City staff and, as appropriate, make recommendations on those matters.

Purpose
The YAC's purpose is to engage the future leaders of Menlo Park by encouraging youth to take an active leadership role in the community. It aims to foster a greater involvement of youth in municipal government and civic affairs. The YAC will advise the Parks and Recreation Commission and City staff on activities, events and programs to meet the needs of youth and teens in the community. The following is a summary of YAC charge:

- Act as an advocate for youth and teens
- Act as a liaison for teen issues to governmental and private organizations
- Empower youth to have a voice in their local government, get involved and make a difference in their community
- Foster a greater involvement of youth in municipal government and city affairs
- Advise and inform City staff and the Parks and Recreation Commission on the various issues relating to the teens, outlining the needs of the population
- Advise the Parks and Recreation Commission and City staff on activities, events, programs and with current youth trends to meet the needs of youth in Menlo Park
- Assist in planning, promoting and implementing programs and services for youth
- Plan and participate in community services activities which benefit the Menlo Park community
- Promoting leadership skills through service learning experiences and volunteerism
- Identify problems of teen services and recommend appropriate solutions

Eligibility
- Must be a City of Menlo Park resident
- Be entering grades ninth through 12 for the upcoming academic year and committee term
- Be willing to commit time and energy (about 6 hours per month for meetings and events)
- Must commit to a one-year term (September to May)

Application and membership
- Applicants must submit a YAC application form and supplemental questionnaire
- Applications are accepted April through August for the committee year that starts in September
- The Committee will run with no fewer than 10 and a maximum of 18 members
- A term is one-year, from September through May. Committee members may stay on for up to four terms, however a new application must be submitted each year

Selection
The selection of the committee members shall be made according to the following guidelines:

- Selection shall be made in a fair and impartial manner
- Reasonable effort shall be made to assure that nominees are representative of the Menlo Park teen population by ensuring that the diverse interests of teens are represented on the committee
- Reasonable effort shall be made to ensure that a diverse YAC is representative of the various high schools that serve Menlo Park
- Applications must be submitted to the City of Menlo Park Community Services Department
- City staff will be responsible for reviewing applications, scheduling interviews and making the final selection for all candidates

Meetings
Meetings will be held twice a month. Regular meetings are on the first Wednesday of the month from 6:30 p.m. – 8 p.m. at Arrillaga Family Recreation Center. Additionally there will be various committee and event meetings dependent on assignment. Required attendance at various evening or weekend Youth Advisory Committee-hosted events throughout the year. Committee members must attend at least 75 percent of the meetings to remain in good standing.

Activities
The YAC will learn first-hand about the various aspects of Menlo Park's local government. It will develop, promote and host a number of youth specific events throughout the year, as well as have a presence at a number of the citywide annual events. The YAC will have the opportunity to provide an advisory role to the Parks and Recreation Commission and City staff on youth-related projects. Lastly, as a group, the YAC will identify its yearlong focus, which will culminate in a special project, event or initiative. Serve as an ambassador for the Community Services Department and promote youth-related events to peers and via social media.

Officers
The Youth Advisory Committee shall elect from its membership a Chairperson, Vice-Chairperson, and Secretary.

Chairperson
The Chairperson shall preside at all meetings of the Youth Advisory Committee and shall appoint standing or special committees as may be necessary to carry out the Youth Committee's business, and shall supervise the efficient and responsible operation of the Youth Advisory Committee.

Vice Chairperson
The Vice-Chairperson shall preside at Youth Advisory Committee meetings in the absence of the Chairperson, shall assume specific leadership responsibilities as determined by the Chairperson, and shall assist the Chairperson in fulfilling his/her responsibilities as needed.

Secretary
The Secretary shall be responsible for all communications for the Youth Advisory Committee meetings, and shall solicit and keep records of the minutes of the Committee.

Sub-Committees

- Sub-committees shall be formed, as the Youth Advisory Committee deems needed
- Youth Advisory Committee members shall be expected to participate in at least one sub-committee at any given time
- Sub-committee work will be eligible for community service credits

Attachment

1. Youth Advisory Committee Work Plan

YOUTH ADVISORY COMMITTEE WORK PLAN

Library and Community Services Department
800 Alma St., Menlo Park CA 94025
Recommended Thursday, January 11th, 2024

Youth Advisory Committee Work Plan Goals
The Youth Advisory Committee (YAC) advises the Parks & Recreation Commission on matters relating to the youth and teen population within the City of Menlo Park. This may include programs relating to safety, community involvement, special interests, recreation, sports, socialization, socio-economic and environmental concerns. The Youth Advisory Committee is also designed to be a learning experience for teens to become more familiar with local government. As a member of the Youth Advisory Committee, members will learn best practices in order to: Research and identify needs, assets, and interests in your community and possible service projects needed. Work effectively with youth from unique perspectives and backgrounds. Budget, address an audience, and delegate responsibilities. Engage youth and their peers effectively. All members of the Youth Advisory Committee are required to do the following: • Attend at least 75% of all scheduled meetings. • Play a leadership role in the planning and implementation of a service project in your community. • Provide feedback on program efficacy and goals upon completion of the program. • Serve as an overall ambassador of the Menlo Park Youth Advisory Committee mission. • Represent the City of Menlo Park.
Specific Examples
As an ambassador for the City of Menlo Park: • Each member will attend at least one City Council meeting and introduce themselves and the Committee to the community. • Each member will volunteer for at least one city-sponsored event. • Each member will listen to at least one city department presentation and will share their ideas and feedback regarding teen involvement. • The Committee will work together to present their chosen service project to the City Council and the Parks and Recreation Commission. • The Committee will work together to plan recruitment for the following year, ensuring that teens in the community are aware of the opportunity to apply. • Each member will have the opportunity to attend the 2024 YAC Attack Conference to learn more about Youth Advisory Committees in neighboring cities.

Work Plan History

Action	Date
Work plan recommended	January 11th, 2024

YAC Calendar 2026 - 2027

Library and Community Services
800 Alma St., Menlo Park, CA 94025
tel 650-330-2200

Meeting Dates

DATE (3rd Wednesdays)	Meeting Agenda	Notes
10/21/2026	Icebreakers and Introductions	
11/18/2026	Explaining Projects Expectations	
12/16/2026		
01/20/2027		
02/24/2027 (4th Wednesday)		
03/17/2027		
04/21/2027		
05/19/2027		
06/TBD/2027	Final Meeting TBD	

City Events – All YAC members must volunteer at 1 event

EVENT	DATE	TIME	LOCATION	# OF STAFF
Halloween Hoopla	10/24/2026	10 a.m. – 12 p.m.	Fremont Park	Erin + 1
Trunk or Treat	10/28/2026	4 - 6:30 p.m.	BHCC	2
Light up the Season	12/4/2026	5 – 7 p.m.	Fremont Park	3-4
Photos w/ Santa	12/12/2026	8:30 a.m. – 12:30 p.m.	Arrillaga Recreation Center	5
Black Liberation	02/27/2027		BHCC	2
Community Resource Fair	03/20/2027		BHCC	3
Spring Fest	03/27/2027		Burgess	4

STAFF REPORT

Parks and Recreation Commission
Meeting Date: **10/28/2026**
Staff Report Number: **PRC-2026-039**

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

September 2026 statistics (Attachment A)

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Statistic data has been expanded to include monthly data from January 2025 – present.

Customer satisfaction surveys

The City of Menlo Park offers a wide variety of classes and programs for the community throughout the year. To ensure high levels of customer satisfaction, LCS conducts a customer satisfaction survey at the end of each recreation class season. Feedback from these surveys helps assess the quality of classes, customer service, and identify areas for improvement.

At the conclusion of the Summer 2026 season, customer satisfaction surveys were distributed via email to class participants. Survey responses are presented in Attachment B. The surveys gathered feedback on overall customer experience, quality of instruction, communication methods, the registration process, facility conditions, quality of life benefits, and the type of class enrolled in and provided an opportunity for additional comments or suggestions.

The Summer 2026 survey had 199 participants, 4,310 responses, and 141 free-text comments.

Upcoming Winter Community Events

The City of Menlo Park is preparing to host three family-friendly winter community events. All are invited to enjoy and celebrate together on the following dates:

- Cocoa at the Campus at Belle Haven Community Campus, Monday, Nov. 30
- Light up the Season at Fremont Park, Friday, Dec. 4
- Photos with Santa at Arrillaga Family Recreation Center, Saturday, Dec. 12

Cocoa at the Campus (Attachment C)

On Monday, Nov. 30, from 6 – 7 p.m., Belle Haven Community Campus will be holding a small lighting event with a youth dance performance, hot cocoa, and mini-churros.

Shop Local! Light Up the Season (Attachment D)

Menlo Park residents are invited to ring in the holiday shopping season with a festive "winter wonderland" themed event in downtown Menlo Park. Visitors will enjoy free family-friendly entertainment, youth performances, hot cocoa and cider (quantities limited), and the lighting of the big oak tree. Visitors are highly encouraged to shop and dine at local Menlo Park businesses while they are downtown for the event. All ages are welcome. This event is rain or shine on Friday, Dec. 4, from 5:30 to 7 p.m. at Fremont Park, Santa Cruz Ave. at University Dr.

Photos with Santa (Attachment E)

This beloved family event will be held at Arrillaga Family Recreation Center. Attendees are encouraged to bring their cameras and come together for holiday cheer with a delicious breakfast, fun holiday crafts, and photos with the North Pole's most famous inhabitant. Advance reservations are required – tickets are $12 per person. Registration opens Monday, Nov. 2. This event is rain or shine on Saturday, Dec. 12, from 8:30 a.m. to 12:30 p.m. at Arrillaga Family Recreation Center, 700 Alma St.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Attachments

A. September 2026 statistics
B. Summer 2026 customer satisfaction survey responses web page. https://publicinput.com/report?id=52893
C. Hyperlink. Cocoa at the Campus web page.

D. Hyperlink. Shop Local! Light Up the Season web page. https://www.menlopark.gov/Citywide-calendar/Community-events/20261204-Light-Up-the-Season
E. Hyperlink. Photos with Santa web page. https://www.menlopark.gov/Citywide-calendar/Community-events/20261212-Photos-with-Santa

Report prepared by:
Ashley Dixon, Management Analyst

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

ATTACHMENT A

Table 1. Library items circulated

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
800 Alma St.	36,767	32,143	36,302	34,067	35,042	35,224	35,148	36,111	35,580	35,096	33,216	32,077	36,035	31,192	34,688	33,583	32,921	34,332	30,671	32,551	30,614
100 Terminal Ave.*	2,299	2,008	2,423	2,645	2,191	2,366	2,286	2,192	2,516	2,343	2,033	2,000	2,401	2,323	2,522	2,475	3,141	2,292	2,372	2,369	2,102
eBooks	9,426	9,316	9,792	9,902	9,875	9410	10,546	11,281	9,752	10,467	9,853	9,269	10,481	9,229	9,086	8,641	8,435	9,486	15,747	9,593	8,764
eAudio	5,307	5,083	5,411	5,677	5,935	6159	6,254	6,575	6,797	6,426	6,136	6,745	7,252	6,062	6,674	6,552	7,147	6,672	7,129	7,036	6,395
eVideo	1,496	1,174	1,159	1,066	1,308	1198	1,531	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	1,233
eSerials	2,176	2,209	2,415	2,426	2,230	2191	1,983	2,427	2,183	2,253	2,490	2,372	2,492	2,380	3,111	3,132	2,392	4,475	2,448	2,654	2,370
Total online / digital	18,405	17,606	18,777	19,071	19,348	18,958	16,604	21,336	19,870	20,365	19,653	19,678	21,477	18,597	20,004	19,606	19,296	21,960	26,707	21,137	18,762

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

Table 2. Library cards

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
New cards issued - MP residents	200	184	201	151	161	198	216	235	171	186	167	137	216	166	183	190	178	226	249	246	205
Total cardholders - MP residents	23,847	23,953	24,076	24,196	24,302	24,472	24,652	24,875	25,019	25,133	25,193	15,017	15,152	15,272	15,387	15,555	15,674	15,863	16,045	16,238	16,419

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

Table 3. Library patron questions answered

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
800 Alma St.	3,321	3,124	3,398	3,232	3,084	3,730	3,776	3,469	2,970	3,263	2,666	2,680	3,160	2,745	2,915	2,751	2,703	3,378	3,499	3,442	2,844
100 Terminal Ave.*	565	471	499	432	402	509	497	464	517	413	315	395	378	346	309	365	344	404	358	280	377

Table 4. Library holds filled (item requests)

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Incoming holds - 800 Alma St	4,391	3,979	4,185	3,788	4,313	4,187	4,070	4,081	4,236	4,128	3,421	3,427	4,154	3,577	4,028	3,995	4,050	4,137	3,952	4,161	3,834
Outgoing holds - 800 Alma St	3,087	2,862	3,082	2,664	2,756	2,970	2,996	3,074	2,812	3,020	2,386	2,450	2,828	2,636	2,748	2,652	2,660	2,838	2,795	2,882	2,837
Incoming holds - 100 Terminal Ave.*	262	203	129	167	161	200	157	182	129	165	131	110	200	110	188	196	629	173	223	284	198
Outgoing holds - 100 Terminal Ave.*	43	**262	363	303	264	305	266	304	273	357	382	368	440	391	429	361	372	440	348	408	426

Table 5. Library foot traffic (gate count)

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
800 Alma St.	13,679	11,525	12,600	13,474	13,367	15,845	13,228	8,539	14,491	14,981	13,211	11,411	12,493	26,966	27,280	19,281	18,398	20,486	21,258	21,780	19,227
100 Terminal Ave. (All-ages library)	5,135	4,569	4,765	4,574	2,392	2,539	2,585	2,268	2,736	2,480	2,133	2,161	2,560	2,390	2,348	2,480	2,510	2,340	2,643	2,334	2,651
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	1,745

Table 6. Library program attendance and room usage

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Total attendance - 800 Alma St.	1,011	937	967	978	1,127	1112	1609	1551	985	882	737	761	1,204	903	956	1167	1,040	1,191	1,433	1,148	888
# of programs - 800 Alma St.	32	29	34	37	37	42	36	38	37	38	33	31	37	34	33	36	37	39	30	32	33
Total attendance - 100 Terminal Ave.*	612	464	240	379	188	355	407	540	373	309	164	216	514	283	392	298	336	406	434	299	213
# of programs - 100 Terminal Ave.*	28	30	23	27	25	26	33	26	25	28	29	27	29	28	28	28	30	29	23	20	20
Conference Room - available hours	-	-	-	-	-	-	-	217	217	217	217	217	217	217	209	217	209	240	232	248	224
Conference Room - reserved hours	-	-	-	-	-	-	-	16.5	21	24	26.3	23	19	18	22	34	38	32	37.5	30	26
Conference Room - utilization %	-	-	-	-	-	-	-	8%	10%	11%	12%	11%	9%	8%	11%	16%	18%	13%	16%	12%	12%
Tutor Room - available hours	-	-	-	-	-	-	-	217	217	217	217	217	217	217	209	217	209	240	232	248	224
Tutor Room - reserved hours	-	-	-	-	-	-	-	49.5	58	70	51	40	57	46	45	44	52	49	70	61	70
Tutor Room - utilization %	-	-	-	-	-	-	-	23%	26%	32%	24%	18%	26%	21%	22%	20%	25%	20%	30%	25%	31%

*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

Table 7. Belle Haven Child Development Center (Preschool)

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Students ages 3-5	48	48	50	54	54	56	47	45	45	47	49	49	50	59	62	66	67	67	52	52	60
Special needs students	-	-	-	-	-	-	1	3	2	2	2	2	2	2	2	1	1	1	1	1	1
English second language students	-	-	-	-	-	-	37	34	37	37	38	38	39	48	52	57	59	59	43	43	50
Meals and snacks served	-	-	-	-	-	-	3,102	2,024	2,112	2,438	1,865	1,900	1,900	1,500	3,276	3,286	2,947	2,861	2,000	2,000	3,600
Total hours of education and care provided*	-	-	-	-	-	-	10,082	9,214	8,775	10,540	7,706	7,706	9,263	10,930	12,695	14,157	13,065	14,372	11,154	10,647	11,700

Table 8. Menlo Children's Center (Preschool)

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Students ages 18 mo - 2 years	-	-	-	-	-	-	7	4	5	5	5	1	1	3	3	3	3	1	1	1	3
Students ages 2 - 3 years	-	-	-	-	-	-	11	16	17	18	18	17	17	19	19	20	18	16	15	8	11
Students ages 3 - kindergarten	-	-	-	-	-	-	23	23	22	22	22	23	24	24	28	36	36	35	33	36	18
Total enrollment	32	32	32	44	46	44	43	43	44	45	45	41	42	46	50	59	59	52	49	45	32
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	5,830

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

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Kindergarten	-	-	-	-	-	-	-	9	10	10	10	10	11	11	11	11	11	10	N/A	4	3
Students grades 1st - 5th	-	-	-	-	-	-	-	32	33	33	33	33	34	31	31	31	31	33	N/A	27	30
Summer camp enrollment	-	-	-	-	-	-	63	30	0	0		0	0	0	0	0	0	29	94	40	0
Total enrollment	31	29	28	29	29	27	63	71	43	43	43	43	45	42	42	42	42	72	94	71	33
Total hours of education and care provided	-	-	-	-	-	-	5,985	3,937	2,316	3,142	2,503	1,933	2,679	1,642	3,636	2,217	2,436	3,005	6,251	4,351	1,916

Table 10. Belle Haven Youth Center (After school)

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Transitional kindergarten	-	-	-	-	-	-	0	0	5	5	5	5	5	5	5	5	5	0	0	0	7
Kindergarten	-	-	-	-	-	-	4	4	6	6	6	6	6	6	6	6	6	4	4	4	13
Students grades 1 st - 5th	-	-	-	-	-	-	29	29	56	56	56	56	56	56	56	56	54	32	30	30	54
Summer Camp enrollment	-	-	-	-	-	-	52	54	0	0	0	0	0	0	0	0	0	0	44	38	0
Total enrollment	58	58	58	58	58	122	85	85	67	67	67	67	67	67	67	67	65	32	78	72	74
Total hours of education and care provided*	-	-	-	-	-	-	11,720	12,094	4,623	5,662	4,020	3,920	4,858	4,623	5,600	4,388	4,940	1,888	10,540	3,808	5,735

*all hours total for all students

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

Table 11. Menlo Park Senior Center - Meals and transportation (100 Terminal Ave.)	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Lunches served	810	851	956	971	952	*	970	985	1,453	1,150	802	743	924	963	1,083	1,012	1,011	1,097	1,124	1,136	1,187
Grocery boxes distributed	230	460	460	460	460	213	460	485	476	511	214	248	532	512	579	508	498	526	454	538	586
Senior shuttle trips	1,488	1,342	1,504	1,454	1,474	1,234	816	784	702	702	620	616	620	630	662	672	518	372	440	556	516
Special event attendance	127	150	55	214	129	100	80	80	90	101	0	87	0	80	0	0	0	0	0	77	90

Table 12. Menlo Park Senior Center - Senior class enrollment (100 Terminal Ave.)	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	114	114	83	107	107	107	119	120	105	295	317	146	215	199	169
Arts and crafts or technology	-	-	-	-	-	-	60	61	66	70	64	64	68	78	65	82	94	49	27	37	90
Dance, music, or performing arts	-	-	-	-	-	-	38	38	47	59	45	57	79	77	77	83	75	55	92	61	55
Languages or other literary arts	-	-	-	-	-	-	55	55	56	74	63	56	54	63	64	61	70	48	54	51	58
Other	-	-	-	-	-	-	11	11	12	9	19	19	5	5	8	9	10	9	9	9	10
Enrollment - non-residents	85	-	-	87	-	-	121	121	119	145	138	138	144	150	140	86	87	90	96	98	103
Enrollment - residents	118	-	-	132	-	-	157	158	145	174	172	172	181	178	179	105	109	125	125	128	162
Enrollment - Total	203	-	-	219	-	-	278	279	264	319	310	310	325	328	319	191	196	215	224	226	265
Total classes offered	15	-	-	17	-	-	19	19	19	21	21	21	20	21	19	21	21	18	19	18	19

Table 13. Arrillaga Family Recreation Center - Senior class enrollment (800 Alma St.)	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	64	64	75	118	118	118	110	106	113	96	100	61	60	46	78
Arts and crafts or technology	-	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dance, music, or performing arts	-	-	-	-	-	-	28	28	50	38	37	37	33	33	35	23	27	29	29	29	57
Languages or other literary arts	-	-	-	-	-	-	27	27	33	33	33	33	35	35	35	51	50	51	52	52	53
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	4	4	0	0	0	0	0	0
Enrollment - non-residents	67	-	-	27	-	-	27	27	66	69	68	68	65	65	65	93	87	55	55	50	36
Enrollment - residents	51	-	-	50	-	-	92	92	92	120	120	120	113	113	122	77	90	86	86	77	152
Enrollment - Total	118	-	-	77	-	-	119	119	158	189	188	188	178	178	187	170	177	141	141	127	188
Total classes offered	7	-	-	6	-	-	4	4	5	5	5	5	7	7	7	5	5	5	5	5	7

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

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

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Residents	29	-	-	23	-	-	14	9	11	6	8	5	6	11	13	11	10	12	0	12	6
Non-residents	64	-	-	62	-	-	19	35	33	22	20	15	23	24	27	28	25	25	23	21	19
Instructor usage (in hours)	-	-	-	-	-	-	1,068	1,437	1,576	1,502	1,250	1,433	1,089	1,126	1,200	1,200	1,200	870	870	870	870
Cypress Room - available hours	-	-	-	-	-	-	363	363	350	361	338	361	364	322	348	348	351	348	361	351	348
Cypress Room - reserved hours	-	-	-	-	-	-	88.25	39	39.75	35.25	86.25	94.75	55	59	56.5	47	46	21	57	45	63
Cypress Room - utilization %	-	-	-	-	-	-	24%	10%	11%	9%	56%	26%	15%	18%	16%	14%	8%	6%	16%	13%	18%
Juniper Room - available hours	-	-	-	-	-	-	363	363	350	361	338	361	364	322	348	348	351	348	361	351	348
Juniper Roon - reserved hours	-	-	-	-	-	-	168.33	132	262	287	190.33	138	127	122	161.5	176	189	122	135	91	105
Juniper Room - utilization %	-	-	-	-	-	-	46%	36%	75%	80%	56%	38%	35%	38%	46%	51%	54%	35%	37%	26%	30%
Maple Room - available hours	-	-	-	-	-	-	363	363	350	361	338	361	364	322	348	348	331	348	361	351	348
Maple Room - reserved hours	-	-	-	-	-	-	155.75	92	231.75	214.75	190.7	129.5	225	173	322.42	159	237	123	160	98	239
Maple Room - utilization %	-	-	-	-	-	-	43%	25%	66%	59%	56%	36%	62%	54%	93%	46%	72%	35%	44%	28%	69%
Oak Room - available hours	-	-	-	-	-	-	363	363	350	361	338	361	364	322	348	348	351	348	361	351	348
Oak Room - reserved hours	-	-	-	-	-	-	54	11	73.25	61	56.27	27	43	51	53	83	57	34	42	48	29
Oak Room - utilization %	-	-	-	-	-	-	15%	3%	21%	16%	16%	7%	12%	16%	15%	24%	16%	10%	12%	14%	8%
Oak Patio - available hours	-	-	-	-	-	-	363	363	350	361	338	361	364	322	348	348	351	348	361	351	348
Oak Patio - reserved hours	-	-	-	-	-	-	0	0	0	5	0	3	0	0	7	0	10	9	14	3	7
Oak Patio - utilization %	-	-	-	-	-	-	0%	0%	0%	1%	0%	0%	0%	0%	100%	0%	<1%	3%	1%	1%	2%
Sequoia Room - available hours	-	-	-	-	-	-	363	363	332	345	318	345	344	306	332	332	331	332	345	331	332
Sequoia Room - reserved hours	-	-	-	-	-	-	61.5	90	22.75	21.67	62.58	51.75	79	50	67.5	52	85	74	66	67	125
Sequoia Room - utilization %	-	-	-	-	-	-	17%	25%	7%	6%	20%	14%	23%	16%	20%	16%	26%	22%	19%	20%	38%
Sequoia Patio - available hours	-	-	-	-	-	-	363	363	332	345	318	345	364	306	348	348	331	332	345	331	348
Sequoia Patio - reserved hours	-	-	-	-	-	-	0	30	20.75	0	5.3	0	5	26	4	5	29	11	6	5	3
Sequoia Patio - utilization %	-	-	-	-	-	-	0%	8%	6%	0%	2%	0%	1%	8%	1%	1%	1%	3%	1%	1%	1%
Willow Room - available hours	-	-	-	-	-	-	363	363	372	384	358	384	386	342	370	370	372	370	384	372	370
Willow Room - reserved hours	-	-	-	-	-	-	138	66	114	138	358	384	386	342	370	370	126	102	132	129	122
Willow Room - utilization %	-	-	-	-	-	-	38%	18%	31%	29%	100%	100%	100%	100%	100%	100%	34%	8%	34%	42%	33%

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

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Residents	-	-	-	-	-	-	100	32	28	38	40	39	40	40	38	30	40	40	48	48	45
Non-residents	-	-	-	-	-	-	20	30	28	11	10	18	7	10	14	6	6	32	30	30	25
Instructor usage (in hours)	-	-	-	-	-	-	37	80	80	80	120	24	24	32	32	32	16	16	16	25	25
Court #1 - available hours	-	-	-	-	-	-	517	515	500	500	498	517	517	517	515	500	515	500	517	515	500
Court #1 - reserved hours	-	-	-	-	-	-	122.5	113	235	357.2	364	355.75	425	482	499.58	461	422	422	455	451	469.25
Court #1 - utilization %	-	-	-	-	-	-	24%	22%	47%	71%	73%	68%	82%	93%	97%	92%	82%	84%	88%	87%	94%
Court #2 - available hours	-	-	-	-	-	-	517	515	500	500	498	517	517	517	515	500	515	500	517	515	500
Court #2 - reserved hours	-	-	-	-	-	-	128	119	248	147.5	319	453.5	439	482	499.58	461	461	422	455	451	469.25
Court #2 - utilization %	-	-	-	-	-	-	28%	23%	49%	29%	64%	87%	85%	93%	97%	92%	92%	84%	88%	87%	94%

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

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Residents	38	-	-	34	-	-	4	8	6	6	14	15	6	11	11	7	8	4	11	1	4
Non-Residents	3	-	-	0	-	-	0	0	1	0	0	0	2	6	5	3	2	2	1	2	0
Makerspace - available hours	-	-	-	-	-	-	328	248	240	248	240	248	248	224	224	240	248	240	248	248	240
Makerspace - reserved hours	-	-	-	-	-	-	70.25	47	55.75	62.75	51.25	53.5	31.5	28	28	32.5	46.5	52.5	20.5	20.5	22
Makerspace - utilization %	-	-	-	-	-	-	21%	19%	23%	25%	21%	22%	13%	13%	13%	3%	19%	22%	8%	8%	9%
Event Hall - available hours	-	-	-	-	-	-	304	364	335	348	325	348	350	310	310	335	217.5	335	347.5	337	335
Event Hall - reserved hours	-	-	-	-	-	-	220.5	196.5	218	257.5	176.5	218	176.5	181	181	198	140	255	205.5	251	201
Event Hall - utilization %	-	-	-	-	-	-	73%	54%	65%	74%	54%	63%	50%	58%	58%	59%	65%	76%	60%	74%	60%
Movement Studio - available hours	-	-	-	-	-	-	304	364	364	378	350	378	378	336	336	364	364	364	378	364	364
Movement Studio - reserved hours	-	-	-	-	-	-	80	39	23	28.75	27.25	16.5	11	11	11	10.25	16.75	5.75	6	4.75	15.25
Movement Studio - utilization %	-	-	-	-	-	-	26%	11%	6%	8%	8%	4%	3%	3%	3%	3%	5%	2%	2%	1%	4%
Flex Classroom - available hours	-	-	-	-	-	-	304	364	364	378	350	378	378	336	336	364	364	364	378	364	364
Flex Classroom - reserved hours	-	-	-	-	-	-	17	11.5	25	21	24.5	17.5	27.5	27	27	28	31	18.25	24.25	26.25	33
Flex Classroom - utilization %	-	-	-	-	-	-	6%	3%	7%	6%	7%	5%	7%	8%	13%	8%	7%	5%	6%	7%	10%
Gymnasium - available hours	-	-	-	-	-	-	378	289	291	303	277.5	303	306	306	268	291	289	291	302.5	289	291
Gymnasium - reserved hours	-	-	-	-	-	-	209	203	231	240	214	223	305	305	268	318	310	222.75	231.25	196	211.25
Gymnasium - utilization %	-	-	-	-	-	-	81%	70%	79%	79%	77%	73%	101%	101%	100%	109%	107%	77%	76%	68%	73%

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

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	197	101	296	305	316	312	284	296	296	342	288	313	331	249	186
Arts and crafts or technology	-	-	-	-	-	-	54	47	7	19	19	19	12	12	12	5	5	0	0	60	4
Dance, music, or performing arts	-	-	-	-	-	-	130	236	337	348	348	272	304	314	307	313	317	143	152	159	339
Language and literary arts	-	-	-	-	-	-	27	27	58	40	40	33	35	35	35	51	50	51	52	52	53
Other	-	-	-	-	-	-	173	363	59	111	70	104	55	55	51	106	105	68	76	79	34
Enrollment - non-residents	213	-	-	161	-	-	175	307	188	217	204	176	165	175	185	230	144	179	195	174	152
Enrollment - residents	520	-	-	474	-	-	506	467	569	606	589	564	525	537	516	587	621	397	416	425	464
Enrollment - Total	733	-	-	635	-	-	681	774	757	823	793	740	690	712	701	817	765	575	611	599	616
Total classes offered	57	-	-	59	-	-	68	63	62	78	73	65	73	73	74	80	80	47	49	33	61
# of instructors	26	-	-	22	-	-	33	33	28	32	31	32	28	26	26	26	26	18	18	18	24

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

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Enrollment - Basketball	-	-	-	-	-	-	6	27	35	31	99	33	47	81	83	32	0	0	0	42	47
Enrollment - Volleyball	-	-	-	-	-	-	72	102	82	81	81	81	81	87	88	96	96	67	103	70	71
Enrollment - Youth mixed activity sports camp	-	-	-	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Enrollment - non-residents	10	-	-	112	-	-	56	74	59	27	98	98	77	95	97	99	74	54	22	69	83
Enrollment - residents	48	-	-	96	-	-	16	55	58	85	82	50	51	73	74	29	22	13	81	43	35
Enrollment - Total	58	-	-	208	-	-	78	129	117	112	180	64	128	168	171	128	96	67	103	112	118
Total classes offered	10	-	-	14	-	-	5	7	0	7	15	5	5	7	8	5	2	2	2	5	5
# of instructors	2	-	-	8	-	-	2	2	2	2	2	2	2	2	2	2	1	1	1	2	2
Drop-in basketball visits	631	-	-	596	-	-	206	171	194	190	525	233	270	404	263	236	256	88	318	401	186
Drop-in volleyball visits	1240	-	-	844	-	-	394	287	415	433	646	412	436	626	358	264	307	266	361	318	348
Leagues – individual registrations	-	-	-	-	-	-	56	0	14	0	0	3	3	0	0	0	0	13	64	4	6
Leagues – team registrations	-	-	-	35	-	-	14	0	31	50	128	10	0	23	3	0	0	29	16	20	10

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

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Fitness, yoga, and health	-	-	-	-	-	-	80	80	66	104	104	105	69	75	75	64	64	93	66	66	77
Sports	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	46	47	88	45	45	51
Arts and crafts and technology	-	-	-	-	-	-	41	41	41	30	30	30	71	71	71	70	70	85	64	64	87
Dance, music, or performing arts	-	-	-	-	-	-	15	15	47	40	40	40	18	12	12	37	35	48	8	8	8
Language and literary arts	-	-	-	-	-	-	13	13	31	35	36	36	24	24	24	23	24	46	23	23	38
Other	-	-	-	-	-	-	-	-		7	0.07	8	6	6	6	39	40	30	-	0	25
Enrollment - non-residents	21	-	-	20	-	-	10	10	16	17	17	17	14	16	16	73	71	87	22	22	25
Enrollment - residents	80	-	-	145	-	-	139	139	169	201	207	208	174	186	186	208	210	302	184	184	261
Enrollment - Total	101	-	-	165	-	-	149	149	185	218	224	225	188	202	202	281	281	390	206	206	286
Total classes offered	15	-	-	19	-	-	15	15	22	22	23	23	24	24	24	31	31	42	20	20	25
# of instructors	9	-	-	9	-	-	9	9	11	12	13	13	13	13	13	13	13	15	10	10	11
Drop-in basketball visits	231	-	-	658	-	-	29*	167	192	215	252	272	272	160	233	200	313	135	277	348	150
Drop-in volleyball visits	50	-	-	13	-	-	*	10	50	65	6	31	31	16	8	64	37	51	54	25	23
Drop-in Fitness Center	1713	-	-	1697	-	-	542	720	659	620	522	550	364	572	541	516	510	518	524	581	564

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

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sept. 2026
Gymnastics enrollment	-	-	-	-	-	-	898	887	1,245	1,251	1,219	1,182	130 (1 week)	242 (3 weeks)	1,352	1,258	1,300	952	959	933	901
Aerial Silks enrollment	-	-	-	-	-	-	49	43	58	59	55	55	0	0	53	24	24	20	20	20	28
Enrollment - non-residents	383	-	-	368	-	-	287	282	342	343	359	293	*		338	309	301	256	265	257	256
Enrollment - residents	950	-	-	942	-	-	628	605	815	811	859	944	*		944	949	949	696	694	676	673
Enrollment - Total	1,333	-	-	1,310	-	-	929	1,125	1,303	1,310	1,273	1,237	130	242	1,405	1,282	1,324	972	959	953	929
Total classes offered	120	-	-	120	-	-	119	119	120	120	120	120	*		120	120	120	111	111	111	130
# of instructors	-	-	-	-	-	-	2	2	2	2	2	2	0	0	2	1	1	1	1	1	2

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

Table 21. Picnic Rentals

Location	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Burgess Park picnic area - available hours	-	-	-	-	-	-	3,472	2,976	2,400	2,976	3,300	2,976	2,976	3,136	3,410	2,880	2,232	2,880	2,976	2,976	2,880
Burgess Park picnic area - reserved hours	-	-	-	-	-	-	74.5	97	195	148	86	14.5	38	35	87	171	193.5	218.25	223	109.75	194.5
Burgess Park picnic area - utilization %	-	-	-	-	-	-	2%	3%	8%	1%	3%	1%	1%	1%	1%	6%	9%	8%	7%	4%	7%
Nealon Park picnic area - available hours	-	-	-	-	-	-	2,542	1,860	2,100	2,604	2,880	2,604	2,604	2,352	2,542	2,460	2,232	2,100	2,232	2,232	2,100
Nealon Park picnic area - reserved hours	-	-	-	-	-	-	90	108	130	78	56	20	31	44	107	100	45	200	131	79	167
Nealon Park picnic area - utilization %	-	-	-	-	-	-	4%	6%	6%	3%	2%	1%	1%	1%	4%	4%	2%	10%	6%	4%	8%

Table 22. Park Rentals

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

Table 23. Athletic Field Rentals

Location	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Burgess Park - available hours	-	-	-	-	-	-	4,142	3,456	2,520	2,604	2,880	2,604	2,604	2,688	2,604	2,520	2,976	1,080	1,632	2,122	2,520
Burgess Park - reserved hours	-	-	-	-	-	-	2,976	1,206	561	540	195	1	69	299	767	1,306	689	268	495	522	549
Burgess Park - utilization %	-	-	-	-	-	-	72%	35%	22%	21%	7%	0%	3%	11%	29%	52%	23%	25%	30%	25%	22%
Hillview School - available hours	-	-	-	-	-	-	744	744	720	744	720	744	744	672	744	720	744	720	744	720	720
Hillview School - reserved hours	-	-	-	-	-	-	478.5	202	132	153	142	85	79	107	239	229	262	17	40.5	288	255.5
Hillview School - utilization %	-	-	-	-	-	-	64%	27%	18%	20%	20%	11%	11%	16%	32%	32%	23%	2%	54%	40%	35%
Jack Lyle Park - available hours	-	-	-	-	-	-	Closed	744	720	744	720	744	744	672	744	720	744	720	0	336	720
Jack Lyle Park - reserved hours	-	-	-	-	-	-	Closed	197	246	182	92	10.5	8	66	234	181	185	42.5	0	143	249
Jack Lyle Park - utilization %	-	-	-	-	-	-	Closed	26%	34%	24%	13%	1%	1%	10%	31%	25%	24%	6%	*0%	42%	35%
Kelly Park - available hours	-	-	-	-	-	-	868	868	840	868	840	868	868	784	868	840	868	720	868	840	840
Kelly Park - reserved hours	-	-	-	-	-	-	243	240	321	310	236	158	206	185	179	317	337	21	71	301	280
Kelly Park - utilization %	-	-	-	-	-	-	28%	28%	38%	36%	28%	18%	24%	23%	21%	38%	39%	3%	8%	36%	33%
La Entrada School - available hours	-	-	-	-	-	-	Closed	3,038	2,160	2,232	2,160	2,232	2,232	2,016	2,604	2,520	2,232	2,232	2,232	2,160	2,160
La Entrada School - reserved hours	-	-	-	-	-	-	Closed	240	31.5	31.5	12	0	0	26	126	90	130	109.5	27.5	22.5	89
La Entrada School - utilization %	-	-	-	-	-	-	Closed	8%	1%	1%	0%	0%	0%	1%	5%	3%	6%	5%	1%	1%	4%
Nealon Park - available hours	-	-	-	-	-	-	Closed	1,302	840	868	420	434	434	392	434	420	434	420	434	434	420
Nealon Park - reserved hours	-	-	-	-	-	-	Closed	73	135	151.25	72	50.5	62.5	41	107	136	111.5	90.5	80.5	58.5	99.25
Nealon Park - utilization %	-	-	-	-	-	-	Closed	6%	2%	17%	12%	12%	14%	10%	25%	32%	25%	21%	18%	13%	24%
Oak Knoll School - available hours	-	-	-	-	-	-	Closed	744	360	372	420	434	434	336	372	360	372	360	372	360	360
Oak Knoll School - reserved hours	-	-	-	-	-	-	Closed	106	27	24	0	0	0	16	64	36	61.5	12	8	3	14
Oak Knoll School - utilization %	-	-	-	-	-	-	Closed	14%	7%	6%	0%	0%	0%	4%	17%	10%	16%	3%	2%	1%	4%
Willow Oaks Park - available hours	-	-	-	-	-	-	Closed	1,488	1,440	1,488	1,440	1,488	1,488	1,344	1,488	1,440	1,488	1,440	1,488	1,440	1,440
Willow Oaks Park - reserved hours	-	-	-	-	-	-	Closed	239	120	110	29	18	19.5	83.5	229	181	194	136.5	28	202	75
Willow Oaks Park - utilization %	-	-	-	-	-	-	Closed	16%	8%	7%	2%	1%	1%	6%	15%	13%	13%	9%	2%	14%	5%
Total available hours	-	-	-	-	-	-	5,754	12,384	9,600	7,947	9,600	9,548	9,548	8,904	9,858	9,540	9,858	7,692	7,770	8,412	9,180
Total reserved hours	530	-	-	1,575	-	-	3,698	2,503	1,573	1,501	778	323	525	824	1,945	2,476	1,970	697	750	1,540	1,611
Total field utilization %	-	-	-	-	-	-	64%	20%	16%	19%	8%	3%	5%	9%	20%	26%	20%	9%	10%	18%	17%

*Closed for maintenance

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

Table 24. Tennis and Pickleball Court Rentals

Location	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Burgess Park - Tennis Court #1 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434	392	434	420	434	420	434	420	420
Burgess Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	174	184	205	181	149	103	163	141	210	140	198	205	146	160	187
Burgess Park - Tennis Court #1 utilization %	-	-	-	-	-	-	40%	42%	48%	42%	35%	24%	38%	35%	48%	33%	48%	49%	34%	38%	44%
Kelly Park - Pickleball Court #1 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434	392	434	420	434	420	434	420	420
Kelly Park - Pickleball Court #1 reserved hours	-	-	-	-	-	-	21	45	47	48	41	16	30	12	33	33	32	34	16	35	139
Kelly Park - Pickleball Court #1 utilization %	-	-	-	-	-	-	5%	10%	11%	10%	10%	4%	6%	3%	7%	8%	7%	8%	3%	8%	33%
Kelly Pickleball Court #2 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434	392	434	420	434	420	434	420	420
Kelly Pickleball Court #2 reserved hours	-	-	-	-	-	-	5	21	14	27	11	10	14	5	18	24	25	16	6	11	32
Kelly Park - Pickleball Court #2 utilization %	-	-	-	-	-	-	1%	5%	3%	6%	2%	2%	2%	1%	4%	6%	5%	4%	1%	3%	7%
Kelly Park - Tennis Court #1 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434	392	434	420	434	420	434	420	420
Kelly Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	51	77	133	143	117	109	128	94	145	134	209	148	74	114	20
Kelly Park - Tennis Court #1 utilization %	-	-	-	-	-	-	11%	18%	32%	33%	28%	25%	38%	24%	33%	32%	48%	35%	17%	27%	5%
Nealon Park - Tennis Court #1 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434	392	434	420	434	330	434	420	420
Nealon Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	172	161	204	220	197	151	197	186	249	237	233	178	107	163	208.75
Nealon Park - Tennis Court #1 utilization %	-	-	-	-	-	-	40%	37%	49%	50%	42%	35%	45%	47%	57%	56%	53%	54%	24%	39%	49%
Nealon Park - Tennis Court #2 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434	392	434	420	434	330	434	420	420
Nealon Park - Tennis Court #2 reserved hours	-	-	-	-	-	-	164	163	193	173	150	89	135	166	208	207	214	159.25	104	169	175
Nealon Park - Tennis Court #2 utilization %	-	-	-	-	-	-	38%	38%	46%	40%	36%	21%	31%	42%	48%	49%	62%	48%	23%	40%	41%
Willow Oaks - Tennis Court #3 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434	392	434	420	434	420	434	420	420
Willow Oaks - Tennis Court #3 reserved hours	-	-	-	-	-	-	120.75	112	192	170	148	115.75	136.75	152	204	163	194	166	134.5	173.5	184
Willow Oaks - Tennis Court #3 utlization %	-	-	-	-	-	-	28%	26%	46%	39%	35%	27%	31%	38%	47%	39%	45%	39%	31%	41%	43%
Willow Oaks - Tennis Court #4 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434	392	434	420	434	420	434	420	420
Willow Oaks - Tennis Court #4 reserved hours	-	-	-	-	-	-	99	142	194	170	150	131	174	132	220	206	237	210	157	201.5	215
Willow Oaks - Tennis Court #4 utilization %	-	-	-	-	-	-	23%	33%	46%	39%	36%	30%	40%	33%	51%	49%	54%	50%	36%	48%	51%

Table 25. Tennis and Pickleball Classes

Location	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Youth tennis enrollment	-	-	-	-	-	-	21	23	47	48	67	63	86	53	51	61	60	29	26	25	76
Adult tennis enrollment	-	-	-	-	-	-	6	7	24	28	31	23	23	21	21	18	18	11	19	18	16
Tennis enrollment - resident							21	27	63	67	82	73	73	63	62	68	67	30	34	33	85
Tennis enrollment - non-resident							6	3	3	8	9	16	13	13	10	11	11	10	22	10	7
Tennis enrollment total							27	30	30	72	76	98	86	86	72	79	78	40	45	43	92

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

Table 26. Recreation client accounts

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
New recreation client accounts	297	275	991	972	505	501	459	937	502	347	402	806	488	416	1,338	546	637	472	433	893	736
Total recreation client accounts	14,043	14,318	15,309	16,281	16,786	17,287	17,743	18,680	19,182	19,529	19,931	20,737	21,225	21,641	22,979	23,525	24,162	24,634	25,067	25,960	26,696
Hyperlocal client accounts	1,354	1,360	1,482	1,576	1,613	1,682	1,695	1,848	1,899	1,962	2,005	2,072	2,137	2,194	2,288	2,341	2,418	2,459	2,506	2,573	2,626

Table 27. Web page views

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
/Library	4,636	3,858	4,389	3,886	3,921	4,390	4,247	4,332	3,892	3,914	3,995	3,906	4,708	3,797	3,803	3,738	4,394	4,433	6,423	6,577	4,014
/ActivityGuide	4,706	4,001	7,141	3,937	7,508	4,872	5,016	10,099	3,771	2,881	4,043	6,613	4,760	5,119	8,984	3,621	6,705	4,113	3,893	10,416	6,010

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

Table 28. Newsletter engagement

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	*May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Newsletters sent	3	4	5	4	5	4	4	5	4	4	4	3	4	4	4	4	5	4	4	5	4
Average recipients per newsletter	24,441	25,260	25,088	24,889	23,123	24,602	24,475	24,346	27,815	28,839	28,550	28,388	28,195	28,031	29,114	29,352	29,186	29,016	29,441	30,887	30,641
Total recipients	71,858	95,010	117,826	93,190	108,779	91,739	91,030	121,730	111,261	106,618	114,199	85,166	104,250	103,589	116,457	117,408	133,191	116,064	117,765	154,436	122,565
Total newsletter clicks	1,992	2,170	2,942	1,586	2,874	2,389	2,587	3,481	4,045	3,058	3,058	3,226	4,975	5,323	5,558	4,018	6,143	5,808	5,073	6,743	3,884
Total newsletter unique clicks	1,209	1,226	1,765	926	1,519	1,200	1,346	1,720	1,437	1,374	1,501	1,041	1,653	1,628	2,075	1,375	2,102	1,792	1,789	2,828	1,564
Total newsletter opens	61,371	88,301	103,780	76,786	79,229	69,913	68,109	86,160	82,795	80,650	81,663	67,170	81,207	80,829	84,643	81,139	105,444	80,448	75,689	110,790	87,651
Total unique opens	38,439	52,081	62,139	47,124	51,316	44,582	43,747	55,666	52,733	52,661	52,458	41,737	51,613	51,825	53,421	53,510	66,650	51,715	49,866	70,836	55,823
% open rate (monthly average)	80%	87%	83%	77%	69%	71%	70%	71%	74%	70%	72%	79%	72%	72%	73%	69%	72%	69%	65%	72%	72%
% unique opens rate (monthly average)	50%	52%	50%	47%	44%	45%	45%	46%	47%	46%	46%	49%	46%	46%	46%	46%	46%	45%	42%	46%	46%
Unsubscribes Monthly Total	168	216	179	147	170	139	128	207	296	242	209	148	212	118	152	163	213	166	173	313	217
% Unsubscribes - Monthly Average	0.22%	0.22%	0.14%	0.15%	0.15%	0.14%	0.13%	0.17%	0.25%	0.21%	0.19%	0.17%	0.19%	0.11%	0.16%	0.14%	0.14%	0.14%	0.15%	0.20%	0.18%
Email Bounces - Monthly Total	1,547	2,097	2,567	2,086	2,564	2,192	2,172	2,760	2,777	2,740	2,619	1,938	2,552	2,549	2,735	2,584	3,464	2,647	2,667	3,322	2,666

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

Table 29. Large-scale community event attendance

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
College and Career Fair	120	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	290	-	-	-	-	-	-	-	-	-	-	-	310	-	-	-	-	-	-	-
Community Resource Fair	-	-	180	-	180	-	-	-	-	-	-	-	-	-	225	-	-	-	-	-	-
Egg Hunt/Spring Fest	-	-	-	2,200	-	-	-	-	-	-	-	-	-	-	3,100	-	-	-	-	-	-
Juneteenth Celebration	-	-	-	-	-	310	-	-	-	-	-	-	-	-	-	-	-	322	-	-	-
4th of July Parade and Celebration	-	-	-	-	-	-	2,200	-	-	-	-	-	-	-	-	-	-	-	3,000	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	249	-	-	-	-	-	-	-	-	-	-	-	656	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	*	-	-	-	-	-	-	-	-	-	-	-	496	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	302	-	-	-	-	-	-	-	-	-	-	-	546	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	365	-	-	-	-	-	-	-	-	-	-	-	375	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	275	-	-	-	-	-	-	-	-	-	-	-	430	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	750	-	-	-	-	-	-	-	-	-	-	-	1,300	-
Summer Concert – Karl E. Clark Park	-	-	-	-	-	-	120	130	-	-	-	-	-	-	-	-	-	-	149	140	-
Movie Night - Hamilton Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	80
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
October 28, 2026

AGENDA ITEM E-2

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	• Review of Youth Advisory Committee meeting calendar • Recommend updates to Event Sponsorship Policy • Assign Commission liaisons to parks and rec affinity groups
November 18, 2026	• **Approve schedule of PRC meetings for following calendar year** • Parks and Recreation Facility Master Plan review • Community Fun Run?
December 17, 2026 (Joint meeting w/ LC)	• **Year in review** • **Open house / social**

*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

Standing/ recurring agenda items (typically every meeting unless otherwise noted)	• Approve previous meeting's minutes • Department statistics • Tentative agenda calendar • Staff reports • Commissioner reports	• Strategic Plan review (recommended to review annually) • Parks and Rec Master Plan update (recommended every 4 years)
Unscheduled future items	• Dog park enforcement (via ranger services) • 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) • HR Presentation: City staffing / vacancy rates / compensation and benefits • CIP updates (as of July 2026 indefinitely on hold due to staffing shortages on CIP team) • Joint use agreements – info item • Assign PRC liaisons to affinity groups • Park tour report outs – pending Commissioner emails indicating there is a tour to report	

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** 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 work plan

Library and Community Services Department
800 Alma St., Menlo Park CA 94025
City Council approval date: September 15, 2026

CITY OF MENLO PARK

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