



# Parks and Recreation Commission

## REGULAR MEETING MINUTES

**Date:** 10/23/2024  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Belle Haven Community Campus  
100 Terminal Ave., Menlo Park, CA 94025

### A. Call To Order

Chair Joshua called the meeting to order at 6:40 p.m.

### B. Roll Call

**Present:** Emms, Grass (arrived 7:11 p.m.), Joshua, Lee (arrived 6:43 p.m.), Sherman, VanBuren  
**Absent:** Dawkins  
**Staff:** Library and Community Services Director Sean Reinhart, Assistant Library and Community Services Director Nick Szegda, Management Analyst Ashley Walker

### C. Public Comment

#### C1. Public comment

None.

### D. Regular Business

#### D1. Approve the meeting minutes from the September 25, 2024 meeting (Attachment)

**ACTION:** Motion and second (VanBuren/ Emms), to approve the minutes from the September 25, 2024 meeting, passed 5-0-2 (Dawkins and Grass absent).

#### D2. Library and Community Services Department Updates and Activities (Staff Report LC-2024-035)

Assistant Director Szegda gave the presentation.

The Commission received clarification on the Kelly Park field and track replacement timeline.

The Commission discussed the increase in Belle Haven Community Campus Library visitors and the Flyway Trail opening event.

### E. Informational Items

#### E1. Library Commission tentative agenda calendar (Attachment)

**ACTION:** By acclamation, the Commission added a pickleball/tennis feasibility study update to the department updates item for the November meeting.

### F. Commissioner Reports

F1. Individual Commissioner reports

None.

**G. Adjournment**

Chair Joshua adjourned the meeting at 7:14 p.m.

Management Analyst Ashley Walker



# DEPARTMENT STATISTICS AND RECENT ACTIVITIES

Parks and Recreation Commission – Oct. 23, 2024

## DEPARTMENT STATISTICS - SEPT. 2023 TO SEPT. 2024 COMPARISON

- Belle Haven Library circulation and foot traffic
  - Circulation more than doubled from 918 to 2,142 items
  - Foot traffic nearly tripled from 1,169 to 3,117
- Gymnastics enrollment
  - Steady increase from 590 enrolled in 80 classes to 862 enrolled in 114 classes
- Drop in volleyball at Arrillaga Family Gymnasium
  - Significant increase 513 visits to 930 visits
- Older adults/senior class enrollment
  - Decrease in enrollment from 701 in 14 classes to 220 in 16 classes, a decrease of 68%.
- Complete year-over-year statistics in Attachment A

## SUGGESTION BOX COMPILATION

- Suggestion boxes located at all department facilities and online
- 129 suggestions were received from May 30 – Oct. 11
- Compilation posted to City website and provided in Attachment B.

## PARKS AND RECREATION WORK PLAN

- Approved by City Council on Oct 21<sup>st</sup> with one revision
  - Removed item #3, “Support and advise the Youth Advisory Committee”
  - Renumbered to align with the removal of item
- Approved work plan provided in Attachment D.

# AQUATICS SURVEY, OUTREACH, AND FEEDBACK SESSIONS

- Aquatic survey
  - The survey is conducted annually by the City and is currently open until Nov. 10
  - Surveys are available electronically and on paper
  - The survey is available in English and Spanish
  - 350+ respondents to date.
- Open House events; Youth Advisory Committee focus group
  - Belle Haven Pool and Burgess Pool
  - Participants learned about aquatics programs
  - Questions and answers
  - Suggestions and feedback
  - Results to be presented to City Council tentatively on Nov 19.



# BURGESS PARK TENNIS COURT RESURFACING PROJECT

- Project near completion
  - Update – completed on Oct 17
- Two courts available
  - One available for drop-in
  - Second is available for reservation(at a fee) and drop-in when not reserved



# TENNIS PARTNER MATCHING PILOT PROGRAM

- Pilot program, free to participants
- Available to match players of similar skill level
- All skill levels welcome to join – beginners to advance
- Registration form available online





## KELLY PARK TURF AND TRACK REPLACEMENT PROJECT

- Last renovated in 2010, end of serviceable life span
- Project scope:
  - Remove and replace rubberized track
  - Replace and replace exercise stations; add shade structures
  - Remove and replace synthetic turf
    - More environmentally sustainable coconut fiber-based underlayment
  - Striping, marking, and irrigation laterals
  - Funded in 5 year capital improvement program
- Timeline (tentative)
  - Construction start Spring 2025; after installation of solar carports
  - Project completion in Summer 2025





## FLYWAY TRAIL OPENING CELEBRATION

- Wetlands restoration project, Don Edwards Nation Wildlife Refuge
  - New trail
- City co-hosted opening celebration
  - Bedwell Bayfront Park – Saturday, Oct 19<sup>th</sup>
  - Guided nature walks, games, hands-on demonstrations, educational booths



# HALLOWEEK! COMMUNITY EVENTS



- Halloween Hoopla!
  - Saturday, Oct 26<sup>th</sup>, 10am to 2pm, downtown Menlo Park
  - People parade and carnival, trick or treating at local merchants
- Pumpkin Splash
  - Sunday, Oct. 27
    - 11am to 12pm – Belle Haven Pool
    - 1pm to 3pm – Burgess Pool
  - Floating pumpkin patch
- Trunk or Treat
  - Tuesday, Oct 29, 4:30-6:30pm, Belle Haven Community Campus, parking lot
  - Trick or treating from car to car



**THANK YOU**