

Parks and Recreation Commission

REGULAR MEETING AGENDA



Date: 3/26/2025
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and
Arrillaga Family Recreation Center – Elm Room
700 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the meeting, in-person, at Arrillaga Family Recreation Center
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 862 7050 1185
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 862 7050 1185
Press *9 to raise hand to speak

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website 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 (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. Presentations and Proclamations

D1. Youth Advisory Committee presentation

E. Regular Business

E1. Approve minutes from February 26, 2025 meeting ([Attachment](#))

E2. Review draft community survey: library and recreation programs and facilities ([Staff Report PRC-](#)

[2025-004](#))

F. Informational Items

- F1. Library and Community Services department statistics and recent activities ([Staff Report PRC-2025-005](#))
- F2. Tentative agenda calendar ([Attachment](#))

G. Commissioner reports

- G1. Individual Commissioner reports

H. Adjournment

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

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

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

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

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REGULAR MEETING MINUTES – DRAFT

Date: 2/26/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center, Elm Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

Present: Dawkins, Emms, Grass, Joshua, Lee, Van Buren
Absent: Sherman
Staff: Library and Community Services (LCS) Director Sean Reinhart, LCS Assistant
Director Nick Szegda, LCS Supervisor Tricia Mullan, Management Analyst Ashley
Walker

C. Public Comment

None.

D. Regular Business

D1. Approve minutes from the November 20, 2024 and January 22, 2025 meetings (Attachment)

ACTION: Motion and second (Dawkins/ Emms), to approve the minutes from the November 20, 2024, and January 22, 2025 meetings, passed 6-0-1 (Sherman absent).

D2. Department statistics and recent activities (Staff Report PRC-2024-003)

LCS Supervisor Tricia Mullan gave the presentation (Attachment).

The Commission received clarification on turf replacement locations and timelines.

E. Informational Items

E1. Tentative agenda calendar (Attachment)

The Commission added the following items to the tentative agenda calendar:

- Aquatics update (March and September)
- Public Works update on Capital Improvement Program (CIP) projects and maintenance of synthetic and natural turf (April)
- Park ranger services (April)

F. Commissioner reports

F1. Individual Commissioner reports

None.

G. Adjournment

Chair Joshua adjourned the meeting at 7:00 p.m.

Management Analyst Ashley Walker



DEPARTMENT STATISTICS AND RECENT ACTIVITIES
Parks and Recreation Commission – Feb. 26, 2025

The background of the slide is a wide landscape photograph. It shows a river or stream flowing through a green, hilly area. The sky is filled with large, white and grey clouds, suggesting a bright but slightly overcast day. The water reflects the sky and the surrounding greenery.



DEPARTMENT STATISTICS - REPORT ENHANCEMENTS FOR 2025

- Marketing and outreach
 - The statistical report now includes email engagement data on Library and Community Service's weekly newsletter
- Senior center themed lunch events
 - The report now includes themed lunch events at Menlo Park Senior Center, along with attendance counts for each event.
- Library circulation corrections
 - Staff detected and corrected a duplication in circulation statistics reporting procedures
 - Approximate 10% over count (5,000-7,000 items per month) due to duplicate counts
 - Statistics have been retroactively corrected



LIBRARY COMMISSION RECRUITMENT

- One vacancy on the Library Commission for a term expiring on April 30, 2027
- City Council is set to consider applications and potentially make appointments tentatively on Feb. 25.

CITY COUNCIL PRIORITY SETTING WORKSHOP

- Public workshop is Saturday, Mar. 22, 10:00 a.m. to 2:00 p.m.
- Survey: Residents' input sought for fiscal year 2025-26 priorities
- Last year's top 4 priorities: 1) Climate action; 2) Emergency and disaster preparedness; 3) Housing; 4) Safe routes



FALL 2024 CUSTOMER SATISFACTION SURVEY



- LCS issues a customer satisfaction survey to each user at the end of each season via email
- Information helps assess the quality of classes and customer service and identify areas for improvement
- The Fall 2024 survey garnered significant engagement
 - 140 participants, 2087 responses, and 87 comments
 - Feedback on overall experience, quality of instruction, registration process, facility conditions, and type class involved in
- Takeaways include:
 - Overall satisfaction with customer service was high – 85-90% reporting “very satisfied” or “somewhat satisfied” for approachability, helpfulness, courtesy, and professionalism
 - Responses of “very satisfied” in the areas of participant safety (89%) and facility cleanliness and equipment quality (83%)
 - 81-88% of respondents were “very satisfied” with class instructor’s knowledge, delivery style, content, and environment created

GREEN BUILDING AWARD

- The Belle Haven Community Campus was awarded the 2025 Green Building Honorable Mention from Sustainable San Mateo County and the American Institute of Architects' San Mateo County Chapter
- This all-electric facility runs on on-site solar power, backed by battery storage for resilience during outages
- Generates more power than it uses — while cutting typical energy consumption by 55%
- Extensive EV charging makes it easier for residents to access community resources while reducing vehicle trips
- All-electric design also helps improve local air quality by eliminating the need for natural gas.

CITY COUNCIL – CHANGE IN BELLE HAVEN POOL HOURS (INFORMATION REPORT)

- Report received on February 11 based on PRC recommendations from January 22
- Temporarily suspend minimum operating hours required
- Change in hours was implemented on Feb 14 (Attachment D)

SYNTHETIC/NATURAL TURF – PRELIMINARY RESEARCH

- Staff are researching findings to compare benefits and drawbacks of synthetic and natural turf
- A study from April 2024 concluded that there is not significant difference in chemical exposure between players on synthetic turf and natural grass turf (Environmental Protection Agency, Center for Disease Control, and Agency for Toxic Substances and Disease Registry)
- Synthetic turf installation may be connected to environmental concerns that could later impact human life (California Department of Toxic Substances)
- Synthetic Turf Council has emphasized the benefits of synthetic turf in terms of extended playtime, water conservation, and consistent playing conditions
- Mixed preferences from community input during previous discussions regarding Nealon and Kelly Park weight the pros and cons of synthetic turf
- Staff to continue research – tentative report to PRC in June



NOTABLE COMMUNITY EVENTS



- Teen college and career fair: Jan. 25
- Black Liberation Month celebration: Feb. 8
- Additional Black History Month events: Feb. 10, 12, and 28
- Exhibition “Telling Stories of Mexican California”: Now through March 30.
- Additional exhibition events: Feb. 10 and 25 and March 12.



THANK YOU



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 3/26/2025

Staff Report Number: PRC-2025-004

Regular Business: Review draft community survey: library and recreation programs and facilities

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) review and provide feedback on a draft community survey to seek Menlo Park resident input on library and recreation programs and facilities (Attachment A).

Policy Issues

The PRC advises the City Council on matters related to City programs and facilities dedicated to recreation.

Background

The Library and Community Services Department (LCS) periodically surveys residents to get feedback on the programs and services offered by the department.

On Sept. 13, 2022, City Council reviewed the results of a citywide survey of residents containing feedback and suggestions for LCS department services and programs, with particular focus on informing the planning of programs and services in the new Belle Haven Community Campus (Attachment B.)

On Mar. 18, 2024, the Library Commission (LC) reviewed the results of a citywide survey of residents containing feedback and suggestions for library book collections to help inform the planning of an opening day book collection at the new Belle Haven Library at Belle Haven Community Campus (Attachment C.)

On Nov. 12, 2024, City Council reviewed the results of a citywide survey of residents containing feedback and suggestions for programs and services at city-run preschools (Attachment D.)

On Nov. 20, 2024, the PRC reviewed the results of a citywide survey of residents containing feedback and suggestions for programs and services at City-owned aquatic centers (Attachment E.)

On March 17, 2025, the LC reviewed the draft community survey in Attachment A and offered suggestions for minor changes, including: add options for makerspace, work/study spaces, large gathering spaces, and activities for young children along with storytimes; reduce number of options about books to make room for the added options; add options for dog parks (Attachment F.)

Analysis

Library and recreation programs draft survey

The draft survey in Attachment A is intended to gain insight from residents about their needs and

preferences related to a wide array of LCS departmental programs, services, and facilities. The draft survey emulates the structure and many of the questions in the 2022 recreation and community programs survey so as to provide the ability to make apples-to-apples comparisons of past survey responses to the current survey responses. The draft survey in Attachment A does not include questions related to aquatics or preschools because those program areas recently were the subjects of detailed citywide surveys. In their place, new questions are included in the draft survey primarily focused on resident satisfaction with and suggestions for library and recreation facilities operated by the City of Menlo Park, including parks. Free text responses provide ample opportunities for residents to provide additional detail or context, make suggestions, and/or provide feedback in areas not covered by the provided questions.

Next steps

The survey is planned to open to the public tentatively on April 5 and close May 4. It is proposed that the survey be distributed in similar fashion as previous citywide surveys, which have proved effective in gaining substantive response rates from all neighborhoods across the City in the past. The survey is planned to be distributed in English and Spanish via multiple formats and distribution points including electronic, paper, and in-person at LCS facilities and with additional assistance from community partners. The survey results are planned to be presented at the joint PRC/LC meeting tentatively on May 28.

Impact on City Resources

As an advisory body to the City Council, the PRC does not authorize resource allocations nor direct the work of City staff. City budget and personnel authorizations are the sole purview of the City Council. Directing the work of City staff is the sole purview of the city manager and/or their City staff designees.

Environmental Review

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

Public Notice

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

Attachments

- A. Draft community survey - library and recreation programs and facilities
- B. Hyperlink. City Council staff report #22-172-CC, Oct. 13, 2022:
menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2022-meetings/agendas/20220913-city-council-agenda-packet.pdf#page=6
- C. Hyperlink. LC agenda attachment - Library book survey results, Mar. 18, 2024:
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/agendas/20240318-library-commission-regular-agenda-packet.pdf#page=4
- D. Hyperlink. City Council staff report #24-190-CC, Nov. 12, 2024:
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20241112/m3-20241112-cc-childcare-survey.pdf
- E. Hyperlink. PRC staff report #PRC-2024-036, Nov. 20, 2024:
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-

Staff Report #: PRC-2025-004

[commission/2024-meetings/agendas/agenda_prc_20241120-amended.pdf#page=15](#)

F. Hyperlink. LC staff report #LC-2025-11, March 17, 2025:

[menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250317_lc_agenda_packet.pdf#page=9](#)

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

COMMUNITY SURVEY - LIBRARY AND RECREATION PROGRAMS AND FACILITIES

Library and Community Services
800 Alma St., Menlo Park, CA 94025
menlopark.gov



Survey information
The City of Menlo Park is interested in hearing from you about library and recreation programs and facilities. Please tell us your views by taking this survey. Thank you!
1. What neighborhood of Menlo Park do you live in now? (See map)
<input type="checkbox"/> Allied Arts / Stanford Park <input type="checkbox"/> Bayfront <input type="checkbox"/> Belle Haven <input type="checkbox"/> Central Menlo Park <input type="checkbox"/> Downtown Menlo Park <input type="checkbox"/> El Camino Real Corridor <input type="checkbox"/> Felton Gables <input type="checkbox"/> Linfield Oaks <input type="checkbox"/> Park Forest / Spruce / San Antonio <input type="checkbox"/> Sharon Heights <input type="checkbox"/> South of Seminary / Vintage Oaks <input type="checkbox"/> Suburban Park / Lorelei Manor / Flood Triangle <input type="checkbox"/> The Willows <input type="checkbox"/> VA Medical District <input type="checkbox"/> West Menlo Park <input type="checkbox"/> Unincorporated Menlo Park <input type="checkbox"/> I don't live in Menlo Park <input type="checkbox"/> Other (please describe) _____
2. How long have you lived in Menlo Park?
<input type="checkbox"/> Less than a year <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years <input type="checkbox"/> 10-19 years <input type="checkbox"/> 20+ years <input type="checkbox"/> I don't live in Menlo Park
3. What age groups live in your household? (Check all that apply)
<input type="checkbox"/> Infants/ toddlers <input type="checkbox"/> Children <input type="checkbox"/> Teenagers / tweens <input type="checkbox"/> Adults <input type="checkbox"/> Adults 65+

I don't know / I prefer not to answer

4. How often do you typically use or visit these indoor locations operated by the City of Menlo Park?

	More than once a week	Once or twice a week	Once or twice a month	A few times a year	Rarely, once a year or less	Never
Arrillaga Family Gymnasium						
Arrillaga Family Gymnastics Center						
Arrillaga Family Recreation Center						
Belle Haven Community Campus						
Belle Haven Library						
Menlo Park Library						
Menlo Park Senior Center						
Onetta Harris Community Center						

5. How satisfied are you with the physical buildings and spaces inside these locations?

	Very satisfied	Somewhat satisfied	Neutral / No opinion	Somewhat unsatisfied	Very unsatisfied	Don't know / No response
Arrillaga Family Gymnasium						
Arrillaga Family Gymnastics Center						
Arrillaga Family Recreation Center						
Belle Haven Community Campus						
Belle Haven Library						
Menlo Park Library						
Menlo Park Senior Center						
Onetta Harris Community Center						

6. If you could change the physical buildings and/or spaces inside these locations, what changes would you make that would improve them and/or make you visit them more often?

7. How satisfied are you with the customer service provided at these locations?						
	Very satisfied	Somewhat satisfied	Neutral / No opinion	Somewhat unsatisfied	Very unsatisfied	Don't know / No response
Arrillaga Family Gymnasium						
Arrillaga Family Gymnastics Center						
Arrillaga Family Recreation Center						
Belle Haven Community Campus						
Belle Haven Library						
Menlo Park Library						
Menlo Park Senior Center						
Onetta Harris Community Center						
8. If you could change the customer service at these locations, what changes would you make that would improve the customer service and/or make you visit the location more often?						
9. For library and information resources, how important are the following items?						
	Very important	Somewhat important	Neutral / No opinion	Somewhat not important	Not important at all	Don't know / No response
Adult literacy tutoring to help adults improve reading skills						
Books in electronic / digital formats (e-books, e-audiobooks)						
Books in paper format						
Books that are written in languages other than English						
Computers / laptops / tablets that people can check out and take home						
English as Second Language (ESL) resources						
Food distribution, food insecurity advice and support						
Health care navigation and support						

Homelessness / housing referrals and support						
Homework help for children and teens after school						
Job skills / job readiness / job seeker resources and training						
Legal advice and support						
Makerspace for arts and crafts, 3-D printing, workshops						
Meeting spaces for small groups including work/study						
Meeting spaces for large gatherings						
Money management / financial advice and support						
Quiet places to read and study						
Storytimes and other activities for young children						
Teen space to socialize, read and study						
Wireless internet "Hot spots" for checkout / take home						
Wireless internet access (Wi-Fi) in the library						

10. Please tell us your ideas, needs, and suggestions for library and information resources.

11. For indoor recreational classes and programs, how important are the following items?

	Very important	Somewhat important	Neutral / No opinion	Somewhat not important	Not important at all	Don't know / No response
Arts and crafts: sewing, painting, ceramics, etc.						
Bicycle safety / repair						
Cooking and nutrition						
Dance / movement						
Environmental education						
Fitness center – weights, resistance training, cardio, etc.						
Gymnastics						

Health and wellness / yoga / meditation						
Martial arts						
Money management, personal budgeting						
Music / performing arts						
Strength / balance training for seniors						
Technology for beginners - learn how to use computers, mobile apps, basic software						
Technology – coding, app development, computer aided design, 3-D printing, etc.						
Teens - programs to socialize, read and study after school and on weekends						
Travel / learn a new language						

12. Please tell us your ideas, needs, and suggestions for indoor recreational classes and programs.

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13. For sports and outdoor activities, how important are the following items?

	Very important	Somewhat important	Neutral / No opinion	Somewhat not important	Not important at all	Don't know / No response
Access to athletic fields for casual / drop-in use and play						
Access to athletic fields for organized / league play						
Baseball – organized youth league						
Basketball – casual / drop-in play						
Basketball – organized adult league						
Basketball – organized youth league						
Dog parks – fenced in spaces for off-leash activities						
Dog-friendly open spaces for on-leash activities						
Football – organized youth/adult league						
Futsal – organized youth/adult league						

Gymnastics – youth casual / fun						
Gymnastics – youth competitive						
Lacrosse – organized youth league						
Open space for access to nature						
Open space for wildlife enjoyment and preservation						
Pickleball – casual / drop-in play						
Pickleball – organized league / tournament						
Rugby – organized youth/adult league						
Soccer – organized adult league						
Soccer – organized youth league						
Softball – organized adult league						
Softball – organized youth league						
Tennis – casual / drop-in play						
Tennis – private/individual lessons						
Volleyball – organized adult league						
Volleyball – organized youth league						

14. Please tell us your ideas, needs, and suggestions for sports and outdoor activities.

15. How often do you typically use or visit these parks operated by the City of Menlo Park?

	Never	Rarely, once a year or less	A few times a year	Once or twice a month	Once or twice a week	More than once a week
Bedwell-Bayfront Park						
Burgess Park						
Fremont Park						
Hamilton Park						

Jack W. Lyle Park						
Karl E. Clark Park						
Kelly Park						
Nealon Park						
Seminary Oaks Park						
Sharon Park						
Stanford Hills Park						
Tinker Park						
Willow Oaks Park						

16. How satisfied are you with the physical spaces, environment, and features at these parks?

	Very satisfied	Somewhat satisfied	Neutral / No opinion	Somewhat unsatisfied	Very unsatisfied	Don't know / No response
Bedwell-Bayfront Park						
Burgess Park						
Fremont Park						
Hamilton Park						
Jack W. Lyle Park						
Karl E. Clark Park						
Kelly Park						
Nealon Park						
Seminary Oaks Park						
Sharon Park						
Stanford Hills Park						
Tinker Park						
Willow Oaks Park						

17. If you could change the physical spaces and/or features at these parks, what changes would you make that would improve them and/or make you visit them more often?

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18. What is your age?

<input type="checkbox"/> 6-12 <input type="checkbox"/> 13-17 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-64 <input type="checkbox"/> 65-74 <input type="checkbox"/> 75+ <input type="checkbox"/> I prefer not to answer
--

19. Please tell us any other ideas, needs, complaints or suggestions you'd like to share with us

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20. (Optional) Would you like us to send you the results of this survey?

<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide your email or address: Email: Address:
--

Send the survey to us!

Please complete this survey by May 4, 2025
You can drop off the completed survey at any City of Menlo Park library, recreation center, or child care center, or by postal mail to: City of Menlo Park, Community Survey, 800 Alma St., Menlo Park CA 94025
This survey also is available online. Use your phone to scan this code [insert QR code here], or go to [insert URL here] to take the survey.
Thank you!



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 3/26/2025

Staff Report Number: PRC-2025-005

Informational Item: Library and Community Services department statistics and recent activities

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 City programs and facilities dedicated to recreation.

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

February 2025 statistics

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Monthly statistics for February 2025 are provided in Attachment A.

Aquatics program update

City Council held a public hearing Mar. 11 to consider proposed changes to aquatics fees in the master fee schedule and a proposed amendment to the aquatics operator agreement (Attachment B). City Council provided feedback on the proposals, and directed staff to return with additional information. Staff anticipates returning to City Council with proposed aquatics fees changes and a proposed amendment of the aquatics agreement tentatively April 15.

Upcoming community events

The LCS department hosts and organizes free community events for Menlo Park residents of all ages and interests to enjoy. Notable upcoming events include:

- Community resource fair. Community members are invited for an engaging and informative resource fair for residents in the Belle Haven neighborhood and Menlo Park overall. Participants will enjoy delicious food, light entertainment, and an interactive atmosphere with local agencies and community groups providing information and resources for strong and vibrant neighborhoods. Saturday, March 29, from 11

- a.m. to 2 p.m. at Belle Haven Community Campus (Attachment C).
- Seed swap. The City of Menlo Park will host a seed swap event on March 29 from 10 a.m. to noon in the Menlo Park Library rear courtyard. The seed swap offers a chance for gardeners to exchange unused seeds with other gardeners. All skill levels are welcome, from beginner to expert. Bringing seeds is not required to participate. Seeds should be clean, dry, and packaged in small quantities for distribution with labels that list the plant name or variety. The seed swap event is a program of the City of Menlo Park Seed Lending Library, with funding support from Menlo Park Library Foundation (Attachment D).
 - Egg Hunt— advance tickets required. On April 19, from 10 a.m. – 1 p.m., the City of Menlo Park will hold its annual Spring Festival and Egg Hunt. The festival will feature a free petting zoo, photos with the big bunny, children's crafts, and related attractions. Attending Spring Festival is free and requires no ticket or registration; however, Egg Hunt will require advance registration to enter. Advance tickets are available to City of Menlo Park residents at no charge (limit one ticket per resident child) and \$5 per child for non-residents. On March 22, Egg Hunt tickets became available on a first-come, first-served basis while supplies last (Attachment E).

Impact on City Resources

As an advisory body to the City Council, the PRC does not authorize resource allocations nor direct the work of City staff. City budget and personnel authorizations are the sole purview of the City Council. Directing the work of City staff is the sole purview of the city manager and/or their City staff designees.

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. February 2025 statistics
- B. Hyperlink. City Council staff report #25-042-CC, Mar. 11, 2025: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250311/k1-20250311-cc-aquatics-update.pdf
- C. Hyperlink. Community resource fair event. menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Community-Resource-Fair
- D. Hyperlink. Seed swap event. <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Events-for-adults/20250329-Seed-Swap>
- E. Hyperlink. Spring Festival and Egg Hunt. <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Spring-festival-and-egg-hunt>

Report prepared by:
Ashley Walker, Management Analyst

Staff Report #: PRC-2025-005

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

Table 1. Library items circulated

Location*	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
800 Alma St.	32,918	35,504	33,038	34,588	34,361	35,858	36,698	36,029	35,330	34,288	34,639	36,767	32,143
100 Terminal Ave.*	839	911	747	580	1,540	2,145	1,940	2,153	2,056	1,877	1,893	2,299	2,008
Total online / digital	11,862	12,227	11,547	12,204	12,910	18,284	19,394	18,490	19,612	18,122	17,756	18,405	17,606

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to 100 Terminal Ave.

Table 2. Library cards

Location*	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
New cards issued - MP residents	170	117	158	122	263	259	244	207	186	158	120	200	184
Total cardholders - MP residents	23,177	23,369	22,715	22,826	23,273	23,169	23,340	23,444	23,431	23,673	23,765	23,847	23,953

Table 3. Library patron questions answered

Location*	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
800 Alma St.	3,167	3,360	3,118	3,105	3,761	3,653	3,482	3,182	3,283	3,038	2,971	3,321	3,124
100 Terminal Ave.*	204	244	201	250	600	586	463	429	521	423	469	565	471

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to 100 Terminal Ave.

Table 4. Library holds filled (item requests)

Location*	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
Incoming holds - 800 Alma St	3,895	3,871	3,597	3,953	3,930	3,897	4,054	4,189	4,123	3,803	3,915	4,391	3,979
Outgoing holds - 800 Alma St	3,074	3,311	3,122	3,078	3,293	3,091	3,897	3,064	3,035	2,766	2,694	3,087	2,862
Incoming holds - 100 Terminal Ave.*	116	78	72	47	109	167	227	194	162	149	184	262	203
Outgoing holds - 100 Terminal Ave.*	144	175	154	22	23	6	10	11	26	15	13	43	**262

*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 5. Library foot traffic (gate count)

Location*	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
800 Alma St.	13,183	15,066	12,763	12,949	14,038	14,699	14,408	13,262	13,304	13,450	13,048	13,679	11,525
100 Terminal Ave.*	981	1,220	875	-	4,101	3,863	3,266	3,117	3,221	3,108	2,573	5,135	4,569

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to 100 Terminal Ave.

Table 6. Library program attendance

	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
Total attendance - 800 Alma St.	1,163	993	1,080	1,171	998	1,174	1,248	795	798	744	1,044	1,011	937
# of programs - 800 Alma St.	26	27	37	34	36	27	37	31	39	28	32	32	29
Total attendance - 100 Terminal Ave.*	144	110	59	68	331	498	298	190	326	166	316	612	464
# of programs - 100 Terminal Ave.*	7	8	5	5	10	29	29	22	25	21	24	28	30

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to 100 Terminal Ave.

Table 7. Preschool enrollment

Location	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
Menlo Children's Center (MCC)	29	33	38	37	41	40	39	28	28	28	26	32	32
Belle Haven Child Development Center	62	62	63	63	63	63	35	43	44	44	48	48	48

Table 8. School age – enrollment

Location	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
MCC - After School	36	36	32	32	53	43	30	30	31	31	31	31	29
Belle Haven Youth Center	52	52	52	52	45	45	67	55	55	55	55	58	58

Table 9. Menlo Park Senior Center - 100 Terminal Ave.

	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
Lunches served	521	435	-	243	683	866	914	1,113	1,132	836	726	810	851
Grocery boxes distributed	460	460	-	230	460	460	460	460	460	460	460	230	460
Senior shuttle trips	1,170	1,162	-	614	1,466	1,745	1,618	1,660	1,786	1,160	1,332	1,488	1,342
Special event attendance	-	-	-	-	-	-	-	-	-	-	-	127	150

**Menlo Park Senior Center was closed during April and part of May 2024 to relocate from 700 Alma St. to 100 Terminal Ave.*

Table 10. Older adults / seniors class enrollment

Location	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
700 Alma St – Enrollment - residents	113	21	25	25	51
700 Alma St - Enrollment - non-residents	100	11	11	11	67
700 Alma St # of senior classes offered	14	2	2	2	7
100 Terminal Ave. – Enrollment - residents	-	264	116	109	87
100 Terminal Ave. – Enrollment - non-residents	-	44	72	54	70
100 Terminal Ave. – # of senior classes offered	-	17	16	14	14

**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. Recreational classes

Location	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
700 Alma St. - Enrollment – residents	356	323	206	485	513
700 Alma St. - Enrollment – non-residents	150	107	114	196	213
700 Alma St. - # of classes offered	48	48	56	57	59
700 Alma St. - # of instructors	20	20	20	26	22
100 Terminal Ave. - Enrollment – residents	-	103	99	126	67
100 Terminal Ave. - Enrollment – non-residents	-	19	22	27	21
100 Terminal Ave. - # of classes offered	-	16	16	16	13
100 Terminal Ave. - # of instructors	-	9	9	10	8

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

Table 12. Gymnastics classes

Location	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
Enrollment – residents	740	814	577	817	926
Enrollment – non-residents	159	257	285	355	363
Classes offered	95	114	114	120	120

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

Table 13. Sports classes

Location	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
600 Alma St - Enrollment - resident	265	26	113	177	48
600 Alma St - Enrollment - non-resident	114	80	101	113	10
600 Alma St - # of classes offered	17	4	11	28	10
600 Alma St - # of instructors	7	2	5	6	2
600 Alma St - Drop-in basketball visits	633	665	474	847	219
600 Alma St - Drop-in volleyball visits	927	542	930	993	388
600 Alma St - Leagues – individual registrations	224	458	180	1300	0
600 Alma St - Leagues – team registrations	31	70	18	137	0
100 Terminal Ave. - Drop-in basketball visits	-	28	169	203	96
100 Terminal Ave. - Drop-in volleyball visits	-	26	58	106	46
100 Terminal Ave. - Drop-in Fitness Center	-	512	877	1,053	1,038

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

Table 14. Recreation client accounts													
	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
New recreation client accounts	327	844	451	515	490	558	1,216	523	380	654	543	297	275
Total recreation client accounts	7,655	7,982	8,826	9,277	9,792	10,282	10,840	12,056	12,579	13,233	13,776	14,043	14,318
Hyperlocal client accounts	-	-	-	-	-	-	-	-	-	-	-	1,354	1,360

Table 15. Web page views													
	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
/Library	-	-	-	-	-	-	-	-	-	-	-	4,636	3,858
/ActivityGuide	-	-	-	-	-	-	-	-	-	-	-	4,706	4,001

Table 16. Newsletter engagement													
	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
Newsletters sent	-	-	-	-	-	-	-	-	-	-	-	3	4
Average recipients per newsletter	-	-	-	-	-	-	-	-	-	-	-	24,441	25,260
Total of all recipient emails (excludes bounc	-	-	-	-	-	-	-	-	-	-	-	71,858	95,010
Total newsletter clicks	-	-	-	-	-	-	-	-	-	-	-	1,992	2,170
Total newsletter unique clicks	-	-	-	-	-	-	-	-	-	-	-	1,209	1,226
Total newsletter opens	-	-	-	-	-	-	-	-	-	-	-	61,371	88,301
Total unique opens	-	-	-	-	-	-	-	-	-	-	-	38,439	52,081
% open rate (monthly average)	-	-	-	-	-	-	-	-	-	-	-	80%	87%
% unique opens rate (monthly average)	-	-	-	-	-	-	-	-	-	-	-	50%	52%
Unsubscribes Monthly Total	-	-	-	-	-	-	-	-	-	-	-	168	216
% Unsubscribes - Monthly Average	-	-	-	-	-	-	-	-	-	-	-	0.22%	0.22%
Email Bounces - Monthly Total	-	-	-	-	-	-	-	-	-	-	-	1547	2097

Table 17. Facility rentals

Location	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
700 Alma St. - Rentals - residents	23	21	0	18	22
700 Alma St. - Rentals – non-residents	81	73	19	25	42
100 Terminal Ave. - residents	n/a	n/a	n/a	10	25
100 Terminal Ave. - non-residents	n/a	n/a	n/a	15	3
Athletic field rentals (hours reserved)	722	1146	560	811	530

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

Table 18. Large-scale community event attendance

Location	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
College and Career Fair	-	-	-	-	-	-	-	-	-	-	-	120	-
Black Liberation Month Celebration	256	-	-	-	-	-	-	-	-	-	-	-	290
Community Resource Fair	-	-	-	-	-	-	-	-	-	-	-	-	-
Egg Hunt (toddlers) - 700 Alma St.	-	-	30	-	-	-	-	-	-	-	-	-	-
Egg Hunt (school-age) – Burgess Park	-	-	450	-	-	-	-	-	-	-	-	-	-
BHCC Grand Opening	-	-	-	2000	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	-	-	-	-	300	-	-	-	-	-	-	-	-
4 th of July Parade and Celebration	-	-	-	-	-	1200	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	270	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	230	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	244	300	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	222	550	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	300	80	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	-	330	-	-	-	-	-	-
Summer Concert - Karl E. Clark Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Summer Concert - Karl E. Clark Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Trunk-or-Treat	-	-	-	-	-	-	-	-	215	-	-	-	-
Halloween Parade and Festival	-	-	-	-	-	-	-	-	1500	-	-	-	-
Pumpkin Splash	-	-	-	-	-	-	-	-	150	-	-	-	-
Light Up the Season	-	-	-	-	-	-	-	-	-	-	900	-	-
Photos with Santa	-	-	-	-	-	-	-	-	-	-	-	-	-

PARKS AND RECREATION COMMISSION
 TENTATIVE AGENDA SCHEDULE
 MARCH 26, 2025

MEETING DATE	PROPOSED AGENDA TOPICS
January 22, 2025	<ul style="list-style-type: none"> Preliminary aquatics annual report
February 26, 2025	<ul style="list-style-type: none"> Customer satisfaction survey results
March 26, 2025	<ul style="list-style-type: none"> Presentation: Youth Advisory Committee Review: Draft recreation and community programs survey Department updates and statistics
April 23, 2025	<ul style="list-style-type: none"> Presentation: Large-scale community events Recommend departmental policy: Course withdrawal and cancellation Capital Improvement Projects (CIP) update, to include maintenance of natural and synthetic turf Park Ranger contract services update
May 28, 2025 (Joint meeting w/ LC) (Location: BHCC)	<ul style="list-style-type: none"> Presentation: BHCC first year of operations Review: Recreation and community programs survey results
June 25, 2025	<ul style="list-style-type: none"> Presentation: Sports and outdoor recreation Select commission chair and vice-chair Information: Onboarding new commissioners
July 23, 2025	<ul style="list-style-type: none"> Review: Field allocation process Prepare the PRC work plan 2025-26 Research on synthetic turf and natural turf in athletic fields
August 27, 2024	<ul style="list-style-type: none"> Presentation: Gymnastics program Prepare a report-out to City Council on PRC work plan 2024-25 Recommend the PRC work plan 2025-26
September 24, 2025	<ul style="list-style-type: none"> Aquatics operations update CAPRA accreditation progress report
October 22, 2025	<ul style="list-style-type: none"> Tennis and pickleball update Parks and Recreation Facility Master Plan review
November 19, 2025 (3 rd Wednesday)	<ul style="list-style-type: none"> Approve the PRC 2026 meeting calendar
December 15, 2025 (3 rd Monday) (Joint meeting w/ LC) (Location: BHCC)	<ul style="list-style-type: none"> Year in review Open house / social
Standing/ recurring agenda items (typically every meeting)	<ul style="list-style-type: none"> Approve previous meeting's minutes Department activities and statistics Tentative agenda calendar Commissioner reports
Unscheduled future topics	<ul style="list-style-type: none"> Emergency response plan Park tours for commission members Kelly Park turf and track renovation project update Realize Flood Park project update (San Mateo County Parks)

* PRC Meetings are typically held at 6:30pm on the fourth Wednesday of the month unless otherwise specified.** All dates and topics are tentative and subject to change.