

Parks and Recreation Commission

REGULAR MEETING AGENDA



Date: 4/23/2025
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. Regular Business

- D1. Approve the March 26, 2025 meeting minutes ([Attachment](#))
- D2. Select new Chair and Vice Chair ([Staff Report PRC-2025-006](#))
- D3. Request for proposals (RFP) for park ranger services ([Staff Report PRC-2025-007](#))

E. Informational Items

- E1. City budget process update ([Staff Report PRC-2025-008](#))
- E2. Commission attendance report ([Staff Report PRC-2025-009](#))
- E3. Library and Community Services Department statistics and recent activities ([Staff Report PRC-2025-010](#))
- E4. 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.

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REGULAR MEETING MINUTES – DRAFT

Date: 3/26/2025
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

Vice Chair Lee called the meeting to order at 6:37 p.m.

B. Roll Call

Present: Dawkins, Grass, Lee, Sherman, Van Buren
Absent: Emms, Joshua
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. Presentations and Proclamations

D1. Youth Advisory Committee (Attachment)

The Youth Advisory Committee (YAC) made the presentation.

The Commission received clarification on the YAC's menstrual product drive and offered suggestions to increase the drive's success.

The Commission received feedback from YAC on park facilities, recreation programs, tennis, YAC recruitment and the tennis court reservation process.

E. Regular Business

E1. Approve minutes from the February 26, 2025 meeting (Attachment)

ACTION: Motion and second (Van Buren/ Grass), to approve the minutes from the February 26, 2025 meeting, passed 5-0-2 (Emms and Joshua absent).

E2. Review draft community survey: library and recreation programs and facilities (Staff Report PRC-2025-004)

Library and Community Services (LCS) Director Sean Reinhart introduced the item.

The Commission suggested the following edits to the survey:

- Add a section to request a band or genre for Summer Concert Series
- Submit the survey draft to YAC for feedback
- Add a section about food events at Arrillaga Family Recreation Center
- Add a question about access for outdoor gatherings to Section 13

F. Informational Items

F1. Department statistics and recent activities (Staff Report PRC-2024-005)

LCS Supervisor Tricia Mullan introduced the item.

The Commission discussed the aquatics operations recommendation, operating hours, expenses and establishing a customer base.

F2. Tentative agenda calendar (Attachment)

The Commission made the following updates to the tentative agenda calendar:

- Move pickleball to June
- Add large scale events to July
- Add YAC engagement to April
- Add proposed budget to May

G. Commissioner reports

G1. Individual Commissioner reports

None.

H. Adjournment

Vice Chair Lee adjourned the meeting at 8:35 p.m.

Management Analyst Ashley Walker



Menlo Park Youth Advisory Committee

Parks and Recreation Commission and City Council Presentation



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YAC group



What is the Youth Advisory Committee?

- Engage with and advise various Menlo Park Commissions
- Connect with the next generation of Menlo Park citizens, inspiring them to be involved in the community
- Encourage youth participation in local government and civic affairs
- Assist city staff on activities, events and programs to meet the needs of youth and teens in the community

By empowering the youth of today, we build a more engaged community for the future

YAC Meetings

- Meetings twice a month at *Belle Haven Community Campus* on Wednesdays, from September to May
- Discuss relevant city issues and current events
- Plan and arrange a YAC-sponsored project
- One speaker/commission per month
 - Aquatics
 - Sustainability
 - Assistant Director of Library and Community services, Nick Szegda





YAC Work Plan

As Ambassadors for the City of Menlo Park:

- Volunteer for city-sponsored events
- Present a service project to City Council
- Listen to city staff deliver presentations and provide feedback
- Work together to plan recruitment for the following year

City Service

YAC members are required to volunteer for at least one event hosted by the City of Menlo Park each year

The City of Menlo Park hosts a wide variety of community events, celebrations, observances, cultural and educational programs for all ages

Events we have been or will be volunteers at this year include

- Halloween Hoopla, Trunk or Treat, Light Up the Season, Photos with Santa, Black Liberation Month Celebration, Spring Festival

City Service Photos





Our Menstrual Products Drive



YAC Subcommittees

Four committees

- Project Team
- Social Media and Marketing Team
- Presentation Team
- Recruitment Team

Project Team

Our goal

- Collect and distribute **menstrual products** to those in need within the community

What we do:

- Collect and organize donations
- Coordinate with the Social Media and Marketing Team

Social Media and Marketing Team

Our goal

- Publicize information about the **Menstrual Products Drive** across the city, focusing on how to donate and receive menstrual products.

What we do:

- Promote on Social Media
- Design flyers & graphics
- Provide Updates

Presentation Team

Our goal

- Effectively communicate YAC's mission, project, and impact on the community.

What we do:

- Construct an informative presentation
- Coordinate with other Teams
- Prepare the rest of YAC to present

Recruitment Team

Our goal

- Ensure YAC remains active and continues its mission in the community.

What we do:

- Marketing surrounding next years application process
- Collaborate with Schools & Community Groups
- Compose the application questionnaire

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Our Reflections

The slide features a light green, textured background. In the corners, there are decorative illustrations of green leaves and branches. The top-left and bottom-left corners show clusters of leaves, while the top-right and bottom-right corners show more sparse, individual leaves.

Questions?



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/23/2025

Staff Report Number: PRC-2025-006

Regular Business: Select new Parks and Recreation Commission Chair and Vice Chair

Recommendation

City staff recommend that the Parks and Recreation Commission (PRC) select a Chair and Vice Chair for the 2025-26 fiscal year.

Policy Issues

City Council policy CC-24-004 (Attachment A) requires advisory bodies to annually select a Chair and Vice Chair. The policy states that “The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.”

Background

On Oct. 26, 2022, the PRC adopted a process for selecting a Chair and Vice Chair on a rotating basis that emulates the model used by City Council to annually select the Mayor and Vice Mayor. (Attachment B).

On June 26, 2024, Commissioner Joshua was selected as Chair and Commissioner Lee was selected as Vice Chair.

Analysis

The PRC Chair works with the staff liaison to set the agendas for PRC meetings and presides over those meetings. The PRC Chair typically delivers the PRC’s annual updates to the City Council. The Vice-Chair serves as PRC Chair in the PRC Chair’s absence. The Chair and Vice Chair are sometimes called upon to represent the Commission at ceremonial events.

City staff recommends that the PRC follow the procedure that was established at their Oct. 26, 2022 meeting for selecting a new LC Chair and Vice Chair. That procedure states that the longest-serving PRC member who has not served as Chair becomes the Chair, and the next longest-serving PRC member becomes Vice Chair.

Following the previously established procedure, Vice Chair Lee would be selected as Chair and either Commissioner Grass or Sherman would be selected for the position of Vice Chair. The new PRC Chair and Vice Chair will begin their duties in May and will serve until May 2026.

Public Notice

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

Attachments

- A. Hyperlink. "Adopt a resolution amending City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities authorizing a stipend for the Planning Commission," City Council meeting agenda (item K-6), Feb. 13.
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf
- B. Hyperlink – "Establish a procedure for the annual selection of Chair and Vice Chair," Parks and Recreation Commission meeting agenda (item D-2), Oct. 26, 2022.
<https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2022-meetings/agendas/20221026-parks-and-recreation-commission-agenda-packet.pdf>

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/23/2025

Staff Report Number: PRC-2025-007

Regular Business: Review and provide feedback on a draft request for proposals for ranger services at City parks

Recommendation

City staff recommend that the Parks and Recreation Commission (PRC) review and provide feedback on a draft request for proposals (RFP) for ranger services at City parks (Attachment A).

Policy Issues

The PRC advises the City Council on matters related to recreation programming and facilities, including the maintenance and programming at City parks.

Background

From 1983 through 2011, the City contracted with California Land Management, a private ranger services company, to provide ranger services at Bedwell Bayfront Park. The ranger worked 70 to 92 hours a week depending on the time of year. Ranger duties included janitorial services for the restrooms, daily patrol of the park, public contact, code enforcement, litter collection, fire suppression and opening and closing the front gate.

In 2011, in an effort to reduce costs, an RFP was issued for a reduced scope of services limited to janitorial services, litter collection, and opening and closing of the park's front gate. From 2011 through 2019, the City contracted with Universal Building Services and Supply Co. to provide those services.

The community expressed strong interest in reinstating ranger services during the Bedwell Bayfront Park master planning process in 2017, and the Bedwell Bayfront Park Master Plan called for reinstating the ranger (Attachment B, page 42).

Analysis

Current agreement

The City currently contracts with California Land Management Inc. for ranger services at Bedwell Bayfront Park, with some additional service at nearby Kelly Park. Ranger services at Bedwell Bayfront Park include opening and locking the park's front gate, patrolling the park, collecting litter, public contact and code enforcement, and fire suppression. Services at Kelly Park include patrolling the park, public contact and code enforcement. The City and the contractor schedule coverage to maximize service during days of the week and times of the year that see the greatest park use, while remaining within the not to exceed costs of the contract. The current schedule is provided as Attachment D.

The current agreement is administered by Public Works department. The current contract was approved by the City Council on October 1, 2019 (Attachment C). The level of service currently provided costs

approximately \$150,000 per year. The agreement has been renewing on a year-by-year basis since fiscal year 2023-24, and is set to expire at the end of June, 2025. Staff is working to extend the current contract on a month-to-month basis in order to continue services while allowing enough time for the issuance of the RFP, negotiations for a new contract, and eventual contract approval by the City Council.

Request for Proposals

It is best practice to periodically re-issue RFPs for contracted services. The Library and Community Services (LCS) department, with assistance from the Public Works department, will be taking the lead on the RFP and will assume responsibility for administration of the new agreement in order to align ranger services with outdoor recreation programs and service needs. In addition, staff's intent is to explore through the RFP the feasibility and cost implications of potentially expanding ranger service to additional parks in other areas of the City.

At various times in the past, the PRC and staff have heard from residents and park users about issues that potentially could be more efficiently and effectively managed through ranger services at more parks. With the understanding that resources are limited and there likely would be cost implications to any new or expanded levels of service, staff would like the PRC's feedback on the draft RFP, including but not limited to the following considerations:

1. Is the the scope of work appropriate to the level of service need?
2. Services that could be added to or removed from the scope of work
3. Parks that could be added to or removed from the scope of work
4. Times of day and days of the week when specific services are most needed at specific parks
5. Any other thoughts or feedback related to contracted park ranger services and/or the RFP.

RFP process and schedule

The RFP in Attachment A includes process details and a tentative schedule, as follows:

Tentative RFP schedule	Target date
Pre-proposal meeting at 10:00 AM	May 26
Questions due at 5:00 PM	June 2
Responses to questions issued	June 9
Proposals due	June 20
Interviews (if needed)	July 7
Parks and Recreation Commission review	July 23
City Council award of contract	August 12

Impact on City Resources

As an advisory body to the City Council, the PRC does not authorize budgets or resource allocations. The authority to allocate resources such as City budgets rests solely with the City Council.

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. Draft RFP
- B. Hyperlink. Bedwell Bayfront Park Master Plan. menlopark.gov/files/sharedassets/public/v/1/public-works/documents/capital-improvement-program/bedwell-bayfront-park-master-plan.pdf
- C. Hyperlink: City Council meeting October 1, 2019, item E3. menlopark.org/DocumentCenter/View/22970/E3-20191001-California-land-development-ranger-services-CC
- D. Hourly allocation for ranger services, fiscal year 2024-25

Report prepared by:

Harrison Yee, Recreation Coordinator

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

REQUEST FOR PROPOSALS (RFP) FOR PARK RANGER SERVICES

Library and Community Services
800 Alma St., Menlo Park, CA 94025
tel 650-330-2520



Description	
The City of Menlo Park (City) is seeking a well-qualified contractor to submit proposals for ranger services at City parks. Scope of work may include, but not limited to the following tasks: perform daily patrols, enforce park regulations, collect litter, and suppress fire, if needed.	
Qualifications due: June 20, 2025 5:00 p.m.	
Attn: Nick Szegda	
Project manager tel: 650-330-2506	For questions, please submit through PlanetBids.

CITY OF MENLO PARK'S ELECTRONIC BIDDING SITE, PLANET BIDS
<https://pbsystem.planetbids.com/portal/46202/portal-home>

Statement of purpose

A qualified contractor is needed to provide ranger services at city maintained parks.

Background information

Bedwell Bayfront Park is located at the east end of Menlo park on San Francisco Bay at Highway 101 and Marsh Road. The park's 160 acres are surrounded on three sides by the Don Edwards San Francisco Bay Wildlife Refuge. The park has an extensive trail system, most of which is unpaved. The park is popular for hiking, running, bicycling, dog walking, bird watching, kite flying and photography. The relatively flat 2.3 mile trail around the perimeter of Bedwell Bayfront Park is part of the San Francisco Bay Trail. Park amenities include restrooms, paved parking lots, a drinking fountain, an open play field, benches and natural wooded areas.

The City of Menlo Park operates 13 additional parks of varying size and amenities. Amenities at parks vary by park and include but are not limited to: athletic fields, barbeques, basketball courts, bicycle parking, dog parks, food concession structure, gazebos, open spaces, parking areas, picnic areas, playgrounds, restrooms, skate park, tennis and pickleball courts, walking paths, water features, wooded areas.

More information on the City's parks can be found at menlopark.gov/parks

Scope of work

The City is seeking qualified contractors (respondents) to submit proposals for ranger services at City owned parks. Respondents shall propose the following services as listed below as part of a three-year agreement with the option to extend on a yearly basis for up to three additional years.

Service levels and enhancements

Respondents are **required** to provide a base proposal for service level one, as described below. Respondents are strongly encouraged, but not required, to also provide enhancement proposals for service levels two and three, as described below.

- Service Level 1 – Bedwell Bayfront Park
- Service Level 2 – Bedwell Bayfront Park, plus one additional park (Park A) that will vary by season
- Service Level 3 – Bedwell Bayfront Park, plus two additional parks (Park A and Park B) that will vary by season.

The additional park/s in Service Levels 2 and 3 will be identified by the City and will rotate seasonally (quarterly) in consultation with the selected contractor.

City's responsibilities

The City shall provide the following services:

- Garbage. City shall provide for garbage collection at a specified location within the city where the contractor may deposit garbage collected in the park.
- Utilities. City shall pay all contract and work-related telephone, electrical, water, heating and other utility costs within each park and/or work area related to ongoing operations of the parks.
- Training. All City-provided or City, State or Federal mandated training shall take place within and during the hours of services provided by Contractor. If additional hours of service are required for Contractor to complete said training, these hours shall be treated as additional hours of service and require prior City approval.
- For Special Patrols outside of normal Ranger routines and responsibilities, City shall provide Contractor's Rangers with a list of patrol objectives, duties and limitations.

Contractor's responsibilities

Contractor shall provide the following services:

- Daily patrols. Contractor shall provide daily patrol surveillance of assigned City parks utilizing vehicle and pedestrian methods. Contractor shall keep daily logs documenting patrol activities in a manner approved by the City and provide City a monthly report listing all public contacts associated with code violations. Monthly report to include patrol and surveillance recommendations for upcoming month. Contractor shall also provide park information to visitors, perform maintenance duties relating to the development and upkeep of the assigned lands, trails, fences, gates, as well as maintenance of a variety of other park facilities.

- **Public education and policy enforcement.** After receiving appropriate training shall educate the public about park features, the park environment and park rules, and shall issue verbal and/or written warnings for violations of department policy regarding use of recreation facilities.
- **First aid.** Contractor shall provide basic first aid to Park visitors on demand and promptly notify appropriate emergency agencies when necessary.
- **Litter collection.** Contractor shall provide general litter pickup within the Park on a daily basis. Contractor will provide garbage bags and litter sticks for litter collection. All collected litter and trash will be deposited by Contractor at a mutually-convenient location within the City as specified by City.
- **Fire suppression.** In the event of fire, Contractor's Rangers shall immediately call City's Emergency Communications (9-1-1) and then direct City's emergency
- **Code enforcement.** After receiving appropriate training shall issue verbal and/or written warnings (Courtesy Notices provided by City) pursuant to Municipal Code Chapter 2.38, including violations of the Parks and Recreation Chapter 8.28, Dog Licenses Chapter 9.01 and Stopping-Standing-Parking Chapter 11.24. Unless there is genuine concern for the Contractor's safety, all visitors with unrestricted dogs will be verbally warned. Contractor shall use a passive and educational approach in every possible instance and will always be polite and respectful to violators. Contractor shall promptly notify City's Police Department Dispatch of any law enforcement and public safety problems within Park.

Equipment and materials

- Contractor shall provide and maintain one (1) white, compact two-wheel-drive pickup truck. The truck shall be equipped with "saddle pack" type toolboxes, City frequency radio, light bars (yellow), fire extinguisher and spotlights and shall be marked with Contractors logo in a manner approved by the City. The truck shall be a late model (less than five years old) and kept in good condition.
- Contractor shall provide all uniforms and personal equipment required by its staff. Such uniforms shall be in accordance with city standards. Contractor's staff shall present a neat and clean appearance.
- Contractor shall provide a basic complement of non-specialized non-powered hand tools to use by its staff in the performance of their duties. Such tools shall be limited to items, such as hammers, screwdrivers, wrenches, shovels, rakes, and similar equipment.

Ranger schedule

Respondents are **required** to provide a base proposal for Service Level 1, as described below. Respondents are strongly encouraged, but not required, to also provide enhancement proposals for Service Level 2 and Service Level 3, as described below.

- Service Level 1 – Bedwell Bayfront Park
- Service Level 2 – Bedwell Bayfront Park, plus one additional park (Park A) that will vary by season
- Service Level 3 – Bedwell Bayfront Park, plus two additional parks (Park A and Park B) that will vary by season.

The additional park/s in Service Levels 2 and 3 will be identified by the City and will rotate seasonally (quarterly) in consultation with the selected contractor.

Contractor shall provide patrol for a specific amount of hours per day and per park.

Month	Patrol day	Service Level 1	Service Level 2	Service Level 3
		Bedwell Bayfront Park service hours	Park A Service hours	Park B service hours
May – September	Mondays, Tuesdays, and Thursdays	5	3	4
	Fridays, Saturdays, and Sundays	8	4	4
October – April	Mondays, Thursdays, Fridays, Saturdays, and Sundays	5	3	4
Holidays	8 selected holidays	8	8	8

Holidays

8 holidays will be selected for service from among the list of designated City holidays listed below:

- January 1 (New Year's Day)
- The third Monday in January (Martin Luther King's Birthday)
- The third Monday in February (President's Day)
- The last Monday in May (Memorial Day)
- July 4 (Independence Day)
- The first Monday in September (Labor Day)
- November 11 (Veterans' Day)
- The fourth Thursday in November (Thanksgiving Day)
- The day after Thanksgiving Day
- December 24 (Christmas Eve)
- December 25 (Christmas Day)

Outcome and performance standards

Project Manager shall make periodic reviews of Contractor's operations and report any findings to Contractor's Supervising Rangers and/or Contractor.

Deliverables

Contractor shall submit monthly code enforcement task reports (include employee's name, enforcement frequency, code number and description, park location, patrol hours and schedule). Contractor shall also report any maintenance problems.

Proposal preparation and submittal

The City will review all contractor proposals received. Proposals shall be brief, precise, and organized as follow:

Section 1: Cover letter (1 page maximum)

A signed cover letter including an executive summary and statement of understanding of this RFP. Include a brief description of your firm's qualifications for performing the requested services. The letter shall contain the contact and signature of a firm representative who has the authority to execute contracts

Section 2: Qualifications of project team

Identify key individuals of the firm. List the project manager on your firm's behalf and include descriptions of each personnel's role on the project. This section should also provide an overview of each team member's qualifications and relevant experience for the scope of work. Provide resumes summarizing such qualifications for the Project Team.

Qualified contractor(s) shall have, but not limited to:

- Be at least 18 years of age;
- Designated either as Ranger or Senior Ranger;
- Complete training and certification by the State of California, Department of Consumer Affairs as a Security Guard;
- Requires education equivalent to graduation from a two-year community college with a degree in an appropriate field and a minimum of one year's experience in the protection, operation, or maintenance of a park, forest, public recreation area, or the equivalent. A maximum of one additional year of experience may be substituted for one year of education.
- Must possess a valid California driver's license
- Must possess or obtain a standard CPR card and standard First Aid card (or higher)

The contractor shall provide a copy of all required licenses or certifications with the proposal and shall obtain a Menlo Park business license and bond documents before services begin.

Prevailing Wages - Workers employed in the work must be paid at rates at least equal to the current prevailing wage scale as determined by the State Director of the Department of Industrial Relations.

DIR Registration - no contractor or subcontractor may be awarded a contract for work exceeding \$25,000 unless registered with the State of California Department of Industrial Relations, and eligible to bid on Public Works projects <http://www.dir.ca.gov>

Section 3: References

Provide at least three (3) references where work was performed within the past five (5) years of a similar size and nature of this agreement, preferably public entities in the San Francisco Bay Area. Include a brief description of the services provided; the employer's contact information (names, phone numbers, and email addresses); key employee personnel involved; and number of years providing the service.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Contractor or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the contractor or its insurers within the last five years.

Section 4: Pricing summary

Prices quoted include labor, materials, use of tools and construction equipment, supervision and administration, payroll and sales taxes, insurance, overhead and profit, permits and fees; and any or all other costs that are necessary and appropriate to the proper and timely performance of the work. Prices are valid for 90 days and shall be all inclusive for services specified in this proposal (Attachment A).

The Contractor shall set forth for each item of work a yearly price and a total for three (3) year price, all in clearly legible figures in the respective spaces provided for this purpose. In the case of unit basis items, the amount set forth under the "Total" column shall be the extension of the item price bid on the basis of the estimated quantity for the item.

Failure to provide the required information, or if information provided is subsequently proved false, the Proposal shall be considered as non-responsive and shall be grounds for rejection of the bid.

If the annual costs for Years 1, 2, and 3 (Attachment A) exceeds \$25,000, the awarded contractor will be required to furnish a Faithful Performance Bond and a Labor and Material Payment Bond each in an amount equal to one hundred percent (100%) of the Annual Contract Cost. Each bond shall be in the City forms (Attachment B), shall be secured from a surety company that meets all State of California bonding requirements, as defined in California Code of Civil Procedure Section 995.120, and that is a California admitted surety insurer. Any cost associated with providing such bonds must be included in the bid price. The awarded contractor shall deliver these documents within fourteen (14) calendar days after being notified by the City that they have been awarded the contract. The awarded contractor will be required to submit a renewal bond annually.

Submittal process

Electronic proposals will be received in electronic format on the City's PlanetBids Portal available at <https://pbsystem.planetbids.com/portal/46202/portal-home>. Proposals will be received up to **Friday June 20, 2025 at 5:00 PM**. Please note that Submitters must be pre-registered with the City's bidding system in order to submit an electronic proposal.

City staff will review the proposals and select the most qualified firm based on the following criteria:

1. Ability to perform the specific tasks
2. Overall cost of the proposal
3. Qualifications of the specific individuals who will work on the project
4. The specific method or techniques to be used
5. Reasonableness of the schedule to complete each task element
6. Experience working with the City of Menlo Park and/or other local San Francisco Bay Area public agencies

After reviewing each proposal, the City will notify each Contractor in writing. The City reserves the right to complete the selection project without proceeding to an interview phase, and the City may choose to select a consultant based upon information supplied in the proposal.

Process schedule

The City aims to complete its evaluation of proposals per the tentative timeline below. A more detailed schedule will be established as the project progresses and changes may be pending. It is important to attend the mandatory pre-proposal meeting to assess and evaluate the project scope of work.

Tentative RFP schedule	Target date
Pre-proposal meeting at 10:00 AM	May 26, 2025
Questions due at 5:00 PM	June 2, 2025
Responses to questions issued	June 9, 2025
Proposals due	June 20, 2025
Interviews (if needed)	July 7, 2025
Parks and Recreation Commission review	July 23, 2025
City Council award of contract	August 12, 2025

Point of contact for future correspondence

Please direct all inquiries to:
 Nick Szegda
 Assistant Library and Community Services Director, Library
NJSzegda@menlopark.gov
 650-330-2506

Term of contract

The City intends to execute a three-year contract with the most qualified contractor(s) with an option to extend on a yearly basis for up to three (3) one-year terms. The Contract(s) will be awarded at the discretion of the Menlo Park City Council. The City of Menlo Park reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP. Proposals and materials submitted will become the property of the City and will not be deemed confidential or proprietary.

Payments

The Contractor shall submit invoices to the City's invoices to the City's Payment Portal. Invoices must include a general summary of scope of work relative to the contract total and remaining fund for the City's review and approval. The Contractor shall submit invoices when installation and removal are complete. The City reserves the right to reject any invoice, which does not abide by the above criteria until these terms are reviewed and satisfied.

Contractual terms and conditions

The Contractor will be required to sign the City's Standard Agreement for Services (see attached Exhibit A). Any requested changes to the City's standard contract terms (noted in Exhibit A) must be requested as part of the proposal. All work including data, documents, and other work products performed or prepared by the Contractor and all sub-Contractors shall be considered the property of the City. All proposals, once submitted to the City, become public record and may be released upon request.

MAINTENANCE AGREEMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



Agreement #:
AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND FIRST PARTY
THIS AGREEMENT made and entered into at Menlo Park, California, this _____, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and FIRST PARTY, hereinafter referred to as "FIRST PARTY."
<p>WITNESSETH:</p> <p>WHEREAS, CITY desires to retain FIRST PARTY to provide certain professional services for CITY in connection with that certain project called:</p> <p>WHEREAS, FIRST PARTY is licensed to perform said services and desires to and does hereby undertake to perform said services.</p> <p>NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES AND CONDITIONS of each of the parties hereto, it is hereby agreed as follows:</p>
1. SCOPE OF WORK
In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services as set forth in Exhibit "A," Scope of Services.
2. SCHEDULE FOR WORK
<p>FIRST PARTY's proposed schedule for the various services required pursuant to this agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other, or the other's employees and agents.</p> <p>FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. The "Notice to Proceed" date shall be considered the "effective date" of the agreement, as used herein, except as otherwise specifically defined. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this agreement.</p>
3. PROSECUTION OF WORK
FIRST PARTY will employ a sufficient staff to prosecute the work diligently and continuously and will complete the work in accordance with the schedule of work approved by the CITY. (See Exhibit "A," Scope of Services).

4. COMPENSATION AND PAYMENT

- A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$enter amount as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable.
- B. FIRST PARTY's fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and services incurred by FIRST PARTY and used in carrying out or completing the work.
- C. Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the services performed to CITY. This statement shall include, at a minimum, the project title, agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY.
- D. Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges.

5. EQUAL EMPLOYMENT OPPORTUNITY

- A. FIRST PARTY, with regard to the work performed by it under this agreement shall not discriminate on the grounds of race, religion, color, national origin, sex, handicap, marital status or age in the retention of sub-consultants, including procurement of materials and leases of equipment.
- B. FIRST PARTY shall take affirmative action to insure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, marital status or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.
- C. FIRST PARTY shall post in prominent places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- D. FIRST PARTY shall state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, marital status or handicap.
- E. FIRST PARTY shall comply with Title VI of the Civil Rights Act of 1964 and shall provide such reports as may be required to carry out the intent of this section.
- F. FIRST PARTY shall incorporate the foregoing requirements of this section in FIRST PARTY's agreement with all sub-consultants.

6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

- A. FIRST PARTY shall not assign this agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CITY thereto, provided, however, that claims for money due or to become due to the FIRST PARTY from the CITY under this agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of an intended assignment or transfer shall be furnished promptly to the CITY.
- B. In the event there is a change of more than 30 percent of the stock ownership or ownership in FIRST PARTY from the date of this agreement is executed, then CITY shall be notified before the date of said change of stock ownership or interest and CITY shall have the right, in event of such change in stock ownership or interest, to terminate this agreement upon notice to FIRST PARTY. In the event CITY is not notified of any such change in stock ownership or interest, then upon knowledge of same, it shall be deemed that CITY has terminated this agreement.

7. INDEPENDENT WORK CONTROL

It is expressly agreed that in the performance of the service necessary for compliance with this agreement, FIRST PARTY shall be and is an independent contractor and is not an agent or employee of CITY. FIRST PARTY has and shall retain the right to exercise full control and supervision of the services and full control over the employment, direction, compensation and discharge of all persons assisting FIRST PARTY in the performance of FIRST PARTY's services hereunder. FIRST PARTY shall be solely responsible for its own acts and those of its subordinates and employees.

8. CONSULTANT QUALIFICATIONS

It is expressly understood that FIRST PARTY is licensed and skilled in the professional calling necessary to perform the work agreed to be done by it under this agreement and CITY relies upon the skill of FIRST PARTY to do and perform said work in a skillful manner usual to the profession. The acceptance of FIRST PARTY's work by CITY does not operate as a release of FIRST PARTY from said understanding.

9. NOTICES

All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service. Notices required to be given to CITY shall be addressed as follows:

Azalea A. Mitch
Public Works
City of Menlo Park
701 Laurel St.
Menlo Park, CA 94025
650-330-6740
PWdirector@menlopark.gov

Notices required to be given to FIRST PARTY shall be addressed as follows:

Name
Company
Address
City, State Zip
Phone
Email

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

10. HOLD HARMLESS

The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code.

11. INSURANCE

- A. FIRST PARTY shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.
- B. There shall be a contractual liability endorsement extending the FIRST PARTY's coverage to include the contractual liability assumed by the FIRST PARTY pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the CITY, at the address shown in Section 9, of any pending cancellation of the policy. FIRST PARTY shall notify CITY of any pending change to the policy. All certificates shall be filed with the City.
 - 1. Workers' compensation and employer's liability insurance:
The FIRST PARTY shall have in effect during the entire life of this agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this agreement" (not required if the FIRST PARTY is a Sole Proprietor).
 - 2. Liability insurance:
The FIRST PARTY shall take out and maintain during the life of this agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in aggregate, or one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this agreement in an amount of not less than one million dollars (\$1,000,000) for each accident combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.
 - 3. Professional liability insurance:
FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars (\$1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.
- C. CITY and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the Professional Liability and workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies, and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.
- D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, CITY, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.
- E. Before the execution of this agreement, any deductibles or self-insured retentions must be declared to and approved by CITY.

12. PAYMENT OF PERMITS/LICENSES

Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

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

Approval of or by CITY shall not constitute nor be deemed a release of responsibility and liability of FIRST PARTY or its sub-consultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by CITY for any defect in the designs, working drawings, specifications or other documents prepared by FIRST PARTY or its sub-consultants and/or subcontractors.

14. OWNERSHIP OF WORK PRODUCT

Work products of FIRST PARTY for this project, which are delivered under this agreement or which are developed, produced and paid for under this agreement, shall become the property of CITY. The reuse of FIRST PARTY's work products by City for purposes other than intended by this agreement shall be at no risk to FIRST PARTY.

15. REPRESENTATION OF WORK

Any and all representations of FIRST PARTY, in connection with the work performed or the information supplied, shall not apply to any other project or site, except the project described in Exhibit "A" or as otherwise specified in Exhibit "A."

16. TERMINATION OF AGREEMENT

- A. CITY may give thirty (30) days written notice to FIRST PARTY, terminating this agreement in whole or in part at any time, either for CITY's convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY's change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:
 1. Immediately discontinue all services affected (unless the notice directs otherwise); and
 2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this agreement, whether completed or in process.
- B. If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.
- C. If the termination is due to the failure of FIRST PARTY to fulfill its agreement, CITY may take over the work and prosecute the same to completion by agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby.
- D. If, after notice of termination for failure to fulfill agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Section.
- E. The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this agreement.
- F. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for services performed and expenses incurred through the termination date.

17. INSPECTION OF WORK

It is FIRST PARTY's obligation to make the work product available for CITY's inspections and periodic reviews upon request by CITY.

18. COMPLIANCE WITH LAWS

It shall be the responsibility of FIRST PARTY to comply with all State and Federal Laws applicable to the work and services provided pursuant to this agreement, including but not limited to compliance with prevailing wage laws, if applicable.

19. BREACH OF AGREEMENT

- A. This agreement is governed by applicable federal and state statutes and regulations. Any material deviation by FIRST PARTY for any reason from the requirements thereof, or from any other provision of this agreement, shall constitute a breach of this agreement and may be cause for termination at the election of the CITY.
- B. The CITY reserves the right to waive any and all breaches of this agreement, and any such waiver shall not be deemed a waiver of any previous or subsequent breaches. In the event the CITY chooses to waive a particular breach of this agreement, it may condition same on payment by FIRST PARTY of actual damages occasioned by such breach of agreement.

20. SEVERABILITY

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

21. CAPTIONS

The captions of this agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify, or aid in the interpretation, construction, or meaning of any provisions of this agreement.

22. LITIGATION OR ARBITRATION

In the event that suit or arbitration is brought to enforce the terms of this agreement, the prevailing party shall be entitled to litigation costs and reasonable attorneys' fees. The Dispute Resolution provisions are set forth on Exhibit "B," 'Dispute Resolution' attached hereto and by this reference incorporated herein.

23. RETENTION OF RECORDS

Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the City, a federal agency, and the state of California.

24. TERM OF AGREEMENT

This agreement shall remain in effect for the period of Select start date through Select end date unless extended, amended, or terminated in writing by CITY.

25. ENTIRE AGREEMENT

This document constitutes the sole agreement of the parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between parties not expressly stated in this document are not binding. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties to this agreement.

26. STATEMENT OF ECONOMIC INTEREST

Consultants, as defined by Section 18701 of the Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, are required to file a Statement of Economic Interests with 30 days of approval of a contract services agreement with the City of its subdivisions, on an annual basis thereafter during the term of the contract, and within 30 days of completion of the contract.

Based upon review of the Consultant's Scope of Work and determination by the City Manager, it is determined that Consultant IS NOT required to file a Statement of Economic Interest. A statement of Economic Interest shall be filed with the City Clerk's office no later than 30 days after the execution of the agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

FOR FIRST PARTY:

Signature

Date

Printed name

Title

Tax ID#

APPROVED AS TO FORM:

Nira F. Doherty, City Attorney

Date

FOR CITY OF MENLO PARK:

Signature Authority, Title

Date

ATTEST:

Judi A. Herren, City Clerk

Date

EXHIBIT "A" – SCOPE OF SERVICES**A1.SCOPE OF WORK**

FIRST PARTY agrees to provide consultant services for CITY's Public Works. In the event of any discrepancy between any of the terms of the FIRST PARTY's proposal and those of this agreement, the version most favorable to the CITY shall prevail. FIRST PARTY shall provide the following services: Provide consultant services set forth in Exhibit A -1, attached hereto.

FIRST PARTY agrees to perform these services as directed by the CITY in accordance with the standards of its profession and CITY's satisfaction.

A2.COMPENSATION

CITY shall pay FIRST PARTY an all-inclusive fee of \$enter amount as described in Exhibit "A," Scope of Services. All payments, shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable.

FIRST PARTY's fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and services incurred by FIRST PARTY and used in carrying out or completing the work.

Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the services performed to CITY. This statement shall include, at a minimum, the project title, agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY.

Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges.

A3.SCHEDULE OF WORK

FIRST PARTY'S proposed schedule for the various services required will be set forth in Exhibit A-1.

A4.CHANGES IN WORK -- EXTRA WORK

In addition to services described in Section A1, the parties may from time to time agree in writing that FIRST PARTY, for additional compensation, shall perform additional services including but not limited to:

- Change in the services because of changes in scope of the work.
- Additional tasks not specified herein as required by the CITY.

The CITY and FIRST PARTY shall agree in writing to any changes in compensation and/or changes in FIRST PARTY's services before the commencement of any work. If FIRST PARTY deems work he/she has been directed to perform is beyond the scope of this agreement and constitutes extra work, FIRST PARTY shall immediately inform the CITY in writing of the fact. The CITY shall make a determination as to whether such work is in fact beyond the scope of this agreement and constitutes extra work. In the event that the CITY determines that such work does constitute extra work, it shall provide compensation to the FIRST PARTY in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the CITY and FIRST PARTY. A supplemental agreement providing for such compensation for extra work shall be negotiated between the CITY and the FIRST PARTY. Such supplemental agreement shall be executed by the FIRST PARTY and may be approved by the City Manager upon recommendation of the Department Head.

A5. BILLINGS

FIRST PARTY's bills shall include the following information: A brief description of services performed, project title and the agreement number; the date the services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount; Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

The expenses of any office, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by FIRST PARTY in the performances of this agreement shall be incurred at the FIRST PARTY's discretion. Such expenses shall be FIRST PARTY's sole financial responsibility.

EXHIBIT “B” - DISPUTE RESOLUTION

- B1.0** All claims, disputes and other matters in question between the FIRST PARTY and CITY arising out of, or relating to, the contract documents or the breach thereof, shall be resolved as follows:
- B2.0 Mediation**
- B2.1** The parties shall attempt in good faith first to mediate such dispute and use their best efforts to reach agreement on the matters in dispute. After a written demand for non-binding mediation, which shall specify in detail the facts of the dispute, and within ten (10) days from the date of delivery of the demand, the matter shall be submitted to a mutually agreeable mediator. The Mediator shall hear the matter and provide an informal opinion and advice, none of which shall be binding upon the parties, but is expected by the parties to help resolve the dispute. Said informal opinion and advice shall be submitted to the parties within twenty (20) days following written demand for mediation. The Mediator’s fee shall be shared equally by the parties. If the dispute has not been resolved, the matter shall be submitted to arbitration in accordance with Paragraph B3.1.
- B3.0 Arbitration**
- B3.1** Any dispute between the parties that is to be resolved by arbitration as provided in Paragraph B2.1 shall be settled and decided by arbitration conducted by the American Arbitration Association in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, as then in effect, except as provided below. Any such arbitration shall be held before three arbitrators who shall be selected by mutual agreement of the parties; if agreement is not reached on the selection of the arbitrators within fifteen (15) days, then such arbitrator(s) shall be appointed by the presiding Judge of the court of jurisdiction of the agreement.
- B3.2** The provisions of the Construction Industry Arbitration Rules of the American Arbitration Association shall apply and govern such arbitration, subject, however to the following:
- B3.3** Any demand for arbitration shall be writing and must be made within a reasonable time after the claim, dispute or other matter in question as arisen. In no event shall the demand for arbitration be made after the date that institution of legal or equitable proceedings based on such claim, dispute or other matter would be barred by the applicable statute of limitations.
- B3.4** The arbitrator or arbitrators appointed must be former or retired judges, or attorneys at law with last ten (10) years’ experience in construction litigation.
- B3.5** All proceedings involving the parties shall be reported by a certified shorthand court reporter, and written transcripts of the proceedings shall be prepared and made available to the parties.
- B3.6** The arbitrator or arbitrators must be made within and provide to the parties factual findings and the reasons on which the decisions of the arbitrator or arbitrators is based.
- B3.7** Final decision by the arbitrator or arbitrators must be made within ninety (90) days from the date of the arbitration proceedings are initiated.
- B3.8** The prevailing party shall be awarded reasonable attorneys’ fees, expert and non-expert witness costs and expenses, and other costs and expenses incurred in connection with the arbitration, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.9** Costs and fees of the arbitrator or arbitrators shall be borne by the non-prevailing party, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.10** The award or decision of the arbitrator or arbitrators, which may include equitable relief, shall be final, and judgment may be entered on it in accordance with applicable law in any court having jurisdiction over the matter.



Donna Doran - Regional Director

Vista Recreation –Phoenix, AZ /Red Bluff, CA

"The Outdoors. Done Right."

Mobile: 415-272-6847

Web: www.vista-rec.com

Email: donna@vista-rec.com

July	Day	Hours	Schedule	Bedwell	Kelly	
1	M	5	2pm-7pm	2pm-6pm	6pm-7pm	
2	T	5	2pm-7pm	2pm-6pm	6pm-7pm	
3	W	5	2pm-7pm	2pm-6pm	6pm-7pm	
4	T	5	2pm-7pm	2pm-6pm	6pm-7pm	Holiday
5	F	8	11am-7pm	11am-6pm	6pm-7pm	
6	S	8	11am-7pm	11am-6pm	6pm-7pm	
7	S	8	11am-7pm	11am-6pm	6pm-7pm	
8	M	5	2pm-7pm	2pm-6pm	6pm-7pm	
9	T	5	2pm-7pm	2pm-6pm	6pm-7pm	
10	W	5	2pm-7pm	2pm-6pm	6pm-7pm	
11	T	5	2pm-7pm	2pm-6pm	6pm-7pm	
12	F	8	11am-7pm	11am-6pm	6pm-7pm	
13	S	8	11am-7pm	11am-6pm	6pm-7pm	
14	S	8	11am-7pm	11am-6pm	6pm-7pm	
15	M	5	2pm-7pm	2pm-6pm	6pm-7pm	
16	T	5	2pm-7pm	2pm-6pm	6pm-7pm	
17	W	5	2pm-7pm	2pm-6pm	6pm-7pm	
18	T	5	2pm-7pm	2pm-6pm	6pm-7pm	
19	F	8	11am-7pm	11am-6pm	6pm-7pm	
20	S	8	11am-7pm	11am-6pm	6pm-7pm	
21	S	8	11am-7pm	11am-6pm	6pm-7pm	
22	M	5	2pm-7pm	2pm-6pm	6pm-7pm	
23	T	5	2pm-7pm	2pm-6pm	6pm-7pm	
24	W	5	2pm-7pm	2pm-6pm	6pm-7pm	
25	T	5	2pm-7pm	2pm-6pm	6pm-7pm	
26	F	8	11am-7pm	11am-6pm	6pm-7pm	
27	S	8	11am-7pm	11am-6pm	6pm-7pm	
28	S	8	11am-7pm	11am-6pm	6pm-7pm	
29	M	5	2pm-7pm	2pm-6pm	6pm-7pm	
30	T	5	2pm-7pm	2pm-6pm	6pm-7pm	
31	W	5	2pm-7pm	2pm-6pm	6pm-7pm	

191

Hour Allocation Total: 1821

Year Total: \$156,879

Legends:

	Weekdays
	Weekends
	Holidays

3% cpi

City Of Menlo Park

Patrol Sites: Bedwell Bayfront and Kelly Parks

Daily Patrol Option

Fiscal Year: July 2024 - June 2025

Schedule and Allocation of Hours

August	Day	Hours	Schedule	Bedwell	Kelly
1	T	5	2pm-7pm	2pm-6pm	6pm-7pm
2	F	8	11am-7pm	11am-6pm	6pm-7pm
3	S	8	11am-7pm	11am-6pm	6pm-7pm
4	S	8	11am-7pm	11am-6pm	6pm-7pm
5	M	5	2pm-7pm	2pm-6pm	6pm-7pm
6	T	5	2pm-7pm	2pm-6pm	6pm-7pm
7	W	5	2pm-7pm	2pm-6pm	6pm-7pm
8	T	5	2pm-7pm	2pm-6pm	6pm-7pm
9	F	8	11am-7pm	11am-6pm	6pm-7pm
10	S	8	11am-7pm	11am-6pm	6pm-7pm
11	S	8	11am-7pm	11am-6pm	6pm-7pm
12	M	5	2pm-7pm	2pm-6pm	6pm-7pm
13	T	5	2pm-7pm	2pm-6pm	6pm-7pm
14	W	5	2pm-7pm	2pm-6pm	6pm-7pm
15	T	5	2pm-7pm	2pm-6pm	6pm-7pm
16	F	8	11am-7pm	11am-6pm	6pm-7pm
17	S	8	11am-7pm	11am-6pm	6pm-7pm
18	S	8	11am-7pm	11am-6pm	6pm-7pm
19	M	5	2pm-7pm	2pm-6pm	6pm-7pm
20	T	5	2pm-7pm	2pm-6pm	6pm-7pm
21	W	5	2pm-7pm	2pm-6pm	6pm-7pm
22	T	5	2pm-7pm	2pm-6pm	6pm-7pm
23	F	8	11am-7pm	11am-6pm	6pm-7pm
24	S	8	11am-7pm	11am-6pm	6pm-7pm
25	S	8	11am-7pm	11am-6pm	6pm-7pm
26	M	5	2pm-7pm	2pm-6pm	6pm-7pm
27	T	5	2pm-7pm	2pm-6pm	6pm-7pm
28	W	5	2pm-7pm	2pm-6pm	6pm-7pm
29	T	5	2pm-7pm	2pm-6pm	6pm-7pm
30	F	8	11am-7pm	11am-6pm	6pm-7pm
31	S	8	11am-7pm	11am-6pm	6pm-7pm
		197			

September	Day	Hours	Schedule	Bedwell	Kelly	
1	S	8	10am-6pm	10am-5pm	5pm-6pm	
2	M	5	1pm-6pm	1pm-5pm	5pm-6pm	Holiday
3	T	5	1pm-6pm	1pm-5pm	5pm-6pm	
4	W	5	1pm-6pm	1pm-5pm	5pm-6pm	
5	T	5	1pm-6pm	1pm-5pm	5pm-6pm	
6	F	8	10am-6pm	10am-5pm	5pm-6pm	
7	S	8	10am-6pm	10am-5pm	5pm-6pm	
8	S	8	10am-6pm	10am-5pm	5pm-6pm	
9	M	5	1pm-6pm	1pm-5pm	5pm-6pm	
10	T	5	1pm-6pm	1pm-5pm	5pm-6pm	
11	W	5	1pm-6pm	1pm-5pm	5pm-6pm	
12	T	5	1pm-6pm	1pm-5pm	5pm-6pm	
13	F	8	10am-6pm	10am-5pm	5pm-6pm	
14	S	8	10am-6pm	10am-5pm	5pm-6pm	
15	S	8	10am-6pm	10am-5pm	5pm-6pm	
16	M	5	1pm-6pm	1pm-5pm	5pm-6pm	
17	T	5	1pm-6pm	1pm-5pm	5pm-6pm	
18	W	5	1pm-6pm	1pm-5pm	5pm-6pm	
19	T	5	1pm-6pm	1pm-5pm	5pm-6pm	
20	F	8	10am-6pm	10am-5pm	5pm-6pm	
21	S	8	10am-6pm	10am-5pm	5pm-6pm	
22	S	8	10am-6pm	10am-5pm	5pm-6pm	
23	M	5	1pm-6pm	1pm-5pm	5pm-6pm	
24	T	5	1pm-6pm	1pm-5pm	5pm-6pm	
25	W	5	1pm-6pm	1pm-5pm	5pm-6pm	
26	T	5	1pm-6pm	1pm-5pm	5pm-6pm	
27	F	8	10am-6pm	10am-5pm	5pm-6pm	
28	S	8	10am-6pm	10am-5pm	5pm-6pm	
29	S	8	10am-6pm	10am-5pm	5pm-6pm	
30	M	5	1pm-6pm	1pm-5pm	5pm-6pm	
		189				

October	Day	Hours	Schedule	Bedwell	Kelly
1	T	4	1pm-5pm	1pm-4pm	4pm-5pm
2	W	4	1pm-5pm	1pm-4pm	4pm-5pm
3	T	4	1pm-5pm	1pm-4pm	4pm-5pm
4	F	4	1pm-5pm	1pm-4pm	4pm-5pm
5	S	8	9am-5pm	9am-4pm	4pm-5pm
6	S	8	9am-5pm	9am-4pm	4pm-5pm
7	M	4	1pm-5pm	1pm-4pm	4pm-5pm
8	T	4	1pm-5pm	1pm-4pm	4pm-5pm
9	W	4	1pm-5pm	1pm-4pm	4pm-5pm
10	T	4	1pm-5pm	1pm-4pm	4pm-5pm
11	F	4	1pm-5pm	1pm-4pm	4pm-5pm
12	S	8	9am-5pm	9am-4pm	4pm-5pm
13	S	8	9am-5pm	9am-4pm	4pm-5pm
14	M	4	1pm-5pm	1pm-4pm	4pm-5pm
15	T	4	1pm-5pm	1pm-4pm	4pm-5pm
16	W	4	1pm-5pm	1pm-4pm	4pm-5pm
17	T	4	1pm-5pm	1pm-4pm	4pm-5pm
18	F	4	1pm-5pm	1pm-4pm	4pm-5pm
19	S	8	9am-5pm	9am-4pm	4pm-5pm
20	S	8	9am-5pm	9am-4pm	4pm-5pm
21	M	4	1pm-5pm	1pm-4pm	4pm-5pm
22	T	4	1pm-5pm	1pm-4pm	4pm-5pm
23	W	4	1pm-5pm	1pm-4pm	4pm-5pm
24	T	4	1pm-5pm	1pm-4pm	4pm-5pm
25	F	4	1pm-5pm	1pm-4pm	4pm-5pm
26	S	8	9am-5pm	9am-4pm	4pm-5pm
27	S	8	9am-5pm	9am-4pm	4pm-5pm
28	M	4	1pm-5pm	1pm-4pm	4pm-5pm
29	T	4	1pm-5pm	1pm-4pm	4pm-5pm
30	W	4	1pm-5pm	1pm-4pm	4pm-5pm
31	T	4	1pm-5pm	1pm-4pm	4pm-5pm

Holiday

November	Day	Hours	Schedule	Bedwell	Kelly
1	F	4	1pm-5pm	1pm-4pm	4pm-5pm
2	S	4	9am-1pm	9am-12pm	12pm-1pm
3	S	4	9am-1pm	9am-12pm	12pm-1pm
4	M	4	1pm-5pm	1pm-4pm	4pm-5pm
5	T	4	1pm-5pm	1pm-4pm	4pm-5pm
6	W	4	1pm-5pm	1pm-4pm	4pm-5pm
7	T	4	1pm-5pm	1pm-4pm	4pm-5pm
8	F	4	1pm-5pm	1pm-4pm	4pm-5pm
9	S	4	9am-1pm	9am-12pm	12pm-1pm
10	S	4	9am-1pm	9am-12pm	12pm-1pm
11	M	4	1pm-5pm	1pm-4pm	4pm-5pm
12	T	4	1pm-5pm	1pm-4pm	4pm-5pm
13	W	4	1pm-5pm	1pm-4pm	4pm-5pm
14	T	4	1pm-5pm	1pm-4pm	4pm-5pm
15	F	4	1pm-5pm	1pm-4pm	4pm-5pm
16	S	4	9am-1pm	9am-12pm	12pm-1pm
17	S	4	9am-1pm	9am-12pm	12pm-1pm
18	M	4	1pm-5pm	1pm-4pm	4pm-5pm
19	T	4	1pm-5pm	1pm-4pm	4pm-5pm
20	W	4	1pm-5pm	1pm-4pm	4pm-5pm
21	T	4	1pm-5pm	1pm-4pm	4pm-5pm
22	F	4	1pm-5pm	1pm-4pm	4pm-5pm
23	S	4	9am-1pm	9am-12pm	12pm-1pm
24	S	4	9am-1pm	9am-12pm	12pm-1pm
25	M	4	1pm-5pm	1pm-4pm	4pm-5pm
26	T	4	1pm-5pm	1pm-4pm	4pm-5pm
27	W	4	1pm-5pm	1pm-4pm	4pm-5pm
28	T	4	1pm-5pm	1pm-4pm	4pm-5pm
29	F	4	1pm-5pm	1pm-4pm	4pm-5pm
30	S	4	9am-1pm	9am-12pm	12pm-1pm
		120			

December	Day	Hours	Schedule	Bedwell	Kelly
1	S	4	8am-12pm	8am-11am	11am-12pm
2	M	4	12pm-4pm	12pm-3pm	3pm-4pm
3	T	4	12pm-4pm	12pm-3pm	3pm-4pm
4	W	4	12pm-4pm	12pm-3pm	3pm-4pm
5	T	4	12pm-4pm	12pm-3pm	3pm-4pm
6	F	4	12pm-4pm	12pm-3pm	3pm-4pm
7	S	4	8am-12pm	8am-11am	11am-12pm
8	S	4	8am-12pm	8am-11am	11am-12pm
9	M	4	12pm-4pm	12pm-3pm	3pm-4pm
10	T	4	12pm-4pm	12pm-3pm	3pm-4pm
11	W	4	12pm-4pm	12pm-3pm	3pm-4pm
12	T	4	12pm-4pm	12pm-3pm	3pm-4pm
13	F	4	12pm-4pm	12pm-3pm	3pm-4pm
14	S	4	8am-12pm	8am-11am	11am-12pm
15	S	4	8am-12pm	8am-11am	11am-12pm
16	M	4	12pm-4pm	12pm-3pm	3pm-4pm
17	T	4	12pm-4pm	12pm-3pm	3pm-4pm
18	W	4	12pm-4pm	12pm-3pm	3pm-4pm
19	T	4	12pm-4pm	12pm-3pm	3pm-4pm
20	F	4	12pm-4pm	12pm-3pm	3pm-4pm
21	S	4	8am-12pm	8am-11am	11am-12pm
22	S	4	8am-12pm	8am-11am	11am-12pm
23	M	4	12pm-4pm	12pm-3pm	3pm-4pm
24	T	4	12pm-4pm	12pm-3pm	3pm-4pm
25	W	4	12pm-4pm	12pm-3pm	3pm-4pm
26	T	4	12pm-4pm	12pm-3pm	3pm-4pm
27	F	4	12pm-4pm	12pm-3pm	3pm-4pm
28	S	4	8am-12pm	8am-11am	11am-12pm
29	S	4	8am-12pm	8am-11am	11am-12pm
30	M	4	12pm-4pm	12pm-3pm	3pm-4pm
31	T	4	12pm-4pm	12pm-3pm	3pm-4pm

Holiday

124

January	Day	Hours	Schedule	Bedwell	Kelly	
1	W	4	1pm-5pm	1pm-4pm	4pm-5pm	Holiday
2	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
3	F	4	1pm-5pm	1pm-4pm	4pm-5pm	
4	S	4	9am-1pm	9am-12pm	12pm-1pm	
5	S	4	9am-1pm	9am-12pm	12pm-1pm	
6	M	4	1pm-5pm	1pm-4pm	4pm-5pm	
7	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
8	W	4	1pm-5pm	1pm-4pm	4pm-5pm	
9	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
10	F	4	1pm-5pm	1pm-4pm	4pm-5pm	
11	S	4	9am-1pm	9am-12pm	12pm-1pm	
12	S	4	9am-1pm	9am-12pm	12pm-1pm	
13	M	4	1pm-5pm	1pm-4pm	4pm-5pm	
14	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
15	W	4	1pm-5pm	1pm-4pm	4pm-5pm	
16	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
17	F	4	1pm-5pm	1pm-4pm	4pm-5pm	
18	S	4	9am-1pm	9am-12pm	12pm-1pm	
19	S	4	9am-1pm	9am-12pm	12pm-1pm	
20	M	4	1pm-5pm	1pm-4pm	4pm-5pm	Holiday
21	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
22	W	4	1pm-5pm	1pm-4pm	4pm-5pm	
23	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
24	F	4	1pm-5pm	1pm-4pm	4pm-5pm	
25	S	4	9am-1pm	9am-12pm	12pm-1pm	
26	S	4	9am-1pm	9am-12pm	12pm-1pm	
27	M	4	1pm-5pm	1pm-4pm	4pm-5pm	
28	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
29	W	4	1pm-5pm	1pm-4pm	4pm-5pm	
30	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
31	F	4	1pm-5pm	1pm-4pm	4pm-5pm	

124

February	Day	Hours	Schedule	Bedwell	Kelly	
1	S	4	9am-1pm	9am-12pm	12pm-1pm	
2	S	4	9am-1pm	9am-12pm	12pm-1pm	
3	M	4	1pm-5pm	1pm-4pm	4pm-5pm	
4	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
5	W	4	1pm-5pm	1pm-4pm	4pm-5pm	
6	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
7	F	4	1pm-5pm	1pm-4pm	4pm-5pm	
8	S	4	9am-1pm	9am-12pm	12pm-1pm	
9	S	4	9am-1pm	9am-12pm	12pm-1pm	
10	M	4	1pm-5pm	1pm-4pm	4pm-5pm	
11	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
12	W	4	1pm-5pm	1pm-4pm	4pm-5pm	
13	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
14	F	4	1pm-5pm	1pm-4pm	4pm-5pm	
15	S	4	9am-1pm	9am-12pm	12pm-1pm	
16	S	4	9am-1pm	9am-12pm	12pm-1pm	
17	M	4	1pm-5pm	1pm-4pm	4pm-5pm	Holiday
18	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
19	W	4	1pm-5pm	1pm-4pm	4pm-5pm	
20	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
21	F	4	1pm-5pm	1pm-4pm	4pm-5pm	
22	S	4	9am-1pm	9am-12pm	12pm-1pm	
23	S	4	9am-1pm	9am-12pm	12pm-1pm	
24	M	4	1pm-5pm	1pm-4pm	4pm-5pm	
25	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
26	W	4	1pm-5pm	1pm-4pm	4pm-5pm	
27	T	4	1pm-5pm	1pm-4pm	4pm-5pm	
28	F	4	1pm-5pm	1pm-4pm	4pm-5pm	
						112

March	Day	Hours	Schedule	Bedwell	Kelly
1	S	4	9am-1pm	9am-12pm	12pm-1pm
2	S	4	9am-1pm	9am-12pm	12pm-1pm
3	M	4	1pm-5pm	1pm-4pm	4pm-5pm
4	T	4	1pm-5pm	1pm-4pm	4pm-5pm
5	W	4	1pm-5pm	1pm-4pm	4pm-5pm
6	T	4	1pm-5pm	1pm-4pm	4pm-5pm
7	F	4	1pm-5pm	1pm-4pm	4pm-5pm
8	S	4	9am-1pm	9am-12pm	12pm-1pm
9	S	4	9am-1pm	9am-12pm	12pm-1pm
10	M	4	1pm-5pm	1pm-4pm	4pm-5pm
11	T	4	1pm-5pm	1pm-4pm	4pm-5pm
12	W	4	1pm-5pm	1pm-4pm	4pm-5pm
13	T	4	1pm-5pm	1pm-4pm	4pm-5pm
14	F	4	1pm-5pm	1pm-4pm	4pm-5pm
15	S	4	9am-1pm	9am-12pm	12pm-1pm
16	S	4	9am-1pm	9am-12pm	12pm-1pm
17	M	4	1pm-5pm	1pm-4pm	4pm-5pm
18	T	4	1pm-5pm	1pm-4pm	4pm-5pm
19	W	4	1pm-5pm	1pm-4pm	4pm-5pm
20	T	4	1pm-5pm	1pm-4pm	4pm-5pm
21	F	4	1pm-5pm	1pm-4pm	4pm-5pm
22	S	4	9am-1pm	9am-12pm	12pm-1pm
23	S	4	9am-1pm	9am-12pm	12pm-1pm
24	M	4	1pm-5pm	1pm-4pm	4pm-5pm
25	T	4	1pm-5pm	1pm-4pm	4pm-5pm
26	W	4	1pm-5pm	1pm-4pm	4pm-5pm
27	T	4	1pm-5pm	1pm-4pm	4pm-5pm
28	F	4	1pm-5pm	1pm-4pm	4pm-5pm
29	S	4	9am-1pm	9am-12pm	12pm-1pm
30	S	4	9am-1pm	9am-12pm	12pm-1pm
31	M	4	1pm-5pm	1pm-4pm	4pm-5pm

124

April	Day	Hours	Schedule	Bedwell	Kelly
1	T	4	1pm-5pm	1pm-4pm	4pm-5pm
2	W	4	1pm-5pm	1pm-4pm	4pm-5pm
3	T	4	1pm-5pm	1pm-4pm	4pm-5pm
4	F	4	1pm-5pm	1pm-4pm	4pm-5pm
5	S	8	10am-6pm	10am-5pm	5pm-6pm
6	S	8	10am-6pm	10am-5pm	5pm-6pm
7	M	4	1pm-5pm	1pm-4pm	4pm-5pm
8	T	4	1pm-5pm	1pm-4pm	4pm-5pm
9	W	4	1pm-5pm	1pm-4pm	4pm-5pm
10	T	4	1pm-5pm	1pm-4pm	4pm-5pm
11	F	4	1pm-5pm	1pm-4pm	4pm-5pm
12	S	8	10am-6pm	10am-5pm	5pm-6pm
13	S	8	10am-6pm	10am-5pm	5pm-6pm
14	M	4	1pm-5pm	1pm-4pm	5pm-6pm
15	T	4	1pm-5pm	1pm-4pm	4pm-5pm
16	W	4	1pm-5pm	1pm-4pm	4pm-5pm
17	T	4	1pm-5pm	1pm-4pm	4pm-5pm
18	F	4	1pm-5pm	1pm-4pm	4pm-5pm
19	S	8	10am-6pm	10am-5pm	5pm-6pm
20	S	8	10am-6pm	10am-5pm	5pm-6pm
21	M	4	1pm-5pm	1pm-4pm	4pm-5pm
22	T	4	1pm-5pm	1pm-4pm	4pm-5pm
23	W	4	1pm-5pm	1pm-4pm	4pm-5pm
24	T	4	1pm-5pm	1pm-4pm	4pm-5pm
25	F	4	1pm-5pm	1pm-4pm	4pm-5pm
26	S	8	10am-6pm	10am-5pm	5pm-6pm
27	S	8	10am-6pm	10am-5pm	5pm-6pm
28	M	4	1pm-5pm	1pm-4pm	4pm-5pm
29	T	4	1pm-5pm	1pm-4pm	4pm-5pm
30	W	4	1pm-5pm	1pm-4pm	4pm-5pm
152					

May	Day	Hours	Schedule	Bedwell	Kelly
1	T	4	2pm-6pm	2pm-5pm	5pm-6pm
2	F	4	2pm-6pm	2pm-5pm	5pm-6pm
3	S	8	10am-6pm	10am-5pm	5pm-6pm
4	S	8	10am-6pm	10am-5pm	5pm-6pm
5	M	4	2pm-6pm	2pm-5pm	5pm-6pm
6	T	4	2pm-6pm	2pm-5pm	5pm-6pm
7	W	4	2pm-6pm	2pm-5pm	5pm-6pm
8	T	4	2pm-6pm	2pm-5pm	5pm-6pm
9	F	4	2pm-6pm	2pm-5pm	5pm-6pm
10	S	8	10am-6pm	10am-5pm	5pm-6pm
11	S	8	10am-6pm	10am-5pm	5pm-6pm
12	M	4	2pm-6pm	2pm-5pm	5pm-6pm
13	T	4	2pm-6pm	2pm-5pm	5pm-6pm
14	W	4	2pm-6pm	2pm-5pm	5pm-6pm
15	T	4	2pm-6pm	2pm-5pm	5pm-6pm
16	F	4	2pm-6pm	2pm-5pm	5pm-6pm
17	S	8	10am-6pm	10am-5pm	5pm-6pm
18	S	8	10am-6pm	10am-5pm	5pm-6pm
19	M	4	2pm-6pm	2pm-5pm	5pm-6pm
20	T	4	2pm-6pm	2pm-5pm	5pm-6pm
21	W	4	2pm-6pm	2pm-5pm	5pm-6pm
22	T	4	2pm-6pm	2pm-5pm	5pm-6pm
23	F	4	2pm-6pm	2pm-5pm	5pm-6pm
24	S	8	10am-6pm	10am-5pm	5pm-6pm
25	S	8	10am-6pm	10am-5pm	5pm-6pm
26	M	4	2pm-6pm	2pm-5pm	5pm-6pm
27	T	4	2pm-6pm	2pm-5pm	5pm-6pm
28	W	4	2pm-6pm	2pm-5pm	5pm-6pm
29	T	4	2pm-6pm	2pm-5pm	5pm-6pm
30	F	4	2pm-6pm	2pm-5pm	5pm-6pm
31	S	8	10am-6pm	10am-5pm	5pm-6pm
		160			

Holiday

June	Day	Hours	Schedule	Bedwell	Kelly	Total Allocation of Hours
1	S	8	10am-6pm	10am-5pm	5pm-6pm	
2	M	4	2pm-6pm	2pm-5pm	5pm-6pm	
3	T	4	2pm-6pm	2pm-5pm	5pm-6pm	
4	W	4	2pm-6pm	2pm-5pm	5pm-6pm	
5	T	4	2pm-6pm	2pm-5pm	5pm-6pm	
6	F	8	10am-6pm	10am-5pm	5pm-6pm	
7	S	8	10am-6pm	10am-5pm	5pm-6pm	
8	S	8	10am-6pm	10am-5pm	5pm-6pm	
9	M	4	2pm-6pm	2pm-5pm	5pm-6pm	
10	T	4	2pm-6pm	2pm-5pm	5pm-6pm	
11	W	4	2pm-6pm	2pm-5pm	5pm-6pm	
12	T	4	2pm-6pm	2pm-5pm	5pm-6pm	
13	F	8	10am-6pm	10am-5pm	5pm-6pm	
14	S	8	10am-6pm	10am-5pm	5pm-6pm	
15	S	8	10am-6pm	10am-5pm	5pm-6pm	
16	M	4	2pm-6pm	1pm-5pm	5pm-6pm	
17	T	4	2pm-6pm	1pm-5pm	5pm-6pm	
18	W	4	2pm-6pm	1pm-5pm	5pm-6pm	
19	T	4	2pm-6pm	1pm-5pm	5pm-6pm	
20	F	8	10am-6pm	10am-5pm	5pm-6pm	
21	S	8	10am-6pm	10am-5pm	5pm-6pm	
22	S	8	10am-6pm	10am-5pm	5pm-6pm	
23	M	4	2pm-6pm	2pm-5pm	5pm-6pm	
24	T	4	2pm-6pm	2pm-5pm	5pm-6pm	
25	W	4	2pm-6pm	2pm-5pm	5pm-6pm	
26	T	4	2pm-6pm	2pm-5pm	5pm-6pm	
27	F	8	10am-6pm	10am-5pm	5pm-6pm	
28	S	8	10am-6pm	10am-5pm	5pm-6pm	
29	S	8	10am-6pm	10am-5pm	5pm-6pm	
30	M	4	2pm-6pm	2pm-5pm	5pm-6pm	
		172				
						Year Total 1821



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/23/2025

Staff Report Number: PRC-2025-008

Informational Item: City of Menlo Park fiscal year 2025-26 budget process and timeline

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) review this informational report containing updates about the City of Menlo Park fiscal year 2025-26 budget process and timeline.

Policy Issues

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

Background

On March 22, the City Council held a priority-setting workshop to help set the stage for budget development. The priorities of the City Council inform the development of the City’s fiscal year 2025-26 budget.

On April 15, the City Council approved its fiscal year 2025-26 budget principles and budget development timeline.

Analysis

City of Menlo Park budget development timeline

The following timeline outlines approximate dates for City Council actions leading up to the planned adoption of the fiscal year 2025-26 budget.

Table 1: Fiscal year 2025-26 budget development calendar	
Date	Description
April 15	City Council reviews and approves budget principles
Feb. 25	Update on capital improvement plan (CIP)
April 15	City Council workshop final report review
May 13	General Fund and CIP five-year forecast review
May 28	Budget portal open to public
May 29	Public budget workshop

June 10	Budget public hearing
June 24	Budget adoption

The City of Menlo Park proposed operating budget is scheduled to be posted to the public budget portal on May 28 (Attachment A). City departments, including Library and Community Services (LCS) are preparing budget proposals for the city manager's initial review tentatively during the week of May 5. The PRC and Library Commission (LC) are tentatively scheduled to receive a summary presentation of the LCS proposed budget on May 28. City Council is tentatively scheduled to hold a public budget workshop on May 29, followed by a budget public hearing on June 10, and budget adoption tentatively on June 24.

Fiscal year 2025-26 proposed operating budget format

The proposed fiscal year 2025-26 operating budget will display revenues and expenditures by financial categories (for example, salaries, benefits, supplies, contract services, maintenance, repairs, utilities, and so on). Financial information also will be presented by major functional area categories (for example, library, recreation, child care, and so on). The past five years of actual revenues and expenditures will be displayed to provide year-over-year comparisons. The proposed budget will include information about staffing levels including full-time and temporary staff, as well as summaries of prior year achievements and goals for the coming year.

Five-year capital improvement plan (CIP)

The City Council adopts the five-year CIP annually as part of the budget adoption process. The proposed CIP incorporates priorities identified through the City Council's annual priority setting workshop. At a future meeting, the City Council may provide additional direction regarding the five-year CIP by reviewing the criteria for identifying and prioritizing projects, the ranking of project priorities, and new project requests.

Impact on City Resources

As an advisory body to the City Council, the PRC does not authorize budgets or resource allocations. The authority to allocate resources such as City budgets rests solely with the City Council.

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. Hyperlink. City budget webpage. menlopark.gov/budget

Report prepared by:

Sean S. Reinhart, Library and Community Services Director



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/23/2025

Staff Report Number: PRC-2025-009

Informational Item: Advisory body attendance report

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) review this informational report containing updates about the following:

- Parks and Recreation Commission attendance report

Policy Issues

City Council Policy #CC-22-004 outlines the procedures, roles, and responsibilities of the City Council-appointed advisory bodies for optimal functioning. The policy sets forth requirements for Commissioner attendance at Commission meetings; the process for Council to appoint, re-appoint, or remove Commissioners; and the terms and limits of appointments.

Background

City Council policy requires staff to record advisory bodies' meeting attendance and report it to City Council annually in March.

Analysis

Parks and Recreation Commission attendance report

City Council policy requires staff to record advisory bodies' meeting attendance and report it to City Council annually in March. Advisory body members are expected to attend every advisory body regular and special meeting and are required to attend no fewer than two-thirds (66.6%) of scheduled advisory body meetings in a calendar year. Per City Council policy, advisory body members whose attendance falls below the two-thirds threshold are subject to potential removal from the advisory body by the City Council. Any advisory body member who feels that there are extenuating circumstances that impact their attendance can appeal directly to the City Council to obtain a waiver of the attendance policy; or can apply for a leave of absence. The current attendance record for the PRC is provided in Attachment A.

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.

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. PRC attendance report

Report prepared by:

Ashley Walker, Management Analyst

Nick Szegda, Assistant Library and Community Services Director

Reviewed by:

Sean S. Reinhart, Library and Community Services Director

PARKS AND RECREATION							Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
Fourth Wednesday of the month at 6:30 p.m.	Appointed	Re-appointed	Term expired/ Termed out/ Resigned	Total no. of meetings	Total meetings attended	Percentage attended												
Brosnan, Aurora*	6/8/2021		7/18/2024	3	1	33%	0		0	1	*	*	*	*	*	*	*	*
Bunyagidj, Mayrin*	5/10/2022		4/30/2024	1	1	100%	1		*	*	*	*	*	*	*	*	*	*
Dawkins, Kevin	8/13/2024			7	6	86%	*		*	*	*	1	1	0	1	1	1	1
Emms, Dawn	8/13/2024			7	4	58%	*		*	*	*	1	0	1	1	0	0	1
Grass, Joseph	4/16/2024			10	9	90%	*		1	1	1	1	1	1	1	1	0	1
Joshua, Peter	5/25/2021			11	8	73%	1		1	1	1	1	0	1	1	0	0	1
Lee, Wonman	4/25/2023			11	10	91%	1		1	1	1	1	1	1	0	1	1	1
Oza, Amisha*	1/9/2024		6/27/2024	3	3	100%	1		1	1	*	*	*	*	*	*	*	*
Sherman, Michele	4/16/2024			10	7	70%	*		1	0	1	0	1	1	1	1	1	0
Theriault, Kelsey*	4/26/2022		6/8/2024	2	2	100%	1		1	*	*	*	*	*	*	*	*	*
Van Buren, Justin	8/13/2024			7	7	100%	*		*	*	*	1	1	1	1	1	1	1
Wessel, Kate*	8/29/2023		4/30/2024	1	0	0%	0		*	*	*	*	*	*	*	*	*	*

* not on commission

attendance less than two-thirds (67%)

3/27/2024-regular meeting Oza AB 2449 Just Cause

3/27/2024-regular meeting Brosnan excused absence

3/27/2024-regular meeting Wessel excused absence

4/24/2024-meeting cancelled

4/30/2024-Bunyagidj term expired

4/30/2024-Wessel term expired

5/22/2024-special meeting Oza arrived at 6:50 p.m.

5/22/2024-special meeting Brosnan excused absence

6/8/2024-Theriault resigned

6/26/2024-regular meeting Sherman excused absence

6/27/2024-Oza resigned

7/18/2024-Brosnan resigned

8/28/2024-regular meeting Sherman excused absence

9/25/2024-regular meeting Sherman arrived at 6:58 p.m.

9/25/2024-regular meeting Emms excused absence

9/25/2024-regular meeting Joshua excused absence

10/23/2024-regular meeting Grass arrived at 7:11 p.m.

10/23/2024-regular meeting Lee arrived at 6:43 p.m.

10/23/2024-regular meeting Dawkins excused absence

11/20/2024-regular meeting Lee excused absence

12/18/2024-special meeting Emms excused absence

12/18/2024-special meeting Joshua excused absence

1/22/2025-regular meeting Emms excused absence

1/22/2025-regular meeting Grass excused absence

1/22/2025-regular meeting Joshua excused absence

2/26/2025-regular meeting Sherman excused absence



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/23/2025

Staff Report Number: PRC-2025-010

Regular Business: 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 the City's recreation programs and facilities.

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

March 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 March 2025 are provided in Attachment A.

Suggestion box comments and responses

LCS collects public feedback through physical suggestion boxes in public facilities and an electronic feedback form. A compilation of recent comments, along with responses prepared by City staff is provided in Attachment B.

Youth Advisory Committee – now accepting applications

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. YAC is currently accepting new applications from students enrolling in Grades 9–12 and who live within Menlo Park city limits or attend a Menlo Park high school.

Interested students should:

- Demonstrate leadership in school and/or community activities.

- Express an interest in advising City Council and Staff on teen issues and representing your fellow teens.
- Be willing to commit about 8 hours per month.
- Be able to commit to at least a one year term.

Approved applications will be appointed to a term of one-year, from September through May. The deadline to apply is Friday, June 13. (Attachment C.)

Youth Poetry Voices

April is National Poetry Month and this month, youth are invited to join the City of Menlo Park and the Menlo Park Library Foundation for the annual Menlo Park Youth Poetry Voices exhibition. This exhibition will allow children from first grade through twelfth grade to share their original poetry. All poets will have the opportunity to read their poem at a reception hosted by Menlo Park Library and have their work published in a commemorative anthology that will be displayed in our Local Authors Collection. Poets will be recognized as a group before the City Council on the night of the reception. Featured poets will be invited to present their poems directly to City Council. Submissions will be accepted online between April 1 and April 30 with a reception and City Council presentation on May 13. (Attachment D.)

Egg Hunt and Spring Fest

The Menlo Park community is set to celebrate a spring festival and egg hunt on April 19 at Burgess Park. As of April 17 when this report was published, the egg hunt portion of the event has approximately 700 registered participants. The event will feature a free petting zoo, photos with the big bunny, children's crafts, and related attractions. Egg hunt sessions are divided by age groups and pre-registration is required. Registration is free for incorporated City of Menlo Park residents and \$5 for non-residents. A sensory-friendly session also is available as well as a special scavenger hunt for children 11 years and up.

Aquatic fee increases

On April 15, the City Council held a public hearing to consider proposed increases to aquatic fees and an amendment to the aquatics operator agreement. (Attachment E.) After robust discussion, the City Council approved the proposed increases to non-resident fees. City Council members provided feedback and suggestions about the remaining proposals, but deferred action on those proposals in recognition that one of the five City Council members was absent from the meeting. The Mayor proposed that the item return to City Council at a future date when all five City Council members could be present.

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. March 2025 statistics
- B. Suggestion box comments and responses
- C. Hyperlink. YAC application: menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Youth-Advisory-Committee
- D. Hyperlink. Youth Poetry Voices: menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Youth-Poetry-Voices
- E. Hyperlink. City Council Staff Report #25-055-CC. menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250415/11-20250415-cc-aquatics-operator-agreement.pdf

Staff Report #: PRC-2025-010

Report prepared by:
Ashley Walker, Management Analyst

Report reviewed by:
Sean S. Reinhart, Library and Community Services Director

Table 1. Library items circulated													
Location*	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
800 Alma St.	35,504	33,038	34,588	34,361	35,858	36,698	36,029	35,330	34,288	34,639	36,767	32,143	36,302
100 Terminal Ave.*	911	747	580	1,540	2,145	1,940	2,153	2,056	1,877	1,893	2,299	2,008	2,423
Total online / digital	12,227	11,547	12,204	12,910	18,284	19,394	18,490	19,612	18,122	17,756	18,405	17,606	NA

Table 2. Library cards													
Location*	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
New cards issued - MP residents	117	158	122	263	259	244	207	186	158	120	200	184	201
Total cardholders - MP residents	23,369	22,715	22,826	23,273	23,169	23,340	23,444	23,431	23,673	23,765	23,847	23,953	24,076

Table 3. Library patron questions answered													
Location*	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
800 Alma St.	3,360	3,118	3,105	3,761	3,653	3,482	3,182	3,283	3,038	2,971	3,321	3,124	3,398
100 Terminal Ave.*	244	201	250	600	586	463	429	521	423	469	565	471	499

Table 4. Library holds filled (item requests)													
Location*	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
Incoming holds - 800 Alma St	3,871	3,597	3,953	3,930	3,897	4,054	4,189	4,123	3,803	3,915	4,391	3,979	4,185
Outgoing holds - 800 Alma St	3,311	3,122	3,078	3,293	3,091	3,897	3,064	3,035	2,766	2,694	3,087	2,862	3,082
Incoming holds - 100 Terminal Ave.*	78	72	47	109	167	227	194	162	149	184	262	203	129
Outgoing holds - 100 Terminal Ave.*	175	154	22	23	6	10	11	26	15	13	43	**262	363

Table 5. Library foot traffic (gate count)													
Location*	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
800 Alma St.	15,066	12,763	12,949	14,038	14,699	14,408	13,262	13,304	13,450	13,048	13,679	11,525	12,600
100 Terminal Ave.*	1,220	875	-	4,101	3,863	3,266	3,117	3,221	3,108	2,573	5,135	4,569	4,765

Table 6. Library program attendance													
	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
Total attendance - 800 Alma St.	993	1,080	1,171	998	1,174	1,248	795	798	744	1,044	1,011	937	967
# of programs - 800 Alma St.	27	37	34	36	27	37	31	39	28	32	32	29	34
Total attendance - 100 Terminal Ave.*	110	59	68	331	498	298	190	326	166	316	612	464	240
# of programs - 100 Terminal Ave.*	8	5	5	10	29	29	22	25	21	24	28	30	23

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

**In February 2025, Belle Haven Library began allowing outgoing hold to other libraries outside Menlo Park

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MARCH 2025

Table 7. Preschool enrollment													
Location	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
Menlo Children's Center (MCC)	33	38	37	41	40	39	28	28	28	26	32	32	32
Belle Haven Child Development Center	62	63	63	63	63	35	43	44	44	48	48	48	50

Table 8. School age – enrollment													
Location	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
MCC - After School	36	32	32	53	43	30	30	31	31	31	31	29	28
Belle Haven Youth Center	52	52	52	45	45	67	55	55	55	55	58	58	58

Table 9. Menlo Park Senior Center - 100 Terminal Ave.													
	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
Lunches served	435	-	243	683	866	914	1,113	1,132	836	726	810	851	956
Grocery boxes distributed	460	-	230	460	460	460	460	460	460	460	230	460	460
Senior shuttle trips	1,162	-	614	1,466	1,745	1,618	1,660	1,786	1,160	1,332	1,488	1,342	1,504
Special event attendance	-	-	-	-	-	-	-	-	-	-	127	150	55

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	118
100 Terminal Ave. – Enrollment - non-residents	-	44	72	54	85
100 Terminal Ave. – # of senior classes offered	-	17	16	14	15

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

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MARCH 2025

Table 11. Recreational classes					
Location	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
700 Alma St. - Enrollment – residents	356	323	206	485	520
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	80
100 Terminal Ave. - Enrollment – non-residents	-	19	22	27	21
100 Terminal Ave. - # of classes offered	-	16	16	16	15
100 Terminal Ave. - # of instructors	-	9	9	10	9

Table 12. Gymnastics classes					
Location	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
Enrollment – residents	740	814	577	817	950
Enrollment – non-residents	159	257	285	355	383
Classes offered	95	114	114	120	120

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	631
600 Alma St - Drop-in volleyball visits	927	542	930	993	1,240
600 Alma St - Leagues – individual registrations	224	458	180	1300	-
600 Alma St - Leagues – team registrations	31	70	18	137	-
100 Terminal Ave. - Drop-in basketball visits	-	28	169	203	231
100 Terminal Ave. - Drop-in volleyball visits	-	26	58	106	50
100 Terminal Ave. - Drop-in Fitness Center	-	512	877	1,053	1,713

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MARCH 2025

Table 14. Recreation client accounts

	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
New recreation client accounts	844	451	515	490	558	1,216	523	380	654	543	297	275	991
Total recreation client accounts	7,982	8,826	9,277	9,792	10,282	10,840	12,056	12,579	13,233	13,776	14,043	14,318	15,309
Hyperlocal client accounts	-	-	-	-	-	-	-	-	-	-	1,354	1,360	1,482

Table 15. Web page views

	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
/Library	-	-	-	-	-	-	-	-	-	-	4,636	3,858	4,389
/ActivityGuide	-	-	-	-	-	-	-	-	-	-	4,706	4,001	7,141

Table 16. Newsletter engagement

	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
Newsletters sent	-	-	-	-	-	-	-	-	-	-	3	4	5
Average recipients per newsletter	-	-	-	-	-	-	-	-	-	-	24,441	25,260	25,088
Total recipients (excludes bounces, etc.)	-	-	-	-	-	-	-	-	-	-	71,858	95,010	117,826
Total newsletter clicks	-	-	-	-	-	-	-	-	-	-	1,992	2,170	2,942
Total newsletter unique clicks	-	-	-	-	-	-	-	-	-	-	1,209	1,226	1,765
Total newsletter opens	-	-	-	-	-	-	-	-	-	-	61,371	88,301	103,780
Total unique opens	-	-	-	-	-	-	-	-	-	-	38,439	52,081	62,139
% open rate (monthly average)	-	-	-	-	-	-	-	-	-	-	80%	87%	83%
% unique opens rate (monthly average)	-	-	-	-	-	-	-	-	-	-	50%	52%	50%
Unsubscribes Monthly Total	-	-	-	-	-	-	-	-	-	-	168	216	179
% Unsubscribes - Monthly Average	-	-	-	-	-	-	-	-	-	-	0.22%	0.22%	0.14%
Email Bounces - Monthly Total	-	-	-	-	-	-	-	-	-	-	1547	2097	2,567

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MARCH 2025

Location	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
700 Alma St. - residents	23	21	0	18	29
700 Alma St. - non-residents	81	73	19	25	64
100 Terminal Ave. - residents	n/a	n/a	n/a	10	38
100 Terminal Ave. - non-residents	n/a	n/a	n/a	15	3
Athletic field rentals (hours reserved)	722	1146	560	811	530

Location	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
College and Career Fair	-	-	-	-	-	-	-	-	-	-	120	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	-	-	-	-	-	290	-
Community Resource Fair	-	-	-	-	-	-	-	-	-	-	-	-	180
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	-	-	-	-	-	-	-
Trunk-or-Treat	-	-	-	-	-	-	-	215	-	-	-	-	-
Halloween Parade and Festival	-	-	-	-	-	-	-	1500	-	-	-	-	-
Pumpkin Splash	-	-	-	-	-	-	-	150	-	-	-	-	-
Light Up the Season	-	-	-	-	-	-	-	-	-	900	-	-	-
Photos with Santa	-	-	-	-	-	-	-	-	-	450	-	-	-

LIBRARY AND COMMUNITY SERVICES
SUGGESTION BOX COMMENTS AND RESPONSES
COMPILED APRIL 2025

Ref #	Date received	Location received	Full Text of suggestion	Response
1	2025-03-24	Arrillaga Family Gymnasium	Please please please bring back Menlo SummerFest in July!! Everyone we know loves/loved it!!	Thank you for using our suggestion box. I do remember the Summer Fest and it was a great event. The Summer Fest was actually hosted by the Menlo Park Chamber of Commerce. The Menlo Park Chamber of Commerce has now joined with the San Mateo County Chamber. I am not sure of the future plans for a Summer Fest but wanted to provide you with the organization that previously led those efforts. Should you want to contact them, Contact San Mateo Area Chamber of Commerce -- Natalya
2	2025-04-09	Arrillaga Family Gymnasium	Love the no net 4 volleyball, do on all courts	[No contact info.]
3	2025-04-09	Arrillaga Family Gymnasium	There should be two score boards in case there are 2 games.	[No contact info.]
4	2025-01-30	Arrillaga Family Recreation Center	The vending machine is broken because if you try to get the peanut butter granola bar (1-4-7) It says an invalid code.	Thank you for your feedback regarding the vending machine at the Burgess rec center. Please let us know if you continue to have issues with this machine in the future. We appreciate you bringing this to our attention. Best, Tricia
5	2025-02-15	Arrillaga Family Recreation Center	Banyan Tree Women workout classes are fantastic! Please keep them and the exercise classes on the schedule. The free events/classes are helping my physical health & social engagement. Thanks!	We appreciate the feedback. We will continue to work with the Banyan Women's Collective for these classes. Best, Tricia
6	2025-02-28	Arrillaga Family Recreation Center	The ballroom dance fitness class organized by Banyan Tree Women collection is great! Please invite them back!	Thank you for the feedback, we will continue to work with Banyan Women's Collective for these classes. Best, Tricia
7	2025-02-28	Arrillaga Family Recreation Center	The class was great. Full of energy and great moves. I would be happy to join again.	Thank you for your feedback in our suggestion box regarding the class you took. Best, Tricia
8	2025-02-07	Belle Haven Pool	Music in the pool	Thank you for the suggestion. I will pass this on to the operator. Best, Tricia
9	2024-12-07	Belle Haven Community Campus	Want to add mats for the floor of the water fountains because they are always wet and we might slip.	Staff will look into purchasing to prevent slipping hazards. Best, Rondell
10	2025-01-17	Belle Haven Community Campus	I think there should be towels for the poo and a shooting machine for the basketball gym.	Thank you for your suggestions! Providing towels for the pool and a shooting machine for the basketball gym are great ideas. We'll consider your feedback as we evaluate facility amenities. We appreciate your input and always welcome suggestions to improve the recreation center. Let us know if you have any other ideas! Best, Rondell
11	2025-01-17	Belle Haven Community Campus	Add towels to the pool so people can use.	Thank you for your suggestions! We'll consider your feedback. Best, Rondell

12	2025-01-22	Belle Haven Community Campus	We need 15 lbs dumbbells and more cable machine attachments.	Staff will look into purchasing. Best, Rondell
13	2025-01-25	Belle Haven Community Campus	Can you change the board	Called and left a message. --Rondell
14	2025-01-29	Belle Haven Community Campus	Please consider to revise signs in weight gym from, " Please take phone conversations outside." To, " Please take ALL conversations outside...."	Thank you for your submission. Staff will look into this. Best, Rondell
15	2025-02-07	Belle Haven Community Campus	Can we get 15lbs weight and move attachment for the cable machine	A new set of 15lbs weights has been purchased. I am looking into extra cable attachments. Best, Rondell
16	2025-02-07	Belle Haven Community Campus	I love afterschool	Thank you. We will let the staff know. Best, Rondell
17	2025-02-07	Belle Haven Community Campus	Is it possible to fix the water pressure in the bathroom sinks.	Thank you for the submission. We will have our public works team look into this. Best, Rondell
18	2025-02-07	Belle Haven Community Campus	Have volleyball day back, basketball is almost every afternoon.	Thank you for submission. I will have the rec look into this. Best, Rondell
19	2025-02-07	Belle Haven Community Campus	Can you have martial arts in the movement room	Thank you for your submission. I will make sure the rec staff is aware of this request. Best, Rondell
20	2025-02-07	Belle Haven Community Campus	Can we get more attachments for cable machine.	Thank you for the submission. The rec staff will be looking into to this request. Best, Rondell
21	2025-02-07	Belle Haven Community Campus	You guys should have a seesaw in the playground	Thank you for the submission. Your suggestion will be considered when we build our next playground. Best, Rondell
22	2025-02-07	Belle Haven Community Campus	You guys are the best	Thank you for your submission. I will make sure staff receive your compliments. Best, Rondell
23	2025-02-07	Belle Haven Community Campus	My school's student portal and Canvas did not work on the guest wifi. Is there any possibility you could unblock it.	Thank you for your submission. I will ensure our IT department receives this information. Best, Rondell
24	2025-02-07	Belle Haven Community Campus	My school's portal and Canvas did not work on the guest wifi. Is there any possibility of unblocking.	Thank you for your submission. I will ensure our IT department receives this information. Best, Rondell
25	2025-02-15	Belle Haven Community Campus	Please open Sundays! I'd love it plus more for you! Thanks.	Thanks for the suggestion. We will be sure to look into your request. Best, Rondell
26	2025-02-19	Belle Haven Community Campus	Hi- Could you get some women's sized basketballs? Size 28.5, also referred to as size 6. Thank you!	Thank you for your suggestion! We appreciate your feedback and are always looking for ways to improve our programs and equipment. We will look into this. Please let us know if you have any other suggestions! Best, Rondell

27	2025-02-24	Belle Haven Community Campus	Today my friends and I called Belle Haven four times to make sure that drop-in volleyball was happening at 5:30pm. The nice folks in front said yes. We arrived on hour early just in case. At 5:15, just 15 mins before, the folks up front found us in the library and told us that the gym is taken for a basketball game and they can't do anything about it. This has happened twice and is really upsetting. We'd really like a reliable up-to-date schedule of when the gym will be available for drop-in volleyball. A schedule that prevents this last minute upset from happening again.	Thank you for the submission, and I sincerely apologize for the confusion and frustration this has caused. I understand how disappointing it is for your group to find out at the last minute that the gym is unavailable. We are committed to improving our scheduling process to ensure transparency and up-to-date availability. Additionally, I'll continue to meet with staff to reinforce the importance of accurate communication and customer service. In the meantime, feel free to continue calling ahead on the days you plan to visit to confirm gym availability. We appreciate your patience and feedback. Please feel free to contact me if you have any more concerns or suggestions. Best, Rondell
28	2025-02-24	Belle Haven Community Campus	Today, my volleyball group consisting of 9 people planned to practice at the 18+ drop in from 5:30-8pm at the Onetta Harris gym. 4 of us called leading up to today, and multiple times today to ensure there were no rentals. I personally left work early to drive through traffic (though my commute was still 30 minutes) to get here over an hour early. I was told at 4pm drop in was happening. As I waited in the library, the front desk associate came and told me there was a basketball game in the gym that they had no idea about until the kids showed up. The team/school staff had not rented the gym through any means that would have made the front desk aware of the game. Apparently, they called some official at the city of Menlo Park and was given permission to use the gym through word of mouth. As a result of this, my friends and I wasted a big portion of our work days calling, coordinating, and commuting to Belle Haven in vain. Please enforce a more transparent system that can reliably show gym availability. This is not the first time that this incident has happened, and that is just completely unacceptable if this community center was meant to be equally available to all of the public. I sincerely hope this does not happen again.	Thank you for the submission, and I sincerely apologize for the confusion and frustration this has caused. I understand how disappointing it is for your group to find out at the last minute that the gym is unavailable. We are committed to improving our scheduling process to ensure transparency and up-to-date availability. Additionally, I'll continue to meet with staff to reinforce the importance of accurate communication and customer service. In the meantime, feel free to continue calling ahead on the days you plan to visit to confirm gym availability. We appreciate your patience and feedback. Please feel free to contact me if you have any more concerns or suggestions. Best, Rondell
29	2025-02-26	Belle Haven Community Campus	Infant mommy + me classes please	Thank you for your submission to the suggestion box. I will share your request with the team to explore the possibility of implementing this class in the future. Best, Rondell
30	2025-02-28	Belle Haven Community Campus	Can we get more cable attachments for the cable machine please. Thanks.	Thanks for your suggestion. We will be sure to look into it. Best, Rondell
31	2025-02-28	Belle Haven Community Campus	Water pressure in the family restroom is really weak.	Thanks for the suggestion. We will inform our public works team about the water pressure. Best, Rondell
32	2025-02-28	Belle Haven Community Campus	Would you consider instituting a reservation system for the BB gym? My women's group would like to use the gym (just half court for 3X3) and we are flexible about when we come and would like a way to avoid the hoards of guys. We are looking for Saturday hours	Thank you for your suggestion! We understand the importance of providing access to the gym and appreciate your interest in a reservation system. To see what weekend dates are available, contact our recreation coordinator, Da'Shawn Williams, or our program assistant, Avery Drake. They are both cc'd on this email. Thanks again for your submission! Best, Rondell

33	2025-02-28	Belle Haven Community Campus	More cable attachment for the cable machine	Thanks for the suggestion. We will be sure to look into this request. Best, Rondell
34	2025-02-28	Belle Haven Community Campus	The family restroom water pressure is incredibly low.	Thanks for the submission. I will be sure to get the public works team to take a look at it. Best, Rondell
35	2025-02-28	Belle Haven Community Campus	Yall need to add a hot tub or sauna	Thank you for the suggestion. Best, Rondell
36	2025-03-03	Belle Haven Community Campus	Hello, I enjoyed the Black History event on 2/8/2025. Can you please have plant based options for those of us who do not eat animals? Can you please also add a guitar class for adults.	Thank you for submitting a comment to our suggestion box about vegetarian options. Your comment was passed along to me for a response. Our Senior Center lunch program offers vegetarian dishes daily, as well as other dietary accommodations on a daily basis. Our daily vegetarian dishes include assorted salads with beans and corn; other dishes include veggie sandwiches, veggie pastas, and tofu and vegetable stir-fry (with 24 hours advance notice). When you come in to participate in our Senior Center lunch program, feel free to stop by before and let the staff or myself know that you are requesting a vegetarian option for lunch. If I'm not available you also can let one of our kitchen team members know and we will make sure we do our best to accommodate. Your comment is helpful. We will add some more information about requesting vegetarian options to our printed and online menu. Thank you again for taking the time to contact us. Sincerely, Chef Tony
37	2025-03-13	Belle Haven Community Campus	Put the net down and basketball	called and left a message. --Rondell
38	2025-03-13	Belle Haven Community Campus	Let children build early habits in working out in the gym. Maybe only use treadmill?!	Thank you for your comment. I will speak with staff and look into this. Best, Rondell
39	2025-03-13	Belle Haven Community Campus	Get air fresheners for the building	Thank you for the submission. We'll look into this. Best, Rondell
40	2025-03-14	Belle Haven Community Campus	Thank you for being so thoughtful celebrating birthdays at lunch time. The birthday senior had ____ when people singing Happy Birthday. All staff from BHCC. Keep _____	Thank you for taking the time to share this. We are glad the seniors enjoyed celebrating. Best, Rondell
41	2025-03-17	Belle Haven Community Campus	Can we please have another pilates class with Diamond? One per week isn't enough!	Thank you so much for your feedback! We will certainly take your request for an additional class into consideration as we review our upcoming schedule. Best, Rondell
42	2025-03-18	Belle Haven Community Campus	When calling phone number directory please have direct call to front desk at BHYC.	Thank you so much for the feedback. We will certainly look into this. Best, Rondell
43	2025-03-24	Belle Haven Community Campus	To whom it may concern, I would like to invite a person from the community to make a presentation to the seniors about transportation programs they have. Please let me know.	Thank you for your submission—this is a great idea! We will look into providing our seniors with more information about available transportation options. We appreciate your input and your commitment. Thanks, Rondell

44	2025-03-25	Belle Haven Community Campus	I think it would be great if the movement studio had drop times as well. There could be a small fee like with the gym and the fitness center and dancers could use it as a safe space to practice for a bit.	Thank you for sharing your idea. We'll consider this as we continue to evaluate our facility use and program offerings. Best, Rondell
45	2025-03-31	Belle Haven Community Campus	I love the classes I am taking. Chair exercise, folklore, drawing, painting, sewing, crafts, and English writing workshop. All teachers are the best, please give them a big kudos!!	[No contact info]:
46	2025-04-04	Belle Haven Community Campus	I would like to request that the movies you bring for us to watch have subtitles: if the movie is in English Spanish subtitles, if the movie is in Spanish, English subtitles. The _____, a good movie for us to watch. It will be good to have a list of the movies in subtitles so we can choose. Thank you much.	[No contact info.]
47	2025-04-05	Belle Haven Community Campus	Gym Service would be absolutely grateful on Sundays-Thank you.	[No contact info.]
48	2025-04-05	Belle Haven Community Campus	I enjoyed much this concert with the award winning Skyline College Jazz Ensemble. Dr. Luis Zuniga was great providing and _____ this ensemble with _____. I would like to hear them again.	[No contact info.]
49	2025-04-09	Belle Haven Community Campus	Let the youth use the pool table.	[No contact info.]
50	2024-12-06	Burgess Pool	Dear Menlo Swim, I would really appreciate the performance pool being heated. As a mother of two, I am always hearing complaints from my son about not having a more heated pool. I would really appreciate it.	Thank you for your feedback, I spoke with the pool operator and the heat is maintained between 78 and 81 degrees with the desired temperature of 80 degrees. This temperature is the average that best supports the activities scheduled for the Performance Pool. Best, Tricia
51	2025-01-11	Burgess Pool	There is a loose tile in the entryway just off the parking lot. I nearly tripped on it the other day, so I grabbed a nearby cone to mark it, and later added a note about the hazard. Now the cone is gone. Can you please fix this before someone trips and injures themselves?	I reached out to the pool operator to get additional information. Thank you for your feedback. Best, Tricia
52	2025-01-13	Burgess Pool	In theory both Riconada and Burgess are 80 degrees but Burgess is- or feels- significantly hotter- too warm for a long workout. Would it be possible to monitor so that it doesn't climb.	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being maintained at the desired level. Please let us know if you have further comments. Best, Tricia
53	2025-01-13	Burgess Pool	There is a problem with the sewage I think in the private bathroom. The water drains really slow.	Thank you for the feedback, we will look into this. Best, Tricia
54	2025-01-17	Burgess Pool	Dear People at Menlo, I'm a 67 yr old resident who would really appreciate more heating in your second pool. I enjoy your services.	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being maintained at the desired level. Please let us know if you have further comments. Best, Tricia
55	2025-01-20	Burgess Pool	If you could heat up the second pool more that would be really slay!	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being maintained at the desired level. Please let us know if you have further comments. Best, Tricia
56	2025-01-31	Burgess Pool	Hi, I had requested the 2nd pool to be made warmer. What's the status.	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being

				maintained at the desired level. Please let us know if you have further comments. Best, Tricia
57	2025-02-07	Burgess Pool	We were wondering if the pool at night get to be heat more.	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being maintained at the desired level. Please let us know if you have further comments. Best, Tricia
58	2025-02-07	Burgess Pool	Bruh, heat up the second pool more	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being maintained at the desired level. Please let us know if you have further comments. Best, Tricia
59	2025-02-07	Burgess Pool	Can you please heat up the pool where the coaches Tom and Robert teach more?	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being maintained at the desired level. Please let us know if you have further comments. Best, Tricia
60	2025-03-02	Burgess Pool	PLEASE put tread mats in the beginning of the women's locker room. I almost fell backwards twice. This is unsafe. Thanks,	Your feedback was received from the suggestion box at the Burgess Pool regarding mats at the entry of the women's locker room. I will work the operator's staff to get the desired mats in the space as requested. I appreciate the your willingness to provide this input. Please let me know if there is anything further that I can do. Best, Tricia
61	2025-03-24	Burgess Pool	The Solo team is great, please do not increase the fees! Boo!	[No contact info.]
62	2025-03-24	Burgess Pool	Dear Menlo Swim, I apologize for the inconsistent handwriting I have never been good with that, but I want the other pool to be heated more. (The other pool is the one where coaches Tom and Robert teach. I am an old man and wish to spend my last x years in comfort and warmth.	Thank you for your feedback, I spoke with the pool operator and the heat is maintained between 78 and 81 degrees with the desired temperature of 80 degrees. This temperature is the average that best supports the activities scheduled for the Performance Pool. Best, Tricia
63	2025-03-24	Burgess Pool	Dear Menlo Swim, This sis is the FOURTH time I have asked for a more heated second pool or performance pool to be heated. I understand you have other things to do. My sincere apologies if I sound rude.	Thank you for your feedback, I spoke with the pool operator and the heat is maintained between 78 and 81 degrees with the desired temperature of 80 degrees. This temperature is the average that best supports the activities scheduled for the Performance Pool. Best, Tricia
64	2025-03-24	Burgess Pool	Warmth	Thank you for your feedback, I spoke with the pool operator and the heat is maintained between 78 and 81 degrees with the desired temperature of 80 degrees. This temperature is the average that best supports the activities scheduled for the Performance Pool. Best, Tricia
65	2025-03-24	Burgess Pool	Warmth	Thank you for your feedback, I spoke with the pool operator and the heat is maintained between 78 and 81 degrees with the desired temperature of 80 degrees. This temperature is the average that best supports the activities scheduled for the Performance Pool. Best, Tricia
66	2025-04-09	Burgess Pool	You have nice staff members!	[No contact info.]
67	2025-01-03	Menlo Park Library	I have a child struggling with reading which is painful since the library was my favorite place growing up. I've found that he is able to enjoy reading books with DYSLEXIE for vision issues. Can we please add font to filters.	Thank you for getting in touch with us about this. It was lovely to meet you at the library the other week. As we discussed, our librarian responsible for our Children's collection, is doing some research on what books in the Dyslexie font are available, and we will be in touch regarding this. Most sincerely, Rose

68	2025-01-04	Menlo Park Library	Suggestion to have DVD players available for checkout. My 2010 HP Windows no longer will play any DVDs that I have recently checked out. Thank you! (have monitor)	Thank you for suggesting that we add VHS/DVD players to our Library of Things! I will confer with staff about the possibility of moving forward with this. Sincerely, Rose
69	2025-01-11	Menlo Park Library	Please bring more books from Colleen Hoover. I'll already read 4 books from her. She is very good.	Thank you for your feedback requesting more Colleen Hoover books. I have passed your request on to our selectors. There may be other Colleen Hoover books available through other libraries in the Peninsula Library System. Would you like some assistance in placing those books on hold? Sincerely, Rose
70	2025-01-11	Menlo Park Library	Printed lists of Caldecott and Newbury medals -Same events at Main as are BHCC-Compliment/thank you for ordering book for her	[NO CONTACT INFO] Thank you for your suggestions!
71	2025-02-04	Menlo Park Library	More outlets for laptops-otherwise, cute library. Very homey.	[NO CONTACT INFO] Thank you for the feedback that you would like for there to be more outlets to plug into, and that you enjoy our library! Sincerely, Rose
72	2025-02-07	Menlo Park Library	Thank you for the books	You are most welcome for the books, Mia! Thank you for being a library kid! Sincerely, Rose
73	2025-02-07	Menlo Park Library	Why not put Link + in the PLS app. It would save a trip to the library when one is looking for an item now owned by Peninsula libraries	While we are unable to add the LINK+ catalog to the PLS app, I'm happy to tell you that you can use the LINK+ catalog from a home computer or on your phone. You can access it via: https://linkencore.iii.com/iii/encore/?lang=eng Or navigate to it in an internet browser by starting at menlopark.bibliocommons.com ; if you search for something and don't find what you're looking for there should be an option to "try your search in LINK+." Please feel free to come in any time and we can show you how to access LINK+ on your phone or personal computer, and then you won't need to come in every time you need to place a LINK+ hold! Best, Rose
74	2025-02-08	Menlo Park Library	I see in your feature section "Love is in the Air" on both sides, there are no lesbian, gay or trans romance books. It would be nice to see more representation.	Thank you for your feedback about our book display! Our book displays turn over very quickly - as people grab books to check out we fill them in with other items. We have many romance books that celebrate the many ways that people can love each other, and I would like to assure you that if you had observed the display on another day it may well have included a better representation of the diversity in our community. Please let me know if you'd like us to select some LGBTQ+ romance books for you to read. We're always happy to help. Most sincerely, Rose
75	2025-02-11	Menlo Park Library	When I approach tonight it was before 6pm bit dark out. The library doors were not open (I _____) Even though the walk was lit, the window with the Open sign hours open list was unlit so it appeared like the library was closed. I hesitated walking up to the doors that did open. How can you highlight the open sign and hours? Make a lit kiosk closer to the parking and walking.	[No contact info.] Patron asked for better indication (from a distance) that the library was open, beyond the interior lights and the door signage. Suggestion for a lit kiosk in addition to the existing kiosk. Staff will discuss and investigate options if warranted. --Rose
76	2025-02-24	Menlo Park Library	Currently I can not pay my water bill unless I bring a water bill showing the current bill. Bad. I should be able to give the library worker my water bill account and he/she can look up the amount owed. Fix the system please.	I have communicated your concerns about the online water portal to our Public Works department, which is in charge of water payments. Sincerely, Rose

77	2025-02-24	Menlo Park Library	The website to pay for our water bill is the worse. Please make it user friendly. I pay all my bills online quickly. The water bill website needs to change. Thank you...	I have communicated your concerns about the online water portal to our Public Works department, which is in charge of water payments. Sincerely, Rose
78	2025-02-25	Menlo Park Library	Can you provide newer crayons for kids' coloring? Thx!	Yes! Thank you for asking! Sincerely, Rose
79	2025-02-26	Menlo Park Library	Form for MP employees for library card	[no contact info]
80	2025-02-28	Menlo Park Library	Gundam, Minecraft, Transformer, Power Rangers: Video games: Switch	Hi! Thank you for suggesting video games that you would like to see at the library. I have passed your suggestions on to our selectors. Sincerely, Rose
81	2025-02-28	Menlo Park Library	In the same way that you can check out multiple books at the same time, can you find a way to check in multiple books at the same time?	[no contact info] What a great question! We do want to be quite careful when returning items to make sure that each item is processed one by one, because each item needs to go to a different place, while when those items are being checked out they are all going home with you. Sincerely, Rose
82	2025-03-04	Menlo Park Library	This library is well stocked-is up to date with publications, comfortable seats and helpful staff!	Thank you for this feedback! Sincerely, Rose
83	2025-03-09	Menlo Park Library	Have more varieties of seeds.	This is Nick from the Menlo Park Library. The seed library seeds are selected by two master gardeners who are choosing varieties that are appropriate for planting according to the season. The variety of seeds will change over time. If you have suggestions for different types of seeds you would like to see, you can put them in the same box on top of the seed library where you put the sign out sheets. I hope that helps - if you have any other questions or suggestions please let me know. Kind regards - Nick
84	2025-03-13	Menlo Park Library	Amplify storytime? NO of course not. Please don't amplify story time. You can hear it all over the library. Why be so noisy? It's supposed to be quiet.	Thank you for your feedback with regard to amplifying our storytimes. Storytime is a fundamental aspect of library programming, and our storytimes are very popular. We use amplification so that our storytimers can be heard over the crowds of 60-70 community members who gather to celebrate reading together. Due to the space limitations in our library, we do use all of our library spaces for programming as needed. Fortunately, we have study space in the back of the library where you are welcome sit and work or study during the half hour when storytime is occurring. We also have complementary earplugs at our Help Desk, which we will be happy to provide. Thank you for your understanding as we share the library space and encourage kids to find the fun in literacy and libraries. Sincerely, Rose
85	2025-03-13	Menlo Park Library	Hi, As you know Muslim are celebrating the month of Ramadan, a lot of libraries has decorated a desk just show Muslim community they belong to us. We also want to see something here.	Thank you so much for your thoughtful request that we put up a Ramadan book display. Book displays are intended to highlight materials in the library collection. As you rightly point out, these displays are often educational, and raise awareness of holidays, celebrations, and observances that focus on minority or historically marginalized groups. Because it is not possible to create a display for every holiday, celebration, and observance throughout the year, there are times when some observances are not highlighted in a particular year. Decisions on what to feature are based on a combination of factors, including but not limited to promoting library events, shedding light on areas of our library

				collection that are less visible than our new materials, and sharing information about current events, some of which are federally recognized national and international holidays. Sincerely, Rose
86	2025-03-16	Menlo Park Library	Please start an arts commission for local artists	Thanks for taking the time to write to us. Your suggestion for an arts commission is appreciated. Commissions in Menlo Park are created by the City Council. The City last had an Arts Commission in 2004/05 that helped program an on-campus theater and managed a fund that was supported by a developer fee on new construction in the City. When that source of funding was lost, the Arts Commission struggled to obtain a steady source of funding to support arts projects. The Arts Commission's mission was folded into the Parks and Recreation Commission and it became inactive. Kind regards - Nick
87	2025-03-16	Menlo Park Library	One of the eight non-ADA parking spots is taken at all times by a teal SUV that never moves. Can that car be removed?	[no contact info] The Burgess Park parking lot is subject to enforcement by the Menlo Park Police Department. Please feel free to reach out to them with regard to this request. Kind regards - Nick
88	2025-03-24	Menlo Park Library	Bring back Sci Fi the low shelves are a disgrace. Leaving new sci fi out of the new section is also a shame, restock the classics.	[no contact info] Thank you for your feedback about the science fiction and fantasy collection. We moved the collection onto the mobile shelving units in order to be able to take up more space and continue to develop the collection. Though the shelves are waist-height, there is considerably more space on them than on the shelves the collection was previously inhabiting. We will look into methods for getting the collection lifted higher up. We are always developing the collection and are now able to add more items. Please feel free to tell us what you would like us to add here: https://menlopark.gov/Services/Suggest-a-library-purchase Sincerely, Rose
89	2025-03-24	Menlo Park Library	I would love to join the knitting club again.	[left voicemail saying thank you for suggestion, and that her suggestion prompted us to start a serious conversation about a knitting/crocheting club that we will be starting in the near future!] --Rose
90	2025-03-31	Menlo Park Library	Make photocopying available. Half Moon Bay Library has unlimited free printing and copies, and I'm sure Menlo Park's budget is bigger than HMB.	[No contact info.] Thank you for your comment. The library offers up to 5 free print outs per person per day of select documents, and offers unlimited free scanning. --Sean
91	2025-04-05	Menlo Park Library	More Dog Man books	[No contact info.] Thank you for your comment.
92	2025-04-09	Menlo Park Library	It would be nice to have "quiet zones" in the library since people tend to talk in here and it makes it difficult to focus/study when others are talking. Thanks!	[No contact info.] Thank you for your comment.
93	2025-04-09	Menlo Park Library	Would you please fix the stall door in the men's room so it stays out of the way of people using the actual door!?!?	[No contact info.] Thank you for your comment.
94	2025-04-09	Menlo Park Library	Please fix the stall door in the men's room so it doesn't block entry.	[No contact info.] Thank you for your comment.
95	2025-05-03	Menlo Park Library	Gaming computer	[No contact info.] Thank you for your comment.
96	2025-03-08	Menlo Park Senior Center	More infant classes for babies. We don't have anything for them! They matter :)	Hi Josh, Thank you so much for your feedback! We'll definitely take your input into consideration as we plan future programs,

				and we'll explore the possibility of adding more infant classes. Thanks again, Rondell
97	2025-03-14	Menlo Park Senior Center	Open the basketball court 24/7 and gym should be for_____	Hi Thank you for taking the time to share your feedback with us. - Rondell
98	2025-01-21	Online	As a community service, it would be wonderful if the City had a collection day for styrofoam. Many of us are not able to drive it up to San Carlos. Thank you for all the services that you offer!	[Suggestion referred to the Public Works Department] The next document shredding event is scheduled on Saturday, Aug 2 from 9am to 12pm at the City of Menlo Park Corporation Yard. https://menlopark.gov/Citywide-calendar/Sustainability-events/20250802-Document-Shredding-Event --Nick
99	2025-01-21	Online	Hello, I would just like to report that 8 globes are out in the lights at Burgess Tennis courts. Thank you for your attention and service.	Hello, I am the supervisor supporting the sports programs and the Burgess tennis courts. The city received your comment regarding the 8 globe lights being out, thank you so much for your comment. We are aware of the issue, our maintenance team discovered that more extensive electric work is needed than just changing out the light bulbs, thus the delay that is occurring. The team is working on rectifying the issue. We would like to invite you to provide comments through our ACT Menlo Park to report maintenance and other issues. You can receive status updates through that system also. Please let me know if you have further comments or questions. Best, Tricia
100	2025-01-27	Online	How do I withdraw my daughter from a summer camp that I registered her for?	Good morning, I hope this email finds you well. In order to withdraw from a summer camp that you have already registered for, you must reach out to a staff member here at the Arrillaga Family Recreation Center to have that done. I have gone ahead and withdrawn --- from camp. You should have received a withdrawal conformation email and a refund receipt equal to the cost of registration. That refund should be available on your bank account within the next 3-5 business days. Please don't hesitate to reach out with any questions or concerns. Best, Kahdijah
101	2025-02-18	Online	I'm taking the 6-week ballroom dance fitness class series at the Arrillaga Family Recreation Center and it is fantastic! It is a free class hosted by Banyan Tree Women's Collective. Not only do I get a fun workout, but I also get to meet women living nearby and build community. I hope there will be more free and/or low-cost dance fitness classes at this location going forward! In particular, I would love to see this ballroom dance fitness class series continue beyond March.	We received your comment regarding the ballroom dance class from Banyan Tree Women's Collective. The city has an agreement with Banyan to offer these classes. We will continue to partner with Banyan on these classes as the need and opportunity exists. Thanks! Tricia
102	2025-03-10	Online	My family and I love the newsletter. It is so full of information and always a pleasure to read. I also admire how many different types of activities there are, and even though only some of them really applied to me and my family in terms of our interest It's wonderful to see just how many opportunities there are for all different people of all different ages. Thank you for the effort I know it goes into the activities and the newsletter itself. I am voice dictating this so please excuse typos related to dictation.	Thank you so much for taking the time to give us feedback on the Library and Community Services newsletter. It is lovely to know that your family enjoys reading the newsletter together and that the information is valuable to you! I hope we continue to earn your readership. Kindest regards, Ashley
103	2025-03-10	Online	Huge thank you to the Menlo Park Library staff for creating/sharing so many community events! The trivia night in early March was so fun, and it was great to see people from the	Thank you so much for submitting that lovely feedback about our trivia night (and our seeds)! It's always wonderful to hear that we

			area gather together. :) Please schedule more of those! I love the seeds program too! So helpful!	are having a positive impact on our community. Most sincerely, Rose
104	2025-03-10	Online	Would appreciate if the gym and center opened earlier in the morning. As a working parent, the 8AM opening time is inconvenient.	Thank you for taking the time to share your feedback with us. Your suggestion to open earlier in the morning has been noted and will be shared with our team. Your input is truly valued. Best, Rondell
105	2025-03-22	Online	At the risk of sounding like an old GenXer parent, and firstly want to say I oppose censorship of books, lyrics etc. I must say I did find the lyrics of "White Rabbit", with all the drug references a bit disconcerting - the library newsletter is a family one. This isn't the 60s anymore with fentanyl tampered into pills and psychedelics, while agree re the importance of studying plant medicines, I have a younger cousin who died in Bolivia in the pandemic likely due to this. I realize it is a popular song and I like Grace Slick singing it - I just thought the blatant drug reference lyrics at the front of a family library newsletter (I think the Easter Egg hunt was about the next or so item) was a bit pushing the envelope and "off" (clarifying again I am not into censorship and in fact my mother was a librarian and was interviewed back in the day in Australia for telling a shocked reporter that they were carrying "Catcher In The Rye" which I would then study as required book in high school) - it is more about a time and a place thing of expecting drug references in my newsletter skim - I guess if a "shock" factor was what was hoping for succeeded - anyway my 2 cents.	Thank you for submitting your thoughts to our online suggestion box. Sorry to hear about the death of your cousin in Bolivia. Your comments about opposing censorship are appreciated. Thank you for taking the time to share your perspective about the Grace Slick quote. Feedback from community members is welcomed and helps us to improve. Best regards, Sean
106	2025-04-07	Online	Can we have more 40 up classes in the afternoon after 4:00 pm. with having a job its hard to go to classes in the middle of the day	Thank you for taking the time to share your feedback. More 40+ classes in the afternoon, especially after 4:00 PM, is a great suggestion, and we'll consider it as we plan future schedules. Best, Rondell

PARKS AND RECREATION COMMISSION
TENTATIVE AGENDA SCHEDULE
APRIL 23, 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"> Select commission chair and vice-chair 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 Library and recreation programs survey results LCS department budget overview
June 25, 2025	<ul style="list-style-type: none"> Study session: Prepare updates to the PRC work plan 2025-26 Recommend departmental policy: Course withdrawal and cancellation
July 23, 2025	<ul style="list-style-type: none"> Review: Field allocation process Capital Improvement Projects (CIP) update, including maintenance of natural and synthetic turf Research on synthetic turf and natural turf in athletic fields
August 27, 2024	<ul style="list-style-type: none"> Presentation: Large-scale community events 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"> Presentations: GYMnastics; Outdoor recreation; 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.