

Parks and Recreation Commission

REGULAR MEETING AGENDA



Date: 6/25/2025
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. Study Session

- D1. Prepare a status report on the Parks and Recreation Commission work plan for 2024-25 and prepare a new work plan for 2025-26 ([Staff Report PRC-2025-014](#))

E. Regular Business

- E1. Approve the May 28 and April 23, 2025 meeting minutes ([Attachment](#))

- E2. Form an ad-hoc subcommittee to plan and support a proposed 5K “fun run” event in 2026
([Staff Report PRC-2025-015](#))

F. Informational Items

- F1. Youth Advisory Committee charter ([Staff Report PRC-2025-016](#))
- F2. Library and Community Services Department statistics and recent activities
([Staff Report PRC-2025-017](#))
- F3. Tentative agenda calendar ([Attachment](#))

G. Commissioner reports

- G1. Individual Commissioner reports

H. Adjournment

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

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

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

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

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STAFF REPORT

Parks and Recreation Commission

Meeting Date: 6/25/2025

Staff Report Number: PRC-2025-014

Study Session: Prepare a status report on the Parks and Recreation Commission work plan for 2024-25 and prepare a new work plan for 2025-26

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC):

1. Prepare a status report on the current PRC work plan (Attachment A) in preparation for presentation to City Council tentatively on Aug. 12
2. Prepare a new PRC work plan for 2025-26 in preparation for submitting the updated work plan to City Council for approval tentatively in September.

Policy Issues

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

Background

On Sept. 24, 2024, City Council approved the PRC's current work plan for 2024-25 (Attachment C).

The PRC is scheduled to provide a status report on the current PRC work plan 2024-25 to the City Council tentatively on Aug. 12; and to submit a recommended new PRC work plan 2025-26 to the City Council for approval tentatively on Sept. 9.

Analysis

Current work plan 2024-25

The PRC's current 2024-25 work plan includes several goals, including but not limited to (Attachment A):

- Provide a forum for public information and discussion about parks and recreation in Menlo Park;
- Support and advise the preparations to open the Belle Haven Community Campus
- Facilitate the goals of the Parks and Recreation Facilities Master Plan
- Advise on matters related to recreational facilities and programs, prioritizing accessibility, safety, and sustainability
- Receive staff presentations and reports
- Maintain a 12-month lookahead schedule of agenda topics

- Review and advise on potential synergies with other City departments.

Status report on current PRC work plan 2024-25

The PRC chair typically presents a status report on the current PRC work plan to City Council in August of each year. City staff recommends that the PRC review its progress on items in the current work plan and prepare a brief status report for the PRC chair to present to City Council on the PRC's behalf tentatively Aug. 12.

New PRC work plan 2025-26

City staff recommends that the PRC discuss and begin preparing a new PRC work plan for 2025-26. When preparing the new work plan, the PRC may refer to the current work plan, and potentially reaffirm the current goals, modify existing goals, or add or delete goals. The PRC is scheduled to revisit and recommend the new work plan tentatively on July 23, and to finalize and recommend the work plan tentatively on Aug. 27.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Attachments

- PRC work plan 2024-25, approved by City Council on Sept. 24, 2024
- Hyperlink. Staff report #24-025-CC. menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf
- Hyperlink – Staff report #24-168-CC. menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240924/f3-20240924-cc-advisory-body-work-plan-approval-2024-25.pdf

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

PARKS AND RECREATION COMMISSION WORK PLAN 2024-25

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

ATTACHMENT A



Work plan goals

1. As an advisory body to the City Council and a forum for public information about park and recreation issues, encourage and facilitate robust public comment and participation at Commission meetings:
 - Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community
 - Focus on resident input and grow relationships with residents throughout the City of Menlo Park.
2. Support and advise recreation program development and operations of the Belle Haven Community Campus (BHCC):
 - Review programs and services with a focus on the provision of high-quality programs and services for all Menlo Park residents
 - Ensure that the programs and services offered at the BHCC contribute to satisfying the needs of the neighborhood it serves, and be integrated into a system that is accessible to residents of all ages and abilities throughout the City.
3. Review progress toward the goals in the 2019 Parks and Recreation Facility Master Plan (PRFMP).
4. Participate in park and recreation facility tours to build awareness of recreation systems.
5. Advise on topics related to the maintenance and upgrade of recreational facilities, prioritizing accessibility, safety, and sustainability.
6. Advise on the development and/or modification of recreation programs and facilities to meet community needs.
7. Annually review departmental budget proposal before presentation to City Council, focusing on any impacts to parks and recreation services.
8. Periodically review public-facing recreation policies and recommend updates, as required, with a special focus on policies that may be impacted by shared space operations at the new BHCC.
9. Periodically receive staff presentations and reports about major parks and recreation service areas and programs.
10. Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly.
11. Review and advise on potential synergies with or support from other City departments.

Work plan history

Action	Date	Notes
Work plan recommended	Aug. 28, 2024	Commission recommended
Work plan approved	Sept. 24, 2024	City Council approved



REGULAR MEETING MINUTES – DRAFT

Date: 4/23/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center, Elm Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Joshua called the meeting to order at 6:33 p.m.

B. Roll Call

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

C. Public Comment

None.

D. Regular Business

D1. Approve the March 26, 2025 meeting minutes (Attachment)

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

D2. Select new Chair and Vice Chair (Staff Report PRC-2025-006)

ACTION: Motion and second (Grass/ Lee), to select Lee as Chair and Grass as Vice Chair, passed 5-0-2 (Emms and Sherman absent).

D3. Request for proposals (RFP) for park ranger services (Staff Report PRC-2025-007)

Assistant Director Nick Szegda made the presentation.

The Commission discussed which parks would receive ranger services, rotation of parks, responsibility for managing the park ranger services contract, park ranger tours and building a ranger hut at Bayfront Bedwell Park.

The Commission requested that the monthly report from park ranger services be provided in future department updates.

E. Informational Items

E1. City budget process update (Staff Report PRC-2025-008)

Director Sean Reinhart introduced the item.

E2. Commission attendance report (Staff Report PRC-2025-009)

E3. Department statistics and recent activities (Staff Report PRC-2024-010)

LCS Supervisor Tricia Mullan introduced the item.

The Commission discussed receiving feedback from the Youth Advisory Committee (YAC).

E4. Tentative agenda calendar (Attachment)

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

- Add YAC charter review to June
- Add feedback from park rangers under “unscheduled” items
- Add cadence for park ranger to July

F. Commissioner reports

F1. Individual Commissioner reports

The Commission discussed the formation of an ad hoc sub-committee at a future meeting.

G. Adjournment

Chair Joshua adjourned the meeting at 7:43 p.m.

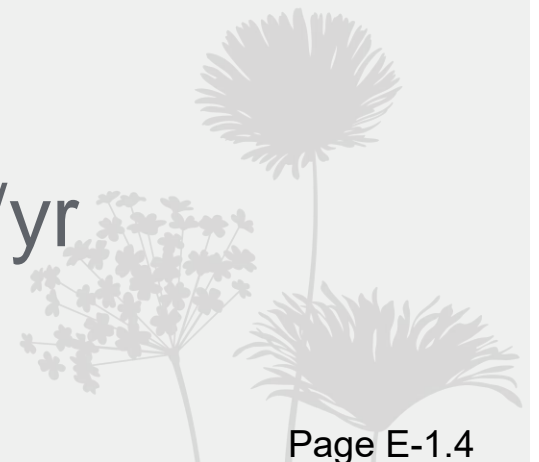
Management Analyst Ashley Walker

DRAFT RFP FOR RANGER SERVICES

Parks and Recreation Commission – April 2025

BACKGROUND

- ExplorUS (formerly California Land Management) – private firm providing ranger services at Bedwell Bayfront Park (BBP) and Kelly Park.
- Service began in 1983, gap from 2011 through 2019
- Requests from public for ranger services during BBP Masterplan process
- Service reinstated in 2019
- Cost of current service level approx. \$150k/yr



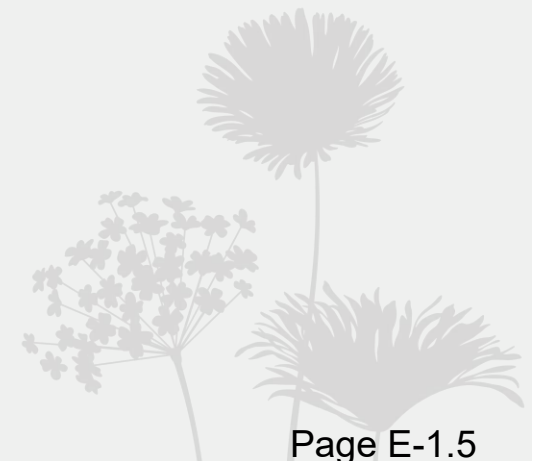
CONTRACT RANGER SERVICES - DUTIES

Current agreement

- Open and close park gate
- Patrol park
- Collect litter
- Public contact and code enforcement
- Fire suppression

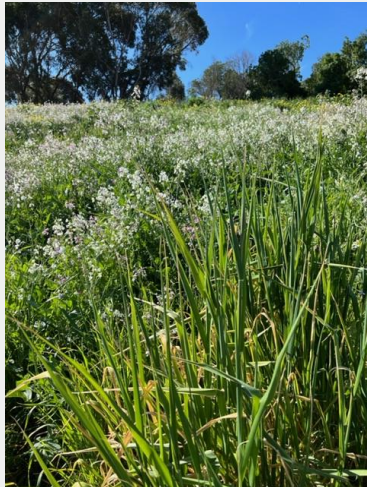
Proposed duties

- Open and close park gate
- Patrol park
- Collect litter
- Public education and policy enforcement
- Code enforcement
- Fire suppression
- First aid



CURRENT AGREEMENT – SAMPLE SCHEDULE

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
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



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

3 LEVELS OF SERVICE

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

TENTATIVE RFP SCHEDULE

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

QUESTIONS FOR THE COMMISSION

- Is the scope of work appropriate to the level of service need?
- Are there services that could be added or removed from the scope of work?
- Are there parks that could be added or removed from the scope of work?
- What are the times of day and days of the week when specific services are most needed at specific parks?
- Any other thoughts or feedback related to contracted park ranger services and/or the RFP?



THANK YOU



Library Commission Parks and Recreation Commission

LIBRARY COMMISSION AND PARKS AND RECREATION COMMISSION SPECIAL JOINT MEETING MINUTES – DRAFT

Date: 5/28/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Library Commission Chair Herrick called the meeting to order at 6:35 p.m.

B. Roll Call

Present: Chunyu, Crockett, Grass, Herrick, Lee, Orton, Patel, Sisbot, Sherman, Van Buren, Westcott, Yule,
Absent: Dawkins, Shafer
Staff: Library and Community Services (LCS) Director Sean Reinhart, Assistant LCS Director Nick Szegda, LCS Supervisor Tricia Mullan, Management Analyst Ashley Walker

C. Presentations and Proclamations

C1. Overview of City of Menlo Park fiscal year 2025-26 proposed budget – Library and Community Services department (Staff Report PRC-2024-011 / LC-2024-020)

Director Reinhart introduced the item.

- Allan Bedwell spoke in support of using \$1,000,000 to improve Bedwell-Bayfront Park trails and implement other environmental preservation aspects outlined in the 2017 Master Plan.

The Commissions received clarification on the LCS budget and a timeline for updating the LCS Strategic Plan.

C2. Preview the results of the library, recreation, and parks community survey 2025 (Staff Report PRC-2025-012 / LC-2025-021)

Assistant Director Szegda introduced the item.

- Chris MacIntosh spoke in support of implementing the 2017 Master Plan as it relates to Bedwell-Bayfront Park.

ACTION: By acclamation, the Parks and Recreation Commission (PRC) added Bedwell-Bayfront Park to their tentative agenda calendar.

The Commissions received clarification on the survey analysis.

D. Informational Items

D1. Library and Community Services Department statistics and recent activities (Staff Report PRC-2025-013 / LC-2025-022)

- Carole Hayworth spoke in support of City funding for the Belle Haven Pool.
- Judith Schwartz spoke in support of City funding for the Belle Haven Pool.
- Juliana Morrow spoke in support of City funding for the Belle Haven Pool.
- Uri Natav spoke in opposition of decreased pool hours.

E. Commissioner Reports

E1. Individual Commissioner reports / Subcommittee reports

The Library of the Future Ad Hoc Committee reported out on progress in putting together a survey and researching other libraries.

The PRC 5k Ad Hoc Committee reported out on potential Spring 2026 date and possible collaborations with Bedwell-Bayfront Park or other running events that are taking place around the same time.

F. Adjournment

Library Commission Chair Herrick adjourned the meeting at 7:50 p.m.

Management Analyst Ashley Walker



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 6/25/2025

Staff Report Number: PRC-2025-015

Regular Business: Form an ad-hoc subcommittee to plan and support a proposed 5K "fun run" event in 2026

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) form an ad-hoc subcommittee to work with City staff and the PRC to plan and execute a proposed 5K "fun run" event in 2026.

Policy Issues

As a duly appointed advisory body to the City Council, the PRC is charged with advising the City Council on matters related to the City's parks and recreation activities.

Background

On April 23, the PRC discussed the formation of an ad-hoc subcommittee at a future meeting to work on a proposed 5K "fun run" event.

Analysis

City staff recommends that the PRC form an ad-hoc subcommittee to work with staff and the PRC to plan and support a proposed 5K "fun run" event. The initial event concept includes a proposed course route in the Belle Haven and Bayfront neighborhoods, and a potential event date in May 2026.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Attachments

None.

Report prepared by:
Tricia Mullan, Library and Community Services Supervisor

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



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 6/25/2025

Staff Report Number: PRC-2025-016

Informational Item: Youth Advisory Committee charter

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) receive this informational report containing the Youth Advisory Committee (YAC) charter, including its role, purpose, activities, and structure (Attachment A).

Policy Issues

YAC was created by City Council as an advisory committee to the Parks and Recreation Commission (PRC).

Background

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

On March 26, the PRC reviewed the YAC's annual presentation of their activities of the preceding year. (Attachment C).

On May 13, the City Council received the YAC's annual presentation of their activities of the preceding year. (Attachment D).

Analysis

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

The City Council gave the YAC the following charge:

- Act as an advocate for youth and teens
- Act as a liaison for teen issues to governmental and private organizations
- Empower youth to have a voice in their local government, get involved and make a difference in their community
- Foster a greater involvement of youth in municipal government and city affairs
- Advise and inform City staff and the Parks and Recreation Commission on the various issues relating to the teens, outlining the needs of the population
- Advise the Parks and Recreation Commission and City staff on activities, events, programs and with current youth trends to meet the needs of youth in Menlo Park
- Assist in planning, promoting and implementing programs and services for youth

- Plan and participate in community services activities which benefit the Menlo Park community
- Promoting leadership skills through service learning experiences and volunteerism
- Identify problems of teen services and recommend appropriate solutions.

The YAC is comprised of Menlo Park residents from grades nine to 12. They serve one-year terms coinciding with the regular school year. In any given year, the committee is comprised of between 10-18 members. Its officers include the chairperson, vice chairperson, secretary, and various sub-committee chairs. More information about the YAC is available on the YAC webpage (Attachment E).

Impact on City Resources

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

Environmental Review

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

Public Notice

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Attachments

- A. YAC charter
- B. Hyperlink. Staff report #19-265-CC. menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2019-meetings/agendas/20191210-agenda-packet_page-numbers.pdf#page=77
- C. Hyperlink. PRC meeting minutes, March 26, 2025. menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/minutes/20250326_prc_meeting_minutes_aw_ss_jah.pdf#page=3
- D. Hyperlink. City Council presentation, May 13, 2025. menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250513/i2-youth-advisory-committee.pdf
- E. Hyperlink. Youth Advisory Committee webpage. menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Youth-Advisory-Committee

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

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

Role

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

Purpose

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

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

Eligibility

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

Application and membership

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

Selection

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

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

Meetings

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

Activities

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

Officers

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

Chairperson

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

Vice Chairperson

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

Secretary

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

Sub-Committees

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

Attachment

1. Youth Advisory Committee Work Plan

YOUTH ADVISORY COMMITTEE WORK PLAN

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



Youth Advisory Committee Work Plan Goals

The Youth Advisory Committee (YAC) advises the Parks & Recreation Commission on matters relating to the youth and teen population within the City of Menlo Park. This may include programs relating to safety, community involvement, special interests, recreation, sports, socialization, socio-economic and environmental concerns. The Youth Advisory Committee is also designed to be a learning experience for teens to become more familiar with local government. As a member of the Youth Advisory Committee, members will learn best practices in order to:

- Research and identify needs, assets, and interests in your community and possible service projects needed.
- Work effectively with youth from unique perspectives and backgrounds.
- Budget, address an audience, and delegate responsibilities.
- Engage youth and their peers effectively.

All members of the Youth Advisory Committee are required to do the following:

- Attend at least 75% of all scheduled meetings.
- Play a leadership role in the planning and implementation of a service project in your community.
- Provide feedback on program efficacy and goals upon completion of the program.
- Serve as an overall ambassador of the Menlo Park Youth Advisory Committee mission.
- Represent the City of Menlo Park.

Specific Examples

As an ambassador for the City of Menlo Park:

- Each member will attend at least one City Council meeting and introduce themselves and the Committee to the community.
- Each member will volunteer for at least one city-sponsored event.
- Each member will listen to at least one city department presentation and will share their ideas and feedback regarding teen involvement.
- The Committee will work together to present their chosen service project to the City Council and the Parks and Recreation Commission.
- The Committee will work together to plan recruitment for the following year, ensuring that teens in the community are aware of the opportunity to apply.
- Each member will have the opportunity to attend the 2024 YAC Attack Conference to learn more about Youth Advisory Committees in neighboring cities.

Work Plan History

Action	Date
Work plan recommended	January 11 th , 2024



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 6/25/2025

Staff Report Number: PRC-2025-017

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

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) review and provide feedback on the statistics and recent activities in the Library and Community Services (LCS) department outlined in this report.

Policy Issues

As a duly appointed advisory body to the City Council, the PRC is charged with advising the City Council on matters related to the City's parks and recreation activities.

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

May 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 May 2025 are provided in Attachment A.

July is National Park and Recreation Month

This July marks the 40th anniversary of National Park and Recreation Month, celebrating the vital role of park and recreation professionals in building healthier, more connected communities. With the theme "Build Together, Play Together," the month honors the efforts of over 160,000 full-time staff (nationally) and countless others who create and maintain inclusive, sustainable spaces. These programs foster well-being, friendships, and lasting memories through activities like yoga, art, and community events. The City Council is tentatively scheduled to issue a proclamation recognizing Park and Recreation Month on July 8.

Juneteenth celebration (observed)

The City of Menlo Park held a Juneteenth celebration (observed) on Saturday, June 14, at Kelly Park. The event program included:

- Cultural entertainment
- Live music
- Food for purchase

- Local tribute
- Free treats
- Resources and vendors
- Activities for the family
- Free community basketball game - 13+ (day of registration required)

The event was attended by approximately 300 people and was hosted by the City of Menlo Park with support from partners Belle Haven Action, Peninsula Clean Energy, and Meta Platforms, Inc. Photos from the event are available on the City website (Attachment B).

4th of July community parade, picnic, and circus

The City of Menlo Park will host its annual 4th of July celebration on July 4, 2025, at Burgess Park from 11 a.m. to 3 p.m., featuring a community parade, picnic, and two free performances by the Circus Bella Company. The parade will commence at 11 a.m. from the Arrillaga Family Gymnasium parking lot. Participants are encouraged to decorate bicycles and wagons for the procession along Alma Street, escorted by local police and fire vehicles.

Following the parade, a community picnic will take place at 1 p.m. on the Burgess Park lawn, where attendees may bring picnic baskets and blankets. Food trucks will be available on-site for food purchases, with complimentary treats provided while supplies last.

The Circus Bella Company, featuring a diverse ensemble of Bay Area acrobats, aerialists, jugglers, and clowns, will perform their 60-minute "HOOPLA!" show at noon and again at 2 p.m., accompanied by the six-piece Circus Bella All-Star Band.

Advance registration is recommended to receive event updates and eligibility for prize drawings, though admission to all activities is free. The event is hosted by City of Menlo Park with support from partners Cheeky Monkey Toys and Menlo Swim and Sport. (Attachment C).

Summer Concert Series

The City of Menlo Park is preparing another summer of music and fun at Fremont Park and Karl E. Clark Park with the City of Menlo Park Summer Concert Series. The free outdoor musical performances feature popular local bands in a variety of musical genres. Participants are encouraged to bring lawn chairs and blankets and pack picnic essentials to enjoy music at twilight with family and friends. All concerts start at 6 p.m. The series begins July 9 and runs weekly through Aug. 13. (Attachment D).

Aquatics working group

The Aquatics Working Group is an opportunity for community members to participate in intimate "focus group" sessions to provide feedback, share their perspectives, and gain insight into the programs and services at Burgess Pool and Belle Haven Pool. The aquatics working group met on Tuesday, June 17, at Belle Haven Community Campus. The session was attended by 18 community members, mostly residents of the Belle Haven neighborhood. The group reviewed the feedback and responses from the May 20 session; reviewed the current marketing efforts to promote the aquatics program; and began to organize a community-driven word-of-mouth campaign to promote attendance at Belle Haven Pool. Notes from the June 17 session will be posted to the City's aquatics webpage by Friday, June 20 (Attachment E).

Underwater tile work at Belle Haven Pool

The City of Menlo Park has engaged the services of a specialist in underwater tiling and plaster to reposition the T-markings at the bottom of the performance pool (deep pool) at Belle Haven Pool. The T-markings provide a visual cue for lap and competitive swimmers that they are approaching the edge of the

pool. The current T-markings were installed by the pool builder one meter from the edge of the pool; however, the common standard for T-markings is two meters from the edge. The underwater tile work will move the T-markings to the common standard of two meters from the edge of the pool. The pool will remain filled and open to the public during the work, aside from rotating individual lane closures, and there may be some noise from the scuba equipment. The work is set to begin Thursday, June 19, and will last approximately two weeks.

Solar carport installation at Kelly Park

As part of the Belle Haven Community Campus project, the City of Menlo Park is preparing to install solar carports in the parking area adjacent to the Kelly Park athletic field. The new solar carports will be similar in design to the solar carports already in place in the main parking area at Belle Haven Community Campus. The carports will provide shade for the vehicles parked underneath and will generate electricity from the photovoltaic panels mounted on top of the carports. Construction work is scheduled to begin tentatively the week of July 7 and will entail a full closure of the parking area adjacent to the Kelly Park athletic field for approximately six weeks through the end of August, followed by partial closures of the Kelly Park parking area during September and part of October. The main Belle Haven Community Campus parking area and Kelly Park will remain open during construction.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Attachments

- A. May 2025 statistics
- B. Hyperlink. City of Menlo Park webpage – Juneteenth event (observed): menlopark.gov/Citywide-calendar/Community-events/20250614-Juneteenth-Celebration-observed
- C. Hyperlink. City of Menlo Park webpage – 4th of July community parade, picnic, and circus: menlopark.gov/Citywide-calendar/Community-events/20250704-4th-of-July
- D. Hyperlink. City of Menlo Park webpage – Summer concert series: menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Music-in-the-Park
- E. Hyperlink. City of Menlo Park webpage – Aquatics working group: menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Aquatics#section-3
- F. Hyperlink. City of Menlo Park webpage – Summer Reading Game webpage:

menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Summer-Reading-Game

Report prepared by:

Ashley Walker, Management Analyst

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

Table 14. Recreation client accounts

	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
New recreation client accounts	515	490	558	1216	523	380	654	543	297	275	991	972	505
Total recreation client accounts	9,277	9,792	10,282	10,840	12,056	12,579	13,233	13,776	14,043	14,318	15,309	16,281	16,786
Hyperlocal client accounts	-	-	-	-	-	-	-	-	1,354	1,360	1,482	1,576	1,613

Table 15. Web page views

	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
/Library	-	-	-	-	-	-	-	-	4,636	3,858	4,389	3,886	*
/ActivityGuide	-	-	-	-	-	-	-	-	4,706	4,001	7,141	3,937	*

*Not available at time of posting

Table 16. Newsletter engagement

	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	*May 2025
Newsletters sent	-	-	-	-	-	-	-	-	3	4	5	4	5
Average recipients per newsletter	-	-	-	-	-	-	-	-	24,441	25,260	25,088	24,889	23,123
Total recipients (excludes bounces, etc.)	-	-	-	-	-	-	-	-	71,858	95,010	117,826	93,190	108,779
Total newsletter clicks	-	-	-	-	-	-	-	-	1,992	2,170	2,942	1,586	2,874
Total newsletter unique clicks	-	-	-	-	-	-	-	-	1,209	1,226	1,765	926	1,519
Total newsletter opens	-	-	-	-	-	-	-	-	61,371	88,301	103,780	76,786	79,229
Total unique opens	-	-	-	-	-	-	-	-	38,439	52,081	62,139	47,124	51,316
% open rate (monthly average)	-	-	-	-	-	-	-	-	80%	87%	83%	77%	69%
% unique opens rate (monthly average)	-	-	-	-	-	-	-	-	50%	52%	50%	47%	44%
Unsubscribes Monthly Total	-	-	-	-	-	-	-	-	168	216	179	147	170
% Unsubscribes - Monthly Average	-	-	-	-	-	-	-	-	0.22%	0.22%	0.14%	0.15%	0.15%
Email Bounces - Monthly Total	-	-	-	-	-	-	-	-	1,547	2,097	2,567	2,086	2,564

PARKS AND RECREATION COMMISSION
TENTATIVE AGENDA SCHEDULE
June 25, 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"> Ad Hoc Subcommittee project – 5K “fun run” Prepare a status report on the current work plan 2024-25 and prepare a new work plan 2025-26 Review YAC charter
July 23, 2025	<ul style="list-style-type: none"> Presentation: Field allocation process Policy updates: Recreation facility use guidelines; facility rental policy Aquatics program update Review: Park ranger services RFP
August 27, 2024	<ul style="list-style-type: none"> Presentation: Large-scale community events Recommend the PRC work plan 2025-26 Ad Hoc Subcommittee project – 5K “fun run”
September 24, 2025	<ul style="list-style-type: none"> CAPRA accreditation progress report Ad Hoc Subcommittee project – 5K “fun run”
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"> Capital Improvement Projects (CIP) update, including Kelly Park turf and track renovation project Presentations: GYmnastics; Outdoor recreation; Emergency response plan Park tours for commission members 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.