

# Parks and Recreation Commission

## REGULAR MEETING AGENDA



**Date:** 7/23/2025  
**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

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### Regular Session

#### A. Call To Order

#### B. Roll Call

#### C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

#### D. Presentations and Proclamations

D1. Presentation: Field allocation process ([Presentation](#))

#### E. Regular Business

E1. Approve the June 25 meeting minutes ([Attachment](#))

#### F. Study Session

F1. Prepare report out to the City Council on the Parks and Recreation Commission work plan for 2024-25 ([Staff Report PRC-2025-018](#))

F2. Draft Parks and Recreation Commission work plan for 2025-26 ([Staff Report PRC-2025-019](#))

## **G. Informational Items**

G1. Library and Community Services Department statistics and recent activities ([Staff Report PRC-2025-020](#))

G2. Library, recreation and parks community survey results – recreation focus ([Staff Report PRC-2025-021](#))

G3. Tentative agenda calendar ([Attachment](#))

## **H. Commissioner reports**

H1. Individual Commissioner reports

H2. Ad-hoc subcommittee report

## **I. 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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# FIELD ALLOCATION PROCESS

Recreation Coordinator: Harrison Yee  
Senior Program Assistant: Catherine Liston

## POLICY OVERVIEW

- Athletic Field Use Policy
  - Defines Menlo Park Residents
  - Outlines Field schedule prioritization
  - Fees
    - Baseball: \$22.00/\$30.00
    - Softball: \$26.00/\$35.00
    - Soccer (Small): \$25.00/\$35.00
    - Soccer (Medium): \$50.00/\$68.00
    - Soccer (Large): \$100.00/\$135.00
    - Turf (Small): \$30.00/\$41.00/\$85.00/\$20.00
    - Turf (Medium): \$50.00/\$60.00/\$120.00/\$30.00
    - Turf (Large): \$120.00/\$162.00/\$225.00/\$65.00
  - Requirements
    - Insurance
    - Field Use
    - Rule Enforcement



## RESERVATIONS

- Prioritization
  - City Sponsored Youth Programs
  - City Sponsored Adult Programs
  - School district-Sponsored Programs
  - “Community hours” -designated for casual drop-in use by Menlo Park youth and families
  - Programs or events that primarily serve underserved Menlo Park residents
  - Programs that offer significant fee discounts or free participation to underserved Menlo Park Residents
  - Organized sports groups that primarily serve Menlo Park youth residents
  - Organized sports groups that primarily serve Menlo Park adult residents
  - Nonprofit programs
  - For-profit programs

## POLICY OVERVIEW

- Designated Field User Group
  - Applications accepted 2 times per year
  - Seasonal Field Use
  - Must comply with Athletic Field Use Policy
  - Application Information
    - List User Group's Activities
    - Valid Certificate of Insurance
    - League Rules and Guidelines
    - Annual Schedule
    - List of roster showing residency and age
    - List of board members
    - Proof of non-profit (if applicable)



## PROCESS

- Biannual allocation process
  - Spring/Summer: February through August
  - Fall/Winter: September through January
- Allocation Process
  - Tentative schedule based on initial field requests
  - Meeting with representatives from all groups to mediate any conflicts
  - 50% deposit for entire field bill
  - After user group schedules are finalized, reservations open to other rental groups
- Factors Considered
  - “On Season” vs. “Off Season”
  - Number/Percentage of Menlo Park Residents
  - Type of activities for which a field is designed or intended
  - Age of participants vs/ the designated field space for age groups
  - Neighborhood impacts
  - Schedule Availability

## FIELD USE

- User Group Usage Hours
  - Rentable Hours=8:00am-Sunset, 8:00-10:00pm (lighted)
    - Field
      - Burgess: 23%\*
      - Jack Lyle: 20%\*
      - Willow Oaks: 10.5%\*
    - Turf
      - Hillview: 26%\*
      - Kelly: 23.5%\*
    - Baseball
      - Burgess: 36%
      - Nealon: 12%
      - La Entrada: 28%
      - Oak Knoll: 20%
- \*Average





**THANK YOU**



**REGULAR MEETING MINUTES – DRAFT**

**Date:** 6/25/2025  
**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 Lee called the meeting to order at 6:33 p.m.

**B. Roll Call**

**Present:** Chunyu, Dawkins, Grass, Lee, Patel, Van Buren  
**Absent:** Sherman  
**Staff:** Library and Community Services (LCS) Director Sean Reinhart, LCS Supervisor Tricia Mullan, Management Analyst Ashley Walker

**C. Public Comment**

None.

**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)

The Commission discussed the work plan related accomplishments, ideas for increasing public comment and adjustments for the 2025-26 work plan.

**E. Regular Business**

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

**ACTION:** Motion and second (Van Buren/ Dawkins), to approve the minutes from the May 28 and April 23, 2025 meetings, passed 6-0-1 (Sherman absent).

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

**ACTION:** Motion and second (Van Buren/ Dawkins), to form an ad-hoc subcommittee comprised of Chair Lee, Commissioner Patel and Commissioner Van Buren, the charge of which will be to plan and support a 5K fun run in the Belle Haven neighborhood area, passed 6-0-1 (Sherman absent).

**F. Informational Items**

- F1. Youth Advisory Committee charter (Staff Report PRC-2025-016)

The Commission made the following additions to the Youth Advisory Committee (YAC) charter:

1. Advise the Parks and Recreation Commission and City staff on activities, events, programs and current youth trends to meet the needs of youth in Menlo Park.
2. Assist in planning, promoting and implementing programs and services for youth.

The Commission discussed receiving quarterly YAC updates by attending committee meetings, assigning a liaison and rotating a YAC member into Parks and Recreation Commission meetings.

**F2. Department statistics and recent activities (Staff Report PRC-2024-017)**

LCS Supervisor Tricia Mullan introduced the item.

The Commission received clarification on the staff report and attachment contents.

The Commission discussed additions to the monthly statistics.

**F3. Tentative agenda calendar (Attachment)**

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

- Add Bedwell-Bayfront Park discussion to July.
- Move Capital Improvement Project (CIP) updates to August.

**G. Commissioner reports**

**G1. Individual Commissioner reports**

Commissioner Grass reported on the heavy usage and worn trails at Bedwell-Bayfront Park and the need for repairs/maintenance.

**H. Adjournment**

Chair Lee adjourned the meeting at 8:24 p.m.

Management Analyst Ashley Walker

Table 1. Library items circulated

Location*	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
800 Alma St.	34,588	34,361	35,858	36,698	36,029	35,330	34,288	34,639	36,767	32,143	36,302	34,067	35,042
100 Terminal Ave.*	580	1540	2,145	1,940	2,153	2,056	1,877	1,893	2,299	2,008	2,423	2,645	2,191
Total online / digital	12,204	12,910	18,284	19,394	18,490	19,612	18,122	17,756	18,405	17,606	18,777	19,071	*

\*Not available at time of posting

Table 2. Library cards

Location*	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 cards issued - MP residents	122	263	259	244	207	186	158	120	200	184	201	151	161
Total cardholders - MP residents	22,826	23,273	23,169	23,340	23,444	23,431	23,673	23,765	23,847	23,953	24,076	24,196	24,302

Table 3. Library patron questions answered

Location*	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
800 Alma St.	3,105	3,761	3,653	3,482	3,182	3,283	3,038	2,971	3,321	3,124	3,398	3,232	3,084
100 Terminal Ave.*	250	600	586	463	429	521	423	469	565	471	499	432	402

Table 4. Library holds filled (item requests)

Location*	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
Incoming holds - 800 Alma St	3,953	3,930	3,897	4,054	4,189	4,123	3,803	3,915	4,391	3,979	4,185	3,788	4,313
Outgoing holds - 800 Alma St	3,078	3,293	3,091	3,897	3,064	3,035	2,766	2,694	3,087	2,862	3,082	2,664	2,756
Incoming holds - 100 Terminal Ave.*	47	109	167	227	194	162	149	184	262	203	129	167	161
Outgoing holds - 100 Terminal Ave.*	22	23	6	10	11	26	15	13	43	**262	363	303	264

Table 5. Library foot traffic (gate count)

Location*	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
800 Alma St.	12,949	14,038	14,699	14,408	13,262	13,304	13,450	13,048	13,679	11,525	12,600	13,474	13,367
100 Terminal Ave.*	-	4101	3863	3,266	3,117	3,221	3,108	2,573	5,135	4,569	4,765	4,574	2,392

Table 6. Library program attendance

	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
Total attendance - 800 Alma St.	1171	998	1,174	1248	795	798	744	1044	1011	937	967	978	1,127
# of programs - 800 Alma St.	34	36	27	37	31	39	28	32	32	29	34	37	37
Total attendance - 100 Terminal Ave.*	68	331	498	298	190	326	166	316	612	464	240	379	188
# of programs - 100 Terminal Ave.*	5	10	29	29	22	25	21	24	28	30	23	27	25

\*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 - MAY 2025

Table 7. Preschool enrollment													
Location	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
Menlo Children's Center (MCC)	37	41	40	39	28	28	28	26	32	32	32	44	46
Belle Haven Child Development Center	63	63	63	35	43	44	44	48	48	48	50	54	56

Table 8. School age – enrollment													
Location	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
MCC - After School	32	53	43	30	30	31	31	31	31	29	28	29	29
Belle Haven Youth Center	52	45	45	67	55	55	55	55	58	58	58	58	58

Table 9. Menlo Park Senior Center - 100 Terminal Ave.													
	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
Lunches served	243	683	866	914	1113	1132	836	726	810	851	956	971	952
Grocery boxes distributed	230	460	460	460	460	460	460	460	230	460	460	460	460
Senior shuttle trips	614	1466	1745	1,618	1,660	1,786	1,160	1,332	1,488	1,342	1,504	1,454	1,474
Special event attendance	-	-	-	-	-	-	-	-	127	150	55	214	129

Table 10. Older adults / seniors class enrollment					
Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
700 Alma St – Enrollment - residents	21	25	25	51	54
700 Alma St - Enrollment - non-residents	11	11	11	67	27
700 Alma St # of senior classes offered	2	2	2	7	6
100 Terminal Ave. – Enrollment - residents	264	116	109	118	148
100 Terminal Ave. – Enrollment - non-residents	44	72	54	85	87
100 Terminal Ave. – # of senior classes offered	17	16	14	15	17

\*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 - MAY 2025

Table 11. Recreational classes					
Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
700 Alma St. - Enrollment – residents	323	206	485	520	474
700 Alma St. - Enrollment – non-residents	107	114	196	213	161
700 Alma St. - # of classes offered	48	56	57	59	55
700 Alma St. - # of instructors	20	20	26	22	21
100 Terminal Ave. - Enrollment – residents	103	99	126	80	86
100 Terminal Ave. - Enrollment – non-residents	19	22	27	21	21
100 Terminal Ave. - # of classes offered	16	16	16	15	16
100 Terminal Ave. - # of instructors	9	9	10	9	9

Table 12. Gymnastics classes					
Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
Enrollment – residents	814	577	817	950	942
Enrollment – non-residents	257	285	355	383	368
Classes offered	114	114	120	120	120

Table 13. Sports classes					
Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
600 Alma St - Enrollment - resident	26	113	177	48	96
600 Alma St - Enrollment - non-resident	80	101	113	10	112
600 Alma St - # of classes offered	4	11	28	10	14
600 Alma St - # of instructors	2	5	6	2	5
600 Alma St - Drop-in basketball visits	665	474	847	631	436
600 Alma St - Drop-in volleyball visits	542	930	993	1240	620
600 Alma St - Leagues – individual registrations	458	180	1300	-	-
600 Alma St - Leagues – team registrations	70	18	137	-	22
100 Terminal Ave. - Drop-in basketball visits	28	169	203	231	421
100 Terminal Ave. - Drop-in volleyball visits	26	58	106	50	8
100 Terminal Ave. - Drop-in Fitness Center	512	877	1053	1,713	546



LIBRARY AND COMMUNITY SERVICES  
STATISTICS - MAY 2025

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

LIBRARY AND COMMUNITY SERVICES  
STATISTICS - MAY 2025

Table 17. Facility rentals

Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025*	Spring 2025*
700 Alma St. - residents	21	0	18	29	16
700 Alma St. - non-residents	73	19	25	64	41
100 Terminal Ave. - residents	n/a	n/a	10	38	28
100 Terminal Ave. - non-residents	n/a	n/a	15	3	0
Athletic field rentals (hours reserved)	1146	560	811	530	543

Table 18. Large-scale community event attendance

Location	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025
College and Career Fair	-	-	-	-	-	-	-	-	-	120	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	-	-	-	-	290	-	-
Community Resource Fair	-	-	-	-	-	-	-	-	-	-	-	180	-
Egg Hunt/Spring Fest	480	-	-	-	-	-	-	-	-	-	-	-	2,200
BHCC Grand Opening	-	2000	-	-	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	-	-	300	-	-	-	-	-	-	-	-	-	-
4 <sup>th</sup> 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	-	-	-	-

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



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 7/23/2025

Staff Report Number: PRC-2025-018

Study Session: Prepare report out to the City Council on the Parks and Recreation Commission work plan for 2024-25

### Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) review and prepare a report out to the City Council on the PRC's work plan for the past year 2024-25 (Attachment A). The PRC chair is tentatively scheduled to present the report-out to City Council on Aug. 12.

### 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 June 26, 2024, the PRC held a study session to review and update their work plan (Attachment C).

On Sept. 24, 2024, the City Council approved the PRC work plan (Attachment D).

The PRC is tentatively scheduled to report out to the City Council on their current work plan on Aug. 12 and present their new, recommended work plan to the City Council on Sept. 9.

### Analysis

The PRC's work plan for 2024-25 includes 11 goals (Attachment A). The goals include providing a forum for public information and discussion about City park and recreation, supporting and advising the recreation program development and operations of the Belle Haven Community Campus and reviewing public-facing recreation policies and recommending updates. Other goals include receiving staff presentations and reports on major service areas, effectively onboarding new Commission members, reviewing the departmental budget proposal to the City Council and advising on potential synergies with other City departments.

What follows is a high-level summary listing of topics the PRC reviewed, advised and/or recommended during the past year 2024-25:

- Updated PRC work plan for 2024-25

- Selected new commission chair and vice-chair
- Departmental policy updates:
  - Signage display policy
- Reviewed library and recreation programs and facilities survey, aquatic survey results and the aquatics annual report.
- Received a park policy enforcement presentation and reviewed the Park Ranger Request for Proposals (RFP)

In addition to the above topics, the PRC provided a monthly forum for public transparency and input related to park and recreation programs and services in Menlo Park, reviewed public suggestion box comments and responses, received departmental updates, advised on recreation program statistics and received staff presentations about recreation programs and services.

### **Impact on City Resources**

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

### **Environmental Review**

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

### **Public Notice**

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

### **Attachments**

- A. Parks and Recreation Commission work plan, recommended August 28, 2024, and approved by the City Council on September 24, 2024.
- B. City Council Policy #CC-24-004
- C. Hyperlink: "Recommend the Parks and Recreation Commission work plan for 2024-25". Parks and Recreation Commission meeting agenda (item D-1), June 26, 2024.  
<https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2024-meetings/agendas/20240626-parks-and-recreation-commission-regular-agenda.pdf>
- D. Hyperlink: "Approve advisory body annual work plans for the Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission and Parks and Recreation Commission ". City Council meeting agenda (item F-3), September 24, 2024. <https://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>
- E. Draft presentation

Report prepared by:

Staff Report #: PRC-2025-018

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Nick Szegda, Assistant 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



## 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



# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004  
Adopted Feb. 13, 2024  
Resolution No. 6890

ATTACHMENT B



Purpose
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
Authority
Upon its original adoption, this policy replaced the document known as "Organization of Advisory Commissions of the City of Menlo Park."
Background
<p>The City of Menlo Park currently has seven active Commissions. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code §65100 et seq., §65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
Policies and Procedures
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 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. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code §65100 et seq., §65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Stipends

Per Government Code §36506, the City is authorized to pay appointed Planning Commissioners by resolution. The City Council has adopted a resolution with an amount not to exceed \$200 per month per Planning Commissioner. Per the IRS (Internal Revenue Services), "public officer" also includes appointed members of advisory boards and committees and commissions. The Planning Commission stipend is taxable income and each member will receive a W-2.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding questions

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of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Commission shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6 p.m.
- Finance and Audit Commission – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

### 5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

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### 6. *Selection of chair and vice chair*

- 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.
- Each commission/committee shall annually rotate its chair and vice chair.

### G. Memberships

#### *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

#### *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

#### *Attendance*

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.

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- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

### *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

### *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

### *Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

### *Term of office*

- Unless specified otherwise, the term of office for all commission/committees shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

### *Vacancies*

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code §54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and



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on the City's website. This list is also available to the public (Government Code §54972, Maddy Act).

### **Roles and Responsibilities**

#### Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

#### Environmental Quality Commission

The Environmental Quality Commission is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability. Specific focus areas include:

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

#### Finance and Audit Commission

The Finance and Audit Commission is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

#### Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

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### Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

### Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

### Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

### **Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

### **Procedure history**

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

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Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803
Procedure adoption	6/27/2023	Resolution No. 6840
Procedure adoption	2/13/2024	Resolution No. 6890



# PARKS AND RECREATION COMMISSION (PRC) UPDATE ON 2024-2025 WORK PLAN

PRC Chair Wonman Lee

# PRC WORK PLAN 2024-25 INCLUDES 11 GOALS

- Primary goals
  - Providing a forum for public information and discussion about City park and recreation issues and facilitate robust public comment and participation at commission meetings
  - Supporting and advising the recreation program development and operations of the Belle Haven Community Campus
  - Reviewing progress toward the goals in the 2019 Parks and Recreation Facility Master Plan
- Additional goals include
  - Participating in park and recreation facility tours
  - Advising on the maintenance and upgrade of recreational facilities
  - Receiving staff presentations and reports about major service areas and programs
  - Annually review departmental budget proposal
  - Reviewing public-facing recreation policies and recommending updates
  - Maintaining a 12-month schedule of planned commission agenda items
  - Review and advising on potential synergies with or support from other City departments



## GOAL 1: ACT AS A PUBLIC FORUM

- The PRC heard feedback from hundreds of commenters at multiple meetings of the PRC and several joint meetings with the Library Commission (LC) relating to the aquatics program and Bedwell Bayfront Park.



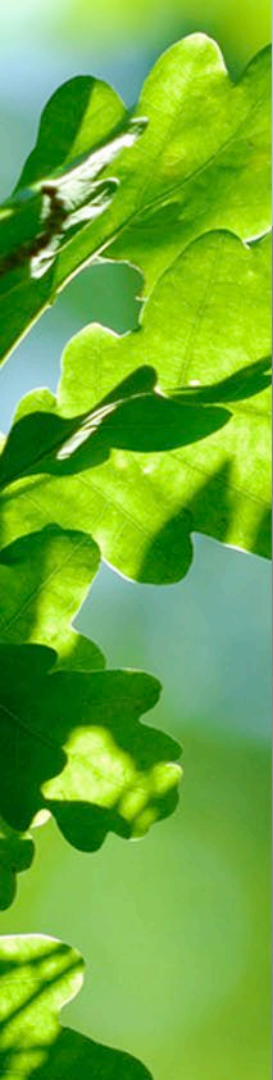




## GOAL 2: SUPPORT AND ADVISE PROGRAM DEVELOPMENT AND OPERATIONS OF THE BELLE HAVEN COMMUNITY CAMPUS



- The PRC continues to receive updates on BHCC:
  - Staff presented an update regarding operations at BHCC in July
  - Feedback from users is being collected and reviewed on a monthly basis





## GOAL 3: REVIEW PROGRESS TOWARD GOALS IN THE 2019 PARK AND RECREATION FACILITY MASTER PLAN



- Staff provided a presentation to the PRC on the updates to playground equipment in July.



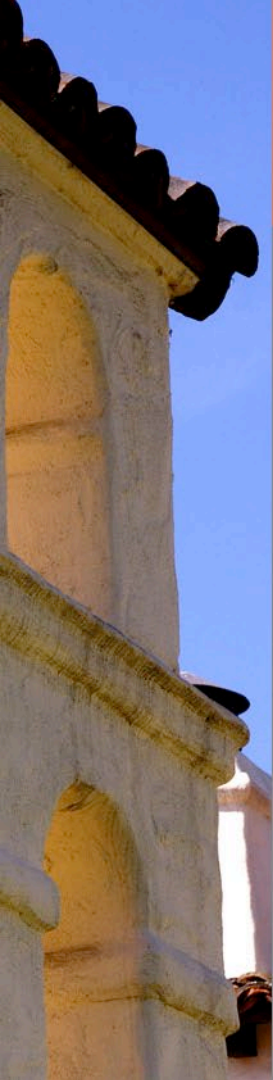




# SUMMARY OF ADDITIONAL COMMISSION AREAS OF FOCUS IN 2023-24



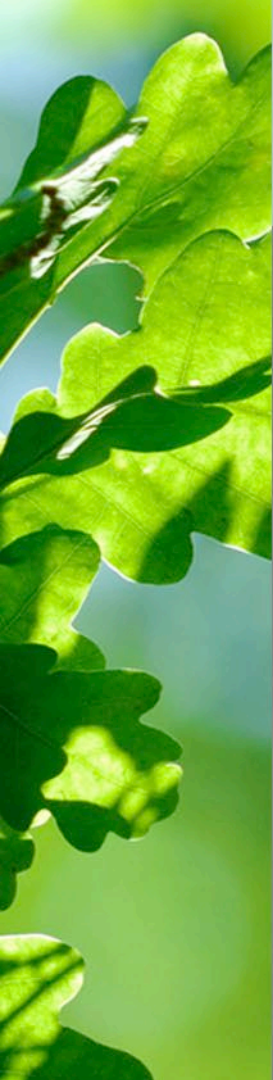
- Updated PRC work plan
- Selected new chair and vice chair
- Reviewed draft RFP for park ranger services
- Departmental policies reviewed:
  - Facility Rental Policy
  - Signage Display Policy
- Reviewed draft community survey for library and recreation programs and facilities and aquatics
- Received presentations from staff on park policy enforcement, aquatics annual report
- Received an update on LCS Strategic Plan goal, CAPRA Accreditation
- Convened an ad hoc committee to support planning for a 5K fun run
- Provided a monthly forum for public transparency and input related to park and recreation services in Menlo Park



# RECOGNIZING PARKS AND RECREATION COMMISSIONERS



- 2024-25
  - Kevin Dawkins
  - Dawn Emms
  - Joseph Grass
  - Wonman Lee (Vice Chair)
  - Peter Joshua (Chair)
  - Michelle Sherman
  - Justin Van Buren
- 2025-26
  - Yongdan Chunyu
  - Kevin Dawkins
  - Joseph Grass (Vice Chair)
  - Wonman Lee (Chair)
  - Shilpa Patel
  - Michelle Sherman
  - Justin Van Buren



## ONGOING COMMISSION TASKS FOR 2024-25

- Onboarding new commissioners
  - One commissioner joined in May 2024
  - Three of the commissioners joined in July 2024
- Collaboration and Coordination with the LC







## MOVING FORWARD



- The PRC will continue to support operations at the Belle Haven Community Campus
- PRC will continue to support vibrant and relevant community centers and recreation services for Menlo Park residents
- Parks and Recreation Commission is looking forward to City Council's feedback on their 2025-2026 work plan
- Thank you for your support!



**THANK YOU**



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 7/23/2025

Staff Report Number: PRC-2025-019

Study Session: Draft of Parks and Recreation Commission work plan for 2025-26

### Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) review this draft update to its work plan for the upcoming year 2025-26.

### Policy Issues

City Council Policy CC-23-004 (Attachment A) sets the procedures, roles, and responsibilities of Council-appointed advisory bodies, including the Parks and Recreation Commission. 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 priorities. 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 Aug. 28, 2024, the Parks and Recreation Commission recommended their 2024-25 work plan (Attachment B). The work plan was approved by the City Council on September 24, 2024.

On June 25, 2025, the Parks and Recreation Commission held a study session to prepare updates to their 2025-26 work plan (Attachment C).

### Analysis

The Parks and Recreation Commission is tentatively scheduled to report out to the City Council on their current 2024-25 work plan on Aug. 12, and to recommend their new 2025-26 work plan to the City Council on Sep. 9.

At their June 25, 2025, meeting, the PRC discussed making changes to their current work plan, including:

- Updating work plan item #2 to be inclusive of all recreation facilities and operations, including aquatics.
- Removing work plan item #6 due to its redundancy with item #2.
- Editing work plan #8 to be inclusive of all parks and recreation-based policies.
- Including a presentation from the Youth Advisory Committee in item #8.
- Acknowledging the sequence of the City's budget process and updating item #6 to recognize that the City Council has first review of the annual budget.
- Updating item #10 to welcome the City Council liaison to attend PRC meetings.

Staff have drafted a work plan for 2025-26 based on this discussion and included it as Attachment E. The Parks and Recreation Commission is scheduled to review and make final recommendations for their work plan at their August 12, 2025, meeting.

### **Impact on City Resources**

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

### **Environmental Review**

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

### **Public Notice**

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

### **Attachments**

- A. City Council Policy #CC-23-004
- B. Parks and Recreation Commission work plan, recommended August 28, 2024, and approved by the City Council on September 24, 2024.
- C. Hyperlink – Parks and Recreation Commission agenda (item D-1), June 25, 2025.  
[https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20250625\\_prc\\_agenda\\_packet.pdf](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20250625_prc_agenda_packet.pdf)
- D. Draft Parks and Recreation Commission work plan for 2025-26

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

ATTACHMENT A



Purpose
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
Authority
Upon its original adoption, this policy replaced the document known as "Organization of Advisory Commissions of the City of Menlo Park."
Background
<p>The City of Menlo Park currently has seven active Commissions. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code §65100 et seq., §65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
Policies and Procedures
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 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. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code §65100 et seq., §65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being



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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.



## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Commission shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6 p.m.
- Finance and Audit Commission – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

### 5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

### 6. *Selection of chair and vice chair*

- 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.
- Each commission/committee shall annually rotate its chair and vice chair.

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### G. Memberships

#### *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

#### *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

#### *Attendance*

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

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### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

### *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

### *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

### *Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

### *Term of office*

- Unless specified otherwise, the term of office for all commission/committees shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

### *Vacancies*

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code §54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code §54972, Maddy Act).

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

7

### Roles and Responsibilities

#### Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

#### Environmental Quality Commission

The Environmental Quality Commission is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability.. Specific focus areas include:

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

#### Finance and Audit Commission

The Finance and Audit Commission is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

#### Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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### Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

### Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

### Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

### **Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

### **Procedure history**

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-23-004

Adopted June 27, 2023

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Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803
Procedure adoption	6/27/2023	Resolution No. 6840

# PARKS AND RECREATION COMMISSION WORK PLAN 2024-25

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

ATTACHMENT B



## 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

# PARKS AND RECREATION COMMISSION WORK PLAN 2024-25

ATTACHMENT D

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



## 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(including aquatics) 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.~~
- ~~7.6.~~ Annually review departmental budget proposal ~~before presentation to City Council~~, focusing on any impacts to parks and recreation services.
- ~~8.7.~~ 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.~~
- ~~9.8.~~ Periodically receive staff presentations and reports about major parks and recreation service areas and programs, other city departments, and the Youth Advisory Committee.
- ~~10.9.~~ Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly.
- ~~11.10.~~ Review and advise on potential synergies with or support from other City departments. Annually host City Council liaison at the PRC meetings.

## Work plan history

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





## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 7/21/2025

Staff Report Number: PRC-2025-020

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

#### June 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 June 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.

#### Summer Reading Game

The City of Menlo Park's annual Summer Reading Game is an all-ages program designed to encourage students and adults to continue reading throughout the summer break (Attachment C). The program launched on June 1 with a "Library Fun Week," during which library staff and visitors participated in daily themes by dressing up, sharing themed stories, and creating themed arts and crafts. As of Monday, June 30, 1,342 readers had signed up to participate. As of the same date, 840 books have been distributed as sign-up prizes donated by Friends of Menlo Park Library. A breakdown of participants and books given away is provided in Table 1.

**Table 1. Summer Reading Game participation numbers**

Age group	Participants	Books given away	Books read / Mins. spent reading
Adults	512	308	1,005 books
Teens	142	81	221 books
Kids	442	287	192,955 minutes
Babies	246	164	68,654 minutes
<b>TOTAL</b>	<b>1,342</b>	<b>840</b>	<b>1,226 books / 261,609 minutes</b>

**Event recap: Library Adventure!**

Almost 240 library lovers, many in costume, attended the popular Library Adventure event on July 16 at Menlo Park Library. Library Adventure is a themed scavenger hunt that is full of puzzles and fun for all ages. Participants are encouraged to attend in costume and solve three quests to learn more about the library and its collections. This year's theme was Participants won prizes donated by Friends of Menlo Park Library. The next Library Adventure event is planned for winter 2025 at Belle Haven Library.

**3v3 Basketball Tournament**

Saturday, July 12, the City of Menlo Park hosted our 3rd Annual 3v3 Men's Basketball Tournament at the Arrillaga Family Gymnasium. The tournament brought together competitive spirit, community energy, and fast-paced action, as 14 teams battled it out in a high-intensity, single-game elimination format, within the span of one afternoon. Unlike the traditional 5-on-5 style, 3v3 basketball offers a faster tempo and demands sharp strategy and endurance, making every matchup a nail-biter. This year's champions, The Rats, rose to the challenge and claimed first place. The event was sponsored by Top Level Windows and Doors and Sports Basement, whose support helped make this event a success. The tournament has evolved into a staple of Menlo Park's summer programming and is anticipated to return in 2026.

**SwimFit pass**

Menlo Swim and Sport, in collaboration with the City of Menlo Park, is offering a new monthly swimming and fitness center pass for Menlo Park residents aged 18 and above. The aptly named SwimFit pass allows passholders access to unlimited swimming and fitness center workouts at the Belle Haven Community Campus. Interested residents can purchase a SwimFit pass by signing up for a monthly swim pass at the regular price. They will then receive a free monthly pass to the new Belle Haven Community Campus fitness center. (Attachment D)

**Summer Concert Series**

The City of Menlo Park's free Summer Concert Series began on July 9 at Fremont Park with approximately 250 concert-goers in attendance. Participants brought lawn chairs and blankets as they enjoyed music by Curley Taylor and Zydeco Trouble. All concerts start at 6 p.m. and take place at Fremont Park or Karl E. Clark Park. Concerts will run weekly through Aug. 13. Upcoming dates are available in Table 2 or online (Attachment E).

**Table 2. Summer Concert Series Schedule**

Date	Location	Band	Genre
23-Jul	Fremont Park	The Refugees	Tom Petty and the Heartbreakers tribute band
25-Jul	Karl E. Clark Park	Maya	Latin tribute band
30-Jul	Fremont Park	Smokin' Slice of Mojo	Soul / R&B
Aug. 1	Karl. E Clark Park	Andre Thierry	Zydeco
Aug. 6	Fremont Park	Given to Fly	Pop, rock, and soul
Aug. 13	Fremont Park	Sun Kings	'70s – 2000s Beatles tribute band

### Menlo Park Senior Center Family and Friends Lunch Brunch

On Friday, June 27, the Menlo Park Senior Center at Belle Haven Community Campus hosted a Family and Friends Lunch Brunch event for the seniors. The luncheon provided seniors with the opportunity to invite friends and family members to join them for lunch at the Menlo Park Senior Center. Approximately 100 people attended the luncheon. Lunch was prepared by the nutrition services team. A second family and friends luncheon event will be held on July 25, from noon to 1 p.m. Information on daily lunch services for seniors is available in Attachment F.

### Activity Guide Fall enrollment dates

The City of Menlo Park's Library and Community Services department offers a range of seasonal activities that provide opportunities for lifelong learning, enrichment, health, and community connection for people of all ages, abilities, and interests. Enrollment dates for seasonal activity registration have been posted online (Attachment G). Registration opens at 9 a.m. on the following dates:

Hyperlocal resident - Aug. 7

Resident - Aug 9

Non-resident - Aug. 13

### Event recap: 4<sup>th</sup> of July celebration

The 4<sup>th</sup> of July celebration was held at Burgess Park. The event began with a people parade down Burgess Dr. from Laurel St. to Alma Ave. The parade then marched into Burgess Park for two performances by Circus Bella. In addition to the circus performances, attendees celebrated with food, games, family-friendly activities, and live entertainment. Approximately 2,200 people attended the parade and celebration. An event satisfaction survey was available at the event and was also emailed to all attendees who registered in advance. There were 59 survey responses received at the time of this report. The survey results and free-text comments are provided in Attachment H.

After removing "don't know" responses, the overall satisfaction rating with the event was high, with 90% very satisfied or somewhat satisfied. Satisfaction remained high (between 81 – 88%) for the people parade, community picnic, free treats, and circus performances. Satisfaction dipped to 71% when survey respondents were asked about their satisfaction with food trucks, highlighting a possible area for adjustment for the 2026 4<sup>th</sup> of July celebration.

### Recreation Coordinator recruitment

The City of Menlo Park is currently hiring a full-time Recreation Coordinator, available immediately, with a focus on recreation center operations, programs, and systems at the Arrillaga Family Gymnastics Center. This full-time team lead position offers interesting and rewarding work experience, a competitive benefits package, and potential advancement opportunities for highly skilled applicants who are committed to continuous improvement and professional excellence. Interested applicants can learn more or apply online (Attachment I).

### Park Ranger RFP

The submission period for the park ranger RFP recently closed. Submissions are being evaluated. A more complete report will be transmitted to the commission at a future meeting. A staff recommendation is expected to be provided to City Council at an August council meeting.

### Solar carport installation at Kelly Park

The Kelly Park solar carport project start date has been delayed from August until the fall, possibly October. The delay was the result of permitting and construction logistics issues. More information will be provided as it becomes available from the Public Works and Planning departments. The location of the Kelly Park solar

carports will be above the parking spaces immediately adjacent to Kelly Field.

#### Timeline for call for recreation instructors

Staff are investigating ways to expand our pool of contract recreation instructors and thus expand class offerings for the public. A “call for instructors” revamp is in the works for the winter session of classes. More details will be provided to the Commission in early fall.

### **Impact on City Resources**

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

### **Environmental Review**

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. June 2025 statistics
- B. Suggestion box comments and responses
- C. Hyperlink, City of Menlo Park webpage – Summer Reading Game:  
<https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Summer-Reading-Game>
- D. Hyperlink. City of Menlo Park webpage – Get unlimited swimming and workouts with SwimFit pass:  
<https://menlopark.gov/News-articles/City-news/20250704-SwimFit-package>
- E. Hyperlink. City of Menlo Park webpage – Summer Concert Series:  
<https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Music-in-the-Park>
- F. Hyperlink. City of Menlo Park webpage – Menlo Park Senior Center:  
<https://menlopark.gov/Government/Departments/Library-and-Community-Services/Menlo-Park-Senior-Center>
- G. Hyperlink. City of Menlo Park webpage – Activity guide:  
<https://menlopark.gov/Government/Departments/Library-and-Community-Services/Activity-guide>
- H. 4<sup>th</sup> of July event satisfaction survey results
- I. Hyperlink. City of Menlo Park webpage – Apply for a City job: <https://menlopark.gov/Services/Apply-for-a-city-job>

Report prepared by:

Staff Report #: PRC-2025-020

Ashley Walker, Management Analyst

Report reviewed by:

Nick Szegda, Assistant Library and Community Services Director

Table 1. Library items circulated

Location*	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
800 Alma St.	34,361	35,858	36,698	36,029	35,330	34,288	34,639	36,767	32,143	36,302	34,067	35,042	35,224
100 Terminal Ave.*	1,540	2,145	1,940	2,153	2,056	1,877	1,893	2,299	2,008	2,423	2,645	2,191	2,366
Total online / digital	12,910	18,284	19,394	18,490	19,612	18,122	17,756	18,405	17,606	18,777	19,071	19,348	18,958

Table 2. Library cards

Location*	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
New cards issued - MP residents	263	259	244	207	186	158	120	200	184	201	151	161	198
Total cardholders - MP residents	23,273	23,169	23,340	23,444	23,431	23,673	23,765	23,847	23,953	24,076	24,196	24,302	24,472

Table 3. Library patron questions answered

Location*	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
800 Alma St.	3,761	3,653	3,482	3,182	3,283	3,038	2,971	3,321	3,124	3,398	3,232	3,084	3,730
100 Terminal Ave.*	600	586	463	429	521	423	469	565	471	499	432	402	509

Table 4. Library holds filled (item requests)

Location*	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
Incoming holds - 800 Alma St	3,930	3,897	4,054	4,189	4,123	3,803	3,915	4,391	3,979	4,185	3,788	4,313	4,187
Outgoing holds - 800 Alma St	3,293	3,091	3,897	3,064	3,035	2,766	2,694	3,087	2,862	3,082	2,664	2,756	2,970
Incoming holds - 100 Terminal Ave.*	109	167	227	194	162	149	184	262	203	129	167	161	200
Outgoing holds - 100 Terminal Ave.*	23	6	10	11	26	15	13	43	**262	363	303	264	305

Table 5. Library foot traffic (gate count)

Location*	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
800 Alma St.	14,038	14,699	14,408	13,262	13,304	13,450	13,048	13,679	11,525	12,600	13,474	13,367	15,845
100 Terminal Ave.*	4,101	3,863	3,266	3,117	3,221	3,108	2,573	5,135	4,569	4,765	4,574	2,392	2,539

Table 6. Library program attendance

	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
Total attendance - 800 Alma St.	998	1,174	1,248	795	798	744	1,044	1,011	937	967	978	1,127	1,112
# of programs - 800 Alma St.	36	27	37	31	39	28	32	32	29	34	37	37	42
Total attendance - 100 Terminal Ave.*	331	498	298	190	326	166	316	612	464	240	379	188	355
# of programs - 100 Terminal Ave.*	10	29	29	22	25	21	24	28	30	23	27	25	26

\*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 - JUNE 2025

Table 7. Preschool enrollment

Location	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
Menlo Children's Center (MCC)	41	40	39	28	28	28	26	32	32	32	44	46	44
Belle Haven Child Development Center	63	63	35	43	44	44	48	48	48	50	54	54	56

Table 8. School age – enrollment

Location	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
MCC - After School	53	43	30	30	31	31	31	31	29	28	29	29	27
Belle Haven Youth Center	45	45	67	55	55	55	55	58	58	58	58	58	122

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

	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
Lunches served	683	866	914	1,113	1,132	836	726	810	851	956	971	952	*
Grocery boxes distributed	460	460	460	460	460	460	460	230	460	460	460	460	213
Senior shuttle trips	1,466	1,745	1,618	1,660	1,786	1,160	1,332	1,488	1,342	1,504	1,454	1,474	1,234
Special event attendance	-	-	-	-	-	-	-	127	150	55	214	129	100

\*Not available at the time of report

Table 10. Older adults / seniors class enrollment

Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
700 Alma St – Enrollment - residents	21	25	25	51	50
700 Alma St - Enrollment - non-residents	11	11	11	67	27
700 Alma St # of senior classes offered	2	2	2	7	6
100 Terminal Ave. – Enrollment - residents	264	116	109	118	132
100 Terminal Ave. – Enrollment - non-residents	44	72	54	85	87
100 Terminal Ave. – # of senior classes offered	17	16	14	15	17

\*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 - JUNE 2025

Table 11. Recreational classes					
Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
700 Alma St. - Enrollment – residents	323	206	485	520	474
700 Alma St. - Enrollment – non-residents	107	114	196	213	161
700 Alma St. - # of classes offered	48	56	57	59	68
700 Alma St. - # of instructors	20	20	26	22	33
100 Terminal Ave. - Enrollment – residents	103	99	126	80	145
100 Terminal Ave. - Enrollment – non-residents	19	22	27	21	20
100 Terminal Ave. - # of classes offered	16	16	16	15	19
100 Terminal Ave. - # of instructors	9	9	10	9	9

Table 12. Gymnastics classes					
Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
Enrollment – residents	814	577	817	950	942
Enrollment – non-residents	257	285	355	383	368
Classes offered	114	114	120	120	120

Table 13. Sports classes					
Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
600 Alma St - Enrollment - resident	26	113	177	48	96
600 Alma St - Enrollment - non-resident	80	101	113	10	112
600 Alma St - # of classes offered	4	11	28	10	14
600 Alma St - # of instructors	2	5	6	2	8
600 Alma St - Drop-in basketball visits	665	474	847	631	596
600 Alma St - Drop-in volleyball visits	542	930	993	1,240	844
600 Alma St - Leagues – individual registrations	458	180	1,300	-	-
600 Alma St - Leagues – team registrations	70	18	137	-	35
100 Terminal Ave. - Drop-in basketball visits	28	169	203	231	658
100 Terminal Ave. - Drop-in volleyball visits	26	58	106	50	13
100 Terminal Ave. - Drop-in Fitness Center	512	877	1,053	1,713	1,697



LIBRARY AND COMMUNITY SERVICES  
STATISTICS - JUNE 2025

Table 14. Recreation client accounts													
	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
New recreation client accounts	490	558	1,216	523	380	654	543	297	275	991	972	505	501
Total recreation client accounts	9,792	10,282	10,840	12,056	12,579	13,233	13,776	14,043	14,318	15,309	16,281	16,786	17,287
Hyperlocal client accounts	-	-	-	-	-	-	-	1,354	1,360	1,482	1,576	1,613	1,682

Table 15. Web page views													
	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
/Library	-	-	-	-	-	-	-	4,636	3,858	4,389	3,886	3,921	*
/ActivityGuide	-	-	-	-	-	-	-	4,706	4,001	7,141	3,937	7,508	*

\*Not available at the time of report

Table 16. Newsletter engagement													
	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
Newsletters sent	-	-	-	-	-	-	-	3	4	5	4	5	4
Average recipients per newsletter	-	-	-	-	-	-	-	24,441	25,260	25,088	24,889	23,123	24,602
Total recipients (excludes bounces, etc.)	-	-	-	-	-	-	-	71,858	95,010	117,826	93,190	108,779	91,739
Total newsletter clicks	-	-	-	-	-	-	-	1,992	2,170	2,942	1,586	2,874	2,389
Total newsletter unique clicks	-	-	-	-	-	-	-	1,209	1,226	1,765	926	1,519	1,200
Total newsletter opens	-	-	-	-	-	-	-	61,371	88,301	103,780	76,786	79,229	69,913
Total unique opens	-	-	-	-	-	-	-	38,439	52,081	62,139	47,124	51,316	44,582
% open rate (monthly average)	-	-	-	-	-	-	-	80%	87%	83%	77%	69%	71%
% unique opens rate (monthly average)	-	-	-	-	-	-	-	50%	52%	50%	47%	44%	45%
Unsubscribes Monthly Total	-	-	-	-	-	-	-	168	216	179	147	170	139
% Unsubscribes - Monthly Average	-	-	-	-	-	-	-	0.22%	0.22%	0.14%	0.15%	0.15%	0.14%
Email Bounces - Monthly Total	-	-	-	-	-	-	-	1,547	2,097	2,567	2,086	2,564	2,192

LIBRARY AND COMMUNITY SERVICES  
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Table 17. Facility rentals

Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
700 Alma St. - residents	21	0	18	29	23
700 Alma St. - non-residents	73	19	25	64	62
100 Terminal Ave. - residents	n/a	n/a	10	38	34
100 Terminal Ave. - non-residents	n/a	n/a	15	3	0
Athletic field rentals (hours reserved)	1,146	560	811	530	1,575

Table 18. Large-scale community event attendance

Location	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
College and Career Fair	-	-	-	-	-	-	-	120	-	-	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	-	-	290	-	-	-	-
Community Resource Fair	-	-	-	-	-	-	-	-	-	180	-	180	-
Egg Hunt/Spring Fest	-	-	-	-	-	-	-	-	-	-	2,200	-	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	300	-	-	-	-	-	-	-	-	-	-	-	310
4 <sup>th</sup> of July Parade and Celebration	-	1,200	-	-	-	-	-	-	-	-	-	-	2,200
Summer Concert – Fremont Park	-	270	-	-	-	-	-	-	-	-	-	-	249
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	-	-	-	-	1,500	-	-	-	-	-	-	-	-
Pumpkin Splash	-	-	-	-	150	-	-	-	-	-	-	-	-
Light Up the Season	-	-	-	-	-	-	900	-	-	-	-	-	-
Photos with Santa	-	-	-	-	-	-	450	-	-	-	-	-	-

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

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

Ref #	Date received	Location received	Full Text of suggestion	Response
1	2025-04-30	Arrillaga Family Gymnasium	Nealon: Could the slide be fixed	Thank you for providing your feedback regarding the slide at Nealon. We will reach out to our Public Works Department to get an update on the plan for repair. -Best, Trish
2	2025-05-01	Arrillaga Family Gymnasium	When will Nealon Park's slide and zipline be fixed? The slide is the fun part because when I play tag the slide is fun.	Thank you for providing your feedback regarding the slide at Nealon. We will reach out to our Public Works Department to get an update on the plan for repair and a potential timeline. Best,
3	2025-04-19	Arrillaga Family Gymnasium	Coming from a person in a leadership class, I believe that making people pay for the egg hunt is too much, it's best to make it free again or lower the price to at least \$3.50. Some people can't afford 5-15 dollars. Especially with multiple kids.	Thank you for your suggestion. We will consider the cost for participants when we plan for next years event. There were some parts of the events that were free to all participants. This included the crafts, balloon twisting, petting zoo, photos with the bunny amongst a few other things. We wanted to make sure that there were activities for everyone to participate in.
4	2025-03-27	Arrillaga Family Recreation Center	The vending machines are broken. The drink machine has 2 stuck drinks and a 149 in the snack is "invalid" but there is something there. Also never restocks.	Your comment regarding the vending machines at the Arrillaga Family Recreation Center. We will look into this issue and if it still not functioning properly, we will reach out to the vending machine company to request repair. Again, thank you for your input. Best,
5	2025-04-12	Arrillaga Family Recreation Center	This evening I had the pleasure of joining a Banyan Tree Women's Collective Event. I came with a heavy heart from losing a close friend. The safe space and loving environment that the women here shared deeply healed my pain. Thank you for this opportunity	Thank you so much for the positive feedback regarding the Banyan Tree Women's Collaborative class that you joined. I am sorry to hear about your loss and also relieved that the class helped with your grieving. Please feel free to provide any additional comments as they arise. Make is a great day! Best,
6	2025-06-04	Arrillaga Family Recreation Center	Please consider offering drop in basketball for 3rd-12th grade kids. They play at school and having opportunities to be physically active indoors would be great. Esp on rainy or hot days.	Thank you for the request that drop-in basketball be offered for youth. I will bring this suggestion to staff to see what is possible for our drop-in times. Much appreciated. Best,
7	2025-03-04	Belle Haven Pool	Idea: Can we please get a swimsuit dryer?	This will be addressed with the pool operator. Thank you!
8	2025-05-27	Belle Haven Pool	Music in the pool	This will be addressed with the pool operator. Thank you!
9	2025-05-27	Belle Haven Pool	It's really hot	Thank you for the feedback. Work is getting done on the heaters to maintain a constant/desired heat.
10	2025-03-08	Belle Haven Pool	Women's locker/shower: Middle shower only one that has hot water. The others do not.	Thank you for this feedback, this will be addressed.

11	2025-05-27	Belle Haven Pool	It's a bit chilly today	Thank you for the feedback. Work is getting done on the heaters to maintain the heat.
12	2025-03-15	Belle Haven Pool	The new locker rooms are much nicer than Burgess! It would help if there was a swimsuit dryer, more benches to use while changing	Thank you for your feedback regarding the new facility and the need for a suit spinner at the Belle Haven Pool. We will reach out to the aquatics operator to acknowledge this need. Please feel free to let me know if you have further questions/concerns. Best,
13	2025-06-26	Belle Haven Pool	Food stand	Thank you for your comment. I will bring this to the aquatics operator.
14	2025-06-26	Belle Haven Pool	Slide in pool, purple	Thank you for your suggestion. I will bring this to the operator.
15	2025-06-26	Belle Haven Pool	There is cold water coming into the exercise pool at 10am. This makes the overall temperature to come down. Consider who you want the aqua fit class for, seniors??	Thank you for bringing this to our attention. Unfortunately, the water coming into the pool at specific times cannot be controlled. We will look into potential options.
16	2025-06-26	Belle Haven Pool	Muy buenos servicios gracias	Gracias por tu cumplido.
17	2025-07-11	Belle Haven Pool	They need a spa/hot tub	Thank you for the suggestion to get a hot tub at the Belle Haven Pool. We will communicate this interest with the aquatics operator.
18	2025-07-11	Belle Haven Pool	Can we have hot tub?	Thank you for the suggestion to get a hot tub at the Belle Haven Pool. We will communicate this interest with the aquatics operator.
19	2025-02-15	Belle Haven Community Campus	Can the gym open up on Sundays? The gym is quite packed Mon-Sat. I think it would help if there was an extra day available	Spoke with her and let her know that we'll be sure to look into having the gym open on Sundays.
20	2025-03-25	Belle Haven Community Campus	Please promote the "Love our Earth Festival 2025" Gracias.	Called and left a voice message
21	2025-04-08	Belle Haven Community Campus	Is it possible for parents to sign waivers for youth (13+) to use the weight room?	Neither of the numbers provided worked.
22	2025-04-10	Belle Haven Community Campus	There are many people living in apartments/condo in Menlo Park. Does Menlo Park intend to create a community garden where people can grow their own vegetables? Is there a 5-year or 10-year plan already in place? There are lots of soccer fields; any designated portion for gardening?	Thank you for your suggestion and inquiry. I will be sure to share your idea with the team for consideration in future planning. If you have any other suggestions or questions, feel free to reach out. Best, Rondell
23	2025-04-18	Belle Haven Community Campus	For the chefs the food looked very good today and all the time [Spanish: Para los cosinero lucieron muy bueno comida hoy y todo il tempo]	Thank you for the submission. I'll be sure to let chef Tony know.

24	2025-04-18	Belle Haven Community Campus	Hello, Can you please buy more yoga mats for the ____ and Pilates classes. Thank you. Can you also offer vegan options at city events?	Called and left a voice message
25	2025-04-18	Belle Haven Community Campus	I appreciate the food, the company, and all the services we don't deserve, but thank you! May God bless you and give you double what you don't give. [Spanish: Agradezco los alimentos la compania todos los services que no si meresmos pero gracias! Que Dios los vendiga les de el doble de lo que no dan]	Called and left a voice message
26	2025-05-01	Belle Haven Community Campus	Chairs in makerspace are not comfy if you have a bad back.	[no contact info] Thank you for this feedback. It will help us choose furniture when the opportunity arises for us to do so.
27	2025-05-01	Belle Haven Community Campus	Interested in 3D printing workshops for adults	[no contact info] Thank you for indicating your interest in a 3D printing workshop for adults. We will take your interest into consideration when choosing future makerspace programming.
28	2025-04-26	Belle Haven Community Campus	The Earth Day event on 4/26 was spectacular. The booths, the food tents, the 30? Booths around the building was great. I enjoyed it a lot. Was busy all the time, families all ages attending.	Thank you for your compliment! We passed your thoughts along to the person who planned Earth Day. She will be please to know the community had a good time! - Ashley
29	2025-05-01	Belle Haven Community Campus	Hello, Please post the City Council meetings ____ in an area where residents can see it. It is important for residents to be informed of what there elective representatives are doing. Thank you	City Council agendas are posted on the BHCC front doors and in the BH Library, and we are exploring options for installing a message board outside in the BHCC entry plaza. Thank you!
30	2025-05-28	Belle Haven Community Campus	I want an arcade inside here	Thank you for the submission
31	2025-05-23	Belle Haven Community Campus	Please move the karate class to 10am on Saturday!	Thank you for the submission!
32	2025-05-24	Belle Haven Community Campus	Post "Slow Down" signs entering BHCC parking lot. Cars are driving too fast!	Thank you for the submission!
33	2025-05-24	Belle Haven Community Campus	Provide Fitness Center members a badge and the ability to swipe/scan entry.	Thank you for your submission
34	2025-05-23	Belle Haven Community Campus	Automate the four daily closing announcements to the whole building.	Thank you for your submission
35	2025-05-27	Belle Haven Community Campus	Can the 2nd TV be used too during the senior exercise classes please	Thank you for the submission!

36	2025-05-19	Belle Haven Community Campus	Can you please the martial art class? I am willing to recruit the minimum number of participants. Can you please give us timely notice when classes get canceled. -Monday HI___ class has been cancelled 3 times. -Thursday Pilates class has been cancelled 2 times. We have been gotten notified after the class starts. Thank you	Called and left a message.
37	2025-05-14	Belle Haven Community Campus	Possible to offer English Tutoring class at Belle Haven Center	Thank you for your suggestion! We'll look into the possibility of offering an English tutoring class at the Belle Haven Center and appreciate your input. Best, Rondell
38	2025-05-14	Belle Haven Community Campus	I want a lounge, vending machine and free food	Thank you for the submission.
39	2025-05-16	Belle Haven Community Campus	Please, I would like it if you could add another class during the week for Zumba or Yoga. I attend once a week, and I would love another one.	Thank you for your suggestion! We're happy to hear you're enjoying the class and will explore the option of adding another Zumba or Yoga session during the week. Best, Rondell
40	2025-05-16	Belle Haven Community Campus	I like pickleball. I would like to play it at the tennis courts. Let me know if this is possible or badminton at the gymnasium, or volleyball with a low net.	Thank you for the submission!
41	2025-05-16	Belle Haven Community Campus	Can the smith machine go all the way down?	Yes, the machine is capable of that. It also has a built-in safety mechanism that prevents it from lowering all the way to the floor, helping to avoid potential injuries. Thank you for submitting your question to the suggestion box!
42	2025-05-04	Belle Haven Community Campus	Saturday gym bball blocked by karate class is a problem. Please move karate to a more appropriate sized room so bball can be at 9 or 10.	Thank you for your feedback. As part of our policy, City-run events and programs receive priority when it comes to facility scheduling. We understand your concerns and apologize for the inconvenience this may cause. While we will explore the possibility of adjusting class times, we cannot guarantee that a change will be made. We appreciate your understanding and continued participation. Best, Rondell
43	2025-04-27	Belle Haven Community Campus	I come to see Cunamacue- Peruvian music and dance. Would love to have that kind of dance and music class in here. Thanks	Hi, Thank you for your suggestion! We will consider offering a Peruvian music and dance class in the future. Best, Rondell
44	2025-04-24	Belle Haven Community Campus	[Name redacted] is the instructor for a chair exercise for adults and adults with disabilities. I would like [name redacted] to be able to bring her classes and experience to BHCC. Lynnette is 80 years old and is a good role model for us to see how flexible her body is at her age. Hoping you consider her experience to BHCC. Also her [illegible] is great. Her class is full at EPA.	Thank you for your suggestion and for sharing feedback about the instructor. It's inspiring to know how much she brings to her participants. We'll definitely keep her in mind as we explore future programming at BHCC.

45	2025-04-23	Belle Haven Community Campus	I am wondering some care givers can buy lunch and others no. I would like to know what the policy is . One of the care giver asked me and I refer her to the front desk.	Hi, Thank you for bringing this to our attention. We understand the confusion and appreciate you referring the caregiver to the front desk. Our current lunch policy is that lunch is only for seniors who are 60 years of age or older. We'll make sure staff are communicating this moving forward. Best, Rondell
46	2025-05-01	Belle Haven Community Campus	Very tasty food, very nice music, thank you very much to everyone. [Spanish: Muy Sabrosa comida muy bonita musica muchas gracias a todos ]	Called and could not leave a message because the inbox was full
47	2025-06-05	Belle Haven Community Campus	Always keep the library open!!	Left a voicemail at the phone number listed, saying thank you so much for contributing a suggestion to our suggestion box, and that I would LOVE to be able to always keep the library open, but we would have to have a LOT more librarians in order to run a 24-hour library! I'm so glad that you love library so much that you want us to always be open!
48	2025-06-11	Belle Haven Community Campus	Please have women's bball to borrow	Thanks for the suggestion! We'll look into making basketballs available for the women's group. Best, Rondell
49	2025-05-12	Belle Haven Community Campus	Hello, Im a senior in Patty's class. I was having coffee before her class and I saw this guy/man in a wheelchair yelling at her. I didn't hear everything and I didn't know what the reason was, but it looked like Patty wanted to cry. Senior Center should be a place to feel like home but it was a scary moment and I just hope everything is ok. Thank you.	Thank you for sharing your concern. We truly appreciate you looking out for the instructor and the well-being of our community. We'll follow up to ensure everything is okay. Rondell
50	2025-06-03	Belle Haven Community Campus	Can the fitness center open up earlier on Sundays as well? Give the small space, the gym fills up quickly and it's hard to get a workout in or enjoy a workout when the gym is full every day-no matter what time. I think 8-8pm makes it hard. Thank you.	Thank you for the suggestion! We understand your concern and will consider your feedback as we review our hours and space usage. Thanks, Rondell
51	2025-06-05	Belle Haven Community Campus	[English translated] To whom it may concern: The VR training class ended on Wednesday! And I never imagined they were going to give us a diploma and take photos of the whole group. Thank you so much for hosting these classes so we can see how far technology is advancing. For me, it was a very nice experience. It was the first time I used these glasses. The kids were very nice people too—we even had a Spanish interpreter. I hope they don't skip this class so other seniors can share the same experience I had. Thank you again.[Spanish]a quien corresponda: El Miercoles termino la clase de VR training! Y yo no me imagine que nos fueran a dar un diploma y tomarnos fotos de todo el grupo. Muchas gracias por poner estas clases para nos damos cuenta de coma est	Thank you so much for your kind words! We're thrilled to hear you enjoyed the VR class and had a positive experience. We truly appreciate your feedback and hope to offer more opportunities like this in the future.

			abansando la tecnologia, para mi fue una experiencia muy bonita, fue la primera ves que use estos lentes, los nia estros muy buenas personas tambien-tuvimos un interprete en espanol. Hojalo no quiten esta clase y asi puedan vivir esta experien sia que yo vivi, otros seniors. Otra ves muchas gracias.	
52	2025-06-11	Belle Haven Community Campus	Easily found fees for gym and fitness posted on website	Thank you for the feedback! We're glad the information was easy to find. -Rondell
53	2025-06-11	Belle Haven Community Campus	My phone doesn't work when connected to the network Menlo Guest-net. I can't send or receive messages, can't check my email, cannot browse the web for any amount of time. This community center is supposed to provide equal access and I can't even do my homework here. What is the point? This building is not built for me, clearly. It has been 1 year and the wifi is still not even functional	Thank you for sharing your experience. We understand and sincerely apologize for the ongoing issues. Your feedback is important, and we will work to improve the Wi-Fi. -Rondell
54	2025-06-11	Belle Haven Community Campus	Please move the karate class upstairs please	Thank you for the suggestion! -Rondell
55	2025-06-26	Belle Haven Community Campus	For the pool you should add a slide for the play swim.	Thank you for your suggestion. I will bring this to the operator.
56	2025-06-10	Belle Haven Community Campus	We love open gym on Tuesday for women. However, please get some women basketballs. The size is 28.5. Spalding TF1000 are good or Wilson basketballs	Thanks for the feedback! We'll look into getting 28.5" basketball. Thanks for the suggestion!
57	2025-06-10	Belle Haven Community Campus	Women's ball plz! Size 28.5	Thanks for the feedback! We'll look into getting 28.5" basketball. Thanks for the suggestion! -Rondell
58	2025-06-10	Belle Haven Community Campus	Please have a vending machine-even if it's just water! Thank you!	Thanks for the suggestion! We'll look into the possibility of adding a vending machine. -Rondell
59	2025-06-16	Belle Haven Community Campus	We signed up weeks ago for Patty's Monday chair exercise class and our name isn't on list. We signed up in the senior center office.	Thanks for letting us know! We'll look into it and make sure this doesn't happen again in the future. -Rondell
60	2025-06-26	Belle Haven Community Campus	Please add women's balls, size 28.5	Thanks for the feedback! We'll look into getting 28.5" basketball. -Rondell
61	2025-06-26	Belle Haven Community Campus	Please also provide women's basketballs: women size 28.5	Thanks for the feedback! We'll look into getting 28.5" basketball. -Rondell



62	2025-06-26	Belle Haven Community Campus	The dry weeds should be cut to prevent potential fires a long the wooden fence of the small parking lot near the pool. Plus it just looks ugly.	Thank you for your submission. I will ensure that Public Works receives your feedback.
63	2025-06-26	Belle Haven Community Campus	Please we need women's basketball size, clock in the gym (basketball)	Thanks for the feedback! We'll look into getting 28.5" basketball and a clock. -Rondell
64	2025-06-26	Belle Haven Community Campus	Women's basketballs	Thanks for the feedback! We'll look into getting 28.5" basketball. -Rondell
65	2025-06-28	Belle Haven Community Campus	Fantastic facility!! Love it! Need women's basketballs. Title 9 passed in 1972. Equal access for men & women.	Thanks for the feedback! We'll look into getting 28.5" basketball. -Rondell
66	2025-06-26	Belle Haven Community Campus	We signed up for Patty's class weeks in advance of the new session and yet our names were not on the roster? It was the day we were told it is open.	Responded to this person by email already.
67	2025-07-11	Belle Haven Community Campus	You should have popcorn	Thank you for the suggestion!
68	2025-07-11	Belle Haven Community Campus	Please attach a clip board to the senior center's exercise class attendance sheets. It will help the instructors. Thanks!	Thank you for the suggestion!
69	2025-07-11	Belle Haven Community Campus	I think the building is beautiful, but is lacking hand sanitizers. The building should be equipped with them throughout the building considering we just come out of the pandemic.	Thank you for the suggestion. we will look into this.
70	2025-07-11	Belle Haven Community Campus	Can the youth center gate get fixed.	Thank you for the submission. We will have our public works team look into this.
71	2025-02-02	Burgess Pool	How about repairing/replacing the swim suit drier in the men's locker room? Very useful, but becoming harder to start. Is there a newer type that would not wear out?	Thank you for your feedback. We will reach out to the aquatics operator to work out a solution to the suit dryer repair.
72	2025-04-05	Burgess Pool	I would be interested, as would other Menlo masters team ladies, to help cover the expense to help keep the suit spinner. Please let me know if I can help crowd fund or find a source to maintain it.	Thank you for your comment and offer to assist with the suit spinner replacement at the Burgess Pool. The city is currently working with the aquatics operator to manage through the decision around repair/replacement of the suit spinner. If you are interest in discussing over the phone, I am happy to have a conversation about this. Please feel free to let me know if you are interested in a conversation. Best,
73	2025-04-18	Burgess Pool	Pool deck needs to be resurfaced	Thank you for sharing your feedback regarding the need for the pool deck at the Burgess to be resurfaced. This project has been added to the potential Continuous Improvement Project

				list. Please feel free to let me know if you have further questions or feedback. Best,
74	2025-04-22	Burgess Pool	Penalizing faithful patrons ( resident + non resident ) with price increases due to a non-performing pool populational in BH seems unfair. Was _____prior to building new pools?	Your feedback regarding prices is appreciated. --Tricia
75	2025-05-01	Burgess Pool	To replace the suit spinners, let's get mangles or margles!	Thank you for your feedback. -- Tricia
76	2025-05-01	Burgess Pool	The Burgess Pool needs more lounge chairs! Only 6 is not enough. Belle Haven Pool has more and it is a much smaller place. Please get more chairs. For us regular attendees/swimmers. Thank you.	Thank you for the feedback, I will discuss this with the aquatics operator and look into this spending option. --Tricia
77	2025-05-01	Burgess Pool	Please return to the non-wristband era. The bands are a large waste of plastic and during open swim, a parent should be present. For camp, it makes sense, not for open swim.	Thank you for the feedback. I will address this with the aquatics operator. --Tricia
78	2025-05-01	Burgess Pool	Please keep pool prices low.	Your feedback regarding prices is appreciated.
79	2025-05-01	Burgess Pool	Fixing the swim suit dryer would be nice	Thank you for the feedback, we will look into the possibility of the repair.
80	2025-05-01	Burgess Pool	Not letting a parent swim laps in the lap pool while 11 year olds who passed the swim test and are both level 4 swimmers is lame! We are going to look elsewhere for swimming options.	Thank you for sharing your feedback regarding lap swimming. I will reach out to the aquatics operator to provide this feedback. Best,
81	2025-05-16	Burgess Pool	Keep the suit dryer in the women's locker room	This will be addressed with the pool operator. Thank you!
82	2025-05-16	Burgess Pool	We need a suit spinner. Please get one. Pretty please. I pay a lot to use the facility as an active swimmer	This will be addressed with the pool operator. Thank you!
83	2025-05-16	Burgess Pool	Need a scale in men's room	Thank you for the comment, we will diss with the pool operator.
84	2025-05-15	Burgess Pool	How about a bike powered swim suit spinner for here and Belle Haven too? I t could be near a drain or on the grass area?! Community exercise encouragement.	Thank you for the comment/suggesting about the suit spinner at Belle Haven and Burgess Pools, I appreciate the innovative idea and ultimately the suggestion. We are looking into the option for repair of the Burgess suit spinner. Please let me know if you have further comments/questions. Best,
85	2025-05-13	Burgess Pool	Pls bring back swim suit spinner. I would contribute and team would add up to a lot of \$.	Thank you for your feedback regarding the suit spinner at the Burgess Pool. We will reach out to the aquatics operator to work out a solution to the suit dryer repair. Please feel free to let me know if you have further questions/concerns. Best, Tricia
86	2025-05-18	Burgess Pool	Please keep the swimsuit spinners at Burgess. It's extremely helpful if you have young kids and don't want to have bring home sopping wet swimsuits.	Thank you for your comment regarding the suit spinners at Burgess Pool. We understand that is helpful to be able to run suits through the spinner prior to departing. There is no plan to remove the spinners at this time. We are considering the repair

				of the spinner in the men's lockerroom. Please feel free to let me know if there are further questions or suggestions. Best,
87	2025-05-22	Burgess Pool	Bring back 7-8pm lapswim	Thank you for your suggestion regarding the Burgess Pool evening lap swim hours. I will bring this concern up with the operator. Please let me know if you have further questions or comments. Best,
88	2025-05-22	Burgess Pool	Please consider allowing lap swim to stay open until 8 pm on weekdays, otherwise I can't continue to swim here after work. This was one of the few pools available at this time. Thank you!	Thank you for your suggestion regarding the Burgess Pool evening lap swim hours. I will bring this concern up with the operator. Please let me know if you have further questions or comments. Best,
89	2025-05-31	Burgess Pool	Hot tub water slide	Thank you for the suggestion regarding getting a hot tub and water slide at the Burgess Pool. I will bring this to the aquatics operator. Best,
90	2025-06-13	Burgess Pool	The evening lap swim changes make membership meaningless for me now. Very sad	Thank you for the feedback. I will bring this to the attention of the aquatics operator.
91	2025-06-13	Burgess Pool	I am a swimmer at Burgess Park and I politely request that you do not remove the suit spinner because it helps dry swimsuits after use.	Thank you for your comment regarding the suit spinners at Burgess Pool. We understand that is helpful to be able to run suits through the spinner prior to departing. There is no plan to remove the spinners at this time. We are considering the repair of the spinner in the men's lockerroom. Please feel free to let me know if there are further questions or suggestions.
92	2025-03-08	Menlo Park Library	Muchas gracias por tener mas seleccion de libros, podrian traer mas de -Freida McFadden -Taylor Jenkins Reid En el condado no hay muchos libros de ellas. Muchas gracias!! [English: Thank you so much for having a larger selection of books. Could you please bring more? -Freida McFadden - Taylor Jenkins Reid. There aren't many of their books in the county. Thank you so much!]	I gave her a call and left a voice message yesterday but she hasn't gotten back to me yet. In my message I asked if their were specific titles she wanted by them and if there was anything else she'd like to see. Since she didn't answer I'm just going to buy two of their most recent titles that aren't available in the county. Message translation: Thank you very much for having a larger selection of books, could you get more books by Freida McFadden and Taylor Jenkins Reid. There aren't many books by them in the county. Thank you!"
93	2025-04-05	Menlo Park Library	The bike tire pump is broken. :(	Thank you for your feedback about the bike pump. You can report this to the city using the SeeClickFix portal here: <a href="https://menlopark.gov/Services/ACT-Menlo-Park">https://menlopark.gov/Services/ACT-Menlo-Park</a> That's the best way to make sure that these public facilities receive attention when they break. Best,Rose
94	2025-04-05	Menlo Park Library	More Dog Man books	[No contact info.] Thank you for letting us know that you love Dog Man, and would like us to have more Dog Man books at the library! We will make sure we get more Dog Man books for library kids like you.
95	2025-04-09	Menlo Park Library	Please bring back Bookish Trivia, even if there is no food and drinks every time.	[no contact info] We're so glad that you love trivia! We'll be bringing it back this summer!

96	2025-04-12	Menlo Park Library	Get every dance class (graphic novel) book in the series.	Thank you so much for suggesting that we add all of the books in the Dance Class series to the Menlo Park Library collection! We love hearing from library kids about what they love reading, and we have passed your suggestion on to our selection librarians. You can always submit such requests directly via our "Suggest a Library Purchase" form here: <a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a> Happy Reading! Rose
97	2025-04-14	Menlo Park Library	The City of Lost Cats by Tanya Lloyd	[no contact info] Thank you so much for suggesting an addition to the Menlo Park Library collection! We have passed your suggestion on to our selection librarians. You can always submit such requests directly via our "Suggest a Library Purchase" form here: <a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a>
98	2025-04-15	Menlo Park Library	Please could you give a final notice before the HOLD cancellation notice (2 days before) saying "In 2 days your HOLD shall be cancelled. Thanks for considering.	Thank you for inquiring about the Menlo Park Library's system for notifying patrons of how long they have to collect their hold once it is ready. Patrons have 10 days from the day that their item is placed on the hold shelf to pick up their item. The automated email notifying patrons that their holds are ready lists a "PICKUP BY" date, which is the date upon which the item will be removed from the hold shelf, and the hold will be cancelled. I hope this helps! Sincerely, Rose
99	2025-04-17	Menlo Park Library	Please send a notice before one's library card expires!	[no contact info] We send out a notice one month in advance of card expiry so that patrons have plenty of time to come to the library and renew their cards.
100	2025-04-21	Menlo Park Library	Women's restroom, bathroom stall (biggest) toilet is not flushing right.	[no contact info] Thank you for letting us know about this issue with our facility. We have requested that the maintenance crew come take a look at the issue. You are always welcome to approach the desk with information like this, so that we can call someone to help immediately.
101	2025-05-01	Menlo Park Library	Please add toys	[no contact info] Thank you for the suggestion that we add more toys to our children's room.
102	2025-05-01	Menlo Park Library	I was wondering if it was possible to do open mics more often than once a year.	Thank you so much for your suggestion that we have open mics more than once a year! We have not, historically, had a lot of people attend our open mics when we do have them, and the popularity of programs does have an impact on the frequency with which they occur. That said, hearing from patrons like you that you enjoy programs does have an impact on that decision making too – thank you so much for adding your voice in suggestion that we have this kind of program with more frequency. We will take it into consideration. Best, Rose

<b>103</b>	2025-05-01	Menlo Park Library	Please fix the stall door in the men's bathroom so it doesn't hang open and block entry.	[no contact info] Thank you for your feedback about this facility issue. We are working with our maintenance team to establish whether there is a have identified.
<b>104</b>	2025-05-16	Menlo Park Library	People who work here- very nice and helpful	[no contact info] Thank you for letting us know that you appreciate our customer service!
<b>105</b>	2025-05-16	Menlo Park Library	More video game please? (Switch games)	[no contact info] We're glad you're enjoying our games. I've passed your request on to our selectors.
<b>106</b>	2025-05-16	Menlo Park Library	How about offering intro to Chap GPT workshops or classes?	[no contact info] Thank you for this suggestion! I have passed it on to our staff members who set up library events.
<b>107</b>	2025-05-09	Menlo Park Library	Add a teen zone with bean bags and more	Thank you for submitting a suggestion box card at Menlo Park Library! We do have teen zones at both our Alma St. and Terminal Ave. locations. The furniture in the library gets a LOT of use, and bean bags tend not to wear very well, so we like to go with (hopefully) more durable furniture. If you'd like to share with me what else you had in mind when you said "beanbags and more," I'd be happy to hear about it! Sincerely, Rose
<b>108</b>	2025-05-01	Menlo Park Library	Please get the NYTimes Sunday magazine out on the shelves timely. Today's Thursday- not out! I do go to the Belle Haven branch where it is out on the Sunday it's delivered.	[no contact info] Due to staffing/processing time, we are typically able to get the Sunday supplement out on Mondays.
<b>109</b>	2025-05-20	Menlo Park Library	Hi- I really enjoy your events at Menlo Library. Pleased to know of library can be _____. Please contact me if you need any help. Thanks.	Thank you so much for your kind words about our library events! We are glad that you enjoy them. Sincerely, Rose
<b>110</b>	2025-05-04	Menlo Park Library	More CatWad Books	Thank you for suggesting that our library have more Catwad books. I have passed your suggestion on to our librarians. You can always suggest books for us to purchase with our Suggest a Library Purchase form here: <a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a> . Best, Rose
<b>111</b>	2025-05-18	Menlo Park Library	Might be a bit high-tech, but I think it'd be cool to get text reminders for when books/items are due. The auto-renewal is a God send. Thanks for all your work!	I'm glad to hear that you are enjoying the auto-renewal process. We actually already have the text reminder service about which you are inquiring! In order to get text alerts you can text the word SIGNUP to (844) 213-4252 or pls@shoutbomb.com. The service will prompt you to enter your library card number and PIN, and then it will give you a list of cues that you can send it to get notifications. Let me know if I can provide any further information about this – Sincerely, Rose
<b>112</b>	2025-05-27	Menlo Park Library	More baby toys	Thank you for your suggestion that we add more baby toys to the children's room at our library. We will take your request into consideration. We try to only have as many toys as we can consistently keep clean and sanitary, so that will be the factor

				that influences whether or not we are able to add more toys. Best, Rose
<b>113</b>	2025-05-02	Menlo Park Library	Talking on Library phone is better than new AI _____	Left voicemail: We are glad to hear that you enjoy the services that the library offers via phone! Our library staff are happy to provide that customer service.
<b>114</b>	2025-05-03	Menlo Park Library	There has been a car parked in one of the few parking spaces for 76 months. Can you please have it removed?	Thank you for reporting your observations. We have relayed them to the Police department. --Sean
<b>115</b>	2025-05-03	Menlo Park Library	Teal car parked in front of the library at all times takes one of very few spaces for library users. Person lives there.	Thank you for reporting your observations. We have relayed them to the Police department. --Sean
<b>116</b>	2025-06-11	Menlo Park Library	Pads and tampons in cases of emergency for the restrooms please	[no contact info] A fabulous suggestion, and one that we already have a plan in the works for! Stay tuned!
<b>117</b>	2025-06-11	Menlo Park Library	One Piece	[no contact info] Thank you for suggesting that our library have more OnePiece books. I have passed your suggestion on to our librarians. You can always suggest books for us to purchase with our Suggest a Library Purchase form here: <a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a>
<b>118</b>	2025-06-11	Menlo Park Library	Need a copy machine	Thank you for your suggestion that the library obtain a copy machine. Renting a copy machine for public use in the past was not cost effective for either the library or for the library patrons. Fortunately, there are several establishments within a short walk of Menlo Park Library that offer copy services: Staples Print & Marketing Services 700 El Camino Real Suite 120, Menlo Park, CA 94025 (located in the shopping center across Alma Street and the train tracks from the Library) FedEx Office Print & Ship Center 1194 El Camino Real, Menlo Park, CA 94025 (located on the train tracks side of El Camino at the corner of Oak Grove) The UPS Store 405 El Camino Real, Menlo Park, CA 94025 (located just past the Safeway on the opposite side of El Camino from the train tracks) I hope this helps. Sincerely, Rose Waldman
<b>119</b>	2025-06-26	Menlo Park Library	One of only eight library parking spots has been occupied by a homeless person for more than a year. Please have the car towed!	Hello, thank you for taking the time to leave a comment about the Library parking spaces. It is certainly understandable to feel frustration when parking is limited or always occupied, especially when you want a quick visit to the library. Please rest assured that the City, Library and Community Services, and the Police Department will continue to collaborate to address complex issues such as parking in City lots. We appreciate your patience and your feedback as we work through issues such as these. Kindest regards, Ashley
<b>120</b>	2025-03-29	Menlo Park Senior Center	Ping Pong in Menlo Park please	Thank you for your submission! I will make sure to share your suggestion with the staff. Best, Rondell

121	2025-04-18	Menlo Park Senior Center	Today Friday 4/18/2025 Thanks! To you all for the most elegant and delicious lunch!	Thank you for your submission. I'll be sure to let staff know.
122	2025-05-16	Menlo Park Senior Center	In light of low usage at BH Pool, make pool use free to members of Burgess Pool who pay higher fees. Thank you!	Thank you for the comment. The fees are determined by City Council and are documented in our Master Fee Schedule.
123	2025-04-26	Menlo Park Senior Center	The building and pool are beautiful ! The members of Burgess pool have to pay more than members of Belle Haven. We should be able to use the Belle Haven Pool for free.	Thank you for the comment regarding the pool fees. I will address this with the pool operator. The fees for the swimming pools are determined by City Council and are documented in our Master Fee Schedule. Please let me know if there are further questions or comments. Best,
124	2025-06-11	Menlo Park Senior Center	No resting chairs for tired folks to relax in. That would be nice- here a quiet corner.	Thank you for the submission!
125	2025-06-11	Menlo Park Senior Center	Put some of our culture on the wall	Thank you for your submission
126	2025-06-11	Menlo Park Senior Center	Youth want better activities for 14-21. Please have focus group so we can tell you. Youth commission does not speak for all.	Thank you for your submission
127	2025-06-11	Menlo Park Senior Center	Can you offer know your rights class?	Thank you for your submission
128	2025-06-11	Menlo Park Senior Center	Wed. Still wondering if the folks across freeway and on Willow will be attending music 1-2 Sat? A fabulous Hispanic program that this neighborhood would enjoy. I/We would love to go to the fabulous music/dance program Sat. yet have no ride, living by Arrillaga Center	Thank you for your submission
129	2025-06-11	Menlo Park Senior Center	Thank you, for making this senior center possible. The food is so nutritious and healthy. In addition, the menu is rich in protein and vegetables which makes it perfect for our seniors health. The personal is kind and supportive. What a great place to be.	Hi, Thank you so much for your kind words! We're glad to hear you're enjoying the meals and the warm environment. We're proud to support our seniors in every way possible. I will let the chef, and his team know about your kind remarks. Best, Rondell
130	2025-04-23	Menlo Park Senior Center	Dear manager, I would like you to approve the music class that we all like, please. Thank you.	Thank you for your message! We're glad to hear you're enjoying the music class and will consider your request. Best, Rondell
131	2025-04-23	Menlo Park Senior Center	Hello, we are making a petition to ask for your help with the guitar class with Teacher Victoria.	I called and spoke with him.
132	2025-05-01	Menlo Park Senior Center	Thank you for the food. The paeya was very good, everything was very good, we always appreciate it. To everyone, very rich and tasty. [Spanish: Gracia por la comida le aquedado. Muy buena la paeya, muy bueno todo, siempre se les agradece. A todao, muy rica y sabrosa. ]	Thank you for the submission. We will make sure the Chef and his team know about this kind message.
133	2025-06-11	Menlo Park Senior Center	To whom it may concern, I am addressing you to let you know that I am part of the folkloric group. I understand that there is a desire to change the schedule from 10 a.m. to 9 a.m., and I disagree. I would like it to remain at 10 a.m., but if that is not	Thank you for your input. -Rondell



			possible, I suggest it be at 11 a.m. Thank you for your attention to this matter.	
<b>134</b>	2025-06-11	Menlo Park Senior Center	I am part of the folklorico dance group, and I want to give my opinion about the _____. I would like the same schedule to be maintained, and if possible, for it to be at 11 a.m. Thank you for your attention to this matter	Thank you for sharing your preference. -Rondell
<b>135</b>	2025-06-30	Menlo Park Senior Center	Nice luncheon and excellent food. Thank you.	Thank you for the submission! I will let staff know. -Rondell
<b>136</b>	2025-03-18	Online	Not enough senior activities on downtown side of freeway	Hello, I hope this email finds you well. It has been forever since we connects/swam. I received your comment from our OpenForms feedback submission regarding the request for more senior programs on the “downtown side of freeway” or Burgess. We are identifying the types of programs that would most meet the needs, interests for our senior community. Our recreation program/services survey should be release in April/May, it should go out through PublicInput. Do you receive these? Also, please feel free to share with me by replying to this email what types of programs/service you are interested in, I am happy to work with staff to support the request. If you would like to discuss over the phone, we can do that to. Please let me know what works best for you. Best,
<b>137</b>	2025-04-10	Online	I'd like to have a way to see the music presentations on an online calendar, preferably a Google calendar, so I could easily add it to the calendar I use daily	Thank you for submitting a comment to our online suggestion box. The City maintains an online calendar of City events here: <a href="https://menlopark.gov/Citywide-calendar">https://menlopark.gov/Citywide-calendar</a> You can use the “Search events” box to search for specific events or types of events by phrase or keyword. Each event listing has an “Add to Calendar” feature that can be used to email an electronic calendar invitation to any email address. There are no plans to create a separate Google calendar of City events at this time, but your suggestion is noted and we will continue to seek ways to improve the user experience of our online calendar. I hope this is helpful. Please let me know if you have questions or would like more information. Best regards, Sean
<b>138</b>	2025-04-12	Online	o you have a non-denominational bunny doing the egg hunt? I believe this feast is called Easter. It does not appear anywhere in your notice. You might want to mention it.	Thank you for submitting a comment to our online suggestion box. The City of Menlo Park is a local government agency that serves all residents regardless of their religious beliefs. We strive for all our events and services to be inclusive for all community members to participate in and enjoy. The Spring Festival / Egg Hunt is intended to be a fun community event for children and families of all beliefs and all walks of life to celebrate spring and the natural world. I hope this is helpful.



				Please let me know if you have any questions or would like more information. Best regards, Sean
<b>139</b>	2025-04-24	Online	The dog-excrement waste container at the intersection of University Drive and Creek Drive is overflowing. This is not a sign of on-the-ball local government. Meanwhile, the dispenser of bags appears to be empty.	Thank you for submitting a comment to the online suggestion box. We have relayed your comment to our Public Works department for follow up. You may be interested to know that The City of Menlo Park's online and mobile application called ACT Menlo Park, makes it easy to report non-emergency issues from a smartphone, tablet or desktop computer. The City tracks these issues and provides updates as they are acknowledged and resolved. Keep in mind your submittals will be addressed during normal business hours. If submittals come in on a holiday, weekend or after hours, it will be addressed the next business day. ACT Menlo Park uses SeeClickFix software to help residents report and track their service requests via the web or mobile app. NOTE: ACT Menlo Park is not to be used for emergencies. For urgent matters that require immediate attention or a police response, please call 9-1-1. Submit a request online: <a href="https://menlopark.gov/Services/ACT-Menlo-Park">https://menlopark.gov/Services/ACT-Menlo-Park</a> I hope this is helpful. Thank you again for submitting a comment. --Sean
<b>140</b>	2025-04-27	Online	We're very happy living in Menlo Park with the library and park services we have available. Great job!	[No contact info.] Thank you for the kind comment! We enjoy providing services that people in the community value. Your feedback means a lot to us. - Ashley
<b>141</b>	2025-04-30	Online	just want to let you know that a young man name of [staff name] is doing a fabulous job with [staff name] AT THE sharon heights pond . [Staff name] was helpful taking some photos for me of the beautiful landscaping that he is doing. he's a keeper	Thank you for submitting a comment in our online suggestion box. I have relayed your compliment to the landscape team at Public Works. Much appreciated! --Sean
<b>142</b>	2025-05-08	Online	Can Nealon Park's playground's fenced doors please be child proofed, especially near the street side exit? The current handle type is very easy for a child to open, it's a standard door handle. A toddler/kid opened it on their own, got out and almost got to the street. Other playgrounds use a different kind of handle that is too tall for kids or take an extra safety step to open.	Thank you for reporting. We will look into child proof options for our park gates. --Doug
<b>143</b>	2025-05-08	Online	Hello, The park and rec website says the activity guide is published 4-6 weeks before registrations opens. It also says summer registration begins mid June. I still don't see the activity guide published. It would be helpful to preview, to plan for summer, now.	Thank you for your message to our online suggestion box, and thank you for your interest in the Activity Guide! The Summer 2025 activity guide is online now: <a href="https://menlopark.gov/activityguide">https://menlopark.gov/activityguide</a> Please see the above webpage for updates about enrollment dates. I hope this is helpful. Please let me know if I can be of further assistance. Best regards, Sean

144	2025-05-27	Online	The Weekly Community and Library newsletter is a great service and appreciated. Thank you.	Thank you for taking the time to send feedback about the Library and Community Service newsletter. We're so glad to know that you find it to be a valuable service, and we hope to continue to earn your readership! Kindest regards, Ashley
145	2025-05-19	Online	I have been a resident of MP since 1974. I have also been a regular lap swimmer at Burgess. Issue: currently the swimsuit spinner in the locker room is out of service. This has happened periodically over the years. But the spinner has now been "down" for months, with no indication as to when it will back in service. Please try to expedite the repair or replacement. Thank you.	Your comment regarding the suit spinner at Burgess Pool was received. We understand that this current out of service timeframe may be inconvenient. We will work with the aquatics operator on a fix to the issue. As soon as we know next steps I will get back to you. Please feel free to let me know if you have any further questions/comment. Best,
146	2025-06-03	Online	Everyday I see drivers making right hook turns by NOT merging onto the dashed bike lanes first. Can we consider having police citation on cars making right hook turns without merging onto dashed bike lanes? With the recent traffic death near Encinal school, this should be a wake-up call that many drivers simply don't know how to use the dashed lanes properly. This causes stresses for my families who are walking/biking around town. Please educate the public on how "Dashed green bike lanes" should be used. As described in [link redacted]	Thank you for submitting a comment to the Library and Community Services feedback form. Because your comment is about traffic safety and enforcement, I'm relaying your comment to the Police Department email account, polchief@menlopark.gov. Best regards, Sean
147	2025-06-09	Online	My daughters, Elisa and Victoria Jane Murillo, just picked up their stuffed animals from the Belle Haven Library following Stuffed Animal Sleepover. My girls were thrilled. It was such a fun event and they laughed so much at all of the pictures that they got to take home. Elisa especially loved the picture of her dog Hammy sitting at the librarian's desk, and Victoria loved seeing her bat brush his teeth and how he was posed next to the potty training book! A big thank you to all of the librarians who made the event so special. I hope they all had fun as well! We hope you do it again soon :)	Thank you so much for your praise of our Stuffed Animal Sleepover! We LOVE this event, and it makes a big difference to us to know that our event participants love it, too. Thank you for using your voice to strengthen our community programming, and please thank Elisa and Victoria Jane for sharing their stuffed animal friends with us. Sincerely, Rose
148	2025-06-16	Online	Hello, The bike parking outside of the library is great and there are tools to help repair your bike. But the tube for the bike pump has been missing for months! Would you replace it so there is a place to pump up our tires? Thanks for your consideration.	Referred to Public Works for fix - Thanks for taking the time to write to us about the broken bike repair station. I have submitted a ticket with our Public Works team to see if we can get a replacement pump hose, or if we have to replace the entire station. This repair station has been a little bit of trouble to maintain – we have had to order replacement tools and parts with some frequency, so thanks in advance for your patience. Kind regards -
149	2025-05-27	Online	The sprinklers next to the tennis courts at Burgess Park need to be adjusted. In the morning there are puddles near the baseline.	Thank you for letting us know about the sprinklers at Burgess Park next to the tennis courts. We will look into this and follow-

				up with Public Works to get this taken care of. We appreciate your support! Best,
<b>150</b>	2025-07-09	Online	I am one of the residents that lives right next to the pickleball courts at Nealon Park. The sound from the courts is irritating to say the least. Now that the weather is nicer, people continue to play past the park closing time (10pm) almost every night. I would like to request that the lights for the courts be on a timer. If the lights turn off at 10, people wouldn't be able to continue playing, and the people who live next to it could fall asleep at a reasonable hour. Thank you.	Thanks for letting us know about the issue with the court lights at Nealon Park. Staff have checked the timer settings and adjusted them to conform to park open hours. Our apologies for this issue. Please do let us know if you notice the lights remaining on past closing time. Kind regards -

# 4th of July Community Picnic, Parade and Circus Survey

## Project Engagement

VIEWS

135

PARTICIPANTS

59

RESPONSES

414

COMMENTS

47

How satisfied are you with the following elements of the 4th of July event?

Overall event	64% Very satisfied	26% Somewhat satisfied	9% Somewhat dissatisfied	2% Very dissatisfied	- Don't know / No answer
People parade	26% Very satisfied	29% Somewhat satisfied	5% Somewhat dissatisfied	5% Very dissatisfied	34% Don't know / No answer
Community picnic	35% Very satisfied	40% Somewhat satisfied	4% Somewhat dissatisfied	7% Very dissatisfied	15% Don't know / No answer
Circus performances	63% Very satisfied	25% Somewhat satisfied	4% Somewhat dissatisfied	9% Very dissatisfied	- Don't know / No answer
Food trucks	32% Very satisfied	27% Somewhat satisfied	12% Somewhat dissatisfied	12% Very dissatisfied	16% Don't know / No answer
Complimentary treats	56% Very satisfied	9% Somewhat satisfied	2% Somewhat dissatisfied	7% Very dissatisfied	26% Don't know / No answer

58 responses

How did you hear about the 4th of July event? (Check all that apply)

35%	Library and Community Services News email	19 ✓
27%	Word of mouth	15 ✓
20%	Local news	11 ✓
18%	Online event calendar	10 ✓
16%	City of Menlo Park Weekly Digest email	9 ✓
7%	Other (please describe all)	4 ✓
5%	Banner over downtown Santa Cruz Ave.	3 ✓
4%	Poster or flyer	2 ✓

55 Respondents

Please tell us any comments, suggestions, or complaints that you may have about the 4th of July event. Thank you!

It was such a lovely community event. We were so grateful to be a part of it. The shade umbrellas were a really nice touch and felt thoughtful of the city

17 hours ago

It was a lot of fun! We enjoyed the circus performance, and it is a great park for families of all ages. Our older kids spent time at the skate park.

yesterday

Really fun event! Lines for the food trucks were \*long\* and moved slowly (that's not the City's fault, of course).

Maybe add a couple more trucks next year? That's the only real feedback I have - we had a great time!

2 days ago

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Thank you for hosting a wonderful community event

2 days ago

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Overall the event is fun as always but here are a few suggestions: 1) music would make the parade more fun- it felt like we were just walking. When we were kids we had dancers and music from the rec center classes as part of the parade and that made it more fun. 2) holding the treats until 1pm made the line/wait super long. We ended up giving up. It should just be open the whole time so people can how in waves vs all at once. 3) more shade would be better. Thank you!

2 days ago

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need for more food trucks wait was too long also need trucks for drinks only

2 days ago

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need more food trucks wait for food too long even after it was ordered also need truck for drinks only

2 days ago

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need more food trucks lines to buy food and drink were too long and the wait for the food too long after it was ordered need a booth for coffee and drinks only

2 days ago

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Circus time was really bad they were lots of people standing up my girl where not able to see the show I ask the booth on the right side to see if they could announce for people to sit down right before the show and nothing was done it was very sad because my girl where excited we ended up leaving because I did ask a couple people in front of us to either sit or not block next year or next event I would take this as consideration

2 days ago

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It was a great party. The circus Bella was great. We watch it twice!

2 days ago

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Not enough food trucks capacity---long waits.

No activities for kids.

Circus stage was too small for the crowd. Couldn't see. Not built for such a large crowd and venue.

2 days ago

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Took 30 mins to order at food truck and 1 hour to get food. Need more food trucks

2 days ago

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I rated the picnic/food trucks low because the lines for all of the trucks were incredibly long and then it took even longer for them to prepare the food. We waited an hour and still didn't get our food so we gave up and went home to eat lunch. This isn't the fault of Menlo Park but in future if you can somehow ensure the trucks are prepared/fast to work at such large scale events. Also it would have been nice to have a few kids activities on the field, maybe some simple ball toss games, craft, etc.

2 days ago

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The token treats should begin at a different time than the raffle. We missed the raffle drawings due to the dessert lines' start time. The lack of crowd control led to people cutting in line. We observed some individuals cutting in behind us. The desserts with tokens were enjoyable. Removing the time restriction for desserts would be appreciated. The line was somewhat chaotic for my family. We watched parts of the Circus show until the crowd stood up. It's unclear why they needed to stand. My son enjoyed it. Thank you, Menlo Park, for hosting us on the Fourth of July!

2 days ago

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It would be good to have more garbage cans near the circus area.

The parade would be more fun with some musicians- ask Hillview or MA. And have police/fire people all throughout the parade.

More icecream stations or vendors would be great. The line was too long.

Thank you for a really fun day!

2 days ago

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Excellent .

2 days ago

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Limiting free dessert access until after 1pm meant hundreds on people lining up all at once. We gave up. Better to spread it out throughout the event and have more dessert truck options.

2 days ago

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Great event, thank you for organizing it. We love living in Menlo Park and events like this help us build a community

2 days ago

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Hi,  
I do have a complaint actually I am just a messenger complaint is from my 6 year old daughter Rhea. She loved the bounce houses and games that we had last year. Circus was good but she was missing the activities. And also last year we had free food as well why this year we only had free treats.

Hope she gets her answers.

Thanks,  
Shivani

2 days ago

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Great event organized by you. Thanks for everything.

2 days ago

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Involving children more. Also requesting community people to arrange some prog. like dancing, singing, drawing etc.  
Thanks

2 days ago

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More food trucks so lines are shorter! More shade tents! Otherwise was fabulous!

2 days ago

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Parking should have been more available, have more booths for mp services/ resources

2 days ago

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Keep it free, Bella circus was nice

2 days ago

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Our family really appreciated the canopies that the city set up for shade near the circus performance.

2 days ago

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Please have the Circus Bella come back to Menlo Park. It was an exceptional experience for me.

2 days ago

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The offer for the complimentary dessert was not acceptable. The lines were too long for me to wait.

2 days ago

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The food trucks placement was nice under the shade, but tight and confusing lines. The circus would have been a little nicer if propped up since some people stood. Great community program and service. Thanks!

2 days ago

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We enjoyed the 4th of July so much!

The only thing is that friends who came for the late circus show didn't get coins for the treats.

But otherwise everything was great!

2 days ago

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Great to see Menlo Park stepping up to promote community bonding. The 4th of July event was very enjoyable and was well organized. Would be great to see more food trucks (very long lines at all of them-- we ended up bailing on ordering so we wouldn't miss the start of the circus program), maybe more community booths/vendors. Would have been nice if the circus set up was built on a stage or risers for better sight lines. Please continue to invest in community events like these -- there is clearly demand! Redwood City is a great model for programming, but as Menlo Park residents we don't want to have to go to Redwood City for community fun.

2 days ago

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Would be nice to have more shade!

2 days ago

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Difficult for kids to see the circus; would be amazing if there were "tickets" and bleachers for better view. Nonetheless, this was a good experience. Similarly, need better signage for treats. The line for Kona Ice was very long but I didn't realize there were lines for other treats until I got much much closer. Having a clear marker for which line was where would have allowed me to just go somewhere else for the treat. That said, the treats were very much appreciated, and the overall event was great. I really enjoyed it and hope you do it again next year. The "raffle" was a little tricky as the first drawing was late (the circus ran over) and I don't know if you just did all of the drawings then or had more later... I was in the treat line the whole time!

2 days ago



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The public umbrellas were too far away, but I liked the idea. The "Save Menlo Park" people were busking for signatures in the food truck area, which I didn't appreciate. Overall, a good event. The food trucks and free ice cream was great!

2 days ago

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Overall, we really enjoyed the circus and that it was held at burgess. Really easy to park and get a good spot in front of the show. We wished the people parade had more to it. My son was into the fire truck and police motorcycles but was hoping for a bit more. It was warmer than we thought it would be so the water station to fill up our bottles was great. Maybe more activities for kids? Face paint? Thanks!

2 days ago

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Love the event.

2 days ago

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More activities for kid. Circus is cool, but sitting under the sun isn't.

2 days ago

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GREAT STAFF!!!

2 days ago

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More trash containers on the lawn area.  
Faster 'dispensing' of the free treats!  
the circus was great, thanks for putting it on for us to all enjoy

2 days ago

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Thank you for having some seats in the shade reserved for us older adults! : )  
My only suggestion would be to add crafts to the activity booths.

2 days ago

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Overall, the event was great. The one thing that detracted from the experience was our interactions with one of the food trucks (Daniel's Kitchen). We waited in line to order for about 30-40 minutes. Then, without warning, the cashier came out and told everyone in line that they were not going to take any more orders for at least 20-30 minutes. They were too backed up, and there was also a possibility that they would run out of food. I spoke to someone who had ordered and was waiting to receive his order, and he said that he had been waiting close to an hour. So after waiting in line for all that time, we had to stand in line all over again to get food elsewhere. It was not a good experience.

2 days ago

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Some food trucks ran out of food

2 days ago

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Thank you for having the water station!

6 days ago

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Please have more music bands; less circus. The circus MC lady's voice was kind of grating, and the 'circus' was okay, but it would be good to have something more contemporary like Sun Kings (Beatles tribute band); Neon Velvet (80's to current), the Santana tribute band or other regional favorites.

Overall good use of the space at the park - smart to arrange food trucks on the side in the shade; good to have the main stage in the corner flowing out to wider park. Nice! Now do that with music. The portable stage would be good too, so people can see from more spots or sitting directly on the grass on a blanket.

The food trucks were good ones. More would be even better.. could have some food booths on the perimeter near the gym on the Alma side - next to the skate park.

6 days ago

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Your food truck vendors were terrible. The lines were very long. We waited 20 minutes and only moved three spots. We gave up and left.

6 days ago



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 7/23/2025

Staff Report Number: PRC-2025-021

Informational Item: Library, recreation, and parks community survey results – park and recreation focus

### Recommendation

City staff recommend that the Parks and Recreation Commission (PRC) review and provide feedback on this report, which further analyzes the results of the library, recreation, and parks community survey.

### 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 facilities.

### Background

On March 26, the PRC reviewed and offered feedback on the draft of the library, recreation and parks survey (Attachment A).

On May 28, the LC and the Parks and Recreation Commission received the preliminary results of the survey (Attachment B).

### Analysis

Attachments C and D contain visualizations that provide insights into several more granular analyses of some of the community survey questions:

- Table 1a and Table 1b in Attachment C compare how frequently residents of the Belle Haven and Bayfront neighborhoods visit specific Library and Community Services facilities (Table 1a) compared to how frequently residents of the Central Menlo, Felton Gables, and Linfield Oaks neighborhoods use specific Library and Community Services facilities (Table 1b).
  - Belle Haven and Bayfront residents generally use their local facilities (Menlo Park Senior Center, Belle Haven Library, Onetta Harris Community Center, or Belle Haven Community Campus) with similar or greater frequency compared to Central Menlo, Felton Gables, and Linfield Oaks residents using the Arrillaga Gymnastics Center, Arrillaga Family Recreation Center, Arrillaga Family Gymnasium, and Menlo Park Library.
- The usage patterns become even clearer when non-respondents and respondents who visit the facilities once a year or less are removed, and visitors who visit once a month or more are combined (Tables 1c and 1d).
  - The average usage for each area's local library is similar, with 80% usage at Belle Haven Library from Belle Haven and Bayfront residents and 78% for Menlo Park Library usage among Central Menlo, Felton Gables, and Linfield Oaks residents.

- Average usage across other local facilities showed Belle Haven and Bayfront residents using BHCC facilities at a 78% average and Burgess facilities at a 43% average. While Central Menlo, Linfield Oaks, and Felton Gables residents used facilities located at the Burgess campus an average of 71% and BHCC facilities an average of 35%.
- Charts 2, 3, and 4 contain responses to questions about satisfaction with physical facility spaces or parks and customer service at specific locations. Non-respondents have been removed, and the charts sorted in descending order of satisfaction.
- Responses for questions "How important are the following indoor recreation activities to people who visit the gymnastics center, AFG, or ARC once or twice a week or more?" and "How important are the following indoor recreation activities to people who visit BHCC, OHCC, or Menlo Park Senior Center once or twice a week or more?" have been broken out into two charts, 6a and 6b respectively. Both charts remove those who did not respond to the question and then weighted the responses on a scale from 1-4 (not important to very important) and sorted them in descending order of importance.
  - Chart 6a indicated that the top three activities of greatest importance to frequent visitors were gymnastics, dance and movement, and a fitness center. Currently, none of the facilities focused on in this question have a fitness center, possibly indicating a desire within the community to add a fitness center.
  - Chart 6b indicated that the activities of greatest importance were a fitness center, health and wellness, and senior/older adult exercise.
- Chart 7a contains responses only from those who reported visiting any park once a week or more. The top three activities were athletic fields for casual/drop in play, athletic fields for organized leagues, spaces for social gatherings and nature and wildlife preservation ranked very closely for the third spot.
- Chart 7b contains results from those who reported that they rarely (once a year or less) or never visit any park. The top three spots were for nature and wildlife preservation, athletic fields for casual drop in, and areas for picnics and barbecues.
- In both 7a and 7b, the lowest ranked importance was for rugby, which represents a relatively small demographic of players.

## Impact on City Resources

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

## Environmental Review

This 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. "Review draft community survey" Parks and Recreation Commission agenda, March 26, 2025 (item E-2). [https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20250326\\_prc\\_agenda\\_packet.pdf#page=14](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20250326_prc_agenda_packet.pdf#page=14)
- B. Hyperlink. "Preview the results of the library, recreation, and parks community survey 2025" Parks and Recreation Commission agenda, May 28, 2025 (item C-2). <https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/prc-lc-special-joint-meeting-agenda-packet-20250528.pdf>
- C. Tables 1a – 1d – Neighborhood visit frequency to Library and Community Services facilities
- D. Weighted response charts 2 – 7b

Report prepared by:

Ashley Walker, Management Analyst

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

**1a. How often do Belle Haven and Bayfront residents typically use or visit these indoor locations?**

	Arrillaga Family Recreation Center	Arrillaga Family Gymnastics Center	Arrillaga Family Gymnasium	Menlo Park Library	Belle Haven Community Campus	Belle Haven Library	Menlo Park Senior Center	Onetta Harris Community Center
More than once a week	0%	2%	2%	2%	26%	18%	7%	20%
Once or twice a week	5%	2%	7%	2%	20%	15%	7%	16%
Once or twice a month	2%	2%	2%	13%	23%	21%	5%	8%
A few times a year	10%	5%	13%	28%	10%	13%	7%	20%
Rarely, once a year or less	15%	20%	16%	25%	3%	10%	10%	8%
Never	38%	39%	38%	10%	5%	8%	34%	10%
Don't know / No response	31%	31%	23%	21%	13%	15%	31%	18%
Total	100%	100%	100%	100%	100%	100%	100%	100%

**1b. How often do Central Menlo, Felton Gables, or Linfield Oaks residents use or visit these indoor locations?**

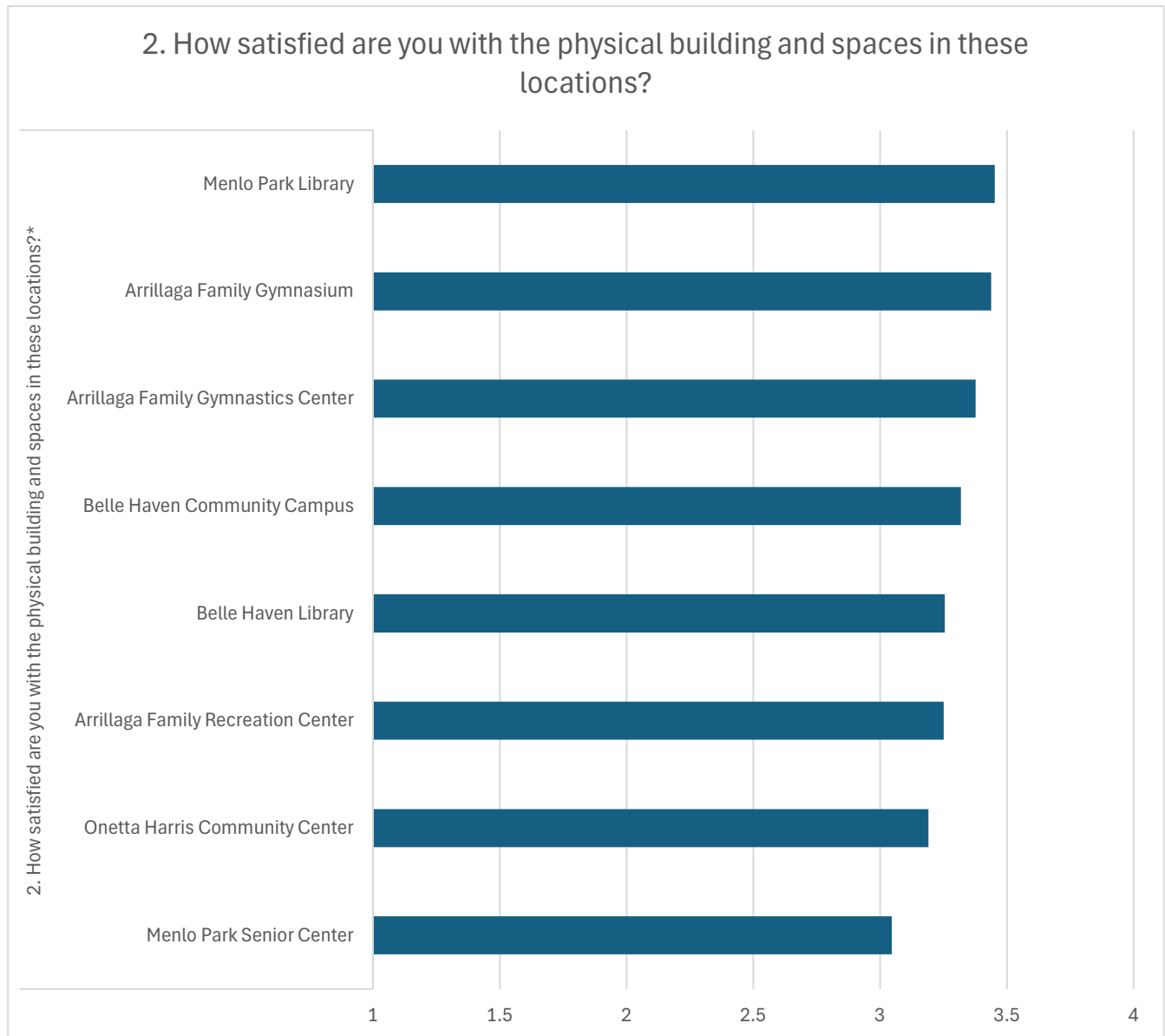
	Arrillaga Family Recreation Center	Arrillaga Family Gymnastics Center	Arrillaga Family Gymnasium	Menlo Park Library	Belle Haven Community Campus	Belle Haven Library	Menlo Park Senior Center	Onetta Harris Community Center
More than once a week	3%	3%	5%	16%	0%	1%	1%	1%
Once or twice a week	8%	6%	4%	16%	1%	1%	2%	0%
Once or twice a month	3%	1%	6%	28%	0%	2%	1%	1%
A few times a year	8%	2%	9%	17%	8%	8%	2%	2%
Rarely, once a year or less	15%	13%	15%	5%	8%	8%	4%	5%
Never	40%	55%	44%	6%	56%	56%	67%	66%
Don't know / No response	22%	21%	18%	11%	26%	24%	25%	26%
Total	100%	100%	100%	100%	100%	100%	100%	100%

**Table 1c. How often do Belle Haven and Bayfront residents typically use or visit these indoor locations?**

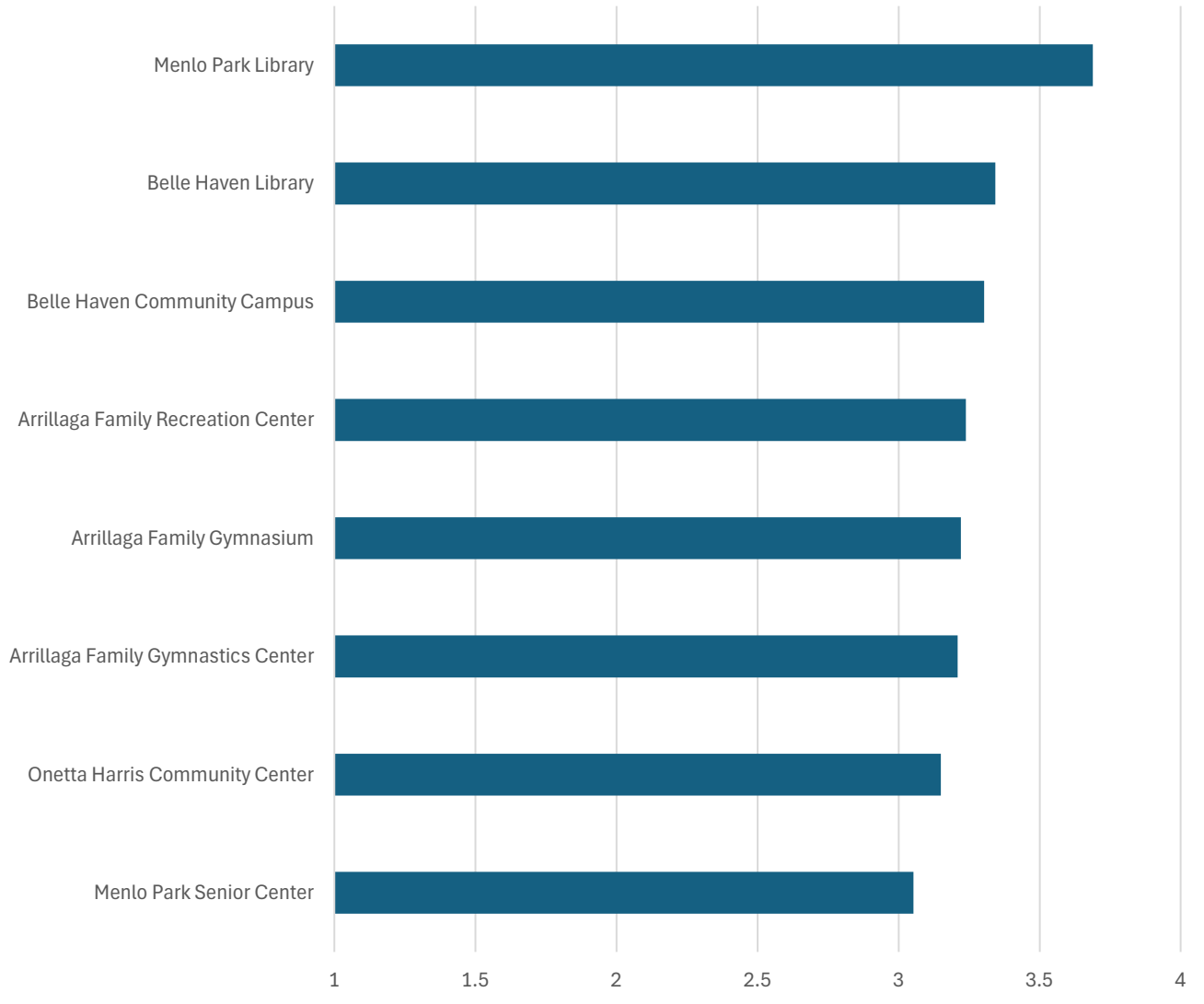
	Arrillaga Family Recreation Center	Arrillaga Family Gymnastics Center	Arrillaga Family Gymnasium	Menlo Park Library	Belle Haven Community Campus	Belle Haven Library	Menlo Park Senior Center	Onetta Harris Community Center
Weekly and monthly	40%	50%	43%	37%	88%	80%	73%	69%
A few times a year	60%	50%	57%	63%	13%	20%	27%	31%

**Table 1d. How often do Central Menlo, Felton Gables, or Linfield Oaks residents use or visit these indoor locations?**

	Arrillaga Family Recreation Center	Arrillaga Family Gymnastics Center	Arrillaga Family Gymnasium	Menlo Park Library	Belle Haven Community Campus	Belle Haven Library	Menlo Park Senior Center	Onetta Harris Community Center
Weekly and monthly	63%	81%	62%	78%	11%	32%	67%	33%
A few times a year	37%	19%	38%	22%	89%	68%	33%	67%

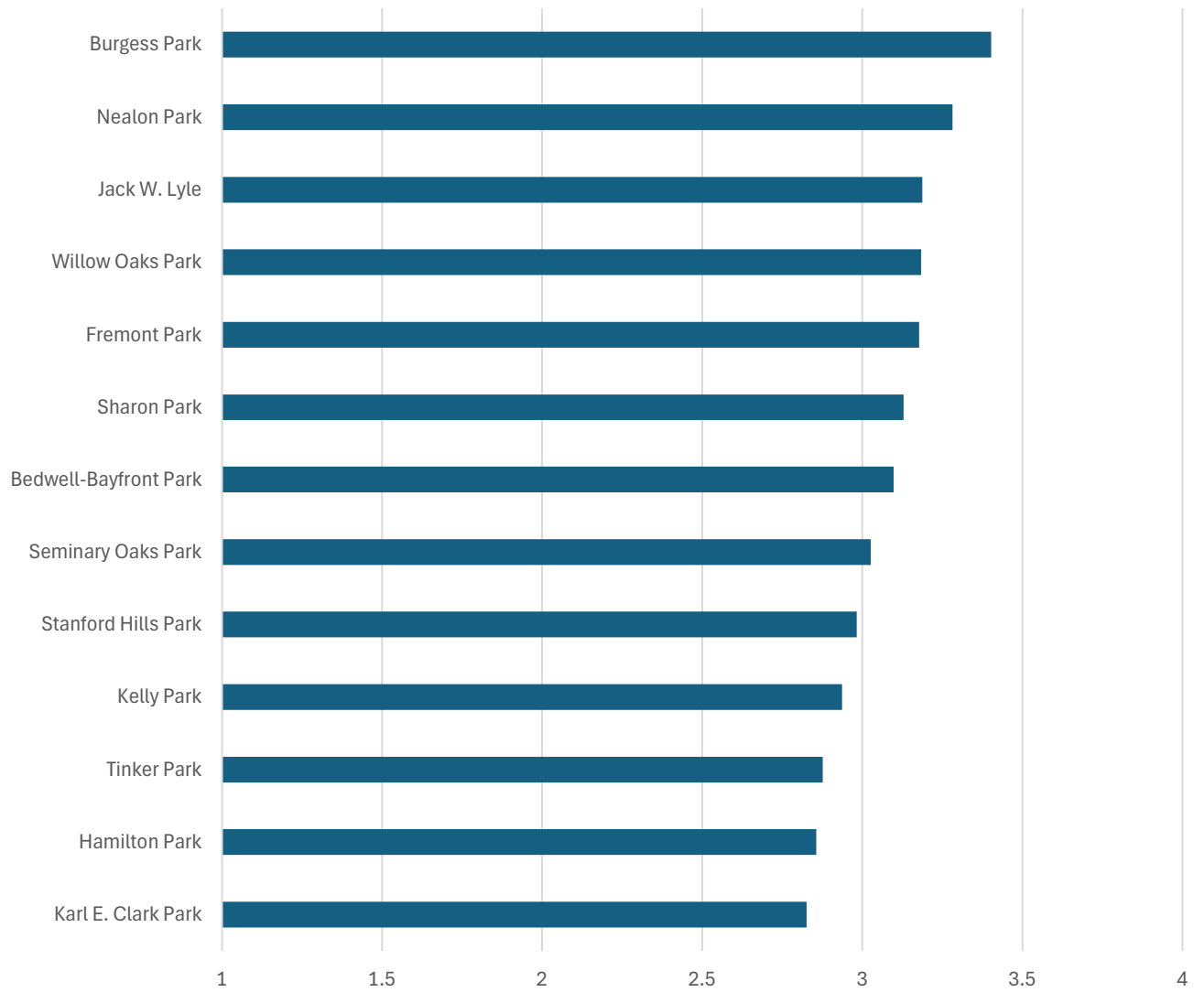


3. How satisfied are you with the customer service provided at these locations?

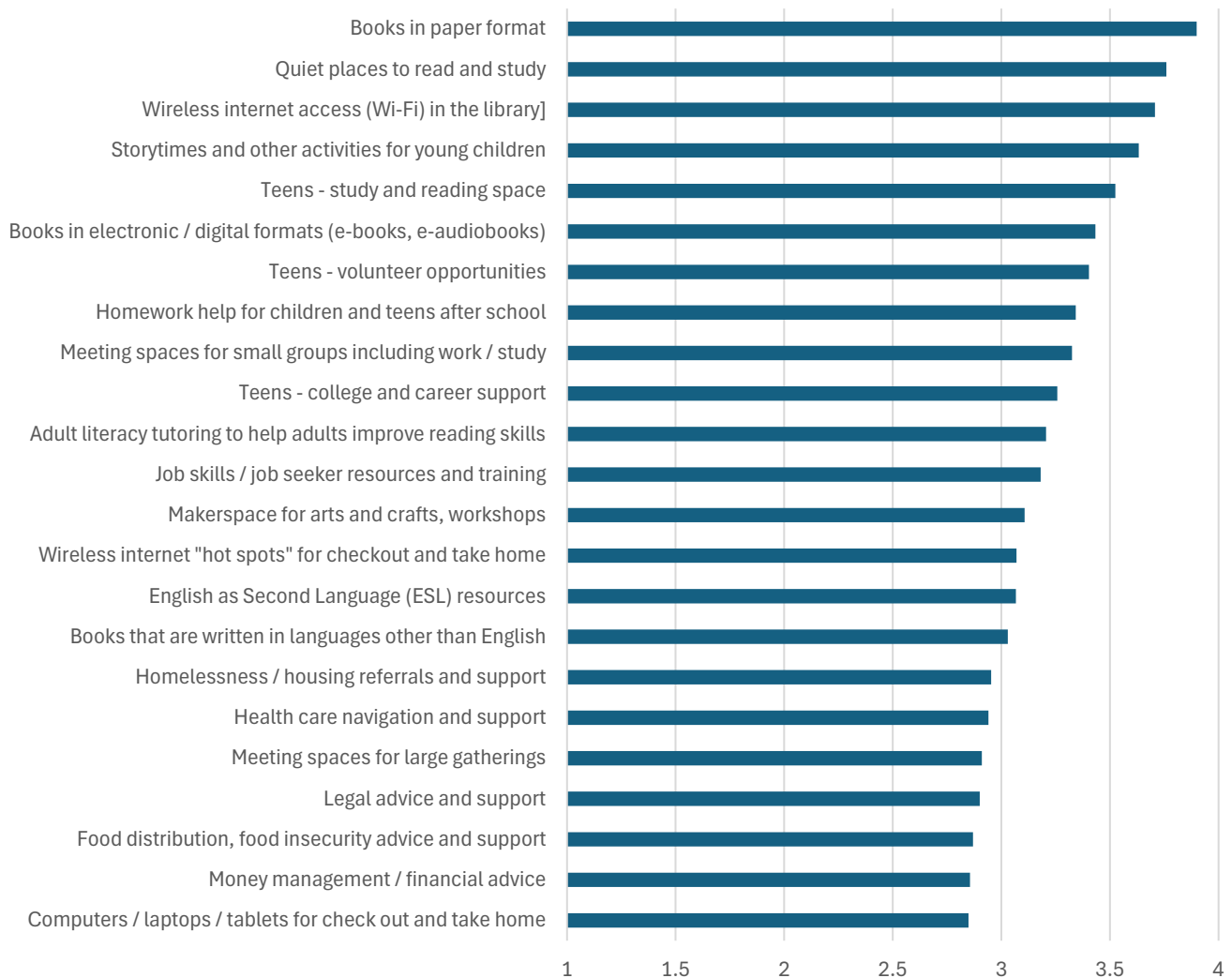




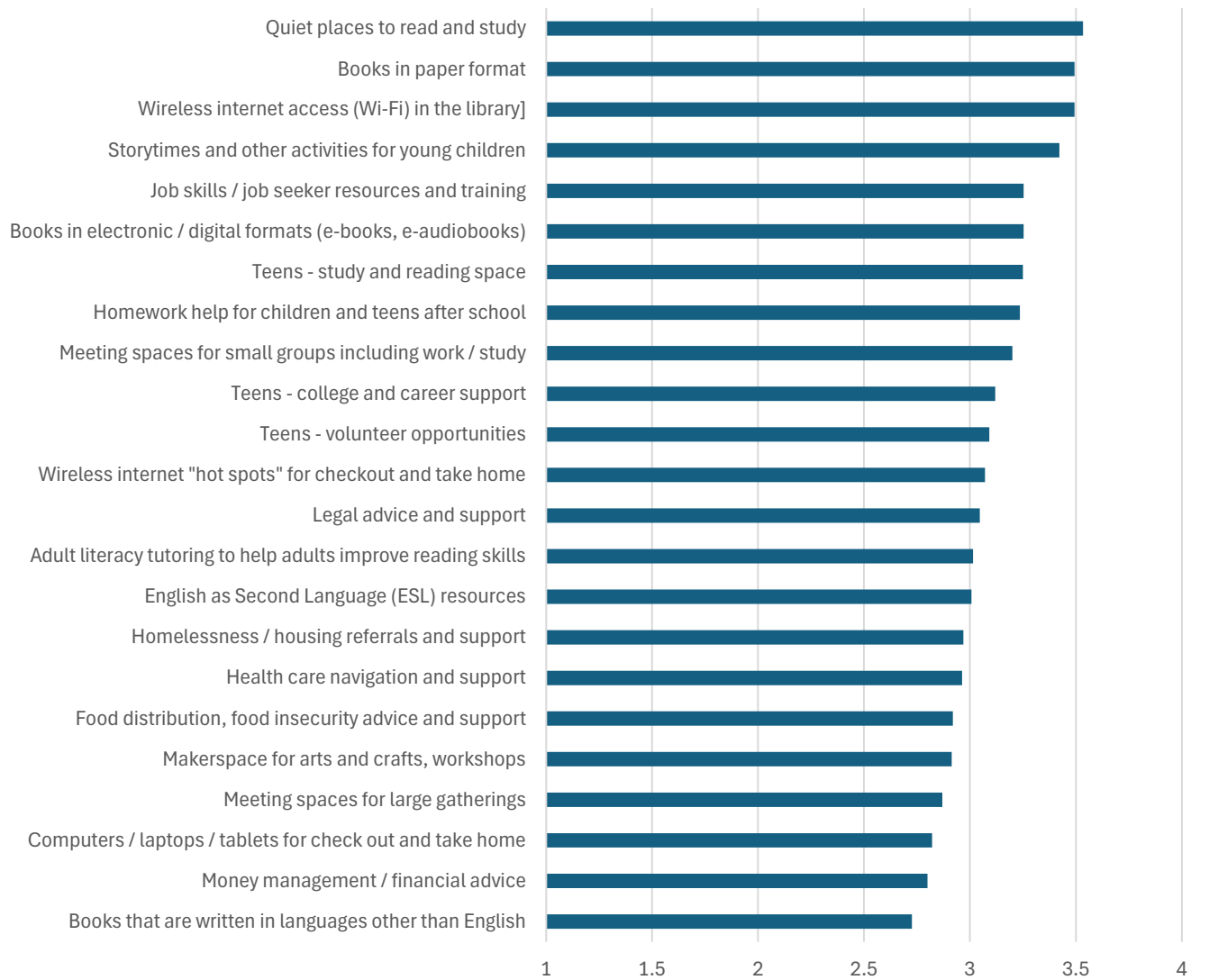
#### 4. How satisfied are you with the physical spaces, environment, and features at these parks?



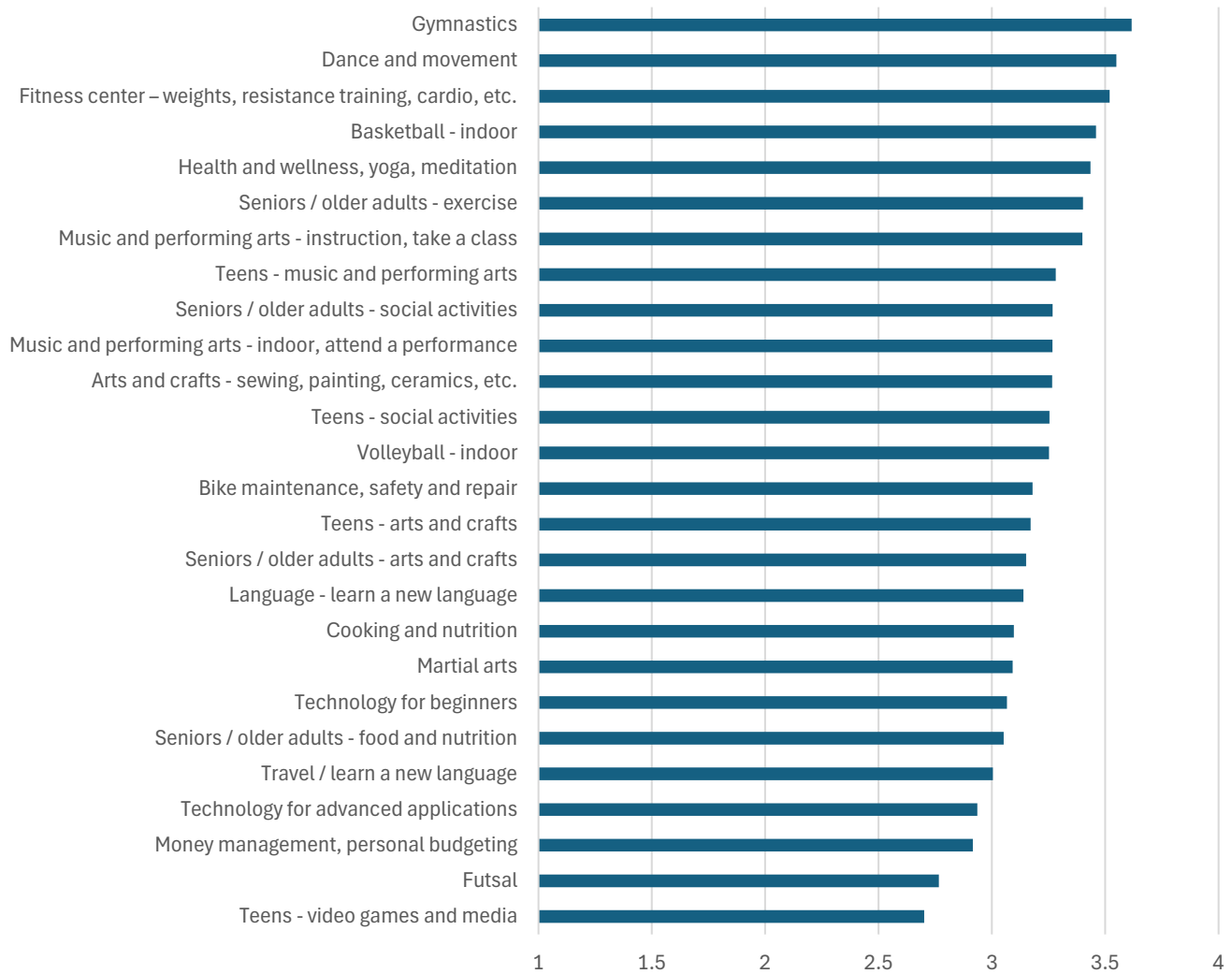
5a. How important are the following library and information resources to those that visit the library once or twice a week or more?



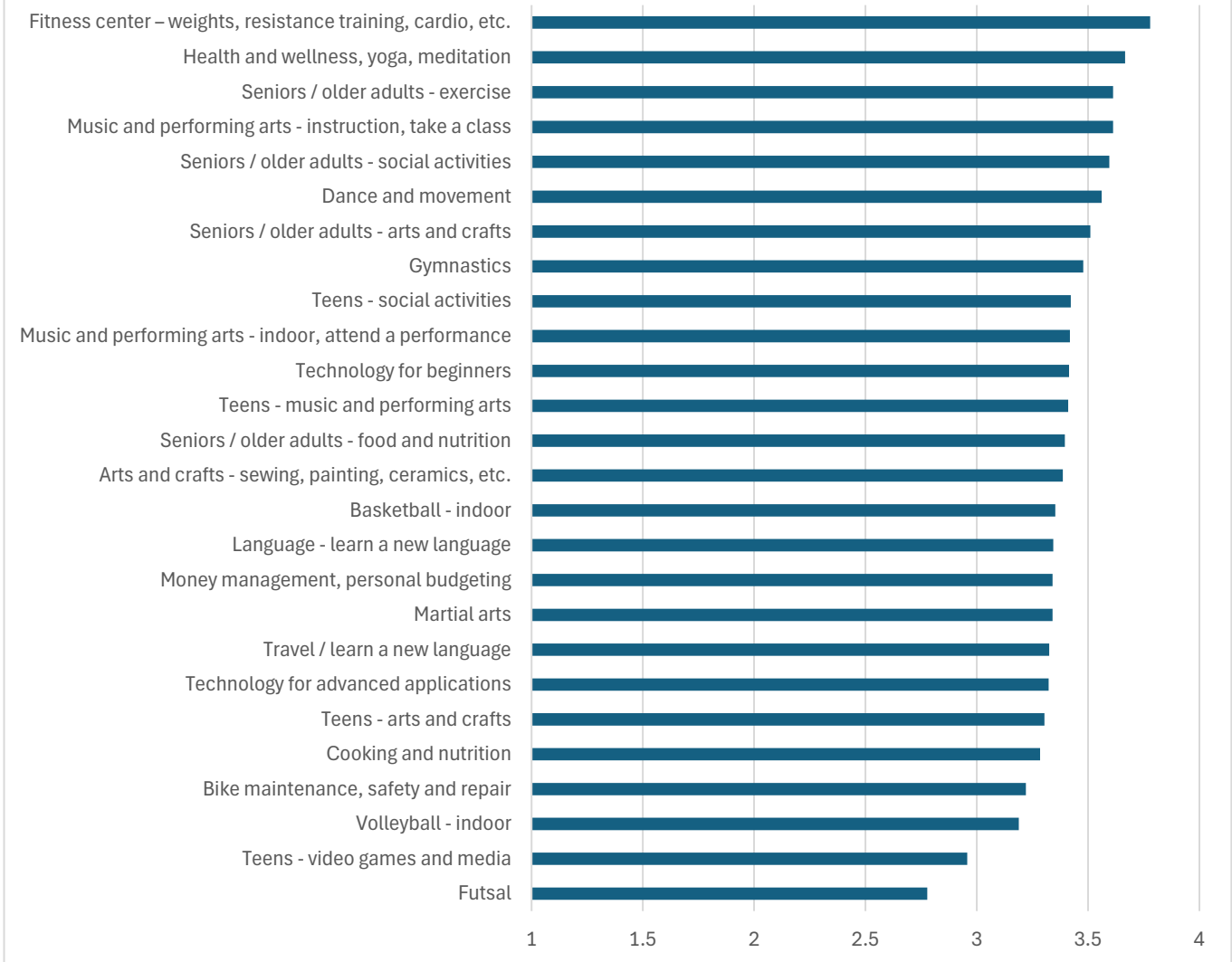
5b. How important are the following library and information resources to those that rarely or never visit the library?



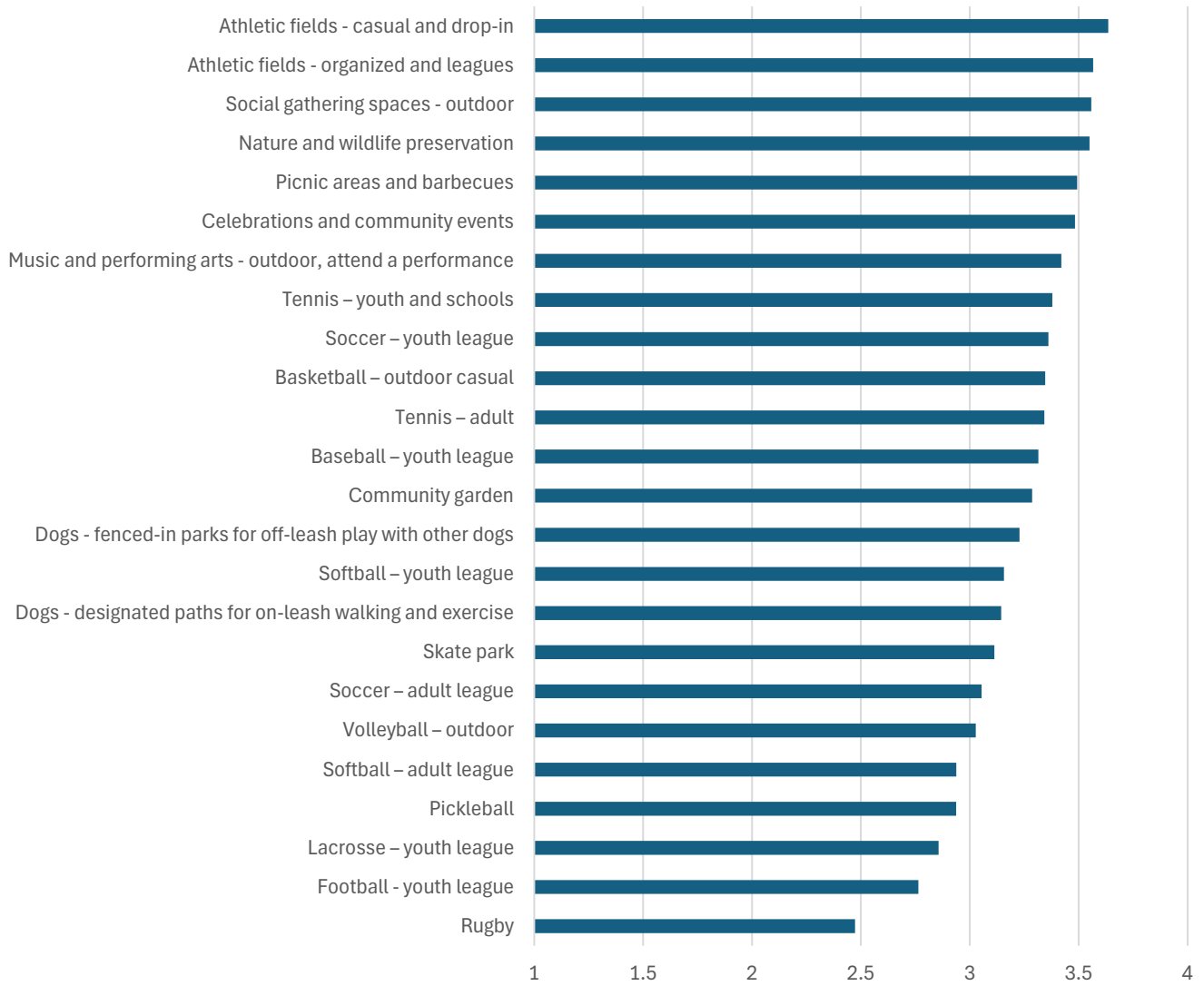
6a. How important are the following indoor recreation activities to people who visit the gymnastics center, AFG, or ARC once or twice a week or more?



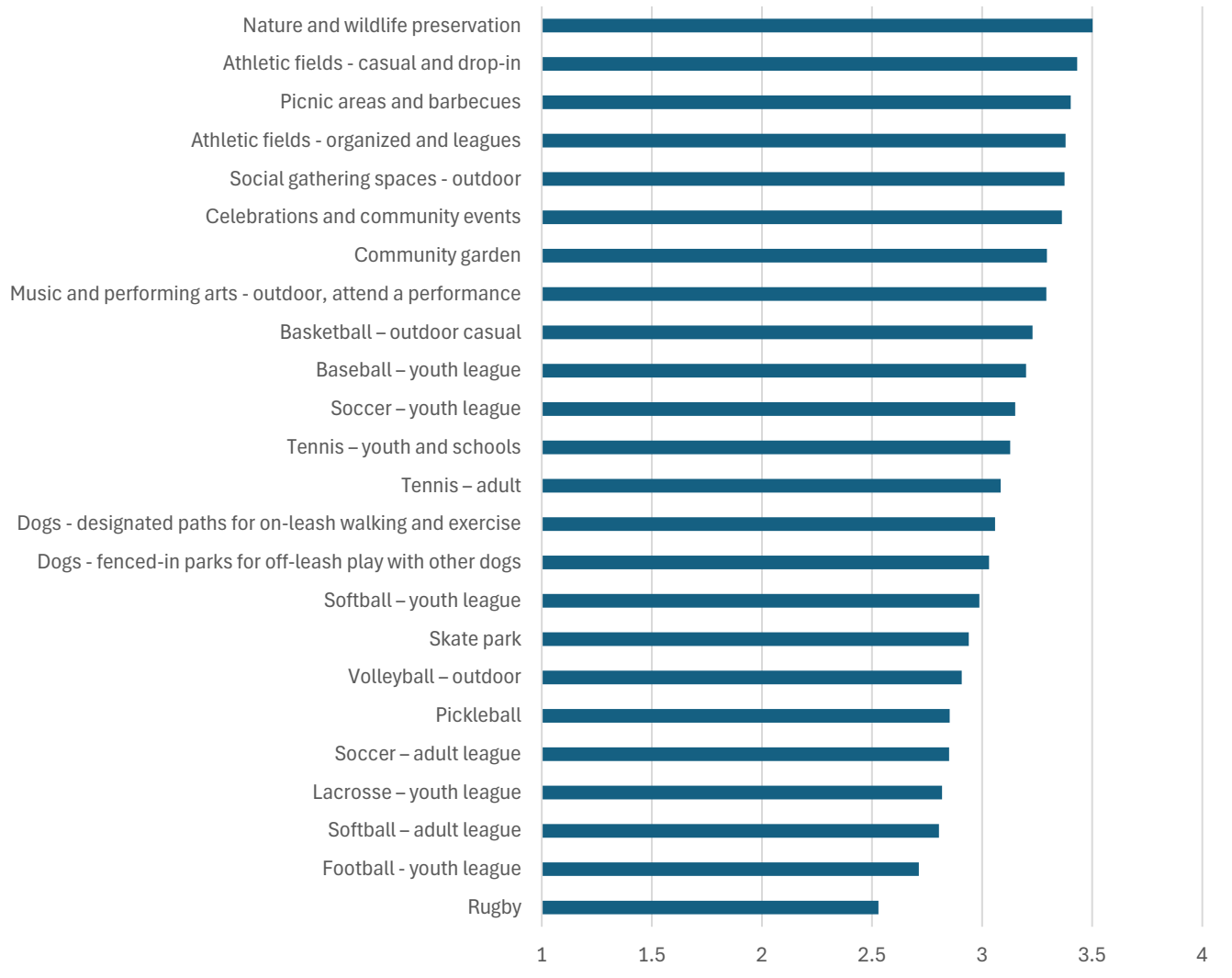
6b. How important are the following indoor recreation activities to people who visit BHCC, OHCC, or Menlo Park Senior Center once or twice a week or more?



7a. How important are the following outdoor recreation activities to people who visit any park once or twice a week or more?



7b. How important are the following outdoor recreation activities to people who do not visit any park once a week or more?



PARKS AND RECREATION COMMISSION  
TENTATIVE AGENDA SCHEDULE  
July 23, 2025

MEETING DATE	PROPOSED AGENDA TOPICS
January 22, 2025	<ul style="list-style-type: none"> <li>Preliminary aquatics annual report</li> </ul>
February 26, 2025	<ul style="list-style-type: none"> <li>Customer satisfaction survey results</li> </ul>
March 26, 2025	<ul style="list-style-type: none"> <li>Presentation: Youth Advisory Committee</li> <li>Review: Draft recreation and community programs survey</li> <li>Department updates and statistics</li> </ul>
April 23, 2025	<ul style="list-style-type: none"> <li>Select commission chair and vice-chair</li> <li>Park Ranger contract services update</li> </ul>
May 28, 2025 (Joint meeting w/ LC) (Location: BHCC)	<ul style="list-style-type: none"> <li>Presentation: BHCC first year of operations</li> <li>Library and recreation programs survey results</li> <li>LCS department budget overview</li> </ul>
June 25, 2025	<ul style="list-style-type: none"> <li>Ad Hoc Subcommittee project – 5K “fun run”</li> <li>Prepare a status report on the current work plan 2024-25 and prepare a new work plan 2025-26</li> <li>Review YAC charter</li> </ul>
July 23, 2025	<ul style="list-style-type: none"> <li>Presentation: Field allocation process</li> <li>Study session: PRC report out to Council on work plan 24-25</li> <li>Study session: PRC work plan for 25-26</li> <li>Ad Hoc Subcommittee project – 5K “fun run”</li> <li>Library parks and facilities community survey results – recreation focus</li> </ul>
August 27, 2024	<ul style="list-style-type: none"> <li>Presentation: Large-scale community events</li> <li>Recommend the PRC work plan 2025-26</li> <li>Policy updates: Recreation facility use guidelines; facility rental policy</li> <li>Aquatics program update</li> <li>Ad Hoc Subcommittee project – 5K “fun run”</li> </ul>
September 24, 2025	<ul style="list-style-type: none"> <li>CAPRA accreditation progress report</li> <li>Presentations: Bedwell Bayfront project, friends of</li> <li>Ad Hoc Subcommittee project – 5K “fun run”</li> </ul>
October 22, 2025	<ul style="list-style-type: none"> <li>Tennis and pickleball update</li> <li>Parks and Recreation Facility Master Plan review</li> </ul>
November 19, 2025 (3 <sup>rd</sup> Wednesday)	<ul style="list-style-type: none"> <li>Approve the PRC 2026 meeting calendar</li> </ul>
December 15, 2025 (3 <sup>rd</sup> Monday) (Joint meeting w/ LC) (Location: BHCC)	<ul style="list-style-type: none"> <li>Year in review</li> <li>Open house / social</li> </ul>
Standing/ recurring agenda items (typically every meeting)	<ul style="list-style-type: none"> <li>Approve previous meeting’s minutes</li> <li>Department activities and statistics</li> <li>Tentative agenda calendar</li> <li>Commissioner reports</li> </ul>
Unscheduled future topics	<ul style="list-style-type: none"> <li>Schedule for “drop in” park visits, reports back to PRC, 5K Fun Run</li> <li>Capital Improvement Projects (CIP) update, including Kelly Park turf and track renovation project</li> <li>Presentations: GYmnastics; Outdoor recreation; Emergency response plan</li> </ul>



	<ul style="list-style-type: none"><li>• Park tours for commission members</li><li>• Realize Flood Park project update (San Mateo County Parks)</li></ul>
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\* 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.