

# Parks and Recreation Commission



## REGULAR MEETING MINUTES

**Date:** 7/23/2025  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Arrillaga Family Recreation Center, Elm Room  
700 Alma St., Menlo Park, CA 94025

### A. Call To Order

Chair Lee called the meeting to order at 6:31 p.m.

### B. Roll Call

**Present:** Chunyu, Grass, Lee, Patel, Sherman, Van Buren  
**Absent:** Dawkins  
**Staff:** Library and Community Services (LCS) Assistant Director Nick Szegda, LCS  
Supervisor Tricia Mullan, Management Analyst Ashley Walker, Recreation  
Coordinator Harrison Yee, Senior Program Assistant Cate Liston

### C. Public Comment

None.

### D. Presentations and Proclamations

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

Recreation Coordinator Harrison Yee and Senior Program Assistant Cate Liston gave the presentation.

The Commission received clarification on fees and allocation priority.

### E. Regular Business

#### E1. Approve the June 25, 2025, meeting minutes (Attachment)

**ACTION:** Motion and second (Van Buren/ Grass), to approve the minutes from the June 25, 2025 meeting, passed 6-0-1 (Dawkins absent).

### 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)

LCS Supervisor Tricia Mullan made the presentation (Attachment).

- Lucey Bowen spoke in opposition of cutting aquatics hours.

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

- Lucey Bowen spoke in opposition of cutting aquatics hours and in support of adding dates to aquatics feedback comments.

**ACTION:** Motion and second (Grass/ Chunyu), to adopt the Parks and Recreation work plan for 2025-26 as drafted, passed 6-0-1 (Dawkins absent).

**G. Informational Items**

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

LCS Supervisor Tricia Mullan introduced the item.

The Commission received clarification on the Park Ranger Services Request for Proposals (RFP).

G2. Library, recreation and parks community survey results – Recreation focus (Staff Report PRC-2024-021)

Assistant Director Nick Szegda introduced the item.

Management Analyst Ashley Walker made a presentation (Attachment).

The Commission discussed further analysis for comments related to pickleball, park restrooms, and satisfaction and comments from Bedwell Bayfront Park visitors.

G3. Tentative agenda calendar (Attachment)

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

- Remove approve the 2025-26 work plan

**H. Commissioner reports**

H1. Individual Commissioner reports

Chair Lee reported out on delivering a statement of support to City Council to work with Team Sheeper to avoid aquatics hour cuts.

Commissioner Van Buren reported out on the 5k Fun Run Ad Hoc Subcommittee.

**I. Adjournment**

Chair Lee adjourned the meeting at 8:33 p.m.

Management Analyst Ashley Walker

# 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





# “How to add a slide – video”

## “How to add a slide”

- Right click last slide
- Select New Slide
- Right click new slide
- Hover over Layout
- Select branded layout

- Click icon to add picture



# Parks and Recreation Commission: Update on 2024-2025 Work Plan

PRC Vice Chair Joseph Grass

# 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



# PRC work plan 2024-25 includes 11 goals

- 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 monthly







## 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 Areas of Focus

- 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 Park and Recreation Commissioners



## ■ 2024-2025

- Kevin Dawkins
- Dawn Emms
- Joseph Grass
- Wonman Lee (Vice Chair)
- Peter Joshua (Chair)
- Michelle Sherman
- Justin Van Buren

## 2025-2026

- Yongdan Chunyu
- Kevin Dawkins
- Joseph Grass (Vice Chair)
- Wonman Lee (Chair)
- Shilpa Patel
- Michelle Sherman
- Justin Van Buren







# Ongoing Commission Tasks for 2024-2025

- 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!







# Library, recreation and parks – Survey results: Parks and Recreation focus

Ashley Walker, Management Analyst I

# Library, parks, and recreation survey

- Conducted from April – May 2025
- 1,115 participants
- 1,670 comments
- Comments were read and categorized
- Categorization included adding a location (if possible) and placing comments into one of the following 11 sections:



# Comment categories

Category	Description	Comment examples
Access	Logistic ability to access facilities such as hours, fees, enrollment spaces, feeling welcome, convenience of locations, and parking availability.	<ul style="list-style-type: none"> <li>• More outreach and more classes.</li> <li>• Open more hours.</li> <li>• More days available.</li> <li>• More parking – Burgess lot can get full.</li> <li>• Add senior center downtown.</li> </ul>
Accessibility	Comments that specifically mention special needs accommodations such as handicap parking, ramps, needs-inclusive programming, needs for seniors.	<ul style="list-style-type: none"> <li>• More handicap parking.</li> <li>• More kid-friendly with nursing areas.</li> <li>• Better seating for those with ADHD.</li> <li>• More special-needs activities.</li> </ul>
Comment	General remarks or feedback that may not fit into specific categories but may provide context or opinions about the survey, services, or community.	<ul style="list-style-type: none"> <li>• No changes.</li> <li>• Leave the library as it is.</li> <li>• Nothing. We like the facilities.</li> <li>• I don't use parks, but I think it is important that we have them.</li> </ul>
Compliment	Positive feedback for facilities, services, staff, or programs, highlighting aspects that are well-received by respondents.	<ul style="list-style-type: none"> <li>• All of them seem clean and safe.</li> <li>• I like it. It's very comfortable.</li> <li>• Happy with the library.</li> </ul>



# Comment categories

Category	Description	Comment examples
Customer Service	Relates to the quality or attitude of staff providing services. Compliments on customer service are <u>not</u> included in this category – only suggestions for improvement.	<ul style="list-style-type: none"> <li>• More availability in the front desk during even times.</li> <li>• More people available to ask for information.</li> <li>• More personnel.</li> <li>• More responsive reply from email.</li> </ul>
Enforcement or safety	Relating to policy, muni code enforcement, or safety concerns. Includes comments on rule compliance (e.g., dog leashes), security measures, and hazards.	<ul style="list-style-type: none"> <li>• Dog-free areas.</li> <li>• Although signs are posted, dog owners ignore them and leave their dogs off leash.</li> <li>• Sand can spread diseases.</li> </ul>
Marketing or communications	Feedback about advertising, social media, or community communication. Includes comments on website content, surveys, and other outreach efforts.	<ul style="list-style-type: none"> <li>• Help market Lisa's strength and fitness class. It's great for everyone!</li> <li>• More communication for the schedule when there's changes.</li> </ul>
Other	General remarks or feedback that may not fit into specific categories	<ul style="list-style-type: none"> <li>• Convert facilities into housing.</li> <li>• Remove the lane dividers on Alma.</li> </ul>



# Comment categories

Category	Description	Comment examples
Pickleball or Tennis	All comments related to pickleball or tennis courts, including access, maintenance, programming, or addition of courts.	<ul style="list-style-type: none"> <li>• Let Hillview tennis keep Nelon Park.</li> <li>• More tennis courts.</li> <li>• Pickleball should only be in locations that do not bother residents.</li> <li>• More pickleball.</li> </ul>
Programming	Suggestions about activities, classes, or events offered by libraries, parks, or community centers. Includes suggestions for new programs or feedback on existing ones.	<ul style="list-style-type: none"> <li>• Bring back the Sunday Farmers Market.</li> <li>• A flying field for radio-controlled aircraft.</li> <li>• I would like to see more events for kids.</li> <li>• Kite flying day.</li> <li>• More Makerspace activities.</li> </ul>
Renovation, upgrades, or maintenance	Comments about physical improvements, repairs, updates to facilities, furniture, or infrastructure, and maintenance (including cleaning).	<ul style="list-style-type: none"> <li>• Add trails for walking.</li> <li>• We need outdoor toilets.</li> <li>• Better ventilation</li> <li>• Update decor.</li> <li>• Add gym weights/ floor equipment</li> </ul>
Resources	Feedback on availability or variety of materials/equipment loans, tools, digital media, and printed books.	<ul style="list-style-type: none"> <li>• More print books.</li> <li>• Please have bike tools and irons to borrow.</li> <li>• Puzzle borrowing program.</li> </ul>

# Free-text survey questions:

1. If you **could change the physical buildings or spaces** in these locations, what would improve them or make you visit them more often?
2. If you **could change the customer service** at these locations, what would improve the customer service and/or make you visit them more often?
3. Please tell us your ideas, needs, and **suggestions for indoor recreation** activities.
4. Please tell us your ideas, needs, and **suggestions for outdoor recreation** activities.



## Free-text survey questions:

5. If you could **change the spaces, environment, or features at these parks** what would improve them and or make you visit them more often?
6. Please tell us any **other ideas, needs, complaints or suggestions** you'd like to share with us.
7. Please tell us your ideas, needs, and **suggestions for library and information resources.**



## What did the recreation facility comments tell us?

- When asked “If you could change the physical buildings or spaces in these locations, what would improve them or make you visit them more often?”
- 377 free-text responses received
  - 76 were general, unclear or not related to LCS, 173 specific to library
  - 5 were related to community events, 17 were about aquatics
  - **86 were about recreation facilities or indoor recreation**
  - **20 were about parks or outdoor recreation**



# Suggestions for physical buildings and spaces...

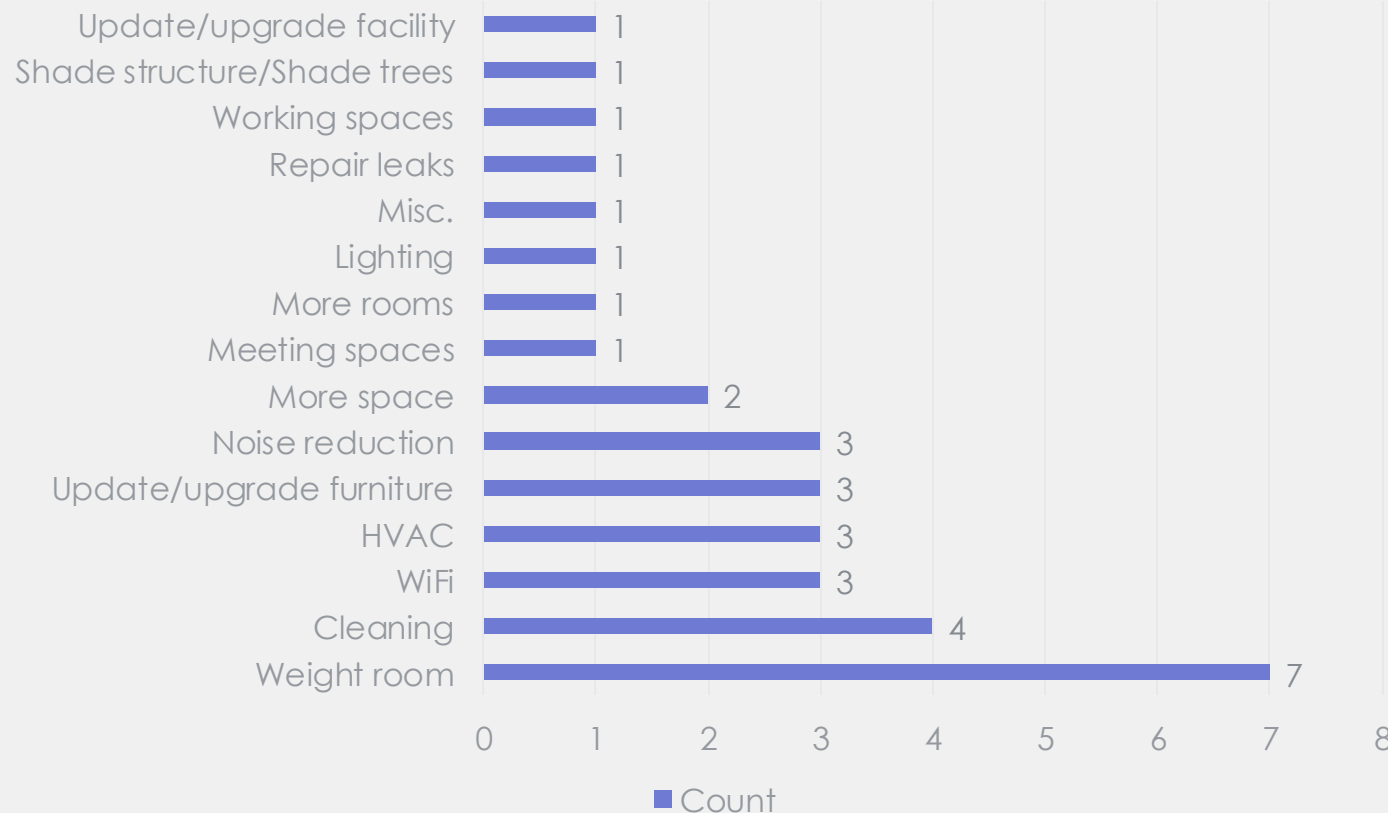
- 56 of those 86 free-text comments relate to improving the physical buildings and spaces.

Category	Count
Renovation, upgrades, or maintenance	33
Programming	22
Access	16
Accessibility	6
Compliment	3
Pickleball or Tennis	2
Comment	1
Other	1
Marketing or communications	1
Customer service	1



# Suggestions for physical buildings and spaces...

- Top facility suggestion was adding a weight room to Arrillaga Family Recreation Center
- Second was increasing cleaning frequency



## Suggestions for physical buildings and spaces...

- 20 were about parks or outdoor recreation.
- 12 of the 20 free-text comments were suggestions for physical changes to parks.

Category	Count
Renovation, upgrades, or maintenance	8
Pickleball or Tennis (facilities)	3
Pickleball or Tennis (programming)	3
Access	2
Enforcement or safety	1
Programming	1
Marketing or communications	1
Other	1



## Suggestions for physical buildings and spaces...

### ▪ 12 free-text comments for park improvements:

Request	Count
Increase frequency of restroom cleaning	1
Change layout of Burgess Park	1
Better playground equipment	1
Permanent pickleball at Burgess	3
Add hiking or trails documentation	1
Add park restroom	1
Add outdoor gym	1
More basketball courts	1
Update parks	1
More maintenance of school fields	1





# What would improve customer service...?

- 151 free-text answers
- 52 of the 151 were specific to customer service
- 10 of the 52 customer service comments were specific to parks or recreation

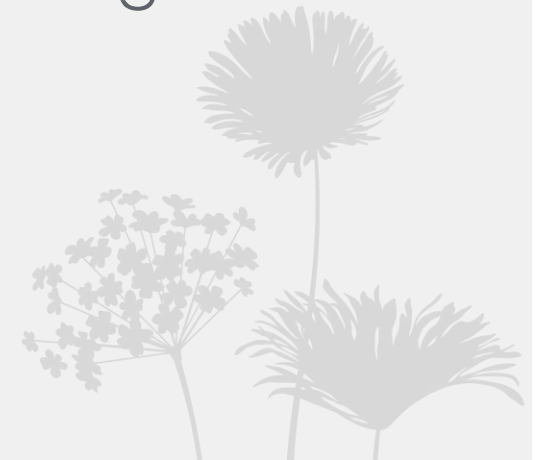
# What would improve customer service...?

- Survey takers suggested the following customer service improvements
  - Staff knowledge (1)
  - Staff availability (4)
  - Staff friendliness/professionalism (5)
  - Compliments (6)

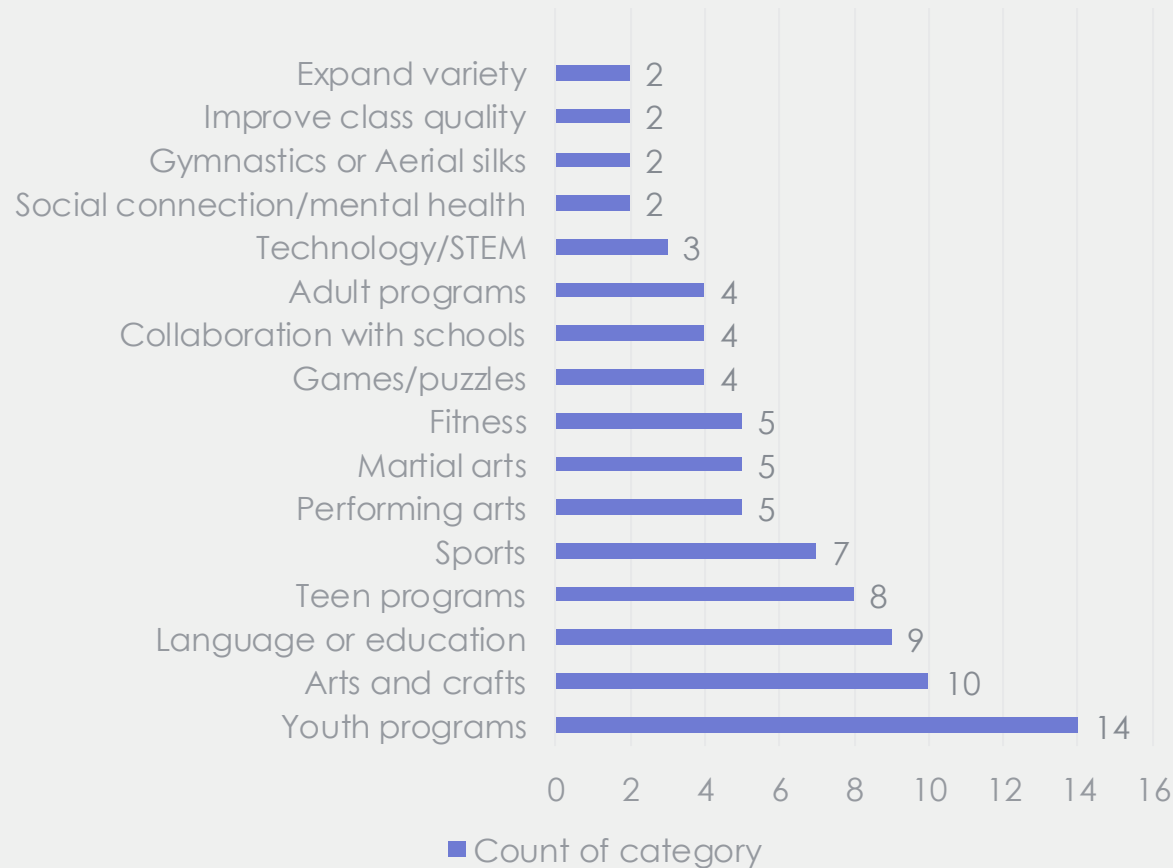
# Tell us your ideas, needs, suggestions for indoor recreation:

Category	Total
Programming	97
Access	16
Comment	12
Compliment	12
Renovation, upgrades, or maintenance	8
Pickleball or Tennis	7
Marketing or communications	2
Accessibility	1
Other	1
Customer service	1

- 174 total responses
- 157 were indoor recreation related (see table left)
- 97 comments were related to programming...



# Tell us your ideas, needs, suggestions for indoor recreation:



## 1 mention of:

Use the spaces differently	1
Senior programs	1
Drop-ins	1
Meals to-go	1
All-ages programs	1
Family programming	1
Use contract instructors	1
Multi-cultural	1
Cooking	1
Online programs	1
Less school-age programs	1



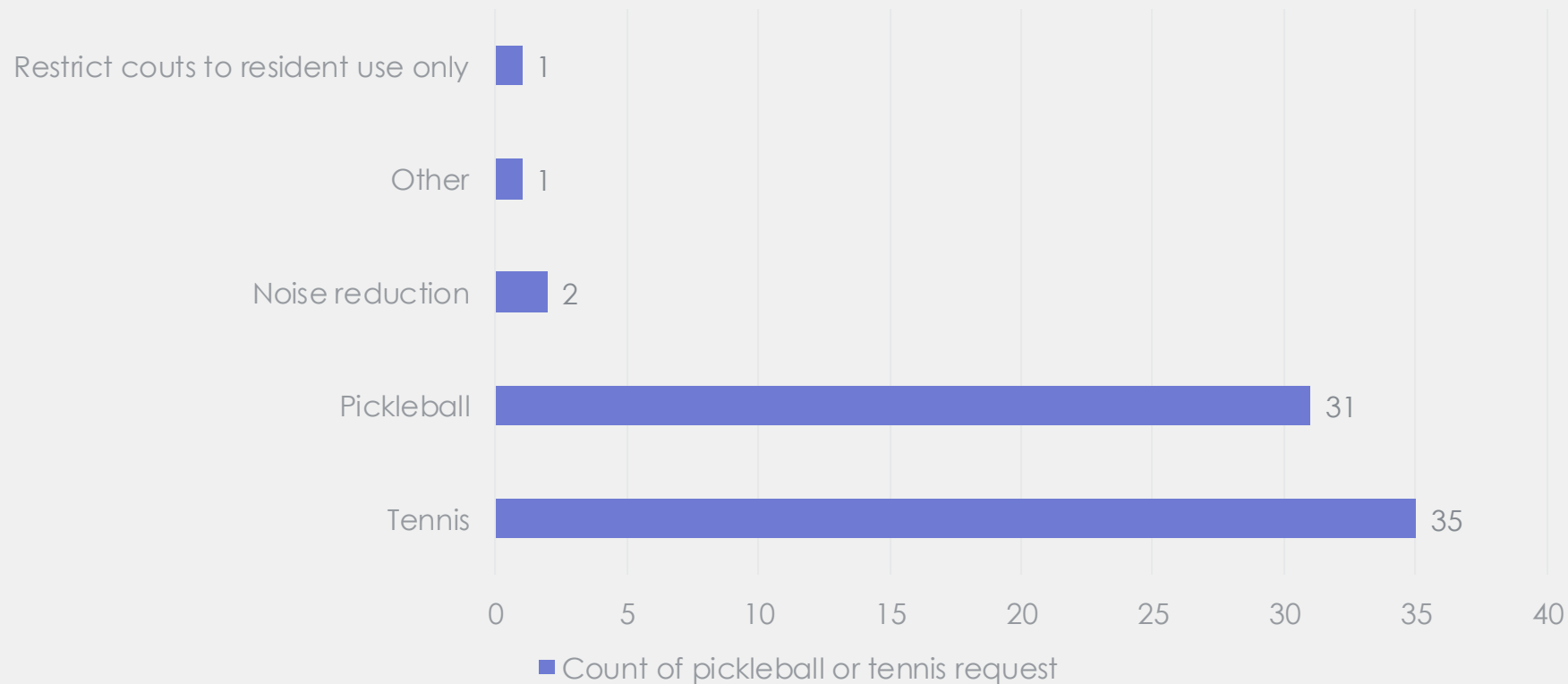
# Tell us your ideas, needs, suggestions for outdoor recreation:

Category	Total
Pickleball or Tennis	70
Programming	43
Renovation, Upgrades, or Maintenance	33
Enforcement or safety	19
Comment	11
Access	6
No changes	5
Other	3
Compliment	3
Marketing or communications	2

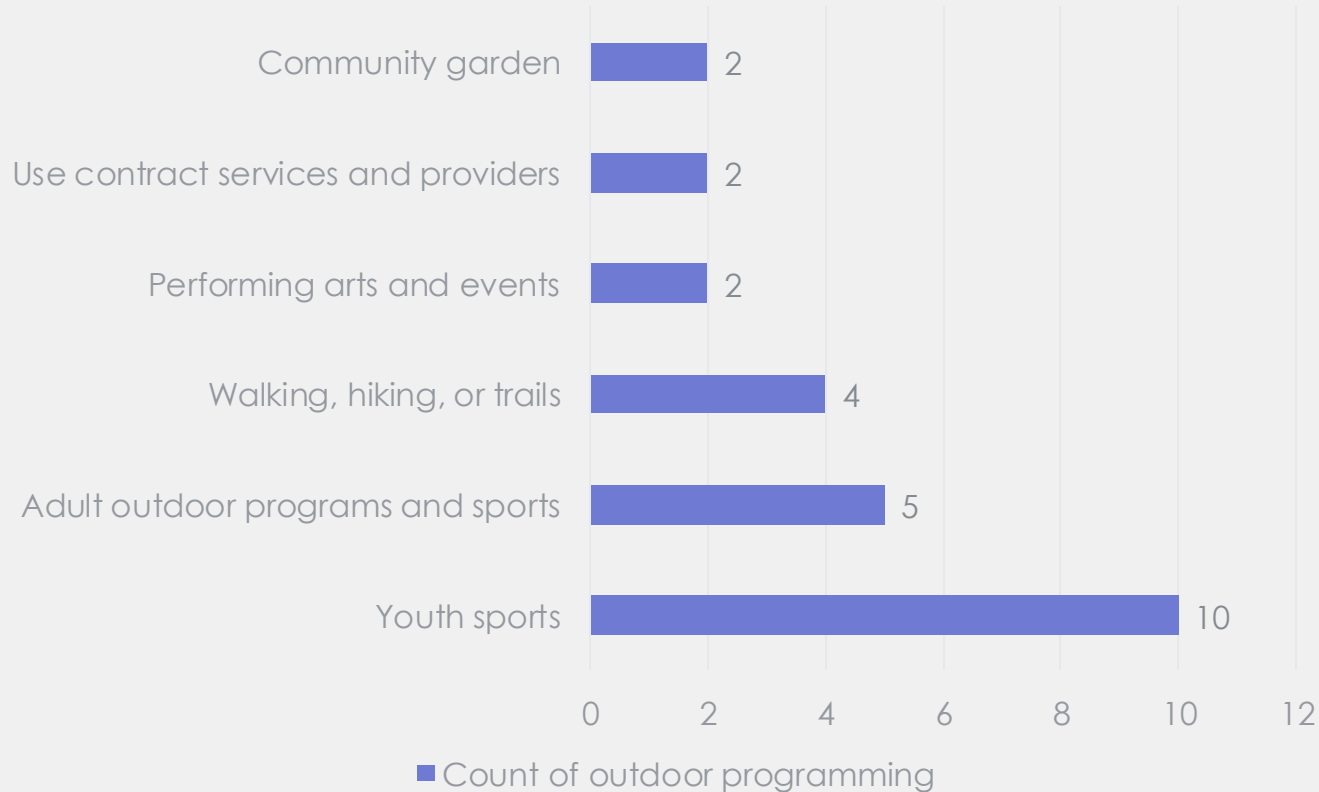
- 215 total responses
- 196 were outdoor recreation related (see table left)
- Closer look at top 4...



# Tell us your ideas, needs, suggestions for outdoor recreation:



# Tell us your ideas, needs, suggestions for outdoor recreation:



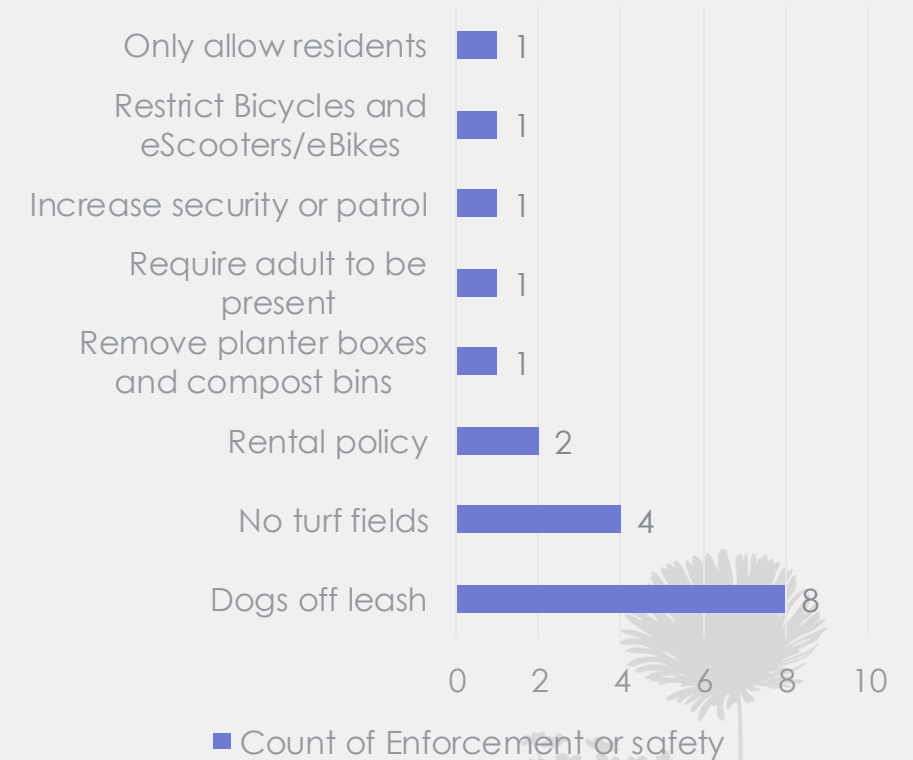
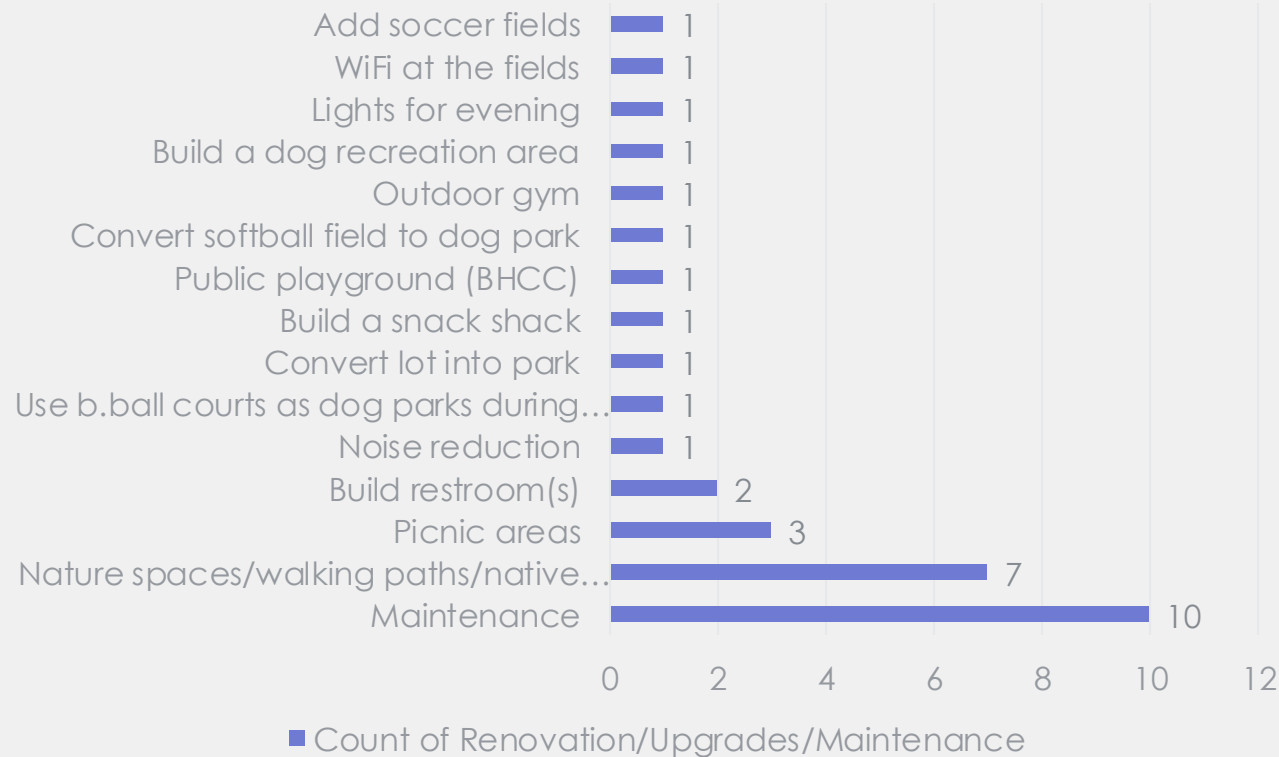
## 1 mention of:

Dog sports	1
Ball loaning program	1
Other	1
Senior sports and activities	1
Cricket	1
All-ages sports	1
Cycling	1
Ban football or rugby	1
Disc golf	1
Outdoor fitness classes	1
Rentals	1
Field space for kite flying	1
Horseshoe, bean bag toss, etc.	1
Tai Chi or Yoga	1
Use the baseball diamond more	1
Martial Arts	1
Allow private tournament organizations	1
More drop in time	1





# Tell us your ideas, needs, suggestions for outdoor recreation:



# If you could change the spaces, environment, or features at these parks...



325 of the 342 free-text responses to this question were related to outdoor spaces:

Category	Count
Renovation, Upgrades, or Maintenance	194
Pickleball or Tennis	53
Enforcement or safety	25
Access	14
Compliment	13
Programming	11
Comment	5
Other	4
No changes	3
Marketing or communications	2
Accessibility	1

A closer look at the top 3:

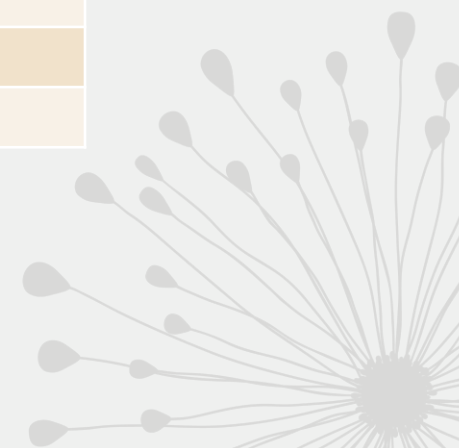


# If you could change the spaces, environment, or features at these parks...



Top 6 requests for renovation, upgrades and maintenance at parks:

Request	Count
More frequent or better maintenance	41
Build restrooms at parks	39
Add or update playground equipment	22
Add benches or other seating	20
Add nature spaces, walking paths, or native plants	18
Add shade structures or shade trees	10

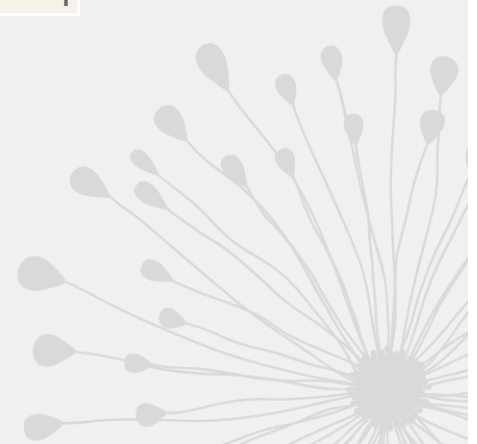


# If you could change the spaces, environment, or features at these parks...



## Pickleball or tennis park feature requests:

Request	Count
Pickleball (7 Burgess, 1 Kelly, 11 Nealon, 2 Willow Oaks, 7 misc.)	28
Tennis (15 Nealon, 6 misc.)	21
Post pickleball rules (unclear location)	1
More reservable courts	1
Build a practice wall	1
Noise reduction (Nealon)	1



# If you could change the spaces, environment, or features at these parks...



## Top requests for enforcement or safety at parks:

Request	Count
Dogs	15
Homeless	2
Ban eBikes and bikes on park walkways	2
Increased security or patrol	2
Noise reduction	1
No artificial turf	1
Replace sand for sanitation	1
Allow large gatherings for residents-only	1





# Other ideas, complaints, or suggestions

## Other ideas, complaints or suggestions

