

Parks and Recreation Commission

REGULAR MEETING AGENDA



Date: 8/27/2025
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and
Arrillaga Family Recreation Center
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 Business

A. Call To Order

B. Roll Call

C. Public Comment

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

D. Study Session

- D1. Planning a 5K “fun run” event ([Staff Report PRC-2025-022](#))

E. Regular Business

- E1. Approve minutes from the July 23, 2025 meeting ([Attachment](#))
- E2. City-hosted community events and observances planned for 2025-26 ([Staff Report PRC-2025-023](#))

- E3. Review draft Parks and Recreation Commission park tour report-out form
([Staff Report PRC-2025-024](#))

F. Informational Items

- F1. Library and Community Services department updates and recent activities
([Staff Report PRC-2025-025](#))
- F2. Tentative agenda calendar ([Attachment](#))

G. Commissioner Reports

- G1. Individual Commissioner reports

H. Adjournment

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

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

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

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STAFF REPORT

Parks and Recreation Commission

Meeting Date: 8/27/2025

Staff Report Number: PRC-2025-022

Study Session: Planning a 5K “fun run” event

Recommendation

Staff recommends that the Parks and Recreation Commission conduct a study session to review and offer feedback on planning a 5K “fun run” event.

Policy Issues

The Parks and Recreation Commission (PRC) reviews recreation programs and services. The PRC assigns ad hoc committee support through majority vote of the commission.

Background

On June 25 the Parks and Recreation Commission formed an ad hoc subcommittee to support planning for a 5K fun run event and assigned Chair Lee and Commissioners Patel and VanBuren to serve on the ad hoc subcommittee (Attachment A).

Analysis

The ad hoc subcommittee met with city staff on July 8 to discuss potential dates and routes for a proposed 5K fun run event in the Belle Haven and Bayfront neighborhoods. The ad hoc subcommittee reviewed five potential routes, including routes that use Belle Haven Community Campus (BHCC) as the start and finish and routes that include Bedwell Bayfront Park. Tentative event dates in April or May 2026 were explored, taking into consideration other community events that could result in schedule conflicts.

Following the July 8 meeting city staff presented the initial options for potential routes and dates to city staff from public works, police department, and emergency services for feedback. Two of the potential routes were identified as preferred options when factoring in staff time, accessibility and safety.

The ad hoc subcommittee and city staff met again on Aug. 12 to review the tentative event dates, route, audience, theme and potential sponsors. A tentative event date was identified on April 19, 2026. The ad hoc subcommittee and staff recommend a route that begins at BHCC, continues through the Belle Haven neighborhood, continues around a section of Bedwell Bayfront Park, and concludes at BHCC (Attachment B).

The intent of the event is to welcome the Menlo Park community with a fun outdoor activity that also is accessible to families, strollers, walkers and wheelchairs. Potential themes include superheroes and STEM (science, technology, engineering, and math). The ad hoc subcommittee and staff also discussed the potential for inviting event sponsors to help support the costs of the event.

Future planning topics for the fun run are participant capacity, sponsorship goals, funding totals and staffing and volunteer needs. The ad hoc subcommittee is planning to have additional meetings on September 8, October 14, November 11 and December 9.

Impact on City Resources

As an advisory body to the City Council, the PRC does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no direct 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. Hyperlink – Staff report #PRC-2025-015:
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20250625_prc_agenda_packet.pdf#page=18
- B. Proposed event routes

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

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

Proposed route for 5K “fun run” event

Start and finish at Meta Park – avoids street closures



Alternate route for 5K “fun run” event

Start and finish at Belle Haven Community Campus – includes some street closures





REGULAR MEETING MINUTES – DRAFT

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"> • More outreach and more classes. • Open more hours. • More days available. • More parking – Burgess lot can get full. • Add senior center downtown.
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"> • More handicap parking. • More kid-friendly with nursing areas. • Better seating for those with ADHD. • More special-needs activities.
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"> • No changes. • Leave the library as it is. • Nothing. We like the facilities. • I don't use parks, but I think it is important that we have them.
Compliment	Positive feedback for facilities, services, staff, or programs, highlighting aspects that are well-received by respondents.	<ul style="list-style-type: none"> • All of them seem clean and safe. • I like it. It's very comfortable. • Happy with the library.

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"> • More availability in the front desk during even times. • More people available to ask for information. • More personnel. • More responsive reply from email.
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"> • Dog-free areas. • Although signs are posted, dog owners ignore them and leave their dogs off leash. • Sand can spread diseases.
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"> • Help market Lisa's strength and fitness class. It's great for everyone! • More communication for the schedule when there's changes.
Other	General remarks or feedback that may not fit into specific categories	<ul style="list-style-type: none"> • Convert facilities into housing. • Remove the lane dividers on Alma.

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"> • Let Hillview tennis keep Nelon Park. • More tennis courts. • Pickleball should only be in locations that do not bother residents. • More pickleball.
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"> • Bring back the Sunday Farmers Market. • A flying field for radio-controlled aircraft. • I would like to see more events for kids. • Kite flying day. • More Makerspace activities.
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"> • Add trails for walking. • We need outdoor toilets. • Better ventilation • Update decor. • Add gym weights/ floor equipment
Resources	Feedback on availability or variety of materials/equipment loans, tools, digital media, and printed books.	<ul style="list-style-type: none"> • More print books. • Please have bike tools and irons to borrow. • Puzzle borrowing program.

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...

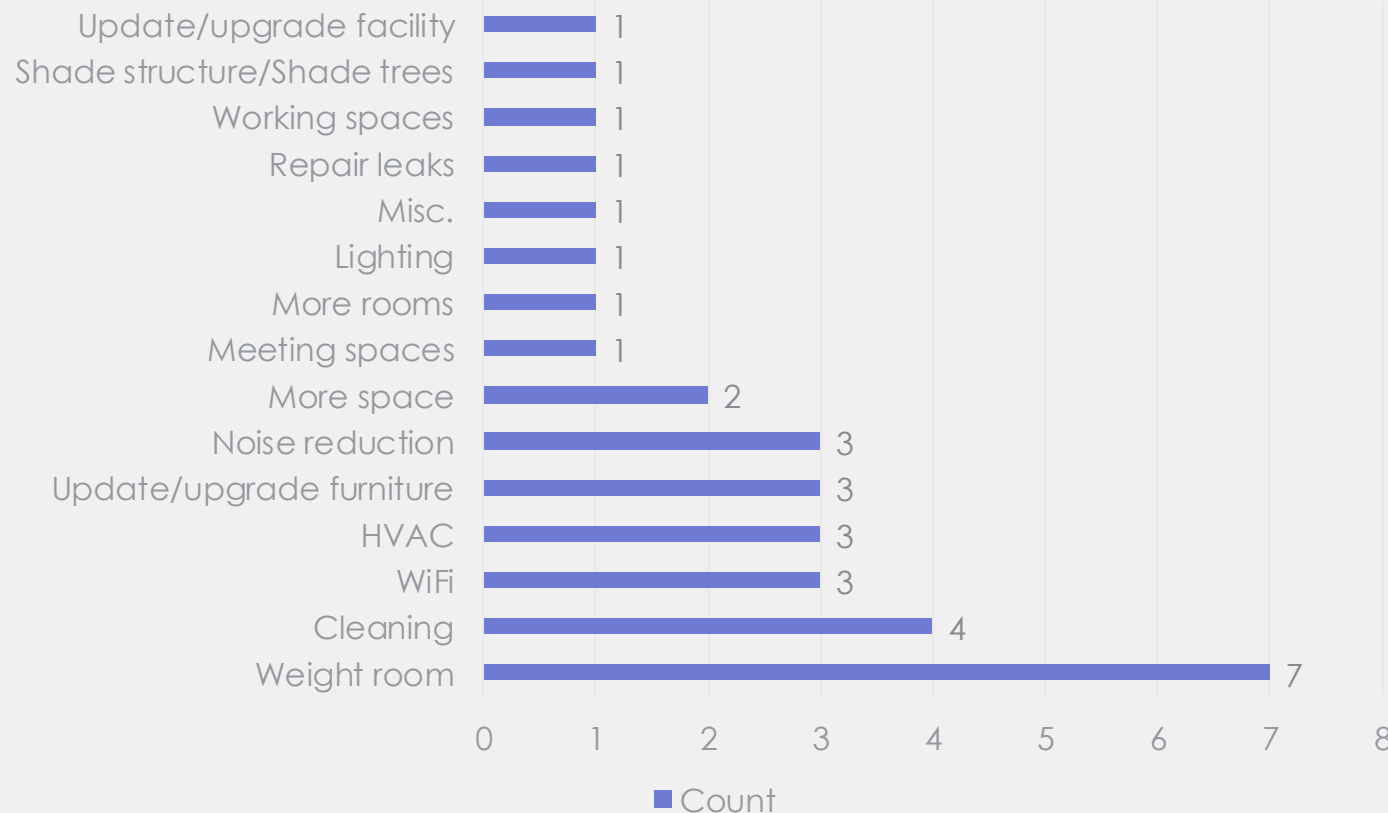
- 56 of those 86 free-text comments relate to improving the physical buildings and spaces.

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

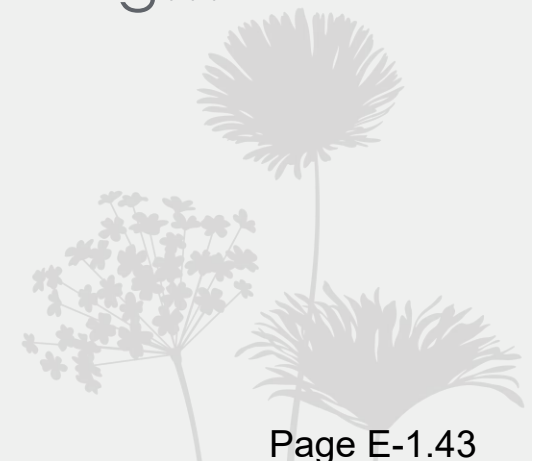
What would improve customer service...?

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

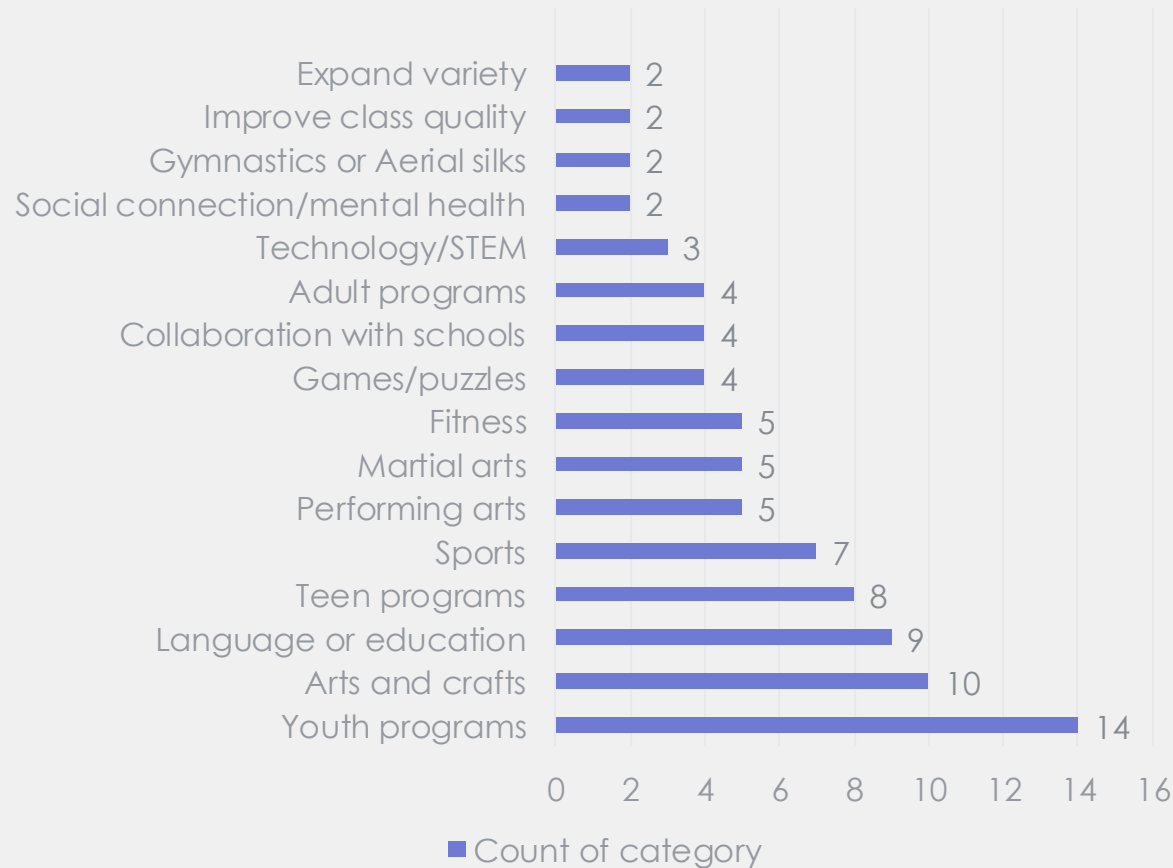
Tell us your ideas, needs, suggestions for indoor recreation:

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

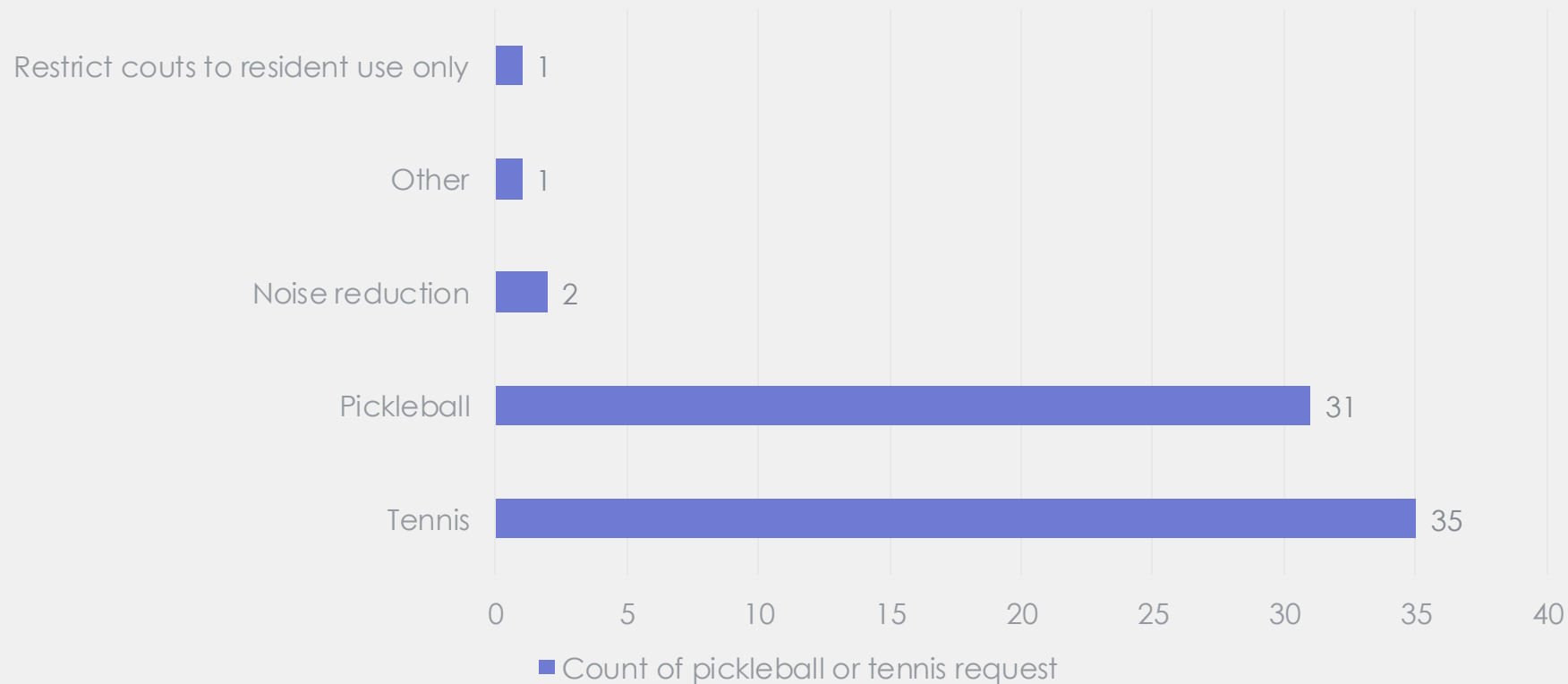
Tell us your ideas, needs, suggestions for outdoor recreation:

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

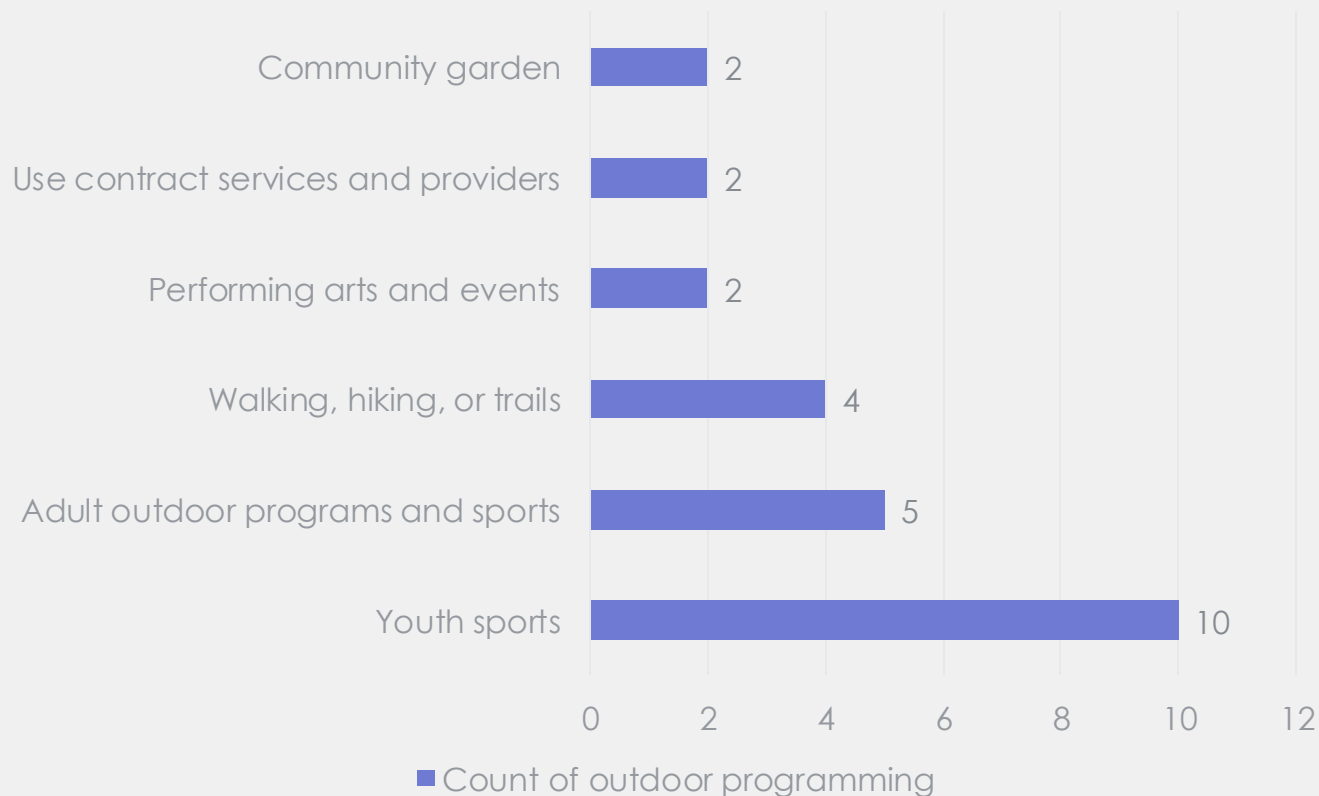
- 215 total responses
- 196 were outdoor recreation related (see table left)
- Closer look at top 4...



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



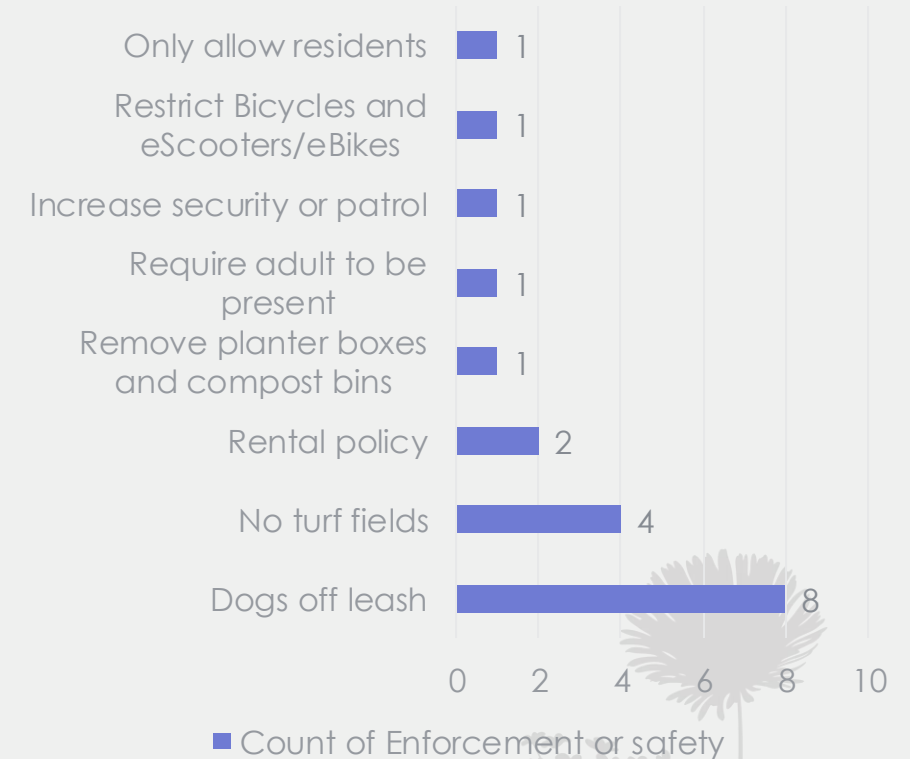
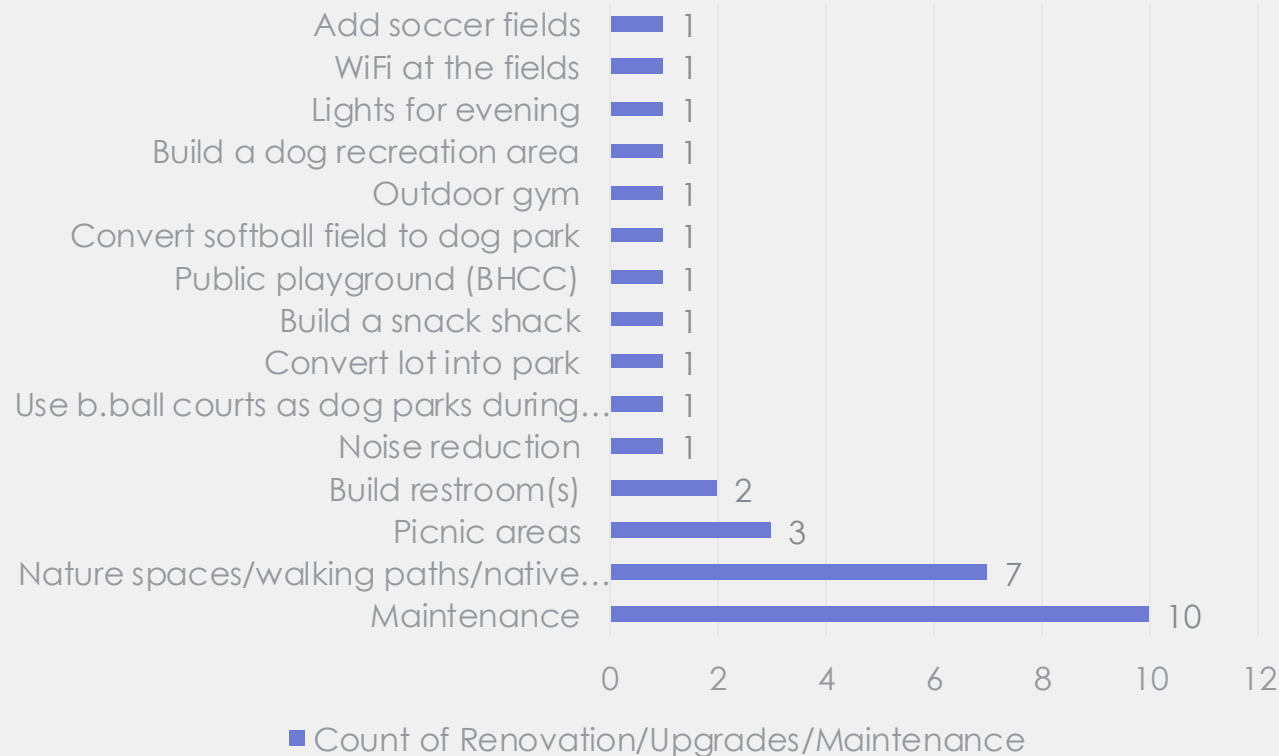
Tell us your ideas, needs, suggestions for outdoor recreation:



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

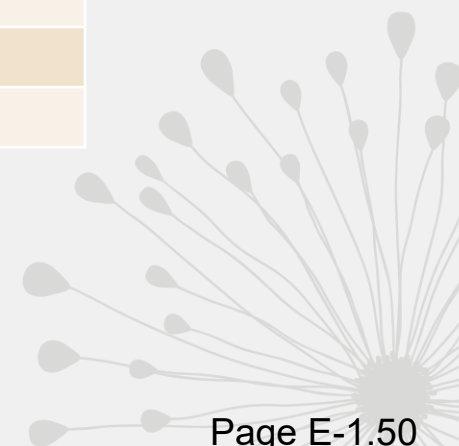
A closer look at the top 3:

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...

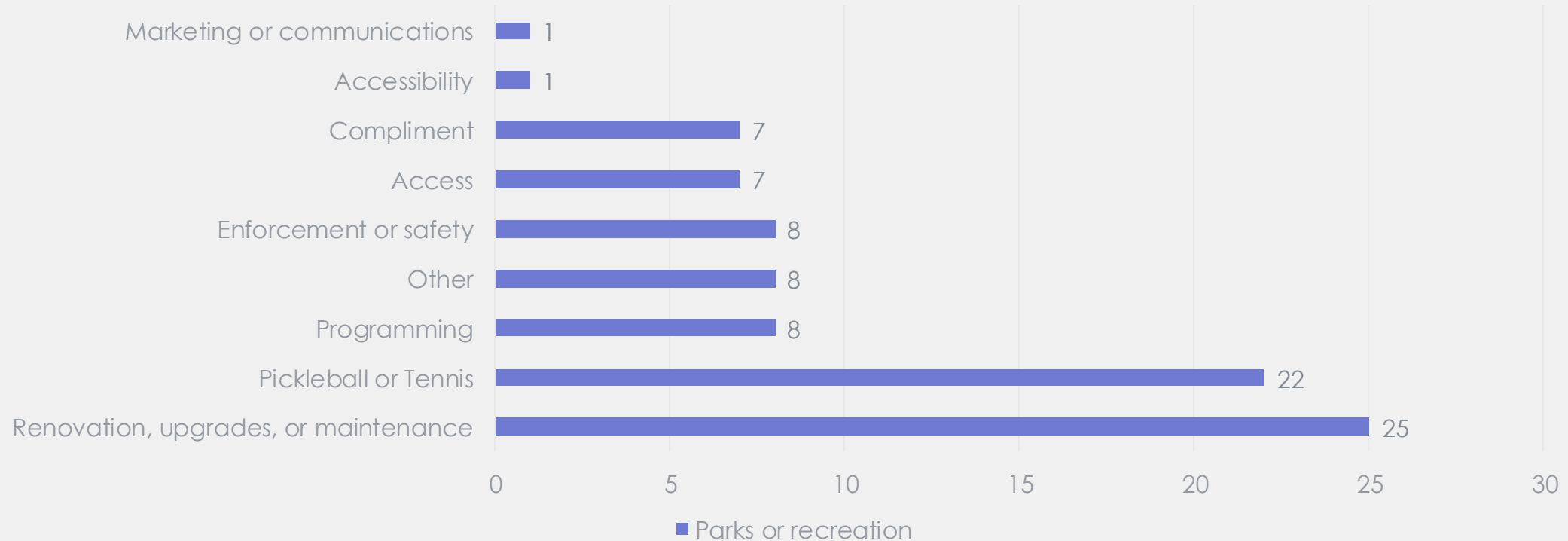


Top requests for enforcement or safety at parks:

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





STAFF REPORT

Parks and Recreation Commission

Meeting Date: 8/27/2025

Staff Report Number: PRC-2025-023

Regular Business: City-hosted community events and observances planned for 2025-26

Recommendation

City staff recommend that the Parks and Recreation Commission (PRC) review and offer feedback on City-hosted community events planned in 2025-26. A schedule of the City-hosted community events planned in 2025-26 is provided in Attachment A.

The City Council is tentatively scheduled to receive and file an informational report on this same topic Aug. 26.

Policy Issues

As an advisory body to the City Council, the PRC is charged with advising the City Council on matters related to the City's recreation programs and services.

Background

On Aug. 13, 2024, City Council held a study session about community events planned in 2024-25, and previewed proposed updates to the event sponsorship policy (Attachment B)

On Aug. 27, 2024, City Council adopted a resolution updating the event sponsorship policy (Attachment C).

Analysis

Definition and scope

This report is focused on larger-scale, City-hosted events or event series that are intended for a citywide audience. Many of these larger-scale events are associated with widely celebrated holidays, civic observances, youth initiatives and local traditions. The City also organizes many smaller-scale events and programs that are beyond the scope of this report and are too numerous to list. Examples include library programs, public safety programs, senior center special events and luncheons, preschool back-to-school nights, open houses and many other audience-specific events that occur throughout the year. These smaller-scale events build additional cultural awareness with the diverse population of Menlo Park and offer a smaller, more intimate experience that some residents prefer to the larger events.

Schedule of planned community events in fiscal year 2025-26

A schedule of community events planned for fiscal year 2025-26 that are organized by the Library and Community Services department is provided in Attachment A. Summary updates on planned events are provided below.

4th of July Parade, Circus, and Community Picnic

Among the larger community events the City produces each year, this event features a community picnic, parade and circus at Burgess Park. The parade down Alma Street includes vehicles from Menlo Park Police Department, Menlo Park Fire Protection District, and American Medical Response, with the Nutty the Squirrel mascot and community members with decorated bikes, wagons and strollers. Circus Bella is confirmed to perform two free shows on a portable circus ring set up on Burgess Park lawn with attendees utilizing shade tents and seating provided by the City. The community picnic features no-host food trucks, complimentary treats and water, raffle prizes and lawn games.

Summer Concert Series

The summer concert series provides musical performances weekly during the peak summer months, alternating between Fremont Park and Karl E. Clark Park. Concerts are approximately 90 minutes long and feature local bands selected through an open submission process conducted in winter of each year. The City provides stage, sound and promotional support; performers bring the music; and residents bring out their own blankets and chairs. The event is intended to be a casual community gathering for enjoyment of live music.

Halloweek!

A precursor to the official start of the holiday season and “shop local” efforts, Halloweek! kicks off with the traditional Halloween Parade and Carnival on the Saturday before Halloween. This event features a family-oriented costume parade down Santa Cruz Avenue with Menlo Park middle school marching bands typically leading the way, followed by a Halloween carnival event at Fremont Park. In addition to the parade, notable features of the event include games, candies, kid-friendly performers and a merchant trick-or-treat in which local merchants offer candy to trick-or-treaters from their storefronts. This event is followed by Pumpkin Splash on Sunday where residents can sign up to participate in a floating pumpkin patch at the Belle Haven Pool and Burgess Pool. Halloweek concludes with Trunk-or-Treat which is a safe and fun way to bring joy to children and families while fostering community spirit. Instead of going door-to-door, kids go from car-to-car at the Belle Haven Community Campus, with each vehicle’s trunk decorated in a creative and festive Halloween theme.

Shop Local! Light Up the Season

A festive gathering to ring in the holiday season and promote “shop local” initiatives for people of all ages and walks of life to enjoy. Notable features of this event traditionally include family-friendly entertainment; performances by Menlo Park youth; wintry photo opportunities; free hot cocoa; and the lighting of the big oak tree and sidewalk trees surrounding the park.

Photos with Santa

Photos with Santa provides a community-oriented experience for children and families to have a casual, fun photo opportunity with the North Pole’s most famous inhabitant at the Belle Haven Community Campus. Notable features of the event include breakfast, family-friendly winter themed activities, and the opportunity for photos and/or selfies with Santa. Participating families are asked to register a timeslot in advance with a small per person fee.

Black Liberation Month Celebration

A community-oriented event celebrating the past, present, and future of Black Americans with a day of education, and cultural remembrance. Notable elements of the event include paying respect to local heroes of the Belle Haven and nearby communities; inspiring words of strength, triumph and resilience; showcasing local talent; and telling the story of how Black people have risen out of oppression. There is an educational component to teach about the history of the community and Black people in general.

Egg Hunt and spring festival

The traditional springtime event celebrates the start of spring, renewal, the natural world, family and community togetherness. Notable elements of the event include “treasure hunts” for eggs, including outdoor egg hunts grouped by ages, indoor egg hunts for ages 4 and under, and calmer “sensory-friendly” egg hunts for neurodiverse young children; as well as a spring festival with family activities; a petting zoo; photos with the big bunny; and related attractions. To provide better crowd management and safe experiences for children, advance registration is required for the egg hunt and is free for City of Menlo Park residents, \$5 for non-residents. All other event activities are free to the general public with no advance registration required.

Youth Poetry Voices

This event elevates and showcases Menlo Park youth literacy and creative expression by inviting Menlo Park students in grades 2-12 to create original works of poetry on a specific theme. Notable features of the event include a family-friendly reception to acknowledge students and their poem entries; featured youth poets reading their poems at a City Council meeting with all poetry entrants also receiving recognition; a commemorative printed poetry booklet featuring selected poems and recognizing all entrants; and a City-hosted webpage featuring all poems and poets.

Juneteenth Celebration

Juneteenth is the nationally celebrated commemoration of the ending of slavery in the United States. The event celebrates African American freedom and emphasizes education and achievement. Menlo Park’s event is co-led with Belle Haven community-based organizations. Notable features of the event include local vendors and nonprofits from the community hosting information and locally-created merchandise booths; civic observance and celebration of Juneteenth and its enduring significance in American history; entertainment through poems, songs, and speeches by Bay Area talent; and food and family-friendly activities.

Other notable community events

Throughout the year there are numerous other notable public events held in City facilities and parks that provide community members with a place to gather, reflect and celebrate together. While a full listing of such events is beyond the scope of this report, some notable events in 2024-25 include:

- Flyway Trail Opening at Bedwell Bayfront Park, celebrating a new public trail and 360 degree viewing area at the Ravenswood portion of the Don Edwards San Francisco Bay National Wildlife Refuge
- Love our Earth Festival at the Belle Haven Community Campus, a day of environmental education and community celebration that brings together local organizations, environmental experts, and community members to promote sustainability and environmental stewardship
- National Night Out, a citywide event where neighbors hold block parties and celebrate together while increasing crime prevention and awareness, generating support and participation in local neighborhood watch programs, and strengthening the partnership between the community and police.

These and other events play a crucial role in uniting the community, fostering a sense of belonging, promoting social interaction, honoring beloved traditions, building goodwill and kindness, creating lifelong memories, and supporting local initiatives.

Community event attendance in FY 2024-25

City staff collects event attendance statistics and shares them on a monthly basis with the Library Commission and Parks and Recreation Commission. A list of community event attendance for FY 2024-25 is provided in Attachment D.

Event sponsorships and partnerships

The City's event sponsorship policy includes criteria for event partnerships, roles and responsibilities, cost sharing, staff and financial support and desired goals for community events such as economic development, small business support, showcasing Menlo Park's attributes, community action and volunteerism, and community pride and spirit. Recent event sponsorships include portable restroom room rentals for the 2025 Karl E. Clark Summer Concerts by West Bay Sanitary District and 4th of July activity supplies from Cheeky Monkey Toys. A list of event sponsors for FY 2024-25 events is provided in Attachment E.

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 new impact to the City's general fund related to the topics in this report.

Environmental Review

This action 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. Schedule of planned City-hosted community events in fiscal year 2025-26
- B. Hyperlink. City Council Staff Report #24-137-CC
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240813/m2-20240813-cc-update-on-community-events.pdf
- C. Hyperlink. City Council Staff Report #24-142-CC
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240827/f2-20240827-cc-event-sponsorship.pdf
- D. Community events attendance statistics 2024-25
- E. Community event sponsors 2024-25

Report prepared by:

Natalya Jones, Library and Community Services Manager

Rani Singh, Internal Services Manager

Jen Mosso, Senior Program Assistant

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

FISCAL YEAR 2025-26 CITY-SPONSORED EVENTS - PARTIAL TENTATIVE CALENDAR**** All dates and event listings are tentative and subject to change ****

List does not include:

- Small scale programs routinely hosted by senior center, library, childcare centers, and other City divisions.
- Events hosted by third parties

Date (tentative)	Community event	Proposed location/s
2025		
Jul. 4	4 th of July Parade, Circus, and Community Picnic	Burgess Park
Jul. 9	Summer Concert #1	Fremont Park
Jul. 16	Summer Concert #2	Fremont Park
Jul. 23	Summer Concert #3	Fremont Park
Jul. 25	Summer Concert #4	Karl E. Clark Park
Jul. 30	Summer Concert #5	Fremont Park
Aug. 1	Summer Concert #6	Karl E. Clark Park
Aug. 6	Summer Concert #7	Fremont Park
Aug. 13	Summer Concert #8	Fremont Park
Oct. 25	Halloween Hoopla	Santa Cruz Ave. / Fremont Park
Oct. 26	Pumpkin Splash	Belle Have Pool / Burgess Pool
Oct. 28	Trunk-or-Treat	Belle Haven Community Campus
Nov. TBD	Seasonal lights installation	Fremont Park / Belle Haven Community Campus
Dec. 5	Light Up the Season	Fremont Park
Dec. 13	Photos with Santa	Belle Haven Community Campus
2026		
Feb. 7	Black Liberation Month Celebration	Belle Haven Community Campus
Apr. 4	Spring Fest / Egg Hunt	Burgess Park
May TBD	Youth Poetry Voices	City Council Chambers
Jun. TBD	Juneteenth celebration	Belle Haven Community Campus

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	Jul. 2025	Aug. 2025
Black Liberation Month Celebration	-	-	-	-	-	-	-	-	290	-	-	-	-	-	-
Egg Hunt/Spring Fest	-	-	-	-	-	-	-	-	-	-	2,200	-	-	-	-
Youth Poetry Voices	-	-	-	-	-	-	-	-	-	-	-	39	-	-	-
Juneteenth Celebration	300	-	-	-	-	-	-	-	-	-	-	-	310	-	-
4 th of July Parade, Circus, and Picnic	-	1,200	-	-	-	-	-	-	-	-	-	-	-	2,200	-
Summer Concert – Fremont Park	-	270	-	-	-	-	-	-	-	-	-	-	-	249	-
Summer Concert – Fremont Park	-	230	-	-	-	-	-	-	-	-	-	-	-	*	-
Summer Concert – Fremont Park	-	244	300	-	-	-	-	-	-	-	-	-	-	302	-
Summer Concert – Fremont Park	-	222	550	-	-	-	-	-	-	-	-	-	-	365	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	275
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	750
Summer Concert – Karl E. Clark Park	-	300	80	-	-	-	-	-	-	-	-	-	-	120	130
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	-	-	-	-	-	-	-	-

*Event was canceled due to
sprinkler malfunction

FISCAL YEAR 2024-25 CITY-SPONSORED EVENTS – ADDITIONAL EVENT SPONSORS

Date	Community event	Additional Event Sponsor(s)
2024		
Jul. 4	Independence Day festival & parade	West Bay Sanitary Menlo Swim and Sport
Oct. 26	Halloween Hoopla	Cheeky Monkey Toys
2025		
Jan. 25	Teen College and Career Day	Menlo Park Library Foundation Tarlton Properties, Inc. Meta Platforms, Inc. Peninsula Clean Energy East Palo Alto High School Live in Peace
Apr. 19	Spring Fest / Egg Hunt	Cheeky Monkey Toys
Jun. 17	Juneteenth celebration	Peninsula Clean Energy Belle Haven Action Meta Platforms, Inc.



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 8/27/2025

Staff Report Number: PRC-2025-024

Regular Business: Review the draft Parks and Recreation Commission park tour report-out form

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) review and offer feedback on the draft PRC park tour report-out form (Attachment A).

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

The PRC included in their draft workplan for 2025-26 a goal for individual PRC members to participate in self-guided tours of City parks and report back to the PRC. City staff developed an online form for PRC members to record and offer their observations of their park visits (Attachment B).

Analysis

The City of Menlo Park operates fourteen public parks located across the city:

- Bedwell Bayfront Park, 1600 Marsh Road
- Burgess Park, 701 Laurel Street
- Fremont Park, Santa Cruz Avenue at University Drive
- Hamilton Park, 531 Hamilton Avenue
- Jack W. Lyle Park, Middle Avenue at Fremont Street
- Karl E. Clark Park, 313 Market Place
- Kelly Park, 100 Terminal Avenue
- Nealon Park, 800 Middle Avenue
- Seminary Oaks Park, Seminary Drive at Santa Monica Avenue
- Sharon Hills Park, Altschul Avenue at Valparaiso Avenue
- Sharon Park, 1100 Monte Rosa Drive
- Stanford Hills Park, 2400 Branner Drive
- Tinker Park, 1550 Santa Cruz Ave., Menlo Park
- Willow Oaks Park, 490 Willow Road, Menlo Park

Information about each of the City-operated parks is available on the Parks webpage (Attachment C).

Other public-access parks not operated by the City of Menlo Park include Flood Park operated by San Mateo County Parks at 215 Bay Rd., and Meta Park operated by Meta Platforms, Inc., at 1 Meta Way.

The draft PRC park tour report-out form in Attachments A and B includes form fields for PRC members to record the details of the park visit and to share observations and comments. Submitted forms will be collected by City staff and published in the PRC agenda packets to share information and stimulate discussion and feedback about the parks visited.

City staff requests the PRC's feedback any suggestions for changes to the draft form that may be desired.

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. Draft park tour report-out form
- B. Hyperlink – Draft park tour report-out form (online):
us.openforms.com/Form/50553dfb-8118-40ee-b550-c74ff5e94d83
- C. Hyperlink – Parks webpage:
menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Parks

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

Park and Recreation Commission Park Tours

Park Visit

Name of commissioner completing form?

Park that was visited

Date park visited?



Time of day that visit occurred?

Number of park goers enjoying the park?

What amenities are available at the park that was visited?

☐

Athletic fields

☐

BBQ

☐

Playground

☐

Pickleball courts

☐

Picnic areas

☐

Tennis courts

☐

Walking path

Amenities being used? (copy)

- ☐ Athletic fields
- ☐ BBQ
- ☐ Playground
- ☐ Pickleball courts
- ☐ Picnic areas
- ☐ Tennis courts
- ☐ Walking path

What is the general condition of the park?

- ☐ Amazing, gem of the City!
- ☐ Good park! No major updates needed.
- ☐ Could use a little help.

Favorite part of the tour?

Suggestion/update needed?

Please complete the following:

☐ I'm not a robotreCAPTCHA
Privacy - Terms



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 8/27/2025

Staff Report Number: PRC-2025-025

Informational Item: Library and Community Services department updates 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 Parks and Recreation Commission (PRC) department outlined in this report.

Policy Issues

As an advisory body to the City Council, the PRC is charged with advising the City Council on matters related to the City's recreation programs and services.

Background

LCS provides a wide range of recreational and lifelong learning 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

Heritage tree scavenger hunt

The City of Menlo Park has over 19,000 public trees. Some of the largest and most magnificent trees are found in our public parks. From Sept. 1 to 22, community members are invited to join an exciting scavenger hunt for all ages. Participants can search for heritage tree tags hidden in their neighborhood parks. The scavenger hunt is a opportunity to explore, learn and connect with nature right in your backyard as well as the chance to win a fruit tree. More details are available on the City website (Attachment A).

Public Works Open House Sept. 27

The City of Menlo Park Public Works department will host an Open House on Saturday, Sept. 27, from 10 a.m.–2 p.m. at the Corporation Yard, 333 Burgess Dr. The Open House event will showcase some of the work they do for the community and share information about their team. Community members are invited to enjoy family-friendly activities and learn more about City programs and services. Among its many areas of responsibility, the Public Works department manages capital improvement projects and ongoing maintenance and repair of all the City's public facilities and parks. Open House event details are available on the City website (Attachment B).

Modified hours for staff training on Aug. 25 and 26

The LCS department is committed to training and continuous improvement for all team members. City recreation facilities and libraries will have modified hours for staff training days on Monday, Aug. 25, and Tuesday, Aug. 26.

On Monday, Aug. 25, these facilities will open later than usual at 2 p.m.:

- Belle Haven Community Campus, including:
- Belle Haven Library
- Menlo Park Senior Center
- Onetta Harris Community Center

On Tuesday, Aug. 26, these facilities will open later than usual at 2 p.m.:

- Arrillaga Family Gymnasium
- Arrillaga Family Gymnastics Center
- Arrillaga Family Recreation Center
- Menlo Park Library

Staff training helps the LCS department team keep our skills sharp and learn new skills to help us better serve the community. Most staff trainings take place without the need to modify facility open hours, however partial-day or full-day facility closures are sometimes necessary to allow all team members to participate. Facility closures for staff training generally occur no more than 2 or 3 times per year.

The staff trainings on Aug. 25 and 26 are focused on “active threat” training. Active threat training is designed to equip individuals and organizations with the knowledge and skills to respond effectively to violent situations, including active shooter events. This training involves awareness, prevention, and response strategies, including “Run, Hide, Fight” protocols.

Public announcements of the training closures are posted in-person at city recreation centers and libraries and online via the LCS newsletter, on social media, and the City website (Attachment C).

Steph Curry basketball camp at Arrillaga Family Gymnasium

The City of Menlo Park’s Arrillaga Family Gymnasium (AFG) hosted a three-day basketball camp in August featuring the Golden State Warriors’ star player Steph Curry. This is the second year the “Camp Curry” youth basketball camp selected AFG for its location. Commercial-rate facility rental fees were charged per the City’s Master Fee Schedule. The camp was held during an end-of-summer lull in the AFG’s schedule. Aside from the excitement of hosting a major sports figure in our gym, hosting the camp for the second year in a row is a testament to the excellence of the City’s gymnasium facility and the professionalism of the LCS recreation team to handle all the heightened security, discretion, and production needs that an event like this entails. The San Francisco Chronicle ran a feature story about the event on Aug. 15 (Attachment D).

Park ranger services agreement authorized by City Council

On Aug. 12, City Council authorized the city manager to enter into an agreement with San Jose Convention Corps (SJCC) for ranger service for a one year term. The agreement will be for ranger services at Bedwell Bayfront Park for the first year of service, with an option to extend the agreement for three additional one-year terms, depending on SJCC’s performance, that could potentially include expanded services to additional parks. City staff is in the process of finalizing the agreement details; SJCC is expected to begin services in Fall 2025. Additional details are available in the Aug. 12 City Council staff report on the City’s webpage (Attachment E).

Monthly statistical report reformatting

Staff is in the process of updating and reformatting the monthly statistical report to include new statistics and new user-friendly elements. The statistical report will return in its new format in September.

Recreation classes - Fall 2025 enrollment update

The LCS 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 for Fall 2025 recreation classes opened to Menlo Park residents on Aug. 9 and to non-residents on Aug. 13 through the online Activity Guide (Attachment F). As of August 20, 1,619 residents and 414 non-residents have enrolled in one or more recreation classes. Staff is preparing additional enrollment information for presentation to the PRC tentatively Sept. 24.

New electric cargo van now in service

The LCS department, with the support of Public Works – Fleet division, has taken delivery of a new, all-electric cargo van. The new cargo van is used for transporting supplies, materials, and equipment to and from the various facilities and events managed by the department. The van has a colorful graphic wrap on both sides and the rear that promote recreation on one side, and library on the other side. The design is playful with a focus on families, adventure and parks. The van also is equipped with flashing lights on the roof and a built-in public address and sound system, which are intended to add an element of fun at community events like the upcoming Halloween Parade and Carnival and Trunk or Treat in October. The van has been in service for a few weeks — community members may have already seen it in a municipal parking lot or driving across town.

Impact on City Resources

As an advisory body to the City Council, the PRC does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no new 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 – Heritage tree scavenger hunt webpage: menlopark.gov/Government/Departments/Public-Works/Maintenance-Division/Trees/Heritage-trees-in-City-parks-scavenger-hunt
- B. Hyperlink – Public Works Open House event webpage: menlopark.gov/Citywide-calendar/Community-events/Public-Works-Open-House
- C. Hyperlink – Modified hours for staff training announcement: menlopark.gov/News-articles/City-news/Modifed-hours-for-staff-training-days-on-Aug.-25-and-26

- D. Hyperlink – “‘He’s got a golden touch’: Warriors’ Steph Curry helps mold next era of stars,” San Francisco Chronicle, Aug. 15, 2025: [sfchronicle.com/sports/warriors/article/warriors-steph-curry-molds-next-era-stars-20819085.php](https://www.sfchronicle.com/sports/warriors/article/warriors-steph-curry-molds-next-era-stars-20819085.php)
- E. Hyperlink – Staff Report #25-114-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250812/g4-agreement-for-park-ranger-services-bedwell-bayfront-park.pdf
- F. Hyperlink – Activity Guide webpage: menlopark.gov/activityguide

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

PARKS AND RECREATION COMMISSION
TENTATIVE AGENDA SCHEDULE
August 27, 2025

MEETING DATE	PROPOSED AGENDA TOPICS
May 28, 2025 (Joint meeting w/ LC) (Location: BHCC)	<ul style="list-style-type: none"> • Presentation: BHCC first year of operations • Library and recreation programs survey results • LCS department budget overview
June 25, 2025	<ul style="list-style-type: none"> • Ad Hoc Subcommittee project – 5K “fun run” • Prepare a status report on the current work plan 2024-25 and prepare a new work plan 2025-26 • Review YAC charter
July 23, 2025	<ul style="list-style-type: none"> • Presentation: Field allocation process • Study session: PRC report out to Council on work plan 24-25 • Study session: PRC work plan for 25-26 • Ad Hoc Subcommittee project – 5K “fun run” • Library parks and facilities community survey results – recreation focus
August 27, 2025	<ul style="list-style-type: none"> • Review of community events planned in 2025-26 • Commission member park tour report-out form • Ad Hoc Subcommittee project – 5K “fun run”
September 24, 2025	<ul style="list-style-type: none"> • Community based events presentation • CAPRA accreditation progress report • Presentations: Bedwell Bayfront friends of • Ad Hoc Subcommittee project – 5K “fun run”
October 22, 2025	<ul style="list-style-type: none"> • Tennis and pickleball update • Parks and Recreation Facility Master Plan review
November 19, 2025 (3 rd Wednesday)	<ul style="list-style-type: none"> • Approve the PRC 2026 meeting calendar
December 15, 2025 (3 rd Monday) (Joint meeting w/ LC)	<ul style="list-style-type: none"> • Year in review • Open house / social
January 2026	<ul style="list-style-type: none"> •
February 2026	<ul style="list-style-type: none"> •
March 2026	<ul style="list-style-type: none"> •
Standing/ recurring agenda items (typically every meeting)	<ul style="list-style-type: none"> • Approve previous meeting's minutes • Department activities and statistics • Tentative agenda calendar • Commissioner reports
Unscheduled future topics	<ul style="list-style-type: none"> • Capital Improvement Projects (CIP) update, including Kelly Park turf and track renovation project • Realize Flood Park project update (San Mateo County Parks) • Youth Advisory Committee update

* 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.