

2. Park Division Monthly Report – Staff



The Public Works Director oversees general Park maintenance and activities. The Park has several contract service personnel and vendors that manage various activities at the park.

Park Event Services are typically provided via contract. With the departure of Catered Too, temporary personnel have been contracted to manage all park events and rental services, to include rental of fields, buildings, and picnic areas until a permanent vendor is contracted. MCE provides facility support on a Task Order basis. BrightView Landscaping provides landscape maintenance services for the park. Player Capital provides management and general maintenance of the six Tennis Courts.

There are three (3) structures available for event rental at the park – the Carriage House, the Main House, and the Pavilion. Outdoor venues may also be rented, and these include the Event Garden, Water Tower Green and North Meadow. Picnic areas in the park may be reserved for small group day rental. Menlo Atherton Little League manages and maintains the Willie Mays Ball Field.

Facility Rentals for May 25

Month	North Meadow	Children's Picnic Area	Jennings Pavilion	Main House	Carriage House w/ NM	Field D	Other
23-Dec	0	2	1	1	0	0	0
24-Jan	0	1	0	1	0	0	0
24-Feb	0	0	0	0	0	0	0
24-Mar	3	4	1	1	0	0	2
24-Apr	4	2	0	0	0	0	0
24-May	3	7	2	4	1	0	0
24-Jun	6	9	0	2	2	0	0
FY 23-24	28	37	7	12	9	0	6
24-Jul	4	2	0	0	0	0	0
24-Aug	6	2	3	3	4	0	0
24-Sep	3	1	0	0	0	0	0
24-Oct	5	0	1	1	0	0	0
24-Nov	3	1	1	0	0	0	0
24-Dec	1	0	2	1	0	0	0
25-Jan	1	1	0	0	1	0	0
25-Feb	0	2	0	1	0	0	0
25-Mar	0	2	1	1	0	0	0
25-Apr	3	2	2	0	0	0	1
25-May	7	5	2	1	1	0	0
25-Jun	0	0	0	0	0	0	0
FY 24-25	33	18	12	8	6	0	1

Types of Rental Activity for May 25

Month	Social Gathering	Wedding	Corporate Gathering	Other
23-Dec	4	0	0	0
24-Jan	2	0	0	0
24-Feb	0	0	0	0
24-Mar	10	0	0	4
24-Apr	3	0	0	3
24-May	14	0	1	2
24-Jun	15	0	4	0
FY 23-24	81	0	6	15
24-Jul	6	0	0	0
24-Aug	16	1	1	0
24-Sep	4	0	0	0
24-Oct	7	0	0	0
24-Nov	5	0	0	0
24-Dec	4	0	0	0
25-Jan	3	0	0	0
25-Feb	3	0	0	0
25-Mar	5	0	0	0
25-Apr	7	0	0	1
25-May	16	0	0	0
25-Jun	0	0	0	0
Total	76	1	1	1

Revenue from Rental Activity for May 2025

Month	Revenue Fees	10% Catering Fee	Revenue to Town
23-Dec	\$2,500.00	\$1,413.84	\$3,913.84
24-Jan	\$850.00	\$0.00	\$850.00
24-Feb	\$0.00	\$0.00	\$0.00
24-Mar	\$9,100.00	\$0.00	\$9,100.00
24-Apr	\$1,375.00	\$0.00	\$1,375.00
24-May	\$12,275.00	\$0.00	\$12,275.00
24-Jun	\$8,650.00	\$0.00	\$8,650.00
FY 23-24 Total			\$59,695.18
24-Jul	\$1,000.00	\$0.00	\$1,000.00
24-Aug	\$18,160.00	\$0.00	\$18,160.00
24-Sep	\$2662.00	\$0.00	\$2662.00
24-Oct	\$4652.00	\$0.00	\$4652.00
24-Nov	\$3617.00	\$0.00	\$3617.00
24-Dec	\$9417.00	\$0.00	\$9417.00
25-Jan	\$987.00	\$0.00	\$987.00
25-Feb	\$2,560.00	\$0.00	\$2,560.00
25-Mar	\$2,285.00	\$0.00	\$2,285.00
25-Apr	\$8,210.00	\$0.00	\$8,210.00
25-May	\$10,140.00	\$0.00	\$10,140.00
25-Jun			
TOTAL			\$63,600.00

General and Special Services for May 2025

- Pick up litter/trash.
- Remove trash bags.
- Blow/Pick Up Tree Leaves & Debris
- Inspect and Maintain Restrooms
- Inspect and Maintain Playgrounds
- Inspect and Maintain Main House Elevator
- Control undesirable weeds throughout property.
- Cut back and remove tree brush and dead vegetation.
- Apply seasonal fertilizers to turf and plants.
- Inspect and maintain landscape irrigation.
- Inspect and maintain landscape irrigation well and filter system.
- Monitor potable water usage daily.
- Water non-established trees throughout the park (scheduled)
- Blow tennis courts 2x per week, as required.

For May 25:

- Camera Cleaning at Holbrook-Palmer Park for PD
- Cleaning of Facilities (Main house, Jennings Pavilion)
- Painting of The Baseball stands and dugout
- Fountain Replaced
- Fountain Pump Repair
- Parking Barriers installed (Railroad Ties)
- Tree removal by Pedestrian bridge
- Gilmore house Toilet installation
- Holbrook-Palmer Park channel weed whacking

New and Future Planned Projects:



Art Room Painting June 9th

Tennis Court Usage/Reservations

Player Capital Tennis (PCT) manages court operations.

Month	PC Court Hours	# of Students	Private Lessons	Key Holder Hours	Public Court Hours	Clay Court Hours	Pickleball Court Hours
23-Dec	672	309	397	349	0	6	N/A
24-Jan	631	325	377	335	0	4	8
24-Feb	542	297	323	299	0	6	15.5
24-Mar	653	337	441	393	0	5	24
24-Apr	677	344	462	422	0	11	52.5
24-May	724	365	472	433	0	8	84.5
24-Jun	741	371	496	425	0	42	124
FY-23-24	8,052	3,889	5,306	4,465	0	126	308.5
24-Jul	812	415	443	465	0	64	75
24-Aug	705	408	433	380	0	39	117.5
24-Sep	805	315	407	395	0	15	116
24-Oct	797	342	397	325	0	22	132.5
24-Nov	667	345	415	362	0	6	169
24-Dec	642	295	367	322	0	15	125
25-Jan	597	299	351	321	0	9	167
25-Feb	660	301	433	395	0	12	188
25-Mar	676	294	408	323	0	19.5	187.5
25-Apr	693	335	452	365	0	18	195.5
25-May	698	375	455	353	0	15	255
25-Jun	0	0	0	0	0	0	0
Total	7,752	3,724	4,561	4,091	0	234.5	1,548

Photographs of Work Performed in April 2025

<i>Baseball Stands Painting</i>	
<i>Before</i>	<i>After</i>
	

<i>Fountain Installed</i>	
	

Gilmore house toilet install



Camera Cleaning for PD



Facilities Cleaning



Fountain Pump repair and install



Parking Barriers (Railroad ties)



Tree removal



Holbrook-Palmer Park Channel weed control

