



**TOWN OF LOS GATOS**  
**PARKS AND SUSTAINABILITY COMMISSION AGENDA**  
**FEBRUARY 02, 2026**  
**41 MILES AVENUE, PPW ADMINISTRATION BUILDING**  
**6:00 PM**

*Craig Gleason, Chair  
Chirag Mapara, Vice-Chair  
Mike Buncic, Commissioner  
Brant Corenson, Commissioner  
Linus Lundberg, Commissioner  
Carla L Richard, Commissioner  
Kimberly Vrijen, Commissioner*

**IMPORTANT NOTICE**

This meeting will be held in person at the location listed above. Members of the public may provide written or oral comments on agenda items by following the instructions listed at the end of the agenda.

**CALL MEETING TO ORDER**

**ROLL CALL**

**CONSENT ITEMS** (*Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items. Each speaker is limited to three minutes or such time as authorized by the Chair.*)

1. Approve Parks and Sustainability Commission Regular Meeting Minutes of December 02, 2025

**VERBAL COMMUNICATIONS** (*Members of the public are welcome to address the Parks and Sustainability Commission on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Commission. During special meetings, members of the public are welcome to address the Commission only on items listed on the agenda. Town resources may not be used to facilitate audio or visual presentations. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.*)

**OTHER BUSINESS** (*Each speaker is limited to three minutes or such time as authorized by the Chair.*)

2. Nominations and Elections for 2026 Chair and Vice Chair
3. Receive a Report on the Potential Reservation Systems for Town Owned Tennis and Pickleball Courts (Written Report)
4. 2026 Parks and Sustainability Commission Work Plan (Written Report)
5. Parks and Public Works Report (Verbal Report)
  - a. Operations Updates

## COMMISSIONER REPORTS

### ADJOURNMENT

Next meeting scheduled: April 06, 2026

**ADA NOTICE** - In compliance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Please notify the Clerk's Office at least two (2) business days prior to the meeting so that reasonable arrangements can be made to ensure accessibility in compliance with 28 CFR §35.102-35.104 and related provisions.

**NOTICE REGARDING SUPPLEMENTAL MATERIALS** - Materials related to an item on this agenda submitted to the Commission after initial distribution of the agenda packets are available for public inspection in the Clerk's Office at Town Hall, 110 E. Main Street, Los Gatos, and on the Town's website at [www.losgatosca.gov](http://www.losgatosca.gov). Town Commission agendas and related materials can be viewed online at <https://losgatos-ca.municodemeeetings.com/>.

### HOW TO PARTICIPATE

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to [ppwcomment@losgatosca.gov](mailto:ppwcomment@losgatosca.gov).

#### Public Comment During the Meeting:

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting.

Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

#### Deadlines to Submit Written Comments:

If you are unable to participate in person, you may email [ppwcomment@losgatosca.gov](mailto:ppwcomment@losgatosca.gov) with the subject line "Public Comment Item #\_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

For inclusion in the agenda packet supplemental materials: by 11:00 a.m. the Friday before the Commission meeting.

For inclusion in a desk item: by 11:00 a.m. the day of the Commission meeting.



**TOWN OF LOS GATOS  
PARKS AND SUSTAINABILITY  
COMMISSION REPORT**

MEETING DATE: 02/02/2026

ITEM NO: 1

**DRAFT MINUTES OF THE PARKS AND SUSTAINABILITY COMMISSION  
REGULAR MEETING  
DECEMBER 01, 2025**

The Town of Los Gatos Parks and Sustainability Commission conducted a Regular Meeting on December 01, 2025, at 6:00 p.m.

**MEETING CALLED TO ORDER AT 6:00 p.m.**

**ROLL CALL**

Present: Chair Gleason, Vice-Chair Mapara, Commissioners Corenson, Stephenson, Vrijen.

Absent: Commissioner Stephenson

**CONSENT ITEMS**

1. Approve Parks and Sustainability Commission Regular Meeting Minutes of October 6, 2025
2. Approve Parks and Sustainability Commission Special Meeting Minutes of October 27, 2025

**MOTION:** Motion by Commissioner Vrijen to approve the minutes, with corrections to page 3 of the October 27, 2025 Special Meeting Minutes: Motion 1 amended was corrected to "strip" (one "p," not two), correction of the spelling of "Stephenson," and revision of "whether it be" to "to be."

**Seconded** by: Commissioner Corenson.

**VOTE:** Motion passed 5-0-1; Commissioner Stephenson absent.

**OTHER BUSINESS**

3. Receive a Report on the Potential Reservation Systems for Town Owned Tennis and Pickleball Courts (Written Report)  
Superintendent Thomas provided a report on this item.

The Commission asked questions.

Chair Gleason opened public comment.

Member of the public

- Commented in support of a reservation system.

The Commission provided comments on this item.

4. Adoption of Town Asset Policy (Written Report)

Recommendation: Forward a Recommendation to Town Council Regarding a Proposed Policy for Adopting Town Assets.

Director Burnham provided a verbal report on this item and requested a recommendation.

The Commission asked questions and provided comments and feedback.

Director Burnham noted the Commission's direction, including the ability for custom language, allowance for more than two dedication terms, and modification of maintenance language to clearly allow the Town to address basic vandalism.

**MOTION:** Motion by Commissioner Vrijen to submit the documents with modification to Town Council Policy Committee.

**Seconded** by Commissioner Corenson.

**VOTE:** Motion passed 5-0-1; Commissioner Stephenson absent.

5. Parks and Public Works Report (Verbal Report)

a. Operations Updates

Superintendent Thomas provided a verbal update on the following items: Urban Forestry Master Plan; Los Gatos Holiday Lights; Holiday Parade; and La Rinconada Resurfacing Bid.

Director Burnham shared that it was Commissioner Stephenson's last day on the Commission. Two new Commissioners, Carla Richard and Linus Limberg, were appointed, and Vice Chair Mapara was reappointed.

## COMMISSIONER REPORTS

Commissioner Corenson commented on the Beautification Committee.

## ADJOURNMENT

The meeting adjourned at 6:47 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the December 01, 2025, meeting as approved by the Parks and Sustainability Commission.

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/s/ Nicolle Burnham, Director of Parks and Public Works



**TOWN OF LOS GATOS  
PARKS AND SUSTAINABILITY**

MEETING DATE: 02/02/2026

ITEM NO: 3

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DATE: February 02, 2026  
TO: Parks and Sustainability Commission  
FROM: Nicolle Burnham, Parks and Public Works Director  
SUBJECT: Potential Reservation Systems for Town Owned Tennis and Pickleball Courts

**RECOMMENDATION:** Receive a report on the Potential Reservation Systems for Town Owned Tennis and Pickleball Courts.

**REMARKS:**

At the October 27, 2025, Special Meeting of the Parks and Sustainability Commission staff received the direction to assess court reservation systems. This direction came after listening to the concerns of court users and residents of the La Rinconada neighborhood.

At the December 1, 2025, Parks and Sustainability Commission meeting, the Commission received a presentation on two potential options for implementing a reservation system for Town-owned tennis and pickleball courts. The two options presented were: (1) a reservation system operated by the Town's Parks and Public Works Department, and (2) a program operated by Los Gatos-Saratoga Recreation (LGSR). During the meeting, staff presented potential advantages and disadvantages of each option. Based on Commission feedback, staff conducted further research on both approaches and worked with LGSR to better understand associated costs and staffing requirements. Table 1 provides a summary of the analysis.

A reservation system operated by the Town's Parks and Public Works Department would include a reservation rate of \$25 per hour per court for tennis and/or pickleball courts. This would be for the courts at La Rinconada Park and Blossom Hill Park. While the Town has the technical ability to implement a reservation system, Parks and Public Works does not currently have sufficient staffing capacity to manage the required day-to-day, on-site oversight associated with a reservation system.

At present, the Town's Park Services Officer (PSO) works Saturday through Tuesday, from 7:00 a.m. to 5:00 p.m., with no coverage outside of these hours. Tasks of the PSO include environmental law enforcement in parks and on trails, responding to reports of homeless encampments, leash laws in parks, and field support of Town wide park reservations. Expanding

**PREPARED BY:** Tyler Thomas  
Superintendent

on-site management responsibilities to include tennis and pickleball courts would further increase the workload of this position, which is already operating at full capacity.

The Town of Los Gatos decided some years ago not to provide direct recreation services. Los Gatos Saratoga Recreation District fills this gap in service by providing fee-based youth, adult and senior programs.

Los Gatos-Saratoga Recreation has provided a preliminary rate proposal that includes a range of potential reservation fees. Final rates would be determined if and when the Town enters into formal negotiations with LGSR. The proposed rate range for tennis court reservations is \$15 to \$20 per hour, while pickleball court reservations range from \$15 to \$24 per hour. These rates may include access to pickleball nets and assistance from LGSR staff for net setup. Lower-cost reservation options may also be available for users who provide their own nets and do not require set-up assistance.

LGSR currently operates a similar court reservation program for the City of Saratoga and has indicated that it could implement a comparable program for the Town of Los Gatos in an efficient and timely manner. LGSR has expressed a willingness to conduct a one-year pilot program to evaluate the effectiveness of operating the court reservation system on behalf of the Town. LGSR has also indicated that it has sufficient staffing capacity and operational expertise to administer the program and provide on-site staff support to help reduce potential conflicts. As part of this proposal the Town PSO would still be needed to provide enforcement if conflicts reached a level LGSR could not handle without support. There could be potential for revenue sharing between the Town and LGSR, this would be determined during the final negotiation phase. With this proposal, day to day operations of the courts would be handled by LGSR, Town staff would coordinate with LGSR but not be hands on with the program unless enforcement help is needed.

**Table 1. Summary of Options**

Option	Town Reservation System and Management	LGSR Reservation System and Management
<b>Projected Use Fee (Subject to refinement)</b>	\$25 per hour per court for either Tennis or Pickleball	\$15-\$20 per hour Tennis \$15-\$24 per hour Pickleball
<b>Role of Town Staff</b>	Reservation system management, payment processing, enforcement, coordination with residents; funding and delivery of capital improvements	Coordination with LGSR; enforcement of rules and Town Code
<b>Role of LGSR Staff</b>	Programming in accordance with use agreement	Manage and monitor all court use

<b>Advantages</b>	Less confusion for residents over who manages and owns court; Town would have control over court use and hours and responsiveness to residents and users	Reduced role of Town staff; Town is not adding a new service to its portfolio;
<b>Disadvantages</b>	Additional staffing would be needed for PPW to manage this	Town has reduced control over courts; Staff would need to mediate concerns between neighbors and LGSR; Town needs to fund capital improvements

**ATTACHMENTS:**

1. Los Gatos Saratoga Recreation Proposal for Court Reservation System

# Proposal: La Rinconada Pickleball & Tennis Court Facility Management

## Executive Summary

This proposal recommends that Los Gatos Saratoga Recreation (LGS Recreation) assume full operational management of the La Rinconada Pickleball and Tennis Court for a one-year pilot period. The intent is to provide a single, unified system for reservations, programs, customer service, and on-site coordination. Reducing confusion, minimizing conflicts, and improving the overall community experience.

While the Town of Los Gatos retains ownership, facility maintenance, and policy oversight, day-to-day management would be centralized under LGS Recreation, which already operates comparable court systems, staffing models, and reservation technology serving this same community.

## Background & Context

The Town of Los Gatos has identified the need for a formal reservation system for Town-owned tennis and pickleball courts. Two operational paths have been discussed:

- 1. Town-managed reservation system (in-house)**
- 2. LGS Recreation-managed reservation system (outsourced)**

Both approaches have merit. However, current community behavior indicates a need for clearer operational coordination. Residents and court users frequently contact LGS Recreation regarding scheduling, programming, and day-to-day operations, while nearby neighbors often reach out to the Town regarding broader community concerns.

## Core Recommendation

LGS Recreation manages all court reservations, programming, and operational coordination for La Rinconada Park under a one-year pilot agreement.

At the end of the pilot year, the Town and Commission would evaluate performance using agreed-upon metrics and determine whether to:

- Continue with LGS Recreation management
- Transition to a Town-run model
- Modify the partnership structure

## Why Unified Management Matters

### 1. Avoiding Operational Conflict

Splitting responsibilities, where the Town controls rentals and LGS runs programs creates unavoidable friction:

- Competing calendars
- Last-minute conflicts between rentals and programs
- Confusing communication for residents, and court users
- Increased staff time resolving preventable issues
- A single operator eliminates these conflicts before they occur.

### 2. Proven Systems Are Already in Place

LGS Recreation currently operates:

- Online facility reservations using the Explore recreation management platform
- Tennis and pickleball court scheduling for partner agencies
- Automated payments, confirmations, and reporting

There is no learning curve, no software buildout, and no need for additional Town staffing to launch.

### 3. Community Expectations Are Already Set

Residents already:

- Contact LGS Recreation with court questions
- Associate LGS Recreation with pickleball and tennis programming
- Expect real-time answers, not multi-department handoffs

- Changing this behavior would require retraining the public and absorbing short-term frustration without a clear operational gain.

## Scope of Services (Pilot Year)

During the one-year pilot, LGS Recreation would manage:

- **Tennis court reservations**
- **Pickleball court reservations**
- **Staff-supported pickleball net setup**
- **Public-facing reservation webpage**
- **Customer service and issue resolution**
- **Usage tracking and monthly or quarterly reporting**

## Reservation Framework

- Reservations in 60-minute blocks
- Real-time availability visible online
- Secure online payment
- Automated confirmations and reminders

## Proposed Hourly Rental Rates (Pilot)

The following rates are proposed for the one-year pilot period and are aligned with comparable LGS Recreation facility rentals and regional market conditions. Final rates would be subject to Town review and approval prior to implementation.

### Tennis Courts

- \$15-\$20 per hour, per court

### Pickleball Courts

- \$15-\$24 per hour, per court
- Options could include lower rates if renters provide own nets
- LGS Recreation can provide nets (Code to access nets, or staff to set-up)

- Rates may be adjusted during or after the pilot period, subject to Town review, based on utilization data, demand patterns, and staffing requirements. Administrative fees may be applied on a per-reservation basis when enhanced staffing or operational support is necessary.

## **Addressing Key Commission Concerns**

### **Town Control & Oversight**

- The Town retains ownership of the facility
- Policies, priorities, and maintenance remain with the Town
- LGS Recreation provides monthly or quarterly usage and revenue reports
- Agreement can include audit and termination clauses

### **Transparency & Public Reporting**

To ensure transparency and public trust, LGS Recreation would post monthly court usage schedules on its website and the site specific to La Rinconada Park. These schedules would be publicly accessible and updated on a regular schedule.

This approach allows residents, Town staff, and Commissioners to easily monitor how the courts are being used without requiring additional staff time or internal reporting systems.

### **Cost Containment**

- No need for new Town staffing
- No Town-managed software implementation
- Transaction costs are predictable and contractually defined

## **Pilot-Year Success Metrics**

At the end of one year, success can be evaluated based on:

- Reservation adoption rate
- Reduction in on-site conflicts

- Customer satisfaction and complaint volume
- Staff time required (Town vs LGS Recreation)
- Revenue consistency and predictability

## Why This Is the Lowest-Risk Option

- Fast implementation
- No permanent commitment
- Real-world data instead of assumptions
- Aligns with current community behavior
- Prevents fragmented management
- Staffing support
- The community knows LGS Recreation

## Next Steps

1. Agree on one-year pilot framework
2. Draft and approve MOU
3. Soft launch
4. Full public rollout



**TOWN OF LOS GATOS  
PARKS AND SUSTAINABILITY  
COMMISSION REPORT**

MEETING DATE: 02/02/2026

ITEM NO: 4

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DATE: February 02, 2026  
TO: Parks and Sustainability Commission  
FROM: Nicolle Burnham, Parks and Public Works Director  
SUBJECT: Review Recommended Commission Work Plan Items for 2026 and Make a Recommendation to the Town Council

**RECOMMENDATION:**

Review recommended Commission Work Plan items for 2026 and make a recommendation to the Town Council.

**REMARKS:**

In order to provide the Commission clarity from the Town Council regarding its work, the proposed 2026 Commission Work Plan will be taken to the Town Council for review and approval. This will ensure Council support, efficient use of Commissioners' time, and sufficient staff resources for the Parks and Sustainability Commission in 2026.

Staff has reviewed various needs of the parks in Los Gatos, and planning documents such as the General Plan 2024, and considered workload, time commitment, and alignment with Council priorities in developing this work plan. Staff recommends the items on Attachment 1 for the 2026 Parks and Sustainability Commission Work Plan. Staff believes that with existing resources, it is reasonable that these items can be accomplished in the coming year.

The Commission may discuss, provide input, and ultimately make a recommendation to the Town Council. Staff will evaluate the Commission's recommendation based on current staff and budget capacity and present its recommendation to the Town Council for consideration.

**ATTACHMENT:**

1. Recommended 2026 Work Plan

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Prepared by: Nicolle Burnham  
Parks and Public Works Director

### **Recommended 2026 Parks and Sustainability Commission Work Plan**

1. Commission will review Field Use policies and provide recommendations for staff consideration.
2. Commission will review Adopt-A-Planter Program policies and procedures and provide recommendations for staff consideration.
3. Commission will provide ongoing input regarding management of pickleball and tennis courts at La Rinconada and Blossom Hill Parks.
4. Commission to review staff recommendations regarding policy and ordinance updates regarding the use of e-bikes in parks and on trails and provide recommendations for staff consideration.
5. In the case the Townwide Master Plan is funded in the Capital Improvement Program, the Commission will support staff outreach efforts as they pertain to parks master planning.