



**TOWN OF LOS GATOS
PARKS AND SUSTAINABILITY COMMISSION AGENDA
FEBRUARY 03, 2025
41 MILES AVENUE, PPW ADMINISTRATION BUILDING
6:00 PM**

*Craig Gleason, Chair
Mike Buncic, Vice-Chair
Brant Corenson, Commissioner
Chirag Mapara, Commissioner
Rob Stephenson, Commissioner
Kimberly Vrijen, Commissioner
Jay Mallugari, Youth Commissioner*

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.

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 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 regular agenda packet: by 11:00 a.m. the Thursday before the Commission meeting.

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.

Persons wishing to make an audio/visual presentation may do so only on agenda items, and must submit the presentation electronically, either in person or via email to ppwcomment@losgatosca.gov by 2:00 p.m. the day of the Commission meeting.

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.)*

1. Approve Parks and Sustainability Commission Regular Minutes of October 7, 2024

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. 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 *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Introduction of New Members (Verbal)
3. Parks and Sustainability Commission 2025 Leadership (Verbal)
 - a. Elect 2025 Chair
 - b. Elect 2025 Vice-Chair
- [4.](#) Updated to Town Council Policy 2-11 (Attachment)
- [5.](#) 2025 Commission Work Plan (Attachment)
- [6.](#) Receive an Update on Field Use Policy (Written Policy Draft)
- [7.](#) E-Bikes in Town Parks and Trails (Attachment)
8. Parks and Public Works Report (Verbal)
 - a. February 22, 2024 Santa Cruz Mountain Trails Stewardship Volunteer Day at Flume Trail
 - b. Adopt a Highway - April 5, 2025

COMMISSIONER REPORTS

ADJOURNMENT

Next meeting scheduled: April 7, 2025

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354- 6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR §35.102-35.104]



**DRAFT MINUTES OF THE PARKS AND SUSTAINABILITY COMMISSION
REGULAR MEETING
OCTOBER 7, 2024**

The Town of Los Gatos Parks and Sustainability Commission conducted a Regular Meeting on October 7, 2024, at 6:00 p.m.

MEETING CALLED TO ORDER AT 6:03 p.m.

ROLL CALL

Present: Chair Gleason, Vice-Chair Ober (absent), Commissioners Buncic (arrived 6:07), Corenson, Mapara, Stephenson.

CONSENT ITEMS

1. Approve Minutes of the Parks and Sustainability Commission Meeting of August 5, 2024.

MOTION: Motion by Commissioner Stephenson to approve Consent Items 1.
Seconded by Commissioner Corenson.

VOTE: Motion passed unanimously

VERBAL COMMUNICATIONS

No verbal communication.

OTHER BUSINESS

2. Pickleball Update

Jim Harbin, PPW Superintendent, verbally reported on this item. Jim Harbin, PPW Superintendent, verbally reported on this item. The resurfacing/restriping will be completed by Spring 2025. The Park Services Officer has been monitoring La Rinconada, not all of the complaints have been for Los Gatos Saratoga Recreation. We are looking into automatic locks similar to those used in Saratoga.

Nicolle Burnham, PPW Director, verbally reported on this item. We will be asking for CIP funding for the sound mitigation wall.

The Commission asked questions.

Jim Harbin, PPW Superintendent, and Nicolle Burnham, PPW Director, responded to the questions.

Public Comment

Bill Crites

- Member of the pickleball community. Thank you for the Commission to continue to move forward with the getting the work done for the resurface of La Rinconada. That is still a safety issue. No matter what we do, we need to get that court resurfaced. Saratoga did put \$26,000 for the sound barrier and the rest of the money was for the electronic gates. Blossom Hill the \$26K would be \$100 per foot of barrier because it is 240 foot around that. That is a ballpark number, if we were to do anything at Blossom Hill and La Rinconada. I do encourage with the Commission to push forward with community outreach. Like the Director said about being up and up. We all want to work together to make an access and an environment for everybody. It is a win, win for everybody. I strongly encourage the Commission to push forward with that because to be a community member to be surprised, because that has happened a lot throughout the nation were they have put something in and found out later how bad it is. They could have done something to begin with. Everyone working together for a common solution is what we want to achieve here. The automatic lock, I have been around long enough that Blossom Hill Park used to have an electronic gate, and you used to have to have a key card to access that court. Technology is there, I think what Saratoga is doing is that there will be a clock. It will open up at a certain time and lock at a certain time. I think there is something we can do there, if we need to. If the complaints are so much after 7:00 p.m., I don't know how many there are, but the league is finished. Might just be the public playing and get access to the courts. I strongly urge to continue to research and explore the sound mitigation for both La Rinconada and Blossom Hill. We want it to be something that everyone can enjoy, as best as they can.

Jim Harbin, PPW Superintendent, and Nicolle Burnham, PPW Director, responded to the questions.

The Commission asked questions.

Jim Harbin, PPW Superintendent, and Nicolle Burnham, PPW Director, responded to the questions.

3. Receive a Report an Update on Field Use Policy

Meredith Johnston, PPW Administrative Technician, presented the draft Field Use Policy.

Nicolle Burnham, PPW Director, provided additional information on draft Field Use Policy.

Meredith Johnston, PPW Administrative Technician, asked the Commission for guidance on the following questions:

1. Should we allow park and field use for-profit fundraising?
2. Should there be a limit to the number of people for fun runs at Oak Meadow Park and Los Gatos Creek Trail?
3. Do we allow other organizations to rent the tennis courts other than Los Gatos Saratoga Recreation?

The Commission discussed and responded to the questions.

1. Town should not allow full rental of any public space that results in closure of space to the public.
2. Public events should be the priority always.
3. For profit events should be a special event permitted through TMO; PPW to determine the cut off between when PPW permits an event and TMO permits.
4. Set max limit / capacity of each rental space.
5. Regarding field negotiations: outline principles of how conflicts will be evaluated and resolved.
6. For tennis / pickleball courts: reservation system not a bad idea; no consensus on charging a fee; staff to evaluate provide notice of hours available for public use.

The Commission asked additional questions and discussed this item.

Meredith Johnston, PPW Administrative Technician, Nicolle Burnham, PPW Director, and Jim Harbin, PPW Superintendent, responded to the questions.

4. Parks and Public Works Report

A. Town Sponsored Events

Nicolle Burnham, PPW Director, verbally reported on this item.

We just had Screen on the Green, thank you Craig and Meredith, it was fun. I don't know if anyone caught it, but there was a lengthy discussion about that event and whether or not Screen on the Green should become a different event. The Town Manager's office is exploring a fall festival event or something more cultural.

The Commission asked questions and discussed this item.

Nicolle Burnham, PPW Director, responded to the questions.

B. Volunteer Programs

Nicolle Burnham, PPW Director, verbally reported on this item.

Live Oak Manor, Town Council did authorize executing the agreement with Rotary. Rotary to date has not started the project, they still owe us some paperwork.

There is a date with the Santa Cruz Mountain Trail Stewardship project. They are going to do some work at Novitiate on the Flume trail, on the east side of the Los Gatos Creek Trail from East Main Street up the hill. It will be a volunteer project and on Saturday, February 22, 2025, will be the volunteer day.

On November 19, 2024, Town Council will hold a study session on capital projects. PPW will comply list of all the various capital projects that need attention, including projects in parks and the parks and trails master plan. Any member can come and speak.

The Commission discussed and responded to the questions.

Nicolle Burnham, PPW Director, responded to the questions.

Jim Harbin, PPW Superintendent, verbally reported on this item.

Oak Hill Play Lot we are planting out there, volunteer Bill Broad. We are ready for planting, and we will be providing him with the plants.

Robotic rabbits from Los Gatos high school. The exercise wheels at four different parks, spin it, jump, and stretch. They are at Oak Meadow Park, Bachman Park, Blossom Hill Park, and Jones trail head.

Adopt a Highway is this Saturday, October 12, 2024. This is volunteer program.

The Los Gatos Creek Trail we worked with fire department on fire fuel cleanup and took out a lot of brush. Six to eight weeks' worth of work.

The Commission asked questions.

Marina Chislett, Environmental Programs Specialist, responded to the questions about the Adopt a Highway volunteer program.

Marina Chislett, Environmental Programs Specialist, verbally reported on the Pinehurst Community Garden and Lynee Avenue Project. They met with the surrounding neighbors individually, that was completed April or May of 2024. The next steps were to work with DTSC to get any additional soil testing due to concerns. The Lynee Avenue project is paused until further soil testing. Once we get the final soil testing results, we will be taking that information back to Town Council.

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SUBJECT: PARKS AND SUSTAINABILITY COMMISSION MEETING MINUTES

DATE: November 15, 2024

The Commission discussed and asked questions.

Nicolle Burnham, PPW Director, and Marina Chislett, Environmental Programs Specialist, responded to the questions.

COMMISSIONER REPORTS

Commissioner Corenson verbally reported on the Beautification Committee. We will be meeting this Saturday, October 12, 2024, at 9:00 a.m. to clear out two planters at the Town Plaza. The Rotary Club would like to volunteer to clean up the Bocce Ball courts.

Chair Gleason verbally reported on MidPens opening of the new trail on Bear Creek on Saturday, October 26, 2024. It is the lower part of the preserve.

ADJOURNMENT

The meeting adjourned at 7:17 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the October 7, 2024, meeting as approved by the Parks and Sustainability Commission.

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



TITLE: Residency and Attendance Requirements, and Establishing a Quorum

POLICY NUMBER: 2-11

EFFECTIVE DATE: 2/28/1990

PAGES: 7

ENABLING ACTIONS:

REVISED DATES: 6/13/1994; 6/16/2014; 4/7/2015; 10/18/2016; 2/21/2017; 2/6/2018; 3/19/19; 9/3/2019; 6/1/2021; 12/7/21, 3/15/22, 8/2/22; 9/20/22; 10/03/23; 11/21/23; 3/5/2024

APPROVED:

PURPOSE

To establish a policy to encourage participation by the Town’s residents on Town Boards, Commissions and Committees (hereinafter referred to as "Commissions"). The Town of Los Gatos is committed to inclusivity. We value all our community members, regardless of religion, immigration status, ethnicity, race, disability, gender, sexual orientation, or gender identity. The Town will encourage residents to participate on Commissions by advertising vacancies on Commissions for at least 30 days, preparing easily understood applications, maintaining clear descriptions of the role of each Board, Commission, and Committee and its respective members, providing current meeting schedules, and conducting public interviews of all Commission applicants, except as provided by this Policy.

SCOPE

This Policy applies to all applicants to Town Boards, Commissions, and Committees.

POLICY

The Town Council encourages public participation in all decision-making and to be successful residents must be assured both that the participation is meaningful and that their input will be valued. The widest representation from the community can only be achieved if vacancies are well advertised so that anyone interested will have the opportunity to apply. Interviews of the applicants conducted in public by the Town Council demonstrates that it values these appointments and that all have an equal opportunity to be appointed. Applicants may apply to more than one Commission, and shall rank their choices in their preferred order, during each recruitment cycle.

TITLE: Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum	PAGE: 2 of 8	POLICY NUMBER: 2-11
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To ensure the greatest possible participation by the public, no person shall be appointed to more than one Commission except in those cases where they are ex-officio members of other Boards, Commissions, and Committees, or Commission members (hereinafter referred to as "Commissioners") serving as representatives of their Commission who have been appointed by the Town Council.

RESIDENCY REQUIREMENTS

Residency within the incorporated municipal limits of the Town of Los Gatos, California is required for appointment and continued membership on all Town of Los Gatos Boards, Commissions, and Committees, with the exception of the Youth Commission and the Diversity, Equity, and Inclusion Commission.

Youth Commission:

The members shall be students who are entering grades 8 through 12 in the fall. Membership for the students requires either residency in the incorporated limits of the Town of Los Gatos or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address.

Diversity, Equity, and Inclusion Commission:

Membership composition shall be as outlined in the Commission's enabling resolution and includes a Los Gatos business owner/employee, faith leader who leads a congregation in Los Gatos, and Los Gatos non-profit employee who may or may not reside in Los Gatos.

ATTENDANCE REQUIREMENTS

1. All members of all appointive Commissions should attend all regular and special meetings of said Commissions.
2. Consistent with the Town Council's summer recess, Commissions will not schedule a regular meeting in the month of July to allow time for vacations. Nothing in this policy will prohibit staff from scheduling a special meeting to address urgent Town business.
3. Any member not in attendance at a regular meeting of said Commissions for at least 70% of the duration of the meeting shall be considered absent. To allow Commissioners to plan ahead to meet the 70% requirement, there will be a two-hour time limit for a regular Commission meeting with the exception of the Planning Commission and the Historic Preservation Committee and meetings containing discussion regarding the Town's annual budget.
4. A Commissioner shall be deemed to have automatically surrendered their office if they have either:
 - a. Three consecutive unexcused absences from the regular meetings of the Commission; or
 - b. Unexcused absences totaling more than twenty percent* of the total number of scheduled regular meetings in any calendar year;* or

- c. Absences, whether excused or unexcused, totaling more than thirty-five percent* of the total number of scheduled regular meetings in that calendar year.**
5. Excused absences shall be limited to those which meet both of the following requirements:
- a. The absent Commissioner must have informed the chair and the staff liaison to the Commission of their intended absence prior to the scheduled meeting. (Failure to inform the chair and the staff liaison prior to the meeting shall result in an unexcused absence unless an unusual circumstance prevents advance notice.); and
 - b. The following shall be considered an excused absence:
 - i. An absence due to illness of the Commissioner; or
 - ii. An absence due to a medical emergency of the Commissioner or the Commissioner's family member or loved one; or
 - iii. An absence due to the Commissioner's need to provide direct caregiving related to the illness of the Commissioner's family member or loved one; or
 - iv. An absence due to the death of a Commissioner's family member or loved one; or
 - v. An absence because a Commissioner is away on authorized commission business; or
 - vi. An absence due to required military service; or
 - vii. An absence related to Federal and State Family Leave.
6. For all Commissions other than the Finance Commission, vacant positions shall be filled by appointment by a majority vote of the Town Council, for a term equal to the unexpired portion of the office vacated. Any member removed from office due to non-attendance may re-apply to serve on a Town Commission but will not be treated as an incumbent in any subsequent application to the same Commission.

* Percentages will be rounded to the nearest whole number using standard rounding rules (less than .5 will round down and .5 or more will round up) and if the Commissioner was appointed to fill a vacancy, more than twenty percent of the total number of remaining scheduled regular meetings in that calendar year.

** A calendar year is defined as January 1 through December 31. Any absence that causes the cancellation of a regular meeting due to lack of a quorum shall be counted as an absence for the Commissioner. A regular meeting shall not be cancelled and replaced with a special meeting in order to alleviate an absence by a Commissioner.

QUORUM REQUIREMENTS

The number of members needed to constitute a quorum on any Town Commission shall be a majority of the Commission.

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PROCEDURES

The following procedures will be followed by the applicant, the Town Clerk, and the Town Council for the appointment of applicants to Town Commissions:

Responsibility and Actions: Town Clerk

A. Annual Recruitments

Adult Commissioners' terms begin on January 1 and end on December 31, Youth Commissioners' terms begin on September 1 and end on May 31. The Town Clerk shall perform the following duties in conducting an annual recruitment for Commissioners:

1. Notify Town Council of vacancies on Commissions by indicating the names of the Commissions, the number of terms expiring or being vacated, names of individual(s) with expiring terms or vacating seats, advertising periods (at least 30 days) and the date of interview.
2. Advertise the vacancies, including the application deadline and the interview date. Interviews and appointments for Adult Commissioners shall occur after annual Mayor and Vice Mayor selection, and in the case of election years, after new Council Members have been seated. Interviews and appointments for Youth Commissioners shall occur by the fourth Wednesday in May, no earlier than 4:00 p.m.
3. Prepare and maintain easily understood applications for appointment to Commissions. Applications shall include the following policy information:
 - a. Prior to initial appointment to any Commission, non-incumbent applicants must be interviewed by the Town Council, with the exception of the Finance Commission which will be interviewed by the appointing Council Member. The applications of those not interviewed will be held for the next recruitment.
 - b. If an incumbent Commissioner is requesting reappointment to the same Commission and is not available to be interviewed, the incumbent may submit a letter prior to the interviews, describing the reason why the applicant cannot be present via teleconference or in person for the interview, and why the applicant should be reappointed to the Commission.
 - c. Submission deadlines are mandatory; no exceptions are permitted.
4. Applications:
 - a. *For adult applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council prior to the interviews for appointment.
 - b. *For student applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council Selection Committee, consisting of the Mayor, Vice Mayor, Police Chief, and Youth Commission Chair (if not reapplying), prior to the interviews for appointment.
5. Notify the applicant by letter or email as to the date and time of the interview and provide the option for an in person or teleconference interview.

6. Facilitate the Council voting process set forth below by informing the Council as to how many votes are possible on each Commission, calling out applicants' names, and identifying the applicants receiving sufficient votes for appointment. This voting process does not apply to Youth Commission or Finance Commission applicants.
7. Applicants:
 - a. *For adult applicants* — After the interviews and the Council votes are completed, notify all applicants of the Council's action, and explain the Town's policy of keeping applications active for one year with notification of subsequent openings on that Commission to the interested applicants.
 - b. *For Youth Commission applicants* — After the interviews are completed, notify all applicants of the Council Committee's action, and prepare a staff report for the Town Council to ratify the Committee's appointment at the first Town Council meeting in June.

Interview Process

To ensure the interview process is consistent, fair, and equitable, each applicant shall be asked the same standard questions, as provided below. Notwithstanding, no Council Member shall be prevented from asking appropriate questions of applicants.

1. If appointed, what ideas would you like to see the Commission explore?
2. Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.
3. Please elaborate on any written response provided in the application to assist the Council learn more about you.
4. If you did not answer any of the questions on the application, please explain why.

The standard questions are limited in number to allow an applicant sufficient time to respond. While the intent is for each Council Member to be able to ask one question of each applicant, the Council may decide not to ask all of the provided questions, change the order of the questions, or rotate which Council member asks a specific question. Applicants will be given a two-minute time limit to answer each question.

Balloting Process

Unless determined otherwise, the Council shall conduct a ballot vote for the appointment of individuals to fill the vacancies for each Commission with the exception of the Finance Commission. Such ballot vote may be conducted at either a regular, adjourned or special meeting of the Town Council. The ballot vote process shall be conducted as follows:

1. The Town Clerk shall provide a ballot to each Town Council member listing the names of all applicants and "None of the above" for each respective Commission. Prior to the vote, the Town Clerk shall publicly announce the position vacancy and all applicant names that are listed on the ballot.

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2. Each Council member may vote for the same number of applicants as there are current vacancies on the respective Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting -- e.g. where there are three vacancies, a Council member may not give all three votes to the same candidate). A Council Member is not required to vote for any of the candidates or for the total number of vacancies available.
3. The Town Clerk shall collect all ballots and shall publicly announce the name of each Town Council member and how that Council member cast his or her vote. In the case of a tie vote, the Town Clerk will announce that there is a tie and that a run-off vote shall be conducted but will not announce the names of the applicants in the run-off. Once all voting is concluded and a decision made, the votes will be made public. The run-off ballot will also include a "None of the above" option.
4. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off vote shall be conducted among the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the Council may determine an alternative method for selecting the appointee(s) or direct the Town Clerk to re-advertise the vacancy.
5. If an applicant(s) is appointed to a Commission that has vacancies for both full and partial, unexpired terms, the length of the appointee's term will be determined by the Mayor.

B. Mid-Term Recruitments

During the year, Commissions may experience vacancies that drop the number of filled seats to a number of members that is not sufficient to conduct Commission business. The Commission may request the Council to conduct a mid-term recruitment to fill seats. To the extent possible, the Town Clerk will consolidate mid-term recruitments to minimize the number of recruitments occurring throughout the year. In the event of a vacancy on the Planning Commission, the Town will automatically conduct a mid-term recruitment. Mid-term recruitments will not be conducted for Youth Commissioners. The Town Clerk shall advertise mid-term vacancies on Commissions for at least 15 days.

Responsibility and Action: Applicant

1. Read the Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum Policy, complete and submit to the Town Clerk the application for appointment to a Town Commission by the advertised deadline date and time.
2. *For adult applicants:* Attend the Council meeting to be interviewed for the Commission appointment. The applicant is required to notify the Town Clerk no later than 4:00 p.m. three business days before the scheduled interview date whether they will not attend in person or via teleconference.
3. *For student applicants:* Attend the Council Selection Committee interview session. The applicant is required to notify the Town Clerk no later than 4:00 p.m. the three business days

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before the scheduled interview date whether they will not attend in person or via teleconference.

4. If an incumbent Commissioner is requesting reappointment to the same Commission and is not available on the date of the interview, the incumbent must submit a letter by 4:00 p.m. the three business days prior to the interviews, describing the reason why the applicant cannot be present via teleconference or in person for the interview, and why the applicant should be reappointed to the Commission.
5. If appointed, prior to starting the Commission term, appointees are required to attend a Commissioner Orientation and take the "Oath of Office."
6. Attend Commission meetings once term begins.
7. Read the Commissioners' Handbook available online.

Responsibility and Action: Town Council

1. Review applications.
2. *For adult applicants* – Interview applicants by Commission at a public meeting with all applicants present.
For student applicants – Town Council Selection Committee interviews applicants.
3. Determine if the incumbents not in attendance and having submitted a letter pursuant to this Policy should be considered for reappointment.
4. If there are limited applications for any vacancy to a Commission, the Mayor, on behalf of the Council, may request that the Town Clerk re-advertise the vacancy, reschedule the interviews, and notify all applicants of the new interview date.

REAPPOINTMENT GUIDELINES

An individual who has been removed from a Commission for the following reasons, may not be reappointed:

1. Failure to file the following documents required by the Fair Political Practices Commission (Adult Commissioners):
 - a. Form 700 – Assuming Office, Annual, and Leaving Office when term is complete.
 - b. Planning Commissioners are also required to complete AB 1234 Ethics Training and file the original certificate with the Town Clerk every two years.
2. Failure to comply with all Town Policies, Guidelines, and Handbooks.

CONFLICT OF INTEREST

Under the Fair Political Practice Act, a Commissioner has a disqualifying conflict of interest in a governmental decision if it is foreseeable that the decision will have a financial impact on his or her personal finances or other financial interests. In such cases, there is a risk of biased decision-making that could sacrifice the public's interest in favor of the official's private financial interests. To avoid actual bias or the appearance of possible improprieties, the public official is prohibited from participating in the decision. While all Commissioners must comply

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with the Fair Political Practice Act regulations, they should avoid the appearance of a conflict of interest.

The Fair Political Practice Act does not prohibit a Commissioner from participating in a decision simply by virtue of holding a position as a board member, director, officer, or employment with a nonprofit corporation. However, the Town strongly encourages that in the event that a decision concerns a nonprofit corporation for which a Commissioner is a board member, director, officer, or employed with that nonprofit corporation, the person should recuse him or herself and at a minimum shall disclose the potential conflict of interest before any discussion and decision.

APPROVED AS TO FORM:



Gabrielle Whelan, Town Attorney



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

MEETING DATE: 02/03/2025

ITEM NO: 5

DATE: January 30, 2025
TO: Parks and Sustainability Commission
FROM: Nicolle Burnham, Parks and Public Works Director
SUBJECT: Review Recommended Commission Work Plan Items for 2025 and Make a Recommendation to the Town Council

RECOMMENDATION:

Review recommended Commission Work Plan items for 2025 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 2025 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 Complete Streets and Transportation Commission's efforts in 2025.

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 five items on Attachment 1 for the 2025 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 2025 Work Plan

Prepared by: Nicolle Burnham
Parks and Public Works Director

Recommended 2025 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-Bench Program policies and procedures and provide recommendations for staff consideration.
3. Commission will review Adopt-A-Planter Program policies and procedures and provide recommendations for staff consideration.
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 master plan is funded in the Capital Improvement Program for 2025/26, the Commission will support staff outreach efforts as they pertain to parks master planning.

Items for discussion only (no staff time allocated):

- a) (items that the commission wants to discuss during their meetings but no staff effort will be allocated for these items)



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

MEETING DATE: 02/03/2025

ITEM NO: 6

DATE: January 30, 2025
TO: Parks and Sustainability Commission
FROM: Nicolle Burnham, Parks and Public Works Director
SUBJECT: Receive an Update on a Proposed Field Use Policy

RECOMMENDATION:

Staff recommends that the Parks and Sustainability Commission approve the proposed the Field Use Policy. These changes were made following Commission discussion at its October 2024 meeting and are aimed at improving the accessibility of public parks and ensuring fair use for all organizations and groups by maintaining a balanced approach to field reservations and providing clear guidelines for the scheduling process, and to improve service to the community and prevent conflicts among user groups.

BACKGROUND:

The purpose of this report is to propose updates to the draft Field Use Policy. These updates are designed to enhance the accessibility and fairness of park and field reservations, ensure that public events are prioritized, and streamline the scheduling process for both residents and nonresidents. The following guidelines have been incorporated into the proposed policy changes.

DISCUSSION:

In June 2024, the Commission recommended that staff develop a Field Use Policy. In August 2024, staff sought feedback from the Commission to better understand what should be included in the policy. In the October 2024 meeting, staff presented a draft of the Field Use Policy, with the feedback that was gathered during the August meeting.

This report incorporates the proposed changes, which were specifically made to address the Commission's comments, key concerns, and the direction provided during the October 2024 meeting.

PREPARED BY: Meredith Johnston
Administrative Technician

Key Additions to the Field Use Policy:

1. Park Accessibility and Event Restrictions

- Town Facility Use Policy – 1-04
 - No single event may occupy the entire park or reserve the majority of the picnic areas, ensuring the park remains accessible to the public at all times.
 - The park must always remain open to the public, and any reservations or events cannot restrict general access.
 - Public events shall be prioritized over private events.

2. Scheduling Meetings

- If multiple groups request the same fields, dates, or times, applicants will be contacted and invited to a scheduling meeting to resolve any conflicts.
- To be eligible for the scheduling meeting, applicants must submit their applications by the designated deadlines.
- Scheduling meetings will be held twice a year to process long-term or multiple-day field requests for the upcoming seasons. These meetings are critical for managing field reservations during peak times.
 - *Winter and Spring Season:* Second week of November for residents, and second week of December for nonresidents.
 - *Summer and Fall Season:* Second week of April for residents, and second week of May for nonresidents.
- Applicants will receive an email invitation with specific details about the scheduling meeting.

3. Contact Person Requirement

- Each organization must appoint one representative to serve as the primary contact for all communications regarding field reservations, permits, fees, and policies. This representative is responsible for informing the organization's members (board members, coaches, participants, and parents) about the policies and conditions of use.

4. Attendance at Scheduling Meetings

- Applicants are required to attend the scheduling meeting to address any scheduling conflicts. A representative must be present for each park request. If

the primary contact cannot attend, they may designate a substitute representative. Failure to attend the meeting will result in the denial of the permit application.

5. Scheduling Process and Fairness

- The Parks and Public Works Department will ensure that scheduling is done in the most equitable manner possible, prioritizing fairness. However, the department reserves the right to make final decisions in cases of conflict, with the overall best interests of the Town as the guiding principle.
- Not all requests may be granted, depending on availability and conflicting demands.

6. Tentative Schedule Review

- After the scheduling meeting, the Parks and Public Works staff will issue a tentative schedule to applicants for their review, allowing for any necessary adjustments before final confirmation.

Field and Park Capacity Overview:

In addition to the policy updates, the following field and park capacities have been outlined to ensure that user expectations are managed and that we are not over-scheduling park facilities:

Location	Capacity
Bachman	200
Baggerly Field	150
Balzer Field	150
Belgatos	100
Blossom Hill	250
Blossom Hill Tennis/Pickleball Courts	50
Creekside Sports Park	250
La Rinconada Field	200
La Rinconada Tennis/ Pickleball Courts	20
Live Oak Manor	200
Los Gatos Creek Trail	1,600
Oak Meadow	550

These capacity limits are set based on the functional and practical use of the fields, ensuring optimal utilization without overwhelming any single location.

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SUBJECT: Receive an Update on Field Use Policy

DATE: January 30, 2025

CONCLUSION:

The implementation of these updates will result in a more structured and equitable system for reserving fields and park spaces, prioritize public access, and provide a transparent process for resolving scheduling conflicts. It is important that we move forward with these changes to improve the overall management and use of our park facilities.

Attachments:

1. Park and Field Use Policy

Park and Field Use Policy

Introduction:

This policy has been established to ensure that park and field use serves the recreational, athletic, cultural, educational, social, and community service needs of the Town of Los Gatos. It outlines policies and procedures to govern these uses, ensuring a fair and accessible process for all.

In addition to general public access, the Town of Los Gatos parks offer a diverse range of facilities available for rental. These include or may include baseball fields, multi-sport artificial turf field, open fields/lawns, tennis and pickleball courts, trails, and bocce ball courts. Exclusive use of these facilities requires a permit and is subject to the applicable fees, damage deposit, and insurance requirements. Residents and nonresidents are encouraged to enjoy these facilities for casual recreation or to reserve them in advance for organized events or league activities.

Purpose:

- To establish clear policies and procedures for the use of Town parks and fields maintained by the Town of Los Gatos.
- To implement a "recovery period" to ensure the safety and quality of grass and turf fields.
- To ensure decisions regarding park and field use to balance the interests of neighborhoods, sports organizations, and residents of Los Gatos.
- To designate appropriate uses for each field, ensuring they are utilized in a manner that aligns with their intended purpose.

Park and field use permits are required for the temporary, exclusive or special use of park assets maintained or managed by the Town of Los Gatos. In accordance with the Town of Los Gatos Municipal Code Section 19.30.010, the Parks and Public Works Department is responsible for issuing permits for use of park facilities.

Residency Verification:

Verification of resident and nonresident status is required to ensure accurate fee assessment and compliance with Town policies.

- To qualify as a resident, individuals must provide proof of residency within the incorporated areas of the Town of Los Gatos, specifically within ZIP codes 95030 and 95032.
- Nonresidents (including those with Los Gatos addresses but located in the County) are subject to additional fees as outlined in the Town's Comprehensive Fee Schedule.

Non-Profit Verification:

Non-profit rates are available for non-profit organizations as outlined in the Town's Comprehensive Fee Schedule. Organizations must provide proof of their non-profit status, including a valid tax ID number.

Non-Profit – Fundraising:

Town approved non-profit fundraising activities and events are allowed in/or on Town parks and fields with an appropriate permit, issued by the Parks and Public Works Department.

Special Use Permit Application:

A person or group seeking issuance of a permit under Town of Los Gatos Municipal Code Section 19.30.010 shall file and complete a special use permit application with the Parks and Public Works Department and pay any and all required fees and deposits.

Prerequisites to Issuance:

The Parks and Public Works Department shall issue a permit under Town of Los Gatos Municipal Code Section 19.30.010 when the following has been determined:

1. That the proposed activity and use will not unreasonably interfere with, or detract from, the promotion of public health, welfare, safety and recreation.
2. That the proposed activity or use is not unreasonably anticipated to incite violence, crime or disorderly conduct.
3. That the proposed activity or use will not entail unusual, extraordinary or burdensome expense to police operation.
4. That the facilities desired have not been reserved for other use at the day and hour required in the application.

Terms and Conditions:

1. The permittee under Town of Los Gatos Municipal Code Section 19.30.010 shall be bound by all park rules and regulations of Town of Los Gatos Municipal Code Section 19.10.025(17) and all applicable Town ordinances where not expressly approved by permit.
2. The permittee shall be liable for any loss, damage or injury sustained by the Town or by any person.

Revocation:

The Parks and Public Works Department shall have the authority to revoke a permit under Town of Los Gatos Municipal Code Section 19.30.010 upon a finding of a violation of any of the provisions of this chapter or any other ordinance of the Town, or of any rule promulgated hereunder, or upon good cause shown.

Application Submission Guidelines:

The application must be fully completed and submitted at least sixty (60) days prior to the permit date.

Once submitted, the completed application and supporting documents will be reviewed by the Town's Parks and Public Works Department. The applicant will be notified of the approval or denial of their application within thirty (30) days.

- Applications must be submitted to the Parks and Public Works Department office during business hours or emailed to parksreservations@losgatosca.gov.
- All applicants must be at least 18 years of age or older.

- Full rental fees and any applicable deposits are due one week prior to the permit date.
- Permits will not be confirmed or approved until all required fees and required insurance have been received in full.

Town Facility Use Policy – 1-04

- No single event may occupy the entire park or reserve a majority of the picnic areas.
- The park must always remain accessible to the public.
- Public events shall be the priority.

Certificate of Liability Insurance:

The Permittee must maintain a Certificate of Liability Insurance for injuries and property damage during the permit's term, naming the Town of Los Gatos as the Certificate Holder and Additional Insured.

Fees and Charges:

The fees listed are non-negotiable, as Town staff do not have the authority to waive or reduce them. All fees and deposits must be paid in full one week prior to the permit date.

Processing Fee:

All applications are subject to a non-refundable processing fee, which covers the administrative costs associated with processing the application.

Acceptable Payment Methods:

The Town of Los Gatos accepts MasterCard, Visa, and checks as forms of payment.

Deposits:

A refundable damage deposit is required for all park and field use permits.

Cancellations:

If a permit is canceled more than 5 days before the permit date, a refund is available minus a non-refundable cancellation fee.

Field Use Negotiation Period:

The field use negotiation period is defined as the timeframe during which organizations may submit requests for the use of parks and fields. This period allows for discussions and negotiations regarding scheduling and any special requirements related to park and field use.

If other groups request the same fields, dates, or times, the applicant will be contacted and invited to the scheduling meeting to address any conflicts. To be eligible for this meeting, the application must be submitted by the deadline.

Scheduling meetings are held twice a year to process long-term field requests or multiple-day use requests for the winter and spring seasons and summer and fall seasons.

The scheduling meeting for the winter and spring season is scheduled for the second week of November for residents and the second week in December for nonresidents. The scheduling meeting for the summer and fall season is scheduled for the second week of April for residents and the second week of May for nonresidents.

- Winter season: January 1 to March 30
- Spring season: April 1 to May 31
- Summer season: June 1 to August 31
- Fall season: September 1 to December 31

1. Applicants will receive an email invitation with specific details for the scheduling meeting.
2. Each organization must appoint one contact person to serve as the representative for the organization in all communications with the Parks and Public Works Department regarding facility scheduling, permits, fees, etc. The contact person is responsible for informing the organization’s board members, coaches, participants, and parents of all policies, procedures, and conditions of use.
3. The applicant is required to attend the scheduling meeting to address any conflicts with other user groups. A representative must be present for each individual park request. If the applicant is unable to attend, a substitute representative may attend on their behalf. Failure to attend will result in the applications being denied a permit.
4. Scheduling will be made in the fairest and most equitable manner possible. However, the Parks and Public Works Department reserves the right to make final decisions in the event of an impasse, prioritizing the best interests of the Town. Not all requests may be granted.
5. At the end of the scheduling meeting, a Parks and Public Works staff will issue tentative schedule to applicants for their review.

For rentals for the period of January 1 through June 30:

Type of User	Apply on:
Resident Non-Profit Organizations	October 1
Non-Resident Non-Profit Organizations	November 1
All others	November 1

For rentals for the period of July 1 through December 31:

Type of User	Apply on:
Resident Non-Profit Organizations	March 1
Non-Resident Non-Profit Organizations	April 1
All others	April 1

Parks and Fields – Maximum Capacity

Not solely based on square footage of the park, field, or court

Location	Capacity
Bachman	200
Baggerly Field	150
Balzer Field	150
Belgatos	100
Blossom Hill	250
Blossom Hill Tennis/Pickleball Courts	50
Creekside Sports Park	250
La Rinconada Field	200
La Rinconada Tennis/Pickleball Courts	20
Live Oak Manor	200
Los Gatos Creek Trail	1,600
Oak Meadow	550

Los Gatos Parks Overview:

Field Amenities	Restrooms	Trails (Mi)	Parking Spaces	Baseball	Tennis Court	Basketball	Artificial Turf
Bachman		.3					
Balzer Field	1			1			
Belgatos Park	1	.2	15				
Blossom Hill Park	1	.3	21	1	6		
Creekside Sports Park	1		20				1
Fairview Plaza		.1					
Howes Playlot		.1					
La Rinconada Park		.4			1		
Live Oak Manor Park		.3				1/2	
Novitiate Park		.35					
Oak Meadow Park	1	.4	68				
Oak Hill Playlot		.1					
Pageant Grounds							
Town Park Plaza							
Worcester Park		.6					
Los Gatos Creek Trail		10					
Heintz Open Space		1.4					
Santa Rosa Open Space		2.2					
Kennedy Open Space		.5					



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

MEETING DATE: 02/03/2025

ITEM NO: 7

DATE: January 30, 2025
TO: Parks and Sustainability Commission
FROM: Nicolle Burnham, Parks and Public Works Director
SUBJECT: E-Bikes in Parks and On Town Trails

RECOMMENDATION:

Consider the concept of making certain changes to Town Code with regard to use of electronic bikes on Town trails and in Town parks.

REMARKS:

Town Code Section 19.10.037 indicates that bicycles can be used in parks and on trails provided their speeds do not exceed 15 miles per hour. The code defines bicycle as *"A device, as defined in Sec. 231 of the California Vehicle Code, upon which a person may ride, propelled exclusively by human power through a belt, chain, or gears and having one (1) or more wheels."* The code does not define electronic bicycles, motorized bicycles or other electric powered devices like scooters and skateboards.

Staff has been receiving an increasing number of complaints about the use of e-bikes and motorized bikes on trails, particularly in Santa Rosa and Heintz Open Space areas. While enforcement is one of the challenges related to managing this situation, staff has also noted that the current town codes does not include clear and specific prohibitions of certain classes of vehicles and bikes.

Staff is considering modifications to Town Code to address this issue and would like initial thoughts from the Commission before beginning this work. Options include: prohibiting all electric bikes from all or certain park trails; or prohibiting certain classes of electronic bikes from or certain park trails. Both options would require changes to Town Code and educational campaigns.

Prepared by: Nicolle Burnham
Parks and Public Works Director
