



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

MEETING DATE:
06/10/2024
Item 5

DATE: May 6, 2024
TO: Parks and Sustainability Commission
FROM: Nicolle Burnham, Parks and Public Works Director
SUBJECT: Receive a Report on Park Use Agreements and Provide Feedback

RECOMMENDATION:

Receive a report on Park Use Agreements and Provide Feedback

BACKGROUND:

The Town offers a variety of reservable facilities, including three sports fields, seven tennis courts, the creek trail, and six park fields. These amenities can be reserved in two ways: for general use, with permits issued according to the adopted fees, and through use agreements for specific groups.

Field Use Permits

In 2023, the Parks and Public Works department issued 61 field use permits, and so far in 2024, we have issued 17 permits. These permits cover a variety of events, including runs, flag football, school activities, nonprofit events, and private gatherings. The current rates for field use permits are as follows: residents pay \$95 per day, while non-residents pay \$150 per day. For any additional days, residents incur an extra fee of \$25 per day, and non-residents incur an extra fee of \$40 per day.

Use Agreement Overview

Use agreements grant organizations access to Town facilities for recreational and educational purposes, contributing to the enrichment of our community. Organizations based within the jurisdiction of Los Gatos, or with a majority of its participants residing in Los Gatos, may be eligible to obtain a use agreement.

PREPARED BY: Meredith Johnston
Administrative Technician

BACKGROUND (continued):

The four use agreement recipients and a summary of the terms of the agreement follow.

Los Gatos Little League (LGLL) (Attachment 1):

- LGLL offers organized baseball activities for youth aged four to fifteen.
- Current agreement for Baggerly and Balzer Fields expires on June 30, 2027.
- Term of Agreement: Five years with the option to extend for two additional five-year periods upon mutual consent.
- Premises Definition: Facilities and amenities at Baggerly and Balzer Fields.
- Annual Use Fee: LGLL to pay an annual fee of \$6,600, subject to adjustment based on CPI changes.
- Facility Maintenance Fee: LGLL to pay a fee of \$4.00 per participant per class or program.
- Maintenance Responsibility: LGLL responsible for facility maintenance, excluding parking lots and restroom areas as outlined in section 2.4 of the Agreement.
- Compliance: LGLL to comply with all applicable provisions of the Los Gatos Town Code and park regulations.

Los Gatos-Saratoga Community Education and Recreation (LGSR) (Attachment 2):

- LGSR, established in 1956, provides community education and recreation services.
- Historical partnership with the Town includes a lease agreement since 2009 and a programming agreement since 2014.
- Use of Premises: LGSR to provide schedules for programming sessions at various parks.
- Term of Agreement: One year with nine additional one-year periods.
- Annual Use Fee: \$15,500, subject to adjustment based on CPI changes.
- Facility Maintenance Fee: \$4.00 per participant.
- Maintenance: LGSR responsible for site clean-up as outlined in section 2.8 of the agreement.
- Facility Use Policies: LGSR to comply with all applicable provisions of the Los Gatos Town Code and park regulations.

Los Gatos United Soccer Club (LGUSC) (Attachment 3):

- LGUSC, with over 1,700 participants, provides soccer programs for youth.
- Current agreement for Creekside Sports Park expires on June 30, 2028.
- Term of Agreement: Five years with the option to extend for two additional five-year periods upon mutual consent.
- Premises Definition: Facilities and amenities at Creekside Sports Park.
- Annual Use Fee: LGUSC to pay an Annual Use Fee of \$21,590, subject to adjustment based on CPI changes.
- Facility Maintenance Fee: LGUSC to pay a Facility Maintenance Fee of \$4.00 per participant per season.

BACKGROUND (continued):

- Maintenance Responsibilities: LGUSC to perform maintenance duties as outlined in Attachment B.
- Utilities Costs: LGUSC to pay a proportional share of utility costs based on field use hours.
- Compliance: LGUSC to comply with all applicable provisions of the Los Gatos Town Code and park regulations.

West Valley Red Hawks Lacrosse Club (Red Hawks) (Attachment 4):

- Red Hawks, established in 2004, promotes lacrosse in the Los Gatos-Saratoga area.
- Current agreement for Creekside Sports Park expires on June 30, 2028.
- Term of Agreement: Five years, with options for two additional five-year extensions upon mutual consent.
- Premises Definition: Facilities and amenities at Creekside Sports Park.
- Annual Use Fee: Red Hawks to pay an Annual Use Fee of \$6,500, subject to adjustment based on CPI changes.
- Facility Maintenance Fee: Red Hawks to pay a Facility Maintenance Fee of \$4.00 per participant per season.
- Facility Maintenance Fee: Red Hawks to perform maintenance duties as outlined in Attachment B.
- Compliance: Red Hawks to comply with all applicable provisions of the Los Gatos Town Code and park regulations.

Table 1. Park Use Fees by User Group

User Name	Annual Use Fee (\$)	CPI Adjustment	Annual Total Use Hours	Annual Fee Per Hour (\$/Hour)
Los Gatos United Soccer	\$21,590	FY2024/25	1,865	\$11.58
Red Hawks Lacrosse	\$5,850	FY2024/25	253	\$23.12
Los Gatos Little League	\$6,600	FY2023/24	1,216	\$5.43
Los Gatos Saratoga Recreation	\$15,500	FY2024/25	4,607	\$3.36

Table 2. Project Facility Maintenance Fee by User Group

User Name	Facility Maintenance Fee (Per Attendee per Season or Session)	Approximate Number of Annual Users	Projected Facility Maintenance Fee to be Paid Annually (\$)
Los Gatos United Soccer	\$4.00	350	\$1,400
Red Hawks Lacrosse (the Club)	\$4.00	125	\$500
Los Gatos Little League	\$4.00	200	\$800
Los Gatos Saratoga Recreation	\$4.00	4,300	\$17,200

DISCUSSION:

This report documents the allocation of field use among various community organizations within our jurisdiction. Field permits and use agreements play a crucial role in fostering community engagement, supporting youth development, and promoting recreational activities.

Current Landscape: Our community benefits from the involvement of several organizations that utilize Town fields for their programs and activities. These organizations include sports clubs, educational initiatives, and recreational programs. Effective allocation of field use ensures equitable access and optimal utilization of our resources.

Staff has gathered data from neighboring municipalities regarding field usage (Attachment 5). The findings reveal a trend with a significant portion of municipalities employing a permitting process rather than relying on use agreements.

Considerations: When working with user groups to develop agreements staff considers the following issues:

1. **Equity:** Ensuring fair access to field use for all community organizations, regardless of size or scope.
2. **Community Impact:** Assessing the positive impact of field use agreements or permits on community health, youth development, and recreational opportunities.
3. **Financial Sustainability:** Balancing the financial contributions from organizations with the maintenance costs and upkeep of Town fields.
4. **Program Diversity:** Supporting a diverse range of programs and activities that cater to various age groups, interests, and skill levels.
5. **Compliance:** Ensuring that all organizations adhere to Town regulations, safety standards, and environmental guidelines.

Proposed Approach: As staff considers the use of our assets our goal is to achieve the following:

1. **Transparent Process:** Implementing a transparent process for allocating field use agreements or a permitting process including clear criteria, evaluation metrics, and policy.
2. **Collaborative Decision-Making:** Involving stakeholders, such as community organizations, residents, and Town staff, in the decision-making process.
3. **Regular Review:** Conducting periodic reviews of field use agreements or permits to assess their effectiveness, address emerging needs, and make necessary adjustments.
4. **Flexibility:** Maintaining flexibility in the allocation process to accommodate changes in demand, program offerings, and community priorities.
5. **Communication:** Establishing effective communication channels to disseminate information, address concerns, and solicit feedback from stakeholders.

CONCLUSION:

The allocation of field use agreements or permits is a vital aspect of community development and engagement. By adopting a strategic and collaborative approach, we can ensure equitable access to Town fields while maximizing the positive impact of recreational and educational programs on our community. This report outlines the importance of effectively managing the allocation of field use agreements or permits and proposes a strategic approach to address the needs of our diverse community.

As the Commission considers this topic staff suggests the following potential questions for guidance:

1. Should certain groups be issued Use Agreements, or should all users follow the sport field reservation policy?
2. What criteria should be met for groups seeking a Use Agreement?
3. Should fees charged in Use Agreements be reduced (as is current practice) or should staff charge to hourly rate adopted by Town Council?
4. Should user groups be allowed to perform maintenance on Town owned sport fields as is the current practice?
5. Should the Park and Sustainability Commission recommend that Town Council direct staff to develop a field use policy?

Attachments:

1. Los Gatos Little League Use Agreement
2. Los Gatos-Saratoga Community Education and Recreation Use Agreement
3. Los Gatos United Soccer Club Use Agreement with Attachment B
4. West Valley Red Hawks Lacrosse Club Use Agreement with Attachment B
5. Field Use Data