



CITY OF GILROY

PARKS AND RECREATION
COMMISSION



REGULAR MEETING AGENDA

TUESDAY, AUGUST 19, 2025 | 6:00 PM

CITY CHAMBERS, CITY HALL
7351 ROSANNA STREET, GILROY, CA 95020

Chair: Luis Ramirez

Vice Chair: Javier Martinez

Commissioners: Emily Miller, Jorge Vargas, Jesse Jimenez

Staff Liaison: Public Works Director John Doughty

Mission Statement

The Parks and Recreation Commission of the City of Gilroy is committed to enhancing the quality of life for its citizens by promoting planning, acquisition, development, and sustainability of parks, trails, cultural, historical and other recreational areas. The commission embraces wellness and recreation, park safety, and inclusiveness for all ages and abilities because Parks Make Life Better.



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at least 72 hours prior to the meeting at (408) 846-0204 or cityclerk@cityofgilroy.org to help ensure that reasonable arrangements can be made.



Materials related to an item on this agenda submitted to the City of Gilroy Parks and Recreation Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to the Staff's ability to post the documents before the meeting.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE, TO RECEIVE A FREE COPY OF THE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION STAFF AT (408) 846-0204.

PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to

complete a Speaker's Card located at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed or not. Speaker's slips should be submitted to the Secretary **BEFORE** this portion of the meeting begins. Anyone wishing to address the Commission on any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip as well and submit it to the Secretary **BEFORE** the Commission takes action on the item.

The agenda for this regular meeting is as follows:

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **SECRETARY'S REPORT**
5. **APPROVAL OF MINUTES**
 - 5.1. **Approval of the Minutes from the June 17, 2025, Parks and Recreation Meeting**
6. **APPROVAL OF AGENDA**
7. **INTRODUCTIONS**
8. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
 - 8.1. **This time has been set aside for the public to address the Commission on items that are NOT on this Agenda. The Commission may not act upon these comments at this meeting, other than to provide directions to staff to review the comments and return to them at a future meeting. ALL speakers should submit a speaker's slip to the Secretary before this portion of the meeting and prepare a presentation not to exceed three (3) minutes.**
9. **NEW BUSINESS**
 - 9.1. **Gilroy Parks and Recreation Commission Youth Access Scholarship**
 - 9.2. **Draft RFP for Parks Master Plan Update**
 - 9.3. **Parks and Commission Budget**
10. **OLD BUSINESS**
 - 10.1. **Update on Mural Request on the Las Animas Veterans Park Handball Courts**
11. **DEPARTMENT UPDATES**
 - 11.1. **Public Works Parks Updates**

11.2. Public Works Capital Improvement Project (CIP) Updates

11.3. Recreation Division Updates

12. COMMISSIONER PARK REPORTS & COMMENTS

12.1.

- **Bozzo - Carriage Hills, Gateway, Miller**
- **Jimenez - Farrel, Forest, San Ysidro**
- **Martinez - Rainbow, Los Arroyos, Las Animas, Gilroy Little League**
- **Miller - Cydney Casper, Del Ray, Gilroy Sports**
- **Ramirez - Butcher, El Roble, Renz, Sunrise**
- **Vargas - Christmas Hill Park & Ranch Slte, Hecker Pass, Las Animas**

13. DIRECTOR REPORT

13.1. Christmas Hill Park Story Walk

14. FUTURE COMMISSIONER INITIATED ITEMS

15. ADJOURNMENT

**City of Gilroy
Parks and Recreation Commission Regular Meeting Minutes
Tuesday, June 17, 2025 | 6:00 PM**

1. **CALL TO ORDER**

Meeting called to order by Vice Chair Martinez at 6:00 p.m.

2.

Attendance	Attendee Name
Present	Javier Martinez, Vice Chair Salvatore Bozzo, Commissioner Emily Miller, Commissioner Jorge Vargas, Commissioner Jesse Jimenz, Commissioner
Absent	Luis Ramirez, Chair

3. **FLAG SALUTE**

4. **SECRETARY'S REPORT**

The meeting packet was posted on Friday, June 13, 2025. In addition, Henig mentioned that Ms. Graham resigned from the Parks and Recreation Commission.

5. **APPROVAL OF MINUTES**

5.1. May 27, 2025

RESULT: Pass

MOVER: Commissioner Miller

SECONDER Commissioner Vargas,

AYES: Commissioner Miller, Commissioner Vargas, Vice Chair Martinez, Commissioner Bozzo, Commissioner Jimenez.

ABSENT: Chair Ramirez

6. **APPROVAL OF AGENDA**

RESULT: Pass

MOVER: Commissioner Jimenez

SECONDER Commissioner Bozzo

AYES: Commissioner Miller, Commissioner Vargas, Vice Chair Martinez, Commissioner Bozzo, Commissioner Jimenez.

ABSENT: Chair Ramirez

7. **INTRODUCTIONS**

None.

8. **PRESENTATION**

Santa Clara County Health Department – “Gilroy Moves Grant Activities”

Members of the Santa Clara County Health Department presented their project close out update on the Gilroy Moves grant program.

9. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

None.

10. **NEW BUSINESS**

10.1. **Mural Request on the Las Animas Veterans Park Handball Courts**

A presentation was made by staff member Bryce Atkins indicating that a private donor(s) were interested in funding three murals on the exterior walls of the Las Animas Veterans Park’s handball courts. Mr. Atkins explained that the mural design was presented and approved by the Arts and Culture Commission and that the Parks & Recreation Commission role was to recommend that the City Council permit the mural on the handball (park) facility. The mural would cover the three exterior walls of the handball court and would not impact play. The mural is being funded privately and would take approximately a month to complete. The City Council will have final approval at a future meeting. The artist was present and spoke about the design and the process.

Motion was made by Bozzo to approve the mural on the Las Animas handball court and seconded by Commissioner Miller. Following Commission discussion and deliberation, a friendly amendment was suggested by Commissioner Miller—the public should have an opportunity to have input on the mural’s design before it goes to City Council. Bozzo accepted the friendly motion amendment and Miller seconded. A roll call vote was requested. Each commissioner was in favor of the motion. Both Jimenez and Martinez requested that public input occur prior to City Council action. Motion passed 5-0-0.

RESULT: Pass

MOVER: Commissioner Bozzo

SECONDER Commissioner Miller

AYES: Commissioner Miller, Commissioner Vargas, Vice Chair Martinez, Commissioner Bozzo, Commissioner Jimenez.

ABSENT: Chair Ramirez

10.2. **Las Animas Veterans Park Pickleball Courts Project**

Staff presented the four potential pickleball court locations at Las Animas Veterans Park. Doughty explained that with four courts, there may be funding for benches, shade structures, fencing, and lighting. With six courts, however, it will likely have less amenities since the additional costs will be absorbed in the construction of the six courts. Among the four potential locations, the Commission felt that number three was the best location, which staff also

supported through their own scoring system (Option number three received the highest score).

Vargas, Martinez, and Jimenez supported using some of existing space at the dog park. Miller recommended building six courts instead of four. Miller motioned to recommend location number three and to build six courts and use the existing dog park area. Vargas seconded. Motion passed 5-0-0.

RESULT: Pass

MOVER: Commissioner Miller

SECONDER Commissioner Vargas

AYES: Commissioner Miller, Commissioner Vargas, Vice Chair Martinez, Commissioner Bozzo, Commissioner Jimenez.

ABSENT: Chair Ramirez

11. **OLD BUSINESS**

11.1. **FY26 and FY27 Parks and Recreation Commission Workplan**

Henig reviewed the work plan staff report and went over each section of next year's work plan:

- Engaging the Community – nothing to report.
- Maintain and enhance existing park facilities – commissioners will continue to report on their park assignments.
- Establish permanent pickleball facilities – Somewhere between four and six pickleball courts will be built during FY26, per the budget adoption. To begin the process, PRC recommended building the courts near the dog park (location #3) during an earlier staff report.
- Planning for the future – A recreation assessment will be undertaken by the Administration Department.

12. **DEPARTMENT UPDATES**

12.1. Recreation Division Updates

Henig reviewed his report that was included in the meeting packet.

12.2. Status of City Parks

Souza reviewed his report that was included in the meeting packet.

13. **COMMISSIONER PARK REPORTS & COMMENTS**

The following comments were made by commissioners:

- **Bozzo** - Visited three parks. Went to Miller. Noticed the restrooms are open daily. Gateway Park, observed beautiful lilies in bloom.
- **Jimenez** – Visited San Ysidro and Forest.
- **Martinez – Said staff was doing an “amazing job”** at maintaining Rainbow Park. Los Arroyos looks good. San Ysidro Park could use pressure washing of the steps and handball courts. Also mentioned that the South Heals issued a grant for \$5000 to support lower-income residents with a scholarship for a recreational activity.

- **Miller** – Sports Park looks fabulous. Noticed the knock downs were removed from levee entrance/exit; Del Rey, concrete is still uneven. Needs to be marked to avoid users from tripping. Casper looks fabulous. Wants a grabber and gloves.
- **Vargas** - **Noticed that the** handicap sign at Christmas Hill Park was fixed.

14. STAFF COMMENTS

Henig went over the three updates in the meeting packet. Miller and Jimenez would plan to attend the CPRS mini conference in November at the Morgan Hill Cultural Community Center.

15. ADJOURNMENT

The meeting adjourned at 8:19pm.

AH

Adam Henig, Recreation Division
Recording Secretary

Gilroy Parks and Recreation Commission Youth Access Scholarship

In collaboration with SC HEALS! and the South County Youth Task Force (SCYTF)

Dear Gilroy Families,

We are proud to introduce the Gilroy Parks and Recreation Commission Youth Access Scholarship, a special opportunity to help youth in our community participate in positive, pro-social activities this summer and fall of 2025. This initiative is made possible through grant funding awarded to the Gilroy Parks and Recreation Commission by SC HEALS! and the South County Youth Task Force (SCYTF), with support from the Valley Health Foundation.

This scholarship is designed to reduce financial barriers for underprivileged Gilroy youth who want to engage in healthy, safe, and enriching activities. Funding can be used for a wide range of youth programs, not just those offered by the City of Gilroy Recreation Department. This includes sports teams, arts and enrichment programs, swim lessons, wellness classes, or other community-based recreational activities that promote health, growth, and well-being.

Eligibility:

This scholarship is open only to youth and families experiencing financial hardship. Applicants must reside in Gilroy and meet at least one of the following criteria:

- Youth qualifies for free or reduced-price lunch, or
- The family receives public assistance (e.g., Medi-Cal or similar programs)

Each award will cover the cost of an eligible program, up to a set amount, depending on funding availability.

To apply, please complete the attached application form. Scholarships are limited and will be awarded on a rolling basis.

Please submit all completed applications at the San Ysidro Park Community Center 7700 Murray Ave, Gilroy, CA 95020.

We are excited to help Gilroy youth explore, grow, and thrive through this opportunity. Thank you for all you do to support your child's development and well-being.

Sincerely,

Gilroy Parks and Recreation Commission

In collaboration with SC HEALS! and the South County Youth Task Force (SCYTF)



Gilroy Parks and Recreation Commission Youth Access Scholarship



Presented by the Gilroy Parks & Recreation Commission in partnership with SC HEALS! and the South County Youth Task Force

Parent/Guardian Information

Parent/Guardian Full Name: _____

Phone Number: _____

Email Address (if available): _____

Preferred Language (Circle One): English Spanish

Youth Information

Student Full Name: _____

Date of Birth (MM/DD/YYYY): _____

Age: _____

Gender:

Male

Female

Nonbinary

Prefer not to say

Home Address (Must reside in Gilroy): _____

ZIP Code: _____

School Name: _____

Eligibility

Does your child qualify for any of the following?:

Free/Reduced Lunch

Medi-Cal or other public assistance

None of the above

Staff Only

Date & Time Received: _____

Staff Name: _____

Staff Signature: _____

2025

Gilroy Parks and Recreation Commission Youth Access Scholarship



Presented by the Gilroy Parks & Recreation Commission in partnership with SC HEALS! and the South County Youth Task Force

Has your child participated in City of Gilroy Recreation programs before?:

Yes

No

Why are you interested in a scholarship for your child?:

Which season are you applying for?:

Summer 2025

Fall 2025

Both

What types of activities is your child interested in?:

Swim lessons

Team sports (e.g., basketball soccer, volleyball)

Fitness or wellness classes

Arts or enrichment programs

Name of program, team, or activity: _____

Consent

I confirm that I am the legal guardian of the child listed above and give permission for them to participate in Recreation activities if selected.

I understand that space is limited and submitting this form does not guarantee a spot.

Signature: _____ Date: _____

Staff Only

Date & Time Received: _____

Staff Name: _____

Staff Signature: _____

2025

Beca de Acceso Juvenil de la Comisión de Parques y Recreación de Gilroy

En colaboración con SC HEALS! y South County Youth Task Force (SCYTF)

Queridas familias de Gilroy:

Nos enorgullece presentar la Beca de Acceso Juvenil de la Comisión de Parques y Recreación de Gilroy, una oportunidad especial para ayudar a la juventud de nuestra comunidad a participar en actividades positivas y pro-sociales durante este verano y otoño. Esta iniciativa es posible gracias a fondos de subvención otorgados a la Comisión de Parques y Recreación de Gilroy por SC HEALS! y la South County Youth Task Force (SCYTF), con el apoyo de la Valley Health Foundation.

Esta beca está diseñada para reducir las barreras económicas que enfrentan los jóvenes de Gilroy con menos recursos que desean participar en actividades saludables, seguras y enriquecedoras. Los fondos pueden utilizarse para una amplia variedad de programas juveniles, no solo aquellos ofrecidos por el Departamento de Recreación de la Ciudad de Gilroy. Esto incluye equipos deportivos, programas de arte y enriquecimiento, clases de natación, talleres de bienestar u otras actividades recreativas comunitarias que promuevan la salud, el crecimiento y el bienestar.

Requisitos de elegibilidad:

Esta beca está disponible únicamente para jóvenes y familias que estén atravesando dificultades económicas. Los solicitantes deben vivir en Gilroy y cumplir al menos uno de los siguientes criterios:

- El joven califica para almuerzo gratuito o a precio reducido, o
- La familia recibe asistencia pública (por ejemplo, Medi-Cal u otros programas similares)

Cada beca cubrirá el costo de un programa elegible, hasta un monto establecido, dependiendo de la disponibilidad de fondos.

Para postular, por favor complete el formulario de solicitud adjunto. Las becas son limitadas y se otorgarán de manera continua hasta agotar los fondos.

Favor de entregar solicitudes completas al Centro Comunitario del Parque San Ysidro 7700 Murray Ave, Gilroy, CA 95020.

Nos entusiasma poder ayudar a los jóvenes de Gilroy a explorar, crecer y prosperar a través de esta oportunidad. Gracias por todo lo que hacen para apoyar el desarrollo y bienestar de sus hijos.

Atentamente,

Comisión de Parques y Recreación de Gilroy

En colaboración con SC HEALS! y la South County Youth Task Force (SCYTF)



Gilroy Parks and Recreation Youth Access Scholarship

Presentado por la Comisión de Parques y Recreación de Gilroy en colaboración con SC HEALS! Y South County Youth Task Force



Información del Padre/Madre o Tutor

Nombre completo del padre/madre o tutor: _____

Número de teléfono: _____

Correo electrónico (si tiene): _____

Idioma preferido (circule uno): Inglés Español

Información del Menor

Nombre completo del estudiante: _____

Fecha de nacimiento (DD/MM/AAAA): _____

Edad: _____

Género:

Masculino

Femenino

No binario

Prefiero no decirlo

Dirección (Debe residir en Gilroy): _____

Código Postal: _____

Nombre de la escuela (o escribir 'Educación en casa'): _____

Elegibilidad

¿Su hijo(a) califica para alguno de los siguientes programas?:

Almuerzo gratuito o reducido

Medi-Cal u otra asistencia pública

Ninguno de los anteriores

Staff Only

Date & Time Received: _____

Staff Name: _____

Staff Signature: _____

Gilroy Parks and Recreation Youth Access Scholarship

Presentado por la Comisión de Parques y Recreación de Gilroy en colaboración con SC HEALS! Y South County Youth Task Force



¿Su hijo(a) ha participado antes en programas recreativos de la Ciudad de Gilroy?:

Sí

No

¿Por qué está interesado(a) en obtener una beca para su hijo(a)?:

¿Para qué temporada está solicitando?:

Verano 2025

Otoño 2025

Ambas

¿Qué tipos de actividades le interesan a su hijo(a)?:

Clases de natación

Deportes en equipo (ej. baloncesto, voleibol)

Clases de ejercicio o bienestar

Programas de arte o enriquecimiento

Nombre del programa, equipo o actividad: _____

Consentimiento

Confirmando que soy el tutor legal del menor mencionado y doy permiso para que participe en actividades recreativas de la Ciudad de Gilroy si es seleccionado.

Entiendo que el espacio es limitado y que enviar este formulario no garantiza un lugar.

Firma: _____ Fecha: _____

Staff Only

Date & Time Received: _____

Staff Name: _____

Staff Signature: _____

REQUEST FOR PROPOSALS (RFP)

**Comprehensive Update of the Gilroy
Parks and Recreational Trails Master Plan**

Date of Issue: _____, 202__

DRAFT

1.0 RFP Overview

1.1. About the City of Gilroy

Located 35 miles south of San Jose, the City of Gilroy is a community of about 60,000 people, situated in the southernmost portion on the Santa Clara Valley between the Santa Cruz Mountain range and the Diablo Mountain range. Gilroy is located just 30 minutes from the Pacific Ocean and Monterey Bay which accounts for the amazing climate and the abundance of outdoor activities.

Gilroy's historic Downtown is home to many shops, restaurants, brew pubs, wine tasting rooms, and other local businesses. Downtown also serves as a gathering point and staging area for many festivals throughout the spring, summer and fall. Gilroy is at the crossroads of Highway 101 and Highway 152 which makes it a prime location for regional commercial activities and light industrial/tech businesses. The City is also home to Gilroy Gardens Amusement Park and three golf courses.

The City and adjoining areas are home to numerous nurseries and farms. The City is known for being the Garlic Capital of the World and recently the world-famous Gilroy Garlic Festival was held in July. Gilroy is proud of its agriculture history where roadside stands sell locally grown fruit, artichokes, greens, root vegetables, beans and herbs.

Residents of this thriving community live a lifestyle that many think no longer exists in California. Neighbors care about each other, schools are important, and there is a sense of real community.

1.2. Purpose of RFP

The City of Gilroy is seeking proposals from qualified consulting firms to prepare a comprehensive update of the Parks Master Plan with the inclusion of recreational trails and paths. The City seeks a Plan that is concise, user-friendly and creates a roadmap for ensuring an appropriate balance of park sites, recreational trails, facilities and amenities throughout the community, now and into the future.

The Plan will be informed by the policies of the City's adopted General Plan and parallel staff study of the recreational programming needs by the City. The Plan's purpose is to supplement the General Plan and assist the Parks and Recreation Commission, Planning Commission and City Council to establish a clear set of goals, objectives, priorities, and implementation measures for development, enhancement, maintenance and operation of the City's parks, recreational facilities and recreation paths over the next fifteen years aligning with the City's 2040 General Plan planning horizon.

The Plan will require the review by the Parks and Recreation Committee (PRC), the Planning Commission and ultimately approval by the City Council.

1.3 Background

The City's Parks inventory includes _____ accounting for approximately ___ acres and approximately ___ miles of recreational trails/paths. The Public Works Department maintains all public parks and trails while the Recreation Division manages activities including camps, facility reservations and special events within the parks.

The Parks Master Plan was adopted in 2002 and last updated in 2004. Since that time the City's population has grown by approximately ___ persons and ___ additional parks encompassing ___ acres have been added. Additional programming including dog parks have been added. Direct feedback from residents suggests an appetite for growing sports like pickleball and frisbee golf, and a desire for new facilities like a community pool and splash pad and BMX Pump Track.

The Trails Master Plan was adopted in 2005. The City is seeking to integrate recreational trails (linear park space) into the City's comprehensive update of the Parks Master Plan. Significant expansion of the recreational trail system has occurred since 2005 as part of new development and partnership with the Santa Clara Valley Water District (Valley Water).

The City is recently completed community outreach and consensus building around a major update of the Civic Center Master Plan. The Civic Center Master Plan envisions the ultimate development of a Recreation and Aquatic Center, Multigenerational Community Center and new Civic Park. The Master Plan document is currently being finalized. An Environmental Impact Report (EIR) is being prepared as well.

Population and demographic changes as well as evolving trends, technologies and consumer preferences in the parks and recreation industry underscore the City's need for an updated Master Plan.

1.4. City Objectives

The City's high level goals for the Plan include:

- Ensuring that residents, user groups, associations and other stakeholders are provided an opportunity to participate in the development of the Plan;
- Providing a variety of high-quality parks and recreational facilities and amenities that meet the needs of a diverse range of residents and visitors, now and into the future;

- Maintaining and expanding recreational trails to serve the needs of the community both recreationally and, where appropriate as a part of the City Active Transportation needs.
- Showing compliance with State and Federal laws pertaining to age-appropriate facilities, disability access and other regulations;
- Guaranteeing compliance with the California Environmental Quality Act (CEQA);
- Identifying path for protection of environmental resources;
- Anticipating and flexibly accommodating future statutory changes;
- Identify a framework for the security element for parks and recreational activities within the City;
- Creating a plan that is financially realistic given available City revenues and other potential funding sources;
- Establishing priorities and phasing for plan implementation;
- Utilizing new technologies and/or methodologies to reduce the City’s contribution to greenhouse gas emissions/climate change; and
- Acknowledging the critical need for collaboration with Gilroy Unified School District recreational facilities and amenities as additional community resources in the Master Plan.

1.5. Selection Criteria

Proposals are to contain specific methods and techniques that the consultant will use and sufficient information to enable the City to properly evaluate the qualifications of the consultant and any sub-consultant(s). The successful team or individual must demonstrate a proven track record in assisting public agencies with preparing parks and trails master plans while working closely with City staff throughout the process. The successful consultant will be selected on the basis of professional qualifications and demonstrated competence. Particular attention will be paid to:

- Ability to meet the requirements outlined in this RFP.
- Qualifications and relevant experience of the consultant and individuals who will work on the project.
- Amount and quality of time key personnel will be involved in their respective portions of the project.
- Reasonableness of the fee requested to do the work; comparability of fee to similar services offered by other qualified consultant(s).
- The consultant’s demonstrated record of success in a similar community.
- The specific methods and techniques to be employed on the project.
- Ability to provide appropriate insurance in adequate amounts.

1.6. Selection Procedure

All responses to this RFP that meet the submittal requirements (Section 3) will be evaluated by a review panel comprised of City staff. The evaluation committee will identify a short-list of the best qualified consultants. The short-list of consultants will be asked to participate in interviews/scripted demonstrations. The interviews will be conducted on-site.

The reference checks will consist of phone and/or email inquiries of current or past customers of consultant – either provided by consultant for reference or contacted independently by Gilroy. Upon completion of the interview, demonstration, and reference checks, the City will select a finalist with whom to begin final negotiations of a contract to be taken to the City Council for approval.

Submittal of a proposal does not guarantee a consultant will be asked to interview/demonstrate. Attendance at any such interview/demonstration will be at the consultant’s expense.

1.6. RFP Schedule (Tentative)

The table below provides the estimated schedule that will be followed.

Item	Date
Release RFP	_____, 202__
Consultant Questions Due	_____, 202__
Issue Addenda	_____, 202__
Proposals Due	_____, 202__
Proposal Evaluation Period	_____, 202__
Interviews of Best Qualified Consultants	_____, 202__
Reference Checks	_____, 202__
Selection of Finalist	_____, 202__
City Council Consideration of Agreement	_____, 202__

The City reserves the right, at its sole discretion, to adjust the schedule as it deems necessary. Notification of any adjustment to the RFP schedule will be posted on the City’s website as an addendum to the RFP.

1.7 RFP Questions/Contact

The City invites you to submit a proposal in accordance with the terms, conditions, and specifications contained in this document. Please provide the information requested via email on _____, 202_ as instructed in SECTION 3 and received **no later than** 4:00 p.m. to:

Carina Baksa

Finance Manager

Carina.Baksa@cityofgilroy.org

The consultant is responsible for ensuring that the email was successfully received. Questions and requests for clarification and/or additional information should be directed via email to the contact above as well as John Doughty at John.Doughty@cityofgilroy.org. All responses to questions/clarifications will be posted on the City's website as an addendum to this RFP (see Section 1.6 - Schedule).

2.0 Scope of Services

Throughout the entire project, the consultant will work closely with City staff and establish scheduled meetings to keep staff informed of the status of the project. Meetings may be in person, by phone or via video conference. The consultant must have a comprehensive knowledge of all regulations regarding parks and recreational facilities, master plan provisions, local environmental challenges, California Environmental Quality Act, and applicable best practices in the industry. The Consultant's scope of work will include the following tasks:

2.1 Preparation of Work Plan

Within 10 days of the execution of the contract, the Consultant will meet with staff to develop a comprehensive work plan with specific deliverables and due dates.

2.2 Review of Resource Documents

The consultant will review the resource documents listed below and have a thorough understanding of each prior to preparation of the RFP and service contract. These documents are attached at the end of the RFP document or, as noted, are available on the City website.

- a. List of City current parks, recreational trails and recreational facilities (attached)
- b. City Parks Master Plan, adopted 2002 and updated 2004 (add link)
- c. City Trails Master Plan, adopted 2005 (add link)
- d. City of Gilroy Capital Improvement Plan (add link)

- e. City of Gilroy Standard Professional Services Agreement (attached)
- f. City of Gilroy 2040 General Plan (add link)
- g. Draft Civic Center Master Plan (link to project page)

NOTE: Additional resource documents are available from Santa Clara County, Valley Water and non-profits that are implementing trail projects in and linked to Gilroy improvements.

2.3 Gather Input and Assess Community Needs

The consultant will:

- Identify and develop methods to distribute information (website, newsletter, existing publications and media) and work with City staff on distribution of information.
- Provide well-organized and directed activities, techniques and formats that will ensure that a positive, open and proactive public participation process and communications strategy are achieved.
- Obtain stakeholder (users, non-users and visitors to the City) input regarding community members' interests, needs and desires for and customer satisfaction with current City parks, trails and recreational facilities and for desired amenities not currently available in the City.
- Provide for bi-lingual English/Spanish (and other languages as deemed necessary) outreach and communication materials.
- Obtain feedback and help reach consensus for the comprehensive update of the Parks Master Plan. If consensus is not possible, provide sufficient information to facilitate informed decision making by the Parks and Recreation Commission, Planning Commission and City Council.

Because of the significant Civic Center Master Plan Update work, the Plan should incorporate this previously obtained information to avoid duplicative research and outreach efforts.

2.3 Demographic Trend Analysis

The consultant will review and interpret available demographic, cultural, socio-economic, emerging parks and recreation and other trends relevant to the City of Gilroy and will use this trend analysis to project future needs for parks, amenities and facilities as well as recreation trails.

2.4 Facility Inventory and Condition Assessment

Parks

The consultant will perform the following analysis:

- Compile an inventory of existing parks and recreational facilities including the capacity of each amenity [e.g. playgrounds, playing fields, buildings, natural areas, picnic areas, restrooms, parking, special facilities, facilities owned or operated by other agencies, and commercial recreational facilities];
- Conduct an assessment of each amenity including functionality, safety, accessibility, condition, regulatory compliance, comfort and convenience, constraints and opportunities;
- Determine sustainability practices that are currently being used and/or could be employed to reduce water and energy use, increase the use of environmentally-friendly methods and products, and reduce the production of greenhouse gases; and
- Prepare a comparative analysis with a minimum of four (4) communities of similar size and demography.

Recreational Trails

The consultant will perform the following analysis:

- Compile an inventory of existing recreational paths and trails including their connection to regional facilities, bicycle parking, wayfinding signage, safe routes to schools efforts and bicycle/pedestrian safety programs; and
- Conduct an assessment of the recreational trails and paths including functionality, safety, accessibility, condition, regulatory compliance, comfort and convenience, safety, constraints and opportunities.
- Identify gaps in the existing recreational path and trail network hindering safe and convenient access to key destinations (e.g. schools, parks, transit, local and regional bicycle and pedestrian facilities).
- Advise the City regarding the purpose and need for bicycle and pedestrian counts and provide for counts at up to six locations.

2.5 Projection of Current and Future Needs

Parks

The consultant will prepare a matrix that summarizes findings and a separate list of recommendations with cost estimates that, for each individual facility type (e.g. park, building) identifies and prioritizes current and future facility needs, including maintenance, rehabilitation, replacement, new development and, if required, land and/or facility acquisition. The list of recommendations will include the criteria used to establish priorities and will be separated into short (one to three years), medium (three to five years) and long term (five to fifteen years) timeframes. The consultant will also work with the City on compliance with the California Environmental Quality Act, as it relates to the recommendations within the Draft Master Plan. The consultant will also identify and evaluate the feasibility of alternative funding sources.

Recreational Trails

The consultant will prepare a matrix that summarizes findings and a separate list of recommendations with cost estimates for current and future recreational trails and paths facilities, including detailed maintenance/improvements for current facilities and project descriptions, specifications and budget estimates for future facilities. The list of recommendations will include the criteria used to establish priorities and will be separated into short (one to three years), medium (three to five years) and long term (five to fifteen years) timeframes. The consultant will also identify and evaluate the feasibility of alternative funding sources for construction and ongoing maintenance/capital replacement.

The consultant will also prepare recommended policies and programs related to bicycle parking, wayfinding signage, design guidelines, safe routes to schools efforts and pedestrian/bicycle safety programs.

2.6 Draft Master Plan

The consultant will prepare a draft Parks and Recreational Facilities Master Plan that includes:

- Goals and objectives, based upon the City’s General Plan that articulate a clear vision and road map for the future, as an implementation tool for the Gilroy 2040 General Plan;
- A demographic analysis for the City of Gilroy;
- A summary of anticipated new residential development, population growth and demand for new park land and facilities;
- A summary of stakeholder input received through the public participation process;
- Compilation and analysis of the data obtained through the comprehensive inventory and condition survey;
- Specific recommendations and cost estimates for new parks, facilities and amenities, new publicly funded recreational paths and trails as well as rehabilitation and retrofit of existing parks, facilities and amenities;
- Identification of relevant best practices (e.g. water and energy conservation, noninvasive plantings, disability access, safety, sustainability, durability, flexibility) for the specific recommendations and to serve as guidance for other future improvements;
- Potential revenue sources and other approaches such as shared lands, joint use and an evaluation of their feasibility;
- Charts, graphs, maps and other data as needed to support the plan and its presentation to appropriate audiences.

2.7 Mapping and Web Site

The consultant will prepare recommendations for updating the City’s website content for parks and recreational trails and paths, including:

- Sample webpages
- Suggested content
- Maps and directions to facilities

2.8 Draft and Final Master Plan Presentation

The consultant will present the Draft Master Plan to the community, Parks and Recreation Commission, Planning Commission and City Council for input and feedback. The consultant will revise the Draft Master Plan based upon feedback received and will present the Final Master Plan to the Parks and Recreation Committee, and Planning Commission for their review and recommendation and to the City Council for approval.

3.0 PROPOSAL SUBMITTAL REQUIREMENTS

Please organize your proposal in the following manner and provide a detailed description of your proposed solution and capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. *Please do not include sales and marketing brochures.* Proposal shall not exceed fifteen (15) pages exclusive of cover page, table of contents and resumes.

Proposals must be submitted no later than the deadline stated in the schedule in Section 1.6 (_____, 202_) in electronic-file (pdf) emailed to Carina Baksa at carina.baksa@cityofgilroy.org **no later than** 4:00 p.m. PST.

3.1. Proposal Format

Proposals must be structured and labeled in the following manner:

- Letter of Interest
- Section 1 – Key Personnel
- Section 2 – Company Experience/Qualifications
- Section 3 – References
- Section 4 – Proposed Work Plan
- Section 5 – Cost Proposal
- Section 6 – Special Qualifications

3.2. Letter of Interest

Submit a letter introducing your firm and summarizing your general qualifications including: Firm's legal entity name, address, telephone number, contact's e-mail, short synopsis of your proposal and credentials to deliver the services sought under the RFP.

The letter must be signed by person authorized to bind firm by contract.

3.3. Section 1 – Key Personnel

Include the names of key personnel assigned to this project, their respective titles, experience and length of experience providing relevant services. Please clearly identify the primary contact for the proposal.

3.4. Section 2 - Company Experience/ Qualifications

Describe three (3) successfully completed projects that demonstrate your experience and knowledge to complete the work specified in this RFP. Projects completed in the past two or three years are of particular interest. Experience with similar size communities is beneficial. Include the following information for each project:

- Agency or company for which work was performed;
- General description of the scope of work;
- Name of agency or company representative responsible for project review and name, phone, and e-mail of the contact named as a reference; and
- Budgets and any changes from original proposal.

Describe the project manager’s successful experience in assisting municipal staff to negotiate service costs and rates.

3.5. Section 3 - References

Provide a minimum of three (3) references from within the past five (5) years, preferably of a local government/city similar in size to Half Moon Bay. For each reference provide: entity name, customer contact information (name, title, phone and e-mail), scope of work, project start/end date and website URL.

3.6. Section 4 - Proposed Work Plan

Include a detailed plan for the services to be provided, along with deliverables to be provided at each step, with a corresponding time line, including meetings with the community and City staff. The work plan should be consistent with the scope of work presented above; however, the Consultant may suggest changes where appropriate.

3.7. Section 5 - Cost Proposal

Provide a fee estimate, on a task-by-task basis. The proposal will include a spreadsheet identifying personnel, hourly rates, project responsibilities and estimated amount of time expected for each task, expressed in person-hours.

3.8. Section 6 – Special Qualifications

Proposers are encouraged to describe any special resources that they or their team members would bring to the project that would set them apart as most qualified for this project.

4.0 General Requirements

4.1. Disclosures

Public Records and Proprietary Information

Proposers' attention is drawn to the fact that all proposal documents submitted are subject to California Code Section 6250 et seq., commonly known as the Public Records Act. Information contained in the proposals may be made public after the review process has been completed, negotiations have concluded, and a recommendation for award has been officially placed on the agenda for City council consideration, and/or following award of contract, if any, by the City Council.

Reference Checks

The City reserves the right to make such reference checks as it deems necessary to determine the ability of the proposer to perform the work. The City reserves the right to reject any proposal if the reference checks fail to satisfy the City that such proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

4.2. Stipulations

The City is not responsible for any expenses which proposers may incur in preparing and submitting the proposal. The City will not be liable for any costs incurred by the proposers that are related to the RFP process; this includes production of the proposal, interviews/presentations, travel, or accommodations. The City reserves the right to request or negotiate modifications to the proposals that are deemed appropriate. All proposals received from proposers in response to this RFP will become the property of the City and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City. The City reserves the right to reject any and all proposals and to waive minor irregularities. The City also reserves the right to seek new proposals.

4.3. Agreement

Proposers should carefully review this RFP and all attachments including but not limited to the City of Gilroy standard Consulting Services Agreement (Attachment ___). The selected vendor will be required to sign the City's agreement. Comments or objections to any terms in the City's agreement must be made in writing and received with the proposal submission.

Attachment A

List of Current City of Gilroy Parks, Trails and Recreational Facilities

PARKS:

- _____
- City Map of Parks??? (Link)

TRAILS:

- _____
- City Map of Trails???? (Link)

RECREATION FACILITIES

- _____
- City Map of Recreation Facilities (Link)

Attachment B
Parks and Recreation Element, 1995



City of Gilroy

Donation and Fundraising Policy

PURPOSE

The purpose of this policy is to provide direction to City officials, appointees, and employees regarding the acceptance of donations by the City from donors, as well as the development and implementation of fundraising efforts. This policy is meant to formalize the process of receiving donations, and how to fundraise as may be commenced by the City, the Arts and Culture Commission, or the Parks and Recreation Commission.

POLICY

Unsolicited Donations

1. Requirements for accepting donations.
 - a. The donation must have a purpose consistent with City goals and objectives.
 - b. The City may decline any donation without comment or cause.
 - c. The donation will not be in conflict with any provision of law.
 - d. Any non-cash donation will be aesthetically and functionally acceptable to the City.
 - e. The donation will not add to the City's workload unless it provides a net benefit to the City.
 - f. The donation will not bring hidden costs such as starting a program the City would be unwilling to fund when the donation is exhausted.
 - g. The donation places no restriction on the City, unless agreed to by the City Administrator or Council.
 - h. The donation shall become property of the City.
 - i. All donations will receive recognition appropriate to the level and nature of the donation, as determined by Section 2(b) or 2(c). For those of a capital nature, that may be in the form of signage, marking, naming, or any other means the City may deem appropriate. Any naming of parks and recreation facilities shall be consistent with any City policy on the naming of such facilities. Regardless of the recognition strategy selected, the intent is to appropriately honor the donor for their contribution to the

community. The appearance of traditional commercial advertising shall be avoided.

- j. Donations equal to or exceeding \$5,000 shall be accepted through a written agreement consistent with the procedures herein. In-kind capital donations will be subject to normal City review, permitting, inspection, and insurance requirements.
- k. All information and documentation regarding a donor or donors and their respective donation may be public information subject to disclosure pursuant to the California Public Records Act.

2. Procedures for Accepting Donations.

a. Procedures for all Donations.

- 1. A Donation Acceptance Form must be prepared on all donations accepted, which shall be provided to the Finance Department if under \$5,000 in value and submitted to the City Council if the value is greater. The Donation Acceptance Form shall be updated from time-to-time to collect pertinent information for legal and procedural compliance.
- ii. An inappropriate donation is one that meets one of the criteria below, and is to be rejected:
 - 1. Any donation that would violate the requirements of Section 1 of this policy.
 - 2. Any donation that may be of offensive or morally questionable material.
 - 3. Any donation that is connected with a restriction that entails special consideration or favors beyond any other resident, donating or non-donating, as it pertains to activities or functions undertaken by the City in the provision of services or goods.
 - 4. Any other concern, real or perceived, that may result in a loss of reputation, appearance of impropriety, or other negative impact on the City from accepting the donation.

b. Donations under \$5,000.

- i. The City Administrator must approve of receiving the donation before it can be accepted.

- ii. If the donation is appropriate and to be received, the City Administrator or their designee must complete the report to be given to the Finance Department as described above.
 - iii. The City Administrator or designee shall determine the appropriate recognition, if the donation is accepted, for the donor(s).
- c. Donations of \$5,000 or more.
- i. If the City Administrator determines that the donation is appropriate to be received, the City Administrator or designee shall prepare the report as described above to be given to the City Council at a public Council Meeting.
 - ii. The City Council shall decide in its sole and absolute discretion whether or not to accept the donation, and appropriate the expenditure of any accepted monetary donation.
 - iii. The City Council shall determine the appropriate recognition for the donor(s) if the donation is accepted.

Donation, Sponsorship, and/or Fundraising Programs

Fundraising may only:

1. Happen after a fundraising campaign is designed and established through a donation, sponsorship, and/or fundraising program approved by either the City Administrator or City Council, depending upon the nature of the program.
2. Be for official fundraising campaigns. The City does not accept fundraising for anything other than what is authorized in an approved program.
3. Be conducted in the manner as outlined in an approved program.

All donations shall be tendered to the Finance Department. The Finance Department will defer to the City Administrator or City Council’s acceptance of each donation regarding its acceptable status.

Fundraising process

1. The Arts and Culture Commission, Parks and Recreation Commission, and/or City departments shall develop their donation, sponsorship, and/or fundraising programs in consultation with the City Administrator’s Office and the Finance Department. In its simplest form, a proposed program may consist of a memorandum to the City Administrator indicating the following:
 - a. Goal of the sponsorship, donation, and/or fundraising activities.
 - b. Timeframe for the program.

- c. Target audience and method of outreach.
 - d. Procedure for acceptance and reporting of activities, ensuring internal controls.
 - e. The types of donor or sponsor recognition that is available for specified value of donorship or sponsorship, subject to City Council approval if the value of recognition is beyond the contract authority of the City Administrator or greater than the authority provided under this policy.
 - f. The sponsorship level or range of sponsorship levels for the naming of the City property if permitted. Sponsorship naming for parks or recreation facilities must also comply with the City of Gilroy Parks or Recreation Facilities Naming, Community and Memorial Contribution, and Gift and Sponsorship Policy, or otherwise be approved by the City Council.
 - g. Specified or maximum sizes and identification of location(s) of any signage in recognition of the donation or sponsorship and any restrictions on the text of the recognition signage.
2. The department staff designated to oversee the department's donation, sponsorship and/or fundraising activities will ensure that the proposed donation, sponsorship and/or fundraising program does not conflict with existing City Code provisions, City policy or existing City sponsorships. Department staff shall also ensure that the City property involved is not subject to restrictions that would limit or prohibit the proposed donation or sponsorship.
 3. The department staff accepting items donated to the City will ensure that the items are safe and durable, and meet any applicable City design or quality specifications, standards, and policies.
 4. Where applicable, the department's donation, sponsorship and/or fundraising program shall set forth the conditions for acceptance of funds. Conditions shall be fair, impartial and shall not discriminate on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, national origin, or political views of the proposed donor.
 5. Any department considering acceptance of a donation or sponsorship that may impact or affect other departments shall consult with those departments prior to acceptance of the proposed donation or sponsorship.
 6. It shall be the goal of any departmental donation, sponsorship and/or fundraising program to find donors or sponsors providing the highest net benefit to the City, along with consideration of the quality of product or service to be received by the City.
 7. All donations in cash shall be deposited and recorded with the Finance Department and deposited in a manner as stated within current policies.

8. Unaccepted Donations will be returned to the Donor.

Sponsorship Agreements

After the selection of a sponsor by the City Council, City Administrator or a department head, pursuant to Unsolicited Donations section 2(b) or 2(c) above, the terms of the sponsorship, including any expectation of a significant return or recognition, shall be set forth in a written sponsorship agreement approved as to form by the City Attorney.

The City Administrator may include renewals of a sponsorship agreement at the City's option, provided that the aggregate of all the renewals is within the City Administrator's contract authority under the City Code and City Purchasing Policy. Any renewal shall be subject to annual appropriation by the City Council if City funding is involved.

Sponsorship agreements for parks or recreation facilities shall be subject to additional requirements as outlined in the City of Gilroy Parks or Recreation Facilities Naming, Community and Memorial Contribution, and Gift and Sponsorship Policy.

Costs, Accounting and Record Keeping

Departments shall maintain records that provide an audit trail for the receipt of all sponsorships and donations. Departments shall also comply with the following requirements:

1. All donations and sponsorships and the revenue, products, and services received shall be recorded and maintained for at least the expected life of the item or service, or for a specific time frame that has been established in the donation agreement or sponsorship agreement.
2. Donations or sponsorships paid for with a monetary contribution shall not be paid to staff in cash unless approved, in advance, by the Finance Department and department director and receipt of cash is properly documented.
3. A record of all sponsorships and donations including name, type, contact name if a company, amount, and disposition of sponsorship shall be kept up-to-date and accurate.
4. Departments shall report any donations or sponsorships accepted by the department through reports to the City Administrator's Office and the Finance Department.
5. A report shall be provided to the City Council for any donation equal to or greater than \$5,000 at the time the donation is given or offered.

Other Donations or Contributions

1. Real Property

Restricted donations of real property may be offered to the City for specified purposes. The City will review the proposed conditions of the restrictive donation

of real property, if any, and determine in its sole and absolute discretion whether or not to accept the donation. All donations of any interest in real estate shall require City Council approval.

A donation involving real estate is more complex than cash donations and the donation agreement documenting a real estate-related donation should be prepared and approved by the City Attorney's Office. Terms and conditions of such donations may vary from this policy's general requirements, based on approval of the City Council on a case-by-case basis.

2. Works of Art

If a contribution is proposed related to a work of public art covered by the City's Public Art Policy, the City's review and acceptance of the proposed contribution of public art shall be conducted in accordance with the City's Public Art Policy, which shall include the review and recommendation of the City's Arts and Culture Commission to the City Council and compliance with any policies adopted regarding donations of works of public art.

DISCLAIMERS AND MISCELLANY

1. Different forms of contributions to the City present different opportunities and challenges. Therefore, it is not possible to establish blanket guidelines to cover all types of donation or sponsorship activity that the City may decide to pursue.
2. Unless expressly stated otherwise, the City does not intend to modify or change the non-public forum status of any City property by providing donor recognition or sponsorship recognition on City property.
3. The making of a donation or sponsorship to the City will not provide any extra consideration to the donating or sponsoring party in relation to any City procurement, any regulatory activities of the City, or other City business. No City employee or other City official is authorized to offer any such extra consideration to a donating party.
4. Any donation or sponsorship which, if accepted, would obligate the City to enter into a service or procurement agreement should be reviewed under the City procurement process.
5. The City encourages donations of material and equipment with the understanding that such items have a useful life, and that the City assumes no responsibility for replacement or upkeep. Once a donation is accepted, it becomes City property and the City may maintain, replace or dispose of the item unless the donation is explicitly restricted and accepted by the City as such.
6. The City cannot guarantee the tax deductibility of a donation but may provide the donating party with a letter of acknowledgement and a statement of the City's intended use. No Council Member, appointee, employee, volunteer, or agent of

the City may state that a donation is tax deductible. Each donor must make their own determination as to whether a donated item or monetary contribution is tax deductible.

7. City staff, elected officials, and appointees shall maintain the highest standard of ethics in fundraising activities. All donations or sponsorships must directly enhance the City's ability to provide goods or services to the public or for another valid public purpose and may not be used for the personal financial or promotional gain of any City employee, elected official and/or appointee.
8. City employees who have primary responsibility for the procurement of services, supplies, materials and equipment or public works shall not engage in solicitation of donations or sponsorships.
9. City employees may only solicit donations or sponsorships pursuant to the individual department's donation, sponsorship, and/or fundraising programs approved by the City Administrator. City employees working in an enforcement or regulatory City position (i.e., Police, Fire, Code Enforcement, Building Inspection) shall not solicit donations or sponsorships from the public while they are wearing a City uniform, unless they receive explicit permission from the City Administrator.
10. At any time, the City Administrator, or a department if approved by the City Administrator, may reject any donation or sponsorship offered to the City.
11. Restricted donations that land outside of an authorized fundraising plan or are restricted to a degree where staff determines that the restriction is too limiting for effective use will not be accepted and will be returned to the donor. Pass-through donations to individuals or organizations via the City shall not be accepted.
12. Where an existing, specific policy governing donations and fundraising has already been enacted and conflicts with this policy, the previously enacted specific policy shall apply.



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: FY26 and FY27 Budget (Parks and Recreation)
Meeting Date: August 19, 2025
From: John Doughty, Public Works Director

RECOMMENDATION

Receive report, discuss and provide input regarding the FY26 and FY27 Adopted Budget and City Council Work Program.

BACKGROUND

On June 2nd, the City Council adopted the FY26 and FY27 budget as well as the City Council Work Program. This adopted budget did not include requested funding for outreach and fundraising related efforts. The City Council indicated a willingness to consider funding through a future amendment of FY26 or FY27 Budget, subject to identification of funding.

At the last Parks and Recreation Commission Meeting, Commissioner Miller requested clarification on the issue as there was some question as to the formal action taken by the City Council.

Over the last 30-45 days there has been there has been individual communication with Harjot Sangha, City Finance Director regarding the matter.

The Chair requested this item be included on the Commission agenda for discussion.

DISCUSSION

Harjot has agreed to attend the August 19, 2025 to help clarify the situation, discuss the City's Donation and Fund Raising Policy. Attached is a copy of the Policy as well as a copy of the Commission recommended Work Plan.

Attachment

1. City Donation and Fund Raising Policy
2. Parks and Recreation Recommended Work Plan (City Council)

FY26 and FY27 Parks Recreation Commission Work Plan

Project Name	Project Description
Engage the Community	Participate and/or sponsor citywide events such as Arbor Day, Bike to Wherever Day, Earth Day, Coffee in the Park, and Citywide Clean-up Efforts.
Maintain and Enhance Existing Park Facilities	1) FY26 and FY27 focus on Las Animas Veterans Park 2) Monitor city parks by commissioners and report findings at regularly scheduled meetings.
Establish Permanent Pickleball Facilities	This is in accordance with last year's commission's study of park locations.
Plan for the Future	1) Update Parks and Recreation Master Plan 2) Identify potential funding sources 3) Identify future recreation and expand joint use with the school district
*Recreation Needs Assessment	Evaluate the need and develop plan to conduct a Recreation Needs Assessment.

*Recommended to be added to the final Council approved work plan for the Recreation Commission



MEMORANDUM

To: Parks and Recreation Commission

From: Parks Division, City of Gilroy

Through: John Doughty, Public Works Director

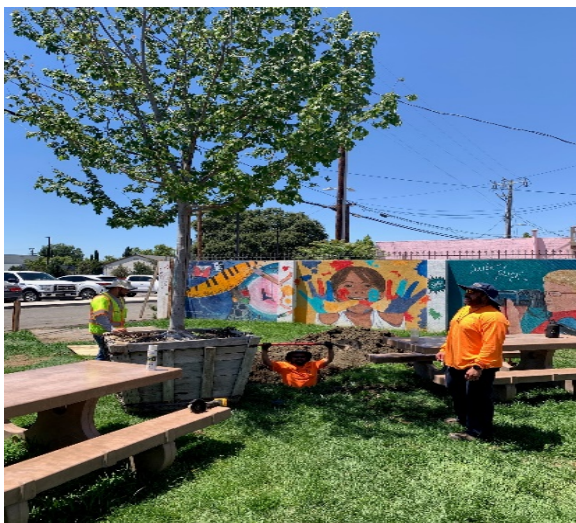
Meeting Date: August 19, 2025

Subject: Parks Division Updates – August 2025

The following is an update on recent activities and programs managed by the Parks Division.

Parks projects

- Planted the Large box trees at Donald Prieto Park
- Repaired the baseball backstop Sunrise Park
- Ordered Bench slats for Sunrise, Del Rey, Los Arroyos
- Installation of new irrigation controllers at Parks
- Repaired the Horseshoe pits San Ysidro
- Tree Trimming and tree removal at SYP and CHP



Service Requests

- Unhoused encampment abatement
- Illegal dumping
- Graffiti removal
- Tree limb removal along Uvas creek trail
- Weed Abatement
- Fencing repair
- Irrigation repairs
- Delineator repairs
- Refinished picnic tables at Forest Park





MEMORANDUM

To: Parks and Recreation Commission

From: Public Works Capital improvement Projects (CIP) Division

Through: John Doughty, Public Works Director

Meeting Date: August 19, 2025

Subject: Public Works CIP Updates – August 2025

The following is a synopsis of parks related capital project work currently underway in the City.

I. Major Projects

1. San Ysidro Park Healthy Living Enhancement

- An RFP for design services is scheduled to go out August 2025.
- Project design is scheduled to be complete Spring 2026.
- Project advertising and contract award is expected Summer 2026.
- Construction is expected to be complete Spring 2027.

2. Las Animas Veterans Park Pickleball Courts

- Survey work is currently underway.
- Project design is scheduled to be complete Winter 2026.
- Project advertising and contract award is scheduled Spring 2026.
- Construction is expected to be complete Winter 2026.

3. Civic Center Master Plan

- Initial community outreach completed.
- Study and conceptual layout complete.
- Environmental Impact Report (EIR) currently being prepared
- EIR and Master Plan document approval anticipated in Spring/Summer 2026

II. Other Projects of Note

1. Las Animas Park Restroom Replacement Civic Center Master Plan
 - Anticipated completion Fall 2026
 - Funded by carryover FY25 Funds

2. Third Street Park (AKA Hecker Pass Park) Shade Structures
 - Anticipated completion December 2025
 - Funded by carryover FY25 Funds

3. Del Rey Park Playground Retrofit
 - Anticipated completion December 2025
 - Funded by carryover FY25 Funds

4. Park Playground Equipment Retrofits (Locations TBD)
 - Anticipated completion TBD
 - Funded by FY26 Citywide Park Improvement Program funding

5. Park Sport Court Surface Enhancements (Locations TBD)
 - Anticipated completion FY26
 - Funded by FY26 Citywide Park Improvement Program funding

6. Repair and re-surfacing Tennis Courts 6 and 7 (Las Animas Park)
 - Anticipated completion Spring 2026
 - Funded by FY26 Citywide Park Program funding



MEMORANDUM

To: Parks and Recreation Commission

From: Recreation Division, City of Gilroy

Through: John Doughty, Public Works Director

Meeting Date: August 19, 2025

Subject: Recreation Division Updates – August 2025

The following is an update on recent activities and programs managed by the Recreation Division.

I. Fall Recreation Guide

- The 2025 Fall Recreation Guide is now available.

II. Adaptive

- The adaptive (adults with special needs) program has been very active this summer. In addition to ongoing programs, we added field trips to the Christopher High School Aquatics Center, the movies, and Downtown Live.

III. Aquatics

- As of July 31, there were 936 people (nearly 90% of whom were residents) enrolled in swim lessons, and more than 4,000 swimmers attended recreation swim.

IV. Seniors

- Senior services hosted a Garlic Festival of its own on Thursday, July 24 at the Senior Center. Shrimp scampi with garlic butter, pasta, and garlic bread was served with garlic ice cream for dessert. More than 100 seniors were in attendance.
- In addition, there are plenty of ongoing activity offerings for older adults at the Center, including face yoga, coloring, craft classes, and armchair travel.

V. Summer Camp

- There were 282 campers registered for summer day camp this season (at the June meeting, it was 206). Campers, led by City-trained staff and volunteers, play games, go on field trips, visit Gilroy Gardens theme park, sing songs, and, most importantly, have fun.
- In total, there were 640 registered summer campers, including other programs led by contractual instructors specializing in soccer, basketball, martial arts, art, cheerleading, and computers.

