



CITY OF GILROY
OPEN GOVERNMENT
COMMISSION
SPECIAL MEETING



THURSDAY, MARCH 6, 2025 | 6:00 PM
ADMINISTRATION CONFERENCE ROOM, CITY HALL
7351 ROSANNA STREET
GILROY, CA 95020

Chair: Diana Bentz

Vice Chair: Shayne Somavia

Commissioners: Janet Krulee, Ann Marie McCauley, & Sharpy Sandhu

Staff Liaison: Jimmy Forbis, City Administrator

All Open Government Commission meeting materials can be found online at <http://gilroy.city/meetings>. Public comments on agenda items will be accepted before any action is taken by the Commission, with reasonable time limits per speaker.

For accessibility needs under the Americans with Disabilities Act, please contact the City Clerk at (408) 846-0204 at least 72 hours prior to the meeting. A sound enhancement system is available in the City Council Chambers.

Materials submitted after the agenda distribution can be viewed in the City Hall lobby during business hours or on the City website at www.cityofgilroy.org, subject to timely publication by staff.

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 or by email at cityclerk@cityofgilroy.org.

If you need assistance with translation and would like to speak during public comment, please contact the City Clerk a minimum of 72 hours prior to the meeting at 408-846-0204 or e-mail the City Clerk's Office at cityclerk@cityofgilroy.org.

Si necesita un intérprete durante la junta y gustaría dar un comentario público, comuníquese con el Secretario de la Ciudad un mínimo de 72 horas antes de la junta al 408-846-0204 o envíe un correo electrónico a la Oficina del Secretario de la Ciudad a cityclerk@cityofgilroy.org.

The AGENDA for this special meeting is as follows:

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PRESENTATIONS TO THE OPEN GOVERNMENT COMMISSION**
 - 3.1. Public Comments by Members of the Public on Items not on the Agenda but within the Commission's Subject Matter Jurisdiction
4. **CONSENT CALENDAR**
 - 4.1. Approval of the February 8, 2024 Regular Meeting Minutes
5. **UNFINISHED BUSINESS**
 - 5.1. Open Government Ordinance Old Training Video
 - 5.2. Workplan for Fiscal Years 2024 and 2025
6. **NEW BUSINESS**
 - 6.1. Workplan for Fiscal Years 2026 and 2027
 - 6.2. Budget Requests for Fiscal Years 2026 and 2027
7. **CITY ADMINISTRATOR'S UPDATE**
8. **ADJOURNMENT**

City of Gilroy
 Open Government Commission Regular Meeting Minutes
 Thursday, February 8, 2024 | 6:00 PM

1. **CALL TO ORDER**

Commissioner Bentz called the meeting to order at 6:03 PM.

2. **ROLL CALL**

Attendance	Attendee Name
Present	Shayne Somavia, Commissioner Diana Bentz, Commissioner Akur Varadarajan, Commissioner
Absent	Jessica Irwin, Commissioner

3. **PRESENTATIONS TO THE OPEN GOVERNMENT COMMISSION**

3.1. **Mayor's Presentation to the Open Government Commission**

Mayor Blankley provided her presentation to the Commission.

3.2. **Public Comments by Members of the Public on Items not on the Agenda but within the Commission's Subject Matter Jurisdiction**

Commissioner Bentz opened Public Comment. There being no speakers, Commissioner Bentz closed Public Comment.

4. **SELECTION OF THE 2024 CHAIRPERSON AND VICE-CHAIRPERSON**

Motion: Appoint Commissioner Bentz as Chair of the Open Government Commission for the 2024 Calendar Year.
RESULT: Pass
MOVER: Shayne Somavia, Commissioner
SECONDER: Akur Varadarajan, Commissioner
AYES: Commissioner Somavia, Commissioner Bentz, Commissioner Varadarajan
NOES: None
ABSENT: Commissioner Irwin

Motion: Appoint Commissioner Somavia as Vice Chair of the Open Government Commission for the 2024 Calendar Year.
RESULT: Pass
MOVER: Diana Bentz, Chair
SECONDER: Akur Varadarajan, Commissioner
AYES: Commissioner Somavia, Commissioner Varadarajan, Chair Bentz
NOES: None
ABSENT: Commissioner Irwin

5. CONSENT CALENDAR

Chair Bentz opened Public Comment. There being no speakers, Chair Bentz closed Public Comment.

MOTION: Approve the Consent Calendar.
RESULT: Pass
MOVER: Shayne Somavia, Commissioner
SECONDER: Diana Bentz, Commissioner
AYES: Commissioner Varadarjan, Vice Chair Somavia, Chair Bentz
ABSENT: Commissioner Irwin

5.1. Approval of the November 2, 2023 Special Meeting Minutes

A motion was made to approve the minutes.

6. UNFINISHED BUSINESS

6.1. Open Government Ordinance Old Training Video

Vice Chair Somavia provided an update to the Commission. City Clerk Pham notified the Commission that he has been working on a PowerPoint presentation for onboarding new commissioners and that the Commission could incorporate the PowerPoint into the video. He further mentioned that the PowerPoint presentation will be provided to the Commission.

Chair Bentz opened Public Comment. There being no speakers, Chair Bentz closed Public Comment.

7. NEW BUSINESS

7.1. Quarterly Review of Public Records Requests Per Gilroy Code Section 17A.35 (c) (Fourth Quarter, 2023)

City Clerk Pham provided staff presentation and responded to Council Member questions.

Chair Bentz opened Public Comment. There being no speakers, Chair Bentz closed Public Comment.

8. FUTURE COMMISSION INITIATED AGENDA ITEMS

Commissioner Somavia requested that the Commission have a discussion to review the Open Government Ordinance. The item received unanimous support.

9. CITY ADMINISTRATOR'S UPDATE

Assistant to City Administrator Atkins provided the City Administrator's update to the Commission.

10. ADJOURNMENT

Chair Bentz adjourned the meeting at 6:32 PM.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Gilroy Open Government Commission of the City of Gilroy.

/s/Thai Nam Pham, MMC, CPMC
City Clerk

DRAFT



City of Gilroy

7351 Rosanna Street
Gilroy, California
95020

City Administrator's Office
Telephone (408) 846-0250
<http://www.cityofgilroy.org>

January 15, 2025

To: Open Government Commission

Re: City of Gilroy's Fiscal Year 2026 and 2027 Budget Development

The City will begin its budget development process for the Fiscal Years 2026 and 2027 in January 2025. This process is a formal method through which the City Council establishes its priorities and goals for the upcoming fiscal years and the budget is subsequently developed to align with set priorities and goals. The City develops and adopts two one-year budgets, also known as a biennial budget. Each fiscal year begins on July 1st and ends on June 30th.

I would like to invite you to participate in the process by providing input on what you would like the City Council to consider in this budget development. The input could include funding for professional training, conferences, grants, or projects your board/commission would like the City Council to consider. All input received will be presented to the City Council.

Budget requests should include the following information:

- A description of the item you are requesting
- The justification for the request and how it fits within your board/commission workplan
- An estimate of the cost for the request, including any revenue source (if applicable)

In addition, as part of the budget adoption process, City Council will be asked to review and approve each board or commission's workplan for the two fiscal years.

Please submit your proposed board/commission workplan and any budget requests as one collective request from the entire board/commission. An action on your board/commission agenda to approve the recommendations is encouraged. Please prepare a memo to the Board's assigned Executive Sponsor. All requests should be submitted no later than March 28, 2025.

Respectfully,

Jimmy Forbis
City Administrator