



**CITY OF GILROY
PARKS AND RECREATION
COMMISSION
REGULAR MEETING
AGENDA**



TUESDAY, JANUARY 16, 2024 | 6:00 PM

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

Chair: Luis Ramirez

Vice Chair: Patricia Bentson

Commissioners:, Doc Davis, Theresa Graham, Salvatore Bozzo

Staff: Public Works Interim Director Karl Bjarke and Recreation Manager Adam Henig

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 Staff's ability to post the documents before the meeting.

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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.

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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. November 21, 2023
6. **APPROVAL OF AGENDA**
7. **INTRODUCTIONS**
 - 7.1. Proclamation for former commissioner Ermelindo Puente
 - 7.2. New Commissioner Salvatore Bozzo
8. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
9. **PRESENTATION**

Miller Red Barn Presentation
10. **NEW BUSINESS**
 - 10.1. **Selection of Chair and Vice-Chair of Parks and Recreation Commission**
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Motion and vote for the selection of commission Chair and Vice-chair of Parks and Recreation Commission.
 - 10.2. **Selection of a Parks and Recreation Commission Retreat Date**
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Motion to approve a retreat date to discuss the FY24 and FY25 Parks and Recreation Commission Work Plan.

- 11. **OLD BUSINESS**
 - 11.1. **Review of 2023 Parks & Recreation Commission Work Plan. Discuss and Adopt FY24 and FY25 Work Plan**
 - 1. Staff Report: Adam Henig, Recreation Manager
 - 2. Public Comment
 - 3. Possible Action: Receive and comment on the 2023 Parks and Recreation Commission Work Plan. Discuss and, if time permits, adopt the new work plan that will cover fiscal years 2024 and 2025.
- 12. **DEPARTMENT UPDATES**
 - 12.1. Recreation Division Updates
 - 12.2. Status of City Parks
- 13. **COMMISSIONER PARK REPORTS & COMMENTS**
- 14. **STAFF COMMENTS**
- 15. **FUTURE COMMISSIONER INITIATED ITEMS**
- 16. **ADJOURNMENT**

City of Gilroy
Parks and Recreation Commission Regular Meeting Minutes
Tuesday, November 21, 2023 | 6:00 PM

1. **CALL TO ORDER**

Meeting called to order by the chair at 6:00 p.m.

2. **ROLL CALL**

Attendance	Attendee Name
Present	Ermelindo Puente, Commissioner Luis Ramirez, Chair Theresa Graham, Commissioner Vince Sasso, Commissioner Pat Bentson, Vice Chair Doc Davis, Commissioner
Absent	None

Staff Present: Adam Henig, Recreation Manager; Bryce Atkins, Assistant to Senior Administrator; Karl Bjarke, Interim Public Works Director; John Souza, Parks Supervisor

3. **FLAG SALUTE** – Chair Ramirez led the flag salute.

4. **SECRETARY'S REPORT**

5. **APPROVAL OF MINUTES**

5.1. October 17, 2023

RESULT: Pass

MOVER: Theresa Graham, Commissioner

SECONDER Dale Davis, Voting Member

AYES: Commissioner Bentson, Commissioner Graham, Chair Ramirez, Commissioner Saso, Commissioner Davis

ABSENT: Commissioner Puente

Motion to approve the minutes was made by Commissioner Graham. Davis seconded.
Motion passed 5-0-1.

6. **APPROVAL OF AGENDA**

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Dale Davis, Voting Member

AYES: Commissioner Bentson, Commissioner Graham, Chair Ramirez, Commissioner Saso, Commissioner Davis

Motion to approve the agenda was made by Ramirez. Davis seconded. Motion passed 5-0-1.

ABSENT: Commissioner Puente

7. **INTRODUCTIONS**

None.

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

None.

9. **NEW BUSINESS**

9.1. **Pickleball Court Option Analysis and Recommendation Project
Introduction and Scoping**

Staff Atkins was following up from a previous discussion about pickleball that occurred at the September 17 meeting. Atkins wanted the Commission to explore the topic deeper. The purpose of this meeting's discussion was to serve as an introduction for a future analysis of potential locations for outdoor pickleball. Atkins is expecting this to occur over multiple meetings with a kickoff occurring in early 2024. Site visits can be expected. Upon being provided the pros/cons for each potential site, he is asking for the Commission to rank their preferential locations and make a recommendation to City Council.

Ramirez asked if there will be funding available once a decision has been made by Council. Atkins said not at the present time, but the analysis will allow the City to apply for grants since a location will already be identified. Graham inquired about getting an outside expert's opinion. Atkins said he would look into it. Bentson asked if a committee would be formed. Atkins suggested that if there were a committee, it could be made up of commissioners whose park assignments coincide with the potential locations.

9.2. **Approval of the 2024 Parks & Recreation Commission Meeting Schedule**

Henig discussed the proposed schedule for 2024 Parks & Recreation Commission. Ramirez preferred to hold the retreat in January and on a date separate from the regular meeting. The commission also wants to continue the tradition of going dark for one meeting during the summer and in December.

Ramirez motioned that the following 2024 will be the Commission's meeting dates, as listed in the staff report: January 16, February 20, March 19, April 16, May 21, June 18, August 20, September 17, October 15, November 19. The Commission will not meet on July 16 and December 17. Also, the Commission would like to discuss a retreat date at their January 2024 meeting. Motion passed 5-0-1.

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Pat Bentson, Commissioner

AYES: Commissioner Bentson, Commissioner Graham, Chair Ramirez, Commissioner Saso, Commissioner Davis

ABSENT: Commissioner Puente

9.3. **Measure B Education and Encouragement - Bicycle and Pedestrian GIS RFP Scope of Work Review**

Atkins informed the Commission about the staff's recommended use of Santa Clara County's Measure B 2016 funds for bicycle and pedestrian education and encouragement activities. Staff is recommending using the bulk of the fund to contract a GIS consultant to map the City's bicycle and pedestrian pathways, which would create a digital database for residents and visitors to utilize. The information would also be linked with Apple, Google, and other GPS navigation systems, enhancing the use of city park and bicycle pathways. Since the funds are restrictive, staff did verify that it could be used for this project.

Ramirez asked about the cost of a consultant. Atkins believes it would be about the amount that is available in the fund, which is approximately \$246,000. Atkins would not spend all the funds since a small portion of it is still used for other events and activities. There is a deadline, so the funds need to be utilized soon.

Ramirez made a motion to support staff's recommendation to move forward with contracting a consultant for this project using Measure B funds. Bentson seconded. Motion passed 5-0-1.

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Pat Bentson, Commissioner

AYES: Commissioner Bentson, Commissioner Graham, Chair Ramirez, Commissioner Saso, Commissioner Davis

ABSENT: Commissioner Puente

10. **OLD BUSINESS**

10.1. **Donation and Fundraising Policy**

The proposed donation and fundraising policy was originally introduced at the October 17 Parks and Recreation Commission meeting. Since then, staff has received input from the city attorney's office and the finance department. Their changes were relatively small, according to Atkins.

There was a question about the current naming policy. Atkins explained that the current policy would supersede this new proposed donation policy if they were to come into conflict.

Ramirez made a motion to recommend the donation and fundraising policy to City Council. Bentson seconded. Motion passed 5-0-1.

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Pat Bentson, Commissioner

AYES: Commissioner Bentson, Commissioner Graham, Chair Ramirez, Commissioner Saso, Commissioner Davis

ABSENT: Commissioner Puente

10.2. **Review of 2023 Parks & Recreation Commission Work Plan**

Commission Staff Liaison Henig reviewed updates to the Commission Work Plan:

- **Arbor Day** – The trees will be donated by Google with the assistance of Greg Bozzo's landscape company. Those trees will be used for the December 6 Arbor Day event. Prep work will begin next week.
- **Citywide Events** – Staff is seeking commissioner support at Breakfast with Santa at the Senior Center on Saturday, December 9. Commissioners will assist in the kitchen and are expected to arrive at 7:00 am.
- **Dog Park Committee** – The committee presented a draft of the one-page memo that will ultimately be submitted to the Public Works Director. The following changes were made to the memo:
 - Las Animas was misspelled.
 - Replace "improving exterior façade" with "more inviting appearance"
 - Remove small/large dog park fence split.
 - Replace "five point" with "multi-point."
 - Combine "Enforcement of dog owner behavior" with "improved signage"

11. **DEPARTMENT UPDATES**

11.1. Recreation Division Updates - Henig presented his report about the Recreation Division as explained in the meeting packet.

11.2. Status of City Parks – John Sousa provided the following update:

- Christmas Hill Park - Seeding Ranch Site; Mulberry picnic area's restrooms were vandalized and are temporarily closed. Garbage cans at the park were vandalized too.
- Hecker Dog Park – Half of the turf at the Dog park is getting seeded.
- San Ysidro Park – field will be seeded
- Sports Park – Field will be seeded
- Identifying needed repairs in preparation for the storm. During the most recent storm, trees fell.

Public Works Interim Director Karl Bjarke reported that there are two contracts that will be taken to Council in December: a) Bathroom replacement at Christmas Hill b) Upgrade lighting at San Ysidro Park

12. **COMMISSIONER PARK REPORTS & COMMENTS**

- **Saso** – Forest & Los Arroyos parks look good.

- **Bentson** – Graffiti was removed at Casper. At Del Rey, there's a sidewalk lift near the school. Also, power washing is needed for the table with checkers board.
- **Ramirez** – At Las Animas, the grass looks good. Noticed that graffiti is on the trash can in the parking lot at Mantelli (westside). Water fountain on baseball field is leaking. Christmas Hill Park looks good despite the vandalism.
- **Graham** – At Sports Park, noticed the sidewalk is clean from sap; in the middle of A4 field there are some bare spots. There is an RV parked at the Sports Park. At Rainbow, lots of people are there in the afternoon. Park staff is very polite.
- **Davis** – Christmas Hill Park is thriving. Lots of people there and enjoying themselves.

13. **STAFF COMMENTS** – none

14. **FUTURE COMMISSIONER INITIATED ITEMS**

Ramirez is requesting additional funding sources to support Parks and Recreation.

15. **ADJOURNMENT** – meeting adjourned at 7:23pm.

AH

Adam Henig, Recording Secretary



City of Gilroy

Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Selection of Chair and Vice-Chair of Parks and Recreation Commission

Meeting Date: January 16, 2024

From: Adam Henig, Recreation Manager

RECOMMENDATION

Motion and vote for the selection of commission Chair and Vice-chair of Parks and Recreation Commission.

BACKGROUND

At the beginning of the calendar year, the Parks and Recreation Commission will motion to select a chair and vice-chair to serve for a one-year term. The chair's main function is to preside over the commission meeting and approve the agenda prior to posting. If the chair is not present at the meeting, the vice-chair will be the presiding officer. The new chair will take over duties following this meeting.

In 2023, the chair was Luis Ramierz and Vice Chair was Pat Bentson.



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title:	Selection of a Parks and Recreation Commission Special Meeting Retreat Date
Meeting Date:	January 16, 2024
From:	Adam Henig, Recreation Manager

RECOMMENDATION

Motion to approve a retreat date to discuss the FY24 and FY25 Parks and Recreation Commission Work Plan.

BACKGROUND

In years past, the Commission has hosted a retreat to discuss the upcoming year's work plan. The retreat has taken place either at a meeting, following a regular meeting or has occurred on a non-meeting day such as on a Saturday morning. When the latter occurred, the Commission would host a breakfast potluck. The Commission will brainstorm ideas and narrow down the list to a doable work plan. Some of the items will be recurring such as park assignments and hosting Arbor Day.

ANALYSIS

If the Commission is able to develop and adopt a new work plan during this regular meeting, then hosting a retreat would no longer be necessary.



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Review of 2023 Parks & Recreation Commission Work Plan. Discuss and Adopt FY24 and FY25 Work Plan

Meeting Date: January 16, 2024

From: Adam Henig, Recreation Manager

RECOMMENDATION

Receive and comment on the 2023 Parks and Recreation Commission Work Plan. Discuss and, if time permits, adopt the new work plan that will cover fiscal years 2024 and 2025.

BACKGROUND

On February 7, 2023, the Parks and Recreation Commission held a retreat and developed a new work plan, which will reflect on what the Commission will be working on during the calendar year. The work plan was formally adopted on March 28, 2023.

The Commission's work plan is aligned with the current City Council priorities:

- Develop a Financially Resilient Organization that Relies on Local Revenues and Resources
- Maintain and Improve City Infrastructure Including Streets, Facilities, and Incorporates Green Energy Practices
- Promote Economic Development Activities that Create Opportunities for Quality Employment and Increase the City's Tax Base
- Ensure Neighborhood Equity from City Services Including Public Safety, Streets, Parks, and Recreation
- Promote Availability of Safe, Affordable Housing for all Gilroy Residents

At each monthly meeting, the Commission will review its work plan to ensure the assignments are completed or in the process of being completed.

In addition, for this meeting, the Commission can discuss its new work plan, which will cover (the remainder of) fiscal year 2024 and 2025 (July 1, 2024 – June 30, 2025).

ANALYSIS

Here are latest updates to the work plan:

- **Arbor Day** – Arbor Day was celebrated on Wednesday, December 6 at Hecker Pass Dog Park. Approximately 25 people were in attendance.
- **Participate in Citywide Events** – Five commissioners participated at Breakfast with Santa at the Gilroy Senior Center on Saturday, December 9.
- **Study Dog Parks** – The commission finalized a one-page memo identifying suggested improvement to the two existing dog parks (Hecker Pass and Las Animas) as well as recommendations for a future dog park. The memo was submitted to the current interim Public Works Director and will be forwarded to the permanent director when they begin.

If the Commission has time to develop a new work plan for fiscal years 2024 and 2025 and is able to come to a consensus, they can adopt it.

PUBLIC OUTREACH

This agenda report was included in the publicly posted agenda for this meeting.

Attachments:

1. PRC 2023 Work Plan as of 1.3.24

PARKS AND RECREATION COMMISSION CURRENT WORK PLAN

Project Name	Work	Lead Commissioner/ Staff	Deliverable in 12 months	City Council Priority	Status
Host Arbor Day	Develop a community event around Arbor Day; Tout achievements (background on Arbor Day)	Commissioners & Staff	Identify park to host and celebrate Arbor Day event.	Improve City infrastructure; Neighborhood Equity	COMPLETED: Hecker Pass Park on December 6.
Training Opportunities for Commissioners	Participate in parks and recreation training opportunities	Pat/Terry	Inform commissioners about upcoming opportunities; participate in trainings	N/A	COMPLETED: Chair and Staff attended 2023 Silicon Valley Bicycle Summit in August in Mountain View
Coffee in the Park	Meet with park users and discuss ways to improve the safety and usage of the park. Commissioners share feedback	Luis & Ermelindo	1) Select date and park (LAVP) 2) Develop plan for the event 3) Contact neighbors 4) Gather feedback 5) Report to Council; For event, use post-in notes to address resident concerns, have Spanish interpreter & PD representative, and coffee/deserts	Ensure neighborhood equity	Postponed: Due to nature of event, required to become a special meeting
Monitor City parks	Share observations about parks at monthly meetings; commissioners are responsible for reporting on their park assignments at monthly meetings; utilize checklist	Commissioners	Commissioners have been assigned two or more parks to report on at each meeting	Maintain and Improve City infrastructure	COMPLETED: Assignments have been updated to reflect newly appointed commissioners
Participate in Citywide Events	Meet and greet residents at special events in the City; inform residents about the Commission & parks and recreation	Commissioners	Downtown Live; Breakfast with Santa (December); Senior Center; creek clean-up	N/A	COMPLETED: Commissioners supported the Breakfast with Santa event on December 9
VTA Measure B Bicycle and Pedestrian Education and Encouragement Fund	Submit project ideas to VTA for consideration of Measure B funds; eligible projects must be focused on pedestrian and bicycle education and encouragement	Staff	PRC will participate hosting an energizer station at Bike to Wherever Day on May 18 at Christmas Hill Park Levee	N/A	COMPLETED: City of Gilroy Recreation hosted energizer station at Bike to Wherever Day 2023; Chair & Staff attended SVBC 2023 Summit
Study Dog Parks	Commission will review the City's two current dog parks and consider options for a future one.	Doc, Terry, Ermelindo	Look into the problems with the current dog parks at Las Animas and Hecker Pass parks. Identify potential solutions and cost estimates. Gather feedback from users.	Maintain and Improve City infrastructure	COMPLETED: Commissioners submit a one-page memo highlights current and future dog park needs.
Update "Gift and Sponsorship Policy"	Commission will review and make recommended changes to the current Gift and Sponsorship Policy.	Staff	Update current policy and, once finalized, recommend it to City Council	Develop financially	No update

Items Discussed but not adopted

- Increase participation in recreation programs
- Expand youth scholarship program

Revised January 3, 2024

- Partner with schools
- Paint footprints around playground structure
- Identify playgrounds that need shade structure
- Volunteer with the Adaptive Program



City of Gilroy Recreation Division

7171 Hanna Street | (408) 846-0460

Rec@cityofgilroy.org | www.cityofgilroy.org/recreation

The following updates since the previous commissioner meeting are from the Recreation Division.

- **Arbor Day** – Community members attended the annual Arbor Day event held at Hecker Pass Park's Dog Park. Hosting Arbor Day is part of the requirements for the City to maintain its Tree City USA designation.
- **Holiday Posada** (December 8) – Over 700 people and 25 social service agencies attended the annual at Holiday Posada at San Ysidro Park. Hundreds of gifts were given away to youth participants.
- **Breakfast with Santa** (December 9) – thanks to the support of the Parks & Recreation Commission, we were able to feed, greet, and entertain 200 attendees.
- **Adaptive Holiday Dance** (December 15) – Nearly 70 participants with special needs attended the annual holiday dance at the Senior Center. Participants danced the night away and had a merry time!



- **Digital Assistance** (week of January 2) – The Gilroy Youth Commission provided digital assistance at the Senior Center during the first week in January. More than 20 seniors were served.

- **Tax Time** – AARP will be providing no cost tax services to eligible seniors at the Senior Center starting in February.

- **Soccer League** – the spring soccer league for youth will begin in March. Games will be hosted at Christmas Hill Park.

