



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



TUESDAY, JANUARY 21, 2025 | 6:00 PM

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

Chair: Patricia Bentson

Vice Chair: Theresa Graham

Commissioners: Luis Ramirez and Sam Bozzo

Staff: 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.

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.

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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 19, 2024
6. **APPROVAL OF AGENDA**
7. **INTRODUCTIONS**
8. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
9. **NEW BUSINESS**
 - 9.1. **Installation of Permanent Restroom at Christmas Hill Park Ranch Site using Capitol Improvement Project**
 1. Staff Report: Matt Jones, Deputy Director of Public Works
 2. Public Comment
 3. Possible Action: It is recommended that the Commission approve the proposed installation of a new restroom at the Ranch Site of Christmas Hill Park and forward this recommendation to the City Council for consideration.
10. **OLD BUSINESS**
 - 10.1. **Review of FY24 and FY25 Parks and Recreation Commission Work Plan**
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Receive and comment on the FY24 and FY25 Parks and Recreation Commission Work Plan.

- 11. **DEPARTMENT UPDATES**
 - 11.1. Recreation Division Updates
 - 11.2. Status of City Parks
- 12. **COMMISSIONER PARK REPORTS & COMMENTS**
- 13. **STAFF COMMENTS**
- 14. **FUTURE COMMISSIONER INITIATED ITEMS**
- 15. **ADJOURNMENT**

City of Gilroy
Parks and Recreation Commission Regular Meeting Minutes
Tuesday, November 19, 2024, | 6:00 PM

1. CALL TO ORDER

Meeting called by Chair Bentson at 6:03 p.m.

2. ROLL CALL

Attendance	Attendee Name
Present	Patricia Bentson, Chair Theresa Graham, Vice Chair Luis Ramirez, Commissioner Salvatore Bozzo, Commissioner
Absent	None

3. FLAG SALUTE

4. SECRETARY'S REPORT

The meeting agenda was posted on November 14, 2024.

5. APPROVAL OF MINUTES

5.1. October 15, 2024

RESULT: Pass

MOVER: Salvatore (Sam) Bozzo, Commissioner

SECONDER Luis Ramirez, Commissioner

AYES: Commissioner Bentson, Commissioner Graham, Commissioner Ramirez,
Commissioner Bozzo

6. APPROVAL OF AGENDA

RESULT: Pass

MOVER: Salvatore (Sam) Bozzo, Commissioner

SECONDER Theresa Graham, Commissioner

AYES: Commissioner Bentson, Commissioner Graham, Commissioner Ramirez,
Commissioner Bozzo

7. INTRODUCTIONS

None.

8. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None.

9. NEW BUSINESS

9.1. **Proposed Special Event to be Added to Current Work Plan**

This item was added to this month's agenda at the October meeting. The American Association of University Women (AAUW) are planning to collaborate with the Gilroy Garden Group, who have been hosting a garden sale at the Christmas Hill Park Ranch Site for the previous three years. They would like to expand the event into an Earth Day celebration in April 2025. The Commission expressed interest in supporting the event in some capacity. The Garden Group noted that there are several other groups who are also interested in participating in this event: Beekeepers Association, FFA, Recology, Our City Forest, Master Gardeners, and Valley Water.

RESULT: Pass

MOVER: Pat Bentson, Commissioner

SECONDER Salvatore (Sam) Bozzo, Commissioner

AYES: Commissioner Bentson, Commissioner Graham, Commissioner Ramirez, Commissioner Bozzo

9.2. **Approval of the 2025 Parks & Recreation Commission Meeting Schedule**

Henig presented the staff report. Realizing that they would not have a quorum if they had a meeting in January since Bentson is termed out and the appointments won't occur until January 27, the Commission requested that Bentson stay on until a replacement is officially made. As a result, the Commission would like to have this item return to them in March once the newest commissioners are in place.

RESULT: Pass

MOVER: Pat Bentson, Commissioner

SECONDER Luis Ramirez, Commissioner

AYES: Commissioner Bentson, Commissioner Graham, Commissioner Ramirez, Commissioner Bozzo

10. **OLD BUSINESS**

10.1. **Review of FY24 and FY25 Parks and Recreation Commission Work Plan**

The following items were discussed:

- **Participate in Citywide Events** – All commissioners are planning to participate in Breakfast with Santa on December 7 at the Senior Center.
- **Review of establishing a Pickleball Facility** – Bentson will sign the memo that highlights their findings and will be submitted on behalf of the Commission for Council Correspondence.
- **Earth Day event in April 2025** – the Commission will add this event to their work plan.

11. **DEPARTMENT UPDATES**

11.1. **Recreation Division Updates**

Staff Liaison Henig presented his staff report.

11.2. Status of City Parks

Parks Supervisor Sousa presented his staff report.

12. **COMMISSIONER PARK REPORTS & COMMENTS**

The following comments were made:

- **Graham** – parks look great; No graffiti. Red Barn – concerned about the isolation of it. El Roble – lots of branches at Rainbow near the park.
- **Bentson** – Calle Del Rey, she inquired when the cement work will be completed.
- **Bozzo** – no report.
- **Ramirez** – San Ysidro Park look great; at Las Animas, clothes were found on grass on Church Street side, the ball field was unusually wet, the tennis courts are dark at night on walking paths, parking lot night lighting is dim, and Wanted to know if that can be brighter.

13. **STAFF COMMENTS**

None.

14. **FUTURE COMMISSIONER INITIATED ITEMS**

15. **ADJOURNMENT**

Benston adjourned the meeting at 7:09 p.m.

Adam Henig

Adam Henig, Recreation Division
Recording Secretary



City of Gilroy

Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Installation of Permanent Restroom at Christmas Hill Park Ranch Site using Capitol Improvement Project

Meeting Date: January 21, 2025

From: Matt Jones, Deputy Public Works Director

RECOMMENDATION

It is recommended that the Commission approve the proposed installation of a new restroom at the Ranch Site of Christmas Hill Park and forward this recommendation to the City Council for consideration.

BACKGROUND

Currently, Christmas Hill Park's Ranch Site does not have a permanent restroom facility. Presently, there is only a single stall port-a-potty adjacent to the parking lot to accommodate an estimated 17,000 annual users and attendees. The park is used by residents in a multitude of ways—those who participate in or attend baseball and soccer games; cyclists and walkers/joggers; events occurring at the Miller Red Barn; and special events such as a 5K run/walk. The installation of a restroom will improve the park's infrastructure and will better serve the community.

ANALYSIS

The lack of permanent restroom facilities at the Ranch Site has been a longstanding concern raised by park users and event organizers and has created an inconvenience for visitors. Since there is only a single stall port-a-potty, park users often walk across Miller Avenue to use the restroom, which adversely impacts families with small children and those with physical disabilities. It also limits the park's ability to support large gatherings without having to rent portable restrooms.

The restroom is listed among the projects in the Capital Improvement Program (CIP). Funding for the construction of a permanent restroom has been identified within the CIP. The estimated cost of the restroom installation is \$400,000. No additional

funding sources are required at this time, and the project is expected to be completed within the allocated budget.

PUBLIC OUTREACH

The alternative option is to maintain the status quo, which is to continue to use a portable restroom. However, these options do not provide a long-term solution to the ongoing need for permanent restroom facilities.

CONCLUSION

The estimated cost of the restroom installation is \$400,000. Funds for this project have been allocated from the Capital Improvement Program (CIP) account. No additional funding sources are required at this time, and the project is expected to be completed within the allocated budget.

Attachments:

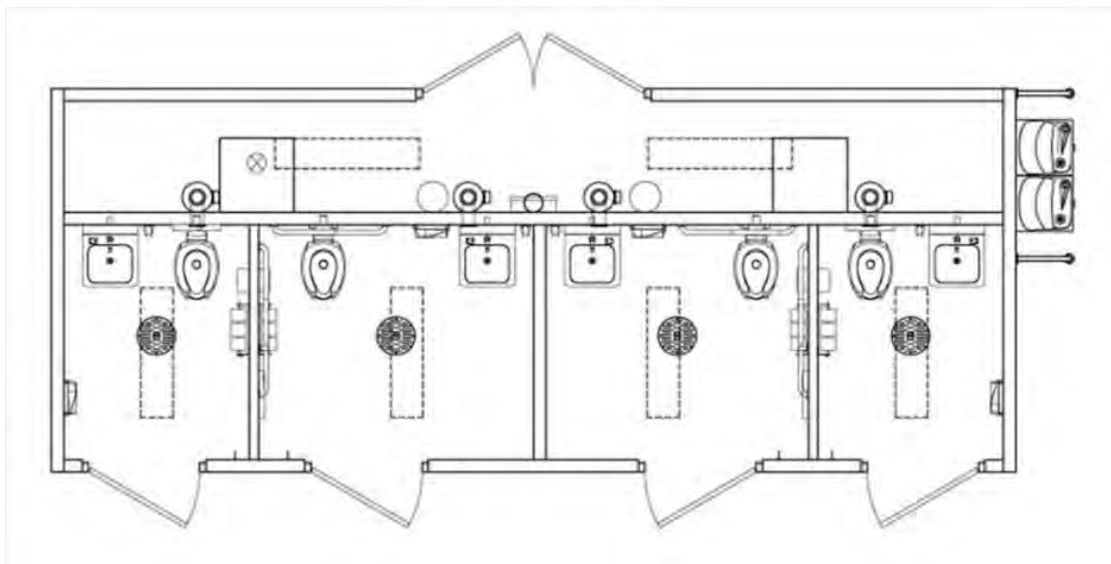
1. Map of Christmas Hill Park showing the proposed restroom location. Location dependent upon utilities locations.
2. Image depicting proposed restroom image and design.

ATTACHMENT A:

Map of Christmas Hill Park showing the proposed restroom location. Location dependent upon utilities locations.



ATTACHMENT B - Image depicting proposed restroom image and design.





City of Gilroy

Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Review of FY24 and FY25 Parks and Recreation Commission Work Plan

Meeting Date: January 21, 2025

From: Adam Henig, Recreation Manager

RECOMMENDATION

Receive and comment on the FY24 and FY25 Parks and Recreation Commission Work Plan.

BACKGROUND

On February 20, 2024, the Parks and Recreation Commission adopted a new Work Plan for the remainder of FY24 and for FY25. At each monthly meeting, the Commission review the Work Plan to ensure the assignments are completed or in the process of being completed.

- The Commission agreed to adopt the following items on their Work Plan:
- Hosting Arbor Day (suggestion was to have it in the Fall);
- Training opportunities for Commission members (i.e., webinars, conferences, etc.);
- Participate in citywide events (i.e., Breakfast with Santa and Bike to Wherever Day);
- Monitor city parks;
- Establish guidance for a future pickleball court at a city park;
- Study opportunities for parks and recreation services to have dedicated funding sources; and,
- Work with Gilroy Library to bring about a Storywalk to a park or a trail.

In addition, on November 19, 2024, the Commission added the proposed Earth Day celebration at Christmas Hill Park that is scheduled to take place in April.

The Commission Work Plan is attached and offers the newest updates.

PUBLIC OUTREACH

This item has been included on the publicly posted agenda for this meeting.

Attachments:

1. PRC 2024 Work Plan as of 1.16.25

FY24 and FY25 PARKS AND RECREATION COMMISSION WORK PLAN

Project Name	Work	Lead Commissioner/Staff	Deliverable in June 2025	City Council Priority	Status
Host Arbor Day	Develop a community event around Arbor Day to retain Tree City USA designation	Sam	Working with staff to Identify park to host and celebrate Arbor Day event.	Maintain and Improve City infrastructure	COMPLETED: Arbor Day was hosted at Rainbow Park on Thursday, October 24, 2024.
Training Opportunities for Commissioners	Participate in parks and recreation related training opportunities	N/A	Inform commissioners about upcoming opportunities; participate in trainings	N/A	No update
Participate in Citywide Events	Meet and greet residents at special events in the City; inform residents about the Commission & parks and recreation	All Commissioners	Table or participate in citywide events such as Breakfast with Santa, Bike to Wherever Day and or a Downtown Gilroy event	N/A	COMPLETED: Participated in Bike to Wherever Day 2024 on May 16, 2024 at the Christmas Hill Park Levee. Supported Breakfast with Santa on December 7 Senior Center.
Monitor City parks	Share observations about parks at monthly meetings; commissioners are responsible for reporting on their park assignments at monthly meetings; utilize checklist	All Commissioners	Commissioners have been assigned two or more parks to report on at each meeting	Maintain and Improve City infrastructure	Commissioners will continue to monitor and report their observations of their assigned parks to staff
Review of establishing a Pickleball facility	Establish guidance for a future pickleball court at a city park	All Commissioners	Participate and provide input in survey of pickleball locations and types of amenities	Maintain and Improve City infrastructure	COMPLETED: Commissioners submitted their scoring of potential pickleball locations. Staff will provide a final summary of their results and forward recommendation to City Council.
Study opportunities for parks and recreation services to have dedicated funding sources	Research how a dedicated funding source can be available for funding parks and recreation services and facilities	Luis	Publish memo to identify opportunities to develop dedicated funding source for parks and recreation services.	Ensure Neighborhood Equity	Bentson met with Public Works Director Guindy and will share additional information with Commission.
Work with Gilroy Library to bring about a Storywalk to a park or a trail.	Identify and recommend a park or trail location that is suitable for a StoryWalk in Gilroy.		Support the City to install a Storywalk at a park or on a trail. The StoryWalk project will be constructed at Christmas Hill Park.	Maintain and Improve City infrastructure	IN PROGRESS: Staff has submitted its MOU edits to the Santa Clara County Library District. Awaiting for next steps.
Support Earth Day event at Christmas Hill Park	Table and share information about PRC to members of public	Luis, Terry	Event will be held in April 2025 at Christmas Hill Park	Maintain and Improve City infrastructure	IN PROGRESS: Commission voted to support adding event to Work Plan at November meeting. Commission can table at the Earth Day event (promoting parks & recreation in Gilroy).



City of Gilroy Recreation Division

7171 Hanna Street | (408) 846-0460

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

Below are the following updates from the Recreation Division.

I. 2024 Recreation Highlights

- a. We served **420 youth** in our city-run summer camps. It was the first time the camp at Gilroy Gardens was offered since the pandemic.



- b. More than **500 senior residents** were active participants in our older adult programs.



- c. Nearly **3,000 youth, teen, and adult** residents participated in a class offered by one of our multiple contract recreation instructors.

- d. And we had more than **5,000 people** attend recreation swim this summer at the Christopher High School Aquatics Center.



- II. **Senior Services** - Starting in February, seniors will be able have their taxes prepared for free courtesy of AARP. The services take place at the Senior Center through April.
- III. **New programs at San Ysidro Park** - Starting this month, there will be two new programs offered to residents in the San Ysidro Park community. In addition to Loteria, art workshops, and bimonthly food distribution, the Recreation Division, with the support of the SCYTF and Santa Clara County Probation Department's NSU division, will be offering an economic development workshop and a weekly Zumba class (courtesy of Santa Clara Family Health Plan). All programs are free and open to the public.
- IV. **Breakfast with Santa** - On Saturday, December 7, 2024, the Recreation Division hosted the annual Breakfast with Santa event at the Senior Center. Breakfast will be prepared by the members of the Parks & Recreation Commission and the arts and crafts project were led by Youth Commissioners. There were 200 people in attendance.





City of Gilroy Parks and Landscape Division

613 Old Gilroy St. | 408.846.0283

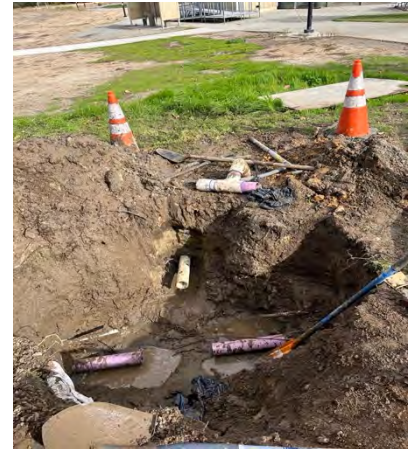
Field Maintenance

- Baseball Infields prep for tryouts and the start of the season at Las Animas, Christmas Hill, Ranch Site, and Sports Park
- Planning to repair batter's boxes at A4 and infield turf.
- Planning to make improvements to backstop fencing
- Backboards
- Base pegs



Service Requests

- Many service requests
- Number of mainline repairs
- Graffiti abatement
- Illegal dumping
- Restroom plumbing repair
- Vandalism repair
- Weed Abatement



Storm clean-up

- Storms in December caused tree damage throughout the Parks
- Las Animas Park,
- San Ysidro,
- Sunrise,
- Miller,
- Christmas Hill,
- GSP
- Wheeler Building
- Shooting range

