



CITY OF GILROY
PARKS AND RECREATION
COMMISSION
REGULAR MEETING
AGENDA



TUESDAY, FEBRUARY 28, 2023 | 6:00 PM

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

Chair: Luis Ramirez

Vice Chair: Sergio Patterson

Commissioners: Eric Arredondo, Patricia Bentson, Theresa Graham,
Ermelindo Puente, Angela Reinert

Daryl Jordan, **Staff Liaison**



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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. January 17, 2023
February 7, 2023 (Retreat)
6. **APPROVAL OF AGENDA**
7. **INTRODUCTIONS**
8. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
9. **NEW BUSINESS**
 - 9.1. **Adoption of 2023 Parks & Recreation Commission Work Plan**
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action:
Motion for approval to adopt the 2023 Parks and Recreation Commission Work Plan.
 - 9.2. **Parks & Recreation Commission Fiscal Year 2024 and Fiscal Year 2025 Budget Requests**
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action:
Commission consensus on budget requests for the next two-year budget cycle.
10. **OLD BUSINESS**
11. **DEPARTMENT UPDATES**
 - 11.1. Recreation Division Updates
12. **BICYCLE & PEDESTRIAN ENCOURAGEMENT & EDUCATION**
13. **COMMISSIONER PARK REPORTS & COMMENTS**
14. **STAFF COMMENTS**
 - 14.1. Updates:
 1. Training request
 2. City Board and Commission Manuel
 3. Council Correspondence
15. **FUTURE COMMISSIONER INITIATED ITEMS**
16. **ADJOURNMENT**

City of Gilroy
Parks and Recreation Commission Regular Meeting Minutes
Tuesday, January 17, 2023 | 6:00 PM

1. **CALL TO ORDER**

Meeting was called to order by Chair Graham at 6:01 p.m.

2. **ROLL CALL**

Attendance	Attendee Name
Present	Theresa Graham, Chair Pat Bentson, Vice Chair Ermelindo Puente, Commissioner Eric Arredondo, Commissioner Sergio Patterson, Commissioner
Absent	Angela Reinert, Commissioner

3. **FLAG SALUTE**

4. **SECRETARY'S REPORT**

The Parks and Recreation Commission agenda was posted online on and posted in the City Hall kiosk on January 13, 2023.

5. **APPROVAL OF MINUTES**

5.1. November 15, 2022

RESULT: Pass

MOVER: Luis Ramirez (old account),

SECONDER Sergio Patterson, Commissioner

AYES: Chair Graham, Vice Chair Bentson, Commissioner Puente, Commissioner Arredondo, Commissioner Patterson, Ramirez (old account)

ABSENT: Commissioner Reinert

6. **APPROVAL OF AGENDA**

RESULT: Pass

MOVER: Ermelindo Puente, Commissioner

SECONDER Luis Ramirez (old account),

AYES: Chair Graham, Vice Chair Bentson, Commissioner Puente, Commissioner Arredondo, Commissioner Patterson, Ramirez (old account)

ABSENT: Commissioner Reinert

7. **INTRODUCTIONS**

None.

8. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Two members of the public made comments:

1. Trudi Souza – Wants the Commission to consider adding dog parks to a future agenda. Feels that the Third Street park dog park needs new turf and another site should be added at Christmas Hill on the Ranch Site.
2. Rosie Bowers – Recommends replacing the current turf with artificial turf at Third Street/Hecker Pass Park. Also, recommends adding a water source inside the dog park and more shade.

9. NEW BUSINESS

- 9.1. Selection of Chair and Vice-Chair of the Parks and Recreation Commission

RESULT: Pass

MOVER: Ermelindo Puente, Commissioner

SECONDER Luis Ramirez (old account),

AYES: Chair Graham, Vice Chair Bentson, Commissioner Puente, Commissioner Arredondo, Commissioner Patterson, Ramirez (old account)

ABSENT: Commissioner Reinert

Commissioner Puente nominated Commissioner Ramirez as Chair and Commissioner Patterson as Vice Chair. They will serve in this position for the 2023 calendar year.

- 9.2. Select Parks & Recreation Commission Retreat Meeting Date

Commissioner Ramirez motioned to hold the retreat on Tuesday, February 7. Meeting would begin at 5:30 p.m. Location will be determined.

RESULT: Pass

MOVER: Luis Ramirez (old account),

SECONDER Sergio Patterson, Commissioner

AYES: Chair Graham, Vice Chair Bentson, Commissioner Puente, Commissioner Arredondo, Commissioner Patterson, Ramirez (old account)

ABSENT: Commissioner Reinert

- 9.3. Recommendation to the City Council to rename the Gilroy Senior Center's Classroom One after Theodore "Ted" Carpenetti

Discussion about the renaming of the Gilroy Senior Center's Classroom One following the death of resident and long-time senior center participant, Ted Carpenetti. Upon his passing, Carpenetti made a generous donation to the Senior Center, which prompted the Senior Advisory Board to submit a written request to recommend the renaming of the room after Carpenetti. Three speakers spoke and all were in support.

RESULT: Pass

MOVER: Ermelindo Puente, Commissioner

SECONDER Sergio Patterson, Commissioner

AYES: Chair Graham, Vice Chair Bentson, Commissioner Puente, Commissioner Arredondo, Commissioner Patterson, Ramirez (old account)

ABSENT: Commissioner Reinert

9.4. Review Proposed Closing Hours at Las Animas Veterans Park

Discussion about changing Las Animas Veterans Park's closing hours. Commissioner Patterson expressed concern that there's a bigger safety issue than just the closing hours. Graham concurred. Commissioner Puente said that by changing the closing hours, it begins the process of addressing the park's safety concerns. Ramirez recommended that the commission look into utilizing a survey to receive park user feedback.

Two speakers provided public comment. Araceli Vaquera supports the change in park hours to 10:00 p.m. She mentioned that since the nearby Armory is now open year-round, there is an increase in the number of unhoused park users, which is contributing to the evening's excessive noise. Also, proposed the new parking gates be closed at 9:00 p.m. Charles Morales also supports the change in park hours and would like to see the park address the already mentioned safety concerns.

Commissioner Puente motioned to recommend to City Council to change the park's closing hours to 10:00 p.m. and request the parking gates at Hanna and Wayland be locked at 9:00 p.m. Commissioner Ramirez seconded.

RESULT: Pass

MOVER: Ermelindo Puente, Commissioner

SECONDER Luis Ramirez (old account),

AYES: Chair Graham, Vice Chair Bentson, Commissioner Puente, Commissioner Arredondo, Commissioner Patterson, Ramirez (old account)

ABSENT: Commissioner Reinert

10. **OLD BUSINESS**

10.1. Review the 2022 Parks and Recreation Commission Work Plan

Henig reviewed the work plan with the Commission.

11. **DEPARTMENT UPDATES**

Recreation Division Update

Henig reviewed the Recreation report. Ramirez and Graham requested that Henig notify commissioners in advance when volunteers are needed at the Senior Center or San Ysidro Park.

Status of City Parks

Henig provided updates about the storm's impact at Christmas Hill Park. He also informed the Commission that there will be new parking gates installed at Las Animas Veterans Park in the Hanna and Wayland parking lot entrances.

12. **BICYCLE & PEDESTRIAN ENCOURAGEMENT & EDUCATION**

Henig was provided the following update by Eugene Bernosky, Gilroy's representative on the VTA Bicycle and Pedestrian Advisory Board Member.

- Gilroy was represented by the City of Gilroy representative Eugene Bernosky at the VTA December Joint Bicycle & Pedestrian Advisory Committee (BPAC) and Citizens Advisory Committee (CAC)/2000 Measure A Citizens Watchdog Committee (CWC) Workshop Meeting on December 18th. VTA Staff presented an Overview of the Valley Transportation Plan 2050 (VTP 2050) and VTA's Visionary Network.
- Discussion by the joint committees reported in the meeting minutes were:
 1. Provide process to facilitate contact between community organizations and VTA staff;
 2. Provide opportunities and mechanisms for community organizations input;
 3. Present an update on VTA Bicycle Technical Guidelines to provide designers and engineers options on how to improve bike access on expressways; and
 4. Include quantitative data on current traffic patterns and base project goals around improvement.

Members of the Committee provided comments on defining bike lanes and focusing on people traveling in high occupancy vehicles and bikes rather than individuals in cars.

13. **COMMISSIONER PARK REPORTS & COMMENTS**

Comments from commissioners:

- Graham – CHP is closed; El Roble looks good. Rainbow is slightly flooded; Farrell Ave. is very wet; There is still the tent at LAVP; Foundation received \$1,000 donation
- Puente – Butcher Park has commercial trucks parked in front of it; Renz looks good; At San Ysidro, there's still lots of homeless in the creek; At LAVP, the light is out on the flagpole; Flag needs to be replaced (brought a new one); On San Miguel and Santa Paula Drive, the stop sign is leaning too far out; On Leavesley and Forest, a business has a commercial flag advertisement that is leaning too much into traffic
- Patterson – Del Rey has excessive sand in the walkway. Excessive trash by the fence.
- No other updates

14. **STAFF COMMENTS**

Henig mentioned the following:

1. Future agenda items – explained that if it's going to take more than an hour of staff's time, it needs to receive approval from the City Administrator. Also, the item must be in the commission's purview.
2. Ramirez was selected to fill a new four-year term.
3. City was notified by Congress member Lofgren's office that they received \$4.5 million in funding for enhancements to San Ysidro Park (\$3 million) and Lion's Creek Trail (\$1.5 million).

4. The commission will have a Department Head as the new point of contact. For the Parks & Recreation Commission, it will be Public Works Director Daryl Jordan. Henig will remain the staff liaison.

15. **FUTURE COMMISSIONER INITIATED ITEMS**

Ramirez recommended adding the Dog Park to a future agenda.

16. **ADJOURNMENT**

Chair Graham adjourned the meeting at 8:03 p.m.

Minutes completed by Adam Henig, Secretary

City of Gilroy
Parks and Recreation Commission Special Meeting Minutes
Tuesday, February 7, 2023 | 5:30 PM

1. **CALL TO ORDER**

The meeting was called to order 5:38 p.m. by Chair Luis Ramirez.

2. **ROLL CALL**

Attendance	Attendee Name
Present	Theresa Graham, Chair Pat Bentson, Vice Chair Ermelindo Puente, Commissioner Sergio Patterson, Commissioner
Absent	Eric Arredondo, Commissioner Angela Reinert, Commissioner

3. **SECRETARY'S REPORT**

The Parks and Recreation Commission agenda was posted online on and posted in the City Hall kiosk on February 3, 2023.

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

Araceli thanks city staff for the installation of the new parking gate at Hanna and Wayland parking entrances. She is concerned about park safety. She would like the park to be more lit and have more cameras installed.

5. **INTRODUCTIONS**

5.1. Daryl Jordan, Director of Public Works

Director of Public Works Daryl Jordan was introduced to the commission.

6. **NEW BUSINESS**

6.1. **Review of Commissioner Responsibilities and Role**

Henig reviewed the commissioner's roles and responsibilities as explained in the staff report.

6.2. **Develop a 2023 Parks and Recreation Commission Work Plan that is in alignment with City Council's priorities**

The Commission developed a proposed work plan for 2023. The following were the ideas that they plan to adopt:

- **Coffee in the Park** – Meet with park users and discuss ways to improve the safety and usage of the park. Commissioners will share comments with city staff.
- **MTA Measure B Education and Encouragement Fund/Bike to Wherever Day** – The Commission will continue to be involved with educating and encouraging residents to find alternative modes of transportation such as bicycling and walking. The Commission plans to

participate in the 2023 Bike to Wherever Day at on the levee at Christmas Hill Park.

- **Study Dog Parks** – Commission will review the City’s two current dog parks and consider options for future ones.
- **Update “Gift and Sponsorship Policy”** – Commission will review and make recommended changes to the current Gift and Sponsorship Policy.
- **Monitor City Parks** – Commissioners will be assigned two or three city parks to monitor and report on at meetings.
- **Host Arbor Day** – Commissioners will help promote and participate in annual Arbor Day celebration.
- **Participate in citywide events** – Commissioners will participate in tabling at special events including Downtown Live, which is held in the summer.
- **Training opportunities** – Staff will inform and encourage the commission to participate in training opportunities such as with California Parks and Recreation Society (CPRS) and California Parks and Recreation Commission and Board Members (CAPRCBM).

Items that were discussed, but were not recommended for the work plan were:

- Increase participation in recreation programs
- Expand youth scholarship program
- Partner with schools
- Paint footprints around playground structure
- Identify playgrounds that need shade structure
- Volunteer with the Adaptive Program

7. **ADJOURNMENT** - The meeting adjourned at 7:12 p.m.

Minutes completed by Adam Henig, Secretary



City of Gilroy

Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Parks & Recreation Commission Fiscal Year 2024 and Fiscal Year 2025 Budget Requests

Meeting Date: February 28, 2023

From: Adam Henig, Recreation Manager

RECOMMENDATION

Commission consensus on budget requests for the next two-year budget cycle.

BACKGROUND

The City of Gilroy prepares its budgets on a two-year cycle. The City's fiscal year begins on July 1 of each year and ends June 30 of the following year (as an example, the current fiscal year commenced July 1, 2022, and will end on June 30, 2023). The City is currently in its second and final budget year from the previous budget cycle. As staff prepares the budget proposal, the City's boards and commissions are being provided the opportunity to submit budget requests for consideration of inclusion in the proposed and potentially adopted City budget.

ANALYSIS

Staff is requesting that the Parks and Recreation Commission identify and provide, through Commission consensus, its budget requests for Fiscal Years 2023-24 and 2024-25. The requests may include services and materials, but also capital projects as well if the Commission reaches consensus to include them. The budget requests will be documented by the assigned staff and included in the City's budget process.

Attachments:

1. Advisory Body Letter Budget Input



City of Gilroy

7351 Rosanna Street
Gilroy, California
95020

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

February 10, 2023

To: Parks and Recreation Commission

Re: City of Gilroy's Fiscal Year 2024 and 2025 Budget Development

The City has commenced its budget development process for the Fiscal Years 2024 and 2025. This process is a formal method through which the City Council establishes its priorities and goals for the upcoming fiscal years. The budget is then developed to align with the established priorities and goals. The City develops and adopts two one-year budgets, also known as 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 the board would like the City Council to consider. All input received will be presented to the City Council. Based on the scope and request of funding, items may either be automatically included as part of the recommended budget or presented to Council for further consideration.

Request should include the following information:

- A description of the item you are requesting
- The justification of the request and how it may fit within any Commission Workplan
- An estimate of the cost for the request, including any revenue source (if applicable)

Request should be issued by the board collectively. An action 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 April 11, 2023.

Respectfully,

Jimmy Forbis
City Administrator



City of Gilroy

Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Adoption of 2023 Parks & Recreation Commission Work Plan

Meeting Date: February 28, 2023

From: Adam Henig, Recreation Manager

RECOMMENDATION

Motion for approval to adopt the 2023 Parks and Recreation Commission Work Plan.

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 Parks and Recreation Commission's work plan should be 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.

ANALYSIS

At the February 7 retreat, the Commission proposed the following items to be adopted for their 2023 work plan.

- **Coffee in the Park:** Meet with park users and discuss ways to improve the safety and usage of the park. Commissioners will share feedback with city staff.
- **VTA Measure B Education and Encouragement Fund:** Be involved with educating and encouraging residents to find alternative modes of transportation. The Commission will participate in the 2023 Bike to Wherever Day in May.
- **Study Dog Parks:** Commission will review the City's two current dog parks and consider options for a future one.
- **Update "Gift and Sponsorship Policy":** Commission will review and make recommended changes to the current Gift and Sponsorship Policy.
- **Monitor City Parks:** Commissioners will be assigned to two or three city parks to monitor and report on at each meeting.
- **Host Arbor Day:** Commissioners will help promote and participate in annual Arbor Day celebration.
- **Participate in citywide events:** Commissioners will host a table at special events (e.g., Downtown Live).
- **Training opportunities:** Staff will inform and encourage the commission to participate in training opportunities.

The Commission has an opportunity to review the proposed work plan and make modifications to it prior to approval.

Attachments:

1. 2023 Proposed Work Plan

PARKS AND RECREATION COMMISSION 2023 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)				
Training Opportunities for Commissioners	Participate in parks and recreation training opportunities				
Coffee in the Park	Meet with park users and discuss ways to improve the safety and usage of the park. Commissioners share feedback				
Monitor City parks	Share observations about parks at monthly meetings; commissioners are responsible for reporting on their park assignments at monthly meetings				
Participate in Citywide Events	Meet and greet residents at special events in the City; inform residents about the Commission & parks and recreation				
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				
Study Dog Parks	Commission will review the City's two current dog parks and consider options for a future one.				
Update "Gift and Sponsorship Policy"	Commission will review and make recommended changes to the current Gift and Sponsorship Policy.				



City of Gilroy Recreation Division

7171 Hanna Street | (408) 846-0460

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

The following updates are from the Recreation Division.

- **New Instructor** – the Recreation Division will be partnering with Skyhawks Sports Academy this summer and throughout the school year. They will be offering youth sports classes and camps including cheerleading, baseball, and flag football.
- **Pro-Com Athletic/Activities Program** – The County's Probation Department has organized an athletic league for youth and teens who are involved in the juvenile justice system. They currently are running a basketball league at Wheeler Gym. Approximately 50 youth are participating.
- **Valentine's Day**
 - Adaptive Dance had more than 60 participants. It was held at the Senior Center and featured a DJ, photo booth, and dinner.
 - Seniors received a visit from the Gilroy Exchange Club, who served ice cream for dessert (see photo). More than 80 seniors were in attendance.



- **Volunteer** – interested in volunteering? We have lots of opportunities through the Recreation Division.

- **2023 Spring/Summer Recreation Guide** – Recreation staff is working on the recreation guide, which will be mailed and available to residents in mid-March. The guide will be in English and Spanish.
- ***Guys & Dolls Jr.*** – Get ready for the children’s theater production of Guys & Dolls. It will be performed in mid-March at Gilroy High School Theater. Co-sponsored with Little Theater Productions, tickets are available in advance and on the day of the show.
- **Upcoming Events**
 - **March 17-26** – Guys & Dolls Jr. at Gilroy High School Theater
 - **April 29** – Day of the Child event at San Ysidro Park. Sponsored with South County Youth Task Force and San Ysidro Nueva Vida.
 - **May 18** – Bike to Wherever Day
 - **May 20** – Annual creek clean-up at Christmas Hill Park.