



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



TUESDAY, APRIL 18, 2023 | 6:00 PM

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

Chair: Luis Ramirez

Vice Chair: Vacant

Commissioners: Patricia Bentson, Terence Fugazzi, Theresa Graham, Ermelindo Puente, Vince Sasso

Daryl Jordan and Adam Henig, **Staff Liaison**



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.

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.

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. March 28, 2023
6. **APPROVAL OF AGENDA**
7. **INTRODUCTIONS**

-
- 7.1.
 1. Vince Sasso
 2. Terence Fugazzi

8. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
9. **NEW BUSINESS**

- 9.1. **Commission Chair Welcomes New Commissioners and Expectation for the Meeting**
 1. Staff Report: 2. Public Comment
 3. Possible Action:

Receive and comment.

9.2. **Selection of Vice-Chair of the Parks and Recreation Commission**

1. Staff Report: 2. Public Comment

3. Possible Action:

Motion to appoint a Vice-Chair of the Parks and Recreation Commission

10. **OLD BUSINESS**

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

1. Staff Report: 2. Public Comment

3. Possible Action:

Receive and comment 2023 Parks and Recreation Commission Work Plan.

11. **DEPARTMENT UPDATES**

11.1. Recreation Division Updates

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

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, March 28, 2023 | 6:00 PM

1. **CALL TO ORDER**

Meeting was called to order by Chair Ramirez at 6:06 p.m.

2. **ROLL CALL**

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

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 March 23, 2023.

5. **APPROVAL OF MINUTES**

5.1. February 28, 2023

Commissioner Bentson proposed an amendment to the minutes. Bentson and Graham had their former titles listed in the minutes, Vice Chair and Chair, respectively. They no longer hold those titles and requested they be struck from the minutes. Commissioner Puente motioned, with Bentson's amendment, to accept the minutes. Bentson seconded.

RESULT: Pass

MOVER: Ermelindo Puente, Commissioner

SECONDER Pat Bentson, Commissioner

AYES: Commissioner Puente, Chair Ramirez, Commissioner Bentson, Commissioner Graham

6. **APPROVAL OF AGENDA**

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Ermelindo Puente, Commissioner

AYES: Commissioner Puente, Chair Ramirez, Commissioner Bentson, Commissioner Graham

7. **INTRODUCTIONS**

Public Works Director introduced City Traffic Engineer Gary Heap and Engineer Julie Oates, who will be presenting on the Capital Improvement Projects.

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

Resident Terence Fugazzi spoke about the state of the city's dog parks. He feels they are worse now than when he previously spoke about it to the commission. At the Third Street dog park, trees are missing, the turf is in poor shape, the small dog area is still inadequate in size, and the gate is loose, which enables dogs to get out easily. He does not recommend upgrading Las Animas Veteran Park's dog park and instead focus on the dog park at Hecker Pass Park.

9. **NEW BUSINESS**

9.1. **Parks and Recreation Commission Review of FY24-28 Capital Improvement Program Projects**

Engineer Heap presented his report to the Commission. Chair Ramirez advocated for a parks and recreation master plan, arguing that there needs to be a guiding force when planning for the future. He contended the City is always reacting to situations, rather than being pro-active. Public Works Director Jordan estimated it would cost approximately \$500,000. Heap said he could add that in as part of the Commission's recommendations.

Bentson recommended that Public Works staff include, in the narrative, the need for Council to reestablish a park impact fee, which will support future maintenance. Commissioner Puente advocated for sidewalk repairs along Rancho Hills Drive.

Public comment was made by Fugazzi. He was in support of developing a Parks and Recreation Master Plan.

Ramirez motioned that the Commission select their top recommendations from the CIP list. Ramirez advocated for the upgrades to the softball field (#900690) and the Parks and Recreation Master Plan; Puente concurred about the softball field; Graham advocated for upgrades to the Miller/Uvas Trail (#900100); Bentson supported new fencing for the tennis courts at Las Animas Veterans Park (#800120). These items would be the one recommended to Council to be adopted into the CIP.

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Ermelindo Puente, Commissioner

AYES: Commissioner Puente, Chair Ramirez, Commissioner Bentson, Commissioner Graham

10. **OLD BUSINESS**

10.1. **Parks & Recreation Commission Fiscal Year 2024 and Fiscal Year 2025 Budget Requests**

At the previous meeting, the Commission identified four items for possible recommendations to Council for the upcoming budget cycle:

1. Playground shade structure – Graham said it begins at around \$15k. Jordan believes it is starting at around \$25k.

2. Astroturf at dog park – Ramirez estimated that upgrades to a dog park could be about \$50k. He does not recommend turf, but other elements such as planting of mature trees, dog toys, benches, and shade structure.
3. Master Plan – Henig received a cost estimate between \$250k-\$300k. Since this was approved for the CIP, the Commission decided not to include it in its budget request.
4. Park Ranger – Puente informed the Commission that he received a cost estimate from Santa Clara County that was in the amount of \$2.5 million for six rangers, which would come out to approximately \$425,000 per ranger.

Public comment was provided by Fugazzi, who mentioned that he is in support of recommending more funding for the Third Street dog park.

Following deliberation, commission supported recommending to City Council that they set aside \$50,000 for improvements to the dog parks.

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Ermelindo Puente, Commissioner

AYES: Commissioner Puente, Chair Ramirez, Commissioner Bentson, Commissioner Graham

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

The Commission made the following updates to their proposed 2023 work plan:

- **Host Arbor Day:** Bentson recommended having it at a dog park, either Las Animas Veterans Park or Hecker Pass, given the need for shade. No other update.
- **Training opportunities:** Commissioner Bentson and Graham attended a recent 5-day webinar offered by the National Association of Park Foundations. They are encouraging other commissioners to watch future webinars since the information is relevant to the Commission
- **Coffee in the Park:** Puente and Ramirez will meet and provide an update at the next meeting.
- **Participate in citywide events:** Next event is Bike to Wherever Day on May 18.
- **Study dog parks:** Recommending to City Council in budget advisory board letter to invest \$50,000 in city's dog parks.

Since the Commission did not motion to approve the 2023 work plan, Henig requested they do so.

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Theresa Graham, Commissioner

AYES: Commissioner Puente, Chair Ramirez, Commissioner Bentson, Commissioner Graham

11. **DEPARTMENT UPDATES**

11.1. Recreation Division Updates

Henig reviewed the report enclosed in the meeting packet.

11.2. Status of City Parks

Henig mentioned the notes he received from Public Works Deputy Director Jones about the city's parks.

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

12.1. Information Regarding Bike to Work Activates and Valley Transportation Authority's Bicycle Pedestrian Advisory Committee

VTa Pedestrian and Bicycle Advisory Committee Member Bernosky provided the following updates:

- Shared the three Gilroy sites for the upcoming Bike to Wherever Day on May 18: Gilroy Gardens, Christmas Hill Park Levee, and the CalTrains parking lot. He encourages commissioners to register for Pledge to Ride, which will demonstrate great interest in the region.
- Recommends the City become more engaged with grant opportunities
- Other mentions comprise of what was stated in his report that was included in the meeting packet.

13. **COMMISSIONER PARK REPORTS & COMMENTS**

- 13.1.
- Puente – lots of tree limbs fell during March storms at San Ysidro; Renz looked good.
 - Bentson – Casper looked good, but hop scotch needs to be repainted and adaptive playground equipment is needed; Del Rey has area where it's ripping around the clay area and a sign is needed by the smaller playground to tell kids not stand up on the swing.
 - Ramirez – Trees need to be trimmed by Miller Park. It is becoming a safety hazard since it's hitting the telephone line; Noticed a fallen tree at Las Animas; Christmas Hill looked good.
 - Graham – Noticed a tree down at El Roble.

14. **STAFF COMMENTS**

None.

15. **FUTURE COMMISSIONER INITIATED ITEMS**

None.

16. **ADJOURNMENT**

8:15 p.m.

AH

Adam Henig, Recreation Division
Recording Secretary



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title:	Commission Chair Welcomes New Commissioners and Reviews Meeting Expectations
Meeting Date:	April 18, 2023
From:	Luis Ramierz, Parks & Recreation Commission Chair

RECOMMENDATION

Receive and comment.

BACKGROUND

Parks and Recreation Commission Chair Ramirez would like to welcome the newest commissioners as well as review meeting decorum and expectations.



City of Gilroy

Parks and Recreation Commission

STAFF REPORT

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

Meeting Date: April 18, 2023

From: Adam Henig, Recreation Manager

RECOMMENDATION

Motion to appoint a Vice-Chair to the 2023 Parks and Recreation Commission

BACKGROUND

Since Sergio Patterson resigned in March and was the Commission's Vice Chair, the office is now vacant. The Vice Chair's main function is to preside over the commission meeting when the Chair is not present. The chair's duties comprise of approving the agenda prior to posting, preside over the meeting, and present commission business to the Council.

Commissioners can nominate one another or themselves. The commissioner with the most votes will become the Vice-Chair.



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Review of 2023 Parks & Recreation Commission Work Plan
Meeting Date: April 18, 2023
From: Adam Henig, Recreation Manager

RECOMMENDATION

Receive and comment of 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 work plan was formally adopted on March 28, 2023.

The 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 most recent meeting, the following work plan updates were shared:

- **Training Opportunities** - Commissioners Bentson and Graham attended a workshop through National Association of Park Foundations. It was regarding starting up a foundation and learning how to grow it.

- **Coffee in the Park** – Chair Ramierz and commissioner Puente will meet and share updates about hosting a coffee in the park event.
- **Study Dog Parks** – Recommended City Council budget \$50,000 for one-time dog park upgrades at Las Animas Veterans Park and/or Hecker Pass Park.

In addition to other items on the work plan, the Commission should discuss the following work plan items:

- **Park assignments** - Since two commissioners departed, the Commission will need to review the current park assignments so the newest commissioners can participate.
- **Tabling at Citywide events** - Who will be attending the 2023 Bike to Wherever Day on the levee at Christmas Hill Park?

Attachments:

1. Parks & Recreation Commission 2023 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)	Adam	Identify park to host and celebrate Arbor Day event.	Improve City infrastructure; Neighborhood Equity	Have it at a dog park, Las Animas Veterans Park or Hecker Pass? A need for shade
Training Opportunities for Commissioners	Participate in parks and recreation training opportunities	Pat/Adam/Terry	Inform commissioners about upcoming opportunities; participate in trainings	N/A	Pat and Terry attended the NAPF virtual workshop; Funding sources available; Friends/Foundation; Training in West Virginia;
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	Luis/Ermelindo meet and report back to Commission
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 report update about city parks at April meeting
Participate in Citywide Events	Meet and greet residents at special events in the City; inform residents about the Commission & parks and recreation	All commissioners	Downtown Live; Breakfast with Santa (December); Senior Center; creek clean-up	N/A	Next citywide event is the Bike to Wherever Day on May 18 at the Christmas Hill Park Levee
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	Adam	PRC will participate hosting an energizer station at Bike to Wherever Day on May 18 at Christmas Hill Park Levee	N/A	Henig purchased yard signs for Bike to Wherever Day
Study Dog Parks	Commission will review the City's two current dog parks and consider options for a future one.	Luis, Terry	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	Recommended to City Council \$50k in dog park upgrades
Update "Gift and Sponsorship Policy"	Commission will review and make recommended changes to the current Gift and Sponsorship Policy.	Adam	Update current policy and, once finalized, recommend it to City Council	Develop financially	No update

Rev. 4.13.2023

Items Discussed but not Adopted into the 2023 Work Plan

- 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



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.

- **Seniors** - On April 7, the Seniors celebrated a Easter/Spring holiday event with a hat contest, a scavenger egg hunt, and a photo backdrop.
- Also, Gilroy Recreation, with Sourcewise, will be hosting the annual Gilroy Senior Center Resource Fair. The event allows local senior-focused organizations to share educational information and provide valuable health and wellness resources through health screenings, hand-outs, and interactive activities. The Resource Fair is scheduled for May 19, 2023 from 9 a.m. to 12p.m. at the Gilroy Senior Center.
- **Swimming** – Starting in April, Swimming Swan will conduct a swim assessment to determine where swimmers should be placed in swim lessons.
- **Budget** – Recreation has submitted its division budget. Although the majority of Recreation's budget will remain status quo, the Division will be adding two new programs: a week-long, traditional summer day camp and the Breakfast with Santa event, which the Commission has volunteered at in past years.
- **Volunteer** – The annual creek clean-up will take place on Saturday, May 20 from 9-12pm at Christmas Hill Park. Last year, more than 75 participants picked up 500 hundred pounds of trash and recyclable material.
- **Upcoming Events**
 - **April 29** –



- Annual **Fishability** (Adaptive) event at McAlpine Lake (9am-1pm)
- **Day of the Child** event at San Ysidro Park (afternoon). Sponsored with South County Youth Task Force and San Ysidro Nueva Vida.
- **May 18 – Bike to Wherever Day** with the Parks & Recreation Commission. Christmas Hill Park
- **May 19 – Senior Center Resource Fair**
- **May 20 – Annual creek clean-up** at Christmas Hill Park.