



CITY OF GILROY
PARKS AND RECREATION
COMMISSION
REGULAR MEETING
AGENDA



TUESDAY, JULY 18, 2023 | 6:00 PM

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

Chair: Luis Ramirez

Vice Chair: Patricia Bentson

Commissioners: Terence Fugazzi, Theresa Graham, Ermelindo Puente, Vince Sasso
Adam Henig, **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. June 20, 2023
6. **APPROVAL OF AGENDA**
7. **INTRODUCTIONS**
8. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
9. **NEW BUSINESS**
 - 9.1. **Review of Commissioner Responsibilities and Role**
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Receive and comment on commissioner responsibilities and role.
10. **OLD BUSINESS**
 - 10.1. **Review of 2023 Parks & Recreation Commission 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
11. **DEPARTMENT UPDATES**
 - 11.1. Recreation Division Updates
12. **BICYCLE & PEDESTRIAN ENCOURAGEMENT & EDUCATION**
13. **COMMISSIONER PARK REPORTS & COMMENTS**
 - 13.1. Bentson – Del Rey, Cydney Casper
Fugazzi – Sunrise and Carriage Hills
Graham – Hecker Pass, El Roble, Rainbow, Sports Park
Puente – San Ysidro, Renz, Butcher, Farrell Ave.
Ramirez – Miller, LAVP, Christmas Hill, Sports Park
Sasso - Los Arroyos, Forest
14. **STAFF COMMENTS**
15. **FUTURE COMMISSIONER INITIATED ITEMS**
16. **ADJOURNMENT**

City of Gilroy
Parks and Recreation Commission Regular Meeting Minutes
Tuesday, June 20, 2023 | 6:00 PM

1. **CALL TO ORDER**

Meeting was called to order by Chair Ramirez at 6:00 p.m.

2. **ROLL CALL**

Attendance	Attendee Name
Present	Ermelindo Puente, Commissioner Luis Ramirez, Chair Pat Bentson, Vice Chair Terence Fugazzi, Commissioner Vince Sasso, Commissioner
Absent	Theresa Graham, Commissioner

3. **FLAG SALUTE**

4. **SECRETARY'S REPORT**

The Parks and Recreation Commission agenda was posted online and posted in the City Hall kiosk on June 15, 2023.

5. **APPROVAL OF MINUTES**

5.1. May 16, 2023

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Ermelindo Puente, Commissioner

AYES: Vice Chair Bentson, Commissioner Fugazzi, Commissioner Puente, Chair Ramirez, Commissioner Saso

ABSENT: Commissioner Graham

6. **APPROVAL OF AGENDA**

RESULT: Pass

MOVER: Pat Bentson, Vice Chair

SECONDER Ermelindo Puente, Commissioner

AYES: Commissioner Bentson, Commissioner Fugazzi, Commissioner Puente, Chair Ramirez, Commissioner Saso

ABSENT: Commissioner Graham

7. **INTRODUCTIONS**

None.

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

Morgan Hill resident Terry Nemoff discussed the need for Gilroy to build more pickleball courts given the sport's increased popularity in recent years.

9. **NEW BUSINESS**

9.1. **Proposed 2016 VTA Measure B Encouragement and Education for Fiscal Year 2024.**

As part of the funding requirements for the 2016 VTA Measure B Education and Encouragement Fund, the Commission needed to approve an annual list of proposed bicycle and pedestrian projects for fiscal year 2024. Henig explained how the projects slightly differed from the previous year. For example, the City wants to support more than just the Bike to Wherever Day; wants to support or create multiple events to encourage bicycle and pedestrian activities.

There were questions about the background of the program and why these two projects were taken. Henig recommended the Commission support the proposed projects.

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Pat Bentson, Commissioner

AYES: Commissioner Bentson, Commissioner Fugazzi, Commissioner Puente, Chair Ramirez, Commissioner Saso

ABSENT: Commissioner Graham

10. **OLD BUSINESS**

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

Here are the following updates to the work plan:

- **Coffee in the Park** – The committee, comprised of Chair Ramirez and Commissioner Puente, met with Staff Henig to discuss the details of the event. Since the meeting occurred one week before the scheduled date of June 24, it was agreed upon to postpone Coffee in the Park to Saturday, July 29. Everything else will stay the same—having a police officer present, translator, and event format. Also, the location will be in the Oaks/playground area.
- **Participate in Citywide events** – Commissioners Puente, Saso, and Fugazzi volunteered for Bike to Wherever Day at the Commission's booth on the levee on May 18. Fugazzi also assisted with the May 20 creek clean-up. Puente was involved in the County's Public Health Department's public active transportation campaign.
- **Study Dog Parks** – The Council agreed to fund the proposed dog park project at Third Street Park, however, a specific dollar amount was not provided. Council agreed to allocate \$100,000 for general park improvements. The Commission has requested that it would like to be engaged on how the monies will be spent. They are requesting the Public Works Department provide a list of potential projects that would be considered, including the Commission's dog park proposal. Bentson asked if current hazards (i.e. uneven pavement issues at Del Rey Park) would be considered for this funding too. The Commission would like to review the list and provide a recommendation.
- **Monitor City Parks** – Commissioners requested to submit a brief write-up about a different city park each month to be featured in the city's

weekly e-newsletter. Henig will discuss with the City's Communication Engagement Manager.

11. **DEPARTMENT UPDATES**

11.1. Recreation Division Updates

Henig reviewed the report enclosed in the meeting packet.

11.2. Status of City Parks

Henig provided an update about the ongoing Gilroy Sports Park playground resurfacing project, which began on June 12.

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

No update.

13. **COMMISSIONER PARK REPORTS & COMMENTS**

The commissioners provided the following updates:

- Puente –
 - Renz and San Ysidro Park – look good. SYP was busy
 - Miller Park – Street lamp is out at park.
 - Other utility issues
 - St. Mary's Church – street light lamp is out; alley has potholes.
 - Luchessa (near Automall) – sidewalk is blocked to pedestrian
- Fugazzi
 - Carriage Hills
 - Tripping hazard inside pergola
 - Playground foam is torn (needs to be addressed)
 - Sunrise
 - Broken sprinklers causing leak near tennis court and southside of park; leaving puddles
 - Noticed there's a sidewalk tripping hazard.
 - Cydney Casper
 - Tress lifting sidewalk
 - Las Animas
 - Trash enclosure should be replaced with new one (it's not in good shape and being used for possible illegal activity)
- Saso
 - Los Arroyos – walked around; looks good
 - Forest – Northeast side of park the light is always on
- Bentson
 - Cydney Casper – park looks good; hop scotch is faded; sidewalk tripping hazard
 - Del Rey – Fix cerement that is uneven. surrounding playground area needs mulch
 - Christmas Hill – Evidence of homeless cooking/using fire on new trail at Glen Loma side (leads to Miller Road). Concerned it could ignite a fire. There's a Redwood tree that appears to be dead on Miller Road, standing on the Ranch Site.
- Ramirez

- Las Animas – no update
- Sports Park – Looks good.

14. STAFF COMMENTS

Henig reminded the Commission about the Commission's presentation to Council on August 7.

15. FUTURE COMMISSIONER INITIATED ITEMS

Fugazzi requested two items be brought up at a future Commission meeting:

1. Requesting the Commission be involved with reviewing the proposed improvements that were recently awarded by Congress through Representative Zoe Lofgren's office. Henig explained the grant is tied to a project that had already been reviewed by not only the Commission, but community groups and city staff. The original plan was submitting for funding through the Proposition 68 grant program (it was denied). Henig will provide a status update at the next meeting.
2. Requesting to have the Parks and Recreation Commission involved with the Downtown Committee's Pop-up Park project on Seventh and Monterey. The Commission has not been involved in the planning of the site. Henig explained that it's under the Downtown Committee's jurisdiction (not the Commission's).

16. ADJOURNMENT

Chair Ramirez adjourned the meeting at 7:41 p.m.

AH

Adam Henig, Recreation Division
Recording Secretary



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Review of Commissioner Responsibilities and Role
Meeting Date: July 18, 2023
From: Adam Henig, Recreation Manager

RECOMMENDATION

Receive and comment on commissioner responsibilities and role.

BACKGROUND

With the addition of two new commissioners, staff will review the Parks and Recreation Commissioner's responsibilities and roles. The following topics will be covered:

- Commissioner's role as an advisor to City Council
- Role of the staff liaison
- Expectations for a commission meeting

Staff will also review the powers and duties of the Parks and Recreation Commission as stated in the City Charter (Article IX, Section 911).

Attachments:

1. Section 911. Parks and Recreation Commission: Established: Powers and Duties.

CITY CHARTER

ARTICLE IX, BOARDS AND COMMISSIONS

Section 911 Parks and Recreation Commission: Established: Powers and Duties.

There shall be a Recreation and Parks Commission consisting of seven (7) members, which shall have the power and duty to:

- (a) Act in an advisory capacity to the Council and the City Administrator in all matters pertaining to recreation and parks;
- (b) Consider the provisions of the annual budget for recreation and park purposes during the process of the preparation of the budget and make recommendations with respect thereto to the City Administrator and the Council;
- (c) Formulate and recommend to the Council and the City Administrator a recreation and parks program for the inhabitants of the City which will contribute to the attainment of general recreational objectives for children and adults of the City, promote and stimulate public interest therein, and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein;
- (d) Formulate and recommend to the Council and the City Administrator policies for the acquisition, development and improvement of parks and playgrounds and for the planning, care and removal of trees and shrubs in all parks, playgrounds and streets;
- (e) Recommend to the Council and the City Administrator as to the acceptance or rejection of offers of donations of money, personal property or real estate to be used for recreation and park purposes; and
- (f) Perform such other duties relating to recreation and park matters as may be prescribed by the Council not inconsistent with the provisions of this Charter.



City of Gilroy

Parks and Recreation Commission

STAFF REPORT

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

RECOMMENDATION

Receive and comment on 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 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.

ANALYSIS

Here are latest happenings of the work plan:

- **Coffee in the Park** – The committee recommended postponing Coffee in the Park to Saturday, July 29. However, staff was notified that if four or more commissioners were planning to attend, it would need to become a special meeting. The event will be postponed at a later date to be determined.

- **Study Dog Parks** – Commission is waiting to find out how much funding will be allocated for dog park improvements. The Commission has requested that it would like to be engaged on how the monies will be spent. They are requesting the Public Works Department provide a list of potential projects that would be considered, including the Commission's dog park proposal. The Commission would like to review the list and provide a recommendation.
- **Monitor City Parks** – Commissioners requested to submit a brief write-up about a different city park each month to be featured in the city's weekly e-newsletter. Henig will discuss with the City's Communication Engagement Manager and report back.

Attachments:

1. Parks and Recreation Commission 2023 Work Plan as of 7.7.23

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 & Adam	Identify park to host and celebrate Arbor Day event.	Improve City infrastructure; Neighborhood Equity	Awaiting an update from Parks Division
Training Opportunities for Commissioners	Participate in parks and recreation training opportunities	Pat/Adam/Terry	Inform commissioners about upcoming opportunities; participate in trainings	N/A	Commissioners may be attending 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	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	Ermelindo, Terence, and Vince participated in Bike to Wherever Day 2023 in May. Also, participation in park clean-ups and senior center programs
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	City of Gilroy Recreation hosted energizer station at Bike to Wherever Day 2023
Study Dog Parks	Commission will review the City's two current dog parks and consider options for a future one.	Luis, Terry, Terence, 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	Committee recommended 4 items (trees, bench, picnic bench, concrete pad) for budget input to Council. Was approved but no dollar amount known yet.
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

Items Discussed but not adopted

- Increase participation in recreation programs
- Expand youth scholarship program
- Partner with schools

Revised July 7, 2023

- 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.

- **Summer Camps:** We have had several summer camp offerings thus far. They have included cooking camp, basketball camp, science camp, lego camp, chess camp, and a traditional, CDBG-funded day camp.
- **Recent Special Events:**
 - **Senior Center Luau** on June 16 – 100 seniors in attendance plus craft class and hula dancers
 - **Family Fun Night** at San Ysidro Park – More than 500 people in attendance with resource booths and fun activities
 - **Senior Center July 4 Celebration** (6/30) - 100 seniors in attendance plus craft class and hula dancers
 - **July 4 fireworks display –** Thousands of residents watched a professional firework display light up the sky on the fourth of July. Fireworks were launched at Gilroy High School.
- **Aquatics Center**
 - **Swim Lessons** – Ranging in age from 6 months to adults, 443 people (88% are residents) have registered for group swimming lessons at CHS Aquatics Center. Lessons continue through August.
 - **Recreation Swim** – despite the colder summer, 3,500 swimmers have participated in recreation swim.

GILROY DISPATCH

NEWS ▾ OPINION ▾ SPORTS ▾ CALENDAR ▾ OBITUARIES ▾ CLASSIFIEDS ▾



Contributed photo

Featured News

PHOTO: Gilroy Senior Center hosts luau

- **Upcoming Special Events**

- **Hula Dance** – For the adaptive population on Friday, July 14 at the Gilroy Senior Center.
- **Party in the Park** – July 22, 2023 at San Ysidro Park.
- **National Night Out** – Tuesday, August 1 at the Civic Center Paseo
- **Unveiling of Ted Carpenetti Room** – Celebration will be held on Friday, September 15.

- **By the numbers:**

- Last month, it was reported there were **942** participants enrolled in summer programs (i.e., contract classes, summer camps, city-run programs, volunteers). As of July 7, **1,102** participants are enrolled in a summer program. In 2022, we had a total of 1,134 enrolled participants. Although enrollment is slowing down, we anticipate exceeding last year's summer numbers.