



CITY OF GILROY

PARKS AND RECREATION
COMMISSION



REGULAR MEETING AGENDA

TUESDAY, OCTOBER 21, 2025 | 6:00 PM

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

Chair: Luis Ramirez

Vice Chair: Javier Martinez

Commissioners: Emily Miller, Jorge Vargas, Jesse Jimenez

Staff Liaison: Public Works Director John Doughty

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 the 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. **Approval of the Minutes from the September 16, 2025, Regular Meeting of the Parks and Recreation Commission Meeting**
6. **APPROVAL OF AGENDA**
7. **INTRODUCTIONS (if applicable)**
8. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
 - 8.1. **This time has been set aside for the public to address the Commission on items that are NOT on this Agenda. The Commission may not act upon these comments at this meeting, except to provide directions to staff to review the comments and return them at a future meeting. All speakers should submit a speaker's slip to the Secretary before this portion of the meeting and prepare a presentation that does not exceed three (3) minutes.**
9. **NEW BUSINESS**
 - 9.1. **Boards and Commissions Appreciation Dinner**
 - 9.2. **Proposed 2016 VTA Measure B Encouragement and Education for Fiscal Year 2025.**
 1. Staff Report:
 2. Public Comment
 3. Possible Action:
Review and comment on the 2016 VTA Measure B Encouragement and Education projects for fiscal year 2026.
 - 9.3. **Review of the Proposed Recreation Assessment Consultant Scope of Work**

1. Staff Report:
2. Public Comment
3. Possible Action:
Commission review the proposed scope of work and provide comments, if any.

10. OLD BUSINESS

10.1. Parks and Recreation Quarterly Work Plan Updates

1. Staff Report:
2. Public Comment
3. Possible Action:
Receive and comment on the FY 26 and FY 27 Parks and Recreation Commission Work Plan

11. DEPARTMENT UPDATES

11.1. Public Works Parks Updates

11.2. Public Works Capital Improvement Projects (CIP) Updates

11.3. Recreation Division Updates

12. COMMISSIONER PARK REPORTS & COMMENTS

- 12.1.**
- **Bozzo - Carriage Hills, Gateway, Miller**
 - **Jimenez - Farrel, Forest, San Ysidro**
 - **Martinez - Rainbow, Los Arroyos, Las Animas**
 - **Miller - Cydney Casper, Del Ray, Gilroy Sports**
 - **Ramirez - Butcher, El Roble, Renz, Sunrise**
 - **Vargas - Christmas Hill Park & Ranch Site, Hecker Pass**

13. DIRECTOR REPORT

13.1. Pickleball update

13.2. Little League Update

13.3. Arbor Day Update

13.4. San Ysidro Story Walk Update

13.5. Christmas Hill Grand Opening Celebration Storywalk

14. FUTURE COMMISSIONER INITIATED ITEMS

15. ADJOURNMENT

FUTURE MEETING DATES

Month XX, 20XX – Location – 6:30 PM



SAVE THE DATE

BOARDS AND COMMISSIONS APPRECIATION DINNER

THURSDAY, NOVEMBER 20, 2025 - 6:00 PM

MORE DETAILS TO FOLLOW!

GILROY SENIOR CENTER - 7371 HANNA ST.





City of Gilroy

STAFF REPORT

Agenda Item Title: Proposed 2016 VTA Measure B Encouragement and Education for Fiscal Year 2025.

Meeting Date: October 21, 2025

From: Adam Henig, Recreation Manager

Department: Parks and Recreation Commission

Submitted by:

Prepared by:

STRATEGIC PLAN GOALS: Not Applicable

RECOMMENDATION

Review and comment on the 2016 VTA Measure B Encouragement and Education projects for fiscal year 2026.

EXECUTIVE SUMMARY

BACKGROUND

As part of the funding requirements for the 2016 VTA Measure B Education and Encouragement Fund, the City submits reporting documents to the VTA. For this year, the City is pleased to announce the GIS Bike and Pedestrian Route Map was completed in June 2025 and is now hosted on the City's website. The new mapping software allows residents to access an abundance of information including 56.8 miles of pathways, 3,200 signs inventoried, and 290 distinct points of interest along the routes collected. The website link is, <https://www.cityofgilroy.org/1095/GilroyPathways-Bike-GIS>.

The other project related to the Measure B Fund was the annual Bike to Wherever Day event, which is hosted in May at Christmas Hill Park by members of the Parks & Recreation Commission. This past May, there were 28 riders who stopped at the

energizer station. Commissioners gave away snacks, tote bags, and information about the benefits of riding a bike. The City plans to continue to promote and sponsor the Bike to Wherever Day annual event.

ANALYSIS

ALTERNATIVES

FISCAL IMPACT/FUNDING SOURCE

PUBLIC OUTREACH

NEXT STEPS

Attachments:

1. 2016MB_BikePed_EE_Annual_Reporting_Template_FY26 GILROY
2. 2016MB_BikePed_EE_ProgramofProjects_Template_FY26 GILROY

2016 Measure B Bicycle & Pedestrian Education & Encouragement Program Annual Reporting

1. Instruction

Submit this form in PDF format to 2016MeasureB@vta.org by October 1st of each year to provide a progress update for the 2016 Measure B Bicycle & Pedestrian Education & Encouragement (EE) program.

2. General information

Jurisdiction	City of Gilroy
Date of Submittal	
Contact – Name/Title	Adam Henig, Recreation Manager
Email	Adam.henig@cityofgilroy.org
Phone	(408) 846-0577
Total allocation through FY2025 <i>(including any allocation banked)</i>	\$335,559
Reimbursement received through FY2025	\$312,767.30
Remaining allocation	\$22,790.70
Reporting period	FY2025 (July 1, 2024 – June 30, 2025)

3. Program Progress Report

1. Did you request to bank any of your allocations for this reporting period?

Yes, we requested to bank full allocations for this reporting period. You may skip Questions 2-4. Please briefly describe if you worked on any preparation for a larger EE effort/activity:

Yes, we requested to bank part of the allocations for this reporting. Please briefly describe if you worked on any preparation for a larger EE effort/activity. Please also answer Questions 2-4.

The previously banked allocations have all been utilized. Further drawdowns on future allocations are committed.

No, please answer Questions 2-4.

2. What projects did you work on during the reporting period?

**2016 Measure B Bicycle & Pedestrian
Education & Encouragement Program Annual Reporting**

Please fill in the table below based on your proposed Program of Projects. You may expand the table as needed.

Project Title	Completed Project Tasks <i>(What, when, where)</i>	How did you perform on the proposed metrics?	Did you achieve project Goals? <i>(Before vs. After)</i>
Bike to Wherever Day	Tabled at Christmas Hill Park Levee on May 15, 2025	We tallied the number of people who visited the booth on the Christmas Hill Park levee. There was a total of 28 participants. Silicon Valley Bicycle Coalition provided energizer station organizers trally sheet to use to track the number of cyclists who stop at the station.	We had more people stop this year at the energizer station than in 2024 (20).
GIS Bike and Pedestrian Route Map	Blue Raster completed their project on June 20, 2025. The GIS portal is now hosted on the City's website.	The performance has exceeded expectations, including 56.8 miles of pathways surveyed, 3,200 signs inventoried, and 290 distinct points of interest along the routes collected.	Yes, the project under contract was completed, and the site is available to the public. It contains more pathways than contracted for originally, and addition enhancements to the hosted page are being developed with non-Measure B Bicycle and Pedestrian EE funds.

3. Please provide the collected data and metrics as separate attachments. Do you have any key findings from collected data and metrics?

In 2025 for Bike to Wherever Day, there was 29% increase in the number of participants who visited the energizer station than the previous year (20 in 2024; 28 in 2025)

For the GIS Bike and Pedestrian Route Map, the data summary sheet provided with the last report contains the data collected. This year the project finished shortly after the last annual report. Work focused on the representation of the data on the GIS Portal, and the functionality of the page. The project has been completed, and the page may be located here: <https://www.cityofgilroy.org/1095/GilroyPathways-Bike-GIS>. Further refinements are being made outside of the contract by City staff.

**2016 Measure B Bicycle & Pedestrian
Education & Encouragement Program Annual Reporting**

4. What lessons did you learn from the projects?

For Bike to Wherever Day, getting the word out in advance would likely increase the number of cyclists visiting the energizer station at Christmas Hill Park.

For GIS mapping, we learned the complexity of designing a GIS-hosted map and working during the public input phase on the usability of such pages.

2016 Measure B Bicycle & Pedestrian Education & Encouragement Program of Projects

City of Gilroy

Fiscal Year: July 1, 2025 – June 30, 2026

Instruction:

1. Fill out this form in Microsoft Word. Make sure you indicate the agency and fiscal year above.
2. Submit a draft to VTA for review and approval.
3. After approval, go to “file” and “Save as” to save this file as PDF. Please do not print to PDF because it will not preserve the document accessibility. Any attachments to this document should be made accessible and have optical character recognition.
4. Submit the final version in PDF to VTA as official submittal. Due date is October 1st of every year.

Project Title	Project Activities Description	Project Locations	Frequency	Project Goals	Proposed Evaluation Metrics and Frequency
Support Bicycle & Pedestrian Community Education & Engagement Activities	Host an energizer station at Christmas Hill Park during the annual Bike to Wherever Day. This is currently not funded by Measure B.	Citywide	Annually	Host an energizer station during Bike to Wherever Day at Christmas Hill Park.	<ul style="list-style-type: none"> • Track the number of bicyclists who visit the energizer station



*Note: Project sponsors must identify at least one primary goal and one proposed evaluation metric.



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Review of the Proposed Recreation Assessment Consultant
Scope of Work

Meeting Date: October 21, 2025

From: Bryce Atkins, Assistant to the City Administrator

Prepared by:

RECOMMENDATION

Commission review the proposed scope of work and provide comments, if any.

BACKGROUND/ANALYSIS

At the September 15, 2025, regular meeting of the City Council, the City Council authorized the engagement of a consultant and the preparation of an RFP for the assessment of the Recreation Division. Attached to this staff report is the current draft of the scope of work. The Commission is asked to provide any feedback or comments for consideration of inclusion. Ultimately, the RFP Scope of Work is currently planned to be considered by the City Council before release to prospective bidders.

The Draft Scope of Work will likely change as it moves through the process, and as bidding and contract award are considered.

Attachments:

1. Draft Scope of Work for RFP and Contract (PRC Review)

SCOPE OF WORK

DRAFT Tasks and Deliverables:

1. Project Initiation, Background Review, & Governance
 - a. Meet with City leadership, Recreation staff, and other stakeholders to understand goals and expectations. Confirm goals, success metrics, project schedule, and communication plan.
 - b. Collect and review existing documents, including budgets, fee schedules, staffing structures, organization charts, prior plans and studies, participation data, facility condition information, and policies.
 - c. Map current policies against the National Recreation and Park Association's (NRPA's) Commission for Accreditation of Park and Recreation Agencies (CAPRA) standards to identify gaps and quick wins (governance, planning, finance, human resources, risk, operations).
 - d. Deliverables:
 - i. Project work plan and schedule.
 - ii. Stakeholder map.
 - iii. Communications and engagement plan.
 - iv. CAPRA gap summary, noting which standards are fully/partially met and priority fixes.
2. Community Engagement and Needs Assessment
 - a. Design and administer a mixed-methods engagement: resident survey, intercept/on-site surveys, focus groups (youth, seniors, underserved areas, etc.), partner interviews.
 - b. Follow NRPA's survey guidance (sampling, admin modes, actionable question design).
 - c. Collect input on satisfaction, unmet needs, and desired future services.
 - d. Ensure representation from diverse community groups.
 - e. Deliverables:
 - i. Engagement plan and instruments (survey tool, discussion guides).
 - ii. Engagement finding report: Satisfaction, unmet needs, barriers (cost, location, time, language), priorities by demographic and geography.
 - iii. Updated needs assessment report.
3. Staffing and Organization Assessment
 - a. Analyze structure, spans/layers, role clarity, workload, scheduling, and training.

- b. Benchmark staffing ratios with NRPA/California Park & Recreation Society (CPRS) national/state municipal peers (per capita, per facility/acre where applicable).
 - c. Assess alignment between staffing and service delivery needs.
 - d. Identify workforce development and succession planning needs.
 - e. Provide recommendations on staffing efficiencies, training needs, and future workforce planning
 - f. Deliverables:
 - i. Organization assessment memo with options (no-cost, low-cost, investment scenarios), updated organizational chart, role definitions, and training plan.
 - ii. Peer benchmark table (City vs NRPA medians/quartiles).
4. Financial Analysis, Cost Recovery, and Fee Policy
- a. 3–5 year trend analysis: revenues, expenditures, subsidies, and cost recovery by program/facility.
 - b. Develop a Cost Recovery & Resource Allocation Policy (e.g., Pyramid Method: who benefits/who pays), and align fee schedule and scholarship strategy.
 - c. Benchmark fees and cost-recovery targets (e.g., San José PRNS examples of fee/cost-recovery governance).
 - d. Identify opportunities for increasing revenues (fees, partnerships, sponsorships, grants).
 - e. Assess financial sustainability of significant programs (referring to program size) and facilities.
 - f. Deliverables:
 - i. Financial analysis with revenue/expenditure trends and recommendations for cost recovery.
 - ii. Financial dashboard (trends, margins by line of business, subsidy per participant).
 - iii. Draft Cost Recovery Policy with category targets, methodology, and annual update process.
 - iv. Draft fee schedule adjustments and equity supports.
5. Program and Service Portfolio Review (Lifecycle and Alignment)
- a. Analyze participation levels, demographics served, and program utilization.
 - b. Identify gaps in programming relative to community needs.
 - c. Assess program quality and alignment to values (equity, access, youth development, senior services, etc.).

- d. Conduct a program lifecycle analysis (introduce/grow/mature/decline) to right-size the portfolio; evaluate alignment with mission, equity, demand, and margins.
 - e. Compare offerings to peer agencies; identify gaps (e.g., adults, teens, seniors, adaptive rec, etc.), schedule balance, and access (time/location).
 - f. Recommend adds, retires, partnerships, and pricing strategies.
 - g. Deliverables:
 - i. Program and services evaluation summary.
 - ii. Program portfolio matrix (demand, equity, cost recovery, lifecycle stage) with action recommendations and 12–24-month pilot plan.
6. Facilities, Asset Management, and Capital Needs
- a. Indoor and Outdoor Facility inventory and condition assessment: age, systems condition, accessibility, capacity/utilization, lifecycle, and replacement values.
 - b. LOS (level-of-service) and access analysis (catchment, coverage, underserved areas); align with NRPA master-planning best practices.
 - c. Identify ADA/Title II and safety issues; evaluate operating model efficiency for major venues (e.g., aquatics, community centers).
 - d. Identify capacity constraints and deferred maintenance.
 - e. Assess alignment of facilities with community needs and future growth.
 - f. Recommend priorities for capital improvements and potential new facilities.
 - g. Deliverable: Facility needs assessment report.
 - h. Deliverables:
 - i. Facility needs assessment report
 - ii. Facility assessment book with inventory tables, condition scores, utilization analysis, and repair/replace priorities.
 - iii. Capital improvement plan (CIP) roadmap (0–5, 6–10, 10+ years) with order-of-magnitude costs and funding options.
7. Technology, Data, and Business Processes
- a. Audit registration/POS, scheduling, reporting, and data governance; identify pain points (refunds, waitlists, utilization reporting).
 - b. Recommend improvements (KPIs, dashboards, data hygiene, privacy practices), and integrations with finance/human resources.
 - c. Deliverables:
 - i. Systems improvement plan with priority fixes, training modules, and key performance indicator(s) (KPI) dashboards wired to NRPA benchmark categories.
8. Equity, Access and Inclusion

- a. Map participation vs. community demographics; analyze barriers (cost, transit, language, digital access).
 - b. Align pricing/scholarships with the cost-recovery policy to protect access for socio-economically challenged populations.
 - c. Deliverables:
 - i. Equity action plan: sliding-scale/fee assistance model, outreach strategies, language access, mobile/ pop-up programs, and targeted pilots.
9. Partnerships, Sponsorships, and Volunteers
- a. Inventory existing MOUs/agreements (schools, nonprofits, leagues); evaluate performance and risk.
 - b. Identify new partnership models, shared-use agreements, and a potential sponsorship/naming framework consistent with public ethics.
 - c. Assess volunteer program structure and compliance.
 - d. Deliverables:
 - i. Partnership framework (criteria, templates, performance KPIs) and sponsorship policy outline with approval workflow.
10. Risk Management, Safety, and Operations Standards
- a. Review policies for incident reporting, background checks, aquatic and youth safety, emergency plans, and insurance.
 - b. Recommend standard operating procedures (SOPs) and training cadence; note relevant CAPRA standards.
 - c. Deliverables:
 - i. Operations & safety compliance report with priority SOP updates and training calendar.
11. Performance Measurement and Benchmarking
- a. Build a KPI scorecard aligned with NRPA/CPRS Agency Performance Review metrics (participation per capita, cost per participant, cost recovery, expenditures per capita/acre, maintenance metrics).
 - b. Define data collection cadence and public-facing reporting.
 - c. Deliverables:
 - i. KPI dashboard & definitions; 12-month measurement plan and template quarterly report.
12. Programmatic Mini-Studies
- a. Review and assess the following programming clusters:
 - i. Adaptive Recreation.
 - ii. Adult Sports/Activities.
 - iii. Aquatics.

- iv. Contract Classes.
 - v. Senior Services.
 - vi. Youth Sports.
 - vii. Summer Day Camps.
 - viii. Volunteers.
 - ix. Reservations/Parks.
 - x. Special Events (breakfast with Santa, bike to wherever day, cleanups, etc.).
 - xi. Targeted Community Recreation Services (SCYTF/NSU).
 - xii. Early Childhood Education (potentially).
 - xiii. Fitness/Health (potentially).
 - xiv. After School (potentially).
- b. Evaluate the following aspects of these program clusters:
 - i. Staffing models (internally provided service).
 - ii. Alternative service delivery models (outside provided service).
 - iii. Programming mix.
 - iv. Risk.
 - v. Fee strategy/cost recovery models vs. affordability.
 - vi. Industry best practices for effective marketing techniques/strategies.
 - c. Deliverables:
 - i. Program report.

13. SWOT Analysis

- a. Identify strengths, weaknesses, opportunities, and threats for the Recreation Division.
- b. Incorporate findings from staffing, financial, program, and facility analyses.
- c. Deliverable:
 - i. SWOT analysis document.

14. Growth and Opportunity Identification

- a. Identify short- and long-term opportunities for expanded or improved recreation services.
- b. Explore partnership models (schools, nonprofits, private sector, regional collaboration).
- c. Recommend strategies for sustainable growth.
- d. Deliverable:
 - i. Growth opportunities report.

15. Implementation Roadmap and Council Presentation

- a. Provide a comprehensive report that synthesizes findings from all tasks.

- b. Include clear, prioritized recommendations (impact/feasibility), timeline, cost, funding sources, and owners.
- c. Provide an implementation roadmap.
- d. Present findings to City Council and community stakeholders.
- e. Draft policy updates (cost recovery, partnerships, sponsorships, fee schedule).
- f. Prepare briefing materials and presentation to City Council.
- g. Deliverables:
 - i. Draft Report for staff review
 - ii. Final report (executive summary and detailed appendices: benchmarks, inventories, engagement findings).
 - iii. Phased implementation roadmap (0–6, 6–18, 18–36 months) with budget ranges and decision gates.
 - iv. Slide deck and talking points for Council.

DRAFT



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Parks and Recreation Quarterly Work Plan Updates

Meeting Date: October 21, 2025

From: John Doughty, Public Works Director

Prepared by:

RECOMMENDATION

Receive and comment on the FY 26 and FY 27 Parks and Recreation Commission Work Plan

BACKGROUND/ANALYSIS

The current Parks and Recreation Commission Work Plan comprises the following items:

Project Name	Project Description
Engage the Community	Participate and/or sponsor citywide events such as Arbor Day, Bike to Wherever Day, Earth Day, Coffee in the Park, and Citywide Clean-up Efforts
Maintain and Enhance Existing Park Facilities	1) FY26 and FY27 focus on Las Animas Veterans Park 2) Monitor city parks by the commissioners and report findings at regularly scheduled meetings.
Establish Permanent Pickleball Facilities	This is in accordance with last year's commission's study of park locations.
Plan for the Future	1) Update Parks and Recreation Master Plan 2) Identify potential funding sources 3) Identify future recreation and expand joint use with the school district
Recreation Needs Assessment	Evaluate the need and develop a plan to conduct a Recreation Needs Assessment

Assessment.

The proposed FY26 and FY27 work plan was submitted for review on March 27, 2026. It commenced on July 1, 2025.

Attachments:

1. Parks and Rec Work 10.13.25 Updates

FY26 and FY27 PARKS AND RECREATION COMMISSION WORK PLAN

Project Name	Work	Lead Commissioner/Staff	Deliverables	Council Priority	Status
Host Arbor Day	Develop a community event around Arbor Day to retain Tree City USA designation	Parks and Landscape Maintenance Division	Work with staff to host and celebrate Arbor Day	Maintain and Improve City infrastructure	In Progress: <ul style="list-style-type: none"> November 6, 2025 at Cydney Casper Park
Engage the Community	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	In Progress: The following events are upcoming: <ul style="list-style-type: none"> La Ofrenda Event Great Garlic Halloween Event Breakfast with Santa Event
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
Establish Permanent Pickleball Facilities	Establish guidance for a future pickleball court at a city park	All Commissioners	Participate and provide input in pickleball facility planning	Maintain and improve City infrastructure	Completed: Commissioners have provided input at several parks and recreation meetings. Council deliberated on the matter on October 6 th .
Update Parks and Recreation Master Plan	Provide guidance on a parks and recreation master plan update	John Doughty	Participate and provide input in the parks and recreation master plan update	Maintain and improve City infrastructure	In Progress: John Doughty presented to the commission at the August meeting.
Recreation Needs Assessment	Provide guidance on a Recreation Needs Assessment	All Commissioners	Participate and provide input on the recreation needs assessment	Offer Recreational Opportunities	Update: Administration is providing an update to the commission on October 21 st .



MEMORANDUM

To: Parks and Recreation Commission

From: Parks Division, City of Gilroy

Through: John Doughty, Public Works Director

Meeting Date: October 21, 2025

Subject: Parks Division Updates – October 2025

The following is an update on recent activities and programs managed by the Parks Division.

Parks projects

- Continuance of installation of new DXI irrigation controllers
- Serviced GSP Pumphouse and made improvements
- Installed new bench slats at Sunrise, Del Rey, Los Arroyos
- Tree removal in Uvas Creek
- Installed new pedestal BBQs at the Milias Picnic area (CHP)
- Installed new dugout benches at LAVP major field
- Received fencing and porta potties for Oak's restroom demo/install
- Scheduled debris box for demo with Recology
- Replaced dog bag dispenser from inside park to entrance (3rd St.)
- Removed fencing around over-seeded sites
- Planning upgrading path from Amp to Major field at CHP
- Planning Arbor Day Nov. 5th 10am – 12pm @ Cydney Casper Park
- Trenching and pouring pad for irrigation cabinet at LAVP Oaks



Service Requests

- Illegal dumping
- Graffiti removal
- Tree limb removal in Uvas creek trail
- Fencing repair
- Irrigation repairs
- Drinking fountain repairs
- Power Washing Mulberry Picnic area
- Power Washing San Ysidro wall/ stage
- Weed abatement scheduled for shooting range
- Multiple special events and reservations
- Reclaimed water fixes for permitting
- Santa Teresa frontage, btwn. First and Third, cleanup
- Corp Yard cleanup
- Pavers reset at Rainbow Park
- Replaced water spicket at Milias
- Roof repair at Mulberry picnic area
- Broken limb at Chestnut Fire processed
- Downtown Banner installation scheduled for 27th





MEMORANDUM

To: Parks and Recreation Commission

From: Public Works Capital improvement Projects (CIP) Division

Through: John Doughty, Public Works Director

Meeting Date: October 21, 2025

Subject: Public Works CIP Updates – October 2025

The following is a synopsis of parks related capital project work currently underway in the City.

I. Major Projects

1. San Ysidro Park Healthy Living Enhancement

- The City has issued the Notice of Intent to Award to Mackay Sposito for Landscape Architecture services.
- Contract has been routed for signatures.
- Project design is scheduled to be completed in Spring 2026.
- Project advertising and contract award is expected Summer 2026.
- Construction is expected to be completed in Spring 2027.

2. Las Animas Veterans Park Pickleball Courts

- The design of the six-court project is scheduled to be completed in Spring 2026.
- Project advertising and contract awards are scheduled for Spring 2026.
- Construction is expected to be completed by late Summer 2026.

3. Civic Center Master Plan

- Initial community outreach completed.
- Study and conceptual layout complete.
- Environmental Impact Report (EIR) currently being prepared
- EIR and Master Plan document approval anticipated in Spring/Summer 2026

II. Other Projects of Note

1. Las Animas Park Restroom Replacement
 - Anticipated completion Fall 2026
 - Funded by carryover FY25 Funds

2. Third Street Park (AKA Hecker Pass Park) Shade Structures
 - Anticipated completion December 2025
 - Funded by carryover FY25 Funds

3. Del Rey Park Playground Retrofit
 - Anticipated completion December 2025
 - Funded by carryover FY25 Funds

4. Park Playground Equipment Retrofits (Locations TBD)
 - Anticipated completion TBD
 - Funded by FY26 Citywide Park Improvement Program funding

5. Park Sport Court Surface Enhancements (Locations TBD)
 - Anticipated completion FY26
 - Funded by FY26 Citywide Park Improvement Program funding

6. Repair and re-surfacing Tennis Courts 6 and 7 (Las Animas Park)
 - Anticipated completion Spring 2026
 - Funded by FY26 Citywide Park Program funding



MEMORANDUM

To: Parks and Recreation Commission

From: Adam Henig, Recreation Manager, Recreation Division, City of Gilroy

Through: John Doughty, Public Works Director

Meeting Date: October 21, 2025

Subject: Recreation Division Updates – October 2025

The following is an update on recent activities and programs managed by the Recreation Division.

- I. Adult Sports** - Adult recreation volleyball, which began in April 2025 and happens at Wheeler Gym on Tuesday evenings, continues to be a popular program among residents. Adults 18 and over can either purchase a one-day registration for \$10 or a punch pass for \$80 that can be used for 10 visits.



SEASON	# of one-time participants	# of 10-punch pass purchased
Summer 2025 (15 weeks)	55	17
Fall 2025 (8 weeks through 10/1)	39	6

- II. Aquatics** - On September 19, staff opened a Request for Proposal to serve as the pool operator for the Christopher High School Aquatics Center in 2026 with a possible one-year option in 2027. Bids will be accepted until October 24.

- III. Contract Classes** - Our fee-based recreation instructor contractual programs continues to generate a lot of interest from the community. This season, classes range from tennis, soccer (including the fall league), and tae kwon do to hula dancing, drivers education, and art workshops. Programs are offered for youth, teens, and adults. The comparison chart below shows

the total number of registrations for fee-based contract classes between 2024 and 2025 (through October 3).

SEASON	Total # of Registrations
Fall 2024 (through 12/31/24)	1,042
Fall 2025 (through 10/3; halfway)	677

IV. Seniors – In addition to the ongoing programming taking place at the Senior Center, on September 5, 90 seniors participated in the “School Days” themed event, where they got view their peers’ school pictures, take pictures in front of a school-theme backdrop and hold the giant pencil, which was featured two years ago on the front page of the *Gilroy Dispatch*.

V. Special Events - For the first time since 2019, the Great Garlic 5K Fun Run returns to Gilroy Sports Park on Saturday, October 18. As of October 3, there are 155 registered youth, teen, and adult participants, who will each receive a medal and an event T-shirt.

VI. Volunteers - On Saturday, September 20, the biannual summer creek-clean-up occurred at Christmas Hill Park and Solorsano Middle School. There were 50 registered volunteers who removed 220.2 pounds of trash from the park and creek. Some interesting items recovered included pieces of tile, chairs, car scraps of metal/tires, and missing bicycles parts.



VII. Upcoming Special Events - Gilroy Recreation has lots of special events coming up.

- Saturday, October 18 – Great Garlic 5K Fun Run at the Gilroy Sports Park.
- Friday, November 21 - A collaboration with the Youth Commission and the Senior Advisory Board, the Intergenerational Dance will be held at the Senior Center.
- Saturday, December 6 – The annual Breakfast with Santa event at the Senior Center. Seeking commissioners to assist with kitchen with prepping and cooking. Meet at 7:30 a.m.



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Arbor Day Update
Meeting Date: October 21, 2025
From: John Doughty, Public Works Director
Prepared by:

RECOMMENDATION

BACKGROUND/ANALYSIS

Arbor Day 2025 (tentatively) is scheduled for November 5th at Cydney Casper Park, 985 Charles Lux Drive. 10 am - Noon

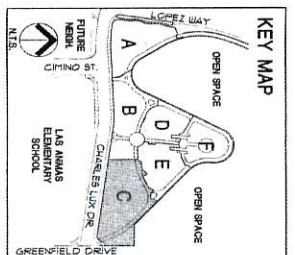
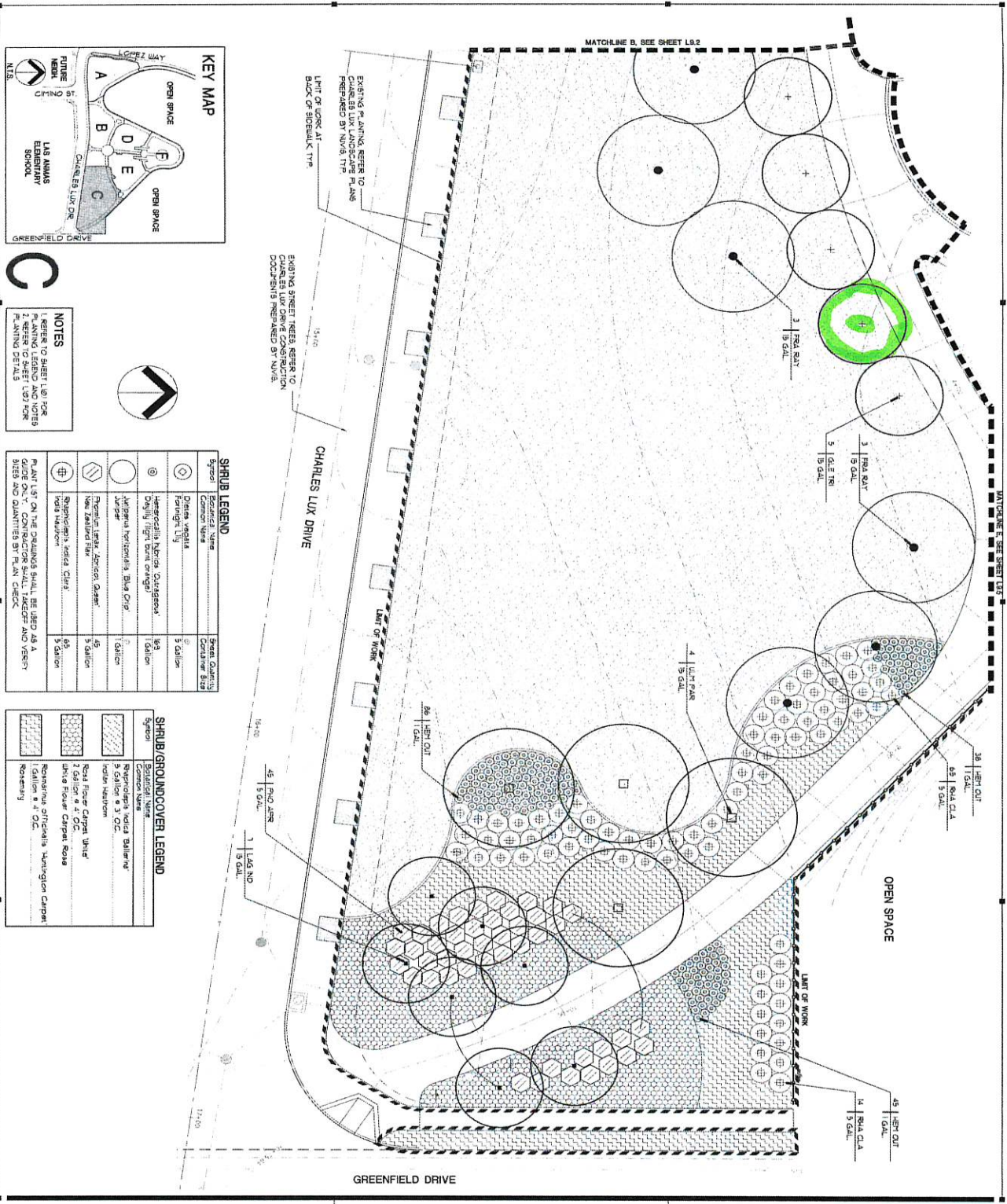
Replacing dead/missing trees.

7 - 15-gallon trees, (3) Lagerstroemia Indica "Red Carpet", (1) Ulmus Parvifolia "True Green", (3) Gleditsia Triacanthos Inermis "Shademaster"

See attached site map

Attachments:

1. Casper Park Re-planting Site Map 10-9-25
2. City of Gilroy Arbor Day (Flyer) - Draft



NOTES

1. REFER TO SHEET L9.1 FOR PLANTING LEGEND AND NOTES
2. REFER TO SHEET L9.1 FOR PLANTING DETAILS

SHRUB LEGEND

Symbol	Botanical Name	Common Name	Planting Rate
⊙	Dietes vegeta	Fortnight Lily	3 gallon
⊙	Hesperaloe parviflora	Queen's Heath	3 gallon
⊙	Albizia julibrissin	Silk Tree	3 gallon
⊙	Platanus latifolia	American Sycamore	45 gallon
⊙	Platanus racemosa	New Zealand Fig	45 gallon
⊙	Platanus sp.	Platanus	45 gallon
⊙	Platanus sp.	Platanus	45 gallon

SHRUB/GROUNDCOVER LEGEND

Symbol	Botanical Name	Common Name	Planting Rate
⊙	Platanus sp.	Platanus	45 gallon
⊙	Platanus sp.	Platanus	45 gallon
⊙	Platanus sp.	Platanus	45 gallon
⊙	Platanus sp.	Platanus	45 gallon

PROJECT NUMBER: 01-808.21
DATE: JANUARY 31, 2017
SCALE: 1"=10'
DRAWN BY: JAW
CHECKED BY: JAW

CLIENT: CAL-ATLANTIC HOMES
 4180 HILTON ROAD, SUITE 100
 REDWOOD CITY, CA 94062-2702
DESIGNER: NUVIS LANDSCAPE ARCHITECTURE
 2210 CANNON BLVD., SUITE 1155
 SAN RAMON, CALIFORNIA
 U.S.A. 94583-4218
 PH: 925.242.0535

PROJECT NAME: GLEN LOMA
 GILROY, CALIFORNIA

PROJECT NAME: GLEN LOMA
 GILROY, CALIFORNIA

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 GILROY, CALIFORNIA

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 GILROY, CALIFORNIA

PROJECT NAME: GLEN LOMA
 GILROY, CALIFORNIA

HAPPY ARBOR DAY

NOVEMBER 5, 2025

CYDNEY CASPER PARK

985 CHARLES LUX DRIVE

10:00AM - 12:00PM



TREE CITY USA
An Arbor Day Foundation Program





City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Christmas Hill Grand Opening Celebration Storywalk
Meeting Date: October 21, 2025
From: John Doughty, Public Works Director
Prepared by:

RECOMMENDATION

BACKGROUND/ANALYSIS

Santa Clara County Library District will host an event for our long-awaited bilingual storywalk in Christmas Hill Park! Please join us on Saturday, November 1st, at 10:30 a.m. for stories, music, and fun! We would love to have representatives from our city here also to be honored for their hard work and dedication that made this venture possible. Creating opportunities for our families to learn, discover, and connect in their community is our greatest shared goal. Thank you for helping us to make it happen.

Attachments:

None