



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



TUESDAY, NOVEMBER 21, 2023 | 6:00 PM

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

Chair: Luis Ramirez

Vice Chair: Patricia Bentson

Commissioners: Doc Davis, Theresa Graham, Ermelindo Puente, Vince Sasso

Staff: Public Works Interim Director Karl Bjarke and Recreation Manager Adam Henig

Mission Statement

The Parks and Recreation Commission of the City of Gilroy is committed to enhancing the quality of life for its citizens by promoting planning, acquisition, development, and sustainability of parks, trails, cultural, historical and other recreational areas. The commission embraces wellness and recreation, park safety, and inclusiveness for all ages and abilities because Parks Make Life Better.



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at least 72 hours prior to the meeting at (408) 846-0204 or cityclerk@cityofgilroy.org to help ensure that reasonable arrangements can be made.



Materials related to an item on this agenda submitted to the City of Gilroy Parks and Recreation Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to Staff's ability to post the documents before the meeting.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to complete a Speaker's Card located at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed or not. Speaker's slips should be submitted to the Secretary **BEFORE** this portion of the meeting begins. Anyone wishing to address the Commission on any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip as well and submit it to the Secretary **BEFORE** the Commission takes action on the item.

The agenda for this regular meeting is as follows:

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **SECRETARY'S REPORT**
5. **APPROVAL OF MINUTES**
 - 5.1. October 17, 2023
6. **APPROVAL OF AGENDA**
7. **INTRODUCTIONS**
8. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
9. **NEW BUSINESS**
 - 9.1. **Pickleball Court Option Analysis and Recommendation Project Introduction and Scoping**
 1. Staff Report: Bryce Atkins, Assistant to the City Administrator
 2. Public Comment
 3. Possible Action: Commission discussion about the Pickleball Court Analysis and Recommendation project.
 - 9.2. **Approval of the 2024 Parks & Recreation Commission Meeting Schedule**
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Motion to approve the 2024 meeting schedule for the Parks & Recreation Commission.
 - 9.3. **Measure B Education and Encouragement - Bicycle and Pedestrian GIS RFP Scope of Work Review**
 1. Staff Report: Bryce Atkins, Assistant to the City Administrator
 2. Public Comment
 3. Possible Action: Commission review and comment on the proposed scope of work.

10. **OLD BUSINESS**

10.1. **Donation and Fundraising Policy**

1. Staff Report: Bryce Atkins, Assistant to the City Administrator
2. Public Comment
3. Possible Action: Commission adopt a recommendation regarding the Donation and Fundraising Policy

10.2. **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

11.2. Status of City Parks

12. **COMMISSIONER PARK REPORTS & COMMENTS**

13. **STAFF COMMENTS**

14. **FUTURE COMMISSIONER INITIATED ITEMS**

15. **ADJOURNMENT**

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

1. **CALL TO ORDER**

Meeting called at 6pm.

2. **ROLL CALL**

Attendance	Attendee Name
Present	Ermelindo Puente, Commissioner Luis Ramirez, Chair Theresa Graham, Commissioner Vince Sasso, Commissioner Doc Davis, Commissioner
Absent	Pat Bentson, Vice Chair Kortney Hodge, Commissioner

Commissioners Hodge and Bentson are absent.

3. **FLAG SALUTE**

Commissioner Davis led the flag salute.

4. **SECRETARY'S REPORT**

The meeting packet was published on October 12, 2023.

5. **APPROVAL OF MINUTES**

5.1. September 19, 2023

RESULT: Pass

MOVER: Luis Ramirez, Chair

SECONDER Ermelindo Puente, Commissioner

AYES: Commissioner Graham, Commissioner Puente, Chair Ramirez, Commissioner Saso, Voting Member Davis

ABSENT: Commissioner Bentson, Commissioner Hodge

6. **APPROVAL OF AGENDA**

RESULT: Pass

MOVER: Ermelindo Puente, Commissioner

SECONDER Luis Ramirez, Chair

AYES: Commissioner Graham, Commissioner Puente, Chair Ramirez, Commissioner Saso, Voting Member Davis

ABSENT: Commissioner Bentson, Commissioner Hodge

7. INTRODUCTIONS

Karl Bjarke is the **Interim Public Works Director** former City of Morgan Hill Director of Public Works and Doc Davis is the newest Parks and Recreation Commissioner.

8. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Terence Fugazzi requested the Commission gauge a better understanding of what is under the Commission's purview such as the Pop-up Park, Garlic Incident Memorial, Sharks Ice, and Lions **Creek** Trail. Commissioner Puente and Graham responded and thanked him for bringing it to their attention.

9. NEW BUSINESS

9.1. **Potential Donation and Fundraising Policy**

Commission discussion and recommendations regarding the draft policy.

Atkins reported the City is developing a donation and fundraising policy which will eventually be presented to the City Council for consideration and adoption. The goal is to provide structure and guidance on acceptable and legal conduct for fundraising and accepting donations. Staff is seeking comments and suggestions. The item will be brought back next month for a formal recommendation to the City Council on the final policy.

Atkins went through the draft policy. He requested that comments about the policy prior to the November meeting should be sent to commission staff liaison Henig.

Ramirez asked Atkins to clarify the term "net benefit analysis." Graham wanted clarification about the Commission's role with regards to the policy and if it had anything to do with the naming of a public facility (it does not). Ramirez also asked if Sharks Ice would fall under this policy (it would not since it's a lease agreement).

10. OLD BUSINESS

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

Commission Staff Liaison Henig reviewed the updates to the Work Plan:

- **Arbor Day** – the annual event will be held on Wednesday, December 6 (time undetermined) at the Hecker Pass Dog Park. Parks Supervisor Sousa said that he's working on securing a dozen donated trees from a local landscaper. If successful, seven will be planted along the walking path (white alder), which will replace the previous seven trees planted there. Three will be planted in the oval area (Valley Oak). And two more will be planted in the parking lot. Trees will comprise of 48 -60-inch box specimen. The tree planting will occur while the park is undergoing a refurbishment. Park staff will cordon off half the park at a time so the public is still able to use it.

- **Study Dog Park** - Ramirez had questions about the status of the park benches and the budget request the Commission submitted for dog park improvements_ made. He also requested a site plan. Graham asked if they would be planted near the trees? Davis inquired about the original park plans and if those plans showed where the trees were supposed to be planted. Puente did not feel the original park plans for that park were effective.

During public comment, Fugazzi reiterated that many of the commission's questions had already been established by the commission's dog park committee, which had met in spring 2023.

Ramirez proposed inviting dog park users to the next meeting and have staff provide the Commission with the original dog park plan.

John Souza, City Parks Maintenance Supervisor, recommended that the Commission wait until the trees are planted and then see how they have reshaped the park. For example, instead of placing a bench in the middle of the park, it may make more sense to have it located by a newly planted tree, where there's more shade. In addition, Henig recommended that the Commission form a three-member committee (Davis, Puente, Graham) and draft a one-page memo to the Public Works Director, highlighting the following:

- Current issues with the dog park (i.e., moving the water spigot, more shade, etc.)
- Recommended purchases (i.e., park benches, trees, etc.)
- Suggestions for future operations (focus on shade, reseed the grass on a regular basis, etc.)

Commissioners accepted the suggestion about the memo and Souza's recommendation.

In other updates, Henig mentioned that he submitted a reimbursement request for VTA Measure B funding from expenses encumbered from Bike to Wherever Day 2023. Ramirez said he would like to have Coffee in the Park happen occur in the near future.

Fugazzi asked if he could make a public comment. Ramirez opened up public comment. He mentioned there was a park clean-up this Saturday at the Gilroy Sports Park. It begins at 9:00 a.m.

11. DEPARTMENT UPDATES

- 11.1. Recreation Division Updates – Henig presented his report about the Recreation Division.

- 11.2. Status of City Parks – Sousa informed the Commission about the water issue at Del Rey Park, new trees planted at Rainbow Park, and the demolition of the damaged restroom at Christmas Hill Park will begin shortly.

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

VTa Bicycle and Pedestrian Committee Gilroy Representative Eugene Bernosky presented his report about potential grant opportunities to improve Gilroy's transportation infrastructure. He cited the Sustainable Communities Grant, the Climate Adaptation Grant, and the Valley Transportation Plan 2050, which includes a bicycle superhighway that would run through Gilroy. Among other projects that affect Gilroy that were listed on VTA's "project list" is \$400 million rail station improvements in Gilroy and Morgan Hill and \$30 million for the development of the Tenth Street Bridge.

He also mentioned projects that address equity and transportation have a higher likelihood of being funded.

13. **COMMISSIONER PARK REPORTS & COMMENTS**

Below is the feedback from commissioners regarding their park assignments:

- Saso – Forest Street looks nice, noticed water main was being replaced; Los Arroyos and Carriage Hill were clean.
- Graham – The city parks always look great. At Los Arroyos, the ground was torn up. At Las Animas, the wood from the snack shack building is decaying.
- Ramirez – Noticed at Las Animas, there are 3 or 4 bikes mangled in a pole or tree near the Lakeside picnic area. The Sports Park looks great, though, he noticed the ground was flooding by the bullpen. Overall, the parks look good including Christmas Hill. Feels that El Roble Park Tennis Court should be locked because it's in poor condition and potentially a liability for the City.
- Puente – Butcher and Renz parks look good. Forest Street is missing a tree; A Miller Park light pole #5 is out; The street signs on Santa Barbara and Third is missing and a street sign on San Ysidro Avenue is covered up by a palm tree.
- Davis – Needs a park assignment. Was given Christmas Hill Park.

14. **STAFF COMMENTS** – Henig reminded Commissioners to RSVP for the Commissioner Appreciation Event on November 9 at Old City Hall.

15. **FUTURE COMMISSIONER INITIATED ITEMS**

16. **ADJOURNMENT**

Meeting adjourned at 8:02 p.m.

AH

Adam Henig, Recreation Division
Recording Secretary



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Pickleball Court Option Analysis and Recommendation
Project Introduction and Scoping

Meeting Date: November 21, 2023

From: Bryce Atkins, Assistant to the City Administrator

RECOMMENDATION

Commission discussion about the Pickleball Court Analysis and Recommendation project.

BACKGROUND

The Parks and Recreation Commission (PRC) has heard information about possible locations for pickleball courts, as well as providing input on each site. This culminated in the meeting and input provided at its September 19, 2023 regular meeting.

ANALYSIS

While the input was valuable, City staff needs to have a more comprehensive analysis and firm recommendations from the PRC to determine future Pickleball court site locations. As such, a project is commencing to analyze and make recommendations regarding preferred sites, in preferential order, of future pickleball courts.

This agenda item is an introduction to the project, and will entail a discussion at the meeting about the nature of the project, what the project deliverable is to be, and the role of the PRC in the project, which will be a significant contributor to the work and results of the project.

The project will commence in the new year, as the holiday season is upon us. The project will likely require site visits and detailed analysis, ultimately resulting in a firm recommended order of preference for pickleball court locations.

This agenda item is to allow a discussion between the PRC and City staff about the project to receive any recommendations from the PRC on the project. A more comprehensive discussion about the project will be held at the meeting. No action is requested at the

meeting, as the agenda item is to receive input on the project that will be considered before the new year. Staff will then return to the PRC with a project kickoff agenda item to establish the details of the project activities and schedule, and commence the work.



City of Gilroy

Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Approval of the 2024 Parks & Recreation Commission Meeting Schedule

Meeting Date: November 21, 2023

From: Adam Henig, Recreation Manager

RECOMMENDATION

Motion to approve the 2024 meeting schedule for the Parks & Recreation Commission.

BACKGROUND

At this time of year, the Parks and Recreation Commission adopts the upcoming calendar year's meeting schedule. The commission meets on the third Tuesday of every month. Historically, the Commission has gone dark (i.e., not held a meeting) on the months of July or August and December.

Also, the Commission traditionally hosts a retreat in the early part of the new year such as in the months of January, February or March. The purpose of the retreat is to develop a work plan.

Below are the dates of the third Tuesday of the month in 2024.

- January 16
- February 20
- March 19
- April 16
- May 21
- June 18
- July 16
- August 20
- September 17
- October 15
- November 19
- December 17



City of Gilroy

Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Measure B Education and Encouragement - Bicycle and Pedestrian GIS RFP Scope of Work Review

Meeting Date: November 21, 2023

From: Bryce Atkins, Assistant to the City Administrator

RECOMMENDATION

Commission review and comment on the proposed scope of work.

BACKGROUND

The City of Gilroy receives an allocation of funding under Santa Clara County's Measure B (2016) for bicycle and pedestrian education and encouragement (E/E) activities. The City has accumulated funding over the past several years that are eligible for use. The City adopts a Program of Projects (POP). The Bicycle and Pedestrian Commission was the original commission overseeing these funds. With the consolidation of the BPC with the Planning Commission for infrastructure, and the Parks and Recreation Commission (PRC) for E/E activities, the PRC is the commission overseeing the E/E funding.

ANALYSIS

The City is planning to use the E/E funds currently held by the City for contracting with a GIS consultant to map the City's bicycle and pedestrian pathways to create a database that will be used to create a map layer that can be used to plan out trips and use of the City's various pathways for those wanting to use them. The plan is also to link the map to various navigation systems, such as Apple Maps, Google Maps, and other GPS navigation systems.

The City is asking for the PRC to review the below proposed scope of work, and to provide any input it feels would help advance this project and maximize its usefulness to residents and visitors wishing to use our pedestrian and bicycle pathways and routes throughout the City. Staff will take the input into consideration in finalizing the request for proposals to secure the consultant. After comments are incorporated, the RFP will be sent to the Santa Clara Valley Transportation Authority to ensure the scope of work will be 100% reimbursable under the E/E funding restrictions.

Proposed Scope of Work

Scope of Work and Deliverable Requirements

The scope of work will be completed in tasks, with specific deliverables in each. The final scope of work will be subject to modifications in negotiation with the selected firm to account for variations in project schedule or approach, as may be identified in the proposal document.

Task 1: Project Management and Coordination with City Staff and Outside Expertise

The consultant will schedule bi-weekly conference calls with City staff to review the project status and provide summaries of work completed and projected work plan for the remainder of the project.

Invoices must be submitted electronically to the City's project manager.

The consultant will schedule a kick-off meeting with the City's project manager and team to review the project scope of work and refine project objectives, process, and deliverables, as needed. Consultant will establish project schedule and other related items. Consultant will prepare a summary of the kick-off meeting.

- Deliverables:
 - Conference calls with City staff
 - Monthly invoice reports
 - Refined scope of work, budget, and schedule
 - Kick-off meeting summary

Task 2: GPS Mapping of Locations

Utilizing GPS, the Consultant shall map:

1. Bicycle lanes, paths, and all other bicycle designated routes and areas.
2. Sidewalks and walking trails, paths, and all other pedestrian designated routes and areas.
3. Key features and equipment along the above routes, including bicycle fixing stations, public drinking fountains, bike racks with distinction as to type, location of any wayfinding signs, and other public amenities along the above lanes, paths and routes.
4. Mapping shall include the width, length, and other physical features of the various lanes and paths, as well as identifying which classifications and qualities are present in each of the above.

Specific data needs must include, but not be limited to:

- Bicycles
 - The street name the bike lane is located on.
 - The cross street from where the bike lane first starts.
 - The cross street where the bike lane ends.
 - The travel direction (north to south, west to east, etc.).
 - The Class (1,2,3, or 4, and sharrows).
 - The status of the bike lane (existing, planned, in need of repair).
 - Creation date (creation date of the bike lane).
 - Entry date (when the data for the bike lane was entered into the dataset).

- Modification date of the data entry.
- Maintenance/ownership (the City, or a private organization).
- The length of the lane in miles.
- Number of street lanes next to bike lane.
- Orientation of road (steep, or flat slope).
- Path condition: i.e., paved, rock, dirt, unimproved?
- Speed limit of surrounding road.
- Any additional data that aids in meeting required data submission on the City of Gilroy's bicycle and pedestrian networks that may be requested by the League of American Bicyclists for their Bicycle Friendly America awards application for Gold award¹.
- Pedestrian Walking Paths
 - Same as with the bike lanes, but for sidewalks and also walking trails, though street data may not be part of the dataset for the trails since they stand apart.
- Deliverables:
 - GPS Map of City Bicycle and Pedestrian Pathways
 - Database of all data collected on each segment of the City's Bicycle and Pedestrian facilities

Task 3: Creation of GIS layers for City

Consultant shall enter the data acquired in Task 2 into GIS layers, at least one layer for the bicycle trails and path network, and at least one layer for the pedestrian trails and path network. Final number of layers are subject to the selected proposal, and the proposed scope of work enhancements, as described in the proposal contents section below.

Consultant will work with the City's GIS staff member to maximize the quality and quantity of data to be housed in the layers to maximize utility for the City, including use for uploading routes and path data to external navigation systems, as well as creating an interactive map on the City's website.

The layers will also include Safe Routes to School bike and walking paths, as well as features from the Santa Clara County Public Health Bike and Pedestrian Encouragement (County Encouragement) project on the east side of the City.

- Deliverables:
 - Delivery of the bicycle trails network GIS layer(s)
 - Delivery of the pedestrian trails network GIS layer(s)

Task 4: Creation and/or Coordination of Public Facing Websites and Portals of Certain GIS Maps

Consultant shall create a public facing, interactive map on the City's website, or a separate website that would be under the control of the City, which shall provide a visual representation of the various bike and pedestrian facilities the City has, including any features such as the City's Bike Fix-It stations,

¹ This statement means that the data collected would encapsulate all the types and criteria of data that would be requested in the application, not that the data itself would win the Gold award.

drinking fountains, and other features along the possible routes. The map will also feature the Safe Routes to School pathways and County Encouragement maps.

Consultant will also provide the information to mapping and navigation software providers to facilitate navigation along the bicycle and pedestrian pathways. The services identified include, but are not limited to, the following:

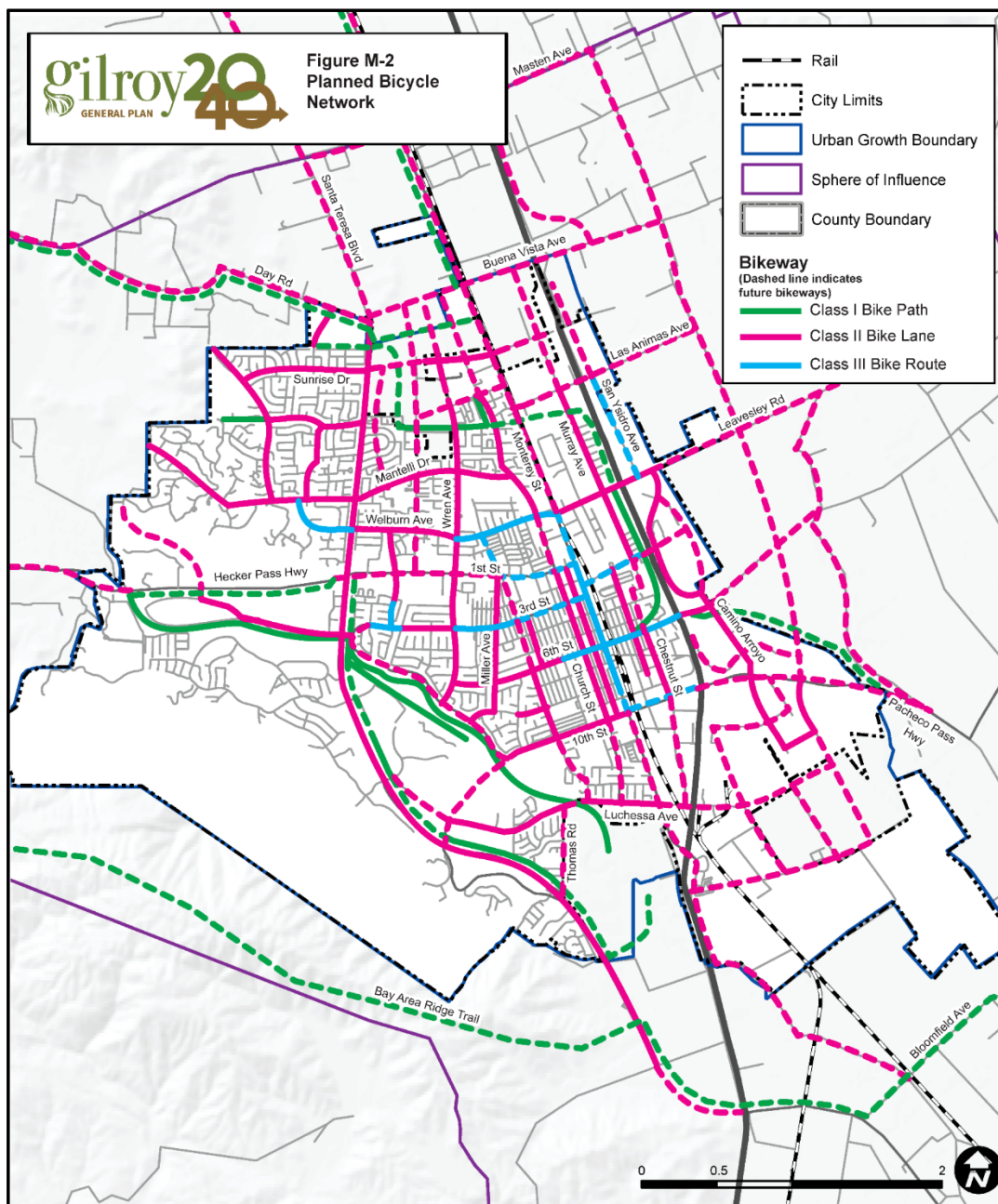
- Google Maps
- Apple Maps
- Waze
- Maps.me
- MapQuest
- Scout GPS
- Karta GPS
- Garmin
- Go Navigation
- AllTrails
- BackCountry Navigator
- Triplt
- Roadtrippers
- Petal Maps
- MyRoute
- Citymapper
- InRoute Route Planner
- MapFactor Navigator
- OsmAnd
- CoPilot GPS Navigation
- TomTom GO Navigation
- HERE WeGo Maps & Navigation
- Gaia GPS
- Polaris GPS Navigation
- Traffic Spotter
- Sygic GPS Navigation & Maps
- Glob
- ETA Live Traffic Alert

- Deliverables:
 - Front facing map webpage or website that facilitates planning the use of the City's bicycle and pedestrian facilities
 - Upload of pedestrian and bicycle routes into the above referenced navigation systems.

Key Considerations:

- All data collected/created belongs to the City, and that the data will not be stored in a special proprietary format owned by the contractor that would prevent the City from accessing the data upon termination of the contract with the consultant. Furthermore, nothing in the format, data, coding, exporting, reviewing, printing, or analysis of the data can be copyrighted or considered proprietary info of the contractor. The City would own the data, and be able to access and modify it through the City's existing systems, and future system conversions.
- Data shall be delivered in a GIS file format, in order of acceptability, the formats for the data would be as Geopackages (.gpkg) first, then a GeoJSON (.geojson) file, and then as ESRI shapefiles or Google Earth KMZ or KML files if no other option. The format of the GIS files will be scored in this preferential order.
- Our GIS staff member will be able to provide access to our LynxGIS street shapefiles, park polygons, and the city limits shapefiles, as well as serve as the intermediary between the Consultant and LynxGIS.

For perspective on the proposal, on the next page is Figure 1, which is the Gilroy 2040 General Plan's Planned Bicycle Network. The GPS mapping and layer would only feature the existing bike network, not the proposed network.



M-8

City of Gilroy 2040 General Plan | Adopted November 2, 2020

PUBLIC OUTREACH

This agenda report was included in the publicly posted agenda for this meeting.



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title:	Donation and Fundraising Policy
Meeting Date:	November 21, 2023
From:	Bryce Atkins, Assistant to the City Administrator

RECOMMENDATION

Commission approve a recommendation regarding the policy to the City Council.

BACKGROUND

At the October 17, 2023 regular meeting of the Gilroy Parks and Recreation Commission (PRC), City staff introduced a draft policy for donations and fundraising. A brief verbal report going over the major topics of the policy and subsequent questions were discussed by the Commission. The agenda item for adopting a recommendation to the City Council regarding the proposed policy was scheduled for the November 21, 2023 meeting of the PRC.

ANALYSIS

Since the presentation of the draft policy to the PRC, staff has not received any questions or comments on the policy from the PRC, nor the Arts and Culture Commission (ACC) to whom the City also presented the draft policy. Staff did receive feedback and edit recommendations from the City Attorney's Office and the City's Finance Department, which have been incorporated into the attached version for PRC's final review and recommendation.

These changes include:

- The removal of the definitions section.
- Streamlining of the procedures, specifically converting the report requirements and instead have the donations recorded through a standardized form for all donations.
- Removed the net benefit analysis requirement, as there may be variances in the way any such analysis, if needed, would be performed and/or documented.
- Included reference to the Purchasing Policy in the Sponsorship Agreement section.
- Legal modifications to the Real Property and Works of Art donation language.

- Other minor edits throughout the draft policy document.

The attached version of the draft policy is ready for a formal recommendation from the PRC, which would be shared in the City Council agenda report when the item is presented to the City Council. The report is now anticipated to go before the City Council in the early part of the first quarter of 2024, but is subject to change.

PUBLIC OUTREACH

The policy was discussed at the October 17, 2023 public meeting of the PRC, as well as the October 10, 2023 ACC meeting. The item was included on the publicly posted agenda for tonight's meeting.

Attachments:

1. Draft Donation and Fundraising Policy.

DRAFT Donation and Fundraising Policy

PURPOSE

The purpose of this policy is to provide direction to City officials, appointees, and employees regarding the acceptance of donations by the City from donors, as well as the development and implementation of fundraising efforts. This policy is meant to formalize the process of receiving donations, and how to fundraise as may be commenced by the City or one of its commissions, committees, or boards.

POLICY

Unsolicited Donations

1. Requirements for accepting donations.
 - a. The donation must have a purpose consistent with City goals and objectives.
 - b. The City may decline any donation without comment or cause.
 - c. The donation will not be in conflict with any provision of law.
 - d. Any non-cash donation will be aesthetically and functionally acceptable to the City.
 - e. The donation will not add to the City's workload unless it provides a net benefit to the City.
 - f. The donation will not bring hidden costs such as starting a program the City would be unwilling to fund when the donation is exhausted.
 - g. The donation places no restriction on the City, unless agreed to by the City Administrator or Council.
 - h. The donation shall become property of the City.
 - i. All donations will receive recognition appropriate to the level and nature of the donation, as determined by the City. For those of a capital nature, that may be in the form of signage, marking, naming, or any other means the City may deem appropriate. Any naming of parks and recreation facilities shall be consistent with any City policy on the naming of such facilities. Regardless of the recognition strategy selected, the intent is to appropriately honor the donor for their contribution to the community. The appearance of traditional commercial advertising shall be avoided.
 - j. Donations exceeding \$5,000 shall be accepted through a written agreement consistent with the procedures herein. In-kind capital donations

will be subject to normal City review, permitting, inspection, and insurance requirements.

- k. All information and documentation regarding a donor or donors and their respective donation may be public information subject to disclosure pursuant to the California Public Records Act.

2. Procedures for Accepting Donations.

a. Procedures for all Donations.

1. A Donation Acceptance Form must be prepared on all donations accepted, which shall be provided to the Finance Department if under \$5,000 in value and submitted to the City Council if the value is greater. The Donation Acceptance Form shall be updated from time-to-time to collect pertinent information for legal and procedural compliance.
- ii. An inappropriate donation is one that meets one of the criteria below, and is to be rejected:
 1. Any donation that would violate the requirements of Section 1 of this policy.
 2. Any donation that may be of offensive or morally questionable material.
 3. Any donation that is connected with a restriction that entails special consideration or favors beyond any other resident, donating or non-donating, as it pertains to activities or functions undertaken by the City in the provision of services or goods.
 4. Any other concern, real or perceived, that may result in a loss of reputation, appearance of impropriety, or other negative impact on the City from accepting the donation.

b. Donations under \$5,000.

- i. The City Administrator must approve of receiving the donation before it can be accepted.
- ii. If the donation is appropriate and to be received, the City Administrator or their designee must complete the report to be given to the Finance Department as described above.
- iii. The City Administrator or designee shall determine the appropriate recognition, if the donation is accepted, for the donor(s).

c. Donations of \$5,000 or more.

- i. If the City Administrator determines that the donation is appropriate to be received, the City Administrator or designee shall prepare the report as described above to be given to the City Council at a public Council Meeting.
- ii. The City Council shall decide in its sole and absolute discretion whether or not to accept the donation, and appropriate the expenditure of any accepted monetary donation.
- iii. The City Council shall determine the appropriate recognition for the donor(s) if the donation is accepted.

Donation, Sponsorship, and/or Fundraising Programs

Fundraising may only:

1. Happen after a fundraising campaign is designed and established through a donation, sponsorship, and/or fundraising program approved by either the City Administrator or City Council, depending upon the nature of the program.
2. Be for official fundraising campaigns. The City does not accept fundraising for anything other than what is authorized in an approved program.
3. Be conducted in the manner as outlined in an approved program.

While fundraising may be conducted by other boards, commissions, committees or City staff, all donations shall be tendered to the Finance Department. The Finance Department will defer to the City Administrator or City Council's acceptance of each donation regarding its acceptable status.

Fundraising process

1. Boards, commissions, committees, and individual departments shall develop their donation, sponsorship, and/or fundraising programs in consultation with the City Administrator's Office and the Finance Department. In its simplest form, a proposed program may consist of a memorandum to the City Administrator indicating the following:
 - a. Goal of the sponsorship, donation, and/or fundraising activities.
 - b. Timeframe for the program.
 - c. Target audience and method of outreach.
 - d. Procedure for acceptance and reporting of activities, ensuring internal controls.
 - e. The types of donor or sponsor recognition that is available for specified value of donorship or sponsorship, subject to City Council approval if the

value of recognition is beyond the contract authority of the City Administrator or greater than the authority provided under this policy.

- f. The sponsorship level or range of sponsorship levels for the naming of the City property if permitted. Sponsorship naming for parks or recreation facilities must also comply with the City of Gilroy Parks or Recreation Facilities Naming, Community and Memorial Contribution, and Gift and Sponsorship Policy, or otherwise be approved by the City Council.
 - g. Specified or maximum sizes and identification of location(s) of any signage in recognition of the donation or sponsorship and any restrictions on the text of the recognition signage.
2. The department staff designated to oversee the department's donation, sponsorship and/or fundraising activities will ensure that the proposed donation, sponsorship and/or fundraising program does not conflict with existing City Code provisions, City policy or existing City sponsorships. Department staff shall also ensure that the City property involved is not subject to restrictions that would limit or prohibit the proposed donation or sponsorship.
 3. The department staff accepting items donated to the City will ensure that the items are safe and durable, and meet any applicable City design or quality specifications, standards, and policies.
 4. Where applicable, the department's donation, sponsorship and/or fundraising program shall set forth the conditions for acceptance of funds. Conditions shall be fair, impartial and shall not discriminate on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, national origin, or political views of the proposed donor.
 5. Any department considering acceptance of a donation or sponsorship that may impact or affect other departments shall consult with those departments prior to acceptance of the proposed donation or sponsorship.
 6. It shall be the goal of any departmental donation, sponsorship and/or fundraising program to find donors or sponsors providing the highest net benefit to the City, along with consideration of the quality of product or service to be received by the City.
 7. All donations in cash shall be deposited and recorded with the Finance Department and deposited in a manner as stated within current policies.
 8. Unaccepted Donations will be returned to the Donor.

Sponsorship Agreements

After the selection of a sponsor by the City Council, City Administrator or a department head, as appropriate, the terms of the sponsorship, including any expectation of a

significant return or recognition, shall be set forth in a written sponsorship agreement approved as to form by the City Attorney.

The City Administrator may include renewals of a sponsorship agreement at the City's option, provided that the aggregate of all the renewals is within the City Administrator's contract authority under the City Code and City Purchasing Policy. Any renewal shall be subject to annual appropriation by the City Council if City funding is involved.

Sponsorship agreements for parks or recreation facilities shall be subject to additional requirements as outlined in the City of Gilroy Parks or Recreation Facilities Naming, Community and Memorial Contribution, and Gift and Sponsorship Policy.

Costs, Accounting and Record Keeping

Departments shall maintain records that provide an audit trail for the receipt of all sponsorships and donations. Departments shall also comply with the following requirements:

1. All donations and sponsorships and the revenue, products, and services received shall be recorded and maintained for at least the expected life of the item or service, or for a specific time frame that has been established in the donation agreement or sponsorship agreement.
2. Donations or sponsorships paid for with a monetary contribution shall not be paid to staff in cash unless approved, in advance, by the Finance Department and department director and receipt of cash is properly documented.
3. A record of all sponsorships and donations including name, type, contact name if a company, amount, and disposition of sponsorship shall be kept up-to-date and accurate.
4. Departments shall report any donations or sponsorships received by the department through reports to the City Administrator's Office and the Finance Department.

Other Donations or Contributions

1. Real Property

Restricted donations of real property may be offered to the City for specified purposes. The City will review the proposed conditions of the restrictive donation of real property, if any, and determine in its sole and absolute discretion whether or not to accept the donation. All donations of any interest in real estate shall require City Council approval.

A donation involving real estate is more complex than cash donations and the donation agreement documenting a real estate-related donation should be prepared and approved by the City Attorney's Office. Terms and conditions of

such donations may vary from this policy's general requirements, based on approval of the City Council on a case-by-case basis.

2. Works of Art

If a contribution is proposed related to a work of public art covered by the City's Public Art Policy, the City's review and acceptance of the proposed contribution of public art shall be conducted in accordance with the City's Public Art Policy, which shall include the review and recommendation of the City's Arts and Culture Commission and compliance with any policies adopted regarding donations of works of public art. .

DISCLAIMERS AND MISCELLANY

1. Different forms of contributions to the City present different opportunities and challenges. Therefore, it is not possible to establish blanket guidelines to cover all types of donation or sponsorship activity that the City may decide to pursue.
2. Unless expressly stated otherwise, the City does not intend to modify or change the non-public forum status of any City property by providing donor recognition or sponsorship recognition on City property.
3. The making of a donation or sponsorship to the City will not provide any extra consideration to the donating or sponsoring party in relation to any City procurement, any regulatory activities of the City, or other City business. No City employee or other City official is authorized to offer any such extra consideration to a donating party.
4. Any donation or sponsorship which, if accepted, would obligate the City to enter into a service or procurement agreement should be reviewed under the City procurement process.
5. The City encourages donations of material and equipment with the understanding that such items have a useful life, and that the City assumes no responsibility for replacement or upkeep. Once a donation is accepted, it becomes City property and the City may maintain, replace or dispose of the item unless the donation is explicitly restricted and accepted by the City as such.
6. The City cannot guarantee the tax deductibility of a donation but may provide the donating party with a letter of acknowledgement and a statement of the City's intended use. No Council Member, appointee, employee, volunteer, or agent of the City may state that a donation is tax deductible. Each donor must make their own determination as to whether a donated item or monetary contribution is tax deductible.
7. City staff shall maintain the highest standard of ethics in fundraising activities. All donations or sponsorships must directly enhance the City's ability to provide

goods or services to the public or for another valid public purpose and may not be used for the personal financial gain of any City employee.

8. City employees who have primary responsibility for the procurement of services, supplies, materials and equipment or public works should not engage in solicitation of donations or sponsorships.
9. City employees may only solicit donations or sponsorships pursuant to the individual department's donation, sponsorship, and/or fundraising programs approved by the City Administrator. City employees working in an enforcement or regulatory City position (i.e., Police, Fire, Code Enforcement, Building Inspection) shall not solicit donations or sponsorships from the public while they are wearing a City uniform, unless they receive explicit permission from the City Administrator.
10. At any time, the City Administrator, or a department if approved by the City Administrator, may reject any donation or sponsorship offered to the City.
11. Restricted donations that land outside of an authorized fundraising plan or are restricted to a degree where staff determines that the restriction is too limiting for effective use will not be accepted and will be returned to the donor. Pass-through donations to individuals or organizations via the City shall not be accepted.



City of Gilroy

Parks and Recreation Commission

STAFF REPORT

Agenda Item Title: Review of 2023 Parks & Recreation Commission Work Plan
Meeting Date: November 21, 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:

- **Arbor Day** – Arbor Day will be hosted on Wednesday, December 6 at Hecker Pass Dog Park.

- **Participate in Citywide Events** – commissioners on Saturday, December 9 will support Recreation Staff at the Breakfast with Santa event at the Gilroy Senior Center.
- **Study Dog Parks** – The commissioners formed a three-person committee to draft a one-page memo identifying suggested improvement to the two existing dog parks (Hecker Pass and Las Animas) as well as recommendation for a future dog park. The memo will be shared with commissioners during the meeting for additional input and then will be submitted to the Public Works Director.

Attachments:

1. PRC 2023 Work Plan as of 11.3.23
2. Dog Park Memo

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 & Staff	Identify park to host and celebrate Arbor Day event.	Improve City infrastructure; Neighborhood Equity	Hecker Pass Park on December 6.
Training Opportunities for Commissioners	Participate in parks and recreation training opportunities	Pat/Terry	Inform commissioners about upcoming opportunities; participate in trainings	N/A	Chair and Staff attended 2023 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	Commissioners will assist with Breakfast with Santa on December 9
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	Staff	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; Chair & Staff attended SVBC 2023 Summit
Study Dog Parks	Commission will review the City's two current dog parks and consider options for a future one.	Doc, Terry, 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	Commissioners will submit a one-page memo that highlights current and future improvements to the dog park
Update "Gift and Sponsorship Policy"	Commission will review and make recommended changes to the current Gift and Sponsorship Policy.	Staff	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 November 3, 2023

- Paint footprints around playground structure
- Identify playgrounds that need shade structure
- Volunteer with the Adaptive Program

MEMO (DRAFT)

SUBJECT: Present and Future Dog Parks Recommendations

FROM: Parks & Recreation Commission

The Parks and Recreation Commission has formed a three-person Dog Park committee tasked with submitting a memorandum containing three parts. Parts one and two are five-point lists of goals and suggestions for improvements to the Heartland and Los Animosity dog parks. The data was collected both from surveys from folks at the parks and observations by the committee. The third list is a set of guidelines compiled by the committee for the establishment of future dog parks in the City of Gilroy.

- Hecker Pass Park
 - More shade by adding trees
 - Ground covering – reseeded, filled and regularly maintained
 - Moving the dog poop bucket away from shaded areas
 - More seating by adding benches with backing
 - Adding a separate water source for inside the dog park
- Las Animas Veterans Park
 - Enforcement of dog owner behavior
 - Better signage
 - More shade (trees)
 - Split into small and large dog parks
 - Improve exterior façade
- Future Dog Parks
 - Lots of shade (trees)
 - Plenty of Seating (bleachers, benches with back)
 - Water source inside
 - Separation of large/small
 - Social area for dog owners
 - Dog training classes (Vets, trainers)
 - Features (obstacle course)

It is our sincerest hope and intention that the implementation of some or all of these measures will make our dog parks a safer, more comfortable and enjoyable environment for all who choose to visit and use our dog parks.

Sincerely,

Commissioner Doc Davis

Commissioner Theresa Graham

Commissioner Ermelindo Puente



City of Gilroy Recreation Division

7171 Hanna Street | (408) 846-0460

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These are the following updates from the Recreation Division since the previous commission meeting.

- **By the numbers for 2023:**

- **4,727** participants register for a class, camp, workshop, or volunteer opportunity in 2023. *(4,319 in 2022)*
- **474** youth participants register for a camp *(547 in 2022)*
- **2,585** youth participants register for a youth sports class *(2,496 in 2022)*
- **397** adaptive participants *(366 in 2022)*

- **2024 Winter Spring Guide** – the new recreation guide

will soon be sent to every household and PO Box in Gilroy.

- **Big News** – Gilroy Recreation staff was recently informed that their grant application for the State of

California's Proposition 64-funded Youth Community Access Program was accepted. The grant supports youth access to natural and cultural resources with a focus on low-income and disadvantaged communities. The program will expose at-risk middle and high school aged residents to local, regional, and state parks, culminating in an overnight backpacking and camping trip. Students will learn about the importance of nature, the impact climate change is having on



their community, and the cultural relevance of these sites. Gilroy will receive \$284,227.22 over two years. It will cover staffing, an outdoor education contract provider, transportation, and supplies.

- **Theater/*Frozen Jr.*** – The children’s theater production, *Frozen, Jr.*, will be performed at Gilroy High School Theater, starting December 8, for two straight weekends. Tickets available at the door.
- **Audio Enhancement to Senior Center** – Last month, a new surround sound audio enhancement system was installed at the Senior Center Main Hall. No more portable PA speaker!
- **Composting at the Senior Center** – we recently started having Senior Center program participants compost their meals.
- **New Staff**
 - We recently hired two recreation specialists, one was internal and the other comes from City of San Jose. They’ll be supporting our East Gilroy programs and services.
- **Save the Date**
 - **Holiday Posada**, Friday, December 8, at San Ysidro Park. It will begin at 5:30 p.m.
 - **Breakfast with Santa**, Saturday December 9. Please arrive at 7:00 a.m. to help in the kitchen!

