



**CITY OF GILROY
AGENDA
SPECIAL MEETING |
5:30 PM TUESDAY,
FEBRUARY 7, 2023**



CITY OF GILROY SENIOR
CENTER
7371 HANNA STREET,
GILROY, CA 95020

Chair: Luis Ramirez

Vice Chair: Sergio Patterson

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

Daryl Jordan, **Staff Liaison**



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.

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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. **INTRODUCTIONS**

5.1. Daryl Jordan, Director of Public Works

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

7. **NEW BUSINESS**

7.1. Review of Commissioner Responsibilities and Role

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

8. **STAFF COMMENTS**

9. **ADJOURNMENT**



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title:

Meeting Date: From:

Review of Commissioner Responsibilities and Role
February 7, 2023

Adam Henig, Recreation Manager

RECOMMENDATION

Receive and comment on commissioner responsibilities and role.

BACKGROUND

During the retreat, staff will review the commissioners' responsibilities and roles. Topics covered will be the following:

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

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



City of Gilroy Parks and Recreation Commission

STAFF REPORT

Agenda Item Title:

Meeting Date:

From:

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

February 7, 2023

Adam Henig, Recreation Manager

RECOMMENDATION

The Commission shall develop a 2023 Parks and Recreation Commission Work Plan that is in alignment with City Council's priorities.

BACKGROUND

The Parks and Recreation Commission is tasked with developing an annual work plan that 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



City of Gilroy Parks and Recreation Commission

The Work Plan should encompass clear and concise goals that can be accomplished by the end of the calendar year.

ANALYSIS

Historically, the Commission's work plan has included such items as:

- Hosting Arbor Day;
- Commission assignments to monitor two or three city parks;
- Participate in citywide special events.

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

In addition, in January 2022, City Council voted to consolidate the Bicycle Pedestrian Commission and placed some of their associated board functions under the authority of the Parks and Recreation Commission. These duties comprise of overseeing the VTA 2016 Measure B Education and Encouragement Fund. Last year, for example, the Commission hosted an energizer station for Bike to Wherever Day on the Christmas Hill Park levee. This should also be considered when developing the work plan.

When developing the work plan, the Commission should consider the following:

- Balancing the needs of the community
- City resources
- Ability to complete the deliverable task by the end of the calendar year.

The Commission should do its best to ensure that it is fulfilling their mission statement, which was adopted in 2018:

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.

Attachments:

1. 2022 Parks and Recreation Commission Work Plan

Project Name	Work	Lead	Deliverable in 12 months	City Council Priority	Status
		Commissioner/ Staff			
Host Arbor Day	Develop a community event around Arbor Day; Tout achievements (background on Arbor Day)	Adam	Host annual Arbor Day event	Improve City Infrastructure	COMPLETE: Sunrise Park - November 16 at 2:30 p.m.
Training Opportunities for Commissioners	Participate in parks and recreation training opportunities	Pat			COMPLETE: CPRS Mini-conference in Morgan Hill on November 10; Terry & Pat attended; Pat is attending CAPRCBM events.
Complete Street Tree Brochure	Complete public street tree brochure	Pat/Bill	Make available to public; update street tree list	Improve City Infrastructure	IN PROGRESS: Working on next draft; Our City Forest working with COG about demonstration garden at CHP
Monitor City parks	Continue to provide updates and share ideas with park staff about city's parks; commissioners are responsible for reporting on their park assignments at monthly meetings	commissioners	Keep staff abreast of state of parks	Improve City Infrastructure	IN PROGRESS: Commissioners will continue to monitor their assign parks and report findings All to City staff
Participate in Citywide Events	Meet and greet residents at special events in the City; inform residents about the Commission & parks and recreation	Angela/Sergio	Participate in 2-3+ events		COMPLETE: Participated in Bike to Wherever Day; Tabled at Downtown Live on July 7 and July 28. Senior Center Luau
VTA Measure B Bicycle and	Submit project ideas to VTA for consideration of Measure B funds; eligible projects must be focused on pedestrian and bicycle education and encouragement	Adam	Host Bike to Wherever Day 2023 and follow through on other approved projects	Ensure Neighborhood Equity from City Services	COMPLETE: Staff submitted FY23 projects to VTA, which were approved. a) Increase advertising and # of participants for "Bike to Wherever Day" b) GIS consultant
Understanding Community Sentiment at City Parks by obtaining User Feedback	Survey users about park usage	Sergio	Determine a goal for number of residents to participate in survey	Improve City Infrastructure	INCOMPLETE: This has been put on pause. Commissioner may do a Coffee in the Park instead.

Not On 2022 Work Plan but Discussed

Promotion of recreational activities
 GIS/Park amenities
 Add Mile marker (complete extension) for trail
 More adult exercise equipment at city parks
 Special event (reading, arts, etc.) at a city park
 Coffee in the Park

Rev. December 23, 2022