



CITY OF GILROY  
OPEN GOVERNMENT  
COMMISSION



REGULAR MEETING AGENDA

THURSDAY, MAY 14, 2026 | 6:00 PM

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

**Chair:** Shayne Somavia

**Vice Chair:** Ann Marie McCauley

**Commissioners:** Diana Bentz, Janet Krulee & Blanca McMurray

**Staff Liaison:** Matt Morley, City Administrator

All Open Government Commission meeting materials are available online at <http://gilroy.city/meetings>.

COMMENTS BY THE PUBLIC WILL BE TAKEN ON AGENDA ITEMS BEFORE ACTION IS TAKEN BY THE Open Government Commission. Public testimony is subject to reasonable regulations, including but not limited to time restrictions for each individual speaker.

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. A sound enhancement system is also available for check out in the City Council Chambers.

**KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE**

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

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE, TO RECEIVE A FREE COPY OF THE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION STAFF AT (408) 846-0204.

If you need assistance with translation and would like to speak during public comment, please contact the City Clerk a minimum of 72 hours prior to the meeting at 408-846-0204 or e-mail the City Clerk's Office at [cityclerk@cityofgilroy.org](mailto:cityclerk@cityofgilroy.org).

Si necesita un intérprete durante la junta y gustaría dar un comentario público, comuníquese con el Secretario de la Ciudad un mínimo de 72 horas antes de la junta al 408-846-0204 o envíe un correo electrónico a la Oficina del Secretario de la Ciudad a [cityclerk@cityofgilroy.org](mailto:cityclerk@cityofgilroy.org).

The agenda for this regular meeting is as follows:

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PRESENTATIONS TO THE OPEN GOVERNMENT COMMISSION**
  - 3.1. Public Comments by Members of the Public on Items not on the agenda but within the Commission's Subject Matter Jurisdiction**
- 4. CONSENT CALENDAR**

Items under the Consent Calendar are deemed routine and approved with one motion. If a commissioner wishes for a separate discussion on an item, it must be requested for removal before the approval vote. If removed, the item will be discussed in its original order.

  - 4.1. Approve the February 12, 2026 Open Government Commission Regular Meeting minutes**
- 5. UNFINISHED BUSINESS**
  - 5.1. 2026 Open Government Week**
    1. Staff Report:
    2. Public Comment
    3. Recommended Action:  
Receive report and provide direction.
- 6. NEW BUSINESS**
  - 6.1. Appointment of Chair and Vice Chair**
  - 6.2. Review Workplan for Fiscal Years 2026 and 2027**
  - 6.3. Review of Public Records Requests Per Gilroy Code Section 17A.35(c)**
- 7. FUTURE COMMISSION INITIATED AGENDA ITEMS**
- 8. CITY ADMINISTRATOR'S UPDATE**
- 9. ADJOURNMENT**

#### **FUTURE MEETING DATES**

August 13, 2026 – City Council Chambers – 6:00 PM  
November 12, 2026 - City Council Chambers - 6:00 PM

**City of Gilroy**  
**Open Government Commission**  
**DRAFT**  
**Minutes**  
**Thursday, February 12, 2026 | 6:00 PM**

**1. CALL TO ORDER**

The meeting was called to order by Chair Somavia at 6:10 PM.

**2. ROLL CALL**

<b>Attendance</b>	<b>Attendee Name</b>
Present	Commissioner Diana Bentz Commissioner Shayne Somavia Commissioner Ann Marie McCauley
Absent	Commissioner Janet Krulee Commissioner Blanca McMurray

**3. PRESENTATIONS TO THE OPEN GOVERNMENT COMMISSION**

**1. Open Government New Commissioner Training**

This item has been removed from the agenda. The City Clerk will provide the training to the newly appointed Commissioner, Blanca McMurray.

**2. Public Comments by Members of the Public on Items not on the agenda but within the Commission's Subject Matter Jurisdiction**

Chair Somavia opened public comment at 6:12 P.M.

With no speakers, Chair Somavia closed public comment.

**4. CONSENT CALENDAR**

**Motion**

Approve the consent calendar.

**RESULT:** Passed

**MOVER:** Commissioner Diana Bentz

**SECONDER:** Commissioner Ann Marie McCauley

**AYES:** Commissioner Diana Bentz, Commissioner Shayne Somavia,  
Commissioner Ann Marie McCauley

**NAYS:** None

**ABSENT:** Commissioner Janet Krulee, Commissioner Blanca McMurray

**1. Approve the November 13, 2025 Open Government Commission Regular Meeting Minutes**

**5. REPORTS OF THE SUBCOMMITTEES**

**1. Open Government Week - After Action Report**

Chair Somavia provided a report.

**2. Open Government Ordinance Training**

The Commission discussed how to move forward with making a new Open Government Ordinance training accessible to the public.

**6. NEW BUSINESS**

**1. Selection of the 2026 Chair and Vice Chair**

This item is continued until the May 14, 2026, Open Government Commission meeting.

**2. Workplan for 2026 and 2027**

The Commission discussed making Open Government Week an annual occurrence.

**3. Review of Public Records Requests Per Gilroy Code Section 17A.35(c)**

The Commission reviewed the public record requests that were submitted over the last 3 months (October 2025-December 2025).

**7. CITY ADMINISTRATOR'S UPDATE**

Staff Liaison Mancera shared that newly appointed City Administrator Matt Morley has started his first week with the city.

**8. ADJOURNMENT**

With no additional business, the meeting was adjourned at 6:48 P.M.



# City of Gilroy Open Government Commission

STAFF REPORT

**Agenda Item Title:** 2026 Open Government Week  
**Meeting Date:** May 14, 2026  
**From:** Kim Mancera, City Clerk  
**Department:** Open Government Commission  
**Submitted by:**  
**Prepared by:** Kim Mancera, City Clerk

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## RECOMMENDATION

Receive report and provide direction.

## BACKGROUND

Attached, please find attached Chair Somavia's subcommittee report regarding 2026 Open Government Week.

## Attachments:

1. Open Government Week Subcommittee Report
2. Open Government Week Talking Paper

# GILROY OPEN GOVERNMENT COMMISSION

Updated 7 May 2026

**2026-2027 WORK PLAN:** Open Government Week Proclamation & Activities

**SPONSOR:** Commissioner Shayne Somavia, [shayne.somavia@cityofgilroy.org](mailto:shayne.somavia@cityofgilroy.org)

**STATUS:** Open

**PURPOSE:** To provide a roadmap with potential public activities and events to promote Gilroy’s Open Government Week, showcasing the City’s (Council, boards, committees and commissions) steadfast commitment to the highest principles of openness and transparency.

## TIMELINE:

14 May 2026 *Open Government Commission Regular Meeting*  
Provided Commission drafts of the Open Government Week proclamation, council correspondence, and proposed activities for review and markup.

13 Aug 2026 *Open Government Commission Regular Meeting*  
Review the previous changes. Seek public and commissioner input. Prepare and package Council Correspondence seeking approval.

12 Nov 2026 *Open Government Commission Regular Meeting*  
Finalize preparations and activities for Open Government Week.

16 – 20 Nov 2026	<i>Open Government Week</i>
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- ✓ 16 Nov, *City Council Meeting*
  - Receive Proclamation
  - Open Government Commission Annual Report to Council

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## POTENTIAL ACTIVITIES

1. Civic Engagement Education – Staff an information desk at Gavilan College to interact with students, provide Questions and Answers (Q&A) to highlight the features and importance of the Open Government Ordinance.
2. Public Engagement Assistance – Setup and staffed a table in front of the council chambers on Mon, 17 Nov 2025 for City Council Meeting. Helped members of the public attending the council meeting with public speaker cards, agenda packets, and responded to questions they had.

3. Ask a Commissioner – Setup and staffed table at the Gilroy Library. Engaged with the public, demonstrate how to access public records, Council meeting recordings, identified ways they can submit their input to the council (in person, via email).

#### ATTACHMENT

1. Open Government Week Calendar of Events

# Open Government Week

November 16 – 20, 2026

## Calendar of Events

Provide an overview of activities scheduled for Open Government Week and to aid commissioners by determining their availability and preference for each event.

Day	Event(s)   Venue	Commissioner(s)
Monday, November 16, 2026	5:00 pm – Public Engagement Assistance City Council Chambers Foyer	1. 2.
	6:00 pm – Open Government Week Proclamation City Council Chambers	1. 2. 3. 4. 5.
	6:00+ pm – Open Government Commission Annual Report City Council Chamber	Chair, Open Government
Tuesday, November 17, 2026	5:00 – 7:00 pm – Ask a Commissioner Gilroy Library	1. 2.
Wednesday, November 18, 2026	5:00 – 7:00 pm – Ask a Commissioner Gilroy Library	1. 2.
Thursday, November 19, 2026		
Friday, November 20, 2026		

## GILROY OPEN GOVERNMENT WEEK

November 16-20, 2026

### LINE OF EFFORT: Civic Engagement Education

**SUMMARY:** The Gilroy Open Government Commission is planning potential events for Open Government Week (November 16-20, 2026). During this period, the commission is focusing on community outreach opportunities aimed at informing the public about civic engagement, public access, and government transparency.

**SIGNIFICANCE:** The Open Government Ordinance (Gilroy City Code Chapter 17A) was enacted by the City Council on November 17, 2008. This year will mark the eighteenth anniversary of the ordinance's adoption. The week will commence with an official City of Gilroy proclamation designating the period as Open Government Week.

#### BACKGROUND:

- Open Government Commission seeks to identify opportunities and venues to inform the public about the principles and practices that make open government possible—and vital.
- Gilroy Open Government Week is especially relevant to individuals who interact with city government wishing to participate and influence local government decisions.
  - Provides a chance to learn how local government works and why public access to information is crucial—not simply for adults, but for young people who are shaping the future.
  - Individuals will discover how the Open Government Ordinance guarantees their right to attend meetings, review city documents, and participate in discussions about issues that matter to them.
  - The week's presentation and activities will show that civic engagement is a lifelong habit that begins with learning and asking questions.
- The Open Government Ordinance is comprised of three (3) sections forming the foundation for transparency in decision making, informing the public about policy decisions and public accountability for all decisions made on behalf of the people. These include:
  - Public access to meetings
  - Public access to information and records
  - Open Government Commission

**DESIRED OUTCOME:** The public learning about the systems that govern our city, and appreciate the impact that openness has on everything from planning to public safety. By meeting the commissioners and exploring the ordinance, the public will see that government is not a distant, mysterious force, but a living partnership—one that works best when everyone is informed, involved, and empowered.

**RECOMMENDATION:** Collaborate and assist the Open Government Commission with coordinating a suitable workspace with possible dates and times during Open Government Week (November 16-20).



# City of Gilroy Open Government Commission

## STAFF REPORT

**Agenda Item Title:** Appointment of Chair and Vice Chair  
**Meeting Date:** May 14, 2026  
**From:** Matt Morley, City Administrator  
**Department:** Administration  
**Submitted by:**  
**Prepared by:** Kim Mancera, City Clerk

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### RECOMMENDATION

Commission appointment of members to serve as the Chair and Vice-Chair of the Open Government Commission

### BACKGROUND

Per City Charter Section 904 entitled "Meetings: Chairmen", the Commission is required to re-appoint the positions of Chair and Vice-Chair each year. Below is the language that establishes the requirement:

As soon as practicable following their original appointment, and following the first day of January of each year thereafter each of such boards and commissions shall organize by election one of its members to serve as presiding officer at the pleasure of such board or commission.

This agenda item is to receive nominations and for the Commission to elect from among its members a Chair and Vice-Chair for the next year. There are no term limits or restrictions for those who have already served in this role from serving in those positions again, should the Commission elect to do so.

### Attachments:

None



# City of Gilroy Open Government Commission

STAFF REPORT

**Agenda Item Title:** Review Workplan for Fiscal Years 2026 and 2027  
**Meeting Date:** May 14, 2026  
**From:** Matt Morley, City Administrator  
**Department:** Administration  
**Submitted by:**  
**Prepared by:** Kim Mancera, City Clerk

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## RECOMMENDATION

Review Workplan for Fiscal Years 2026 and 2027 and provide direction.

## BACKGROUND

### Attachments:

1. Open Government Commission Workplan - FY26 and FY27

**2026 and 2027 Open Government Commission Work Plan**

Project Name	Work	Lead Commissioner	Sub-Committee Members	City Council Priority	Status
<b>OGO Video/Training</b>	Revise the method for training pursuant to the Open Government Ordinance.		Somavia, Krulee	N/A	
<b>Open Government Week</b>	A proclamation by Council, with the week of November 17, 2025 being the first potential recognition. Also explore hosting an event or table for it.		Somavia	N/A	
<b>Code of Ethics</b>	Commission review and recommendation regarding a potential code of ethics/conduct for leadership.		McCaulley, Sandhu	N/A	
<b>Spanish Translation/ Interpretation Services at Meetings</b>	Review and prepare recommendations regarding Spanish translation and interpretation services for City Council meetings.		Bentz, McCaulley	N/A	

*Updated March 6, 2025*



# City of Gilroy Open Government Commission

STAFF REPORT

**Agenda Item Title:** Review of Public Records Requests Per Gilroy Code Section 17A.35(c)

Meeting Date: May 14, 2026  
From: Kim Mancera, City Clerk  
Department: Administration  
Submitted by:  
Prepared by: Kim Mancera, City Clerk

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## RECOMMENDATION

Staff recommends that the Commission receives the report.

## BACKGROUND

This staff report contains three logs of Public Records Requests.

- General City Public Records Request Log (1st Quarter 2026)
- Police Department Public Records Request and Denial Log (1st Quarter 2026)

## Attachments:

None