



CITY OF GILROY  
OPEN GOVERNMENT  
COMMISSION



**SPECIAL MEETING AGENDA**

**THURSDAY, OCTOBER 23, 2025 | 5:30 PM**

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

**Chair:** Shayne Somavia

**Vice Chair:** Ann Marie McCauley

**Commissioners:** Diana Bentz, Janet Krulee & Sharpy Sandhu

**Staff Liaison:**

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 special meeting is as follows:

**1. CALL TO ORDER**

**2. ROLL CALL**

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

**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 minutes of the September 25, 2025 Special Open Government Commission meeting**

**5. UNFINISHED BUSINESS**

**5.1. Reports of the Subcommittees**

1. Staff Report:
2. Public Comment
3. Possible Action:

**5.2. Open Government Week - November 17-21, 2025**

1. Staff Report:
2. Public Comment
3. Possible Action:

1. Commission receives report and issue a recommendation.
2. Approve the draft Letter to the Editor, "Celebrating 17 years of Open Government in Gilroy"
3. Request Staff transmit to the mayor for consideration and approval.

**5.3. Open Government Ordinance Training**

1. Staff Report:
2. Public Comment
3. Possible Action:  
Commission receive report and issue a recommendation.

**5.4. City Council Translation Services**

1. Staff Report:
2. Public Comment
3. Possible Action:

1. Commission approves the draft council correspondence and;
2. Request Staff transmit to City Council for their consideration and action.

**6. FUTURE COMMISSION INITIATED AGENDA ITEMS**

**7. CITY ADMINISTRATOR'S UPDATE**

**8. ADJOURNMENT**

**FUTURE MEETING DATES**

November 13, 2025 – City Council Chambers – 6:00 PM

**City of Gilroy**  
**Open Government Commission**  
**DRAFT**  
**Minutes**

**Thursday, September 25, 2025 | 5:30 PM**

**1. CALL TO ORDER**

The meeting was called to order at 5:30 PM.

**2. ROLL CALL**

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

Commissioner Janet Krulee arrived at 6:08 p.m.

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

**1. 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 5:31 P.M.

With no speakers, Chair Somavia closed public comment.

**4. CONSENT CALENDAR**

Chair Somavia opened public comment at 5:32 P.M.

With no speakers, Chair Somavia closed public comment.

**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

**1. Approval of the Minutes of the August 14, 2025 Open Government Commission Regular Meeting**

**5. UNFINISHED BUSINESS**

**1. Reports of the Subcommittee**

Chair Somavia provided a report.

**2. Open Government Week - November 17-21, 2025**

Chair Somavia provided a report.

Chair Somavia opened public comment at 5:53 P.M.

With no speakers, Chair Somavia closed public comment.

**Motion**

Approve the draft council correspondence with the recommended amendments and submit to City Council.

**RESULT:** Passed

**MOVER:** Commissioner Shayne Somavia

**SECONDER:** Commissioner Diana Bentz

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

**NAYS:** None

**ABSENT:** Commissioner Janet Krulee

**3. Open Government Ordinance Training**

Chair Somavia provided a report.

Chair Somavia opened public comment at 6:03 P.M.

With no speakers, Chair Somavia closed public comment.

Report received.

**4. City Council Translation Services**

Commissioner McCauley and Commissioner Bentz provided a report.

Chair Somavia opened public comment at 6:18 P.M.

With no speakers, Chair Somavia closed public comment.

**Motion**

Approve to approve the Translation Services council correspondence and transmit to City Council.

**RESULT:** Passed

**MOVER:** Commissioner Ann Marie McCauley

**SECONDER:** Commissioner Janet Krulee

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

**NAYS:** None

**6. FUTURE COMMISSION INITIATED AGENDA ITEMS**

None.

**7. CITY ADMINISTRATOR'S UPDATE**

No report.

**8. ADJOURNMENT**

With no additional business, the meeting was adjourned at 6:23 P.M.

The next meeting is a special meeting scheduled for October 23, 2025 at 5:30 P.M.

DRAFT

# GILROY OPEN GOVERNMENT COMMISSION

Updated 16 Oct 2025

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

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

**STATUS:** Open – In Progress

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

## TIMELINE:

- ✓ 8 May 2025 *Open Government Commission Regular Meeting*  
Provided Commission drafts of the Open Government Week proclamation, council correspondence, and proposed activities for review and markup.
- ✓ 14 Aug 2025 *Open Government Commission Regular Meeting*  
Review the previous changes. Seek public and commissioner input.
- ✓ 25 Sep 2025 *Open Government Commission Special Meeting*  
Review changes and vote on final draft, which will be submitted as a council correspondence package for their review and approval. Preview the calendar of events for commissioner consideration and to identify activities commissioners wish to participate.
- 23 Oct 2025 *Open Government Commission Special Meeting*  
Continue to refine activities associated with Open Government Week. Obtain status updates from Staff regarding Council’s input and preliminary approval. Provide the commission a draft Letter to the Editor for their review and approval prior to submitting to the Gilroy Dispatch for publication.
- 13 Nov 2025 *Open Government Commission Regular Meeting*  
Finalize preparations and activities for Open Government Week.

17 – 21 Nov 2025	<i>Open Government Week</i>
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- 17 Nov, *City Council Meeting*
  - Receive Proclamation
  - Open Government Commission Annual Report to Council
  - Translation Services at City Council Meetings

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## PROPOSED ACTIVITIES

16 Oct 2025

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1. Civic Engagement Education – Provide presentation/information desk at institutions for education to interact with students, provide Questions and Answers (Q&A) to highlight the features and importance of the Open Government Ordinance. (Reference: Open Government Week Talking Paper)
2. Public Engagement Assistance – Setup and staff a table in front of the council chambers on Mon, 17 Nov 2025 for City Council Meeting. Help members of the public attending the council meeting with public speaker cards, agenda packets, and respond to any questions they may have.
3. Ask a Commissioner – Setup and staff table at the Gilroy Library to engage with the public, demonstrate how to access public records, Council meeting recordings, identify ways they can submit their input to the council (in person, via email).
4. Mercury News Article | Letter to the Editor – Contact Mercury News to offer a news story. Provide letter to the Editor.
5. Debut new OGO Training – With the revamping of OGO Training (2026-2027 Workplan Item 2), significant progress is being made to provide a bilingual (English and Spanish) presentation that empowers users to read, listen, navigate through the training material at their pace and that supports their method for learning. The training completion timeline is being synchronized so that the training “go live” coincides with Open Government Week.

## ATTACHMENT

1. Open Government Week Calendar of Events

# Open Government Week

November 17 – 21, 2025

## Calendar of Events

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

Day	Event(s)   Venue	Commissioner(s)
Monday, November 17, 2025	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	Somavia
	6:00+ pm – Translation Services Presentation (If agendized) City Council Chambers	1. 2.
Tuesday, November 18, 2025	3:00 – 5:00 pm – Ask a Commissioner Gilroy Library	1. Anne Marie McCauley 2.
	5:00 – 7:00 pm – Ask a Commissioner Gilroy Library	3. 4.
Wednesday, November 19, 2025	10:00 am – 12:00pm – Civic Engagement Education Gavilan College	1. 2.
	4:00 pm – 6:00pm – Civic Engagement Education Student Gavilan College	3. 4.
Thursday, November 20, 2025		
Friday, November 21, 2025	Letter to the Editor: Open Government Week	

TARGET: The Gilroy Dispatch  
FEATURE: Letter to the Editor  
RELEASE: Friday, 21 November 2025

## Celebrating 17 years of Open Government in Gilroy

Gilroy has a long history of self-governing as evidenced by its establishment as a charter city. It continues to bolster ways for residents to access their government and participate in the decision-making process. An example of this is with the City's Open Government Ordinance, which marks its 17th anniversary this year. As the city's sunshine law, it encourages government transparency by requiring operations, meetings, and records to be open and accessible to the public. Gilroy's Open Government Ordinance was adopted by the City Council on November 17, 2008, and it was incorporated into Gilroy City Code as Chapter 17A, *Public Meetings and Public Records*. It provides three distinct capabilities: 1) The public's right to meetings, 2) The public's right to access information and records, and 3) A commission overseeing public records requests and to recommend improvements to the City Council.

Among the resources available to residents wishing to access their open government are the Gilroy Agenda Portal and the Open Gilroy website.

Gilroy Agenda Portal (<https://ca-gilroy.civicplus.com/965/Agendas-Minutes>) offers easy access to all agendas and meeting minutes for the City Council and various policy bodies. By subscribing, residents can receive notifications when agendas are posted, review meeting topics, and communicate directly with policy body members through email or in-person public comment.

Additionally, the Open Gilroy website (<https://ca-gilroy.civicplus.com/898/Open-Gilroy>) serves as a centralized hub for accessing public information and records. This platform provides self-service access to frequently requested documents like agreements, ordinances, and financial disclosures. It also provides more specific, catered records via the Public Records Portal. These detailed requests are reviewed quarterly by the Open Government Commission to ensure comprehensive and responsive city action.

The week of November 17-21 recognizes Gilroy's history as well as its role and commitment to the principles of openness and transparency with the week being proclaimed Open Government Week. The week allows stakeholders (residents, electeds, appointeds, and staff) to reflect on the principles of an open and accessible government as a way of maintaining the people's trust and confidence in their government.