



CITY OF GILROY

PARKS AND RECREATION
COMMISSION



SPECIAL MEETING AGENDA

TUESDAY, FEBRUARY 3, 2026 | 6:00 PM

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

Chair: Luis Ramirez

Vice Chair: Javier Martinez

Commissioners: Salvatore Bozzo, Andrew Brinton, Greg Felios, Jesse Jimenez, Emily Miller

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.

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.

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 special 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 November 18, 2025, Regular Meeting of the Parks and Recreation Commission Meeting**
- 6. APPROVAL OF AGENDA**
 - 6.1. Approval of February 3, 2026, Parks and Recreation Commission Special Meeting Agenda**
- 7. INTRODUCTIONS**
- 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. Selection of Chair and Vice Chair**
 - 9.2. Commissioner Parks Assignments**
 - 9.3. Update on Parks and Recreational Trails Master Plan**
 - 9.4. Park Hours and Security Services**
 - 9.5. Setting date for February Special Meeting**
- 10. OLD BUSINESS**

10.1. Parks and Recreation Commission Meeting Schedule

11. DEPARTMENT UPDATES

11.1. Public Works Park Maintenance and Operations

1. Las Animas Park Restroom Replacement
2. Skate Park Entry

11.2. Recreation Division Activities Update

11.3. Parks CIP Update

1. Las Animas Park Pickleball update
2. Parks Equipment Upgrade Update

12. COMMISSIONER PARK REPORTS & COMMENTS

12.1.

- Bozzo - Carriage Hills, Gateway, Miller
- Jiménez - Farrell, Forest, San Ysidro
- Martínez - Rainbow, Los Arroyos, Las Ánimas
- Miller - Cydney Casper, Del Ray, Gilroy Sports
- Ramirez - Butcher, El Roble, Renz, Sunrise

13. DIRECTOR REPORT

13.1. Update on upcoming Joint City/GUSD meeting

13.2. Update on San Ysidro Storywalk Project

13.3. Recreation Assessment

14. FUTURE COMMISSIONER INITIATED ITEMS

15. ADJOURNMENT

15.1. Next Meeting - March 17, 2026

**City of Gilroy
Parks and Recreation Commission
Minutes
Tuesday, November 18, 2025 | 6:00 PM**

1. CALL TO ORDER

2. ROLL CALL

Attendance	Attendee Name
Present	Luis Ramirez, Chair Emily Miller, Commissioner Jesse Jimenez, Commissioner Jorge Vargas, Commissioner Salvatore Bozo, Commissioner
Absent	Javier Martinez, Vice Chair

3. FLAG SALUTE

4. SECRETARY'S REPORT

The meeting packet was posted on Monday, November 17, 2025

5. APPROVAL OF MINUTES

5.1 October 21, 2025

RESULT: Pass

MOVER: Chair Ramirez

SECONDER Commissioner Bozo

AYES: Commissioner Miller, Commissioner Jimenez, Commissioner Vargas

ABSENT: Commissioner Martinez

1. Approval of the Minutes from the October 21, 2025 Parks and Recreation Commission Meeting.

6. APPROVAL OF AGENDA RESULT: Pass

MOVER: Commissioner Bozzo

SECONDER Commissioner Miller

AYES: Chair Ramirez, Commissioner Jimenez, Commissioner Vargas

ABSENT: Commissioner Martinez

7. INTRODUCTIONS

Staff introduced **Nisha Patel**, noting she began service as City Engineer on October 1, 2025. Ms. Patel greeted the Commission and invited Commissioners to contact her regarding engineering-related matters, including issues beyond Parks & Recreation such as bicycle and pedestrian coordination.

8. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No public comments were received for items not on the agenda.

9. NEW BUSINESS

9.1 FY 27 Work Program updates to incorporate outreach and education for bicyclists and pedestrians

- Commissioner Miller discussed early planning for the FY27 Work Program, including bicycle and pedestrian education, Measure B funding processes, and regional coordination.
- Doughty explained that bicycle and pedestrian outreach responsibilities currently reside with the Parks & Recreation Commission, while infrastructure and complete improvements fall under the Planning Commission. Commissioners discussed the importance of coordination to avoid duplication of efforts.
- Doughty clarified that the Commission does not have authority to submit grant applications on behalf of the City. Any grant pursuit requires City Council authorization, with the Commission serving in an advisory role.

Direction: Commission supported continued early planning and requested staff return in January or February with options for consideration, consistent with Brown Act requirements.

9.2 Proposed Joint Use of Facilities with Gilroy Unified School District to be added to the current work plan

- Bike and pedestrian efforts were previously separated and later folded into Parks & The Commission discussed the concept of joint use of school district facilities to address limited field availability. Staff advised caution, emphasizing the importance of alignment with City Council direction and ongoing discussions between Council and the School District.
- Staff noted that a Council–School Board 2x2 meeting is anticipated around February and that joint use considerations should align with the City’s Recreation Assessment.

Public Comment:

Dr. Young addressed the Commission, highlighting maintenance costs, safety concerns, insurance expenses, and past cleanup challenges. Dr. Young expressed openness to continued discussion if shared costs and responsibilities are included.

9.3 Park Closure Times / Security and Operations

- Commissioners discussed park hours, seasonal darkness concerns, lighting use, and gate closures. Staff provided background on the City’s one-year

- security contract with SecureGuard, which includes restroom locking, gate security, patrols, and coordination with Police as needed.
- Staff noted that parks currently remain open until 11:00 p.m., which is later than many jurisdictions, and recommended research into seasonal hour adjustments, historical policy rationale, and lighting controls.

Direction:

Commission agreed to revisit the item as a future agenda item following staff research.

9.4 2026 Parks & Recreation Commission Meeting Calendar

- Staff presented the proposed 2026 meeting calendar, noting no regular meetings in July or December, with special meetings to be scheduled as needed.

Motion: Chair Ramirez

Second: Commissioner Miller

Vote: Motion carried unanimously

9.5 Parks Capital Improvements, Master Planning, and Asset Prioritization

- **Playground Improvements**
 - Staff from the Engineering Division provided an update on replacement and major repair work anticipated over the next four to six months. Several playground improvements are expected to be completed prior to the end of FY26.
 - At Delray Park, staff reported that work is in progress. Delays occurred due to incompatibility between older posts and new brackets, requiring additional materials. Approximately half of the project is complete, with remaining work anticipated by the end of the month.
 - Staff explained that an estimated \$50,000 playground upgrade would include replacement of panels, attachments, swings (including ADA-accessible swings), climbing features, and updated configurations. Commissioners asked whether work extended beyond the fenced area; staff clarified that an adjacent 5–12-year-old play structure is under separate review with cost estimates in process. Budget constraints may delay full replacement.
- **Capital Improvement Program (CIP)**
 - Staff advised that the City is entering a major CIP update as the current five-year plan approaches its final two years. Commission input will be invited as part of the FY27 Work Program or through a separate prioritization effort.
 - Staff reported approximately \$900,000 in near-term park improvements, with an additional \$500,000 projected for FY27, plus

separate funding for pickleball facilities.

- **Parks and Trails Master Plan & Recreation Assessment**
 - Staff clarified that the January City Council presentation will focus on the Parks and Trails Master Plan, while the Recreation Assessment has already been authorized. Council will consider allocating remaining FY25 fund balance to fund the Master Plan update.
- **Project Cost Considerations**
 - Staff explained that prevailing wage and soft costs can increase project costs by 10–20%. No administrative surcharge is added to park projects; reported figures reflect direct construction costs only.

10. OLD BUSINESS

None

11. DEPARTMENT UPDATES

11.1 Public Works Parks Updates

- Staff reported on the following:
- Completion of playground and site repairs
- Tree planting at Casper Park
- Installation of 50 Hometown Heroes banners
- Reopening of reseeded fields at San Ysidro, Arsenal, and Sunrise Parks
- Weed abatement and landscape maintenance
- Removal of damaged paver bricks at Delray Park
- Repair and repainting of chess and play tables
- Staff noted that Prado Park remains in administrative limbo and should be formally addressed in the Parks Master Plan or designated as a City park.

Commissioner Miller noted a malfunctioning sensory/xylophone board; staff will review potential repairs.

11.2 Recreation Division Updates

- Staff reported that City Council approved a one-year extension of the aquatics contract, allowing evaluation as part of the Recreation Assessment. Commissioners encouraged inclusion of year-over-year participation data in future reports.
- **Upcoming Event:**
Breakfast with Santa – December 6, 2025. Commissioners were encouraged to volunteer.

11.3 Arbor Day Update

- Arbor Day Tree Planting Event, noting strong attendance despite rainy conditions
- Gilroy's designation as a Tree City USA community
- Participation in the Ofrenda Bike Ride, including outreach and bike check-in support

12. COMMISSIONER PARK REPORTS & COMMENTS

12.1

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

Commissioners made the following comments:

- **Commissioner Bozzo**
 - Carriage Hill was in good shape, park side looks great
 - Gateway Park has not as many flowers
- **Commissioner Miller**
 - Sports park – bathroom still needing updates, park looks good
 - Cydney Casper looks amazing, around 2:00 pm lots of kids are out enjoying the park
 - Del Ray had retrofit starting, looks good
 - Stading water by older kids' playground
 - Submitted a Gilroy connect request
 - Branches fallen around the park
- **Commissioner Ramirez**
 - Miller Park noticed people driving on section of park
 - Doughty will let SecureGuard know and Public Works
 - Storyboard check presentation – logos – included to donor
 - El Roble looks good
 - Renz needs dome color on the drab benches
 - Paint possibly in spring
 - Sunrise looks great
 - Kids playground looks a bit lumpy
 - Was reseeded
 - Fencing behind lower post was down
 - La Ofrenda Bike Ride/Bike Valet
 - Great event
 - Tree canopy coverage? ChatGPT suggests it should be 30% coverage
 - Doughty stated Bryan found GIS layer map
 - CDD working on Climate Action Plan
- **Commissioner Vargas**

- Appreciation to Chair Ramirez for all the work he has contributed to the Commission
- Parks are great

12.2 Update on California Parks & Rec. Society (CPRS) Conference

- Commissioner Miller stated we have an inventory of what Commission has
- Have the data available on what city has & needs

13. DIRECTORS REORT

13.1 Commission Recruitments

- Staff reported that City Council approved first reading of an ordinance shifting commission appointment cycles to odd-numbered years. Second reading is scheduled for December 8, 2025.
- Commissioners whose terms are expiring were encouraged to reapply. Several Commissioners expressed interest in continuing service.

14. ADJOURNMENT

The meeting adjourned at 7:40 pm.



City of Gilroy STAFF REPORT

Agenda Item Title: Funding Request for Parks and Recreational Trails Master Plan Update
Meeting Date: January 26, 2026
From: Harjot Sangha, Interim City Administrator
Andy Faber, City Attorney
Kim Mancera, City Clerk
Department: Public Works
Submitted by: John Doughty, Public Works Director
Prepared by: John Doughty, Public Works Director

STRATEGIC PLAN GOALS:

RECOMMENDATION

Receive report, discuss and provide direction to staff regarding the allocation of \$300,000 from FY25 year-end fund balance.

EXECUTIVE SUMMARY

On June 2, 2025 the City Council adopted the FY26/FY 27 biennial budget as well as the City Council Work Plan. The adopted biennial budget did not allocate funding for update of the Parks Master Plan. The Work Plan included the Parks Master Plan update as a priority project. The City Council indicated a willingness to consider funding of the Parks Master Plan update in FY26 or FY27, subject to identification of funding. In October the City Council received a report from the Finance Director which indicated that there was \$300,000 available in year-end fund balance which the City Council could choose to allocate to update of the Parks Master Plan.

Staff is seeking formal City Council direction on the allocation of funding for the Parks Master Plan update.

BACKGROUND

The Parks Master Plan was adopted in 2002 and last updated in 2004. The Parks Master Plan serves multiple purposes including being the first level implementation tool of the adopted General

Plan. Additionally, the Plan provides for assessment of the condition of existing parks, assessment of the recreational amenities provided, a vision for future parks, community input on facilities/amenities needed and finally, high level prioritization of maintenance, replacements and new amenities. The Plan is also foundational support for impact fee study and possible adoption.

Update of the Parks Master Plan was identified in 2023 as a community need and incorporated a Project in the City's FY24 to FY28 Five-Year Capital Improvement Plan (CIP). The Project is currently designated as unfunded in the CIP and not included in the adopted FY26 or FY27 Capital Budget.

The Trails Master Plan was adopted in 2005. The Trails Master Plan serves many of the same purposes noted above including being the first level implementation tool of the adopted General Plan. The Trails Master Plan addresses local bicycle/pedestrian trails, multi-use trails and pedestrian (foot paths and hiking trails) as well as planning for connection to the regional network of trails and paths. The Trails Master Plan is not included as a project in the CIP.

The Parks and Recreation Commission included the update of the Parks Master Plan in your FY 26 and FY 27 work program which was presented to the City Council. The Master Plan was identified by the Parks and Recreation as a priority work effort. The Commission recommended including Recreational Trails as part of the update effort as they represent linear recreational facilities.

In May, the Planning Commission was asked to confirm General Plan consistency of the recommended CIP/Capital Budget for FY 26 and FY27. As part of their action, the Commission unanimously indicated their support and desire that the City Council prioritize and fund update of the Parks Master Plan.

ANALYSIS

The Parks Master Plan was adopted in 2002 and last updated in 2004. The Trails Master Plan was adopted in 2005. A Master Plan is intended to be the first level implementation tool of the adopted General Plan.

Update of the Parks Master Plan was identified in 2024 as a community need. The Project is included in the City's adopted Five-Year Capital Improvement Plan (CIP). The Project is unfunded and has not been included in the most recent Capital Budget which covers FY26 and FY27.

The Parks and Recreation Commission included the update of the Parks Master Plan in your FY 26/FY 27 Work Plan which was presented to the City Council. The Master Plan was identified by the Parks and Recreation as a priority work effort. The Commission recommended including Recreational Trails as part of the update effort as they represent linear recreational facilities.

In May, the Planning Commission was asked to confirm General Plan consistency of the recommended CIP/Capital Budget for FY 26 and FY27. As part of their action, the Commission unanimously indicated their support and desire that the City Council prioritize and fund update of the Parks master Plan.

On June 2nd, the City Council adopted the FY 26 and FY 27 budget as well as the City Council Work Program. This adopted budget did not include funding for Parks Master Plan. The City Council did include the Parks Master Plan update in their Work Plan indicating a willingness to consider funding of the project in FY26 or FY27, subject to identification of funding.

On August 19, 2025 the Parks and Recreation Commission, by consensus, supported the Draft Request for Proposals (RFP) and for funding of the Parks and Recreation Master Plan update project.

DISCUSSION

On June 2, 2025 the City Council adopted the FY26/FY27 biennial budget, capital budget as well as the City Council Work Plan. The adopted biennial budget did not include funding for the Parks Master Plan. The City Council adopted Work Plan included the Parks Master Plan update. As noted above, the Parks and Recreation Commission identified the Parks Master Plan update in its annual work program which was provided to the City Council. Additionally, during their annual review of the FY26/FY27 capital budget (for General Plan consistency), the Planning Commission requested staff convey their strong desire to see the Parks Master Plan updated.

As indicated above, the City Council added the Parks Master Plan update to its Work Plan. At that same time, the City Council acknowledged that there was no funding associated with the project. On October 20, 2025, the City Council discussed potential uses of the FY25 year-end General Fund balance. One of the potential uses identified is funding the Parks Master Plan update.

The focus of both the Planning Commission and Parks and Recreation Commission is the Parks Master Plan update. Staff is recommending that should the City Council allocate funding that the Parks master Plan incorporate bicycle/pedestrian trails and multi-use trails (AKA recreational trails) into the Parks Master Plan. Recreational trails represent linear active park facilities which in many areas directly connect to City parks and open space. The draft RFP is written to deliver a Parks and Recreational Trails Master Plan. Additionally, with the addition of electric bikes/scooters, etc, since 2005, this appears to be an appropriate time to update. The proposal was prepared in this manner for two principal reasons: 1) cost savings; and 2) staff capacity. The requested amount is insufficient to cover major updates of both plans. Additionally, there is inadequate staffing to undertake both updates at the same time. Including recreational trails provides an opportunity to address a critical component of the trail/parks system. The attached RFP is in draft form and will require additional work, data and attachments.

Staff is seeking City Council formal direction on funding only. Staff welcomes input on the draft RFP/scope of work.

ALTERNATIVES

- 1) The City Council could choose to fund the Parks and Recreational Trails Master Plan Update utilizing FY25 year-end General Fund balance. This action would be consistent with established priorities including the five-year CIP.
- 2) The City Council could choose not to fund the Parks and Recreational Trails Master Plan Update utilizing FY25 year-end fund balance. The project would remain on the five-year CIP as an unfunded project. The City Council could consider funding the project at a subsequent time.
- 3) The City Council could choose to fund the Parks Master Plan Update (removing Recreational Trails) utilizing FY25 year-end General Fund balance. This action would be consistent with established priorities including the five-year CIP.

FISCAL IMPACT/FUNDING SOURCE

Currently there is no funding available. The purpose of this item is to seek Council direction on possible allocation of \$300,000 in FY25 year-end funds for the Parks and Recreational Trails Master Plan.

PUBLIC OUTREACH

The Parks and Recreation Commission have discussed the Parks and Recreational Trails Master Plan at several public meetings, the last being on August 19, 2025.

NEXT STEPS

Next steps will be dependent upon the City Council direction. If funding is allocated staff will:

- Finalize and release the RFP
- Review and score proposals
- Identify preferred Consultant team
- Bring contract to City Council for award
- Oversee consultant preparation of the Draft Plan (including community outreach) and complete Environmental Review (CEQA)--(14-18 months anticipated)

- Parks and Recreation Commission, Planning Commission and City Council review, comment and approves Plan

Attachments: Draft Request for Proposals (RFP) including Scope of Work



City of Gilroy

Public Works Department

DRAFT

Comprehensive Update of the City of Gilroy

Parks and Recreation Master Plan

No. 26-RFP-PW-XXX

Proposals Due by: X:00 pm, _____, _____, 2026

1.0 RFP Overview

1.1. About the City of Gilroy

Located 35 miles south of San Jose, the City of Gilroy is a community of about 60,000 people, situated in the southernmost portion of the Santa Clara Valley between the Santa Cruz Mountain range and the Diablo Mountain range. Gilroy is located just 30 minutes from the Pacific Ocean and Monterey Bay which accounts for the amazing climate and the abundance of outdoor activities.

Gilroy's historic Downtown is home to many shops, restaurants, brew pubs, wine tasting rooms, and other local businesses. Downtown also serves as a gathering point and staging area for many festivals throughout the spring, summer and fall. Gilroy is at the crossroads of Highway 101 and Highway 152 which makes it a prime location for regional commercial activities and light industrial/tech businesses. The City is also home to Gilroy Gardens Amusement Park and three golf courses.

The City and adjoining areas are home to numerous nurseries and farms. The City is known for being the Garlic Capital of the World and the world-famous Gilroy Garlic Festival. Gilroy is proud of its agriculture and viticulture history where roadside stands sell locally grown fruit, artichokes, greens, root vegetables, beans and herbs and local wineries and tasting rooms abound.

Residents of this thriving community live a lifestyle that many think no longer exists in California. Neighbors care about each other, schools are important, and there is a sense of real community.

1.2. Purpose of RFP

The City of Gilroy is seeking proposals from qualified consulting firms to prepare a comprehensive update of the Parks Master Plan with the inclusion of shared paved bicycle/pedestrian and multi-use trails and paths (referred to generally as “recreational trails”). The City seeks a Plan that is concise, user-friendly and creates a roadmap for ensuring an appropriate balance of park sites, recreational trails, facilities and amenities throughout the community, now and into the future.

The Plan will be informed by the policies of the City's adopted 2040 General Plan and parallel study of the recreational programming needs in the City. The Plan's purpose is to supplement the General Plan and assist the Parks and Recreation Commission, Planning Commission and City Council to establish a clear set of goals, objectives, priorities, and implementation measures for development, enhancement, maintenance and operation of the City's parks, recreational facilities and recreational paths over the next fifteen years

aligning with the City’s 2040 General Plan planning horizon. The Plan will provide support to subsequent nexus studies for impact fees to support park facilities.

The Plan will be subject to review and recommendation by the Parks and Recreation Committee (PRC) and Planning Commission (PC). Ultimate approval will be by the City Council. The update is considered a Project and will be subject to CEQA review.

1.3 Background

The City’s Parks inventory includes 26 parks on over 300 acres and more than 12 miles of paved bike/pedestrian recreational paths. The City Council appoints a seven-member Parks and Recreation Commission who advises the Council on parks and recreation related matters. The Public Works Department plans for and implements capital repair, replacement and new construction via the City’s Capital Improvement Program (CIP). The Operations Division of Public Works maintains all public parks and recreational trails which are the City’s obligation (City-owned or City-maintained under Joint Use Agreement). Some recreational trails fall within the maintenance responsibilities of a Community Facilities District (CFD) or a home owner’s association (HOA). Recreation is a division of the City Administrator’s Office and they oversee activities including camps, facility reservations and special events within City parks.

The Parks Master Plan was adopted in 2002 and last updated in 2004. Since that time the City’s population has increased by approximately 15,000 persons. New parks and amenities including Phase 1 of the Gilroy Sports Park as well as three dog parks have been added since the last update in 2004. Direct feedback from residents suggests an appetite for sports like pickleball and frisbee golf, and a desire for new facilities like a community recreation center/pool, multi-generational center and BMX Pump Track. The City will be opening a new 6-court pickleball facility at Las Animas Veterans Park this summer and is currently working on a new grant funded playground at San Ysidro Park among other capital maintenance and replacement. The City is currently investing in replacement of aging/weathered play equipment and installation of shade covers for playgrounds.

The Trails Master Plan was adopted in 2005. The City is seeking to integrate recreational trails (linear park space) into the City’s comprehensive update of the Parks Master Plan. Significant expansion of the recreational trail system has occurred since 2005 as part of new development and partnership with the Santa Clara Valley Water District (Valley Water).

The City recently completed community outreach and consensus building around a major update of the Civic Center Master Plan. The Civic Center Master Plan envisions the ultimate development of a Recreation and Aquatic Center, Multigenerational Community Center and

new Civic Park. The Master Plan document is currently being finalized. An Environmental Impact Report (EIR) is being prepared as well. The City Council is anticipated to take final actions on the Plan and EIR by early summer.

Population and demographic changes as well as evolving trends, technologies, consumer preferences in the parks and recreation industry, and aging park infrastructure underscore the City's need for an updated Master Plan. Additionally, community members have recently indicated a desire to evaluate speed and safety on the recreational trail system, particularly in light of the growth in electric powered bikes, scooters and other items.

1.4. City Objectives

The City's high-level goals for the Plan include:

- Ensuring that residents, user groups, associations and other stakeholders are provided an opportunity to participate in the development of the Plan.
- Providing a variety of high-quality parks and recreational facilities and amenities that meet the needs of a diverse range of residents and visitors, now and into the future.
- Evaluation of funding and partnership options to address deferred maintenance and emerging needs/desires.
- Maintaining and expanding recreational trails to serve the needs of the community both recreationally and, where appropriate as a part of the City Active Transportation plan.
- Ensuring parks and recreational trails are safe for all users.
- Showing compliance with State and Federal laws pertaining to age-appropriate facilities, disability access and other regulations.
- Identifying path for protection of environmental resources within City open spaces.
- Anticipating and flexibly accommodating future statutory changes.
- Creating a plan that is financially realistic given available City revenues and other potential funding sources.
- Establishing priorities and phasing for plan implementation acknowledging the need to maintain and upgrade existing parks and recreational trails.
- Acknowledging the critical need for collaboration with Gilroy Unified School District recreational facilities and amenities as additional community resources in the Master Plan.

1.5. Selection Criteria

Proposals are to contain specific methods and techniques that the consultant will use and sufficient information to enable the City to properly evaluate the qualifications of the consultant and any sub-consultant(s). The successful team or individual must demonstrate a proven track record in assisting public agencies with preparing parks and trails master

plans while working closely with the community and City staff throughout the process. The successful consultant will be selected on the basis of professional qualifications, understanding of Gilroy needs and demonstrated competence. Particular attention will be paid to:

- Ability to meet the requirements outlined in this RFP.
- Qualifications and relevant experience of the consultant and individuals who will work on the project.
- Amount and quality of time key personnel will be involved in their respective portions of the project.
- Reasonableness of the fee requested to do the work; comparability of fee to similar services offered by other qualified consultant(s).
- The consultant’s demonstrated record of success in a similar community.
- The specific methods and techniques to be employed on the project.
- Acceptance of Standard Agreement including insurance and wage theft related provisions.

1.6. Selection Procedure

All responses to this RFP that meet the submittal requirements will be evaluated by a technical review panel comprised of multi-disciplinary City staff. The panel will identify a short-list of the best qualified consultants. The short-list of consultants will be asked to participate in a mandatory interview/scripted demonstration. Interviews will be conducted on-site and will include City staff and at least one Parks and Recreation Commission member.

Reference checks will consist of phone and/or email inquiries of current or past customers of consultant – either provided by consultant for reference or contacted independently by Gilroy. Upon completion of the interview, demonstration, and reference checks, the City will select a finalist with whom to begin final negotiations of a contract to be taken to the City Council for approval.

Submittal of a proposal does not guarantee a consultant will be asked to interview. Attendance at any such interview/demonstration will be at the consultant’s expense.

1.6. RFP Schedule (Tentative)

The table below provides the estimated schedule that will be followed.

Item	Date
Release RFP	_____, 202__

Consultant Questions Due	_____, 202__
Issue Addenda	_____, 202__
Proposals Due	_____, 202__
Proposal Evaluation Period	_____, 202__
Interviews of Best Qualified Consultants	_____, 202__
Reference Checks	_____, 202__
Selection of Finalist	_____, 202__
City Council Consideration of Agreement	_____, 202__

The City reserves the right, at its sole discretion, to adjust the schedule as it deems necessary. Notification of any adjustment to the RFP schedule will be posted on the City’s website as an addendum to the RFP.

1.7 RFP Questions

Potential proposers are invited to send specific questions and/or request for clarification via email regarding the RFP to the City of Gilroy no later than 4:00 p.m. _____, 20__ to:

John Doughty
Public Works Director
John.Doughty@cityofgilroy.org

All responses to questions/clarifications will be posted on the City’s website as an addenda to this RFP by 4:00 pm on the date specified in Section 1.6 - Schedule.

1.8 RFP Submittal

The City invites you to submit a proposal in accordance with the terms, conditions, and specifications contained in this document. Please provide the information requested via email on _____, 202__ as instructed in SECTION 3 and received no later than 4:00 p.m. to:

Carina Baksa
Finance Manager
Carina.Baksa@cityofgilroy.org

Please copy John Doughty at John.Doughty@cityofgilroy.org on the submittal to the Finance Manager. The consultant is responsible for ensuring that the email was successfully received by the Finance Manager.

2.0 Scope of Services

Throughout the entire project, the consultant will work closely with City staff and establish regular scheduled meetings to keep staff informed of the status of the project. Meetings may be in person, by phone or via video conference. The consultant must have a comprehensive knowledge of all regulations regarding parks and recreational facilities, multi-use trails, master plan provisions, the California Environmental Quality Act, and applicable best practices in the industry. The Consultant’s scope of work will include the following tasks:

2.1 Preparation of Work Plan

Within 15 days of the execution of the contract, the Consultant will meet with staff to develop a comprehensive work plan with specific deliverables and due dates consistent with the RFP response.

2.2 Review of Resource Documents

The consultant will review the resource documents listed below and have a thorough understanding of each prior to preparation of the RFP and service contract. These documents are attached at the end of the RFP document or, as noted, are available on the City website.

- a. List of current City parks and acreages (see Attachment __)
- b. City Parks Master Plan (add link)
- c. City Trails Master Plan, adopted 2005 (add link)
- d. City of Gilroy Capital Improvement Plan (add link)
- e. City of Gilroy Standard Professional Services Agreement (see Attachment __)
- f. City of Gilroy 2040 General Plan (add link)
- g. Draft Civic Center Master Plan (link to project page)
- h. Gilroy Pathways GIS tool (link to page)
- i. Joint Use Agreement with Santa Clara Valley Water District (add link)
- j. ???
- k. ???

NOTE: Proposers are encouraged to seek additional resource documents available from Santa Clara County, Valley Water and non-profits that are implementing local or regional projects in the vicinity of Gilroy.

2.3 Gather Input and Assess Community Needs

The consultant will:

- Identify and develop methods to distribute information (website, newsletter, existing publications and media) and work with City staff on distribution of information.
- Provide well-organized and directed activities, techniques and formats that will ensure that a positive, open and proactive public participation process and communications strategy are achieved.
- Obtain stakeholder (frequent users, non-users and special interest users) input via interviews, group meetings, online surveys and Commission meetings regarding:
 - Interests, needs and desires for current and future parks and recreational trails; and
 - Customer satisfaction with current City parks and recreational trails; and
 - Desired amenities not currently available in the City.
- Provide written bi-lingual English/Spanish (and other languages as deemed necessary) outreach and communication materials. Provide bi-lingual Spanish interpretation for targeted outreach meetings.
- Obtain feedback and help reach consensus for the comprehensive update of the Parks and Recreational Trails Master Plan. If consensus is not possible, provide sufficient information to facilitate informed decision making by the Parks and Recreation Commission, Planning Commission and City Council.

Note: Because of the significant Civic Center Master Plan Update work, the consultant shall consider community input from that process and incorporate as applicable to not duplicate efforts.

2.4 Demographic Trend Analysis

The consultant will gather, review and interpret available demographic, cultural, socio-economic, emerging parks and recreation and other trends relevant to the City of Gilroy and will use this trend analysis to project future needs for parks, amenities and facilities as well as recreation trails.

2.5 Facility Inventory and Condition Assessment

Parks

The consultant will perform the following analysis:

- Compile an inventory of existing parks and recreational facilities including the capacity of each amenity (e.g. playgrounds, playing fields, buildings, natural areas, picnic areas, restrooms and parking).

- The City is seeking a proposal additive that includes geocoding of assets to integrate into CMMS inventory.
- Compile an inventory of special facilities, leased facilities, joint use facilities and commercial recreational facilities which serve park/recreational and/or cultural needs in the City.
- Conduct an assessment of each City-owned park for functionality, safety, accessibility, condition, regulatory compliance, comfort and convenience, constraints and opportunities;
- Evaluate and compare current parks/amenities against a to-be-agreed upon relevant State/national standard including those established by the National Park and Recreation Association (NPRA). This assessment may be supplemented by an agreed upon City/Agency comparative.
- Determine sustainability practices and other best practices that are appropriate for Gilroy to reduce water usage and reduce overall operational costs; and
- Based upon the inventory/assessment prepare a gap analysis report. The report is to include an estimate of present value and replacement value of each improved park by major amenity (e.g. playground, picnic cabana, baseball field, etc.).

Recreational Trails

The consultant will perform the following analysis:

- Compile an inventory of existing recreational paths and trails including their connection to regional facilities, bicycle parking, wayfinding signage, safe routes to schools efforts and bicycle/pedestrian safety programs.
- Conduct an assessment of the recreational trails and paths including functionality, safety, accessibility, general condition, regulatory compliance, comfort and convenience, safety, constraints and opportunities.
- Identify gaps in the existing recreational path and trail network hindering safe and convenient access to key destinations (e.g. schools, parks, transit, local and regional bicycle and pedestrian facilities).
- Identify options to improve safety including encouraging appropriate speeds by electric and non-electric users.
- Based upon the inventory/assessment prepare a gap analysis report. The report is to include an estimate of present value and replacement value by segment of City-owned and CFD-owned recreational trails.

2.6 Projection of Current and Future Needs

Parks

- The consultant will prepare a matrix that summarizes findings and a separate list of recommendations with cost estimates for each individual park. The matrix will include identification of amenities (e.g. restroom, picnic cabana, playground, etc. and prioritizes current and future facility needs, including maintenance, rehabilitation, replacement, new development and, if required, land and/or facility acquisition. The list of recommendations will include the criteria used to establish priorities and will be separated into short (one to three years), medium (three to five years) and long term (five to fifteen years) timeframes.
- The consultant will work through staff and the Parks and Recreation Commission to create prioritization policies and processes to guide biennial CIP work programs.
- The consultant will also identify and evaluate the feasibility of alternative funding sources to sources for construction of new and ongoing maintenance/capital replacement of parks and parks amenities.

Recreational Trails

- The consultant will prepare a matrix that summarizes findings and a separate list of recommendations with cost estimates for current and future recreational trails including detailed maintenance/improvements for current facilities and project descriptions, specifications and budget estimates for future facilities. The list of recommendations will include the criteria used to establish priorities and will be separated into short (one to three years), medium (three to five years) and long term (five to fifteen years) timeframes.
- The consultant will work through staff and the Parks and Recreation Commission to create prioritization policies and processes to guide recommended biennial CIP work programs.
- The consultant will also identify and evaluate the feasibility of alternative funding sources for construction of new and ongoing maintenance/capital replacement of recreational trails.
- The consultant will include an Appendix with recommended standards and/or guidelines related to recreational trail cross-sections, signage, striping and other design standards/guidelines.

2.7 Draft Master Plan

The consultant will prepare a draft Parks and Recreational Trails Master Plan that, at minimum, includes:

- Executive Summary which concisely summarizes major takeaways from the Master Plan.
- Goals and objectives, based upon the City’s 2040 General Plan that articulate a clear vision and road map for the future.
- Recommended/prioritized summary of implementation measures/projects/programs.
- A demographic analysis for the City of Gilroy.

- A summary of anticipated new residential development, anticipated population growth through 2040 and related demand for new park land and facilities.
- A discussion regarding optimal locations and focus of new parks.
- Compilation and analysis of the data obtained through the comprehensive inventory and condition survey.
- Specific recommendations and cost estimates for new parks, facilities and amenities, new publicly funded recreational paths and trails as well as rehabilitation and retrofit of existing parks, facilities and amenities.
- Summary of gap analysis along with present value and replacement value of existing City parks and City-owned/CFD-owned recreational trails.
- Identification of relevant best practices (e.g. water and energy conservation, noninvasive plantings, disability access, safety, sustainability, durability, flexibility) for the specific recommendations and to serve as guidance for other future improvements.
- Discussion on meeting the needs of youth, seniors and the disabled communities.
- Identify opportunities to incorporate technology and art to enhance existing and new parks/amenities.
- Potential revenue sources and other approaches such as shared lands, joint use and an evaluation of their feasibility.
- A summary of stakeholder input received through the public participation process.
- Charts, graphs, maps and other data as needed to support the plan and its presentation to appropriate audiences.

2.8 Mapping and Web Site

- The consultant will utilize ArcInfo (ESRI) GIS to prepare map exhibits for the Master Plan document.
- The consultant will provide outreach materials and updates throughout the Master Plan process. These materials will be used to inform community members and decision-makers.
- The consultant will, concurrent or following adoption, provide recommendations to the City for updating the City's website content for parks and recreational trails, including:
 - Sample webpages
 - Suggested content
 - Maps and directions to facilities

2.9 Draft and Final Master Plan

Presentations

The consultant will present the Draft Master Plan to the community, Parks and Recreation Commission, Planning Commission and City Council for input and feedback. The consultant will revise the Draft Master Plan based upon feedback received and will present the Final

Master Plan to the Parks and Recreation Committee, and Planning Commission for their review and recommendation and to the City Council for approval.

Prepare Final Master Plan Document

The adopted Master Plan document shall be provided in hard copy, print-ready Portable Document Format (PDF), and editable electronic file format compatible with City software.

- o All data, information, materials, and work produced including final text, maps, and graphics in

2.99 California Environmental Quality Act

The Master Plan is a Project under the California Environmental Quality Act (CEQA). The consultant team will be responsible for preparing a comprehensive CEQA Checklist and making recommendation to the City on appropriate level of environmental review. The City anticipates the project will be subject to a Mitigated Negative Declaration. Proposals are to include CEQA review and preparation up to the level of a Mitigated Negative Declaration.

3.0 PROPOSAL SUBMITTAL REQUIREMENTS

Please organize your proposal in the following manner and provide a detailed description of your proposed solution and capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. *Please do not include sales and marketing brochures.* Proposal shall not exceed twenty (20) pages exclusive of cover page, table of contents and resumes.

Proposals must be submitted no later than the deadline stated in the schedule in Section 1.6 (_____,202_) in electronic-file (pdf) emailed to Carina Baksa at carina.baksa@cityofgilroy.org **no later than** 4:00 p.m. PST.

3.1. Proposal Format

Proposals must be structured and labeled in the following manner:

- Letter of Interest
- Section 1 – Key Personnel
- Section 2 – Company Experience/Qualifications
- Section 3 – References
- Section 4 – Proposed Work Plan
- Section 5 – Cost Proposal
- Section 6 – Special Qualifications
- Section 7 – Acceptance or Qualified Acceptance of the City’s Standard Agreement

3.2. Letter of Interest

Submit a letter introducing your firm and summarizing your general qualifications including: Firm’s legal entity name, address, telephone number, contact’s e-mail, short synopsis of your proposal and credentials to deliver the services sought under the RFP.

The letter must be signed by person authorized to bind firm by contract.

3.3. Section 1 – Key Personnel

Include the names of key personnel assigned to this project, their respective titles, experience and length of experience providing relevant services. Please clearly identify the primary contact for the proposal.

3.4. Section 2 - Company Experience/ Qualifications

Describe three (3) successfully completed projects that demonstrate your experience and knowledge to complete the work specified in this RFP. Projects completed in the past two or three years are of particular interest. Experience with similar size communities is beneficial. Include the following information for each project:

- Agency or company for which work was performed;
- General description of the scope of work;
- Name of agency or company representative responsible for project review and name, phone, and e-mail of the contact named as a reference; and
- Budgets and any changes from original proposal.

Describe the proposed project manager’s role in successful delivery of the project.

3.5. Section 3 - References

Provide a minimum of three (3) references from within the past five (5) years, preferably of a local government/city similar in size to Gilroy. For each reference provide: entity name, customer contact information (name, title, phone and e-mail), scope of work, project start/end date and website URL.

3.6. Section 4 - Proposed Work Plan

Include a detailed plan for the services to be provided, along with deliverables to be provided at each step, with a corresponding timeline, including meetings with the community and City staff. The work plan should be consistent with the scope of work presented above; however, the Consultant may suggest changes where appropriate.

3.7. Section 5 - Cost Proposal

Provide a fee estimate, on a task-by-task basis. The proposal will include a spreadsheet identifying personnel, hourly rates, project responsibilities and estimated amount of time expected for each task, expressed in person-hours. Include other indirect billable costs.

3.8. Section 6 – Special Qualifications

Proposers are encouraged to describe any special resources that they or their team members would bring to the project that would set them apart as most qualified for this project.

3.9. Section 7 -- Acceptance or Qualified Acceptance of the City's Standard Agreement

A copy of the City's Standard Agreement is included as Attachment 2 to the RFP. Please indicate acceptance of the Agreement in this section. If you have concerns regarding the standard agreement, please reference specific section and detailed revision request. Please note, this will be considered in the City Technical Committee review of proposals.

4.0 General Requirements

4.1. Disclosures

Public Records and Proprietary Information

Proposers' attention is drawn to the fact that all proposal documents submitted are subject to California Code Section 6250 et seq., commonly known as the Public Records Act. Information contained in the proposals may be made public after the review process has been completed, negotiations have concluded, and a recommendation for award has been officially placed on the agenda for City council consideration, and/or following award of contract, if any, by the City Council.

Reference Checks

The City reserves the right to make such reference checks as it deems necessary to determine the ability of the proposer to perform the work. The City reserves the right to reject any proposal if the reference checks fail to satisfy the City that such proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

4.2. Stipulations

The City is not responsible for any expenses which proposers may incur in preparing and submitting the proposal. The City will not be liable for any costs incurred by the proposers that are related to the RFP process; this includes production of the proposal, interviews/presentations, travel, or accommodations. The City reserves the right to request or negotiate modifications to the proposals that are deemed appropriate. All proposals received from proposers in response to this RFP will become the property of the City and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City. The City

reserves the right to reject any and all proposals and to waive minor irregularities. The City also reserves the right to seek new proposals.

4.3. Agreement

Proposers should carefully review this RFP and all attachments including but not limited to the City of Gilroy standard Consulting Services Agreement (Attachment __). The selected vendor will be required to sign the City’s agreement. As noted previously, comments or objections to any terms in the City’s agreement must be made in writing and received with the proposal submission.

DRAFT

Attachment 1

List of Current City of Gilroy Parks, Trails and Recreational Facilities

DRAFT

Attachment 2

City Standard Agreement

DRAFT

Chapter 18 PUBLIC PARKS

Sections:

- 18.1 Definitions.**
- 18.2 Injury to or nuisance to park property prohibited.**
- 18.3 Dumping trash and refuse and polluting waters prohibited.**
- 18.4 Operation of vehicles.**
- 18.5 Conduct; acts prohibited.**
- 18.6 Intoxicating liquor.**
- 18.6-1 Possession of glass beverage containers in city parks.**
- 18.7 Park hours.**
- 18.8 Closing parks or sections thereof.**
- 18.9 Exclusive use, extended use: Permits, fees and deposits.**
- 18.10 Parks and recreation facilities rules and regulations.**

18.1 Definitions.

For the purposes of this chapter the following words are defined as follows:

- (1) "City" means the City of Gilroy.
- (2) "Director" means the director of the recreation department.
- (3) "Park" means a park, reservation, playground, swimming pool, recreation center or any other area in the city, owned or used by the city and devoted to active or passive recreation.
- (4) "Person" means any person, firm, partnership, association, corporation, company or organization of any kind.
- (5) "Vehicle" means any wheeled conveyance, whether motor-powered, drawn, or self-propelled, of any size, kind or description except for baby carriages and vehicles in the service of the city. (Ord. No. 1008, § 1, 2-19-74; Ord. No. 2018-05, § 1, 2-5-18)

18.2 Injury to or nuisance to park property prohibited.

No person shall:

- (a) Injure, mark, deface, remove or tamper with any structure, sign, pavement, equipment or other facility or improvement in a park.
- (b) Injure, molest, chase, kill, capture, propel missiles at or offer a noxious substance to any animal, bird, fish or reptile, nor injure, remove or tamper with its eggs, nest or burrow, in a park, except that known poisonous reptiles such as rattlesnakes may be killed on sight.
- (c) Injure, mark, deface, remove or tamper with any tree, shrub, plant, flower, berry, seed or lawn in a park, or attach any rope, wire, or other contrivance to any tree or plant.
- (d) Injure, mark, deface, remove or tamper with sand, soil, stones, fallen timber or natural landscaped materials in a park.

Violation of this section shall be a misdemeanor. (Ord. No. 1008, § 1, 2-19-74; Ord. No. 94-3, § I, 3-21-94)

18.3 Dumping trash and refuse and polluting waters prohibited.

No person shall:

(a) Dump, deposit or leave any trash or refuse anywhere in a park except in receptacles provided for that purpose. If receptacles provided are insufficient to accommodate trash and refuse, the person responsible for its presence in the park shall remove it for proper disposal elsewhere.

(b) Discard or discharge any solid or liquid substance or pollutant into any fountain, pond, lake, stream or similar waters, or into a drain discharging into such waters, in a park.

Violation of this section shall be a misdemeanor. (Ord. No. 1008, § 1, 2-19-74; Ord. No. 94-3, § I, 3-21-94)

18.4 Operation of vehicles.

No person shall:

(a) Operation a vehicle in violation of posted stop, direction and other traffic signs, nor in excess of ten (10) miles per hour in a park, except that the maximum speed on designated park roads shall be as posted.

(b) Operate a vehicle in any area other than paved park roads and parking lots, nor park a vehicle in other than a designated permanent or temporary parking area in compliance with posted directions and the instructions of traffic or parking attendants.

(c) Ride a bicycle other than on the right edge of a paved park road or single file on a designated bicycle path. Bicycles may be pushed or wheeled over pedestrian trails or lawns.

(d) Cyclists shall not ride any other person on their bicycles, shall pass to the left of overtaken vehicles and to the right of approaching vehicles, shall give directional hand signals and shall at all times operate their vehicles with due regard for the safety of other persons.

(e) Park a bicycle other than in a bicycle rack if available, nor at any time lean a bicycle against a tree or shrub, nor leave it lying on a lawn or paved area or other location where other persons may trip over or be injured by it. (Ord. No. 1008, § 1, 2-19-74)

18.5 Conduct; acts prohibited.

No person in a park shall:

(a) If over eight (8) years of age, use a restroom designated for the opposite sex except as permitted by law to assist a disabled person.

(b) Enter any area posted for nonadmittance or nonuse by the public without prior written permission of the director.

(c) Erect, construct, install or post any structure, wire, pipe or sign of any kind whatsoever without prior written permission of the director.

(d) Climb upon any tree, structure, monument or fixture not designated for such use without prior written permission of the director.

(e) Swim or wade, except in pools or areas designated for that purpose without prior written permission of the director.

(f) Kindle a fire, except in facilities specifically provided for that purpose, or leave a picnic or other area before a fire is completely extinguished without prior written permission of the director.

(g) Gamble or participate in a game of chance for anything of value without prior written permission of the director.

- (h) Bring into a park, or permit to enter, any animal, fowl or reptile, without prior written permission of the director, except that a dog secured on a leash not more than six (6) feet in length shall be permitted on the condition that the owner and person having custody shall be responsible for any damage caused by such dog.
- (i) Bring into, or have in his possession, or set off, fire or discharge any firearm, weapon, pellet gun, explosive or fireworks.
- (j) Sell, or offer for sale, any merchandise, article or thing without prior written permission of the director.
- (k) Claim exclusive use of, prevent the use by others of, or reserve for use any park area without prior written permission of the director.
- (l) Engage in loud, boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior tending to a breach of the peace, and a person so behaving shall vacate the park at the request of a park attendant or peace officer.
- (m) Sleep on park benches or furniture without prior written permission of the director.
- (n) Use any park area or facility for an unreasonable time when facilities are congested or crowded. Park attendants shall have the authority to regulate and limit use of facilities for the maximum use and enjoyment of all, and visitors shall comply with directions given to achieve this end.
- (o) Practice golf, fly powered model airplanes, or engage in any other activity which may be hazardous to other persons or property except in designated areas, without prior written permission of the director.
- (p) Ride or use a skateboard, roller skates, roller-blades, in-line skates, or other similar devices at a city skate park facility without wearing safety equipment which shall include a helmet, elbow pads and knee pads. Notwithstanding any other provision of this section, violation of this subsection (p) shall be an infraction.
- Violation of this section shall be a misdemeanor. (Ord. No. 1008, § 1, 2-19-74; Ord. No. 83-5, § 1, 6-6-83; Ord. No. 94-3, § I, 3-21-94; Ord. No. 99-14, § I, 9-13-99; Ord. No. 99-18, § I, 9-20-99)

18.6 Intoxicating liquor.

- (a) No person shall consume intoxicating liquor, as defined in section 16.28, or have in his or her possession or control an open container of any intoxicating liquor, in any city park, as defined in section 18.1.
- (b) Notwithstanding the above, beer and wine may be consumed at the Oaks and Lakeside picnic areas in Las Animas Park and at the East and West Mulberry, Walnut, and Sycamore picnic areas in Christmas Hill Park with a valid City of Gilroy reservation, reserving one (1) of these areas, and only upon the following conditions:
- (1) Beer and wine may only be consumed in the above defined areas between the hours of 4:00 p.m. and 8:00 p.m. Monday through Friday, and 12:00 noon through 8:00 p.m. Saturday, Sunday and holidays.
 - (2) Beer and wine must be under the control and supervision of a responsible adult.
 - (3) Adequate precautions must be in place to prevent consumption of the beer and wine by minors.
 - (4) Adequate provision must be made for the cleanup of any debris or refuse associated with the service or consumption of the beer and/or wine.
 - (5) The consumption of beer and/or wine must not unreasonably interfere with other park users.

(c) The community services director may modify or waive the requirements of this section as applied to Christmas Hill Park or Las Animas Park by the issuance of a special events or facility use permit. The community services director may grant or deny a permit application in the interest of the public health and welfare in his/her discretion. Any permit issued pursuant to this section may impose reasonable conditions including, but not limited to, insurance, security, licenses, fees, and any other conditions addressing areas of concern identified by the community services director, fire chief, or police chief.

(d) Any person who has been denied a permit by the community services director may appeal forthwith to the city administrator or his/her designee, whose decision shall be final.

(e) The city reserves the right to place other restrictions on the possession and consumption of intoxicating liquor in accordance with state law, or in order to mitigate a public safety concern.

(f) Violation of this section shall be a misdemeanor. (Ord. No. 1008, § 1, 2-19-74; Ord. No. 80-2, § 1, 1-7-80; Ord. No. 80-34, § 1, 12-15-80; Ord. No. 81-31, § 1, 10-26-81; Ord. No. 94-3, § I, 3-21-94; Ord. No. 97-2, § 1, 1-6-97; Ord. No. 2006-24, § I, 11-20-06; Ord. No. 2018-05, § 2, 2-5-18)

18.6-1 Possession of glass beverage containers in city parks.

No person shall possess any glass beverage container in any city park, except in established picnic areas, or except where the sponsor of an organized public event has obtained prior written permission from the director to possess glass beverage containers within the boundaries of the event. As used in this section, "established picnic area" means any permanent picnic area improved with tables and identified with appropriate signs. Notwithstanding section 18.1, as used in this section "city park" applies only to parks, reservations, playgrounds, and swimming pools owned or used by the city. (Ord. No. 92-7, § 1, 7-6-92)

18.7 Park hours.

Parks with night-lighted court facilities shall be closed all year from 11:00 p.m. to 6:00 a.m. Other parks shall be closed from 8:00 p.m. to 6:00 a.m. from November through February and from 11:00 p.m. to 6:00 a.m. from March through October. No person shall enter or remain in a park during hours of closure without prior approval of the director. (Ord. No. 1008, § 1, 2-19-74; Ord. No. 86-19, § 61, 10-6-86; Ord. No. 90-8, § 1, 4-16-90)

18.8 Closing parks or sections thereof.

Any park or any section or area of a park may be closed to the public by the director for such times or intervals or uses as the director shall find necessary for proper maintenance, control or administration of parks and facilities. (Ord. No. 1008, § 1, 2-19-74)

18.9 Exclusive use, extended use: Permits, fees and deposits.

Permits for exclusive or extended use of park areas, the fees, if any, to be charged therefor, the amounts of damage and cleaning deposits required and the content of applications for such permits shall be as determined by resolution of the city council, and shall be administered by the director. (Ord. No. 1008, § 1, 2-19-74)

18.10 Parks and recreation facilities rules and regulations.

The director may promulgate rules and regulations governing the use of the city's parks and recreational facilities and shall provide for the posting or other distribution of said rules and regulations. Copies of said rules and regulations shall be maintained at the city clerk's office. (Ord. No. 99-14, § II, 9-13-99; Ord. No. 99-18, § II, 9-20-99)



MEMORANDUM

To: Parks and Recreation Commission

From: Parks Division, City of Gilroy

Through: John Doughty, Public Works Director

Meeting Date: February 3, 2026

Subject: Parks Division Updates – February 2026

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

Parks projects

- Playground retrofit at Del Rey Park completed.
- City wide irrigation controller upgrade completed.
- Las Animas Park Oaks restroom demolition underway prepping for new building arrival February 18th.
- Construction of the Hecker Pass Park playground shade structure underway expected to be completed early February.
- Replaced the backboards and hoops at Las Animas Basketball court.
- Removed Hometown Heroes Banners downtown preparing for the 2026 Cultural Arts banner reveals.
- Ballfield field maintenance in progress for little league season.
- Installing a concrete pad for bystanders at Christmas Hill Majors Ball field.
- Weed abatement continued at various landscape areas.
- Landscape Maintenance at the city owned homes.
- Unhoused encampment removals Christmas Hill Park, Uvas Creek, Uvas Park preserve, Las Animas Park

Service Requests

- Illegal dumping
- Graffiti removal
- Tree and limb removals
- Fencing repair
- Irrigation repairs
- Bollard replacement





MEMORANDUM

To: Parks and Recreation Commission

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

Through: John Doughty, Public Works Director

Meeting Date: January 20, 2026

Subject: Recreation Division Updates – January 2026

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

I. Adaptive – The adaptive program went on a field trip to watch their instructor perform live in a popular musical. The performance was “La Pastorela” at El Teatro Campesino in San Juan Bautista.



II. Aquatics – Staff is working with CHS Aquatics Center operator, Swimming Swan, to schedule their trainings, lessons, and recreational swim. The season will kick-off Memorial Day weekend.

III. Seniors – The seniors were guests to the Youth Commission-sponsored Intergenerational Dance and Dinner at the Senior Center on Friday, November 21. Seventy attendees enjoyed a touch of Hollywood glamour as they danced the night away, played games, and ate a delicious dinner. In addition, seniors celebrated a special Thanksgiving and a Christmas meal at the Center.





Red carpet. Movie posters. Popcorn. It was a Hollywood-themed celebration for those seniors in attendance at the Youth Commission-sponsored intergenerational dance.

IV. Special Events (Breakfast with Santa) Nearly 200 people attended the annual Breakfast with Santa event at the Senior Center on Saturday, December 6. There was breakfast, crafts, entertainment (hula dancing), and, best of all, a visit by Santa Claus. Commissioners Ramirez, Miller, and Bozzo supported the efforts.



V. Youth Sports – The city-run Youth Basketball League kicked off at the beginning of December. There are 129 players, ranging in age from kindergarten through fifth grade. Each week, teams practice and compete at Solorsano Middle School Gym. Season comes to an end on February 14.



MEMORANDUM

To: Parks and Recreation Commission

From: Public Works Capital improvement Projects (CIP) Division

Through: John Doughty, Public Works Director

Meeting Date: February 3, 2026

Subject: Public Works CIP Updates – February 2026

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

- Project design is scheduled to be complete by the end of 2026.
- Project advertising and contract award is expected Spring 2027.
- Construction is expected to begin Fall 2027.

2. Las Animas Veterans Park Pickleball Courts

- Project design is scheduled to be complete Spring 2026.
- Project advertising and contract award is scheduled Spring 2026.
- Construction is expected to begin Summer 2026.

3. Civic Center Master Plan

- Initial community outreach completed.
- Study and conceptual layout complete.
- Environmental Impact Report (EIR) expected to be published for review February 2026.
- 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