



CITY OF GILROY  
OPEN GOVERNMENT  
COMMISSION



REGULAR MEETING AGENDA

THURSDAY, FEBRUARY 12, 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. Open Government New Commissioner Training**
  - 3.2. 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 November 13, 2025 Open Government Commission Regular Meeting Minutes**
- 5. REPORTS OF THE SUBCOMMITTEES**
  - 5.1. Open Government Week - After Action Report**
  - 5.2. Open Government Ordinance Training**
- 6. NEW BUSINESS**
  - 6.1. Selection of the 2026 Chair and Vice Chair**
  - 6.2. Workplan for 2026 and 2027**
  - 6.3. Review of Public Records Requests Per Gilroy Code Section 17A.35(c)**
- 7. CITY ADMINISTRATOR'S UPDATE**
- 8. ADJOURNMENT**

#### **FUTURE MEETING DATES**

May 14, 2026 – City Council Chambers – 6:00 PM

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

**Thursday, November 13, 2025 | 6:00 PM**

**1. CALL TO ORDER**

The meeting was called to order by Chair Shayne Somavia at 6:01 PM.

**2. ROLL CALL**

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

**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 Shayne Somavia opened public comment at 6:02 P.M.

With no speakers, Chair Shayne Somavia closed public comment.

**4. CONSENT CALENDAR**

**Motion**

Approve the consent calendar.

**RESULT:** **Passed**

**MOVER:** Commissioner Ann Marie McCauley

**SECONDER:** Commissioner Diana Bentz

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

**NAYS:** None

**ABSENT:** Commissioner Janet Krulee

**1. Approval of the Minutes of the September 25, 2025 Open Government Commission Special Meeting**

**2. Approval of the 2026 Annual Calendar of Open Government Commission Meetings**

**5. REPORTS OF THE SUBCOMMITTEES**

**6. UNFINISHED BUSINESS**

**1. Open Government Week – 17-21 November 2025**

Chair Shayne Somavia gave a report.

Chair Shayne Somavia opened public comment at 6:15 P.M.

With no speakers, Chair Shayne Somavia closed public comment.

**2. Open Government Ordinance Training**

Chair Shayne Somavia gave a report.

Chair Shayne Somavia opened public comment at 6:16 P.M.

With no speakers, Chair Shayne Somavia closed public comment.

**7. NEW BUSINESS**

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

Chair Shayne Somavia gave a report.

Chair Shayne Somavia opened public comment at 6:22 P.M.

With no speakers, Chair Shayne Somavia closed public comment.

**8. CITY ADMINISTRATOR'S UPDATE**

Deputy Director of Community Development Bryce Atkins spoke about the Commissions Appreciation Dinner and announced that commissioner recruitments are nearing its closing date.

**9. ADJOURNMENT**

With no additional business, the meeting was adjourned at 6:30 P.M.



# City of Gilroy Open Government Commission

STAFF REPORT

**Agenda Item Title:** Open Government Week - After Action Report  
**Meeting Date:** February 12, 2026  
**From:** Kim Mancera, City Clerk  
**Department:** Open Government Commission  
**Submitted by:**  
**Prepared by:** Shayne Somavia, Commissioner

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## RECOMMENDATION

Receive report and provide direction.

## BACKGROUND

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

## Attachments:

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

# GILROY OPEN GOVERNMENT COMMISSION

Updated 9 Feb 2026

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

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

**STATUS:** Closed

**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.
- ✓ 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.
- ✓ 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

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## COMPLETED ACTIVITIES

6 Nov 2025

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1. Civic Engagement Education – Provided information desk at Gavilan College (Free Speech Pavilion) to interact with students, provided 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 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, demonstrated 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 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. McCauley 2. Bentz
	6:00 pm – Open Government Week Proclamation City Council Chambers	1. Bentz 2. McCauley 3. Sandu 4. Somavia 5.
	6:00+ pm – Open Government Commission Annual Report City Council Chamber	Somavia
Tuesday, November 18, 2025	3:00 – 5:00 pm – Ask a Commissioner Gilroy Library	1. Somavia 2. Bentz
	5:00 – 7:00 pm – Ask a Commissioner Gilroy Library	3. McCauley 4. Somavia
Wednesday, November 19, 2025	10:00 am – 12:00pm – Civic Engagement Education Gavilan College	1. Somavia 2. Bentz
	4:00 pm – 6:00pm – Civic Engagement Education Student Gavilan College	3. Sandu 4. Somavia
Thursday, November 20, 2025		
Friday, November 21, 2025		

## GILROY OPEN GOVERNMENT WEEK

November 17-21, 2025

### LINE OF EFFORT: Civic Engagement Education

**SUMMARY:** The Gilroy Open Government Commission is organizing events for Open Government Week, which will take place November 17-21, 2025. During this period, the commission is seeking community outreach opportunities aimed at informing the public about civic engagement, public access, and government transparency. Planned events include visiting schools and libraries to explain the week's purpose and to provide an overview of Gilroy's Sunshine Law.

**SIGNIFICANCE:** The Open Government Ordinance (Gilroy City Code Chapter 17A) was enacted by the City Council on November 17, 2008. This year marks the seventeenth 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 visit the library and schools to present students, faculty, and the public with 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 or high school/college students 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 doesn't start at the age of 18; but rather 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 17-21).



# City of Gilroy Open Government Commission

STAFF REPORT

**Agenda Item Title:** Open Government Ordinance Training  
**Meeting Date:** February 12, 2026  
**From:** Kim Mancera, City Clerk  
**Department:** Open Government Commission  
**Submitted by:**  
**Prepared by:** Shayne Somavia, Commissioner

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## RECOMMENDATION

Receive report and provide direction.

## BACKGROUND

Attached, please find Chair Somavia and Commissioner Krulee's subcommittee report about Open Government Ordinance Training

## Attachments:

1. OGO Training Subcommittee Report

## GILROY OPEN GOVERNMENT COMMISSION

*Updated 9 Feb 2026*

**2026-2027 WORK PLAN:** Reinvigorate Gilroy Open Government Ordinance Training

**SPONSORS:** Commissioner Janey Krulee, [janet.krulee@cityofgilroy.org](mailto:janet.krulee@cityofgilroy.org)  
Commissioner Shayne Somavia, [shayne.somavia@cityofgilroy.org](mailto:shayne.somavia@cityofgilroy.org)

**STATUS:** Open – In Progress

**PURPOSE:** To provide just-in-time training to on-board new staff, council, commission and board members as well as provide refresher training to stakeholders when significant changes occur to the City’s Open Government Ordinance.

### STAKEHOLDERS

- Members of Gilroy City Council
- City Staff
- Members of Boards, Commissions and Committees
- Members of the Public

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### TIMELINE:

- ✓ 8 May 2025 *Open Government Commission Regular Meeting*  
Present to the Commission the draft PowerPoint presentation, highlighting its functionality, features, and form. Demonstrate the first two sections (Intro and Changes & Public Access to Meetings) to garner Commissioner input as well as serve as a vector check for completing the remaining two sections (Public Access to Information & Records & Open Government Commission) of the training.
- ✓ 14 Aug 2025 *Open Government Commission Regular Meeting*  
Present draft version, which includes all four sections, to the Commission for review and input. Staff coordinating routing to City Attorney for feedback, input to the content and approval.
- ✓ 25 Sep 2025 *Open Government Commission Special Meeting*  
Present final draft version (55 slides → 26:41 mins), which includes all four sections, to the Commission for review, take input and garner approval. Once approved, route to the City Attorney for feedback, input to the content and coordination. Incorporate changes from City Attorney and then create a Spanish language version. Discuss and determine approving authority.

- ✓ 13 Nov 2025 *Open Government Commission Regular Meeting*  
Provide revised version of the training, which incorporated changes from City Attorney at slides 35 & 36.
- 12 Feb 2026 *Open Government Commission Regular Meeting*  
Present revised version and continue discussion regarding additional changes or revision to the presentation. Coordinate path to create Spanish language version.

## TRAINING OBJECTIVES

- Familiarize stakeholders with the purpose and intent of the Open Government Ordinance
- Provide principles, policies, and procedural requirements regarding the community’s role and access to public meetings and public information
- Outline the role and responsibilities of the Open Government Commission
- Identify significant changes to the Open Government Ordinance to promote transparency in decision making
- Catalogue Frequently Asked Questions (FAQs) and document for reference so stakeholders are familiar and aware of the public’s issues and concerns

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1. Introduction to Open Government Ordinance	
1.1. Purpose and intent of Chapter 17A	[Ref. 17A.1]
1.2. Highlights of recent, relevant changes	
2. Public Access to Meetings	[Ref. 17A.3]
2.1. Terms, Definitions and References	
2.1.1. What are Meetings   What are not Meetings	
2.1.2. “Open – Public” and “Closed-Private” Sessions	
2.2. Meetings (Regular & Special)	
2.2.1. Preliminary Agenda (7-day)	
2.2.2. 72-hour Agenda	
2.2.3. “Know your Rights” Notice	[Ref. 17A.5 (g)]
2.2.4. How to contact the Open Government Commission & receive a free copy of the Open Government Ordinance	[Ref. 17A.5 (h)]
2.2.5. Action on items not on the agenda	[Ref. 17A.5 ©, (f)]
2.2.6. Statement or comments made by the public	[Ref. 17A.6, 17A.7]
2.3. Closed Session – Agenda Disclosure Types	[Ref. 17A.8]
2.3.1. Agenda item involving litigation	[Ref. 17A.9]
2.3.2. Subject matter jurisdiction of policy body	[Ref. 17A.11]

2.3.3. Reasons for Closed Session	[Ref. 17A.12]
2.3.4. Closed Session Disclosures	[Ref. 17A.13]
2.4. Barriers to Attendance	[Ref. 17A.14]
2.5. Recording, Filming and Photographing	[Ref. 17A.15]
2.6. Public Comments & Council Announcements	[Ref. 17A.16]
2.7. Meeting Minutes	[Ref. 17A.17]
2.8. Public Comment by members of policy bodies	[Ref. 17A.18]
3. Public Access to Information and Records	
3.1. Terms, Definitions and References	[Ref. 17A.19]
3.1.1. What is public information	
3.1.2. What is not public information	
3.2. Administrative appeals to access public records	[Ref. 17A.20]
3.3. Technology use and digitization of public records	[Ref. 17A.21]
3.4. Release of oral public information	[Ref. 17A.22]
3.5. Public Review File	[Ref. 17A.23]
3.6. Public Information that must be disclosed	[Ref. 17A.24]
3.7. Response timeline	[Ref. 17A.25]
3.8. Withholding & justification of withholding	[Ref. 17A.26-27]
3.9. Enhanced rights of public access	[Ref. 17A.28]
3.10. Fees for duplication	[Ref. 17A.29]
3.11. Public records index	[Ref. 17A.30]
3.12. Records retention	[Ref. 17A.31-33]
3.13. Statement of Economic Interest (FPPC filings)	[Ref. 17A.34]
4. Open Government Commission	
4.1. Composition	[Ref. 17A.35 (b)]
4.2. Roles & Responsibilities	[Ref. 17A.35 ©; 17A.36]
4.2.1. Commission	
4.2.2. City Administrator	
4.2.3. Department Heads	
4.3. Compliance & Enforcement	[Ref. 17A.38-39]
4.4. Severability	[Ref. 17A.40-41]

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SUPPLEMENTAL MATERIAL (Pending Development)

1. Frequently Asked Questions (FAQs)

NOTE: As part of the Open Government Training overhaul, a [Frequently Asked Questions \(FAQs\)](#) document is being assembled to record pertinent information and to capture questions from individuals and provide answers with supporting

details. This would include a change log highlighting updates to the OGO since its inception.

<b>Ordinance (Ord)</b>	<b>Date</b>
Ord No. 2023-10	20 Nov 2023
Ord No. 2019-05	25 Feb 2019
Ord No. 2019-04	11 Feb 2019
Ord No. 2018-03	22 Jan 2018
Ord No. 2017-03	6 Mar 2017
Ord No. 2014-09	4 Aug 2014
Ord No. 2014-03	7 Apr 2014
Ord No. 2012-12	1 Oct 2012
Ord No. 2008-11	17 Nov 2008

2. Open Government Trifold – The OGO in Brief. Highlight key points the public should know and be aware of when it comes to public access to meetings and records. Limit the information to a front and back trifold.

