

CITY OF GILROY
PARKS AND RECREATION COMMISSION
SPECIAL MEETING
FEBRUARY 16, 2021
6:15 p.m.



City Council Chambers
7351 Rosanna Street
Gilroy, CA 95020

AGENDA

PUBLIC PARTICIPATION IN THIS MEETING WILL BE LIMITED.

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20
MEETING MATERIAL IS AVAILABLE ON THE CITY WEBSITE www.cityofgilroy.org.

In order to minimize the spread of the COVID 19 virus, the City will be offering telephone and email options for public comments at this meeting. The public is encouraged to participate in this meeting by as follows:

[VIEW THE MEETING LIVE ON FACEBOOK](https://www.facebook.com/GilroyCityHallMeetings)
<https://www.facebook.com/GilroyCityHallMeetings>

PUBLIC COMMENTS WILL BE TAKEN ON AGENDA ITEMS BEFORE ACTION IS TAKEN BY THE PARKS & RECREATION COMMISSION. COMMENTS MAY BE EMAILED PRIOR TO OR DURING THE MEETING TO ADAM HENIG AT adam.henig@cityofgilroy.org AND MUST BE RECEIVED BEFORE THE CHAIRPERSON OPENS PUBLIC COMMENT FOR THE ITEM. ADDITIONALLY, COMMENTS MAY BE MADE BY LEAVING A VOICE MESSAGE AT (408) 846-0577, PRIOR TO 5:00 P.M. FEBRUARY 16, 2021. IMPORTANT: identify the Agenda Item Number or PUBLIC COMMENT in the subject line of your email. The Clerk will read the first three minutes of *each email into the public record.*

In compliance with the Americans with Disabilities Act, and Governors Order N-29-20, 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 a minimum of 2 hours prior to the meeting at (408) 846-0577.

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 for public inspection with the agenda packet in the Recreation Division at City Hall, 7351 Rosanna Street during normal business hours. These materials are also available with the agenda packet on the City website at www.cityofgilroy.org

I. CALL TO ORDER

II. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

III. NEW BUSINESS

A. Review of Commissioner Responsibilities and Role

1. Staff Report: Adam Henig, Recreation Manager
2. Public Comment
3. Possible Action:
Receive and comment on parks and recreation commissioner responsibilities and role while serving as a commissioner.

B. Development of 2021 Parks and Recreation Commission Work Plan

1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action:
Develop a 2021 Parks and Recreation Commission Work Plan that is in alignment with City Council's priorities.
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IV. STAFF COMMENTS

V. ADJOURNMENT



PARKS AND RECREATION COMMISSION

STAFF REPORT

Agenda Item Title: Review of Commissioner Responsibilities and Role

Meeting Date: February 16, 2021

Submitted By: Adam Henig

Prepared By: Adam Henig

Recommendation:

Receive and comment on parks and recreation commissioner responsibilities and role while serving as a commissioner.

Executive Summary

This is an opportunity for staff to review with commissioners its responsibilities and roles. Areas covered, but not limited to, will include decorum, appropriate and relevant discussion during meetings, and the role of staff.

1. **Advisor to Council** - Ultimately, you are an advisor to the City Council on all matters related to the Parks and Recreation.
 - a. You can provide recommendations on:
 - i. Recreation Programs
 - ii. Policies related to the
 1. Acquisition/development/improvement to parks/playgrounds
 2. care & removal of trees and shrubs in public settings
 - iii. Offers of grants/donations/real estate property for usage of parks
 - b. They should be consistent with Council's priorities
2. **Staff's Role** – Provide information and when needed, a professional opinion, on all matters related to parks and/or recreation.

- a. Report to City Administrator
- b. Provide administrative support – posting of meeting agendas, minutes, logistics—and serve as the intermediary for all communications
- c. Commissioners cannot direct or decide the priority of work
- d. Keep YOU on track and focused
- e. When able to, provide City's role in contextual situation

3. Meetings –

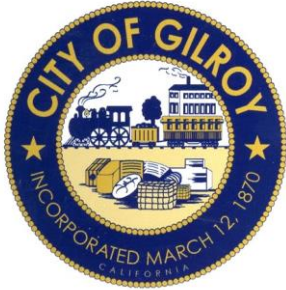
- a. There can be no action or discussion on items not listed on the agenda.
- b. During agenda item discussions, staff's role is to: 1) explain the history behind the item, 2) what are the benefits/drawbacks; 3) alternatives to consider
- c. During the discussion, you can state your opinion.
 - i. If there are members of the public, they can state their opinion or ask a question
 - ii. Also, you should consider what are the long-term implications? Are there any? How does it affect the entire community?

4. Decorum

- a. Discourage outward signs of disagreement when you are on the dais
- b. Limit your comments to the topic; don't veer off

5. City Email

- a. Check it two/three times a week
- b. It's a public record



PARKS AND RECREATION COMMISSION

STAFF REPORT

Agenda Item Title: Development of 2021 Parks and Recreation Commission Work Plan

Meeting Date: February 16, 2021

Submitted By: Adam Henig

Prepared By: Adam Henig

Recommendation:

Develop a 2021 Parks and Recreation Commission Work Plan that is in alignment with City Council's priorities.

Executive Summary

The Parks and Recreation Commission is tasked with developing an annual work plan that is aligned with the current City Council priorities:

1. Ensure Financial Stability
2. Enhance Public Safety Capabilities
3. Revitalize Downtown
4. Focus on Revenue Driven Economic Development
5. Retain Stability in the City's Workforce
6. Provide Opportunities for Meaningful Public Engagement
7. Ensure Neighborhoods Benefit Equally from City Services

See 2020 work plan as an example. Also, this is an opportunity to provide input and, if possible, incorporate into your agendas, what would like City Council to consider for the City's upcoming budget cycle.

Attachments:

1. PRC 2020 Work Plan 1.28.21

2020 Parks and Recreation Commission Work Plan

Project Name	Work	Deliverable in 12 months	City Council Priority	Status
Review Capitol Improvement Projects	Provide input to city staff about parks and recreation related CIP projects	Provide input		COMPLETED - provided input on 5/19 commission meeting
Participate in citywide events	Support recreation department staff at existing public events to city's parks and recreation programs	Participate with recreation staff at downtown events and recreation-led special events (if possible)		Unable to do so because of Covid-19
Response to Recreation Services Needs Assessment	Provide input to consultant-led facility needs assessment	Provide input to consultant-led facility needs assessment and offer ideas to staff on how to implement recommendations	<i>Ensure Financial Stability</i>	COMPLETED: Report presented at Oct. 20 meeting
Host Arbor Day	As part of the Tree City application, host Arbor Day once a year	Reschedule Arbor Day for fall		COMPLETED: Rescheduled for November 10 at 2pm at Farrell Ave. Park.
Raise funds for Recreation Department Youth Scholarship	Continue to fundraise for Recreation Department Youth Scholarship Fund by participating in the Kids Triathlon and Breakfast with Santa	Report how much is raised	<i>Ensure Financial Stability</i>	Unable to do so because of Covid-19
Monitor city parks	Commissioners each visit assigned parks and report to staff during meetings about observations or recommended changes for improvement	Commissioners provide feedback to staff about city parks	<i>Enhance Public Safety Capabilities</i>	Ongoing
Promote Smoke-free park policy	Develop best practices to promote not smoking in city parks	Develop best practices	<i>Enhance Public Safety Capabilities</i>	COMPLETED: Council agenda'd the item for a future city council meeting in January.
Collaborate with other city commissions and boards			<i>Provide Opportunities for Meaningful Public Engagement</i>	ONGOING: Working with BPC on mapping; awaiting direction from city public works staff; working on coordinates

Attachment: PRC 2020 Work Plan 1.28.21 (3182 : Development of 2021 Parks and Recreation Commission

Project Name	Work	Deliverable in 12 months	City Council Priority	Status
Add mile markers to levee	Recruit volunteers or Eagle Scouts to complete project	Complete mile markers (both directions) between Gilroy Sports Park and Highway 152 (Hecker Pass)		ONGOING: Commissioner Miller is working with Bill Headley to install mile markers; been delayed to due Covid.
Expand or promote running/hiking trails and bike paths in Gilroy through development of user-friendly map.	Commissioner Reinert will take the lead and will collaborate with BPC Chair Hilton	Recreate web-based GIS map on city website		ONGOING: Commissioner Reinert is currently working with Bicycle Pedestrian Commission and Community Development Dept. staff.
Monitor new construction projects related to park access and recreational opportunities				No update

revised January 28, 2021

Additional items that were suggested by the Parks and Recreation Commission:

- Creating a Park Ranger position
- Mark all parks accessible by foot or bike (i.e. Gilroy Sports Park)
- ADA-focused park (e.g., Magical Playground)
- Engaged with future of park-related projects at Gilroy Gardens
- Collaboration with other commissions/boards such as Bike and Pedestrian Commission
- Promotion of city's parks and recreation programs
- Prop. 68 follow-through
- Expand or promote running/hiking trail and bike paths in Gilroy
- Downtown Signage from Uvas Creek Levee Trail
- Explore Grant Opportunities
- Parks & Recreation Foundation
- CAPRCBM awards
- BMX Track in Gilroy
- Field Trips
- Explore possibility of creating a mural at the handball courts at Las Animas Veterans Park (with Arts & Culture Commission)
- Audio history of city parks (ask Museum)
- Bathroom Renovation at Las Animas Veterans Park
- Stay engaged with Gilroy Sports Park
- Improve Communication with Council