CITY COUNCIL REGULAR MEETING AGENDA

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

MONDAY, APRIL 15, 2024 | 6:00 PM

MAYOR
Marie Blankley

COUNCIL MEMBERS
Rebeca Armendariz
Dion Bracco
Tom Cline
Zach Hilton
Carol Marques
Fred Tovar

CITY COUNCIL PACKET MATERIALS ARE AVAILABLE ONLINE AT www.cityofgilroy.org
AGENDA CLOSING TIME IS 5:00 P.M. THE TUESDAY PRIOR TO THE MEETING

PUBLIC COMMENTS ON AGENDA ITEMS ARE TAKEN BEFORE THE CITY COUNCIL TAKES ACTION. Please keep your comments to 3 minutes. Time restrictions may vary based on the Mayor's discretion.

Send written comments on any agenda item to publiccomments@cityofgilroy.org or City Hall, 7351 Rosanna Street, Gilroy, CA 95020. Comments received by 1 p.m. on the meeting day will be distributed to the City Council before the meeting. Comments are also available at bit.ly/3NuS1IN.

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.

If you dispute any planning or land use decision from this meeting in court, you may only raise issues you or someone else presented at this meeting's public hearing or in written letters to the City Council before the hearing. Be aware that the time to seek a judicial review of any final decision made at this meeting is defined by Section 1094.6 of the California Code of Civil Procedure.

During this meeting, a Closed Session may be called under Government Code Section 54956.9 (d)(2). This will happen if, in the City's legislative body's opinion (based on current facts, circumstances, and legal advice), there's a significant risk of a lawsuit against the City.

Additional materials submitted after agenda distribution are available on www.cityofgilroy.org as soon as possible.

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 translation assistance, contact the City Clerk 72 hours before the meeting at 408-846-0204 or 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.

To access written translation during the meeting, please scan the QR Code or click this link:

Para acceder a la traducción durante la reunión, por favor escanee el código QR o haga clic en el enlace:

bit.ly/3FBiGA0

Choose Language and Click Attend | *Seleccione su lenguaje y haga clic en asistir*

Use a headset on your phone for audio or read the transcript on your device.

Use sus auriculares para escuchar el audio o leer la transcripción en el dispositivo.

The agenda for this meeting is outlined as follows:

1. OPENING

1.1. Call to Order

1.2. Pledge of Allegiance

1.3. Invocation

1.4. City Clerk's Report on Posting the Agenda

1.5. Roll Call

1.6. Orders of the Day

1.7. Employee Introductions

2. CEREMONIAL ITEMS - Proclamations and Awards

2.1. National Public Works Week Proclamation May 19-25, 2024 "Advancing Quality of Life for All"

3. COUNCIL CORRESPONDENCE (Informational Only)

4. PRESENTATIONS TO THE COUNCIL

4.1. PUBLIC COMMENT BY MEMBERS OF THE PUBLIC ON ITEMS NOT ON THE AGENDA BUT WITHIN THE SUBJECT MATTER JURISDICTION OF THE CITY COUNCIL

This part of the meeting allows public address on non-agenda topics within the Council's jurisdiction. To speak, complete a Speaker's Card from the entrances and give it to the City Clerk. Speaking time ranges from 1-3 minutes based on the Mayor's discretion. Extended discussions or actions on non-agenda items are restricted by law. For Council action, the topic may be listed on a future agenda.

Email written comments on non-agenda topics to publiccomments@cityofgilroy.org or mail them to City Hall, 7351 Rosanna Street, Gilroy, CA 95020, by 1:00 p.m. on the meeting day. These comments, available at City Hall, will be shared with the Council and included in the meeting record. Late submissions will be shared as soon as possible. A 10-page limit applies to hard-copy materials, but electronic submissions are unlimited.

5. REPORTS OF COUNCIL MEMBERS

Council Member Bracco – Downtown Committee, Santa Clara County Library Joint Powers Authority, Santa Clara Valley Water Joint Water Resources Committee, SCRWA

Council Member Armendariz – Downtown Committee, Santa Clara County Library Joint Powers Authority *(alternate)*, Santa Clara Valley Habitat Agency Governing Board, Santa Clara Valley Habitat Agency Implementation Board, Silicon Valley Clean Energy Authority JPA Board *(alternate)*

Council Member Marques – ABAG, Downtown Committee, Gilroy Gardens Board of Directors, Santa Clara Valley Habitat Agency Governing Board, Santa Clara Valley Habitat Agency Implementation Board, SCRWA *(alternate)*

Council Member Hilton – CalTrain Policy Group *(alternate)*, Silicon Valley Clean Energy Authority JPA Board, VTA Policy Advisory Committee

Council Member Cline – Gilroy Economic Development Partnership *(alternate)*, Gilroy Gardens Board of Directors *(alternate)*, Gilroy Sister Cities Association, Gilroy Youth Task Force, Silicon Valley Regional Interoperability Authority Board, VTA Policy Advisory Committee *(alternate)*, Visit Gilroy California Welcome Center Board, VTA Mobility Partnership Committee

Council Member Tovar – Downtown Committee, Gilroy Youth Task Force *(alternate)*, Santa Clara County Expressway Plan 2040 Advisory Board, Santa Clara Valley Water Commission, SCRWA, South County Youth Task Force Policy Team

Mayor Blankley – ABAG *(alternate)*, CalTrain Policy Group, Downtown Committee, Gilroy Economic Development Partnership, Gilroy Sister Cities Association *(alternate)*, Gilroy Youth Task Force, Santa Clara Valley Water Joint Water Resources Committee, SCRWA, South County Youth Task Force Policy Team, VTA Board of Directors, VTA Mobility Partnership Committee

6. CONSENT CALENDAR

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

6.1. Claim of Matthew Moyles (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claim)

6.2. Claim of Jasmine Garcia OBO Nehemiah Rodrigues and Claim of Jasmine Garcia OBO Malachi Rodrigues (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claims)

6.3. Claim of Kyle Wolfe (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claim)

6.4. Claim of Sharon Boadman widow of Melinda Lee Gates (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claim)

7. BIDS AND PROPOSALS

7.1. Award a Contract to McKim Corporation for the FY24 Citywide Pavement Rehabilitation Project No. 24-PW-288 in the Amount of $3,899,534.55, Approve a Project Contingency of $583,061.45, and Approve a Total Project Expenditure of $4,482,596.00 for Construction

1. Staff Report: Heba El-Guindy, Public Works Director
2. Public Comment
3. Possible Action:

   Award a contract to McKim Corporation in the amount of $3,899,534.55, approve a project contingency of $583,061.45, approve a total project expenditure of $4,482,596.00 for the FY24 Citywide Pavement Rehabilitation Project No. 24-PW-288, and authorize the City Administrator to execute the contract and associated documents.

8. PUBLIC HEARINGS

8.1. Public Hearing to Establish a List of Properties Subject to the Weed Abatement Program and Adoption of a Resolution Authorizing the Fire Chief to Abate the Nuisance Arising Out of Weeds Growing and Refuse Accumulating Upon Property in the City of Gilroy Pursuant to Section 12.51 of the Gilroy Code

1. Disclosure of Ex-Parte Communications
2. Staff Report: Jim Wyatt, Fire Chief
3. Open Public Hearing
4. Close Public Hearing
5. Possible Action:

   Adopt a Resolution of the City Council of the City of Gilroy authorizing the Fire Chief to abate the nuisance arising out of weeds growing and refuse accumulating upon property in the City of Gilroy, pursuant to Section 12.51 of the Gilroy City Code.

9. UNFINISHED BUSINESS

10. INTRODUCTION OF NEW BUSINESS

10.1. Emergency Operations Plan Update

1. Staff Report: Andrew Young, Emergency Services and Volunteer Coordinator
2. Public Comment
3. Possible Action:

Council receive the report and provide any direction desired.

11. FUTURE COUNCIL INITIATED AGENDA ITEMS

12. CITY ADMINISTRATOR'S REPORTS

12.1. Legislative Update

13. CITY ATTORNEY'S REPORTS

14. CLOSED SESSION

15. ADJOURN TO OPEN SESSION

Report of any action taken in Closed Session and vote or abstention of each Council Member if required by Government Code Section 54957.1 and GCC Section 17A.13 (a); Public Report of the vote to continue in closed session if required under GCC Section 17A.11 (e).

16. ADJOURNMENT

FUTURE MEETING DATES

May 2024
6 Regular Meeting - 6:00 p.m
20 Regular Meeting - 6:00 p.m

June 2024
3 Regular Meeting - 6:00 p.m
17 Regular Meeting - 6:00 p.m

July 2024
29 Regular Meeting – 6:00 p.m.

Meetings are live streamed on the City of Gilroy's website at gilroy.city/meetings and on YouTube at https://bit.ly/45jor03.

Access the 2024 City Council Meeting Calendar at https://bit.ly/3LLzY1n.

National Public Works Week Proclamation
May 19–25, 2024
"Advancing Quality of Life For All"

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the City of Gilroy; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Gilroy to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

NOW, THEREFORE, I, MARIE BLANKLEY, MAYOR OF THE CITY OF GILROY, CALIFORNIA, do hereby designate the week of May 19–25, 2024, as

National Public Works Week

I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the State (to be affixed),

DONE at the City of Gilroy, California, this 15th day of April 2024.

Attested by:

Marie Blankley
MAYOR

Beth Minor
Interim City Clerk

City of Gilroy

STAFF REPORT

Agenda Item Title:	**Claim of Matthew Moyles (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claim)**
Meeting Date:	April 15, 2024
From:	Jimmy Forbis, City Administrator
Department:	Administrative Services
Submitted By:	LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
Prepared By:	LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

STRATEGIC PLAN GOALS Not Applicable

RECOMMENDATION

Based on the recommendation from Municipal Pooling Authority (MPA) and/or legal counsel, this claim is recommended for rejection.

EXECUTIVE SUMMARY

Based on the recommendation from Municipal Pooling Authority (MPA) and/or legal counsel, the following claim is submitted to the City Council for rejection at the April 15, 2024 meeting:

- Claim of Matthew Moyles

Attachments:

1. Claim of Matthew Moyles

File With:
City Clerk's Office
7351 Rosanna Street
Gilroy, CA 95020-6141

CITY OF GILROY

CLAIM FOR DAMAGES
To Person Or Property

CLAIM No. _____

INSTRUCTIONS

1. Claims for death, injury to person or to personal property must be filed not later than six months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than 1 year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim before filing.
4. See page 2 for diagram upon whish to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.

TO: CITY OF GILROY

Name of Claimant
Matthew Moyles

Date of Birth of Claimant
03/26/1983

Occupation of Claimant
I.T. Support

Home Address of Claimant
1300 Briarberry Lane

City and State
Gilroy, CA

Home Telephone Number
408-706-3954

Business Address of Claimant

City and State

Business Telephone Number

Give address and telephone number to which you desire notices or communications to be sent regarding this claim:
1300 Briarberry Lane
Gilroy, CA 95020
408-706-3954, or 408-430-2634

Claimant's e-mail address
mmoyles@verizon.net

When did DAMAGE or INJURY occur?
Date 08/27/2023 Time aprox. 17:15

If claim is for Equitable Indemnity, give date claimant served with the complaint:
Date

Names of any city employees invovled in INJURY or DAMAGE:
Martin Del Campo
Mas Yamamoto

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:
Nob Hill Foods - parking lot
777 1st St, Gilroy, CA 95020

Describe in detail the DAMAGE or INJURY occurred:

Martin Del Campo, a city employee, deliberately drove his city owned vehicle into a collision with my vehicle in a ramming maneuver. This resulted in damage to the outer bumper cover, the metal structural bumper beneath the bumper cover, the passenger side fender, and the hood of my vehicle.

Why do you claim the city is responsible?
Mr. Del Campo was on duty working for the City of Gilroy when he chose to negligently operate his city owned vehicle which resulted in the damage to my vehicle. He claims that ramming my vehicle was accidental, but my observation at the time indicates that this was not an accident. Regardless, his action was ***reckless*** and ***unnecessary,*** and he reasonably ***should have known*** his actions were dangerous and would likely result in damage to my vehicle. I am lucky I suffered no bodily injury.

Describe in detail each INJURY or DAMAGE:
The following parts cannot be safely repaired and must be replaced. I can provide photographs upon request
bumper and bumper hardware: $229.02
bumper cover and hood: $1,282.60
labor, 4 hours @$150/hr: $600.00
Total : $2,111.62

SEE PAGE 2 (OVER)

THIS CLAIM MUST BE SIGNED ON REVERSE SIDE

MM Matthew Moyles 2/21/2024

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):

Damage to property	$ 1,511.62
Expenses for medical and hospital car	$
Loss of earnings	$
Special damages for	$
General damages	$ 600.00
Total damages incurred to date	$ 2,111.62

Estimated prospective damages as far as known:

Future expenses for medical and hospital care	$
Future loss of earnings	$
Other prospective special damages	$
Prospective general damages	$
Total estimate prospective damages	$ 0

Total amount claimed as of date of presentation of this claim: $ 2,111.62

Was damage and/or injury investigated by police? No. If so, what city?

Were paramedics or ambulance called? No. If so, name city or ambulance

If injured, state date, time, name and address of doctor of your first visit

WITNESSES to DAMAGE or INJURY: List all persons and addresses of persons known to have information:

Name Crystal Mellen Address Phone 408-706-3235

Name Address Phone

Name Address Phone

DOCTORS and HOSPITALS:

Hospital Address Date Hospitalized

Doctor Address Date of Treatment

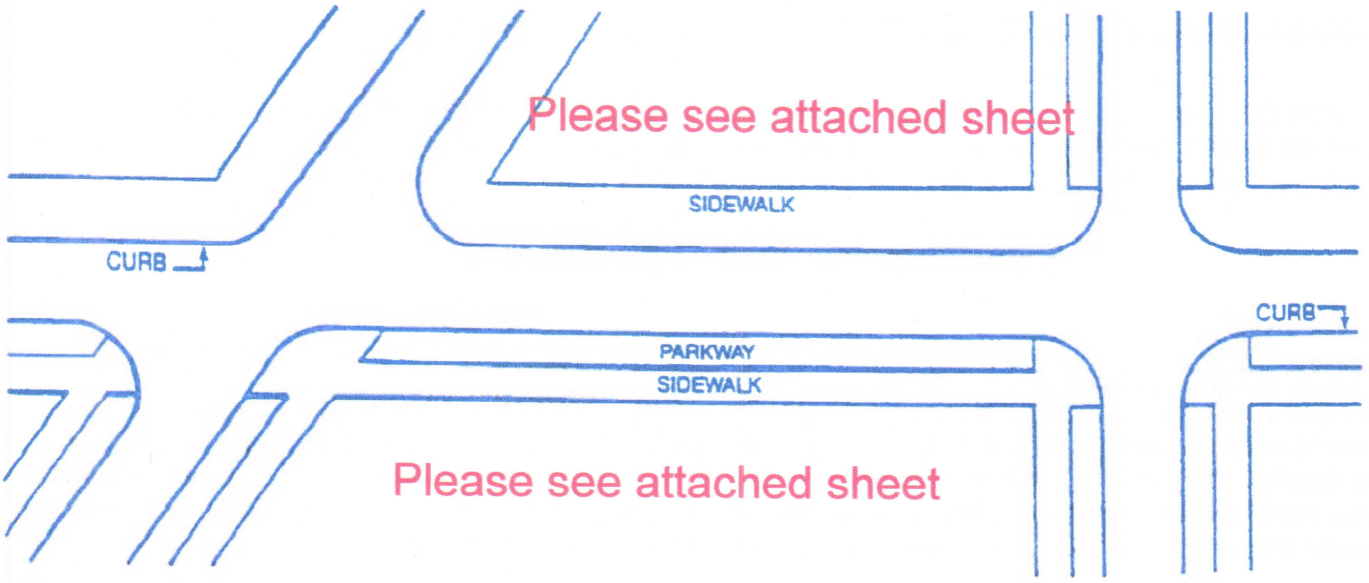
Doctor Address Date of Treatment

READ CAREFULLY

For all accident claims, place on following diagram names of streets, including North, East, South and West: Indicate place of accident by "X" and by showing house numbers or distances to street corners. If City Vehicle was involved, desiginate by letter "A" location of City Vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City Vehicle:

Location of City at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X."

NOTE: If diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Signature of Claimant or person filing on his behalf giving relationship to Claimant:

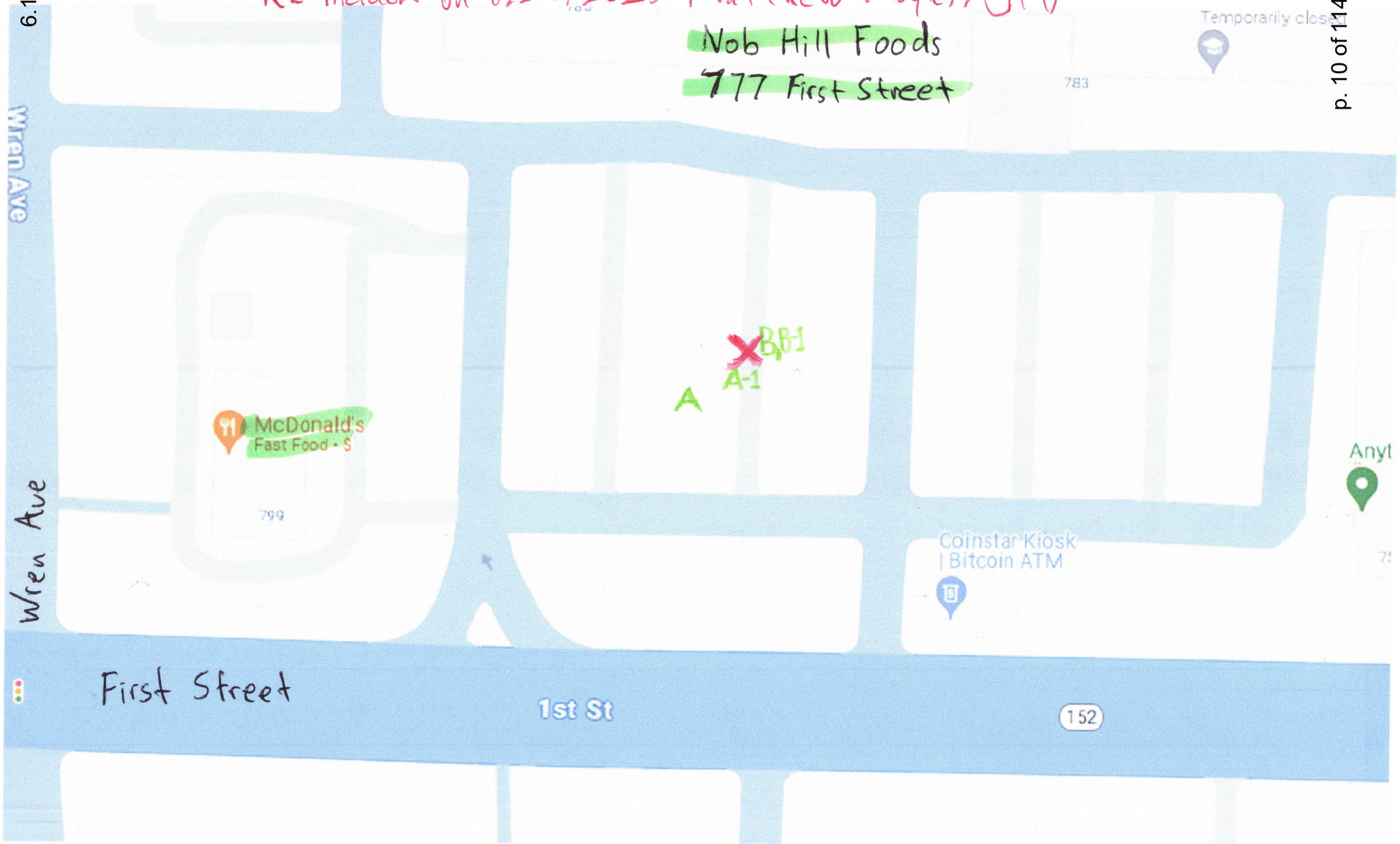
Typed Name: Matthew R. Moyles

Date: 02/21/2024

NOTE: CLAIMS MUST BE FILED WITH CITY CLERK (Gov. Code Sec. 915a). Presentation of a false claim is a felony (Pen. Code Sec. 72).

claim addendum
RE: incident on 8/27/2023 - Matthew Moyles / GPD

Nob Hill Foods
777 First Street



sig: Matt Moyles Matthew Moyles 2/22/2024

City of Gilroy

STAFF REPORT

Agenda Item Title:	**Claim of Jasmine Garcia OBO Nehemiah Rodrigues and Claim of Jasmine Garcia OBO Malachi Rodrigues (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claims)**
Meeting Date:	April 15, 2024
From:	Jimmy Forbis, City Administrator
Department:	Administrative Services
Submitted By:	LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
Prepared By:	LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

STRATEGIC PLAN GOALS Not Applicable

RECOMMENDATION

Based on the recommendation from Municipal Pooling Authority (MPA) and/or legal counsel, these claims are recommended for rejection.

EXECUTIVE SUMMARY

Based on the recommendation from Municipal Pooling Authority (MPA) and/or legal counsel, the following claim is submitted to the City Council for rejection at the April 15, 2024 meeting

- Claim of Jasmine Garcia OBO Nehemiah Rodrigues
- Claim of Jasmine Garcia OBO Malachi Rodrigues

Attachments:

Claim of Jasmine Garcia OBO Nehemiah Rodrigues and Claim of Jasmine Garcia OBO Malachi Rodrigues (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claims)

1. Claim of Jasmine Garcia OBO Nehemiah Rodrigues and Claim of Jasmine Garcia OBO Malachi Rodrigues

File With:
City Clerk's Office
7351 Rosanna Street
Gilroy, CA 95020-6141

CITY OF GILROY

CLAIM FOR DAMAGES
To Person Or Property

CLAIM No. _____

INSTRUCTIONS

1. Claims for death, injury to person or to personal property must be filed not later than six months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than 1 year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim before filing.
4. See page 2 for diagram upon whish to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.

TO: CITY OF GILROY

Date of Birth of Claimant
7/15/2011

Name of Claimant
Jasmine Garcia for (Malachi Rodrigues a Monor)

Occupation of Claimant
Minor is a Student

Home Address of Claimant
491 Santa Ana Rd.

City and State
Hollister, CA

Home Telephone Number
(831) 801-8044

Business Address of Claimant

City and State

Business Telephone Number
(213) 258-9492

Give address and telephone number to which you desire notices or communications to be sent regarding this claim:
Law Offices of KT Tran 8221 3rd. St. Suite 305 Downey, CA 90241

Claimant's e-mail address
jasminerodrigues1114@yahoo.com

When did DAMAGE or INJURY occur?
Date 10/20/2023 **Time** O/A 8:40PM

If claim is for Equitable Indemnity, give date claimant served with the complaint:
Date

Names of any city employees invovled in INJURY or DAMAGE:

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:

Gilroy Gardens 3050 Hecker Pass Hwy, Gilroy, CA 95020 at the he South County Backroads car ride in a 1920's or 1950's antique cars

Describe in detail the DAMAGE or INJURY occurred:

Left Leg/ankle, and head.

Why do you claim the city is responsible?

The City of Gil Roy owns Gilroy Gardens. The the vehicle the minor was in went of the rail as the axel broke on it. City of Gil Roy is repossible for the safety and maitenance of the park rides

Describe in detail each INJURY or DAMAGE:

Left Leg/ankle, and head.

SEE PAGE 2 (OVER)

THIS CLAIM MUST BE SIGNED ON REVERSE SIDE

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):

Damage to property. . . . . $ _____
Expenses for medical and hospital car . . . . . $ unknown
Loss of earnings . . . . . $ _____
Special damages for . . . . . $ _____

General damages . . . . . $ _____
Total damages incurred to date . . . . . $ _____

Estimated prospective damages as far as known:

Future expenses for medical and hospital care . . $ _____
Future loss of earnings . . . . . $ _____
Other prospective special damages . . . . . $ _____
Prospective general damages . . . . . $ _____
Total estimate prospective damages . . . . . $ _____

Total amount claimed as of date of presentation of this claim: $

Was damage and/or injury investigated by police? No If so, what city? _____

Were paramedics or ambulance called? No If so, name city or ambulance _____

If injured, state date, time, name and address of doctor of your first visit 10/20/23 was seen at Hazel Hawkins Memorial Hospital 911 Sunset Dr, Hollister, CA 95023

WITNESSES to DAMAGE or INJURY: List all persons and addresses of persons known to have information:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

DOCTORS and HOSPITALS:

Hospital Hazel Hawkins Memorial Hospital Address 911 Sunset Dr, Hollister, CA 95023 Date Hospitalized 10/20/2023

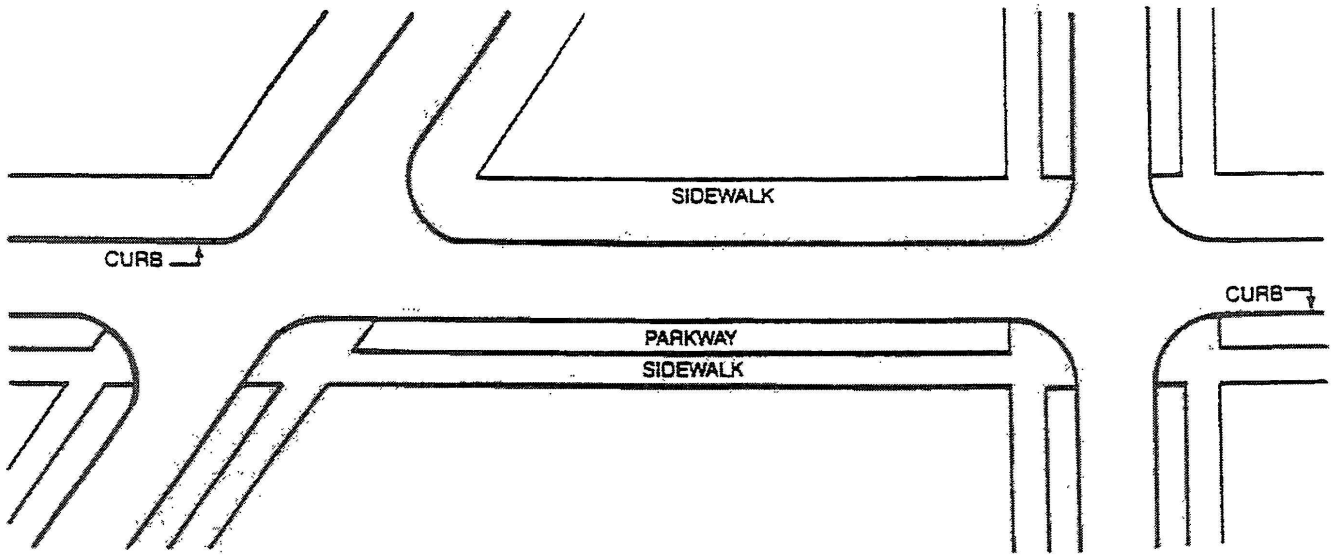
Doctor _____ Address _____ Date of Treatment _____

Doctor _____ Address _____ Date of Treatment _____

READ CAREFULLY

For all accident claims, place on following diagram names of streets, including North, East, South and West: Indicate place of accident by "X" and by showing house numbers or distances to street corners. If City Vehicle was involved, desiginate by letter "A" location of City Vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City Vehicle: Location of City at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X."

NOTE: If diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Signature of Claimant or person filing on his behalf giving relationship to Claimant:	Typed Name:	Date:
Jssmine Garcia (Mar 26, 2024 12:06 PDT)	Jasmine Garcia	3/26/2024

NOTE: CLAIMS MUST BE FILED WITH CITY CLERK (Gov. Code Sec. 915a). Presentation of a false claim is a felony (Pen. Code Sec. 72).

Claim Form - City of Gilroy

Final Audit Report 2024-03-26

Created:	2024-03-25
By:	Khanh Tran (tran.ktlaw@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE9tidEYJuSTC1k0rtfJEFn3GzhzYKXi

"Claim Form - City of Gilroy" History

Document created by Khanh Tran (tran.ktlaw@gmail.com)
2024-03-25 - 10:11:54 PM GMT- IP address: 98.160.197.26

Document emailed to Jssmine Garcia (jasminerodrigues1114@yahoo.com) for signature
2024-03-25 - 10:13:25 PM GMT

Email viewed by Jssmine Garcia (jasminerodrigues1114@yahoo.com)
2024-03-26 - 7:04:52 PM GMT- IP address: 69.147.91.62

Document e-signed by Jssmine Garcia (jasminerodrigues1114@yahoo.com)
Signature Date: 2024-03-26 - 7:06:50 PM GMT - Time Source: server- IP address: 174.194.136.22

Agreement completed.
2024-03-26 - 7:06:50 PM GMT

Adobe Acrobat Sign

File With:
City Clerk's Office
7351 Rosanna Street
Gilroy, CA 95020-6141

CITY OF GILROY

CLAIM FOR DAMAGES
To Person Or Property

CLAIM No. _____

INSTRUCTIONS

1. Claims for death, injury to person or to personal property must be filed not later than six months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than 1 year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim before filing.
4. See page 2 for diagram upon whish to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.

TO: CITY OF GILROY

Name of Claimant
Jasmine Garcia for Nehemiah Rodrigues (a Minor)

Date of Birth of Claimant
2/17/1995

Occupation of Claimant
Minor is a Student

Home Address of Claimant
491 Santa Ana Rd.

City and State
Hollister, CA

Home Telephone Number
(831) 801-8044

Business Address of Claimant

City and State

Business Telephone Number
(213) 258-9492

Give address and telephone number to which you desire notices or communications to be sent regarding this claim:
Law Offices of KT Tran 8221 3rd. St. Suite 305 Downey, CA 90241

Claimant's e-mail address
jasminerodrigues1114@yahoo.com

When did DAMAGE or INJURY occur?
Date 10/20/2023 Time O/A 8:40PM

If claim is for Equitable Indemnity, give date claimant served with the complaint:
Date

Names of any city employees invovled in INJURY or DAMAGE:

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:
Gilroy Gardens 3050 Hecker Pass Hwy, Gilroy, CA 95020 at the he South County Backroads car ride in a 1920's or 1950's antique cars

Describe in detail the DAMAGE or INJURY occurred:
rib area bruising

Why do you claim the city is responsible?
The City of Gil Roy owns Gilroy Gardens. The the vehicle the minor was in went of the rail as the axel broke on it. City of Gil Roy is repossible for the safety and maitenance of the park rides

Describe in detail each INJURY or DAMAGE:
Left Leg/ankle, and head.

SEE PAGE 2 (OVER)

THIS CLAIM MUST BE SIGNED ON REVERSE SIDE

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):

- Damage to property. . . . . $ _____
- Expenses for medical and hospital car . . . . . $ unknown
- Loss of earnings . . . . . $ _____
- Special damages for . . . . . $ _____
- General damages . . . . . $ _____
- Total damages incurred to date . . . . . $ _____

Estimated prospective damages as far as known:

- Future expenses for medical and hospital care . . $ _____
- Future loss of earnings . . . . . $ _____
- Other prospective special damages . . . . . $ _____
- Prospective general damages . . . . . $ _____
- Total estimate prospective damages . . . . . $ _____

Total amount claimed as of date of presentation of this claim: $

Was damage and/or injury investigated by police? No If so, what city? _____

Were paramedics or ambulance called? No If so, name city or ambulance _____

If injured, state date, time, name and address of doctor of your first visit 10/20/23 was seen at Hazel Hawkins Memorial Hospital 911 Sunset Dr, Hollister, CA 95023

WITNESSES to DAMAGE or INJURY: List all persons and addresses of persons known to have information:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

DOCTORS and HOSPITALS:

Hospital Hazel Hawkins Memorial Hospital Address 911 Sunset Dr, Hollister, CA 95023 Date Hospitalized 10/20/2023

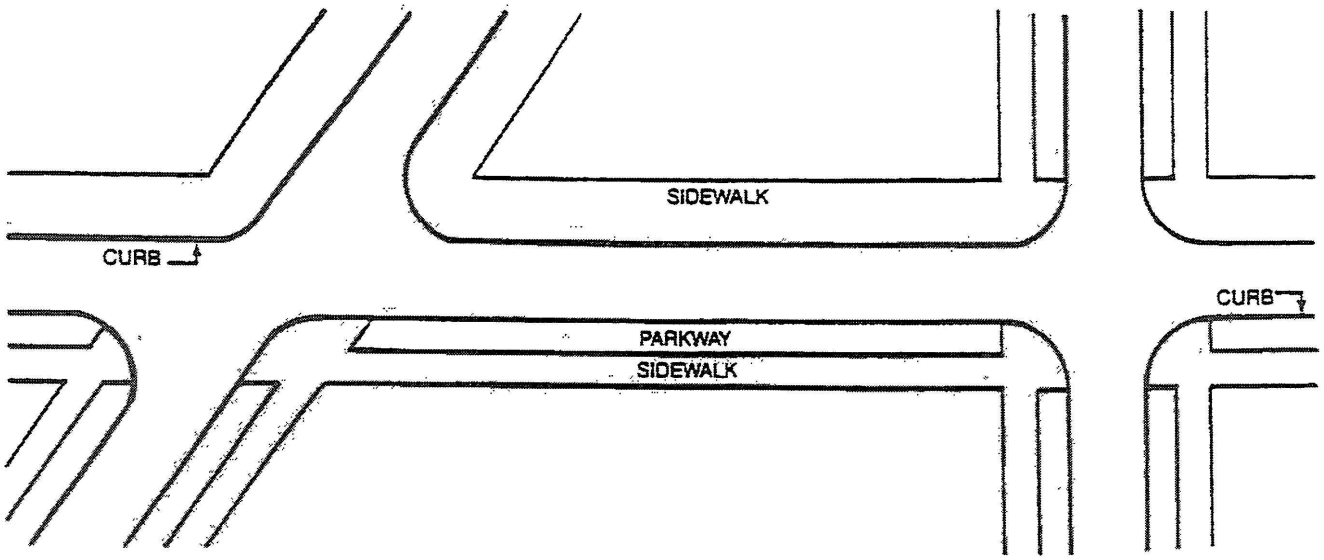
Doctor _____ Address _____ Date of Treatment _____

Doctor _____ Address _____ Date of Treatment _____

READ CAREFULLY

For all accident claims, place on following diagram names of streets, including North, East, South and West: Indicate place of accident by "X" and by showing house numbers or distances to street corners. If City Vehicle was involved, desiginate by letter "A" location of City Vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City Vehicle: Location of City at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X."

NOTE: If diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Signature of Claimant or person filing on his behalf giving relationship to Claimant:	Typed Name:	Date:
Jasmine Garcia (Mar 26, 2024 12:05 PDT)	Jasmine Garcia	03/26/2024

NOTE: CLAIMS MUST BE FILED WITH CITY CLERK (Gov. Code Sec. 915a). Presentation of a false claim is a felony (Pen. Code Sec. 72).

Claim Form - City of Gilroy Nehamiah

Final Audit Report 2024-03-26

Created:	2024-03-25
By:	Khanh Tran (tran.ktlaw@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwHWluHFyKTVSECFV32qxGtNtmdibuo_R

"Claim Form - City of Gilroy Nehamiah" History

Document created by Khanh Tran (tran.ktlaw@gmail.com)
2024-03-25 - 10:10:02 PM GMT- IP address: 98.160.197.26

Document emailed to Jssmine Garcia (jasminerodrigues1114@yahoo.com) for signature
2024-03-25 - 10:10:24 PM GMT

Email viewed by Jssmine Garcia (jasminerodrigues1114@yahoo.com)
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Document e-signed by Jssmine Garcia (jasminerodrigues1114@yahoo.com)
Signature Date: 2024-03-26 - 7:05:44 PM GMT - Time Source: server- IP address: 174.194.136.22

Agreement completed.
2024-03-26 - 7:05:44 PM GMT

Adobe Acrobat Sign

City of Gilroy

STAFF REPORT

Agenda Item Title:	**Claim of Kyle Wolfe (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claim)**
Meeting Date:	April 15, 2024
From:	Jimmy Forbis, City Administrator
Department:	Administrative Services
Submitted By:	LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
Prepared By:	LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

STRATEGIC PLAN GOALS Not Applicable

RECOMMENDATION

Based on the recommendation from Municipal Pooling Authority (MPA) and/or legal counsel, this claim is recommended for rejection

EXECUTIVE SUMMARY

Based on the recommendation from Municipal Pooling Authority (MPA) and/or legal counsel, the following claim is submitted to the City Council for rejection at the April 15, 2024 meeting:

- Claim of Kyle Wolfe

Attachments:

1. Claim of Kyle Wolfe

File With:
City Clerk's Office
7351 Rosanna Street
Gilroy, CA 95020-6141

CITY OF GILROY

CLAIM FOR DAMAGES
To Person Or Property

CLAIM No. _____

INSTRUCTIONS

1. Claims for death, injury to person or to personal property must be filed not later than six months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than 1 year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim before filing.
4. See page 2 for diagram upon whish to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.

TO: CITY OF GILROY

Date of Birth of Claimant

Name of Claimant: Kyle Wolfe	Gilroy, CA	Occupation of Claimant: Self-Employed	
Home Address of Claimant: 7290 Holsclaw Rd	City and State: Gilroy, CA	Home Telephone Number: 408-804-1699	
Business Address of Claimant: N/A	City and State	Business Telephone Number: 408-804-1699	
Give address and telephone number to which you desire notices or communications to be sent regarding this claim: 7290 Holsclaw Rd	408-804-1699	Claimant's e-mail address: Kickham@aol.com	

When did DAMAGE or INJURY occur?
Date: 9/11/2023 Time: _____

If claim is for Equitable Indemnity, give date claimant served with the complaint:
Date: N/A

Names of any city employees invovled in INJURY or DAMAGE:
N/A

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:

8401 LaAlondra Way
Gilroy, CA 95020

Main sewer line on Welburn side of the house was clogged with roots and caused a back up into the house.

Describe in detail the DAMAGE or INJURY occurred:

Main sewer line to the house was clogged with roots causing a back up into the house.

Why do you claim the city is responsible?

The line that was plugged, is the responsibility of the city of Gilroy.

Describe in detail each INJURY or DAMAGE:

Due to the main sewer line clog, a plumbing bill was incurred by Claimant.

SEE PAGE 2 (OVER) THIS CLAIM MUST BE SIGNED ON REVERSE SIDE

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):

Damage to property	$
Expense for medical and hospital care	$
Loss of earnings	$
Special damages for	$
General damages	$809
Total damages incurred to date	$809

Total amount claimed as of date of presentation of this claim: $809

Estimated prospective damages as far as known: N/A

Future expenses for medical and hospital care	$
Future loss of earnings	$
Other prospective special damages	$
Prospective general damages	$
Total estimate prospective damages	$

Was damage and/or injury investigated by police? no If so, what city? N/A

Were paramedics or ambulance called? no If so, name city of ambulance N/A

If injured, state date, time, name and address of doctor of your first visit N/A

WITNESSES to DAMAGE or INJURY: List all persons and address of persons known to have information:

Name Russ Fellom	Address P.O. Box 2326	Phone 406-722-7626
Name	Address	Phone
Name	Address	Phone

DOCTORS and HOSPITALS: N/A

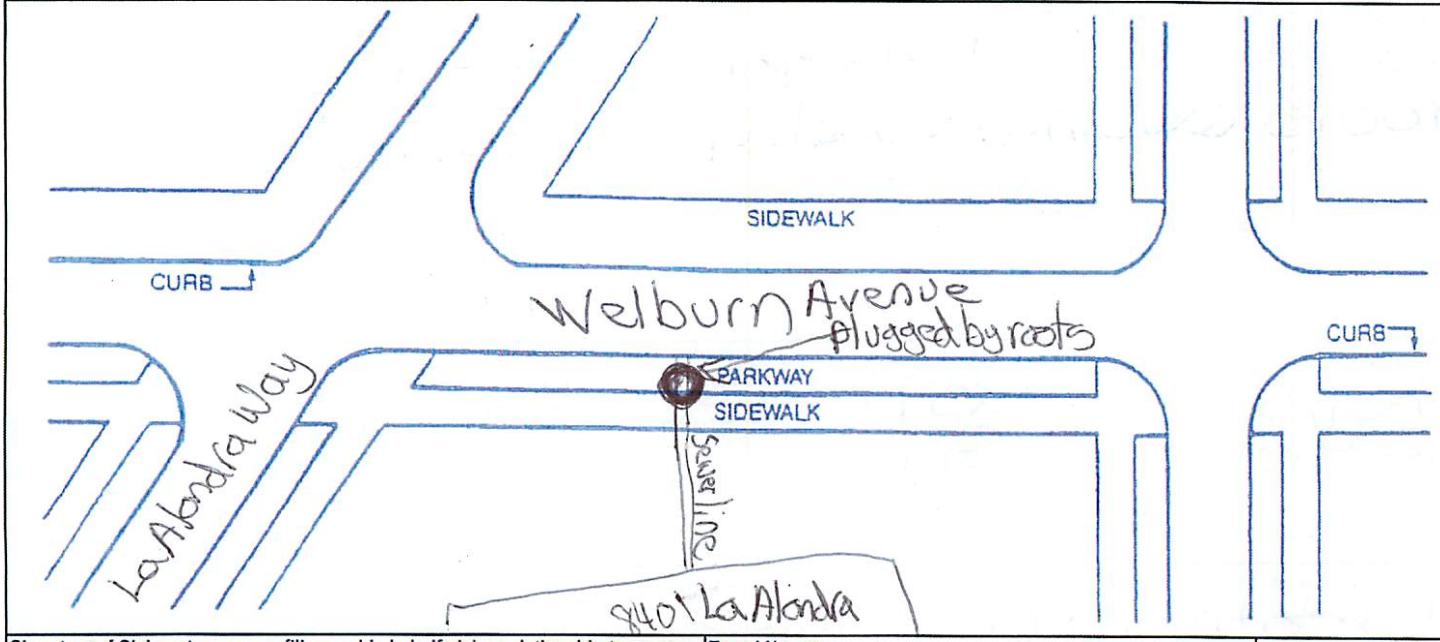
Hospital	Address	Date Hospitalized
Doctor	Address	Date of Treatment
Doctor	Address	Date of Treatment

READ CAREFULLY

For all accident claims, place on following diagram names of streets, including North, East, South and West: Indicate place of accident by "X" and by showing house numbers or distances to street corners. If City vehicle was invlolved, designate by letter "A" location fo City vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City vehicle:

Location of City at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X".

NOTE: If diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Signature of Claimant or person filing on his behalf giving relationship to claimant: Kyle Wolfe

Typed Name: Kyle Wolfe

Date: 2/2/2024

NOTE: CLAIMS MUST BE FILED WITH CITY CLERK (Gov. Code Sec. 915a). Presentation of a false claim is a felony (Pen. Code Sec. 72)

City of Gilroy

STAFF REPORT

Agenda Item Title:	**Claim of Sharon Boadman widow of Melinda Lee Gates (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claim)**
Meeting Date:	April 15, 2024
From:	Jimmy Forbis, City Administrator
Department:	Administrative Services
Submitted By:	LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
Prepared By:	LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

STRATEGIC PLAN GOALS Not Applicable

RECOMMENDATION

Based on the recommendation from Municipal Pooling Authority (MPA) and/or legal counsel, this claim is recommended for rejection.

EXECUTIVE SUMMARY

Based on the recommendation from Municipal Pooling Authority (MPA) and/or legal counsel, the following claim is submitted to the City Council for rejection at the April 15, 2024 meeting:

- Claim of Sharon Boadman widow of Melinda Lee Gates

Attachments:

1. Claim of Sharon Boadman widow of Melinda Lee Gates

LALEZARY
LAW FIRM

8370 Wilshire Blvd., Suite 205
Beverly Hills, CA 90211
T: (310) 550-8888 | F: (310) 550-8988| www.lawbrothers.com

RECEIVED
FEB 12 2024
GILROY CITY CLERK'S OFFICE

February 08, 2024

SENT VIA MAIL

City OF Gilroy
City Clerk's Office
7351 Rosanna Street
Gilroy, CA 95020-6141

Re.: Melinda Lee Gates v. The City of Gilroy
DOL: September 15, 2023

Dear Sir or Madam:

Enclosed please find Melinda Lee Gates' Claim for Damages forms and attachments against the City of Gilroy which is being served on you. Please kindly send a conformed copy of the Claim to our office. A return envelope has been provided for convenience.

IF THIS NOTICE NEEDS TO BE SERVED ON ANY OTHER ADDRESS, PLEASE NOTIFY OUR OFFICE IMMEDIATLEY AT (310) 550-8888.

Otherwise, we will assume the Notice of Claim was served at the proper address. Should you have any questions or need anything further, please do not hesitate to contact this office.

Very truly yours,

Shawn Lalezary

LALEZARY LAW FIRM
Shawn Lalezary, Esq.
Attorney at Law

SL:kf
Enclosures

File With:
City Clerk's Office
7351 Rosanna Street
Gilroy, CA 95020-6141

CITY OF GILROY

CLAIM FOR DAMAGES
To Person Or Property

CLAIM No. _____

INSTRUCTIONS

1. Claims for death, injury to person or to personal property must be filed not later than six months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than 1 year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim before filing.
4. See page 2 for diagram upon whish to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.

TO: CITY OF GILROY

Name of Claimant
Sharon Adair Boadman, Widow of Melinda Lee Gates

Date of Birth of Claimant
01-21-1941

Occupation of Claimant

Home Address of Claimant — **City and State**
8282 Murray Ave, Space #49 — Gilroy, CA 95020

Home Telephone Number
(408) 892-8369

Business Address of Claimant — **City and State**

Business Telephone Number
(310) 550-8888

Give address and telephone number to which you desire notices or communications to be sent regarding this claim:
8282 Murray Ave. Space #49 Gilroy, CA 95020

Claimant's e-mail address

When did DAMAGE or INJURY occur?
Date 08-15-2023 Time 10:30 AM

If claim is for Equitable Indemnity, give date claimant served with the complaint:
Date

Names of any city employees invovled in INJURY or DAMAGE:

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:
Leavesley Rd & Monterey St Gilroy, CA 95020

Describe in detail the DAMAGE or INJURY occurred:
Ms. Gates was walking her dog at 10:30 AM on Wednesday November 13, 2023. Ms. Gates was then seen attempting to pick something up near the railroad tracks and was struck by a passing train. The impact caused Ms. Gates head trauma and was she killed instantly.

Why do you claim the city is responsible?
The City of Gilroy is responsible because it failed to have proper safety measures to prevent pedestrians from crossing the crosswalk when a train passes through the intersection of Leavesley Road and Monterey Street

Describe in detail each INJURY or DAMAGE:
Death.

RECEIVED
FEB 12 2024
GILROY CITY CLERK'S OFFICE

SEE PAGE 2 (OVER)

THIS CLAIM MUST BE SIGNED ON REVERSE SIDE

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):

Damage to property. . . . . $ _____
Expenses for medical and hospital car . . . . . $ _____
Loss of earnings . . . . . $ _____
Special damages for . . . . . $ _____

General damages . . . . . $ _____
Total damages incurred to date . . . . . $ _____

Estimated prospective damages as far as known:

Future expenses for medical and hospital care . . $ _____
Future loss of earnings . . . . . $ _____
Other prospective special damages . . . . . $ _____
Prospective general damages . . . . . $ _____
Total estimate prospective damages . . . . . $ _____

Total amount claimed as of date of presentation of this claim: $ 10,000,000.00

Was damage and/or injury investigated by police? Yes If so, what city? Gilroy, CA
Were paramedics or ambulance called? No If so, name city or ambulance None
If injured, state date, time, name and address of doctor of your first visit _____

WITNESSES to DAMAGE or INJURY: List all persons and addresses of persons known to have information:

Name _____ Address _____ Phone _____
Name _____ Address _____ Phone _____
Name _____ Address _____ Phone _____

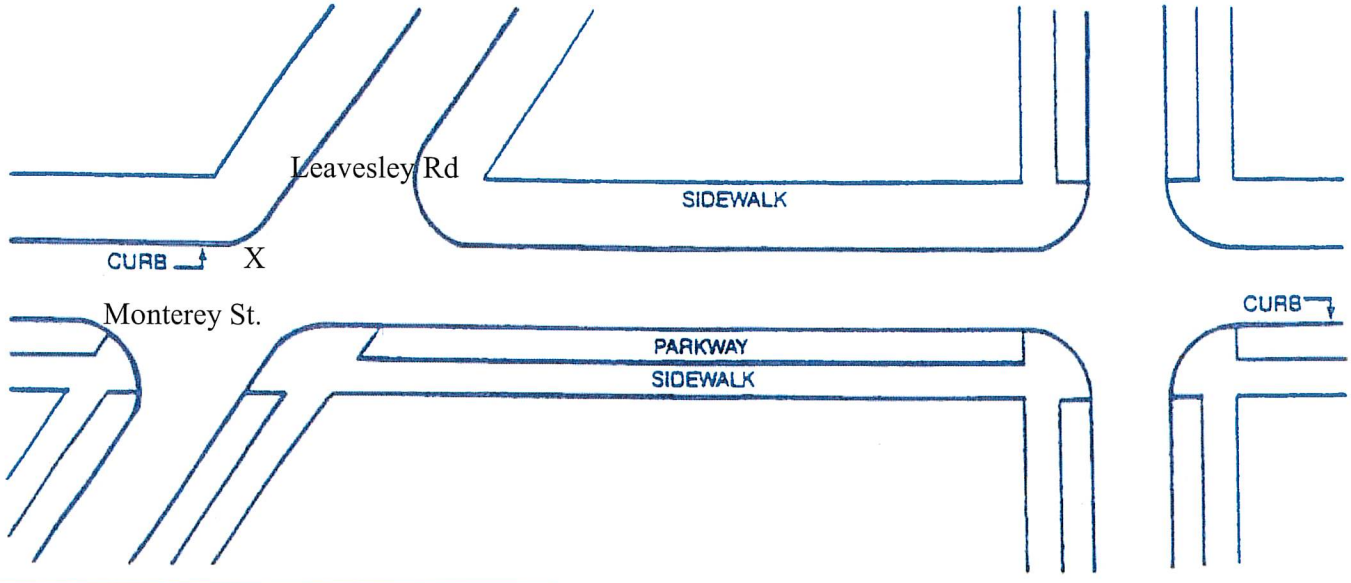
DOCTORS and HOSPITALS:

Hospital _____ Address _____ Date Hospitalized _____
Doctor _____ Address _____ Date of Treatment _____
Doctor _____ Address _____ Date of Treatment _____

READ CAREFULLY

For all accident claims, place on following diagram names of streets, including North, East, South and West: Indicate place of accident by "X" and by showing house numbers or distances to street corners. If City Vehicle was involved, desiginate by letter "A" location of City Vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City Vehicle: Location of City at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X."

NOTE: If diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Signature of Claimant or person filing on his behalf giving relationship to Claimant:	Typed Name:	Date:
	SARA KIM, ESQ.	02-09-2024

NOTE: CLAIMS MUST BE FILED WITH CITY CLERK (Gov. Code Sec. 915a). Presentation of a false claim is a felony (Pen. Code Sec. 72).

City of Gilroy

STAFF REPORT

Agenda Item Title:	**Award a Contract to McKim Corporation for the FY24 Citywide Pavement Rehabilitation Project No. 24-PW-288 in the Amount of $3,899,534.55, Approve a Project Contingency of $583,061.45, and Approve a Total Project Expenditure of $4,482,596.00 for Construction**
Meeting Date:	April 15, 2024
From:	Jimmy Forbis, City Administrator
Department:	Public Works
Submitted By:	Heba El-Guindy, Public Works Director
Prepared By:	Julie Oates, Engineer II

STRATEGIC PLAN GOALS Maintain and Improve City Infrastructure

RECOMMENDATION

Award a contract to McKim Corporation in the amount of $3,899,534.55, approve a project contingency of $583,061.45, approve a total project expenditure of $4,482,596.00 for the FY24 Citywide Pavement Rehabilitation Project No. 24-PW-288, and authorize the City Administrator to execute the contract and associated documents.

EXECUTIVE SUMMARY

The City's 5-Year Street Repair Program was approved by City Council on September 13, 2021. City Council adopted the FY24 and FY25 budget, and the Capital Improvement Program (CIP) for FY24 through FY28 on June 5, 2023. These budget documents allotted $4,482,596.00 for the FY24 Citywide Pavement Rehabilitation Project No. 24-PW-288 (Project).

The Project includes pavement resurfacing or rehabilitation of 58 street segments and associated work. Staff received three bids for constructing the Project. The lowest responsive and responsible Base Bid was received from McKim Corporation in the amount of $3,741,826.35. The Project also includes a Bid Alternate to rehabilitate two

alley segments, which was bid at $157,708.20. The Base Bid and Bid Alternate total $3,899,534.55. The addition of $583,061.45 in contingency (15%) brings the total Project expenditure to the budgeted amount of $4,482,596.00.

BACKGROUND

On March 8, 2021, Public Works Engineering staff presented an Introduction to the City's 5-Year Street Repair Program. This included discussions on pavement alternatives, pavement restoration approaches, pavement program funding scenarios, and funding options. Through those discussions, Council approved a blended pavement restoration approach and approved an increase to the City's annual paving budget from $1.8 million per year to a minimum of $3.9 million per year for the following five years in order to improve the City's Pavement Condition Index (PCI) from its then-current rating of 62 to a projected rating of 67. On September 13, 2021, City Council approved the City's 5-Year Street Repair Program.

Construction of the FY22 Citywide Pavement Rehabilitation Project began in August 2022 and included pavement resurfacing or rehabilitation of 149 street segments (approximately 4 million square feet of roadway) and associated work. Construction of the FY23 Citywide Pavement Rehabilitation Project began in June 2023 and included pavement resurfacing or rehabilitation of 120 street segments (approximately 3.3 million square feet of roadway) and associated work.

ANALYSIS

The FY24 Citywide Pavement Rehabilitation Project includes pavement resurfacing or rehabilitation of 58 street segments (approximately 2.3 million square feet of roadway) and associated work. The 58 street segments included in the Base Bid are listed in Attachment 1.

In addition to the 58 street segments in the Base Bid, the Project also advertised the following two bid alternates.

- Bid Alternate 1 - Rehabilitate the alley located between Church Street and Eigleberry Street along the segments from Sixth to Seventh Streets and from Eighth to Ninth Streets
- Bid Alternate 2 - Thomas Road Minor Roadway Widening

The Project was advertised in the San Jose Mercury News, on Builder's Exchanges, and on the City's website on February 23, 2024. Staff conducted the bid opening on March 20, 2024 and the City received three bids. A bid summary is provided below.

Description of Work	McKim Corporation	Teichert Construction	Radius Earthwork
Base Bid – 58 Street Segments	$3,741,826.35	$3,875,332.00	$4,149,700.00

Bid Alt 1 – Alley Rehabilitation	$157,708.20	$211,125.00	$177,465.00
Bid Alt 2 – Thomas Road Minor Widening	$174,340.52	$234,537.00	$161,800.00
Total	**$4,073,875.07**	**$4,320,994.00**	**$4,488,965.00**

The resurfacing of Thomas Road is included in the Base Bid and the road would need to be restriped after it was resurfaced. Since Thomas Road is identified in the City of Gilroy 2040 General Plan as having Class II bike lanes from Luchessa Avenue to Santa Teresa Boulevard, the typical course of action would be to install the Class II bike lanes when the road is restriped. The current width of Thomas Road varies and it is not wide enough to accommodate the Class II bike lanes along the entire length of the road. As a result, Bid Alternate 2, the minor roadway widening of Thomas Road, was under consideration because it would allow the installation of Class II bike lanes along the entire length of the road. Upon further consideration, it was decided to eliminate Bid Alternate 2 because the minor widening of Thomas Road would require an acquisition of right-of-way which would delay the Pavement Rehabilitation Project. In addition, Thomas Road is likely to serve higher traffic volumes during the upcoming construction of the US 101/SR 25 interchange improvements. As a result, the resurfacing, widening, and restriping of Thomas Road to install Class II bike lanes along the entire length of the road will be considered for a future project. Given the bid process, replacement road segments of equivalent value would be applied as a change order following the award of Contract.

The lowest responsive and responsible bid was determined by a review of the complete bid submittal packages. Staff recommends awarding the contract to the lowest bidder, McKim Corporation, with a total bid of $3,899,534.55 (including the Base Bid and Bid Alternate 1). It should be noted that the two segments under Bid Alternate 1 would add 21,000 square feet to the work as detailed under Attachment 1.

Item	Amount
Base Bid – 58 Street Segments	$3,741,826.35
Bid Alt 1 – Alley Rehabilitation	$157,708.20
Contingency (15%)	$583,061.45
Total	**$4,482,596.00**

ALTERNATIVES

The alternative to the staff recommendation is to reject all bids. Staff does not recommend this option.

FISCAL IMPACT/FUNDING SOURCE

The Total Bid, including the Base Bid and Bid Alternate 1, is $3,899,534.55. Staff also recommends approval of a contingency in the amount of $583,061.45 (15%) for a total

construction allocation of $4,482,596.00. The 15% contingency would be for potential unforeseen conditions or potential changes in the scope of work during construction.

Council adopted the FY24 and FY25 budget and the CIP for FY24 through FY28 on June 5, 2023. The funding for the Annual Citywide Pavement Rehabilitation project (CIP Project 800060) for FY24 is appropriated from the following funds:

Funding Source	Amount
SB-1 Roads Fund (210)	$1,482,596.00
Measure B Fund (212)	$900,000.00
Gas Taxes Fund (205)	$500,000.00
General Fund (100)	$1,600,000.00
Total	**$4,482,596.00**

PUBLIC OUTREACH

Project stakeholders including residences, schools, and businesses in each of the areas affected by the Project will be notified ten working days and again 72 hours in advance of the start of scheduled construction. The City will also conduct extensive public outreach through a social media campaign.

NEXT STEPS

Upon the City Council's approval of this contract, the contract will be executed, and staff will work with the contractor, McKim Corporation, to develop a final Project schedule. Construction is expected to begin in May 2024 and be completed in October 2024.

Attachments:

1. List of the FY24 Citywide Pavement Rehabilitation Project - Street segments and associated square footage
2. Draft Agreement between the City of Gilroy and McKim Corporation

FY24 Citywide Pavement Rehabilitation Project
Base Bid - Street Segments & Area Square Footage

Segment No.	Street Name	From	To	Area (SF)
1	BAY TREE DR	POPLAR DR	EAST END	12,425
2	BLAKE CT	END	SANTA THERESA DR	19,741
3	BRITTANY CT	MANTELLI DR	END	14,241
4	CARR PL	END	SIXTH ST	27,601
5	CARRIAGE DR	END	RANCHO HILLS DR	22,967
6	COLONY CT	RANCHO HILLS DR	END	6,028
7	COLONY WY	END	RANCHO HILLS DR	21,437
8	CRAWFORD CT	CRAWFORD DR	END	6,654
9	ELM ST	FOREST ST	SPRINGDALE CT	7,035
10	FOWLER ST	HOXETT ST	WENTZ DR	17,430
11	HAGEN CT	WENTZ DR	END	15,681
12	HERSMAN DR	SANTA BARBARA DR	STEWART DR	34,580
13	HOXETT ST	CHADWICK	FOWLER ST	23,591
14	IVY ST	FOREST ST	SPRINGDALE CT	7,000
15	LOS PADRES CT	SAN MIGUEL ST	END	18,864
16	POPLAR DR	MANTELLI DR	BAY TREE DR	21,910
17	SAN MIGUEL ST	SANTA BARBARA DR	LOS PADRES CT	54,390
18	SANTA THERESA DR	SIXTH ST	THIRD ST	68,775
19	SPENCER CT	MANTELLI DR	CUL DE SAC	25,488
20	SPRINGDALE ST	CUL DE SAC	CUL DE SAC	46,046
21	STEWART DR	HERSMAN DR	END	16,318
22	SYCAMORE CT	POPLAR DR	CUL DE SAC	9,730
23	THAYER CT	CRAWFORD DR	CUL DE SAC	17,011
24	TOYON CT	CUL DE SAC	BAY TREE DR	12,040
25	WENTZ DR	WREN AVE	CARR PL	41,755
26	WILLOW CT	POPLAR DR	CUL DE SAC	9,520
27	ARROYO CIR	CAMINO ARROYO	CAMINO ARROYO	207,173
28	LONGMEADOW DR	RANCHO HILLS DR	CALLE DEL REY	80,300
29	LONGMEADOW DR	SANTA TERESA BLVD	HIRASAKI DR	21,708
30	MANTELLI DR	WEST END	RANCHO HILLS DR	225,632
31	THOMAS RD	200' S/O LUCHESSA AVE	SANTA TERESA BLVD	122,866
32	WILD IRIS DR	MANTELLI DR	SOUTH OF ROUNDABOUT	4,000

FY24 Citywide Pavement Rehabilitation Project
Base Bid - Street Segments & Area Square Footage

Segment No.	Street Name	From	To	Area (SF)
33	WREN AVE	FARRELL AVE	VICKERY LN	44,100
34	AYER DR	SANTA BARBARA	END	60,936
35	BYERS ST	SANTA PAULA DR	WREN AVE	32,116
36	BAY TREE DR	WEST END	POPLAR DR	39,620
37	BLACKSMITH DR	TRAILBLAZER WY	SADDLER DR	20,090
38	BLACKWING WY	RANCHO HILLS DR	EAGLE HILLS WY	19,180
39	CHURCH ST	RONAN AVE	WOODWORTH WY	48,608
40	HUDSON PL	END	ORCHARD DR	9,966
41	LIONS CREEK DR	MANTELLI DR	HERITAGE WY	31,710
42	LUPINE CT	LIONS CREEK DR	END	13,611
43	MILIAS CT	END	BYERS ST	14,583
44	NANTUCKET	END	CUMBERLAND DR	13,906
45	ORCHARD DR	CUMBERLAND DR	DEARBORN PL	56,985
46	PRINCEVALLE ST	TENTH ST	EIGHTH ST	50,948
47	QUAILWALK DR	500' SOUTH OF PEREGRINE	EAGLE VIEW WY	29,342
48	SADDLER DR	CHEYENNE DR	WAGON WY	21,875
49	TICONDEROGA	CUL DE SAC	CUMBERLAND DR	19,826
50	TRAILBLAZER WY	LONGMEADOW DR	BLACKSMITH DR	15,575
51	WAGON WY	SADDLER DR	LONE DEER WY	22,890
52	SANTA THERESA DR	THIRD ST	NORTH END	33,040
53	WELBURN AVE	KERN AVE	WREN AVE	94,437
54	WREN AVE	125' S/O WELBURN AVE	FIRST ST	67,788
55	WREN AVE	FIRST ST	SIXTH ST	224,115
56	TENTH ST	ALEXANDER ST	540' E/O ALEXANDER ST	49,000
57	TENTH ST	540' E/O ALEXANDER ST	W/O HWY 101 RAMPS	29,200
58	AUTOMALL PKWY	TENTH ST	100' S/O TENTH ST	8,700
Total Base Bid				**2,312,084**

Bid Alternate 1 - Alley Segments and Area Square Footage

Segment No.	Street Name	From	To	Area (SF)
59	CHURCH/EIGLEBERRY ALLEY	SIXTH ST	SEVENTH ST	11,000
60	CHURCH/EIGLEBERRY ALLEY	EIGHTH ST	NINTH ST	10,000
Total Bid Alternate 1				**21,000**
Total Base Bid + Bid Alternate 1				**2,333,084**

SECTION 00500
AGREEMENT

FY24 Citywide Pavement Rehabilitation Project
PROJECT NUMBER 24-PW-288

THIS AGREEMENT, made this 15th day of April , 2024, by and between the **City of Gilroy**, hereinafter called the "City," and McKim Corporation hereinafter called the "Contractor."

WITNESSETH:

WHEREAS, the City has caused the Contract Documents to be prepared comprised of bidding and contract requirements and technical specifications and drawings for the construction of the FY24 CITYWIDE PAVEMENT REHABILITATION PROJECT, PROJECT NO. 24-PW-288, as described therein, and

WHEREAS, the Contractor has offered to perform the proposed work in accordance with the terms of the Contract Documents.

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the City and Contractor agree as follows:

Article 1. Work.

Contractor shall complete the Work as specified or indicated in the Contract Documents.

Article 2. Contract Time.

The Work shall be completed by the Contractor in accordance with the Contract Documents within the time period required by Paragraph 00810-2.0, Time Allowed for Completion, subject to extension as expressly provided in the Contract Documents.

Article 3. Liquidated Damages.

The city and the contractor recognize that the city will suffer substantial damages

and significant financial loss as a result of the contractor's delays in performance of the work described in the contract documents. The city and the contractor hereby acknowledge and agree that the damages and financial loss sustained as a result of any such delays in performance will be extremely difficult and impractical to ascertain. Therefore, the city and contractor hereby agree that in the event of such delays in performance, the city shall be entitled to compensation by way of liquidated damages (and not penalty) for the detriment resulting therefrom in accordance with paragraph 00700-6.5, liquidated damages, of the contract documents. The city and the contractor further agree that the amounts designated as liquidated damages are a reasonable estimate of the city's damages and financial loss in the event of any such delays in performance considering all of the circumstances existing as of the date of this agreement, including the relationship of such amounts to the range of harm to the city which reasonably could be anticipated as of the date of this agreement and the expectation that proof of actual damages would be extremely difficult and impractical.

By initialing this paragraph below, the parties hereto signify their approval and consent to the terms of this article 3.

	LG
City's Initials	**Contractors Initials**

Article 4. Contract Price.
In consideration of the Contractors performance of the Work in accordance with the Contract Documents, the City shall pay the Contract Price set forth in the Contract Documents.

Article 5. Contract Documents.
The Contract Documents which comprise the entire agreement between City and Contractor concerning the Work consist of this Agreement (Section 00500 of the Contract Documents) and the following, all of which are hereby incorporated into this Agreement by reference with the same force and effect as if set forth in full.

Invitation to Bid
Instructions to Bidders
Bid Documents
Designation of Subcontractors
Bid Guaranty Bond
Agreement
Acknowledgements

Performance Bond
Payment Bond
General Conditions
Supplementary Conditions
General Requirements
Standard Specifications (Caltrans)
Technical Specifications
Drawings
Addenda, if any
Executed Change Orders, if any
Maintenance Bond
Notice of Award
Notice to Proceed

Article 6. Miscellaneous.
Capitalized terms used in this Agreement which are defined in Section 01090, References, of the Contract Documents will have the meanings set forth in Section 01090, References.

Contractor shall not assign any rights, obligations, duties or responsibilities under or interest in the Contract Documents without the prior written consent of the City, which consent may be withheld by the City in its sole discretion. No assignment by the Contractor of any rights, obligations, duties or responsibilities under or interests in the Contract Documents will be binding on the City without the prior written consent of the City (which consent may be withheld in City's sole discretion); and specifically but without limitation monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, executed by the City, no assignment will release or discharge the assignor from any liability, duty, obligation, or responsibility under the Contract Documents.

Subject to the foregoing, the Contract Documents shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. Nothing contained in the Contract Documents shall in any way constitute a personal obligation of or impose any personal liability on any employees, officers, directors, agents or representatives of the City or its successor and assigns.

In accordance with California Business and Professions Code Section 7030, the Contractor is required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against Contractors if a

complaint regarding a latent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning the Contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

IN WITNESS WHEREOF, this agreement has been executed on this day of April 15th, 2024.

MCKIM CORPORATION	
Name of Contractor	Signature of City
Signature of Contractor	Title of Signator
PRESIDENT	
Title of Signator	
ATTEST:	ATTEST:
BPimentel	
Signature	Signature
Office Assistant / Payroll Department	
Title of Signator	Title of Signator

END OF SECTION

Bond No: GM224825
Premium: $42,838.00
Premium is for contract term and is subject to adjustments based on final contract price.

SECTION 00610
FAITHFUL PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS, THAT, WHEREAS, **City of Gilroy**, hereinafter designated the "City," has, on March 26th, 2024, awarded to, McKim Corporation hereinafter designated as the "Principal," a Contract for the construction of the **FY24 Citywide Pavement Rehabilitation Project,** and

WHEREAS, said Principal is required under the terms of said Contract to furnish a bond for the faithful performance of said Contract:

NOW, THEREFORE, WE, the Principal, and *, as Surety, are held and firmly bound unto the City the penal sum of Three Million, Eight Hundred Ninety Nine Thousand, Five Hundred Thirty Four and 55/100 dollars ($ 3,899,534.55) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bounden Principal, it or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and faithfully perform the covenants, conditions, and agreements in the said contract and any alterations made as therein provided, on it or their part to be kept and performed, at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless, the City, its officers and agents as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and virtue.

It is acknowledged that the Contract provides for a one-year warranty period, during which time this bond remains in full force and effect.

And the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract or to the work to be performed thereunder or the specifications accompanying the same shall, in any way, affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the Contract or to the work or to the specifications. Said Surety hereby waives the provisions of Sections 2819 and 2845 of the Civil Code of the State of California.

IN WITNESS WHEREOF, the above bounden parties have executed this instrument under their seals this 26th day of March, 2024, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

McKim Corporation
Principal

(Seal)

Signature for Principal

President
Title of Signator

* Great Midwest Insurance Company
Surety

(Seal)

Signature for Surety

Breanna Boatright, Attorney-in-Fact
Title of Signator

END OF SECTION

City of Gilroy

STAFF REPORT

Agenda Item Title:	**Public Hearing to Establish a List of Properties Subject to the Weed Abatement Program and Adoption of a Resolution Authorizing the Fire Chief to Abate the Nuisance Arising Out of Weeds Growing and Refuse Accumulating Upon Property in the City of Gilroy Pursuant to Section 12.51 of the Gilroy Code**
Meeting Date:	April 15, 2024
From:	Jimmy Forbis, City Administrator
Department:	Fire
Submitted By:	Jim Wyatt, Fire Chief
Prepared By:	Jonathan Crick, Deputy Fire Marshal

STRATEGIC PLAN GOALS Not Applicable

RECOMMENDATION

Adopt a Resolution of the City Council of the City of Gilroy authorizing the Fire Chief to abate the nuisance arising out of weeds growing and refuse accumulating upon property in the City of Gilroy, pursuant to Section 12.51 of the Gilroy City Code.

BACKGROUND

On February 5, 2024, the City Council adopted Resolution 2024-06 declaring weeds and refuse as a public nuisance. This annual process complies with both the City Code and State Health and Safety Code, which require that, prior to authorizing the abatement of a lot, the City hold a public hearing of the subject properties. The City of Gilroy, via the annual resolution, identifies those properties and owners with a history of non-abatement, and this list serves as the commencement list for the County's inspection and abatement program. The abatement program continues to be implemented under an agreement with the Santa Clara County Agricultural Commissioner's Office for the Vegetation Management Program.

All subject property owners identified on the commencement list have been mailed a

public hearing notice, as well as the abatement instructions and the fee costs. The abatement notice was sent to property owners after City Council adoption of the resolution declaring weeds as a nuisance. As part of the notification, property owners receive notice that the annual Abatement Deadline is May 15, 2024. A second notice was sent out approximately 30 days prior to the May 15th deadline. If the property owner fails to complete abatement of their lot by May 15, 2024, the owner will be assessed fees for the failed inspection, in addition to the initial inspection fee, and will receive a notice requiring that the abatement be completed within two weeks.

Lots in the Wildland Urban Interface Hazardous Fire Areas, primarily homes on the hillside, pose an immediate concern with potential wildfires. Therefore, these owners will not receive the additional 2-week grace period. If these lots are not abated by the May 15th deadline, the County will complete a work order to have the lot abated by their contractor. The County will then assess an abatement administrative fee, in addition to the cost of the abatement. The abatement administrative fee and cost of abatement will be in addition to the inspection fee and the failed inspection fee.

At the conclusion of the abatement period, a public hearing (tax lien hearing) will be held on August 5, 2024 to add the fees as a tax assessment for the following year's property taxes. Prior to the City Council tax lien assessment hearing, property owners with an assessment will be notified of the pending action. They can request an administrative meeting/review with the County's Program Manager and the City's Fire Marshal, should they disagree with the assessment. The administrative meeting/review can be held in person, virtually, or by phone. The purpose is to eliminate assessments that were incorrectly made through an error or incorrectly applied to the wrong property owner.

A listing of the properties and owners that have been noticed is attached and on file with the City Clerk. It is also posted at the City's Fire Stations. Lots in which weeds and/or rubbish have been abated by the May 15th deadline and are maintained in an abated condition through the fire season, will only be assessed the $96 inspection fee. Following the adoption of the resolution declaring weeds a nuisance, this year's weed abatement notices went out to property owners in March of 2024. This year's commencement listing consists of 154 properties, identified by assessor parcel number (APN). As part of the inspection process, which will occur shortly after May 15, 2024, the County will maintain current photos and documentation of their inspections. Property owners who missed the deadline will receive subsequent notices and associated fees. Lots that need immediate abatement (e.g., those located in Wildland Urban Interface Hazardous Fire Areas) will be abated by the County. A comprehensive report of abated lots and associated fees will be presented to the City Council at the tax lien assessment hearing on August 5, 2024.

The agreement with the County requires properties that have failed inspections within the past three years to remain on the commencement list. A property with no violations

within a consecutive three-year period will be removed from the commencement list. However, the County does provide for some lots to be removed from the commencement list if the property has been completely redeveloped and there is no unmanaged weed hazard. The commencement list length fluctuates from year to year. The commencement list changed from 174 lots for 2019 to 146 lots for 2020, 150 for 2021, 146 for 2022, 166 lots for 2023, and 154 lots for 2024.

Any owner that objects to their property being on the commencement list can object as part of this public hearing. Such lots can be removed from the commencement list if there is adequate reason (i.e., the lot has been redeveloped and there is no weed hazard). Any objections will be evaluated for conformance to the agreement and an adjustment will be made if appropriate. Otherwise, the commencement list should be approved by the City Council so the program can proceed. Owners with concerns that cannot meet the deadline due to site conditions can contact the County and/or City Fire Marshal's office.

The County also provides a website for the public to notify them of weed complaints. Lots that are reported or identified to be out of compliance with weed and refuse requirements that are not on the commencement list will also be sent a notice to comply. Administrative citations can be issued by the Fire Marshal's office, and lots can be added to the abatement program for the following year. If an unlisted lot has unmitigated weeds and refuse, that lot can be scheduled for a separate public hearing to allow the County to abate the lot this year and assess fees for cost recovery.

ALTERNATIVES

The Council could choose not to approve the resolution to establish the commencement list. The burden of both managing this program and abating the properties would revert back to the City of Gilroy, requiring additional resources to be needed and no funding available. This action is not recommended.

FISCAL IMPACT/FUNDING SOURCE

As long as the County recovers its expenses for the program using the fees assessed, the County bears the entire cost of the program. If there is a shortfall in cost recovery, the City would be requested to provide its proportionate share of the shortfall. Historically, the process has operated through full cost recovery handled by the County.

PUBLIC OUTREACH

In March of 2024, the County of Santa Clara mailed abatement notices and instructions to property owners identified on the commencement list. In coordination with Gilroy Fire Operations and Gilroy Fire Prevention staff, the City's Communication and Engagement

Manager provides public education and outreach using the Gilroy Email Express, the City's website, and various social media platforms.

NEXT STEPS

The property owners on the commence report (list of properties), will have received at least two written notifications from the County Weed Abatement Program (one in March 2024 and another in April 2024). May 15, 2024, is the date set for the weed abatement deadline. After this date, City and County staff will report non-compliant conditions for weed abatement. Lots reported or identified as out of compliance with weed and refuse requirements that are not on the commencement list will also be sent a notice to comply. If an unlisted lot has unmitigated weeds and refuse, that lot can be scheduled for a separate public hearing to allow the County to abate the lot this year and assess fees for cost recovery. The final step in the process will occur on August 5, 2024 with the Public Hearing for a list of properties to be sent to the County Property Tax Assessor who will then place any fees on the next property tax bill as an assessment.

Attachments:

1. 2024 Commencement Report
2. Resolution Authorizing the Fire Chief to Abate

2024 WEED ABATEMENT PROGRAM
COMMENCEMENT REPORT
CITY OF GILROY

Exhibit A

	Situs			APN			CITY/STATE			
1		HECKER PASS		783-03-070	SUNSET HILLS DEVELOPMENT LLC	575 SOUTHSIDE DR STE C	GILROY	CA	95020	200
2	8351 1	WINTER	CT	783-03-077	SUNSET HILLS DEVELOPMENT LLC	575 SOUTHSIDE DR STE C	GILROY	CA	95020	200
3		HECKER PASS		783-04-032	HOEY RANCH COMPANY	2485 HECKER PASS HWY	GILROY	CA	95020-8802	200
4	820 1	SUNRISE	DR	783-20-049	YANG, DI P	2478 N STEVENS AVE	ROSEMEAD	CA	91770-2947	200
5	1885 1	HOLLYHOCK	LN	783-45-014	ROSS, RICHARD JOHN III	1885 HOLLYHOCK LN	GILROY	CA	95020-0000	200
6	1920 1	MANTELLI	DR	783-45-016	SEVILLA, JERRY M AND CUNANAN ,	PO BOX 5175 ARAMCO MC	DHAHRAN SAUDI	IA	31311	200
7		HOLLYHOCK	LN	783-45-044	ENTERPRISE REI 8 LLC	10440 S DE ANZA BLVD STE	CUPERTINO	CA	95014	200
8	2320 1	WILDROSE	CT	783-46-039	AHMADI, AMINREZA	P O BOX 608	LOS GATOS	CA	95030	200
9	8565	STRAWBERRY	LN	783-46-079	LE, ANH	682 KAWEAH AVE	CLOVIS	CA	93619	200
10	0	SUNFLOWER	CL	783-47-003	ENTERPRISE REI 8 LLC	24168 BIG BASIN WY	SARATOGA	CA	95070	02-
11	1463 1	PHEASANT	DR	783-50-058	PALMER, MARY L	1463 PHEASANT DR	GILROY	CA	95020-8219	200
12	8745 1	WILD IRIS	DR	783-52-032	VARGAS, ANABEL AND GOMEZ ,	1355 ST FRANCIS ST	REDWOOD CITY	CA	94061	200
13	1350 1	PEREGRINE	DR	783-55-021	TORRES, ALICIA S	1350 PEREGRINE DR	GILROY	CA	95020-0000	200
14	9246 1	DOVE	CT	783-57-004	AYALA, DANIEL J AND ELIZABETH L	9246 DOVE CT	GILROY	CA	95020-0000	200
15	9231 1 N	EGRET	CT	783-58-044	CODIGA, RICHARD AND SCOTT-	9231 N EGRET CT	GILROY	CA	95020-0000	200
16	2363 1	BANYAN	ST	783-64-029	ISSAKHANI, MEDIKO AND ROBERT	606 ALTINO BLVD	SAN JOSE	CA	95136	200
17	2333 1	BANYAN	ST	783-64-032	GHARIBADEH, RAMSIN	3344 MEADOWLANDS LN	SAN JOSE	CA	95135-1624	200
18	2354 1	BANYAN	ST	783-65-022	KARBALAEINEMATMOEINI,	2121 CRUDEN BAY WAY	GILROY	CA	95020-0000	200
19	9261 1	TEA TREE	CT	783-72-006	WOODWARD, DEBBIE	9261 TEA TREE CT	GILROY	CA	95020-0000	200
20	1820 1	CAROB	CT	783-72-017	NGUYEN, HENRY H ET AL	6971 SPUMANTE WAY	GILROY	CA	95020-0000	200
21	1810 1	CAROB	C	783-72-018	OPINSKI, ROSE	2626 FALLBROOK DR	MERCED	CA	95340	200
22	9145 1	TEA TREE	WY	783-72-020	PAWLICKI, AGNIESZKA	1851 CAROB CT	GILROY	CA	95020-0000	200
23	9035 1	TEA TREE	WY	783-72-025	ATLLURI, SASI K AND SURAPANENI ,	10800 MAXINE AVE	CUPERTINO	CA	95014-0120	200
24	9030 1	TEA TREE	WY	783-72-026	DO, NGOC BICH THI ET AL	979 STORY RD #7024	SAN JOSE	CA	95122	200

2024 WEED ABATEMENT PROGRAM
COMMENCEMENT REPORT
CITY OF GILROY

Exhibit A

	Situs			APN		CITY/STATE			
25	8962 1	TEA TREE	WY	783-72-030	THIEN, TRACY	38 PARK FLETCHER PL	SAN JOSE	CA	95136-2403	200
26	8971 1	TEA TREE	WY	783-72-033	BHATTARAI, ATUL R AND	1660 WHEATLEY PL	SAN JOSE	CA	95121-0000	200
27	8950 1	MIMOSA	CT	783-72-035	PHAM, LAN ET AL	1085 MICHIGAN AVE	SAN JOSE	CA	95125-2417	200
28	8955 1	MIMOSA	CT	783-72-036	INNEH, EMMANUEL AND JENNIFER	1710 VALLEY OAKS DR	GILROY	CA	95020	200
29	2204 1	BANYAN	CT	783-72-039	NAYYAR, SAPNA ET AL	2282 PENTLAND WAY	SAN JOSE	CA	95148	200
30	2273 1	BANYAN	CT	783-72-051	PREMNATH, FLEMING J AND	2356 PATRICIA DR	SANTA CLARA	CA	95050-5018	200
31	2283 1	BANYAN	CT	783-72-052	JEONG, JONGHUN AND CHOI ,	PO BOX 10652	SAN JOSE	CA	95127	200
32	2202 1	COLUMBINE	CT	783-72-061	KRUPA, STANISLAW TRUSTEE & ET	901 CALLE SERRA	SAN DIMAS	CA	91773	200
33		FARRELL	AV	790-07-085	KUANG, WEIWEI	1952 EISENHOWER DR	SANTA CLARA	CA	95054-1621	200
34	95	FARRELL	AV	790-07-086	KUANG, WEIWEI	1952 EISENHOWER DR	SANTA CLARA	CA	95054-1621	200
35		FARRELL	AV	790-07-087	KUANG, WEIWEI	1952 EISENHOWER DR	SANTA CLARA	CA	95054-1621	200
36		FARRELL	AV	790-07-088	KUANG, WEIWEI	1952 EISENHOWER DR	SANTA CLARA	CA	95054-1621	200
37	171 1	RONAN	AV	790-15-009	NGUYEN, THUAN TRONG AND LE ,	3295 KLOETZE LN	SAN JOSE	CA	95148-0000	200
38	8877 1	MONTEREY	RD	790-15-036	MARGARETICH, BOZO AND VANJA ET	946 STANLEY AVE	LOS ALTOS	CA	94024-5067	200
39		KERN	AV	790-17-003	D R HORTON BAY INC	3000 EXECUTIVE PKWY STE	SAN RAMON	CA	94583	200
40	301 1	WELBURN	AV	790-28-005	ANDERSON, KEITH RICHARD	301 WELBURN AVE	GILROY	CA	95020-4434	200
41		CHURCH	ST	790-36-002	HOWSON INDUSTRIES LLC	1648 MULBERRY LN	SAN JOSE	CA	95125-4942	200
42	1375 1	1ST	ST	790-39-019	S A PROPERTIES GROUP LLC	5820 STONERIDGE MALL RD	PLEASANTON	CA	94588	200
43	108 1	CHICKADEE	LN	790-66-057	TEMPLE SAN JOSE LLC	527 SIMAS DR	MILPITAS	CA	95035-4723	200
44	7733 1	MONTEREY	RD	799-03-054	7711 MONTEREY RD LLC	UNIT 305	SAN JOSE	CA	95138	200
45	7711 1	MONTEREY	RD	799-03-055	7711 MONTEREY RD LLC	UNIT 305	SAN JOSE	CA	95138	200
46	7273 1	EIGLEBERRY	ST	799-09-080	KAUR, SANDEEP AND SINGH ,	3117 OAKGATE WAY	SAN JOSE	CA	95148-3026	200
47	7040 1	CHURCH	ST	799-11-068	DING, ANDREW	7595 NEWCASTLE DR	CUPERTINO	CA	95014-5220	200
48		CHURCH	ST	799-11-069	GOLDEN BRIDGE PROPERTIES LLC	1669 2 HOLLENBECK AVE	SUNNYVALE	CA	94087	200

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	Situs			APN			CITY/STATE			
49	7421 1		HANNA ST	799-18-031	JEUNG, MICHAEL A ET AL	7421 HANNA ST	GILROY	CA	95020-5723	200
50	6700 1		CHURCH ST	799-33-001	MONSEF, CYRUS	6700 CHURCH ST	GILROY	CA	95020-6508	200
51	6687		FILBRO DR	799-44-093	TMP ROYAL WAY LLC	5671 SANTA TERESA BLVD	SAN JOSE	CA	95123	200
52	6675		ROYAL WY	799-44-094	TMP ROYAL WAY LLC	5671 SANTA TERESA BLVD	SAN JOSE	CA	95123	200
53	6630		ROYAL WY	799-44-095	TMP ROYAL WAY LLC	5671 SANTA TERESA BLVD	SAN JOSE	CA	95123	200
54	6640		ROYAL WY	799-44-096	TMP ROYAL WAY LLC	5671 SANTA TERESA BLVD	SAN JOSE	CA	95123	200
55	6650		ROYAL WY	799-44-097	TMP ROYAL WAY LLC	5671 SANTA TERESA BLVD	SAN JOSE	CA	95123	200
56	6660		ROYAL WY	799-44-098	TMP ROYAL WAY LLC	5671 SANTA TERESA BLVD	SAN JOSE	CA	95123	200
57			THOMAS RD	799-44-109	TMP ROYAL WAY LLC	5671 SANTA TERESA BLVD	SAN JOSE	CA	95123	200
58	321 1	W	LUCHESSA AV	799-44-110	TMP ROYAL WAY LLC	5671 SANTA TERESA BLVD	SAN JOSE	CA	95123	200
59	1410 1		1ST ST	808-01-021	EAGLE LLC	41368 DANZON CT	FREMONT	CA	94539	200
60	7890 1		SANTA TERESA BL	808-01-022	EAGLE LLC	41368 DANZON CT	FREMONT	CA	94539	200
61	1490 1		1ST ST	808-01-023	EAGLE LLC	41368 DANZON CT	FREMONT	CA	94539	200
62			PONDEROSA DR	808-01-024	PIROZZOLI, MONICA TRUSTEE & ET	366 5TH ST	GILROY	CA	95020	200
63			LUCHESSA AV	808-19-030	CHRISTOPHER, DONALD C ET AL	305 BLOOMFIELD AVE	GILROY	CA	95020	200
64				808-19-031	COMMUNITY RESOURCES INC	480 E STATE ST STE 100	EAGLE	ID	83616	200
65			THOMAS LN	808-20-008	SUNER CORPORATION	9761 ZUNI LN	GILROY	CA	95020-0000	200
66	10 1	W	LUCHESSA AV	808-21-009	YAHYA, NAAIM A TRUSTEE & ET AL	1835 SULLIVAN CT	MORGAN HILL	CA	95037	200
67	6201 1		THOMAS RD	808-38-001	THOMAS ROAD PROPERTIES LTD THE	7888 WREN AVE UNIT D-143	GILROY	CA	95020	200
68	6151 1		THOMAS RD	808-39-066	CORP PRESI BISH CHURCH CHRIST	50 E NORTH TEMPLE FL 22	SALT LAKE CITY	UT	84150-3620	200
69			LUCHESSA AV	808-58-005	CHRISTOPHER, DONALD C ET AL	305 BLOOMFIELD AVE	GILROY	CA	95020	200
70	3000		HECKER PASS HW	810-20-021	HP AG LAND LLC	23 CORPORATE PL UNIT 150	NEWPORT BEACH	CA	92625	200
71	2740 1		HECHER PASS HY	810-20-033	OWENS FINANCIAL GROUP INC	2221 OLYMPIC BLVD	WALNUT CREEK	CA	94595	200
72	2480 1		HECKER PASS HY	810-20-037	HOEY, JAMES W TRUSTEE & ET AL	2480 HECKER PASS HWY	GILROY	CA	95020-0000	200

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	Situs			APN			CITY/STATE			
73	2300 1	HECKER PASS	HY	810-20-039	SYNGENTA FLOWERS LLC	PO BOX 500	SLATER	IA	50244	200
74	800	WILDFLOWER	CT	810-28-024	WILLIAMS, JAKIE C TRUSTEE & ET	1000 MESA RD	GILROY	CA	95020-6820	200
75	925 1	WILDFLOWER	CT	810-28-026	WILLIAMS, JAKIE C TRUSTEE & ET	1000 MESA RD	GILROY	CA	95020-6820	200
76	935 1	WILDFLOWER	CT	810-28-027	WILLIAMS, JAKIE C TRUSTEE & ET	1000 MESA RD	GILROY	CA	95020-6820	200
77	945 1	WILDFLOWER	CT	810-28-028	WILLIAMS, JAKIE C TRUSTEE & ET	1000 MESA RD	GILROY	CA	95020-6820	200
78	955 1	WILDFLOWER	CT	810-28-029	WILLIAMS, JAKIE C TRUSTEE & ET	1000 MESA RD	GILROY	CA	95020-6820	200
79	950 1	WILDFLOWER	CT	810-28-032	WILLIAMS, JAKIE C TRUSTEE & ET	1000 MESA RD	GILROY	CA	95020-6820	200
80	940 1	WILDFLOWER	CT	810-28-033	WILLIAMS, JAKIE C TRUSTEE & ET	1000 MESA RD	GILROY	CA	95020-6820	200
81	930 1	WILDFLOWER	CT	810-28-034	WILLIAMS, JAKIE C TRUSTEE & ET	1000 MESA RD	GILROY	CA	95020-6820	200
82	920 1	WILDFLOWER	CT	810-28-035	WILLIAMS, JAKIE C TRUSTEE & ET	1000 MESA RD	GILROY	CA	95020-6820	200
83	910 1	WILDFLOWER	CT	810-28-036	WILLIAMS, JAKIE C TRUSTEE & ET	1000 MESA RD	GILROY	CA	95020-6820	200
84	900 1	WILDFLOWER	CT	810-28-037	WILLIAMS, JAKIE C TRUSTEE & ET	1000 MESA RD	GILROY	CA	95020-6820	200
85	6675 1	EAGLE RIDGE	CT	810-60-018	DO & PARTNERS LLC	9419 GERANIUM CIR	FOUNTAIN VALLEY	CA	92708	200
86	6685 1	EAGLE RIDGE	CT	810-60-019	DO & PARTNERS LLC	9419 GERANIUM CIR	FOUNTAIN VALLEY	CA	92708	200
87	6695 1	EAGLE RIDGE	CT	810-60-020	DO & PARTNERS LLC	9419 GERANIUM CIR	FOUNTAIN VALLEY	CA	92708	200
88	1520 1	HECKER PASS	RD	810-66-012	VILLAGE AT SANTA TERESA LP	1700 S EL CAMINO REAL	SAN MATEO	CA	94402	200
89	6615 1	EAGLE RIDGE	CT	810-72-029	DO & PARTNERS LLC	9419 GERANIUM CIR	FOUNTAIN VALLEY	CA	92708	200
90	6625 1	EAGLE RIDGE	CT	810-72-030	DO & PARTNERS LLC	9419 GERANIUM CIR	FOUNTAIN VALLEY	CA	92708	200
91	6635 1	EAGLE RIDGE	CT	810-72-031	DO & PARTNERS LLC	9419 GERANIUM CIR	FOUNTAIN VALLEY	CA	92708	200
92	6645 1	EAGLE RIDGE	CT	810-72-032	DO & PARTNERS LLC	9419 GERANIUM CIR	FOUNTAIN VALLEY	CA	92708	200
93	6651 1	EAGLE RIDGE	CT	810-72-033	DO & PARTNERS LLC	9419 GERANIUM CIR	FOUNTAIN VALLEY	CA	92708	200
94	6655 1	EAGLE RIDGE	CT	810-72-034	DO & PARTNERS LLC	9419 GERANIUM CIR	FOUNTAIN VALLEY	CA	92708	200
95	671 1	EAGLE RIDGE	CT	810-72-035	DO & PARTNERS LLC	9419 GERANIUM CIR	FOUNTAIN VALLEY	CA	92708	200
96		MONTEREY	RD	835-01-034	SOUTHERN PACIFIC					200

2024 WEED ABATEMENT PROGRAM
COMMENCEMENT REPORT
CITY OF GILROY

Exhibit A

	Situs			APN			CITY/STATE			
97		MONTEREY	RD	835-01-035	SOUTHERN PACIFIC					200
98		FOREST	ST	835-01-050	LEAVESLEY & FOREST LLC	611 S WESTLAKE AVE	LOS ANGELES	CA	90057	200
99		MURRAY	AV	835-01-059	HIGHLY VISUAL LLC	8840 FOREST ST	GILROY	CA	95020-0000	200
100		LEAVESLEY	AV	835-01-064	LEAVESLEY & FOREST LLC	611 S WESTLAKE AVE	LOS ANGELES	CA	90057	200
101	8585 1	MURRAY	AV	835-01-065	ESPARZA, ROBERT TRUSTEE	443 EL CAJON DR	SAN JOSE	CA	95111-3509	200
102	210 1	LAS ANIMAS	AV	835-02-013	SHELTON, G WILLIAM	1216 PALADIN WAY	PLEASANTON	CA	94566	200
103		MONTEREY	RD	835-02-014	SOUTHERN PACIFIC		GILROY	CA	95020-0000	200
104	260 1	LAS ANIMAS	AV	835-02-016	CLOMONEY LLC	PO BOX 60352	SUNNYVALE	CA	94088	200
105	230 1	LAS ANIMAS	AV	835-02-061	CLOMONEY LLC	PO BOX 60352	SUNNYVALE	CA	94088	200
106	402 1	MADISON	CT	835-03-059	LOPEZ, JUAN R AND REBECCA G	1500 E HAMILTON AVE UNIT	CAMPBELL	CA	95008	200
107		SAN YSIDRO	AV	835-04-064	J FILICE & SONS LTD	751 B FIRST ST	GILROY	CA	95020	200
108		LAS ANIMAS	AV	835-04-067	MONTANO, LYDIA R AND ALFRED JR	15191 KARL AVE	MONTE SERENO	CA	95030-2229	200
109		MURRAY		835-04-068	MONTANO, LYDIA R AND ALFRED JR	15191 KARL AVE	MONTE SERENO	CA	95030-2229	200
110	600 1	LAS ANIMAS	AV	835-04-082	QUALITY CONSTRUCTION	453 RAVENSDALE AVE	MOUNTAIN VIEW	CA	94043	200
111	9096 1	SAN YSIDRO	AV	835-04-085	QUALITY CONSTRUCTION	453 RAVENSDALE DR	MOUNTAIN VIEW	CA	94043	200
112	9090 1	SAN YSIDRO	AV	835-04-086	QUALITY CONSTRUCTION	453 RAVENSDALE DR	MOUNTAIN VIEW	CA	94043	200
113	315 1	LAS ANIMAS	AV	835-05-006	LAS ANIMAS DEVEL CO LLC	PO BOX 1772	GILROY	CA	95021	200
114	135 1	LAS ANIMAS	AV	835-05-007	MANN, BALDEV AND GURMEET	832 E BELL ST	PALO ALTO	CA	94303	200
115	55 1	LAS ANIMAS	AV	835-05-008	SHELTON, G WILLIAM	1216 PALLADIN WAY	PLEASANTON	CA	94566	200
116	410 1	COHANSEY	AV	835-05-016	GERA, NICHOLAS TRUSTEE & ET AL	19341 MONTE VISTA DR	SARATOGA	CA	95070-6219	200
117	405 1	LAS ANIMAS	AV	835-05-024	TES INVESTMENTS LLC	1754 TECHNOLOGY DR STE	SAN JOSE	CA	95110	200
118	8805	FOREST	ST	835-31-031	HOLLER, DYLAN R TRUSTEE	405 SPRING GROVE RD	HOLLISTER	CA	95023	200
119		MURAOKA	DR	835-31-032	8805 FORREST QOZB LLC	PO BOX 787	DIABLO	CA	94528	200
120		SWANSTON	LN	841-01-064	EDMISTON, RODNEY D TRUSTEE	18640 SUTTER BLVD STE 100	MORGAN HILL	CA	95037	200

2024 WEED ABATEMENT PROGRAM
COMMENCEMENT REPORT
CITY OF GILROY

Exhibit A

	Situs			APN		CITY/STATE			
121			NU	841-02-046	UNION PACIFIC CO	10031 FOOTHILLS BLVD	ROSEVILLE	CA	95030	200
122		WHEELER	ST	841-02-055	DRL PROPERTIES LLC	2545 MUIRFIELD WAY	GILROY	CA	95020-0000	200
123	341 1	LEWIS	ST	841-03-063	PATEL, JITENDRA AND NAYANA	39625 FREMONT BLVD	FREMONT	CA	94538	200
124	7600 1	FOREST	ST	841-03-070	VAZQUEZ, QUIRINO AND YOLANDA	835 GREEN VALLEY RD	WATSONVILLE	CA	95076	200
125	222 1	MARTIN	ST	841-06-040	LIU, DENG AND CHEN , SHASHA	400 PALM AVE	MILLBRAE	CA	94030	200
126	7492 1	CHESTNUT	ST	841-07-027	SANCHEZ, ELOY G AND ANGELICA M	7492 CHESTNUT ST	GILROY	CA	95020-5806	200
127	7472 1	CHESTNUT	ST	841-07-043	TORRES-FERNANDEZ, ELISA ET AL	7472 CHESTNUT ST	GILROY	CA	95020-5806	200
128	7498 1	CHESTNUT	ST	841-07-049	ZHENG, SHAO LAN AND ZHU ,	7498 CHESTNUT ST	GILROY	CA	95020-5806	200
129	601	RENZ	LN	841-10-039	PACIFIC GAS AND ELECTRIC CO					200
130	430 1	OLD GILROY	ST	841-11-075	LETTERFORMS INC	3843 CONCORD BLVD	CONCORD	CA	94519	200
131		SOUTH	FW	841-14-058	SOUTHERN PACIFIC					200
132		SOUTH	FW	841-14-059	SOUTHERN PACIFIC					200
133				841-14-060	SOUTHERN PACIFIC					200
134				841-14-072	SOUTHERN PACIFIC					200
135	5870 1	MONTEREY	RD	841-14-080	GARLIC FARM TRUCK CENTER LLC	5000 E 2ND ST UNIT G	BENECIA	CA	94510	200
136	6900 1	CAMERON	BL	841-17-100	MCCARTHY GILROY LLC	210 ALMENDRA AVE	LOS GATOS	CA	95030-7211	200
137				841-17-121	UNITED NATURAL FOODS WEST INC	P.O. BOX 990	MINNEAPOLIS	MN	55406	200
138	6509 1	CAMERON	BL	841-17-124	GILROY INDUSTRIAL OWNER LLC	3953 MAPLE AVE UNIT 300	DALLAS	TX	75219	200
139		PACHECO PASS	HW	841-18-082	AMAZON.COM SERVICES LLC	P.O.BOX 80416	SEATTLE	WA	98108	200
140	402	HADLEY	CT	841-53-032	MARQUEZ, PRISCILLA A	402 HADLEY CT	GILROY	CA	95020-5839	02-
141		HOOVER	CT	841-53-066	NGUYEN, THU TAM	2673 MCLAUGHLIN AVE	SAN JOSE	CA	95121-2752	200
142		CAMINO		841-69-042	SOUTHPOINT BUSINESS PARK	P O BOX 5368	SAN JOSE	CA	95150	200
143	900	PACHECO PASS	HW	841-70-014	CAPRARA, JANICE TRUSTEE & ET AL	26769 EL CAMINO REAL	GONZALES	CA	93926	200
144	850 1	HOLLOWAY	RD	841-70-026	GILROY PARTNERS LLC	67 MOUNTAIN BLVD UNIT 201	WARREN	NJ	07059	200

2024 WEED ABATEMENT PROGRAM
COMMENCEMENT REPORT
CITY OF GILROY

Exhibit A

	Situs				APN			CITY/STATE			
145	555 1	HOLLOWAY	RD		841-70-037	ROCHA, JOE A AND VICTORIA M	575 SOUTHSIDE DR	GILROY	CA	95020	200
146	6970 1	CAMINO			841-70-049	TEMPLE GILROY LLC	527 SIMAS DR	MILPITAS	CA	95035-4723	200
147	5885 1	ROSSI	LN		841-72-001	SIEMPRE SOBRE EL DINERO LLC	190 N MONTGOMERY ST	SAN JOSE	CA	95110	200
148	560 1	ROSSI	CT		841-72-008	PULMUONE FOODS USA INC	2315 MOORE AVE	FULLERTON	CA	92833	200
149	590 1	ROSSI	CT		841-72-009	PULMUONE FOODS USA INC	2315 MOORE AVE	FULLERTON	CA	92833	200
150	5835 1	ROSSI	LN		841-72-010	PULMUONE FOODS USA INC	2315 MOORE AVE	FULLERTON	CA	92833	200
151	5815 1	ROSSI	LN		841-72-011	PULMUONE FOODS USA INC	2315 MOORE AVE	FULLERTON	CA	92833	200
152	505	E LUCHESSA	AV		841-73-005	BERRY JAMIESON LLC	PO BOX 1802	GILROY	CA	95021	200
153	5980 1	TRAVEL PARK	CR		841-75-011	HOANG, VINCE AN TRI	5240 MONTEVERDE LN	LINCOLN	CA	95648	200
154	6601 1	CAMERON	BL		841-84-009	MCCARTHY GILROY LLC	210 ALMENDRA AVE	LOS GATOS	CA	95030-7211	200

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY ORDERING THE FIRE CHIEF TO ABATE THE NUISANCE ARISING OUT OF WEEDS GROWING AND REFUSE ACCUMULATING UPON PROPERTY IN THE CITY OF GILROY, PURSUANT TO SECTION 12.51 OF THE GILROY CITY CODE

WHEREAS, pursuant to Article III of Chapter 12 of the Gilroy City Code, on February 5, 2024, the City Council adopted Resolution No. 2024-06 declaring that weeds growing and refuse accumulating in the City of Gilroy constitute public nuisances; and

WHEREAS, the Chief of the Fire Department of the City of Gilroy has caused notice of the adoption of Resolution No. 2024-XX and notice of a public hearing on the proposed order to abate said nuisances to be given to all of the affected property owners at their stated mailing addresses on the latest tax assessor's role, and has also caused notice to be given by posting and publication in the manner and form provided in Sections 12.48, 12.49 and 12.53 of the Gilroy City Code; and

WHEREAS, said public hearing was duly held on April 15, 2024, pursuant to said resolution in the time and manner required by law, and any objections raised to the proposed destruction or removal of said weeds and refuse were duly considered by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

1. That the Chief of the Fire Department is hereby ordered to abate the nuisances on the properties described in Attachment "A" hereto, or cause the same to be abated, by having refuse removed and weeds destroyed and/or removed by cutting, discing, chemical spraying or any other method as may be determined by the Chief of the Fire Department or his authorized Contractor. Such abatement shall be performed before May 15, 2024.

2. That any property owner shall have the right to destroy and/or remove weeds growing and refuse accumulating on his property or have the same destroyed or removed at his expense prior to the arrival of the Chief of the Fire Department or his authorized representatives or contractors to remove them. Any property found with weeds after May 15, 2024 shall be subject to the costs of further inspection and /or abatement by the City or the County and its authorized contractor. Sites found after such date that constitute a fire hazard shall also be subject to administrative citation.

3. That the Chief of the Fire Department or his authorized contractors shall keep an account of the costs of destroying and/or removing said weeds and refuse and embody such account in a report and assessment list to be presented to the City Council and filed with the City Clerk. Such report shall refer to and sufficiently describe each separate lot or parcel of land and, for each, shall state the costs of destroying or removing weeds, removing refuse, or both, and the costs which are proposed to be assessed against the lot or parcel.

PASSED AND ADOPTED this 15th day of April 2024, by the following roll call vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

APPROVED:

_____
Marie Blankley, Mayor

ATTEST:

_____
Beth Minor, Interim City Clerk

City of Gilroy

STAFF REPORT

Agenda Item Title:	**Emergency Operations Plan Update**
Meeting Date:	April 15, 2024
From:	Jimmy Forbis, City Administrator
Department:	Administration
Submitted By:	Bryce Atkins, Assistant to the City Administrator
Prepared By:	Andrew Young, Emergency Operations and Volunteer Coordinator

STRATEGIC PLAN GOALS Not Applicable

RECOMMENDATION

Council receive the report and provide any direction desired.

BACKGROUND

An emergency operations plan, or EOP, is a document that describes how people, property, and the environment will be protected during an emergency. The EOP details who is responsible for carrying out specific actions, establishes lines of authority and organizational relationships, and outlines how actions will be coordinated. The EOP provides guidance for all hazards that may impact the City. The EOP guides personnel in the performance of their duties before, during, and through emergency response and initial recovery.

Chapter 9.6 (c) of the City of Gilroy Municipal Code empowers the City Administrator as the Director of Emergency Services to develop emergency plans for the City. Additionally, on August 6, 2018, the Gilroy City Council adopted Resolution 2018-28, adopting the Santa Clara County Multi-Jurisdictional Local Hazard Mitigation Plan, which is referenced in the Potential Hazard Element of the 2040 General Plan and identifies the importance of emergency planning. The 2024 draft EOP builds upon the previous Emergency Operations Plan approved by the City of Gilroy City Council on October 9, 2009, and better aligns with recent organizational changes, updated regulatory requirements, and emergency management best practices.

ANALYSIS

The City of Gilroy EOP applies to the jurisdictional boundaries of the City of Gilroy and City-owned resources and assets and is designed to address all hazards that could adversely affect the community. It covers the full range of complex and constantly changing requirements to threats or actual emergencies and disasters. As such, it is the blueprint for all City of Gilroy emergency and disaster operations, including natural disasters, technological disasters, and human-caused incidents. The plan is applicable to all City of Gilroy departments and employees. It describes the fundamental policies, strategies, and general concept of operations to be used to manage an emergency or disaster from its onset through the initial recovery phase. The City of Gilroy's Emergency Operations Plan provides for the effective mobilization of all of City resources to meet any condition constituting a local emergency, state of emergency, or state of war emergency. It provides for the organization, powers and duties, services, and staff of the City's emergency organization and describes how the City will prepare for, prevent, respond to, recover from, and mitigate the effects of all types of hazards and threats equitably.

In accordance with the California Emergency Services Act (ESA) and Comprehensive Preparedness Guide 101 Version 3: Developing and Maintaining Emergency Operations Plans, the City of Gilroy EOP describes methods for carrying out emergency operations, how resources are mobilized, the process for obtaining and rendering mutual aid, and how the public will be informed. The concepts presented in the EOP are fully compliant with California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS). The concepts presented in the EOP support other plans, such as the Santa Clara County Operational Area Plan, the State of California Emergency Plan, and the National Response Framework. The City of Gilroy EOP is a management document intended to be read and understood by City officials, departments, and partner agencies.

The purpose of this EOP is as follows:

- Assign responsibilities to organizations and individuals for carrying out specific actions that exceed routine responsibility at projected times and places during an emergency.
- Establish lines of authority and organizational relationships and show how all actions will be coordinated in accordance with the City of Gilroy's Emergency Ordinance, SEMS, and NIMS.
- Outline critical support services and provide a management structure for coordinating and deploying essential resources.
- Describe the hazards and threats that may affect the City of Gilroy.
- Describe authorities, policies, and procedures that govern the City of Gilroy, its employees, and its residents during a disaster.
- Ensure equitable response to disasters throughout the City.

This EOP applies to all City agencies and departments and is intended to be used for all applicable hazards.

This EOP will require periodic review and updates to address changes in risk and capabilities over time. Various components or the entire EOP may be revised out-of-schedule if a real or simulated incident has occurred, and significant lessons have been learned. The EOP should be changed to reflect changes in administration and legislation or newly identified resources, training, or procedures.

ALTERNATIVES

Council may direct amendments to the EOP. The City's Office of Emergency Management (OEM) has completed the proposed draft consistent with both legislation and guidance of both state and national emergency preparedness and response agencies. Any amendments requested by Council may be brought back at a future meeting, upon review by OEM to provide any report on impacts regarding the amendments.

FISCAL IMPACT/FUNDING SOURCE

This EOP update has no adverse fiscal impact. Once the final deliverable is approved by City Council, the EOP will help ensure an enhanced level of coordination between agencies, which will be critical to the immediate response and overall resilience of the City and prevent potential future economic impact.

PUBLIC OUTREACH

This staff report, including the draft Emergency Operations Plan, was included in the publicly posted agenda and packet for this meeting.

NEXT STEPS

Consistent with FEMA's Comprehensive Preparedness Guide (CPG) 101, Version 3, Staff will collaborate with internal and external stakeholders to help facilitate the EOP update and ensure the plan meets organizational and community needs. Once the collaboration is completed, the final EOP will be brought back to Council for adoption.

Attachments:

1. Draft Updated Emergency Operations Plan.

Emergency Operations Plan

City of Gilroy

September 2023

DRAFT

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PROMULGATION LETTER

The preservation of life, property, the environment, and the economy are an inherent responsibility of local, State, and Federal government. While no plan can completely prevent death and destruction, reasonable plans carried out by knowledgeable and well-trained personnel can, and will, minimize losses.

The City of Gilroy has prepared this Emergency Operations Plan in compliance with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) to ensure the most effective and efficient allocation of resources for the maximum benefit and protection of the City's population during times of emergency.

While no plan can completely prevent negative impacts to the City, good plans, carried out by knowledgeable and well-trained personnel, can and will minimize losses. This plan is promulgated as the City of Gilroy Emergency Operations Plan (EOP). The EOP provides a programmatic framework that outlines the City's intended approach to preventing, preparing for, responding to, recovering from, and mitigating against the impacts of natural and man-made disasters and emergencies. The City's EOP development and maintenance process is supported by analysis of the City's threats, hazards, needs, and capabilities, community-wide collaboration, periodic review, training, and exercises.

This EOP will be reviewed and exercised periodically and revised as necessary in response to changing conditions and needs.

The Gilroy City Council gives their full support to this Emergency Operations Plan and urges all officials, employees, businesses, organizations, and residents—individually and collectively—to do their share in any community emergency effort of the City of Gilroy. With the adoption of Resolution #, the City Administrator is authorized to approve this EOP, subsequent amendments, and the addition of function- and hazard- specific annexes, supporting plans, and appendices.

Marie Blankley, Mayor _____ Date _____

Jimmy Forbis, City Administrator _____ Date _____

DRAFT

PLAN CONCURRENCE

The following departments of the City of Gilroy concur with the content within the City's Emergency Operations Plan, 1st Edition.

Name	Title	Department	Signature	Date

DRAFT

ADOPTION AND APPROVAL

DRAFT

RECORD OF CHANGES

The Gilroy Office of Emergency Management (OEM), with input from essential stakeholders across the City, is responsible for maintaining, reviewing, and updating this EOP. They will—at a minimum—review this EOP every year. It is essential that OEM make revisions and updates in collaboration with participating local jurisdictions and other planning partners identified in the EOP to ensure accuracy and validity. If the EOP requires an immediate change due to lessons learned from trainings, exercises, or actual incidents, the City will identify a course of action for the review, update, and implementation of the necessary changes. All changes will be noted in the table below.

Version	Date	Name	Change Description
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

DRAFT

RECORD OF DISTRIBUTION

Name	Title	Department	Copies

DRAFT

PURPOSE

The EOP provides an overview of the jurisdiction's approach to emergency operations. It identifies emergency response policies, describes the response and recovery organization, and assigns specific roles and responsibilities to City departments, agencies, and community partners. The EOP has the flexibility to be used for all emergencies and will facilitate response and recovery activities in an efficient and effective way. This section of the EOP provides a description of the EOP's intended audience, the method of distribution, the approval process, and its applicability to other plans.

This plan also describes the role of the City of Gilroy Emergency Operations Center (EOC) and the coordination between the EOC, those conducting field-level activities, and external entities such as the Operational Area, community partners, and City residents and visitors.

This EOP is an evolving, dynamic document that OEM is responsible for maintaining. This plan complies with the National Incident Management System (NIMS), the National Response Framework (NRF), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS) and is in alignment with Santa Clara Operational Area Emergency Operations Plan and the California State Emergency Plan (SEP).

The purpose of the EOP is to establish the foundational policies and procedures that define how the City will effectively prepare for, respond to, recover from, and mitigate against natural or human-caused disasters. It describes the emergency management organization and how it is activated. It also addresses the following issues:

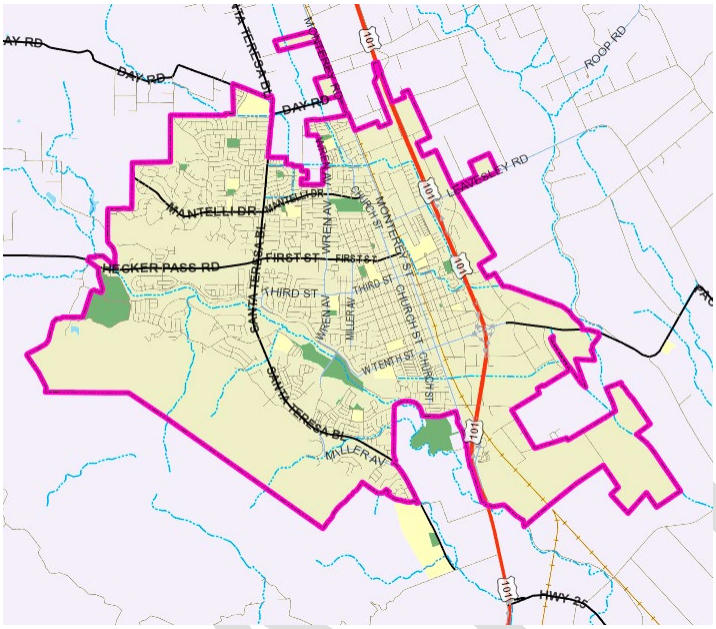
- Identifies response and recovery activities and specifies roles and responsibilities.
- Sets forth lines of authority and organizational relationships and describes coordination.
- Describes the system used to coordinate the request for and integration of resources and services available to the City during disaster situations.
- Specifies the coordination and communications procedures and systems that will be relied upon to alert, notify, and recall EOC personnel; warn the public; and protect residents and property.
- Describes the emergency management organization and transition of priorities and objectives to address post-disaster recovery considerations.

SCOPE

The EOP addresses the entire spectrum of contingencies, ranging from minor incidents to large-scale disasters. Each City department is responsible for preparing and maintaining plans, standard operating procedures (SOPs), resource lists, and checklists that detail roles and responsibilities supporting this plan and ensuring successful response during a major disaster. All departments must be prepared to respond to any foreseeable emergency promptly and effectively, taking all appropriate actions. The plan applies to all elements of the City of Gilroy Emergency Management Organization during all phases of emergency management. It will be used in coordination with the Santa Clara County Operational Area Plan, the State Plan, and the National Response Framework.

SITUATION OVERVIEW

Jurisdictional Overview



Geography

Encompassing 16.15 square miles and lying the southernmost extension of Santa Clara County's Santa Clara Valley at 200ft elevation, the City of Gilroy is surrounded by unincorporated area and bounded by the Santa Cruz Mountains to the west and the Diablo Range to the east.

Population

At the time of the 2020 US Census, the City had a population of 59,520.

Transportation

Gilroy has two highways, U.S. Route 101, and State Route 152. Gilroy's location causes the City to become a thoroughfare for the morning and afternoon commutes which overflows onto many surface streets. Union Pacific has an active railroad on which Amtrak and Caltrain also operate. Mass transit also includes Santa Clara Valley Transportation Authority Bus Service.

Utilities

The City oversees water, wastewater, and stormwater systems. The South County Regional Wastewater Authority (SCRWA) manages wastewater treatment and operates the reclaimed water facility in partnership with Santa Clara Valley Water District, while Pacific Gas and Electric (PG&E) provides gas and electric utilities.

Equity

The City's population is diverse socially, culturally, and economically and integration of equity into all aspects of emergency management is vital to ensure equitable outcomes for the whole community. The City values diversity and recognizes the importance of diversity's wide range of perspectives, ideas, and experiences to create innovative solutions for the community and is currently working on the JEDI Initiative. As such, the City recognized the importance of considering Justice, Equity, Diversity, and

Inclusion (JEDI) in its current internal and external policies and practices and how these efforts can be advanced in day-day efforts and future planning.

The City's OEM actively participates in the County's Access and Functional Need (AFN) and Cultural Competency Working Group, including stakeholder's representing diverse and historically marginalized communities within Santa Clara County, to integrate best practices and lessons learned into emergency management practices.

Hazard Overview

The City faces a variety of hazards. This plan was developed using an all-hazards planning approach with consideration to specific hazard and vulnerability findings identified in the Multi-Jurisdictional Hazard Mitigation Plan, which include, but are not limited to:

- Severe Weather
- Flood
- Earthquake
- Wildfire
- Drought
- Climate Change

More detailed information regarding the hazards to the County and the City can be found in the current Multi-Jurisdiction Hazard Mitigation Plan and the City's Annex to the Multi-Jurisdiction Hazard Mitigation Plan, located on the City's website. The Multi-Jurisdictional Hazard Mitigation Plan identifies and analyzes various hazards, provides a risk and vulnerability assessment, and identifies mitigation strategies and actions to promote community resilience. The City Council adopted the Multi-Jurisdictional Hazard Mitigation Plan and the City's Annex to the Plan in 2017. The 2023 update to this plan and the City's Annex is currently under review by Cal OES and FEMA.

Other hazards not specifically covered in detail, but mentioned in the Multi-Jurisdiction Hazard Mitigation Plan include, but are not limited to:

- Pandemic
- Transportation Incidents
- Cyber Threats
- Active Shooter
- Terrorism

Planning Assumptions

The Multi-Jurisdiction Hazard Mitigation Plan provides a detailed threat/hazard analysis for the City of Gilroy. Planning assumptions identify the risk and/or unique circumstances about the City that help emergency planners and executives in decision-making. It's important to note that not all assumptions will occur with any one incident.

The planning assumptions are as follows:

- The City is susceptible to several hazards and risks that may result in critical incidents that may include a natural, technological, or human-made emergency and/or disaster.
- Some critical incidents may have advance warning while others will not.
- All City departments will participate in planning and preparedness activities as required.

- City personnel will be adequately trained to perform the roles in which they are assigned.
- The City's EOC will be partially or fully activated to support operations during critical incidents.
- City personnel may be unable or unavailable to report to work or as assigned.
- Non-essential City operations may be reduced or cancelled to prioritize resources.
- Mutual aid and other assistance will be requested when City resources are inadequate, however outside assistance and support may be unavailable for extended periods of time.
- Communications equipment and infrastructure may be damaged or disrupted.
- Transportation infrastructure may be damaged or disrupted, blocking access to critical facilities and delaying local resources.
- Critical infrastructure and utilities such as natural gas, water, and electricity may be severely impacted.
- Residents, businesses, and other entities may need to be self-sufficient for one week or more.
- Additional planning, resources, and support will be needed to support people with disabilities and others with access and functional needs.
- Public, private and private nonprofit organizations, and the general public will have to utilize their own resources and be self-sufficient for potentially several days, possibly longer.
- In the event of a large-scale incident or event, it may become necessary to shelter a substantial number of the City population due to either evacuation or damage to residences.
- A catastrophic disaster would adversely impact local government and response capabilities. Consequently, a number of local emergencies may be proclaimed.
- Large numbers of medically fragile evacuees may require transportation to/from shelter locations.
- Infrastructure damage may limit the number of emergency response personnel available to staff the City EOC or other incident management organization functions for at least 12 hours.
- In the event of a complex and large incident or event, a clear picture regarding the extent of damage, loss of life, and injuries may not be known for over a day.
- County support of City emergency operations will be based on the principal of self-help. The City will be responsible for utilizing all available local resources along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the County per SEMS.
- The City's planning, policies, strategies, operations, and tactics will make every effort to consider the needs of the general population, pets, children of all ages, individuals with disabilities and others with access and functional needs.
- Some evacuees may require specialized medical care found only in a hospital, and/or access to medication, refrigeration, mobility devices, or service animals.
- City EOC capabilities may be limited for the first operational period if communication links to other agencies and City departments are impacted.
- Essential City services will be maintained as conditions allow.
- An emergency will require prompt and effective response and recovery operations by the entire City emergency management organization, including emergency services, mutual aid resources, disaster relief and private nonprofit organizations, the private sector, the elected, executive, strategic, operational, and tactical incident responders, and the whole community.
- Because of damage to the transportation infrastructure, out-of-region mutual aid, State and Federal resources, and resources from other states may not begin to arrive for several days.

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Phases of Emergency Management

Emergency management activities are often categorized into phases.

Prevention

The prevention phase includes activities, tasks, programs, and systems intended to avert or intervene to stop an incident from occurring. Prevention can apply both to human-caused incidents (such as terrorism, vandalism, sabotage, or human error) as well as to naturally occurring incidents (e.g., earthquakes, floods, wildfires). Prevention of human-caused incidents can include applying intelligence and other information to a range of activities that include such countermeasures as:

- Deterrence operations
- Heightened inspections
- Improved surveillance and security operations
- Investigations to determine the nature and source of the threat
- Law enforcement operations directed at deterrence, preemption, interdiction, or disruption

Mitigation

The Mitigation phase occurs both before and after emergencies or disasters. Some post-disaster mitigation activities may be incorporated into the recovery process. Effective mitigation includes eliminating or reducing the impact of hazards within the City. Mitigation efforts include, but are not limited to:

- Amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes
- Initiating structural retrofitting measures
- Assessing tax levies or abatements
- Emphasizing public education and awareness
- Assessing and altering land use planning

Preparedness

The preparedness phase involves activities that are undertaken in advance of an emergency or disaster. These activities ensure operational capabilities and effective responses to a disaster. Plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, training response personnel, and improving public information and communications systems. Preparedness activities are part of the implementation of the California Emergency Services Act, the California Master Mutual Aid Agreement, and the California State Emergency Plan. Preparedness activities fall into two areas: readiness and capability.

Readiness activities shape the emergency management framework and create the basis of knowledge necessary to complete a task or mission. Readiness activities might include, but are not limited to:

- Implementing hazard mitigation projects.
- Developing hazard analyses and monitoring emerging threats.
- Developing and maintaining emergency plans and procedures that serve the whole community, especially those with disabilities and others with access and functional needs.
- Conducting general and specialized training.
- Conducting drills and exercises.
- Developing agreements with other organizations.

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- Improving emergency public education and emergency warning systems.

Capability activities involve the procurement of items or tools necessary to complete tasks or missions. Capability activities include, but are not limited to:

- Assessing the City and its resources.
- Comparing and analyzing anticipated resource requirements against available resources.
- Identifying local sources to serve as anticipated resources.
- Purchasing new response apparatus, vehicles, personal protective equipment, etc.
- Assessing personnel training needs and providing necessary training.

Response

The Response phase is typically divided into three phases. Each phase has distinct considerations, which seldom flow sequentially, often co-occurring. These phases are increased readiness (pre-incident for anticipated events), initial response (first 72 hours), and extended response (response activities beyond the first 72 hours).

Increased readiness is required upon receipt of a warning or in anticipation that an emergency is imminent or likely to occur. The City initiates actions to increase its readiness, and such increased readiness actions may include, but are not limited to:

- Briefing the Mayor, City Council, City Administrator, and other key officials, applicable department representatives, and all City employees.
- Reviewing the EOP and all relevant annexes, policies, and procedures.
- Increasing public information capabilities (e.g., adding, assigning, and/or training personnel, activating JIC, implementing technology support systems).
- Providing just-in-time training (e.g., on-demand learning such as EOC overview, position- and section specific overview).
- Inspecting critical facilities and equipment, including the testing of warning and communications systems.
- Recruiting additional staff and registering volunteers.
- Warning at-risk populations.
- Conducting precautionary evacuations in the potentially impacted area(s).
- Mobilizing personnel and pre-positioning resources and equipment.
- Contacting local (city, county, and special districts), State, and Federal agencies that may provide support.

The City's initial response activities are performed at the field level. Emphasis is placed on saving lives and minimizing the effects of an emergency or disaster. Examples of initial response activities include, but are not limited to:

- Making all necessary notifications, including those to the City of Gilroy Emergency Organization, City departments, external agencies, and other involved community partners.
- Disseminating warnings, emergency public information, and instructions to the community members of the City.
- Conducting evacuations and/or rescue operations.
- Caring for displaced persons and treating the injured.
- Conducting initial damage assessments and surveys.

- Assessing the need for mutual aid assistance.
- Restricting movement of traffic/people and unnecessary access to affected areas.
- Clearing debris from priority routes.
- Developing and implementing Incident Action Plans (e.g., field, EOC).

The City's coordination of extended response activities is primarily conducted in the EOC. Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Examples of extended response activities include, but are not limited to:

- Disseminating emergency public information.
- Preparing detailed damage assessments.
- Proclaiming a local emergency.
- Requesting a Gubernatorial State of Emergency proclamation and/or a Presidential emergency or major disaster declaration that provides financial and other assistance to State and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts.
- Documenting situational status.
- Documenting expenditures.
- Coordinating the restoration of vital utility services.
- Coordinating mass care and sheltering facilities.
- Expanding debris clearance to other priority routes.
- Developing and implementing Incident Action Plans (e.g., field, EOC) for extended operations
- Conducting advanced planning activities.
- Procuring required resources to sustain operations.
- Tracking resource allocation.
- Establishing a Local Assistance Center.
- Coordinating with State and Federal agencies working within the City.

Recovery

Recovery activities involve restoring services to the public and returning the affected area(s) to pre-emergency conditions. While the immediate lifesaving activities are occurring, it is important to begin assessing how soon the response phase can transition to recovery. Critical response phase operations will gradually shift to assisting individuals, households, businesses, and governments in meeting basic needs and returning to self-sufficiency. Recovery activities may be short-term, intermediate, and long-term, ranging from restoration of essential utilities, such as water and power, to mitigation measures designed to prevent future occurrences of a given threat.

CONCEPT OF OPERATIONS

This section explains, in broad terms, leadership intent regarding emergency response operations. The Concept of Operations describes how the emergency response organization accomplishes its mission. Ideally, it offers a clear methodology to realize the goals and objectives to execute the plan. It includes roles and responsibilities, the organizational element of the overall emergency management program, a brief discussion of the EOC activation levels, and a description of control, direction, and intra- and interagency coordination.

SEMS and NIMS Compliance

In accordance with State and Federal laws, the City of Gilroy has officially adopted and integrated the following emergency management, response, and coordination systems:

- Standardized Emergency Management System (SEMS)
- National Incident Management System (NIMS)

Together, these operational systems outline how critical incidents, emergencies, and disasters will be coordinated in the field, at the local level, and up through the Operational Area, Region, State, and Federal levels. The City of Gilroy EOP complies with Federal guidance to use NIMS and State guidance to use SEMS. An overview of each system is included below.

SEMS

SEMS is a NIMS-compliant system used to manage multi-agency and multi-jurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system, standardizes key elements, and consists of five hierarchical levels: Field, Local Government, Operational Area, Regional, and State. In addition, SEMS incorporates the principles of Incident Command System (ICS), the California Disaster and Civil Defense Master Mutual Aid Agreement, existing discipline-specific mutual aid agreements, the Operational Area concept, and multi-agency or interagency coordination and communication. Under SEMS, response activities are managed at the lowest possible organizational level.

SEMS Organizational Levels

There are five standardized Emergency Management System Levels.

Field

The Field level is where emergency response personnel and resources are under the command of responsible officials with jurisdiction. Using the structure of ICS and the established standard operating procedures, first responders carry out tactical decisions and activities in direct response to an incident or threat. As events evolve and require activation of the EOC, Field level resources maintain local command of incident response and mitigation while coordinating with the EOC.

Local Government

The City of Gilroy is a local government. According to California Government Code and SEMS doctrine, a local agency (local government) includes incorporated cities, special districts, and the county. Local governments manage and coordinate their jurisdiction's overall emergency response and recovery activities. Local governments must use SEMS when their EOC is activated or a Local Emergency is proclaimed eligible for State reimbursement of response-related costs.

Operational Area

An Operational Area is the intermediate level of the State's emergency management organization. The Santa Clara County Operational Area is comprised of various political subdivisions within the County's boundaries and all political subdivisions, including the City of Gilroy. The Operational Area facilitates and coordinates information, resources, and decisions regarding priorities among local governments within the Operational Area. The Operational Area is the coordination and communication link between the Local Government and Regional levels.

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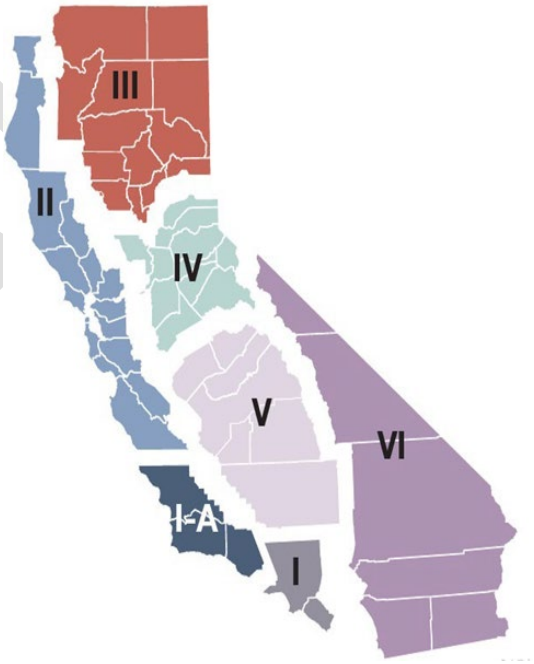
Regional

The Regional level manages and coordinates information and resources among Operational Areas within the mutual aid region and also between the Operational Area and the State level. The administrative regions serve as the conduit for local and regional perspectives and provide a physical presence for Cal OES functions at the local level in all phases of emergency management. The Regional level also coordinates overall State agency support for emergency response activities within the Region. California is divided into three California Governor's Office of Emergency Services (Cal OES) administrative regions—Inland, Coastal, and Southern. Gilroy is within the Cal OES Coastal (Administrative) Region and serves as Mutual Aid Region II. Regional response support activities are coordinated out of the Regional EOC (REOC), but some mutual aid may be coordinated between Operational Area and Regional Mutual Aid Coordinators, who may or may not sit in the REOC. The Coastal REOC administration offices and REOC in Fairfield, CA, coordinate with Cal OES administration offices and State Operations Center in Mather, CA.

The figures below display Cal OES' three administrative regions and six Mutual Aid Regions:

Administrative Regions

Mutual Aid Regions



State

The State level of SEMS prioritizes tasks and coordinates State resources in response to requests from the Regional level; it coordinates mutual aid among the mutual aid regions and between the Regional level and State level. The State level also serves as the coordination and communication link between the State and the Federal emergency response system. The State level requests assistance from other State governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements; it coordinates with FEMA when Federal assistance is requested. The State level operates out of the State Operations Center (SOC).

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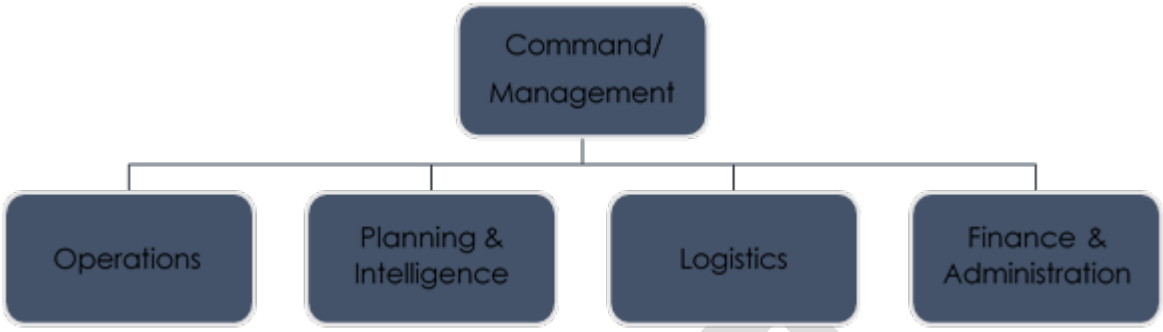
SEMS Functions

There are five Standardized Emergency Management Systems functions. These functions must be applied to each organizational level of SEMS.



Command/Management

Command directs, orders, and/or controls resources at the field response level. Management is responsible for overall emergency policy and coordination at the Emergency Operations Center levels. Command and Management are further discussed below:

- *Command:* A key concept in all emergency planning is establishing command and tactical control at the lowest level that can effectively perform that role in the organization. In the Incident Command System, the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The Incident Commander must respond to a higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization, up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Emergency Operations Center when activated.

Management: The Emergency Operations Center is a central location supporting multiagency coordination, information collection and evaluation, priority setting, resource management, and executive decision-making to support incident response and implements policies established by governing bodies.

Operations

Responsible for coordinating and supporting all jurisdictional operations supporting the emergency response through implementing the organizational level's action plans. At the Field Level, the Operations Section is responsible for coordinating the tactical response directly applicable to or in support of the objectives in accordance with the Incident Action Plan. In the Emergency Operations Center, the Operations Section manages functional representatives who share information and decisions about discipline-specific operations.

Planning/Intelligence

Responsible for collecting, evaluating, and disseminating operational information related to the incident for preparing and documenting the Incident Action Plan at the Field Level or the EOC Action Plan at an Emergency Operations Center. Planning/Intelligence also maintains information on the current and forecasted situation and the status of resources assigned to the emergency or the Emergency Operations Center. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports,

develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advanced planning, manage technical specialists, and coordinate demobilization.

Logistics

Responsible for providing facilities, services, personnel, equipment, and materials in support of the emergency. Unified ordering occurs through the Logistics Section to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for personnel, supplies, equipment, facilities, and care and shelter.

Finance/Administration

Responsible for all incident-related financial and cost analysis and administrative aspects not handled by the other functions. Unit Leaders are appointed to record time for incident or Emergency Operations Center personnel, coordinate procurement activities, process claims, and track costs as needed.

NIMS

NIMS guides all levels of government, nongovernmental organizations (NGOs), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the community with the shared vocabulary, systems, and processes to deliver the capabilities described in the National Preparedness System successfully. NIMS defines operational systems, including the Incident Command System (ICS), Emergency Operations Center (EOC) structures, and Multiagency Coordination Groups (MAC Groups), that guide how personnel works together during incidents. NIMS applies to all incidents and planned events, regardless of cause, size, complexity, or scope, and provides interoperability and compatibility through a core set of concepts, principles, terminologies, and technology.

National Response Framework

The NRF is based upon the premise that incidents are handled at the lowest jurisdictional level. In most incidents, State and local resources and interstate mutual aid will provide the first line of emergency response and incident management support. When State resources and capabilities are overwhelmed, Governors may request Federal assistance. The NRF provides the framework for Federal interaction with State, local, tribal, private sector, and nongovernmental entities in domestic incident management to ensure timely and effective Federal support. The NRF and NIMS are designed to work in tandem to improve the Nation's incident management capabilities and overall efficiency.

The NRF is the core operational plan for national incident management and establishes national-level coordinating structures, processes, and protocols that will be incorporated into certain existing Federal interagency incident or hazard-specific plans. The NRF is intended to facilitate coordination among local, State, Tribal, and Federal governments, and the private sector without impinging on any jurisdiction or restricting the ability of those entities to do their jobs. The NRF does not alter or impede the ability of first responders to carry out their specific authorities or perform their responsibilities.

ICS

The City of Gilroy utilizes ICS, a primary component of SEMS and NIMS. This standardized incident management concept allows responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.

ICS is based on a flexible, scalable response organization designed to establish standard response and operational procedures. This organization provides a common framework enabling personnel drawn from multiple agencies that routinely do not work together and reduces the potential for miscommunication during incident response.

INTEGRATING FEDERAL, STATE, AND LOCAL SYSTEMS

The NRF, SEMS, NIMS, ICS, and this EOP integrate the capabilities and resources of various governmental jurisdictions, incident management, and emergency response disciplines, nongovernmental organizations (NGOs), and the private sector into a cohesive, coordinated, and seamless national framework for domestic incident management. It should be understood that field-level emergency responders, Emergency Operations Center (EOC) staff, department executives, elected officials, and public information officers all have a vital role in successful comprehensive incident management.

Roles and Responsibilities

The table below outlines roles and responsibilities for departments for supporting the City's Emergency Management Organization:

Department	Roles and Responsibilities
City Council	• Ratifies formal proclamation of a Local Emergency. • Approves EOP. • Makes, enforces, or waives City regulations to facilitate an effective emergency response. • Communicates with constituents regarding their concerns and needs, and serves as a conduit between the community and the EOC. • Coordinates with elected officials to facilitate assistance for community needs.
Administration	City Administrator: • Provides direction for the overall City coordination of Local Emergency response efforts. • Issues initial Local Emergency proclamation for the City. • Directs EOC operations. • Leads City response and recovery efforts. • Liaises with City Council. City Attorney: • Provides legal advice during emergency operations. City Clerk:

Administration	• Authorizes the swearing-in of Disaster Service Workers/ Volunteers. • Maintains vital records. Communications and Engagement: • Provides public information and initiates emergency messaging. Economic Development: • Assists with post-disaster economic recovery. • Assists with Liaison efforts with the private sector. OEM: • Oversees the Emergency Management Program and advises as appropriate. • Provides emergency management training to key stakeholders. • Maintains the EOP and the City EOC readiness. Recreation: • Coordinates shelter activations, operations, and provision of Mass Care services. • Coordinates in-kind donation management. • Coordinates commodity Points of Distribution.
Administrative Services	Facilities: • Coordinates facility needs and maintenance. Fleet: • Coordinates maintenance of city vehicle fleet and generators to include fuel management. Human Resources: • Coordinates the Disaster Service Worker and Volunteer Program. • Manages workers compensation claims.
Community Development	Building, Life and Environmental Safety: • Coordinates building safety and damage assessments. Planning: • Supports response, mitigation, recovery planning.

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	Housing: • Coordinates post-disaster interim, transitional, and long-term housing solutions.
Finance	Finance: • Supports emergency resource procurement. • Facilitates post-disaster cost-recovery. • Establishes systems/procedures in advance of an emergency to deal with tracking all emergency costs, etc. for recovery. • Manages timekeeping and payroll. • Manages monetary donations. Information Technology (IT): • Provides technical support for all IT applications and systems. • Provides Geographic Information System support.
Fire	• Provides fire, medical, hazmat, search, rescue, and recovery operations. • Coordinates Fire and Rescue Mutual Aid for the City (local government).
Police	• Manages law enforcement activities for the City. • Manages and coordinates evacuations in the City. • Coordinates security and perimeter control for critical facilities and other vulnerable emergency response locations. • Coordinates law enforcement mutual aid for the City (local government). • Coordinates Animal Care and Shelter. • Coordinates traffic management.
Public Works	• Coordinates debris management activities; identifies temporary collection and processing sites for debris. • Coordinates repair of infrastructure and restoration of services. • Coordinates damage assessment on publicly owned infrastructure. • Coordinates transportation management.

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PLAN ACTIVATION

The City's Emergency Operations Plan may be activated when an emergency impacts public health and safety or the environment and threatens to exceed the day to day capabilities of the City's departments. This plan can be activated by the City Administrator, or designated alternates under any of the following circumstances:

- By order of the Director of Emergency Services as designated by the City's Municipal Code, Chapter 9, Emergency Services and Organization.
- When a department requests activation to support their emergency operations.
- Upon proclamation by the Governor that a State of Emergency exists within Gilroy.
- Upon declaration by the President of the existence of a National Emergency.

In all other cases, activation will be at the discretion of the City Administrator.

PROCLAIMING A LOCAL EMERGENCY

The authority to proclaim a Local Emergency in Gilroy is vested in the City Council, or in its absence, the Director of Emergency Services (City Administrator), or designated alternate. A proclamation of a Local Emergency must be issued within 10 days of an incident. A proclamation of Local Emergency is invalid after seven days, unless ratified by the City Council. If the governing body ratifies the proclamation, and the proclamation extends beyond seven days, the governing body must review the need to continue the proclamation at least every 21 days until the Local Emergency is terminated. In any case, the governing body must proclaim the termination of the Local Emergency as soon as conditions warrant. Whenever Santa Clara County proclaims a Local Emergency, the City of Gilroy will be covered under their proclamation. According to the California Emergency Services Act, a proclamation of Local Emergency provides the local governing body the authority to:

- Request and receive assistance from local agencies and assistance from the State under the California Disaster Assistance Act (CDAA).
- In the absence of a Presidentially proclaimed State of War Emergency or State of Emergency, recover from the State the cost of extraordinary services incurred in executing mutual aid agreements.
- Provide public employees, disaster service workers, and governing bodies certain legal immunities for emergency actions taken.
- Promulgate or suspend orders and regulations necessary to provide for protection of life and property.
- Promulgate orders and regulations imposing curfew.
- Additionally, the City defines in its government code the following:
    - In the event of a proclamation of a Local Emergency, or the proclamation of a State of Emergency by the governor or the Director of the California Office of Emergency Services (Cal OES), or the existence of a State of War Emergency, the director is hereby empowered:
        - To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided,

however, such rules and regulations must be confirmed at the earliest practicable time by the city council.

- To obtain vital supplies, equipment and such other properties needed for the protection of life and property, and to obligate the city for the fair value thereof and, if required immediately, to commandeer for public use.
- To require emergency services of any city officer or employee and, in the event of the proclamation of a State of Emergency in Santa Clara County or the existence of a State of War Emergency, to command the aid of as many citizens of this community as he or she deems necessary. Such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered disaster service workers.
- To requisition necessary personnel or material of any city department or agency.
- To execute all of the ordinary powers as city manager, all of the special powers conferred upon him or her by this chapter or by resolution or emergency plan adopted by the city council, as well as all powers conferred by any statute, by any agreement approved by the city council, and by any other lawful authority.

When the City proclaims a Local Emergency, it will: Notify the Santa Clara County Office of Emergency Management Duty Officer or, if activated, Operational Area Emergency Operations Center.

The figure below demonstrates the emergency proclamation process and response phase sequence of events:

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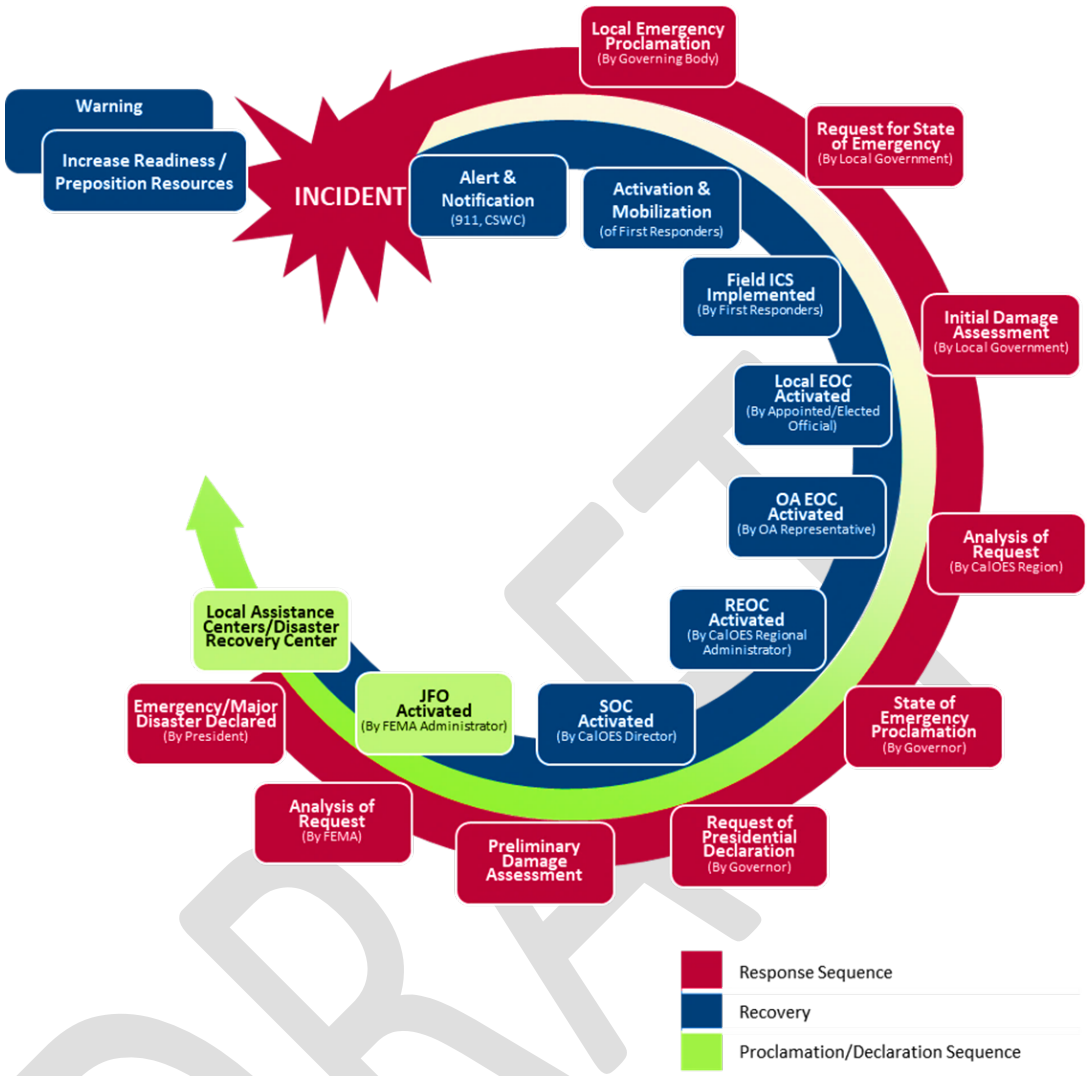

CONTINUITY OF GOVERNMENT

The California Emergency Services Act. As well as the Constitution of the State of California, provides the authority for State and local governments to reconstitute itself in the event incumbents are unable to serve. Continuity of government is comprised of 3 elements:

- Standby Officers for the Governing Body
- Alternate Seat of Government
- Preservation of Vital Records

Standby Officers

Article 15, Chapter 7, Division 1, Title 2, California Government Code provides the authority, as well as the procedures to be employed, to assure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three Standby Officers for each member of the governing body, and up to three Standby Officers for the Chief Executive, if not a member of the governing body. Article 15 permits provision for the succession of officers who head departments having

duties in the maintenance of law and order, or in the furnishing of public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including Standby Officers, is unavailable to serve.

Alternate Seat of Government

In the event that a facility for conducting essential work of the City of Gilroy should be unavailable, that work will be relocated to another suitable city owned facility, or another suitable loaned or rented facility. The seat of government is the City Hall. The Director of Emergency Services will make selection of a suitable alternate site when the determination has been made that the City Hall is uninhabitable.

Preservation of Vital Records

Vital records are defined as those records that are essential to:

- Protect the rights and interests of individuals. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, EOPs, and personnel rosters.
- Reestablish normal governmental functions. Included in this group are charter, statutes, ordinances, court records, and financial records, especially payroll and accounts receivable. Each level of government down to the departmental level is responsible for designating a custodian for vital records, and ensuring that vital records storage and preservation is accomplished.

Vital records storage methods that might be utilized include, but are not limited to:

  - Fireproof containers
  - Vault storage
  - Redundant electronic copies on media disbursed in several locations

The City Clerk is designated as custodian of vital records. The Deputy City Clerk serves as alternate in the absence of the City Clerk.

Each City department is also responsible for identifying and maintaining its own essential records.

Alternate EOC

In the event that the primary EOC within the City Hall Annex is inaccessible or uninhabitable, the City has two alternate EOCs.

- Police Department
- Corporation Yard

Lines of Succession

Certain events can impact staff availability. The City maintains an EOC lines of succession for each department and all identified positions within the EOC. City department directors are responsible for filling vacancies as they occur in coordination with OEM.

OPERATIONAL GOALS, PRIORITIES, AND STRATEGIES

The City of Gilroy has established the following general priorities for establishing response goals, governing resource allocation, prioritizing actions, and developing operational strategies:

Operational Goals: During the response phase, the departments charged with responsibilities in this plan should focus on the following five goals:

- Mitigate hazards
- Meet basic human needs
- Address needs of People with Access and Functional Needs
- Restore essential services
- Support community and economic recovery

Operational Priorities: Operational priorities govern resource allocation and the response strategies for the City during an emergency. Below are operational priorities addressed in this plan:

- Save Lives – The preservation of life is the top priority and takes precedence over all other considerations.
- Protect Health and Safety – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- Protect Property – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- Preserve the Environment – All feasible efforts must be made to preserve the environment and protect it from damage during an emergency.

Operational Strategies: To meet the operational goals, emergency responders should consider the following strategies:

- Mitigate hazards –As soon as practical during the disaster response: suppress, reduce, or eliminate hazards/risks to people, property, and the environment to lessen their actual or potential effects/consequences.
- Meet basic human needs –All possible efforts must be made to supply resources to meet basic human needs, including food, water, accessible shelter, medical treatment, and security during an emergency.
- Address needs of individuals with disabilities or access and functional needs – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of these individuals must be considered and addressed.
- Restore essential services –Power, water, sanitation, accessible transportation, and other essential services must be restored as quickly as possible to assist communities in returning to normal daily activities.
- Support Community and Economic Recovery –All members of the community must collaborate to ensure recovery operations are conducted efficiently, effectively, and equitably. Promoting expeditious recovery of the affected areas.

EOC

The City of Gilroy Emergency Operations Center (EOC) provides a centralized location where emergency management coordination and decision-making can be supported during a critical incident, major

emergency, or disaster. When activated, the EOC provides support for a number of critical tasks related to communications, coordination, resource management, and executive leadership. Additionally, the EOC coordinates tasks that augment existing Department standard operating procedures. The City's OEM Duty Officer will be responsible for monitoring daily activities and functions outside of activation.

Primary and Alternate EOC Locations

The EOC is located within the City Hall Annex.

All designated EOC personnel have access to the secure facility.

Guidelines for activating the EOC and position-specific checklists, are included in the EOC Guidebook which are kept in the EOC.

If the EOC is uninhabitable or inaccessible, the EOC will be reestablished at the alternate EOC within the Gilroy Police Department. Mobile radios, phones, and laptops will permit re-location of the EOC to any appropriate location if circumstances dictate.

Activation/Deactivation Authority

The City of Gilroy EOC can be activated and deactivated by the following City officials:

- City Administrator
- Assistant City Administrator
- Other City Department Director as designated by the City Administrator

If an emergency situation is too large to be coordinated from the field, or if a major disaster occurs, the City department head whose department is responding may request activation of the EOC. However, the authority to activate resides with the City Administrator, or designee.

Activation

This section identifies when to activate the EOC and the different types of activation. When activating the EOC, the responsible official should consider the following as part of the process of activation:

- Determine the scope of the incident or event
- Determine the appropriate level of activation
- Notify/recall EOC staff for activation (via Everbridge or Gilroy Communications)
- Open the EOC and prepare the facility to host operations
- Notify the Operational Area

Activation Levels

The EOC may be partially or fully activated based on the scope or complexity of the situation:

- **Partial Activation:** For a partial activation, the EOC is activated but only some of the positions are filled. This may involve a smaller emergency that a limited number of responders can handle, it might involve the early stages of an expanding disaster, or it might involve the late stages of a response prior to deactivation of the EOC. Staffing needs for partial activations vary depending on the scope of the event and must be adaptable to changing conditions.
- **Full Activation:** For a full activation, the EOC is activated, and all or most of the positions are filled. A full activation occurs for the most significant events involving the use of the full scope of City resources and the need for outside assistance.

The table below describes the activation levels and the relation to EOC staffing:

Activation Level	Detail	Situation	Staffing
Three	Level Three is a minimum activation. Requires minimum staff and coordination is remote	• Events with potential impacts on the health and safety of the public and/or environment • Incident involving 2+ City departments • Low risk planned event	1. EOC Director 2. EOC Coordinator 3. Department Directors 4. Section Coordinators, as appropriate 5. Public Information Officer, as appropriate
Two	Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation/staffing	• Two or more large incidents involving 2 or more departments • Events with impacts on the health and safety of the public and/or environment • Major unplanned or high risk planned event	1. EOC Director 2. EOC Coordinator 3. Section Coordinators 4. Branches and Units, as appropriate 5. Liaison/Agency Representatives, as appropriate 6. Public Information Officer
One	Level One activation involves a complete and full activation of all organizational elements and staffing as appropriate for a major emergency	• Major City, County, Regional, State or National emergency • Multiple departments with heavy resource involvement	1. All EOC as appropriate

Deactivation

At a point in time when response activities transition to recovery activities, the use of the EOC to coordinate resource support and information sharing will continue. The Planning and Intelligence Section will continue operations in the EOC until it is determined that the situation is stable to reconvene in other facilities. Recovery activities will continue long after the EOC deactivation. The Planning and Intelligence Section Coordinator is responsible for presenting the deactivation recommendation to the EOC Director. The Advanced Planning Unit is responsible for planning for the transition from response to recovery operations.

EOC positions should be formally deactivated when no longer necessary. Before deactivating the EOC, the Liaison should notify all internal and external partners of the decision to deactivate and the date/time of

deactivation while providing instructions for continued coordination outside the EOC. After deactivation, all documentation should be gathered and maintained to support recovery efforts and the after-action review. Additionally, the EOC should be restocked and prepared for future activations.

EOC Organization

The organizational structure for the EOC is consistent with an "ICS-like" EOC Organization Structure defined in current NIMS guidance, with a management section and four functional sections: Operations, Planning/Intelligence, Logistics, and Finance/Administration.

The figure below displays the City EOC organizational chart:

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Direction, Control, and Coordination

The City Administrator, or designee, has the power to direct staff and civilian responses in the City and to settle questions of authority and responsibility. If necessary, the City Council or the City Administrator may promulgate orders and regulations to protect life and property or preserve public order and safety. These must be in writing and must be given with widespread publicity. In a proclaimed emergency, the City Administrator or designee may buy or commandeer supplies and equipment and may command the aid of citizens.

Additionally, the Governor has the power to suspend State agency orders, rules, or regulations that may impede emergency responses. Local governments generally do not have this power, except by order of the Governor.

Coordination with Field-Level Incident Command Post

Field-level responders organize according to the Incident Command System (ICS) and coordinate with Dispatch Centers and the EOC to share information and request support.

Coordination with Operational Area

When activated, the City EOC coordinates information sharing and resource requests with the Santa Clara County Operational Area EOC. Communication between the City EOC and Operational Area EOC occurs between position counterparts. For example, the City EOC Planning and Intelligence Section Coordinator/Chief communicates with the Operational Area EOC Planning and Intelligence Section Coordinator/Chief. Additionally, during complex or large-scale incidents, the City may send a liaison to the Santa Clara Operational Area EOC to facilitate communication and coordination, especially in support of resource management.

Coordination with Special Districts/School District/Private Sector Infrastructure

When activated, the City EOC coordinates with special districts and utilities through their activated EOCs to share information and request or provide support as necessary. For some incidents, the City may send a liaison to a school district, special district, or utility, or those entities may send a liaison to the City EOC to share information and make decisions more efficiently. Depending on the magnitude of the incident and personnel availability, special district and utility liaisons may need to provide the liaison to the County EOC as a resource supporting the entire Operational Area and its jurisdictions. Examples of special districts, school districts, and private utilities the City may coordinate with include but are not limited to, Gilroy Unified School District, Santa Clara Valley Water District, Pacific Gas and Electric, Verizon, and Spectrum.

Coordination with Voluntary and Nonprofit Organizations

Voluntary Organizations Active in Disasters (VOAD) include nonprofits and faith-based organizations that offer services with no legal mandate and may have an associated cost element. VOADs mobilize and provide valuable assistance for survivors before, during, and after incidents. These organizations train and plan to effectively integrate volunteers into the City's incident response and recovery organization. They are valuable partners with established community relationships and offer expanded outreach and services. Examples of voluntary and nonprofit organizations the City may coordinate with are Collaborating Agencies' Disaster Relief Effort (CADRE), American Red Cross, and the Salvation Army.

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The Emergency Operations Center (EOC) serves as a hub for collecting, analyzing, and disseminating timely, accurate, consistent, and accessible information relating to the incident or event. Establishing a common operating picture and maintaining situational awareness is essential to incident management and constitutes a significant role of the EOC.

Information Collection

Information relating to the incident or event is often collected before an incident through routine monitoring of warning sources and credible threats. This information is used for advance preparedness

and planning, devising incident management strategies and action plans, and making decisions about notifying the public. The OEM will use this information to determine what steps should be taken, such as recommending the activation of the EOC and the emergency organization.

Information may be collected before and during the incident from a variety of sources, such as:

- On-scene observation
- Incident Command Posts
- Field-level personnel
- Dispatch center
- Media reports
- Internet sources
- Email
- Operational Area
- Emergency Management Software
- Amateur radio

Critical Information Needs and Collection Priorities

The Planning and Intelligence Section is responsible for gathering information to support decision-making in accordance with established operational priorities. The EOC Director will establish information collection priorities specific to the response to ensure timely, accurate, and consistent information flow into the EOC. This information may come from various sources, including but not limited to State and Federal agencies, the operational area partners, the operational area EOC, City departments, private sector utilities, news, and the internet to support. In addition, it may be collected in various formats, including but not limited to maps, spreadsheets, and reports to obtain comprehensive situational awareness and identify planning priorities.

Community Lifelines

FEMA's community lifelines enable the continuous operation of critical government and business functions and is essential to human health and safety or economic security. Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. FEMA has developed a construct for objectives-based response that prioritizes the rapid stabilization of Community Lifelines after a disaster. The integrated network of assets, services, and capabilities that provide lifeline services are used day-to-day to support the recurring needs of the community and enable all other aspects of society to function. When community lifelines are disrupted, information collection is paramount in decisive intervention to stabilize the incident.

FEMA's Seven Community Lifelines:

- **Safety and Security** – law enforcement/security, fire services, search and rescue, government
- services, community safety.
- **Food, Water, Shelter** – food, water, shelter, agriculture.
- **Health and Medical** – medical care, public health, patient movement, medical supply chain,
- fatality management.
- **Energy** – power grid, fuel.
- **Communications** – infrastructure, responder communications, alerts warnings and messages, finance, 911/dispatch.
- **Transportation** – highways, roadway, motor vehicle, mass transit, railway, aviation, maritime.

- **Hazardous Materials** – facilities, HAZMAT, pollutants, contaminants

Information Analysis

Analysis of information may occur before or during an incident. Information available through monitoring and warnings must be analyzed in the context of risk assessment, infrastructure/structural vulnerability, forecasts, social vulnerabilities, current events, and other factors.

When the EOC is activated, a critical task of the Planning and Intelligence Section is turning the collected information into actionable intelligence. Raw information and data require evaluation, verification, and assessment for relevance. The Planning and Intelligence Section will process information made available, validate and organize relevant components, and ensure that the resulting intelligence is evaluated by qualified personnel. Information that is made available through monitoring and warnings must be analyzed in the context of risk assessment, infrastructure/structural vulnerability, forecasts, social vulnerabilities, current events, and other factors.

When the EOC is activated, a critical task of the Planning and Intelligence Section is turning the collected information into actionable intelligence. Raw information and data require evaluation, verification, and assessment for relevance. The Planning and Intelligence Section will process information made available, validate, and organize relevant components, and ensure that the resulting intelligence is evaluated by qualified personnel.

Information Dissemination

Information for the public is disseminated through several mechanisms under the control of the City Manager's Office. Details describing how information is collected, vetted, and disseminated to the public are described in Communications.

Situation Status Reporting

Intelligence collected throughout the incident will be documented in a Situation Status Report. The Planning and Intelligence Section of the EOC develops the report. Situation Status Reports create a common operating picture and will be used to adjust the operational goals, priorities, and strategies. To ensure effective intelligence flow, the City of Gilroy has established communications systems and protocols to organize, integrate, and coordinate intelligence. The flow of situation reports among the levels of government should occur consistently with the Standardized Emergency Management System (SEMS), as shown below:

- **Field Situation Status Reports:** Situational status and other relevant information from the field should reported to the EOC Operations Section and then conveyed to the EOC Planning and Intelligence Section within the operational period.
- **City of Gilroy EOC:** The Situation Status Unit in the EOC will summarize and verify reports received from the field, and other reporting disciplines and provide a consolidated City Situation Report to the Operational Area EOC, if necessary, once each operational period. The Situation Status Report will also be made available to all participants in the City's emergency management organization to provide situational awareness.
- **Operational Area EOC:** The Operational Area EOC will summarize situation status reports received from local government EOCs within Santa Clara County, county field units, county DOCs, and other reporting disciplines and forward a consolidated Operational Area Situation Report to the

California Governor's Office of Emergency Services (Cal OES) Coastal Regional Emergency Operations Center (REOC).

- **Coastal REOC:** The Coastal REOC will summarize situation status reports received from Operational Area EOCs with the Region, State field units, State DOCs, and other reporting disciplines and forward the Regional Situation Report to the State Operations Center (SOC).
- **SOC:** The SOC will summarize situation status reports received from the REOCs, State DOCs, State agencies, and other reporting disciplines and distribute to State officials and others on the distribution list.
- **Joint Field Office (JFO):** When the JFO is activated to support local, State, and Federal coordination, including the Federal Emergency Management Agency (FEMA), the REOC and SOC situation status reports will be assimilated into the JFO situation report. The REOC organization may be co-located with the federal organization at the JFO.

Displaying Information

The EOC's major purpose is accumulating and sharing information to ensure coordinated and timely emergency response. The EOC will maintain displays using both display boards and display monitors, as available, to communicate emergency information within the EOC. The Planning and Intelligence Section is responsible for coordinating the display of information. EOC sections will coordinate with the Planning and Intelligence Section to display information as appropriate, including but not limited to citywide status, resource tracking, damage assessment, and live video feeds.

At the onset of any disaster, a significant events log will be compiled for the duration of the emergency. Key disaster related information will be recorded in the log (e.g., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees). The posting of the significant events log is the responsibility of the Planning and Intelligence Section. Significant events may be maintained in WebEOC and available to all via laptop or display monitor.

EOC Action Plans

The City of Gilroy will share information and analyze intelligence using EOC Actions Plans in conjunction with regularly scheduled EOC briefings (usually one briefing conducted early in each operational period or as needed).

The primary focus of the EOC Action Plan should be on jurisdictional issues. The plan sets overall objectives and establishes the priorities. It can also include mission assignments to departments, provide policy and cost constraints, and incorporate interagency considerations. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

Action planning is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer but should not exceed 24 hours.

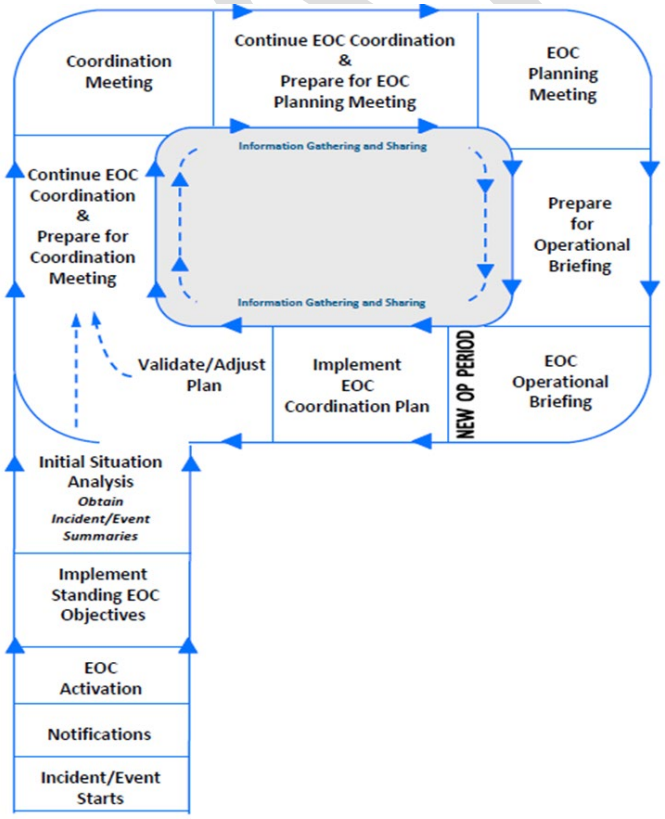
The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. The verbal plan is usually put together by the EOC Director in concert with the Section Coordinators. There must be adequate representation of key organizational components, organizations, and agencies with

representatives participating in the planning process having technical expertise and authority to commit to accomplishing these tasks. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or time-consuming. It should generally cover the following elements:

- Situation status.
- Major events, safety issues, and other important information.
- Listing of objectives to be accomplished (objectives should be specific, measurable, achievable, relevant, and time-oriented [SMART]).
- Statement of current priorities related to objectives.
- Resources needed.
- Potential issues and problems.
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred).
- Assignments and actions necessary to implement the strategy.
- Operational period designation (the timeframe necessary to accomplish the actions).
- Organizational elements to be activated to support the assignments (later EOC Action Plans may list organizational elements that will be activated during or at the end of the period).
- Logistical or other technical support required.

The below figure displays the "Planning P" utilized in the EOC planning process:



Technical Services for Information Collection and Dissemination

The EOC and its personnel must be prepared with the tools and contacts to be able to identify, research, collect, and analyze the information required to make informed and timely decisions. This means that individuals should be pre-assigned and have received the appropriate training and requirements (e.g., security clearances, logins, and technology training). In addition, the City must be prepared to scale up technology needs as the incident expands.

The City of Gilroy has established communication networks and systems to obtain information from local, Operational Area, Regional, State, and National systems and services. The City of Gilroy receives the following types of alerts from California State Warning Center and/or directly from warning centers:

- **California State Warning Center:** Cal OES operates the California State Warning Center (CSWC), which is staffed 24 hours per day, 365 days per year to serve as the official State level point of contact for emergency notifications. From this center, Warning Center personnel maintain contact with County Warning Points, State agencies, Federal agencies, and the National Warning Center in Berryville, Virginia. The CSWC reports any alerts or warning to the Operational Area via e-mail.
- **Earthquake Notifications:** The CSWC receives notification of earthquakes from the California Integrated Seismic Network (CISN), National Earthquake Information Center (NEIC), and the United States Geological Survey (USGS). CISN is a statewide network that provides the basic information for California earthquakes shown on the CISN Display. The CISN Display is an Internet-based rapid earthquake notification system that receives earthquake information from networks world-wide. The CSWC reports any alerts or warning to Operational Area via e-mail.
- **Weather Notifications:** The City of Gilroy receives notification of severe weather from the NWS.
- **Energy Notifications:** California Independent System Operator (ISO) monitors the California power grid, which consists of a network of long-distance high voltage transmission lines and substations that carries bulk electricity to local utilities for distribution to their customers. When the grid is unable to meet electrical demands, the California ISO will direct utilities to reduce their load and issue emergency notices of energy interruptions. The CSWC will be contacted by the California ISO when the operating reserves reach these critical levels.
- **Hazardous Materials/Oil Spill Release Notifications**: In accordance with State law, handlers, any employees, authorized representatives, agents, or designees of handlers shall, upon discovery, immediately report any release or threatened release of hazardous materials to the CSWC. The CSWC reports any alerts or warning to the Operational Area.
- **California Law Enforcement Telecommunications System (CLETS) and California Law Enforcement Radio System (CLERS):** The City of Gilroy Police Department receives direct notifications from these systems.

CRISIS COMMUNICATIONS AND PUBLIC INFORMATION

Information for the public is coordinated across multiple jurisdictions and agencies, including nongovernmental organizations and private businesses, and is disseminated through several mechanisms under the control of the City Administrator's Office.

Emergency Public Information

The EOC Public Information Officer provides communications support to the EOC Director during an EOC activation. The EOC PIO supports the EOC Director by coordinating messaging and provides support to the Incident Commander in the field by either providing a public information officer to serve in the Incident

Command Post (ICP) or by coordinating messaging with the ICP. All information prepared for dissemination to the public will be vetted, organized, and approved by the EOC Emergency Public Information Officer in coordination with the EOC Director. The EOC PIO advises leadership on all public information matters relating to the management of the incident. EOC PIO through the Joint Information System (JIC) or ICP PIO, handles inquiries from the media, the public, and elected officials; emergency public information and warnings; rumor monitoring and response; media monitoring; and other functions required to gather, verify, coordinate, and disseminate accurate, accessible, and timely information related to the incident, particularly regarding information on public health, safety, and protection. Additionally, the EOC PIO coordinates with the Planning and Intelligence Section to gather, validate, and share information.

Joint Information System

The Joint Information System (JIS) is the broad mechanism that organizes, integrates, and coordinates information to ensure timely, accurate, accessible, and consistent messaging activities across multiple jurisdictions and/or disciplines with the private sector and NGOs. It includes the plans, protocols, procedures, and structures used for providing public information. Federal, State, Tribal, Territorial, Regional, local, and private sector PIOs and established Joint Information Centers (JICs) at each level of SEMS are critical elements of the JIS.

Joint Information Center

The JIC is a central location that facilitates the operation of the JIS. It is a location where personnel with public information responsibilities from multiple agencies, departments, and other local governments perform critical emergency information functions, crisis communications, and public affairs functions. JICs may be established at various levels of government, at incident sites, or as components of Federal, State, tribal, territorial, regional, or local multi-agency coordination (MAC) groups (e.g., MAC Groups or EOCs). For incidents requiring the activation of the EOC, the City may support a JIC to coordinate messaging with multiple departments or agencies. Depending on the requirements of the incident, JICs can be established at the Field level to support the incident commander. JIC activation is coordinated by EOC PIO.

Message Development and Approval

Messages intended to be disseminated to the public or to other agencies or organizations may be developed by subject matter experts working in support of the City's response efforts. These messages are reviewed by the EPIO at the JIC to correct inaccuracies and to maintain consistency in messaging. The EOC Director approves messages.

Methods of Dissemination

The City uses various mechanisms to disseminate public information. Among them are: City Website, social media, standard media, in-person, AM radio 1610, AlertSCC, Nixle, electronic signs, Wireless Emergency Alerts (WEA) and the Emergency Alert System (EAS). Additional methods are used for those with disabilities and those with access and functional needs, including but not limited to translation services and outreach through partner organizations.

Communication Systems

The City EOC is equipped with multipurpose and redundant communication technologies allowing the sharing of information across multiple platforms through different modalities. The communication

capabilities are routinely exercised and updated as technology advances. Current communication resources in the City EOC include:

- Land-line based phones
- Voice Over Internet Protocol (VoIP)
- Cellular telephones
- Satellite phones
- Fax machines
- Internet enabled computers
- Email
- Radio systems
- Amateur radio
- Public safety frequencies (i.e., law, fire, EMS)
- Government frequencies (department/agency radios/EOC to EOC)
- Low band frequency radio(EOC to EOC, Control 10)

Web EOC

WebEOC is available to the City of Gilroy as an emergency management information system, as an information sharing tool with Operational Area. The information sharing tool allows the City to have a common operating picture and situational awareness across the Operational Area, as it helps to facilitate information coordination during an emergency.

Veoci

The City of Gilroy utilizes Veoci, an EOC incident management platform, as a centralized data management tool that allows for real-time communication, information sharing, and incident tracking to facilitate situational awareness and develop a common operating picture.

LOGISTICS

Resource Management

Resource management preparedness involves identifying and typing resources; qualifying, certifying, and credentialing personnel; planning for resources; and acquiring, storing, and inventorying resources.

Identifying and Typing Resources

In accordance with NIMS, resources are identified by the following characteristics:

- **Capability:** The core capability for which the resource is most useful (e.g., fire management and suppression; on-scene security, protection and law enforcement; public health, healthcare, and emergency medical services).
- **Category:** The function for which a resource would be most useful (e.g., fire/hazardous materials, law enforcement operations, medical and public health).
- **Kind:** A broad characterization, such as personnel, teams, facilities, equipment, and supplies.
- **Type:** Provides further details regarding the capability of a specific kind of resource that applies a metric to designate it as a specific numbered class (e.g., Type 1 IMT, Type 2 IMT, and Type 3 IMT).

Requesting Resources

Resource requests should include enough detail to ensure those receiving the request understand what is needed. Using NIMS resource typing helps ensure that requests are clearly communicated and understood. Requests should include the following information:

- Detailed item description including quantity, capability, category, kind, and type, if known, or a description of required capability and/or intended use if not.
- If suitable substitute resources or preferred sources exist, these should also be indicated.
- If the resource is not a common or standard incident resource, then detailed specifications should be provided.
- Required arrival date and time.
- Required delivery or reporting location.
- The position title of the individual to whom the resource should report.
- Any incident-specific health or safety concerns (e.g., vaccinations, adverse living/working conditions, or identified environmental hazards). Personnel are assigned based on their qualifications and the needs of the incident, as well as any jurisdictional licensing requirements or limitations (i.e., personnel in some fields, including law enforcement and medicine, have limited authority outside of the jurisdiction in which they are sworn or licensed).

General Resource Request Flow

During the response phase, the real-time tracking of incident response needs and resources available is critical. Resources may be in short supply, and multiple requests for services can occur. Resource requirements for supplies, equipment, vehicles, facilities, or personnel are initially filled from within City departments. Once internal resources have been exhausted (including inventories on hand and procurement from vendors) or when a shortfall is projected, a resource request based on a needed outcome is submitted to the Operations Section Branch at the EOC.

If possible, resource request is filled by other departments represented in the Operations Section of the EOC. When no internal source exists to fulfill the request or a shortage is anticipated, the request is forwarded to the Logistics Section. The Logistics Section attempts to fulfill the request by procuring the necessary services or supplies first from within existing City resources, and then from the private sector or other nongovernmental sources.

When City resources have been exhausted or certain resources are unavailable, requests are then routed to the Operational Area EOC. If resources are exhausted in the Operational Area, requests are routed to the Coastal REOC following SEMS protocols. The figure below demonstrates Resource Request Flow as defined by SEMS.

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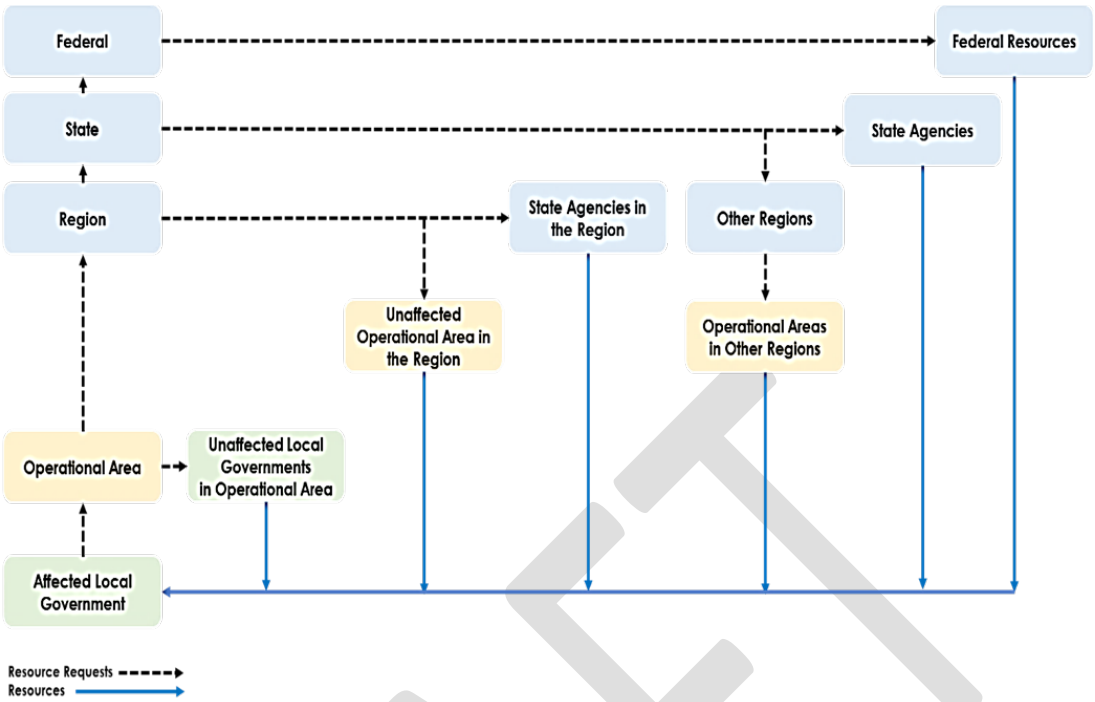

Discipline-Specific Mutual Aid Resource Request Flow

Under the California Master Mutual Aid Agreement, of which the City is a signatory, discipline-specific mutual aid systems (e.g., Law, Fire, Public Works, Emergency Management) follow a slightly different path when requesting resources. While they still flow bottom-up, following SEMS levels, the requests are initiated, communicated, and coordinated, through designated Mutual Aid Coordinators at each level. The City's Mutual Aid Coordinators issue requests for assistance using the Gilroy Communications to initiate the process by communicating the request to the Operational Area Mutual Aid Coordinator through the County's dispatch center. Initiated requests and the status of the resources are tracked, and that information is shared with the associated Branch in the Operations Section of the EOC.

Resource Management Process

The resource management process during an incident includes standard methods to identify, order, mobilize, and track resources. In some cases, the identification and ordering process is compressed, such as when an Incident Commander identifies the specific resources necessary for a given task and orders those resources directly. However, in larger, more complex incidents, the Incident Commander relies on the resource management process and personnel in the ICP and EOC to coordinate to identify and meet resource needs. The six primary tasks of resource management during an incident are:

- Identify requirements
- Order and acquire
- Mobilize
- Track and report
- Demobilize
- Reimburse and restock

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Resource Tracking

Resource tracking occurs prior to, during, and after an incident. This process helps staff prepare to receive and use resources; tracks resource location; facilitates the safety and security of personnel, equipment, teams, and facilities; and enables effective resource coordination and movement. Resource status updates and associated information should flow from the ICP to the EOC, and continue until the resource provider receives the information.

Mutual Aid

Mutual aid is defined as voluntary aid and assistance by the provision of services and facilities, including but not limited to fire, police, medical and health, communication, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever resources prove to be inadequate to cope with a given situation.

The basis for the Mutual Aid System is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), which is entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies to assist each other by providing resources during an emergency. The City of Gilroy is a party to this agreement. The agreement obligates each signatory entity to provide aid to each other during an emergency without the expectation of reimbursement. Under specific conditions, Federal and State monies may be appropriated to reimburse public agencies that aid other jurisdictions. If other agreements, memorandums, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may be reimbursed only if funds are available.

The City of Gilroy is also party to the Emergency Management Assistance Compact (EMAC). Passed through Public Law 104-321, EMAC provides the legal agreement and standard operating procedures for states and their political sub-divisions to receive interstate aid in a disaster.

In addition to mutual aid from other jurisdictions and from other states, the City of Gilroy can also obtain emergency response resources through alternative mutual aid systems such as the Water Response Network, coordinated by the California Utilities Emergency Association, or the Public Transit Mutual Aid, coordinated by the Metropolitan Transportation Commission.

When the City's resources are exhausted, it depends on the Mutual Aid System and the resource request flow defined in SEMS to acquire the necessary resources to execute response activities.

Use of Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers. Public employees (civil service) are all persons employed by any County, City, State agency, or public district. Disaster Service Workers support continuity in providing essential government services during declared emergencies or disasters.

In the event of a major emergency or disaster, City employees may be called upon to perform emergency management-related duties in addition to their normal or emergency duties:

- City employees may be required to work during a declared emergency and may be assigned to disaster service work.

- Assignments may require service at locations (e.g., EOC, field, shelter), times (e.g., day, night), and in austere environments.

Under no circumstances will City employees that do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform, or that are beyond their recognized capabilities.

Use of Affiliated DSW Volunteers

The City's emergency organization relies on a dedicated network of volunteers to augment the City's preparedness, response, and recovery efforts. OEM manages the following volunteer programs:

- Gilroy Amateur Radio Emergency Services (ARES)
- Gilroy Community Emergency Response Team (CERT)

Use of Spontaneous Unaffiliated Volunteers

After a disaster, local governments often see an influx of spontaneous volunteers converge in their communities; however, well-intentioned, uncoordinated volunteers can be ineffective, hinder response operations, and create new risks. Emergency volunteers must be carefully managed, a function that often falls to the local government. After a disaster, emergent volunteers will be managed by the Logistics Section. If the City has the capacity, the logistics section will coordinate with affiliated volunteers, to support an Emergency Volunteer Center for emergency volunteer intake and assignment. If there is no capacity to manage spontaneous unaffiliated volunteers, the City may refer individuals to partner organizations as appropriate.

ADMINISTRATION AND FINANCE

City Emergency Operations Policy Statement

Limitations: Due to the nature of emergency response, the outcome is challenging to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude, and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended during an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, City employees not otherwise assigned emergency disaster-related duties will, unless otherwise restricted, be made available to augment the work of their department or other City departments if required.

Households of Emergency Response Personnel: City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors, or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the City's Emergency Operations Center.

Nondiscrimination: All local activities will be carried out in accordance with Federal nondiscrimination laws. It is the City's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical disability.

Access and Functional Needs: All emergency management activities will be carried out in accordance with State (California Government Code, Section 8593.3.5) and Federal (Americans with Disabilities Act of 1990) law to ensure equitable outcomes for individuals with access and functional needs.

Household Animals: All emergency management activities will be carried out in accordance with Federal law (Pet Evacuation and Transportation Standards Act) to ensure animal evacuation, transport, care and shelter needs are addressed.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the City's resources and personnel may be overwhelmed at the onset of a disaster, individuals and organizations should be prepared to be self-sufficient following a disaster. The City will make every effort to provide information to the public via the media and other sources, to assist citizens in dealing with the emergency.

Documentation

The EOC Finance/Administration Section will be responsible for maintaining records on damage assessment expenditures, recovery cost expenditures, insurance-related documents, personnel overtime, and other costs associated with the emergency.

The EOC Planning and Intelligence Section will maintain copies of documents integral to EOC functions (e.g., Incident Action Plans, Situation Reports, position logs, sign-in sheets) that together make up the history and chronology of incidents where the EOC is activated.

Cost Tracking

Disaster-related expenditures may be reimbursed under a number of State and Federal programs. However, recovering these costs can be a complex process that requires significant documentation and accurate record keeping for receiving maximum reimbursement on eligible activities.

- The Finance and Administration Departments are jointly responsible for coordinating the City's efforts to properly apply for State and Federal reimbursement for disaster-related costs and obligations.
- For disasters involving significant damage to infrastructure, it can take years to complete the eligible work and to compile supporting documentation necessary for State and Federal reimbursement.
- FEMA's Office of the Inspector General routinely audits State and local governments and nonprofit organizations that receive FEMA disaster assistance funds. If the Inspector General determines that a grant applicant did not spend disaster assistance funds according to Federal regulations and FEMA guidelines, FEMA can rescind the original award. Providing documentation in the format FEMA expects can provide a measure of protection for the City. In addition to inadequate documentation, common disallowances include expenditures for ineligible items, improper procurement, and duplicate payments from insurance companies. It is important to maintain records and documentation in auditable form for at least three years after the receipt of a closeout letter from Cal OES.

Eligible Costs

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and for which the service is the responsibility of the applicant jurisdiction.

Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Eligible costs are costs that:

- Are reasonable and necessary to accomplish the eligible work.
- Comply with Federal, State, and local requirements for procurement.
- Do not include (or are reduced by) insurance proceeds, salvage values, and other credits.
- When determining eligible costs, the defining factor for reimbursement will be whether the documented costs can be deemed "reasonable". The Federal government often refers to 2 C.F.R. 200.404 for a definition of "reasonable" cost:

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally funded.

The eligible cost criteria apply to all direct costs, including salaries, wages, fringe benefits, materials, equipment, and contracts awarded for eligible work. Ineligible expenses include costs for standby personnel and equipment and lost revenue.

Recordkeeping Requirements

State and Federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual original source records. Detailed records should be kept from the onset of an incident or event to include, but not be limited to:

- Appropriate extracts from payrolls, with any cross-references needed to locate original documents. Labor costs should be compiled separately from vehicle and equipment expenses.
- A schedule of vehicles and heavy equipment used for emergency operations. This documentation should include vehicle identification, miles or engine hours, where and how it was used and the operator. Vehicle operating expenses should include fuel, tires, and maintenance.
- Invoices, warrants, and checks issued and paid for materials, supplies, and equipment expenses used for emergency operations. Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.
- Copies of requests for proposals issued for work that is contracted out to support eligible disaster-related response or recovery work.
- Justification for all non-competitive procurements.
- Final contracts.
- Invoices submitted by the contractor.
- Warrants authorizing check issuance.
- Work done under inter-community agreements and mutual aid.

Revenues and subsidies for emergency operations must be subtracted from any costs claimed. Expenditure tracking should commence upon notice or obvious occurrence of disasters requiring labor, equipment use, materials, and other expenses.

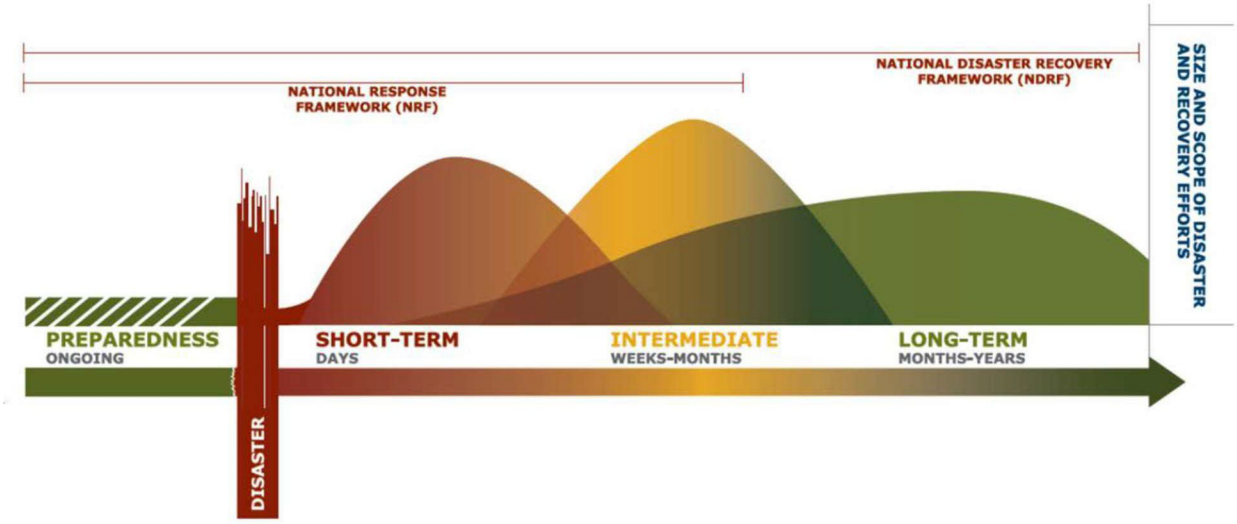
The City will activate a project string for emergency expenditure tracking. The Finance Section will compile reports, including total expenditures by category. The Finance Section Coordinator/Chief will submit a

summary report on total costs to the EOC Director as requested. This information will be used for State and Federal disaster assistance applications. Additional details regarding record-keeping requirements can be found in the guidance provided by each grant program. The FEMA Public Assistance Program a Policy Guide provides record-keeping requirement guidance that is generally applicable to most programs.

RECOVERY

The phases of recovery, or the "recovery continuum," as FEMA refers to them, offer a process of interdependent and often concurrent activities that seek to progressively advance a community toward a successful recovery. Community recovery can be adversely impacted if aspects are not integrated into the initial response phase. As such, the City of Gilroy elevates the importance of recovery by tying recovery to the City's emergency response operations at the onset of any incident requiring EOC activation.

The figure below displays the phases of recovery as defined in the National Disaster Recovery Framework.



The City Administrator serves as the lead for coordinating and delegating recovery functions. The City's recovery priorities are "people, buildings, infrastructure, and services."

In addition to a discrete set of activities and funding mechanisms, Recovery planning requires the sustained engagement of many partners to enact a shared vision for an improved and more resilient city. The City will use a "Whole Community" approach to recovery planning and program implementation to engage community members and partner organizations in actively shaping equitable recovery outcomes.

Recovery will be governed by the following principles:

- Recovery will be community-led with the City as a catalyst for residents, businesses, and community groups to advocate for their needs and take responsibility.
- Cooperation and strong relationships within the City's government will ensure smooth continuity of governance as the city progresses in response, short term recovery, intermediate recovery, and long-term recovery.
- A cohesive recovery results from the integrated and collaborative recovery planning and implementation that the city promotes within its impacted communities and across the region.

- City community services will strive to keep impacted residents and businesses in the community by providing services that allow them to rebuild their lives and livelihoods in place.
- The City will strive to maintain and expand housing affordability in disaster recovery.
- The City will work with impacted communities to ensure that disaster rebuilding helps to strengthen and revitalize today's struggling neighborhoods.
- The City will work to integrate environmental sustainability (including for buildings, infrastructure, and natural systems) into recovery and rebuilding activities.
- The City will commit to an open and transparent recovery process that actively engages the "Whole Community" in post-disaster recovery planning.

To address Gilroy's post-disaster recovery needs in accordance with the City's principles, the City will concentrate on the following activities:

- Coordination of information necessary to support the local emergency proclamation and request for disaster assistance processes.
- Assessment of social and economic consequences in affected areas in the City and coordination of efforts to address community recovery needs.
- Restoration of essential City facilities and services.
- Protection of natural and cultural resources and historic properties.
- Coordination to ensure the accessibility to and provision of recovery services to people with disabilities and others with access and functional needs.
- Facilitation of recovery decision-making across EOC functions and ensuring a smooth transition to a long-term recovery organization, if established.

Short-Term Recovery Considerations

Recovery operations begin concurrently with or shortly after the commencement of response operations. Short-term recovery activities occur within 90 days of the incident, but may continue beyond that point. Short-term recovery includes actions required to:

- Stabilize the situation
- Restore essential services
- Begin the process of restoring community and economic functions
- Recovery operations are transitioned from the EOC to City departments based on their functional responsibilities. Responsible departments coordinate recovery functions as part of their daily missions or functions. Initial short-term recovery activities typically include:
    - Damage assessment
    - Debris removal
    - Local Assistance Center (LAC) operations
    - Restoration of utilities such as water and power services
    - Restoration of basic transportation services and routes
    - Provision of temporary housing
    - Deployment of financial management systems for cost recovery through State and Federal reimbursement programs
    - Activities to support proclamations and requests for assistance
    - Advanced planning for long-term recovery needs
    - Coalition-building

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Intermediate Term Recovery Considerations

Intermediate or mid-term recovery involves returning individuals, families, critical infrastructure, and essential government or commercial services to a functional, if not pre-disaster, state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.

Long-Term Recovery Considerations

Long-term recovery includes those activities necessary to restore a community to its pre-disaster state, given the inevitable changes that result from a major disaster. Long-term recovery requires significant planning to maximize opportunities and mitigate risks after a major incident. Long-term recovery can continue for years and may include the following:

- Reconstructing public and private facilities and infrastructure
- Planning and rebuilding of housing
- Implementing waivers, zoning changes, and other land-use legislation to promote recovery
- Providing long-term assistance to displaced families, including financial support as well as social and health services
- Restoring the local economy to pre-disaster levels
- Integrating mitigation strategies into rebuilding efforts
- Recovering disaster-related costs for infrastructure restoration through State and Federal grant programs

Damage Assessment

Collection and analysis of damage assessment information is crucial to successfully managing response and recovery operations. Damage assessment encompasses an effort to collect three layers of information:

- Rapid damage assessment: A general situational awareness of damage, which may come from media reports, the public, and other sources, and be of varying detail and quality.
- Estimated monetary damages: Estimates of financial losses are needed to complete State and Federal forms (Initial Damage Assessment Summary Reports) to support the proclamation and major disaster declaration processes.
- Safety inspections: Formal assessments of a facility's safety for use and occupancy, which must be completed by qualified inspectors using standard Applied Technology Council (ATC) guidance.

Often, general situational assessment, damage estimates, and safety information will be collected at the same time. Immediate surveys of damage will be conducted by City departments with disaster response field units: Police, Fire, and Public Works. Technical damage assessments are conducted by Community Development (structures) in coordination with Public Works (public facilities, roadways, bridges, sewers, water systems, wastewater systems) and private utility providers. The Fire and Police Department will conduct reconnaissance of their facilities and impacted areas to determine the extent of damage and will report this information to the EOC Operations Coordination Section. This information be timely, accurate, and, where practicable, include specific damage assessment figures in dollar amounts. Estimated monetary damages will be compiled and submitted to Cal OES, through the OA, to support the requests for State and Federal assistance, as needed.

DISASTER ASSISTANCE

Depending on the size and scope of an incident, State and Federal programs may be activated to provide recovery assistance based on damage data and impact information identified in Initial Damage Estimate (IDE) forms submitted by affected local jurisdictions through their Operational Area to Cal OES.

Public Assistance

Public assistance programs provide support to local government agencies and, under certain specified conditions, to private nonprofits. After a Presidential Emergency or Major Disaster Declaration, State and Federal programs will be initially administered from the Joint Field Office. The JFO is a multiagency coordination center as defined by the NIMS. The JFO focuses on providing support to on-scene efforts, incident management, disaster response, and recovery program implementation. Assistance programs offered and administered solely under the authority of a Governor's State of Emergency Proclamation are administered or coordinated by the Recovery Division at Cal OES Headquarters in Sacramento.

California Disaster Assistance Act (CDAA)

The CDAA authorizes the Director of the California Governor's Office of Emergency Services (Cal OES) to administer a disaster assistance program that provides financial assistance from the State for costs incurred by local governments due to a disaster. Funding for repairing, restoring, or replacing public real property damaged or destroyed by a disaster is made available when the Director concurs with a local emergency proclamation requesting State disaster assistance. The program also allows for the reimbursement of local government costs associated with certain emergency activities undertaken in response to a State of Emergency proclaimed by the Governor. In addition, the program may provide matching fund assistance for cost-sharing required under Federal public assistance programs in response to a Presidential Major Disaster or Emergency Declaration.

A private nonprofit (PNP) organization may be eligible to receive assistance under special provisions in the CDAA for services rendered on behalf of disaster survivors that relate directly to a State of Emergency proclaimed by the Governor. Eligible activities must result in documented extraordinary costs and must have been provided at the direction of a local government agency or the State, as established by a contract or memorandum of understanding or agreement. The following costs are ineligible for reimbursement:

- No State financial assistance will be provided for costs or expenditures prohibited by the Federal or State constitution, law, or regulation.
- No reimbursement will be provided for donated resources received by the private nonprofits on or after the first day of the incident period as specified in the Governor's State of Emergency Proclamation for the emergency or disaster for which the private nonprofit is seeking state reimbursement.
- No reimbursement will be provided for donated or volunteer labor.
- No reimbursement will be provided for vouchers, debit cards or other monetary relief provided to the community affected by an emergency or disaster.
- No State financial assistance will be provided for damages caused by negligence or intentional acts.
- No funds allocated shall be used to supplant State or federal funds otherwise available in the absence of State financial relief or assistance.

FEMA Public Assistance (PA) Program

Authorized by multiple sections of the Stafford Act, the PA program is FEMA's primary form of financial assistance for State and local governments. The PA Program provides grant assistance for many eligible purposes, including emergency work, as authorized by Sections 403, 407, and 502 of the Stafford Act, which provides for the removal of debris and emergency protective measures, such as the establishment of temporary shelters and emergency power generation.

Permanent work, as authorized by Section 406, which provides for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations. PNPs are generally eligible for permanent work assistance if they provide a governmental type of service, though PNPs not providing a "critical" service must first apply to the SBA for loan assistance for facility projects. At its discretion, FEMA may provide assistance for hazard mitigation measures that are not required by applicable codes and standards. As a condition of PA assistance, applicants must obtain and maintain insurance on their facilities for similar future disasters.

FEMA Hazard Mitigation

As the result of a Presidential Disaster Declaration, FEMA's Hazard Mitigation Grant Program (HMGP) (also known as 404 Mitigation), funds plans and cost-effective projects that reduce the effects of future natural disasters. The purpose of 404 Mitigation is to ensure that the opportunity to take critical mitigation measures to protect life and property from future disasters is not lost during the recovery and reconstruction process following a disaster. Funding is a competitive process and not tied to a damaged facility. The total amount of federal funding under the HMGP cannot exceed 20 percent of the total (estimated) Federal assistance provided under FEMA PA and IA programs for that disaster. Normally the funding is only 15% but the California State Hazard Mitigation Plan has been approved by FEMA as an "enhanced plan" which allows the State to receive increased funding of up to 20% of the Stafford Act authorization in mitigation grant funds following a federally declared disaster. In California, these funds are administered by the Cal OES HMGP Unit. Eligible applicants include State agencies, local governments, special districts, and certain private nonprofits. FEMA funds 75% of the eligible project, and the applicant funds the rest (there is no State cost share for HMGP).

FEMA can also provide funding for certain hazard mitigation activities undertaken as part of the PA program as a Section 406 hazard mitigation activity. The purpose of 406 Mitigation is to implement cost-effective measures to reduce or eliminate the threat of future similar damage to a facility impacted by a past event. The PA applicant, FEMA, or Cal OES may recommend that hazard mitigation be included as part of a project worksheet that is used to document the damage, the eligible scope of work, and the cost estimate to complete the approved scope of work for the repair of the damaged facility. In some cases, FEMA may require that such actions be taken as part of an applicant's permanent repair project. The cost of eligible hazard mitigation action will be included in the overall funding of the project. Therefore, the cost share is 75% FEMA, 18.75% State, and 6.25% local.

PLAN DEVELOPMENT AND MAINTENANCE

The EOP is developed under the authority of City Council. It is a living document, subject to revision based on agency organizational changes, new laws or guidance, and experience obtained from exercises or responding to actual incidents. This section describes the plan development and maintenance process for keeping the EOP current, relevant, and in compliance with SEMS, NIMS, and other applicable guidelines or requirements.

Development and Maintenance Responsibilities

OES is responsible for the development and maintenance of the EOP. Each City department tasked with functional responsibility is responsible for participating in developing and maintaining relevant portions of the EOP, including assigned functional annexes.

Development Process

The initial development and the development of new material follow basic guidelines for strategic planning. The process is led by OES using stakeholders to assist in developing the EOP. Stakeholders participate in functional work groups to generate material for the EOP. OES combines the contributions of the stakeholders and other subject matter experts to develop the draft EOP. The stakeholders review the draft EOP and provide comments to OES. OES addresses the comments, makes edits to the draft EOP as necessary, and produces the final EOP. Stakeholder involvement is key to developing a comprehensive EOP that is useful, applicable, and supported by all City departments and stakeholders.

Revision and Maintenance Process

This EOP will be reviewed, updated as appropriate, and exercised to ensure the plan elements are relevant, valid, current, and compliant with current standards and best practices. Similar to the development process, each responsible department is responsible for reviewing and suggesting updates to the EOP and modifying its standard operating procedures as required based on deficiencies identified during exercises or actual incidents. This EOP will be reviewed, updated, and redistributed minimally every two years with a five-year revision cycle. All revisions to the EOP will be documented in the Record of Changes.

Triggers for Plan Updates

In addition to periodic reviews, the EOP will also be reviewed and updated after the following events:

- A major incident
- A change in operational resources (e.g., policy, personnel, organizational structures, management processes, facilities, equipment)
- A formal update of planning guidance or standards
- Each EOC activation
- Major exercises
- A change in the jurisdiction's demographics or hazard or threat profile
- A change in the acceptability of various risks
- The enactment of new or amended laws or ordinances

Plan Evaluation

Evaluating the effectiveness of the EOP and its supporting annexes involves a combination of training events, exercises, and real-world incidents to determine whether the goals, objectives, decisions, actions, and timing outlined in the plan led to a successful response. Absent from any triggering factors, the EOP should be reviewed annually to ensure the plan's contents remain accurate. Additionally, the City will use exercises and training sessions as opportunities to evaluate the EOP and its supporting plans and annexes.

After Action Reports

Completing After-Action Report (AAR) is a part of the required SEMS reporting process and requires that all cities and counties submit within 90 days a copy of the after-action report to the Cal OES.

Section 2450(a) of the NIMS/SEMS regulations states that:

"Any city or county declaring a local emergency for which the governor proclaims a State of Emergency, and any State agency responding to that emergency shall complete and transmit an After-Action Report to Cal OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

Use of After-Action Reports

AARs are made available to all interested public safety and emergency management organizations and serve the following important functions:

- Document response activities
- Identify problems/successes during emergency operations
- Analyze the effectiveness of the components of NIMS/SEMS
- Describe and define a plan of action for implementing improvements

The NIMS/SEMS approach to implementing AARs emphasizes improving emergency management at all levels. The AAR provides a vehicle for not only documenting system improvements but also can provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the AAR process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together when developing AARs when appropriate and feasible. For example, an Operational Area may coordinate the development of an AAR that involves several jurisdictions. Jurisdictional reports may become part of an overall operational area report if appropriate.

Training

All City personnel assigned to the EOC must complete initial and regular training related to emergency management operations. The City maintains an Integrated Preparedness Plan (IPP) that identifies and prioritizes the levels of training and exercises the City will follow. This IPP aligns with other trainings and exercises within the operational area to ensure practice and integration with OA partners whenever possible. City Departments and partner organizations having assigned responsibilities under this plan must ensure their assigned personnel are adequately trained to carry out identified roles and responsibilities and should maintain their own SOPs, plans, training, and program maintenance.

Finally, training and exercises involve a variety of scopes, scales, and participation. Training may include the following:

Drills: A drill is a small, organized exercise that tests one specific action.

Tabletop exercises: A tabletop exercise is a discussion-based exercise in a low-stress environment to discuss a possible emergency scenario.

Functional exercise: A functional exercise is designed to exercise a single function, or multiple functions through the simulation of a realistic simulated scenario.

Full-scale exercise: A full-scale exercise is designed to involve multiple jurisdictions and organizations and exercise multiple functions through the simulation of a realistic simulated scenario.

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AUTHORITIES AND REFERENCES

FEDERAL

Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Policy Directive 8, National Preparedness, March 2011
- Presidential Decision Directive 39 - U.S. Policy on Counterterrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 – Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction

References

- National Response Framework (as revised)
- National Incident Management System
- Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5)

STATE

Authorities

- California Disaster Assistance Act, California Government Code Section 8680 et. seq.
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Government Code, Title 1, Chapter 4, Division 8, Section 3100 - Disaster Service Workers
- California Government Code, Title 1, Chapter 4, Division 8, Section 8635 - Continuity of Government
- California Government Code, Title 2, Division 1, Chapter 7 – California Emergency Services Act
- California Government Code, Title 19, Division 2 – Standardized Emergency Management System
- *California Water Code, § 128-Department of Water Resources - Flood Fighting*

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- Standardize Emergency Management System
- California Disaster Assistance Act
- California State Emergency Plan, October 1, 2017

COUNTY

Authorities

- Santa Clara County Emergency Services Code of Ordinances, Division A8

References

- Santa Clara County Operational Area Emergency Operations Plan, January 2022
- 2017 Multi-Jurisdiction All-Hazards Mitigation Plan, 2017

CITY

Authorities

- City Resolution No. x adopting the Emergency Operations Plan, Basic Plan, on Month DD, YYYY
- City of Gilroy City Code, Chapter 9 – Emergency Services Organization and Functions

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AAR	After-Action Report
ADA ACT	Americans with Disabilities Act
ARES	Amateur Radio and Emergency Services
AFN	Access and Functional Needs
CA	California
CADRE	Collaborating Agencies Disaster Relief Effort
Cal OES	California Governor's Office of Emergency Services
CDAA	California Disaster Assistance Act
CERT	Community Emergency Response Team
DOC	Department Operations Center
DSW	Disaster Service Worker
DSWV	Disaster Service Worker Volunteer
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IPP	Integrated Preparedness Plan
HMGP	Hazard Mitigation Grant Program
JEDI	Justice, Equity, Diversity, and Inclusion
JIC	Joint Information Center
JIS	Joint Information System
JFO	Joint Field Office
MAC	Multi-Agency Coordination
MMAA	California Master Mutual Aid Agreement
NRF	National Response Framework
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NWS	National Weather Service
OA	Operational Area
OEM	Office of Emergency Management
OES	Office of Emergency Services
PA	Public Assistance
PETS ACT	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PNP	Private Nonprofit
SEMS	Standardized Emergency Management System

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VOAD	Voluntary Organization Active in Disasters

GLOSSARY

Access and Functional Needs – Persons who may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings, are elderly, are children, are from diverse cultures, have limited English proficiency, or are non- English speaking, or are transportation disadvantaged.

American Red Cross (Red Cross) – The Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Americans with Disabilities Act (ADA) – The Americans with Disabilities Act prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services.

Annex – An annex is an addition to a document.

Appendix – Appendices provide relevant information already referenced in the guidance. Typically, this includes forms used or other necessary information.

Catastrophe – A series of cascading human-caused/influenced events or incidents with or without a human caused genesis, the adverse effects/consequences of which are potentially, seemingly, or definitively irreversible.

Disaster – Any natural event or emergency (hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, etc.), or regardless of cause, any fire, flood, or explosion which the President of the United States determines to be of such severity as to warrant major federal disaster assistance.

Disaster Service Worker (DSW) – The Disaster Service Workers are government employees and affiliated volunteers who provide services to protect the health and safety, and preserve the lives and property. Government-affiliated volunteers, including members of the public who spontaneously volunteer to assist during a disaster.

Emergency – Incident(s) or crisis(es) (air pollution, fire, flood, storm, epidemic, riot, drought, sudden/severe energy shortage, plant or animal infestation or disease, Governor's warning of earthquake/volcanic predictions, and earthquakes, etc. posing threat to safety of persons, property, or the environment that exceeds an organization's resources/capability.

Emergency Operations – Actions taken during an emergency to protect life and property, care for the people affected, and restore essential community services.

Emergency Operations Center (EOC) – A site from which government officials coordinate, monitor, and support response activities during an emergency.

Emergency Operations Plan (EOP) – A document that describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

Federal Emergency Management Agency (FEMA) – The Federal Emergency Management Agency (FEMA) is the federal agency responsible for coordinating emergency planning, preparedness, risk reduction, response, and recovery. The agency works closely with state and local governments by funding emergency programs and providing technical guidance and training. These coordinated activities at the federal, state, and local levels ensure a broad-based emergency program to ensure public safety and protect property.

Hazard – Any source of danger or element of risk to people or property.

Incident – The physical manifestation of crisis, event, or occurrence that has adversely affected life, property, or the environment requiring the response of at least one individual.

Incident Command System (ICS) – The Incident Command System (ICS) is a standardized emergency management concept designed to provide an integrated organizational structure for managing emergencies, and to enable coordinated emergency response across jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during emergencies. It is based on proven management tools that contribute to the strength and efficiency of the overall system.

Mitigation – Pre-event planning and actions that aim to lessen the occurrence or effects of potential disaster.

Mobilization – The process and procedures used by organizations (federal, state, and local) for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

Mutual Aid – Is voluntary aid and assistance by the provision of services and facilities, including but not limited to fire, police, medical and health, communication, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid Agreement – Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

National Incident Management System (NIMS) – The National Incident Management System (NIMS) provides a comprehensive approach to emergency management for all hazards. NIMS integrates existing best practices into a consistent nationwide approach to domestic emergency management that is applicable to all jurisdictional levels (public and private) and across functional disciplines. NIMS is based on a balance of flexibility and standardization. NIMS is flexible and allows government and private entities at all levels to work together to manage domestic emergencies, regardless of their cause, size, location, or complexity. NIMS also provides a set of standardized organizational structures.

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National Response Framework – The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. The NRF establishes a comprehensive, national, all-hazards approach to domestic incident response. The NRF documents the key response principles, roles, and structures that organize national response. It describes how communities, states, the Federal Government, private-sector, and non- governmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a state would require significant support. It allows first responders, decision makers, and supporting entities to provide a unified national response.

Nongovernmental Organization (NGO) – An entity with an association that is based on interests of its members, individuals, or institutions, and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the Red Cross.

Gilroy Office of Emergency Management (OEM) – OEM is the lead in fulfilling the City's responsibility under the California Emergency Services Act.

Santa Clara County Office of Emergency Management (OEM) – OEM is the lead agency in fulfilling the County's responsibility under the California Emergency Services Act and also serves as the Operational Area Coordinator for the County of Santa Clara under SEMS.

Operational Area (OA) – A geographical area that encompasses all local governments within a county, including the county. The OA serves as the coordination and communications link between the local government and the state. The OA prioritizes resources and coordinates mutual aid among entities within the OA. Each OA is responsible for activating and operating an EOC.

Operational Area Emergency Operations Center (OA EOC) – The physical location at which the coordination of information and resources to support OA activities normally takes place.

Plan – A document that describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Preparedness – The range of deliberate, critical tasks and activities necessary to build, sustain, and improve operational capability. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and NGOs to identify threats, determine vulnerabilities, and identify required resources. Preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certifications and publication management.

Recovery – The long-term activities beyond the initial emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

Resources – Personnel and equipment available, for assignment to incidents or to EOCs.

Response – Activities that address the direct effects of an incident; immediate actions to save lives and protect property.

Special District – A unit of local government (other than a city or county, with authority or responsibility to own, operate, or maintain a project (e.g., a water district).

Standardized Emergency Management System (SEMS) – The Standardized Emergency Management System (SEMS) is used to manage emergency response in California. SMES consists of five hierarchical levels: field, local, operational area, regional, and State. SEMS incorporates the principles of the Incident Command System, the Master Mutual Aid Agreement, existing discipline-specific mutual aid agreements, the Operational Area concept, and multi-agency or interagency coordination and communication. Under SEMS, response activities are managed at the lowest possible organizational level.

State of Emergency – An eminent impending incident(s) or crisis(es) posing threat to safety of persons, property, or the environment that is/are likely to exceed resources/capability of the proclaiming political jurisdiction, or, the existence of an active incident which threatens a population and the adequacy of local resources is unknown.

Volunteer Organizations Active in Disasters (VOAD) – Established disaster relief organizations and private non-profits play a major role in disaster recovery at the local level and provide access to services.

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