



CITY COUNCIL REGULAR MEETING AGENDA

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

MAYOR
Greg Bozzo

COUNCIL MEMBERS
Dion Bracco
Tom Cline
Terence Fugazzi
Zach Hilton
Carol Marques
Kelly Ramirez

MONDAY, AUGUST 18, 2025 | 6:00 PM

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

COMMENTS BY THE PUBLIC WILL BE TAKEN ON AGENDA ITEMS BEFORE ACTION IS TAKEN BY THE CITY COUNCIL. Public testimony is subject to reasonable regulations, including but not limited to time restrictions for each individual speaker. *****Please limit your comments to 3 minutes.***** The amount of time allowed per speaker may vary at the Mayor's discretion depending on the number of speakers and length of the agenda.

Written comments on any agenda item may be emailed to the City Clerk's Office at publiccomment@cityofgilroy.org or mailed to the Gilroy City Clerk's Office at City Hall, 7351 Rosanna Street, Gilroy, CA 95020. Comments received by the City Clerk's Office by 1 p.m. on the day of a Council meeting will be distributed to the City Council prior to or at the meeting and available for public inspection with the agenda packet located in the lobby of Administration at City Hall, 7351 Rosanna Street prior to the meeting. Any correspondence received will be incorporated into the meeting record. Items received after the 1 p.m. deadline will be provided to the City Council as soon as practicable. Written comments are also available on the City's Public Records Portal 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 challenge any planning or land use decision made at this meeting in court, you may be limited to raising only those issues you or someone else raised at the public hearing held at this meeting, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Please take notice that the time within which to seek judicial review of any final administrative determination reached at this meeting is governed by Section 1094.6 of the California Code of Civil Procedure.

A Closed Session may be called during this meeting pursuant to Government Code Section 54956.9 (d)(2) if a point has been reached where, in the opinion of the legislative body of the City on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the City.

Materials related to an item on this agenda submitted to the City Council after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to the Staff's ability to

post the documents before the meeting.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE, TO RECEIVE A FREE COPY OF THE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION STAFF AT (408) 846-0204.

If you need assistance with translation and would like to speak during public comment, please contact the City Clerk a minimum of 72 hours prior to the meeting at 408-846-0204 or e-mail the City Clerk's Office at cityclerk@cityofgilroy.org.

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:

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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 regular 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. Recognition of Aryan Ganesh, STEM Winner at the Santa Clara County 2024 Synopsys Championship Science Fair

2.2. National Emergency Management Awareness Month Proclamation

2.3. Resource Parent Appreciation Month

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 portion of the meeting is reserved for persons desiring to address the Council on matters within the Gilroy City Council's jurisdiction but not on the agenda. Persons wishing to address the Council are requested to complete a Speaker's Card located at the entrances and handed to the City Clerk. Speakers are limited to 1 to 3 minutes each, varying at the Mayor's discretion depending on the number of speakers and length of the agenda. The law does not permit Council action or extended discussion of any item not on the agenda except under special circumstances. If Council action is requested, the Council may place the matter on a future agenda.

Written comments to address the Council on matters not on this agenda may be e-mailed to the City Clerk's Office at publiccomment@cityofgilroy.org or mailed to the Gilroy City Clerk's Office at City Hall, 7351 Rosanna Street, Gilroy, CA 95020. Comments received by the City Clerk's Office by 1:00 pm on the day of a Council meeting will be distributed to the City Council prior to or at the meeting and available for public inspection with the agenda packet located in the lobby of Administration at City Hall, 7351 Rosanna Street, prior to the meeting. Any correspondence received will be incorporated into the meeting record. Items received after the 1:00pm deadline will be provided to the City Council as soon as practicable. Written material provided by public members under this section of the agenda will be limited to 10 pages in hard copy. An unlimited amount of material may be provided electronically.

5. REPORTS OF COUNCIL MEMBERS

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

Council Member Fugazzi – Santa Clara Water Commission (alternate), Silicon Valley Regional Interoperability Authority Board (alternate), SCRWA, Visit Gilroy California Welcome Center, VTA Mobility Partnership Committee

Council Member Marques – ABAG, Downtown Committee, Santa Clara County Library Joint Powers Authority (alternate), Santa Clara Valley Habitat Agency Governing Board, Santa Clara Valley Habitat Agency Implementation Board, SCRWA (alternate)

Council Member Hilton – CalTrain Policy Group, Santa Clara County Expressway Plan 2040 Advisory Board (alternate), Silicon Valley Clean Energy Authority JPA Board, South County Youth Task Force Policy Team, VTA Policy Advisory Committee

Council Member Ramirez – ABAG (alternate), Gilroy Gardens Board of Directors (alternate), Gilroy Sister Cities, Gilroy Youth Task Force (alternate), SCRWA, Santa Clara Housing and Community Development Advisory Committee

Council Member Cline – CalTrain Policy Group (alternate), Gilroy Sister Cities (alternate), Gilroy Youth Task Force, Santa Clara County Expressway Plan 2040 Advisory Board, Silicon Valley Clean Energy Authority JPA Board (alternate), Silicon Valley Regional Interoperability Authority Board, Visit Gilroy California Welcome Center (alternate), VTA Mobility Partnership Committee, VTA Policy Advisory Committee (alternate)

Mayor Bozzo – Gilroy Gardens Board of Directors, Santa Clara Valley Water Joint Water Resources Committee, South County Youth Task Force Policy Team, VTA Board of Directors (alternate), Santa Clara Housing and Community Development Advisory Committee (alternate)

6. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a request is made by a member of the City Council or a member of the public. Any person desiring to speak on any item on the consent calendar should ask to have that item removed from the consent calendar prior to the time the City Council votes to approve. If removed, the item will be discussed in the order in which it appears.

6.1. Acceptance of Cash and Investment Report as of June 30, 2025

6.2. Approve the minutes of the August 4, 2025 Regular City Council Meeting

6.3. Adopt and Issue Publicly the Report Entitled City of Gilroy Transition from At-Large to By-District Elections: Adopted Map Final Report Pursuant to Elections Code Section 21130(f)

7. BIDS AND PROPOSALS

7.1. Award a contract to Griffin Structures, Inc. for Construction Management with Master Architectural Services for the Santa Teresa Fire Station Design-Build Project

1. Staff Report:
John Doughty, Public Works Director
2. Public Comment
3. Possible Action:
It is recommended that the City Council:
 1. Award a contract to Griffin Structures, Inc. in the amount of \$1,108,300 and Reimbursable Costs in the amount of \$54,700, with a total project cost of \$1,163,000 for Construction Management with Master Architectural Services for the Santa Teresa Fire Station Design-Build Project; and
 2. Authorize the Interim City Administrator to execute the agreement and all other related documents.

8. PUBLIC HEARINGS

8.1. Adopt an Ordinance Adopting by Reference the 2025 California Building Codes with Amendments

1. Disclosure of Ex-Parte Communications
2. Staff Report:
Sharon Goei, Community Development Director
3. Open Public Hearing
4. Close Public Hearing
5. Possible Action:
Adopt an ordinance amending Sections 6.1, 6.6, and 6.7 of Chapter 6 of the Gilroy Municipal Code adopting by reference the 2025 California Building Code, 2025 California Residential Code, 2025 California Electrical Code, 2025 California Mechanical Code, 2025 California Plumbing Code, 2025 California Energy Code, 2025 California Historical Building Code, 2025 California Existing Building Code, 2025 California Green Building Standards Code, 2024 International Property Maintenance Code, and 2024 International Swimming Pool and Spa Code, with amendments.

8.2. Adopt an Ordinance Adopting by Reference the 2025 California Fire Codes with Amendments

1. Disclosure of Ex-Parte Communications
2. Staff Report:
Sharon Goei, Community Development Director
3. Open Public Hearing
4. Close Public Hearing
5. Possible Action:

Adopt an ordinance amending Sections 10.9 and 10.10 of Chapter 10 of the Gilroy Municipal Code adopting by reference the 2025 California Wildland-Urban Interface Code and 2025 California Fire Code, with amendments.

9. UNFINISHED BUSINESS

9.1. Mobile Food Vending on Private Property - Pilot Program Clarification

1. Staff Report:
Bryce Atkins, Assistant to the City Administrator
2. Public Comment
3. Possible Action:
Council provide clarification regarding food truck prohibitions on private property along Monterey Road.

10. INTRODUCTION OF NEW BUSINESS

10.1. Creation of an Ice Center Ad Hoc Committee

1. Staff Report:
Bryce Atkins, Assistant to the City Administrator
2. Public Comment
3. Possible Action:
Council create a Gilroy Ice Center ad hoc committee.

11. FUTURE COUNCIL INITIATED AGENDA ITEMS

12. CITY ADMINISTRATOR'S REPORTS

13. CITY ATTORNEY'S REPORTS

14. CLOSED SESSION

14.1. THREAT TO PUBLIC SERVICES OR FACILITIES

Pursuant to Government Code section 54957; Gilroy City Code Chapter 17 A
Consultation with Gilroy Police Department and Interim Chief Ken Binder Gilroy
City Code Section 17 A.11 (1)

14.2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to GC Sec. 54956.8 and GCC Sec. 17 A.8

Property: Gilroy Gardens Theme Park, 3050 Hecker Pass Highway, Gilroy, CA
(APN's: 810-17-024, 810-17-026, 810-17-029, 810-17-030, 810-17-031, 810-18-002,
810-18-013, 810-19-005, 810-19-007, 810-19-010, 810-19-011, 810-19-014)
Negotiators: Brad Kilger, Interim City Administrator; Victoria Valencia, Economic
Development Manager
Other Party to Negotiations: Gilroy Gardens Family Theme Park, LLC Under
Negotiations: Price and terms of payment for sale or lease.

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(b); Public Report of the vote to continue in closed session if required under GCC Section 17A.11(5).

16. ADJOURNMENT



City of Gilroy



CERTIFICATE OF RECOGNITION

Presented to

Aryan Ganesh

This certificate of recognition is awarded for your distinction as the STEM Winner at the Santa Clara County 2024 Synopsys Championship Science Fair.

Monday, August 18th, 2025

Attested to by:

Greg Bozzo
MAYOR

Kim Mancera
City Clerk

City of Gilroy
Proclamation

WHEREAS, emergencies and disasters can strike without warning, threatening lives, property, and our environment; and

WHEREAS, local emergency managers, community stakeholders, partners across all sectors, and all levels of government work together tirelessly to prepare for, respond to, recover from, and mitigate the impacts of disasters in our communities; and

WHEREAS, emergency managers build and maintain the capabilities necessary to effectively coordinate emergency response and recovery efforts to protect our residents; and

WHEREAS, the mission areas of prevention, protection, mitigation, response, and recovery align with the National Preparedness Goal and guide local emergency management priorities; and

WHEREAS, emergency managers demonstrate commitment, compassion, and professionalism in protecting the public during emergencies and disasters; and

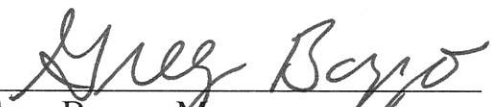
WHEREAS, the dedication of emergency managers has strengthened our communities, helping residents recover, rebuild, and become more resilient in the face of adversity.

NOW, THEREFORE, I, GREG BOZZO, Mayor of the City of Gilroy on the 18th day of August 2025, together with my colleagues on the City Council, do hereby proclaim August as

**NATIONAL EMERGENCY
MANAGEMENT AWARENESS MONTH**

in the City of Gilroy, in alignment with National Preparedness Month in September. I encourage all residents to recognize and thank our emergency managers and preparedness partners who work diligently to protect and strengthen our community against all hazards.




Greg Bozzo, Mayor

Attested to by:


Kim Mancera, City Clerk

City of Gilroy
Proclamation

WHEREAS, Resource Parents, including kin caregivers are the pillars of stability in the community, who selflessly open their homes and hearts to support the safety, health, and development of children and youth who are not able to remain in the homes of their families of origin;

WHEREAS, In Gilroy, there are 27 families, and in Santa Clara there are 533 resource families, where Resource Parents serve as a constant source of care and encouragement, not only to the children and youth who reside in their home, but also to the families who are working hard to overcome incredibly difficult and complex circumstances to reunify with their children;

WHEREAS, Resource Parents demonstrate a commitment to children and youth who have endured traumatic experiences often requiring significant and delicate care, thereby offering endless patience, understanding, grace and gentleness;

WHEREAS, Resource Parents understand the significance of children and youth having life-long connections with supportive adults, and therefore dedicate themselves to offering a permanent family to children and youth who would not otherwise have stable caregivers;

WHEREAS, Resource Parents empower children and youth to become confident, independent, and successful by seeing and valuing them for who they are, while supporting and celebrating their individual and unique differences; and

WHEREAS, the City of Gilroy honors and celebrates its Resource Parents for their dedication to children and in transitioning from resource homes, acknowledging their profound impact on our community;

NOW, THEREFORE, I, GREG BOZZO, Mayor of the City of Gilroy, do hereby proclaim August as

RESOURCE PARENT APPRECIATION MONTH

and extend heartfelt gratitude to all families who embrace the responsibility of providing a home and family for children in need.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Gilroy to be affixed this 18th day of August, 2025.




Greg Bozzo, Mayor

Attested to by:


Kim Mancera, City Clerk



City of Gilroy

STAFF REPORT

Agenda Item Title: Acceptance of Cash and Investment Report as of June 30, 2025

Meeting Date: August 18, 2025

From: Brad Kilger, Interim City Administrator

Department: Finance

Submitted by: Harjot Sangha, Finance Director

Prepared by: Rosemary Guerrero, Finance Manager

STRATEGIC PLAN GOALS: Develop a Financially Resilient Organization

RECOMMENDATION

Accept and file the cash and investment report as of June 30, 2025.

BACKGROUND

The quarterly investment reports are prepared pursuant to the City's investment policy to keep the City Council apprised of the City's investment activities.

ANALYSIS

As of June 30, 2025, the City's cash and investments totaled \$203.6 million, of which primary investments include: \$62.5 million in the Local Agency Investment Fund (LAIF), \$88.2 million in US Treasury securities, \$21.3 million in other Federal Agency, and \$27.6 million in the California CLASS PRIME Fund. The fiscal year interest earnings are \$8.5 million, which includes accrued interest as well as amortization of the discount on the US Treasury securities. The effective rate of return is 4.5%.

In addition, approximately \$13.5 million is held by Fiscal Agents in the Trustee capacity for various bond issues such as bond proceeds, debt service reserves, bond payments, and other post-employment benefits (OPEB) and pensions. The majority of this balance (\$7.5 million) consists of the City of Gilroy's share of the Acquisition and Construction Funds for the SCRWA Plant Expansion Project, and the remaining portion primarily

consists of the Section 115 Trusts for OPEB and pension (\$5.7 million).

ALTERNATIVES

None.

FISCAL IMPACT/FUNDING SOURCE

There are no direct fiscal impacts to receiving and filing the quarterly cash and investment report. This is an activity included in the Finance Department's annual workplan.

Attachments:

1. Investment Report 06302025- Signed

CITY OF GILROY

INVESTMENT REPORT

JUNE 2025



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City of Gilroy
Portfolio Management
Portfolio Summary
June 30, 2025

City of Gilroy
7351 Rosanna Street
Gilroy, CA 95020
(408)846-0294

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
LAIF	62,465,155.95	62,465,155.95	62,465,155.95	31.31	1	1	4.202	4.260
Federal Agency Non-Amortized	21,250,000.00	21,215,700.00	21,250,000.00	10.65	600	493	4.278	4.337
Treasury Notes Securities	89,140,900.00	88,264,627.12	88,234,366.37	44.22	503	193	4.418	4.479
California Class	27,583,615.65	27,583,615.65	27,583,615.65	13.82	1	1	4.284	4.343
	200,439,671.60	199,529,098.72	199,533,137.97	100.00%	287	138	4.317	4.377
Investments								
Cash								
Passbook/Checking (not included in yield calculations)	4,065,326.25	4,065,326.25	4,065,326.25		1	1	0.000	0.000
Total Cash and Investments	204,504,997.85	203,594,424.97	203,598,464.22		287	138	4.317	4.377

Total Earnings	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	702,206.12	8,483,561.23	8,483,561.23
Average Daily Balance	195,961,770.89	189,264,989.41	
Effective Rate of Return	4.36%	4.48%	
6 Month T-Bill Benchmark:	4.11%		

- NOTES:
1. See "Monies Held by Fiscal Agents" for additional amounts held in the capacity of a trustee.
 2. The Maturity Aging Factor of the City's Portfolio = 4.60 months.
 3. The unrealized loss resulting from a decrease in Market Values obtained from U.S. Bank of all Securities (excluding LAIF) = \$4,039.25
 4. The LAIF balance shown includes \$5,801,996 in bond proceeds from the Gilroy Library 2010 Bonds that can be used exclusively for the construction of the library.

This is to certify that this schedule of investments is in compliance with the City of Gilroy's investment policy and that there are adequate funds available to meet the City's budgeted and actual expenses for the next six months.

Harjot Sangha, Finance Director

08/04/2025

Reporting period 07/01/2024-06/30/2025

City of Gilroy
Portfolio Management
Portfolio Details - Investments
June 30, 2025

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
LAIF												
SYSLAIF01	LAIF01	LAIF - City of Gilroy			47,832,701.31	47,832,701.31	47,832,701.31	4.260	4.202	4.260	1	
SYSLAIF03	LAIF03	LAIF - Industrial Dev. Auth.			8,830,458.56	8,830,458.56	8,830,458.56	4.260	4.202	4.260	1	
LAIF05	LAIF05	LAIF LIBRARY			5,801,996.08	5,801,996.08	5,801,996.08	4.260	4.202	4.260	1	
Subtotal and Average			57,708,489.28		62,465,155.95	62,465,155.95	62,465,155.95		4.202	4.260	1	
Federal Agency Non-Amortized												
3130B4XH9	USB-28	Federal Home Loan Bank Board		02/04/2025	11,250,000.00	11,233,800.00	11,250,000.00	4.420	4.359	4.420	583	02/04/2027
3130B63Y0	USB-29	Federal Home Loan Bank Board		04/30/2025	10,000,000.00	9,981,900.00	10,000,000.00	4.240	4.186	4.245	392	07/28/2026
Subtotal and Average			21,250,000.00		21,250,000.00	21,215,700.00	21,250,000.00		4.278	4.337	493	
Treasury Notes Securities												
91282CAB7	USB-14	U. S. TREASURY NOTES		11/07/2023	8,915,000.00	8,884,867.30	8,881,800.93	0.250	4.970	5.039	30	07/31/2025
91282CJE2	USB-20	U. S. TREASURY NOTES		01/31/2024	9,294,000.00	9,312,959.76	9,310,732.98	5.000	4.368	4.429	122	10/31/2025
91282CHN4	USB-21	U. S. TREASURY NOTES		04/30/2024	9,905,300.00	9,907,974.43	9,902,353.61	4.750	5.052	5.122	30	07/31/2025
91282CAB7	USB-23	U. S. TREASURY NOTES		07/31/2024	868,700.00	865,763.79	865,574.19	0.250	4.720	4.786	30	07/31/2025
91282CAT8	USB-24	U. S. TREASURY NOTES		07/31/2024	10,461,900.00	10,322,233.64	10,313,668.27	0.250	4.606	4.670	122	10/31/2025
91282CBH3	USB-25	U. S. TREASURY NOTES		07/31/2024	10,092,000.00	9,869,774.16	9,855,802.05	0.375	4.499	4.562	214	01/31/2026
91282CJV4	USB-26	U. S. TREASURY NOTES		10/31/2024	9,694,000.00	9,693,612.24	9,694,531.97	4.250	4.178	4.236	214	01/31/2026
91282CBW0	USB-27	U. S. TREASURY NOTES		01/31/2025	20,000,000.00	19,458,000.00	19,444,055.07	0.750	4.158	4.216	303	04/30/2026
91282CLB5	USB-30	U. S. TREASURY NOTES		04/30/2025	9,910,000.00	9,949,441.80	9,965,847.30	4.375	3.781	3.833	395	07/31/2026
Subtotal and Average			88,159,233.73		89,140,900.00	88,264,627.12	88,234,366.37		4.418	4.479	193	
California Class												
CLASS PRIME	CLASS	California Class			27,583,615.65	27,583,615.65	27,583,615.65	4.343	4.284	4.343	1	
Subtotal and Average			27,488,715.99		27,583,615.65	27,583,615.65	27,583,615.65		4.284	4.343	1	
Total and Average			195,961,770.89		200,439,671.60	199,529,098.72	199,533,137.97		4.317	4.377	138	

**City of Gilroy
Portfolio Management
Portfolio Details - Cash
June 30, 2025**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity
Wells Fargo Checking											
SYSWFB	WELLS FARGO	WELLS FARGO			3,554,152.35	3,554,152.35	3,554,152.35		0.000	0.000	1
Other Banks-Misc.Account-Petty Cash											
SYSUNDERCOV	UNDERCOV	CHASE BANK MUFG /		07/01/2024	698.30	698.30	698.30		0.000	0.000	1
SYS/MUFG	MUFG	UNION BANK PETTY		07/01/2024	0.00	0.00	0.00		0.000	0.000	1
SYSPETTY	PETTY	CASH		07/01/2024	2,661.56	2,661.56	2,661.56		0.000	0.000	1
SYS/USBANK	USB-CASH	U. S. BANK		07/01/2024	25,208.99	25,208.99	25,208.99		0.000	0.000	1
SYSBAIL	BAIL	WELLS FARGO		07/01/2024	0.00	0.00	0.00		0.000	0.000	1
SYSDISCOVERY	DISCOVERY	WELLS FARGO		07/01/2024	131,208.54	131,208.54	131,208.54		0.000	0.000	1
SYSICS	ICS	WELLS FARGO		07/01/2024	349,801.51	349,801.51	349,801.51		0.000	0.000	1
SYSWORKING	WORKING	WORKING CASH		07/01/2024	1,595.00	1,595.00	1,595.00		0.000	0.000	1
Average Balance			0.00								1
Total Cash and Investments			195,961,770.89		204,504,997.85	203,594,424.97	203,598,464.22		4.317	4.377	138



City of Gilroy
Investments by Issuer
Active Investments
Grouped by Type - Sorted by Issuer
June 30, 2025

City of Gilroy
7351 Rosanna Street
Gilroy, CA 95020
(408)846-0294

CUSIP	Investment #	Security Type	Investment Class	Book Value	Current Rate	Market Value	Market Date	YTM 365	Redemption Date	Call Date Collateral
Type: CHECKING ACCOUNTS										
CHASE BANK										
SYSUNDERCOV	UNDERCOV	Other Banks-Misc.Account-Petty Cash	Fair	698.30		698.30	06/30/2025			1
Subtotal and Average				698.30		698.30				1
California Class										
CLASS PRIME	CLASS	California Class	Fair	27,583,615.65	4.343	27,583,615.65	06/30/2025	4.343		1
Subtotal and Average				27,583,615.65		27,583,615.65		4.343		1
LAIF - City of Gilroy										
SYSLAIF01	LAIF01	LAIF	Fair	47,832,701.31	4.260	47,832,701.31	06/30/2025	4.260		1
Subtotal and Average				47,832,701.31		47,832,701.31		4.260		1
LAIF - Industrial Dev. Auth.										
SYSLAIF03	LAIF03	LAIF	Fair	8,830,458.56	4.260	8,830,458.56	06/30/2025	4.260		1
Subtotal and Average				8,830,458.56		8,830,458.56		4.260		1
LAIF LIBRARY										
LAIF05	LAIF05	LAIF	Fair	5,801,996.08	4.260	5,801,996.08	06/30/2025	4.260		1
Subtotal and Average				5,801,996.08		5,801,996.08		4.260		1
MUFG / UNION BANK										
SYS/MUFG	MUFG	Other Banks-Misc.Account-Petty Cash	Fair	0.00		0.00				1
Subtotal and Average				0.00		0.00				
PETTY CASH										
SYSPETTY	PETTY	Other Banks-Misc.Account-Petty Cash	Fair	2,661.56		2,661.56	06/30/2025			1
Subtotal and Average				2,661.56		2,661.56				1
U. S. BANK										
SYS/USBANK	USB-CASH	Other Banks-Misc.Account-Petty Cash	Fair	25,208.99		25,208.99	06/30/2025			1

City of Gilroy
Investments by Issuer
Grouped by Type - Sorted by Issuer

CUSIP	Investment #	Security Type	Investment Class	Book Value	Current Rate	Market Value	Market Date	YTM 365	Redemption Date	Call Date Collateral
Subtotal and Average				25,208.99		25,208.99				1
WELLS FARGO										
SYSWFB	WELLS FARGO	Wells Fargo Checking	Fair	3,554,152.35		3,554,152.35	06/30/2025			1
SYSBAIL	BAIL	Other Banks-Misc.Account-Petty Cash	Fair	0.00		0.00	131,208.54			1
SYSDISCOVERY	DISCOVERY	Other Banks-Misc.Account-Petty Cash	Fair	131,208.54		06/30/2025	349,801.51			1
SYSICS	ICS	Other Banks-Misc.Account-Petty Cash	Fair	349,801.51		06/30/2025				1
Subtotal and Average				4,035,162.40		4,035,162.40				1
WORKING CASH										
SYSWORKING	WORKING	Other Banks-Misc.Account-Petty Cash	Fair	1,595.00		1,595.00	06/30/2025			1
Subtotal and Average				1,595.00		1,595.00				1
Type: NOT CALLABLE										
Federal Home Loan Bank Board										
3130B4XH9	USB-28	Federal Agency Non-Amortized	Fair	11,250,000.00	4.420	11,233,800.00	06/30/2025	4.420	02/04/2027	583 02/04/2026
3130B63Y0	USB-29	Federal Agency Non-Amortized	Fair	10,000,000.00	4.240	9,981,900.00	06/30/2025	4.245	07/28/2026	392 10/28/2025
Subtotal and Average				21,250,000.00		21,215,700.00		4.337		493
U. S. TREASURY NOTES										
91282CAB7	USB-14	Treasury Notes Securities	Fair	8,881,800.93	0.250	8,884,867.30	06/30/2025	5.039	07/31/2025	30
91282CJE2	USB-20	Treasury Notes Securities	Fair	9,310,732.98	5.000	9,312,959.76	06/30/2025	4.429	10/31/2025	122
91282CHN4	USB-21	Treasury Notes Securities	Fair	9,902,353.61	4.750	9,907,974.43	06/30/2025	5.122	07/31/2025	30
91282CAB7	USB-23	Treasury Notes Securities	Fair	865,574.19	0.250	865,763.79	06/30/2025	4.786	07/31/2025	30
91282CAT8	USB-24	Treasury Notes Securities	Fair	10,313,668.27	0.250	10,322,233.64	06/30/2025	4.670	10/31/2025	122
91282CBH3	USB-25	Treasury Notes Securities	Fair	9,855,802.05	0.375	9,869,774.16	06/30/2025	4.562	01/31/2026	214
91282CJV4	USB-26	Treasury Notes Securities	Fair	9,694,531.97	4.250	9,693,612.24	06/30/2025	4.236	01/31/2026	214
91282CBW0	USB-27	Treasury Notes Securities	Fair	19,444,055.07	0.750	19,458,000.00	06/30/2025	4.216	04/30/2026	303
91282CLB5	USB-30	Treasury Notes Securities	Fair	9,965,847.30	4.375	9,949,441.80	06/30/2025	3.833	07/31/2026	395
Subtotal and Average				88,234,366.37		88,264,627.12		4.479		192
Total and Average				203,598,464.22		203,594,424.97		4.289		135



City of Gilroy
Purchases Report Sorted
by Type - Type April 1, 2025
- June 30, 2025

City of Gilroy
7351 Rosanna Street
Gilroy, CA 95020
(408)846-0294

CUSIP	Investment #	Type	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
NOT CALLABLE													
3130B63Y0	USB-29	NOT	FAC	FHLB	10,000,000.00	04/30/2025	07/28 - 01/28	10,000,000.00		4.240	07/28/2026	4.245	10,000,000.00
91282CLB5	USB-30	NOT	TRC	USTN	9,910,000.00	04/30/2025	07/31 - 01/31	9,974,613.20	106,594.10	4.375	07/31/2026	3.833	9,965,847.30
Subtotal					19,910,000.00			19,974,613.20	106,594.10				19,965,847.30
Total Purchases					19,910,000.00			19,974,613.20	106,594.10				19,965,847.30



City of Gilroy Maturity Report Sorted by Maturity Date

City of Gilroy
 7351 Rosanna Street
 Gilroy, CA 95020
 (408)846-0294

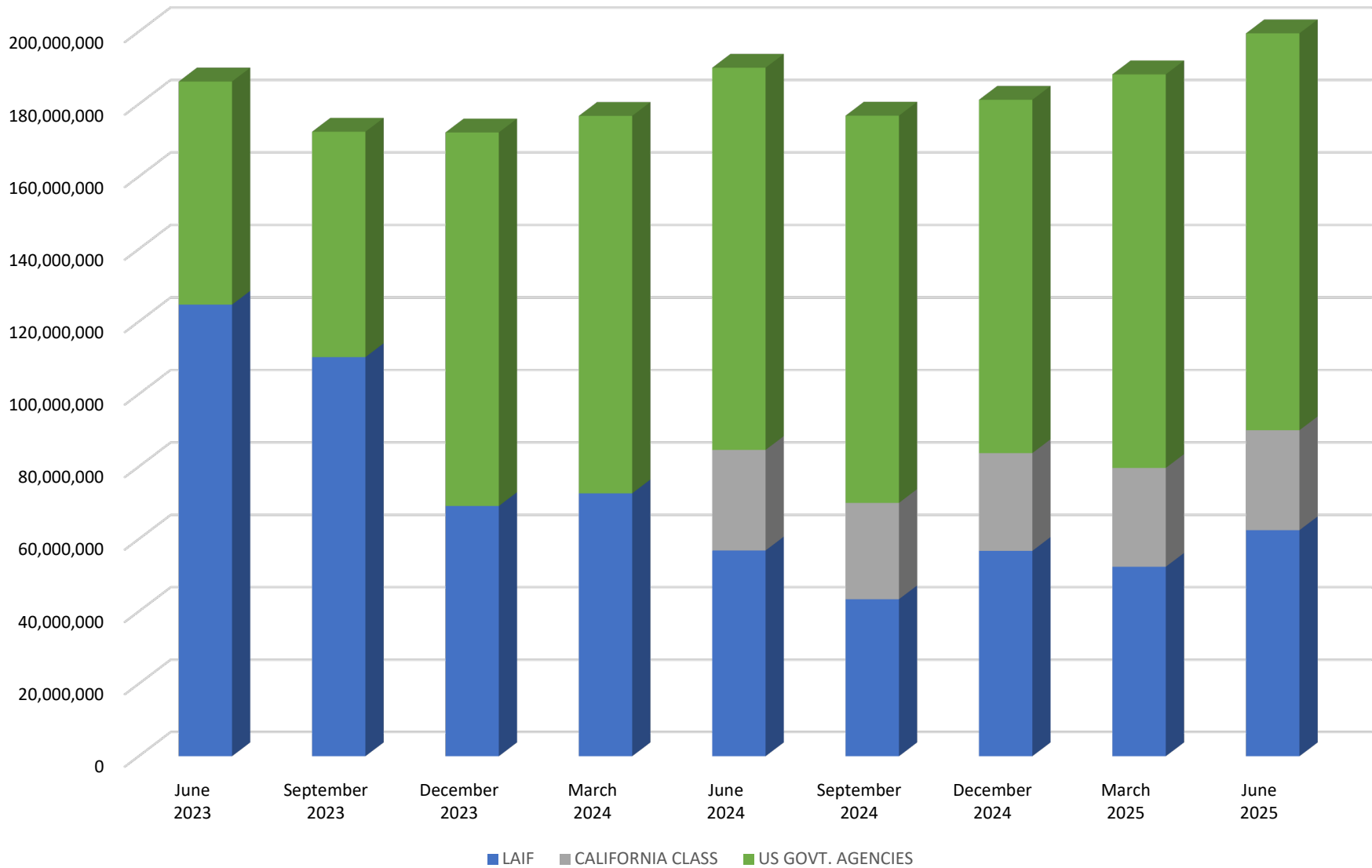
Amounts due during April 1, 2025 - June 30, 2025

CUSIP	Investment #	Type	Sec. Type Issuer	Par Value	Maturity Date	Purchase Date at Maturity	Rate	Book Value at Maturity	Interest	Maturity Proceeds	Net Income
91282CGX3	USB-11	NOT	TRC USTN	8,186,000.00	04/30/2025	07/31/2023	3.875	8,186,000.00	158,603.75	8,344,603.75	158,603.75
9128284M9	USB-17	NOT	TRC USTN	646,000.00	04/30/2025	11/07/2023	2.875	646,000.00	9,286.25	655,286.25	9,286.25
912828ZL7	USB-22	NOT	TRC USTN	10,747,600.00	04/30/2025	04/30/2024	0.375	10,747,600.00	20,151.75	10,767,751.75	20,151.75
Total Maturities				19,579,600.00				19,579,600.00	188,041.75	19,767,641.75	188,041.75

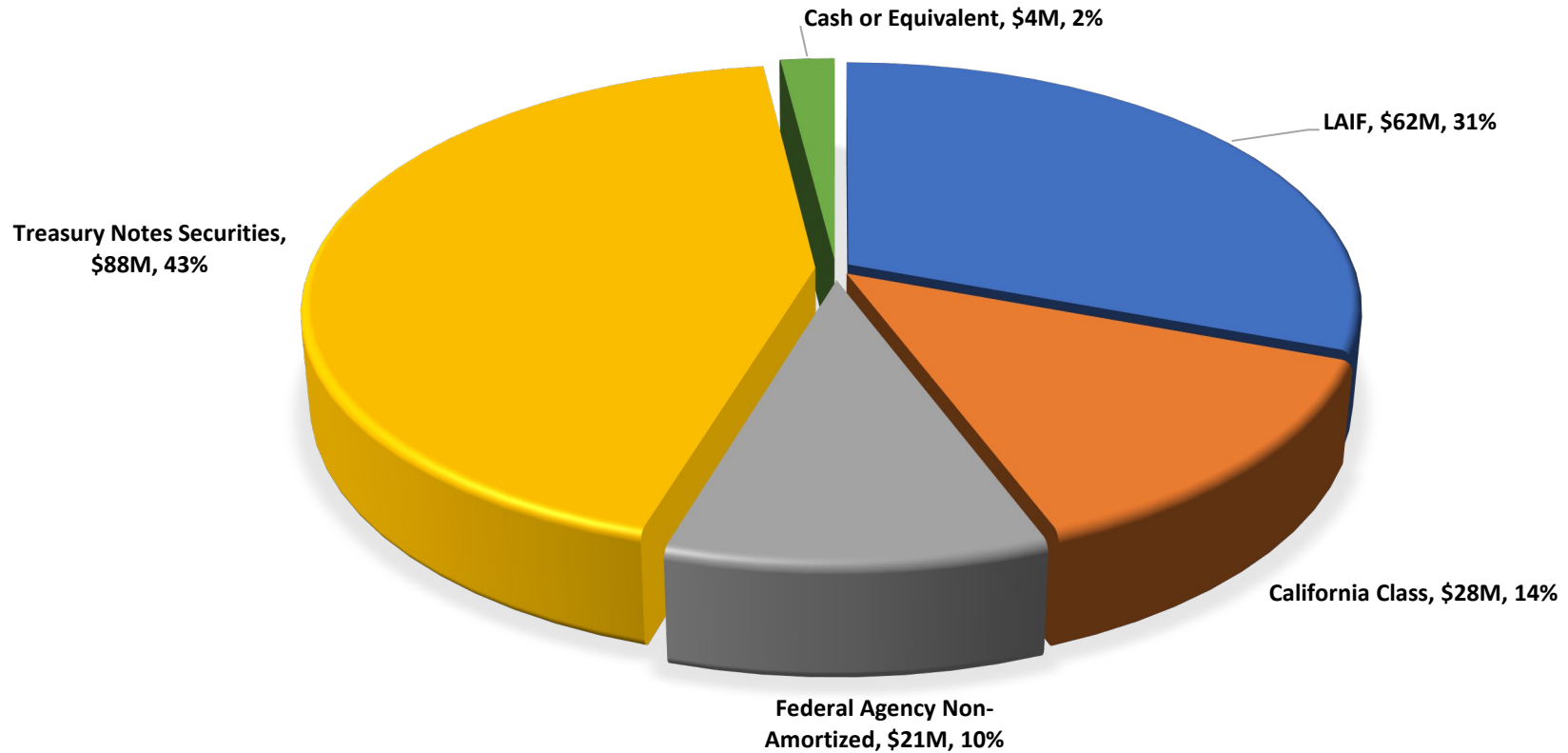
Quarterly Movement over the Last 4 Quarters

DESCRIPTION	SEP 2024	Dec 2024	Mar 2025	Jun 2025	% of Total Jun
LAIF:					
CITY OF GILROY	29,247,773	42,446,881	37,894,655	47,832,701	23.97%
GILROY INDUSTRIAL DEV AGENCY	8,532,782	8,633,796	8,734,209	8,830,459	4.43%
GILROY LIBRARY 2010 BOND	5,606,295	5,672,780	5,738,756	5,801,996	2.91%
SUB TOTAL	43,386,850	56,753,457	52,367,619	62,465,156	31.31%
 CALIFORNIA CLASS	 26,626,920	 26,991,063	 27,285,684	 27,583,616	 13.82%
US GOVERNMENTAL AGENCIES:					
FEDERAL AGENCY NON-AMORTIZED	-	-	-	21,250,000	10.65%
TREASURY NOTES SECURITIES	83,773,381	86,486,293	108,566,845	88,234,366	44.22%
TREASURY BILL-AMORTIZING	23,040,185	10,969,743	-	-	0.00%
SUB TOTAL	106,813,566	97,456,037	108,566,845	109,484,366	54.87%
 GRAND TOTAL (Book Value)	 176,827,336	 181,200,557	 188,220,147	 199,533,138	 100.00%

**City of Gilroy
Investments From:
June 30, 2023 to June 30, 2025**

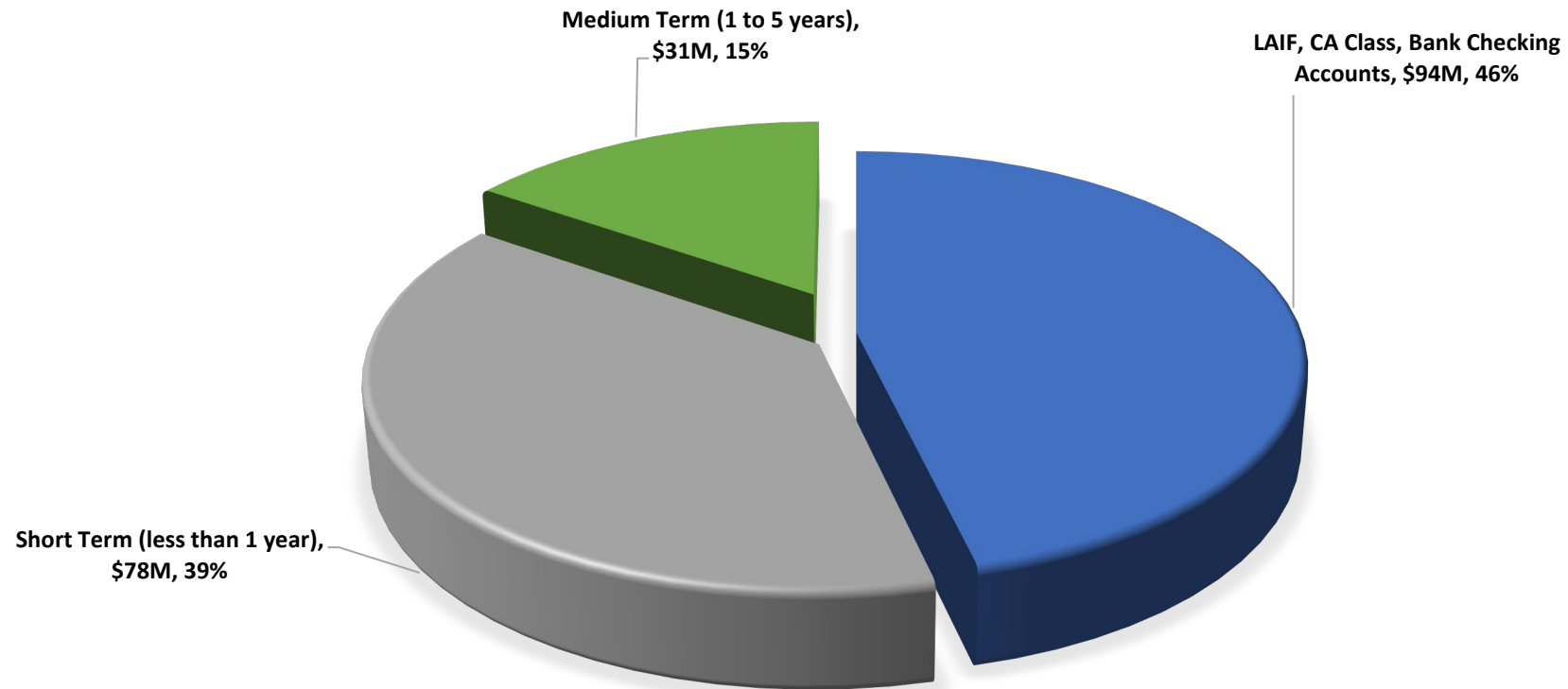


Book Value by Investment Type As of June 30, 2025



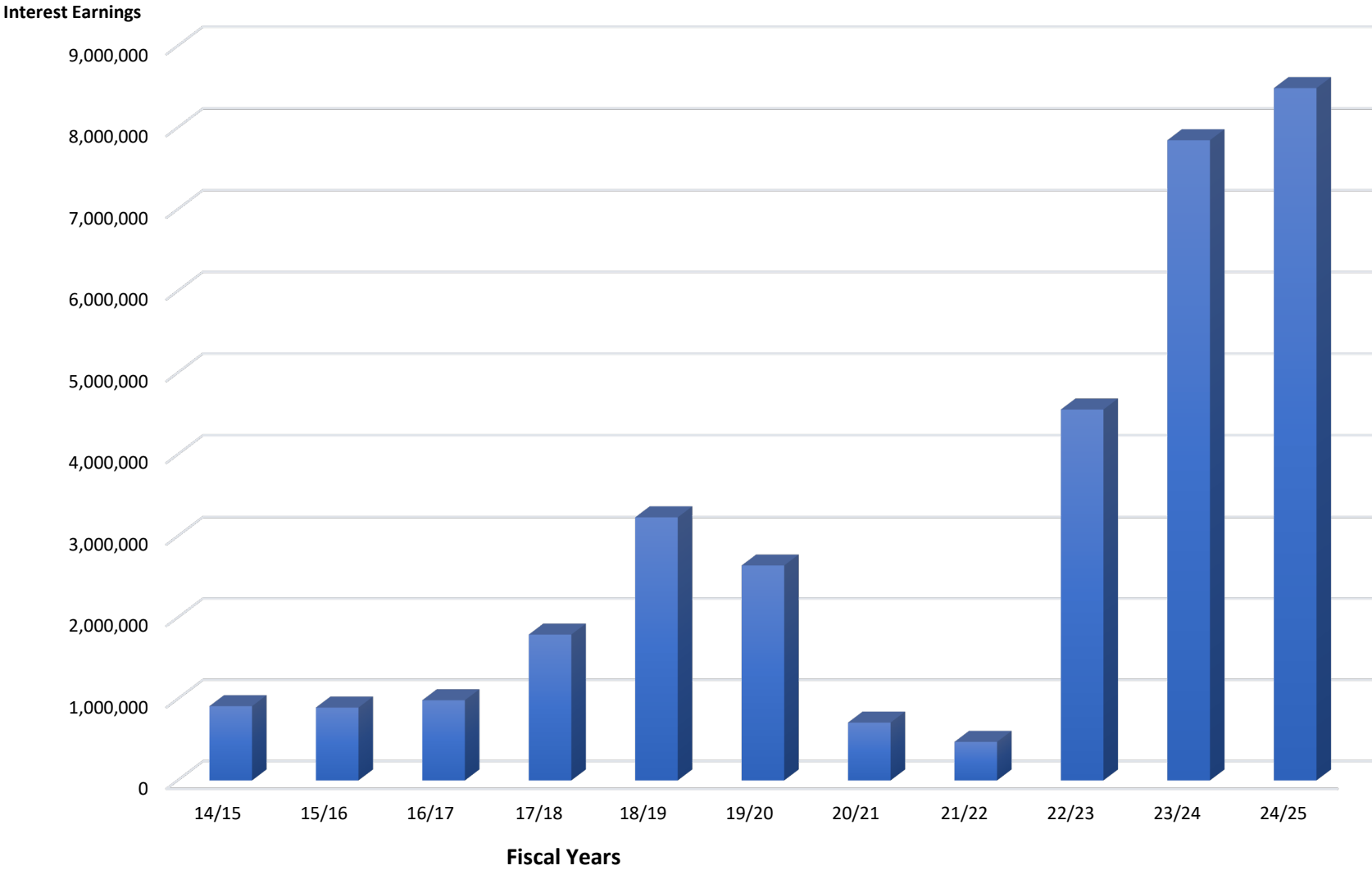
Value of Portfolio: \$203,598,464

Portfolio By Maturity As Of June 30, 2025



Value of Portfolio: \$203,598,464

City of Gilroy
Interest Earnings FY2015 - FY2025



**CITY OF GILROY
MONIES HELD BY FISCAL AGENTS**

DESCRIPTION	VALUE ** AS OF 6/30/25
<u>HIGHWAY 152 SPECIAL TAX BONDS SERIES 2018</u>	
<u>SPECIAL TAX FUND - Bond REVENUE - HELD BY U.S. BANK - GL Acct 810-10435</u>	
GOLDMAN SACHS MONEY MARKET FUND #466, CUSIP #3814W265	6,804.15
<u>RESERVE FUND - HELD BY U.S. BANK - GL Acct 810-10430</u>	
GOLDMAN SACHS MONEY MARKET FUND #466, CUSIP #3814W265	294,425.49
<u>SPECIAL TAX FUND - INTEREST ACCOUNT - HELD BY U.S. BANK - GL Acct 810-10550</u>	
GOLDMAN SACHS MONEY MARKET FUND #466, CUSIP #3814W265	0.00
<u>SPECIAL TAX FUND - PRINCIPAL ACCOUNT - HELD BY U.S. BANK - GL Acct 810-10445</u>	
GOLDMAN SACHS MONEY MARKET FUND #466, CUSIP #3814W265	0.00
<u>GILROY PUBLIC FACILITIES FINANCING AUTHORITY REFUNDING LEASE REV BONDS 2020A</u>	
<u>REVENUE FUND - HELD BY U.S. BANK - GL Acct 520-10435</u>	
GOLDMAN SACHS FINANCIAL SQUARE MMKT #466, CUSIP #38141W265	221.61
<u>INTEREST ACCOUNT - HELD BY U.S. BANK - GL Acct 520-10440</u>	
GOLDMAN SACHS FINANCIAL SQUARE MMKT #466, CUSIP #38141W265	0.01
<u>PRINCIPAL ACCOUNT - HELD BY U.S. BANK - GL Acct 520-10445</u>	
GOLDMAN SACHS TR FINL SQ GV ADM #466, CUSIP #38141W265	4.54
<u>GILROY PUBLIC FACILITIES FINANCING AUTHORITY REFUNDING LEASE REV BONDS 2022A</u>	
<u>INTEREST ACCOUNT - HELD BY U.S. BANK - GL Acct 510-10440</u>	
FIRST AM.GOV'T OB FD CL D, CUSIP #31846V401, U.S. TREASURY BILL #912796C31	190.41
<u>PRINCIPAL ACCOUNT - HELD BY U.S. BANK - GL Acct 510-10445</u>	
FIRST AM.GOV'T OB FD CL D, CUSIP #31846V401, U.S. TREASURY BILL #912796C31	1,107.25
<u>GILROY PUBLIC FACILITIES FINANCING AUTHORITY WASTEWATER REV BONDS 2021A</u>	
<u>BOND PAYMENT FUND - HELD BY U.S. BANK - GL ACCT 700-10428</u>	
FIRST AM.GOV'T OB FD CL D, CUSIP #31846V401, U.S. TREASURY BILL #912796C31,	880.41
<u>ACQUISITION AND CONSTRUCTION FUND - HELD BY U.S. BANK - GL Acct 700-10426</u>	
LAIF MONEY MARKET FUND #5399989H9	7,544,461.26
<u>GILROY POST - SECTION 115 TRUST HELD BY PARS</u>	
OPEB	1,055,439.23
PENSION	4,613,782.57
TOTAL	13,517,316.93

** Market Values

DRAFT
City of Gilroy
City Council
Minutes
Monday, August 4, 2025 | 6:00 PM

1. OPENING

1. Call to Order

The meeting was called to order by Mayor Bozzo at 6:00 PM.

2. Pledge of Allegiance

Council Member Cline led the Pledge of Allegiance.

3. Invocation

Pastor Malcolm McPhail with New Hope Community Church led the Invocation.

4. City Clerk's Report on Posting the Agenda

City Clerk Kim Mancera reported on the Posting of the Agenda.

5. Roll Call

Attendance	Attendee Name
Present	Council Member Dion Bracco Council Member Tom Cline Council Member Terence Fugazzi Council Member Zach Hilton Council Member Carol Marques Council Member Kelly Ramirez Mayor Greg Bozzo

6. Orders of the Day

7. Employee Introductions

Interim Police Chief Binder introduced Police Safety Communicator Summer Jimenez and Police Officer Austin McKinney.

LeeAnn McPhillips introduced City Clerk Kim Mancera, newly promoted Senior Equipment Mechanic Gibrán Mendoza, Management Assistant Juanita Menig, Human Resources Summer Intern Alyssa Remily, and Police Department Summer Interns Leah Martinez and Giselle Rodriguez.

John Doughty introduced Management Analyst Trainee Pamela Brown, Management Analyst Trainee Bryan Rodriguez and Engineering Tech/Inspector Juan Tovar.

2. CEREMONIAL ITEMS - Proclamations and Awards

1. Centennial Wineries Proclamation

3. PRESENTATIONS TO THE COUNCIL

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

Mayor Bozzo opened public comment at 6:38 P.M.

Greg Felios - commented on National Night Out.

With no further speakers, Mayor Bozzo closed public comment.

4. REPORTS OF COUNCIL MEMBERS

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

Council Member Fugazzi – Santa Clara Water Commission (alternate), Silicon Valley Regional Interoperability Authority Board (alternate), SCRWA, Visit Gilroy California Welcome Center, VTA Mobility Partnership Committee

Council Member Marques – ABAG, Downtown Committee, Santa Clara County Library Joint Powers Authority (alternate), Santa Clara Valley Habitat Agency Governing Board, Santa Clara Valley Habitat Agency Implementation Board, SCRWA (alternate)

Council Member Hilton – CalTrain Policy Group, Santa Clara County Expressway Plan 2040 Advisory Board (alternate), Silicon Valley Clean Energy Authority JPA Board, South County Youth Task Force Policy Team, VTA Policy Advisory Committee

Council Member Ramirez – ABAG (alternate), Gilroy Gardens Board of Directors (alternate), Gilroy Sister Cities, Gilroy Youth Task Force (alternate), SCRWA, Santa Clara Housing and Community Development Advisory Committee

Council Member Cline – CalTrain Policy Group (alternate), Gilroy Sister Cities (alternate), Gilroy Youth Task Force, Santa Clara County Expressway Plan 2040 Advisory Board, Silicon Valley Clean Energy Authority JPA Board (alternate), Silicon Valley Regional Interoperability Authority Board, Visit Gilroy California Welcome Center (alternate), VTA Mobility Partnership Committee, VTA Policy Advisory Committee (alternate)

Mayor Bozzo – Gilroy Gardens Board of Directors, Santa Clara Valley Water Joint Water Resources Committee, South County Youth Task Force Policy Team, VTA Board of Directors (alternate), Santa Clara Housing and Community Development Advisory Committee (alternate)

Council Member Bracco - No report.

Council Member Fugazzi - No report.

Council Member Marques - No report.

Council Member Hilton - Reported on the Metropolitan Transportation Commissions (MTC) plan Bay Area, Silicon Valley Clean Energy (SVCE) and South County Youth Task Force (SCYTF).

Council Member Ramirez - No report.

Council Member Cline - No report.

Mayor Bozzo - No report.

5. **CONSENT CALENDAR**

Mayor Bozzo opened public comment at 6:42 P.M.

With no speakers, Mayor Bozzo closed public comment.

Motion

Approve the consent calendar.

RESULT: **Passed**

MOVER: Council Member Dion Bracco

SECONDER: Council Member Carol Marques

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

1. **Approve the Minutes of the July 24, 2025 Special Closed Session City Council Meeting, and the July 28, 2025 Regular City Council Meeting**

6. **PUBLIC HEARINGS**

1. **Consideration of the Report of Abatement of Weeds and Refuse Within the City of Gilroy and Adoption of a Resolution Confirming the Imposition of Assessment Liens Against the Land**

Fire Marshall Jonathan Crick provided a report.

Mayor Bozzo opened the public hearing at 7:08 P.M.

With no speakers, Mayor Bozzo closed the public hearing.

Motion

Adopt a resolution allowing the assessment of fees, minus any qualifying objections, as reported by the Santa Clara County Weed Abatement Program.

RESULT: **Passed**
MOVER: Council Member Tom Cline
SECONDER: Council Member Kelly Ramirez
AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

7. UNFINISHED BUSINESS

1. Appointment of Members to the Youth Commission

Mayor Bozzo opened public comment at 7:12 P.M.

Greg Felios - commented about the youth that applied.

Michelle Carlen - commented on praising the applicants that applied that were not selected.

With no further speakers, Mayor Bozzo closed public comment.

The Council appointed the following youth:

1-year term ending 6/30/2026

Benedict Pham

Maya Sanchez

2-year term ending 6/30/2027

Alazander Cruz Bermudez

Ashleen Bhandal

Biruh Abaneh

Diana Diakova

Logan Gill

Sophia Gutierrez

Motion

Appoint the Youth Commissioners selected.

RESULT: **Passed**

MOVER: Council Member Dion Bracco

SECONDER: Council Member Zach Hilton

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

8. INTRODUCTION OF NEW BUSINESS

1. Update on the Consolidated FY26 Annual Sidewalk Replacement Project No. 25-PW-296 and Consideration of Minor Modifications and Clarifications on the

Council-Approved Sidewalk Replacement Program and Adopt a Budget Amendment Resolution to Appropriate \$1.0 million of Unspent Funds from Prior Years for the Project

Public Works Project Manager Ryan Osenton provided a report and presentation.

Mayor Bozzo opened public comment at 7:43 P.M.

Maria Aguilar - asked a question regarding cutting the roots of the tree and replacing the sidewalk.

With no further speakers, Mayor Bozzo closed public comment.

Motion

Adopt a budget amendment resolution to appropriate \$1.0 million of unspent funds from prior fiscal years for the project, from the Sidewalk Repair Reserve Fund (200).

RESULT: **Passed**

MOVER: Council Member Dion Bracco

SECONDER: Council Member Carol Marques

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

Motion

Approve recommended revisions to the August 5, 2024 Sidewalk Replacement Program.

RESULT: **Passed**

MOVER: Council Member Tom Cline

SECONDER: Council Member Zach Hilton

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

2. Initial Direction and Scope of Tobacco and Smoking Control Ordinance Update and Potential Moratorium

Assistant to the City Administrator Bryce Atkins provided a report and presentation.

Mayor Bozzo opened public comment at 8:11 P.M.

With no speakers, Mayor Bozzo closed public comment.

Council provided direction to staff.

The meeting recessed at 8:16 P.M. and reconvened at 8:26 P.M.

3. Six-Month Update on the Gilroy Police Department Therapy Dog Program

Captain Luke Powell provided a report and presentation.

Mayor Bozzo opened public comment at 8:35 P.M.

Janet Krulee - spoke about Leadership Gilroy, and therapy dog Maui and addition of another therapy dog Baily.

Greg Felios - commented on therapy dog Maui.

With no further speakers, Mayor Bozzo closed public comment.

Report received.

4. Introduce an Ordinance Adopting by Reference the 2025 California Building Codes with Amendments, and Set a Public Hearing on August 18, 2025, for Adoption of the Ordinance

Community Development Director Sharon Goei, Building Official Hipolito Olmos and Fire Marshall Jonathan Crick provided a report and presentation.

Mayor Bozzo opened public comment at 9:02 P.M.

With no speakers, Mayor Bozzo closed public comment.

Motion

Approve to read the ordinance by title only and waive all further reading.

RESULT: Passed

MOVER: Council Member Zach Hilton

SECONDER: Council Member Tom Cline

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

Motion

Introduce the ordinance.

RESULT: Passed

MOVER: Council Member Carol Marques

SECONDER: Council Member Kelly Ramirez

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

Motion

Approve to set the public hearing on August 18, 2025 for the adoption of the

ordinance.

RESULT: **Passed**

MOVER: Council Member Kelly Ramirez

SECONDER: Council Member Carol Marques

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

5. Introduce an Ordinance Adopting by Reference the 2025 California Fire Codes with Amendments, and Set a Public Hearing on August 18, 2025, for Adoption of the Ordinance

Community Development Director Sharon Goei, Building Official Hipolito Olmos and Fire Marshall Jonathan Crick provided a report and presentation.

Mayor Bozzo opened public comment at 6 P.M.

With no speakers, Mayor Bozzo closed public comment.

Motion

Approve to read the ordinance by title only and waive all further readings.

RESULT: **Passed**

MOVER: Council Member Tom Cline

SECONDER: Council Member Kelly Ramirez

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

Motion

Introduce the ordinance.

RESULT: **Passed**

MOVER: Council Member Kelly Ramirez

SECONDER: Council Member Tom Cline

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

Motion

Approve to set the public hearing on August 18, 2025 for the adoption of the ordinance.

RESULT: **Passed**

MOVER: Council Member Carol Marques

SECONDER: Council Member Kelly Ramirez

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council

Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

6. Approval of Gilroy Police Officers Association Memorandum of Understanding and Adoption of Resolution Approving Salary Schedules for the Period of July 1, 2025 - June 30, 2028

Assistant City Administrator/HR Director LeeAnn McPhillips provided a report. During the verbal staff report presentation, Director McPhillips specifically reviewed the fiscal impact associated with the implementation of the GPOA MOU. She noted that the three year cost of implementing the new GPOA MOU was approximately \$1.86M and that this dollar amount was consistent with prior discussions with Council regarding the costs associated with the new MOU.

Mayor Bozzo opened public comment at 9:15 P.M.

With no speakers, Mayor Bozzo closed public comment.

Motion

Adopt a resolution of the City Council of the City of Gilroy amending the budgets for FY 26 and FY 27 to implement the terms of the Gilroy Police Officers Association Memorandum of Understanding (MOU) for FY 26 and 27, appropriating proposed expenditure amendments, and authorizing the inclusion of appropriate funds in the future FY 28 budget for salary and benefit expenditures related to the implementation of the MOU.

RESULT: **Passed**

MOVER: Council Member Dion Bracco

SECONDER: Council Member Terence Fugazzi

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

Motion

Approve a Memorandum of Understanding between the City of Gilroy and the Gilroy Police Officers Association for the period July 1, 2025 - June 30, 2028.

RESULT: **Passed**

MOVER: Council Member Tom Cline

SECONDER: Council Member Terence Fugazzi

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

Motion

Adopt a resolution of the City Council of the City of Gilroy approving the July 1, 2025, July 1, 2026, and July 1, 2027 salary schedules associated with the Gilroy

Police Officers Association Memorandum of Understanding.

RESULT: **Passed**

MOVER: Council Member Terence Fugazzi

SECONDER: Council Member Kelly Ramirez

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

7. Approval of the July 1, 2025, July 1, 2026, and July 1, 2027 Salary Schedules for Full-time/Unrepresented/Exempt/Mid-Management and Appointed Employees, Part-Time/Temporary/Unrepresented/Exempt Employees, and Full-Time/Unrepresented/At-Will/Department Head Employees

Assistant City Administrator/HR Director provided a report.

Mayor Bozzo opened public comment at P.M.

With no speakers, Mayor Bozzo closed public comment.

Motion

Adopt a resolution of the City Council of the City of Gilroy of the City of Gilroy approving the July 1, 2025, July 1, 2026, and July 1, 2027 salary schedules for Full-Time/Unrepresented/Confidential/Exempt/Mid-Management Employees and Full-Time/Unrepresented/Exempt/Mid-Management/Appointed Employees.

RESULT: **Passed**

MOVER: Council Member Tom Cline

SECONDER: Council Member Terence Fugazzi

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

Motion

Adopt a resolution of the City Council of the City of Gilroy of the City of Gilroy approving the July 1, 2025, July 1, 2026, and July 1, 2027 salary schedules for Part-Time/Temporary/Unrepresented/At-Will/Exempt Employees.

RESULT: **Passed**

MOVER: Council Member Dion Bracco

SECONDER: Council Member Carol Marques

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

Motion

Adopt a resolution of the City Council of the City of Gilroy of the City of Gilroy

approving the July 1, 2025, July 1, 2026, and July 1, 2027.

RESULT: **Passed**

MOVER: Council Member Tom Cline

SECONDER: Council Member Carol Marques

AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo

9. CITY ADMINISTRATOR'S REPORTS

Interim City Administrator Brad Kilger mentioned that he has been meeting with City Council and city staff. He said that he was impressed with the professionalism and dedication of both Council and staff. He is impressed the most about how much they all love Gilroy.

10. CITY ATTORNEY'S REPORTS

No report.

11. ADJOURNMENT

With no additional business before the Council, the meeting was adjourned at 9:20 P.M

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the City Council of the City of Gilroy on August 18, 2024.

Kim Mancera
City Clerk



City of Gilroy

STAFF REPORT

Agenda Item Title: Adopt and Issue Publicly the Report Entitled City of Gilroy Transition from At-Large to By-District Elections: Adopted Map Final Report Pursuant to Elections Code Section 21130(f)

Meeting Date: August 18, 2025
From: Andy Faber, City Attorney
Department: Administration
Submitted by: Andy Faber
City Attorney
Prepared by: Andy Faber, City Attorney

STRATEGIC PLAN GOALS: Ensure Neighborhood Equity from City Services

RECOMMENDATION

Review and issue publicly the report entitled City of Gilroy Transition from At-Large to By-District Elections: Adopted Map Final Report (the “Final Report”) pursuant to Elections Code Section 21130(f).

EXECUTIVE SUMMARY

BACKGROUND

On December 16, 2024, the City received a letter alleging a violation of the California Voting Rights Act (“CVRA”). The letter asserts that the City is in violation of the CVRA because the City's councilmember elections are at-large as opposed to by district and there exists racial polarization and vote dilution. On February 24, 2025, the City Council adopted a resolution declaring its intent to transition to a district-based electoral system commencing with the November 2026 Election.

On March 3, 2025, and March 17, 2025, the City Council held the first and second of

five public hearings required for the City's transition to by-district elections. Public Hearings Nos. 1 and 2 were held prior to any draft maps being drawn. Redistricting Partners, the City's retained demographer, made presentations at both public hearings regarding the CVRA, the transition process from at-large to district elections, the potential composition and number of districts, as well as the public input process. Members of the public provided input at both hearings regarding communities of interest in and the various attributes of the City of Gilroy to aid in the districting process. At the close of the March 17th hearing, having considered the public's input and the presentation by Redistricting Partners, the City Council provided direction to the demographer to begin drawing draft maps for a by-district electoral system comprised of six districts and an at-large mayor.

In addition, on March 25 and March 29, 2025, the City hosted two workshops—offering childcare and language translation — where Redistricting Partners gave a presentation on districting, facilitated a Q&A session, engaged the public in map-drawing, and gathered additional public input.

On April 7, 2025, Public Hearing No. 3 was held to receive public and City Council feedback on the first set of draft maps. After considering this public input and the presentation by the demographer, the City Council provided direction to Redistricting Partners on proposed revisions to the draft maps to be considered and new maps drawn.

On April 21, 2025, Public Hearing No. 4 was held to receive public and City Council feedback on the second set of draft maps. After considering this public input and the presentation by the demographer, the City Council provided direction to Redistricting Partners on proposed revisions to the draft maps to be considered and new maps drawn.

Two weeks later, on May 5, 2025, Public Hearing No. 5 was held to receive public and City Council feedback on the second set of draft maps. After considering this public input and the presentation by the demographer, the City Council provided direction to Redistricting Partners on the final two maps for consideration at the final public hearing No. 6.

On May 19, 2025, Public Hearing No. 6 was held to receive public feedback on the selection of the final map, as well as the order of elections for the districts, and potential residency requirements. After receiving public testimony, the City Council introduced an ordinance selecting Draft Map F; selecting district #4, #5, and #6 to be determined during the 2026 election and district #1, #2, and #3 to be determined during the 2028 election; and establishing a residency requirement of 30 days in the district before filing papers are issued to run for the respective Councilmember seat.

On June 2, 2025, the City Council adopted Ordinance No. 2025-04 adopting the selected final Map, map D.

The City's demographer has prepared the Adopted Map Final Report (Attachment 1) for the City Council's review and adoption pursuant to the requirements of Elections Code section 21130(f).

ANALYSIS

Elections Code section 21130(f) requires that, within 21 days of adopting the final district boundaries, the districting body shall issue a report that explains the basis on which the districting body made its decisions in achieving compliance with the requirements and criteria described in this section, including, as to each neighborhood, community of interest, city, or census designated place that was split into two or more districts, the reason for that split. In selecting Adopted Map F, the City complied with the Fair and Inclusive Redistricting for Municipalities and Political Subdivisions (Fair Maps) Act, Cal. Elections Code Section 21100, et seq., in adopting the districts, which provides criteria that the City must utilize when establishing election district boundaries or when undertaking the redistricting process (which must occur every ten years after each population census). The criteria are summarized below.

- a. The election districts must be substantially equal in population based on the most recent census.
- b. The districting body shall adopt election district boundaries that comply with the United States Constitution, the California Constitution, and the Federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10301 et seq.) and consistent with the Federal Voting Rights Act, the districting body shall determine whether it is possible to create an election district or districts in which a minority group is sufficiently large and geographically compact to constitute a majority in a single-member district, as set forth in *Thornburg v. Gingles*, 478 U.S. 30 (1986).
- c. The districting body shall adopt election district boundaries using the following criteria as set forth in the following order of priority:
 1. To the maximum extent practicable, election districts shall be geographically contiguous. Areas that meet only at the points of adjoining corners are not contiguous. Areas that are separated by water and not connected by a bridge, tunnel, or regular ferry service are not contiguous.
 2. To the maximum extent practicable, and where it does not conflict with the preceding criterion, the geographic integrity of any local neighborhood or local community of interest shall be respected in a manner that minimizes its division. A "community of interest" is a population that shares common social or economic interests that should be included within a single election district for purposes of its effective and fair representation. Characteristics of communities of interest may include, but are not limited to, shared public policy concerns such as education, public safety, public health, environment, housing, transportation, and access to social services. Characteristics of communities of interest may also include, but are not limited to, cultural districts, shared socioeconomic characteristics, similar voter registration rates and participation rates, and shared

- histories. Communities of interest do not include relationships with political parties, incumbents, or political candidates.
3. To the maximum extent practicable, and where it does not conflict with the preceding criteria, election districts shall be bounded by natural and artificial barriers, by streets, or by the boundaries of the local jurisdiction. Election district boundaries should be easily identifiable and understandable by residents.
 4. To the maximum extent practicable, and where it does not conflict with the preceding criteria, election districts shall be drawn to encourage geographical compactness in a manner that nearby areas of population are not bypassed in favor of more distant populations.
- d. The districting body shall not adopt election district boundaries for the purpose of favoring or discriminating against an incumbent, political candidate, or political party.

Redistricting Partners has prepared the attached Adopted Map Final Report which satisfies the requirements of Elections Code section 21130(f). Draft F originated from the public ("Fair-1") and was modified live and in real time at the City Council public hearing on May 5, 2025, in order to maintain four majority minority districts while using the FAIR MAPS Act criteria. The Adopted Map Final Report documents the specific criteria used during the districting process and explains the basis on which the City Council made its decisions, including explanations of why communities of interest were split.

The adoption of the Adopted Map Final Report is the last action that the Council will need to take to complete the transition process from at-large elections to by-district elections.

Information is available on the City's website about the districting process and supporting documents. The City website dedicated to this district transition process can be found here: <https://www.cityofgilroy.org/1069/District-Based-Elections>.

ALTERNATIVES

The City Council could choose not to adopt the Final Map Report. If this alternative is selected, staff requests further direction.

FISCAL IMPACT/FUNDING SOURCE

There is no direct cost associated with this specific action.

PUBLIC OUTREACH

The issuance of the Final Report was included on the publicly posted agenda for this

meeting. The entire process for transitioning to district-based elections was carried out by the City with extensive public notice and participation, including conducting extensive public outreach, creating and maintaining a dedicated website, holding six public hearings and two community meetings, and social media outreach.

NEXT STEPS

The Final Report will be posted on the City's website for public review.

Attachments:

1. Final Report - City of Gilroy



City of Gilroy

**Transition from At-Large to By-District
Elections: Adopted Map**

Final Report

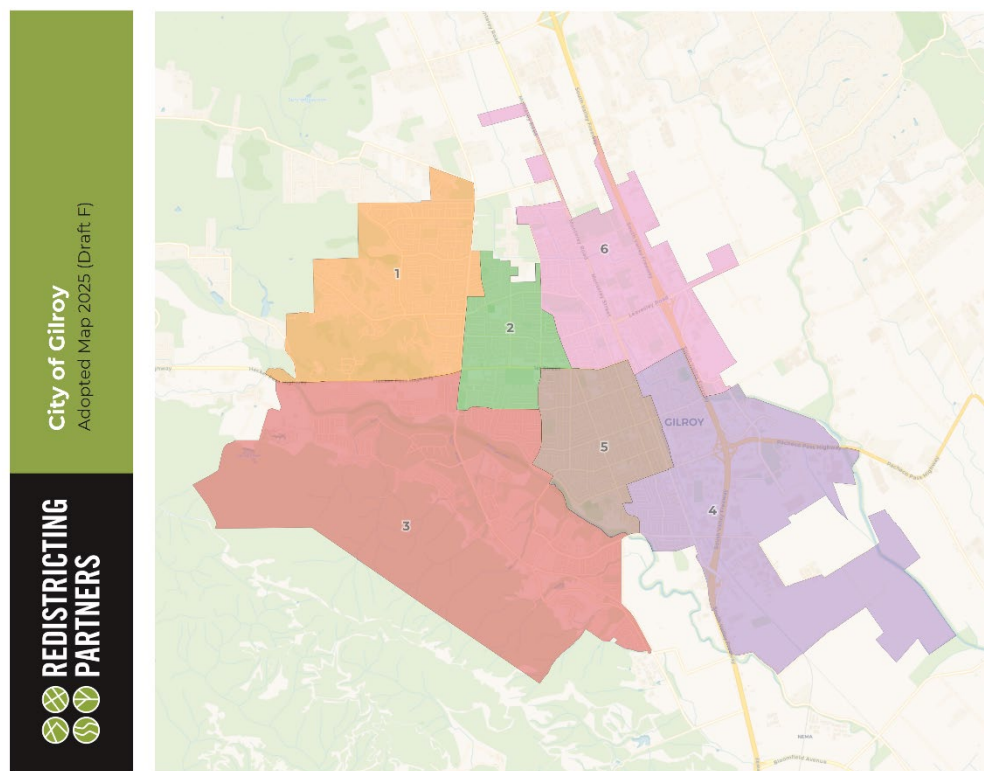
Executive Summary

The City of Gilroy followed the FAIR MAPS Act and the California Voting Rights Act criteria to guide the city’s transition from at-large to by-district elections. The City hosted six public hearings on converting to by-district elections and two community workshops to help educate the public on how to participate while providing public mapping tools for the public to submit their own maps. The City Council unanimously selected Draft F on May 19, 2025, with districts 4, 5 and 6 up for election beginning in 2026 and districts 1, 2 and 3 up in 2028. The final map, which was officially adopted on June 2, 2025, meets all criteria required by state and federal laws.

This report documents the specific criteria used during the districting process and describes the reasoning and decisions made when communities of interest (COIs) were split. While the City did its best to maintain as many COIs as possible, splits were necessary to follow the higher-ranking criteria set forth by the FAIR MAPS Act. All decisions and deliberations were made by the City Councilmembers and Mayor in public meetings. Meetings and other relevant documents can be accessed here: <https://www.cityofgilroy.org/1069/Transition-to-District-Based-Elections>

Adopted Map: Draft F

Draft F originated from the public (“Fair-1”) and was modified live and in real time at the City Council public hearing on May 5, 2025, in order to maintain four majority minority districts while using the FAIR MAPS Act criteria.



FAIR MAPS Act Criteria

As required, the City of Gilroy adopted a map that ensures the population is well balanced, uses the appropriate census dataset, follows the Federal Voting Rights Act, and does not discriminate or favor a political party, incumbent or candidate. The total deviation for the adopted map is 9.9%, which is within the 10% maximum allowed for municipalities. Additionally, the City and its demographers used the required Statewide Database's adjusted census data, which reallocated incarcerated residents throughout the state.

The importance of adhering to the FAIR MAPS Act criteria was emphasized from the outset of the districting process. The demographers presented on these requirements at every public hearing and provided the City Council with documentation identifying which publicly submitted maps did and did not comply with the FAIR MAPS Act. Below is the ranked list of criteria as required by the FAIR MAPS Act and how the Adopted Map met these criteria.

FAIR MAPS Act Ranked Criteria	Adopted Map (Draft F)
<i>(1) To the maximum extent practicable, council districts shall be geographically contiguous.</i>	All districts are whole and do not overlap with each other.
<i>(2) To the maximum extent practicable, the geographic integrity of any local neighborhood or local community of interest shall be respected in a manner that minimizes its division.</i>	The City does not have official neighborhood boundaries, but they do have well-established communities and historical areas. The East Side of Gilroy was split into two districts with like-minded and similar areas just east of Monterey Road.
<i>(3) To the maximum extent practicable, and where it does not conflict with the preceding criteria in this subdivision, the geographic integrity of a city or census designated place shall be respected in a manner that minimizes its division. This paragraph does not apply to a city.</i>	Not applicable to a city.
<i>(4) To the maximum extent practicable, council districts shall be bounded by natural and artificial barriers, by streets, or by the boundaries of the city. Council district boundaries should be easily identifiable and understandable by residents.</i>	The City used main roads as much as possible and avoided any type of zigzagging through side streets.
<i>(5) To the maximum extent practicable, and where it does not conflict with the preceding criteria in this subdivision, election districts shall be drawn to encourage geographical compactness in a manner that nearby areas of population are not bypassed in favor of more distant populations.</i>	The City created compact districts and avoided constructions that would bypass nearby population in favor of more distant population. Most districts are more circular/square in appearance.

Public Participation

The City of Gilroy collected testimony from the public via email, map submissions, community workshops and public hearings, where there was always the option of Spanish translators. All written testimony and map submissions can be viewed on the City's districting website. At least 39 public maps were submitted, with one ultimately being selected as the final map.

Splits: Communities of Interest

East Side Community

The East Side community is largely defined as east of Monterey Road and is historically a working-class and Latino community. Draft F splits the East Side into two compact districts, both of which have Latino Citizen Voting Age Populations well over 50%, helping to ensure this protected class will be able to elect candidates of their choice. One important aspect of splitting the East Side was ensuring it was grouped with like-minded communities just west of Monterey Road, rather than any part of the West Side of the City, which is recognized as the area west of Santa Teresa Boulevard.

At the May 19th meeting, Council Member Terence Fugazzi said of the split, "When I take a look at it from a 'how do you get the most representation' stand point in the City and in the East Side of the City, having two representatives that can work together, two majority-minority districts... you actually have a chance to have more representation on the Council and to bring things forward.... I think there's a lot of advantage to have that, as well as to keep the Downtown area kind of together in one particular district."



City of Gilroy

STAFF REPORT

Agenda Item Title: Award a contract to Griffin Structures, Inc. for Construction Management with Master Architectural Services for the Santa Teresa Fire Station Design-Build Project

Meeting Date: August 18, 2025
From: Brad Kilger, Interim City Administrator
Department: Public Works
Submitted by: John Doughty, Public Works Director
Prepared by: Ryan Osenton, Project Manager

STRATEGIC PLAN GOALS: Maintain and Improve City Infrastructure

RECOMMENDATION

It is recommended that the City Council:

1. Award a contract to Griffin Structures, Inc. in the amount of \$1,108,300 and Reimbursable Costs in the amount of \$54,700, with a total project cost of \$1,163,000 for Construction Management with Master Architectural Services for the Santa Teresa Fire Station Design-Build Project; and
2. Authorize the Interim City Administrator to execute the agreement and all other related documents.

EXECUTIVE SUMMARY

The City of Gilroy has long planned for the addition of a fourth fire station to address the operational needs of the Gilroy Fire Department. The time has come to initiate work on the design and construction of the Santa Teresa Fire Station, located on an approximately 1.36-acre parcel at West Luchessa Avenue and Miller Avenue in the Glen Loma Ranch development. Staff is recommending constructing the fire station under the Design-Build model to reduce overall costs and expedite delivery.

In June 2025, the City issued a Request for Proposals seeking qualified firms to provide Construction Management with Master Architectural (CM-MA) Services to guide the

project through planning, bridging document development, procurement of the Design-Build Entity (DBE), oversight of DBE design, construction management, and project closeout. This is the first (and critical) step in the Design-Build process as the CM-MA services provide the City with comprehensive technical oversight and architectural expertise throughout the Santa Teresa Fire Station Design-Build process. The CM-MA will serve as the City's representative from project initiation through closeout, ensuring the design, budget, schedule, and quality align with City requirements. By preparing well-defined bridging documents, supporting the Design-Build Entity (DBE) procurement, and managing DBE design and construction phases, the CM-MA will help minimize risk, control costs, and maintain project quality. This approach provides the City with technical capability not available in-house, continuity and safeguards the City's investment in a critical public safety facility.

Following a competitive selection process, Griffin Structures Inc. was determined to be the most qualified firm. Griffin has extensive experience in delivering public safety facilities, with over 100 completed fire and public safety projects statewide. The contract will provide the City with expert oversight and guidance from initial fire station programming through final occupancy (project closeout).

BACKGROUND

The City of Gilroy entered into a Development Agreement in 2005 with the Glen Loma Group to build housing along Santa Teresa Boulevard. This agreement also required delivery of a turnkey fire station prior to the 1,100th building permit. Due to construction cost escalation, the project was delayed multiple times, with the City and developer ultimately agreeing the City would lead the development and delivery of the project and the developer would provide the land and remaining funds.

The new fire station in the Glen Loma Ranch area will improve service coverage and response times for the residents and businesses of Gilroy. The proposed Santa Teresa Fire Station will be located on a 1.36-acre parcel at the southeast corner of West Luchessa Avenue and Miller Avenue. The fourth Gilroy Fire Station will be approximately 6,500 square feet and include two apparatus bays, dormitory space, kitchen, offices, restrooms, and support areas, with site improvements and emergency power provisions.

On November 8, 2022, Gilroy voters approved a Charter Amendment to allow for Design-Build procurement process by the City of Gilroy. Design-Build is an alternative method for delivery of public projects that provides many improvements and benefits when compared to traditional approach of Design-Bid-Build (DBB). The Design-Build methodology allows for a few key benefits, notably:

- A single point of responsibility for both design and construction, which leads to fewer disputes or delays regarding scope, errors, or omissions.
- Faster project delivery times due to phases being able to overlap.
- Costs are more clearly defined earlier in the process due to Guaranteed

Maximum Prices or Fixed Based Prices being developed earlier through bridging documents.

- Reduces risk and frequency of Change Orders, which helps keep the project on budget and schedule.

ANALYSIS

The City issued the Request for Proposals in June 2025 (see Attachment 3) to procure CM-MA services to develop program verification, bridging documents, and manage the Design-Build Entity through final design, construction, and project closeout. The City received four proposals, which were reviewed by an internal evaluation committee in accordance with the published criteria. The evaluation committee evaluated, scored the proposals, and provided a recommendation on the preferred CM-MA of record for this project. The review committee unanimously recommended Griffin Structures as the top-ranked proposer. Their proposal is attached to this staff report as Attachment 2.

The selection was based on several factors, including Griffin's extensive experience delivering over 100 public safety facilities statewide, including numerous fire stations and Design-Build projects, their specialized Design-Build expertise, with Certified Construction Managers (CCM) and Design-Build Institute of America (DBIA) professionals on staff to oversee every phase from programming through occupancy, and their demonstrated understanding of the City's needs, schedule, and budget objectives, with an approach designed to minimize risk and ensure compliance with state and local codes. Griffin Structures, Inc. has a Northern California Office and staffing and has served as Construction Manager for many projects in the Monterey Bay Area including the Salinas Police Services Headquarters and the Watsonville Civic Plaza Project.

The cost of CM-MA services as proposed is \$1,108,300 and Reimbursable Costs in the amount of \$54,700, with a total project cost of \$1,163,000. Pricing was a factor in the review committee's evaluations, with Griffin Structures' cost proposal receiving the highest average score of 26.5/30 points and the 2nd lowest total cost of the proposals received.

The contract will use the City's standard form of agreement, and the scope of work and milestone schedule will be based on the proposal's response timeframe and project phasing. The design timeframe is anticipated to extend approximately 34 months, ending in June 2028. In discussing the project with Griffin, there is a consensus that this schedule is conservative and that the City and Griffin may be able to shorten the delivery schedule by 2-3 months.

Proposed Project Schedule (in summary):

Phase 1 – Program Verification & Conceptual Design – approximately 4 months

Phase 2 – Bridging Document Development – approximately 4 months

Phase 3 – DBE Procurement Support – approximately 2 months
Phase 4 – DBE Design Oversight – approximately 6 months
Phase 5 – Construction Management – approximately 16 months
Phase 6 – Project Closeout and Turnover – approximately 2 months

ALTERNATIVES

The City Council may choose to proceed with a standard public bid process. This process would require solicitation of an architect, completion of construction drawings followed by public bid process. Staff does not recommend this alternative as it would delay the project and result in increased costs of the project.

FISCAL IMPACT/FUNDING SOURCE

This capital project is included in the adopted FY24-28 CIP and is identified as CIP Project 800290. This contract will be funded by the Capital Projects Fund (400) Fund through FY26-27, with a total budget of \$13 million, \$1.5 million in FY26, and \$11.5 million in FY27. The agreement with Griffin Structures Inc. is for an amount not to exceed \$1,108,300 and Reimbursable Costs in the amount of \$54,700, with a total project cost of \$1,163,000. The requested amount is consistent with and was anticipated soft costs to be incurred in FY26.

The funding for the fire station project is primarily from contributions received from Glen Loma; \$2.3 million under the Third Operating Memorandum, \$7.2 million under the Fourth Operating Memorandum, and the remaining \$3.5 million from existing fund balance within the City's Capital Projects Fund (400). It is important to note that the Fourth Operating Memorandum contained a series of financial obligations which triggered installment payments to the City of the total \$7.2 million to be contributed. All but one of the obligations have been met. The last obligation/installment is for \$3.6 million, which is still pending, and is tied to the consideration and recordation of the first final map relative to Tentative Map TM24-03 in Glen Loma Ranch. In June 2025, Public Works Land Development received an update that Glen Loma Ranch is in the process of identifying developers to complete the project, including processing of the final map for TM24-03, which could take up to a year, at a minimum, in current housing market conditions. Although not anticipated at this moment, depending on the timing of when the last obligation/installment is received relative to the status and progress of the City's fire station project, the City may need to temporarily backfill with City funds. Staff will monitor and bring forth a recommendation, if warranted.

PUBLIC OUTREACH

NEXT STEPS

If approved by Council, staff will complete the contract with the selected vendor and commence the project.

Attachments:

1. 2025-08-18 - Staff Report - Santa Teresa Fire Station DRAFT
2. Griffin Structures - Gilroy Santa Teresa Fire Station Proposal



City of Gilroy

STAFF REPORT

Agenda Item Title: Award a contract to Griffin Structures, Inc. for Construction Management with Master Architectural Services for the Santa Teresa Fire Station Design-Build Project in the Amount of \$1,108,300 and Reimbursable Costs in the amount of \$54,700, with a total project cost of \$1,163,000.

Meeting Date: August 18, 2025

From: Brad Kilger, Interim City Administrator

Department: Public Works Department

Submitted By: John Doughty, Public Works Director

Prepared By: Ryan Osenton, Project Manager



☐ Develop a Financially Resilient Organization



☐ Ensure Neighborhood Equity from City Services



☐ Promote Economic Development Activities

Strategic Plan Goals



☐ Promote Safe, Affordable Housing for All



☒ Maintain and Improve City Infrastructure

RECOMMENDATION

It is recommended that the City Council:

1. Award a contract to Griffin Structures, Inc. in the amount of \$1,108,300 and Reimbursable Costs in the amount of \$54,700, with a total project cost of \$1,163,000 for Construction Management with Master Architectural Services for the Santa Teresa Fire Station Design-Build Project; and
2. Authorize the Interim City Administrator to execute the agreement and all other related documents.

EXECUTIVE SUMMARY

The City of Gilroy is moving forward with the design and construction of the Santa Teresa Fire Station, the City's fourth station, located at West Luchessa Avenue and Miller Avenue in the Glen Loma Ranch development. The City issued a Request for Proposals seeking qualified firms to provide Construction Management with Master Architectural (CM-MA) Services to guide the project through planning, bridging document development, procurement of the Design-Build Entity (DBE), oversight of DBE design, construction management, and project closeout.

The CM-MA services provide the City with comprehensive technical oversight and architectural expertise throughout the Santa Teresa Fire Station Design-Build process. The CM-MA will serve as the City's representative from project initiation through closeout, ensuring the design, budget, schedule, and quality align with City requirements. By preparing well-defined bridging documents, supporting the Design-Build Entity (DBE) procurement, and managing DBE design and construction phases, the CM-MA will help minimize risk, control costs, and maintain project quality. This approach provides continuity, reduces the administrative burden on City staff, and safeguards the City's investment in a critical public safety facility.

Following a competitive selection process, Griffin Structures Inc. was determined to be the most qualified firm. Griffin has extensive experience in delivering public safety facilities, with over 100 completed fire and public safety projects statewide. The contract will provide the City with expert oversight and guidance from initial programming through final occupancy.

BACKGROUND

The City of Gilroy entered into a Development Agreement in 2005 with the Glen Loma Group to build housing along Santa Teresa Boulevard. This agreement also required delivery of a turnkey fire station prior to the 1,100th building permit. Due to construction cost escalation, the project was delayed multiple times, with the City and developer ultimately agreeing the City would lead the development and delivery of the project and the developer would provide remaining funds.

The new fire station in the Glen Loma Ranch area will improve service coverage and response times for the citizens of Gilroy. The proposed Santa Teresa Fire Station will be located on a 1.36-acre parcel at the southeast corner of West Luchessa Avenue and Miller Avenue. The fourth Gilroy Fire Station will be approximately 6,500 square feet and include two apparatus bays, dormitory space, kitchen, offices, restrooms, and support areas, with site improvements and emergency power provisions.

ANALYSIS

The City issued the Request for Proposals in June 2025 (Attachment 3) to procure CM-MA services to develop program verification, bridging documents, and manage the Design-Build Entity through final design, construction, and project closeout. The City

received four proposals, which were reviewed by an internal evaluation committee in accordance with the published criteria. The evaluation committee evaluated, scored the proposals, and provided a recommendation on the preferred CM-MA of record for this project. The review committee unanimously recommended Griffin Structures as the top-ranked proposer. Their proposal is attached to this staff report at Attachment 2.

The selection was based on several factors, including Griffin's extensive experience delivering over 100 public safety facilities statewide, including numerous fire stations and Design-Build projects, their specialized Design-Build expertise, with Certified Construction Managers (CCM) and Design-Build Institute of America (DBIA) professionals on staff to oversee every phase from programming through occupancy, and their demonstrated understanding of the City's needs, schedule, and budget objectives, with an approach designed to minimize risk and ensure compliance with state and local codes.

The cost of CM-MA services as proposed is \$1,108,300 and Reimbursable Costs in the amount of \$54,700, with a total project cost of \$1,163,000. Pricing was a factor in the review committee's evaluations, with Griffin Structures' cost proposal receiving the highest average score of 26.5/30 points and the 2nd lowest actual cost of the proposals received.

The contract will use the City's standard form of agreement, and the scope of work and milestone schedule will be based on the proposal's response timeframe and project phasing. The design timeframe is anticipated to extend approximately 34 months, ending in June 2028.

Proposed Project Schedule (in summary):

Phase 1 – Program Verification & Conceptual Design – approximately 4 months

Phase 2 – Bridging Document Development – approximately 4 months

Phase 3 – DBE Procurement Support – approximately 2 months

Phase 4 – DBE Design Oversight – approximately 6 months

Phase 5 – Construction Management – approximately 16 months

Phase 6 – Project Closeout and Turnover – approximately 2 months

FISCAL IMPACT/FUNDING SOURCE

This capital project is included in the adopted FY24-28 CIP and is identified as CIP Project 800290. This contract will be funded by the Capital Projects (400) Fund through FY26-27. Current budgets indicate \$1.5 million for FY26, with \$11.5 million available in FY27. The agreement with Griffin Structures Inc. is for an amount not to exceed \$1,108,300 and Reimbursable Costs in the amount of \$54,700, with a total project cost of \$1,163,000. The remaining funds needed to construct the project are held by the developer and will be submitted to the City in the future.

ALTERNATIVES

Council may choose not to award the agreement to Griffin Structures and reject all proposals. This is not recommended, as the procurement process would be required to restart, delaying the project. It is also anticipated that restarting the process would be unlikely to yield different results without altering the scope of work and may result in higher contract costs.

NEXT STEPS

If approved by Council, staff will complete the contract with the selected vendor and commence the project.

Attachments:

1. Griffin Structures, Inc. – Agreement for Services
2. Griffin Structures Proposal – Construction Management with Master Architectural Services for City of Gilroy – New Santa Teresa Fire Station Design-Build Project
3. Construction Management with Master Architectural Services for City of Gilroy – New Santa Teresa Fire Station Design-Build Project Request for Proposals (25-RFP-PW-521)



MANHATTAN BEACH FIRE STATION NO.2



ORANGE CITY FIRE DEPT HEADQUARTERS



TUSTIN FIRE STATION NO.37



VISALIA EMERGENCY COMM. CENTER



BUENA PARK FIRE STATION NO.61



IRVINE FIRE STATION NO.51



SELMA FIRE STATION NO.3



CATHEDRAL CITY FIRE STATION NO.411



CITY OF GILROY

CONSTRUCTION MANAGEMENT WITH MASTER ARCHITECTURAL SERVICES FOR CITY OF GILROY - NEW SANTA TERESA FIRE STATION DESIGN-BUILD PROJECT, CITY CAPITAL PROJECT #800290

IN COLLABORATION WITH:



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Why Our Team?

Significant Experience With:

- Fire Stations
- Fire Headquarters
- Public Safety
- Design-Build Delivery
- 44 Years of Public Sector Experience within CA
- Donated Site Development
- Training Facilities
- Emergency Operations Centers
- Projects within Santa Clara County

Unparalleled public safety & fire portfolio and team with direct CM / Master Architect & Engineering experience.

Public sector experienced Project & Construction Management (established in 1981) and Master Architect design professionals (established 1965).

Deep breadth of Design-Build experience, including a team comprised of CCM and DBIA professionals.

Highlighted Projects:

- Selma Fire Station No.3
- Visalia Emergency Communication Center
- Visalia Civic Center
- Buena Park Fire Station No.61
- Manhattan Beach Fire Station No.2
- Cathedral City Fire Station No.411
- Orange City Fire Dept. HQ
- Carlsbad Police & Fire HQ



ORANGE CITY FIRE DEPARTMENT HEADQUARTERS

4.1. Project Title

'Construction Management with Master Architectural Services FOR CITY OF GILROY – NEW SANTA TERESA FIRE STATION DESIGN-BUILD PROJECT, City Capital Project # 800290'

4.2. Applicant or Firm Name(s)

Proposed Construction Manager:
Griffin Structures

Proposed Master Architect:
LPA Design Studios



4.3. Introduction Statement of Overriding Qualifications

Griffin Structures brings a unique skill set to the City of Gilroy in the delivery of its new Santa Teresa Fire Station project. Our proposed team has not only overseen the delivery of over 100 public safety projects from concept to keys (pre-design through completion), but most specifically fire station facilities including those delivered within the Design-Build delivery method.

Collectively, the team of Griffin Structures and LPA have seen to the completion of projects such as the Visalia Emergency Communications Center, Visalia Civic Center, Buena Park Fire Station No.61, Salinas Police Services Headquarters, and most notably the \$400M County of Orange Civic Center both delivered ahead of schedule and with returned savings to the County. All delivered with the Design-Build method of delivery, our team has been involved from pre-design and early programming with LPA serving as the Master Architect for projects such as the Selma Fire Station No.3, Cathedral City Fire Station No.411, Campbell Police Operations Building, Eastvale Civic Center (which will include a fire and police station), Riverside County Sheriff's Ben Clarke Training Center, as well as the San Bernardino County's Valley Communication Center.

Together, we have the combined experience to support the City in this project ensuring the delivery of a state-of-the-art safety amenity to the greater community of Gilroy.



BUENA PARK FIRE STATION NO.61



IN COLLABORATION WITH:



July 16, 2025

City of Gilroy

Gilroy City Hall, 7351 Rosanna Street, Gilroy, CA 95020

Attention: Carina Baksa, Finance Manager; John Doughty, Public Works Director;
Ryan Osenton, Capital Projects Manager

RE: Construction Management with Master Architectural Services for the
City of Gilroy, New Santa Teresa Fire Station Design-Build Project

Dear Ms. Baksa, Mr. Doughty, Mr. Osenton, & City Evaluation Team

We are pleased to submit our proposal to the City of Gilroy for the New Santa Teresa Fire Station project. As you will discover within our proposal, Griffin Structures is highly qualified to deliver this project given our extensive and ongoing public safety experience, unparalleled fire station portfolio throughout the state, demonstrated experience with LPA Design Studios, and the Design-Build method of project delivery.

As the City embarks on this project, it will require a partner which brings an in-depth understanding of public safety facilities. Our team brings this exact experience, having managed the successful delivery of the Manhattan Beach Fire Station No.2, Cathedral City Fire Station No.411, Visalia Emergency Communications Center and Civic Center Public Safety Headquarters, Orange City Fire Department Headquarters, Buena Park Fire Station No.61 and several additional projects.

The Design-Build experience of our team is unparalleled, particularly in the delivery of over 100 public safety facilities, including many alongside our bridging architect partner, LPA Design Studios. In this proposal, you'll notice a clear understanding of the delivery method nuances, including the selection of the Design-Build entity and managing their work from selection, through design and construction, and on to occupancy. We have additionally included Certified Construction Managers (CCM) and Design-Build Institute of America (DBIA) Associates on our team to further demonstrate our experience and commitment to realizing the benefits of this innovative form of project delivery.

Our team will be led by Joshua Kaiser, a seasoned professional with extensive experience in public safety and design-build delivery. Joshua has also managed some of the State Hospital system's most complex and technically demanding projects, equipping him with a deep understanding of the challenges inherent in highly specialized public facilities. He will be supported by Dustin Alamo and Jon Hughes, who together have overseen the successful delivery of more than 60 public safety facilities from concept to completion—including every fire station featured in our portfolio. As the project transitions into construction, Lance Solomon will provide focused support, leveraging his background as a public works inspector and his leadership on high-profile projects such as the Orange City Fire Department Headquarters the City of Campbell Police Operations Building, and the Carlsbad Police & Fire Headquarters. Notably, our entire





proposed team is currently leading the design-build delivery of the Selma Fire Station, a highly relevant and translatable project to the City's goals.

To summarize, we offer the following benefits:

- A portfolio inclusive of many of the most high-profile public safety facilities in the state, including a wealth of fire station projects.
- Demonstrated team with experience with LPA Design Studios, having served on over 50 successful projects including the Buena Park Fire Station No.61, Salinas Police Services Headquarters, and additional projects as a collective team.
- A team with vast experience with Design-Build project delivery, including the Selma Fire Station No.3, Cathedral City Fire Station No.411, Salinas Police Services Headquarters, and a wealth of additional public safety Design-Build projects.
- Leadership committed to reducing administrative overhead, while ensuring the efficient and on-time delivery of services to the City of Gilroy.

Griffin Structures takes great pride in providing both competitive pricing, and highly qualified personnel, going to great measures to ask ourselves, "What is our true value-added proposition to the City?" The answer is our people. Our people offer creative delivery options, solutions-based recommendations, and a true perspective of ownership that our competitors do not possess. This is our differentiator, and the meaning behind our pledge to provide Excellence in Project Delivery.

We look forward to serving you,

Dustin Alamo, CCM, DBIA, LEED AP, DRE Broker 0193029

Vice President

P: (408) 955-0431 | E: dalamo@griffinstructures.com

WE HEREBY ACKNOWLEDGE RECEIPT OF ALL ADDENDA



MANHATTAN BEACH FIRE STATION NO. 2



Griffin Structures Introduction

ABOUT US

Founded in 1981, Griffin Structures is a diversified Owner's Representative / Program, Project and Construction Management firm serving public, private, non-profit, and institutional sectors. A unique aspect of our firm rests not only in our unparalleled fire station / public safety portfolio, but also in our delivery of over 60+ facilities completed via Design-Build delivery. *We hereby confirm we are ready to provide all applicable services as outlined within the RFP.*

ORGANIZATION

Griffin Structures is a California "S" Corporation, incorporated in 1997.



CONCEPT TO KEYS

Unlike our competitors, Griffin Structures possesses the experience and capacity to manage projects from Concept to Keys, including projects alongside LPA Design Studios. By researching and evaluating current and future needs and engaging users before facility planning begins, Griffin Structures can assist clients in creating a framework for solid, information-based decision-making, providing clear options and trade-offs for initial capital outlay, facility delivery methods and the budgetary considerations of future costs and considerations.



MANAGEMENT OF DESIGN-BUILD DELIVERY

Griffin Structures is ready to manage all phases of Design-Build delivery from initial needs assessment, planning, budgeting, cost estimating and scheduling; through design, bid and award; to construction, occupancy and beyond. Griffin achieves each client's specific goals and objectives for each project by providing a single point of responsibility, accountability and coordination, serving as an extension of client staff to deliver projects in a timely and cost-effective manner.



SIMILAR PROJECT EXPERIENCE

The public safety portfolio of Griffin Structures is extensive with over 50 fire facilities delivered within California. This includes a range of facilities with a multitude of complex design elements, including fire and police headquarters, emergency operations centers, training facilities, and the like. We are also incredibly familiar with sustainable design, including photovoltaic panels and additional design elements, given our experience on a series of LEED Platinum and Net Zero Energy projects.



Areas of Expertise & List of Services

AREAS OF EXPERTISE

In addition to the key service areas outlined below, Griffin Structures offers direct expertise in the delivery of fire stations and public safety facilities of virtually every type, including Design-Build method of delivery from early programming, through design and construction, to successful completion.

STRATEGIC CONSULTING

Operational Assessment
Needs Assessment
Space Efficiency Studies
Space Planning
Programming
Facility Condition Assessment
Benchmarking Studies
Feasibility Studies
Capital Assessment
Campus Master Planning
Phasing Analysis
Implementation Strategies
Relocation Planning & Mgmt.
Portfolio Utilization Analysis
Sustainability

DEVELOPMENT MGMT.

Site Selection
Acquisition Analysis
Financing Support
Planning

Implementation

Sales & Marketing Support
Disposition Analysis
Lease Analysis
Market Analysis
Due Diligence

FINANCIAL SERVICES

Budget Analysis
Sources & Uses
Actual / Projected Expenditures
Contract Allowances
Contingency Update & Tracking
Financial Structuring & Planning
Portfolio Review & Rationalization
Transaction Management
Operating Expenses Evaluation
Portfolio Optimization
Sale-Leasebacks
Disposition Strategies
Financial Statement Evaluations
Negotiations

PROJECT MGMT. & DELIVERY

Owner Representation
Program Management
Preconstruction Management
Delivery Method Consulting
Project Mgmt. Tools & Program Develop.
Facilities Management
Entitlement Management
Procurement
Design & Construction Administration
Occupancy Management
Project Accounting
Agreement Review
Budget Development
Schedule Development Analysis
Delay Claims
Look Ahead / Look Back Update
Current Construction Schedule
Project Closeout



LPA Introduction

ABOUT US

LPA was founded in 1965. Today, the firm has expanded to over 425 people with four locations in California and two in Texas. As an integrated design firm, LPA breaks down the barriers between disciplines. We bring together in-house experts in architecture, engineering, interior design, landscape architecture and master planning to collaborate with clients from start to finish.

ORGANIZATION

LPA, Inc. is a California "C" Corporation, incorporated in 1971.

CIVIC + CULTURAL EXPERTISE



LPA views each civic design project as a special opportunity to create places and spaces that bring people together and strengthen community ties. We coordinate closely with government staff, stakeholders and the community to build consensus and deliver unique solutions. Our goal is to create enduring civic landmarks that reflect the values and vision of both the city and the community. And as leaders in sustainable design, we have the ability to lighten your project's footprint, while creating a more cost-effective and healthier environment.

THE POWER OF INTEGRATED DESIGN



LPA believes that collaboration drives creativity and improves problem-solving. That's the philosophy behind our integrated design process. When you work with us, you benefit from a multidisciplinary team of designers, planners, engineers, researchers and thought leaders all working together for the greater good of the project. From the beginning of the design process through completion and post-occupancy evaluation—everyone is actively involved and in sync.

SUSTAINABLE SOLUTIONS THAT ARE BETTER FOR BUSINESS



As pioneers in sustainability, LPA has been setting new standards for more than 50 years. Unlike many firms who view green design as a LEED checklist or project add-on, sustainability informs everything we do. We create smarter sustainable designs that improve efficiency and reduce operational and maintenance costs for clients. Our projects also help to promote health and well-being and enhance the user experience.



Areas of Expertise & List of Services

AREAS OF EXPERTISE

At LPA, we have created a very different kind of design firm, where architecture, interiors, landscape architecture and engineering work together harmoniously to create efficient, innovative and inspiring projects for the present and future. Our inter-discipline approach draws upon the experience and expertise of the different teams, working cohesively as a unit, without ego or pre-conceptions, to find the best solutions for our clients.

ARCHITECTURE

Architectural building design
Project management/scheduling
Construction drawings/specifications
Contract administration
Jurisdictional approval processing

INTERIOR DESIGN

Program visioning
Educational specifications
Materials/fixtures technical standards
Furniture selection and installation
High-performance learning environments

LANDSCAPE ARCHITECTURE

Site and environmental analysis
Landscape and irrigation design
Outdoor gathering environments
Recreation planning and design
Post-construction maintenance analysis

ENGINEERING

Structural modeling, analysis, design and documentation
Existing and new structures seismic performance evaluation
Mechanical and plumbing design, energy use modeling
Civil engineering design and documentation
Electrical engineering, technology and low voltage systems

MASTER PLANNING

Site surveys and facility needs assessments
Educational programming and philosophy
Cost and budget estimating
Land use planning
Funding source scenarios and scope prioritization

SUSTAINABLE DESIGN

LEED/CHPS sustainable assessments
Sustainable design standards
Agency program rebate
Life cycle cost analysis
Project commissioning

SIGNAGE/GRAPHICS

Project entry announcements
Site and building navigation
Space identification
ADA compliance
Coordinated architectural aesthetic

RELATED PROFESSIONAL SERVICES

Feasibility studies
Site test fits
Public workshops and presentations
Community outreach strategies
Renderings and architectural models

REPRESENTATIVE + COMBINED



Griffin Structures + LPA Shared Experience

Public Safety

Buena Park Fire Station No.61, CA
 Buena Park Police Department Headquarters, CA
 Campbell Police Operations Building Renovation, CA
 Cathedral City Fire Station No. 411, CA
 Eastvale Civic Center, Police Station & Fire Station, CA
 Garden Grove Police Department Pre-Development, CA
 Hesperia Police Department, CA
 Inglewood Emergency Operations Center Renovation, CA
 Inglewood Police Department Pre-Development, CA
 Riverside Sheriff's Office, Ben Clark Training Center Modernization, CA
 Salinas Police Services Headquarters, CA
 San Bernardino County Public Safety Operations Center, CA
 San Bernardino County, Valley Communications Center, CA
 Selma Fire Station No.3, CA
 Tustin Water Administration Building, Corporate Yard & Emergency Operations Center, CA
 Victorville Police Department, CA
 Visalia Civic Center & Public Safety Office Building, CA
 Visalia Emergency Communications Center, CA



Other

Brea Sports Park, CA
 Buena Park Navigation Center, CA
 County of Orange Civic Center, CA
 County of Orange Workforce Reentry Center, CA
 El Centro Dr. Martin L. King Jr. Sports Pavilion, CA
 Environmental Nature Center, Newport Beach, CA
 Great Park Ice & FivePoint Arena, Irvine, CA
 Hesperia City Library, CA
 Hesperia City Hall, CA
 Hesperia Civic Center Plaza Park, CA
 Inglewood Main Library Renovation, CA
 Jurupa Community Services District Harrel Headquarters Renovation, CA
 Laguna Beach Community & Susi-Q Senior Center, CA
 Montebello City Hall Pre-Development, CA
 Newport Beach Emergency Homeless Shelter, CA
 Pflugerville Downtown East, TX
 Pretend City Children's Museum, Irvine, CA
 Rancho Cordova Mills Crossing Civic Center, CA
 Samueli Academy, Santa Ana, CA
 Santa Cruz County Sanitation District Facilities Plan, CA
 Santa Cruz County Superior Court, Watsonville, CA
 Seal Beach Lifeguard HQ & Police Dept. Pre-Develop., CA
 Tustin Legacy Annex, CA
 Tustin Transitional Homeless Shelter, CA
 Watsonville Civic Plaza Library, CA
 Watsonville Civic Plaza Parking Structure, CA
 Watsonville Civic Plaza Court, CA
 West Hollywood Plummer Park Community Center, CA

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REPRESENTATIVE + COMBINED

Fire Station Experience

Buena Park Fire Station No.61, CA

Burbank Police & Fire Department Headquarters, CA

Carlsbad Police & Fire Headquarters Renovation, CA

Cathedral City Fire Station No. 11, CA

Chino Hills Fire Administration Headquarters, CA

Eastvale Civic Center Police Station & Fire Station, CA

Fairfield Fire Station, CA

Garden Grove Fire Department & HQ Pre-Development, CA

Irvine Fire Station No.20, CA

Irvine Fire Station No.27, CA

Irvine Fire Station No.38, CA

Irvine Fire Station No.39, CA

Irvine Fire Station No.47, CA

Irvine Fire Station No.51, CA

Irvine Fire Station No.55, CA

Laguna Niguel Fire Station No.39, CA

Manhattan Beach Fire Station No.2, CA

Modjeska Canyon Fire Station No.16, CA

Newport Beach Fire Headquarters Pre-Development, CA

OCFA Fire Station, Development Guide & Prototype, CA

Orange City Fire Department Headquarters, CA

Redwood City Fire Training Facility, CA

San Antonio Fire Fighting Training Facility, TX

San Antonio Fire Station No.45, TX

Selma Fire Station No.3, CA

Silverado Fire Station No.14, CA

Terrell Hills Fire Station, TX

Tustin Fire Station No.37, CA

Yorba Linda Fire Station No.32, CA

Yorba Linda Fire Station No.53, CA



IRVINE FIRE STATION NO. 20

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REPRESENTATIVE + COMBINED

Design-Build Experience

Alameda City Aquatic Center, CA
 Anaheim Convention Center Betterment VII Expansion, CA
 Buena Park Navigation Center, CA
 Carlsbad Orion Center & Fleet Maintenance Building, CA
 Cathedral City Fire Station No. 411, CA
 College of San Mateo College Center, San Mateo, CA
 College of San Mateo Science Center, San Mateo, CA
 County of Orange Civic Center, Santa Ana, CA
 Cupertino Library Expansion, CA
 Fremont High School at LAUSD, Los Angeles, CA
 Fullerton Main Library Expansion/Renovation, CA
 Great Park Ice & FivePoint Arena, Irvine, CA
 Hamilton High School at LAUSD, Los Angeles, CA
 Hoag Irvine Campus Expansion, Irvine, CA
 Lillian Court & Bloomington Grove, CA
 Los Angeles Valley College Monarch Ctr, Los Angeles, CA
 McKinney International Airport, TX
 OCTA Multiple Parking Structures, Orange County, CA
 Orange County Fair Administration Bldg, Costa Mesa, CA
 Newport Harbor HS Performing Arts Building, CA
 Pflugerville Downtown East, TX
 Pomona Water Resources Headquarters & Yard, CA
 Quartz Hill Library, County of Los Angeles, CA
 Rancho Cordova Mills Crossing Civic Center, CA
 Rancho Palos Verdes Civic Ctr & Emergency Ops Center, CA
 Rancho Santa Margarita Civic Plaza Central Park, CA
 Rancho Santa Margarita Community Center, CA
 Riverside Sheriff's Office, Ben Clark Training Center Modernization, CA

RiversideALIVE Mixed-Use Development, CA
 Salinas El Gabilan Branch Library, CA
 Salinas Hebbbron Family Center Revitalization Project, CA
 Salinas Police Services Headquarters, CA
 San Bernardino County Public Defenders' Building, CA
 San Bernardino County Public Safety Ops Ctr, Hesperia, CA
 San Bernardino County, Valley Communications Center, CA
 Santa Cruz County Superior Court, Watsonville, CA
 Santa Cruz Library, Housing & Mixed-Use Project, CA
 SchoolsFirst Federal Credit Union Headquarters, Tustin, CA
 Theodore Roosevelt High School at LAUSD, Los Angeles, CA
 Triada at the Station District, Santa Ana, CA
 UC Santa Cruz, Silicon Valley Campus, Santa Clara, CA
 Visalia Civic Center Phase 2 & Public Safety Building, CA
 West Hollywood City Hall, CA
 Westminster Corporate Yard, CA
 Woodland Police Services Headquarters, Woodland, CA



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REPRESENTATIVE + COMBINED

Public Safety Experience

Beaumont Police Department, CA
 Buena Park Police Department Headquarters, CA
 Campbell Police Operations Building Renovation, CA
 Chino Hills Government Center & Sheriff's Facility, CA
 Colton Civic Center & Police Dept Pre-Development, CA
 Cotati Police Station, CA
 Covina Police Department Pre-Development, CA
 CSU Fullerton Police Facility, Fullerton, CA
 East Bay RPD, Public Safety & Admin. HQ, Oakland, CA
 Fontana Police Department, CA
 Garden Grove Police Department Pre-Development, CA
 Garden Grove Public Safety Master Plan Pre-Develop., CA
 Hesperia Police Department Headquarters, CA
 Inglewood Emergency Operations Center Renovation, CA
 Inglewood Police Department Pre-Development, CA
 Irvine Police Department Pre-Development, CA
 Irvine Valley College Maint. & Police Facility, Irvine, CA
 Merced Police Headquarters, Merced, CA
 Moreno Valley Public Safety Expansion, Moreno Valley, CA
 Newport Beach Lifeguard HQ Pre-Development, CA
 Newport Beach Police Department Pre-Development, CA
 Oceanside Police Department, CA
 Ontario Police Department Pre-Development, CA
 Oroville Government Center Master Plan, CA
 Rancho Palos Verdes Civic Ctr & Emergency Ops Ctr, CA
 Rancho Santa Margarita Civic Ctr & Sheriff's Station, CA
 Rialto Police Department, CA
 Riverside Sheriff's Office, Ben Clark Training Center Modernization, CA

Salinas Police Services Headquarters, CA
 San Bernardino County Forensic Sciences Lab, CA
 San Bernardino County Law Library Renovation, CA
 San Bernardino County Public Safety Ops Center, CA
 San Bernardino County, Valley Communications Center, CA
 Santa Cruz County Superior Court, Watsonville, CA
 Seal Beach Lifeguard HQ & Police Dept Pre-Develop., CA
 Seguin Police Department, TX
 Selma Fire Station No.3, CA
 Tustin Water Administration Building, Corporate Yard & Emergency Operations Center, CA
 Victorville Police Department, CA
 Visalia Civic Center & Public Safety Building, CA
 Visalia Emergency Communications Center, CA
 Watsonville Civic Center & Superior Court, CA
 Westminster Police Department Headquarters, CA
 Westminster Public Safety Training Center, CA
 Woodland Police Station, CA
 Yuba City Police Facility Study, CA
 Yucaipa Police Department Pre-Development, CA



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CATHEDRAL CITY FIRE STATION NO. 411

Project Team Organization Chart



CONSTRUCTION MANAGEMENT



Jon Hughes
CCM, DBIA
Principal-In-Charge



Josh Kaiser
Project Executive



Dustin Alamo
CCM, DBIA, LEED AP,
DRE Broker #01930629
Pre-Construction Mgr.



Lance Solomon
CCM
Sr. Construction Mgr.

CM SUPPORT



Ryan Craven
CPE, CMIT
Cost Estimator

MASTER ARCHITECT



Jeremy Hart
AIA, LEED AP, NCARB
Principal-In-Charge



Tracey Powl
ARCHITECT, LEED AP BD+C
Project Manager



Ti Than
ARCHITECT, LEED AP BD+C
Project Designer

DESIGN SUPPORT TEAM

Erik Ring
PE, LEED FELLOW
Director of Engineering,
MEP Engineer

Kathereen Shinkai
PE, F.ASCE
Director of Civil
Engineering

Daniel Wang
SE, PE
Director of Structural
Engineering

Kari Kikuta
PLA, ASLA
Director of Landscape
Architecture

Team Matrix

GRIFFIN STRUCTURES



FIRM TASKS & RESPONSIBILITIES:

Griffin Structures will provide Owner's Representation / Project Management services throughout the course of the project, supporting the City through phase one program verification and conceptual design, bridging documents development, DBE prequalification and selection, through construction and ultimately project closeout.

PHOTO	COMPANY	EMPLOYEE	TITLE	TASKS & RESPONSIBILITIES	PHOTO
	Griffin Structures	Jon Hughes CCM, DBIA	Principal-In-Charge	As Principal-In-Charge and Griffin Structures President Jon Hughes will provide valuable, senior-level insight to the project team to maintain the firm's quality of service.	
	Griffin Structures	Josh Kaiser *Key Contact	Project Executive	Josh Kaiser will serve as the key point-of-contact throughout the course of your project, while working with the City and LPA team to ensure the City's expectations are met throughout the duration of our services.	
	Griffin Structures	Dustin Alamo CCM, DBIA, LEED AP, DRE Broker #01930629	Pre-Construction Manager	As Pre-Construction Manager, Dustin Alamo will offer strategic insight and support during the earliest phases of project development utilizing his direct experience in the delivery of 'concept to keys' facilities with LPA Design Studios.	
	Griffin Structures	Lance Solomon CCM	Sr. Construction Manager	Lance Solomon, Senior Construction Manager, will be responsible for the day-to-day management of the project once it approaches the construction phase, utilizing his recent experience managing the timely delivery of the Orange City Fire Department Headquarters.	
	Griffin Structures	Ryan Craven CPE, CMIT	Cost Estimator	As Cost Estimator, Ryan Craven will provide estimating, value engineering and cost control services through each stage of the project to ensure your fiscal objectives are achieved from inception to completion.	

LPA DESIGN STUDIOS

**FIRM TASKS & RESPONSIBILITIES:**

LPA will provide the City of Gilroy the proposed project design services per the RFP and will be responsible for developing project specifications and bridging documents. In addition, LPA will provide MEP, civil, and structural engineering services as well as landscape architecture for the New Santa Teresa Fire Station project.

PHOTO	COMPANY	EMPLOYEE	TITLE	TASKS & RESPONSIBILITIES	PHOTO
	LPA Design Studios	Jeremy Hart AIA, LEED AP BD+C, NCARB *Key Contact	Principal-In-Charge	Jeremy will provide executive oversight to the project and actively involved on a day-to-day basis with the project manager to ensure schedules are being met, budgets tracked and adequate resources have been assigned to execute the project.	
	LPA Design Studios	Tracey Powl ARCHITECT, LEED AP BD+C	Project Manager	Tracey will assist with all phases from schematic design through completion to deliver the design for an efficient and effective space. Tracey will be responsible for managing interdisciplinary coordination, maintaining quality in project documents, and will work closely with all stakeholders to ensure successful project execution.	
	LPA Design Studios	Ti Than ARCHITECT, LEED AP BD+C	Project Designer	Ti will translate the City's wants, needs and desired outcomes into visual representations that ultimately will be manifested into a re-imagined community asset. He will work closely with project leadership on the programming, design, and implementation of the project.	
	LPA Design Studios	Erik Ring PE, LEED FELLOW	Director of Engineering, MEP Engineer	As Director of Engineering, Erik will provide overall leadership for the multi-disciplinary engineering efforts and will be responsible for the mechanical, electrical and plumbing design. He will apply proven technologies and sound engineering to optimize system and project performance.	
	LPA Design Studios	Daniel Wang SE, PE	Director of Structural Engineering	Daniel will lead the structural design team to ensure appropriate solutions are delivered given the project's performance requirements. He will verify general conformance with the structural documentation through coordinated team efforts and site observations.	
	LPA Design Studios	Katherine Shinkai PE, F.ASCE	Director of Civil Engineering	Katherine will help the City and project team meet objectives, resolve site challenges, respond to field conditions, and complete the design and construction in a manner that is efficient, ethical and profitable.	
	LPA Design Studios	Kari Kikuta PLA, ASLA	Director of Landscape Architecture	Kari's primary responsibility will be to aid in all aspects of the project's site environmental development from initial design concepts through construction documentation.	



TUSTIN FIRE STATION NO.37

Project Understanding

The City of Gilroy seeks to develop a modern, approximately 6,500 square foot, single-story fire station—Santa Teresa Fire Station—located at the southeast corner of West Luchessa Avenue and Miller Avenue within the Glen Loma Ranch community. This facility will become the City's fourth station and is envisioned to enhance the City's emergency response infrastructure while meeting high standards for security, safety, and operational efficiency.

Our team understands that the City is pursuing a traditional Design-Build project delivery method and requires comprehensive Construction Management with Master Architect (CM-MA) services to support the full lifecycle of the project—from early programming through to final occupancy. The selected team will serve as the City's trusted advisor throughout the process and will be responsible for:

- Phase 1: Verifying the building program and confirming project goals through conceptual design, code and regulatory review, and stakeholder engagement.
- Phase 2: Developing bridging documents that include schematic design, performance criteria, outline specifications, and cost estimates to guide the Design-Build Entity (DBE).
- Phase 3: Supporting the City in the DBE prequalification and selection process, including participation in outreach meetings, proposal evaluations, and technical reviews.
- Phase 4: Providing technical oversight of the DBE's design submittals to ensure adherence to project goals, City standards, and the bridging documents.
- Phase 5 & 6: Delivering on-site construction management and administration services through completion and close-out, including cost/schedule management, document control, and coordination with City stakeholders.

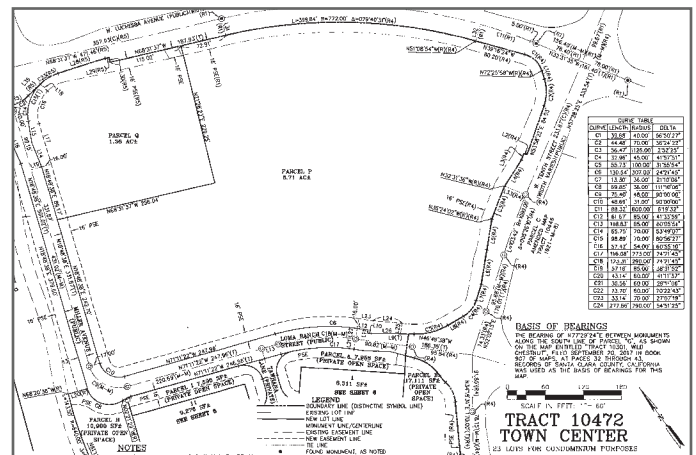
The Santa Teresa Fire Station will house two fire truck bays, individual dormitories, office and administrative areas, a kitchen and common areas, restrooms and decontamination spaces, a workout room, and staff and public parking. A secured site design, public-by-invitation-only access, backup power systems (diesel generator or PV/battery), and integration of sustainability measures in compliance with CalGreen are key project priorities.

Security, seismic resilience, stormwater compliance, and life cycle cost-efficiency are fundamental to the project's success. As such, our team's approach will incorporate detailed performance-based design narratives and specifications to ensure the selected DBE delivers a facility that reflects the City's long-term operational, maintenance, and sustainability goals.

We recognize the significance of community perception and intend to facilitate structured stakeholder and community engagement sessions as part of the conceptual and bridging design phases.

By leveraging our extensive experience with fire station programming, Design-Build oversight, and public facility delivery, we are confident in our ability to deliver the Santa Teresa Fire Station project on time, within budget, and aligned with the City of Gilroy's vision for future-ready public safety infrastructure.

Please refer to section 4.5 of our proposal to view our full approach and workplan.



Strategic Considerations

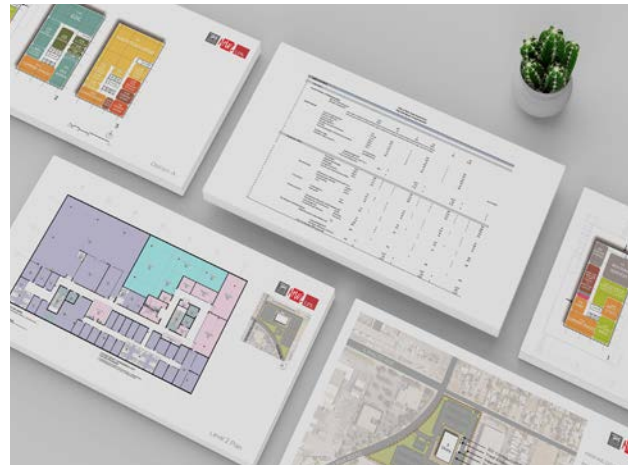
Griffin Structures goes to great lengths to research and understand the challenges and opportunities for every pursuit. As a result of this effort, we have prepared the following strategic considerations to demonstrate our approach and illustrate the value we offer. These considerations are prepared in a question-and-answer format for ease of reading.



What unique challenges might be encountered related to the apparatus cleaning area and the treatment of water?

In nearly every fire station project we have managed, the issue of treating apparatus wash water is a challenge. Depending on the jurisdiction, we have seen it diverted to the sanitary sewer in some cases, and the storm drain in others. Given the possibility of petroleum-based contaminants in the wash water we'll want to clearly identify how the City would like to integrate into the bridging documents to limit any potential change orders. In past projects, we have seen wash stations which have required their own clarifier before entering the sewer. Regardless, we will investigate this condition in close coordination with City building officials and LPA Design Studios to ensure the bridging documents that goes out to bid aligns with what will be required in order to avoid costly changes or delays.

Photo: Cathedral City Fire Station No.411



How will the City be assured the Bridging Documents are developed in such a way as to ensure the City receives the program desired while also realizing the benefits of a Design-Build delivery?

It will be critical that the Bridging Documents capture all the essential requirements of the project so the City's facilities meet, and exceed, their operational needs. This is achieved by developing a set of robust documents, including but not limited to: Owner Project Requirements (OPRs), a thorough Basis of Design (BOD), a well-validated Program, and Design Documents that convey the overall size, character, adjacencies, systems, and material selections. This will be done in a manner that still leaves a considerable portion of Design Development, Construction Documents, Specifications, and the satisfaction of code requirements open to creative interpretation by the Design-Build Entity (DBE). By striking the right balance between what is prescribed and what is left to the discretion of the DBE, the Griffin team can manage a process that is true to the City's requirements while also realizing the gains in efficiency and cost reduction strategies envisioned by the Design-Build form of delivery.

Photo: San Bernardino County Valley Communication Ctr

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What challenges might the project encounter as it relates to egress requirements due to the fact that this facility will likely be determined an “R” use?

Given that fire stations involve personnel sleeping at the facility, egress will likely be a potential challenge. The layout of the floor plan, ensuring there is emergency egress through a window, or a rated corridor, is essential to achieving code compliance. We are prepared to bring our lessons learned as it relates to “R” use facilities to ensure the delivery of an efficient space that is also code compliant.

Photo: Orange City Fire Department Headquarters



What types of benefits do sustainable and resilient design features bring to fire station projects and how do they align with project goals?

In recent years, there has been a growing emphasis on constructing buildings that minimize environmental impact, enhance energy efficiency, and withstand natural disasters. For a design-build fire station project, this could mean incorporating features such as solar panels for renewable energy generation, rainwater harvesting systems for water conservation (to the degree economical), and green building materials to reduce carbon footprint. Additionally, resilient design strategies, such as elevating critical infrastructure to mitigate risks and using durable materials to withstand extreme weather and seismic events, can enhance the station's ability to remain operational during emergencies. By prioritizing sustainability and resilience in the design process, the City can create a forward thinking fire station that not only serves the immediate operational needs but also contribute to the long-term environmental and economic health of the community. efficient space that is also code compliant.

Photo: Westminster Police Department Headquarters

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CATHEDRAL CITY FIRE STATION NO.411

Qualifications



Griffin Structures

With over 44 years of experience, Griffin has established itself as a trusted provider of construction management services, particularly in the realm of fire station projects across the state. Our extensive experience spans various project delivery methods, including design-build, allowing us to adapt to the unique needs and requirements of each project. We have a proven track record of successfully managing the design and construction of fire stations, demonstrating our ability to handle complex projects with precision and expertise.

One of our core strengths lies in our ability to serve as an extension of City staff, seamlessly integrating with existing teams to provide comprehensive support throughout the project lifecycle. Our team understands the importance of aligning with the City's goals and objectives, and we are committed to delivering results that meet or exceed expectations. Whether it's developing program requirements, creating bridging documents, or providing ongoing support during the final design and construction phases, we prioritize open communication and collaboration to ensure a smooth and efficient process.

Furthermore, our experience in public-private partnerships (P3) adds another layer of expertise to our capabilities. By leveraging our knowledge of risk mitigation strategies and aligning with schedule and budget objectives, we can help position the City for success at every stage of the project. With a focus on quality, efficiency, and accountability, our firm is well-equipped to support the City in achieving its goals for fire station projects and beyond.





LPA Design Studios

A well-crafted design-build process strikes a balance between the bridging documents describing the essential elements of the project, while keeping as many elements as possible “open for creativity” on the part of the design-build entity. At LPA, we have been on both sides of the design-build delivery methodology, understanding that completeness is key in the bridging documents. We aim to minimize RFIs for clarification, eliminating issues that impact the schedule. We will work with the City to clearly describe what is required and allow for freedom of movement with the contractors for that which is not required. After the DBE team is on board, our process mimics the format of our QA/QC program that we engage on all projects at each milestone. Our checklists and interdisciplinary review will simply continue, on your behalf.

One of the aspects of our experience that makes us uniquely qualified to become an extension of City staff in this process is our background in fire station planning and design. You might say, we wrote the book on how to design a fire station. Working for the Orange County Fire Authority (OCFA), which today is comprised of 79 Fire Stations and 23 Member Cities, LPA was hired to create a Development Guide and a Prototype Fire Station to guide future development, in anticipation of a tremendous amount of future growth.

The Development Guide we created, uses modules that flex the size of the station based upon the number of apparatus bays. The quantity of the apparatus bays informs the quantity of equipment, which informs the number of dorms required, and the size of the kitchen, day room, and fitness room. There are office plug-ins to the prototype station as well from a standard office unit, a Captain’s office, to a Battalion Chief. There are even plug-in components for plan check services and a health clinic as needed by the community. Over the last 20 years, LPA has developed 8 new fire stations for OCFA based upon the Development Guide with other firms also developing 5 additional fire stations for OCFA. We will bring the same level of project understanding to the City of Gilroy where we can represent and understand the operational needs of the Fire Department during the Design-Build process.





Relevancy: Griffin/LPA Project; Design-Build; Public Safety; Administrative Facilities



PROJECT NAME + LOCATION

Selma Fire Station No.3, Selma, CA

DESCRIPTION

Griffin Structures is providing Program and Construction Management services to the City of Selma with oversight of the Master Architect, LPA Design Studios, to design and construct the new Selma Fire Station No.3. The design will be based upon an updated needs assessment, building program and site analysis of which we are engaged currently.

Once completed, this Design-Build project will encompass an approximate 10,000 SF, single-story fire station inclusive of administrative offices, support spaces, secure staff parking and public / visitor parking. Additional features are envisioned to include three fire truck bays, office space, living quarters, training, conference, break, locker and changing rooms as well as restrooms with accompanying showers and a new public lobby.

CLIENT REFERENCE

Jordan Webster; Former Fire Chief; City of Selma Fire Department; (559) 891-2211; jordanw@cityofselma.com

PROJECT DATA

Size: 14,000 SF

Construction Start Date: October 2024

Construction End Date: September 2026

Initial Construction Amount: \$15,000,000

Final Construction Cost: TBD

Initial Fee: \$1,400,000

Final Fee: TBD

FIRM + PM ROLE IN PROJECT

Griffin Structures - Program & Construction Manager
LPA Design Studios - Architect

Griffin Structures served as the Developer / PMCM for this Design-Build project, providing services directly aligned with the Gilroy Santa Teresa Fire Station RFP.

SIMILAR PROPOSED STAFF

Griffin Structures' Principal-In-Charge, Jon Hughes, served on this project, alongside Project Executive, Josh Kaiser, Pre-Construction Manager, Dustin Alamo, and Ti Than alongside other members of our proposed LPA team.

Griffin Structures' reference project (1 of 3)



Relevancy: Griffin Project; Fire Station; Public Safety; Administrative Facilities



PROJECT NAME + LOCATION

Orange City Fire Department Headquarters, Orange, CA

DESCRIPTION

Griffin Structures oversaw the development of the 29,000 SF Orange City Fire Department Headquarters, which services the Old Towne Section of Orange. The new station is substantially larger than the former building. The campus provides firefighters with a more spacious vehicle bay, equipment maintenance and storage areas, training facilities, and Fire Department administrative offices.

Most importantly, the new station provides space and technology for the Orange City Fire Department, offering updated equipment, space flexibility, and administrative offices to continue their mission of providing the citizens of Orange superior service well into the 21st Century.

CLIENT REFERENCE

City of Manhattan Beach; Jeff Fijalka; Senior Civil Engineer; (424) 445-9350; jfijalka@manhattanbeach.gov

PROJECT DATA

Size: 30,000 SF

Construction Start Date: January 2020

Construction End Date: October 2022

Initial Construction Amount: \$27,000,000

Final Construction Cost: \$25,000,000

Initial Fee: \$1,000,000

Final Fee: \$1,000,000

FIRM + PM ROLE IN PROJECT

Griffin Structures served as the Construction Manager for this project, providing Construction Management / Inspection services directly aligned with the Gilroy Santa Teresa Fire Station RFP.

SIMILAR PROPOSED STAFF

Griffin Structures' Construction Manager, Lance Solomon, served on this project.

Griffin Structures' reference project (2 of 3)



Relevancy: Griffin Project; Fire Station; Public Safety; Administrative Facilities



PROJECT NAME + LOCATION

Manhattan Beach Fire Station No.2, Manhattan Beach, CA

DESCRIPTION

Griffin Structures provided Program and Construction Management for this project five years in the making, which included Griffin Structures' early analysis for the city in 2016 and then again in 2017. The resulting two-story fire station boasts a modern design, nearly three times as large as the former station, which was demolished to make way for the new building.

The re-imagined station is home to six crew dormitories, dining and exercise room, locker space laundry room, medical storage, and office space for administrative duties. The new building is also earthquake-proof, includes a shop area and is large enough to accommodate a modern apparatus bay. A trash enclosure and backup power generator are also included, as well as new hose tower and gated parking lot to accommodate for future fire station growth.

CLIENT REFERENCE

City of Manhattan Beach; Jeff Fijalka; Senior Civil Engineer; (424) 445-9350; jfijalka@manhattanbeach.gov

PROJECT DATA

Size: >10,000 SF

Construction Start Date: November 2021

Construction End Date: December 2023

Initial Construction Amount: \$7,055,000

Final Construction Cost: \$8,150,000

Initial Fee: \$900,000

Final Fee: \$900,000

FIRM + PM ROLE IN PROJECT

Griffin Structures served as the Program and Construction Manager for this project, providing services directly aligned with the Gilroy Santa Teresa Fire Station RFP.

SIMILAR PROPOSED STAFF

Griffin Structures' Pre-Construction Manager, Dustin Alamo.

Griffin Structures' reference project (3 of 3)



Relevancy: Griffin/LPA Project; Design-Build; Public Safety; Administrative Facilities



PROJECT NAME + LOCATION

Salinas Police Services Headquarters, Salinas, CA

DESCRIPTION

Griffin Structures and LPA Design Studios served for this new, Design-Build Police Services facility in the City of Salinas. The facility was delivered utilizing a Public-Private Partnership (P3), which provides for the design, financing, construction, and delivery of the new facility. The 70,800 GSF Public Safety Center Complex replaces the City's existing police department headquarters, built-in 1958, and accommodates anticipated future growth.

The project encompasses three buildings on a 6.3-acre site. The two-story 42,300 SF headquarters building serves as the essential services administrative building and includes detention spaces, community room, and plaza. Two support buildings totaling 28,500 SF provide police support services, including evidence intake and storage, crime lab spaces, and an indoor firing range.

CLIENT REFERENCE

Don Reynolds; Former Public Works Director, City of Salinas; City Manager, San Juan Bautista; (831) 623-4661; citymanager@san-juan-bautista.ca.us

PROJECT DATA

Size: 71,000 SF

Construction Start Date: June 2018

Construction End Date: June 2020

Initial Construction Amount: \$58,000,000

Final Construction Cost: \$55,000,000

Initial Fee: \$1,750,000

Final Fee: \$1,750,000

FIRM + PM ROLE IN PROJECT

Griffin Structures - Program & Construction Manager
LPA Design Studios - Architect

Griffin Structures served as the Developer / PMCM for this Design-Build project, providing services directly aligned with the Gilroy Santa Teresa Fire Station RFP.

SIMILAR PROPOSED STAFF

Griffin Structures' Principal-In-Charge, Jon Hughes, served on this project, alongside Pre-Construction Manager, Dustin Alamo and members of our proposed LPA team.

LPA's reference project (1 of 3)



Relevancy: Griffin/LPA Project; Fire Station; Design-Build; Public Safety; Administrative Facilities



PROJECT NAME + LOCATION

Fire Station No. 411, Cathedral City, CA

CLIENT REFERENCE

Jan Davison; Former Redevelopment Director, Cathedral City; (831) 588-5832; janetrdavison@gmail.com

DESCRIPTION

Station 411 includes three apparatus bays, living quarters, as well as support and storage areas. The \$7.6 million station is set on a three-acre site which will also include development of a future Cathedral City Dog Park. The site will include training and recreation spaces as well as separate public parking and secure employee parking areas. Back-up utility facilities servicing the fire station will ensure uninterrupted service. The site will feature native and drought-tolerant landscaping.

This Fire Station will be constructed employing a pre-engineered metal building. Features will include high-speed rapid deployment bay exit doors; firefighter dormitory accommodations and semi-private captain's quarters; a great room to incorporate cooking, dining, and living spaces; a flexible work/study area; equipment maintenance and storage areas; a public lobby and a freestanding 45' tall communications tower.

PROJECT DATA

Size: 8,500 SF

Construction Start Date: 07/2019

Construction End Date: 11/2020

Initial Construction Amount: \$8,200,000

Final Construction Cost: \$7,600,000

Initial Fee: \$220,300

Final Fee: \$240,300

FIRM + PM ROLE IN PROJECT

Griffin Structures - Program & Construction Manager
LPA Design Studios - Architect

Tracey Powl, LPA's proposed Project Manager, also served as the Project Manager for Fire Station No. 411.

SIMILAR PROPOSED STAFF

LPA's Principal-In-Charge, Jeremy Hart, served on this project as the Project Designer. Ti Than was also a member of the project design team for this project.

LPA's reference project (2 of 3)



Relevancy: Griffin/LPA Project; Fire Station; Public Safety; Administrative Facilities



PROJECT NAME + LOCATION

Buena Park Fire Station No. 61, Buena Park, California

CLIENT REFERENCE

City of Buena Park, Leah Formanes, Project Manager,
714.562.3670, lformanes@buenapark.com

DESCRIPTION

Fire Station 61 is approximately 18,000 square feet and includes administrative offices, 13 crew dormitories, battalion chief office and dorm, division chief office, three chief offices, training room and a three-lane apparatus bay.

To address the limited budget of the project, it was determined to use a Pre-Engineered Metal Building (PEMB) structural frame. The project saved nearly \$1,000,000 in construction costs. By bidding the PEMB between Schematic Design and Design Development, LPA was able to integrate the building elements and the structure more effectively, delivering the project in a shorter period and with fewer complications than is typical with structures of this type.

PROJECT DATA

Size: 18,000 SF

Construction Start Date: 05/2017

Construction End Date: 04/2018

Initial Construction Amount: \$10,500,000

Final Construction Cost: \$9,423,000

Initial Fee: \$853,100

Final Fee: \$853,100

FIRM + PM ROLE IN PROJECT

Griffin Structures - Program & Construction Manager
LPA Design Studios - Architect

Tracey Powl, LPA's proposed Project Manager, served as Project Manager for the Buena Park Fire Station No. 61 project.

SIMILAR PROPOSED STAFF

LPA's Principal-In-Charge, Jeremy Hart, served on this project as the Project Designer, alongside Ti Than, Erik Ring, and Daniel Wang, all members of the proposed project team for the Gilroy Santa Teresa Fire Station RFP.

LPA's reference project (3 of 3)



ORANGE CITY FIRE DEPARTMENT HEADQUARTERS

Key Team Members Organization Chart



CONSTRUCTION MANAGEMENT



Josh Kaiser
Project Executive



Dustin Alamo
CCM, LEED AP, DRE
Pre-Construction Mgr.



Lance Solomon
CCM
Sr. Construction Manager

MASTER ARCHITECT



Jeremy Hart
AIA, LEED AP, NCARB
Principal-In-Charge



Tracey Powl
ARCHITECT, LEED AP BD+C
Project Manager



Ti Than
ARCHITECT, LEED AP BD+C
Project Designer

SUMMARY OF EXPERIENCE

Joshua Kaiser, Project Executive | Griffin Structures



Project Executive Joshua Kaiser brings over 25 years of experience in construction, transportation, and infrastructure development, with a specialized focus on complex civic and public safety projects. At Griffin Structures, Joshua provides strategic leadership and executive oversight for capital programs requiring intensive coordination, regulatory compliance, and stakeholder engagement. His work includes managing large-scale efforts within the California State Hospital system, Clovis Fire Station, Norwalk Police Department, and the ongoing Selma Fire Station Design-Build project. With a proven ability to navigate high-stakes environments and deliver high-quality outcomes, Joshua ensures Griffin's most technical projects are executed with precision, integrity, and long-term community value.

Dustin Alamo, Pre-Construction Manager | Griffin Structures



Vice President of Strategic Services, Dustin Alamo, oversees the earliest phases of Griffin Structures projects, particularly those delivered from 'concept to keys'. This includes early programmatic oversight, as well as the completion and adoption of integral studies and assessments, site selection, and more. Dustin's wealth of experience spans multiple fire stations and public safety developments, as well as a long history of successful partnerships with LPA Design Studios for projects such as Selma Fire Station No.3, San Bernardino Valley Communications Center, Eastvale Civic Center with Police and Fire Station, and several other projects.

Lance Solomon, Sr. Construction Manager | Griffin Structures



Construction Manager, Lance Solomon, brings with him a diverse range of public sector experience from the perspective of a former public works inspector and certified construction manager on behalf of the Construction Management Association of America. Throughout his tenure, Lance Solomon has overseen the completion of projects such as the recently completed Orange City Fire Department Headquarters, as well as the ongoing Carlsbad Police and Fire Headquarters project Campbell Police Operations Building alongside LPA Design Studios.

SUMMARY OF EXPERIENCE (CONT.)

**Jeremy Hart, Principal in Charge | LPA Design Studios**

With over 25 years in the architecture industry, Jeremy has deep expertise in the design and programming of civic facilities throughout California. He has over 20 years of experience working in partnership with Griffin Structures on a variety of project types ranging from large-scale civic centers to complex public safety buildings. *Jeremy Hart will serve as the key point-of-contact for LPA Design Studios.*

**Tracey Powl, Project Manager | LPA Design Studios**

Tracey Powl has over 25 years of experience working on a range of civic projects, with a high level of technical expertise and depth of knowledge in building codes. He has effectively served as project manager for several fire station projects in California and will utilize this specialized expertise on the Gilroy Santa Teresa Fire Station project.

**Ti Than, Project Designer | LPA Design Studios**

Ti is well versed in the design process and an expert at addressing the specific needs of a project to ensure the vision becomes a reality and objectives are achieved. With nearly 25 years of experience in the industry, Ti has been an integral design team member on a variety of public safety and civic facilities including fire stations, police departments, civic centers, city halls, and libraries.



SALINAS POLICE SERVICES HEADQUARTERS



References

PROJECT PHOTO

REFERENCE INFORMATION + PROJECT HISTORY



REFERENCE:

San Bernardino County; Rene Glynn; Supervising Project Manager, Project & Facilities Mgmt. Dept.; (909) 771-1223; rene.glynn@pfm.sbcounty.gov

PROJECT HISTORY:

San Bernardino County High Desert Govt Center (Design-Build); Public Safety Operations Center (Design-Build); Valley Communications Center (Design-Build) (pictured); Downtown Govt. Center; Public Defenders' Building (Design-Build)

KEY INDIVIDUALS INVOLVED:

Jon Hughes; Dustin Alamo; Lance Solomon; Jeremy Hart + LPA Team



REFERENCE:

James B. Vanderpool; Current City Manager, Anaheim; Former City Manager, Buena Park; (714) 562-3550; jvanderpool@anaheim.net

PROJECT HISTORY:

Buena Park Fire Station No. 61 (pictured); Buena Park Police Department Headquarters; Buena Park Navigation Center; Buena Park Library; Buena Park Community Center

KEY INDIVIDUALS INVOLVED:

Jon Hughes; Dustin Alamo; Jeremy Hart + LPA Team



REFERENCE:

Jordan Webster; Former Fire Chief; City of Selma Fire Department; (559) 891-2211; jordanw@cityofselma.com

PROJECT HISTORY:

Selma Fire Station No. 3 (Design-Build)

KEY INDIVIDUALS INVOLVED:

Joshua Kaiser; Jon Hughes; Dustin Alamo; Lance Solomon; Jeremy Hart + LPA Team





References

PROJECT PHOTO

REFERENCE INFORMATION + PROJECT HISTORY



REFERENCE:

City of Rialto; Mark Kling; Chief of Police; 909.820.2550; mkling@rialtopd.com

PROJECT HISTORY:

Rialto Police Department (Design-Build)

KEY INDIVIDUALS INVOLVED:

Jeremy Hart; Ti Than; Erik Ring; Kathereen Shinkai; Jon Hughes; Dustin Alamo



REFERENCE:

City of Visalia; Mike Porter; 559.713.4300; mike.porter@visalia.city

PROJECT HISTORY:

Visalia Emergency Communications Center; Public Safety Office Building (Design-Build); City Council Chambers

KEY INDIVIDUALS INVOLVED:

Jeremy Hart; Ti Than; Jon Hughes; Dustin Alamo



REFERENCE:

City of Campbell; Todd Capurso; Public Works Director; 408.376.0958; publicworks@cityofcampbell.com

PROJECT HISTORY:

Campbell Police Operations Building

KEY INDIVIDUALS INVOLVED:

Jeremy Hart; Ti Than; Erik Ring; Kathereen Shinkai; Kari Kikuta; Jon Hughes; Dustin Alamo; Lance Solomon





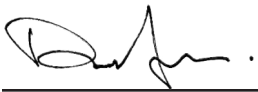
BUENA PARK POLICE
DEPARTMENT HEADQUARTERS

Authorized Representative

Dustin Alamo, CCM, DBIA, LEED AP, DRE BROKER #0193029

Vice President

P: 408.955.0431 | 949.280.4441



Dustin Alamo, Vice President





VISALIA EMERGENCY
COMMUNICATIONS CENTER

Work Plan / Technical Services

As Owner's Representatives and Construction Managers, Griffin approaches each project with the perspective of an owner and the insight of a developer. Based on our blend of comprehensive experience in managing and developing projects, we have the unique ability to offer each client a complete 'menu' of professional services tailored to the specific requirements of their individual project.

Like an owner, we approach every project with a viewpoint that it is our own money, schedule, and facility to be planned, designed, constructed, and utilized. With an in-depth understanding of technical issues faced by a contractor, we have extensive field experience that guides us with decision making processes out on the field. Together, with these two key components, Griffin provides construction management services which ensure a successful project delivery of the highest quality.

With the above in mind, Griffin has developed an approach to assist the City in delivering a project which meets its budget and schedule expectations while also adhering to the assumption in the Project Understanding.



PHASE 1: PROGRAM VERIFICATION & CONCEPTUAL DESIGN

In Phase 1, we begin with the establishment of crucial communication channels, clarification of roles, and alignment of project objectives. These protocols are critical and are particularly key to a successful Program and Construction Management. We will establish a clear line of communication between the team members who will be utilized during the process. Working closely with City, Griffin will identify the proper channels for all communication between the design staff and, later, field (contractors and inspectors) to establish seamless communication for the duration of any project(s). This phase is pivotal in laying the groundwork for the successful realization of the project. The following depicts the tasks outlined as part of Phase 1 services.

Task 1.1 - Project Initiation

We kickoff this task by crafting a detailed Work Plan and Project Schedule, outlining the project's trajectory, key milestones, and responsibilities. A Project Kick-off meeting serves as our official start, where key stakeholders will be integrated to introduce themselves, define their roles, and collectively set the project's tone and direction. We plan to discuss the roadmap which will undergo refinement through collaborative review sessions with the City, ensuring alignment with expectations.. With the implementation of our robust document control system, which we will define later on in the approach, we ensure seamless document sharing and management throughout the project's lifecycle.

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Task 1.2 - Site Evaluation

It's critical to begin every project with due diligence, where we immerse ourselves in the site's physical realities, verifying existing conditions and assessing its potential. We will review all site data provided by the City, ensuring its adequacy for our forthcoming endeavors which is anticipated to include civil/topographic surveys, ALTA report, geotechnical reports, CEQA documentation, and anything more the City can furnish. Through site visits and comprehensive analysis, we gain invaluable insights into the site's characteristics, from soil composition to drainage patterns, laying the foundation for informed decision-making.

Task 1.3 - Building Program

As the foundation of the project, we engage in dialogue with Fire Department representatives, conducting a detailed program review development phase bringing our Team's robust experience in planning, designing and building fire station projects throughout the State. Through collaboration and iteration, we will develop the Building Program, ensuring it reflects the needs and aspirations of all stakeholders involved.

Task 1.4 - Research Regulatory Requirements

Our team will initiate a thorough review of all applicable regulatory codes and standards in parallel with other early project activities. With a deep understanding of Title 24 requirements, local ordinances, and fire station-specific exceptions, we will ensure full compliance while identifying potential opportunities to enhance project delivery. To clarify any ambiguities, we may coordinate a meeting with the City's Building Official to align on key code interpretations early in the process. While we understand the City will lead the environmental review, our team will actively support this effort by providing necessary design information and documentation. We have excluded technical

studies from our base scope under the assumption that they will be managed by the City; however, we have included a contingency allowance to support project-related needs, which can be refined through further discussion with City staff.

Task 1.5 - Conceptual Design

Drawing inspiration from site characteristics and stakeholder input as well as agreed upon programmatic parameters, we will craft two distinct design options, each embodying a unique vision for the project's future. Through collaboration with the Steering Committee, we will refine these concepts into a final iteration, ready to be presented to the City accompanied by a detailed schedule and budget developed for review and comment.

Ultimately, our work in Phase 1 will result in the following deliverables:

- Draft and final building program
- Site analysis
- Zoning and code analysis
- Two (2) conceptual design options and final conceptual design
- 3D BIM massing model of conceptual design
- Meeting minutes and record of concept reviews and comments
- Construction estimate of the final selected conceptual design
- Updated project master schedule and master budget

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PHASE 2: BRIDGING DOCUMENTS DEVELOPMENT

Upon the successful completion of Phase 1 and upon receiving formal authorization from the City, our focus shifts seamlessly towards the development of Bridging Documents for the Project. These documents serve as a vital conduit between the approved Conceptual Design Documents and subsequent project phases, ensuring clarity, cohesion, and alignment with the project's overarching goals.

Task 2.1 - Schematic Design

From architectural intricacies to structural integrity, mechanical specifications to landscape aesthetics, our Master Architect, LPA Design Studios, will articulate the project's vision and requirements. Through detailed floor plans, updated 3D BIM massing models, and comprehensive code analyses, we will work to achieve a synthesis of functionality and design, layered with sustainable principles and compliance with regulatory standards.

Task 2.2 - Performance Criteria

As stewards of project excellence, we craft Performance Criteria which serve as the guide for the project's functional objectives and quality standards. These documents will outline every aspect of the Project, from spatial requirements to environmental considerations, setting the stage for the selection and engagement of a Design-Build Entity. Our focus extends beyond mere functionality, encompassing elements of energy efficiency, green building standards, and value engineering processes, thereby ensuring a holistic and future-ready approach to project development.

Task 2.3 - Outline Specifications

With a keen eye for detail, we define the quality benchmarks that outline the project's design and construction. From site work specifications to architectural nuances, engineering systems to telecommunications standards, each element is articulated to uphold the City's vision and standards of excellence. Our commitment to sustainability and efficiency permeates through the specifications, and demonstrated through our portfolio of work through the State, aligning with the City's aspirations for a forward-thinking and environmentally conscious facility.

Task 2.4 - Budget & Schedule Updates

Navigating the intricacies of project budgeting, we provide preliminary estimates for Design-Build contract costs, which will aim to align with the City's financial objectives. Our recommendations for program or design modifications will be rooted in pragmatism and fiscal responsibility, ensuring that the project remains on track towards successful realization. This will include responding promptly to City feedback, providing updated schedules and construction budgets that chart a clear path towards project completion.



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Task 2.5 - Final Bridging Documents

With the culmination of our collective efforts, we will present the City with the final Bridging Documents package. Incorporating City feedback and insights, these documents serve as the cornerstone of the Design-Build Entity's Request for Statements of Qualifications package, paving the way for the project's seamless transition into the next phase.

To summarize, Phase 2 work will include the following deliverables:

- Final Bridging Documents, including:
 - » Schematic Design set including Architectural site and floor plans, exterior elevations, building sections, 3D renderings, and engineering narratives
 - » Outline specifications
 - » List of finishes, equipment, materials, and City standards
 - » Final building program including gross and net square footages, room data / space criteria sheets, adjacency diagrams
 - » Updated CalGreen or LEED Silver checklist with description of design elements incorporated to achieve the selected points
- Updated 3D BIM massing model
- Submittal to City Planning & Building for preliminary review; response to comments received.
- Submittal to Public Works Environmental for initial CEQA review and determination.
- Updated Construction Cost Estimate
- Updated Project Schedule and Budget

PHASE 3: DESIGN-BUILD ENTITY (DBE) PREQUALIFICATION & SELECTION

As we progress into Phase 3, our focus shifts towards supporting the City in the process of selecting a Design-Build Entity (DBE) to execute the final design and construction of the Project. This two-step process encompasses rigorous evaluation and consultation, ensuring the engagement of the most qualified firm.

Task 3.1 – DBE Prequalification / Request for Statement of Qualifications

In tandem with the development of the bridging documents, we highly recommend that the City undertakes a detailed prequalification process for Design-Build Contractors (DBEs). The selection of a proficient DBE is paramount to the success of the project, contingent upon careful assessment and execution. To this end, Griffin Structures advocates for utilizing the Department of Industrial Relations questionnaire template as a framework for this endeavor. Collaborating closely with City staff and the Design Team, we will establish specific criteria encompassing overall revenue thresholds, bonding capacity, safety ratings (EMR), minimum experience requirements, and potentially, prequalification of specialty subcontractors. Moreover, we will proactively identify and extend invitations to reputable Contractors with proven expertise in constructing similar facilities, leveraging recommendations from local municipalities.

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Task 3.2 - Request for Proposal & DBE Selection

Upon the completion of the bridging documents and the selection of a prequalified list of Design-Build Contractors, Griffin will assume responsibility for overseeing and executing the bid process in strict adherence to City procurement policies. Serving as the primary point of contact, we will manage all bid Requests for Information (RFIs), bid-related communications, and substitution requests. Additionally, our team will supervise the issuance of Addenda and promptly respond to inquiries, ensuring transparency and clarity throughout the bidding process. To maintain schedule integrity, we will conduct regular weekly meetings with the project team to address bid-related RFIs and manage Addenda effectively. This rigorous approach guarantees that bidders are equipped with accurate scope details, facilitating the submission of responsive and responsible bids from the prequalified pool.

Following bid submission, Griffin will meticulously evaluate all responses and prepare a comprehensive Bid Analysis for review with the City. This analysis will encompass both qualitative and quantitative assessments, enabling the City to make informed decisions regarding the best value proposition. Upon confirmation of the recommended award by City staff, we will collaborate with the City to draft a detailed staff report outlining the award recommendation for presentation to the board.

Upon securing a Design-Build entity, Griffin will facilitate an introductory meeting with the selected DBE firm to evaluate the bridging documents, clarify design expectations, and provide guidance to expedite project commencement.

To summarize, Griffin will provide the following deliverables in Phase 3:

- Review and comment on City-provided RSOQ and RFP documents
- Response to Requests for Information (RFIs) and questions during the RSOQ and RFP solicitations
- Evaluation of DBE proposals submitted in response to the RSOQ and RFP solicitations
- Attendance at meetings during the RSOQ process for evaluation of DBE firm proposals
- Attendance at design review meetings with pre-qualified DBE firms during the RFP proposal development phase
- Attendance at meetings for the detailed review of proposal packages with the Selection Committee
- Documentation of all meetings, discussions, reviews, and generated information throughout this phase



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PHASE 4: DESIGN-BUILD ENTITY (DBE) FINAL DESIGN & CONSTRUCTION DOCUMENTS

Griffin will assume a pivotal role in providing design oversight and technical support to the City subsequent to the awarding of a Design-Build contract to the chosen DBE, spanning the final design development and construction documents phase of the Project.

Task 4.1 – Meeting Participation

We will begin this phase with a DBE Kick-Off/Pre-Design Meeting, convened in collaboration with the City and the selected DBE. This session as well as following design sessions will serve as a forum for issuing formal directives to the DBE, signaling the commencement of design development activities. Additionally, potential revisions, enhancements, or design intricacies are deliberated upon, ensuring alignment with project objectives. These meetings will track the design's progress, address critical issues and challenges to the design, and involve a robust analysis to ensure the project maintains its original intent.

Task 4.2 – DBE Design Submittal Reviews

Griffin will review and evaluate all design progress, construction document drawings, and specification submittals furnished by the DBE. At pivotal design milestones, including Design Development and successive stages of construction document completion, Griffin will deliver a comprehensive written evaluation to the City in the form of a constructability review. These reviews scrutinize adherence to Bridging Documents, performance criteria, and outline specifications, ensuring consistency and compliance.

One of the major advantages of selecting our Team, is that we hire professionals who have sat on all sides of the table. Our staff have backgrounds in architecture, engineering, and general contracting and are able to review design packages thoroughly for their (a) attention to detail, (b) completeness based on the phase of work, and (c) constructability as it relates to practicality, coordination and anticipation of issues that will turn into change orders later.

As such, we have a three-step approach to constructability review we assign to each design phase as noted below.

Preparation and Research. Griffin begins each constructability review with a high-level first pass of the design package for each building and related as-builts. It's critical we understand the entire work scope and how each piece relates to the overall project, prior to our detailed review. After this review period, we often visit the site to mentally absorb the boundary conditions, existing structures, utility conditions, topography, and other key issues that need to be integrated into a design package.

Review and Investigation. The next step in our constructability review process includes an in-depth review of the drawings. As mentioned earlier, Griffin utilizes its team of construction management experts with extensive backgrounds in construction, design / engineering, and development. Our seasoned staff reviews each drawing in detail and works through the Griffin checklist to ensure a comprehensive evaluation has been completed for each project.

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The checklist reviews materials, integration with other systems / trades, cost-benefit evaluations, and detail about each design element. We will also review project documents for missing information, ambiguous details, conflicts, and potential confusions. These are logged and returned, with suggestions for corrections, to the Design Team to integrate into the project documents. We apply the following standards to our review:

- Ensure the construction plans are clear and understandable
- Verify the drawings match specifications
- Be vigilant in recognizing missing information

Once the review is completed, we find it important to provide a final check of our own work to ensure comments and intentions are clear and articulate. The deliverable is provided to the City and the Design Team for review, consideration, and integration into the design package.

Implementation Review. Occasionally it may be difficult to determine whether comments have been incorporated into the design package. However, applying our Bluebeam technology, we can quickly compare and determine differences in the design sets to ensure City approved comments have been integrated into the package. The ultimate goal is to protect the City from costly oversights that could have been prevented in the pre-construction phase.

Additionally, and outside of constructability review services, Griffin has extensive experience in utilizing nearly every type of construction method on the market including wood-frame, steel-frame, concrete tilt-up, concrete masonry units (CMU), pre-engineered metal building (PEMB), to even modular shipping containers. We will review the options with the City based on cost, schedule, maintenance, and lifecycle expectancy and make a recommendation.

From a value engineering perspective, we will play a pivotal role in evaluating proposals submitted by the DBE, providing informed recommendations to the City for consideration. This collaborative approach maximizes the benefits inherent in the Design-Build process, harnessing the DBE's creativity and flexibility to optimize project outcomes.

To summarize, Griffin will provide the following deliverables in Phase 4:

- Attendance at Kick-Off / Pre-Design meetings and provision of comprehensive meeting minutes
- Review and meticulous written evaluation of DBE submittals across key project milestones, including Design Development and successive stages of construction document completion
- Evaluation and recommendation on value engineering and added value proposals submitted by the DBE, fostering collaborative decision-making to optimize project outcomes



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PHASE 5: CONSTRUCTION PHASE SUPPORT

Phase 5 will transition into management and administration of the DBE as it moves into the construction phase until the successful completion of the project. Throughout the construction phase, we will provide on-site Construction Management and will serve as the City's vigilant eyes and ears on the ground, monitoring construction activities to uphold compliance with the Construction Documents and prescribed quality standards. The below outlines the specifics of the anticipated tasks.

Task 5.1 – Construction Observation & Project Site Management

A paramount priority entails maintaining a diligent on-site presence for daily observation and monitoring of construction work. Griffin Construction Managers are inherently construction inspectors. By utilizing our keen understanding of all aspects of construction, our Construction Manager will perform regular inspections of all aspects of the project daily. We will review material deliveries, material types, installation methods, finished installations in comparison to contract documents, and construction code adherence.

Additionally, we will coordinate the timely execution of all specialty inspections, including geotechnical, building dept., special inspections, and materials testing, to ensure the City receives the highest level of quality and consistency with the plans and specifications as well as all standards and practices.

Griffin employs multiple forms of photography and technology to enforce the quality of the construction process. Accordingly, we will perform the following:

- **Record Existing Conditions** – Before a DB Contractor begins construction, we will perform detailed video surveillance of the entire site and the surrounding site to ensure there is no damage to the existing infrastructure and mitigate against any potential future claims.
- **Daily Photography** – Griffin will photograph the progress of the job daily. This will serve as a record of the project throughout the job and a vehicle for resolving issues.
- **Bluebeam technology** – Griffin employs the use of Bluebeam technology to facilitate the communication of challenges in the field for their quick resolution and documentation.
- **BIM technology** – Griffin has extensive experience in the deployment and management of Building Integration Modeling and can adequately identify and resolve issues that are discovered through this medium.

We will employ our Field Observation Report weekly. Typically updated and presented at the weekly meeting, we will track all issues, and observations, identified by the CM and the project team (DBE, City, operations staff, etc.) and follow them on this log. The log will identify the issue, the date it was observed, a photograph of the issue, and a resolution description once the item has been closed. In effect, this log serves as a running punch list of all issues identified and addresses these issues promptly.

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Task 5.2 – Construction Progress & Site Meetings

To facilitate effective communication and coordination, our Team will conduct weekly construction progress meetings, bringing together key stakeholders from the DBE and City Project Management Team. Through documentation and dissemination of meeting outcomes, we will foster a collaborative environment conducive to swift decision-making and timely resolution of issues.

Task 5.3 – Construction Schedule & Budget Management

Vigilant oversight of the construction schedule and budget remains integral to our approach, with our Team conducting regular assessments and analyses to identify deviations and potential risks. By providing informed recommendations and conducting monthly earned value analyses, we will empower the City to make data-driven decisions to ensure the Project remains on track and within budgetary constraints. As part of these efforts, we break down this work into the following four components:

DBE Schedule Oversight

One key aspect of this effort will be to ensure the project schedule is maintained. To do so, Griffin will oversee the DBE entity's production of the comprehensive construction schedule that incorporates all the elements above that occur during construction and demonstrate a clear and logical critical path. Our extensive construction experience will determine if the DBE has a good understanding of the project that is both realistic and achievable.

Griffin will then provide strict communication protocols to ensure answers to questions, reviews of submittals, submissions for deferred permits, and requests for inspections are all process timely and effectively.

Corrective measures may need to be implemented should the DBE fall behind. As described above, the City and project suffer when the DBE fails. Therefore, Griffin will employ extensive field experience and construction understanding to provide solutions to schedule failures to maintain the project's overall objectives and protect the City's investment.

By these methods, Griffin will maintain the project schedule and expedite productivity as needed.

DBE Financial Controls

Another critical aspect to the success of any project, specifically Design-Build projects, is the effective management of financial controls. Griffin has extensive experience in financial controls and is uniquely qualified in employing those controls, specifically in the execution of Design-Build projects.

Griffin is keenly aware of the importance of maintaining financial controls over the invoicing process. Accordingly, we will establish a systematic approach to reviewing invoices specifically by executing the following:

- Establishing a very detailed Schedule of Values that breaks out both labor and materials for each trade and spec section
- Review all invoices for consistency with improvements installed in the field
- Investigate the DBE's payment policies to subcontractors to avoid issues of non-payment
- Evaluate subcontractor performance to anticipate potential bankruptcies of subcontractors who are not adequately solvent to perform on the job

*** C O N F I D E N T I A L ***

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DBE Change Controls

Construction projects are inherently iterative operations. With multiple efforts and coordination of tasks and efforts underway concurrently, managing the discovery and correct identification of changes is particularly challenging. Accordingly, we will review and address all possible changes in work in the following manner:

- The first component to correctly addressing possible changes in scope and cost is to identify what is and is not a real change. We will perform a comprehensive analysis of the issue at hand and determine if a change has occurred. Key to this is the detailed understanding of the Bridging Documents and an understanding of the initial program that was provided to the DBE. We will provide insight during the Bridging Documents' final development and a firm interpretation of those documents in their interpretation regarding our analysis of the proposed change to preserve the City's interests prudent budgetary constraints. The key to this analysis is our enhanced understanding of contracts and scope to determine if the issue is already covered under the existing scope.
- If a change is in fact necessary, we will then seek to execute this change in a manner that results in a no-cost solution to the City. This may involve proposing materials and/or methods that are comparable in scope to the original intent, thus allowing for solutions that do not compromise quality, schedule, or cost.
- If such an option is not possible, or if unforeseen conditions materialize that result in a real change to the project's cost, Griffin will then perform a detailed analysis of the best form of execution. This may take the form of a hard estimate for the proposed change or if a T&M execution is in the project's best interest. Another option is to utilize a T&M/Not-to-Exceed method, which allows for the execution of a proposed change while putting a ceiling on the final costs of the change.
- Finally, any change that is officially recognized will undergo a detailed examination of costs, including but not limited to: materials back up, labor analysis, labor rate analysis, detailed subcontractor back-up, time impacts, and a unit cost comparison based on industry trends.

Together, with these tools, we will be able to provide financial protection to the Client to avoid production challenges, protect the City's resources against overpayment, and ensure proper accounting of the project's health.



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Claims Mitigation

Of particular importance to the health of a project is claims management. The most effective way to mitigate claims is to avoid them altogether. This seems obvious but is, in fact, the most challenging aspect of managing a successful project. To prevent claims, there are a few fundamental principles that we follow:

- **Clarity = Enforceability:** If the direction is clear, the drawings and specifications consistent, and the direction to the field in line with these documents, then there is little to no chance of a future claim.
- **When everyone succeeds, the City succeeds:** This is a critical concept that many professionals do not grasp or pursue. Claims arising out of a need to mitigate against risk or loss. Avoiding risk for all parties lowers the likelihood of claims.
- **Commitment to Value:** Despite the efforts above, sometimes things go wrong. A submittal gets submitted and approved incorrectly. A material specification is discontinued, and its replacement is three times the cost. Drawings do not identify the total scope of work. In instances like these, a clear commitment to value rules the process. In each of the instances listed above, Griffin can navigate and resolve these issues in a manner that provides value to the City (i.e., little or no cost increase), continued progress (timely decisions that do not delay the schedule), and creative architectural solutions (maintaining the overall quality of the finished product). By having a balanced understanding of all the aspects of value to the project, Griffin can mitigate the conditions that often result in claims.

- **Clear Documentation and Legal Understanding:** Despite all the above, sometimes claims do arise. The critical defense against these occurrences is clear documentation and a comprehensive understanding of the contract and contract code. Griffin Structures employs elite construction management professionals with an extensive knowledge of contracts and contract code and employs a sophisticated and comprehensive document management system that ensures claims can be mitigated when unavoidable. A more detailed description of our document management system is provided below.

Task 5.4 – Project File Management

Efficient document management lies at the heart of effective project administration, and we maintain a robust web-based construction management platform called Submittal Exchange. This platform allows us to track all project document controls, including the management of correspondence, documents, submittal/review approvals, RFIs, daily reports, punch lists, drawings, Change Management process, and countless other activities. This provides our team with the ability to significantly improve workflow with its additional project management features, including scheduling, asset management, and planning.

By utilizing Submittal Exchange, Griffin Structures will establish a hub to save and manage all project documents. Utilizing this system as a single source of document control will provide clear and consistent communication to the field. This ensures comprehensive document coordination and protection against claims while also accelerating the construction schedule with streamlined communications. This could ultimately save the entire project significant costs by eliminating printing and shipping and improving operational efficiency.

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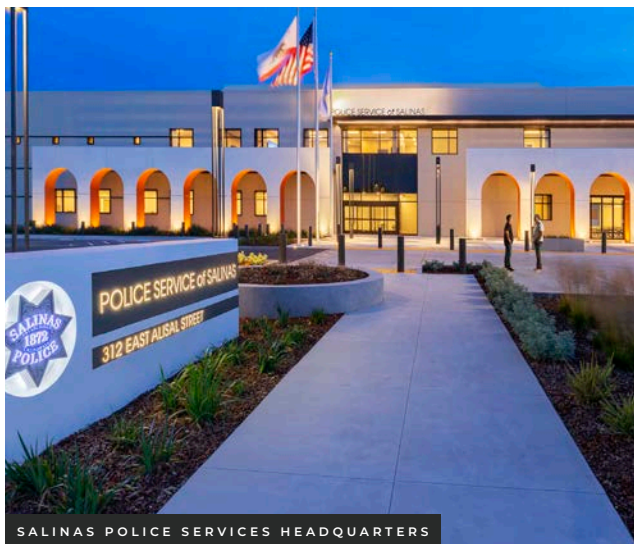
Task 5.5 - DBE Submittal Reviews

Furthermore, we will review and assess all DBE submittals, payment requests, and compliance with prevailing wage reporting regulations. By evaluating each submission and providing timely feedback, we will maintain accountability and adherence to contractual obligations, thereby safeguarding the City's interests.

Task 5.6 - Master Architect Construction Phase Responsibilities

In tandem with the Team's efforts, LPA will diligently review and evaluate DBE-generated documents, ensuring alignment with project design criteria and objectives. By participating in construction progress meetings and conducting periodic observations, LPA will provide valuable insights and recommendations to uphold the integrity and quality of the Project's execution.

Through commitment and diligent oversight, we endeavor to uphold the City's interests and ensure the successful execution of the construction phase, thereby bringing the Project to fruition in accordance with established standards and objectives.



PHASE 6: PROJECT CLOSEOUT

In this final phase of work, our focus shifts towards evaluating the overall performance of the Project, ensuring that all aspects are reviewed, and any outstanding details are addressed with accuracy guaranteeing a seamless transition for the end-user. We tend to break delineate our efforts into the following objectives:

Punchlist Coordination & Documentation

Efficiently coordinating, documenting, and tracking the completion of Punchlist items is essential to achieving the Project's desired outcome. By addressing these items, we ensure that any lingering deficiencies are promptly rectified to meet the highest standards of quality and satisfaction. Specifically, Griffin will employ a Field Observation Log during construction to identify quality issues observed by the project team on an ongoing basis. This will serve to function as an ongoing pre-punch list and help minimize issues discovered at final punch walks. Griffin will also oversee the following punch walks to confirm corrective action is resolved. Once completed, Griffin will issue a comprehensive punch list for completion by the DB Contractor. Griffin will oversee the completion of these items and ensure that all deficiencies and corrections are completed to the City's satisfaction.

Management of Warranty Work

As the Project nears completion, effective management of warranty work becomes imperative to safeguarding the City's interests and ensuring long-term satisfaction. By overseeing and coordinating warranty-related activities, we uphold our commitment to delivering a final product that exceeds expectations and withstands the test of time.

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Final Project Cost Evaluation

Thoroughly documenting and evaluating the final project costs is crucial for providing the client with comprehensive insights into the financial aspects of the Project. By conducting a cost evaluation, we enable informed decision-making and ensure transparency throughout the Project's lifecycle.

Review of DBE Closeout Documentation

Reviewing the DBE's close-out documentation and As-Built/Record Drawings are essential for verifying compliance with established standards and specifications. Through detailed scrutiny, we confirm the accuracy and completeness of all submitted documentation, providing the City with the assurance that all contractual obligations have been fulfilled to the highest degree. Integral to our cloud-based document management system, Submittal Exchange will assemble all guarantees, certifications, affidavits, leases, easement deed, operating and maintenance manuals, warranties, and any other closeout documents. This system will provide a complete digital file for all documents for future use, as well as maintain a cloud-based file for future use.

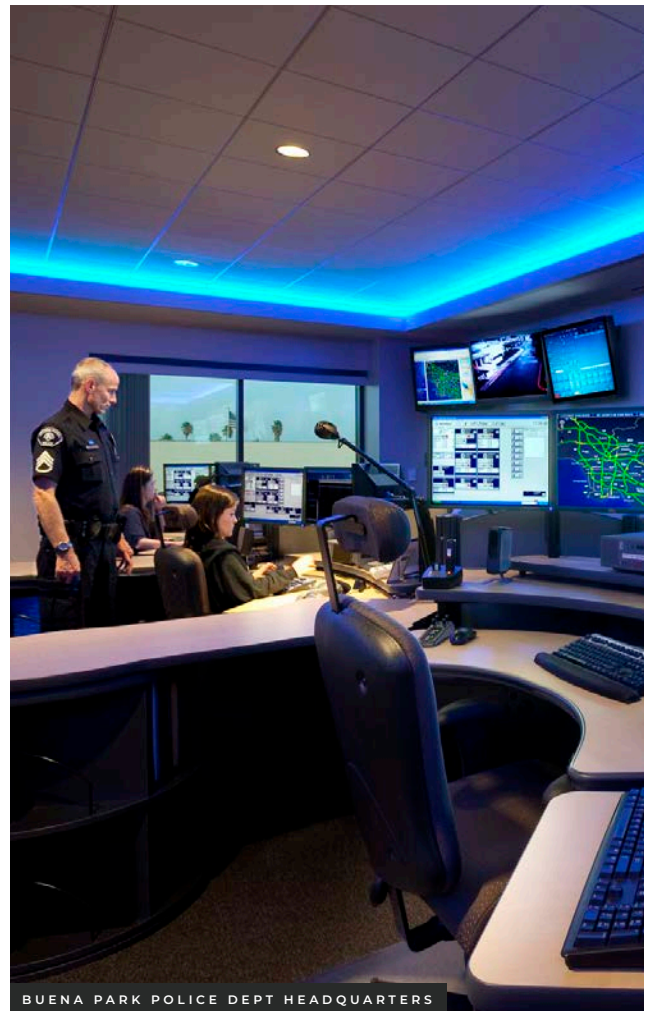
Delivery of Final Documents

Delivering the final documents in both hard copy and electronic formats for City archives ensures seamless access to critical project information for future reference and maintenance purposes. By providing comprehensive documentation, we empower the City to effectively manage and maintain the Project's integrity over its lifecycle.

As we navigate through completion of the project, our unwavering commitment to excellence in project delivery remains consistent, ensuring that every aspect of the Project is reviewed and finalized to the highest standards of quality and satisfaction. Through diligent coordination and attention to detail, we pave the way for a successful completion of the Project.

CONCLUSION

We take pride in providing unparalleled professional program management services. As described above, Griffin will serve as the eyes and ears of the City of Gilroy. Our mantra is 'no surprises.' We achieve that by proper management (avoiding the issues in the first place), and clear and concise documentation (for defense and resolution of unavoidable issues). Accordingly, Griffin will provide comprehensive program management services to plan, design, and successfully deliver a new fire station facility, which will be a key cornerstone in serving the community.



BUENA PARK POLICE DEPT HEADQUARTERS

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WESTMINSTER POLICE
DEPARTMENT HEADQUARTERS



Jon Hughes

CCM, DBIA

Principal-In-Charge

EDUCATION

Bachelor of Science, Westmont College

CERTIFICATIONS

Certified Construction Manager (CCM)

Design Build of America Institute (DBIA) Associate

AFFILIATIONS

NAVFAC and US Army Corps Construction Quality Management (CQM) Program

YEARS OF EXPERIENCE

31

QUALIFICATIONS

President, Jon Hughes, offers a wealth of expertise in Program and Construction Management, contributing to the successful completion of many of California's most prestigious properties. His tenure spans virtually every project type, including administrative headquarters, corporate yards/warehouses, community centers, recreational facilities, public safety and healthcare, as well as maintenance and infrastructure projects. Jon's extensive background, coupled with his demonstrated early career experience in the field, further enhances his ability to guide our team in order to provide Excellence in Project Delivery to each client we serve.

REPRESENTATIVE EXPERIENCE

Selma Fire Station No.3, CA
 Buena Park Fire Station No.61, CA
 Carlsbad Police & Fire HQ Renovation Project, CA
 Cathedral City Fire Station No. 411, CA
 Eastvale Civic Center Police Station & Fire Station, CA
 Manhattan Beach Fire Station No.2, CA
 Orange City Fire Department Headquarters, CA
 Tustin Fire Station No. 37, CA
 Fairfield Fire Station, CA
 Fairfield Police Station, CA
 Salinas Police Services Headquarters, CA
 Campbell Police Operations Building, CA
 San Bernardino County, Valley Communication Center, CA
 Rialto Police Department, CA
 Victorville Police Department, CA
 Visalia Civic Center Ph2 Project, CA
 Buena Park Police Headquarters, CA
 Visalia 9-1-1 Emergency Communications Center, CA
 Westminster Police Department Headquarters, CA
 Hesperia Police Department Headquarters, CA
 San Bernardino County, Public Safety Ops Ctr, Hesperia, CA
 Inglewood Emergency Operations Center, CA
 Tustin Admin Building, Yard & Emergency Ops Center, CA



Josh Kaiser

Project Executive

EDUCATION

Bachelor of Science, Professional
Aeronautics Engineering, Embry
Riddle Aeronautical University

CERTIFICATIONS

Cal OSHA 30-Hour Certification

Advanced Logistics & Program
Management

Top Secret Security Clearance

AFFILIATIONS

Construction Management
Association of America, Member

YEARS OF EXPERIENCE

27

QUALIFICATIONS

Joshua Kaiser is a results-driven professional with over 27 years of experience in construction, transportation, and infrastructure development. A strategic leader with a strong track record in capital project management, Joshua offers regulatory compliance oversight and executive leadership for large-scale municipal and federal construction initiatives. Adept at navigating complex regulatory landscapes, overseeing multi-million dollar budgets, and cultivating high-performing teams, Joshua Kaiser is known driving operational excellence, optimizing resources, and leading transformations that enhance communities and improve quality of life. He is also a skilled communicator and relationship builder, engaging effectively with elected officials, stakeholders, and cross-functional teams to ensure the successful delivery of high-impact projects.

REPRESENTATIVE EXPERIENCE

Selma Fire Station No.3, CA

Clovis Fire Station, CA

Norwalk Police Operations Consolidation Project, CA

Fresno County Sheriff Substation, CA

Visalia Civic Center (Public Safety Office Building, Evidence Processing/Storage Building, & Council Chambers), CA

Department of State Hospitals, CA

90+ Projects, Totaling \$1.7B+

Naval c Maintenance Center

Flight Simulator Building

24 Maintenance Facilities

Flightline, Taxi & Fuel Skid Additions

Naval Air Station Lemoore Hangar 6, CA

Naval Air Station Lemoore Hangar 5 Remodel, CA

Naval Air Station Lemoore Centralized Engine Repair Facility, CA

Piedmont Aquatic Center, CA



Dustin Alamo

CCM, LEED AP, DRE BROKER #01930629

Pre-Construction Manager

EDUCATION

Bachelor of Architecture

University of Colorado, Boulder

CERTIFICATIONS

State of California Licensed Real Estate Broker

Certified Construction Manager (CCM)

LEED Accredited Professional

AFFILIATIONS

U.S. Green Building Council, Member

Construction Management Association of America, Member

State of California Licensed Real Estate Broker DRE #01930629

YEARS OF EXPERIENCE

20

QUALIFICATIONS

Dustin serves as the Vice President of Strategic Services for Griffin Structures, Inc. His primary responsibilities include the executive management of all needs assessment and master planning projects ranging by facility type, including corporate yards, administration facilities, library and cultural arts buildings, law enforcement facilities, fire safety facilities, community and senior centers, utility facilities, and others. In addition, Dustin is skilled at developing long-term facility plans (ranging from \$10M to \$400M) which incorporate future space requirements, phasing considerations, and capital funding mechanisms such as bonds, repositioning real estate assets, and public private partnerships (P3).

REPRESENTATIVE EXPERIENCE

Selma Fire Station No.3, CA

Buena Park Fire Station No.61, CA

Cathedral City Fire Station No. 411, CA

Manhattan Beach Fire Station No.2, CA

Morgan Hill Butterfield Fire Station Pre-Development, CA

Salinas Police Services Headquarters, CA

Tustin Water Administration Building, Corporate Yard & Emergency Operations Center, CA

San Bernardino County, Valley Communications Center, CA

Buena Park Police Department Headquarters, CA

Visalia Emergency Communications Center, CA

Watsonville Civic Center & Police Department, CA

Covina Police Department Pre-Development, CA

Garden Grove Police & Fire Department Headquarters Pre-Development, CA

Hesperia Police Department Headquarters, CA

Inglewood Emergency Operations Center Renovation, CA

Newport Beach Police Department Pre-Development, CA

Redondo Beach Shooting Range Pre-Development, CA

Rialto Police Department Pre-Development, CA

San Bernardino County Public Safety Operations Center, CA

Westminster Public Safety Training Center, CA

Yucaipa Police Department Pre-Development, CA





Lance Solomon

CCM

Sr. Construction Manager

EDUCATION / CERTIFICATIONS

Certified Construction Manager
(CCM)

Qualified SWPPP Practitioner

APWA, Public Works Inspection
Certification

Certified Professional in Erosion &
Sediment Control (CPESC)

Confined Space Training

Concrete Field Testing Technician

OSHA, Construction Safety & Health

US Army Corps, Construction Quality
Mgmt

CPR & Basic First Aid, ASHI

YEARS OF EXPERIENCE

28

QUALIFICATIONS

Lance Solomon offers more than 25 years of construction experience that encompasses public works renovations and new construction, educational facilities, sports parks/recreational facilities, underground utilities, demolition, and stormwater. His responsibilities have encompassed preparation of a bid ability review; evaluation of the bids; conduction of the pre-construction conference; and processing control documents such as minutes, progress payments, schedules, change orders, weekly reports, and all federally and state required documents.

REPRESENTATIVE EXPERIENCE

Selma Fire Station No.3, CA

Carlsbad Police & Fire Headquarters Renovation Project, CA

Campbell Police Operations Building Renovation, CA

Orange City Fire Department Headquarters, CA

Dixon Hall Memorial Park, CA

San Juan Capistrano Paseo Adelanto Mixed-Use Housing &
City Hall, CA

Lake Forest Sports Park & Recreation Center, CA

East Bay Regional Parks District, Aquatic Ctr, Oakland, CA

Mountain View Rengstorff Park Aquatic Center, CA

San Bruno Recreation & Aquatics Center, CA

Vista Hermosa Aquatic Ctr & Sports Park, San Clemente, CA

Esencia Sports Park, Mission Viejo, CA

Rialto Frisbie Park Expansion, CA

San Bernardino County Lake Gregory Dam Rehabilitation, CA

Carlsbad Pine Avenue Community Center & Gardens, CA

Huntington Beach Senior Center in Central Park, CA

Jurupa Area Recreation & Park District, Vernola Park
Expansion & Community Center, CA

Campbell Library Renovation, CA

Segerstrom Concert Hall, Costa Mesa, CA

Carlsbad Orion Center Maintenance Building, CA

Oso Parkway, Laguna Hills, CA

Urban Runoff Treatment Facility, San Clemente, CA

Arroyo Avenue Landslide Winterization, Oceanside, CA

Roblar Road Emergency Repair, Camp Pendleton, CA



Ryan Craven

CPE, CMIT

Cost Estimator

EDUCATION

Bachelor of Science, Construction Engineering, National University, Costa Mesa

CERTIFICATION

Certified Public Estimator (CPE)

Construction Manager in Training (CMIT)

AFFILIATIONS

American Society of Plumbing Engineers (ASPE)

CoreNet Global (Young Leaders Group)

YEARS OF EXPERIENCE

17

QUALIFICATIONS

Ryan is an expert in value engineering and construction cost estimating, including master planning, conceptual, schematic design development, and construction document phases. He is a skilled mediator, participating in change order preparation, validation, and negotiation. He has reconciliation experience with general contractors and subcontractors, and communicates well with all design team members, promoting open-door dialogue and effective project solutions.

REPRESENTATIVE EXPERIENCE

Selma Fire Station No.3, CA

Buena Park Fire Station No.61, CA

Cathedral City Fire Station No. 411, CA

Manhattan Beach Fire Station No.2, CA

Morgan Hill Butterfield Fire Station Pre-Development, CA

Salinas Police Services Headquarters, CA

Tustin Water Administration Building, Corporate Yard & Emergency Operations Center, CA

San Bernardino County, Valley Communications Center, CA

Buena Park Police Department Headquarters, CA

Visalia Emergency Communications Center, CA

Watsonville Civic Center & Police Department, CA

Covina Police Department Pre-Development, CA

Garden Grove Police & Fire Department Headquarters Pre-Development, CA

Hesperia Police Department Headquarters, CA

Inglewood Emergency Operations Center Renovation, CA

Newport Beach Police Department Pre-Development, CA

Redondo Beach Shooting Range Pre-Development, CA

Rialto Police Department Pre-Development, CA

San Bernardino County Public Safety Operations Center, CA

Westminster Public Safety Training Center, CA

Yucaipa Police Department Pre-Development, CA



Jeremy Hart

AIA, LEED AP BD+C, NCARB

Principal-in-Charge

EDUCATION

Bachelor of Architecture
Cal Poly Pomona

CERTIFICATION

Licensed Architect, California
No. 29148

LEED Accredited Professional

AFFILIATIONS

American Institute of Architects
U.S. Green Building Council

YEARS OF EXPERIENCE

25

QUALIFICATIONS

As Director of Civic + Cultural at LPA, Jeremy Hart designs with discovery and impact in mind. With more than 25 years of experience, he believes that the direction of design should reflect the will of the community.

As an architect and a history buff, Jeremy is driven by the desire to create and influence our environment in a meaningful way. He asserts that architects' ability to create meaningful impressions on people can influence a community, interactions and the surrounding environment. Jeremy approaches each project like a puzzle that needs to be solved, uncovering each factor that may contribute to a project. Jeremy strives to learn how the project site and environment will inform the functional requirements of the building program and the values of the community.

REPRESENTATIVE EXPERIENCE

Selma Fire Station No.3, CA

Salinas Police Services Headquarters, Salinas, CA

Rialto Police Department, Rialto, CA

Buena Park Fire Station No. 61, Buena Park, CA

Cathedral City Fire Station No. 411, Cathedral City, CA

Orange County Fire Authority Station No. 20, Irvine, CA

Orange County Fire Authority Station No. 55, Irvine, CA

Orange County Fire Authority Station No. 38, Irvine, CA

Orange County Fire Authority Station No. 27, Irvine, CA

Orange County Fire Authority Station No. 39, Irvine, CA

Orange County Fire Authority Station No. 47, Irvine, CA

Visalia Emergency Communications Center, Visalia, CA

Valley Communications Center, San Bernardino, CA

Fire Station No. 178, Rancho Cucamonga, CA

Victorville Police Department, Victorville, CA

Chino Hills Government Center - Police & Fire Facilities,
Chino Hills, CA

High Desert Public Safety Operations Center, Hesperia, CA

Campbell Police Operations Building, Campbell, CA

San Bernardino County Forensic Sciences Lab, CA





Tracey Powl

ARCHITECT, LEED AP BD+C

Project Manager

EDUCATION

Bachelor of Science, Aerospace Engineering, Cal Poly Pomona

CERTIFICATION

Licensed Architect, California
No. 33257

LEED Accredited Professional

AFFILIATIONS

U.S. Green Building Council

YEARS OF EXPERIENCE

25

QUALIFICATIONS

An architect with more than 25 years of experience, Tracey has worked on a range of projects in the civic, corporate, targeted developer and education markets. His knowledge of building codes reflects his technical expertise and attention to detail.

Tracey is adept to approach each project with logic and reason, while remaining flexible to varying project demands. Dedicated to project performance goals, he has an extensive understanding of building systems. For the Gilroy Santa Teresa Fire Station, Tracey will assist with all phases of from schematic design through completion to deliver the design for an efficient and effective space.

REPRESENTATIVE EXPERIENCE

Selma Fire Station No.3, CA

Buena Park Fire Station No. 61, Buena Park, CA

Cathedral City Fire Station No. 411, Cathedral City, CA

Orange County Fire Authority Station No. 20, Irvine, CA

Orange County Fire Authority Station No. 55, Irvine, CA

Orange County Fire Authority Station No. 38, Irvine, CA

Orange County Fire Authority Station No. 27, Irvine, CA

Orange County Fire Authority Station No. 39, Irvine, CA

Orange County Fire Authority Station No. 47, Irvine, CA

San Bernardino County Forensic Sciences Lab,
San Bernardino, CA

Tustin Corporate Yard, Tustin, CA

West Hollywood Aquatics and Recreation Center,
West Hollywood, CA

LAUSD Fremont High School Expansion (Design Build),
Los Angeles, CA





Ti Than

ARCHITECT, LEED AP BD+C

Project Designer

EDUCATION

Bachelor of Architecture
Cal Poly Pomona

CERTIFICATION

Licensed Architect, California
No. C38322

LEED Accredited Professional

AFFILIATIONS

U.S. Green Building Council

YEARS OF EXPERIENCE

23

QUALIFICATIONS

For over 20 years, Ti has worked as a designer for civic projects. With his range of experience, he is well versed in adapting the design process to meet the specific needs and ensure that the vision for the project becomes the reality and the objectives are achieved.

For the Gilroy Santa Teresa Fire Station project, Ti will act as the lead project designer and be responsible for the initial master plan studies, conceptual design process through construction documentation and communicating the design concepts to the client. Ti will use BIM application tools, 3-D modeling and renderings to help visualize the concept and idea.

With a creative design approach that uses sustainable strategies, Ti has a keen eye for detail and effective communication to bring a concept to life.

REPRESENTATIVE EXPERIENCE

Selma Fire Station No.3, CA

Salinas Police Services Headquarters, Salinas, CA

Cathedral City Fire Station No. 411, Cathedral City, CA

Buena Park Fire Station No. 61, Buena Park, CA

Chino Hills Government Center - Police & Fire Facilities,
Chino Hills, CA

Rialto Police Department, Rialto, CA

Campbell Police Operations Building, Campbell, CA

High Desert Government Center, Hesperia, CA

San Bernardino County Forensic Sciences Lab, San
Bernardino, CA

Oroville Government Center Campus, Butte County, CA

Tustin Corporate Yard, Tustin, CA

West Hollywood City Hall, West Hollywood, CA

West Hollywood Aquatics and Recreation Center,
West Hollywood, CA





Daniel Wang

SE, PE

Director of Structural Engineering

EDUCATION

Master of Science, Civil Engineering
University of Southern California

Bachelor of Science, Civil Engineering
University of Southern California

CERTIFICATION

Licensed Structural Engineer (SE),
California, No. S4453

Licensed Professional Engineer (PE),
California, No. C46318

AFFILIATIONS

Structural Engineers Association of
Southern California (SEAOSC)

YEARS OF EXPERIENCE

37

QUALIFICATIONS

With more than 30 years of structural engineering experience, Daniel uses his extensive experience in design and construction to create a holistic approach between architecture and engineering. He provides comprehensive technical design, delivering innovative structural solutions for a wide variety of project types utilizing a hands-on approach during all design phases, from agency processing, through construction administration to project closeout.

Passionate about innovation and creativity, Daniel is committed creating cohesive solutions to complex challenges. The ingenuity of every solution matures with each project, often allowing exploration in new techniques. Awareness to these opportunities and employment of them, is Daniel's key to successfully delivering desired project objectives, such as safety, functionality, efficiency and constructibility.

REPRESENTATIVE EXPERIENCE

Selma Fire Station No.3, CA

Buena Park Fire Station No. 61, Buena Park, CA

Orange County Fire Authority Station No. 20, Irvine, CA

Garden Grove Fire Department, Garden Grove, CA

County of Orange Civic Center, Santa Ana, CA

LAUSD Hamilton High School Modernization (Design-Build),
Los Angeles, CA

LAUSD Roosevelt High School Modernization (Design-Build),
Los Angeles, CA

West Hollywood City Hall, West Hollywood, CA

West Hollywood Aquatics and Recreation Center,
West Hollywood, CA

Laguna Niguel City Hall and Library, Laguna Niguel, CA

Malibu City Hall and Library Renovation, Malibu, CA





Erik Ring

PE, LEED FELLOW

Director of Engineering,
MEP Engineer

EDUCATION

Master of Architecture
UC Berkeley

Bachelor of Engineering
Harvey Mudd

CERTIFICATION

Licensed Professional Engineer (PE),
California, No. 31731

LEED Fellow

AFFILIATIONS

U.S. Green Building Council

American Society of Heating,
Refrigerating and Air Conditioning
Engineers (ASHRAE)

YEARS OF EXPERIENCE

28

QUALIFICATIONS

As Director of Engineering, Erik Ring provides overall leadership for the LPA's multi-disciplinary engineering efforts including structural, sites, and systems design focused teams. The engineering teams at LPA work to enhance our approach of an informed design process using integrated teams. Erik provides technical and design leadership for integrating appropriate, cost-effective and high-performance engineering solutions for LPA projects. His focus is on integrating sustainable design strategies within LPA projects through understanding every projects' goals, opportunities, and constraints.

Erik's professional experience includes engineering, research, commissioning and building energy analysis for over 50 LEED and green building projects. Erik specializes in designing high-performance HVAC systems and energy-efficient buildings. He applies passive strategies, load reduction, proven technologies and sound engineering to optimize energy performance and indoor environmental quality, while minimizing capital, energy, and maintenance costs for LPA clients.

REPRESENTATIVE EXPERIENCE

Selma Fire Station No.3, CA

Salinas Police Services Headquarters, Salinas, CA

Buena Park Fire Station No. 61, Buena Park, CA

Orange County Fire Authority Station No. 20, Irvine, CA

Rancho Cucamonga Fire Station No. 178, Rancho
Cucamonga, CA

Rialto Police Department, Rialto, CA

Valley Communications Center, San Bernardino, CA

San Bernardino County Forensic Sciences Lab, San
Bernardino, CA

High Desert Public Safety Operations Center, Hesperia, CA

Campbell Police Operations Building, Campbell, CA

County of Orange Civic Center, Santa Ana, CA

Colton Civic Center Feasibility Study, Colton, CA

Tustin Corporate Yard, Tustin, CA

West Hollywood Aquatics and Recreation Center,
West Hollywood, CA





Kathereen Shinkai

PE, F.ASCE

Director of Civil Engineering

EDUCATION

Bachelor of Science, Civil Engineering
University of California, Irvine

CERTIFICATION

Licensed Professional Engineer (PE),
California, No. 68369

ASCE Fellow

AFFILIATIONS

American Society of Civil Engineering

YEARS OF EXPERIENCE

25

QUALIFICATIONS

As a civil engineer, Kathereen Shinkai has extensive experience with local agencies, and has strong working relationships developed with agency staff which enables more timely and efficient plan review and permit processing.

Kathereen has managed and designed a range of projects that include institutional, retail/commercial centers, master planned residential communities, religious facilities, public works and industrial facilities. Her technical expertise includes the design and coordination of water, sewer, storm drain, horizontal control, rough and precise grading and street improvements plans. Kathereen is also adept in obtaining environmental compliance and has prepared many EIR, SWPPP and WQMP reports.

REPRESENTATIVE EXPERIENCE

Selma Fire Station No.3, CA

Salinas Police Services Headquarters, Salinas, CA

Rancho Cucamonga Fire Station No. 178, Rancho Cucamonga, CA

Valley Communications Center, San Bernardino, CA

Rialto Police Department, Rialto, CA

High Desert Government Center, Hesperia, CA

High Desert Public Safety Operations Center, Hesperia, CA

Campbell Police Operations Building, Campbell, CA

San Bernardino County Forensic Sciences Lab, San Bernardino, CA

County of Orange Civic Center, Santa Ana, CA

Laguna Niguel City Hall and Library, Laguna Niguel, CA

Malibu City Hall and Library Renovation, Malibu, CA

West Hollywood City Hall, West Hollywood, CA

West Hollywood Aquatics and Recreation Center,
West Hollywood, CA

LAUSD Hamilton High School Modernization (Design Build),
Los Angeles, CA

LAUSD Roosevelt High School Expansion (Design Build),
Los Angeles, CA





Kari Kikuta

PLA, ASLA

Director of Landscape Architecture

EDUCATION

Bachelor of Landscape Architecture
Cal Poly Pomona

CERTIFICATION

Licensed Landscape Architect,
California, No. 4932

AFFILIATIONS

American Society of Landscape
Architects

YEARS OF EXPERIENCE

25

QUALIFICATIONS

Kari Kikuta designs outdoor spaces to positively shape environments for meaningful uses. As LPA's Director of Landscape Architecture, Kari is primarily focused on developing landscape architecture for site-focused projects while overseeing the growth and organization of the discipline throughout the firm.

With 25 years of landscape design experience, leadership and passion, Kari's portfolio ranges from large-scale planning and urban design, to multifamily residential, to the development of site-specific sustainable solutions for education facilities. To effectively program the outdoors, Kari blends the existence between interior and exterior environments, extending the opportunities for the outdoors to promote healthy, balanced lifestyles. This innovative style benefits both the project process and client experience, helping to develop outdoor environments conducive to creativity, collaboration, connectivity and exploration.

REPRESENTATIVE EXPERIENCE

Campbell Police Operations Building, Campbell, CA

County of Orange Civic Center, Santa Ana, CA

County of Orange Facilities Strategic Plan, Santa Ana, CA

San Pablo Police Department, San Pablo, CA

LAUSD Fremont High School Expansion (Design Build),
Los Angeles, CA

LAUSD Hamilton High School Modernization (Design Build),
Los Angeles, CA

Hoag Irvine Campus Expansion (Design Build), Irvine, CA

Agnews K-12 Campus, Santa Clara, CA





APPENDIX D – RISK ASSESSMENT QUESTIONNAIRE

Required Submittal

1. List the full names of any partners, owners, officers or other persons occupying a position of authority or responsibility in your organization. *Please refer to the bottom of page 2 of Appendix D to view our owners and officers.*

2. Have the individual(s) in item #1 been subject to bankruptcy, insolvency, or receivership proceedings in the last five (5) years?

Yes ☐ No ☒ If yes, please enclose details.

3. Has your business/company/organization filed for bankruptcy within the last five (5) years?

Yes ☐ No ☒ If so, please enclose details.

4. Has your business/company/organization/individual(s) in item #1 ever had a contract for the general type of services/product sought by the City terminated for non-compliance or inadequate performance?

Yes ☐ No ☒ If yes, please enclose details.

5. Has your business/company/organization/individual(s) in item #1 ever defaulted on a contract for the general type of services/product being sought by the City?

Yes ☐ No ☒ If yes, please enclose details.

6. Has there been, in the last five (5) years, or is there now pending or threatened, any litigation, arbitration, governmental proceeding or regulatory proceeding involving claims in excess of \$100,000 with respect to the performance of any services or the provision of any product by your business/company/organization/individual(s) in item #1?

Yes ☐ No ☒ If yes, please enclose details.

7. Has your business/company/organization/individual(s) in item #1 ever defaulted in fulfilling all of its obligations relating to the payment of City taxes, fees, or other obligations?

Yes ☐ No ☒ If no, please enclose details.

8. In the last five (5) years, has your business/company/organization/individual(s) in item #1, been or currently involved in any action, audit or investigation brought by any federal government agency or authority or by any state or local governmental agency?

Yes ☐ No ☒ If yes, please enclose details.

9. In the last five (5) years, has your business/company/organization/individual(s) in item #1 been debarred or suspended for any reason by any federal, state, or local government or refrained from bidding on a project due to an agreement with such governmental agency?

Yes ☐ No ☒ If yes, please attach a full explanation.

10. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had its



surety called upon to complete any contract, whether government or private sector?

Yes ☐ No ☒ If yes, please enclose details.

11. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had a revocation, suspension, or disbarment of any business or professional permit and/or license?

Yes ☐ No ☒ If yes, please enclose details.

12. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

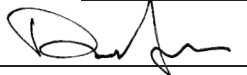
Yes ☐ No ☒ If yes, identify on a separate signed page the person or persons convicted, the court (the County if a state court, the district or location of the federal court), the year and the criminal conduct.

Signature

A. THE UNDERSIGNED HEREBY CERTIFIES THAT THE RESPONSES PROVIDED ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION.

B. Dated this 16 day of July of the year 2025

Name of organization: Griffin Structures, Inc.

Signature: 

Printed Name and title: Dustin Alamo, Vice President

OWNERS & OFFICERS

Roger Torriero, Chief Executive Officer (Owner)

Jon Hughes, President

Mark Hoglund, Chief Financial / Operations Officer

Kelly Boyle, Executive Vice President

Dustin Alamo, Vice President of Strategic Services

Robert Godfrey, Vice President of Operations



APPENDIX D – RISK ASSESSMENT QUESTIONNAIRE

Required Submittal

1. List the full names of any partners, owners, officers or other persons occupying a position of authority or responsibility in your organization. *Please refer to the following page.*

2. Have the individual(s) in item #1 been subject to bankruptcy, insolvency, or receivership proceedings in the last five (5) years?

Yes ☐ No ☒ If yes, please enclose details.

3. Has your business/company/organization filed for bankruptcy within the last five (5) years?

Yes ☐ No ☒ If so, please enclose details.

4. Has your business/company/organization/individual(s) in item #1 ever had a contract for the general type of services/product sought by the City terminated for non-compliance or inadequate performance?

Yes ☐ No ☒ If yes, please enclose details.

5. Has your business/company/organization/individual(s) in item #1 ever defaulted on a contract for the general type of services/product being sought by the City?

Yes ☐ No ☒ If yes, please enclose details.

6. Has there been, in the last five (5) years, or is there now pending or threatened, any litigation, arbitration, governmental proceeding or regulatory proceeding involving claims in excess of \$100,000 with respect to the performance of any services or the provision of any product by your business/company/organization/individual(s) in item #1?

Yes ☒ No ☐ If yes, please enclose details. *Please see attached for further details.*

7. Has your business/company/organization/individual(s) in item #1 ever defaulted in fulfilling all of its obligations relating to the payment of City taxes, fees, or other obligations?

Yes ☐ No ☒ If no, please enclose details.

8. In the last five (5) years, has your business/company/organization/individual(s) in item #1, been or currently involved in any action, audit or investigation brought by any federal government agency or authority or by any state or local governmental agency?

Yes ☐ No ☒ If yes, please enclose details.

9. In the last five (5) years, has your business/company/organization/individual(s) in item #1 been debarred or suspended for any reason by any federal, state, or local government or refrained from bidding on a project due to an agreement with such governmental agency?

Yes ☐ No ☒ If yes, please attach a full explanation.

10. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had its



surety called upon to complete any contract, whether government or private sector?

Yes ☐ No ☒ If yes, please enclose details.

11. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had a revocation, suspension, or disbarment of any business or professional permit and/or license?

Yes ☐ No ☒ If yes, please enclose details.

12. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes ☐ No ☒ If yes, identify on a separate signed page the person or persons convicted, the court (the County if a state court, the district or location of the federal court), the year and the criminal conduct.

Signature

A. THE UNDERSIGNED HEREBY CERTIFIES THAT THE RESPONSES PROVIDED ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION.

B. Dated this 16 day of July of the year 2025

Name of organization: LPA, Inc.

Signature: 

Printed Name and title: Jeremy Hart, Principal

SENIOR OFFICIALS / EXECUTIVES

Wendy Rogers, Chief Executive Officer

Keith Hempel, President and Chief Design Officer

Jon Mills, Chief Operating Officer

Frederick Braggs, Chief Financial Officer

James Kelly, Secretary & Treasurer, Executive Vice President



ATTACHMENT TO APPENDIX D - RISK ASSESSMENT QUESTIONNAIRE

In more than 59 years of business, LPA has not been involved in any litigation or arbitration resulting in a judgment or any other evidence of liability that has been the result of alleged negligent design by the firm. We have been informed by our Professional Liability Insurance Agent that LPA is in the lowest five percent of professional architectural and engineering firms with regard to incidence of litigation. LPA takes great pride in this record and feel it reflects our professionalism and ability to resolve inevitable project challenges as they occur, rather than allowing problems to become larger issues.

This record of success is due to the professional manner in which we produce bid documents and manage our projects. In addition, the collaborative process that LPA utilizes to program and design a project helps our clients build a facility that is appropriately functional and representative of their needs.

Litigation & Claims [Past 5 Years]

Palomar Community College District

Explanation – The General Contractor was sued by its subcontractors for additional costs and retention monies owing, and the Contractor cross-complained against the District. The District, in turn, cross-complained for indemnity to LPA. LPA entered into a joint defense agreement with the District.

Date of Notice: April 1, 2016.

Status: Resolved October 21, 2021 through direct negotiation with the Client and Contractor by mutual agreement without admission of liability.

Court: County of San Diego, North County Division

Case No.: 37-2019-00008919-CU-BC-NC.

Grossmont-Cuyamaca Community College District, Performing & Visual Arts Center

Explanation – Client is claiming additional change order and delay costs due to alleged E&O in the contract documents.

Date of Notice: September 30, 2022

Status: In Litigation

Court: Superior Court of California, County of San Diego

Case No.: 37-2022-00039161-CU-BC-CTL

Exclusions & Exceptions

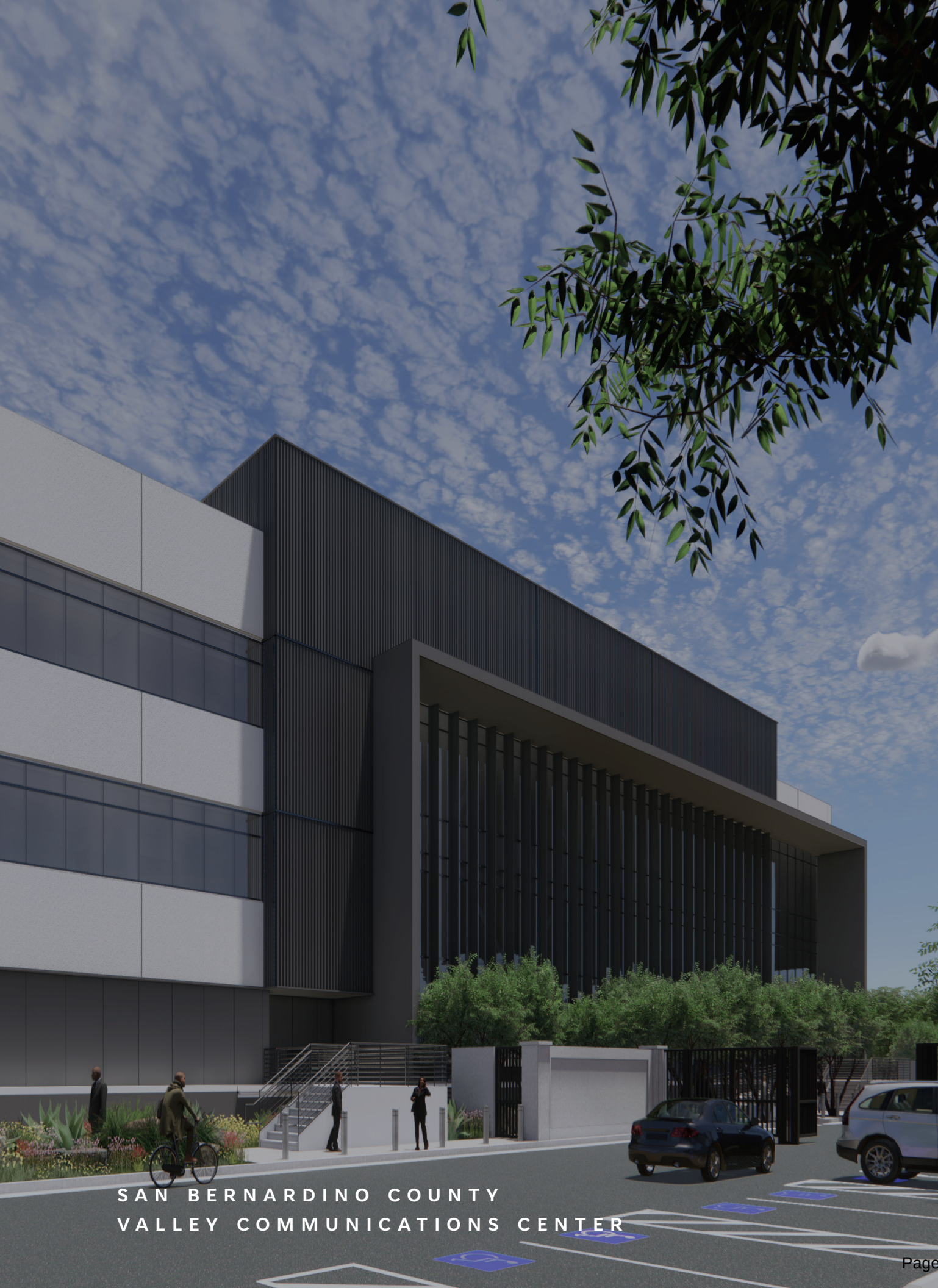
We have reviewed the City's requisite documents and have included the proposed exceptions and deviations below.

SAMPLE PROFESSIONAL SERVICES AGREEMENT

- Article 4.C. Insert at the end: "Consultant reserves the right to assess a 1 ½% per month (18% per year) service charge on any non-disputed unpaid balances over 60 days outstanding."
- Article 5.B. 2nd line. Remove "and agents" and "defend with counsel acceptable to"
- Article 5.C.1 3rd line. Remove "agents"
- Article 5.C.2 3rd line. Remove "agents" and on 5th line add "to the extent" between "fees," and "arising"
- Article 5.D. 2nd line from bottom. Remove "lapse or" and replace "a material change" with "nonrenewal"
- Article 7B. 2nd line. Insert "after providing notice of default and a reasonable opportunity to cure" between "option," and "may"
- Exhibit A.V.G. Ownership of Material. Replace all language with "Upon completion or termination of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the CITY and may be used, reused, or otherwise disposed of by the CITY without the permission of the CONSUL TANT (but use or alteration without CONSULTANT'S permission is at CITY'S sole risk). With respect to computer files, CONSULTANT shall make available to the CITY at the CONSULTANT'S office, upon reasonable written request by the CITY, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. CONSUL TANT hereby grants to CITY all right, title, and interest in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by CONSUL TANT in the course of providing the Services under this Agreement. All reports, documents, or other written material developed by CONSUL TANT in the performance of the Services pursuant to this Agreement shall be and remain the property of the CITY. Notwithstanding the foregoing, any intellectual property owned, created, made, conceived, reduced to practice, or developed prior to, or independent of, any services performed under this Agreement ("Prior Intellectual Property") will remain the property of CONSULTANT. Upon execution of this Agreement, CONSUL TANT hereby grants to CITY a nonexclusive, perpetual, fully-paid, assignable license in CONSULTANT'S Prior Intellectual Property used on this Project as reasonably required to make use of the work product for the sole purpose of completing the design and construction of the Project, provided that the CITY substantially performs its obligations, including prompt payment of all undisputed sums when due under this Agreement and any use or modification of CONSULTANT'S Prior Intellectual Property is at CITY'S sole risk. This assignable license in CONSULTANT'S Prior Intellectual Property does not extend to CONSULTANT'S Prior Intellectual Property not used on this Project."
- Exhibit A.J. We assume that no federal funds will be applied to this project.

We respectfully request, and welcome, the opportunity to review and discuss the above comments with the City and its legal counsel.

Thank you.



SAN BERNARDINO COUNTY
VALLEY COMMUNICATIONS CENTER

Controls & Reporting

Griffin Structures brings a wealth of experience in project management and controls, supported by a robust suite of industry-standard software tools. Leveraging our significant experience, particularly in fire station projects across the state, we have honed our expertise in utilizing various project management software systems.

Our firm is well-versed in platforms such as Submittal Exchange, Bluebeam, and the Microsoft Suite, which have proven instrumental in facilitating document management, communication, and progress tracking. From a document management perspective we recommend Submittal Exchange given its ease of use and transparency of document flow, however we possess familiarity with other software solutions like Procore and Raken, enabling us to adapt to the specific needs of each project seamlessly.

Moreover, Griffin Structures is committed to embracing innovation in project management technology. We are prepared to integrate cutting-edge tools like OpenSpace, enabling real-time synchronization of jobsite observations with project documentation. This forward-thinking approach enhances transparency and efficiency, allowing stakeholders to access timely information and make informed decisions.

In terms of reporting procedures, our firm has established methods for developing and disseminating comprehensive project reports and records. Our approach emphasizes clarity and conciseness, ensuring that all stakeholders are kept informed of project status, milestones, and any pertinent updates.

Overall, Griffin Structures is positioned to provide an integrated cost/change/schedule control system tailored to your project's requirements. Our extensive experience, coupled with our commitment to leveraging advanced technology, enables us to deliver exceptional project management services while mitigating risks and aligning with schedule and budget objectives.



WESTMINSTER POLICE DEPT HEADQUARTERS

*** CONFIDENTIAL ***

NOTICE: The data on pages of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the proposer's competitive position. Proposer requests that such data be used only for the evaluation of the response but understands that the disclosure will be limited to the extent the City considers proper under the law. If an agreement is entered into with the proposer, the City shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.



IRVINE FIRE STATION NO.20



Griffin Structures Fee Proposal

Gilroy Santa Teresa Fire Station

July 16, 2025

Griffin Structures’ Fee Proposal is based on all reasonable costs necessary to perform Construction Management and Master Architectural Services for the City of Gilroy’s New Santa Teresa Fire Station Facility. For these requisite services Griffin Structures proposes the following Not-to-Exceed Fee based on hourly rates:

Construction Management Services:	\$	847,300
Master Architectural Services:	\$	261,000
Reimbursable Expenses:	\$	54,700
Total	\$	1,163,000

All proposed hourly rates are fully burdened and include overhead profit, taxes, and benefits. Hourly rates are escalated by the CPI annually and the fee is reflective of the annual increases. The hours identified for each individual employee and task are estimates only and are not to be construed as not to exceed hours for any individual task, phase, or time period. We reserve the right to reallocate hours between staff members and tasks, in consultation with the City’s Project Manager, in order to accomplish the overall objectives and requirements of the project.

Services are based on an assumption of a 30-month schedule assuming 16 months for construction and closeout. Any extension of the schedule may result in added fee, in good faith negotiation with the City.

*** CONFIDENTIAL ***

NOTICE: The data on pages of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the proposer's competitive position. Proposer requests that such data be used only for the evaluation of the response but understands that the disclosure will be limited to the extent the City considers proper under the law. If an agreement is entered into with the proposer, the City shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.

APPROACH TO PROJECT SCHEDULE

This proposal assumes the following durations by phase (some which may overlap with one another) and is illustrated in the Resource Allocation Schedule attached:

1. **Phase 1: Program Verification & Concept Design (2 months)**
2. **Phase 2: Bridging Documents Development (3 months)**
3. **Phase 3: DBE Prequalification & Selection (6 months)**
4. **Phase 4: DBE Final Design & Construction Documents (9 months)**
5. **Phase 5: Construction Support (15 months)**
6. **Phase 6: Project Closeout (1 month)**

APPROACH TO STAFFING & PROJECT TEAM

To bring the highest level of efficiency and value to the City, Griffin Structures has assembled following team:

Jon Hughes will serve as Principal-in-Charge for the duration of the project and will provide oversight as-needed to the team to ensure a successful delivery for a total of 120 hours.

Joshua Kaiser will serve as Project Executive for the duration of the project and will provide as-needed leadership to the team to ensure successful delivery bringing his current fire station experience to the Team. For this level of service, we have allocated a total of 608 hours of Leonard's time.

Dustin Alamo will serve as the Preconstruction Manager and will lead the Team in shaping of program verification and successful preparation of bridging documents. We have allocated a total of 344 hours of Dustin's time.

Lance Solomon will serve as the Sr. Construction Manager throughout the project. In that role, Lance will support the Pre-Construction Phase with constructability reviews and then manage the construction & closeout phase. For these services, we have allocated 1,704 hours of Lance's time.

Ryan Craven will serve as the Cost Estimator for the duration of the project. We have allocated a total of 100 hours of Ryan's time.

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QUALIFICATIONS & EXCLUSIONS

1. Insurance costs are included as a reimbursable expense and will be billed monthly at the rate of \$10 per \$1,000.
2. On-site trailer rental, furniture, utilities, and sanitary facilities for our field staff (Project Management team) are excluded. We assume that offices will be provided as part of the construction site trailer(s) being provided by the City's contractor or by the City.
3. Costs for all permits required for the project are excluded. It is assumed that the Agency will pay for all permitting fees, assessments, easements, school fees, and other agency or governmental fees or costs to support the design and construction the project. We have not included any permit related fees within our fee proposal. Permits will be pulled by others.
4. At no cost to the Owner, and subject to Internal Revenue Code 179D, (Deduction for Energy Efficient Commercial Buildings) Owner agrees to allocate any applicable tax deductions to construction manager (Griffin Structures) as may be relevant to 'public entity' projects.
5. Costs for construction staking, environmental and hazardous materials surveys, and all environmental and hazardous materials transportation and remediation costs are excluded.
6. Software licenses or user fees and all software training costs for specific project management software being required by either the City or their contractor(s) is excluded.
7. Cost of bulk blueprinting for plans and specifications for use by the contractors and subcontractors is excluded. Funds included in reimbursable expenses are for Griffin printing costs alone.
8. Independent or third-party testing companies such as Roofing, Peer Reviews, LEED, or other specialized third-party oversight services other than those listed herein are excluded.
9. No FF&E or OS&E procurement is included in this proposal.
10. Construction Site Security is excluded.
11. This proposal does not include a formal independent Inspector of Record (IOR); it is assumed that any Building Department inspections will be performed by the City's Building Department inspections staff.
12. Construction Manager will review all RFI's, Submittals, and Substitutions only for completeness. Approvals shall be executed by the designer of record.
13. Construction Cost Estimates, when provided, are based on standard industry practice, professional experience, and knowledge of market conditions. Griffin has no control over material and labor costs, contractor's methods of establishing prices or the market and bidding conditions at the time of bid. Therefore, Griffin does not guarantee that bids received will not vary from the cost estimate provided and Griffin is not liable for any costs, liabilities, or damages incurred by the Agency arising from Griffin's opinion of cost, the actual project cost to the Agency, delays caused by events outside the control of Griffin, or any labor or material cost increases.

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14. Griffin is not responsible for, and the City will hold Griffin harmless from, any schedule delays and/or any losses, damages, or liabilities resulting therefrom that are caused by (1) events or conditions that are outside of Griffin's control or (2) the acts or omissions of parties for whom Griffin is not legally liable (collectively, "Non-Consultant Delays"). The schedule for completion will be extended for any Non-Consultant Delays. If Griffin incurs additional costs or expenses due to Non-Consultant Delays, then Griffin's fee compensation will be equitably adjusted to cover such additional costs or expenses.
15. For document tracking control, Griffin has included the use of "Submittal Exchange" for managing construction documentation, and based the hours allocated in this proposal accordingly. The cost of "Submittal Exchange" is included here as a reimbursable expense.
16. Dry utility design consultation services are not included.
17. This proposal does not include services inclusive of surveying, geotechnical engineering, environmental consulting, construction inspection, SWPPP monitoring, IT network equipment specification and planning, or move-in / start-up coordination and planning.
18. This proposal shall remain valid and in full force and effect for a period of 120 days from date of issuance, after which time it shall be deemed null and void.

*** C O N F I D E N T I A L ***

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Fee Proposal

ITEM NO.	PROJECT PHASE	PRINCIPAL-IN-CHARGE	PROJECT EXECUTIVE	PRECONSTRUCTION MANAGER	SR. CONSTRUCTION MANAGER	COST ESTIMATOR	LPA DESIGN STUDIOS	TOTAL
		Jon Hughes \$300/hr*	Joshua Kaiser \$285/hr*	Dustin Alamo \$285/hr*	Lance Solomon \$265/hr*	Ryan Craven \$240/hr*	LUMP-SUM AMOUNT	
1	PROGRAM VERIFICATION & CONCEPTUAL DESIGN	8	16	80	0	40	\$84,800	\$121,680
1.1	Project Initiation	Incl	Incl	Incl	Incl	Incl	Incl	
1.2	Site Evaluation	Incl	Incl	Incl	Incl	Incl	Incl	
1.3	Building Program Development	Incl	Incl	Incl	Incl	Incl	Incl	
1.4	Research Regulatory Requirements	Incl	Incl	Incl	Incl	Incl	Incl	
1.5	Conceptual Design	Incl	Incl	Incl	Incl	Incl	Incl	
2	BRIDGING DOCUMENTS DEVELOPMENT	12	24	120	0	60	\$127,200	\$182,520
2.1	Schematic Design	Incl	Incl	Incl	Incl	Incl	Incl	
2.2	Performance Criteria	Incl	Incl	Incl	Incl	Incl	Incl	
2.3	Outline Specifications	Incl	Incl	Incl	Incl	Incl	Incl	
2.4	Budget & Schedule Updates	Incl	Incl	Incl	Incl	Incl	Incl	
2.5	Final Bridging Documents	Incl	Incl	Incl	Incl	Incl	Incl	
3	DESIGN-BUILD ENTITY (DBE) PREQUALIFICATION & SELECTION	12	24	120	0	0	\$0	\$41,520
3.1	DBE Prequalification / Request for Statement of Qualifications	Incl	Incl	Incl	Incl	Incl	Incl	
3.2	Request for Proposal and DBE Selection	Incl	Incl	Incl	Incl	Incl	Incl	
4	DESIGN-BUILD ENTITY (DBE) FINAL DESIGN & CONSTRUCTION DOCUMENTS	24	240	24	40	0	\$34,000	\$125,600
4.1	Meeting Participation	Incl	Incl	Incl	Incl	Incl	Incl	
4.2	DBE Design Submittal Reviews	Incl	Incl	Incl	Incl	Incl	Incl	
5	CONSTRUCTION PHASE SUPPORT	60	288	0	1560	0	\$15,000	\$601,900
5.1	Construction Observation & Project Site Management	Incl	Incl	Incl	Incl	Incl	Incl	
5.2	Construction Progress and Site Meetings	Incl	Incl	Incl	Incl	Incl	Incl	
5.3	Construction Schedule and Budget Management	Incl	Incl	Incl	Incl	Incl	Incl	
5.4	Project File Management	Incl	Incl	Incl	Incl	Incl	Incl	
5.5	DBE Submittal Reviews	Incl	Incl	Incl	Incl	Incl	Incl	
5.6	Master Architect Construction Phase Responsibilities	Incl	Incl	Incl	Incl	Incl	Incl	Incl
6	PROJECT CLOSEOUT	4	16	0	104	0	\$0	\$35,080
6.1	Punchlist Coordination and Documentation	Incl	Incl	Incl	Incl	Incl	Incl	
6.2	Management of Warranty Work	Incl	Incl	Incl	Incl	Incl	Incl	
6.3	Final Project Cost Evaluation	Incl	Incl	Incl	Incl	Incl	Incl	
6.4	Review of DBE Closeout Documentation	Incl	Incl	Incl	Incl	Incl	Incl	
6.5	Delivery of Final Documents	Incl	Incl	Incl	Incl	Incl	Incl	
		120	608	344	1,704	100		
		\$38,520	\$182,720	\$99,080	\$502,080	\$24,900	\$261,000	\$1,108,300
7	REIMBURSABLE COSTS							\$54,700
7.1	Insurance							\$12,200
7.2	Misc. Expenses (Printing, Travel, etc.)							\$30,000
7.3	Document Control System (18 months)							\$12,500
	GRAND TOTAL							\$1,163,000

* The rates shown are for 2025. The fee is inclusive of rates escalated annually.

Resource Allocation

PROJECT PHASE	2025					2026											
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
PHASE 1: PROGRAM VERIFICATION & CONCEPT DESIGN																	
Project Initiation																	
Site Evaluation																	
Building Program Verification																	
Research Regulatory Requirements																	
Conceptual Design																	
PHASE 2: BRIDGING DOCUMENTS DEVELOPMENT																	
Schematic Design																	
Performance Criteria																	
Outline Specifications																	
Budget & Schedule Updates																	
Final Bridging Documents																	
PHASE 3: DBE PREQUALIFICATION & SELECTION																	
DBE Prequal / Request for Statement of Quals																	
RFP and DBE Selection																	
PHASE 4: DBE FINAL DESIGN & CONST DOCUMENTS																	
Design Development																	
Construction Documents																	
Plan Check / Permitting																	
Budget & Schedule Updates																	
PHASE 5: CONSTRUCTION																	
Construction - Grading / Utilities																	
Construction - Building / Site																	
MONTHLY STAFFING HOURS																	
Principal-In-Charge, Jon Hughes	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Project Executive, Joshua Kaiser	8	8	8	8	8	8	8	8	40	40	40	40	40	40	40	40	
Preconstruction Manager, Dustin Alamo	40	40	40	40	40	40	40	40	8	8	8						
Sr. Construction Manager, Lance Solomon														40	104	104	
Cost Estimator, Ryan Craven		40			60												
Principal-In-Charge, Jon Hughes	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260	
Project Executive, Joshua Kaiser	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,360	\$ 2,360	\$ 2,360	\$ 2,360	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	
Preconstruction Manager, Dustin Alamo	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 2,360	\$ 2,360	\$ 2,360	\$ -	\$ -	\$ -	\$ -	\$ -	
Sr. Construction Manager, Lance Solomon	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,200	\$ 29,120	\$ 29,120	
Cost Estimator, Ryan Craven	\$ -	\$ 9,600	\$ -	\$ -	\$ 15,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
LPA Design Studios	\$ 42,400	\$ 42,400	\$ 42,400	\$ 42,400	\$ 42,400				\$ 4,250	\$ 4,250	\$ 4,250	\$ 4,250	\$ 4,250	\$ 4,250	\$ 4,250	\$ 4,250	
	\$ 57,040	\$ 66,640	\$ 57,040	\$ 57,040	\$ 73,120	\$ 15,420	\$ 15,420	\$ 15,420	\$ 19,670	\$ 19,670	\$ 19,670	\$ 17,310	\$ 17,310	\$ 28,510	\$ 46,430	\$ 46,430	

Resource Allocation (cont.)

PROJECT PHASE	2027												2028	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
PHASE 4: DBE FINAL DESIGN & CONST DOCUMENTS														
Design Development														
Construction Documents														
Plan Check / Permitting														
Budget & Schedule Updates														
PHASE 5: CONSTRUCTION														
Construction - Grading / Utilities														
Construction - Building / Site														
PHASE 6: PROJECT CLOSEOUT														
Punchlist, warranties, closeout														

MONTHLY STAFFING HOURS																			TOTALS
Principal-In-Charge, Jon Hughes	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	120
Project Executive, Joshua Kaiser	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	608
Preconstruction Manager, Dustin Alamo																			344
Sr. Construction Manager, Lance Solomon	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	1,704
Cost Estimator, Ryan Craven																			100
Principal-In-Charge, Jon Hughes	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,380	\$ 1,380	38,520
Project Executive, Joshua Kaiser	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 4,960	\$ 5,200	\$ 5,200	182,720
Preconstruction Manager, Dustin Alamo	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	99,080
Sr. Construction Manager, Lance Solomon	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 30,680	\$ 32,240	\$ 32,240	502,080
Cost Estimator, Ryan Craven	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	24,900
LPA Design Studios	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154	\$ 1,154		261,000
	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 38,114	\$ 39,974	\$ 38,820	1,108,300

Note: This proposal shall remain valid and in full force and effect for a period of 120 days from the day of issuance, after which it shall be deemed null and void.



MANHATTAN BEACH FIRE STATION NO.2



ORANGE CITY FIRE DEPT HEADQUARTERS



TUSTIN FIRE STATION NO.37



VISALIA EMERGENCY COMM. CENTER



BUENA PARK FIRE STATION NO.61



IRVINE FIRE STATION NO.51



SELMA FIRE STATION NO.3



CATHEDRAL CITY FIRE STATION NO.411

NORTHERN CA OFFICE

1850 WARBURTON AVE
SUITE 120
SANTA CLARA, CA 95050
408 955 0431

SOUTHERN CA OFFICE

1 TECHNOLOGY DRIVE
BUILDING I SUITE 829
IRVINE, CA 92618
949 497 9000



City of Gilroy

STAFF REPORT

Agenda Item Title: Adopt an Ordinance Adopting by Reference the 2025 California Building Codes with Amendments

Meeting Date: August 18, 2025

From: Brad Kilger, Interim City Administrator

Department: Community Development

Submitted by: Sharon Goei, Community Development Director

Prepared by: Hipolito Olmos, Building Official

STRATEGIC PLAN GOALS: Not Applicable

RECOMMENDATION

Adopt an ordinance amending Sections 6.1, 6.6, and 6.7 of Chapter 6 of the Gilroy Municipal Code adopting by reference the 2025 California Building Code, 2025 California Residential Code, 2025 California Electrical Code, 2025 California Mechanical Code, 2025 California Plumbing Code, 2025 California Energy Code, 2025 California Historical Building Code, 2025 California Existing Building Code, 2025 California Green Building Standards Code, 2024 International Property Maintenance Code, and 2024 International Swimming Pool and Spa Code, with amendments.

BACKGROUND

On August 4, 2025, the City Council introduced an ordinance adopting the 2025 California Building Codes by reference, with specified amendments. The City Council set a public hearing for August 18, 2025, to consider the adoption of the ordinance, in accordance with California Government Code Section 50022.3. Notice of the public hearing was published on August 1 and 8, 2025, pursuant to Government Code Section 6066. There were no modifications to the ordinance as a result of the first reading.

ANALYSIS

Adoption of the new 2025 California Codes with local amendments that are carried forward and consistent with prior code cycles will ensure that the current level of

protection and safety will be maintained for the Gilroy community, and that buildings and structures in Gilroy will continue to safeguard the public's health, safety, and general welfare.

Staff recommends that the Council adopt the ordinance, which incorporates the new codes with proposed amendments, along with findings that each amendment is reasonably necessary because of local climatic, geological, or topographical conditions.

Once adopted, the ordinance will become effective on September 17, 2025. Staff will file a copy of the ordinance with the California Building Standards Commission. The new 2025 codes, along with local amendments, will become effective and applicable on January 1, 2026.

ALTERNATIVES

The City Council may adopt the new codes without any of the amendments; adopt the new codes with only a portion of the amendments; or adopt the new codes with modifications to the amendments. Staff does not recommend these actions. Without the complete code adoption with amendments, the base code would provide only the minimum standards without considering local conditions in Gilroy.

FISCAL IMPACT/FUNDING SOURCE

There is no direct cost to the City for adopting the Codes.

PUBLIC OUTREACH

Notice of the public hearing is published in the Gilroy Dispatch on August 1 and August 8, 2025. The August 18, 2025, City Council meeting agenda packet is available through the City's webpage.

NEXT STEPS

If adopted, the ordinance will become effective in 30 days on September 17, 2025. Staff will file a copy of the ordinance with the California Building Standards Commission.

Attachments:

Draft Ordinance

ORDINANCE NO. 2025-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GILROY AMENDING SECTIONS 6.1, 6.6, AND 6.7 OF CHAPTER 6 OF THE GILROY MUNICIPAL CODE ADOPTING BY REFERENCE THE 2025 CALIFORNIA BUILDING CODE, 2025 CALIFORNIA RESIDENTIAL CODE, 2025 CALIFORNIA ELECTRICAL CODE, 2025 CALIFORNIA MECHANICAL CODE, 2025 CALIFORNIA PLUMBING CODE, 2025 CALIFORNIA ENERGY CODE, 2025 CALIFORNIA HISTORICAL BUILDING CODE, 2025 CALIFORNIA EXISTING BUILDING CODE, 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE, 2024 INTERNATIONAL PROPERTY MAINTENANCE CODE, AND 2024 INTERNATIONAL SWIMMING POOL AND SPA CODE, WITH AMENDMENTS

WHEREAS, the California Building Standards Commission has adopted and published an updated Title 24 of the California Code of Regulations, also referred to as the 2025 California Building Standards Code, that will become effective statewide on January 1, 2026; and

WHEREAS, California Health and Safety Code Sections 17958, 17958.5, 17958.7, and 18941.5 establish the authority for a city to adopt and make local amendments and modifications to the building standards in the California Building Standards Code to establish more restrictive building standards than those contained in the California Building Standards Code; and

WHEREAS, California Health and Safety Code Sections 17958, 17958.5, 17958.7, and 18941.5 permit a city to make such local amendments and modifications as the city determines are reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, California Health and Safety Code Sections 17958, 17958.5, 17958.7, and 18941.5 require a city, before making any amendments and modifications to the California Building Standards Code, make an express finding that such amendments and modifications are reasonably necessary because of local climatic, geological or topographical conditions; and

WHEREAS, the City of Gilroy has reviewed and intends to adopt the 2025 California Building Standards Code; and

WHEREAS, the City Council wishes to amend portions of the California Building Standards Code to better address local conditions and makes express findings that such amendments are reasonably necessary because of local climatic, geological or topographical conditions as set forth in this Ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GILROY DOES ORDAIN AS FOLLOWS:

SECTION I

The City Council has duly considered the full record before it, which may include but is not limited to the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to the City Council. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.

SECTION II

The City Council hereby finds and determines that this Ordinance has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) (“CEQA”) and the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is categorically exempt from CEQA under CEQA Guidelines, § 15061(b)(3), which exempts from CEQA any project where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Adoption of the proposed Ordinance would not be an activity with potential to cause significant effect on the environment because the changes made to the California Building Standards Code within are enacted to mitigate the threats posed to public peace, health and safety from earthquakes, storms, floods, high winds and fire, and therefore is exempt from CEQA. Therefore, it can be seen with certainty that there is no possibility that the Ordinance in question may have a significant effect on the environment; accordingly, the Ordinance is categorically exempt from CEQA.

SECTION III

Section 6.1 of Chapter 6 of the Gilroy Municipal Code is hereby repealed in its entirety and replaced with the text below to read as follows:

6.1 Construction codes adopted.

For the purpose of setting forth proper regulations for the protection of the public health, safety and welfare, regulating the erection, construction, enlargement, alteration, repair, relocation, demolition, conversion, occupancy, equipment, use, height, area and maintenance of buildings and structures in the city, providing for the issuance of permits and collection of fees therefor and provisions for the violation thereof, the following construction codes are adopted, as amended, to apply in the City of Gilroy:

- (a) 2025 California Building Code;
- (b) 2025 California Residential Code;
- (c) 2025 California Electrical Code;
- (d) 2025 California Mechanical Code;
- (e) 2025 California Plumbing Code;
- (f) 2025 California Energy Code;
- (g) 2025 California Historical Building Code;

- (h) 2025 California Existing Building Code;
- (i) 2024 International Property Maintenance Code;
- (j) 2024 International Swimming Pool and Spa Code;
- (k) 2025 California Green Building Standards Code;
- (l) 2025 California Fire Code;
- (m) 2025 California Wildland-Urban Interface Code.

SECTION IV

Section 6.6 of Chapter 6 of the Gilroy Municipal Code is hereby repealed in its entirety and replaced with the text below to read as follows:

6.6 Adoption.

1. This article shall be known and cited as the Gilroy Building Safety Code.
2. The following Codes are hereby adopted by reference for the City of Gilroy:
 - (a) The 2025 California Building Code, published by the International Code Council, Inc. and the California Building Standards Commission in Part 2 of Title 24 of the California Code of Regulations, is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. The adoption includes Appendix J. Amendments, if any, are set forth in Section 6.7(a). The 2025 California Building Code shall be designated and referred to as the "Building Code" for the City of Gilroy. There is one copy of said Code on file in the office of the Building Official for use and examination by the public.
 - (b) The 2025 California Residential Code, published by the International Code Council, Inc. and the California Building Standards Commission in Part 2.5 of Title 24 of the California Code of Regulations, is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. The adoption includes Appendix BG. Amendments, if any, are set forth in Section 6.7(b). The 2025 California Residential Code shall be designated and referred to as the "Residential Code" for the City of Gilroy. There is one copy of said Code on file in the office of the Building Official for use and examination by the public.
 - (c) The 2025 California Electrical Code, published by the National Fire Protection Agency and the California Building Standards Commission in Part 3 of Title 24 of the California Code of Regulations, is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. The adoption includes Annexes A, B, C, D, and F. Amendments, if any, are set forth in Section 6.7(c). The 2025 California Electrical Code shall be designated and referred to as

the “Electrical Code” for the City of Gilroy. There is one copy of said Code on file in the office of the Building Official for use and examination by the public.

- (d) The 2025 California Mechanical Code, published by the International Association of Plumbing and Mechanical Officials and the California Building Standards Commission in Part 4 of Title 24 of the California Code of Regulations, is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. Amendments, if any, are set forth in Section 6.7(d). The 2025 California Mechanical Code shall be designated and referred to as the "Mechanical Code" for the City of Gilroy. There is one copy of said Code on file in the office of the Building Official for use and examination by the public.
- (e) The 2025 California Plumbing Code, published by the International Association of Plumbing and Mechanical Officials and the California Building Standards Commission in Part 5 of Title 24 of the California Code of Regulations, is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. The adoption includes Appendices A, B, C, D, I, and M. Amendments, if any, are set forth in Section 6.7(e). The 2025 California Plumbing Code shall be designated and referred to as the “Plumbing Code” for the City of Gilroy. There is one copy of said code on file in the office of the Building Official for use and examination by the public.
- (f) The 2025 California Energy Code, published by the International Code Council, Inc. and the California Building Standards Commission in Part 6 of Title 24 of the California Code of Regulations, is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. The adoption includes Appendices 1-A and 1-B. Amendments, if any, are set forth in Section 6.7(f). The 2025 California Energy Code shall be designated and referred to as the “Energy Code” for the City of Gilroy. There is one copy of said Code on file in the office of the Building Official for use and examination by the public.
- (g) The 2025 California Historical Building Code, published by the International Code Council, Inc. and the California Building Standards Commission in Part 8 of Title 24 of the California Code of Regulations, is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. Amendments, if any, are set forth in Section 6.7(g). The 2025 California Historical Building Code shall be designated and referred to as the “Historical Building Code” for the City of Gilroy. There is one copy of said Code on file in the office of the Building Official for use and examination by the public.
- (h) The 2025 California Existing Building Code, published by the International Code Council, Inc. and the California Building Standards Commission in Part 10 of Title 24 of the California Code of Regulations, is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. The adoption includes Appendices A1, A2, A3, and A5. Amendments, if any, are

set forth in Section 6.7(h). The 2025 California Existing Building Code shall be designated and referred to as the “Existing Building Code” for the City of Gilroy. There is one copy of said Code on file in the office of the Building Official for use and examination by the public.

- (i) The 2024 International Property Maintenance Code, published by the International Code Council, Inc., is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. The adoption includes Appendix A. Amendments, if any, are set forth in Section 6.7(i). The 2024 International Property Maintenance Code shall be designated and referred to as the "Property Maintenance Code" for the City of Gilroy. There is one copy of said Code on file in the office of the Building Official for use and examination by the public.
- (j) The 2024 International Swimming Pool and Spa Code, published by the International Code Council, Inc., is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. Amendments, if any, are set forth in Section 6.7(j). The 2024 International Swimming Pool and Spa Code shall be designated and referred to as the "Swimming Pool and Spa Code" for the City of Gilroy. There is one copy of said Code on file in the office of the Building Official for use and examination by the public.
- (k) The 2025 California Green Building Standards Code, published by the International Code Council, Inc. and the California Building Standards Commission in Part 11 of Title 24 of the California Code of Regulations, also known as the CALGreen Code, is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. Amendments, if any, are set forth in Section 6.7(k). The 2025 California Green Building Standards Code shall be designated and referred to as the “Green Building Standards Code” for the City of Gilroy. There is one copy of said Code on file in the office of the Building Official for use and examination by the public.

SECTION V

Pursuant to California Health and Safety Code Sections 17958. 7 and 18941.5, the City Council hereby finds that the amendments are reasonably necessary due to local climatic, geological or topographical conditions as set forth below.

- 1. Many of the modifications or changes are reasonably necessary because of the following climatic conditions.
 - (a) The region is within a climate zone that requires compliance with energy efficiency standards for building construction. The amendment adds design flexibility that will add to energy efficiency in construction while maintaining nationally recognized health and safety standards. This reason is hereinafter referred to as “Climatic I.”

- (b) The region is within a national climate zone that is designated “Very High” on the Termite Infestation Probability Map. This reason is hereinafter referred to as “Climatic II.”
- 2. Many of the modifications or changes are reasonably necessary because of the following geological conditions.
 - (a) The region is located in an area of high seismic activities as indicated by United States Geological Survey and California Division of Mines and Geology. Recent earthquake activities have indicated the lack of adequate design and detailing as a contributing factor to damages that reduced the protection of the life-safety of building occupants. This reason is hereinafter referred to as “Geological I.”
 - (b) The region is located in an area of high seismic activities as indicated by United States Geological Survey and California Division of Mines and Geology. Recent earthquake activities have indicated the lack of flexibility of materials and/or building systems as a contributing factor to damages that reduced the protection of the life-safety of building occupants and increased the cost of rehabilitation of structures. This reason is hereinafter referred to as “Geological II.”
- 3. Many of the modifications or changes are reasonably necessary because of the following topographical conditions.
 - (a) Portions of the City are in hillside areas that are hazardous fire areas that have only limited fire suppression forces and facilities available for the protection of life and property. This reason is hereinafter referred to as “Topographical I”
 - (b) Portions of the City are in hillside areas with extensive hillside construction that is prone to erosion. This reason is hereinafter referred to as “Topographical II”.
- 4. Some of the modifications or changes are reasonably necessary because of other climatic, geological or topographical conditions.

SECTION VI

Section 6.7 of Chapter 6 of the Gilroy Municipal Code is hereby repealed in its entirety and replaced with the text below to read as follows:

6.7 Amendments.

(a) Amendments to the Building Code

- (1) Amend Section 1.8.4.2 to read as follows:

1.8.4.2 Fees. Fees shall be assessed in accordance with the adopted City of Gilroy Comprehensive Fee Schedule.

Reason for amendment: The City adopts the Comprehensive Fee Schedule annually. All Building and development fees shall be assessed in accordance with the most current and adopted Comprehensive Fee Schedule.

(2) Amend Section 105.7 to read as follows:

105.7 Placement of Permit. The building permit, along with all plans and documentation approved by the building official, shall be kept on the site of the work until final approval has been granted by the building official.

Reason for amendment: Clarifies that the approved plans and documentations are at the job site for the inspector and contractor to follow.

(3) Amend Section 109.2 to read as follows:

109.2 Schedule of permit fees. On buildings, structures, electrical, gas, mechanical and plumbing systems or alternations requiring a permit, a fee for each permit shall be paid as required by the adopted current adopted City of Gilroy Comprehensive Fee Schedule.

Reason for amendment: The City Council reviews and adopts the City of Gilroy Comprehensive Fee Schedule. All Building and development fees shall be assessed in accordance with the most current and adopted Comprehensive Fee Schedule.

(4) Amend Section 109.4 to read as follows:

109.4 Work commencing before permit issuance. Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, the fee for necessary permits shall be double the fee established by the current City of Gilroy Comprehensive Fee Schedule approved by the city council.

Reason for amendment: The City Council reviews and adopts the City of Gilroy Comprehensive Fee Schedule. All Building and development fees shall be assessed in accordance with the most current and adopted Comprehensive Fee Schedule. Doubling the permit fee is a standard procedure from prior practice and adopted codes.

(5) Add Section 109.7 to read as follows:

109.7 Plan review fees. When a plan review requires a plan checking fee, the fee shall be paid at the time of submitting plans, calculation and specifications for checking. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items an additional plan review fee may be charged as deemed necessary by the building official at an hourly rate established in the City of Gilroy Comprehensive Fee Schedule adopted by the city council.

Reason for amendment: Provides clarification of when plan review fees are paid and maintains consistency with prior adopted code cycles that additional fees may be charged as deemed necessary by the Building Official at an hourly rate as established in the most current and adopted Comprehensive Fee Schedule.

(6) Add Section 110.7 to read as follows:

110.7 Inspection Record Card. Work requiring a permit shall not be commenced until the permit holder or an agent of the permit holder has posted or otherwise made available the inspection record card issued by the building official such as to allow the Building Official to conveniently make the required entries thereon regarding inspection of the work. This card shall be maintained and available by the permit holder until final approval has been granted by the building official.

Reason for amendment: The building official amends and adds this new section to require that the inspection card be available at the job site. The inspection card contains inspection description and building inspector signoff information to allow the inspector to follow through on each permit.

(7) Amend Section 402.5 as follows:

Delete exception.

Reason for amendment: Geological I and II

(8) Amend Section 403.3 as follows:

Delete exception.

Reason for amendment: Geological I and II

(9) Amend Section 404.3 as follows:

Delete all exceptions.

Reason for amendment: Geological I and II

(10) Amend Section 410.6 as follows:

Delete all exceptions.

Reason for amendment: Geological I and II

(11) Amend Section 903.2 to read as follows:

903.2 Where Required. Approved Automatic sprinkler system in new and existing buildings and structures shall be provided in the locations as set forth in the Gilroy Fire Code and the California Fire Code. If any conflicts occur between the California Building Code and the Gilroy Fire Code, the Gilroy Fire Code shall prevail.

Reason for amendment: Amending the Code to explicitly express that if any conflicts occur between the California Building Code and the Gilroy Fire Code, the Gilroy Fire Code shall prevail.

(12) Add Section 1505.1.3 to read as follows:

1505.1.3 Roofing requirements in a Wildland-Urban Interface Fire Area. Roofing requirements for structures located in a Wildland-Urban Interface Fire Area shall comply with Section 705A. The entire roof covering of every existing structure where more than 50 percent of the total roof area is replaced within any one-year period, the entire roof covering of every new structure, and any roof covering applied in the alteration, repair or replacement of the roof of every existing structure, shall be a fire-retardant roof covering that is at least Class A.

Reason for addition is to require that the roof covering for structures in the hillside area is a minimum Class A, and this is necessary due to the climatic conditions of the area. The hillside area has a long history of high winds, with an associated higher risk of accelerated and more significant structure damage and higher potential for related casualties.

(13) Add Section 1505.1.4 to read as follows:

1505.1.4 Roofing. Class A roof covering shall be required for all Hillside Construction.

Reason for amendment: Amending the Code to require that the roof covering for structures in the hillside area is a minimum Class A, and this is necessary due to the climatic conditions of the area. The hillside area has a long history of high winds, with an associated higher risk of accelerated and more significant structure damage and higher potential for related casualties.

(14) Amend Section 1705.3 Exception 1 to read as follows:

1. Isolated spread concrete footings of buildings three stories or less above grade plane that are fully supported on earth or rock, where the structural design of the footing is based upon a specified compressive strength, f'_c , no greater than 2,500 pounds per square inch (psi) (17.2 MPa).

Reason for amendment: Amending the Code to require special inspection for isolated spread concrete footings of buildings of three stories or less where the structural design of

the footing is based upon a specified compressive strength of concrete greater than 2,500 psi, and this is necessary due to expansive (clay) soils and seismic activity common to this geological area.

(15) Amend Section 1808.1 by adding the following to the end of the section to read as follows:

All new foundations for building additions to R-3 occupancies shall be of the same type of foundation system as the existing structure, unless the foundation system is designed, and plans, calculations, and specifications are prepared, stamped and signed, by a California licensed engineer or architect.

Reason for amendment: Amending the Code to require all new foundations for building additions to R-3 occupancies shall be of the same type of foundation system as the existing structure, unless the foundation system is designed, and plans, calculations, and specifications are prepared, stamped and signed, by a California licensed engineer or architect, and this is necessary due to expansive (clay) soils and seismic activity common to this geological area.

(16) Adopt the following Appendix:

Appendix J - Grading

(17) Add subsections to Section J110 Erosion Control to read as follows:

J110.3 Erosion Control.

- a. The applicant shall submit an Interim Erosion and Sediment Control Plan. This can be incorporated on the Grading Plan and shall include the following information:
 1. Maximum surface runoff from the site as calculated using the method approved by the Building Official.
 2. A delineation and brief description of the surface runoff and erosion control measures to be implemented including, but not limited to, types and methods of applying mulches to be used.
 3. A delineation and brief description of vegetative measures to be taken, including but not limited to, seeding methods, the type, location and extent of existing and undisturbed vegetation types, and a schedule for maintenance and upkeep.
- b. No improvements planned. Where an applicant does not plan to construct permanent improvements on the site, or plans to leave portions of the site graded but unimproved, applicant must:

1. Submit an Interim Plan designed to control runoff and erosion on the site for the period of time during which the site, or portions thereof, remain unimproved.
 2. Submit a request for release after the completion of grading.
- c. Work Schedule. The applicant must submit a master work schedule showing the following information:
1. Proposed grading schedule.
 2. Proposed conditions of the site on each July 15, August 15, September 15, and October 15 during which the permit is in effect.
 3. Proposed schedule for installation of all interim erosion and sediment control measures including, but not limited to, the stage of completion of erosion control devices and vegetative measures on each of the dates set forth in Subsection (2).
 4. Schedule for construction of final improvements, if any.
 5. Schedule for installation of permanent erosion and sediment devices where required.
- d. Season Work (October 15 to April 15).
1. For commencement of the grading during the wet season, applicant must provide special documentation, as required by Building Official, showing the reasons other than financial, for the need to commence at that time.
 2. For continuation of activities, other than installation, maintenance or repair of measures in the interim or final plans, during the wet season, permittee must apply for and receive in writing from the Building Official, every five (5) working days, special permission to proceed.
 3. The Building Official shall grant permission under this subsection on the basis of weather forecasts, experience and other pertinent factors, which indicate the activity, may occur without excessive erosion occurring.

J110.4 Dust and Mud Control Measures. Contractors performing grading operations within the City where dry conditions or wet conditions are encountered shall adequately and effectively control dust or mud from spreading off site or onto existing structures on site. Prior to commencement of grading operations, contractor shall furnish details of proposed dust or mud control measures to the Building Official for approval. Failure to control dust or mud from grading operations shall result in suspension of grading operations until adequate measures are in place to allow continuance.

J110.5 Archeological Discovery. If in the course of any grading operation, any artifacts, human remains, or substantial fossils are discovered, all grading operations shall cease, and the discovery site shall be suitably marked and protected from further damage. A report of such findings shall be as outlined in the Zoning Ordinance.

Specifically, if human remains are discovered, the Sheriff-Coroner and the Building Official shall be notified. If no human remains are discovered, but artifacts or significant fossils are discovered, the Building Official shall be notified.

J110.6 Administration and Enforcement.

J110.6.1 Work Stoppage. Whenever the Building Official determines that the work does not comply with the terms of the permit or of this Ordinance Section, they may order the immediate cessation of all work hereunder until such corrective measures have been completed.

J110.6.2 Right of Entry. Whenever the Building Official or designated subordinate(s) have reasonable or probable cause to believe that there exists accelerated erosion and/or a violation of this Ordinance Section, they may enter such site at all reasonable times to inspect the same, to perform any duty imposed upon them by this Ordinance Section; providing that if such premises are occupied, they shall first present proper credentials and request entry, and if the premises are found to be unoccupied, they shall first make a reasonable effort to locate the owner or other person having charge or control of said premises and request entry. If such entry is refused or the owner or person having charge or control cannot be located after reasonable effort, the Building Official shall have recourse to every remedy provided by law to secure entry and abate the erosion or violation.

J110.6.3 Notification of Violation. Any person found to be in violation of the provisions of this Ordinance Section shall be required to correct the problem upon written notification from the Building Official or designated subordinate(s). Such written notification may require that certain conditions be adhered to in the correction of the problem. These may include, but are not limited to, the following:

- a. Use of specific erosion control techniques
- b. Submittal of plans and specifications to be approved by the Community Development Department, and any other department affected by such work, prior to the commencement of corrective work.
- c. Completion of corrective work within a specified time period.

J110.6.4 Abatement of Violation. If the responsible party fails to act in response to written notification of the Building Official, the violation may be declared a public nuisance and be abated as required to restore the site to its original condition. Where there is an emergency condition of erosion or sediment damaging a waterway, marsh, or other body of water, or significant habitat or archeological site, the Building Official may have the necessary corrective work done and bill the property owner or lien the property for repayment.

J110.6.5 Penalties.

- a) Any person, whether as principal, agent, employee or otherwise, or firm or corporation violating, or causing or permitting the violation of any of the provisions of this Ordinance Section shall be subject to citations and penalties set forth in the Gilroy Municipal Code, Section 1.7, Section 6.16 and Chapter 6A.
- b) Each separate day or portion thereof during which any violation occurs or continues without a good faith effort by the responsible person to correct the violation, shall be deemed to constitute a separate offense.
- c) In addition to the above noted penalties, the Building Official is hereby authorized to attach an investigation fee up to twice the grading permit fee, to any such permit issued for corrective action.

J110.6.6 Enforcement. The Building Official and or their designated subordinate(s) is hereby authorized and directed to enforce all the provisions of this Ordinance Section. For such purpose, the Building Official shall have the powers of a law enforcement officer.

J110.6.7 Appeals. Any person who believes the Building Official has erred in the technical application of this Ordinance Section may appeal such action to the Building Board of Appeals.

Reason for amendment: Geological II.

(b) Amendments to the Residential Code

- (1) Amend Section 1.8.4.2 to read as follows:

1.8.4.2 Fees. Fees shall be assessed in accordance with the adopted City of Gilroy Comprehensive Fee Schedule.

Reason for amendment: The City adopts the Comprehensive Fee Schedule annually. All Building and development fees shall be assessed in accordance with the most current and adopted Comprehensive Fee Schedule.

- (2) Amend Section R105.7 to read as follows:

R105.7 Placement of Permit. The building permit, along with all plans and documentation approved by the building official, shall be kept on the site of the work until final approval has been granted by the building official.

Reason for amendment: Clarifies that the approved plans and documentations are at the job site for the inspector and contractor to follow.

- (3) Amend Section R108.2 to read as follows:

R108.2 Schedule of permit fees. On buildings, structures, electrical, gas, mechanical and plumbing systems or alternations requiring a permit, a fee for each permit shall be paid as required by the adopted current adopted City of Gilroy Comprehensive Fee Schedule.

Reason for amendment: The City Council reviews and adopts the City of Gilroy Comprehensive Fee Schedule. All Building and development fees shall be assessed in accordance with the most current and adopted Comprehensive Fee Schedule.

(4) Amend Section R108.6 to read as follows:

R108.6 Work commencing before permit issuance. Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, the fee for necessary permits shall be double the fee established by the current City of Gilroy Comprehensive Fee Schedule approved by the city council.

Reason for amendment: The City Council reviews and adopts the City of Gilroy Comprehensive Fee Schedule. All Building and development fees shall be assessed in accordance with the most current and adopted Comprehensive Fee Schedule. Doubling the permit fee is a standard procedure from prior practice and adopted codes.

(5) Add Section R108.7 to read as follows:

R108.7 Plan review fees. When a plan review requires a plan checking fee, the fee shall be paid at the time of submitting plans, calculation and specifications for checking. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items an additional plan review fee may be charged as deemed necessary by the building official at an hourly rate established in the City of Gilroy Comprehensive Fee Schedule adopted by the city council.

Reason for amendment: Provides clarification of when plan review fees are paid and maintains consistency with prior adopted code cycles that additional fees may be charged as deemed necessary by the Building Official at an hourly rate as established in the most current and adopted Comprehensive Fee Schedule.

(6) Add Section 109.5 to read as follows:

109.5 Inspection Record Card. Work requiring a permit shall not be commenced until the permit holder or an agent of the permit holder has posted or otherwise made available the inspection record card issued by the building official such as to allow the building official to conveniently make the required entries thereon regarding inspection of the work. This card shall be maintained and available by the permit holder until final approval has been granted by the building official.

Reason for amendment: The building official amends and adds this new section to require that the inspection card be available at the job site. The inspection card contains inspection description and building inspector signoff information to allow the inspector to follow through on each permit.

(7) Adopt the following Appendix:

Appendix BG – Sound Transmission

(c) Amendments to the Electrical Code

(1) Amend Section 230.2 by adding subsection (F) to read as follows:

230.2(F). Underground Service. All new electrical services shall be underground and installed per Section 230.30, Underground Service-Lateral Conductors. In existing commercial and industrial areas, existing overhead utilities shall be placed underground in connection with new development. In existing residential areas of the city in which development has occurred with overhead utilities in or along the frontage of properties, existing utilities shall be placed underground in connection with the development or redevelopment of property consisting of four (4) or more dwelling units.

Reason for amendment: Section is amended to require undergrounding for new electrical services. Section is also amended to remain consistent with the Gilroy Municipal code Chapter 21 Section 21.114 titled Undergrounding required with new streets and development. Many buildings in Gilroy are located in high wind areas. Due to this local climatic condition, amending the Code to provide for elimination of overhead services that are inherently less safe in the event of windstorms will provide a higher level of safety.

(2) Amend Section 230.70(A) by adding subsection (4) to read as follows:

(4) Main Service Disconnect Location. The building main service disconnect and/or disconnects shall be installed on the first-floor level of the building, in accordance with 230.70(A)(1), (A)(2), and (A)(3).

Reason for amendment: Quick access to the buildings main service disconnect is critical for emergency services. This amendment provides a quicker means of finding the location of the main power disconnects to buildings in the event of seismic events and other emergencies. This critical as Gilroy is located in an area of high seismic activities.

(3) Amend Section 250.50 by adding subsection (A) to read as follows:

Main 250.50(A). Grounding System in New Buildings. Grounding electrode systems in all new buildings shall be an electrode encased by at least 50 mm (two

inches) of concrete, located horizontally near the bottom or vertically, and within that portion of a concrete foundation or footing that is in direct contact with earth. The electrode shall consist of at least 6.0 m (20 feet) of one or more steel reinforcing bars or rods, of not less than 13 mm (½ inch) diameter or consisting of at least 6.0 m (20 feet) of bare copper conductor not smaller than 4 AWG. The connection side of this concrete-encased electrode shall be located remotely away from the main electrical service equipment.

Reason for amendment: Amending the Code allows significantly higher assurances that the grounding of the building electrical system will not deteriorate and fail due to the properties of local soils. Other types of grounding, such as rods, maybe subject to deterioration in local soils, whereas an encased electrode will not be in contact with the soils. Providing a concrete-encased electrode enhances the capability of keeping electrical systems grounded, which is important for electrical services in the City of Gilroy.

(4) Adopt the following Annex:

Annex A – Product Safety Standards

Annex B – Application Information for Ampacity Calculation

Annex C – Conduit, Tubing, and Cable Tray Fill Tables for Conductors and Fixture Wires of the Same Size

Annex D – Examples

Annex F – Availability for Critical Operations Power Systems; and Development and Implementation of Functional Performance Tests (FPTs) for Critical Operations Power Systems

(d) **Amendments to the Mechanical Code**

(1) Adopt no amendments.

(e) **Amendments to the Plumbing Code**

(1) Amend Section 604.3 to read as follows:

604.3 Copper or Copper Alloy Tube. Copper or copper alloy tube for potable water piping shall have a weight of not less than type “L”.

Reason for amendment: Most of the surface soils in the Santa Clara Valley is relatively young and unconsolidated sedimentary materials formed from a wide variety of parent materials. The varying chemical composition, degree of weathering, and the relatively acid environment have created soils of varying types, which are particularly corrosive in nature.

(2) Add Section 719.1.1 to read as follows:

719.1.1 Clean-outs shall be installed on private property adjacent to property line where the private sewer system connects to the public sanitary sewer lateral. All such line clean-outs shall be extended to grade with materials according to specifications approved by the Administrative Authority and terminate within a listed and labeled box.

Exception: If the lateral does not exceed 12 ft. from the back of sidewalk to the building drain clean-out, the run must be substantially straight.

Reason for amendment: This amendment is to comply with City of Gilroy sewer standard SWR-5B.

(3) Adopt the following Appendix:

Appendix A – Recommended Rules for Sizing the Water Supply System

Appendix B – Explanatory Notes on Combination Waste and Vent Systems

Appendix C – Alternate Plumbing Systems

Appendix D – Sizing Storm Water Drainage Systems

Appendix I – Installation Standards

Appendix M – Peak Water Demand Calculator

(f) Amendments to the Energy Code

(1) Adopt the following Appendix:

Appendix 1-A – Standards and Documents Referenced in the Energy Code

Appendix 1-B – Energy Commission Documents Incorporated by Reference in Their Entirety

(g) Amendments to the Historical Building Code

(1) Adopt no amendments.

(h) Amendments to the Existing Building Code

(1) Adopt the following Appendix:

Appendix A1 – Seismic Strengthening Provisions for Unreinforced Masonry Bearing Wall Buildings

Appendix A2 – Earthquake Hazard Reduction in Existing Reinforced Concrete and Reinforced Masonry Wall Buildings with Flexible Diaphragms

Appendix A3 – Prescriptive Provisions for Seismic Strengthening of Cripple Walls and Sill Plate Anchorage of Light, Wood-Frame Residential Buildings

Appendix A5 – Referenced Standards

(i) Amendments to the Property Maintenance Code

(1) The codes, standards, and references in this code shall be revised as follows:

Delete the following references	Insert the following references
• International Building Code • International Mechanical Code • National Electrical Code • International Fire Code • International Plumbing Code • International Existing Building Code • International Residential Code • International Energy Conservation Code • International Green Construction Code • International Zoning Code • International Fuel Gas Code • Name of Jurisdiction • Jurisdiction to insert appropriate schedule • Board of appeals	• 2025 California Building Code • 2025 California Mechanical Code • 2025 California Electrical Code • 2025 California Fire Code • 2025 California Plumbing Code • 2025 California Existing Building Code • 2025 California Residential Code • 2025 California Energy Code • 2025 California Green Building Standards Code • City of Gilroy Zoning Ordinance • No reference • City of Gilroy • City of Gilroy Comprehensive Fee Schedule • Hearing Officer

(2) Amend Section 102.4 to read as follows:

102.4 Existing remedies. The provisions in this code shall not be construed to abolish or impair existing remedies of the jurisdiction or its officers or agencies relating to the correction of any code violation or the removal or demolition of any structure that is dangerous, unsafe, or insanitary.

Reason for amendment: To be consistent with Municipal Code Section 5B.9.

(3) Amend Section 105.3 by adding the following to the end of the section to read as follows:

Any and all costs incurred by the city in connection with securing lawful entry to a structure or premise including but not limited to, costs of investigation, staffing costs incurred in the preparation of warrants, and all subsequent costs necessary to enforce compliance with the provisions of this Code may be recovered including late payment charges and costs of collection by use of any and all available legal means.

Reason for amendment: To clarify the process of cost recovery where the Right of Entry for inspection of a premise or structure is refused.

(4) Amend Section 106.1 to read as follows:

106.1 Means of appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the hearing officer, provided that a written application for appeal is filed within 20 days

after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

Reason for amendment: Gilroy Municipal Code Chapter 6A has already established an appeal process through the Administrative Hearing Officer.

(5) Delete Section **106.2 Limitations of authority** through Section **106.4 Administration**.

(6) Amend Section [A] 107.1 to read as follows:

107.1 Unlawful acts. It is hereby declared to be unlawful and a public nuisance for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any premise, building, structure or building service equipment, or cause or permit the same to be done in violation of this code or the technical codes.

Reason for amendment: To agree with 2022 California Building Code Sec. 114.1

(7) Amend Section [A] 107.5 by adding the following to the end of the section to read as follows:

Procedures used and actions taken to correct or abate violations are not limited by this code. Procedures used and actions taken under this code may be utilized in conjunction with or in addition to any other procedure applicable to the regulation of buildings or structures or property.

Reason for amendment: To be consistent with Municipal Code Section 5B.9.

(8) Amend Section 109.1 to read as follows:

109.1 Unsafe conditions. When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be posted in accordance with this section and declared to be a public nuisance and the violations shall be abated by repair, rehabilitation, demolition or removal pursuant to the provisions of this code.

Reason for amendment: The section focused on condemnation only. It has been revised to more closely follow the language from Section 202 of the 1997 Abatement of Dangerous Buildings Code.

(9) Amend Section 109.1.4 to read as follows:

109.1.4 Unlawful structure. An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code, or was erected, altered, occupied or maintained contrary to law; or one that is partially constructed, reconstructed or demolished upon which work is abandoned. Work is deemed abandoned when there is no valid building or demolition permit.

Reason for amendment: Incorporated portions of 1997 Abatement of Dangerous Buildings Code Section 302 (18).

(10) Amend Section 109.1.5 by adding the following paragraph to the end of the Section:

Whenever exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one third of the base.

Reason for amendment: Section 302 (10) of the 1997 Abatement of Dangerous Buildings Code clearly establishes this method to determine when a building or its structural elements are excessively and/or dangerously leaning.

(11) Amend Section 109.2 by deleting the words “of condemnation”:

Reason for amendment: The section referenced posting the structure for condemnation only; however, we post several different types of placards.

(12) Amend Section 109.5 to read as follows:

109.5 Unauthorized tampering. Placards, notices, signs, tags or seals posted or affixed by the code official shall not be mutilated, destroyed, tampered with, or removed without authorization from the code official. Any person violating this subsection shall be guilty of a misdemeanor.

Reason for amendment: To include the terms “Notices” and “Placards” referenced in 2021 IPMC 111.4 & 111.7 and comply with 1997 Uniform Housing Code Sec. 1104.2 and 1997 Abatement of Dangerous Buildings Code Section 404.1.

(13) Amend Section 109.7 to read as follows:

109.7 Placarding. When the code official determines a structure, equipment or premise has been erected, constructed, enlarged, altered, repaired, moved, improved, removed, damaged, converted or demolished, equipped, used, occupied or maintained in violation of this code or the technical codes and the structure, equipment or premise constitutes a danger to the life, limb, property or safety of the public or the occupants, the code official shall post a placard on the structure, equipment or premise in a conspicuous place in or about the affected structure, equipment or premise. The placard shall clearly state the code official’s Order

regarding the structure, equipment, or premise, and specify the conditions which necessitated the posting.

Reason for amendment: The section focused on posting structures or equipment for condemnation only; however, we use several different types of postings.

(14) Amend Section 109.7.1 to read as follows:

109.7.1 Placard removal. The code official shall remove the placard whenever the defect or defects upon which the placarding action was based has been eliminated. Any person who defaces or removes a placard without the approval of the code official shall be subject to the penalties provided by this code.

Reason for amendment: The section focused on posting structures or equipment for condemnation only; however, we use several different types of placards/postings.

(15) Amend Section 109.8 to read as follows:

109.8 Prohibited occupancy. It shall be unlawful for any person, owner, owner's authorized agent or person responsible for the premise to occupy or allow to be occupied a placarded structure or premise or operate placarded equipment in violation of the code officials posted order.

Reason for amendment: The section focused on posting structures or equipment for condemnation only; however, we use several different types of posting.

(16) Add Section 109.10 to read as follows:

109.10 Recordation of notices and orders. If compliance with the order is not achieved within the time specified therein, and no appeal has been properly and timely filed, the code official is authorized to file in the office of the county recorder a certificate describing the property, and that the premise, building, structure or building service equipment is in violation of this code or the technical codes or other regulation applicable to buildings or structures or property. Whenever the ordered corrections have been completed and the violations no longer exist on the property described in the certificate, and when all fines, fees, penalties, and incurred costs associated with the property have been satisfied, the code official shall issue a new certificate certifying that all required corrections have been made.

Reason for amendment: To comply with the recordation guidelines in the 1997 Abatement of Dangerous Buildings Code Section 402.

(17) Amend Section 202 definition for Dwelling Unit to read as follows:

[A] DWELLING UNIT. A single unit, whether part of a multiple unit complex, or a detached individual residential dwelling, that provides complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. “Recreational vehicles” as defined by Gilroy Zoning Ordinance Section 30.2.20 shall not be used or classified as Dwelling Units and must at all times be stored with pop-outs closed and utilities disconnected in compliance with Gilroy Zoning Ordinance Section 30.33, unless they are located in an approved mobile home park or RV park.

Reason for amendment: To clarify that recreational vehicles are not dwelling units for the purposes of this code.

(18) Amend Section 202 definition for Garbage to read as follows:

GARBAGE. Garbage shall be defined pursuant to Gilroy Municipal Code Section 12.1.

Reason for amendment: Gilroy Municipal Code Section 12.1 has already defined this term.

(19) Amend Section 202 definition for Inoperable Motor Vehicle to read as follows:

INOPERABLE MOTOR VEHICLE. A vehicle which cannot be driven upon the public streets for reasons including but not limited to being registered non-operational, unlicensed, wrecked, abandoned, in a state of disrepair, missing components, incapable of being moved under its own power or is prohibited from being operated on a public street or highway for any reason pursuant to the provisions of the California Vehicle Code.

Reason for amendment: To include the intent of Gilroy Municipal Code Sec. 5C.8(b) and Sec. 15.111.

(20) Amend Section 202 definition for Rubbish to read as follows:

RUBBISH. Rubbish shall be defined pursuant to Gilroy Municipal Code Section 12.1.

Reason for amendment: Gilroy Municipal Code Section 12.1 has already defined this term.

(21) Amend Section 301.3 by adding the following paragraph to the end:

The storage of any motor vehicle, special mobile equipment, truck, boat, travel trailer, aircraft, camper, mobile home, recreational vehicle, motorcycle, appliance, furniture or the storage or accumulation of garbage, refuse or rubbish as defined by

Gilroy Municipal Code Chapter 12 or the storage of any boxes or similar storage containers, household items or residential belonging or similar objects, materials of any kind or the storage or placement of any building or structure including permit exempt storage buildings or structures, on any vacant parcel without approval of the City of Gilroy is prohibited.

Reason for amendment: To clarify uses and activities that are not allowed on vacant parcels.

(22) Amend Section 302.1 to read as follows:

302.1 Sanitation. Exterior property areas and premises shall be maintained by the property owner in a clean, safe, and sanitary condition. In residential zones, accumulations of building materials, junk, rubbish, garbage, debris, scrap materials, boxes or similar storage containers, household items or residential belonging or similar objects, except items designed for exterior use such as lawn furniture, shall not be stored or maintained in the front yard area or unenclosed patios, porches, carports, or areas visible from any street or public way or accessible to the public for a period of time in excess of seventy-two consecutive hours. Property owners shall remain liable for violations thereof regardless of any contract or agreement with any third party regarding such property. The owner of any building lot or premises within the City where a business, trade or profession has established a fixed place of business pursuant to Gilroy Municipal Code Section 13.1(b) shall also comply with the requirements of Municipal Code Section 5B.2(d)(1).

Reason for amendment: The property owner is always held responsible for the proper maintenance of their property.

(23) Amend Section 302.2 by adding the following sentence at the end of the section:

Excess or concentrated drainage shall be contained on site or directed to the nearest practicable drainage facility approved by the code official.

Reason for amendment: To comply with 2022 California Building Code Section J109.4.

(24) Amend Section 302.3 by adding the following paragraph at the end:

The owner of any building, lot or premises within the city shall maintain the sidewalks and/or walkways located upon such premises that are accessible to the general public and the public sidewalks between such premises and any adjacent public street or alley in a clean, safe and sanitary condition. Maintenance shall include the removal and proper disposal, by methods approved by the City of Gilroy, of any dangerous, unsightly and unsanitary conditions such as accumulations of garbage, refuse, rubbish, litter, dirt, gum or other substances or items, which have been placed, dropped or spilled upon the sidewalks. Where said

unsightly or unsanitary conditions have been created or caused by the owner of such building, lot or premises, whether upon the sidewalks and/or walkways located upon his premises or the public sidewalks between such premises and any adjacent public street or alley, or the sidewalks adjacent to buildings, lots or premises in the vicinity, the owner shall immediately restore the sidewalks and/or walkways to a clean, safe and sanitary condition.

Reason for amendment: This amendment clarifies the specific exterior property area requirements referenced by Section 302.1 Sanitation.

(25) Amend Section 302.4 to read as follows:

302.4 Weeds. No owner, agent, lessee or occupant or other person having charge or control of any building, lot or premises within the city shall permit excess weeds or vegetation over twelve (12) inches to remain or accumulate upon such premises or upon public sidewalks or streets or alleys between such premises and the centerline of any public street or alley. Where overgrown weeds, vegetation, shrubbery, vines or trees, create an encroachment, harborage or shelter; the code official shall require the property owner to trim, cut, destroy or remove the overgrowth, and/or raise the vegetation canopy to a height of seven feet above the ground. All noxious weeds shall be prohibited. Weeds shall be defined per Municipal Code Section 12.45.

Upon failure of the owner or agent having charge of a property to cut and destroy excess weeds or vegetation after service of a notice of violation, they shall be subject to prosecution in accordance with Section 109.3 and as prescribed by the City of Gilroy. Upon failure to comply with the notice of violation, any duly authorized employee of the City or contractor hired by the City shall be authorized to enter upon the property in violation and cut and destroy the weeds or excess vegetation growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

Reason for amendment: This section is revised to comply with Municipal Code Section 12.45 and 12.46.

(26) Amend Section 302.8, Exception to read as follows:

Exception: An owner, lessee, or occupant of the property may repair, wash, clean, or service personal property, provided they comply with Gilroy Zoning Ordinance and Municipal Codes requirements.

Reason for amendment: This section is revised to comply with Zoning Ordinance and Municipal Code requirements.

(27) Amend Section 303.2 to read as follows:

303.2 Enclosures. Private swimming pools, hot tubs, spas and ponds containing water more than 18 inches in depth shall be completely enclosed by a fence, wall or other barrier not less than 60 inches in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches from the gatepost. The vertical clearance from the ground to the bottom of the enclosure shall be a maximum of two inches (2"). The maximum vertical clearance at the bottom of the barrier may be increased to four inches (4") when the grade is a solid surface such as a concrete deck. On wood fences with horizontal members spaced less than forty-five inches (45") apart, the horizontal members shall be placed on the poolside of the barrier. The outside surface of the enclosure shall be free of protrusions, cavities, or other physical characteristics that would serve as handholds or footholds that could enable a child below the age of five years to climb over. Existing pool enclosures shall not be removed, replaced, or changed in a manner that reduces its effectiveness as a safety barrier.

Exception: Spas or hot tubs with a safety cover that complies with ASTM F1346 shall be exempt from the provisions of this section.

Reason for amendment: To comply with Gilroy Residential Swimming Pool & Spa Guidelines, and California Health and Safety Code Swimming Pool Safety Act, Section 115920-115929.

(28) Delete Section 304.3 Premises identification.

Reason for amendment: Gilroy Municipal Code Section 6.24(b)(1) has already established a standard for premises identification.

(29) Amend Section 304.7 to read as follows:

304.7 Roofs and drainage. The roof and flashing shall be sound, tight, and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Damaged or deteriorated roofs and flashing shall be repaired as expeditiously as possible. When emergency temporary roof repairs require the installation of tarps or plastic sheeting to prevent leaks, the temporary repairs shall not extend beyond one month, unless approved by the Code Official. Such temporary repairs must have all edges of the material fastened and restrained with sufficient tension to prevent movement or flapping in the wind. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

Reason for amendment: To address California Health and Safety Code Section 17920.3(a)(14) improper.

(30) Amend Section 304.14 first sentence by deleting the words: “During the period from [DATE] to [DATE],”

Reason for amendment: Insect screens are always required to be in working conditions.

(31) Amend Section 304.15 to read as follows:

304.15 Doors. Exterior doors, door assemblies, including weather stripping, thresholds, closers and operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

Reason for amendment: To comply with California Health and Safety Code Section 17920.3.

(32) Amend Section 304.16 to read as follows:

304.16 Under-Floor areas. Under-floor access doors, hatchways and ventilation openings shall be maintained to prevent the entrance of rodents, rain, and surface drainage water. Doors shall be tight fitting and ventilation openings shall be properly screened with corrosion-resistant wire mesh having openings not exceeding ¼ inch in any dimension or alternate approved materials pursuant to 2021 California Building Code Section 1203.

Reason for amendment: To comply with California Health and Safety Code Section 17920.3.

(33) Amend Section 304.18.2 to read as follows:

304.18.2 Windows. Operable windows that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a window sash locking device when they are located in whole or in part within 12 feet above ground level or walking surface or 6 feet horizontally from the ground, a roof, or any other platform.

Reason for amendment: To comply with California Civil Code Section 1941.3(a)2

(34) Amend Section 305.1, first sentence, to read as follows:

305.1 General The interior of a structure and equipment therein including but not limited to cabinets, counters and hardware shall be maintained in good repair, structurally sound and in a sanitary condition.

Reason for amendment: To comply with California Health and Safety Code Section 17920.3(a)14.

(35) Amend Section 305.6 to read as follows:

305.6 Interior Doors. Every interior door, frame and hardware shall be properly installed and maintained in a workmanlike manner and capable of being opened, closed, and latched. Every interior door shall fit reasonably well within its frame and shall be securely attached to the jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

Reason for amendment: To comply with California Health and Safety Code Section 17920.3(a)14.

(36) Amend Section 308.3.1 to read as follows:

308.3.1 Garbage facilities. The owner of every dwelling unit or the proprietor, manager, owner or lessee of any hotel, restaurant, boardinghouse, rooming house or other place of business in the city shall be responsible for providing approved leak-proof, covered, outside garbage receptacles for each dwelling unit or place of business pursuant to Gilroy Municipal Code Section 12.18. Receptacles and storage areas shall be at all times kept in a sanitary condition. Receptacles shall be placed for collection in the alley behind the premises, or if there is no alley access, then on the front curb in front of the premises being served, or such other place as may be approved by the director of public works or the garbage contractor, so as to be readily accessible for removing and emptying the same. Receptacles shall be placed in the proper area for collection the evening prior to collection and shall be removed and stored at an approved location by the morning after. For dwelling units, receptacles shall be stored in the side yard, fully concealed behind a fence or gate immediately adjacent to the house or garage. Where the code official repeatedly finds a site in violation of Municipal code section 5B.2(2) or 5C.7, he or she may require the property owner to provide an additional or larger outside garbage container for the premise to use.

Reason for amendment: To comply with Gilroy Municipal Code Chapter 5 and Section 12.18 and 12.19.

(37) Amend Section 309.1 to read as follows:

309.1 Infestation. All structures shall be kept free from insect, rodent, vermin, or other infestations. When an insect, rodent, vermin or other infestation is brought to the attention of the code official, he or she may require the owner or owner's authorized agent having charge or control of the building, lot or premise to hire a licensed exterminator or other qualified professional to inspect the building, lot or premise and provide a written report verifying the presence and severity of such

infestation including in the report a recommendation for proper extermination or elimination of the infestation. All structures and/or areas in which infestations are found, shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination of the infestation is complete, the code official may request a written notice from the licensed exterminator or other qualified professional attesting to the completion and success of the recommended extermination procedures. After the infestation is eliminated, proper precautions shall be taken to prevent reinfestation.

Reason for amendment: California Health and Safety Code Sec 17920.3(12) states “Infestation of insects, vermin, or rodents as determined by the health officer” renders dwelling units substandard. The language has been amended to clarify the process.

(38) Amend Section 309.2 to read as follows:

309.2 Owner. The owner of any structure or premise shall be responsible for extermination within the structure or premise prior to renting or leasing the structure or premise. The owner of a structure or premise containing a dwelling unit, multiple occupancy, rooming house, or a nonresidential structure shall be responsible for maintaining the structure and premise in a rodent and/or pest-free condition. If an infestation is caused by an occupant substantially failing to properly maintain their occupied area of the structure or premise “as clean and sanitary as the condition of the structure or premise permits”. For as long as the occupant’s failure either substantially causes an unlivable condition to occur, or substantially interferes with the owner’s ability to repair the condition, the owner does not have to repair the condition. Where defects in a structure substantially contribute to or cause an infestation, the owner shall be responsible for correction of the defect and extermination of the infestation.

Reason for amendment: To agree with California Civil Code Section 1941.2(a).

(39) Delete Section **309.3 Single Occupant** through Section **309.5 Occupant**.

Reason for amendment: Comply with California Tenants Handbook guidelines.

(40) Delete Section **404.5 Overcrowding** through Section **404.6 Efficiency unit**.

Reason for amendment: Overcrowding is regulated by 1997 Uniform Housing Code Section 503.2 and Efficiency Units are regulated by California Building Code Section 1208.4.

(41) Amend Section 505.3 by adding the following sentence to the end of the Section:

Where there’s damage or unauthorized modification to or use of a backflow prevention device, the code official may require theft prevention cages or enclosures to be installed.

Reason for amendment: To address California Health and Safety Code Section 17920.3(a)(14) improper maintenance.

(42) Amend Section 505.4:

Delete the words: “adequate combustion air is provided” and replace with the words: “the installation complies with Chapter 5 of the California Plumbing Code and Section 904.0 of the 2022 California Mechanical Code”

Reason for amendment: To comply with California Plumbing and Mechanical code requirements.

(43) Amend Section 506.2 by adding the following sentence to the end of the Section:

Sewer line cleanout plugs, or caps shall be of an approved type and shall be securely installed and remain in place at all times except when servicing the drain line.

Reason for amendment: To address California Health and Safety Code Section 17920.3(a)(14) improper maintenance.

(44) Amend Section 602.2 to read as follows:

602.2 Residential occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms, bathrooms, and toilet rooms. Cooking appliances, fireplaces and portable heaters shall not be used as a means to achieve compliance with this section.

Reason for amendment: To align with the Uniform Housing Code Section 701.1 requirements.

(45) Delete the Exception in Section 602.2.

Reason for amendment: The Uniform Housing Code has always used 70 degrees as the standard. The IPMC has revised this standard to 68 degrees and the exception creates a reduction to 65 degrees. This is considered too low for this area.

(46) Amend Section 602.3 by deleting the words “during the period from [DATE] to [DATE],”

Reason for amendment: Ability to heat the dwelling unit is required year-round.

(47) Amend Section 602.3, Exception 1, last sentence to read as follows:

The winter outdoor design temperature for the locality shall be 32°F.

Reason for amendment: The Appendix D reference to the Plumbing Code did not clearly specify the temperature.

(48) Delete Section 602.3 Exceptions 2.

Reason for amendment: The Uniform Housing Code has always used 70 degrees as the standard. The IPMC has revised this standard to 68 degrees and the exception creates a reduction to 65 degrees. This is considered too low for this area.

(49) Delete Section 602.4 Occupiable work spaces

Reason for amendment: This is primarily enforced by Cal OSHA.

(50) Amend Section 603.1 to read as follows:

Mechanical equipment, kitchen hoods, appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition and shall be capable of performing their intended function. When new mechanical equipment is installed and the old equipment is no longer in use, the old equipment must be removed from the structure. Openings left in the walls, floors or ceilings must be properly repaired and painted. Electrical circuits and gas lines must be properly abandoned and inspected.

Reason for amendment: To address California Health and Safety Code Section 17920.3(a)(14) improper maintenance.

(51) Amend Section 604.3 to read as follows:

604.3 Electrical system hazards. Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons including the improper use of extension cords as permanent wiring, the code official shall require the defects to be corrected to eliminate the hazard.

Reason for amendment: To comply with Electrical Code requirements.

(52) Amend Section 605.3 by adding the following sentence to the end of the Section:

No unobstructed beam of exterior lighting shall be directed outward from a site toward any residential use or public right-of-way.

Reason for amendment: To comply with Gilroy Zoning Code Section 30.50.44(c) guidelines.

(53) Adopt the following Appendix:

Appendix A – Boarding Standard

(j) **Amendments to the Swimming Pool and Spa Code**

(1) Adopt no amendments.

(k) **Amendments to the Green Building Standards Code**

(1) Add to Section 202 Definition as follows:

LEVEL 2 EV READY. A parking space that is served by a complete electric circuit with the following requirements:

- i. A minimum of 8.3 kVa (208/240 volt, 40-ampere) capacity wiring.
- ii. A receptacle labeled “Electric Vehicle Outlet” or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 30-ampere.

Reason for amendment: Amending the code is essential to reduce GHG emissions, mitigate climate change effects, and provide access to EV receptacle.

(2) Amend Section 4.106.4.1 title to read as follows:

4.106.4.1 One- and two-family dwellings and town-houses with private garages.

Reason for amendment: Removed the word “attached” between "with" and "private" to clarify that a Level 2 EV Ready receptacle shall be provided in attached or detached private garages.

(3) Amend Section 4.106.4.1.1 to read as follows:

4.106.4.1.1 New Construction. One parking space per dwelling unit shall be a Level 2 EV Ready space.

Reason for amendment: Clarify that a Level 2 EV Ready receptacle shall be provided in new one- and two-family dwellings and townhouses with private garages.

(4) Amend Section 4.106.4.4.1 to read as follows:

4.106.4.4.1 Short-term bicycle parking for multifamily buildings, hotels and motels. Provide on-site bicycle parking at a ratio of one parking space for every 5% of visitor parking, but not less than two spaces. Short-term bicycle parking shall be located within 200 feet of building entrances, and readily visible to passers-by. Acceptable parking facilities shall be conveniently accessed from the street and may include, but not be limited to:

1. Permanently anchored bicycle parking devices, racks, or lockers in an unsheltered, open area.
2. Covered or uncovered enclosures with permanently anchored bicycle parking devices or racks.

Reason for amendment: The current code requires “one bicycle parking space for every 5% of visitor parking,” while the proposed code mandates “one bicycle parking space per 10,000 square feet.” This amendment aims to maintain existing “one” short term bicycle parking for every “5%” of visitor parking requirements to ensure continued consistency.

(5) Amend Section 4.106.4.4.2 to read as follows:

4.106.4.4.2 Long-term bicycle parking for multifamily buildings. Provide on-site bicycle parking at a ratio of one parking space for every one dwelling units. Acceptable parking facilities shall be conveniently accessed from the street and may include, but not be limited to:

1. Covered, lockable enclosures with permanently anchored bicycle parking devices or racks.
2. Lockable bicycle storage rooms with permanently anchored bicycle parking devices or racks.
3. Lockable, weatherproof, permanently anchored bicycle lockers.

Reason for amendment: The current code requires “one” bicycle parking per dwelling unit, while the proposed code mandates “one” bicycle parking space for every “two” dwelling units. This amendment aims to maintain the existing requirement of one bicycle parking space per dwelling unit for long-term parking and ensure continued consistency.

(6) Amend Section 4.106.4.4.3 to read as follows:

4.106.4.4.3 Long-term bicycle parking for hotel and motel buildings. Provide one on-site long-term bicycle parking space for every 25 rooms or fraction of, but not less than two. Acceptable parking facilities shall be conveniently accessed from the street and may include, but not be limited to:

1. Covered, lockable enclosures with permanently anchored bicycle parking devices or racks.
2. Lockable bicycle storage rooms with permanently anchored bicycle parking devices or racks.
3. Lockable, weatherproof, permanently anchored bicycle lockers.

Reason for amendment: The current code requires “one” onsite long-term bicycle parking space for every “25 rooms or fraction thereof”, while the proposed code mandates “one” long-term bicycle parking space for every “25,000 square feet”. This amendment aims to maintain the existing requirement of “one” onsite long-term bicycle parking space per “25 rooms or fraction thereof” to ensure continued consistency.

SECTION VII

Upon adoption of each new California Building Standards Code, the Ordinance adopting the previously adopted California Building Standards Code is superseded in its entirety. This

Ordinance does not repeal the 2025 Ordinance that adopts by reference and amends the 2025 California Fire Code and the California Wildland-Urban Interface Code.

SECTION VIII

The provisions of this Ordinance are separable, and the invalidity of any phrase, clause, provision, or part shall not affect the validity of the remainder.

SECTION IX

In accordance with Section 36937 of the Government Code of the State of California, this Ordinance shall take effect thirty (30) days from and after the date of its final adoption by the City Council.

PASSED AND ADOPTED this 18th day of August 2025 by the following roll call vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

APPROVED:

Greg Bozzo, Mayor

ATTEST:

Kim Mancera, City Clerk

CERTIFICATE OF THE CLERK

I, **KIM MANCERA**, City Clerk of the City of Gilroy, do hereby certify that the attached **Ordinance No. 2025-XX** is an original ordinance, or true and correct copy of a City Ordinance, duly adopted by the Council of the City of Gilroy at a Regular Meeting of said Council held on **Monday, August 18, 2025**, with a quorum present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Gilroy this **Date**.

Kim Mancera
City Clerk of the City of Gilroy

(Seal)



City of Gilroy

STAFF REPORT

Agenda Item Title: Adopt an Ordinance Adopting by Reference the 2025 California Fire Codes with Amendments

Meeting Date: August 18, 2025

From: Brad Kilger, Interim City Administrator

Department: Community Development

Submitted by: Sharon Goei, Community Development Director

Prepared by: Jonathan Crick, Fire Marshal

STRATEGIC PLAN GOALS: Not Applicable

RECOMMENDATION

Adopt an ordinance amending Sections 10.9 and 10.10 of Chapter 10 of the Gilroy Municipal Code adopting by reference the 2025 California Wildland-Urban Interface Code and 2025 California Fire Code, with amendments.

BACKGROUND

On August 4, 2025, the City Council introduced an ordinance adopting the 2025 California Fire Codes by reference, with specified amendments. The City Council set a public hearing for August 18, 2025, to consider the adoption of the ordinance, in accordance with California Government Code Section 50022.3. Notice of the public hearing was published on August 1 and 8, 2025, pursuant to Government Code Section 6066. There were no modifications to the ordinance as a result of the first reading.

ANALYSIS

Adoption of the new 2025 California Codes with local amendments that are carried forward and consistent with prior code cycles will ensure that the current level of protection and safety will be maintained for the Gilroy community, and that buildings and structures in Gilroy will continue to safeguard the public's health, safety, and general welfare.

Staff recommends that the Council adopt the ordinance, which incorporates the new codes with proposed amendments, along with findings that each amendment is reasonably necessary because of local climatic, geological, or topographical conditions.

Once adopted, the ordinance will become effective on September 17, 2025. Staff will file a copy of the ordinance with the California Building Standards Commission. The new 2025 codes, along with local amendments, will become effective and applicable on January 1, 2026.

ALTERNATIVES

The City Council may adopt the new codes without any of the amendments; adopt the new codes with only a portion of the amendments; or adopt the new codes with modifications to the amendments. Staff does not recommend these actions. Without the complete code adoption with amendments, the base code would provide only the minimum standards without considering local conditions in Gilroy.

FISCAL IMPACT/FUNDING SOURCE

There is no direct cost to the City for adopting the Codes.

PUBLIC OUTREACH

Notice of the public hearing is published in the Gilroy Dispatch on August 1 and August 8, 2025. The August 18, 2025, City Council meeting agenda packet is available through the City's webpage.

NEXT STEPS

If adopted, the ordinance will become effective in 30 days on September 17, 2025. Staff will file a copy of the ordinance with the California Building Standards Commission.

Attachments:

Draft Ordinance

ORDINANCE NO. 2025-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GILROY AMENDING SECTIONS 10.9 AND 10.10 OF CHAPTER 10 OF THE GILROY MUNICIPAL CODE ADOPTING BY REFERENCE THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE AND 2025 CALIFORNIA FIRE CODE, WITH AMENDMENTS

WHEREAS, the California Building Standards Commission has adopted and published an updated Title 24 of the California Code of Regulations, also referred to as the 2025 California Building Standards Code, that will become effective statewide on January 1, 2026; and

WHEREAS, California Health and Safety Code Sections 17958, 17958.5, 17958.7, and 18941.5 establish the authority for a city to adopt and make local amendments and modifications to the building standards in the California Building Standards Code to establish more restrictive building standards than those contained in the California Building Standards Code; and

WHEREAS, California Health and Safety Code Sections 17958, 17958.5, 17958.7, and 18941.5 permit a city to make such local amendments and modifications as the city determines are reasonably necessary because of local climatic, geological or topographical conditions; and

WHEREAS, California Health and Safety Code Sections 17958, 17958.5, 17958.7, and 18941.5 require a city, before making any amendments and modifications to the California Building Standards Code, make an express finding that such amendments and modifications are reasonably necessary because of local climatic, geological or topographical conditions; and

WHEREAS, the City of Gilroy has reviewed and intends to adopt the 2025 California Fire Code and 2025 California Wildland-Urban Interface Code; and

WHEREAS, City Council wishes to amend portions of the California Fire Code to better address local conditions and makes express findings that such amendments are reasonably necessary because of local climatic, geological or topographical conditions as set forth in this Ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GILROY DOES ORDAIN AS FOLLOWS:

SECTION I

The City Council has duly considered the full record before it, which may include but is not limited to the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to the City Council. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.

SECTION II

The City Council hereby finds and determines that this Ordinance has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) (“CEQA”)

the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is categorically exempt from CEQA under CEQA Guidelines, § 15061(b)(3), which exempts from CEQA any project where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Adoption of the proposed Ordinance would not be an activity with potential to cause significant effect on the environment because the changes made to the California Building Standards Code within are enacted to mitigate the threats posed to public peace, health and safety from earthquakes, storms, floods, high winds and fire, and therefore is exempt from CEQA. Therefore, it can be seen with certainty that there is no possibility that the Ordinance in question may have a significant effect on the environment; accordingly, the Ordinance is categorically exempt from CEQA.

SECTION III

Section 10.9 of Chapter 10 of the Gilroy Municipal Code is hereby repealed in its entirety and replaced with the text below to read as follows:

10.9 Code Adoption.

1. This article shall be known and cited as the Gilroy Fire and Wildland-Urban Interface (WUI) Code.
2. Codes are hereby adopted by reference for the City of Gilroy:
 - (a) The 2025 California Fire Code, published by the International Code Council, Inc. and the California Building Standards Commission in Part 9 of Title 24 of the California Code of Regulations, is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. The adoption includes Appendices B, BB, C, CC, D, and H, consistent with the California State Fire Marshal and County of Santa Clara adoptions. Amendments are set forth in Section 10.10. The 2025 California Fire Code shall be designated and referred to as the "Fire Code" for the City of Gilroy. There is one copy of said Code on file in the office of the Fire Marshal for use and examination by the public.
 - (b) The 2025 California Wildland-Urban Interface Code, published by the International Code Council, Inc. and the California Building Standards Commission in Part 7 of Title 24 of the California Code of Regulations, is hereby adopted and referred to, and by this reference expressly incorporated and made a part of this Chapter as though fully set forth herein. Amendments, if any, are set forth in Section 10.10. The 2025 California Wildland-Urban Interface Code shall be designated and referred to as the "Wildland-Urban Interface Code" for the City of Gilroy. There is one copy of said Code on file in the office of the Fire Marshal for use and examination by the public.

SECTION IV

Pursuant to California Health and Safety Code Sections 17958. 7 and 18941.5, the City Council hereby finds that the amendments are reasonably necessary due to local climatic, geological or topographical conditions, or to impose proper more stringent standards for fire and panic safety, as set forth below.

(1) Climatic Findings. The precipitation averages 13.86 inches per year. Approximately 90% of the precipitation falls during the months of November through April, and 10% from May through October. Relative humidity drops to 20 or lower during the dry months (summer). Temperatures have been recorded as high as 115 degrees Fahrenheit. This area has been subject to drought. It is anticipated that drought conditions will continue to occur in the future. Such conditions allow natural vegetation and outdoor combustible materials to be in a dry state for a large portion of the year, making them more susceptible to ignition and rapid burning. These conditions combined create high fire danger during the summer and fall months.

(2) Geological Findings. The region is located in an area of high seismic activities as indicated by United States Geological Survey and California Division of Mines and Geology. Recent earthquake activities have indicated the lack of adequate design and detailing as a contributing factor to damages that reduced the protection of the life-safety of building occupants. This is especially critical in the facilities housing hazardous materials or occupancies requiring safe and quick evacuation in order to get to a safe location. Early warning of fire, early fire suppression and control of spread are important.

(3) Topographical Findings. A major rail corridor through the central portion of town divides the City. There are no overpasses available within the City boundaries. This can impair response and can serve to isolate the City's Fire Response capability. A major highway also divides the City. There are portions of the City where there is only one overpass to access a substantial geographical area. There are no alternate routes within City boundaries; and

The highway is also part of a major truck transportation route. If an accident, or earthquake makes the overpass un-crossable this will isolate the area and impact response times; and the City has a substantial industrial area within a flood plain. Flooding in the area would isolate the area from the City's Fire Response capability; and

The City has areas that are within hillside and open spaces defined as State Response Areas. The grade and narrow and/or lack of roadways impair the Fire Response to these areas. The presence of large areas of natural vegetation that is dry and highly ignitable during the dry and hot summer and fall months can create increase fire responses and impair fire response to other incidents. Water flow in the hillside areas is impacted as fire flows fall below 1500 gpm; and

The City is a great distance from any large metropolitan area. Response times from the nearest metropolitan fire department is a minimum of half an hour and during traffic periods in excess of 45 minutes. This serves to further isolate the City and impair Fire Response as there are fewer fire responders in the immediate area. Information on the nature of an incident in a timely manner is of greater importance than in a metropolitan area where a first alarm sends more personnel than the entire on-duty staffing of the Gilroy Fire Department. Measures which provide early fire detection, suppression and prevention of fire spread are warranted based on these findings.

(4) Fire and Panic Safety Findings – Hazardous Materials. Hazardous Materials use, handling and storage present unique emergency response requirements. The Gilroy Fire Department does not have its own hazardous materials team and the nearest mutual aid team is in excess of 45 minutes response time; and

The City of Gilroy relies solely on ground water for water supply and much of the area of Gilroy is in a recharge area. Hazardous Materials Spills can threaten that supply and additional measures are needed to ensure that these materials do not threaten that supply; and

Because Gilroy is remote from the main metropolitan areas, there are fewer ambulance and hospital services available to provide for large numbers of persons with injuries. Hazardous Materials and other intensive industrial uses place a competing burden on the delivery of fire services. Hazardous Material and/or facilities using, storing hazardous materials require additional controls to ensure that such hazards can be controlled; and

(5) Fire and Panic Safety Findings – Automatic Fire Sprinklers. The City's water system is reliable and capable of providing adequate pressures and reliability to allow the use of automatic fire sprinkler systems to be economical and practical to be included in all new construction. Response to fires, medical aid and other disasters can result in fire responders to be called to multiple calls or to calls that require more suppression resources than may be on duty. Therefore, fire sprinkler systems are relied upon to provide for quick and reliable fire suppression or control. To this end, these systems are needed at a lower threshold than the International Codes provide. These systems also need to be designed to provide quick effective and complete fire protection in their activation in order to minimize the effects of fire and panic.

SECTION V

Section 10.10 of Chapter 10 of the Gilroy Municipal Code is hereby repealed in its entirety and replaced with the text below to read as follows:

10.10 Code Amendments.

(a) Amendments to the Fire Code

Chapter 1 is adopted in its entirety as amended below.

SECTION 101.1 TITLE. AMENDED

101.1 Title. These regulations shall be known as the City of Gilroy Fire Code, hereinafter referred to as “THIS CODE”.

Reason for amendment: The International Fire Code provides for the local agency to insert appropriate language to identify this as the City of Gilroy Fire Code.

SECTION 103.2 APPOINTMENT. AMENDED

103.2.1 Appointments. The Fire Marshal Carries out the functions of the fire code official on behalf of and under the direction of the Fire Chief and implements, administers, and enforces the provisions of this code. The Fire Marshal’s Office is established within the City of Gilroy as the Office of Fire Prevention.

Reason for amendment: The International Fire Code creates a department of fire prevention and the term “fire code official” is used throughout. The amendment inserts language that describes how the Fire Marshal carries out the functions as the “fire code official” within the structure of the Fire Marshal’s Office within the City of Gilroy.

SECTION 113.4 VIOLATIONS. AMENDED

113.4 Violation Penalties. who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under the provisions of this code, shall be guilty of a misdemeanor; provided, however, that where the City Attorney or his or her duly authorized agents has determined that such action would be in the best interest of justice, the City Attorney may specify in the accusatory pleading, citation or amendment thereto that the violation shall be prosecuted as an infraction. Infraction fines are implemented pursuant to Gilroy City Code Section 1.7. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Reason for amendment: To identify the method and types of enforcement processes to be used to enforce the code. The model code requires the local agency to insert appropriate language. The language provided is consistent with the current code and procedures.

Chapter 2 is adopted in its entirety as amended below.

SECTION 202 GENERAL DEFINITIONS. ADDED

Corrosive Liquid. Corrosive liquid is:

1. any liquid which, when in contact with living tissue, will cause destruction or irreversible alteration of such tissue by chemical action; or
2. any liquid having a pH of 2 or less or 12.5 or more; or
3. any liquid classified as corrosive by the U.S. Department of Transportation; or
4. any material exhibiting the characteristics of corrosivity in accordance with Title 22, California Code of Regulations §66261.22.

MODERATELY TOXIC GAS. A chemical or substance that has a median lethal concentration (LC50) in air more than 2000 parts per million but not more than 5000 parts per million by volume of gas or vapor, when administered by continuous inhalation for an hour, or less if death occurs within one hour, to albino rats weighing between 200 and 300 grams each.

Reason for amendment: This is a County-wide amendment recommended by the Santa Clara County Fire Chiefs. The amendment consolidates definitions and allows the city to maintain the current standard used by the Gilroy CUPA Program.

Chapter 3 is adopted consistent with the State's adoption.

Chapter 4 is adopted consistent with the State's adoption.

Chapter 5 is adopted in its entirety as amended below.

SECTION 503.1 WHERE REQUIRED. AMENDED

503.1 Where Required. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3 and in accordance with the fire departments access standards.

Reason for amendment: This is a County-wide amendment recommended by the Santa Clara County Fire Chiefs. The amendment allows the city to maintain the current standard used by the Gilroy Fire Department and the Gilroy City Streets.

SECTION 503.1.2 ADDITIONAL ACCESS. AMENDED

503.1.2 Additional Access. The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access. Fire apparatus access roadways to buildings or building projects shall be reviewed and approved by the fire code official. All emergency vehicle accesses (EVA's) shall meet engineering design standards similar to a public roadway or public driveway and be maintained by the property owner.

Thresholds for additional access are as follows:

- a. For residential developments, there shall be a minimum of two approved fire access roadways when there are more than 30 one-family, two-family residential units, or more than 100 multi-family residential units. The fire code official, in cooperation with the Fire Chief, will determine secondary access needs for dwellings in the Wildland Urban Interface Fire Area. In no case will more than 10 dwellings exist without a secondary fire access roadway in a Wildland Urban Interface Fire Area.
- b. Where there is an individual building exceeding 3 stories in height or exceeds 62,000 sq. ft. in area, there shall be two separate access roadways to access the structure.
- c. Where a building complex exceeds 120,000 sq. ft. of total building area it shall be provided with two separate and approved access roadways to the complex.

Reason for amendment: Pursuant to Section 503.1.2 the fire code official is authorized to determine when more than one fire apparatus access road is required. Due to variability in local traffic conditions, alternate routes of ingress and egress are needed, particularly in circumstances where the hazard is increased (e.g. large subdivision, large multi-family residences, residences in a WUI environment, flood plain areas, large buildings, etc.). This amendment maintains the secondary access threshold used in Gilroy for many code cycles. This amendment is also consistent with other jurisdictions in Santa Clara County, and throughout California.

SECTION 503.2.1 DIMENSIONS. AMENDED

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm) for engines, and 26 feet (7925 mm) for aerial fire apparatus exclusive of shoulders, except for approved gates or barricades in accordance with Sections 503.5.1 and 503.6. The unobstructed vertical clearance shall be a minimum of 13 feet 6 inches (4115 mm), or as determined by the fire code official.

Reason for amendment: This is a County-wide amendment recommended by the Santa Clara County Fire Chiefs. The amendment allows the city to maintain the current standard used by the Gilroy Fire Department and the Gilroy City Streets. This amendment is also consistent with other jurisdictions in Santa Clara County.

SECTION 503.2.4 TURNING RADIUS AMENDED

503.2.4 Turning radius. The required turning radius of a fire apparatus access road *shall be determined by the fire code official and a minimum of 30 feet (9144 mm) inside, and a minimum of 50 feet (15240 mm) outside.*

Reason for amendment: This is a County-wide amendment recommended by the Santa Clara County Fire Chiefs. The amendment allows the city to maintain the current standard used by the Gilroy Fire Department and the Gilroy City Streets. This amendment is also consistent with other jurisdictions in Santa Clara County.

SECTION 503.2.5 DEAD ENDS. AMENDED

503.2.5 Dead Ends. Dead-end fire apparatus access roads in excess of 150 feet (45m720 mm) in length shall be provided with an approved turn-around area for turning around the fire apparatus. The turn-around shall consist of a bulb shaped cul-de-sac that accommodates the fire apparatus turning radius. Parking of vehicles within the fire apparatus turning radius shall not be permitted. Obstructions by fences or gates that may interfere with the use of turn-around are not permitted. Fire Turn-Around parking restrictions shall be identified by painting the curb red. On private property signage shall be provided indicating that it is a Fire Turnaround Dead end roads in excess of 750 ft. require special approval and may be required to have additional apparatus turn outs or greater width.

Exceptions:

1. An alternative design turn-around may be approved when the number of units served by the turn-around is less than 10 and the design is one of the published fire apparatus turn-around templates.
2. In the Residential Hillside Zone alternative designs are allowed when they can be shown to provide a minimum 3-point turn and when approved by the Fire Chief.

Reason for amendment: This is a Gilroy Fire amendment to maintain the current standard used by Gilroy Fire Department and Gilroy City Street Standards. Pursuant to Section 503 the Fire Chief is authorized to approve the type of turn around to be provided.

SECTION 503.2.7 GRADE. AMENDED

503.2.7 Grade. The maximum grade of the fire department apparatus road shall not exceed 15%, unless approved by the fire code official.

Reason for amendment: The Fire Chief is authorized to establish the grade for fire apparatus access roads. This is a Gilroy Fire amendment to maintain the current standard used by Gilroy Fire Department and Gilroy City Street Standards.

SECTION 503.5 REQUIRED GATE OR BARRICADES

503.5 Required gates or barricades. The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails, or other accessways, not including the public streets, alleys, or highways. *The minimum width for commercial applications is 20 feet (6096 mm), and 14 feet (4268 mm) for single-family dwellings.* Electric gate operators, where provided shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed, and installed to comply with the requirements of ASTM F2200.

Reason for amendment: This is a County-wide amendment recommended by the Santa Clara County Fire Chiefs and is consistent with the City of Gilroy's past practices for gates.

SECTION 503.6 SECURITY GATES. AMENDED

503.6 Security Gates. The installation of security gates across a fire apparatus access road shall be approved by the fire code official. Where security gates are installed they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. When electronic gates are installed across one or more of the fire access roadways they shall be provided with automatic opening devices that can be activated by the fire department during a response to the location (e.g. Click 2 Enter or approved equivalent for gated communities). They shall also be provided with KNOX key over-ride switches. Electric gate operators, where provided shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200. The minimum width for commercial applications is 20 feet (6096 mm), and 14 feet (4268 mm) for single-family dwellings.

Reason for amendment: This is a Gilroy amendment continued from the last code cycle and it is to maintain consistency with current Gilroy Fire Department Policies and practices for use of automatic opening devices for new gate installations and for gates in new gated communities where response time is impeded by lack of guard shacks/security staffing. This is a Gilroy Fire amendment to maintain the current standard used by Gilroy Fire Department and Gilroy City Street Standards. This is a County-wide amendment recommended by the Santa Clara County Fire Chiefs.

SECTION 503.7 AERIAL FIRE APPARATUS ACCESS ROADS. ADDED

503.7 Aerial fire apparatus access roads. Where the vertical distance between the grade plane and the highest roof surface exceeds 30 ft. (9144m), approved aerial fire apparatus access roads shall be provided. For a pitched roof the measurement of the highest roof surface is to the intersection of the roof to the exterior wall, or the top of a parapet wall, whichever is greater. At least one of the access routes shall be located a minimum of 15 ft. and a maximum of 30 ft. from the building, and shall be positioned parallel to one entire side of the building. Overhead utility and power lines shall not be located over the aerial fire apparatus road and the building. When adequate aerial access cannot be provided other means shall be provided by alternate methods and /or materials to compensate for the inadequate access. Such shall include but not be limited to: non- combustible construction components, area separation walls, and specialized access components.

Reason for amendment: This Gilroy amendment is intended to ensure adequate aerial access for tall structures by the fire department. Based on model language from the International Fire Code, it is designed to allow optimal positioning of aerial apparatus and to avoid excessively steep ladder angles when responding to emergencies on upper floors.

SECTION 504.5 ACCESS CONTROL DEVICES. ADDED

Section 504.5 Access Control Devices. When access control devices including bars, grates, gates, electric or magnetic locks or similar devices, which would inhibit rapid fire department emergency access to within and throughout the building, are installed, such devices be approved by the fire code official. All electrically powered access control devices shall be provided with an approved means for deactivation or unlocking from a single location or as otherwise approved by the fire code official. Access Control devices must also comply with Chapter 10.

Reason for amendment: This is a county-wide amendment recommended by the Santa Clara County Fire Chiefs. The amendment represents no change from the current standard used by Gilroy for maintaining access to buildings that have security devices (bars etc.) that impede emergency access.

SECTION 505 PREMISES IDENTIFICATION. AMENDED

505.1 Address Identification. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 6 inches (102153 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

The following is a guideline for adequate address number dimensions:

- The number posted up to 49 feet from the public street shall be of one solid color which is contrasting to the background and be at least six (6) inches high with a half (½) inch stroke.
- The number posted from 50 to 100 feet from the public street shall be of one solid color which is contrasting to the background and be at least six (6) inches high with a one (1) inch stroke.
- The number posted over 100 to 199 feet from the public street shall be of one solid color which is contrasting to the background and be at least ten (10) inches high with a one and a half (1½) inch stroke.
- The number posted over 200 to 299 feet from the public street shall be of one solid color which is contrasting to the background and be at least ten (18) inches high with a one and a half (2) inch stroke.

- The number posted over 300 to 400 feet from the public street shall be of one solid color which is contrasting to the background and be at least ten (24) inches high with a one and a half (2½) inch stroke.

Reason for amendment: This is a county-wide amendment recommended by the Santa Clara County Fire Chiefs. The guidelines help to ensure that firefighters can readily see the address numbers from varying distances.

SECTION 505.1.1 ILLUMINATION. ADDED

505.1.1 Illumination. New buildings shall have illuminated address numbers. Illumination shall be provided throughout the entire period of darkness.

Reason for amendment: This is a Gilroy amendment to maintain consistency with current Gilroy Security Ordinance for requiring illuminated addresses for new construction. The amendment represents no change from the current standard used by Gilroy.

SECTION 505.3 COMPLEX PREMISE IDENTIFICATION. ADDED

Section 505.3 Complex Premises Identification. When there are several multi-family units within a development, or single-family units that do not face a street or where units have an alley as the only drivable access (paseo frontage), an illuminated site diagram shall be installed at each driveway entrance to the development that shows the location and addresses of all units and the fire system device locations.

Reason for amendment: This is a Gilroy amendment to maintain consistency with current Gilroy Security Ordinance for signage for complexes where addressing is confusing due to building and/or street design. Alley type access developments have the units addressed from a street, but the alley is typically perpendicular to the street. This makes identification of the address difficult without having a complex diagram. This amendment represents no change from the current standard used by Gilroy.

SECTION 507.5 FIRE HYDRANT SYSTEMS. AMENDED

507.5 Fire hydrant systems. Fire hydrants systems shall comply with sections 507.5.1 through 507.5.6 and Appendices C and CC, or by an approved method. Hydrants on public streets shall be installed to the City of Gilroy Public Works Standard Details. Private Fire Hydrant systems shall be installed pursuant to NFPA 24 and maintained and tested pursuant to NFPA 25 by the property owner. Private fire hydrant systems shall not share the same water supply lines with a private domestic supply and shall be on its own separate fire water mains.

Reason for amendment: The Gilroy amendment maintains consistency with current Gilroy policies and practices.

Chapter 6 is adopted in its entirety as amended below.

**SECTION 603.11 ELECTRICAL EQUIPMENT, WIRING AND HAZARDS.
ADDED**

603.11 Immersion Heaters. electrical immersion heaters used in dip tanks, sinks, vats and similar operations shall be provided with approved over-temperature controls and low liquid level electrical disconnects. Manual reset of required protection devices shall be provided.

Reason for amendment: This is a county-wide amendment recommended by the Santa Clara County Fire Chiefs. It maintains the current standard required for immersion heaters. Such heaters without emergency shut off have been the cause of several fires.

SECTION 605 FUEL-FIRED APPLIANCES

Amend Section 605.5 as follows:

605.5 Portable unvented heaters. Portable unvented fuel-fired heating equipment shall be prohibited in occupancies in Groups A, B, E, I, R-1, R-2, R2.1, R2.2, R-3, R3.1 and R-4 and ambulatory care facilities.

Exceptions:

1. Portable unvented fuel-fired heaters listed in accordance with UL 647 are permitted to be used in one and two-family dwellings, where operated and maintained in accordance with the manufacturer's instructions.
2. Portable outdoor gas-fired heating appliances in accordance with Section 605.5.2.

Amend Section 605.5.2.1.1 as follows:

605.5.2.1.1 Prohibited locations. The storage or use of portable outdoor gas-fired heating appliances is prohibited in any of the following locations:

1. Inside of any occupancy where connected to the fuel gas container.
2. Inside of tents, canopies and membrane structures.
3. On exterior balconies, and rooftops.

Exceptions: As authorized by the fire code official.

Reason for amendment: This is a county-wide amendment recommended by the Santa Clara County Fire Chiefs. The Gilroy amendment maintains consistency with current Gilroy policies and practices

Chapter 7 is adopted consistent with the State's adoption.

Chapter 8 is adopted consistent with the State's adoption.

Chapter 9 is adopted in its entirety as amended below.

SECTION 903.2 AUTOMATIC SPRINKLER SYSTEMS - WHERE REQUIRED. AMENDED

903.2 Automatic Sprinkler Systems. Approved automatic sprinkler systems in new and existing buildings and structures shall be provided in the locations described in this Section or in Sections 903.2.1 through 903.2.12 whichever is the more restrictive and Sections 903.2.14 through Sections 903.2.21. For the purposes of this section, firewalls and fire barriers used to separate building areas shall be constructed in accordance with the California Building Code and shall be without openings or penetrations.

1. An automatic sprinkler system shall be installed throughout all new buildings and structures greater than 1,000 square feet.

Exception: Group S-2 or U occupancies used exclusively for vehicle parking or solar arrays that do not exceed 5,000 square feet.

2. An automatic sprinkler system shall be installed throughout existing Group A, B, E, F, I, L, M, R, S, and U buildings and structures when an addition increases the building area by more than 1,000 square feet or when the total resulting building area exceeds 3,600 square feet, except as otherwise exempted by state law for accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) constructed on parcels where the existing primary residence is not sprinklered.

3. Any change of occupancy or change in use of any building when that change in use would place the building into a more hazardous division of the same occupancy group.

Reason for amendment: This is a county-wide amendment recommended by the Santa Clara County Fire Chiefs. Additionally, the California Residential Code requires all new residential structures, regardless of size to have automatic fire sprinklers. This amendment also maintains the current standard used in Gilroy.

SECTION 903.1.1 NFPA 13 SPRINKLER SYSTEMS. AMENDED

903.1.1 NFPA 13 sprinkler systems. Where the provisions of this code require that a building or portion thereof be equipped throughout with an automatic sprinkler system in accordance with this section, sprinklers shall be installed throughout in accordance with NFPA 13 except as provided in Section 903.3.1.1 and local standards. For new buildings having no designated use or tenant, the minimum sprinkler design density shall be Ordinary Hazard Group 2. Where future use or tenant is determined to require a higher density, the sprinkler system shall be augmented to meet the higher density.

Reason for amendment: This amendment maintains the current standard used in Gilroy.

SECTION 903.3.1.3 NFPA 13D SPRINKLER SYSTEMS. AMENDED

903.3.1.3 NFPA 13D Sprinkler systems. Automatic sprinkler systems installed in one- and two-family dwellings, Group R-3 and R-4 congregate living facilities and townhouses shall be permitted to be installed throughout in accordance with NFPA 13D and local water supply standards. Attached garages must be equipped with fire sprinklers. Home in the Wildland-Urban interface shall have fire sprinkler head protection for covered outdoor rooms, covered outdoor patios, and covered front porches. An approved signaling device shall be installed on the exterior (e.g. bell) and interior (e.g. horn or alarm) of the dwelling. The riser shall be located inside of the garage or an approved protective enclosure, a fire sprinkler shall be installed in attic spaces to protect the force air unit and attic access and a spare head box with one of each type of fire sprinkler shall be provided.

Reason for amendment: This amendment maintains the current local standards used in Gilroy. Residential sprinkler systems do not need to be monitored, however, if there is not a signaling device to warn the occupant or community of the fire sprinkler activation, the fire sprinkler system can operate for an extended period of time creating significant water damage to the structure. To protect the riser from damage or tampering they have been approved only in a protected area. This amendment maintains the current standard used in Gilroy.

SECTION 907.1.6 FIRE ALARM CERTIFICATION. ADDED

907.1.6 Certification. New fire alarm systems shall be UL-Certified. A Certificate of Completion and other documentation as listed in NFPA 72 shall be provided for all new fire alarm system installations. It is the responsibility of the building owner or owner's representative to obtain and maintain a current and valid Certificate. The protected premise shall be issued a UUFX type certification from Underwriters Laboratories (UL).

Reason for amendment: This amendment maintains the current standard required for record keeping per NFPA standards. This amendment maintains the current standard used in Gilroy.

SECTION 909.22.1 SMOKE CONTROL SYSTEMS. AMENDED

Section 909.22.1 Schedule. A routine maintenance and operational testing program shall be initiated immediately after the smoke control system has passed the acceptance tests. A written schedule for routine maintenance and operational testing shall be established and operational testing must occur at least annually.

Reason for amendment: This is a county-wide amendment recommended by the Santa Clara County Fire Chiefs. This amendment maintains the current standard used in Gilroy.

Chapter 10 is adopted consistent with the State's adoption.

Chapter 11 is adopted consistent with the State's adoption.
Chapter 12 is adopted consistent with the State's adoption.
Chapters 13 through 19 reserved for future use.
Chapter 20 is adopted consistent with the State's adoption.
Chapter 21 is adopted consistent with the State's adoption.
Chapter 22 is adopted consistent with the State's adoption.
Chapter 23 is adopted in its entirety as amended below.

SECTION 2306 PRECAUTIONS AGAINST FUEL RELEASE

Amend Section 2306.7.4.1 as follows:

2306.7.4.1 Quick Disconnect Fittings. Quick disconnect fittings are not permitted to remain in place for future use on pressurized piping when they are installed below the impact valve.

Reason for Amendment: Enhanced Safety Measures for Fuel Dispensers

This amendment introduces a critical safeguard designed to prevent the accidental release of pressurized fuel. While fuel dispensers are equipped with impact valves (also known as shear valves) intended to stop fuel flow in the event the dispenser is knocked over from a vehicle impact (or other cause), a potential vulnerability exists when the quick disconnect is left in place below the impact valve.

Chapter 24 is adopted consistent with the State's adoption.
Chapter 25 is adopted consistent with the State's adoption.
Chapter 26 is adopted consistent with the State's adoption.
Chapter 27 is adopted consistent with the State's adoption.
Chapter 28 is adopted consistent with the State's adoption.
Chapter 29 is adopted consistent with the State's adoption.
Chapter 30 is adopted consistent with the State's adoption.
Chapter 31 is adopted consistent with the State's adoption.
Chapter 32 is adopted consistent with the State's adoption.
Chapter 33 is adopted in its entirety as amended below.

SECTION 3305 PRECAUTIONS AGAINST FIRE

Amend Section 3305.5 as follows:

3305.5 Fire watch. Where required by the fire code official or the site safety plan established in accordance with Section 3303.1, a fire watch shall be provided for building demolition and for building construction. Fire watch is not intended to facilitate occupancy during ongoing construction in a new building.

Reason for amendment: This is a county-wide amendment recommended by the Santa Clara County Fire Chiefs to provide a consistent standard for ensuring that fire walls are

completed during building construction to provide exit stairways during the construction of any multi-story building. This maintains the same requirement from prior code adoption cycle.

Chapter 34 is adopted consistent with the State's adoption.

Chapter 35 is adopted consistent with the State's adoption.

Chapter 36 is adopted consistent with the State's adoption.

Chapter 37 is adopted consistent with the State's adoption.

Chapter 38 is reserved for further use.

Chapter 39 is adopted consistent with the State's adoption.

Chapter 40 is adopted consistent with the State's adoption.

Chapter 41 is adopted consistent with the State's adoption.

Chapters 42 through 47 reserved for future use.

Chapter 48 is adopted consistent with the State's adoption.

Chapter 49 - The contents of Chapter 49 have all been deleted except for the following statement: "The requirements for wildland-urban interface areas are now located in Part 7, California Wildland-Urban Interface Code. See section 102.13 wildland urban interface. The provisions of Part 7, California Wildland-Urban Interface Code shall apply to buildings and structures located in the wildland urban interface (WUI) or fire hazard severity zone." The State Fire Marshal has adopted the entire chapter as amended noted in the matrix adoption table. These requirements shall be applied to buildings constructed in the Gilroy Residential Hillside Zone, the Moderate Fire Hazard Severity Zone, and the High Fire Hazard Severity Zone.

Chapter 50 is adopted in its entirety as amended below.

SECTION 5001 GENERAL. AMENDED

5001.2.2.2 Health Hazards. The material categories listed in this section are classified as health hazards. A material with a primary classification as a health hazard can also pose a physical hazard.

1. Highly toxic and toxic materials.
2. Corrosive materials.
3. Moderately toxic gas.
4. Other health hazards.

SECTION 5003.1.3.1 TOXIC, HIGHLY TOXIC, MODERATELY TOXIC AND SIMILARLY USED OR HANDLED MATERIALS. ADDED

5003.1.3.1 Toxic, Highly Toxic, Moderately Toxic Gases and Similarly Used or Handled Materials. The storage use and handling of toxic, highly toxic and moderately

toxic gases in amounts exceeding Table 5003.1.1(2), Table 5003.1.1(4) and/or Table 6004.2.1.4 shall be in accordance with this chapter and Chapter 60. Any toxic, highly toxic or moderately toxic material that is used or handled as a gas or vapor shall be in accordance with the requirements for toxic, highly toxic or moderately toxic gases.

SECTION 5003.1.5 OTHER HEALTH HAZARDS. ADDED

5003.1.5 Other Health Hazards. The storage, use and handling of materials classified as other health hazards including carcinogens, irritants and sensitizers in amounts exceeding 810 cubic feet for gases, 55 gallons for liquids and 5,000 pounds for solids shall be in accordance with Section 5001 and Section 5003.

SECTION 5003.1.6 ADDITIONAL SPILL CONTROL AND SECONDARY CONTAINMENT REQUIREMENTS. ADDED

5003.1.6 Additional Spill Control and Secondary Containment Requirements. In addition to the requirements set forth in Section 5004.2. An approved containment system is required for any quantity of hazardous materials that are liquids or solids at normal temperature, and pressure (NTP) where a spill is determined to be a plausible event and where such an event would endanger people, property, natural resources, or the environment. The approved containment system may be required to include a combination of spill control and secondary containment meeting the design and construction requirements set forth in Section 5004.2.

SECTION 5003.2.2.1 DESIGN AND CONSTRUCTION. AMENDED

5003.2.2.1 Design and Construction. Piping, tubing, valves, fittings and related components used for hazardous materials shall be in accordance with the following:

1. Piping and tubing shall be identified in accordance with ASME A13.1 and the Santa Clara County Fire Chiefs Marking Requirements and Guidelines for Hazardous Materials and Hazardous Waste to indicate the material conveyed.
2. Where gases or liquids having a hazard ranking of:

Health hazard Class 3 or 4

Flammability Class 4

Reactivity Class 4

In accordance with NFPA 704 are carried in pressurized piping above 15 pounds per square inch gauge (psig) (103 Kpa), an approved means of leak detection, emergency shutoff or excess flow control shall be provided. Where the piping originates from

within a hazardous material storage room or area, the excess flow control shall be located within the storage room or area. Where the piping originates from a bulk source, the excess flow control shall be located as close to the bulk source as practical.

Exceptions:

1. Piping for inlet connections designed to prevent backflow.
2. Piping for pressure relief devices.
3. Secondary containment or equivalent protection from spills or leaks shall be provided for piping for liquid hazardous materials and for highly toxic and toxic corrosive gases above threshold quantities listed in Tables 6004.2.1.4. Secondary containment includes, but is not limited to double-walled piping.

Exceptions:

1. Secondary containment is not required for toxic corrosive gases if the piping is constructed of inert materials.
2. Piping under sub-atmospheric conditions if the piping is equipped with an alarm and fail-safe-to-close valve activated by a loss of vacuum.
4. Expansion chambers shall be provided between valves whenever the regulated gas may be subjected to thermal expansion. Chambers shall be sized to provide protection for piping and instrumentation and to accommodate the expansion of regulated materials.

SECTION 5003.2.2.2 ADDITIONAL REGULATION FOR SUPPLY PIPING FOR HEALTH HAZARD MATERIALS. AMENDED

5003.2.2.2 Additional Regulation for Supply Piping for Health Hazard Materials. Supply piping and tubing for gases and liquids having a health hazard ranking of 3 or 4 shall be in accordance with ASME B31.3 and the following:

1. All primary piping for toxic, highly toxic and moderately toxic gases shall pass a helium leak test of 1×10^{-9} cubic centimeters/second where practical, or shall pass testing in accordance with an approved, nationally recognized standard. Tests shall be conducted by a qualified "third party" not involved with the construction of the piping and control systems.

SECTION 5003.5.2 VENTILATION DUCTING. ADDED

5003.5.2 Ventilation Ducting. Ducts venting hazardous materials operations shall be labeled with the hazard class of the material being vented and the direction of flow.

SECTION 5003.5.3 "H" OCCUPANCIES. ADDED

5003.5.3 “H” Occupancies. In "H" occupancies, all piping and tubing may be required to be identified when there is any possibility of confusion with hazardous materials transport tubing or piping. Flow direction indicators are required.

SECTION 5003.10.4 ELEVATORS USED TO TRANSPORT HAZARDOUS MATERIALS. AMENDED

5003.10.4.3 Highly toxic, toxic, moderately toxic gases, asphyxiate gases, and corrosive gases shall be limited to a container of a maximum water capacity of 1 lb.

SECTION 5004.2.1 STORAGE. AMENDED

5004.2.1 Spill Control for Hazardous Material Liquids. Rooms, buildings or areas used for storage of hazardous material liquids shall be provided with spill control to prevent the flow of liquids to adjoining areas. Floors in indoor locations and similar surfaces in outdoor locations shall be constructed to contain a spill from the largest single vessel by one of the following methods:

1. Sumps and collection systems, including containment pallets in accordance with Section 5004.2.3.

SECTION 5004.2.2. INCOMPATIBLE MATERIALS

5004.2.2. Incompatible Materials. Incompatible shall be separated from each other in independent secondary containment systems.

Reason for amendments: These are county-wide amendments recommended by the Santa Clara County Fire Chiefs. It maintains the current standards adopted as part of the Santa Clara County Hazardous Materials Ordinance and maintains consistency with the Hazardous Materials Release Response Regulations in the California Health and Safety Code. It will maintain the current standard used in Gilroy.

Chapter 51 is adopted consistent with the State’s adoption.

Chapter 52 is reserved for future use.

Chapter 53 is adopted consistent with the State’s adoption.

Chapter 54 is adopted in its entirety as amended below.

SECTION 5402 DEFINITIONS

Amend Section 5402.1 to read:

5402.1 Definition. The following term is defined in Chapter 2:

CORROSIVE.
CORROSIVE LIQUIDS.

*Chapter 55 is adopted consistent with the State's adoption.
Chapter 56 is adopted in its entirety as amended below.*

SECTION 5601.1.3 FIREWORKS. AMENDED

5601.1.3 Fireworks. The possession, manufacture, storage, sale, handling, and use of fireworks, including those fireworks classified as Safe and Sane by the California State Fire Marshal, are prohibited.

Exception: The use of fireworks for fireworks displays as allowed in Section 5608 and the sale and use of Safe and Sane Fireworks pursuant to Gilroy City Code Section 10.A.

Reason for amendment: This exception maintains that safe and sane fireworks may be stored, used and sold during the 4th of July and in conformance to Chapter 10A of the Gilroy City Code.

Chapter 57 is adopted in its entirety as amended below.

SECTION 5704 STORAGE. AMENDED

5704.2.7.5.8 Overfill Prevention.

Exception: Outside aboveground tanks with a capacity of 1320 gallons (5000 L) or less need only comply with Section 5704.2.9.7.5.1 (1.1).

Reason for amendment: This is a county-wide amendment recommended by the Santa Clara County Fire Chiefs. It maintains the current standards adopted as part of the Santa Clara County Hazardous Materials Ordinance and maintains consistency with the Hazardous Materials Release Response Regulations in the California Health and Safety Code. The amendment consolidates the requirement from different codes into one text. It will maintain the current standard used in Gilroy.

SECTION 5704.2.7.5.9 AUTOMATIC FILLING OF TANKS. ADDED

5704.2.7.12 Automatic and / or Remote Filling of Tanks. Systems that remotely or automatically fill flammable or combustible liquid tanks shall be equipped with overfill protection, as approved by the fire code official, that sends an alarm signal to a constantly attended location and immediately stops the filling of the tank. The alarm signal and automatic shutoff shall be tested on an annual basis and records of such testing shall be maintained and made available for review for a period of five (5) years.

Reason for amendment: This is a county-wide amendment recommended by the Santa Clara County Fire Chiefs. It maintains the current standards adopted as part of the Santa

Clara County Hazardous Materials Ordinance and maintains consistency with the Hazardous Materials Release Response Regulations in the California Health and Safety Code. The amendment consolidates the requirement from different codes into one text. It will maintain the current standard used in Gilroy.

Chapter 58 is adopted consistent with the State's adoption.

Chapter 59 is adopted consistent with the State's adoption.

Chapter 60 is adopted in its entirety as amended below.

SECTION 6001.1 GENERAL. AMENDED

6001.1 Scope. The storage and use of highly toxic, toxic and moderately toxic materials shall comply with this chapter. Compressed gases shall also comply with Chapter 53.

SECTION 6004.1 GENERAL. AMENDED

6004.1 General. The storage and use of highly toxic, toxic, and moderately toxic compressed gases shall comply with this section.

6004.1.1 Special limitations for indoor storage and use by occupancy. The indoor storage and use of highly toxic, toxic, and moderately toxic compressed gases in certain occupancies shall be subject to the limitations contained in Sections 6004.1.1.1 through 6004.1.1 .3.

6004.1.1.1 Group A, E, I or U occupancies. Moderately toxic, toxic and highly toxic compressed gases shall not be stored or used within Group A, E, I or U occupancies.

6004.1.1.2 Group R occupancies. Moderately toxic, toxic, and highly toxic compressed gases shall not be stored or used in Group R occupancies.

6004.1.1.3 Offices, retail sales, and classrooms. Moderately toxic, toxic, and highly toxic compressed gases shall not be stored or used in offices, retail sales, or classroom portions of Group B, F, M, or S occupancies.

SECTION 6004.2 INDOOR STORAGE AND USE. AMENDED

6004.2 Indoor Storage and Use. The indoor storage and use of highly toxic, toxic, and moderately toxic compressed gases shall be in accordance with Sections 6004.2.1 through 6004.2.4.

SECTION 6004.2.1 APPLICABILITY. AMENDED

6004.2.1 Applicability. The applicability of regulations governing the indoor storage and use of highly toxic, toxic, and moderately toxic compressed gases shall be as set forth in Sections 6004.2.1.1 through 6004.2.1.4.

SECTION 6004.2.1.4 QUANTITIES EXCEEDING THE MINIMUM THRESHOLD QUANTITIES BUT NOT EXCEEDING THE MAXIMUM ALLOWABLE QUANTITIES PER CONTROL AREAS. ADDED

6004.2.1.4 Quantities exceeding the minimum threshold quantities but not exceeding the maximum allowable quantities per control area. The indoor storage or use of highly toxic, toxic, and moderately toxic gases in amounts exceeding the minimum threshold quantities per control area set forth in Table 6004.2.1.4 but not exceeding maximum allowable quantity per control area set forth in Table 5003.1.1(2) shall be in accordance with Sections 5001, 5003, 6001, 6004.1, and 6004.4

ADD TABLE 6004.2.1.4 MINIMUM THRESHOLD QUANTITIES FOR HIGHLY TOXIC, TOXIC AND MODERATELY TOXIC GASES FOR INDOOR STORAGE AND USE

Minimum Threshold Quantities for Highly Toxic, Toxic, and Moderately Toxic Gases for Indoor Storage and Use	
Highly Toxic	20 cubic feet
Toxic	405 cubic feet
Moderately Toxic	405 cubic feet

SECTION 6004.4 GENERAL INDOOR REQUIREMENTS. ADDED

6004.4 General Indoor Requirements. The general requirements applicable to the indoor storage and use of highly toxic, toxic, and moderately toxic compressed gases shall be in accordance with Sections 6004.4 through 6004.4.8.2

SECTION 6004.4.1 CYLINDER AND TANK LOCATION. ADDED

6004.4.1 Cylinder and Tank Location. Cylinders shall be located within gas cabinets, exhausted enclosures, or gas rooms. Portable and stationary tanks shall be located within gas rooms or exhausted enclosures.

Exceptions: Where a gas detection system is provided in accordance with 6004.4.8

SECTION 6004.4.2 VENTILATED AREAS. ADDED

6004.4.2. Ventilated Areas. The room or area in which gas cabinets or exhausted enclosures are located shall be provided with exhaust ventilation. Gas cabinets or exhausted enclosures shall not be used as the sole means of exhaust for any room or area.

SECTION 6004.4.3 PIPING AND CONTROLS. ADDED

6004.4.3. Piping and Controls. In addition to the requirements of Section 5003.2.2, piping and controls on stationary tanks, portable tanks, and cylinders shall comply with the following requirements:

1. Stationary tanks, portable tanks, and cylinders in use shall be provided with a means of excess flow control on all tank and cylinder inlet or outlet connections.

Exceptions:

1. Inlet connections designed to prevent backflow.
2. Pressure relief devices.

SECTION 6004.4.4 GAS ROOMS. ADDED

6004.4.4 Gas rooms. Gas rooms shall comply with Section 5003.8.4 and both of the following requirements:

1. The exhaust ventilation from gas rooms shall be directed to an exhaust system.
2. Gas rooms shall be equipped with an approved automatic sprinkler system. Alternative fire-extinguishing systems shall not be used.

SECTION 6004.4.5 TREATMENT SYSTEMS. ADDED

6004.4.5 Treatment systems. The exhaust ventilation from gas cabinets, exhausted enclosures and gas rooms, required in Section 6004.4.1 shall be directed to a treatment system. The treatment system shall be utilized to handle the accidental release of gas and to process exhaust ventilation. The treatment system shall be designed in accordance with Sections 6004.2.2.7.1 through 6004.2.2.7.5 and Chapter 5 of the California Mechanical Code.

Exceptions:

1. Highly toxic, toxic, and moderately toxic gas storage. A treatment system is not required for cylinders, containers, and tanks in storage where all of the following controls are provided:
 - 1.1 Valve outlets are equipped with gas-tight outlet plugs or caps.
 - 1.2 Hand-wheel-operate dated valves have handles secured to prevent movement.
 - 1.3 Approved containment vessels or containment systems are provided in accordance with Section 6004.2.2.3.

2. Highly toxic, toxic, and moderately toxic gases-use. Treatment systems are not required for highly toxic, toxic, and moderately toxic gases supplied by stationary tanks, portable tanks, or cylinders where a gas detection system complying with Section 6004.4.8 and listed or approved automatic-closing fail-safe valves are provided. The gas detection system shall have a sensing interval not exceeding 5 minutes. Automatic-closing fail-safe valves shall be located immediately adjacent to cylinder valves and shall close when gas is detected at the permissible exposure limit (PEL) by a gas sensor monitoring the exhaust system at the point of discharge from the gas cabinet, exhausted enclosure, ventilated enclosure or gas room.

SECTION 6004.4.5.1 DESIGN. ADDED

6004.4.5.1 Design. Treatment systems shall be capable of diluting, adsorbing, absorbing, containing, neutralizing, burning, or otherwise processing the contents of the largest single vessel of compressed gas. Where a total containment system is used, the system shall be designed to handle the maximum anticipated pressure of release to the system when it reaches equilibrium.

SECTION 6004.4.5.2 PERFORMANCE. ADDED

6004.4.5.2. Performance. Treatment systems shall be designed to reduce the maximum allowable discharge concentrations of the gas to one-half immediate by dangerous to life and health (IDLH) at the point of discharge to the atmosphere. Where more than one gas is emitted to the treatment system, the treatment system shall be designed to handle the worst-case release based on the release rate, the quantity and the IDLH for all compressed gases stored or used.

SECTION 6004.4.5.3 SIZING. ADDED

6004.4.5.3. Sizing. Treatment systems shall be sized to process the maximum worst-case release of gas based on the maximum flow rate of release from the largest vessel utilized. The entire contents of the largest compressed gas vessel shall be considered.

SECTION 6004.4.5.4 STATIONARY TANKS.

6004.4.5.4 Stationary Tanks. Stationary tanks shall be labeled with the maximum rate of release for the compressed gas contained based on valves or fittings that are inserted directly into the tank. Where multiple valves or fittings are provided, the maximum flow rate of release for valves or fittings with the highest flow rate shall be indicated. Where liquefied compressed gases are in contact with valves or fittings, the liquid flow rate shall be utilized for computation purposes. Flow rates indicated on the label shall be converted to cubic feet per minute (cfm/min) (m³/s) of gas at normal temperature and pressure (NTP).

SECTION 6004.4.5.5 PORTABLE TANKS AND CYLINDERS.

6004.4.5.5 Portable Tanks and Cylinders. The maximum flow rate of release for portable tanks and cylinders shall be calculated based on the total release from the cylinder or tank within the time specified in Table 6004.2.2.7.5. Where portable tanks or cylinders are equipped with approved excess flow or reduced flow valves, the worst-case release shall be determined by the maximum achievable flow from the valve as determined by the valve manufacturer or compressed gas supplier. Reduced flow and excess flow valves shall be permanently marked by the valve manufacturer to indicate the maximum design flow rate. Such markings shall indicate the flow rate for air under normal temperature and pressure.

SECTION 6004.4.6 EMERGENCY POWER. ADDED

6004.4.6. Emergency Power. Emergency power shall be provided for the following systems in accordance with Section 604:

1. Exhaust ventilation system
2. Treatment system
3. Gas detection system
4. Smoke detection system

SECTION 6004.4.6.1 FAIL-SAFE SYSTEMS.

6004.4.6.1. Fail-Safe Systems. Emergency power shall not be required for mechanical exhaust ventilation and treatment systems where approved fail-safe systems are installed and designed to stop gas flow.

SECTION 6004.4.7 AUTOMATIC FIRE DETECTION SYSTEMS.

6004.4.7. Automatic Fire Detection System. An approved automatic fire detection system shall be installed in rooms or areas where highly toxic, toxic, and moderately toxic compressed gases are stored or used. Activation of the detection system shall sound a local alarm. The fire detection system shall comply with Section 907.

SECTION 6004.4.8 GAS DETECTION SYSTEMS. ADDED

6004.4.8. Gas Detection System. A gas detection system complying with Section 916 shall be provided to detect the presence of gas at or below the PEL or ceiling limit of the gas for which detection is provided.

Exceptions:

1. A gas detection system is not required for toxic and moderately toxic gases when the physiological warning threshold level for the gas is at a level below the accepted PEL for the gas.

2. A gas detection system is not required for highly toxic, toxic, and moderately toxic gases where cylinders, portable tanks, and all non-continuously welded connects are within a gas cabinet or exhausted enclosures.

SECTION 6004.4.8.1 ALARMS.

6004.4.8.1 Alarms. The gas detection system shall initiate a local alarm and transmit a signal to an approved location.

SECTION 6004.4.8.2 SHUT OFF OF GAS SUPPLY. ADDED

6004.4.8.2. Shut off of gas supply. The gas detection system shall automatically close the shut-off valve at the source on gas supply piping and tubing related to the system being monitored for whichever gas is detected.

Exceptions: Automatic shutdown is not required for highly toxic, toxic, and moderately toxic compressed gas systems where all of the following controls are provided:

1. Constantly attended/supervised.
2. Provided with emergency shutoff valves that have ready access.

Reason for amendments: These are county-wide amendments for Chapter 60 recommended by the Santa Clara County Fire Chiefs.

Chapter 61 is adopted consistent with the State's adoption.

Chapter 62 is adopted consistent with the State's adoption.

Chapter 63 is adopted consistent with the State's adoption.

Chapter 64 is adopted in its entirety as amended below.

SECTION 6405.3.1 SILANE DISTRIBUTION SYSTEMS AUTOMATIC SHUTDOWN. ADDED

6405.3.1 Silane Distribution Systems Automatic Shutdown. Silane distribution systems shall automatically shut down at the source upon activation of the gas detection system at levels above the alarm level and/or failure of the ventilation system for the silane distribution system.

Reason for amendment: All the amendments to Section 6004 that follow are part of a county-wide amendment recommended by the Santa Clara County Fire Chiefs. It maintains the current standards and accepted practices within the County of Santa Clara and maintains consistency with the Hazardous Materials Release Response Regulations in the California Health and Safety Code. The International Fire Code does not include

provisions for gases that are moderately toxic. This amendment preserves the original Toxic Gas Ordinance Provisions. It will maintain the current standard used in Gilroy.

Chapter 65 is adopted consistent with the State's adoption.

Chapter 66 is adopted consistent with the State's adoption.

Chapter 67 is adopted consistent with the State's adoption.

Chapters 68 through 79 reserved for future use.

Chapter 80 is adopted consistent with the State's adoption.

APPENDIX A NOT ADOPTED BY THE STATE FIRE MARSHAL.

APPENDIX B is adopted in its entirety as amended below.

SECTION B105 FIRE-FLOW REQUIREMENTS FOR BUILDINGS

Amend Section B105.2 to read:

B105.2 Buildings other than one- and two-family dwellings, Group R-3 and R-4 buildings and townhouses. The minimum fire-flow and flow duration for buildings other than one- and two-family dwellings, Group R-3 and R-4 buildings and townhouses shall be as specified in Tables B105.1(2) and B105.2.

Exceptions: [SFM] Group B, S-2, and U occupancies having a floor area not exceeding 1,000 square feet, primarily constructed of noncombustible exterior walls with wood or steel roof framing, having a Class A roof assembly, with uses limited to the following or similar uses:

1. California State Parks buildings of an accessory nature (restrooms).
2. Safety roadside rest areas (SRRA) and public restrooms.
3. Truck inspection facilities (TIF), CHP office space, and vehicle inspection bays.
4. Sand/salt storage buildings, storage of sand and salt.

The maximum fire flow reduction for all commercial buildings greater than 30,000 square feet and residential podium buildings shall not exceed 25 percent of the fire flow specified in Table B105.1(2). The maximum fire flow reduction for all other buildings shall not exceed 50 percent of the fire flow specified in Table B105.1(2).

Reason for amendment: This is a County-wide amendment recommended by the Santa Clara County Fire Chiefs. These amendments limit the amount that fire flow can be reduced. This amendment is a carry-over from previous code cycle adoption in Gilroy. This amendment ensure that large projects have adequate fire flow for the proposed project.

APPENDIX BB is adopted consistent with the State's adoption.

APPENDIX C is adopted in its entirety as amended below.

SECTION C102 NUMBER OF FIRE HYDRANTS

Amend Section C102.1 to read:

C102.1 Minimum number of fire hydrants for a building. The number of fire hydrants available to a building shall be not less than the minimum specified in Table C102.1, utilizing the base fire flow without fire sprinkler reduction.

Reason for amendment: This is a County-wide amendment recommended by the Santa Clara County Fire Chiefs.

SECTION C103 FIRE HYDRANTS SPACING

Amend Section C103.1 to read:

C103.1 Hydrant spacing. Fire apparatus access roads and public streets providing required access to buildings in accordance with Section 503 of the California Fire Code shall be provided with one or more fire hydrants, as determined by Section C102.1. Where more than one fire hydrant is required, the distance between required fire hydrants shall be in accordance with Sections C103.2 and C103.3, but in no case shall the average spacing be more than 300 feet on center.

Reason for amendment: This is a County-wide amendment recommended by the Santa Clara County Fire Chiefs and is consistent with the City of Gilroy's existing standards and specifications.

APPENDIX CC is adopted consistent with the State's adoption.

APPENDIX D is adopted in its entirety as amended below.

SECTION D103 MINIMUM SPECIFICATIONS

Amend Section D103.2 as follows:

D103.2 Grade. The maximum grade of a fire department apparatus access road shall not exceed 15 percent unless approved by the fire code official.

Amend Section D103.3 as follows:

D103.3 Turning radius. The required turning radius of a fire apparatus access roads shall be a minimum of 30 inside, and a minimum of 50 outside.

Amend Section D103.4 to read:

D103.4 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4, as approved by the fire code official.

Amend Table D103.4 to read:

TABLE D103.4

REQUIREMENTS FOR DEAD-END FIRE APPARATUS ACCESS ROADS

Length (feet)	WIDTH (feet)	TURAROUDS REQUIURED
0 – 150	26	Not required, unless determined necessary by the fire code official
151 – 500	26	120-foot Hammerhead, 60-foot “Y” or 96-foot-diameter cul-de-sac in accordance with Figure D103.1
500– 750	26	120-foot Hammerhead, 60-foot “Y” or 96-foot-diameter cul-de-sac in accordance with Figure D103.1
Over 750	Special approval required	

D103.5 Fire apparatus access road gates. Gates securing the fire apparatus access roads shall comply with all of the following criteria: the fire apparatus access roads shall comply with all of the following criteria:

1. Where a single gate is provided, the gate width shall be not less than 20 feet (6096 mm). Where a fire apparatus road consists of a divided roadway, the gate width shall be not less than 20 feet (6096 mm).
2. Gates shall be of the horizontal swing, horizontal slide, vertical lift or vertical pivot type.
3. Construction of gates shall be of materials that allow manual operation by one person.
4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.
5. Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency opening devices shall be approved by the fire code official.
6. Methods of locking shall be submitted for approval by the fire code official.
7. Electric gate operators, where provided, shall be listed in accordance with UL 325.
8. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

Reason for amendment: This is a County-wide amendment recommended by the Santa Clara County Fire Chiefs.

APPENDIX H is adopted consistent with the State’s adoption.

(b) Amendments to the Wildland-Urban Interface Code

The Wildland-Urban Interface Code is adopted consistent with the State’s adoption, with no amendments.

The requirements shall be applied to buildings constructed in the Gilroy Residential Hillside Zone, the Moderate Fire Hazard Severity Zone, and the High Fire Hazard Severity Zone.

SECTION VI

Upon adoption of each new California Building Standards Code, the Ordinance adopting the previously adopted California Building Standards Code is superseded in its entirety. This Ordinance does not repeal the 2025 Ordinance that adopts by reference and amends parts of the 2025 California Building Standards Code.

SECTION VII

The provisions of this Ordinance are separable, and the invalidity of any phrase, clause, provision, or part shall not affect the validity of the remainder.

SECTION VIII

In accordance with Section 36937 of the Government Code of the State of California, this Ordinance shall take effect thirty (30) days from and after the date of its final adoption by the City Council.

PASSED AND ADOPTED this 18th day of August 2025 by the following roll call vote:

AYES: **COUNCIL MEMBERS:**

NOES: **COUNCIL MEMBERS:**

ABSTAIN: **COUNCIL MEMBERS:**

ABSENT: **COUNCIL MEMBERS:**

APPROVED:

Greg Bozzo, Mayor

ATTEST:

Kim Mancera, City Clerk

CERTIFICATE OF THE CLERK

I, **KIM MANCERA**, City Clerk of the City of Gilroy, do hereby certify that the attached **Ordinance No. 2025-XX** is an original ordinance, or true and correct copy of a City Ordinance, duly adopted by the Council of the City of Gilroy at a Regular Meeting of said Council held on **Monday, August 18, 2025**, with a quorum present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Gilroy this **Date**.

Kim Mancera
City Clerk of the City of Gilroy

(Seal)



City of Gilroy

STAFF REPORT

Agenda Item Title: Mobile Food Vending on Private Property - Pilot Program Clarification

Meeting Date: August 18, 2025
From: Brad Kilger, Interim City Administrator
Department: Administration
Submitted by: Bryce Atkins, Assistant to the City Administrator
Prepared by: Victoria Valencia, Economic Development Manager
Bryce Atkins, Assistant to the City Administrator

STRATEGIC PLAN GOALS: Ensure Neighborhood Equity from City Services

RECOMMENDATION

Council provide clarification regarding food truck prohibitions on private property along Monterey Road.

BACKGROUND

The City Council adopted a Mobile Vending Pilot Program (Pilot Program) via Resolution No. 2025-26 on June 2, 2025. The Council had deliberated on the issue of mobile food vendors since December 2023. The driving reasons for the Pilot Program included:

- Lack of proactive enforcement post-pandemic.
- The City Code was considered outdated.
- Discussions and review of other communities' ordinances around mobile food vendors.
- Council direction to explore flexible vending locations, simplified processes, and adjusted time restrictions, as well as identifying suitable downtown areas for food trucks.
- The Downtown Committee recommendation to prohibit any food trucks in the public right of way along Monterey Road, or on side streets from Railroad Street to Egleberry Street, and only allow food trucks to operate in Gourmet Alley

between 4th and 6th Street.

On May 5, 2025, after a staff report recommending a pilot program for downtown, the Council directed staff to fully enforce the ordinance as written, including the requirement to relocate frequently and the prohibition in commercial zones. Staff then commenced development of the Pilot Program. Staff returned to the Council on June 2, 2025, with the Pilot Program in its current form.

In the implementation of the Pilot Program, staff received feedback from vendors, property owners, and code enforcement regarding confusion around the term “fronting” in the policy. To assist with consistent, objective measure-based enforcement during the Pilot Program, staff researched and used the City’s most restrictive building setback—41 feet from the face of the curb—as interim guidance.

ANALYSIS

In late July 2025, in response to a mobile food vendor issue on Monterey between 7th Street and Hornlein Court, and additional concerns and pending applications about food truck placement and the interpretation regarding properties fronting on Monterey Road in the policy, staff paused enforcement until Council direction could be obtained. No further permits have been processed, and Code Enforcement continues to check mobile food vendors for County Health Permits and the State Seller’s Permits.

Currently in the Pilot Program:

- Five food trucks were fully approved, two for special events and three on private property.
- Four additional food trucks are pending approval, but all are proposed to be on private property abutting Monterey, but outside of the setback.
 - Their eligibility status for a mobile vendor permit would depend upon the Council’s determination regarding the specific, objective perimeter of the No Mobile Vending Zone along Monterey Road.

As staff reviewed the policy language and how the interim setback would be applied to individual parcels abutting Monterey Road, it was realized that setback distances affect properties differently based on the development layout and building placement within the parcel. This may cause the objective measure to result in inequitable treatment of mobile food vendors/property owners.

Staff is requesting Council clarification regarding its intent regarding the establishment of the No Mobile Vending Zones. At issue is whether the Council intends to have a specific setback distance from Monterey Road or a prohibition of food trucks for all private property abutting Monterey. Alternatively, the Council may also provide other direction regarding its intent regarding food trucks on private property along Monterey Road.

ALTERNATIVES

Council may provide any direction regarding the interpretation and enforcement of the No Mobile Vending Zone.

FISCAL IMPACT/FUNDING SOURCE

None.

PUBLIC OUTREACH

This item was included on the publicly posted agenda for this meeting. Once clarification is received, staff will update public and business owner information accordingly and announce the re-engagement of enforcement of the Pilot Program requirements.

NEXT STEPS

Based on Council direction, staff would then implement in its enforcement of the regulations contained in the Pilot Program the directed interpretation of fronting, and return with a new resolution incorporating the clarified conditions into the Pilot Program.

Attachments:

1. Resolution 2025-26 - Mobile Vending Pilot Program

RESOLUTION 2025-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY ESTABLISHING A MOBILE VENDING PILOT PROGRAM TO ALLOW FOOD TRUCKS TO OPERATE IN DESIGNATED AREAS WHILE STAFF UPDATES THE MOBILE VENDING ORDINANCE

WHEREAS, the City of Gilroy currently regulates mobile vending under Chapter 16A, Article II of the Gilroy City Code, which limits operations to 10-minute intervals and prohibits vending in certain commercial zones; and

WHEREAS, Chapter 16B of the Gilroy City Code provides more modern and flexible regulations for sidewalk vending, including updated distance and operational standards; and

WHEREAS, the City Council has directed staff to update the mobile vending ordinance to reflect current best practices, balance health and safety concerns, and support local economic development; and

WHEREAS, food trucks are increasingly viewed as an important tool for supporting small businesses, promoting placemaking, and enhancing community events; and

WHEREAS, a temporary pilot program will provide a low-risk opportunity to test the feasibility of food truck operations in different areas of the City, allow for public input, and inform permanent ordinance amendments; and

WHEREAS, staff has identified specific locations, times, and operational standards under which food truck vending may occur during the pilot program period; and

WHEREAS, adoption of a pilot program does not replace the City's existing permit and enforcement procedures but provides limited, conditional flexibility until the ordinance update is completed.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF GILROY HEREBY establishes a Mobile Vending Pilot Program as follows:

SECTION I

The Mobile Vending Pilot Program shall be in effect upon adoption of this resolution and shall expire on December 31, 2025, or upon adoption of a revised mobile vending ordinance, whichever occurs first. Vendors participating in the Mobile Vending Pilot Program shall be required to obtain and maintain a valid California Seller's Permit, a County of Santa Clara Department of Environmental Health (DEH) Permit, a City of Gilroy Business License, and a City of Gilroy Mobile Vending Permit. The Mobile Vending Permit issued under this program shall not require a livescan or background check.

An initial sixty (60) day amnesty period shall be provided for vendors who do not

yet possess a City of Gilroy Business License or Mobile Vending Permit. During this amnesty period, participating vendors shall be required to register with the City Administrator or his designee and provide proof of application submission for both the Business License and Mobile Vending Permit, such as a screenshot or other verifiable documentation of the submitted applications.

SECTION II

Mobile food vendors participating in the pilot program must comply with all general requirements and operational standards outlined in the Mobile Vending Pilot Program Guidelines, attached hereto as Exhibit A.

SECTION III

Mobile vending is prohibited in the following No Vending Zones:

- Public Right-of-Way on Monterey Street and side streets from Leavesley to Luchessa Avenue.
- Private or Public Property fronting Monterey Street.

SECTION IV

Approved pilot vending areas include:

1. Permitted Special Events:

- Food trucks may participate in permitted special events with the appropriate permits and approval from the event organizer.

2. Designated Downtown locations outside of the No Vending Zone, including the 5th Street Parking:

- Food trucks may operate within the Downtown Specific Plan Area at the following locations: the 5th Street Parking Lot; designated spaces within the public parking lots adjacent to Gourmet Alley (between East 4th Street and East 6th Street); and designated spaces on Egleberry Street. All operations are subject to compliance with the City's Mobile Vending Permit requirements and all other applicable permits and regulations.
- Food truck operations shall be permitted from June through December 2025, on Thursdays, Fridays, Saturdays, and Sundays. Hours of operation shall not exceed 4:00 p.m. to 2:00 a.m. in the 5th Street Parking Lot, and 2:00 p.m. to 10:00 p.m. in the designated spaces adjacent to Gourmet Alley.
- Food truck operations shall not occur on days when special events are scheduled in these areas, unless operating in conjunction with the permitted special event.

3. Developed private property in commercial, industrial/manufacturing, and mixed-use zones with appropriate approvals:

- Vendors may operate on private property outside of the No Vending Zone with permission from the property owner.
- Hours of operation are subject to the operating hours of the host business, not to exceed 6:00 am to 12:00 am.
- Vendors may not operate from vacant or undeveloped parcels.

All food trucks operating under this Resolution must ensure permanent restroom and handwashing facilities are available within two hundred (200) feet of their operating location if parked for longer than one hour, and must comply with all health, fire, and life safety regulations.

SECTION V

The City Administrator or his designee is authorized to implement and manage the necessary permitting, signage, compliance measures, and operational guidelines consistent with this Resolution and the City Code. City staff shall monitor the pilot program, collect data, and return to City Council with an evaluation report and recommendations for permanent ordinance amendments prior to expiration of the pilot program.

PASSED AND ADOPTED by the City Council of the City of Gilroy at a regular meeting duly held on the 2nd day of June 2025 by the following roll call vote:

AYES:	COUNCIL MEMBERS:	Bracco; Cline; Fugazzi; Hilton; Marques; Ramirez; Mayor Bozzo
NOES:	COUNCIL MEMBERS:	
ABSTAIN:	COUNCIL MEMBERS:	
ABSENT:	COUNCIL MEMBERS:	

APPROVED:

Signed by:

Greg Bozzo

07A97E9AA9F64A6

Greg Bozzo, Mayor

ATTEST:

DocuSigned by:

Bryce Atkins

1562587E5B224C0

Bryce Atkins, Acting City Clerk

EXHIBIT A

City of Gilroy

Mobile Vending Pilot Program Guidelines

Effective Upon Adoption – December 31, 2025 (or until a new ordinance is adopted)

To participate in the pilot program, vendors must register with the Administration Department. A link to register can be found at cityofgilroy.org/384/Economic-Development, or by contacting the City’s Economic Development team at 408-846-0207.

1. Purpose

The purpose of this Mobile Vending Pilot Program is to allow temporary, regulated food truck operations in designated areas of the City of Gilroy while the City updates its permanent mobile vending ordinance. This pilot program provides an opportunity to evaluate the feasibility, community response, and operational impacts of mobile vending in various settings.

2. Program Duration

The pilot program shall be effective immediately upon adoption and will remain in place until December 31, 2025, or until a revised ordinance is adopted by the City Council, whichever occurs first.

3. General Requirements

All mobile vendors must comply with the following requirements:

- Possess a valid Mobile Vending Permit issued by the Gilroy Police Department
- Possess a valid City of Gilroy Business License
- Possess a Santa Clara County Environmental Health Permit (if applicable)
- Possess a California Department of Tax and Fee Administration Seller’s Permit
- Provide proof of permission to use restroom facilities if operating longer than one hour
- Comply with operational standards established in Chapter 16B for consistency

An initial sixty (60) day amnesty period shall be provided for vendors who do not yet possess a City of Gilroy Business License or Mobile Vending Permit. During this amnesty period, participating vendors shall be required to register with the City Administrator or his designee and provide proof of application submission for both the Business License and Mobile Vending Permit, such as a screenshot or other verifiable documentation of the submitted applications.

License/Permit	Organization	Contact Information
City of Gilroy Mobile Vending Permit	City of Gilroy Police Department	Telephone – (408) 846-0309
City of Gilroy Business License	City of Gilroy Finance Department	Telephone – (408) 846-0420 https://www.cityofgilroy.org/207/Business-Licenses

License/Permit	Organization	Contact Information
Health Permit	County of Santa Clara Department of Environmental Health, Consumer Protection Division	Telephone – (408) 918-1908 https://cpd.sccgov.org/food/mobile-food-facilities
Sellers Permit	California Department of Tax and Fee Administration	Telephone – 1-800-400-7115 https://www.cdtfa.ca.gov/services/#Overview

4. No Mobile Vending Zones

Mobile vending is prohibited in the following areas:

- Public Right-of-Way on Monterey Street and side streets from Leavesley to Luchessa Avenue
- Private or Public Property fronting Monterey Street

5. Pilot Locations and Conditions

All food trucks operating under this Resolution must ensure permanent restroom and handwashing facilities are available within two hundred (200) feet of their operating location if parked for longer than one hour, and must comply with all health, fire, and life safety regulations.

A. Special Events

Food trucks may operate at permitted special events for the duration of the event, provided they are listed on the special event permit. Vendors must follow all location, safety, and sanitation rules during the event.

B. Downtown Locations

-Food trucks may operate within the Downtown Specific Plan Area at the 5th Street Parking Lot and the public parking lots adjacent to Gourmet Alley between East 4th Street and East 6th Street, subject to compliance with the City's Mobile Vending Permit and all applicable permitting requirements.

-Food truck operations shall be allowed during the months of June through December 2025, on Thursdays, Fridays, Saturdays, and Sundays, not to exceed the hours of 4:00 pm and 2:00 am in the 5th Street Parking Lot, and 2:00 pm to 10:00 pm in designated spaces in the public parking lots adjacent to Gourmet Alley between East 4th Street and East 6th Street, excluding days when special events are scheduled in those areas.

- Allowable hours in the 5th Street lot may be adjusted to fit demand.

-Private property along Gourmet Alley may be used with owner permission and required permits

C. Private Property

Mobile vendors may operate on developed private property in Commercial, Industrial/Manufacturing, and Mixed-Use Zoning Districts. Residential zoning districts are prohibited.

- Hours of operation: Hours cannot exceed those of the host business, and cannot operate outside of the hours of 6:00 am – 12:00 am.

- Vendors must have written permission from the property owner and must not interfere with minimum required parking requirements.
- Vendors may not operate from vacant or undeveloped parcels.

6. Operational Standards

- No external signage, flags, or banners (only painted signage compliant with zoning code)
- No tents, tables, canopies, or other temporary structures allowed.
- No generators exceeding acceptable noise levels
- Waste and grease must be properly disposed of; vendors must provide trash receptacles
- Maintain a minimum 5 feet or 50% of sidewalk clearance for pedestrian access
- Maintain a 25-foot distance from ATMs

In addition, vendors may not operate:

- In any city park where there is a concessions agreement that exclusively permits the sale of food or merchandise by a concessionaire.
- Within three hundred (300) feet of a permitted, certified farmers' market or permitted special event during its operation.
- Within four hundred (400) feet of a school between the hours of 7:00 a.m. and 4:00 p.m. on school days.
- Within six hundred (600) feet of any entertainment establishment between the hours of 10:00 p.m. and 2:30 a.m.

7. Evaluation and Reporting

City staff will monitor and evaluate the pilot program based on:

- Public and business feedback
 - Vendor participation and permit data
 - Code enforcement or safety issues
 - Traffic, parking, and pedestrian impact observations
- Staff will report findings to the City Council prior to the program's conclusion.

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Mobile Vendor Pilot Program
City Council Regular Meeting | June 2, 2025
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CERTIFICATE OF THE CLERK

I, **BRYCE ATKINS**, Acting City Clerk of the City of Gilroy, do hereby certify that the attached **Resolution No. 2025-26** is an original resolution, or true and correct copy of a City Resolution, duly adopted by the Council of the City of Gilroy at a Regular Meeting of said Council held on **Monday, June 2, 2025**, with a quorum present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Gilroy this **June 10, 2025**.

DocuSigned by:

1562587F5B224C0...
Bryce Atkins
Acting City Clerk of the City of Gilroy





City of Gilroy

STAFF REPORT

Agenda Item Title: Creation of an Ice Center Ad Hoc Committee

Meeting Date: August 18, 2025

From: Brag Kilger, City Administrator

Department: Administration

Submitted by: Bryce Atkins, Assistant to the City Administrator

Prepared by: Bryce Atkins, Assistant to the City Administrator

STRATEGIC PLAN GOALS: Maintain and Improve City Infrastructure
Promote Economic Development Activities

RECOMMENDATION

Council create a Gilroy Ice Center ad hoc committee.

BACKGROUND

The Gilroy Ice Center represents Phase III of the Sports Park Master Plan. The original 2002 Environmental Impact Report (EIR) for the Sports Park was amended in 2019 to consider the construction of the Ice Center.

In June of 2022, the City and Sharks Sports & Entertainment, LLC (Sharks Sports) entered into a Non-Binding Term Sheet for an Operating Agreement for the proposed Ice Center. On September 19, 2022, the City and Sharks Sports entered into a Consulting and Reimbursement Agreement to complete the design and to get the project ready for construction using a design-build method of contracting.

As currently envisioned, the Ice Center will be an approximately 100,000 SF indoor Center that will house two National Hockey League-sized ice sheets and accompanying uses such as spectator seating, locker rooms, food service, retail, and administrative space. In addition, the project will construct a new parking lot to support the Ice Center.

ANALYSIS

As the project has progressed, there has been a stated desire for an ad hoc committee to be formed to help the project advance and to provide information and recommendations to the full City Council regarding the project. Should Council consent to the creation of the ad hoc committee, the Mayor will then appoint three members to serve on the ad hoc committee with the approval of Council.

An update regarding the Ice Center will be presented at a future meeting of the Council.

ALTERNATIVES

The Council may choose not to form the subcommittee.

FISCAL IMPACT/FUNDING SOURCE

None.

PUBLIC OUTREACH

This item was included on the publicly posted agenda for this meeting.

NEXT STEPS

If approved, the appointed members of the ad hoc committee will coordinate with the City Administrator for their first meeting.

Attachments:

None