



CITY COUNCIL REGULAR MEETING AGENDA

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

MAYOR

Marie Blankley

COUNCIL MEMBERS

Rebeca Armendariz

Dion Bracco

Tom Cline

Zach Hilton

Carol Marques

Fred Tovar

MONDAY, AUGUST 19, 2024 | 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

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

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



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at least 72 hours prior to the meeting at (408) 846-0204 or cityclerk@cityofgilroy.org to help ensure that reasonable arrangements can be made.



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

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

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

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

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

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

If you need translation assistance, contact the City Clerk 72 hours before the meeting at 408-846-0204 or cityclerk@cityofgilroy.org.

Si necesita un intérprete durante la junta y gustaría dar un comentario público, comuníquese con el Secretario de la Ciudad un mínimo de 72 horas antes de la junta al 408-846-0204 o envíe un correo electrónico a la Oficina del Secretario de la Ciudad a cityclerk@cityofgilroy.org.



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

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

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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 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**
- 3. COUNCIL CORRESPONDENCE (Informational Only)**
- 4. PRESENTATIONS TO THE COUNCIL**
 - 4.1. Annual Presentation by the Parks and Recreation Commission**
 - 4.2. PUBLIC COMMENT BY MEMBERS OF THE PUBLIC ON ITEMS NOT ON THE AGENDA BUT WITHIN THE SUBJECT MATTER JURISDICTION OF THE CITY COUNCIL**

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

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

5. REPORTS OF COUNCIL MEMBERS

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

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

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

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

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

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

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

6. CONSENT CALENDAR

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

- 6.1. **Approval of the Action Minutes of the July 29, 2024 and August 5, 2024 City Council Regular Meeting**
- 6.2. **Time Extension for a Vesting Tentative Map to Subdivide 3.37 acres for a 45 Unit Townhome Planned Development on Royal Way, APN 799-44-93, 94, 95, 96, 97, 98, 101, 109 & 110, Gilroy, CA 95020 (File Number TM 21-04)**
- 6.3. **Acceptance of Cash and Investment Report as of June 30, 2024**
- 6.4. **Approval of Notice of Acceptance of Completion for FY24 Annual CDBG Sidewalk/Curb Ramp Project No. 24-PW-285 (Phase 1)**

7. BIDS AND PROPOSALS

8. PUBLIC HEARINGS

9. UNFINISHED BUSINESS

9.1. Selection and Appointment of Youth Commission Members

1. Staff Report: Bryce Atkins, Assistant to the City Administrator
2. Public Comment
3. Possible Action:

Review the applications and interviews from the candidates and proceed with the formal appointment of suitable candidates to the vacant positions within the Youth Commission.

10. INTRODUCTION OF NEW BUSINESS

10.1. Award a Contract to Paired Power in the Amount of \$172,903 for the Purchase and Installation of Two PairTree Solar EV Chargers and Adopt a Resolution Amending the Fiscal Year 2025 Budget

1. Staff Report: Bryce Atkins, Assistant to the City Administrator
2. Public Comment
3. Possible Action:

Council:

- a) Adopt a resolution amending the Fiscal Year 2024 budget; and
- b) Award a contract to Paired Power for the purchase and installation of two PairTree Solar EV Chargers and associated support products and authorize the City Administrator to execute the agreement.

10.2. Special Event Permit Process and Program Revision

1. Staff Report: Jimmy Forbis, City Administrator
2. Public Comment
3. Possible Action:

Council direction for establishing special event fees, a road closure policy, and waiving fees for certain groups.

10.3. Food Truck Ordinance

1. Staff Report: Victoria Valencia, Economic Development Manager
2. Public Comment
3. Possible Action:

Council direction regarding updating the ordinance, establishing permit fees and identifying permitted zones.

11. FUTURE COUNCIL INITIATED AGENDA ITEMS

12. CITY ADMINISTRATOR'S REPORTS

12.1. Monterey Gateway Crosswalk Update

12.2. End of Summer Recreation Report

13. CITY ATTORNEY'S REPORTS

14. CLOSED SESSION

- 14.1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to GC Sec. 54956.8 and GCC Sec. 17A.8**
Properties: 10th Street Bridge: APNs 808-19-007, 799-30-006, 799-30-007, 808-19-020, 808-50-999, Thomas Luchessa Bridge: APNs 808-21-025, 808-21-023, 808-21-021, 808-21-018, New Fire Station: APNs 808-18-003, 808-19-029
Negotiators: Jimmy Forbis, City Administrator
Other Party to Negotiations: John M. Filice Jr., Glen Loma Corporation
Under Negotiation: Price and terms of payment

15. ADJOURN TO OPEN SESSION

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

16. ADJOURNMENT

FUTURE MEETING DATES

September 2024

- 9 Regular Meeting - 6:00 p.m
16 Regular Meeting - 6:00 p.m

October 2024

- 7 Regular Meeting - 6:00 p.m
21 Regular Meeting - 6:00 p.m

November 2024

- 4 Regular Meeting - 6:00 p.m
18 Regular Meeting - 6:00 p.m

December 2024

9 Regular Meeting - 6:00 p.m

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

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

City Council Meeting Action Minutes

MONDAY, JULY 29, 2024 | 6:00 PM

1. OPENING

1.1. Call to Order

1.2. Pledge of Allegiance

Council Member Hilton led the Pledge of Allegiance.

1.3. Invocation

Pastor McPhail led the Invocation.

1.4. City Clerk's Report on Posting the Agenda

Interim City Clerk, Beth Minor advised the Agenda was posted on July 25, 2024 at 2:04 P.M.

1.5. Roll Call

Attendance	Attendee Name
	Dion Bracco, Council Member
	Rebeca Armendariz, Council Member
	Carol Marques, Council Member
	Zach Hilton, Council Member
	Tom Cline, Council Member
	Fred Tovar, Council Member
	Marie Blankley, Mayor
Absent	None

1.6. Orders of the Day

1.7. Employee Introductions

Heba El-Guindy, Public Works Director, introduced John Penn, Maintenance Worker Assistant; Alex Morales Maintenance Worker 1; and Anthony (Tony) Ornelas Maintenance Worker 1.

Hipolito Olmos, Chief Building Official, introduced Khalil Al-Khalil, Hazmat Inspector; and Tony Gonzalez, Supervising Code Enforcement Officer.

2. CEREMONIAL ITEMS - Proclamations and Awards

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

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Mayor Blankley opened Public Comment.

James Suner discussed his frustrations with regards to building planning projects.

Ana Mendoza invited the council to visit the homes on Rogers Lanes that are not being maintained.

Genevieve Corbin asked the council to work to get the crosswalks installed by the Monterey Gateway Apartments due to the number of accidents occurring there.

Alan Espinoza spoke regarding the loudspeaker from Jack in the Box by the Garlic Farm RV Park and his request to have the volume lowered.

Alex Larson asked the Council to consider an ordinance for district voting within the City.

Mary Estrada noted the immediate need for affordable housing, a youth center, assistance for the homeless

and the need for sidewalks around Monterey Gate Apartments.

Zechariah Delarosa discussed homeless within the City.

There being no further speakers, Mayor Blankley closed Public Comment.

5. REPORTS OF COUNCIL MEMBERS

Council Member Bracco No report.

Council Member Armendariz noted several items were discussed in June at the Santa Clara Valley Habitat Agency Governing Board meeting.

Council Member Marques discussed upcoming events at Gilroy Gardens, and her recent attendance at the ABAG General Assembly.

Council Member Hilton stated Silicon Valley Clean Energy Authority JPA Board is the official clean energy provider and the board allocated \$12 million for multifamily direct install program for very low to low-income families.

Council Member Cline noted that Visit Gilroy California Welcome Center Board is changing their logo and branding to coincide with Gilroy's growth and vitality. They also have an Uber rideshare program for use within 20 miles of downtown Gilroy.

Council Member Tovar thanked the fire department and all first responders for their response to the fire at the Uvas Creek Levee.

Mayor Blankley stated that Caltrain will have a presentation at the August 5, 2024 Council meeting on the launch of their electric trains.

6. CONSENT CALENDAR

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

- 6.1. Approval of the Action Minutes of the June 17, 2024 City Council Regular Meeting.
- 6.2. Approval of the FY 24 Annual Evaluation Report for the Santa Clara County Multi-Jurisdictional Program for Public Information Associated with the Community Rating System of the National Flood Insurance Program.
- 6.3. Approval of a Notice of Acceptance of Completion for the FY24 Annual Citywide Curb Ramp Project No. 24-PW-286.
- 6.4. Acceptance of a \$110,318.49 grant from the Department of California Highway Patrol Cannabis Tax Fund Grant Program for Driving Under the Influence Enforcement Activities and Adoption of a Resolution of the City Council of the City of Gilroy Approving a Fiscal Year 2025 Budget Amendment. **Enactment No.: Resolution No. 2024-30**
- 6.5. Adoption of the 2023 Santa Clara County Multijurisdictional Hazard Mitigation Plan Volume 1 and 2: Base Plan and the City of Gilroy Annex. **Enactment No.: Resolution No. 2024-31**
- 6.6. Claim of Maria Medina (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claim).
- 6.7. Claim of Christina Cornell (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claim).
- 6.8. Adopt a resolution Authorizing the City Administrator to Execute Agreements with the California Department of Transportation for Grant Funding Related to the City of Gilroy Vehicle Miles Traveled (VMT)/Greenhouse Gas (GHG) Reduction Program; and adoption of a resolution amending the Fiscal Year 2024-2025 (FY25) Budget. **Enactment No.: Resolution No. 2024-32 Enactment No.: Resolution No. 2024-39**

MOTION: TO APPROVE ITEMS 6.1 – 6.7

RESULTS:	PASS: 7 - 0 ROLL CALL VOTE
MOVER:	Fred Tovar, Council Member
SECONDER:	Tom Cline, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

MOTION: TO APPROVE ITEM 6.8

RESULTS:	PASS: 7 - 0 ROLL CALL VOTE
MOVER:	Rebeca Armendariz, Council Member
SECONDER:	Fred Tovar, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

7. BIDS AND PROPOSALS

- 7.1. Approve the Purchase of Three Public Works Vehicles (One 2024 Ford F750 with 5.5 ton hydraulic telescoping crane, generator and compressor; One 2024 Ford F750 Utility truck with generator and compressor; and One 2024 Ford F750 Dump Truck) in the Combined Amount of \$776,679, plus a contingency in the amount of \$23,300, for a total of \$799,979; and adopt a resolution amending the Fiscal Year 2024-2025 budget.**

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

MOTION: TO:

- a) **Award the Purchase of Three Public Works Vehicles.**
- b) **Approve up to 3%, or \$23,300, as a contingency should there be any year/model, commodity surcharges, or modifications placed on these vehicles.**
- c) **Authorize the City Administrator to execute the purchase contracts and associated documents.**
- d) **Adopt a resolution amending the Fiscal Year 2024-2025 budget.**

RESULTS:	PASS: 7 - 0 ROLL CALL VOTE
MOVER:	Rebeca Armendariz, Council Member
SECONDER:	Fred Tovar, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

Enactment No.: Resolution No. 2024- 33

8. PUBLIC HEARINGS

9. UNFINISHED BUSINESS

10. INTRODUCTION OF NEW BUSINESS

10.1. Adopt a Resolution of the City Council of the City of Gilroy Amending the Submission to the Qualified Electors of the City of a Certain Measure Relating to the Public Safety Transactions and Use Tax at the Special Municipal Election to be Held on Tuesday, November 5, 2024, as Called by Resolution No. 2024-26, Relating to a Minor Adjustment to the Ballot Question Identified by the Registrar of Voters

Mayor Blankley opened Public Comment.

Jim Wyatt noted his support and the need for the Public Safety Sales Tax Measure.

There being no further speakers, Mayor Blankley closed Public Comment.

MOTION: TO ADOPT THE RESOLUTION

RESULTS:	PASS: 6 - 1 ROLL CALL VOTE
MOVER:	Fred Tovar, Council Member
SECONDER:	Rebeca Armendariz, Council Member
AYES:	ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	BRACCO
ABSENT:	
ABSTAIN:	

Enactment No.: Resolution No. 2024- 34

10.2. Discussion on the Open Government Commission's Recommendations (from the November 6, 2023 Presentation) Regarding Rules of Conduct for All Public Speakers and Virtual Public Comment/Participation

Mayor Blankley opened Public Comment.

Ron Kirkish noted that several cities have stopped having Zoom meetings or have decided to not do them at all.

There being no further speakers, Mayor Blankley closed Public Comment.

10.3. Adopt a Resolution Approving the Updated Mid-Cycle Position Control List.

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

MOTION: TO ADOPT A RESOLUTION APPROVING THE UPDATED POSITION CONTROL LIST FOR THE CURRENT BIENNIAL BUDGET FISCAL YEARS 2023-24 AND 2024-25.

RESULTS:	PASS: 7 - 0 ROLL CALL VOTE
MOVER:	Fred Tovar, Council Member
SECONDER:	Carol Marques, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

Enactment No.: Resolution No. 2024- 35

- 11. FUTURE COUNCIL INITIATED AGENDA ITEMS**
- 12. CITY ADMINISTRATOR'S REPORTS**
- 13. CITY ATTORNEY'S REPORTS**
- 14. CLOSED SESSION**
 - 14.1. CONFERENCE WITH LABOR NEGOTIATORS – COLLECTIVE BARGAINING UNIT Pursuant to GC Section 54957.6 and GCC Section 17A.11(4); Collective Bargaining Units: Local 2805, IAFF Fire Unit Representing Gilroy Fire Fighters City Negotiators: Jimmy Forbis, City Administrator; LeeAnn McPhillips, HR Director. Anticipated Issue(s) Under Negotiation: Wages, Hours, Benefits, Working Conditions; Memorandums of Understanding: City of Gilroy and Gilroy Fire Fighters Local 2805.**
 - 14.2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to GC Sec. 54956.8 and GCC Sec. 17A.8 Properties: 10th Street Bridge: APNs 808-19-007, 799-30-006, 799-30-007, 808-19-020, 808-50-999, Thomas Luchessa Bridge: APNs 808-21-025, 808-21-023, 808-21-021, 808-21-018, New Fire Station: APNs 808-18-003, 808-19- 029 Negotiators: Jimmy Forbis, City Administrator Other Party to Negotiations: John M. Filice Jr., Glen Loma Corporation Under Negotiation: Price and terms of payment**
 - 14.3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) and Paragraph (3) of Subdivision (e) of Government Code Section 54956.9 and Gilroy City Code Section 17A.11(3)(b), based upon receipt of a written communication from the General Counsel of Ten South. One Case as Defendant.**

Mayor Blankley opened Public Comment.

Reymundo Armedariz spoke against the City spending \$20 million on legal counsel to oppose the proposed housing project.

Ana Mendoza spoke in support of the 315 Las Animas housing project.

Adrian Ortiz spoke in support of the 315 Las Animas housing project.

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Bryan Garcia spoke against the City spending \$20 million on legal counsel to oppose the Las Animas housing project.

Rey Deniz advised that she had 320 signed by Gilroy residents supporting the 315 Las Animas project.

Maria Rodriguez supported the 315 Las Animas project and the need for affordable housing.

Augustine Armendariz spoke of the need for low-income housing and in support of the 315 Las Animas project.

Maria Aguilar felt the City Council does not represent the residents of the city.

Eli Hizenman noted that Gandolfi has filed a lawsuit against the City regarding the 315 Las Animas project.

Yazmin Ceron advocated for the 315 Las Animas Project.

Marty Estrada advised the council to not go to litigation and support the project.

Ron Kirkish stated council should follow the advise of the City Attorney.

There being no further speakers, Mayor Blankley closed Public Comment.

On Agenda Item 14.3 the City Attorney advised the Council that in his opinion the interests of the City would be unavoidably prejudiced by discussing the matter in open session and therefore the Council should assert the attorney-client privilege and go into closed session.

The Council voted unanimously to go into the closed session on Agenda Item 14.3.

MOTION: TO STAY IN CLOSED SESSION

RESULTS:	PASS: 7-0
MOVER:	Marie Blankley, Mayor
SECONDER:	Carol Marques, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

15. ADJOURN TO OPEN SESSION

The Council reconvened to open session and the City Attorney announced that the Council had voted unanimously to remain in closed session and had voted to instruct legal counsel to defend the litigation in Agenda Item Number 14.3. That vote was 4-3 (Armendariz, Hilton, Tovar No).

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16. ADJOURNMENT

The meeting was adjourned at 9:51 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.

DocuSigned by:

D4244EA57BF7425...

/s/Beth Minor
Interim City Clerk



City Council Meeting Action Minutes

MONDAY, AUGUST 5, 2024 | 6:00 PM

1. OPENING

1.1. Call to Order

1.2. Pledge of Allegiance

Council Member Cline led the Pledge of Allegiance.

1.3. Invocation

Pastor Quirke led the Invocation.

1.4. City Clerk's Report on Posting the Agenda

Interim City Clerk, Beth Minor announced that the agenda was posted on Thursday, August 1, 2024 at 4:30 PM.

1.5. Roll Call

Attendance	Attendee Name
	Dion Bracco, Council Member
	Rebeca Armendariz, Council Member
	Carol Marques, Council Member
	Zach Hilton, Council Member
	Tom Cline, Council Member
	Fred Tovar, Council Member
	Marie Blankley, Mayor
Absent	None

1.6. Orders of the Day

1.7. Employee Introductions

2. CEREMONIAL ITEMS - Proclamations and Awards

3. COUNCIL CORRESPONDENCE (Informational Only)

4. PRESENTATIONS TO THE COUNCIL

4.1. Presentation by Caltrain

Sam Sergeant, Director of Strategy and Policy for Caltrans presented an update.

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

Mayor Blankley opened Public Comment.

James Suner spoke regarding several issues pertaining to two of his building projects.

Genie Corbin spoke regarding the lack of sidewalks and a bus stop on the south end of Monterey Road by 6500 Monterey Road.

Robert Zepeda felt there needs to be more information put on the City's webpage regarding the upcoming November election.

Zechariah Aaron Delarosa spoke about the homeless community and wanted to ensure that their voices get heard.

There being no further speakers, Mayor Blankley closed Public Comment.

5. REPORTS OF COUNCIL MEMBERS

Council Member Bracco advised no report.

Council Member Armendariz advised no report.

Council Member Marques advised no report.

Council Member Hilton spoke regarding the VTA Policy Advisory Committee Equitable Vehicle Miles Traveled Mitigation Program Grant project.

Council Member Cline advised no report.

Council Member Tovar advised no report.

Mayor Blankley noted the Santa Clara County Valley Transportation Authority received a commitment for \$5 billion for BART Phase Two.

6. BOARD AND COMMISSION INTERVIEWS

6.1. Interviews for Open Seats on Youth Commission for Future Appointments Scheduled for August 19, 2024.

The City Council interviewed the applicants for the Youth Commission.

7. CONSENT CALENDAR

7.1. Adoption of a Resolution of the City Council of the City of Gilroy Requesting the Allocation of Fiscal Year 2025 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding from the Metropolitan Transportation Commission.

Enactment No.: Resolution No. 2024-36

7.2. Adopt a Resolution to Approve the Technical Reissuance of the Multifamily Housing Revenue Bonds by the California Municipal Finance Authority for the Affordable Housing Project Located at 1520 Hecker Pass Highway.

Enactment No.: Resolution No. 2024-37

7.3. Claim of J.C. Castaneda (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claim).

7.4. Claim of Roohi Eskandarian (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claim).

vote under the Consent Calendar shall constitute denial of the claim).

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

MOTION: To Approve Agenda Item Nos. 7.1 – 7.4

RESULTS:	PASS: 7-0 ROLL CALL VOTE
MOVER:	Dion Bracco, Council Member
SECONDER:	Rebeca Armendariz, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

8. BIDS AND PROPOSALS

9. PUBLIC HEARINGS

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

Mayor Blankley opened the Public Hearing.

Dave Reynolds explained why he felt his property should not be on the list and he should not have to pay the fine.

There being no further speakers, Mayor Blankley closed the Public Hearing.

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

RESULTS:	PASS: 7-0 ROLL CALL VOTE
MOVER:	Dion Bracco, Council Member
SECONDER:	Carol Marques, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

Enactment No.: Resolution No. 2024-38

10. UNFINISHED BUSINESS

10.1. Approval of the City's Revised Annual Shared Cost Sidewalk Replacement Program.

Mayor Blankley opened Public Comment.

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There being no speakers, Mayor Blankley closed Public Comment.

MOTION: To approve the revised Annual Shared Cost Sidewalk Replacement Program (PW Project No. 800320).

RESULTS:	PASS: 7-0
MOVER:	Fred Tovar, Council Member
SECONDER:	Rebeca Armendariz, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

10.2. For the Love of Gilroy Public Art Campaign - Selection of Designs and Award of Intellectual Property Right Agreements in the Amount of \$500 Each.

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

MOTION: To approve the Arts and Culture Commission's recommended award order with requested Council changes.

RESULTS:	PASS: 5-2
MOVER:	Fred Tovar, Council Member
SECONDER:	Carol Marques, Council Member
AYES:	ARMENDARIZ, MARQUES, HILTON, TOVAR, BLANKLEY
NOES:	BRACCO, CLINE
ABSENT:	
ABSTAIN:	

11. INTRODUCTION OF NEW BUSINESS

11.1. Proposal from the Gilroy Sister Cities Association for an Agreement for Services.

Mayor Blankley opened Public Comment.

Dave Peoples spoke regarding the relationship between the Association and the City of Gilroy, and the accomplishments of the Association.

Vito Mercado requested the City continue to support the Gilroy Sister Cities Association.

Sam Bozzo noted that he supported the group and hopes the City Council will continue to.

There being no further speakers, Mayor Blankley closed Public Comment.

MOTION: To Approve the Proposed Agreement for Services.

RESULTS:	PASS: 7-0
MOVER:	Rebeca Armendariz, Council Member
SECONDER:	Fred Tovar, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

12. FUTURE COUNCIL INITIATED AGENDA ITEMS**13. CITY ADMINISTRATOR'S REPORTS**

The City Administrator noted that Tuesday, August 6, 2024 was National Night Out and City staff would be present at the grass area in front of City Hall.

14. CITY ATTORNEY'S REPORTS**15. CLOSED SESSION**

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

15.1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to GC Sec. 54956.8 and GCC Sec. 17A.8(a)(2) Property: City-Owned 536 Acres at Hecker Pass (Including 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: Jimmy Forbis, City Administrator; Victoria Valencia, Economic Development Manager Other Party to Negotiations: Chris Sutton, Select Contracts Under Negotiations: Price and terms of payment for sale or lease.

15.2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to GC Sec. 54956.8 and GCC Sec. 17A.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: Jimmy Forbis, 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.

16. ADJOURN TO OPEN SESSION

City Attorney Andy Faber announced the Council voted unanimously to stay in closed session and there was no reportable action.

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17. ADJOURNMENT

The meeting was adjourned at 9:00 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.

DocuSigned by:

D4244EA57BF7425...

/s/Beth Minor
Interim City Clerk



City of Gilroy

STAFF REPORT

Agenda Item Title: Time Extension for a Vesting Tentative Map to Subdivide 3.37 acres for a 45 Unit Townhome Planned Development on Royal Way, APN 799-44-93, 94, 95, 96, 97, 98, 101, 109 & 110, Gilroy, CA 95020 (File Number TM 21-04)

Meeting Date: August 19, 2024

From: Jimmy Forbis, City Administrator

Department: Community Development

Submitted By: Sharon Goei, Community Development Director

Prepared By: Cindy McCormick, Planning Manager

STRATEGIC PLAN GOALS

Promote Safe Affordable Housing for All

RECOMMENDATION

Adopt a resolution approving a 12-month time extension of a previously approved Tentative Map to subdivide 3.37 acres for a 45-unit townhome condominium project, located at 6680-6687 Royal Way, APN 799-44-93, 94, 95, 96, 97, 98, 101, 109 & 110 (TM 21-04).

EXECUTIVE SUMMARY

On November 21, 2022, the City Council approved a Vesting Tentative Map (TM 21-04) for a 45-unit Townhome Planned Development on 3.37 acres on Royal Way (Resolution 2022-87). As conditioned, the approved tentative map shall expire twenty-four (24) months from the approval date and may be extended pursuant to the Subdivision Map Act. The approved tentative map is set to expire on November 21, 2024. The applicant has filed an extension request in compliance with the State Subdivision Map Act. Pursuant to the provisions of State law, a project qualifies for an extension of time under the same conditions and circumstances under which it was originally approved. No changes to conditions can be required, except if necessary to comply with a provision of state or federal law. Approval of this request would extend the permit expiration date for TM 21-04 to November 21, 2025.

BACKGROUND

On November 21, 2022, the City Council approved a Vesting Tentative Map for a 45-unit Townhome Planned Development on 3.37 acres on Royal Way, APN 799-44-93, 94, 95, 96, 97, 98, 101, 109 & 110, (File Number TM 21-04).

The project proposes to consolidate and subdivide existing lots totaling 3.37 acres into a 45-unit townhome condominium project. The proposal may be permitted with a Planned Unit Development (PUD) Zoning Amendment, Tentative Map, and Architectural and Site Review. The PUD zoning overlay is required to permit exceptions to the minimum R3 development standards for setbacks and lot sizes.

As conditioned, the approved tentative map shall expire twenty-four (24) months from the approval date and may be extended pursuant to the provisions of the Map Act if the Final Map is not approved prior to expiration. The approved tentative map is set to expire on November 21, 2024. The associated Architectural and Site Review approval (AS 21-17) will expire 12 months after the Final Map is recorded, if building permits have not been obtained during the 12-month time period.

ANALYSIS

Staff has determined that approval of the extension is warranted based on the following:

Municipal Code and Subdivision Map Act: The Subdivision Map Act, Government Code §66452.6(a), mandates an initial two-year life for a tentative map, which may be extended by local ordinance for an additional 12 months. Gilroy City Code Section 21.41(i) provides that the City Council, at its discretion, may extend the approval of a tentative map for an additional 12 months. Moreover, Government Code §66452.6(e) provides that a local agency may extend a Tentative Map for an additional period or periods not to exceed six years. This provision preempts City regulations that limit the number of extensions to three years. Although granting an extension of the tentative map is discretionary, under Government Code §66452.6(e), the courts have held that the local agency's discretion is limited to the length of the extension and that the local agency cannot add new conditions to the tentative map. Under Government Code §66498.1, a local agency may condition or deny a permit, approval, extension, or entitlement only if it determines any of the following:

(1) A failure to do so would place the residents of the subdivision or the immediate community, or both, in a condition dangerous to their health or safety, or both.

(2) The condition or denial is required in order to comply with state or federal law.

There are no known specific health or safety concerns at this time, nor are any identified with the original approval. Staff is recommending approval, and there are no proposed modifications to the conditions. Furthermore, the Housing Accountability Act limits the

ability of local government to deny a housing development. Government Code Section 65589.5(j) states a “proposed housing development project cannot be denied if it complies with applicable, objective general plan, zoning, and subdivision standards and criteria, including design review standards, in effect at the time that the housing development project’s application is determined to be complete.”

The request would extend approval through November 21, 2025. During this time, the applicant would need to pursue the process for recordation of a final map. The applicant may also request an additional 12-month extension prior to the new expiration date. This is the first request for an extension.

ALTERNATIVES

The City Council may deny the time extension. In this case, the City Council would need to make the necessary findings to deny a tentative map. Staff does not recommend this option.

FISCAL IMPACT/FUNDING SOURCE

No fiscal impacts are associated with this request for a tentative map approval extension. Collection of fees (as established by the City Council) is intended to cover the staff resources necessary to process this request and review the associated final map and improvement plans.

PUBLIC OUTREACH

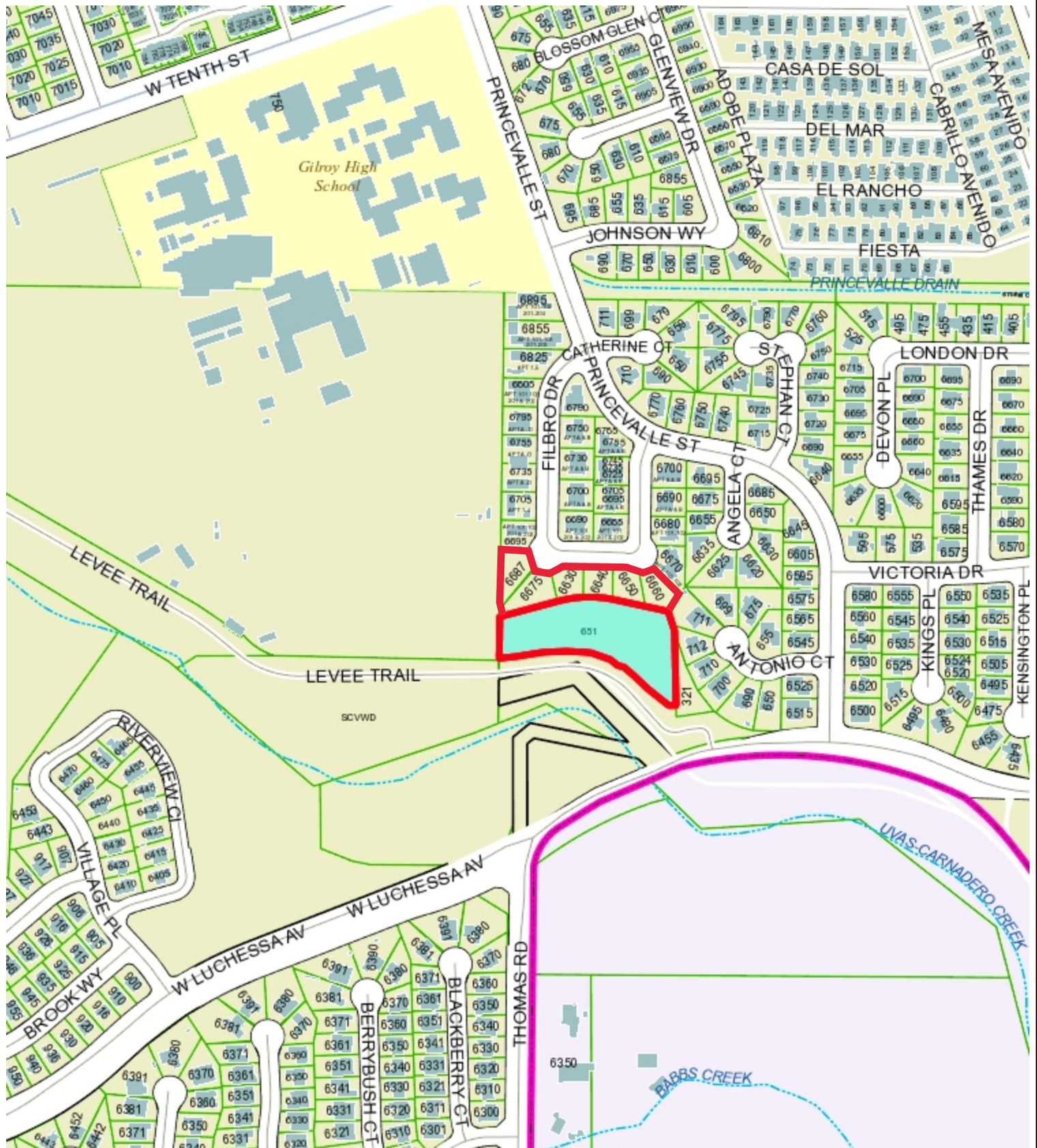
Extensions are legislative actions that do not require notice and hearing.

NEXT STEPS

Upon grant of the extension request, the applicant may proceed with initiation of the final map process.

Attachments:

1. Vicinity Map
2. Time Extension Request
3. City Council Resolution of Approval No. 2022-87 (TM 21-04)
4. Approved Tentative Parcel Map Plans (TM 21-04)
5. Draft Resolution to Extend TM 21-04



737.8 0 368.89 737.8 Feet

NAD_1983_StatePlane_California_III_FIPS_0403_Feet
City of Gilroy, GIS Services

1: 4,427

Note: Map is for reference purposes only. p. 24 of 169

**VIA ELECTRONIC MAIL**

July 30, 2024

Erin Freitas
Senior Planner
City of Gilroy Community Development Department
7351 Rosanna St
Gilroy, CA 95020

RE: Request for 12-Month Vesting Tentative Map Extension, Royal Way Townhomes (TM 21-04)

Dear Ms. Freitas,

Lennar Homes of California, LLC requests the City Council grant a 12-month extension to the Royal Way Townhomes Vesting Tentative Map (TM 21-04) entitlements including Vesting Tentative Map, Architectural and Site Review, and Planned Unit Development Rezoning. The Vesting Tentative Map expires on November 21, 2024.

The 12-month Tentative Map extension is required because additional time is needed to complete the processing of improvement plans and Final Map. Since the time the Tentative Map was approved, there has been substantial work and progress in the preparation and processing of the required development plans for the Royal Way Townhomes including improvement plans, Final Map, residential building plans, demolition plans, and utility plans. We are more than willing to provide any additional information or clarification necessary to facilitate the process.

Thank you for your consideration of this request and we respectfully request that this item be scheduled on the next City Council Meeting Agenda. Please feel free to contact me should you have any questions or comments.

Sincerely,

Lennar Homes of California, LLC

DocuSigned by:

Edward Walsh

D4D6D867DEC84DB...

Edward Walsh
Project Manager

cc: Weston Hill, City of Gilroy
Evan Dambacher, CBG
Bridgit Koller, Lennar

RESOLUTION NO. 2022-87

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF GILROY APPROVING A VESTING TENTATIVE MAP
TO APPROVE A 45-UNIT TOWNHOME PLANNED
DEVELOPMENT ON 3.37 ACRES AT ROYAL WAY, APN
799-44-93, 94, 95, 96, 97, 98, 101, 109 & 110, GILROY, CA 95020
(FILE NUMBER TM 21-04)**

WHEREAS, on October 4, 2021, Michael Cady, Third Millennium Partners and, property owner Paul Sanders, TMP Royal Way, LLC filed applications requesting architectural and site review, tentative map, and planned unit development rezoning to permit a 45-unit townhome project on the subject 3.37 acre vacant in-fill site located on Royal Way and the Uvas Creek Trail; and

WHEREAS, on July 29, 2022, the application submittal was accepted as complete; and

WHEREAS, pursuant to Gilroy City Code Chapter 21 Subdivisions, the Planning Commission must recommend and City Council must approve a vesting tentative map application; and

WHEREAS, the Planning Commission of the City of Gilroy has reviewed PUD zoning amendment Z 21-05 and the related architectural and site review permit AS 21-17 by separate resolutions, which are required to allow for the townhome development to proceed as proposed; and

WHEREAS, on October 6, 2022, the Planning Commission of the City of Gilroy held a duly noticed public hearing on the project, independently considered the environmental determination and the zoning and land use entitlements in accordance with the Gilroy Zoning Ordinance, considered the staff report, and all evidence received including written and oral public testimony and recommended approval of the project to the City Council with conditions; and

WHEREAS, the City Council held a duly noticed public meeting on November 21, 2022, at which time the City Council received and considered the staff report as well as all evidence, including written and oral public testimony related to the Tentative Parcel Map TM 21-04; and

WHEREAS, the City Council of the City of Gilroy has determined that the project qualifies for an infill exemption under the California Environmental Quality Act, pursuant to section 15332 of the CEQA Guidelines, and no further environmental analysis is required; and

WHEREAS, the location and custodian of the documents or other materials which constitute the record of proceedings upon which the project approval is based, are located at the City Clerk's Office.

NOW, THEREFORE, BE IT RESOLVED THAT in order to recommend denial of the proposed Tentative Parcel Map, the City Council would have to make one of the seven listed findings described in Government Code Section 66474 based upon substantial evidence in the record. The seven findings are listed below, along with an explanation for each one as to why the Council cannot make the finding:

1. ***That the proposed subdivision is not consistent with applicable general and specific plans as specified in Gov. Code Section 65451.***

This finding for denial cannot be made. The proposed map is consistent with the general plan medium-density land use designation and general plan policies that require attached housing in the medium-density residential land use designation and promote home ownership options.

2. ***That the design or improvement of the proposed subdivision is not consistent with applicable general and specific plans.***

This finding for denial cannot be made. The design or improvement of the proposed subdivision is generally consistent with the goals of the Gilroy 2040 General Plan and no Specific Plan applies to this property or proposed development. The design of the proposed subdivision is also consistent with the Gilroy Mixed-use Residential and Multi-family Residential Objective Design Standards Policy.

3. ***That the site is not physically suitable for the type of development.***

This finding for denial cannot be made. The site is physically suitable for the type of development as it consists of a flatland area that is not in a flood-prone location, does not have any unique physical or environmental constraints, and is designated for medium-density land use at and the project is within the 8 to 20 unit per acre density.

4. ***That the site is not physically suitable for the proposed density of development.***

This finding for denial cannot be made. The site is physically suitable for the proposed density because the proposed development has been designed in conformance with the Gilroy 2040 General Plan density allowance and the City's Zoning Ordinance, Subdivision Ordinance, and Land Development Code.

5. ***That the design of the proposed subdivision or the proposed improvements are likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.***

This finding for denial cannot be made. The design of the subdivision or the proposed improvements are unlikely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat as the site has no creeks, streams, wetlands or any other physical or environmental constraints and qualifies for an infill exemption pursuant to section 15332 of the California environmental quality act.

6. ***That the design of the subdivision or type of improvements is likely to cause serious public health problems.***

This finding for denial cannot be made. The design of the subdivision or type of improvements is not likely to cause serious public health problems given that the utilities for the development are immediately adjacent along the Royal Way frontage and will be extended into the site under valid grading and encroachment permits.

7. *That the design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision. In this connection, the governing body may approve a map if it finds that alternate easements, for access or for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by the judgment of a court of competent jurisdiction and no authority is hereby granted to a legislative body to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision.*

This finding for denial cannot be made. The design of the subdivision or the type of improvements as proposed and conditioned will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Gilroy hereby finds that the project meets the findings for approval, and approves application TM 21-04, subject to the conditions included as Attachment A.

PASSED AND ADOPTED this 21st day of November 2022 by the following roll call vote:

AYES:	COUNCIL MEMBERS:	ARMENDARIZ, BRACCO, LEROE-MUÑOZ, MARQUES, TOVAR, BLANKLEY
NOES:	COUNCIL MEMBERS:	NONE
ABSTAIN:	COUNCIL MEMBERS:	NONE
ABSENT:	COUNCIL MEMBERS:	HILTON

APPROVED:



Marie Blankley (Nov 22, 2022 11:21 PST)

Marie Blankley, Mayor

ATTEST:



Thai Nam Pham, City Clerk

**ATTACHMENT A
STANDARD CONDITIONS OF APPROVAL
TM 21-04**

PLANNING DIVISION	
<i>The following conditions shall be met prior to the approval of the FINAL MAP or PARCEL MAP, or other deadlines as specified in the condition.</i>	
1.	RELATED ENTITLEMENTS: Approval and development of TM 21-04 for a 45 unit townhome development shall be subject to conformance with the related PUD rezoning Z 21-05 and PUD development plan AS 21-17.
2.	TENTATIVE MAP: An approved tentative map or vesting tentative map shall expire twenty-four (24) months from the approval date and may be extended pursuant to the provisions of the Map Act, if the final map is not approved prior to expiration.
3.	HOMEOWNERS' ASSOCIATION: Developer shall establish a Homeowners' Association (HOA) for the development. The HOA shall be responsible for the maintenance and enforcement of parking, private streets, landscaping, recreation and other interior areas held in common by the HOA. Such responsibilities shall be provided within the Covenants, Conditions, and Restrictions (CC&Rs) for the development. The City shall review all CC&Rs prior to recordation.
4.	COVENANTS, CONDITIONS, AND RESTRICTIONS: Any covenants, conditions, and restrictions (CC&Rs) applicable to the project property shall be consistent with the terms of this permit and the City Code. If there is a conflict between the CC&Rs and the City Code or this permit, the City Code or this permit shall prevail.
PUBLIC WORKS DEPARTMENT	
<i>The following conditions shall be met prior to the approval of the FINAL MAP or PARCEL MAP, or if another deadline is specified in a condition, at that time.</i>	
5.	PARCEL MAP: It shall be the applicant's responsibility to have a parcel map, prepared by a person authorized to practice land surveying in California, delineating all parcels created or deleted and all changes in lot lines in conformance with the Gilroy Municipal Code. The parcel map shall be approved by the Department of Public Works and recorded with the County Recorder's Office prior to the issuance of any City permits. A parcel map guarantee shall be submitted to the City, by the applicant's title company, prior to release of the parcel map to the title company for recordation. Prior to the City's release of the parcel map to the title company, the applicant may, at the discretion of the City Engineer, be required to submit to the City an electronic copy of the map in the AutoCAD Version being used by the City at the time of recordation. It is the applicant's responsibility to check with

	their title company and the County Recorder's Office to determine the time necessary to have the map recorded after City approval. <i>(PUBLIC WORKS)</i>
6.	PROPERTY IMPROVEMENT AGREEMENT (PIA): The applicant shall enter into a public improvement agreement with the City per Gov. Code Section 66462(a) and shall arrange to provide Payment and Performance bonds each for 100% of the cost of public infrastructure improvements to be constructed in the public right-of-way. These improvements shall include, but not be limited to, roadway construction, sidewalk, curb and gutter, water lines, storm lines, sewer lines, street lights, and signal equipment. City Standard insurance shall be provided per the terms of the agreement. The agreement will be forwarded to the City Council for approval with project (parcel or final) map. The PIA shall be approved by the City Council prior to the issuance of the project building permit. <i>(PUBLIC WORKS)</i>
7.	MONUMENTS: The applicant shall arrange for the engineer to have all monuments set per the recorded final map. A certificate letter by the Surveyor or Engineer will be provided to the City Engineer. <i>(PUBLIC WORKS)</i>
8.	COVANANTS, CONDITIONS & RESTRICTIONS (CC&R): The applicant shall prepare project Covenants, Conditions and Restrictions (CC&R) for the project. The CC&Rs shall be submitted with the project map for review and approval of the City Engineer, the City Attorney, and the Planning Manager. The CC&Rs shall include relevant project Conditions of Approval and shall include language that restricts the Homeowner's Association from making changes to the CC&Rs without first obtaining approval from the City. The CC&Rs shall be reviewed and approved prior to the City Council approval of the project map. <i>(PUBLIC WORKS)</i>
9.	RECORD DRAWINGS: The applicant shall submit one full set of original record drawings and construction specifications for all off-site improvements to the Department of Public Works. All underground facilities shall be shown on the record drawings as constructed in the field. The applicant shall also provide the City with an electronic copy of the record drawings in the AutoCAD Version being used by the City at the time of completion of the work. The applicant shall also submit an AutoCAD drawing file of all consultants composite basemap linework showing all public improvements and utility layouts. This condition shall be met prior to the release of utilities, final inspection, or issuance of a certificate of occupancy, whichever occurs first. <i>(PUBLIC WORKS)</i>
10.	PAVEMENT RESTORATION: Due to the proposed development making pavement cuts into the existing roadway, additional construction traffic, existing pavement condition, and additional future traffic all reducing the City Pavement Condition Index, the developer shall grind and pave Royal Way, from curb to curb, along the project frontage (full roadway width) with a minimum 3" hot mix AC with pavement section dig-out repairs where needed. The extent of the pavement section dig-out repairs to be determined by the developer's geotechnical engineer and to be confirmed by the City Engineer. Identify this item on the first building submittal. <i>(PUBLIC WORKS)</i>

11.	STREET RESURFACING PRIOR TO ACCEPTANCE: Streets in the public right of way shall be striped in paint as a final condition prior to the beginning of the one-year warranty period. Prior to final acceptance, the applicant shall apply a Type II slurry/microsurfacing to all streets, and apply final street markings, per the approved plans, in thermoplastic to Caltrans Standards. All Type II slurry/microsurfacing and final striping shall be to the approval of the City Engineer. <i>(PUBLIC WORKS)</i>
12.	STORMWATER MANAGEMENT FACILITIES MAINTENANCE AGREEMENT: The applicant shall execute a Stormwater Management Facilities Maintenance Agreement with the City Engineer as specified in Chapter 7.39.210-230 of the Stormwater Management and Discharge Control ordinance. The agreement shall outline the operation and maintenance (O&M) plan for the permanent storm water treatment facilities. The City-Standard Stormwater BMP Operation and Maintenance Agreement will be provided by Public Works Engineering. The agreement shall include the following: a. This Agreement shall also provide that in the event that maintenance or repair is neglected, or the stormwater management facility becomes a danger to public health or safety, the city shall have the authority to perform maintenance and/or repair work and to recover the costs from the owner. b. All on-site stormwater management facilities shall be operated and maintained in good condition and promptly repaired/replaced by the property owner(s) or other legal entity approved by the City. c. Any repairs or restoration/replacement and maintenance shall be in accordance with City-approved plans. d. The property owner(s) shall develop a maintenance schedule for the life of any stormwater management facility and shall describe the maintenance to be completed, the time period for completion, and who shall perform the maintenance. This maintenance schedule shall be included with the approved Stormwater Runoff Management Plan. This agreement shall be executed prior to the first occupancy of the building. <i>(PUBLIC WORKS)</i>
13.	STORMWATER MANAGEMENT FACILITIES INSPECTION: The Stormwater Management Facilities Maintenance Agreement work shall require inspections be performed which shall adhere to the following: a. To comply with the State Stormwater requirements and the NPDES permit, the applicant shall secure a QSD or QSP to maintain all erosion control and BMP measures during construction. The applicant's QSD or QSP shall provide the City weekly inspection reports to the approval of the City Engineer. b. Stormwater facility inspections shall be done at least twice per year, once in Fall by October 1st, in preparation for the wet season, and once in Winter by March 15th. Written records shall be kept of all inspections and shall include, at minimum, the following information: 1. Site address; 2. Date and time of inspection; 3. Name of the person conducting the inspection;

	4. List of stormwater facilities inspected; 5. Condition of each stormwater facility inspected; 6. Description of any needed maintenance or repairs; and 7. As applicable, the need for site re-inspection. c. Upon completion of each inspection, an inspection report shall be submitted to Public Works Engineering no later than October 1st for the Fall report, and no later than March 15th of the following year for the Winter report. d. Before commencing any grading or construction activities, the applicant shall obtain a National Pollutant Discharge Elimination System (NPDES) permit and provide evidence of filing of a Notice of Intent (NOI) with the State Water Resources Control Board. e. The applicant is responsible for ensuring that all contractors are aware of all storm water quality measures and implement such measures. Failure to comply with the approved construction BMPs will result in the issuance of correction notices, citations or a project stop order. f. Sequence of construction for all stormwater facilities (bioswales, detention/ retention basins, drain rock, etc.) shall be done toward final phases of project to prevent silting of facilities and reduce the intended use of the facilities. g. Prior to final inspection, all stormwater facilities will be tested by a certified QSP or QSD to meet the minimum design infiltration rate. All tests shall be made at on 20 ft x 20ft grid pattern over the surface of the completed stormwater facility unless otherwise approved by the City Engineer. All soil and infiltration properties for all stormwater facilities shall be evaluated by the geotechnical engineer. Percolation tests (using Double Ring Infiltrometer Testing with appropriate safety factors) at horizontal and vertical (at the depth of the stormwater facility) shall be conducted for each stormwater facility. A 50% safety factor shall be applied to the calculated percolation test and shall be used as the basis for design (the design percolation rate). The geotechnical report shall include a section designated for stormwater design, including percolation results and design parameters. (<i>PUBLIC WORKS</i>)
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CERTIFICATE OF THE CLERK

I, THAI NAM PHAM, City Clerk of the City of Gilroy, do hereby certify that the attached **Resolution No. 2022-87** 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 held on Council held **Monday, November 21, 2022**, at which meeting a quorum was present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Gilroy this **Monday, November 21, 2022**.

Thai Nam Pham, CMC, CPMC
City Clerk of the City of Gilroy

(Seal)

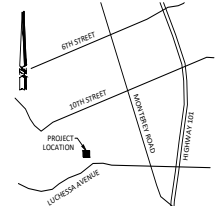


VESTING TENTATIVE PARCEL MAP NO. 21-04
FOR CONDOMINIUM PURPOSES

6.2

CIVIL DESIGN STUDIO
CIVIL ENGINEERING | PLANNING | PERMITTING

P.O. Box 199 | Cambria | CA 93428
805.706.0401 | www.civil-studio.com



VICINITY MAP
NOT TO SCALE

PROJECT PARTICIPANTS

PROPERTY OWNER: TRAP ROYAL WAY LLC
5671 SANTA TERESA BOULEVARD, SUITE 200
SAN JOSE, CA 95123
408.860.8030

AGENCY: CITY OF GILROY
7351 ROSANNA STREET
GILROY, CA 95020

ARCHITECT: HOCHWASSER BLATTER
122 EAST ARRELLAGA
SANTA BARBARA, CA 93101
805.962.1746

CIVIL ENGINEER: CIVIL DESIGN STUDIO, INC.
ROBERT WINSLOW, P.E., CSD
P.O. BOX 199
CAMBRIA, CA 93428
805.706.0401

GEOTECHNICAL ENGINEER: EARTH SYSTEMS PACIFIC
500 PARK CENTER DRIVE
HOLLISTER, CA 95023
831.637.2133

SURVEYOR: MID COAST ENGINEERS
70 PENNY LANE, SUITE A
WATSONVILLE, CA 95076
931.724.2580

SURVEY NOTES

BENCHMARK: THE BENCHMARK FOR THIS PROJECT BGS PD HS 5172 WITH AN ELEVATION OF 208.83 (NAVD 83).

BASE OF BEARINGS: THE BASE OF BEARINGS FOR THIS PROJECT IS N.A.D. 1983 NOR. CAL. SMART NET (JANUARY 2016), CALIFORNIA COORDINATE SYSTEM ZONE 3.

ORIGIN OF SURVEY INFORMATION: THE TOPOGRAPHIC INFORMATION SHOWN IN THESE DRAWINGS AND USED TO DESIGN THE INFORMATION SHOWN ON THESE DRAWINGS WAS PERFORMED AND PREPARED BY MID COAST ENGINEERS ON FEBRUARY 8, 2016.

UTILITY INFORMATION

ELECTRICITY/GAS: PG&E

TELEPHONE: VERIZON/AT&T/CHARTER

WATERS/SEWER: CITY OF GILROY

TRASH SERVICE: RECOLOGY SOUTH COUNTY

PROJECT INFORMATION

ZONING: HIGH DENSITY RESIDENTIAL
APNS: 799-044-093, 799-044-094, 799-044-095,
799-044-096, 799-044-097, 799-044-098,
799-044-109,
ZONE 4 VACANT LAND (DEMOLISHED RESIDENTIAL)
TOWNSHIPS
EXISTING USE: 7
EXISTING PARCELS: 1
PROPOSED PARCELS: 1

FLOOD ZONE: 122.48'

EXISTING WATER: 117.48'

EXISTING PIPELINE EASEMENT: 117.48'

PROPOSED PARCELS: 1

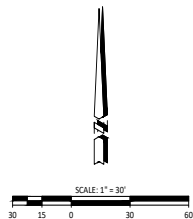
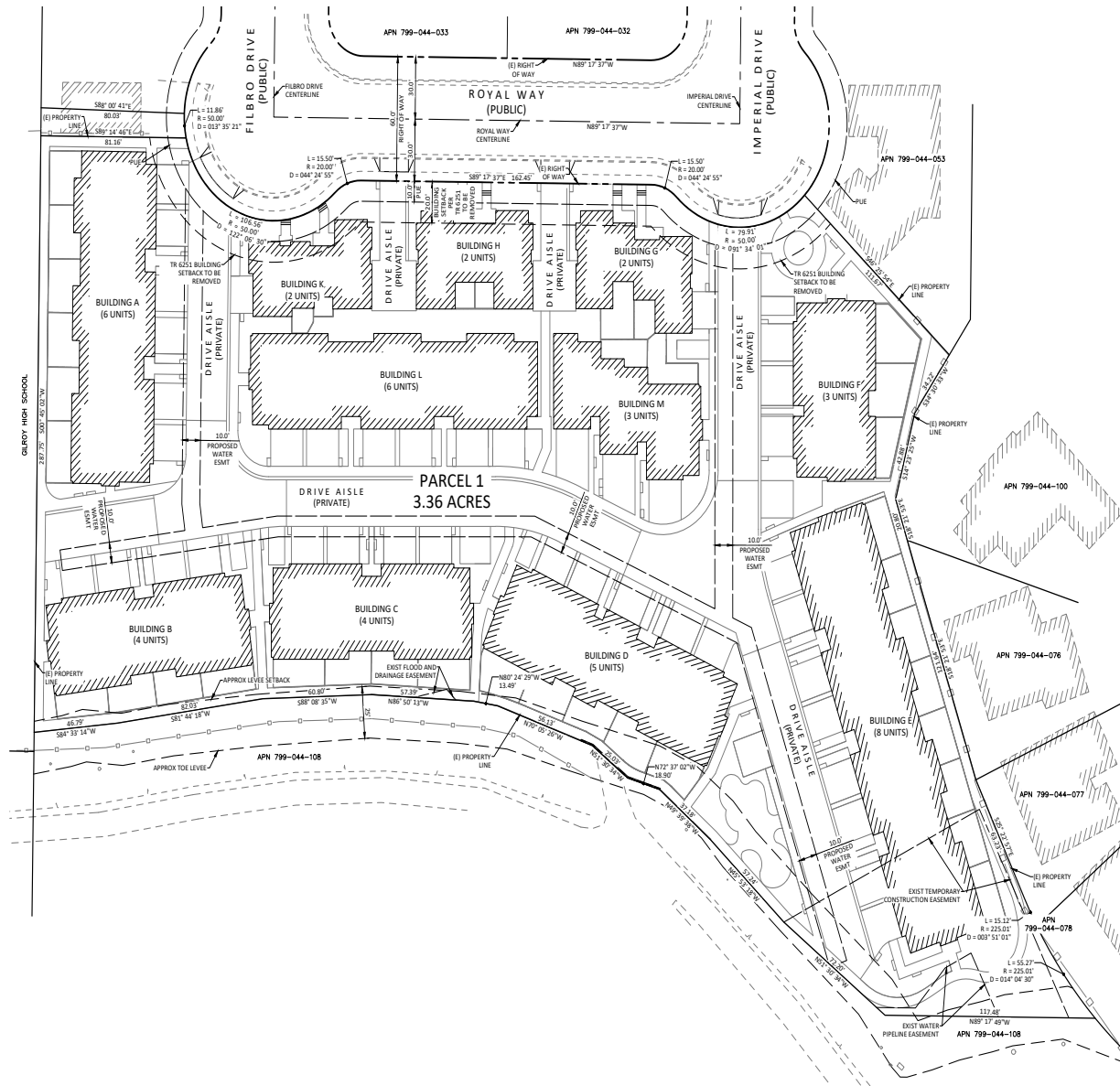
SITE AREA: 3.37 AC (146,707 SQUARE FEET)

NOTES

1. ROBERT WINSLOW, CERTIFY THAT THIS TENTATIVE MAP WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT IT COMPLIES WITH THE CITY OF GILROY SUBDIVISION ORDINANCE AND THE STATE MAP ACT.

A SOILS REPORT ON THIS PROPERTY HAS BEEN PREPARED BY EARTH SYSTEMS PACIFIC, TITLED "GEOTECHNICAL ENGINEERING REPORT, ROYAL WAY DEVELOPMENT, ROYAL WAY, GILROY, CALIFORNIA (EARTH SYSTEMS PACIFIC FILE NO. SS-12051-SB)" AND DATED JUNE 7, 2011.

THIS VESTING TENTATIVE MAP IS BASED ON A SURVEY/ALTA PERFORMED BY MID COAST ENGINEERS, TITLED "SURVEY/ALTA, ROYAL WAY DEVELOPMENT, ROYAL WAY, GILROY, CALIFORNIA (MID COAST ENGINEERS FILE NO. 2016-001)" AND DATED SEPTEMBER 1, 2016. THE SURVEY/ALTA WAS PERFORMED BY MID COAST ENGINEERS, TITLED "SURVEY/ALTA, ROYAL WAY DEVELOPMENT, ROYAL WAY, GILROY, CALIFORNIA (MID COAST ENGINEERS FILE NO. 2016-001)" AND DATED SEPTEMBER 1, 2016.



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RESOLUTION 2024-XX**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY APPROVING A TIME EXTENSION FOR A VESTING TENTATIVE MAP TO SUBDIVIDE 3.37 ACRES FOR A 45 UNIT TOWNHOME PLANNED DEVELOPMENT ON ROYAL WAY, APN 799-44-93, 94, 95, 96, 97, 98, 101, 109 & 110, GILROY, CA 95020 (FILE NUMBER TM 21-04)**

WHEREAS, on October 4, 2021, Michael Cady, Third Millennium Partners and, property owner Paul Sanders, TMP Royal Way, LLC filed applications requesting architectural and site review, tentative map, and planned unit development rezoning to permit a 45-unit townhome project on the subject 3.37 acre vacant in-fill site located on Royal Way and the Uvas Creek Trail; and

WHEREAS, on July 29, 2022, following resubmittal of the project plans, the application submittal was accepted as complete; and

WHEREAS, pursuant to Gilroy City Code Chapter 21 Subdivisions, the Planning Commission must recommend and City Council must approve a vesting tentative map application; and

WHEREAS, on October 6, 2022, the Planning Commission of the City of Gilroy held a duly noticed public hearing on the project, independently considered the environmental determination and the zoning and land use entitlements in accordance with the Gilroy Zoning Ordinance, considered the staff report, and all evidence received including written and oral public testimony and recommended approval of the project to the City Council with conditions; and

WHEREAS, the City Council held a duly noticed public meeting on November 21, 2022, at which time the City Council received and considered the staff report as well as all evidence received including written and oral public testimony related to the Tentative Parcel Map TM 21-04; and

WHEREAS, the City Council of the City of Gilroy determined that the project qualifies for an infill exemption under the California Environmental Quality Act, pursuant to section 15332 of the CEQA Guidelines, and no further environmental analysis is required; and

WHEREAS, on November 21, 2022, the City Council of the City of Gilroy by Resolution No 2022-87 approved Tentative Map Application TM 21-04, subject to 140 conditions of approval; and

WHEREAS, the approved tentative map shall expire twenty-four (24) months from the approval date and may be extended pursuant to the provisions of the Map Act, if the final map is not approved prior to expiration.

WHEREAS, Tentative Map TM 21-04 is set to expire on November 21, 2024; and

WHEREAS, On July 30, 2024, the applicant submitted a request to extend the expiration date of Tentative Map TM 21-04; and

WHEREAS, On August 19, 2024, the City Council considered the request to extend the expiration date of Tentative Map TM 21-04; and

WHEREAS the location and custodian of the documents or other materials that constitute the record of proceedings of TM 21-04 and all associated plans, approved entitlements, and time extension requests is the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF GILROY HEREBY APPROVES A 12-MONTH TIME EXTENSION OF TIME FOR TM 21-04, THROUGH NOVEMBER 21, 2025. APPROVAL OF THE TM 21-04 TIME EXTENSION SHALL BE SUBJECT TO THE APPROVED PLANS AND ALL CONDITIONS OF APPROVAL APPLIED TO THE PROJECT BY CITY COUNCIL RESOLUTION 2022-87, WHICH ARE INCORPORATED BY REFERENCE HEREIN.

PASSED AND ADOPTED by the City Council of the City of Gilroy at a regular meeting duly held on the 19th day of August 2024 by the following roll call vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

APPROVED:

Marie Blankley, Mayor

ATTEST:

Beth Minor, Interim City Clerk



City of Gilroy

STAFF REPORT

Agenda Item Title: Acceptance of Cash and Investment Report as of June 30, 2024

Meeting Date: August 19, 2024

From: Jimmy Forbis, City Administrator

Department: Finance

Submitted By: Harjot Sangha, Finance Director

Prepared By: Harjot Sangha, Finance Director

STRATEGIC PLAN GOALS

Develop a Financially Resilient Organization

RECOMMENDATION

Accept and file the cash and investment report as of June 30, 2024.

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, 2024, the City's cash and investments totaled \$198.5 million, of which primary investments include: \$56.9 million in the Local Agency Investment Fund (LAIF), \$105.5 million in US Treasury securities, and \$27.8 million in California CLASS PRIME Fund. The fiscal year interest earnings are \$7.8 million, which includes accrued interest as well as amortization of the discount on the US Treasury securities. The effective rate of return is 4.4%.

In addition, approximately \$15.2 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 pension. The majority of this balance (\$11.0 million) consists of the City of Gilroy's share of the Acquisition and Construction

Funds for the SCRWA Plant Expansion Project, and the remaining primarily consists of the Section 115 Trusts for OPEB and pension (\$3.9 million).

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. Cash and Investment Report as of June 30, 2024

CITY OF GILROY

INVESTMENT REPORT

JUNE 2024



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City of Gilroy
Portfolio Management
Portfolio Summary
June 30, 2024

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	56,865,474.87	56,865,474.87	56,865,474.87	29.92	1	1	4.428	4.490
Treasury Notes Securities	83,809,900.00	82,472,134.17	82,669,516.80	43.50	534	254	4.773	4.840
Treasury Bill -Amortizing	23,248,000.00	22,724,400.08	22,757,163.06	11.97	364	162	4.997	5.066
Other Investments	27,751,931.93	27,751,931.93	27,751,931.93	14.60	1	1	5.337	5.411
	191,675,306.80	189,813,941.05	190,044,086.66	100.00%	277	130	4.000	4.055
Investments								
Cash								
Passbook/Checking (not included in yield calculations)	8,474,061.09	8,474,061.09	8,474,061.09		1	1	0.000	0.000
Total Cash and Investments	200,149,367.89	198,288,002.14	198,518,147.75		277	130	4.000	4.055

Total Earnings	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	629,110.60	7,883,076.85	7,883,076.85
Average Daily Balance	190,796,175.26	178,391,683.39	
Effective Rate of Return	4.01%	4.41%	
6 Month T-Bill Benchmark:	5.33%		

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 = 5.07 months.
3. The unrealized gain resulting from an increase in Market Values obtained from U.S. Bank of all Securities (excluding LAIF) = \$301,942.02
4. The LAIF balance shown includes \$5,543,745.11 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.

08/13/2024

Harjot Sangha, Finance Director

**City of Gilroy
Portfolio Management
Portfolio Details - Investments
June 30, 2024**

Page 1

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			42,981,585.88	42,981,585.88	42,981,585.88	4.490	4.428	4.490	1	
SYSLAIF03	LAIF03	LAIF - Industrial Dev. Auth.			8,340,143.88	8,340,143.88	8,340,143.88	4.490	4.428	4.490	1	
LAIF05	LAIF05	LAIF LIBRARY			5,543,745.11	5,543,745.11	5,543,745.11	4.490	4.428	4.490	1	
Subtotal and Average			56,565,474.87		56,865,474.87	56,865,474.87	56,865,474.87		4.428	4.490	1	
Treasury Notes Securities												
912828Z52	USB-10	U. S. TREASURY NOTES		05/01/2023	8,419,000.00	8,230,414.40	8,291,084.52	1.375	4.037	4.093	214	01/31/2025
91282CGX3	USB-11	U. S. TREASURY NOTES		07/31/2023	8,186,000.00	8,097,918.64	8,116,713.00	3.875	4.881	4.949	303	04/30/2025
91282CAB7	USB-14	U. S. TREASURY NOTES		11/07/2023	8,915,000.00	8,466,129.75	8,477,878.94	0.250	4.970	5.039	395	07/31/2025
9128283V0	USB-15	U. S. TREASURY NOTES		11/07/2023	506,000.00	497,868.58	498,238.16	2.500	5.171	5.243	214	01/31/2025
9128284M9	USB-17	U. S. TREASURY NOTES		11/07/2023	646,000.00	633,868.12	634,489.94	2.875	5.059	5.129	303	04/30/2025
91282CFA4	USB-18	U. S. TREASURY NOTES		11/07/2023	12,078,000.00	12,054,206.34	12,054,552.19	3.000	5.361	5.436	30	07/31/2024
91282CJE2	USB-20	U. S. TREASURY NOTES		01/31/2024	9,294,000.00	9,295,115.28	9,360,794.77	5.000	4.368	4.429	487	10/31/2025
91282CHN4	USB-21	U. S. TREASURY NOTES		04/30/2024	9,905,300.00	9,870,136.19	9,866,505.82	4.750	5.052	5.122	395	07/31/2025
912828ZL7	USB-22	U. S. TREASURY NOTES		04/30/2024	10,747,600.00	10,330,378.17	10,338,513.82	0.375	5.067	5.138	303	04/30/2025
912828YM6	USB-6	U. S. TREASURY NOTES		11/01/2022	7,527,000.00	7,430,353.32	7,459,003.63	1.500	4.296	4.355	122	10/31/2024
9128282N9	USB-8	U. S. TREASURY NOTES		11/01/2022	7,586,000.00	7,565,745.38	7,571,742.01	2.125	4.466	4.528	30	07/31/2024
Subtotal and Average			82,595,092.91		83,809,900.00	82,472,134.17	82,669,516.80		4.773	4.840	254	
Treasury Bill -Amortizing												
912797HE0	USB-13	U.S. TREASURY BILL		11/02/2023	12,248,000.00	12,033,170.08	12,040,475.31	5.000	5.270	5.343	122	10/31/2024
912797JR9	USB-19	U.S. TREASURY BILL		01/25/2024	11,000,000.00	10,691,230.00	10,716,687.75	4.501	4.690	4.755	206	01/23/2025
Subtotal and Average			22,712,556.35		23,248,000.00	22,724,400.08	22,757,163.06		4.997	5.066	162	
Other Investments												
CLASS PRIME	CLASS	California Class		04/30/2024	27,751,931.93	27,751,931.93	27,751,931.93	5.411	5.337	5.411	1	
Subtotal and Average			28,479,322.96		27,751,931.93	27,751,931.93	27,751,931.93		5.337	5.411	1	
Total and Average			190,796,175.26		191,675,306.80	189,813,941.05	190,044,086.66		4.779	4.846	130	

**City of Gilroy
Portfolio Management
Portfolio Details - Cash
June 30, 2024**

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			7,419,353.29	7,419,353.29	7,419,353.29		0.000	0.000	1
Other Banks-Misc.Account-Petty Cash											
SYSUNDERCOV	UNDERCOV	CHASE BANK		07/01/2023	698.30	698.30	698.30		0.000	0.000	1
SYS/MUFG	MUFG	MUFG / UNION BANK		07/01/2023	0.00	0.00	0.00		0.000	0.000	1
SYSPETTY	PETTY	PETTY CASH		07/01/2023	2,661.56	2,661.56	2,661.56		0.000	0.000	1
SYS/USBANK	USB-CASH	U. S. BANK		07/01/2023	9,577.64	9,577.64	9,577.64		0.000	0.000	1
SYSBAIL	BAIL	WELLS FARGO		07/01/2023	0.00	0.00	0.00		0.000	0.000	1
SYSDISCOVERY	DISCOVERY	WELLS FARGO		07/01/2023	131,097.59	131,097.59	131,097.59		0.000	0.000	1
SYSICS	ICS	WELLS FARGO		07/01/2023	909,077.71	909,077.71	909,077.71		0.000	0.000	1
SYSWORKING	WORKING	WORKING CASH		07/01/2023	1,595.00	1,595.00	1,595.00		0.000	0.000	1
Average Balance			0.00								1
Total Cash and Investments			190,796,175.26		200,149,367.89	198,288,002.14	198,518,147.75		4.000	4.055	130



City of Gilroy
Investments by Issuer
Active Investments
Grouped by Type - Sorted by Type
June 30, 2024

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	06/30/2024			1	
Subtotal and Average				698.30		698.30				1	
California Class											
CLASS PRIME	CLASS	Other Banks-Misc.Account-Petty Cash	Fair	27,751,931.93	5.411	27,751,931.93	06/30/2024	5.411		1	
Subtotal and Average				27,751,931.93		27,751,931.93		5.411		1	
LAIF - City of Gilroy											
SYSLAIF01	LAIF01	LAIF	Fair	42,981,585.88	4.490	42,981,585.88	06/30/2024	4.490		1	
Subtotal and Average				42,981,585.88		42,981,585.88		4.490		1	
LAIF - Industrial Dev. Auth.											
SYSLAIF03	LAIF03	LAIF	Fair	8,340,143.88	4.490	8,340,143.88	06/30/2024	4.490		1	
Subtotal and Average				8,340,143.88		8,340,143.88		4.490		1	
LAIF LIBRARY											
LAIF05	LAIF05	LAIF	Fair	5,543,745.11	4.490	5,543,745.11	06/30/2024	4.490		1	
Subtotal and Average				5,543,745.11		5,543,745.11		4.490		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	06/30/2024			1	
Subtotal and Average				2,661.56		2,661.56				1	
WELLS FARGO											
SYSWFB	WELLS FARGO	Wells Fargo Checking	Fair	7,419,353.29		7,419,353.29	06/30/2024			1	

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

CUSIP	Investment #	Security Type	Investment Class	Book Value	Current Rate	Market Value	Market Date	YTM 365	Redemption Date	Call Date	Collateral
SYSBAIL	BAIL	Other Banks-Misc.Account-Petty Cash	Fair	0.00		0.00				1	
SYSDISCOVERY	DISCOVERY	Other Banks-Misc.Account-Petty Cash	Fair	131,097.59		131,097.59	06/30/2024			1	
SYSICS	ICS	Other Banks-Misc.Account-Petty Cash	Fair	909,077.71		909,077.71	06/30/2024			1	
Subtotal and Average				8,459,528.59		8,459,528.59				1	
WORKING CASH											
SYSWORKING	WORKING	Other Banks-Misc.Account-Petty Cash	Fair	1,595.00		1,595.00	06/30/2024			1	
Subtotal and Average				1,595.00		1,595.00				1	
Type: NOT CALLABLE											
U. S. BANK											
SYS/USBANK	USB-CASH	Other Banks-Misc.Account-Petty Cash	Fair	9,577.64		9,577.64	06/30/2024			1	
Subtotal and Average				9,577.64		9,577.64				1	
U.S. TREASURY BILL											
912797HE0	USB-13	Treasury Bill -Amortizing	Fair	12,040,475.31	5.000	12,033,170.08	06/30/2024	5.343	10/31/2024	122	
912797JR9	USB-19	Treasury Bill -Amortizing	Fair	10,716,687.75	4.501	10,691,230.00	06/30/2024	4.755	01/23/2025	206	
Subtotal and Average				22,757,163.06		22,724,400.08		5.066		161	
U. S. TREASURY NOTES											
912828Z52	USB-10	Treasury Notes Securities	Fair	8,291,084.52	1.375	8,230,414.40	06/30/2024	4.093	01/31/2025	214	
91282CGX3	USB-11	Treasury Notes Securities	Fair	8,116,713.00	3.875	8,097,918.64	06/30/2024	4.949	04/30/2025	303	
91282CAB7	USB-14	Treasury Notes Securities	Fair	8,477,878.94	0.250	8,466,129.75	06/30/2024	5.039	07/31/2025	395	
9128283V0	USB-15	Treasury Notes Securities	Fair	498,238.16	2.500	497,868.58	06/30/2024	5.243	01/31/2025	214	
9128284M9	USB-17	Treasury Notes Securities	Fair	634,489.94	2.875	633,868.12	06/30/2024	5.129	04/30/2025	303	
91282CFA4	USB-18	Treasury Notes Securities	Fair	12,054,552.19	3.000	12,054,206.34	06/30/2024	5.436	07/31/2024	30	
91282CJE2	USB-20	Treasury Notes Securities	Fair	9,360,794.77	5.000	9,295,115.28	06/30/2024	4.429	10/31/2025	487	
91282CHN4	USB-21	Treasury Notes Securities	Fair	9,866,505.82	4.750	9,870,136.19	06/30/2024	5.122	07/31/2025	395	
912828ZL7	USB-22	Treasury Notes Securities	Fair	10,338,513.82	0.375	10,330,378.17	06/30/2024	5.138	04/30/2025	303	
912828YM6	USB-6	Treasury Notes Securities	Fair	7,459,003.63	1.500	7,430,353.32	06/30/2024	4.355	10/31/2024	122	
9128282N9	USB-8	Treasury Notes Securities	Fair	7,571,742.01	2.125	7,565,745.38	06/30/2024	4.528	07/31/2024	30	
Subtotal and Average				82,669,516.80		82,472,134.17		4.840		253	
Total and Average				198,518,147.75		198,288,002.14		4.639		124	



City of Gilroy
Purchases Report
Sorted by Type - Type
April 1, 2024 - June 30, 2024

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
CHECKING ACCOUNTS													
CLASS PRIME	CLASS	CHECKING	PA2	CLASS	27,500,000.00	04/30/2024	05/31 - Monthly	27,500,000.00					27,751,931.93
				Subtotal	27,500,000.00			27,500,000.00	0.00				27,751,931.93
NOT CALLABLE													
91282CHN4	USB-21	NOT	TRC	USTN	9,905,300.00	04/30/2024	07/31 - 01/31	9,860,416.61	116,332.85	4.750	07/31/2025	5.122	9,866,505.82
912828ZL7	USB-22	NOT	TRC	USTN	10,747,600.00	04/30/2024	10/31 - 04/30	10,254,806.42		0.375	04/30/2025	5.138	10,338,513.82
				Subtotal	20,652,900.00			20,115,223.03	116,332.85				20,205,019.64
Total Purchases					48,152,900.00			47,615,223.03	116,332.85				47,956,951.57



**City of Gilroy
Maturity Report
Sorted by Maturity Date**

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

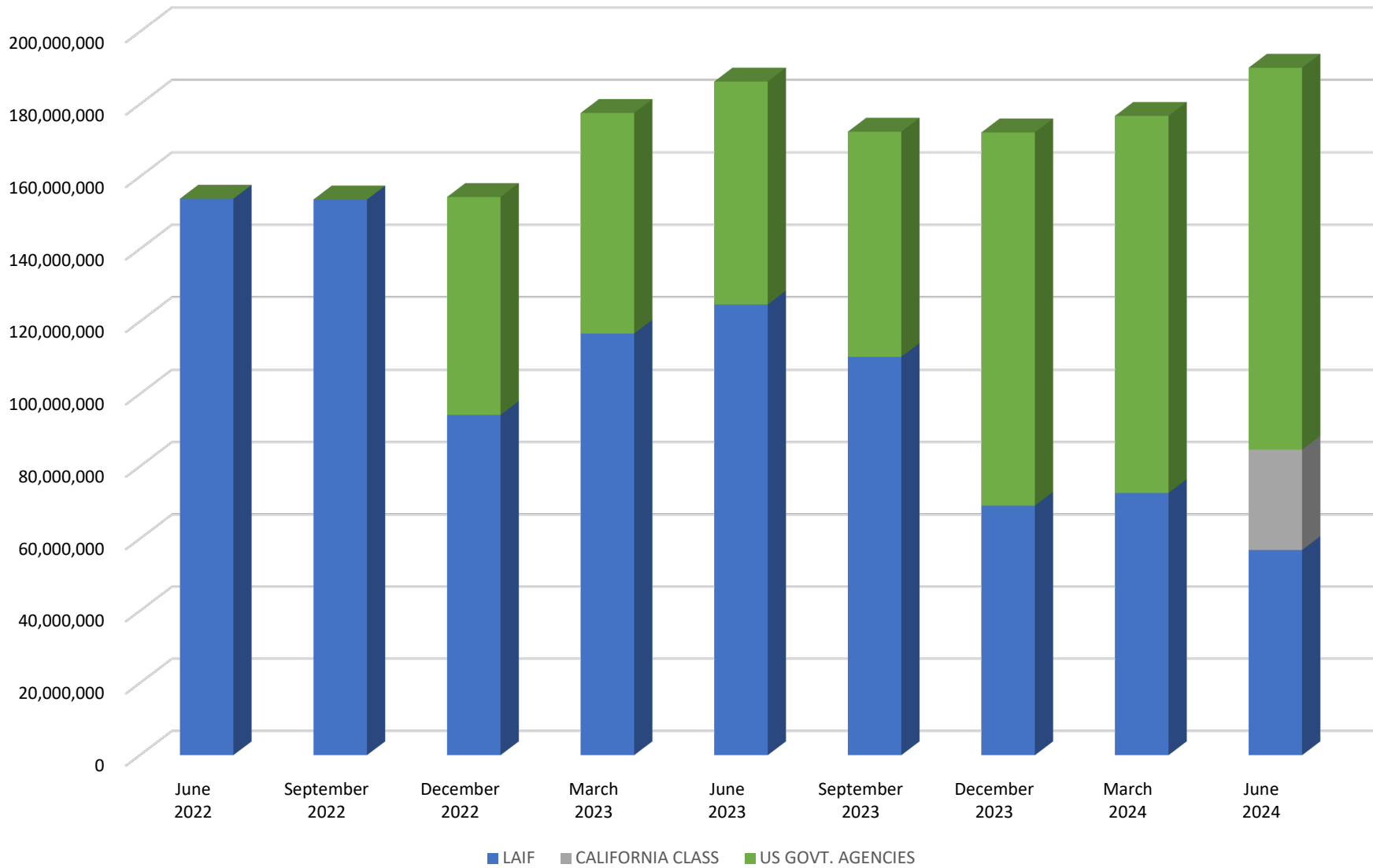
Amounts due during April 1, 2024 - June 30, 2024

CUSIP	Investment #	Type	Sec. Type	Issuer	Par Value	Maturity Date	Purchase Date	Rate at Maturity	Book Value at Maturity	Interest	Maturity Proceeds	Net Income
91282CEK3	USB-16	NOT	TRC	USTN	11,938,000.00	04/30/2024	11/07/2023	2.500	11,938,000.00	149,225.00	12,087,225.00	149,225.00
912828X70	USB-7	NOT	TRC	USTN	7,612,000.00	04/30/2024	11/01/2022	2.000	7,612,000.00	76,120.00	7,688,120.00	76,120.00
Total Maturities					19,550,000.00				19,550,000.00	225,345.00	19,775,345.00	225,345.00

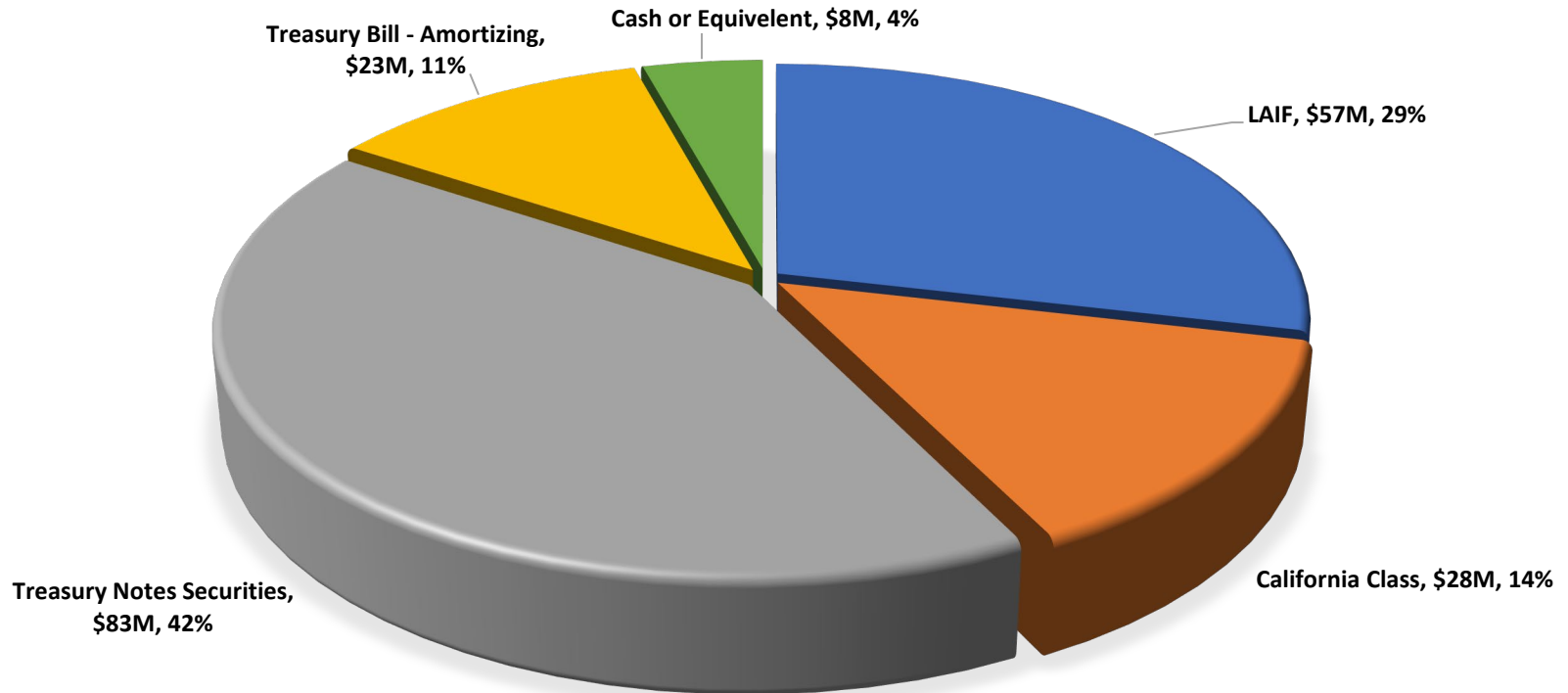
Quarterly Movement over the Last 4 Quarters

DESCRIPTION	SEP 2023	DEC 2023	MAR 2024	JUN 2024	% of Total JUN
LAIF:					
CITY OF GILROY	30,016,288	28,719,992	31,701,394	42,981,586	22.62%
GILROY INDUSTRIAL DEV AGENCY	74,821,324	35,000,001	35,461,388	8,340,144	4.39%
GILROY LIBRARY 2010 BOND	5,382,048	5,430,581	5,485,138	5,543,745	2.92%
SUB TOTAL	110,219,660	69,150,575	72,647,920	56,865,475	29.92%
CALIFORNIA CLASS	-	-	-	27,751,932	
US GOVERNMENTAL AGENCIES:					
TREASURY NOTES SECURITIES	62,171,563	87,926,764	81,636,984	82,669,517	43.50%
TREASURY BILL-AMORTIZING	-	15,118,397	22,477,218	22,757,163	11.97%
SUB TOTAL	62,171,563	103,045,161	104,114,202	105,426,680	55.47%
GRAND TOTAL (Book Value)	172,391,223	172,195,736	176,762,122	190,044,087	85.40%

**City of Gilroy
Investments From:
June 30, 2022 to June 30, 2024**

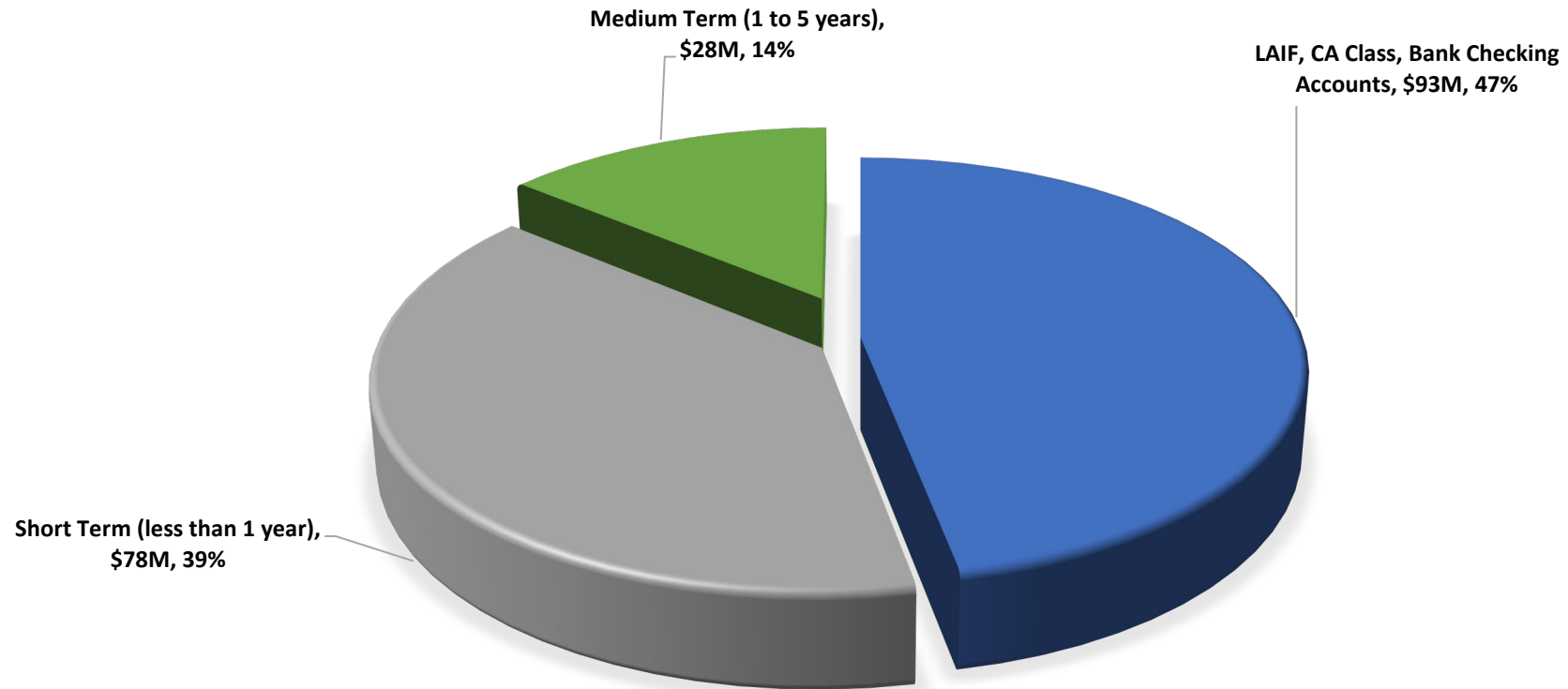


Book Value by Investment Type As of June 30, 2024



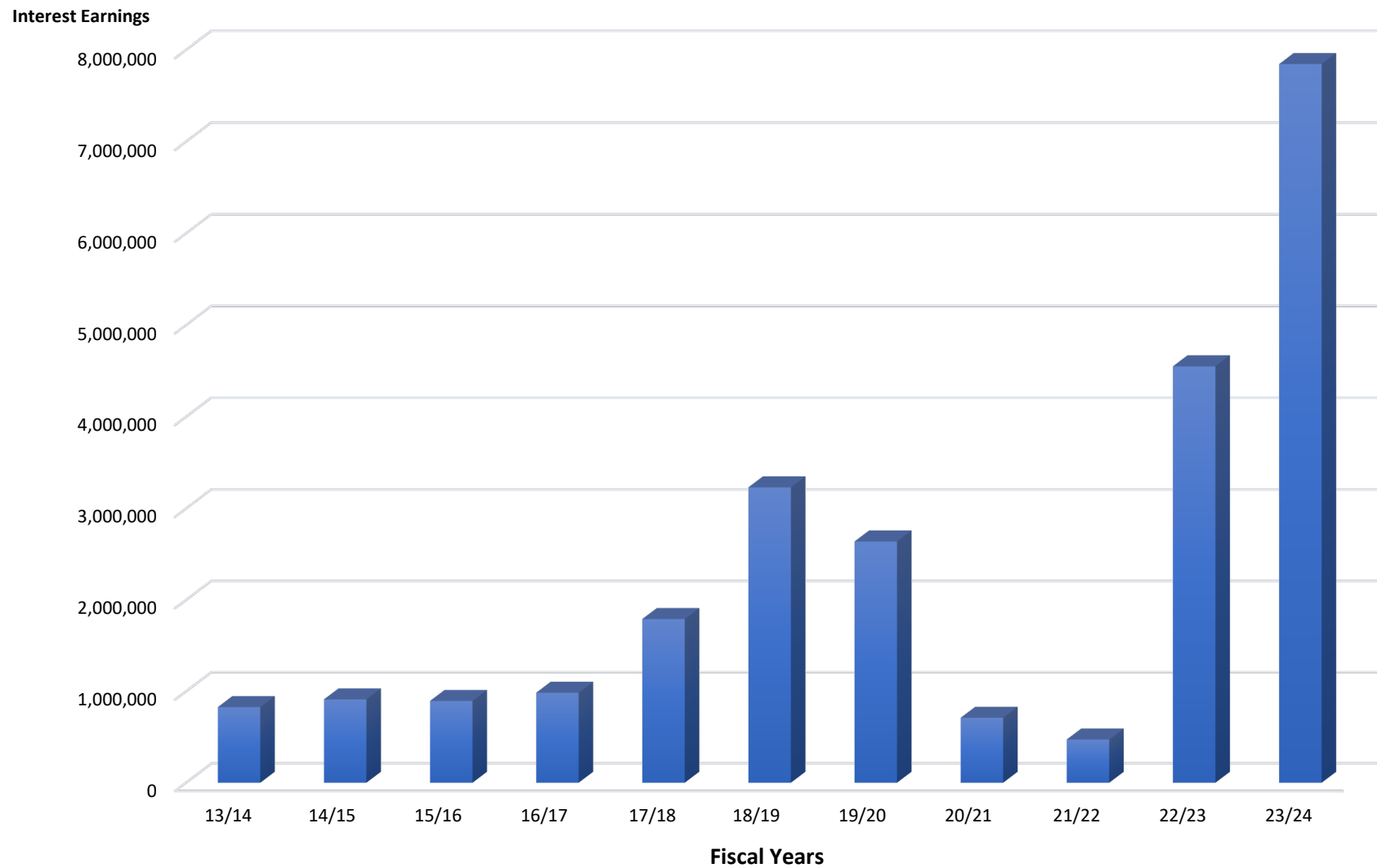
Value of Portfolio: \$198,518,148

Portfolio By Maturity As Of June 30, 2024



Value of Portfolio: \$198,518,148

City of Gilroy Interest Earnings FY2014 - FY2024



CITY OF GILROY MONIES HELD BY FISCAL AGENTS 6.3	
DESCRIPTION	VALUE ** AS OF 6/30/24
<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	7,548.79
<u>RESERVE FUND - HELD BY U.S. BANK - GL Acct 810-10430</u>	
GOLDMAN SACHS MONEY MARKET FUND #466, CUSIP #3814W265	295,407.22
<u>SPECIAL TAX FUND - INTEREST ACCOUNT - HELD BY U.S. BANK - GL Acct 810-10550</u>	
GOLDMAN SACHS MONEY MARKET FUND #466, CUSIP #3814W265	20.39
<u>SPECIAL TAX FUND - PRINCIPAL ACCOUNT - HELD BY U.S. BANK - GL Acct 810-10445</u>	
GOLDMAN SACHS MONEY MARKET FUND #466, CUSIP #3814W265	0.63
<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	38.37
<u>INTEREST ACCOUNT - HELD BY U.S. BANK - GL Acct 520-10440</u>	
GOLDMAN SACHS FINANCIAL SQUARE MMKT #466, CUSIP #38141W265	255.70
<u>PRINCIPAL ACCOUNT - HELD BY U.S. BANK - GL Acct 520-10445</u>	
GOLDMAN SACHS TR FINL SQ GV ADM #466, CUSIP #38141W265	561.14
<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	32.92
<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	144.50
<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,	1,014.00
<u>ACQUISITION AND CONSTRUCTION FUND - HELD BY U.S. BANK - GL Acct 700-10426</u>	
FIRST AM.GOV'T OB FD CL D, CUSIP #31846V401	17,594.92
LAIF MONEY MARKET FUND #5399989H9	10,949,984.21
<u>GILROY POST - SECTION 115 TRUST HELD BY PARS</u>	
OPEB	524,786.21
PENSION	3,439,680.61
TOTAL	15,237,069.61

** Market Values



City of Gilroy

STAFF REPORT

Agenda Item Title: Approval of Notice of Acceptance of Completion for FY24 Annual CDBG Sidewalk/Curb Ramp Project No. 24-PW-285 (Phase 1)

Meeting Date: August 19, 2024

From: Jimmy Forbis, City Administrator

Department: Public Works

Submitted By: Heba El-Guindy, Public Works Director

Prepared By: Susana Ramirez, Engineer I

STRATEGIC PLAN GOALS

Ensure Neighborhood Equity from City Services
Maintain and Improve City Infrastructure

RECOMMENDATION

Approve a Notice of Acceptance of Completion for FY24 Annual Community Development Block Grant (CDBG) Sidewalk/Curb Ramp Project No. 24-PW-285 (Phase 1).

EXECUTIVE SUMMARY

Construction of Phase 1 of the FY24 Annual Sidewalk/Curb Ramp Project (Project) was completed, and Public Works staff has reviewed and approved the performed work and Project documentation. The Project consisted of constructing thirteen (13) new ADA-compliant pedestrian curb ramps for a total construction cost of \$102,850.

Staff recommends City Council approval of the attached Notice of Acceptance of Completion for Phase 1 of the FY24 Annual CDBG Sidewalk/Curb Ramp Project No. 24-PW-285.

BACKGROUND

The City receives CDBG Program funding annually from the United States Department of Housing and Urban Development (HUD). This funding is available through the City's CDBG Fund, Fund 245.

The Project was approved by City Council on February 5, 2024, and consisted of the construction of 13 new ADA-compliant curb ramps (became Phase 1).

Because of remaining grant funds and following the expenditure deadlines, staff advertised an additional CDBG Curb Ramp Project (Phase 2) for FY24 using the City's informal bid process, which follows the City's purchasing policy guidelines. Phase 2 identified eight (8) additional curb ramps to supplement the work performed in Phase 1. The Notice of Acceptance of Completion for Phase 2 was approved by City Council on May 6, 2024, in the amount of \$96,600.

ANALYSIS

Scope of work of the first phase of the Project included the construction of thirteen (13) new ADA-compliant pedestrian curb ramps at the following locations:

- Three (3) at the intersection of 7th Street and Dowdy Street
- Four (4) at the intersection of 7th Street and Carmel Street
- Two (2) at the intersection of La Sierra Way and Hanna Street
- One (1) at the intersection of Broadway Street and Hanna Street
- Two (2) at the intersection of Second Street and Rosanna Street
- One (1) at the intersection of 4th Street and Rosanna Street

The overall schedule of Project construction was 19 working days. Construction began on March 19, 2024, and was completed on April 15, 2024.

Staff recommends that the City Council approve the attached Notice of Acceptance of Completion for Phase 1 of the FY24 Annual CDBG Sidewalk/Curb Ramp Project No. 24-PW-285.

ALTERNATIVES

There are no reasonable alternatives to the staff recommendation for the City Council approval of the Notice of Acceptance of Completion of the Project.

FISCAL IMPACT/FUNDING SOURCE

Construction of this Project was funded through the FY24 allocation from the CDBG Program from HUD through the City's CDBG Fund, Fund 245. There are no impacts to the City's General Fund.

The total Project construction cost for Phase 1 of the FY24 Annual CDBG Sidewalk/Curb Ramp Project with ASG Builders was \$102,850. The CDBG grant amount awarded for curb ramps in FY24 was \$261,947.45, of which \$116,748 was allocated to Phase 1 and \$99,900 was allocated to Phase 2. The total amount of grant funds used for the construction of the FY24 CDBG Projects Phase 1 and Phase 2

amounted to \$199,450.00 (\$102,850 for Phase 1 and \$96,600 for Phase 2). The remaining grant balance of \$62,497.45 remains available and will be allocated to other future eligible projects.

PUBLIC OUTREACH

This Project construction was advertised for bids using the City's formal bidding process. No public outreach was carried out following project completion.

Attachments:

1. Notice of Acceptance of Completion of Project 24-PW-285 (Phase 1)
2. Contract between the City of Gilroy and ASG Builders for the construction of the FY24 Annual CDBG Sidewalk/Curb Ramp Project (Phase 1)

RECORDING REQUESTED BY:

City of Gilroy

6.4

WHEN RECORDED, MAIL TO:

City Clerk's Office

City of Gilroy

7351 Rosanna Street

Gilroy, CA 95020

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

**RECORD WITHOUT FEE UNDER SECTION 27383
GOVERNMENT CODE OF STATE OF CALIFORNIA**

Notice of Acceptance of Completion

FY24 Annual CDBG Sidewalk/Curb Ramp Project

Project No. 24-PW-285

ASG Builders

SEPARATE PAGE PURSUANT TO GOVT. CODE 27361.6

NOTICE OF ACCEPTANCE OF COMPLETION

NOTICE IS HEREBY GIVEN that, as of the 19th day of August 2024, the City of Gilroy, California ("City") has accepted as completed the work required to be performed under the following agreement ("Agreement") by and between ASG Builders ("Contractor") and City:

FY24 Annual CDBG Sidewalk/Curb Ramp Project
Project No. 24-PW-285
ASG Builders

Project No.: 24-PW-285
Contractor Name: ASG Builders
Contractor Address: 2483 Old Middlefield Way, Unit 101, Mountain View, CA 94043
Surety on Contract: The Ohio Casualty Insurance Company
Location of Project: Gilroy, California

Description of Work:

The work includes the furnishing of all labor, materials, incidentals, and equipment necessary to perform the installation of thirteen ADA compliant curb ramps at multiple locations throughout the City of Gilroy.

Interest of City: ☐ Owner in Fee
☐ Vendee under Agreement to Purchase
☐ Lessee
☐ Owner of Easements
☐ Holder of License
☒ Owner of Streets
☐ Owner of Utilities, Water, Sewer, Storm Systems

Owner's Name/Address: City of Gilroy, 7351 Rosanna Street, Gilroy, CA 95020
Work Done: See above, Description of Work

This notice is given in accordance with the provisions of Section 3093 of the Civil Code of the State of California.

The undersigned, being duly sworn, deposes and say:

That I am an officer of the City of Gilroy, that I have read the foregoing Notice of Acceptance of Completion and know the contents thereof; and that the same is true of my own knowledge, except as to those matters that I believe to be true. I certify under penalty of perjury that the foregoing is true and correct.

Executed at the City of Gilroy, County of Santa Clara, State of California, on _____.

CITY OF GILROY

BY: _____
Heba El-Guindy
TITLE: Public Works Director

SECTION 00500 AGREEMENT

FY24 ANNUAL CDBG SIDEWALK/CURB RAMP PROJECT NO. 24-PW-285 2024
THIS AGREEMENT, made this 5th day of February, 2023,
by and between the **City of Gilroy**, hereinafter called the "City," and ASG Builders
hereinafter called the "Contractor."

WITNESSETH:

WHEREAS, the City has caused the Contract Documents to be prepared comprised of bidding and contract requirements and technical specifications and drawings for the construction of the FY24 Annual CDBG Sidewalk/Curb Ramp Project No. 24-PW-285, as described therein, and

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

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

Article 1. Work.

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

Article 2. Contract Time.

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

Article 3. Liquidated Damages.

The city and the contractor recognize that the city will suffer substantial damages and significant financial loss as a result of the contractor's delays in performance of the work described in the contract documents. The city and the contractor hereby acknowledge and agree that the damages and financial loss sustained as a result of any such delays in performance will be extremely difficult and impractical

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

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

JF

City's Initials

SGI

Contractors Initials

Article 4. Contract Price.

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

Article 5. Contract Documents.

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

- Invitation to Bid
- Instructions to Bidders
- Bid Documents
- Designation of Subcontractors
- Bid Guaranty Bond
- Agreement
- Acknowledgements
- Performance Bond
- Payment Bond
- General Conditions
- Supplementary Conditions
- General Requirements
- Standard Specifications (Caltrans)
- Technical Specifications

Drawings
Addenda, if any
Executed Change Orders, if any
Maintenance Bond
Notice of Award
Notice to Proceed

Article 6. Miscellaneous.

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

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

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

In accordance with California Business and Professions Code Section 7030, the Contractor is required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against Contractors if a complaint regarding a latent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning the Contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

IN WITNESS WHEREOF, this agreement has been executed on this
day of February 5, 2024.

ASGI Builders

Name of Contractor

[Signature]

Signature of Contractor

CEO

Title of Signator

ATTEST:

[Signature]
SignatureCOO

Title of Signator

DocuSigned by:

Jimmy Forbis

CG6466EF0B064DC...

Signature of City

City Administrator

Title of Signator

DocuSigned by:

Andrew Faber

4B98480E252C420

Approved as to form by
City Attorney

ATTEST:

DocuSigned by:

Beth Minor

ED037B1B0B0044E...

Signature

Interim City Clerk

Title of Signator

END OF SECTION



City of Gilroy

STAFF REPORT

Agenda Item Title: Selection and Appointment of Youth Commission Members

Meeting Date: August 19, 2024

From: Jimmy Forbis, 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

Not Applicable

RECOMMENDATION

Review the applications and interviews from the candidates and proceed with the formal appointment of suitable candidates to the vacant positions within the Youth Commission.

EXECUTIVE SUMMARY

None.

BACKGROUND

On August 5, 2024, the City Council interviewed the candidates for the Youth Commission. These were to fill five available seats on the Youth Commission being made available; four regular terms that are ending plus one resignation from a high school senior that is leaving for college.

During the recruitment window, applications were received from the following 25 candidates. One candidate was ineligible due to living outside of the Gilroy Unified School District, leaving the 24 applicants listed below. Of these 24, 15 of the applicants came before the Council for interview.

1. Youth Commission Application - Alfred James (interviewed)
2. Youth Commission Application - Anastasia Truong (interviewed)
3. Youth Commission Application - Anish Mishra (interviewed)
4. Youth Commission Application - Anna Nguyen (interviewed)
5. Youth Commission Application - Ava Santos (interviewed)
6. Youth Commission Application - Charlotte Le (interviewed)
7. Youth Commission Application - Cristel Misha Abarquez
8. Youth Commission Application - Daniel Dias (interviewed)
9. Youth Commission Application - Dominic Vu (interviewed)
10. Youth Commission Application - Emiliano Vera
11. Youth Commission Application - Jacob Ortega (interviewed)
12. Youth Commission Application - Jeremy Vu (interviewed)
13. Youth Commission Application - Joshua Kim
14. Youth Commission Application - Kai Bodeman
15. Youth Commission Application - Kamryn Krejdovsky
16. Youth Commission Application - Karin Rodriguez Sandoval (interviewed)
17. Youth Commission Application - Kexuan Hu
18. Youth Commission Application - Laruen Lopez
19. Youth Commission Application - Lizeth Gomez (interviewed)
20. Youth Commission Application - Paige Lott
21. Youth Commission Application - Reylene Rattan (interviewed)
22. Youth Commission Application - Ryan Nguyen (interviewed)
23. Youth Commission Application - Sofia Romero (interviewed)
24. Youth Commission Application - Zafara Burzenski

ANALYSIS

Council interviewed 15 candidates at the August 5th meeting. The Council is now poised to consider these 24 applications for appointment to the Youth Commission.

ALTERNATIVES

Council may choose to reschedule the appointments. Rescheduling is not recommended, as staff must still process and orient the selected commissioners before taking their seats at the August 26, 2024 meeting of the Youth Commission.

FISCAL IMPACT/FUNDING SOURCE

None.

PUBLIC OUTREACH

Recruitments were advertised through the City's website and social media. Potential candidates were interviewed at the August 5, 2024 regular meeting of the City Council. This item was also included on the publicly posted agenda for this meeting.

NEXT STEPS

Those candidates that are appointed by Council shall be processed and oriented by staff as Youth Commissioners.

Attachments:

1. Youth Commission Application - Alfred James
2. Youth Commission Application - Anastasia Truong
3. Youth Commission Application - Anish Mishra
4. Youth Commission Application - Anna Nguyen
5. Youth Commission Application - Ava Santos
6. Youth Commission Application - Charlotte Le
7. Youth Commission Application - Cristel Misha Abarquez
8. Youth Commission Application - Daniel Dias
9. Youth Commission Application - Dominic Vu
10. Youth Commission Application - Emiliano Vera
11. Youth Commission Application - Jacob Ortega
12. Youth Commission Application - Jeremy Vu
13. Youth Commission Application - Joshua Kim
14. Youth Commission Application - Kai Bodeman
15. Youth Commission Application - Kamryn Krejdovsky
16. Youth Commission Application - Karin Rodriguez Sandoval
17. Youth Commission Application - Kexuan Hu
18. Youth Commission Application - Laruen Lopez
19. Youth Commission Application - Lizeth Gomez
20. Youth Commission Application - Paige Lott
21. Youth Commission Application - Reylene Rattan
22. Youth Commission Application - Ryan Nguyen
23. Youth Commission Application - Sofia Romero
24. Youth Commission Application - Zafara Burzenski



City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Alfred James			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
Previous member of the youth commission from 2022-2024 Leadership experience in Boy Scouts; Served as Senior Patrol Leader.			
List any service to the community including any prior appointments:			
Previous member of the youth commission from 2022-2024 Serious of community service projects conducted through Boy Scouts to support organizations such as Gilroy Rodeo, Gilroy Garlic Festival, and the San Martin Lion's Club			
What are your goals while serving on this Board/Commission/Committee?			
I hope to continue our successes from previous years, especially in assisting in community events and hosting our job fair "OpportuniTEEN," which had an attendance of over 100 individuals. I also would like to expand our efforts and push ourselves a little harder so we can do a better job of reaching the youth of Gilroy			
Why are you the most qualified to serve on this Board/Commission/Committee?			
I have previous experience of serving on this youth commission, so I know I have the best understanding of how meetings work and how to get things done efficiently and on time. I also have experience with engaging in youth activities and promoting youth events through the commission and boy scouts.			
School: Dr. TJ Owens' Gilroy Early College Academy / Grade: 12th			

✓

By clicking on this box, I declare under penalty of perjury that I am currently a registered voter within the City limits of the City of Gilroy. Furthermore, I understand that this application and any attachments are subject to disclosure under the Public Records Act and must complete mandatory Open Government Ordinance Training. I further understand that members of the Planning Commission, Building Boards of Appeals, and Physically Challenged Board of Appeals are also subject to filing the Fair Political Practice Commission's Statement of Economic Interest Form 700 relating to financial disclosures.



City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Anastasia Truong			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
A recipient of the Girl Scout Silver Award which requires to create and lead a project that will have a lasting impact on the community. Also has completed the Silver Torch Award which requires holding a leadership position. A Life Scout which is the second highest ranks in Scouts BSA (previously called Boy Scouts of America).			
List any service to the community including any prior appointments:			
Volunteered for several summer camps such as the Cub Camp for Boy Scouts of America (40 hours) and Mt. Top Day Camp (41 hours). Will also be completing another year for Mt. Too Day Camp this summer.			
What are your goals while serving on this Board/Commission/Committee?			
My goals while serving on this Commission will be to help the community, learn and practice leadership, help the youth of Gilroy. I have enjoyed being in the community of Gilroy and would like to have a positive impact and improve the community for others. I also think this would be a great learning experience about organizing programs and events.			
Why are you the most qualified to serve on this Board/Commission/Committee?			
I am the most qualified to serve on this Commission because I have experience with leadership and am willing to learn. I am familiar with all of the planning and hours that goes into many events, yet having an open mind is important. Being willing to learn, in my opinion, is one of the most important qualities because someone can continue to grow and continue to get better. I feel that I am able to abide by this and ensure that I try to learn something new every time I do something.			

School: Dr. TJ Owens Gilroy College Academy / Grade: 9th



By clicking on this box, I declare under penalty of perjury that I am currently a registered voter within the City limits of the City of Gilroy. Furthermore, I understand that this application and any attachments are subject to disclosure under the Public Records Act and must complete mandatory Open Government Ordinance Training. I further understand that members of the Planning Commission, Building Boards of Appeals, and Physically Challenged Board of Appeals are also subject to filing the Fair Political Practice Commission's Statement of Economic Interest Form 700 relating to financial disclosures.



City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Anish Mishra			
Phone number(s):		email address*:	
Are you a registered voter within the City limits?		No	
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
- Around Two years of service in Gilroy Gardens as a sales associate - Willingness to help others			
List any service to the community including any prior appointments:			
- Coaching Youth Volleyball teams at Solorsano Middle School for two years - Tutored at the Circle of Giving as well as Ciel services for around a year - I previously volunteered often at Petsmart			
What are your goals while serving on this Board/Commission/Committee?			
I would like to serve my community in a way that makes sures everyone has a positive impact while in Gilroy. Growing up around Gilroy I have met the kindest as well as the most compassionate people I've ever known. I've biked around town and it has had delicious food as well as lovely trails. If I were able to make a positive change and give back to the community that has led me to being the strong person I am today I would be overjoyed. I know that this board helps me with my goal so I want to do everything to help it.			
Why are you the most qualified to serve on this Board/Commission/Committee?			
I think I am highly qualified as I have had prior experience with many others around the city and communicating with them. I often go out , and volunteer at many places , and I have learned to quickly listen to instructions. I also have experience with my job at Gilroy Gardens which carries over to the Board due to the tasks that I must fulfill. I think most of all my drive to better the community makes me an outstanding candidate for the board.			

School: Gilroy Early College Academy / Grade: 11th

✓

By clicking on this box, I declare under penalty of perjury that I am currently a registered voter within the City limits of the City of Gilroy. Furthermore, I understand that this application and any attachments are subject to disclosure under the Public Records Act and must complete mandatory Open Government Ordinance Training. I further understand that members of the Planning Commission, Building Boards of Appeals, and Physically Challenged Board of Appeals are also subject to filing the Fair Political Practice Commission's Statement of Economic Interest Form 700 relating to financial disclosures.



City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Anna Nguyen			
Phone number(s):		email address*:	
Are you a registered voter within the City limits?		Yes	
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
Throughout the following school year, continuing into this year, I have taken up positions of Vice President for Gilroy High School's Interact Club, President of STEM Club, secretary of Book Club, a member of Rebirth the Earth, California Scholarship Federation, and Asian American Pacific Islander Club beginning freshman year in 2022. Additionally, I have served for a following of one term on the Gilroy Foundation Youth Board, The Gilroy Library Teen Advisory Board, and as Vice Chair on Gilroy High School's School Site Council. Throughout the fall of 2022 and 2023, I have also had the privilege to play for Gilroy High School's volleyball team, Junior Varsity freshman year, and Varsity sophomore year, along with playing a season of club for North Coast Volleyball Club 17U's team, while also managing an Introduction to Communications college course taught by Gavilan Community College professors on Gilroy High School's campus.			
List any service to the community including any prior appointments:			
Over the past few years, I have served and continue to serve both the Gilroy and San Jose community. Locally, I am part of Gilroy Foundation's Youth Board where we have had guest speakers discuss their career paths, organized and developed events where contributions were made to the community through local nonprofit organizations, and also selecting what local organization to donate \$1,000 of Gilroy Foundation's grant money to. Additionally, I organized a STEM event for the youth at the Gilroy Library with my other Gilroy Library Teen Advisory Board Members, where we had several hands-on activity stations to explore each aspect of what STEM stands for. In the School Site Council at Gilroy High School, myself along with the council have reviewed the Gilroy High School's Safety Plan, School Improvement Plan for Student Achievement (SIPSA) and the associated budget with each category, Gilroy High School's Mission Statement, and updating the Student Body Handout information. Additionally, I have attended service events outside of our meetings held by Gilroy Foundation, and the Gilroy Library Teen Advisory Board while also holding pop up events for Stem, Interact, and Book Club			

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outside of school hours. In San Jose, I am serving my third year in the Our Lady of La Vang Parish Leadership. We plan and execute service events annually with Christmas in the Park, planting trees for Our City Forest, and working with Second Harvest Silicon Valley to group together and serve groceries to those in low income households. Also in the parish, I was a head performer in our Christmas Show based off of Frozen and our annual Lunar New Year Cultural Show for the youth of the parish.

What are your goals while serving on this Board/Commission/Committee?

During my service on the Gilroy Youth Commission, I aim to influence and nurture an environment of open mindedness, positivity, and ambitiousness through my goals of working with local nonprofit organizations. One of them being Interact, a club that fosters and promotes service above yourself, to create events in combating homelessness and assisting those in low income areas in Gilroy by providing information and developing drives and donations that directly impact these communities. Another is creating a program where we are able to promote different career paths that teens in high school can learn about with accessible and digestible media in forms such as social media, or podcast episodes. Also, creating a panel event where teens can ask live questions to the panelists, in varying career expertise or even newly graduated from high school, to learn more about specific career paths and advice while also having the opportunity to build connections with them after the event.

Why are you the most qualified to serve on this Board/Commission/Committee?

In applying as a commissioner on Gilroy Youth Commission for the following term of two years, I can confidently say that I am someone who is constantly in pursuit of new opportunities for growth especially as a leader and building authentic connections with others. I have done this by immersing myself in environments such as leadership positions in my school's clubs and ASB, and gratefully being a part of the various local Youth Board's in Gilroy. In doing so, I have had the privilege and experience of leading in various different settings that range from the most uptight environments, to liveliest ones of banter and camaraderie. I believe that this aspect makes me a diverse and well rounded candidate that can easily adjust and adapt to new environments especially when sudden changes arise, which are more common than I think we often realize, while also being curious and open to new ideas and rising to the occasion and the challenge rather than backing down. Along this journey of growth, I have also made an infinite amount of connections through being proactive and curious, and I am so honored to have had numerous opportunities to understand different perspectives of people in various career paths, their passions, and how they have utilized that to make an impact on their community. And so, like them, I aspire to do the same, to share my passions and goals while having the important note of service, impact, and sincerity at the forefront.

School: Gilroy High School / Grade: 11th

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Ava Santos			
Phone number(s):		email address*:	
Are you a registered voter within the City limits?		Yes	
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
1. Committee member in student council middle school 2. Library tutor for elementary students 3. Valedictorian of Gilroy Prep School 4. Delivered the graduation speech of the 2023 class of Gilroy Prep School			
List any service to the community including any prior appointments:			
1. Volunteered at Saint Louis Hospital by playing the violin for 5 years 2. Played violin for a senior citizen's shelter for 3 years 3. Worked in Saint Joseph's food pantry 4. Volunteered for the gilroy rodeo for 2 years as a member of the Gilroy Gators Swim Team. 5. Volunteered in the Special Olympics in Santa Clara County 2024			
What are your goals while serving on this Board/Commission/Committee?			
Gilroy has a history of mass shootings and school violence. From the Gilroy Garlic Festival shooting in 2019 to the recent Christopher High School stabbing on May 22, 2024, incidents of violence are becoming more frequent in the lives of the youth. A study from USA Facts reported that in the year 2021-22, high school violence peaked at the highest with 327 shootings, 81 deaths, and 269 injuries. Violence among high school students has undoubtedly increased these past years. Silencing this truth does not create a safer environment for students. Instead, addressing school violence should be a main priority for school districts, such as promoting violence prevention, providing mental health support, including guest speakers who denounce hostility, and incorporating apps for anonymous reporting. My objectives in this committee is to reduce dangers in academic environments and create a supportive school culture that strays students away from violent tendencies.			
Why are you the most qualified to serve on this Board/Commission/Committee?			

One of the main reasons I applied to Dr. TJ Owen's Early College Academy was because of its minimal record of school violence activities. As a Gilroy resident with peers who attend public high schools, I have heard an overwhelming amount of incidents regarding public aggression. Every day I step onto my school's campus I feel assured of safety, but for others attending class may pose as a risk. After realizing this imbalanced inequality, it has driven me towards a duty to promote a safe environment for students. From being a committee member in the middle school student council, we discussed ways for students to feel secure and supported in class. As well as volunteering at a local food pantry, we gave free food to families in need. I realize I am privileged to live in a setting of comfort and stability, and I recognize the responsibility I have to create that same atmosphere for others. Having a dedication to make positive influences on others is an ability that is essential and advantageous in a team. I am eager to bring my passion and abilities onto a committee of likewise individuals who possess the same mindset of strengthening the community of Gilroy.

School: Dr. TJ Owens Gilroy Early College Academy / Grade: 10th

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Charlotte Le			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
I served my school community by taking part in ASB for two years in middle school. In 7th grade, I was the treasurer. Now, I am in high school serving students as a founder and president of the Crochet and Knitting Club. Lastly, I am on Superintendent Munshi's new Youth Advisory Committee. By this, I have more of an idea of what is requires of me to be a good, responsible leader.			
List any service to the community including any prior appointments:			
I am on Superintendent Munshi's Youth Advisory committee. As of now, I have served for 4 months. We are on summer break and will resume next school year. This committee is comprised of 15-20 students from many different schools who meet up every month to provide input regarding their academic and social experience. We discuss how to improve them.			
What are your goals while serving on this Board/Commission/Committee?			
I'm a youth in this community who has a desire to benefit both fellow youths and residents in our community. In doing so, I hope to gain the experience and skills necessary for myself to become a the voice of our youth.			
Why are you the most qualified to serve on this Board/Commission/Committee?			
I have what it takes to serve on this commission since I already have prior knowledge, skills, and experience needed to be someone who could actively and successfully serve our community. I also possess the willingness and enthusiasm to help students and residents of Gilroy as we have observed that there are issues. I would be honored if I were apart of the solution. I hope that you can consider me as one of your members.			

School: Gilroy High School / Grade: 11th



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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Cristel Misha Abarquez			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment: -Hardworking -Dedicated -Leader -Communication skills			
List any service to the community including any prior appointments: High school volunteer activities like Run for Fitness, tutoring little kids and people my age, and being in Link Crew.			
What are your goals while serving on this Board/Commission/Committee? My goals while serving are getting more people to be involved in charities and activities, as well as raising awareness of teen pregnancy and drug uses, targeting the high school students, incoming freshman's and middle school students.			
Why are you the most qualified to serve on this Board/Commission/Committee? I am most qualified to serve on this board/commission/committee because I want to prevent people in my age group from committing horrible life long decisions, as well as wanting to help make a better change for the people that are willing to take measures to keep there life on track such as teen moms and drug addicts.			
School: Gilroy High School / Grade: 11th			

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Daniel Dias			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? Yes			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
I am currently a part of multiple other clubs, including the Youth Action Council of Morgan Hill, a branch of the same organization. In this club, I am one of the current co-vice presidents and together we run multiple events including the 50+ ball where we have around 200 guests aged 50 or above attend we create everything from the logistics to the running of the actual event, and yeah, a 4-day program where we teach up to 16-20 youth on leadership and how to grow as a leader. As well as that we have multiple other subcommittees based on applying different goals or mindsets that are pursued throughout the fiscal year.			
List any service to the community including any prior appointments:			
I have taken part in Gilroy in the setting up of the toy drive that the YMCA hosts, but currently most of my community-based contribution is based outside of Gilroy and more in Morgan Hill due to my past there and how it is a second home to me.			
What are your goals while serving on this Board/Commission/Committee?			
My goal in serving is to see myself become more connected to the community that I am surrounded in with Gilroy, living in Gilroy for almost a third of my life I have not seen a lot of contribution on my part to become a true member of the community around me and I would love to see myself grow into a person who can identify as a resident of Gilroy.			
Why are you the most qualified to serve on this Board/Commission/Committee?			
I am the most qualified to serve on this board because of my prior experience in multiple clubs as boards and my experience in logistics with setting up events and planning as a whole. Taking over from the second half of the fiscal year in the Morgan Hill Youth Action Council as vice president I had to step up and lead from my prior leaders who had left, being able to			

the difference and hole that had been left in the committee and to lead us to have successful events and excursions as well as a healthy environment.

School: Gilroy High School / Grade: 12th

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Dominic Vu			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
I am an upcoming senior attending GECA, possessing a keen ability to work in a collaborative team as I have been serving on ASB for my entire high school career. I have been a Gilroy resident my whole life and have a strong sense of understanding of our local community. Having made several contributions to the City of Gilroy, I enjoy involving myself in a multitude of voluntary community services, such as volunteering at Saint Louise Regional Hospital, tutoring students at CIEL Community Services, and helping teachers and students during school days at Brownell Middle School.			
List any service to the community including any prior appointments:			
Starting in February 2024, I regularly volunteer at Saint Louise Regional Hospital, registering patients at the front desk, assisting nurses in the med-surg, and helping doctors in the emergency room. Additionally, I tutor students at CIEL Community Services, volunteering there every Wednesday during the school year of 2023-2024. Furthermore, due to GECA's unique school calendar, relative to the other GUSD schools, I have the opportunity to volunteer at other GUSD schools during their school days, while GECA is not in session. For example, I volunteer at Brownell Middle School during my time off, supporting students and teachers in the classroom while class is active. In the past, I have been appointed to the Gilroy Foundation's Youth Board, but have not yet received the privilege to be appointed to the Gilroy Youth Commission.			
What are your goals while serving on this Board/Commission/Committee?			
While I have numerous goals while serving on the Youth Commission, my primary goal is to help create community events in which the youth of Gilroy can participate and take away something valuable. Firsthand, I have already seen the impact that the Youth Commission was able to make			

in the Gilroy community, which in my opinion, is best exemplified in the Opportune event hosted by members of the commission. I saw how hundreds of teens gathered together on that day and I know that each and every single one of them learned at least one new thing. As a member of the Gilroy Youth Commission, I aim to create similar events where youth can be introduced to areas outside their comfort zone and learn from them, broadening their mindset to see something greater.

Why are you the most qualified to serve on this Board/Commission/Committee?

I am most qualified to serve on this Youth Commission because I am extremely devoted to making a difference in the Gilroy community. Whether an action is simple or grand, everything counts, and a difference is created over time. I want to be part of that difference, and I believe I am most qualified to be part of this team because I have already demonstrated my resolve to create a difference in other areas of Gilroy. At Brownell Middle School, I help out the teachers, at Saint Louise Regional Hospital, I help out the medical staff, and at CIEL Community Services, I help out the students. Out of these three, I believe that I have created the most impact at CIEL, not only because of the long amount of time I have been there but also because of the unique student that I received as a tutee. He was a sixth-grade student who struggled in his classes because he took a month-long trip to Mexico, and his teachers would refuse to help him when he had questions. However, when I gave him the resources he needed to succeed, he became a sharp, bright student. It wasn't easy, but after over ten weeks of tutoring him, he was one of the best in his class. I take pride in this because I was really able to make a difference in this student's life. When I first met him, he had all D's and F's, but in the end, he had A's and B's. This amount of growth was truly amazing and I want to work to create similar change in the lives of everyone in Gilroy, not just a single student. Therefore, I believe I am the most qualified to be a part of the Youth Commission because I have been and will continue to be devoted to creating positive change in the lives of the people of Gilroy. As an upcoming senior, this will be my last year in GUSD to truly make a difference, so I want to make it count as much as possible.

School: Dr. TJ Owens Gilroy Early College Academy / Grade: 12th

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Emiliano Vera			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment: Disciplined, hardworking, friendly, open to criticism, able to debate topics in a constructive manner			
List any service to the community including any prior appointments: High School Volunteer Activities I.E: Run for Fitness, Track meets, Float building, Link Crew			
What are your goals while serving on this Board/Commission/Committee? Help lower teen alcohol and drug use, raising awareness towards mental health issues children frequently face, along with awareness towards teen pregnancy and abusive relationships.			
Why are you the most qualified to serve on this Board/Commission/Committee? I am most qualified due to the fact of the many changes I want to pursue as fast as possible. Teen pregnancy is one that affects people for a lifetime and is a choice that many end up regretting and forfeit their life to, I want to bring light to this issue along with the heavy use of smoking products seen in many highschools in the U.S.			
School: Gilroy High School / Grade: 11th			

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City of Gilroy Board, Committee, & Commission Application

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Board/Committee/Commission of Interest:		Youth Commission	
Name: Jacob Ortega			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment: I've lived in Gilroy my whole life. I've been on several committees. I also am active within my community and I have a job in Gilroy.			
List any service to the community including any prior appointments: I have 83.5 hours of community service in Animal Care volunteering for such organizations as Garlic City Kitty Rescue. I have 4 hours of school related volunteer hours. I also have 6.5 hours in environment related community service.			
What are your goals while serving on this Board/Commission/Committee? My goals are to bring my insight and values to help better my community. I hope to propose beneficial ideas that I get from my unique insight as a student within my community.			
Why are you the most qualified to serve on this Board/Commission/Committee? I have lived in the Gilroy community my whole life. I have experience in committees that most my age do not have. My community service hours are a dedication to better my community. Also I excel within my education with over a 4.5 gpa.			
School: Dr TJ Owen's Early College Acadmey / Grade: 10th			

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Jeremy Vu			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
My qualifications for this appointment are my patience, flexibility, perseverance, empathy for others, accountability, responsibility, and drive to take initiative when possible. For instance, when I am assigned a project or task I am driven to complete it as thoroughly and quickly as possible. For group tasks, I am available at most times of the day and will make sure my portion of the job is completed on time and done correctly. For example, this year I had an astronomy project with a partner and I made sure that we both completed our respective portions. The calls between us were frequent and many of the times he needed help I would be able to respond. Both of us took the initiative as soon as the project was assigned and we completed the project in four days and had plenty of time to spare before it was graded.			
List any service to the community including any prior appointments:			
Services to my community that I have completed have included helping a teacher during school with various activities after my school year has ended. For example, I have helped a seventh-grade teacher by the name of Jill Fortino by creating a photo album and a poster for her students at the end of their school year.			
What are your goals while serving on this Board/Commission/Committee?			
My goals while serving on the Youth Commission are to positively influence Gilroy's decisions that would reflect my peers' wants and needs. These goals include the wants of other students who wish to have more school funding for after-school programs, funding to ensure the cleanliness of neighborhoods as well as streets, and more parks in specific neighborhoods.			
Why are you the most qualified to serve on this Board/Commission/Committee?			

I am most qualified to serve on this Youth Board because if I am chosen for this appointment I will dedicate much of my time and energy to the goals Gilroy sets out to accomplish. I will also bring different views of the changes that my peers desire. For instance, I can relay the views of my peers by talking to them during school or after school. Moreover, I can utilize this information to understand and research what actions would be best to complete what my peers are asking of Gilroy officials.

School: Gilroy Early College Academy / Grade: 9th

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Arts and Culture Commission	
Name: Joshua Kim			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
Some of my qualifications for this position are my superior learning skills and my abilities to adapt to new situations and pick up on things quickly. I am also very confident in my people skills such as communication, understanding, and my positive attitude. Communication is the most important skill I have because with it it will be able to help guide our board to where we need to go, along with my other colleagues. I'll be there to provide idead, support, and if needed some constructive criticism, while at the same time make sure everyone is heard out and that their ideas are expressed. I also do very well under pressure and when problems arise I will create compromises that ensure everyone is happy and that the board gets the job done without having to sacrifice anything during the process. My dedication to causes is also unmatched, I have participated in sports, clubs, comities, and teams for a long time now and especially during my time in high school so I have plenty experience with sticking with things even if the going gets tough. You'll be able to count on me to get the job done!			
List any service to the community including any prior appointments:			
I have done my fair share of work for the community such as volunteer work at my high school, its various clubs like FFA and the Bioscience academy, working at sports events or lunch time activities, and even prep for dances as well as clean up. I have also done things for the city as well as other school such as tree planting, event prep and clean up, fundraising by selling plants and vegetables, and helping at the Gilroy high and city libraries. I've also participated in and supported multiple city programs, surveys, and conferences such as swimming lessons, bike safety, basketball, soccer, gymnastics, wrestling, and summer camps, library activities, and engineering and coding classes. I have served the community with in many different ways and would love to serve it as a member of their youth board.			
What are your goals while serving on this Board/Commission/Committee?			

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My goals while serving on this committee are to continue support for clubs and camps that teach the younger generations of Gilroy morals and life lessons that will stick with them throughout their lives. I hope to keep them safe but also influence to strive for more in life and to follow their dreams of succeeding. With the continued support of these projects, we can inspire the youth to pick up hobbies or meet new friends and of course leave a positive influence on them. My goal is to inspire the future generations and to help them grow into caring and responsible young adults.

Why are you the most qualified to serve on this Board/Commission/Committee?

I am most qualified to serve because I know what these programs can do for kids like me. Those whose parents are immigrants from another country and have to work hard to live in this country. Those who aren't accepted by everyone and have hard time making friends. I relate to all the little kids out there who don't have a place to go because their parents work everyday and these programs give them a safe space to have fun and be themselves. I wish to further expand the city of Gilroy's youth projects using my knowledge and relatability to the kids who are interested in these clubs and camps. I also want to tackle the major issues or challenges that come with it. I am most qualified because I have experienced first hand what the city had to offer and how to make it better. I am a stubborn worker who won't let anything get in his way and won't stop until everyone is satisfied with the results. I look forward to working with my other board members.

School: / Grade: null

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City of Gilroy Board, Committee, & Commission Application

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Board/Committee/Commission of Interest:		Youth Commission	
Name: Kai Bodeman			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
I am currently attending the Gilroy Early College Academy as a student progressing to a Junior. The two years I have been at GECA has equipped me with many qualities that build my character. Leadership, organization, confidence, and passion. I see this role of a youth board member requiring these characteristics. Looking at what the Youth Board does in our community and the events they organize. I see confidence, organization, and leadership being a key quality that is required. Presenting takes confidence, which I have taken college classes at Gavilan college. Events require organization, which GECA's rigorous curriculum has taught me. Being a part of the Youth Board is an important role in our community that takes leadership to improve Gilroy. Working as a volleyball coach has not only taught me to be a leader, but how to collaborate with others. I have been a volleyball coach for Solorsano Middle School for two years. As a coach, it was crucial for me to act as a leader, while also collaborating with other coaches. Not only was it a fun experience, but it taught me how to work as a team, while also being a leader.			
List any service to the community including any prior appointments:			
Volleyball coaching is an important service I do for the community. Not only is volleyball my favorite sport, but Solorsano is also the middle school I graduated from. I wish I got hooked onto volleyball sooner because of how fun it is. I wanted to give back to Solorsano by coaching, but to also give students the same fun experience I had with volleyball. When I look for volunteer opportunities, I look for the ones that have the biggest impact in my community. Tutoring has been another big part of my volunteering experience. It allows me to connect with the younger generations and create a bond.			
What are your goals while serving on this Board/Commission/Committee?			

After attending the intern-and-earn event created by the Youth Board, I wanted to give students, in the same position as I was, the same opportunity. In order to create these type of events, understanding your community is important. Through tutoring, I've come to acknowledge and understand the perspective of many individuals in our community. I aim to ensure the voices of our community are not only heard but given due consideration when it comes to creating policies and initiatives that address our unique challenges and aspirations. Thus contributing to a more inclusive and supportive environment for young individuals. Events such as these is what inspires fellow youth to engage actively in community affairs, fostering a sense of unity and empowerment among us. I wish to foster a sense of freedom, for the youth to openly express themselves. While also broadening my knowledge when it comes to local governance and policy making.

Why are you the most qualified to serve on this Board/Commission/Committee?

Over the years, I have gained a variety of experiences, skills, and a strong commitment to community engagement. I have worked through many situations with a team, in clubs, student government, and sports. Volleyball has taught me that everything is a team effort and communication is key. I am looking forward to bringing that aspect onto the youth board committee, so ideas can be presented and discussed. I am equipped with the confidence to speak my mind and collaborate efficiently with others. Tutoring allowed me to connect with the younger generations and learn their aspirations, informing me about what needs to change or be improved in our community. Beyond my skills and experiences, I am driven by a genuine passion for youth empowerment and community development. I am dedicated to creating meaningful opportunities that inspire the youth.

School: Gilroy Early College Academy / Grade: 11th

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City of Gilroy Board, Committee, & Commission Application

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Board/Committee/Commission of Interest:		Youth Commission	
Name: Kamryn Krejdovsky			
Phone number(s):		email address*:	
Are you a registered voter within the City limits?		No	
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
ASB (officer positions: Sophomore Class Vice President, Junior Class President; In Leadership all three years of High School) Point person from school programs/events Participated and involvement in City of Gilroy Recreation Soccer Program Participated in CADA high school leadership camp during the summer (2023, 2024) Member of multiple school clubs (Rebirth the Earth: Vice President, Book Club: President, STEM Club: Treasurer, CSF, Interact Club)			
List any service to the community including any prior appointments:			
Helped organized Gifted Games (An event hosted at our high school where Special Ed students from Gilroy and Hollister communities can come and just have a fun day. It is like a mini olympics for them where they play games, and we introduce each school and their students. It was a very exciting experience and event, and is a way for the Special Ed students to have fun and expect a day in the school year to look forward too.) Youth soccer/field hockey coach for Infinity Sports Club Organized a book drive to benefit El Roble Elementary School Participated in Beach Cleans Ups with Save Our Shores Volunteering at my elementary school's Fall Festival, Family Bingo Nights, and Talent Shows			
What are your goals while serving on this Board/Commission/Committee?			
My goals while serving on this Board/Commission/Committee include having a good relationship between the board and the community, represent and advocate for the students/youth of our area, and increase youth programs by providing more options and improving current programs. In addition, hopefully I can improve youth engagement in our community, develop more leadership skills, and promote education and career opportunities.			
Why are you the most qualified to serve on this Board/Commission/Committee?			

I am most qualified to serve on this Youth Board because of all of my leadership experiences I already have, and hope to still improve. My leadership shows not only through at school, but also in sports. At school I am very grateful to have had the experience of participating in ASB. I was able to represent my class as an officer in my Sophomore year as the vice-president and upcoming Junior Year as the class president. In this leadership program at school I was able to have the chance to be one of two head point people for one of our dances. It was a great experience for me to have people looking to me for guidance when creating this event. I have also been able to be a part of other dances, rallies, and homecoming events where I participated and was involved in creating them. As for the sport side, on the soccer and field hockey field I help lead my teammates. Whenever a teammate has a question on the field about any positioning, defending, and attacking skills they can go to me with them. I am always glad to help them out. On the field I am the person that people can look to because I'm more of the IQ player of the game than the super fast skilled one. Leadership is one of many skills that I have excelled up to at this point, but will always have a way to improve. In addition to my leadership skills, I'm qualified for this position because I will be the one to voice my opinion and speak up for others when they are too scared to do so. I always advocate for the people that can't or decide they won't. I will be the voice of the youth no matter what.

School: Gilroy High School / Grade: 11th

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Karin Rodriguez Sandoval			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
-Peer Tutor at CHS (founding member) -member of California Scholarship Federation -Speech and Debate Club -NSDA Membership -competed in Rotary Club Contest -Competed in CFL Student Congress 3 -Runner-up Champion in Informative Speaking at CFL Novice Speech Tournament -Semifinalist in Informative Speaking at CFL Speech Tournament 3 -speaker at CHS Talks -Varsity Cross Country -Awarded "Coach's Award" on Varsity Cross Country (9th grade) -Varsity Track and Field -CHS Principal's List -AP Scholar with Honor -Member of Journalism Club			
List any service to the community including any prior appointments:			
-volunteer librarian at the Gilroy Library -Gilroy Library Teen Advisory Board -Creek cleanups with Planet Protectors -Peer tutor at CHS student services -volunteered at Las Animas school events -volunteered at track meets at Christopher and Gilroy High -Gilroy Rodeo			
What are your goals while serving on this Board/Commission/Committee?			
My goals while serving on the Gilroy Youth Commission are to firstly advocate for youth empowerment. I want to ensure that the various perspectives are being heard and be implemented in our city. I want to foster an environment for the youth so that they can feel encouraged and confident enough to make positive choices that will benefit and innovate the community. This can be implemented by doing outreach programs and collaborating with schools to ensure that the young people in our community are involved in the decision-making process. I also want to promote community engagement by launching various events and workshops. The commission already does an excellent job with this, for example with the OpportuniTEEN event. I hope to work with other commissioners to launch other successful			

events such as these. Finally, I also plan on establishing partnerships with local organizations and businesses to maximize the impact the community can have on the youth.

Why are you the most qualified to serve on this Board/Commission/Committee?

I am best qualified to serve on the Gilroy Youth Commission due to a combination of my experiences, skills, and passion for the community. Firstly, I have been actively involved in the community with over 160 hours of community service ranging from creek cleanups to helping at recreational events for the city. I hope that by joining this committee I can better provide for the community. Furthermore, as a peer tutor, I work with students of different ages and a wide variety of backgrounds. Working closely with these students I am able to hear about their concerns and I hope to bring that knowledge to this committee to help advocate for the overall improvement of the city. In addition, volunteering as a peer tutor has taught me leadership qualities such as adapting to the needs of others, organization, and teamwork. Being a member of the Gilroy Library Teen Advisory Board, I already have experience working on a committee and planning events. Another reason I believe I am qualified for this position is my participation in speech and debate. I have participated in several events and contests which demonstrates my experience with public speaking. I understand that being a part of a committee involves effectively communicating ideas, which I believe is a strength of mine. Moreover, this position works with implementing policies and I have competed in Student Congresses, meaning I am familiar with policymaking. I thrive in collaborative environments and in conjunction with my academic achievements I am certain that I will work diligently to contribute to the goals of the Gilroy Youth Commission.

School: Christopher High / Grade: 12th

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Kexuan Hu			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
I've had many opportunities to play a role in a collaborative environment, and developed strong teamwork and collaboration skills thanks to those experiences. I've worked with a diverse group of people, an example being working as a camp counsellor alongside my teachers to help create a fun and positive learning environment for elementary and middle school students at a summer camp. I'm diligent and dedicated to completing any tasks assigned to me, and my ability to listen to others and understanding their perspectives has helped me build strong relationships with people. In addition, I also possess strong communication and public speaking skills thanks to participation in my school's speech and debate club, choir, and presenting in front of my class.			
List any service to the community including any prior appointments:			
I have volunteered at Towncats, Gilroy Public Library, Christopher High School's Don Christopher was a camp counsellor for the Downbeat CSPAA summer camp,, School track meets, and the GUSD office, and I was a camp counsellor for the Downbeat CSPAA summer camp.			
What are your goals while serving on this Board/Commission/Committee?			
My goals while serving on this Board/Commission/Committee is to give back to the wonderful community of Gilroy that I grew up in, hopefully to leave a positive impact on others through my participation as a Youth Commissioner. I also hope to learn about and address issues that affect the youth and other people in my community, and to implement the invaluable experiences I will gain from this environment to help myself grow as a person. Lastly, I am eager to observe city council members and how they address and create solutions to problems within the community, and integrate that knowledge myself so that I can be an important member who is able to contribute to this commission.			

Why are you the most qualified to serve on this Board/Commission/Committee?

I am most qualified to serve on this commission because I have the necessarily collaborative skills to be able to effectively work together with others in the commission, I am hardworking and dedicated towards what is expected of me, I have strong communication skills, I am sociable as well as a good listener, and I am deeply committed towards making a positive impact in my community.

School: Christopher High School / Grade: 11th

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Lauren Lopez			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment: Leadership team member, participated in ASB 7 - 8th grade, Presidential Award recipient 8th grade.			
List any service to the community including any prior appointments: None as of yet.			
What are your goals while serving on this Board/Commission/Committee? My goals for serving the Youth Committee are to help the youth of Gilroy achieve a better union and make Gilroy an enriched city for everyone to enjoy. To be in this committee would be a way to give back to my community, help strengthen it, and make improvements to help it grow. I also desire to achieve better skills that can be used in future careers and situations to help improve my understanding of what it means to be involved in group discussions and incorporating different perspectives to find the best solution.			
Why are you the most qualified to serve on this Board/Commission/Committee? I am most qualified to serve since I strive to make changes for the city of Gilroy. Growing up in the city, I have pondered about how it can be improved and readjusted to become a better place for not just the youth, but for all the residents of Gilroy. Everyone has thoughts and ideas on how to develop this community, and to serve this commission would be to share my thoughts and ideas on how we can make our city thrive and flourish.			
School: Christopher High / Grade: 9th			

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City of Gilroy Board, Committee, & Commission Application

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Board/Committee/Commission of Interest:		Youth Commission	
Name: Lizeth Gomez			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
I have managed to maintain a 4.0 GPA through all six semesters in accelerated classes at Solarsano Middle School. I have been an officer in the California Junior Scholarship Federation (CJSF) for both seventh and eighth grade. In CJSF, I learned to make speeches in front of rooms filled with other students and teachers and also make present for adults. Alongside public speaking, I also learned how to work together in small groups to plan things. I have been well involved in extracurriculars such as band for all three years of middle school, track and field for two years, and have even done yearbook. I believe that I am qualified to be a part of the Gilroy Youth Commission because I have experience in planning, working together, presenting, working hard, and I think that I am a well-rounded candidate.			
List any service to the community including any prior appointments:			
All CJSF officers, including me, have helped plan school events such as canned food drives and Penny Wars. We did two canned food drives during thanksgiving season to give food to the needy. Penny Wars was a school wide competition to raise money to give back to the Leukemia and Lymphoma Society. We planned two Penny Wars events during the spring and helped bring in around \$4,000 for cancer research. Alongside planning school wide community service events, I also got more than 15 hours of volunteer work for the four semesters I participated in CJSF. I helped in cleaning classrooms, grading work for teachers, preparing rooms for state testing, helping organize the library, helping in talent shows, and more			
What are your goals while serving on this Board/Commission/Committee?			
My goals are to help raise the voices of people who are often quieted. I want to give awareness to issues that aren't talked about as well as helping people that need it. I know that there are many issues that need to be addressed. For example, I would like to plan mental health events			

for those who suffer from body dysmorphia and struggle with eating disorders, because it is an issue that is stigmatized, but so many people that I know are suffering from it. I just really want to help the people whose voices aren't heard often.

Why are you the most qualified to serve on this Board/Commission/Committee?

I am qualified to serve on the Youth Commission because I know how to lead, but I also know when to sit back and listen. Even though I tend to be quiet, I know when I need to speak up and give my thoughts. I will admit that I can be shy, but I am working on it and I think that I have made great progress so far. I am confident in public speaking and am excited to be able to help my community. I think that I could be a Gilroy Youth Commissioner because I am a team player, I can listen to people, and I am eager to help those around me.

School: Dr. TJ Owens Gilroy Early College Academy / Grade: 9th

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Paige Lott			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment: -I am organized -I am dedicated -I am hardworking -I am math proficient			
List any service to the community including any prior appointments: I am a student teacher at Lauri Gray's School of Dance. I also volunteer at Gilroy Little League.			
What are your goals while serving on this Board/Commission/Committee? My goal is to contribute to the development and prosperity of my community and to develop my skill sets.			
Why are you the most qualified to serve on this Board/Commission/Committee? I believe I can make a difference in my community and I will work hard to show that.			
School: GECA / Grade: 9th			

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Reylene Rattan			
Phone number(s):		email address*:	
Are you a registered voter within the City limits?		No	
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
I am a incoming sophomore at the Gilroy Early College Academy. I am responsible and enjoy meeting new people. I am part of the student advisory committee at my school, which is part of the accreditation of my school.			
List any service to the community including any prior appointments:			
I helped out with children at Gilroy Gardens. I participated in school events at my previous middle school.			
What are your goals while serving on this Board/Commission/Committee?			
I would like to gain experience and try new things. I want to take on leadership in my community and help as many people as I can.			
Why are you the most qualified to serve on this Board/Commission/Committee?			
I am part of my school advisory committee for accreditation, which requires commitment, and important aspect of any youth group. I also help my mother care for my disabled grandparents as well as spend my free time babysitting my three year old sister. My mother doesn't have much help from others so I put my best efforts in to support her. I sacrifice my time to be responsible and care for others and I would like to expand my horizons by helping even more people in my community.			
School: Geca / Grade: 10th			



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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Ryan Nguyen			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment: Hardworking Honest Reliable			
List any service to the community including any prior appointments: Regularly volunteer at the Gilroy Library, volunteering at community events.			
What are your goals while serving on this Board/Commission/Committee? My goals are to help improve the community by assisting with large events. For example, the Opportuniteen event allowed me to find many places to get community service hours, and I wish to help recreate something as helpful as that to the community.			
Why are you the most qualified to serve on this Board/Commission/Committee? I am a very determined person, and I can achieve any goal as long as I put enough effort in.			
School: GECA / Grade: 9th			

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Sofia Romero			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment: I have been a part of Leadership at my school. In this role I have helped lead activities as well as help generate and advocate for themes of events. Another qualification I have is being an assistant teacher at my dance studio, Lauri Gray's School of dance, where I help to teach and lead the kids in the younger classes.			
List any service to the community including any prior appointments: I have assisted at luigi aprea for events such as the book fair I have also worked at school sports events cleaning up.			
What are your goals while serving on this Board/Commission/Committee? My goal is to make a difference and ensure the people of my generation have an equal say and opinion on what happens on our community.			
Why are you the most qualified to serve on this Board/Commission/Committee? I am honest, a people person, and respectful, but at the end of the day I have firm beliefs that I will not stray away from.			
School: Christopher High School / Grade: 11th			

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City of Gilroy Board, Committee, & Commission Application

**All Commission, Board, and Committee applications are a public record.*

Board/Committee/Commission of Interest:		Youth Commission	
Name: Zafara Burzenski			
Phone number(s):		email address*:	
Are you a registered voter within the City limits? No			
Physical Address*:			
Driver's License or ID No.:		Date of Birth*:	Last 4 of SSN:
List your qualifications for this appointment:			
During middle school, I was a member of CJSF (California Junior Scholarship Federation) where we helped plan fun events and spirit weeks that students could be a part of and support the school. In 9th grade, I joined the Superintendent Youth Advisory Committee, where we help students while giving advice about how to better a student's experience at school.			
List any service to the community including any prior appointments:			
As part of the Superintendent Youth Advisory Committee, I have given input on different events that we could incorporate into schools, such as tobacco awareness and making a more welcoming environment for new students. This past year, I have been an active volunteer and worked with young kids at an art camp during Spring Break. During this time, I learned to work with kids of different ages and helped them with creative projects.			
What are your goals while serving on this Board/Commission/Committee?			
I would like to be a positive influence in my community and help students thrive while they learn and enjoy school. For example, I would like to make it easier for students to find ways to volunteer and be part of their community in Gilroy. I also want students to be able to have the resources available to them so that they can reach out if they are having trouble with studying, mental health, or any other issues.			
Why are you the most qualified to serve on this Board/Commission/Committee?			
I have leadership experience through the Superintendent Youth Advisory Committee and I'm planning to take a leadership class during this upcoming school year. I've been a part of CJSF (California Junior Scholarship Federation) and enjoy working on projects that help build a safe			

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community for students. I'm also a good listener and open to hearing other people's ideas. I am able to provide valuable input during group discussions.

School: Christopher High School / Grade: 10th



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City of Gilroy

STAFF REPORT

Agenda Item Title: Award a Contract to Paired Power in the Amount of \$172,903 for the Purchase and Installation of Two PairTree Solar EV Chargers and Adopt a Resolution Amending the Fiscal Year 2025 Budget

Meeting Date: August 19, 2024

From: Jimmy Forbis, 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

RECOMMENDATION

Council:

- a) Adopt a resolution amending the Fiscal Year 2024 budget; and
- b) Award a contract to Paired Power for the purchase and installation of two PairTree Solar EV Chargers and associated support products and authorize the City Administrator to execute the agreement.

EXECUTIVE SUMMARY

The City is the recipient of two energy efficiency grants. The grants may be used for electric vehicle (EV) charging infrastructure. Staff is proposing to award an agreement to Paired Power to purchase two, level-two solar EV charging stations: one for the City's Corporation Yard for City vehicle use, and the second to be installed at City Hall for City and public use.

BACKGROUND

The City has been awarded two energy efficiency grants. The first is from Silicon Valley Clean Energy (SVCE) to install a solar powered EV charging station and procure specific EV trucks for Public Works. The second is an Energy Efficiency and

Conservation Block Grant (EECBG) from the U.S. Department of Energy. One of the eligible uses is the development and installation of EV charging stations. The SVCE grant is included in the current adopted Five Year Capital Improvement Program (CIP), Project #800910 – Corporation Yard EV and EV Charging.

The project associated with the SVCE grant was initiated in Public Works, but due to staffing turnover and with the addition of the EECBG funding, the projects were combined for efficiency purposes.

The City has been awarded a total of \$432,521 amongst the two grants. The SVCE grant is for a total of \$314,031 (also includes funding for EV truck purchases) and the EECBG is for a total of \$118,490.

ANALYSIS

The SVCE Grant is specifically for procurement of the Paired Power's PairTree solar charger, as well as Ford F-150 Lightning Pro trucks for City use. This grant requires this specific charger from this identified vendor in the approved application itself. The EECBG may only be used for a few types of projects. The project most capable for delivery within the allowable project types and amount of award, and therefore applied for, is the purchase of EV charging equipment, and that this latter equipment is made available for public use.

Both grants are aimed at not just adding capacity, but providing demonstration projects and case studies that may be used by the funding agencies, as well as other local governments, for future projects and acquisitions to provide similar services to their communities. The use of the equipment and policies/procedures that are developed are a pilot program and will be developed and refined as the City gains experience in the use characteristics and capabilities of the systems.

The solar EV charging stations allow an EV charger that is not required to be plugged into the electrical grid. This provides a few distinct advantages:

- Reliability – By being solar, in the event of public safety power shutoffs or major power outages for other causes, the solar EV chargers will still generate electricity independently, providing more reliability than a charger that is only powered by an electrical grid.
- Reduced cost – Specifically for the City Hall location, an EV charger would need infrastructure to be installed to connect it to the grid. Additionally, depending upon the charging unit, a transformer would likely need to be installed, significantly increasing the cost, as well as delays from Pacific Gas and Electric for the installation.
- Independent locations – Since the units do not need to be connected to the electrical grid, they can be placed in locations where cost and infrastructure availability may prevent the installation of non-solar units. The unit at City Hall in the parking lot is an example, but in combination with the below benefit of flexible

deployment, it can be placed in other locations that are remote or where it is not feasible for units to be connected to the power grid.

- Flexible deployment – The model sits atop a surface and does not need to be permanently affixed. The units can be deconstructed, relocated, and installed in the new location and begin providing service and charging right after installation. No ground is required to be disturbed, no hardscaping installed, and no pollution or noise is generated. The unit at City Hall will be installed in the public parking lot and will be secured only to the asphalt surface to help prevent its theft. The Corporation Yard unit is not required to be fixed to the ground, though operational considerations may encourage a similar surface-level securing.

The units feature the ability to also be plugged into the electrical grid, which provides the ability to draw power from the grid when the solar generated electricity runs out. Without electrical power, the unit will distribute what it has generated and stored until it runs out, then will slowly regenerate energy from its solar panels for the next charge. The unit may not be able to keep up with demand if too many repeated uses over short timeframes are experienced.

The units come with a five-year subscription to analytics software that will report usage, power levels, and other data to help identify how well the system works. This is critical in the public use unit, to help govern policies and procedures fitting its capabilities.

Corporation Yard Unit

The unit being deployed to the Corporation Yard will be placed for use with the grant application's two Ford F-150 Lightning Pro trucks. The unit's use, as well as the vehicles, will be documented and reports generated for SVCE to use in assessing the success, and any key takeaways for agencies to consider in deploying such technology in their fleets.

City Hall Public Unit

The City Hall unit will have a similar pilot program function, but expanded since the unit will be assessing the EV station providing power to any EV that the public wishes to charge. The unit will come with the same features as the Corporation Yard Unit, but will include the following:

- Credit card reader. Once procured, staff will develop a recommended rate for use of the charger, and return to Council to set the rate, which will be charged through a credit card reader on the unit. The intent of the rate, since the power is generated at no cost, will be set with the intention of generating money for repair and future replacement as the unit experiences wear and tear. Additionally, if in the future the unit is connected to the power grid to allow more charging to take place than solar recharging can provide, the rate can be adjusted to accommodate the City's electricity costs for the power used.
- Signage. The unit will have signs placed to inform users how to use the system, as well as contact information to report any damage or issues with the unit.

Procurement Process

The units are being purchased directly from Paired Power. Due to the SVCE approved grant application listing this unit specifically, the purchase is exempt from the bidding process under the City's Purchasing Policy, Section 4.9(1)(h) "*Procurements funded by grants, donations or gifts when any special conditions require the purchase of particular materials and/or services*". Both units are being procured from the same vendor, so that there is standardization in both the hardware and software to be used, also exempt from competitive bidding under Section 4.9(1)(g) "*Highly specialized equipment developed or designed for a special activity or function or whose purpose is in the best interests of the City due to compatibility with existing equipment or training of personnel*".

The cost of each individual unit is quoted at \$70,000. The same unit through Sourcwell would cost \$78,413, and through GSA Advantage would be \$89,426, resulting in a combined savings of \$16,826 below the Sourcwell national joint procurement authority's rates. In addition to the unit cost, there are additional amounts of taxes, installation, shipping fees, and software and network support fees which would be required regardless of which procurement option is selected. Through this procurement method, due to the grant restricted units, this method of procurement has secured the best price available.

Budget Amendment

The SVCE grant funding and expenditure was budgeted in the FY24, and the EECBG grant is a new item. Therefore, staff is also requesting Council approval for a budget amendment to reappropriate the SVCE grant and add the EECBG grant funding revenues and expenditures in FY25, in the Capital Projects Fund - 400. The amendment would increase expenditures, as well as the offsetting revenues in the Capital Projects Fund by \$432,521, the amount of the two grant awards.

ALTERNATIVES

Council may choose not to award the agreement to Paired Power. This is not recommended, as the SVCE grant will end in December and the delay in re-bidding may result in only being able to procure a single unit. There is also uncertainty in re-quoting, specifically if the prices will come in higher during any re-quote.

FISCAL IMPACT/FUNDING SOURCE

There is no net fiscal impact to the City as both grants will cover 100% of the expenditures and are reimbursement based. Both grants will be budgeted and expended within the Capital Projects Fund - 400.

A budget amendment is included to appropriate the revenues and the expenditures for both grants in FY25, in the Capital Projects Fund – 400.

Revenues:

4005500-43130 - \$314,031 – SVCE Grant

10.1

Award a Contract to Paired Power in the amount of \$172,903 for the purchase and installation of two PairTree Solar EV Chargers and Adopt a Resolution Amending the Fiscal Year 2025 Budget

4005500-43110 - \$118,490 – EECBG Grant

Expenditure:

4005500-53142 - \$432,521 – Solar EV and EV Charging Project

PUBLIC OUTREACH

This item was on the publicly posted agenda. Once the publicly accessible solar EV charger is installed, public outreach will be conducted on its use and availability.

NEXT STEPS

With approval, staff will finalize the contract and proceed to secure the equipment and schedule with the vendor its installation.

Attachments:

1. Proposed resolution amending the budget
2. Paired Power quote

RESOLUTION NO. 2024-XX**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF GILROY AMENDING THE BUDGET FOR
THE CITY OF GILROY FOR 2024-2025 AND
APPROPRIATING FUNDS IN THE CAPITAL
PROJECTS FUND FOR THE GRANT-RELATED
EXPENDITURE**

WHEREAS, the City Administrator prepared and submitted to the City Council a budget for the City of Gilroy for Fiscal Years 2023-2024 and 2024-2025, and the City Council carefully examined, considered and adopted the same on June 5, 2023; and

WHEREAS, City Staff has prepared and submitted to the City Council proposed amendments to the budget for Fiscal Year 2024-2025 for the City of Gilroy in the staff report dated August 19, 2024, regarding the grant-funded procurement of two PairTree Solar Electric Vehicle (EV) Chargers.

NOW, THEREFORE, BE IT RESOLVED THAT the revenue and expenditure appropriations for Fiscal Year 2024-2025 in Fund 400 – Capital Projects Fund shall be increased by \$432,521.

PASSED AND ADOPTED this 19th day of August 2024 by the following roll call vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

APPROVED:

Marie Blankley, Mayor

ATTEST:

Beth Minor, Interim City Clerk



Sales Quote

Customer Details	Project Details
Bryce Atkins City of Gilroy 613 Old Gilroy St, Gilroy, CA 95020	Date July 24, 2024 Quote Number BK01092024GIL-04 Project Name City of Gilroy Expected Delivery Q4 2024

Project Description: Provide and Install 2, PairTree Solar EV Charger with 2, Level-2 Charging heads and 42.4kWH Battery Energy Storage System.

Description	Qty	Unit Price	Total Price
PairTree PT42.4-2EVP	2	\$70,000.00	\$140,000.00
Includes 4.6kW Solar Array, 2, Level-2 Charge Ports, 42.4 kWh BESS, Parking Bollards and LED Approach Lighting.			
+ Sales/Use Tax (remove if exempt)		9.125%	\$12,775.00
Total Equipment Cost			\$152,782.00
*Installation Set Up Fees	2	\$6000.00	\$12000.00
***Shipping & Delivery Fees	2	\$500.00	\$1000.00
PairTree Total Purchase Option*			\$165,775.00

Network and Support Fees**	Qty	Unit Price	Total Price
SunStation Network Fee (5-year pkg) Includes: SIM card, monitoring, admin panel, data, user app)	2	\$1189.00	\$2378.00
SunStation Network Fee with credit card processing (5-year pkg) Includes: SIM card, monitoring, admin panel, data, user app)	2	\$2375.00	\$4750.00

TOTAL AMOUNT DUE	\$172,903.00
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*** Estimate, actual shipping costs to be calculated upon date of commitment to order

** Paired Power's Annual Network and Payment Solution Fees are based on price per port and includes operational costs of network connectivity, monitoring, and remote diagnostics.

* Estimate issued prior to site inspection. Subject to change based on actual site conditions. Does not include restriping, tree/foliage trimming or leveling of surface.

+ Subject to change based on local laws and regulations. Client is responsible for any additional due use/sales taxes

Prepared By	Email	Date
Brett Klynn	brett.klynn@pairedpower.com	7/24/2024



DEPOSIT STRUCTURE

Starting Balance: \$172,903.00				
Percentage Due	Notes/Benchmark	Amount Due	Amount Paid	Remaining Balance
25%	Down payment, PO Issuance	\$43,225.75	\$43,225.75	\$129,677.25
30%	Due upon start of production	\$51,870.90	\$95,096.65	\$77,806.35
35%	Due Prior to shipment	\$60,516.05	\$155,612.70	\$17,290.30
10%	Due upon commission of unit	\$17,290.30	\$172,903.00	\$0.00



PairTree

Warranty or Support Item	Standard*
PairTree Solar Modules	25 years ¹
PairTree Solar Structure	5 years
PairTree Batteries & Enclosure	10 years ¹
PairTree EV Charger(s) & Control System	18 months
EV Mobile Web-App Access	
Customer Call Support	
Repair and Replacement of EV Charge Cords	T&M*
Equipment Cleaning Services	T&M*

¹ Coverage under manufacturer's limited and standard warranty policies

* Customer will be invoiced for Time & Materials on any equipment repairs and replacements not covered under Paired Power's Limited Warranty or manufacturer's warranty coverage.

Paired Power, Inc. warrants to the Customer that, subject to proper use, operation, and maintenance of the Equipment and Materials in accordance with the Documentation, the Equipment and Materials upon installation will be free from defects in hardware materials and workmanship as stated above.



Quick to Install. Fast to Charge!

PairTree is the fastest-to-install, transportable EV charging product delivering ultraclean solar power. PairTree is the perfect alternative to grid dependent EV infrastructure and can be deployed quickly without heavy construction costs. Each PairTree can integrate with the innovative and patented SunStation EV charging technology to deliver resilient solar charging free of utility energy and demand charges. Experience the next generation of EV charging technology proudly made in the U.S.A.

Standard Features

- PV canopy uses bifacial PV modules for higher energy yield
- Supports both single and dual port Level 2 SunStations
- Supports universal SAE J1772 charging interface
- Software app for full charging control via smartphone
- Flexible payment and reservation options
- Remote monitoring and energy management services included
- Available 240 VAC grid-connection option



Installs in hours without heavy construction



Instant energy bill savings



Delivers 24/7 off-grid renewable power



Available grid-connection option



TECHNICAL SPECIFICATIONS*

PAIRTREE

SOLAR CANOPY ARRAY

Dimensions

Height	3.2 m (10.5 ft.) overall
Width	5.2 m (17 ft.) Base fits standard parking space
Depth	3.7 m (14 ft.)

PV Capacity

Rate Power Capacity	4.6 kW
PV Module Type	Bifacial

SUNSTATION CHARGER (L2)

L2 Charger Output

Max Voltage	240 VAC
Operating Current Range	0 to 33 A
Rated Output Power	Up to 8 kW
Battery Storage Capacity	Up to 42.4 kWh
Charger Cords	Single Port Dual Port
L2 Cable/Cords	SAE J1772
Cable Length	3.7 m (12 ft.)
Emergency Power Panel Option	120/240 VAC
Grid Connect Option	240 VAC

Environment

Installation Placement	Outdoors
Enclosure	Rain Proof / NEMA 3R
Operating Temperature Range	-20° F to 120° F
Elevation	<1524 m (5,000 ft.)
Operational Noise Level	<50 db

Compliance Standards

L2 Charging Cords for Electric Vehicles	SAE J1772; FCC Part 15 Class B, NEC 625 compliant; OCPP 1.6J compliant
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*Specifications may change without notice



Recommended Incentive programs for PairTree

Federal Incentives	Value	Notes
<u>Federal Solar Investment Tax Credit (ITC)*</u>		
<i>Solar ITC Baseline Value</i>	30%	
<i>Bonus - Domestic Content</i>	10%	PairTree is eligible
<i>Bonus - Low-income Community</i>	10%	Census Tract dependent
<u>Federal EV Charging Tax Credit*</u>		
<i>Alternative Fuel Vehicle Refueling Property Credit</i>	6-30%	<u>Req prevailing wage + low-income census tract to obtain full credit</u>
<u>Energy Efficiency Financing for Public Sector Projects</u>		
California Energy Commission 1% APR Loans for Local Government		

*Available as Direct Pay to government organizations and most 501 non-profits

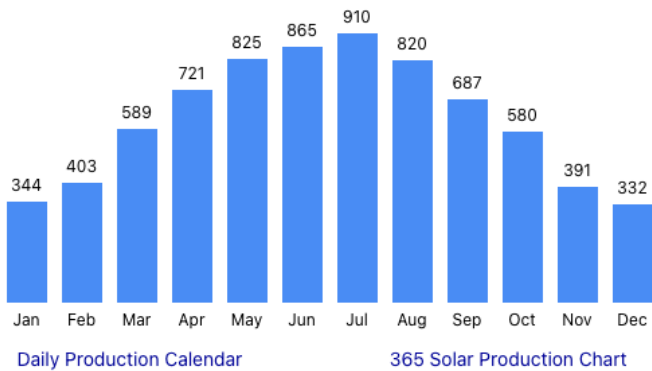
Additional Revenue may be available through Low Carbon Fuel Standard Trading Program

Note: Paired Power cannot provide legal advice on incentive programs. All potential applicants should consult a tax professional prior to applying.



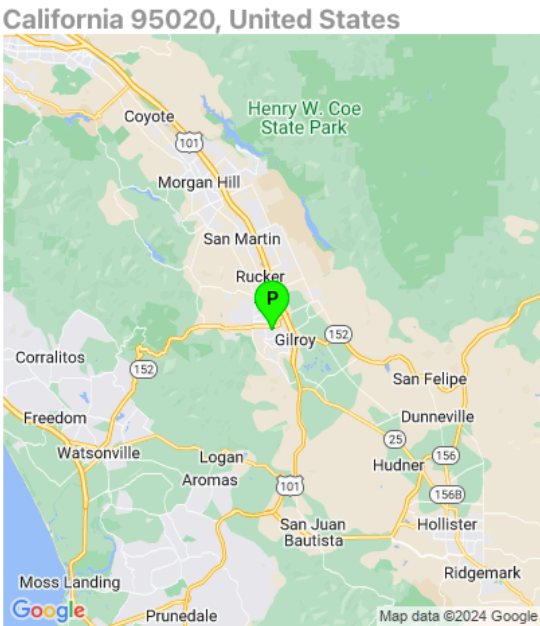
Estimated Energy Generation

System ZIP Code: 95020 and size: 4.6 kW-DC



Annual Solar: 7466 kWh
Best Day Avg: 29.364 kWh
Worst Day Avg: 10.718 kWh
Daily Avg: 20.456 kWh

Results are based on NREL's PVWatts® Data



Energy Produced represents energy generated from solar array only.

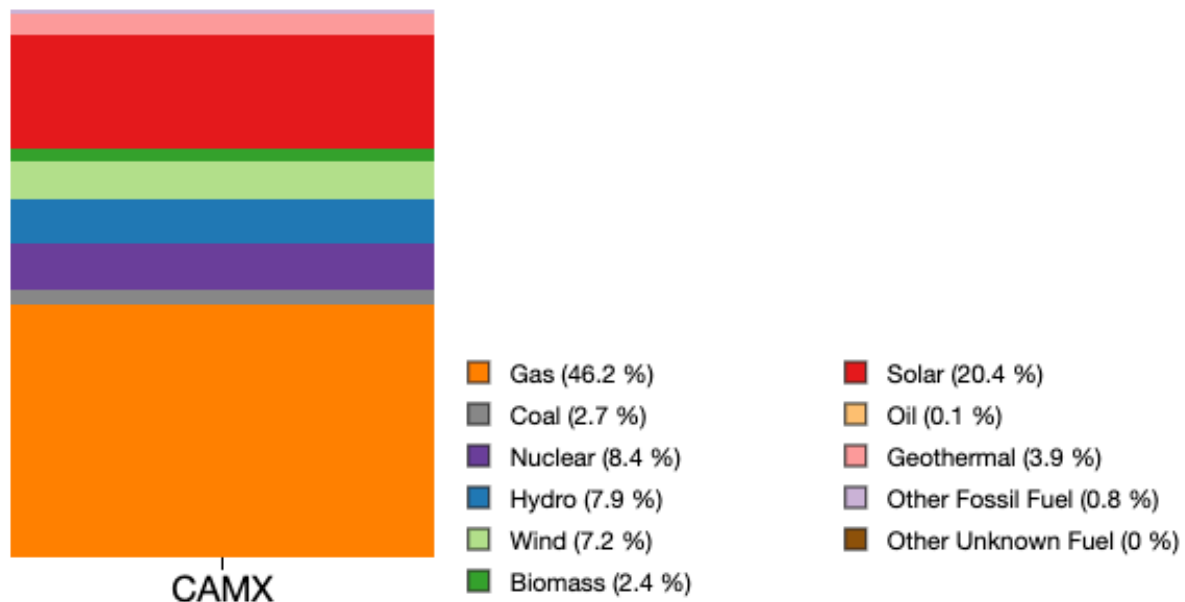
Based on average EV efficiency of 3.5miles/kWh each PairTree will produce an average of 70 miles of EV charging per day. Non-use days (weekends) would store additional energy in BESS and provide additional charging capacity.

All Numbers are based on information from
NREL pvwatts.com
DOE [Fueleconomy.gov](https://fuelconomy.gov)



Projected Environmental Benefits

50% of California grid energy comes from fossil fuels and coal



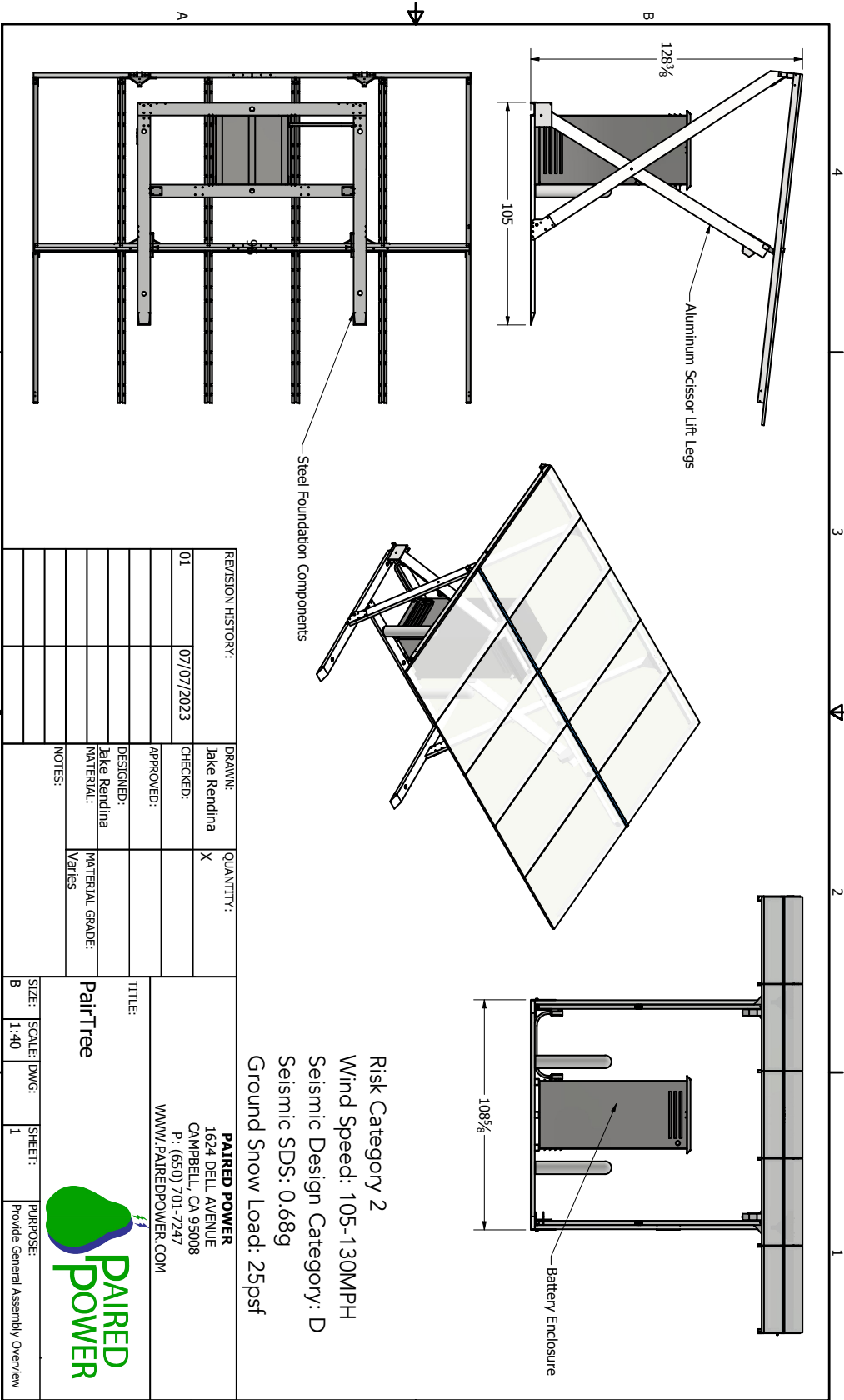
www.epa.gov/egrid/power-profiler

Equivalent emissions of PairTree vs Grid Energy

Each PairTree for power prevents to the emission of

- 3912 lbs. of Carbon Dioxide/year
- 0.2 lbs. of Sulfur Dioxide/year
- 3.7 lbs. of Nitrogen Oxides/year

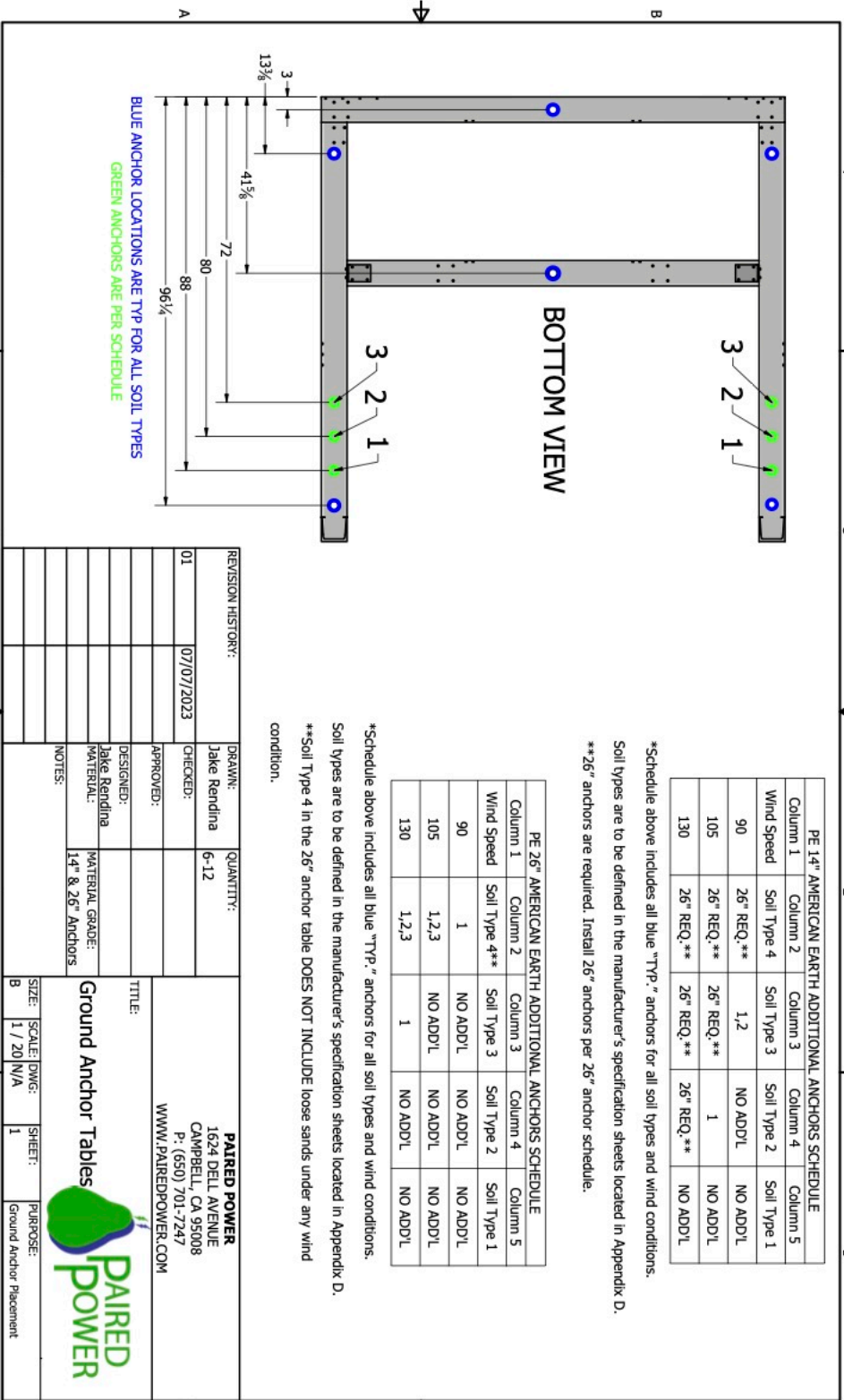
Based on 7466kWh annual energy production



Confidential & Proprietary Information disclosed only under Non-Disclosure Agreement. © 2023, Paired Power, Inc. All rights reserved.



Wind Rating / Ground Screw Requirements





PairTree Sample Deployment Photos





City of Gilroy

STAFF REPORT

Agenda Item Title:	Special Event Permit Process and Program Revision
Meeting Date:	August 19, 2024
From:	Jimmy Forbis, City Administrator
Department:	Administration
Submitted By:	Jimmy Forbis, City Administrator
Prepared By:	Victoria Valencia, Economic Development Manager

STRATEGIC PLAN GOALS

Promote Economic Development Activities

RECOMMENDATION

Council direction for establishing special event fees, a road closure policy, and waiving fees for certain groups.

EXECUTIVE SUMMARY

There has been an increase in special event applications over the last year, and special events continue to grow in size and scope. City Council approved for special events to provide full cost recovery; however, no permit fee was established. There has also been an increase in road closures for events, and due to public safety concerns, the City's Public Works Department is providing the road closures for all downtown events. There is not currently a fee associated with this.

Staff is providing this report to share an overview of the current special events process, City resources allocated to special events, and identifying needed updated to address issues since the ordinance was initially adopted. The City Council is being asked to provide feedback and guidance so updated standards and fees can be developed for special events.

BACKGROUND

The City of Gilroy established provisions regulating meetings, assemblies, parades, sound-amplifying systems, and live music. The original ordinance (Ordinance No. 901)

was adopted in 1970, creating Chapter 13A of the Gilroy City Code, and was subsequently amended in 1977¹ and again in 1989². Chapter 13A has not been amended since then.

In the latest iteration of the ordinance, the Police Department was tasked with administering the permit process. Over time, based on development of departments and changes in areas of responsibility and capacity amongst the City's departments, the administration of the special event permits has shifted to Community Development, and more recently, Economic Development.

Special event permit regulations, covering diverse event types and impacts associated with them, involves a broad range of conditions which trigger a special event permit, as well as varying requirements that may be applied based on the nature of the event. In the past, the City developed several handouts to help inform residents, businesses, and community groups to understand the special event permit requirements associated with the events and activities listed above.

ANALYSIS

Chapter 13A, in its current version, is roughly 35 years old. With changes in technology, available resources to individuals and groups, and community norms regarding public and private gatherings, the nature of the activities relating to meetings, assemblies, parades, sound-amplifying systems, and live music have changed as well.

Current Special Event Permit Requirements

A special event permit is required if any of the following events meet conditions triggering the requirements:

- Use of any street, alley, park, or any other public or private grounds in the City.
- Assembly (49 people or more).
- Block Party.
- Blocking of Streets.
- Concert.
- Large Scale Meeting or Fundraiser.
- Live Music.
- Car Shows.
- Outdoor Festival.

¹ Ordinance No. 1977-15

² Ordinance No. 89-2

- Parade or Procession.
- Outdoor gathering with use of sound amplifying system of any kind or any other similar display.
- Outdoor public events with singing, dancing, DJ, Choir, etc.
- Meetings or assemblies in places of business occurring where not otherwise permitted.

A special event permit is **not required** for the following:

- Funeral processions.
- Meetings or assemblies in residentially zoned areas.
- Garage Sales: garage sale permit needed.
- Sound-amplifying systems used on private property where the sound produced does not carry beyond the property line so as to disturb persons on adjoining property.
- Radios and other sound-amplifying systems, wherever used, when the volume does not exceed the volume of normal conversational speech.

Special events occurring at City parks or facilities also require a permit through the City's Recreation Department.

Amendments to Special Event Permits Being Evaluated

Based on experiences with special event permit applications and the current nature of events being held, staff has begun the process of identifying potential modifications for future consideration by Council to improve the administrative process, better protect the community and event participants, and subsequently enhance the information provided to the public about special event permits and the application process. Below are the concerns and modifications currently being evaluated.

Growing Event Attendance and Number of Events

Special events, particularly those that are open to the public and larger, ticketed private events, are seeing larger and larger numbers of participants. Over time, such events continue to grow, and as they grow require greater levels of review, conditions to protect event participants and the public, and mitigations of community impact.

Several of the community's downtown events provide an example of the growth over time being experienced. Downtown, for purposes of this report, refers to the area from 3rd to 7th Street and from Eigleberry to Railroad Street. Most of the events in the downtown area are fundraisers for local non-profit organizations, and cost recovery

where fees have been established is usually subsidized. Downtown is the most frequently used area for community-based special events.

The City contracted with Placer.ai beginning in May 2024 to assist with economic development research. Placer.ai is a location analytics company that collects data from a variety of sources to provide insights into consumer behavior and demographics, as well as foot traffic in areas throughout Gilroy. According to data* pulled for the days of recurring events in Downtown, like the Gilroy Chamber of Commerce's Car Show, CARAS Tamal Festival, and Gilroy Downtown Business Association's Holiday parade, there has been a significant increase in attendance throughout the downtown on the day of events. Below is a table showing the number of people who are present in the downtown area during major events, expressed in thousands of people.

Number of People in the Downtown Area on Days of Major Events			
Event	2021	2022	2023
Gilroy Chamber Car Show	4.03 K	5.11 K	10.03 K
CARAS Tamal Festival	N/A (event did not occur)	4.32 K	11.79 K
Downtown Holiday Parade	6.52 K	2.04 K	12.21 K

**Placer.ai is approximately 93% accurate. Numbers presented are total visits to the downtown area for the day of the event and is not specific to the hours of the event.*

Additionally, special events are increasing in number citywide. In 2023, there were 36 approved events. In 2024 to date, there are 28, with more fall and holiday events coming up. In the downtown area, 18 events have required road closures, with Public Works setting up detour and road closure signs, barricades, and also staffing vehicles used as barriers.

Furthermore, there are more events expanding and growing in residential and industrial areas of town, such as the Day on the Ridge and Heat Wave events. Residential areas enhance the impact on the local community, while industrial areas have not typically been designed, nor anticipated to have large commercial or social gatherings.

With the increase in both the size and frequency, as well as diverse types of areas where events are held, the impacts have also increased. This growth magnifies the other concerns below, which thereby drives the search for modifications to adapt to facilitate such events.

Public Safety Exposures

Over the past decades, the number and severity of tragic incidents at public and large private gatherings and community events has increased dramatically. In the early

1990s, such incidents were extremely rare and likewise not anticipated to have a high likelihood of occurrence. However, it is something that must be considered, and planned for, with each event.

Over the past few years staff has observed that larger event organizers, which are forced to use volunteers to manage traffic barricades for the protection of event participants in the roadways, often provide either an inadequate level of barricading of streets, or barricade but without the capacity to remove barricades for emergency vehicles.

Additionally, with the increase in violent incidents at public events, the need for greater law enforcement presence and security preparation also increases. With the events becoming larger in attendance, they can also become more tempting targets for such threats as well as a higher potential for violence and property crimes with the higher density of people in a particular area.

To help address this issue, staff is evaluating the following modifications:

- City managed barricading. An option being considered is having City staff and resources manage the placement and maintenance of barricades. This ensures that public safety is maximized, both in protecting the event participants from breaches by vehicles, but also in having the barricades of a nature that emergency responders can easily pass through them, or staffed for relocation if police or fire apparatus needs to access the event site. In this option, the cost for staffing would be borne by the applicant, but it would assure a level of effectiveness in protecting public safety.
- Increase review time for departments relating to public safety and health to evaluate event applications. Currently, the City Code identifies 30 to 60 days for applications. One option is to increase the range, setting new minimum time frames for smaller events and larger events.

Insurance Requirements

With the increasing level of threats and incidents to special events, as well as the increase in litigation and large awards, combined with the joint and several liability provisions under California law, the need for adequate insurance coverage and conditions increases. The increases are to protect taxpayer funds from litigation and loss due to the activities of community and/or private groups that occur on public rights-of-way or are conditioned by the City to protect the community.

Currently, special events are required to carry a minimum of \$1 million in liability insurance, though additional insurance may be required due to the nature and/or size of the event, with a specific endorsement, naming the City of Gilroy, its officers, representatives, agents, and employees as additional insured. This insurance is

required for both publicly accessible and private events on public property (e.g., parks) and in the public right-of-way (e.g., roads).

As mentioned above, some events by their nature require additional insurance. The Gilroy Garlic Festival is an example of this. This event has historically been far larger in attendance, longer in duration, bigger in physical area, and involves massive operations, including major transportation along City streets, as well as alcohol sales. As such, it has required significantly more insurance coverage (to the scale of \$6 million in insurance) in the past, and possibly more for the event to return to City-owned property in the future due to increasing levels of claims with such large community events.

To help further protect the City, the following changes are being considered:

- **Modify Insurance Requirements for Special Events.**

This change would involve standardizing insurance requirements based on key factors. A risk assessment would be conducted of the event which will then dictate if adjustments to insurance requirements are needed. The baseline insurance requirements could then adjust depending upon the event factors. For example, an event that is a small event or parade may have one level of insurance requirements as a baseline, a full day event or one with a moderate number of attendees will have a larger baseline, and multi-day or large attendance events would carry the largest. From those baselines, further adjustments may be triggered if automobiles are involved, if alcohol is being served, or events that present greater risk of injuries (i.e. carnival rides), or other such factors.

The insurance would also need to include the following:

- Insurance must have a primary and non-contributory endorsement. This would have the policy of the event organizer take precedence over other policies and provides the initial coverage in the event of a claim.
- Insurance must have a waiver of subrogation endorsement in favor of the City. This would prevent an insurance company from seeking compensation from a third party after paying out a claim.

Impacts on City Infrastructure/Services

In addition to public safety impacts, these larger and more frequently occurring events further impact City infrastructure and services.

- **Street Closures**

The larger events trigger street closures, often several blocks in the downtown area. Though there are large events happening, there are also smaller scale events that are requesting road closures. Road closures typically block Monterey

Road and accompanying side streets from 6:00 am-10:00 pm, removing access to parking to downtown businesses outside of the event hours and creating a major impact to traffic flow for commuters and residents. With the increase of events requesting road closures there is a need to establish guidelines and fees relating to road closures.

Setting up traffic control equipment requires two to six staff members for set up and tear down. For public safety, the Gilroy Police Department requires vehicle incursion barriers to be used that are sufficient enough in strength to block a vehicle from driving into an event area. These devices need to be staffed at all times and ready to move in case of an emergency. Public Works has been providing these barriers in the form of pick-up trucks, dump trucks, and utility service vehicles. A closure of the downtown area can take up to 10 vehicles and 10 staff members, who remain at the event from the time of street closure to the end of the street closure. For a recent event, staff incurred double overtime, and there was not a sufficient number of staff to cover the 10 vehicles, which resulted in one staff member overseeing multiple vehicles.

Options to resolve this issue includes the City staff managing barricades mentioned above, and event templates and zones as discussed later in this report.

- Staff time spent on Traffic Control Plans

Staff often prepares traffic control plans for special events. This is due to timing challenges with applications and lack of proficiency by applicants. Although the applicant is required to prepare them, staff often end up in a long string of back-and forth reviews and design changes (because the submission is not completed by a traffic control engineer) or ends up making the plans themselves to complete the application requirements within the timeframe submitted.

To resolve this, staff is evaluating a requirement for applicants to either contract with a qualified traffic control engineer consultant at the applicant's cost, or the City may develop the traffic control plan, also at the applicant's cost.

Applicant/Public Awareness of Special Event Permit Requirements and Procedures

Some challenges are presented as a result of a potential applicant's lack of awareness of the procedures and requirements for special events. This often results in incomplete applications with insufficient review time.

The City's current code requires event organizers to apply for a permit not less than thirty (30) nor more than sixty (60) days before the date on which it is proposed to conduct such parade, meeting or other activity. Most special event applications being received are not complete and are often submitted barely meeting the 30-day minimum requirement or are submitted earlier but incomplete. When they are submitted with only 30 days to review, there is not much time for City staff to properly review, or for the

organizer to make changes based on the conditions issued by the permit process. Additionally, events may require permits from outside agencies that may have longer review and approval times than the city.

Applications are reviewed by the following departments:

- Economic Development
- Community Development:
 - Planning
 - Building
- Police
- Public Works
 - Engineering
 - Traffic Control
- Fire
- Risk Management

Additionally, as the permit review process occurs, some applicants do not comply with neighborhood notifications. Staff does not have a way to verify each address and signature to validate that the information is accurate.

Operation of the event are often done by volunteers, who may lack the understanding and/or diligent effort to fully comply with the permit conditions imposed. Volunteers also often have turnover from event to event and the event organizer loses the knowledge and history of how to comply with permit requirements.

To help event organizers, as well as to streamline and improve the efficiencies of events, staff is evaluating the following possible options:

- Event templates

This option would have staff create, and update at certain intervals, templates for certain types of common events. The templates contain proposed operations and administrative checklists and guidance to have elements of the event pre-planned in accordance with special event permit requirements. This will help reduce the workload for event organizers, streamline review, and potentially reduce staff time and issues that may occur during events.

- Event zones

Similar to the templates above, staff is evaluating the option to create event zones. These zones would be identified by the City and be selected in a manner

to allow for various scales of public events, but designed in ways to lessen impacts to traffic, parking, public safety, as well as other potential mitigations. This would help event organizers with compliance, significantly reduce staff time and review issues, especially if combined with an event template, and may help reduce workload for the applicant.

- Training and outreach

Staff is looking at options for more direct engagement with event organizers to aid in awareness and compliance with special event permit applications and processes. This would include communication outreach, provide intermittent training for anyone interested in how to apply, and updating handouts and guidance materials for those interested in applying for a special event permit.

High Cost with Minimal to No Cost Recovery

With all the staff time in reviewing the application, creating conditions, monitoring compliance, support during the event, and also residual cleanup and fixing damages from events, significant investment of taxpayer paid wages and supplies are attributable to special events. However, there has yet to be a comprehensive fee structure set for recovering such costs.

In the current fee schedule, the following are the only fees the City has associated with special events:

- Police - Provision of Special Services: \$165 per hour. 100% cost recovery except for events where the public safety benefit, as determined by the police chief, is of community concern. In this case the event may be subsidized at 55%.
- Public Works - Community Event Banner Fee: \$711.
- Fire Prevention - Special Event Inspection Fee: \$420, plus 50% after hours and travel time.
- Event organizers may be subject to other fees, like tent inspection permits, ABC license fees, and Health Department fees.

To lessen the impacts to the taxpayers, staff is assessing the option to develop for Council consideration a comprehensive set of fees designed to fully offset the cost of special event permits. As part of the fee structure, Council may desire to establish a policy for fee waivers in certain situations or for certain events or functions.

ALTERNATIVES

Following are some alternatives the City Council might consider:

- Decline to direct staff to update the City's current special events process and draft regulations for permits and standards for special events.

- Identify another method, possibly by resolution or other regulatory document, to regulate special events.

FISCAL IMPACT/FUNDING SOURCE

There are no fiscal impacts for this agenda item. The fiscal impact of any direction received will be analyzed and reported back to Council when the item returns for consideration.

NEXT STEPS

Following City Council direction, staff will draft of an appropriate set of draft rules, requirements, and fees to regulate special events and return to the City Council at a future meeting.



City of Gilroy

STAFF REPORT

Agenda Item Title:	Food Truck Ordinance
Meeting Date:	August 19, 2024
From:	Jimmy Forbis, City Administrator
Department:	Administration
Submitted By:	Victoria Valencia, Economic Development Manager
Prepared By:	Victoria Valencia, Economic Development Manager

STRATEGIC PLAN GOALS

Promote Economic Development Activities

RECOMMENDATION

Council direction regarding updating the ordinance, establishing permit fees and identifying permitted zones.

EXECUTIVE SUMMARY

Staff is providing this report to summarize several mobile vendor ordinances and guidelines, associated permits and licenses, and proposed mobile vendor zones. The City Council is being asked to provide feedback and guidance so appropriate standards can be developed for mobile vending.

BACKGROUND

At the December 11, 2023 City Council Meeting, Council directed staff to review food truck ordinances in Hollister, Modesto, and Morgan Hill. Council also requested staff to review flexible locations and specific places for food trucks to operate. Staff was also directed to review encroachment permit options, time restrictions, a simplified permit process, as well as minimal licensing and fees.

Mobile vending, including mobile food trucks, currently has regulations in Gilroy City Code Chapter 16A. A mobile vending facility is defined as any portable container, pushcart, stand, vehicle or wagon used for displaying, selling or offering for sale any food, goods or services. The current regulation requires mobile vendors to relocate at

least one hundred (100) feet every ten (10 minutes). The current regulation also prohibits mobile vending facilities from operating in commercial zoning districts, C1 Neighborhood Commercial, C2 Central Commercial and C3 Shopping Center Commercial.

City of Gilroy does have a Mobile Vendor Permit application, the current fee is \$158 for new applications, with an annual renewal of \$82. There are currently seven approved Mobile Vendors.

There are approximately 25 food trucks that have been observed frequenting downtown, 20 of these are approved to operate in Santa Clara County. The other 5 may either be unpermitted, or may hold a health permit in a neighboring county.

ANALYSIS

City Ordinances and Codes

Staff reviewed and compared ordinances and guidelines from three cities: Morgan Hill, Hollister, and Modesto with the focus being on time limits, permits required, and operating areas. The mobile vendor regulations for Morgan Hill, Hollister, and Modesto share similarities, such as requiring business licenses, California Sellers Permits, and health permits. However, key differences include operating locations and restrictions. Morgan Hill allows vendors to operate on public streets with time limits and prohibits operation near single-family homes, while Hollister distinguishes between short-term, long-term, and private property operations with different time limits. Modesto, in contrast, restricts vendors to private property only, with no operation allowed in public rights-of-way. Guidelines and ordinances from each of the cities mentioned are attached for reference.

Morgan Hill does not have a mobile vendor ordinance, but they do have Operation Guidelines for Public Streets and Right-of-Ways. If operating on a private property, mobile vendor must have written consent, Mobile vendors cannot operate on vacant lots, and cannot operate adjacent to single family homes or duplexes.

They require a business license (\$45 annually), a California Sellers permit, insurance, a Santa Clara County Health Permit, and any applicable licenses from federal, state, or local agencies. In general, vendors are limited to thirty minutes, and must move at least 300 feet. If a mobile food vendor is invited by a business, and would like to add tables or chairs, the business must secure an Outdoor Dining Permit, and apply for an encroachment permit, currently \$716.10 every seven years. Mobile vendors are allowed to operate between 7:00 am and 10:00 pm and must not obstruct sidewalks or traffic.

Mobile vendors are also not allowed on the sidewalk or within 25 feet of a fire lane or “no parking” zone. They must be at least 100 feet from any public transit signs. They cannot operate within 300 feet of a public-school building, a public park, playground, or city administrative building. They cannot be within 300 feet of another mobile vendor,

except when separated by a public street. They must maintain a clean vending area and must adequately store waste and provide waste containers for customers.

Hollister has separate regulations for short-term, long-term operations, and developed private property operations.

- Short term refers to mobile vendors operating up to one hour and 59 minutes at one location. Four hours must pass to be allowed to return to a previous location. They must move at least one block when moving locations. Mobile vendors can operate in residential zones between 8:00 am and 6:00 pm, and all other zones between 6:00 am and 12:00 am.
- Long term operation refers to vendors operating longer than one hour and 59 minutes, up to four hours, and is only permitted in specific commercial and industrial/manufacturing zones. The same operating hours as short term apply.
- Developed Private Property refers to all zones (except for residential) that have a legally developed site with an established use and parking. Mobile vendors may operate between 6:00 am to 12:00 am, or concurrent with the established business's hours. The vendor must have a written agreement to operate.

The City of Hollister requires the same licenses (business license fee of \$72 annually) and permits as the City of Morgan Hill, with the addition of an Authorization for Use of Restroom Facilities, and Bonding.

Hollister only allows food trucks on legally established parallel parking, and sales from mobile vendors parked on the street must face the sidewalk. Mobile vendors are prohibited from operating within 1,000 feet of any public or private school, or preschools between 7:00 am and 4:00 pm.

Modesto does not allow mobile vendors to operate within the public right of way. All mobile vendors must operate on private property and are limited to commercial or industrial uses. The property must be paved or an all-weather surface, and the property owner must pay a Mobile Food Facility Permit Application Review fee of \$580.

Mobile vendors are required to obtain a business license (\$154 annually), formal agreement for use of properly operating restrooms within 200 hundred feet of operations, California Sellers Permit and a health permit.

County of Santa Clara Permit Requirements

Following Council direction, staff began by reviewing Santa Clara County's requirements for Mobile Food Facilities (MFF). Plan check fees begin at \$595 for MFFs with no food prep (prepackaged ice cream trucks or cars, uncut produce) to \$1,190 for MFFs with full-service food prep. There is also an additional Food Program fee that ranges from \$235 to \$863. For a more detailed list of requirements, the MFF Application packet has been attached to this staff report.

The standard conditions that all MFF must follow are:

- If parked longer than one hour at any location, a readily available toilet and handwashing facility must be within 200 feet travel distance of the mobile food facility. For Compact Mobile Food Operations, there must be enough employees to alternate restroom usage.
- Wall-mounted, minimum 10 BC rated approved fire extinguisher.
- Identification needs to be permanently affixed on the consumer side and letters/numbers are contrast with the background:
 - Business name in text at least 3 inches in height
 - Permit Holder name (if different from business name) in text at least 1 inch in height
 - City, state and zip in text at least 1 inch in height

Additional requirements:

- Valid Food Safety Manager Certificate and copies of the Food Handler's Card(s) available on the MFF.
- DEH placard and permit posted in public view.
- Copy of the most recent inspection report available on the MFF.
- Fire suppression system requires bi-annual inspections, and the fire extinguishers require annual inspections.
- Class K extinguisher for cooking media (grease).
- Generator exhaust to be directed away from consumers and food handlers.
- Valid State of California Department of Housing and Community Development (HCD) Insignia affixed to vehicle-vehicle modifications may warrant a HCD inspection.

Proposed Locations

The Downtown Parking Management Plan (DPMP), adopted by Council March 4, 2024 recommends food trucks be allowed on less busy side streets, perpendicular to Monterey Street, to minimize vehicle congestion or potential pedestrian conflicts from queuing. Strategy 6 in the Immediate Action Strategies also recommends leasing parking spaces and including requirements such as cleanliness, hours of operation, and safety provisions.

For safety reasons, food trucks can only park parallel to the sidewalk/curb. Most food trucks open up on the right side, which could eliminate some parking areas. Also note,

none of these areas have public restrooms. If the City designates a space, either they or an event organizer would need to provide bathrooms and hand wash stations.

Area	Total Spaces	Type of Spaces	Impact to Traffic Flow
5 th and Monterey Lot (Gardner)	24-26(18 in front half)	Angled	None
Hornlein Court	18-20	Parallel	None
Gourmet Parking Lot	140	Perpendicular	None
5 th Street (Eigleberry to Monterey)	20-24	Parallel	None
Railroad Street Lot (near Carr Boxing Center)	60	Perpendicular	None
5 th and Eigleberry lot (behind Chamber)	60-70	Angled	One private lots may be impacted depending on location.

ALTERNATIVES

Following are some alternatives the City Council might consider:

- Decline to direct staff to update the City's current mobile vending regulations and draft regulations for permits and standards for mobile vendors.
- Identify another method, possibly by resolution or other regulatory document, to regulate mobile vending.

FISCAL IMPACT/FUNDING SOURCE

There are no fiscal impacts for this discussion item. There may be fiscal impacts based on any direction received from Council on amending the food truck ordinance. Staff will analyze the fiscal impacts and include it as part of the report on the proposed ordinance adoption, if so directed, when it returns to Council for review.

NEXT STEPS

Following City Council direction, staff will draft of an appropriate set of rules and requirements to regulate mobile vendors and return with these drafts to the City Council at a future meeting.

Attachments:

1. Gilroy City Code Chapter 16A
2. Morgan Hill Guidelines for Vendors
3. Hollister City Code Excerpt
4. Modesto City Code – Mobile Food Facilities
5. Mobile Food Facilities Application Packet

ARTICLE II. MOBILE VENDING PERMITS

16A.13 Mobile vending permit required.

A mobile vending facility, that is, any portable container, pushcart, stand, vehicle or wagon used for displaying, selling or offering for sale any food, goods or services, shall be prohibited from operating in commercial zoning districts known as C1 Neighborhood Commercial, C2 Central Commercial and C3 Shopping Center Commercial. No person shall place, maintain conduct, park or allow to stand or remain any mobile vending facility within the city limits without first obtaining a written mobile vending permit to do so, as well as any required identity permits under Article I of this chapter, from the chief of police. No mobile vending facility shall display any sign, flag, banner, whether attached or on a separate structure, except such signs as may be painted thereon in compliance with the city zoning ordinance.

The following uses shall not be considered as mobile vending facilities, and are thus not required to obtain a mobile vending permit hereunder:

- (1) Vehicles or trucks used for catering or vending prepared foodstuffs and located upon private property at the invitation of the property owner, solely for the use of the owner or said owner's tenants or employees and not for the use of the general public.
- (2) Any nonmotorized pushcart or stand selling food on a paved private sidewalk (not a parking lot) in a commercial zone, provided that permanent restroom facilities (both men's and women's) are located on the same parcel of land, are open for public use for all hours that the pushcart or stand is open, and that the owner or operator of the pushcart or stand has written permission from the owner of the restrooms for his customers to use them. Such permission shall be produced and shown on the demand of any person solicited or of any police officer or official of the city.
- (3) Temporary fireworks stands, pumpkin patches, Christmas tree lots, or such other seasonal temporary vendors as may be defined by the chief of police. No such vendor shall commence operation more than thirty (30) days in advance of the date of the applicable seasonal holiday.
- (4) Temporary vending facilities owned and operated by a nonprofit or charitable organization and conducting sales for an event or occasion not to exceed three (3) consecutive days within any six-month time period. (Ord. No. 97-10, § I, 11-5-97)

16A.14 Permit procedure.

(a) Each application for a mobile vending permit shall be on a form provided by the chief of police, shall be accompanied by an application fee established by the city council, shall be signed by the applicant, and shall include the following:

- (1) The names and addresses of each person who will occupy or use the mobile vending facility for purposes of exercising said permit;
- (2) A certificate of insurance, stating the insurer's name, policy terms, and principal amounts, not less than a combined single limit, established annually by the city council, of a policy of insurance against public liability, bodily injury, and property damage arising from the permitted activity. Each such policy shall be amendable only upon thirty (30) days' advance notice to the city and shall name the city as an additional insured; and
- (3) Such additional information as may be required by the city administrator.

(b) The chief of police shall grant a mobile vending permit, based upon the information contained in the application, public records, and the recommendations of departmental staff, if he concludes that the granting of such a permit would be in compliance with all of the provisions of this chapter and the intent of this article, and it appears that no undue traffic

safety, litter, parking, or other health and safety consequences would result from exercise thereof. Any such permit may be suspended, modified, or revoked by the chief of police when he finds a violation of or noncompliance with the terms of such permit, or with other applicable laws or regulations. (Ord. No. 97-10, § I, 11-5-97)

16A.15 Prohibited locations; prohibition against loitering.

No person required to obtain a mobile vending permit hereunder shall place, park or allow to stand the portable container, pushcart, stand, vehicle or wagon used for displaying, selling or offering for sale any food, goods or services in any of the following places within the city.

(1) Upon private property, except with the written permission of the owner of the property. Such permission shall be produced and shown on the demand of any person solicited or of any police officer or official of the city.

(2) In or upon any street within three hundred (300) feet of the nearest property line of any elementary or junior high school property.

Regardless of whether on public or private property, no person required to obtain a mobile vending permit hereunder shall place, park or allow to stand the portable container, pushcart, stand, vehicle or wagon at any one place except at the request of a bona fide purchaser for a reasonable period of time, not to exceed ten (10) minutes, provided that when such person thereafter moves any such portable container, pushcart, stand, vehicle or wagon, it shall be moved a minimum distance of one hundred (100) feet before again being stopped. (Ord. No. 97-10, § I, 11-5-97)

Operation Guidelines

Public Streets and Rights-of-Way

- Shall operate at least 15' from any driveway or fire hydrant.
- Shall operate at least 100' from any bus stop, intersection, or primary school facility.
- Shall vend only on the same side of the street as the park if operating within 100' of a park.

Prohibited Vending Locations

No person shall place, maintain, conduct, park or allow to stand or remain **for any duration** any portable container, vehicle pushcart, stand or wagon used in selling, vending, peddling, bartering or exchanging any goods in any of the following places within the City.

- Within fifteen (15) feet of any fire hydrant or public safety alarm box, or driveway
- Upon any sidewalk
- Within twenty-five (25) feet of any designated fire lane or "no parking" zone
- Within one hundred (100) feet of any public transit "bus stop" sign
- Within three hundred (300) feet of a public school building, a public park, playground, library building, center, or a take-out or a city administrative building, city recreational fast food restaurant
- Within three hundred (300) feet of another mobile food vendor, except where separated by a public street

Exemptions

Mobile Vendors are permitted on private property with the permission of the property owner, under the following conditions:

- Vehicles or trucks used for catering or vending prepared foodstuffs and located upon private property at the invitation of the property owner, solely for the use of the owner or said owner's tenants or employees and not for the use of the general public.
- Persons having a fixed and permanent place of business in the city that are licensed and regulated by the state and have complied with the provisions of the Municipal code before offering or selling goods or merchandise outside of their permanent place of business. No person shall be relieved from the provisions of any section of the Municipal code by reason of associating temporarily with, or by conducting a transient business in connection with any local merchant having a fixed place of business within the city.
- Shall only display signs painted on the sides of the mobile vendor's facility. Such sign shall not exceed five feet in width or height. No other signs, flags or banners, whether attached or detached shall be permitted.
- Mobile vendors may encroach on the sidewalk and adjacent parking space in the public right-of-way with tables/chairs only if the host business secures the appropriate Outdoor Dining Permit.

GUIDELINES FOR VENDORS

Mobile Vendors Peddlers and Solicitors



City of Morgan Hill

Phone: (408) 778-6480

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Email: planning@morganhill.ca.gov

Purpose of this Summary

The purpose of this summary is to set forth guidelines for vending of goods or services from locations which **are not** a permanent business location. All vendors, peddlers, and solicitors locating at a fixed place must meet all applicable provisions of the Municipal Code. Violation of any section of the municipal code is justification to revoke the business license.

DEFINITIONS

Mobile Food Vendor - Any movable vending facilities including food trucks, portable containers, pushcarts, wagons, bicycles, automobiles, trucks, vans and other vehicles defined in California Vehicle Code Section 670, as amended, that are used for displaying, selling or offering for sale any food, goods or services on public or private property.

Peddler – Any person not having a regularly established place of business in the city, who travels from place to place, or has a stand upon any public street, alley or other public place, doorway of any building, unenclosed or vacant lot, or parcel of land, who sells or offers for sale any goods, wares or merchandise in his or her possession.

Solicitor – Any person who goes from place to place in the City, not having been invited by the occupant or property owner thereof, carrying or transporting goods, wares, merchandise or personal property of any nature, and who offers to sell any goods, wares or merchandise, and/or provide services to be performed in the future. This also includes any person who, without invitation, goes from place to place requesting contribution of funds or anything of value, or selling goods or services for political, charitable, religious, or other non-commercial purposes.

Permitting and Licensing Requirements

All Vendors/Peddlers/Solicitors must have the following:

City Business License

All Vendors/Peddlers/Solicitors must obtain a city business license and comply with all licensing requirements.

- As part of the business license application, a list of all employees who will be making contact with members of the community must be provided.

Applicable Licenses

All Vendors/Peddlers/Solicitors must maintain all applicable licenses and permits from federal, state or local agencies, and provide proof of possession upon request.

California Seller's Permit

All Vendors/Peddlers/Solicitors must possess a valid California Department of Tax and Fee Administration seller's permit that designates "City of Morgan Hill" as a location or sublocation.

Insurance

All Vendors/Peddlers/Solicitors must acquire and maintain any insurance required by the city's risk manager, such as commercial general liability insurance, auto insurance or worker's compensation insurance. Submit copies of all existing insurance policies with your business license application.

Santa Clara County Health Permit

All food product vendors who sell any form of food item are required to acquire and display a county public health permit at all times. Additional regulations apply to mobile food facilities.

Operation Guidelines

If a mobile vendor is not helping customers, the vendor is limited to thirty (30) minutes in their current location. After thirty (30) minutes, the vendor must move their mobile vending equipment at least three hundred (300) feet before stopping again. Violation of this rule is justification to revoke the business license.

Generally Applicable Regulations

- Allowed between the hours of 7:00 a.m. and 10:00 p.m.
- May not obstruct the sidewalks or traffic.
- May not vend in parks or playgrounds
- Shall maintain a clean vending area and properly dispose of trash.
- Mobile Food Vendors shall adequately store waste and provide waste containers for customers.

Private Property Regulations

- Property owner must provide written consent.
- Shall not operate on vacant lots.
- Shall not operate in City-owned parking lots or structures without written consent from the City.
- Shall not operate upon or immediately adjacent to single-family homes or duplexes.
- No free standing or banner signs shall be displayed.
- No tables, chairs, or other site furniture shall be permitted.
- Temporary shade structures shall be removed whenever the mobile vendor vehicle is not operating.
- The vehicle shall only be stopped, standing, or parked on surfaces paved with concrete, asphalt, or another impervious surface.

17.22.235 - Mobile food.

- A. *Definitions.* For purposes of this chapter, unless otherwise apparent from the context, certain words and phrases used in this chapter are defined as follows:

Mobile *food catering cart* shall mean a self-contained, non-motorized mobile food unit that is used for either the preparation, storage, or transportation of food products for sale, or any combination thereof.

Mobile *food catering vehicle* shall mean a self-contained, motorized mobile food service unit that is used for either the preparation, storage or transportation of food products, or any combination thereof.

Mobile *food unit* shall mean any mobile food facility or portable food service unit for which food is prepared for service, sale, or distribution at retail for profit.

Mobile *food vending facility* shall mean any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail for profit.

Mobile *food vendor* shall mean any person selling food from a mobile food vending facility, mobile food catering cart, mobile food catering vehicle, or mobile food unit.

- B. *Permit Requirement.* Mobile food uses shall be permitted in the North Gateway (NG) Zoning District, Light Industrial (M1) Zoning District, Industrial Business Park (IBP) Zoning District, Airport (A) Zoning District, and Airport Support (AS) Zoning District, subject to the provisions of this chapter with an Administrative Permit (AP) pursuant to Section [17.24.150](#) of the Hollister Municipal Code. An Administrative Permit (AP) shall be required for mobile food vendors operating over ten minutes at any one place to ensure that the mobile food vending facility, mobile food catering cart, mobile food catering vehicle or mobile food unit is in compliance with the following standards:

1. The area proposed for the use, shall be developed to current City Development Standards including, but not limited to, adequate paved parking, paved access routes, fencing, and landscaping standards.
2. A minimum of three standard on-site parking spaces and one designated Americans with Disabilities Act (ADA) parking space in conformance with City Standards and ADA requirements shall be required in conjunction with the location of a business governed by this chapter on private property.
3. Adequate setbacks shall be provided as required by the zoning district where the mobile food vendor proposes to locate.
4. No person may conduct business as a mobile food vendor and no person may park or operate or sell, display or permit or authorize the sale, display or dispersal of any food, beverage or other product or item of merchandise within 20 feet of any driveway.
5. The mobile food vending facility, mobile food catering cart, mobile food catering vehicle or mobile food unit shall be kept in a good state of repair and shall be maintained with surfaces, which are clean and not cracked, peeling, or faded. The surfaces, which do not contain advertising display, shall be painted or otherwise covered in muted colors. Each mobile food vending facility, mobile food catering cart, mobile food catering vehicle or mobile food unit shall display in a manner legible and visible to its clientele:
 - a. The name, physical address and phone number of the vendor operating the vending facility.
 - b. The city business license issued to the vending facility.
 - c. The county health permit issued to the vending facility.
6. The exterior of a mobile food vending facility, mobile food catering cart, mobile food catering vehicle or mobile food unit, and the surrounding area, as relating to the operation of food service, shall be maintained in a sanitary condition.
7. All trash or debris accumulating by reason of any mobile food vending facility, mobile food catering cart, mobile food catering vehicle or mobile food unit shall be collected by the vendor and deposited in a trash container. Trash and recycling receptacles shall be provided on the site for the use of customers. Trash removal and recycling shall either be arranged with the city or the mobile food vendor shall obtain written permission from the property owner to utilize trash and recycling receptacle(s) related to any other business on the same site.
8. The hours of operation of a mobile food vending facility shall be limited to the hours of operation of the fixed-base business on the fixed-base host site if applicable.
9. When not in use, the mobile vendor shall provide proper storage for the mobile food vending facility, mobile food catering cart, mobile food catering vehicle or mobile food unit and specify storage location at time of permit to operate application.
10. The pouring of grease, food waste, wash water, wastewater, or anything else down a storm drain is prohibited. Any spills must be cleaned up and disposed of immediately. A spill kit containing plastic bags, labels, a broom, and absorbent must be handy at all times. All spills must be reported to the city of Hollister Code Enforcement Department to ensure that the spills are properly cleaned.
11. All wash water used for cleaning must be held on board until it can be properly discharged at an approved facility sanitary sewer connection (e.g., sink, clean-out, mop sink).
12. No owner or operator of any mobile food vending facility, mobile food catering cart, mobile food catering vehicle, or mobile food unit may place any chairs, stools, tables or other fixtures or furniture on any portion of the street, sidewalk or public right-of-way.
13. Open flame cooking is prohibited. The generation of smoke/odor pursuant to Section 8.32.060 "Nuisances" of the Hollister Municipal Code is prohibited.
14. Amplified music or other sounds in conjunction with a business governed by this chapter shall comply with the noise requirements in [Title 8](#) of the Hollister Municipal Code.

- C. *Application Submittal.* The mobile food vendor shall meet and comply with all applicable laws including, but not limited to, building, zoning, housing, fire, safety, and health regulations relating to health and safety requirements.

1. The mobile food vendor shall complete and submit a project application, in sufficient quantity for City Department Review, to include a site plan indicating the location of all existing buildings, structures, driveways, parking spaces, and improvements, and the location or areas where the proposed vending activity, structures, and improvements related to the mobile food vending, will be located upon the site.
2. Proof of current, valid city business license.
3. Proof of current vehicle registration and a copy of an applicable vehicle insurance policy.
4. Elevation plans showing different exterior views of the mobile food vending facility, mobile food catering cart, mobile food catering vehicle, or mobile food unit (four photographs can substitute the elevation plans).
5. A copy of a current San Benito County environmental health permit.
6. Proof demonstrating acknowledgement and consent of the property owner to permit the mobile food vendor to operate on the site, signed by the property owner.
7. An affidavit from the business or location providing the required restroom facilities for food service workers and customers, stating the hours that those facilities are being made available. At all times during their operation, and prior to the issuance of any permit under this article, access to hand washing and restroom facilities must be made available for use by all owners, operators and employees of the mobile food unit. Access to the hand washing and restroom facilities must be at all times within 200 feet of the mobile food unit and evidence of such access must be sufficiently demonstrated to the satisfaction of the city.
8. A description of the length of time during which it is proposed that the mobile food vending business shall be conducted.
9. A brief description of the nature, character, and quantity of the food, beverage, goods or merchandise to be sold.

10. If employed by another, the name and business address of the employing person, firm, association, organization, company or corporation.
 11. Any other information the Director may require to show full compliance with this chapter and any other applicable laws of the city.
 12. All signs used in conjunction with any mobile food vending facility shall comply with City Codes.
- D. The following may constitute grounds for denial of a permit to operate:
1. The mobile food vending operations or activity as proposed by the applicant does not comply with all applicable laws including, but not limited to, the applicable building, zoning, housing, fire, safety, and health regulations.
 2. Failure to obtain clearance from San Benito County Environmental Health Department.
- E. *Permit Revocation.* Any license issued under this chapter may be suspended or revoked for any of the following reasons:
1. Fraud or misrepresentation of the application for the license.
 2. Conducting the business of vending, contrary to the conditions of the license.
 3. Conducting the business of vending in such a manner as to create a public nuisance or constitute a danger to the public health, safety and welfare.
 4. Vending of alcoholic beverages, controlled substances or any other item, the possession or use of which is deemed illegal under any federal, state or local law or regulation, is prohibited and, notwithstanding any provision of this article to the contrary, grounds for immediate revocation of such person's vendor permit by the city.
 5. On suspension or revocation, the city shall deliver written notice to the license holder stating the action taken and the reason supporting such action. The written notice shall be delivered to the license holder's place of business or mailed to the license holder's last known address.
 6. The Director shall reserve the right to revoke any permit authorized by this section if the Director determines that the mobile food vending facility, mobile food catering cart, mobile food catering vehicle, or mobile food unit is in violation of any of the provisions of this section. The mobile food vendor shall have the right to appeal the Director's decision in accordance with the provisions of Section [17.24.170](#) (Revocation of Administrative Permits).

Modesto, California, Code of Ordinances MODESTO, CALIFORNIA MUNICIPAL CODE

10-3.210 Mobile Food Facilities.

- (a) **Purpose.** The general purpose of these regulations is to promote the health, safety, comfort, convenience, prosperity and general welfare by requiring that new and existing mobile food facilities operate on private property(ies) zoned for commercial or industrial uses and provide the community and customers with a minimum level of cleanliness, quality, safety and security.
- (b) **Definitions.**
- (1) "Commissary" means a food facility that services mobile food facilities, mobile support units, or vending machines where any of the following occur:
 - (i) Food, containers or supplies are stored.
 - (ii) Food is prepared or prepackaged for sale or service at other locations.
 - (iii) Utensils are cleaned.
 - (iv) Liquid and solid wastes are disposed, or potable water is obtained.
 - (2) "Mobile Food Facility" means any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. Mobile food facilities include the vending and sales of any food product(s) from a vehicle, trailer, or structure that is not affixed to a permanent foundation and any person(s) conducting mobile food vending business activities.
 - (3) "Persons" means any person, firm, partnership, association or corporation, and includes but is not limited to owners, operators, drivers, workers, employees, lessors and lessees of mobile food facilities.
 - (4) "Vend" or "vending" means the sale of prepared, prepackaged, unprepared and/or unpackaged food or foodstuffs in the context of mobile food facility as defined herein. Vending generally has the following characteristics:
 - (i) Food is ordered and served from a take-out counter that is integral to the mobile food facility, as applicable;
 - (ii) Food is paid for prior to consumption; and,
 - (iii) Food and beverages are served in disposable wrappers, plates or containers for off-site consumption.
 - (5) "Vendor" or "operator" means any person who drives, operates, vends, and/or otherwise participates in mobile food vending as described herein.
- (c) **Permit.** A person desiring to engage in mobile food facility operations, as defined by this section, shall submit a written application on a form(s) acceptable to and provided by the City. Such application shall be accompanied by a nonrefundable, nontransferable application fee in an amount as established by resolution of the City Council. Vendors must have a valid permit in their possession when vending. There must be at least one (1) vendor with a valid permit where vending operations occur. Documentation of property owner consent shall be required prior to permit issuance. A City business license shall also be required, subsequent to mobile food facility permit issuance. The application for a mobile food facility permit shall include, but not be limited to:
- (1) The name, address and telephone number of the applicant.
 - (2) Copy of a government issued photo identification.

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- (3) Copy of the State of California seller's permit number issued by the California Department of Tax and Fee Administration.
 - (4) A description of the type of food to be sold, including whether such foods are prepared on site, whether such foods will require a heating element inside the mobile food facility for food preparation, and the type of heating element, if any.
 - (5) The location at which the mobile food facility is to operate and the proposed dates and times of operation, the physical dimensions of the intended equipment displays, shade covers, tables and chairs, carts, kiosk or other items.
 - (6) A photo of the proposed mobile food facility location, and a legible site plan sketch of the intended setup.
 - (7) The name and location of the commissary or permanent food facility used by the mobile food facility.
 - (8) Agreement by the applicant to indemnify and hold harmless the City, its officers and employees from any and all damages or injury to persons or property proximately caused by the act or neglect of the applicant, or by hazardous or negligent conditions maintained at the applicant's sales or vending location.
 - (9) Any such further information that the City deems reasonably necessary.
- (d) **Review Procedure.**
- (1) Upon filing of any mobile food facility application subject to review under this article, planning staff within the Community and Economic Development Department shall make a determination as to completeness of the application and associated information. Planning staff may refer the application and all accompanying maps, drawings, plans, elevations, tabulations and other information to various City departments for review and comment.
 - (2) Following a determination that the application is complete, the Director shall review the application for compliance relative to the Modesto Municipal Code and shall, following completion of such review, provide written notice of the decision to the applicant, which may include conditions and corrections required to establish conformance with applicable rules and regulations. A copy of this decision shall be mailed to the owner, if different than the applicant.
 - (3) The administrative decision shall be final and effective fifteen (15) days following the date of approval or denial, unless the decision is appealed in writing to the Planning Commission within the fifteen (15) day period pursuant to Section 10-9.301.
- (e) **Requirements.** In approving a mobile food facility application, the following requirements apply.
- (1) The use shall be conducted entirely upon private property, on a paved or all-weather surface, and not within any public right-of-way.
 - (2) The use shall not create any demand for additional parking that cannot be safely and efficiently accommodated by existing parking areas.
 - (3) The use shall not interfere with pedestrian and vehicular traffic and circulation on the site and public sidewalk.
 - (4) The use shall maintain site circulation for pedestrians and access consistent with the Americans for Disabilities Act.
 - (5) The use shall conform to all applicable building, electrical, fire, plumbing, engineering, solid waste, wastewater, and water quality requirements.
 - (6) No permanent structure(s) may be constructed.
-

-
- (7) No signs, balloons, banners, or flags may be displayed to promote the mobile food facility except those affixed to the mobile food facility vehicle/trailer/cart.
 - (8) No outdoor music, amplified sound, horns, nor any other excessive noise is permitted.
 - (9) Temporary canopies smaller than one hundred (120) square feet may be used, to protect customers from sun or rain, and must be removed at the end of each business day.
 - (10) No more than two (2) small tables and ten (10) chairs may be available for dining and must be removed at the end of each business day.
 - (11) The site shall be continuously maintained to be free of weeds, litter, trash and/or debris.
 - (12) The mobile food facility business operator shall maintain a valid City of Modesto business license, and a formal agreement for use of properly operating restrooms within two hundred (200) feet of the mobile food facility business operation.
 - (13) A health permit issued by the Stanislaus County Department of Environmental Resources is required prior to any mobile food facility business operations.
 - (14) The use shall not adversely affect any adjacent property, its owners or occupants, nor the surrounding neighborhood.
 - (15) Any additional limitations, restrictions, or conditions as required by the Director.
- (f) **Suspension, Revocation.** Any approved mobile food facility permit may be suspended or revoked at the Director's discretion based on lack of compliance with conditions of approval or other applicable regulations or requirements. The permit shall be automatically suspended and may be revoked when the operator's health permit issued by the Stanislaus County Department of Environmental Resources is suspended or revoked for any reason.

(Ord. No. 3740-C.S., § 2, effective 12-23-21)

Editor's note(s)—Ord. No. 3684 C.S., § 2, effective February 15, 2018, repealed § 10-3.210, which pertained to medical marijuana uses and derived from Ord. No. 3641-C.S., § 4, effective 2-26-16; Ord. No. 3683-C.S., § 2, effective January 16, 2018.



**DEPARTMENT OF ENVIRONMENTAL HEALTH
CONSUMER PROTECTION DIVISION**
1555 Berger Drive, Suite #300 • San Jose, CA 95112
MFF line: (408) 918-1908 • Main line: (408) 918-3400
Website: www.ehinfo.org/cpd • Email: dehmff@deh.sccgov.org

NEW MOBILE FOOD FACILITY (MFF) PERMIT FORM

(Change of Ownership or Previously Permitted in California)

This document must be completed and submitted along with applicable documents to the Department of Environmental Health (DEH) prior to scheduling your inspection. A non-refundable new operating permit application fee is required after submitting this packet. You will receive an invoice by e-mail from the Department with instructions on how to pay this fee online. You may submit to the front counter or to DEHMFF@deh.sccgov.org as a PDF. **Incomplete packets will be rejected.** Once the complete packet is submitted, the department will respond within ten (10) business days. MFF Permit applications will expire 90 days after submittal.

NOTE: If structural or equipment modifications have been made to an existing MFF, submit plans to our Plan Check Department. **Do not submit the permit application packet until plans are approved.**

BUSINESS NAME: _____ LICENSE PLATE: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CONTACT EMAIL: _____

Attached	Required Document
☐	MFF PERMIT APPLICATION
☐	COMMISSARY/APPROVED FACILITY AGREEMENT FORM: If overnight parking is not at a food facility, provide a recent storage receipt.
☐	MENU with ingredients
☐	STANDARD OPERATING PROCEDURE
☐	DMV REGISTRATION: N/A for Pushcart
☐	Proof of HCD Approval (occupied vehicles) Photo of insignia or documentation from HCD (N/A for non-occupied vehicles)
☐	ROUTE SHEET: If not available, operator to provide at the inspection
For MFF that has been permitted in another county/city:	
☐	ENVIRONMENTAL HEALTH PERMIT or INSPECTION REPORT with License Plate or VIN # from previously permitted county.

OFFICE USE ONLY	INSPECTION APPT: Date: _____ Time: _____	
FAO	SRO	Intake: _____ Date: _____
Decal #:	Permit Dates: _____	Senior: _____ Date: _____
Permit Condition:	Supervisor: _____	Date: _____
	Admin: _____	Date: _____

**MOBILE FOOD FACILITY (MFF) APPLICATION
INFORMATION SHEET****Contact Name:**_____ **Phone #:**_____**Vehicle/Cart Name (dba):**_____ **License Plate #:**_____

Please note: Permit decals are issued during the scheduled initial permitting inspection and annual permit renewal inspections. MFFs, including compact food mobile operations (CMFO) are not permitted to operate without a valid permit decal. A non-refundable application fee is required after submitting this packet. You will receive an invoice by e-mail from the Department with instructions on how to pay this fee online. If modifications have been made to an existing MFF, submit a drawing of the changes and the manufacturer specifications sheets for the new equipment as the changes will be evaluated at the time of the inspection. **Depending on the modifications, Plan Review, applicable fees, and a new HCD insignia may be required before the permit can be issued.**

**I'M APPLYING FOR A MOBILE FOOD FACILITY PERMIT AND I HAVE A:
(Check the two boxes that apply.)**

All occupied vehicles must obtain an insignia from the Department of Housing and Community Development (HCD) prior to scheduling an inspection with this department.

- A)
- ☐ Non-motorized conveyance: individual, cart, stand, display, wagon, showcase or rack. (Non-Occupied vehicle)
 - ☐ Motorized, unenclosed: trailer or cart (Non-occupied vehicle)
 - ☐ Fully enclosed vehicle: truck, trailer or van. (Occupied vehicle)

AND

- B)
- ☐ Newly built MFF/CMFO and not permitted in another county in California. (Plan Check is required)
 - ☐ MFF/CMFO which will be built/fabricated. (Plan Check is required)
 - ☐ CMFO which will be built/fabricated from a standardized plans that have been approved by another county in California (Plan Review may be required)*
 - ☐ CMFO less than 25 square feet (Plan Check may not be required)
 - ☐ MFF/CMFO which operates in another county or city in California.**
 - ☐ MFF/CMFO that has been permitted with Santa Clara County. (Change of Ownership)

* Submit plans with approval stamp or certification from the County the CMFO was approved.

**Submit copy of City or County's Environmental Health permit or inspection report with vehicle information.

CHECK ONE OF THE FOLLOWING:☐ **No food preparation (FP24) – Occupied or Non-occupied Vehicle:**

- All items are prepackaged foods or whole uncut produce and seafood only. (EXAMPLES: Prepackaged ice cream trucks/carts, produce vehicles or display.)

☐ **Limited food preparation (FP25) – Occupied Vehicle (Truck/trailer) and Non-occupied Vehicle (Cart):**

- Includes preparing beverages that are for immediate service, in response to an individual consumer order.
- Includes most push carts which have a food compartment.
- Includes shaving of ice, blending of beverages.
- Includes hot and cold holding of foods that are prepared at an approved permanent facility.
- Includes reheating of foods that have been previously prepared at an approved permanent facility.
 - Does not include hot holding of potentially hazardous foods (except for roasting corn on the cob, steamed or boiled hot dogs, and tamales in original, inedible wrapper).
- Includes heating, frying, baking, roasting, popping.
- Includes cooking and seasoning to order.
- Includes slicing and chopping on heated surface during the cooking process ONLY.
- Includes cooking potentially hazardous foods to order.
 - Does not include cooking of potentially hazardous foods for later use.
- No washing, thawing or cooling of foods.
- No grinding of raw ingredients or potentially hazardous foods.
- (EXAMPLES: serve snow cones, fruit, hot dog, popcorn, coffee, churros, pastries, roasted corn on a cob, scooped ice cream, hot dog carts and taco carts.)

☐ **Full food preparation (FP26) – Occupied Vehicle (Food Truck/Trailer/Van):**

- Includes full food service operations.
- Includes cooking, heating, hot holding, cooling and reheating of potentially hazardous foods (PHFs), extensive handling and assembly of PHFs. (EXAMPLES: Most full-service catering food trucks, trailers and vans)
- Special processes on MFF, such as frozen or semi-frozen dairy products that require CDFA license.



**MOBILE FOOD PROGRAM (MFF)
PERMIT APPLICATION & CERTIFICATION STATEMENT**

DEPARTMENT OF ENVIRONMENTAL HEALTH
CONSUMER PROTECTION DIVISION
1555 Berger Drive, Suite #300 • San Jose, CA 95112
(408) 918-3400 • Email: DEHMFF@deh.sccgov.org
Website: www.ehinfo.org/cpd

Owner Information:

Owner Name: _____
(Corporation, LLC Name or First and Last Name of Primary Owner)

Address: _____ Unit#: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Ext: _____ Email: _____

Alternate Contact Name: _____ Contact Phone: _____

Do you currently hold a permit to operate a Food Facility in Santa Clara County? ☐ No ☐ Yes (If Yes, please answer the following):

Facility ID#: FA0 Facility Name: _____

MFF/CMFO Information:

Vehicle/Car Business Name: _____ License Plate Number: _____

Commissary Name: _____

Commissary Address: _____ City: _____ ST: CA Zip: _____

Commissary Phone: _____ Ext: _____ Email: _____

Send Official/Billing Correspondence to: ☐ Owner ☐ Facility ☐ Other (Please specify below):

Name: _____

Address: _____ City: _____ ST: _____ Zip: _____

THE PERMIT AND DECAL WILL BE ISSUED ANNUALLY WHEN ALL FEES HAVE BEEN PAID IN FULL AND THE VEHICLE HAS PASSED ALL APPLICABLE INSPECTIONS. TO RENEW THE PERMIT AND OBTAIN THE CURRENT DECAL, A SCHEDULED INSPECTION IS REQUIRED PRIOR TO PERMIT EXPIRATION. If found operating without a valid permit and decal, a penalty will be assessed, and further legal action may be taken. The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief, the statements made herein are complete, correct, and true.

The undersigned hereby applies for a Permit to Operate and agrees to operate in accordance with all applicable state and local regulations, laws, ordinances, and codes. Payment of the required fee(s) and late penalties, if any, to secure a valid permit, is required before commencing or continuing operation. Failure to do so may result in a misdemeanor citation, fines, and permit suspension/revocation proceedings. **NOTIFY** the Department of Environmental Health of any change in the type of business activity, name, billing address, or ownership, including the closure of business or a commissary change, by phone or email above within 14 calendar days of a change. **PERMITS AND FEES ARE NOT TRANSFERABLE.**

NOTE: Any information contained in this application is a matter of public record and is available to the public under the California Public Records Act (CPRA).

Signature: _____ Date: _____

Print Name: _____ Phone: _____

FOR OFFICE USE ONLY:

Owner ID#: OW0 (☐ Add New) Facility ID#: FA0 (☐ Add New) Program ID#: PR0 (☐ Add New)

Food Safety Certificate Required: ☐ Yes ☐ No, exempt Designated Employee ID: _____ Current Status: _____

MFF Vehicle Information: Plate#: _____ VIN: _____ Make: _____ Year: _____ Type: _____

Permit ID#: PT0 (☐ Add New) P/E: _____ Permit Status: 21 Permit Type: ☐ P ☐ PE ☐ PV

Permit Valid: _____ to _____

Permit Conditions and Descriptions: ☐ Add ☐ Modify ☐ Delete [Supervisor Initials _____]

Approved by: _____ Employee #: _____ Date: _____ Supervisor: _____ Date: _____

Support Staff: _____ Entered Date: _____ New AR#: AR Ck# _____ \$ _____

FOR OFFICE USE ONLY:

Current Status: 01-Active Billable, 04-Active, Exempt
Permit Type: P-Permanent, PE-Permanent Exempt, PV-Permanent Veteran



COMMISSARY AGREEMENT/APPROVED FACILITY
Mobile Food Facility (MFF), Compact Mobile Food Operation (CMFO), Temporary
Food Facility (TFF), Mobile Support Unit (MSU) & Vending Machines

10.8



This form is to be submitted with proposals for a Vehicle, Trailer, Cart, or Temporary Food Facility. Any foods sold or given away to the public must be prepared and stored in an approved facility.

APPLICANT INFORMATION			
Type of Facility: ☐ Occupied Truck/Trailer ☐ Unoccupied Truck/ Trailer/Cart ☐ MSU ☐ Vending Machines ☐ TFF			
Owner Name:		Name of Business:	
Owner Address:		City:	State: Zip:
Email Address:		Telephone: ()	Mobile: ()
Provide dates/days of the week and times of commissary use:			
Where will you be operating? (list address/market/event)			

I, the above –mentioned owner/operator will operate out of the commissary noted below. The facility noted will be providing the following services to my food operations (Check all that apply):

- | | | |
|---|--|---|
| ☐ Facilities to prepare/package food | ☐ Electrical hook-up | ☐ Overnight parking |
| ☐ Food storage (dry or refrigeration) | ☐ Potable (drinkable) water supply | ☐ Garbage disposal |
| ☐ Equipment/utensil storage | ☐ Supply food product (i.e. ice, meats) | ☐ Grease/oil disposal |
| ☐ Warewash facilities (3 compartment sink) | ☐ Chemical storage | ☐ Waste tank/sewage disposal |

For MFF/CMFO/MSU: I will report to the facility at least once each operating day for cleaning and servicing. I will store the vehicle and equipment at the commissary or another DEH approved location by completing the MFF Storage Agreement.

If the use of the commissary is discontinued, I will notify DEH at DEHMFF@deh.sccgov.org to make necessary changes.
I understand the use of an unapproved facility for any of the operations above may lead to the revocation of my permit to operate.

Print Name	Signature of Applicant	Date
------------	------------------------	------

COMMISSARY/APPROVED FACILITY INFORMATION					
Type of Facility: ☐ Commissary ☐ Restaurant ☐ Rental Kitchen ☐ MEHKO ☐ CFO (Class A or B)					
Name of Commissary/Approved Facility:					
Facility Address:		City:	State:	Zip:	
Email Address:		Telephone: ()	Mobile: ()		

I, the commissary/approved facility owner/operator, can and will provide the necessary services, as indicated by the applicant, at my permitted food facility. I acknowledge that I am ultimately responsible for the maintenance and sanitation of this commissary/approved facility. In addition, I will notify DEH when this agreement is terminated.

Print Name	Signature of Commissary/Facility, Owner/Operator	Date
------------	--	------

OUT-OF-COUNTY COMMISSARY/APPROVED FACILITY	
If the proposed commissary/approved facility is outside of Santa Clara County, the local environmental health jurisdiction shall verify that the above-mentioned establishment has a valid health permit, and the above checked services are available to the to the applicant. The facility is located in _____ County/City.	

Print Name	Signature of Approval, REHS	Date	Email Address
------------	-----------------------------	------	---------------

FOR OFFICE USE ONLY			
Commissary/Approved Facility Within Santa Clara County:			
Dist. Staff Initials:	Emp #	Date:	Sr. Staff Initials: Emp # Date:
FAO	PRO	☐ Primary	☐ Secondary

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Mobile Food Facility (MFF) Written Operational Procedures

The permit holder of an MFF handling unpackaged food shall develop and follow written operational procedures for maintaining food safety such as, food handling, cleaning and sanitizing of food-contact surfaces and utensils. **The following must be completed and returned to the Department of Environmental Health (DEH) for approval before a permit is issued.** Use additional paper if necessary

Business/MFF Name: _____	License Plate #: _____
Owner Name: _____	Phone: _____
Owner Email: _____	
Kitchen Commissary Name: _____	
Kitchen Commissary Address: _____	

A. FOOD HANDLING PROCEDURES

1. Which of the food items will be prepared in advance at the kitchen commissary? *i.e. Rinsing of produce and meats, slicing, chopping, thawing, etc. (Kitchen commissary must have a designated food prep sink).*

(i.e. Lettuce - washed in prep sink and sliced; frozen chicken – thawed in refrigeration unit or running cold water in prep sink)

2. Which of the food items will be prepared on the MFF?
If foods are purchased pre-washed and pre-cut, please indicate so.

(i.e. tacos – meat cooked to order, tacos/burritos/sandwiches assembled, rice and beans cooked on truck daily and then placed in hot holding unit.

3. Indicate which foods will be cooked, cooled, reheated and/or served and describe the cooling process:
(i.e. beans, rice, soups, curries, etc.)

B. CLEANING AND SANITIZING OF FOOD EQUIPMENT AND UTENSILS (Check all that apply):

1. Describe how food utensils and food contact surfaces will be cleaned and sanitized.

☐ Manually sanitize on MFF (wash, rinse, sanitize, and air-dry)

☐ Mechanical dishwasher at commissary

☐ Manually sanitize at commissary
2. What sanitizer or sanitizing method will be used? (Note: Appropriate test strips are required.)

☐ Contact with a solution of 100 parts per million (ppm) available **chlorine** for at least 30 seconds.

☐ Contact with a solution of 200 parts per million available **quaternary ammonium** for at least one minute.

☐ Other: _____

C. Initial each statement to show you understand the requirements:

- _____ All food shall be stored and prepared at the commissary or MFF and not at a private home, except foods that are approved from a permitted Cottage Food Operation (CFO) or Micro-Enterprise Home Kitchen Operation (MEHKO)
- _____ All necessary equipment shall be properly functioning on the MFF when in operation (hot water supply, adequate holding temperatures, sufficient sanitizer, wastewater to be properly disposed, adequate power supply etc.)
- _____ Hands will be washed with warm water, hand soap, and clean paper towels, prior to food handling, after hands are contaminated, after handling raw meats, and before donning gloves. (CRFC section 113953.3).
- _____ Employees will not handle food when diagnosed with communicable disease(s) or have symptoms of vomiting and diarrhea.
- _____ After service, all left over hot foods will be discarded at the end of the day.
- _____ A copy of these procedures will be kept on the MFF during periods of operation.

By signing below you are certifying that you meet the requirements of the California Retail Food Code (CRFC), as it applies to a Mobile Food Facility. Non-compliance may result in permit suspension or revocation. Prior to making any changes, I acknowledge that I shall notify the Department of Environmental Health if I change commissary, operating procedures or would like to cancel my permit.

Owner/Authorized Agent Signature

Print Name

Date

FOR OFFICE USE ONLY		
Sr. Staff Initials: _____	Emp # _____	Date: _____
SR0	FA0	PR0

California Retail Food Code Reference

113791

"Food preparation" means packaging, processing, assembling, portioning, or any operation that changes the form, flavor, or consistency of food, but does not include trimming of produce.

114002

- (a) Whenever food has been prepared or heated so that it becomes potentially hazardous, it shall be rapidly cooled if not held at or above 135°F.
- (b) After heating or hot holding, potentially hazardous food shall be cooled rapidly from 135°F to 41°F or below within six hours and, during this time the decrease in temperature from 135°F to 70°F shall occur within two hours.
- (c) Potentially hazardous food shall be cooled within four hours to 41°F or less if prepared from ingredients at ambient temperature, such as reconstituted foods and canned tuna.
- (d) Except as specified in subdivision (e), a potentially hazardous food received in compliance with laws allowing a temperature above 41°F during shipment from the supplier as specified in Section 114037, shall be cooled within four hours to 41°F or less.

114002.1

(a) The rapid cooling of potentially hazardous foods shall be accomplished in accordance with the time and temperature criteria specified in Section 114002 by using one or more of the following methods based on the type of food being cooled:

- (1) Placing the food in shallow pans.
- (2) Separating the food into smaller or thinner portions.
- (3) Using rapid cooling equipment.
- (4) Using containers that facilitate heat transfer.
- (5) Adding ice as an ingredient.
- (6) Using ice paddles.
- (7) Inserting appropriately designed containers in an ice bath and stirring frequently.
- (8) In accordance with an HACCP plan adopted pursuant to this part.
- (9) Utilizing other effective means that have been approved by the enforcement agency.

(b) When placed in cooling or cold holding equipment, food containers in which food is being cooled shall be arranged in the equipment to provide maximum heat transfer through the container walls, loosely covered, or uncovered if protected from overhead contamination during the cooling period to facilitate heat transfer from the surface of the food and stirred as necessary to evenly cool a liquid or a semi-liquid food.

114305(d)

Potentially hazardous foods held at or above 135°F on a mobile food facility or mobile support unit shall be destroyed at the end of the operating day.

114018

Frozen foods shall be stored and displayed in their frozen state unless being thawed in accordance with Section 114020.

114020

Frozen potentially hazardous food shall only be thawed in one of the following ways:

- (a) Under refrigeration that maintains the food temperature at 41°F or below.
- (b) Completely submerged under potable running water for a period not to exceed two hours at a water temperature of 70°F or below, and with sufficient water velocity to agitate and flush off loose particles into the sink drain.
- (c) In a microwave oven if immediately followed by immediate preparation.
- (d) As part of a cooking process.



MOBILE FOOD FACILITY (MFF) ROUTE/LOCATION SHEET

MFF Name: _____

License Plate#: _____

List operation schedule in Santa Clara County:

Route(s) or Address(es) of the Location(s) and City or Cities	Days of Operation							Start Time	End Time
	M	T	W	TH	F	Sat	Sun		
1. _____	☐	☐	☐	☐	☐	☐	☐	_____	_____
2. _____	☐	☐	☐	☐	☐	☐	☐	_____	_____
3. _____	☐	☐	☐	☐	☐	☐	☐	_____	_____
4. _____	☐	☐	☐	☐	☐	☐	☐	_____	_____
5. _____	☐	☐	☐	☐	☐	☐	☐	_____	_____
6. _____	☐	☐	☐	☐	☐	☐	☐	_____	_____
7. _____	☐	☐	☐	☐	☐	☐	☐	_____	_____

☐ In addition, the operating location is also posted online and/or on social media

Website/Handle: _____

Note: The Department of Environmental Health (DEH) must be able to contact you in order to inspect your vehicle while in operation if we cannot find the vehicle using the above information. List telephone numbers for the person in charge. **Please ensure we can reach you.**

Mobile #: _____ Alt Mobile #: _____ Alt Mobile #: _____

If parked longer than one hour at any of the above locations, I will ensure a readily available toilet and handwashing facility is within 200 feet travel distance of my mobile food facility. For Compact Mobile Food Operations, I will ensure there are enough employees to alternate restroom usage.

I understand and agree that if I make any changes to my route or business location, I must notify DEH via in person or e-mail. I further understand that failure to notify DEH of any changes may result in the suspension or revocation of my Health Permit to Operate as a Mobile Food Facility.

Owner/Operator/Authorized Agent Signature _____

Print Name _____

Date _____

FOR OFFICE USE ONLY		
SR0	FA0	PR0



MOBILE FOOD FACILITY (MFF) SELF-INSPECTION CHECKLIST

Permit decals are issued during the scheduled initial permit and annual permit renewal inspections. Vehicles are not permitted to operate without a valid permit. To schedule a permit renewal inspection, please submit the commissary agreement form(s), route sheet, and a copy of the menu and vehicle registration.

Please arrive on time for your inspection with all hot and cold holding equipment in operation. If you are 15 minutes late, you may be asked to reschedule. Failure to meet the requirements listed below may result in a delay in permit issuance. Please be prepared to wait in the event the inspection prior to your appointment runs longer than expected.

Your inspection is scheduled for: _____ Time: _____

MOBILE FOOD FACILITY Requirements:	
	Approved <i>active mechanical refrigeration capable</i> of maintaining cold foods 41°F or below at all times. Cold plates are not permitted in refrigerators storing potentially hazardous foods. Only freezers storing prepackaged frozen ready-to-eat foods are permitted to have cold plates.
	Hot holding equipment capable of maintaining hot foods at or above 135°F.
	Adequate supply of hot (120°F minimum) and cold running water of adequate pressure available at unobstructed and accessible 3-compartment sink.
	Adequate supply of warm (100°F minimum) and cold running water of adequate pressure available at unobstructed and accessible handwash sink.
	Soap and paper towels in dispensers at the handwash sink. A wall-mounted paper towel dispenser is required.
	Free of vermin infestation and free of dead insects/rodents/droppings.
	Approved sanitizer with appropriate test strips available for wiping cloths, food service utensils and equipment. Use chlorine (unscented bleach) or quaternary ammonium (QUAT). Wiping cloth sanitizing buckets/pails and a clean supply of wiping cloths.
	Accurate thermometers in all refrigeration units and hot holding/warming units.
	All food obtained, stored and prepared at an approved food facility. No food or equipment is to be prepared or stored at home.
	All drain lines free of leaks and connected to wastewater tank.
	Waste lines equipped with proper cap and valve assemblies.
	Protective screen (filter), cap and valve for water inlet.
	Mechanical ventilation equipment in good operating condition and equipped with approved baffle filters.
	All seams, holes, and gaps are sealed, smooth and easily cleanable.
	Cutting boards are smooth, durable, easily cleanable and non-absorbent.
	Identification is permanently affixed on the consumer side and letters/numbers are contrast with the background: • Business name in text at least 3 inches in height • Permit Holder name (if different from business name) in text at least 1 inch in height • City, state and zip in text at least 1 inch in height *Motorized mobile food vehicles and mobile support units must have identification on both sides.

	First-aid kit (enclosed case) and located in a convenient area.
	Wall-mounted, minimum 10 BC rated approved fire extinguisher.
	All equipment is NSF/ANSI certified.
	Drinking water safe hose to obtain potable water AND a separate hose for cleaning the vehicle.
	Approved probe thermometer accurate within $\pm 2^{\circ}\text{F}$. Recommend thermometers with a calibration function
	Accurate thermometers in all refrigeration units and hot holding/warming units.
	Approved emergency exit (minimum 2 feet x 3 feet) in the side opposite the main exit door, roof, or the rear of the unit. The exit shall be labeled "Safety Exit" with at least 1-inch highlettering.
	Self-closing device present on doors of the food preparation area.
	Tight-fitting screens present at ceiling openings.
	Positive closing lids and latches for coffee urns, fryers, and steam tables.
	Pass-through window openings not to exceed 216 square inches with at least an 18" separation. Screening material is at least 16 Mesh per square inch and the pass-through screen is self-closing.
	All food obtained, stored and prepared at an approved food facility. No food or equipment is to be prepared or stored at home.
Additional requirements:	
	Valid Food Safety Manager Certificate and copies of the Food Handler's Card(s) available on the MFF.
	DEH placard and permit posted in public view.
	Copy of the most recent inspection report available on the MFF.
	Fire suppression system requires bi-annual inspections and the fire extinguishers require annual inspections.
	Class K extinguisher for cooking media (grease).
	Generator exhaust to be directed away from consumers and food handlers.
	Valid HCD Insignia affixed to vehicle – vehicle modifications may warrant a HCD inspection.

This document serves as guidance and is not inclusive of all mobile food requirements.