



CITY COUNCIL REGULAR MEETING AGENDA

REVISED

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, OCTOBER 21, 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:

bit.ly/3FBiGA0

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

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

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

The agenda for this meeting is outlined as follows:

1. OPENING

- 1.1. Call to Order**
- 1.2. Pledge of Allegiance**
- 1.3. Invocation**
- 1.4. City Clerk's Report on Posting the Agenda**
- 1.5. Roll Call**
- 1.6. Orders of the Day**
- 1.7. Employee Introductions**

2. CEREMONIAL ITEMS - Proclamations and Awards

- 2.1. Proclaiming October 24, 2024 as Arbor Day**

3. COUNCIL CORRESPONDENCE (Informational Only)

- 3.1. Memo Regarding the Library Bond Project Schedule**
- 3.2. Board and Commission Terms Ending December 31, 2025 - Maddy Act 2025**

4. PRESENTATIONS TO THE COUNCIL

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

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

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

4.2. High Speed Rail Update Presented by the California High Speed Rail Authority (Estimated Time: One Hour)

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 October 7, 2024 City Council Regular Meeting**
- 6.2. Adoption of a Resolution of the City Council of the City of Gilroy Approving the 2024 City of Gilroy Emergency Operations Plan (EOP)**
- 6.3. Adoption of a Joint Resolution Detailing the Representative Governance for South Santa Clara County Cities on Santa Clara Valley Transportation Authority's Board of Directors**
- 6.4.* Adopt a Resolution Authorizing a Grant Application to Santa Clara County Parks for the Miller Red Barn Fire Suppression Sprinklers Project**

7. BIDS AND PROPOSALS

8. PUBLIC HEARINGS

9. UNFINISHED BUSINESS

10. INTRODUCTION OF NEW BUSINESS

- 10.1. Report on Awarded Grants and Adoption of a Resolution Amending the Adopted Budget to Reflect the Grant Awards**

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

Adopt the resolution.

11. FUTURE COUNCIL INITIATED AGENDA ITEMS

12. CITY ADMINISTRATOR'S REPORTS

- 12.1. Santa Teresa Fire Station Update**

13. CITY ATTORNEY'S REPORTS

14. CLOSED SESSION

15. ADJOURN TO OPEN SESSION

Report of any action taken in Closed Session and vote or abstention of each Council

* This item is the addition to the agenda.

Member if required by Government Code Section 54957.1 and GCC Section 17A.13(b);
Public Report of the vote to continue in closed session if required under GCC Section
17A.11(5).

16. ADJOURNMENT

FUTURE MEETING DATES

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 of Gilroy Proclamation



- WHEREAS,** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; and
- WHEREAS,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and
- WHEREAS,** Arbor Day is now observed throughout the nation and the World; and
- WHEREAS,** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife; and
- WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and
- WHEREAS,** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and
- WHEREAS,** trees — wherever they are planted — are a source of joy and spiritual renewal.

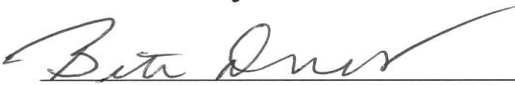
NOW, THEREFORE, I, MARIE BLANKLEY, Mayor of the City of Gilroy, along with my colleagues on the City Council, do hereby proclaim October 24, 2024 as

ARBOR DAY

and encourage all citizens to celebrate Arbor Day, support efforts to protect our trees and woodlands, and plant trees to gladden the heart and promote the well-being of this and future generations.


Marie Blankley, Mayor

Attested to by:


Beth Minor, Interim City Clerk



City of Gilroy

7351 Rosanna Street
 Gilroy, California 95020
 Telephone: 408-846-0400 Fax: 408-846-0500
www.cityofgilroy.org

October 14, 2024

To: Gilroy City Council

From: Jimmy Forbis, City Administrator
 Daniel Padilla, City Engineer

Re: Gilroy Library Bond Project Schedule

Honorable Mayor and Council Members,

Per Council direction at the October 7, 2024 City Council Meeting, below is the identified schedule for the design work of the Gilroy Library Bond Project, based on the approval to add the project to the Capital Improvement Program.

Next Steps/Timeline:

October 2024: City Council approved adding project to CIP program.

December 2024: County finalizes feasibility study and cost estimate.

February 2025: Issue RFP for the design phase.

April 2025: City Council awards design phase to Architectural Consultant.

May 2025: Consultant begins design (construction documents).

September 2025: Consultant completes design (construction documents).

October 2025: Present Design to Library Commission, City Council, and Community.

December 2025: Finalize construction documents, solicit bids, and review bids.

February 2026: City Council awards construction contract.



CITY OF GILROY CITY CLERK'S OFFICE MEMORANDUM

Beth Minor, Interim City Clerk
7351 Rosanna Street | Gilroy, CA 95020-6197
Email: beth.minor@cityofgilroy.org
Phone: (408) 846-0204 | www.cityofgilroy.org

October 16, 2024

To: Gilroy City Council

From: Beth Minor, Interim City Clerk

Re: **Board and Commission Terms Ending December 31, 2025 - Maddy Act 2025**

California Government Code Section 54972 (Maddy Act) requires that on or before December 31 of each year, each legislative body shall prepare an appointments list of all regular and ongoing boards, commissions, and committees which are appointed by the legislative body of the local agency. This list is compiled by the City Clerk and is posted on the City's website and outside of City Hall Chambers.

Staff is bringing this forward to highlight the 19 open positions, including current vacant positions, on our Boards, Commissions, and Committees effective December 31, 2024. Recruitment for these positions is in progress and appointments will be on January 27, 2025. Additionally, the 2025 Maddy Act is included for those terms that will end December 31, 2025.

Boards, Committees, and Commissions advise City Council on specific policy issues and provide a conduit for community input on issues pertaining to Gilroy. Serving on a Board, Committee, or Commission offers an opportunity for residents to be involved in the Gilroy Community and contribute to the public process. Information pertaining to each Board, Commission, or Committee can be found on the City's Boards, Commissions, and Committees web page.



LOCAL APPOINTMENTS LIST OF BOARD / COMMISSION TERMS EXPIRING IN 2024

NECESSARY QUALIFICATIONS FOR ALL BOARDS AND COMMISSIONS:

Must be a qualified registered Elector of the City of Gilroy (except Youth Commission)

PROPOSED APPOINTMENT DATE FOR TERMS EXPIRING December 31, 2024:

January 2025 (except for Youth Commission, September 2024)

ARTS AND CULTURE COMMISSION | 4-Year Terms

Seven (7) Member Body Commission. Regular Meetings are held 2nd Tuesday of each month at 6:30 p.m.

Commissioner	Term Start	Term Expires
Melanie Reynisson	03/06/2017	12/31/2024

BUILDING BOARD OF APPEALS | 4-Year Terms

Five (5) Member Body Board. Regular Meetings are held when necessary. The Board comprises four persons qualified by experience and training, and one public member.

Director	Term Start	Term Expires
Christopher Demers	03/15/2021	12/31/2024
Ismail Saleem	03/15/2021	

DOWNTOWN COMMITTEE | 2-Year Terms Ending April 30, 2025

15-Member Body Committee. Regular Meetings are on the 2nd Monday of each month. The committee comprises five Council Members as appointed by the Council. Each Council Member appoints two additional members of their choice from the residential community, business owners, or property owners from Downtown Gilroy.

Committee Member	Term Start	Term Expires
N/A	N/A	N/A

LIBRARY COMMISSION | 4-Year Terms

Five (5) Member Commission. Regular Meetings are held on the 2nd Wednesday of each month at 7:00 p.m.

Commissioner	Term Start	Term Expires
Victoria Coverson-Baxter	02/01/2021	12/31/2024
Gabriela Kim	08/16/2021	

OPEN GOVERNMENT COMMISSION | 4-Year Terms

Five (5) Member Commission. Regular Meetings are held quarterly on the second Thursday of each year at 6:00 p.m.

Commissioner	Term Start	Term Expires
Jessica Irwin	07/05/2022	12/31/2024
Akur Varadarajan	10/02/2023	
Vacant Seat	Not Applicable	

PARKS AND RECREATION COMMISSION | 4-Year Terms

Seven (7) Member Commission. Regular Meetings are held on the 3rd Tuesday of each month at 6:00 p.m.

Commissioner	Term Start	Term Expires
Pat Bentson	01/11/2021	12/31/2024

PERSONNEL COMMISSION | 4-Year Terms

Five (5) Member Commission. Regular Meetings are held on the 4th Monday of each month at 5:30 p.m.

Commissioner	Term Start	Term Expires
Catherine Cummins	01/10/2021	12/31/2024

PHYSICALLY CHALLENGED BOARD OF APPEALS | 4-Year Terms

Five (5) Member Board. Meetings are held 2nd Tuesday of every quarter (Jan., Apr., Jul., Oct.) at 10:00 a.m.

Director	Term Start	Term Expires
Tracy Stephens	08/16/2021	12/31/2024
Vacant Seat	Not Applicable	
Vacant Seat	Not Applicable	

PLANNING COMMISSION | 4-Year Terms

Seven (7) Member Commission. Regular Meetings are held on the 1st Thursday of each month at 6:00 p.m.

Commissioner	Term Start	Term Expires
Joan Lewis	01/11/2021	12/31/2024

YOUTH COMMISSION | 2-Year Terms

11-Member Commission. Regular Meetings are held on the 2nd Monday of each month of the school year at 6:00 p.m.

Commissioner	Term Start	Term Expires
Sophie Gong	10/03/2022	09/30/2024
Jaimee Nguyen	01/10/2023	
Melanie Reynolds	01/10/2023	
Thanmay Sarath	08/21/2023	
Vacant Seat	Not Applicable	



LOCAL APPOINTMENTS LIST OF BOARD / COMMISSION TERMS EXPIRING IN 2025

NECESSARY QUALIFICATIONS FOR ALL BOARDS AND COMMISSIONS:

Must be a qualified registered Elector of the City of Gilroy (except Youth Commission)

PROPOSED APPOINTMENT DATE FOR TERMS EXPIRING December 31, 2025:

January 2025 (except for Youth Commission, September 2025)

ARTS AND CULTURE COMMISSION | 4-Year Terms

Seven (7) Member Body Commission. Regular Meetings are held 2nd Tuesday of each month at 6:30 p.m.

Commissioner	Term Start	Term Expires
Camille McCormack	02/27/2018	12/31/2025
Alexandra Perdew	02/07/2022	12/31/2025
Sandra Ramirez	02/02/2023	12/31/2025
Amy Hufford	01/11/2024	12/31/2025

BUILDING BOARD OF APPEALS | 4-Year Terms

Five (5) Member Body Board. Regular Meetings are held when necessary. The Board comprises four persons qualified by experience and training, and one public member.

N/A		
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DOWNTOWN COMMITTEE| 2-Year Terms Ending April 30, 2025

15-Member Body Committee. Regular Meetings are on the 2nd Monday of each month. The committee comprises five Council Members as appointed by the Council. Each Council Member appoints two additional members of their choice from the residential community, business owners, or property owners from Downtown Gilroy.

N/A		
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LIBRARY COMMISSION | 4-Year Terms

Five (5) Member Commission. Regular Meetings are held on the 2nd Wednesday of each month at 7:00 p.m.

Commissioner	Term Start	Term Expires
Saeid Nooshabadi	02/07/2022	12/31/2025
VACANT	N/A	12/31/2026

OPEN GOVERNMENT COMMISSION | 4-Year Terms

Five (5) Member Commission. Regular Meetings are held quarterly on the second Thursday of each year at 6:00 p.m.

Commissioner	Term Start	Term Expires
Jessica Irwin	07/05/2022	12/31/2025

PARKS AND RECREATION COMMISSION | 4-Year Terms

Seven (7) Member Commission. Regular Meetings are held on the 3rd Tuesday of each month at 6:00 p.m.

Commissioner	Term Start	Term Expires
Doc Davis	10/09/2023	12/31/2025
VACANT	N/A	12/31/2023
VACANT	N/A	12/31/2025

PERSONNEL COMMISSION | 4-Year Terms

Five (5) Member Commission. Regular Meetings are held on the 4th Monday of each month at 5:30 p.m.

Commissioner	Term Start	Term Expires
Nita Edde-Mitchell	01/18/2018	12/31/2025
Marisa Haro	02/18/2022	12/31/2025
VACANT	N/A	12/31/2026

PHYSICALLY CHALLENGED BOARD OF APPEALS | 4-Year Terms

Five (5) Member Board. Regular Meetings are held when necessary at 10:00 a.m.

Board Member	Term Start	Term Expires
Mary Drummond	02/1/2021	12/31/2025
VACANT	N/A	12/31/2025
VACANT	N/A	12/31/2025
VACANT	N/A	12/31/2025

PLANNING COMMISSION | 4-Year Terms

Seven (7) Member Commission. Regular Meetings are held on the 1st Thursday of each month at 6:00 p.m.

Commissioner	Term Start	Term Expires
Annedore Kushner	02/11/2022	12/31/2025
Adriana Leongardt	02/11/2022	12/31/2025

YOUTH COMMISSION | 2-Year Terms

11-Member Commission. Regular Meetings are held on the 2nd Monday of each month of the school year at 6:00 p.m.		
Commissioner	Term Start	Term Expires
Biruh Abaneh		09/30/2025
Alfred James		09/30/2025
Emily Lai		09/30/2025
Gianna Garcia		09/30/2025
Aiden Francis		09/30/2025
Maya Beyret		09/30/2025

**CITY COUNCIL REGULAR MEETING AGENDA
MONDAY, OCTOBER 7, 2024 | 6:00 PM**

1. OPENING

1.1. Call to Order

1.2. Pledge of Allegiance

Council Member Marques led the Pledge of Allegiance.

1.3. Invocation

Pastor Greg Quirke led the invocation.

1.4. City Clerk's Report on Posting the Agenda

Interim City Clerk Beth Minor advised the agenda was posted on Friday, October 4, 2024 at 1:07 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

City Administrator, Jimmy Forbis introduced Mark Johnson-Environmental Program Manager; Daniel Padilla-City Engineer; and Shawn Wright-Engineer 1.

2. CEREMONIAL ITEMS - Proclamations and Awards

2.1. Presentation of Certificates of Commendation and Recognition to the Gilroy Firefighters that Saved a Life in Chico, CA.

2.2. Proclamation Recognizing October 17, 2024 as The Great Shakeout Day.

3. COUNCIL CORRESPONDENCE (Informational Only)

4. PRESENTATIONS TO THE COUNCIL

4.1. Annual Presentation of the Library Commission

Victoria Coverson, Library Commission Chair, provided the presentation.

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

p. 12 of 101

Ron Kirkish spoke regarding a political mailer that he felt contained false information.

Robert Lance spoke regarding the uptick of vehicle sideshows within the city.

Bill O'Connor felt that the elections process should stay with the Santa Clara County Registrar of Voters.

Jim Wyatt urged all Gilroy residents to vote yes on Measure C, which is meant to provide essential funding for Gilroy Police, Fire, and paramedics.

5. REPORTS OF COUNCIL MEMBERS

Council Member Bracco asked that everyone keep our fellow Americans in the south in our prayers as they have had to endure a catastrophic hurricane.

Council Member Armendariz thanked everyone who came to support the 9th annual tamale festival downtown.

Council Member Marques reported the Santa Clara Valley Habitat Agency Implementation Board provided an update on several species that have been added to the protected list; cattle grazing is used on the grasslands along Coyote Ridge. There will be a presentation regarding the Garlic Festival proposal to Gilroy Gardens Board Members. There are several repairs and upgrades that will be completed shortly.

Council Member Hilton noted that the Silicon Valley Clean Energy Authority JPA Board approved the Fiscal year 2024/25 operating budget with an expectation of maintaining a discount to PG&E rates and making positive contributions to the agency's financial reserves.

Council Member Cline reported Visit Gilroy's website will have additional features allowing tourism partners to update and manage their own listings. It will also leverage tourism assets in a very organized manner.

Council Member Tovar thanked those who attended the Tamale Festival. He congratulated Tempo Kitchen and Bar on their 3rd anniversary.

Mayor Blankley noted that she attended two meetings with nothing further to note.

6. CONSENT CALENDAR

6.1. Approval of the Action Minutes of the September 9, 2024 and September 16, 2024 City Council Regular Meeting.

6.2. Annual Review and Adoption of the City's Investment Policy.

6.3. Claim of Jennifer Figueroa/Melvin Ketchum (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claim).

p. 13 of 101

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

MOTION: To approve Agenda Items 6.1-6.3

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

7. BIDS AND PROPOSALS

8. PUBLIC HEARINGS

9. UNFINISHED BUSINESS

10. INTRODUCTION OF NEW BUSINESS

10.1. Addition of Gilroy Library Improvements Project to the City's Capital Improvement Program (CIP) in Fiscal Year 2024-25 (FY25).

Mayor Blankley opened Public Comment.

Stephen Fitzgerald, Deputy County Librarian noted that they are working to make the library more secure, better functioning and more accessible for the community.

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

MOTION: To approve the addition of the Gilroy Library Improvements Project to the City's CIP program; and to adopt a resolution to amend the FY25 budget to appropriate \$800,000 from Fund 405 – Gilroy Community Library, for the design phase of the project.

RESULTS:	PASS: 7 - 0
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. 2024-45

10.2. Creation of an Ad Hoc Committee and Appointment of Members for the Gilroy Gardens Lease Negotiations.

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

MOTION: To create an ad hoc committee for the negotiations regarding the lease agreement with Gilroy Gardens Family Theme Park; and Appoint Council Members Bracco, Cline, and Tovar to the created ad hoc committee.

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

10.3. Authorization for Council Travel to the League of California Cities Annual Conference, Selection of Voting Delegate, and Direction Regarding the Proposed League Resolution.

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

MOTION: Authorize travel for Council Members Armendariz and Tovar, and Mayor Blankley to attend the League of California Cities (League) Annual Conference.

RESULTS:	PASS: 7 - 0
MOVER:	Dion Bracco, Council Member
SECONDER:	Tom Cline, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

MOTION: To select Council Member Tovar as the voting delegate to vote on the proposed League resolution; and direct him to vote in favor of the resolution.

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

ABSTAIN:

10.4. Glen Loma Ranch EIR Addendum and Development Agreement Operating Memorandum

Mayor Blankley opened Public Comment.

Paul Severance read a letter from Jeff who was not able to attend the meeting. He thanked the Council for their consideration and efforts to revise the design area.

Stephanie Elle stated she was excited to hear that an agreement has come for the new fire station. She also thanked the Council for their work on this project.

Connie Rogers spoke on behalf of Gilroy Growing Smarter and congratulated the negotiations and to finally get the funding for the fire station.

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

MOTION: To adopt a Resolution to approve Addendum #2 to the Glen Loma Ranch Specific Plan Environmental Impact Report (EIR).

RESULTS:	PASS: 7 - 0
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. 2024-46

2. Adopt a Resolution to approve the Fourth Operating Memorandum to the Glen Loma Ranch Development Agreement.

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

Enactment No.: Resolution No. 2024-47

3. Adopt a Resolution amending the Fiscal Year 2024-2025 Budget to appropriate \$7,200,000 as revenue in the Capital Projects Fund for contribution towards the new Fire Station and \$1,046,337 as expenditures to be transferred out of the Traffic Impact Fund for the

P. 16 of 101

Traffic Impact Fee Reimbursement policy amounts assigned to the City.

RESULTS:	PASS: 7 - 0
MOVER:	Dion Bracco, Council Member
SECONDER:	Tom Cline, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, CLINE, HILTON, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

Enactment No.: Resolution No. 2024-48**11. FUTURE COUNCIL INITIATED AGENDA ITEMS****12. CITY ADMINISTRATOR'S REPORTS**

City Administrator, Jimmy Forbis reported that on October 25 at 6:30 P.M. there will be a virtual workshop entitled Your Housing Rights-Fair Housing 101 in cooperation with Project Sentinel. The Parks and Recreation Department is hosting a Halloween adaptive dance on Friday, October 25th at the Gilroy Senior Center. The ribbon cutting ceremony for the Gourmet Alley Project will be held on November 8th.

Mayor Blankley advised there will be a High Speed Rail meeting on October 22nd at South Valley Middle School.

13. CITY ATTORNEY'S REPORTS

City Attorney, Andy Faber acknowledged the hard work on the Glen Loma item by Mayor Blankley, Jimmy Forbis and Tim Foley.

14. CLOSED SESSION**14.1. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:**

Government Code Section 54956.9(d)(1) and Gilroy City Code Section 17A.11(3)(b)

Name of case: Jesse R. Sanchez; Mirna Leonides Sanchez; and the Estate of Jesse Sanchez, Jr. v. The City of Gilroy; County of Santa Clara; Rebeca Armendariz; Sally Armendariz; Domingo Armendariz Filed August 22, 2022

14.2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:

Government Code Section 54957(b)(1) and Gilroy City Code Section 17A.8(4) Consideration of consent to removal of one Department Head, per Gilroy Charter Section 703(c).

Council unanimously voted to go into Closed Session.

Council unanimously voted to stay in Closed Session for Item 14.2.

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

15. ADJOURN TO OPEN SESSION

Council adjourned to open session and the Mayor advised no reportable action.

Page 17 of 101

16. ADJOURNMENT

The meeting was adjourned at 9:05 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

DRAFT



City of Gilroy

STAFF REPORT

Agenda Item Title: Adoption of a Resolution of the City Council of the City of Gilroy Approving the 2024 City of Gilroy Emergency Operations Plan (EOP)

Meeting Date: October 21, 2024

From: Jimmy Forbis, City Administrator

Department: Administration Department

Submitted By: Jimmy Forbis, City Administrator

Prepared By: Andrew Young, Emergency Services and Volunteer Coordinator

STRATEGIC PLAN GOALS

Not Applicable

RECOMMENDATION

Adoption of a Resolution of the City Council of the City of Gilroy Approving the 2024 City of Gilroy Emergency Operations Plan (EOP).

EXECUTIVE SUMMARY

The 2024 EOP outlines how the City of Gilroy will protect its people, property, and environment during emergencies. It assigns responsibilities to City departments, establishes lines of authority, and provides guidance for coordinating responses to various hazards, including natural disasters, technological incidents, and human-caused emergencies. The EOP builds on the previous plan adopted in 2009 and aligns with updated regulations, best practices, and the 2023 Santa Clara County Multi-Jurisdictional Local Hazard Mitigation Plan.

The plan complies with federal and state standards, including the California Emergency Services Act (ESA), Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and Incident Command System (ICS), ensuring effective coordination at all levels of government. The EOP will be periodically reviewed and updated as needed to reflect changes in risk, legislation, and capabilities.

BACKGROUND

An EOP is a key document that outlines how the City will protect people, property, and the environment during emergencies. It assigns responsibilities to various City departments and agencies, establishes lines of authority, and provides guidance for coordinating responses to all hazards that may impact the City. The EOP enables City personnel to perform their duties effectively in emergency situations and guides them through the response and initial recovery phases.

Chapter 9.6 (c) of the Gilroy Municipal Code empowers the City Administrator, as the Director of Emergency Services, to develop and maintain emergency plans. The 2024 EOP draft builds upon the previous plan adopted by the City Council in 2009, addressing updated regulatory requirements, organizational changes, and emergency management best practices. This EOP is also aligned with the 2023 Santa Clara County Multi-Jurisdictional Local Hazard Mitigation Plan (Resolution 2024-31) and the 2040 General Plan.

ANALYSIS

The City of Gilroy EOP applies to the jurisdictional boundaries of the City of Gilroy, encompassing City-owned resources and assets. It is designed to address all hazards that could adversely affect the community, including natural disasters, technological incidents, and human-caused events. The plan serves as the blueprint for all emergency and disaster operations within the City, providing a comprehensive approach to managing emergencies from onset through recovery. Applicable to all City departments and employees, the EOP outlines fundamental policies, strategies, and operational concepts to ensure coordinated emergency management.

In developing the EOP, the plan was presented to the City Council for review at the April 15, 2024 regular City Council meeting. After receiving no immediate action items from the Council, the plan was released for stakeholder review. Feedback gathered during this review process was then carefully incorporated into the final document.

The EOP ensures the effective mobilization of City resources in response to any condition constituting a local emergency, state of emergency, or state of war emergency. It describes the organization, powers, duties, services, and staffing of the City's emergency organization, detailing how the City will prepare for, prevent, respond to, recover from, and mitigate the effects of various hazards and threats equitably.

In accordance with the California Emergency Services Act (ESA) and the Comprehensive Preparedness Guide 101 Version 3: Developing and Maintaining Emergency Operations Plans, the City of Gilroy EOP outlines methods for emergency operations, resource mobilization, mutual aid processes, and public communication strategies. The plan aligns with California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS), and supports other key plans, including the Santa Clara County Operational Area Plan, the State of California Emergency Plan, and the National Response Framework.

As a management document, the EOP is intended for City officials, departments, and partner agencies to ensure clear understanding and implementation during emergencies. The purpose of the plan includes the following objectives:

- Assigning responsibilities to organizations and individuals for actions that exceed routine duties during an emergency.
- Establishing lines of authority and organizational relationships to ensure coordination in accordance with City ordinances, SEMS, and NIMS.
- Outlining critical support services and a management structure for resource coordination and deployment.
- Describing potential hazards and threats to the City of Gilroy.
- Outlining the authorities, policies, and procedures governing the City, its employees, and residents during a disaster.
- Ensuring an equitable response to disasters across the City.

This EOP applies to all City agencies and departments and is intended for use in addressing all relevant hazards. It will undergo periodic reviews and updates to reflect evolving risks, capabilities, and lessons learned from incidents. Revisions may occur out-of-schedule in response to significant changes in administration, legislation, or newly identified resources, training, or procedures.

ALTERNATIVES

Staff recommends the adoption of the final EOP draft to ensure that Gilroy remains resilient and prepared for emergencies. However, City Council may delay the adoption to request revision or more information, and reconsider it for final approval at a later City Council meeting. Alternatively, they could may retain the existing EOP, but this would leave the City out of alignment with organizational changes, current regulations, and best practices.

FISCAL IMPACT/FUNDING SOURCE

There is no adverse fiscal impact from adopting the updated EOP. The plan will enhance the City's coordination capabilities, minimizing potential economic impacts during emergency responses.

PUBLIC OUTREACH

The initial EOP draft and staff report were included in the publicly posted agenda and packet, followed by a presentation at the April 15, 2024 City Council meeting. The final EOP draft and this staff report were included in the publicly posted agenda and packet for this meeting, providing an opportunity for public review and input.

NEXT STEPS

Upon approval of the resolution to adopt, the EOP will become the official guiding

document for the City's emergency operations. Staff will distribute the plan to all City departments, external partner organizations, and other relevant stakeholders. It will be made publicly accessible in multiple languages and locations to ensure the community understands key aspects of the plan and how the City responds to large-scale emergencies and disasters. The City's Office of Emergency Management will collaborate with staff, partner organizations, and stakeholders to ensure they are familiar with their roles and responsibilities outlined in the EOP and provide training to ensure operational readiness and a well-coordinated response. The EOP will be integrated with other plans as indicated, and department-specific plans or standard operating procedures will be reviewed to ensure alignment. Periodic reviews of the EOP will be conducted to account for changes in hazards, risks, new legislation, technological advancements, and best practices.

Attachments:

1. Emergency Operations Plan (EOP) – Final Draft
2. Resolution to Adopt

RESOLUTION NO. 2024-XX**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
GILROY ADOPTING THE 2024 EMERGENCY
OPERATIONS PLAN**

WHEREAS, the City of Gilroy is committed to ensuring the safety and well-being of its residents, protecting property, and preserving the environment during emergencies and disasters; and

WHEREAS, the Emergency Operations Plan (EOP) provides a comprehensive framework for how the City will respond to a wide range of hazards, including natural disasters, technological incidents, and human-caused emergencies, and ensures coordinated efforts among City departments and external agencies; and

WHEREAS, the EOP assigns specific responsibilities to City departments, outlines authority structures, and provides guidance for emergency preparedness, response, and initial recovery efforts, ensuring an efficient and equitable response to emergencies; and

WHEREAS, Chapter 9.6(c) of the Gilroy Municipal Code empowers the City Administrator, acting as the Director of Emergency Services, to develop and maintain emergency plans for the City of Gilroy; and

WHEREAS, the 2024 EOP builds upon the previous plan adopted by the City Council on October 9, 2009, incorporating updated regulatory requirements, organizational changes, and best practices in emergency management; and

WHEREAS, the 2024 EOP aligns with the 2023 Santa Clara County Multi-Jurisdictional Local Hazard Mitigation Plan (Resolution No. 2024-31) and the 2040 General Plan, ensuring consistency with regional and state emergency response plans; and

WHEREAS, the EOP complies with the California Emergency Services Act (ESA), Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and Incident Command System (ICS), ensuring the City's preparedness to effectively respond to emergencies in coordination with state and federal agencies; and

WHEREAS, the City Council has reviewed the 2024 Emergency Operations Plan, attached to this resolution, and deems it necessary and appropriate for the safety and security of the City of Gilroy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gilroy as follows:

1. The City Council hereby adopts the 2024 Emergency Operations Plan (EOP) as the official guiding document for the City's emergency preparedness, response, and recovery efforts.
2. The City Administrator, acting as the Director of Emergency Services, is directed to ensure the ongoing implementation, distribution, and training related to the EOP across all City departments and external partners.

3. The EOP will be reviewed and updated periodically to reflect changes in hazards, risks, legislative mandates, and City capabilities, and will be amended as needed based on lessons learned from real or simulated incidents.

PASSED AND ADOPTED by the City Council of the City of Gilroy at a regular meeting duly held on the 21st day of October, 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

Emergency Operations Plan

City of Gilroy

October 2024

DRAFT

CONTENTS

Promulgation Letter	5
Plan Concurrence.....	6
Adoption and Approval.....	7
Record of Changes	8
Record of Distribution	9
Purpose.....	10
Scope	10
Situation Overview	11
Jurisdictional Overview.....	11
Geography	11
Population	11
Transportation	11
Utilities.....	11
Equity.....	11
Hazard Overview	12
Planning Assumptions	12
Phases of Emergency Management	14
Prevention	14
Mitigation.....	14
Preparedness.....	14
Response	15
Recovery	16
Concept of Operations	16
SEMS and NIMS Compliance.....	17
SEMS	17
NIMS	20
National Response Framework.....	20
ICS.....	20
Roles and Responsibilities	21
Plan Activation.....	24
Proclaiming a Local Emergency	24
Continuity of Government.....	26
Operational Goals, Priorities, and Strategies.....	28

EOC	28
Primary and Alternate EOC Locations.....	29
Activation/Deactivation Authority.....	29
Activation.....	29
Activation Levels	29
Deactivation.....	30
EOC Organization.....	31
Direction, Control, and Coordination	32
Coordination with Field-Level Incident Command Post	32
Coordination with Operational Area	32
Coordination with Special Districts/School District/Private Sector Infrastructure.....	32
Coordination with Voluntary and Nonprofit Organizations	32
Information Collection, Analysis, and Dissemination	33
Information Collection.....	33
Critical Information Needs and Collection Priorities	33
Community Lifelines	33
Information Analysis.....	34
Information Dissemination	34
Situation Status Reporting.....	34
Displaying Information	35
EOC Action Plans.....	35
Technical Services for Information Collection and Dissemination	37
Crisis Communications and Public Information.....	38
Emergency Public Information	38
Joint Information System.....	38
Joint Information Center	38
Message Development and Approval.....	39
Methods of Dissemination	39
Communication Systems	39
Web EOC.....	39
Veoci	40
Logistics	40
Resource Management	40
Identifying and Typing Resources.....	40

Requesting Resources.....	40
General Resource Request Flow	40
Discipline-Specific Mutual Aid Resource Request Flow	41
Resource Management Process	41
Resource Tracking.....	42
Mutual Aid	42
Use of Disaster Service Workers.....	43
Use of Affiliated DSW Volunteers.....	43
Use of Spontaneous Unaffiliated Volunteers	43
Administration and Finance.....	43
City Emergency Operations Policy Statement	43
Documentation.....	44
Cost Tracking	44
Eligible Costs.....	45
Recordkeeping Requirements	45
Recovery	46
Disaster Assistance	49
Public Assistance	49
Plan Development and Maintenance	51
Development and Maintenance Responsibilities	51
Development Process.....	51
Revision and Maintenance Process	51
Triggers for Plan Updates	51
Plan Evaluation	52
After Action Reports	52
Use of After-Action Reports.....	52
Training.....	52
Authorities and References	54
Acrynyms	56
Glossary	57

PROMULGATION LETTER

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

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

This plan is promulgated as the City of Gilroy Emergency Operations Plan (EOP). The EOP provides a programmatic framework that outlines the City's intended approach to preventing, preparing for, responding to, recovering from, and mitigating against the impacts of natural and man-made disasters and emergencies. The City's EOP development and maintenance process is supported by analysis of the City's threats, hazards, needs, and capabilities, community-wide collaboration, periodic review, training, and exercises.

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

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

Marie Blankley, Mayor

Date

Jimmy Forbis, City Administrator

Date

PLAN CONCURRENCE

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

Name	Title	Department	Signature	Date

ADOPTION AND APPROVAL

DRAFT

RECORD OF CHANGES

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

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

RECORD OF DISTRIBUTION

Name	Title	Department	Copies

PURPOSE

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

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

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

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

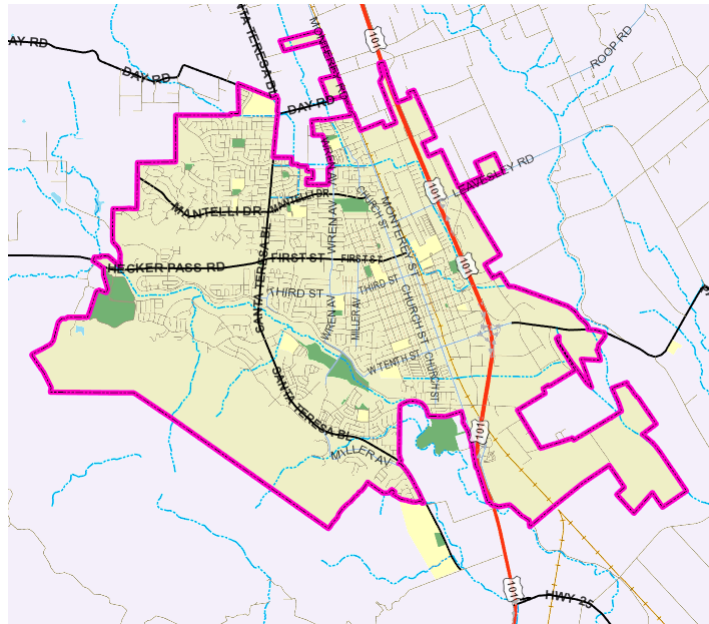
- Identifies response and recovery activities and specifies roles and responsibilities.
- Sets forth lines of authority and organizational relationships and describes coordination.
- Describes the system used to coordinate the request for and integration of resources and services available to the City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

SCOPE

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

SITUATION OVERVIEW

Jurisdictional Overview



Geography

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

Population

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

Transportation

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

Utilities

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

Equity

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

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

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

Hazard Overview

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

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

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

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

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

Planning Assumptions

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

The planning assumptions are as follows:

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

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

Phases of Emergency Management

Emergency management activities are often categorized into phases.

Prevention

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

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

Mitigation

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

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

Preparedness

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

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

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

- Improving emergency public education and emergency warning systems.

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

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

Response

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

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

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

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

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

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

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

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

Recovery

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

CONCEPT OF OPERATIONS

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

SEMS and NIMS Compliance

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

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

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

SEMS

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

SEMS Organizational Levels

There are five standardized Emergency Management System Levels.

Field

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

Local Government

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

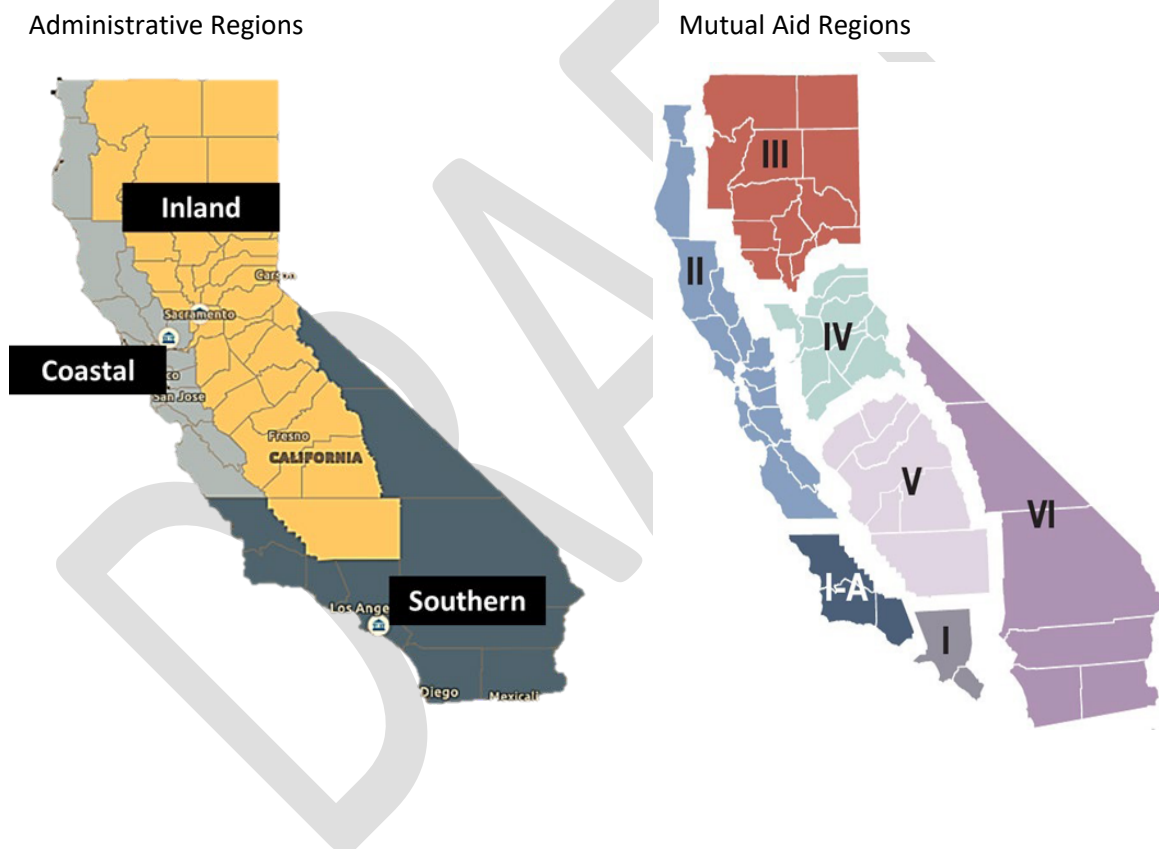
Operational Area

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

Regional

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

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

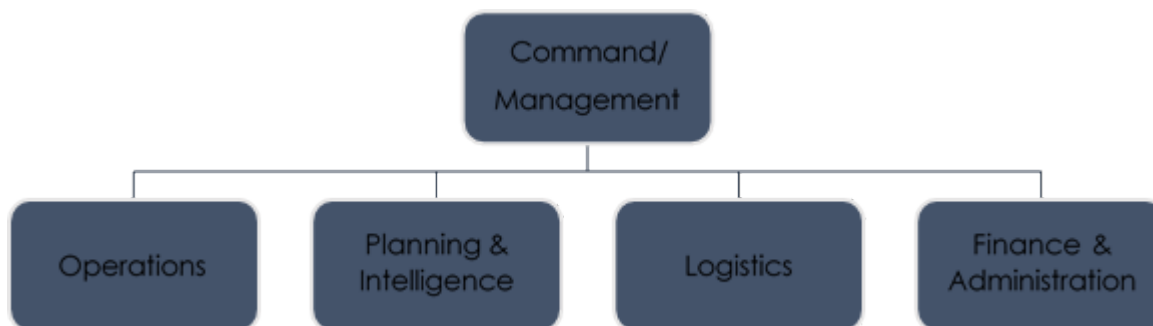


State

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

SEMS Functions

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



Command

Command directs, orders, and/or controls resources at the field response level. Command and Management are further discussed below:

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

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

Operations

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

Planning/Intelligence

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

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

Logistics

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

Finance/Administration

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

NIMS

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

National Response Framework

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

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

ICS

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

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

INTEGRATING FEDERAL, STATE, AND LOCAL SYSTEMS

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

Roles and Responsibilities

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

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

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

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

PLAN ACTIVATION

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

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

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

PROCLAIMING A LOCAL EMERGENCY

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

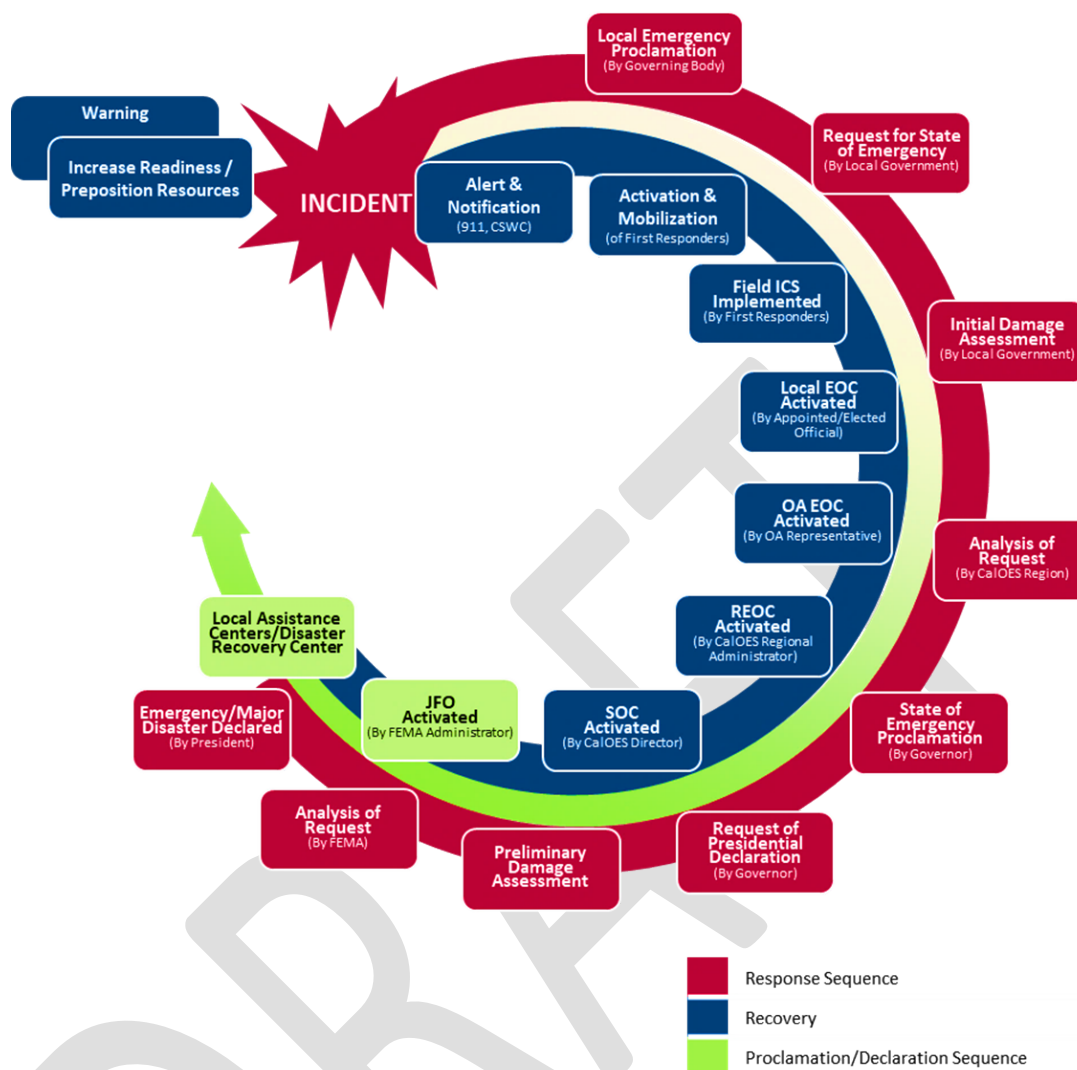
- Request and receive assistance from local agencies and assistance from the State under the California Disaster Assistance Act (CDAA).
- In the absence of a Presidentially proclaimed State of War Emergency or State of Emergency, recover from the State the cost of extraordinary services incurred in executing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

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

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

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

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



CONTINUITY OF GOVERNMENT

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

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

Standby Officers

Title 2, Division 1, Chapter 7, Article 15 of the California Government Code provides the authority, as well as the procedures to be employed, to assure continued functioning of political subdivisions within the State of California. Article 15 generally allows for the appointment of up to three Standby Officers for each member of the governing body, as well as up to three Standby Officers for the Chief Executive, if they are

not part of the governing body. It also provides for the succession of officers who lead departments responsible for maintaining law and order or providing public services related to health and safety.

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

Alternate Seat of Government

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

Preservation of Vital Records

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

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

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

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

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

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

Alternate EOC

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

- Police Department
- Corporation Yard

Lines of Succession

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

OPERATIONAL GOALS, PRIORITIES, AND STRATEGIES

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

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

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

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

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

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

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

EOC

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

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

Primary and Alternate EOC Locations

The EOC is located within the City Hall Annex.

All designated EOC personnel have access to the secure facility.

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

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

Activation/Deactivation Authority

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

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

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

Activation

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

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

Activation Levels

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

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

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

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

Deactivation

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

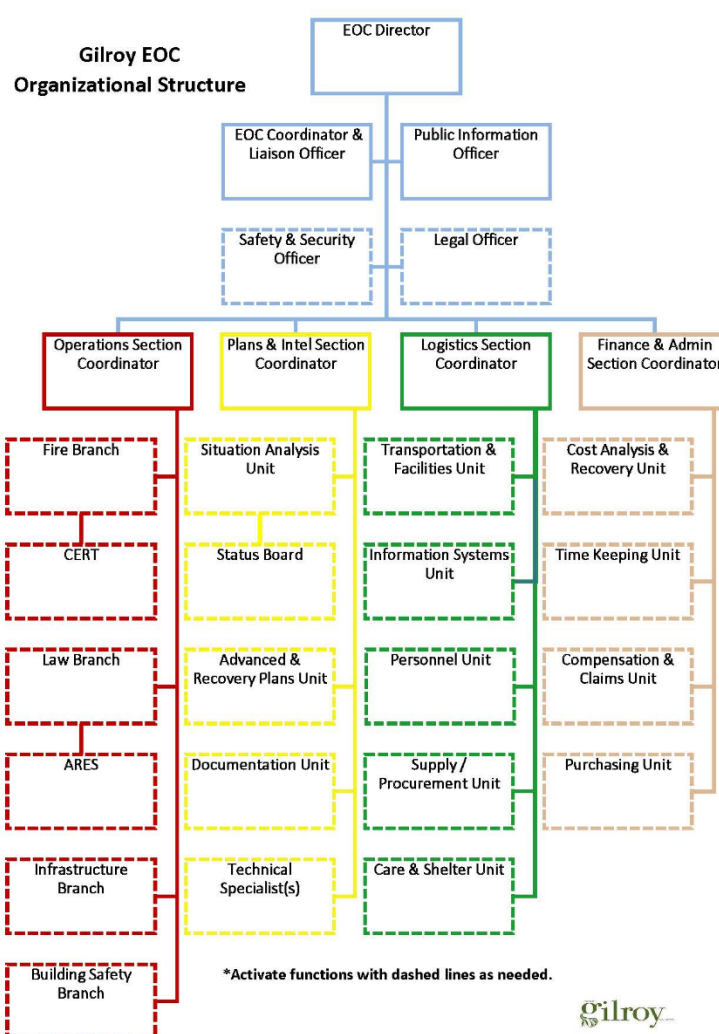
EOC positions should be formally deactivated when no longer necessary. Before deactivating the EOC, the Liaison should notify all internal and external partners of the decision to deactivate and the date/time of

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

EOC Organization

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

The figure below displays the City EOC organizational chart:



Direction, Control, and Coordination

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

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

Coordination with Field-Level Incident Command Post

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

Coordination with Operational Area

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

Coordination with Special Districts/School District/Private Sector Infrastructure

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

Coordination with Voluntary and Nonprofit Organizations

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

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

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

Information Collection

Information relating to the incident or event is often collected before an incident through routine monitoring of warning sources and credible threats. This information is used for advance preparedness and planning, devising incident management strategies and action plans, and making decisions about notifying the public. The OEM will use this information to determine what steps should be taken, such as recommending the activation of the EOC and the emergency organization.

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

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

Critical Information Needs and Collection Priorities

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

Community Lifelines

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

FEMA's Seven Community Lifelines:

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

Information Analysis

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

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

Information Dissemination

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

Situation Status Reporting

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

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

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

Displaying Information

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

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

EOC Action Plans

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

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

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

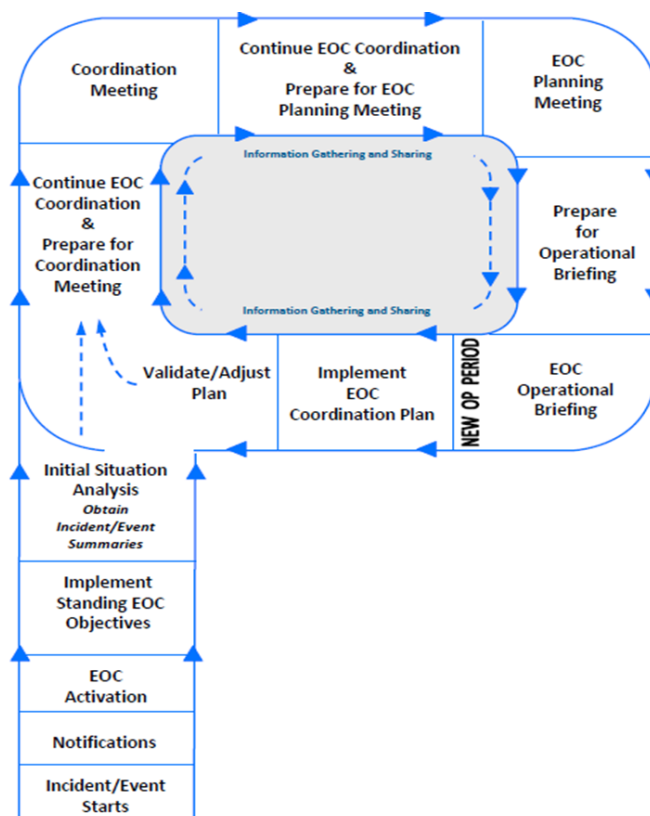
Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer but should not exceed 24 hours.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. The verbal plan is usually put together by the EOC Director in concert with the Section Coordinators. There must be adequate representation of key organizational components, organizations, and agencies with representatives participating in the planning process having technical expertise and authority to commit to accomplishing these tasks. Once the EOC is fully activated, EOC Action Plans should be written.

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

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

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



Technical Services for Information Collection and Dissemination

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

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

- **California State Warning Center:** Cal OES operates the California State Warning Center (CSWC), which is staffed 24 hours per day, 365 days per year to serve as the official State level point of contact for emergency notifications. From this center, Warning Center personnel maintain contact with County Warning Points, State agencies, Federal agencies, and the National Warning Center in Berryville, Virginia. The CSWC reports any alerts or warning to the Operational Area via e-mail.
- **Earthquake Notifications:** The CSWC receives notification of earthquakes from the California Integrated Seismic Network (CISN), National Earthquake Information Center (NEIC), and the United States Geological Survey (USGS). CISN is a statewide network that provides the basic information for California earthquakes shown on the CISN Display. The CISN Display is an Internet-based rapid earthquake notification system that receives earthquake information from networks world-wide. The CSWC reports any alerts or warning to Operational Area via e-mail.
- **Weather Notifications:** The City of Gilroy receives notification of severe weather from the NWS.

- **Energy Notifications:** California Independent System Operator (ISO) monitors the California power grid, which consists of a network of long-distance high voltage transmission lines and substations that carries bulk electricity to local utilities for distribution to their customers. When the grid is unable to meet electrical demands, the California ISO will direct utilities to reduce their load and issue emergency notices of energy interruptions. The CSWC will be contacted by the California ISO when the operating reserves reach these critical levels.
- **Hazardous Materials/Oil Spill Release Notifications:** In accordance with State law, handlers, any employees, authorized representatives, agents, or designees of handlers shall, upon discovery, immediately report any release or threatened release of hazardous materials to the CSWC. The CSWC reports any alerts or warning to the Operational Area.
- **California Law Enforcement Telecommunications System (CLETS) and California Law Enforcement Radio System (CLERS):** The City of Gilroy Police Department receives direct notifications from these systems.

CRISIS COMMUNICATIONS AND PUBLIC INFORMATION

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

Emergency Public Information

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

Joint Information System

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

Joint Information Center

The JIC is a central location that facilitates the operation of the JIS. It is a location where personnel with public information responsibilities from multiple agencies, departments, and other local governments

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

Message Development and Approval

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

Methods of Dissemination

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

Communication Systems

The City EOC is equipped with multipurpose and redundant communication technologies allowing the sharing of information across multiple platforms through different modalities. The communication capabilities are routinely exercised and updated as technology advances. Current communication resources in the City EOC include:

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

Web EOC

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

Veoci

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

LOGISTICS

Resource Management

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

Identifying and Typing Resources

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

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

Requesting Resources

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

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

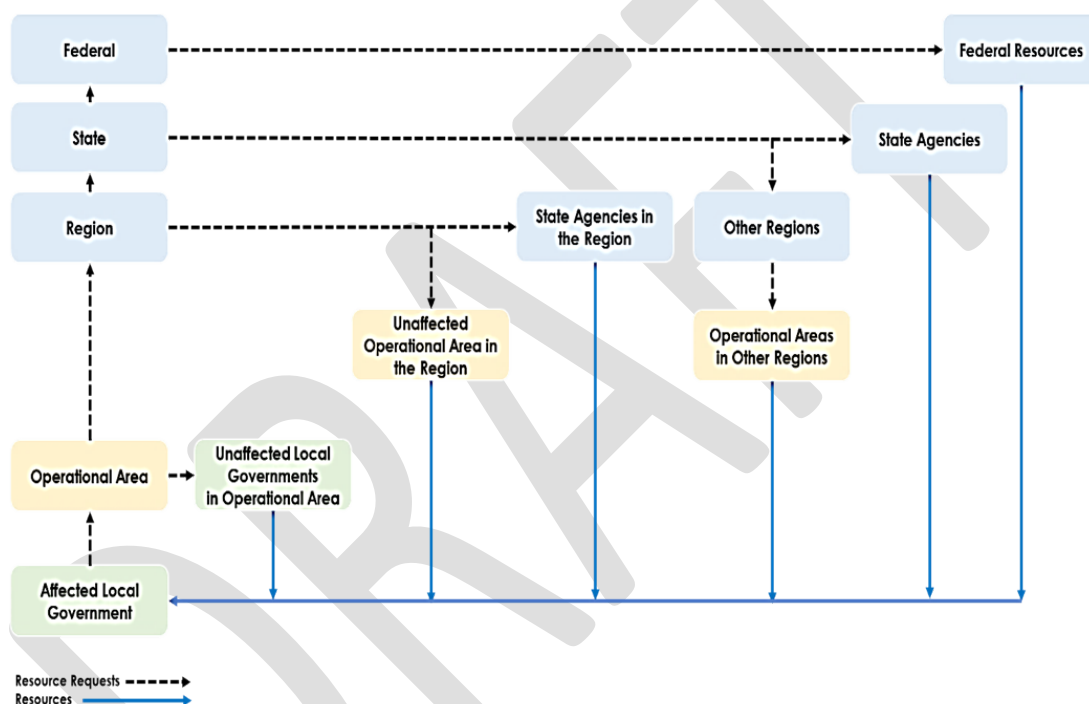
General Resource Request Flow

During the response phase, the real-time tracking of incident response needs and resources available is critical. Resources may be in short supply, and multiple requests for services can occur. Resource requirements for supplies, equipment, vehicles, facilities, or personnel are initially filled from within City departments. Once internal resources have been exhausted (including inventories on hand and

procurement from vendors) or when a shortfall is projected, a resource request based on a needed outcome is submitted to the Operations Section Branch at the EOC.

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

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



Discipline-Specific Mutual Aid Resource Request Flow

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

Resource Management Process

The resource management process during an incident includes standard methods to identify, order, mobilize, and track resources. In some cases, the identification and ordering process is compressed, such as when an Incident Commander identifies the specific resources necessary for a given task and orders

those resources directly. However, in larger, more complex incidents, the Incident Commander relies on the resource management process and personnel in the ICP and EOC to coordinate to identify and meet resource needs. The six primary tasks of resource management during an incident are:

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

Resource Tracking

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

Mutual Aid

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

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

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

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

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

Use of Disaster Service Workers

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

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

- City employees may be required to work during a declared emergency and may be assigned to disaster service work.
- Assignments may require service at locations (e.g., EOC, field, shelter), times (e.g., day, night), and in austere environments.

Under no circumstances will City employees, including those without specialized training or those who do not typically have a response role in their daily duties, be asked to perform functions that are potentially unsafe, hazardous, or beyond their recognized capabilities.

Use of Affiliated DSW Volunteers

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

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

Use of Spontaneous Unaffiliated Volunteers

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

ADMINISTRATION AND FINANCE

City Emergency Operations Policy Statement

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

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

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

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

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

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

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

Documentation

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

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

Cost Tracking

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

- The Finance and Administration Departments are jointly responsible for coordinating the City's efforts to properly apply for State and Federal reimbursement for disaster-related costs and obligations.
- For disasters involving significant damage to infrastructure, it can take years to complete the eligible work and to compile supporting documentation necessary for State and Federal reimbursement.

- FEMA’s Office of the Inspector General routinely audits State and local governments and nonprofit organizations that receive FEMA disaster assistance funds. If the Inspector General determines that a grant applicant did not spend disaster assistance funds according to Federal regulations and FEMA guidelines, FEMA can rescind the original award. Providing documentation in the format FEMA expects can provide a measure of protection for the City. In addition to inadequate documentation, common disallowances include expenditures for ineligible items, improper procurement, and duplicate payments from insurance companies. It is important to maintain records and documentation in auditable form for at least three years after the receipt of a closeout letter from Cal OES.

Eligible Costs

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and for which the service is the responsibility of the applicant jurisdiction. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Eligible costs are costs that:

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

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

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

Recordkeeping Requirements

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

- Appropriate extracts from payrolls, with any cross-references needed to locate original documents. Labor costs should be compiled separately from vehicle and equipment expenses.
- A schedule of vehicles and heavy equipment used for emergency operations. This documentation should include vehicle identification, miles or engine hours, where and how it was used and the operator. Vehicle operating expenses should include fuel, tires, and maintenance.
- Invoices, warrants, and checks issued and paid for materials, supplies, and equipment expenses used for emergency operations. Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.

- Copies of requests for proposals issued for work that is contracted out to support eligible disaster-related response or recovery work.
- Justification for all non-competitive procurements.
- Final contracts.
- Invoices submitted by the contractor.
- Warrants authorizing check issuance.
- Work done under inter-community agreements and mutual aid.

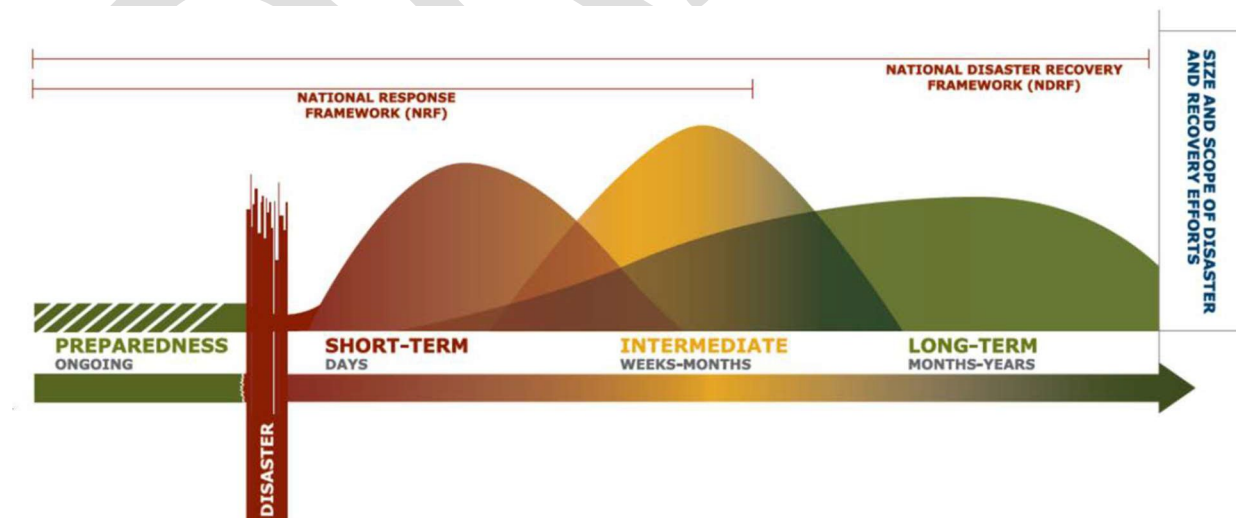
Revenues and subsidies for emergency operations must be subtracted from any costs claimed. Expenditure tracking should commence upon notice or obvious occurrence of disasters requiring labor, equipment use, materials, and other expenses.

The City will activate a project string for emergency expenditure tracking. The Finance Section will compile reports, including total expenditures by category. The Finance Section Coordinator/Chief will submit a summary report on total costs to the EOC Director as requested. This information will be used for State and Federal disaster assistance applications. Additional details regarding record-keeping requirements can be found in the guidance provided by each grant program. The FEMA Public Assistance Program and Policy Guide provides record-keeping requirement guidance that is generally applicable to most programs.

RECOVERY

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

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



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

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

Recovery will be governed by the following principles:

- Recovery will be community-led with the City as a catalyst for residents, businesses, and community groups to advocate for their needs and take responsibility.
- Cooperation and strong relationships within the City’s government will ensure smooth continuity of governance as the city progresses in response, short term recovery, intermediate recovery, and long-term recovery.
- A cohesive recovery results from the integrated and collaborative recovery planning and implementation that the city promotes within its impacted communities and across the region.
- City community services will strive to keep impacted residents and businesses in the community by providing services that allow them to rebuild their lives and livelihoods in place.
- The City will strive to maintain and expand housing affordability in disaster recovery.
- The City will work with impacted communities to ensure that disaster rebuilding helps to strengthen and revitalize today’s struggling neighborhoods.
- The City will work to integrate environmental sustainability (including for buildings, infrastructure, and natural systems) into recovery and rebuilding activities.
- The City will commit to an open and transparent recovery process that actively engages the “Whole Community” in post-disaster recovery planning.

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

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

Short-Term Recovery Considerations

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

- Stabilize the situation
- Restore essential services
- Begin the process of restoring community and economic functions

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

Intermediate Term Recovery Considerations

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

Long-Term Recovery Considerations

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

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

Damage Assessment

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

- Rapid damage assessment: A general situational awareness of damage, which may come from media reports, the public, and other sources, and be of varying detail and quality.
- Estimated monetary damages: Estimates of financial losses are needed to complete State and Federal forms (Initial Damage Assessment Summary Reports) to support the proclamation and major disaster declaration processes.

- **Safety inspections:** Formal assessments of a facility's safety for use and occupancy, which must be completed by qualified inspectors using standard Applied Technology Council (ATC) guidance.

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

DISASTER ASSISTANCE

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

Public Assistance

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

California Disaster Assistance Act (CDAA)

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

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

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

FEMA Public Assistance (PA) Program

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

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

FEMA Hazard Mitigation

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

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

PLAN DEVELOPMENT AND MAINTENANCE

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

Development and Maintenance Responsibilities

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

Development Process

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

Revision and Maintenance Process

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

Triggers for Plan Updates

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

- A major incident
- A change in operational resources (e.g., policy, personnel, organizational structures, management processes, facilities, equipment)

- A formal update of planning guidance or standards
- Each EOC activation
- Major exercises
- A change in the jurisdiction's demographics or hazard or threat profile
- A change in the acceptability of various risks
- The enactment of new or amended laws or ordinances

Plan Evaluation

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

After Action Reports

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

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

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

Use of After-Action Reports

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

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

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

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

Training

All City personnel assigned to the EOC must complete initial and regular training related to emergency management operations. The City maintains an Integrated Preparedness Plan (IPP) that identifies and prioritizes the levels of training and exercises the City will follow. This IPP aligns with other trainings and

exercises within the operational area to ensure practice and integration with OA partners whenever possible. City Departments and partner organizations having assigned responsibilities under this plan must ensure their assigned personnel are adequately trained to carry out identified roles and responsibilities and should maintain their own SOPs, plans, training, and program maintenance.

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

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

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

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

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

AUTHORITIES AND REFERENCES

FEDERAL

Authorities

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

References

- National Response Framework (as revised)
- National Incident Management System

- Federal Emergency Management Agency’s (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5)

STATE

Authorities

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

References

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

COUNTY

Authorities

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

References

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

CITY

Authorities

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

ACRYNYMS

AAR	After-Action Report
ADA ACT	Americans with Disabilities Act
ARES	Amateur Radio and Emergency Services
AFN	Access and Functional Needs
CA	California
CADRE	Collaborating Agencies Disaster Relief Effort
Cal OES	California Governor's Office of Emergency Services
CDAAC	California Disaster Assistance Act
CERT	Community Emergency Response Team
DOC	Department Operations Center
DSW	Disaster Service Worker
DSWV	Disaster Service Worker Volunteer
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IPP	Integrated Preparedness Plan
HMGP	Hazard Mitigation Grant Program
JEDI	Justice, Equity, Diversity, and Inclusion

JIC	Joint Information Center
JIS	Joint Information System
JFO	Joint Field Office
MAC	Multi-Agency Coordination
MMAA	California Master Mutual Aid Agreement
NRF	National Response Framework
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NWS	National Weather Service
OA	Operational Area
OEM	Office of Emergency Management
OES	Office of Emergency Services
PA	Public Assistance
PETS ACT	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PNP	Private Nonprofit
SEMS	Standardized Emergency Management System
VOAD	Voluntary Organization Active in Disasters

GLOSSARY

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

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

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

Annex – An annex is an addition to a document.

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

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

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

Disaster Service Worker (DSW) – Disaster Service Workers are government employees and affiliated volunteers aid in disaster response and recovery and provide services to protect health and safety, and preserve the lives and property.

Emergency – Incidents or crises, such as air pollution, fire, flood, storm, epidemic, riot, drought, sudden or severe energy shortages, plant or animal infestations or diseases, earthquake or volcanic predictions issued by the Governor, and earthquakes, that pose a threat to the safety of people, property, or the environment and exceed an organization's resources or capabilities. **Emergency Operations** – Actions taken during an emergency to protect life and property, care for the people affected, and restore essential community services.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



City of Gilroy

STAFF REPORT

Agenda Item Title: Adoption of a Joint Resolution Detailing the Representative Governance for South Santa Clara County Cities on Santa Clara Valley Transportation Authority's Board of Directors

Meeting Date: October 21, 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

Adopt the resolution.

BACKGROUND

The City of Gilroy participates with the City of Morgan Hill with respect to representation of the two cities in South Santa Clara County on the Santa Clara Valley Transportation Authority (VTA) Board of Directors. VTA is a regional transportation authority addressing regional transportation and congestion management throughout Santa Clara County.

The VTA is governed by its Board of Directors, a board comprised of twelve voting members, in addition to six non-voting members. Five of the voting members are allocated to the City of San Jose, two to the County of Santa Clara, and the remaining five seats are divided amongst the small city groupings. The Cities of Gilroy and Morgan Hill (Cities) share one voting member, and one alternate for the South County City Group, Group Four.

VTA delegated the determination of how each small city group would share representation and select their appointment to the cities within each group. Effective

January of 2012, the cities began self-determining the rotation of representation between the cities. For Group Four, one city began providing the appointee, the other providing the alternate. Every two years the appointee and alternate would switch to the other city.

In a recent State audit of VTA, the need to formally memorialize the shared representation structure was identified by the auditors.

ANALYSIS

Based on the identified need, staff has prepared a joint resolution between the Cities of Gilroy and Morgan Hill to memorialize the structure, and the rotation of representation. It is anticipated that the two cities will adopt this resolution, and provide a signed version to VTA. Should changes be required in the future, an amendment or rescission of the resolution by both cities would be required in adopting any changes.

Due to the timing, the City of Gilroy will be adopting first, with Morgan Hill's Council consideration of the joint resolution potentially taking place at its October 23, 2024 meeting, as of the writing of this agenda report.

ALTERNATIVES

Council may amend or reject the joint resolution. This is not recommended as the structure outlined in the resolution has been the practice of both cities in cooperation since the shared representation began in 2012. Any amendment would require the process of memorializing the structure to be postponed until the changes can be evaluated with the City of Morgan Hill as a partner in the representative structure.

FISCAL IMPACT/FUNDING SOURCE

No new fiscal impact is expected as a result of the adoption of this resolution.

PUBLIC OUTREACH

This item was included on the publicly posted agenda for this meeting.

NEXT STEPS

If approved by both cities, the signed resolution will be sent to the VTA.

Attachments:

1. Proposed Joint Resolution.

GILROY RESOLUTION NO. 2024-XX
MORGAN HILL RESOLUTION NO. XXXX

**A JOINT RESOLUTION OF THE CITY COUNCILS OF THE
CITIES OF GILROY AND MORGAN HILL TO
MEMORIALIZE THE ESTABLISHED SCHEDULE OF
SHARED REPRESENTATION ON THE SANTA CLARA
VALLEY TRANSPORTATION AUTHORITY'S BOARD OF
DIRECTORS FOR THE SOUTH COUNTY CITIES GROUP**

WHEREAS, the Santa Clara Valley Transportation Authority (VTA) is a regional transportation authority addressing regional transportation and congestion management throughout Santa Clara County; and

WHEREAS, the VTA is governed by its Board of Directors, a board comprised of twelve voting members, in addition to six non-voting members. Five of the voting members are allocated to the City of San Jose, two to the County of Santa Clara, and the remaining five seats are divided amongst the small city groupings; and

WHEREAS, the Cities of Gilroy and Morgan Hill (Cities) share one voting member, and one alternate for the South County City Group, Group Four; and

WHEREAS, the VTA delegated the determination of how each small city group would share representation and select their appointment to the cities within each group; and

WHEREAS, effective January of 2012, the Cities began self-determining the rotation of representation between the Cities, one city providing the appointee, the other providing the alternate. Every two years the appointee and alternate would switch to the other city; and

WHEREAS, the Cities would provide the name of the appointee and alternate to VTA on their appointment form; and

WHEREAS, in a recent State audit of VTA the need to formally memorialize the shared representation structure was identified by the auditors; and

WHEREAS, the Cities desire to adopt this joint resolution to accomplish the purpose as stated above.

NOW, THEREFORE, BE IT RESOLVED by the City Councils of the Cities of Gilroy and Morgan Hill that:

1. The Cities shall share representation through rotation of appointments to the Board of Director Seat for the South County Small Cities Group, Group Four.
2. Representation shall rotate on two-year terms, commencing January 1st of each odd year.
3. One city shall provide the appointee to the VTA Board of Directors, and the alternate shall come from the other city of the South County Small City Group.
4. Based on the current schedule, the City of Morgan Hill will provide the Appointee, and the City of Gilroy will provide the Alternate, for the period of January 1, 2025 through December 31, 2026. Every January 1st of each odd

- year thereafter, the cities providing the Appointee and the Alternate shall each switch.
5. Each city will have their representative to the VTA Board selected by their Mayor in accordance with their existing Council policy.

PASSED AND ADOPTED by the City Council of the City of Gilroy at a regular meeting duly held on the 21st day of October, 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

PASSED AND ADOPTED by the City Council of the City of Morgan Hill at a regular meeting duly held on the XX day of MONTH, 2024 by the following roll call vote:

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

APPROVED:

Mark Turner, Mayor

ATTEST:

Michelle Bigelow, City Clerk

Gilroy Resolution No. 2024-XX

Morgan Hill Resolution No. XXXX

VTB Board of Directors South County Small Cities Group Shared Representation

Gilroy City Council Regular Meeting | October 21, 2024

Morgan Hill City Council Regular Meeting | DATE

Page 3 of 3



City of Gilroy

STAFF REPORT

Agenda Item Title: **Adopt a Resolution Authorizing a Grant Application to Santa Clara County Parks for the Miller Red Barn Fire Suppression Sprinklers Project**

Meeting Date: October 21, 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

Develop a Financially Resilient Organization
Maintain and Improve City Infrastructure

RECOMMENDATION

Council adopt the resolution.

BACKGROUND

The Miller Red Barn is a historic building located at the City's Christmas Hill Park – Ranch Site. The Miller Red Barn Committee, now Miller Red Barn Association, secured grant funding to restore the building into a historic museum with informational panels about the Miller Red Barn and associated historic information. As the initial restoration project nears completion, the occupancy rating has been set at no more than 49 persons, due to the lack of fire suppression sprinklers.

ANALYSIS

To increase the occupancy per the California Building Codes, and as a means to better protect Miller Red Barn from severe fire damage, a fire suppression sprinkler system is needed. The project would involve procuring such a system utilizing materials and design elements that meet the historic building conditions for Miller Red Barn. A preliminary, rough cost estimate to do such a project is approximately \$65,000.

To aid in covering that cost, the City is applying for a County of Santa Clara Historical

Heritage Grant from the County's Parks Department and Historical Heritage Commission. The grant application requires a resolution with specific language contained within it and particular formatting demands. Such a resolution has been prepared and is attached to this staff report. Staff is requesting Council approval to allow the City to complete and submit the grant application.

ALTERNATIVES

Council may choose not to approve the resolution or grant application. This is not recommended as the grant, if awarded, would allow for this historic building infrastructure project to be funded by outside funding sources, thereby potentially saving the City from the majority of the cost burden of the project.

FISCAL IMPACT/FUNDING SOURCE

If awarded, the City could receive up to \$65,000 for this project.

PUBLIC OUTREACH

This item was included on the publicly posted agenda for this meeting.

NEXT STEPS

If approved, staff will complete the grant application package and submit it to Santa Clara County Parks staff.

Attachments:

1. Proposed Resolution for the Historic Heritage Grant Program Application

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY APPROVING THE CITY OF GILROY'S APPLICATION FOR A COUNTY OF SANTA CLARA HISTORICAL HERITAGE GRANT FOR THE MILLER RED BARN FIRE SUPPRESSION SPRINKLERS IN THE CHRISTMAS HILL PARK RANCH SITE

WHEREAS, the County of Santa Clara ("County") has established the Historical Heritage Grant program to promote historic preservation and the awareness of significant cultural, historical, and archaeological resources within Santa Clara County ("Grant Program"); and

WHEREAS, the County funds the Grant Program with County Park Charter Development Funds, which must be used for the development of real property for county park purposes; and

WHEREAS, the City of Gilroy ("Applicant") proposes that the County award Grant Program funds for the Miller Red Barn Fire Suppression Sprinkler project ("Project") in the Christmas Hill Park Ranch Site ("Park"), located at 7049 Miller Ave, Gilroy, CA 95020; and

WHEREAS, the County requires that the property on which the grant-funded project is located be continually used for park purposes for a minimum of 20 years and be open to all Santa Clara County residents on a non-discriminatory basis; and

WHEREAS, The City of Gilroy has granted permission (consent) to Applicant to use the property for the Project for the period of twenty years (20 years), and said consent is evidenced by a grant deed, lease, license or other agreement granting such rights to the Applicant; and

WHEREAS, Applicant is required pursuant to the Historical Heritage Grant Program Procedural Guide to designate a legally authorized representative to administer the Project and to execute the Grant Funding Agreement ("Grant Agreement"), along with any amendments thereto, on behalf of the Applicant.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Gilroy hereby makes the following determinations:

1. The Project is located on land that will be continually used for park purposes for a minimum of 20 years and, subject to Constitutional or local Charter limits on appropriations for future years, will be open to all Santa Clara County residents on a non-discriminatory basis; and
2. The City of Gilroy has reviewed the proposed Project and provided all required approvals for the Project in the Park, including, but not limited to, any licenses, permits, environmental review or operational agreements required prior to authorizing construction; and
3. The City of Gilroy hereby delegates authority to the City Administrator of the City of Gilroy, to sign and submit the Grant Application to the County, to negotiate, execute, amend, or terminate the Grant Agreement and any other agreements in

relation to the Historical Heritage Grant Program, and authority to administer and carry out all terms and conditions of the Grant Agreement and related agreements including, but not limited to, taking any all other necessary actions to complete the Project; and

4. By delegating such authority to the City Administrator of the City of Gilroy, the City of Gilroy acknowledges, agrees, represents and warrants that the execution of the Grant Agreement and any and all other agreements or amendments by City Administrator of the City of Gilroy binds and obligates the City of Gilroy to comply with all terms and conditions of such agreements, without the necessity of additional approvals or conditions; and
5. The City of Gilroy has had the opportunity to seek the advice of its own legal counsel and other professionals in connection with the Grant Agreement and the Historical Heritage Grant Program Procedural Guide; and
6. The City Council of the City of Gilroy hereby approves the City of Gilroy's application for the County's Historical Heritage Grant Program funds for the Miller Red Barn Fire Suppression Sprinklers Project in Christmas Hill Park – Ranch Site.

PASSED AND ADOPTED this 21st day of October 2024 by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

APPROVED:

Signature on behalf of Property Owner
Marie Blankley, Mayor

ATTEST:

Beth Minor, Interim City Clerk

CERTIFICATE OF THE CLERK

I, **BETH MINOR**, Interim City Clerk of the City of Gilroy, do hereby certify that the attached **Resolution No. 2024-XX** 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, October 21, 2024**, with a quorum present.

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

Beth Minor
Interim City Clerk of the City of Gilroy

(Seal)



City of Gilroy

STAFF REPORT

Agenda Item Title: Report on Awarded Grants and Adoption of a Resolution Amending the Adopted Budget to Reflect the Grant Awards

Meeting Date: October 21, 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

<u>STRATEGIC PLAN GOALS</u>	Develop a Financially Resilient Organization Ensure Neighborhood Equity from City Services Maintain and Improve City Infrastructure
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RECOMMENDATION

Adopt the resolution.

BACKGROUND

The City has become more active in applying for grants to help fund public services and infrastructure improvements to better provide services to the community. Recently, the City has been awarded a string of grants across multiple departments of the City, and for various purposes.

ANALYSIS

This report is to both provide a report on these grant awards, but also to adopt a resolution to amend the adopted budget to recognize the revenue and appropriate these grant funds for use. Below is a table showing the grant source, award amounts, and the department that applied for them. A description of each grant award follows the table.

Funding Source/ Grant Name	Amount	Department
DOJ Office of Justice Programs/ Bullet Proof Vest Grant	\$13,807	Police
California Office of Traffic Safety Grant	\$125,000	Police
County of Santa Clara Health System/ Emergency Medical Services Equipment Grant	\$40,835	Fire
California Office of Emergency Services/ Listos Grant	\$25,000	Administration
Federal Emergency Management Agency/ Emergency Management Performance Grant	\$21,200	Administration
California Department of Transportation / Safe Streets 4 All	\$190,000	Public Works
Total	\$415,842	

Police Department

- **Bulletproof Vest Partnership Grant**
The Police Department is receiving a grant of \$13,807 for the purchase of replacement bullet proof vests for officers. The average life expectancy for bullet proof vests can range between five and ten years, depending upon materials and manufacturer, as the materials degrade with time and require replacement, even if it was never damaged in use.
- **California Office of Traffic Safety**
The Police Department has received an award for \$125,000 for use between October 2024 and September 2025. The California Highway Safety Program is a partnership effort between the National Highway Traffic Safety Administration and California. The Office of Traffic Safety is designated by the Governor to receive federal traffic safety funds for coordinating California's highway safety programs. Police Officers will conduct 3 DUI checkpoints and 12 DUI saturation patrols provided by overtime funded by the grant. Police Officers will also attempt to reduce injury and fatal collisions by conducting 13 special traffic enforcement operations and 1 distracted driver operation. Acceptance of the grant requires the Police Department to provide training in DUI enforcement to Police Officers and traffic safety training to members of the community without reimbursement. The Police Department hosts a DUI training class taught by CHP so Gilroy Police Officers can attend without additional costs and the Traffic Unit provides bicycle and pedestrian classes for school children during their normal workdays..

Fire Department

- **Emergency Medical Services Grant**
The City of Gilroy was awarded a grant from the County of Santa Clara Health System to purchase Emergency Medical Services (EMS) equipment and to fund

advanced EMS training. The County of Santa Clara Health System awards grants annually to Fire Departments and EMS providers within Santa Clara County to provide funding for EMS equipment and training. The Gilroy Fire Department was awarded \$40,835.39 to purchase EMS equipment and to fund an advanced EMS training course. This year's EMS funding supports purchasing a powered gurney for the Department's ambulance and funding for Pre-Hospital Trauma Life Support (PHTLS) response training.

This grant will allow the Fire Department to replace its manually operated gurney with an innovative battery-powered hydraulic system that raises and lowers the patient with the touch of a button. Powered gurneys dramatically reduce strenuous lifting and the associated risk of back injury. Paramedics experience frequent back injuries due to repetitive motions such as lifting, lowering, and carrying patients—the effects of powered gurneys reduce injuries and potential workers' compensation claims.

This grant is also funding a PHTLS response training for the department's first responders. This training aims to improve the quality of trauma care and decrease mortality in the patients to whom the department responds. PHTLS training stresses the importance of treating the multi-system trauma patient as a unique entity with specific needs.

The Fire Department has benefitted from the grants awarded by the County of Santa Clara Health System over the years. In prior years, grant funds were used to purchase Automated External Defibrillators (AEDs), Automated Chest Compression (ACC) devices, EMS training, and medication tracking devices.

Administration Department

- Listos Grant
The California Office of Emergency Services (Cal OES) offers the LISTOS California Community Emergency Response Team (CERT) Support Grant, aimed at enhancing the preparedness and response capabilities of CERT across the state. The initiative is part of the broader LISTOS California campaign which focuses on ensuring vulnerable and diverse communities are well-prepared for disasters through accessible and culturally competent disaster preparedness education.

The LISTOS California CERT Support Grant provides financial assistance to local CERT programs to support training, equipment, community outreach, and operational needs. This grant aims to foster resilient communities by empowering residents with the knowledge and tools necessary to respond effectively in emergencies. The City of Gilroy will be using these funds to procure services, equipment, and supplies to help support the training and preparedness of CERT volunteers to respond to emergencies within and for the City. Additionally, this program will help support community preparedness training and emergency

volunteer management. The City will be receiving \$25,000 in funding under this grant. This grant is included in the attached budget amendment resolution.

- **Emergency Management Performance Grant**
The Emergency Management Performance Grant (EMPG) is a federal grant program administered by the Federal Emergency Management Agency (FEMA) in cooperation with state emergency management agencies. The EMPG program provides funding to assist local governments in enhancing and sustaining their emergency management capabilities. The grant aims to support comprehensive emergency preparedness activities, including planning, organization, equipment purchases, training, and exercises.

The EMPG, a pass-through grant, began with FEMA and transitioned to California Office of Emergency Services and finally the Santa Clara County Office of Emergency Management before \$21,200 was awarded to Gilroy. EMPG funding will significantly enhance our City's emergency management capabilities, particularly in employee education and training and EOC technology enhancement. By investing in these areas, we will ensure our emergency management staff is well prepared and our EOC is equipped with the latest technology to effectively respond to emergencies.

Public Works Department

- **Safe Streets 4 All Grant**
The Public Works Department applied for and received \$190,000 for the development of a Gilroy Comprehensive Roadway Safety Action Plan. This action plan will analyze the City's roadways for safety considerations and is a requirement to apply for and receive several types of grants from the Federal Highway Administration and the California Department of Transportation for enhancing roadway safety.

Because of the rollout for the awards and agreement documents, a separate item for the agreement approvals will be brought to a future Council meeting on the Consent Calendar.

Budget Amendment

For these grants, a resolution is needed to amend the Fiscal Year 2024-25 Adopted Budget to recognize the revenue and appropriate the grant funds, including any matching funds. By appropriating them, Council is allowing these funds to be expended in providing the associated service or procuring the related equipment as identified in each grant.

ALTERNATIVES

Council may amend or reject the budget amendment resolution. This is not recommended as these funds will be placed into use for the public's benefit and are

offset by the grant revenue being received that would otherwise not be available to the City.

FISCAL IMPACT/FUNDING SOURCE

\$415,842 in expenditures are proposed with offsetting grant revenue. The expenditures and grant revenue will be appropriated in several different funds. Below are the amounts per fund:

\$277,035 – General Fund (Fund 100)

\$125,000 – OTS Grant Fund (Fund 223)

\$13,807 – Police Department Grants Fund (Fund 225)

Attached to this staff report is a resolution amending the FY 2025 operating budget by these amounts for Council consideration.

PUBLIC OUTREACH

This item was included on the publicly posted agenda for this meeting.

Attachments:

1. Grant budget amendment resolution.

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY AMENDING THE BUDGET FOR THE CITY OF GILROY FOR FISCAL YEAR 2024-25 APPROPRIATING VARIOUS GRANT AWARDS

WHEREAS, the City Administrator prepared and submitted to the City Council a budget for the City of Gilroy for Fiscal Years 2023-24 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 said budget for Fiscal Year 2024-25 for the City of Gilroy in the staff report dated October 21, 2024 for appropriating various grant awards; and

WHEREAS, the City Council has carefully examined and considered the same and is satisfied with said budget amendment.

NOW, THEREFORE, BE IT RESOLVED THAT appropriations and revenues for Fiscal Year 2024-25 are hereby increased in the following funds, in the associated amounts:

- General Fund, Fund 100, by \$277,035
- Office of Transportation Safety Grant Fund, Fund 223, by \$125,000
- Police Department Grant Fund, Fund 225, by \$13,807.

PASSED AND ADOPTED this 21st day of October 2024 by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

APPROVED:

Marie Blankley, Mayor

ATTEST:

Beth Minor, Interim City Clerk

CERTIFICATE OF THE CLERK

I, **BETH MINOR**, Interim City Clerk of the City of Gilroy, do hereby certify that the attached **Resolution No. 2024-XX** 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, October 21, 2024**, with a quorum present.

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

Beth Minor
Interim City Clerk of the City of Gilroy

(Seal)