



**CITY OF GILROY
OPEN GOVERNMENT COMMISSION
REGULAR MEETING | 6:00 PM
THURSDAY, FEBRUARY 9, 2023**

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



Chair: Vacant

Vice Chair: Vacant

Commissioners: Diana Bentz, Karen Enzensperger, Terence Fugazzi,
Jessica Irwin, Shayne Somavia

Staff Liaison: Jimmy Forbis, City Administrator

All Open Government Commission meeting materials are available online at <http://gilroy.city/meetings>

COMMENTS BY THE PUBLIC WILL BE TAKEN ON AGENDA ITEMS BEFORE ACTION IS TAKEN BY THE OPEN GOVERNMENT COMMISSION. Public testimony is subject to reasonable regulations, including but not limited to time restrictions for each individual speaker.

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 72 hours prior to the meeting at (408) 846-0204. A sound enhancement system is also available for check out in the City Council Chambers.

Materials related to an item on this agenda submitted to the Open Government Commission after distribution of the agenda packet are available for public inspection with the agenda packet in the lobby of Administration at City Hall, 7351 Rosanna Street during normal business hours. These materials are also available with the agenda packet on the City website at www.cityofgilroy.org subject to Staff's ability to publish the documents before the meeting.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

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

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

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

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

The AGENDA for this regular meeting is as follows:

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **WELCOMING OF THE NEWLY APPOINTED AND REAPPOINTED COMMISSIONERS**
4. **SELECTION OF THE 2023 CHAIRPERSON AND VICE-CHAIR**
5. **PRESENTATIONS TO THE OPEN GOVERNMENT COMMISSION**
 - 5.1. **Mayor's Presentation to the Open Government Commission**
 - 5.2. **Presentation of Plaque to Outgoing Commissioner Rebecca Scheel**
 - 5.3. **Public Comments by Members of the Public on Items not on the Agenda but within the Commission's Subject Matter Jurisdiction**
6. **CONSENT CALENDAR**
 - 6.1. **Approval of the November 10, 2022 Regular Meeting Minutes**
7. **UNFINISHED BUSINESS**
 - 7.1. **Amendment to Section 6 of the Open Government Commission Bylaws As Required by City Council Resolution No. 2022-58**
8. **NEW BUSINESS**
 - 8.1. **Quarterly Review of Public Records Requests Per Gilroy Code Section 17A.35 (c) (Fourth Quarter, 2022)**
 - 8.2. **Initiated Agenda Item – Knowing Your Right When Requesting a Public Record**
 - 8.3. **Initiated Agenda Item – Hybrid Meetings**
 - 8.4. **Initiated Agenda Item – Promoting OGC on the City Website**
 - 8.5. **City Council Correspondence Usage**
 - 8.6. **FY 24 and FY 25 Open Government Commission Workplan**
 - 8.7. **Open Government Commission Training Plan**
9. **ADJOURNMENT**

FUTURE MEETING DATES

May 11, 2023 – 6:00 p.m.

August 10, 2023 – 6:00 p.m.

November 9, 2023 – 6:00 p.m.



GILROY OPEN GOVERNMENT COMMISSION REGULAR MEETING MINUTES

Thursday, November 10, 2022 | 6:00 PM

1. CALL TO ORDER

The meeting was called to order at 6:00 PM by Chair Bentz.

2. ROLL CALL

Attendee Name	Title	Status
Rebecca Scheel	Commissioner	Absent
Diana Bentz	Chair	Present
Karen Enzensperger	Vice Chair	Present
Matthew Carvalho	Commissioner	Absent
Jessica Irwin	Commissioner	Present

3. REPORTS OF COMMISSION MEMBERS

Commissioner Enzensperger reported the Santa Clara County Superior Court has published an article regarding the measures that were on the November 8, 2022 General Election Ballot could be misleading and confusing to voters if only the ballots were read. The article "If you only read the ballot, you're being duped" can be found on the Santa Clara County Superior Court - Civil Grand Jury website.

Commissioner Irwin had nothing to report.

Char Bentz had nothing to report.

4. PRESENTATIONS TO THE OPEN GOVERNMENT COMMISSION

1. Public Comments by Members of the Public on Items not on the Agenda but within the Commission's Subject Matter Jurisdiction

There were two (2) public comments by Sally Armendariz and Xavier Garcia.

5. CONSENT CALENDAR

Public Comment: There were none.

RESULT:	APPROVE [UNANIMOUS]
MOVER:	Karen Enzensperger, Vice Chair
SECONDER:	Jessica Irwin, Commissioner
AYES:	Bentz, Enzensperger, Irwin
ABSENT:	Scheel, Carvalho

5.1. Action Minutes of the August 11, 2022 Open Government Commission Regular Meeting

A motion was made to approve the minutes.

6. UNFINISHED BUSINESS

There were none.

7. NEW BUSINESS

7.1. Quarterly Review of Public Records Requests Per Gilroy Code Section 17A.35 (c) (Third Quarter, 2022)

City Clerk Pham presented the report.

Chair Bentz asked a follow-up question to staff if the individual on the last quarter's report had been contacted. City Clerk Pham made multiple attempts to reach the individual being there was no response it was advised by Assistant City Attorney Houston to close the public record request.

Public Comment: There were none.

7.2. Approval of 2023 Annual Calendar of Open Government Commission Meetings

City Clerk Pham presented the report.

Public comment: There were none.

A motion was made by Chair Bentz, seconded by Vice Chair Enzensperger to approve the Open Government Calendar of 2023 Regular Meetings. The motion was carried by the following vote:

Ayes: 3 - Chair Diana Bentz
Vice Chair Karen Enzensperger
Commissioner Jessica Irwin

Absent: 2 - Commissioner Matthew Carvalho
Commissioner Rebecca Scheel

7.3. Open Government Ordinance and Ralph M. Brown Act Training

Assistant City Attorney and City Attorney Faber presented the report.

Public Comment:

Sally Armendariz shared her concerns that the City Council may be in violation of the Brown Act.

Maria Aguilar asked why there are no options to allow remote public comment and shared her concerns on decorum of the City Council.

8. CITY CLERK'S REPORT

City Clerk Pham briefly reported on the following:

Advisory Body Appreciation Dinner scheduled for Thursday, November 17th at 6:30 PM.

Annual Presentation to Council was given by Chair Bentz on Monday, November 7, 2022.

Boards, Commissions, Committees Applications can be submitted on the City Website's Application Portal.

New Agenda Management System is set to launch in 2023.

Wordly, an AI translation service, will be proceeding for implementation.

9. CITY ATTORNEY'S REPORT

Assistant City Attorney Houston had nothing to report.

10. FUTURE COMMISSION INITIATED AGENDA ITEMS

Chair Bentz initiated a future meeting item to add an automated response to all public records requests on "Knowing Your Right" when requesting a public record. The item received unanimous support.

Commissioner Irwin initiated a future meeting item to discuss on how advisory bodies can conduct hybrid meetings. The item received unanimous support.

Commissioner Enzensperger initiated a future meeting item to discuss ways to promote Open Government Commission on the City website. The item received unanimous support.

11. ADJOURNMENT

The meeting was adjourned at 7:31 PM by Chair Bentz.

I HEREBY CERTIFY that the foregoing minutes were duly and regular adopted at a regular meeting of the Gilroy Open Government Commission.

/s/Christina Ruiz
Christina Ruiz, Deputy City Clerk



City of Gilroy

Open Government Commission

STAFF REPORT

Agenda Item Title:	Amendment to Section 6 of the Open Government Commission Bylaws as Required by City Council Resolution No. 2022-58
Meeting Date:	February 9, 2023
From:	Jimmy Forbis, City Administrator
Department:	City Clerk
Submitted By:	Thai Nam Pham, City Clerk

RECOMMENDATION

Staff recommends that the Commission amend Section 6 of the Open Government Commission Bylaws regarding attendance as required by City Council Resolution No. 2022-58.

BACKGROUND

At the September 17, 2018 City Council Regular Meeting, the City Council adopted Resolution No. 2018-41, which created an attendance policy to institute standards for all Boards, Commissions and Committees, stemming from concerns about excessive absences and meeting cancellations of several of these groups.

At the August 1, 2022 City Council Regular Meeting, the City Council adopted Resolution No. 2022-58, which rescinded Resolution 2018-41 and revised the attendance policy.

Section 6 of the Open Government Bylaws addresses the attendance policy as follows:

SECTION 6. Attendance.

1. Commission members are expected to attend all meetings of the Commission. Pre-planned absences shall be reported to the City Clerk at least forty-eight (48) hours prior to the meeting date.

2. Absences will be deemed as excused and recorded in the Commission meeting minutes if the Commission is notified of the absence in advance of the meeting.
3. Whenever a member of the Commission has had three unexcused absences from three consecutive regular meetings as reflected in the official minutes, his or her office shall become vacant.

At the August 11, 2022 Open Government Commission Regular Meeting, staff notified the commission about the change, accepted the report, and directed staff to bring the language change of the bylaws to be in compliance with the new policy at a future regular meeting.

PROPOSED LANGUAGE

Staff recommends the following revision to Section 6 of the Open Government Bylaws to read as follows:

SECTION 6. Attendance.

1. Commission members are expected to attend all meetings of the Commission ***and abide by the City of Gilroy Policy Governing Board, Commission and Committee Attendance.*** ~~Pre-planned absences shall be reported to the City Clerk at least forty eight (48) hours prior to the meeting date.~~
2. ~~Absences will be deemed as excused and recorded in the Commission meeting minutes if the Commission is notified of the absence in advance of the meeting.~~
3. ~~Whenever a member of the Commission has had three unexcused absences from three consecutive regular meetings as reflected in the official minutes, his or her office shall become vacant.~~

NEXT STEPS

Staff will update the Open Government Commission Bylaws to reflect the change within Section 6.

Attachments:

1. City Council Resolution No. 2018-41
2. City Council Resolution No. 2022-58
3. Open Government Commission Bylaws

RESOLUTION 2018-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY ADOPTING A POLICY GOVERNING BOARD, COMMISSION AND COMMITTEE ATTENDANCE

WHEREAS, the City's Boards, Commissions and Committees are established in order to provide advice and recommendations to the City Council and City Administrator and play an important role of providing broad representation of ideas into the processes of the City; and

WHEREAS, the City Council of the City of Gilroy wishes to establish attendance standards for these Boards, Commissions and Committees and to create a systematic procedure for reporting absences which applies to all members who are appointed by the City Council or City Administrator.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Gilroy does hereby approve the attached policy governing Board, Commission and Committee attendance.

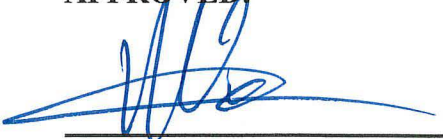
PASSED AND ADOPTED by the City Council of the City of Gilroy at a regular meeting duly held on the 17th day of September, 2018 by the following roll call vote:

AYES: **COUNCILMEMBERS:** **BLANKLEY, BRACCO, HARNEY, LEROE-MUÑOZ, TOVAR, TUCKER and VELASCO**

NOES: **COUNCILMEMBERS:** **NONE**

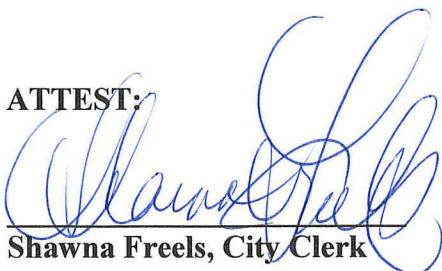
ABSENT: **COUNCILMEMBERS:** **NONE**

APPROVED:



Roland Velasco, Mayor

ATTEST:



Shawna Freels, City Clerk

City of Gilroy
Policy Governing Board, Commission and Committee Attendance

BACKGROUND

The City of Gilroy's Boards, Commissions and Committees are established in order to provide advice and recommendations to the City Council and City Administrator, or in the context of quasi-judicial Boards and Commissions such as the Planning Commission and Building Board of Appeals, to make independent decisions and take administrative actions. The Boards, Commissions and Committees of the City play an important role of providing broad representation of ideas into the processes of the City.

The City Charter provides that, in addition to those Boards and Commissions established by the City Charter, the Council may create by ordinance such advisory boards or commissions as in its judgment are required, and may grant them such powers and duties as are consistent with the provisions of the City Charter. The City Charter describes that if a member absents themselves from three consecutive regular meetings without permission of such board or commission expressed in its official minutes, their office shall become vacant.

PURPOSE AND APPLICATION

This policy establishes attendance standards for these Boards, Commissions and Committees for regular meetings and creates a systematic procedure for reporting absences which applies to all Boards, Commissions and Committees of the City whose members are appointed by the City Council or City Administrator.

SECTIONS

- I. Definitions**
- II. Absences**
- III. Reporting Absences**
- IV. Removal**

SECTION I. DEFINITIONS

For the purposes of this Policy, the following definitions are in effect throughout:

Body – City Boards, Commissions and Committees and City-created task forces.

Member – An individual who has been appointed by the City Council or City Administrator to a Body.

Excused Absences: An absence that is reported to the staff liaison of the Body no less than 72 hours before the regular meeting. Any other absence shall not be deemed an excused absence.

Emergency Absences: An absence caused by a sudden emergency, including, but not limited to, the illness, hospitalization or accident of the member, the member's parent, spouse or domestic partner, or dependent.

Regular meetings – A routine scheduled meeting of the body.

Staff liaison – The City staff member responsible for the coordination of meetings of the Body and facilitation of communications with the members.

SECTION II. ABSENCES

Allowed Absences

Each member of a Body shall be allowed two excused absences, and one emergency absence from regular meetings per calendar year.

Unexcused Absences

Any absence from a regular meeting in excess of the two excused absences and one emergency absence in a calendar year shall be deemed unexcused. A member with an unexcused absence shall be removed from their seat.

SECTION III. REPORTING ABSENCES

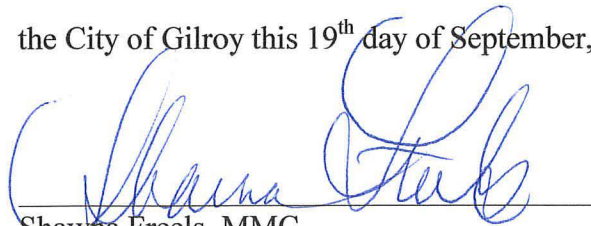
Absences are to be reported through the staff liaison to the body. Such reporting shall be made by email, in person, or by phone, and shall be made no less than 72 hours before a regular meeting for an excused absence. Emergency absences shall be reported to the staff liaison as soon as practicable.

IV. REMOVAL

If a member exceeds the number of allowed absences described in this policy, his or her office shall become vacant and shall be so declared by the Council

I, SHAWNA FREELS, City Clerk of the City of Gilroy, do hereby certify that the attached Resolution No. 2018-41 is an original resolution, or true and correct copy of a city Resolution, duly adopted by the Council of the City of Gilroy at a regular meeting of said Council held on the 17th day of September, 2018, at which meeting a quorum was present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Gilroy this 19th day of September, 2018.



Shawna Freels, MMC
City Clerk of the City of Gilroy

(Seal)

RESOLUTION 2022-58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY AMENDING A POLICY GOVERNING BOARD, COMMISSION AND COMMITTEE ATTENDANCE, AS PREVIOUSLY ADOPTED BY RESOLUTION NO. 2018-41

WHEREAS, the City's Boards, Commissions and Committees are established in order to provide advice and recommendations to the City Council and City Administrator and play an important role of providing broad representation of ideas into the processes of the City; and

WHEREAS, the City Council of the City of Gilroy wishes to establish attendance standards for these Boards, Commissions and Committees and to create a systematic procedure for reporting absences which applies to all members who are appointed by the City Council or City Administrator; and

WHEREAS, the City Council of the City of Gilroy adopted Resolution 2018-41 that approved a policy governing Board, Commission, and Committee attendance; and

WHEREAS, the City Council wish to amend the attendance policy for these Boards, Commissions, and Committees.

NOW, THEREFORE, BE IT RESOLVED THAT

1. Resolution No. 2018-41 be rescinded in its entirety.
2. The City Council of the City of Gilroy adopts the attached policy governing Board, Commission and Committee attendance, which is incorporated by this reference.

PASSED AND ADOPTED by the City Council of the City of Gilroy at a regular meeting duly held on the 1st day of August, 2022 by the following roll call vote:

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

APPROVED:

DocuSigned by:

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Marie Blankley, Mayor

ATTEST:

DocuSigned by:

1E54AA19D46G4BB...
Thai Nam Pham, City Clerk

City of Gilroy

Policy Governing Board, Commission and Committee Attendance

BACKGROUND

The City of Gilroy's Boards, Commissions and Committees are established in order to provide advice and recommendations to the City Council and City Administrator, and in the context of quasi-judicial Boards and Commissions such as the Planning Commission and Building Board of Appeals, to make independent decisions and take administrative actions. The Boards, Commissions and Committees of the City play an important role of providing broad representation of ideas into the processes of the City.

The City Charter provides that, in addition to those Boards and Commissions established by the City Charter, the Council may create by ordinance such advisory boards and commissions as in its judgment are required, and may grant them such powers and duties as are consistent with the provisions of the City Charter. In addition, the Charter allows the Council by motion or the City Administrator with Council consent to appoint temporary committees to render counsel and advice. The City Charter describes that if a member absents themselves from three consecutive regular meetings without permission of such board or commission expressed in its official minutes, their office shall become vacant.

PURPOSE AND APPLICATION

In addition to the Charter provision described above, this policy establishes attendance standards for these Boards, Commissions and Committees for regular meetings and creates a systematic procedure for reporting absences which applies to all Boards, Commissions and Committees of the City whose members are appointed by the City Council or City Administrator.

SECTIONS

- I. Definitions**
- II. Absences**
- III. Reporting Absences**
- IV. Removal**

SECTION I. DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Body – City Boards, Commissions and Committees (including City-created task forces).

Member – An individual who has been appointed by the City Council or City Administrator to a Body.

Absence – The failure of a Member to attend a scheduled meeting.

Regular Meeting – A routinely scheduled meeting of the body.

Staff Liaison – The City staff member responsible for the coordination of meetings of the Body and facilitation of communications with the Members thereof.

SECTION II. ABSENCES

Each Member of a Body is expected to attend every Regular and special Meeting of the Body.

Any Member who is absent in a calendar year for more than 33% of the total Regular Meetings scheduled to be held in that calendar year will be subject to potential termination of membership from the Body, upon action of the City Council. Where applying a 33% calculation creates other than a whole number, normal number rounding to the nearest whole number will be used.

SECTION III. REPORTING ABSENCES

Absences are to be reported through the Staff Liaison to the Body. Such reporting shall be made by email, in person, or by phone, and shall be made no less than 72 hours before a meeting if possible.

SECTION IV. REMOVAL

If a Member exceeds the number of allowed absences described in this policy, the City Administrator shall report this fact to the City Council, which may decide in its discretion that such absences warrant a declaration that the Member's office shall become vacant.



CERTIFICATE OF THE CLERK

I, THAI NAM PHAM, City Clerk of the City of Gilroy, do hereby certify that the attached **Resolution No. 2022-58** 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, August 1, 2022**, at which meeting a quorum was present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Gilroy this **Monday, August 1, 2022**.

DocuSigned by:

1E54AA19B46C4BB...

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

DocuSigned by:

(Seal)



**CITY OF GILROY
OPEN GOVERNMENT COMMISSION
BYLAWS**

SECTION 1. **Powers and Duties.** Pursuant to Chapter 17A of the City Code of the City of Gilroy, the Open Government Commission shall have the following Powers and Duties:

1. Advise the City Council and provide information to other city departments on appropriate ways in which to implement and enforcement chapter 17A of the Gilroy City Code “Gilroy Open Government Ordinance”.
2. Develop appropriate goals to ensure practical and timely implementation of the chapter, propose to the City Council amendments and report on any practical or policy problems encountered in its administration.
3. Receive and review regular quarterly reports on requests for public information
4. Hear appeals of any denied request for public records petitioned to the Commission.
5. In addition to the powers specified above, the Commission shall possess such powers as the City Council may confer upon it by ordinance or as the people of Gilroy shall confer upon it by initiative.

SECTION 2. **Membership.**

1. Membership on the Open Government Commission shall be representative of the entire community insofar as that is possible, and members of the Commission shall be willing to serve as a civic responsibility.
2. There will be five (5) members of the Open Government Commission. All members shall be appointed by the City Council.
3. In order to be eligible for appointment to the commission, a person shall be a qualified registered elector of the City.
4. No member of the Commission shall hold any paid office or employment in the City government.
5. Terms of appointments to the Open Government Commission shall commence in January and shall be for four (4) years. A commissioner shall not serve more than two full consecutive terms.
6. Vacancies on the Commission during the year shall be filled through appointment by the City Council. Upon a vacancy occurring leaving an unexpired portion of a term, any appointment to fill such vacancy shall be for the unexpired portion of the term.

SECTION 3. **Officers.**

1. Annually, the Commission shall appoint from its membership a Chairperson and Vice Chairperson.
2. The Chairperson shall preside at all meetings of the Commission, shall make an annual presentation to the City Council, and shall support the efficient and accountable operation of the Commission.
3. The Vice Chairperson shall serve in the capacity of the Chairperson in his or her absence, and shall assist the Chairperson in fulfilling his or her duties as requested.

SECTION 4. **Meetings.**

1. The Commission shall meet quarterly unless the meeting is cancelled by the Chairperson. The Vice Chairperson may authorize the cancellation of a meeting if the Chairperson is unavailable.
2. Each Commission meeting shall be open to the public and is subject to the Brown Act, California Government Code Section 54950 et. seq., and Gilroy City Code Section 17A.
3. The Commission shall keep written minutes of all meetings and minutes shall be published on the City website in accordance with Gilroy City Code Section 17A.
4. Special Meetings may be called by the Commission in accordance with the Brown Act and Gilroy City Code Section 17A.
5. The latest edition of Roberts Rules of Order shall be followed unless otherwise provided for in these bylaws or based upon a rule, policy, or procedure adopted by the City Council.
6. Any member of the Commission who has a conflict of interest on any matter to be heard by the Commission shall announce on the public record the nature of the conflict, vacate his/her seat, and recuse themselves from discussing and voting on said item. The member may participate as a member of the public following recusal from deliberations.
7. Members of the public wishing to speak on any item on the Commission's agenda are limited to three (3) minutes per agenda item. At the Chair's discretion, or the discretion of a majority of the Commission members present, the speaker time may be extended. Speakers are not allowed to delegate their time to another speaker.
8. The petitioner of an appeal of a denied public records request may make a presentation and the Commission may ask questions. Petitioners shall be given a total of ten (10) minutes to present and up to five (5) minutes of rebuttal time after public comments.

SECTION 5. **Quorum.**

1. A quorum is necessary at a Commission meeting for any action to be taken. A majority of the Commission members shall constitute a quorum.
2. In the event that there is no quorum, any discussions which are held by those assembled shall be regarded as informal. No formal action may be taken.

SECTION 6. **Attendance.**

1. Commission members are expected to attend all meetings of the Commission. Pre-planned absences shall be reported to the City Clerk at least forty-eight (48) hours prior to the meeting date.
2. Absences will be deemed as excused and recorded in the Commission meeting minutes if the Commission is notified of the absence in advance of the meeting.
3. Whenever a member of the Commission has had three unexcused absences from three consecutive regular meetings as reflected in the official minutes, his or her office shall become vacant.

SECTION 7. **Compensation.**

1. Members of the Commission shall serve without compensation for their services as such but shall receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have been authorized by the City Council.

SECTION 8. **Amendments**

1. Amendments to these bylaws may be initiated at any Commission meeting, to be voted upon not sooner than the next regularly scheduled meeting. Bylaws shall not conflict with the City code, Charter or other Council approved policy, rule, or regulation.
2. Recommendation of any amendment shall require a majority vote of Commission members and shall take effect immediately.



City of Gilroy

STAFF REPORT

Agenda Item Title:	Quarterly Review of Public Records Requests Per Gilroy Code Section 17A.35 (c) (Fourth Quarter, 2022)
Meeting Date:	February 9, 2023
From:	Jimmy Forbis, City Administrator
Department:	City Clerk
Submitted By:	Christina Ruiz, Deputy City Clerk
Prepared By:	Christina Ruiz, Deputy City Clerk

RECOMMENDATION

Staff recommends that the Commission receive the report.

EXECUTIVE SUMMARY

Included with this staff report are the following logs of Public Record Requests for the fourth quarter of calendar year 2022:

- General City Public Records Request from new Public Records Request System (inclusive of Fire Department requests)
- Police Department Public Records Requests and Denial Log

Attachments:

1. General City Public Records Requests (inclusive of Fire Department requests)
2. Police Department Public Records Requests and Denial Log

Request ID#	Request Date	Description	Category	Status
PRA-2022-00127	10/3/2022	Good day. Can you please send me current Permit List for the City of Gilroy since July - present. Thank you.	Community Development - Building: Building Permits	Completed
PRA-2022-00126	10/3/2022	Hello! I'm looking to request historical environmental records (hazardous materials, USTs) for a property located at 2485 Hecker Pass Road in Gilroy, California (it has been recently sub-divided into housing parcels but was formerly associated with APNs 783-04-011, 783-04-023, and 783-04-024). Let me know if any records are available. Thank you!	Community Development - Fire: Underground Storage Tank (UST)	Completed
PRA-2022-00125	10/3/2022	Hello! I am looking to request records of historical building permits (building, demolition, mechanical/electrical/plumbing, signage, etc.) for a property located at 2485 Hecker Pass Road in Gilroy, California (it has been recently sub-divided into housing parcels but was formerly associated with APNs 783-04-011, 783-04-023, and 783-04-024). This is for environmental due diligence purposes. Let me know if anything is available. Thank you!	Community Development - Building: Building Permits	Completed
PRA-2022-00128	10/4/2022	Hi, We are conducting research on solar activity in the U.S. and would like access to the following data: • Note that we do not need the original records nor need scanned copies – just the data that can be produced in excel or CSV format by the software used by your department to track permits and an email receipt is preferred. • Issued Residential and Commercial solar (photovoltaic - PV) permits from 08/01/2022 to 09/30/2022. If a separate Solar Permit category is not used in the permitting system, please provide data on all Building and Electrical Permits within the time frame specified AND • Issued Residential and Commercial Energy Storage Systems permits from 08/01/2022 to 09/30/2022. If a separate Energy Storage category is not used in the permitting system, please provide data on all Building and Electrical Permits within the time frame specified • The following data points: permit number, permit status, permit address, contractor, issue date, final date, permit type, sub-type, valuation (if available), work description and if possible please include Storage/Battery Manufacturer Name. • If possible, please provide the reports in CSV or excel format. • If available, we need a final / completion date for the solar permits. This is request to get permit records, plans and any documents From planning and building departments ,pertaining to the commercial building with the following address.	Community Development - Building: Building Permits	Completed
PRA-2022-00129	10/5/2022	8800 san Ysidro ave Gilroy ca	Community Development - Building: Building Permits	Completed
PRA-2022-00132	10/6/2022	Hello! I am looking to request records of any code violations for a property located at 2485 Hecker Pass Road, Gilroy, CA 95020 (it has been recently sub-divided into housing parcels but was formerly associated with APNs 783-04-011, 783-04-023, and 783-04-024). This is for environmental due diligence purposes, so I am most concerned with any records of illegal dumping.	Community Development - Code Enforcement: Code Enforcement Violations	Completed
PRA-2022-00131	10/6/2022	Hi there. I'd like to request a current list of properties located in Gilroy that have permits for ADU's. Essentially I'm looking for all properties that have ADU's on them. I appreciate the help. Thank you	Community Development - Building: Building Permits	Completed
PRA-2022-00130	10/6/2022	I would like to receive a Notice of Completion for the FY20 Spalling Concrete Repair project, DIR 324783, City's Project #: 20-PW-255	Other	Completed

PRA-2022-00134	10/10/2022	Requesting a copy of the full ordinance speaking to the Illegal Use of Fireworks, Section 10.11	City Clerk: Ordinances	Completed
PRA-2022-00133	10/10/2022	RE: Public Records Act Request (Cal. Govt. Code, 6250 et seq.) Project: 2020 Annual Sidewalk Gap Closure & Curb Ramp Improvements Project Contractor: MCKIM Corporation To whom it may concern: I am a Compliance officer for the South Bay Piping Industry-Labor Management Cooperation Committee. The committee is a joint labor-management formed under the Federal Labor-Management Cooperation Act of 1978 (29 U.S.C. 175a). Public Records Act: Pursuant to the California Public Records Act (Govt. code, 6250 et seq.) please provide us with the following documents: 1. Bid result documents (all bidders and bid amounts) 2. Project Contract with MCKIM Corporation 3. All DAS 140 and 142 forms submitted Pursuant to the California Labor Code 1776 (e) and the California Code of Regulations Section 16400 and 16402, please provide us with all Certified Payrolls from initial start date through the current date pertaining to the work performed by Sub-Contractor MCKIM Corporation Company for the above described project. The Labor-Management Cooperation Committee was established under the Federal Labor-Management Cooperation Act of 1978 and is thereby entitled to obtain certified payroll records with no redactions other than the first five digits of the workers' social security numbers pursuant to Labor Code Section 1776 (e). Please provide us with copies of these documents, within the ten-day time limit established by Govt. Code 6253 (c).	Other	Completed
PRA-2022-00136	10/11/2022	Looking for any permit information, housing permit-request blueprints for Las Animas Estates. Housing on Welburn Ave 700 block to Wren. You already checked for 760 welburn for me, but nothing was found. Looking to widen the scope to see if any building plans were available as part of the master plan/development. Thanks!	Community Development - Building: Building Permits	Completed
PRA-2022-00135	10/11/2022	Fire Building	Fire: Incident Reports (Fire)	Completed
PRA-2022-00138	10/12/2022	Good Morning, I am working on A TI project in your City, The property Location is 210 E 10th St. Gilroy, CA.	Community Development - Building: Building Permits	Completed
PRA-2022-00137	10/12/2022	Hi there, I am looking to obtain all records that pertain to the long-range property management plan from the year 2011 to present. Looking forward to hearing from you. Thanks!	Other	Withdrawn
PRA-2022-00139	10/13/2022	Hello we are looking for property permit history for 8231 Glenwood Dr Gilroy Ca95020 we are a real estate company that will be putting this property on the market.	Community Development - Building: Building Permits	Completed
PRA-2022-00141	10/17/2022	Hello, Under the California Public Records Act, Gov't Code §§ 6250 et seq., California Penal Code §§832.7-832.8, and Art. I, § 3(b) of the California Constitution, I am requesting electronic copies of the following:	Other	Completed
PRA-2022-00140	10/17/2022	We would like to review all records (current and historical) containing building permits, mechanical permits, and certificates of occupancy associated with the following address, if available: East of 7520 Arroyo Circle, Gilroy, Santa Clara County, California Southeastern portion of Assessor Parcel Number(APN): 84169043	Community Development - Building: Building Permits	Completed

PRA-2022-00142	10/19/2022	We would like to review all records (current and historical) relating to hazardous materials, underground storage tanks (USTs), violations, and soil/groundwater investigation reports associated with the following address, if available: East of 7520 Arroyo Circle, Gilroy, Santa Clara County, California Southeastern portion of Assessor Parcel Number (APN): 84169043	Community Development - Fire: Hazardous Material	Completed
PRA-2022-00148	10/20/2022	I would like to request any building records or available permits for the listed property. 303 E. 10th Street, Gilroy, CA 95020 / Santa Clara County APN: 841-16-100	Community Development - Building: Building Permits	Completed
PRA-2022-00147	10/20/2022	I would like to request any public records regarding aboveground storage tanks (AST), underground storage tanks (UST) and/or leaking underground storage tanks (LUST); notices of violations; and any hazardous material storage, ERTS/SPILLS listings, releases, clarifiers or grease-interceptors, violations, or compliance records for the below listed property. 303 E. 10th Street, Gilroy, CA 95020 / Santa Clara County APN: 841-16-100	Community Development - Fire: Hazardous Material	Completed
PRA-2022-00146	10/20/2022	I would like to request any public records regarding aboveground storage tanks (AST), underground storage tanks (UST) and/or leaking underground storage tanks (LUST); notices of violations; and any hazardous material storage, ERTS/SPILLS listings, releases, clarifiers or grease-interceptors, violations, or compliance records for the below listed property. 303 E. 10th Street, Gilroy, CA 95020 / Santa Clara County APN: 841-16-100	Community Development - Fire: Files Regarding Environmental Conditions of	Completed
PRA-2022-00145	10/20/2022	I would like to request any public records regarding aboveground storage tanks (AST), underground storage tanks (UST) and/or leaking underground storage tanks (LUST); notices of violations; and any hazardous material storage, ERTS/SPILLS listings, releases, clarifiers or grease-interceptors, violations, or compliance records for the below listed property. 303 E. 10th Street, Gilroy, CA 95020 / Santa Clara County APN: 841-16-100	Community Development - Fire: CUPA Records	Completed
PRA-2022-00144	10/20/2022	I would like to request any public records regarding aboveground storage tanks (AST), underground storage tanks (UST) and/or leaking underground storage tanks (LUST); notices of violations; and any hazardous material storage, ERTS/SPILLS listings, releases, clarifiers or grease-interceptors, violations, or compliance records for the below listed property. 303 E. 10th Street, Gilroy, CA 95020 / Santa Clara County APN: 841-16-100	Community Development - Fire: Above Ground Storage (AST)	Completed
PRA-2022-00143	10/20/2022	Good afternoon. I would like to request for copy of single family dwelling building permit with inspection history report, Final Job Card or certificate of occupancy for properties listed below. I am specifically looking for the approved final date and owner or developer information.	Community Development - Building: Building Permits	Completed
PRA-2022-00151	10/24/2022	Records requested: 200 W. 5th Street, Gilroy, CA 95020 Record type : As-built drawings / architectural plans Specific information desired: I am a Project Manager for The Salvation Army in the Divisional Property & Contracts department, and would like all information that the City of Gilroy has record of regarding the as-built drawings and architectural plans for the property located at 200 W. 5th Street, which The Salvation Army currently owns. We are in the planning a renovation of the commercial kitchen at the property, in order to better serve the community with our food distribution program. The architect and interior designer who we are working with on this project are requesting the as-built drawings. Please let me know if you require any further information regarding my request.	Community Development - Building: Building Permits	Completed
PRA-2022-00150	10/24/2022	Can I please get plumbing line plans (map) for the following addresses? 8870, 8860, 8850, 8854 Muraoka Drive Gilroy, CA 95020 We are required by Gilroy, to update our plumbing within our facility. Thank you.	Community Development - Planning: Project Site Maps	Completed
PRA-2022-00149	10/24/2022	Hello, Please be advised our records show that GILROY, CA does not require vacant or distressed property registration. Please respond to this email confirming that you do not require registration of vacant or distressed properties.	City Clerk: Ordinances	Completed

PRA-2022-00152	10/25/2022	Our Insured Valda Jalili was charging her 2021 Tesla Model Y VIN:5YJYGDEE2MF214912 at the Target Supercharger when the vehicle caught on fire.	Fire: Incident Reports (Fire)	Completed
PRA-2022-00153	10/26/2022	Request a copy of your building permit records since June 16, 2022, to present. Please include any fields that your permitting system tracks. This includes but is not limited to: -Permit Number -Applied/Issued Dates	Community Development - Building: Building Permits	Completed
PRA-2022-00158	10/31/2022	Please provide copies of any open/unresolved any open/unresolved Zoning, Building, and Fire Code Violations, (on file) and Certificates of Occupancy for the property located at: OMP Gilroy Crossings 625 Luchessa Avenue parcel numbers: 841-73-007, 841-73-008 and 841-73-009. Please do not exceed \$25.00 in fees without prior approval. (Our Ref#162915-1) Thanks.	Other	Completed
PRA-2022-00157	10/31/2022	I need interior blueprints or survey or drawing of the residence for 60 Monte Vista Way Gilroy, CA.	Community Development - Building: Building Permits	Completed
PRA-2022-00156	10/31/2022	To Whom It May Concern: Pursuant to the California Public Records Act, I hereby request the following records: Records of your agency related to the deployment and use of controlled equipment obtained through the 1033 Program of the Department of Defense, as set forth below. According to records posted by the Defense Logistics Agency (https://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/PublicInformation/), your agency acquired controlled equipment through the 1033 program, as reflected in the attached spreadsheet, including firearms. I. Requests for Records Records Request No. 1: All Documents constituting, reflecting, relating to or that contain current use policies if any for each type of 1033-program controlled equipment, including situations or circumstances in which use is authorized or prohibited. Records Request No. 2: Records that list the dates, locations, suspected offense(s) or rationale for operation, controlled equipment deployed, arrests, and uses of force for each deployment of 1033-program controlled equipment since July 1st, 2019, specifically: firearms, armored vehicles, and night vision equipment. Records Request No. 3: All records of complaints regarding the use and impact of 1033-program controlled equipment, including correspondence, visual or audiovisual materials, and responses to complaints. Records Request No. 4: Documents that constitute, reflect, relate to or that contain rationales or criteria for acquisition of 1033-program controlled equipment, prior to its acquisition. II. Response Time Please provide requested documents as they become available.	Other	Completed

PRA-2022-00155	10/31/2022	This is a public records request made via Muckrock under the California Public Records Act (§ 6250 et seq.), seeking records related to officer use of force, dishonesty and sexual assault, that are made disclosable under California Penal Code §§ 832.7 and 832.8, as modified by SB1421. This request is brought by the California Reporting Project, a collaboration of 40 news organizations including KQED, Bay Area News Group, southern California News Group, the Investigative Reporting Project at UC Berkeley, capital Public Radio, Southern California Public Radio, San Francisco Chronicle and The Los Angeles Times. The California Reporting Project ("CRP") is headquartered at Stanford University, and engages in the dissemination of information to the public. We're seeking records about incidents that happened on or after January 1, 2014, grouped in four categories: I. SUSTAINED FINDINGS OF SEXUAL ASSAULT: all records relating to incidents where a sustained finding was made by any agency that a peace officer or custodial officer engaged in sexual assault involving a member of the public, II. SUSTAINED FINDINGS OF DISHONESTY: all records relating to incidents where a sustained finding of dishonesty was made by any agency against a peace officer or custodial officer. III. USE OF FORCE RESULTING IN DEATH/FATAL OFFICER-INVOLVED SHOOTING: all records relating to incidents where the use of force by a peace officer or custodial officer against a person resulted in death. IV. USE OF FORCE RESULTING IN SERIOUS BODILY INJURY/NON-FATAL OFFICER-INVOLVED SHOOTING: all records relating to incidents where the use of force by a peace officer or custodial officer against a person resulted in great bodily injury. For clarity, we include in this category all records of incidents where a peace officer discharged a firearm, whether someone got injured or not. Definition of sustained Findings. state law defines a sustained finding as "a final determination... following an investigation and opportunity for an administrative appeal..." Cal. to whom it may concern:	Other	Completed
PRA-2022-00154	10/31/2022	Pursuant to the California Public Records Act, I hereby request the following records: Part A: Information related to Automated License Plate Reader (ALPR) data sharing. 1) The names of agencies and organizations with which the Agency shares ALPR data; 2) The names of agencies and organizations from which the Agency receives ALPR data; 3) The names of agencies and organizations with which the Agency shares "hot list" information; 4) The names of agencies and organizations from which the Agency receives "hot list" information; 5) The number of times in which vehicle license plate data has been collected from "Valley Fair" mall properties, including Westfield Valley Fair (2855 Stevens creek Blvd, Santa Clara, CA 95050) and all other locations from 2018 forward; 6) The number of times in which vehicle license plate data has been collected from private party ALPR-capable recording devices from 2018 forward; 7) The reasons provided for collection of vehicle license plate data, when it has been collected from private parties from 2018 forward; 8) All current and previous APLR reader mount locations. (For example: "Police Vehicles, Fire Trucks, Intersection Traffic cameras") from 2018 forward; 9) The number of "non-traditional mounts" (such as "garbage trucks", or other "utility vehicles") and aggregate detections and "hits" from these mounts during the timeframe of 2018 forward; Part B: Information Related to Numbers of "Detections" (plate scans) and "Hits" (plate scans that matched to a hotlist) 10) The aggregate number of detections collected during 2018; 11) The aggregate number of "hits" during 2018; 12) The aggregate number of detections collected during 2019; 13) The aggregate number of "hits" during 2019; 14) The aggregate number of detections collected during 2020; 15) The aggregate number of "hits" during 2020.	Other	Completed
PRA-2022-00162	11/2/2022	Good Afternoon, I'm looking for Solar Permits that were pulled for residential addresses from the past two months. Including the address and names. This includes all permits. Thank you! Appreciate it	Community Development - Building: Building Permits	Completed

PRA-2022-00161	11/2/2022	Good morning, Assessor staff was unable to locate the following building plans. Please locate and transfer when possible. If the electronic copies are not available, then myself or another staff member could come in to take photos. APN PERMIT # ADDRESS 810-20-03321100732740 HECKER PASS RD, GILROY 810-46-053210801241856 CLUB DR, GILROY 810-49-019210801277301 OLD TOM'S CT, GILROY 810-55-008161201507430 SUNNINGDALE WY, GILROY 810-56-020211000047291 EAGLE RIDGE DR, GILROY 810-57-024211000612031 PORTMARNOCK CT, GILROY 810-61-078211000481930 PORTMARNOCK WY, GILROY 810-61-078220101931930 PORTMARNOCK WY, GILROY 810-71-024210501111130 OLYMPIC CT, GILROY 810-72-026200501066585 EAGLE RIDGE CT, GILROY 810-73-009210501247267 PITLOCHRY DR, GILROY 810-73-015220101977207 PITLOCHRY DR, GILROY 810-83-109211101431768 TARRAGON DR, GILROY 810-84-067210501221808 ROSEMARY DR, GILROY 810-84-080220501561853 THYME CT, GILROY 810-85-015220700277911 CINNAMON WY, GILROY 810-88-002210600666678 ADARE CT, GILROY	Community Development - Building: Building Permits	Completed
PRA-2022-00160	11/2/2022	Good morning, Please provide the Gilroy Monthly Permit Report for October. Appreciate your help.	Community Development - Building: Building Permits	Completed
PRA-2022-00159	11/2/2022	Hi, We are conducting research on solar activity in the U.S. and would like access to the following data: • Note that we do not need the original records nor need scanned copies – just the data that can be produced in excel or CSV format by the software used by your department to track permits and an email receipt is preferred. • Issued Residential and Commercial solar (photovoltaic - PV) permits from 10/01/2022 to 10/31/2022. If a separate Solar Permit category is not used in the permitting system, please provide data on all Building and Electrical Permits within the time frame specified AND • Issued Residential and Commercial Energy Storage Systems permits from 10/01/2022 to 10/31/2022. If a separate Energy Storage category is not used in the permitting system, please provide data on all Building and Electrical Permits within the time frame specified • The following data points: permit number, permit status, permit address, contractor, issue date, permit type, sub-type, valuation (if available), work description and if possible, please include Storage/Battery Manufacturer Name. • If possible, please provide the reports in CSV or excel format. • If available, we need Application date and final / completion date for the solar permits. It's okay if there is a delay in this request given the current situation with COVID-19. Small business is submitting a public records request to the city of Gilroy for any and all purchasing records from 8/10/2022 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record-keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.	Community Development - Building: Building Permits	Completed
PRA-2022-00167	11/7/2022	The specific information requested from your record-keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.	Finance: Expense Reports	Completed

PRA-2022-00166	11/7/2022	Summary Reporting, and National Incident Based Reporting, reports submitted by the City of Gilroy or the Gilroy Police Department to the FBI Uniform Crime Reporting Program for years from 2010-present.	Other	Completed
PRA-2022-00165	11/7/2022	All records reflecting to or relating to the City's efforts during 2022 to date to manage, control, mitigate or eliminate overnight camping and/or homeless encampments in the Uvas Creek area of Gilroy, including but not limited to the Dennis DeBell Uvas Creek Park Preserve, and Uvas Creek and/or levee area from Gilroy High School to Gilroy Gardens..	Other	Completed
PRA-2022-00164	11/7/2022	The following records relating to the police activity on Uvas Creek Drive area around 9:00 - 12:00 p.m. 11/5/22; relating to the discovery of a weapon on Sequoia Drive on 11/5/22; relating to the theft of a bicycle at or near Safeway on 11/5/22 at approximately 10:00 p.m.: Factual circumstances concerning any arrest, including the name and description of the arrestee and charges associated with the arrest, and factual circumstances concerning "complaints or requests for assistance" including a description of what crimes were alleged and whether any weapons, property, or injuries were involved. See Cal. Gov't Code §6254(f)(1)-(2)(a).	Other	Completed
PRA-2022-00163	11/7/2022	Looking for records (permit or plan copies) pertaining to the installation of a Tesla Supercharger station at 6940 Automall PkwyThanks	Community Development - Building: Building Permits	Completed
PRA-2022-00169	11/8/2022	Hello, I am reaching out to get all permit documentation available for the property 9511 Via Del Oro Gilroy, CA 95020. There are 2 APN numbers for this property listed below. 835-19-041 & 835-19-034	Community Development - Building: Building Permits	Completed
PRA-2022-00168	11/8/2022	Aerial cable snagged by motor vehicle/ CMR Claim #: 1838759	Fire: Incident Reports (Other)	Returned for More Information
PRA-2022-00171	11/9/2022	Requesting a copy fire report	Fire: Incident Reports (Fire)	Completed
PRA-2022-00170	11/9/2022	Fire Incident Report # FD 21-3884	Fire: Incident Reports (Fire)	Completed
PRA-2022-00175	11/14/2022	I would like to request any building records or available permits for the listed property. 301 E. 10th Street, Gilroy, CA 95020 / Santa Clara County APN: 841-16-125	Community Development - Building: Building Permits	Completed
PRA-2022-00174	11/14/2022	I would like to request any public records regarding aboveground storage tanks (AST), underground storage tanks (UST) and/or leaking underground storage tanks (LUST); notices of violations; and any hazardous material storage, ERTS/SPILLS listings, or releases for the listed properties. 301 E. 10th Street, Gilroy, CA 95020 / Santa Clara County APN: 841-16-125	Community Development - Fire: CUPA Records	Completed
PRA-2022-00173	11/14/2022	Fire at the home of Timothy and Elizabeth Collins at 331 El Cerrito Way, Gilroy, CA is the subject of a lawsuit brought in Santa Clara County Superior court, case number 21CV384822. I am an attorney representing the cross-defendant, Better Built Construction. Property damage only, no personal injury.	Fire: Incident Reports (Fire)	Completed
PRA-2022-00172	11/14/2022	City of Gilroy - Pursuant to Government Code § 6250 and Chapter 13 specifically 13.2 and 13.6 and of the Gilroy Municipal Code it is hereby requested by this Instrument to Examine any Application or Copy of Any Business License which bears the following names or addresses for purposes of owner verification	Finance: Business Licenses	Completed

PRA-2022-00176	11/15/2022	For the purposes of a Phase I ESA we request all historical: Notice of Violation Spills/Release records UST/AST Permits and Compliance records Hazardous Materials Permits Hazardous Waste Generator Permits For the property located at: 1151, 1153, 1155, 1157, and 1159 West 1st Street, Gilroy, CA	Community Development - Fire: CUPA Records	Completed
PRA-2022-00179	11/17/2022	Good afternoon. I would like to request for copy of building permit with inspection history report, Final Job Card or certificate of occupancy for property listed below. I am specifically looking for the approved final date and owner or developer information. 736Baxter Way I will highly appreciate your assistance on this matter, thanks.	Community Development - Building: Building Permits	Completed
PRA-2022-00178	11/17/2022	Hello, I am looking to obtain electronic copies of all fire inspections on file for the property located at 7541 Monterey Road, Gilroy, CA 95050 (APN: 799-06-048).	Fire: Incident Reports (Other)	Completed
PRA-2022-00177	11/17/2022	I am looking to obtain electronic copies of all building permits (current and historical) on file for the property located at 7541 Monterey Road, Gilroy, CA 95050 (APN: 799-06-048). Thank you.	Community Development - Building: Building Permits	Completed
PRA-2022-00181	11/21/2022	Seeking the building permit records and inspection reports for 331 El Cerrito Way, Gilroy, CA 95020 from January 1, 2015 to the present. This request is for litigation purposes.	Community Development - Building: Building Permits	Completed
PRA-2022-00180	11/21/2022	A single-family residence fire occurred on September 4, 2020 at 331 El Cerrito Way, Gilroy, CA 95020. City building inspector Jerry Richards is noted as being on scene on the date of the fire and conducting an inspection of the building and or fire. The fire is part of a lawsuit brought by the homeowner Tim Collins against Better Built Construction. I am an attorney representing Better Built Construction.	Community Development - Fire: Fire Inspection	Completed
PRA-2022-00183	11/22/2022	I would like to obtain electronic copies of all historical and current records on file pertaining to: 1. aboveground/underground storage tanks, hazardous material use or hazardous waste generation (permits, inspections, HMBPs, etc) on file with all Community Development Depts as well as the Fire Department; and 2. Building permits for the address at: 6865 Camino Arroyo, Gilroy 95020	Other	Completed
PRA-2022-00182	11/22/2022	I would like records of building permits for below address 7601 Carmel st Gilroy	Community Development - Building: Building Permits	Completed

PRA-2022-00184	11/23/2022	Hello -- I would like to request copies of the following records on file for the property located at 6865 Camino Arroyo, Gilroy, CA 95020 (APN: 841-70-033) : (1) Open fire code violations (2) Open building code violations (3) Open zoning code violations (4) Any variances, conditional or special use permits (5) Final approved site plans (6) Certificates of Occupancy	Other	Completed
PRA-2022-00186	11/28/2022	Complete list of permits as well as permits needed to be pulled. A list of any violations that are in effect or not. For street address 7551 Church St	Community Development - Building: Building Permits	Completed
PRA-2022-00185	11/28/2022	Dear City Clerk, I am making a request under the California Public Records Act. I am requesting the following information be delivered electronically to myself at andreas@grassrootslab.com, as soon as possible, notwithstanding its possible availability online. I would like to request: • Electronic maps of the most recently drawn/adopted council districts. Please provide the GIS shapefiles or comparable electronic map files. INCLUSION, CLAIMS OF EXEMPTION The details set forth above in the request are not meant to be exclusive of any other records which, though not specifically requested, would have a reasonable relationship to the subject matter of this request. In the event that access to any of the requested records is denied, I would ask that in the spirit of seeing that all public records are disclosed, that if only portions of a requested record or file are exempted from release, that the remainder would still be released. PURPOSE AND RELEASE OF LIABILITY. My intention is to use the information for research purposes. We acknowledge that your agency has no liability for any possible inaccuracies the maps may contain. CONTACT/COSTS Please notify me in advance by email of any duplication or other costs that may exceed \$50. I understand that fulfilling these Public Records Act requests can be tedious and time-consuming, so in advance, thank you very much for your cooperation and your time. Please call with questions or if I can provide additional information/clarity on this request. My phone number is (310) 767-6688. Appreciate your work on this issue.	Other	Completed
PRA-2022-00194	11/29/2022	Hello, I am looking for building permits and records on the subject property 130, 140-148 Lewis Street and 7590 Railroad Street, Gilroy, CA, APN 84105051. Thank you.	Community Development - Building: Building Permits	Completed
PRA-2022-00193	11/29/2022	Hello, I am looking for records regarding hazardous substance use, storage or releases, or the presence of USTs and AULs on the subject property 130, 140-148 Lewis Street and 7590 Railroad Street, Gilroy, CA, APN 84105051. Thank you.	Community Development - Fire: Above Ground Storage (AST)	Canceled
PRA-2022-00192	11/29/2022	Hello, I am looking for records regarding hazardous substance use, storage or releases, or the presence of USTs and AULs on the subject property 130, 140-148 Lewis Street and 7590 Railroad Street, Gilroy, CA, APN 84105051. Thank you.	Community Development - Fire: CERS Records	Canceled
PRA-2022-00191	11/29/2022	Hello, I am looking for records regarding hazardous substance use, storage or releases, or the presence of USTs and AULs on the subject property 130, 140-148 Lewis Street and 7590 Railroad Street, Gilroy, CA, APN 84105051. Thank you.	Community Development - Fire: CUPA Records	Canceled
PRA-2022-00190	11/29/2022	Hello, I am looking for records regarding hazardous substance use, storage or releases, or the presence of USTs and AULs on the subject property 130, 140-148 Lewis Street and 7590 Railroad Street, Gilroy, CA, APN 84105051. Thank you.	Community Development - Fire: Files Regarding Environmental Conditions of	Canceled
PRA-2022-00189	11/29/2022	Hello, I am looking for records regarding hazardous substance use, storage or releases, or the presence of USTs and AULs on the subject property 130, 140-148 Lewis Street and 7590 Railroad Street, Gilroy, CA, APN 84105051. Thank you.	Community Development - Fire: Hazardous Material	Canceled

PRA-2022-00188	11/29/2022	Hello, I am looking for records regarding hazardous substance use, storage or releases, or the presence of USTs and AULs on the subject property 130, 140-148 Lewis Street and 7590 Railroad Street, Gilroy, CA, APN 84105051. Thank you.	Community Development - Fire: Underground Storage Tank (UST)	Completed
PRA-2022-00187	11/29/2022	I need this report for my insurance	Fire: Incident Reports (Fire)	Completed
PRA-2022-00196	12/1/2022	As part of a Phase 1 ESA for property redevelopment I need all current and historic public records for the property located at 411 Automall Parkway, Gilroy; historically 505 E. 10th St., APN 841-66-010. In particular I am looking for: building/demo permits, storage tanks, CUPA records, hazardous materials, water & sewer (date of connections or well/septic present), and any violations. Please forward this request to all relevant departments (building, code enforcement, public works, fire).	Community Development - Building: Building Permits	Completed
PRA-2022-00195	12/1/2022	Hi, We are conducting research on solar activity in the U.S. and would like access to the following data: • Note that we do not need the original records nor need scanned copies – just the data that can be produced in excel or CSV format by the software used by your department to track permits and an email receipt is preferred. • Issued Residential and Commercial solar (photovoltaic - PV) permits from 11/01/2022 to 11/30/2022. If a separate Solar Permit category is not used in the permitting system, please provide data on all Building and Electrical Permits within the time frame specified AND • Issued Residential and Commercial Energy Storage Systems permits from 11/01/2022 to 11/30/2022. If a separate Energy Storage category is not used in the permitting system, please provide data on all Building and Electrical Permits within the time frame specified • The following data points: permit number, permit status, permit address, contractor, issue date, permit type, sub-type, valuation (if available), work description and if possible, please include Storage/Battery Manufacturer Name. • If possible, please provide the reports in CSV or excel format. • If available, we need Application date and final / completion date for the solar permits.	Community Development - Building: Building Permits	Completed
PRA-2022-00198	12/5/2022	Hello, I would like to request a list/record of all City Managers for the City of Gilroy for all years starting from 1991-2020. Or for any years that the city has available. Please let me know if that is possible and if it can be delivered electronically. Thank you!	Human Resources: Personnel Files	Completed
PRA-2022-00197	12/5/2022	On 7/17/20, the Investigative Reporting Program sent the City of Gilroy a California Public Records Act request seeking agreements regarding threatened discipline or discipline between the City of Gilroy and/or Gilroy Police Department and former or current employees of the City of Gilroy Police Department dated January 1, 2010 to the date of the letter. These agreements are sometimes referred to as settlement agreements, last chance agreements, separation agreements, clean record agreements, resignation agreements, etc. On 7/27/20, the city said it had a responsive record but was withholding that record based on exemptions. This is a repeat request for disciplinary settlement agreements from 7/17/20 to the date of this letter. This request includes: All agreements between your government body or law enforcement agency and any current or former peace officers that resolve a dispute related to potential or actual discipline. These agreements may be titled exit agreements, separation agreements, settlements, legal settlements, settlement and release agreements, last chance agreements, or resignation agreements. (collectively, "Agreements"). This includes agreements that negotiate disability retirements. Additionally, we want to make you aware that since the original request was sent, the California legislature has expanded access to peace officer disciplinary records to include records relating to an incident in which the officer "resigned before the law enforcement agency or oversight agency concluded its investigation into the alleged incident." See Cal. Penal Code §§832.7(b)(3). We ask that you review the records withheld and release those that are non-exempt. Introduction The California Public Records Act requires you to release these Agreements for three reasons. First, these Agreements are not police personnel records because they are not part of the process of investigating a citizen complaint or evaluating an officer's job performance for purposes of discipline, promotion, or demotion. Rather, these Agreements are public employment contracts between a government agency and a public employee, disclosable under the CPRA. Second, releasing the Agreements will not violate the officers' right to privacy because the Agreements do not contain personal information such as marital status or date of birth. To the extent that the Agreements contain bank account information, Social Security numbers, and similar information, that information can be redacted. Third, to the extent that any of these Agreements resolve a claim filed against your government body under the California Tort Claims Act or a lawsuit filed against your government body or a government agency, and/or required the payment of taxpayer money to the officer, disclosure of those Agreements is required by the Brown Act. The officers have waived any rights to confidentiality by submitting such claims or filing such lawsuits, and any promises of confidentiality made by your government body or a government agency to the officers is void. During this time when the public is demanding improved police transparency and accountability, the public interest weighs heavily in favor of disclosure of these Agreements. A. The CITY Has a Duty to Search and Locate Records The California Public Records Act requires a public agency to make "a reasonable effort to search for and locate requested records." The People's Business: A Guide to the	Other	Pending Document Release

PRA-2022-00200	12/8/2022	Aerial cable damaged by fire/ CMR Claim #: 1848339	Fire: Incident Reports (Fire)	Returned for More Information
PRA-2022-00199	12/8/2022	Hello, i need existing water and sewer mains and lateral information for a currently vacant land located at 2331 Hoya Lane in Gilroy. If any such record plans or maps are available, please email digital copies to the email specified. Thank you in advance.	Other	Completed
PRA-2022-00210	12/12/2022	For the purposes of a Phase I ESA, CREtelligent would like to request any environmental permit, violation, or spill records connected with: 555 Mayock Drive, Gilroy, CA.	Community Development - Fire: Underground Storage Tank (UST)	Canceled
PRA-2022-00209	12/12/2022	For the purposes of a Phase I ESA, CREtelligent would like to request any environmental permit, violation, or spill records connected with: 555 Mayock Drive, Gilroy, CA.	Community Development - Fire: Hazardous Material	Canceled
PRA-2022-00208	12/12/2022	For the purposes of a Phase I ESA, CREtelligent would like to request any environmental permit, violation, or spill records connected with: 555 Mayock Drive, Gilroy, CA.	Community Development - Fire: Files Regarding Environmental Conditions of	Canceled
PRA-2022-00207	12/12/2022	For the purposes of a Phase I ESA, CREtelligent would like to request any environmental permit, violation, or spill records connected with: 555 Mayock Drive, Gilroy, CA.	Community Development - Fire: CUPA Records	Canceled
PRA-2022-00206	12/12/2022	For the purposes of a Phase I ESA, CREtelligent would like to request any environmental permit, violation, or spill records connected with: 555 Mayock Drive, Gilroy, CA.	Community Development - Fire: CERS Records	Canceled
PRA-2022-00205	12/12/2022	For the purposes of a Phase I ESA, CREtelligent would like to request any environmental permit, violation, or spill records connected with: 555 Mayock Drive, Gilroy, CA.	Community Development - Fire: Above Ground Storage (AST)	Completed
PRA-2022-00204	12/12/2022	For the purposes of a Phase I ESA, I would like to request any building permits, certificates of occupancy, and code violations (open) for the property at: 555 Mayock Road, Gilroy, CA	Community Development - Building: Building Permits	Completed
PRA-2022-00203	12/12/2022	Hello Mr. Pham: I hope things are going well in Gilroy! My name is Joseph Turner and I am a city manager in another state working on a research project related to compensation and benefits for public sector executives. I would like to request digital copies of the following documents: - Employment agreements/contracts & any updates/amendments For the following positions: - Current city manager (or most recent city manager if currently filled by an interim) - All deputy and assistant city managers, if applicable - All department heads, if applicable I know that some cities ask that a form be filled out when you submit a public records request. I would kindly ask you to waive this requirement as it will slow down my efforts considerably.	City Clerk: Contracts	Completed

PRA-2022-00202	12/12/2022	Please disclose the quarterly TOT revenue that was collected by the City of Gilroy during FY 2021-2022, as well as the TOT rate imposed during that time. This information will be used to estimate the 2022 State, Regional, and County Impacts included in?The Economic Impact of Travel in California report prepared for?Visit California.	Finance: Expense Reports	Completed
PRA-2022-00201	12/12/2022	Requesting all hazardous materials and underground tank records for: 101 Leavesley Road, Gilroy, CA 95020	Community Development - Fire: Hazardous Material	Completed

Public Records Requests Filled 2022
Gilroy Police Department

Report Request	January	February	March	April	May	June	July	August	September	October	November	December
Agency Requests (Not CPRA)	76	66	85	57	73	99	103	58	50	44	51	73
Citizen Requests	26	102	81	65	63	53	61	44	27	34	31	82
Insurance Requests	39	62	70	61	29	62	48	21	28	26	45	155
Background Checks	60	47	81	41	46	55	46	24	36	46	21	36
Clearance Letters	6	3	9	4	4	4	5	2	1	6	5	2
Victim Witness Requests (Not CPRA)	26	23	21	47	19	19	33	15	9	25	9	12
Arrest Log	20	20	23	21	21	22	23	28	23	21	21	20
Press Log	24	24	27	4	5	4						
Subpoena Duces Tecum	3	1	4	1	2		2	3		1	2	2
Other CPRA Requests	2	7	5		1	2	2			1		2
Total Requests	282	355	406	301	263	320				204	185	384
Total CPRA Requests	223	234	287	197	171	202	323	151	174	135	125	299

Agency Requests - These are requests made by a criminal justice agency for a police report that is precluded from public release under one of many statutes, but authorized by statute to be released to assist the agency in the administration of justice.

Victim Witness Requests - These are requests made by a Victim Witness organization for a police report that is precluded from public release under one of many statutes, but allowed by statute to be released for the assistance to a victim for various services.