



CITY COUNCIL REGULAR MEETING AGENDA

MAYOR
Greg Bozzo

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



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

MONDAY, JANUARY 26, 2026 | 6:00 PM

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

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

Written comments on any agenda item may be emailed to the City Clerk’s Office at publiccomment@cityofgilroy.org or mailed to the Gilroy City Clerk’s Office at City Hall, 7351 Rosanna Street, Gilroy, CA 95020. Comments received by the City Clerk’s Office by 1 p.m. on the day of a Council meeting will be distributed to the City Council prior to or at the meeting and available for public inspection with the agenda packet located in the lobby of Administration at City Hall, 7351 Rosanna Street prior to the meeting. Any correspondence received will be incorporated into the meeting record. Items received after the 1 p.m. deadline will be provided to the City Council as soon as practicable. Written comments are also available on the City’s Public Records Portal at bit.ly/3NuS1IN.

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

If you challenge any planning or land use decision made at this meeting in court, you may be limited to raising only those issues you or someone else raised at the public hearing held at this meeting, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Please take notice that the time within which to seek judicial review of any final administrative determination reached at this meeting is governed by Section 1094.6 of the California Code of Civil Procedure.

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

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

post the documents before the meeting.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

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

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

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

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



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

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

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 regular meeting is outlined as follows:

1. **OPENING**
 - 1.1. **Call to Order**
 - 1.2. **Roll Call**
 - 1.3. **City Clerk's Report on Posting the Agenda**
 - 1.4. **Pledge of Allegiance**

- 1.5. Invocation
- 1.6. Orders of the Day
- 1.7. Employee Introductions

2. PRESENTATIONS TO THE COUNCIL

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

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

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

3. REPORTS OF COUNCIL MEMBERS

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

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

Council Member Marques – Gilroy Sister Cities, Santa Clara County Library Joint Powers Authority (alternate), Santa Clara Valley Habitat Agency Governing Board, Santa Clara Valley Habitat Agency Implementation Board, SCRWA (alternate)

Council Member Hilton – ABAG, CalTrain Policy Group (alternate), Santa Clara County Expressway Plan 2040 Advisory Board (alternate), Silicon Valley Clean Energy Authority JPA

Board, South County Youth Task Force Policy Team, VTA Policy Advisory Committee

Council Member Ramirez – ABAG (alternate), Gilroy Gardens Board of Directors (alternate), Cities Association of Santa Clara County, Gilroy Youth Task Force (alternate), Santa Clara Valley Habitat Agency Governing Board, Santa Clara Valley Habitat Agency Implementation Board, SCRWA, Santa Clara Housing and Community Development Advisory Committee

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

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

4. BOARD AND COMMISSION INTERVIEWS

4.1. Continued Interviews and Appointment of Boards, Commissions, and Committee Members

5. CONSENT CALENDAR

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

- 5.1. Approve the minutes of the December 30, 2025 City Council Special Meeting, January 5, 2026 Regular Meeting, and the January 10, 2026 Coffee with the Mayor**
- 5.2. Award of Contract to Ross Recreation for Playground Retrofits at Rainbow Park with a 5% contingency of \$10,026, not to exceed \$210,538**
- 5.3. Authorize the City Administrator to Execute a Grant Agreement with Silicon Valley Clean Energy in the Amount of \$235,178, and Adopt a Resolution to Amend the FY2024-2028 Capital Improvement Program to add the EV Fleet Expansion and Depot Charging Project, and Amend FY2026-27 Budget to Appropriate the \$240,178 for the Project.**
- 5.4. Consideration of a Resolution Supporting the Establishment of a Farmland Security Zone (FSZ) for a 570-Acre Agricultural Parcel within the City of Gilroy's Sphere of Influence**
- 5.5. Consent the City Administrator's Recommendation to Appoint Raissa de la Rosa**

to the Department Head Position of Economic Development Director

- 5.6. **Council Ratification of Mayor Bozzo's Travel Reimbursement For The State of the State and Meeting with Speaker of the Assembly Robert Rivas**

6. BIDS AND PROPOSALS

- 6.1. **Award the Purchase of a Rosenbauer Type I Fire Engine in the Amount of \$1,058,224.31 Utilizing the Sourcewell Tag-On Contract No. 113021-RSD**

1. Staff Report:
LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager.
2. Public Comment
3. Possible Action:
 1. Adopt a budget amendment resolution in the amount of \$1,058,224.31 to purchase a Type I Fire Engine; and
 2. Award the purchase of a Rosenbauer Type I Fire Engine in the amount of \$1,058,224.31 utilizing Sourcewell Contract No. 113021-RSD.; and
 3. Authorize the City Administrator to execute the purchase contract documents.

7. UNFINISHED BUSINESS

- 7.1. **Mobile Vending Ordinance and Pilot Program Update**

1. Staff Report:
Victoria Valencia, Economic Development Manager
2. Public Comment
3. Possible Action:
 1. Receive the report; and
 2. Adopt a resolution to extend the Mobile Vending Pilot Program through October 31, 2026, to allow additional time for evaluation and stakeholder feedback, and drafting of the updated ordinance.

- 7.2. **Review and Adoption of Capital Infrastructure Reserve Fund and Funding Policy**

1. Staff Report:
Harjot Sangha, Finance Director
2. Public Comment
3. Possible Action:
 1. Review draft policy; and

2. Adopt a resolution establishing a new Capital Infrastructure Reserve Fund and funding policy.

8. INTRODUCTION OF NEW BUSINESS

8.1. Review Draft Request for Proposal (RFP), and Adopt a Resolution Appropriating \$310,000 for Preparation of the Parks and Recreational Trails Master Plan

1. Staff Report:
John Doughty, Public Works Director
2. Public Comment
3. Possible Action:
 1. Receive a report and provide feedback on the draft RFP; and
 2. Adopt a resolution appropriating \$310,000 from the newly established Capital Infrastructure Reserve Fund to Project 900780 to the FY26 Capital Budget.

8.2. Pilot Below Market Rate (BMR) Preservation Program Update and Overall BMR Housing Program Overview

1. Staff Report:
Sharon Goei, Community Development Director
2. Public Comment
3. Possible Action:
Receive a report on the Pilot Below Market Rate (BMR) Preservation Program and an overview of the BMR Housing Program.

9. CITY ADMINISTRATOR'S REPORTS

10. CITY ATTORNEY'S REPORTS

11. ADJOURNMENT



City of Gilroy

STAFF REPORT

Agenda Item Title: Continued Interviews and Appointment of Boards, Commissions, and Committee Members

Meeting Date: January 26, 2026
 From: Harjot Sangha, Interim City Administrator
 Department: Administration
 Submitted by: Kim Mancera, City Clerk
 Prepared by: Kim Mancera, City Clerk

STRATEGIC PLAN GOALS:

RECOMMENDATION

Continue candidate interviews for open seats on City of Gilroy boards, commissions, and committees. Review the applications and interviews from the candidates and proceed with the formal appointment of suitable candidates to the vacant positions on the following Boards and Commissions: Art and Culture Commission, Library Commission, Open Government Commission, Parks and Recreation Commission, Personnel Commission, and Planning Commission.

EXECUTIVE SUMMARY

BACKGROUND

Due to a number of applicants who could not attend the meeting on January 5, 2026 and a lack of applications, staff reopened commission recruitments for two (2) weeks. Staff recommends a supplemental interview be conducted, directly followed by appointments.

ANALYSIS

Council held interviews for the Boards, Commissions, and Committees on January 5, 2026 (applicants are in **bold** below). Those interviewed on January 5 and January 26 will be appointed immediately following the Council interviews.

At the close of the application period, the following applications were received:

Arts and Culture Commission

Jacqueline Cianci

Camille McCormack

Library Commission

Janet Lee

Joseph Coughlan

Jan Guffey

Christina Tovar

Library Bond Oversight Committee

Janet Lee

Open Government

Kamaljeet (Sharpy) Sandhu

Blanca McMurray

Parks and Recreation Commission

Andrew Brinton

Jesse Jimenez

Emily Miller

Jose Guerra

Greg Felios

Personnel Commission

Kamaljeet (Sharpy) Sandhu

Danny Edde-Mitchell

Planning Commission

Makhan Gupta

Britt Smith

Payman Khodabandeh

Jose Guerra

Martha Martinez

The applicants in **bold** have previously interviewed at the January 5, 2026 City Council Meeting.

ALTERNATIVES

None.

FISCAL IMPACT/FUNDING SOURCE

None.

PUBLIC OUTREACH

Staff has informed those who did not attend the interviews on January 5, 2026, that Council will hold supplemental interviews on January 26, 2026.

NEXT STEPS

Council will make the appointment to the Boards, Commissions, and Committees immediately following the interviews held on January 26, 2026.

Attachments:

1. Cianci, Jacqueline - Arts and Culture Commission_Redacted
2. Lee, Janet - Library Commission and-or Library Bond Oversight_Redacted
3. Coughlan, Joseph - Library Commission_Redacted
4. Sandhu, Kamaljeet - Open Government Commission_Redacted
5. Guerra, Jose - Planning Commission and Parks & Rec Commission_Redacted
6. Brinton, Andrew - Parks and Recreation Commission_Redacted
7. Jimenez, Jesse - Parks and Recreation Commission_Redacted
8. Miller, Emily - Parks & Recreation Commission_Redacted
9. Greg Felios - Parks and Recreation Commission_Redacted
10. Sandhu, Kamaljeet - Personnel Commission_Redacted
11. Gupta, Makhan - Planning Commission_Redacted
12. Smith, Britt - Planning Commission_Redacted
13. Khodabandeh, Payman - Planning Commission_Redacted
14. Martinez, Martha - Planning Commission and Personnel Commission_Redacted
15. McCormack, Camille Arts and Culture Commission_Redacted
16. Guffey, Jan - Library Commission_Redacted
17. Tovar, Christina - Library Commission_Redacted
18. McMurray, Blanca - Open Government Commission_Redacted
19. Edde-Mitchell, Danny - Personnel Commission_Redacted
20. Martinez, Martha - Planning Commission and Personnel Commission_Redacted



Boards/Committees/Commissions Application Form

Board/Committee/Commissions • Arts and Culture Commission

First Name Jacqueline

Middle Name Sophia

Last Name Cianci

Home Address [REDACTED]

City Gilroy

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [REDACTED]

E-mail Address [REDACTED]

Driver's License/ID Number [REDACTED]

Date of Birth [REDACTED]

Last 4 of SSN [REDACTED]

List your qualifications for this appointment:

- 15+ years experience partnering with community organizations and local businesses to promote community growth and inclusion
- 15+ years experience event organizing for community events thru non profit organization including : YMCA, Tulip Kids, Great Mall management group, First 5 California, Santa Clara Food Banks, San Jose Fire Department Toy Drive, Christmas in the Park and Fanimecon
- 10+ years experience in budgeting and forecasting for community events and programs

List any service to the community including any prior appointments:

Though I am new to the Gilroy community, having just moved here January of this year, these are past community service experiences from my time living in San Jose:

- YMCA Early Learning Readiness Director - collaborated with Libraries in the South Bay Area to provide a Milestone Enrichment Program for Families with children 6weeks- 5years old
- YMCA AfterSchool Director- collaborated with schools, districts and local organizations to not only enhance education for students in low income areas but also provide a point of contact for community organizations to bring resources to

students and their families.

- East Valley event planning committee- appointed to be part of a group with other director in various departments to create community events that took place at the YMCA facility

- FanimeCon Extravaganza Division Director- appointed lead of the cosplay community focus division with 7 departments under my lead, our focus was on creating events for the cosplay and anime community. I would also be in charge of forecasting the budget for each department, create the media information to be sent out , and build new experience based on community feedback.

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

My goals for serving on the art and culture board is to immerse myself in the community and utilize my skills and prior experiences to further expand community involvement and experiences in community events.

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

My past experience in collaborating with local businesses and organizations to bring resources and community engagement in the past can prove to be useful in expanding the community involvement in cultivating a diverse and rich city culture.

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

- I agree.

Signature



Date

11/24/2025

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



City of Gilroy Application for Board, Commission and Committee Appointment

Board /Commission/Committee of Interest: Library Commission and/or Library Bond Oversight

Name: Janet Lee

Phone numbers(s) / email address*: [REDACTED]

Are you a registered voter within the City limits? Yes No

Physical Address* [REDACTED], Gilroy CA 95030

List your qualifications for this appointment: Public library user of books, media, and Libby,
high school teacher, aware of literacy and learning, informal training in public finance

List any service to the community including any prior appointments: No prior appointments
but looking to get more involved in our local community programs

What are your goals while serving on this Board/Commission/Committee?: Increase awareness
of boards/commission/committee work to the general public, encourage additional participation

Why are you the most qualified to serve on this Board/Commission/Committee?: willing and
interested in serving locally in a topic that I am interested in - media, information, community,
knowledge, literacy, etc

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

Mail or email your application to:

Kim Mancera, City Clerk
City of Gilroy
7351 Rosanna Street, Gilroy, CA 95020
kim.mancera@cityofgilroy.org

The City of Gilroy accepts applications at any time and will keep them on file for one year.



City of Gilroy Application for Board, Commission and Committee Appointment

Board /Commission/Committee of Interest: Library Commission

Name: Joseph Coughlan

Phone numbers(s) / email address*: [REDACTED]

Are you a registered voter within the City limits? Yes yes No _____

Physical Address*: [REDACTED]

List your qualifications for this appointment: Trained in academics and sciences.

I grew up in Chicago proper and hung at the local library branch. It was a safe space in the city and it got me to read. Also used libraries for academic research since the micro filch days.

Was on various committies where cordiality is important and also accomplishing an outcome.

List any service to the community including any prior appointments: _____

Retred 1/1/2026 and have not been involved in the city. I was an orchard valley soccer coach.

We were a foster family for santa clara county.

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

Learn about the city. Library services a broad spectrum of gilroy residents.

Assure the library is a safe space to learn and explore. Help with problems drawing from my past experiences. Preserve our library and its holdings for future generations.

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

uncomfortable with most qualified. I've worked on Missions and projects with a range of personalities and under tight deadlines. Managed Civil Servants and run R&D programs. I have training in team work team building and would approach this appointment as a newbie.

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

Mail or email your application to:

Kim Mancera, City Clerk
City of Gilroy
7351 Rosanna Street, Gilroy, CA 95020
kim.mancera@cityofgilroy.org

The City of Gilroy accepts applications at any time and will keep them on file for one year.



**City of Gilroy
Board, Committee, & Commission Application**

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

Board/Committee/Commission of Interest:		Open Government Commission	
<hr/>			
Name:	Kamaljeet Sandhu		
Phone number(s):	[REDACTED]	email address*:	[REDACTED]
Are you a registered voter within the City limits?		Yes	
Physical Address*:	[REDACTED]		
Driver's License or ID No.:	[REDACTED]	Date of Birth*:	[REDACTED]
		Last 4 of SSN:	[REDACTED]
List your qualifications for this appointment:			
For Open Govt Commission - I just a 1 year term and attended all quarterly sessions. References available from existing commissioners. For Personnel Commission - I have been in HR for 25+ years. Currently, working as Senior Vice President in HR at a tech firm called Okta with over 6k employees.			
List any service to the community including any prior appointments:			
Completed 1 year service on the Open Govt Commission			
What are your goals while serving on this Board/Commission/Committee?			
Be of service, add value, lend expertise, be held accountable, align with the vision and mission of the committee and further that with actions			
Why are you the most qualified to serve on this Board/Commission/Committee?			
Open Govt - Have experience of 1 year serving on it Personnel Commission - expertise in Human Resources with 25+ years of experience working at various technology firms in the Bay Area			

<input checked="" type="checkbox"/>	By clicking on this box, I declare under penalty of perjury that I am currently a registered voter within the City limits of the City of Gilroy. Furthermore, I understand that this application and any attachments are subject to disclosure
-------------------------------------	---

under the Public Records Act and must complete mandatory Open Government Ordinance Training. I further understand that members of the Planning Commission, Building Boards of Appeals, and Physically Challenged Board of Appeals are also subject to filing the Fair Political Practice Commission's Statement of Economic Interest Form 700 relating to financial disclosures.



Boards/Committees/Commissions Application Form

Board/Committee/Commissions
• [Redacted]
• Planning Commission
• Parks and Recreation Commission

First Name Isabel

Middle Name Jose

Last Name Guerra

Home Address [Redacted]

City Gilroy

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [Redacted]

Alternate Phone Type Business

Alternate Phone Number [Redacted]

E-mail Address [Redacted]

Driver's License/ID Number [Redacted]

Date of Birth [Redacted]

Last 4 of SSN [Redacted]

Which School Do You Attend? [Redacted]

Grade / School Year: [Redacted]

List your qualifications for this appointment: Born and raised in Gilroy, I bring deep community knowledge, lived experience, and proven leadership. I have over 20 years of professional experience with International Paper, where I currently serve as Operations Manager overseeing customer service, planning/scheduling, and transportation for a high-volume facility with \$65M in customer accounts. My background includes data-driven decision-making, long-term planning, team leadership, and cross-functional collaboration. Having overcome early life challenges, I am committed to public

service, youth mentorship, and supporting responsible growth and community well-being in Gilroy.

List any service to the community including any prior appointments:

I am new to formal community service and have not previously served on a City board or commission. I am eager to become involved and help lead a new wave of volunteerism in Gilroy by contributing my time, experience, and perspective. I am motivated to step up, learn, and serve the community in a meaningful and responsible way.

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

My goal is to give back to Gilroy in a positive and practical way. I want to listen, learn, and offer honest input that helps the City make good decisions for residents, families, and future generations. I also want to represent people who may not always feel heard and help build stronger trust and involvement in our local community.

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

I am qualified because I know Gilroy, I understand responsibility, and I know how decisions affect people. I was born and raised here and have seen both the challenges and the potential in our community. Professionally, I manage complex operations, plan long-term, work with budgets, and make decisions that affect employees and customers every day. I bring common sense, accountability, and a willingness to listen and learn while doing what's best for the community.

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

- I agree.

Signature



Date

01/21/2026

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



Boards/Committees/Commissions Application Form

Board/Committee/Commissions • Parks and Recreation Commission

First Name Andrew

Last Name Brinton

Home Address [Redacted]

City Gilroy

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [Redacted]

E-mail Address [Redacted]

Driver's License/ID Number [Redacted]

Date of Birth [Redacted]

Last 4 of SSN [Redacted]

List your qualifications for this appointment: I have strong communications skills both in public speaking as well as collaboration in involving stakeholders and building consensus. I have the ability to be impartial in judgement and commit to put the public interest above individual interests.

List any service to the community including any prior appointments: This is my first try at an advisory board. I have volunteered in the community since we moved here in 2009 in the schools as well as a coach and director in Gilroy Little League.

What are your goals while serving on this Board/Commission/Committee? I am interested in improving the experience of using parks, trails, open spaces, and community facilities for all members of the community.

Why are you most qualified to serve on this Board/Commission/Committee? I am most qualified to serve on this board because I am invested in the health and happiness of our community and know personally how the parks and open spaces the City provide contribute to that goal. I am dedicated, reliable, and prepared to contribute the time, effort, and thoughtful judgment that effective board service requires.

By clicking on this box, I declare • I agree.

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

Signature

Andrew L Brinton

Date

11/30/2025

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



Boards/Committees/Commissions Application Form

Board/Committee/Commissions • Parks and Recreation Commission

First Name Jesse

Last Name Jimenez

Home Address [Redacted]

City Gilroy

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [Redacted]

E-mail Address [Redacted]

Driver's License/ID Number [Redacted]

Date of Birth [Redacted]

Last 4 of SSN [Redacted]

List your qualifications for this appointment: I am currently a commissioner for the Parks and Recreation in the city of Jo Ann would like to extend my time for park improvement

List any service to the community including any prior appointments: I volunteer my time at the Gary festival, the Gilroy rodeo, city Park cleanups, park and recreation pop-up events, etc.

What are your goals while serving on this Board/Commission/Committee? To ensure that our parks are safe, clean and enjoyable to our community members. Also exploring new ideas for park improvement.

Why are you most qualified to serve on this Board/Commission/Committee? I have been a Gilroy resident all my life in my heart and desire is to see Gilroy improved and continue to be the safest community we can be. I have a handful of volunteers with my current organization and position and together we can collaborate and be an asset to our parks and rec department.

By clicking on this box, I declare under penalty of perjury that I am currently a registered voter within the City limits of the City of Gilroy. Furthermore, I understand that • I agree.

this application and any attachments are subject to disclosure under the Public Records Act and must complete mandatory Open Government Ordinance Training. I further understand that members of the Planning Commission, Parks and Recreation Commission, Building Boards of Appeals, and Physically Challenged Board of Appeals are also subject to filing the Fair Political Practice Commission's Statement of Economic Interest Form 700 relating to financial disclosures.

Signature

A handwritten signature in black ink, consisting of a large, sweeping initial letter followed by a series of connected loops and a final horizontal stroke.

Date

11/24/2025

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



Boards/Committees/Commissions Application Form

Board/Committee/Commissions • Parks and Recreation Commission

First Name Emily

Middle Name Constance

Last Name Miller

Home Address [REDACTED]

City Gilroy

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [REDACTED]

E-mail Address [REDACTED]

Driver's License/ID Number [REDACTED]

Date of Birth [REDACTED]

List your qualifications for this appointment:

Over the past year, I have gained direct experience serving as a Parks & Recreation Commissioner for the City of Gilroy, giving me a deep understanding of our city's parks system, priorities, and long-term capital needs. I have actively participated in commission meetings, public outreach, and policy discussions, helping shape recommendations to City Council and staff. In addition to my P&R role, I also serve as the City of Gilroy's representative to the VTA Bicycle & Pedestrian Advisory Committee (BPAC), where I advocate for Gilroy's interests in regional mobility planning, multimodal safety improvements, and Complete Streets policy development.

Professionally, I bring strengths in strategic planning, data-driven analysis, and collaborative decision-making. My background enables me to evaluate capital improvement proposals, understand budget and funding structures, and contribute meaningfully to long-term resource planning. Over the past year, I have strengthened relationships with City staff, council members, nonprofit organizations, and community partners, including engaging with the Santa Clara County Public Health Department to better understand regional health priorities and how parks and recreation planning can support community wellness, equity, and access. These collaborations have broadened my perspective on how local park investments align with broader public health outcomes and mobility needs. As an active user of Gilroy's parks - walking and running regularly at the Sports Park, biking our trail system, and playing pickleball and tennis at Sunrise and Las Animas - I bring firsthand insight into daily park usage, community needs, and

program demand. My lived experience as both a resident and commissioner helps ensure that my contributions reflect the real needs of Gilroy families, seniors, youth, and recreational groups, while also aligning with regional partners who share goals around health, safety, and active lifestyles.

List any service to the community including any prior appointments:

I have served as a Parks & Recreation Commissioner for the City of Gilroy, participating actively in meetings, discussions, and recommendations presented to City Council. I also currently serve as Gilroy's representative to the VTA Bicycle & Pedestrian Advisory Committee (BPAC), where I ensure Gilroy's local needs are represented in countywide transportation planning. Beyond formal appointments, I remain involved in the community through active participation in local park events, public workshops, and outreach efforts supporting parks, mobility safety, and recreation initiatives. Over the past year, I have taken part in several major community park events, including Cinco de Mile, the Miller Red Barn Plant Sale, the Earth Day Resource Fair, and the Breakfast with Santa celebration. These events have provided meaningful opportunities to engage directly with residents, learn from community partners, and better understand how our parks can continue to support connection, cultural celebration, and family-oriented programming. Prior to moving to Gilroy, I also volunteered with the Eugene Mission, Mount Pisgah Arboretum, Fort Mason Park, and the Edward and Anita Lee Newcomer School.

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

My goals while serving on the Parks & Recreation Commission are to continue advancing community-driven, high-impact improvements to Gilroy's parks, trails, and recreation programs. This includes continuing to advocate for dedicated pickleball courts, responding to strong and growing resident demand for this inclusive and multigenerational sport. I also aim to support long-term parks planning through the CIP process, ensuring that proposed projects reflect community priorities, maintenance realities, and future population needs. Through my role on VTA BPAC, I will continue bringing countywide updates, best practices, and safety insights back to staff and the Commission, helping align Gilroy's efforts with regional mobility, trail connectivity, and active transportation initiatives. I also plan to advance improvements to trails, mobility access, and safe walking and biking routes, leveraging both my BPAC experience and community feedback. Another area of interest is exploring joint-use opportunities between the City and interested parties, to expand recreational access and maximize the use of existing spaces without requiring large capital investments. I will continue strengthening community engagement, encouraging residents to participate in shaping park projects, and promoting equitable access to recreation programs for all ages and neighborhoods. Above all, my goal is to help ensure that Gilroy's parks remain safe, vibrant, and welcoming spaces that support health, connection, and a high quality of life for the entire community.

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

I am uniquely qualified due to my combination of current commission experience, regional commission appointment, professional background, and active involvement in the community. Serving as a Parks & Recreation Commissioner this past year has given me firsthand understanding of city processes, council expectations, parks maintenance needs, and how recreational demand is evolving. My role on VTA BPAC further supports Gilroy's interests at the county level and strengthens my ability to advocate for trail connectivity, safe crossings, and multimodal access to parks. My professional background in operations, analysis, and strategic planning equips me to evaluate complex proposals, understand budget tradeoffs, and make informed recommendations that balance equity, sustainability, and fiscal responsibility. I have demonstrated strong communication and collaboration skills, consistently working with staff, Council, and the public to ensure decisions reflect the community's voice. Most importantly, I approach this role with passion, consistency, and reliability. I regularly use our parks, listen to residents, attend meetings fully prepared, and follow through on commitments. My lived experience, professional skill set, and

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

- I agree.

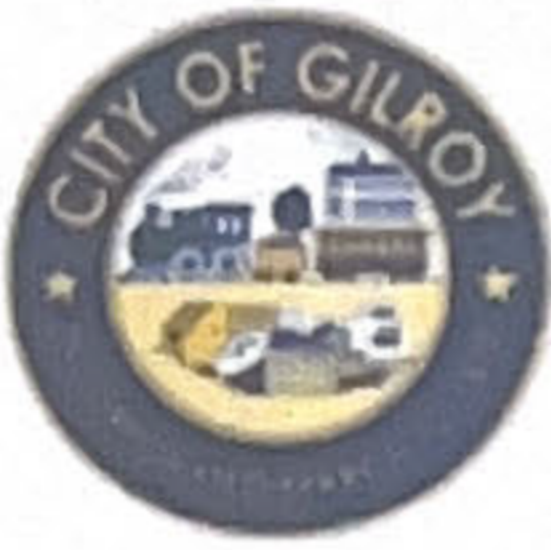
Signature



Date

12/03/2025

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



**City of Gilroy Application
for Board, Commission and Committee Appointment**

Board /Commission/Committee of Interest: Parks and Recreation Commission

Name: Dreg Felios

Phone numbers(s) / email address*: [REDACTED]

Are you a registered voter within the City limits? Yes No

Physical Address*: [REDACTED]

List your qualifications for this appointment: Worked all 4 years for the Recreation Department at UCLA (B.S. in Public Health, 1976). Worked for County Health Departments (San Francisco, San Mateo, Santa Clara) for many years. Physical health enthusiast for many years.

List any service to the community including any prior appointments: Actively involved in Gilroy Unified School District Board Meetings and events. Regular attendee at Gilroy City Council meetings, often providing public comment. Graduate of Community Police Academy. Attend numerous city events as interested participant.

What are your goals while serving on this Board/Commission/Committee?: As a recent retiree, I would now be able to put my energy into promoting the use of all the different activities available to all ages and skill levels, both indoor and outdoor activities. Would like to see the City Council and School District work together in this endeavor.

Why are you the most qualified to serve on this Board/Commission/Committee?: Maybe not the "most" qualified, but highly qualified in the sense of enthusiasm, positivity, energy, and desire. Working effectively individually and with a team. Dependability and dedication will be exercised.

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

Mail or email your application to: **Kim Mancera, City Clerk**
City of Gilroy
7351 Rosanna Street, Gilroy, CA 95020
kim.mancera@cityofgilroy.org

The City of Gilroy accepts applications at any time and will keep them on file for one year.



**City of Gilroy
Board, Committee, & Commission Application**

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

Board/Committee/Commission of Interest:		Personnel Commission	
Name:	Kamaljeet Sandhu		
Phone number(s):	██████████	email address*:	██████████
Are you a registered voter within the City limits?	Yes		
Physical Address*:	██████████		
Driver's License or ID No.:	██████████	Date of Birth*:	██████████
		Last 4 of SSN:	██████
List your qualifications for this appointment:			
For Open Govt Commission - I just a 1 year term and attended all quarterly sessions. References available from existing commissioners. For Personnel Commission - I have been in HR for 25+ years. Currently, working as Senior Vice President in HR at a tech firm called Okta with over 6k employees.			
List any service to the community including any prior appointments:			
Completed 1 year service on the Open Govt Commission			
What are your goals while serving on this Board/Commission/Committee?			
Be of service, add value, lend expertise, be held accountable, align with the vision and mission of the committee and further that with actions			
Why are you the most qualified to serve on this Board/Commission/Committee?			
Open Govt - Have experience of 1 year serving on it Personnel Commission - expertise in Human Resources with 25+ years of experience working at various technology firms in the Bay Area			

<input checked="" type="checkbox"/>	By clicking on this box, I declare under penalty of perjury that I am currently a registered voter within the City limits of the City of Gilroy. Furthermore, I understand that this application and any attachments are subject to disclosure
-------------------------------------	---

under the Public Records Act and must complete mandatory Open Government Ordinance Training. I further understand that members of the Planning Commission, Building Boards of Appeals, and Physically Challenged Board of Appeals are also subject to filing the Fair Political Practice Commission's Statement of Economic Interest Form 700 relating to financial disclosures.



Boards/Committees/Commissions Application Form

Board/Committee/Commissions • Planning Commission

First Name MAKHAN (MAK)

Middle Name L

Last Name GUPTA

Home Address [REDACTED]

City GILROY

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [REDACTED]

Alternate Phone Type Mobile

Alternate Phone Number [REDACTED]

E-mail Address [REDACTED]

Driver's License/ID Number [REDACTED]

Date of Birth [REDACTED]

Last 4 of SSN [REDACTED]

List your qualifications for this appointment: I am a citizen of USA and a resident of Gilroy for 25 years . I am retired and very active in community. I was born in India and came to USA over 50 year ago and have lived in many states of USA. I am college graduate with major in Chemistry, Botany and Zoology. Love to teach and guide children toward science and technology. I have worked in many large manufacturing companies the experience in metal finishing, waste water system, waste disposal sites, water purification and potable water. I have worked with OSHA, NSF, and EPA.

List any service to the community including any prior appointments: Volunteer at Gilroy Garden for six years
 Worked with commission for city of Gilroy for one year. Our commission worked with homeless in Gilroy with other inputs.
 Worked with FEMA in NM for three months during peak time of Covid.
 Working with seniors in Gilroy and Morgan hill teaching way of life and changes
 Helping a group to provide food for homeless in Gilroy.

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

Build a better place to live , being safe and help other.
Educate childer and permote college education.
Educate and find a way to skill learning.
Stop drug abuse
Learn how to handle day to day issues
Proper use of city facilities.
Waste reduction and recycleing
House keeping out side the home

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

I have real life experience with handling these matters
Education and desire to do it.
Have worked with many cultures and many countries.

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

- I agree.

Signature

• •
• •
•

Date

11/17/2025

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



Boards/Committees/Commissions Application Form

Board/Committee/Commissions • Planning Commission

First Name Britt

Last Name Smith

Home Address [REDACTED]

City Gilroy

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [REDACTED]

E-mail Address [REDACTED]

Driver's License/ID Number [REDACTED]

Date of Birth [REDACTED]

Last 4 of SSN [REDACTED]

List your qualifications for this appointment: My background in communications, including brand, social media, SEO, PR, and events makes me uniquely positioned to ensure that the public is made aware of city plans for development.

List any service to the community including any prior appointments: While I have no prior appointments, my service to the community of Gilroy includes my high school involvement in Gilroy High School ASB and the Gilroy-Takko Student Exchange Program. More recently I have worked to mobilize and raise awareness in regards to the Gilroy Data Center project, earning +600 signatures on our petition and +37,000 views across channels in 8 days. Aside from these more formal activities, on my regular walks along the levee, I pick up litter left by others.

What are your goals while serving on this Board/Commission/Committee? I will prioritize transparency and community engagement, specifically committing to bring development projects beyond City Hall and meeting the community where they are by partnering with local businesses to host Town Hall meetings and Teach-Ins across districts.

Why are you most qualified to serve on this Board/Commission/Committee? My background in community organizing, extensive marketing/communications career, and lifelong support of my hometown makes me uniquely qualified for this appointment. After four years of active engagement with Gilroy High School ASB and leadership, during my undergraduate career I served as the Chief of Staff to

the Chair of the Student Union Assembly at UC Santa Cruz and co-chair of the Women's Caucus within the United States Student Association, while earning my degree in Sociology. My professional background in marketing, including social media, PR, and crafting bespoke experiences will ensure the community is informed about all potential development projects.

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

- I agree.

Signature



Date

01/08/2026

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



Boards/Committees/Commissions Application Form

Board/Committee/Commissions • Planning Commission

First Name Payman

Last Name Khodabandeh

Home Address [Redacted]

City Gilroy

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [Redacted]

E-mail Address [Redacted]

Driver's License/ID Number [Redacted]

Date of Birth [Redacted]

Last 4 of SSN [Redacted]

List your qualifications for this appointment: Personally, I have spent 13 years working in the tech industry, as a Global Account Executive. I have an abundance of skills related to relationship building, presentations, public speaking, and contract negotiations. My roots are deeply tied to Gilroy and the community as my brother started his business in Gilroy over 12 years ago. Having to spend plenty of time in Gilroy due to my brother, I was quickly won over by the charm, community, and purchased my own home roughly 2 years ago in the heart of Gilroy.

List any service to the community including any prior appointments: N/A

What are your goals while serving on this Board/Commission/Committee? I want to be a pillar in my community, I firmly believe I can have a great impact in the area I live and call home. My goal is to serve my community to best of my capabilities, by ensuring we drive growth that aligns to our community long term goals.

Why are you most qualified to serve on this Board/Commission/Committee? My interpersonal skills, relationship building, and background will allow me to be very successful in this role. With my personal roots in Gilroy its in my best interest to make sure we are able to grow the community and support the current residents. Especially with my background playing hockey in San Jose, I will be

able to support the upcoming hockey rink and planning to ensure we align with our communities needs, wants, and future growth.

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

- I agree.

Signature

A handwritten signature in black ink, appearing to be 'JL', written over a horizontal line.

Date

01/17/2026

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



Boards/Committees/Commissions Application Form

Board/Committee/Commissions
• Planning Commission
• Personnel Commission

First Name Martha

Middle Name Linda

Last Name Martinez

Home Address [Redacted]

City GILROY

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [Redacted]

E-mail Address [Redacted]

Driver's License/ID Number [Redacted]

Date of Birth [Redacted]

Last 4 of SSN [Redacted]

List your qualifications for this appointment:
Over 25 years of senior executive leadership in public-sector governance, planning, and systems oversight
Retired School Superintendent with responsibility for strategic planning and fiscal oversight of budgets exceeding \$115 million for fourteen schools
Proven experience analyzing policy, data, and regulatory requirements to inform sound, equitable decision-making
Strong understanding of public accountability, open-meeting laws, and ethical governance
Skilled communicator experienced in public hearings, stakeholder engagement, and consensus-building
Demonstrated systems-thinking approach to long-term planning and sustainable community outcomes

List any service to the community including any prior appointments: Co-Executive Director, California Association of Latino Superintendents & Administrators (CALSA) (retired 03-2025)

Superintendent, Salinas City Elementary School District (retired 2020)

Parks & Recreation Commissioner, City of Gilroy (1996–2000)

Former Board Member, Community Alliance for Safety & Peace

Board Member, Monterey Bay Aquarium

Advisory Board Member, California State University at Monterey Bay, San Jose State and National University (Dept. of Ed.)

Founding Member and Advisor to Board, Latino Family Fund of Gilroy

Steering Partner, Monterey County Bright Futures

Former Board Member, Gilroy Visitors Bureau and Gilroy Hispanic Chamber of Commerce (President)

Former President, Gilroy Gang Task Force (1996–2000)

Sunrise Rotary International, Past President

Area 8 World Community Service Chair, District 5170, Rotary International

California Collaborative for Educational Excellence (2016 - 2020)

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

To support thoughtful, transparent planning decisions that balance community character, housing needs, economic vitality, and environmental sustainability

To elevate community voice and ensure diverse perspectives are reflected in planning recommendations

To apply a long-term, systems-focused lens that promotes equitable growth and quality of life for all residents

To collaborate respectfully with fellow commissioners, staff, and elected officials in service of the public good

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

I bring extensive executive leadership experience, a strong proven record of public accountability, and a deep commitment to community service

My background in overseeing complex public systems, large budgets, and policy implementation prepares me to evaluate planning matters with care and rigor

Having previously served on a city commission, I understand the responsibilities, ethics, and commitment required

As a longtime community leader, I am well-positioned to listen, build trust, and contribute balanced, informed recommendations that reflect both immediate needs and long-term community goals

By clicking on this box, I declare under penalty of perjury that I am currently a registered voter within the City limits of the City of Gilroy. Furthermore, I understand that this application and any attachments are subject to disclosure under the Public Records Act and must complete mandatory Open Government

- I agree.

Ordinance Training. I further understand that members of the Planning Commission, Parks and Recreation Commission, Building Boards of Appeals, and Physically Challenged Board of Appeals are also subject to filing the Fair Political Practice Commission's Statement of Economic Interest Form 700 relating to financial disclosures.

Signature



Date

12/17/2025

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



**City of Gilroy Application
for Board, Commission and Committee Appointment**

Board /Commission/Committee of Interest: Arts & Culture

Name: Camille Mc Cormack

Phone numbers(s) / email address: [REDACTED]

Are you a registered voter within the City limits? Yes No

Physical Address* [REDACTED]

List your qualifications for this appointment: please see my documents included

List any service to the community including any prior appointments: more recent: I currently represent Red Cross and Terra Bella Communities on the Gilroy Chamber of Commerce.

What are your goals while serving on this Board/Commission/Committee?: I would be so honored to continue serving another four years...

Why are you the most qualified to serve on this Board/Commission/Committee?: See included documents

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

Mail or email your application to: Shawna Freels, City Clerk
City of Gilroy
7351 Rosanna Street, Gilroy, CA 95020
shawna.freels@ci.gilroy.ca.us

The City of Gilroy accepts applications at any time and will keep them on file for one year.



Certificate of Recognition

*The City Council of the City of Gilroy
presents to*

Camille McCormack

*this Certificate in Recognition of Your Valued Service on the Arts & Culture
Commission. The City of Gilroy extends its appreciation for your commitment and
contributions to our community.*



Greg Bozzo

Greg Bozzo, Mayor

Nov. 2025

My mother, Lael McCormack, wheeled her life serving her community. She set an incredible example for me.

She was one of the primary "founders" of both the Public Art and Arts and Culture Commissions, even when there was very limited wheelchair accessibility in our community. She collaborated an indelible sort of partnership with me, of which I "carry on". She was a noted Hilroy "Angel of the Arts". My four-year term ended in November, so I am applying for another four years of service.

Thank you

Camille Mc
McCormack

12/15/2025

Polio epidemic, '54...my beloved gold-medalist HEROINE!!!



CITY OF GILROY
CALPINE GILROY ENERGY CENTER
BOB LYNCH FORD

GILROY HISTORICAL SOCIETY
THE ALLSTATE FOUNDATION
GAVILAN JOGGERS & STRIDERS
UNITED RENTALS
RONALD G. PRAY COMPANY
ALLSTATE INSURANCE-THE SILVA AGENCY
GILROY DOWNTOWN DEVELOPMENT CORP.
SOUTH VALLEY SYMPHONY
THEATER ANGELS ART LEAGUE
CHEVY'S FRESH MEX RESTAURANT
YOUNG SIGN COMPANY
LAEL McCORMACK
THE McCORMACK GIRLS PARTNERSHIP
JOHN V. BERRI AUXILIARY 6309 VFW
FIRST NATIONAL BANK
GILROY VETERINARY HOSPITAL
HABING FAMILY FUNERAL HOME
COL. K.A. MIKE GILROY & PATRICIA GILROY
NEW DEVELOPMENTS, SHERRI STUART
SANTA TERESA LANES, INC.
GAUB FAMILY TRUST
ANONYMOUS DONORS

In Celebration of Gilroy's Past, Present and Future
In memory of Lael McCormack,
an angel of the arts



City of Gilroy Arts and Culture Commission
Gilroy Public Arts Committee
May 17, 2003



Camille McCormack

Businesswoman | Philanthropist

It was the Bay Area polio epidemic of 1954 that left my mother, overnight, confined to a wheelchair for the rest of her life. I, being just shy of age 3 and the oldest child, was catapulted into a very adult world of problem solving, compassion, team-work, and the consequent honing of a skill-set that, for a girl, would be foundational to my future, very dimensional, professional life.

Under the tutelage, so to speak, of a woman of great noble character, indomitable fortitude, and accomplished in a vast array of both personal and professional achievements, 

I was exceptionally fortunate. My career has spanned decades when women were trying to define the intersect of both their domestic and professional challenges in a time of expanded opportunity. Educated with an MBA, awards and acknowledgements for many endeavors of excellence, including a Governor's Commendation and a Presidential Pin, as well as an American Red Cross Humanitarian Award and a 50-year Service Pin. I am honored to be a businesswoman and philanthropist in 2022!

My career maturity finds me currently on several boards, from the Silicon Valley Red Cross Board, Red Cross Service to the Armed Forces and International Humanitarian Law boards, the Hawaii Red Cross Advisory Board, City of Gilroy Arts and Culture Commissioner, Terra Bella Communities, Principal, to my service on the National Red Cross Tiffany Circle team; a national group of powerful women giving of their time, treasure, and talent to a significant cause.

2022 is beckoning those of us women with career successes and business acumen to engage in impactful philanthropic efforts which, at our societal juncture, demand our utmost. Let us move forward and make our noble womanhood of great relevance in these times.

Camille McCormack
Businesswoman / Philanthropist
408.355.3587 / camillemc@verizon.net



Camille McCormack – Honoring Tiffany Circle Co-Chair’s 60 Years of Red Cross Service

"My mother was renown in that Red Cross era which afforded a brilliant venue for helping shape my civic volunteerism. Being engaged in saving lives leaves a legacy of very tangible and meaningful humanitarian work."

We are humbled to spotlight our Tiffany Circle Co-Chair and volunteer extraordinaire, Camille McCormack. In honor of Military Appreciation Month, we are thrilled to recognize Camille’s 60 years of dedicated service – she is a true Red Cross champion.

Camille was born into a San Francisco Bay Area family, her mother having received her training as a Red Cross Water Safety and Lifesaving Instructor in 1949. "My mother was renown in that Red Cross era which afforded a brilliant venue for helping shape my civic volunteerism. Being engaged in saving lives leaves a legacy of very tangible and meaningful humanitarian work." When her mother became wheelchair-bound in the polio epidemic of 1954, three-year-old Camille learned quickly to be her right-hand assistant. She learned problem solving, teamwork, and compassion; all very foundational to her future dedication to service.



Boards/Committees/Commissions Application Form

Board/Committee/Commissions • Library Commission

First Name Jan

Middle Name T

Last Name Guffey

Home Address [REDACTED]

City Gilroy

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [REDACTED]

E-mail Address [REDACTED]

Driver's License/ID Number [REDACTED]

Date of Birth [REDACTED]

Last 4 of SSN [REDACTED]

List your qualifications for this appointment: Hi! I am a former librarian and have always loved books since I entered the cool sanctuary of my small town library in hot Visalia, California, as a kid. Books have taken me across continents and across the millenia to experience the lives of others, enriching my life and my understanding of my world. I started a book club about 25 years ago when we were living in San Jose, and I still meet regularly with those old friends as we read and discuss books together each month. I am a consistent and appreciative patron of our beautiful Gilroy Public Library.

List any service to the community including any prior appointments: I have not served in any official capacity in the City of Gilroy, though through our Environmental Action Committee of our local Gilroy AAUW chapter, we helped put on the first Earth Day celebration in Gilroy in some years in 2025, and hope to do so again this year in April 2026.

What are your goals while serving on this Board/Commission/Committee? To enhance the public library services to all the population of Gilroy.

Why are you most qualified to As stated above, I am an avid reader, current consistent user of our wonderful

serve on this
Board/Commission/Committee?

Gilroy Public Library, and I am a former librarian with the City of San Jose.

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

- I agree.

Signature



Date

12/16/2025

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



Boards/Committees/Commissions Application Form

Board/Committee/Commissions • Library Commission
First Name Christina
Middle Name Ruth
Last Name Tovar
Home Address [Redacted]
City Gilroy
State CA
Zip 95020
Are you a registered voter within the City of Gilroy? Yes
Primary Phone Type Mobile
Primary Phone Number [Redacted]
Alternate Phone Type Business
Alternate Phone Number [Redacted]
E-mail Address [Redacted]
Driver's License/ID Number [Redacted]
Date of Birth [Redacted]
Last 4 of SSN [Redacted]

List your qualifications for this appointment: Active community volunteer Bachelor's degree in finance Master's degree in accountancy Certified Public Accountant Gilroy Business Owner (10 years in business) Previous Community Board Member

List any service to the community including any prior appointments: AAUW Membership Co-Chair (2020) - Still current member Gilroy Downtown Business Association - Treasurer (2023) & Current Volunteer YMCA House of Toys Committee Chair (2024) & Current Volunteer Gilroy After Hours Rotary Treasurer (2022) Gilroy Rodeo Volunteer Gilroy Downtown Business Owner (2017 to Present)

What are your goals while serving on this My goal is to help continue the good work that the library and commission are currently doing. I would use my skills and resources to support and take on any

Board/Commission/Committee?

areas that the commission may need assistance with. I see all the valuable programs and services it brings to the community and would like to be a part of making sure they are continued in the future.

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

I believe what most qualifies me for this appointment is my high respect for the value that the library brings to the community. I have been a member of the Gilroy Library since I was in elementary school. I value the resources that it offers the community. I also have experience as a community member, business owner and past board chair, which has helped me gain skills in organization, accounting, leadership and teamwork. I have prided myself on having a reputation for being able to be given a task and see it through to its successful completion.

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

- I agree.

Signature

A handwritten signature in black ink, appearing to read 'C. J. ...', with a long horizontal flourish extending to the right.

Date

11/24/2025

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



Boards/Committees/Commissions Application Form

Board/Committee/Commissions • Open Government Commission

First Name Blanca

Middle Name E

Last Name McMurray

Home Address [Redacted]

City gilroy

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [Redacted]

E-mail Address [Redacted]

Driver's License/ID Number [Redacted]

Date of Birth [Redacted]

Last 4 of SSN [Redacted]

List your qualifications for this appointment: Open Government Commission

List any service to the community including any prior appointments: I have no prior appointments. My community service has been associated with my husband's business, South Valley Oral and Facial Surgery. We have donated to the community in different ways, for example, collecting Christmas gifts for Rebekah Children's Services, also collecting backpacks for local elementary schools. I was also part of the first-ever food Truck Flying event in San Martin Airport, which has been a success since 2020.


What are your goals while serving on this Board/Commission/Committee? I would like to help the Government Commission achieve its goals for a better community and get citizens engaged in matters important to them.

Why are you most qualified to serve on this Board/Commission/Committee? Serving on the board requires collaboration with diverse members. My ability to listen to and understand diverse perspectives and to build consensus will be invaluable in advancing the board's goals.

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

- I agree.

Signature

A handwritten signature in black ink, appearing to be 'J. K. ...', written on a horizontal line.

Date

11/21/2025

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



Boards/Committees/Commissions Application Form

Board/Committee/Commissions • Personnel Commission

First Name Danny

Middle Name Edde-Mitchell

Last Name Mitchell

Home Address [REDACTED]

City CA - Gilroy

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [REDACTED]

E-mail Address [REDACTED]

Driver's License/ID Number [REDACTED]

Date of Birth [REDACTED]

Last 4 of SSN [REDACTED]

List your qualifications for this appointment: Administrative VP, CFO /CPA of a local manufacturing co. for 25 years. Was in charge of the HR department. I developed the department as our company grew over the years. Participated in developing all aspects of HR including policies, procedures and employee handbooks. Developed different levels of management as we grew larger. Oversaw development training, job descriptions, performance reviews, harassment training, interviews, and employee hiring and firing.

List any service to the community including any prior appointments: Past Chamber of Commerce board member (6 years). Served as interim President/CFO. 2024. Served on the General Plan Advisory Committee for 2040 plan development. Board Trustee, Gilroy Elks Lodge. Served as Chairman for 4 years.

What are your goals while serving on this Board/Commission/Committee? Offer my background and experience in supporting the City of Gilroy's Personal Department. Provide input with the rest of the Personal Commission in assisting the HR group and the City Council in decision making.

Why are you most qualified to serve on this 25 Years growing a company's revenue from \$3M a year to \$30M a year and all the growth challenges that come with managing personal. We have a successful

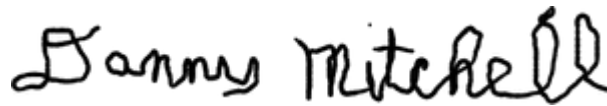
Board/Commission/Committee?

history of employee retention, with many of our 120+ employees having been with us for 20 to 30 years or more. This speaks to the treatment of maintaining good employee relations with management and staff and continuing to address the challenges of a growing company.

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

- I agree.

Signature



Date

10/31/2025

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



Boards/Committees/Commissions Application Form

Board/Committee/Commissions
• Planning Commission
• Personnel Commission

First Name Martha

Middle Name Linda

Last Name Martinez

Home Address [Redacted]

City GILROY

State CA

Zip 95020

Are you a registered voter within the City of Gilroy? Yes

Primary Phone Type Mobile

Primary Phone Number [Redacted]

E-mail Address [Redacted]

Driver's License/ID Number [Redacted]

Date of Birth [Redacted]

Last 4 of SSN [Redacted]

List your qualifications for this appointment:
Over 25 years of senior executive leadership in public-sector governance, planning, and systems oversight
Retired School Superintendent with responsibility for strategic planning and fiscal oversight of budgets exceeding \$115 million for fourteen schools
Proven experience analyzing policy, data, and regulatory requirements to inform sound, equitable decision-making
Strong understanding of public accountability, open-meeting laws, and ethical governance
Skilled communicator experienced in public hearings, stakeholder engagement, and consensus-building
Demonstrated systems-thinking approach to long-term planning and sustainable community outcomes

List any service to the community including any prior appointments: Co-Executive Director, California Association of Latino Superintendents & Administrators (CALSA) (retired 03-2025)

Superintendent, Salinas City Elementary School District (retired 2020)

Parks & Recreation Commissioner, City of Gilroy (1996–2000)

Former Board Member, Community Alliance for Safety & Peace

Board Member, Monterey Bay Aquarium

Advisory Board Member, California State University at Monterey Bay, San Jose State and National University (Dept. of Ed.)

Founding Member and Advisor to Board, Latino Family Fund of Gilroy

Steering Partner, Monterey County Bright Futures

Former Board Member, Gilroy Visitors Bureau and Gilroy Hispanic Chamber of Commerce (President)

Former President, Gilroy Gang Task Force (1996–2000)

Sunrise Rotary International, Past President

Area 8 World Community Service Chair, District 5170, Rotary International

California Collaborative for Educational Excellence (2016 - 2020)

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

To support thoughtful, transparent planning decisions that balance community character, housing needs, economic vitality, and environmental sustainability

To elevate community voice and ensure diverse perspectives are reflected in planning recommendations

To apply a long-term, systems-focused lens that promotes equitable growth and quality of life for all residents

To collaborate respectfully with fellow commissioners, staff, and elected officials in service of the public good

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

I bring extensive executive leadership experience, a strong proven record of public accountability, and a deep commitment to community service

My background in overseeing complex public systems, large budgets, and policy implementation prepares me to evaluate planning matters with care and rigor

Having previously served on a city commission, I understand the responsibilities, ethics, and commitment required

As a longtime community leader, I am well-positioned to listen, build trust, and contribute balanced, informed recommendations that reflect both immediate needs and long-term community goals

By clicking on this box, I declare under penalty of perjury that I am currently a registered voter within the City limits of the City of Gilroy. Furthermore, I understand that this application and any attachments are subject to disclosure under the Public Records Act and must complete mandatory Open Government

- I agree.

Ordinance Training. I further understand that members of the Planning Commission, Parks and Recreation Commission, Building Boards of Appeals, and Physically Challenged Board of Appeals are also subject to filing the Fair Political Practice Commission's Statement of Economic Interest Form 700 relating to financial disclosures.

Signature



Date

12/17/2025

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

**City of Gilroy
City Council**

DRAFT

Minutes

1. OPENING **Tuesday, December 30, 2025 | 10:00 AM**

1. Call to Order

The meeting was called to order by Mayor Bozzo at 10:00 AM.

2. Roll Call

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

2. CLOSED SESSION

Mayor Bozzo opened public comment at 10:01 A.M.

With no speakers, Mayor Bozzo closed public comment.

Motion

Remain in closed session

RESULT: **Passed**

MOVER: None

SECONDER: None

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

NAYS: None

ABSENT: None

1. PUBLIC EMPLOYEE APPOINTMENT/ EMPLOYMENT.

Pursuant to Government Code Section 54957 and Gilroy City Code Section 17A.11(2)

Name/Title: City Administrator

3. ADJOURN TO OPEN SESSION

The City Council returned to open session at 11:17 A.M. with no reportable action.

4. ADJOURNMENT

With no additional business before the Council, the meeting was adjourned at 11:17 A.M.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the City Council of the City of Gilroy on XXXXXXX, 20XX.

Kim Mancera
City Clerk

DRAFT

**City of Gilroy
City Council**

DRAFT

Minutes

Monday, January 5, 2026 | 6:00 PM

1. OPENING

1. Call to Order

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

2. Roll Call

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

3. City Clerk's Report on Posting the Agenda

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

4. Pledge of Allegiance

Council Member Fugazzi led the Pledge of Allegiance.

5. Invocation

6. Orders of the Day

Mayor Bozzo moved items 9.1 and 9.2 to the beginning of the agenda after item 3.1.

7. Employee Introductions

Interim Administrative Services & Human Resources Director/Risk Manager LeeAnn McPhillips introduced Facilities Maintenance Specialist Omar Paniagua.

2. COUNCIL CORRESPONDENCE (Informational Only)

3. PRESENTATIONS TO THE COUNCIL

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

Mayor Bozzo opened public comment at 6:06 P.M.

Cindy Smith - commented on the effects that a large data center being built in Gilroy will have and expressed her concerns.

Britt Smith - commented on the effects that a large data center being built in Gilroy will have and expressed her concerns.

Steven Hayes - commented on behalf of Local 2805 and the Gilroy Fire Department, thanking the community for the over 4,000 toys donated this year.

Ruby Bastida - commented on her concern about the Gilroy data center.

Robert Butler - commented on programs happening at the Gilroy Center for the Arts.

Dena Foskett - commented on her concern about the data center and Amazon warehouse.

Trinity Foskett - commented on her concerns about the data center.

Ron Kirkish - commented on the return of Chief Smithee and thanked him.

With no further speakers, Mayor Bozzo closed public comment.

9. INTRODUCTION OF NEW BUSINESS

1. **Appointment of Matt Morley as City Administrator Effective February 9, 2026, and Approval of Employment Agreement**

Interim Administrative Services & Human Resources Director/Risk Manager LeeAnn McPhillips provided a report.

Mayor Bozzo opened public comment at 6:27 P.M.

Ron Kirkish - congratulated Matt Morley on his appointment as City Administrator.

With no further speakers, Mayor Bozzo closed public comment.

Motion

Appoint Matt Morley as City Administrator effective February 9, 2026, and approve City Administrator's Employment Agreement for Matt Morley and authorize the mayor to execute the agreement.

RESULT: **Passed**

MOVER: Council Member Dion Bracco

SECONDER: Council Member Terence Fugazzi

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

NAYS: None

ABSENT: None

2. **City Council Appointment of Harjot Sangha as Interim City Administrator for the Period of January 5, 2026 through February 8, 2026**

Interim Administrative Services & Human Resources Director/Risk Manager LeeAnn McPhillips provided a report.

Mayor Bozzo opened public comment at 6:37 P.M.

With no speakers, Mayor Bozzo closed public comment.

Motion

Appoint Harjot Sangha as Interim City Administrator for the period of January 5, 2026 - February 8, 2026.

RESULT: Passed

MOVER: Council Member Dion Bracco

SECONDER: Council Member Kelly Ramirez

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

NAYS: None

ABSENT: None

4. REPORTS OF COUNCIL MEMBERS

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

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

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

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

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

Council Member Cline – CalTrain Policy Group (alternate), Gilroy Sister Cities (alternate), Gilroy Youth Task Force, Santa Clara County Expressway Plan 2040 Advisory Board, Silicon Valley Clean Energy Authority JPA Board

(alternate), Silicon Valley Regional Interoperability Authority Board, Visit Gilroy California Welcome Center (alternate), VTA Mobility Partnership Committee, VTA Policy Advisory Committee (alternate)

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

Council Member Bracco - Wished everyone a Happy New Year and thanked City staff for the hard work.

Council Member Fugazzi - No report.

Council Member Marques - Wished everyone a Happy New Year and thanked everyone for what they do.

Council Member Hilton - Reported from Silicon Valley Clean Energy (SVCE) that energy bills will decrease for customers in 2026. He mentioned that SVCE is committed to competitive rates. He also mentioned that he has established a shared Council Member office space in City Hall, located next to the Mayor's office.

Council Member Ramirez - No report.

Council Member Cline - No report.

Mayor Bozzo - Reported that he has been invited to the Capitol by Speaker of the Assembly Robert Rivas and will be traveling there this week. He will have an opportunity to share some of the Council's priorities. He thanked the City Council for all of their work and time that went into the process of hiring our next City Administrator, Matt Morley. He thanked Interim Administrative Services & Human Resources Director/Risk Manager LeeAnn McPhillips for all the time and work she put in over the holidays to assist in the process. He also thanked City Clerk Kim Mancera for being on standby and for the extra work over the holidays.

5. BOARD AND COMMISSION INTERVIEWS

1. Interviews for Open Seats on Boards, Commissions, and Committees with Future Appointment on January 26, 2026

City Clerk Kim Mancera provided a report.

The following applicants participated in commission interviews.

Arts and Culture Commission
Camille McCormack

Library Commission
Jan Guffey
Christina Tovar

Open Government Commission
Blanca McMurray

Personnel Commission
Danny Edde-Mitchell

Planning Commission
Martha Martinez

Interviews will continue on January 26, 2026, followed by appointments.

6. **CONSENT CALENDAR**

Mayor Bozzo opened public comment at 6:54 P.M.

With no speakers, Mayor Bozzo closed public comment.

Motion

Approve the consent calendar.

RESULT: **Passed**

MOVER: Council Member Carol Marques

SECONDER: Council Member Dion Bracco

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

NAYS: None

ABSENT: None

1. **Approve the minutes of the December 8, 2025 City Council Special Meeting, December 8, 2025 Regular Meeting, and the December 15, 2025 City Council Special Meeting.**
2. **Adopt the City Seal and Logo Use Policy**
3. **Acceptance of a State of California Department of Justice, Tobacco Grant Program Award in the Amount of \$291,546 and Adoption of a Resolution of the City Council of the City of Gilroy Approving Fiscal Year 2025-26 and 2026-2027 Budget Amendments**
4. **Council Concurrence with the Issuance of the Recreation Assessment Request for Proposals**

7. **BIDS AND PROPOSALS**

1. **For the Love of Gilroy Public Art Campaign - Selection of 14 Designs and Award of Intellectual Property Rights Agreements for \$500 Each**

Deputy Director of Community Development Bryce Atkins provided a report.

Mayor Bozzo opened public comment at 7:02 P.M.

Britt Smith - commented and advocated on having a local small business produce the banners.

With no further speakers, Mayor Bozzo closed public comment.

Motion

Approve the Arts and Culture Commission's recommended award order of designs for purchase.

RESULT: Passed

MOVER: Council Member Dion Bracco

SECONDER: Council Member Carol Marques

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

NAYS: None

ABSENT: None

8. PUBLIC HEARINGS

1. Consider Adopting an Urgency Interim Ordinance Prohibiting the Issuance of Tobacco Retailer Permits for a Period Not to Exceed Forty-Five (45) Days Citywide

Mayor Bozzo opened public comment at 7:04 P.M.

With no speakers, Mayor Bozzo closed public comment.

Motion

Determine this action is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines.

RESULT: Passed

MOVER: Council Member Kelly Ramirez

SECONDER: Council Member Tom Cline

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

NAYS: None

ABSENT: None

Motion

Direct the Clerk to read the ordinance by title only and waive further readings.

RESULT: Passed

MOVER: Council Member Tom Cline

SECONDER: Council Member Carol Marques
AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo
NAYS: None
ABSENT: None

Motion

Adopt an Urgency Interim Ordinance establishing a temporary prohibition on the issuance or approval of any new Tobacco Retailer Permits citywide within the City of Gilroy pursuant to California Government Code 65858 and make findings, as incorporated in the ordinance, that adoption of the ordinance is necessary for the immediate preservation of public health, safety, and welfare, particularly regarding the protection of minors throughout the City.

RESULT: **Passed**
MOVER: Council Member Carol Marques
SECONDER: Council Member Tom Cline
AYES: Council Member Dion Bracco, Council Member Tom Cline, Council Member Terence Fugazzi, Council Member Zach Hilton, Council Member Carol Marques, Council Member Kelly Ramirez, Mayor Greg Bozzo
NAYS: None
ABSENT: None

10. CITY ADMINISTRATOR'S REPORTS

Interim City Administrator Harjot Sangha wished everyone a happy New Year and is looking forward to working with the new City Administrator.

11. CITY ATTORNEY'S REPORTS

No report.

12. CLOSED SESSION

City Attorney Andy Faber announced the closed session item.

City Attorney Andy Faber opened public comment at 7:10 P.M. With no speakers,

City Attorney Andy Faber closed public comment.

- 1. Public Employee Appointment/Employment Pursuant to Government Code Section 54957 and Gilroy City Code Section 17A.11(2)
Name/Title: Economic Development Director**

13. ADJOURN TO OPEN SESSION

Mayor Bozzo announced that the only reportable action was a vote to remain in closed session.

Motion

Remain in closed session.

RESULT: **Passed**

MOVER: None

SECONDER: None

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

NAYS: None

ABSENT: None

14. ADJOURNMENT

With no additional business before the Council, the meeting was adjourned at 7:39 P.M

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the City Council of the City of Gilroy on XXXXXXXX, 20XX.

Kim Mancera
City Clerk

DRAFT

**City of Gilroy
City Council**

DRAFT

Minutes

Saturday, January 10, 2026 | 9:30 AM

1. OPENING

1. Call to Order

The meeting was called to order by Mayor Bozzo at 9:30 AM.

2. Roll Call

Attendance	Attendee Name
Present	Council Member Dion Bracco Council Member Tom Cline Council Member Kelly Ramirez Mayor Greg Bozzo

2. COFFEE WITH THE MAYOR

3. ADJOURNMENT

The Coffee with the Mayor event was adjourned at 10:37 AM.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the City Council of the City of Gilroy on XXXXXX, 20XX.

Kim Mancera
City Clerk



City of Gilroy

STAFF REPORT

Agenda Item Title: Award of Contract to Ross Recreation for Playground Retrofits at Rainbow Park with a 5% contingency of \$10,026, not to exceed \$210,538

Meeting Date: January 26, 2026
 From: Harjot Sangha, Interim City Administrator
 Department: Public Works
 Submitted by: John Doughty, Public Works Director
 Prepared by: Matt Jones, Deputy Public Works Director

STRATEGIC PLAN GOALS: Maintain and Improve City Infrastructure

RECOMMENDATION

It is recommended that the City Council authorize the Interim City Administrator to execute a contract with Ross Recreation Equipment, utilizing National Purchasing Partners Contract #PS25610, for playground retrofit equipment and installation at Rainbow Park in a total not-to-exceed amount of \$200,513, with a 5% contingency of \$10,026 not to exceed the total of \$210,538.

EXECUTIVE SUMMARY

The playground at Rainbow Park is scheduled for retrofitting under the FY 2026–27 Park Infrastructure Capital Improvement Program (CIP). Staff recommends purchasing retrofit equipment and installation services through the competitively bid National Purchasing Partners Contract #PS25610 to expedite delivery and ensure cost-efficient procurement. The retrofit preserves functional elements of the original structures while replacing worn-out components, extending the useful life of the playground at a lower cost than full replacement. The total recommended not-to-exceed cost for the project, including a 5% contingency, is \$210,538, with funding available in the Parks & Landscape Division budget (Org 1005510).

BACKGROUND

Rainbow Park is a major community park featuring two playground structures serving both toddler and youth age groups. The existing PlayShaper (ages 2–5) and PlayBooster (ages 5–12) systems were installed more than 15 years ago. As part of the City’s asset management program and approved FY 2026–27 CIP, staff prioritized this location for retrofitting due to frequent maintenance needs, aging components, and the park’s high visibility and usage.

Staff explored full replacement and retrofit options and determined that a retrofit approach — retaining usable components and replacing only the necessary elements — would extend the life of both playground structures while minimizing cost and installation time. Ross Recreation Equipment, the regional distributor and certified installer for Landscape Structures products, has provided updated pricing for the scope of work under National Purchasing Partners Contract #PS25610.

ANALYSIS

Ross Recreation Equipment provided a quote for the retrofit of both playground structures at Rainbow Park. The quote includes demolition and removal of worn components, delivery, installation by manufacturer-certified personnel, and replacement of the PlayShaper and PlayBooster equipment. Materials are anticipated to be delivered within 6–8 weeks of purchase order issuance. Installation would then be scheduled based on staff availability and in coordination with the vendor.

Item Cost

Base Quote \$200,513
 10% Contingency \$10,026
 Not-to-Exceed Amount \$210,538

ALTERNATIVES

- Do not approve the purchase – This defers needed replacement, increasing maintenance costs and the risk of safety concerns to users.
- Pursue full replacement – This would significantly increase costs and require additional CIP funding.
- Issue an RFP for alternative vendors – This would result in procurement delays and would likely not result in a more competitive cost than the National Purchasing Partners Contract.

FISCAL IMPACT/FUNDING SOURCE

This project is funded in the adopted FY 2026–27 Capital Improvement Program under the Parks & Landscape Division, Org 1005510, within the General Fund (100). The not-to-exceed project cost is \$210,538.

PUBLIC OUTREACH

Public outreach was not required.

NEXT STEPS

Upon Council approval, staff will issue a purchase order, finalize equipment details, and coordinate delivery, which is expected within 6–8 weeks. Site preparation and installation will be scheduled and completed by Ross Recreation, followed by a final inspection and public notification upon reopening.

Attachments:

1. Rainbow Park Retrofit_NPP Contract
2. Rainbow Playground photos (current #1)
3. Rainbow Playground photos (current #2)
4. Rainbow Playground photos (current #3)
5. Rainbow Small playground photos (current #1)
6. Rainbow Small playground photos (current #2)
7. Rainbow Small playground photos (current #3)



NPP CONTRACT

ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:

ROSS RECREATION EQUIPMENT, INC.
 100 BRUSH CREEK RD, #206 SANTA ROSA, CA. 95404
 707.538.3800 - accounting@rossrec.com

Quote #: 00046819
Quote Name: Rainbow Park Retrofit - Both Play Areas
Quote Total: \$200,512.81
NPP Contract: PS25610

Billing Address:
 Gilroy, City of
 7351 Rosanna Street
 Gilroy, California 95020

Shipping Address:
 Rainbow Park
 980 Mantelli Drive
 Gilroy, California 95020

Quote Date: 12/9/25
Expiration Date: 2/9/26

Opportunity Name	Lead Time	Payment terms
------------------	-----------	---------------

Rainbow Park Retrofit	6-8 weeks	Net 30 On Materials Shipment
-----------------------	-----------	------------------------------

QTY	PRODUCT	DESCRIPTION	UNIT PRICE	SUBTOTAL
1.00	PlayShaper	Retrofit Design 1194124-01-02 for Existing PlayShaper (Ages 2-5); Colors TBD * Components shown in Orange (drawing) or Gray (3D renderings) to remain	\$29,705.30	\$29,705.30
1.00	PlayBooster, 5-12	Retrofit Design 1194124-01-02 for Existing PlayBooster (Ages 5-12); Colors TBD * Components shown in Orange (drawing) or Gray (3D renderings) to remain	\$85,236.80	\$85,236.80
1.00	NPP Ross Discount	NPP Purchasing Contract Discount on Play Equipment	(\$3,448.26)	(\$3,448.26)
1.00	Install - Play Equipment	Installation of Landscape Structures PlayBooster/PlayShaper Retrofit Design #1194124-01-02 by a manufacturer certified installer. * Includes demo and disposal of components being replaced. * Project DIR # needed for state prevailing wage projects. Quote does not include any union or federal wage requirements. * Installation price quoted for favorable working conditions. If rock, poor soil conditions, a high water table and/or other unforeseen site conditions exist requiring additional materials and labor, additional charges may be incurred. * Includes equipment layout, footing excavation, equipment assembly and concrete footings per manufacturer specifications. If different footing details are provided by the owner/specifier a change order may be required. * Assumes installation of footings through native soil or compacted base rock. If installing through concrete a change order may be required.	\$54,655.00	\$54,655.00
1.00	Rentals	600' of Temporary Fencing for duration of project	\$4,800.00	\$4,800.00
1.00	Bond	Payment & Performance Bonds	\$5,840.16	\$5,840.16

Totals			
County/ City Tax	(Santa Clara County 9.1250 %)	Materials	\$111,493.84
		Sales Tax	\$10,173.81
		Labor/ Fees	\$65,295.16
		Freight	\$13,550.00
		Total	\$200,512.81

ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:

ROSS RECREATION EQUIPMENT, INC.
100 BRUSH CREEK RD, #206 SANTA ROSA, CA. 95404
707.538.3800 - accounting@rossrec.com

Quote #: 00046819
Quote Name: Rainbow Park Retrofit - Both Play Areas
Quote Total: \$200,512.81
NPP Contract: PS25610

Notes to Customer

ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:

ROSS RECREATION EQUIPMENT, INC.
100 BRUSH CREEK RD, #206 SANTA ROSA, CA. 95404
707.538.3800 - accounting@rossrec.com

Quote #: 00046819
Quote Name: Rainbow Park Retrofit - Both Play Areas
Quote Total: \$200,512.81
NPP Contract: PS25610

NPP Contract Document

PREPARED FOR:

Gilroy, City of
7351 Rosanna Street
Gilroy, California 95020
Credit Terms: Net 30 On Materials Shipment

GENERAL TERMS:

Thank you for choosing Ross Recreation Equipment for your project. This document outlines the arrangements for your selected products, labor and services. It will serve as a Contract Agreement ("Contract") between Gilroy, City of ("Customer") and Ross Recreation Equipment ("Ross Recreation"). All arrangements described in this Contract will be confirmed by returning your signed Contract Agreement no later than **2/9/26**.

This Contract contains the entire agreement between Ross Recreation and the Customer and takes precedence over all previous quotations, estimates and agreements. No changes, amendments or modifications of this Contract shall be valid unless made in writing and signed by both parties.

Ross Recreation coordinates the ordering, production and shipment of materials with the installation of those materials, if we are providing installation of your equipment. Site readiness is a critical component of shipping coordination. If project and/or site readiness changes after materials are already produced, neither the manufacturer nor Ross Recreation, can hold and store such materials. Once materials ship, the materials will be invoiced based on customer's terms and payment for materials is required regardless of installation status.

Credit terms are established by Ross Recreation and for this order are as follows: **Net 30 On Materials Shipment**. Pay when paid by the Owner is not accepted as alternative payment terms.

Sales tax rates will be charged and determined by the Department of Tax and Fee Administration at the time of shipping. Any changes to the County/City tax rate and/or a change to the ship to location may affect the final total due on this contract. The customer is responsible for these sales tax changes. For this order, the sales tax rate is as follows: **(Santa Clara County 9.1250 %)**.

Labor costs quoted and contracted are good for six months. If the duration and/or timeline of the project and Ross Recreation's start date is extended beyond six months from the time of an executed contract, additional costs may be incurred reflecting current labor costs at the time the labor is performed.

ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:

ROSS RECREATION EQUIPMENT, INC.
100 BRUSH CREEK RD, #206 SANTA ROSA, CA. 95404
707.538.3800 - accounting@rossrec.com

Quote #: 00046819
Quote Name: Rainbow Park Retrofit - Both Play Areas
Quote Total: \$200,512.81
NPP Contract: PS25610

1. PRE-DELIVERY INSTRUCTIONS:

The contractor must notify Ross Recreation of any requested delivery changes at least two (2) weeks prior to shipment. If the delivery address on the contract is not correct, please contact our office immediately as a re-consignment fee may be added if materials ship and the delivery address is changed. If Ross Recreation is not installing your equipment, you are responsible for offloading and having equipment for offloading the shipment (i.e. - forklift or similar); the truck driver is not obligated to offload your shipment. If Ross Recreation is installing your equipment, the installers will offload the equipment. It is your responsibility to mark all underground utilities before installation (call USA North, 1-800-227-2600).

2. DELIVERY INSTRUCTIONS:

Make sure the materials and quantities match the freight bill/Bill of Lading (BOL) you are signing to ensure you are receiving a complete and intact shipment. Make sure all pieces you are receiving are correctly addressed to the project and site, as trucks carry multiple shipments. Any shortages or visible damage must be noted on both copies of the freight bill/Bill of Lading (BOL), and both copies signed. Jointly inspect each delivered piece for signs of damage (i.e. torn packaging, punctures, etc.) with the driver. Notations on the freight bill/Bill of Lading (BOL) should be as detailed as possible to avoid controversy at a later date if a claim is necessary. Taking photos of any damaged packaging is highly recommended for documentation.

2. POST-DELIVERY INSTRUCTIONS:

After receipt of order, inventory your shipment. All shortages must be reported within thirty (30) days of receiving your order. When inspecting the equipment, please minimize the amount of tearing of the packaging and do not dispose of packaging. If concealed damage is found, a Carrier inspection must take place within fifteen (15) days from the time of delivery to protect your rights as the Consignee. Store your equipment in a safe and secure location before installation. Returns are subject to a restocking fee. Credit on returns is contingent upon credit issued from the manufacturer. Materials must be packaged well and received at the manufacturer in new and resalable condition.

3. DELAY:

Ross Recreation shall be excused for any delay in completion of the contract caused by acts of God, acts of the Owner or Contractor or the Owner's or Contractor's agent, employee or independent contractor, weather, labor trouble, acts of public utilities, public bodies or inspectors, extra work, failure of the Owner or Contractor to make progress payments promptly, or other contingencies unforeseeable by or beyond the reasonable control of Ross Recreation.

4. CONTRACT, PLANS AND SPECIFICATIONS:

The contract, plans and specifications are intended to supplement each other. In case of conflict, the specifications shall control the plans, and the provisions of this contract shall control both. The Project will be constructed according to the plans and specifications and any addenda, which have been signed by the parties hereto.

5. CHANGE ORDERS:

Should the Contractor, Owner, inspector or other person direct any modification or addition to the work covered by this contract, the contract price shall be adjusted accordingly. Modifications or additions to the work shall be executed only when a contract Change Order has been signed by both the Contractor and/or Owner and Ross Recreation. The change in the contract price caused by such contract Change Order shall be as agreed and approved in writing. If the parties are not in agreement as to the change in Contract Price, then Ross Recreation's actual cost for all labor, materials, subcontracts and costs associated with the change in scope, plus Ross Recreation's fee of twenty-five percent (25%) shall be the change in the final contract price and final amount due. Ross Recreation shall promptly notify the Contractor or Owner of (1) a site differing materially from those indicated in this contract, (b) unknown physical conditions differing materially from those originally encountered and generally recognized as inherent in the work of the character provided for in this contract, or (c) any additional materials needed to complete the agreed upon scope of work. Any expenses incurred due to such conditions shall be paid for by Contractor or Owner as added work as outlined above.

ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:

ROSS RECREATION EQUIPMENT, INC.
100 BRUSH CREEK RD, #206 SANTA ROSA, CA. 95404
707.538.3800 - accounting@rossrec.com

Quote #: 00046819
Quote Name: Rainbow Park Retrofit - Both Play Areas
Quote Total: \$200,512.81
NPP Contract: PS25610

6. RIGHT TO STOP WORK:

Ross Recreation shall have the right to stop work if any payment is not made under this Agreement and set credit terms. Ross Recreation may keep the job idle until all payments due are received. In the alternative, Ross Recreation may, at its option, terminate the contract and recover from the Contractor or Owner payment for all work executed to the date of such termination.

7. SITE CONDITIONS:

Installation price quoted for favorable working conditions. If rock, poor soil conditions, a high-water table, unknown obstructions (ie - old footings, concrete, pipes, conduits, etc), and/or other unforeseen site conditions exist requiring additional materials and labor, additional charges may be incurred. Ross Recreation is not responsible for any additional costs or delays caused by unforeseen site conditions, including but not limited to contaminated soil, hidden utilities, archaeological findings, or other site conditions.

8. EXCLUSIONS/CLARIFICATIONS:

Permits, permit fees, licenses, inspections, site work, bonds and any materials or labor unless specifically quoted and included in the approved scope of work are excluded.

Mobilization: Labor quoted by Ross Recreation is for one move-in and one move-out mobilization. Delays and/or multiple mobilizations due to inadequate site prep, project delays, or other reasons will require an additional mobilization fee by Ross Recreation.

Site Access: Customer must ensure that the site may be accessed by large machinery or equipment (i.e. a Bobcat tractor, lift, etc.) for use of moving equipment, footing excavation, and performing required installation work. Site access must be free from curbs, concrete walkways, fencing, plantings, etc. If such conditions exist, Ross Recreation will do our best to gain access with minimal damage but will not be responsible for needed repairs made due to limited access to the site.

Labor/Installation: Ross Recreation will provide materials and installation (if applicable and quoted) only as quoted and per each manufacturer's installation specifications, guidelines, and standard footing details. Installation includes the layout of the equipment, post-footing excavation based on the manufacturer's standard footing details and specifications, concrete for footings, and complete assembly/installation of the purchased materials unless stated otherwise.

Underground Utilities: Services for underground utilities that are not marked by USA or other location services are not the responsibility of Ross Recreation. If utilities are inadvertently affected and damaged during the installation and completion of Ross Recreation's scope of work, Ross Recreation is not liable for repair nor any associated repair costs incurred by footing and/or excavation work. Scan/X-ray services prior to the start of work to better identify utilities is highly recommended.

The correct and determined location of the equipment/structure(s) is the sole responsibility of the owner or designated architect, engineer or designer of the project. If the relocation of the equipment/structure(s) is required due to unknown site conditions, permits, project approvals or other occurrences, additional costs may be incurred for re-mobilization, new site considerations and conditions and/or other project specifics.

Existing ground cover or surfacing materials interfering with the installation will require a change order to include removal and/or disposal of materials. Landscape repairs are excluded, including irrigation or/and lines interfering with installation.

Third-party playground equipment inspection/certification to be completed independently from this contract and by others.

Project Security: Ross Recreation requires that the customer provide a secure site for the materials and installation of equipment and surfacing. Ross Recreation is not responsible for providing site security nor safeguarding the worksite and providing materials against theft, vandalism, or other criminal activities unless specifically included in the scope of work. Any costs are the responsibility of the customer/Owner.

ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:

ROSS RECREATION EQUIPMENT, INC.
100 BRUSH CREEK RD, #206 SANTA ROSA, CA. 95404
707.538.3800 - accounting@rossrec.com

Quote #: 00046819
Quote Name: Rainbow Park Retrofit - Both Play Areas
Quote Total: \$200,512.81
NPP Contract: PS25610

For rubberized surfacing installations, Ross Recreation will require the use of temporary cyclone fencing or a security guard for the curing period following the installation of the rubberized surfacing. If fencing or security is declined, Ross Recreation will require a waiver form provided and signed by the customer accepting liability for securing the site during the surfacing cure time of forty-eight hours.

Ross Recreation excludes any work or items not explicitly listed in the ordered quote and scope of work or otherwise included by reference in this contract. Any additional materials and/or work requested shall be subject to a separate agreement or Change Order.

9. CLEAN-UP:

If Ross Recreation is installing your equipment, upon completion of work, Ross Recreation will remove debris and surplus material created by its operation on Owner's property and leave the area where the construction occurred in a neat and broom clean condition.

Off haul of spoils from footings or other construction work is excluded from Ross Recreation's scope of work unless otherwise noted. The customer is to provide a location for spoils to be stored/distributed on-site. If spoils are to be removed from the site, Ross Recreation must be notified and included in the agreed scope of work.

10. ARBITRATION:

Any controversy arising out of this contract, construction of the project referred to in this contract or regarding the interpretation of this contract, or any subcontract or sub-subcontract is subject to arbitration. Arbitration shall be had in accordance with the applicable rules of the American Arbitration Association which are in effect at the time the Demand for Arbitration is filed.

11. ATTORNEY FEES:

In the event, the parties hereto become involved in litigation arising out of this contract, or the performance or breach thereof, the court or arbitrator, in such litigation, or in separate suit, shall award reasonable costs, expenses, and attorney's fees to the prevailing party. The court or arbitrator shall not be bound by any court fee schedule and shall award the full amount of costs, expenses, and attorney's fees incurred in good faith.

12. ASSIGNMENT:

Neither party may assign this contract without the written consent of the other party.

13. HAZARDOUS MATERIALS:

Unless specifically called out in the contract, this contract does not contemplate the removal or disturbance of asbestos, lead, mold or other hazardous material. The Contractor or Owner warrants that no such material is present. In the event that such material is encountered, Ross Recreation shall stop work immediately and will not start work again until such hazardous materials are clear of the site.

14. NON UNION CONTRACTORS:

Ross Recreation will provide labor using a subcontractor for all installation and labor quoted. Neither Ross Recreation nor our subcontractors are signatory to any unions; however compliance with prevailing wage rate requirements will occur in compliance with the Department of Industrial Relations (DIR) guidelines. If union enrollment is required by Ross Recreation's subcontractor and they are able, willing and agree to the enrollment for completion of this project, Ross Recreation will require a change order to cover the costs on a per project enrollment and additional wage/benefit requirements.

ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:

ROSS RECREATION EQUIPMENT, INC.
100 BRUSH CREEK RD, #206 SANTA ROSA, CA. 95404
707.538.3800 - accounting@rossrec.com

Quote #: 00046819
Quote Name: Rainbow Park Retrofit - Both Play Areas
Quote Total: \$200,512.81
NPP Contract: PS25610

15. CONTRACTORS:

Contractors are required by law to be licensed, bonded, and regulated by the Contractor's State License Board whose address is:

Contractor's State License Board
P.O. Box 26000
Sacramento, CA 95826

SIGNATURES: In witness whereof, both of the Parties have executed this Contract, both Parties by its representative, as of the day and year set forth below. The signature assumes acceptance of stated payment terms. 2% per month late fees will be charged on delinquent payments. The signature below accepting this proposal will constitute a purchase order only upon Ross Recreation Equipment, Inc.'s approval. Customer receipt of an order acknowledgment constitutes such approval.

Customer Signature

Customer Print Name

Date















City of Gilroy

STAFF REPORT

Agenda Item Title: Authorize the City Administrator to Execute a Grant Agreement with Silicon Valley Clean Energy in the Amount of \$235,178, and Adopt a Resolution to Amend the FY2024-2028 Capital Improvement Program to add the EV Fleet Expansion and Depot Charging Project, and Amend FY2026-27 Budget to Appropriate the \$240,178 for the Project.

Meeting Date: January 26, 2026
 From: Harjot Sangha, Interim City Administrator
 Department: Public Works
 Submitted by: John Doughty, Public Works Director
 Prepared by: Mark Johnson, Environmental Programs Manager

STRATEGIC PLAN GOALS: Maintain and Improve City Infrastructure

RECOMMENDATION

It is recommended that the City Council:

Authorize the City Administrator, or designee, to execute an agreement and related documents with Silicon Valley Clean Energy for the 2024 Noncompetitive Member Agency Grant; and

Adopt a Resolution to:

1. Amend the FY2024-2028 Capital Improvement Program to add the EV Fleet Expansion and Depot Charging Project; and
2. Amend FY2025-26 budget to appropriate \$240,178 for the construction of the EV Fleet Expansion and Depot Charging Project, of which \$235,178 is from the Silicon Valley Clean Energy Noncompetitive Member Agency Grant, and \$5,000 is from the Capital Project Fund balance (400).

EXECUTIVE SUMMARY

Silicon Valley Clean Energy offers Noncompetitive Member Agency Grants to its local government members for electrification, energy resilience, and community engagement projects. These grants help cities fund electric vehicle chargers, solar paired with energy storage, facility electrification, decarbonization demonstration projects, and community engagement activities.

Staff submitted the Silicon Valley Clean Energy Noncompetitive Member Agency Grant Form, and Silicon Valley Clean Energy has approved the form and reserved grant funds for the City of Gilroy. The City needs to execute the grant agreement and proceed with the project, or the funds will be reassigned by Silicon Valley Clean Energy.

BACKGROUND

On December 5, 2025, staff submitted the Silicon Valley Clean Energy Noncompetitive Member Agency Grant Form under the Noncompetitive Member Agency Grant program. This program is administered by Silicon Valley Clean Energy and is available only to the thirteen Silicon Valley Clean Energy member agencies.

On December 10, 2025, Silicon Valley Clean Energy notified staff that the City's grant form was approved and that grant funds were reserved for Gilroy, subject to execution of a grant agreement.

ANALYSIS

The project in which the City was tentatively awarded grant funds includes installation of two dual port Level 2 electric vehicle chargers at the City Annex and upgrade of the existing electrical service. The current service pole includes a one hundred amp electrical panel, which will need to be upgraded to accommodate the additional charging load. The City currently has one single port electric vehicle charger serving one Ford F 150 Lightning. This project will upgrade the electrical service, install two dual port Level 2 chargers, and purchase two electric trucks to support expanded fleet charging needs.

The project aligns with multiple local and regional plans and policies, including but not limited to:

- Goal 3 of the Gilroy 2040 General Plan, which emphasizes regional air quality improvements and greenhouse gas reduction
- California Executive Order N 79 20, which supports the transition to zero-

emission vehicles

- The Silicon Valley Clean Energy October 2024 Strategic Plan, which supports community decarbonization through local investments

The total project cost is estimated at \$240,178, including design, permitting, and construction. The City will be eligible to receive reimbursement of up to \$235,178 from Silicon Valley Clean Energy, subject to the terms of the grant agreement. The remaining \$5,000, is recommended to be funded from the available fund balance in the Capital Projects Fund (400).

ALTERNATIVES

The City Council could choose not to authorize the City Administrator to execute the grant agreement with Silicon Valley Clean Energy. Staff does not recommend this option, as it would forego the opportunity to fund electric service pole upgrades, purchase and install two dual port Level 2 electric vehicle chargers, and purchase two electric trucks. If the City does not proceed, the reserved grant funds will be reassigned by Silicon Valley Clean Energy to other member agencies and Gilroy will lose this external funding opportunity.

FISCAL IMPACT/FUNDING SOURCE

The total project is estimated at \$240,178. Silicon Valley Clean Energy will reimburse the City up to \$235,178 upon project completion in accordance with the grant agreement. The City is required to pay permitting costs for this project, which are not eligible for reimbursement under the grant. These costs of \$5,000 will be funded from the Capital Projects Fund (400).

PUBLIC OUTREACH

Staff will conduct outreach on climate change and energy resiliency at community events and incorporate this project into ongoing outreach efforts as appropriate.

NEXT STEPS

If the City Council approves this item:

- Staff will work with Silicon Valley Clean Energy to finalize and execute the grant agreement.
- Staff will initiate the bid process to upgrade the Annex service pole and install the electric vehicle charging infrastructure.
- Staff will initiate the process to purchase two dual-port Level 2 electric vehicle chargers and two Ford F150 Lightnings or comparable alternatives based on availability and fleet needs in accordance with City purchasing policies and the grant agreement.

Attachments:

1. SVCE Noncompetitive Member Agency Grant Agreement
2. SCVE Noncompetitive Member Agency Grant Form
3. Resolution Budget Amendment--SVCE Member Agency Grant
4. Exhibit A - EV Fleet Expansion and Depot Charging Charter (1)

SILICON VALLEY CLEAN ENERGY MEMBER AGENCY GRANT PROGRAM

AGREEMENT

THIS AGREEMENT is made and effective on the date of last signature below (“Effective Date”) by and between the Silicon Valley Clean Energy Authority (“SVCE”), an independent public agency and City of Gilroy (“Recipient”) In consideration of the covenants, conditions and undertakings set forth herein, the parties agree as follows:”

1. RECITALS. This Agreement is made with respect to the following facts and purposes which each of the parties acknowledge and agree are true and correct:

A. SVCE’s Member Agency Non-Competitive grant program (“Program”) will provide \$3M in grants to member jurisdictions to plan and develop decarbonization demonstration, energy resilience, and engagement projects.

B. Recipient submitted an application for Program funding, attached hereto and incorporated herein as Exhibit A, for a decarbonization demonstration, energy resilience, and engagement projects (“Project”). The scope and estimated budget for the Project are included in Exhibit A.

C. SVCE finds that the use of Grant Funds described herein furthers a public purpose and meets the goals and objectives established for the Program, and desires to award Recipient a one-time grant pursuant to the terms of this Agreement.

2. GRANT. SVCE hereby agrees to provide funding to Recipient in an amount not to exceed \$235,178, subject to the provisions of this Agreement (“Grant Funds”). Such Grant Funds shall be disbursed to Recipient on a reimbursement basis. It is agreed and understood that the Grant Amount is a ceiling and that SVCE will only reimburse the allowable cost of services actually rendered as authorized by SVCE at or below the Grant Amount established herein.

3. REIMBURSEMENT OF GRANT FUNDS. Grant Funds shall be reimbursed pursuant to the following process:

A. SVCE shall reimburse Recipient for its actual and reasonable costs of constructing the Project up to the agreed upon Grant Funds.

B. Requests for payment submitted to SVCE shall include: 1) a cover letter in the agency’s letterhead summarizing the project and requested dollar amount for reimbursement 2) an itemized list of all expenditures; and 3) supporting documentation that clearly identifies the expenditure(s) in relation to the scope of the Project set forth in Exhibit A of this Agreement. Payment requests should be aggregated and submitted after Project completion.

C. SVCE shall process requests for payment and remit payment within 30 days.

D. If, in SVCE’s sole discretion, the request for payment is incomplete, inadequate, or inaccurate, SVCE may dispute the invoice for reasonable cause and hold all or a portion of the payment request until all required information is received or corrected. Any penalties imposed

on the Recipient by a contractor, or other consequence, because of delays in payment or other breach of the agreement between the Recipient and the contractor are the responsibility of the Recipient and are not reimbursable under this Agreement.

E. Unless otherwise authorized by SVCE in writing, Recipient shall submit all documentation of Project completion, including a final request for payment, within sixty (60) days of Project completion.

F. Final payment of remaining Grant Funds, including any amounts withheld from previous payments, shall be paid up to the total amount of the actual Project cost, not to exceed the Grant Funds amount set forth in this Agreement, upon completion of the Project, receipt of the final report and final request for payment from the Recipient in a form and content satisfactory to SVCE.

4. USE OF GRANT FUNDS. Recipient shall use the Grant Funds to support the Program as set forth in Exhibit A. Any use(s) of Grant Funds not contemplated in this Agreement must be approved in writing by SVCE. This Agreement was awarded to Recipient based on the application submitted by Recipient with the intention that the awarded funds would be used to implement the Project as described in Exhibit A. Any substantive deviation during Project implementation may require reevaluation or result in loss of funding. In no event shall Recipient's Grant Funds or scope of work be increased. If Recipient knows or should have known that substantive changes to the Project will occur or have occurred, Recipient will immediately notify SVCE in writing. SVCE will then determine whether the Project is still consistent with the overall objectives of the Program and whether the changes would have negatively affected the Project ranking during the Grant evaluation process. SVCE reserves the right to have Grant Funds withheld from Recipient, or refunded to SVCE, due to Recipient's failure to satisfactorily complete the Project or due to substantive changes to the Project.

5. TERM. This Agreement shall commence on the Effective Date, and shall remain and continue in effect until the final Grant Funds are paid to Recipient, unless sooner terminated pursuant to the provisions of this Agreement. Project completion dates shall not be extended unless SVCE determines, in its sole discretion, that extenuating circumstances justify an extension. Projects must be complete no later than December 31, 2028.

6. REPORTING AND RECORDS. Recipient agrees to cooperate with SVCE and provide requested information, if any, related to the use of Grant Funds and the Project, including for the purposes of SVCE's evaluation, measurement, and verification activities for the Program. Recipient will cooperate in good faith with SVCE or its authorized representative in performing evaluation, measurement and verification (EM&V) of the Program. Information accessed for EM&V may include, but is not limited to, onsite verification of Project operation, Program compliance, and Project records, analysis of facility billing metered data, analysis of data collected from facility-owned submetering, and collection of supplementary metered data on-site. All information collected will be held confidentially and will be used by SVCE or its authorized representative for Program analysis purposes only. Recipient is responsible for ensuring, through a separate agreement between Recipient and property owner, that property owner shall cooperate with SVCE to provide any documentation and assist in analysis and provide access to the Project site at reasonable times, during the construction of the Project and for a period of up to two (2) years from the completion of the Project. During the course of the

Project and for three (3) years thereafter from the receipt of the final Grant Funds, the Recipient agrees to maintain, intact and readily accessible, all communications, data, documents, reports, records, contracts, and supporting materials relating to the Project, as SVCE may require. The Recipient agrees to have financial and compliance audits performed as SVCE may require.

7. LEGAL RESPONSIBILITIES. Recipient shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance under this Agreement. Recipient shall at all times observe and comply with all such ordinances, laws and regulations. SVCE, and its officers and employees, shall not be liable at law or in equity occasioned by failure of Recipient to comply with this Section.

8. PREVAILING WAGES. By accepting the Grant Funds, Recipient as a material term of this Agreement shall be fully responsible for complying with all California public works requirements including but not limited to payment of prevailing wage. Therefore, as a material term of this Agreement, to the extent required by California law, Recipient shall ensure that prevailing wages are paid, that the project budget for labor reflects these prevailing wage requirements, and that the project complies with all other requirements of prevailing wage law, including that Recipient's subcontractors also comply with all applicable public works/prevaling wage requirements.

9. PROCUREMENT. At minimum, Recipient shall abide by Recipient's purchasing regulations and policies and all California laws and regulations in procuring goods or services where the costs are eligible for reimbursement under this Agreement.

10. CALIFORNIA PUBLIC RECORDS ACT. Recipient acknowledges that SVCE is subject to the California Public Records Act (Gov. Code § 7920.000 *et seq.*). SVCE acknowledges that Recipient may submit information to SVCE that Recipient considers to be confidential, proprietary, or trade secret information. Only such information clearly designated in writing as "confidential" shall be deemed "Confidential Information." Upon request or demand of any third person or entity ("Requestor") for the production, inspection, and/or copying of Confidential Information, SVCE shall notify Recipient that such request has been made. Recipient shall be solely responsible for taking whatever legal steps are necessary to protect Confidential Information and to prevent its release to the Requestor. Without limiting SVCE's right to disclose Confidential Information as may be required by law, if Recipient takes no such action after receiving the foregoing notice from SVCE, SVCE shall be permitted to release information it deems subject to disclosure.

11. NOTICES. Any notices provided under this Agreement must be in writing and may be given either by mail or e-mail to the following addresses:

SVCE:

Silicon Valley Clean Energy Authority 333 W. El Camino Real #330

Sunnyvale, CA 94087

Attention: jessica.cornejo@svcleanenergy.org

RECIPIENT:

City of Gilroy 7351 Rosanna Street
Gilroy, CA 95020
Attention: Mark Johnson

12. INDEPENDENT CONTRACTOR.

- A. Recipient shall at all times remain as to the SVCE a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Recipient shall at all times be under Recipient's exclusive direction and control. Neither SVCE nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Recipient or any of Recipient's officers, employees, or agents except as set forth in this Agreement. Recipient shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the SVCE. Recipient shall not incur or have the power to incur any debt, obligation or liability whatever against SVCE, or bind SVCE in any manner.
- B. No employee benefits shall be available to Recipient in connection with the performance of this Agreement. Except for the fees paid to Recipient as provided in the Agreement, SVCE shall not pay salaries, wages, or other compensation to Recipient for performing services hereunder for SVCE. SVCE shall not be liable for compensation or indemnification to Recipient for injury or sickness arising out of performing services hereunder.

13. INDEMNIFICATION; WAIVER. Recipient shall indemnify, protect, defend and hold harmless SVCE, its elected officials, officers, employees, volunteers, and representatives from any and all suits, claims, demands, losses, defense costs or expenses, actions, liability or damages of whatsoever kind and nature which SVCE, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of Recipient's acts or omissions arising out of or in any way related to the performance or non-performance of this Agreement. Recipient expressly waives the provisions of California Civil Code section 1542, which provides: "A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party." This Section shall survive the terminate of this Agreement.

14. INSURANCE.

- A. On or before the commencement of the term of this Agreement, Recipient shall furnish SVCE with certificates showing the type, amount, class of operations covered, effective dates, and dates of expiration of insurance coverage in compliance with the requirements in this Section. Recipient shall maintain such coverage in full force at all times for the duration of this Agreement, at its sole cost and expense. Nothing herein shall be construed as a limitation on Recipient indemnification obligations under this Agreement.
- B. Recipient shall maintain the following minimum insurance coverages:
- Workers' compensation, as required by the State of California;
 - Commercial general liability coverage with minimum limits of \$3,000,000 per occurrence and \$5,000,000 aggregate for bodily injury and property damage. ISO

occurrence Form CG 0001 or equivalent is required;

- Comprehensive automotive liability coverage with minimum limits of \$1,000,000 per accident for bodily injury and property damage. ISO Form CA 0001 or equivalent is required.

C. Such coverages shall be issued by an insurer(s) licensed to conduct business in the State of California, with a minimum A.M. Best's Insurance Rating of A:VII unless otherwise approved in writing as satisfactory to SVCE. The Recipient may satisfy its obligations under this Section through self-insurance.

D. The insurance limits required by SVCE are not represented as being sufficient to protect Recipient. Recipient is advised to confer with its insurance broker to determine adequate coverage for Recipient.

15. DEFAULT AND TERMINATION. Should an Event of Default occur, SVCE shall provide a notice of default to Recipient and shall give Recipient at least fifteen (15) calendar days from the date the notice is sent to cure the Event of Default. If Recipient fails to cure the Event of Default within the time prescribed, SVCE may, at SVCE's sole discretion, withhold Grant Funds not yet disbursed hereunder, require the return or repayment of Grant Funds already disbursed, and/or terminate this Agreement by written notice which shall be effective upon receipt by Recipient. "Event of Default" shall mean the occurrence of any one or more of the following events by Recipient: (a) any false statement, representation, or warranty contained in this Agreement, the Application, or any other document submitted to SVCE; (b) failure to comply with applicable laws; (c) a failure to maintain in effect any policy of insurance required under this Agreement; or (d) a material breach of this Agreement.

16. NON-APPROPRIATION. Recipient acknowledges that SVCE is a public agency. In the event that sufficient funds for the performance of this Agreement are not appropriated by the SVCE Board of Directors in any fiscal year covered by this Agreement, this Agreement may be terminated by SVCE, without penalty, by giving notice to Recipient of such facts and of SVCE's intention to terminate.

17. NON-WAIVER. Failure to exercise any right the SVCE may have or be entitled to, in the event of default hereunder, shall not constitute a waiver of such right or any other right in the event of a subsequent default.

18. AMENDMENT OF AGREEMENT. No modification, rescission, waiver, release or amendment of any provision of this Agreement shall be made except by a written agreement executed by the Recipient and the SVCE.

19. ASSIGNMENT PROHIBITED. In no event shall the Recipient assign or transfer any portion of this Agreement.

20. GOVERNING LAW. This Agreement shall be governed by the laws of the State of California. Any legal action brought under this Agreement must be instituted in the Superior Court of the County of Santa Clara, State of California.

21. NO THIRD-PARTY BENEFIT. The provisions of this Agreement are for the sole benefit of the parties hereto and confer no rights, benefits, or claims upon any person or entity not a party hereto.

22. SEVERABILITY. If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue in full force without being impaired or invalidated in any way. The parties agree to replace any invalid provision with a valid provision that most closely approximates the intent and economic effect of the invalid provision.

23. RECIPIENT'S AUTHORITY. Recipient represents and warrants that (a) it has the power and authority to enter into this Agreement and to perform its obligations hereunder; (b) the person who executes this Agreement on its behalf has the necessary authority to bind Recipient; and (c) neither the execution and delivery of this Agreement nor the performance of its obligations hereunder will constitute a violation of, a default under, or conflict with any term of any governance documents or other agreements to which it is bound.

24. COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be taken together and deemed to be one instrument. Faxed and PDF counterpart signatures are sufficient to make this Agreement effective.

25. ENTIRE AGREEMENT. This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

26. COMMUNICATIONS AND ENGAGEMENT. Recipient agrees that SVCE may use and publicize information and visual materials (photos, videos, etc.) related to this project, including (but not limited to) information and visual materials provided in this application, updates, or follow-up information. Recipient will coordinate in good faith with SVCE on follow-up activities, such as interviews, outreach coordination, photo or video shoots, requests for additional information, and the design of educational materials and signage related to the project. Recipient will work with SVCE to schedule all coordination and activities within a determined and mutually agreed-upon time frame and understand that refusal or failure to collaborate on marketing and outreach may result in termination of the funding.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

SILICON VALLEY CLEAN ENERGY AUTHORITY

NAME: _____
TITLE: _____

APPROVED AS TO FORM:

NAME: _____
TITLE: _____

CITY OF GILROY

By: _____
Name: Harjot Singha
Title: Interim City Administrator

By: _____
Name: LeeAnn McPhillips
Title: City Administrator Pro Tempore

[*Note: Signatures of two corporate officers are required for corporations – First signature must be one of the following: 1) the chairman of the board; 2) the president; or 3) any vice president. The second corporate signature must be one of the following: 1) the secretary; 2) any assistant secretary; 3) the chief financial officer; or 4) any assistant treasurer. Signature of Chief Executive is required for public agencies.]

EXHIBIT A

[Attach Grant
Form]



333 W El Camino Real, Suite 330 | Sunnyvale, CA 94087 | 1-844-474-SVCE (7823) | SVCleanEnergy.org

2024 SVCE Noncompetitive Member Agency Grant Form

Grant Program Overview

The Silicon Valley Clean Energy (SVCE) Noncompetitive Member Agency Grant program provides \$3.5 Million for SVCE’s thirteen member agencies. Each member agency will be awarded funding to invest in a project that supports building or transportation electrification, energy resilience, or community engagement on these topics. The purpose of this grant is to support each member agency’s clean energy and climate goals by providing a wide range of project options that align with SVCE’s mission.

Member agencies may split their funding between two projects and may choose to pass all or part of their funds to a public or community entity that is an SVCE customer for activities within its jurisdiction. Two member agencies can combine their funds for a single project if a site serves both jurisdictions. A separate Grant Form must be submitted for each project. SVCE requires a completed 2024 SVCE Member Agency Noncompetitive Grant Application Form (“Grant Form”) and an executed Grant Agreement for each project.

The dates are as follows:

- **Submit a complete Grant Form by Friday, December 5, 2025.** Please complete the Grant Form and have it approved as required by the member agency and signed by the member agency’s chief executive. Please title the email subject “[INSERT AGENCY] Noncompetitive Grant Application” and send to Jessica Cornejo [jessica.cornejo@svcleanenergy.org]. Staff will review and ensure it meets the requirements prior to initiating the Grant Agreement.
- **Execute the Grant Agreement at the earliest convenience after Grant Form approval.** SVCE’s standard Grant Agreement is attached at the end of the Grant Form. Upon approval of the Grant Form, the member jurisdiction will need to accept and complete SVCE’s Grant Agreement prior to expending any grant funds. Please complete it and have it approved as required by the member agency and signed by the member agency’s chief executive and send to Jessica Cornejo [jessica.cornejo@svcleanenergy.org]. The Grant Agreement will then be routed to SVCE’s Chief Executive Officer for final approval and signature.

If Member Agencies do not meet the Grant Form deadline of December 5, 2025, their grant fund allocation will be revoked.

Funding Distribution by Jurisdiction

Agency	% of SVCE Load	Original Allocation	Additional Funds Approved by SVCE BOD	New Allocation as of 9/10/2025
Campbell	5%	\$177,644	\$38,461	\$216,105
Cupertino	5%	\$186,769	\$38,461	\$225,230
Gilroy	6%	\$196,717	\$38,461	\$235,178
Los Altos	3%	\$149,093	\$38,461	\$187,554
Los Altos Hills	1%	\$117,275	\$38,461	\$155,736
Los Gatos	4%	\$173,184	\$38,461	\$211,645
Milpitas	16%	\$372,233	\$38,461	\$410,694
Monte Sereno	0%	\$106,521	\$38,461	\$144,982
Morgan Hill	5%	\$186,529	\$38,461	\$224,990
Mountain View	14%	\$341,460	\$38,461	\$379,921
Saratoga	3%	\$146,076	\$38,461	\$184,537
Sunnyvale	29%	\$594,923	\$38,461	\$633,384
Unincorporated County	9%	\$251,577	\$38,461	\$290,038
Total	100%	\$3,000,000	\$500,000	\$3,500,000

Grant funds will be disbursed as reimbursement post-project. Funds for capital projects must be spent by December 31, 2028. Funds for community engagement projects must be spent by December 31, 2027.

Grant Goals and Project Eligibility

SVCE's Noncompetitive Member Agency Grants will support the development of building and/or transportation electrification and/or energy resilience projects that enhance a municipal or community site. Projects can also include community engagement and education campaigns that address electrification and climate change, but this is not required. Project examples include, but are not limited to:

Project Type and Examples

- Fleet Electrification (e.g., convert to electric fleet vehicles, install level 2 chargers or direct current fast chargers, install bidirectional EV charger and purchase compatible bidirectional fleet electric vehicle [EV]¹)
- Facility Electrification (e.g., remove gas infrastructure and replace space/water/pool heating with heat pumps, kitchen electrification)

¹ SVCE is collaborating with PG&E on an upcoming Vehicle to Everything (V2X) pilot program. This program will recruit project partners in SVCE territory with bidirectional charging capabilities (both a charger and a compatible EV) to participate in a V2X pilot to test out hourly rates, grid reliability, and resilience during power outages. Member agencies that install bidirectional EV charging station(s) and purchase a compatible bidirectional EV for their jurisdiction’s fleet may be eligible to receive additional EV infrastructure incentives from PG&E’s V2X pilot program and to receive financial incentives of up to \$2/kWh through the Emergency Load Reduction Program for reducing electrical loads during grid emergencies. Please contact SVCE if your jurisdiction is considering applying grant funds to support bidirectional charging or bidirectional fleet EVs.

- Facility & Fleet Resilience (e.g., solar + battery storage, battery added to existing solar, off-grid EV chargers)
- Decarb Demonstration (any of the above examples combined with an educational component. Remove gas infrastructure and replace space/water/pool heating with heat pumps, kitchen electrification paired with an optional community engagement and education plan)
- Innovative Community Engagement (e.g., Community Needs Assessment, resilience hub tours, electric home tours, induction cooktop campaigns, rebates or incentives for electric appliances)

Solar and Battery Project Requirement

Member agencies understand that to receive grant funds for solar and battery storage projects, SVCE shall have the first right of refusal to receive attributes from the project, such as resource adequacy (RA) or other capacity attributes, and renewable energy credits (RECs). During the procurement process, the member agency must request that the vendor provide the following information: Option 1) bid for the project including attributes (vendor gives up right to attributes) and Option 2) bid for the project without attributes (vendor owns right to attributes). SVCE will review vendor responses before the member agency begins contracting with the vendor. If the project is contracted for under Option 1, and if SVCE does not communicate a need to use the project's RA or capacity attributes, the vendor may keep the attributes. Member agency understands that to receive grant funds for solar and battery storage projects, their site may be required to participate in an SVCE Demand Response (DR) program. If the member agency is interested in participating in an external DR program, they must notify SVCE to receive approval. If the member agency has questions on this requirement, please reach out to SVCE.

Grant Form Terms and Conditions

All parties acknowledge that SVCE is a public agency subject to the requirements of the California Public Records Act, Cal. Gov. Code section 7920.000 et seq. Applications submitted are public records subject to public review.

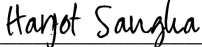
The submission of a Grant Form shall be deemed a representation and certification by the member agency that it:

- Has read, understands and agrees to the information and requirements set forth in this Grant Form.
- Has the capability to complete the responsibilities and obligations of the Grant Form being submitted.
- Represents that all information contained in the Grant Form is true and correct.
- Acknowledges that SVCE has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by member agency.
- Will provide any and all documentation related to the Grant Form in a timely manner.
- Has disclosed any conflicts of interest.

- This Grant Form does not commit SVCE to enter into a contract or disburse any grant funds, nor does it obligate SVCE to pay for any costs incurred in the preparation and submission of forms or in anticipation of a contract.

The person signing below hereby represents and warrants that they are signing with full and complete authority to bind the party on whose behalf of whom they are signing.

Signed:

DocuSigned by:

A1657F23E454419...

Printed Name:

Harjot Sangha

Date:

1/15/26

Organization:

City of Gilroy

Title:

Interim City Administrator

Email Address:

Harjot.Sangha@cityofgilroy.org

Grant Form Questions:

Date of Grant Form: 12/5/25	Name of Agency: City of Gilroy Environmental Services
Name and Email of Project Team: Mark Johnson	Project Name: Gilroy Electric Pickup Fleet Expansion and Depot Charging Upgrade
Email: mark.johnson@cityofgilroy.org	Project Address: 250 W 6 th St, Gilroy CA 95020

Project Summary- Please briefly describe the project, site, technology (if applicable), and intended audience.

The City will expand its electric vehicle fleet by purchasing two additional electric trucks, currently anticipated to be Ford F 150 Lightnings or comparable alternatives based on availability and fleet needs. The City will also upgrade charging infrastructure at the City Annex by expanding from one existing single port Level 2 charger to two dual port Level 2 chargers capable of simultaneously charging up to four vehicles with managed load sharing. The City’s charging site currently has one Lightning and one Level 2 charger served by a 100 amp pole. This level of service is not adequate to support charging for three trucks, so the project includes upgrading the service and panel using the existing overhead power with minimal engineering work. The new charger will provide reliable overnight fleet charging and support daily operations in Public Works and Environmental Services, while also expanding the City’s capacity for a future electric fleet vehicle. One of the new electric trucks will be assigned to Environmental Services to support field work and community outreach, including climate education and electrification programs. Beneficiaries include City fleet operators, Environmental Services staff, and residents who participate in outreach events and demonstrations tied to the City’s clean transportation goals.

Project Details – Please explain why your agency has selected this project. What are you hoping to learn from the project? What information will you be using to assess the impact of the project? Who will benefit from the project?

The City selected this project to continue the transition of its light duty fleet from gasoline to electric vehicles and to increase its capacity for charging electric fleet vehicles. The City already operates one Ford F 150 Lightning and one Level 2 charger. By adding two additional electric trucks, upgrading the existing charger to two dual port Level 2 chargers capable of simultaneously charging up to four vehicles with managed load sharing, and upgrading the service and panel using existing overhead power with minimal engineering work, the City can reliably charge its growing electric fleet on site and accelerate progress toward its transportation electrification and climate goals, consistent with the grant's fleet electrification category. Permit costs will be paid by the City as part of its local match contribution.

Through this project the City aims to evaluate the performance for electric pickups in municipal work conditions, including range, charging behavior, maintenance needs, and suitability for different departments. The City also seeks to learn what level of electrical capacity and charging configuration is most practical for a small municipal fleet and how to scale its charging capacity as additional electric vehicles are purchased.

To assess the impact of the project, the City expects to use information that is already collected through normal fleet operations, such as general vehicle use, charging activity, and basic operating costs. Where feasible, staff will look at how the electric trucks perform compared to similar gasoline pickups, including reliability and day to day suitability for City work. The City will also use standard fuel and electricity assumptions to estimate emissions benefits at a planning level.

Beneficiaries include Public Works and Environmental Services staff who rely on pickups for field work, the City fleet program, which will benefit from lower operating costs and improved reliability, and Gilroy residents, who will benefit from reduced vehicle emissions and air pollution.

Decarbonization and/or Resilience Benefits - Please describe how this project supports your agency's greenhouse gas reduction goals or climate action goals. How will the project deliver immediate decarbonization and/or resilience benefits? How will it deliver/influence long-term decarbonization and/or resilience goals? Quantify the impacts, if possible, and discuss the more qualitative impacts.

This project supports the City's greenhouse gas reduction and climate action goals in the Gilroy 2040 General Plan by expanding electric vehicle charging at municipal facilities and continuing the transition of the municipal fleet toward low/zero emissions and alternative fuel vehicles. The City already operates one electric Ford F 150 Lightning and one Level 2 charger. Adding two more electric vehicles, upgrading the existing charger to a two dual port Level 2 chargers capable of simultaneously charging up to four vehicles with managed load sharing, and upgrading the existing 100 amp service will allow the City to meet new operational vehicle needs with new electric trucks rather than adding gasoline trucks, and creates scalable charging infrastructure that supports future fleet electrification.

Based on U.S. EPA emission factors for gasoline vehicles (8,887 grams of CO₂ per gallon of gasoline burned) and a typical municipal pickup duty cycle of roughly 10,000 miles per year at about 15 miles per gallon, each gasoline pickup would emit on the order of 5 to 7 metric tons of CO₂ per year. Adding two electric pickups to the fleet in place of two new gasoline trucks therefore avoids roughly 10 to 14 metric tons of CO₂ annually at a screening level. Qualitative benefits include reduced local air pollution, quieter fleet operation, and a publicly visible example of City leadership in the zero-emission space through the use of electric vehicles during the City's Environmental Services outreach and climate change programs.

Community Engagement (OPTIONAL) – Please outline your agency's plan to engage the community for this project. If you are opting to include a community engagement plan, please include the needed items and activities in the proposed budget.

The City will conduct community outreach related to this project through existing Environmental Services programs and events. One of the new electric vehicles will be assigned to Environmental Services and will be used at community events, school or neighborhood outreach activities, and other public facing opportunities as a highly visible demonstration of fleet electrification and climate change action. Outreach will focus on explaining the City's transition to electric vehicles, vehicle charging basics, and the local air quality and greenhouse gas benefits of fleet electrification. The City is not requesting grant funds for separate outreach materials or activities beyond the purchase of the vehicles and charging infrastructure, since these efforts will be integrated into ongoing work using existing City staff and resources.

Project Budget – Please provide a detailed budget table of the project’s activities and how SVCE’s funding will be used. Please list any external grants, matching funds, and in-kind resources that will be used with the project. There is no matching contribution required.

The table below summarizes the planning level budget for the City Annex fleet charging project and shows how SVCE funding will be applied. SVCE funds all capital and utility costs for the project. The City will cover permitting costs as in-kind contribution. No other external grants or matching funds are anticipated.

Project Budget – City Annex Fleet Charging Infrastructure

Budget Item	Costs	SVCE Grant	City Match	Total
2 Fleet EV vehicles and 2 Level 2 dual port EV Chargers	\$190,000	\$190,000	\$0	\$190,000
Electrical and Utility upgrades	\$34,000	\$34,000	\$0	\$34,000
Construction and electrical work	\$10,000	\$10,000	\$0	\$10,000
Permitting	\$5,000	\$0	\$5,000	\$5,000
Subtotal	\$239,000	\$234,000	\$5,000	\$239,000

Project Timeline – Please provide a detailed timeline of the project’s activities and key milestones.

The City will implement the project in a series of planning, procurement, and construction stages, with completion and close out by December 31, 2028, in line with SVCE program requirements.

Project Timeline – City Annex Fleet Charging Infrastructure

Milestone	Target Timing
Grant agreement executed and project kickoff	January to May 2026
Design, PG&E coordination, and Annex site planning	June 2026 to May 2027
Procurement of fleet EVs and Level 2 equipment	June 2027 to December 2027
Electrical upgrades and installation of charging facilities	January 2028 to September 2028
Project completion and SVCE grant close out	October to December 2028

Eligible and Ineligible Project Costs:

Eligible project costs include:

- Purchase of technologies that are either listed above or are alternatives to gas-powered appliances and align with SVCE’s mission.

- Consultant costs for planning, designing, and construction of the project.
- Costs associated with community feedback sessions, outreach and education events, and marketing materials (e.g., banners, flyers, and permanent signage).
- Fellow or intern. The fellow/intern's assigned project must produce a deliverable directly related to decarbonization or complementary to the proposed project.
- Only costs directly related to activities or improvements made within the jurisdiction are eligible.

Ineligible project costs include:

- Solar projects not paired with a battery.
- Energy and water efficiency, lighting, and landscape upgrade.
- Permit fees.
- Permanent staff time.
- Engagement activities that only address online engagement (e.g., webinars, online surveys).
- Physical maintenance costs not related to the project's primary purpose of electrification or resilience (e.g., asphalt and repainting).

Stacking SVCE & External Grants:

SVCE will allow stacking with the 2024 Competitive Member Agency Grant. The Competitive Member Agency Grant offers competitive funding to each of the thirteen member agencies to support the development of capital or engagement projects that support the electrification of member agency public buildings and/or electric vehicle infrastructure (EVI). If an Applicant is inclined to stack these two grant programs on a single project, that project must be at a site that is open to the public and available for demonstration purposes. A separate grant application for the project must be submitted for both grant programs. Depending on the applicant pool, additional funds from the Competitive Member Agency Grant are not guaranteed. SVCE will allow stacking and matching with regional, utility, state, and federal grants.

SVCE will not allow stacking with previous SVCE grants, such as the 2020 Community Resilience Grant and the 2022 Decarbonization Demonstration & Engagement Grant. While previous sites can be considered for this grant, all proposed work in this application should be a new project.

Please send questions to Project Manager, Jessica Cornejo [jessica.cornejo@svcleanenergy.org]

RESOLUTION 2026-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY AMENDING THE FY2024-2028 CAPITAL IMPROVEMENT PROGRAM TO ADD THE EV FLEET EXPANSION AND DEPOT CHARGING PROJECT, AMENDING THE FY 2026-27 BUDGET TO APPROPRIATE \$240,178 FOR THE PROJECT

WHEREAS, City Council approved the FY2024-2028 Capital Improvement Program on June 5, 2023; and

WHEREAS, the City Council approved the biennial budget for the City of Gilroy for FY2025-26 and FY2026-27 on June 2, 2025; and

WHEREAS, City Staff has prepared a CIP Charter and is requesting approval of an amendment to the FY2024-2028 Capital Improvement Program to create a new project titled EV Fleet Expansion and Depot Charging Project (801170) and amending the budget for Fiscal Year 2026-27 for the City of Gilroy in the staff report dated January 26, 2026, for the same project; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council:

1. Amend the FY2024-2028 Capital Improvement Program to create a new project titled EV Fleet Expansion and Depot Charging Project (801170) which has a charter sheet provided as Exhibit A; and
2. Approve a FY2026-27 CIP budget amendment and FY 2026-27 budget appropriation of \$240,178 for the EV Fleet Expansion and Depot Charging Project, of which \$235,178 is from the Silicon Valley Clean Energy Noncompetitive Member Agency Grant (revenue and expenditure) and \$5,000 (expenditure) from the Capital Projects Fund (400).

PASSED AND ADOPTED by the City Council of the City of Gilroy at a regular meeting duly held on the 26th day of January 2026 by the following roll call vote:

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

APPROVED:

Greg Bozzo, Mayor

ATTEST:

Kim Mancera, City Clerk

Exhibit A

CITY OF GILROY			FUNDED
2027-2031 CAPITAL IMPROVEMENT PROGRAM			
Project Name	EV Fleet Expansion and Depot Charging	Project No.	801170
Project Location	City Hall Annex	Department	Public Works
Category	Public Facilities	Project Manager	Public Works: Environmental Services
Project Type	New Construction	Council Priorities	Maintain and Improve Infrastructure



Description, Purpose, and Justification

The City of Gilroy will expand its electric vehicle fleet by purchasing two additional electric trucks, currently anticipated to be Ford F-150 Lightnings or comparable alternatives. Additionally, the City will upgrade charging infrastructure at the City Hall Annex by replacing the existing single port Level 2 charger with two dual port Level 2 chargers. This upgrade will allow simultaneous charging of up to four vehicles with managed load sharing. The project also includes service and panel upgrades using existing overhead power to ensure adequate capacity for overnight fleet charging. This investment supports daily operations for Public Works and Environmental Services and increases future fleet electrification capacity.

California has established a statewide mandate to transition transportation to zero emission vehicles, supported by both executive policy and enforceable regulations. Executive Order N 79 20 sets a goal that 100 percent of new passenger car and light truck sales be zero emission by 2035, and that medium and heavy duty vehicles transition to zero emission by 2045 where feasible. The California Air Resources Board has also adopted Advanced Clean Cars II, which requires new passenger vehicles sold in California to reach 100 percent zero emission standards by the 2035 model year. Installing EV charging at the City Hall Annex supports timely compliance by expanding local charging capacity needed for fleet and community electrification as these state requirements ramp up.

Financial Comments

This project will be funded from the Capital Projects Fund (400). These funds will be reimbursed with grant funding. The City of Gilroy has been approved for grant funding in the amount of \$235,178 through the Silicon Valley Clean Energy Noncompetitive Member Agency Grant Program.

Ongoing Operational Cost Impact

Ongoing operational costs will include the cost of the electricity to charge City vehicles and minor ongoing charger operations and maintenance costs such as routine inspections and occasional repairs. Over time, those costs are expected to be partially offset by lower vehicle fuel and maintenance costs compared to gasoline vehicles.

Project Funding

Project Cost Category	Est. Total Prior Budget	5-Year CIP					Beyond 5 Years	5-Year CIP Total
		FY27	FY28	FY29	FY30	FY31		
Pre-Design								
Environmental								
Land Acq./Permitting		\$5,000						\$5,000
Design								
Construction		\$235,178						\$235,178
Construction Support								
Staff Time								
Other								
Total		\$240,178						\$240,178
Funding Source								
400 - Capital Projects		\$5,000						\$5,000
Grant Funding		\$235,178						\$235,178
Total		\$240,178						\$240,178



City of Gilroy

STAFF REPORT

Agenda Item Title: Consideration of a Resolution Supporting the Establishment of a Farmland Security Zone (FSZ) for a 570-Acre Agricultural Parcel within the City of Gilroy's Sphere of Influence

Meeting Date: January 26, 2026
 From: Harjot Sangha, Interim City Administrator
 Department: Community Development
 Submitted by: Sharon Goei, Community Development Director
 Prepared by: Valerie Negrete, Senior Planner

STRATEGIC PLAN GOALS: Not Applicable

RECOMMENDATION

1. Determine this action is exempt from environmental review under California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), as it constitutes an administrative activity of government that does not result in direct or indirect physical change in the environment.
2. Adopt a resolution approving the establishment of a Farmland Security Zone (FSZ) for Assessor's Parcel Number 841-36-012, located within the City of Gilroy's Sphere of Influence and Unincorporated Santa Clara County in accordance with Santa Clara County Code Section C13-51(a)(2).

EXECUTIVE SUMMARY

An applicant submitted an application to the City of Gilroy to establish a Farmland Security Zone (FSZ) on a 570-acre parcel in unincorporated Santa Clara County (County). An FSZ is an agricultural land conservation contract permitted under the California Land Conservation Act (Williamson Act) that provides landowners with greater property tax reductions in exchange for a longer-term, typically 20-year, commitment to restrict the land to agricultural and compatible uses.

The subject parcel is under the jurisdiction of the County of Santa Clara and is actively used for crop cultivation. It is also located within the City of Gilroy's Sphere of Influence (SOI).

The County requires a resolution of approval from the City, as outlined in County Code Section C13-51(a)(2), before entering into a Farmland Security Zone (FSZ) contract for any property located within the City's SOI and unincorporated County land.

The proposed FSZ contract is consistent with the City's General Plan policies on agricultural preservation (LU 6.1, LU 6.3, LU 6.6), aligns with the City's Agricultural Mitigation Policy, and reflects the parcel's designation as Prime Farmland under the California Department of Conservation's 2020 Farmland Mapping and Monitoring Program (FMMP). The use (irrigated row cropping) of the property will remain unchanged under the FSZ contract.

BACKGROUND

On August 19th, 2025, applicant John Mazzei submitted an application to the City of Gilroy requesting a resolution approving the establishment of a FSZ contract for a 570-acre parcel located within the City's SOI and unincorporated Santa Clara County lands. Located about two miles outside the Gilroy City limits, the parcel is actively used for irrigated row crops and is largely surrounded by agricultural operations.

ANALYSIS

Sphere of Influence (SOI)

A Sphere of Influence is a planning boundary established by the Santa Clara County Local Agency Formation Commission (LAFCO) that defines the City's anticipated future boundary and the area where the City may ultimately provide public facilities and services. In accordance with County Code Section C13-51(a)(2) and State law, the County requires a resolution of approval from the City before entering an FSZ contract with a property owner within the City's SOI.

Farmland Security Zone (FSZ)

The County of Santa Clara administers the Farmland Security Zone program under the California Land Conservation Act (Williamson Act) to provide long-term property tax incentives for landowners who preserve agricultural land for at least 20 years. California Government Code Sections 51296–51297.4 authorize counties to establish FSZs as a more restrictive form of the Williamson Act contract.

County Code Section C13-51(a)(2) requires a resolution of approval from the affected city for any FSZ contract proposed within that city's SOI. The attached resolution provides the City's procedural approval of the FSZ contract and does not grant land use authority or zoning jurisdiction over the property.

Farmland Security Zone Analysis

The City's General Plan designates the area as "Rural County"; however, the General Plan designation does not directly govern land use at the site. City staff reviewed the request and found no existing or planned projects or land use activities that would conflict with continued agricultural use. The proposed FSZ contract aligns with the City's long-term planning objectives for this area and will not alter current agricultural operations. The property is expected to remain in irrigated row crop production before and after the contract is executed.

Although the City's General Plan does not directly govern land use on the parcel, it expresses strong support for agricultural preservation and interagency coordination through policies LU 6.1 (Economic Viability of Agriculture), LU 6.3 (Agricultural Uses within the Planning Area), and LU 6.6 (Interagency Cooperation for Agricultural Protection). The City's Agricultural Mitigation Policy reinforces the importance of maintaining agricultural land within the Planning Area and adoption of this resolution fulfills the City's procedural role as required by the County Code and supports broader regional goals for long-term agricultural preservation.

ALTERNATIVES

If the resolution is denied, the property owner will be unable to apply for the FSZ program through the County of Santa Clara or benefit from the related tax savings.

FISCAL IMPACT/FUNDING SOURCE

This action does not result in any fiscal impact on the City of Gilroy. The County of Santa Clara administers the establishment of the FSZ, and no City funding source or financial obligation is involved.

PUBLIC OUTREACH

This program is administered by the County and does not impact land use authority or zoning within the City of Gilroy. Therefore, the City did not conduct public outreach. The County of Santa Clara is responsible for processing the FSZ application and managing all related public notification requirements, if applicable.

NEXT STEPS

If the City Council adopts the resolution, City staff will send a certified copy to the County of Santa Clara for the FSZ application record. The County will then conduct a final review and execute of the Farmland Security Zone contract in accordance with the California Land Conservation Act and County procedures. No further action is required by the City of Gilroy following transmittal.

Attachments:

1. Proposed Resolution - Farmland Security Zone
2. Vicinity Map - Farmland Security Zone

RESOLUTION NO. 2026-XX

A RESOLUTION OF THE CITY OF GILROY SUPPORTING THE ESTABLISHMENT OF A FARMLAND SECURITY ZONE (FSZ) FOR A 570-ACRE AGRICULTURAL PARCEL LOCATED WITHIN THE CITY'S SPHERE OF INFLUENCE

WHEREAS, the City of Gilroy ("City") is a municipal corporation duly organized as a Charter City under the California Constitution and laws of the State of California; and

WHEREAS, on August 19th, 2025, John Mazzei submitted an application to the City requesting support for the establishment of a Farmland Security Zone (FSZ) for approximately 570 acres of irrigated row crop farmland located within the Sphere of Influence (SOI) of the City of Gilroy and unincorporated Santa Clara County; and

WHEREAS, the California Land Conservation Act of 1965, also known as the Williamson Act, authorizes counties to establish FSZs to preserve agricultural land and open space; and

WHEREAS, the County of Santa Clara administers the FSZ program and, pursuant to County Code §C13-51(a)(2), requires express approval by resolution from any city when a proposed Farmland Security Zone is located within that city's Sphere of Influence (SOI); and

WHEREAS, the Farmland Security Zone (FSZ) program was established by the County of Santa Clara pursuant to the California Land Conservation Act for the purpose of preserving agricultural lands and discouraging premature and unnecessary conversion to urban uses, thereby supporting long-term agricultural viability and open space conservation; and

WHEREAS, John Mazzei, on behalf of Bruce Taylor, the property owner of Assessor's Parcel Number 841-36-012, has submitted an application to the County of Santa Clara requesting the establishment of a Farmland Security Zone for approximately 570 acres of irrigated row crop farmland located within the Sphere of Influence (SOI) of the City of Gilroy; and

WHEREAS, the subject property is located within the City of Gilroy's SOI, as designated by the Santa Clara County Local Agency Formation Commission (LAFCO). The SOI identifies areas where the City may logically expand and provide services in the future. The proposed FSZ designation is consistent with the intent and purpose of the SOI; and

WHEREAS, the proposed FSZ designation is consistent with the City of Gilroy's General Plan, which designates the subject property as "Rural County," and supports the City's long-term vision for agricultural preservation and land use within its Sphere of Influence. Furthermore, the designation aligns with the intent of General Plan policies LU 6.1 (Economic Viability of Agriculture), LU 6.3 (Agricultural Uses within the Planning Area), and LU 6.6 (Interagency Cooperation for Agricultural Protection), all of which

promote the continued viability of agriculture and interagency coordination to protect agricultural lands within the Planning Area and SOI, including those under County jurisdiction; and

WHEREAS, the City Council finds that the proposed FSZ designation aligns with the City of Gilroy’s General Plan and Agricultural Mitigation Policy, does not conflict with the City’s planning efforts or future development goals, and supports the preservation of agricultural land in the region. Additionally, City staff has identified no conflicts that would limit the ability of the site to be encumbered by the FSZ designation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Gilroy hereby:

1. **Supports** the establishment of a Farmland Security Zone (FSZ) for the 570-acre parcel located within the City’s Sphere of Influence, as described in the application submitted to the City of Gilroy; and
2. **Acknowledges** that the County of Santa Clara retains full authority to execute and administer the FSZ contract in accordance with the California Land Conservation Act; and
3. **Directs** city staff to send a copy of this resolution to the County of Santa Clara for inclusion in the FSZ application record.

PASSED AND ADOPTED by the City Council of the City of Gilroy this 26th day of January 2026, by the following vote:

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

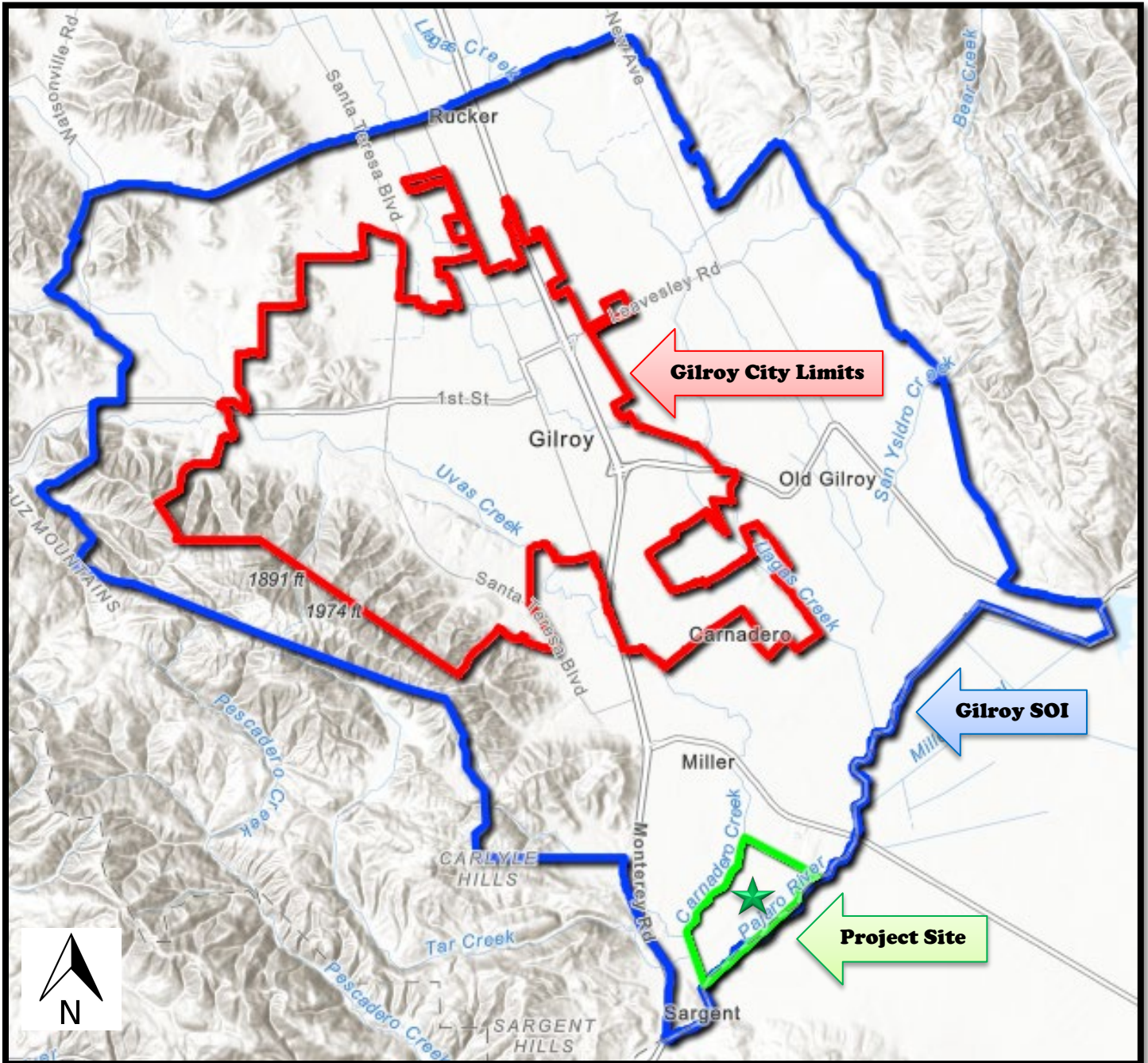
APPROVED:

Greg Bozzo, Mayor

ATTEST:

Kim Mancera, City Clerk

Vicinity Map



The above map shows the Parcel in green, the City of Gilroy Sphere of influence (SOI) boundary is indicated in blue, and the Gilroy City limits are shown in red. The project site is located approximately 6 miles from downtown Gilroy and 2 miles from the outer edge of Gilroy City Limits.



City of Gilroy

STAFF REPORT

Agenda Item Title: **Consent the City Administrator's Recommendation to Appoint Raissa de la Rosa to the Department Head Position of Economic Development Director**

Meeting Date: January 26, 2026
 From: Harjot Sangha, Interim City Administrator
 Department: Administrative Services
 Submitted by: LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager.
 Prepared by: LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager.

STRATEGIC PLAN GOALS: Not Applicable

RECOMMENDATION

Consent the City Administrator's recommendation to appoint Raissa de la Rosa to the department head position of Economic Development Director.

EXECUTIVE SUMMARY

Following a thorough recruitment and selection process, Raissa de la Rosa has been conditionally selected as Gilroy's first Economic Development Director. This appointment is pending the City Council's consent of the City Administrator's recommendation to appoint as required by the Gilroy City Charter. Ms. de la Rosa is prepared to begin work on Monday, February 2, 2026. Filling this position is one of the Council's top priorities for FY 26.

BACKGROUND

Utilizing the assistance of an executive search firm, the city recently completed a recruitment process for the position of Economic Development Director. After a series of interview panels comprised of subject-matter experts, department heads, and the

Interim City Administrator, a top finalist was selected for the position of Economic Development Director, Raissa de la Rosa. Based on her knowledge, experience, energy, and leadership style, Ms. de la Rosa is a strong fit for Gilroy's position. Ms. de la Rosa recently completed a thorough background check, and, at this time, is recommended for appointment to the position of Economic Development Director.

Ms. de la Rosa has approximately twenty-five years of public sector experience, with twenty years in the economic development field. She worked for the City of Santa Rosa for approximately eighteen years, rising from the position of Economic Development Specialist to Economic Development Division Director. She also worked for the County of Marin in the roles of Economic Vitality Manager and Interim Deputy County Executive. Her passion is helping communities thrive by delivering programs and projects which enhance economic development. She is a relationship builder with excellent communication and presentation skills which she leverages to achieve desired results. She is an Accredited California Economic Developer.

Although this selection process was completed prior to the new City Administrator starting work, staff has consulted with the new City Administrator, and he supports moving forward with the hiring of Ms. de la Rosa for the Economic Development Director position. He is looking forward to working with her.

ANALYSIS

n/a

ALTERNATIVES

The alternative would be not to appoint Ms. de la Rosa, and this alternative is not recommended.

FISCAL IMPACT/FUNDING SOURCE

With the FY 26 budget, the City Council approved adding the position of Economic Development Director and the funding associated with the salary and benefits for the position have been incorporated into the adopted budget. Ms. de la Rosa's salary will be \$230,000 annually plus benefits. There is sufficient funding in the adopted biennial budget to cover the costs associated with this position.

PUBLIC OUTREACH

Significant outreach to prospective candidates was completed by the search firm. Advertising outreach included seventeen different sources coupled with an extensive candidate outreach list that resulted in thirty-three applications for consideration.

NEXT STEPS

Council consent of the recommended candidate is the final contingency associated with filling this position. Ms. de la Rosa is prepared to begin work on Monday, February 2, 2026.

Attachments:

None



City of Gilroy

STAFF REPORT

Agenda Item Title: Council Ratification of Mayor Bozzo's Travel Reimbursement For The State of the State and Meeting with Speaker of the Assembly Robert Rivas

Meeting Date: January 26, 2026
 From: Harjot Sangha, Interim City Administrator
 Department: Administration
 Submitted by: Bryce Atkins, Deputy Director of Community Development
 Prepared by: Bryce Atkins, Deputy Director of Community Development

STRATEGIC PLAN GOALS: Not Applicable

RECOMMENDATION

Council ratify Mayor Bozzo's travel reimbursement.

EXECUTIVE SUMMARY

None.

BACKGROUND

Pursuant to the City's Travel and Expense Policy, travel for Council Members must be approved by the City Council. As reported by Mayor Bozzo at the January 5th Meeting during Council Reports, he was invited to attend the State of the State address in Sacramento and to a meeting with Speaker of the Assembly Robert Rivas regarding collaboration on Gilroy initiatives.

ANALYSIS

The invitation and acceptance for the meeting took place on short notice to be placed on the agenda for the January 5th meeting, and the trip was to take place before the next scheduled Council meeting. This agenda item requests Council to ratify the

completed travel and reimburse travel expenses. The meeting with Robert Rivas was related to the Santa Teresa Extension project and discussions about support for the development of a community center, based on the progress of the Civic Center Master Plan.

The travel reimbursement is for approximately \$650. This reimbursement would be paid from existing appropriations. This cost includes a one-night hotel stay (\$290.44), mileage reimbursement (\$230.56), and per diem for meals and incidentals at the U.S. General Services Administration rates for Sacramento for travel days (\$129).

ALTERNATIVES

Council may choose not to ratify the expenditure. The purpose of the meeting was to represent the City's interests in these two efforts and to support a positive working relationship between the City and the State, consistent with the purposes of travel authorization under the adopted policy.

FISCAL IMPACT/FUNDING SOURCE

\$650 reimbursement from the General Fund's existing appropriations.

PUBLIC OUTREACH

N/A

NEXT STEPS

If approved, staff will process the reimbursement.

Attachments:

None



City of Gilroy

STAFF REPORT

Agenda Item Title: Award the Purchase of a Rosenbauer Type I Fire Engine in the Amount of \$1,058,224.31 Utilizing the Sourcewell Tag-On Contract No. 113021-RSD

Meeting Date: January 26, 2026
 From: Harjot Sangha, Interim City Administrator
 Department: Administrative Services
 Submitted by: LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager.
 Prepared by: LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager. , Walter Dunckel, Fleet and Facilities Superintendent, Rob Fleeup, Fire Chief

STRATEGIC PLAN GOALS: Not Applicable

RECOMMENDATION

1. Adopt a budget amendment resolution in the amount of \$1,058,224.31 to purchase a Type I Fire Engine; and
2. Award the purchase of a Rosenbauer Type I Fire Engine in the amount of \$1,058,224.31 utilizing Sourcewell Contract No. 113021-RSD.; and
3. Authorize the City Administrator to execute the purchase contract documents.

EXECUTIVE SUMMARY

Staff is recommending the purchase of a Rosenbauer Type I Fire Engine at the cost of \$1,058,224.31. This purchase is necessary due to the addition of the Santa Teresa Fire Station. The build and delivery time for a Type I Fire Engine is approximately twenty-seven (27) months. Given this lead time, it is necessary to place the order now. A reserve engine is currently being used at the temporary Santa Teresa Fire Station. Amazon recently provided \$1M in funding for fire apparatus and equipment. This funding will be used for the Type I Fire Engine purchase.

BACKGROUND

The Gilroy Fire Department is in need of an additional Type I Fire Engine, given the addition of the Santa Teresa Fire Station. Currently, a reserve engine is being used at the temporary station. Due to the lead time of twenty-seven months required for a Type I Fire Engine to be built and delivered, ordering now is a necessity.

Bids for a Type I Fire Engine were solicited using the Sourcewell Cooperative Purchasing Program (RFP #113021). Quotes from Rosenbauer and Pierce were obtained and evaluated. Both vendors provided proposals that complied with the Request for Proposals (RFP) requirements. The proposals included specifications, pricing, and delivery timelines.

A committee made up of personnel from the Gilroy Fire Department and the Gilroy Fleet Division evaluated the proposals. The evaluators included staff from Operations, Training, end-user personnel, and fleet maintenance. The evaluation team focused on key factors including, but not limited to, operational use and standardization, training consistency, maintenance efficiency, parts availability, and long-term risk reduction. Team members included:

- Captain Kris Teresi - Apparatus Program Manager
- Gibran Mendoza - Senior Equipment Mechanic
- Gregory Lopez - Fire Division Chief - Operations
- Fire Engineer - Ian Nicholas
- Acting Fire Engineer/Firefighter/Paramedic - Cesar Ruelas
- Acting Fire Engineer/Firefighter/Paramedic - Lamar Turner
- Firefighter/Paramedic - Dawson Wisler

The current Fleet assignments by station include the following:

Station	Front Line Equipment/Year/Approximate Mileage	Specialty/Reserve Equipment/Year/Mileage
Chestnut	2021 Rosenbauer Type I (5,678 miles)	2004 American LaFrance 75 Foot Aerial Ladder Truck (44,213 miles) 2001 High-Tech Spartan Type I (189,310 miles) 1999 High-Tech Spartan Type I (157,172 miles) <i>(the above Reserve Type I engines can be used at</i>

		<i>any station as needed)</i>
Las Animas	2022 Rosenbauer Type I (27,114 miles)	1999 Westmark Type III (Wildland/Utility) (44,872 miles)
Santa Teresa	2007 High-Tech/Gladiator Type I (148,441 miles)	2025 Ford F-550 Type VI (Wildland/Utility) (2,179 miles)
Sunrise	2017 Pierce Quantum Type I (76,655 miles)	2007 Ford F-550 Type VI (Wildland/Utility) (30,824 miles)

A new Type III Wildland/Utility vehicle is due for delivery in February 2026. This will replace the 1999 Westmark Type III currently in reserve at the Las Animas Station.

ANALYSIS

The analysis/assessment completed by the apparatus committee included the following elements:

Operational Considerations

From a Fire Operations perspective, the committee emphasized long-term consistency in tool placement, compartment configuration, cab safety features, and overall apparatus design. The group expressed a desire to move away from maintaining multiple apparatus platforms (currently Rosenbauer, Pierce, and Hi-Tech) and toward a more uniform fleet configuration.

Training and Standardization

The committee placed strong emphasis on standardization. Two of the Department's four frontline apparatus are Rosenbauer units and are the newest in the fleet. Standardizing on Rosenbauer supports consistent pump operations, compartment layouts, hose loads, cab features, and vehicle handling. Given the Department's relatively young workforce, the committee felt this consistency would improve training outcomes and reduce operational risk.

Fleet / Maintenance Considerations

Fleet reviewed service history, parts availability, vendor support, training resources, and standardization. While the 2017 Pierce has a longer service history than the newer Rosenbauer apparatus, Fleet noted that Pierce parts and schematics are proprietary and can involve longer lead times. Rosenbauer provides readily available parts and manufacturer schematics, allowing more efficient stocking and faster maintenance turnaround.

Pricing

Pricing from both manufacturers was reviewed. The proposals are very close in cost. Therefore, pricing was not a determining factor in the final decision. The Rosenbauer price is \$1,058,224.31 (chassis pre-payment) and the Pierce price is \$1,040,420.25 (100% pre-payment).

ALTERNATIVES

The alternative to the Rosenbauer is the Pierce Type I. For the reasons stated above, this alternative is not recommended.

A second alternative would be not to purchase a new Type I Fire Engine at this time. Given the age of the Fire fleet, the need to have a resource for the new Santa Teresa Station, and the lead times involved, this alternative is not recommended.

FISCAL IMPACT/FUNDING SOURCE

Given the lead time required for the build and delivery of a Type I Fire Engine, staff is recommending that the purchase of the Type I Fire Engine be completed now. This is important because the Type I currently being used by the Santa Teresa Station is a 2007 vehicle meant to be in reserve versus front line as it is nineteen years old.

Amazon recently provided the City of Gilroy with \$1M to be used toward fire apparatus and equipment. The \$1M has been received and will be used to make this Type I Fire Engine purchase. Therefore, this funding is recommended to be appropriated for expenditure in the FY 26 budget along with \$58,224.31 from the Fleet Fund (Fund 600) to cover the cost of the full purchase.

Once received, the new Type I Fire Engine will be housed at the Chestnut Fire Station. The 2021 Rosenbauer Type I currently at the Chestnut Station would then rotate to the Santa Teresa Station, a station that receives fewer calls for service than Chestnut.

Upon Council approval, the purchase order for the full amount of \$1,058,224.31 will be initiated. The pre-payment required for the chassis is \$545,393.00 and will be expended for this purpose in FY 26. The remaining balance, \$512,831.31, will be carried over to future years and paid at the time of delivery. The city saves \$110,864 on the overall cost by pre-paying for the chassis at time of the order.

PUBLIC OUTREACH

n/a

NEXT STEPS

Following City Council approval of this purchase, the Interim City Administrator will sign the purchase documents, the order will be placed, and chassis pre-payment will be made. At various intervals over the build period, members of the apparatus team will participate in the pre-construction conference and inspection trips as necessary. Travel expenses for these trips are included in the purchase price.

Attachments:

1. Budget Amendment Resolution FY 26 - Type I Fire Engine Purchase
2. Gilroy FD 2658- Proposal 100% Pre-Pay-signed
3. #2960-Gilroy-Sourcewell PO

RESOLUTION NO. 2026-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY AMENDING THE BUDGET FOR THE CITY OF GILROY FOR FY 26 TO PURCHASE A TYPE I FIRE ENGINE AND APPROPRIATING PROPOSED EXPENDITURE AMENDMENTS

WHEREAS, the City Administrator prepared and submitted to the City Council a budget for the City of Gilroy for Fiscal Years 2025-2026 and 2026-2027, and the City Council carefully examined, considered and adopted the same on June 2, 2025; and

WHEREAS, City Staff has prepared and submitted to the City Council proposed amendments to said budget for Fiscal Years 2025-2026 for the City of Gilroy in the staff report dated January 26, 2026 for the purchase of a Type I Fire Engine.

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

1. The appropriations for Fiscal Year 2025-2026 shall be increased by the Finance Director in the amount of \$1,058,224.31 within the Fleet Fund (600) for the purchase of a Type I Fire Engine.

PASSED AND ADOPTED this 26th day of January, 2026 by the following roll call vote:

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

APPROVED:

Greg Bozzo, Mayor

ATTEST:

Kim Mancera, City Clerk

CERTIFICATE OF THE CLERK

I, **KIM MANCERA**, City Clerk of the City of Gilroy, do hereby certify that the attached **Resolution No. 2026-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, January 26, 2026** with a quorum present.

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

Kim Mancera
City Clerk of the City of Gilroy

(Seal)



January 13, 2026

Gilroy Fire Department
7070 Chestnut Street
Gilroy, Ca 95020



Awarded Contract

102062

Division Chief Gregory Lopez:

Thank you for the opportunity to propose the following Rosenbauer fire apparatus:

One (1) Rosenbauer FX Type 1 Commander Chassis Quote #2960

Base Price	
Body Price	\$526,899.00
Chassis Price	\$545,393.00
100% Pre-Pay Discount	-\$110,864.00
Delivery	\$9,066.00
Ca State Sales Tax	\$87,730.31
9.125%	\$1,058,224.31

Please note: Pre-Con for (3) from Dept. at Factory
 No Mid-Point Inspection Required
 Final Inspection for (3) from Dept. at Factory
 Final Delivery will be made by Burton's Fire to the Dept.
 Performance Bond Not Required
 Quoted Delivery is 900 days after receipt of order
 (1) Day of Familiarization training by Burton's

Terms:

Final payment due upon delivery.
 Price good until January 31, 2026.
 Please review specifications to see terms and conditions relating to your specified penalty clause.

Thank you again for this opportunity to work with your department, if you have any questions regarding the above proposal, please contact me at (209) 765-6971 or at john@burtonsfire.com

Sincerely,

John Burton
Burton's Fire

Burton's Fire Inc.
 1301 Doker Drive
 Modesto, CA 95351
 209-544-3161
 209-544-1109 Fax
 www.burtonsfire.com

South Dakota Division
 100 Third Street
 Lyons, SD 57041
 605-543-5591
 605-543-9701 Fax
 E-mail: sales@
 rosenbaueramerica.com

Minnesota Division
 5181 260th Street
 P.O. Box 549
 Wyoming, MN 55092
 651-462-1000
 651-462-1700 Fax
 E-mail: sales@
 rosenbaueramerica.com

Aerial Division
 870 South Broad Street
 Fremont, NE 68025
 402-721-7622
 402-721-7622 Fax
 E-mail: sales@
 rosenbaueramerica.com



PURCHASE ORDER

Purchaser		SUPPLIER	
Purchaser:	Gilroy, CA	Contract #	Sourcewell Contract #: 113021-RSD
Address 1:	7070 Chestnut Street	Supplier:	Rosenbauer South Dakota, LLC
Address 2:		Address 1:	100 3rd Street
City, State, Zip:	Gilroy, CA 95020-6610	Address 2:	
		City, State, Zip:	Lyons, SD 57041

Purchase Order Number:	(enter)	Delivery in Calendar Days, after receipt and acceptance of Order:	900
Date:	(enter)	Member #	102062

The amount in this proposal shall remain firm for a period of 30 days from the date of same.

Quantity	Description	Price	Price (Extended)
1	One (1) Rosenbauer Pumper, complete with Rosenbauer Commander chassis per attached specifications.	\$1,058,224.31	\$1,058,224.31
	(1) Rosenbauer FX Type 1 Pumper		
	The contract/purchase order price includes sales tax in the amount of \$87,730.31.		
	TOTAL		\$1,058,224.31

NOTES:	
---------------	--

Rosenbauer Dealer :	Burton's Fire
Salesperson:	Blake Giles
Signature:	<i>Blake Giles</i>

Purchaser:	Gilroy, CA
Print Name:	
Title:	
Date:	
Signature:	



**APPENDIX C
CHANGE ORDER POLICY**

This change order policy is intended to reflect the increased cost of changes which result in delayed deliveries, confused paperwork, poor production flow and increased potential of trucks being built to incorrect specifications. With your cooperation, changes can be kept to a minimum which means we will be able to reduce lead times, increase production and maintain costs which will benefit all of us.

Our objective is accurate, high quality and on-time deliveries exceeding our customer expectations.

Changes any time after the order is received may delay the quoted delivery date. Significant design or component changes will have the largest impact on the schedule and quoted delivery date. Changes that occur later in the process will also have the largest impact on the schedule and quoted delivery date.

All time fences are reference to contract execution date if not otherwise stated.

Change Window #1

All changes will be priced at standard pricing and specials will be priced through our normal process. Significant changes made to the vehicle during this time period may result in a delivery extension.

RBM Chassis	0-60 days
RBA Aerial	0-60 days
Rosenbauer Body	0-60 days

Change Window #2

All changes are subject to a 25% mark-up. All changes are subject to factory review and may be denied due to engineering or lead time issues.

RBM Chassis	61-75 days
RBA Aerial	61-75 days
Rosenbauer Body	61-120 days

Change Window #3

All changes are subject to a 50% mark-up, and 50% restocking fee on deleted items. All changes are subject to factory review and may be denied due to engineering or lead time issues. No major components can be changed at this time; major components are considered engine, transmission, axles, suspension, cab, frame (wheelbase), seats, water pump and water tank.

RBM Chassis	76-120 days
RBA Aerial	76-120 days
Rosenbauer Body	121-180 days

Change Window #4

Changes are not recommended at this time. Any changes requested will be priced on a time and material basis. Any changes requested, and that are quoted to the customer, must be approved by the customer within three days or they will not be valid.

RBM Chassis	After 120 days
RBA Aerial	After 120 days
Rosenbauer Body	After 180 days

**Note: Any late change orders that are factory driven will be done at cost and no additional mark up or penalties will apply.*

INFLATIONARY NOTICE

Due to unprecedented volatility with inflationary pressures in our economy and existing market demand creating substantial production backlogs, Rosenbauer America reserves the right to potentially request price escalation under this contract. To be fair and reasonable, any potential price escalation request will be presented and supported with specific evidence of supply chain cost increases from material or component providers. Upon request, this may include copies of invoices from relevant suppliers to substantiate accordingly. Any request will be done in a timely manner for careful review and consideration.

BUYER INITIALS: _____



City of Gilroy

STAFF REPORT

Agenda Item Title: Mobile Vending Ordinance and Pilot Program Update

Meeting Date: January 26, 2026

From: Harjot Sangha, Interim City Administrator

Department: Administration

Submitted by: Victoria Valencia, Economic Development Manager

Prepared by: Victoria Valencia, Economic Development Manager

STRATEGIC PLAN GOALS: Promote Economic Development Activities

RECOMMENDATION

1. Receive the report; and
2. Adopt a resolution to extend the Mobile Vending Pilot Program through October 31, 2026, to allow additional time for evaluation and stakeholder feedback, and drafting of the updated ordinance.

BACKGROUND

The discussion regarding mobile food vendors that led up to the Pilot Program began in December 2023, with a review of Gilroy City Code Chapter 16A Article II relating to mobile food vendors. Discussion related to that enforcement had been complaint-driven after the pandemic, and there was an acknowledgment that the City Code was outdated. It was discussed that enforcement could result in complaints from the vendors, and direction was given to review neighboring city regulations to modernize the options.

Since December 2023, staff have returned to Council at several intervals for direction, with the most recent action being the approval of the Mobile Vending Pilot Program in June 2025, and a subsequent guideline clarification in August 2025. The Pilot Program established temporary pilot zones, time restrictions, operational standards, and a No Mobile Vending Zone along Monterey Street.

ANALYSIS

Since the start of the pilot program, a total of 12 applications have been received. All 12 were granted permits:

1. Las Tequileras Mexican Grill
2. Chefis Bay Area
3. Garcia's Taqueria
4. Angeles Mexican Food
5. La Patrona CMX
6. Taqueria El Ktracho Inc.
7. New Creations Development, LLC (Fire & Slice)
8. El Guapo Kitchen LLC
9. El Meno Corp
10. El Buen Maiz Tortilleria
11. Tacos del Guero
12. Mariscos y Alitas el Patron (Tacos Tel Patron)

Code Enforcement Activity

Since the start of the pilot program, Code Enforcement has contacted 24 mobile food vendors; five citations were issued. All mobile food vendors were cooperative when informed they lacked required permits or were in unapproved locations. Some operators lacked official identification, making it difficult to issue citations or verify repeat contacts.

Use of City Property

Two (2) Mobile Food Vendors are approved for City property:

- 4th to 5th Street/Eagleberry Parking Lot
- 5th Street Parking Lot (between Gardner Health and CMAP)

Summary of Pilot Program to Date

The pilot program has been effective in encouraging mobile food vendors to comply with permit requirements.

However, several key observations have emerged:

- Most permitted food trucks prefer operating on private property within the “No Mobile Vending Zone.”
- Most vendors operate multiple days per week, not just on Fridays and Saturdays.
- There is limited interest in the 4th–7th Street area of downtown in the designated zones. Several vendors have been operating on private property in this area, with the property owner's permission (along Gourmet Alley).
- Some food vendors find the pilot program too restrictive. The pilot program does

not allow any temporary structures, including tables, chairs, or pop-up tents. Food vendors operating on private property would like the ability to set up these items.

- Several vendors have expressed interest in participating in an organized “food truck court.” Establishing such a food truck court in the downtown area would require an event organizer to coordinate logistics, including:
 - Vendor participation
 - Portable restroom facilities and handwashing stations, refuse collection, and
 - Traffic control.

Overall, the pilot program has improved regulatory compliance and engagement among mobile vendors, while identifying logistical and location challenges that may inform future program adjustments.

To attract more applicants and to make the process more efficient, staff are reviewing the pilot program’s registration process and exploring ways to integrate it with existing City permit and license procedures.

Concerns to Address:

There have been two incidents of approved food vendors storing their food trucks in public parking lots. The current pilot program does not address this. Santa Clara County Department of Environmental Health requires food trucks to be stored at an approved commissary, listed on their approved permit. The Gilroy Police Department has been addressing these concerns as they come up. The following clarification has been added to section 5 of Exhibit A (attached):

"Storing equipment or vehicles in any public parking lot within the City is strictly prohibited, regardless of whether vending is permitted in that location. Vendors also may not store equipment or vehicles on private property located within the No Mobile Vending Zone".

The adopted resolution references “East and West” for streets in the downtown area that do not contain these markers. Section 5 B of Exhibit A removes these designations from 4th Street and 6th Street.

Section 6 outlines operational standards and identifies areas where vendors may not operate, including city parks, within 400 feet of a school during school hours, and within 600 feet of an entertainment establishment. Because approved downtown locations fall within 600 feet of several entertainment establishments, the following clarification was added: “Except as allowed by a Special Event permit or at an approved Downtown location, vendors may not operate...”

Pilot Program Extension

Although the ordinance update was originally scheduled to return to Council before the

program's expiration, it was deferred, and the program lapsed due to a shift in priorities. This ordinance revision requires coordination across multiple departments, and at the direction of the Interim City Administrator, work on this item was postponed. Staff recommend extending the Mobile Vending Pilot Program through October 31, 2026. This will allow for a full year of data collection and additional stakeholder engagement through summer events. Staff will return to Council in the summer of 2026 with another update and a draft ordinance for review and potential adoption in September 2026. Extending the Pilot Program through October will provide a necessary transition period, as ordinances typically take effect approximately 30 days after final adoption.

ALTERNATIVES

Take no action, end the pilot program, and begin enforcing the current code as written until staff returns to Council with a draft ordinance. Staff does not recommend this alternative.

FISCAL IMPACT/FUNDING SOURCE

No direct fiscal impact at this time on the Council to extend the Pilot Program with an updated revision.

PUBLIC OUTREACH

Staff have been in contact with food truck operators. This agenda item was included on the publicly posted agenda for this meeting.

NEXT STEPS

If Council chooses to adopt the resolution, staff will continue implementing the Mobile Vending Pilot Program and will provide an update to Council in May. At that time, staff will seek input and guidance on key elements to be included in the Mobile Vending Ordinance. A draft ordinance is anticipated to be presented to Council for review in the fall.

Attachments:

1. Proposed Resolution Food Truck Pilot Program Extension

RESOLUTION NO. 2026-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY EXTENDING THE MOBILE VENDING PILOT PROGRAM TO PROVIDE ADDITIONAL TIME FOR STAFF TO EVALUATE THE PROGRAM AND PREPARE A MOBILE VENDING ORDINANCE UPDATE

WHEREAS, the City of Gilroy adopted Resolution No. 2025-26 establishing a Mobile Vending Pilot Program to allow food trucks to operate in designated areas while staff updates the mobile vending ordinance; and

WHEREAS, the pilot program was originally set to expire on December 31, 2025, or upon adoption of a revised ordinance, whichever occurred first; and

WHEREAS, additional time is needed to complete the ordinance update and evaluate the pilot program’s impacts on economic development, public safety, and community engagement;

WHEREAS, the City Council desires to clarify certain directional references and definitions, including the term “fronting,” to ensure accurate application of the pilot program, and,

WHEREAS, extending the pilot program will allow continued support for small businesses, placemaking, and community events while ensuring compliance with health and safety standards;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Gilroy hereby extends the Mobile Vending Pilot Program as follows:

SECTION I

The Mobile Vending Pilot Program established under Resolution No. 2025-26 is hereby extended through October 31, 2026, or until adoption of a revised mobile vending ordinance, whichever occurs first. The city administrator may extend this resolution pending the final action of the city council on the revised mobile vending ordinance.

SECTION II

Exhibit A attached hereto is hereby adopted and shall supersede and replace the prior Exhibit A in its entirety for the duration of the extended program. All other provisions of Resolution No. 2025-26 shall remain in effect unless expressly modified by this Resolution.

SECTION III

City staff shall continue to monitor the pilot program, collect data, and return to City Council with an evaluation report and recommendations for permanent ordinance amendments prior to the new expiration date.

EXHIBIT A
Mobile Vending Pilot Program Guidelines
 Effective Upon Adoption – October 31, 2026 (or until a new ordinance is adopted)

To participate in the pilot program, vendors must register with the Administration Department. A link to register can be found at cityofgilroy.org/384/Economic-Development, or by contacting the City’s Economic Development team at 408-846-0207.

1. Purpose

The purpose of this Mobile Vending Pilot Program is to allow temporary, regulated food truck operations in designated areas of the City of Gilroy while the City updates its permanent mobile vending ordinance. This pilot program provides an opportunity to evaluate the feasibility, community response, and operational impacts of mobile vending in various settings.

2. Program Duration

The pilot program shall be effective immediately upon adoption and will remain in place until October 31, 2026, or until a revised ordinance is adopted by the City Council, whichever occurs first.

3. General Requirements

All mobile vendors must comply with the following requirements:

- Possess a valid Mobile Vending Permit issued by the Gilroy Police Department
- Possess a valid City of Gilroy Business License
- Possess a Santa Clara County Environmental Health Permit (if applicable)
- Possess a California Department of Tax and Fee Administration Seller’s Permit
- Provide proof of permission to use restroom facilities if operating longer than one hour
- Comply with operational standards established in Chapter 16B for consistency

License/Permit	Organization	Contact Information
City of Gilroy Mobile Vending Permit	City of Gilroy Police Department	Telephone – (408) 846-0309
City of Gilroy Business License	City of Gilroy Finance Department	Telephone – (408) 846-0420 https://www.cityofgilroy.org/207/Business-Licenses

Health Permit	County of Santa Clara Department of Environmental Health, Consumer Protection Division	Telephone – (408) 918-1908 https://cpd.sccgov.org/food/mobile-food-facilities
Sellers Permit	California Department of Tax and Fee Administration	Telephone – 1-800-400-7115 https://www.cdtfa.ca.gov/services/#Overview
City of Gilroy Mobile Vending Pilot Program Registration	City of Gilroy Administration Department	Telephone – (408) 846-0207 https://cityofgilroy.org/1091/Mobile-Vending-Ordinance

4. No Mobile Vending Zone

Mobile Vending is prohibited in the following areas:

- Public Right-of-Way on Monterey Street from Leavesley Road to Luchessa Avenue and side streets from 4th Street to 7th Street, from Railroad Street to Egleberry Street.
- Private or Public Property fronting Monterey Street: no portion of a Mobile Food Vendor may be visible from any point along the property line where it abuts Monterey Street.
 - Visibility from diagonal angles—such as from intersections or neighboring parcels—is permissible only if the vendor is not visible from the direct frontage of Monterey Street.

5. Pilot Locations and Conditions

All food trucks operating under this Resolution must ensure permanent restroom and handwashing facilities are available within two hundred (200) feet of their operating location if parked for longer than one hour, and must comply with all health, fire, and life safety regulations.

Storing equipment or vehicles in any public parking lot within the City is strictly prohibited, regardless of whether vending is permitted in that location. Vendors also may not store equipment or vehicles on private property located within the No Mobile Vending Zone.

A. Special Events

Food trucks may operate at permitted special events for the duration of the event, provided they are listed on the special event permit. Vendors must follow all location, safety, and sanitation rules during the event.

B. Downtown Locations

- Food trucks may operate within the Downtown Specific Plan Area at the 5th Street Parking Lot and the public parking lots adjacent to Gourmet Alley between 4th Street and 6th Street, subject to compliance with the City's Mobile Vending Permit and all applicable permitting requirements.

- Food truck operations shall be allowed during the months of June 2025 through October 2026, on Thursdays, Fridays, Saturdays, and Sundays, not to exceed the hours of 4:00 pm and 2:00 am in the 5th Street Parking Lot, and 2:00 pm to 10:00 pm in designated spaces in the public parking lots adjacent to Gourmet Alley between 4th Street and 6th Street, excluding days when special events are scheduled in those areas.
 - *Allowable hours in the 5th Street lot may be adjusted to fit demand.*
 - *Private property along Gourmet Alley may be used with owner permission and required permits*

C. Private Property

Mobile vendors may operate on developed private property in Commercial, Industrial/Manufacturing, and Mixed-Use Zoning Districts. Residential zoning districts are prohibited.

- Hours of operation: Hours cannot exceed those of the host business, and cannot operate outside of the hours of 6:00 am – 12:00 am.
- Vendors must have written permission from the property owner and must not interfere with minimum required parking requirements.
- Vendors may not operate from vacant or undeveloped parcels.

6. Operational Standards

- No external signage, flags, or banners (only painted signage compliant with zoning code)
- No tents, tables, canopies, or other temporary structures allowed
- No generators exceeding acceptable noise levels
- Waste and grease must be properly disposed of; vendors must provide trash receptacles
- Maintain a minimum 5 feet or 50% of sidewalk clearance for pedestrian access
- Maintain a 25-foot distance from ATMs

Except as allowed by a Special Event permit, or at an approved Downtown location, vendors may not operate:

- In any city park where there is a concessions agreement that exclusively permits the sale of food or merchandise by a concessionaire.
- Within three hundred (300) feet of a permitted, certified farmers' market or permitted special event during its operation.
- Within four hundred (400) feet of a school between the hours of 7:00 a.m. and 4:00 p.m. on school days.
- Within six hundred (600) feet of any entertainment establishment between the hours of 10:00 p.m. and 2:30 a.m.

7. Evaluation and Reporting

City staff will monitor and evaluate the pilot program based on:

- Public and business feedback
- Vendor participation and permit data
- Code enforcement or safety issues
- Traffic, parking, and pedestrian impact observations

Staff will report findings to the City Council prior to the program's conclusion.

PASSED AND ADOPTED this **DATE** day of **MONTH YEAR** by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

APPROVED:

Greg Bozzo, Mayor

ATTEST:

Kim Mancera, City Clerk

CERTIFICATE OF THE CLERK

I, **Kim Mancera**, City Clerk of the City of Gilroy, do hereby certify that the attached **Resolution No. 2026-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, Date**, with a quorum present.

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

Kim Mancera
City Clerk of the City of Gilroy

(Seal)



City of Gilroy

STAFF REPORT

Agenda Item Title: Review and Adoption of Capital Infrastructure Reserve Fund and Funding Policy

Meeting Date: January 26, 2026
 From: Harjot Sangha, Interim City Administrator
 Department: Finance
 Submitted by: Harjot Sangha, Finance Director
 Prepared by: Harjot Sangha, Finance Director

STRATEGIC PLAN GOALS: Maintain and Improve City Infrastructure
 Develop a Financially Resilient Organization

RECOMMENDATION

1. Review draft policy; and
2. Adopt a resolution establishing a new Capital Infrastructure Reserve Fund and funding policy.

BACKGROUND

As part of the Fiscal Year 2025-26 (FY26) and 2026-27 (FY27) biennial budget development and Council strategic planning sessions, Council expressed a desire to establish a reserve to fund Parks Infrastructure from the annual year-end budgetary savings from the General Fund expenditures. On October 20, 2025, staff returned to the Council for a discussion and sought direction regarding the policy.

ANALYSIS

Based on the discussion and direction provided by the City Council at the October 20, 2025, meeting, staff have drafted the policy with the following parameters:

- Expand the policy to any Capital Infrastructure – While the initial discussion was focused on establishing the reserve for parks infrastructure, Council ultimately directed staff to make the policy broader to capture other capital infrastructure needs that may arise from time to time.
- Establish a separate Capital Infrastructure Reserve (CIR) Fund
- Transfer initial one-time seed money of \$310,000 from the General Fund (the remaining FY2024-25 year-end budgetary savings) into the newly established CIR Fund as the starting balance in FY26.
- Future Contribution: similar to the Pension and Other Post Employment Benefit Funding Policy, up to 25% of year-end budgetary savings from the General Fund expenditures to be transferred to the CIR Fund annually, subject to Council review and approval.
- Eligible expenditure:
 - Capital Infrastructure Projects
 - Beautification and Community Enhancement Projects
 - Parks and Recreation Infrastructure
 - Planning and Studies
 - Leverage for External Funding (e.g. public and private grants)
- Ineligible expenditure:
 - Ongoing operating or routine maintenance costs
 - Personnel salaries or benefits
 - Programs or expenses not directly related to the eligible capital infrastructure or qualifying studies
- Other parameters:
 - The annual year-end budgetary savings determination and related transfer for the CIR Fund are to be reviewed and made in conjunction with the Pension and the OPEB Funding Policy transfers.
 - The General Fund Reserve Policy of 30% must be met first in the fiscal year when the annual contribution transfers are considered.

All expenditures shall require City Council approval and appropriations through the biennial budget development, the Capital Improvement Program, or other adopted Council action. (Similar to Sidewalk Reserve Fund).

ALTERNATIVES

City Council can provide further directions to make material revisions to the draft policy. This is not recommended, as the current policy is drafted in accordance with the Council's direction received on October 20, 2025.

FISCAL IMPACT/FUNDING SOURCE

One-time seed funding of \$310,000 to be transferred from the General Fund (100) to the newly established Capital Infrastructure Reserve Fund.

Beginning with the FY26 year-end, staff will determine future funding allocations from General Fund year-end budgetary savings, expected in September 2026.

NEXT STEPS

Pending Council approval, staff will establish the new fund, and make the initial one-time contribution to the newly established fund. Separately, on January 26, 2026, the agenda includes the consideration of allocating the \$310,000 to fund the Parks, Recreation, and Trails Master Plan.

Attachments:

Resolution with Exhibit A

RESOLUTION NO. 26-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY ESTABLISHING A CAPITAL INFRASTRUCTURE RESERVE (CIR) FUND AND ADOPTING A RELATED RESERVE FUNDING POLICY

WHEREAS, the City of Gilroy is responsible for maintaining and improving public infrastructure that supports community livability, economic vitality, and quality of life, including parks, streets, landscaping, and other community-serving capital assets; and

WHEREAS, long-term infrastructure needs require a sustainable and disciplined funding approach to address capital renewal, enhancement, and planning efforts; and

WHEREAS, the City Council desires to establish a dedicated Capital Infrastructure Reserve Fund to support capital infrastructure and related planning efforts, while maintaining flexibility to respond to changing fiscal conditions; and

WHEREAS, the City Council desires to approve a budget amendment as a one-time seed funding transfer of \$310,000 from the Fiscal Year 2024-25 year-end General Fund (100) budgetary savings to establish the CIR Fund; and

WHEREAS, the City Council has existing Pension and Other Post-Employment Benefit (OPEB) funding policies that utilize annual year-end General Fund budgetary savings; and

WHEREAS, the City Council further desires to adopt a formal policy governing the funding, administration, and use of the Capital Infrastructure Reserve Fund; and

WHEREAS, the reasons supporting this Resolution are set forth in detail in that certain City Council Staff Report submitted for City Council consideration at its meeting of January 26, 2026, submitted to the City Council by the City Administrator (the "Staff Report"), the contents of which Staff Report are incorporated herein by this reference; and

WHEREAS, the City Council determines that adoption of this Resolution is in the public interest.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Gilroy does hereby:

SECTION 1.

The City Council hereby establishes a Capital Infrastructure Reserve (CIR) Fund as a separate reserve fund of the City, to be maintained and accounted for in accordance with generally accepted accounting principles and the City's adopted financial policies.

SECTION 2.

The City Council approves a one-time Budget Amendment funding transfer of \$310,000 from the General Fund (100) to the CIR Fund in Fiscal Year 2025-26.

SECTION 3.

The City Council hereby adopts the Capital Infrastructure Reserve Funding Policy, attached hereto as Exhibit A and incorporated herein by reference.

SECTION 4.

The City Council authorizes future transfers to the Capital Infrastructure Reserve Fund of up to twenty-five percent (25%) of year-end General Fund budgetary savings, subject to City Council approval and in accordance with the adopted policy.

SECTION 5.

The Finance Director is authorized and directed to take all actions necessary to implement this Resolution, including establishing appropriate accounting mechanisms, recording approved transfers, and reporting on the CIR Fund as part of the City’s annual budget and financial reporting processes.

SECTION 6.

This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Gilroy at its meeting held on this 26th day of January 2026 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

COUNCIL MEMBERS:
COUNCIL MEMBERS:
COUNCIL MEMBERS:
COUNCIL MEMBERS:

APPROVED:

ATTEST:

Greg Bozzo, Mayor

Kim Mancera, City Clerk

CERTIFICATE OF THE CLERK

I, **KIM MANCERA**, City Clerk of the City of Gilroy, do hereby certify that the attached **Resolution No. 2026-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 its Regular Meeting held **Monday, January 26, 2026** with a quorum present.

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

Kim Mancera
City Clerk of the City of Gilroy

(Seal)

EXHIBIT A

CAPITAL INFRASTRUCTURE RESERVE (CIR) FUND POLICY

1. Purpose

The purpose of the Capital Infrastructure Reserve (CIR) Fund is to establish a dedicated funding mechanism to support the long-term planning, renewal, enhancement, and development of the City's capital infrastructure. The CIR Fund is intended to provide a flexible, fiscally prudent tool to address infrastructure needs that may not be fully funded through existing capital funding sources, with particular emphasis on community-serving assets such as parks, streetscapes, and beautification improvements.

2. Fund Established

The City Council hereby establishes a Capital Infrastructure Reserve (CIR) Fund as a separate reserve fund to be maintained in accordance with generally accepted accounting principles (GAAP) and the City's adopted financial policies.

3. Initial Fund

Upon adoption of this policy, the CIR Fund shall receive a one-time seed funding transfer of \$310,000 from the General Fund (100).

4. Ongoing Funding

- **Source of Funds**

- The primary source of funding for the CIR Fund will be through transfers from year-end budgetary savings in the General Fund expenditures.
- Nothing in this policy shall preclude the City Council from authorizing additional discretionary payments at any time and in any amount to further achieve the intended purpose.

- **Annual Contribution Limits**

- Annual contributions to the CIR Fund shall be up to 25% of year-end General Fund budgetary savings, subject to City Council approval as part of the annual year-end reporting or other Council-approved action.
- The annual year-end budgetary savings determination and related transfer for the CIR Fund are to be reviewed and made in conjunction with the Council's existing Pension and the OPEB Funding Policy transfers.
- The General Fund Reserve Policy of 30% must be met first in the fiscal year when the annual contribution transfers are considered.

- **Council Discretion**

- The City Council retains full discretion to increase, decrease, defer, or eliminate annual contributions based on fiscal conditions, operational needs, or competing priorities.

5. Eligible Uses

CIR Fund resources may be used for qualified capital infrastructure expenditures, including but not limited to the following categories:

- **Capital Infrastructure Projects**

- Construction, rehabilitation, or replacement of City-owned public infrastructure assets.

- **Beautification and Community Enhancement Projects**

- Landscaping improvements

- Streetscape enhancements
- Gateway features
- Public realm and aesthetic improvements
- **Parks and Recreation Infrastructure**
 - Park improvements, renovations, and expansions
 - Trails, recreational facilities, and related park infrastructure
- **Planning and Studies**
 - Infrastructure master plans
 - Capital improvement plans
 - Feasibility studies, condition assessments, and design studies directly related to capital infrastructure or beautification projects
- **Leverage for External Funding**
 - Local match requirements for grants or partnerships related to eligible capital infrastructure projects, subject to City Council approval.

6. Ineligible Uses

CIR Fund resources shall not be used for:

- Ongoing operating or maintenance costs
- Personnel salaries or routine departmental expenses
- Programs or services not directly related to capital infrastructure or qualifying studies

7. Appropriations

All appropriations from the CIR Fund shall be approved by the City Council through the annual budget, Capital Improvement Program, or a separate Council action.

8. Policy Review

This policy shall be reviewed periodically by the City Council as part of the City's financial policy review process and may be amended or repealed at any time by Council action.

9. Effective

This policy shall become effective upon adoption by the City Council.



City of Gilroy

STAFF REPORT

Agenda Item Title: Review Draft Request for Proposal (RFP), and Adopt a Resolution Appropriating \$310,000 for Preparation of the Parks and Recreational Trails Master Plan

Meeting Date: January 26, 2026
 From: Harjot Sangha, Interim City Administrator
 Department: Public Works
 Submitted by: John Doughty, Public Works Director
 Prepared by: John Doughty, Public Works Director

STRATEGIC PLAN GOALS: Maintain and Improve City Infrastructure

RECOMMENDATION

1. Receive a report and provide feedback on the draft RFP; and
2. Adopt a resolution appropriating \$310,000 from the newly established Capital Infrastructure Reserve Fund to Project 900780 to the FY26 Capital Budget.

EXECUTIVE SUMMARY

On June 2, 2025, the City Council adopted the FY26/FY27 biennial budget as well as the City Council Work Plan. The adopted biennial budget did not allocate funding for the update of the Parks Master Plan. The Work Plan included the Parks Master Plan update as a priority project. The City Council indicated a willingness to consider funding of the Parks Master Plan update in FY26 or FY27, subject to identification of funding. In October, the City Council received a report from the Finance Director which indicated that there was \$310,000 available in year-end budgetary savings in the General Fund which the City Council directed to be deposited as one-time seed money to a new capital reserve fund to be established via policy and consider using those funds to update the Parks Master Plan.

Staff is seeking formal City Council authorization for allocation of funding for the

preparation of a new Parks and Recreational Trails Master Plan.

BACKGROUND

The Parks Master Plan has not been updated in more than twenty years. The Parks Master Plan serves multiple purposes including being the first level implementation tool of the adopted General Plan. Additionally, the Plan provides for assessment of the condition of existing parks, assessment of the recreational amenities provided, a vision for future parks, community input on facilities/amenities needed and finally, high level prioritization of maintenance, replacements and new amenities. The Plan is also foundational support for impact fee study and possible adoption.

Update of the Parks Master Plan was identified in 2023 as a community need and incorporated a Project in the City's FY24 to FY28 Five-Year Capital Improvement Plan (CIP). The Project is currently designated as unfunded in the CIP and not included in the adopted FY26 or FY27 Capital Budget.

The Trails Master Plan was adopted in 2005. The Trails Master Plan serves many of the same purposes noted above including being the first level implementation tool of the adopted General Plan. The Trails Master Plan addresses local bicycle/pedestrian trails, multi-use trails and pedestrian (foot paths and hiking trails) as well as planning for connection to the regional network of trails and paths. The Trails Master Plan is not included as a project in the CIP.

The Parks and Recreation Commission included the update of the Parks Master Plan in your FY26 and FY27 work program which was presented to the City Council. The Master Plan was identified by the Parks and Recreation as a priority work effort. The Commission recommended including Recreational Trails as part of the update effort as they represent linear recreational facilities.

In May, the Planning Commission was asked to confirm General Plan consistency of the recommended Capital Budget for FY26 and FY27. As part of their action, the Commission unanimously indicated their support and desire that the City Council prioritize and fund the update of the Parks Master Plan.

On June 2, 2025, the City Council adopted the FY26 and FY27 budgets as well as the City Council Work Plan. This adopted budget did not include funding for the Parks Master Plan. However, the City Council did include the Parks Master Plan update in their Work Plan, indicating a willingness to consider funding of the project in FY26 or FY27, subject to identification of funding.

On August 19, 2025, the Parks and Recreation Commission, by consensus, supported the Draft Request for Proposals (RFP) and funding of the Parks and Recreational Trails Master Plan.

ANALYSIS

As previously noted, the Parks Master Plan and Trails Master Plan have not been updated in more than twenty years. Typically master plan updates are undertaken soon after adoption of new or major updates of Citywide general plans.

On October 20, 2025, the City Council directed staff to establish a capital infrastructure reserve fund utilizing budgetary savings from FY25. The Council directed staff to return with a formal policy on the use of the new Capital Reserve Fund. Council also requested that staff, in conjunction with the policy, return to discuss appropriation of funding for update of the Parks Master Plan.

The focus of both the Planning Commission and Parks and Recreation Commission is the Parks Master Plan update. If the City Council allocates funding for the Parks Master Plan, staff recommends incorporating bicycle/pedestrian trails and multi-use trails (AKA recreational trails) into the Parks Master Plan, which, in many areas, directly connects to City parks and open space. The draft request for proposal (RFP) is written to deliver a Parks and Recreational Trails Master Plan. Additionally, with the addition of electric bikes/scooters, etc, since 2005, it is now an appropriate time to update the Master Plan. The proposal was prepared in this manner for two principal reasons: 1) cost savings; and 2) staff capacity. The requested amount is insufficient to cover major updates of both plans. Additionally, there is inadequate staffing to undertake both updates at the same time. Including recreational trails provides an opportunity to address a critical component of the trail/parks system. The attached RFP is in draft form and will require additional work, data and attachments.

Staff welcomes input on the draft RFP/ scope of work and is seeking formal direction/ action on the funding.

ALTERNATIVES

1) The City Council could choose to fund the Parks and Recreational Trails Master Plan Update utilizing FY25 year-end savings. This action would be consistent with established priorities including the five-year CIP.

2) The City Council could choose not to fund the Parks and Recreational Trails Master Plan Update utilizing FY25 rear end savings. The project would remain on the five-year CIP as an unfunded project. The City Council could consider funding the project at a subsequent time.

3) The City Council could choose to fund the Parks Master Plan Update (removing Recreational Trails) utilizing FY25 year-end savings. This action would be consistent with established priorities including the five-year CIP. Staff would recommend keeping recreational trails within the project scope.

FISCAL IMPACT/FUNDING SOURCE

In October, the City Council approved the establishment of a new Capital Reserve Fund. There are sufficient funds available for the preparation of the Parks and Recreational Trails Master Plan. The purpose of this item is to seek Council direction on the possible appropriation of \$310,000 from the newly established Capital Infrastructure Reserve Fund. Staff is only seeking funds to cover professional services and expand City outreach efforts. Project Management and day-to-day oversight will be funded by the operating budgets of Public Works and Community Development.

PUBLIC OUTREACH

The Parks and Recreation Commission have discussed the Parks and Recreational Trails Master Plan at several public meetings, the last being on August 19, 2025.

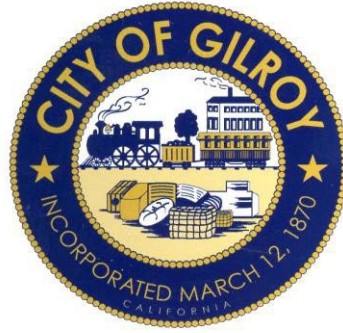
NEXT STEPS

The next steps will depend on the City Council's direction. If funding is allocated, staff will:

- Finalize and release the RFP.
- Review and score proposals.
- Identify the preferred consultant team.
- Bring the contract to the City Council for award.
- Oversee consultant preparation of the Draft Plan (including community outreach) and complete Environmental Review (CEQA)--(14-18 months anticipated).

Attachments:

1. Attachment 1--Parks and Recreational Trail MP RFP
2. Exhibit A - Parks and Recreational Trails Master Plan Project Charter
3. Draft Resolution Budget Amendment--Parks and Recreational Trails Master Plan



City of Gilroy

Public Works Department

DRAFT

Comprehensive Update of the City of Gilroy

Parks and Recreation Master Plan

No. 26-RFP-PW-XXX

Proposals Due by: X:00 pm, _____, _____, 2026

1.0 RFP Overview

1.1. About the City of Gilroy

Located 35 miles south of San Jose, the City of Gilroy is a community of about 60,000 people, situated in the southernmost portion of the Santa Clara Valley between the Santa Cruz Mountain range and the Diablo Mountain range. Gilroy is located just 30 minutes from the Pacific Ocean and Monterey Bay which accounts for the amazing climate and the abundance of outdoor activities.

Gilroy's historic Downtown is home to many shops, restaurants, brew pubs, wine tasting rooms, and other local businesses. Downtown also serves as a gathering point and staging area for many festivals throughout the spring, summer and fall. Gilroy is at the crossroads of Highway 101 and Highway 152 which makes it a prime location for regional commercial activities and light industrial/tech businesses. The City is also home to Gilroy Gardens Amusement Park and three golf courses.

The City and adjoining areas are home to numerous nurseries and farms. The City is known for being the Garlic Capital of the World and the world-famous Gilroy Garlic Festival. Gilroy is proud of its agriculture and viticulture history where roadside stands sell locally grown fruit, artichokes, greens, root vegetables, beans and herbs and local wineries and tasting rooms abound.

Residents of this thriving community live a lifestyle that many think no longer exists in California. Neighbors care about each other, schools are important, and there is a sense of real community.

1.2. Purpose of RFP

The City of Gilroy is seeking proposals from qualified consulting firms to prepare a comprehensive update of the Parks Master Plan with the inclusion of shared paved bicycle/pedestrian and multi-use trails and paths (referred to generally as “recreational trails”). The City seeks a Plan that is concise, user-friendly and creates a roadmap for ensuring an appropriate balance of park sites, recreational trails, facilities and amenities throughout the community, now and into the future.

The Plan will be informed by the policies of the City's adopted 2040 General Plan and parallel study of the recreational programming needs in the City. The Plan's purpose is to supplement the General Plan and assist the Parks and Recreation Commission, Planning Commission and City Council to establish a clear set of goals, objectives, priorities, and implementation measures for development, enhancement, maintenance and operation of the City's parks, recreational facilities and recreational paths over the next fifteen years

aligning with the City’s 2040 General Plan planning horizon. The Plan will provide support to subsequent nexus studies for impact fees to support park facilities.

The Plan will be subject to review and recommendation by the Parks and Recreation Committee (PRC) and Planning Commission (PC). Ultimate approval will be by the City Council. The update is considered a Project and will be subject to CEQA review.

1.3 Background

The City’s Parks inventory includes 26 parks on over 300 acres and more than 12 miles of paved bike/pedestrian recreational paths. The City Council appoints a seven-member Parks and Recreation Commission who advises the Council on parks and recreation related matters. The Public Works Department plans for and implements capital repair, replacement and new construction via the City’s Capital Improvement Program (CIP). The Operations Division of Public Works maintains all public parks and recreational trails which are the City’s obligation (City-owned or City-maintained under Joint Use Agreement). Some recreational trails fall within the maintenance responsibilities of a Community Facilities District (CFD) or a home owner’s association (HOA). Recreation is a division of the City Administrator’s Office and they oversee activities including camps, facility reservations and special events within City parks.

The Parks Master Plan was adopted in 2002 and last updated in 2004. Since that time the City’s population has increased by approximately 15,000 persons. New parks and amenities including Phase 1 of the Gilroy Sports Park as well as three dog parks have been added since the last update in 2004. Direct feedback from residents suggests an appetite for sports like pickleball and frisbee golf, and a desire for new facilities like a community recreation center/pool, multi-generational center and BMX Pump Track. The City will be opening a new 6-court pickleball facility at Las Animas Veterans Park this summer and is currently working on a new grant funded playground at San Ysidro Park among other capital maintenance and replacement. The City is currently investing in replacement of aging/weathered play equipment and installation of shade covers for playgrounds.

The Trails Master Plan was adopted in 2005. The City is seeking to integrate recreational trails (linear park space) into the City’s comprehensive update of the Parks Master Plan. Significant expansion of the recreational trail system has occurred since 2005 as part of new development and partnership with the Santa Clara Valley Water District (Valley Water).

The City recently completed community outreach and consensus building around a major update of the Civic Center Master Plan. The Civic Center Master Plan envisions the ultimate development of a Recreation and Aquatic Center, Multigenerational Community Center and

new Civic Park. The Master Plan document is currently being finalized. An Environmental Impact Report (EIR) is being prepared as well. The City Council is anticipated to take final actions on the Plan and EIR by early summer.

Population and demographic changes as well as evolving trends, technologies, consumer preferences in the parks and recreation industry, and aging park infrastructure underscore the City’s need for an updated Master Plan. Additionally, community members have recently indicated a desire to evaluate speed and safety on the recreational trail system, particularly in light of the growth in electric powered bikes, scooters and other items.

1.4. City Objectives

The City’s high-level goals for the Plan include:

- Ensuring that residents, user groups, associations and other stakeholders are provided an opportunity to participate in the development of the Plan.
- Providing a variety of high-quality parks and recreational facilities and amenities that meet the needs of a diverse range of residents and visitors, now and into the future.
- Evaluation of funding and partnership options to address deferred maintenance and emerging needs/desires.
- Maintaining and expanding recreational trails to serve the needs of the community both recreationally and, where appropriate as a part of the City Active Transportation plan.
- Ensuring parks and recreational trails are safe for all users.
- Showing compliance with State and Federal laws pertaining to age-appropriate facilities, disability access and other regulations.
- Identifying path for protection of environmental resources within City open spaces.
- Anticipating and flexibly accommodating future statutory changes.
- Creating a plan that is financially realistic given available City revenues and other potential funding sources.
- Establishing priorities and phasing for plan implementation acknowledging the need to maintain and upgrade existing parks and recreational trails.
- Acknowledging the critical need for collaboration with Gilroy Unified School District recreational facilities and amenities as additional community resources in the Master Plan.

1.5. Selection Criteria

Proposals are to contain specific methods and techniques that the consultant will use and sufficient information to enable the City to properly evaluate the qualifications of the consultant and any sub-consultant(s). The successful team or individual must demonstrate a proven track record in assisting public agencies with preparing parks and trails master

plans while working closely with the community and City staff throughout the process. The successful consultant will be selected on the basis of professional qualifications, understanding of Gilroy needs and demonstrated competence. Particular attention will be paid to:

- Ability to meet the requirements outlined in this RFP.
- Qualifications and relevant experience of the consultant and individuals who will work on the project.
- Amount and quality of time key personnel will be involved in their respective portions of the project.
- Reasonableness of the fee requested to do the work; comparability of fee to similar services offered by other qualified consultant(s).
- The consultant’s demonstrated record of success in a similar community.
- The specific methods and techniques to be employed on the project.
- Acceptance of Standard Agreement including insurance and wage theft related provisions.

1.6. Selection Procedure

All responses to this RFP that meet the submittal requirements will be evaluated by a technical review panel comprised of multi-disciplinary City staff. The panel will identify a short-list of the best qualified consultants. The short-list of consultants will be asked to participate in a mandatory interview/scripted demonstration. Interviews will be conducted on-site and will include City staff and at least one Parks and Recreation Commission member.

Reference checks will consist of phone and/or email inquiries of current or past customers of consultant – either provided by consultant for reference or contacted independently by Gilroy. Upon completion of the interview, demonstration, and reference checks, the City will select a finalist with whom to begin final negotiations of a contract to be taken to the City Council for approval.

Submittal of a proposal does not guarantee a consultant will be asked to interview. Attendance at any such interview/demonstration will be at the consultant’s expense.

1.6. RFP Schedule (Tentative)

The table below provides the estimated schedule that will be followed.

Item	Date
Release RFP	_____, 202__

Consultant Questions Due	_____, 202__
Issue Addenda	_____, 202__
Proposals Due	_____, 202__
Proposal Evaluation Period	_____, 202__
Interviews of Best Qualified Consultants	_____, 202__
Reference Checks	_____, 202__
Selection of Finalist	_____, 202__
City Council Consideration of Agreement	_____, 202__

The City reserves the right, at its sole discretion, to adjust the schedule as it deems necessary. Notification of any adjustment to the RFP schedule will be posted on the City’s website as an addendum to the RFP.

1.7 RFP Questions

Potential proposers are invited to send specific questions and/or request for clarification via email regarding the RFP to the City of Gilroy no later than 4:00 p.m. _____, 20__ to:

John Doughty
Public Works Director
John.Doughty@cityofgilroy.org

All responses to questions/clarifications will be posted on the City’s website as an addenda to this RFP by 4:00 pm on the date specified in Section 1.6 - Schedule.

1.8 RFP Submittal

The City invites you to submit a proposal in accordance with the terms, conditions, and specifications contained in this document. Please provide the information requested via email on _____, 202__ as instructed in SECTION 3 and received no later than 4:00 p.m. to:

Carina Baksa
Finance Manager
Carina.Baksa@cityofgilroy.org

Please copy John Doughty at John.Doughty@cityofgilroy.org on the submittal to the Finance Manager. The consultant is responsible for ensuring that the email was successfully received by the Finance Manager.

2.0 Scope of Services

Throughout the entire project, the consultant will work closely with City staff and establish regular scheduled meetings to keep staff informed of the status of the project. Meetings may be in person, by phone or via video conference. The consultant must have a comprehensive knowledge of all regulations regarding parks and recreational facilities, multi-use trails, master plan provisions, the California Environmental Quality Act, and applicable best practices in the industry. The Consultant’s scope of work will include the following tasks:

2.1 Preparation of Work Plan

Within 15 days of the execution of the contract, the Consultant will meet with staff to develop a comprehensive work plan with specific deliverables and due dates consistent with the RFP response.

2.2 Review of Resource Documents

The consultant will review the resource documents listed below and have a thorough understanding of each prior to preparation of the RFP and service contract. These documents are attached at the end of the RFP document or, as noted, are available on the City website.

- a. List of current City parks and acreages (see Attachment __)
- b. City Parks Master Plan (add link)
- c. City Trails Master Plan, adopted 2005 (add link)
- d. City of Gilroy Capital Improvement Plan (add link)
- e. City of Gilroy Standard Professional Services Agreement (see Attachment __)
- f. City of Gilroy 2040 General Plan (add link)
- g. Draft Civic Center Master Plan (link to project page)
- h. Gilroy Pathways GIS tool (link to page)
- i. Joint Use Agreement with Santa Clara Valley Water District (add link)
- j. ???
- k. ???

NOTE: Proposers are encouraged to seek additional resource documents available from Santa Clara County, Valley Water and non-profits that are implementing local or regional projects in the vicinity of Gilroy.

2.3 Gather Input and Assess Community Needs

The consultant will:

- Identify and develop methods to distribute information (website, newsletter, existing publications and media) and work with City staff on distribution of information.
- Provide well-organized and directed activities, techniques and formats that will ensure that a positive, open and proactive public participation process and communications strategy are achieved.
- Obtain stakeholder (frequent users, non-users and special interest users) input via interviews, group meetings, online surveys and Commission meetings regarding:
 - Interests, needs and desires for current and future parks and recreational trails; and
 - Customer satisfaction with current City parks and recreational trails; and
 - Desired amenities not currently available in the City.
- Provide written bi-lingual English/Spanish (and other languages as deemed necessary) outreach and communication materials. Provide bi-lingual Spanish interpretation for targeted outreach meetings.
- Obtain feedback and help reach consensus for the comprehensive update of the Parks and Recreational Trails Master Plan. If consensus is not possible, provide sufficient information to facilitate informed decision making by the Parks and Recreation Commission, Planning Commission and City Council.

Note: Because of the significant Civic Center Master Plan Update work, the consultant shall consider community input from that process and incorporate as applicable to not duplicate efforts.

2.4 Demographic Trend Analysis

The consultant will gather, review and interpret available demographic, cultural, socio-economic, emerging parks and recreation and other trends relevant to the City of Gilroy and will use this trend analysis to project future needs for parks, amenities and facilities as well as recreation trails.

2.5 Facility Inventory and Condition Assessment

Parks

The consultant will perform the following analysis:

- Compile an inventory of existing parks and recreational facilities including the capacity of each amenity (e.g. playgrounds, playing fields, buildings, natural areas, picnic areas, restrooms and parking).

- The City is seeking a proposal additive that includes geocoding of assets to integrate into CMMS inventory.
- Compile an inventory of special facilities, leased facilities, joint use facilities and commercial recreational facilities which serve park/recreational and/or cultural needs in the City.
- Conduct an assessment of each City-owned park for functionality, safety, accessibility, condition, regulatory compliance, comfort and convenience, constraints and opportunities;
- Evaluate and compare current parks/amenities against a to-be-agreed upon relevant State/national standard including those established by the National Park and Recreation Association (NPRA). This assessment may be supplemented by an agreed upon City/Agency comparative.
- Determine sustainability practices and other best practices that are appropriate for Gilroy to reduce water usage and reduce overall operational costs; and
- Based upon the inventory/assessment prepare a gap analysis report. The report is to include an estimate of present value and replacement value of each improved park by major amenity (e.g. playground, picnic cabana, baseball field, etc.).

Recreational Trails

The consultant will perform the following analysis:

- Compile an inventory of existing recreational paths and trails including their connection to regional facilities, bicycle parking, wayfinding signage, safe routes to schools efforts and bicycle/pedestrian safety programs.
- Conduct an assessment of the recreational trails and paths including functionality, safety, accessibility, general condition, regulatory compliance, comfort and convenience, safety, constraints and opportunities.
- Identify gaps in the existing recreational path and trail network hindering safe and convenient access to key destinations (e.g. schools, parks, transit, local and regional bicycle and pedestrian facilities).
- Identify options to improve safety including encouraging appropriate speeds by electric and non-electric users.
- Based upon the inventory/assessment prepare a gap analysis report. The report is to include an estimate of present value and replacement value by segment of City-owned and CFD-owned recreational trails.

2.6 Projection of Current and Future Needs

Parks

- The consultant will prepare a matrix that summarizes findings and a separate list of recommendations with cost estimates for each individual park. The matrix will include identification of amenities (e.g. restroom, picnic cabana, playground, etc. and prioritizes current and future facility needs, including maintenance, rehabilitation, replacement, new development and, if required, land and/or facility acquisition. The list of recommendations will include the criteria used to establish priorities and will be separated into short (one to three years), medium (three to five years) and long term (five to fifteen years) timeframes.
- The consultant will work through staff and the Parks and Recreation Commission to create prioritization policies and processes to guide biennial CIP work programs.
- The consultant will also identify and evaluate the feasibility of alternative funding sources to sources for construction of new and ongoing maintenance/capital replacement of parks and parks amenities.

Recreational Trails

- The consultant will prepare a matrix that summarizes findings and a separate list of recommendations with cost estimates for current and future recreational trails including detailed maintenance/improvements for current facilities and project descriptions, specifications and budget estimates for future facilities. The list of recommendations will include the criteria used to establish priorities and will be separated into short (one to three years), medium (three to five years) and long term (five to fifteen years) timeframes.
- The consultant will work through staff and the Parks and Recreation Commission to create prioritization policies and processes to guide recommended biennial CIP work programs.
- The consultant will also identify and evaluate the feasibility of alternative funding sources for construction of new and ongoing maintenance/capital replacement of recreational trails.
- The consultant will include an Appendix with recommended standards and/or guidelines related to recreational trail cross-sections, signage, striping and other design standards/guidelines.

2.7 Draft Master Plan

The consultant will prepare a draft Parks and Recreational Trails Master Plan that, at minimum, includes:

- Executive Summary which concisely summarizes major takeaways from the Master Plan.
- Goals and objectives, based upon the City’s 2040 General Plan that articulate a clear vision and road map for the future.
- Recommended/prioritized summary of implementation measures/projects/programs.
- A demographic analysis for the City of Gilroy.

- A summary of anticipated new residential development, anticipated population growth through 2040 and related demand for new park land and facilities.
- A discussion regarding optimal locations and focus of new parks.
- Compilation and analysis of the data obtained through the comprehensive inventory and condition survey.
- Specific recommendations and cost estimates for new parks, facilities and amenities, new publicly funded recreational paths and trails as well as rehabilitation and retrofit of existing parks, facilities and amenities.
- Summary of gap analysis along with present value and replacement value of existing City parks and City-owned/CFD-owned recreational trails.
- Identification of relevant best practices (e.g. water and energy conservation, noninvasive plantings, disability access, safety, sustainability, durability, flexibility) for the specific recommendations and to serve as guidance for other future improvements.
- Discussion on meeting the needs of youth, seniors and the disabled communities.
- Identify opportunities to incorporate technology and art to enhance existing and new parks/amenities.
- Potential revenue sources and other approaches such as shared lands, joint use and an evaluation of their feasibility.
- A summary of stakeholder input received through the public participation process.
- Charts, graphs, maps and other data as needed to support the plan and its presentation to appropriate audiences.

2.8 Mapping and Web Site

- The consultant will utilize ArcInfo (ESRI) GIS to prepare map exhibits for the Master Plan document.
- The consultant will provide outreach materials and updates throughout the Master Plan process. These materials will be used to inform community members and decision-makers.
- The consultant will, concurrent or following adoption, provide recommendations to the City for updating the City's website content for parks and recreational trails, including:
 - Sample webpages
 - Suggested content
 - Maps and directions to facilities

2.9 Draft and Final Master Plan

Presentations

The consultant will present the Draft Master Plan to the community, Parks and Recreation Commission, Planning Commission and City Council for input and feedback. The consultant will revise the Draft Master Plan based upon feedback received and will present the Final

Master Plan to the Parks and Recreation Committee, and Planning Commission for their review and recommendation and to the City Council for approval.

Prepare Final Master Plan Document

The adopted Master Plan document shall be provided in hard copy, print-ready Portable Document Format (PDF), and editable electronic file format compatible with City software.

- o All data, information, materials, and work produced including final text, maps, and graphics in

2.99 California Environmental Quality Act

The Master Plan is a Project under the California Environmental Quality Act (CEQA). The consultant team will be responsible for preparing a comprehensive CEQA Checklist and making recommendation to the City on appropriate level of environmental review. The City anticipates the project will be subject to a Mitigated Negative Declaration. Proposals are to include CEQA review and preparation up to the level of a Mitigated Negative Declaration.

3.0 PROPOSAL SUBMITTAL REQUIREMENTS

Please organize your proposal in the following manner and provide a detailed description of your proposed solution and capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. *Please do not include sales and marketing brochures.* Proposal shall not exceed twenty (20) pages exclusive of cover page, table of contents and resumes.

Proposals must be submitted no later than the deadline stated in the schedule in Section 1.6 (_____, 202_) in electronic-file (pdf) emailed to Carina Baksa at carina.baksa@cityofgilroy.org **no later than** 4:00 p.m. PST.

3.1. Proposal Format

Proposals must be structured and labeled in the following manner:

- Letter of Interest
- Section 1 – Key Personnel
- Section 2 – Company Experience/Qualifications
- Section 3 – References
- Section 4 – Proposed Work Plan
- Section 5 – Cost Proposal
- Section 6 – Special Qualifications
- Section 7 – Acceptance or Qualified Acceptance of the City’s Standard Agreement

3.2. Letter of Interest

Submit a letter introducing your firm and summarizing your general qualifications including: Firm’s legal entity name, address, telephone number, contact’s e-mail, short synopsis of your proposal and credentials to deliver the services sought under the RFP.

The letter must be signed by person authorized to bind firm by contract.

3.3. Section 1 – Key Personnel

Include the names of key personnel assigned to this project, their respective titles, experience and length of experience providing relevant services. Please clearly identify the primary contact for the proposal.

3.4. Section 2 - Company Experience/ Qualifications

Describe three (3) successfully completed projects that demonstrate your experience and knowledge to complete the work specified in this RFP. Projects completed in the past two or three years are of particular interest. Experience with similar size communities is beneficial. Include the following information for each project:

- Agency or company for which work was performed;
- General description of the scope of work;
- Name of agency or company representative responsible for project review and name, phone, and e-mail of the contact named as a reference; and
- Budgets and any changes from original proposal.

Describe the proposed project manager’s role in successful delivery of the project.

3.5. Section 3 - References

Provide a minimum of three (3) references from within the past five (5) years, preferably of a local government/city similar in size to Gilroy. For each reference provide: entity name, customer contact information (name, title, phone and e-mail), scope of work, project start/end date and website URL.

3.6. Section 4 - Proposed Work Plan

Include a detailed plan for the services to be provided, along with deliverables to be provided at each step, with a corresponding timeline, including meetings with the community and City staff. The work plan should be consistent with the scope of work presented above; however, the Consultant may suggest changes where appropriate.

3.7. Section 5 - Cost Proposal

Provide a fee estimate, on a task-by-task basis. The proposal will include a spreadsheet identifying personnel, hourly rates, project responsibilities and estimated amount of time expected for each task, expressed in person-hours. Include other indirect billable costs.

3.8. Section 6 – Special Qualifications

Proposers are encouraged to describe any special resources that they or their team members would bring to the project that would set them apart as most qualified for this project.

3.9. Section 7 -- Acceptance or Qualified Acceptance of the City's Standard Agreement

A copy of the City's Standard Agreement is included as Attachment 2 to the RFP. Please indicate acceptance of the Agreement in this section. If you have concerns regarding the standard agreement, please reference specific section and detailed revision request. Please note, this will be considered in the City Technical Committee review of proposals.

4.0 General Requirements

4.1. Disclosures

Public Records and Proprietary Information

Proposers' attention is drawn to the fact that all proposal documents submitted are subject to California Code Section 6250 et seq., commonly known as the Public Records Act. Information contained in the proposals may be made public after the review process has been completed, negotiations have concluded, and a recommendation for award has been officially placed on the agenda for City council consideration, and/or following award of contract, if any, by the City Council.

Reference Checks

The City reserves the right to make such reference checks as it deems necessary to determine the ability of the proposer to perform the work. The City reserves the right to reject any proposal if the reference checks fail to satisfy the City that such proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

4.2. Stipulations

The City is not responsible for any expenses which proposers may incur in preparing and submitting the proposal. The City will not be liable for any costs incurred by the proposers that are related to the RFP process; this includes production of the proposal, interviews/presentations, travel, or accommodations. The City reserves the right to request or negotiate modifications to the proposals that are deemed appropriate. All proposals received from proposers in response to this RFP will become the property of the City and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City. The City

reserves the right to reject any and all proposals and to waive minor irregularities. The City also reserves the right to seek new proposals.

4.3. Agreement

Proposers should carefully review this RFP and all attachments including but not limited to the City of Gilroy standard Consulting Services Agreement (Attachment __). The selected vendor will be required to sign the City’s agreement. As noted previously, comments or objections to any terms in the City’s agreement must be made in writing and received with the proposal submission.

DRAFT

Attachment 1

List of Current City of Gilroy Parks, Trails and Recreational Facilities

DRAFT

Attachment 2

City Standard Agreement

DRAFT

Project Name	Parks and Recreational Trails Master Plan	Project No.	801160
Category	Parks and Trails: Master Plans	Department	Public Works: Administration
Project Type	Studies & Reports	Project Manager	Director Public Works
Council Priorities	Maintain and Improve City Infrastructure	Location	Citywide



Project Description and Purpose

This project would create a Parks and Recreational Trails Master Plan for the City of Gilroy. The Parks Master Plan would assess the condition of the City’s existing parks, conduct public outreach to identify community needs, and recommend improvements based on feedback from the public and the goals and policies within the 2040 General Plan. The plan will assist decision-makers in prioritizing future park improvements, allocating funding, and pursuing additional funding opportunities.

Project Justification

The City’s Parks Master Plan was last updated in September 2004. There are now more than 15,000 additional residents, new parks/amenities and an overall park system which is now 20-years older. There is a need to identify park deficiencies, proposed improvements and prioritization through current stakeholders, Planning Commission and the Parks and Recreation Commission. This work will parallel the City’s Recreation Assessment and Civic Center Master Plan efforts. The Parks and Recreational Trails Master Plan will review, update, and build upon the capital improvements identified for parks within the 2004 Parks Master Plan as well as incorporate the paved multi-use trail planning from the Trails Master Plan. Having an adopted Parks Master Plan will assist in grant getting and allow the City to consider establishing a Parks Impact Fee Program which will provide a funding source for park and recreational trail improvements throughout the City.

Master Planning Documents

This project will create a Parks and Recreational Trails Master Plan.

**CITY OF GILROY
2024-2028 CAPITAL IMPROVEMENT PROGRAM**

Project Funding

(Public Works) (801160)

Project Costs	Total Prior	FY24	FY25	FY26	FY27	FY28	Beyond 5 Years	Project Total
Consulting				\$280,000				\$280,000
Public Outreach					\$ 30,000			\$ 30,000
Total				\$280,000	\$30,000			\$310,000

Funding Source	Total Prior	FY24	FY25	FY26	FY27	FY28	Beyond 5 Years	Project Total
FY25 Budgetary Savings				\$280,000	\$30,000			\$310,000
Total				\$280,000	\$30,000			\$310,000

Financial Comments

This project is currently funded.

Estimated Project Schedule

Project Phase	Timeline
Consultant Solicitation	Fourth Quarter FY26 (complete)
Consultant Kick-off	First Quarter FY27 (complete)
Draft Plan and Commission Review	Third Quarter FY27 (initiate)
Council Approval	Second Quarter FY28 (complete)

Ongoing Operational Cost Impact

This project will not generate operational costs and will inform additional capital development in the future.

RESOLUTION 2026-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY AMENDING THE FY 2024-2028 CAPITAL IMPROVEMENT PROGRAM TO ADD THE PARKS AND RECREATIONAL TRAILS MASTER PLAN AS A FUNDED PROJECT, THE CAPITAL BUDGET FOR THE CITY OF GILROY FOR FY2025-26 AND APPROPRIATING PROPOSED EXPENDITURE AMENDMENTS

WHEREAS, City Staff prepared and submitted to the City Council the FY 2024-2028 Capital Improvement Program; and

WHEREAS, the Capital Improvement Plan includes an unfunded project entitled Parks Master Plan (Project No. 900780); and

WHEREAS, the City Administrator prepared and submitted to the City Council a capital budget for the City of Gilroy for FY2025-26 and FY2026-27, and the City Council carefully examined, considered, and adopted the same on June 2, 2025; and

WHEREAS, the City Council also approved its Work Program on June 2, 2025 which included the Parks Master Plan Update as a priority project; and

WHEREAS, on October 20, 2025, the City Council received a report from the Finance Director which indicated that there was \$310,000 available in FY25 year-end budgetary savings in the General Fund, which the City Council directed to be deposited as one-time seed money to a new capital infrastructure reserve fund to be established via policy and could choose to allocate those funds to update of the Parks Master Plan.

WHEREAS, City Staff has prepared a revised CIP Charter and is requesting approval of an amendment to the FY 2024-2028 Capital Improvement Program to create a new funded project entitled Parks and Recreational Trails Master Plan (801160) replacing the previous unfunded project; and

WHEREAS, City Staff has prepared and submitted to the City Council a proposed amendment to the FY26 capital budget in the staff report dated January 26, 2026, for the Parks and Recreational Trails Master Plan Project.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council:

1. Amends the FY 2024-2028 Capital Improvement Program to create a new funded project entitled Parks and Recreational Trails Master Plan (801160) replacing the previous unfunded Parks Master Plan Project included as Exhibit A; and
2. Approves this budget amendment and appropriation of \$310,000 for the purposes of preparing the Parks and Recreational Trails Master Plan, from the newly established Capital Infrastructure Reserve Fund.

PASSED AND ADOPTED by the City Council of the City of Gilroy at a regular meeting duly held on the 26th day of January 2026 by the following roll call vote:

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

APPROVED:

Greg Bozzo, Mayor

ATTEST:

Kim Mancera, City Clerk



City of Gilroy

STAFF REPORT

Agenda Item Title: Pilot Below Market Rate (BMR) Preservation Program Update and Overall BMR Housing Program Overview

Meeting Date: January 26, 2026
 From: Harjot Sangha, Interim City Administrator
 Department: Community Development
 Submitted by: Sharon Goei, Community Development Director
 Prepared by: Sharon Goei, Community Development Director, Christie Thomas, Housing and Community Services Manager

STRATEGIC PLAN GOALS: Promote Safe and Affordable Housing for All

RECOMMENDATION

Receive a report on the Pilot Below Market Rate (BMR) Preservation Program and an overview of the BMR Housing Program.

EXECUTIVE SUMMARY

A significant milestone for 2025 was the successful launch of the Pilot BMR Preservation Program, through which the City purchased and sold a senior BMR unit to another income-qualified household. The unit closed escrow on January 12, 2026. This Pilot Program, approved by the City Council in March 2025, demonstrates a viable model for preserving affordability, and staff believes it will guide future preservation efforts in partnership with the County of Santa Clara Office of Supportive Housing.

In addition, this report provides an overview of the City's BMR Housing Program. Over the past three decades, more than 300 affordable ownership units have been developed in Gilroy. Some units have been sold out of the program, gradually reducing the number of active deed-restricted homes. At this time, approximately 250 deed-restricted ownership units across 12 developments are active in the portfolio. Since assuming the portfolio in 2016, the City, supported by its Program Administrator, HouseKeys, since April 2017, has continued to preserve affordable housing units, assist income-qualified households, and meet Housing Element objectives, through monitoring, preservation

efforts, and down payment assistance programs.

Over the past year, the program achieved several key accomplishments. With City collaboration, the Program Administrator maintained daily customer service, processed resale and refinance transactions, improved portfolio data systems, hosted over 50 informational sessions, and expanded outreach to both homeowners and prospective buyers. Compliance monitoring was completed for 100% affordable rental developments. Enhanced outreach was initiated to BMR ownership communities in 2025. This effort has been positive, achieving a 64% compliance rate among homeowners contacted as of November 2025. The Program Administrator and the City are continuing to contact the homeowners to complete the compliance process.

Despite substantial progress, the program continues to face challenges, including complex inherited resale agreements, long-term portfolio attrition, limited local funding to acquire units, staffing demands, and instances of homeowner non-compliance that require staff and administrator intervention.

Regionally, the City remains active in collaborative affordable housing efforts, including participation in the Santa Clara County Planning Collaborative and monthly County-hosted regional meetings.

Overall, the City's BMR Program continues to expand its reach and effectiveness, supporting homeownership opportunities for low- and moderate-income households while working to preserve long-term affordability within Gilroy's housing stock.

BACKGROUND

The City of Gilroy's BMR portfolio currently consists of approximately 250 ownership single-family housing units within 12 developments. The majority of the portfolio was acquired by the City in 2016 following the closure of South County Housing and its successor agency, Neighborhood Housing Services Silicon Valley. Since 2017, the program has been administered by HouseKeys, serving as the City's BMR Program Administrator.

The BMR portfolio includes a mix of senior and single-family homeownership developments. These homes are deed-restricted for 30 – 40 years, depending on the development, and are sold to low- and moderate-income households. Due to the diverse origins of the portfolio, the resale agreements vary across developments; however, each agreement includes restrictions that provide the City with the opportunity to preserve long-term affordability upon resale within the deed-restricted period.

Resale values are determined based on formulas outlined in the resale agreement. The City retains an equity share and, in most cases, the option to purchase the home within a 90-day window. Most BMR resale agreements also allow the house to be sold at fair market value after a designated time period.

In prior years, limited local funding and high resale values have restricted the City's ability to purchase BMR homes when resold, thereby losing the option to preserve affordability. The Pilot Below Market Rate Preservation program, initiated in 2025, provides a new tool to address this challenge by leveraging loan funds from the Santa Clara County Office of Supportive Housing to purchase and resell certain BMR homes to income-qualified buyers.

Down payment assistance loans from various programs support most properties within the BMR portfolio. Examples are the BEGIN and CalHome programs, which originated from the State as grants to cities and counties to provide deferred down payment assistance to first-time low- and moderate-income homebuyers. As these down payment assistance loans are repaid to the City, the funds are deposited into City ReUse accounts, allowing continued issuance of down payment assistance to future low- and moderate-income homebuyers. Loan payoffs are deferred for 30 years or paid in full upon resale. Because most BMR resale homes have been sold out of the program, the City ReUse funds have grown, positioning the City to support additional affordable housing opportunities with down payment assistance.

The Housing Element describes many program goals that can be accomplished through the City's Below Market Rate program, including providing funding sources to assist homeownership, monitoring and resale controls on current portfolio owner-occupied below market rate units, preservation of below market rate units and their affordability, and the development of an affordable housing policy.

ANALYSIS

Program Accomplishments

Overall Program

Over the past three decades, more than 300 affordable ownership units have been developed in Gilroy, supported by over \$3 million in down payment assistance for low- and moderate-income families, individuals, and seniors. Some units have been sold out of the program, gradually reducing the number of active deed-restricted homes. At this time, approximately 250 ownership units are active in the portfolio. The BMR program has enabled local households to achieve housing stability, build equity, and contribute to the local economy while preserving affordability within Gilroy's neighborhoods.

Accomplishments

Administration of the program allows for the management of the day-to-day portfolio transactions, including daily customer service to homeowners, calculating loan payoffs, managing refinance and resale transactions, determining eligibility, updating the annual Santa Clara County income and rent chart, conducting virtual and in-person orientations and Q&A sessions (referred to on the administrator's website as FAQ sessions), and marketing the program to prospective buyers.

The current Program Administrator continues to develop and manage the HouseKeys City of Gilroy BMR website, www.housekeys5.com. They have created 20 different “How To” and “Info” videos related to the program, which are available on the website. The website enables current homeowners to create accounts and log in to submit service requests, as well as prospective buyers to create IDs and enter lotteries for resale home purchases or to express their interest in ownership of and rental of below-market-rate housing units. Between January and November 2025, 258 new Gilroy Prospective Home Buyer applicants created user IDs, totaling 3,598 Gilroy Prospective Home Buyer Program Application IDs. An additional 70 Senior Home Buyer Program IDs were created to enter the lottery for the Pilot BMR Preservation Program Senior BMR resale unit. Between March and November of 2025, 203 new Prospective Gilroy renters created IDs, totaling 1,748 Gilroy Rental Program Applicant IDs.

From January to November 2025, administration of the program allowed for enhanced data management systems, response to 111 Gilroy-related phone calls, 63 miscellaneous service requests/questions, and provided portfolio management services to 14 current homeowners. The administrator provided an updated portfolio list and submitted quarterly reports to the City. Additionally, they collaborated with staff to update program guidelines and monitored compliance for both ownership units and 100% affordable apartment developments under City agreements.

Administration of the program included communication with existing BMR homeowners by conducting two in-person community meetings and one virtual meeting with apartment property managers. From January to November of 2025, there were 41 virtual general Q&A sessions and 8 general BMR Program orientations. Both current and prospective homeowners and renters are welcome to attend Q&A sessions, where they can ask questions in either Spanish or English.

Affordable Housing Preservation

Pilot Below Market Rate Preservation Program

Through the 2025 Pilot Below Market Rate Preservation Program, the City successfully purchased a low-income senior unit in the Village Green Development and resold it to another low-income senior household. Escrow closed on January 12, 2026. The pilot program demonstrates a feasible model for preserving a small number of BMR ownership units as they become available for resale.

Staff desires to continue implementing this model in partnership with the County, utilizing 12-month bridge loan at 0% interest from the County and the City’s Housing Trust Fund resources to purchase future BMR units as opportunities arise, and to provide down payment assistance to keep them affordable for low- and moderate-income households.

100% Affordable Apartment Development Compliance Efforts

The Program Administrator, in collaboration with City staff, conducts annual compliance monitoring of 100% affordable housing rental developments in Gilroy, as per their City agreement. Monitoring ensures that units remain income-restricted and are rented to qualified tenants at approved rent rates. This process also fosters stronger working relationships between City staff and property management teams, promoting consistent communication and facilitating early identification of issues.

In 2025, compliance monitoring packages were sent to all developments under agreement. Of the 12 developments monitored, eight (8) completed their compliance submissions, representing a compliance rate of 62% as of November 2025. The Program Administrator and the City will continue to work with the other four (4) developments to complete their monitoring process.

Ownership Unit Compliance Efforts

The Program Administrator and staff continued to expand outreach efforts to homeowners within the City's 12 BMR ownership developments. They conducted two community meetings which included four developments. Afterward, compliance verification packages were mailed to 75 homeowners, with responses tracked for annual reporting purposes. As of November 2025, 48 (64%) homeowners returned compliance materials confirming adherence to resale and occupancy requirements. The Program Administrator and the City are continuing to contact the homeowners to complete the compliance process.

Program Challenges

Administrative Complexity

The City's inherited portfolio includes varying restrictions, timelines, down-payment assistance loans, and affordability formulas across developments, requiring a time-consuming, detailed review and individualized administrative handling for every transaction.

Portfolio Management Challenges

While administration of the program has achieved many successes with the Gilroy portfolio, it wasn't without challenges. Staff turnover at both the City and Program Administrator levels has led to delays in completing some long-term project goals within the BMR program. For example, there is no adequate one-size-fits-all software solution to manage the BMR housing portfolio. As a result, the Program Administrator embarked on developing its own customized software to manage its clients' portfolios, but this has not been without challenges and customer service delays.

As noted above, the portfolio comprises a variety of resale and loan agreements, many of which require a complex, detailed process to calculate payoffs and equity shares, making these calculations difficult and prone to errors. This process, therefore, requires tremendous program administration staff and City oversight and necessitates the creation of a multi-layer review process. Because the majority of the portfolio is an

acquisition, an additional challenge has been obtaining an accurate portfolio unit and loan count; many original files were never accounted for, and some records are not available at the County Assessor level. City staff will continue to work with the Program Administrator to compile a comprehensive inventory list.

Financial Limitations

Limited funds in the local Housing Trust Fund constrain the City's ability to exercise purchase options or expand program capacity. The Housing Trust Fund receives loan repayment or equity share payment from time to time when the City is notified of transactions initiated by property owners. Nevertheless, there is no anticipated timing for these payments, and there is no dedicated ongoing revenue stream for the Housing Trust Fund.

Program Attrition

Many BMR units have been sold out of the program, gradually reducing the number of active deed-restricted homes.

Homeowner Non-Compliance

A handful of BMR homeowners do not follow the guidelines outlined in their agreement, and the Program Administrator and City staff must investigate and work to bring the homeowners into compliance or demand that the unit be sold to another income-qualified household.

City Staffing Demands

Despite having a BMR Program Administrator, because this is a City program, City staff still receive almost daily communication from homeowners and/or their representatives, realtors, and title companies.

City staff must collaborate with the Program Administrator to update policies, guidelines, and procedures, discuss agreements and loan documents, and provide support on resale equity shares and loan payoff calculations, as well as general portfolio management and compliance matters. Due to the acquisition of the portfolio, ongoing historical portfolio research is necessary for most transactions. City staff must also assist with marketing the program via email campaigns and tabling at community events, among other activities.

Homeowner down payment assistance and 100% affordable apartment loans require monthly and annual loan portfolio reconciliation and state reporting. These functions are performed by City staff rather than the Program Administrator.

City staff must also manage the Program Administrator contract and monthly billing, receive and manage quarterly portfolio reports, attend weekly Administrator portfolio meetings, and participate in various outreach meetings.

The current Program Administrator contract expires on June 30, 2026, and City staff

has initiated a Request for Proposals (RFP) process for a BMR program administrator, effective July 1, 2026. In recent years, the City has increased its priority on housing by creating a focused Housing and Community Services Division that enables the City to make more concentrated efforts to address housing needs across the community. While the City did not have such an internal Division in previous years and experienced prolonged challenges that have resulted in a heavy, accumulated workload to organize the City's BMR portfolio, the current Housing and Community Services team members have been able to achieve incremental progress and will continue to build upon the successes accomplished to date to organize the City's BMR program.

ALTERNATIVES

There are no alternative recommendations. This report is provided primarily for informational purposes.

FISCAL IMPACT/FUNDING SOURCE

There is no fiscal impact to receiving this report. Fiscal impact related to the Pilot BMR Preservation Program was included in the adopted budget. No new appropriations are necessary at this time.

PUBLIC OUTREACH

The staff report is available through the City's website, and this item was included on the publicly posted agenda for this meeting.

NEXT STEPS

For the Pilot BMR Preservation Program, as escrow successfully closed for the program's first unit on January 12, 2026, the County loan is being paid off, and staff plans to purchase and resell another low-income BMR unit as it becomes available.

The current BMR Program Administrator contract expires on June 30, 2026. City staff initiated an RFP process for a BMR program administrator in December 2025.

Attachments:

None