

1. 2022-08-11 - Open Government Commission Agenda

Documents:

[2022-08-11 - OPEN GOVERNMENT COMMISSION AGENDA FINAL.PDF](#)

2. 2022-08-11 - Open Government Commission Agenda Packet

Documents:

[2022-08-11 - OPEN GOVERNMENT COMMISSION AGENDA PACKET  
FINAL.PDF](#)



## **GILROY OPEN GOVERNMENT COMMISSION REGULAR MEETING AGENDA**

### **MEMBERS:**

Chairperson Diana Bentz  
Vice Chair Karen Enzensperger  
Commissioner Matthew Carvalho  
Commissioner Jessica Irwin  
Commissioner Rebecca Scheel

**CITY COUNCIL CHAMBERS, CITY HALL**

7351 ROSANNA STREET  
GILROY, CA 95020

**Thursday, August 11, 2022 | 7:00 PM**

All Open Government Commission meeting materials are available online at [www.cityofgilroy.org](http://www.cityofgilroy.org)

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

In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (408) 846-0204. A sound enhancement system is also available for check out in the City Council Chambers.

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

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

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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. REPORTS OF COMMISSION MEMBERS**
- 4. PRESENTATIONS TO THE OPEN GOVERNMENT COMMISSION**
  - 4.1. Public Comments by Members of the Public on Items not on the Agenda but within the Commissions Subject Matter Jurisdiction**
- 5. CONSENT CALENDAR**
  - 5.1. Action Minutes - May 12, 2022**
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
  - 7.1. Quarterly Review of Public Records Requests Per Gilroy Code Section 17A.35 (c) (Second Quarter, 2022)**
    1. Staff Report: Christina Ruiz, Deputy City Clerk
    2. Public Comment
    3. Possible Action:  
Staff recommends that the Commission receive the report.
  - 7.2. Propose Changing Meeting Time**
    1. Staff Report: Christina Ruiz, Deputy City Clerk
    2. Public Comment
    3. Possible Action:  
Staff recommends that the Commission amend the meeting time from 7:00 PM to 6:00 PM.
- 8. CITY CLERK'S REPORT**
  - 8.1. DEPUTY CITY CLERK**
  - 8.2. REVISED ATTENDANCE POLICY**
- 9. CITY ATTORNEY'S REPORT**
- 10. FUTURE COMMISSION INITIATED AGENDA ITEMS**
- 11. ADJOURNMENT**

#### **FUTURE MEETING DATES**

November 10, 2022 – 7:00 p.m.



## **GILROY OPEN GOVERNMENT COMMISSION REGULAR MEETING AGENDA**

### **MEMBERS:**

Chairperson Diana Bentz  
Vice Chair Karen Enzensperger  
Commissioner Matthew Carvalho  
Commissioner Jessica Irwin  
Commissioner Rebecca Scheel

**CITY COUNCIL CHAMBERS, CITY HALL**

7351 ROSANNA STREET  
GILROY, CA 95020

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  - 8.1. DEPUTY CITY CLERK**
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- 9. CITY ATTORNEY'S REPORT**
- 10. FUTURE COMMISSION INITIATED AGENDA ITEMS**
- 11. ADJOURNMENT**

#### **FUTURE MEETING DATES**

November 10, 2022 – 7:00 p.m.



## GILROY OPEN GOVERNMENT COMMISSION REGULAR MEETING MINUTES

### MEMBERS:

Chairperson Diana Bentz  
Vice Chair Karen Enzensperger  
Commissioner Matthew Carvalho  
Commissioner Rebecca Scheel  
(Vacant)

CITY COUNCIL CHAMBERS, CITY HALL

7351 ROSANNA STREET  
GILROY, CA 95020

Thursday, May 12, 2022 | 7:00 PM

### 1. CALL TO ORDER

The meeting was called to order at 7:00 PM by Chair Bentz.

### 2. ROLL CALL

| Attendee Name      | Title        | Status  |
|--------------------|--------------|---------|
| Rebecca Scheel     | Commissioner | Present |
| Diana Bentz        | Chair        | Present |
| Karen Enzensperger | Vice Chair   | Present |
| Matthew Carvalho   | Commissioner | Excused |

### 3. REPORTS OF COMMISSION MEMBERS

Commissioner Scheel had no report.

Vice Chair Enzensperger had no report.

Chair Bentz stated she received comments from the community asking about the status about hybrid meeting. City Clerk Pham stated he will provide an update at the City Clerk's report.

Minutes Acceptance: Minutes of May 12, 2022 7:00 PM (Consent Calendar)

#### 4. PRESENTATIONS TO THE OPEN GOVERNMENT COMMISSION

##### 4.1. PUBLIC COMMENTS BY MEMBERS OF THE PUBLIC ON ITEMS NOT ON THE AGENDA BUT WITHIN THE COMMISSION'S SUBJECT MATTER JURISDICTION

Chair Bentz open Public Comment.

There being no speakers, Chair Bentz closed Public Comment.

#### 5. CONSENT CALENDAR

Chair Bentz open Public Comment.

There being no speakers, Chair Bentz closed Public Comment.

|                  |                                |
|------------------|--------------------------------|
| <b>RESULT:</b>   | <b>APPROVE [UNANIMOUS]</b>     |
| <b>MOVER:</b>    | Rebecca Scheel, Commissioner   |
| <b>SECONDER:</b> | Karen Enzensperger, Vice Chair |
| <b>AYES:</b>     | Scheel, Bentz, Enzensperger    |
| <b>ABSENT:</b>   | Carvalho                       |

##### 5.1. Approval of the February 10, 2022 Regular Meeting Minutes

A motion was made to approve the minutes.

#### 6. UNFINISHED BUSINESS

##### 6.1. Open Government Commission Training Budget FY 2021-22

City Clerk Pham provided staff presentation and responded to the commissioners' questions.

Chair Bentz open Public Comment.

There being no speakers, Chair Bentz closed Public Comment.

#### 7. NEW BUSINESS

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

City Clerk Pham provided staff presentation and responded to the commissioners' questions.

Chair Bentz open Public Comment.

There being no speakers, Chair Bentz closed Public Comment.

|                |                       |
|----------------|-----------------------|
| <b>RESULT:</b> | <b>RECEIVE REPORT</b> |
|----------------|-----------------------|

#### 8. CITY CLERK'S REPORT

##### 8.1. DEPUTY CITY CLERK

City Clerk Pham provided staff presentation and responded to the commissioners' questions.

## 8.2. PUBLIC RECORDS MANAGEMENT SYSTEM

City Clerk Pham provided staff presentation and responded to the commissioners' questions.

City Clerk Pham provided an update about the status of hybrid meetings and responded to commissioners' questions.

## 9. CITY ATTORNEY'S REPORT

Assistant City Attorney Houston provided staff presentation and responded to the commissioners' questions.

## 10. FUTURE COMMISSION INITIATED AGENDA ITEMS

Chair Bentz requested commissioners if they would like to agendize the review and possible amending the Open Government Commission bylaws. The item received unanimous support.

Chair Bentz requested commissioners to agendize a discussion of having joint meetings with other boards and commissions. The item received unanimous support.

## 11. ADJOURNMENT

The meeting was adjourned at 7:47 PM by Chair Bentz.

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

/s/Thai Nam Pham  
Thai Nam Pam, City Clerk





# City of Gilroy Open Government Commission

## STAFF REPORT

Agenda Item Title: **Quarterly Review of Public Records Requests Per Gilroy Code Section 17A.35 (c) (Second Quarter, 2022)**

Meeting Date: August 11, 2022

Prepared By: Christina Ruiz, Deputy City Clerk

### **SUMMARY**

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

- General City Public Records Requests from previous log
- General City Public Records Request from new Public Records Request System (inclusive of Fire Department requests)
- Fire Department Public Records Requests (up to *insert date*)
- Police Department Public Records Requests and Denial Log

Please note PRA-2022-00033 is still pending as we are awaiting a response from the requestor to narrow down the request. As it stands, the requestor's request would be over 18 GB worth of data for staff to review.

In addition, records request from Fire Department is handled directly by the new Public Records Management System. Please note that the Fire Department Public Records log ends at ***insert date*** in which that was the last day the old system was utilized by the public.

With the exception of PRA-2022-00033, every records request has been logged and tracked for timely response as reflected in the first quarter report.

### **RECOMMENDATION**

Staff recommends that the Commission receive the report.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "Christina Ruiz", is written over a horizontal line.

Thai Nam Pham, City Clerk

**Attachments:**

1. General City Public Records Requests from previous log
2. General City Public Records Request from new Public Records Request System (inclusive of Fire Department requests)
3. Fire Department Public Records Requests (up to insert date)
4. Police Department Public Records Requests and Denial Log

| Completed? | PRA #        | Date Received by CC Office | Records Request   | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes |
|------------|--------------|----------------------------|---|--------------------------------------|-----------------------------|------------------------------|-------|
|            |              |                            | I am requesting an opportunity to inspect or obtain copies of public records.<br><br>Please provide the following open records for the Gilroy from (10/01/2021 - 04/04/2022):<br><br>* Inactive water ( water has not been reconnected after disconnection ) for single-family homes<br><br>I only need property addresses. I do not want any customer information or reason for the citation.<br><br>If there are any fees for searching or copying these records, please inform me. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of Improving the Community by getting these houses off of the list stated above. This information is not being sought for commercial purposes. |                                      |                             |                              |       |
| ✓          | PRA 2022-088 | Monday, April 4, 2022      |   |                                      | Monday, April 25, 2022      | 21                           |       |
| ✓          | PRA 2022-089 | Tuesday, April 5, 2022     | We are conducting research on solar activity in the U.S. and would like access to the following data:<br><br>• Note that we do not need the original records nor need scanned copies – just the data that can be produced in excel or CSV format by the software used by your department to track permits and an email receipt is preferred<br><br>• Issued Residential and Commercial solar (photovoltaic – PV) permits from 03/01/2022 to 03/31/2022<br><br>• The following data points: permit number, permit status, permit address, contractor, issue date, final date, permit type, sub-type, valuation (if available), work description And if possible please include Storage/Battery Manufacturer Name.<br><br>If possible, please provide the reports in CSV or excel format.<br>Date: 04/06/22                                     |                                      | Monday, April 11, 2022      | 6                            |       |
| ✓          | PRA 2022-090 | Wednesday, April 6, 2022   | On behalf of our customers who are contractors & suppliers, we request updated plan-holder, bid tabulation and contract award information AS IT IS AVAILABLE on the following solicitation. Please correct any errors/deficiencies and return by Email to bids@napc.me or Fax to 302-450-1925.<br><br>Solicitation Name: RFB - Parking Lot Project<br>Solicitation Number: solicitation number 20-PW-444,<br>Bid Date: 04/05/22<br><br>This request is made in consideration of state and local procurement laws and in the interest of a fair and transparent bidding process.   |                                      | Monday, April 18, 2022      | 12                           |       |

| Completed? | PRA #               | Date Received by CC Office | Records Request  | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes |
|------------|---------------------|----------------------------|--|--------------------------------------|-----------------------------|------------------------------|-------|
| ✓          | <b>PRA 2022-091</b> | Wednesday, April 6, 2022   | <p>On behalf of our customers who are contractors &amp; suppliers, we request updated plan-holder, bid tabulation and contract award information AS IT IS AVAILABLE on the following solicitation. Please correct any errors/deficiencies and return by Email to bids@napc.me or Fax to 302-450-1925.</p> <p>Solicitation Name: Parking Lot<br/>Solicitation Number: solicitation number 22-PW-444,<br/>Bid Date: 04/05/22</p> <p>This request is made in consideration of state and local procurement laws and in the interest of a fair and transparent bidding process.</p> |                                      | Monday, April 18, 2022      | 12                           |       |
| ✓          | <b>PRA 2022-092</b> | Wednesday, April 6, 2022   | <p>Please accept this email as a request for the PRELIMINARY, AS-READ Bid Results for the referenced project. Please let us know if you need any additional information to process this request. Feel free to send the requested information to the email listed below.<br/>ca@bidjudge.com<br/>Thank you.<br/>Seth A</p>  |                                      | Monday, April 18, 2022      | 12                           |       |
| ✓          | <b>PRA 2022-093</b> | Thursday, April 7, 2022    | <p>Business license status and contact information (name, phone and mailing address) of business owner for Gilroy Auto Body at 101 Howson St. Thank you.</p>   |                                      | Tuesday, April 12, 2022     | 5                            |       |

Attachment: General City Public Records Requests from previous log (3913 : Quarterly Review of Public Records Requests Per Gilroy Code

| Completed? | PRA #               | Date Received by CC Office | Records Request   | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes |
|------------|---------------------|----------------------------|---|--------------------------------------|-----------------------------|------------------------------|-------|
| ✓          | <b>PRA 2022-094</b> | Friday, April 8, 2022      | I am requesting a building permit history, hazardous material, underground storage tank, CUPA and CERS records for the property located at 6110 and 6120 Monterey Road/Highway.   |                                      | Thursday, April 14, 2022    | 6                            |       |
| ✓          | <b>PRA 2022-095</b> | Monday, April 11, 2022     | I'm searching for claims filed by Jesse Sanchez Jr. and Daniel Zuniga. I do not know the date when these were filed, but they were discussed under closed session during the city council's April 4 meeting:<br><a href="http://gilroyca.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=None&amp;MeetingID=2044&amp;MediaPosition=&amp;ID=3739&amp;CssClass=">http://gilroyca.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=None&amp;MeetingID=2044&amp;MediaPosition=&amp;ID=3739&amp;CssClass=</a><br><br>Thank you. |                                      | Tuesday, April 12, 2022     | 1                            |       |
| ✓          | <b>PRA 2022-096</b> | Tuesday, April 5, 2022     | I am seeking current maps and documentation relating to a Vacation or Abandonment granted to or related to the following entity(s).<br><br>RS Display Inc., DBA: RS Display<br>198 E 9th St, Gilroy, CA 95020<br><br>Other possible entity names:<br><br>Sande Singley<br>Randall Singley   |                                      | Tuesday, April 12, 2022     | 7                            |       |

| Completed? | PRA #               | Date Received by CC Office | Records Request  | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes                        |
|------------|---------------------|----------------------------|--|--------------------------------------|-----------------------------|------------------------------|------------------------------|
| ✓          | <b>PRA 2022-097</b> | Wednesday, April 13, 2022  | Hello. I am performing a Phase 1 Environmental Site Assessment for the property located at 7767 Monterey Hwy., Gilroy, CA. I would like to request Fire Department records regarding hazardous substance use/storage and/or releases as well as the presence of underground storage tanks (USTs) and/or activity/use limitations (AULs) for the property. Thank you. |                                      | Tuesday, April 26, 2022     | 13                           | 4/26 - No responsive records |
| ✓          | <b>PRA 2022-098</b> | Wednesday, April 13, 2022  | I am looking for the total amount of taxes and fees collected on the Garlic City Club for the most recent year possible (2020-2021 if possible). Thank you!  |                                      | Tuesday, April 19, 2022     | 6                            |                              |
| ✓          | <b>PRA 2022-099</b> | Wednesday, April 13, 2022  | I just saw this on the internet. Someone made a public records request for 7912 Cobblestone Ct, Gilroy, 95020 on 8/7/2018. I am the owner of this property. Why was this request made? What was someone seeking to learn about my property? I would like to receive the same information that was provided to this party.  |                                      | Friday, April 15, 2022      | 2                            |                              |

| Completed? | PRA #               | Date Received by CC Office | Records Request   | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes  |
|------------|---------------------|----------------------------|---|--------------------------------------|-----------------------------|------------------------------|--|
| ✓          | <b>PRA 2022-100</b> | Friday, April 15, 2022     | <p>As per the California Public Records Act, statutes of 1968, Chapter 1473; currently codified as Chapter 3.5 of Division 7 of Title 1 of the California Government Code, Public Records Request Details, we are respectfully requesting copies of, 1. Current or the existing provider agreements, also termed "contracts", for the following services listed below, and, 2. The two most recent current or previous two months of invoicing (or "bills") for the same services. Your city may utilize all or some of the services listed below, so if your city may not utilize one of the services below, obviously disregard that specific request. Please call me if you have any questions. My cell is listed below.</p> <p>1. TELEPHONE LINES (also called ANALOG LINES) - these lines typically attach to phone systems, fax machines, alarms, security, or credit card machines. This might also be listed on phone bills as PRI, Trunk, Analog, Digital, or some other terminology used by a carrier. There are many providers for this type of service, but the most common are AT&amp;T, Spectrum, Frontier, Verizon, but could also be competitive local carriers like TPx, Windstream, Century Link, and several dozens of others. We would not know who your specific provider is</p> |                                      | Tuesday, May 3, 2022        | 18                           | 4/22 - Determination Date sent. Now due May 4, 2022.                                       |
| ✓          | <b>PRA 2022-101</b> | Monday, April 18, 2022     | <p>Under the California Public Records Act, Gov't Code §§ 6250 et seq., California Penal Code §§832.7-832.8, and Art. I, § 3(b) of the California Constitution, I am requesting electronic copies of the following:</p> <p>1. All police reports and investigative files related to the 12/14/2015 fatal shooting of Hector Alvarez by Gilroy Police Department officer Adam Moon.</p> <p>2. If separate from the above records, please provide all transcripts and audio and video recordings of all interviews or other conversations between department employees, Santa Clara County District Attorney's Office investigators and any friends, relatives, or associates of Hector Alvarez related to the investigation of the aforementioned incident.</p>  |                                      | Thursday, May 26, 2022      | 38                           | 4/29 - Reqeusted 14 day extension<br>5/13 - Notified Requestor that released date is 05/27 |
| ✓          | <b>PRA 2022-102</b> | Tuesday, April 19, 2022    | <p>Please provide any records of permits or history for this property. Any other additional history, contractors, designers, or drawings on record would be greatly appreciated. We are the new owners and looking for all information available on the house and land. If you have suggestions for other resources or departments we should check with for more information, please advise. Thank you! please call my number if any questions! 248-214-7788</p>  |                                      | Friday, April 29, 2022      | 10                           |  |

| Completed? | PRA #        | Date Received by CC Office | Records Request  | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes                            |
|------------|--------------|----------------------------|--|--------------------------------------|-----------------------------|------------------------------|----------------------------------|
| ✓          | PRA 2022-103 | Wednesday, April 20, 2022  | I'd like to request a copy of the blue prints submitted for construction of 6980 Spumante Way, Gilroy. I'm the owner of the home. Thank you, Kim Hadley  |                                      | Thursday, April 21, 2022    | 1                            | No responsive records            |
| ✓          | PRA 2022-104 | Thursday, April 21, 2022   | Requesting closure records and reports for UST at 8385 Monterey Rd Gilroy.   |                                      | Thursday, April 28, 2022    | 7                            |                                  |
| ✓          | PRA 2022-105 | Thursday, April 21, 2022   | <p>I am requesting the following information for the Town Square at Village Green located at 1525 and 1545 Margareta Place; Parcel Numbers: 810-65-022, and 810-65-003:</p> <ol style="list-style-type: none"> <li>1. Copies of active/unresolved Zoning Code Violations</li> <li>2. Copies of active/unresolved Building Code Violations</li> <li>3. Copies of active/unresolved Fire Code Violations</li> <li>4. Copies of Variances, Conditional, and/or Special Use Permits</li> <li>5. Copies of Certificate(s) of Occupancy (if none on file, would this present a code compliance issue)</li> <li>6. A copy of the Final Approved Site Plan (excluding grading, landscaping, mechanical, etc.)</li> <li>7. Information on any planned Roadwork (i.e. planned easements, expansions, condemnations) which would affect the property</li> </ol> |                                      | Friday, April 29, 2022      | 8                            | 4/29 - Fire Prevention Responded |

Attachment: General City Public Records Requests from previous log (3913 : Quarterly Review of Public Records Requests Per Gilroy Code



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|------------|-------|----------------------------|-----------------|--------------------------------------|-----------------------------|------------------------------|-------|
|------------|-------|----------------------------|-----------------|--------------------------------------|-----------------------------|------------------------------|-------|

|   |                     |                        |                        |  |                        |   |  |
|---|---------------------|------------------------|------------------------|--|------------------------|---|--|
| ✓ | <b>PRA 2022-106</b> | Friday, April 22, 2022 | Resolution No. 2011-01 |  | Friday, April 22, 2022 | 0 |  |
|---|---------------------|------------------------|------------------------|--|------------------------|---|--|

|   |                     |                        |  |  |                        |   |                                    |
|---|---------------------|------------------------|--|--|------------------------|---|------------------------------------|
| ✓ | <b>PRA 2022-107</b> | Friday, April 22, 2022 | Request you to please provide Information of open/ expired building permits and currently active code enforcement violations/ open citations and utility unpaid balances for below properties.<br>Address : 7555 Santa Theresa Dr Gilroy, CA 95020 |  | Monday, April 25, 2022 | 3 | 4/25 - Code Enforcement Responded. |
|---|---------------------|------------------------|--|--|------------------------|---|------------------------------------|

|   |                     |                        |            |  |                        |   |  |
|---|---------------------|------------------------|------------|--|------------------------|---|--|
| ✓ | <b>PRA 2022-108</b> | Friday, April 22, 2022 | PRA Quotes |  | Monday, April 25, 2022 | 3 |  |
|---|---------------------|------------------------|------------|--|------------------------|---|--|

| Completed? | PRA #               | Date Received by CC Office | Records Request   | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes |
|------------|---------------------|----------------------------|---|--------------------------------------|-----------------------------|------------------------------|-------|
| ✓          | <b>PRA 2022-109</b> | Monday, April 25, 2022     | <p>Please email as PDF (not Excel): New Business License Listings: 5/4/21 - present</p> <p>Please include, where possible, business name, phone number, owner's name, home based. Please include only businesses issued a bus. license for 1st time during this time period. I don't need renewals; I don't need a list of current active businesses, only new bus. licenses issued from 5/4/21 - present.</p> <p>Again, please send as PDF attachment, not in Excel.</p> |                                      | Wednesday, April 27, 2022   | 2                            |       |
| ✓          | <b>PRA 2022-110</b> | Monday, April 25, 2022     | <p>1525 Margareta Place Property (Town Square at Village Green)</p> <p>Building &amp; Planning Department - building permit summary (if available), certificate of occupancy, any zoning violations.</p> <p>Fire Department - Any violations in the last 3 years</p>  |                                      | Friday, May 13, 2022        | 18                           |       |
| ✓          | <b>PRA 2022-111</b> | Monday, April 25, 2022     | <p>383 1st Street, Gilroy CA 95020-5208; we need a permit history for the address referenced above. Any information on building improvements; Changes or improvements made to the roof, heating, plumbing, and electrical.</p>  |                                      | Friday, May 13, 2022        | 18                           |       |

| Completed? | PRA # | Date Received by CC Office | Records Request | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes |
|------------|-------|----------------------------|-----------------|--------------------------------------|-----------------------------|------------------------------|-------|
|------------|-------|----------------------------|-----------------|--------------------------------------|-----------------------------|------------------------------|-------|

|   |                     |                         |                   |  |                         |   |  |
|---|---------------------|-------------------------|-------------------|--|-------------------------|---|--|
| ✓ | <b>PRA 2022-112</b> | Tuesday, April 26, 2022 | birth Certificate |  | Tuesday, April 26, 2022 | 0 |  |
|---|---------------------|-------------------------|-------------------|--|-------------------------|---|--|

|   |                     |                         |  |           |                         |   |  |
|---|---------------------|-------------------------|--|-----------|-------------------------|---|--|
| ✓ | <b>PRA 2022-113</b> | Tuesday, April 26, 2022 | Caims field against City on behalf of Jesse Sanchez and/or Michael Daniel Zuniga Macias' heirs, etc. | 4/26/2022 | Tuesday, April 26, 2022 | 0 |  |
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| ✓ | <b>PRA 2022-114</b> | Monday, May 2, 2022 | Pursuant to a Phase I Environmental Site Assessment, I would like to review<br>(1) Building Permits (permits only—no copyrighted materials such as plans or calculations are wanted); and<br>(2) Fire/CUPA records (e.g. HAZMAT and/or wastes, ASTs, USTs, LUSTs, septic systems, inspections, violations, complaints, incidents and/or cleanup reports) that may be available for the period 1/1/1900 to 4/27/2022 for Multi-Family/Commercial Property located at:<br>8224 Church Street<br>Gilroy, CA 95020 |  | Friday, May 6, 2022 | 4 | 5/2 - Code Enforcement Responded. No records<br>5/2 - Building responded with records |
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Attachment: General City Public Records Requests from previous log (3913 : Quarterly Review of Public Records Requests Per Gilroy Code

| Completed? | PRA #               | Date Received by CC Office | Records Request  | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes  |
|------------|---------------------|----------------------------|--|--------------------------------------|-----------------------------|------------------------------|--|
| ✓          | <b>PRA 2022-115</b> | Monday, May 2, 2022        | Pursuant to a Phase I Environmental Site Assessment, I would like to review<br>(1) Building Permits (permits only—no copyrighted materials such as plans or calculations are wanted); and<br>(2) Fire/CUPA records (e.g. HAZMAT and/or wastes, ASTs, USTs, LUSTs, septic systems, inspections, violations, complaints, incidents and/or cleanup reports) that may be available for the period 1/1/1900 to 4/27/2022 for Multi-Family/Commercial Property located at:<br>8305 Monterey Road<br>Gilroy, CA 95020 |                                      | Friday, May 13, 2022        | 11                           | 5/2 - Code Enforcement Responded. No records   |
| ✓          | <b>PRA 2022-116</b> | Monday, May 2, 2022        | I would like to request any/all project files on all approved housing developments in the city of Gilroy, from Jan 1, 2020 on. Thank you in advance for your help.   |                                      | Wednesday, June 15, 2022    | 44                           | 5/6 - Planning Provided all related documents. Lots of files to review. Determination Date - 6/03/2022 |
| ✓          | <b>PRA 2022-117</b> | Tuesday, May 3, 2022       | My company has been engaged to perform an environmental site assessment of commercial land located at 343 Las Animas Avenue in Gilroy (parcel numbers 835-02-061 and 835-02-016). As part of our due diligence and in accordance with ASTM production standards, we're requesting any documents that may exist regarding permits (tanks, dry-cleaning, printing, fuel dispensing, hazardous waste), tanks, spills, releases of hazardous materials, or known contaminated sites on our subject property.       |                                      | Friday, May 13, 2022        | 10                           |  |

Attachment: General City Public Records Requests from previous log (3913 : Quarterly Review of Public Records Requests Per Gilroy Code

| Completed? | PRA # | Date Received by CC Office | Records Request | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes |
|------------|-------|----------------------------|-----------------|--------------------------------------|-----------------------------|------------------------------|-------|
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| ✓ | <b>PRA 2022-118</b> | Tuesday, May 3, 2022 | <p>We are conducting research on solar activity in the U.S. and would like access to the following data:</p> <ul style="list-style-type: none"> <li>• Note that we do not need the original records nor need scanned copies – just the data that can be produced in excel or CSV format by the software used by your department to track permits and an email receipt is preferred</li> <li>• Issued Residential and Commercial solar (photovoltaic – PV) permits from 04/01/2022 till 04/30/2022.</li> <li>• The following data points: permit number, permit status, permit address, contractor, issue date, final date, permit type, sub-type, valuation (if available), work description and if possible please include Storage/Battery Manufacturer Name.</li> </ul> |  | Friday, May 6, 2022 | 3 |  |
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| ✓ | <b>PRA 2022-119</b> | Tuesday, May 3, 2022 | <p>Hello,</p> <p>I'm looking for records for the facility located at 10 Ronan Avenue, Gilroy. I would like to request any forms or documents that contain information about fire suppression systems, hazardous product usage, and particularly fire suppression foams that contain perfluoroalkyl substances (PFAS). Thank you for your time.</p> |  | Friday, May 13, 2022 | 10 |  |
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| ✓ | <b>PRA 2022-120</b> | Monday, March 28, 2022 | <p>I need to obtain records from incident number 22-084-0054.</p> <p>I'm looking for any 911 audio recordings from the incident. I'm also looking for bodycam/microphone recordings from officer Cooner as well as corporal Beltran. Officer cooner also took evidentiary photos of documents from a camera phone that I will need as well. In accordance with California government code 6253.A, these are available to the public.</p> <p>Thanks<br/>Sloobserver</p> |  | Tuesday, May 3, 2022 | 36 |  |
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| Completed? | PRA #        | Date Received by CC Office | Records Request  | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes   |
|------------|--------------|----------------------------|--|--------------------------------------|-----------------------------|------------------------------|---|
| ✓          | PRA 2022-121 | Friday, May 6, 2022        | <p>RE:<br/>                     McCarthy Business Park<br/>                     6503 Cameron Boulevard<br/>                     841-17-107; 841-17-108; 841-17-109; 841-17-110</p> <p>Hello,<br/>                     For the above listed parcels, please provide:<br/>                     1. Record of any outstanding Zoning Code Violations on file<br/>                     2. Record of any outstanding Fire Code Violations on file<br/>                     3. Record of any City planned projects that would cause the described property to lose land area by means of eminent domain or purchase</p>   |                                      | Tuesday, May 24, 2022       | 18                           | 5/9 - Engineering - No response.<br>5/9 - Code Enforcement - No response. |
| ✓          | PRA 2022-122 | Monday, May 9, 2022        | <p>SmartProcure is submitting a public records request to the City of Gilroy for any and all purchasing records from 2/14/2022 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.</p> <p>The specific information requested from your record-keeping system is:</p> <ol style="list-style-type: none"> <li>1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number</li> <li>2. Purchase date</li> <li>3. Line item details (Detailed description of the purchase)</li> <li>4. Line item quantity</li> <li>5. Line item price</li> </ol> |                                      | Wednesday, May 18, 2022     | 9                            |   |
| ✓          | PRA 2022-123 | Wednesday, May 11, 2022    | <p>Hello I am looking for a drawing of my house. I wanted to get original plans so I can put in permits. The home's APN: 790-53-087. Please provide me with any documentation and drawings you have. Thank you.</p>  |                                      | Wednesday, May 11, 2022     | 0                            |   |

| Completed? | PRA #               | Date Received by CC Office | Records Request  | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes   |
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| ✓          | <b>PRA 2022-124</b> | Thursday, May 12, 2022     | Updated list of Gilroy City CUPA Facilities. Please email me if you need to see the previous version for reference.  |                                      | Wednesday, May 25, 2022     | 13                           |   |
| ✓          | <b>PRA 2022-125</b> | Thursday, May 12, 2022     | I would like to attain any information about my property if it exists. The type of records requested are blue prints and permits pulled. Any other information to retain for my own records would be great.  |                                      | Friday, May 13, 2022        | 1                            |   |
| ✓          | <b>PRA 2022-126</b> | Tuesday, May 17, 2022      | I am conducting a Phase 1 Environmental Site Assessment of the property located at 505 E 10th St., Gilroy (APN 841-60-010). The property was historically occupied by a gas station. I need any current/historic records of wells, septic systems, storage tanks, building demolition/construction, hazardous materials, or Notices of Violation that you might have for this property. Please let me know the best way to obtain copies of any records you might have for this property or if additional information is needed. |                                      | Friday, July 15, 2022       | 59                           | 7/15 - Requestor originally requested documents back in December '21 and was provided during the same month. Resent on July 15th as a courtesy. |
| ✓          | <b>PRA 2022-127</b> | Wednesday, May 25, 2022    | Hi Scott,<br>Good day, we spoke a while ago regarding a property that we are trying to purchase, We just want to know if there are any Code Violations that need to be taken care of the property address is 8417 Wayland Lane Gilroy CA.  |                                      | Thursday, May 26, 2022      | 1                            |   |

Attachment: General City Public Records Requests from previous log (3913 : Quarterly Review of Public Records Requests Per Gilroy Code

| Completed? | PRA # | Date Received by CC Office | Records Request | Date when Submitted to City Attorney | Released Responsive Records | Days to Respond to Requestor | Notes |
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| ✓ | PRA 2022-128 | Wednesday, May 25, 2022 | Please provide if there is any open/active building permits and currently active code enforcement violations/<br>open citations<br>for below property.<br><br>Address: 36 Takko Machi Ln Gilroy, CA 95020 |  | Thursday, May 26, 2022 | 1 |  |
|---|--------------|-------------------------|---|--|------------------------|---|--|



| Request ID#    | Request Date | Description  | Category  | Status    |
|----------------|--------------|--|---|-----------|
| PRA-2022-00039 | 6/29/2022    | <p>Moore Twining Associates, Inc. (MTA) is performing a Phase I Environmental Site Assessment (ESA) on a property in Gilroy, CA. We would like to review records dating as far back as 1940 for the following property/properties relating to: hazardous material/waste handling, industrial wastewater disposal/sewerage permitting, code compliance violations and inspections, building, demolition, occupancy, grading and utility permits, underground storage tanks (USTs) and above ground storage tanks (ASTs), pipelines, industrial wastewater sumps, emergency fire/spill response post-incident cleanup permits and/or environmental impacts for the following property/properties:</p> <p>APN: 841-66-011<br/> Addresses:<br/> 402 E 10th St<br/> 401 Automall Parkway<br/> 401 Chestnut Street</p>   | Community Development - Fire:<br>Underground Storage Tank (UST) | Completed |
| PRA-2022-00038 | 6/29/2022    | Car Fire   | Fire: Incident Reports (Fire)                                   | Completed |
| PRA-2022-00037 | 6/29/2022    | <p>06/28/2022</p> <p>Records Access Officer,</p> <p>Pursuant to the California Public Records Act, this is a request for an electronic copy of all payment transactions for fiscal year 2021. This could be considered one of the following reports: Vendor Payment Checkbook Report, Checkbook Register, Expenditure Data, Transactional Detail Payments, Online Checkbook, or Disbursements. Here is an online example from the City of San Francisco, California (<a href="https://data.sfgov.org/City-Management-and-Ethics/Vendor-Payments-Vouchers-/n9pm-xkyq/data">https://data.sfgov.org/City-Management-and-Ethics/Vendor-Payments-Vouchers-/n9pm-xkyq/data</a>). We would accept any existing report which contains a minimum of the Payee Name, Amount and Date of each transaction.</p> <p>The principal purpose of this is to make this information more accessible to the public and to disseminate information regarding the health, safety, and welfare of the general public. This request is not for personal or commercial benefit and we are exercising the general rights of the public. For this reason we are requesting a waiver of fees.</p> <p>If there is a fee for this data, please obtain my approval in writing prior to proceeding with this request. All documents can be e-mailed to <a href="mailto:california@openthebooks.com">california@openthebooks.com</a>. We would prefer a file format of csv or xlsx.</p> <p>If any records or portions of records are withheld, please provide the exemption and the name of the individual responsible for the decision.</p> <p>Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance.</p> | Finance: Expense Reports  | Completed |

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| PRA-2022-00036 | 6/29/2022 | <p>Hello,<br/>I am working with the Finance Department and handling the administration of the City's Highway 152 Community Facilities District and I am looking for your help to confirm whether a "development trigger" has occurred. This relates to three parcels listed below. The "development trigger" means that a "final map has been recorded or a building permit for new construction has been issued that will result in a use other than food processing operations for ConAgra."</p> <p>Can you please check to see if any construction or building permits were issues or final maps recorded for the three parcels: APN 841-17-005, 841-17-098 or 841-17-099?</p> <p>Note: APN 841-17-099 is currently owned by CALPINE GILROY COGEN L P with use code for Transportation, Communications and Utilities, so we expect to receive some information from the City on this parcel.</p> <p>Please let me know if you have any questions.</p>  | Community Development - Building: Building Permits | Completed   |
| PRA-2022-00035 | 6/28/2022 | <p>6/28/2022<br/>Gilroy City Clerk<br/>cityclerk@cityofgilroy.org<br/>Re: Property Condition Report Public Records Request<br/>7750 Wren Avenue<br/>Gilroy, CA 95020<br/>EBI Project No. 1122004970<br/>To Whom It May Concern:<br/>EBI Consulting (EBI) is conducting a Property Condition Report at the above-referenced Subject Property. As part of the PCR process, we would like to request access to records regarding the following, as applicable:</p> <ul style="list-style-type: none"> <li>- Any open building violations on file</li> <li>- Date of last building and fire inspections</li> <li>- Any open zoning violations on file</li> <li>- Current zoning of the property and any variances on file</li> <li>- Open fire code violations</li> <li>- Current and historical building permits</li> <li>- Current and historical Certificates of Occupancy</li> <li>- Date of construction</li> </ul> <p>I understand that these records may not be available. If these records are available, please forward to EBI at reresearchgroup@ebiconsulting.com; via fax at (781) 425-3623, or at the address below. If the fee for such records will exceed \$50.00, please contact me prior to proceeding. If there are any questions or concerns, please do not hesitate to contact me.</p> | Community Development - Code                       | In Progress |
| PRA-2022-00034 | 6/28/2022 | Please provide copies of the Mayor's official calendar covering the following date range, June 1-June 21, 2022.   | Other  | Completed   |

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| PRA-2022-00033 | 6/27/2022 | <p>Hi Thai,<br/>This is a CPRA request for the following records:</p> <ol style="list-style-type: none"> <li>1. Emails, text messages and correspondence to or from members of the city council or city staff from Jan. 1, 2021 to the present that concern a Ballot Measure Proposal to Amend Sections 1109, 1111 and 1503 of the City of Gilroy City Charter to Modify Construction Contract Procurement and the Bidding Process.</li> <li>2. Emails text messages and correspondence to or from members of the city council or city staff from Jan. 1, 2021 to the present that concern public notice publication requirements for construction projects.</li> <li>3. Emails text messages and correspondence to or from members of the city council or city staff from Jan. 1, 2021 to the present that concern Gilroy Sports Park.</li> <li>4. Emails text messages and correspondence to or from members of the city council or city staff from Jan. 1, 2021 to the present that concern an ice rink.</li> <li>5. Emails text messages and correspondence to or from members of the city council or city staff from Jan. 1, 2021 to the present that concern San Jose Sharks.</li> </ol> | Other  | In Progress |
| PRA-2022-00032 | 6/22/2022 | Possibly! Still in the beginning stages of our investigations. Can I request both of those reports please.   | Fire: Incident Reports (Fire)                                | Completed   |
| PRA-2022-00031 | 6/22/2022 | <p>Hi Jon,<br/>Me again! Would you be able to send all of the current UST documents you have, if possible: "Monitoring System Certification Form, Overfill Prevention Testing, Spill Container Testing, Secondary Containment Testing (if applicable), UST/Facility Inspections, etc."</p>   | Community Development - Fire: Underground Storage Tank (UST) | Submitted   |
| PRA-2022-00030 | 6/21/2022 | <p>Incident and Investigative reports for the following address listed below.</p> <p>325B Denio Avenue, Gilroy DOL 12/21/21<br/>965 Hoxett Street, Gilroy DOL 6/17/22</p>  | Fire: Incident Reports (Fire)                                | Completed   |

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| PRA-2022-00029 | 6/20/2022 | <p>Good afternoon.</p> <p>I would like to request for copy of single family dwelling building permit with inspection history report or certificate of occupancy for properties listed below. I am specifically looking for the approved final date and owner or developer information.</p> <p>6945Grenache Way<br/>1155Oak Brook Way<br/>1471Olive Grove Ct<br/>7190Spumante Ct<br/>7201Spumante Ct<br/>6959Spumante Way<br/>6983Spumante Way<br/>1560Zephyr Pl<br/>1590Zephyr Pl<br/>730Baxter Way<br/>763Carver Pl<br/>724Einstein Pl<br/>744Sullivan Way</p> <p>I will highly appreciate your assistance on this matter, thanks.</p> | Community Development - Building: Building Permits  | Completed |
| PRA-2022-00028 | 6/20/2022 | This happened end of May or early of June.  | Fire: Incident Reports (Fire)   | Completed |
| PRA-2022-00027 | 6/16/2022 | I would like to request the parcel history of the property located at 7450 Railroad, Gilroy CA.   | Community Development - Building: Building Permits  | Completed |
| PRA-2022-00026 | 6/15/2022 | I would like to review files regarding aboveground storage tanks, underground storage tanks, hazardous waste storage, septic tank use, or remediation reported for the property at 7825 Monterey Road. According to historical records, this property historically had a gas station and dry cleaner in operation prior to current bank operations.   | Community Development - Fire: Files Regarding Environmental Conditions of a Property                                    | Submitted |
| PRA-2022-00025 | 6/13/2022 | All residential building permit applications from 01/01/2017 to the present for use in research being conducted at the University of California, Santa Barbara by Dr. Clayton Nall. Please include date of application and date of approval/denial or other current status info, address, APN (if available), text description of permit content, any fields used to designate type of permit (e.g., ADU), and any other available related information.   | Community Development - Building: Building Permits  | Completed |
| PRA-2022-00024 | 6/13/2022 | <p>Requesting to see if any violations follow this property: 610 E 8TH STREET, Gilroy, California 95020</p> <p>This is a foreclosure.<br/>Thank you.</p>  | Community Development - Code Enforcement: Boarded up, vacant or inhabitable properties with code enforcement violations | Completed |
| PRA-2022-00023 | 6/9/2022  | Permits for construction by BRM CONSTRUCTION  | Community Development - Building: Building Permits  | Completed |
| PRA-2022-00022 | 6/9/2022  | This is a test.   | Fire: Incident Reports (Fire)   | Canceled  |

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| PRA-2022-00021 | 6/9/2022 | <p>To whom it may concern,</p> <p>I was looking for records (open and closed) that pertain to the following:</p> <ul style="list-style-type: none"> <li>Properties that the City has Abated</li> <li>Properties that have been mailed an Abatement Notices</li> <li>Properties that have been mailed a Courtesy Notice</li> <li>Properties that have Imminent life safety hazards</li> <li>Properties that have been mailed a Notice of Violation</li> <li>Properties that have has a Nuisance Abatement Lien placed on them</li> <li>Properties that have been deemed a Public Nuisance</li> </ul> <p>for the city of Gilroy from January 11, 2022 - June 7, 2022.</p> <p>Please include these in either Excel or CSV file if possible.</p> <p>Thank you!</p>  | Community Development - Code Enforcement: Boarded up, vacant or inhabitable properties with code enforcement violations | Completed |
| PRA-2022-00020 | 6/9/2022 | <p>Dear [custodian of records]:</p> <p>Under the California Public Records Act § 6250 et seq., I am requesting an opportunity to inspect or obtain copies of all active records of properties in Gilroy City that are currently boarded up, Vacant, and or inhabitable, outgrown grass, or visible front trash. In which are code enforcement violations between the dates of February 18, 2022 to June 8, 2022. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$20.00.</p> <p>The California Public Records Act requires a response within ten business days. If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect the requested records.</p> <p>If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.</p> <p>Thank you for considering my request.</p> | Community Development - Code Enforcement: Boarded up, vacant or inhabitable properties with code enforcement violations | Completed |
| PRA-2022-00019 | 6/8/2022 | <p>Greetings!</p> <p>I am contacting you in hopes of requesting a PG&amp;E utility bill for the street lighting inventory of the City of Gilroy for the month of April 2022. Please send the information electronically to my email address.</p>  | Other   | Completed |

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| PRA-2022-00018 | 6/8/2022 | <p>I would like to request for copy of single family dwelling building permit with inspection history report or certificate of occupancy for properties listed below. I am specifically looking for the approved final date and owner or developer information.</p> <p>1550Castlewood Pl<br/>1491Olive Grove Ct<br/>729Baxter Way</p> <p>I will highly appreciate your assistance on this matter, thanks.</p>   | Community Development - Building: Building Permits           | Completed |
| PRA-2022-00017 | 6/7/2022 | <p>I would like to request any/all project files on all approved housing developments in the city of Gilroy, from Jan 1, 2020 on. Thank you in advance for your help.</p>   | Community Development - Planning: Planned Projects           | Completed |
| PRA-2022-00016 | 6/7/2022 | <p>Dates and expense amounts for each member of the Gilroy City Council and Mayor during to date 2022 trainings and conferences. Including cost of hotel room, food, travel, and cost of the conference/training.</p>   | Finance: Expense Reports                                     | Completed |
| PRA-2022-00015 | 6/7/2022 | <p>Fire incident started at neighbors and led on to our property and burned 10 acres of oat hay and corral fencing.</p>   | Fire: Incident Reports (Fire)                                | Completed |
| PRA-2022-00014 | 6/6/2022 | <p>My company has been engaged to perform an environmental site assessment of commercial land located at 398 1st St, Gilroy, CA 95020. As part of our due diligence and in accordance with ASTM production standards, we're requesting any documents that may exist regarding current or historic underground storage tanks associated with this property, including current Monitoring System Certification Form, Overfill Prevention Testing, Spill Container Testing, Secondary Containment Testing (if applicable), UST/Facility Inspections, etc.</p> <p>Thank you!</p>  | Community Development - Fire: Underground Storage Tank (UST) | Completed |
| PRA-2022-00013 | 6/6/2022 | <p>Hello - CREtelligent has been engaged to perform an environmental site assessment of commercial land located at 6790 Monterey Road, Gilroy, CA 95020. As part of our due diligence and in accordance with ASTM production standards, we are requesting any records that may exist regarding permits, aboveground or underground storage tanks, dry cleaning, printing, fuel dispensing, hazardous waste, environmental remediation activities, septic systems, wells, spills, releases of hazardous materials, or known contaminated sites on our subject property. Please process this request and contact me at sbryant.ks@gmail.com or at 913-904-8280 if you have any questions.</p> | Community Development - Fire: Underground Storage Tank (UST) | Completed |
| PRA-2022-00012 | 6/2/2022 | <p>fire in kitchen in apartment #1</p>  | Fire: Incident Reports (Fire)                                | Completed |

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| PRA-2022-00011 | 6/2/2022 | <p>5787 Obata Way</p> <p>Copies of Certificates of Occupancy<br/> Copies of Outstanding Zoning Code Violations<br/> Copies of Outstanding Building Code Violations<br/> Copies of Outstanding Fire Code Violations<br/> Copies of Current/upcoming road projects that will impact the right of way of the property (road widening, sidewalk improvements)<br/> Copies of Approved Variances, Conditional use Permits Special Exceptions, Zoning Cases, Resolution, Ordinances, Site Plans<br/> Copies of property conformance status (legal conforming, legal non-conforming or illegal non-conforming)<br/> Zoning Verification Letter</p>   | Community Development - Code Enforcement: Code Enforcement Violations | Completed |
| PRA-2022-00010 | 6/2/2022 | INSURANCE REQUEST FOR VEHICLE FIRE CLAIM  | Fire: Incident Reports (Fire)   | Completed |
| PRA-2022-00009 | 6/2/2022 | <p>Hi,</p> <p>We are conducting research on solar activity in the U.S. and would like access to the following data:</p> <ul style="list-style-type: none"> <li>• Note that we already tried the record portal at Public Records Search at this portal but unfortunately, we couldn't find the contractor's business name there which is the most important part for our analysis.</li> <li>• Note that we do not need the original records nor need scanned copies – just the data that can be produced in excel or CSV format by the software used by your department to track permits and an email receipt is preferred</li> <li>• Issued Residential and Commercial solar (photovoltaic – PV) permits from 05/01/2022 to 05/31/2022</li> <li>• The following data points: permit number, permit status, permit address, contractor, issue date, final date, permit type, sub-type, valuation (if available), work description And if possible please include Storage/Battery Manufacturer Name.</li> <li>• If possible, please provide the reports in CSV or excel format.</li> <li>• If available, we need a final / completion date for the solar permits.</li> </ul> <p>It's okay if there is a delay in this request, given the current situation with COVID-19.</p> | Community Development - Building: Building Permits                    | Completed |



|                       |                 |  |   |                  |
|-----------------------|-----------------|--|---|------------------|
| <p>PRA-2022-00008</p> | <p>6/1/2022</p> | <p>To whom it may concern,</p> <p>My name is Rolex Domengiano and I'm contacting you on behalf of BuildZoom to request a copy of your building permit records for Gilroy city,California .</p> <p>Can you please provide us with a report of all building permits processed by your department since Nov 19, 2021?</p> <p>BuildZoom analyzes permit data to identify real estate patterns and trends. We integrate building permit data with information from other public sources to provide a localized understanding of historical, current, and future development activity for government forecasts and university research. We also provide free data to homeowners in your area to help connect them to qualified contractors.</p> <p>Please include any fields that your permitting system tracks. This includes but is not limited to:</p> <ul style="list-style-type: none"> <li>o Permit Number</li> <li>o Applied/Issued Dates</li> <li>o Work Address</li> <li>o Permit Type</li> <li>o Permit Status</li> <li>o Description of the work being done</li> <li>o Contractor and Architect Details</li> <li>o Job Valuations</li> </ul> <p>The preferred file type is .xls/.csv but we also accept .txt, .pdf, .xlsx, etc.<br/>We greatly appreciate your help and thank you in advance for your assistance!</p> | <p>Community Development - Building: Building Permits</p> | <p>Completed</p> |
| <p>PRA-2022-00007</p> | <p>6/1/2022</p> | <p>Car Fire. Incident was at Church and First Street</p>   | <p>Fire: Incident Reports (Fire)</p>                      | <p>Completed</p> |



|                       |                  |   |                              |                  |
|-----------------------|------------------|---|------------------------------|------------------|
| <p>PRA-2022-00006</p> | <p>5/31/2022</p> | <p>Good afternoon Thai, per our conversation May 31, 2022 at 1235pm, and your request to state that I am requesting public records, please let me know if the following is sufficient:</p> <p>I am requesting records and data from the Gilroy Fire Department for FY 19-20 and 20-21 as follows:</p> <p>1. "Physical Hazard" addresses for:<br/>         Education and Day care facilities<br/>         Adult care/Nursing homes<br/>         Hospitals<br/>         Large area buildings (100,000 sqr ft)<br/>         High-Mid-Low rise buildings<br/>         HazMat storage</p> <p>2. Fire Prevention-number of the following:<br/>         Building inspections<br/>         Building re-Inspections<br/>         Construction plan reviews<br/>         Fire Cause Investigations<br/>         State mandated inspections<br/>         Community education events</p> <p>3. Training and education hours/topics for in-service fire firefighters</p> | <p>City Clerk: Contracts</p> | <p>Completed</p> |
|-----------------------|------------------|---|------------------------------|------------------|

|                |           |   |                               |           |
|----------------|-----------|---|-------------------------------|-----------|
| PRA-2022-00005 | 5/31/2022 | <p>Matrix Consulting Group has been contracted by Santa Clara County to provide a County-wide Fire Services analysis report of all jurisdictions. The Gilroy Fire Department has provided some Information for this report, however they have not been able to provide the following data request for the report:</p> <p>Fire Department identified "Physical Hazards" with address:</p> <p>Education and Daycare facilities<br/> Adult care/Nursing Homes<br/> Hospitals<br/> Large Area Buildings (100,000 sq ft)<br/> High/Mid/Low rise buildings<br/> HazMat storage locations</p> <p>Fire Prevention:</p> <p>Building Inspections and re-inspections<br/> Construction Plan Reviews<br/> Fire Cause Investigations<br/> Community education events<br/> State Mandated inspections</p> <p>Training and Education hours:<br/> In-service personnel</p>  | City Clerk: Contracts         | Completed |
| PRA-2022-00004 | 5/31/2022 | Our office is handling the above referenced fire on behalf of Guard Insurance Group.  | Fire: Incident Reports (Fire) | Completed |
| PRA-2022-00003 | 5/23/2022 | <p>Dear City Clerk,</p> <p>I hope that you are doing well and having a wonderful week. I am an accounting professor at MIT, and I am researching the competitiveness of the audit market for California municipalities. To do so, I am collecting data from RFPs across California related to audit services.</p> <p>I believe that the city of Gilroy recently had an RFP for auditing services in 2020. Specifically, the decision to select the city's auditor was made in a Mar 2020 city council meeting. I was unable to locate the actual bids in the city council minutes for any of the bidders. (I am specifically looking for the audit firms' proposals so that I can isolate the fees and the hours in the bid).</p> <p>Could you please send me electronic copies of the 10 bid(s) as required under the California Public Records Act?<br/> I am specifically looking for the fees (and the hours) for year 1, which is typically included in the audit firms' proposals, and I will be happy to share the results of my study if you are interested. Please feel free to contact me via email with any questions or concerns at <a href="mailto:jgillett@mit.edu">jgillett@mit.edu</a>.</p> | Finance: Bid                  | Completed |

|                |           |   |  |           |
|----------------|-----------|---|--|-----------|
| PRA-2022-00002 | 5/23/2022 | When was the initial foundation permit issued for First & Kern apartments at 971 1st St? Who is the general contractor? | Community Development - Building: Building Permits | Completed |
| PRA-2022-00001 | 5/23/2022 | Resolution No. 2022-25  | City Clerk: Resolutions                            | Completed |

Attachment: General City Public Records Request from new Public Records Request System (inclusive of Fire Department requests) (3913 :

## City of Gilroy – Public Records Request Quarterly Summary

| <b>Date</b> | <b>Request</b>         | <b>Completed</b> | <b>Notes</b>             |
|-------------|------------------------|------------------|--------------------------|
| 4/1/2022    | 900 Irish Ct           | 4/4/2022         | Inc# 2200850             |
| 4/4/2022    | 435 1st Street         | 4/4/2022         | Inc# 2200494             |
| 4/5/2022    | 6745 Camino Arroyo     | 4/5/2022         | Inc# 2103676             |
| 4/5/2022    | 6745 Camino Arroyo     | 4/13/2022        | Inc# 2103676 PCR Request |
| 4/7/2022    | 2734 Ferguson Road     | 4/25/2022        | Inc # 2201864            |
| 4/13/2022   | 8121 Forest Street #10 | 4/25/2022        | Inc # 2201973            |
| 4/28/2022   | 765 W Ninth Street     | 5/2/2022         | Inc# 2202213             |
|             |                        |                  |                          |
|             |                        |                  |                          |
|             |                        |                  |                          |

Attachment: Fire Department Public Records Requests (up to insert date) (3913 : Quarterly Review of Public Records Requests Per Gilroy Code

Public Records Requests Filled 2022  
 Gilroy Police Department

| Report Request                     | January | February | March | April | May | June |  |  |  |  |
|------------------------------------|---------|----------|-------|-------|-----|------|--|--|--|--|
| Agency Requests (Not CPRA)         | 76      | 66       | 85    | 57    | 73  | 99   |  |  |  |  |
| Citizen Requests                   | 26      | 102      | 81    | 65    | 63  | 53   |  |  |  |  |
| Insurance Requests                 | 39      | 62       | 70    | 61    | 29  | 62   |  |  |  |  |
| Background Checks                  | 60      | 47       | 81    | 41    | 46  | 55   |  |  |  |  |
| Clearance Letters                  | 6       | 3        | 9     | 4     | 4   | 4    |  |  |  |  |
| Victim Witness Requests (Not CPRA) | 26      | 23       | 21    | 47    | 19  | 19   |  |  |  |  |
| Arrest Log                         | 20      | 20       | 23    | 21    | 21  | 22   |  |  |  |  |
| Press Log                          | 24      | 24       | 27    | 4     | 5   | 4    |  |  |  |  |
| Subpoena Duces Tecum               | 3       | 1        | 4     | 1     | 2   |      |  |  |  |  |
| Other CPRA Requests                | 2       | 7        | 5     |       | 1   | 2    |  |  |  |  |
| Total Requests                     | 282     | 355      | 406   | 301   | 263 | 320  |  |  |  |  |
| Total CPRA Requests                | 223     | 234      | 287   | 197   | 171 | 202  |  |  |  |  |

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

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



# City of Gilroy Open Government Commission

## STAFF REPORT

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Agenda Item Title: **Propose Changing Meeting Time**

Meeting Date: August 11, 2022

Prepared By: Christina Ruiz, Deputy City Clerk

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### **SUMMARY**

City Charter Section 904 requires each board or commission shall hold a regular meeting at least monthly and such special meetings as such board or commission may require.

The Open Government Commission currently meets quarterly on the second Thursday of each calendar year, at 7:00 PM. Staff is proposing to change the start time effective immediately from 7:00 PM to 6:00 PM. By changing the meeting time to 6:00 PM, this will allow each commissioner to convene and adjourn future meetings at an earlier hour.

### **RECOMMENDATION**

Staff recommends that the Commission amend the meeting time from 7:00 PM to 6:00 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Thai Nam Pham", with a long horizontal flourish extending to the right.

Thai Nam Pham, City Clerk