



AGENDA

REGULAR JOINT MEETING OF THE OAKLEY CITY COUNCIL/OAKLEY CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE OAKLEY REDEVELOPMENT AGENCY/OAKLEY PUBLIC FINANCING AUTHORITY

Tuesday, August 11, 2026

6:30 PM

Oakley City Council Chambers located at 3231 Main Street, Oakley, California 94561. Unless stated otherwise on the agenda, every item on the agenda is exempt from CEQA Guidelines Sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code Section 21065.

Mission Statement: The City of Oakley will create a resilient future that fosters and attracts a vibrant and evolving community that welcomes and values all people.

Vison Statement: The City of Oakley celebrates our unique Delta lifestyle and small-town feel where we **Live** in a safe, dynamic community, **Work** together to build the future, and **Play** in our own backyard.

Agendas are posted in Oakley at Oakley City Hall, outside the gym at Delta Vista Middle School and outside the Library at Freedom High School. Agendas are also posted on the City's website at oakleyca.gov.

You can view reports on the City's website at oakleyca.gov. You can also view reports in person at City Hall, 3231 Main Street, during normal business hours. Any other documents distributed to members of the City Council regarding an item on this agenda are also made available in the lobby on the evening of the City Council meeting.

Pursuant to the Americans with Disabilities Act (ADA), the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance, please contact the City at least 48 hours prior to the meeting at 925-625-7000 or cityclerk@ci.oakley.ca.us.

Meeting online Link: <https://zoom.us/j/93455380825>

Meeting call in telephone number: 669-900-6833 | Meeting ID: 934 5538 0825 (*9 to request to speak | *6 to unmute/mute)

Online Participation:

Members of the public may attend the City Council meeting online via Zoom using the link above or watch the City Council meeting at oakleyca.gov or [YouTube](https://www.youtube.com). Technical difficulties may occur from time to time. The City will follow the adopted Technology Disruption Policy outlined in City Council Resolution 36-26.

Public Comments:

Members of the public may address the Council on items of interest that are within the City's jurisdiction. In compliance with the Brown Act, the Council may not take action or have discussion on any item that is not listed on the agenda. Public comment on items not listed on the agenda will be heard under the Public Comments section of the agenda. Public comments on items listed on the agenda will be heard as the Mayor calls the item. Please note that public comments are limited to three (3) minutes. The timer on the dais in front of the Mayor will change from green to yellow at one (1) minute and will turn red and beep at three (3) minutes.

In person public comment:

To provide an in-person public comment, please fill out a speaker card located in the lobby and give it to the City Clerk. Please indicate on the card if the topic is for general public comment or for a specific agenda item. The Mayor will call speakers to the podium by name when the item is opened for public comment.

Online Public Comment:

To provide public comment via Zoom, connect to the meeting [online](#) or by telephone. Use the Raise Hand feature to request to speak (*9 on a telephone) when the Mayor opens public comment. The City Clerk will announce the names of online participants with their hands raised and invite each participant requesting to speak into the meeting as a panelist when it is their turn to speak. Once in the meeting as a panelist, unmute your microphone, turn on your camera if desired, and begin speaking. Once you are done speaking, the City Clerk will move you back to being an attendee.

Written public comment:

If you wish to enter comments into the public record, please complete the [online public comment form](#) by 4 pm the day of the meeting.

Please keep cell phones/electronic devices turned off during the meeting. Please be advised that City Council meetings are video recorded and attendees may appear on video.

1. OPENING MATTERS

Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority

1.1 Call to Order and Roll Call

1.2 Pledge of Allegiance to the Flag

1.3 Tri Delta Transit Update (Rashidi Barnes, CEO)

1.4 Contra Costa County Advisory Council on Aging Update (Chalo Buckman)

1.5 Recognizing Oakley Blaze for their Participation in the United States

Specialty Sports Association Tournament Series (Team Manager, Jason McGee)

2. PUBLIC COMMENTS

At this time, the public is permitted to address the Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority on non-agendized items.

3. COUNCILMEMBER COMMENTS

4. CONSENT CALENDAR

Consent Calendar items are typically non-controversial in nature and are considered for approval by the Oakley City Council/ Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority with one single action. Members of the audience, Staff or the Oakley City Council/ Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority who would like an item removed from the Consent Calendar for purposes of public input may request the Mayor remove the item. The public may request to remove an item(s) to provide input by completing a public speaker card and submitting it to the City Clerk prior to the item(s) being called by the Mayor.

4.1 **Approve Minutes from the Special Meeting held July 14, 2026 (Kim Snodgrass, City Clerk)**

[Minutes](#)

4.2 **Approve Minutes from the Regular Meeting held July 14, 2026 (Kim Snodgrass, City Clerk)**

[Minutes](#)

4.3 **Approve Minutes from the Joint Meeting of the Oakley City Council and Planning Commission held July 21, 2026 (Kim Snodgrass, City Clerk)**

[Minutes](#)

4.4 **Report out of Closed Session Memo from the Special Meeting held July 14, 2026 (Derek Cole, City Attorney)**

[Memo](#)

4.5 **Report out of Closed Session Memo from the Regular Meeting held July 14, 2026 (Derek Cole, City Attorney)**

[Memo](#)

4.6 **Receive City of Oakley Investment Report (4th Quarter FY 2025/26) (Jeri Tejada, Administrative Services Director)**

[Staff Report](#)

1. [City of Oakley Investment Report for the quarter ended June 30, 2026](#)

2. [FY 2026 City Investment Worksheet](#)

4.7 **Receive the City of Oakley as the Successor Agency to the Oakley Redevelopment Agency Quarterly Investment Report (4th Quarter FY 2025/26) (Jeri Tejada, Administrative Services Director)**

[Staff Report](#)

- 4.8 Adopt a Resolution Designating Councilmember Anissa Williams as Voting Delegate and Councilmember Shannon Shaw as an Alternate Voting Delegate at the League of California Cities Annual Conference and Expo September 23-25, 2026 at the Anaheim Convention Center (Kim Snodgrass, City Clerk)**
[Staff Report](#)
[1. Proposed Resolution](#)
[2. Voting Delegate Packet](#)
- 4.9 Adopt a Resolution Authorizing the City Manager to Execute a Construction Agreement with Consolidated Engineering Inc. for the Construction of Capital Improvement Project (CIP) Number 333B – Fiscal Year (FY) 2025/26 Street Repair and Resurfacing Project (Billilee Saengchalern, Public Works Director/City Engineer)**
[Staff Report](#)
[1. Resolution](#)
[2. Bid Summary](#)
- 4.10 Adopt a Resolution Authorizing the City Manager to Execute a Construction Agreement with R&R Pacific Construction for the Construction of Capital Improvement Project (CIP) Number 320 – O'Hara Avenue Widening Project (600' South of Laurel Road to 300' south of Grapevine Lane) (Billilee Saengchalern, Public Works Director/City Engineer)**
[Staff Report](#)
[1. Resolution](#)
[2. Bid Summary](#)
- 4.11 Adopt a Resolution Authorizing the City Manager to Execute a Construction Agreement with Redgwick Construction Co., for the Construction of Capital Improvement Project (CIP) Number 211 – Main Street / Rose Avenue Intersection Improvement Project (Billilee Saengchalern, Public Works Director/City Engineer)**
[Staff Report](#)
[1. Resolution](#)
[2. Bid Summary](#)
- 4.12 Adopt a Resolution Authorizing the City Manager to Execute a Construction Agreement with S&H Construction Inc., for the Construction of Capital Improvement Project (CIP) Number 268 – Main Street / Delta Road Intersection Signalization Project (Billilee Saengchalern, Public Works Director/City Engineer)**
[Staff Report](#)
[1. Resolution](#)
[2. Bid Summary](#)
- 4.13 Adopt a Resolution Adopting an Updated Policy for Online Meeting Comments (Derek Cole, City Attorney)**

Staff Report

1. Resolution concerning Online Public Comments

5. PUBLIC HEARINGS

5.1 Unhosted Stay Short-Term Rentals in the Downtown Specific Plan and an Update on SB 346 (Short-Term Rental Facilitator Act of 2025). – Adopt an Ordinance amending Chapter 5.15, titled “Short-Term Rentals” (Jose Cortez, Senior Planner)

Staff Recommendation: 1) Receive the Staff Report, 2) Receive Questions from the City Council, 3) Open the Public Hearing, 4) Receive Comments from the Applicant, 5) Receive Public Testimony, 6) Close the Public Hearing, 7) Deliberate, 8) Summarize the Deliberation 9) Adopt the Ordinance

Staff Report

1. Notice of Public Hearing

2. City Council Staff Report from February 10, 2026 Work Session on Short Term Rentals

3. City Council Staff Report from April 28, 2026 Work Session on Short Term Rentals

4. Short-Term Rentals Ordinance (OMC chapter 5.15) “ with mark ups

5. Proposed Ordinance

6. REGULAR CALENDAR

6.1 Adopt a Resolution Approving the Salary Schedule for Fiscal Year 2026/27 and Adding Two New Classifications (Jeri Tejada, Administrative Services Director)

Staff Report

1. Resolution

2. Amended Salary Schedule FY 2026/27

3. Senior Recreation Leader Job Description

4. Deputy City Clerk Job Description

6.2 Waive the First Reading and Introduce an Ordinance Modifying Oakley Municipal Code Section 2.3.002 to Clarify Training Requirements for Planning Commissioners (Derek P. Cole, City Attorney)

Staff Report

1. Proposed Ordinance

7. REPORTS

7.1 City Manager

(a) City Manager

(b) Business License Update

July New Business Licenses

7.2 Oakley City Council / Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency

(a) Reports from Council Liaisons to Regional Committees, Commissions and Boards AND Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency

(b) Requests for Future Agendas

8. WORK SESSIONS

9. CLOSED SESSION

9.1 CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (One potential case)

10. ADJOURN



**Minutes of the Special City Council Meeting held
July 14, 2026**

1) CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:30 p.m.

Councilmember Shaw, Councilmember Williams, Vice Mayor Meadows, and Mayor Henderson were present; Councilmember Fuller was absent.

2) PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Henderson led the Pledge of Allegiance to the Flag.

3) PUBLIC COMMENTS

There were two comments from staff to test the new two-way audio-visual system implemented in compliance with Senate Bill 707.

4) CLOSED SESSION

**4.1 CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of
Section 54956.9: One potential case**

Mayor Henderson announced the Closed Session item and mentioned the special meeting will adjourn after the Closed Session and the regular meeting will begin at 6:30 p.m.

5) ADJOURN

There being no further business, the meeting was adjourned at 6:15 p.m.

Respectfully Submitted,

Kim Snodgrass
City Clerk



Minutes of the Regular City Council Meeting held July 14, 2026

1) OPENING MATTERS

1.1 Call to Order and Roll Call

The meeting was called to order at 6:30 p.m.

Councilmember Shaw, Councilmember Williams, Vice Mayor Meadows, and Mayor Henderson were present. Councilmember Fuller was absent.

1.2 Pledge of Allegiance to the Flag

Mayor Henderson led the Pledge of Allegiance to the Flag.

1.3 Recognizing Lizzy Morgan for her Extraordinary Bravery During a House Fire

Mayor Henderson presented a certificate of recognition to Lizzy Morgan.

1.4 Proclamation Recognizing Park & Recreation Month (Jesse Dela Cruz, Public Works Maintenance Manager and Alicia O'Leary, Recreation & Events Coordinator)

The proclamation was read by the City Clerk and presented to Staff by the Mayor.

1.5 Contra Costa Library Commission Update (Kevin Armonio)

Kevin Armonio was unable to attend this evening and will reschedule his update.

1.6 California Main Street Update (Brooke Fox, State Coordinator)

This update has been rescheduled to September 8, 2026.

2) PUBLIC COMMENTS

The following individuals provided public comments: William Carpenter, Eric Cortez and Mike Katz-Lacabe.

The following individuals submitted written public comments which will be entered into the record: Kristen Rocheleau and a concerned resident.

3) COUNCILMEMBER COMMENTS

None

4) CONSENT CALENDAR

4.1 **Approve Minutes from the Regular Meeting held June 9, 2026 (Kim Snodgrass, City Clerk)**

It was moved by Vice Mayor Meadows and seconded by Councilmember Williams to approve the Consent Calendar. **AYES:** Henderson, Meadows, Shaw, Williams **ABSENT:** Fuller **NOES:** None **RESULT:** Motion carried (4-0)

5) PUBLIC HEARINGS

5.1 **(Continued from 6/9/2026) Public Hearing to Consider Confirming the Diagrams and Assessments and Ordering the Levy and Collection of the Annual Assessments for Fiscal Year 2026/27 for the City of Oakley Street Lighting and Landscape Assessment District No. 1 (Billilee Saengchalern, Public Works Director/City Engineer)**

Public Works Director/City Engineer Billilee Saengchalern presented the staff report.

Mayor Henderson opened the Public Hearing.

There were no public comments.

There were no property owners wishing to turn in written protests.

Mayor Henderson Closed the Public Hearing.

The City Clerk stated there were no written protests submitted.

It was moved by Vice Mayor Meadows and seconded by Councilmember Shaw to adopt the resolution confirming the diagrams and assessments and ordering the levy and collection of the annual assessments for Fiscal Year 2026-27 for the City of Oakley Street Lighting and Landscape Assessment District No. 1. **AYES:** Henderson, Meadows, Shaw, Williams **ABSENT:** Fuller **NOES:** None **RESULT:** Motion carried (4-0)

6) REGULAR CALENDAR

6.1 **Adopt a Resolution Authorizing the City Manager to Execute an Agreement with Local Edition Marketing, LLC for Public Art Project Development and Management (Joshua McMurray, City Manager)**

City Manager Joshua McMurray presented the staff report.

Tari and Sage Loring Co-Founders of Local Edition Creative provided a presentation.

Vice Mayor Meadows and Councilmembers Williams and Shaw expressed their excitement to move this project forward.

It was moved by Councilmember Williams and seconded by Vice Mayor Meadows to adopt the resolution authorizing the City Manager to execute the agreement for Public Art Project Development and Management for Fiscal Year 2026/2027 **AYES:** Henderson, Meadows, Shaw, Williams **ABSENT:** Fuller **NOES:** None **RESULT:** Motion carried (4-0)

7) REPORTS

7.1 **City Manager** **(a) City Manager** **(b) Business License Update**

City Manager Joshua McMurray reminded everyone that the Joint City Council and Planning Commission meeting to discuss Data Centers is scheduled for July 21, 2026, and announced a vacancy on the Planning Commission. He reported that the 2026 Oakley Leadership Academy will begin soon and announced that the Oakley Civic Access Portal went live today, thanking staff who made it possible. Additionally, he noted that Movies on Main is scheduled for this Friday and that the June business license update was attached to the agenda.

7.2 **Oakley City Council / Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency**

(a) Reports from Council Liaisons to Regional Committees, Commissions and Boards AND Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency

Councilmember Shaw reported attending the Rocki's Chicken Ribbon Cutting, the Juneteenth Celebration, the Beer Aisles second birthday celebration, the Cal Cities East Bay Division and Tri Delta Transit Board meetings, the CitiPAC Cornhole Tournament, Summer Fest, the Hometown Heroes event, and the swearing in of Oakley's newest Police Officer.

Councilmember Williams reported attending the Rocki's Chicken Ribbon Cutting, the Association of Bay Area Governments (ABAG) meeting, the Tri Delta Transit

Board meeting, Summer Fest, the Mayors Conference, and the Hometown Heroes event. She requested Police Chief Beard to talk a little about the Hometown Heroes Event.

Police Chief Paul Beard reported on the Hometown Heroes event, noting the various proclamations and certificates presented to the Oakley Police Department.

Vice Mayor Meadows reported he attended the MCE Board meeting, the Contra Costa Transportation Authority (CCTA) Board meeting, Summer Fest, the Juneteenth Celebration, the CCTA Planning Committee meeting, and the swearing in of Oakley's newest Police Officer.

Mayor Henderson reported attending Summer Fest and Friday Night Bites.

(b) Requests for Future Agendas

Vice Mayor Meadows requested a future agenda item to consider implementing a time limit for public comments during the initial public comment portion of the meeting, with any remaining comments continued to the end of the meeting. Councilmember Shaw supported the request.

8) WORK SESSIONS

8.1 Objective Design Standards Work Session - Work Session to Discuss New Standards for Housing Development (Evan Gorman, Associate Planner)

Associate Planner, Evan Gorman presented the staff report.

Vice Mayor Meadows, Councilmember Williams, Councilmember Shaw and Mayor Henderson provided comments and feedback to staff.

9) CLOSED SESSION

9.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54954.5(e)

Title: City Manager

9.2 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1) ACD TI Oakley, LLC v. Summer Lakes Homeowners Association et al. (and City of Oakley), Contra Costa Superior Court Case No. Case No. C24-0176

Mayor Henderson announced the Closed Session items and mentioned the meeting will adjourn after the Closed Session.

The following individuals submitted written public comments regarding item 9.2 which will be entered into the record: Mark & Antoinette Mayfield, Vicente DeLuca, Andrea Giovinco, Christopher Kurtzer, Jennifer Furer, Rebecca Castro, and Patsy Gottbehuet.

10) ADJOURN

There being no further business, the meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Kim Snodgrass
City Clerk



Minutes of the Special Joint Meeting of the Oakley City Council and Planning Commission Held July 21, 2026

1) CALL TO ORDER AND ROLL CALL

Mayor Henderson called the meeting to order at 6:36 p.m.

The meeting began after a brief delay to resolve a technical issue.

Councilmember Shaw, Councilmember Williams, Vice Mayor Meadows, Mayor Henderson, Commissioner Goudie, Commissioner Ireland, Vice Chair Harvey, and Chair Price were present. Councilmember Fuller was absent.

2) PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Henderson led the Pledge of Allegiance to the Flag.

3) PUBLIC COMMENTS

Online public comments were received from Lori Hayley and Joni Smith. The comments have been entered into the record and are available through the public portal.

4) WORK SESSION

4.1 Data Centers - City Council and Planning Commission Joint Work Session (Ken Strelo, Community Development Director and Derek Cole, City Attorney)

Community Development Director Ken Strelo presented the staff report and explained the Planning Commission's role for the work session.

Staff requested a brief recess at 6:40 p.m. to resolve a technical issue. The meeting resumed at 6:41 p.m.

Councilmember Williams expressed concern regarding data centers operating under a different title and requested ordinance language to prevent that from occurring. She asked whether the ordinance could specify the number of jobs per acre, similar to housing standards. She requested clarification on the Oakley Logistics Center (OLC) -

specifically whether a data center could occupy the site if a tenant moved out and no permanent ban were in place.

Community Development Director Ken Strelo explained that if Council directs staff to draft a full ban, the ordinance would do more than reference the term “data center.” It would describe the use and how the use operates. He acknowledged that home-based data centers had not been evaluated. He also noted that while the Oakley Logistics Center has Planned Unit Development zoning, an expired moratorium without a permanent ban could allow an applicant to request an unclassified use permit for a data center.

Vice Chair Harvey inquired about the costs associated with placing a ballot measure. She suggested classifying all data centers as “H-2” uses and emphasized the importance of protecting local water resources.

Mr. Strelo stated that the City’s current zoning, land use designations, and available land substantially located away from residential areas make the city an unattractive place for large-scale data centers. He noted that Oakley lacks a heavy industrial general plan land use designation and zoning district, leaving few potential sites for large data centers. He further explained that the Municipal Code does not currently include a definition for or listing of data centers therefore, they would be treated as an unclassified use, and there is a process for anybody proposing a use that is not defined in the zoning code. Mr. Strelo said that unlike certain uses, data centers primarily raise land-use and environmental considerations that could support an outright ban, however there are some caveats such as a pending application for a data center, of which there are currently none, or the possibility that such a facility was the only viable use for a property. He considered the latter circumstance unlikely because other industrial or commercial uses would be permitted on land where a data center might locate. Mr. Strelo mentioned that any outright ban should be supported by findings regarding environmental, land-use, and related circumstances to support such a ban, and that no properties within the city would be precluded from developing other reasonable industrial or commercial uses.

Councilmember Shaw inquired if the City moves forward with a permanent ban and has specific findings, it is something the City Attorney works on with staff or if Council would need to determine what those findings would be.

City Attorney Derek Cole clarified that, consistent with standard practice, his office would propose language for Council review, which the Council could then modify or approve. He added that following Council direction, staff could return and formally introduce an ordinance or conduct a focused workshop to refine the proposed direction.

Councilmember Shaw requested an expedited timeline and supported having the City Attorney draft the language. She stated that she would like to be sure there are no loopholes, noting that the ordinance should define and prohibit the operational characteristics of data centers, thereby preventing similar uses from operating under another name.

Mr. Cole responded that the draft ordinance could define data centers both specifically and broadly to capture similar uses operating under different names.

Commissioner Ireland asked whether the ordinance could also address the external effects of what it is operating from an objective criteria standpoint. He noted that public comments highlighted concerns regarding water usage, noise, power consumption, and environmental risks associated with batteries and backup fuel storage systems.

Mr. Cole confirmed that the ordinance could identify those objective factors. He noted that based on his experience drafting ordinances, a focused workshop could be helpful to allow discussion of specific concerns.

Councilmember Shaw asked whether the workshop could be held jointly with the Planning Commission.

Mr. Cole confirmed that the workshop could be conducted jointly with the Planning Commission.

Councilmember Williams inquired if we hold a joint workshop, whether it would still require a first and second reading of the ordinance.

Mr. Cole responded that it would go before the Planning Commission for a recommendation under zoning ordinance procedures, then proceed to the City Council for introduction and return to the City Council for adoption, requiring three meetings.

Councilmember Williams inquired whether completing the process by the end of the year was realistic based on the proposed timeline.

Mr. Cole stated that completing the process by year-end would be ambitious. He noted that a workshop likely would not occur before September, after which the Planning Commission would need to make a recommendation before the City Council meeting could be noticed under the mandatory 20-day publication requirement.

Online written comments were submitted by: Jaana Hansen, Kelly Marvin, Robert Marvin, and Juliana M. Williams. The comments were entered into the record and are available through the public portal.

The following individuals provided in-person public comments:

Jon Basinger suggested offering educational information to students regarding data centers.

Randy Sullivan opposed additional large warehouses and data centers. They stated that their water and PG&E bills had doubled since they moved to Oakley and expressed concern about the loss of the community's small-town character.

Jasper Willowbrook urged the Council to consider the Pittsburg data center and questioned the need to have data centers that close together using the same power

source. They mentioned the devastating effects data centers are having all over the world and recommended an outright ban.

Cherie Cabral, representing the California Construction Labor Management Trust, identified herself as a 30-year resident of Contra Costa County and stated that data centers are established critical infrastructure and that more than 65 percent are smaller than a Home Depot. They acknowledged that such facilities may not be our favorite things to have nearby but said they support jobs and quality of life. They encouraged the Council to regulate data-center development through the planning process rather than impose an outright ban.

Melinda Mora stated they are a Pittsburg resident here supporting the ban on data centers. They were excited to hear that they (the Planning Commission and City Council) all agree on what the definition of a data center is and stated that additional facilities were unnecessary given current environmental impacts.

Louis Gentry stated that facilities of the scale under discussion were unnecessary. In addition to previously identified concerns, they mentioned they are also concerned with the amount of electronic waste generated and supports a data center ban.

Councilmember Shaw stated she is in support of a permanent ban. She expressed support for labor unions, but emphasized the need to consider long-term impacts. She cited the change in technology and concerns regarding AI data centers. She stated that she is unwilling to take the risk and would like to see it done sooner rather than later noting that residents have waited long enough.

Councilmember Williams stated that data centers do not bring enough jobs to justify approval. She also raised concerns about impacts from home-based versions of data centers, noting that those have not been addressed. She emphasized there is no need for it here and we have the luxury of being able to stop it and supports proceeding with the ban, streamlining and accelerating the process and ensuring the ordinance contains no loopholes.

Chair Price stated his support for proceeding with a ban and encouraged staff and the City Attorney to bring this to the Planning Commission and City Council.

Vice Mayor Meadows stated he would like staff to come back with more information on the health effects that any potential data centers would have on the community and the appropriate distance they should be from residential areas.

Vice Chair Harvey stated she supports a full ban on data centers and re-iterated she would like to see them classified as "H-2."

Mayor Henderson stated he supports the ban and would like to see this continue at a pace to be completed by the end of the year. He stated he supports a second focused workshop.

Commissioner Ireland stated he would like to see the workshop proceed as quickly as possible while considering the objective criteria and protecting accessory uses. He noted that he would like to see more details on the health effects and stated he supports a full ban.

The City Council and Planning Commission agreed to hold a second joint workshop that would focus on an ordinance establishing an outright ban.

Community Development Director Ken Strelo summarized the final consensus direction to confirm how staff and the City Attorney should proceed. He reported staff understood the final direction to hold another work session to focus on the health effects on nearby residential areas, look at draft ordinance language, and to proceed with a ban by year's end. No further clarification or direction was provided to Staff.

ADJOURN

There being no further business, the mayor adjourned the meeting in honor of Rohan Sharma at 7:51 p.m.

Respectfully Submitted,

Kim Snodgrass
City Clerk

Date: July 15, 2026
To: Mayor and City Councilmembers
From: Derek P. Cole, City Attorney
Subject: Closed Session Report-Out Memo

For Consideration at the City Council Meeting of August 11, 2026

Background and Analysis

The City Council considered the following closed session items during its Special meeting held July 14, 2026:

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One potential case

Direction was provided to staff. There was no reportable action.

Fiscal Impact

None.

Recommendation

Receive and file this report.

Attachments

None



Date: July 15, 2026
To: Mayor and City Councilmembers
From: Derek P. Cole, City Attorney
Subject: Closed Session Report-Out Memo

For Consideration at the City Council Meeting of August 11, 2026

Background and Analysis

The City Council considered the following closed session items during its Regular meeting held July 14, 2026:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code Section 54954.5(e)
Title: City Manager

Report out: The City Council received and discussed a second confidential investigation report regarding allegations the City Manager made concerning Councilmember Fuller. Consistent with its previous actions concerning the first investigation report prepared in September 2025 in this matter, the Council further directed the City Attorney to waive the attorney-client privilege and work-product protections concerning the second report, but with redactions of the names and statements of witnesses or third parties whose privacy interests would be adversely affected by disclosure. The City Council further directed the redaction of any passages or statements within the report that would reasonably lead to the identification of any witnesses or third parties mentioned in the report. The City Attorney, before releasing the report, was directed to present the redactions to Mayor Henderson and Councilmember Shaw for their determination redactions have been made in accordance with the City Council's direction. The Motion to waive privilege and work-product protections, subject to the directed redactions and redaction procedure, was made by Councilmember Shaw and seconded by Councilmember Williams. Mayor Henderson and Councilmembers Shaw, Williams and Meadows voted "Yes." Councilmember Fuller was absent. The motion carried 4-0-0, with one member absent.

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CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code Section 54956.9(d)(1)

ACD TI Oakley, LLC v. Summer Lake Homeowners Association et al. (and City of Oakley), Contra Costa Superior Court Case No. Case No. C24-0176

Report out: On motion by Councilmember Williams and second by Councilmember Meadows, the City Council authorized the settlement of the Summer Lake Homeowner Association's cross-claim against the City in this action for a payment of \$25,000, in exchange for standard mutual releases, without an admission of liability, and with each party bearing its fees and costs, subject to approval as to form by the City Attorney. The City Manager was authorized to execute the Settlement Agreement for the City upon receipt of the City Attorney's as-to-form approval. Mayor Henderson and Councilmembers Williams and Meadows voted "Yes"; Councilmember Shaw abstained from voting; and Councilmember Fuller was absent. The motion carried 3-0-1, with one member absent.

As part of its Motion, the City Council directed the City Manager to prepare and issue a statement explaining the City's reasoning for settling this action. That statement is attached as **Attachment A** to this memorandum.

Fiscal Impact

None.

Recommendation

Receive and file this report.

Attachments

Attachment A. Statement Regarding Settlement of Summer Lake Homeowner Association Cross-Claim



ATTACHMENT A

ACD-TI Oakley, LLC (“ACD-TI”) filed a Legal Action on July 3, 2024. In ACD-TI’s Complaint, ACD-TI asserted causes of action against the Summer Lake Homeowners Association (Association) and a separate defendant, Shea Homes Limited Partnership. In response to the filing of ACD-TI’s Complaint, the Association filed a Cross-Complaint on September 19, 2024, and then a First Amended Cross-Complaint on October 2, 2024, asserting causes of action against a number of third parties including the City (“Cross-Complaint”). The Association’s only cross-claim against the City.

Trial in the Legal Action was scheduled to begin on October 12, 2026. Through a mediator, the Association in June 2026 communicated an offer to settle the Association’s Cross-Complaint against the City for \$25,000. On July 14, 2026, during its regular City Council meeting, the City Council for the City accepted this offer.

This summary provides additional information regarding the Association's Settlement Agreement. On July 3, 2024 the City filed a Motion for Summary Judgement to with the Superior Court. of the State of California, County of Contra Costa. The bases for the filing was that both the East Cypress Corridor Specific Plan and its associated Drainage Master Plan policy where were policy documents and not projects in that they guide the development of the plan area with policy and direction. These plans did not commit to the City to installing improvements related to drainage, but rather provided direction for when the future development of the plan properties happened.

It should also be noted that the Association also settled with dismissed Reclamation District 799 and the Oakley Union Elementary School District, which were both named in cross-claims along with the City.

The City Council, despite its belief in the merit of the City’s litigation position, authorized this settlement to resolve and move beyond any conflict with the Association. In authorizing the settlement, the Council hopes the remaining parties to the lawsuit can also resolve their differences in a manner that respects the need for cooperation and the orderly buildout of the East Cypress Corridor.



DATE: August 11, 2026
TO: Joshua McMurray, City Manager
FROM: Jeri Tejada, Administrative Service Director
SUBJECT: Receive the City of Oakley Quarterly Investment Report (4th Quarter FY 25/26)

Approved and
Forwarded to the
City Council

Background and Analysis

California law and the City's Investment Policy require the City's fiscal officer to submit a quarterly investment report to the City Council at the end of each quarter. The report should contain information on all securities held and include a statement denoting the ability of the local agency to meet its expenditure requirements for the next six months.

The City invests in the bond market and utilizes a third party, PFM, to manage these investments. The bond market represents debt owed by a company or government to investors, different from the investment in the stock market which represents ownership in a corporation. The California Government Code prohibits public agencies from investing in the stock market, except for funds specifically designated as pension or OPEB funds. In addition, public agencies are limited to fixed-income bonds and investment instruments, in which the City lends money to governments (U.S. Treasury, municipal issuers, federal agencies such as Fannie Mae and Freddie Mac) or to corporations rated "A" or better, in exchange for semiannual interest payments and the return of the bond's par value at maturity.

The corporations and institutions in which the City currently holds investments can be found on pages 21 - 23 of the attached investment report. While volatility exists in the bond market, the volatility in the bond market is much less than what is experienced in the stock market.

Volatility in the City's portfolio is mitigated in a number of ways, including purchasing only from issuers with high credit quality, purchasing securities with maturities of 5 years or less, and maintaining a portfolio that is diversified by sector and issuer. Additionally, because bonds have a stated maturity date, when the investor is returned the par value of the investment, unlike investment in the equity market, volatility diminishes as a security gets closer to maturity.



Consistency with the Oakley Strategic Plan 27+

This agenda item is consistent with the Strategic Plan 27+ goal for the City of Oakley to leverage its financial resources for the long-term benefit of our residents and businesses while maintaining sufficient reserves to provide stability and ensure a successful future.

Fiscal Impact

City resources are organized and accounted for on a fund basis with some of those funds being restricted for specified uses and others that are unrestricted. For investment purposes, however, the funds are invested as a pool. The Investment Report for the Period Ending June 30, 2026, attached shows a combined pool balance of \$115,146,599. In the fourth quarter, the pool accrued interest earnings totaling \$676,532, an increase from \$610,270 at the close of the previous quarter.

Our investments continue to yield interest at the purchase cost rate, averaging 3.84% for the quarter ending June 30, 2026, as detailed in the PFM investment report.

Staff Recommendation

Staff recommends the City Council receive the investment report for the 4th Quarter of Fiscal Year 2025-2026.

Attachments

1. City of Oakley Investment Report for the quarter ended June 30, 2026
2. FY 2026 City Investment Worksheet





City of Oakley

Investment Performance Review For the Quarter Ended June 30, 2026

Client Management Team	PFM Asset Management A division of U.S. Bancorp Asset Management, Inc	
Allison Kaune, Relationship Manager Rachael Miller, Client Consultant	1 California Street Ste. 1000 San Francisco, CA 94111-5411 415-393-7270	213 Market Street Harrisburg, PA 17101-2141 717-232-2723

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For Institutional Investor or Investment Professional Use Only - This material is not for inspection by, distribution to, or quotation to the general public

Market Summary

Summary

- The second quarter of 2026 began with heightened concerns surrounding the conflict in the Middle East, rising energy prices, and inflationary consequences of supply disruptions. As the quarter progressed, easing geopolitical tensions and a pullback in oil prices improved investor sentiment, allowing markets to refocus on economic fundamentals and monetary policy.
- The quarter marked a significant transition at the Federal Reserve (Fed). The Federal Open Market Committee (FOMC) held its target range unchanged at 3.50% to 3.75% at Kevin Warsh's first meeting as Fed Chair. As expected, the Fed removed all forward guidance, signaling a more data-dependent approach. The June "dot plot" also shifted more hawkish, with nine policymakers projecting at least one rate hike in 2026. Given current market pricing, we see value in the front-end of the yield curve.

Economic Snapshot

- Labor market conditions normalized as payroll growth slowed and wage gains moderated, particularly among lower-income households. Despite this cooling, job openings remained elevated and layoffs historically low, reinforcing a "low-hire, low-fire" environment. While conditions are softening, we view the labor market as normalizing rather than deteriorating.
- Economic growth remained supported by business investment, while consumer spending made its weakest contribution to gross domestic product (GDP) in several years. Declining savings rates and slowing wage gains suggest continued moderation in consumption. Technology, software, and AI-related capital expenditures continue to support business activity and productivity expectations. At the same time, strong demand for computing infrastructure has contributed to inflationary pressures in select technology segments. We expect economic growth to remain near current trends, with business investment offsetting signs of moderating consumer demand.
- Inflation remained above the Fed's target throughout the quarter with headline inflation accelerating, driven primarily by higher energy prices. Core measures remained elevated as services inflation showed limited signs of improvement. Importantly, long-run inflation expectations stayed relatively well anchored despite higher headline readings. We believe headline inflation may be at or near its peak as energy prices retreat, but persistently elevated core inflation remains a concern for the Fed as it determines the near-term path of policy rates.

Interest Rates

- U.S. Treasury yields rose across the curve during the second quarter as markets repriced the Fed's policy path amid energy-driven inflation concerns and a more

hawkish outlook. The move was led by shorter maturities, particularly the 2-year Treasury, as markets reduced expectations for policy easing and increased the probability of additional rate hikes.

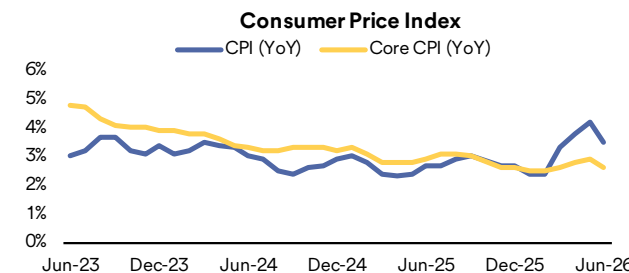
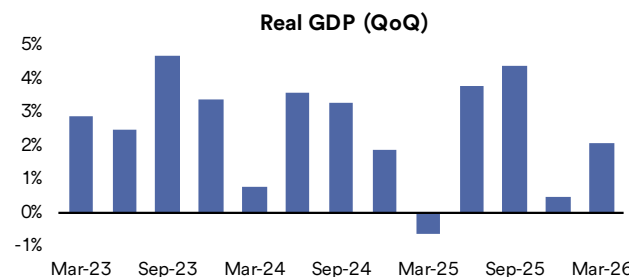
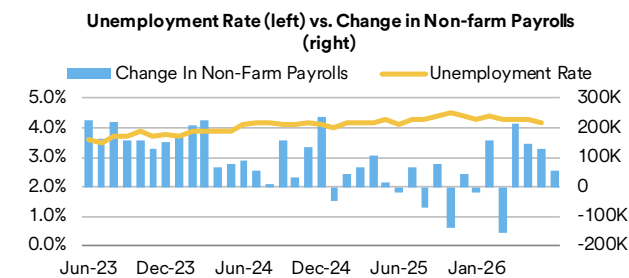
- The 3-month U.S. Treasury ended the quarter at 3.81%, 14 bps higher. The 2-, 5-, and 10-year U.S. Treasuries ended the quarter at 4.17%, 4.23%, and 4.47%, representing increases of +38 bps, +28 bps, and +15 bps, respectively.
- Bond indices delivered mixed performance during the quarter as rising yields weighed on valuations, while elevated income supported returns. The ICE BofA 3-month and 2-year U.S. Treasury indices returned 0.88% and 0.27%, respectively. The 5-year U.S. Treasury index declined 0.17%, while the 10-year returned 0.13%, as higher income in longer maturities helped offset valuation headwinds.

Sector Performance

- Excess returns were generally positive during the quarter as improving sentiment surrounding Middle East negotiations supported spread products. Despite robust issuance volumes, corporate bonds were the strongest performing sector, outperforming both asset-backed and mortgage-backed securities.
- Federal agency and supranational issuance remained limited throughout the quarter, helping keep spreads near historically tight levels. Limited supply is likely to constrain excess return opportunities going forward.
- Investment-grade corporate bonds benefited from strong investor demand and healthy corporate fundamentals. Credit spreads tightened toward historically rich valuations, supporting excess returns during Q2. While fundamentals remain favorable, limited spread compression remains. We expect income generation and carry to be the primary contributors to returns going forward.
- AAA-rated asset-backed securities continued to benefit from resilient collateral performance and strong investor demand. Although spreads tightened and valuations became less compelling, we remain constructive on the sector given its diversification benefits and favorable fundamentals. We believe security selection will become increasingly important as spreads remain below long-term averages.
- Agency-backed mortgage-backed securities generated positive excess returns as demand remained strong and interest-rate volatility moderated. Agency CMBS also performed well, benefiting from favorable technical conditions. Despite recent performance, we continue to view valuations as rich relative to historical levels which may limit future excess return opportunities.
- Given our expectation that the Fed will remain on hold into 2027, we continue to view all-in yields as attractive across fixed income sectors. However, with valuations historically rich, we expect income generation, carry, and security selection drive returns.

Economic Snapshot

Labor Market		Latest	Mar-26	Jun-25
Unemployment Rate	Jun-26	4.2%	4.3%	4.1%
Change In Non-Farm Payrolls	Jun-26	57,000	214,000	-20,000
Average Hourly Earnings (YoY)	Jun-26	3.5%	3.4%	3.9%
Personal Income (YoY)	May-26	3.8%	3.3%	4.3%
Initial Jobless Claims (week)	7/4/26	215,000	203,000	231,000
Growth				
Real GDP (QoQ SAAR)	2026Q1	2.1%	0.5% ¹	-0.6% ²
GDP Personal Consumption (QoQ SAAR)	2026Q1	0.5%	1.9% ¹	0.6% ²
Retail Sales (YoY)	May-26	6.9%	4.2%	4.4%
ISM Manufacturing Survey (month)	Jun-26	53.3	52.7	49.0
Existing Home Sales SAAR (month)	Jun-26	4.09 mil.	4.01 mil.	3.98 mil.
Inflation/Prices				
Personal Consumption Expenditures (YoY)	May-26	4.1%	3.5%	2.6%
Consumer Price Index (YoY)	Jun-26	3.5%	3.3%	2.7%
Consumer Price Index Core (YoY)	Jun-26	2.6%	2.6%	2.9%
Crude Oil Futures (WTI, per barrel)	Jun 30	\$69.50	\$101.38	\$65.11
Gold Futures (oz.)	Jun 30	\$4,039	\$4,648	\$3,308



1. Data as of Fourth Quarter 2025.

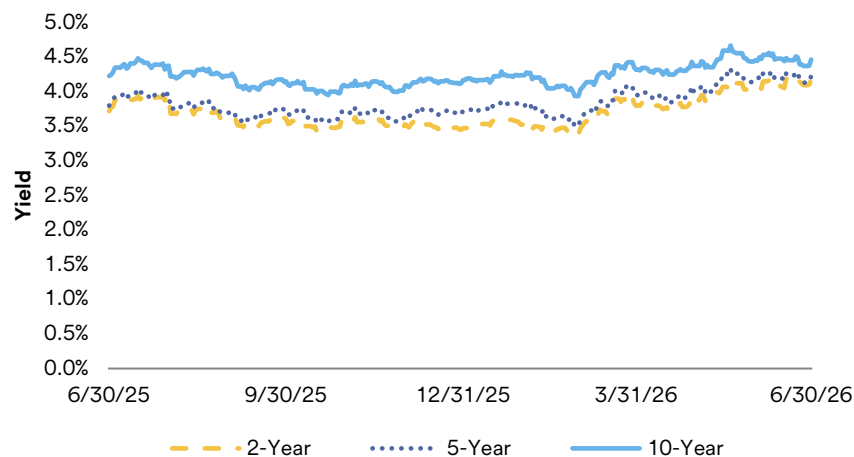
2. Data as of First Quarter 2025.

Note: YoY = year-over-year, QoQ = quarter-over-quarter, SAAR = seasonally adjusted annual rate, WTI = West Texas Intermediate crude oil.

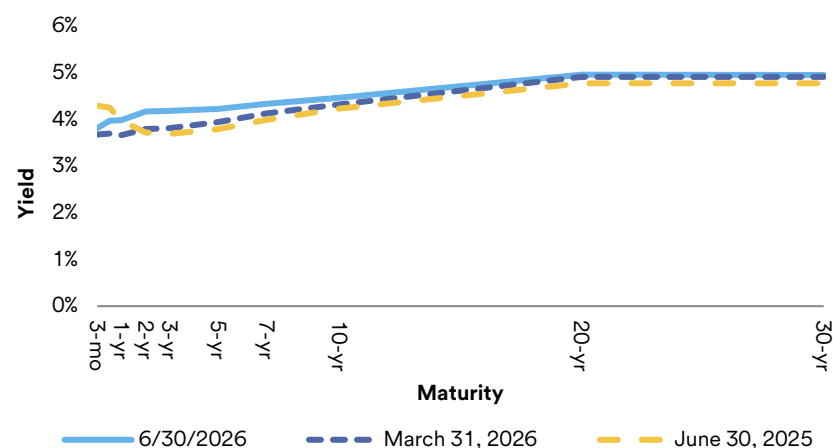
Source: Bloomberg Finance L.P.

Interest Rate Overview

U.S. Treasury Note Yields



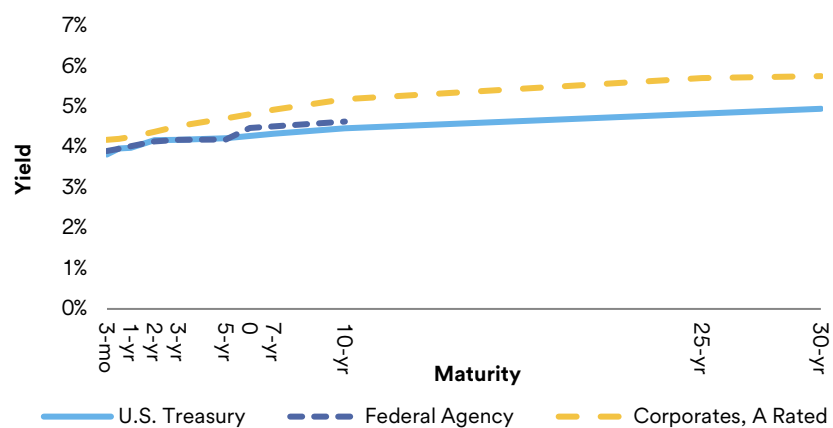
U.S. Treasury Yield Curve



U.S. Treasury Yields

Maturity	Jun-26	Mar-26	Change over Quarter	Jun-25	Change over Year
3-Month	3.81%	3.67%	0.14%	4.29%	(0.48%)
1-Year	3.97%	3.65%	0.32%	3.97%	0.00%
2-Year	4.17%	3.79%	0.38%	3.72%	0.45%
5-Year	4.23%	3.94%	0.28%	3.80%	0.43%
10-Year	4.47%	4.32%	0.15%	4.23%	0.24%
30-Year	4.95%	4.91%	0.04%	4.77%	0.18%

Yield Curves as of June 30, 2026



Source: Bloomberg Finance L.P.

ICE BofA Index Returns

As of 06/30/2026

Returns for Periods ended 06/30/2026

June 30, 2026	Duration	Yield	3 Month	1 Year	3 Years
1-3 Year Indices					
U.S. Treasury	1.82	4.16%	0.39%	2.94%	4.37%
Federal Agency	1.63	4.12%	0.47%	3.17%	4.49%
U.S. Corporates, A-AAA rated	1.86	4.54%	0.76%	3.71%	5.28%
Agency MBS (0 to 3 years)	1.70	4.67%	0.47%	3.77%	4.94%
Taxable Municipals	1.46	4.34%	0.72%	3.89%	5.11%
1-5 Year Indices					
U.S. Treasury	2.52	4.17%	0.23%	2.71%	4.30%
Federal Agency	2.31	4.14%	0.33%	2.99%	4.46%
U.S. Corporates, A-AAA rated	2.68	4.62%	0.71%	3.65%	5.47%
Agency MBS (0 to 5 years)	2.78	4.83%	0.42%	3.97%	5.26%
Taxable Municipals	2.40	4.39%	0.52%	4.08%	5.01%
Master Indices (Maturities 1 Year or Greater)					
U.S. Treasury	6.02	4.38%	0.34%	2.75%	3.08%
Federal Agency	3.34	4.23%	0.38%	3.32%	4.42%
U.S. Corporates, A-AAA rated	6.67	5.05%	1.19%	4.12%	4.92%
Agency MBS (0 to 30 years)	5.53	4.96%	0.59%	5.24%	4.58%
Taxable Municipals	8.68	5.24%	1.11%	5.44%	4.20%

Returns for periods greater than one year are annualized.

Source: ICE BofA Indices.

Disclosures

Indices shown are not available for investment. The index data reference herein is the property of the index provider and/or its licensors. The index provider assumes no liability in connections with its use and does not sponsor, endorse or recommend the products or services contained herein. Index returns do not reflect payment of any sales charges or fees an investor would pay to purchase the securities they represent. The imposition of these fees and charges would cause investment performance to be lower than the performance shown.

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PFM Asset Management serves clients in the public sector and is a division of U.S. Bancorp Asset Management, Inc., which is the legal entity providing investment advisory services. U.S. Bancorp Asset Management, Inc. is a registered investment adviser, a direct subsidiary of U.S. Bank N.A. and an indirect subsidiary of U.S. Bancorp. U.S. Bank N.A. is not responsible for and does not guarantee the products, services, or performance of U.S. Bancorp Asset Management, Inc.

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Portfolio Review: CITY OF OAKLEY

Certificate of Compliance

During the reporting period for the quarter ended June 30, 2026, the account(s) managed by PFM Asset Management ("PFMAM") were in compliance with the applicable investment policy and guidelines as furnished to PFMAM.

Acknowledged : *PFM Asset Management, a division of U.S. Bancorp Asset Management, Inc.*

Note: Pre- and post-trade compliance for the account(s) managed by PFM Asset Management is provided via Bloomberg Financial LP Asset and Investment Management ("AIM").

Account Summary

City of Oakley - City of Oakley - 6111-01			
Portfolio Values	June 30, 2026	Analytics ¹	June 30, 2026
CAMP Managed Account	\$32,615,402	Yield at Market	4.19%
CAMP Pool	\$158,128	Yield on Cost	3.84%
Amortized Cost	\$32,727,014	Portfolio Duration	2.08
Market Value	\$32,615,402	CAMP Pool 7-Day Yield	3.78%
Accrued Interest	\$299,901		
Cash	\$0		

1. Yield at market, yield on cost, and portfolio duration only include investments held within the separately managed account(s), excludes balances invested in overnight funds.

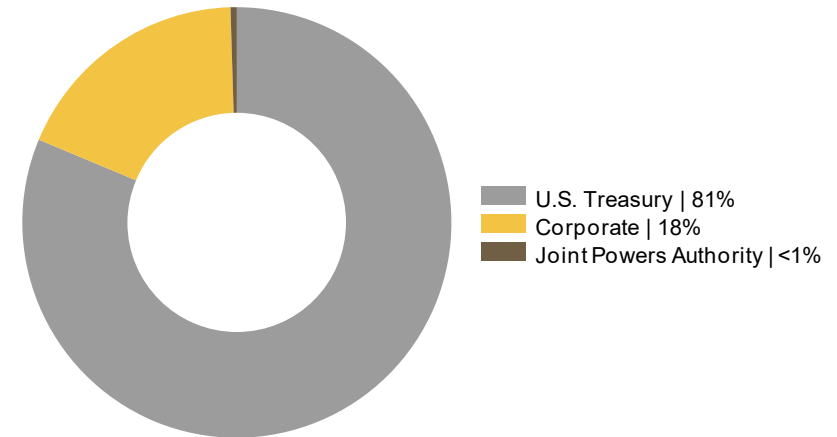
2. The current 7-day yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed.

Consolidated Summary

Account Summary

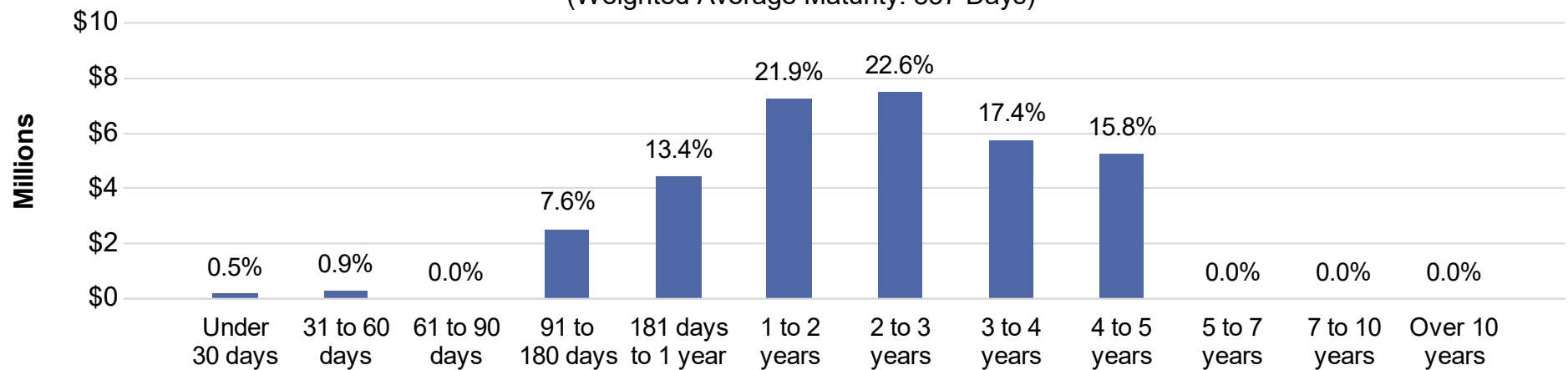
CAMP Managed Account	\$32,915,303
CAMP Pool	\$158,128
Total Program	\$33,073,431

Sector Allocation



Maturity Distribution

(Weighted Average Maturity: 837 Days)



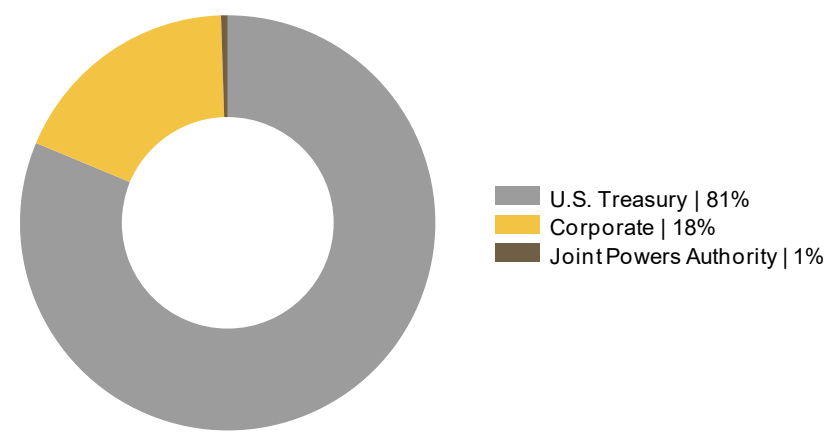
1. Account summary and sector allocation include market values, accrued interest, and overnight balances. Maturity distribution includes market values and excludes accrued interest and overnight balances

Portfolio Snapshot - CITY OF OAKLEY¹

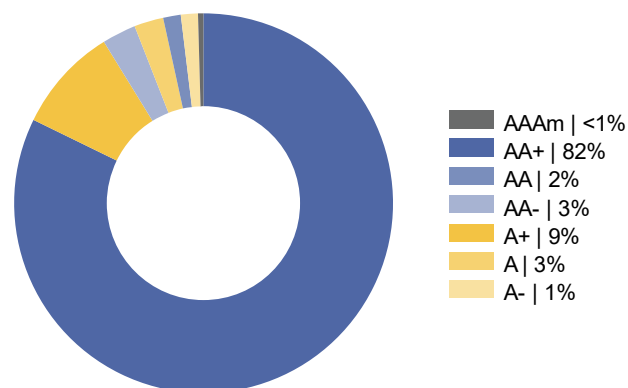
Portfolio Statistics

Total Market Value	\$33,073,430.83
Managed Account Sub-Total	\$32,615,401.84
Accrued Interest	\$299,900.94
Pool	\$158,128.05
Portfolio Effective Duration	2.08 years
Benchmark Effective Duration	2.01 years
Yield At Cost	3.84%
Yield At Market	4.19%
Portfolio Credit Quality	AA

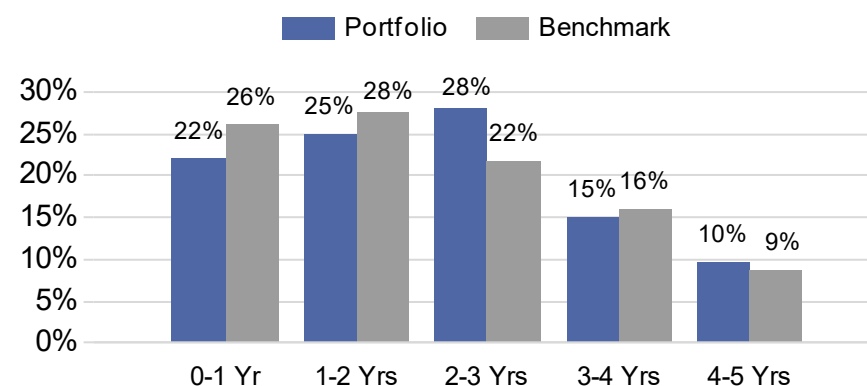
Sector Allocation



Credit Quality - S&P



Duration Distribution



¹. Total market value includes accrued interest and balances invested in CAMP, as of June 30, 2026.

Yield and duration calculations exclude balances invested in CAMP.

The portfolio's benchmark is currently the 0-5 year U.S. Treasury Index. Prior to 03/31/24 it was the 1-5 year U.S. Treasury Index. Source: Bloomberg Financial LP.

An average of each security's credit rating was assigned a numeric value and adjusted for its relative weighting in the portfolio.

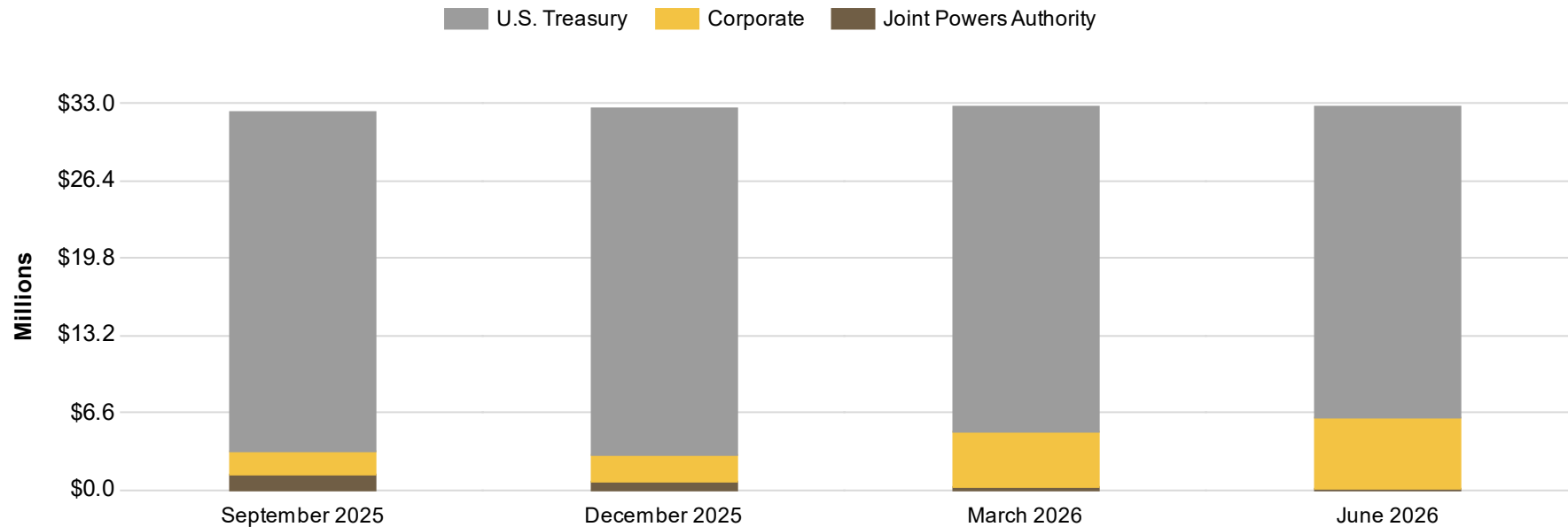
Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
U.S. Treasury	81.7%	
United States Treasury	81.7%	AA / Aa / AA
Corporate	18.3%	
Abbott Laboratories	1.5%	A / Aa / NR
Alphabet Inc	0.9%	AA / Aa / NR
Amazon.com Inc	1.5%	AA / A / AA
AstraZeneca PLC	0.8%	A / A / NR
Bank of America Corp	0.7%	A / A / AA
Bank of New York Mellon Corp	0.3%	A / Aa / AA
Caterpillar Inc	0.1%	A / A / A
Charles Schwab Corp	0.8%	A / A / A
Eli Lilly & Co	1.4%	AA / Aa / NR
JPMorgan Chase & Co	1.5%	A / A / AA
Mastercard Inc	0.7%	A / Aa / NR
Merck & Co Inc	1.5%	A / Aa / NR
Morgan Stanley	1.5%	A / Aa / AA
Novartis AG	1.5%	AA / Aa / NR
Salesforce Inc	0.8%	A / A / NR
Target Corp	0.7%	A / A / NR
Texas Instruments Inc	0.9%	A / Aa / NR
TotalEnergies SE	1.5%	A / Aa / NR
Total	100.0%	

Ratings shown are calculated by assigning a numeral value to each security rating, then calculating a weighted average rating for each security type / issuer category using all available security ratings, excluding Not-Rated (NR) ratings. For security type / issuer categories where a rating from the applicable NRSRO is not available, a rating of NR is assigned. Includes accrued interest and excludes balances invested in overnight funds.

Sector Allocation Review

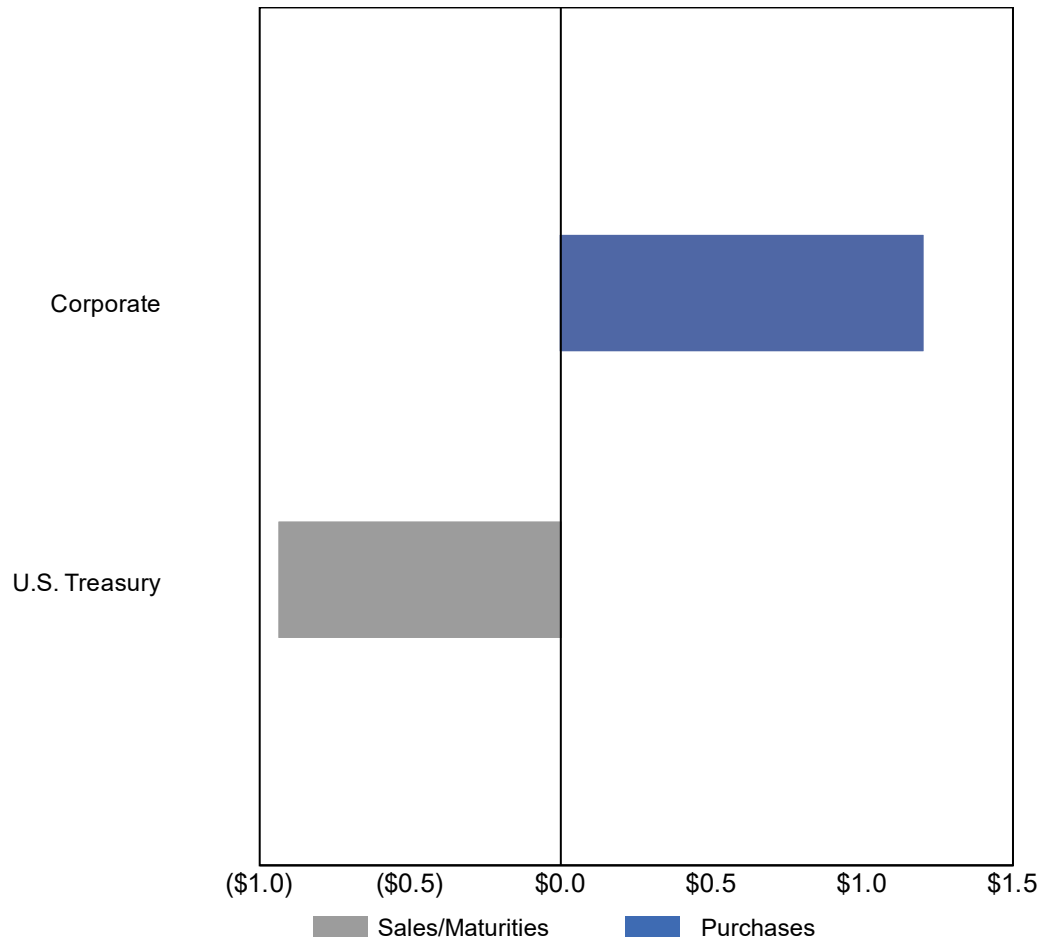
Security Type	Sep-25	% of Total	Dec-25	% of Total	Mar-26	% of Total	Jun-26	% of Total
U.S. Treasury	\$29.0	90.0%	\$29.6	91.0%	\$27.7	84.7%	\$26.6	81.3%
Corporate	\$2.0	6.1%	\$2.2	6.8%	\$4.8	14.7%	\$6.0	18.2%
Joint Powers Authority	\$1.3	3.9%	\$0.7	2.2%	\$0.2	0.6%	\$0.2	0.5%
Total	\$32.3	100.0%	\$32.6	100.0%	\$32.7	100.0%	\$32.8	100.0%



Market values, excluding accrued interest. Only includes fixed-income securities held within the separately managed account(s) and LGIPs managed by PFAM. Detail may not add to total due to rounding.

Portfolio Activity

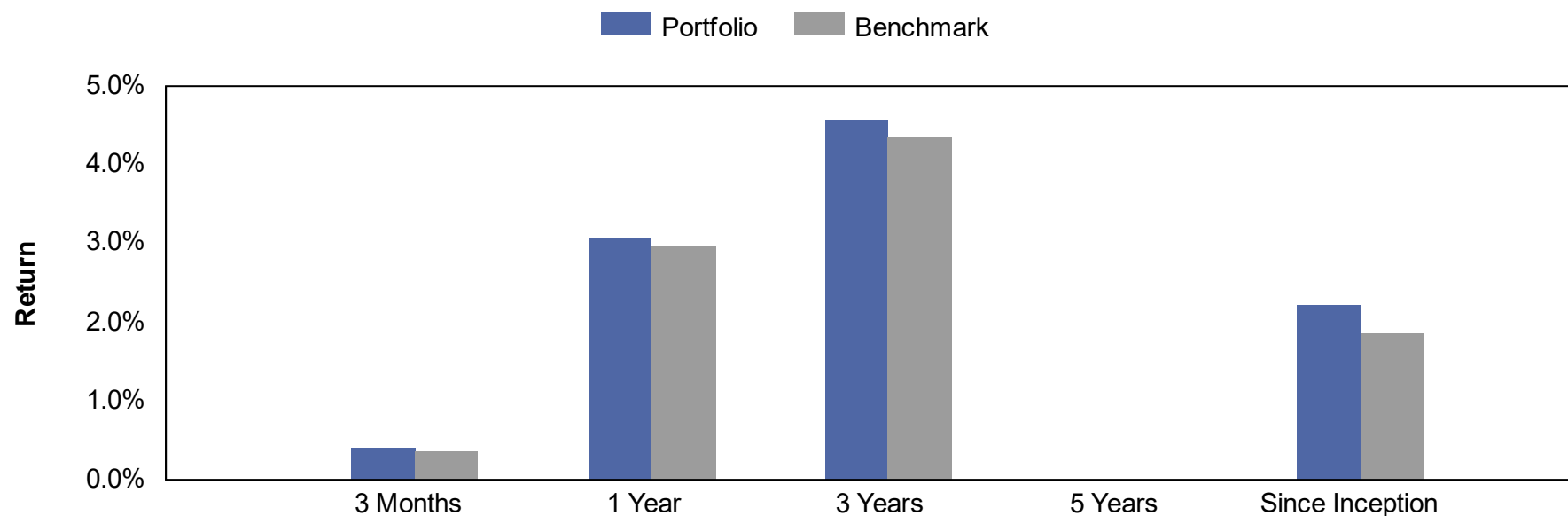
Net Activity by Sector
(\$ millions)



Sector	Net Activity
Corporate	\$1,201,179
U.S. Treasury	(\$930,000)
Total Net Activity	\$271,179

Based on total proceeds (principal and accrued interest) of buys, sells, maturities, and principal paydowns. Detail may not add to total due to rounding.

Portfolio Performance



Market Value Basis Earnings	3 Months	1 Year	3 Years	5 Years	Since Inception ¹
Interest Earned ²	\$293,320	\$1,049,167	\$2,335,354	-	\$2,748,325
Change in Market Value	(\$158,457)	(\$57,362)	\$1,827,988	-	\$581,052
Total Dollar Return	\$134,863	\$991,805	\$4,163,342	-	\$3,329,377
Total Return³					
Portfolio	0.41%	3.09%	4.58%	-	2.21%
Benchmark ⁴	0.37%	2.97%	4.34%	-	1.86%

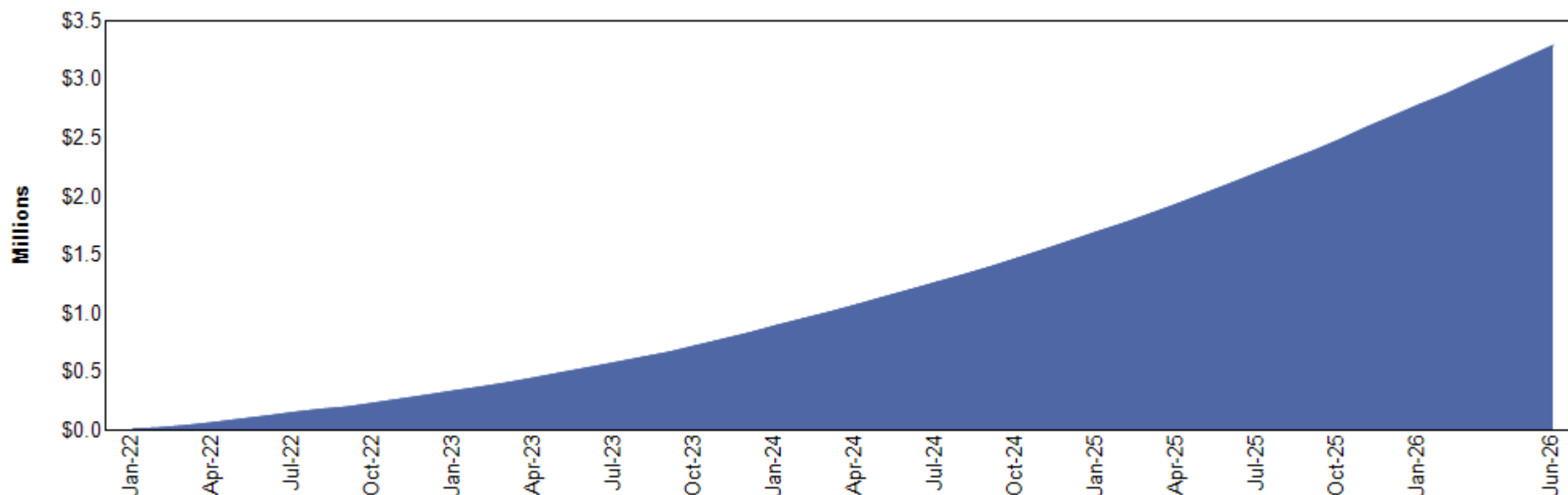
1. The lesser of 10 years or since inception is shown. Since inception returns for periods one year or less are not shown. Performance inception date is December 31, 2021.

2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.

3. Returns for periods one year or less are presented on a periodic basis. Returns for periods greater than one year are presented on an annualized basis.

4. The portfolio's benchmark is currently the 0-5 year U.S. Treasury Index. Prior to 03/31/24 it was the 1-5 year U.S. Treasury Index. Source: Bloomberg Financial LP.

Accrual Basis Earnings



Accrual Basis Earnings	3 Months	1 Year	3 Years	5 Year	Since Inception ¹
Interest Earned ²	\$293,320	\$1,049,167	\$2,335,354	-	\$2,748,325
Realized Gains / (Losses) ³	-	\$20,101	\$15,735	-	(\$6,212)
Change in Amortized Cost	\$16,579	\$106,654	\$403,010	-	\$548,771
Total Earnings	\$309,899	\$1,175,923	\$2,754,099	-	\$3,290,883

1. The lesser of 10 years or since inception is shown. Performance inception date is December 31, 2021.

2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.

3. Realized gains / (losses) are shown on an amortized cost basis.

Portfolio Holdings and Transactions

Issuer Distribution As of June 30, 2026

Issuer	Market Value (\$)	% of Portfolio
UNITED STATES TREASURY	26,649,381	81.32 %
MORGAN STANLEY	493,469	1.52 %
AMAZON.COM INC	492,328	1.50 %
ABBOTT LABORATORIES	487,276	1.49 %
TOTALENERGIES SE	476,828	1.45 %
NOVARTIS AG	476,491	1.45 %
MERCK & CO INC	475,777	1.45 %
JPMORGAN CHASE & CO	475,186	1.45 %
ELI LILLY & CO	471,344	1.44 %
ALPHABET INC	299,273	0.91 %
TEXAS INSTRUMENTS INC	280,201	0.85 %
CHARLES SCHWAB CORP	250,471	0.76 %
SALESFORCE INC	249,871	0.76 %
ASTRAZENECA PLC	243,991	0.74 %
MASTERCARD INC	225,693	0.69 %
TARGET CORP	222,372	0.68 %
BANK OF AMERICA CORP	222,266	0.68 %
CAMP POOL	158,128	0.48 %
BANK OF NEW YORK MELLON CORP	88,746	0.27 %
CATERPILLAR INC	34,440	0.11 %
Grand Total	32,773,530	100.00 %

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY N/B DTD 09/30/2021 0.875% 09/30/2026	91282CCZ2	2,510,000.00	AA+	Aa1	10/13/2021	10/14/2021	2,487,939.45	1.06	5,520.63	2,508,892.10	2,491,827.60
US TREASURY N/B DTD 02/15/2024 4.125% 02/15/2027	91282CKA8	1,875,000.00	AA+	Aa1	3/28/2025	3/31/2025	1,880,786.13	3.95	29,057.32	1,876,969.04	1,876,087.50
US TREASURY N/B DTD 04/30/2020 0.500% 04/30/2027	912828ZN3	835,000.00	AA+	Aa1	8/3/2022	8/4/2022	744,813.48	2.96	703.40	819,204.33	810,863.49
US TREASURY N/B DTD 06/17/2024 4.625% 06/15/2027	91282CKV2	1,475,000.00	AA+	Aa1	3/30/2026	3/31/2026	1,488,770.51	3.82	2,982.24	1,485,952.56	1,482,099.18
US TREASURY N/B DTD 08/15/2024 3.750% 08/15/2027	91282CLG4	775,000.00	AA+	Aa1	2/12/2025	2/18/2025	763,526.37	4.38	10,918.51	769,673.64	771,669.83
US TREASURY N/B DTD 08/15/2017 2.250% 08/15/2027	9128282R0	875,000.00	AA+	Aa1	9/6/2022	9/7/2022	826,567.38	3.48	7,396.41	863,986.48	856,884.88
US TREASURY N/B DTD 09/30/2025 3.500% 09/30/2027	91282CPB1	2,360,000.00	AA+	Aa1	9/29/2025	9/30/2025	2,354,007.81	3.63	20,762.84	2,356,213.87	2,341,469.28
US TREASURY N/B DTD 01/31/2023 3.500% 01/31/2028	91282CGH8	1,000,000.00	AA+	Aa1	3/1/2024	3/5/2024	969,921.88	4.34	14,599.45	987,795.91	989,688.00
US TREASURY N/B DTD 01/31/2023 3.500% 01/31/2028	91282CGH8	500,000.00	AA+	Aa1	2/2/2026	2/2/2026	499,394.53	3.56	7,299.72	499,516.47	494,844.00
US TREASURY N/B DTD 05/01/2023 3.500% 04/30/2028	91282CHA2	1,000,000.00	AA+	Aa1	2/22/2024	2/26/2024	966,484.38	4.39	5,896.74	985,297.08	988,242.00
US TREASURY N/B DTD 07/31/2023 4.125% 07/31/2028	91282CHQ7	1,000,000.00	AA+	Aa1	2/15/2024	2/16/2024	995,039.06	4.25	17,206.49	997,679.61	999,297.00
US TREASURY N/B DTD 10/31/2023 4.875% 10/31/2028	91282CJF9	1,000,000.00	AA+	Aa1	2/22/2024	2/26/2024	1,021,953.13	4.35	8,213.32	1,011,496.06	1,015,391.00
US TREASURY N/B DTD 11/16/1998 5.250% 11/15/2028	912810FF0	1,000,000.00	AA+	Aa1	4/2/2024	4/3/2024	1,036,093.75	4.38	6,705.16	1,018,571.06	1,024,648.00
US TREASURY N/B DTD 01/02/2024 3.750% 12/31/2028	91282CJR3	1,000,000.00	AA+	Aa1	4/2/2024	4/3/2024	972,304.69	4.40	101.90	984,699.83	990,078.00
US TREASURY N/B DTD 01/31/2024 4.000% 01/31/2029	91282CJW2	910,000.00	AA+	Aa1	2/15/2024	2/16/2024	901,433.21	4.21	15,183.43	905,317.47	906,089.73

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY N/B DTD 02/29/2024 4.250% 02/28/2029	91282CKD2	1,000,000.00	AA+	Aa1	3/1/2024	3/5/2024	999,492.19	4.26	14,205.16	999,715.70	1,002,070.00
US TREASURY N/B DTD 04/01/2024 4.125% 03/31/2029	91282CKG5	750,000.00	AA+	Aa1	4/2/2024	4/3/2024	741,474.61	4.38	7,776.64	745,080.81	749,121.00
US TREASURY N/B DTD 04/30/2024 4.625% 04/30/2029	91282CKP5	450,000.00	AA+	Aa1	5/9/2024	5/13/2024	453,058.59	4.47	3,506.45	451,825.69	455,378.85
US TREASURY N/B DTD 07/31/2024 4.000% 07/31/2029	91282CLC3	745,000.00	AA+	Aa1	8/1/2024	8/2/2024	749,627.15	3.86	12,430.39	747,960.66	741,449.33
US TREASURY N/B DTD 09/03/2024 3.625% 08/31/2029	91282CLK5	750,000.00	AA+	Aa1	9/5/2024	9/6/2024	752,314.45	3.56	9,087.13	751,518.29	737,988.00
US TREASURY N/B DTD 10/31/2024 4.125% 10/31/2029	91282CLR0	2,915,000.00	AA+	Aa1	11/14/2024	11/15/2024	2,893,023.63	4.30	20,258.46	2,899,738.35	2,910,330.17
US TREASURY N/B DTD 09/02/2025 3.625% 08/31/2030	91282CNX5	1,065,000.00	AA+	Aa1	9/2/2025	9/3/2025	1,059,342.19	3.74	12,903.72	1,060,211.39	1,041,910.80
US TREASURY N/B DTD 12/01/2025 3.500% 11/30/2030	91282CPN5	1,000,000.00	AA+	Aa1	12/3/2025	12/5/2025	994,296.88	3.63	2,964.48	994,902.38	971,953.00
Security Type Sub-Total		26,790,000.00					26,551,665.45	3.74	235,679.99	26,722,218.78	26,649,380.64
Joint Powers Authority											
CAMP Pool		158,128.05	AAAm	NR			158,128.05		0.00	158,128.05	158,128.05
Security Type Sub-Total		158,128.05					158,128.05		0.00	158,128.05	158,128.05
Corporate											
ALPHABET INC (CALLABLE) DTD 08/09/2016 1.998% 08/15/2026	02079KAC1	300,000.00	AA+	Aa2	3/14/2022	3/16/2022	294,777.00	2.42	2,264.40	299,855.37	299,273.10
TARGET CORP (CALLABLE) DTD 01/24/2022 1.950% 01/15/2027	87612EBM7	25,000.00	A	A2	1/19/2022	1/24/2022	24,957.50	1.99	224.79	24,995.40	24,707.95
TARGET CORP (CALLABLE) DTD 01/24/2022 1.950% 01/15/2027	87612EBM7	200,000.00	A	A2	3/14/2022	3/16/2022	194,764.00	2.53	1,798.33	199,415.88	197,663.60
BANK OF AMERICA CORP (CALLABLE) DTD 10/21/2016 3.248% 10/21/2027	06051GGA1	225,000.00	A-	A1	1/3/2023	1/5/2023	210,411.00	4.78	1,421.00	221,027.33	222,265.58

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
TEXAS INSTRUMENTS INC (CALLABLE) DTD 11/03/2017 2.900% 11/03/2027	882508BC7	285,000.00	A+	Aa3	1/3/2023	1/5/2023	267,880.05	4.29	1,331.58	280,252.12	280,200.60
MASTERCARD INC (CALLABLE) DTD 02/27/2025 4.550% 03/15/2028	57636QBF0	225,000.00	A+	Aa3	3/3/2025	3/4/2025	226,869.75	4.25	3,014.38	226,057.56	225,693.23
SALESFORCE INC (CALLABLE) DTD 03/13/2026 4.650% 03/15/2029	79466LAR5	250,000.00	A+	A2	3/11/2026	3/13/2026	249,945.00	4.66	3,487.50	249,950.36	249,870.50
BANK OF NY MELLON CORP (CALLABLE) DTD 01/22/2026 4.026% 01/22/2030	06406RCG0	90,000.00	A	Aa3	1/14/2026	1/22/2026	90,000.00	4.03	1,600.34	90,000.00	88,746.48
MORGAN STANLEY PVT BANK (CALLABLE) DTD 02/02/2026 4.213% 02/08/2030	61776NU43	500,000.00	A+	Aa3	2/2/2026	2/3/2026	499,980.00	4.21	8,718.57	499,983.45	493,469.00
JPMORGAN CHASE & CO (CALLABLE) DTD 04/22/2024 5.581% 04/22/2030	46647PEG7	465,000.00	A	A1	4/22/2025	4/23/2025	475,741.50	5.05	4,974.07	472,758.95	475,185.83
CHARLES SCHWAB CORP (CALLABLE) DTD 05/21/2026 4.744% 05/21/2030	808513CQ6	60,000.00	A-	A2	5/18/2026	5/21/2026	60,000.00	4.74	316.27	60,000.00	60,113.10
CHARLES SCHWAB CORP (CALLABLE) DTD 05/21/2026 4.744% 05/21/2030	808513CQ6	190,000.00	A-	A2	5/19/2026	5/21/2026	190,100.70	4.73	1,001.51	190,097.41	190,358.15
NOVARTIS CAPITAL CORP (CALLABLE) DTD 11/05/2025 4.100% 11/05/2030	66989HAY4	485,000.00	AA-	Aa3	11/4/2025	11/5/2025	484,350.10	4.13	3,093.22	484,428.77	476,491.16
CATERPILLAR FINL SERVICE DTD 01/08/2026 4.150% 01/08/2031	14913UBH2	35,000.00	A	A1	1/5/2026	1/8/2026	34,987.40	4.16	698.01	34,988.57	34,439.86
TOTALENERGI CAP USA LLC (CALLABLE) DTD 01/13/2026 4.248% 01/13/2031	89158TAA7	350,000.00	A+	Aa3	3/30/2026	3/31/2026	346,178.00	4.50	6,938.40	346,358.77	344,102.50
TOTALENERGI CAP USA LLC (CALLABLE) DTD 01/13/2026 4.248% 01/13/2031	89158TAA7	135,000.00	A+	Aa3	1/6/2026	1/13/2026	135,000.00	4.25	2,676.24	135,000.00	132,725.25
ASTRAZENECA FINANCE LLC (CALLABLE) DTD 03/02/2026 4.000% 03/02/2031	04636NAQ6	250,000.00	A+	A1	3/17/2026	3/18/2026	246,922.50	4.28	3,305.56	247,083.92	243,991.25

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
AMAZON.COM INC (CALLABLE) DTD 03/13/2026 4.250% 03/13/2031	023135DD5	220,000.00	AA	A1	3/11/2026	3/13/2026	219,245.40	4.33	2,805.00	219,286.67	216,624.10
AMAZON.COM INC (CALLABLE) DTD 03/13/2026 4.250% 03/13/2031	023135DD5	280,000.00	AA	A1	3/10/2026	3/13/2026	279,552.00	4.29	3,570.00	279,577.47	275,703.40
ABBOTT LABORATORIES (CALLABLE) DTD 03/09/2026 4.000% 03/15/2031	002824BS8	500,000.00	A+	Aa3	3/17/2026	3/18/2026	493,690.00	4.28	6,222.22	494,018.39	487,276.00
ELI LILLY & CO (CALLABLE) DTD 05/20/2026 4.375% 05/20/2031	532457DL9	475,000.00	AA-	Aa3	6/2/2026	6/3/2026	472,606.00	4.49	2,366.75	472,639.95	471,343.93
MERCK & CO INC (CALLABLE) DTD 05/22/2026 4.650% 05/22/2031	58933YCK9	475,000.00	A+	Aa3	6/2/2026	6/3/2026	477,047.25	4.55	2,392.81	477,018.51	475,776.63
Security Type Sub-Total		6,020,000.00					5,975,005.15	4.26	64,220.95	6,004,794.85	5,966,021.20
Managed Account Sub Total		32,810,000.00					32,526,670.60	3.84	299,900.94	32,727,013.63	32,615,401.84
Securities Sub Total		\$32,968,128.05					\$32,684,798.65	3.84%	\$299,900.94	\$32,885,141.68	\$32,773,529.89
Accrued Interest											\$299,900.94
Total Investments											\$33,073,430.83

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
BUY									
5/18/2026	5/21/2026	60,000.00	808513CQ6	CHARLES SCHWAB CORP (CALLABLE)	4.74%	5/21/2030	60,000.00	4.74%	
5/19/2026	5/21/2026	190,000.00	808513CQ6	CHARLES SCHWAB CORP (CALLABLE)	4.74%	5/21/2030	190,100.70	4.73%	
6/2/2026	6/3/2026	475,000.00	532457DL9	ELI LILLY & CO (CALLABLE)	4.37%	5/20/2031	473,356.43	4.49%	
6/2/2026	6/3/2026	475,000.00	58933YCK9	MERCK & CO INC (CALLABLE)	4.65%	5/22/2031	477,722.15	4.55%	
Total BUY		1,200,000.00					1,201,179.28		0.00
INTEREST									
4/21/2026	4/21/2026		06051GGA1	BANK OF AMERICA CORP (CALLABLE)	3.24%	10/21/2027	3,654.00		
4/22/2026	4/22/2026		46647PEG7	JPMORGAN CHASE & CO (CALLABLE)	5.58%	4/22/2030	12,975.83		
4/30/2026	4/30/2026		91282CHA2	US TREASURY N/B	3.50%	4/30/2028	17,500.00		
4/30/2026	4/30/2026		91282CKP5	US TREASURY N/B	4.62%	4/30/2029	10,406.25		
4/30/2026	4/30/2026		91282CLR0	US TREASURY N/B	4.12%	10/31/2029	60,121.88		
4/30/2026	4/30/2026		912828ZN3	US TREASURY N/B	0.50%	4/30/2027	2,087.50		
4/30/2026	4/30/2026		91282CJF9	US TREASURY N/B	4.87%	10/31/2028	24,375.00		
5/3/2026	5/3/2026		882508BC7	TEXAS INSTRUMENTS INC (CALLABLE)	2.90%	11/3/2027	4,132.50		
5/5/2026	5/5/2026		66989HAY4	NOVARTIS CAPITAL CORP (CALLABLE)	4.10%	11/5/2030	9,942.50		
5/15/2026	5/15/2026		912810FF0	US TREASURY N/B	5.25%	11/15/2028	26,250.00		
5/31/2026	5/31/2026		91282CPN5	US TREASURY N/B	3.50%	11/30/2030	17,500.00		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
5/31/2026	5/31/2026		91282CCF6	US TREASURY N/B	0.75%	5/31/2026	3,487.50		
6/15/2026	6/15/2026		91282CKV2	US TREASURY N/B	4.62%	6/15/2027	34,109.38		
6/30/2026	6/30/2026		91282CJR3	US TREASURY N/B	3.75%	12/31/2028	18,750.00		
Total INTEREST		0.00					245,292.34		0.00
MATURITY									
5/31/2026	5/31/2026	930,000.00	91282CCF6	US TREASURY N/B	0.75%	5/31/2026	930,000.00		
Total MATURITY		930,000.00					930,000.00		0.00

Important Disclosures

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- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
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- ICE Bank of America Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

Glossary

- **Accrued Interest:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **Agencies:** Federal agency securities and/or Government-sponsored enterprises.
- **Amortized Cost:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **Asset-Backed Security:** A financial instrument collateralized by an underlying pool of assets – usually ones that generate a cash flow from debt, such as loans, leases, credit card balances, and receivables.
- **Bankers' Acceptance:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **Commercial Paper:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **Contribution to Total Return:** The weight of each individual security multiplied by its return, then summed for each sector to determine how much each sector added or subtracted from the overall portfolio performance.
- **Effective Duration:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **Effective Yield:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **Interest Rate:** Interest per year divided by principal amount and expressed as a percentage.
- **Market Value:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.
- **Negotiable Certificates of Deposit:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **Par Value:** The nominal dollar face amount of a security.
- **Pass-through Security:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.

Glossary

- Repurchase Agreements: A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- Settle Date: The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- Supranational: A multinational union or association in which member countries cede authority and sovereignty on at least some internal matters to the group, whose decisions are binding on its members.
- Trade Date: The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- Unsettled Trade: A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- U.S. Treasury: The department of the U.S. government that issues Treasury securities.
- Yield: The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- YTM at Cost: The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- YTM at Market: The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.

Type*	Name of Institution	Rate	Maturity****	Cost Amount	Market Value**
Investments in Wells Fargo Bank Account					
-	Commercial Checking Acct Public Funds	0.000%	6/30/2026	\$ 2,823,745.03	\$ 2,823,745.03
Investments with Wells Fargo Investment Advisors:					
9	Institutional Money Market	0.148%	N/A	1,987,684.16	1,987,684.16
Investments with State of California:					
3	Local Agency Investment Fund (LAIF)-City	3.920%	N/A	30,151,712.16	30,117,712.55
Investments with CalTRUST					
11	Short-Term Investment Account-City	0.323%	N/A	322,488.57	322,488.57
Investments with CAMP					
13	Short-Term Investment Account-City	3.770%	N/A	46,623,410.74	46,623,410.74
Total Investments Other than Bond Proceeds				81,909,040.66	81,875,041.05
Investments with Wells Fargo Trust (bond proceeds): ***					
2021 Refunding Revenue Bonds					
9 Government Money Market					
	Wells Fargo Advantage Gov MM Svc	1.080%	N/A	142,388.02	142,388.02
2014 Refunding Revenue Bonds					
9 Government Money Market					
	Wells Fargo Advantage Gov MM Svc	0.011	N/A	410,371.02	410,371.02
Investments with USBank Trust (bond proceeds): ***					
2016 Lease Revenue Bonds					
9 Government Money Market					
	USBank - First American Government Obligation	0.000%	N/A	0.54	0.54
Total Investments of Bond Proceeds				552,759.58	552,759.58
Managed Investments with PFM (Detail Attached)					
	CAMP POOL		See Detail	158,128.05	158,128.05
	Managed Investments		See Detail	32,526,670.60	32,615,401.84
Total Managed Investments				32,684,798.65	32,773,529.89
Total All City Investments				\$ 115,146,598.89	\$ 115,201,330.52
Accrued Interest of Investments other than Bond Proceeds:					
	Wells Fargo Investment Advisors			2,940.68	
	Local Agency Investment Fund			228,716.24	
	CalTRUST			1,042.20	
	PFM (Asset Management& CAMP)			443,832.47	
	Accrued Interest as of 06/30/26			\$ 676,531.59	

* **Type of investment** as described in Authorized Investments section of the City's adopted Investment Policy

- | | | |
|--------------------------------------|-----------------------|---------------------------------|
| 1. U.S Government Securities | 5. Bankers Acceptance | 9. Money market funds |
| 2. U.S. Government Agency Securities | 6. Commercial Paper | 10. Repurchase agreements |
| 3. Local Agency Investment Fund | 7. Medium term notes | 11. CalTRUST Short Term Account |
| 4. Certificates of Deposit | 8. Mutual funds | 12. Overnight Sweep |
| 13. CAMP Joint Powers Authority | | |

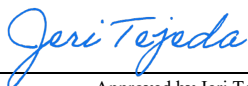
** **Market Valuation** for LAIF was obtained at <https://www.treasurer.ca.gov/pmia-laif/mktvalue/2026/202606.pdf>

Market value for all other investments was obtained from FT Interactive Data. As the City holds its investments to maturity, market value fluctuations are not significant.

*** **Investment of bond proceeds** is governed by each bond's Trust Agreement. All of the amounts with Wells Fargo Trust are debt service reserve funds. Investment income remains with the individual bond accounts.

**** With the exception of CDs and managed investments, except for the CAMP POOL, all accounts have same day or next-day liquidity

The City of Oakley is in compliance with the City's annually adopted investment policy and is able to meet its operating expenditure requirements for the next six months.



Approved by Jeri Tejeda
Adminisitrative Service Director

07/31/2026

Date

DATE: August 11, 2026
TO: Joshua McMurray, City Manager
FROM: Jeri Tejada, Administrative Services Director
SUBJECT: Receive the City of Oakley Acting as the Successor Agency to the Oakley Redevelopment Agency – Quarterly Investment Report (4th Quarter FY 25/26)

Approved and
Forwarded to the
City Council

Background and Analysis

California law and the City's Investment Policy require the Agency's fiscal officer to submit a quarterly investment report to the Agency's governing board. The report should contain information on all securities held and include a statement denoting the ability of the local agency to meet its expenditure requirements for the next six months.

Fiscal Impact

The Investment Report for the Period Ending June 30, 2026, attached shows a balance of \$1,316,242.88 in cash for operations before the City receives the next distribution from the Department of Finance requested with the ROPS. To increase annual cash flow savings of refunding bonds, cash reserves were applied to bond insurance with Build America Mutual (BAM). The Reserve Requirements are satisfied in face amounts of \$571,000.00 for 2015 Bonds and \$1,827,318.76 for 2018 Bonds.

The Agency is in compliance with the City's annually adopted investment policy. The tax revenues distributed to the Agency is sufficient to make the Agency's enforceable obligation payments as approved by the Department of Finance.

Staff Recommendation

Staff recommends the City Council, as the Board of the Successor Agency, receive the investment report for the 4th Quarter of Fiscal Year 25/26.

Attachments

1. City of Oakley as Successor Agency to the Redevelopment Agency Investment Report for the quarter ended June 30, 2026.





City of Oakley as Successor Agency to the
Oakley Redevelopment Agency
Quarterly Investment Report
For the Quarter Ended June 30, 2026

Type*	Name of Institution	Rate	Maturity***	Cost Amount	Market Value
Investments in Wells Fargo Bank Account					
	Successor Agency Checking	0.480%	N/A	\$ 1,316,242.88	\$ 1,316,242.88
Total Investments Other than Bond Proceeds				1,316,242.88	1,316,242.88
Investments with US Bank Trust (bond proceeds): **					
	20015 A&B Tax Allocation Refunding Bonds			-	-
	2018 Tax Allocation Refunding Bonds			-	-
Total Investments of Bond Proceeds				-	-
Total Agency Investments				\$ 1,316,242.88	\$ 1,316,242.88

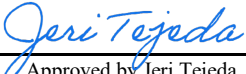
* **Type of investment** as described in Authorized Investments section of the City's adopted Investment Policy

- | | | |
|--------------------------------------|-----------------------|---------------------------------|
| 1. U.S Government Securities | 5. Bankers Acceptance | 9. Money market funds |
| 2. U.S. Government Agency Securities | 6. Commercial Paper | 10. Repurchase agreements |
| 3. Local Agency Investment Fund | 7. Medium term notes | 11. CalTRUST Short Term Account |
| 4. Certificates of Deposit | 8. Mutual funds | 12. Overnight Sweep |

** **Investment of bond proceeds** is governed by each bond's Trust Agreement. Reserve Requirements are satisfied by BAM surety policy in face amounts equal to \$571,000 for 2015 Bonds and \$1,827,318.76 for 2018 Bonds.

*** All Successor Agency accounts have same day or next day liquidity

The City of Oakley, as Successor Agency to the Oakley Redevelopment Agency, is in compliance with the City's annually adopted investment policy.


 Approved by Jeri Tejada
 Administrative Services Director

07/31/2026
 Date

DATE: August 11, 2026
TO: Joshua McMurray, City Manager
FROM: Kim Snodgrass, City Clerk
SUBJECT: Adopt a Resolution Designating Councilmember Anissa Williams as Voting Delegate and Councilmember Shannon Shaw as an Alternate Voting Delegate at the League of California Cities Annual Conference and Expo September 23-25, 2026, at the Anaheim Convention Center

Approved and
Forwarded to the
City Council

Background and Analysis

The League of California Cities' Annual Conference and Expo is scheduled for September 23-25, 2026, at the Anaheim Convention Center. An important part of the Annual conference is the Annual Business Meeting (during the General Assembly) scheduled for September 25, 2026. At the meeting, the League membership considers and acts on resolutions that establish League policy.

To vote at the annual Business Meeting, the City Council must designate a Voting Delegate. The City may also appoint up to two alternate voting delegates, one of whom may vote if the designated Voting Delegate is unable to serve in that capacity.

Councilmember Anissa Williams and Councilmember Shannon Shaw plan to attend this year's League Conference, and it would be appropriate to designate Councilmember Williams as the voting delegate and Councilmember Shaw as an alternate voting delegate.

The designated voting delegate and alternate voting delegate must be registered to attend the conference on Friday, September 25, 2026, the date voting will occur.

The Voting Delegate submission form must be completed through the online submission portal no later than Tuesday September 1, 2026.

Consistency with the Oakley Strategic Plan 27+

This item is aligned with the goals of Sustainable Organization and Community and Collaborative Partnerships.

Fiscal Impact

There is no direct fiscal impact. The cost of the conference, travel and lodging are part of existing budget appropriations.

Staff Recommendation

Adopt a Resolution designating Councilmember Anissa Williams as Voting Delegate and Councilmember Shannon Shaw as an Alternate Voting Delegate for the Cal Cities General Assembly to be held September 25, 2026, and direct the City Clerk to complete the Cal Cities online Voting Delegate submission form by September 1, 2026, to attest the Council action taken.

Attachments

1. Proposed Resolution
2. Voting Delegate Packet

RESOLUTION NO. XX-26

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
DESIGNATING A VOTING DELEGATE AND AN ALTERNATE FOR THE LEAGUE
OF CALIFORNIA CITIES 2026 ANNUAL CONFERENCE AND EXPO**

WHEREAS, every year, the League of California Cities (Cal Cities) convenes a member-driven General Assembly at the Annual Conference and Expo: and

WHEREAS, the General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policies; and

WHEREAS, the City Council must appoint a voting delegate and an alternate in order to vote; and

WHEREAS, Councilmembers Anissa Williams and Shannon Shaw plan to attend this year's conference, and it would be appropriate to designate Councilmember Williams as the voting delegate and Councilmember Shaw as the alternate voting delegate.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby designates Councilmembers Anissa Williams and Shannon Shaw as the City's voting delegates.

PASSED AND ADOPTED by the City Council of the City of Oakley this 11th day of August 2026 by the following vote:

AYES:

NOES:

ABSTENTION:

ABSENT:

APPROVED:

Hugh Henderson, Mayor

ATTEST:

Kim Snodgrass, City Clerk

Date

Council Action Advised by September 1, 2026

DATE: Wednesday, May 13, 2026

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Sept. 23-25, 2026
Anaheim Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Friday, Sept. 25, 2026 the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through [the online submission portal](#) by Tuesday, Sept. 1, 2026. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration opens June 2.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and



alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Anaheim Convention Center, will be open at the following times: Wednesday, Sept. 23, 8:00 a.m.-6:00 p.m. and Thursday, Sept. 24, 7:30 a.m.-4:00 p.m. On Friday, Sept. 25, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Tuesday, Sept. 1. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²

General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).

DATE: August 11, 2026
TO: Joshua McMurray, City Manager
FROM: Billilee Saengchalern, Public Works Director/City Engineer
SUBJECT: Adopt a Resolution Authorizing the City Manager to Execute a Construction Agreement with Consolidated Engineering Inc. for the Construction of Capital Improvement Project (CIP) Number 333B – Fiscal Year (FY) 2025/26 Street Repair and Resurfacing Project

Approved and
Forwarded to the
City Council

Background and Analysis

The City's adopted FY 2025/26 and FY 2026/27 CIP designates funding for various infrastructure repair and replacement projects. This is consistent with the City's Strategic Goals to improve the quality of the City's public infrastructure and to enhance the quality of life for our residents. The design was budgeted in FY 2025/26 CIP and construction was budgeted in FY 2026/27 for CIP 333B.

Each year the street pavement conditions change due to wear and environmental impacts; and the streets must routinely undergo preventative maintenance to ensure their functionality. The City of Oakley uses this annual project to perform rehabilitative and preventative maintenance on the public street network through a series of base dig-outs, crack sealing, slurry and cape sealing, pavement overlays and removal and replacement of the asphalt surface on streets where it has failed. The project will be completed with the placement of new striping and pavement markings on newly resurfaced streets.

The Metropolitan Transportation Commission (MTC) has created a Pavement Management System (PMS) program that is used by all municipalities and transportation agencies in the Bay Area to evaluate the condition of their respective agency streets. MTC uses the data collected by all agencies to create reports annually that show the overall condition of Bay Area streets and funding needed to maintain the streets.

The City of Oakley uses this PMS program to evaluate the condition of streets and to prioritize projects to repair and resurface the streets. Each annual street repair and resurfacing project is performed to ensure the funds allocated are utilized to not only repair and resurface the streets that are in poor condition, but also to rehabilitate streets that are in fair to good condition to prolong their life and performance.

CIP 333B is focused on the repair and resurfacing, crack seal, rubber chip seal, micro-surfacing, slurry seal, lowering and adjusting to finish grade utility facilities, traffic loop detectors, traffic striping of residential streets within the Teakwood Neighborhood, Magnolia Park Neighborhood, and Big Bear Neighborhood. These improvements will not only enhance the quality of the City street infrastructure but also contribute to a better quality of life for Oakley residents.



After the completion of the project design and public bidding, on July 09, 2026, a total of five (5) bids were received and Consolidated Engineering Inc. submitted the lowest responsible bid for the project at a total cost of \$2,055,569.95. This was a very competitive bidding process and the City received a very favorable bid for this project.

The construction of CIP 333B is anticipated to take place during the fall months 2026, weather permitting.

Consistency with the Oakley Strategic Plan 27+

This item is consistent with the Strategic Plan 27+ Community Health and Safety section goal to provide safe streets.

Fiscal Impact

The 333B CIP Project will be funded by the Street Maintenance and Rehab Fund (235) and Gas Tax RMRA funds (141). The total requested budget for FY 2026/27 was \$1,260,000.00, with an additional \$1,100,000.00 rolled over from FY 2025/26 that equal to a total of \$2,360,000.00 available. No additional funding is currently needed for this contract.

Staff Recommendation

Staff recommend that the City Council adopt the resolution approving the construction agreement with Consolidated Engineering Inc., for the Construction of Capital Improvement Project (CIP) Number 333B – Fiscal Year (FY) 2025/26 Street Repair and Resurfacing Project for an amount not to exceed \$2,055,569.95 and authorize the City Manager to execute the agreement.

Additionally, due to variables associated with construction projects, and to address unforeseen circumstances during construction, staff further recommends that the City Council approve \$205,557.00 construction contingency and authorize staff to execute future change orders to the construction contract as necessary in an amount not to exceed \$205,557.00 for work beyond what is defined in the base project bid.

Attachments

Attachment 1 - Resolution

Attachment 2 – Bid Summary



RESOLUTION NO. XX-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING THE CONSTRUCTION AGREEMENT WITH CONSOLIDATED ENGINEERING INC., FOR THE CONSTRUCTION OF CAPITAL IMPROVEMENT PROJECT (CIP) NUMBER 333B – FISCAL YEAR (FY) 2025/26 STREET REPAIR AND RESURFACING PROJECT AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT

WHEREAS, as part of the Fiscal Year 2025/26 and FY 2026/27 Budget the City of Oakley approved a 5-Year Capital improvement Program (CIP) for the design and construction of CIP 333B; and

WHEREAS, CIP 333B is focused on the repair and resurfacing, crack seal, rubber chip seal, micro-surfacing, slurry seal, lowering and adjusting to finish grade utility facilities, traffic loop detectors, traffic striping of residential streets within the Teakwood Neighborhood, Magnolia Park Neighborhood, and Big Bear Neighborhood; and

WHEREAS, these improvements will not only enhance the quality of the City street infrastructure but also contribute to a better quality of life for Oakley residents; and

WHEREAS, after the completion of the project design and public bidding, on July 09, 2026, a total of five (5) bids were received and Consolidated Engineering Inc. submitted the lowest responsible bid for the project at a total cost of \$2,055,569.95; and

WHEREAS, the 333B CIP Project will be funded by the Street Maintenance and Rehab Fund (235) and Gas Tax RMRA funds (141). The total requested budget for FY 2026/27 was \$1,260,000.00, with an additional \$1,100,000.00 rolled over from FY 2025/26 that equal to a total of \$2,360,000.00 available. No additional funding is currently needed for this contract; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the City Council of the City of Oakley hereby approve by resolution:

- 1) The construction agreement with Consolidated Engineering Inc., the Construction of Capital Improvement Project (CIP) number 333B – Fiscal Year (FY) 2025/26 Street Repair and Resurfacing Project for an amount not to exceed \$2,055,569.95,
- 2) Authorize the City Manager to execute the agreement,
- 3) Approve a \$205,557.00 construction contingency to address unforeseen circumstances during construction, and

- 4) Authorizing staff to execute future change orders to the construction contract as necessary in an amount not to exceed \$205,557.00 for work beyond what is defined in the base project bid.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 11th of August 2026 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

Hugh Henderson, Mayor

ATTEST:

Kim Snodgrass, City Clerk

Date

City of Oakley
Public Works Department
Street Repair and Resurfacing Project CIP No.333B
Certified Bid Tabulation Bid Opening: July 09, 2026 at 2:00pm at the Civic Center

				Engineer's Estimate		Consolidated Engineering, Inc. 5860 Amos Lane Valley Spring CA,95252		VSS International, Inc. 3785 Channel Drive, West Sacramento, CA 95691		Martin Brothers Construction 8801 Folsom Blvd Suite 260 Sacramento,CA 95826		Bay Cities Paving & Grading, Inc. P.O Box 6227 Concord, CA 94524		Ghilotti Bros.,Inc. 525 Jacoby Street, San Rafael, CA 94901	
ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST
1	Mobilization	LS	1	\$ 160,400.00	\$ 160,400.00	\$ 135,500.00	\$ 135,500.00	\$ 148,892.70	\$ 148,892.70	\$ 156,110.00	\$ 156,110.00	\$ 217,000.00	\$ 217,000.00	\$ 235,000.00	\$ 235,000.00
2	Water Pollution Control Program	LS	1	\$ 40,400.00	\$ 40,400.00	\$ 7,500.00	\$ 7,500.00	\$ 10,600.00	\$ 10,600.00	\$ 1,640.00	\$ 1,640.00	\$ 42,546.97	\$ 42,546.97	\$ 35,000.00	\$ 35,000.00
3	Traffic Control and Construction Area Signs	LS	1	\$ 140,800.00	\$ 140,800.00	\$ 155,000.00	\$ 155,000.00	\$ 170,833.71	\$ 170,833.71	\$ 137,350.00	\$ 137,350.00	\$ 177,282.03	\$ 177,282.03	\$ 318,000.00	\$ 318,000.00
4	Hot Mix Asphalt Base Repair (4-Inch Depth)	SF	7,431	\$ 10.00	\$ 74,400.00	\$ 5.25	\$ 39,012.75	\$ 11.13	\$ 82,707.03	\$ 14.64	\$ 108,789.84	\$ 11.21	\$ 83,301.51	\$ 14.00	\$ 104,034.00
5	Hot Mix Asphalt Base Repair (6-Inch Depth)	SF	2,629	\$ 14.00	\$ 36,900.00	\$ 15.00	\$ 39,435.00	\$ 14.84	\$ 39,014.36	\$ 22.50	\$ 59,152.50	\$ 16.08	\$ 42,274.32	\$ 22.00	\$ 57,838.00
6	Base Repair Subgrade Over-Excavation (Revocable Item)	CY	81	\$ 250.00	\$ 20,300.00	\$ 91.00	\$ 7,371.00	\$ 95.40	\$ 7,727.40	\$ 110.00	\$ 8,910.00	\$ 508.70	\$ 41,204.70	\$ 440.00	\$ 35,640.00
7	Type III Microsurfacing	SY	3,120	\$ 8.00	\$ 25,000.00	\$ 7.10	\$ 22,152.00	\$ 4.50	\$ 14,040.00	\$ 7.07	\$ 22,058.40	\$ 7.00	\$ 21,840.00	\$ 7.00	\$ 21,840.00
8	Type III Microsurfacing (Spot Repair)	SF	25,121	\$ 3.00	\$ 75,400.00	\$ 2.05	\$ 51,498.05	\$ 0.40	\$ 10,048.40	\$ 2.02	\$ 50,744.42	\$ 2.00	\$ 50,242.00	\$ 2.00	\$ 50,242.00
9	Crack Sealing	LS	1	\$ 58,100.00	\$ 58,100.00	\$ 102,000.00	\$ 102,000.00	\$ 95,820.83	\$ 95,820.83	\$ 115,000.00	\$ 115,000.00	\$ 74,600.00	\$ 74,600.00	\$ 91,000.00	\$ 91,000.00
10	Rubberized Chip Seal	SY	18,045	\$ 7.00	\$ 126,400.00	\$ 5.00	\$ 90,225.00	\$ 9.00	\$ 162,405.00	\$ 5.00	\$ 90,225.00	\$ 4.95	\$ 89,322.75	\$ 4.95	\$ 89,322.75
11	Polymer Modified Type III Slurry Seal (For Double Slurry Seal)	SY	9,729	\$ 6.00	\$ 58,400.00	\$ 7.15	\$ 69,562.35	\$ 4.25	\$ 41,348.25	\$ 7.07	\$ 68,784.03	\$ 7.00	\$ 68,103.00	\$ 7.00	\$ 68,103.00
12	Polymer Modified Type II Slurry Seal	SY	143,811	\$ 3.50	\$ 503,400.00	\$ 2.50	\$ 359,527.50	\$ 3.75	\$ 539,291.25	\$ 2.49	\$ 358,089.39	\$ 2.47	\$ 355,213.17	\$ 2.47	\$ 355,213.17
13	Remove Thermoplastic Markings and Striping, Lane Markers, and Delineators	LS	1	\$ 12,300.00	\$ 12,300.00	\$ 25,500.00	\$ 25,500.00	\$ 26,500.00	\$ 26,500.00	\$ 13,817.00	\$ 13,817.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
14	Thermoplastic Traffic Stripe - Detail 2	LF	556	\$ 2.00	\$ 1,200.00	\$ 1.05	\$ 583.80	\$ 1.06	\$ 589.36	\$ 5.82	\$ 3,235.92	\$ 1.00	\$ 556.00	\$ 1.00	\$ 556.00
15	Thermoplastic Traffic Stripe - Detail 21	LF	700	\$ 5.00	\$ 3,500.00	\$ 2.75	\$ 1,925.00	\$ 2.65	\$ 1,855.00	\$ 11.63	\$ 8,141.00	\$ 2.50	\$ 1,750.00	\$ 2.50	\$ 1,750.00
16	Thermoplastic Traffic Stripe - Detail 22	LF	5,265	\$ 5.00	\$ 26,400.00	\$ 2.80	\$ 14,742.00	\$ 2.92	\$ 15,373.80	\$ 7.08	\$ 37,276.20	\$ 2.75	\$ 14,478.75	\$ 2.75	\$ 14,478.75
17	Thermoplastic Traffic Stripe - Detail 25	LF	330	\$ 4.00	\$ 1,400.00	\$ 1.50	\$ 495.00	\$ 1.33	\$ 438.90	\$ 6.07	\$ 2,003.10	\$ 1.25	\$ 412.50	\$ 1.25	\$ 412.50
18	Thermoplastic Traffic Stripe - Detail 27B	LF	73	\$ 4.00	\$ 300.00	\$ 1.50	\$ 109.50	\$ 1.33	\$ 97.09	\$ 6.07	\$ 443.11	\$ 1.25	\$ 91.25	\$ 1.25	\$ 91.25
19	Thermoplastic Traffic Stripe - Detail 29	LF	200	\$ 10.00	\$ 2,000.00	\$ 5.10	\$ 1,020.00	\$ 5.30	\$ 1,060.00	\$ 24.27	\$ 4,854.00	\$ 5.00	\$ 1,000.00	\$ 5.00	\$ 1,000.00
20	Thermoplastic Limit Line	LF	1,318	\$ 10.00	\$ 13,200.00	\$ 10.20	\$ 13,443.60	\$ 10.60	\$ 13,970.80	\$ 11.63	\$ 15,328.34	\$ 10.00	\$ 13,180.00	\$ 10.00	\$ 13,180.00
21	Thermoplastic Basic Crosswalk	LF	1,596	\$ 15.00	\$ 24,000.00	\$ 12.25	\$ 19,551.00	\$ 12.72	\$ 20,301.12	\$ 11.38	\$ 18,162.48	\$ 12.00	\$ 19,152.00	\$ 12.00	\$ 19,152.00
22	Thermoplastic Pavement Markings (Arrows, Symbols, and Words, White or Yellow)	SF	2,267	\$ 12.00	\$ 27,300.00	\$ 10.20	\$ 23,123.40	\$ 10.60	\$ 24,030.20	\$ 11.94	\$ 27,067.98	\$ 10.00	\$ 22,670.00	\$ 10.00	\$ 22,670.00
23	Blue Fire Hydrant Pavement Markers	EA	113	\$ 30.00	\$ 3,400.00	\$ 26.00	\$ 2,938.00	\$ 26.50	\$ 2,994.50	\$ 21.00	\$ 2,373.00	\$ 25.00	\$ 2,825.00	\$ 25.00	\$ 2,825.00
24	Storm Drain Marker	EA	312	\$ 75.00	\$ 23,400.00	\$ 41.00	\$ 12,792.00	\$ 106.00	\$ 33,072.00	\$ 41.00	\$ 12,792.00	\$ 100.00	\$ 31,200.00	\$ 100.00	\$ 31,200.00
25	3" Full Width Cold-Plane (Mill)	SY	1,325	\$ 9.00	\$ 12,000.00	\$ 5.20	\$ 6,890.00	\$ 4.24	\$ 5,618.00	\$ 8.36	\$ 11,077.00	\$ 9.12	\$ 12,084.00	\$ 6.50	\$ 8,612.50
26	Remove 3" Surfacing and Base	SY	9,785	\$ 10.00	\$ 97,900.00	\$ 12.00	\$ 117,420.00	\$ 4.24	\$ 41,488.40	\$ 6.36	\$ 62,232.60	\$ 4.48	\$ 43,836.80	\$ 5.00	\$ 48,925.00
27	Remove 3.5" Surfacing and Base	SY	6,459	\$ 11.00	\$ 71,100.00	\$ 14.00	\$ 90,426.00	\$ 4.24	\$ 27,386.16	\$ 6.18	\$ 39,916.62	\$ 7.89	\$ 50,961.51	\$ 5.40	\$ 34,878.60
28	Roadway Pavement Subgrade Preparation	SY	16,244	\$ 5.00	\$ 81,300.00	\$ 4.25	\$ 69,037.00	\$ 2.23	\$ 36,224.12	\$ 3.12	\$ 50,681.28	\$ 2.49	\$ 40,447.56	\$ 3.60	\$ 58,478.40
29	Subgrade Over-Excavation (Revocable Item)	CY	541	\$ 250.00	\$ 135,300.00	\$ 58.00	\$ 31,378.00	\$ 93.28	\$ 50,464.48	\$ 71.51	\$ 38,686.91	\$ 239.45	\$ 129,542.45	\$ 160.00	\$ 86,560.00
30	Hot Mix Asphalt (Type A) - Overlay (3")	TON	1,969	\$ 160.00	\$ 315,100.00	\$ 122.00	\$ 240,218.00	\$ 168.01	\$ 330,811.69	\$ 195.00	\$ 383,955.00	\$ 144.63	\$ 284,776.47	\$ 185.00	\$ 364,265.00
31	Hot Mix Asphalt (Type A) - Overlay (3.5")	TON	486	\$ 160.00	\$ 77,800.00	\$ 364.00	\$ 176,904.00	\$ 178.61	\$ 86,804.46	\$ 214.00	\$ 104,004.00	\$ 252.00	\$ 122,472.00	\$ 185.00	\$ 89,910.00
32	Adjust Water Valve Box and Cover to Grade	EA	25	\$ 1,000.00	\$ 25,000.00	\$ 1,920.00	\$ 48,000.00	\$ 689.00	\$ 17,225.00	\$ 2,250.00	\$ 56,250.00	\$ 1,000.00	\$ 25,000.00	\$ 1,000.00	\$ 25,000.00
33	Adjust Sanitary Sewer Manhole Frame and Cover to Grade	EA	19	\$ 1,500.00	\$ 28,500.00	\$ 2,200.00	\$ 41,800.00	\$ 1,007.00	\$ 19,133.00	\$ 3,000.00	\$ 57,000.00	\$ 1,325.00	\$ 25,175.00	\$ 1,325.00	\$ 25,175.00
34	Adjust Survey Monument Box and Cover to Grade	EA	12	\$ 1,000.00	\$ 12,000.00	\$ 1,920.00	\$ 23,040.00	\$ 477.00	\$ 5,724.00	\$ 2,280.00	\$ 27,360.00	\$ 2,800.00	\$ 33,600.00	\$ 1,000.00	\$ 12,000.00
35	Adjust Handhole Detector Box and Cover to Grade	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,067.00	\$ 2,067.00	\$ 2,275.00	\$ 2,275.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00
36	Adjust CP Test Box and Cover to Grade	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 848.00	\$ 848.00	\$ 2,275.00	\$ 2,275.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
37	Adjust Unknown Box and Cover to Grade	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 954.00	\$ 954.00	\$ 2,275.00	\$ 2,275.00	\$ 1,325.00	\$ 1,325.00	\$ 1,325.00	\$ 1,325.00
38	Inductive Type E Traffic Loop Detector	EA	3	\$ 2,500.00	\$ 7,500.00	\$ 2,650.00	\$ 7,950.00	\$ 2,120.00	\$ 6,360.00	\$ 2,530.00	\$ 7,590.00	\$ 2,000.00	\$ 6,000.00	\$ 2,000.00	\$ 6,000.00
				Total	\$ 2,324,800		\$ 2,055,569.95		\$ 2,094,120.01		\$ 2,167,926.12		\$ 2,173,416.74		\$ 2,357,627.92

DATE: August 11, 2026
TO: Joshua McMurray, City Manager
FROM: Billilee Saengchalern, Public Works Director/City Engineer
SUBJECT: Adopt a Resolution Authorizing the City Manager to Execute a Construction Agreement with R&R Pacific Construction for the Construction of Capital Improvement Project (CIP) Number 320 – O'Hara Avenue Widening Project (600' south of Laurel Road to 300' south of Grapevine Lane)

Approved and
Forwarded to the
City Council

Background and Analysis

The City's adopted Fiscal Year (FY) 2024/25 and FY 2026/27 Capital Improvement Program (CIP) designates funding for various infrastructure repair and replacement projects. This is consistent with the City's Strategic Goals to improve the quality of the City's public infrastructure and to enhance the quality of life for our residents. The design was budgeted in FY 2024/25 CIP and construction was budgeted in FY 2026/27 for CIP 320 O'Hara Avenue Widening Project.

O'Hara Avenue is a major arterial road in Oakley and a key component of the City's transportation network, in addition to being a north/south connection to the City of Brentwood and a popular route for children to get to and from the various schools in this area. The improvements and widening of O'Hara Avenue have been a priority for the City of Oakley.

The City's CIP 320 project is focused on the widening of O'Hara Avenue, 600' south of Laurel Road to 300' South of Grapevine Lane. The project will widen the east side of O'Hara Avenue to close the gap between the sections of O'Hara Avenue that were improved and widened as part of the CIP 280 project to near the intersection of Grapevine Lane. With this widening project, O'Hara Avenue will have 2 lanes in a northbound direction from Carpenter Road to Laurel Road and will eliminate the bottleneck that has created traffic congestion on northbound O'Hara Avenue, which was highlighted especially during school morning and afternoon drop-off, and pick-up times. The project scope includes construction of new concrete curb and gutter, sidewalk, rubberized hot mix asphalt (RHMA), hot-mix asphalt (HMA) pavement and base, driveways, drainage modifications, utility adjustments, water and sewer connections and signing and striping.

These improvements will enhance the quality of the City street infrastructure and also contribute to a better quality of life for Oakley residents.



After the completion of the project design and public bidding, on July 16, 2026, a total of nine (9) bids were received, and R&R Pacific Construction submitted the lowest responsible bid for the project at a total cost of \$1,009,425.20. This was a very competitive bidding process and the City received a very favorable bid for this project.

The construction of CIP 320 is anticipated to take place starting the fall months of 2026 and completion anticipated summer 2027, weather permitting.

Consistency with the Oakley Strategic Plan 27+

This item is consistent with the Strategic Plan 27+ Community Health and Safety section goal to provide safe streets.

Fiscal Impact

This project was included in the FY 2024/25 budget with an initial design budget of \$175,000. A construction budget of \$1,925,000 was approved for FY 2026/27. To date the project expenditures total approximately \$210,000. The total available budget is approximately \$1,890,000. No additional funding is required for this contract at this time.

Staff Recommendation

Staff recommend that the City Council adopt the resolution approving the construction agreement with R&R Pacific Construction, for the Construction of Capital Improvement Project (CIP) Number 320 – O'Hara Avenue Widening Project (600' south of Laurel Road to 300' south of Grapevine Lane) for an amount not to exceed \$1,009,425.20 and authorize the City Manager to execute the agreement.

Additionally, due to variables associated with construction projects, and to address unforeseen circumstances during construction, staff further recommend that the City Council approve \$100,943.00 construction contingency and authorize staff to execute future change orders to the construction contract as necessary in an amount not to exceed \$100,943.00 for work beyond what is defined in the base project bid.

Attachments

Attachment 1 - Resolution

Attachment 2 – Bid Summary



RESOLUTION NO. XX-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY, APPROVING THE CONSTRUCTION AGREEMENT WITH R&R PACIFIC CONSTRUCTION FOR THE CONSTRUCTION OF CAPITAL IMPROVEMENT PROJECT (CIP) NUMBER 320 – O'HARA AVENUE WIDENING PROJECT (600' SOUTH OF LAUREL ROAD TO 300' SOUTH OF GRAPEVINE LANE) AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

WHEREAS, as part of the Fiscal Year 2024/25 and FY 2026/27 Budget the City of Oakley approved a 5-Year Capital improvement Program (CIP) to fund the design and construction of CIP 320; and

WHEREAS, O'Hara Avenue is a major arterial street in Oakley and a key component of the City's transportation network, in addition to being a north/south connection to the City of Brentwood and a popular route for children to get to and from the various schools in this area. The improvements and widening of O'Hara Avenue have been a priority for the City of Oakley.; and

WHEREAS, The City's CIP 320 Projects is focused on the widening of O'Hara Avenue, 600' south of Laurel Road to 300' South of Grapevine Lane, the project will widen the east side of O'Hara Avenue to close the gap between the section of O'Hara Avenue that was improved and widened as part of the CIP 280 Project to near the intersection of Grapevine Lane. With this widening project, O'Hara Avenue will have 2 lanes in a northbound direction from Carpenter Road to Laurel Road and will eliminate the bottleneck that has created traffic congestion on northbound O'Hara Avenue, which was highlighted especially during school morning and afternoon drop-off, and pick-up times; and

WHEREAS, the project scope includes construction of new concrete curb and gutter, sidewalk, rubberized hot mix asphalt (RHMA), hot-mix asphalt (HMA) pavement and base, driveways, drainage modifications, utility adjustments, water and sewer connections and signing and striping; and

WHEREAS, After the completion of the project design and public bidding, on July 16, 2026, a total of nine (9) bids were received, and R&R Pacific Construction submitted the lowest responsible bid for the project at a total cost of \$1,009,425.20. This was a very competitive bidding process and the City received a very favorable bid for this project; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the City Council of the City of Oakley hereby approves by resolution:

- 1) The construction agreement with R&R Pacific Construction for the Construction of Capital Improvement Project (CIP) Number 320 – O'Hara Avenue Widening Project (600' south of Laurel Road to 300' south of Grapevine Lane) for an amount not to exceed \$1,009,425.20,

- 2) Authorize the City Manager to execute the agreement,
- 3) Approve a \$100,943.00 construction contingency, and
- 4) Authorize staff to execute future change orders to the construction contract as necessary in an amount not to exceed \$100,943.00 for work beyond what is defined in the base project bid.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 11th of August 2026 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

Hugh Henderson, Mayor

ATTEST:

Kim Snodgrass, City Clerk

Date

City of Oakley
Public Works Department
CIP 320 - O'Hara Avenue Widening (600' South of Laurel Avenue to 300' south of Grapevine Lane) Project
Certified Bid Tabulation, Bid Opening: July 16, 2026 at 2:00pm at the Civic Center

				Engineer's Estimate		R&R Pacific Construction		O.C. Jones & Sons, Inc.		Bay Cities Paving		Martin Brothers Construction		McGuire and Hester		Ghilotti Construction Company, Inc.		Ghilotti Bros., Inc.		Redgwick Construction Co.		Granite Rock Company	
						619 1/2 Main St. Woodland, CA 95695		1520 Fourth St. Berkeley, CA 94710		P.O. Box 6227 Concord, CA 94524		8801 Folsom Blvd Suite 260 Sacramento, CA 95826		9009 Railroad Avenue Oakland, CA 94603		246 Ghilotti Avenue Santa Rosa, CA 95407		525 Jacoby Street San Rafael, CA 94901		21 Hegenberger Court Oakland, CA 94621		5225 Hellyer Avenue, Suite 220 San Jose, CA 95138	
ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST
1	Mobilization (10%)	LS	1	\$ 159,000.00	\$ 159,000.00	\$ 87,720.00	\$ 87,720.00	\$ 105,000.00	\$ 105,000.00	\$ 112,000.00	\$ 112,000.00	\$ 85,000.00	\$ 85,000.00	\$ 120,000.00	\$ 120,000.00	\$ 108,000.00	\$ 108,000.00	\$ 120,000.00	\$ 120,000.00	\$ 123,900.00	\$ 123,900.00	\$ 121,000.00	\$ 121,000.00
2	Traffic Control System and Construction Area Signs	LS	1	\$ 160,000	\$ 160,000.00	\$ 45,755.00	\$ 45,755.00	\$ 95,000.00	\$ 95,000.00	\$ 117,000.00	\$ 117,000.00	\$ 98,000.00	\$ 98,000.00	\$ 226,300.00	\$ 226,300.00	\$ 118,000.00	\$ 118,000.00	\$ 180,000.00	\$ 180,000.00	\$ 206,400.00	\$ 206,400.00	\$ 170,000.00	\$ 170,000.00
3	Storm Water Pollution Control Implementation	LS	1	\$ 75,300	\$ 75,300.00	\$ 19,212.00	\$ 19,212.00	\$ 40,000.00	\$ 40,000.00	\$ 38,000.00	\$ 38,000.00	\$ 4,390.00	\$ 4,390.00	\$ 10,000.00	\$ 10,000.00	\$ 18,800.00	\$ 18,800.00	\$ 12,000.00	\$ 12,000.00	\$ 38,700.00	\$ 38,700.00	\$ 15,000.00	\$ 15,000.00
4	Remove Tree	EA	6	\$ 1,500	\$ 9,000.00	\$ 1,800.00	\$ 10,800.00	\$ 2,000.00	\$ 12,000.00	\$ 907.00	\$ 5,442.00	\$ 1,296.00	\$ 7,776.00	\$ 500.00	\$ 3,000.00	\$ 1,100.00	\$ 6,600.00	\$ 1,650.00	\$ 9,900.00	\$ 1,980.00	\$ 11,880.00	\$ 907.00	\$ 5,442.00
5	Remove Concrete Pavement and Base Material	SF	588	\$ 15	\$ 8,820.00	\$ 10.50	\$ 6,174.00	\$ 12.00	\$ 7,056.00	\$ 16.00	\$ 9,408.00	\$ 15.00	\$ 8,820.00	\$ 8.00	\$ 4,704.00	\$ 18.00	\$ 10,584.00	\$ 10.00	\$ 5,880.00	\$ 10.00	\$ 5,880.00	\$ 18.50	\$ 10,878.00
6	Remove Sign	EA	1	\$ 250	\$ 250.00	\$ 1,046.00	\$ 1,046.00	\$ 1,400.00	\$ 1,400.00	\$ 150.00	\$ 150.00	\$ 253.00	\$ 253.00	\$ 250.00	\$ 250.00	\$ 150.00	\$ 150.00	\$ 200.00	\$ 200.00	\$ 160.00	\$ 160.00	\$ 550.00	\$ 550.00
7	Remove Guardrail	LS	1	\$ 1,500	\$ 1,500.00	\$ 1,036.00	\$ 1,036.00	\$ 4,500.00	\$ 4,500.00	\$ 12,000.00	\$ 12,000.00	\$ 1,600.00	\$ 1,600.00	\$ 1,500.00	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,900.00	\$ 1,900.00	\$ 4,925.00	\$ 4,925.00
8	Roadway Excavation	CY	492	\$ 150	\$ 73,800.00	\$ 48.00	\$ 23,616.00	\$ 49.00	\$ 24,108.00	\$ 52.00	\$ 25,584.00	\$ 88.00	\$ 43,296.00	\$ 65.00	\$ 31,980.00	\$ 70.00	\$ 34,440.00	\$ 60.00	\$ 29,520.00	\$ 80.00	\$ 39,360.00	\$ 81.00	\$ 39,852.00
9	Common Excavation	CY	1,033	\$ 120	\$ 123,960.00	\$ 48.00	\$ 49,584.00	\$ 67.00	\$ 69,211.00	\$ 74.00	\$ 76,442.00	\$ 81.00	\$ 83,673.00	\$ 65.00	\$ 67,145.00	\$ 60.00	\$ 61,980.00	\$ 56.00	\$ 57,848.00	\$ 80.00	\$ 82,640.00	\$ 125.00	\$ 129,125.00
10	Conform Grind	SY	566	\$ 40	\$ 22,640.00	\$ 17.50	\$ 9,905.00	\$ 17.00	\$ 9,622.00	\$ 9.00	\$ 5,094.00	\$ 29.00	\$ 16,414.00	\$ 18.00	\$ 10,188.00	\$ 25.00	\$ 14,150.00	\$ 20.00	\$ 11,320.00	\$ 20.00	\$ 11,320.00	\$ 7.50	\$ 4,245.00
11	HMA (Type A)	TON	1,014	\$ 230	\$ 233,220.00	\$ 190.00	\$ 192,660.00	\$ 138.00	\$ 139,932.00	\$ 140.00	\$ 141,960.00	\$ 182.00	\$ 184,548.00	\$ 150.00	\$ 152,100.00	\$ 160.00	\$ 162,240.00	\$ 172.00	\$ 174,408.00	\$ 160.00	\$ 162,240.00	\$ 158.00	\$ 160,212.00
12	RHMA-G	TON	336	\$ 250	\$ 84,000.00	\$ 190.00	\$ 63,840.00	\$ 255.00	\$ 85,680.00	\$ 345.00	\$ 115,920.00	\$ 319.00	\$ 107,184.00	\$ 292.00	\$ 98,112.00	\$ 350.00	\$ 117,600.00	\$ 245.00	\$ 82,320.00	\$ 260.00	\$ 87,360.00	\$ 321.00	\$ 107,856.00
13	Aggregate Base CL-2	CY	1,254	\$ 130	\$ 163,020.00	\$ 58.00	\$ 72,732.00	\$ 77.00	\$ 96,558.00	\$ 83.00	\$ 104,082.00	\$ 69.00	\$ 86,526.00	\$ 70.00	\$ 87,780.00	\$ 105.00	\$ 131,670.00	\$ 95.00	\$ 119,130.00	\$ 80.00	\$ 100,320.00	\$ 125.00	\$ 156,750.00
14	Cape Seal	SY	6,878	\$ 15	\$ 103,170.00	\$ 26.00	\$ 178,828.00	\$ 10.00	\$ 68,780.00	\$ 14.00	\$ 96,292.00	\$ 11.00	\$ 75,658.00	\$ 13.00	\$ 89,414.00	\$ 12.33	\$ 84,805.74	\$ 20.00	\$ 137,560.00	\$ 11.00	\$ 75,658.00	\$ 12.80	\$ 88,038.40
15	City Standard Sidewalk	SF	629	\$ 20	\$ 12,580.00	\$ 13.30	\$ 8,365.70	\$ 15.00	\$ 9,435.00	\$ 20.00	\$ 12,580.00	\$ 51.00	\$ 32,079.00	\$ 20.00	\$ 12,580.00	\$ 22.00	\$ 13,838.00	\$ 23.00	\$ 14,467.00	\$ 23.00	\$ 14,467.00	\$ 27.75	\$ 17,454.75
16	City Standard Driveway	SF	663	\$ 30	\$ 19,890.00	\$ 18.75	\$ 12,431.25	\$ 21.00	\$ 13,923.00	\$ 26.00	\$ 17,238.00	\$ 51.00	\$ 33,813.00	\$ 35.00	\$ 23,205.00	\$ 36.00	\$ 23,868.00	\$ 29.00	\$ 19,227.00	\$ 31.00	\$ 20,553.00	\$ 34.50	\$ 22,873.50
17	City Standard Curb & Gutter	LF	954	\$ 75	\$ 71,550.00	\$ 45.00	\$ 42,930.00	\$ 52.00	\$ 49,608.00	\$ 57.00	\$ 54,378.00	\$ 59.00	\$ 56,286.00	\$ 67.00	\$ 63,918.00	\$ 65.00	\$ 62,010.00	\$ 53.00	\$ 50,562.00	\$ 80.00	\$ 76,320.00	\$ 74.25	\$ 70,834.50
18	Asphalt Concrete Sidewalk	TON	145	\$ 230	\$ 33,350.00	\$ 195.00	\$ 28,275.00	\$ 170.00	\$ 24,650.00	\$ 101.00	\$ 14,645.00	\$ 339.00	\$ 49,155.00	\$ 300.00	\$ 43,500.00	\$ 250.00	\$ 36,250.00	\$ 200.00	\$ 29,000.00	\$ 200.00	\$ 29,000.00	\$ 293.00	\$ 42,485.00
19	Asphalt Sidewalk Aggregate Base CL-2	CY	49	\$ 130	\$ 6,370.00	\$ 181.25	\$ 8,881.25	\$ 320.00	\$ 15,680.00	\$ 286.00	\$ 14,014.00	\$ 551.00	\$ 26,999.00	\$ 70.00	\$ 3,430.00	\$ 645.00	\$ 31,605.00	\$ 330.00	\$ 16,170.00	\$ 460.00	\$ 22,540.00	\$ 312.00	\$ 15,288.00
20	Relocate Mailbox	EA	1	\$ 250	\$ 250.00	\$ 650.00	\$ 650.00	\$ 1,700.00	\$ 1,700.00	\$ 450.00	\$ 450.00	\$ 703.00	\$ 703.00	\$ 250.00	\$ 250.00	\$ 450.00	\$ 450.00	\$ 750.00	\$ 750.00	\$ 480.00	\$ 480.00	\$ 900.00	\$ 900.00
21	City Standard Type I Inlet	EA	1	\$ 10,500	\$ 10,500.00	\$ 6,500.00	\$ 6,500.00	\$ 12,000.00	\$ 12,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,154.00	\$ 11,154.00	\$ 13,000.00	\$ 13,000.00	\$ 10,500.00	\$ 10,500.00	\$ 8,900.00	\$ 8,900.00	\$ 10,800.00	\$ 10,800.00	\$ 14,750.00	\$ 14,750.00
22	24" HPDE SD Pipe	LF	71	\$ 375	\$ 26,625.00	\$ 605.00	\$ 42,955.00	\$ 550.00	\$ 39,050.00	\$ 380.00	\$ 26,980.00	\$ 568.00	\$ 40,328.00	\$ 495.00	\$ 35,145.00	\$ 825.00	\$ 58,575.00	\$ 640.00	\$ 45,440.00	\$ 680.00	\$ 48,280.00	\$ 1,075.00	\$ 76,325.00
23	Adjust Manhole to Grade	EA	2	\$ 2,500	\$ 5,000.00	\$ 1,822.00	\$ 3,644.00	\$ 2,200.00	\$ 4,400.00	\$ 2,900.00	\$ 5,800.00	\$ 3,483.00	\$ 6,966.00	\$ 2,000.00	\$ 4,000.00	\$ 3,000.00	\$ 6,000.00	\$ 2,200.00	\$ 4,400.00	\$ 2,100.00	\$ 4,200.00	\$ 2,055.00	\$ 4,110.00
24	Adjust Valve Box to Grade	EA	3	\$ 2,500	\$ 7,500.00	\$ 1,200.00	\$ 3,600.00	\$ 1,300.00	\$ 3,900.00	\$ 2,000.00	\$ 6,000.00	\$ 1,113.00	\$ 3,339.00	\$ 1,200.00	\$ 3,600.00	\$ 2,000.00	\$ 6,000.00	\$ 1,500.00	\$ 4,500.00	\$ 1,600.00	\$ 4,800.00	\$ 1,405.00	\$ 4,215.00
25	1" Water Service and Meter	EA	1	\$ 12,000	\$ 12,000.00	\$ 4,200.00	\$ 4,200.00	\$ 37,000.00	\$ 37,000.00	\$ 29,000.00	\$ 29,000.00	\$ 21,992.00	\$ 21,992.00	\$ 30,000.00	\$ 30,000.00	\$ 26,000.00	\$ 26,000.00	\$ 37,000.00	\$ 37,000.00	\$ 29,100.00	\$ 29,100.00	\$ 31,250.00	\$ 31,250.00
26	4" Sewer Service and Cleanout	EA	1	\$ 10,000	\$ 10,000.00	\$ 4,200.00	\$ 4,200.00	\$ 15,000.00	\$ 15,000.00	\$ 11,000.00	\$ 11,000.00	\$ 14,090.00	\$ 14,090.00	\$ 16,200.00	\$ 16,200.00	\$ 17,000.00	\$ 17,000.00	\$ 25,000.00	\$ 25,000.00	\$ 17,600.00	\$ 17,600.00	\$ 17,000.00	\$ 17,000.00
27	Signing and Striping	LS	1	\$ 150,000	\$ 150,000.00	\$ 65,000.00	\$ 65,000.00	\$ 55,000.00	\$ 55,000.00	\$ 40,000.00	\$ 40,000.00	\$ 69,240.00	\$ 69,240.00	\$ 42,000.00	\$ 42,000.00	\$ 40,100.00	\$ 40,100.00	\$ 27,000.00	\$ 27,000.00	\$ 56,100.00	\$ 56,100.00	\$ 37,600.00	\$ 37,600.00
28	Infiltration Trench	LS	1	\$ 120,000	\$ 120,000.00	\$ 14,885.00	\$ 14,885.00	\$ 13,000.00	\$ 13,000.00	\$ 26,750.00	\$ 26,750.00	\$ 14,140.00	\$ 14,140.00	\$ 27,000.00	\$ 27,000.00	\$ 26,500.00	\$ 26,500.00	\$ 25,000.00	\$ 25,000.00	\$ 36,800.00	\$ 36,800.00	\$ 23,000.00	\$ 23,000.00
				Total	\$ 1,703,295		\$ 1,009,425.20		\$ 1,053,193.00		\$ 1,129,209.00		\$ 1,183,494.00		\$ 1,220,301.00		\$ 1,232,715.74		\$ 1,249,502.00		\$ 1,318,758.00		\$ 1,391,959.15

* Note 1

Note 1: Unit Price Numbers written in the bid does not calculate to the Total Bid Amount.

DATE: August 11, 2026
TO: Joshua McMurray, City Manager
FROM: Billilee Saengchalern, Public Works Director/City Engineer
SUBJECT: Adopt a Resolution Authorizing the City Manager to Execute a Construction Agreement with Redgwick Construction Co., for the Construction of Capital Improvement Project (CIP) Number 211 – Main Street / Rose Avenue Intersection Improvement Project

Approved and
Forwarded to the
City Council

Background and Analysis

The City's adopted Fiscal Year (FY) 2025/26 and FY 2026/27 CIP designates funding for various infrastructure repair and replacement projects. This is consistent with the City's Strategic Goals to improve the quality of the City's public infrastructure and to enhance the quality of life for our residents. The design was budgeted in FY 2025/26 CIP and construction was budgeted in FY 2026/27 for CIP 211.

The intersection of Main Street and Rose Avenue currently does not have a traffic signal. This intersection is identified as having a new traffic signal per the City's Traffic Impact Fee program and the City's General Plan. This intersection not only serves the traffic on Main Street and Rose Avenue, but also serves the facilities of Ironhouse Sanitary District, Diablo Water District, East Bay Regional Park District, and Contra Costa Water District located north of the project site.

The increased traffic flows at this intersection necessitate construction of a new traffic signal that will improve safety and traffic circulation at this intersection. As part of the collaborations between the City and Ironhouse Sanitary District, ISD contributed funds towards the design of this project which had been budgeted as part of the FY 2025/26 City Capital Improvement budget.

CIP 211 focuses on the improvement of the Main Street and Rose Avenue intersection that includes the construction of new concrete curb and gutter, sidewalk, curb ramps, hot-mix asphalt (HMA) pavement and base; traffic signal, utility adjustments, signing and striping, slurry seal and guardrail.

After the completion of the project design and public bidding, on July 23, 2026, a total of ten (10) bids were received, and Redgwick Construction Co. submitted the lowest responsible bid for the project at a total cost of \$917,219.00. This was a very competitive bidding process and the City received a very favorable bid for this project.



The procurement of traffic signal poles is approximately three to four months, and the physical construction of CIP 211 is anticipated to begin early next year and completion in summer 2026, weather permitting.

Consistency with the Oakley Strategic Plan 27+

This item is consistent with the Strategic Plan 27+ Community Health and Safety section goal to provide safe streets

Fiscal Impact

This item was included in the FY 2025/26 budget for a design budget of \$200,000. A construction budget of \$1,320,000 was requested for FY 2026/27 (\$388,360 Traffic Impact Fee Fund, \$50,000 Main Street Fund, \$311,640 Measure J, \$200,000 2014 Bond Benefit, and \$370,000 2012 Bond Benefit). To date the total project expenditure is approximately \$135,000. The total available budget is approximately \$1,385,000. No additional funding is required for this contract at this time.

Staff Recommendation

Staff recommend that the City Council adopt the resolution approving the construction agreement with Redgwick Construction Co., for the Construction of Capital Improvement Project (CIP) Number 211 – Main Street / Rose Avenue Intersection Improvement Project for an amount not to exceed \$917,219.00 and authorize the City Manager to execute the agreement.

Additionally, due to variables associated with construction projects, and to address unforeseen circumstances during construction, staff further recommend that the City Council approve \$91,722.00 in construction contingency and authorize staff to execute future change orders to the construction contract as necessary in an amount not to exceed \$91,722.00 for work beyond what is defined in the base project bid.

Attachments

Attachment 1 – Resolution

Attachment 2 – Bid Summary



RESOLUTION NO. XX-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY, APPROVING THE CONSTRUCTION AGREEMENT WITH REDGWICK CONSTRUCTION CO., FOR THE CONSTRUCTION OF CAPITAL IMPROVEMENT PROJECT (CIP) NUMBER 211 – MAIN STREET / ROSE AVENUE INTERSECTION IMPROVEMENT PROJECT AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

WHEREAS, as part of the Fiscal Year (FY) 2025/26 and FY 2026/27 Budget the City of Oakley approved a 5-Year Capital improvement Program (CIP); and

WHEREAS, CIP 211 focuses on improvement of the Main Street and Rose Avenue intersection that includes construction of new concrete curb and gutter, sidewalk, curb ramps, hot-mix asphalt (HMA) pavement and base; traffic signal, utility adjustments, signing and striping, slurry seal and guardrail; and

WHEREAS, after the completion of the project design and public bidding, on July 23, 2026, a total of ten (10) bids were received, and Redgwick Construction Co. submitted the lowest responsible bid for the project at a total cost of \$917,219.00, this was a very competitive bidding process, and the City received a very favorable bid for this project; and

WHEREAS, this item was included in the FY 2025/26 budget. A construction budget of \$1,320,000 was requested for FY 2026/27 (\$388,360 Traffic Impact Fee Fund, \$50,000 Main Street Fund, \$311,640 Measure J, \$200,000 2014 Bond Benefit, and \$370,000 2012 Bond Benefit). To date, actual expenditures total \$110,226.88, with \$7,274.93 in pending invoices and \$17,601.62 of encumbered funds. The total available budget is \$1,384,896.47. No additional funding is required for this contract at this time.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the City Council of the City of Oakley hereby approves by resolution:

- 1) The construction agreement with Redgwick Construction Co., for the Construction of Capital Improvement Project (CIP) Number 211 – Main Street / Rose Avenue Intersection Improvement Project for an amount not to exceed \$917,219.00,
- 2) Authorize the City Manager to execute the agreement,
- 3) Approve a \$91,722.00 construction contingency, and
- 4) Authorize staff to execute future change orders to the construction contract as necessary in an amount not to exceed \$91,722.00 for work beyond what is defined in the base project bid.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 11th of August 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

Hugh Henderson, Mayor

ATTEST:

Kim Snodgrass, City Clerk

Date

City of Oakley
Public Works Department
CIP 211 - Main Street and Rose Avenue Intersection Improvement Project
Certified Bid Tabulation, Bid Opening: July 23, 2026 at 2:00pm at the Civic Center

				Engineer's Estimate		Redgwick Construction Co.		R&R Pacific Construction		Consolidated Engineer Inc.		Misson Constructor,Inc.		Kerex Engineering, Inc.		St. Francis Electric, LLC.		Gruendl Inc. dba Ray's Electric		Franco Engineering, Inc.		Zara Construction Inc.			
						21 Hegenberger Court Oakland, CA 94621		PO BOX 1029 Woodland, CA 95776		5860 Amos Lane Valley Springs, CA		195 Bayshore Blvd San Fransisco, CA 94124		4941 Pacheco Blvd Martinez, CA 94553		975 Carden Street San Leandro, CA 94577		411 Pendleton Way Suit B Oakland, CA 94621		8657 Waterwell Way Tracy, CA 95304		2343 Donner Pass Ave Sacramento, CA 95835			
ITEM	ITEM DESCRIPTION	UNIT	QUANTITY			UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST
1	Mobilization	LS	1	\$ 90,000.00	\$ 90,000.00	\$ 59,600.00	\$ 59,600.00	\$ 55,906.00	\$ 55,906.00	\$ 36,000.00	\$ 36,000.00	\$ 95,000.00	\$ 95,000.00	\$ 30,000.00	\$ 30,000.00	\$ 60,000.00	\$ 60,000.00	\$ 93,360.00	\$ 93,360.00	\$ 67,000.00	\$ 67,000.00	\$ 45,000.00	\$ 45,000.00		
2	Traffic Control System and Construction Area Signs	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 514,000.00	\$ 51,400.00	\$ 38,845.00	\$ 38,845.00	\$ 43,500.00	\$ 43,500.00	\$ 45,000.00	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00	\$ 70,000.00	\$ 70,000.00	\$ 52,340.00	\$ 52,340.00	\$ 63,000.00	\$ 63,000.00	\$ 55,000.00	\$ 55,000.00		
3	Clear and Grubbing	SF	1,145	\$ 8.00	\$ 9,160.00	\$ 3.00	\$ 3,435.00	\$ 2.20	\$ 2,519.00	\$ 1.00	\$ 1,145.00	\$ 3.25	\$ 3,721.25	\$ 20.00	\$ 22,900.00	\$ 7.00	\$ 8,015.00	\$ 9.50	\$ 10,877.50	\$ 8.00	\$ 9,160.00	\$ 10.00	\$ 11,450.00		
4	Water Pollution Control Plan	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 16,100.00	\$ 16,100.00	\$ 600.00	\$ 600.00	\$ 7,800.00	\$ 7,800.00	\$ 2,600.00	\$ 2,600.00	\$ 5,000.00	\$ 5,000.00	\$ 17,943.70	\$ 17,943.70	\$ 18,222.00	\$ 18,222.00	\$ 2,500.00	\$ 2,500.00	\$ 7,000.00	\$ 7,000.00		
5	Remove and Dispose of Concrete Pavement and Base	SF	2,656	\$ 15.00	\$ 39,840.00	\$ 9.00	\$ 23,904.00	\$ 3.10	\$ 8,233.60	\$ 7.00	\$ 18,592.00	\$ 17.00	\$ 45,152.00	\$ 10.00	\$ 26,560.00	\$ 12.10	\$ 32,137.60	\$ 16.00	\$ 42,496.00	\$ 24.00	\$ 63,744.00	\$ 11.00	\$ 29,216.00		
6	Remove and Dispose of Asphalt Concrete Pavement and Base	SF	1,000	\$ 20.00	\$ 20,000.00	\$ 11.00	\$ 11,000.00	\$ 4.30	\$ 4,300.00	\$ 1.00	\$ 1,000.00	\$ 17.00	\$ 17,000.00	\$ 27.00	\$ 27,000.00	\$ 12.10	\$ 12,100.00	\$ 13.00	\$ 13,000.00	\$ 50.00	\$ 50,000.00	\$ 12.00	\$ 12,000.00		
7	Remove AC Dike	LF	85	\$ 50.00	\$ 4,250.00	\$ 2.00	\$ 170.00	\$ 17.90	\$ 1,521.50	\$ 1.00	\$ 85.00	\$ 7.00	\$ 595.00	\$ 50.00	\$ 4,250.00	\$ 13.50	\$ 1,147.50	\$ 110.00	\$ 9,350.00	\$ 24.00	\$ 2,040.00	\$ 30.00	\$ 2,550.00		
8	HMA (Type A)	TON	280	\$ 600.00	\$ 168,000.00	\$ 300.00	\$ 84,000.00	\$ 209.30	\$ 58,604.00	\$ 340.00	\$ 95,200.00	\$ 240.00	\$ 67,200.00	\$ 480.00	\$ 134,400.00	\$ 308.95	\$ 86,506.00	\$ 380.00	\$ 106,400.00	\$ 251.00	\$ 70,280.00	\$ 400.00	\$ 112,000.00		
9	Install Caltrans Type A HMA Dike	LF	300	\$ 60.00	\$ 18,000.00	\$ 29.00	\$ 8,700.00	\$ 32.75	\$ 9,825.00	\$ 31.00	\$ 9,300.00	\$ 40.00	\$ 12,000.00	\$ 90.00	\$ 27,000.00	\$ 47.02	\$ 14,106.00	\$ 67.00	\$ 20,100.00	\$ 40.00	\$ 12,000.00	\$ 100.00	\$ 30,000.00		
10	Install City of Oakley Sidewalk	SF	635	\$ 30.00	\$ 19,050.00	\$ 22.00	\$ 13,970.00	\$ 22.25	\$ 14,128.75	\$ 23.00	\$ 14,605.00	\$ 30.00	\$ 19,050.00	\$ 45.00	\$ 28,575.00	\$ 33.58	\$ 21,323.30	\$ 37.00	\$ 23,495.00	\$ 30.00	\$ 19,050.00	\$ 38.00	\$ 24,130.00		
11	Install City of Oakley Curb and Gutter	LF	60	\$ 50.00	\$ 3,000.00	\$ 118.00	\$ 7,080.00	\$ 56.90	\$ 3,414.00	\$ 140.00	\$ 8,400.00	\$ 145.00	\$ 8,700.00	\$ 180.00	\$ 10,800.00	\$ 135.33	\$ 8,119.80	\$ 157.00	\$ 9,420.00	\$ 100.00	\$ 6,000.00	\$ 120.00	\$ 7,200.00		
12	Install Caltrans Case A Curb Ramp	EA	2	\$ 8,000.00	\$ 16,000.00	\$ 7,600.00	\$ 15,200.00	\$ 3,486.00	\$ 6,972.00	\$ 7,400.00	\$ 14,800.00	\$ 7,800.00	\$ 15,600.00	\$ 16,500.00	\$ 33,000.00	\$ 12,090.00	\$ 24,180.00	\$ 7,500.00	\$ 15,000.00	\$ 10,000.00	\$ 20,000.00	\$ 8,000.00	\$ 16,000.00		
13	2" AC Grind	SY	1,470	\$ 10.00	\$ 14,700.00	\$ 9.00	\$ 13,230.00	\$ 10.00	\$ 14,700.00	\$ 4.00	\$ 5,880.00	\$ 22.00	\$ 32,340.00	\$ 28.00	\$ 41,160.00	\$ 12.43	\$ 18,272.10	\$ 41.00	\$ 60,270.00	\$ 14.00	\$ 20,580.00	\$ 15.00	\$ 22,050.00		
14	Install Traffic Signal System	LS	1	\$ 612,000.00	\$ 612,000.00	\$ 524,800.00	\$ 524,800.00	\$ 638,105.00	\$ 638,105.00	\$ 571,000.00	\$ 571,000.00	\$ 550,611.00	\$ 550,611.00	\$ 559,000.00	\$ 559,000.00	\$ 512,000.00	\$ 512,000.00	\$ 464,145.00	\$ 464,145.00	\$ 593,565.00	\$ 593,565.00	\$ 582,259.00	\$ 582,259.00		
15	Signing and Striping	LS	1	\$ 42,000.00	\$ 42,000.00	\$ 19,100.00	\$ 19,100.00	\$ 70,270.00	\$ 70,270.00	\$ 42,000.00	\$ 42,000.00	\$ 19,500.00	\$ 19,500.00	\$ 50,000.00	\$ 50,000.00	\$ 55,075.00	\$ 55,075.00	\$ 32,500.00	\$ 32,500.00	\$ 43,050.00	\$ 43,050.00	\$ 43,000.00	\$ 43,000.00		
16	Adjust Utility Structures to Grade	EA	2	\$ 4,000.00	\$ 8,000.00	\$ 2,100.00	\$ 4,200.00	\$ 1,125.00	\$ 2,250.00	\$ 2,300.00	\$ 4,600.00	\$ 1,800.00	\$ 3,600.00	\$ 1,500.00	\$ 3,000.00	\$ 4,500.00	\$ 9,000.00	\$ 2,150.00	\$ 4,300.00	\$ 1,500.00	\$ 3,000.00	\$ 3,500.00	\$ 7,000.00		
17	Slurry Seal	SY	4,310	\$ 18.00	\$ 77,580.00	\$ 13.00	\$ 56,030.00	\$ 14.50	\$ 62,495.00	\$ 14.00	\$ 60,340.00	\$ 12.50	\$ 53,875.00	\$ 15.00	\$ 64,650.00	\$ 13.40	\$ 57,754.00	\$ 9.97	\$ 42,970.70	\$ 14.00	\$ 60,340.00	\$ 16.00	\$ 68,960.00		
18	Irrigation Crossover	LS	1	\$ 16,000.00	\$ 16,000.00	\$ 3,700.00	\$ 3,700.00	\$ 13,225.00	\$ 13,225.00	\$ 12,500.00	\$ 12,500.00	\$ 11,400.00	\$ 11,400.00	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 6,700.00	\$ 6,700.00	\$ 23,000.00	\$ 23,000.00		
19	Perimeter Fence	LS	1	\$ 7,420.00	\$ 7,420.00	\$ 1,600.00	\$ 1,600.00	\$ 4,805.00	\$ 4,805.00	\$ 4,700.00	\$ 4,700.00	\$ 46,000.00	\$ 46,000.00	\$ 15,000.00	\$ 15,000.00	\$ 4,000.00	\$ 4,000.00	\$ 10,000.00	\$ 10,000.00	\$ 3,500.00	\$ 3,500.00	\$ 18,000.00	\$ 18,000.00		
				Total	\$ 1,200,000		\$ 917,219.00		\$ 1,010,718.85		\$ 951,447.00		\$ 1,048,944.25		\$ 1,139,795.00		\$ 1,026,680.00		\$ 1,038,246.20		\$ 1,115,509.00		\$ 1,115,815.00		

*1 The Bidder listed the total base bid as \$1,048,513.67, but the verified and corrected base bid is \$1,048,944.25

*2 The Bidder did not list the total base bid, City Staff verified the base bid and the total is \$1,139,795.

*3 The Bidder listed the total base bid as \$1,026,700, but the verified and corrected base bid is \$1,026,680.

1*

2*

3*

DATE: August 11, 2026
TO: Joshua McMurray, City Manager
FROM: Billilee Saengchalern, Public Works Director/City Engineer
SUBJECT: Adopt a Resolution Authorizing the City Manager to Execute a Construction Agreement with S&H Construction Inc., for the Construction of Capital Improvement Project (CIP) Number 268 – Main Street / Delta Road Intersection Signalization Project

Approved and
Forwarded to the
City Council

Background and Analysis

The City's adopted Fiscal Year (FY) 2025/26 CIP designates funding for various infrastructure repair and replacement projects. This is consistent with the City's Strategic Goals to improve the quality of the City's public infrastructure and to enhance the quality of life for our residents. The design was budgeted in FY 2025/26 CIP and construction was budgeted in FY 2026/27 for CIP 268.

The intersection of Main Street and Delta Road currently does not have a traffic signal. This intersection is identified as having a new traffic signal per the City's Traffic Impact Fee program and the City's General Plan. With the growth of the far east Oakley region and additional traffic that uses Delta Road for access to Main Street, a new traffic signal will improve safety and traffic circulation at this intersection.

CIP 268 is focused on the widening and improvement of the Main Street and Delta Road intersection, the scope includes the construction of new concrete curb and gutter, sidewalk curb ramps, hot-mix asphalt (HMA) pavement and base; traffic signal, utility adjustments, signing and striping, slurry seal and guardrail. These improvements will not only enhance the quality of the City street infrastructure but also contribute to a better quality of life for Oakley residents.

After the completion of the project design and public bidding, on July 23, 2026, a total of ten (10) bids were received, and S&H Construction Inc. submitted the lowest responsible bid for the project at a total cost of \$848,600.00. This was a very competitive bidding process and the City received a very favorable bid for this project.

Consistency with the Oakley Strategic Plan 27+

This item is consistent with the Strategic Plan 27+ Community Health and Safety section goal to provide safe streets.



Fiscal Impact

This item was included in the FY 2021/22 and 2025/26 budget with an initial budget of \$200,000. A construction budget of \$1,045,000 was requested for FY 2026/27 (\$388,360 Traffic Impact Fee Fund and \$656,640 Gas Tax RMRA Fund). To date the project total expenditure is approximately \$170,000. The total available budget is \$1,075,000. No additional funding is required for this contract at this time.

Staff Recommendation

Staff recommend that the City Council adopt the resolution approving the construction agreement with S&H Construction Inc., for the Construction of Capital Improvement Project (CIP) Number 211– Main Street / Delta Road Intersection Signalization Project for an amount not to exceed \$848,600.00 and authorize the City Manager to execute the agreement.

Additionally, due to variables associated with construction projects, and to address unforeseen circumstances during construction, staff further recommend that the City Council approve \$84,860.00 construction contingency and authorize staff to execute future change orders to the construction contract as necessary in an amount not to exceed \$84,860.00 for work beyond what is defined in the base project bid

Attachments

Attachment 1 - Resolution

Attachment 2 – Bid Summary



RESOLUTION NO. XX-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY, APPROVING THE CONSTRUCTION AGREEMENT WITH S&H CONSTRUCTION INC., FOR THE CONSTRUCTION OF CAPITAL IMPROVEMENT PROJECT (CIP) NUMBER 268 - MAIN STREET / DELTA ROAD INTERSECTION SIGNALIZATION PROJECT AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

WHEREAS, as part of the Fiscal Year (FY) 2021/22, 2025/26, and 2026/27 CIP Budget the City of Oakley approved a 5-Year Capital improvement Program (CIP); and

WHEREAS, CIP 268 is focused on the widening and improvement of the Main Street and Delta Road intersection, the scope includes the construction of new concrete curb and gutter, sidewalk curb ramps, hot-mix asphalt (HMA) pavement and base; traffic signal, utility adjustments, signing and striping, slurry seal and guardrail; and

WHEREAS, these improvements will not only enhance the quality of the City street infrastructure but also contribute to a better quality of life for Oakley residents; and

WHEREAS, after the completion of the project design and public bidding, on July 23, 2026, a total of ten (10) bids were received, and S&H Construction Inc. submitted the lowest responsible bid for the project at a total cost of \$848,600.00. This was a very competitive bidding process and the City received a very favorable bid for this project; and

WHEREAS, this item was included in the FY 2021/22 and 2025/26 budget with an initial budget of \$200,000. A construction budget of \$1,045,000 was requested for FY 2026/27 (\$388,360 Traffic Impact Fee Fund and \$656,640 Gas Tax RMRA Fund). To date, actual expenditures total \$127,987.73, with \$10,535 in pending invoices and \$31,558 encumbered. The total available budget is \$1,074,888. No additional funding is required for this contract at this time; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the City Council of the City of Oakley hereby approves by resolution:

- 1) the construction agreement with S&H Construction Inc., for the Construction of Capital Improvement Project (CIP) Number 268 - Main Street / Delta Road Intersection Signalization Project for an amount not to exceed \$848,600.00,
- 2) authorize the City Manager to execute the agreement,
- 3) approve a \$84,860.00 construction contingency, and

4) authorize staff to execute future change orders to the construction contract as necessary in an amount not to exceed \$84,860.00 for work beyond what is defined in the base project bid.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 11th of August 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

Hugh Henderson, Mayor

ATTEST:

Kim Snodgrass, City Clerk

Date

City of Oakley
Public Works Department
CIP 268 - Main Street and Delta Road Intersection Signalization Project
Certified Bid Tabulation, Bid Opening: July 23, 2026 at 2:00pm at the Civic Center

				Engineer's Estimate		S&H Construction Inc.		Consolidated Engineering Inc.		Redgwick Construction Co.		Gruendl Inc. dba Ray's Electric		Misson Constructors, Inc.		St. Francis Electric, LLC.		Franco Engineering, Inc.		Kerex Engineering, Inc.		W. Bradley Electric, LLC.		JPB Designs Inc.	
						5560 Boscell Common Fremont, CA 94538		5860 Amos Lane Valley Springs, CA		21 Hegenberger Court Oakland, CA 94621		411 Pendleton Way Suite B Oakland, CA 94621		195 Bayshore Blvd San Francisco, CA 94124		975 Carden Street San Leandro, CA 94577		8657 Waterwell Way Tracy, CA 95304		4941 Pacheco Blvd Martinez, CA 94553		90 Hill Road Novato, CA 94945		5650 Main Ave. Suite #2 Orangevale, CA 95662	
ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST	UNIT PRICE	ITEM TOTAL COST
1	Mobilization	LS	1	\$ 60,000.00	\$ 60,000.00	\$ 50,000.00	\$ 50,000.00	\$ 48,000.00	\$ 48,000.00	\$ 71,600.00	\$ 71,600.00	\$ 80,860.00	\$ 80,860.00	\$ 76,000.00	\$ 76,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 35,000.00	\$ 35,000.00	\$ 59,061.00	\$ 59,061.00	\$ 100,000.00	\$ 100,000.00
2	Traffic Control System	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 50,000.00	\$ 50,000.00	\$ 28,000.00	\$ 28,000.00	\$ 63,600.00	\$ 63,600.00	\$ 68,500.00	\$ 68,500.00	\$ 37,500.00	\$ 37,500.00	\$ 90,000.00	\$ 90,000.00	\$ 39,000.00	\$ 39,000.00	\$ 39,000.00	\$ 39,000.00	\$ 39,000.00	\$ 39,000.00	\$ 60,000.00	\$ 60,000.00
3	Clear and Grub	SF	6,460	\$ 8.00	\$ 51,680.00	\$ 5.00	\$ 32,300.00	\$ 3.50	\$ 22,610.00	\$ 3.00	\$ 19,380.00	\$ 7.00	\$ 45,220.00	\$ 3.25	\$ 20,995.00	\$ 4.20	\$ 27,132.00	\$ 8.00	\$ 51,680.00	\$ 5.00	\$ 32,300.00	\$ 1.00	\$ 6,460.00	\$ 5.00	\$ 32,300.00
4	Water Pollution Control Plan	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 9,000.00	\$ 9,000.00	\$ 16,200.00	\$ 16,200.00	\$ 18,133.00	\$ 18,133.00	\$ 2,600.00	\$ 2,600.00	\$ 18,717.00	\$ 18,717.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 11,800.00	\$ 11,800.00	\$ 10,000.00	\$ 10,000.00
5	Remove and Dispose of Asphalt Concrete Pavement	SF	590	\$ 30.00	\$ 17,700.00	\$ 55.00	\$ 32,450.00	\$ 27.00	\$ 15,930.00	\$ 8.00	\$ 4,720.00	\$ 12.50	\$ 7,375.00	\$ 17.00	\$ 10,030.00	\$ 21.00	\$ 12,390.00	\$ 40.00	\$ 23,600.00	\$ 18.00	\$ 10,620.00	\$ 15.00	\$ 8,850.00	\$ 40.00	\$ 23,600.00
6	HMA (Type A)	TON	240	\$ 825.00	\$ 198,000.00	\$ 700.00	\$ 168,000.00	\$ 277.00	\$ 66,480.00	\$ 210.00	\$ 50,400.00	\$ 380.00	\$ 91,200.00	\$ 240.00	\$ 57,600.00	\$ 232.00	\$ 55,680.00	\$ 343.00	\$ 82,320.00	\$ 450.00	\$ 108,000.00	\$ 300.00	\$ 72,000.00	\$ 500.00	\$ 120,000.00
7	Install City of Oakley Curb and Gutter	LF	60	\$ 50.00	\$ 3,000.00	\$ 160.00	\$ 9,600.00	\$ 121.00	\$ 7,260.00	\$ 80.00	\$ 4,800.00	\$ 209.00	\$ 12,540.00	\$ 145.00	\$ 8,700.00	\$ 188.00	\$ 11,280.00	\$ 100.00	\$ 6,000.00	\$ 95.00	\$ 5,700.00	\$ 195.00	\$ 11,700.00	\$ 95.00	\$ 5,700.00
8	Install Caltrans Type A HMA Dike	LF	250	\$ 75.00	\$ 18,750.00	\$ 60.00	\$ 15,000.00	\$ 37.00	\$ 9,250.00	\$ 41.00	\$ 10,250.00	\$ 71.00	\$ 17,750.00	\$ 40.00	\$ 10,000.00	\$ 42.28	\$ 10,570.00	\$ 40.00	\$ 10,000.00	\$ 80.00	\$ 20,000.00	\$ 55.00	\$ 13,750.00	\$ 75.00	\$ 18,750.00
9	Install City of Oakley Sidewalk	SF	290	\$ 40.00	\$ 11,600.00	\$ 60.00	\$ 17,400.00	\$ 35.00	\$ 10,150.00	\$ 26.00	\$ 7,540.00	\$ 44.00	\$ 12,760.00	\$ 30.00	\$ 8,700.00	\$ 36.00	\$ 10,440.00	\$ 30.00	\$ 8,700.00	\$ 58.00	\$ 16,820.00	\$ 45.00	\$ 13,050.00	\$ 40.00	\$ 11,600.00
10	Install Traffic Signal System	LS	1	\$ 480,000.00	\$ 480,000.00	\$ 325,350.00	\$ 325,350.00	\$ 516,000.00	\$ 516,000.00	\$ 526,100.00	\$ 526,100.00	\$ 420,000.00	\$ 420,000.00	\$ 545,000.00	\$ 545,000.00	\$ 540,000.00	\$ 540,000.00	\$ 536,340.00	\$ 536,340.00	\$ 535,000.00	\$ 535,000.00	\$ 644,916.00	\$ 644,916.00	\$ 594,000.00	\$ 594,000.00
11	Signing and Striping	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 39,000.00	\$ 39,000.00	\$ 18,700.00	\$ 18,700.00	\$ 30,000.00	\$ 30,000.00	\$ 19,500.00	\$ 19,500.00	\$ 45,600.00	\$ 45,600.00	\$ 39,900.00	\$ 39,900.00	\$ 45,000.00	\$ 45,000.00	\$ 38,025.00	\$ 38,025.00	\$ 42,000.00	\$ 42,000.00
12	Slurry Seal	SY	2,950	\$ 20.00	\$ 59,000.00	\$ 10.00	\$ 29,500.00	\$ 20.30	\$ 59,885.00	\$ 7.00	\$ 20,650.00	\$ 13.55	\$ 39,972.50	\$ 18.00	\$ 53,100.00	\$ 16.26	\$ 47,967.00	\$ 21.00	\$ 61,950.00	\$ 21.00	\$ 61,950.00	\$ 8.86	\$ 26,137.00	\$ 18.00	\$ 53,100.00
13	Midwest Guardrail System	LF	60	\$ 200.00	\$ 12,000.00	\$ 400.00	\$ 24,000.00	\$ 490.00	\$ 29,400.00	\$ 480.00	\$ 28,800.00	\$ 356.00	\$ 21,360.00	\$ 225.00	\$ 13,500.00	\$ 574.00	\$ 34,440.00	\$ 500.00	\$ 30,000.00	\$ 490.00	\$ 29,400.00	\$ 479.00	\$ 28,740.00	\$ 400.00	\$ 24,000.00
14	Common Backfill	CY	12	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 200.00	\$ 2,400.00	\$ 600.00	\$ 7,200.00	\$ 470.00	\$ 5,640.00	\$ 602.00	\$ 7,224.00	\$ 560.00	\$ 6,720.00	\$ 750.00	\$ 9,000.00	\$ 500.00	\$ 6,000.00	\$ 1,400.00	\$ 16,800.00
15	2" AC Grinding	SY	240	\$ 10.00	\$ 2,400.00	\$ 80.00	\$ 19,200.00	\$ 23.00	\$ 5,520.00	\$ 8.00	\$ 1,920.00	\$ 41.00	\$ 9,840.00	\$ 63.00	\$ 15,120.00	\$ 34.00	\$ 8,160.00	\$ 70.00	\$ 16,800.00	\$ 80.00	\$ 19,200.00	\$ 100.00	\$ 24,000.00	\$ 53.00	\$ 12,720.00
16	Class II Aggregate Base	CY	120	\$ 115.00	\$ 13,800.00	\$ 165.00	\$ 19,800.00	\$ 17.00	\$ 2,040.00	\$ 280.00	\$ 33,600.00	\$ 120.00	\$ 14,400.00	\$ 170.00	\$ 20,400.00	\$ 145.00	\$ 17,400.00	\$ 200.00	\$ 24,000.00	\$ 150.00	\$ 18,000.00	\$ 750.00	\$ 90,000.00	\$ 360.00	\$ 43,200.00
				Total	\$ 993,930		\$ 848,600.00		\$ 874,525.00		\$ 880,660.00		\$ 897,110.50		\$ 904,385.00		\$ 977,000.00		\$ 979,510.00		\$ 989,990.00		\$ 1,093,489.00		\$ 1,167,770.00

*1 The Bidder listed the total base bid as \$907,785, but the verified and corrected base bid is \$904,835.

*2 The Bidder listed the total base bid as \$989,900, but the verified and corrected base bid is \$989,990.
The Bidder listed the total base bid as \$1,083,489, but the verified and corrected base bid is \$1,093,489.

*3

DATE: August 11, 2026
TO: Hon. Mayor and Members of the City Council
FROM: Derek Cole, City Attorney
SUBJECT: Adopt a Resolution Adopting an Updated Policy for Online Meeting Comments

Approved and
Forwarded to the
City Council

Background and Analysis

Since 2011, the City Council has followed a policy by which members of the public can provide online public comments until shortly before the start of Council meetings. The public may express an interest to speak orally during the meetings, or it may choose to have its comments submitted (but not read) as part of the official record.

Currently, the online comment policy allows members of the public to submit comments through 5 p.m. the day of regular or special City Council meetings. To conform to current practices, the attached resolution changes the deadline for online comment submission to 4 p.m. and requires that these comments be emailed to Councilmembers at or about 5 p.m. the day of meetings. Hard copies of all copies will continue to be provided at the dais for each councilmember.

Consistency with the Oakley Strategic Plan 27+

The proposed action is consistent with the Sustainable Organization Goal.

Fiscal Impact

There is no fiscal impact associated with adoption of the updated policy.

Staff Recommendation

The City Council should adopt a Resolution of the City Council of the City of Oakley Adopting an Updated Policy for Online Comments for Oakley City Council Meetings

Attachments

1. Resolution Concerning Online Public Comments



RESOLUTION NO. XX-26

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
ADOPTING AN UPDATED POLICY FOR ONLINE COMMENTS FOR OAKLEY
CITY COUNCIL MEETINGS**

WHEREAS, since adopting Resolution No. 120-11, the City Council has followed a process by which it receives online public comments before City Council meetings begin; and

WHEREAS, the City Council seeks to update and supersede its policy for receiving public comments to conform to its current and preferred practices.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oakley that the City Council approves an updated policy for online comments for the Oakley City Council meetings (attached as Exhibit A).

BE IT FURTHER RESOLVED that this Resolution supersedes Resolution 120-11.

PASSED AND ADOPTED by the City Council of the City of Oakley this 11th day of August 2026 by the following vote:

AYES:

NOES:

ABSTENTION:

ABSENT:

APPROVED:

ATTEST:

Hugh Henderson, Mayor

Kim Snodgrass, City Clerk

Date

EXHIBIT A

POLICY FOR ONLINE COMMENTS FOR OAKLEY CITY COUNCIL MEETINGS

The following policy shall apply to online comments for Oakley City Council meetings after August 11, 2026:

- 1) The City Clerk, or his or her designee, shall receive online comments through the City's email system before 4 p.m. on the day of any regular or special meeting.
- 2) The City Clerk, or his or her designee, shall email all online comments received through the City's email system to the Oakley City Council at or about 5 p.m. the day of each City Council meeting. The City Clerk, or his or her designee, shall also provide a paper copy of all comments to the City Council at the City Council meetings before the meetings begin.
- 3) City staff shall provide the following options online for a person submitting a comment to choose from:
 - a) ___ I wish to speak;
 - b) ___ I do not wish to speak, but would like my comment to be entered into the record (my comment will not be read, but will appear summarized in the meeting minutes).
- 4) In addition to the options provided in paragraph 3 above, a comment box shall be provided to allow the public to type their comments online.

DATE: August 11, 2026
TO: Joshua McMurray, City Manager
FROM: Jose Cortez, Senior Planner
SUBJECT: Unhosted Stay Short-Term Rentals in the Downtown Specific Plan and SB 346 (Short-Term Rental Facilitator Act of 2025). – Adopt an Ordinance amending Chapter 5.15, titled “Short-Term Rentals”

Approved and
Forwarded to the
City Council

Background

SUMMARY

On February 10, 2026 and April 28, 2026, Staff conducted a Planning and Zoning Work Session with the City Council regarding short-term rentals (“STR”), specifically in the downtown. Staff presented information on the various types of STRs including regulations for hosted stays, unhosted stays, and vacation rentals. In addition, staff provided information on SB 346 (Short-Term Rental Facilitator Act of 2025). As a result of City Council direction from those work sessions, Staff has revised the applicable sections of Oakley Municipal Code Chapter 5.15 (Short-Term Rentals) accordingly. The proposed amendments would allow hosted and unhosted short-term rentals within the Downtown Specific Plan area. In addition, vacation rentals within the Downtown Specific Plan area would be permitted, subject to a maximum of 15 vacation rentals at any given time. The proposed amendments also include revisions intended to ensure compliance with SB 346 (Short-Term Rental Facilitator Act of 2025).

APRIL 28, 2026 CITY COUNCIL WORK SESSION

During the April 28, 2026 work session, the City Council provided staff with direction to include language in Chapter 5.15 to allow for unhosted STRs and vacation rentals within the Downtown Specific Plan area. Additionally, the Council requested staff include a cap on the number of vacation rentals allowed within the boundaries. The Council also directed staff to include language related to SB 346 (Short-Term Rental Facilitator Act of 2025) compliance.

DOWNTOWN SPECIFIC PLAN

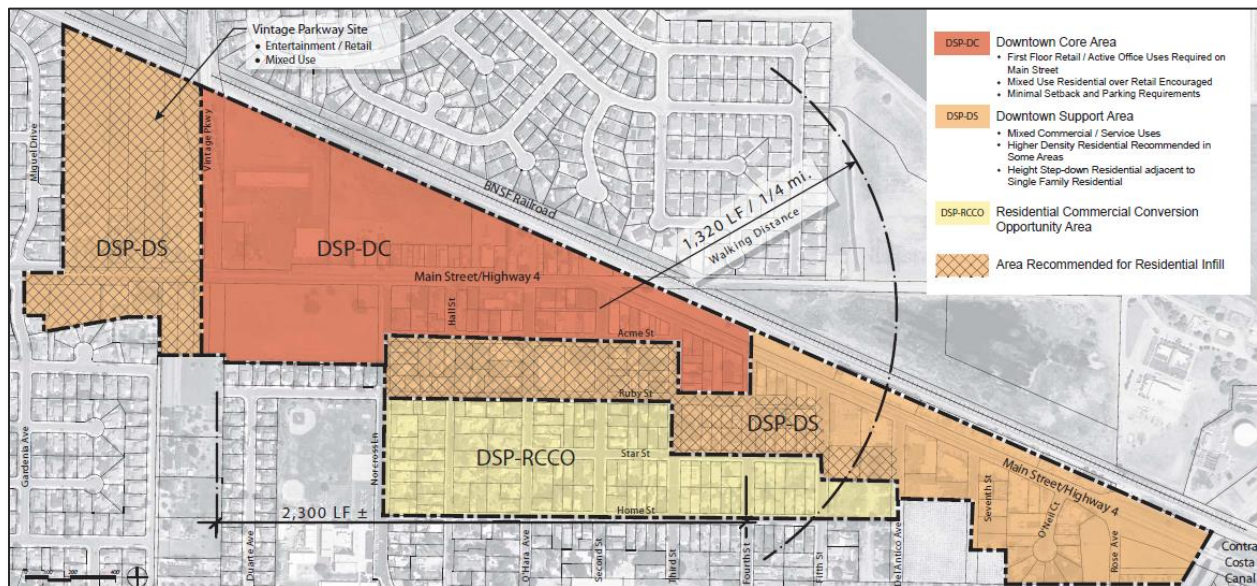
The Downtown Specific Plan (“DSP”) was adopted in 2010 and serves as the zoning document for downtown Oakley and the immediate surrounding area. The DSP encompasses approximately 80 acres of land divided into three subareas known as the Downtown Core Area (“DSP-DC”), Downtown Support Area (“DSP-DS”), and Residential Commercial Conversation Area (“DSP-RCCO”).

- The DSP-DC is made up mostly of commercial uses on the north and south of Main Street from Vintage Parkway to Fourth Street.



- The DSP-DS is made up of both commercial and residential uses south of the DSP-DC and along Main Street from Fourth Street to the canal crossing on Main Street. It also includes the area north and south of Main Street west of Vintage Parkway, to Gardenia Avenue on the south and to the rear of the homes lining Miguel Drive on the north.
- The DSP-RCCO includes the remaining area north of Home Street, east of Norcross Lane, and west of Del Antico Avenue and consists of residential uses. Figure 1 shows the DSP Subarea Map.

Figure 1. Downtown Specific Plan Subarea Map



Staff conducted a count of the approximate number of residential dwelling units in the DSP using aerial imagery. It is estimated that approximately 200 units exist within the boundaries of the DSP with about half of those units existing in the DSP-RCCO. A majority of the remaining units exist in the DSP-DS. There are a limited number of units in the DSP-DC and most are likely part of a mixed-use building.

HOSTED STAYS AND UNHOSTED STAYS

At multiple work sessions, staff presented information to the City Council regarding whether unhosted stays and vacation rentals should be allowed within any of the Downtown Specific Plan (“DSP”) subareas. The current Short-Term Rental (“STR”) ordinance prohibits unhosted stays, and vacation rentals citywide.

An unhosted stay is a short-term rental where the owner remains off site during the guest’s stay. This would allow an owner who uses the home as a primary residence to rent the entire unit without remaining on site during the rental period.



VACATION RENTALS

The STR ordinance also defines a vacation rental as a short-term rental that is not the owner's primary residence and does not include a hotel or motel. The proposed amendments would allow a short-term rental to operate as a vacation rental only if the residence is located within the boundaries of the adopted SP-4 (Downtown Specific Plan) District, subject to the regulations in Section 5.15.124. The additional regulations are intended to preserve neighborhood compatibility and provide clear administrative procedures. The proposed regulations would also limit each vacation rental unit to one rental agreement at any one time, meaning if your property happened to have more than one unit you would not be able to rent out the other units to different parties. This regulation essentially helps prevent the introduction of hotel/motel types uses or bed and breakfast type uses where not permitted. Vacation rentals would remain prohibited elsewhere in the City. A valid Short-Term Rental permit would be required before a vacation rental could operate, and the permit would need to be renewed annually in accordance with the ordinance.

The proposed regulations in the ordinance would cap the number of active vacation rental permits at fifteen (15) at any given time. A waiting list, maintained by the Planning Division, would be kept if the City receives more complete applications than available permits. The list would be maintained in the order received. Failure to accept a new vacation rental slot when available or provide any additional requested materials within the prescribed timeframe will result in the applicant being moved to the bottom of the waiting list. The City Manager or designee would also retain authority to deny an application if the applicant does not meet the requirements of Chapter 5.15 or any other applicable provision of the Oakley Municipal Code. A vacation rental approval would be forfeited if the Short-Term Rental permit expires by not being renewed in a timely manner, is revoked, or is surrendered.

In addition, vacation rentals would be subject to the operational standards that apply to all short-term rentals, as well as additional conditions specific to vacation rental use. These conditions address emergency vehicle access, noise and disorderly conduct, and the prohibition of weddings, auctions, commercial functions, or similar events that are inconsistent with transient residential occupancy. These standards are intended to reduce potential impacts on nearby properties and ensure that vacation rentals operate in a manner compatible with surrounding residential use in the surrounding area.

One additional difference in comparison to the hosted and unhosted STRs is that the City Manager may provide notice to property owners within five hundred (500) feet of the vacation rental unit. The notice may include a summary of the permit terms, occupancy limits, parking requirements, special conditions or restrictions, responsible contact information, violation reporting procedures, and any applicable appeal rights. This noticing provision would provide nearby property owners with information regarding the operation of the vacation rental and how to contact the appropriate party if concerns arise.



In an effort to remain consistent with neighboring vacation rental ordinances staff added additional regulations similar to those found in other ordinances including the choice to include enforcing sections of the Streets and Highways Code related to the provision for emergency vehicle access. Accordingly, no limousine or bus parking, and no stopping without the driver's presence would be allowed in any manner that would interfere with emergency vehicle access. Many streets in the Downtown Specific Plan area were not built with modern street standard specs, and were not meant to accommodate parked buses, large limousines, and still meet emergency vehicle access requirements. An additional requirement added to the vacation rental requirements is the prohibition to use the vacation rental unit for any wedding, auction, commercial function, or other similar event that is inconsistent with the use of the property for transient occupancy in a residential neighborhood. This regulation is intended to keep the residential property as a residential use and prevent the introduction of a special event property/event venue.

SB 346 (SHORT-TERM RENTAL FACILITATOR ACT OF 2025)

On October 13, 2025, the Governor of California signed SB 346 into law. The law authorizes California cities to require companies like Airbnb and VRBO (i.e., Short-Term Rental Facilitators) to report data on rental listings. These reports can assist cities in achieving compliance with STRs obtaining permits through the City and in collecting Transient Occupancy Tax ("TOT") from the STRs. The current TOT is equal to 10% of the rent charged by the operator. Essentially, SB 346 results in tools to allow cities to better audit permitted STRs operating within their jurisdiction and learn about non-permitted STRs that may have licenses through a facilitator, but no STR permit through the city. SB 346 also allows cities to add language to their ordinance that requires facilitators to provide reports to the city (as often as every three months) and list license numbers and TOT certification numbers directly on the STRs online listings. Failure to timely provide reports or list such information on registered STRs could result in administrative citations being issued to the facilitator.

Analysis

The main purpose of the proposed zoning text amendment is to encourage further economic development within the City of Oakley. The City of Oakley aims to encourage a variety of economic development opportunities and events within the City of Oakley. In the past the City of Oakley has hosted the Bass Angler Magazine (BAM) Tournament Series. Events like this generate a significant amount of economic activity in the City, much of the spending is tied to overnight accommodations the events attract. The addition of unhosted, and vacation rentals provides an additional accommodation option for people who attend events within the City. Hosting events in the City creates an increased demand for lodging options beyond traditional hotels, including potential demand for STRs. The ability to accommodate overnight visitors, particularly during peak events, may influence the extent to which visitor spending is captured within the City.



Findings

Draft findings can be found in the proposed ordinance.

Consistency with the Oakley Strategic Plan 27+

Approval of this project would be consistent with the Oakley Strategic Plan 27+ Community and Economic Development Goal to inspire and encourage Community and Economic Development through Strategic and thoughtful growth, a business friendly environment, and local employment opportunities.

Fiscal Impact

Staff time and materials to prepare this report are covered by the General Fund.

Environmental Determination

The proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) – Common Sense Exemption in that the proposed ordinance would only establish and clarify administrative processes and would not facilitate new construction or other groundbreaking activities. There is no potential to result in either a direct physical change to the environment or a reasonably foreseeable indirect physical change to the environment. None of the circumstances described in CEQA Guidelines Section 15300.2 applies.

Staff Recommendation

Staff recommends the City Council waive the first reading and introduce the proposed ordinances amending the Oakley Municipal Code pursuant to and finding the action exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

Attachments

1. Notice of Public Hearing
2. City Council Staff Report from February 10, 2026 Work Session on Short Term Rentals
3. City Council Staff Report from April 28, 2026 Work Session on Short Term Rentals
4. Short Term Rentals Ordinance (OMC chapter 5.15) – with mark ups
5. Proposed Ordinance





NOTICE OF PUBLIC HEARING

Notice is hereby given that on **August 11, 2026, at 6:30 p.m.**, or as soon thereafter as the matter may be heard, the Planning Commission of the City of Oakley will hold a Public Hearing at the Council Chambers located at 3231 Main Street, Oakley, CA 94561 for the purposes of considering an application as described below:

Project Name: Unhosted Stay Short-Term Rentals in the Downtown Specific Plan and an Update on SB 346 (Short-Term Rental Facilitator Act of 2025).

Location: City of Oakley, CA 94561 (no specific location)

Applicant: City of Oakley, 3231 Main Street, Oakley, CA 94561

Request: Consideration of amendments to Chapter 5.15, titled "Short-Term Rentals," of the Oakley Municipal Code. Pursuant to direction provided by the City Council at the February 10, 2026 and April 28, 2026 City Council work sessions regarding short-term rentals in the Downtown Specific Plan and SB 346, the Short-Term Rental Facilitator Act of 2025, staff has revised the applicable sections of Chapter 5.15 accordingly. The proposed amendments would allow both hosted and unhosted short-term rentals within the Downtown Specific Plan area. In addition, vacation rentals within the Downtown Specific Plan area would be permitted, subject to a maximum of 15 vacation rentals. The proposed amendments also include revisions intended to ensure compliance with SB 346.

How to Review: The Staff Report and its attachments will be available for public review, on or before **August 6, 2026**, at City Hall, 3231 Main Street, Oakley, CA 94561 or online at <https://www.oakleyca.gov/129/Agendas-Minutes> by navigating to the **August 11, 2026, Planning Commission Meeting** agenda and clicking the project title link. Interested persons are invited to submit written comments prior to and may provide public comment at the Planning Commission Meeting. Please refer to the meeting agenda, when available, for more information on how to participate remotely.

Written comments may be submitted online at: <https://www.oakleyca.gov/publiccomment>.

NOTICE IS ALSO GIVEN pursuant to Government Code Section 65009(b) that, if this matter is subsequently challenged in Court by you or others, you may be limited to raising only those issues you or someone else has raised at a Planning Commission Meeting described in this notice or in written correspondence delivered to the City of Oakley City Clerk at, or prior to, the Planning Commission Meeting.

DATE: February 10, 2026
TO: Joshua McMurray, City Manager
FROM: Ken Strelo, Community Development Director
SUBJECT: Work Session to Discuss the Feasibility of Permitting Unhosted Stay Short-Term Rentals in the Downtown Specific Plan and an Update on SB 346 (Short-Term Rental Facilitator Act of 2025)

Approved and
Forwarded to the
City Council

Background

SUMMARY

In April of 2025, Staff conducted a Planning and Zoning Work Session with the City Council that included three main topics. One of those topics was on short-term rentals (“STR”), specifically in the downtown. Staff presented information that all STRs in Oakley are subject to the same set of regulations. One of those regulations is for all STRs to be operated as a “hosted stay,” which requires the owner to remain on site throughout the guest’s stay (except during daytime and/or work hours). The City Council raised the question of whether unhosted stays could be considered in either the entire downtown or perhaps certain subareas of the downtown. A question was also raised of how many dwelling units such a regulation may affect if put into place. This work session serves to provide additional information for the City Council to continue the discussion. Also, Staff is providing additional information related to a law enacted last year (SB 346 (Short-Term Rental Facilitator Act of 2025)) that would allow the City to request reports from Short-Term Rental Facilitators (e.g. Airbnb, VRBO) as often as every three months and require them to list each STRs’ license number and Transient Occupancy Tax certification with its listing.

DOWNTOWN SPECIFIC PLAN

The Downtown Specific Plan (“DSP”) was adopted in 2010 and serves as the zoning document for downtown Oakley and the immediate surrounding area. The DSP encompasses approximately 80 acres of land divided into three subareas known as the Downtown Core Area (“DSP-DC”), Downtown Support Area (“DSP-DS”), and Residential Commercial Conversation Area (“DSP-RCCO”).

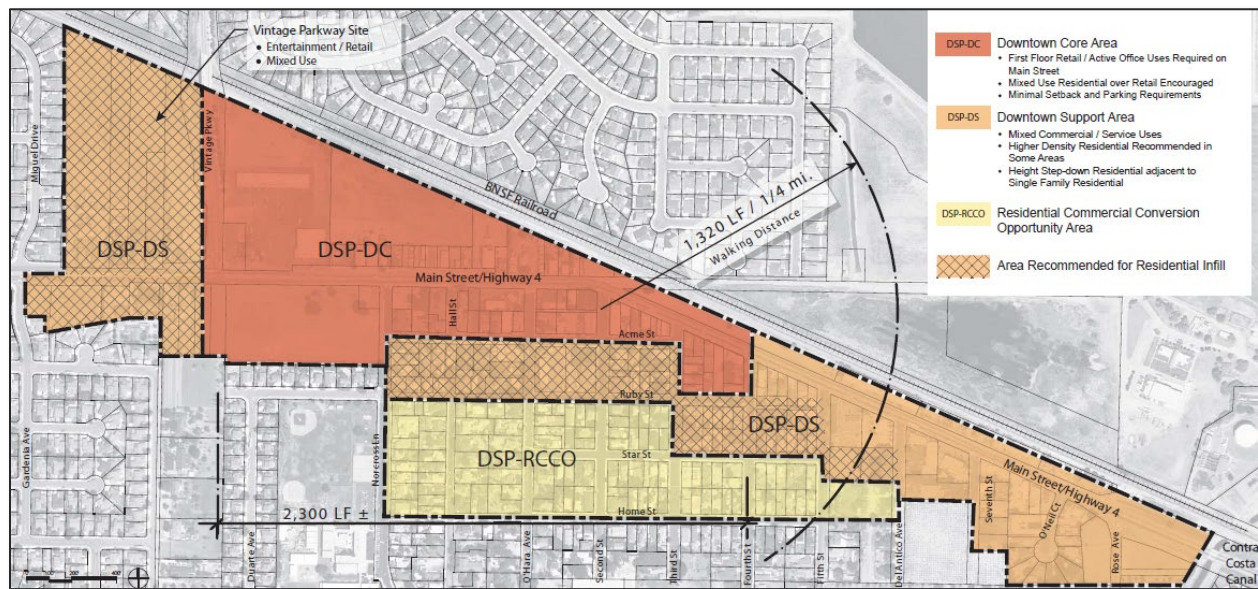
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Vintage Parkway, to Gardenia Avenue on the south and to the rear of the homes lining Miguel Drive on the north.

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Figure 1. Downtown Specific Plan Subarea Map



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On October 13, 2025, the Governor of California signed SB 346 into law. The law authorizes California cities to require companies like Airbnb and VRBO (i.e., Short-Term Rental Facilitators) to report data on rental listings. These reports can assist cities in achieving compliance with STRs obtaining permits through the City and in collecting Transient Occupancy Tax ("TOT") from the STRs. The current TOT is equal to 10% of the rent charged by the operator. Essentially, SB 346 results in tools to allow cities to better audit permitted STRs operating within their jurisdiction and learn about non-permitted STRs that may have licenses through a facilitator, but no STR permit through the city. SB 346 also allows cities to add language to their ordinance that requires facilitators to provide reports to the city (as often as every three months) and list license numbers and TOT certification numbers directly on the STRs online listings. Failure to timely provide reports or list such information on registered STRs could result in administrative citations being issued to the facilitator.



HOSTED STAYS, UNHOSTED STAYS AND VACATION RENTALS

During the April 2025 work session, a question was raised for consideration on whether the Council would consider allowing unhosted stays within any of the subareas of the DSP. An unhosted stay “means a short-term rental where the owner remains off site during the guest’s stay.” Unhosted stays differ from hosted stays in that hosted stays “means a short-term rental where the owner remains on site throughout the guest’s stay (except during daytime and/or work hours).” The STR ordinance prohibits unhosted stays citywide.

In context, a hosted stay would require the owner to stay residing at the home during the stay, except when they may be present at work, or during the day. This would mean the owner would stay in the home overnight and before and after work. The code is not meant to require an owner to never leave the home for errands or other daily needs, and there could be rare cases where an owner works a graveyard shift, meaning they may not be present at night and then not be required to be present during the day. The main point of the requirement is that owners don’t leave town or vacation for days at a time while renting the STR. For all intents and purposes, this requires the owner to maintain and use living quarters in the STR even when it is being rented as an STR. An example of this would be an STR is rents out a portion of the home or a room in the home, but likely not the entire home. An unhosted stay would allow an owner that lives in the home as a primary residence not to be present during the stay and potentially rent the entire home and not maintain living quarters in the home during the stay.

In addition to hosted stays and unhosted stays, the STR ordinance also defines vacation rental as “a short-term rental that is not the owner’s primary residence.” The STR ordinance prohibits vacation rentals citywide.

OPERATIONS

The current STR ordinance includes an operational requirement that would remain in place whether the STR were to be operated as a hosted stay, unhosted stay, or vacation rental. The requirement is found in Oakley Municipal Code section 5.15.118 (Operations) part “a” and states the following:

While a short-term rental unit is rented, the owner shall be available twenty-four (24) hours per day, seven days per week for the purpose of responding within sixty (60) minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit or their guests.

Discussion

The purpose of this work session is to discuss the two main topics presented herein and provide majority consensus direction back to Staff. The two main topics for discussion are as follows:



- Whether to allow any specific one, two or all three subareas in the DSP to have unhosted stays and possibly vacation rentals; and
- Whether to update the STR ordinance with language to implement SB 346.

A marked-up version of the STR Ordinance (Chapter 5.15 of the Oakley Municipal Code) is included as an attachment to this Staff Report. In that attachment, there are three areas with potential text additions to assist the City Council in its discussions. The additions are included in red and blue text.

RED TEXT ADDITIONS

The additions in red text are those that Staff has added as main options for amendments to the ordinance. These additions would allow STRs in the DSP, or any specific subarea of the DSP, as directed by the City Council, to have unhosted stays. The other part of the red text is to implement SB 346.

BLUE TEXT

The addition in blue text is an additional option that could be considered should the City Council direct Staff to proceed with a text amendment to the code to allow unhosted stays in the DSP or any subarea of the DSP. It would allow for vacation rentals in the same portion of the DSP as the unhosted stays.

Consistency with the Oakley Strategic Plan 27+

Holding a work session on Planning and Zoning-related topics is consistent with applicable Strategic and Thoughtful Growth Objectives in the Community and Economic Goal of the Oakley Strategic Plan 27+.

Fiscal Impact

Staff time and materials to prepare this report are covered by the General Fund.

Requested City Council Feedback

The purpose of this work session is to facilitate discussion with the City Council. Staff will receive direction, if any, from the City Council and proceed as directed.

Attachments

1. Notice of Work Session
2. Short-Term Rentals Ordinance (OMC chapter 5.15) – with mark ups



DATE: April 28, 2026
TO: Joshua McMurray, City Manager
FROM: Jose Cortez, Senior Planner
SUBJECT: Work Session to Discuss the Feasibility of Permitting Unhosted Stay Short-Term Rentals in the Downtown Specific Plan and an Update on SB 346 (Short-Term Rental Facilitator Act of 2025)

Approved and
Forwarded to the
City Council

Background

SUMMARY

In April of 2025, Staff conducted a Planning and Zoning Work Session with the City Council that included three main topics, one of which was short-term rentals (STR). On February 10, 2026 Staff conducted a follow-up work session with the City Council related to Feasibility of Permitting Unhosted Stay Short-Term Rentals in the Downtown Specific Plan and an Update on SB 346 (Short-Term Rental Facilitator Act of 2025). During that work session, staff provided background on the Downtown Specific Plan, and the differences between Hosted and Unhosted stays. Staff discussed the growing presence of short-term rentals (e.g., Airbnb and VRBO) within residential neighborhoods and the need to evaluate potential regulatory updates. Concerns were raised regarding neighborhood impacts, the overall preservation of residential character, and impacts STRs could have on available housing stock for buyers. Council expressed interest in strengthening local regulations to better manage these uses. Potential measures discussed included implementing a formal permitting process and improving enforcement mechanisms to ensure compliance along with a discussion on whether the City Council wanted to consider allowing unhosted stays/vacation rentals in the Downtown. As a result on this Work Session, City staff were directed to conduct further analysis and develop draft ordinance options for future consideration. A copy of the February 10, 2026 Staff Report is attached as background information to supplement this Staff Report.

Additional Research

During the February 10, 2026 Work Session, Staff was asked to conduct additional research, specifically related to calls for service, comparison to nearby and similar jurisdictions, and to provide more information on City fishing tournaments. This section summarizes that additional research.

CALLS FOR SERVICE

In the context of policing, calls for service are incidents or requests for help that come to the police department and require some kind of response. The City of



Oakley currently does not specifically track calls for service for short term rentals. Staff conducted a survey of nearby jurisdictions, including Contra Costa County as recommended by the City Council. Staff surveyed Police Departments in Contra Costa County, Solano County, and Napa County and found that calls for service specifically for Short Term Rentals or Vacation Rentals were not tracked. Most responses stated that it would be difficult to track that specific of information. One jurisdiction that did permit STR's stated that if staff wanted additional information they could provide it if it were for a specific address.

COMPARISION TO NEARBY AND SIMILAR JURISDICTIONS

In addition to researching calls for service for STR's staff researched which nearby jurisdictions permit them. Staff found that Cities closest to the City of Oakley do not permit STR's, including Brentwood, Antioch, Pittsburg, Walnut Creek, Clayton, and Concord. While some jurisdictions out right called out the prohibition of STRs, other jurisdictions had what is referred to as a "Permissive Zoning Code" which in summary is a Zoning Code that permits uses that are in the code and if they are not then they are not permitted. Farther beyond jurisdictions similar to Oakley due to proximity to recreational waters or due to size/suburban nature, Staff found that cities like Berkley, Napa, Sonoma, Richmond, Elk Grove did permit STRs in a variety of implementation methods. Cities like Napa permit both Hosted and Unhosted permits but limit each type of permit with Unhosted having fewer permits available and Hosted having more availability. Other Cities used different methods including the requirement of a discretionary permit. Staff additionally found that while some cities do not permit STRs, a Bed and Breakfast was an option through a discretionary permit, However staff would like to note that the requirements of a Bed and Breakfast Inn were different than those of an STR and were seen as more of a hotel type use in some jurisdictions.

FISHING TOURNAMENTS

One of the tournament's hosts, Bass Angler Magazine, provided Staff with data for the upcoming tournament in May. Below summary outlines the estimated visitor count, daily spent, and national media reach for the BAM tournament series.

The 2026 Bass Angler Magazine (BAM) Tournament Series is expected to generate a measurable economic benefit to the City of Oakley, along with increased regional and national visibility. The series includes three events—a Pro-Am tournament, a Scholastic championship, and a Kayak championship—which differ from typical one-day local tournaments by attracting regional and national participants who stay multiple days within the community.

Based on information provided by the event organizer, the tournament series is expected to generate between \$453,000 and \$472,000 in direct economic activity within the City of Oakley. A significant portion of this spending is tied to overnight accommodations, as the Pro-Am and Scholastic events alone are anticipated to attract more than 200 participants who stay an average of five days in the



community. Lodging expenditures are estimated at approximately \$150 per participant per day, representing a substantial share of overall visitor spending.

These events differ from typical one-day, locally attended tournaments by drawing regional and national participants who require multi-day accommodations. As such, they create increased demand for lodging options beyond traditional hotels, including potential demand for STRs. The ability to accommodate overnight visitors, particularly during peak events, may influence the extent to which visitor spending is captured within the City.

Discussion

The purpose of this work session is to discuss the two main topics presented herein and provide majority consensus direction back to Staff. The two main topics for discussion are as follows:

- Whether to allow any specific one, two or all three subareas in the DSP to have unhosted stays and possibly vacation rentals; and
- Whether to update the STR ordinance with language to implement SB 346.

A marked-up version of the STR Ordinance (Chapter 5.15 of the Oakley Municipal Code) is included as an attachment to this Staff Report. In that attachment, there are three areas with potential text additions to assist the City Council in its discussions. The additions are included in red and blue text.

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BLUE TEXT

The addition in blue text is an additional option that could be considered should the City Council direct Staff to proceed with a text amendment to the code to allow unhosted stays in the DSP or any subarea of the DSP. It would allow for vacation rentals in the same portion of the DSP as the unhosted stays.

STR OPERATOR AVAILABILITY LANGUAGE

During the February 10, 2026 Work Session, Staff was asked to consider whether the language requiring STR operators to be available should be strengthened. Staff reviewed the current language in the code and is of the opinion that the language as currently written is strongly written and sufficient. The owner is required to be available 24 hours a day and respond within 60 minutes to complaints regarding the condition, operation, or conduct of occupants of the STR or their guests. The operator is required to obtain the vehicle make, model and license of all overnight



occupants' vehicles to be parked at the property. Failure to comply with the 60-minute response time shall be subject to all administrative, legal, and equitable remedies available to the City of Oakley.

Consistency with the Oakley Strategic Plan 27+

Holding a work session on Planning and Zoning-related topics is consistent with applicable Strategic and Thoughtful Growth Objectives in the Community and Economic Goal of the Oakley Strategic Plan 27+.

Fiscal Impact

Staff time and materials to prepare this report are covered by the General Fund.

Requested City Council Feedback

The purpose of this work session is to facilitate discussion with the City Council. Staff will receive direction, if any, from the City Council and proceed as directed.

Attachments

1. City Council Staff Report from February 10, 2026 Work Session on Short Term Rentals
2. Short-Term Rentals Ordinance (OMC chapter 5.15) – with mark ups



Chapter 15

SHORT-TERM RENTALS

5.15.102 Title of Chapter.

This chapter shall be referred to as the "Short-Term Rental Ordinance."

(Sec. 1, Ordinance No. 06-20, adopted May 12, 2020)

5.15.104 Purpose.

a. The purpose of this chapter is to establish regulations for the use of privately owned dwelling units as short-term rentals in order to minimize the adverse effects of short-term rentals on the surrounding residential neighborhoods, ensure that short-term rentals are consistent with the City's municipal code, and preserve the residential character of the neighborhoods where short-term rentals are located.

b. This chapter is not intended to provide any person with the right or privilege to use a dwelling unit as a short-term rental where such use is not otherwise allowed by law, homeowner's association agreement, rental agreement, or any applicable conditions, covenants, and restrictions to the dwelling unit that may prohibit the use of such dwelling unit as a short-term rental.

(Sec. 1, Ordinance No. 06-20, adopted May 12, 2020)

5.15.106 Definitions.

For purposes of this chapter, the following words and phrases shall have the following meanings:

a. "Applicable laws, rules and regulations" means any laws, rules, regulations and codes (whether local, State or Federal) pertaining to the use and occupancy of a privately owned dwelling unit as a short-term rental.

b. "Applicant" means the owner of the short-term rental unit or the owner's authorized agent or representative.

c. "City Manager" means that person acting in the capacity of the City Manager of the City of Oakley or his or her designee.

d. "Good neighbor brochure" means a document prepared by the City that summarizes the general rules of conduct, consideration, and respect, including without limitation provisions of the Oakley Municipal Code and other applicable laws, rules, or regulations, pertaining to the use and occupancy of short-term rental units.

- e. "Hosted stay" means a short-term rental unit where the owner remains on site throughout the guest's stay (except during daytime and/or work hours).
- f. "Owner" means the owner of a dwelling unit who rents their primary residence as a short-term rental unit and who is responsible for compliance with this chapter. The owner shall be available 24 hours per day, seven days per week for the purpose of: (1) responding within sixty (60) minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit; and (2) taking remedial action to resolve any such complaints.
- g. "Primary residence" means an owner's permanent residence as documented by at least two of the following and in the owner's name: motor vehicle registration, driver's license, voter registration, tax documents showing the dwelling unit as the owner's residence, or a utility bill. A person may only have one primary residence and must reside there for a minimum of nine months per year.
- h. "Property" means a residential legal lot on which the short-term rental unit is located.
- i. "Responsible person" means a transient occupant of a short-term rental unit who is at least twenty-five (25) years of age and who is legally responsible for ensuring that all transient occupants of the short-term rental and their guests comply with all applicable laws, rules, and regulations pertaining to the use and occupancy of a short-term rental.
- j. "Short-term rental permit" means a permit that allows the use of a privately owned residential dwelling as a short-term rental unit pursuant to the provisions of this chapter.
- k. "Short-term rental unit" means an accessory use of a privately owned residential dwelling, such as, but not limited to, a single-family dwelling or multiple-family building, apartment unit, condominium, or duplex, for the purposes of providing temporary lodging, for compensation, for periods of thirty (30) consecutive days or fewer. Any dwelling unit used as a short-term rental unit shall be considered a "hotel" for the purposes of Chapter [3.2](#) related to uniform transient occupancy tax.
- l. "Transient" for purposes of this chapter means any person who seeks to rent or who does rent a short-term rental unit for a period of thirty (30) consecutive days or fewer.
- m. "Unhosted stay" means a short-term rental unit where the owner remains off site during the guest's stay.
- n. "Vacation rental" means a short-term rental unit that is not an owner's primary residence. A vacation rental unit does not include a hotel or motel, as those terms are defined at Section [9.1.202](#), or other business in which rooms are rented as the principal use of a building devoted to lodging.

(Sec. 1, Ordinance No. 06-20, adopted May 12, 2020)

5.15.107 Vacation Rentals Prohibited.

Vacation rentals, as defined in this chapter, are a prohibited use and shall not be operated within the City of Oakley, **except as set forth below.**

a. **Vacation Rental.** The short-term rental may be a vacation rental only if the residence is located within the boundaries of the adopted SP-4 (Downtown Specific Plan) District, subject to the regulations in Section 5.15.124 (Vacation Rental Regulations).

(Sec. 1, Ordinance No. 06-20, adopted May 12, 2020)

5.15.108 Owner Is Responsible.

The owner shall be personally responsible for compliance with the requirements of this chapter and shall be subject to any applicable remedies for noncompliance, regardless of whether such noncompliance was committed by the owner or the occupants of the short-term rental unit or their guests.

(Sec. 1, Ordinance No. 06-20, adopted May 12, 2020)

5.15.110 Short-Term Rental Permit Required.

a. It shall be unlawful for an owner to rent any short-term rental unit to any transient without having a valid short-term rental permit issued by the City pursuant to the provisions of this chapter.

b. A short-term rental permit shall be valid for a period of one year from the date of issuance, and shall be renewed on or prior to the anniversary of the original permit issuance to remain valid.

c. A short-term rental permit may not be transferred to another owner, does not run with the land, and is valid only for the original location for which it is issued.

(Sec. 1, Ordinance No. 06-20, adopted May 12, 2020)

5.15.112 Application.

a. The owner must submit the following information on a short-term rental permit application form provided by the City:

- 1) The name, address, and telephone number of the owner of the short-term rental unit;
- 2) The address of the proposed short-term rental unit;

- 3) The number of bedrooms and the applicable overnight and daytime occupancy limit of the proposed short-term rental unit;
- 4) Acknowledgment that the owner has received and reviewed the good neighbor brochure and will provide the brochure to all transients;
- 5) A copy of a transient occupancy registration permit issued under Section [3.2.006\(d\)](#);
- 6) Such other information as the City Manager deems reasonably necessary to administer this chapter; and
- 7) Payment of the application fee established separately by resolution of the City Council.

b. A short-term rental permit application may be denied if the applicant has had a prior short-term rental permit for the same unit revoked within the twelve (12) calendar months that preceded the effective date of the application.

c. Within fourteen (14) days of a change of property ownership or any other change in material facts pertaining to the information contained in the short-term rental permit application form, the owner shall submit an application and requisite application fee for a new short-term rental permit, which must be obtained prior to continuing to rent the short-term rental unit.

(Sec. 1, Ordinance No. 06-20, adopted May 12, 2020)

5.15.114 Criteria for Approval and Renewal of a Short-Term Rental Permit.

- a. The applicant has the burden of proof to demonstrate compliance with each applicable criterion for approval or renewal of the permit.
- b. To receive permit approval, an applicant must demonstrate the following:
 - 1) The owner shall demonstrate that it will comply with all the obligations and requirements of Sections [5.15.116](#) and [5.15.118](#).
 - 2) A completed checklist for fire safety (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.) shall be required with each annual permit application and renewal. It is the owner's responsibility to ensure that the short-term rental unit is and remains in substantial compliance with all applicable laws, rules and regulations including those regarding fire, building and safety, and health and safety.
 - 3) At the time of application, the owner of a short-term rental shall not have been found to be in noncompliance of any provision of this Code for the subject short-term rental unit. A voluntary assurance of compliance or negotiated

compliance agreement will satisfy the requirement that there be no pending actions or violations.

4) The owner shall have a current business license in accordance with Chapter [3.5](#).

5) The owner shall have obtained a transient occupancy registration certificate for purpose of its obligation to pay transient occupancy taxes under Chapter [3.2](#).

(Sec. 1, Ordinance No. 06-20, adopted May 12, 2020)

5.15.116 Operational Requirements and Standard Conditions.

a. The owner shall use reasonably prudent business practices to ensure that the short-term rental unit is used in a manner that complies with all applicable laws, rules, and regulations pertaining to the use and occupancy of the subject short-term rental unit, including this chapter.

b. The minimum number of days that a short-term rental unit shall be occupied is three days, two nights. Occupancy of a short-term rental unit by any transient for fewer than three days, two nights is prohibited.

c. The maximum number of overnight guests for a short-term rental unit shall not exceed two persons per bedroom, except that children under the age of four shall not be counted for purposes of calculating this limitation so long as the children sleep in the same bedroom as at least one of their parents or legal guardians. Additional daytime guests are allowed between the hours of 7:00 a.m. and 10:00 p.m., with the maximum daytime guests not to exceed two persons per bedroom with a maximum of sixteen (16) guests allowed for four bedrooms or more. The following table illustrates the maximum number of occupants:

Number of Bedrooms	Total of Overnight Occupants	Total Daytime Occupants (Including Number of Overnight Occupants)
0 – Studio	2	4
1	2	4
2	4	8
3	6	12
4+	8	16

- d. A short-term rental unit shall not change the residential character of the outside appearance of the residence, either by the use of colors, materials, lighting, or any advertising mechanism.
- e. All parking associated with a short-term rental unit shall be entirely on site, in the garage, carport, and driveway or otherwise off of the public street.
- f. Occupants of the short-term rental unit shall comply with all standards and regulations stated in Chapter [4.2](#) concerning noise.
- g. The owner shall provide each occupant of the short-term rental unit with the following information prior to occupancy of the unit and shall post such information in a prominent location within the unit:
 - 1) The contact information for the owner with twenty-four (24) hour availability;
 - 2) The maximum number of overnight occupants and the maximum number of daytime occupants as permitted under this chapter;
 - 3) Trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash on the exterior of the property;
 - 4) A copy of Chapter [4.2](#) concerning noise; and
 - 5) Notification that the occupant or owner may be cited or fined by the City in accordance with this Code.
- h. The short-term rental shall be a hosted rental for the duration of any occupancy by a transient, **except as set forth below.**
 - 1) **Unhosted Stay. The short-term rental may be an unhosted (stay) rental only if the residence is located within the boundaries of the adopted SP-4 (Downtown Specific Plan) District.**

(Sec. 1, Ordinance No. 06-20, adopted May 12, 2020)

5.15.118 Operations.

- a. While a short-term rental unit is rented, the owner shall be available twenty-four (24) hours per day, seven days per week for the purpose of responding within sixty (60) minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit or their guests.
- b. The owner shall use reasonably prudent business practices to ensure that the occupants and/or guests of the short-term rental unit do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any applicable law, rule or regulation pertaining to the use and occupancy of the short-term rental unit.

- c. Prior to occupancy of a short-term rental unit, the owner shall obtain the name, address, and a copy of a valid government identification of a responsible person and require such responsible person to execute a formal acknowledgment that he or she is legally responsible for compliance by all occupants of the short-term rental unit and their guests with all applicable laws, rules, and regulations pertaining to the use and occupancy of the short-term rental unit.
- d. Prior to occupancy of a short-term rental unit, the owner shall obtain from the responsible person the make, model and license of all vehicles of overnight occupants' vehicles to be parked at the property.
- e. The owner shall, upon notification that the responsible person and/or any occupant and/or guest of the short-term rental unit has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of any applicable law, rule or regulation pertaining to the use and occupancy of the subject short-term unit, promptly respond within sixty (60) minutes in an appropriate manner to immediately halt or prevent a recurrence of such conduct by the responsible person and/or any occupants and/or guests. Failure of the owner to respond to calls or complaints regarding the condition, operation, or conduct of occupants and/or guests of the short-term rental unit within sixty (60) minutes in an appropriate manner shall be subject to all administrative, legal, and equitable remedies available to the City.
- f. The owner shall report to the City Manager the name, violation, date, and time of disturbance of each person involved in three or more disorderly conduct activities, disturbances, or other violations of any applicable law, rule, or regulation pertaining to the use and occupancy of the subject short-term unit within twenty-four (24) hours of the third violation or disturbance.
- g. Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection by the City's authorized waste hauler on scheduled trash collection days. The owner shall use reasonably prudent business practices to ensure compliance with all the provisions of Chapter [4.20](#).
- h. The owner shall post the current short-term rental permit number on or in any advertisement appearing in any newspaper, magazine, brochure, trade paper, website, etc., that promotes the availability or existence of a short-term rental unit.
- i. The City Manager shall have the authority to impose additional conditions on the use of any short-term rental unit to ensure that any potential secondary effects unique to the subject short-term rental unit are avoided or adequately mitigated.
- j. The standard conditions set forth herein may be modified by the City Manager, or designee, upon request of the owner based on site-specific circumstances for the purpose of allowing reasonable accommodation of a short-term rental unit. All requests

must be in writing and shall identify how the strict application of the standard conditions creates an unreasonable hardship to a property such that, if the requirement is not modified, reasonable use of the property for a short-term rental would not be allowed. Any hardships identified must relate to physical constraints to the subject site and shall not be self-induced or economic. Any modifications of the standard conditions shall not further exacerbate an already existing problem.

(Sec. 1, Ordinance No. 06-20, adopted May 12, 2020)

5.15.120 Violations.

- a. A violation of any provision of this chapter by any occupant or owner shall constitute grounds for modification, suspension, or revocation of the short-term rental permit. In addition, the failure of the owner to satisfy any of its obligations and requirements in Chapter [3.2](#) concerning transient occupancy taxes shall be an independent basis for modification, suspension, or revocation of any permit issued under this chapter.
- b. Whenever any owner fails to comply with any provision of this chapter, the City, after giving the owner ten (10) days' written notice specifying the time and place of a hearing before the City Council, and requiring him to show cause why the short-term rental permit should not be modified, suspended, or revoked, may modify, suspend, or revoke the permit held by the owner.
- c. The City may enforce this chapter, including the terms and conditions of any permit granted under this chapter, by any means provided for in Chapter [1.5](#) or by any other means authorized by law.

(Sec. 1, Ordinance No. 06-20, adopted May 12, 2020)

5.15.122 Fees.

The City Council may establish and set by resolution all fees and charges as may be necessary to effectuate the purpose of this chapter.

5.15.124 Vacation Rental Regulations.

- a. **Applicability.** Vacation rentals, as defined in this chapter, are prohibited within the City of Oakley except as authorized pursuant to Section 5.15.107. No person shall operate a vacation rental unless a valid Short Term Rental permit has been issued and continues to be renewed annually in a timely manner pursuant to this chapter.
- b. **Permit Limit.** Vacation rentals authorized pursuant to Section 5.15.107 shall be subject to a maximum of fifteen (15) active Short-Term Rental permits at any given time.

- c. Initial Permit Selection. If the number of complete applications received during an application period exceeds the number of permits available, the City shall review the applications in the order they were submitted.
- d. Failure to submit the required information within the prescribed time shall constitute grounds for denial of the application or removal from the waiting list, as applicable.
- e. Denial of Application. If the City Manager determines that an applicant has failed to satisfy the requirements of this section or any other applicable provision of this chapter, the City Manager may deny the application by providing written notice to the applicant stating the basis for the denial.
- f. Permit Conditions. In addition to the Operations standards in Subsection 5.15.116, the Vacation Rental must comply with the following:
 - 1. It is the intent of the City to enforce sections of the Streets and Highways Code related to the provision for emergency vehicle access. Accordingly, no limousine or bus parking, and no stopping without the driver's presence, shall be allowed in any manner that would interfere with emergency vehicle access. In the event of an emergency, the vehicle driver shall immediately move the vehicle from the emergency access area.
 - 2. The permittee shall ensure that the renters and/or guests of the vacation rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this code or any state law pertaining to noise or disorderly conduct; provided, however, that the City does not intend to authorize, and the City does not authorize, the permittee to act as a peace officer or place themselves in harm's way. The permittee shall, upon notification that renters and/or guests of his or her vacation rental have violated any house rules (including any unreasonable noise or disturbances, disorderly conduct, or violations of this Code or state law) promptly act to stop the violation and prevent a recurrence of the violation.
 - 3. It is prohibited to use the vacation rental unit for any wedding, auction, commercial function, or other similar event that is inconsistent with the use of the property for transient occupancy in a residential neighborhood.
- g. Notice of Permit Approval. Upon issuance of a vacation rental permit, the City Manager may provide notice to property owners within five hundred (500) feet of the vacation rental unit. The notice may include:
 - 1. A summary of the terms of the permit, including the maximum number of overnight and daytime occupants, any applicable parking requirements, and any special conditions or restrictions imposed on the permit;

2. The contact information for the owner or other responsible contact person available twenty-four (24) hours per day, seven days per week;
 3. Information on how to report potential violations to the City; and
 4. Information regarding any applicable appeal rights or procedures established by this Code.
- h. **Waiting List.** The City shall maintain a waiting list when all fifteen (15) vacation rental permits have been issued. The Community Development Department will maintain and update the waiting list. Applicants shall be placed on the waiting list according to the order established through the City's application selection process.
1. The City shall maintain a waiting list when all fifteen (15) permits have been issued.
 2. Applicants shall be placed on the waiting list according to the order established through the City's application selection process.
 3. If a permit becomes available because of expiration, revocation, surrender, or non-renewal, the City Manager may offer the permit to the next eligible applicant on the waiting list. The applicant will have fifteen (15) days to respond if they want to proceed with applying, not proceed, and/or the choice to remain on the wait list or be removed.
 4. Applicants remaining on the waiting list shall continue in order until issued a permit, withdrawn by the applicant, or removed by the City for failure to maintain eligibility.
 5. Applicants on the waiting list shall remain eligible for two (2) years unless withdrawn, determined ineligible, or removed for failure to respond to City requests as set forth in the subsection.
- i. **Permit Expiration and Reissuance.** Upon expiration, revocation, surrender, or nonrenewal in a timely manner of a Short-Term Rental permit allowing a vacation rental, the vacation rental status will be forfeited and it shall become available for reissuance in accordance with the waiting list established under this section. Failure to renew prior to expiration shall result in automatic expiration without a grace period.
- j. **Additional Restrictions.** Only one rental agreement per vacation rental unit shall be in effect at any one time.

5.15.126 Implementation of SB 346 (Short Term Rental Facilitator Act of 2025).

- a. “Short-Term Rental Facilitator” for the purposes of this Chapter shall have the same meaning as defined in the text for SB 346 (Short-Term Rental Facilitator Act of 2025), codified in Chapter 4.6 (commencing with Section 50990) of Part 1 of Division 1 of Title 5 of the California Government Code.
- b. Upon request by the City, each Short-Term Rental Facilitator shall report, for each short-term rental listed or booked through its platform within the City, the physical address, Assessor Parcel Number, ZIP code, and URL of the listing for each reporting period, as defined by the City.
- c. Each Short-Term Rental Facilitator shall ensure that all listings for short-term rentals located within the City display the property's valid local license number and Transient Occupancy Tax certification.
- d. Failure to comply with reporting or listing requirements under this chapter shall subject the Short-Term Rental Facilitator to an administrative citation, pursuant to Chapter 1.5 (Penalties and Remedies) of the Oakley Municipal Code.
- e. A Short-Term Rental Facilitator shall be found to be out of compliance with this chapter for each short-term rental not listed in compliance with this chapter, and each short-term rental found to be listed out of compliance with this chapter may result in a separate administrative citation.

ORDINANCE NO. -26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY AMENDING OAKLEY MUNICIPAL CODE CHAPTER 5.15 RELATED TO UNHOSTED STAY SHORT TERM RENTALS IN THE DOWNTOWN SPECIFIC PLAN, AND SB 346 (SHORT TERM RENTAL FACILITATOR ACT OF 2025), AND FINDING THE ACTION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

WHEREAS, this is a City-initiated application requesting approval of text amendments to amend Oakley Municipal Code (“OMC”) Chapter 5.15 related to Unhosted Stay Short-Term Rentals in the Downtown Specific Plan and SB 346 (Short-Term Rental Facilitator Act of 2025), (“Project”); and

WHEREAS, on February 10, 2026, the City Council held a public work session to Discuss the Feasibility of Permitting Unhosted Stay Short-Term Rentals in the Downtown Specific Plan and an Update on SB 346 (Short-Term Rental Facilitator Act of 2025), received the staff report and staff presentation, received comments from the public and interested parties, and discussed the matter. During the work session City Council provided staff with feedback and requested additional information; and

WHEREAS, on April 28, 2026, the City Council held a public work session to Discuss the Feasibility of Permitting Unhosted Stay Short-Term Rentals in the Downtown Specific Plan and an Update on SB 346 (Short-Term Rental Facilitator Act of 2025), received the staff report and staff presentation, received comments from the public and interested parties, and discussed the matter. During the work session City Council provided staff with feedback and direction on the proposed ordinance; and

WHEREAS, on or before July 30, 2026, the Notice of Public Hearing for the Project was duly noticed in the East Bay Times, a newspaper of general distribution, was posted at Oakley City Hall located at 3231 Main Street, outside the gym at Delta Vista Middle School located at 4901 Frank Hengel Way, outside the library at Freedom High School located at 1050 Neroly Road, and was mailed out to outside agencies and to parties requesting such notice; and

WHEREAS, on April 28, 2026 the City Council held a duly noticed public hearing to consider the proposed Ordinance related to the Text Amendments amending Oakley Municipal Code Chapter 5.15 related to Unhosted Stay Short-Term Rentals in the Downtown Specific Plan and SB 346 (Short-Term Rental Facilitator Act of 2025), received the staff report and staff presentation, received comments from the public and interested parties; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OAKLEY, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

SECTION 2. Additional Findings.

- A. The City Council finds the proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) – Common Sense Exemption in that the proposed ordinance would only establish and clarify administrative processes and would not facilitate new construction or other groundbreaking activities. There is no potential to result in either a direct physical change to the environment or a reasonably foreseeable indirect physical change to the environment. None of the circumstances described in CEQA Guidelines Section 15300.2 applies.
- B. Amending OMC Chapter 5.15 related to Unhosted Stay Short-Term Rentals in the Downtown Specific Plan and SB 346 (Short-Term Rental Facilitator Act of 2025) would open new opportunities for Short Term Rental and additional accommodation options for those visiting the City of Oakley throughout the year.

SECTION 3. Section 5.15.107 of the Oakley Municipal Code titled, “Vacation Rentals Prohibited” is hereby amended, as follows:

“5.15.107 Vacation Rentals Prohibited.

Vacation rentals, as defined in this chapter, are a prohibited use and shall not be operated within the City of Oakley, except as set forth below.

- a. Vacation Rental. The short-term rental may be a vacation rental only if the residence is located within the boundaries of the adopted SP-4 (Downtown Specific Plan) District, subject to the regulations in Section 5.15.124 (Vacation Rental Regulations).”

SECTION 4. Section 5.15.116 of the Oakley Municipal Code titled, “Operational Requirements and Standard Conditions” is hereby amended as follows:

“5.15.116 Operational Requirements and Standard Conditions.

- h. The short-term rental shall be a hosted rental for the duration of any occupancy by a transient, except as set forth below.
 - 1) Unhosted Stay. The short-term rental may be an unhosted (stay) rental only if the residence is located within the boundaries of the adopted SP-4 (Downtown Specific Plan) District.”

SECTION 5. Section 5.15.124 of the Oakley Municipal Code titled, “Vacation Rental Regulations” is hereby added to Chapter 5.15 as follows:

“5.15.124 Vacation Rental Regulations.

- a. **Applicability.** Vacation rentals, as defined in this chapter, are prohibited within the City of Oakley except as authorized pursuant to Section 5.15.107. No person shall operate a vacation rental unless a valid Short Term Rental permit has been issued and continues to be renewed annually in a timely manner pursuant to this chapter.
- b. **Permit Limit.** Vacation rentals authorized pursuant to Section 5.15.107 shall be subject to a maximum of fifteen (15) active Short-Term Rental permits at any given time.
- c. **Initial Permit Selection.** If the number of complete applications received during an application period exceeds the number of permits available, the City shall review the applications in the order they were submitted.
- d. **Failure to submit the required information within the prescribed time shall constitute grounds for denial of the application or removal from the waiting list, as applicable.**
- e. **Denial of Application.** If the City Manager determines that an applicant has failed to satisfy the requirements of this section or any other applicable provision of this chapter, the City Manager may deny the application by providing written notice to the applicant stating the basis for the denial.
- f. **Permit Conditions.** In addition to the Operations standards in Subsection 5.15.116, the Vacation Rental must comply with the following:
 - 1) It is the intent of the City to enforce sections of the Streets and Highways Code related to the provision for emergency vehicle access. Accordingly, no limousine or bus parking, and no stopping without the driver's presence, shall be allowed in any manner that would interfere with emergency vehicle access. In the event of an emergency, the vehicle driver shall immediately move the vehicle from the emergency access area.
 - 2) The permittee shall ensure that the renters and/or guests of the vacation rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this code or any state law pertaining to noise or disorderly conduct; provided, however, that the City does not intend to authorize, and the City does not authorize, the permittee to act as a peace officer or place himself or herself in harm's way. The permittee shall, upon notification that renters and/or guests of his or her vacation rental have violated any house rules (including any unreasonable noise or disturbances, disorderly conduct, or violations of this Code or state law) promptly act to stop the violation and prevent a recurrence of the violation.
 - 3) It is prohibited to use the vacation rental unit for any wedding, auction, commercial function, or other similar event that is inconsistent with the use of the property for transient occupancy in a residential neighborhood.

- g. Notice of Permit Approval. Upon issuance of a vacation rental permit, the City Manager may provide notice to property owners within five hundred (500) feet of the vacation rental unit. The notice may include:
- 1) A summary of the terms of the permit, including the maximum number of overnight and daytime occupants, any applicable parking requirements, and any special conditions or restrictions imposed on the permit;
 - 2) The contact information for the owner or other responsible contact person available twenty-four (24) hours per day, seven days per week;
 - 3) Information on how to report potential violations to the City; and
 - 4) Information regarding any applicable appeal rights or procedures established by this Code.
- h. Waiting List. The City shall maintain a waiting list when all fifteen (15) vacation rental permits have been issued. The Community Development Department will maintain and update the waiting list. Applicants shall be placed on the waiting list according to the order established through the City's application selection process.
- 1) The City shall maintain a waiting list when all fifteen (15) permits have been issued.
 - 2) Applicants shall be placed on the waiting list according to the order established through the City's application selection process.
 - 3) If a permit becomes available because of expiration, revocation, surrender, or non-renewal, the City Manager may offer the permit to the next eligible applicant on the waiting list. The applicant will have fifteen (15) days to respond if they want to proceed with applying, not proceed, and/or the choice to remain on the wait list or be removed.
 - 4) Applicants remaining on the waiting list shall continue in order until issued a permit, withdrawn by the applicant, or removed by the City for failure to maintain eligibility.
 - 5) Applicants on the waiting list shall remain eligible for two (2) years unless withdrawn, determined ineligible, or removed for failure to respond to City requests as set forth in the subsection.
- i. Permit Expiration and Reissuance. Upon expiration, revocation, surrender, or nonrenewal in a timely manner of a Short-Term Rental permit allowing a vacation rental, the vacation rental status will be forfeited and it shall become available for reissuance in accordance with the waiting list established under this section. Failure to renew prior to expiration shall result in automatic expiration without a grace period.

- j. Additional Restrictions. Only one rental agreement per vacation rental unit shall be in effect at any one time.”

SECTION 6. Section 5.15.126 of the Oakley Municipal Code titled, “Implementation of SB 346 (Short-Term Rental Facilitator Act of 2025)” is hereby added to Chapter 5.15 as follows:

“5.15.126 Implementation of SB 346 (Short Term Rental Facilitator Act of 2025).

- a. “Short-Term Rental Facilitator” for the purposes of this Chapter shall have the same meaning as defined in the text for SB 346 (Short-Term Rental Facilitator Act of 2025), codified in Chapter 4.6 (commencing with Section 50990) of Part 1 of Division 1 of Title 5 of the California Government Code.
- b. Upon request by the City, each Short-Term Rental Facilitator shall report, for each short-term rental listed or booked through its platform within the City, the physical address, Assessor Parcel Number, ZIP code, and URL of the listing for each reporting period, as defined by the City.
- c. Each Short-Term Rental Facilitator shall ensure that all listings for short-term rentals located within the City display the property's valid local license number and Transient Occupancy Tax certification.
- d. Failure to comply with reporting or listing requirements under this chapter shall subject the Short-Term Rental Facilitator to an administrative citation, pursuant to Chapter 1.5 (Penalties and Remedies) of the Oakley Municipal Code.
- e. A Short-Term Rental Facilitator shall be found to be out of compliance with this chapter for each short-term rental not listed in compliance with this chapter, and each short-term rental found to be listed out of compliance with this chapter may result in a separate administrative citation.”

SECTION 7. California Environmental Quality Act (CEQA).

This project is exempt from environmental analysis under the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15061(b)(3), because it can be seen with certainty that the proposed amendments will not have a significant effect on the environment.

SECTION 8. Effective Date and Posting.

This ordinance shall take effect and be in force thirty (30) days from and after the date of its passage. The City Clerk shall cause the ordinance to be published within fifteen (15) days after its passage in a newspaper of general circulation, or by publishing a summary of the proposed ordinance, posting a certified copy of the proposed ordinance in the City Clerk’s Office at least five (5) days prior to the City Council meeting at which the ordinance

is to be adopted, and within fifteen (15) days after its adoption, publishing a summary of the ordinance with the names of the Council Members voting for and against the ordinance.

PASSED AND ADOPTED by the City Council of the City of Oakley this ____ day of _____ 2026 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

Hugh Henderson, Mayor

ATTEST:

Kim Snodgrass, City Clerk

Date

I HEREBY CERTIFY that in accordance with Government Code Section 40806, this ordinance is a true and correct copy of a city ordinance. It has been published or posted pursuant to law.

Kim Snodgrass, CMC
City Clerk

DATE: August 11, 2026
TO: Joshua McMurray, City Manager
FROM: Jeri Tejada, Administrative Services Director
SUBJECT: **Adopt a Resolution approving the Salary Schedule for Fiscal Year 2026/27 and adding two new classifications.**

Approved and
Forwarded to the
City Council

Background and Analysis

On June 9, 2026, the City Council adopted resolution 57-26 amending the master salary schedule to account for cost-of-living increases approved in the compensation and benefit resolutions and memorandums of understanding.

The resolution included an exhibit that was incorrect. There was a formatting issue that added Step 6 to several classifications in error. In addition, a few classifications did not calculate the 2% cost of living increase correctly. This was an administrative error on the document presented and not an error in the actual salaries paid.

To help ensure this does not happen in the future, Staff has reformatted the exhibit so that numbers can be pulled directly from the EERP software which removes much of the manual process that previously existed.

Approving the resolution tonight will update the exhibit to the corrected salaries effective July 5, 2026, and does not have a fiscal impact.

In addition to the salary correction, staff is recommending adding two new classifications as follows:

1. Senior Recreation Leader: This will add a full-time classification of Senior Recreation Leader.
 - We are currently running Studio 55 with part-time positions, making retention difficult as most move on to find full-time positions. Since the opening of Studio 55, a little over a year ago, we have had two senior recreation leaders whose main job was café manager, serving meals Monday-Thursday. We recently received the resignation of our current café manager as they have found full-time work.
 - We also have a part-time position whose main duties are setting up, checking in and the overall day-to-day operations of Studio 55.



- With the recent vacancy staff has evaluated the needs and the importance of consistency in these positions. Staff has worked out a schedule in which we can combine these two part-time positions into a single full-time position.
 - The cost of doing this will add approx. \$15,000 to the budget, which is the cost to add benefits to the position.
 - It is also recommended to move budget from temporary salaries to regular salaries to account for base pay in the amount of \$43,000. This is not adding to the budget, just transferring from one line item to another.
2. Deputy City Clerk: This will be a reclassification from Administrative Assistant to Deputy City Clerk.
- As staff continues to evaluate areas in which the City has needs, it has been determined we need assistance in accounting for, tracking and filing for all City general liability and workers' compensation claims.
 - As a member of the MPA we receive several applications, surveys, and forms each year that we need to complete in order to ensure our coverage is as accurate as possible. We are also required to participate on the board of the MPA and provide a primary and secondary board member.
 - The gathering of this information as well as the board meetings is time-consuming and requires a lot of coordination between departments and the MPA.
 - The reclassification would allow us to assign additional job duties not covered in the lower classification. These job duties would assist us in ensuring all of our documents are completed timely, accurately and consistently.
 - It is planned to reclassify the position in January 2027. The cost for half a year would be approximately \$12,500.

Consistency with the Oakley Strategic Plan 27+

This item is consistent with our Oakley Strategic Plan 27+ sustainable organization goals as keeping our policies current are imperative to transparency and trust within the organization.

Fiscal Impact

The anticipated fiscal impact is approximately \$27,500 for Fiscal Year 2026/27. Staff has reviewed the 10-year plan and believe these additions fit within the guidelines of the plan. Future budget years will account for these positions at the full year costs. The following is recommended for the budget in FY 2026/27:



1. Transfer \$43,000 from Recreation Temporary Salaries to Recreation Salaries.
2. Appropriate \$15,000 to Recreation Salary and Benefits to account for benefits for the full-time Senior Recreation Leader position
3. Appropriate \$12,500 to City Clerk Salary and Benefits to account for the reclassification of an Administrative Assistant to Deputy City Clerk.

Staff Recommendation

Adopt a Resolution approving the Salary Schedule for Fiscal Year 2026/27 with an effective date of July 5, 2026, and adding the new classifications of Full-Time Senior Recreation Leader and Deputy City Clerk.

Attachments

1. Resolution
2. Amended Salary Schedule FY 2026/27
3. Senior Recreation Leader Job Description
4. Deputy City Clerk Job Description



**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY ADOPTING
A RESOLUTION APPROVING THE SALARY SCHEDULE FOR FISCAL YEAR
2026/2027 AND ADDING TWO NEW CLASSIFICATIONS.**

WHEREAS, the City Council adopted a Compensation Policy on June 25, 2001 establishing the City of Oakley's policy regarding employee compensation in conformance to City Ordinance 17-00; and

WHEREAS, the Compensation Policy was amended on June 24, 2008 and on June 13, 2017; and

WHEREAS, on June 14, 2022 Council approved a new compensation and benefit package moving from merit increase to a step system for compensation; and

WHEREAS, on June 14, 2022 Council approved a memorandum of understanding (MOU) between the City of Oakley and the Oakley Police Officer Association; and

WHEREAS, the MOU included a 3% Cost of Living increase in Fiscal Year 2026/27; and

WHEREAS, on February 28, 2023 Council approved a resolution for Compensation and Benefits for General Staff and a resolution for Compensation and Benefits for Police Management Staff; and

WHEREAS, both resolutions of compensation and benefits included a 2% Cost of Living increase in Fiscal Year 2026/27; and

WHEREAS, in June 2026, the City Council Adopted resolution 57-26 which referenced an exhibit that was incorrect; and

WHEREAS, new full-time classifications for a Senior Recreation Leader and Deputy City Clerk have been added to the salary schedule; and

WHEREAS, to remain compliant with CalPERS regulations to have the governing body approve any amendments to the salary schedule; and

WHEREAS, to continue to classify positions based on the job duties being performed; and

BE IT RESOLVED by the City Council of the City of Oakley that the Salary Schedule for FY 2026/27 is hereby approved effective July 5, 2026 and attached hereto as Exhibit A. The salary schedule also includes the addition of a full-time Senior Recreation Leader and a reclassification of an Administrative Assistant to a Deputy City Clerk with the recommended budget adjustment.

1. Transfer \$43,000 from Recreation Temporary Salaries to Recreation Salaries.

2. Appropriate \$15,000 to Recreation Salary and Benefits to account for benefits for the full-time Senior Recreation Leader position
3. Appropriate \$12,500 to City Clerk Salary and Benefits to account for the reclassification of an Administrative Assistant to Deputy City Clerk.

PASSED AND ADOPTED by the City Council of the City of Oakley this 11th day of August 2026 by the following vote.

AYES:

NOES:

ABSTENTION:

ABSENT:

APPROVED:

Hugh Henderson, Mayor

ATTEST:

Kim Snodgrass, City Clerk

Date



City of Oakley Master Salary Schedule All Positions Effective July 05, 2026*



*Effective July 3, 2026 at noon for staff on 9/80 schedule

**Effective July 1, 2026 per Contract

Classification	Representation	Hourly/Salary	Step	Hourly	Bi-Weekly	Monthly	Annually
Accountant	UNREP	Salary	Step 1	\$ 46.9790	\$ 3,758.32	\$ 8,143.02	\$ 97,716.24
			Step 2	\$ 49.3279	\$ 3,946.23	\$ 8,550.17	\$ 102,602.06
			Step 3	\$ 51.7943	\$ 4,143.54	\$ 8,977.68	\$ 107,732.17
			Step 4	\$ 54.3840	\$ 4,350.72	\$ 9,426.56	\$ 113,118.77
			Step 5	\$ 57.1033	\$ 4,568.26	\$ 9,897.89	\$ 118,774.71
Accounting Technician	UNREP	Hourly	Step 1	\$ 35.3532	\$ 2,828.26	\$ 6,127.90	\$ 73,534.76
			Step 2	\$ 37.1076	\$ 2,968.61	\$ 6,431.99	\$ 77,183.86
			Step 3	\$ 38.9640	\$ 3,117.12	\$ 6,753.76	\$ 81,045.12
			Step 4	\$ 40.9224	\$ 3,273.79	\$ 7,093.21	\$ 85,118.54
			Step 5	\$ 42.9726	\$ 3,437.81	\$ 7,448.59	\$ 89,383.06
Administrative Assistant	UNREP	Hourly	Step 1	\$ 31.5078	\$ 2,520.62	\$ 5,461.34	\$ 65,536.12
			Step 2	\$ 33.0786	\$ 2,646.29	\$ 5,733.63	\$ 68,803.54
			Step 3	\$ 34.7310	\$ 2,778.48	\$ 6,020.04	\$ 72,240.48
			Step 4	\$ 36.4752	\$ 2,918.02	\$ 6,322.38	\$ 75,868.52
			Step 5	\$ 38.2908	\$ 3,063.26	\$ 6,637.06	\$ 79,644.76
Administrative Services Director	UNREP	Salary	Step 1	\$ 94.4639	\$ 7,557.11	\$ 16,373.73	\$ 196,484.74
			Step 2	\$ 99.1870	\$ 7,934.96	\$ 17,192.41	\$ 206,308.94
			Step 3	\$ 104.1464	\$ 8,331.71	\$ 18,052.03	\$ 216,624.39
			Step 4	\$ 109.3538	\$ 8,748.30	\$ 18,954.64	\$ 227,455.71
			Step 5	\$ 114.8214	\$ 9,185.71	\$ 19,902.37	\$ 238,828.48
Administrative Supervisor	UNREP	Salary	Step 1	\$ 39.7109	\$ 3,176.87	\$ 6,883.21	\$ 82,598.56
			Step 2	\$ 41.6964	\$ 3,335.71	\$ 7,227.38	\$ 86,728.54
			Step 3	\$ 43.7813	\$ 3,502.50	\$ 7,588.75	\$ 91,065.01
			Step 4	\$ 45.9703	\$ 3,677.62	\$ 7,968.18	\$ 95,618.21
			Step 5	\$ 48.2689	\$ 3,861.51	\$ 8,366.60	\$ 100,399.14



City of Oakley Master Salary Schedule All Positions Effective July 05, 2026*



*Effective July 3, 2026 at noon for staff on 9/80 schedule

**Effective July 1, 2026 per Contract

Classification	Representation	Hourly/Salary	Step	Hourly	Bi-Weekly	Monthly	Annually
Administrative Technician	UNREP	Hourly	Step 1	\$ 33.5070	\$ 2,680.56	\$ 5,807.88	\$ 69,694.56
			Step 2	\$ 35.1900	\$ 2,815.20	\$ 6,099.60	\$ 73,195.20
			Step 3	\$ 36.9444	\$ 2,955.55	\$ 6,403.69	\$ 76,844.30
			Step 4	\$ 38.7906	\$ 3,103.25	\$ 6,723.71	\$ 80,684.50
			Step 5	\$ 40.7286	\$ 3,258.29	\$ 7,059.63	\$ 84,715.54
Assistant City Manager	UNREP	Salary	Step 1	\$ 101.1710	\$ 8,093.68	\$ 17,536.32	\$ 210,435.80
			Step 2	\$ 106.2295	\$ 8,498.36	\$ 18,413.12	\$ 220,957.49
			Step 3	\$ 111.5410	\$ 8,923.28	\$ 19,333.77	\$ 232,005.28
			Step 4	\$ 117.1181	\$ 9,369.45	\$ 20,300.47	\$ 243,605.66
			Step 5	\$ 122.9740	\$ 9,837.92	\$ 21,315.50	\$ 255,785.96
Assistant Engineer	UNREP	Hourly	Step 1	\$ 50.1738	\$ 4,013.90	\$ 8,696.78	\$ 104,361.40
			Step 2	\$ 52.6728	\$ 4,213.82	\$ 9,129.94	\$ 109,559.32
			Step 3	\$ 55.3044	\$ 4,424.35	\$ 9,586.09	\$ 115,033.10
			Step 4	\$ 58.0890	\$ 4,647.12	\$ 10,068.76	\$ 120,825.12
			Step 5	\$ 60.9858	\$ 4,878.86	\$ 10,570.86	\$ 126,850.36
Assistant Recreation Coordinator	UNREP	Hourly	Step 1	\$ 32.4054	\$ 2,592.43	\$ 5,616.93	\$ 67,403.18
			Step 2	\$ 34.0272	\$ 2,722.18	\$ 5,898.06	\$ 70,776.68
			Step 3	\$ 35.7306	\$ 2,858.45	\$ 6,193.31	\$ 74,319.70
			Step 4	\$ 37.5156	\$ 3,001.25	\$ 6,502.71	\$ 78,032.50
			Step 5	\$ 39.3924	\$ 3,151.39	\$ 6,828.01	\$ 81,936.14
Associate Planner	UNREP	Salary	Step 1	\$ 51.2314	\$ 4,098.51	\$ 8,880.11	\$ 106,561.27
			Step 2	\$ 53.7929	\$ 4,303.43	\$ 9,324.11	\$ 111,889.28
			Step 3	\$ 56.4825	\$ 4,518.60	\$ 9,790.31	\$ 117,483.71
			Step 4	\$ 59.3068	\$ 4,744.54	\$ 10,279.83	\$ 123,357.94
			Step 5	\$ 62.2720	\$ 4,981.76	\$ 10,793.82	\$ 129,525.80



City of Oakley Master Salary Schedule All Positions Effective July 05, 2026*



*Effective July 3, 2026 at noon for staff on 9/80 schedule

**Effective July 1, 2026 per Contract

Classification	Representation	Hourly/Salary	Step	Hourly	Bi-Weekly	Monthly	Annually
Building Inspector I	UNREP	Hourly	Step 1	\$ 41.1162	\$ 3,289.30	\$ 7,126.82	\$ 85,521.80
			Step 2	\$ 43.1664	\$ 3,453.31	\$ 7,482.17	\$ 89,786.06
			Step 3	\$ 45.3186	\$ 3,625.49	\$ 7,855.23	\$ 94,262.74
			Step 4	\$ 47.6034	\$ 3,808.27	\$ 8,251.25	\$ 99,015.02
			Step 5	\$ 49.9698	\$ 3,997.58	\$ 8,661.42	\$ 103,937.08
Building Inspector II w/Combo Cert	UNREP	Hourly	Step 1	\$ 45.2166	\$ 3,617.33	\$ 7,837.55	\$ 94,050.58
			Step 2	\$ 47.4810	\$ 3,798.48	\$ 8,230.04	\$ 98,760.48
			Step 3	\$ 49.8576	\$ 3,988.61	\$ 8,641.99	\$ 103,703.86
			Step 4	\$ 52.3566	\$ 4,188.53	\$ 9,075.15	\$ 108,901.78
			Step 5	\$ 54.9780	\$ 4,398.24	\$ 9,529.52	\$ 114,354.24
Chief Building Official	UNREP	Salary	Step 1	\$ 76.7166	\$ 6,137.33	\$ 13,297.55	\$ 159,570.61
			Step 2	\$ 80.5525	\$ 6,444.20	\$ 13,962.43	\$ 167,549.14
			Step 3	\$ 84.5801	\$ 6,766.41	\$ 14,660.55	\$ 175,926.56
			Step 4	\$ 88.8091	\$ 7,104.73	\$ 15,393.57	\$ 184,722.86
			Step 5	\$ 93.2496	\$ 7,459.97	\$ 16,163.26	\$ 193,959.11
City Clerk	UNREP	Salary	Step 1	\$ 69.4110	\$ 5,552.88	\$ 12,031.24	\$ 144,374.85
			Step 2	\$ 72.8815	\$ 5,830.52	\$ 12,632.79	\$ 151,593.44
			Step 3	\$ 76.5256	\$ 6,122.05	\$ 13,264.43	\$ 159,173.21
			Step 4	\$ 80.3519	\$ 6,428.15	\$ 13,927.66	\$ 167,131.90
			Step 5	\$ 84.3695	\$ 6,749.56	\$ 14,624.04	\$ 175,488.47
City Manager**	Contract	Salary	Step 1	\$ 160.3828	\$ 12,830.62	\$ 27,799.67	\$ 333,596.00



City of Oakley Master Salary Schedule All Positions Effective July 05, 2026*



*Effective July 3, 2026 at noon for staff on 9/80 schedule

**Effective July 1, 2026 per Contract

Classification	Representation	Hourly/Salary	Step	Hourly	Bi-Weekly	Monthly	Annually
Code Enforcement Technician	UNREP	Hourly	Step 1	\$ 34.2618	\$ 2,740.94	\$ 5,938.70	\$ 71,264.44
			Step 2	\$ 35.9754	\$ 2,878.03	\$ 6,235.73	\$ 74,828.78
			Step 3	\$ 37.7706	\$ 3,021.65	\$ 6,546.91	\$ 78,562.90
			Step 4	\$ 39.6576	\$ 3,172.61	\$ 6,873.99	\$ 82,487.86
			Step 5	\$ 41.6364	\$ 3,330.91	\$ 7,216.97	\$ 86,603.66
Code Enforcement Officer	UNREP	Hourly	Step 1	\$ 41.1060	\$ 3,288.48	\$ 7,125.04	\$ 85,500.48
			Step 2	\$ 43.1664	\$ 3,453.31	\$ 7,482.17	\$ 89,786.06
			Step 3	\$ 45.3186	\$ 3,625.49	\$ 7,855.23	\$ 94,262.74
			Step 4	\$ 47.6034	\$ 3,808.27	\$ 8,251.25	\$ 99,015.02
			Step 5	\$ 49.9698	\$ 3,997.58	\$ 8,661.42	\$ 103,937.08
Community Development Director	UNREP	Salary	Step 1	\$ 93.9569	\$ 7,516.55	\$ 16,285.85	\$ 195,430.19
			Step 2	\$ 98.6546	\$ 7,892.37	\$ 17,100.14	\$ 205,201.67
			Step 3	\$ 103.5874	\$ 8,286.99	\$ 17,955.14	\$ 215,461.68
			Step 4	\$ 108.7668	\$ 8,701.34	\$ 18,852.90	\$ 226,234.82
			Step 5	\$ 114.2051	\$ 9,136.41	\$ 19,795.56	\$ 237,546.67
Community Service Officer	UNREP	Hourly	Step 1	\$ 33.5000	\$ 2,680.00	\$ 5,806.67	\$ 69,680.00
			Step 2	\$ 35.1900	\$ 2,815.20	\$ 6,099.60	\$ 73,195.20
			Step 3	\$ 36.9400	\$ 2,955.20	\$ 6,402.93	\$ 76,835.20
			Step 4	\$ 38.7900	\$ 3,103.20	\$ 6,723.60	\$ 80,683.20
			Step 5	\$ 40.7300	\$ 3,258.40	\$ 7,059.87	\$ 84,718.40
Custodian	UNREP	Hourly	Step 1	\$ 28.8252	\$ 2,306.02	\$ 4,996.38	\$ 59,956.52
			Step 2	\$ 30.2736	\$ 2,421.89	\$ 5,247.43	\$ 62,969.14
			Step 3	\$ 31.7832	\$ 2,542.66	\$ 5,509.10	\$ 66,109.16
			Step 4	\$ 33.3744	\$ 2,669.95	\$ 5,784.89	\$ 69,418.70
			Step 5	\$ 35.0370	\$ 2,802.96	\$ 6,073.08	\$ 72,876.96



City of Oakley Master Salary Schedule All Positions Effective July 05, 2026*



*Effective July 3, 2026 at noon for staff on 9/80 schedule

**Effective July 1, 2026 per Contract

Classification	Representation	Hourly/Salary	Step	Hourly	Bi-Weekly	Monthly	Annually
Deputy City Clerk	UNREP	Hourly	Step 1	\$ 41.2590	\$ 3,300.72	\$ 7,151.56	\$ 85,818.72
			Step 2	\$ 43.3194	\$ 3,465.55	\$ 7,508.69	\$ 90,104.30
			Step 3	\$ 45.4818	\$ 3,638.54	\$ 7,883.50	\$ 94,602.04
			Step 4	\$ 47.7666	\$ 3,821.33	\$ 8,279.55	\$ 99,354.58
			Step 5	\$ 50.1534	\$ 4,012.27	\$ 8,693.25	\$ 104,319.02
Economic Development Analyst	UNREP	Salary	Step 1	\$ 54.4049	\$ 4,352.39	\$ 9,430.19	\$ 113,162.23
			Step 2	\$ 57.1251	\$ 4,570.01	\$ 9,901.70	\$ 118,820.34
			Step 3	\$ 59.9814	\$ 4,798.51	\$ 10,396.78	\$ 124,761.35
			Step 4	\$ 62.9805	\$ 5,038.44	\$ 10,916.62	\$ 130,999.39
			Step 5	\$ 66.1295	\$ 5,290.36	\$ 11,462.45	\$ 137,549.41
Engineering Manager	UNREP	Salary	Step 1	\$ 77.7578	\$ 6,220.62	\$ 13,478.02	\$ 161,736.20
			Step 2	\$ 81.6456	\$ 6,531.65	\$ 14,151.92	\$ 169,823.00
			Step 3	\$ 85.7280	\$ 6,858.24	\$ 14,859.51	\$ 178,314.16
			Step 4	\$ 90.0144	\$ 7,201.15	\$ 15,602.49	\$ 187,229.86
			Step 5	\$ 94.5151	\$ 7,561.21	\$ 16,382.61	\$ 196,591.35
Finance Manager	UNREP	Salary	Step 1	\$ 70.4753	\$ 5,638.02	\$ 12,215.70	\$ 146,588.40
			Step 2	\$ 73.9990	\$ 5,919.92	\$ 12,826.49	\$ 153,917.86
			Step 3	\$ 77.6989	\$ 6,215.91	\$ 13,467.81	\$ 161,613.74
			Step 4	\$ 81.5839	\$ 6,526.71	\$ 14,141.20	\$ 169,694.40
			Step 5	\$ 85.6631	\$ 6,853.05	\$ 14,848.27	\$ 178,179.20
Fleet Service Assistant	UNREP	Hourly	Step 1	\$ 33.5000	\$ 2,680.00	\$ 5,806.67	\$ 69,680.00
			Step 2	\$ 35.1900	\$ 2,815.20	\$ 6,099.60	\$ 73,195.20
			Step 3	\$ 36.9400	\$ 2,955.20	\$ 6,402.93	\$ 76,835.20
			Step 4	\$ 38.7900	\$ 3,103.20	\$ 6,723.60	\$ 80,683.20
			Step 5	\$ 40.7300	\$ 3,258.40	\$ 7,059.87	\$ 84,718.40



City of Oakley Master Salary Schedule All Positions Effective July 05, 2026*



*Effective July 3, 2026 at noon for staff on 9/80 schedule

**Effective July 1, 2026 per Contract

Classification	Representation	Hourly/Salary	Step	Hourly	Bi-Weekly	Monthly	Annually
Human Resources Manager	UNREP	Salary	Step 1	\$ 70.4753	\$ 5,638.02	\$ 12,215.70	\$ 146,588.40
			Step 2	\$ 73.9990	\$ 5,919.92	\$ 12,826.49	\$ 153,917.86
			Step 3	\$ 77.6989	\$ 6,215.91	\$ 13,467.81	\$ 161,613.74
			Step 4	\$ 81.5839	\$ 6,526.71	\$ 14,141.20	\$ 169,694.40
			Step 5	\$ 85.6631	\$ 6,853.05	\$ 14,848.27	\$ 178,179.20
Information Technology Manager	UNREP	Salary	Step 1	\$ 64.6936	\$ 5,175.49	\$ 11,213.57	\$ 134,562.80
			Step 2	\$ 67.9283	\$ 5,434.26	\$ 11,774.24	\$ 141,290.86
			Step 3	\$ 71.3248	\$ 5,705.98	\$ 12,362.96	\$ 148,355.50
			Step 4	\$ 74.8910	\$ 5,991.28	\$ 12,981.10	\$ 155,773.23
			Step 5	\$ 78.6355	\$ 6,290.84	\$ 13,630.16	\$ 163,561.87
Office Assistant	UNREP	Hourly	Step 1	\$ 23.5314	\$ 1,882.51	\$ 4,078.77	\$ 48,945.26
			Step 2	\$ 24.7248	\$ 1,977.98	\$ 4,285.62	\$ 51,427.48
			Step 3	\$ 25.9488	\$ 2,075.90	\$ 4,497.78	\$ 53,973.40
			Step 4	\$ 27.2442	\$ 2,179.54	\$ 4,722.34	\$ 56,668.04
			Step 5	\$ 28.6110	\$ 2,288.88	\$ 4,959.24	\$ 59,510.88
Payroll Specialist	UNREP	Hourly	Step 1	\$ 41.2590	\$ 3,300.72	\$ 7,151.56	\$ 85,818.72
			Step 2	\$ 43.3194	\$ 3,465.55	\$ 7,508.69	\$ 90,104.30
			Step 3	\$ 45.4818	\$ 3,638.54	\$ 7,883.50	\$ 94,602.04
			Step 4	\$ 47.7666	\$ 3,821.33	\$ 8,279.55	\$ 99,354.58
			Step 5	\$ 50.1534	\$ 4,012.27	\$ 8,693.25	\$ 104,319.02
Park Ranger	UNREP	Hourly	Step 1	\$ 41.1060	\$ 3,288.48	\$ 7,125.04	\$ 85,500.48
			Step 2	\$ 43.1664	\$ 3,453.31	\$ 7,482.17	\$ 89,786.06
			Step 3	\$ 45.3186	\$ 3,625.49	\$ 7,855.23	\$ 94,262.74
			Step 4	\$ 47.6034	\$ 3,808.27	\$ 8,251.25	\$ 99,015.02
			Step 5	\$ 49.9698	\$ 3,997.58	\$ 8,661.42	\$ 103,937.08



City of Oakley Master Salary Schedule All Positions Effective July 05, 2026*



*Effective July 3, 2026 at noon for staff on 9/80 schedule

**Effective July 1, 2026 per Contract

Classification	Representation	Hourly/Salary	Step	Hourly	Bi-Weekly	Monthly	Annually
Permit Technician	UNREP	Hourly	Step 1	\$ 32.9358	\$ 2,634.86	\$ 5,708.86	\$ 68,506.36
			Step 2	\$ 34.5780	\$ 2,766.24	\$ 5,993.52	\$ 71,922.24
			Step 3	\$ 36.3120	\$ 2,904.96	\$ 6,294.08	\$ 75,528.96
			Step 4	\$ 38.1276	\$ 3,050.21	\$ 6,608.79	\$ 79,305.46
			Step 5	\$ 40.0452	\$ 3,203.62	\$ 6,941.18	\$ 83,294.12
Police Chief	Contract	Salary	Step 1	\$ 121.9940	\$ 9,759.52	\$ 21,145.63	\$ 253,747.56
Police Lieutenant	UNREP	Salary	Step 1	\$ 79.5409	\$ 6,363.27	\$ 13,787.08	\$ 165,444.95
			Step 2	\$ 83.5179	\$ 6,681.43	\$ 14,476.43	\$ 173,717.13
			Step 3	\$ 87.6938	\$ 7,015.50	\$ 15,200.25	\$ 182,403.05
			Step 4	\$ 92.0784	\$ 7,366.27	\$ 15,960.26	\$ 191,523.07
			Step 5	\$ 96.6824	\$ 7,734.59	\$ 16,758.27	\$ 201,099.29
			Step 6	\$ 101.5165	\$ 8,121.32	\$ 17,596.19	\$ 211,154.30
Police Officer	OPOA	Hourly	Step 00	\$ 52.7051	\$ 4,216.41	\$ 9,135.56	\$ 109,626.66
			Step 1	\$ 55.3316	\$ 4,426.53	\$ 9,590.82	\$ 115,089.78
			Step 2	\$ 58.1023	\$ 4,648.18	\$ 10,071.06	\$ 120,852.68
			Step 3	\$ 61.0172	\$ 4,881.38	\$ 10,576.32	\$ 126,915.88
			Step 4	\$ 64.0557	\$ 5,124.46	\$ 11,103.00	\$ 133,235.96
			Step 5	\$ 67.2590	\$ 5,380.72	\$ 11,658.23	\$ 139,898.72
			Step 6	\$ 70.6271	\$ 5,650.17	\$ 12,242.04	\$ 146,904.42



City of Oakley Master Salary Schedule All Positions Effective July 05, 2026*



*Effective July 3, 2026 at noon for staff on 9/80 schedule

**Effective July 1, 2026 per Contract

Classification	Representation	Hourly/Salary	Step	Hourly	Bi-Weekly	Monthly	Annually
Police Records Assistant	UNREP	Hourly	Step 1	\$ 29.8962	\$ 2,391.70	\$ 5,182.02	\$ 62,184.20
			Step 2	\$ 31.3956	\$ 2,511.65	\$ 5,441.91	\$ 65,302.90
			Step 3	\$ 32.9664	\$ 2,637.31	\$ 5,714.17	\$ 68,570.06
			Step 4	\$ 34.6188	\$ 2,769.50	\$ 6,000.58	\$ 72,007.00
			Step 5	\$ 36.3528	\$ 2,908.22	\$ 6,301.14	\$ 75,613.72
Police Records Supervisor	UNREP	Salary	Step 1	\$ 43.5425	\$ 3,483.40	\$ 7,547.36	\$ 90,568.36
			Step 2	\$ 45.7196	\$ 3,657.57	\$ 7,924.74	\$ 95,096.84
			Step 3	\$ 48.0056	\$ 3,840.45	\$ 8,320.97	\$ 99,851.69
			Step 4	\$ 50.4059	\$ 4,032.47	\$ 8,737.02	\$ 104,844.23
			Step 5	\$ 52.9263	\$ 4,234.10	\$ 9,173.88	\$ 110,086.60
Police Sergeant	OPOA	Hourly	Step 1	\$ 66.2599	\$ 5,300.79	\$ 11,485.05	\$ 137,820.54
			Step 2	\$ 69.5765	\$ 5,566.12	\$ 12,059.93	\$ 144,719.12
			Step 3	\$ 73.0682	\$ 5,845.46	\$ 12,665.16	\$ 151,981.96
			Step 4	\$ 76.7144	\$ 6,137.15	\$ 13,297.16	\$ 159,565.90
			Step 5	\$ 80.5460	\$ 6,443.68	\$ 13,961.31	\$ 167,535.68
			Step 6	\$ 84.5630	\$ 6,765.04	\$ 14,657.59	\$ 175,891.04
Project Manager	UNREP	Salary	Step 1	\$ 67.3228	\$ 5,385.82	\$ 11,669.28	\$ 140,031.34
			Step 2	\$ 70.6889	\$ 5,655.11	\$ 12,252.74	\$ 147,032.91
			Step 3	\$ 74.2234	\$ 5,937.87	\$ 12,865.38	\$ 154,384.55
			Step 4	\$ 77.9345	\$ 6,234.76	\$ 13,508.65	\$ 162,103.78
			Step 5	\$ 81.8313	\$ 6,546.50	\$ 14,184.08	\$ 170,208.96



City of Oakley Master Salary Schedule All Positions Effective July 05, 2026*



*Effective July 3, 2026 at noon for staff on 9/80 schedule

**Effective July 1, 2026 per Contract

Classification	Representation	Hourly/Salary	Step	Hourly	Bi-Weekly	Monthly	Annually
Property & Evidence Technician	UNREP	Hourly	Step 1	\$ 36.1590	\$ 2,892.72	\$ 6,267.56	\$ 75,210.72
			Step 2	\$ 37.9644	\$ 3,037.15	\$ 6,580.49	\$ 78,965.90
			Step 3	\$ 39.8616	\$ 3,188.93	\$ 6,909.35	\$ 82,912.18
			Step 4	\$ 41.8506	\$ 3,348.05	\$ 7,254.11	\$ 87,049.30
			Step 5	\$ 43.9416	\$ 3,515.33	\$ 7,616.55	\$ 91,398.58
Public Works Director/City Engineer	UNREP	Salary	Step 1	\$ 91.3188	\$ 7,305.50	\$ 15,828.57	\$ 189,942.87
			Step 2	\$ 95.8846	\$ 7,670.77	\$ 16,620.01	\$ 199,440.06
			Step 3	\$ 100.6789	\$ 8,054.31	\$ 17,451.00	\$ 209,412.05
			Step 4	\$ 105.7128	\$ 8,457.02	\$ 18,323.55	\$ 219,882.54
			Step 5	\$ 110.9984	\$ 8,879.87	\$ 19,239.72	\$ 230,876.66
Public Works Inspector	UNREP	Hourly	Step 1	\$ 45.2472	\$ 3,619.78	\$ 7,842.86	\$ 94,114.28
			Step 2	\$ 47.5116	\$ 3,800.93	\$ 8,235.35	\$ 98,824.18
			Step 3	\$ 49.8882	\$ 3,991.06	\$ 8,647.30	\$ 103,767.56
			Step 4	\$ 52.3872	\$ 4,190.98	\$ 9,080.46	\$ 108,965.48
			Step 5	\$ 55.0086	\$ 4,400.69	\$ 9,534.83	\$ 114,417.94
Public Works Maintenance Foreman	UNREP	Hourly	Step 1	\$ 38.2398	\$ 3,059.18	\$ 6,628.22	\$ 79,538.68
			Step 2	\$ 40.1472	\$ 3,211.78	\$ 6,958.86	\$ 83,506.28
			Step 3	\$ 42.1668	\$ 3,373.34	\$ 7,308.90	\$ 87,706.84
			Step 4	\$ 44.2578	\$ 3,540.62	\$ 7,671.34	\$ 92,056.12
			Step 5	\$ 46.4814	\$ 3,718.51	\$ 8,056.77	\$ 96,681.26
Public Works Maintenance Manager	UNREP	Salary	Step 1	\$ 65.0460	\$ 5,203.68	\$ 11,274.65	\$ 135,295.78
			Step 2	\$ 68.2983	\$ 5,463.86	\$ 11,838.37	\$ 142,060.42
			Step 3	\$ 71.7133	\$ 5,737.06	\$ 12,430.29	\$ 149,163.53
			Step 4	\$ 75.2989	\$ 6,023.91	\$ 13,051.81	\$ 156,621.69
			Step 5	\$ 79.0639	\$ 6,325.11	\$ 13,704.40	\$ 164,452.78



City of Oakley Master Salary Schedule All Positions Effective July 05, 2026*



*Effective July 3, 2026 at noon for staff on 9/80 schedule

**Effective July 1, 2026 per Contract

Classification	Representation	Hourly/Salary	Step	Hourly	Bi-Weekly	Monthly	Annually
Public Works Maintenance Supervisor	UNREP	Salary	Step 1	\$ 49.7770	\$ 3,982.16	\$ 8,628.01	\$ 103,536.07
			Step 2	\$ 52.2659	\$ 4,181.27	\$ 9,059.41	\$ 108,712.90
			Step 3	\$ 54.8790	\$ 4,390.32	\$ 9,512.37	\$ 114,148.40
			Step 4	\$ 57.6230	\$ 4,609.84	\$ 9,988.00	\$ 119,855.96
			Step 5	\$ 60.5041	\$ 4,840.33	\$ 10,487.39	\$ 125,848.66
Public Works Maintenance Worker	UNREP	Hourly	Step 1	\$ 34.3434	\$ 2,747.47	\$ 5,952.85	\$ 71,434.22
			Step 2	\$ 36.0570	\$ 2,884.56	\$ 6,249.88	\$ 74,998.56
			Step 3	\$ 37.8624	\$ 3,028.99	\$ 6,562.81	\$ 78,753.74
			Step 4	\$ 39.7494	\$ 3,179.95	\$ 6,889.89	\$ 82,678.70
			Step 5	\$ 41.7384	\$ 3,339.07	\$ 7,234.65	\$ 86,815.82
Recreation & Events Coordinator	UNREP	Hourly	Step 1	\$ 34.8432	\$ 2,787.46	\$ 6,039.50	\$ 72,473.96
			Step 2	\$ 36.5772	\$ 2,926.18	\$ 6,340.06	\$ 76,080.68
			Step 3	\$ 38.4132	\$ 3,073.06	\$ 6,658.30	\$ 79,899.56
			Step 4	\$ 40.3410	\$ 3,227.28	\$ 6,992.44	\$ 83,909.28
			Step 5	\$ 42.3504	\$ 3,388.03	\$ 7,340.73	\$ 88,088.78
Recreation Manager	UNREP	Salary	Step 1	\$ 57.4209	\$ 4,593.67	\$ 9,952.95	\$ 119,435.34
			Step 2	\$ 60.2919	\$ 4,823.35	\$ 10,450.59	\$ 125,407.07
			Step 3	\$ 63.3065	\$ 5,064.52	\$ 10,973.12	\$ 131,677.43
			Step 4	\$ 66.4719	\$ 5,317.75	\$ 11,521.79	\$ 138,261.42
			Step 5	\$ 69.7954	\$ 5,583.63	\$ 12,097.87	\$ 145,174.38
Senior Planner	UNREP	Salary	Step 1	\$ 61.0430	\$ 4,883.44	\$ 10,580.79	\$ 126,969.51
			Step 2	\$ 64.0953	\$ 5,127.62	\$ 11,109.83	\$ 133,317.99
			Step 3	\$ 67.3000	\$ 5,384.00	\$ 11,665.32	\$ 139,983.88
			Step 4	\$ 70.6650	\$ 5,653.20	\$ 12,248.59	\$ 146,983.08
			Step 5	\$ 74.1983	\$ 5,935.86	\$ 12,861.02	\$ 154,332.24



City of Oakley Master Salary Schedule All Positions Effective July 05, 2026*



*Effective July 3, 2026 at noon for staff on 9/80 schedule

**Effective July 1, 2026 per Contract

Classification	Representation	Hourly/Salary	Step	Hourly	Bi-Weekly	Monthly	Annually
Senior Recreation Leader	UNREP	Hourly	Step 1	\$ 20.4612	\$ 1,636.90	\$ 3,546.61	\$ 42,559.30
			Step 2	\$ 21.4843	\$ 1,718.74	\$ 3,723.94	\$ 44,687.26
			Step 3	\$ 22.5585	\$ 1,804.68	\$ 3,910.14	\$ 46,921.62
			Step 4	\$ 23.6864	\$ 1,894.91	\$ 4,105.64	\$ 49,267.71
			Step 5	\$ 24.8707	\$ 1,989.66	\$ 4,310.92	\$ 51,731.09
Senior Civil Engineer	UNREP	Salary	Step 1	\$ 70.6889	\$ 5,655.11	\$ 12,252.74	\$ 147,032.91
			Step 2	\$ 74.2234	\$ 5,937.87	\$ 12,865.38	\$ 154,384.55
			Step 3	\$ 77.9345	\$ 6,234.76	\$ 13,508.65	\$ 162,103.77
			Step 4	\$ 81.8313	\$ 6,546.50	\$ 14,184.08	\$ 170,208.97
			Step 5	\$ 85.9228	\$ 6,873.82	\$ 14,893.28	\$ 178,719.41
Senior Permit Technician	UNREP	Hourly	Step 1	\$ 38.3520	\$ 3,068.16	\$ 6,647.68	\$ 79,772.16
			Step 2	\$ 40.2696	\$ 3,221.57	\$ 6,980.07	\$ 83,760.82
			Step 3	\$ 42.2790	\$ 3,382.32	\$ 7,328.36	\$ 87,940.32
			Step 4	\$ 44.4006	\$ 3,552.05	\$ 7,696.11	\$ 92,353.30
			Step 5	\$ 46.6242	\$ 3,729.94	\$ 8,081.54	\$ 96,978.44



City of Oakley Master Salary Schedule All Positions Effective July 05, 2026*



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**Effective July 1, 2026 per Contract

Classification	Representation	Hourly/Salary	Step	Hourly	Bi-Weekly	Monthly	Annually
City Council Member	Elected	Monthly	Stipend	\$ 800.0000			
Community Service Officer	Part Time	Hourly	Min	\$ 33.5000			
			Max	\$ 40.7300			
Recreation Aide	Part Time	Hourly	Min	\$ 17.2400			
			Max	\$ 19.2474			
Recreation Leader	Part Time	Hourly	Min	\$ 18.6048			
			Max	\$ 21.1752			
Senior Recreation Leader	Part Time	Hourly	Min	\$ 20.4612			
			Max	\$ 24.8707			
Police Officer Trainee	Seasonal	Hourly	Min	\$ 38.0000			
Recreation Aide	Seasonal	Hourly	Min	\$ 17.2400			
			Max	\$ 19.2474			
Recreation Leader	Seasonal	Hourly	Min	\$ 18.6048			
			Max	\$ 21.1752			
Senior Recreation Leader	Seasonal	Hourly	Min	\$ 20.4612			
			Max	\$ 24.8707			

Classification: Full-Time
FLSA Designation: Non-Exempt
Department: Administrative Services
Last Updated: August 2026

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision of the Recreation Manager, assists with the Studio 55 program as well as when needed with special events, summer camps, facility rentals and other youth, senior and community programs.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Directs and leads the work of lower-level staff assisting in programs or events.
- Assists in the development, promotion, and implementation of a diversified recreation program for all ages in accordance with community needs.
- Evaluates program effectiveness and recommends ideas for change.
- Oversees participants and volunteers in arts and crafts, sports, games, homework tutorials, and recreational activities.
- Accompanies participants on program outings.
- Perform general set-up, maintenance, and custodial duties (e.g., cleaning, arranging tables/chairs)
- Answer a wide variety of questions from the public about City events, programs, and services.
- Maintains a safe program environment and facility; conducts safety checks; administers first aid as required.
- Enforce rules, regulations, and policies, to maintain program discipline communicating with parents on a regular basis.



- Serve as a positive role model and leader.
- Assist in the inventory of program supplies and equipment.
- Handle cash transactions.
- Complete all required paperwork and reports.
- Provide courteous, tactful, and polite customer service to the public at all times.
- Performs other related duties as assigned.

Senior Café Specific Essential Duties:

- Supervises and monitors all aspects of food handling and serving for senior meals program, ensuring that food service and procedures and practices are in full compliance with the California Retail Food Safety Law and Program Policies and Procedures.
- Orders and verifies receipt of meals from the County-designated caterer in accordance with Program Policies and Procedures, including timely preparation and submission of reports which verify meals receipt and service.
- Responsible for the cleanliness and proper sanitation of the kitchen facility and food service area.
- Inventories and orders supplies and paper goods.
- Responsible for the cleanliness, proper sanitation, and safeguard of all equipment and supplies.
- Responsible for the safeguard and reporting of participant Meal Income Contributions and Non-Senior Meal Fees, in accordance with State and Federal regulations and Program Policies and Procedures.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of leadership.
- Proper care and use of recreation equipment, materials, and supplies.



- City's recreational activities and special events in order to answer questions from the public.
- Techniques of instruction for conducting recreation programs in areas such as sports, games, arts, and crafts.
- Common sports, games, and recreational activities.
- Occupational hazards and standard safety practices.
- Cash handling, accounting, and record-keeping techniques.
- Modern office practices, methods and computer equipment and applications related to work.

Ability to:

- Lead lower-level staff and volunteers, including training, work planning, organizing, scheduling, and coordinating.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Make basic mathematical calculations with accuracy, count money and make change.
- Maintain equipment and facilities in a clean and safe manner.
- Multi-task, independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Conduct oneself in a professional manner.
- Function effectively under direct supervision and to develop effective working relationships with fellow City employees and the public.
- Effectively communicate both orally and in writing.
- Receive and follow oral and written instructions.
- Implement professional work habits including reliability, dependability, creativity, and demonstration of enthusiasm for the job.
- Ability to perform basic calculations
- Sit or stand for extended periods of time.
- Work outdoors in varying weather conditions, work varying shifts, including nights, weekdays, and weekends.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

EDUCATION AND EXPERIENCE GUIDELINES



Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: Possession of a high school diploma or general equivalency diploma (GED) is helpful to perform the essential duties listed above.

Experience: One year of recreation, customer service or related leadership experience relevant to the area of assignment is highly desirable.

Licenses and Certificates: Possession of an appropriate, valid California Class C Driver's License.

Possession of, or ability to obtain and maintain within the first ninety days of employment, appropriate, valid CPR and First Aid certificates.

Possession of or ability to obtain and maintain within the first thirty days of employment a California Food Handler Card for any staff who's duties include the handling of food.

Must be at least 18 years of age as incumbents must complete and satisfactory pass Live Scan fingerprint screening or background check.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The City will engage in a timely, good faith interactive process to identify reasonable accommodations to enable qualified individuals to perform the essential job functions.

Environment: Work is performed primarily in outdoor recreational facilities and parks; travel to different locations; incumbents may be exposed to inclement weather conditions and may have some contact with chemical agents used in pool maintenance; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.



Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.



Classification: Regular Full-Time
FLSA Designation: Non-Exempt
Department: City Clerk
Last Updated: August 2026

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction of the City Clerk, provides administrative and program support to the City Clerk in the preparation of City Council, Planning Commission and other public meeting agendas, minutes, actions, ordinances, and resolutions; assists in the preparation and maintenance of official documents and records; assists in the conduct of City elections and in overseeing the day-to-day activities, services, and operations of the City Clerk's function; provides varied technical, complex, specialized, and confidential office administrative support to the City Clerk and other City departments as assigned including support related to risk management; responsible for the coordination of the Citywide records and information management system including maintenance and growth of the system, coordination of system upgrades, and working with Information Systems personnel to identify, monitor, and troubleshoot network difficulties; acts for the City Clerk in their absence; and performs related duties, as assigned.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Assists in the development and preparation of agenda items for City Council and other Public Meetings; prepares, assembles, and distributes agenda packets; publishes agenda information.
- In the absence of the City Clerk, performs City Clerk duties; attends meetings; takes and prepares meeting minutes; performs follow-up activities resulting from meetings.



- Coordinates with departments on the use of and training, on agenda and meeting management software.
- Prepares and publishes legal and public notices for public hearings in coordination with City Departments; assures that legal requirements are met for publications and postings as required.
- Administers Fair Political Practices Commission filings for candidates, elected officials, employees, consultants, and commissioners in accordance with state law and FPFC regulations.
- Processes and records all claims filed against the City; finalize rejection notices to claimants.
- Works as a liaison with insurance company and City departments to complete all required monthly, quarterly and annual reporting.
- Assists in the retention and scanning of council minutes, ordinances, resolutions, agreements, and other City documents in compliance with all applicable laws, guidelines, and regulations.
- Coordinates and implements the City's Records Management Program, ensuring legal compliance with retention schedules for City records.
- May participate in processing subpoenas.
- Provides assistance to the public and City staff by helping to identify records and information relevant to requests; ensures timely response to all requests and communicates in writing with any requestor in cases of unusual requests that may cause delays in obtaining all requested information; justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act.
- In addition to scanning, performs complex records management activities, including assigning record codes and indexing documents, imaging and/or filing, storage, and destroying City records.
- Assists the City Clerk in conducting municipal elections' processes to include nomination filings, campaign filings, maintaining and documenting official election results for ballot measures, initiatives, referendums, recalls and other elections processes, as required by state law.
- Assists with biennial update of the City's Conflict of Interest Code
- Assists with the legal codification of the Municipal Code Book, coordinates between publisher and staff.
- Notarizes official documents.
- Maintains and updates knowledge base regarding all pertinent and applicable federal, state, and local regulations governing public documents.



- As assigned, attends committee and staff meetings.
- Manages the routing of contracts for signature.
- Records documents.
- Assists with front desk coverage as needed.
- Assists with managing office equipment maintenance when needed.
- Performs other related duties as assigned.
- Track vacancies of City committees and commissions; notify Mayor of openings and prepare notices of vacancy; receive and process applications for future appointments.
- Assist in the preparation, administration, and monitoring of assigned budget; compile annual budget requests; prepare revenue projections; recommend expenditure requests for designated accounts; monitor approved budget accounts.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, practices, and procedures related to public agency record keeping and the City Clerk function.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- A variety of public documents including contracts and ordinances. Municipal elections processes and procedures.



- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPCC procedures and regulations, and election laws and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Rules and industry best practices for record keeping including records management systems, policies, procedures, principles, standards, and best practices for the identification, description, classification, organization, storage, protection, retention, and disposition of records.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality and be discreet in handling and processing confidential information and data. Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Develop, plan, coordinate, and implement records management program suited to the needs of the City and in compliance with Federal, State, and local laws, rules, and regulations.



- Prepare official minutes, resolutions, and ordinances. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions. Research, analyze, and summarize data and prepare accurate and logical written reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A high school diploma or G.E.D. equivalent supplemented by some job-specific college level coursework.

Experience: Three (3) years of progressively responsible office and/or records management experience within a governmental agency. Successful experience working in a City Clerk's Office is preferred.

Licenses and Certificates: Possession of or ability to obtain, an appropriate driver's license; certification as a California Certified Municipal Clerk (CMC) is highly desirable upon hire but required within thirty-six (36) months after hire date.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The City will engage in a timely, good faith interactive process to identify reasonable accommodations to enable qualified individuals to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

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DATE: August 11, 2026
TO: Joshua McCurray, City Manager
FROM: Derek P. Cole, City Attorney
SUBJECT: Modification to the Oakley Municipal Code section 2.3.002 to Clarify Training Requirements for Planning Commissioners

Approved and
Forwarded to the
City Council

Background and Analysis

Section 2.3.002 of the Oakley Municipal Code provides that Planning Commissioners must receive trainings regarding California public ethics laws, the Brown Act, and California planning law and procedure. City Staff proposes “clean-up” legislation of this section to conform the training requirements to current practices. Specifically:

- The section would be amended to confirm that the mandatory ethics training—known as “AB 1234”—occur within the first six months of taking office, rather than—as the section currently reads—before taking office. This change conforms to the requirements of state law. While City Staff has endeavored—and will continue—to provide ethics training as soon as possible for new commissioners, it has not always been possible to ensure new commissioners receive ethics training before their first meetings. This has especially been the case for commissioners who are appointed mid-term, following the resignation of a previous commissioner. As a practical matter, requiring the new commissioners to receive ethics training before their first meetings can impede the Planning Commission from having quorums during its meetings.
- The amendments would remove the reference to Brown Act training as a stand-alone training requirement. Brown Act training is a core subject that must be covered during AB 1234 trainings. Notwithstanding this change, Staff and the City Attorney can always ensure that Brown Act trainings are provided when determined necessary.
- The amendments would conform to the current practice of having new commissioners attend the League of California Cities’ Planning Commissioner Academy, which is customarily held in March. As with AB 1234 training, it is not always possible for commissioners to complete these training before their first meetings. In the event a Planning Commissioner could not attend this Academy, the Ordinance would allow him or her to attend alternate training provided the City Attorney determines the training provides coverage equivalent to what is taught at the Academy.



Consistency with the Oakley Strategic Plan 27+

The proposed action is consistent with the Sustainable Organization Goal.

Fiscal Impact

There is no fiscal impact associated with adoption of the updated policy.

Staff Recommendation

Staff recommends the City Council waive the first reading and introduce the proposed ordinance.

Attachments

1. Proposed Ordinance



ORDINANCE NO. XX-26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY
AMENDING SECTION 2.3.002 OF THE OAKLEY MUNICIPAL CODE
REGARDING THE TRAINING REQUIREMENTS FOR MEMBERS OF
THE PLANNING COMMISSION

THE CITY COUNCIL OF THE CITY OF OAKLEY DOES ORDAIN AS FOLLOWS:

SECTION 1. Upon the effective date of this Ordinance, Oakley Municipal Code 2.3.002 shall be amended to read as follows:

2.3.002 Creation of Planning Commission; Residency; Trainings Required.

- a. Planning Commission. A Planning Commission is established to consist of five members appointed by the City Council in the manner prescribed in subsection (b) of this section.
- b. Method of Selection. Members shall be appointed to the Planning Commission on an at- large basis by the City Council. Members of the Planning Commission shall be residents of the City.
- c. Applications for Planning Commission shall be made available and the closing date announced at least two months prior to the expiration of the Commissioner's term to be filled.
- d. All members of the Commission shall be residents of the City of Oakley. Proof of residency shall be submitted at time of application to the Commission through a California driver's license, voter registration, or utility bill identifying residence at a physical address within the City boundaries. Residency shall be confirmed prior to appointment and maintained throughout the term served.
- e. No person serving as an appointed or elected member of any local or regional governmental agency that includes any portion of Oakley City limits within its jurisdictional territory shall serve as a member of the Planning Commission.
- f. ~~Prior to taking office~~ Within six months of assuming office, a member of the Planning Commission shall ~~have completed~~ public ethics training required by California statute (2005 AB 1234). Each member of the Planning Commission shall thereafter complete at least two hours of ethics training every two years of service. ~~Under direction of the City Attorney, each member of the Planning Commission shall also complete at least three hours of Planning Commissioner training and training regarding the Ralph M. Brown Act prior to assuming office. Planning Commissioners may take such trainings online or in-person and from the Fair~~

Political Practices Commission or any provider that provides trainings that satisfy the requirements of California Code of Regulations, Title 2, section 18371.

- g. Within six months of assuming office, each member of the Planning Commission shall complete at least three hours of Planning Commissioner training by attending the Planning Commissioners Academy provided by the League of California Cities or any similar program the City Attorney determines will provide equivalent coverage of California planning laws and procedures.

SECTION 2. CEQA.

The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 3. SEVERABILITY.

The City Council of the City of Oakley hereby declares that should any section, paragraph, sentence, phrase, term or word of this Ordinance be declared for any reason to be invalid, it is the intent of the City Council that it would have adopted all other portions of this Ordinance independent of the elimination here from of any such portion as may be declared invalid. If any section, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subdivision, paragraph, sentence, clause and phrase thereof, irrespective of the fact that any one (or more) section, subdivision, paragraph, sentence, clause or phrase had been declared invalid or unconstitutional.

SECTION 5. EFFECTIVE DATE AND POSTING.

This ordinance shall take effect and be in force thirty (30) days from and after the date of its passage. The City Clerk shall cause the ordinance to be published within fifteen (15) days after its passage in a newspaper of general circulation, or by publishing a summary of the proposed ordinance, posting a certified copy of the proposed ordinance in the City Clerk's Office at least five (5) days prior to the City Council meeting at which the ordinance is to be adopted, and within fifteen (15) days after its adoption, publishing a summary of the ordinance with the names of the Council Members voting for and against the ordinance.

PASSED AND ADOPTED by the City Council of Oakley on this ___th day of _____ by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

Hugh Henderson, Mayor

ATTEST:

Kim Snodgrass, City Clerk

Date

I HEREBY CERTIFY that in accordance with Government Code Section 40806, this ordinance is a true and correct copy of a city ordinance. It has been published or posted pursuant to law.

Kim Snodgrass, CMC
City Clerk

July 2026 New In-Town Business Licenses

Business Name	Primary Contact Email Address	Full Primary Address	Active Licenses
AERALUXE LLC	ROCKITPOLE@GMAIL.COM	1625 MAIN ST #1003 OAKLEY, CA 94561	BUSINESS LICENSE
CHRISTINE HALLSTONE @ OAKLEY SUPER BEAUTY SALON	CKHWIKED1@AOL.COM	2069 MAIN ST OAKLEY, CA 94561	BUSINESS LICENSE
COINSTAR ASSET HOLDINGS, LLC	REGISTRATIONS@COINSTAR.COM	998 LAUREL RD OAKLEY, CA 94561	BUSINESS LICENSE
FORCLUCKSAKE @ RANCHO CO-OP	XOXODAR@YAHOO.COM	5685 MAIN ST OAKLEY, CA 94561	BUSINESS LICENSE
SKALISMATA BY YIOTA	PAMYIOTA@GMAIL.COM	5685 MAIN ST OAKLEY, CA 94561	BUSINESS LICENSE
TWISTED KUSTOMZ	BLACKROCKET58@GMAIL.COM	120 SECOND ST OAKLEY, CA 94561	BUSINESS LICENSE
BEST EAGLES ROOFING			HOME BASED BUSINESS
BRYANT'S MOBILE TECHS			HOME BASED BUSINESS
BURRITOS EL SINALOENSE			HOME BASED BUSINESS
C.ELECTRIC COMPANY			HOME BASED BUSINESS
COLBERT PROFESSIONAL SERVICE			HOME BASED BUSINESS
D AND S FABRICATION AND LASER TECHNOLOGY			HOME BASED BUSINESS
D'VINE GRAZE			HOME BASED BUSINESS
EQs FLOOR AND CARPET CARE			HOME BASED BUSINESS
EYL PROPERTIES LLC			HOME BASED BUSINESS
FAMILY 1ST ALLIANCE INC	LORI@FAMILY1STALLIANCE.COM		HOME BASED BUSINESS
GALINDO SEWER DRAIN SERVICE	LGALINDO1513@GMAIL.COM		HOME BASED BUSINESS
HAPPY HELTON PHOTOS	HAPPYHELTONPHOTOS@GMAIL.COM		HOME BASED BUSINESS
LA MARIE CONSULTING			HOME BASED BUSINESS
PERSON-CENTERED SUPPORTIVE SERVICES LLC	PCSSERVICESCEO@GMAIL.COM		HOME BASED BUSINESS
PIECE BY PIECE			HOME BASED BUSINESS
RM PAINTING	JOSEJUANTRAVELS@GMAIL.COM		HOME BASED BUSINESS
SPARKE HELPS			HOME BASED BUSINESS
TYMPANUM, INC			HOME BASED BUSINESS
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